



Hotel Factsheet

Virtual Cards



Every reservation is booked and paid for with a unique card number and payment details. Once your hotel receives these details via a form, you can use them to complete payment.

[illegible]

When a reservation is made, you'll receive a Third Party Credit Card Authorisation Form that contains the payment details.

Note:

- Review the information you need including reservation amount, card details, authorised incidentals, company name, address and email to send the folio to on check-out.
- Update the reservation in your PMS with these details.

When it's time to settle the bill, check the Third Party Credit Card Authorisation Form.

Charge the virtual card as a card-not-present transaction. This is done the same way as you'd charge for a no-show.

Note:

- Don't forget to review the Payment Restrictions section as this tells you what services you are authorised to charge for. For any other incidentals you should ask the guest for an alternative method of payment.
- In most cases you will also receive the CVV number but if you don't and it is required, please contact your guests' travel agency. You will find their details at the top of the form.

Once the card is charged, ensure you send the invoice/folio to the specified email address on the Third Party Credit Card Authorisation Form.

Note:

- Make sure you use the specified email address to avoid being chased for documentation by the traveller's finance team.

How to:

[illegible]



Learn more:

About Conferma Pay

We are a virtual payment technology company working with travel companies.

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About Conferma Pay Connect

This is Conferma Pay's proprietary payment communication service.

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