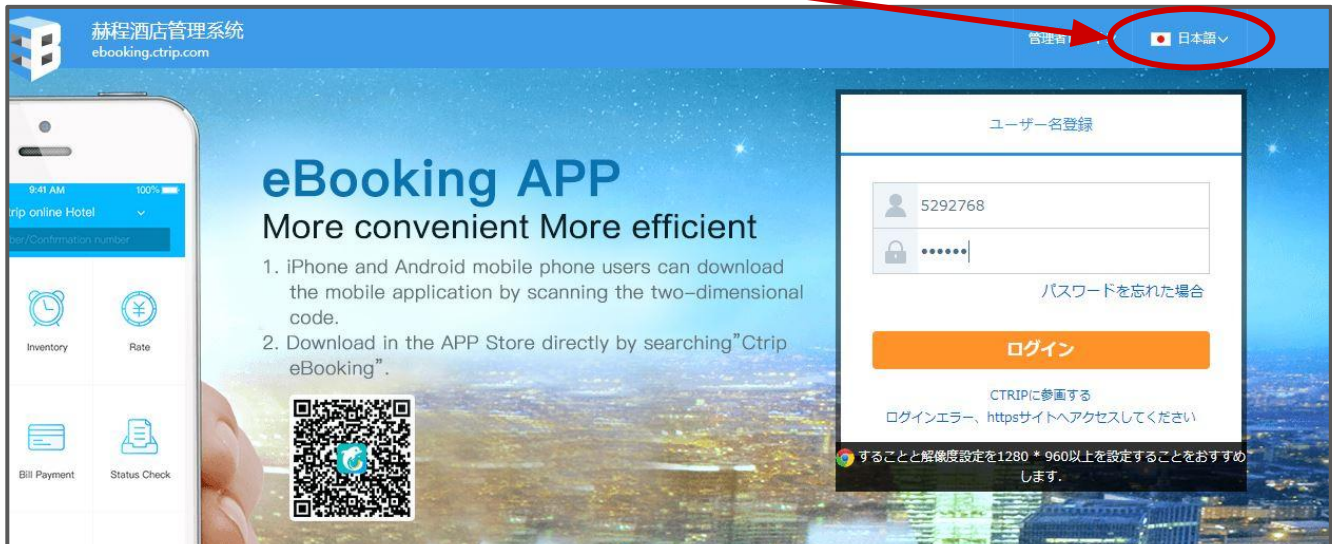


Ctrip請求の仕方

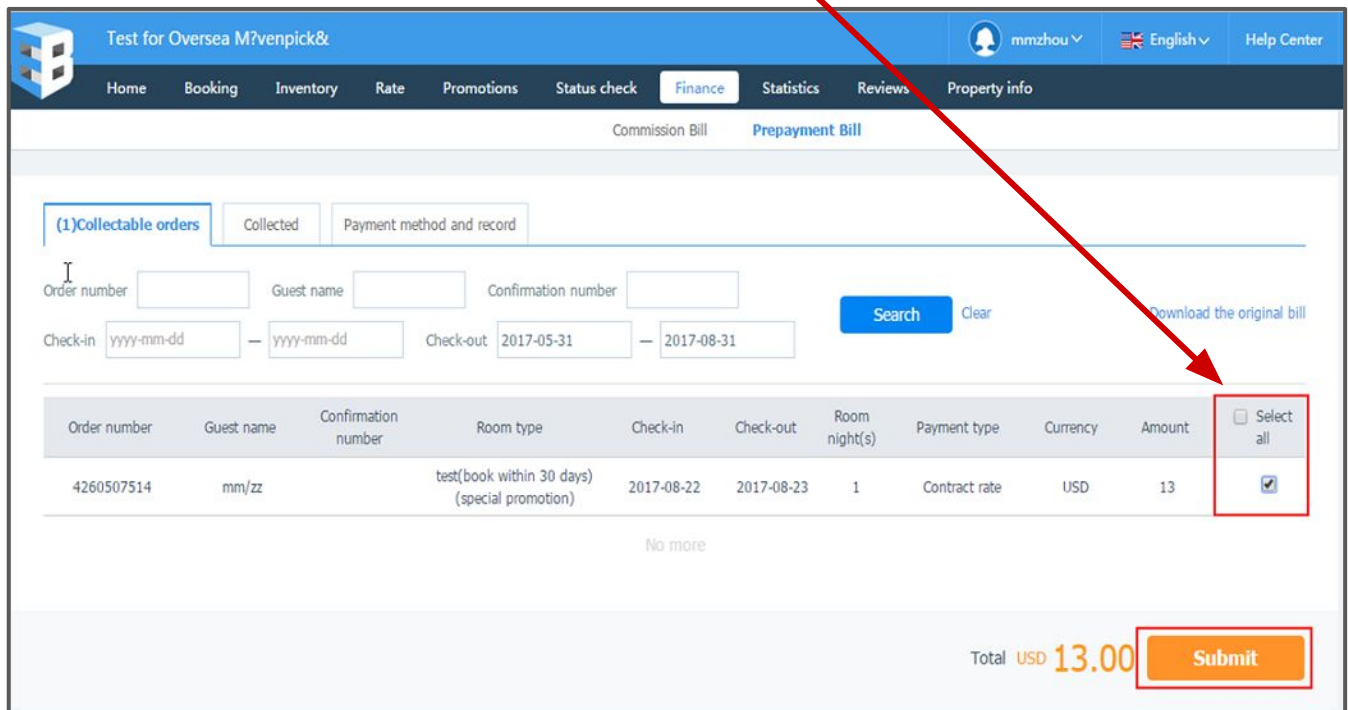
1. 言語を日本語に切り替えて、Ctripにログインする。



2. 上部メニューの中の「財務精算」



3.未請求の予約が出てくるので、請求する予約の四角にチェックを入れる。
通常は全てにチェックで良い。



The screenshot shows a web interface for generating a bill. At the top, there is a navigation bar with a logo and the text "Test for Oversea M?venpick&". Below this is a menu with options: Home, Booking, Inventory, Rate, Promotions, Status check, Finance (highlighted), Statistics, Reviews, and Property info. The main content area is titled "Commission Bill" and "Prepayment Bill". There are three tabs: "(1)Collectable orders" (selected), "Collected", and "Payment method and record". Below the tabs are search filters for Order number, Guest name, Confirmation number, Check-in, and Check-out. A "Search" button and a "Clear" link are present. A "Download the original bill" link is also visible. The main table has the following columns: Order number, Guest name, Confirmation number, Room type, Check-in, Check-out, Room night(s), Payment type, Currency, Amount, and a checkbox column. The table contains one row with the following data: Order number 4260507514, Guest name mm/zz, Confirmation number test(book within 30 days) (special promotion), Room type test(book within 30 days) (special promotion), Check-in 2017-08-22, Check-out 2017-08-23, Room night(s) 1, Payment type Contract rate, Currency USD, Amount 13. The checkbox in the last column is checked. Below the table, there is a "Total USD 13.00" and a yellow "Submit" button. A red arrow points to the "Select all" checkbox in the table.

Order number	Guest name	Confirmation number	Room type	Check-in	Check-out	Room night(s)	Payment type	Currency	Amount	<input type="checkbox"/> Select all
4260507514	mm/zz	test(book within 30 days) (special promotion)	test(book within 30 days) (special promotion)	2017-08-22	2017-08-23	1	Contract rate	USD	13	<input checked="" type="checkbox"/>

Total USD 13.00

4.黄色の「提出」ボタンを押す。(上の画像は英語ですが、日本語の場合は「提出」となっています。)

→5営業日以内に振り込まれる。