TourWriter Start Guide



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Suppliers Training 2

To do before the next session :

✓Review your own training session video.

✓Continue inputting more suppliers and services in full for more of your contracts. Ask your Implementer to check them when you have finished. This must include all supplier names & addresses, all services, seasons/rates, price options, warnings and other details.

✓If applicable, and you already have supplier information in a suitable format, use the Basic Supplier Import Template to start importing basic supplier details into TourWriter.

✓If applicable, start working on your Product Loading Schedule, to send us with your first contracts.

Also, watch/read all resources available for Itineraries Training 1 before the next session.

Please ensure that all tasks are completed well in advance of the next session to allow the Implementer time to complete their tasks and review your information.

