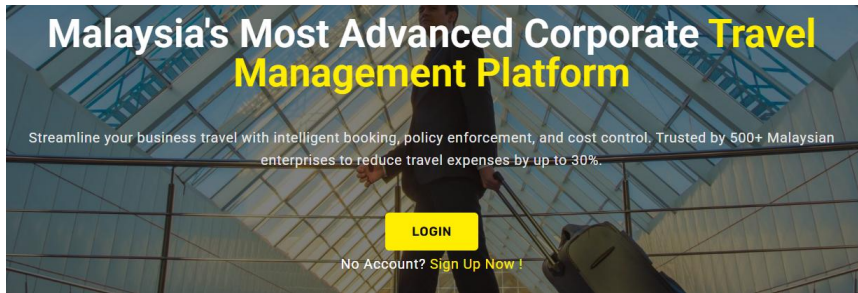


Manual for Corporate Assist

1. Go to <https://www.sutra.my/> → Corporate Travel → Corporate Assist



2. Click “Sign Up Now” to get the credentials, once you gain the access, fill up the username and password, then click login

corporateassist

Login to your account

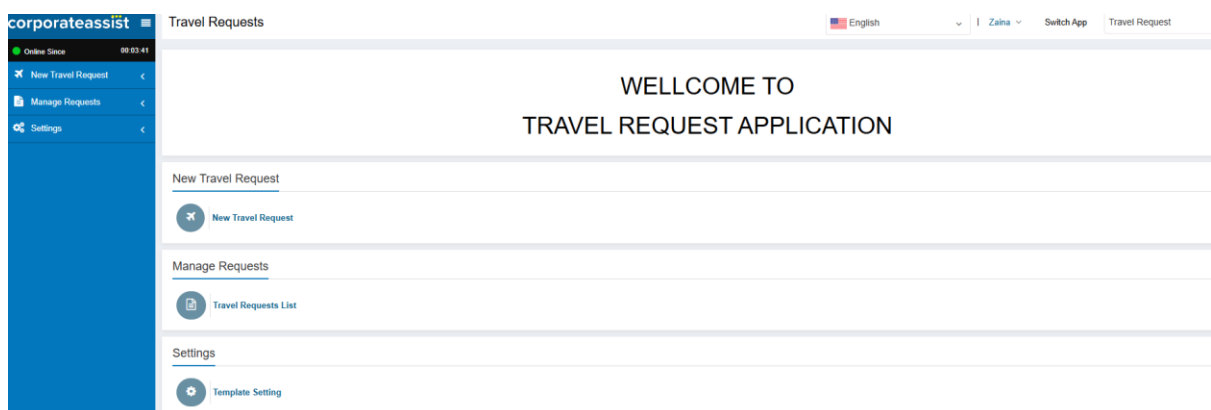
User Name

Password

Login

☐ Remember me [Reset Password](#)

3. Corporate Assist is used for corporate client who is eligible for “**Credit**” facility, confirmation will be received within 1-2 hours.
4. All services request, ie flights, hotels, etc can be requested
5. Apart from credit, other offline prepayment (TT/Cash/ LO) or Group Request
6. For offline, no payment required after request sent, payment needs to be arranged upon ticket issuance, term and condition apply
7. For instant confirmation, and payment using credit card, please refer CorporateConnect
8. Get Familiarize with the dashboard
*Click **New Travel Request** – to send request for flight/hotel/transfer etc*
*Click **Travel Request list** – to view and manage the current request*



9. New Travel Request

Add number of pax, then click NEXT
TRAVEL REQUEST

Please select the number of pax travelling

Please exactly specify how many adults, children and infants are traveling with you including yourself.


ADULT(S)
- 20 +


CHILDREN
- 0 +


INFANT(S)
- 0 +

NEXT ▶

10. Tick the service for quotation, i.e. Flight, Hotel

TRAVEL REQUEST

Please choose the services you would like to book.

Please pick and check all the services that you would like to book. The agent will try to accommodate accordingly.

☒ FLIGHTS 

☒ HOTELS 

☐ AIRPORT TRANSFER 

☐ KLIA EXPRESS 

☐ VISA APPLICATION 

☐ TRAVEL INSURANCE 

☐ OTHER SERVICES 

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11. Add Trip details

One-Way / Round-Trip / Multi-City

Departure / Arrival Airport

Departure / Return Date

Departure / Arrival time (Optional)

TRAVEL REQUEST

Please specify your flight's details.

Please pick your departure airport and arrival destinations, including the exact dates of your travel. You can choose whether you are traveling one-way or return. In addition to that, you can specify multiple stop-overs OR multiple flights in-case you are continuing your journey.

☐ ONE-WAY →

☒ ROUND-TRIP ↔

☐ MULTI-CITY ↻

Departure Airport
 KUL - KUALA LUMPUR INTL, KUALA LUMPUR, I

Departure Date
 29-10-2025

Departure Time
 Departure Time (Optional)

Arrival Airport
 PEN - PENANG INTL, PENANG, MALAYSIA

Return Date
 31-10-2025

Arrival Time
 Arrival (Time Optional)

◀ BACK

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12. Choose **Preferred Airlines, if any, or All Airlines**

TRAVEL REQUEST

Please choose your flight preferences.

Please choose direct if you would like to fly non-stop. Please also optionally specify your preferred airlines.

☐ ALL AIRLINES

☒ PREFERRED AIRLINES

Preferred Airlines

MALAYSIA

Malaysia Airlines

Malaysia Wings

+ Add more

◀ BACK

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13. Choose **flight class preference**

TRAVEL REQUEST

Please specify your flight class preference.

This is optional. The consultant will look at your travel preferences as per your traveler profile.

☒ ECONOMY

☐ BUSINESS

☐ FIRST CLASS

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14. Specify your **hotel preference**

TRAVEL REQUEST

Please specify your hotel preferences

Please choose your hotel location (city), preferred hotel, check-in, and check-out dates. You can specify more than one hotel bookings on this screen.

Country

MALAYSIA

Check-In

29-10-2025

Check-Out

31-10-2025

City

Penang, Malaysia

Hotel (Optional)

PENANG

+ Add more

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NEXT ▶

15. Choose **room type/ class / boarding**

TRAVEL REQUEST

Please choose your room preferences.

You can specify what kind of room you would like to book, including room type, boarding type, and room class.

Penang

Room Type

Double/Twin

Room Class

Deluxe

Room Boarding

Room With Breakfast

Special Remarks

Remarks

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16. Add any **remarks** here, sample:

TRAVEL REQUEST

Please enter the details of your program

Program Details

Day 1 Program Detail

Need to arrive hotel before 4pm for Client meeting at 6pm

✚ Add more

⬅️ BACK

NEXT ➡️

17. Add your particular for us to contact you

TRAVEL REQUEST

Please enter your particulars

MS

NURZIANA

IDERIS

NURZIANA@SUTRA.MY

0127776774

⬅️ BACK

NEXT ➡️

18. Review the Travel Request before you click **“Submit”**

After submission, a request copy will be sent to your email and in **“Travel Request List”**

TRAVEL REQUEST

Review Your Travel Request

👤 Travelers

Adults	20
Children	0
Infants	0

✈️ Flight Detail

✎

✕

DEPARTURE

From

KUL - Kuala Lumpur Intl, Kuala Lumpur, Malaysia

To

PEN - Penang Intl, Penang, Malaysia

Date

29-10-2025

Time

RETURN

From

PEN - Penang Intl, Penang, Malaysia

To

KUL - Kuala Lumpur Intl, Kuala Lumpur, Malaysia

Date

31-10-2025

Time

PREFERENCES

Class

Economy

Preferred Airlines

All Airline

Manage Request

1. Click on **Travel Request List** to see all the request that has been sent

Manage Requests



Travel Requests List

2. Look at the **list of requests** that has been sent and you may update the status

Click on **“View”** to see the full status

Home > Travel Requests

Search Criteria

Travel Request ID Date Range

Clear Search

Listing

Actions	Travel RequestID	Date	Account Name	Name	TripType	Services	Status
View	372	21-08-2025	Corporate Assist	UMAIR AHMED	solo	Flight, Hotel	Pending

Showing 1 to 1 of 1 entries

3. After clicking View, you may see full **Travel Request Summary**

Change status here, for Pending /Cancelled / Confirm

Travel Request ID: 377

Travel Request Summary

Name	UMAIR AHMED
Email	test@gmail.com
Phone	0391024433
Date Created	23-08-2025 16:13:10
Date Modified	23-08-2025 16:13:10
Trip Type	Solo
Services	Hotel
Adults	1
Children	0
Infants	0

CANCELLED

Cancelled ☒

Confirmed

Pending

Cancelled