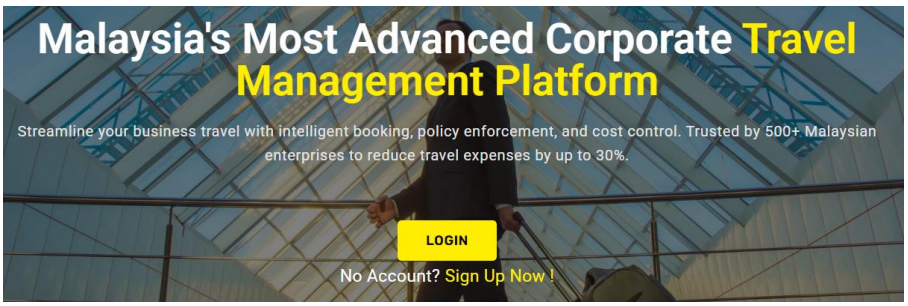
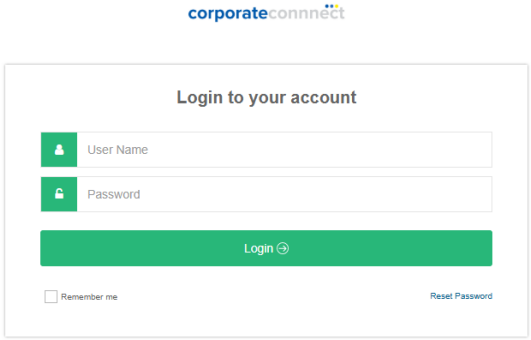
Manual for CorporateConnect

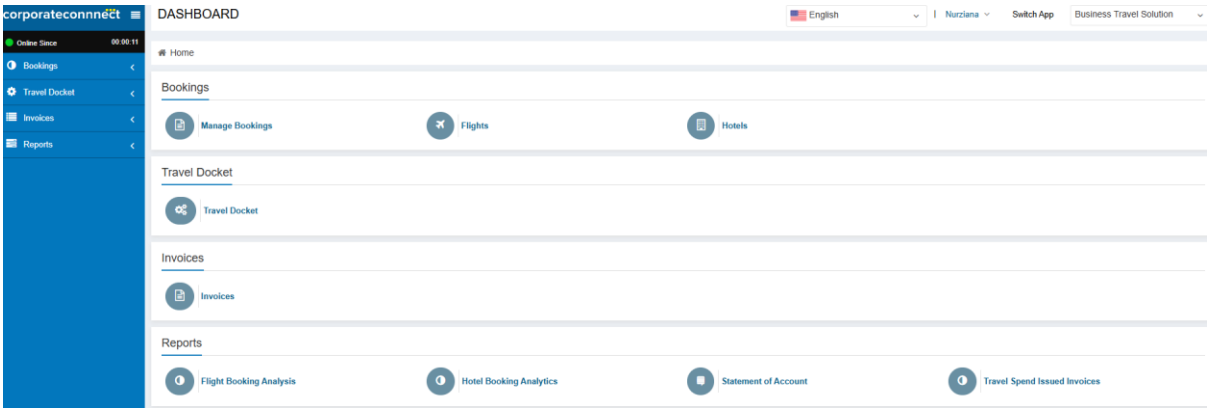
1- Go to https://www.sutra.my/ → Corporate Travel → Corporate Connect



2- Click **"Sign Up Now"** to get the credentials, once you gain the access, fill up the username and password, then click login



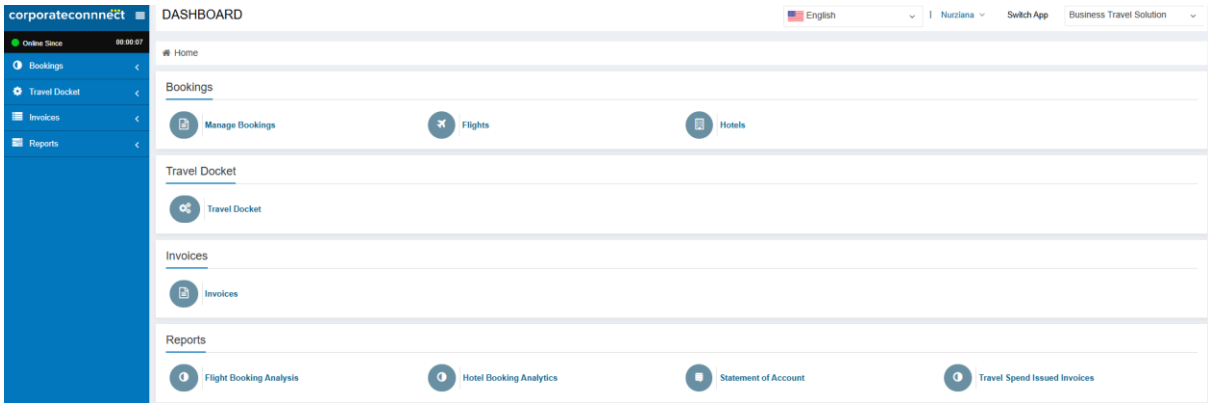
3- Get familiarize with the dashboard



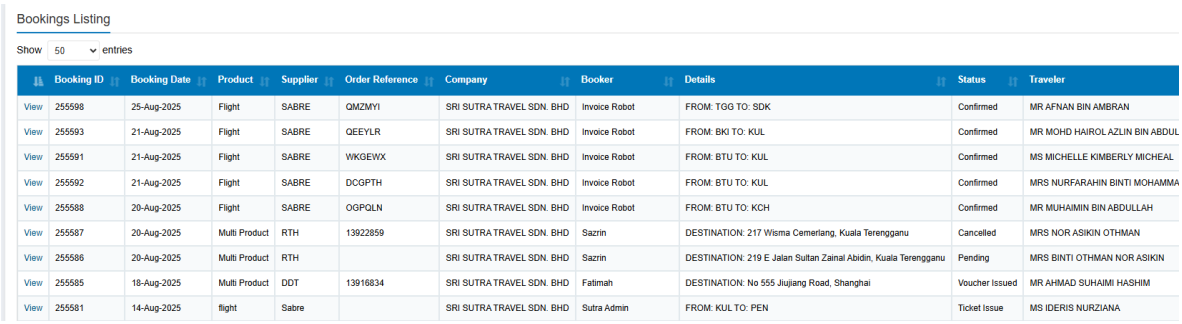
*Click **Manage Bookings** to check the booking status*
*Click **Flights / Hotel** to check availability, create booking*
*Click **Travel Dockets** to view the information about the destination*
*Click **Invoices** to see list of invoices*
*In the Reports section, there are 4 reports included for **flight and hotel bookings analytics, statement of account (SOA) and Travel spend,** based on issued invoices.*

Flight Booking

1- CorporateConnect for instant flight/hotel flight confirmation, with **Corporate Credit Card, Debit Card or FPX** as a payment method



2- Click **Manage Bookings** to check the booking status – Confirmed, Issued, Pending, etc
Kindly contact our hotline number for any booking amendment.



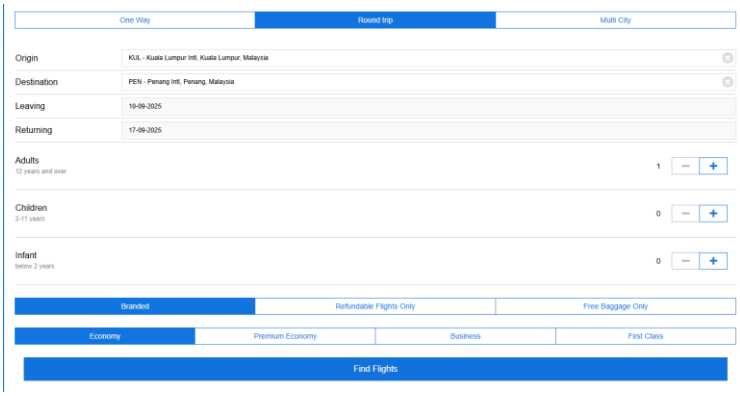
Bookings Listing

Show 50 entries

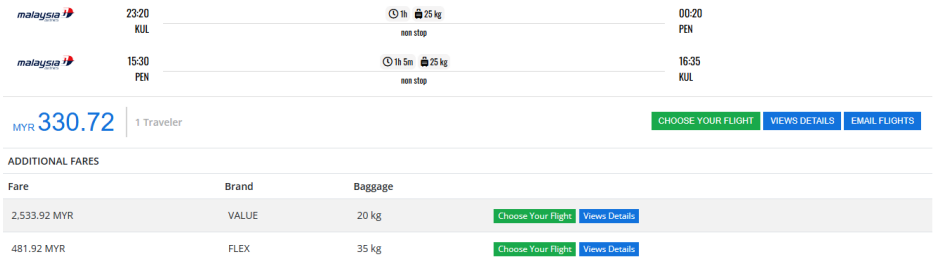
	Booking ID	Booking Date	Product	Supplier	Order Reference	Company	Booker	Details	Status	Traveler
View	255598	25-Aug-2025	Flight	SABRE	QMZMYI	SRI SUTRA TRAVEL SDN. BHD	Invoice Robot	FROM: TGG TO: SDK	Confirmed	MR AFNAN BIN AMBRAN
View	255593	21-Aug-2025	Flight	SABRE	QEEYLR	SRI SUTRA TRAVEL SDN. BHD	Invoice Robot	FROM: BKI TO: KUL	Confirmed	MR MOHD HAIROL AZLIN BIN ABDUL
View	255591	21-Aug-2025	Flight	SABRE	WKGEWX	SRI SUTRA TRAVEL SDN. BHD	Invoice Robot	FROM: BTU TO: KUL	Confirmed	MS MICHELLE KIMBERLY MICHEAL
View	255592	21-Aug-2025	Flight	SABRE	DCGPTH	SRI SUTRA TRAVEL SDN. BHD	Invoice Robot	FROM: BTU TO: KUL	Confirmed	MRS NURFARAHIN BINTI MOHAMMA
View	255588	20-Aug-2025	Flight	SABRE	OGPQLN	SRI SUTRA TRAVEL SDN. BHD	Invoice Robot	FROM: BTU TO: KCH	Confirmed	MR MUHAIMIN BIN ABDULLAH
View	255587	20-Aug-2025	Multi Product	RTH	13922859	SRI SUTRA TRAVEL SDN. BHD	Sazrin	DESTINATION: 217 Wisma Cemerlang, Kuala Terengganu	Cancelled	MRS NOR ASIKIN OTHMAN
View	255586	20-Aug-2025	Multi Product	RTH		SRI SUTRA TRAVEL SDN. BHD	Sazrin	DESTINATION: 219 E Jalan Sultan Zainal Abidin, Kuala Terengganu	Pending	MRS BINTI OTHMAN NOR ASIKIN
View	255585	18-Aug-2025	Multi Product	DDT	13916834	SRI SUTRA TRAVEL SDN. BHD	Fatimah	DESTINATION: No 555 Jiujiang Road, Shanghai	Voucher Issued	MR AHMAD SUHAIMI HASHIM
View	255581	14-Aug-2025	flight	Sabre		SRI SUTRA TRAVEL SDN. BHD	Sutra Admin	FROM: KUL TO: PEN	Ticket Issue	MS IDERIS NURZIANA

3- Click **Flights** to check flight schedule, create booking
Add **Origin, Destination, Leaving, Returning, No of pax** → click **Find Flights**

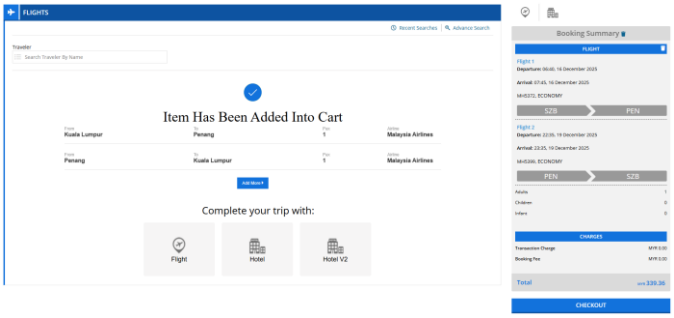
- *Max 9 total pax per booking*
- *Choose between One Way, Round Trip and Multicity for type of fares*
- *Choose between branded fares, refundable flights only and Free Baggage Only for different tiers of fares*
- *Choose between Economy, Premium Economy, Business and First Class for different types of classes*



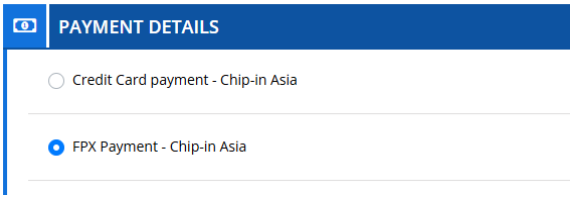
4- After click find flights,
Click – **Choose your flight** to proceed with the booking
Email Flights – to email the itinerary
View Details *to see* ***Flight details, Fare Rules, Fare Details, Baggage, seat configuration***



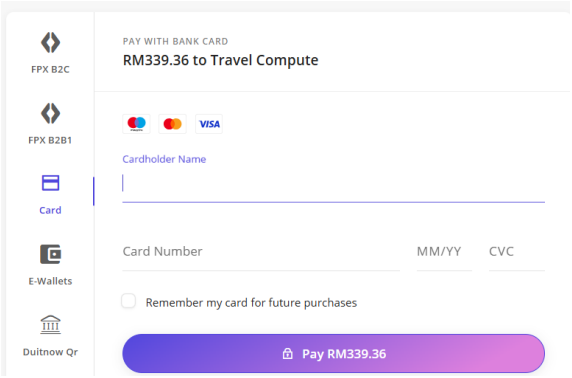
5- **Choose your flight** → Checkout



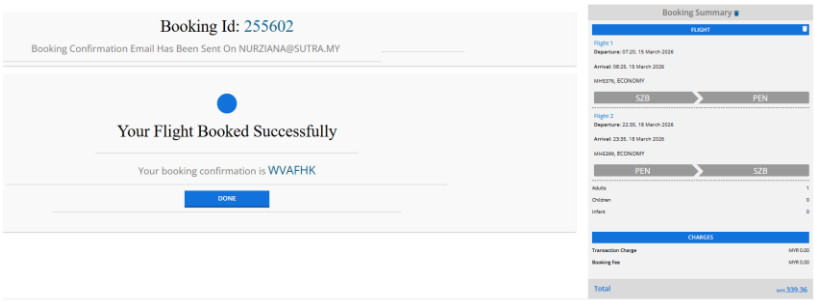
6- Enter the **traveller's details** and mode of payment



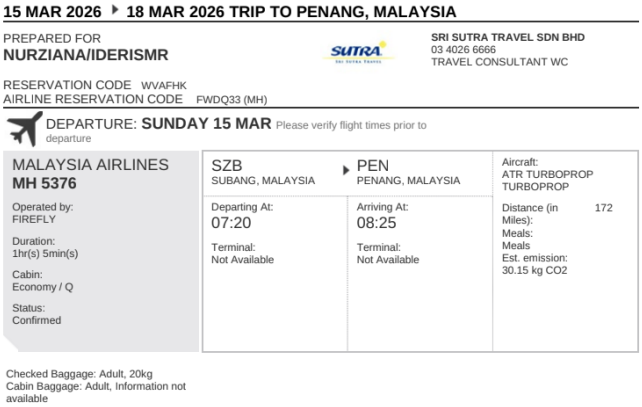
7- Click **Check out** to proceed the payment, **insert payment** details:



8- Once payment is done, booking will be **created**



9- Itinerary will be sent to your email



15 MAR 2026 ▸ 18 MAR 2026 TRIP TO PENANG, MALAYSIA

PREPARED FOR
NURZIANA/IDERISMR

SRI SUTRA TRAVEL SDN BHD
03 4026 6666
TRAVEL CONSULTANT WC

RESERVATION CODE WVAFHK
AIRLINE RESERVATION CODE FWDQ33 (MH)

DEPARTURE: **SUNDAY 15 MAR** Please verify flight times prior to departure

MALAYSIA AIRLINES
MH 5376

Operated by:
FIREFLY

Duration:
1hr(s) 5min(s)

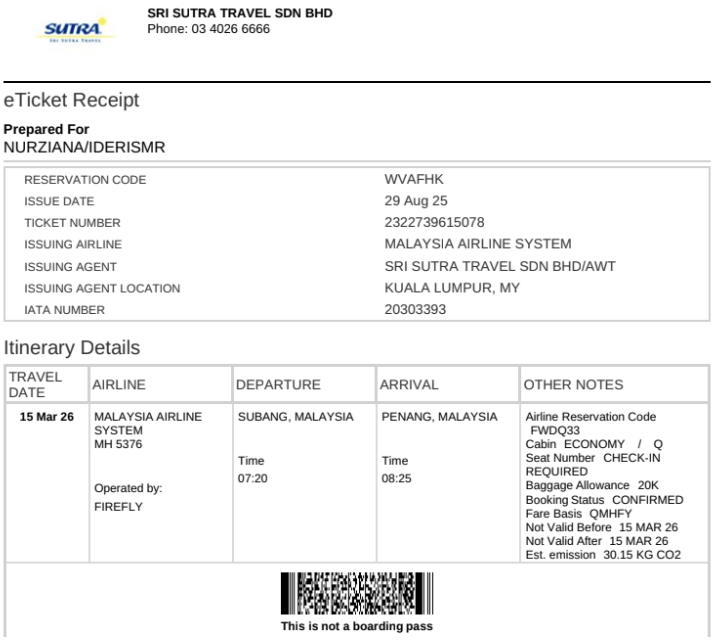
Cabin:
Economy / Q

Status:
Confirmed

SZB	PEN	
SUBANG, MALAYSIA	PENANG, MALAYSIA	Aircraft: ATR TURBOPROP TURBOPROP
Departing At: 07:20	Arriving At: 08:25	Distance (in Miles): 172
Terminal: Not Available	Terminal: Not Available	Meals: Meals
		Est. emission: 30.15 kg CO2

Checked Baggage: Adult, 20kg
Cabin Baggage: Adult, Information not available

10- Ticket will be issued and emailed according to email address inserted



SRI SUTRA TRAVEL SDN BHD
Phone: 03 4026 6666

eTicket Receipt

Prepared For
NURZIANA/IDERISMR

RESERVATION CODE	WVAFHK
ISSUE DATE	29 Aug 25
TICKET NUMBER	2322739615078
ISSUING AIRLINE	MALAYSIA AIRLINE SYSTEM
ISSUING AGENT	SRI SUTRA TRAVEL SDN BHD/AWT
ISSUING AGENT LOCATION	KUALA LUMPUR, MY
IATA NUMBER	20303393

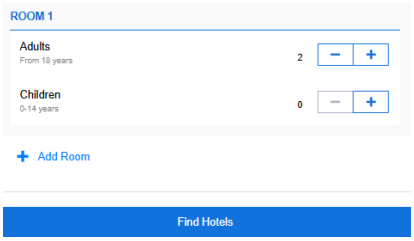
Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
15 Mar 26	MALAYSIA AIRLINE SYSTEM MH 5376 Operated by: FIREFLY	SUBANG, MALAYSIA Time 07:20	PENANG, MALAYSIA Time 08:25	Airline Reservation Code FWDQ33 Cabin ECONOMY / Q Seat Number CHECK-IN REQUIRED Baggage Allowance 20K Booking Status CONFIRMED Fare Basis QMHFY Not Valid Before 15 MAR 26 Not Valid After 15 MAR 26 Est. emission 30.15 KG CO2

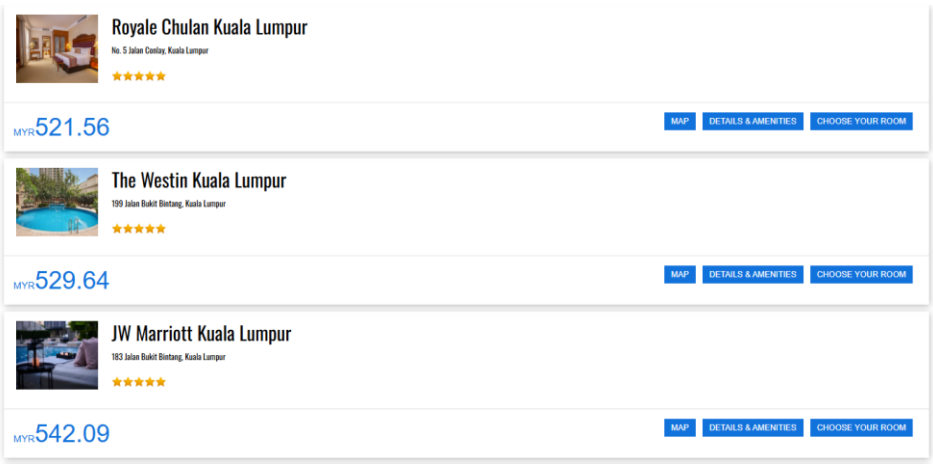
This is not a boarding pass

Hotel booking

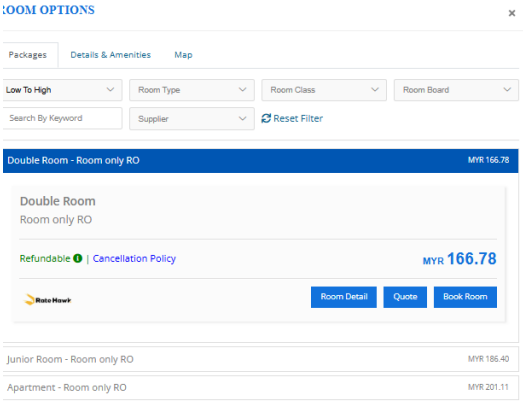
1- Click **Hotel** to create hotel bookings
2- Add destination, check in & check out date,
3- Add more room if required



4- Click **find hotels**, filter the result
Price: Low to High
Rating: 1-5stars
Map: location
Details & Amenities: more information about the property
"Choose your room" for room details



5- Click **book room** in choose your room to create a booking



6- Once payment is done, booking will be created and send to email