

# How to use



Online Travel  
for Travel agents



Local Tours



Rental Cars



Highway Buses



# Top page



 <https://manekineko-online.com/>

# How to book



## Highway Buses



# Highway Buses Log-in



ID	<input type="text"/>	User ID
Password	<input type="text"/>	Password
<input type="button" value="Login"/>		

- After sealing a contract, we will issue 1 account per company. You will be able to access your company's account from multiple devices.
- We will set the user ID for your company. The password will be free to set/change as you wish. Additionally, it is possible to assign unique passwords for each person that will be accessing the account. Please contact us at [online\\_agents@ontra.jp](mailto:online_agents@ontra.jp) to change/set passwords.





# Highway Buses Top page

Highway Buses



Highway bus booking system

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## B2B Management



### 1. Trip Search

2. **Booking List**: View a list of existing bookings, and proceed cancellation from here.

3. **Price Setting** : Set commission rate.

4. **Log out**: Log out from the pull-down menu.

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<http://manekineko.kosokubus.com/en/>



Online Travel  
for Travel agents



# 1. Search buses

Buses can be searched based on a variety of criteria such as location and departure date.

## Vacant Search

<b>Route</b>	Origin: Prefecture <input type="text" value="Tokyo"/> City <input type="text" value="Unselected"/>
	Destination: Prefecture <input type="text" value="Osaka"/> City <input type="text" value="Unselected"/> <a href="#">Reverse direction</a>
<b>Boarding date</b>	YYYY-MM <input type="text" value="2020-01"/> DD <input type="text" value="01"/>  Departure time <input type="text" value="---"/>
<b>Number of passengers</b>	Male <input type="text" value="0"/> Female <input type="text" value="0"/>
<b>Seat type</b>	<input type="checkbox"/> 2 seats in a row <input type="checkbox"/> 3 individual seats in a row <input type="checkbox"/> 3 seats in a row <input type="checkbox"/> 4 seats in a row
<b>Seats for women</b>	<input type="checkbox"/> Women-only bus <input type="checkbox"/> Women-only section <input type="checkbox"/> Safe for women(Same sex next to each other/Both sexes available to reserve)
<input type="button" value="Search"/>	

Criteria are optional though, and can be omitted to obtain a **comprehensive list of results!**



# 1-2. Search Results

From: Tokyo(TDR included) To: Osaka Date: 2020/01/10 Male: 0 Female: 0

Advanced Search +

SEARCH

total buses 72 being displayed 20

How to Use

Sort By price, cheap to expensive

**NIGHT** [Sunshine Express Bus 07] Tokyo - Shinjuku Bus Terminal - Umeda



Tokyo DP23:50 ▶ Shinjuku DP24:20 ▶  
Umeda AP07:30 ▶ Sannomiya AP08:30 ▶

4 seat rows Safe for women

Seats available  
◎  
Price  
**5,520yen**  
DETAILS

When you search based on your preferences, seat availability will be displayed. Seat availability [◎ : More than 20 seats, ○ : 10~19 seats, Actual number : The actual number of available seats]

Click to proceed

Search results only include plans that are currently in. Listed prices are net rate.



Highway Buses

# 1-3. Plan Detail



**DAY** [WILLER EXPRESS Bus W101 (Day bus)] Osaki - Osaka

Osaki Station Bus Terminal DP07:10 ▶

Umeda AP15:20 ▶



Select boarding/dropping off points

Boarding date 2020/01/10

## Select Origin

JR Osaki Station West Gate Bus Terminal  
Meeting Time 07:10/Depeature time 07:10

## Select Destination

「Osaka Umeda」 Willer Bus Terminal Osaka Umeda (Umeda Sky Building East 1F)  
Arrival Time 15:20

### Adult Fare

Male 1 ▼

Female 1 ▼

11,400 yen

### Child Fare (under 13)

Male 0 ▼

Female 2 ▼

5,700 yen

Select number of passengers

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# 1-3. Plan Detail

Cancellation Policy(per person)	
7 to 2 days before	30%
1 day before	40%
From the day onwards	100%

Total Amount		
Male	x	0
Female	x	0
<b>0 yen</b>		

Cancellation policy

### Luggage restriction

Carry-on luggage



+

Stored luggage in a trunk



#### Carry-on luggage

In terms of carry on luggage there is not a specific size limit, but the passenger must be able to carry it on their lap or by their feet without causing an inconvenience to other passengers.

Suitcases are not allowed onboard the bus as they may prevent

### Information

Please make sure to set your departure date one day before your intended arrival date.

\*Make sure you specify the day prior to your arrival date as your departure date.

E.g., if you wish to arrive on December 30, your departure date should be reserved at December 29.

\*There is no difference in fare between adults and children.

\*Total travel times and arrival times are no more than estimates. Due to traffic and road conditions travel times can take longer than expected.

We will not reimburse taxi, hotel or food expenses covered by customers due to such delays.

\* Smoking and the consumption of alcohol are not allowed inside the bus.

We will refuse the boarding of any intoxicated passengers.

All buses leaving at night are overnight buses, so please make sure to set your departure date one day before your intended arrival date.

- If you book seats outside the women only area, there might be cases where you will be seated next to the other gender.
- There will be no breaks where it is possible to alight. Though we will stop at certain Service Areas in order to change crew members.

Continue



Click to proceed



# 1-4. Confirmation

1 Booking Details 2 Payment 3 Confirm 4 Complete

Boarding date	2020/01/10	Arrival Date	2020/01/10
Bus Number/ Route	W01010027 / (WILLER EXPRESS Bus W101 (Day bus)) Osaka - Osaka		
<b>Origin and Destination</b>			
Origin	JR Osaka Station West Gate Bus Terminal(07:15Departure)		
Destination	Osaka Umeda J. Willer Bus Terminal Osaka Umeda (Umeda Sky Building East 1F) (15:20Arrival)		
<b>Passengers</b>			
Number of Passenger	MenAdult Fare 1Passenger(s)	WomenAdult Fare 1Passenger(s)	WomenChild Fare (under 13) 2Passenger(s)
Total Amount	¥17,100		
<b>Cancellation Policy</b>			
10 to 8 days before			20%
7 to 2 days before			30%
1 day before			50%
From the day onwards			100%

Please confirm all your booking details here before completing your booking.

**Important Reservation Notice**

Before you proceed with the booking, you must check all terms and conditions that apply to this ticket.

5. An "Electronic Acceptance notice" as stated in this part means a notice of acceptance with respect to an application for a contract which is sent by among various methods using information and communications technology, the method of transmission on the telecommunications line connecting the computer, facsimile machine, telex or telephone (hereinafter referred to as "Computer, Etc.") used by the Company and the Computer, Etc., used by the Traveler.

6. A "Card Use Day" as stated in these General Terms and Conditions means the day on which the Traveler or the Company should pay the Travel Fee, etc., or settle the related debts in accordance with the Arranged Tour Contract.

**(Completion of Obligations Concerning Arrangements)**  
**Article 3**

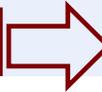
When the Company has made arrangements for Travel Services with the good managers' duty of due care, the performance of the Company's obligations based on the Arranged Tour Contract is deemed completed. Accordingly, even if the Company was unable to conclude a contract with transportation/accommodation facilities, etc., for providing Travel Services due to a reason of being full, suspension of business, conditions being unsuitable, etc., the Traveler has to pay to the Company its prescribed travel business handling fee, (hereinafter referred to as the "Handling Fee") if the Company has fulfilled its obligations. If a Communicator

① Once a reservation has been confirmed, changes of boarding date and buses will not be available. You will be required the reservation to be cancelled and re-booked. Depending on the rules of the fare purchased, a cancellation penalty may apply.

② Change of boarding or dropping points is available only if the fares are same in the change before and after. When the fares are different, you will be required the reservation to be cancelled and re-booked. Depending on the rules of the fare purchased, a cancellation penalty may apply.

If agreed to all of the above information, please continue to process the booking.

Click to proceed



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New Member



# 1-5. Participant's info

Fields marked with an asterisk (\*) are required.

\* Required Fields

Name(Alphabet)*	First name <input type="text" value="test"/> Last name <input type="text" value="test"/>
Gender*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Nationality*	<input type="text" value="United States"/>
Date of Birth* <small>Year/Month/Day</small>	<input type="text" value="1980"/> <input type="text" value="1"/> <input type="text" value="1"/>
Email Address*	<input type="text" value="neko-info@wbf.co.jp"/>
Email Address (Confirm)*	<input type="text" value="neko-info@wbf.co.jp"/>
Phone number* <small>Do not enter country code.(e.g. +81)</small>	<input type="text" value="000-0000-0000"/> ※enter the phone numbers with hyphens.
Emergency contact(in Japan)* <small>Do not enter country code.(e.g. +81)</small>	<input type="text" value="000-0000-0000"/> ※Enter the phone number including hyphens. Please enter a phone number which can be reached in case of delays or emergency. The phone number must be usable in Japan. If you do not have a Japanese phone number, please enter a Japanese friend's or accommodation's phone number instead.
Name of accomodation*	<input type="text" value="Hotel name"/>

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Participant phone number is only used for emergency. It should be reached in Japan but if customers request not to receive a phone call from WBF, please insert "0". We will contact you by email.

Credit card payment :  
Pease enter your card information here.  
  
Bank transfer :  
Nothing is displayed here, and you can complete the reservation.



# 1-6. Final Confirmation

Highway Buses

1 Booking Details 2 Payment 3 Confirm 4 Complete

Boarding date: 2020/01/10      Arrival Date: 2020/01/10

Bus Number/ Route: [WILLER EXPRESS Bus W101 (Day bus)] Osaka - Osaka

**Representative Passenger Information**

Name	test test
Gender	Women
Age	39 years old
Email address	neko-info@wbf.co.jp
Emergency contact	000-0000-0000
Fare category	Adult Fare

**Origin and Destination**

Origin	JR Osaki Station West Gate Bus Terminal(07:10Departure)
Destination	[Osaka Umeda] Willer Bus Terminal Osaka Umeda (Umeda Sky Building East 1F) (15:20Arrival)

**Cancellation Policy**

10 to 8 days before	20%
7 to 2 days before	30%
1 day before	50%
From the day onwards	100%

**Passengers**

Number of Passengers	4
Total Amount	¥ 17,100

Back      **Confirm**

Please confirm all your booking details here before completing your booking.



Click to complete your booking

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# 1-7. Booking Confirmed!

Highway Buses



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## Your reservation completed

Thank you very much for your reservation

Reservation Number: 1010000000

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When a booking is completed, a booking number will be displayed, and a confirmation email will be sent to your registered email address.

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# 2. My bookings

Your reservation completed

Thank you very much for your reservation

Reservation Number: 1010000000

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After you completed a booking, you can find a list of your existing bookings under "My Bookings".



# 2-2. List of bookings

乘車日期 例 20101101, 2010/11/01  
 20190101 ~ 20200131  
 預約日期 [ ] ~ [ ]  
 預約號碼 [ ]  
 電話號碼 [ ]

排列依據 預約日期 ▼  
 遞增  遞減

乘車日兩個月以上的內容不會在此顯示。  
 HK  CX

**搜尋**

The list of your existing bookings can be filtered based on any of the criteria.

預約號碼	預約者	搭乘代表者	巴士班次	巴士班次/路線	男 性	女 性	乘車日期	預約日期	乘客票 價
<a href="#">1009768873</a>	[REDACTED]	[REDACTED]	ZKH4000140030010001	【可用電子車票】Direct Express 直Q 京都號 <30班次> 1號車 京都⇒大阪 環球影城	0	2	2019/10/09	2019/09/15	1,800 (1,800)
<a href="#">1009768884</a>	[REDACTED]	[REDACTED]	ZKH4000140150010001	【可用電子車票】Direct Express 直Q 京都號 <150班次> 1號車 大阪環球 影城⇒京都	0	2	2019/10/09	2019/09/15	1,800 (1,800)
<a href="#">1009773187</a>	[REDACTED]	[REDACTED]	ZKH4000140150010001	【可用電子車票】Direct Express 直Q 京都號 <150班次> 1號車 大阪環球	1	1	2018/10/10	2018/09/16	1,800

The details of each booking can be viewed by double clicking its "Details" button. From there you can also cancel the booking in question.



# 2-3. Cancel bookings

預約號碼	1009768873
預約日期	2019/09/15
抵達日期	2019/10/09
預約者	[Redacted]
搭乘代表者	[Redacted]
搭乘代表者 電話號碼	[Redacted]
搭乘代表者 緊急連絡電話	[Redacted]
搭乘同行者	[Redacted]
電子信箱	[Redacted]
預約人數	男性：0名 女性：2名
請求金額	\1,800日圓 (\1,800)
國籍	台灣
住宿&飯店名	なし

<<去程班次資訊>>					
<<去程班次>>班次名					
【可用電子車票】Direct Express直Q京都號<<30班次>>1號車 京都⇒大阪環球影城					
<<去程班次>>巴士類 型					
4列座椅					
<<去程班次>>請求金 額					
1,800日圓 (1,800日圓)					
<<去程班次>>乘車地點					
乘車都市	乘車地點	集合時間	出發時間	男性	女性
京都	JR京都站 八條口(HOTEL京阪前)H1號巴士站台	06:50	06:50	0	2
<<去程班次>>下車地點					
下車都市					
難波・天王寺・大阪環球影城					
<<取消手續費規定>>					
預約到出發的前1天為止					
660					
當天以後					
100%					

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取消

A cancellation confirmation email will be sent to the email address you registered with.

Clicking "Cancel this booking" will finalize the cancellation of this booking.





# 3. Price setting

## B2B Management



Booking List

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Price Setting

Trip Search





# 3. Price setting

## System Setting

Sales Price

WBF provided price **1**

Setting commission Rate = Provided rate +  (%) +  yen **2**

SET UP

**1** Select "◉ WBF provided price = Net rate" if you book with Net rate.  
➔ Eg. Net rate 2,000 JPY

**2** If you set as following, all plans will be displayed at a price including your commission. No need to mark up manually.

◉ Setting commission Rate = Provided rate + 5 %  
➔ Eg. Net rate 2,000 JPY \* 105% = 2,100 JPY

◉ Setting commission Rate = Provided rate + 100 JPY  
➔ Eg. Net rate 2,000 JPY + 100 JPY = 2,100 JPY





## **For departure dates over a month away, when can you make booking?**

Bookings can be made between 1 and 4 months before the intended departure date. We suggest that you visit our website closer to your desired departure date and make a booking then.

## **How can I change a detail of an existing booking?**

Changing existing bookings is unfortunately not possible. If a change needs to be made, please cancel the existing booking, and make a new booking. Please note that a cancellation fee may apply in accordance with the booking's cancellation policy.

## **What should we show when we board the bus?**

This depends on the bus company. Refer to the following two points.

1. Buses that have the name [PDF Ticket Accepted]  
Please show them the attachment sent with your confirmation email.
2. For buses other than the above  
Please show your confirmation email on a mobile or tablet or print out a physical copy.

# Contact info

## Online Travel Co. Ltd.

Email : [online\\_agents@ontra.jp](mailto:online_agents@ontra.jp)

Tel : (+81)6-6292-7914

Address : Nakatsu Center Bldg. 2F 1-11-1 Nakatsu, Kita-ku, Osaka-shi, Osaka, Japan. 531-0071

Business Hours (Japan Time) :

Mon~Fri:10:00-18:00

Sat, Sun & Public holiday: Closed

Contact Language :

Japanese, English, Korean, Traditional Chinese, Simplified Chinese