

Air Niugini Ltd

SABRE RESERVATIONS & TICKETING TRAINING HANDBOOK

SABRE INTERACT AIRPORT

Sales Training

8/3/2020

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1 INTRODUCTION - RES AND TICKETING HANDBOOK - AIRPORT

The Air Niugini Ltd Reservations and Ticketing Reference Guide, will identify areas of importance when demonstrating key learning within the *SabreSonic*® *CSS Interact* System.

As you proceed through the guide, open to the corresponding pages to reinforce the material covered by your instructor as you work through the various scenarios.

This guide is designed for new users who have not used a Computer Reservation System (CRS) or have recently joined the airline industry.

This Guide includes:

- Table of Contents
- Extracts from current Reservations Training Guides based upon the agenda.
- Extracts from the current Ticketing Training Guides
- Extracts from the current Electronic Miscellaneous Document (EMD) Training Guides
- Screen captures from PX partition.

This Guide <u>does not</u> include:

- Air Niugini Ltd local procedures.
- **Note** Your instructor may vary the order in which topics are taught based upon classroom needs and time requirements.

OBJECTIVE

Upon completion of this course, participants will be able to:

- OPERATE IN THE SABRE SONIC INTERACT FOR AIRPORT
- DISPLAY GENERAL INFORMATION IN SABRESONIC INTERACT AIRPORT
- CONSTRUCT A PASSENGER NAME RECORD
- RETRIEVE AND MODIFY PASSENGER NAME RECORD INFORMATION
- ISSUE AN ITINERARY
- PRICE A PNR ITINERARY
- * UNDERSTAND THE PROCESS INVOLVED IN ISSUANCE OF E-TICKETS AND ELECTRONIC MISCELLANEOUS DOCUMENTS
- * RECONGNIZE & INTERPRET E-TICKET ELEMENTS AND EMD ELEMENTS
- * IDENTIFY PX ANCILLARIES FOR AIRPORT

2 **RESERVATIONS**

2.1 Navigation

The Sabre Sonic Interact GUI immediately opens a splash screen for your airline.

The three functions that exist which will assist you when navigation through the Interact system. They Include;

•	Menu B Function	n Tabs	ahal			F	ction Tabs		
• ure 1	Sub nav	igational L	abel	M	lenu Bar		ction Tabs		
Interact-v10.0-23Oct19						V	,		
n In/ Out Encode/Decod	F1	F2	F3	F4	F5	F6	F7	F8	Sabre
Reservations	Flights	Check-In	Boarding	Operations	Seats	Reservations	Pricing	Ticketing Trip S	CERT-POM-5
New Shift + F1									
Existing Shift + F2		4 1]						
Fares Shift + F3	Tabs	gational							
Edit Itinerary Shift + F4									
Specific Flight Shift + F5									
Queues Shift + F7									
Car Shift + F8									
Hotel Shift + F9									
Psgr Details Shift + F10									
Pricing Shift + F11									
STARs									

• Menu Bar

	8.0-CVT-17Mar17	-		
<u>S</u> ign In/ Out	Encode/Decode	TIM <u>A</u> TIC	<u>T</u> ools	<u>H</u> elp

The Menu Bar is a series of drop down menus from each topic heading while working within interact. As you proceed you will be introduced to the various topics.

Functiona	l Tabs							
, 🔦 👘 📜	F1	F2	F3	F4	F5	F6	F7	F8
Air Niugini	Flights	Check-In	Boarding	Operations	Seats	Reservations	Pricing	Ticketing

Figure 3

The tab area of Interact allows you to select various functions, from check-in to Reservations and ticketing.

• Sub Navigational Labels

Once a tab is selected, corresponding labels associated to the tabs are shown on the left side of the screen

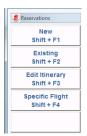


Figure 4

2.2Sine In / Sign Out

		×
SIGN IN A	OK	

Figure 5

- 1. The Sine In / Sine Out is the first menu item, upon opening Sabre Res Application
- 2. Select Sine In.
- 3. Sign in window displays:

Note: Select the Sine In / out option from the menu bar or select ALT+S

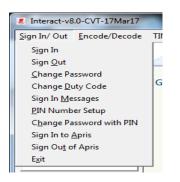


Figure 6

Sign In	X	
≽Sign In		
Employee Number	* 1234	\rightarrow 1
Password	* ******	\rightarrow
Airline Code / Suffix		2
Duty Code	5	\rightarrow \square
C Designate Printers	*	3
<u>O</u> K	<u>C</u> ancel	

Figure 7

Note: Red asterisks (*) indicate required fields

STEPS	EXPLANATION
1	Input your employee number (e.g. 1234)
2	Input your password
3	Enter duty code if applicable, (5) for reservations and ticketing

From the Menu bar, you can select any option listed. This guide will demonstrate;

- Sign In / Sign Out
- Change Password
- PIN Number Setup
- Sign in Messages



You are now signed into Interact Interface.

Your current environment, city, and duty code appears in the upper right corner. The printer icon indicates you have designated a printer.

STEPS	EXPLANATION
1	RES – Production Environment
2	POM – City
3	8 – Duty Code

2.3SIGN-IN AND SIGN-OUT

The first step to using the Sabre system is to sign in. For initial sign, in you will input a generic password provided by your instructor. It is placed in the current passcode field, and you then press enter to sign in. This will be your current passcode the next time you sign in. To change your passcode: Input your current passcode, tab to the new passcode field, input your new personal passcode, and press enter. This will sign you into the system and your passcode will be changed. For security purposes, the passcode will not appear on the screen. You will always use your assigned ID number and the passcode that you create.

2.4 PASSCODE GUIDELINES

You are required to create and periodically change personal passcodes. The following guidelines meet company security mandates:

- Must be a minimum of seven, and a maximum of eight characters.
- Cannot contain "Q" or "Z" or proper names and words such as Sabre, Dallas, Marie, or Joe.
- Must contain at least one alpha and one numeric character.

• Cannot include more than 2 repeating characters. Example: AA1BB12 is correct; 111AA22 is not acceptable.

• Sabre employees must change their passcode every 45 days (every 90 days for external customers) and cannot use the last 4 passcodes.

• Users will be locked out after 6 invalid sign in attempts.

• You must establish a Personal Identification Number (PIN). This will allow you to re-establish a new passcode if you forget or are locked out.

See examples below;

PASSWORD	CONDITION	DESCRIPTION
4444AAAA	UNACCEPTABLE	CHARACTERS HAVE BEEN USED MORE THAN 3 X
468ACEG	ACCEPTABLE	CHARACTERS ARE NOT REPEATED
NADANON	UNACCEPTABLE	ALL ALPHA CHARACTERS NO NUMERIC
DALLAS94	UNACCEPTABLE	PROPER NAME/WORD
1A2B3C4D	ACCEPTABLE	CHARACTERS NOT REPEATED OR USED IN SUCCESSION

Figure 8

Select Sine In.

Sine in window displays:

Sign In	×	
≽Sign In		
Employee Number:	* 1234	→ 1
Password:		
Airline Code / Suffix:	·	2
Duty Code:		> 3
Designate Printers		
<u>O</u> K	<u>C</u> ancel	

Figure 9

Note: Red asterisks (*) indicate required fields

STEPS	EXPLANATION
1	Input your employee number (e.g. 1234)
2	Input your password
3	Enter duty code if applicable, (duty code-5) for reservations and ticketing
4	Designate Printers – you can only designate a printer by signing in with a duty
	code 5

Change your duty code if applicable (defaults to the highest duty code in your EPR-Employee Personal Record)

Sign In/ Out Encode/Decode	TIMATIC	<u>T</u> ools <u>H</u> elp Adv	anced AS <u>R</u>								
Air Niugini	/	F1 Reservation	F2 Fares	F3 Pricing	F4 Ticketing	F5 Flight Info	F6 Psgr Details	F7 STARs	F8 Queues	Sal	
1										T REG-HD	

You are now signed into Interact Interface.

Your current environment, city, and duty code appears in the upper right corner. The printer icon indicates you have designated a printer.

STEPS	EXPLANATION
1	RES – Current Environment
	Current environment
	• RES indicates the Production environment, the live system
	• CERT indicates the Certification environment, used for training purposes
	• TSTS indicates the Testing environment
2	HDQ – City Currently assigned to city code
	Note: when you don't specify the city code in the Sign in window, the system will choose your home city code when you sign in
3	8 – Duty Code
	Currently assigned duty code
	Note: if you don't specify the duty code in the Sign in window, the system will choose
	your highest duty code when you sign in

If you selected Designate a Printer, the printer functions windows appears next;

You can also access Printer Functions by selecting **CTRL+P** at any time.

inter Functions					
Printer Funct	ions				
Select Option:	*				
Designate P	rinter(s)				1
Hardcopy Printe	er Address		\rightarrow	2	
Ticket Printer A	ddress	7C053E		_	
	Type of Ticket Print Routine:	2A	1	3	
	Statio <u>n</u> Number:	22390314			
🗆 <u>B</u> ag Tag Printer	Address				
✓ Save values as	defaults				
OK	* 4	<u>C</u> ancel			

STEPS	EXPLANATION
1	Select designate printer (s)
2	Select Hardcopy printer (if applicable) and the box appears for the printer address
3	Select ticket printer (if applicable) and a box appears for the printer address (This option requires the ticket print routine and station number.
4	Select OK to complete the required information

The OK Printer window appears with a message that the printers are assigned. (See below)

Click on OK to close the window.

	×
> Printer OK Response	
TICKET PRINTER OK POMCT OAC-PX POM CT 2239031 ***********************************	*
<u>O</u> K	Cancel

Figure 11

2.4.1 Change Password

You are required to change your sign-in password periodically. The system advises you of the upcoming password expiration 10 days before the change date. The new password cannot be the same as the three previous passwords.

To change your password

Select Change password from the sign in/sign out drop down menu. The change password windows displays;



Figure 12

STEPS	EXPLANATION
1	Input your employee number
2	Input your old password
3	Input your new password
4	Input your new password the second time to confirm

Note: Red asterisks (*) indicate required fields

2.5 SET UP A PIN NUMBER

Each Airline has the option to permit employees to establish a PIN or personal Identification Number. With a PIN, you can change your password. Each airline has the option to lock out a PIN after a select number of erroneous PIN attempts. If you're locked out, ask a supervisor for assistance.

To setup your PIN number

1. Select **PIN Number Setup** from the sign in/out drop down menu.

The PIN number setup window displays;

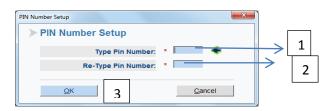


Figure 13

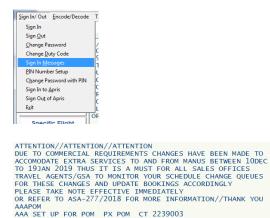
STEPS	EXPLANATION
1	Input your 4-digit pin number
2	Re-type your 4-digit pin number
3	Select OK – A message window appears telling you your PIN has been established

2.6 DISPLAY SIGN-IN MESSAGE

When you sign into the Interact interface, a sign in message may display to alert you to new procedures, special promotions, or important announcements. After the initial sine-in, you can redisplay the sign-in message.

To redisplay the sign in message

- 1. On the Menu bar, select Sign In/Out
- 2. Select Sign In messages



2.7 Encode / Decode

This sub-tab would enable you to Encode/Decode city, Airport, Country, Aircraft, and Airline. You can also type ALT+E to display the same information.

2.7.1 CITY

ee / Decode City Encode / Decode City			
Select Option: *			\rightarrow
 ● Encode City Name ○ Decode City Code 			
<u>O</u> K	<u>C</u> ancel	2	

SUBTAB	ENCODE/DECODE	
STEPS	MANDATORY DATA	EXPLANATION
1	Select Encode city name	Click the Encode city name radio button
2	City – Port Moresby	Enter the full City Name and select OK

POM	
	Cancel
	Ром

2.7.2 Agent Sign / EPR (Employee Personal Record)

You can decode EPR numbers and agent signs.

To access this function

- 1. Select **Encode / Decode** from the main menu.
- 2. Select Agent Sign / EPR.

The Decode Agent Sign/EPR Number window displays:



Figure 16

To decode **EPR numbers**

- 1. Select the **By EPR Number** radio button (default).
- 2. Enter the EPR number (Staff number)
- 3. Select OK.

A window displays with the requested Employee Profile Record (EPR) information.

NOTE: The EPR details you view may differ. Only authorized personnel at your airline may view the EPR details of other employees. You may be limited to viewing only the first two lines of another employee's details.

To decode agent signs

- 1. Select the **By Agent Sign** radio button.
- 2. Enter the three-character agent sign code (consists of a single-character Function code and 2character Agent Sign).
- 3. Enter the agent's home station city code (optional, if the agent has the same home station as you).
- 4. Select **OK**.

The response displays in the workspace with the information of another agent's Employee Profile Record (EPR).

2.8 TAXES

Sabre uses a tax database to house the tax codes for each country. During pricing, Sabre first looks for the applicable tax country and the tax codes for that country.

With the Taxes option, you can view tax information by:



Figure 17

3 TIMATIC

Also known as TIM (Travel Information Manual), TIMATIC is a monthly publication which provides detailed information on entry requirements and regulations for nearly 200 countries. A group of International Airlines control TIM and continually monitor and update contents.

SUBTAB	TIMATIC	
STEPS	MANDATORY DATA	EXPLANATION
1	Visa Travel	This action will access the Visa Travel Information
2	Nationality(city code)	Enter details as required.
	Destination (city code) Residency (city code) Embarkation (city code)	Fill in mandatory areas marked with asterisks (*)
	Transit (if any)	
3	OK	Visa regulations and requirements displayed.
SUBTAB	TIMATIC	
STEPS	MANDATORY DATA	EXPLANATION
1	Health Travel	This action will access the Health travel information

4 TOOLS

Select the Tool option from the Menu Bar. Take a moment to review the various tool options.

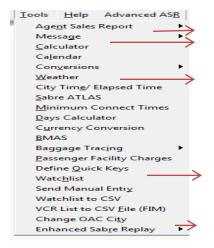


Figure 18

Below is a description of each item of the drop down menu.

Option	Descriptions
Agent Sales Report	Access to the Agent Sales Report
Message	Message option,to create,send,display,modify etc
Calculator	Simple calculator functionality

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Calendar	Display a full year calendar				
Conversion	Convert Temperature, Weight, Liquid and Linear				
Weather	Display current weather conditions as well as current and extended				
	forecast by city.				
City Time/Elapse Time	Options that displays city time, difference between time and a two cities,				
	elapsed time and destination time based on origin.				
Sabre Atlas	This option displays the closest airport by city name, as well as finding				
	the distance between two points.				
Minimal Connect Time	Display the minimum connecting time at a given airport by airline				
Days Calculator	Calculates new dates based on the number of days forward or back				
Currency Conversion	Conversion of currencies				
BMAS	Baggage Management System (needs activation)				
Baggage Tracing	Lost Baggage tracing local and world				
Passenger Facility	To calculate PFC by travel cities selected				
Charges					
Define Quick Keys	To create Quick Keys using Sabre formats				
Watchlist	To clear passengers from the Watchlist (airport functions)				
Send Manual Entry	Option to add native sabre formats				
Watchlist to CSV	Not utilized at this time				
VCR List to CSV	Airport Functions Only				
File(FIM)					
Enhance Sabre Replay	Only for Native Sabre users. It allows for the replay of the previous enter				
	formats.				

Below are further step processes for the following options:

- City Time/Elapsed Time
- Minimum Connecting Times
- Sabre Atlas

4.1 CITY TIME/ELAPSED TIME

You can calculate the time differences between two cites or the elapsed time during a flight.

To access the City Time/Elapsed Time option

- **1.** Select **Tools or** <ALT + T>
- 2. Select City Time/Elapsed Time option <ALT + E> The City Time/Elapsed Time Window appears

City Time / Elapsed Time		
Select Option: *		
Origin City Time Only	+	
C Difference Between Origin / Destination		
C Elapsed Time		
C Determine Destination Time Based on Origin		
Origin:		
QK		Cancel

- 3. Select from the four options listed.
 - As each option is selected, a required field displays for additional information.
- 4. Select **OK**

4.2 MINIMUM CONNECT TIMES

You can verify the minimum connecting time for a city from one airline to another. **To display the minimum connection time**

1. Select the **Connect Time** from the Table Menu Bar The connect time window appears

nnect Time	
➤ Connect Time	
Connection City: *	+
Airline 1:	
Airline 2:	
ОК	Cancel

Figure 20

- 2. Input the Connection City Code.
- 3. Input the Airline code(s) (optional).
- 4. Select **OK**

Example response:

	F1	F2		F3	F4
Re	servation	Fares		Pricing	Ticketing
T*CT-MIA/	AQAY				
STANDARD.	D/DD/I.	I/D	.I/I.		
ONLINE	.55 1.00	1.30	1.30		
OFFLINE	.55 1.00	1.30	1.30		
** OR * A	RE ALL				
- DD	1.15 INTE	R MIA -	MPB		
	1.15 INTE	R MPB -	MIA		
	1.35 INTE				
- ID	1.50 INTE	R MIA -	MPB		

Figure 21

The response is broken down by Online (all one carrier) and offline (multiple carriers). It further breaks down by Domestic Travel, Domestic to International, International to Domestic and International to International. Additionally when exceptions occur based on airline and city pair, those will also be noted.

4.3 HELP

Select the **Help** option from the menu bar.



In this manual we will discuss 3 Help functions;

- 1. **LNIATA-** The option will allow you to acquire your set address. This is required when your airlines communications team needs to resolve a technical issue on your set.
- 2. **MODE** The mode option will display what Sabre partition you are in. Partitions such as **CERT** and **TSTS** which is used for testing and training. RES which is the live production system.
- 3. **HELP MENU**: The help menu option provides basic operational and application information. From the Help menu, you can find functionality quickly and efficiently.

5 ACCESS THE HELP MENU

To access the Help Menu from the main menu

- Select Alt + H key
 Select Enter

The Help Menu appears. (See next page Figure 22)

Select	Option: Application Settings		
Alt + F1	Help Menu	·	Display (II (namus)
Alt + F1	Bypass	* (=) Alt + =	Display All (popup) Display All (window)
Alt + F3			
	Application Settings	Alt + Backspace	e Clear Display Window Move Down
Alt + F4	Exit Application Flatfile Version	PageDown	
Alt + F7		PageUp	Move Up wn Move Bottom
Alt + F8 Alt + F9	Display Seat Map	Shift + PageDo	
	DOT Disclosure	Shift + PageUp	
Alt + F11	Clear	Alt + <	Focus on Main Page
Alt + F12	Display Res (PNR) Functions	Alt +>	Focus on Seatmap
Ctrl + A	Availability	Ctrl + O Dis	splay STAR
Ctrl + B	End Transaction - Baggage	Ctrl + P Pri	inter Functions
Ctrl + D	Move Down / Lines	Ctrl + Q Qu	uick PNR
Ctrl + E	End Transaction	Ctrl + R Re	trieve Reservation
Ctrl + F	Display FOCUS	Ctrl + S Se	ats
Ctrl + G	Reissue / Refund	Ctrl + T Re	fresh Trip Summary
Ctrl + H	Sabre Replay	Ctrl + U Mo	ove Up / Lines
Ctrl + I	Ignore	Ctrl + V Dis	splay VCR
Ctrl + J	Remarks	Ctrl + W Ch	ange Work Area
Ctrl + K	Remove/Ignore from Queue	Ctrl + X Ed	lit ltinerary
Ctrl + L	Reservation Information Lists	Ctrl + Y Ve	rify Information
Ctrl + M	Pricing Keypad	Ctrl + Z Ch	neck/Credit Card Approval
Ctrl + N	Notepad	Ctrl + = CS	SA Mask

Figure 22

6 PASSENGER NAME RECORD (PNR)

The passenger name record (PNR) contains all of the reservations information for a passenger. Within Interact, the PNR consists of 6 distinct areas.

Interact-v8.0-CVT-17Mar17	and the second sec	
Sign In/ Out Encode/Decode	TIMATIC Tools Help Advanced ASB	
	F1 F2 F4 Reservation Fares 1 Ticketing	F5 F6 F7 F8 Sabre Aritime. Flight Info Psgr Details STARs Queues CERT-HDQ-5
Reservations New Shift + F1 Existing Shift + F2 Edit linerary Shift + F3 Specific Flight Shift + F4	Reservation - CKYTHV Names 1.1 - CHAPOKULLYMS © Image: Characterization of the state of	Beats Seats Infant Speaks Travel Docs (w) Profile/FF J-Find 2-Enroll 2-Input Ticketing/Pricing
Repetitive Shift + F6 Seats Shift + F7 Psgr Details Shift + F8	L-Durt he 321 mis Sureay	Price Quote 1: 1 4 0076175.000150147.500150[taxes/feelcharges]=216.500150 Total: 1795.00015D+37.50015D(tax)=216.50
Car Shift + F9 Hotel Shift + F10	4 Change Regook Delete Filinto Contact/Address Info	More H 5 Price Coupons Retund (2) Fees(Strucs + Remarks/Facts
6	ID07558611-C 1.1 CHAPOKILLLY MS ID07558611-C 1.1 CHAPOKILLLY MS ID07558611-C 1.1 CHAPOKILLY MS	239031 Cjassic PNR Bag Info (j.) Cancel 19-Hay-17 11/25 AH

Figure 23

- 1. Name
- 2. Itinerary
- 3. Ticketing/Pricing Information
- 4. Contact and Address Information
- 5. Remarks/facts
- 6. Received From

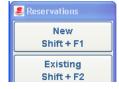
7 Basic Reservation

Follow the procedure below to create a basic reservation.

To open a new reservation

1. Select New.

The New Reservation screen has several optional fields



- 2. Select Cancel in lower right of the display to exit out of this screen.
- 3. Select New as the Customer Type.

You would use the Repeat Traveller option for a customer who already has a Frequent traveller profile;

7.1 NEW RESERVATION – WORK FLOW EXAMPLE

The following is an example of the workflow for the creation of a new reservation.

- 1. From the Reservations tab, select NEW<shift +F1> to open the New Reservations window
- 2. Input the city pairs
- 3. Input the departure date and return date (where passenger is returning)
- 4. Input the number in Party
- 5. Enter classes: Y or J

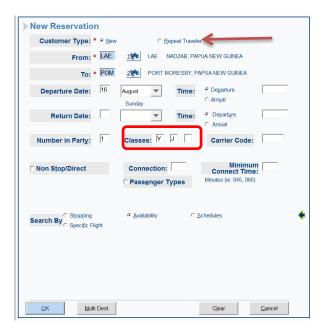


Figure 24

- 6. Select a Search by Availability
- 7. Select OK

1	1 <u>3</u> AUG	Y.	1 <u>4</u> AUG	1 <u>5</u> A	UG 1	6AUG	1 <u>7</u> AUG 1 <u>8</u> AUG	1 <u>9</u> AUG 👍		le Inventory
	AL	Flt	From_	To_	Dep	Arr	Availability	st		,
	🍏 PX						Y7=PGK508.00 J7 Y7	0	J7 Y7	
) РХ	103	LAE	POM	1025	1110	Y7=PGK508.00 J7 Y7	0		
) РХ	105	LAE	POM	1325	1410	Y7=PGK508.00 J7 Y7	0	Flig	ht Details
	🐧 РХ	293	LAE	POM	1440	1525	Y7=PGK508.00 J7 Y7	0	From:	LAE at 0725
	🍏 РХ	209	LAE	POM	1500	1545	Y7=PGK508.00 J0 Y7	0	то:	POM at 0810
	👌 РХ	107	LAE	POM	1725	1810	Y7=PGK508.00 J7 Y7	0	Time Diff:	¥0
									Meal:	S
									E-Ticket:	YES
									Stops:	0
									Stops: Flight Time:	
										00:45
									Flight Time:	00:45 200
	1 <u>W</u> eek MORE • m Pax:*		R CON		V	h tax: 50	8.00 + 126.10 = 634.10 h:* 1 Sell Connectin	1 Week	Flight Time: Air Miles:	00:45 200 EVERY DAY
0		1* FC			-way wit	h tax: 50	8.00 + 126.10 = 634.10	1 Wee <u>k</u> 📀	Flight Time: Air Miles: Operates:	00:45 200 EVERY DAY

8. Select applicable line number of the flight requested (the line number auto-populates)

NOTE: Whore ther

- 9. Enter the appropriate booking class
- 10. Select OK

New Reservation: Price Itinerary window displays

Price linerary Price linerary Price linerary Options: Price linerary Options: Price Lowest Available Currency code: Currency c	different passenger type(s) travelling, you will be required to select Passenger Types options (Go to page 26-Reservation with Multiple passengers
-	
QK Sell More Air Skip Pricing > Agent Pricing	Cancel

Figure 26

- 11. Select PRICE CURRENTY ITINERARY
- 12. Select OK

Price Quote Option window displays (next page)

			634.10 PG	(
nmary						
sgrs	Base	Fare	+ Taxes/F	ees/Charges	= Tota	u –
1 ADT	50	8.00 PGK	+	126.10	634.10 P	GK
164	UG2020 DEPA	RTURE DA	TE LAST	DAY TO PUR	CHASE/	
ils 🗆	Rules +	Fare Des	scription 🗄	<u>B</u> aggag	ne Info 🛨	
		_		_ 33 3		
BASE F	ARE EQUIV AMT		ТАХ	ES/FEES/CHARGE		
			126		634.10PGK	
- 508.00						
L- 508.00 XT		L.40GC 11.4	IONX			
хт	11.40GC 11 11.40NX	1.40GC 11.4 1.40I9 6.90				
XT T-1 YYF: E PX POM	11.40GC 11 11.40NX 11.40I9 11 10.00PGK508.00	L.4019 6.90 DEND				
XT T-1 ^{°°T} YYF E PX POM LIDATING	11.40GC 11 11.40NX 11.40I9 11 508.00PGK508.00 CARRIER SPECIF	L.40I9 6.90 DEND FIED - PX				
XT T-1 ^T YYF: E PX POM LIDATING G ALLOWAT	11.40GC 11 11.40NX 11.40I9 11 L 508.00PGK508.00 CARRIER SPECIF NCE -LAEPON	L.40I9 6.90 DEND FIED - PX				
XT E PX POM LIDATING G ALLOWAR RRY ON AR EPOM-01P,	11.40GC 11 11.40NX 11.40I9 11 508.00PGK508.00 CARRIER SPECIF NCE -LAEPON LOWANCE 707KG/PX	L.40I9 6.90 DEND FIED - PX				
XT T-1 YYF: E PX POM! LIDATING G ALLOWAI RRY ON AI EPOM-01P, RRY ON CI	11.40GC 11 11.40NX 11.40I9 11 508.00PGK508.00 CARRIER SPECIF NCE -LAEPON LOWANCE 707KG/PX	L.40I9 6.90 DEND FIED - PX 4-16KG/PX	DUN	ER		

Figure 27

13. Select **SAVE** to retain the price quote

The New Reservation – Passenger Detail window displays. If your workflow is interrupted and you need add the passenger details, you can select Passenger Details<Shift +F8> at any time.

14. Enter the required passenger information

New Reserva	tion Bassa	ngor Do	taile	E Dava	ervation Ticketing	
	ation - Passe	nger De	lans	<u>R</u> ese		3
Names	First	Title		Last	□ <u>G</u> roup	
1. LAE	POM	MR 💌	6.	Last	First	Title
	FOM					
2.		~	7.			V
3.		~	8.			-
4.		-	9.			-
5.		-	10.			
Phones	1	Add Infant	s	Pro <u>f</u> iles	More Nam	es
Number	Ту	pe	City		Remarks	
* 1. 3273319	Ager	nt 🔻		LAE AIRP	ORT ESTHER	
2. 67575468791	Mobi	le 🔻		1.1 LAE/P	OM MR	
Email Email			Ag	d Contact	More Phone	s
Addr		Name #	F	ree Text		
GI@AIRNIUG	INI.COM.PG				More Email	s
Frequent 1	'ra <u>v</u> eler					
Carrier I	lumber Nam	e # Rece	iving Carrier	s) Segments	More FT (b)
Remar <u>k</u> s					Predefined Rema	rk <u>s</u>
1. CHECK VAL	D ID				More Remarks(2	<u>:</u>)
2. PAX TO CO	MPLETE APTF			•	. ☑ <u>H</u> istorical	
<u>O</u> K Servi				Specijal Meals	Car	ncel

For details on the different Passenger details fields, such as **Names, Phones, Email and relevant Remarks**.

- 15. Select OK
- 16. Assign seat(s) window will display (Optional to pre-seat passenger's)

Assign Seat(s)				
	<u>F</u> light: *	PX 207 Y RAB POM 06AUG	1 🔶	
	Seat Number(s): *			
	Passengers: *	LIMA/JULIET MS		
				Assign
				Seat <u>M</u> ap
				Pax Types
<u>D</u> one				<u>C</u> ancel

Figure 29



Select NO

PURCHASE DETAILS window displays

Select Form Of Payment drop down menu. For this lesson, Credit Card is selected

Purchase De	etails			Trip Summary CTRL+ALT+T to Expand
	Co	st Breakdown		Names
	BASE FARE:	508.00 PGK		1.1 LAE/POM MR
	TAXES/FEES/CHARGES:	126.10 PGK		Phones
ees/Srvcs+	TOTAL:	634.10 PGK		3273319-A LAE AIRPORT ES
				67575468791-M 1.1 LAE/POI
				Itinerary Details
			-	1 PX 101 Y LAE POM 16AUG SS01 Times: 0725 - 0810
				Price Quotes
				Quote 1:
	Endorsements: VLD	PX SVC ONLY/NOSHW	FEE APPLIE	1 ADT@-FB:YYF1
e	Purchase Now (1)			Total:
	Purchase Now with Advance	ed Options (2)	-	508.00+126.10(taxes/fees/charg
c	Hold, Purchase Later (3)			Ticketing Details
Receive				1 TL0417P/11AUG-TUE
	Email Fo	rm of Payment		
Trace	* CREDIT CARD	_		
The:	CREDIT CARD	×		
CC Type:	ANZ	-		
Number:	* 6010231112223334		Exp: * 02 / 22	
<u>N</u> ame:	* POM LAE			
Approval (j):	1234 🔶		CSC (<u>4</u>):	
Approval (j):	1234 🔶		CSC (<u>4</u>):	

Figure 30

17. Input the passengers name or the person initiating the booking in **the Received From Field** and select **OK**

The reservation re-displays with a record locator (5 alpha characters) and ticket number(s) on the Ticketing/Pricing field and the Remarks/Facts field.

Reservation - XOPCUG	Edit Names
	Seats
1.1 - LAE/POM MR 🖥 @	In <u>f</u> ant
	Spec Reguests
	Travel Docs (w)
	Profile/FF
	<u>1-Find</u> <u>2-Enroll</u> <u>3-Input</u>
Itinerary	Ticketing/P <u>r</u> icing
Fit CIs From-To Date Times Stp Nbr	1.T-11AUG-POM5MEA
1 3 PX 0101 Y LAE - POM 16AUG 0725-0810 0 HK01/E	2.TE 6562151580548 LAE/P POM5MEA 1519/11AUG (1.1-LAE/POM
Add Change Rebook Delete Fit Info More	ADT@508.00PGK+126.10PGK(taxes/fee/charges)=634.10PGK-f Total: 508.00PGK+126.10PGK(tax)=634.10 Exchange View Coupons Refund (z) Fees/Srvcs +
Contact/Address Info	Remar <u>k</u> s/Facts
POM3273319-A LAE AIRPORT ESTHER	Remarks A
POM67575468791-M 1.1 LAE/POM MR	1. H-CHECK VALID ID 2. H-PAX TO COMPLETE APTF
WEAGI@AIRNIUGINI.COM.PG¥(1,1-LAE/POM MR)	3. XXAUTH/1234 *Z/AN3334
	4. H-CARD-ANZ******3334
	5. H-CARDHOLDERNAME-POM LAE
Received From - on 11AUG20 at 0019:MEAPOM	

Additionally, the Ticketing/Pricing field has been updated with the Ticket Number, Name, Location, and Date of issue.

7.2 RESERVATION WITH MULTIPLE PASSENGER TYPES

The next example will demonstrate creating a Reservation with Multiple

1		
	▶ New Reservation	
	Customer Type: * • New C Repeat Traveler	
	From: * RAB 110 RABAUL, PAPUA NEW GUINEA	
	TO: * POM 200 PORT MORESBY, PAPUA NEW GUINEA	
	Departure Date: 16 August Time: © Departure	
	Sunday C Arri <u>v</u> al	
	Return Date: 20 August Time: Departure	
	Thursday Autroit Number in Party: 2 Classes: Y J Image: Control of Con	
	□ Non Stop/Direct Connection: Minimum Connect Time:	
	□ Interline Partners(_) □ Passenger Types Minutes (ie. 045, 060)	
	င Shopping က Availability င Schedules Search By Specific Flight	
	OK Multi Dest Clear Canc	el

Select the New Label from the Reservations Tab.

- 1. Complete the New Reservations Screen
 - City Pair RAB POM
 - Departure Date 16 August
 - Return Date 20 August
- 2. Select Ok to view availability

The Air Availability Screen for the outbound displays

New Reservation: Air Availability	* = Connectio	on Flight, **=Codeshare	Flight Details	
	Summary / CTRL+S for Seatmap /	CTRL+ALT+F for FLIFO	5 Fokker 70	CTRL+ALT+F for
13411G 14411G 15411G 16AUG			PX 209	
	1 <u>7</u> AUG 1 <u>8</u> AUG	1 <u>9</u> AUG 🔶	Available Inventory	
L AL Fit From To Dep Arr	Availability	st	J7 Y7	
1 🐧 PX 275 RAB POM 0655 0815	Y7=PGK814.00 J7 Y7	0		Displays routing
2 🐧 PX 207 RAB POM 1110 1230	Y7=PGK814.00 JJ7 Y7	0		., .
3 🚺 PX 209 RAB POM 1235 1545	Y7=PGK814.00 JJ7 Y7	2	Flight Details	via connecting
	'		From: RAB at 1235	point/s.
			To: POM at 1545	
			Time Diff: ¥0	
			Meal: S	
			E-Ticket: YES	
			Stops: 2	
			Flight Time: 02:10	
			Air Miles: 615	
			Operates: SU TU WE TH FR SA	
Lowest one-way with tax: 814	4.00 + 156.70 = 970.70	1 Week	Codeshare: NO	
Num Pax:* 2 Class: * Line Num Select Option:	:* 3			
	□ Auto Insert AF			
□ <u>F</u> acts	by Avail Line			
QK Back More		<u>C</u> ancel		

- 3. Click to highlight the Flight Schedule preferred.
- 4. Add the Class of Service indicator (Y) at the bottom
- 5. Select OK to capture selection a display return availability.
- 6. Click to highlight the Flight Schedule preferred.
- 7. Select OK to capture selection and continue.

Note - The number of passenger has been pre-filled in from the previous screen, and the line number added automatically from the highlighted selection above.

L	-	۸L	Fit	From	-				AUG
	٦				To_	Dep	Arr	Availability	st
		PX	204	POM	RAB	1055	1220	Y7=PGK814.00 J7 Y7	0
	٢	ΡX						Y7=PGK814.00 JJ7 Y7	2
	3	PX	274	POM	RAB	1505	1630	Y7=PGK814.00 JJ7 Y7	0
-	1 1			1				.00 + 156.70 = 970.70	
	m P	ax:	2 Optio		vest one			.00 + 156.70 = 970.70 * 2	1 Week

Figure 34

Note - The Class of Service (Y) will be assumed taken from the outbound selection *The Price Itinerary pop up appears.*

As stated previously this scenario will be for a family with 1 adult, 1 child and an infant not occupying a seat.

Since we have 3 different passenger types we will have to direct Sabre accordingly.

8. Select PRICE CURRENT ITINERARY

Price	tinerary Options: *	✓ Passenger Types	- 4		Times: 1155 2 PX 208 Y HKM
Frice I	unerary options: *	☐ Additional Options			Times: 1315
C Rebook Lowest		Auditional Options			Σ
• Price Current Itir	Price Options: Passenger Type				-
Price Lowest Av	Price Options: P	assenger Type			
C Search Lowest	Exclude Other Fare	/ Passonger Types			
C Bargain Finder F		rassenger types			
C Manually Retain	Passenger Type *		Nbr of * Psgrs	Age	
		•			
		•			
		_			
		•			
		-			
<u>о</u> к		•			
		· · · · · · · · · · · · · · · · · · ·	_	_	
		-			

Figure 35

Click the **Passenger Types** options

The Price Option: Passenger Types screen appears.

Price Options: Passenger Type			23
Price Options: Passenger Type			
□ Exclude Other Fare / Passenger Types			
Passenger Type *	Nbr of * Psgrs	Age	
Adult (ADT)	1		
Child (CNN)	1	05	
Infant Without Seat (INF)	1 🔶		
·			
· · · · · · · · · · · · · · · · · · ·			
·			
_			
<u>O</u> K		<u>C</u> ancel	

Figure 36

- 9. Select the three passenger types from the drop down menus. Include the number of passengers within that type and if a child, the age in two digit format.
 - Adult (ADT) 1
 - Child (CNN) 1 Age 05
 - Infant Without Seat (INF) 1

10. Select OK

The New Reservations: Price Itinerary screen re-appears Figure 35

11. Select OK

		3457.00 P	GK		
immary					
Psgrs	Base Fare	+ Taxes	/Fees/Charges	= Tot	al
ADT, 1 C05, 1 INF	2884.00 PGK	+	573.00	3457.00	PGK
			-		
16AUG2		DATE LAS	T DAY TO PUR	CHASE/	
etails - R	ules 🕂 🛛 Fare L	Description	- Bagga	ge Info 🛨	
				, <u>—</u>	
BASE FARE	EQUIV AMT	TAX	ES/FEES/CHARGES	ΤΟΤΑΙ	
1- 1628.00PGK		313		1941.30PGK	
хт	22.80GC 22.80GC 22.80NX 22.80NX				
ХТ	22.8019 22.8019 13.70UN 162.80UN				
	ENGER TYPES - VERI	IFY RESTRICT	IONS		
MIXED PASS			7.0	1351.70PGK	
MIXED PASS		259	.70		
	22.80GC 22.80GC 22.80NX 22.80NX	259	.70		

Figure 37

The Summary shows the 3 individual Passenger Types, 1 ADT, 1 C05 and 1 INF along with the total price of all passengers.

The detail information will show the individual prices per passenger type

12. Select Save to store the 3 price quotes and continue with the reservation flow.

New	Reservat	tion - P	asse	nger De	etails	⊏ <u>R</u> ese	ervation Tie	cketing
Man Nan	nes						□ <u>G</u> r	roup
2~	Last		First	Title		Last	Fir	st Titl
JAMES		CABBIE		MS 🔻	6.			
		DANIEL		MST 🔻	7.			
				-	8.			
				-	9.			
				-	10.			
D PI	hones			<u>A</u> dd Infan	ts	Pro <u>f</u> iles	Mor	e Names
	Number		Ту	ре	City		Remarks	
* 1. 32	273319		Agen	t 🔻		RAB AIRP	ORT ESTHE	R
2. 67	7575468791		Mobil	e 💌		MR JOHN	JAMES	
10 Ei	mai <u>l</u>				,	Add Contact	Mor	e Phones
-	Addres	iS	_	Name #		Free Text		
G	I@AIRNIUGI	NI.COM.P	G				<u>M</u> o	re Emails
F	requent Tr	a <u>v</u> eler						
Carr	rier Nu	imber	Nam	e # Rece	eiving Carrie	er(s) Segments		ore FT (<u>b</u>)
Re	emar <u>k</u> s						Predefine	d Remarks
1. CI	HECK VALID	ID					More Re	emarks(<u>z</u>)
2. 🎴		IPLETE /	APTF			•		cal
<u>о</u> к	Service Rq <u>u</u> st		[ravel)ocs			Specijal Meals		<u>C</u> ancel

The NEW RESERVATION: PASSENGER DETAILS window displays

Figure 38

- 13. Add the Passenger Names for those passengers occupying a seat and the telephone number. If all Passengers have the same surname, you only have to write it once, then add the individual first names. Note Use Mstr or Miss titles when the passenger type CNN/INF is used.
- 14. Select the Add Infant button to include the infant not occupying a seat information

The Infant Information pop up appears. See Figure 39 (next page)

nt Information	perature lasts free-ature	2
Infant Information (INFT)		8
Infant Information:		
Last Name: * JAMES	1.1 JAMES/CABBIE MS	•
First Name: * JONAH	1.2 JAMES/DANIEL MSTR	
	Select Segment (blank for all):	
Day Month Year	1 PX209 RABRAB 16AUG	
Infant DOB: * 02 December v 2019	3 2 PX208 POMRAB 20AUG	
□ Infant Occupying Seat		
Add Infant +	Cigar Entry	
Ōĸ	Gancel	



- 15. Add the Infant Information, Last Name and First Name
- 16. Click to highlight the adult passenger to associate with the infant.17. Add the Infants **Date of Birth**. (DD/MONTH/YYYY)
- 18. Select Add Infant button to continue.

Infant Information (INFT)		8
Infant(s):		
+Add:JAMES, JONAH DOB: 02DEC19 SEG(s): 1,2 NN:1.1		
		<u>R</u> emove
	7	
Infant Information:	Select Adult Name:	
Last Name: *	* 😽 1.1 JAMES/CABBIE MS	
First Name: *	1.2 JAMES/DANIEL MST	R
	Select Segment (blank f	or all):
Day Month Year	3 1 PX209 RABRAB 16AU	3
Infant DOB: *	2 PX208 POMRAB 20AU	G
□ Infant Occupying Seat		
Add Infant +	Cl <u>e</u> ar Entry	
<u>o</u> k		<u>C</u> ancel
gure 40		

The infant information has been added and the association to the adult passenger is shown by the addition of a pacifier prior to the adults name number.

- 19. Select OK to continue.
 - An informational pop up request to create a traveller profile appears.
- 20. Select NO

Figure 41 The PURCHASE DETAILS window displays

	C	ost Breakdown	
[BASE FARE: TAXES/FEES/CHARGES:	2884.00 PGK 573.00 PGK	
ees/Srvcs+	TOTAL:	3457.00 PGK	
	Endorsements: VL	D PX SVC ONLY/NOS	SHW FEE APPLIE 🔶
	Purchase Now (1)	10.5	
	Purchase Now with Advan Hold, Purchase Later (3)	cea Options (<u>2</u>)	
Receiv	ed From: JOHN		
Vecen	ed From: Portin		
_	Email		
_	⊑mail	orm of Payment	
	Email	orm of Payment	
Туре	Email	•	
<u>Т</u> уре СС Туре	Email Email * CREDIT CARD BANK SOUTH PACIFIC	•	
<u>Т</u> уре СС Туре	Email	•	Exp: * 102 / 122
<u>Т</u> уре СС Туре N <u>u</u> mbei	Email Email * CREDIT CARD BANK SOUTH PACIFIC	•	Exp: * 02 / 22
Туре СС Туре N <u>u</u> mbei <u>N</u> ame	Email Email CREDIT CARD BANK SOUTH PACIFIC F: * 6013021111222233 :: * JOHN JAMES	•	
<u>Т</u> уре СС Туре N <u>u</u> mbei	Email Email CREDIT CARD BANK SOUTH PACIFIC F: * 6013021111222233 :: * JOHN JAMES	•	Exp: * 02 / 22 CSC (4):
Туре СС Туре N <u>u</u> mbei <u>N</u> ame	Email Email CREDIT CARD BANK SOUTH PACIFIC F: * 6013021111222233 :: * JOHN JAMES	•	
Туре СС Туре N <u>u</u> mbei <u>N</u> ame	Email Email CREDIT CARD BANK SOUTH PACIFIC F: * 6013021111222233 :: * JOHN JAMES	•	

- 21. Add the **Received from** information.
- 22. Select Form of Payment drop-down menu. Select applicable payment type- Credit Card
- 23. Enter Card number/Name/Expiry date/Approval code
- 24. Select **OK** to issue the E-ticket (s).

PNR re-displays.

Ensure to look over the relevant information on the PNR.

<u>N</u> ames		Edit Names Seats
1.1 - JAMES/CABBIE MS @ 8		
1.2 - JAMES/DANIEL MSTR @		Spec Reguests
2.1 - JAMES/JONAH - INF OSI		Travel Docs (w)
		- Profile/FF
		1-Find 2-Enroll 3-Input
ltinerary		Ticketing/Pricing
Fit CIs From-To Date Times Stp Nbr		1.T-11AUG-POM5MEA
PX 0209 Y RAB - POM 16AUG 1235-1545 2 HK02/E		2.TE 6562151580549 JAMES/C POM5MEA 1603/11AUG
Dur: 1.3 hrs, 623 mls Sunday		3.TE 6562151580550 JAMES/D POM5MEA 1603/11AUG
2 🐧 PX 0208 Y POM - RAB 20AUG 1040-1350 2 HK02/E		4.TE 6562151580551 JAMES/J POM5MEA 1603/11AUG
Durid Dike (200 min Thuman)		
- Dur: 1.3 hrs, 623 mls Thursday		
- Dur: 1.3 hrs, 623 mls Thursday		Price Quote 1:
Dur.1.3 hn, 623 mla Thunday		1
Duri 1 Inz, 623 mis Thusday		
-Dur-1 3 km, 623 mit Thunday		1
	More	1 ADT@1628.00PGK+313.30PGK(taxes/fee/charges)=1941.30PGł
	More	1 ADT@1628.00PGK+313.30PGK(taxes/fee/charges)=1941.30PG Price Quote 2:
Add Change Rebook Delete Fit Info	More	1 ADT@1628.00PGK+313.30PGK(taxes/fee/charges)=1941.30PGł Price Quote 2: Exchange View Coupons Refund (z) Fees/Srvcs + Remarks
Add Change Rebook Delete Fil Info Contact/Address Info POM3273319-A RAB AIRPORT ESTHER	More	1 ADT@1628.00PGK+313.30PGK(taxes/fee/charges)=1941.30PGi Price Quote 2:
Add Change Rebook Delete Fil Info Contact/Address Info POM3273319-A RAB AIRPORT ESTHER POM67575488791-M MR JOHN JAMES	More	1 ADT@1628.00PGK+313.30PGK(taxes/fee/charges)=1941.30PGł Price Quote 2: Exchange View Coupons Refund (z) Fees/Srvcs + Remarks
Add Change Rebook Delete Fit Info Contact/Address Info POM3273319-A RAB AIRPORT ESTHER	More	1 ADT@1628.00PGK+313.30PGK(taxes/fee/charges)=1941.30PGł Price Quote 2:

8 PRICE QUOTE RECORDS

You must price a reservation in order to issue E-ticket(s)

The Price Quote (PQ) allows you to issue tickets directly from the pricing information stored in the Price Quote Record in the PNR and guarantees the tickets are issued at the fare stored in the PNR. Price Quote Record saves all pricing data in order to issue a ticket without repeating the pricing information when issuing the ticket.

A PQ can be shared by more than one passenger as long as they belong to the same passenger type. i.e., ADT (Adults)

When a PNR is created with multiple passengers and passenger types, a PQ record is created for each passenger type.

In the previous example we had three passenger types, ADT, CHD and INF. Let's take a look at the Ticketing / Pricing area of the PNR.

Ticketing/P <u>r</u> icing	
Price Quote 1:	
1	
ADT@1628.00PGK+313.30PGK(taxes/fee/charges)=1941.30PGF	
Price Quote 2:	
1	
C05@1092.00PGK+259.70PGK(taxes/fee/charges)=1351.70PGk	
Price Quote 3:	
1	
NEOTALAADOK-DOKU K. L.L. S. JALAADOK ED ME-	_
Figure 43	

When the priced itinerary was saved, it created 3 PQ's automatically, one for each passenger type.

- PQ1 for the Adult passengers
- PQ2 for the child
- PQ3 for the infant

To view the Price Quotes in detail, do the following;

- 1. Select PRICING main tab
- 2. Select DISPLAY FARE sub-tab

Display Price Quote window displays Sabre defaults to DETAIL DISPLAY

3. Select OK

hir Niugini	Λ	F1 Flights	F2 Check-In	F3 Boarding	F4 Operations	F5 Seats	F6 Reservations	F7 Pricing
5 Pricing	Displa	ay Price Quote						-
Price & Retain Shift + F1	≻	Display I	Price Quote	e				
Display Fare Shift + F2		Select Opt	ion: *					
Change Class		<u> D</u> etail I	Display					
Shift + F3		O Detail I	Display <u>H</u> istory					
Delete Fare		O Detail I	oy <u>N</u> ame Number					
Shift + F4		O Detail I	oy <u>P</u> rice Quote					
Change Fees		○ <u>A</u> ctive	Price Quotes					
Shift + F5		C Inactive	e Price Quotes					
		C Expired	d Price Quotes					
		C Manua	Price Quotes					
Mask Selection		C <u>S</u> umm	ary					
Shift + F7		C Summ	ary with <u>B</u> reakdow	n				
Res / TTL Shift + F9								
								_
		<u>0</u> K					<u>C</u> ancel	1
								-

Price quote record – details screen displays

*PQ PRICE QUO	TE RECORD - DETAILS	
PQ 1 P1ADT/1C05/1INF		
	TAXES/FEES/CHA 313.30XT 2.80GC 22.80NX 2.80I9 13.70UN	RGES TOTAL PGK1941.30ADT 22.80NX 162.80UN
ADT YYF1 RAB PX POM814.00PX RAB814.0	00PGK1628.00END	102.0000
VALIDATING CARRIER SPECIFIE 01 0 RAB PX 209Y 16AUG 1 02 0 POM PX 208Y 20AUG 1	1235P YYF1	16AUG16K 16AUG16K
RAB POM POM 5MEA 0059/11AUG STA	ATUS-ACTIVE	PRICE-SYS
PQ 2 P1ADT/1C05/1INF		_
BASE FARE	TAXES/FEES/CHA	RGES TOTAL

keyboard

MD					
PGK10	92.00		259.70XT	PGK1351.70C05¥	
XT	22.80GC	22.80GC	22.80NX	22.80NX	
	22.8019	22.8019	13.70UN	109.20UN	
CO5 YYF1/	CH33				
RAB PX POM	546.00PX RAB54	6.00PGK109	92.00END		
	EQUIRES ACCOMF				
	X 209Y 16AL			16AUG16K	
	X 208Y 20AL	IG 1040A	YYF1/CH33	16AUG16K	
RAB					
POM POM 5M	EA 0059/11AUG	STATUS-ACT	TIVE	PRICE-SYS	
PQ 3 P1AD	T/1C05/1INF				
		_			
	E FARE	17	AXES/FEES/CHARGES		
	64.00			PGK164.00INF	
INF YYF1/		000000104	0.515		
	82.00PX RAB82.				
	CCOMPANYING AD		EK	V	
VALIDATING	CARRIER SPECI	FIED - PX		¥	

Take look at the pricing options available and descriptions in detail

Price Itinerary Screen

New Reservation: Price Itinerary Price Itinerary Options:	Passenger Types	
Betook Lowest Betook Lowest Price Current Itinerary Price Lowest Available Search Lowest Available Bargain Finder Plus Manualty Retain Fare	Additional Options	
OK Set More Air S	tip Pricing > Agent Pricing	Cancel

Figure 45

Two additional pricing options exist:

- Passenger Type
- Additional Option

When selected a pop up window will display additional options for each.

To review the main pricing options include:

Option	Description
Rebook Lowest	To find a lower class of service available, rebook and
	price.(default setting)
Price Current Itinerary	To price the itinerary as booked. (default setting)
Price Lowest Available	Directs Sabre to look for a lower fare and price it only.
Search Lowest Available	Searches for the lowest available fare.
Bargain Finder Plus	Search on all airlines (setting must be turned on by
	airline)
Manually Retain the Fare	Override that allows you to write in an amount in order
	to end the PNR. Ticketing cannot occur until the
	manual price has been stored into a Price Quote PQ

8.1 Price Options: Passenger Type

When you select Passenger Type the Price Options: Passenger Type window displays

Exclude Other Fare / Passenger Types	Nbrof
Passenger Type *	Nbr of Age
v 🚸	
Accompanied Adult (CMA)	
Adult (ADT)	
Agent (AGT)	
Airline Standby (AST)	
Cabin Baggage (BAG)	
Category Z (CTZ)	
Child (CNN) -	
*	

Figure 46

The passenger type allows for the selection of a variety of passenger types. These passenger types are selected by your airline based upon their fares structures.

8.2 Additional Options

When you select Additional Options, the Additional Pricing Options window displays

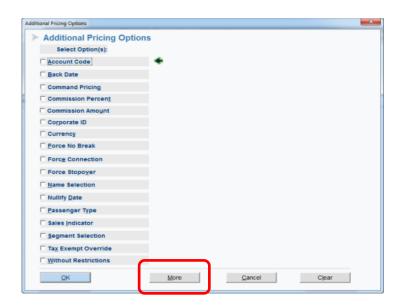


Figure 47

Take a moment to review the description of each options.

Option	Description
Account Code	Identifies a specific contract with an agency or corporate customer
Back Date	Price the itinerary based on a past date
Command	Price an itinerary with a specific fare and then override fare rules
Pricing	
Commission	Use this option only if your carrier allows commission on sales
Percent	
Commission	Use this option only if your carrier allows commission on sales
Amount	
Corporate ID	Identify the negotiated fares for a specific corporate customer
Currency	Price the itinerary in a specified currency
Force No Break	Sabre system does not break an airfare where it normally would. Input
	the segment numbers of the connection.
Force	Sabre system creates a connection where it normally would not. Input
Connection	the segment numbers of the connection.
Force Stopover	Force Stopover causes pricing to calculate the fare as if a stopover is
L.	occurring at the indicated segment. Input the first segment numbers
	involving the stopover.
Name Selection	Price the itinerary for a name number or name range.
Nullify Date	Sabre system ignores the date when validating advance purchase
	requirements.
Passenger Type	Specify a passenger type. You may specify up to nine different
	passenger types per PNR.
Sales Indicator	Indicate the point of sale or ticketing city. Input a 3-letter city code or
	airport code(s). This overrides the default currency of your AAA (your
	location).
Segment	Price only the itinerary segments or range of segments selected.
Selection	
Tax Exempt	Override the taxes the system applies to an itinerary.
Override	
Without	Price using fares that do not have the specified restrictions.
Restrictions	_

8.3 MORE OPTIONS radio button

MORE PRICING OPTIONS

From the Additional Pricing Options window, you may also select the More button to see the More Pricing Options window, as shown below:

More Pricing Options	×
More Pricing Options	
Select Option(s): BSR Override Force break Net Pricing	
Eare Description Display	
Passenger Status Qualifier	
Dual Currency	
Governing Carrier Override	
Public	
Endorsement	
QK	Çancel

The following itinerary pricing options are available and are described below.

Option	Description
BSR Override	Select this option to manually enter the BSR (Bankers Selling Rate).
Fare Break	Option that directs Sabre to break a fare at a connecting point
Net Pricing	Select this option if Net Ticketing is valid for your carrier. The Net amount is required and you can add a CAR contact agreement reference number or value code by selecting this option.
	The net remittance represents the amount of money to be collected. This amount is exclusive of taxes.
	Note Contact Customer Care to activate Net Ticketing.
Fare Description Display	Select this option to see all the fare information.
Passenger Status Qualifier	Select this option to qualify the passenger as an employee, a national, or resident of a certain country. The 2-character qualifier determines pricing.
Dual Currency	Select this option to see a specific currency in the pricing display. Input the currency code. The price redisplays in that currency.
Governing Carrier Override	Select this option to specify the governing carrier. Input the carrier code.
Public	Select this option to price Public filed fares rather than any applicable Private fares.
Private	Select this option to price Private filed fares rather than any applicable Public fares.
Endorsement	Select this option to add information on fare restrictions.

8.4 DISPLAYING A PRICE QUOTE

Once a PQ is saved it is tagged with an A for Active Status. During it's life cycle, PQ status codes can change.

Here are the different Status Codes for a PQ.

- A = Active
- I = Inactive
- M = Manual
- X = Expired

Note A Ticket can only be issue when the PQ is in active status. To display a PQ in your work area, use the **Display Fares** Label from the **Pricing** Tab.

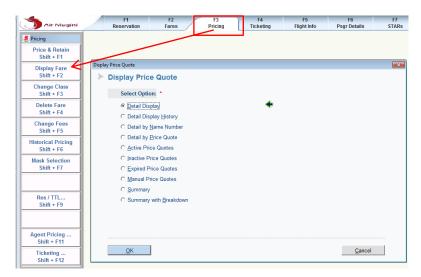


Figure 48

Below are the descriptions of each option.

Display Fare Option	Description
Detail Display	Display detailed information about the retained Price Quote Record
Detail Display History	Display the history of previously stored Price Quote Record
Detail by Name Number	Display the Price Quote Record by name number
Detail by Price Quote	Display a specified Price Quote Record when more than one exists in the PNR

Display Fare Option	Description
Active Price Quotes	Display all the Price Quote(s) that have an active status
Inactive Price Quotes	Display the Price Quote(s) that have an inactive status
Expired Price Quotes	Display Price Quotes that have an expired status
Manual Price Quotes	Display manual Price Quote(s), which have a status code of "M"
Summary	Display a summary of Price Quote Records by name number
Summary with	Displays a summary of PQR by name number with base tax total
Breakdown	breakdown

9 TICKETING

Interact Airport - Ticketing Tabs & Labels

In order to access Ticketing Functions within Interact you must select Ticketing from the Tab options at the top of the Interact Screen. If you are using Interact for Reservations, the Ticketing Tab is F4 otherwise F8 for the Airport version of Interact.

9.1 ISSUING AN ELECTRONIC TICKET

Use this label to issue a ticket from a PNR with an active price quote.

Note You must have a PNR in your work area.



Figure 49

Once selected the Issue Ticket window displays. This window allows you to select the following:

- Ticketless (eTicket option)
- Form of Payment
- Price Quote option (if more than one active price quote exists)
- Endorsements
- Additional Options

Issue T	licket		1.04			23
≻	Issue	Ticket				
	Eorm o	f Payment: *			- +	
	Tick	etiess		Print Documents:	No Printed Documents	v
		Price Quote		Multiple Price Que	otes & Names	
		Endorsement	:			
	∏ <u>N</u> am	e Selection				
	□ A <u>d</u> di	tional Options				
	End	Transaction After Tick	eting			
	🖻 End	and <u>R</u> edisplay PNR Aft	er Ticketing			
		ees				
		<u>o</u> k				<u>C</u> ancel

To select the applicable form of payment from the drop-down menu, use the mouse to scroll through the list, or type the first letter of the Form of Payment option desired (type the first letter multiple times to see multiple options that start with the same letter), or use the up and down arrow keys to highlight the desired form of payment.

10 PROCESS FLOW - CREDIT CARD-

When you select **Issue Ticket**, Interact will automatically display the active price quote record. If a price quote does not exist, an error pop up will appear.

PRICE QUOTE RECORD - DETAILS PQ 1 BASE FARE TAXES/FEES/CHARGES TOTAL PGK508.00 126.10XT PGK634.10ADT XT 11.40GC 11.40GC 11.40NX 11.40NX ADT YYF1 LAE DV DOMEOS ODDCK 508 OOEND Law Totet Same Ticket Form of Payment:* CREDIT CARD Ticketless Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE CAdditional Options End Transaction After Ticketing Cancel	*PQ				
BASE FARE TAXES/FEES/CHARGES TOTAL PGK508.00 126.10XT PGK634.10ADT XT 11.40GC 11.40GC 11.40NX 11.40NX 11.4019 11.4019 6.90UN 50.80UN ADT YYF1 TAKE BXY DOMEOS ODECKEOS ODEND Issue Ticket Form of Payment:* CREDIT CARD Ticketiess Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE * Additional Options End Transaction After Ticketing Find and Redisplay PNR After Ticketing	PRI	ICE QUOTE RECORD -	DETAILS		
BASE FARE TAXES/FEES/CHARGES TOTAL PGK508.00 126.10XT PGK634.10ADT XT 11.40GC 11.40GC 11.40NX 11.40NX 11.4019 11.4019 6.90UN 50.80UN ADT YYF1 TAKE BXY DOMEOS ODECKEOS ODEND Issue Ticket Form of Payment:* CREDIT CARD Ticketiess Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE * Additional Options End Transaction After Ticketing Find and Redisplay PNR After Ticketing	BO 1				
PGK508.00 126.10XT PGK634.10ADT XT 11.40GC 11.40GC 11.40NX 11.40NX 11.40I9 11.40I9 6.90UN 50.80UN ADT YYF1 Law Ticket Eorm of Payment:* CREDIT CARD Issue Ticket Eorm of Payment:* CREDIT CARD Issue Ticket Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options End Transaction After Ticketing Find and Redisplay PNR After Ticketing	PQ I				
PGK508.00 126.10XT PGK634.10ADT XT 11.40GC 11.40GC 11.40NX 11.40NX 11.40T9 11.40T9 6.90UN 50.80UN ADT YYF1 Law Tocket Issue Ticket Form of Payment:* CREDIT CARD Ticketless Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options End Transaction After Ticketing Find and Redisplay PNR After Ticketing	BASE FARE	TAXES/	FEES/CHARGI	ES TOTAL	
11.4019 11.4019 6.90UN 50.80UN ADT YYF1 33 Lawe Tocket 33 Issue Ticket 34 Form of Payment:* CREDIT CARD Image: Credit Card Control Card Card Control Card Card Card Card Card Card Card Card		1	26.10XT	PGK634.10AD	г
ADT YYF1 tare DV POMSOR ODDCK 508_ODEND tare Ticket Form of Payment:* CREDIT CARD Ticketless Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options End Transaction After Ticketing End and Redisplay PNR After Ticketing		11.40GC			
Issue Ticket Issue Ticket Form of Payment:* CREDIT CARD Image: CREDIT CARD Image: Ticketless Print Documents: Image: Ticketless Print Documents:		11.4019	6.90UN	50.80UN	
Issue Ticket Form of Payment:* CREDIT CARD Ticketiess Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options End Transaction After Ticketing Fend and Redisplay PNR After Ticketing					
Form of Payment:* CREDIT CARD Image: Ticketless Print Documents: No Printed Documents Image: Ticketless Print Documents: No Printed Documents Image: Ticketless					23
Form of Payment:* CREDIT CARD Ticketless Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options End Transaction After Ticketing End and Redisplay PNR After Ticketing					
Icketless Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options End Transaction After Ticketing End and Redisplay PNR After Ticketing	Issue Ticket				
Ticketless Print Documents: No Printed Documents Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options End Transaction After Ticketing End and Redisplay PNR After Ticketing					
Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options Additional Options End Transaction After Ticketing End and Redisplay PNR After Ticketing	Form of Payment:* CR	EDIT CARD	•		
Multiple Price Quotes & Names Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE Additional Options Additional Options End Transaction After Ticketing End and Redisplay PNR After Ticketing		Delet Deserves to			
Endorsement: PX SVC ONLY/NOSHW FEE APPLIES/RFND TO SPSR POM LAE		Print Documents:	No Printed Docur	nents	_
 □ Additional Options □ End Transaction After Ticketing □ End and Redisplay PNR After Ticketing 		□ <u>M</u> ultiple Price	Quotes & Nan	nes	
 End Transaction After Ticketing ✓ End and Redisplay PNR After Ticketing 	Endorsement:	PX SVC ONLY/NOSHW F	EE APPLIES/R	FND TO SPSR POM	LAE 🌪
 End Transaction After Ticketing ✓ End and Redisplay PNR After Ticketing 					
 End Transaction After Ticketing ✓ End and Redisplay PNR After Ticketing 					
 End Transaction After Ticketing ✓ End and Redisplay PNR After Ticketing 					
✓ End and Redisplay PNR After Ticketing	Additional Options				
✓ End and Redisplay PNR After Ticketing	End Transaction After	r Ticketing			
		-			
<u>OK</u>	✓ End and <u>R</u> edisplay P	NR After Ticketing			
<u>OK</u>					
<u>OK</u>					
<u>O</u> K					
<u>O</u> K					
<u>Q</u> K					
<u>Ok</u>					

Figure 51

- 1. Select Form of Payment from the drop down Select CREDIT CARD
- 2. Enter relevant Endorsement
- 3. Select OK

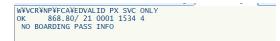
Form of Payment: Credit Card window displays

Form	of Payment: Credit Card		23
>	Form of Payment: (Credit Card	
	Credit Card Type:	* KINA BANK	
	Credit Card Number:	* 5076001112223334	
	Expiration Date: (MM / YY)	* 02 / 22	
	Approval Code:	1111	
	Cardholders name:	* POM LAE	
	<u>O</u> K	Approval <u>C</u> ancel	

Figure 52

- 4. Select Credit Card Type drop down menu
- 5. Enter Credit card number
- 6. Expiry date (MM/YY)
- 7. Approval code (From EFTPOS receipt)
- 8. Cardholders Name:
- 9. Select OK

Sabre will respond with a native response to an issued ticket command with form of payment cash as shown below. It will then end and redisplay the PNR in Interact.



The Ticketing / Pricing area of the PNR will be updated with the two lines of Ticketing Information.

I	Ticketing/P <u>r</u> icing
	1.T-26MAY-POM5MEA
	2.TE 6562100011534 WHISK/M POM5MEA 1020/26MAY (1.1-WHISKEY/MIKE MR)

Figure 53

Note The Ticketless and End and Redisplay PNR after Ticketing options have been automatically selected for you as these are the most popular options.

The approval code of the credit card also drops in the REMARKS/FACTS field of the Reservation display in the form of History Remarks Figure 54 see next page

Remar <u>k</u> s/Facts	
Remarks	
1. H-CHECK VALID ID	
2. H-PAX TO COMPLETE APTF	
3. XXAUTH/1111 *Z/KN3334	
4. H-CARD-ANZ******3334	
5 H-CARDHOLDERNAME-POM LAF	×

Figure 54

11 VOID TRANSACTION

Use the Void Transaction label to void an automated ticket transaction.

Requirements:

- You must have a ticket printer designated.
- The PNR must be displayed in the work area.
- You must be signed in with a duty code 4, 5 or 7 and your EPR must contain the keyword **DIENBR**.
- Void transaction can only take place on the same day of issuance.
- Only the person that issued the ticket can void the ticket.

E Ticketing
Issue Ticket Shift + F1
Res TTL Shift + F2
Void Trans Shift + F3
CK / CC AppvI Shift + F4
Industry Disc Shift + F5
Add Collect Shift + F6

Once the Void Trans label is selected, the Void Transaction window displays with the native display of the PNR's Ticketing Field.

Four options exist to void a ticket transaction from the PNR.

- Ticket Field Line Number
- Reservations (PNR) Automated Ticket Number
- Manual Ticket Number
- Auto MSR / RFND number.

F1 F2 F3 F4 F5	F6
Reservation Fares Pricing Ticketing Flight Ir	nfo Psgr Details
N*T	
1.1KILO/MIKE MR	
TKT/TIME LIMIT 1.T-23MAY-POM5MEA	
2.TE 6562100011173 KILO/M POM5MEA 1128/23MAY	
TV 6562100011173 *VOID* POM5MEA 1120/23MAY	
3.TE 6562100011174 KILO/M POM5MEA 1138/23MAY	
TV 6562100011174 *VOID* POM5MEA 1211/23MAY	
4.TE 6562100011177 KILO/M POM5MEA 1311/23MAY	
Void Transaction	—
> Void Transaction	
Volu Hansaction	
Calast Option: *	
Select Option: *	
Ticket Field Line Number	*
• Ticker Lied Tile Maniper	- T
C Reservations (PNR) Automated Ticket Number	
C Manual Ticket Number	
C Auto MSR / RFND Number	
<u>O</u> K	<u>C</u> ancel

Action:

- 1. Select the **Void** option.
- 2. Add either the Line Number or Ticket Number in the space provided.
- 3. Select **OK**.

The Void Verification pop up appears only when voiding an automated transaction by line number. (option 1)

Void Verification	— ×
► Void Verification	
Void Line Number From PNR Tic	cket Field 🔹 👍 🛛 🚓
<u>0</u> K	<u>C</u> ancel

Figure 56

Just select **OK** to void transaction.

NOTE When adding in the actual ticket number (options 2-4), a void verification is not required. The transaction will be voided.

Sabre Response Examples:

```
WV4
REENT IF THESE TKT NBRS ARE TO BE VOIDED
6562100011177
WV4
OK -- VCR 6562100011177 VOIDED IN PNR
```

NOTE You can also void transaction through the Agent Sales Report. (See ASR handbook for more details)

12 ISSUE TICKET BY TYPE

You can use the Additional Options selection within the Form of Payment window to issue a ticket with specific criteria.

- 1. Select the Form of Payment.
- 2. Select the Additional Options indicator.
- 3. Select **OK**.

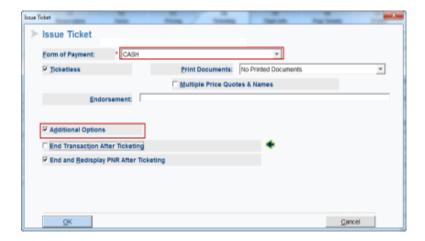


Figure 57

The Additional Ticketing Options window displays.

Additional Ticketing Options	
Additional Ticketing Options	
☐ Bulk Ticket Number	
Linclusive Tour Code	
Net Remit Ticketing	+
☐ Baggage Allowance	
Commission Percent	
Commission Amount	
Corigin / Destination Override	
TBM Timelimit Override	
☐ <u>T</u> our Code	
Tour Code / Staff Travel	
☐ <u>V</u> alidity Dates	
QK	<u>C</u> ancel

When an option is selected, an additional pop up will appear, add the additional information as needed.

13 VCR - VIRTUAL COUPON RECORD

An electronic ticket is also referred to as a Virtual Coupon Record or VCR. It contains the same information as a paper ticket; the main difference is that the ticket information is electronically stored, which makes printing a paper ticket no longer necessary. Electronic ticketing is available for both ATB and TAT stock.

⇒V	'irtua		upon	Reco	ord								
		Nur	nber:	65621	00010979			Nar	ne: KILO/	DELTA			
	1	Nbr of	Cpns:	2	Cre	ated: 07N	IAY17	Issu	ied: 08MA	Y17 PNR:	OGSBCF	Ту	pe: INF
Nbr	Сх	AI	Flt	CI	Dep	Frm_	To_	Time	Bk St	Fb	Stat	FF	bags
1		PX	2	L	25MAY	SYD	POM	1110	NS	LFLEXI/IN90	OK		
2	0	PX	1	т	30MAY	POM	SYD	1400	NS	TSAVER/IN90	ок		
Fare	ase: A Calc			39.35N	IUC93.46E	END ROE	1.341547	FCM	I: 0	Total: PGK	Ta <u>x</u> Info 305.00 E	Eqv:PGK 30	ided <u>v</u> cr
FOP		H 308 08MA1 rse/Re	5.00 Ƴ17 at P		by POM I ND/LFLEX		X SERVI	CES ONLY					
<u>O</u> k		Mo	dify	Exc	hange			<u>R</u> efund	Contr	o <u>l</u> P <u>N</u> R	Print	jistory	ancel

Figure 59

A VCR is validated by the host carrier for itineraries that contain up to 16 segments. These itineraries can contain both host carrier and approved Interline Partner carrier segments.

13.1 DISPLAY VCR

From the Ticketing Tab select the VCR Label, then select the Display VCR Label.

The Display VCR window appears.

hir Niugini	F1 F2 F3 Reservation Fares Pricing	F4 Ticketing	F5 Flight Info	F6 Psgr Details	F7 STAR
VCR	Display VCR/Receipt				
Display VCR Shift + F1	Display VCR/Receipt				
VCR Fields Shift + F2	Select Display Option: * C All VCRs C VCR Coupon Data				
Modify VCR Shift + F3	C By City <u>P</u> air C By C <u>r</u> edit Card				
Print VCR Shift + F4	C By Freguent Traveler Number C By Elight Information C By Passenger Name				
Search for VCR Shift + F5	C By Ticket Number C By Ticket Record C Redisplay Current VCR				
Supervisors Shift + F6	C Redisplay Carrent CCR C Redisplay Name List C Display Historical VCR				
Carrier Profile Shift + F7	C By Form of ID C Combined Receipts C VCR*ALL(1)				
Display OA VCR Shift + F8	C FORMELLI				
Coupon Control Shift + F9					
VCR Invol Shift + F10					
Reinstate VCR Shift + F11					

Figure 60

NOTE You can also access the Display VCR window by using the Quick Key **<CTRL+V>**

There are 10 display options shown below. Additionally there are viewing options that exist within the Display VCR window

Option	Description
All VCRs	Display all VCR that exist within a given PNR.
VCR Coupon Data	Display only the VCR Coupon Data
By City Pair	Display VCR by City Pair along with Name and Date Range.
By Credit Card	Display VCR by purchased credit card.
By Frequent Flyer Number	Display VCR by passenger's frequent flyer number
By Flight Information	Display VCR by Flight Information.
By Passenger Name	Display VCR by Name
By Ticket Number	Display VCR by Ticket Number
By Ticket Record	Display VCR by Ticket Field line number
By Form of ID	Display VCR by FOID (Form of ID)
By Open Segment	Display VCR by Open Segment City Pair and Name

Reference Guide-Sabre Reservation & Ticketing Airport Interact

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13.2 SEARCH FOR A VCR

Use the VCR Search Mask option to find a VCR when you do not have the VCR number or the PNRs record locator.

1. To access the VCR Search Mask, select **Search for VCR** from the sub navigational VCR label, or <Shift +F5>

The vert bearen mask appears.	sk appears.
-------------------------------	-------------

S VCR	VCR Search	×
Display VCR Shift + F1	VCR Search	
VCR Fields Shift + F2	Passenger Info Last Name: SMITH First Name: RACHAEL	
Modify VCR Shift + F3	Freq Trav Nbr: Airline:	
Print VCR Shift + F4	Ticketed Flight Info (Last name required) Airline Code: PX Flight Number: Image: Comparison of Compar	
Search for VCR Shift + F5	Departure Date: 03 July v 17 Origin: POM 4	
Supervisors Shift + F6	Destination: (Last name required for Date Range)	
Carrier Profile Shift + F7	Other Info Date Range:	
Display OA VCR Shift + F8	VCR-Ticket Nbr: 656 Issued by Carrier:	
Coupon Control Shift + F9	Credit Card FOP:	
VCR Invol Shift + F10	FOID Type:	
Reinstate VCR Shift + F11		
Mask Selection Shift + F12	QK Prev List Cancel	

Figure 61

- 2. Input the information associated with the VCR.
- 3. Select **OK**.

If there is an exact match, the VCR displays in your work area. If there are multiple VCRs matching the information, a name list displays similar to the one below.

Nbr	Name	CPN Date	From	To	PNR Nbr	VCR Number
1	SMITH/LIONEL¥	28JUL17	POM	BNE	NHTIHD	0812470300098
2	SIMTH/JOHN S¥	28JUL17	POM		TFBEJP	6562100011162
1	SIMTH/JOHN S¥	28JUL17	POM	BNE	TFBEJP	6562100011165

- 4. Click to highlight the appropriate VCR from the list.
- 5. Select **OK**.

If a VCR is not found or is not present based on the criteria presented, the system displays the following response:

		×
*VCR NOT FOUND		
	QK	

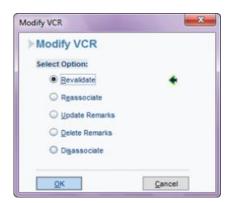
13.3 MODIFY VCR

There are times when a VCR requires modification. This section will discuss the various option available when a VCR requires modification.

To begin the process you can either:

- Select the Modify VCR sub-navigational label, or
- Select the **Modify** button from the VCR

Once selected, the Modify VCR window displays. Figure 63



There are 5 actions associated with modifying a VCR. We will contain our discussion on Revalidation and Re-association on the following pages.

NOTE VCR Remarks can be updated and deleted as needed using the Modify VCR window. The ability to disassociate a VCR would restrict the issuance of an electronic boarding pass, thus requiring the passenger to see an agent representative.

Use the Revalidate VCR option (electronically re-sticker) when an itinerary change occurs on a previously ended PNR. Revalidation updates the VCR itinerary without performing an exchange.

Revalidation is permitted on any VCR, including OPEN coupons that meet one or more of the following criteria:

- Flight number change
- Date change
- Change in flight departure / arrival times

→ Revalidation is restricted to Y and J class. All other published fares are to be exchanged.

 \rightarrow For any other types of itinerary changes, you must exchange the VCR.

When an itinerary change occurs to itinerary segments the status will change to **SS**.

	ltinerar <u>y</u>										
	Flt	Cls	From-To	Date	Times	Stp Nbr					
1 🐧	PX 0452	Y	POM - RAB	16JUN	0800-0900	0 SS01/E					
L Dur:1	l hrs, 500 m	ls Frid	ay								

Depress CTRL E to End Transact and select Redisplay PNR

Note: the segment status will change status to HK (Holding confirmed)

When the change meets the criteria specified above, we can proceed with a revalidation. The following steps will demonstrate Revalidation.

1. Display the VCR.

Number: 6562100011534 Name: WHISKEY/MIKE MR Nbr of Cpns: 1 Created: 25MAY17 Issued: 26MAY17 PNR: UMVWPP Type: AD									e: ADT						
Nbr	Сх	AI	Flt	CI	Dep	Frm_	To_	Time	Bk St		Fb	Stat	F	F	bags
Fare	ase: P Calc	GK 7			UN 10.	00 GC	51.40 X1	FCM F	1: 0	То	tal: PGK	Ta <u>x</u> Info 868.80		EXPAND	ED <u>V</u> OR
	PX RAI	5154.0	UPGK7.	34.00Ef	ND										
Form	of Paj : CAS	/ment		34.00Ef	ND										
Form FOP	of Pay : CAS	/ment H 868 26MA rse/Re	3.80 Y17 at F	ромст	by POM I PX SVC C										

Figure 65

2. Select the **Modify** button. (Ensure to highlight the coupon number(s)

The Modify VCR window appears.

Mod	lify VCR	×
	Modify VCR	
	Select Option:	
	Revalidate	+
	C Reassociate	
	C Update Remarks	
1	C Delete Remarks	
	C Di <u>s</u> associate	
	<u>O</u> K	<u>C</u> ancel

- 3. Click the **Revalidate** radio button.
- 4. Select **OK**.

The Revalidate VCR window appears.

Revalidate VCR				
▶ Revalidate VCR				
Name Number: 1.1				
Segment Numbers:				
or				
Segment Panger	_			
Submit blank to revalidate VCRs for all names	s and all seame	nts		
ОК		C	ancel	
201				

Figure 67

- 5. The name number will be pre-filled for you.
- 6. Add the **segment number**(s) that have changed.
- 7. Select OK.

Note As stated, you can submit this window blank to revalidate all VCR for all names and all segments.

The Response will be "REVALIDATION COMPLETE"

8. Select **OK** to redisplay the VCR.

🕨 Vi	rtua	l Co	upon	Reco	rd									
		Nu	mber:	656210	00011534	4		Na	me: WHIS	KEY/MIK	E MR			
	1	lbr of	Cpns:	1	Cre	eated: 25	MAY17	lss	ued: 26MA	Y17	PNR	: UMVWPP	T	/pe: ADT
Nbr 1	Сх	AI PX	452	Y	Dep 16JUN	POM	RAB	0800	OK	Y	b	OK Stat	FF	bags
Fare C POM P Form o	se: P alc X RAE	3734.0	10PGK7	73.40 34.00EN).00 GC	51.40 X	FCM T	ni: 0	Tota	l: PGK	Ta <u>x Info</u> 868.80	j 🛟 Expa	NDED <u>V</u> CR
	ued:	26MA se/Re	Y17 at F	Pomct Valid F								Print	1	

The new date has been updated within the VCR, revalidation is now complete.

14 REASSOCIATE - VCR TO PNR

Re-association is the action to attach the VCR coupons to the PNR segments. When they become disassociated check-in is not possible.

The following manual steps will re-associate the VCR coupons to the PNR segments.

1. Display the PNR that the VCR will be associated to.

Note If no PNR exists, create the PNR, end transaction and redisplay the PNR.

2. Select the Modify VCR Label <Shift + F3> or if you display the VCR select Modify.

The Modify VCR window appears.

Modify V	CR	×
≻Mo	odify VCR	
	Select Option:	
	O <u>R</u> evalidate	*
	Reassociate	
	O Update Remarks	
	O Delete Remarks	
	O Disassociate	
	<u>o</u> ĸ	<u>C</u> ancel

- 3. Click the **Reassociate** radio button.
- 4. Select **OK**

The Associate VCR window appears.

j.oftor 45 IUNI40, no honnono rootriotiono	
Associate VCR	— ×
> Associate VCR	
Ticket Number: * 6562100011534	+
Coupon Numbers: * 1	
Segment Numbers: * 1	
Name Number: * 1.1	
QK	<u>C</u> ancel

Figure 70

- 5. Add the **Ticket Number** to be associated.
- 6. Add the **Coupon Number**(s).
- 7. Add the **Name Number**.
- 8. Select OK
 - **Note** In some instances some of the fields are pre-filled in for you. Verify that the information is correct before select OK.

The response will be a pop up as shown below indicating that the "VCR Coupon Data Updated".

	ALCON O	_ ×
VCR Coupon Data	a Updated	

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9. Select **OK**.

Remember this action ties the VCR to the itinerary,. If you still need to update the information on the VCR Coupon (flight, date, etc.) you must revalidate the VCR.

15 DISPLAY HISTORY - PNR/VCR/EMD

Displaying Historical data allows you view the actions taken from creation to completion of a PNR, VCR or EMD.

You can display historical information for a:

- PNR
- VCR
- EMD

Reading historical data can be a challenge. The following pages will describe how to display and understand historical data.

15.1 PNR History

The History Options window allows you to display changes made to a PNR by selecting up to five options from the drop-down menu in order to view any or all components of a PNR.

Display Reservation Fields: History Options	Spec Requests Spec Requests Troketing/Pricing
	xes:Teelcharges)=828.16USD.FB36K
- Add Change Re QK Cancel	Coypons Refund (z) Fees/Snics +
Contact/Address Info	Remarks/Facts

Select the **PNR History** button from a displayed PNR, this will open the **History Options** window. Since History contains the action taken on the PNR, several options are available to choose from. They include:

Options	Options
Air Itinerary	Price Retained
All	Price Retained All
Email Address	РТА
General Passenger Data	Received From
Itinerary	Seats
Name	Special Services
Pay	Ticket Record

No history is recorded or available if an Ignore transaction is completed. Modifications are not visible in a PNR until after an END Transaction is completed.

15.2 VCR HISTORY

In order to display VCR History you must have the VCR displayed in your work area. You can display VCR history by selecting the History button at the bottom of the displayed VCR as shown below.

	Remarks:							
						Bit		L
QK	<u>H</u> ed*y	Exchange	Betwee	Continej	Phil	Hatery	Qancel	

Or by selecting the VCR Fields label from the Ticketing Tab.

VOR	
Display VCR Shift + F1	
VCR Fields Shift + F2].
Modify VCR Shift + F3	[
Print VCR Shift + F4	Display VCR Pietds X
Search for VCR Shift + F5	Display VCR Fields
Supervisors Shift + P6	Belect Option: O At VCRs
Carrier Profile Shift + F7	O Coupon Data For All
Display OA VCR Shift + F8	Coupon Data for <u>specific</u> Drave Calculation
Coupon Control Shift + F9	O Form Of Bayment
VCR Invol Shift + F10	O Bestipping Current VCR
Reinstate VCR Shift + F11	
Mask Selection Shift + F12	

Figure 73

Once VCR history is displayed, it appears in newest to oldest format, therefore you must read from the bottom up.

VCR*H	
OC 6562150888302 CP	N 1
W¥VCR¥NP¥F*BSXXXXXXXXXXXXXX	1776/0120*z742223¥EDREFER TO CARD
HOLDER	
FROM-** TO-OK	
OAC- PX MAS CT 2239092	
SMP SMP53TT 06MAR19/0005	BDROUA

The table below will assist with some of the VCR data and their explanations. Remember the most recent change will be the first displayed, always read from the bottom up.

VCR Data	Explanation
VCR*H	Native Sabre format to display VCR history
OC 6562150888302 CPN 1	OC - Original Creation, document number and
	coupons created.

VCR Data	Explanation
W‡VCR‡NP‡FCA	Native Sabre format to issue an electronic ticket
	with form of payment cash.
FROM - ** to - OK	Status of the VCR ** no status to OK status after
	original creation
SMP SMP53TT 06MAR19/0005 BDROUA	Signature Line, date and time stamp and PNR

16 ELECTRONIC MISCELLANEOUS DOCUMENT – EMD

With Electronic Miscellaneous Documents (EMDs), you can collect ancillary charges electronically and associate ancillaries with the electronic flight coupon. You can also issue EMDs to sell ancillary services. EMD will eventually replace the MCO, virtual MCO, and MSR products that process electronic non-flight documents.

EMDs can be issue for associated services rendered on a specific flight referred to as EMD-A. These services such as pre-paid baggage, meals, pre-reserved seats and internet services to name a few, will issue an EMD-A coupon which is Associated to a specified VCR flight coupon. The two coupons thus remain synchronized when the flight coupon is used.

You can issue a Standalone EMD, referred to as EMD-S for miscellaneous charges or fees. They are considered Standalone since it does not require association to a VCR's flight coupon.

The following pages will take a more detail look at both the EMD-A Associated and EMD-S Standalone documents

EMD-A ASSOCIATED

There are two ways to sell Ancillary goods and services, either by:

- •The Check-In Process
- •The Reservations Process

When you begin the process of buying ancillaries you'll be brought to one of two screens.

- Ancillary Cart This screen will house any ancillaries already reserved or purchased.
- **Shopping List** If no previous ancillaries have been reserved, the shopping list will display with all ancillaries available for your passengers for the flights currently booked.

Let's begin by looking at the **Shopping List**.

tems:	<u>R</u> out	е			Group:	All	-
Description	Route	Base		E	iquiv Ta	xes Total	Points
15DAYS FAMILY INSURANCE		745.00P	ЭK.			745.00PGK	-
15DAYS INDIVIDUAL INSURANCE		395.00P				395.00PGK	
ASSISTIVE DEVICES	LAEPOM	No Char	ge - Info Only			0.00PGK	
ASSISTIVE DEVICES	POMBNE	No Char	ge - Info Only			0.00PGK	
ASSISTIVE DEVICES	BNEPOM	No Char	ge - Info Only			0.00PGK	
ASSISTIVE DEVICES	POMLAE	No Char	ge - Info Only			0.00PGK	
BUSINESS LOUNGE ACCESS	LAEPOM	150.00P	GK			150.00PGK	14200
BUSINESS LOUNGE ACCESS	POMLAE	150.00P	GK			150.00PGK	14200
CARGO FREIGHT		0.00PGK				0.00PGK	
CHARTER	LAEPOM	Not Available					
CHARTER	POMLAE	Not Available					
CVT AIR TRAVEL TEST		0.00PGK				0.00PGK	
CVT FURTHER AIR TRAVEL		0.00PGK				0.00PGK	
DEPOSITS DOWN PAYMENTS		No Char	je - Non Booka	ble		0.00PGK	
DLP BULKHEAD PREPAID SEAT	LAEPOM	0.00PGK				0.00PGK	
∢ Pa <u>s</u> sengers:							
Nbr Name		Tier	Base	Equiv	Tax	Total	Points
1.1 TANGO/LIMA MR							
2.1 ROMEO/JULIET MS							
A	<u>ı</u> dd		<u> </u>	pdate			

Features

Features	Descriptions
Available Items	The name of the ancillary and description
Pending	Ancillary pending for payment
Route	Air segment city pair
Group	Defaults to all. To narrow down the search depress drop down and select
	by Group type.
Add	Highlight ancillary and add to ancillary cart
Update	If "Manual Price" appears in the base field of the Shopping List, your
	airline has not filed a price for that item. You must manually add the
	price. You may also change the existing price. Select Update to change
	or add a tax.
OK	Select OK to display the ancillary cart
Pending	The number of items selected and pending for payment
Cancel	Cancel Fees/Svcs and redisplay reservation

Items Figure 74

Item	Description
Description	Name of the Ancillary
Route	Air segment city pair
Base	Base price of the ancillary with currency (Note: if the tax box is blank, than this amount is inclusive of tax)
Equiv	Equivalent amount if paid for in another currency other than country of origin
Taxes	Taxes applicable to the ancillary (Note: If tax box is blank than taxes are either not applicable or included in the base fare.)
Total	Total Cost
Points	N/A
SSR	Special Service Request IATA code that will display in the remarks/Facts field of the reservation display
Available	If a number appears, than the airline restricts the number of ancillaries sold per flight. If no number appears, no limitations exist for the item.

Ancillary Cart

Once an ancillary has been selected it is added to the Ancillary Cart. Let's take a closer look. See Figure 75 (next page)

	- TA	NGO/LIMA MR										
2.1 -	RC	DMEO/JULIET MS										
						Ancilla <u>r</u> ies						
Name	AE Nbr	Description	Route	State	JS	Base	Тах	Total	←			
1.1	6	BUSINESS LOUNGE ACCESS 04 : PX 0106 Y 16MAR POMLAE	POMLA	E HD	2	2 150.00PGK	0.00	300.00PGK				-
1.1	8	EXECUTIVE LOUNGE 01 : PX 0101 Y 09MAR LAEPOM	LAEPON	I HD	1	250.00PGK	0.00	250.00PGK				
2.1	7	UPTO55LB 25KG BAGGAGE 04 : PX 0106 Y 16MAR POMLAE	POMLA	E HD	1	297.00PGK	0.00	297.00PGK				
1.1	1	UPTO100LB/45KG - BAGGAGE 01 : PX 0101 Y 09MAR LAEPOM	LAEPO	и ні	1	535.00PGK	0.00	535.00PGK	~			
1.1	3	CARGO FREIGHT		н	1	1000.00PGK	0.00	1000.00PGK	~			
1.1	4	LAND SERVICE		н	1	300.00PGK	0.00	300.00PGK	~			
1.1	5	TRANSPORTATION CREDIT		н	1	2214.00PGK	0.00	2214.00PGK	~			-
										Total Amo	ount: PGK847	.00
A	dd	<u>D</u> elete	<u>W</u> aive			Select VCR		Assoc <u>E</u> MD		De <u>t</u> ails	Move	

Figure 75

Item	Description			
Name	The passenger's name number			
AE Nbr	Nbr Ancillary number			
Description	The service or fee to be purchased			
Route	The passenger's flight routing			
Status	Status refers to payment status. They include:			
	HD - Payment Required			
	• HI - Fulfilled (Paid)			
	• HK - Confirmed - AE waived, no EMD issued			
	• HN - Need Requested.			
	Note HN status will only be seen by those GDS systems that will request service from the carrier direct.			
Base	The price without tax			
Tax	Tax applicable to the ancillary			
Total	Total price with tax			

Ancillary Cart - Action Items

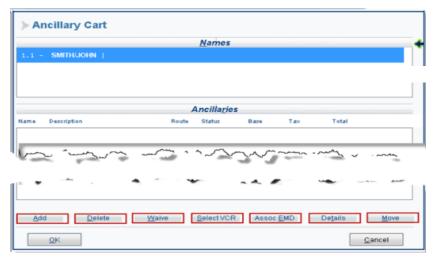


Figure 76

Action Item	Description		
Add	Displays the shopping list of ancillaries offered for this flight		
Delete	Allows you to delete an ancillary already selected from the Ancillary Cart		
Waive	Allows you to waive a charge for a service or fee		
Select VCR	Used when multiple VCRs exist in the PNR. (See note below)		

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Action Item	Description		
Assoc EMD	Associates a previously purchased ancillary to a new itinerary.		
	Note When using this entry a follow up entry must be made to reassociate the EMD to the VCR		
Details	To display detailed ancillary information		
Move	Manually entry to move from one flight to another.		

16.1 ANCILLARIES: ASSOCIATE TICKET

When you are ready to purchase, highlight the ancillary and select OK. If only one electronic ticket is shown in the Pricing / Ticketing field of the PNR, Sabre will direct you to the form of payment screen.

However, if more than one electronic ticket exists in the PNR, e.g., if the original ticket was exchanged, the **Ancillaries: Associate Ticket** pop up shown below will appear.

The Ancillaries: Associate Ticket pop up allows you to identify and associate your ancillary to the correct electronic ticket and flight coupon when multiple ticket numbers exists within a PNR for an individual. A pop up will appear for each flight segment and each passenger that has an ancillary reserved. See Figure 78

≻A	nci	llary Cart					
			<u>N</u> ames				
1.1	- T/	NGO/LIMA MR					
2.1 -	- R	DMEO/JULIET MS					
			Ancillaries				
Name	AE Nbr	Description		Tax	Total		
		BUSINESS LOUNGE ACCESS 04 : PX 0106 Y 16MAR POMLAE	POMLAE HD 2 150.00PGK		300.00PGK		<u> </u>
1.1	8	EXECUTIVE LOUNGE 01 : PX 0101 Y 09MAR LAEPOM	LAEPOM HD 1 250.00PGK	0.00	250.00PGK		
2.1	7	UPT055LB 25KG BAGGAGE 04 : PX 0106 Y 16MAR POMLAE	POMLAE HD 1 297.00PGK	0.00	297.00PGK		
1.1	1	UPTO100LB/45KG - BAGGAGE 01 : PX 0101 Y 09MAR LAEPOM	LAEPOM HI 1 535.00PGK	0.00	535.00PGK 🗸		
1.1	3	CARGO FREIGHT	HI 1 1000.00PGK	0.00	1000.00PGK 🖌		
1.1	4	LAND SERVICE	HI 1 300.00PGK	0.00	300.00PGK 🖌		
1.1	5	TRANSPORTATION CREDIT VOUCHER	HI 1 2214.00PGK	0.00	2214.00PGK 🖌		-
							ount: PGK300.00
, 	dd <u>O</u> l	<u>D</u> elete	Waive Select VCR		Assoc <u>E</u> MD	Total Am De <u>t</u> ails	ount: PGF M



Ancillaries: Asso	ciate 1	Fick	et								
	Name:		1.1	- T	ANG	io/L	IMA	MR			
A	ncillary:		BUS	SINE	SS LO	OUN	GE AC	CESS	(POM-LA	E)	
VCR/Ticket								Coup	ons		
6562150491297	-	۲	1	PX	101	Y	LAE	РОМ	09MAR	0725	ок
10002100401201			2	PX	5	J	POM	BNE	10MAR	1505	ОК
			3	PX	4	J	BNE	POM	15MAR	1040	ОК
			4	PX	106	Y	POM	LAE	16MAR	1610	ок
			1								

Item	Description		
Name	The passenger name and name number.		
Ancillary	The ancillary selected and flight routing.		
VCR / Ticket	The VCR or ticket number. A drop down menu is enabled if more than one		
	ticket exists. In this case, select the drop down menu and highlight the		
	associated VCR or ticket.		
Coupon	All applicable flight coupons. Highlight the flight coupon that is associated		
	the ancillary.		
OK	Once VCR / Ticket and Coupons have been chosen select OK to continue.		
Cancel	To close the window without action being taken.		

NOTE Verify the coupon status in the associate ticket box, if it is EXCH, then using the drop down select the alternate ticket.

FORM OF PAYMENT SCREEN

The Form of Payment screen will appear with the amount populated.

- 1.Select a Form of Payment from the drop down menu.
 - Note Forms of payment for your office, will be **CREDIT CARD**

orm of Payment: Credit Card			23
Form of Payment:	Credit Card		
Credit Card Type:	* KINA BANK		•
Credit Card Number:	* 5076001112223334		
Expiration Date: (MM / YY)	* 02 / 22		
Approval Code:	1111	CSC Number:	
Cardholders name:	* POM LAE		•
<u>O</u> K	pproval	<u>C</u> ance	el 👘

Select OK.

Where Credit Card type is VISA/AMERICAN EXPRESS/MASTER CARD/ The pop window below will display

Sabre response: "VERIFY BILLING INFORMATION FOR Credit card"

Credit Verification	Σ
Verify Billing Information: TP********0361	PGK300.00 FOP1
Cardholder Status: * C Cardholder is a Passenger in this Re	servation
Cardholder Name	is Reservation
Name on Card: * POST PNG LTD	
Cardholder Billing Address	
Country Code: * PG Papua New Guinea	
Street Address: * PXHQ 7MILE	
City : * POM	
State or Province:	
Postal Code / Zip:	
Phone Type: Phone	Nb <u>r</u> :
Email Address:	
ŌK	Cancel

Figure 80

2. Select OK- Sabre response "Credit card approval code"

Note: the approval code will also be auto populated in the REMARKS/FACTS field of the Reservation display.

Approval Com	Approval.	23
Credit Card ************************	61 APPROVED:6763	
	<u>o</u> ĸ	

Sabre redisplays the Ancillary Cart. The ancillary cart indicates the status HI, EMD is fulfilled or paid for.

	▶ Ancillary Cart
	<u>N</u> ames
	1.1 - TANGO/LIMA MR
	2.1 - ROMEO/JULIET MS
	Ancillaries
	Name AE Description Route Status Base Tax Total
	2.1 2 UPTO100LB/45KG - BAGGAGE LAEPOM HI 1 535.00PGK 0.00 535.00PGK ✔ 01 : PX 0101 Y 09MAR LAEPOM ▼
I	Total Amount: PGK547.00
	Add Delete Waive Select VCR Assoc EMD Details Move
	<u>O</u> K

Figure 81

Select CANCEL to return to the Reservation display

1.1. TICKETING / PRICING FIELD

Once the EMD is issued, the Ticketing / Pricing field of the PNR is updated with the EMD document number.

Ticketing/P <u>r</u> icing	
1.T-05FEB-POM5MEA	
2.TE 6562150491297 TANGO/L POM5MEA 1145/05FEB (1.1-TANGO/LIMA MR)	
3 TE 6562150491298 ROMEO/J POM5MEA 1145/05FEB (2.1-ROMEO/JULIET MS)	
4.TE 6561500045270 TANGO/L POM5MEA 1440/22FEB - 99	
5.TE 6561500045271 TANGO/L POM5MEA 1440/22FEB - BG	

Figure 82

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While it looks similar to the electronic ticket, note the 2-letter ancillary code at the end. The **BG** in this example tells us that this ancillary is for baggage and the **99** tells us that this ancillary is for Miscellaneous Sales

Code	Description
BG	Baggage
GT	Ground Transportation and Non Air Services
IE	In Flight Entertainment
LG	Lounge
MD	Medical
ML	Meal / Beverage
PT	Pets
UN	Unaccompanied Travel
SA	Pre-reserved Seat Assignment
99	Miscellaneous Sales

Additional ancillary codes include:

17 EMD-S STANDALONE

An Electronic Miscellaneous Document - Standalone (EMD-S) is an EMD which is issued for Miscellaneous Charges or Fees. It is considered Standalone since it does not require association to a VCR flight coupon. While future programming of EMD-S can include the VCR number as a reference with the EMD, these miscellaneous charges are not lifted with a VCR flight coupon(s).

A Consumed at Issuance option is available with EMD-S, that allows the carriers to choose the status of the EMD-S document to be issued in "USED" or "OK" status. While many EMD-S items are used at time of issuance, an airline may opt to allow an OK status for a service or fee that will be used in the future. For instance a passenger may purchase a one day pass at an airlines club. Since an EMD-S is valid for 1 year, the EMD can remain in OK status until the pass has been used. The airline would then manually change the status to USED.

EMD-S will be filed under Group Code 98 and 99 and will contain a reason for issuance code (RFIC) similar to current Ancillary Products. Sub codes are also supported by *Sabre* and descriptions are definable by the airline when filing within Merchandise Manager.

Reason for Issuance Code (RFIC)

Once you issue an EMD, a Reason for Issuance Code (RFIC) is added to EMD details. A RFIC is a code that defines the reason for issuance the EMD. The RFIC is an ATPCO industry standard.

RFIC Code	
S	Description
А	Air Transportation
В	Surface Transportation / Non-Air Services
С	Baggage
D	Financial Impact
E	Airport Services
F	Merchandise
G	In-Flight Services
Ι	Individual Airline Use

The RFIC codes can be seen when displaying an EMD. Here's an example of a partial EMD display in Native *Sabre*.

```
WEMD*6561500045274
ELECTRONIC MISCELLANEOUS DOCUMENT - S/STANDALONE
6561500045274 NAME-TANGO/LIMA MR
TTL NBR OF CPNS-01 DATE OF ISSUE-22FEB19 PNR-UPEFAB EXP-23FEB20
REASON FOR ISSUANCE CODE-D/FINANCIAL IMPACT
```

Note The RFIC and explanation of services is located directly above the coupon.

Standalone ancillaries will appear in the Ancillary Cart without a Route as shown below.

<u>Names</u>								
2.1 -		DMEO/JULIET MS						
			Ancillaries					
Name	AE Nbr	Description	Route Status Base 1	Гах	Total			
1.1	8	EXECUTIVE LOUNGE 01 : PX 0101 Y 09MAR LAEPOM	LAEPOM HD 1 250.00PGK	0.00	250.00PGK			
2.1	7	UPTO55LB 25KG BAGGAGE 04 : PX 0106 Y 16MAR POMLAE	POMLAE HD 1 297.00PGK	0.00	297.00PGK			
1.1	1	UPTO100LB/45KG - BAGGAGE 01 : PX 0101 Y 09MAR LAEPOM	LAEPOM HI 1 535.00PGK	0.00	535.00PGK 🖌			
1.1	3	CARGO FREIGHT	HI 1 1000.00PGK	0.00	1000.00PGK 🖌			
1.1	4	LAND SERVICE	HI 1 300.00PGK	0.00	300.00PGK 🖌			
1.1	5	TRANSPORTATION CREDIT	HI 1 2214.00PGK	0.00	2214.00PGK 🖌		_	
1.1	6	BUSINESS LOUNGE ACCESS 04 : PX 0106 Y 16MAR POMLAE	POMLAE HI 2 150.00PGK	0.00	300.00PGK 🖌		-	
A	dd	<u>D</u> elete	Waive Select VCR		Assoc EMD	Total Am De <u>t</u> ails	ount: PGK547.00 Move	

Figure 83

i Ir

To display Ancillary Details, click to highlight the ancillary and select Details.

The Ancillary Details displays. Take a moment to review the various items included in the details window.

vame.		
Ancillary:	TRANSPORTATION CREDIT VOUCHER (99) - ADT	
Status:	HI1/FULFILLED	
Fee Owner:	PX	
EMD Type:	1	
Ancillary Item Number:	5	
Amounts:	Base: 2214.00PGK Total: 2214.00PGK	
Tax Exempt:	Ν	
Refund Ind:	Υ	
Consumed At Issuance Ind:		
Reason for Issuance:	Code:D Sub Code:98B	

Figure 84

Item	Description
Name	Name of the passenger including name number from the PNR.
Ancillary	Name of the Ancillary as shown within Group Code 99
Status	•HD - Payment Required
	•HI - Fulfilled (Paid)
	•HK - Confirmed - AE waived, no EMD issued
	•HN - Need - Requested (HN is a status used when an ancillary is requested from another GDS system)
EMD Type	1 - Standalone
	2 - Associated to a flight coupon of a ticket
	3 - Standalone referenced to a ticket number but not associated to a flight coupon of a ticket.
Ancillary Item Number	Random number (to be removed in future revisions)
Amounts	Base fare amount and currency code
Taxes Included	True or False
Tax Exempt	Yes or No
Refund Ind	Yes, No or R Exchange only
Consumed at Issuance	Yes or No
Reason for Issuance	RFIC code and Sub Code

18 CONDITIONS OF EMD TO EMD EXCHANGES

The following conditions apply when utilizing EMD to EMD Exchanges

- AER Automated Exchange and Refunds, must be activated within the Ticketing Options Table.
- An EMD-A can be exchanged for one or multiple EMD-As, one or multiple EMD-Ss, or a combination of both.
- An EMD-S cannot be exchanged for another EMD. An EMD-S can only be exchanged for an electronic ticket.
- An unfulfilled AE item must be present in the PNR.
- An EMD-A can be exchange only if an electronic ticket has been reissued for the new itinerary in the PNR.
- All exchanges are processed one passenger at a time.
- The currency of the EMD to be exchanged must match the currency of the AE item. Future enhancements will allow different currencies in the exchange transactions.
- If the exchange results in a refund due, it will be refunded back to the original form of payment.
 - If multiple or other forms of payment (e.g., invoice, or other than credit card, cash and check), the refund will go to accounting.
- The maximum number of EMDs issued in a single exchanged transaction is 9.
- All coupons in "OK" status in the EMD will be utilized in the exchange transaction. Coupon selection of the EMD being exchanged will not be allowed.
- EMDs are not automatically exchanged or refunded upon Irregular Operations.
- An EMD does not have to be disassociated from an electronic ticket to be available for exchange.
- If the EMD being exchanged was associated to an electronic ticket, it will become disassociated upon the exchange. The original EMD status will change to EXCH.

You must also verify if the Ancillary is Exchangeable. This can be found within Miscellaneous Info under Refundable. Three letter codes will tell you if the ancillary can be reused or not.

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- **Y** = Refundable and Exchangeable
- \mathbf{R} = Exchangeable only
- $\mathbf{N} =$ No Exchange and No Refund.

The following conditions apply when utilizing EMD to EMD Exchanges

19 EMD Purge

EMDs will be purged from the database according to IATA guidelines. There is no warning that an EMD will be purged from the database but once purged, the carrier will not be able to display or take action (exchange, refund, etc) with a Purged EMD.

The Purged Electronic Miscellaneous Document (EMD) File will be available for carriers to use as a means to track purged EMDs.

The Purged Electronic Miscellaneous Document (EMD) File is a daily capture of ancillary sales information for all EMD's that have been purged from the database. The following rules apply to either purge or mark an EMD for purge:

- Seven days after all coupons are set to FINAL status. The following coupon status codes are considered used: USED, RFND, VOID, EXCH.
- EMD will be marked for purge 396 days after the original date of issue if ALL coupons remain in any non- final coupon status.
- EMD will be marked for purge 396 days after the first coupon date of usage if at least one coupon remains in any non-final coupon status.

20 PNR HISTORY – ANCILLARIES

PNR History will contain the action taken on the PNR, the person who authorized the action and the signature line identifying the location, agent, date and time.

The user will not be able to see the modification in History until the END Transaction has taken place. The system will update the record with the history of changes or modifications. Then the agent may retrieve and display the PNR and view the History.

If the agent were to Ignore the transaction, the PNR would return to its previous state and no history would be recorded for that transaction.

Let's look at a PNR.

Names	<u>E</u> dit Names					
	Seats					
1.1 - ZULU/ALPHA MS 2 LOD CHIN S	Infant					
2.I - WHISKEY/ALPHA - INF OSI	Spec Reguests					
	Travel Docs (w)					
	Profile/FF					
	1-Find 2-Enroll 3-Inp					
••• • • • • • • • • • • • • • • • • •						
Itinerary	Ticketing/Pricing					
Fit Cis From-To Date Times Stp Nbr	1.T-10SEP-POM5MEA					
PX 0995 Y UNG - POM 06OCT 1240-1440 0 HK01/E Dur 2 hts. 482 mit Sumday	2.TE 6562151180503 ZULU/A POM5MEA 0951/10SEP (1.1-2ULUIALPHA MS) 0.TV 6562151180503 *VOID* POM5MEA 0953/10SEP (1.1-2ULUIALPHA MS)					
DUCE THE VERTHE SUMMERY	3.TE 6562151180509 ZULU/A POM5MEA 0953/10SEP (1.1-ZULU/ALPHAMS)					
-Dur 23 hrs, 560 mis Saturday	4.TE 6562151180509 20E0/A POM5MEA 095610SEP (11-20E0/ADPHAMS)					
	5.TE 6561500127422 ZULU/A POM5MEA 1501/10SEP - BG					
	Price Quote 1:					
	1					
	ADT@1894.00PGK+339.90PGK(taxes/fee/charges)=2233.90PGK-FB:YYF1/YYF1					
Add Change Rebook Delete Fit Info More	Exchange View Coupons Refund (z) Fees/Srvcs +					
Contact/Address Info	Remarks/Facts					
POM3273319-A SALES ESTHER Q50	Ancillaries Exist - Use Fees/Svcs to view or sell more.					
POM67575468791-M 1.1 XRAY/BRAVO MR	Remarks					
POM6753212586-W STELLA	1. TBM*TPXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
POM6753212586-W STELLA	2. H-AUTH-UATP/TP0361/09SEP/01811568073052272027/PX UATP 3. H-AUTH-APV/1163/0/PGK4467.80					
	3. H-AUTH-APV/1163/0/PGK4407.80 4. DIVIDED/POM5MEA 1858/09SEP19 WIESMY					
	IN THE REPORT OF THE PARTY OF THE ARE THE					
OK PNR History More	Classic PNR Bag Info (\) Cancel					

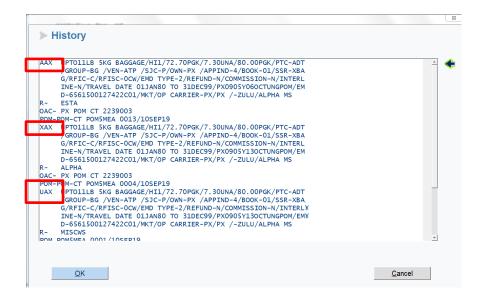
To view ancillary history, it is stored with all other historical items in PNR History.

1. Click on the PNR History tab at the bottom of the PNR.

Display Reserva	tion Fields:		
History Optio	ns		
*		•	٠
Air Itinerary All		<u> </u>	
Ancillaries E-mail Address General Passenger Data Itinerary			
Name		-	
<u>O</u> K		<u>C</u> ancel	

The PNR History Options appear. From the drop down menu, you can see the different categories of history that are stored within a PNR. In order to view Ancillary History by itself.

- 2. Click to highlight Ancillaries
- 3. Select OK to view.



20.1 The Action

When an AE field is added, canceled or updated, all information associated with the AE will be saved to PNR History.

When displaying history, the 1st item you will see is the action code. There are 3 action codes for the AE field. They include:

- AAX Added EMD item
- **UAX** Updated EMD item
- **XAX** Deleted EMD item.

21 SELLING ANCILLARIES AT CHECK-IN SCENARIOS

21.1 SCENARIO 1: CHECK-IN WITH FIRE ARM CHARGE – PURCHASED ANCILLARY

This scenario will demonstrate passenger carrying a firm arm and will purchase upon checking in.

Mr Ben Ten is carrying a firm are and is required to declare the fire arm.

- **1.** Display the passenger list screeen
- 2. Highlight the line number
- 3. Select Passenger details

See Figure 85 & Figure 86

Passenge	r List							
121 DEP F		3AUG						
L <u>i</u> ne(s): 1	C <u>h</u> eck-In		<u>P</u> asse Det			Na <u>m</u> e Not on List		Group Check-In
or Rloc:	Bag <u>T</u> ags		<u>B</u> oard	Pass		Offload		Chg <u>S</u> eat
Sort By	_				_	Freg Flyer		Travel <u>D</u> ocs
Son By								
							Sim	nilar Name List
<u>N</u> br Last Name								тз
1 TEN	BEN MR		POM	Y	0	CKIN METI		F
<u>R</u> eservation	Add/Rm Edits	<u>V</u> CR		N	ew <u>L</u> ist	Print/Em	nail/E <u>x</u> pt	<u>C</u> ancel

Figure 85

Passenger Detail for TEN	BEN MR		Bagtags: 0
Bag Tags Boarding Pass	Offload	Chg Seat	
C <u>h</u> eck-In Reserva <u>t</u> ion	VCR		
Frequent Traveler Information	□ Add	FQTV	
Number: Ca	rrier:		<u>E</u> nroll
Customer Contact	□ Ref <u>u</u> se CC	□ Moo	dify CC (<u>1</u>)
Mobile Number: 67576280203 💌	Email Address:	GI@AIRNIUGIN	I.COM.PG 🔻
Mobile Carrier:	SMS Consent:		
Comment: *		□ Add Co <u>m</u> mer	nt
Other Information Add (2)	Remove Selected		
SEGMENT 1 PX 121 Y 13AUG WWK POM F	0 M CM ETI CKIN FOID		_
Comment FOID DL11111 CKIN CHK VALID ID AND APTF		_	
<u>OK</u> I <u>n</u> fant TIM	MATIC(_) Travel [<u>)</u> ocs <u>C</u>	ancel

Take note of Other Information field

4. Select RESERVATION > sabre displays the existing reservation

Take note of the relevant information on the reservation

Names	<u>E</u> dit Names
	Seats
1.1 - TEN/BEN MR 🕻 🔞 _{CKIN} 🛄 _{CKIN} 🛄	Infant
	Spec Reguests
	Travel Docs (w)
	1-Find 2-Enroll 3-Inpu
<i>Itinerary</i>	Ticketing/Pricing
Fit CIs From-To Date Times Stp Nbr	1.T-12AUG-POM5MEA
PX 0121 Y WWK - POM 13AUG 0850-1010 0 HK01/E ur.1.2 hs. 473 mls Thursday	2.TE 6562151580176 TEN/B POM5MEA 1456/12AUG (1.1-TEN/BEN
	Price Quote 1:
	1
	ADT@818.00PGK+157.10PGK(taxes/fee/charges)=975.10PGK-F
	Total:
	818.00PGK+157.10PGK(tax)=975.10
Add Change Rebook Delete Fit Info More	Exchange View Coupons Refund (z) Fees/Srvcs +
Add Change Rebook Delete Fit Info More Contact/Address Info	Remarks/Facts
Contact/Address Info	(1.1-TERVIBEN MR)
Contact/Address Info POM3273319-A SALES ESTHER	Remarks/Facts
Contact/Address Info POM3273319-A SALES ESTHER POM67576280203-M 1.1 TEN/BEN MR	Remarks/Facts (1.1-TEN/BEN MR) 2. PX SSR CKIM /PG DRIVERS LICENCE 11111 NN1 (1.1-TEN/BEN MR) 3. PX SSR FOID PX HK1/DL11111
Contact/Address Info POM3273319-A SALES ESTHER	Remarks/Facts (1.1-TENBEN MR) 2. 2. PX SSR CKIN /PG DRIVERS LICENCE 11111 NN1 (1.1-TENBEN MR) 3. PX SSR FOID PX HK1/DL11111 (1.1-TENBEN MR)
Contact/Address Info POM3273319-A SALES ESTHER POM67576280203-M 1.1 TEN/BEN MR	Remarks/Facts (1.1-TEN/BEN MR) 2. PX SSR CKIM /PG DRIVERS LICENCE 11111 NN1 (1.1-TEN/BEN MR) 3. PX SSR FOID PX HK1/DL11111
Contact/Address Info POM3273319-A SALES ESTHER POM67576280203-M 1.1 TEN/BEN MR	Remarks/Facts (1.1-TEINBEN MR) 2. PX SSR CKIN /PG DRIVERS LICENCE 11111 NN1 (1.1-TEINBEN MR) 3. PX SSR FOID PX HK1/DL11111 (1.1-TEINBEN MR) 4. PX SSR CKIN /CHK VALID ID AND APTF NN1 (1.1-TEINBEN MR)

Sabre displays the Shopping List

SHOPPING LIST

If no ancillaries have been previously reserved or purchased, the Shopping List will appear.

The initial display of the Shopping List will highlight all ancillaries available to sell within PX partition. The table on the next page, will define some of the features of this screen.

To shorten the search, select Group drop down menu.

- 1. Select MISCELLANEOUS
- 2. Scroll down, select FIRM AIR

-	ns Pending								
tems:	Passenger Type		Route G		roup:	Miscellane	cellaneous Fee: 🔻 🖣		
	Description		Route	Ba	ise	Eq	uiv Tax	xes T	
ECM GOLE) UPGRADE			0.00PGK				0.00P	
EXCESS B	BAGGAGE APT CHARG	E		0.00PGK				0.00P(
EXECUTIV	E GOLD CLUB MEMBE	R		2299.00PG	K			2299.0	
EXECUTIV	E MINOR CLUB MEME	ER		1000.00PG	K			1000.0	
EXECUTIV	E SILVER CLUB MEM	BER		1599.00PG	K			1599.0	
EXPIRED I	DOCUMENT			110.00PGK				110.00	
FIRE ARM	FEE			165.00PGK				165.00	
FOR REFU	IND ONLY			0.00PGK				0.00P(ę
FREIGHT (CARGO			0.00PGK				0.00P	
FSM TRAN	ISIT LOUNGE ACCESS	FEE		75.00PGK				75.00F	
FURTHER	AIR TRANSPORTATIO	V		0.00PGK				0.00P(
GROUP DE	EPOSIT			0.00PGK				0.00P	
INDUSTRY	REFUND FEE			55.00PGK				55.00F	
INDUSTRY	TICKET FEE			22.00PGK				22.00F	
INTERLINE	PASS CHANGE FEE			22.00PGK				22.00F	
4		1						Þ	
Pa <u>s</u> senge	ers:								
Nbr	Name			Base	Equiv	Tax	Total	Points	
	AU/GRAINGER MR			165.00P			165.00P		

- Select ADD > Pending item indicates 1
 Select OK .>Ancillary cart displays

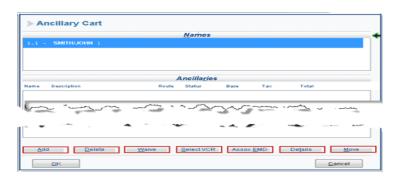
FIRE ARI	M FEE		165.00PG				165.00
FOR REF	FUND ONLY		0.00PGK			0.00P(
FREIGHT	T CARGO		0.00PGK			0.00P	
FSM TRA	ANSIT LOUNGE ACCESS FEE		75.00PGK				75.00F
FURTHER	R AIR TRANSPORTATION		0.00PGK				0.00P(
GROUP [DEPOSIT		0.00PGK				0.00P(
INDUSTR	RY REFUND FEE		55.00PGK				55.00F
INDUSTR	RY TICKET FEE		22.00PGK				22.00F
INTERLIN	NE PASS CHANGE FEE		22.00PGK				22.00F
•							
	-		Bare	Equiv	Tav	Total	Pointe
Pa <u>s</u> senç _{Nbr} 1.1	gers: Name TAU/GRAINGER MR		Base 165.00P	Equiv	Tax	Total 165.00P	Points
	Name			Equiv	Tax		Points
Nbr	Name	*		Equiv Update	Tax		Points

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≽A	ncill	ary Ca	rt									
						<u>N</u> a	mes					
	TEN	/BEN MR										
						Anci	illa <u>r</u> ies					
Name	AE D	escription		R	oute St	atus	Base	Tax	Total			
1.1	1 FIF	RE ARM		WV	KPOM I	HD 1	160.00PGK	0.00	160.00	PGK		
	01	: PX 0121 Y 1	3AUG WWKI	РОМ								
									_			
										retal Amer	nt PCK	60.00
Ad	bl	Dele	te	Waive	F	Sele	ct VCR	Assoc	EMD	Details		
	<u>O</u> K										<u>C</u> ano	
	QK										Can	

Item	Description
Name	The passenger's name number
AE Nbr	Ancillary number
Description	The service or fee to be purchased
Route	The passenger's flight routing
Status	Status refers to payment status. They include:
	 HD - Payment Required HI - Fulfilled (Paid)
	 HK - Confirmed - AE waived, no EMD issued HN - Need Requested.
	Note HN status will only be seen by those GDS systems that will request service from the carrier direct.
Base	The price without tax
Tax	Tax applicable to the ancillary
Total	Total price with tax

ANCILLARY CART - ACTION ITEMS



Action Item	Description
Add	Displays the shopping list of ancillaries offered for this flight
Delete	Allows you to delete an ancillary already selected from the Ancillary Cart
Waive	Allows you to waive a charge for a service or fee
Select VCR	Used when multiple VCRs exist in the PNR. (See note below)
Assoc EMD	Associates a previously purchased ancillary to a new itinerary.
	Note When using this entry a follow up entry must be made to reassociate the EMD to the VCR
Details	To display detailed ancillary information
Move	Manually entry to move from one flight to another.

5. Option to view more detail information about the ancillary, select DETAILS radio button

Figure 90 Ancillary Details screen displays

Ancillary Detail		_
Name:	1.1 - TEN/BEN MR	
Ancillary:	FIRE ARM (TS) - ADT	
Routing:	WWK/POM	
Status:	HD1/PAYMENT REQUIRED	
Fee Owner:	PX	
EMD Type:	2	
Ancillary Item Number:	1	
Amounts:	Base: 160.00PGK Total: 160.00PGK	
Grand Total:	160.00PGK	
Tax Exempt:	Ν	
Refund Ind:	N	
Consumed At Issuance Ind:		
Reason for Issuance:	Code: Sub Code: J06	
Approxisted \\//ith:	Elizabi:DV121_V_12ALIC_VARA///DOM	

6. Select OK

Takes you back to ancillary cart

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7. On the Ancillary Cart select **OK** > Form of Payment window displays

See Figure 91

Form(s) of Payment		
Total Cost: 160.00 PGK		
Form of Payment <u>1</u>		
<u>A</u> mount: * 160.0		
Form of Payment: * CRED		
<u>Number:</u> * 60102	31111222233	Exp:* 0222
CC Type: * ANZ	•	CSC:
Approval Code: 12345	Approval	
Endorsements: ANSPO	DRTATION/NONRFND/NONTRNSF	*
Form of Payment 2		•
Amount:		
Form of Payment:	•	
<u>O</u> K		Cancel

Figure 91 Form (s) of Payment window

ENDORSEMENT: VLD PX SVC ONLY/NOT GOOD FOR TRANSPORTATION/NONRFND/NONTRNSF

8. Select OK

Sabre returns to the Reservation display The EMD number is indicated on the Ticketing/Pricing Field

	Ticketing/Pricing
1.T-12AUG-PO	MANEA
	80176 TEN/B POMSMEA 1456/12AUG (1.1.10480) 75972 TEN/B POMSMEA 1505/12AUG - TS
Price Quote 1	() () () () () () () () () ()
1 ADT@018.00F	PGK+167.10PGK(taxes/fee/charges)=975.10PGK-J
Totel:	
818.00PGK+15	57.10PGK(tax)=975.10
Exchange	Were Coppons Refund (g) Fees/Snxc

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9. Select VIEW radio button

EMD displays > take note of the relevant information

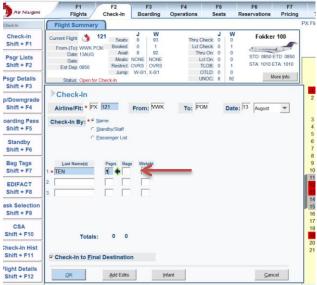
1	PX		DESC	ASSOCIATE	ASS	OTY	STAT		
	A	WWK-P	FIRE ARM	6562151580176	3 A	1	ОК	1	
Fare	Info:								
Ba	se:P(SK 160.0	0 Equiv:	Taxes:		т	otal: P	GK 160	.00
	e Cal								
valu	e Cal	c:							
Form	of P	avment							
FO	P: CC-		200000002233 PGK 10	60.00 Auth-12345					
FO	e: cc.,	AN XOOOO	000000002233 PGK 1	80.00 Auth-12345					
FOI Iss Visce	ellane	AN XOOOX issued on 1 ious Info	2000000002233 PGK 10 2AUG at POM	60.00 Auth-12345 Tax Exempt: N	Refur	ndable:	N		
FOI Iss Wisce Fee	ellane	AN X00000 issued on 1 ious Info ride: N	2000000002233 PGK 10 2AUG at POM		Refur	ndable:	N		
FOI Iss Visco Fee Ren	P: CC-I ued:I ellane over narks:	an xoooo ssued on 1 cous Info ride: N	200000002233 PGK 1 22AUG at POM Consumed:					ITRNSF	
FOI Iss fisce Fee Ref	P: CC-I ued:I ellane over narks:	an xoooo ssued on 1 cous Info ride: N	200000002233 PGK 1 22AUG at POM Consumed:	Tax Exempt: N				ITRNSF	
FOI Iss fisce Fee Ref	P: CC-I ued:I ellane over narks:	an xoooo ssued on 1 cous Info ride: N	200000002233 PGK 1 22AUG at POM Consumed:	Tax Exempt: N				ITRNSF	

Figure 92

10. Select OK/PNR/CANCEL to return to the reservation display Now you can Check-In the passenger(s).

In this scenario the passenger has no bag(s).

11. Select Check-In tab > sub tab Check-in Check In screen displays Figure 93 Check In screen





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12. Enter Last Name> Psgrs > Select OK Day of Travel Contact Information screen displays

Day of Trave	al Contact Inf	formation	1			
Passenger Name	Contact Refusal	Apply To All	Mobile Number	Mobile Carrier	SMS Consent	Email Address
TEN/BEN MR KMHYYU	c	г	• 576280203 -	BMOBILE V	- +	AIRNIUGINI.COM.PG

Figure 94

Gender Counts screen displays

		141.01	V OIA		OTLD A	-		1
Gender Counts	in Case of				UNITS I			×
) Gender (Counts							
	Numb	er by Ger	nder 🍍	Infant count r	not included in	n Total		
Last Name(s)	Male	Female	Child	Infant	Unkwn	X-seat	Strchr	Total
TEN	1 🔶							1
1	<u>o</u> k					<u>C</u> ar	cel	

13. Enter Number of Gender > Select OK

Sabre response: Check-in Successful

From TG 1 WWK POL Beaked: 0 2 Lcl Check: 1 Immune Date: June: Work 8 1 Thm On to 0 5TD 0800 TD	Planta Honor Concernent Avait 8 9 1 Thruck 0x 0 5TD 0850 0 5TD 0850 5TD 085	urrent Flight: 🍏 121	J Seats: 8	W 93	Thru Check:	0	W 0	Fokker 100
Open Output Mease NONE LCD ox 0 0 STD. 0650 ETD. 0650 Ext Oregins Constraints TLOBE 0 0 STD. 0650 ETD. 0650 STD. 0650 ETD. 0650 Stature: 0050 Aumpi: W-01, X-01 OTLD: 0 0 STD. 0650 ETD. 0650 Stature: 0050 Aumpi: W-01, X-01 OTLD: 0 0 More Info Check-In Successful UNOC: 8 92 More Info Passenger Details: TT NBEN MR Y Seit 3A to POM Boarding Pass Swed Edia. ME TC ALE TLA E CKIN OTH'S FOID No Bags	Observed Meals KONE NO.NE LCOx 0 0 STD. 0605 ETD. 0605 Ext Ore 0.050 Aumpi W.01, X.01 OTD. 0 0 STD. 1010 ETA 1010 Stature: OrtLo: 0 0 UNOC: 8 92 More info Check-In Stature: Value: UNOC: 8 92 More info Y 121 on 13AUG2020 leaving from WWW gate at 0650 Flights: PX 121 on 13AUG2020 leaving from WWW gate at 0650 Stature: Flights: Y 121 on 13AUG2020 leaving from WWW gate at 0650 Stature: Flights: Flights: Flights: IT TEN BEN MR Y Sent 3A to POM Boarding Pass Stored Ediat. ME T CA ET ALE CKIN OTH'S FOID No Bags							- []
Ext Dep: 0800 President CVRS OVRS UNITS TLOB: 0 1 STA: 1010 ETA: 1010 Junic: OUDD: 0 0/DD: 0	Ext Dep 0850 Pentitic CVRS OVRS O							STD: 0850 ETD: 0850
Status: Open for Check-In UNOC 10 0 02 More (nfo Status: Open for Check-In UNOC 10 0 02 More (nfo Check-In Successful Flights: PX 121 on 1340-02000 leaving from WWW gate at 0850 PAssenger Details: 1 TEN BEN MR Y Seat 3A to POM Boarding Pass Sixed Edit MET ALE CKIN OTH'S FOID No Bags Edit ALE TALE CKIN OTH'S FOID	Status: Open for Check-In UNOC 10 0 02 More (nfo Status: Open for Check-In UNOC 10 0 02 More (nfo Check-In Successful Flights: PX 121 on 1340-02000 leaving from WWW gate at 0850 PAssenger Details: 1 TEN BEN MR Y Seat 3A to POM Boarding Pass Sixed Edit MET ALE CKIN OTH'S FOID No Bags Edit ALE TALE CKIN OTH'S FOID							STA: 1010 ETA: 1010
Status: Open for Check-In UNOC: 8 92 More Info Check-In Successful Image: Check-In Successful Imag	Status: Open for Check-In UNOC: 8 92 More Info Check-In Successful Image: Check-In Successful Imag	Est Dep: 0850					0	
PR. 121 on 134/US2020 leaving from WWK gate at 0850 PR. 121 on 134/US2020 leaving from WWK gate at 0850 Passenger Details: TERL REN MR Y Sead 3A to POM Boarding Pass Issued Edits ME TC METI AE CKIN OTHS FOID No Bags	PX 121 on 134UG2020 leaving from WWK gate at 0850 PX 121 on 134UG2020 leaving from WWK gate at 0850 Passenger Details: TERL REN MRY 5 source Section 2.2 Edits MET CK LET AE CKIN OTHS FOID No Bags	Status: Open for Chee					92	More Info
ZONE - 2	**ZONE - 2**	PX 121 on 13AUG20201 Passenger De 1 TEN BEN MR Y Seat 3 Boarding Pass Issued Edits: M ET CM ETI AE	i: leaving from WWK stails: IA to POM					
		ZONE - 2						

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21.2 SCENARIO 2: CHECK-IN WITH EXCESS BAGGAGE AIRPORT CHARGE (EMD-S) – PURCHASED ANCILLARY AT CHECK-IN

Mrs Jasmine Tea & child, present themselves at the check-in counter. They check in with 2 bags, each weighing at 20kg.

Weight of bag 1 one is 20kg Weight of bag 2 two is 20kg

This ancillary Excess Baggage Airport Charge (EMD-S) is used when Weight system charge is not available in the Ancillary shopping list for the following reason:

- 1. Tariffs filing policy does not allow Original point of departure to transfer point ancillary pricing within 24 hours
- 2. Lack of internet connectivity
- 1. On the passenger list window, select the passenger line number and Passenger Details

	// F1	F2	F3	F4	F5	F6	F7	F8	Sabre
1	Flights	Check-In	Boarding	Operations	Seats	Reservations	Pricing	Ticketing	CERT-POM-5
>		er List		T 725				PX Flight 101 LA	EPOM on 14AUG (Equ
L	ine(s): 1 r Rloc:	Check-In Bag Tags		oard Pass	Name Not on List Offload	_	<u>S</u> eat	J A B	Attr.(8
	Sort By	T			Freg Flyer	Travel		1 년 년	а Iї Ц Ц 1
N							т ѕ	2 🛛 🖓	2
	1 TEA 2 TEA	JASMINE MRS GINGER MISS	AB2 AB2	POM Y 0	CKID PETI		F	11 0 0 0 12 0 0 0 13 0 0 0 14 0 0 0	5 5 3 0 0 4 0 5 0 6 0 7 0 8 0 9 5 5 0 11 0 12 0 13 0 14
<u> </u>	<u>R</u> eservation	Add/Rm Edits	VCR	New <u>L</u> ist	Print/E	maii/E <u>x</u> pt	<u>C</u> ancel	15 🗭 💭 💭)

Figure 95

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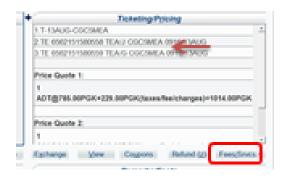
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Passong	er Detail for TEA J	ASMINE MRS	Ra	gtags: 0	PX Flight 101	LAEPOM on 14A
p i asserige				guys. v		
<u>B</u> ag Ta	gs 🔶 Boarding Pass	Offload	Chg <u>S</u> eat			
C <u>h</u> eck	-In Reservation	VCR				J
Freq	uent Traveler Information	□ Add	FQTV		A B	FG
Number:	Car	rier:	Enro	II I		ے ا
					二旦日	旦 旦 1
Custom 🖉	er Contact	□ Ref <u>u</u> se CC	□ Modify C	:C (<u>1</u>)	2 🔲 🗖	W 2
Mobile Nu	mber: 67575468791 🔻	Email Address:	GI@AIRNIUGINI.CO	M.PG 🔻	AB	EFG
					3 🖬 👼	3 3 3 3
Mobile C	arrier:	SMS Consent			4	
Pass	enger Comments		Add Comment			
					8 9 9	
Comment:						
					10 5 5	SE SE SE 10
Other Informat	tion Add (<u>2</u>)	Remove Selected			11 🗛 🗛	
SEGMENT	1 PX 101 Y 14AUG LAE POM F 0	E ETI <mark>CKIN</mark>			12 🔲 💭	
SEGMENT	2 PX 102 V 20AUG POM LAE 0				13 🔲 💭	
CKIN	CHK VALID ID NCSL ID12345 ANI	APTE			14 🗆	
					15 🔲 💭	
					+1	
						ł۳
						2
01/	TIM TH		0			
<u>о</u> к	Infant TIM	ATIC(_) Travel [<u>D</u> ocs <u>C</u> ancel			

2. Select Reservations > Reservation displays Note: Ensure to take note of the details entered in the reservation

3. Select FEES/SVC button on the Ticketing/Pricing Field



Shopping list displays

vailable items Pending							CTRL+ALT+T to Record Locat
tems:	Route			<u>G</u> roup:	Miscel	laneous Fee 🔻 🌻 .	
Description	Route		Base		Miscell	laneous Fees	- n.
15DAYS FAMILY INSURANCE		745.00	PGK		Pets		rc
15DAYS INDIVIDUAL INSURANCE		395.00	PGK			served Seat Assignment	s K
AGENT FOC TICKET SERVICE FEE		200.00	PGK			Verride	×
ASSORTED MEAT PLATTER		20.00P	GK		Standb Store	у	×
CARGO FREIGHT		0.00PC	ВК			Services	×
CARGO IMPORT TMNL FEE		0.00PG	ЭK			ompanied Travel	Ť×
CHEESE PLATTER		20.00P	GK			20.00PG	SSR CKIN 7CH
CORP DOMESTIC OTA SERVICE FEE		50.00P	GK			50.00PG	
CORP OTA HOTEL SERVICE FEE		50.00P	GK			50.00PG	
CORP PACIFIC OTA SERVICE FEE		100.00	PGK			100.00P	
CORP REBOOK CHANGE FEE OTA		50.00P	GK			50.00PG	
CORP REGIONAL OTA SERVICE FEE		150.00	PGK			150.00P	
CORP US CANADA EUROPE AFRICA		200.00	PGK			200.00P	
CVT FURTHER AIR TRAVEL		0.00PC	ЭK			0.00PGK	
DEPOSITS DOWN PAYMENTS		No Cha	arge - Non Bo	okable		0.00PGk +1	
4 [1				•	
Pa <u>s</u> sengers:							
Nbr Name		Base	Equiv	Tax	Tota	e Points	
1.1 TEA/JASMINE MRS							
1.2 TEA/GINGER MISS							



Search by Group to shorten the search.

- 4. Select GROUP drop down menu
- 5. Select MISCELLANEOUS
- 6. Select EXCESS BAGGAGE APT CHARGE

Items:	Route	🔶 🔶 Group	: Miscella	neous Fee: 🔻
Description	Route	Base	Equiv Tax	es Total
CORP US CANADA EUROPE AFR	ICA	200.00PGK		200.00P
CVT FURTHER AIR TRAVEL		0.00PGK		0.00PGK
DEPOSITS DOWN PAYMENTS		No Charge - Non Bookable		0.00PGK
DESSERT		11.00PGK		11.00PG
DLP CANCEL FEE		110.00PGK		110.00P
DLP CHANGE FEE		110.00PGK		110.00P
DLP INF CANCEL FEE		11.00PGK		11.00PG
DLP INF CHANGE FEE		11.00PGK		11.00PG
DLP NOSHOW FEE		165.00PGK		165.00P
DLP TOURS		0.00PGK		0.00PGK
DLP TOURS DCM		0.00PGK		0.00PGK
DLP TOURS HOTEL ACCOMODAT	ION	0.00PGK		0.00PGK
DLP TOURS LAND TRANSPORTAT	ION	0.00PGK		0.00PGk
EXCESS BAGGAGE APT CHARGE		0.00PGK		0.00PGK
EXPIRED DOCUMENT		110.00PGK		110.00P(+)
<[·		•
Pa <u>s</u> sengers:				
Nbr Name		Base Equiv Tax	Total	Points
1.1 TEAJASMINE		0.00PGK	0.00PGK	
1.2 TEA/GINGER		0.00PGK	0.00PGK	

7. Select UPDATE for adult passenger (N1.1)

Ancillary: Amounts window displays

Ancillary: Amounts		×
Ancillary:A	mounts Select '	OK' to apply change
Description: E	XCESS BAGGAGE APT CHAR	IGE
Base	Equivalent	
PGK 54.55		
Taxes	Taxes	
Amount C	ode Amount	Code
	5.45 UN	*
	Add	<u>J</u> pdate <u>D</u> elete
Total: 54.5	5 PGK	
<u>о</u> к		<u>C</u> ancel

- 8. Enter Base amount and currency
- 9. Enter GST 10%

In this scenario excess baggage rate POMLAE is PGK15.00. Excess weight for each passenger is 4 KG. Calculate total xbag amount by multiplying PGK15.00 (excess rate) by 4KG = PGK60.00 p/person

60 divided by 1.1 (10%) = PGK54.55 (round to nearest 1) Enter PGK54.55 in the Base box Then find 10% of 54.55 to ensure it adds to PGK60.00 Enter GST 10%: Amount is 10% of the base rate, which is PGK5.45 plus tax code for GST is **UN** Then find 10% of 54.55 to ensure it adds to PGK60.00

10. Select ADD > Select OK

Ancillary: Amounts	×
Ancillary:Amour	nts Select 'OK' to apply change
Description: EXCESS	BAGGAGE APT CHARGE
Base	Equivalent
PGK 54.55	
Taxes	Taxes
Amount Code 5.45 UN	Amount Code
	Add 🔶 Update Delete
Total: 60.00 PGK	
<u>0</u> K	<u>C</u> ancel

This scenario has 2 passengers, therefore repeat same step from 7 to complete Ancillary amount

Description CORP US CANADA EUROPE AFRIC/ XVT FURTHER AIR TRAVEL DEPOSITS DOWN PAYMENTS DESSERT DI P. CANCEL FEE	A Route	ва 200.00РGK 0.00РGK No Charge - N		Equiv	Taxes Total 200.00P
CVT FURTHER AIR TRAVEL DEPOSITS DOWN PAYMENTS DESSERT	A	0.00PGK			
DEPOSITS DOWN PAYMENTS					0.00PGK
DESSERT		No Charge - N			
			on Bookable		0.00PGK
N D CANCEL FEE		11.00PGK			11.00PG
JLP CANCEL FEE		110.00PGK			110.00P
DLP CHANGE FEE		110.00PGK			110.00P
DLP INF CANCEL FEE		11.00PGK			11.00PG
DLP INF CHANGE FEE		11.00PGK			11.00PG
DLP NOSHOW FEE		165.00PGK			165.00P
OLP TOURS		0.00PGK			0.00PGK
DLP TOURS DCM		0.00PGK			0.00PGK
DLP TOURS HOTEL ACCOMODATIO	N	0.00PGK			0.00PGK
DLP TOURS LAND TRANSPORTATIO	N	0.00PGK			0.00PGK
EXCESS BAGGAGE APT CHARGE		0.00PGK			0.00PGK
EXPIRED DOCUMENT		110.00PGK			110.00P
(<u> </u>		1			•
a <u>s</u> sengers:					
Nbr Name			iquiv Tax		tal Points
.1 TEA/JASMINE		54.55PGK	5.45	60.00	
.2 TEA/GINGER		0.00PGK		0.00	PGK

11. Repeat the same steps for passenger 2 (N1.2)

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- Highlight/select passenger 2
 Select OK

Shopping list displays

Items:		<u>R</u> oute			Gr	oup:	Mis	cellaneo	ous Fee: 🔻
Description		Route			Base	· ·	Equiv	Taxes	Total
CORP REGIONAL OTA SE	RVICE FEE		150.00	PGK					150.00P
CORP US CANADA EURO	PE AFRICA		200.00	PGK					200.00P
CVT FURTHER AIR TRAV	EL		0.00PG	sк					0.00PGK
DEPOSITS DOWN PAYM	ENTS		No Cha	rge -	Non Book	able			0.00PGK
DESSERT			11.00P	GK					11.00PG
DLP CANCEL FEE			110.00	PGK					110.00P
DLP CHANGE FEE			110.00	PGK					110.00P
DLP INF CANCEL FEE			11.00P	GK					11.00PG-
DLP INF CHANGE FEE			11.00P	GK					11.00PG
DLP NOSHOW FEE			165.00	PGK					165.00P
DLP TOURS			0.00PG	βK					0.00PGK
DLP TOURS DCM			0.00PG	βK					0.00PGK
DLP TOURS HOTEL ACCO	OMODATION		0.00PG	βK					0.00PGK
DLP TOURS LAND TRANS	SPORTATION		0.00PG	βK					0.00PGK
EXCESS BAGGAGE APT	CHARGE		0.00PG	βK					0.00PGK-
4									Þ
Pa <u>s</u> sengers:									
Nbr 1.1 COFFEE/SUGAR	Name		в 54.5	ase	Equiv	Tax 5.45	60	Total 00PGK	Points
1.2 COFFEE/MILK			54.5			5.45		.00PGK	
	<u>A</u> dd				<u>U</u> pdate				

14. Highlight both passengers > Select ADD > Select OK

Name	Base	Equiv	Tax	Total	Points
				60.00PGK	
				60.00PGK	
Add	•	Update			

Pending items indicates: 2

15. Select OK

Ancillary cart displays

≽A	nci	llary Cart						
				<u>N</u> a	ames			
1.1 -	TE	A/JASMINE MRS						
1.2 -	TE	A/GINGER MISS						
				Anc	illa <u>r</u> ies			
Name	AE Nbr	Description	Route	Status	Base	Tax	Total	
1.1	1	EXCESS BAGGAGE APT CHARGE		HD 1	54.55PGK	5.45	60.00PGK	+
1.2	2	EXCESS BAGGAGE APT CHARGE		HD 1	54.55PGK	5.45	60.00PGK	
							Total Amount: PGK6	0.00
Ad	ld	<u>D</u> elete <u>W</u> a	ive	<u>S</u> ele	ect VCR	Assoc	EMD Details	
	<u>0</u> K						<u>C</u> ancel	

Select DETAILS to view more detailed information about the ancillary

Vame:	1.1 - TEA/JASMINE MRS	<u>^</u>
Ancillary:	EXCESS BAGGAGE APT CHARGE (99) - ADT	
Status:	HD1/PAYMENT REQUIRED	
Fee Owner:	PX	
EMD Type:	1	
Ancillary Item Number:	1	
Amounts:	Base: 54.55PGK Tax: 5.45 Total: 60.00PGK	
Grand Total:	60.00PGK	
Fax Exempt:	N	
Fax Details	5.45UN	
Refund Ind:	N	
Consumed At Issuance Ind:	γ	
Reason for Issuance:	Code:D Sub Code:A51	
loopsisted With	Flight	*

ASSOCIATE EMD TO VCR

- 16. Select ASSOC EMD
- 17. Pop up displays > select **REFERENCE EMD TO VCR**

<u>N</u> ames	
.1 - TEA/JASMINE MRS	
2 - TEA/GINGER MISS	
Ancilla <u>r</u> ies	
ame AE Description Route Status Base Tax Nbr	Total
.1 1 EXCESS BAGGAGE APT CHARGE HD 1 54.55PGK 5.45	60.00PGK
Please select an option:	
Please select an option: Associate AE to EMD Reference EI	MD to VCR
	MD to VCR
	MD to <u>V</u> CR <u>Cancel</u>
	MD to <u>V</u> CR <u>Cancel</u>
	MD to VCR Qancel
	MD to VCR Qancel
	MD to VCR Qancel

EMD Reference to VCR displays

EMD: Reference to VCR	×
Reference EMD to VCR	
AE Number:* 1 🔶	
VCR Number: [*] 6562151 6562151	
<u>0</u> K	<u>C</u> ancel

Select drop down menu from VCR Number:

If there are multiple VCRs (due exchanges involved) in the drop down menu ensure to select the correct VCR with coupon status OK

In this scenario there is only one ticket for association.

- 18. Highlight VCR > Select OK (Sabre response) See Figure 98 VCR REFERENCE SUCCESSFUL RESPONSE
- 19. Select OK

VCR Refe	renced Successfully to EMD.
\checkmark	OK

Figure 98 VCR REFERENCE SUCCESSFUL RESPONSE

				Δ	lames			
1.1 -	ТЕ	A/JASMINE MRS						
L.2 -	TE	A/GINGER MISS						
				An	cillaries			
ame	AE Nbr	Description	Route	Status	Base	Тах	Total	
					54.55PGK		60.00PGK	
		VCR: 6562151580558						
.2	2	EXCESS BAGGAGE APT CHARG	E	HD 1	54.55PGK	5.45	60.00PGK	
							Total Amou	unt: PGK60.00
	dd	Delete W	aive	So	lect VCR	Assoc	EMD Details	

20. Now select passenger number 2 (1.2)

≽A	nc	illary Cart
		Names
1.1 -	TE	EA/JASMINE MRS
	- TE	EA/GINGER MISS
	AE	Ancillaries
Name	Nbr	Description Route Status Base Tax Total
1.1	1	EXCESS BAGGAGE APT CHARGE HD 1 54.55PGK 5.45 60.00PGK
1.2	2	EXCESS BAGGAGE APT CHARGE HD 1 54 55PGK 5.45 60.00PGK
1.2	2	
		Total Amount: PGK60.00
<u>A</u> 0	aa	Delete Waive Select VCR Assoc EMD Details
	OK	Cancel

- 21. Select ASSOC EMD
- 22. Repeat same steps as passenger 1

	×
Please select an option:	
Associate AE to EMD	<u>C</u> ancel
EMD: Reference to VCR	
Reference EMD to VCR	
AE Number:* 2 🐐	
VCR Number:* 6562151580559 -	
6562151580559	
<u>O</u> K <u>Cancel</u>	
	×
CI VCR Referenced Successfully to EMD.	
OK	

23. Select/highlight both ancillaries

						<u>N</u> a	mes					
1.1 -	- TE	A/JASMINE MRS										
1.2 -	TE	A/GINGER MISS										
					4	Anci	illaries					
lame	AE Nbr	Description		Route	Sta	tus	Base	Тах	Total			٢
1.1	1	EXCESS BAGGAGE AP VCR: 6562151580558	T CHARGE		HD	1	54.55PGK	5.45	60.00F	PGK		1
1.2	2	EXCESS BAGGAGE AP VCR: 6562151580559	T CHARGE		HD		54.55PGK	5.45	60.00F	PGK	_	ſ
												l
									٦	Fotal Amount	: PGK120.00	
	dd	Delete	Wa				ct VCR	Assoc		Details		

24. Select OK

Form of Payment window displays

Form(s) of Payn	nent		
Total Cost: 120.00 F	GK		
Form of Payment <u>1</u>			
<u>A</u> mount:		-	
Form of Payment:			
	* 6010401112223334	-	Exp:* 0522
СС Туре:	* WESTPAC		CSC:
Approval Code:	12345		
Endorsements:	FR XBAG/LAEPOM15.00PGK 2PC@4KG	- 🔶	
Form of Payment <u>2</u>			
A <u>m</u> ount:		-	
Form of Payment:	•		
<u>O</u> K			<u>C</u> ancel

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25. In the Endorsement field enter: VLD PX SVC/GOOD ONLY FR XBAG/LAEPOM15.00PGK 2PC@4KG/NONREFND

26. Select OK

Sabre re-displays the reservation. On the Ticketing/Pricing field the EMDs are indicated

Also note on the Remarks/Facts field the Ancillary cart icon .. Ancillaries exist-Use FEE/SVCS to view or sell more

Ticketing/P <u>r</u> icing	
1.T-13AUG-POM5MEA	<u>^</u>
2.TE 6562151580178 TEA/J POM5MEA 1138/13AUG	
3.TE 6562151580179 TEA/G POM5MEA 1138/13AUG	
4.TE 6561500175975 TEA/J POM5MEA 1143/13AUG - 99	
5.TE 6561500175976 TEA/G POM5MEA 1143/13AUG - 99	
Price Quote 1:	
1	
ADT@785.00PGK+229.00PGK(taxes/fee/charges)=1014	1.00PGK
Exchange <u>View</u> Coupons Refund (<u>z</u>) F	ees/Srvcs +
Remar <u>k</u> s/Facts	
Ancillaries Exist - Use Fees/Svcs to view or sell more.	
Remarks	
1. XXAUTH/1234 *Z/WS3345	
2. H-CARD-WESTPAC******3345	
3. H-CARDHOLDERNAME-TEA TEA	

27. Highlight per EMD issued.28. Select VIEW

EMD displays

See Figure 99 (next page)

		er: 6561500				ASMINE MRS			TNQMS	5I		
lbr o	f Cpns	: 1	EMD	/pe:S	Issued	d: Issued on 1	3AUG a	at POM				
	AL	ROUTE			с	ASSOCI	ATE	ASS				_
	PX	-	EXCES	S BAGGA	GE APT CH.				1	USED		_
Fare	e Info.	:										
			-									
Ba	ase:P	GK 54.5	, 1	quiv:	-	Taxes	: PGł	\$ 5.45	т	otal: P	OK 60	D.00
	ase:P /e Ca		5	quiv:	-	Taxes	: PGł	\$ 5.45	т	otal: P	9 GK 6 0	0.00
			;	quiv:	-	Taxes	: PGł	(5.45	т	otal: P	9 GK 6 0	0.00
Valı	ie Ca	lc:		quiv:	-	Taxes	: PGł	(5.45	т	otal: P	'GK 60	0.00
Valı Fori	ie Ca m of F	lc: Payment					: PGł	\$ 5.45	т	otal: P	PGK 60	0.00
Valı Fori	ie Ca m of F	lc: Payment			 GK 60.00 Au		: PGł	\$ 5.45	т	otal: P	PGK 60	0.00
Valu Fori FO	ne Cal m of F P: CC-	lc: Payment		XX3334 P			: PGł	\$ 5.45	т	otal: P	PGK 60	0.00
Valu Fori FO	ne Cal m of F P: CC- sued:	lc: Payment. -WS XXXX	xxxxxxx XXXXXXXXX I3AUG a	XX3334 P			: PGł	\$ 5.45	т	otal: P	PGK 60	0.00
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Note:

- The Coupon status indicates USED.
- Miscellaneous Info: Refundable: N (indicates NONREFUNDABLE/NON EXCHANGEABLE)
- Ensure you note down the EMD for each passenger (s) after issuing the EMD (s) You will need the EMD number(s) for when you check-in the passenger(s).
- 29. Select: OK/PNR/CANCEL to re-display the reservation (Reservation displays)30. Enter CTRL E (completely End the booking)

CHECK-IN THE PASSENGER(S)

1. SELECT FLIGHTS> PSGR LIST: Search by Name (Last name)

On the Passenger details window

- 1. Select line 1 of the Passenger List
- 2. Select CHECK IN

see Figure 100 Passenger list (next page)

				P
Passenge	er List			li l
🍈 PX 106 D	EP FROM POM ON 1	3AUG AT 1610		
Line(s): 1,2 or Rloc:	C <u>h</u> eck-In	<u>P</u> assenger Details	Na <u>m</u> e Not on List	Group Check-In
OF RIDE.	Bag <u>T</u> ags	Board Pass	Offload	Chg <u>S</u> eat
Sort By			Freg Flyer	Travel Docs
	~			
				Similar Name List
<u>N</u> br Last Name	First Name	Grp To C Se	at Bgs	Edits T S
1 COFFEE	SUGAR MRS	AB2 LAE L	0 FETI	F 1
2 COFFEE	MILK MSTR	AB2 LAE L	0 🗕 CHD ETI	F
Reservation	Add/Rm Edits	<u>V</u> CR Ne	w List Print/En	nail/E <u>x</u> pt <u>C</u> ancel

Figure 100 Passenger list

3. Select required fields >Select OK

Passenger Name	Contact	Apply	Mobile Number	Mobile Carrier	SMS	Email Address
	Refusal	To All			Consent	
OFFEE/SUGAR MRS		5	* <mark>75468791</mark> 💌 📢	*BMOBILE V	•	
OFFEE/MILK MSTR			75468791 💌	BMOBILE 🔻	`₩	

- 4. Enter Nbr of Bags > Enter Weight
- 5. Select OK

Additional Options				×	J
Additional Options					BFG
	Nbr of Bags Weight	Seat <u>G</u> ender:	Priority Code	Seniority Date	HHH W BEFG
1-COFFEE, SUGAR MRS	1 * 1.20	* FEMAL -	v		* **
2-COFFEE, MILK MSTR	T + 1.20	* CHILD -	<u> </u>		
	Damaged, Vo	ol. Separation, Pets, Selectee,	etc.		
<u>O</u> K				<u>C</u> ancel	

Excess Bag Segment screen displays

Excess Bag Se	egments		
COFFEE/SUGAR M	MRS BAG ALLOWANCE IS 1	e1/	
Ticket Nbr:	6562151580560 (on.	
			Stopover
Airline: PX	Fit Nbr: 0106	From: POM	To: LAE
Airline:	Fit Nbr:	From:	To: Tyes
Airline:	Fit Nbr:	From:	To: Ves
Airline:	Fit Nbr:	From:	To: 🗆 Yes
ок	Waive		Cancel
	<u>vv</u> aive		Lance
6. Sele	ct WAIVE		

Waive screen displays



- 7. Select Waiver Type: drop down menu > Select EMD collected
- 8. **Remarks**: Enter EMD number referenced to the correct E-ticket number

Note: Ensure you note down the EMD for each passenger (s) after issuing the EMD (s)

Sabre response:

Flight Summary						Р
Surrent Flight: 3 106 From-(To): POM LAE Date: 13AUG Gate: Est Dep: 1610 Status: Open for Chee	J Seats: 8 Booked: 0 Avail: 8 Meals: NONE Restrict: OVRS Jump: W-0/1, :k-In	OVRS	Thru Check: Lcl Check: Thru On: Lcl On: TLOB: OTLD: UNOC:	0 2 0 0 0 0 0 2 0 0	STD: 1610 ETD: 16 STA: 1655 ETA: 16	55
Check-In Succ	essful					
Flights	:					•
PX 106 on 13AUG2020 I		ate at 1610				
Passenger De	tails:					
1 COFFEE SUGAR MRS Boarding Pass Issued Edits:F ET ETI Bags:1 Tag(s) Printed	S L Seat 4A to LAE					
ZONE - 2						
2 COFFEE MILK MSTR I Boarding Pass Issued Edits:CHD ET ETI Bags:1 Tag(s) Printed						
ZONE - 2						
Bag tags: 3656912073 20 KG						
Checked By: POM5MEA						
<u>о</u> к		Not Checked List		senger etails	Display <u>R</u> eservation	

- 9. Select OK
 - Take note of the bag tag numbers

Sabre response:

Passenger	List					
为 PX 106 DEP	FROM POM ON	13AUG AT 1610	D			
_ine(s): 1	C <u>h</u> eck-In	Passenge Details	er	Na <u>m</u> e Not on List		Group Check-In
or Rioc:	Bag <u>T</u> ags	Board Pas	s	Offload		Chg <u>S</u> eat
				Freg Flyer	1	Travel <u>D</u> ocs
Sort By			-			
					Sim	nilar Name List
<u>N</u> br Last Name	First Name	Grp To C	Seat Bgs		Edits	T S
1 COFFEE	SUGAR MRS	AB2 LAE L	4A * 1	F ET ETI		F 1

View the PASSENGER DETAILS for each passenger

Passenge	er Detail	for COF	FFEE SUGAR N	IRS	Bagtags: 1
<u>B</u> ag Ta	ngs 🔶	Boarding Pass	Offload	Chg <u>S</u> eat	
C <u>h</u> eck-	-In	Reservation	VCR	Seat(s): 4A	
Frequ	uent Trave	eler Informatio	on 🗆	Add F <u>Q</u> TV	
Number:			Carrier:		<u>E</u> nroll
Custome	er Contact		□ Ref <u>u</u> se CC	□ Mc	odify CC (<u>1</u>)
Mobile Nu	mber: 67	575468791	Email Addr	ess:	
Mobile C	arrier:	-	SMS Cons	sent:	
i Pass	arrier:	nments	SMS Cons	sent: I▼ □ Add Co <u>m</u> me	nt
i Pass	ļ	nments	SMS Cons		nt
Dess Comment:	enger Con	Add (2)	SMS Cons	☐ Add Co <u>m</u> me	nt
Pass Comment:	enger Con	Add (<u>2</u>)		☐ Add Co <u>m</u> me	nt
Pass Comment: ther Informat	tion	Add (<u>2</u>)	Remove Selecte	☐ Add Co <u>m</u> me	nt
Comment:	tion	Add (2) 13AUG POM LAE 20AUG LAE POM	Remove Selecte	☐ Add Co <u>m</u> me	nt
Comment: ther Informat SEGMENT SEGMENT	tion	Add (2) 13AUG POM LAE 20AUG LAE POM 6912073.20	<u>R</u> emove Selecte	☐ Add Co <u>m</u> me	nt
Comment: ther Informat SEGMENT SEGMENT Bag Tags	tion	Add (2) 13AUG POM LAE 20AUG LAE POM	<u>R</u> emove Selecte	☐ Add Co <u>m</u> me	nt
Comment: SEGMENT SEGMENT Bag Tags Bag Tags	tion 1 PX 106 L 2 PX 103 V PX LAE 365 1 / 20 KG 6562151580 001, ***	Add (2) 13AUG POM LAE 20AUG LAE POM 6912073.20	<u>R</u> emove Selecte	☐ Add Co <u>m</u> me	nt
Comment: SEGMENT SEGMENT Bag Tags Bag Tags ET	tion	Add (2) 13AUG POM LAE 20AUG LAE POM 6912073.20	<u>R</u> emove Selecte	☐ Add Co <u>m</u> me	nt
Comment: Comment: SEGMENT SEGMENT Bag Tags Bag Tags ET Seq	tion 1 PX 106 L 2 PX 103 V PX LAE 365 1 / 20 KG 6562151580 001, ***	Add (2) 13AUG POM LAE 20AUG LAE POM 6912073.20	<u>R</u> emove Selecte	☐ Add Co <u>m</u> me	nt

Child passenger 1.2

Passenger	List					
D PX 106 DE	P FROM POM ON					
Line(s): 2	Check-In	Passe		Name Not	Group C	heck-In
or Rloc:		Deta	llis	on List		
	Bag <u>T</u> ags	Board	Pass	Offload	Chg	<u>S</u> eat
O and Day				Freg Flyer	Travel	Docs
Sort By	1					
*						
					Similar Na	me Lis
Nbr Last Name	First Name	Grp To	C Seat Bgs		Edits	тя
1 COFFEE	SUGAR MRS	AB2 LAE	L 4A*1	FETETI		F
2 COFFEE	MILK MSTR	AB2 LAE	L 4B*1	🖲 СНД ЕТ ЕТІ		
Reservation	Add/Rm Edits	1/00				
		VCR	New List	Print/Ema	il/E <u>x</u> pt	<u>C</u> ancel
		<u>V</u> CR	New List	Print/Ema	il/Expt	<u>C</u> ancel
					il/Expt	<u>C</u> ancel
Passenger						
Passenger						<u>C</u> ancel ags: 1
-	Detail for C	OFFEE M		2		
Passenger		OFFEE M				
<u>B</u> ag Tags	Detail for C	OFFEE M	LK MSTI	R Chg Seat	Bagta	
-	Detail for C	OFFEE M		2	Bagta	
<u>B</u> ag Tags C <u>h</u> eck-In	Detail for C	OFFEE MI	LK MSTI Offload	Chg <u>S</u> eat Seat(s): 4B	Bagta	
<u>B</u> ag Tags C <u>h</u> eck-In	Detail for C	OFFEE MI	LK MSTI Offload	R Chg Seat	Bagta	
<u>B</u> ag Tags C <u>h</u> eck-In	Detail for C	OFFEE MI	LK MSTI Offload	Chg <u>S</u> eat Seat(s): 4B	Bagta	
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<u>B</u> ag Tags C <u>h</u> eck-In	Detail for C	OFFEE MI	LK MSTI Offload	Chg <u>S</u> eat Seat(s): 4B	Bagta	
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Bag Tags Check-In Freque Number:	Detail for C Boarding Pa Reservation Int Traveler Inform Contact	OFFEE Mi ss c n ation Carrier:	LK MSTI offload VCR	Chg Seat Seat(s): 4B dd FQTV	Bagta	ags: 1
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Bag Tags Check-In Check-In Freque Number: Customer Mobile Num Mobile Num Mobile Car Comment: Com	Detail for C Boarding Pa Reservation nt Traveler Inform Contact ber: 67575468791 rier: n Add (2) PX 106 L 13AUG POMI PX 103 V 20AUG LAE P X 104 3656912074.20 /20 KG S62151580561 C01 13A	OFFEE Millss C n ation Carrier: Re Er S Carrier:	LK MSTI Vifload Vifload Vifload Vifload Fuse CC nail Address SMS Conse Inve Selected HD ET ETI	Chg Seat Seat(s): 4B dd FQTV	Enroll	ags: 1
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Bag Tags Check-In Freque Number: Customer Mobile Num Mobile Num Mobile Car Customert: Passer Comment: Com	Detail for C Boarding Pa Reservation Int Traveler Inform Contact ber: 67575468791 rier: n Add (2) PX 108 L 13AUG POM L PX 108 L 13AUG POM L PX 108 CAE P XLAZ 3666912074 20 720 KG 562151580561 C01 13AU 02, ***	OFFEE Millss C n ation Carrier: Re Er S Carrier:	LK MSTI Vifload Vifload Vifload Vifload Fuse CC nail Address SMS Conse Inve Selected HD ET ETI	Chg Seat Seat(s): 4B dd FQTV	Enroll	ags: 1
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21.3 SCENARIO 3: CHECK-IN WITH INFANT

This scenario will demonstrate passenger check-in with infant.

Passenger Mrs. Emma Taureka & child check in however is now travelling with an Infant. Infant ticket has not being purchased at Point of Sale.

1. On the Passenger Detail for Taureka Emma Mrs select RESERVATION

▶Passenge	er Detail for TAUR	REKA EMMA MRS	Bagtags: 0			
<u>B</u> ag Ta	gs 🔶 Boarding Pass	Offload	bg <u>S</u> eat			
C <u>h</u> eck-	-In Reservation	VCR				
Frequent Traveler Information						
Number:	с	unier.	<u>E</u> nroll			
🔊 Custome	Customer Contact					
Mobile Nu	Mobile Number: Email Address: GI@AIRNIUGINI.COM.PG					
Mobile Ca	arrier:	SMS Consent:				
S	Passenger Comments					
Comment: Add (2) Remove Selected						
SEGMENT	1 PX 275 V 13AUG KVG RAB F	0 F ETI CKIN				
SEGMENT	V RAB POM F 0 F ETI CKIN					
CKIN	CHK VALID ID AND APTF					
<u>0</u> K	l <u>n</u> fant Til	MATIC(_) Travel Docs	<u>C</u> ancel			

The reservation displays

Note: ensure to view all information on the reservation

<u>N</u> ames	Edit Names			
1.1 - TAUREKA/EMMA MRS @ CKIN	Infant			
1.2 - TAUREKA/RACHEL MISS @ Schud	Ingene (
	Travel Docs (w)			
	Profile/FF			
	<u>1-Find</u> <u>2-Enroll</u> <u>3-Input</u>			
Itinerary_	Ticketing/Pricing			
Fit CIs From-To Date Times Stp Nbr	1.T-12AUG-POM5MEA			
D PX 0275 V KVG - POM 13AUG 0550-0815 1 HK02/E	2.TE 6562151580553 TAURE/E POM5MEA 1612/12AUG			
Dur:1.68 hrs, 682 mls Thursday	3.TE 6562151580554 TAURE/R POM5MEA 1612/12AUG			
	Price Quote 1:			
	1 ADT@518.00PGK+127.10PGK(taxes/fee/charges)=645.10PGK-F			
	Price Quote 2:			
	1			
Add Change Rebook Delete Fit Info More	e Exchange View Coupons Refund (z) Fees/Srvcs +			
Contact/Address Info	Remar <u>k</u> s/Facts			
POM3273319-A POSTPNG KONE PX AGNT ESTHER	Remarks 🔺			
WEAGI@AIRNIUGINLCOM.PG¥(1.1-TAUREKA/EMMA MRS)	1. XXAUTH/12345 *Z/BS6668			
	2. H-CARD-BANK SOUTH PACIFIC******6668			
	13 H-CARDHOLDERNAME-TONY TAUREKA			
WEAGI@AIRNIUGINI.COM.PG¥(1.2-TAUREKA/RACHEL MISS)	3. H-CARDHOLDERNAME-TONY TAUREKA			
	N Facts			

2. On the reservation display select the INFANT button

Infant pop up window displays

Infant Information (INFT)		8
Infant(s):		
Infant Information:		
Last Name: * TAUREKA	1.1 TAUREKA/EMMA MRS 1.2 TAUREKA/RACHEL MISS	
First Name: * TRACY		
N .	Select Segment (blank for all):	←
Day Month Year Infant DOB: * 12 December V2019	3 1 PX275 KVGPOM 13AUG	
□ In <u>f</u> ant Occupying Seat		
Add Infant +	Cl <u>e</u> ar Entry	
<u>O</u> K	Cancel	

Reference Guide-Sabre Reservation & Ticketing Airport Interact

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- 3. Enter the Infant information
 - Last name
 - First name
 - Associate to adult
 - Data of birth (DD/MM/YYYY)

Select segment (if all segments leave blank)

Infant Information (INFT)	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
+Add:TAUREKA, TRACY DOB: 12DEC19 SEG(s): 1 NN:1.	1 Remove
/ Infant Information: Last Name: *	Select Adult Name: * State 1.1 TAUREKA/EMMA MRS 1.2 TAUREKA/RACHEL MISS
Day Month Year Infant DOB: *	Select Segment (blank for all):
<u>Add Infant +</u>	Clear Entry

4. Select Add Infant > select OK

Infant information is updated at the top of the pop up window **Notes**: Infant's pacifier indicates the infant is associated to the adult passenger

PX 0275 V	KVG - POM 13AUG 0550-08	315 1 HK027E	2.12 0302131300333 MORE/E
⚠	Reprice the itinerary?		
	Yes 🔶	No	<u>C</u> ancel

Reprice the itinerary popup window displays

Reference Guide-Sabre Reservation & Ticketing Airport Interact

- 5. Select NO
- 6. Select PRICING main tab
- 7. Select PRICE & RETAIN

Price Itinerary window displays

Air Niugini		F1	F2	F3	F4	F5	F6	F7
S Pricing	1	Flights	Check-In	Boarding	Operations	Seats	Reservations	Pricing
Price & Retain Shift + F1	-							[
Display Fare Shift + F2								1
Change Class Shift + F3	Price Itiner			_				x
Delete Fare Shift + F4	> P	rice Itinera	-					
Change Fees Shift + F5		Price Iti C <u>R</u> ebook Lowest Price Current Iti		ns: *		enger Type ional Optior		
		○ Price <u>L</u> owest Av ○ Searc <u>h</u> Lowest						
Mask Selection Shift + F7		C Link Price Quote Unlink Price Qu Reactivate Price	ote					
	(Bargain Finder I	Plus					
Res / TTL Shift + F9	([©] <u>M</u> anually Retain	Fare					
Agent Pricing Shift + F11	_							
Ticketing Shift + F12		<u>0</u> K					<u>C</u> ancel	

- 8. Select PRICE CURRENT ITINERARY
- 9. Select ADDITIONAL OPTIONS

Additional Pricing Options screen displays

- 10. Select NAME SELECTION Select NAME(S) screen displays
- 11. Highlight Infant nameSee Fi

See Figure 101 (Next page)

Additional Pricing Options					
Additional Pricing Op	otions				
Select Option(s):					
□ <u>A</u> ccount Code					
□ <u>B</u> ack Date					
Command Pricing					
Commission Percent					
Commission Amount					
□ Co <u>r</u> porate ID					
Currency	Select	Name(s)		_	
□ <u>F</u> orce No Break		Select N	ame(s)		
□ Forc <u>e</u> Connection		Number	Name		
⊢ Force Stopo <u>v</u> er		1.1	TAUREKA/EMMA MRS TAUREKA/RACHEL MISS		•
✓ Name Selection	•	2.1	TAUREKA/TRACY - INF	-	-
⊡ Nullify <u>D</u> ate					
□ <u>P</u> assenger Type					
□ Sales Indicator					
□ <u>S</u> egment Selection					
□ Ta <u>x</u> Exempt Override					
□ <u>W</u> ithout Restrictions					
21					
<u>O</u> K	N	ОК		Cancel	
	-				

Figure 101

- 12. Select OK on the Select Name(s) screen
- 13. Select OK on the Additional Pricing Options screen

Sabre displays the **PRICE ITINERARY** window

14. Select OK

PRICE QUOTE window displays

Quote	ote					
11100 444	010					CO/O/IVE
			52.00 PG	(
Summary						
Psgrs	Base F	are	+ Taxes/	ees/Charges =	Total	
1 INF	52	.00 PGK	+	0.00	52.00 PGP	C C
				-		_
42/					HACE/	
Details 🖃	Rul <u>e</u> s 🛨	<u>F</u> are Des	cription 🛨	<u>B</u> aggag	e Info 🛨	
						<u></u>
BASE F	ARE EQUIV AMT	TAXES/FEES	/CHARGES	TOTAL		
1- 52.00F	PGK	0.00		52.00PGK		
хт						
VALID	ON PX SVCS/SAVE	R				
INF-1 VYV	3/IN90					
REQUIRES A	CCOMPANYING ADT	PASSENGER				
	EQUIRES ACCOMPAN CARRIER SPECIFI		PASSENGER			
	NCE -KVGPOM-					
KVGPOM-NIL	/PX					
CARRY ON C	HARGES					Ŧ
Save	🔶 Save & Sho		Re-Price			Cancel
<u>-</u>	- Su <u>r</u> e a ona	-				

15. Select SAVE

Sabre response:



- 16. Depress CTRL E on the keyboard
- 17. Enter Received from box (Name of the passenger adding the infant)
- 18. Select Redisplay PNR
- 19. Select OK

Reservation redisplays with infant Price quote in the TICKETING/PRICING field of the reservation

TICKET ISSUANCE FOR INFANT



- 20. Select TICKETING (main tab)
- 21. Select ISSUE TICKET (sub tab)

Reference Guide-Sabre Reservation & Ticketing Airport Interact

Ticketing Options window displays

22. Select ISSUE TICKETS

Issue Ticketin window displays

*PQ PRICE QUOTE RECO PQ 1 P1ADT/1C04	RD - DETAILS	Trip S CTRL+ALT+T to Record Local MTDKUR
PGK518.00 XT 11.40GC 11.40GC 11.40I9 11.40I9 ADT VYV3 KVG PX POM518 00PGK518 00END	AXES/FEES/CHARGES TOTAL 127.10XT PGK645.10ADT 11.40NX 11.40NX 6.90UN 51.80UN	Names 1.1 TAUREKA/E 1.2 TAUREKA/F 2.1/1 TAUREKA/F Phones POM 3273319-/
Issue Ticket Form of Payment:* CREDIT CARD	Select Name(s)	VG I 50 - AB I
Icketless Print Docur Price Quote: * Endorsement: * Name Selection * Additional Options * End Transaction After Ticketing * End and Redisplay PNR After Ticketing	Number Name 1.1 TAUREKA/EMMA MRS 1.2 TAUREKA/RACHEL MISS 2.1 TAUREKA/TRACY - INF	
ŌK	QK	Det POI 515; AMR 515; HEL1

- 23. Select FORM OF PAYMENT dropdown menu > Select CREDIT CARD
- 24. Select NAME SELECTION option

Select Name(s) window displays

- 25. Highlight infants name > Select OK
- 26. Select OK on the ISSUE TICKET window

Print Documents:	No Printed Documents	•
<u>Multiple Price</u>	Quotes & Names	
WTH 1TAUREKA	EMMAMRS TE6562	151580553
ing		
r Ticketing		
	ing	

Noted: Price quote for the infant auto populates

27. Enter card details

Form o	f Payment: Credit Card						×
>	Form of Payment:	Cre	edit Caro	ł			
	Credit Card Type:	*	BANK SOUT	H PACIFIC	0	▼	
	Credit Card Number:	*	6013025556	664447			
	Expiration Date: (MM / YY)	*	03 / 22				
	Approval Code:		1212		CSC Number:		
	Cardholders name:	*	TONY TAU	JREKA		•	F
	<u>O</u> K	<u>\</u> ppro	oval		<u>C</u> anc	el	

28. Select OK

Reservation displays

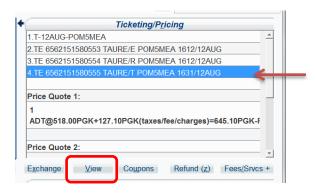
<u>N</u> ames	Edit Names Seats					
1.1 - TAUREKA/EMMA MRS @ CKIN CKIN 🖗						
1.2 - TAUREKA/RACHEL MISS @ 🗳 CHLD	Spec Reguests					
2.I - TAUREKA/TRACY - INF OSI	Travel Docs (<u>w</u>)					
	<u>1</u> -Find <u>2</u> -Enroll <u>3</u> -Inp					
ltinerary	Ticketing/P <u>r</u> icing					
Fit CIs From-To Date Times Stp Nbr	1.T-12AUG-POM5MEA					
DEPX 0275 V KVG - POM 13AUG 0550-0815 1 HK02/E	2.TE 6562151580553 TAURE/E POM5MEA 1612/12AUG					
Dur:1.65 hrs, 662 mls Thursday	3.TE 6562151580554 TAURE/R POM5MEA 1612/12AUG					
	4.TE 6562151580555 TAURE/T POM5MEA 1631/12AUG					
	Price Quote 1:					
	1 ADT@518.00PGK+127.10PGK(taxes/fee/charges)=645.10PGK-F					
	Price Quote 2:					
Add Change Rebook Delete Flt Info More	Exchange <u>View</u> Coupons Refund (z) Fees/Srvcs					
Contact/Address Info	Remar <u>k</u> s/Facts					
POM3273319-A POSTPNG KONE PX AGNT ESTHER	2. H-CARD-BANK SOUTH PACIFIC*******6668					
W ¥EAGI@AIRNIUGINI.COM.PG¥(1.1-TAUREKA/EMMA MRS)	3. H-CARDHOLDERNAME-TONY TAUREKA 4. H-CARD-BANK SOUTH PACIFIC*******4447					
¥EAGI@AIRNIUGINI.COM.PG¥(1.2-TAUREKA/RACHEL MISS)	5. H-CARDHOLDERNAME-TONY TAUREKA					
	D PX Facts					

Take note of the card approval and SSR/OSI infant information in the Remarks/Facts field of the reservation

Remar <u>k</u> s/Facts
) PX Facts
PX SSR CHLD PX HK1/09FEB17
.2-TAUREKA/RACHEL MISS) PX SSR ADTK /TO PX BY 14AUG20 1700 POM 14AUG20 1700 POM OR V
PX SSR TKNE PX HK1 KVGPOM0275V13AUG/6562151580553C1 .1-TAUREKA/EMMA MRS)
PX SSR TKNE PX HK1 KVGPOM0275V13AUG/6562151580554C1 .2-TAUREK4/RACHEL MISS)
PX SSR CKIN /NSCL ID7894 NN1 .1-TAUREKA/EMMA MRS)
PX SSR CKIN /CHK VALID ID AND APTF NN1 .1-TAUREKA/EMMA MRS)
PX SSR INFT PX 275V13AUG/TAUREKA/TRACY/12DEC19 NN1 .1-TAUREKA/EMMA MRS)
PX OSI PX INF LI-ITAUREKATRACY)
PX SSR TKNE PX HK1 KVGPOM0275V13AUG/INF6562151580555C1 .1-TAUREK4/EMMA MRS)

View the infant E-ticket

29. Highlight infant ticket and Select VIEW



INFANT VCR is displayed

)∍V	'irtu	al C	oup	on	Reco	rd							
	N	lumb	ber:	65621	5158055	5		Nam	e: TAUR	EKA/TRACY			
Nbr of Cpns: 1 Created: 20JUL20 Issued: 12AUG20 PNR: MTDKUR Type: INF										ype: INF			
Nbr	Ibr Cx Al Fit Cl Dep Frm_ To_ Time				Bk St	Fb	Stat	FF	bags				
1		PX	275	V	13AUG	KVG	POM	0550	NS	VYV3/IN90	OK		10K
										FCMI: 0	Tax Info	🔹 EXP	
	Info												_
			52.0	0						Total: PG	K 52.0	D	
	Calc		0PGK	50.005									
Form	n of I	Payn	nent		4447 Ex	p-XXXX A	Auth-121	12 Z					
leei		124110	320 at l	POMC	T by PO								
					· ·		VER /T	VLN WTH	1TAUREK	A/EMMAMRS	TE6562151	580553	
		Т	our:										
	R	ema	rks:										
											Print	5	
<u>0</u> K		Mo	dify	<u>E</u> xcl	nange			<u>R</u> efund	Contr	o <u>l</u> P <u>N</u> F	R <u>H</u> is	tory	<u>C</u> ancel

30. Select CANCEL to return to the Check in Passenge List window

F1 Flights	F2 Check-In	F3 Boarding	F4 Operations	F5 Seats	F6 Reservations	F7 Pricing	Tick
Passenger	List					P	<pre>K Flight</pre>
-		18AUG					
L <u>i</u> ne(s): 1 or Rloc:	C <u>h</u> eck-In		2assenger Details	Na <u>m</u> e Not on List	<u>G</u> roup C	heck-In	
OF RIDE:	Bag <u>T</u> ags	B	oard Pass	Offload	Chg	<u>S</u> eat	А
Sort By				Freg Flyer	Travel	Docs	
v							1 1
					Similar Na		2 📮
<u>N</u> br Last Name	First Name	Grp	To C Seat Bo		Edits	TS	Α
1 LINDSAY	NANCY MS			📜 😽 F IFET ETI		F	3 👼
AE - PX 0146/POMLAE/	TS/HD/QTY-1						4 📮 5 📮
							6
							7
							8 📮
							9 📮
							10 📮
							11 📮
							12 🖀
							13 🞇
							14 📮
							15 📮
							16 📮
							17 🔲
							18
							19 별
							20 📮
							21
							21 8
	1		1				
Reservation	Add/Rm Edits	<u>V</u> CR	New List	Print/Er	mail/E <u>x</u> pt	<u>C</u> ancel	
br Last Name	First I	Name	Gi		Seat Bgs		

N	br Last Name	First Name	Grp	То	С	Seat	Bgs	Edits	тз
	1 LINDSAY	NANCY MS	AB2	LAE	т		0		F
	AE - PX 0146/POMLAE/TS	HD/QTY-1							

On the Passenger List notice the infant pacifier

Now you can complete the Check in process

22 EMD DISASSOCIATION

When do I disassociate an EMD-A coupon from an E-ticket flight coupon?

Before you check in the passenger and at the time when the passenger requests that he/she will no longer be travelling with the associated ancillary.

E.G. Prepaid seats, prepaid baggage

Ensure to adv the customer, EMD is valid for 1 year from the date of issue and the ancillary is non-refundable and non-exchangeable.

Refer customer back to concerned Sales office, so that passenger is able to use for the same route.

Steps on how to disassociate, see below

Code	Description
BG	Baggage
GT	Ground Transportation and Non Air Services
IE	In Flight Entertainment
LG	Lounge
MD	Medical
ML	Meal / Beverage
PT	Pets
UN	Unaccompanied Travel
SA	Pre-reserved Seat Assignment
99	Miscellaneous Sales

Additional ancillary codes include:

CHECK LIST

Before checking in a passenger:

- > Check if an EMD has being issued for the passenger/s at Point of Sale
- ➢ Is there an Electronic ticket issued for the itinerary?
- > Can you find the required ancillary from the PNR?
- > Check the type of EMD issued whether it is a Standalone or Associated EMD
- > Is the ancillary item confirmed and with a fully paid status (HI)?
- > Ensure FOID is valid and presented

SCENARIO - EMD AND VCR DISASSOCIATION AT COUPON LEVEL

Passenger checks-in PX100 POMLAE 13FEB and passenger list indicates that he/she has purchased ancillary for baggage. EMD-A issued at Point of Sale.

Re-confirm with passenger wether he/she will be travelling with excess baggage paid at the Sales office.

Where passenger decides he/she will NOT carry any excess baggage (Prepaid baggage) and will cancel, do the needful in order to disassociate the required EMD coupon from the valid E-ticket coupon.

Retrieve PASSENGER LIST

Identify passenger name and any relevant information, such as SSR, EMD, OSI, REMARKS

Passenger list displays.

Since passenger has purchased prepaid baggage at Point of Sale, you will now dissociate the EMD coupon 1 from the VCR coupon 1

> Passenger	List								
🍈 PX 100 DEP	FROM POM ON 13F	EB AT 610							
Line(s): 2 or Rioc:	C <u>h</u> eck-In		Passer Detai				Na <u>m</u> e Not on List		Group Check-In
or Rioc:	Bag <u>T</u> ags		<u>B</u> oard F	ass			O <u>f</u> fload		Chg <u>S</u> eat
							Freg Flyer	ī	Travel Docs
Sort B <u>y</u>	-					_	,	-	
1	_						All Pa	asseng	gers: Count=J, W-4
<u>N</u> br Last Name	First Name	Grp	То	с	Seat	Bgs	Ē	Edits	т s
1 GOLD	GINGER		LAE	W-X		0	FF GLD ETO DAA FQTR		F
2 TANGO AE - PX 0100/POML	JULIET MS .AE/BG/HI/QTY-1/USED-0/EM		LAE //C01			0	FETI		F
3 GOLZLBHTUIM AE - PX 0100/POML	GOLZLBHTUI	GNMENT/EMD-6561	LAE 500042		3A :01✔	0	YV PRCH ETI		F
4 TAAVMUJZCGS	TAVMUJZCG AE/SA/HI/QTY-VSEAT ASSIG		LAE		3B	0	YV PRCH ETI		F
	ALISA HINGTI- YOLAT ASSIG	514ME1417EMD-0301	30004	5045/0	,0 I¥				
				_		_			
	E	MD Issue	d 65	561	500	045	5019C01		
		,	\/	۸nc	illar	.,			
			1L-/	-110	mai	У			
		B	G=B	AG	GAC	GE			
<u>R</u> eservation	Add/Rm Edits	VCR			New <u>L</u> i	st	Print/Email	/E <u>x</u> pt	<u>C</u> ancel

Select **RESERVATIONS** button

Sabre takes you to the Reservation display

On the reservation display, the **TICKETING/PRICING** field will indicate the E-ticket and EMD issued.

Since passenger is travelling POMLAE select line number 3. See below

Reservation - NBYRCD	Edit Names
1.1 - TANGOUULIET MS 🕻 🔞	Seats Infant Spc: Reguests Travel Docs (<u>w</u>) Profile/FF LFinol 2-Enroli
Itinerary	Ticketing/Pricing
Fit Cls From-To Date Times Stp Nbr 1 >> PX 0100 > POM-LAE 13FEB 0810-0655 0 HK01 /E Dur 4 8 m, s20m Weatheader 2 > YK 09001 T LAE - POM 20FEB 1630-1730 0 HK01 /E L Dur 1 ms, 302 mb Wedmader 20FEB 1630-17730 0 HK01 /E	17-12FEB-POMINEA 216 65825040235 TANGOU POMINEA 1434/12FEB (1.1-TANGOUULIET MS) 31E 6581500045020 TANGOU POMINEA 143612FEB - BG 41E 6581500045020 TANGOU POMINEA 143612FEB - BG Price Quote 1: 1 ADT@659.00PGK+2 6.40PGK[taxesfee:charges]=875.40PGK;FB:VYV2/TYV2 Total: 659.00PGK+216.40PGK tax]=675.40
Add Change Rebook Delete Fit Info More	Exchange View Coupons Refund (2) Fees/Srvcs
Contact/Address Info	Remarks/Facts
POM3273319-A SALES ESTHER Q50	Ancillaries Exist - Use Fees/Svcs to view or sell more.
POM72981213-M 1.1 TANGO/JULIET MS	PX Facts
WEAGI@AIRNUGINLCOM.PGW(1.1-TANGO/JULIET MS)	1. PX SSR TKNE PX HK1 POMLAE0100V13FEB/6562150492335C1 (1.1-TANGO/JULIET MS)
Received From - P on 11FEB19 at 2221:MEAPOM; PX POM CT 2239003 QK PNR History More_ Ticketin	Classic PNR Bag Info () Cancel
1.T-12FEB-POM5MEA	<u></u>
2 TE 6562150492335 TANGO/ I POM5MEA 1434/1	
3.TE 6561500045019 TANGO/J POM5MEA 1436/1	2FEB - BG
4.TE 6561500045020 TANGO/J POM5MEA 1436/1	2FEB - BG
Price Quote 1:	
1 ADT@659.00PGK+216.40PGK(taxes/fee/charg	es)=875.40PGK-FB:VYV2/TYV2
Total:	
659.00PGK+216.40PGK(tax)=875.40	

Select VIEW on the PRICING/TICKETING tab

EMD receipt is displays

► Ele	ectro	nic Misc	ellaneous l	Document	(EMD)						
EMD N	umber	: 656150004	5019	Name: TANGO	JULIET MS	PNR:	NBYRCD				
Nbr of	Cpns:	1 E	MD Type: A	Issued:	Issued on 12FEE	at POM					
NBR	AL	ROUTE		DESC	ASSOCIA	ED VCR	ASSOC	QTY	STAT	[
	PX		UPTO100LB/45KG -		656215049233		A	1	OK		
						1					
Fare I	nfo:				/						
Ba	ase: PO	GK 486.30	Equiv	/:	Taxe	s: PGK	48.70		Total: PO	GK 535.0	0
Value	Calc:										
POI		AE486.30PG	K486.30END								
	of Pay P: CASH	ment: H PGK 535.	00		/						
lssi Miscel			PEB at POM		/						
Fee	over	ride: N	Consumed	: T ao	x Exempt: N	Ref	undable:	N			
Rer	narks:										
End	lorse/F	Restrict: VAL	LID PX SVC ONI	Y/NONREFUN	DABLE/NONEXC	HANGABI	LE				
Ref	erence	ed to Docun	nent: TE 6562'	150492335							Print
<u></u>	K	Mod	lify 🔶	/	<u>R</u> efund		<u>H</u> istory		P <u>N</u> R		<u>C</u> ancel

The Association status displays A and associated to a VCR

You will now disassociate the EMD coupon 1 POMLAE from the VCR coupon 1 POMLAE

Select MODIFY button at the bottom of the EMD display

Modify EMD window displays

EMD number is auto populated- Select Disassociate from VCR

Select OK

Electronic Miscellaneous Do	cument (EMD)
	ne: TANGO/JULIET MS PNR: NBYRCD
Nbr of Cpns: 1 EMD Type: A	Issued: Issued on 12FEB at POM
NBR AL ROUTE DES 1 PX POM-LAE UPTO 100LB/45KG - BAC	
Fare Info: Base: PGK 486.30 Equiv:	Modify EMD
Value Calc: POM PX LAE486.30PGK486.30END	EMD Number: * 6561500045019
Form of Payment: FOP: CASH PGK 535.00	C Reassociate to VCR
Issued: Issued on 12FEB at POM Miscellaneous Info: Fee Override: N Consumed:	Disassociate from VCR Disassociate from VCR Dipdate EMD Remark
Remarks: Endorse/Restrict: VALID PX SVC ONLY/	C Delete EMD Remark
Referenced to Document: TE 6562150	Print
OK Modify	QK <u>Cancel</u> <u>Cancel</u>

Disassociate EMD FROM VCR window displays

EMD Number and Ticket number auto populate

Enter EMD Coupon number/s and VCR Coupon number/s

Select OK

MD Number: 6561500			: NBYRCD			
br of Cpns: 1	EMD Type: A Issued	: Issued on 12FEB at PON				
NBR AL ROUTE	DESC	ASSOCIATED VCR	ASSOC	QTY	STAT	
PX POM-LAE	UPTO100LB/45KG - BAGGAGE	6562150492335 / 1	A	1	ОК	
Fare Info:						
Base: PGK 48 Disa	associate EMD			83	otal: PGK	\$ 535.00
Value Calc:					1	
	Disassociate EMD	from VCR				
POM PX LAE486	EMD Num	per: * 6561500045019		-		
Form of Payment						
FOP: CASH PG	Ticket Numb	oer: * 6562150492335				
	EMD Coupon Numbe					
Issued: Issued	EMD Coupon Numbe	ers: * 1				
liscellaneous Info	VCR Coupon Numbe	ers: * 1				
Fee Override: 1						
Remarks:						
Endorse/Restri	QK		Cancel			
Lindorsentestri				_		
Referenced to Doc	ument: TE 6562150492335					
						Print (*******)

Sabre response with below message;- Select OK

F 10 11 23 45	Ţ) ^{em}	ID Disasso	ciated Successfully.	<u>0</u>	1K					I
		umber	: 656150004		NGO/JULI		: NBYRCD				
	NBR	AL	ROUTE	DESC		ASSOCIATED VCR	ASSOC	QTY	STAT		
ŀ	1	PX	POM-LAE	UPTO100LB/45KG - BAGGAGE		6562150492335 / 1	D	1	OK		
	Fare li	nfo:									
	Ba	se: PO	GK 486.30	Equiv:		Taxes: PGK	48.70		Total: PG	GK 535.00	
	Value	Calc:									

Select HISTORY button at the bottom of the EMD display

EMD display window displays

See the history with the entry of disassociating the EMD coupon and VCR coupon and the OAC,time/date the transaction took place.



On the EMD display, select PNR/OK to return to the reservation display

		Names	Edit Names
1.0			Seats
1 - TANGO/JULIET MS 🖥 🥨			Infant
			Spec Reguests
			Travel Docs (w)
			Profile/FF
			1-Find 2-Enroll 3-II
	ltinerary		Ticketing/Pricing
Fit Cls From-To	Date Times	Stp Nbr	1.T-12FEB-POM5MEA
PX 0100 V POM - LAE	13FEB 0610-0655	0 HK01/E	2.TE 6562150492335 TANGO/J POM5MEA 1434/12FEB (1.1-TANGO/JULIET MS)
ur.0.45 hrs, 202 mls Wednesday			3.TE 6561500045019 TANGO/J POM5MEA 1436/12FEB - BG 4.TE 6561500045020 TANGO/J POM5MEA 1436/12FEB - BG
PX 0901 T LAE - POM	20FEB 1630-1730	0 HK01/E	
ur.1 hrs, 202 mls Wednesday			Price Quote 1:
			1 ADT@659.00PGK+216.40PGK(taxes/fee/charges)=875.40PGK-FB:VYV2/TYV2
			Total:
			659.00PGK+216.40PGK(tax)=875.40

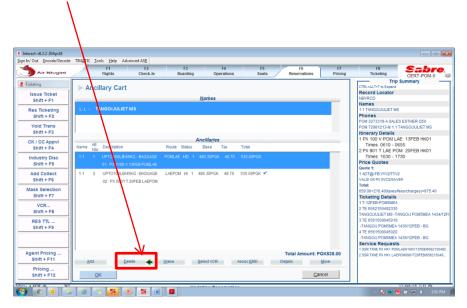
Select FEES/SVCS on the TICKETING/PRICING field

Sabre takes you to the Ancillary Cart.

Ancillary cart is displayed. You will notice the ancillary (AE 1) prepaid baggage POMLAE has status indicated at HD. This is because the EMD cpn1 and VCR cpn1 have being disassociated.

As this ancillary is not required by the passenger, we will now delete the said ancillary from the cart.

Select DELETE



You will now notice that AE 1 (Ancillary 1) has been removed from the cart. Only coupon 2 of the EMD remains.

Select CANCEL

► Ancillary Cart		
<u></u>	<u>N</u> ames	
1.1 - TANGO/JULIET MS		
	Ancillaries	
Name AE Description	Route Status Base Tax Total	
1.1 1 UPTO100LB/45KG - BAGGAGE	LAEPOM HI 1 486.30PGK 48.70 535.00PGK 🖌	
02 : PX 0901 T 20FEB LAEPOM		
Add Delete 🔶	Waive Select VCR Assoc EMD Details	Move
<u>0</u> K		<u>C</u> ancel

Select CHECK-IN tab, sub tab - PSGR LISTS

Enter required information and enter BY LAST NAME(S)

Select OK

Air Niugini	F1 F2 F3 F4 F5 F6 F7 Flights Check-In Boarding Operations Seats Reservations Pricing	F8 Ticketing CERT-POM-5
🍠 Check-In	Display Passenger Lists	CTRL+ALT+T to Expand
Check-in Shift + F1	Flight * PX 100 Date: 13 February - From: POM To: Class:	Record Locator NBYRCD Names
Psgr Lists Shift + F2	By Last Name(s): * TANGO	1.1 TANGO/JULIET MS Phones
Psgr Details Shift + F3	By List Type: C With Boarding Pass (XBP) C With Boarding Pass (XBP) C With Boarding Pass (XBP) C Not at Anorot. With Boarding Pass (XAA/BP) C Not at Anorot. With Boarding Pass (XBA/BP) C Not Anorot. With Boarding Pass (XBA/BP) C Not Anorot. With	POM 3273319-A SALES ESTHER 050 POM 72981213-M 1.1 TANGOUULIET MS Itinerary Details
Up/Downgrade Shift + F4	C With Bag Tags and Not Onboard (BT/XON) C At Airport and Not Onboard (AAXON)	1 PX 100 V POM LAE 13FEB HK01 Times: 0610 - 0655 2 PX 901 T LAE POM 20FEB HK01
Boarding Pass Shift + F5	C With Outbound Connections (0B) C With Inbound Connections (IB) C Confirmed Revenue (RV)	Times: 1630 - 1730 Price Quotes Quote 1:
Standby Shift + F6	C With Seat or Boarding Pass but Not Onboard (B⊻ LIST) C With Bag Tag(s) (z) ▲ Al Passengers (Q)	1 ADT@-FB:VYV2/TYV2 VALD ON PX SVC5/SAVER Total
Bag Tags Shift + F7	AA-Passengers At Airport	659.00+216.40(taxes/fees/charges)=875.40 Ticketing Details
EDIFACT Shift + F8	AC-Add Collect XAC-Vithout Add Collect AE-Ancillaries XAE-Without Ancillaries XAE-Without Ancillaries × XAE-Without XAE-Without Ancillaries × XAE-W	1 T-12FEB-POM5MEA 2 TE 6562150492335 TANGO/JULIET MS -TANGO/J POM5MEA 1434
Mask Selection Shift + F9	and C having at least of the selected options (ARD) C having at least of the selected options (OR)	3 TE 6561500045019 -TANGOU POM5MEA 1436/12FEB - BG 4 TE 6581500045020
CSA Shift + F10	Edits:	-TANGOU POM5MEA 1436/12FEB - BG Service Requests
Check-In Hist Shift + F11	Sort By (J): Print / Email List	1 SSR TKNE PX HK1 POMLAE0100V13FEB/8562150- 2 SSR TKNE PX HK1 LAEPOM0901T20FEB/85621504
Flight Details Shift + F12	OK Pregious List Reservations Cancel	

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AFTER YOU DISASSOCIATED

Passenger Li 100 DEP FROI Line(s): 1 or Rioc:	st M POM ON 13FEB Check-in Bag Iags	<u>P</u> asser Detai <u>B</u> oard F	s		Na <u>m</u> e Not on List O <u>f</u> fload	Group Check-In Chg Seat
Sort By	Ĩ				Fre <u>q</u> Flyer	Travel Docs
<u>N</u> br Last Name						
1 TANGO AE - PX 0100/POMLAE	JULIET MS /BG/HD/QTY-1/USED-0	LAE	V	0	F ETI	F

EMD has being Disassociated

BEFORE YOU DISASSOCIATED

Line(s): 2	Ctjeck-In	1	Eason Oeta			1	Name Net on List	Group Check-It
or Rioc:	flag jags	1	Bred	Pass			Offeed	Chg Seat
Sort By		5 m					Tring Plyint	Travel <u>D</u> oce
	-							
	1						All Passe	ngers: Count=J, W
p Lat None	Post Name	59	Ťu	¢	Seat	Rept 1	All Passe	ngers: Count=J, W

EMD Associated

Notice the difference at the time you displayed the passenger list and after you have disassociated.

You can now check in the passenger and complete process.

ditional Options			1
Additional Options			
	Nbr of Weight Bags	Seat Gender: Priority Code	Seniority Date
1-TANGO, JULIET MS		* FEMALE ·	
□ Need Special Bag Tags	Damaged, Vol.	Separation, Pets, Selectee, etc.	
<u>O</u> K			<u>C</u> ancel
SHILL T F 12			

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23 APPENDIX I - AIR NIUGINI CENTRAL RESERVATIONS CONTROL (CRC) CONTACTS

The information grid below will guide you to contact the team responsible on issues pertaining to operational disruptions and Sabre PSS (Passenger Services Systems) applications.

Support Group	Operating Hours		Contact Details	Business Nature
		Internal	3628	IROPS (Irregular OPS)
		Direct	3273 628	Adhoc Schedules
		International	(+675) 3273 628	Charter Schedules
CRC Commercial (1 st Level Helpdesk)	0400-2100 daily			Passenger reaccomodation
neipuesky				Queue Management
				GDS Support
		E-Mail	psshelpdesk@airniugini.com.pg	Codeshare support
		Internal	3780	E-Ticket Queries
CDC On another a (15t Laure)	0400-2100 daily	Direct	3273 780	IET Queries
CRC Operations (1 st Level Helpdesk)				IBE Queries
Telpuesky		International	(+675) 3273 780	Queue Management
		E-Mail	psshelpdesk@airniugini.com.pg	EMD Queries
		Internal	3846	SSCI (Check-in System)
Traffic Systems and	0800-1700	Direct	3273 846	Load Manager
Compliance (Departure	(Mon-Fri)	International	(+675) 3273 846	
Control Systems)	(E-Mail	POMTSPX@airniugini.com.pg	
			POMTZPX@airniugini.com.pg	

IMPORTANT NOTICE: CRC group mail address (<u>crc@airniugini.com.pg</u>) includes both RES and DCS specialist team and will only respond to you after the issue is logged with PSS Helpdesk.

24 APPENDIX II- QUICK REFERENCE GUIDE – SABRE INTERACT RESERVATION/PNR (PASSENGER NAME RECORD) HISTORY CODES

THE FOLLOWING IS A PARTIAL LIST OF ACTION CODES AND THEIR MEANINGS AS THEY APPEAR IN THE PNR HISTORY:

¥

¥

- XS CANCELLED SEGMENT
- AS ADDED SEGMENT
- MS MODIFIED SEGMENT
- SC SCHEDULE CHANGE/SEGMENT CHANGE
- X8 CANCELLED TIME LIMIT
- A8 ADDED TIME LIMIT
- X7 CANCELLED TICKETING FIELD
- A7 ADDED TICKETING FIELD
- AT ACTUAL TICKET
- XW CANCELLED PASSENGER ADDRESS
- AW ADD PASSENGER ADDRESS
- X40 CANCELLED HOST OSI
- A40 ADDED HOST OSI
- X4S CANCELLED HOST SSR
- A4S ADDED HOST SSR
- X3S CANCELLED OA SSR
- A3S ADDED OA SSR
- X30 CANCELLED OA OSI
- A3O ADDED OA OSI
- XN CANCELLED NAME
- AN ADDED NAME
- X4G* CANCELLED PRE-RESERVED SEATS (BOARDING PASS ISSUED)
- X4G CANCELLED PRE-RESERVED SEATS (NO BOARDING PASS ISSUED)
- A4G ADDED PRE-RESERVED SEATS
- M4G MODIFIED PRE-RESERVED SEATS
- AFF ADDED FREQUENT TRAVELER FIELD NUMBER
- XFF CANCELLED/CHANGED FREQUENT TRAVELER NUMBER FIELD

- AFT ADDED FREQUENT TRAVELER UPGRADE FIELD INFORMATION
- XFT CANCELLED/CHANGED FREQUENT TRAVELER UPGRADE FIELD INFORMATION ¥
- X5H CANCELLED HISTORICAL REMARK
- A5H ADDED HISTORICAL REMARK
- X5F CANCELLED FORM-OF-PAYMENT REMARK
- A5F ADDED FORM-OF-PAYMENT REMARK
- X9 CANCELLED/CHANGE PHONE NUMBER
- A9 ADDED PHONE NUMBER
- R- RECEIVED FROM FIELD

ELECTRONIC MISCELLANEOUS DOCUMENT (EMD) FIELDS:

- AAX ADDED EMD ITEM
- UAX UPDATED EMD ITEM
- XAX DELETED EMD ITEM

NOTES:

- *- IF A PNR HAS HISTORY, AN ..H.. WILL APPEAR IMMEDIATELY FOLLOWING THE PNR RECORD LOCATOR IN THE SIGNATURE LINE OF THE PNR.
- *- PNR HISTORY IS STORED WITH THE MOST CURRENT CHANGES APPEARING AT THE TOP OF THE DISPLAY.
- *- THE TIME/DATE STAMP (SIGNATURE LINE) FOR EACH ITEM IN PNR HISTORY REFLECTS SABRE ¥ CENTRAL PROCESSING TIME (IN THE U.S. ¥ CENTRAL TIME ZONE).
- *- WHEN AN * (ASTERISK) DISPLAYS NEXT TO A CANCELLED FACTS ITEM, THIS INDICATES THAT THE FACTS ITEM WAS CANCELLED INDIRECTLY - BECAUSE THE ASSOCIATED PASSENGER NAME WAS DELETED.
- *- PNR ITINERARY HISTORY REFLECTS BOTH THE EFFECTIVE DATE OF A SCHEDULE CHANGE AND THE DATE THAT THE SCHEDULE CHANGE WAS RUN. EXAMPLE: R-SC.REAC.E01AUG12 22JUL12

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01AUG12 = THE DATE THE SCHEDULE CHANGE BECAME EFFECTIVE 22JUL12 = THE DATE THE SCHEDULE CHANGE WAS RUN