Electronic Miscellaneous Document -Associated to an ETKT(EMD-A).

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Facilitator,

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What can be sold via Air Extras -EMDA?

Baggage
Pre-purchased bag fees, checked bags, sporting equipment.

Ground Transport
Shuttle services, limousine services

Meals
Inflight meals, snacks, drinks

Lounge Access
Access to carrier lounges at airport

Seats
Pre-assigned Seat Assignment, premium seats

Medical
Wheelchair, Oxygen

Pets
Pet in cabin, Pet in hold, Pet carrier

Inflight Entertainment
Movies, Wifi connection

Unaccompanied Travel
Unaccompanied child

Sabre

CDS

✓ Display the carrier supports EMDA
✓ Control the EMD options

Format	WAEP*<2 letter carrier code>
Entry	WAEP*AY

```
WAEP*AY«
            AIR EXTRA FULFILLMENT ASSOCIATE PROFILE
AIRLINE -                        AY - FINNAIR

ELECTRONIC MISCELLANEOUS DOCUMENT

                                 EMD-A          EMD-S
STATUS -                    1S - ACTIVE         INACTIVE
                            1B - ACTIVE         ACTIVE
                            1F - ACTIVE         INACTIVE

MAX COUPONS PER EMD -        16
REFUND EMD -                YES
CANCEL REFUND EMD -         NO
AE TAXES ALLOWED -          YES

PERMITTED EMD INTERLINE CARRIERS
   NONE
```

Steps in Selling and Fulfilling Air Extras

➢ Create/Booking a PNR for EMDA

➢ Pricing for Air Extras - WPAE,WP*AE,WPAPR ¥ AE, WP*AE-BG/ML/IE

➢ Sell 1 AE from item number 1 with name - AE¥1A1 ¥N1.1

➢ Sell 2 AE from item number 1 with 2 names - AE¥2A1¥ N1.1,2.1

➢ Sell 2 AE from item number 1,4 with name - AE¥2A1,4¥N1.1

➢ Add SSR Messages Seg & Name 3PDBGA-1.1, 3PDBG1/TTL 10KG 1PC-1.1

➢ Display Air Extras in a PNR - *AE, *AES

➢ Issue AE TKT - W¥EMD*AE1¥APG¥FCASH¥ER

➢ Issue AE TKT - W¥EMD*AE1-4¥ACX¥FCASH¥ER

➢ **Remarks: BG**-Baggage, **ML**-Meal/Beverage, **SA**-PRS/Seat Assignments,
  IE- In Flight Entertainment, **UN**- Unaccompanied PSGR, **PT**- PET,
  LG- Lounge, **MD**-Medical, **GT**-Group Transportation.

Booking Process

❖ Create/ Booking a PNR

```
CIRIMU
 1.1PAMPLINA/JOJOMR  2.1TAN/PEARLYMS
 1 AY  82Y 30NOV 6 SINHEL HK2  2355  0620   01DEC 7
                                        /DCAY*26I2HF /E
 2 AY2353Y 01DEC 7 HELOUL HK2  0935  1105  /DCAY*26I2HF /E
OPERATED BY FLYBE LIMITED
TKT/TIME LIMIT
  1.TAW/
PHONES
  1.SIN 49548955/AIPL/JOJO
PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY
RECEIVED FROM - JOJO
D8I8.D8I8*AJP 0321/22OCT13 CIRIMU H
```

Booking Process

❖ Display Air Extras Fees – WPAE or WP*AE

```
WP*AE«
AIR EXTRAS                                                            ✓ Non-refundable
BG-BAGGAGE                              CXR  SEG/CPA            FEE
1   ADT-PRE PAID BAGGAGE               AY   1-SINOUL       103.70 N

IE-IN-FLIGHT ENTERTAINMENT             CXR  SEG/CPA            FEE
2   ADT-FUN PACK                       AY   1-SINHEL        19.10 X
3   ADT-VIDEO GAMES                    AY   1-SINHEL        17.30 X

PT-PETS                                CXR  SEG/CPA            FEE
4   ADT-MEDIUM PET IN HOLD             AY   1-SINHEL        57.20 X
                            Item number
SA-SEAT ASSIGNMENT                     CXR  SEG/CPA            FEE
--  ADT-SEAT ASSIGNMENT                AY   1-SINHEL        34.60 ¤
--  ADT-SEAT ASSIGNMENT                AY   2-HELOUL        13.90 ¤

ATTN* N SERVICE IS NONREFUNDABLE
ATTN* X FEE APPLIES TO THE ENTIRE UNIT OF TRAVEL
ATTN* ¤ INFORMATION ONLY - USE SEAT MAP TO BOOK/SELL
ATTN*NO AIR EXTRAS FOUND FOR - GT/LG/MD/ML/UN.
```

✓ Currently, AY is only selling pre-paid baggage ancillary service

Booking Process
❖ Sell an Air Extra entry

Format	AE ¥<No of services> Add < Item numbers>¥N<name item>
Entry	AE¥1A1¥N1,2

```
AE¥1A1¥N1,2«
ANCILLARY SERVICES
   1.PRE PAID BAGGAGE                  1.1 PAMPLINA/JOJOMR
      STATUS - HN1/REQUESTED
      AMOUNT - 103.70SGD
      TOTAL  - 103.70SGD
      FLIGHT - AY0082Y30NOVSINHEL
             - AY2353Y01DECHELOUL
      DOC/CF - * SEE *AETKT TO VIEW TKT INFO *
   2.PRE PAID BAGGAGE                  2.1 TAN/PEARLYMS
      STATUS - HN1/REQUESTED
      AMOUNT - 103.70SGD
      TOTAL  - 103.70SGD
      FLIGHT - AY0082Y30NOVSINHEL
             - AY2353Y01DECHELOUL
      DOC/CF - * SEE *AETKT TO VIEW TKT INFO *
```

Booking Process

❖ Enter SSR message - PDBG

Format	3PDBGA-<NAME ITEM> or 3PDBG<Seg number>-<NAME ITEM>
Entry	3PDBGA-1,2 or 3PDBG1-1.1

```
3PDBGA-1,2«*
6JOJO§ER«
CIRIMU
 1.1PAMPLINA/JOJOMR  2.1TAN/PEARLYMS
 1 AY  82Y 30NOV 6 SINHEL HK2   2355   0620    01DEC 7
                                            /DCAY*26I2HF /E
 2 AY2353Y 01DEC 7 HELOUL HK2   0935   1105   /DCAY*26I2HF /E
OPERATED BY FLYBE LIMITED
TKT/TIME LIMIT
  1.TAW/
PHONES
  1.SIN 49548955/AIPL/JOJO
ANCILLARY EXISTS *AE TO DISPLAY
PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY
GENERAL FACTS
  1.SSR PDBG AY NN2 SINHEL0082Y30NOV
  2.SSR PDBG AY NN2 HELOUL2353Y01DEC
RECEIVED FROM - JOJO
D8I8.D8I8*AJP 0321/22OCT13 CIRIMU H
```

End the PNR

Booking Process

❖Air Extra Status - HD

```
*AE«
ANCILLARY SERVICES
  1.PRE PAID BAGGAGE                    1.1 PAMPLINA/JOJOMR
    STATUS - HD1/PAYMENT REQUIRED
    AMOUNT - 103.70SGD
    TOTAL  - 103.70SGD
    FLIGHT - AY0082Y30NOVSINHEL
           - AY2353Y01DECHELOUL
    DOC/CF - * SEE *AETKT TO VIEW TKT INFO *
  2.PRE PAID BAGGAGE                    2.1 TAN/PEARLYMS
    STATUS - HD1/PAYMENT REQUIRED
    AMOUNT - 103.70SGD
    TOTAL  - 103.70SGD
    FLIGHT - AY0082Y30NOVSINHEL
           - AY2353Y01DECHELOUL
    DOC/CF - * SEE *AETKT TO VIEW TKT INFO *
```

Airline's system will return with HD Status

Display ticketing field for EMDA

Accounting Line

```
*PAC«
ACCOUNTING DATA
  1.  CX¥9756097758/ 194.04/    2156.00/  71.40/ONE/CA 1.1PAMPL
      INA JOJOMR/1/F/E
  2.  CX¥1810830262/   0.00/     100.00/   0.00/ONE/CA 1.1PAMPL
      INA JOJOMR/1/I/EMD
```

Ticketing Field

```
*T«
TKT/TIME LIMIT
  1.T-20NOV-D8I89AJP
  2.TE 1609756097758-AT PAMPL/J D8I89AJP 1332/20NOV*I
  3.ME 1601810830262-AT PAMPL/J D8I89AJP 1337/20NOV*S
```

Air Extra Status Codes

Status Codes	
HN	Holding Need
HK	Holding confirmed; no EMD required
HD	Holding confirmed; EMD required
HI	Holding confirmed; EMD issued (EMD can only be issued if the ticket is issued)

AE Booking　　　　A/L Response　　　　EMD Issuance　　　　EMD Void or Refund

HN ⟶ **HK / HD** ⟶ **HI** ⟶ **HD**

Cancel Ancillary Item

Format	AE¥X<ancillary item number>
Entry	AE¥X1

```
AE¥X1«*
AE ITEMS CANCELLED
*AE«
ANCILLARY SERVICES
  1.PRE PAID BAGGAGE                      2.1 TAN/PEARLYMS
    STATUS - HD1/PAYMENT REQUIRED
    AMOUNT - 103.70SGD
    TOTAL  - 103.70SGD
    FLIGHT - AY0082Y30NOVSINHEL
           - AY2353Y01DECHELOUL
    DOC/CF - * SEE *AETKT TO VIEW TKT INFO *
```

AE cannot be modified, must be cancelled

Other Cancel options

Entry	Description
AE¥X1,3	Cancel ancillary item 1 and 3
AE¥XALL	Cancel all ancillary items in PNR
AE¥XALL¥S2	Cancel all ancillary items associated with segment 2

System allows AE cancelation even after EMD issuance. EMD status is OPEN

Display Air Extra

Entry	
	* AE and *AES

```
*AE«
ANCILLARY SERVICES
  1.PRE PAID BAGGAGE                    1.1 PAMPLINA/JOJOMR
    STATUS  - HI1/FULFILLED
    AMOUNT  - 103.70SGD
    TOTAL   - 103.70SGD
    FLIGHT  - AY0082Y30NOVSINHEL
            - AY2353Y01DECHELOUL
    DOC/CF  - * SEE *AETKT TO VIEW TKT INFO *
  2.PRE PAID BAGGAGE                    2.1 TAN/PEARLYMS
    STATUS  - HI1/FULFILLED
    AMOUNT  - 103.70SGD
    TOTAL   - 103.70SGD
    FLIGHT  - AY0082Y30NOVSINHEL
            - AY2353Y01DECHELOUL
    DOC/CF  - * SEE *AETKT TO VIEW TKT INFO *
```

```
*AES«
ANCILLARY SERVICES
  1.PRE PAID BAGGAGE                    2.1 TAN/PEARLYMS
    GROUP    - BG                       SSR - PDBG
    RFIC     - C                        RFISC - 0AA
    EMD TYPE - 2                        WAIVE -
    ETKT     - * SEE *AETKT TO VIEW TKT INFO *
    REFUND   - N                        COMMISSION - N
    SEAT PDC -
    TRAVEL DATE - 01JAN80 TO 31DEC99 GUARANTEED - T
    PURCHASE BY - 23OCT13/1900          TKT - N
```

ETKT and EMD-A Record Display

✓ Associated ETKT number is updated in EMD display

```
WEMD*4«
ELECTRONIC MISCELLANEOUS DOCUMENT RECORD
INV:                        CUST:                        PNR:CIRIMU
EMD:105181081116 5    ISSUED:22OCT13    PCC:D8I8   IATA:99999992
NAME:PAMPLINA/JOJOMR                          FF:
NAME REF:                              TOUR ID:
FOP: CASH
CPN   A/L   BRDOFF   DATE    QTY           AIR EXTRA          STAT
1     AY    SINHEL   N/A           BAGGAGE                    OPEN
2     AY    HELOUL   N/A           BAGGAGE                    OPEN

CPN  SERVICE DETAIL
1    PRE PAID BAGGAGE
2    PRE PAID BAGGAGE


BASE AMT:EUR60.00                EMD TTL:SGD103.70
TAX AMT:                         EQUIV AMT:SGD103.70

SIN AY X/HEL AY OUL103.70SGD103.70END

ENDORSEMENTS/RESTRICTIONS:NON-REFUNDABLE/NON-EXCHANGEABLE

EMD TYPE:ASSOCIATED
ASSOCIATED ELECTRONIC TICKET NUM:1059756097740              ¥
MD«
CPN ASSOCIATION                                            ¥
ET CPN - EMD CPN
   1        1
   2        2
```

Display EMD Audit Trail

Description	Format	Entry
Display current date	DQB*EMD	DQB*EMD
Displays all BSP EMDs date June 10	DQB*EMD/D<DDMMM>	DQB*EMD/D10JUN
Displays EMDs issued June 1 and June 30	DQB*EMD/D<DDMM>-<DDMMM>	DQB*EMD/D01JUN-30JUN
Displays for today's date with Airline	DQB*EMD/A<Carrier Code>	DQB*EMD/ACX

```
DQB*EMD«
D8I8   22OCT13           EMD REPORT            FUNTASTIC TRAVEL
EMD NUMBER         COMMISSION   AGENT                          ACT
                                SINE TIME       CURR    AMOUNT
PNR-CIRIMU TAN/PEARLYMS                         EMD
1051810811166          0.00    AJP  1719  CA    SGD     103.70
PNR-CIRIMU PAMPLINA/JOJOMR                      EMD
1051810811165          0.00    AJP  1719  CA    SGD     103.70
PNR-CQGDCC TAN/PEARLYMS                         EMD
1051810811164          0.00    AJP  1457  CA    SGD     207.40


TOTAL DAILY SALES            CASH/CHECK AMT          CREDIT AMT
SGD        414.80                 414.80                    .00
```

Void EMD-A

Format	WV<EMD item number>
Entry	WV3, WV3 (Enter twice)

Same day voiding allowed

```
TKT/TIME LIMIT
   1.T-03JUL-O508*AEJ
   2.TE 1054141895008-AT AYAYH/V O508*AEJ 1035/03JUL*I
   3.ME 1051818472511-AT AYAYH/V O508*AEJ 1037/03JUL*A
     TV 1054141895008-ET  *VOID* O508*AEJ 1041/03JUL*E
     MV 1051818472511-ET  *VOID* O508*AEJ 1043/03JUL*A
```

```
WV*«
1600080812388      CXCX/W    VDJPBH SYS VOID   1547/25JUL EMD
1600080812385      CXCX/T    VDJUOA 0S48*AEJ   1537/25JUL EMD
1600080812383      CXCX/T    VDGDJJ 0S489AEJ   1504/25JUL EMD
1600080812382      CXCX/T    VDGDJJ 0S489AEJ   1502/25JUL EMD
1600080812381      CXCX/T    VDGDJJ SYS VOID   1456/25JUL EMD
1600080812380      CXCX/T    VDGDJJ SYS VOID   1454/25JUL EMD
6183208740197      AMBRE/S   UTVCND SYS VOID   2124/24JUL*E
```

System voids for EMD is the same as today for ticket system voids

Refund EMD-A

Format	WFRR<Ticket number>/EMD
Entry	WFRR1051880831012/EMD

```
WFRR1051880831012/EMD«

EMD REFUND TRANSACTION PROCESSED

REFUND ACCOUNTING DATA CREATED IN ACTIVE PNR
```

```
DQB*RFEMD«
 EMD REFUND REPORT            JUL13          0SZ8 TKTCITY HONG KONG


AIRLINE    DOCUMENT          AGENT     DATE OF   FORM OF        REFUND
 CODE       NUMBER          SINE/TIME  REFUND    PAYMENT        AMOUNT
PNR-SRXYGS TE/E
  105   0087010677          ATC/2008   22JUL13   CA  EMD  HKD      500


TOTAL REFUNDS -    1          CASH/CHECK              CREDIT
   HKD      500                   500                     0
```

Only QREX refund entry is allowed, TJR must be set up accordingly

Thank You