



APOLLO CLUE CARD (EMD-A)

ECONOMY X

BUILD THE PNR

Book your itinerary, end and redisplay the PNR. It is recommended to add fare & frequent flyer Information before displaying the service catalogue.

ENTER \$B/DASO TO DISPLAY SERVICE CATALOGUE

1-\$B/DASO +

LN	VEN	DESCRIPTION	PTC	AMNT	CUR	SEG	F
1	VA	1ST ADDITIONAL BAG PREPAID	ADT	26.90	USD	01	2
2	VA	2ND ADDITIONAL BAG PREPAID	ADT	26.90	USD	01	2
3	VA	PET IN HOLD LARGE 21 TO 30 KG	ADT	115.20	USD	01	2
4	VA	PET IN HOLD XLRG 31 TO 65KG	ADT	138.20	USD	01	2
5	VA	PET IN HOLD SMALL 0 TO 10 KGS	ADT	72.90	USD	01	2
6	VA	PET IN HOLD MEDIUM 11 TO 20 KG	ADT	88.30	USD	01	2
7	VA	UNACCOMPANIED MINOR FEE	ADT	42.20	USD	01	2
8	VA	PAID SEATING	ADT	BOOK THRU SEAT MAP			

FOR ECONOMY X, USE THE SEAT MAP TO RESERVE THE SEAT AND SELL ANCILLARY SERVICE.

- Click the class of service for the required segment or enter 9V/S<segment #> - Display Seat Map
- Select specific seat from the graphical seat map and “Apply” to reserve seat.

For further details please refer to the EMD-A Travel Agent Guide on Virgin Australia’s Agency Hub or contact:
 Travelpart – <http://www.ask-travelpart.com>
 Virgin Australia Industry Support – 13 67 37

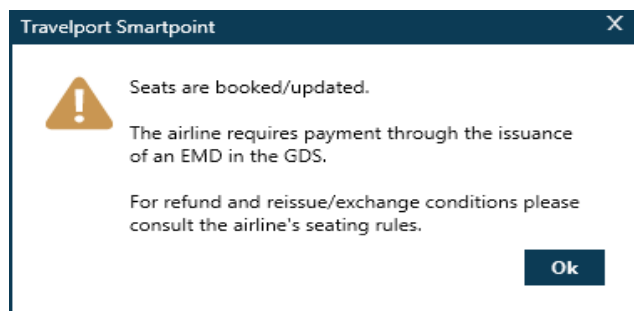
Velocity Platinum member seating - Velocity Platinum members and their travelling companions are entitled to Economy X free of charge for Domestic and International Short Haul flights only. Platinum members/travelling companions will automatically be seat assigned in Economy X subject to availability.



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- The following prompt will be displayed, click OK.

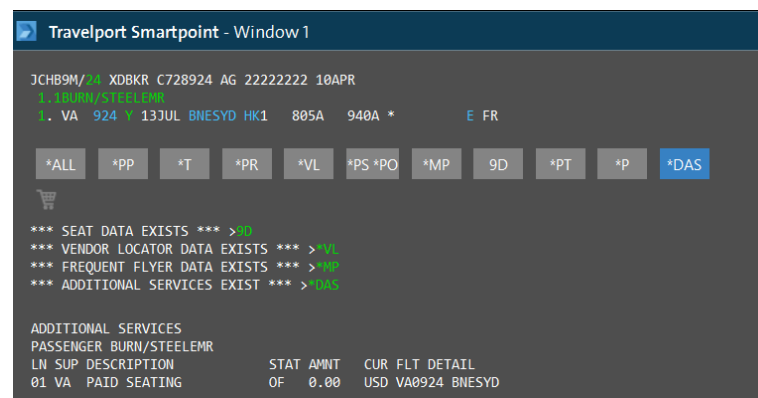


- Add Received From, then end and re-display the PNR.

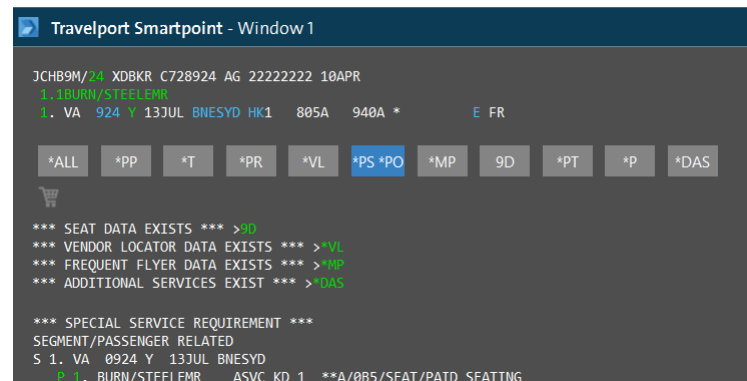
Note: Only one EMD-A per ancillary service item permitted

The banner ****ADDITIONAL SERVICES EXIST**** and ****SERVICE INFORMATION EXISTS**** should display. If it doesn't, ignore and re-retrieve the PNR.

- Display additional services: *DAS



- Display service elements: *PS



- Display Seat Data: 9D

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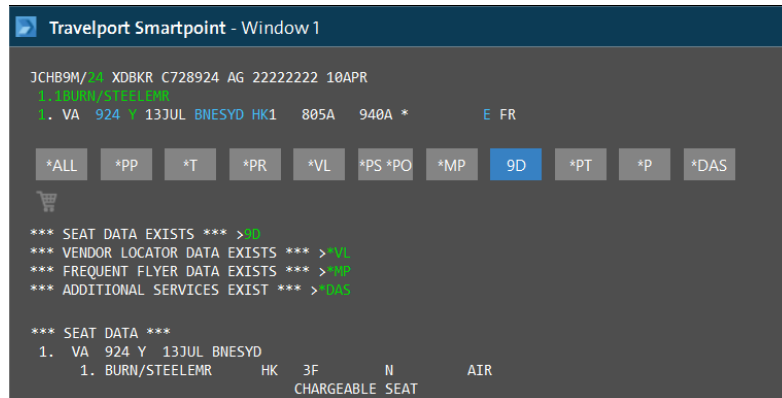
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**You should see an SSR ASVC for the service booked.

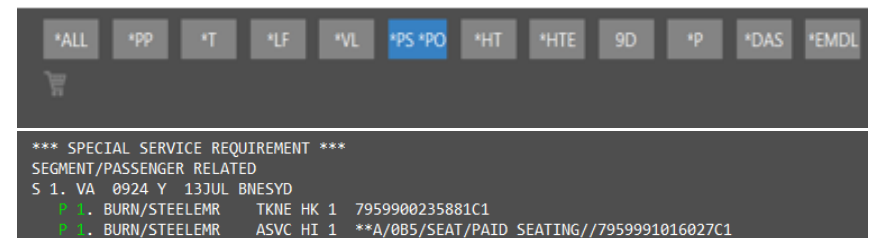
Status	Action
NN	Wait for confirmation
KD	Issue EMD
KK	No further action required
	Service has been refused by VA. Cancel and contact the VA
NO/UC	Travel Agent's Helpdesk

ISSUE THE EMD

- EMDI/Nn/ICticketnumber/F form of payment (where n is the passenger number)

>EMDI/N1/IC7959900235881/FS

- Verify service payment by displaying the service information: *PS The EMD number should display at the end of the free text



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