



GALILEO 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 FQ/DAS* to display service catalogue.

LN	VEN	DESCRIPTION	PTC	AMNT	CUR	SEG	F
1	VA	1ST ADDITIONAL BAG	PREPAID	ADT	35.00	AUD	01
2	VA	2ND ADDITIONAL BAG	PREPAID	ADT	35.00	AUD	01
3	VA	UNACCOMPANIED MINOR FEE		ADT	50.00	AUD	01
4	VA	SPACE PLUS		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 SA*S<segment #> - Display Seat Map
- Select specific seat from the graphical seat map and “Apply” to reserve seat.

Virgin AU Intl
Flight 950 |

Seat Rules

BNE 15 Nov 105PM - SYD 15 Nov 340PM

Filter by: Any

EXIT EXIT

13 14 15 16 17 18 19

NO SEAT DETAILS AVAILABLE

Traveler

Flight VA #950
Dep: Tue, 15 Nov 2016 1:05pm
Arr: Tue, 15 Nov 2016 3:40pm
Flight 950 |

1 Seats 15.00

1 JANETMRS... ADT 13A
Enter loyalty # 15.00

Subtotal seats for all passengers: +15.00 AUD
Taxes: 0.00

TOTAL SEAT PRICE
15.00 AUD

APPLY CANCEL

SEATGURU

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

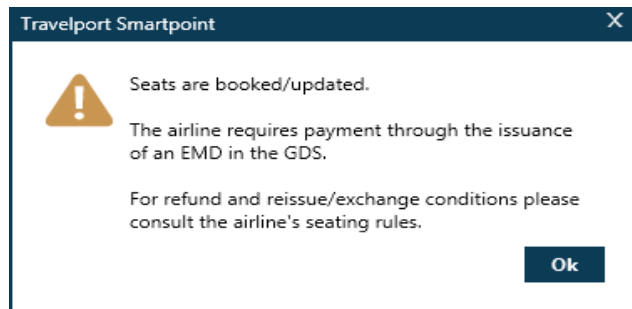
Velocity Platinum member seating - Velocity Platinum members and their travelling companions are entitled to Economy X free of charge for Domestic and International Short Haul flights only. Platinum members/travelling companions will automatically be seat assigned in Economy X subject to availability.



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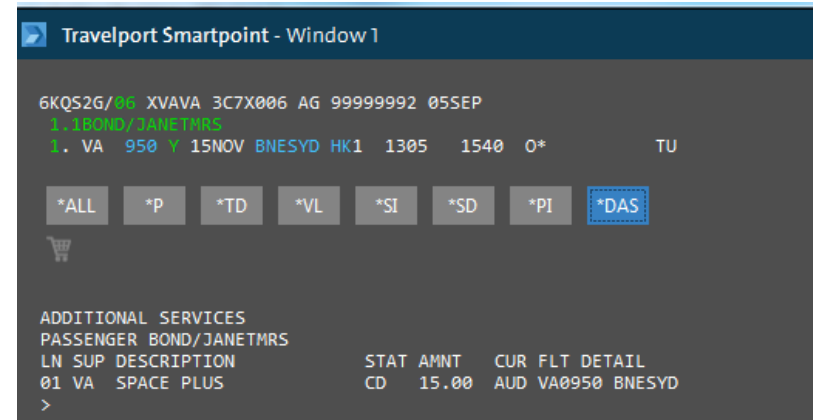
- The following prompt will be displayed, click OK.



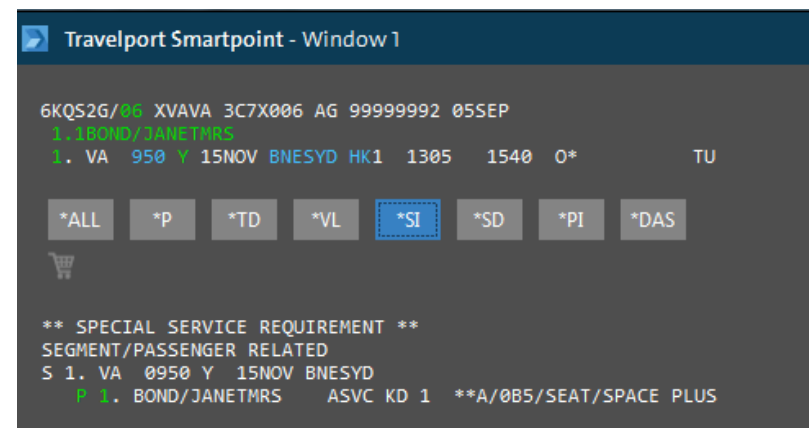
- Add Received From, then end and re-display the PNR.

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: *SI



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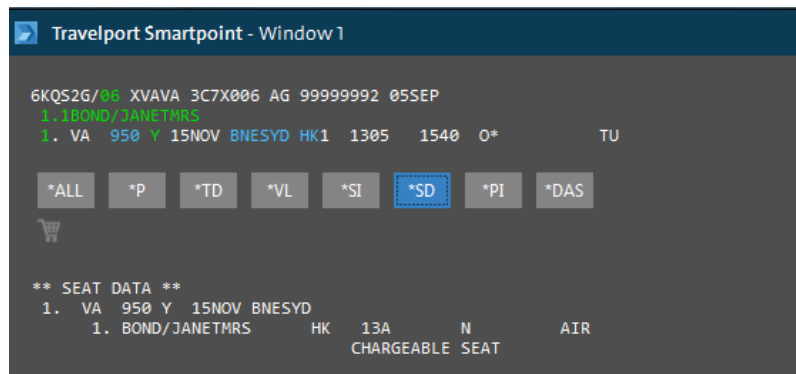
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- Display Seat Data: *SD



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

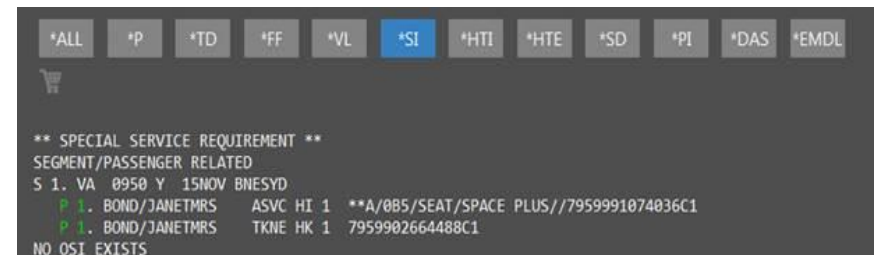
Status	Action
NN	Wait for confirmation
KD	Issue EMD
KK	No further action required
NO/UC	Service has been refused by VA. Cancel and contact Virgin Australia Industry Support

ISSUE THE EMD:

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

>EMDI/P1/IC7959902664488/FS

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



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