

SABRE CLUE CARD (EMD-A)

UNACCOMPANIED MINOR (UMNR)



BOOKING

Book the itinerary for the child travelling alone, end and redisplay PNR

Add all OSIs/SSRs as per below examples

Enter UMNR SSR plus age of child **3UMNR/UM10-1.1**

Password **3OSI VA PASSWORD/TIGER**

Note: "TIGER" is an example only, guest to provide their own password

Language of child and first name **3OSI VA ENGLISH JOHN**

Sender name and relationship **3OSI VA SENDER MRS SHARON SMITH MOTHER**

Sender phone contacts **3OSI VA CTCH 07 33555555**

Receiver name and relationship **3OSI VA RECEIVER MR P SMITH FATHER**

Receiver phone contacts **3OSI VA CTCH SYD 02 99997777**

Parent/legal guardian signing UMNR form **3OSI VA PARENT SHARON SMITH**

Does the child suffer from any allergies **3OSI VA ALLERGY YES/NO**

Advised guest UMNR is required to present proof of age at check-in – **3OSI VA guest advised UMNR is required to present proof of age at check-in**

(For multi-pax booking where not all pax are UMNR) Add YPTA SSR to the guest not travelling as UMNR)

Important Note:

If the child suffers from Allergies, please contact Virgin Australia Industry and Trade Support for further assistance. **The minimum age for UMNR is five (5) years old.**

End and re-display the PNR, then ignore and redisplay the PNR

Ensure the UMNR is confirmed. If the UMNR is confirmed the status of the SSR will change from NN status to a KK.

Please refer to UMNR policy on Virgin Australia's Agency Hub for further details

For further details please contact:
Virgin Australia Industry & Trade Support – 13 67 37
Sabre Helpdesk – 1300 300 033

AA FACTS

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1. SSR UMNR VA KK1 BNESYD0950Y24JUL.UM10
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Sell the UMNR Air Extra/Ancillary

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

Retrieve Ancillary list: WP*AE

Move down to the UMNR line

AE¥1A35 (1A = 1 Ancillary and 35 = UMNR Line number)

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

PAYMENT OF AIR EXTRA AND ISSUING OF EMD-A

The status of the Air Extra is HD before payment is applied.

Enter *AES - shows the due date for payment for the Air Extra

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*AES<<
ANCILLARY SERVICES
1. UNACCOMPANIED MINOR FEE          1.1 BOND/JANET MRS
GROUP - UN                          SSR - UMNR
RFIC - E                             RFISC - 0BZ
EMD TYPE - 2                         WAIVE -
ETKT -                               CPN -
REFUND - Y                           COMMISSION - N
SEAT PDC -
TRAVEL DATE - 01JAN80 TO 31DEC99    GUARANTEED - T
PURCHASE BY - 24JUN14/1900       TKT - N
```

Enter **W¥EMD*AE{Air Extra #}¥F*{card vendor}{card #}/{MMYY}**

W¥EMD*AE1¥F*AX3760xxxxxxxxxxx/1216 - For Credit Card FOP

W¥EMD*AE{Air Extra #}¥FCASH - W¥EMD*AE1¥FCASH - For Cash FOP

W¥EMD*AE{Air Extra #}¥FCASH - W¥EMD*AE1¥FCASH - For AGTINV FOP

Sabre responds with the response below, to confirm Air Extra fulfilment

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OK          40.00
AIR EXTRAS FULFILLED
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End and redisplay PNR