

WORLDSPAN CLUE CARD (EMD-A)

UNACCOMPANIED MINOR (UMNR)



BUILD THE PNR

Book the flight and prepare the PNR leaving out the passenger type Code in the name field. It is recommended to add fare and frequent flyer Information before displaying the service catalogue.

- Display Service Catalogue: 4P#DAS*

```
>4P#DAS* (
PNR PRICED ON 22MAR FOR TKTG ON 22MAR
* NON ENDORSABLE
* PRICING RULES VALIDATING CARRIER VA
** 13JUL DEPARTURE DATE/ 13JUL IS LAST DATE TO TICKET
* FARE MAY CHANGE UNLESS TICKETED *
1AUD/0.764USD

** TICKETING FEES MAY APPLY - SEE >INFO TKT FEE (
TICKET      BASE AUD      EV USD      TX/FEE USD      TKT TTL USD
ADT01      552.92      422.00      14.50      436.50
*TTL      552.92      422.00      14.50      436.50

FBC ADT Y
ADT BNE VA SYD552.92AUD552.92END VA
TX 11.60QR 2.90WG

BAGGAGE ALLOWANCE
ADT
VA BNESYD 1PC
BAG 1 - NO FEE UPT050LB/23KG AND UPT062LI/158LCM
BAG 2 - BAGGAGE CHARGES DATA NOT AVAILABLE
MYTRIPANDMORE.COM/BAGGAGEDETAISVA.BAGG

CARRY ON ALLOWANCE
```

```
VA BNESYD 2PC
BAG 1 - NO FEE UPT015LB/7KG AND UPT045LI/115LCM
BAG 2 - NO FEE CARRY ON BAGGAGE PERSONAL ITEM

BAGGAGE DISCOUNTS MAY APPLY BASED ON FREQUENT FLYER STATUS/
ONLINE CHECKIN/FORM OF PAYMENT/MILITARY/ETC

ADDITIONAL SVC FOR DETAIL >DAS*L(
LN VEN DESCRIPTION PTC AMNT CUR SEG F
1 VA 1ST ADDITIONAL BAG PREPAID ADT 26.70 USD 01
2 VA 2ND ADDITIONAL BAG PREPAID ADT 26.70 USD 01
3 VA UNACCOMPANIED MINOR FEE ADT 38.20 USD 01
```

- Sell an ancillary from the catalogue: DAS01Lm
(where m is the line number)

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

For further details please contact:-

Travelport – <http://www.ask-travelport.com>

Virgin Australia Industry & Trade Support – 13 67 37

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

Example:

Sell UMNR from the catalogue **DAS01L3*TX-UM10** – for child 10 years of age

```
>DAS01L3*TX-UM10
* VA UNACCOMPANIED MINOR FEE REQUESTED
```

- Add service information in the PNR

Language of child and first name **3SSROTHSVA *ENGLISH JOHN**

Password **3SSROTHSVA *PASSWORD/TIGER**

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

Sender name and relationship **3SSROTHSVA *SENDER MRS SHARON SMITH MOTHER**

Sender phone contacts **3SSROTHSVA *CTCH 07 33555555**

Receiver name and relationship **3SSROTHSVA *RECEIVER MR P SMITH FATHER**

Receiver phone contacts **3SSROTHSVA *CTCH SYD 02 99997777**

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

Age of UMNR **3SAUMNR 10YRS**

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

Advise the guest the UMNR is required to present proof of age at check-in –
3SSROTHSVA* 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

WORLDSPAN CLUE CARD (EMD-A)

UNACCOMPANIED MINOR (UMNR)



Trade Support for further assistance. **The minimum age for UMNR is five (5) years old.**

Receive and end the PNR

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**

```
ADDITIONAL SERVICES
PASSENGER TRAVELPORT/EMDA
LN SUP DESCRIPTION          STAT AMNT  CUR FLT DETAIL
01 VA UNACCOMPANIED MINOR FE CD  39.40  USD VA0908 BNESYD
```

- **Display service elements: *G**

```
G- 1.SSR0THS1PPLS NOTE FARE RULES MAY REQUIRE AN EARLIER TKT DA
TE 2.SSRADTK1PPLS TKT BY 1000 19JUL15 LAX OR VA SEGS WILL BE CX
LD 3.SSR0THSVA*ENGLISH JOHN
4.SSR0THSVA*SENDER MRS S SMITH MOTHER
5.SSR0THSVA*CTCA BNE 12 MARYVALE ST ASCOT 4007 QLD
6.SSR0THSVA*CTCH 07 33555555
7.SSR0THSVA*RECEIVER MR P SMITH FATHER
8.SSR0THSVA*CTCA SYD 23 ACCENT ST MASCOT 2002 NSW
9.SSR0THSVA*CTCH SYD 02 99997777
10.SSR0THSVA*PASSWORD
11.SSRUMNRVAKK1BNESYD0908Y20JUL - TRAVELPORT/EMDA .UM10
12.SSRASVCVAKD1BNESYD0908Y20JUL - TRAVELPORT/EMDA .E/0BZ/UMNR/UN
ACCOMPANIED MINOR FEE
```

**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 the VA Travel Agent's Helpdesk

ISSUE THE EMD:

EMDI#N1.1#IC7959902477046#\$CA

(where N1.1 is passenger 1.1)

>EMDI#N1.1#IC7959902477046#\$CA

- **Verify service payment by displaying the service information: *G**

The EMD number should display at the end of the free text

```
G- 1.SSR0THS1PPLS NOTE FARE RULES MAY REQUIRE AN EARLIER TKT DA
TE 2.SSRADTK1PPLS TKT BY 1000 19JUL15 LAX OR VA SEGS WILL BE CX
LD 3.SSR0THSVA*ENGLISH JOHN
4.SSR0THSVA*SENDER MRS S SMITH MOTHER
5.SSR0THSVA*CTCA BNE 12 MARYVALE ST ASCOT 4007 QLD
6.SSR0THSVA*CTCH 07 33555555
7.SSR0THSVA*RECEIVER MR P SMITH FATHER
8.SSR0THSVA*CTCA SYD 23 ACCENT ST MASCOT 2002 NSW
9.SSR0THSVA*CTCH SYD 02 99997777
10.SSR0THSVA*PASSWORD
11.SSRUMNRVAKK1BNESYD0908Y20JUL - TRAVELPORT/EMDA .UM10
12.SSRASVCVAKD1BNESYD0908Y20JUL - TRAVELPORT/EMDA .E/0BZ/UMNR/UN
ACCOMPANIED MINOR FEE/7954570211482C1
```

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

For further details please contact:-

Travelport – <http://www.ask-travelport.com>

Virgin Australia Industry & Trade Support – 13 67 37