



GALILEO 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 & frequent flyer information before displaying the service catalogue.

▪ Display Service Catalogue: FQ/DAS*

```

1-FQ/DAS*
>
>FQ/DAS*
PSGR
FQA 1      AUD      429.63      71.45      501.08 ADT
  GUARANTEED
GRAND TOTAL INCLUDING TAXES **** AUD      501.08
  **ADDITIONAL FEES MAY APPLY**SEE >
  ADT PRIVATE FARE SELECTED
  ADT TOUR CODE: MTS13
  ADT LAST DATE TO PURCHASE TICKET: 15JAN15
  ADT E-TKT REQUIRED
  ADT FARE HAS A PLATING CARRIER RESTRICTION
UNABLE TO FILE - NEED FQ WITH PLATING CARRIER
BAGGAGE ALLOWANCE
ADT
VA BNESYD 1PC
  BAG 1 - NO FEE UPTO50LB/23KG AND UPTO62LI/158LCM
  BAG 2 - BAGGAGE CHARGES DATA NOT AVAILABLE
  MYTRIPANDMORE.COM/BAGGAGEDetailsVA.BAGG
CARRY ON ALLOWANCE
VA BNESYD 2PC
  BAG 1 - NO FEE UPTO15LB/7KG AND UPTO45LI/115LCM
  BAG 2 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE
BAGGAGE DISCOUNTS MAY APPLY BASED ON FREQUENT FLYER STATUS/
ONLINE CHECKIN/FORM OF PAYMENT/MILITARY/ETC.
CARRY ON ALLOWANCE
VA BNESYD 2PC
  BAG 1 - NO FEE UPTO15LB/7KG AND UPTO45LI/115LCM
  BAG 2 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE
BAGGAGE DISCOUNTS MAY APPLY BASED ON FREQUENT FLYER STATUS/
ONLINE CHECKIN/FORM OF PAYMENT/MILITARY/ETC.
ADDITIONAL SVC FOR DETAIL >
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 40.00 AUD 01
<Display Rules>

```

- 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

```

1-DAS01L3*TX-UM
* VA UNACCOMPANIED MINOR FEE REQUESTED

```

- Add service information in the PNR

Language of child and first name **SI.VA*ENGLISH JOHN**

Sender name and relationship **SI.VA*SENDER MRS SHARON SMITH MOTHER**

Sender phone contacts **SI.VA*CTCH 07 33555555**

Receiver name and relationship **SI.VA*RECEIVER MR P SMITH FATHER**

Receiver phone contacts **SI.VA*CTCH SYD 02 99997777**

Password **SI.VA*PASSWORD**

Parent/legal guardian signing UMNR form **SI.VA*PARENT SHARON SMITH**

Does the child suffer from any allergies **SI.VA*ALLERGY YES/NO**

Advised the guest that UMNR is required to present proof of age at check-in – **SI.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

Receive and end the PNR



GALILEO CLUE CARD (EMD-A)

UNACCOMPANIED MINOR (UMNR)

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**

Travelport Smartpoint - Window 1

D6BF5G/00 XVAVA 3C7X006 AG 99999992 04DEC
 1.1TRAVELPORT/JOHNMSTR
 1. VA 904 Y 15JAN BNESYD HK1 0530 0805 O* TH

*ALL *P *TD *VL *VR *SI *PI ***DAS**

ADDITIONAL SERVICES
 PASSENGER TRAVELPORT/JOHNMSTR
 LN SUP DESCRIPTION STAT AMNT CUR FLT DETAIL
 01 VA UNACCOMPANIED MINOR FE CD 40.00 AUD VA0904 BNESYD

- Display service elements: ***SI**

Travelport Smartpoint - Window 1

D6BF5G/00 XVAVA 3C7X006 AG 99999992 04DEC
 1.1TRAVELPORT/JOHNMSTR
 1. VA 904 Y 15JAN BNESYD HK1 0530 0805 O* TH

*ALL *P *TD *VL *VR ***SI** *PI *DAS

** SPECIAL SERVICE REQUIREMENT **
 SEGMENT/PASSENGER RELATED
 S 1. VA 0904 Y 15JAN BNESYD
 P 1. TRAVELPORT/JOHNMSTR ASVC KD 1 **E/0BZ/UMNR/UNACCOMPANIED MINOR FEE
 P 1. TRAVELPORT/JOHNMSTR UMNR KK 1 UM10
 ** OTHER SUPPLEMENTARY INFORMATION **
 CARRIER RELATED
 1. VA ENGLISH JOHN
 2. VA SENDER MRS S SMITH MOTHER
 3. VA CTCA BNE 12 MARYVALE ST ASCOT 4007 QLD
 4. VA CTCH 07 33555555
 5. VA RECEIVER MR P SMITH FATHER
 6. VA CTCA SYD 23 ACCENT ST MASCOT 2002 NSW
 7. VA CTCH SYD 02 99997777
 8. VA PASSWORD

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

**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:

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

```
>EMDI/P1/IC7959902477045/FS
```

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

*ALL *P *TD *FF *VL ***SI** *HTI *HTE *PI *DAS *EMDL

** SPECIAL SERVICE REQUIREMENT **
 SEGMENT/PASSENGER RELATED
 S 1. VA 0904 Y 15JAN BNESYD
 P 1. TRAVELPORT/JOHNMSTR ASVC HI 1 **E/0BZ/UMNR/UNACCOMPANIED MINOR FEE/795999908610C1
 P 1. TRAVELPORT/JOHNMSTR TKNE HK 1 7959902477044C1
 P 1. TRAVELPORT/JOHNMSTR UMNR KK 1 UM10