



# SABRE CLUE CARD (EMD-A) UNACCOMPANIED MINOR (UMNR)

## BOOKING

Book the itinerary for the child travelling alone, end and re-display PNR

Add all OSIs/SSRs as per below examples

Enter UMNR SSR plus age of child **3UMNR/UM10-1.1**  
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**  
Password **3OSI VA PASSWORD**  
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

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

```
AA FACTS
1.SSR UMNR VA KK1 BNESYD0950Y24JUL.UM10
```

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

## **Sell the UMNR Air Extra/Ancillary**

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

AE¥1A{Air Extras item number}

AE¥1A1

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

```
*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\*AX3760xxxxxxxxxx/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

```
OK          40.00
AIR EXTRAS FULFILLED
```

End and re-display PNR