



SABRE CLUE CARD (EMD-A)

ECONOMY X

Step 1: BOOKING

Book your itinerary, end and redisplay the PNR.

Enter WPAE – This will show saleable Air Extras/Ancillary options as below:

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AIR EXTRAS
BG-BAGGAGE
1 ADT-1ST ADDITIONAL BAG PREPAID VA 1-BNESYD 35.00 X
2 ADT-2ND ADDITIONAL BAG PREPAID VA 1-BNESYD 35.00 X

SA-SEAT ASSIGNMENT
-- ADT-SPACE PLUS VA 1-BNESYD 15.00 *

UN-UNACCOMPANIED TRAVEL ESCORT
3 ADT-UNACCOMPANIED MINOR FEE VA 1-BNESYD 50.00 X

X FEE APPLIES TO THE ENTIRE UNIT OF TRAVEL
* INFORMATION ONLY - USE SEAT MAP TO BOOK/SELL.
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Step 2: For Economy X, use the seat map to reserve the seat and sell the Air Extras

Enter 4G{segment #}/O – to display the seat map (non-graphical)

Book specific seat 4G{segment #}/{seat number} e.g. 4G1/13A

For further details please refer to the EMD-A Travel Agent Guide on Virgin Australia's Agency Hub or contact:
 Sabre Helpdesk – 1300 300 033
 Virgin Australia Industry Support – 13 67 37

Step 3: Enter *B – displays seat information in PNR – P indicates a Paid Seat

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*B<<
SEATS/BOARDING PASS
1 VA 950Y 15NOV BNESYD KK 13A NW#RS P 1.1 BOND/JANET MRS
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Step 4: Enter *AE – display AE field in the PNR

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ANCILLARY SERVICES
1. PAID SEATING 1.1 BONNER/PAUL MR
STATUS - HD1/PAYMENT REQUIRED
AMOUNT - 9.09AUD 0.91UOA
TOTAL - 10.00AUD
FLIGHT - VA0908Y20FEBBNESYD
DOC/CP - CPN -
```

NOTE: Sabre automatically creates the Economy X Air Extras. Add Received From, then end and re-display the PNR.



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Step 5: PAYMENT OF AIR EXTRAS AND ISSUING OF EMD-A

The status of the Air Extras must be HD before payment is applied.

Enter *AES – shows the due date for payment for the Air Extras.

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ANCILLARY SERVICES
1. PAID SEATING                1.1 BONNER/PAUL MR
STATUS - HD1/PAYMENT REQUIRED
AMOUNT - 9.09AUD 0.91UOA
TOTAL - 10.00AUD
FLIGHT - VA0908Y20FEBBNSYD
DOC/CF -
GROUP - SA                     CPN -
RFIC - A                      SSR - SEAT
EMD TYPE - 2                  RFISC - 0B5
ETKT -                        WAIVE -
REFUND - Y                    CPN -
SEAT PDC - 03A                COMMISSION - N
TRAVEL DATE - 20FEB18 TO 20FEB18  GUARANTEED - T
PURCHASE BY - 30MAR17/2359       TKT - N
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NOTE: You can purchase Air Extras via an EMD-A only after you issue the electronic ticket.

Enter W✈EMD*AE{Air Extras item#}✈F*{card vendor}{card #}/{MMYY}

W✈EMD*AE1✈F*AX3760xxxxxxxxxx/1216 – For Credit Card FOP

W✈EMD*AE{Air Extras item #}✈FCASH – W✈EMD*AE1✈FCASH – For Cash FOP

W✈EMD*AE{Air Extras item #}✈FCASH – W✈EMD*AE1✈FCASH – For AGTINV FOP

Sabre responds as below to confirm Air Extras fulfilment:

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Virgin Australia Industry Support – 13 67 37