



SABRE CLUE CARD (EMD-S)

GROUP DEPOSITS & FINAL PAYMENTS

PNR

- Build a basic non-air booking file - Note: use the same group name as held by Virgin Australia's system
- Complete an Air Extra's EMD-S Mask to create a manual Air Extra item in the PNR
AE#EMD

The mask allows you to input all the necessary data to create the Air Extra

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EMD - AE  FILL IN INFORMATION - PRESS ENTER WHEN COMPLETE
PASSENGER NAME  C/15FOOTBALLERS
TICKETING AIRLINE CODE<VA>  SVC CITY<SYD> SVC DATE<19SEP>
REASON FOR ISSUANCE CODE<D>  REASON FOR ISSUANCE SUBCODE<997>
TYPE OF SERVICE <GROUP DEPOSIT  >  D/I <D>
PRESENT TO <VA  >
AT <BRISBANE  >
BASE AMT <2000.00  > CURRENCY <AUD>
EQUIVALENT AMT PAID <  > <  > TAX EXEMPT < >
TAX/TAX CODE <  > <  > <  >
ENDORSEMENTS  <VA GROUP NAME AND VA RELOC  >
<  >
PHONE CITY<  > PHN NBR<  > PHN TYPE<  >
RECD FROM <  >
CONNECTED TKT NUMBER<  >  >  > NEXT < > QUIT < >

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- End and redisplay the booking file

ISSUE EMD-S

Form of Payment

Credit Card - W#EMD*AE1#F*AX3760XXXXXXXXXXXX/1216

Cash - W#EMD*AE1#F*CA

Cheque - W#EMD*AE1#F*CK

Note: Form of payment may also be added at the time of building the PNR.

POST-ISSUANCE STATUS CHANGE

Once the EMD-S has been issued , display the Air Extra field to show the Status is now Fulfilled and the EMD-S document number

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*AE«
ANCILLARY SERVICES
1.GROUP DEPOSIT 15 FOOTBALLERS
STATUS - HI1/FULFILLED
AMOUNT - 2000.00AUD
TOTAL - 2000.00AUD
FLIGHT - VAXXV20MAYSYDBNE
DOC/CF - 7951820006021 CPN - 01

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Note:

1. Commission is ZERO
2. No taxes to be included on the EMD-S
3. Virgin Australia will be using RFIC D/RFISC 997 for both Group deposit payments and Group final payments