

FULFILLMENT OF AIR EXTRAS

Electronic Miscellaneous Documents (EMD) allows you to issue electronic non-flight vouchers to purchase Air Extras. You can issue EMDs at any time before travel for refundable value or the collection of miscellaneous charges, which are either related to a specific flight (for example Air Extra items), or standalone (for example, a car rental voucher).

- An associated EMD (EMD-A) is an EMD issued for the collection of miscellaneous charges/fees that are to be lifted with electronic ticket flight coupon(s).
 - Each coupon of the EMD-A is associated to a flight coupon.
 - Multiple EMD-As can be associated to an electronic ticket.
- One AE item cannot be fulfilled with multiple EMDs. However, one EMD can fulfill multiple AE items.
 - Each EMD coupon represents one AE item.
- The value of the EMD coupon is the value stored in the AE field for that item. This is the selling currency and value returned in the pricing response, which may or may not be your agency's local currency. See the Air Extras – Shopping Formats quick reference for more information.
 - All coupons in a single EMD or conjunctive EMD set must be in the same selling currency. Your agency must be authorized to ticket in the selling currency in order to fulfill the AE item.
- The Sabre system allows you to issue an EMD until midnight the day after the carrier has confirmed the Air Extra item. The Sabre system does not cancel the confirmed Air Extra item unless the carrier sends a cancel message.

Note: The Sabre system continues to support the APAY SSR entry for payment of pre-reserved seats for those carriers offering this service. See the Air Extras – Seats quick references for formats specific to each carrier and more information.

Check the carrier's Electronic Ticket Profile (WETP*carrier code) to verify that the validating carrier supports EMD functionality.

```

ELECTRONIC MISCELLANEOUS DOCUMENT
STATUS - 1S - ACTIVE 1S - Sabre
          1B - INACTIVE
          1F - INACTIVE
ACCEPT EMD - YES
EMD VOID LIST - YES
REFUND EMD - YES
CANCEL REFUND EMD - NO
  
```

In the Permitted ET Interline Carriers section, E is appended to a carrier code when the carrier permits interline EMD.

```

PERMITTED ET INTERLINE CARRIERS
* DENOTES BETA
+ DENOTES NZ IS NOT REQUIRED IN HOSTED INTERLINE ITINERARY
P DENOTES NZ IS NOT REQUIRED IN PSEUDO INTERLINE ITINERARY
S DENOTES NZ IS NOT REQUIRED IN SUPER PSEUDO INTERLINE ITIN
Y DENOTES SSR TKNE MESSAGE SENT
N DENOTES SSR TKNE MESSAGE NOT SENT
R DENOTES INTERLINE REVALIDATION SUPPORTED
E DENOTES INTERLINE EMD SUPPORTED
AA-Y P E AC-Y P AE-Y AF-Y P AI-Y P AS-Y P
AY-Y P AZ-Y P A3-Y BA-Y P BD-Y P BI-Y P
  
```

The EMD indicator also displays in the in the BSP validating carrier table, Miscellaneous Ticket Documents Allowed section to control whether EMD documents can be issued in a particular BSP.

```

MISCELLANEOUS TICKET DOCUMENTS ALLOWED
MCO SVC EMD
  
```

ISSUE EMD

You can purchase ancillary services that require fulfillment via an EMD-A only after you issue the electronic ticket. You must be designated to your hard copy printer to print plain paper documents when applicable.

Issue electronic ticket

Note: When a minimum of one AE item is in a status of HD (confirmed, pending payment) the system generates an alert to remind you to fulfill the AE items. **The system does not display this alert when you ticket from an FP line.** A second end transaction overrides this warning message – it is informational only.

W#(ticketing qualifier)#(ticketing qualifier)#(ticketing qualifier)

W#AAA#KP3#F*AX371234567890120/1216

* CREDIT VERIFICATION IN PROGRESS

OK 1949.91 811500

ETR MESSAGE PROCESSED

OK 6.6

AE ITEMS EXIST - USE W#EMD ENTRY TO FULFILL

Issue EMD

Note: The status of the AE item **must be HD** (confirmed, pending payment). Maximum 9 EMDs (16 coupons maximum per EMD).

W#EMD*AE(Air Extra item number(s) to fulfill)

W#EMD*AE1

W#EMD*AE1-5

W#EMD*AE1/3/5

W#EMD*AE1-6«

OK 130.00

AIR EXTRAS FULFILLED

You may also enter the EMD issuance format into an FP line. You may add the following qualifiers to the issue EMD entry:

Form of Payment

- Form of payment **must** be present in the W#EMD entry or in the PNR 5- field
- Two forms of payment are **not** allowed for EMD issuance
- When using credit card form of payment, the system obtains an authorization code for the **total** of all EMDs you are issuing in that transaction.

W#EMD*AE(Air Extra item number(s) to fulfill)#F(form or payment)

W#EMD*AE1#F*AX371234567890120/1216

W#EMD*AE1-5#FCASH

W#EMD*AE1/3/5#FCHEQUE

Validating carrier

- All EMDs issued in one transaction must be validated on the same validating carrier
- If you do not add a validating carrier, the default carrier is the owning carrier – the carrier who filed the fee

W#EMD*AE(Air Extra item number(s) to fulfill)#A(validating carrier)

W#EMD*AE1-5#ANZ

Commission (KP, K)

- Commission percent is allowed for **all** agencies
- Commission amount is allowed for **ARC** and **BSP Canada** agencies
- Commission amount is allowed for **BSP** agencies if the Commission Default table shows the COMMISSION AMOUNTS ALLOWED indicator
- AE items that are commissionable **cannot** be on the same EMD as AE items that are not commissionable

W#EMD*AE(Air Extra item number(s) to fulfill)#KP(commission percent)

W#EMD*AE1#KP7

W#EMD*AE(Air Extra item number(s) to fulfill)#K(commission amount)

W#EMD*AE1/3/5#K5.00

Print Invoice/Itinerary Documents (DP)

- The **#MI** qualifier is not permitted

print invoice/itinerary (I/I)

print itinerary only

print invoice only

print I/I Passenger Itinerary Receipt (PIR) W#EMD*AE1#DPE

print both I/I and I/I PIR

W#EMD*AE1#DP

W#EMD*AE1-5#DPI

W#EMD*AE1-5#DPO

W#EMD*AE1-5#DPB

Print Suppressed Coupon (O/x)

- If your Travel Journal Record (TJR) is set to suppress the printing of one or more coupons, you can print/generate the coupon at time of EMD issuance by using the coupon override qualifier

W#EMD*AE(Air Extra item number(s) to fulfill)#O/(coupon type)

W#EMD*AE1/3/5#O/T

Coupon type

A = Audit

T = Agent

C = Credit Card Charge Form (CCCF)

P = Passenger Receipt

PNR UPDATES

When you issue the ticket and EMD, the system updates the following PNR fields.

*T field

- Includes the electronic ticket number(s) (TE), an **ME** item and the EMD number(s) for each EMD the system issues

```
*T<<
TKT/TIME LIMIT
1.T-07MAY-ABC1*AKP
2.TE 0862845751955-NZ MATHE/P ABC1*AKP 0806/07MAY*I
3.TE 0862845751956-NZ MATHE/C ABC1*AKP 0806/07MAY*I
4.ME 0861820006021-NZ MATHE/P ABC1*AKP 0807/07MAY A
5.ME 0861820006022-NZ MATHE/P ABC1*AKP 0807/07MAY A
6.ME 0861820006023-NZ MATHE/C ABC1*AKP 0807/07MAY A
7.ME 0861820006024-NZ MATHE/C ABC1*AKP 0807/07MAY A
8.ME 0861820006025-NZ MATHE/C ABC1*AKP 0807/07MAY A
```

Accounting lines

- Displays an accounting line for the ticket and another for the EMD
- There must be an itinerary segment in the PNR in order to invoice an EMD accounting line
- You may also input a manual EMD accounting line, see **AC*HELP**, **AC*EMD** or **ACR*EMD** for the formats and explanations.

```
*PAC<<
ACCOUNTING DATA
1. NZ+2845751955/ .00/ 1820.00/ 135.30/ONE/CA
1.1MATHESON PETER MR/1/F/E
2. NZ+2845751956/ .00/ 1820.00/ 135.30/ONE/CA
1.2MATHESON CHASE MASTER/1/F/E
3. NZ+1820006021/ 0.00/ 20.00/ 0.00/ONE/CK
1.1MATHESON PETER MR/1/I/EMD
4. NZ+1820006022/ 0.00/ 20.00/ 0.00/ONE/CK
1.1MATHESON PETER MR/1/I/EMD
5. NZ+1820006023/ 0.00/ 20.00/ 0.00/ONE/CK
1.2MATHESON CHASE MASTER/1/I/EMD
6. NZ+1820006024/ 0.00/ 20.00/ 0.00/ONE/CK
1.2MATHESON CHASE MASTER/1/I/EMD
7. NZ+1820006025/ 0.00/ 50.00/ 0.00/ONE/CK
1.2MATHESON CHASE MASTER/1/I/EMD
```

AE field

- Displays the EMD number, coupon number and changes the status from confirmed, pending payment (HD) to fulfilled (HI)

```
*AE<<
ANCILLARY SERVICES
1.SECOND CHECKED BAG 1.1 MATHESON/PETER MR
STATUS - HI1/FULFILLED
AMOUNT - 20.00NZD
TOTAL - 20.00NZD
FLIGHT - NZ0002V20MAYAKLLAX
DOC/CF - 0861820006021 CPN - 01
2.SECOND CHECKED BAG 1.2 MATHESON/CHASE MASTER
STATUS - HI1/FULFILLED
AMOUNT - 20.00NZD
TOTAL - 20.00NZD
FLIGHT - NZ0002V20MAYAKLLAX
DOC/CF - 0861820006023 CPN - 01
3.SECOND CHECKED BAG 1.1 MATHESON/PETER MR
STATUS - HI1/FULFILLED
AMOUNT - 20.00NZD
TOTAL - 20.00NZD
FLIGHT - NZ0001V28MAYLAXAKL
DOC/CF - 0861820006022 CPN - 01
(partial display)
```

PNR History

- The system logs the EMD issuance entry to PNR history

```
*HT<<
AT W#PQ1
AT W#EMD*AE1-6
R- P
ABC1 ABC1*AKP 1518/07MAY11
```

EMD AUDIT TRAIL

The system logs EMD transactions to the EMD audit trail.

Display the current date's report

Note: If more than 500 records are present, the DQB*EMD response displays the first 500 records with no Total line. Use the follow-up entries below to display the remaining items

Display next 500 DQB*EMD/MD
(can be repeated as necessary)

Display previous 500 DQB*EMD/MU

Move to the first 500 DQB*EMD/MT

Move to the last batch DQB*EMD/MB

Use existing MD, MU, MB, and MT entries to navigate within the existing batch you have displayed.

The Total Line displays only on the **last** page.

DQB*EMD

DQB*EMD<<		EMD REPORT		TRAVELTOURS	
ABC1	07MAY11	COMMISSION	AGENT	SINE	TIME
EMD NUMBER				CURR	AMOUNT
PNR-IGVJKH MATHESON/CHASE	MASTER			EMD	
0861820006025	0	AKP	0807	CA	NZD 50.00
PNR-IGVJKH MATHESON/CHASE	MASTER			EMD	
0861820006024	0	AKP	0807	CA	NZD 20.00
PNR-IGVJKH MATHESON/CHASE	MASTER			EMD	
0861820006023	0	AKP	0807	CA	NZD 20.00
PNR-IGVJKH MATHESON/PETER	MR			EMD	
0861820006022	0	AKP	0807	CA	NZD 20.00
PNR-IGVJKH MATHESON/PETER	MR			EMD	
0861820006021	0	AKP	0807	CA	NZD 20.00
PNR-EZLUZU WEST/SAMANTHA				EMD	
0861820006020	0	AK2	0700	CA	NZD 25.00
PNR-EZLUZU WEST/BETTY				EMD	
0861820006019	0	AK2	0700	CA	NZD 25.00
PNR-IGVWOW WEST/MARINELL				EMD	
0861820006006	0	HK2	0649	CC	NZD 0.00
PNR-NO PNR VOID				EMD	
1820006005	0	HK2	0649		NZD V
PNR-NO PNR VOID				EMD	
1820006004	0	HK2	0649		NZD V
PNR-NO PNR VOID				EMD	
1820006003	0	HK2	0649		NZD V
PNR-NO PNR VOID				EMD	
1820006002	0	HK2	0649		NZD V
PNR-NO PNR VOID				EMD	
1820006001	0	HK2	0649		NZD V
PNR-NO PNR VOID				EMD	
1820006000	0	HK2	0649		NZD V
PNR-NO PNR VOID				EMD	
1820005899	0	HK2	0648		NZD V
TOTAL DAILY SALES		CASH/CHECK AMT		CREDIT AMT	
NZD 610.00		205.00		405.00	

Display the current date's report and specify the airline (maximum of 1 airline code)

DQB*EMD/A(2-character airline code)

DQB*EMD/ANZ

Display the report and specify a date or date range (maximum of 31 days from today)

DQB*EMD/D(date month)

DQB*EMD/D02MAR

DQB*EMD/D(date month)-(date month)

DQB*EMD/D02MAR-10MAR

Display the report and specify that only direct ticketing EMD transactions are included in the display

DQB*EMD¥TAT

You may combine the A and D qualifiers in any order, separated by a /; the ¥TAT qualifier must be the last qualifier in the entry:

Specify airline and date

DQB*EMD/ANZ/D02MAR

Specify date range, airline and direct ticketing EMD transactions only

DQB*EMD/D02MAR-10MAR/ANZ¥TAT

SABRE SYSTEM TICKET DATABASE

When you issue an EMD, the system stores the EMD image in the Sabre system ticket database.

Display EMD from the Sabre system ticket database:

By *T item number

WTDB*(T item number)

WTDB*3

By EMD number

WTDB*T(EMD number)

WTDB*T1234567890

Notes:

- Equivalent currency code and amount displays
- When you issue the EMD-A, the display contains the **associated electronic ticket number**.

Display the historical display:

By *T item number

WTDB*(T item number)/H

WTDB*3/H

By EMD number

WTDB*T(EMD number)/H

WTDB*T1234567890/H

The system updates the TICKETING HISTORY section with the EMD issuance entry, and the ID CODE section with EMD ISSUE.

When you issue an EMD-A, the system updates the **associated electronic ticket image display** with the EMD document number(s)

```
WTDB*4<
SABRE ELECTRONIC MISCELLANEOUS DOCUMENT RECORD
INV:0111132 CUST:1234567890 PNR:IGVJKH
EMD:0861820006021 ISSUED:07MAY2011AKL PCC:ABC1 IATA:12345678
NAME:MATHESON/PETER MR FF:1234567890123
NAME REF:1234567890123456789 TOUR ID:123456789012
FOP:CHECK
CPN A/L BRDOFF DATE QTY AIR EXTRA STAT
1 NZ AKLLAX N/A 1 BAGGAGE OPEN
BASE AMT USD15.00 EMD TTL NZD20.00
EQUIV AMT NZD20.00
```

```
COMM:0
AKL NZ LAX 20.00 END
RFIC - C
ENDORSEMENTS/RESTRICTIONS - REFUNDABLE
EMD TYPE - ASSOCIATED
ASSOCIATED ELECTRONIC TICKET NUM: 0862845751955
```

```
CPN ASSOCIATION
ETKT CPN EMD CPN FEE CARRIER REFUND FOP SIMULT TKTG
1 1 NZ X
```

```
WTDB*4/H
SABRE ELECTRONIC MISCELLANEOUS DOCUMENT RECORD
INV:0111132 CUST:1234567890 PNR:IGVJKH
EMD:0861820006021 ISSUED:07MAY2011AKL PCC:31D1 IATA:24393655
NAME:MATHESON/PETER MR FF:1234567890123
NAME REF:1234567890123456789 TOUR ID:123456789012
FOP:CHECK
CPN A/L BRDOFF DATE QTY AIR EXTRA STAT
1 NZ AKLLAX N/A 1 BAGGAGE OPEN
BASE AMT USD15.00 EMD TTL NZD20.00
EQUIV AMT NZD20.00
```

```
COMM:0
AKL NZ LAX 20.00 END
RFIC - C
ENDORSEMENTS/RESTRICTIONS - REFUNDABLE
EMD TYPE - ASSOCIATED
ASSOCIATED ELECTRONIC TICKET NUM: 0862845751955
```

```
CPN ASSOCIATION
ETKT CPN EMD CPN FEE CARRIER REFUND FOP SIMULT TKTG
1 1 NZ X
```

```
TICKETING HISTORY
PCC:ABC1 SINE:AKP DUTY:* DATE:07MAY TIME:0807
REST: ID CODE:EMD ISSUE
INPUT MSG: W#EMD*AE1-6
```

```
WTDB*2<
SABRE TICKET RECORD
TKT:0862845751955 ISSUED:07MAY2011AKL PCC:ABC1 IATA:12345678
NAME:MATHESON/CHASE MASTER
FOP:CHECK
CPN A/L FLT CLS DATE BRDOFF TIME ST F/B STAT
1 NZ 2 V 20MAY AKLLAX 2130 OK VAM1Y30 OPEN
2 NZ 1 V 28MAY LAXAKL 2130 OK VAM1Y30 OPEN
FARE NZD1820.00 TAX 20.00YR TAX 11.00IA TAX 28.00KK
TAX 43.40US TAX 7.40YC TAX 9.40XY
TAX 6.70XA TAX 3.40AY TAX 6.00XF
TOTAL NZD1955.30
```

COMM: .00

```
NONREF/NONEND/DATE CHANGES/PERMITTED/REROUTE NZD200
AKL NZ LAX671.80VAM1Y30 NZ AKL671.80VAM1Y30 NUC1343.60 EN
D ROE1.354566 XFLAX4.5
```

```
ASSOCIATED EMD: 0861820006021
0861820006022
```

CARRIER'S TICKET DATABASE

You may also display the EMD image in the carrier's ticket database. Unlike the WETR entry to display an ETKT, there is no entry for an EMD "enhanced" display

Display EMD from the ticket database:

By *T item number

WEMD*(*T item number)

WEMD*3

By EMD number

WEMD*T(EMD number)

WEMD*T1234567890

Note: When you issue the EMD-A, the display contains the **associated electronic ticket number**.

```
WEMD*4«
ELECTRONIC MISCELLANEOUS DOCUMENT RECORD
INV:                                CUST:                                PNR:IGVJKH
EMD:0861820006021    ISSUED:07MAY11    PCC:31D1    IATA:24393655
NAME:MATHESON/PETER MR                                FF:
NAME REF:                                TOUR ID:
FOP: CHECK
CPN  A/L  BRDOFF  DATE    AIR EXTRA                                STAT
1    N/A  AKLLAX  N/A      1    BAGGAGE                                OPEN

CPN SERVICE DETAIL
1    SECOND CHECKED BAG

BASE TTL USD15.00                                EMD TTL NZD20.00
                                           EQUIV AMT NZD20.00

AKL NZ LAX 20.00 END

ASSOCIATED ELECTRONIC TICKET NUM: 0862845751955
CPN ASSOCIATION
ET CPN - EMD CPN
1          1
```

DWLIST

The data that the system sends to the DWLIST when you issue a ticket and EMD depends on how you issued the ticket and whether or not you included one of the DP/DIN formats in your entry.

Note: If you issue a ticket and EMD with an **end transaction** between the two transactions, the system creates **two** DWLIST items: one for the ticket transaction and another for the EMD transaction.

Example DWLIST (issue ETKT, no end transact, issue EMD)

```
DWLIST«
ITM  CUSTOMER    DOCUMENT  PNR      DK  NBR  DESIGN
      11 MATHESON/PET 0000000  IGVJKH
      10 HANSEN/DAVID 0010123  OYBQDO  H10100  A  EMD
      9  HANSEN/DAVID 0010122  OYBQDO  H10100  A  ETR
IT    8  HANSEN/LEE  0010120  KZGLPU  H10100  A  EMD
IT    7  HANSEN/LEE  0010119  KZGLPU  H10100  A  ETR
P     6  HANSEN/SARA 0010118  KZGHKI  H10100  A  EMD

(partial display)
```

- Item 6 - EMD issued with ¥DPB: 1st column - P, last column - EMD
- Item 7 - Electronic ticket issued with ¥DPI
- Item 8 - EMD issued with ¥DPI: 1st column - IT; last column - EMD
- Item 9 - Electronic ticket issued with no DP
- Item 10 - EMD issued with no DP: 1st column blank; last column - EMD
- Item 11 - Electronic ticket issued with no DP, then EMD issued with no DP: 1st column blank (not printed); last column - ETR

INVOICE / ITINERARY DOCUMENTS

The system prints all confirmed AE items related to the air segments and passengers being printed on the I/I document, regardless if you have fulfilled the AE item or not.

DATE: 07 MAY 11
PAGE: 01
CONSULTANT: KP
RECORD LOCATOR: IGVJKH

ITINERARY/INVOICE NO. PREPARED FOR: MATHESON/PETER MR
20 MAY 11 - FRIDAY MATHESON/CHASE MASTER

AIR NEW ZEALAND	FLIGHT NO: NZ2	CONFIRMED
DEPART: AUCKLAND	AT: 2130	ECONOMY
DEPART: INTERNATIONAL TERMINAL		MULTI MEALS
ARRIVE: LOS ANGELES	AT: 1445	12HR 15MIN
	ARRIVE: TERMINAL 2	AIRCRAFT: BOEING 777-300
	NON-STOP	REF: AY37GH

****AIR EXTRAS****

MATHESON/PETER MR		
SECOND CHECKED BAG	20.00	PAID
MATHESON/CHASE MASTER		
SECOND CHECKED BAG	20.00	PAID
VIDEO GAMES	25.00	PAID

28 MAY 11 - SATURDAY

AIR NEW ZEALAND	FLIGHT NO: NZ1	CONFIRMED
DEPART: LOS ANGELES	AT: 2130	ECONOMY
DEPART: TERMINAL 2		MULTI MEALS
ARRIVE: AUCKLAND	AT: 0530	13HR 00MIN
ARRIVAL DATE: 30 MAY 11 - MONDAY	ARRIVE: INTERNATIONAL TERMINAL	AIRCRAFT: BOEING 777-300
	NON-STOP	REF: AY37GH

****AIR EXTRAS****

MATHESON/PETER MR		
SECOND CHECKED BAG	20.00	PAID
MATHESON/CHASE MASTER		
SECOND CHECKED BAG	20.00	PAID
VIDEO GAMES	25.00	PAID

Air Extras display immediately under the applicable air segment. They will always be the **last** line of the air segment data.

AIRLINE TICKET NZ2845751955	PSGR MATHESON PETER MR	1,955.30
ELEC TKT		
AIRLINE TICKET NZ2845751956	PSGR MATHESON CHASE MASTE	1,955.30
ELEC TKT		

EMD	NZ1820006021	PSGR MATHESON PETER MR	20.00
AIR EXTRAS			
EMD	NZ1820006022	PSGR MATHESON PETER MR	20.00
AIR EXTRAS			
EMD	NZ1820006023	PSGR MATHESON CHASE MASTE	20.00
AIR EXTRAS			
EMD	NZ1820006024	PSGR MATHESON CHASE MASTE	20.00
AIR EXTRAS			
EMD	NZ1820006025	PSGR MATHESON CHASE MASTE	50.00
AIR EXTRAS			

Air Extras EMD accounting lines display on the I/I document and the system adds the amount(s) to the trip total.

SUB TOTAL	4,040.60
TOTAL AMOUNT DUE	4,040.60

Notes:

- The system may translate the header into other languages but the content data will be in English only
- If the value of the Air Extra is zero, the amount field displays as FREE with no PAID or UNPAID indicator
- The Fee Amount shown in the itinerary section is for informational purposes only

ADDITIONAL HELP AND REFERENCES

Additional quick references and interactive tutorials are available on the Web at <http://eservices.sabre.com/> under the Training menu. You may also find additional information in the Format FinderSM help system. Use these keyword combinations or formats in your Search request:

- Sell Air Extras