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S7 Airlines


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October 01, 2015

**GUIDELINES
ON ISSUANCE OF TRAVEL DOCUMENTS
FOR S7 MULTI PASS FARE PRODUCT OF S7 AIRLINES**

Novosibirsk 2015

1. GENERAL PROVISIONS

- 1.1. These Guidelines replaces the “Guidelines on issuance of travel documents for S7 multi pass fare product of S7 Airlines” of 20th of March 2014 which shall terminate immediately after signing of this document.
- 1.2. These Guidelines set forth the procedure for issuance of travel documents for the S7 multi pass fare product of S7 Airlines.
- 1.3. S7 multi pass is the fare product of S7 Airlines designed for purchase of a single ticket for several round trip carriages (Round Trip—RT).
- 1.4. The carriage for the S7 multi pass fare product is allowed only for own regular flights of S7 Airlines (hereinafter referred to as the Carrier) and codeshare flights operated by OOO Globus (GH Operator). Ticket issuance is prohibited for the codeshare flights (range S74000—S74999) where S7 Airlines is a marketing carrier.

2. FARE APPLICATION RULES FOR S7 MULTI PASS PRODUCT

- 2.1. S7 multi pass fares are published in the computerized reservation systems.
- 2.2. Business service class, J reservation code.
- 2.3. Ticket issuance at S7 multi pass fares is allowed for 4 or 8 flight segments. Ticket issuance at the S7 multi pass fare with a different number of flight segments is PROHIBITED. It is permitted to include land segments into the ticket. Examples of possible routes:
 - for 4 flight segments:
 - MOW – LED – MOW – LED – MOW
 - KZN – MOW – LED – MOW – KZN
 - MOW – AER – MOW – OVB – MOW
 - MOW – UFA – MOW – KZN // UFA – MOW
 - for 8 flight segments:
 - MOW – PEE – MOW – PEE – MOW – PEE – MOW – PEE – MOW
 - MOW – KJA – MOW – KJA – MOW – TOF – MOW – TOF – MOW
 - MOW – AER – MOW – OVB – MOW – AER – MOW – OVB – MOW
 - MOW – AER – MOW – LED – MOW – IKT – MOW – OVB – MOW
 - KZN – MOW – LED – MOW – AER – MOW – KUF – MOW – KZN
 - MOW – OVB – IKT – VVO – IKT – OVB – MOW – OMS – MOW
 - MOW – KZN – MOW – KZN – MOW // KZN – MOW – UFA // KZN – MOW – UFA
- 2.4. The fares under S7 multi pass programme have been introduced between pairs of cities for domestic flights inside Russia and are divided into areas (Appendix 1):
 - PROMO area —area code **PR**

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- area 1 —area code **1**
- area 2 —area code **2**
- area 3 —area code **3**

2.5. Fare type:

- for a carriage with 4 flight segments—**J*PASS4**;
- for a carriage with 8 flight segments—**J*PASS8**,
where: * is the area code.

2.6. Fare levels have been introduced in accordance with each area:

- for PROMO area: JRPASS4/JRPASS8/ J1PASS4/J1PASS8/ J2PASS4/J2PASS8/
J3PASS4/J3PASS8;
- for area 1: J1PASS4/J1PASS8/ J2PASS4/J2PASS8/ J3PASS4/J3PASS8;
- for area 2: J2PASS4/J2PASS8/ J3PASS4/J3PASS8;
- for area 3: J3PASS4/J3PASS8

2.7. The following fare combinations are possible:

- JRPASS4 fares may be combined with JRPASS4 fares only, JRPASS8 fares may be combined with JRPASS8 fares only;
- J1PASS4 fares may be combined with J1PASS4 fares only, J1PASS8 fares may be combined with J1PASS8 fares only;
- J2PASS4 fares may be combined with J2PASS4 fares only, J2PASS8 fares may be combined with J2PASS8 fares only; and
- J3PASS4 fares may be combined with J3PASS4 fares only, J3PASS8 fares may be combined with J3PASS8 fares only.

2.8. At the time of ticket issuance, the first flight segment shall be issued with a confirmed reservation for a specific flight/departure date, other flight segments, at the Passenger's option, may be issued either for specific flights/departure dates or with an open departure date (OPEN).

2.9. Reservation, payment, and ticket issuance shall be performed at the same time.

2.10. It is prohibited to issue additional tickets with SA status (for example, additional ticketing for inactive/closed flights).

2.11. It is prohibited to break the sequence of flight segments.

2.12. Taxes and charges, including charges of airports/cities/agencies, shall not be paid. The EXEMPT format should be used to remove them from calculation.

2.13. Ticket validity period

2.13.1. For the flight

- for J*PASS4 — MAX STAY 2 months from the departure date of the first flight coupon; and
- for J*PASS8 — MAX STAY 6 months from the departure date of the first flight coupon.

2.13.2. For changes in travel conditions:

- for J*PASS4 — 2 months (from the sale date for a fully unused ticket, from the departure date for the first flight coupon for a partially used ticket); and
- for J*PASS8 — 6 months (from the sale date for a fully unused ticket, from the departure date for the first flight coupon for a partially used ticket).

2.13.3. For refunding:

- 1 year (from the sale date for a fully unused ticket, from the departure date for the first flight coupon for a partially used ticket).

2.14. The travel conditions (date/flight/route) may be changed any number of times, before and after the travel beginning without imposing any charges or surcharges on the passenger.

- It is prohibited to change the carriage route if the new flight is included into a higher area.
- The carriage route may be changed if the new flight is included into a lower area. [New ticket must contain original ticket data \(fare basis, fare amount, fare calculation ladder\)](#). The passenger shall not be refunded for the charging difference.

2.15. Ticket refunding:

- For refund of a fully unused ticket, the amount paid for the carriage shall be refunded with deduction of the refunding charge.
- For refund of a partially used ticket, the difference between the amount paid and the cost of the actually performed carriage shall be refunded; the cost shall be calculated at the published regular business class [JFLOW/JFLRT](#) fares with deduction of the refunding charge.

2.16. Miles under the S7 Priority programme shall be charged in accordance with conditions applicable to the regular business class [FLEX](#) fares.

3. TICKET ISSUANCE UNDER S7 MULTI PASS PROGRAMME

3.1. The fares under the S7 multi pass programme are available in the screens of published fares. The standard request format shall be used. For example, the request format in Gabriel CRS:

FSDKGDMOW

The system's response:

```

FSD KGDMOW/23MAR16/S7/RUB
SEE 5N B2 BT D9 FV GW KD PS SU U6 UN UT VV XW
MORE FARES AVAILABLE IN EUR
23MAR16*23MAR16/S7 KGDMOW/EH/ /TPM 673/MPM...../RUB
01 JFLOW / 65275 /J/ .365/ /SBSCR
02 JFLRT / 130550/J/ .365/ /SBSCR
03 CFLOW / 33000 /C/ .360/ /SBSCR
04 CFLRT / 66000/C/ .360/ /SBSCR
05 DFLOW / 16500 /D/ .355/ /SBSCR
06 DFLRT / 33000/D/ .355/ /SBSCR
07 JBSOW / 58275 /J/ .365/ /SBSCR
08 JBSRT / 116550/J/ .365/ /SBSCR
09 J3PASS4 / 61000/J/ . 2M/ /PASSR
10 CBSOW / 26000 /C/ .360/ /SBSCR
11 CBSRT / 52000/C/ .360/ /SBSCR
12 J2PASS4 / 47000/J/ . 2M/ /PASSR
13 J1PASS4 / 34000/J/ . 2M/ /PASSR
14 DBSOW / 9500 /D/ .355/ /SBSCR
15 DBSRT / 19000/D/ .355/ /SBSCR
16 J3PASS8 / 61000/J/ . 6M/ /PASSR
17 J2PASS8 / 47000/J/ . 6M/ /PASSR
18 J1PASS8 / 34000/J/ . 6M/ /PASSR
  
```

3.1.1. The fare type shall be selected in accordance with the Table of Areas set out in Appendix 1.

3.1.2. If the carriage consists of flight segments within one area, select the fare type with the code of the relevant Area.

3.1.3. If the carriage consists of flight segments within different areas, select the fare type with the code of the greatest Area.

3.2. The code of the relevant fare and the indicator for removal of taxes and charges shall be specified in the request when the fare is calculated automatically. Calculation formats:

- For Gabriel CRS:
FQT:*J2PASS4#E*E----
FQT:*J2PASS4//:RUB#E*E---- calculation for travel to/from Simferopol
- For Amadeus:
FXP/L-J2PASS4/R,U,WT
- For Galileo:
FQTE/@J2PASS4
- For Sabre:
WPQJ2PASS4¥TE«
- For Sirena Travel:
TB manual calculation
BB5 choose an option, where 5 is an option number
Note! Manual calculation with taxes will be applied.
ПБП manual ticket issue. Agent must manually delete taxes from each page.

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The system's response in Gabriel CRS:

```

KGD
DME J1PASS4      NVB      NVA23MAY 2PC
KGD J1PASS4      NVB      NVA23MAY 2PC
DME J1PASS4      NVB      NVA23MAY 2PC
KGD J1PASS4      NVB      NVA23MAY 2PC
FARE RUB      68000
TFC RUB        0
TOTAL RUB      68000
23MAR16KGD S7 MOW17000S7 KGD17000S7 MOW17000S7 KGD17000RUB68
000END
TAX/FEE/CHARGE
EXEMPT YR TFC END
ENDOS INCL VAT 6181.82RUB/S7 ONLY
ATTN* CHANGE TO NO STOPOVER MAY VARY FARE
ATTN* NET FARE - CATEGORY 35 DATA FROM S7/PASS/528
  
```

3.3. The ticket shall be issued using the automatic mask.

Ticket details:

```

TKT NBR: 4212410728331      ISSUING CITY: OVB      ISSUING OFFICE: 00000055
NAME: TEST/TICKETMR
ORIG/DEST:KGDKGD      NBR OF TKTS ISSUED:001      TTL NBR OF SEGS:004
CP S FRM/TO A/L FLT  CLS DATE      TIME ST FBC      BAG RLOC      STATUS
 1-O KGDDME S7  68   J   26MAR16 1600 OK J1PASS4 2PC TSTW1  OPEN FOR USE
                        NV 26MAY16
 2-O DMEKGD S7  67   J   28MAR16 1655 OK J1PASS4 2PC TSTW1  OPEN FOR USE
                        NV 26MAY16
 3-O KGDDME S7  68   J   01APR16 1840 OK J1PASS4 2PC TSTW1  OPEN FOR USE
                        NV 01JUN16
 4-O DMEKGD S7  67   J   05APR16 1655 OK J1PASS4 2PC TSTW1  OPEN FOR USE
                        NV 01JUN16

**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 6181.82RUB/S7 ONLY
FARE CALCULATION/LADDER      FARE CALC INDICATOR: 0
26MAR16KGD S7 MOW17000S7 KGD17000S7 MOW17000S7 KGD17000RUB68000END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*      * AUDITOR
BASE:RUB      68000      BASE:RUB      68000
EQUIV:      EQUIV:
T/F/C:RUB      0      T/F/C:RUB      0
TTL:RUB      68000      TTL:RUB      68000
* TAX/FEE/CHARGE DETAIL:
  TAX:EXEMPT      YR
TOUR CODE :
FOP:CA
FOPAMT:68000      COMM AMT:      COMM RATE:
  ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT      ISSUING SYSTEM/RLOC:S7/TSTW1
DATE OF ISSUE: 01DEC15
PSGR PHONE:      INVOICE NBR:
FOID:PP/44444444
  
```

Appendix 1

Table of Areas

Area PROMO

Moscow	Ekaterinburg	MOW=SVX SVX=MOW
	Nizhny Novgorod	MOW=GOJ GOJ=MOW
	Saint Petersburg	MOW=LED LED=MOW
	Voronezh	MOW=VOZ VOZ=MOW
	Naberezhnye Chelny	MOW=NBC NBC=MOW
	Stavropol	MOW=STW STW=MOW
Yuzhno-Sakhalinsk	Vladivostok	UUS=VVO VVO= UUS
	Khabarovsk	UUS=KHV KHV=UUS

Area 1

Moscow	Anapa	MOW=AAQ AAQ=MOW
	Astrakhan	MOW=ASF ASF=MOW
	Volgograd	MOW=VOG VOG=MOW
	Vladikavkaz	MOW=OGZ OGZ=MOW
	Kazan	MOW=KZN KZN=MOW
	Kaliningrad	MOW=KGD KGD=MOW
	Krasnodar	MOW-KRR KRR=MOW
	Samara	MOW=KUF KUF=MOW
	Sochi	MOW=AER AER=MOW
	Simferopol	MOW=SIP SIP=MOW
	Perm	MOW=PEE PEE=MOW
	Ufa	MOW=UFA UFA=MOW
	Chelyabinsk	MOW=CEK CEK=MOW
	Mineralnye Vody	MOW=MRV MRV=MOW
	Rostov	MOW=ROV ROV=MOW
Petropavlovsk-Kamchatsky	Vladivostok	PKC=VVO VVO=PKC
	Khabarovsk	PKC=KHV KHV=PKC
Salekhard	Tyumen	SLY=TJM TJM=SLY
Irkutsk	Vladivostok	IKT=VVO VVO=IKT

Area 2

Moscow	Barnaul	MOW=BAX BAX=MOW
	Gorno-Altaysk	MOW=RGK RGK=MOW
	Kemerovo	MOW=KEJ KEJ=MOW
	Salekhard	MOW=SLY SLY=MOW
	Nizhnevartovsk	MOW=NJC NJC=MOW
	Novokuznetsk	MOW=NOZ NOZ=MOW
	Novosibirsk	MOW=OVB OVB=MOW
	Novy Urengoy	MOW=NUX NUX=MOW
	Norilsk	MOW=NSK NSK=MOW
	Omsk	MOW=OMS OMS=MOW

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Area 2

Moscow	Tomsk	MOW=TOF TOF=MOW
	Tyumen	MOW=TJM TJM=MOW
	Nadym	MOW=NYM NYM=MOW
Novosibirsk	Vladivostok	OVB=VVO VVO=OVB
	Magadan	OVB=GDX GDX=OVB
	Petropavlovsk-Kamchatsky	OVB=PKC PKC=OVB
	Sochi	OVB=AER AER=OVB
	Khabarovsk	OVB=KHV KHV=OVB
	Yuzhno-Sakhalinsk	OVB=UUS UUS=OVB
	Yakutsk	OVB=YKS YKS=OVB
	Anapa	OVB=AAQ AAQ=OVB
	Surgut	OVB=SGC SGC=OVB
	Ulan-Ude	OVB=UUD UUD=OVB
	Mirnyj	OVB=MJZ MJZ=OVB
	Krasnodar	OVB=KRR KRR=OVB
	Blagoveshchensk	OVB=BQS BQS=OVB
	Simferopol	OVB=SIP SIP=OVB
	Ufa	OVB=UFA UFA=OVB
	Chita	OVB=HTA HTA=OVB
	Samara	OVB=KUF KUF=OVB
	Norilsk	OVB=NSK NSK=OVB
Irkutsk	OVB=IKT IKT=OVB	
Mineralnye Vody	OVB =MRV MRV=OVB	
Saint Petersburg	OVB =LED LED= OVB	
Surgut	Ufa	SGC=UFA UFA=SGC
	Samara	SGC=KUF KUF=SGC
Irkutsk	Yakutsk	IKT=YKS YKS=IKT

Area 3

Moscow	Abakan	MOW=ABA ABA=MOW
	Bratsk	MOW=BTK BTK=MOW
	Irkutsk	MOW=IKT IKT=MOW
	Ulan-Ude	MOW=UUD UUD=MOW
	Chita	MOW=HTA HTA=MOW
	Yakutsk	MOW=YKS YKS=MOW
	Krasnoyarsk	MOW=KJA KJA=MOW
Irkutsk	Magadan	IKT=GDX GDX=IKT