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PJSC Siberia Airlines

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PROCEDURE
FOR ISSUANCE OF TICKETS FOR THE PASSENGERS TAKING EXTRA SEATS IN THE CABIN FOR PERSONAL COMFORT OR BAGGAGE CARRIAGE

Novosibirsk 2015

Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin for Personal Comfort or Baggage Carriage

1. GENERAL PROVISIONS

1.1. This document replaces the Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin for Personal Comfort or Baggage Carriage dated April 05, 2013 which shall cease to be effective upon signing hereof.

1.2. This Procedure describes the sequence of the Agent's operations during reservation and issuance of tickets for the flights of Siberia Airlines (hereinafter referred to as the Carrier), for the passengers taking extra seats in the aircraft cabin for personal comfort or baggage carriage.

1.3. This Procedure is based on *Siberia Airlines' Rules of Passenger, Baggage and Cargo Transportation by Air*, IATA PSCRM and other applicable procedures of the Carrier.

1.4. At the wish of a passenger, for personal comfort or baggage carriage, one or more extra seats may be reserved in the cabin. All the seats necessary for the passenger shall be reserved simultaneously. During the reservation, the Agent shall inform the Carrier of carrying such passengers on board of the aircraft, by way of including a special service request in the reservation form.

1.5. The ticket shall be issued in accordance with *Siberia Airlines' Passenger Ticketing Procedure* and *Electronic Ticketing Procedure*.

2. TICKET RESERVATION AND ISSUANCE FOR TRAVEL WITH ENHANCED COMFORT (EXST)

2.1. For travel with enhanced comfort, the passenger may reserve the necessary number of seats (there are no restrictions as to the number of requested seats).

2.2. The reservation is created in the available reservation code, simultaneously for the total number of the required seats. When entering NM name element, the names of the extra seats are entered as EXST (Extra Seat).
NM:**2**IVANOV/IVAN MR /**EXST** (1 passenger and 1 extra seat);
NM:**3**IVANOV/IVAN MR /**EXST/EXST** (1 passenger and 2 extra seats).

2.3. A special service request is included in the reservation form through SSR element, irrespective of the number of extra seats:
Gabriel ABS
   SSR:ALL EXST S7 NN1.FOR PERSONE COMFORT/P1
Sirena-Travel ABS
   ЗС1П1ДПМС FOR PERSONE COMFORT
Amadeus GDS
   SSR EXST-FOR PERSONAL COMFORT/P1

2.4. For Gabriel ABS, after this service is confirmed by the Carrier, the Agent closes the PNR with the active acceptance code changed using *K command.

2.5. No meals are provided for an extra seat. SSR:NOML obligatory element of providing no meals for the extra seat shall also be included in the reservation form. The request is entered for each additional seat:

SSR:ALL NOML S7 HK1/P2,

where

NOML	means that no meals are needed, and
P2	is the identifier of the extra seat.

2.6. The passenger carriage and EXST extra seats are paid on the basis of the reserved available fare of the relevant service class, as of the ticket issuance date.

2.7. For the passenger and the extra seats reserved for him/her (EXST), **one ticket** is issued using a mask with manual or semiautomatic fare calculation. The ticket shall show the fare amount being the aggregate of the fares for all the requested seats, YR fuel surcharge in the amount corresponding to the number of requested seats, and other taxes and charges of the airports/countries/agencies that are only paid once.

2.8. If the passenger, when buying the ticket, informs of an extra seat for comfort at one of the flight segments only, separate reservations are created and separate tickets are issued for the travel with extra seats and for the travel without extra seats.

2.9. Extra seats for comfort of the passenger (EXST) are not covered by free baggage allowance.

2.10. CH/AD/ID discounts are not applicable to the fares of extra seats for comfort of the passenger.

2.11. At the flight check-in, the passenger is issued one boarding pass for each reserved seat.

2.12. The documents are entered in the reporting software in compliance with *Siberia Airlines' Agency Agreement Implementation Procedure*.

2.13. Procedure for reservation of a ticket for one passenger with one EXST extra seat (Gabriel ABS):

- **AVOVBIKT17FEB** is activation of availability display;
- **SD1V2 –** is request of the necessary number of seats (1 passenger and 1 extra seat);
- **NM:2TEST/TICKET MR/EXST** is entry of the passenger's name and extra seat with EXST code;
- **SSR:ALL EXST S7 NN1.FOR PERSONE COMFORT/P1** is EXST special service request;
- **SSR:ALL NOML S7 HK1/P2** is entry of request of providing no meals for the extra seat;
- entry of the contact information and passport details, and TL setting shall be performed in a standard way, as per the requirements of Siberia Airlines.

Form of reservation:

```
OVB017 6336 0353 02DEC /RU/PID5034
 1.TEST/TICKET MR 2.TEST/EXST T06HC
 3.   S7 3263 V   WE17FEB   OVBIKT HK2   1810 2240
       *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/007-383-2213135
 5.T
 6.TL/X/2000/05DEC/OVB017
 7.SSR DOCS S7  HK1 /P/RU/5000123456/RU/02AUG83/M/10SEP20/TEST/TICKET/P1
 8.SSR EXST S7  HK1 OVBIKT 3263V30MAR.FOR PERSONE COMFORT/P1
 9.SSR NOML S7  HK1 OVBIKT 3263V30MAR/P2
10.OVB017
```

2.13.1. **Procedure for issuance of a ticket for one passenger with an EXST extra seat (Gabriel ABS) upon simultaneous reservation; the following details are entered in the ticket:**

- Endorsement element—the service code and number of extra seats, e.g. **1EXST** (one extra seat for comfort);
- Fare Basis element—code of the main fare followed by the relevant code for this passenger category, **EX**;
- Fare Amount element—the aggregate fare amount corresponding to the number of the requested seats;
- Fare Calculation element—the fare calculation including the amount of additional charge (the aggregate of the fares) for the extra seats. The additional charge amount shall appear with **Q** code after each calculated flight segment;
- Taxes element—YR fuel surcharge in the amount corresponding to the requested number of seats. Charges of the airports/countries/agencies are only paid once.

2.13.2. **Example of issuance of an electronic ticket through ETK semiautomatic mask:**

1AM screen:

```
ETK:1AM    TEST/TICKET MR
PSGRINFO _____SPONSOR _____
AGT   6336       SRPT _____   TOUR _____
IR(Y,N,E) Y EMAIL _____
FOP CA_____AMT _____
FOP _____AMT _____
ENDO INCL_VAT_1150.91RUB/S7_ONLY/REF/CHNG/RESTR/1EXST_____
_____
FARE RUB11160_____ EQUIV PD _____ COMM _____ COAM _____
FARE CALC 17FEB16OVB_S7_IKTQ11160 11160RUB22320END_____
_____
_____
TAX/FEE/CHARGE   : __RUB3000YR_____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ / MORE _
ENTER FBC/VALIDITY/BAG X   ENTER ZP/XF AIRPORTS _    COMPLETE TICKET ISSUANCE _
```

where

INCL_VAT_1150.91RUB/S7_ONLY/REF/CHNG/RESTR/1EXST is the element of additional restrictions including EXST code with the number of extra seats indicated;

RUB22320 is the total fare amount for all reserved seats;

17FEB16OVB_S7_IKTQ11160 11160RUB22320END is the line of fare calculation including the payment for the extra seats in the form of Q additional charge;

RUB3000YR is YR tax charged according to the number of reserved seats.

2AM screen:

```
ETK:2AM     TEST/TICKET MR
   SEGMENT *  DATE    FBC/DESIGNATOR CODE   NVB _____ NVA _____ BAG
 1 OVB IKT V_ 17FEB16 VBSOW/EX_____     NVB 17FEB16 NVA 17FEB16 NO

BACK TO FARE & FOPS _                        COMPLETE TICKET ISSUANCE X
```

where

VFLOW/EX is the type of applied fare with EX code indicated;

17FEB16 is the ticket validity period;

NO is free baggage allowance (not covering extra seats).

Details of the electronic ticket:

```
TKT NBR: 4212410725803          ISSUING CITY: OVB   ISSUING OFFICE: 00000055
NAME: TEST/TICKETMR
ORIG/DEST:OVBIKT    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:001
CP S FRM/TO A/L FLT  CLS DATE     TIME ST FBC      BAG RLOC    STATUS
 1-O OVBIKT S7  3263 V   17FEB16 1810 OK VBSOW EX1 0K T06HC  OPEN FOR USE
                                       NV17FEB16/17FEB16
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 1150.91RUB/S7 ONLY/REF/CHNG/RESTR/1EXST
FARE CALCULATION/LADDER            FARE CALC INDICATOR: 9
17FEB16OVB S7 IKTQ11160 11160RUB22320END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*            * AUDITOR
 BASE:RUB      11160     BASE:RUB        11160
EQUIV:                   EQUIV:
T/F/C:RUB       3000     T/F/C:RUB        3000
  TTL:RUB      14160      TTL:RUB        14160
* TAX/FEE/CHARGE DETAIL:
     TAX:RUB       3000YR
TOUR CODE :
FOP:CA
FOPAMT:14160            COMM AMT:       COMM RATE:
        ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT               ISSUING SYSTEM/RLOC:S7/T06HC
DATE OF ISSUE: 02DEC15
PSGR PHONE:0073832213135       INVOICE NBR:
RETURN TO E-TICKET DISPLAY -ETR:
```

2.13.3. After the ticket issuance, it is necessary to close the reservation using *T command.

2.14. **Procedure for reservation and issuance of tickets for two passengers one of whom needs one EXST extra seat:**

- **AVMOWKGD02APR** is activation of availability display;
- **SD1V3** is request of the necessary number of seats (2 passengers + 1 extra seat);
- **NM:2IVANOV/TEST MR/EXST1PETROV/TEST MR** is entry of the name (extra seat with EXST code for Ivanov, passenger Petrov without EXST);
- **SSR:ALL EXST S7 NN1.FOR PERSONE COMFORT /P1** is EXST special service request for P1;
- **SSR:ALL NOML S7 HK1/P2** is entry of request of providing no meals for the extra seat;
- entry of the contact information and passport details, and TL setting shall be performed in a standard way, as per the requirements of Siberia Airlines.

Form of reservation:

```
OVB017 6336 0452 01DEC /RU/PID49627
 1.IVANOV/TEST MR 2.IVANOV/EXST 3.PETROV/TEST MR T0FK0
 4.   S7 067  V   SA02APR  DMEKGD HK3   1400 1515
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 5.   S7 068  N   TU05APR  KGDDME HK3   1600 1915
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 6.B/OVB 383-2223135
 7.TL/2000/02DEC/OVB017
 8.SSR DOCS S7  HK1 /P/RU/7777777777/RU/11MAY74/M/02APR17/IVANOV/TEST/P1
 9.SSR DOCS S7  HK1 /P/RU/6666666666/RU/01MAR73/M/02APR17/PETROV/TEST/P3
10.SSR EXST S7  HK1 DMEKGD 0067V02APR.FOR PERSONE COMFORT/P1
11.SSR EXST S7  HK1 KGDDME 0068N05APR.FOR PERSONE COMFORT/P1
12.SSR FOID S7  HK1 PP6666666666/P2
13.SSR FOID S7  HK1 PP7777777777/P1
14.SSR NOML S7  HK1 DMEKGD 0067V02APR/P2
15.SSR NOML S7  HK1 KGDDME 0068N05APR/P2
16.OVB017
```

2.14.1. The ticket for passenger Ivanov with an extra seat is issued similarly to Clause 2.14 of this Procedure.

2.14.2. The ticket for passenger Petrov is issued in a standard way, in accordance with *Siberia Airlines' Passenger Ticketing Procedure*.

2.15. **Procedure for reservation and issuance of a ticket with an extra seat for personal comfort, for a passenger with a previously issued ticket:**

2.15.1. If a passenger needs an EXST extra seat for the whole travel, after his/her ticket was issued but not used, the Agent shall:

- Create a new reservation for the total amount of the required seats in the reservation code available at the time of the passenger's application. Downgrade of the reservation code is prohibited;
- Cancel the passenger's seat in the original reservation;

- Exchange the passenger's submitted ticket in the new reservation with recalculation of the travel cost. The cost of the new ticket will include:
  - ➢ the preserved cost of the original travel, irrespective of the reservation code at the time of the reissuance;
  - ➢ the fares and fuel surcharge (YR) for the extra seats as of the reissuance date;
  - ➢ the rate applied for the whole travel, as of the date of issuing the original ticket.
- In Fare Basis element, the code of fare as per the ticket accepted for exchange shall appear followed by the relevant code for this category of passengers, **EX.**

2.15.1.1. Example of ticket reissuance, in case the passenger pays for an EXST extra seat for the whole travel. The travel has not started:

Details of the submitted ticket:

```
TKT NBR: 4212410727118          ISSUING CITY: OVB    ISSUING OFFICE: 11111111
NAME: TEST/TICKETMR
ORIG/DEST:DMEDME     NBR OF TKTS ISSUED:001    TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC     BAG RLOC    STATUS
 1-O DMEKGD S7  67   R   30MAR16 1400 OK RFLRT   1PC T0BB4  OPEN FOR USE
                                            NV30MAR16/30MAR16
 2-O KGDDME S7  68   L   31MAR16 1600 OK LFLRT   1PC T0BB4  OPEN FOR USE
                                            NV31MAR16/31MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 1292.73RUB/S7 ONLY/REF/CHNG/RESTR
FARE CALCULATION/LADDER               FARE CALC INDICATOR: 0
30MAR16MOW S7 KGD1400S7 MOW9820RUB11220END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*              * AUDITOR
 BASE:RUB       11220      BASE:RUB        11220
EQUIV:                     EQUIV:
T/F/C:RUB        3000      T/F/C:RUB         3000
  TTL:RUB       14220        TTL:RUB        14220                          COMM
AMT:      COMM RATE:
          ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT                   ISSUING SYSTEM/RLOC:S7/T06JN
DATE OF ISSUE: 01DEC15
PSGR PHONE:0073832223135       INVOICE NBR:
FOID:PP/0100123456


* TAX/FEE/CHARGE DETAIL:
    TAX:RUB         3000YR
TOUR CODE :
FOP:CA
FOPAMT:14220              COMM AMT:        COMM RATE:
          ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT                   ISSUING SYSTEM/RLOC:S7/T0BB4
DATE OF ISSUE: 01DEC15
PSGR PHONE:3832223135          INVOICE NBR:
FOID:PP/0100123456
```

- The ticket was not used, and the passenger asks to be provided with one extra seat for comfort;

- Create a new reservation for the total number of required seats in the available reservation code;
- Cancel the passenger's seats in the original reservation;
- Recalculate the travel cost including the fare and YR fuel surcharge for the extra seat;
- The fare amount with the extra seat will be equal to:

11220RUB(RFLRT/LFLRT)+22980RUB(MFLRT)=34200RUB,

where

RUB 11,220 is the fare amount as per the ticket accepted for exchange, and
RUB 22,980 is the applied fare amount at the time of the reissuance for the extra seat payment.

Form of the new reservation:

```
OVB017 6336 0545 01DEC /RU/PID5034
 1.TEST/TICKET MR 2.TEST/EXST T06B8
 3.    S7 067  M   WE30MAR  DMEKGD HK2   1400 1515
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.    S7 068  M   TH31MAR  KGDDME HK2   1600 1915
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 5.B/007-338-2223135
 6.TL/2000/03DEC/OVB017
 7.SSR DOCS S7  HK1 /P/RU/0100123456/RU/10SEP70/M/30MAR17/TEST/TICKET/P1
 8.SSR EXST S7  HK1 DMEKGD 0067M30MAR.FOR PERSONE COMFORT/P1
 9.SSR EXST S7  HK1 KGDDME 0068M31MAR.FOR PERSONE COMFORT/P1
10.SSR FOID S7  HK1 PP0100123456/P1
11.SSR NOML S7  HK1 DMEKGD 0067M30MAR/P2
12.SSR NOML S7  HK1 KGDDME 0068M31MAR/P2
13.OVB017
```

Form of ETE exchange mask:

0MP screen:

```
ETE:0MP     □TEST/TICKET MR                                          □
PSGRINFO _____SPONSOR _____
AGT  6336          SRPT _____ TOUR _____
IR(Y,N,E) Y EMAIL _____
                      EXCHANGE DOCUMENT 1          DOC TYPE DE
DOC NBRS 4212410727118             CITY OVB DATE 01DEC15 OFFICE 00000055V
CPN NBRS 12                                 TOTAL AMT RUB14220
EXCH FOP CA                                 AMT RUB14220____
EXCH FOP                                    AMT
                      EXCHANGE DOCUMENT 2          DOC TYPE __
DOC NBRS _____       CITY ____ DATE _____ OFFICE _____
CPN NBRS ____ ____ ____ ____ ____            TOTAL AMT _____
EXCH FOP _____AMT _____
EXCH FOP _____AMT _____
                      ORIGINAL ISSUE DOCUMENT          O&D DMEDME
DOC NBRS                      CITY     DATE          OFFICE
NEW ENDO ENDOS INCL VAT 3512.73RUB/S7 ONLY/REF/CHNG/RESTR/1EXST MFLRT
         _____

ENTER NEW FBC/VALIDITY/BAG X      ENTER NEW FARE/TAXES/ADC OR REFUND PAYMENT _
```

2MP screen:

```
ETE:2MP    TEST/TICKET MR
   SEGMENT * DATE    FBC/DESIGNATOR CODE    NVB _____ NVA _____ BAG
 1 DME KGD M_ 30MAR16 RFLRT/EX_____    NVB 30MAR16 NVA 30MAR16 1PC
 2 KGD DME M_ 31MAR16 LFLRT/EX_____    NVB 31MAR16 NVA 31MAR16 1PC




BACK TO NEW FARE & FOPS X              BACK TO EXCHANGE TICKET DATA _
                                       COMPLETE EXCHANGE TRANSACTION _
```

1MP screen:

```
ETE:1MP    TEST/TICKET MR
NEW FARE RUB34200_____/ RUB22980_____ EQUIV PD _____/ _____
PAID T/F/C      : __RUB3000YR_____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/ MORE _
NEW T/F/C       : __RUB3000YR_____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/ MORE _
NEW FARE CALC 30MAR16_MOW_S7_KGDQ11490_1400S7_KGD_Q11490_9820RUB34200END_____
_____
_____
                                        COMM _____ COAM _____
PENALTY _____
FOP CA_____AMT RUB25980____
FOP _____AMT _____
ENTER PAID/NEW ZP/XF AIRPORTS _         ENTER NEW FBC/VALIDITY/BAG _
BACK TO EXCHANGE TICKET DATA _          COMPLETE EXCHANGE TRANSACTION X
```

Details of the new electronic ticket:

```
 TKT NBR: 4212410725805          ISSUING CITY: OVB   ISSUING OFFICE: 00000055
NAME: TEST/TICKETMR
ORIG/DEST:DMEDME    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC     BAG RLOC    STATUS
 1-O DMEKGD S7  67   M   30MAR16 1400 OK RFLRT EX1PC T06B8  OPEN FOR USE
                                    NV30MAR16/30MAR16
 2-O KGDDME S7  68   M   31MAR16 1600 OK LFLRT EX1PC T06B8  OPEN FOR USE
                                    NV31MAR16/31MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:ENDOS INCL VAT 3512.73RUB/S7 ONLY/REF/CHNG/RESTR/1EXST MFLRT
FARE CALCULATION/LADDER               FARE CALC INDICATOR: 1
30MAR16 MOW S7 KGDQ11490 1400S7 KGD Q11490 9820RUB34200END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*           * AUDITOR
 BASE:RUB       34200     BASE:RUB       34200
EQUIV:RUB         RUB     EQUIV:RUB         RUB
T/F/C:RUB        3000     T/F/C:RUB        3000
  TTL:RUB      25980A      TTL:RUB      25980A
 * TAX/FEE/CHARGE DETAIL:
    TAX:RUB       3000YR  PD-TAX:RUB        3000YR
TOUR CODE :
FOP:CA
FOPAMT:25980              COMM AMT:      COMM RATE:
FOP:CA
FOPAMT:14220
EXCHANGE/REISSUE DOCUMENTS:OR/OVB/28OCT15/00000055
4212410725804
          ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT              ISSUING SYSTEM/RLOC:S7/T06B8
DATE OF ISSUE: 02DEC15
PSGR PHONE:0073382223135      INVOICE NBR:
FOID:PP/0100123456
```

2.15.1.2. After the ticket reissuance, it is necessary to close the new reservation using *T command.

2.15.2. **If a passenger needs an EXST extra seat at one or more segments of the flight, after his/her ticket was issued but not used, the Agent shall:**
- Create a new reservation for the required travel, for the total number of seats in the reservation code available at the time of the passenger's application. The applied fare shall be published for OW and RT travel. Downgrade of the reservation code is prohibited;
- In the original reservation, the segments for which the extra seat is needed shall be **rebooked** within the same reservation code as the one in which the new reservation for the passenger and the extra seat was created;
- Exchange the passenger's ticket in the original reservation with recalculation of the travel cost. The cost of the new ticket will include:
  - the preserved cost of the original travel, irrespective of the reservation code at the time of the reissuance;
  - the fares and fuel surcharge (YR) for the extra seats as of the reissuance date;

> ➢ the rate applied for the whole travel as of the date of issuing the original ticket.

- In Fare Basis element, the code of fare as per the ticket accepted for exchange shall appear followed by the relevant code for this category of passengers, **EX;**
- After the ticket is exchanged, cancel, in the original reservation, the flight segments requiring extra seats;
- Perform matching of the new ticket to the new reservation with the help of RV (revalidation) command.

2.15.2.1. Example of ticket reissuance in case the passenger pays for an EXST extra seat in one or more segments of the flight with a previously issued ticket. The travel has not started:

Details of the submitted ticket:

```
TKT NBR: 4212410727140          ISSUING CITY: OVB   ISSUING OFFICE: 11111111
NAME: TEST/TICKETMR
ORIG/DEST:DMEDME    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC     BAG RLOC    STATUS
 1-O DMEKGD S7  67   L   30MAR16 1400 OK LFLRT   1PC T0BB4  OPEN FOR USE
                                        NV30MAR16/30MAR16
 2-O KGDDME S7  68   V   31MAR16 1600 OK VFLRT   1PC T0BB4  OPEN FOR USE
                                        NV31MAR16/31MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 1935.45RUB/S7 ONLY/REF/CHNG/RESTR
FARE CALCULATION/LADDER               FARE CALC INDICATOR: 0
30MAR16MOW S7 KGD9820S7 MOW8470RUB18290END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*              * AUDITOR
 BASE:RUB      18290     BASE:RUB       18290
EQUIV:                   EQUIV:
T/F/C:RUB      3000    T/F/C:RUB        3000
  TTL:RUB      21290     TTL:RUB        21290
 * TAX/FEE/CHARGE DETAIL:
    TAX:RUB      3000YR
TOUR CODE :
FOP:CA
FOPAMT:21290              COMM AMT:       COMM RATE:
        ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT               ISSUING SYSTEM/RLOC:S7/T0BB4
DATE OF ISSUE: 01DEC15
PSGR PHONE:3832223135         INVOICE NBR:
FOID:PP/0100123456
```

- The ticket was not used, and the passenger asks to be provided with one extra seat for comfort in MOW-KGD segment;
- Create a new reservation for the total number of required seats in the available reservation code published for OW and RT travel, in MOW-KGD flight;
- In the original reservation, revalidate MOW-KGD segment into the reservation code similar to the new reservation for the passenger and the extra seat. Accept

the ticket for exchange with recalculation of the travel cost, including OW fare and YR surcharge for the extra seat;

- The fare amount with the extra seat will be equal to:

18,290RUB(LFLRT/VFLRT)+11,490RUB(MFLOW)=29,780RUB,

where

RUB 18,290 is the fare amount as per the ticket accepted for exchange, and

RUB 11,490 is the applied fare amount at the time of the reissuance for the extra seat payment.

Form of the original reservation with rebooked MOW-KGD segment:

```
OVB017 6336 0501 01DEC /RU/PID46042
 1.TEST/TICKET MR T0BB4    -ETK-
 2.   S7 067  M   WE30MAR   DMEKGD HK1   1400 1515
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 3.   S7 068  V   TH31MAR   KGDDME HK1   1600 1915
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/OVB 383-2223135
 5.T/ *T
 6.SSR FOID S7  HK1 PP0100123456/P1
 7.SSR TKNE S7  HK1 KGDDME 0068V31MAR.4212410727140C2/P1
 8.OVB017
```

Form of ETE exchange mask:

0MP screen:

```
ETE:0MP     □TEST/TICKET MR                                  □
PSGRINFO _____SPONSOR _____
AGT  6336            SRPT _____  TOUR _____
IR(Y,N,E) Y EMAIL _____
                     EXCHANGE DOCUMENT 1         DOC TYPE DE
DOC NBRS 4212410727140              CITY OVB DATE 0NOV15 OFFICE 11111111B
CPN NBRS 12                                   TOTAL AMT RUB21290
EXCH FOP CA                                         AMT RUB21290_____
EXCH FOP                                            AMT
                     EXCHANGE DOCUMENT 2         DOC TYPE __
DOC NBRS _____         CITY ____ DATE _____ OFFICE _____
CPN NBRS ____ ____ ____ ____ ____              TOTAL AMT _____
EXCH FOP _____AMT _____
EXCH FOP _____AMT _____
                    ORIGINAL ISSUE DOCUMENT         O&D DMEDME
DOC NBRS                          CITY     DATE       OFFICE
NEW ENDO INCL VAT 3116.36RUB/S7 ONLY/REF/CHNG/RESTR/1EXST MFLOW_____
_____

ENTER NEW FBC/VALIDITY/BAG X     ENTER NEW FARE/TAXES/ADC OR REFUND PAYMENT _
```

2MP screen:

```
ETE:2MP     TEST/TICKET MR
   SEGMENT *  DATE    FBC/DESIGNATOR CODE      NVB _____ NVA _____ BAG
 1 DME KGD M_ 30MAR16 MFLOW/EX_____         NVB 30MAR17 NVA 30MAR17 1PC
 2 KGD DME V_ 31MAR16 VFLOW_____         NVB 31MAR17 NVA 31MAR17 1PC




FQT:
BACK TO NEW FARE & FOPS X                BACK TO EXCHANGE TICKET DATA _
                                         COMPLETE EXCHANGE TRANSACTION _
```

1MP screen:

```
ETE:1MP     TEST/TICKET MR
NEW FARE RUB29780_____/ RUB11490_____ EQUIV PD _____/ _____
PAID T/F/C        : __RUB3000YR_____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/ MORE _
NEW T/F/C         : _RUB1500YR_____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/ MORE _
NEW FARE CALC 30MAR16MOW S7 KGDQ11490 9820S7 MOW8470RUB29780END_____
_____
_____
_____       COMM _____ COAM _____

PENALTY _____
FOP CA_____AMT RUB12990_____
FOP _____AMT _____
ENTER PAID/NEW ZP/XF AIRPORTS _        ENTER NEW FBC/VALIDITY/BAG _
BACK TO EXCHANGE TICKET DATA _         COMPLETE EXCHANGE TRANSACTION X
```

Details of the new electronic ticket:

```
TKT NBR: 4212410727141          ISSUING CITY: OVB   ISSUING OFFICE: 11111111
NAME: TEST/TICKETMR
ORIG/DEST:DMEDME     NBR OF TKTS ISSUED:001    TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE     TIME ST FBC      BAG RLOC    STATUS
 1-O DMEKGD S7  67   M    30MAR16 1400 OK MFLOW EX1PC T0BB4  OPEN FOR USE
                                     NV30MAR17/30MAR17
 2-O KGDDME S7  68   V    31MAR16 1600 OK VFLOW  1PC T0BB4  OPEN FOR USE
                                     NV31MAR17/31MAR17
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 3116.36RUB/S7 ONLY/REF/CHNG/RESTR/1EXST MFLOW
FARE CALCULATION/LADDER                 FARE CALC INDICATOR: 1
30MAR16MOW S7 KGDQ11490 9820S7 MOW8470RUB29780END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*              * AUDITOR
 BASE:RUB      29780      BASE:RUB       29780
EQUIV:RUB         RUB     EQUIV:RUB        RUB
T/F/C:RUB        1500     T/F/C:RUB       1500
  TTL:RUB     12990A       TTL:RUB      12990A
* TAX/FEE/CHARGE DETAIL:
    TAX:RUB       1500YR  PD-TAX:RUB        3000YR
TOUR CODE :
FOP:CA
FOPAMT:12990               COMM AMT:       COMM RATE:
FOP:CA
FOPAMT:21290
EXCHANGE/REISSUE DOCUMENTS:OR/OVB/01NOV15/11111111
4212410727140
          ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT               ISSUING SYSTEM/RLOC:S7/T0BB4
DATE OF ISSUE: 02DEC15
PSGR PHONE:3832223135         INVOICE NBR:
FOID:PP/0100123456
```

2.15.2.2. In the original reservation, cancel the flight segments in which the extra seats are issued, and enter the information:

> **SSR:OTHS S7 EXST PNR T0BBR,** where
> **EXST PNR T0BBR** is locator of the new reservation with EXST extra seats.

Form of the original reservation:

```
OVB017 6336 0501 02DEC /RU/PID46042
1.TEST/TICKET MR T0BB4    -ETK-
2.   S7 068  V   TH31MAR  KGDDME HK1   1600 1915
     *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
3.B/OVB 383-2223135
4.T/ *T
5.SSR DOCS S7  HK1 /P/RU/0100123456/RU/01MAR73/F/30MAR17/TEST/TICKET/P1
6.SSR FOID S7  HK1 PP0100123456/P1
7.SSR OTHS S7  EXST PNR T0BBR
8.SSR TKNE S7  HK1 KGDDME 0068V31MAR.4212410727141C2/P1
9.OVB017
```

2.15.2.3. Perform matching of the new ticket to the new reservation with the help of RV (revalidation) command.

Form of the new reservation:

```
OVB017 6336 0600 02DEC /RU/PID46042
 1.TEST/TICKET MR 2.TEST/EXST T0BBR
 3.   S7 067  M   WE30MAR  DMEKGD HK2   1400 1515
       *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/OVB 383-2223135
 5.TL/2000/02DEC/OVB017
 6.SSR DOCS S7  HK1 /P/RU/0100123456/RU/01MAR73/F/30MAR17/TEST/TICKET/P1
 7.SSR EXST S7  HK1 DMEKGD 0067M30MAR.FOR PERSONE COMFORT/P1
 8.SSR FOID S7  HK1 PP0100123456/P1
 9.SSR NOML S7  HK1 DMEKGD 0067M30MAR/P2
10.SSR TKNE S7  HK1 DMEKGD0067M30MAR.4212410727141C1/P1
11.OVB017
```

2.15.2.4. After the ticket issuance, it is necessary to close the new reservation using *T command.

2.15.3. **If a passenger needs an extra seat after his/her ticket was issued and partially used, the Agent shall:**

- Create a new reservation for the total amount of the required seats at the fare available at the time of the passenger's application. The applied fare shall be published for OW and RT travel. Downgrade of the reservation code is prohibited;
- Cancel the passenger's seat in the original reservation;
- Accept the original ticket for exchange with recalculation of the travel cost. The cost of the new ticket will include:
  - ➢ the preserved cost of the original travel, irrespective of the reservation code at the time of the reissuance;
  - ➢ the fares and fuel surcharge (YR) for the extra seats at the applied fare as of the reissuance date;
  - ➢ the rate applied for the whole travel, as of the date of issuing the original ticket.
- In Fare Basis element, the code of fare as per the ticket accepted for exchange shall appear followed by the relevant code for this category of passengers, **EX.**

2.15.3.1. Example of ticket reissuance in case the passenger pays for an EXST extra seat and a partially used ticket is available.

Details of the submitted ticket:

```
TKT NBR: 4212410727142          ISSUING CITY: OVB    ISSUING OFFICE: 11111111
NAME: IVANOV/IVANMR
ORIG/DEST:DMEDME    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE     TIME ST FBC     BAG RLOC    STATUS
 1-O DMEEVN S7  907  S    30MAR16 0140 OK SFLRT    1PC T0BC7  FLOWN
                                          NV30MAR16/30MAR16
 2-O EVNDME S7  908  R    31MAR16 0630 OK RFLRT    1PC T0BC7  OPEN FOR USE
                                          NV31MAR16/31MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:S7 ONLY/REF/CHNG/RES31TR/1EUR-69.50000000RUB
FARE CALCULATION/LADDER                   FARE CALC INDICATOR: 0
30MAR16MOW S7 EVN129.43S7 MOW150.63NUC280.06END ROE0.896229
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*             * AUDITOR
 BASE:EUR     251.00      BASE:EUR     251.00
EQUIV:RUB      17445      EQUIV:RUB      17445
T/F/C:RUB       5937      T/F/C:RUB       5937
  TTL:RUB      23382        TTL:RUB      23382
    * TAX/FEE/CHARGE DETAIL:
     TAX:RUB       1350AM     TAX:RUB       1529KC    TAX:RUB       3058YR
TOUR CODE :
FOP:CA
FOPAMT:23382              COMM AMT:        COMM RATE:
        ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT                ISSUING SYSTEM/RLOC:S7/T0BC7
DATE OF ISSUE: 01DEC15
PSGR PHONE:3832223135          INVOICE NBR:
FOID:PP/7002123456
```

- The ticket was partially used, and on the return flight the passenger asks to be provided with one extra seat for comfort;
- Create a new reservation for the total number of required seats in the available reservation code published for OW and RT travel, in EVN-MOW flight;
- Cancel the passenger's EVN-MOW seat in the original reservation;
- Exchange the ticket in the new reservation with recalculation of the travel cost including payment of OW fare for the extra seat;
- If there is a fuel surcharge in the flight segment with the extra seat, YR tax is charged for the extra seat.

Form of the new reservation:

```
OVB017 6336 0654 30MAR /RU/PID46042
 1.IVANOV/IVAN MR 2.IVANOV/EXST T0BC9
 3.   S7 908  T   TH31MAR  EVNDME HK2   0630 0835
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/OVB383-2223135
 5.TL/2000/30MAR/OVB017
 6.SSR DOCS S7  HK1 /P/RU/7002123456/RU/11MAY74/M/10SEP21/IVANOV/IVAN/P1
 7.SSR EXST S7  HK1 EVNDME 0908T31MAR.FOR PERSONE COMFORT/P1
 8.SSR FOID S7  HK1 PP7002123456/P1
 9.SSR NOML S7  HK1 EVNDME 0908T31MAR/P2
10.OVB017
```

- The fare amount with the extra seat will be equal to:
    251EUR(SFLRT/RFLRT)+155EUR(TFLOW)= 406 EUR
    where
    251EUR(SFLRT/RFLRT) is the fare amount as per the ticket accepted for exchange,
    155EUR(TFLOW) is the amount of the applied fare for the extra seat at the time of the reissuance.
- The currency exchange rate shall be applied as of the date of the original ticket issue.

Form of ETE exchange mask:

0MP screen:

```
ETE:0MP      □IVANOV/IVAN MR                                        □
PSGRINFO _____SPONSOR _____
AGT   6336          SRPT _____  TOUR _____
IR(Y,N,E) Y EMAIL _____
                         EXCHANGE DOCUMENT 1           DOC TYPE DE
DOC NBRS 4212410727142              CITY OVB DATE 01DEC15 OFFICE 11111111B
CPN NBRS 2                                   TOTAL AMT RUB23382
EXCH FOP CA                                        AMT RUB23382_____
EXCH FOP                                           AMT
                         EXCHANGE DOCUMENT 2           DOC TYPE __
DOC NBRS _____          CITY ____ DATE _____ OFFICE _____
CPN NBRS ____ ____ ____ ____ ____             TOTAL AMT _____
EXCH FOP _____AMT _____
EXCH FOP _____AMT _____
                         ORIGINAL ISSUE DOCUMENT         O&D DMEDME
DOC NBRS                          CITY     DATE          OFFICE
NEW ENDO S7 ONLY/REF/CHNG/RESTR/1EUR=69.50RUB/1EXST TFLOW_____
_____

ENTER NEW FBC/VALIDITY/BAG X     ENTER NEW FARE/TAXES/ADC OR REFUND PAYMENT _
```

2MP screen:

```
ETE:2MP     IVANOV/IVAN MR
   SEGMENT * DATE    FBC/DESIGNATOR CODE   NVB _____ NVA _____ BAG
 1 EVN DME T_ 31MAR16 RFLRT/EX_____    NVB 31MAR17 NVA 31MAR17 1PC

BACK TO NEW FARE & FOPS X                BACK TO EXCHANGE TICKET DATA _
                                         COMPLETE EXCHANGE TRANSACTION _
```

Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin
for Personal Comfort or Baggage Carriage

1MP screen:

```
ETE:1MP     IVANOV/IVAN MR
NEW FARE EUR406_____/ EUR155_____  EQUIV PD RUB28220_____/ RUB10775_____
PAID T/F/C        : __RUB1350AM_____/ __RUB1529KC_____/ __RUB3058YR_____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/ MORE _
NEW T/F/C         : __RUB1529YR_____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/ MORE _
NEW FARE CALC 30MAR16_MOW_S7_EVN129.43S7_MOWQ172.94_150.63NUC453.00END_ROE0.0896
229_____
_____
_____       COMM _____ COAM _____

PENALTY _____
FOP CA_____ AMT RUB12304_____
FOP _____ AMT _____
ENTER PAID/NEW ZP/XF AIRPORTS _           ENTER NEW FBC/VALIDITY/BAG _
BACK TO EXCHANGE TICKET DATA _            COMPLETE EXCHANGE TRANSACTION X
```

Details of the new electronic ticket:

```
TKT NBR: 4212410727143          ISSUING CITY: OVB   ISSUING OFFICE: 11111111
NAME: IVANOV/IVANMR
ORIG/DEST:DMEDME    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:001
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC     BAG RLOC    STATUS
 1-O EVNDME S7  908  T   31MAR16 0630 OK RFLRT EX1PC T0BC9  OPEN FOR USE
                                   NV31MAR17/31MAR17
**ENDORSEMENTS/FARE CALCULATION**
ER:S7 ONLY/REF/CHNG/RESTR/1EUR-69.50RUB/1EXST TFLOW
FARE CALCULATION/LADDER              FARE CALC INDICATOR: 1
30MAR16 MOW S7 EVN129.43S7 MOWQ172.94 150.63NUC453.00END ROE0.0896229
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*          * AUDITOR
 BASE:EUR       406     BASE:EUR        406
EQUIV:RUB       RUB     EQUIV:RUB       RUB
T/F/C:RUB      1529     T/F/C:RUB      1529
  TTL:RUB     12304A      TTL:RUB     12304A
     TAX:RUB       1529YR  PD-TAX:RUB      1350AM  PD-TAX:RUB      1529KC
  PD-TAX:RUB      3058YR
TOUR CODE :
FOP:CA
FOPAMT:12304          COMM AMT:       COMM RATE:
FOP:CA
FOPAMT:23382
EXCHANGE/REISSUE DOCUMENTS:OR/OVB/01NOV15/11111111
4212410727142
        ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT                ISSUING SYSTEM/RLOC:S7/T0BC9
DATE OF ISSUE: 01NOV15
PSGR PHONE:3832223135          INVOICE NBR:
FOID:PP/7002123456
```

2.15.3.2. After the ticket issuance, it is necessary to close the new reservation using *T command.

3. RESERVATION AND ISSUANCE OF TICKETS FOR BAGGAGE CARRIAGE IN THE CABIN (CBBG)

3.1. The passenger's baggage that requires special precautions (cinema, photo, television, video and radio equipment, electronic and optical devices, office appliances, musical instruments, fragile things and especially valuable things) may be carried in the aircraft cabin.

3.2. Baggage carriage in the aircraft cabin is processed and performed upon prior agreement with the Carrier, only in the economy class cabin. The passenger shall inform of the baggage carriage in the aircraft cabin during issuance of the ticket and pay for a separate seat for this baggage.

3.3. The weight of the baggage carried in the cabin shall not exceed average weight of a passenger (80 kg), and the baggage dimensions shall allow it to be placed on a separate passenger seat. Besides, the baggage packing shall not be soiling or have any prominences or acute angles that could damage the seat upholstery.

3.4. Packing of the baggage carried in the aircraft cabin shall have an appliance for its securing on the passenger seat.

3.5. The baggage carried in the aircraft cabin shall be brought to the cabin, and taken from the cabin and the aircraft by the passenger.

3.6. On the aircraft board, to ensure compliance with safety requirements, the passenger who carries the baggage in the cabin is given the seats in the last row of the economy class cabin, in such a way that the baggage would be placed on a seat near a window.

3.7. The reservation is created in the available fare code, simultaneously for the total number of the required seats. When entering NM name element, the names of the extra seats are entered as CBBG (Cabin Baggage).

NM:**2**IVANOV/IVAN MR**/CBBG** (1 passenger and 1 extra seat);
NM:**3**IVANOV/IVAN MR**/CBBG/CBBG** (1 passenger and 2 extra seats).

3.8. A special service request is included in the reservation through SSR element:

Gabriel ABS
SSR:ALL CBBG S7 NN1.10KG 150X50X30 CELLO/P1
where
10KG 150X50X30 is the baggage weight and dimensions

Sirena-Travel ABS
ЗС1П1БГЖК5КГСКРИПКА80Х30Х40

Amadeus GDS

SRCBBG-CELLO 10KG 150X50X30/P1,

where

10KG 150X50X30 is the baggage weight and dimensions

3.9. For Gabriel ABS, after this service is confirmed, the Agent closes the PNR with the active acceptance code changed using *K command.

3.10. No meals are provided to the passenger for an extra seat. SSR:NOML obligatory element of providing no meals for the extra seat shall also be included in the reservation form:

SSR:ALL NOML S7 HK1/P2

where

NOML	means that no meals are needed, and
P2	is the identifier of the extra baggage piece.

3.11. The passenger travel and CBBG extra seats are paid at the available economy fare reserved, as of the date of the ticket issuance.

3.12. Separate tickets are issued for the passenger and each CBBG extra seat. The tickets for the extra seats are issued using a mask with automated calculation **completing semi-automated mask**.

3.13. Passenger's ticket must have the fare amount and taxes according to the itinerary. YR fuel surcharge, other taxes and charges of airports and states must be collected just once for the passenger transportation and are not collected for the ticket issued for cabin baggage (CBBG). CBBG ticket must contain only fare amount; YR fuel charge other airport and state taxes are not collected.

3.14. One passenger may be given no more than 2 extra seats for carrying baggage in the cabin.

3.15. If a passenger, when buying the ticket, warns of a CBBG extra seat at one of the flight segments only, separate reservations are created.

3.16. CBBG extra seats are not covered by free baggage allowance.

3.17. CH/AD/ID discounts are not applicable to the fares for CBBG extra seats.

3.18. During the flight check-in, the passenger is issued one boarding pass for each reserved seat.

3.19. The documents are entered in the reporting software in compliance with *Siberia Airlines' Agency Agreement Implementation Procedure*.

3.20. **Procedure for reservation and issuance of a ticket with a CBBG extra seat (in Gabriel ABS):**
- **AVUGCMOW22MAR** is activation of availability screen;
- **SD1V2** is request of the necessary number of seats (1 passenger and 1 extra seat);

- **NM:2TEST/TICKET MR /CBBG** is entry of the passenger's name and the extra seat with CBBG code;
- **SSR:ALL CBBG S7 NN1.10KG 150X50X30 CELLO/P1** is CBBG special service request;
- **SSR:ALL NOML S7 HK1/P2** is entry of request of providing no meals for the extra seat;
- entry of the contact information and passport details, and TL setting shall be performed in a standard way, as per the requirements of Siberia Airlines.

PNR:

```
OVB017 6336 0453 01DEC /RU/PID35884
 1.TEST/IVAN MR 2.TEST/CBBG TSTXM
 3.   S7 966  V   TU22MAR  UGCDME HK2   0505 0700
        *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/OVB383-2223135
 5.T
 6.SSR CBBG S7  NN1 UGCDME 0966V22MAR.10KG 150X50X30 CELLO/P1
 7.SSR DOCS S7  HK1 /P/RU/7002456789/RU/15MAR69/M/23MAR17/TEST/IVAN/P1
 8.SSR FOID S7  HK1 PP7002456789/P1
 9.SSR NOML S7  HK1 UGCDME 0966V22MAR/P2
10.OVB017
```

3.20.1. Upon simultaneous reservation and issuance of tickets for the passenger and for the extra seats, the following details are entered in the ticket for the extra seat (CBBG):
- Endorsement element—the number of the passenger's ticket;
- Fare Basis element—the code of the main fare followed by the relevant code for this passenger category, **CB**;
- Fare Amount element—the fare amount;
- Taxes (T/F/C)— YR fuel tax, other airport and state taxes and charges must be deleted from T/F/C field, because they are not collected;
- Baggage Allowance element—**NO** appears;
- The ticket for the passenger is issued in a standard way, in accordance with *Siberia Airlines' Passenger Ticketing Procedure,* using semi-automated mask. FBC field must contain fare basis with indicator **CB** after slash (/).

3.20.1.1. Example of issuance of an electronic ticket for the passenger:
ETK semiautomatic mask is used

1AM screen:

```
ETK:1AM    TEST/IVAN MR
PSGRINFO _____SPONSOR _____
AGT   6336       SRPT _____  TOUR _____
IR(Y,N,E) N EMAIL _____
FOP CA_____AMT _____
FOP _____AMT _____
ENDO S7_ONLY/NON-REF/CHNG/RESTR/1EUR=70.00RUB_____
_____
FARE EUR168.00_____  EQUIV PD RUB11760_____  COMM _____  COAM _____
FARE CALC 22MAR16UGC_S7_MOW187.45NUC187.45END_ROE0.896229_____
_____
_____
_____

TAX/FEE/CHARGE   : __RUB350FX_____/ __RUB1050UZ_____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/ MORE _
ENTER FBC/VALIDITY/BAG X   ENTER ZP/XF AIRPORTS _    COMPLETE TICKET ISSUANCE _
```

2AM screen:

```
ETK:2AM    TEST/IVAN MR
  SEGMENT * DATE    FBC/DESIGNATOR CODE     NVB _____ NVA _____ BAG
 1 UGC DME V_ 22MAR16 VBSOW/CB_____     NVB _____ NVA 22MAR16 NO_



 BACK TO FARE & FOPS _                        COMPLETE TICKET ISSUANCE X
```

where

VBSOW/CB is the type of the fare applied, with CB code indicated;

Electronic ticket details:

```
TKT NBR: 4212410663661          ISSUING CITY: OVB   ISSUING OFFICE: 33333333
NAME: TEST/IVANMR
ORIG/DEST:UGCDME    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:001
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC      BAG RLOC    STATUS
 1-O UGCDME S7  966  V   22MAR16 0505 OK VBSOW CB0K  TSTXM  OPEN FOR USE
                                      NV 22MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:S7 ONLY/NON-REF/CHNG/RESTR/1EUR-70.00RUB
FARE CALCULATION/LADDER                FARE CALC INDICATOR: 9
22MAR16UGC S7 MOW187.45NUC187.45END ROE0.896229
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*          * AUDITOR
 BASE:EUR      168.00     BASE:EUR       168.00
EQUIV:RUB      11760     EQUIV:RUB       11760
T/F/C:RUB       1400     T/F/C:RUB        1400
  TTL:RUB      13160      TTL:RUB        13160
* TAX/FEE/CHARGE DETAIL:
    TAX:RUB        350FX     TAX:RUB         1050UZ
TOUR CODE :
FOP:CA
FOPAMT:13160             COMM AMT:        COMM RATE:
          ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT              ISSUING SYSTEM/RLOC:S7/TSTXM
DATE OF ISSUE: 01DEC15
PSGR PHONE:3832223135        INVOICE NBR:
```

3.20.1.2.   Example of issuance of an electronic ticket for the additional seat (CBBG): ETK semiautomatic mask is used.

1AM screen:

```
ETK:1AM    TEST/CBBG
PSGRINFO _____SPONSOR _____
AGT  6336       SRPT _____ TOUR _____
IR(Y,N,E) N EMAIL _____
FOP CA_____AMT _____
FOP _____AMT _____
ENDO S7_ONLY/NON-REF/CHNG/RESTR/1EUR=70.00RUB/4212410663661_____
_____
FARE EUR168.00_____  EQUIV PD RUB11760_____ COMM _____ COAM _____
FARE CALC 22MAR16UGC_S7_MOW187.45NUC187.45END_ROE0.896229_____
_____
_____
_____
TAX/FEE/CHARGE   : _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____ / MORE _
ENTER FBC/VALIDITY/BAG X   ENTER ZP/XF AIRPORTS _   COMPLETE TICKET ISSUANCE _
```

where

S7 ONLY/REF/CHNG/RESTR/1EUR=70.00RUB/4212410663661   is   endorsement including passenger's ticket number.

2AM screen:

```
ETK:2AM     TEST/CBBG
   SEGMENT *  DATE    FBC/DESIGNATOR CODE     NVB _____ NVA _____ BAG
 1 UGC DME V_ 22MAR16 VBSOW/CB_____        NVB _____ NVA 22MAR16 NO_

ACK TO FARE & FOPS _                          COMPLETE TICKET ISSUANCE X
```

where

VBSOW/CB is the fare applied with CB code

NO is indicator that free baggage allowance is not applied to the extra seat

Electronic ticket details

```
TKT NBR: 4212410663662         ISSUING CITY: OVB   ISSUING OFFICE: 33333333
NAME: TEST/CBBG
ORIG/DEST:UGCDME    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:001
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC      BAG RLOC    STATUS
 1-O UGCDME S7  966  V   22MAR16 0505 OK VBSOW CB0K  TSTXM  OPEN FOR USE
                                      NV 22MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:S7 ONLY/NON-REF/CHNG/RESTR/1EUR-70.00RUB/4212410663661
FARE CALCULATION/LADDER              FARE CALC INDICATOR: 9
22MAR16UGC S7 MOW187.45NUC187.45END ROE0.896229
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*           * AUDITOR
 BASE:EUR      168.00     BASE:EUR      168.00
EQUIV:RUB       11760     EQUIV:RUB       11760
  TTL:RUB       11760      TTL:RUB       11760
* TAX/FEE/CHARGE DETAIL:
TOUR CODE :
FOP:CA
FOPAMT:11760            COMM AMT:       COMM RATE:
        ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT              ISSUING SYSTEM/RLOC:S7/TSTXM
DATE OF ISSUE: 01DEC15
PSGR PHONE:3832223135        INVOICE NBR:
```

3.20.2. Issuance of a ticket with an extra seat for baggage in the aircraft cabin, with the issued tickets of business class of service.

    3.20.2.1. If a passenger wishes to formalise the baggage carriage in the aircraft cabin with a paid ticket of business class, the ticket is exchanged with downgrade of the service class to the available code of reservation of economy class, or the ticket is refunded and a new ticket is issued for economy class, in compliance with Clause 3.20.1 of this Procedure.

3.20.2.2. When reissuing a passenger's ticket with downgrade of the service class, the **Agent shall:**

- Create a new reservation for the total amount of the required seats at the economy class fare available at the time of the passenger's application;
- Cancel the passenger's seat in the original reservation;
- Accept the submitted passenger's ticket for exchange in the new reservation. The travel cost in the new ticket shall correspond to the new code of reservation. The Fare Basis field shall contain the code of the new reserved fare followed by the respective code for this category of passengers, **CB;**
- The difference in the travel cost upon the exchange is charged off towards EMD 98D. Appearing in EMD is the form of payment contained in the submitted ticket. The difference in cost between the paid travel and the new one is refunded to the passenger at the point of sale of the original ticket;
- In the new reservation, issue a ticket for the extra baggage piece in compliance with Clause 3.20.1 of this Procedure. The ticket cost is calculated as of the date of the reissuance as per the reserved fare.

3.20.3. Issuance of a ticket with an extra seat for baggage in the aircraft cabin, with the issued tickets of economy class of service.

3.20.3.1. If a passenger needs a CBBG extra seat in the aircraft cabin for the whole flight, after his/her ticket was issued but not used, the Agent shall:

- Create a new reservation for the total amount of the required seats at the fare available at the time of the passenger's application. Downgrade of the reservation code is prohibited;
- Cancel the passenger's seat in the original reservation;
- Accept the submitted passenger's ticket for exchange in the new reservation. The travel cost shall be transferred from the submitted ticket. The Fare Basis field shall contain the code of the main fare from the exchanged ticket followed by the respective code for this category of passengers, **CB;**
- In the new reservation, issue a ticket for the extra baggage piece in compliance with Clause 3.20.1 of this Procedure. The ticket cost is calculated as of the date of the reissuance as per the reserved fare.

3.20.3.2. If a passenger needs a CBBG extra seat in the aircraft cabin for one or more segments of the flight, after his/her ticket was issued but not used, the Agent shall:

- Create a new reservation for the total number of the required seats as per the fare available at the time of the passenger's application. The applied fare shall be published for OW and RT travel. Downgrade of the reservation code is prohibited;
- In the original reservation, the segments for which the extra seat is needed for CBBG shall be **revalidated** within the same reservation code as the one in which the new reservation for the passenger and the extra seat was created;
- Accept the submitted passenger's ticket for exchange in the new reservation. The travel cost shall be transferred from the submitted ticket. The Fare Basis field shall

contain the code of the main fare from the exchanged ticket followed by the respective code for this category of passengers, **CB;**

- After the ticket is exchanged, cancel the flight segments requiring extra seats in the original reservation;
- Perform matching of the new ticket to the new reservation with the help of RV (revalidation) command;
- In the new reservation, issue a ticket for the extra baggage piece in compliance with Clause 3.20.1 of this Procedure. The ticket cost is calculated as of the date of the reissuance as per the reserved fare.

3.20.3.2.1. Example of CBBG ticket issuance in case the passenger pays for an extra seat in one or more segments of the flight, for a passenger with an issued ticket:

Details of the submitted ticket:

```
TKT NBR: 4212410663663          ISSUING CITY: OVB   ISSUING OFFICE: 33333333
NAME: TEST/IVANMR
ORIG/DEST:KGDASF    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE     TIME ST FBC       BAG RLOC    STATUS
 1-O KGDDME S7  68   S    22MAR16 1600 OK SFLMOW  1PC TSTXM   OPEN FOR USE
                                            NV 31MAR16
 2-X DMEASF S7  1175 S    23MAR16 1220 OK SFLMOW  1PC TSTXM   OPEN FOR USE
                                            NV 22MAR17
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 1169.09RUB/S7 ONLY/REF/CHNG/RESTR
FARE CALCULATION/LADDER              FARE CALC INDICATOR: 0
22MAR16KGD S7 X/MOW S7 ASF9860RUB9860END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*            * AUDITOR
 BASE:RUB       9860      BASE:RUB        9860
EQUIV:                    EQUIV:
T/F/C:RUB       3000      T/F/C:RUB       3000
  TTL:RUB      12860       TTL:RUB       12860


TAX/FEE/CHARGE DETAIL:
    TAX:RUB        3000YR
TOUR CODE :
FOP:CA
FOPAMT:12860              COMM AMT:      COMM RATE:
       ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT                 ISSUING SYSTEM/RLOC:S7/TSTXM
DATE OF ISSUE: 02DEC15
PSGR PHONE:3832223135          INVOICE NBR:
FOID:PP/7002456789
```

- The ticket was not used, and the passenger asks to be provided with one extra seat for comfort in KGD-DME segments;
- Create a new reservation for the total number of required seats in the available reservation code, at the rate published for OW and RT travel in KGD-DME flight;
- In the original reservation, revalidate KGD-DME segments into the reservation code similar to the new reservation, and exchange the passenger's ticket.

Form of the reservation after revalidation of KGD-DME-ASF segments:

```
OVB017 6336 0726 01DEC /RU/PID35884
 1.TEST/IVAN MR TSTZD
 2.   S7 068  R   TU22MAR  KGDDME HK1   1600 1915
       *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 3.   S7 1175 S   WE23MAR  DMEASF HK1   1220 1440
       *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/OVB 383-2223135
 5.T
 6.SSR DOCS S7  HK1 /P/RU/7002456789/RU/01MAR73/M/20SEP20/TEST/IVAN/P1
 7.SSR FOID S7  HK1 PP7002456789/P1
 8.OVB017
```

Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin
for Personal Comfort or Baggage Carriage

Form of ETE exchange mask:

0MP screen:

```
ETE:0MP     □TEST/IVAN MR                                        □
PSGRINFO _____SPONSOR _____
AGT   6336        SRPT _____  TOUR _____
IR(Y,N,E) N EMAIL _____
                      EXCHANGE DOCUMENT 1           DOC TYPE DE
DOC NBRS 4212410663663              CITY OVB DATE 16NOV15 OFFICE 33333333R
CPN NBRS 12                                    TOTAL AMT RUB12860
EXCH FOP CA                                    AMT
EXCH FOP                                       AMT
                      EXCHANGE DOCUMENT 2           DOC TYPE  _
DOC NBRS _____      CITY ____ DATE _____ OFFICE _____
CPN NBRS ____ ____ ____ ____ ____              TOTAL AMT _____
EXCH FOP _____AMT _____
EXCH FOP _____AMT _____
                    ORIGINAL ISSUE DOCUMENT          O&D KGDASF
DOC NBRS                       CITY    DATE       OFFICE
NEW ENDO INCL VAT 1169.09RUB/S7 ONLY/REF/CHNG RESTR_____
_____

ENTER NEW FBC/VALIDITY/BAG X    ENTER NEW FARE/TAXES/ADC OR REFUND PAYMENT _
```

2MP screen:

```
ETE:2MP     TEST/IVAN MR
   SEGMENT * DATE      FBC/DESIGNATOR CODE    NVB _____ NVA _____ BAG
 1 KGD DME R_ 22MAR16  SFLMOW/CB_____      NVB _____ NVA 22MAR16 1PC
 2 DME ASF S_ 23MAR16  SFLMOW_____       NVB _____ NVA _____  __




BACK TO NEW FARE & FOPS X                  BACK TO EXCHANGE TICKET DATA _
                                           COMPLETE EXCHANGE TRANSACTION
```

Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin
for Personal Comfort or Baggage Carriage

1MP screen:

```
ETE:1MP     TEST/IVAN MR
NEW FARE RUB9860_____/ _____ EQUIV PD _____/ _____
PAID T/F/C       : __RUB3000YR_____/ _____/ _____/
  _____/ _____/ _____/ _____/
  _____/ _____/ _____/ _____/
  _____/ _____/ _____/ _____/
  _____/ _____/ _____/ _____/ MORE _
NEW T/F/C        : _____/ _____/ _____/
  _____/ _____/ _____/ _____/
  _____/ _____/ _____/ _____/
  _____/ _____/ _____/ _____/
  _____/ _____/ _____/ _____/ MORE _
NEW FARE CALC 22MAR16KGD S7 X/MOW S7 ASF9860RUB9860END
          _____
_____
_____           COMM _____ COAM _____

PENALTY _____
FOP CA_____ AMT RUB0_____
FOP _____ AMT _____
ENTER PAID/NEW ZP/XF AIRPORTS _           ENTER NEW FBC/VALIDITY/BAG _
BACK TO EXCHANGE TICKET DATA _            COMPLETE EXCHANGE TRANSACTION X
```

Details of the new ticket:

```
TKT NBR: 4212410663664          ISSUING CITY: OVB   ISSUING OFFICE: 33333333
NAME: TEST/IVANMR
ORIG/DEST:KGDASF    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE     TIME ST FBC       BAG RLOC    STATUS
 1-O KGDDME S7  68   R    22MAR16 1600 OK SFLMOW C1PC TSTZT   OPEN FOR USE
                                          NV 22MAR16
 2-X DMEASF S7  1175 R    23MAR16 1220 OK SFLMOW  1PC TSTZT   OPEN FOR USE
                                          NV 22MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 1169.09RUB/S7 ONLY/REF/CHNG/RESTR
FARE CALCULATION/LADDER                   FARE CALC INDICATOR: 1
22MAR16KGD S7 X/MOW S7 ASF9860RUB9860END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*            * AUDITOR
 BASE:RUB      9860     BASE:RUB      9860
EQUIV:RUB        RUB    EQUIV:RUB        RUB
T/F/C:RUB        0      T/F/C:RUB        0
  TTL:RUB       0A       TTL:RUB       0A
* TAX/FEE/CHARGE DETAIL:
  PD-TAX:RUB      3000YR
TOUR CODE :
FOP:CA
FOPAMT:0                  COMM AMT:      COMM RATE:
FOP:CA
FOPAMT:12860
EXCHANGE/REISSUE DOCUMENTS:OR/OVB/01DEC15/33333333
4212410663663
          ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT              ISSUING SYSTEM/RLOC:S7/TSTZT
DATE OF ISSUE: 02DEC15
PSGR PHONE:3832223135        INVOICE NBR:
FOID:PP/7002456789
```

- In the original reservation, cancel the flight segments requiring the extra seats, and enter the information:

  SSR: OTHS S7 CBBG PNR TSV2M

  where

  CBBG PNR TSV2M is locator of the new reservation with CBBG extra seats.

Form of the original reservation:

```
OVB017 6336 0453 01DEC /RU/PID35884
 1.TEST/IVAN MR TSTXM     -ETK-
 2.   S7 1175 S   WE23MAR  DMEASF HK1   1220 1440
      *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 3.B/OVB383-2223135
 4.T/ *T
 5.SSR DOCS S7  HK1 /P/RU/7002456789/RU/15MAR69/M/23MAR17/TEST/IVAN/P1
 6.SSR FOID S7  HK1 PP7002456789/P1
 7.SSR OTHS S7  CBBG PNR TSTZT
 8.SSR TKNE S7  XX1 KGDDME 0068S22MAR.4212410663664C1/P1
 9.SSR TKNE S7  HK1 DMEASF 1175S23MAR.4212410663664C2/P1
```

- perform matching of the new ticket to the new reservation with the help of RV (revalidation).

*Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin
for Personal Comfort or Baggage Carriage*

Form of the new reservation:

```
OVB017 6336 0933 02DEC /RU/PID35884
 1.TEST/IVAN MR 2.TEST/CBBG TSV2M    -ETK-
 3.  S7 068  R   TU22MAR  KGDDME HK2   1600 1915
       *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/OVB 383-2223135
 5.T
 6.SSR DOCS S7  HK1 /P/RU/7002456789/RU/01MAR73/M/20SEP20/TEST/IVAN/P1
 7.SSR CBBG S7  HK1 KGDDME 0068R22MAR.10KG 150X50X30 CELLO/P1
 8.SSR NOML S7  HK1 KGDDME 0068R22MAR/P2
 9.SSRTKNE  S7  HK1 KGDDME 0068R22MAR.4212410663664C1/P1
10.OVB017
```

- issue a ticket for an extra baggage piece.

Form of ETK semiautomatic mask (for a CBBG extra seat):

1AM screen:

```
ETK:1AM    TEST/CBBG
PSGRINFO _____SPONSOR _____
AGT  6336         SRPT _____ TOUR _____
IR(Y,N,E) N EMAIL _____
FOP _____AMT _____
FOP _____AMT _____
ENDO 4212410663664_____
_____
FARE RUB1400_____  EQUIV PD _____  COMM _____ COAM _____
FARE CALC 22MAR16KGD_S7_MOW1400RUB1400_____
_____
_____
_____

TAX/FEE/CHARGE   : _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/ MORE _
ENTER FBC/VALIDITY/BAG X   ENTER ZP/XF AIRPORTS _   COMPLETE TICKET ISSUANCE
```

2AM screen:

```
ETK:2AM    TEST/CBBG
  SEGMENT * DATE    FBC/DESIGNATOR CODE   NVB _____ NVA _____ BAG
 1 KGD DME R_ 22MAR16 RFLOW/CB_____    NVB _____ NVA 22MAR16 NO

BACK TO FARE & FOPS _                      COMPLETE TICKET ISSUANCE X
```

Details of the electronic ticket for CBBG:

```
TKT NBR: 4212410663665           ISSUING CITY: OVB   ISSUING OFFICE: 33333333
NAME: TEST/CBBG
ORIG/DEST:KGDDME    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:001
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC     BAG RLOC    STATUS
 1-O KGDDME S7  68   R   22MAR16 1600 OK RFLOW CB0K  TSV2M  OPEN FOR USE
                                    NV 22MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:4212410663664
FARE CALCULATION/LADDER                   FARE CALC INDICATOR: 9
22MAR16KGD S7 MOW1400RUB1400
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*              * AUDITOR
 BASE:RUB       1400      BASE:RUB       1400
EQUIV:                    EQUIV:
  TTL:RUB       1400       TTL:RUB       1400
* TAX/FEE/CHARGE DETAIL:
    TOUR CODE :
FOP:CA
FOPAMT:1400               COMM AMT:       COMM RATE:
       ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT              ISSUING SYSTEM/RLOC:S7/TSV2M
DATE OF ISSUE: 02DEC15
PSGR PHONE:3832223135        INVOICE NBR:
```

3.20.3.3. **If a passenger needs a CBBG extra seat in the aircraft cabin after his/her ticket was issued and partially used, the Agent shall:**

- Create a new reservation for the total number of the required seats as per the fare available at the time of the passenger's application. The applied fare shall be published for OW and RT travel. Downgrade of the reservation code is prohibited;
- Cancel the passenger's seat in the original reservation;
- Accept the submitted passenger's ticket for exchange in the new reservation. The travel cost shall be transferred from the submitted ticket. The Fare Basis field shall contain the code of the main fare from the exchanged ticket followed by the respective code for this category of passengers, **CB;**
- Issue the ticket for the extra baggage piece as per the applied OW (RT) fare. The ticket cost is calculated as of the date of the reissuance as per the reserved fare.

3.20.3.3.1. Example of CBBG ticket issuance in case the passenger with an issued ticket pays for an extra seat, the travel has started.

Details of the submitted ticket:

```
TKT NBR: 4212410663666              ISSUING CITY: OVB   ISSUING OFFICE: 33333333
NAME: TEST/TICKETMR
ORIG/DEST:BTKBTK    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:002
CP S FRM/TO A/L FLT  CLS DATE      TIME ST FBC      BAG RLOC    STATUS
 1-O BTKDME S7  122   K   23MAR16 0920 OK KBSRT    0K  TSV4D   FLOWN
                                             NV 31MAR16
 2-O DMEBTK S7  121   R   29MAR16 2205 OK RBSRT    0K  TSV4D   OPEN FOR USE
                                             NV 31MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 4224.55RUB/S7 ONLY/NON-REF/CHNG/RESTR
FARE CALCULATION/LADDER                   FARE CALC INDICATOR: 0
23MAR16BTK S7 MOW31870S7 BTK11600RUB43470END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*            * AUDITOR
 BASE:RUB       43470      BASE:RUB       43470
EQUIV:                     EQUIV:
T/F/C:RUB       3000    T/F/C:RUB       3000
  TTL:RUB       46470      TTL:RUB       46470
* TAX/FEE/CHARGE DETAIL:
    TAX:RUB       3000YR
TOUR CODE :
FOP:CA
FOPAMT:46470              COMM AMT:      COMM RATE:
       ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT               ISSUING SYSTEM/RLOC:S7/TSV4D
DATE OF ISSUE: 01DEC15
PSGR PHONE:3832223135        INVOICE NBR:
FOID:PP/0102789456
```

- The ticket was partially used, and on the return flight the passenger asks to be provided with one extra seat for the baggage;
- Create a new reservation for the total number of required seats in the available reservation code as per the fare published for OW and RT travel;
- Cancel the passenger's seat in the original reservation;
- Accept the submitted passenger's ticket for exchange in the new reservation.

Form of the new reservation:

```
OVB017 6336 1032 24MAR /RU/PID35884
 1.TEST/TICKET MR 2.TEST/CBBG TSV52
 3.   S7 121  V   TU29MAR   DMEBTK HK2   2205 0810+1
      *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
 4.B/OVB383-2223135
 5.T
 6.SSR CBBG S7  HK1 DMEBTK 0121V29MAR.10KG 150X50X30 BOX/P1
 7.SSR DOCS S7  HK1 /P/RU/0102789456/RU/05SEP86/M/20SEP20/TEST/TICKET/P1
 8.SSR FOID S7  HK1 PP0102789456/P1
 9.SSR NOML S7  HK1 DMEBTK 0121V29MAR/P2
10.OVB017
```

Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin for Personal Comfort or Baggage Carriage

Form of ETE exchange mask (for the passenger):

0MP screen:

```
ETE:0MP    □TEST/TICKET MR                                    □
PSGRINFO _____SPONSOR _____
AGT   6336        SRPT _____  TOUR _____
IR(Y,N,E) N EMAIL _____
                         EXCHANGE DOCUMENT 1          DOC TYPE DE
DOC NBRS 4212410663666           CITY OVB DATE 16NOV15 OFFICE 33333333R
CPN NBRS 2                                   TOTAL AMT RUB46470
EXCH FOP CA                                        AMT RUB46470_____
EXCH FOP                                           AMT
                         EXCHANGE DOCUMENT 2          DOC TYPE __
DOC NBRS _____       CITY ____ DATE _____ OFFICE _____
CPN NBRS ____ ____ ____ ____ ____            TOTAL AMT _____
EXCH FOP _____AMT _____
EXCH FOP _____AMT _____
                      ORIGINAL ISSUE DOCUMENT           O&D BTKBTK
DOC NBRS                      CITY     DATE        OFFICE
NEW ENDO INCL VAT 4224.55RUB/S7 ONLY/NON-REF/CHNG/RESTR

        _____


ENTER NEW FBC/VALIDITY/BAG X      ENTER NEW FARE/TAXES/ADC OR REFUND PAYMENT _
```

2MP screen:

```
ETE:2MP    TEST/TICKET MR
  SEGMENT *  DATE    FBC/DESIGNATOR CODE   NVB _____ NVA _____ BAG
 1 DME BTK V_ 29MAR16 RBSRT/CB_____      NVB _____ NVA 29MAR16 NO_



BACK TO NEW FARE & FOPS X                  BACK TO EXCHANGE TICKET DATA _
                                           COMPLETE EXCHANGE TRANSACTION _
```

*Procedure for Issuance of Tickets for the Passengers Taking Extra Seats in the Cabin
for Personal Comfort or Baggage Carriage*

1MP screen:

```
ETE:1MP    TEST/TICKET MR
NEW FARE RUB43470_____/ _____ EQUIV PD _____/ _____
PAID T/F/C        : __RUB3000YR_____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/ MORE _
NEW T/F/C         : _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/
_____/ _____/ _____/ _____/ MORE _
NEW FARE CALC 23MAR16BTK S7 MOW31870S7 BTK11600RUB43470END
          _____
_____
_____
                                        COMM _____ COAM _____

PENALTY _____
FOP _____ AMT _____
FOP _____ AMT _____
ENTER PAID/NEW ZP/XF AIRPORTS _          ENTER NEW FBC/VALIDITY/BAG
BACK TO EXCHANGE TICKET DATA _           COMPLETE EXCHANGE TRANSACTION X_
```

Details of the new electronic ticket:

```
TKT NBR: 4212410663667          ISSUING CITY: OVB   ISSUING OFFICE: 33333333
NAME: TEST/TICKETMR
ORIG/DEST:BTKBTK    NBR OF TKTS ISSUED:001   TTL NBR OF SEGS:001
CP S FRM/TO A/L FLT  CLS DATE    TIME ST FBC     BAG RLOC   STATUS
 1-O DMEBTK S7  121  V   29MAR16 2205 OK RBSRT CB0K  TSV52  OPEN FOR USE
                                    NV 29MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 4224.55RUB/S7 ONLY/NON-REF/CHNG/RESTR
FARE CALCULATION/LADDER             FARE CALC INDICATOR: 1
23MAR16BTK S7 MOW31870S7 BTK11600RUB43470END
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*          * AUDITOR
 BASE:RUB      43470    BASE:RUB        43470
EQUIV:RUB               EQUIV:RUB
T/F/C:RUB         0     T/F/C:RUB           0
  TTL:RUB     NOADC      TTL:RUB        NOADC
* TAX/FEE/CHARGE DETAIL:
  PD-TAX:RUB       3000YR
TOUR CODE :
FOP:CA
FOPAMT:46470            COMM AMT:       COMM RATE:
EXCHANGE/REISSUE DOCUMENTS:OR/OVB/01DEC15/33333333
4212410663666
          ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT              ISSUING SYSTEM/RLOC:S7/TSV52
DATE OF ISSUE: 24MAR15
PSGR PHONE:3832223135        INVOICE NBR:
FOID:PP/0102789456
```

- Issue a ticket for the extra baggage piece with account for the conditions at the time of the reissuance.

Form of ETK semiautomatic mask (a CBBG extra seat):

1AM screen:

```
ETK:1AM     TEST/CBBG
PSGRINFO _____SPONSOR _____
AGT   6336        SRPT _____  TOUR _____
IR(Y,N,E) N EMAIL _____
FOP CA_____AMT _____
FOP _____AMT _____
ENDO INCL_VAT_1875.00RUB/S7_ONLY/NON-REF/CHNG/RESTR/4212410663667_____
_____
FARE RUB19125_____  EQUIV PD _____  COMM _____  COAM _____
FARE CALC 29MAR16MOW_S7_BTK19125RUB19125_____
_____
_____
_____

TAX/FEE/CHARGE   : _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/
 _____/ _____/ _____/ _____/ MORE _
ENTER FBC/VALIDITY/BAG X   ENTER ZP/XF AIRPORTS _   COMPLETE TICKET ISSUANCE _
```

2AM screen:

```
ETK:2AM     TEST/CBBG
  SEGMENT * DATE    FBC/DESIGNATOR CODE    NVB _____ NVA _____ BAG
 1 DME BTK V_ 29MAR16 VBSOW/CB_____        NVB _____ NVA 31MAR16 NO_


BACK TO FARE & FOPS _                          COMPLETE TICKET ISSUANCE X
```

Details of the electronic ticket:

```
TKT NBR: 4212410663668           ISSUING CITY: OVB    ISSUING OFFICE: 33333333
NAME: TEST/CBBG
ORIG/DEST:DMEBTK     NBR OF TKTS ISSUED:001    TTL NBR OF SEGS:001
CP S FRM/TO A/L FLT  CLS DATE     TIME ST FBC      BAG RLOC     STATUS
 1-O DMEBTK S7  121   V   29MAR16 2205 OK VBSOW CB0K  TSV52  OPEN FOR USE
                                        NV 31MAR16
**ENDORSEMENTS/FARE CALCULATION**
ER:INCL VAT 1875.00RUB/S7 ONLY/NON-REF/CHNG/RESTR/4212410663667
FARE CALCULATION/LADDER                 FARE CALC INDICATOR: 9
29MAR16MOW S7 BTK19125RUB19125
** FARE BREAKDOWN / FOP / TOUR CODE **
*TKT FARE DATA*          * AUDITOR
 BASE:RUB      19125      BASE:RUB       19125
EQUIV:                   EQUIV:
  TTL:RUB      19125       TTL:RUB       19125                            * TOUR
CODE :
FOP:CA
FOPAMT:19125              COMM AMT:       COMM RATE:
        ** ADDITIONAL PASSENGER INFORMATION **
PSGR TYPE:ADULT                 ISSUING SYSTEM/RLOC:S7/TSV52
DATE OF ISSUE: 24MAR15
PSGR PHONE:3832223135           INVOICE NBR:
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3.20.4. Tickets in Sirena-Travel ABS are issued in compliance with *Ticket Agent Guidelines for Reservation and Ticketing in Sirena-Travel Global Distribution System*.

3.20.5. The charges for refund and change of travel conditions, that are provided for in the rules of the applied fare, are paid as per the ticket for each seat, unless otherwise specified in the rules of the fare application.