

UT - Utair Service Policies

December 2021

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1. Automated Pricing Services

Services which price is filed in OC fees in ATPCo (only available on ancillary certified markets)

1.1.BAG UPTO 20KG 203LCM (ASVC)

RFIC: C

RFISC: 0C2

Service description and purpose

Prepaid extra baggage up to 20KG for economy class passengers. The service can be issued no less than 36 hours before time of departure.

In free flow text you should specify the RFIC and RFISC codes.

Use the catalogue of ancillary services (FXK) or enter manually:

```
SR ASVC - C/0C2
```

ASVC - code of service,

C - code RFIC,

0C2 – code RFISC (the first character is digit 0)

If passenger wants to pre-pay several extra pieces then separate SSRs should be requested for every piece (do not use number of party e.g. NN2).

Detailed EMD flow

Initial PNR

New or existing PNR:

```
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                 AA/SU 27FEB18/1034Z
                                                        JOUW2T
 1.IVANOV/IVAN MR
 2 UT 444 Y 01JUL 7 TJMVKO HK1 0600 0700 01JUL E UT/781BK4
 3 UT 443 Y 11JUL 3 VKOTJM HK1 0010 0450 11JUL E UT/781BK4
 4 AP MOW 9652600172 - AMADEUS RUSSIA - A
 5 TK OK27FEB/MOWR22900//ETUT
 6 SSR FOID UT HK1 PP3453453
 7 FA PAX 298-1354562575/ETUT/RUB58470/27FEB18/MOWR22900/12340655/S2-3
 8 FB PAX 000000000 TTP/RT OK ETICKET/S2-3
 9 FE PAX NON-REFUNDABLE NO FREE MEAL/S2-3
10 FM *M*0
11 FP CASH
12 FV PAX UT/S2-3
```

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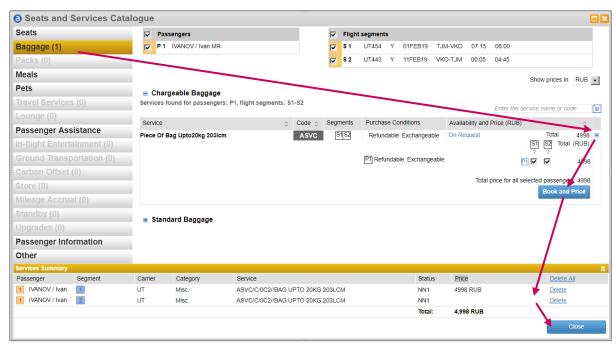
Booking

Use the catalogue of ancillary services (FXK):

· cryptic mode:

```
> FXK/S2-3
    PASSENGER
                   PR FROM-TO C SC SRV PTC BKM (RUB) TOTAL AV
FLIGHT RELATED
001 P1
                   UT TJM*TJM F OC2 ASVC ADT SSR RUB4000
    STD BAG1-2 PIECE OF BAG UPTO20KG 203LCM -
> FWK1
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                 AA/SU 27FEB18/1034Z
                                                        JQUW2T
  1.IVANOV/IVAN MR
  2 UT 444 Y 01JUL 7 TJMVKO HK1 0600 0700 01JUL E UT/781BK4
  3 UT 443 Y 11JUL 3 VKOTJM HK1 0010 0450 11JUL E UT/781BK4
  4 AP MOW 9652600172 - AMADEUS RUSSIA - A
  5 TK OK27FEB/MOWR22900//ETUT
  6 SSR FOID UT HK1 PP3453453
  7 /SSR ASVC UT NN1 C/OC2//BAG UPTO 20KG 203LCM/S2
  8 /SSR ASVC UT NN1 C/OC2//BAG UPTO 20KG 203LCM/S3
  9 FA PAX 298-1354562575/ETUT/RUB58470/27FEB18/MOWR22900/12340655/S2-3
10 FB PAX 0000000000 TTP/RT OK ETICKET/S2-3
11 FE PAX NON-REFUNDABLE NO FREE MEAL/S2-3
12 FM *M*0
13 FP CASH
14 FV PAX UT/S2-3
```

· graphic mode:



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Or book the service manually:

```
> SRASVC-C/0C2
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                AA/SU 27FEB18/1034Z JQUW2T
 1.IVANOV/IVAN MR
 2 UT 444 Y 01JUL 7 TJMVKO HK1 0600 0700 01JUL E UT/781BK4
 3 UT 443 Y 11JUL 3 VKOTJM HK1 0010 0450 11JUL E UT/781BK4
 4 AP MOW 9652600172 - AMADEUS RUSSIA - A
 5 TK OK27FEB/MOWR22900//ETUT
 6 SSR FOID UT HK1 PP3453453
 7 /SSR ASVC UT NN1 C/OC2//BAG UPTO 20KG 203LCM/S2
 8 /SSR ASVC UT NN1 C/OC2//BAG UPTO 20KG 203LCM/S3
 9 FA PAX 298-1354562575/ETUT/RUB58470/27FEB18/MOWR22900/12340655/S2-3
10 FB PAX 0000000000 TTP/RT OK ETICKET/S2-3
11 FE PAX NON-REFUNDABLE NO FREE MEAL/S2-3
12 FM *M*0
13 FP CASH
14 FV PAX UT/S2-3
```

Store new created SSRs in PNR (ER) and wait for the carrier confirmation (KK1).

Pricing

Use **FXG** for pricing (usually required only for manually added services):

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Check TSM (if needed):

```
> TQM
                  MOWR22900 AA/27FEB 00 INT I EMD-A CARR UT
      1 TYPE P
 1.IVANOV/IVAN MR
RFIC-C/C BAGGAGE
   1. RFISC-0C2 BAG UPTO 20KG 203LCM
      OPERATING CC-UT FEE OWNER-UT
                                                    ORIGIN-TJM DEST-VKO
      SERVICE REMARKS-20
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB 0
      NON INTERLINEABLE
   2. RFISC-0C2 BAG UPTO 20KG 203LCM
      OPERATING CC-UT FEE OWNER-UT
                                                    ORIGIN-VKO DEST-TJM
      SERVICE REMARKS-20
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB
      NON INTERLINEABLE
ADD INF/RKS:
              4000
FARE F RUB
EXCH VAL RUB
                   4000
TOTAL RUB
                  4000
FC TJM UT MOW2000 UT TJM2000RUB4000END
```

Add form of payment (if different from the ticket FOP):

```
> TMI/M1/FP-INVOICE
TSM 1 TYPE P
                   MOWR22900 AA/27FEB 00 INT I EMD-A CARR UT
 1.IVANOV/IVAN MR
RFIC-C/C BAGGAGE
   1. RFISC-0C2 BAG UPTO 20KG 203LCM
                                                                    L
      OPERATING CC-UT FEE OWNER-UT
                                                     ORIGIN-TJM DEST-VKO
      SERVICE REMARKS-20
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB
                                                   0
     NON INTERLINEABLE
   2. RFISC-0C2 BAG UPTO 20KG 203LCM
                                                                    L
                                                                       8
                                                     ORIGIN-VKO DEST-TJM
      OPERATING CC-UT FEE OWNER-UT
      SERVICE REMARKS-20
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB
                                                     Ω
      NON INTERLINEABLE
ADD INF/RKS:
FARE F RUB 4000
EXCH VAL RUB
                  4000
TOTAL RUB
                  4000
FC TJM UT MOW2000 UT TJM2000RUB4000END FP INVOICE
```

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Issuance

Issue EMD:

```
>TTM/RT
OK EMD
>
```

EMD display (EWD)

Use **EWD** to display EMD:

```
>EWD
EMD-2983012499454
                  TYPE-A
                                                       SYS-1A LOC-JQUW2T
            FCI-0 0 POI-MOW DOI-27FEB18
                                                        IOI-12340655
INT-
PAX- IVANOV/IVAN MR
                                                                    ADT
RFIC-C BAGGAGE
REMARKS-
CPN-1 RFISC-0C2 UT TJMVKO S-0
DESCRIPTION-BAG UPTO 20KG 203LCM
PRESENT TO-
PRESENT AT-
ICW-2981354562575E1
                           (A)
EXCESS BAGGAGE- 1 N RATE PER UNIT-
SERVICE REMARKS-20
CPN-2 RFISC-0C2 UT VKOTJM S-0
DESCRIPTION-BAG UPTO 20KG 203LCM
PRESENT TO-
PRESENT AT-
ICW-2981354562575E2
                       (A)
EXCESS BAGGAGE- 1 N RATE PER UNIT-
SERVICE REMARKS-20
FARE F RUB
                       4000
EXCH VAL
                         RFND VAL
TAX-
TOTAL
          RUB
                       4000
/FC TJM UT MOW2000 UT TJM2000RUB4000END
FP INVOICE
FOID-
>
```

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EMD sales cancellation (void)

Airline allows EMD sales cancellation on the day of EMD issuance.

EMD refund

Airline allows EMD refund.

EMD exchange (reissue)

In case of ticket reissue to another date / flight number Airline allows EMD exchange (reissue). Re-association is not available.

Service Change Rules

| Case | E-ticket & EMD | Change | Procedure / consequences |
|------|----------------|---|--|
| 1 | Any flight | Voluntary or involuntary flight rebooked to another date / voluntary or involuntary flight nbr changes -> EMD needs to be changed | Reissue EMD as per standard procedure: - book new service, - price and create TSM, - issue new EMD |
| 2 | Any flight | Ticket is voided -> EMD needs to be voided | Void EMD as per standard procedure. |
| 3 | Any flight | Ticket is refunded -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 4 | Any flight | Passenger is rerouted voluntary or involuntary -> EMD needs to be refunded | Refund EMD as per standard procedure. In case of need passenger has to buy a new service. |
| 5 | Any flight | Upgrade with money -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 6 | Any flight | Upgrade with points -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 7 | Any flight | Any involuntary flight cancellation. Passenger does not travel -> EMD needs to be refunded | Refund EMD as per standard procedure. |

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1.2.BAG 21 30KG UPTO 203LCM (ASVC)

RFIC: C

RFISC: 0C5

Service description and purpose

Prepaid extra baggage from 21KG up to 30KG for economy class passengers. The service can be issued no less than 36 hours before time of departure.

Use the catalogue of ancillary services (FXK) or enter manually:

```
SR ASVC - C/0C5
```

```
ASVC - code of service,C - code RFIC,OC5 - code RFISC (the first character is digit 0)
```

If passenger wants to pre-pay several extra pieces then separate SSRs should be requested for every piece (do not use number of party e.g. NN2).

Detailed EMD flow

Initial PNR

New or existing PNR:

```
--- TST RLR ---
                                 AA/SU 27FEB18/1034Z
RP/MOWR22900/MOWR22900
                                                        JQUW2T
 1.IVANOV/IVAN MR
 2 UT 444 Y 01JUL 7 TJMVKO HK1 0600 0700 01JUL E UT/781BK4
 3 UT 443 Y 11JUL 3 VKOTJM HK1 0010 0450 11JUL E UT/781BK4
 4 AP MOW 9652600172 - AMADEUS RUSSIA - A
 5 TK OK27FEB/MOWR22900//ETUT
 6 SSR FOID UT HK1 PP3453453
 7 FA PAX 298-1354562575/ETUT/RUB58470/27FEB18/MOWR22900/12340655/S2-3
 8 FB PAX 0000000000 TTP/RT OK ETICKET/S2-3
 9 FE PAX NON-REFUNDABLE NO FREE MEAL/S2-3
10 FM *M*0
11 FP CASH
12 FV PAX UT/S2-3
```

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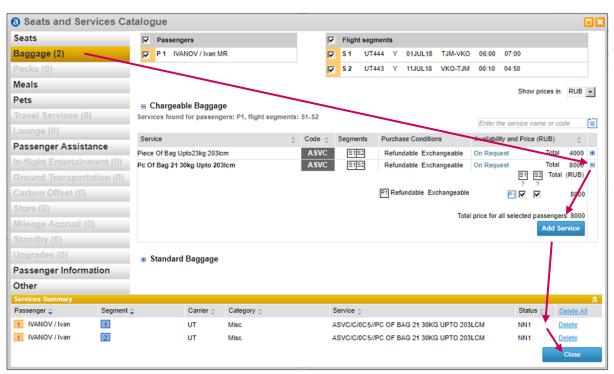
Booking

Use the catalogue of ancillary services (FXK):

· cryptic mode:

```
> FXK/S2-3
    PASSENGER
                   PR FROM-TO C SC SRV PTC BKM (RUB) TOTAL AV
FLIGHT RELATED
002 P1
                   UT TJM*TJM F OC5
                                         ADT
                                                  RUB8000
    BAG 21 30KG UPTO 203LCM -
> FWK2
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                 AA/SU 27FEB18/1034Z
                                                        JQUW2T
  1.IVANOV/IVAN MR
  2 UT 444 Y 01JUL 7 TJMVKO HK1 0600 0700 01JUL E UT/781BK4
  3 UT 443 Y 11JUL 3 VKOTJM HK1
                                 0010 0450 11JUL E UT/781BK4
  4 AP MOW 9652600172 - AMADEUS RUSSIA - A
  5 TK OK27FEB/MOWR22900//ETUT
  6 SSR FOID UT HK1 PP3453453
  7 /SSR ASVC UT NN1 C/0C5//BAG 21 30KG UPTO 203LCM/S2
  8 /SSR ASVC UT NN1 C/OC5//BAG 21 30KG UPTO 203LCM/S3
  9 FA PAX 298-1354562575/ETUT/RUB58470/27FEB18/MOWR22900/12340655/S2-3
10 FB PAX 0000000000 TTP/RT OK ETICKET/S2-3
11 FE PAX NON-REFUNDABLE NO FREE MEAL/S2-3
12 FM *M*0
13 FP CASH
14 FV PAX UT/S2-3
```

· graphic mode:



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Or book the service manually:

```
> SRASVC-C/0C5
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                AA/SU 27FEB18/1034Z JQUW2T
 1.IVANOV/IVAN MR
 2 UT 444 Y 01JUL 7 TJMVKO HK1 0600 0700 01JUL E UT/781BK4
 3 UT 443 Y 11JUL 3 VKOTJM HK1 0010 0450 11JUL E UT/781BK4
 4 AP MOW 9652600172 - AMADEUS RUSSIA - A
 5 TK OK27FEB/MOWR22900//ETUT
 6 SSR FOID UT HK1 PP3453453
 7 /SSR ASVC UT NN1 C/OC5//BAG 21 30KG UPTO 203LCM/S2
 8 /SSR ASVC UT NN1 C/OC5//BAG 21 30KG UPTO 203LCM/S3
 9 FA PAX 298-1354562575/ETUT/RUB58470/27FEB18/MOWR22900/12340655/S2-3
10 FB PAX 0000000000 TTP/RT OK ETICKET/S2-3
11 FE PAX NON-REFUNDABLE NO FREE MEAL/S2-3
12 FM *M*0
13 FP CASH
14 FV PAX UT/S2-3
```

Store new created SSRs in PNR (ER) and wait for the carrier confirmation (KK1).

Pricing

Use **FXG** for pricing (usually required only for manually added services):

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Check TSM (if needed):

```
> TQM
                   MOWR22900 AA/27FEB 00 INT I EMD-A CARR UT
      1 TYPE P
 1.IVANOV/IVAN MR
RFIC-C/C BAGGAGE
   1. RFISC-0C5 PC OF BAG 21 30KG UPTO 203LCM
      OPERATING CC-UT FEE OWNER-UT
                                                      ORIGIN-TJM DEST-VKO
      SERVICE REMARKS-30
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB
                                             0
      NON INTERLINEABLE
   2. RFISC-0M6 PC OF BAG 21 30KG UPTO 203LCM
                                                                 L 8
      OPERATING CC-UT FEE OWNER-UT
                                                      ORIGIN-VKO DEST-TJM
      SERVICE REMARKS-30
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB
      NON INTERLINEABLE
ADD INF/RKS:
FARE F RUB 8000
EXCH VAL RUB 8000
EXCH VAL RUB
                   8000
TOTAL
       RUB
                  8000
FC TJM UT MOW4000 UT TJM4000RUB8000END
```

Add form of payment (if different from the ticket FOP):

```
> TMI/M1/FP-INVOICE
TSM
     1 TYPE P
                  MOWR22900 AA/27FEB 00 INT I EMD-A CARR UT
1.IVANOV/IVAN MR
RFIC-C/C BAGGAGE
   1. RFISC-0C5 PC OF BAG 21 30KG UPTO 203LCM
      OPERATING CC-UT FEE OWNER-UT
                                                     ORIGIN-TJM DEST-VKO
      SERVICE REMARKS-30
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB
                                                0
     NON INTERLINEABLE
   2. RFISC-OC5 PC OF BAG 21 30KG UPTO 203LCM
                                                                L 8
      OPERATING CC-UT FEE OWNER-UT
                                                    ORIGIN-VKO DEST-TJM
      SERVICE REMARKS-30
      EXCESS BAGGAGE-1 PC RATE PER UNIT RUB
      NON INTERLINEABLE
ADD INF/RKS:
              8000
FARE F RUB
EXCH VAL RUB
                  8000
        RUB
                  8000
FC TJM UT MOW4000 UT TJM4000RUB8000END
FP INVOICE
```

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Issuance

Issue EMD:

```
>TTM/RT
OK EMD
>
```

EMD display (EWD)

Use **EWD** to display EMD:

```
>EWD
EMD-2983012499539
                   TYPE-A
                                                       SYS-1A LOC-JQUW2T
            FCI-0 0
                         POI-MOW DOI-27FEB18
                                                          IOI-12340655
INT-
PAX- IVANOV/IVAN MR
                                                                      ADT
RFIC-C BAGGAGE
REMARKS-
CPN-1 RFISC-0C5 UT TJMVKO S-0
DESCRIPTION-PC OF BAG 21 30KG UPTO 203LCM
PRESENT TO-
PRESENT AT-
ICW-2981354562575E1
                            (A)
EXCESS BAGGAGE- 1 N RATE PER UNIT-
SERVICE REMARKS-30
CPN-2 RFISC-0C5 UT VKOTJM S-0
DESCRIPTION-PC OF BAG 21 30KG UPTO 203LCM
PRESENT TO-
PRESENT AT-
ICW-2981354562575E2
                            (A)
EXCESS BAGGAGE- 1 N RATE PER UNIT-
SERVICE REMARKS-30
FARE F RUB
                       8000
EXCH VAL
                          RFND VAL
TAX-
TOTAL
          RUB
                       8000
/FC TJM UT MOW4000 UT TJM4000RUB8000END
FP INVOICE
FOID-
>
```

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EMD sales cancellation (void)

Airline allows EMD sales cancellation on the day of EMD issuance.

EMD refund

Airline allows EMD refund

EMD exchange (reissue)

In case of ticket reissue to another date / flight number Airline allows EMD exchange (reissue). Re-association is not available.

Service Change Rules

| Case | E-ticket & EMD | Change | Procedure / consequences |
|------|----------------|---|--|
| 1 | Any flight | Voluntary or involuntary flight rebooked to another date / voluntary or involuntary flight nbr changes -> EMD needs to be changed | Reissue EMD as per standard procedure: - book new service, - price and create TSM, - issue new EMD |
| 2 | Any flight | Ticket is voided -> EMD needs to be voided | Void EMD as per standard procedure. |
| 3 | Any flight | Ticket is refunded -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 4 | Any flight | Passenger is rerouted voluntary or involuntary -> EMD needs to be refunded | Refund EMD as per standard procedure. In case of need passenger has to buy a new service. |
| 5 | Any flight | Upgrade with money -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 6 | Any flight | Upgrade with points -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 7 | Any flight | Any involuntary flight cancellation. Passenger does not travel -> EMD needs to be refunded | Refund EMD as per standard procedure. |

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1.3. Pre Reserved Seats of Exit, Bulk Head, Choice seats (RQST)

RFIC: A

RFISC: 0B5 (the first character is digit 0)

Service description and purpose

This service allows to reserve seats such as Emergency Exit Rows, Bulk Head and Choice seats for the comfort of guests.

There are two categories of seats in economy cabin:

- 1) Seat+ rows at emergency exits and first row of economy cabin;
- 2) Standard all other seats not included in the category Seat+.

The interactive seat map will display the paid seats and associated cost per seat. Seats can be reserved in advance by economy class passengers on all flights operated by UTair 48 hours before departure at least.

Exit row seats must be assigned only to passengers, who are physically and mentally able to open emergency exit in case of emergency situation. Passengers on exit row seats must be at least 18 years old and speak Russian or English. Passengers, who would slow down an evacuation because of physical reasons or who are not able to understand or follow instructions given by the crew may never be seated in emergency exit rows (children including UMNRs, passengers with infant and/or child, all kind of PRM and/or MEDA cases, passengers travelling with PETC and CBBG, pregnant women, passengers provided with extended seatbelt etc.). It is in agent's responsibility to ensure with passenger that he/she meets this conditions.

Use the catalogue of ancillary services (FXK) or enter manually:

ST/10A/S2

10A - seat number,S2 - segment number

Detailed EMD flow

Initial PNR

New or existing PNR:

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Booking

Use the interactive seatmap (SM2):

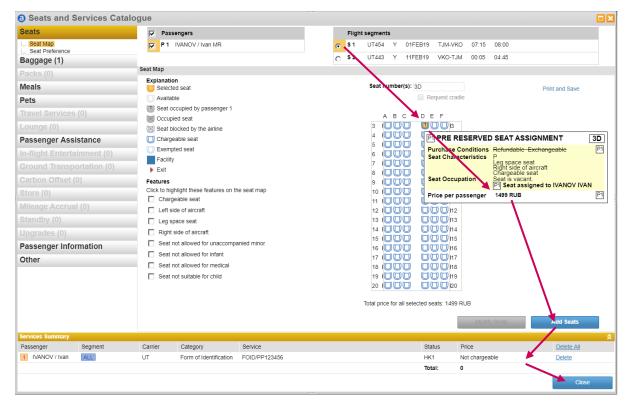
· cryptic mode:

```
>SM2
SM UT 0454/Y/01FEBTJMVKO
                                                          /S002/
SM UT 0454 Y 01FEB TJMVKO
                                  735
         0
                    0
  0
         1
                    2
  345678901234567890
  YYYYYYYYYYYYYYYY
                                                            F
  YYYYYYYYYYYYYYY
                                                            \mathbf{E}
D YYYYYYYYYYYYYYYYY
                                                            D
C
  YYYYYYYYYYYYYYY
                                                            C.
  YYYYYYYYYYYYYYYY
                                                            В
A YYYYYYYYYYYYYYYY
                                                            Α
  345678901234567890
  Ω
        1
                                      K GALLEY
                                                 E EXIT
. AVAILABLE
             <> WING
                          F GEN FACI
                                                             C COT
                                                   G GROUPS P PET
             - LAST OFF H HANDICAP
+ OCCUPIED
                                       Q QUIET
/ RESTRICTED B BULKHEAD V PREF.SEAT X BLOCKED L LEGROOM U UMNR
() SMOKING D DEPORTEE UP UP-DECK Z NO FILM I INFANT R REAR
Y CHARGEABLE
)>ST/3D
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                 AA/SU 24DEC18/1544Z
                                                        SAXDXK
  1.IVANOV/IVAN MR
  2 UT 454 Y 01FEB 5 TJMVKO HK1 0715 0800 01FEB E UT/B8K88G
3 UT 443 Y 11FEB 1 VKOTJM HK1 0005 0445 11FEB E UT/B8K88G
  4 AP MOW 8495-7979099 - AMADEUS RUSSIA - A
  5 TK OK24DEC/MOWR22900//ETUT
  6 /SSR RQST UT HK1 TJMVKO/03DN,P1/S2 SEE RTSTR
  7 SSR FOID UT HK1 PP123456
  8 FA PAX 298-1354562654/ETUT/RUB59170/24DEC18/MOWR22900/12340655/S2-3
  9 FB PAX 000000000 TTP/RT OK ETICKET/S2-3
10 FE PAX NON-REFUNDABLE NO FREE BAGGAGE NO FREE MEAL/S2-3
11 FM *M*0
12 FP CASH
13 FV PAX UT/S2-3
```

For multiple passengers seat request, please book one seat per one transaction, for example: enter ST/3D/P1 for the 1st passenger then ST/3A/P2 for the 2nd passenger.



• graphic mode:



Or book the service manually:

```
>ST/3D
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                 AA/SU 24DEC18/1544Z
                                                        SAXDXK
 1.IVANOV/IVAN MR
    UT 454 Y 01FEB 5 TJMVKO HK1 0715 0800
                                            01FEB E UT/B8K88G
 3 UT 443 Y 11FEB 1 VKOTJM HK1 0005 0445
                                           11FEB E UT/B8K88G
 4 AP MOW 8495-7979099 - AMADEUS RUSSIA - A
 5 TK OK24DEC/MOWR22900//ETUT
  6 /SSR RQST UT HK1 TJMVKO/03DN,P1/S2
                                       SEE RTSTR
 7 SSR FOID UT HK1 PP123456
 8 FA PAX 298-1354562654/ETUT/RUB59170/24DEC18/MOWR22900/12340655/S2-3
 9 FB PAX 0000000000 TTP/RT OK ETICKET/S2-3
10 FE PAX NON-REFUNDABLE NO FREE BAGGAGE NO FREE MEAL/S2-3
11 FM *M*0
12 FP CASH
13 FV PAX UT/S2-3
```

For multiple passengers seat request, please book one seat per one transaction, for example: enter ST/3D/P1 for the 1st passenger then ST/3A/P2 for the 2nd passenger.



Pricing

Use **FXG** for pricing:

Check TSM (if required):

```
> TQM
TSM
     1 TYPE P
                  MOWR22900 AB/24DEC 00 INT I EMD-A CARR UT
 1.IVANOV/IVAN MR
RFIC-A/A AIR TRANSPORTATION
   1. RFISC-0B5 PRE RESERVED SEAT ASSIGNMENT
      OPERATING CC-UT FEE OWNER-UT
                                                     ORIGIN-TJM DEST-VKO
      SERVICE REMARKS-CHARACTERISTICS: CH L
      NON REFUNDABLE
      NON EXCHANGEABLE
      NON INTERLINEABLE
ADD INF/RKS:
              1499
FARE F RUB
EXCH VAL RUB
                  1499
              1499
       RUB
TOTAL
FC TJM UT MOW1499RUB1499END
```

Add form of payment (if different from the ticket FOP):

```
> TMI/M1/FP-INVOICE
    1 TYPE P
                   MOWR22900 AB/24DEC 00 INT I EMD-A CARR UT
TSM
 1.IVANOV/IVAN MR
RFIC-A/A AIR TRANSPORTATION
   1. RFISC-0B5 PRE RESERVED SEAT ASSIGNMENT
                                                                     Τ.
      OPERATING CC-UT FEE OWNER-UT
                                                    ORIGIN-TJM DEST-VKO
      SERVICE REMARKS-CHARACTERISTICS: CH L
      NON REFUNDABLE
      NON EXCHANGEABLE
      NON INTERLINEABLE
ADD INF/RKS:
FARE F RUB
                  1499
EXCH VAL RUB
                  1499
               1499
        RUB
TOTAL
FC TJM UT MOW1499RUB1499END
FP INVOICE
```



Add NON-EXCHANGEABLE indicator:

```
> TMI/M1/FE-NON-EXCHANGEABLE
                   MOWR22900 AB/24DEC 00 INT I EMD-A CARR UT
TSM
      1 TYPE P
 1.IVANOV/IVAN MR
RFIC-A/A AIR TRANSPORTATION
   1. RFISC-0B5 PRE RESERVED SEAT ASSIGNMENT
                                                         ORIGIN-TJM DEST-VKO
       OPERATING CC-UT FEE OWNER-UT
       SERVICE REMARKS-CHARACTERISTICS: CH L
       NON REFUNDABLE
      NON EXCHANGEABLE
      NON INTERLINEABLE
ADD INF/RKS:
FARE F RUB
                    1499
EXCH VAL RUB
                    1499
TOTAL
         RUB
                    1499
FC TJM UT MOW1499RUB1499END
FE *M*NON-EXCHANGEABLE
FP INVOICE
```

Issuance

Issue EMD:

```
>TTM/RT
OK EMD
>
```

EMD display (EWD)

Use **EWD** to display EMD:

```
>EWD
                   TYPE-A
0 POI-MOW DOI-24DEC18
EMD-2983055332947
                                                      SYS-1A LOC-SAXDXK
            FCI-0 0
                                                       IOI-12340655
TNT-
PAX- IVANOV/IVAN MR
                                                                    ADT
RFIC-A AIR TRANSPORTATION
REMARKS-
CPN-1 RFISC-0B5 UT TJMVKO S-0
DESCRIPTION-PRE RESERVED SEAT ASSIGNMENT
PRESENT TO-
PRESENT AT-
ICW-2981354562654E1
                           (A)
SERVICE REMARKS-CHARACTERISTICS: CH L
FARE F RUB 1499
EXCH VAL
                         RFND VAL
TAX-
       RUB
                       1499
/FC TJM UT MOW1499RUB1499END
FE NON-EXCHANGEABLE
FP INVOICE
FOID-
NON-REFUNDABLE
```



EMD sales cancellation (void)

Airline allows EMD sales cancellation on the day of EMD issuance.

EMD refund

Airline does not allow EMD refund

Refund of the service fee is made externally via Refund Application Form in the following cases:

- in case of unforeseen change of aircraft type and impossibility to provide the service;
- in case of involuntary exchange or refund of the ticket;
- when a passenger is moved to another seat in economy class for safety reasons.

EMD exchange (reissue)

In case of ticket reissue to another date / flight number Airline does not allow EMD exchange (reissue).

Re-association is not available.

Service Change Rules

| Case | E-ticket & EMD | Change | Procedure / consequences |
|------|-------------------|--|---|
| 1 | Any flight | Voluntary flight rebooked to another date / voluntary flight nbr changes | EMD is not exchangeable EMD is not refundable |
| 2 | Any flight | Involuntary flight rebooked to another date / involuntary flight nbr changes -> EMD needs to be refunded | EMD can be reissued EMD can be refundable externally via Refund Application Form |
| 3 | Any flight | Ticket is voided | EMD can be voided |
| 4 | Any flight | Ticket is refunded voluntary | EMD is not refundable |
| 5 | Any flight | Passenger is rerouted voluntary | EMD is not exchangeable EMD is not refundable |
| 6 | Any flight | Passenger is rerouted involuntary | EMD is not exchangeable EMD can be refundable externally via Refund Application Form |
| 7 | Any flight | Upgrade with money | EMD is not refundable |
| 8 | Any flight | Upgrade with points | EMD is not refundable |
| 9 | Any flight | Any involuntary flight cancellation. Passenger does not travel | EMD can be refundable externally via Refund Application Form |

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1.4.MEALS (ASVC)

RFIC: G

RFISC: xxx

Service description and purpose

Passengers can be provided with special meal if this service is available at airport. Each type of meal is bookable until certain time before flight departure (deadline). Approximate list of meals with details can be found in Appendix. The current list of meals is available in services catalogue.

Please note!!! The full refund is permitted until the service availability deadline. After the deadline the service is non refundable.

You can also find deadline info in meal description in service catalog – see an example in GUI on the next page

Use the catalogue of ancillary services (FXK) or enter manually:

```
SR ASVC - C/BR1
```

ASVC – code of service, C – code RFIC,

BR1 – code RFISC (avialable codes can be found in Appendix)

Detailed EMD flow

Initial PNR

New or existing PNR:

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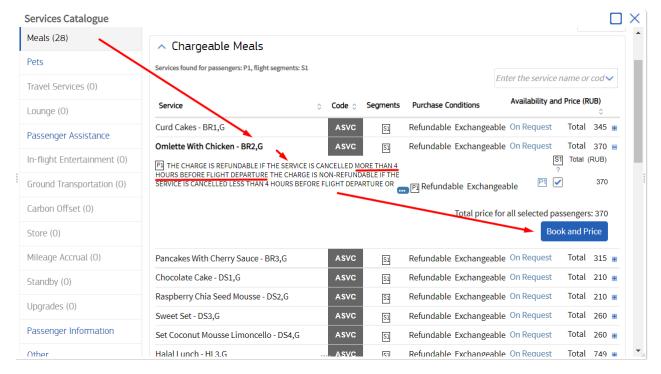
Booking

Use the catalogue of ancillary services (FXK):

· cryptic mode:

```
> FXK
    PASSENGER
                    PR FROM-TO C SC SRV PTC BKM (RUB) TOTAL AV
FLIGHT RELATED
001 P1
                    UT VKO-TJM F 0C2 ASVC ADT SSR
                                                   RUB2249
    STD BAG1-2 PIECE OF BAG UPTO20KG 203LCM -
002 P1
                    UT VKO-TJM F 0C5 ASVC ADT SSR
                                                   RUB3499
    BAG 21 30KG UPTO 203LCM -
003 P1
                    UT VKO-TJM F BR1 ASVC ADT SSR
                                                   RUB345
    CURD CAKES -
004 P1
                    UT VKO-TJM F BR2 ASVC ADT SSR
                                                  RUB370
    OMLETTE WITH CHICKEN -
) > FWK 4
 -- TST RLR ---
RP/MOWR22900/MOWR22900
                                  AA/SU 27FEB18/1034Z
                                                          JQUW2T
  1.IVANOV/IVAN MR
  2 UT 453 Y 01FEB 2 VKOTJM HK1 0025 0515 01FEB E UT/123G78
  3 AP MOW 1234567890 - TRAVEL COMPANY - A
  4 TK OK09DEC/SVXR227AD//ETUT
  5 SSR FOID UT HK1 PP123456890
  6 /SSR ASVC UT NN1 G/BR2//OMLETTE WITH CHICKEN/S2
  7 FA PAX 298-6527885743/ETUT/RUB30300/09DEC21/MOWR22900/00040655/S2
  8 FB PAX 0000000000 TTP/RT OK ETICKET/S2
  9 FE PAX NON-REFUNDABLE NO FREE MEAL/S2
 10 FM *M*0
 11 FP CASH
12 FV PAX UT/S2
```

graphic mode:



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Or book the service manually:

```
> SRASVC-G/BR2
--- TST RLR ---
RP/MOWR22900/MOWR22900
                                AA/SU 27FEB18/1034Z JQUW2T
 1.IVANOV/IVAN MR
 2 UT 453 Y 01FEB 2 VKOTJM HK1 0025 0515 01FEB E UT/123G78
 3 AP MOW 1234567890 - TRAVEL COMPANY - A
 4 TK OK09DEC/SVXR227AD//ETUT
 5 SSR FOID UT HK1 PP123456890
 6 /SSR ASVC UT NN1 G/BR2//OMLETTE WITH CHICKEN/S2
 7 FA PAX 298-6527885743/ETUT/RUB30300/09DEC21/MOWR22900/00040655/S2
 8 FB PAX 0000000000 TTP/RT OK ETICKET/S2
 9 FE PAX NON-REFUNDABLE NO FREE MEAL/S2
10 FM *M*0
11 FP CASH
12 FV PAX UT/S2
```

Store new created SSRs in PNR (ER) and wait for the carrier confirmation (KK1).

Pricing

Use **FXG** for pricing (usually required only for manually added services):

```
> FXG
FXG

PASSENGER PTC ------
OC SRV NP PR FLGT DATE (RUB) FARE TAX TOTAL

01 IVANOV/IVAN MR ADT
BR2 ASVC 1 UT453 01FEB RUB370 RUB370
>
```

Check TSM (if needed):

```
> TQM
TSM
     1 TYPE P
                  MOWR22900 AA/27FEB 00 INT I EMD-A CARR UT
 1.IVANOV/IVAN MR
RFIC-G/G IN-FLIGHT SERVICES
   1. RFISC-BR2 OMLETTE WITH CHICKEN
                                                                      L
      OPERATING CC-UT FEE OWNER-UT
                                                      ORIGIN-VKO DEST-TJM
      NON INTERLINEABLE
ADD INF/RKS:
FARE F RUB
                     370
EXCH VAL
         RUB
                     370
TOTAL
         RUB
                    370
FC MOW UT TJM370RUB370END
```



Add form of payment (if different from the ticket FOP):

```
> TMI/M1/FP-INVOICE
      1 TYPE P
                    MOWR22900 AA/27FEB 00 INT I EMD-A CARR UT
 1.IVANOV/IVAN MR
RFIC-G/G IN-FLIGHT SERVICES
   1. RFISC-BR2 OMLETTE WITH CHICKEN
                                                         ORIGIN-VKO DEST-TJM
      OPERATING CC-UT FEE OWNER-UT
      NON INTERLINEABLE
ADD INF/RKS:
FARE F RUB
                     370
EXCH VAL RUB
                     370
         RUB
                     370
FC MOW UT TJM370RUB370END
FP INVOICE
```

Issuance

Issue EMD:

```
>TTM/RT
OK EMD
>
```

EMD display (EWD)

Use **EWD** to display EMD:

```
>EWD
                                                       SYS-1A LOC-JQUW2T
EMD-2981883392469
                   TYPE-A
                         POI-SVX DOI-09DEC21
INT-
             FCI-0 0
                                                             IOI-00040655
PAX- IVANOV/IVAN MR
                                                                     ADT
RFIC-G IN-FLIGHT SERVICES
REMARKS-
CPN-1 RFISC-BR2 UT VKOTJM S-0
DESCRIPTION-OMLETTE WITH CHICKEN
PRESENT TO-
PRESENT AT-
ICW-2986527885743E1
                        (A)
SERVICE REMARKS-
FARE F
        RUB
                        370
EXCH VAL
                         RFND VAL
TAX-
                        370
         RUB
TOTAL
/FC MOW UT TJM370RUB370END
FP INVOICE
FOID-
```

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EMD sales cancellation (void)

Airline allows EMD sales cancellation on the day of EMD issuance.

EMD refund

Airline allows EMD refund up to the last time to order (check meal description in Appendix).

For example if a meal can be requested not later than 4 hours before departure, refund is allowed not later than 4 hours before departure. In this case, refund is prohibited less than 4 hours before departure. Please check meal description in Appendix to find deadline for each meal

EMD exchange (reissue)

In case of ticket reissue to another date / flight number Airline allows EMD exchange (reissue). Re-association is not available.

Service Change Rules

| Case | E-ticket & EMD | Change | Procedure / consequences |
|------|----------------|---|--|
| 1 | Any flight | Voluntary or involuntary flight rebooked to another date / voluntary or involuntary flight nbr changes -> EMD needs to be changed | Reissue EMD as per standard procedure: - book new service, - price and create TSM, - issue new EMD |
| 2 | Any flight | Ticket is voided -> EMD needs to be voided | Void EMD as per standard procedure. |
| 3 | Any flight | Ticket is refunded -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 4 | Any flight | Passenger is rerouted voluntary or involuntary -> EMD needs to be refunded | Refund EMD as per standard procedure. In case of need passenger has to buy a new service. |
| 5 | Any flight | Upgrade with money -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 6 | Any flight | Upgrade with points -> EMD needs to be refunded | Refund EMD as per standard procedure. |
| 7 | Any flight | Any involuntary flight cancellation. Passenger does not travel -> EMD needs to be refunded | Refund EMD as per standard procedure. |

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2. Meals codes (Appendix)

The list of Meals and availability deadline can be changed. Please find the actual services in services catalogue.

2.1. From/to Moscow (Vnukovo)

| DEICC | Samilas varias | Service available before | | |
|-------|---|--------------------------|---------------|--|
| RFISC | Service name | From VKO | To VKO | |
| BR1 | Сырники / Curd Cakes | 4 hours | 18 hours | |
| BR2 | Омлет-рулет с курицей / Omlette with chicken | 4 hours | 18 hours | |
| BR3 | Оладьи с вишневым соусом / Pancakes with cherry sauce | 4 hours | 18 hours | |
| LH1 | Лосось на гриле с цуккини / Steamed salmon | 8 hours | 18 hours | |
| LH2 | Лапша с говядиной по-азиатски / Asian beef noodles | 8 hours | 18 hours | |
| LH3 | Колбаски венгерские с макаронами фарфалле / Hungarian sausages | 8 hours | 18 hours | |
| LH4 | Курица по-милански с картофельным пюре / | 8 hours | 18 hours | |
| LH5 | Milanese chicken with mashed potatoes Фрикадельки шведские с гречкой / Meatballs with buckwheat | 8 hours | 18 hours | |
| LH6 | Цыпленок по-техасски с печеным картофелем / Chicken with baked potatoes | 8 hours | 18 hours | |
| LH7 | Шашлык куриный с овощами гриль / Grilled chicken | 8 hours | 18 hours | |
| VG7 | Аджапсандал/Ajapsandal | 8 hours | 18 hours | |
| VG8 | Фалафель с йогуртовым соусом / Falafel with yoghurt sauce | 8 hours | 18 hours | |
| HL3 | Обед халяль / Halal lunch | 48 hours | 48 hours | |
| KS2 | Обед кошер / Kosher lunch | 72 hours | 72 hours | |
| KD1 | Детский набор / Kids Box | 4 hours | 18 hours | |
| KD2 | Сосиски с макаронами / Kids meal with sausages | 4 hours | 18 hours | |
| KD3 | Куриные стрипсы с картофельным пюре / Chicken strips with mashed potatoes | 8 hours | 18 hours | |
| DS1 | Шоколадный кейк / Chocolate cake | 8 hours | Not available | |
| DS2 | Малиновый мусс с семенами чиа / Raspberry Chia Seed Mousse | 8 hours | Not available | |
| DS3 | Сладкий сет / Sweet set | 8 hours | Not available | |
| DS4 | Сет с кокосовым муссом и лимончелло / Set coconut mousse limoncello | 8 hours | Not available | |
| SN1 | Сэндвич с ветчиной и сыром / Beef sandwich | 4 hours | 18 hours | |
| SN2 | Сэндвич с курицей / Chicken sandwich | 4 hours | 18 hours | |
| SN3 | Бейгл с лососем / Bagel with salmon | 4 hours | 18 hours | |
| SN4 | Шаурма с курицей / Chicken roll | 4 hours | - | |
| PN1 | Чай черный/зеленый / Black or green tea | 4 hours | 18 hours | |
| PN2 | Кофе со сливками / Coffee with milk | 4 hours | 18 hours | |
| PN3 | Сок яблочный 0,2л / Apple juice 200ml | 4 hours | 18 hours | |
| PN4 | Кока-кола 0,5л / Coca cola 500ml | 4 hours | 18 hours | |

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2.1. From/To Surgut

| DE100 | Service name | Service available before | |
|-------|--|--------------------------|----------|
| RFISC | | From SGC | To SGC |
| BR1 | Сырники / Curd Cakes | 2 hours | - |
| BR2 | Омлет-рулет с курицей / Omlette with chicken | 2 hours | - |
| BR3 | Оладьи с вишневым соусом / Pancakes with cherry sauce | 2 hours | 18 hours |
| LH1 | Лосось на гриле с цуккини / Steamed salmon | 2 hours | - |
| LH2 | Лапша с говядиной по-азиатски / Asian beef noodles | 2 hours | - |
| LH3 | Колбаски венгерские с макаронами фарфалле. / Hungarian sausages | 2 hours | 18 hours |
| LH4 | Курица по-милански с картофельным пюре / Milanese chicken with mashed potatoes | 2 hours | - |
| LH5 | Фрикадельки шведские с гречкой / Meatballs with buckwheat | 2 hours | - |
| LH6 | Цыпленок по-техасски с печеным картофелем / Chicken with baked potatoes | 2 hours | 18 hours |
| LH7 | Шашлык куриный с овощами гриль / Grilled chicken | 2 hours | - |
| VG7 | Аджапсандал / Ajapsandal | 2 hours | - |
| VG8 | Фалафель с йогуртовым соусом / Falafel with yoghurt sauce | 2 hours | - |
| KD1 | Детский набор / Kids Box | 2 hours | - |
| KD2 | Сосиски с макаронами / Kids meal with sausages | 2 hours | 18 hours |
| KD3 | Куриные стрипсы с картофельным пюре / Chicken strips with mashed potatoes | 2 hours | - |
| DS1 | Шоколадный кейк / Chocolate cake | 2 hours | - |
| DS2 | Малиновый мусс с семенами чиа / Raspberry Chia Seed Mousse | 2 hours | - |
| DS3 | Сладкий сет / Sweet set | 2 hours | - |
| DS4 | Сет с кокосовым муссом и лимончелло / Set coconut mousse limoncello | 2 hours | - |
| SN1 | Сэндвич с ветчиной и сыром / Beef sandwich | 2 hours | 18 hours |
| SN2 | Сэндвич с курицей / Chicken sandwich | 2 hours | 18 hours |
| SN3 | Бейгл с лососем / Bagel with salmon | 2 hours | 18 hours |
| SN4 | Шаурма с курицей / Chicken roll | 2 hours | - |
| PN1 | Чай черный/зеленый / Black or green tea | 2 hours | 18 hours |
| PN2 | Кофе со сливками / Coffee with milk | 2 hours | 18 hours |
| PN3 | Сок яблочный 0,2л / Apple juice 200ml | 2 hours | 18 hours |
| PN4 | Кока-кола 0,5л / Coca cola 500ml | 2 hours | 18 hours |

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2.1. From/to Tyumen

| DEICO | Service name | Service available before | |
|-------|---|--------------------------|----------|
| RFISC | | From TJM | To TJM |
| BR1 | Сырники / Curd Cakes | 4 hours | - |
| BR2 | Омлет-рулет с курицей / Omlette with chicken | 4 hours | - |
| BR3 | Оладьи с вишневым соусом / Pancakes with cherry sauce | 4 hours | - |
| LH1 | Лосось на гриле с цуккини / Steamed salmon | 8 hours | - |
| LH2 | Лапша с говядиной по-азиатски / Asian beef noodles | 8 hours | - |
| LH3 | Колбаски венгерские с макаронами фарфалле / Hungarian sausages | 8 hours | - |
| LH4 | Курица по-милански с картофельным пюре / Milanese chicken with mashed potatoes | 8 hours | _ |
| LH5 | Фрикадельки шведские с гречкой / Meatballs with buckwheat | 8 hours | - |
| LH6 | Цыпленок по-техасски с печеным картофелем / Chicken with baked potatoes | 8 hours | - |
| LH7 | Шашлык куриный с овощами гриль / Grilled chicken | 8 hours | = |
| VG8 | Фалафель с йогуртовым соусом / Falafel with yoghurt sauce | 8 hours | - |
| KD1 | Детский набор / Kids Box | 4 hours | 18 hours |
| KD2 | Сосиски с макаронами / Kids meal with sausages | 4 hours | - |
| KD3 | Куриные стрипсы с картофельным пюре / Chicken strips with mashed potatoes | 8 hours | - |
| DS1 | Шоколадный кейк / Chocolate cake | 8 hours | - |
| DS2 | Малиновый мусс с семенами чиа / Raspberry Chia Seed Mousse | 8 hours | - |
| DS3 | Сладкий сет / Sweet set | 8 hours | - |
| DS4 | Сет с кокосовым муссом и лимончелло / Set coconut mousse limoncello | 8 hours | - |
| SN1 | Сэндвич с ветчиной и сыром / Beef sandwich | 4 hours | 18 hours |
| SN2 | Сэндвич с курицей / Chicken sandwich | 4 hours | 18 hours |
| SN3 | Бейгл с лососем / Bagel with salmon | 4 hours | - |
| SN4 | Шаурма с курицей / Chicken roll | 4 hours | - |
| PN1 | Чай черный/зеленый / Black or green tea | 4 hours | 18 hours |
| PN2 | Кофе со сливками / Coffee with milk | 4 hours | 18 hours |
| PN3 | Сок яблочный 0,2л / Apple juice 200ml | 4 hours | 18 hours |
| PN4 | Кока-кола 0,5л / Coca cola 500ml | - | - |

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2.1. From/to Ufa

| RFISC | Service name | Service avai | Service available before | |
|-------|---|--------------|--------------------------|--|
| | | From UFA | To UFA | |
| BR1 | Сырники / Curd Cakes | 4 hours | 18 hours | |
| BR2 | Омлет-рулет с курицей / Omlette with chicken | 4 hours | 18 hours | |
| BR3 | Оладьи с вишневым соусом / Pancakes with cherry sauce | 4 hours | 18 hours | |
| LH7 | Шашлык куриный с овощами гриль / Grilled chicken | 8 hours | 18 hours | |
| DS3 | Сладкий сет / Sweet set | 8 hours | - | |
| SN1 | Сэндвич с ветчиной и сыром / Beef sandwich | 4 hours | 18 hours | |
| SN2 | Сэндвич с курицей / Chicken sandwich | 4 hours | 18 hours | |
| SN3 | Бейгл с лососем / Bagel with salmon | 4 hours | 18 hours | |
| SN4 | Шаурма с курицей / Chicken roll | 4 hours | - | |
| PN1 | Чай черный/зеленый / Black or green tea | 4 hours | 18 hours | |
| PN2 | Кофе со сливками / Coffee with milk | 4 hours | 18 hours | |
| PN3 | Сок яблочный 0,2л / Apple juice 200ml | 4 hours | 18 hours | |

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