

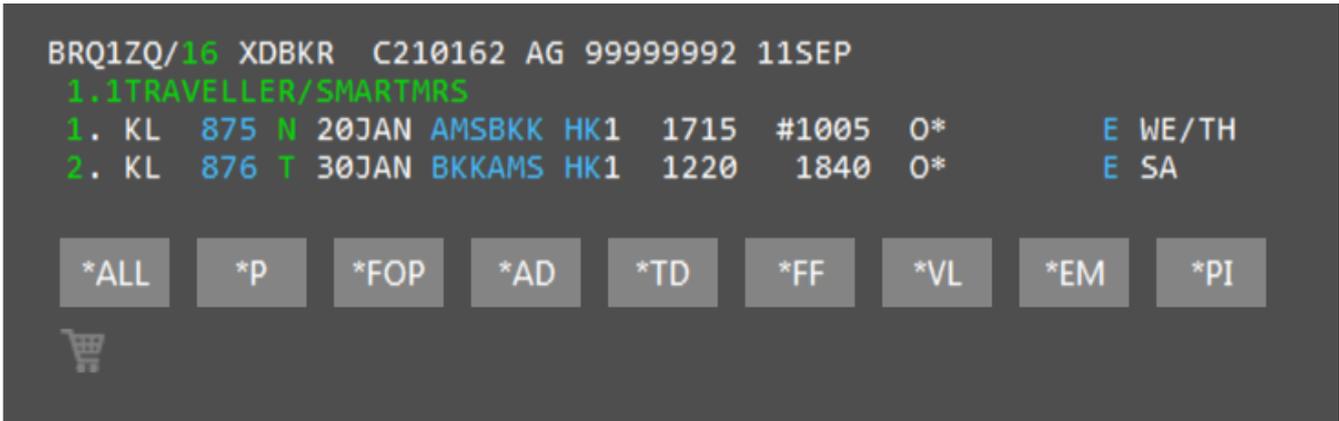
Ancillary Service Shopping

You can shop for ancillary services by clicking on the shopping cart icon in the PNR Viewer.

The icon will be present on all retrieved PNRs and during the booking process for direct payment carriers.

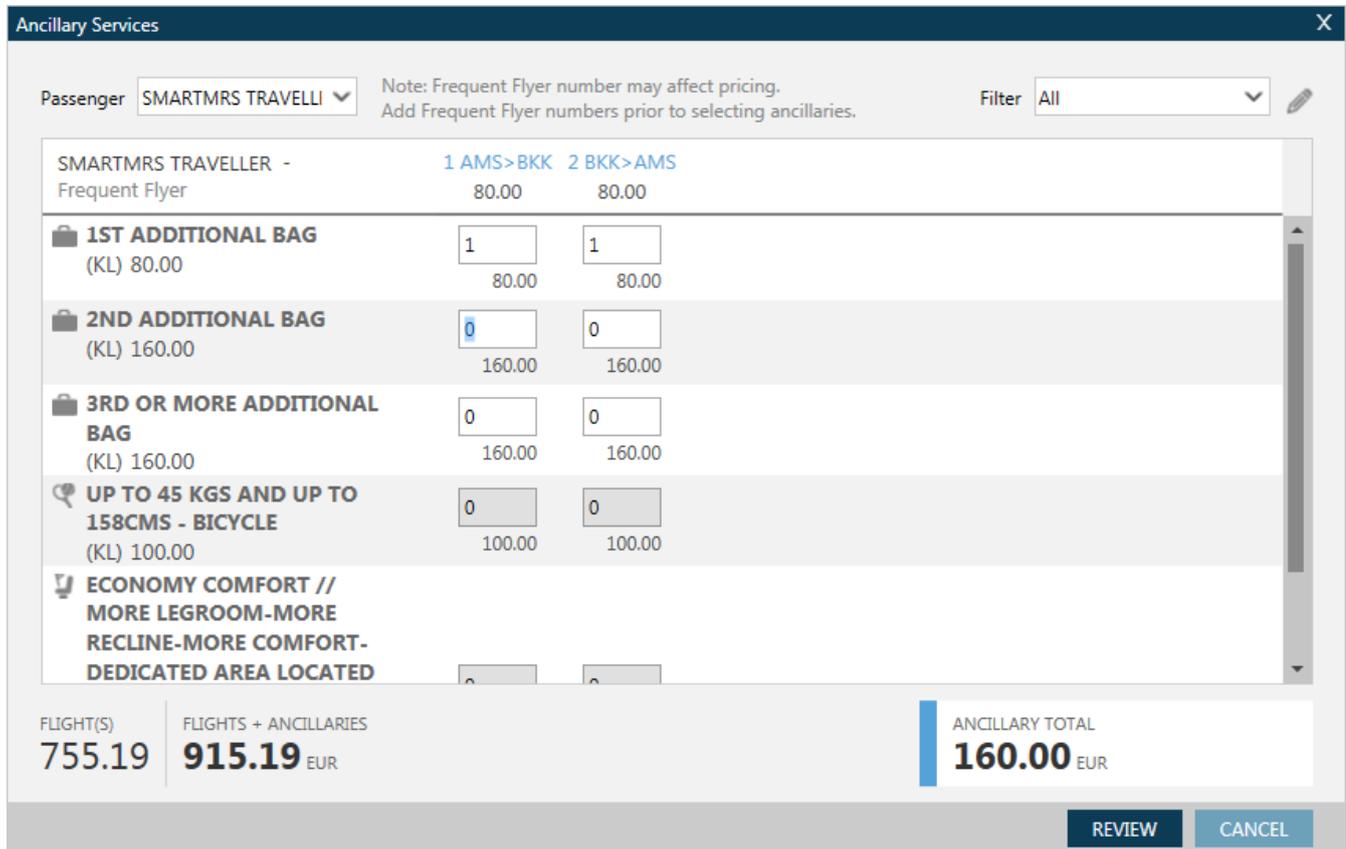
1. Select the Shopping Cart icon from the PNR Viewer.

Note: If you do not have the name in a direct payment carrier booking no ancillary basket will be present.

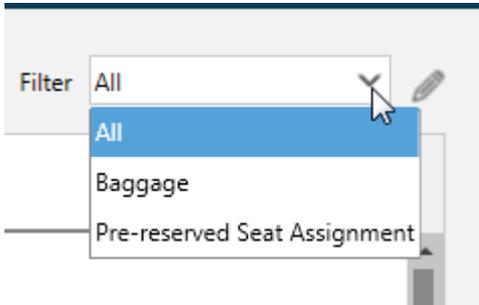


The Ancillary Services Screen displays.

1. Select the number of items for the required ancillary services



- If a large number of ancillary services are displayed, use the filter in the upper right. The list reflects the types of services currently on the screen. You can select to display them one group code (type) at a time. The filter list will only include ancillary groups that are present in the shop screen.



Some ancillary services that you sell will require that you enter additional text remarks. Click the Free Form Text Icon to add additional remarks.

Use the Ancillary drop down box to select each service.

Ancillary Services

Passenger: SMARTMRS TRAVELLI | Note: Frequent Flyer number may affect pricing. Add Frequent Flyer numbers prior to selecting ancillaries. | Filter: All

SMARTMRS TRAVELLER - Frequent Flyer	1 AMS>BKK	2 BKK>AMS
1ST ADDITIONAL BAG (KL) 80.00	1 80.00	1 80.00
2ND ADDITIONAL BAG (KL) 160.00	0 160.00	0 160.00
3RD OR MORE ADDITIONAL BAG (KL) 160.00	0 160.00	0 160.00
UP TO 45 KGS AND UP TO 158CMS - BICYCLE (KL) 100.00	0 100.00	0 100.00
ECONOMY COMFORT // MORE LEGROOM-MORE RECLINE-MORE COMFORT-DEDICATED AREA LOCATED		

FLIGHT(S) 755.19 | FLIGHTS + ANCILLARIES 915.19 EUR

Add Free Form Text

Ancillary: (KL) 1ST ADDITIONAL BAG | SSR: ABAG

Select included segments:
 Select All
 1 AMS>BKK
 2 BKK>AMS

Enter free text remark below.
 Check with carrier for free text formatting.
 TEXT REQUIRED BY AIRLINE

ADD | APPLY | CANCEL

Once all services for all flights and for all passengers have been selected and any Free form text has been added, click Review to view the Summary.

Ancillary Services Summary

Ancillaries	Total	Status	1 AMS>BKK 2 BKK>AMS	
SMARTMRS TRAVELLER	160.00 EUR	Selected	80.00 EUR	80.00 EUR
1ST ADDITIONAL BAG - KL	160.00 EUR			
SUBTOTAL	160.00 EUR			

FLIGHT(S): 755.19 | FLIGHTS + ANCILLARIES: 915.19 EUR

ANCILLARY TOTAL: 160.00 EUR (EMD)

Buttons: APPLY, MODIFY, CANCEL

The summary screen will show a breakdown per passenger, the total ancillaries per passenger, status of the requested ancillary plus a reminder of flight price.

The Summary screen shows the SUBTOTAL for the Ancillaries, with the option buttons to:

- Apply – Books the selected Ancillaries
- Modify – Returns you to the Ancillaries Screen
- Cancel – Closes the script and returns you to the Smart Panel

With the ancillary total, you will see a note that shows **EMD** should EMD payment be required.

Upon selecting apply – the following message will appear

Travelport Smartpoint

i Ancillaries were booked/updated successfully

Ok

Within your PNR viewer you will now a *SI and *DAS button

```
BRQ1ZQ/16 XDBKR C210162 AG 99999992 11SEP
1.1TRAVELLER/SMARTMRS
1. KL 875 N 20JAN AMSBKK HK1 1715 #1005 O* E WE/TH
2. KL 876 T 30JAN BKKAMS HK1 1220 1840 O* E SA
```

*ALL *P *FOP *AD *TD *FF *VL *VR ***SI** *EM *PI *DAS



```
** SPECIAL SERVICE REQUIREMENT **
SEGMENT/PASSENGER RELATED
S 1. KL 0875 N 20JAN AMSBKK
P 1. TRAVELLER/SMARTMRS ABAG KK 1
P 1. TRAVELLER/SMARTMRS ASVC KD 1 **C/0CC/ABAG/1ST ADDITIONAL BAG/A
S 2. KL 0876 T 30JAN BKKAMS
P 1. TRAVELLER/SMARTMRS ABAG KK 1
P 1. TRAVELLER/SMARTMRS ASVC KD 1 **C/0CC/ABAG/1ST ADDITIONAL BAG/A
```

*SI – Status code **KD** – This means confirmed – proceed to issue EMD – this will change to **HI** once EMD has been issued

```
BRQ1ZQ/16 XDBKR C210162 AG 99999992 11SEP
1.1TRAVELLER/SMARTMRS
1. KL 875 N 20JAN AMSBKK HK1 1715 #1005 O* E WE/TH
2. KL 876 T 30JAN BKKAMS HK1 1220 1840 O* E SA
```

*ALL *P *FOP *AD *TD *FF *VL *VR *SI *EM *PI ***DAS**



```
ADDITIONAL SERVICES
PASSENGER TRAVELLER/SMARTMRS
LN SUP DESCRIPTION STAT AMNT CUR FLT DETAIL
01 KL 1ST ADDITIONAL BAG CD 80.00 EUR KL0875 AMSBKK
02 KL 1ST ADDITIONAL BAG CD 80.00 EUR KL0876 BKKAMS
>
```

*DAS - Status code **CD** –this means confirmed but awaiting payment – will change to **FD** once EMD has been issued.

Paid Seating Selection

To launch the Travelport Smartpoint seat map – select the class of service from within the PNR viewer Or by using the cryptic command SA*S1 or by selecting #SEAT.

BRQ1ZQ/16 XDBKR C210162 AG 99999992 11SEP
 1.1TRAVELLER/SMARTMRS
 1. KL 875 N 20JAN AMSBKK HK1 1715 #1005 O* E WE/TH
 2. KL 876 N 20JAN AMSBKK HK1 1220 1840 O* E SA

Click to view seat map

*ALL *P *FOP *AD *TD *FF *VL *VR *SI *EM *PI *DAS

Select Seats
X

KLM
Flight 875 |

AMS 20 Jan 515PM - BKK 21 Jan 1005AM

Seat Rules

Seat Maps Airline Assigned

Filter by: Any

- Any
- Free Seats (90.00 - 90.00)
- Leg Space (30.00 - 30.00)
- Preferred Seating (120.00 - 120.00)
- Economy Comfort

	C	12	D	E	F	G	12	H	J	K	
A	B	C	14	D	E	F	G	14	H	J	K
	B	15	D	E	F	G	15	H	J	K	
A	B	C	16	D	E	F	G	16	H	J	K
A	B	C	17	D	E	F	G	17	H	J	K
A	B	C	18	D	E	F	G	18	H	J	K
A	B	C	19	D	E	F	G	19	H	J	K
	B	C	20				20				
A	B	C	21	*		F	G	21	H	J	K
A	B	C	22	*	E	F	G	22	H	J	K
			23				23				
			24				24				
A	B	C	25	D	E	F	G	25	H	J	K
A	B	C	26				26	H	J	K	

Unavailable
Selected
Available
Blocked
Handicapped

Traveler

Flight KL #875
 Dep: Wed, 20 Jan 2016 5:15pm
 Arr: Thu, 21 Jan 2016 10:05am
 Flight 875 |
 1 Seats No seats selected

1 SMARTMRS T... ADT
 Enter frequent flyer #

Seat

Flight KL #876
 Dep: Sat, 30 Jan 2016 12:20pm
 Arr: Sat, 30 Jan 2016 6:40pm
 Flight 876 |
 1 Seats No seats selected

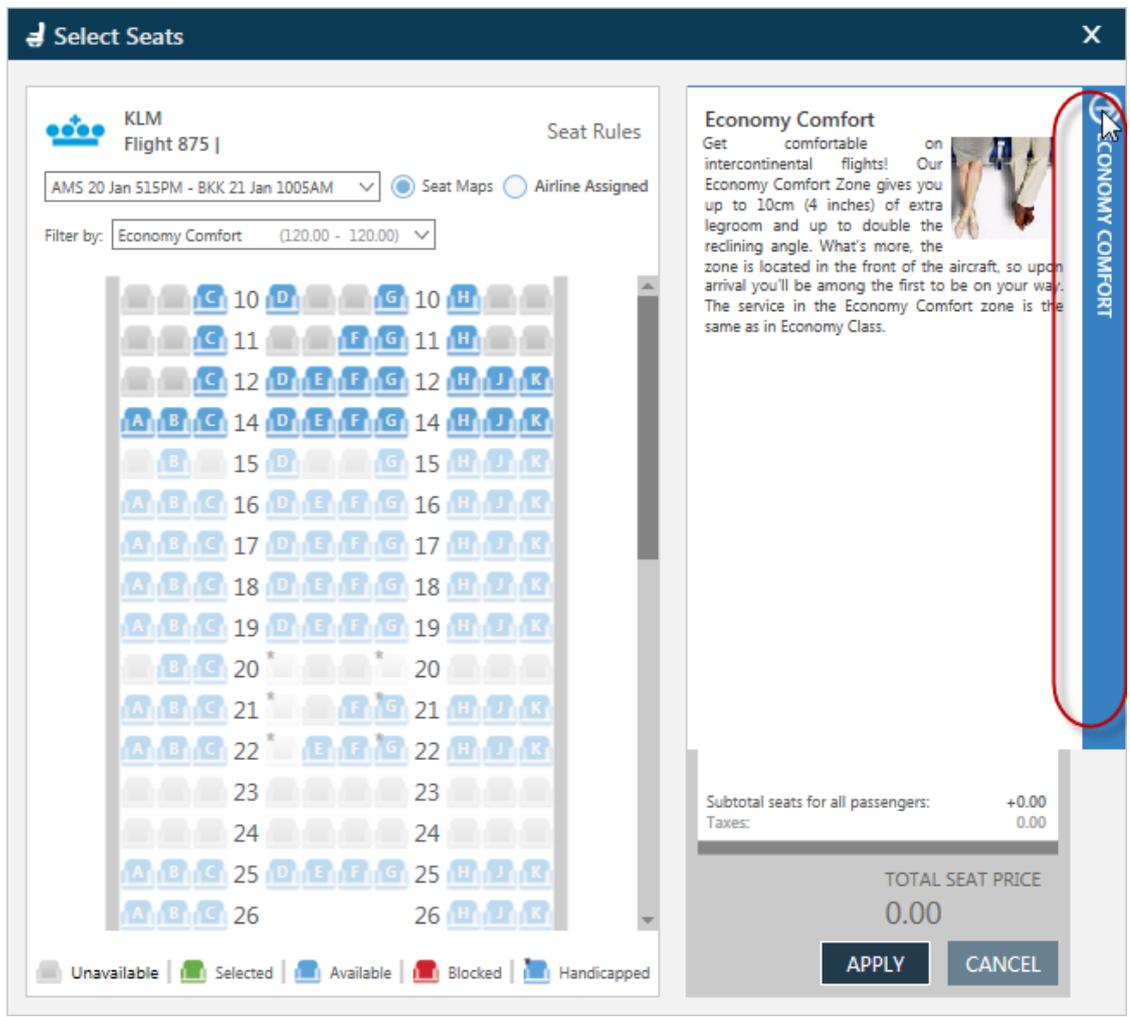
Subtotal seats for all passengers: +0.00
 Taxes: 0.00

TOTAL SEAT PRICE
0.00

APPLY
CANCEL

Notice the flights listed to the right of the screen, and the ability to filter by seating type.

When selecting one of the paid seating options, the branding information for that seat is displayed.



Further information on each specific seat can be viewed by hovering over the seat itself.

Select Seats

KLM Flight 876 | BKK 30 Jan 1220PM - AMS 30 Jan 640PM

Filter by: Any

Seat Rules: +120.00 EUR 14F
Economy Comfort
PaidGeneralSeat
Preferential
Center seat (not window, not aisle)

Traveler: 1 SMARTMRS T... ADT
Enter frequent flyer #

Subtotal seats for all passengers: +120.00 EUR
Taxes: 0.00

TOTAL SEAT PRICE
120.00 EUR

APPLY CANCEL

To select a seat, click on the requested number – it will be added to flight details on the right hand side.

Click on the next flight down to select the map for that flight and repeat the seat selection process.

Notice the total price and the option to apply or cancel.

Upon Apply you will see the following message – select OK to continue.

Travelport Smartpoint

⚠ Seats are booked/updated.
The airline requires payment through the issuance of an EMD in the GDS.
For refund and reissue/exchange conditions please consult the airline's seating rules.

Ok

Seat data will now show in *SD – and the chargeable information in *DAS

```

BRQ1ZQ/16 XDBKR C210162 AG 99999992 11SEP
1.1TRAVELLER/SMARTMRS
1. KL 875 N 20JAN AMSBKK HK1 1715 #1005 O* E WE/TH
2. KL 876 T 30JAN BKKAMS HK1 1220 1840 O* E SA
  
```

*ALL *P *FOP *AD *TD *FF *VL *VR *SI *EM ***SD** *PI *DAS

ADDITIONAL SERVICES
PASSENGER TRAVELLER/SMARTMRS

LN	SUP	DESCRIPTION	STAT	AMNT	CUR	FLT	DETAIL
01	KL	1ST ADDITIONAL BAG	CD	80.00	EUR	KL0875	AMSBKK
02	KL	CHARGEABLE SEAT	CD	120.00	EUR	KL0875	AMSBKK
03	KL	1ST ADDITIONAL BAG	CD	80.00	EUR	KL0876	BKKAMS
04	KL	CHARGEABLE SEAT	CD	120.00	EUR	KL0876	BKKAMS

EMD-A Issuance

After PNR has been ticketed, EMD type A will be ready for fulfilment.

Display the e-ticket and the SI details

The screenshot shows the Travelport Smartpoint interface with the following details:

- Flight Information:** BRQ1ZQ/16 XDBKR C210162 AG 99999992 11SEP. Passengers: 1.1TRAVELLER/SMARTMRS. Flights: 1. KL 875 N 20JAN AMSBKK HK1 1715 #1005 O* E WE/TH; 2. KL 876 T 30JAN BKKAMS HK1 1220 1840 O* E SA.
- Buttons:** *ALL, *P, *FOP, *AD, *TD, *FF, *VL, *VR, ***SI**, *EM, *HTI, *HTE, *SD, *PI, *DAS.
- EMD Details:** >EMDI/IC0749902317165/RC (circled in red).
- Special Service Requirements (SI):**
 - S 1. KL 0875 N 20JAN AMSBKK
 - P 1. TRAVELLER/SMARTMRS ABAG KK 1
 - P 1. TRAVELLER/SMARTMRS ASVC KD 1 ****C/ACC/ABAG/1ST ADDITIONAL BAG/A**
 - P 1. TRAVELLER/SMARTMRS ASVC KD 1 ****A/085/SEAT/CHARGEABLE SEAT/A**
 - P 1. TRAVELLER/SMARTMRS TKNE HK 1 0749902317165C1
 - S 2. KL 0876 T 30JAN BKKAMS
 - P 1. TRAVELLER/SMARTMRS ABAG KK 1
 - P 1. TRAVELLER/SMARTMRS ASVC KD 1 ****C/ACC/ABAG/1ST ADDITIONAL BAG/A**
 - P 1. TRAVELLER/SMARTMRS ASVC KD 1 ****A/085/SEAT/CHARGEABLE SEAT/A**
 - P 1. TRAVELLER/SMARTMRS TKNE HK 1 0749902317165C2
 - H 0. SSRADMD1G KK -BEFORE1900Z/18SEP15ORCHARGEABLESVCSWILLBEXLID

Things to note

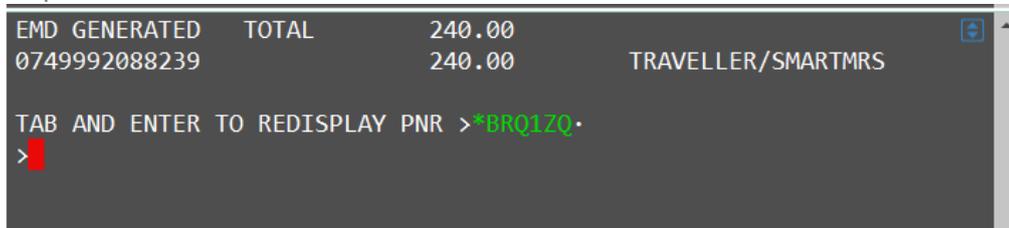
- 1) Various ancillary services and paid seats have different RFI (Reason for Issuance) codes. These are shown in the SI field preceded by **
- 2) When you enter the EMD issuance entry, you can only issue one EMD per RFI code – and where you have multiple on a booking, you will need to issue multiple EMDs.

To enter EMD – EMDI/IC0000000000/RC

00000000000 = TICKET NUMBER

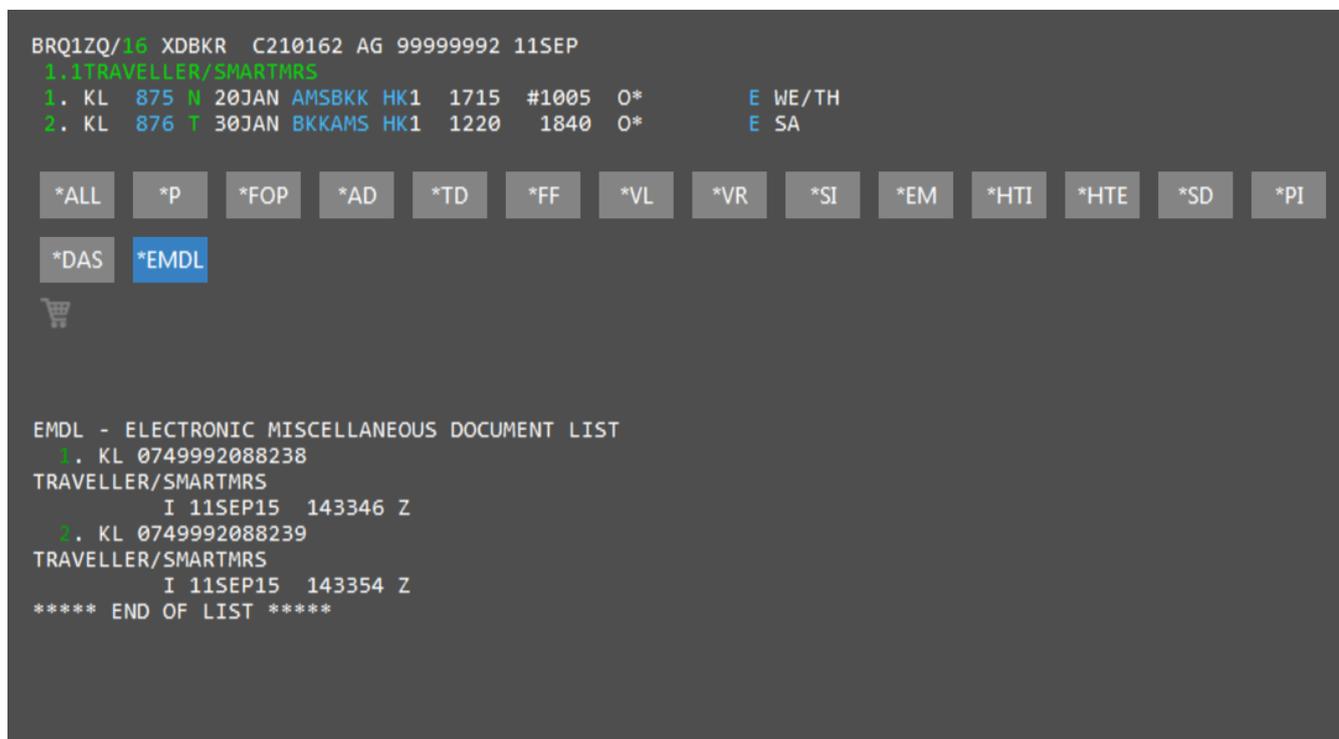
RC = C being the RFI code

Response –



Redisplay the PNR and enter any further required EMDs.

Once completed – you will see an EMDL button within the PNR viewer.



The *DAS will now show with an FD status code to show the payment has been fulfilled and the *SI to show completed and confirmed.

EMDs will show in the daily TINS report.

GALILEO BENELUX		TINS REPORT		11 SEP 15	
CURRENCY CODE	EUR	IATA NUMBER	99999992		
A/L TKT/STOCK NBR	PASSENGER NAME	FARE	TAX	COMM	FOP
			*FEES		
220E9902317163	DEMO/AL	1047.00	378.51	0.00	FS
220D9992088172	DEMO/AL	0	0	0.00	FS
074E9902317164	VANDERMAARL/DANI	95.00	102.01	0.00	NO
074E9902317165	TRAVELLER/SMARTM	395.00	360.19	0.00	NO
074D9992088238	TRAVELLER/SMARTM	160.00	0.00	0.00	NO
074D9992088239	TRAVELLER/SMARTM	240.00	0.00	0.00	NO
SUBTOTAL - CASH		1047.00	378.51		
SUBTOTAL - CHECK		0.00	0.00		
SUBTOTAL - NONREF		890.00	462.20		
SUBTOTAL - MISC		0.00	0.00		
SUBTOTAL - INV		0.00	0.00		
TOTAL CASH SALES		2777.71			
TOTAL CREDIT SALES		0.00			
TOTAL FEES		0.00			
GRAND TOTAL		2777.71			