



Amadeus Selling Platform Fares

Note: This module contains Amadeus Selling Platform Fares, updated in March, 2013.

Copyright © 2013, Amadeus-Iran

All rights reserved.
Edition 1.0

Published by:

Amadeus-Iran
Educational System and Service
No.6, Shafagh (17th) St., Bokharest Ave.
Tehran, Iran
Fax: INT +9821 88706606

March 2013

Table of Contents

Preface	1
Introduction.....	1
Course Objectives.....	1
Chapter 1: Introduction to Amadeus Fares.....	3
Filling in the fare Display Screen.....	3
Informative Pricing.....	3
Price PNR.....	3
Ticket Changer.....	4
TST.....	4
Historical.....	4
Toolbar Icons.....	4
Chapter 2: Displaying Fares for a City Pair.....	5
Advanced Search Option.....	7
Fare Display for a City Pair.....	8
Fare Table Explanation.....	9
Chapter 3: Informative Pricing for an Itinerary.....	11
Filling in the Informative Pricing Screen.....	11
Advanced Search Option.....	14
Fare Display for Multiple City Pair.....	16
Fare Table Explanation.....	16
Chapter 4: Pricing a PNR.....	19
Filling in the Price PNR Screen.....	20
Advanced Search Option.....	22
Pricing PNR with Chargeable SSRs.....	24
Price PNR Fare Display.....	25
Chapter 5: Display a Ticket Image.....	27
Displaying a Ticket Image.....	27
Ticket Image Explanation.....	28
Chapter 6: Displaying a TST.....	29
Working with TST.....	30
Opening a TST from the PNR.....	31
TST Display Explanation.....	31
Updating a TST.....	36
Exchanging a TST for Reissue.....	38

Creating a TST Manually.....	38
Updating a TST.....	36
Exchanging a TST for Reissue.....	38
Chapter 7: Displaying Fare Notes and other Information.....	41
Fare Notes Explanation.....	42
Displaying Tax Information.....	43
Displaying Fare Routing Information.....	44
Displaying Airline Infor Notes.....	45
Chapter 8: Creating Historical Fare Record.....	47
Displaying Historical Far Record.....	47

Before You Start

Introduction

This user guide describes Amadeus Fares, one of the key modules of Amadeus Selling Platform. It explains how to use Amadeus Fares from an end-user point of view.

Objectives

After you have read this user guide, you will be able to:


- Display fares for single city pairs or for itineraries with multiple city pairs
- Display fares for the itinerary in the current PNR, create Transitional Stored Tickets (TSTs) and book fares
- Store and retrieve Historical Fare Records (HFRs)

Where Do I Go for Help?

Amadeus Selling Platform online help provides you with task-based help at screen level. Press F1 in a screen to display instructions on how to perform a task, related tasks and background information.

Chapter 1

Introduction to Amadeus Fares

You use the Fares module  to find air fares, price flight segments in a PNR, or store a fare.

The Fares module includes the following tabs:

Fare Display

The Fare Display tab lets you request air fares for a single city pair (one-way or return), with or without specific dates, airlines, class of service or other options. You can also display fare notes.

Informative Pricing

The Informative Pricing tab allows you to price an itinerary with up to 16 city pairs without booking a segment. You can obtain fares for a specific airline or display common (YY) fares as the default. You can also display an availability for the city pairs entered in your pricing request.

Price PNR

This tab lets you price booked flight segments in the PNR, using one of the following pricing options:

- **Price Itinerary**
Prices the itinerary with the lowest fare for the class of service (booking code) in your flight segments.
- **Lowest Available Fare**
Searches for the lowest fare available for any class of service on the flights in your itinerary. If the system returns a list of fares, you can select one and rebook the flights.
- **Rebook with Lowest Fare (optional)**
Same as the Lowest Available Fare option except that it automatically rebooks the flights in the applicable class of service if different.

- **Lowest Possible Fare**
Searches for the lowest fare possible for any class of service on the flights in your itinerary, whether the class of service is available or not. It does not change the class of service.

Ticket Changer

Amadeus Ticket Changer is a product option that allows you to automatically calculate and process ticket reissues and revalidations.

Please refer to the separate Ticket Changer user guide for more information.

TST





The TST tab lets you display, update, delete or manually create Transitional Stored Tickets (TSTs).

Historical

The Historical tab allows you to create a Historical Fare Record (HFR). A Historical Fare Record stores information about the price of an itinerary for informational purposes only. You can only create an HFR after pricing a PNR.

Amadeus Fares Toolbar Icons and Links

Depending on the screen currently open, the following icons and links are available:

Icon	Explanation
Check Country Taxes	Displays tax information by country.
Check Info Notes	Displays informational notes of an airline.
Check Airline Fee Notes	Displays informational notes on airline fees.
Check Fare Notes	In the ticket image, click on this link to display the fare notes. Note: You can display fare notes from all fare displays by clicking on the fare basis code.
	If the display contains more than one page, arrow icons are provided to scroll between pages.
	Goes to the Air tab for an availability request.
	Goes back to the previous screen.
	Clears all fields in the current screen.

Chapter 2

Displaying Fares for a City Pair


The Fare Display tab within the Fares module allows you to request fares for a single city pair (one-way or return), with or without specific dates, airlines, class of service or other options. You can also read the fare notes.

Filling in the Fare Display Screen


For help about a specific field, place the mouse cursor over the field to view the tooltip. For some fields, you can click on **...** to help you enter a value.




1. In the Fares module, click on the Fare Display tab.

2. Select one or more types of fares that you want to display:
 - **Public**
 - **Private:** These are all types of non-public fares, namely:
 - Private Fares - ATPCO Cat. 15 airline-published fares
 - Negotiated Fares - ATPCO Cat. 35 airline-published fares
 - Fare-By-Rule Fares - ATPCO Cat. 25 airline-published fares
 - Amadeus Negotiated Fares - equivalent to Cat. 35 but filed directly into the Amadeus system
 - Amadeus Dynamic Discounted Fares - also called "percent-off fares" and filed directly into the Amadeus system

- **Corporate:** To display corporate fares, enter the passenger's corporate fare code or name in the Corporate field. You can enter up to six codes. Clicking on the Save icon retains the entered codes for use in the Fare Display, Informative Pricing, and Price PNR tabs.
3. In the From field, enter the 3-letter code for the departure city or airport.
Example: STO
If you leave this field blank, the default is the city associated to your office profile.
 4. In the To field, enter the 3-letter code for the destination city or airport. **Example:** LHR
 5. In the Date field, enter the departure date. If you leave this field blank, the default is the current date. **Example:** 04JUN, 04/06 or 04.06
To display fares for a range of departure dates, enter the two dates, separated by an asterisk (*). **Example:** 15JUN*30JUN
 6. In the Return Date field, enter the return date.
If you leave this field blank, the system does not check for: advance purchase requirements, minimum and maximum stay restrictions, and dates blacked out for travel.
 7. In the Airlines field, enter a maximum of three preferred 2-letter airline codes, separated by commas. **Example:** BA,SK,AY
If you leave the field blank, the system displays common fares (also known as YY or IATA fares) for all airlines. If there are no common fares, you must specify an airline. Alliance codes (such as *A) cannot be used in this field.
 8. In the Class field, enter up to three classes of service you want fares displayed for. If you leave this field blank, the default is all classes. **Example:** F (first class)
Fares are loaded according to the class of service. For example, the following codes may be used: F=First class fares, Y=Non-discounted coach fares with no restrictions, B=Discounted coach fares with some restrictions.
 9. Select the Shopping List check box to display all available fares, including airline-specific fares. The results will be sorted from lowest to highest fare amount.
If this check box is not selected, only common fares (IATA or YY fares) are displayed.
 10. Select the Show Results From Lowest To Highest check box to display the lowest fares first. If this check box is not selected, fares will be sorted from the highest to lowest fare amount.
If the Shopping List is selected, this check box allows you to sort the shopping list from the highest to lowest fare amount.
 11. Click on  and complete any of the advanced search options. See below for details.
 12. Click on Send to display a list of fares that fulfil your search criteria.

Advanced Search Options

Click on  to display more search options, and complete the fields as necessary.

Field	Explanation
Penalty Restrictions	You can limit your fare choices by specifying the amount or percentage of penalty you will accept. Your request will be ignored if: you specify a penalty amount, but the fare is filed with a percentage penalty, or vice-versa; or if the penalty has multiple conditions.
General Restrictions	Type in or click on  and select up to three additional criteria to display only the fares fulfilling these criteria. Example: Refundable fares (RF)
Request Type	Type in or click on  and select up to three fare request types to display fares for specific types of passengers only. Example: Youth (ZZ)
Currency Select	If the fares are filed in more than one currency, you can request a fare display in a currency other than that of the country of origin. For example, fares from Hong Kong to Manila may also be filed in Australian and New Zealand Dollars. This is for informational purposes only, although some countries also allow ticketing in a foreign currency.
Currency Convert	In most cases, fares are loaded in the currency of the country of origin. When the system prices flights for travel originating in a country other than your own, it converts the price to the default currency specified in your office profile using the Bankers Selling Rate (BSR). If you specify a different currency in this field, the price is converted to that currency. This is for informational purposes only, although some countries also allow ticketing in a foreign currency.
Ticketing Date	Enter a date in this field to request fares for a date up to 12 months in the past (up to 6 months for US/CA domestic itineraries). The flight segments are priced using the fare and rules from the date that you specify.
Cabin	Enter up to three cabins separated by commas, or click on  to select them. Example: Economy (Y) (This includes all economy classes, i.e., Economy Coach Premium and Economy Low)
One Way or Return	By default, both one-way and return fares are displayed. Select the One Way check box to display only one-way fares or the Return check box to display only return fares.
Taxes	Select the Add Taxes check box to include taxes in the fare display, or the Withhold Taxes check box to display the fares without taxes. Note: Tax and surcharge calculation in the Fare Display is subject to certain limitations. To obtain an accurate fare calculation, please use the Price PNR tab.
Airline Fees	Depending on the validating carrier, airline fees may apply. By default, airline fees may be included in the fare calculation. For authorized airline agents, two check boxes are provided: Select the Add All Fees check box to calculate the fares with all airline fees, or the Exempt All Fees to calculate the fares without any airline fees.

Fare Display for a City Pair

If you search for air fares for a city pair in the Fare Display tab, the Fare - Single City Pair Quote screen opens, listing the fares that match your search criteria.



Fare display	Informative pricing	Price PNR	Ticket Changer	TST	Historical							
Fare - Single City-Pair Quote NCE-LHR												
Check country taxes Check info notes												
AB AF AY AZ BA BD DE FI IB JP KL LG LH LO LX TAX MAY APPLY OK OS OU SK SN SR VG 6X 7D												
AC AG AJ AK BE CB C6 DI DY D2 E6 FR GX G5 HJ HS ID IF IT IV JD LF LH LL LQ L9 NB NE OG QU Q7 Q9 RY R3 SH SP S9 TF TV T7 T9 UK UR UV U2 VB VK VY VZ V6 WW W9 XF X3 X5 YC Y2 ZD ZH ZJ ZN ZU 2L 3H 3W 4U 5N 5Q 6B 6G 6P 6Q 6S 7A 7W 7Y 8H 8I 8U 9B 9F 9G 9X												
ROE 0.653715 UP TO 1.00 EUR												
27MAY08**27MAY08 / YY NCELON / NSP ; EH / TPM 645 / MPM 774 /												
Fare basis	OW (EUR)	RT (EUR)	B	Pen.	Dates	Days	AP	Min	Max	AL	F	R
CIF	776									YY		M
YIF	776									YY		M
CIF		1293								YY		M
YIF		1293								YY		M
PAGE 1 / 1												





From this screen you can:

- **Display the fare notes**
To display the fare notes for a particular fare, click on the corresponding Fare Basis code.
- **Display informational notes of an airline**
Click on the Check Info Notes link to display informational notes of an airline.
- **Go to the Air tab and check availability**
Click on to go to the Air tab and make an availability request.

Fares Table Explanation

Item	Explanation
Header	
ALSO SEE...	When a city has more than one airport, the fare can vary depending on the airport that you enter. In ALSO SEE... the system alerts you when there are fares for airports other than those entered in your fare request.
Fare Type	Common fares (also known as YY fares) which are published for use by more than one airline. Airline-specific fares. The list of 2-letter airline codes shows the airlines that have published their own fares for this city pair. Airlines choose whether they want to publish their own fares or participate in common fares.
Tax and fee information	The system can display up to four lines of tax information, containing three tax codes: XF, XA, and XY. When all of the tax information cannot be displayed, a generic message appears, such as 'Tax may apply'. Generic messages on fees and surcharges can also be displayed, such as 'Airline fees included'.

Item	Explanation
ROE	The rate of exchange and currency used in the fare display. If you don't specify a currency, fares are displayed in the currency of the country where the flight originates.
23OCT00*0 1NOV00 /LONGVA/N SP; EH/TPM466 /MPM559	23OCT00*01NOV00 The date range that applies to the fares LONGVA The city pair specified in your fare request NSP Normal and special fares are included in this display. NLX means normal and excursion fares; CNX means companion, normal, and excursion fares EH The global routing for this display is via the eastern hemisphere TPM466 The ticketed point mileage (TPM) from London to Geneva is 466 MPM559 The maximum permitted mileage (MPM) is 559
PAGE 1/+	The page number of the fares display, where the plus sign (+) indicates that there are more pages in the display. To move between pages, use the arrow icons in the toolbar.
Fares table	
Fare Basis	The fare basis shown applies to the city pair. A fare basis VKWAP21 , for example, may be created as follows: V: Prime code, normally the booking code for the fare (V class) K: Seasonal code, K for shoulder season W: Part of the week code, W for weekend AP21: AP for advance purchase, and 21 for a 21-day advance purchase Note: To display the fare notes for a particular fare, click on the corresponding Fare Basis code.
OW	One-way or half round-trip (RT) fares.
RT	Round-trip (RT) or return fares.
B	Click on  to display additional booking class information.
Pen.	Penalty information. For example, NRF means that a ticket is non-refundable. If a  appears in this column, click on it to see a full explanation in the fare notes.

Item	Explanation
Dates	<p>Date restrictions. The dates may be preceded by a character or letter, for example:</p> <p>S31OCT The S means that this is a seasonal date.</p> <p>+31OCT The plus sign (+) means that more restrictions apply.</p> <p>(31OCT The open parenthesis (means that this date restriction applies to the outbound travel only.</p> <p>E31OCT The E means that the date is effective on or after 31 Oct. For additional information on date restrictions, check the fare notes.</p> <p>M31OCT The M means that the fare was modified.</p> <p>X31OCT The X means that the fare was canceled.</p> <p>Note: Click on the date to display the fare notes and check for additional information on date restrictions.</p>
Days	<p>The days on which your customer must travel to qualify for the fare. If a  appears in this column, click on it to see a full explanation in the fare notes.</p>
AP	<p>The advance purchase requirements. For example, 21 means that your customer must buy the ticket 21 days in advance to qualify for the fare. If a  appears in this column, click on it to see a full explanation in the fare notes.</p>
Min	<p>The minimum number of days that your customer must stay to qualify for the fare. For example, 7 means a minimum of seven days. If a  appears in this column, click on it to see a full explanation in the fare notes.</p>
Max	<p>The maximum number of days that your customer can stay to qualify for the fare. For example, 1M means a maximum stay of one month. If a  appears in this column, click on it to see a full explanation in the fare notes.</p>
AL	<p>The 2-letter code of the airline that is offering the fare. Click on one of the airline codes to display the fare booking class.</p>
F	<p>The type of fare. For example, blank for public or N for negotiated.</p>
R	<p>An R in this column means a routing fare. Click on the appropriate R to see the intermediate point via which your customer can travel.</p> <p>An M indicates a mileage fare with a limited amount of mileage.</p>

Chapter 3

Informative Pricing for an Itinerary

You use the Informative Pricing screen within the Fares tab to price an itinerary without booking flight segments.


It lets you price up to 16 city pairs without booking a segment. You can obtain fares for a specific airline or display common (YY) fares as the default. You can also display an availability for the city pairs entered in your pricing request.

Filling in the Informative Pricing Screen

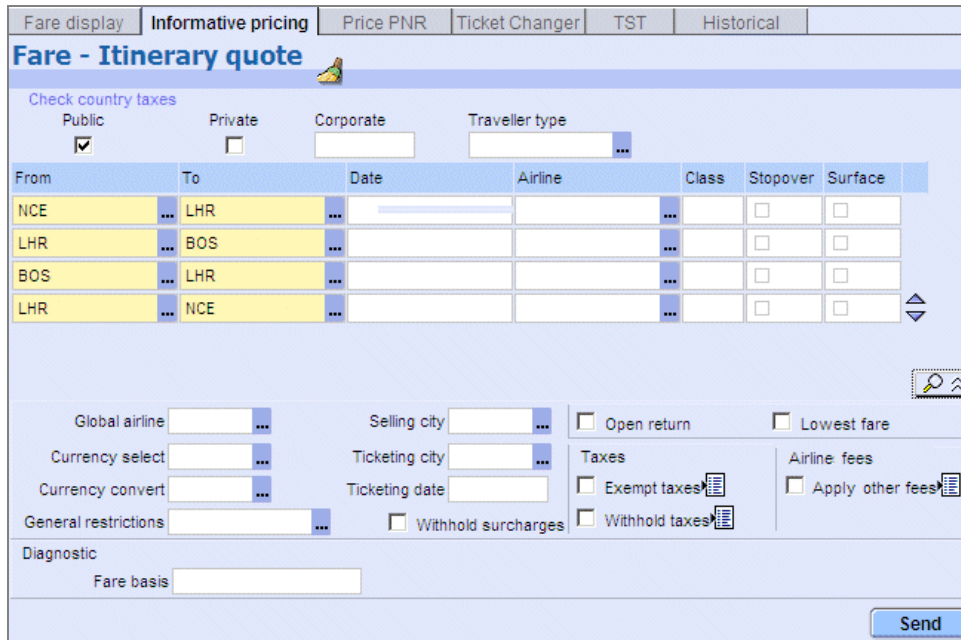
Informative Pricing options and conditions include:

- Fares are available for up to 12 months in the past and 361 days in the future.
- A round trip or circle trip can contain a maximum of 16 flight segments, or 14 flight segments and two surface segments, or 15 flight segments and one surface segment, or 15 fare break points.
- A one-way trip can contain a maximum of 15 flight segments, or 13 flight segments and two surface segments, or 14 flight segments and one surface segment, or 14 fare break points.


Fill in the screen as follows:

For help about a specific field, place the mouse cursor over the field to view the tooltip. For some fields, you can click on  to help you enter a value.

1. In the Fares module, click on the Informative Pricing tab.



The screenshot shows the 'Fare - Itinerary quote' interface. At the top, there are tabs for 'Fare display', 'Informative pricing', 'Price PNR', 'Ticket Changer', 'TST', and 'Historical'. The 'Informative pricing' tab is active. Below the tabs, there are sections for 'Check country taxes' (Public, Private, Corporate), 'Traveller type', and a flight itinerary table. The table has columns: From, To, Date, Airline, Class, Stopover, and Surface. The itinerary shows a round trip from NCE to LHR via BOS. Below the table, there are input fields for 'Global airline', 'Selling city', 'Currency select', 'Currency convert', 'General restrictions', 'Ticketing city', 'Ticketing date', 'Withhold surcharges', 'Withhold taxes', 'Open return', 'Lowest fare', 'Exempt taxes', and 'Apply other fees'. A 'Send' button is at the bottom right.

2. Select one or more types of fares that you want to display:
 - **Public**
 - **Private:** These are all types of non-public fares, namely:
 - Private Fares - ATPCO Cat. 15 airline-published fares
 - Negotiated Fares - ATPCO Cat. 35 airline-published fares
 - Fare-By-Rule Fares - ATPCO Cat. 25 airline-published fares
 - Amadeus Negotiated Fares - equivalent to Cat. 35 but filed directly into the Amadeus system
 - Amadeus Dynamic Discounted Fares - also called "percent-off fares" and filed directly into the Amadeus system
 - **Corporate:** To display corporate fares, enter the passenger's corporate fare code or name in the Corporate field. You can enter up to six codes. Clicking on the Save icon retains the entered codes for use in the Fare Display, Informative Pricing, and Price PNR tabs.
3. In the Traveller Type field, enter up to six discount type codes for up to nine passengers, separated by commas, or click on  to select them.

Example: MIL,AST,BRV


If a passenger qualifies for several discounts at the same time, you can append up to two additional passenger type codes separated by a hyphen. **Example:** MIL,MIL-CH (both military and child discounts apply)

If you leave this field blank, the fares displayed will be for an adult without special discounts.
4. In the From field, enter a 3-letter city or airport code. **Example:** PAR

5. In the To field, enter the 3-letter code for the destination city or airport. **Example:** CDG

6. In the Date field, enter the departure date. If no date is entered, today's date is used for the first segment, and an open date for all other segments.

Example: 04JUN, 04/06 or 04.06

To request fares for a date up to 12 months in the past, leave this field blank, click on  and enter a date in the Ticketing Date field (see below).

7. In the Airlines field, enter the preferred airline code. **Example:** EI

If you leave the field blank, the system displays common fares (also known as YY or IATA fares) for all airlines. If there are no common fares, you must specify an airline. Alliance codes (such as *A) cannot be used in this field.

8. In the Class field, enter a class of service. If you do not enter a class, the lowest possible price for each class is displayed. **Example:** Y



Fares are loaded according to the class of service. For example, the following codes may be used: F=First class fares, Y=Non-discounted coach fares with no restrictions, B=Discounted coach fares with some restrictions.


9. If the destination city of this segment is a stopover, select the Stopover check box. If the box is not selected, the system considers that all the cities are potential stopover points.

On most domestic itineraries, if a passenger spends less than four hours in a city between flights, it is considered to be a connection. If the city is the destination, or the time between flights is more than four hours (12 hours for international itineraries), it is considered to be a stopover.

Because fares are calculated in different ways, you may need to indicate a stopover when the time between flights is less than four hours.


10. If the passenger will fly into one city and out of another, taking alternate transportation between the two, select the Surface check box.




11. Click on  to add another row of fields for onward travel. To remove a row of fields, click on .





12. Click on  and complete any of the advanced search options. See below for details.

13. Click on Send to display a list of fares that fulfil your search criteria.

Advanced Search Options

Click on  to display more search options, and complete the fields as necessary.

Field	Explanation
Global Airline	If you enter an airline in this Airline field, the system displays fares for that airline only for the entire trip. To select different airlines for each segment, use the other Airline fields at the top of the screen.
Currency Select	If the fares are filed in more than one currency, you can request a fare display in a currency other than that of the country of origin. For example, fares from Hong Kong to Manila may also be filed in Australian and New Zealand Dollars. This is for informational purposes only, although some countries also allow ticketing in a foreign currency.
Currency Convert	In most cases, fares are loaded in the currency of the country of origin. When the system prices flights for travel originating in a country other than your own, it converts the price to the default currency specified in your office profile using the Bankers Selling Rate (BSR). If you specify a different currency in this field, the price is converted to that currency. This is for informational purposes only, although some countries also allow ticketing in a foreign currency.
General Restrictions	Type in or click on  and select up to three additional criteria to display only the fares fulfilling these criteria. Example: Refundable fares (RF)
Selling City and Ticketing City	Enter the 3-letter code for a city in the country in which the ticket will be sold or ticketed, if it is different from the country where your terminal is located. Example: LON. Sometimes a ticket is issued in one country and sold in another. Tickets are automatically shown as being sold and issued in the country where the issuing computer is located. For example, if you enter FRA (Frankfurt) or MUC (Munich), the country of purchase will be shown as Germany.
Ticketing Date	Enter a date in this field to request fares for a date up to 12 months in the past (up to 6 months for US/CA domestic itineraries). The flight segments are priced using the fare and rules from the date that you specify.
Withhold Surcharges	Select this check box to display the fares without any surcharges, for example for extra mileage.
Open Return	An open return flight has the same airline, connecting points, and class of service as the outbound flight, but no return date or time is specified. Use this option when your customer does not want to specify a date or time for the return trip.
Lowest Fare	Select this check box to only display the lowest fare.
Taxes	<ul style="list-style-type: none"> Select the Exempt Taxes check box to exclude all taxes, or click on  and enter the tax codes that do not apply to your passenger type or discount type. Select the Withhold Taxes check box to display the fares without any taxes, or click on  to exclude specific tax codes.

Field	Explanation								
Airline Fees	<p>Depending on the validating carrier, airline fees may apply. For authorized airline agents, the following check boxes are displayed:</p> <p>Select the Apply Other Fees check box to include airline fees in the fare. Click on  and enter up to three airline fee codes that will be included in the fare calculations. Example: TO2</p> <div data-bbox="751 461 1056 663" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; color: blue; font-weight: bold;">Apply airline fees </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;">#</th> <th style="width: 80%;">Code</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">2</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">3</td> <td><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <ul style="list-style-type: none"> • Select the Exempt Other Fees check box, then click on  and enter up to three airline fee codes that will be excluded from the fare calculations. <p>Alternatively, select the Exempt All Fees check box to exclude all airline fees.</p>	#	Code	1	<input style="width: 95%;" type="text"/>	2	<input style="width: 95%;" type="text"/>	3	<input style="width: 95%;" type="text"/>
#	Code								
1	<input style="width: 95%;" type="text"/>								
2	<input style="width: 95%;" type="text"/>								
3	<input style="width: 95%;" type="text"/>								
Fare Diagnostics	<p>If you are trying to target a specific fare, you can use the Diagnostic option to find out why the fare is not applicable:</p> <ol style="list-style-type: none"> 1. In the Informative Pricing tab, click on  to display advanced options. 2. In the Fare Basis field under Diagnostic, enter the fare that you want to check. Example: DFFEUOW 3. Fill in the input screen as required and click on Send. <p>The Fare Quote screen will open, displaying the results of the diagnostic.</p>								

Fare Display for Multiple City Pairs

If you make an informative pricing request for an itinerary, a list of available fares for that itinerary is displayed.

#	Fare basis	Discount	Passengers	Fare	Info.	Tax	R
01	F		1	EUR 10652.37	RB	Y	
02	C		1	EUR 6305.37	RB	Y	
03	Y		1	EUR 3261.58	RB	Y	
04	YEE		1	EUR 2065.58	RB	Y	

Information

*ATTN CHANGE TO NO STOPOVER MAY VARY FARE
1
1

Send

From this display you can:

- **Display the ticket image**

Select a fare then click on Send, or double-click on the selected fare. You can only select one fare at a time.

If there is only one passenger, the ticket image is displayed immediately. If there is more than one passenger, a list is displayed first. Select a passenger and click on Display Details to open the ticket image.

- **Display the fare notes**


To display the fare notes for a particular fare, click on the corresponding Fare Basis code.

- **Go to the Air tab and check availability**

Click on to go to the Air tab and make an availability request.

Fares Table Explanation

Column	Explanation
#	Number of the fares list element.
Fare Basis	The fare basis shown applies to the city pair. A fare basis VKWAP21, for example, may be created as follows: V: Prime code, normally the booking code for the fare (V class) K: Seasonal code, K for shoulder season W: Part of the week code, W for weekend AP21: AP for advance purchase, and 21 for a 21-day advance purchase Note: To display the notes for a particular fare, click on the corresponding Fare Basis code.
Discount	The passenger type code.
Passengers	Indicates to which passengers this particular fare applies.

Fare	The base fare or applicable fare for the itinerary, excluding taxes.
Tax	The tax indicator can be Y if fares are included in the fare or N if the fare does not include taxes. The individual taxes are shown in the ticket image: Select the fare and click on Send to display the ticket image.
R	Click on  to display fare routing information.

Chapter 4

Pricing a PNR


Use the Price PNR screen within the Fares tab to price booked flight segments in the PNR using one of the following pricing options:

- **Price Itinerary:** Prices the itinerary with the lowest fare for the class of service (booking code) in your flight segments. You can create a TST. You can override the fare basis for one or more segments if necessary.
- **Lowest Available Fare:** Searches for the lowest fare available for any class of service on the flights in your itinerary. If the system returns a list of fares, you can select one, rebook the flights and create a TST.
- **Rebook with Lowest Fare (optional):** Searches for the lowest fare available for any class of service on the flights in your itinerary. If it finds a lower fare in another class of service, it automatically rebooks the flights in that class.
- **Lowest Possible Fare:** Searches for the lowest possible fare in any class of service on the flights in your itinerary, even if it is not available. This option does not change the class of service nor does it rebook the flights. A system message informs you if the fare is available or not.

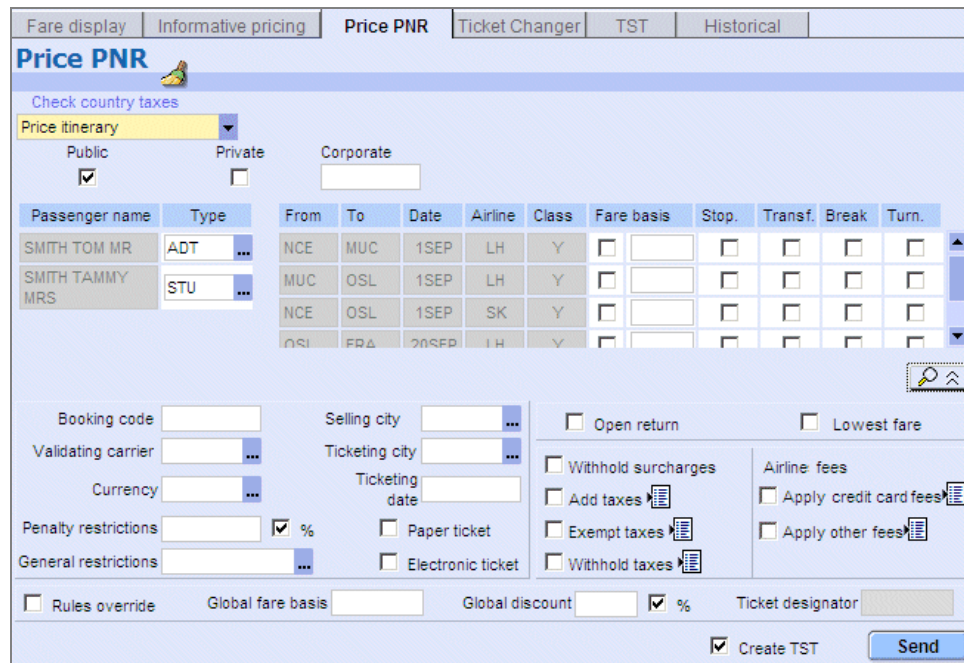
If the fare is available you can either reprice the PNR using Lowest Available Fare or rebook the flight segments in the suggested class first and then reprice the PNR using Price Itinerary.



Note: Before you can price a PNR, you must display the PNR, or sell the flight segments.

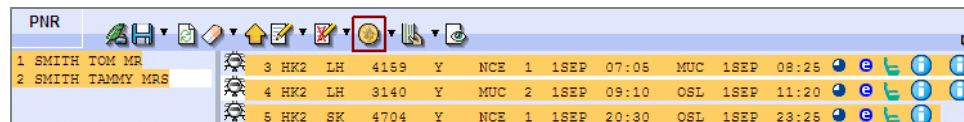
Filling in the Price PNR Screen

For help about a specific field, place the mouse over the field to view the tooltip. For some fields, you can click on  to help you enter a value.

1. In the Fares module, click on the Price PNR tab.



Alternatively, you can also do a Price Itinerary by clicking on the arrow next to  in the PNR or PNR Summary and then selecting Price Itinerary (if you click directly on , this will price the itinerary *and* the chargeable SSRs).



Segment	Passenger name	Airline	Class	Fare basis	Date	Time	Stop	Transf.	Break	Turn
1	SMITH TOM MR	3 HK2 LH	4159	Y	NCE	1 1SEP 07:05	MUC	1SEP	08:25	
2	SMITH TAMMY MRS	4 HK2 LH	3140	Y	MUC	2 1SEP 09:10	OSL	1SEP	11:20	
5		5 HK2 SK	4704	Y	NCE	1 1SEP 20:30	OSL	1SEP	23:25	

2. From the drop-down list, select the type of pricing:
 - **Price Itinerary:** Prices the itinerary with the lowest fare for the class of service (booking code) in your flight segments. You can create a TST. You can override the fare basis for one or more segments if necessary.
 - **Lowest Available Fare:** Searches for the lowest fare available for any class of service on the flights in your itinerary. If the system returns a list of fares, you can select one, rebook the flights and create a TST.
 - **Rebook with Lowest Fare:** Searches for the lowest fare available for any class of service on the flights in your itinerary. If it finds a lower fare in another class of service, it automatically rebooks the flights in that class.
 - **Lowest Possible Fare:** Searches for the lowest possible fare in any class of service on the flights in your itinerary, even if it is not available. This option does not change the class of service nor does it rebook the flights. A system message informs you if the fare is available or not.
3. Select one or more types of fares that you want to display:
 - **Public**
 - **Private:** These are all types of non-public fares, namely:

Private Fares - ATPCO Cat. 15 airline-published fares

Negotiated Fares - ATPCO Cat. 35 airline-published fares

Fare-By-Rule Fares - ATPCO Cat. 25 airline-published fares

Amadeus Negotiated Fares - equivalent to Cat. 35 but filed directly into the Amadeus system


Amadeus Dynamic Discounted Fares - also called "percent-off fares" and filed directly into the Amadeus system


- **Corporate:** To display corporate fares, enter the passenger's corporate fare code or name in the Corporate field. You can enter up to six codes. Clicking on the Save icon retains the entered codes for use in the Fare Display, Informative Pricing, and Price PNR tabs.
4. By default, all passengers are selected for pricing. To eliminate passengers from pricing, deselect their names from the PNR Summary at the bottom of the screen.
 5. By default, all flight segments are selected for pricing. To eliminate flight segments from pricing, deselect them from the PNR Summary at the bottom of the screen.
 6. If you have selected Price Itinerary, you can price any segment using a specific fare basis.

To use a specific fare basis for a segment, enter a valid fare basis in the Fare Basis field but do not select the tick box. **Example:** YRP, YFLEX. If you want, you can enter a different fare basis (everyone must be valid) for each segment, or leave the fare basis for some segments blank.

If you want to price two **consecutive segments** using the same fare basis, you can do this in two ways (prices may differ using these two methods):


- Either: Enter the same fare basis for both segments (without selecting the check boxes). This will apply the fare basis to each leg separately.
- Or: Enter the fare basis in the first segment and **select the Fare Basis check box in the second segment**. This will apply the fare basis to the two segments combined as a whole. For example, if segment 1 is PAR-LON and segment 2 is LON-LAX, it will apply the fare basis to the combined trip PAR-LON-LAX.

To price **all** segments using the same specific fare basis, click on  and enter the valid fare basis in the Global Fare Basis Field.

You can price segments using the fare basis either with or without a rules override. To price without the rules override, click on  and ensure the Rules Override option is not selected. To price with rules override the option must be selected. If the fare basis class is different from the booking class of the segment then you must select the Rules Override check box. This will ensure that the fare basis class overrides the class of the segment.

Pricing or ticketing by fare basis overrides the normal pricing checks, allowing you to price or ticket an itinerary with a specific fare basis code. The fare you use must be maintained in the system, otherwise it will not be considered for pricing. The system validates items such as stopovers, surcharges, child discounts, passenger type codes, and routings.


7. To specify Stopover, Transfer, Breakpoint, and Turnaround flight segments, select the appropriate check boxes next to the segment. If the box is not selected, stopovers, transfers, breakpoints, and turnarounds are automatically applied by the system.
8. If you have selected Price Itinerary or Lowest Available Fare, select the Create TST check box to create a TST from this pricing request. (You must provide passenger names before you can create a TST.)


9. Click on  and complete any of the advanced search options. See below for details.
10. Click on Send.






If only one fare type is applicable and there is only one passenger, the ticket image is displayed.

If several fare types are applicable, a fares list is displayed first.

Advanced Search Options

Click on  to display more search options, and complete the fields as necessary.

Field	Explanation
Booking Code (Price Itinerary only)	To price the itinerary using a booking code other than the one in the flight segments, enter the booking code in this field. Use this feature to compare different prices without rebooking the flight segments. When you enter a booking code in this field, the booking code of the current flight segments is ignored.
Cabin (not for Price Itinerary)	Allows you to specify the cabin class.
Validating Carrier	If you enter an airline code in this field, the system checks the validating carrier exception table for that airline, and applies any special tax rules to the fare.
Currency	In most cases, fares are loaded in the currency of the country of origin. When the system prices flights for travel originating in a country other than your own, it converts the price to the default currency specified in your office profile using the Bankers Selling Rate (BSR). If you specify a different currency in this field, the price is converted to that currency. This is for informational purposes only, although some countries also allow ticketing in a foreign currency.
Penalty Restrictions	You can limit your fare choices by specifying the amount or percentage of penalty you will accept. Your request will be ignored if: you specify a penalty amount, but the fare is filed with a percentage penalty, or vice-versa; or if the penalty has multiple conditions.
General Restrictions	Type in or click on  and select up to three additional criteria to display only the fares fulfilling these criteria. Example: Refundable fares (RF)
Selling City and Ticketing City	Enter the 3-letter code for a city in the country in which the ticket will be sold or ticketed, if it is different from the country where your terminal is located. Example: LON. Sometimes a ticket is issued in one country and sold in another. Tickets are automatically shown as being sold and issued in the country where the issuing computer is located. For example, if you enter FRA (Frankfurt) or MUC (Munich), the country of purchase will be shown as Germany.
Ticketing Date	Enter a date in this field to request fares for a date up to 12 months in the past (up to 6 months for US/CA domestic itineraries). The flight segments are priced using the fare and rules from the date that you specify.

Field	Explanation
Paper Ticket and Electronic Ticket	Select the ticket type you want to issue.
Open Return	An open return flight has the same airline, connecting points, and class of service as the outbound flight, but no return date or time is specified. Use this option when your customer does not want to specify a date or time for the return trip.
Lowest Fare	Select this check box to only display the lowest fare.
Withhold Surcharges	Select this check box to display the fares without any surcharges, for example for extra mileage.
Taxes	<ul style="list-style-type: none"> Select the Add Taxes check box to include taxes that your customer has to pay and that are not automatically included, such as a country departure tax. Click on  and enter up to three tax codes. Select the Exempt Taxes check box to exclude all taxes, or click on  and enter the tax codes that do not apply to your passenger type or discount type. Select the Withhold Taxes check box to display the fares without any taxes, or click on  to exclude specific tax codes.
Airline Fees	<p>Depending on the validating carrier, two kinds of airline OB fees may apply: ticketing fees and credit card fees.</p> <ul style="list-style-type: none"> Select the Apply Credit Card Fee check box to let the system check if credit card fees apply for the validating carrier and to automatically include them in the fare calculations. If you do not select this check box, the calculated fares will not include any airline credit card fees. An information will be displayed that Form Of Payment fees may have to be added to the fare. The check box is disabled if the PNR contains a Form Of Payment. In this case, the system automatically checks if credit card fees apply and includes them in the fare calculations. Select the Apply Other Fees check box to include airline fees in the fare. Click on  and enter up to 99 airline fee codes. Example: TO2 Select the Exempt Other Fees check box to calculate the fares without airline fees. Click on  and enter up to 99 airline fee codes or select the Exempt All Fees check box to exclude all airline fees.
Rules Override and Global Fare Basis	<p>To price all segments using the same specific fare basis, enter the valid fare basis in the Global Fare Basis Field. Example: YRP, YFLEX. If the fare basis class is different from the booking class of the segment then you must also select the Rules Override check box. This will ensure that the fare basis class overrides the class of the segment.</p> <p>Pricing or ticketing by fare basis overrides the normal pricing checks, allowing you to price or ticket an itinerary with a specific fare basis code. The fare you use must be maintained in the system, otherwise it will not be considered for pricing. The system validates items such as stopovers, surcharges, child discounts, passenger type codes, and routings.</p>


Field	Explanation
Global Discount and Ticket Designator	<p>Certain discounts need to be manually applied to the price of an airline ticket, for example, a promotional coupon for \$50 off or a senior citizen discount of 10% off the published fare. When you apply a global discount manually, the ticket designator DISC is appended to the fare basis, unless you specify a different one in the Ticket Designator field beside the % check box. The ticket designator is provided by the airline, or the person authorizing the discount.</p> <p>Note: If a manual discount is applied at ticketing time, a fail code will be printed on the ticket advising the airline that the published fare was overridden. It is your responsibility to verify with the airline that the discount is valid. Without the ticket designator, the airline will not know the reason for the discount, and may require reimbursement.</p>


Pricing a PNR with Chargeable SSRs

For chargeable services, a TSM type P will be automatically created when the PNR is priced.

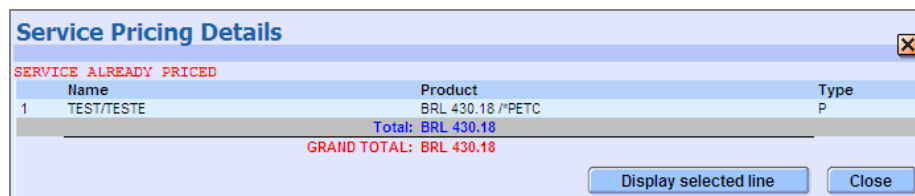
If your PNR contains chargeable SSRs, the following pricing options are available:

- Price the itinerary and the chargeable services

In the PNR or PNR Summary, click on  to price both the itinerary and the chargeable SSRs.

- Price only the chargeable services
 1. In the PNR or PNR Summary, click on the arrow next to  and select Price Services from the drop-down menu.
 2. In the dialog box that appears you can change the currency if you want. Either change the currency and click on Reprice, or click on OK to proceed without changing the currency.
 3. The Service Pricing Details window is displayed, showing a list of all Transitional Stored Miscellaneous Documents (TSMs) per passenger attached to the chargeable SSRs. For each TSM, the price and the SSR code is displayed.

Double-click on a line to display the associated TSM.



Name	Product	Type
1 TEST/TESTE	BRL 430.18 /PETC	P

Total: BRL 430.18
GRAND TOTAL: BRL 430.18

Display selected line Close

Price PNR Fare Display

A fares list is displayed if you price a PNR and more than one fare is applicable for your passenger, or if there are several passengers with several fares for each of them.

Fare display		Informative pricing		Price PNR		Ticket Changer		TST		Historical	
Price PNR											
Check country taxes											
Select fares from the list to display the pricing summary or ticket image.											
#	Fare basis	Corp.	Discount	Passengers	Fare	Tax	Information				
<input checked="" type="checkbox"/>	01	YFLEX8		ADT	1-2	EUR 1224.34	Y	PENALTY APPLIES ...			
<input type="checkbox"/>	02	YFLEX8+YFLEX...		ADT	1-2	EUR 1776.58	Y	PENALTY APPLIES ...			
<input type="checkbox"/>	03	YFLEX8+YFLEX...		ADT	1-2	EUR 2624.18	Y	PENALTY APPLIES ...			
										Price	Display details

From this display you can:


- **Display the ticket image**

To display the ticket image for a fare, select a fare from the list then click on Display Details, or double-click on a fare. You can only select one fare at a time.

- **Display the fare notes**

To display the fare notes for a particular fare, click on the corresponding Fare Basis code.

- **Price the itinerary**

1. To price the itinerary, click on the best fare for each passenger. The selected fares are highlighted in yellow. To deselect a fare, click again on it.
2. You cannot select more than one fare per passenger, but you can change the passenger association from a fare by clicking on . Then deselect the name from the pop-up window that appears.

3. Click on Price

If there is only one passenger, the ticket image is displayed immediately.

If there are several passengers and each one has a different fare, a pricing summary panel is displayed first. To display the ticket images one by one, either double-click on a line or select a line and then click on Display Details.


Fare display		Informative pricing		Price PNR		Ticket Changer		TST		Historical	
Price PNR											
Select one passenger from the list to display ticket image.											
	Passenger name	Type	Fare (EUR)	Tax (EUR)	Total amount (EUR)	Information					
<input checked="" type="radio"/>	SMITH TOM MR	ADT	999.00	173.38	1172.38	PENALTY APPLIES ...					
<input type="radio"/>	SMITH TAMMY MRS	ADT	999.00	173.38	1172.38	PENALTY APPLIES ...					
Totals			1998.00	346.76	2344.76						
										Display details	

If the Create TST check box was selected in the Price PNR input screen, a TST is created.

- **Rebook your flight segments (Lowest Available Fare only)**

If the fares list is displayed after the pricing option Lowest Available Fare, you can rebook your segments by clicking on Rebook.

Fares Table Explanation

Column	Explanation
#	Number of the fares list element.
Fare Basis	<p>The fare basis shown applies to the city pair. A fare basis VKWAP21, for example, may be created as follows:</p> <p>V: Prime code, normally the booking code for the fare (V class)</p> <p>K: Seasonal code, K for shoulder season</p> <p>W: Part of the week code, W for weekend</p> <p>AP21: AP for advance purchase, and 21 for a 21-day advance purchase</p> <p>Note: To display the notes for a particular fare, click on the corresponding Fare Basis code.</p>
Corp.	Displays a tick to indicate a corporate fare.
Discount	The passenger type code.
Passengers	<p>Indicates to which passengers this particular fare applies.</p> <p>Note: To eliminate a passenger associated to that fare, click on  and deselect the name from the pop-up window that appears.</p>
Fare	The base fare or applicable fare for the itinerary, excluding taxes.
Tax	<p>The tax indicator can be Y if fares are included in the fare or N if the fare does not include taxes.</p> <p>The individual taxes are shown in the ticket image: Select the fare and click on Send to display the ticket image.</p>

Chapter 5

Displaying a Ticket Image

The ticket image can be displayed from Informative Pricing or Price PNR.

If there is only one passenger, the ticket image is displayed immediately.

If there is more than one passenger, a list is displayed first. Select a passenger and click on Display Details to open the ticket image.

Fare display	Informative pricing	Price PNR	Ticket Changer	TST	Historical
Price PNR					
Select one passenger from the list to display ticket image.					
Passenger name	Type	Fare (EUR)	Tax (EUR)	Total amount (EUR)	Information
<input checked="" type="radio"/> SMITH TOM MR	ADT	999.00	173.38	1172.38	PENALTY APPLIES ...
<input type="radio"/> SMITH TAMMY MRS	ADT	999.00	173.38	1172.38	PENALTY APPLIES ...
Totals		1998.00	346.76	2344.76	
Display details					

The ticket image contains the fare, validity, and baggage allowance applicable per passenger. The ticket image is for information only as the system uses the TST to issue the ticket.

Fare display	Informative pricing	Price PNR	Ticket Changer	TST	Historical					
Fare - Price PNR										
Check country taxes Check fare notes										
Passengers			Information							
SMITH TOM MR			LAST TICKET DATE 1SEP2008							
Cities	Carrier	Flight	Class	Date	Time	Fare basis	TKT designator	NVB	NVA	Baggage
NCE MUC	LH	4159	Y	1SEP	07:05	YFLEX8				20
X MUC OSL	LH	3140	Y	1SEP	09:10	YFLEX8				20
OSL FRA	LH	3135	Y	20SEP	19:00	YFLEX8				20
X FRA NCE	LH	4142	Y	20SEP	21:55	YFLEX8				20
Fare			Fare calculation							
EUR 999.00			NCE LH X/MUC LH OSL764.09LH X/FRA LH NCE764.09NUC1528.18END ROE0.653715							
Taxes										
EUR 116.00 YQ										
EUR 7.00 QX										
EUR 1.00 IZ										
EUR 3.92 FR										
EUR 8.14 FR										
EUR 22.88 RA										
EUR 14.44 ZN										
Total										
EUR 1172.38										
Rate used			Other information							
			PENALTY APPLIES							
			EUR 1224.34 TOTAL INCL EUR 51.96 AGENT TKT FEE							
			FEE PARTIALLY BASED ON VC=LH AND TT=ET							

Ticket Image Explanation

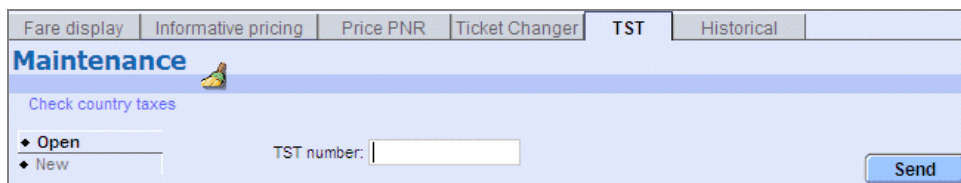
A ticket image contains the following information:

Item	Information
Passengers	The passenger's name from the PNR.
Information	The advance purchase ticketing requirements. These include the date when the ticket must be purchased.
Cities	The city pairs from the flight segments booked in the PNR.
Carrier	The airline codes from the flight segments booked in the PNR.
Flight	The flight numbers from the flight segments booked in the PNR.
Class	The class of service (booking code) for the fare basis shown in this display. This section is shaded if the class of service booked is different from the class of service required to obtain the lowest fare.
Date	The travel dates from the flight segments booked in the PNR.
Time	The local time that the flight leaves from the departure city.
Fare Basis	The fare basis used to calculate the fare. The fare basis is a code created by the airline that identifies the fare.
NVB, NVA	The system calculates 'not valid before' and 'not valid after' dates based on the fare basis rules. A ticket purchased at this fare cannot be used before or after these dates.
Baggage	The free baggage allowance for each segment in the itinerary.
Fare	The base fare or applicable fare for the itinerary, excluding taxes.
Taxes	The taxes that will be collected for this itinerary. Each tax is identified by a 2-letter tax code and, if applicable, a 2-letter tax type code, which further identifies the tax.
Airline Fees	Total amount of the airline ticketing and credit card fees that apply. Displays 'Exempted' if all airline fees have been exempted.
Total	Total amount of the fare, including taxes and airline fees.
Rate Used	Displays the banker's rate if the country where the ticket is to be purchased is different from the country where the flight originates. For example, if the flight originates in Great Britain, but the ticket is to be sold in the U.S., you will see something like: 1GBP=1.60952USD.
Fare Calculation	Tells you how the fare was calculated, including routing, airlines, fare basis codes, base fare amounts, surcharges, taxes, and mileage information.
Other Information	Include information such as information about other fare restrictions.

Chapter 6

Displaying a TST

Use the TST tab within the Fares module to display, create or modify a TST (Transitional Stored Ticket).



The screenshot shows a software interface with a top navigation bar containing tabs: 'Fare display', 'Informative pricing', 'Price PNR', 'Ticket Changer', 'TST', and 'Historical'. The 'TST' tab is selected. Below the navigation bar is a blue header area with the word 'Maintenance' in large blue font and a small yellow bird icon. Underneath, there is a link 'Check country taxes'. A dropdown menu is open, showing 'Open' and 'New' options. To the right of the dropdown is a text input field labeled 'TST number:'. A 'Send' button is located in the bottom right corner of the interface.

The TST tab provides the following options:

- **Open** to open, modify or delete an existing TST.
- **New** to create a manual TST.

Working with a TST

When you have priced your PNR and created a TST, you can display the TST and modify it if necessary.

To work with TSTs, you must be working in a PNR.

What Is a TST?

A transitional stored ticket, or TST, is a record containing all the ticketing information attached to a PNR. A TST is required to issue a ticket.

The system automatically stores information requested from the fare server in the TST. If more than one TST exists, the system numbers the TST and appends the TST creation date, office identification and agent sign to the TST.

A maximum of 10 TSTs can be created for each passenger provided that you select different segments for each TST, as segments cannot overlap. A TST record can apply to multiple passenger names if the air segments, fare elements and forms of payment are the same.

TSTs can be created automatically, as a result of a PNR itinerary pricing command, or manually.

If you create a TST manually, make sure you verify all fare information with the airline, as you are overriding the automated pricing system.

If a PNR contains an infant indicator in the name element, a separate TST is created for the infant passenger. The ticketing status code in the TST shows "NS" indicating no seat reserved.

Opening a TST

You can open a TST as follows:

- **Opening a TST from the TST tab**
 1. In the TST tab in the Fares module, click on Open.

2. If you do not know the TST number: Click on Send.

If there is only one TST, it is displayed.

If there is more than one TST, a list of active and deleted TSTs appears. Select a TST and click on Open to display it.

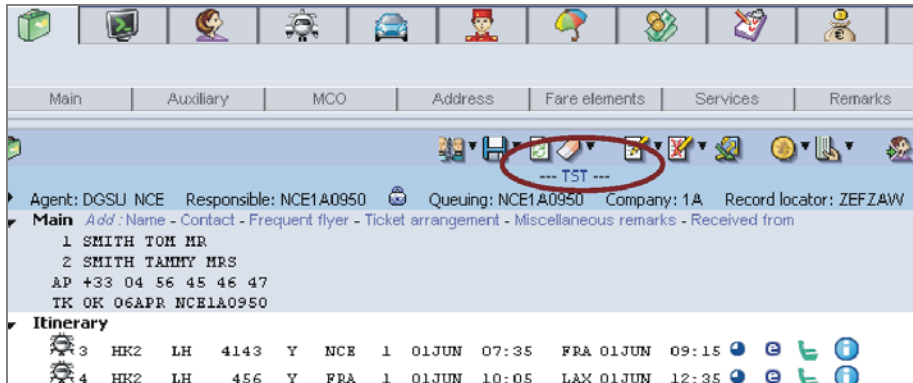
TKT ind.	Passenger	Infant	Total	FOP	Segments
<input type="checkbox"/> 1	<input type="checkbox"/> 1. SMITH/TOM MR				3,4,5,6
<input type="checkbox"/> 2	<input type="checkbox"/> 2. SMITH/TAMMY MRS				3,4,5,6

Or:

If you know the TST number: Enter it in the TST Number field, then click on Send to display the TST.

- **Opening a TST from the PNR**

If a TST has already been created and an end of transaction has been made on the PNR, you can click on the TST indicator in the PNR header to open the TST.



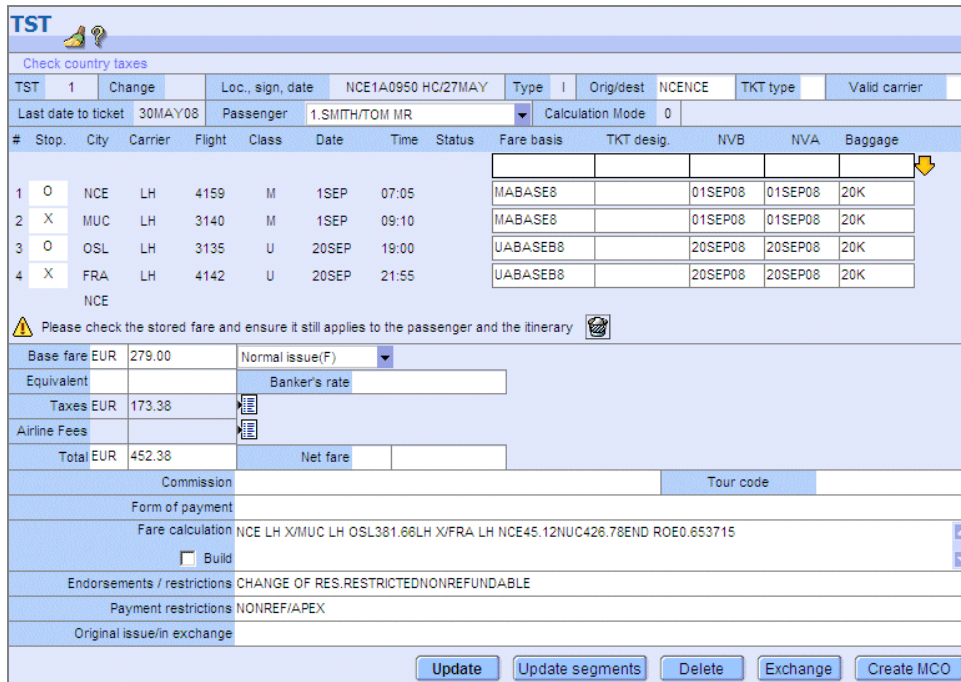
If there is only one TST, it is displayed.


If there is more than one TST, a list of active and deleted TSTs appears. Select a TST and click on Open to display it.






TST Display Explanation

A TST contains the following information:



Field	Explanation
TST Number	The number of the TST that was used to create this TST.
Change	The PNR change flag is appended to the TST when a name change has been made, or the itinerary was changed.
Loc., Sign, Date	Office ID, agent sign and date for TST creation or last update.
Type	The pricing type indicates how the PNR was priced: IATA autopriced fare Negotiated fare ATAF auto-priced fare Negotiated auto-priced fare Manually priced fare Autopriced inclusive tour
Origin/Destination	The origin and destination city codes. The origin city is the first departure city, and the destination is the last arrival city of the entire trip. For example, a round-trip journey from Miami (MIA) to Seattle (SEA) and back to Miami, would be entered as MIAMIA.
Sales Indicator	This field is only displayed in manual and not in automatic TSTs. The 4-letter International Sales Indicator (ISI) code that specifies whether the ticket was sold and issued (ticketed) in the country of origin.
Ticket (TKT) Type	2-letter code of the ticket type indicator. The available ticket type indicators are: PT for paper ticket only; ET for electronic ticket only; Blank for both paper and electronic ticket.
Validating Carrier	The two-letter code of the airline validating the ticket.
Last date to ticket	Indicates the latest date when the ticket can be printed.
Passenger	The passenger's name.
Calculation Mode	Indicates how the fare was calculated, for example if it was automatically or manually priced or if a discount was applied. Place the mouse over the field to display an explanation for the code. Example: Automatically priced (0) 
#	Segment or coupon number.

Stop.	<p>Used to identify the airport as a stopover or a connecting point: X (connection); O (stopover). The Stopover/Connection field is used by the airline for fare calculation.</p> <p>On most domestic itineraries, if a passenger spends less than four hours in a city between flights, the period is called a connection. If the city is the destination, or the time between flights is more than four hours (12 for international itineraries), the period is called a stopover.</p> <p>Because fares are calculated in different ways, however, a stopover may sometimes be shown as a connection, and vice-versa. For example, if the next available flight is more than four hours from the arrival time, the airline may allow you to override the stopover and price the itinerary as a through-fare with a connection.</p>
City, Carrier, Flight, Class, Date, Time, Status	Flight information.
Fare Basis	The fare basis code is created by the airline to identify the fare being used.
Tkt Desig.	The ticket designator code identifies that something was done to the fare basis, such as a discount applied. Each airline must advise which ticket designator to use for the fare you are storing, as they can vary from carrier to carrier.
NVB/NVA (Not Valid Before/Not Valid After)	<p>The Not Valid Before field identifies the first possible date to travel for the fare you are storing. It restricts changes to the travel dates for this fare before this date.</p> <p>The Not Valid After field identifies the last possible travel date on the fare you are storing. It restricts changes to the travel dates for this fare after this date.</p>
Baggage	The airline's free baggage allowance, i.e., the amount of baggage you are allowed to take on a flight without extra charges. It varies from airline to airline and is based either on pieces (number of bags per person) or weight (amount in pounds or kilos).
PNR Change Warning	<p>This warning is displayed if an agent modifies the TST itinerary or a passenger name after pricing. This alerts the agent to check the stored fare and make sure it still applies to the passenger and to the itinerary. To remove the warning click on the  icon.</p>
Base Fare	<p>The 3-letter currency code for the base fare for the itinerary, followed by the base fare amount in that currency. If you do not enter a currency, the default currency for your agency is used.</p> <p>The currency of the base fare is usually the currency of the country where travel originates. Example: If you are in Spain, but travel originates in the U.K., enter GBP (Great British Pound) as the base fare currency.</p>
Issue Indicator	<p>When a ticket is issued for the first time, it is considered a Normal Issue (F).</p> <p>Select Reissue (R) if this is anything other than the first time the ticket has been issued. The Reissue option is not used in the U.S.</p> <p>Select IT Ticketing (I) to specify the first issuance of a ticket with an inclusive tour fare.</p> <p>Select BT Ticketing (U) to specify the first issuance of a ticket with a bulk tour fare.</p>

Equivalent	If the currency of the published fare is different from the currency in which the ticket will be issued, this field displays the currency in which the ticket is issued and the fare amount in that currency. Example: If a journey begins in the U.K., the base fare currency will be GBP (Great British Pound). However, if you are in Spain for example, you cannot sell or issue a ticket in GBP, so the fare must be converted to EUR (Euro).
Bankers Rate	The exchange rate used to calculate the equivalent fare from the published base fare. You obtain the bankers rate from the airline.
Taxes	<p>The three-letter currency code followed by the total amount of all taxes.</p> <p>To display or edit the individual taxes, click on . The Taxes window opens, displaying a list of taxes. The following information is provided:</p> <ul style="list-style-type: none"> • Currency: 3-letter currency code. The currency for the taxes is usually the currency in which the ticket is issued. For example, if you are in Spain, but the travel originates in the U.K., the base fare currency will be in GBP (Great British Pound), the equivalent currency in EUR (Euro), and all taxes in EUR • Amount: The tax amount. • Code and Type: 2-letter tax code and tax type. Example: US and LO. Airline tickets may include several taxes or fees that the carrier collects on behalf of the government. Each tax must be identified with a 2-letter tax code and, if applicable, a 2-letter tax type code, which further identifies the tax. For example, for travel within the United States, the code for the U.S. domestic transportation tax is US. There is also an internal tax type for this tax, which is LO.
Airline Fees	<p>The three-letter currency code followed by the total amount of all airline fees. Airline fees can include ticketing and credit card fees.</p> <p>To display or edit the individual fees, click on . The Airline Fees window opens, displaying a list of airline fees. The following information is provided:</p> <ul style="list-style-type: none"> • Type: Two-letter fee type. Example: OB • Currency: Three-letter currency code. • Amount Inc. Taxes: The amount of the fee including its taxes. • Code: Three-letter alpha-numeric fee code. Example:T01 • Commercial Name: The fee name. Example: TSC ET
Total	The total fare amount must equal the base fare (or equivalent fare) plus all taxes and airline fees. For the first issue of the ticket, the total amount and currency are automatically updated. You only need to update them when you are selecting the reissue ticket type.

Net Fare	Depending on your market you may be able to use the net fare amount to override the total amount in the remittance area of a ticket. The amount you specify in the net fare field is then printed instead of the published fare in the remittance area. The amount you enter must be less than the TST equivalent or the base fare amount.
Commission	Free-flow text to specify the percentage or amount of commission that your agency will receive from the airline for the sale of this ticket. The maximum number of characters is 44. Examples: 8P (percentage), 7.50 (percentage), 114.54A (amount)
Tour Code	Free-flow text to specify the official tour code when the ticket is issued for an inclusive or bulk tour (maximum 14 characters). Example: IT6LH1TOUR99 The tour code is mandatory when you issue an inclusive tour (IT) or bulk tour (BT) ticket.
Form of Payment	Form of payment for the ticket.
Fare Calculation	Linear fare calculation indicating how the base fare for the ticket was calculated, including routing, airlines, fare basis codes, base fare amounts, surcharges, taxes, and mileage information. If you are creating a manual TST, verify with the validating airline how the fare calculation should appear, as the optional and mandatory items differ from airline to airline. To complete the Fare Calculation field, either: <ul style="list-style-type: none"> Enter the fare calculation in the Fare Calculation field. Example: PAR AF IST898.45NUC898.45END ROE6.277454 Select the Build check box and click on Update. The Fare Calculation field is then updated with the routing and zeros where you can enter the base fare amounts. Insert, delete, or update the information, and click on Update again to save your fare calculation.
Endorsements/ Restrictions	Free-flow text regarding special ticket restrictions or airline endorsement information. Example: Non-refundable
Payment Restrictions	Free-flow text regarding payment restrictions.
Original Issue/ In Exchange	Details on the original document and the document issued in exchange for this ticket, including document number, place and date of issue of the accountable documents, and the IATA number of the place of issuance. The maximum number of characters is 126. If you do not include the agency IATA number, the system automatically inserts the first eight digits of the primary IATA number stored in your office profile. The IATA number is preceded by a slash (/). You must not enter the following information: the entry code (FO); the passenger (/P) or segment (/S) association; the PAX or INF indicator. Example: 117-34077770001C1234-012C1234FRA01FEB05/98576453 /117-37088880001C1234-023C12MIA02MAY05/12345678*USD500.00

Updating a TST

You can modify a TST as follows:

1. In the TST tab in the Fares module, click on the Open tab.
2. Click on Send.

If there is only one TST, it is displayed.

If there is more than one TST, a list of active and deleted TSTs appears. Select a TST and click on Open to display the TST.

3. In the TST, modify the necessary fields.
4. Click on Update at the bottom of the TST to save the updates to the TST.

If the system detects some errors in your inputs, it displays a pop-up window with the list of elements to be corrected. The TST will be updated only when all the elements are correct.

Updating the Itinerary Segments of a TST

Before you update the itinerary of a TST, ensure that the new itinerary is booked in the PNR.

1. In the TST tab in the Fares module, click on the Open tab.
2. Click on Send.

If there is only one TST, it is displayed.

If there is more than one TST, a list of active and deleted TSTs appears. Select a TST.

List of TSTs - please select one from the list						
Active						
Select all	TKT ind.	Passenger	Infant	Total	FOP	Segments
<input type="checkbox"/>	1	MILLIAT/ROMAIN MR		EUR 1281.35		2,3
Deleted						
Number	Passenger	Total	FOP	Segments		
1	.MILLIAT/ROMAIN MR	EUR 1188.35				
1	.MILLIAT/ROMAIN MR	EUR 1281.35				

3. Either at the bottom of the TST or in the list of TSTs, click on the Update Segments button.
4. In the Segment Update window that appears, select the segments and TSTs you want to update.

For more information about a TST, place the mouse over the TST number; some passenger information will appear in the area below the segments.

Segment update		
TST segment update		
TSTs	1	<input checked="" type="checkbox"/>
Segments		<input checked="" type="checkbox"/>
2	SS 882 MRS-RUN	<input checked="" type="checkbox"/>
3	SS 882 RUN-MRS	<input checked="" type="checkbox"/>
Update status		-
TST number : 1 Passengers : 1. MILLIAT/ROMAIN MR		
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

5. Click on Update to update the itinerary in the TSTs.

You will receive information about each successful TST update or error.

If you get an error, correct the source of the problem and try again.

Exchanging a TST for Reissue

If you need to exchange a TST in the case of a reissue, proceed as follows:

1. In the TST tab in the Fares module, click on the Open tab.
2. Click on Send.

If there is only one TST, it is displayed.

If there is more than one TST, a list of active and deleted TSTs appears. Select a TST and click on Open to display it.

3. In the TST, update the necessary fields.
4. Click on Exchange to update and save the TST.

The following changes are applied to the TST when you click on Exchange:

- The pricing indicator is converted to M (manual), with the following exception: When you exchange a negotiated fares TST (F, G, or B type), the issue indicator is changed to R or Y. If the system is not '00' (Central Ticketing), the TST indicator is changed to M, and all Nego data is lost. However, for Central Ticketing offices ('00'), the TST indicator is changed to B and Nego data remains untouched.
- The issue identifiers F/I/I are converted respectively into R/Y/W.
- The equivalent amount currency is converted to 0 (blank) if present. There is no change if it is not present.
- The Bankers rate is converted to 0 (blank) if present. There is no change if it is not present.
- The new tax indicator X is converted to O (old).
- The total amount is converted to 0. There is no change if it is already 0.
- The total amount currency is converted into the default currency of the reissuing location. If the currency is the same, there is no change.
- The form of payment becomes an old form of payment O/ followed by the original form of payment after the primary FP transaction.
- In the fare calculation, any XF tax is automatically changed into PD XF Tax.

Deleting a TST or Deleting Passengers from a TST

You can either delete an entire TST or delete individual passengers from a TST:

1. In the TST tab in the Fares module, click on the Open tab.
2. Click on Send.

If there is only one TST, it is displayed.

If there is more than one TST, a list of active and deleted TSTs appears. Select a TST.

3. Either at the bottom of the TST or in the list of TSTs, click on the Delete button.

If there is more than one passenger then you must select the passengers to delete from the TST. or select all passengers to delete the entire TST, and click on Delete.

- Click on Yes to confirm.

Creating a New TST Manually

Before you can create a manual TST, you must enter the passenger names and book the itinerary in the PNR.

Make sure you verify all fare information with the airline when creating a manual TST, as you are overriding the automated pricing system

- In the Fares module, click on the TST tab, then click on New.

- Select the type of TST that you want to create.

Example: For all infants


- Select the **Including Open Return** check box to create a TST with an open return using a mirror image of the cities, airline, and class of service in the outbound journey. These open return segments will only appear in the TST, and not in the itinerary.
- Click on Send.

If a list of TSTs is displayed, choose a passenger, then click on Send.

The TST window is displayed with the itinerary and passenger details filled in.

- Complete the TST screen by first entering one or more fare basis codes in the Fare Basis field next to the corresponding flight segment.

Example: BE14IP

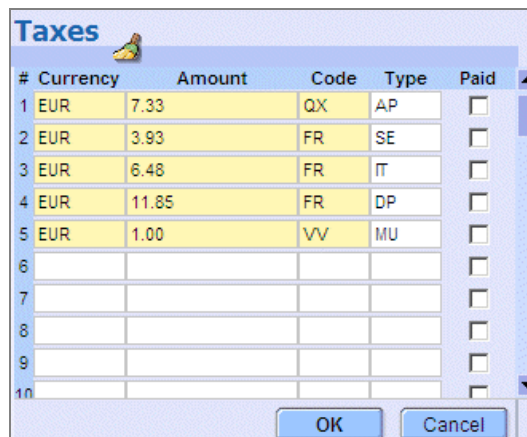
Note: If the same fare basis code applies to all segments, enter the code in the top Fare Basis field, then click on  to update all fields.

6. To identify a stopover or connections, enter an X (connection) or O (stopover) in front of the city or airport code.
7. Enter the fare before taxes in the Base Fare field.

Example: 400.00

Note: If the currency of the base fare is different from your local currency, enter the 3-letter currency code in the first Fare field. Enter the equivalent currency and base fare in the appropriate Equivalent fields.

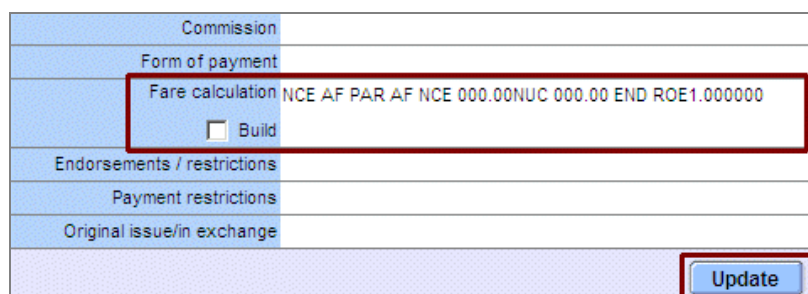
8. To enter taxes, click on . The Taxes window opens.



#	Currency	Amount	Code	Type	Paid
1	EUR	7.33	QX	AP	<input type="checkbox"/>
2	EUR	3.93	FR	SE	<input type="checkbox"/>
3	EUR	6.48	FR	IT	<input type="checkbox"/>
4	EUR	11.85	FR	DP	<input type="checkbox"/>
5	EUR	1.00	VV	MU	<input type="checkbox"/>
6					<input type="checkbox"/>
7					<input type="checkbox"/>
8					<input type="checkbox"/>
9					<input type="checkbox"/>
10					<input type="checkbox"/>

For each tax, enter the three-letter currency code, the tax amount including decimals (**Example:** 20.00), the 2-letter tax code (**Example:** US) and, if applicable, the two-letter tax type.

9. To complete the Fare Calculation field, do one of the following:
 - Enter the fare calculation in the Fare Calculation field.
Example: PAR AF IST898.45NUC898.45END ROE6.277454
 - Select the Build check box and click on Update. The Fare Calculation field is then updated with the routing and zeros where you can enter the base fare amounts. Insert, delete, or update the information, and click on Update again to save your fare calculation.



Commission	
Form of payment	
Fare calculation	NCE AF PAR AF NCE 000.00NUC 000.00 END ROE1.000000
<input type="checkbox"/> Build	
Endorsements / restrictions	
Payment restrictions	
Original issue/in exchange	

Note: Verify with the validating airline how the fare calculation should appear for the TST that you are creating, as optional and mandatory items differ from airline to airline.

10. Complete the fields for the other options that you want.
11. Click on Update to save the TST.

Note: TSTs are automatically numbered in the order that they are created.

Chapter 7

Displaying Fare Notes and Other Information

The following additional information can be accessed from different screens in the Fares module:

- Fare notes
- Tax information
- Fare routing information
- Airline info notes
- Airline fee notes

Displaying Fare Notes

The fare notes contain the conditions and regulations applicable to a specific fare.

You can open the fare notes in the following ways:

- Click on the fare basis code in one of the following displays: Fare - City Pair Quote (Fare Display or Informative Pricing) or Fare - Price PNR list (Price PNR).
- In the ticket image, click on the Check Fare Notes link.

If the basis code consists of only one fare, the fare notes are directly displayed. If there is more than one fare, a list is displayed at the top of the Fare Notes window. Select a fare and click on Send to display the fare notes.

Fare Notes Explanation

The Fare Notes window contains the following information:

Fare notes - R WEEK

Booking class: R	Tariff: 203
Fare class: Rweek	Rule: 050F
Fare type: Eip-Economy Instant Purchase	Passenger type: Adt-Adult
Publisher:	Net amount:
	Public amount:

[Rule Application](#) | [Max Stay](#) | [Sales Restrict](#) | [Advance Res](#) | [Child Discounts](#) | [Tour Conductor](#) | [Agts Discounts](#) | [Stopovers](#) | [Transfers](#) | [Surcharges](#) | [Tkt Endorsment](#) | [Penalties](#) | [Combinability](#) | [Miscellaneous Data](#) | [Voluntary Changes](#)

Advance Res


Reservation are required for all sectors.
when reservation are made at least 100 days before departure ticketing must be completed at least 93 days before departure.

Or – reservation are required for all sectors.
when reservations are made at least 11 days before departure ticketing must be completed within 7 days after reservation are made or at least 10 days before departure whichever is earlier.

Or – reservation are required for all sectors.
Ticketing must be completed within 1 day after.

Reservation are made.
Note –
Difference could exist between the crs
Last ticketing date an ttl robot remark.
The most restrictive date prevails

- Fare header
The fare header displays information on the fare, such as the fare class, tariff and type.
- Links to the fare rules sections
Alternatively, click on a link to directly display a specific fare rule at the bottom of the window. **Examples:** Rule Application, Minimum Stay. Maximum Stay, Sales Restrictions.
- Fare rule information
Displays the text for the fare rule currently selected.
To view the fare rules, either click on the links or use the scroll bar.

Click on  to return to the previous display.

Displaying Tax Information

To display tax information for a specific country, click on the Check Country Taxes link in one of the Fares screens to open the Tax Information window.

The screenshot shows a window titled "Tax information". At the top, there are navigation icons (back, forward, search). Below them is a "Country" field containing "FR" and a "Send" button. The main area is titled "Information" and contains the following text:

```

FQNTAX/FR
FR FRANCE
FRANCE TAX INFORMATION
** TAXES COLLECTABLE ON TICKET **
CODE AMOUNT
1. AVIATION CIVILE TAX FR VARIABLE
2. FISCAL TAX FR EUR 4.57
3. FRENCH AIRPORT TAX FR VARIABLE
4. VAT ADJUSTMENT TAX UI VARIABLE
5. PASSENGER SERVICE CHARGE INTERNATIONAL QX VARIABLE
DOMESTIC QW
  
```

In this window you can:

- Enter one of the following codes in the Country field:

Entry	Example
Two-character country code	FR
Three-character airport code	CDG
Tax code	QW

Click on Send to display the related tax information

- Use the arrow icons to scroll between the individual pages and the scrollbar to scroll within a page.

Displaying Fare Routing Information

With routing fares (also called specified fares) a routing is applied, indicating via which intermediate points travel is permitted.

To display routing information, click on the routing indicator in the Routing column of a fare display.

Here is an explanation of the routing display:

Addon Origin	This indicates that the fare is constructed with an add-on at origin. The entry can be MPM (Maximum Permitted Mileage) or a routing number. If the field is blank, there is no add-on at origin.
Specified Fare	This is a specified fare, with a specific routing number, for example, BA0028
Addon Destination	This indicates that the fare is constructed with an add-on at destination (MPM or routing number). If the field is blank, there is no add-on at destination.
Effective Date	This indicates that the routing is valid from the date specified.
Description	This indicates the routing string, which states where travel is possible. It can contain: <ul style="list-style-type: none"> • A city code • An airline code • A flight number

A dash (-) in a routing string means that travel can be via the city or airline. A slash (/) means "or". For example, if BA owns the routing:

LON-HOU	Travel can be from LON to HOU (with BA airline, as BA owns the routing).
LON-DFW/CHI-AA-HOU	Travel can be from LON to DFW or CHI with BA, then with airline AA to HOU.

Travel via the cities listed is not mandatory, unless stated. If no airline code is included in the routing string, travel must be with the airline that owns the routing number. When an international routing includes a city pair separated by an asterisk and a carrier code (for example, LON-*AF-SFO), this indicates that the carrier's domestic routing applies and will be validated at pricing time.

Displaying Airline Info Notes

You can display informational notes of an airline from the Fare display:

1. In the Fare display, click on the Check Info Notes link. The Info Note window is displayed.
2. Enter the airline code.
3. In the Reference field, enter the airline's reference number for the note. It is often indicated in the header of an airline-specific fare display.
4. Click on OK to display the informational note.

Displaying Airline Fee Notes

Airline fee notes provide information related to airline fees. These fees are also referred to as OB fees.

You can display airline fee notes from all Fares input screens:

1. In the Fare Display, Informative Pricing or Price PNR tab, click on the Check Airline Fee Notes link. This link is only displayed if configured in your office profile.



2. In the Airline Fee Notes window that is displayed, enter the two-letter airline code of the validating carrier. **Example:** AF

 A screenshot of a 'Fee notes' dialog box. The title bar says 'Fee notes' with a small airplane icon. Inside the dialog, there are two input fields. The first is labeled 'Airline:' and contains the text '6X'. The second is labeled 'Reference:' and is currently empty. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

3. Optionally, enter the three-letter fee code in the Reference field. **Example:** T01
4. Click on OK to display the airline fee notes.

The airline fee notes provide the following information:

- Validating carrier
- Airline fee code
- Fee description
- Application rules, including the amount

Chapter 8

Creating a Historical Fare Record

Use the Historical screen within the Fares tab to create a Historical Fare Record (HFR). A Historical Fare Record stores information about the price of an itinerary for informational purposes only. You can only create an HFR after pricing a PNR.

Creating a Historical Fare Record Without Text

To create a Historical Fare Record:

1. In the Price PNR tab in Fares, price the PNR.
2. In the Historical tab in Fares, click on Send.

Creating a Historical Fare Record With Informational Text

To create a Historical Fare Record with text:


1. In the Price PNR tab in Fares, price the PNR.
2. In the Historical tab in Fares, enter free-flow text in the Text field.

Example: Advised penalties

3. To create the historical fare record without fare information, select the Text Only check box. You can only select this check box after entering information in the Text field.
4. Click on Send.

Displaying a Historical Fare Record

To display a Historical Fare Record:

1. In the PNR tab, display the PNR. If the PNR contains historical fare records, the PNR header displays '---HFR---'.
2. In the PNR toolbar, click on the arrow next to .
3. In the window that appears, click on the Historical Fare Record tab, then click on Send to display the records stored with the PNR.

