BUILD THE PNR

Book your itinerary, end and redisplay the PNR. It is recommended to add fare & frequent flyer Information before displaying the service catalogue.

ENTER $B/DASO TO DISPLAY SERVICE CATALOGUE

```
1-$B/DASO                                                    +
ADDITIONAL SVC                  FOR DETAIL >DAS*L.
LN  VEN DESCRIPTION                PTC    AMNT CUR SEG   F
1   VA  1ST ADDITIONAL BAG  PREPAID  ADT  26.90 USD 01   2
2   VA  2ND ADDITIONAL BAG  PREPAID  ADT  26.90 USD 01   2
3   VA  PET IN HOLD LARGE 21 TO 30 KG ADT 115.20 USD 01  2
4   VA  PET IN HOLD XLRG 31 TO 65KG  ADT 138.20 USD 01   2
5   VA  PET IN HOLD SMALL  0 TO 10 KGS ADT 72.90 USD 01  2
6   VA  PET IN HOLD MEDIUM 11 TO 20 KG ADT 88.30 USD 01  2
7   VA  UNACCOMPANIED MINOR FEE      ADT  42.20 USD 01   2
8   VA  PAID SEATING                 ADT      BOOK THRU SEAT MAP
```

FOR ECONOMY X, USE THE SEAT MAP TO RESERVE THE SEAT AND SELL ANCILLARY SERVICE.

- **Click the class of service for the required segment or enter 9V/S - Display Seat Map**

- **Select specific seat from the graphical seat map and "Apply" to reserve seat.**

For further details please refer to the EMD-A Travel Agent Guide on Virgin Australia's Agency Hub or contact:
Travelport – http://www.ask-travelport.com
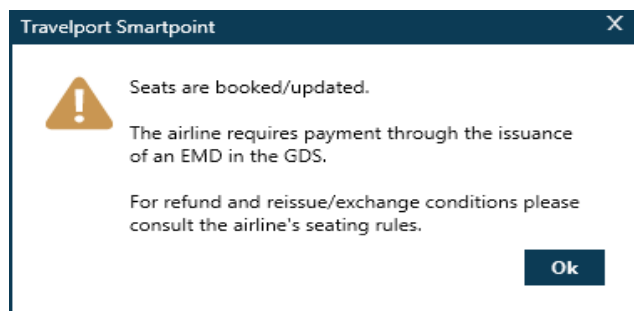Virgin Australia Industry Support – 13 67 37

Velocity Platinum member seating - Velocity Platinum members and their travelling companions are entitled to Economy X free of charge for Domestic and International Short Haul flights only. Platinum members/travelling companions will automatically be seat assigned in Economy X subject to availability.

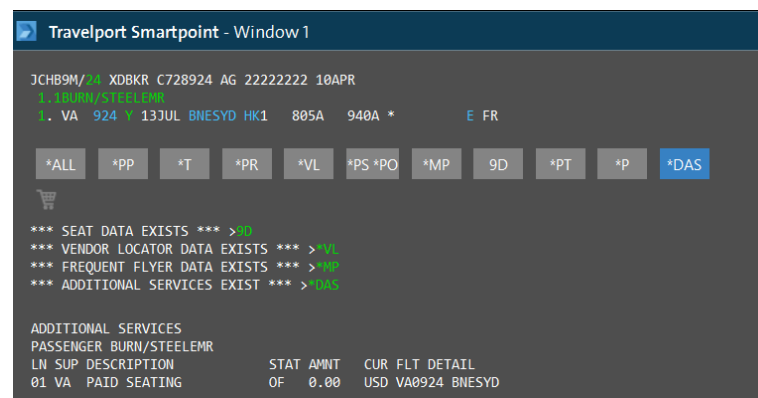- **The following prompt will be displayed, click OK.**
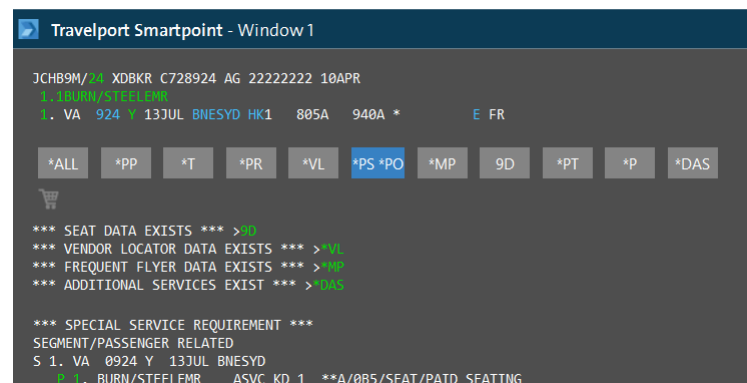

- **Add Received From, then end and re-display the PNR.**

Note: Only one EMD-A per ancillary service item permitted
The banner **ADDITIONAL SERVICES EXIST** and **SERVICE INFORMATION EXISTS** should display. If it doesn't, ignore and re-retrieve the PNR.

- **Display additional services: *DAS**

- **Display service elements: *PS**

- **Display Seat Data: 9D**

For further details please refer to the EMD-A Travel Agent Guide on Virgin Australia's Agency Hub or contact:
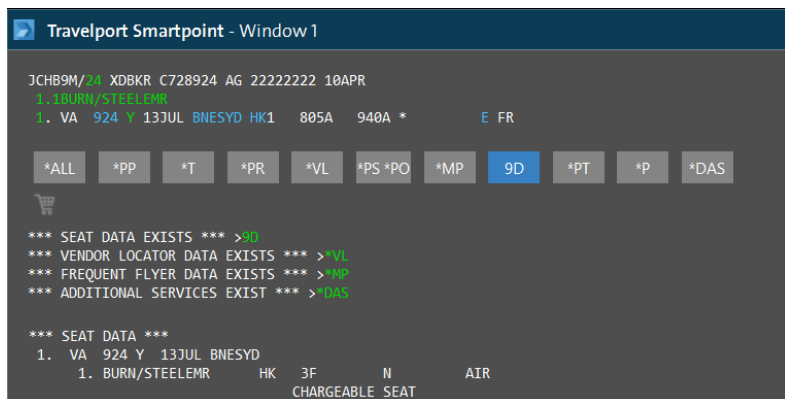Travelport – http://www.ask-travelport.com
Virgin Australia Industry Support – 13 67 37

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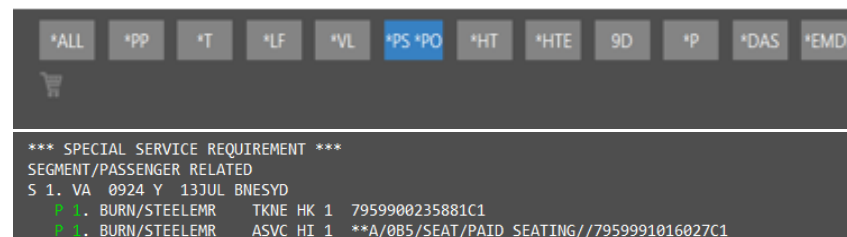
**You should see an SSR ASVC for the service booked.

Status	Action
NN	Wait for confirmation
KD	Issue EMD
KK	No further action required
NO/UC	Service has been refused by VA. Cancel and contact the VA Travel Agent's Helpdesk

ISSUE THE EMD

- **EMDI/N**n**/IC** *ticketnumber***/F** *form of payment*
  *(where **n** is the passenger number)*

- **Verify service payment by displaying the service information: *PS**
  The EMD number should display at the end of the free text

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Virgin Australia Industry Support – 13 67 37

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