



# GALILEO CLUE CARD (EMD-A)

## ECONOMY X

### **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 FQ/DAS\* to display service catalogue.

```
1 - FQ/DASO +
>|
ADDITIONAL SVC          FOR DETAIL >DAS*L*
LN  VEN  DESCRIPTION      PTC  AMNT  CUR  SEG  F
1   VA   1ST ADDITIONAL BAG  PREPAID  ADT   35.00  AUD  01
2   VA   2ND ADDITIONAL BAG  PREPAID  ADT   35.00  AUD  01
3   VA   UNACCOMPANIED MINOR FEE  ADT   50.00  AUD  01
4   VA   SPACE PLUS              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 SA\*S<segment #> - Display Seat Map
- Select specific seat from the graphical seat map and “Apply” to reserve seat.

Virgin AU Intl  
Flight 950 |

Seat Rules  
BNE 15 Nov 105PM - SYD 15 Nov 340PM | Seat Maps | Airline Assigned

Filter by: Any

EXITEXIT | 1XG 1XG

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Traveler | Seat

Flight VA #950  
Dep: Tue, 15 Nov 2016 1:05pm  
Arr: Tue, 15 Nov 2016 3:40pm  
Flight 950 |

1 Seats 15.00

1 JANETMRS... ADT 13A 15.00  
Enter loyalty #

Subtotal seats for all passengers: +15.00 AUD  
Taxes: 0.00

TOTAL SEAT PRICE  
15.00 AUD

APPLY CANCEL

NO SEAT DETAILS AVAILABLE

SEATGURU

Unavailable | Selected | Available | Blocked | Handicapped

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

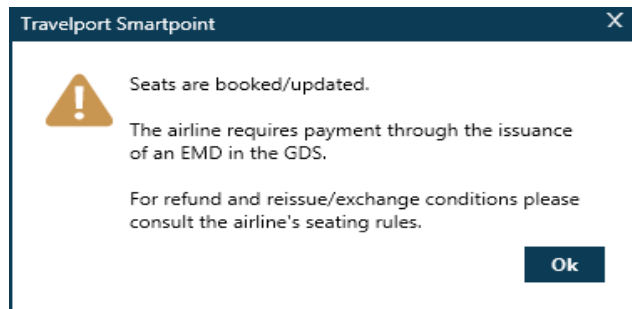
**Velocity Platinum member seating** - Velocity Platinum members and their travelling companions are entitled to Economy X free of charge for Domestic and International Short Haul flights only. Platinum members/travelling companions will automatically be seat assigned in Economy X subject to availability.



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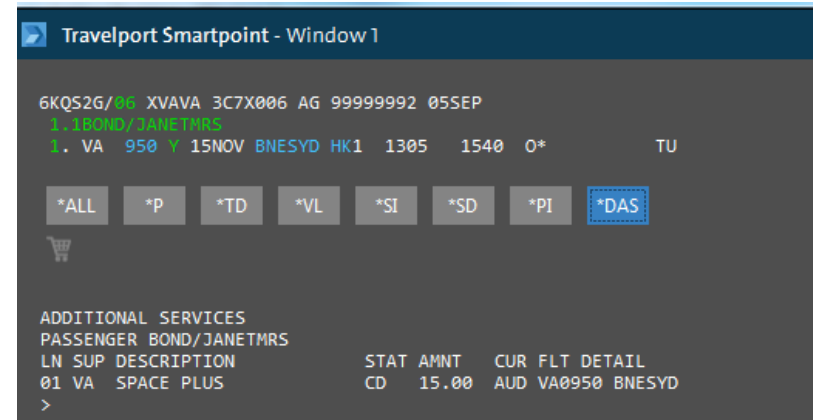
- The following prompt will be displayed, click OK.



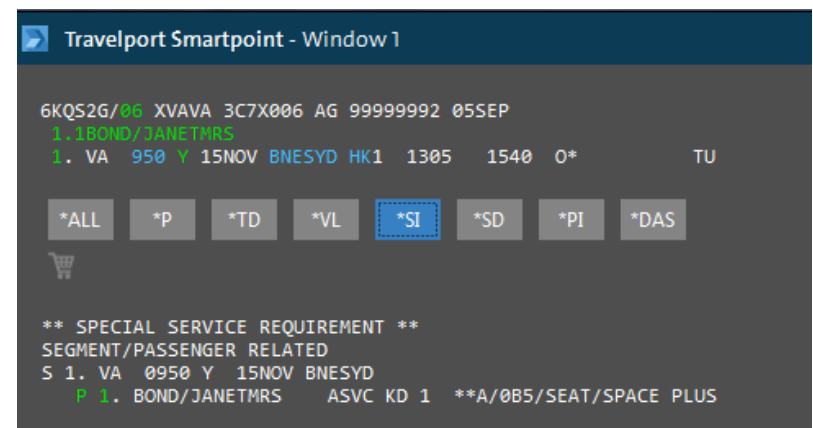
- Add Received From, then end and re-display the PNR.

**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: \*SI



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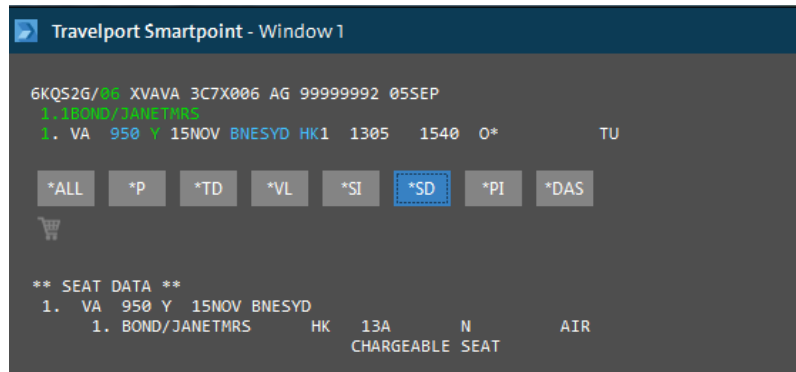
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- Display Seat Data: \*SD



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

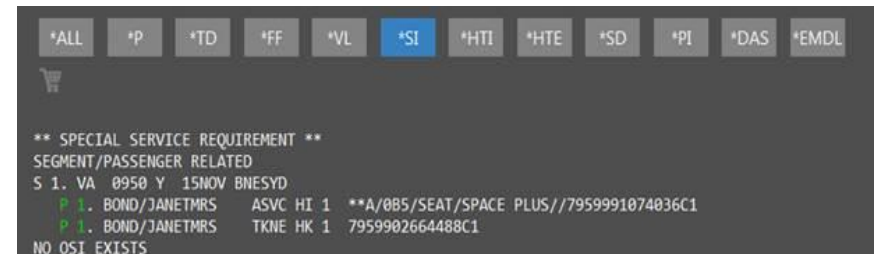
Status	Action
NN	Wait for confirmation
KD	Issue EMD
KK	No further action required
NO/UC	Service has been refused by VA. Cancel and contact Virgin Australia Industry Support

### ISSUE THE EMD:

- EMDI/Pn/ICticketnumber/F form of payment (where n is the passenger number)

>EMDI/P1/IC7959902664488/FS

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



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