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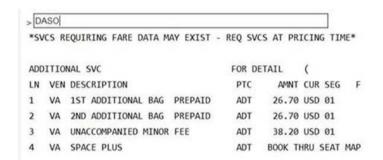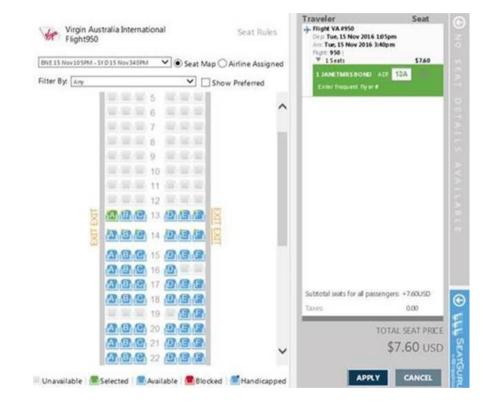
Book your itinerary, end and redisplay the PNR. It is recommended to add fare & frequent flyer Information before displaying the service catalogue.

Enter DASO to display service catalogue.

```
> DASO

*SVCS REQUIRING FARE DATA MAY EXIST - REQ SVCS AT PRICING TIME*


ADDITIONAL SVC                    FOR DETAIL   (
LN  VEN DESCRIPTION               PTC     AMNT CUR SEG   F
1   VA  1ST ADDITIONAL BAG PREPAID ADT    26.70 USD 01
2   VA  2ND ADDITIONAL BAG PREPAID ADT    26.70 USD 01
3   VA  UNACCOMPANIED MINOR FEE    ADT    38.20 USD 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 4X* <X=segment line> - Display Seat Map**

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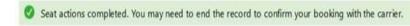

For further details please refer to the EMD-A Travel Agent Guide on Virgin Australia's Agency Hub or contact:
Travelport – http://www.ask-travelport.com
Virgin Australia Industry Support – 13 67 37

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.**

> ✅ Seat actions completed. You may need to end the record to confirm your booking with the carrier.

You can see assigned seats in the PNR (*S) or in the remarks (*ML or *U).

Selected seats with a cost must be fulfilled via an EMD in the GDS.

The airline requires payment through the issuance of an EMD.
For refund and reissue/exchange Conditions please consult the airline's seating rules.

- **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: *PI then *DAS**

```
1P- LUPV6S
 1.1BOND/JANETMRS*ADT
 1  VA 950Y 15NOV TU BNESYD HK1  105P  340P/O $ SK E
P-  1.T4SSYD1234
T-  1.TAW/01/02NOV-CVA
TKG FAX- NOT PRICED FARE TYPE EX
FOP-  1.CA <
**** ITEMS SUPPRESSED ****G>*U >*S >*DR
 *AD   *G   *PD   *PP   *PI   XI


T- 1.TAW/01/02NOV-CVA
TKG FAX-NOT PRICED  FARE TYPE EX
**  ADDITIONAL SERVICE DATA EXISTS **  >*DAS(
```

```
ADDITIONAL SERVICES
PASSENGER BOND/JANETMRS
LN SUP DESCRIPTION           STAT AMNT   CUR FLT DETAIL
01 VA  SPACE PLUS            CD   7.60   USD VA0950 BNESYD
```

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- **Display service elements: *G**

```
1P- LUPV6S
 1.1BOND/JANETMRS*ADT
 1  VA 950Y 15NOV TU BNESYD HK1  105P  340P/O $ SK E
P- 1.T4SSYD1234
T- 1.TAW/01/02NOV-CVA
TKG FAX- NOT PRICED FARE TYPE EX
FOP- 1.CA <
**** ITEMS SUPPRESSED ****G>*U >*S >*DR
```

`*AD` `*G` `*PD` `*PP` `*PI` `XI`

```
G- 1.SSRASVCVANN1BNESYD0950Y15NOV-BOND/JANETMRS.A/0B5/SEAT/SPAC
E PLUS
```

- **Display Seat Data: *S**

```
1P- LUPV6S
 1.1BOND/JANETMRS*ADT
 1  VA 950Y 15NOV TU BNESYD HK1  105P  340P/O $ SK E
P- 1.T4SSYD1234
T- 1.TAW/01/02NOV-CVA
TKG FAX- NOT PRICED FARE TYPE EX
FOP- 1.CA <
**** ITEMS SUPPRESSED ****G>*U >*S >*DR
```

`*AD` `*G` `*PD` `*PP` `*PI` `XI`

```
VA   950Y  15NOV BNESYD HK
 SFAX    NAME            STATUS/SEAT SM SEG
    2 BOND/JANETMRS   N 1.1 RS HK 13-A  N   1
                               CHARGEABLE SEAT
```

**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#N1.1#IC7959902477046#$CA**
  (where N1.1 is passenger 1.1)

```
EMDI#N1.1#IC7957882335599#$CA
```

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

`*AD` `*G` `*PD` `*PP` `*PI` `XI`

```
G- 2.SSRTKNEVAHK1BNESYD0950Y15NOV-BOND/JANETMRS.7957882335599C1
   3.SSRASVCVAHI1BNESYD0950Y15NOV-BOND/JANETMRS.A/0B5/SEAT/SPAC
E PLUS//7954570216486C1
```

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