PNR

- Build a basic non-air booking file - Note: use the same group name as held by Virgin Australia's system

- Complete an Air Extra's EMD-S Mask to create a manual Air Extra item in the PNR
  AE¥EMD

The mask allows you to input all the necessary data to create the Air Extra

```
EMD - AE   FILL IN INFORMATION - PRESS ENTER WHEN COMPLETE
PASSENGER NAME  C/15FOOTBALLERS
TICKETING AIRLINE CODE<VA>   SVC CITY<SYD> SVC DATE<19SEP>
REASON FOR ISSUANCE CODE<D>   REASON FOR ISSUANCE SUBCODE<997>
TYPE OF SERVICE <GROUP DEPOSIT              >   D/I <D>
PRESENT TO <VA                                            >
AT <BRISBANE                                              >
BASE AMT <2000.00      > CURRENCY <AUD>
EQUIVALENT AMT PAID <        > <   > TAX EXEMPT < >
TAX/TAX CODE <          >< > <            >< >
             <          >< > <            >< >
ENDORSEMENTS   <VA GROUP NAME AND VA RELOC                >
<                                                         >
<                                        >
PHONE CITY<   > PHN NBR<                > PHN TYPE< >
RECD FROM <                                               >
CONNECTED TKT NUMBER<   ><            >   NEXT < > QUIT < >
```

- End and redisplay the booking file

ISSUE EMD-S

Form of Payment
Credit Card - W‡EMD*AE1‡F*AX3760XXXXXXXXXX/1216
Cash - W‡EMD*AE1‡F*CA
Cheque - W‡EMD*AE1‡F*CK

Note: Form of payment may also be added at the time of building the PNR.

POST-ISSUANCE STATUS CHANGE

Once the EMD-S has been issued , display the Air Extra field to show the Status is now Fulfilled and the EMD-S document number

```
*AE«
ANCILLARY SERVICES
1.GROUP DEPOSIT  15 FOOTBALLERS
STATUS - HI1/FULFILLED
AMOUNT - 2000.00AUD
TOTAL - 2000.00AUD
FLIGHT - VAXXV20MAYSYDBNE
DOC/CF - 7951820006021 CPN - 01
```

Note:
1. Commission is ZERO
2. No taxes to be included on the EMD-S
3. Virgin Australia will be using RFIC D/RFISC 997 for both Group deposit payments and Group final payments