

# Sabre Clue Card – Issuing EMD-S Group Deposits & Final Payments

## 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

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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