

Travel Agent - User Guide



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Document control

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Amadeus Fare World

Internet Booking Engine (IBE)

The Internet Booking Engine (IBE) can be accessed through a smart tab in Selling Platform.

If you are accessing Fare World through the smart tab, you will be directed to the main search screen.

Below is the main login screen if you access Fare World via a URL.

Main login screen

our technology	partner
Agency login	Publishe
Jser name	

Enter your username and password.





Search screen

Fare World has two search functions, a "Standard" search and an "Open Jaw" search. The main search screen is where all the search criteria are entered.

Standard Search

Search	Search Results	Availability	Personal Data	Booking
New York Control of Co				
Search		21		🗰 English (GB) 💟
Fly from			Radius searc	h / miles
Fly to			- 🛛 🛛 Radius searc	h / miles
Departure date	Fr	27 💌 November 2009 💌 🎆 🖉	Ð	
		- 🔽 I am flexible		
Return date	Fr	4 💙 December 2009 🔽 🖗	Ð	
		V I am flexible		
		Round-trip		
		O One-way		
Passengers				
Adults		1 💌		
Children (2 to 11 years)		0 💌		
Infants (0 to 23 months)		0 💌		
Preferences				
Carrier		<u> </u>		
Class		Economy 💌		
Options		ten.		
1		Non Stop flights (Low Fare Search on	ily)	
		Exclude Low Cost Carriers		
		Low Fare Search		
		Exclude Published		
		Exclude UK conso B		
		Exclude UK conso C 1		
		Exclude UK conso D 1		
		Exclude UK conso E		
openjaw		Uisplay only available fares		Search
Agentweb	INCOMA	Distances	and the second second	
Consolidator	Test Asset for ATO		 available 	
Ayon	empty.	Airline exclud	e list PG HD AF KI	
Annes blocked - slow response	-cmpty-	Pantos Destas	JOHN, AL, NL	Comment
		Booking Statistic		Log out





Open Jaw search

To access the Open Jaw search, click on Openjaw

on the Standard seach screen.

The Open Jaw search allows you to search for open jaw / stopover routings with a maximum of four cities.

Search open jaw	💥 English (GB) 🔫
Fly from Fly to Fly from Fly to	Leg 1
Passengers	
Adults Children (2 to 11 years) Infants (0 to 23 months)	
Preferences	
Carrier Class	Economy
Options standard search	 Non Stop flights (Low Fare Search only) Exclude Low Cost Carriers Fare Display Low Fare Search Exclude Published Exclude UK conso B Exclude UK conso D 1 Exclude UK conso E Display only available fares
AgentWeb	
Consolidator Agent Airlines blocked - slow response	UKCONA Retail price vavailable (calculation) Test ABTA agency at fixed 10% (ABTA10TEST) AF Airline exclude list 9G, 9G, HR, HR
	Booking Statistic Log out

Agentweb

This area will display the following:

Consolidator:	Will always be the Published consolidator
Agent:	Your agency
Airlines Blocked:	Any airlines that are experiencing slow responses
Retail Price:	Mark up function, if consolidators allow it
Airline Exclude List:	Any airlines that have been excluded for sale either by consolidator or
	agent.



Power Pricer (Agency Mark Up)

If a consolidator allows sub agents to impose their own mark ups, it is possible to do this through the Power Pricer function.

Click on "calculation" to view Power Pricer.

AgentWeb				
Consolidator	UKCONA	Retail price	available (calculation)	
Agent	Test ABTA agency at fixed 10% (ABTA10TEST)			
Airlines blocked - slow response	-empty-	Airline exclude list	9G, 9G,HR	
		ooking Statistic		▶ Log out

Complete the fields according to the type of mark up. This will need to be done for each consolidator.

Click "add" once data is entered.

nal <u>Charter</u>																R HE
Amt.	MARKUP %	C.type	Airlin	e	CI.	Fare type	e	From	O ROU To	TING Nonsi	PR t. Fr	ICE RANGE	То		MARKUP	
0.00	5.00	%+Amt 🔽	ALL	*		any	*]	0.00	99	99	total	~	Add
ONSO CALC	ULATIONS			10.				in <u>i</u> ti	h				<i>.</i> /4	total surchar complet	ge e	

For additional explanation, please click on **I** HELP.

Example

5% mark up for Consolidator "UK conso D2".

Note: A price range must be included. If you do not wish to specify, please enter £0-£9999

Mark up Types:

- **Total**: The mark-up is included throughout the process but is split out as a separate value on the final page.
- **Surcharge:** The mark-up is purely displayed as a fee on the final page
- **Complete:** The mark-up is hidden in the fare all the way through the process



Search functions

Locations

Search			
Fly from	london	۲	🛛 Radius search / miles
Fly to	bkk	۲	Radius search / miles
Departure date	Bangkok, Thailand (BKK)		• 👻
	Bangkok, Don Mueang, Thailand	(DMK))

Enter locations here. It is possible to type the name of the city/airport, use 3-letter city/airport code or click on to find your city.

Clicking the Sicon will display the following:



Radius

The radius search will allow you to search within 30, 50, 100, 150 miles of both departure and arrival location. This will only work with option Low Fare Search.





Dates

Can be entered either using the drop-down box or by clicking on

If dates are flexible, select option from the "I am flexible" drop-down box. This will only work with option Low Fare Search.

Search				
Fly from		london		۲
Fly to		bkk		۲
Departure date	FR	11 💌 Sep	otember 2009	×
		- 🛛	l am flexible	
Return date	FR	+1 day -1 day	tember 2009	×
	7 days	+/- 1 day +2 days -2 days	l am flexible	

Times

Departure time ranges can be displayed by clicking on D. This will only work with option Low Fare Search, however is not available for the Open Jaw Search.

Search	
Fly from	Radius search / miles
Fly to	Radius search / miles
Departure date	11 🗸 June 2009 🗸 🛄 🕑 Departure time 🗠 🗸
	V I am flexible 00:00 to 08:00
Return date	18 June 2009
	V I am flexible

Passengers

Select number of adults, children and infants.



Preferences

The preferences section allows you to choose the class for the fares that you are interested in as well as specifying carrier.

Preferences	
Class	Economy
Carrier	have been a second s
Class	
0/400	
Preferences	
Class	F
	Economy
Carrier	Economy
	Premium Economy
0.11	Business/First

Carrier

Enter 2-digit airline code in the carrier box. For more than one carrier separate the airline codes with a comma.

Alternatively, you can select the airlines by clicking on ----.

Click on the airline and click the \sum to add. The \leq will remove the carrier from the list.

Available airlines	Add/delete	Selected airlines
One World Alliance Aer Lingus (EI) American Airlines (AA) Cathay Pacific Airways (CX) Finnair (AY) LAN Airlines (LA) Qantas Airways (QF) MALEV-Hungarian Airlines (MA) Sky Team Alliance Aeromexico (AM) Alitalia (AZ) CSA-Czech Airlines (DK) Delta Air Lines (DL) Korean Air (KE) Continental Airlines (CO)	>> ~	British Airways (BA) Iberia (IB)
	Save	



Options

The options section is where you select the type of search and which consolidators you wish to search.

Options	
Γ	Non Stop flights (Low Fare Search only)
Γ	Exclude Low Cost Carriers
Γ	Fare Display
<u>م</u>	Low Fare Search
Γ	Exclude Published
Γ	Exclude UK conso B
Γ	Exclude UK conso D 1
Γ	Exclude UK conso E
Γ	Display only available fares
openjaw	Search Search

Non Stop flights: Displays nonstop flights only. This function only works for Low Fare search. Eg: VS flight LON-SYD will not be shown if you selected this as it stops in HKG.

Exclude Low Cost Carriers: Results will not display any low cost carriers.

Fare Display: Displays fares using an FQD entry. Results come from the Ypsilon cache (refer to page 7 for cache information). Fare Display will allow you to view fare rules (FQN) for each fare.

Low Fare Search: Displays fares and availability by using Master Pricer. (Refer to page 3 for further information)

Exclude Published: Results will not display any published fares.

Exclude UK conso B: Excludes fares from consolidator "UK conso B"

Display only available fares: Displays only available fares when used with Fare Display.



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Search Results (Pricelist)

Lists results for search criteria. Results are displayed in price order from lowest booking total to highest booking total. *Note: Taxes displayed are estimated only.*

Fare Display

The fare display search will display results from a Fare Quote Display entry.

This search enables you to view the fare rules by clicking on **I**. If the icon is highlighted in red the fare has an advance purchase.

When the search is performed, if the search has been done previously, the availability cache is checked and fares that are available will be identified with \checkmark or F for not available in the status column. If the status column is blank then there is no availability in the cache so this will need to be checked.

Status	Consolidator	Airline		Fare Basis	Class	Destination Airport	Price +Ta: Adt (est.	c Total) Adt	Bkg Total (est.)
1	ukat <mark>UK e</mark>	Virgin Atlantic	eurgun athant ic 🚮	хіт	×	Barbados [BGI]	281.00 204.3	8 485.33	485.33 GB <mark>F</mark>
J	UK di <mark>UK e</mark>	Virgin Atlantic	ergie atlante 🚮	NIT	N	Barbados [BGI]	285.00 204.3	8 489.33	489.33 GBF
1	UK ti	Virgin Atlantic	weigen atlantse 🚮	XIT	x (Barbados [BGI]	296.78 219.7	516.49	516.49 GBF
1	UKD	Virgin Atlantic	eegen otkunte 🚮	NIT	N (Barbados [BGI]	301.08 219.7	520.79	520.79 GBF
	Pub	British Airways	Alloways	NLNCGB9	N	Barbados [BGI]	359.00190.6	1 549.64	549.64 GBF
	Pub	Virgin Atlantic	erges at last a 🚮	XLGB9	x	Barbados [BGI]	359.00 204.3	8 563.33	563.33 GBF
100	Pub	British Airways	Allowars	SLNCGB9	s (Barbados [BGI]	394.00190.6	\$ 584.64	584.64 GBF
	Pub	Virgin Atlantic	ondou tapantu 🌄	QLGB9	Q (Barbados [BGI]	394.00 204.3	3 598.33	598.33 GBP
	Pub	Caribbean Airlines	Contrast former	VLTASSA	L V 🚺	Barbados [BGI]	432.00166.7	6 598.76	598.76 GBF
	Pub	American Airlines	AA	NLNCGB9	N	Barbados [BGI]	495.99109.0	2 605.01	605.01 GBF
Select yo	our Consolidator:			All c	onsolidato	s 😽			
select fa	res for a specific carr	ier only:		All ai	irlines	*			

If you have a green tick and click on "available flights" this will then display all the flights available for those fares.

If blank and you click on "continue/search" this will check availability for all fares in the Fare Display and return flights if available.

If blank you can click in box next to consolidator icon and then click on "continue/search" this will check availability for the fares selected in the Fare Display and return flights if available.

You can also click on consolidator icon and this will check availability for those fares in the Fare Display and return flights if available. Where two consolidator icons appear on the same line, this indicates that their fares are within £1 of each other.



Pub Indicates a published fare is being offered. Currently if you make a published fare booking the confirmed reservation will be made in your office id and go onto your queue 0. Please note that you will need to check if you have the ticketing plate of the airline before making a published fare booking on Fare World.

If you are non-IATA please contact the Amadeus Helpdesk on 0845 658 8833 to advise them of your fulfillment agent. You will need to supply details of their office ID and queue number so the published bookings are queued to them.

If you see 'Pub' and in the fare basis column it states LOWCOST this is a low cost carrier fare.

Please note, there is a £2.50 charge per passenger for LCC and published bookings made using Amadeus Fare World.



Open Jaw Display

Prices are displayed individually in ascending order. Unlike on a Standard fares display there is no batching of consolidator or published fare icons when prices are the same or within £1 of each other.

Status	Consolidator	Airline	Fare Basis	Class	Destination Airport	Price Adt	+Tax (est.)	Total Adt	Bkg Total (est.)
~	Pub	QATAR	KLEE3MGB	н	London [LON]	400.00	208.38	608.38	608.38 GBF
~	Pub	QATAR	KLEE3MGB	н	London [LON]	400.00	208.38	608.38	608.38 GBF
×	Pub	R tonya tiranya	LLSXGB	L	London [LON]	468.89	173.56	642.45	642.45 GBF
V	UK e	BRITINH ARDADS	VLWTGB9	v	London [LON]	415.00	267.94	682.94	682.94 GBF
v	ик ал	AUGMADS	VLWTGB9	V	London [LON]	415.00	267.94	682.94	682.94 GBF
~	Pub	Renne Airman	HLPXGB	L	London [LON]	522.22	173.56	695.78	695.78 GBF
×	UKb	ARKITISH ARKANS	VLWTGB9	V	London [LON]	440.86	267.94	708.80	708.80 GBF
~	Pub	Laton	KLE1YGB1	Q	London [LON]	596.67	150.32	746.99	746.99 GBF
v	Pub	Later	KLE1YGB1	Q	London [LON]	600.00	150.32	750.32	750.32 GBF
< N	Pub	RI Kanya Airwaya	KLPXGB	L	London [LON]	585.56	173.56	759.12	759.12 GBF
select fa	res for a specific carrier	onty: All airline	es	*					

The filter option from an Open Jaw fare display is by airline only. If you wish to filter Open Jaw fares by a particular consolidator use the tick boxes on the previous search screen instead before clicking the search button to display fares.

Note: No Low Cost Carriers are included in the results as the Open Jaw option only checks published or consolidator fares.



Low Fare Search

The low fare search will display the results from Master Pricer.

Fares displayed in these results will show a \checkmark in the status column as these results are drawn from the availability and price caches.

Note: Taxes displayed are estimated only.

Status	Consolidator	Airline		Fare Basis	Class	Destination Airport	Price +Tax Adt (est.	Total	Bkg Total (est.)
1	uik di UK e	British Airways	BRITISH AUGMANS	BUK09	в	Hong Kong [HKG]	218.00 207.90) 425.90	425.90 GBF
1	UK di <mark>UK e</mark>	Virgin Atlantic	veges other to 🚮	BAPGB9	в	Hong Kong [HKG]	220.00 207.90) 427.90	427.90 GBP
1	UK et	Cathay Pacific Airways	Cation Technic	LKPX	М	Hong Kong [HKG]	328.00109.10) 437.10	437.10 GBP
1	UK di <mark>UK e</mark>	Cathay Pacific Airways	Cablin Decinic	LKPX	M	Hong Kong [HKG]	333.00 109.10) 442.10	442.10 GBP
1	UK b	British Airways	BAITINH AUGMANS	BUK09	в	Hong Kong [HKG]	229.04 223.55	5 452.59	452.59 GBP
1	UK b	Virgin Atlantic	wegen at hant w 🚮	BAPGB9	в	Hong Kong [HKG]	231.19.223.55	5 454.74	454.74 GBP
1	UK et	Cathay Pacific Airways	Cation Tycine	LKPX	ĸ	Hong Kong [HKG]	353.00109.10) 462.10	462.10 GBP
1	UK d1 UK e	Cathay Pacific Airways	CADLO DEDIC	LKPX	к	Hong Kong [HKG]	358.00109.10) 467.10	467.10 GBP
1	UK n	Cathay Pacific Airways	Carlo Delec	LKPX	М	Hong Kong [HKG]	352.69117.32	2 470.01	470.01 GBF
1	UK b	Cathay Pacific Airways	Cathlo Pacific	LKPX	к	Hong Kong [HKG]	379.57 117.32	2 496.89	496.89 GBF
Select your Consolidator:				All conso	olidators	*			
select fa	res for a specific carr	ier only:	i i i	All airline	S	*			

To filter results by consolidator or carrier, select from the drop-down box.

→

→

Click "available flights" or "continue/search" to take you to the next page – Availability. (Both will take you to the next page.)

London, GB -Barbados, BB	←	Sat, 12.09.2009
Barbados, BB -London, GB	←	Sat, 19.09.2009

PRICELIST: Availability is indicated in the status column. Click the consolidator logo on an available fare to list all applicable flights for that price or click "Available flights" to display flights for more than one available price. If no availability has been checked, select fares and click "continue/search" to display applicable flights.



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Availability

The availability screen shows the top 10 available fares and flight times listed in price order from lowest to highest booking total. Click "more fares" to display more fares.

				0	utbound		nbound					Bkg	
			Airline	Stops	Journey time	Stops	Journey time	Fare type	Price Adt	Tax (est.)	Total Adt	Total (est.)	
UK e	Cathie Pacine	economy	CX	Nonstop	10:35	Nonstop	13:45	NEG ADT	263.00+	107.80	370.80	370.80 GBF	
иж в	Cathier Dicent	economy	CX	Nonstop	10:35	Nonstop	13:45	NEG ADT	277.42+	107.80	385.22	385.22 GBF	
UK az	Carlied Technic	economy	CX	Nonstop	10:35	Nonstop	13:45	NEG ADT	278.00+	107.80	385.80	385.80 GBF	
UK e	REATING AND	economy	BA	Nonstop	10:50	Nonstop	13:50	NEG ADT	218.00+	207.60	425.60	425.60 GBF	
UK e	wegan pitkantse 🚮	economy	VS	Nonstop	11:20	Nonstop	13:50	NEG ADT	220.00+	207.60	427.60	427.60 GBF	
UK b	BAITISH	economy	BA	Nonstop	10:50	Nonstop	13:50	NEG ADT	229.04+	207.60	436.64	436.64 GBF	
ик ь	wyo atlastic 🚮	economy	VS	Nonstop	11:20	Nonstop	13:50	NEG ADT	231.19+	207.60	438.79	438.79 GBF	
UNCID	ANDAADS	economy	BA	Nonstop	10:50	Nonstop	13:50	NEG ADT	233.00+	207.60	440.60	440.60 GBF	
UKez	wegen atlantes 💋	economy	VS	Nonstop	11:20	Nonstop	13:50	NEG ADT	235.00+	207.60	442.60	442.60 GBF	
UK e	-	economy	EK	1 Stop	13:55	1 Stop	16:25	NEG ADT	408.00+	70.60	478.60	478.60 GBF	

Note: Taxes displayed are estimated only.

Below this screen is a list of all available flights. Alternatively to see available flights for a particular fare, click on the icon and this takes you directly to the consolidators/published/low cost carrier flights and fare.

=> TOURAOL 442.10 GBP
Inbound » 19.08.2009
13:45 00:35 Hong Kong <u>HKG</u> CX255 06:20 London <u>LHR</u>
14:20 09:40 Hong Kong <u>HKG</u> CX257 16:00 London <u>LHR</u>
14:00 15:05 Hong Kong <u>HKG</u> CX253 21:05 London <u>LHR</u>
13:50 23:55 Hong Kong <u>HKG</u> CX251 05:45 London <u>LHR</u>

In the above example you see two icons for different consolidators. To book flights on the consolidator's fare you want click on the consolidators icon (the icon will be highlighted) and then click "Booking".

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Personal Data

This section is where all personal data is entered to complete the booking.

The flights will be displayed along with payment details.

Taxes are checked at this stage and are no longer estimated.

If a fare has any additional surcharges, e.g. credit card surcharge, ATOL fees etc these will be displayed here.

Cathay Pa	ific Airways			Total 388	3.41 GBP (Nego) _{UK b}
Outbound	Flight				
CATHO TACINC	Departure flights Fri 12.02.2010 11:30	London (LHR) Hong Kong (HKG	Terminal 3	Cathay Pacific Airw Duration 11:3	ays Economy CX 252 35 Boeing 747-400 pax
Inbound F	ight	Hong Kong (HKo	ng renninar i		
Cathor Decine	Departure flights Fri 19.02.2010 01:00 Arrival Fri 19.02.2010 06:20	Hong Kong (HKG) London (LHR)	Terminal 1 Terminal 3	Cathay Pacific Airw Duration 13:2	ays Economy CX 255 20 Boeing 747-400 pax
Price Alte The airline	ation! as recalculated the fare. We have	e found a CHEAPE	R PRICE!		

Ticket must be issued by 12.02.2010

Final payment details			
Passenger Type	Price	Тах	
1.Adult	258.00 GBP	119.10 GBP	377.10 GBP
2.Credit card surcharge	11.31 GBP	0.00 GBP	11.31 GBP
		Total	388.41 GBP

Deposits

Some consolidators will permit deposits to be taken on bookings.

Terms and conditions of payment is negotiated between the consolidator and yourself. Amadeus is not responsible for any commercials between the two parties.

Deposit Option	
Balance due date	12.06.2009
Deposit amount	316.26 GBP



Option Bookings

Some consolidators will offer the facility of option bookings. When the bookings generate to the consolidator it will have a TKXL ticket time limit put into the booking. This will automatically cancel if not confirmed on or before deadline.

Option Booking / Auto Cancellation						
Booking Status	Confirm booking	~				
	Confirm booking One day option (until 13.06.2009 15:00)					
Passenger data	Two day option (until 14.06.2009 15:00)					

Please check with the consolidators to see if this offered in your commercial agreement.

Passenger Data

Enter passenger data in this section. Date of birth is mandatory for all passengers.

Passenger data	Passenger data							
Please type in all passenger names as mentioned in the passport								
The date of birth for months, child 2-11 ye	The date of birth for children and infants must be entered. Important: Infant age is the age on the day of the return flight. Infant 0-23 months, child 2-11 years.							
No. Title: *	First name: *	Surname: *	Date of birth: * (ddmmyy):	Frequent Flyer, E-Ticket FOID, meals:				
1 Please selec 🗸				7				

To enter special requests such as frequent flyer, E-ticket FOID and meals, click on $\boxed{\square}$.

Note: Any information entered here is on request only. Please check directly with the airline to confirm the request.

Your airline may require an additional form of identity, please select the type and enter relevant info below						
FOID type	Credit card (VISA)					
	Please enter the credit card number (15 or 16- digit):					
FOID number						
Please request meal from the list below. Note: This is a request only, please reconfirm your request directly with the airline						
Special meal	Vegetarian (non-dairy) 💉					
Please select the airline and enter the frequent flyer number without the 2- letter carrier code. (Please check with the airline to ensure all details have been received).						
Airline	please choose 💉					
ID number						
Close	Save					

Once selection has been made, click "Save"



Passenger Data – Low Cost (only available for Standard search)

For low cost bookings it is possible to include chargeable checked in baggage by clicking on

Passe	enger data				
Please	type in all passenger	r names as mentioned in t	he passport		
The da	te of birth for childrei	n and infants must be ente	ered. Important: Infant age is i	the age on the day of the return flight. Infant 0-23	3 months, child 2-11 years.
No. T	fitle: *	First name: *	Surname: *	Date of birth: * (ddmmyy):	Baggage prices
1	Please selec 💙				-0- 🚺
Bag	igage prices				
0 8	Bags - No Bags f	or Check In (0.00 G	ibp) 💽 OK		
0 B	ags - No Bags fo	pr Check In (0.00 G	BP)		
=28	ag - TOTAL allo	wance zung (zu.u owance 20KG (40.1			
2 B	ags - TOTAL all	owance 20KG (60.)	M GBP)		
4 B	ag - TOTAL allo	wance 20KG (80.0	GBP)		
5 B	ag - TOTAL allo	wance 20KG (100.)	00 GBP)		
6 B	ags - TOTAL all	owance 20KG (120	.00 GBP)		
7 B	ags - TOTAL all	owance 20KG (140	.00 GBP)		
8 B	ags - TOTAL all	owance 20KG (160	.00 GBP)		
9 B	ags - TOTAL all	owance 20KG (180	.00 GBP)		

Additional details will be needed for low cost bookings. If the passenger pays by their credit card all their information needs to be inputted in Passenger Details, however if it is your agency that is paying for the flight then please enter all your agency details.

Passenger Details Please complete all fields marked with an *					
Surname: *		Telephone: *			
First name: *		Fax:			
Company:		E-mail: *			
Street / no.: *					
Postcode / city : *		E-mail format:	TEXT		
State:	United Kingdom 🖌				
Staff name: *		Delivery method: *	E-Ticket V E-Ticket?		



Seat Requests (only available for Standard search)

To make a seat request, click on the aeroplane icon to display a seat map. (Pleae note for open jaw bookings seat requests can only be made via the Booking Statistics section)

Request seats here. Alternatively, seats will be assigned upon check-in.	
Note: Airlines reserve the right to reallocate seats.	

Seat Map

You will see a seat map if an airline allows you to request specific seat numbers.

Seat Map 1: Viewable in Internet Explorer 7 only

Select the relevant flight sector and click on the available seat you wish to request.



Click "Save Selection" once finished.





Seat Map 2: Viewable in lower versions of Internet Explorer

Select the relevant flight sector and click on the available seat you wish to request.

Then click on Save selection.



Seat Wish (only available for Standard search)

Some airlines do not permit requesting specific seat numbers prior to check in. A seat wish option will be displayed in this event.

A seat wish will allow you to request either a window or an aisle seat.

Sorry no seat man available on this flight	Flight Info:
Sorry, no seat map available on this flight. ternative seat for passenger 1 Window Aisle No seat wish	Flight: BA 009 from London (Heathrow) to Bangkok (Suvarnabhumi) next flight Seat reservation: 1. Passenger type: W Beset Current Seats
	Reset All Seats Save selection Legend: selected selected selected selected



Delivery Method

Delivery method will always be E-ticket. The staff name must be entered in order to complete a booking.

Delivery method	
Delivery method: *	E-Ticket 💌
Staff name: *	Rebecca

Please note for Low cost carrier bookings you will not receive an e-ticket. An email confirmation is sent to the email address inputted in the passenger details box.

Payment

Consolidators have the option of accepting payment via credit card, debit card or On Account.

Terms and conditions of payment is negotiated between the consolidator and sub agent. Amadeus is not responsible for any commercials between the two parties.

Credit Card (Offline)

Offline payment details will be charged manually by the consolidators.

Payment Payment by credit ca	rd			
Pay via: *	VISA + 2	2.50 %	×	
CVC code: *		Info		- 1 Canad
Valid to: *		×	~	



Credit Card (Online – Non 3D Secure Payment)

Credit or debit cards will be charged at the time of completing the booking through an online payment tool.

You will see the additional field "Card holder" in the payment section if payments will be made online.

Payment by cre	dit card	O D	ebit card p	payment		
Pay via: *	Am	Ex + 2.5	0 %	~	- ALARDAN AN	
Credit card no.: *				-		3
Card holder: *					E dereste same	1010
CVC code: *	- 4 ⁻		Info	100.00		
Valid to: *		~		~		

Please note, a booking is always made in the GDS <u>before</u> payment is taken. This is to ensure that payment is only taken for confirmed bookings.

If multiple cards are offered click on the drop down box to see what cards are accepted and select.

When you select a new card from the drop down box the credit card surcharge will possibly change so the final payment details are amended.

Once a booking is completed you will see the following responses:

Successful booking: If payment is successful you will simply get the confirmation page in the normal way

Failed booking: If the payment fails, then you are returned to the first search page and an error message appears at the top – will say Payment failed

Your 3-D Secure VISA/MasterCard authentic	tion failed!	
Search		*
Fly from		
Fly to		
Departure date	Th 10 V December 2009 V	
Return date	Th 17 V December 2009 V	





Credit Card (Online – 3D Secure Payment)

Ea.

If the card is not enrolled in 3D Secure Payment (3DS) programme then you will be directed to the non 3D Secure Payment system (see above).

If the card is enrolled in the 3DS programme then you are redirected to a bank site depending on the bank the card is enrolled with.

🕹 NatWest	Verified by VISA
Please enter characters from yo as asked below.	ur NatWest Secure password
am not enrolled in Nativest Secure	
Merchant:	aiternativeairiines
Anount. Date:	07/12/00
Card Number:	XXXX-XXXX-XXXX
Personal Message:	Welcome to NatWest Secure
Login:	SUSANSTEMPT
Enter the first, fourth and sixth characters of your password:	
	Forgotten your password?
	Submit 7 Help Cance

Once this is completed correctly you will end up on the normal confirmation page if the payment is successful.

If the payment fails or you hit cancel you will end up back on our search page with an error message appearing at the top in red

"Your 3D-Secure VISA/MasterCard authentication failed!"

Your 3-D Secure VISA/MasterCard author	ntication failed!	
Search		8
Fly from		
Fly to		
Departure date	Th 10 🖌 December 2009 🖌	
Return date	Th 17 🔽 December 2009 👽	



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Account Only

Payment	
Other	
Pay via: *	On Account 💌

If you have multiple payments click on relevant payment option.

Terms and Conditions

It is important that you read both the general terms and conditions and any airlines fare rules, therefore it is mandatory to tick this box to enable you to continue.

I've read and accepted the general terms and conditions of the consolidator and airline fare rules.

Finally click "Booking" to complete the booking.





Final Booking

The booking code for published and consolidator fares is the live Amadeus locator that will be queued to the consolidator/fulfilment agent. You will receive a ghost PNR on your designated queue including a ghost booking for low cost carriers.

Alternatively you can retrieve the ghost booking in the Amadeus Selling Platform by either using the command RT/SURNAME of the passenger in the command page or by entering the name in the open PNR box within the graphical PNR tab.

our booking	code is: 2BS59X					Pu
			Delivery method -> Eticket Pay via -> VISA			
elected fli	ght					
Dutbound	Flight					
QATAR	Departure flights 11.07.2010 Arrival 11.07.2010	07:55 London [LHR] Terminal 3 16:50 Doha [DOH]		Qatar Airways	[QR] Economy G	R 018 Mea Duration 6:5
QATAR	Departure flights 11.07 Arrival 12.07	2010 20:45 Doha [DOH] 2010 07:45 Bangkok [BKK]		Qatar Airways	[QR <mark>] </mark> Economy C	R 612 Mea Duration 7:0
nbound Fl	ight					
QATAR	Departure flights 18.07 Arrival 18.07	.2010 20:30 Bangkok [BKK] .2010 23:30 Doha [DOH]		Qatar Airways	[QR] Economy G	R 611 Meal Duration 7:0
QATAR	Departure flights Arrival 19.07.2010 0	1:30 Doha [DOH] 6:55 London [LGW] Terminal N		Qatar Airways	[QR] Economy G	R 075 Meal Duration 7:2
assenger	data	1994 - A.				
D. Title	Surname	First name	Date of Birth	Price	Tax	To
Mr	Training	Amadeus		362.00 GBP	193.10 GBP	555.10 G
	Service fee			10.00 GBP	0.00 GBP	10.00 0
	Credit card surcharge (0	Credit card surcharge)		11.10 GBP	0.00 GBP	11.10 C
	Airline Protection Charge	e (Airline Protection Charge)		1.50 GBP	0.00 GBP	1.50 0
	Ticketing Fee			1.00 GBP	0.00 GBP	1.00 G
					Tot	al 578.70 G
our travel	agency:					
est ABTA reet: 10 ty: A tone: 08 ax: 08	agency at fixed 10% 00 Abta Street btatown 3708959199 3708959299					
2						
i						

Click the print icon to print a hard copy.



Booking Statistics

To view booking made by your agency, click on "Booking Statistics"

AgentWeb						
Consolidator		UKCONA	Retail price	🗸available	(calculation)	
Agent		Test ABTA agency at fixed 10% (ABTA10TEST)				
Airlines blocked response	- slow	-empty-	Airline exclude list	9G, 9G,HR		
		D B	ooking Statistic			▶ Log out

This will display both live and ghost bookings,

Sub agent PNRs are identified as "ghost PNR".

	Test Ag	ent for ATOL no	PPL bookings June 2009					
[March 2009 April	2009 <u>May 2009</u>	June 2009 Future Bo	ookings AgentWeb]					
	Bookin	gs for June 2009	bookings			102		
15 E	12	14 A	Turnover		71744.77 0	iBP		
ي الأ	-111		PAX		1	128		
1 5 1								
0 400400	0~003444	4192818181818	8888888					
-			day					
Tue 23 Jun 2009 10:1	24:44 CEST							
filekev								
booking	filekey	Customer	Issue ticket now	PAX	departure	from	То	
2009-06-16 15:18	4Z9NLM	Booking, Another	not available, please contact your consolidator	1	2009-06-25	LON	WAS	b2b,ghostpnr
2009-06-16 15:18	4ZRIU6	Booking, Another	not available, please contact your consolidator	1	2009-06- <mark>2</mark> 5	LON	WAS	published,b2b
2009-06-16 15:10	4ZOLWT	Leppard, Marvin	not available, please contact your consolidator	1	2009-06-25	LON	ROM	published,b2b
2009-06-16 15:11	4ZYGEQ	Leppard, Marvin	not available, please contact your consolidator	1	2009-06-25	LON	ROM	62b.ghostpnr
2009-06-17 10:52	<u>494S86</u>	Dengate, Bex	not available, please contact your consolidator	1	2009-07-08	LON	NYC	published,b2b
2009-06-17 10:52	49Z3MZ	Dengate, Bex	not available, please contact your consolidator	1	2009-07-08	LON	NYC	b2b,ghostpnr
2009-06-10 10:36	3FQCGK	Leppard, Helen	not available, please contact your consolidator	2	2009-07-10	LON	NYC	published,b2b
2009-06-16 15:44	42AK3N	Webster, Nigel	not available, please contact your consolidator	1	2009-07-16	LHR	JFK	b2b,nego

To view an individual booking click in the File Key box and enter the file key reference (Booking Locator).

Alternatively click on the hyper linked file key and this will take you into the booking and show you all its details.

Viewing bookings within Booking Statistics

When the file key (booking locator) is clicked, you will see an outline of the booking.

Click on "Check my Trip" to see this booking in "Check my Trip". Please do this for the live booking.

Click on "Seat Map Reservation" to request seats for the booking. This function is only available for the live consolidator bookings.

nfo: Cliquez sur le lien	ci-dessus puis saisissez votre identifiant point d	e vente et mot de passe associé afin de consulter les éléments du dossier.
General Booking	Information	
Customer	Training, Amadeus	
Email	nobody@vpsilon.net	Remember Seat requests for Open
Agency	abta10test	Jaw bookings can only be made using
From	LON	the <u>Seat Map Reservation</u> link from
То	ВКК	within a booking retrieved from the
Passengers	1	Booking Statistics section of Amadeus
Amount	578.70 GBP	
Booked	2009-12-11, 11:12	
Departure	2010-07-11	
Return	2010-07-19	
Туре	published,b2b	

	FlightNr	Date	From	To	Dep.	Arr.	next	Meal	Equip.	Dur.	Miles	Smk	Terminal Departure	Terminal Arrival
QR	018	11JUL	LHR	DOH	0755	1650		М	333	6:55				
QR	612	11JUL	DOH	BKK	2045	0745	1	М	77W	7:00				
QR	611	18JUL	BKK	DOH	2030	2330		М	77W	7:00				
QR	075	19JUL	DOH	LGW	0130	0655		М	332	7:25				

Passengers								
Туре	Title	Firstname	Lastname	Birthdate				
ADT	MR	Amadeus	Training					

Fees			
Passenger/Fee	Amount	Tax	Currency
Training, Amadeus	362.00	193.10	GBP
surchargeSafi	1.50	0.00	GBP
surchargePayment	11.10	0.00	GBP
surchargeSpecialFltGroups	1.00	0.00	GBP
ServiceFee	10.00	0.00	GBP



Adding APIS into a booking

It is possible to access the Amadeus APIS system to add APIS into a booking either by clicking the link at the bottom of the final booking screen or through the Booking Statistics section.

Final Booking screen:

Click the link to the Amadeus APIS site.

*** You must provide the following information before you fly.***
All airlines now require Advance Passenger Information System (APIS) from travellers before departure. To advise the information please go to the following link:
http://www.apis.uk.amadeus.com/

Booking Statistics:

Click on "APIS - my trips" to go to the Amadeus APIS site

Booking 2BS59X made 2009-12-11 at 11:12 Checkmytrip APIS - my trips Seat Map Reservation



