

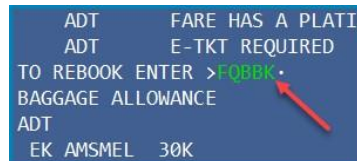
TRAVELPORT+ PNR BASICS

1. Move your agency information: **CM/+*XXXXX** (where XXXX = Your name)
2. Check availability: **A20FEBLONDXB*EK**
3. Sell seat: **Click** on the class you would like to sell or
 Enter **N1Y2**

N	Sell
1	One Seat
Y	Class of Service
2	line number you are selling from
4. Price:

FQ	Price lowest fare in the class booked
FQBB	Best possible price for flights booked (no rebook)
FQBBK	Follow-up entry to accept and rebook the price offer from any FQBB request
FS	Best possible price for flights booked <u>and</u> other lower fare options on same or different airline
FS++/EK	Best possible price for EK regardless of flight selection

5. Rebook if necessary, **click** the green text or **tab and enter** to the right of the green text:



6. Add a name field and title:

N.LASTNAME/FIRSTNAME MR	Adult
N.LASTNAME/FIRSTNAME MISS*P-C08	Child
N.I./LASTNAME/FIRSTNAME MSTR*11NOV20	Infant
7. Add a traveler phone field:

P.LONM*212-555-1234	NYC	City or Residence
	M	Mobile phone
8. Add traveler email field: **MT.ADDRESS.HERE@EMAIL.COM**
9. Add your form of payment using F

F.S	cash payment
F.CK	check payment
F.VI444433332222111/D1220	credit card with expiry date
10. Add your Ticketing field: **T.TAU/DDMMM**
11. Receive your file: **R.XX** where XX Your Initials or customer name
12. End your PNR: **ER**
13. If all OK send email to the client

#VT	Send ViewTrip Itinerary via email with PDF (check box for etkt pdf and/or itin. pdf)
EM	To send ViewTrip link alone via email