

SAA entries:

EMD for seating:

Book seats	
Price seats (seat nr)	- fxx or fxx/l7 or fxx/l7-9
Add fop	- tmi/m1/fp-ca
Add Seat numbers	- tmi/m1/de-jnbper 61k perdur 45a
Remove all flags	- Ttf/all
Ok to ticket	- ttm/tkt
Issue	- ttm/m1

OR

Book seats	
Price seats (seat nr)	- fxx or fxx/l7 or fxx/l7-9
See tmi history	- tmh
See fare	- tqm
Choose you tmi nr to open the emd	- tqm/m1
Add fop	- tmi/m1/fp-ca
Add ticket nr and coupon nr	- tmi/m1/ic-tkt0832460616
Where to present emd	- tmi/m1/aper/dsa
Receive from and er	- Rfzk;er
Remove all flags	- Ttf/all
Ok to ticket	- ttm/tkt
Issue	- ttm/m1
If you need to	
Change the price	- tmi/m1/fnzd96.30
Change the farecalc	- tmi/m1/fc-per sajnb93.60nzd93.60end
To view EMD on line 8	- ewd/l8
To email EMD	- emr/eml-saa@walshegroup.com
Void ticket or EMD	- TRDC/L6
Manual EMD	- IUSAHK1SEAT-PERJNB/22JUL

To delete tsm - TMX/M5

In case of schedule change and seats have changed you will note you EMD is now showing in the booking as a FHA line. You need to rebook the seats for the clients an re-associate the EMD

- FHD083-92001489/P1/E8 (E for element nr of SSR)

the following entry for the booking to be exempted from chargeable

SK STRQSA-PLEASE EXEMPT THE BOOKING FRM CHARGEABLE/S1(SECTOR NO)
SK STRQSA-BOOKING WAS DONE AND PRE SEATED IN APRIL PLEASE EXEMPT

Excess Baggage ONLY for SAA 2 or 3 digit operated flights:

Please do NOT use Xbag, please use A, B or C bag as pax is allowed to have 3 extra bags.

Enter SSR line to price baggage - SRABAGSA-1BAG 23KG/S4-6

It will look like this

```
18 /SSR ABAG SA KK1 1BAG 23KG/S3
19 /SSR ABAG SA KK1 1BAG 23KG/S4
20 /SSR ABAG SA KK1 1BAG 23KG/S5
21 /SSR ABAG SA KK1 1BAG 23KG/S6
```

Price baggage (baggage per line nr) - fyg or fyg/l7 or fyg/l7

It will look like this

```
PASSENGER          PTC -----
OC  SRV  NP PR FLGT DATE (NZD) FARE    TAX          TOTAL

01 HILL/JONATHAN M ADT
OCC ABAG  1 SA563  03OCT NZD23.83          NZD23.83
```

See tmi history	- tmh
See fare	- tqm
Choose you tmi nr to open the emd	- tqm/m1
Add fop	- tmi/m1/fp-ca
Add ticket nr and coupon nr	- tmi/m1/ic-tkt0832460616
Where to present emd	- tmi/m1/aper/dsa
Receive from and er	- Rfzk;er
Remove all flags	- Ttf/all
Ok to ticket	- ttm/tkt
Issue	- ttm/m1
To view EMD on line 8	- ewd/l8
To email EMD	- emr/eml-saa@walshegroup.com
Void ticket or EMD	- TRDC/L6

ATC for Exchange

If partially used ticket is to be exchanged and or upgraded due to new date and our reroute:

- 1) Check if reroute is permitted
- 2) Establish the change fee
- 3) FXO/S4-5 Partially used ticket – **ONLY** use FXO if the same class is not available as it will look for lowest available class and this should calculate for you. Indicating difference in fare / taxes / change fee
- 4) FXQ – for same classes or a new tkt to be changed before departure
- 5) Rfzk;er
- 6) Check TMH the system automatically creates the change fee under EMD. This is **WRONG**, delete TMX/M3 (3 is the nr of the TSM line, so check your nr)
- 7) Rfzk;er
- 8) TTH
- 9) TQT/T3
- 10) Add DU tax (change fee)
- 11) Manually update the total to be collected
- 12) Add o/cc+/cash (original FOP +/- new FOP)
- 13) UPDATE
- 14) Rfzk;er
- 15) TTP/T3
- 16) lbp-emi-super.duper@hot.co.nz – email to client using this format as they will then get ALL flight info and ticket number – using itr-emi is not as efficient, you loose some info

TIMATIC – VISA'S & PASSPORTS:

Kiwi passport holders validity of 3 months only after return date

FOR EXAMPLE, FOR VISA INFORMATION FROM A PNR FOR THE FOLLOWING PASSENGER:
NATIONALITY USA, ENTER:

[TIRV/NAUS/S4-6](#)

FOR EXAMPLE, FOR VISA INFORMATION FOR THE FOLLOWING PASSENGER: NATIONALITY SOUTH AFRICAN, CURRENTLY LIVING IN NEW ZEALAND, EMBARKATION POINT AUCKLAND, DESTINATION NOUMEA

[TIRV/NAza/ARnz/EMakl/DEnou](#)

FOR EXAMPLE, FOR VISA INFORMATION FOR THE FOLLOWING PASSENGER: NATIONALITY GERMAN, CURRENTLY LIVING IN GREAT BRITAIN, EMBARKATION POINT LONDON, TRANSITING IN HONG KONG AND TAIPEI EN ROUTE TO SYDNEY, RECENTLY VISITED KENYA, ENTER:

[TIRV/NADE/ARGB/EMLON/DESYD/TRHKG/TRTPE/VTKE](#)