

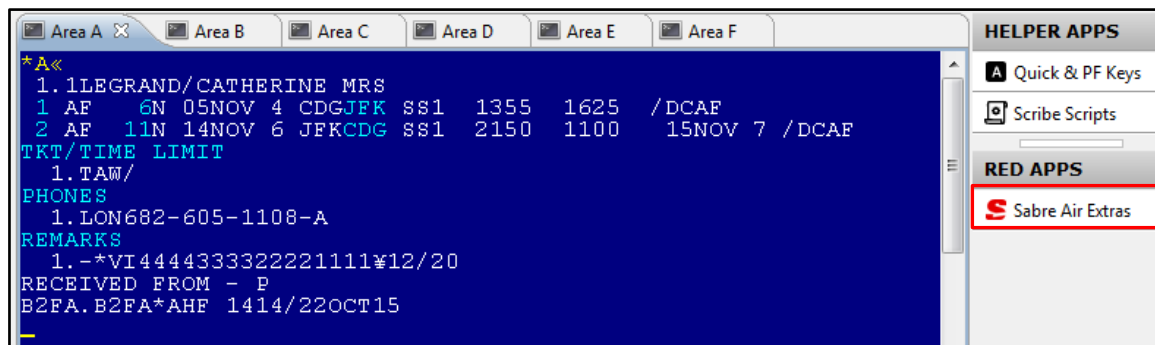
OVERVIEW

- Removes need to learn Air Extras formats
 - Managed facilitation to move you through the Air Extras end-to-end process
- Quickly shows all available ancillaries by itinerary
 - Streamlines booking and fulfillment of ancillaries your customers desire and ask for when booking travel
- Automates the addition of supplemental required information supporting the booking of certain ancillaries, i.e. pre-paid bags, pets or unaccompanied travelers
 - Saves and reduces key strokes (don't have to do WPAE, *AES, visit format finder if a supplemental SSR is required), single click to send to queue or to support fulfillment.

AIR EXTRAS ASSISTANT PROCESS

1. Begin creating your PNR.

- You must have at least one itinerary segment and passenger name in the PNR before you select the Red App.



```
*A<<
1. 1LEGRAND/CATHERINE MRS
1 AF 6N 05NOV 4 CDGJFK 881 1355 1625 /DCAF
2 AF 11N 14NOV 6 JFKCDG 881 2150 1100 15NOV 7 /DCAF
TKT/TIME LIMIT
1. TAW/
PHONES
1. LON682-605-1108-A
REMARKS
1. -*VI4444333322221111#12/20
RECEIVED FROM - P
B2FA.B2FA*AHF 1414/22OCT15
```

The screenshot shows a Sabre Air Extras Assistant interface. The main window displays a PNR for '1LEGRAND/CATHERINE MRS' with two itinerary segments. The sidebar on the right contains 'HELPER APPS' and 'RED APPS'. Under 'RED APPS', the 'Sabre Air Extras' app is highlighted with a red border.

2. Click **Sabre Air Extras Assistant** under Helper Apps/Red Apps.

The Assistant opens and displays:

- Passenger name
 - Drop-down list to select each passenger
- Segment
 - Drop-down list to select each air itinerary segment
- Available Air Extras for the airline
 - Use double arrows at upper right corner of each item to expand/collapse.
 - Use scroll bar, when available, to scroll through all options.
- Total price and currency code, defaults to your agency's location/currency; in this example the agency is in London.
- Close – close Assistant without selecting or booking an item
- Reload PNR – refresh/reload the PNR information
- Submit – submit the Air Extras item(s) you have selected
 - Button is not active until you select at least one item.

The screenshot shows the 'Sabre Air Extras' application window titled 'Air Extra - Selection'. The 'Passenger' field is set to 'LEGRAND/CATHERINE MRS' and the 'Segment' field is 'AF 0006 CDG JFK 05NOV 1355'. Under 'Available Air Extras', the 'Baggage' section is expanded, showing three items: '1ST ADDITIONAL BAG' (49.90 GBP), '2ND ADDITIONAL BAG' (140.80 GBP), and 'ADDITIONAL LUGGAGE' (140.80 GBP). The 'Seat assignment' section is also expanded, showing 'CHARGEABLE SEAT (view map)'. The 'Total' at the bottom right is '0.00 GBP'. Buttons for 'Close', 'Reload PNR', and 'Submit' are visible at the bottom.

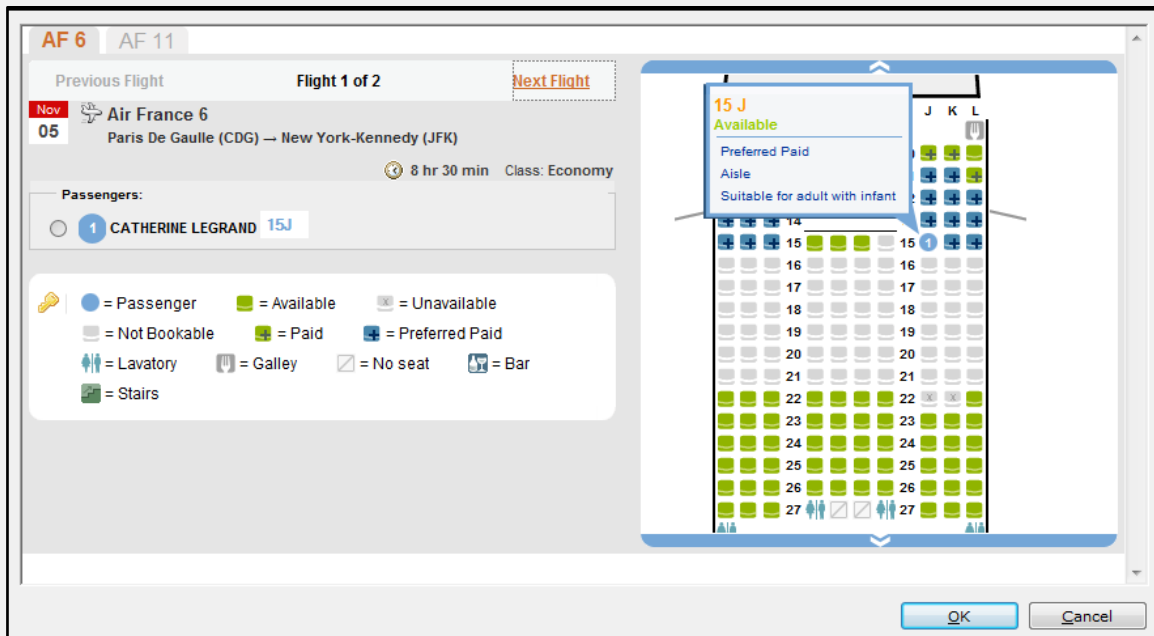
3. Select the Air Extras item required.

- In this example, you have selected:
 - Baggage – Excess Piece for 49.90 GBP
- Notice the **Total** now displays as 49.90 GBP.

To select a Seat, click **view map**.

This screenshot is similar to the first one, but the '1ST ADDITIONAL BAG' checkbox is now checked. The 'Total' at the bottom right has updated to '49.90 GBP', which is highlighted with a red box. A red arrow points from the text 'To select a Seat, click view map.' to the 'view map' link next to 'CHARGEABLE SEAT'. The 'Submit' button remains inactive.

The graphical seat map displays.



4. Double-click to select your passenger's seat, and then click **OK**.

Note: Some airlines may display the Sabre system seat map display only. In this situation, use the 4G seat request formats.

The Air Extras Selections screen redisplay.

5. Click **Submit** when you are finished with all Air Extras selections for this segment.

The Fulfillment screen displays. Here you may review your selections prior to adding them to the PNR.

6. Click **Add to PNR**.

7. Select the **Additional Fulfillment Action** you wish.

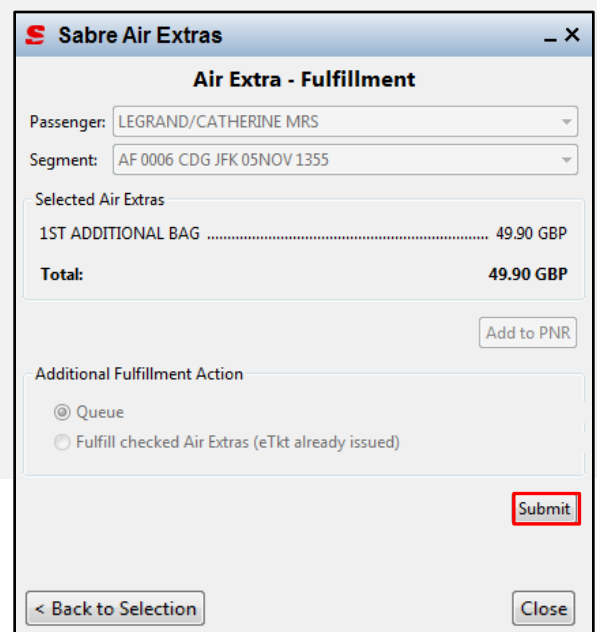
- **Note:** When the Queue and Fulfill checked Air Extras options are not available, you can hover your mouse over the items and the tool tip below displays explaining the options and any set up requirements.

Queuing not possible since no queue is defined. Set the queue at Options -> Sabre Air Extra -> Personal Settings. An E-Ticket has not been issued. This option will be available, once an E-Ticket has been created.

– See the Set Up Options of this document for more detail.

8. Click **Submit**.

- The Assistant closes.



9. Enter *A to redisplay your PNR.

- The system automatically adds any required SSR items to the PNR.

```
*A<<
1.1LEGRAND/CATHERINE MRS
1 AF 6N 05NOV 4 CDGJFK SS1 1355 1625 HRS /DCAF
2 AF 11N 14NOV 6 JFKCDG SS1 2150 1100 15NOV 7 /DCAF
TKT/TIME LIMIT
1.TAM/
PHONES
1.LON682-605-1108-A
GENERAL FACTS
1.SSR ABAG AF NN1 CDGJFK0006N05NOV/PREPAID
REMARKS
1.-*VI4444333322221111¥12/20
RECEIVED FROM - P
B2FA.B2FA*AHF 1428/22OCT15
```

10..Repeat steps 2 through 9 to select, book and submit Air Extras for any additional air segments and/or passengers.

Note: Be sure to select the **correct air segment/passenger** from the drop-down list on the Assistant screen.

11. Enter *AES to view the Air Extras information, including the **Purchase By** date:

```
*AES<<
ANCILLARY SERVICES
1.1ST ADDITIONAL BAG
GROUP - BG
RFIC - C
EMD TYPE - 2
ETKT -
REFUND - R
SEAT PDC -
TRAVEL DATE - 01JAN80 TO 31DEC99
PURCHASE BY - 23OCT15/2359
MKT/OP CARRIER - AF/AF
FEE OWNER - AF
2.1ST ADDITIONAL BAG
GROUP - BG
RFIC - C
EMD TYPE - 2
ETKT -
REFUND - R
SEAT PDC -
1.1 LEGRAND/CATHERINE MRS
SSR - ABAG
RFISC - OCC
WAIVE -
CPN -
COMMISSION - N
GUARANTEED -
TKT - N
INTERLINE - N
1.1 LEGRAND/CATHERINE MRS
SSR - ABAG
RFISC - OCC
WAIVE -
CPN -
COMMISSION - N
¥
```

12. Complete your PNR as required and end transaction.

13. You **must** issue electronic ticket first

Note: When a minimum of one AE item is in a status of HD (confirmed, pending payment) the system generates an alert to remind you to fulfill the AE items. **The system does not display this alert when you ticket from an FP line.** A second end transaction overrides this warning message – it is informational only.

W¥(ticketing qualifier)¥(ticketing qualifier)¥(ticketing qualifier)

W¥AAF¥KPO

* CREDIT VERIFICATION IN PROGRESS

OK 627.30 811500

ETR MESSAGE PROCESSED

OK 6.6

AE ITEMS EXIST - USE W#EMD ENTRY TO FULFILL

14. Issue EMD

W#EMD*AE(Air Extras item number(s) to fulfill)

Notes:

- The status of the AE item **must be HD** (confirmed, pending payment). Maximum 9 EMDs (16 coupons maximum per EMD).
- You may add additional qualifiers to the issue EMD format; for example, validating carrier, commission, etc.

W#EMD*AE1
W#EMD*AE1-5
W#EMD*AE1/3/5

W#EMD*AE1-2<<
 OK 99.80
 AIR EXTRAS FULFILLED

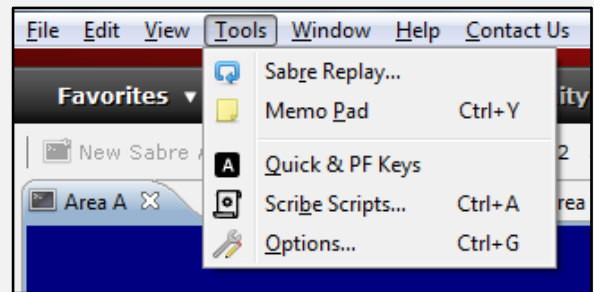
15. Display AE field in PNR with the updated response from the carrier

```
*AE<<
ANCILLARY SERVICES
1.1ST ADDITIONAL BAG              1.1 LEGRAND/CATHERINE MRS
  STATUS - H11/FULFILLED
  AMOUNT - 49.90GBP
  TOTAL - 49.90GBP
  FLIGHT - AF0006N05NOVCDGJFK
  DOC/CF - 0571234567890          CPN - 01
2.1ST ADDITIONAL BAG              1.1 LEGRAND/CATHERINE MRS
  STATUS - H11/FULFILLED
  AMOUNT - 49.90GBP
  TOTAL - 49.90GBP
  FLIGHT - AF0011N14NOVJFKCDG
  DOC/CF - 0571234567890          CPN - 02
```

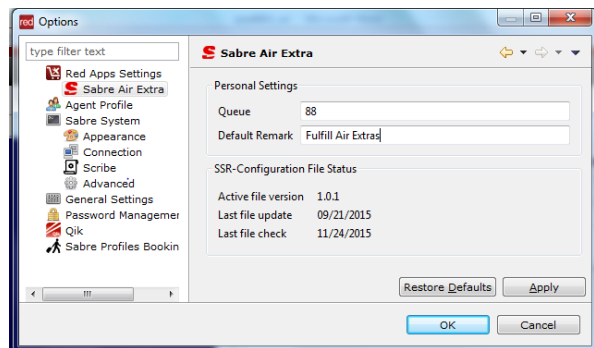
SET UP OPTIONS

You may set up Sabre Air Extras Assistant so that when you book Air Extras, the PNR automatically queue places on a specified queue and contains a specified remark. Follow the steps below to set up this function.

1. In Sabre Red Workspace, click **Tools > Options**.



2. In the Options box, click the **arrow** to the left of **Red Apps Settings** and then click **Sabre Air Extras**.
3. Enter the **queue number** where the PNR should place.
4. Enter the **remark** you wish to see in the PNR.
5. Click **Apply**.
6. Click **OK**.



When you click Submit in the Assistant and redisplay your PNR in the Sabre system screen, the remark displays in the PNR.

```
*A<<
HLJZAV
1.1LEGRAND/CATHERINE MRS
1 AF 6N 05NOV 4 CDGJFK HK1 1355 1625 HRS /DCAF*163335
2 AF 11N 14NOV 6 JFKCDG HK1 2150 1100 15NOV 7
/DCAF*163335

TKT/TIME LIMIT
1.TAW/
PHONES
1.LON682-605-1108-A
ANCILLARY EXISTS *AE TO DISPLAY
GENERAL FACTS
1.SSR ABAG AF NN1 CDGJFK0006N05NOV/PREPAID
REMARKS
1.-*VIXXXXXXXXXXXXXXXXX1111#XXXXXX
2.FULFILL AIR EXTRAS
RECEIVED FROM - P
B2FA.B2FA*AHF 1437/22OCT15 HLJZAV H B
```

The system places the PNR on the queue you specified and displays the Prefatory Instruction Code (PIC) of 11 – See Remarks.

```
Q/88<<
011 SEE REMARKS
HLJZAV
1.1LEGRAND/CATHERINE MRS
1 AF 6N 05NOV 4 CDGJFK HK1 1355 1625 HRS /DCAF*163335
2 AF 11N 14NOV 6 JFKCDG HK1 2150 1100 15NOV 7
/DCAF*163335

TKT/TIME LIMIT
1.TAW/
PHONES
1.LON682-605-1108-A
ANCILLARY EXISTS *AE TO DISPLAY
SEATS/BOARDING PASS
1 AF 6N 05NOV CDGJFK KK 9A NW#RS 1.1 LEGRAND/CATHERINE MR
ALT SEAT
GENERAL FACTS
1.SSR ABAG AF NN1 CDGJFK0006N05NOV/PREPAID
REMARKS
1.-*VIXXXXXXXXXXXXXXXXX1111#XXXXXX
2.FULFILL AIR EXTRAS#
```

ADDITIONAL REFERENCES

Additional quick references and interactive tutorials are available on the Web at <http://agencieservices.sabre.com/> under the Training menu. You may also find additional information in the *Format Finder*SM help system. Use these keyword combinations or formats in your Search request:

Air Extras