

Galileo EMD Quick Reference Card

Check List

To issue an EMD-S you need the:

1. End transact booking file
2. Issue ticket
3. SVC-segment

EMD Issuance

Issue the EMD

EMDI/Pn/IC*ticketnumber*/Rx

where n is the passenger number, optional RFIC selector with x as the RFIC letter

Issue the EMD with an exchange

EMDI/Pn/IC*ticketnumber*/EXE*existingEMDnumber*

Create SVC Segment

OSVCCYYEK1FRADDDMM-N1/D/993/REBOOKING FEE/150.00

OSVC

...input format

YY

...2-letterairline code e.g. HR

EK1

...input format and number of services

FRA

...3-letter airport code (e.g. FRA)

DDMM-

...date (either date of EMD issuance or departure date)

N1

...name field, N1=passenger 1

/D

...reason for issuance code (RFIC)

/993

...reason for issuance sub-code (RFISC)

/REBOOKING FEE

...reason

/150.00

...amount in local currency

Notes

What are the different EMD types?

1. EMD-S (Stand Alone) - can be used for any service or fee, i.e. lounge access, change fees, group deposits; - items that are not tied or directly related to a specific flight segment
2. EMD-A (Associated) - will be used for flight related services i.e. seats, bags, meals - associated directly with a specific flight segment.

ASK Travelport:

Product Advisory 917

...Airline Additional Services Display Functions in Apollo and Galileo

Product Advisory 1604

...Merchandising Ancillary Services in Galileo

Product Advisory 1820

...Ancillary Services Catalogue using Fare Quote entry

Product Advisory 1821

...Ancillary Service Catalogue Display Enhancements

Product Advisory 1572

...Manual SVC for EMD

Void/Refund

Void the EMD: EMDVe

Where e is the EMD number.

This entry can only be used within the same day the EMD is issued

Refund the EMD: from the EMDD display, insert F on the refund line.

This entry can only be used if the EMD is refundable.