

# EMD-A (Associated Electronic Miscellaneous Document)

## 关联电子杂项券

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## EMD-A (Associated Electronic Miscellaneous Document 关联电子杂项券)

### 什么是 EMD-A

EMD-A 使用特殊服务需求 (SSR) 的 ASVC (付加服务) (SSRASVC) 来开立与航班相关连的付加服务, 例如: 选位, 餐食, 行李。这些付加服务将会连结到电子机票资料库内的特定航班票券上。

开立 EMD 前, 请确认航空公司已经加入您所在的国家 EMD-A 文件开立, 而且所选购的这些付加服务可以透过 EMD-A 或 EMD-S 开立。

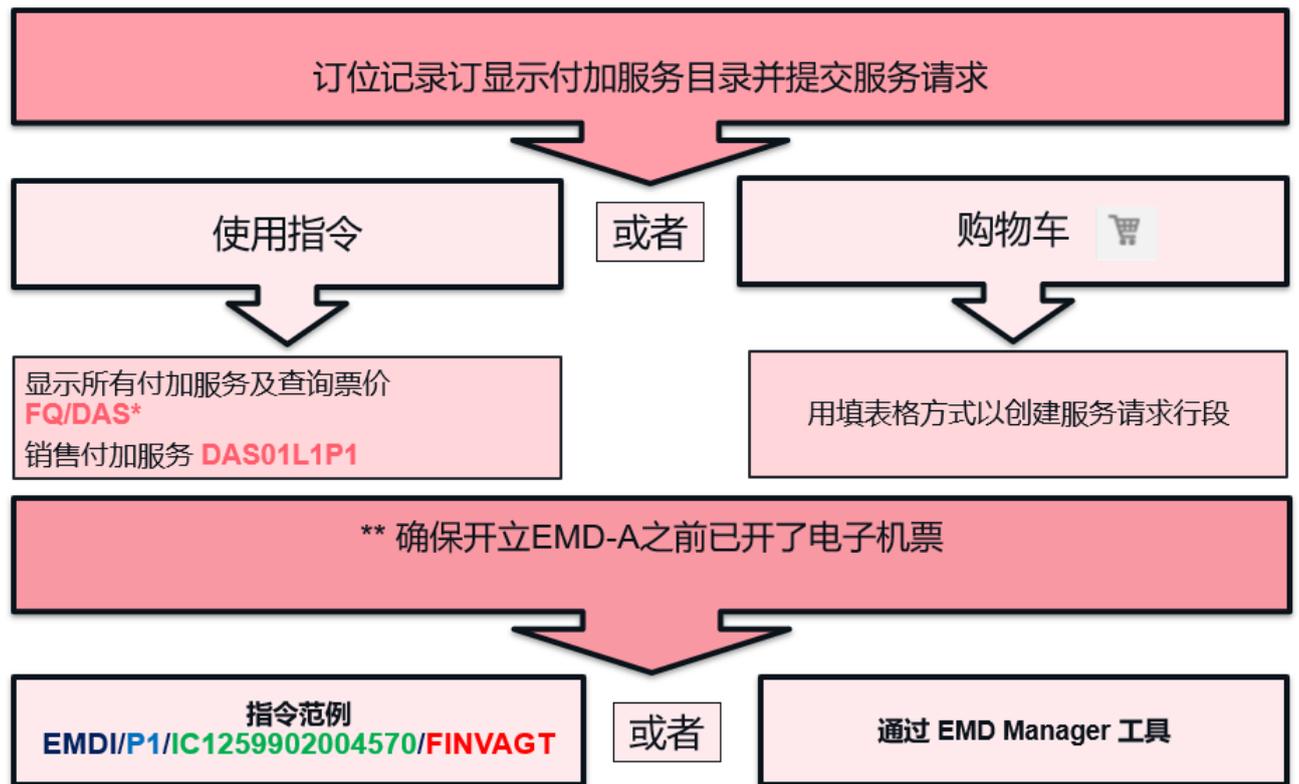
有关更多信息, 请在 [www.My.Travelport.com](http://www.My.Travelport.com) 中的 'Electronic Miscellaneous Document (EMD)' 类别下搜索答案编号 KB 0023684

查询特定航空公司加入 EMD 开立相关资料, 在 [www.My.Travelport.com](http://www.My.Travelport.com) 网站搜索信息, 例如 EMD xx (xx – 航空公司两字代码)

### EMD-A 开立的准则

- 必须获取包含已确认航班航段的订位记录。并且必须已签发电子机票, 并且航班联票必须处于 'OPEN' 状态或 'ARPT' (机场控制)
- 销售必须与航班有相关的服务, 该服务会 ASVC 代码会出现在订位记录当中的特殊服务请求。ASVC SSR 传达与航班相关的服务。
- 订位与航班带有相关的服务时, 该信息将显示在订位记录中 \* DAS 项目。
- 当 SSR ASVC 状态代码为 KD 或 HD 时, 可以开立 EMD。
- 只能为每一个乘客名开立每一个 EMD-A。
- 如果乘客需要在一个航班段上要求多种服务 (SSR ASVC), 例如托运行李, 飞机上使用互联网和要求用餐, 则您必须为每个附加服务单独开立 EMD-A。

## 开立 EMD-A 流程



### 显示付加服务目录

在订位记录中有两种显示付加服务目录的方式。

#### 方法 1 - 输入指令添加付加辅服务

##### 步骤 1

<b>FQ/DAS*</b>	查询票价且存档票价时，显示所有付加服务资料
<b>FQ/DASO;</b>	查询票价但不存档票价时，显示所有付加服务资料 (在 Smartpoint 使用时要加入;符号)
<b>DAS*L1;</b>	从付加服务列表，查看第 1 个付加服务的详细信息 (在 Smartpoint 使用时要加入;符号)
<b>DAS*;</b>	重新显示付加服务的列表 (在 Smartpoint 使用时要加入;符号)

查询票价及DAS 范例

```

BKD:ECOPRO
ADDITIONAL BRANDS INFO VIEW
>FQCAY/DAS*
PSGR FARE TAXES TOTAL PSG DES
FQG 1 HKD 13040 280 13320 ADT
GUARANTEED AT TIME OF TICKETING
GRAND TOTAL INCLUDING TAXES **** HKD 13320
**ADDITIONAL FEES MAY APPLY**SEE >FO.
ADT LAST DATE TO PURCHASE TICKET: 16NOV17
ADT FARE HAS A PLATING CARRIER RESTRICTION
ADT E-TKT REQUIRED
BAGGAGE ALLOWANCE
ADT
AY HKGH 2PC
BAG 1 - NO FEE UPT050LB/23KG AND UPT062LI/158LCM
BAG 2 - NO FEE UPT050LB/23KG AND UPT062LI/158LCM
MYTRIPANDMORE.COM/BAGGAGEDETAILED.SAY.BAGG

CARRY ON ALLOWANCE
AY HKGH 1PC
BAG 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE

BAGGAGE DISCOUNTS MAY APPLY BASED ON FREQUENT FLYER STATUS/
ONLINE CHECKIN/FORM OF PAYMENT/MILITARY/ETC.

ADDITIONAL SVC FOR DETAIL >DAS*L.1
LN VEN DESCRIPTION PTC AMNT CUR SEG F
1 AY PRE PAID BAGGAGE ADT 494 HKD 01
2 AY UNACCOMPANIED TRVL UNESCORTED ADT 988 HKD 01
3 AY SEAT ASSIGNMENT ADT BOOK THRU SEAT MAP

-- INFORMATIONAL SERVICE LISTING --
-- AY PRIORITY BOARDING ADT 0 HKD 01
-- AY PRIORITY BAGGAGE ADT 0 HKD 01
-- AY PRIORITY CHECK IN BOARDING BAG ADT 0 HKD 01
<Display Rules>
    
```

步骤 2 - 销售附加服务

使用 TAB 键, 跳到 DAS\*L., 输入'1;' 来请求 PRE PAID BAGGAGE。 (例如 DAS\*L.1)

>DAS01L1P1

DAS0 – 销售,

1L1 数量(1) 附加服务序号第一 L1

P1 与第一位乘客有关

系统回应:

\* AY PRE PAID BAGGAGE REQUESTED

输入签收栏位并且结束订位之后, 附加服务项目会出现记录中 >\*SI

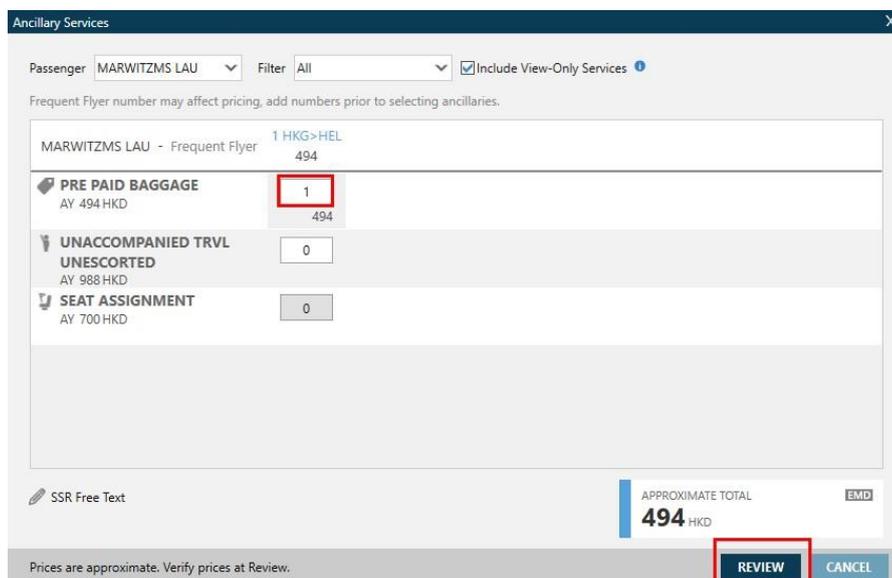
\*\*对于销售 UMR 附加服务, 要求包含文本的标示, 指令为 >DAS01L1P1\*TX-UM10

## 方法 2 - 在 Smartpoint 内选购附加服务请求

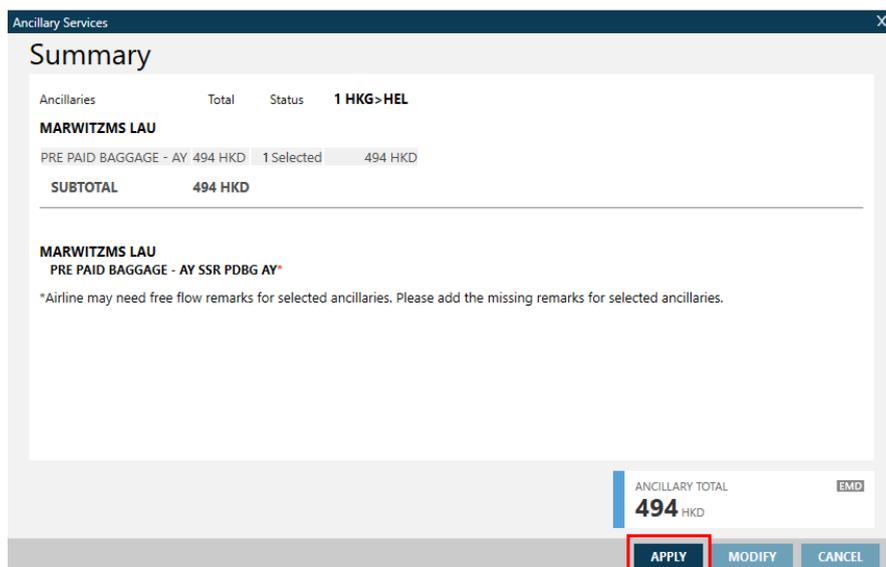
在 Smartpoint 内点选‘购物车’图标，查找航空公司提供的附加服务。



选择附加服务项目并且输入需求数量。



点‘REVIEW’查看所有附加的服务项目总结。

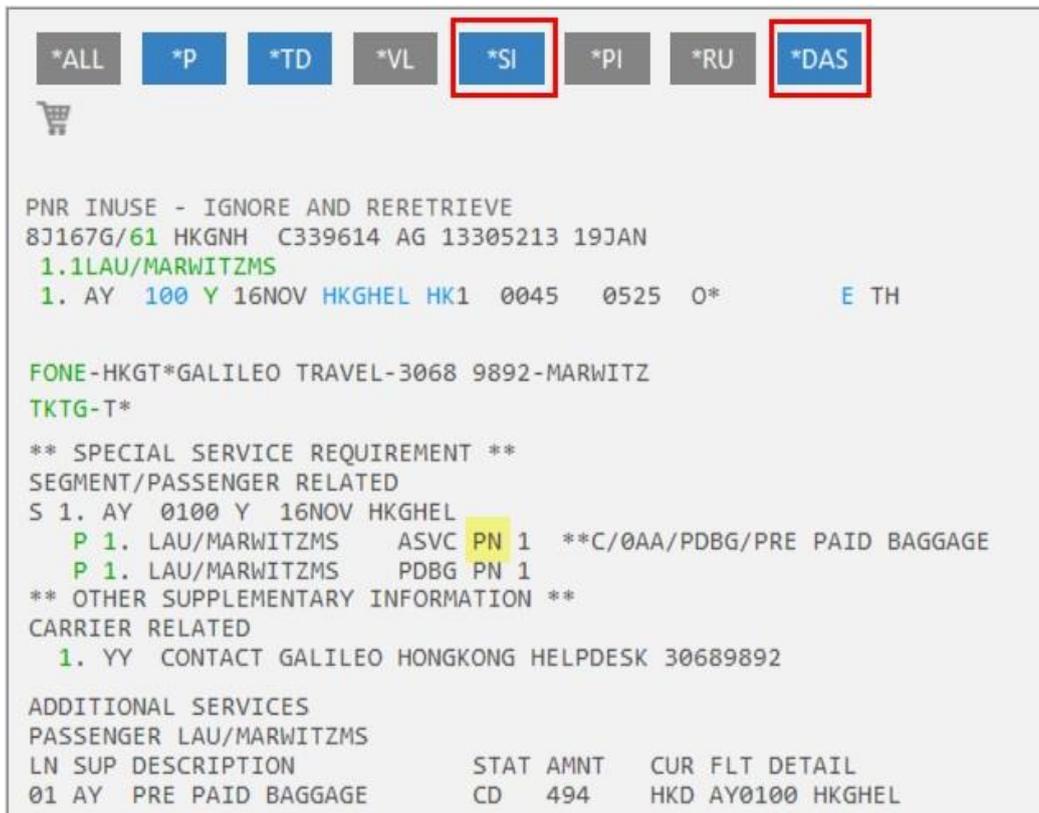


确定将此服务加入订位记录，点 ‘APPLY’

系统回应:



当订位记录加上付加服务后，用户可点击\* DAS 或\* SI 显示详细资料



在\*SI 状态代码显示如下:

PN	等候航空公司回覆确认讯息
KD	确认状态。可以开立 EMD
KK	回复已确认状态。不需要采取进一步行动。
NO/UC	请求被航空公司拒绝。 取消请求或联络航空公司客户服务寻求协助

状态代码 KD 表示已确认并可以开立 EMD。当 EMD 开了后，状态更改为 HI。

### 步骤 3 – 用指令来开立 EMD-A

\*\*相关的票号资料在开立 **EMD** 时是必要的。

如果没有输入相关票号，将出现以下错误讯息：

ERB-EMD-A REQUIRES IN CONNECTION WITH TICKET NUMBER

>EMDI/P1/IC1059902004576/Z0/FINVAGT

系统回应：

EMD GENERATED	TOTAL	494	
1059991083819		494	LAU/MARWITZMS
TAB AND ENTER TO REDISPLAY PNR >*8J167G*			
-----			

### EMDI 的开立指令

下方表格为 EMDI 开立指令列表。开立 EMD 指令允许在 EMDI 指令输入时，并带上附加资料。

- 佣金
- 付款方式（可以覆盖原订位记录的预设付款方式）
- 签注栏
- 相关票号（或开立相关联票号）
- 打印文件

注意：基本预设 EMDI 输入不会列印任何文件。必须输入列印的指令/选项才能列印 EMD 相关文件。

EMDI 开立指令的各个项目之间可以使用"/"分隔

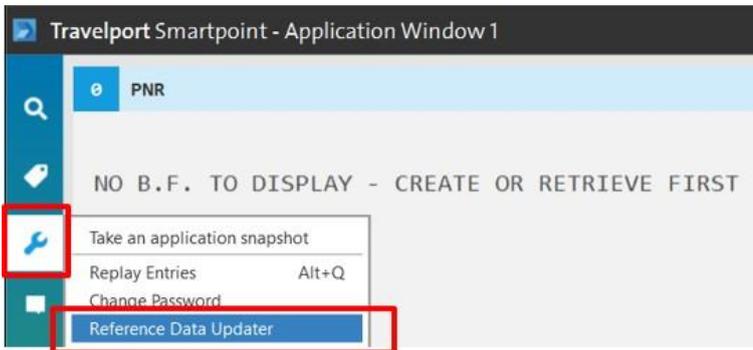
项目指令:	代码:	范例:
佣金	Z ZA	Z7 (百分比) ZA15 (金额总数)
付款方式	F	FCK
签注栏	ER	ERNON-REFUNDABLE
列印文件到行程/发票印表机列 (可使用文件代码选)	PI-	PI-R
列印文件到一般印表机 (可使用文件代码选择)	PP-	PP-C
传送客户文件到电子邮件	PE-	PE-R
文件代码选择	C R	信用卡付费方式 客户收据
相关机票号码	IC	IC9991234567890
同价换开	EXE	EXE9990987654321

## EMD Manager 工具概述

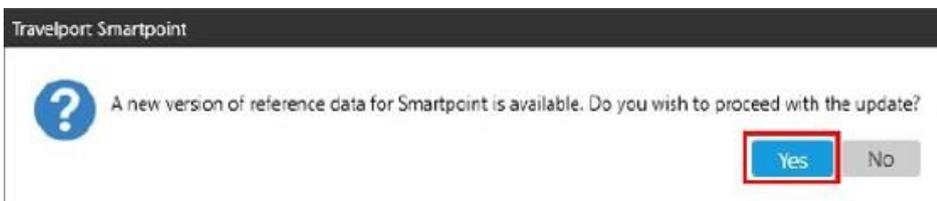
- 随着 EMD 在全球范围内被越来越广泛地采用，该工具无需使用指令即可协助开立 EMD
- 参考数据表包含航空公司提供的 EMD 开立，作废和退款资讯。您必须使参考数据保持最新，EMD Manager 才能正常操作
- EMD Manager 支持 3 种付款方式：现金，支票和信用卡

## 如何在 Smartpoint 中更新参考数据?

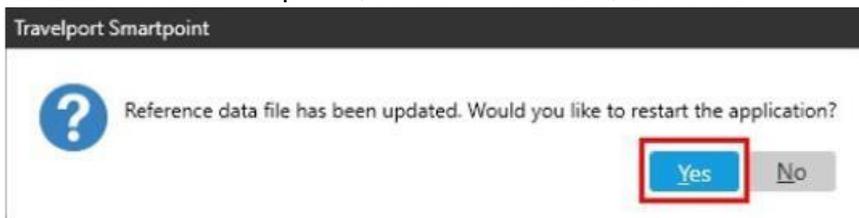
点击菜单中的'Tools 工具'图标，然后选择 'Reference Data Updater 参考数据更新' 选项



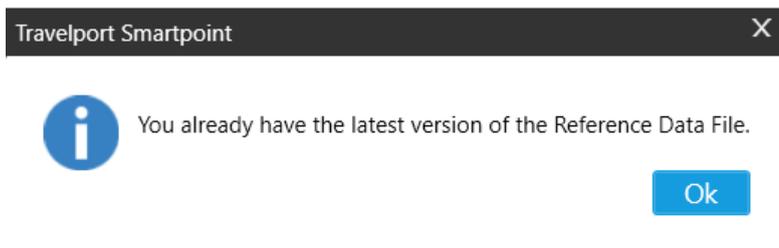
系统跳出这样的信息，请确保回答'YES 是以继续



通过重新启动 Smartpoint 并回答'Yes'，继续完成下载



注意：当系统跳出此反应时不需要更新。点击'OK'取消

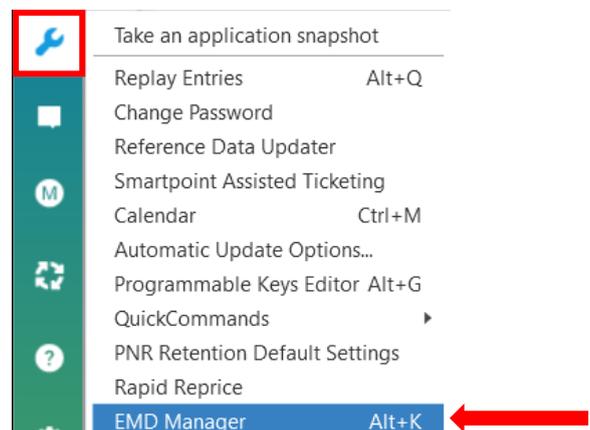


## 启动 EMD Manager

从菜单中选择'工具' 图标，然后选择 'EMD Manager'选项

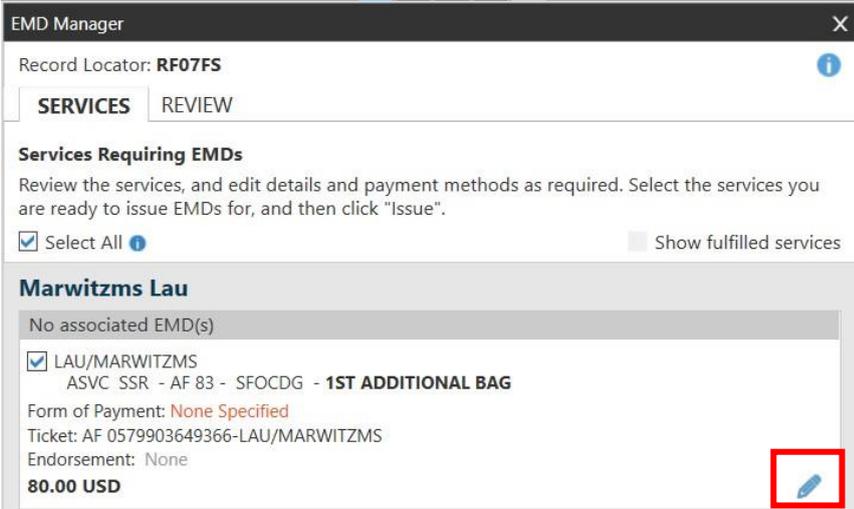
或者

按 Alt + K 键



## 使用 EMD Manager 开立 EMD-A

选择‘铅笔’图标打开‘服务’标签



EMD Manager

Record Locator: **RF07FS**

**SERVICES** REVIEW

**Services Requiring EMDs**

Review the services, and edit details and payment methods as required. Select the services you are ready to issue EMDs for, and then click "Issue".

Select All **i**  Show fulfilled services

**Marwitzms Lau**

No associated EMD(s)

LAU/MARWITZMS  
ASVC SSR - AF 83 - SFOCDG - 1ST ADDITIONAL BAG

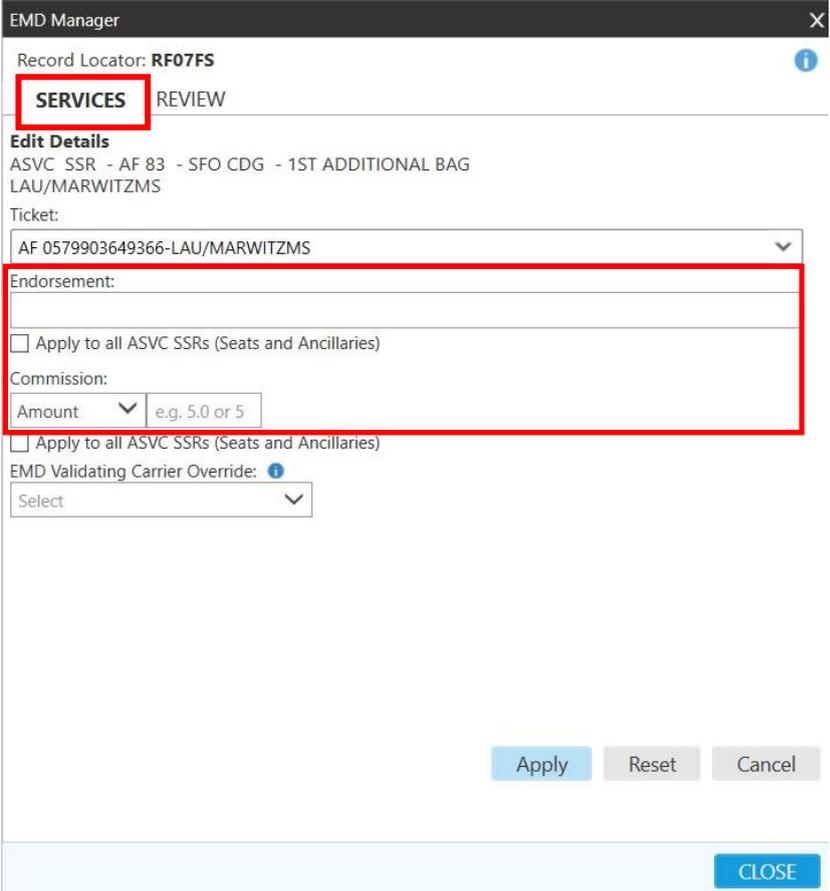
Form of Payment: **None Specified**

Ticket: AF 0579903649366-LAU/MARWITZMS

Endorsement: None

**80.00 USD**

开立 EMD 之前，服务选项卡允许编辑详细信息  
例如签注栏或佣金



EMD Manager

Record Locator: **RF07FS**

**SERVICES** REVIEW

**Edit Details**

ASVC SSR - AF 83 - SFO CDG - 1ST ADDITIONAL BAG  
LAU/MARWITZMS

Ticket:  
AF 0579903649366-LAU/MARWITZMS

Endorsement:

Apply to all ASVC SSRs (Seats and Ancillaries)

Commission:  
Amount **v** e.g. 5.0 or 5

Apply to all ASVC SSRs (Seats and Ancillaries)

EMD Validating Carrier Override: **i**  
Select **v**

Apply Reset Cancel

CLOSE

如有更改，请选择‘Apply 应用’

或者

选择‘Cancel 取消’，回到  
上一个画面

付款方式显示为‘未指定’。

点击‘Edit Payment Method 编辑付款方式’更新 FOP 开立 EMD

EMD Manager

Record Locator: **RF07FS**

**SERVICES** REVIEW

**Services Requiring EMDs**  
Review the services, and edit details and payment methods as required. Select the services you are ready to issue EMDs for, and then click "Issue".

Select All  Show fulfilled services

**Marwitzms Lau**

No associated EMD(s)

LAU/MARWITZMS  
ASVC SSR - AF 83 - SFOCDG - **1ST ADDITIONAL BAG**

Form of Payment: **None Specified** ←

Ticket: AF 0579903649366-LAU/MARWITZMS

Endorsement: None

**80.00 USD**

Print  Email Options

3 种付款方式可以选择

Form of Payment

Enter payment information for your selections for the applicable airlines.

Form of Payment: \*

Cash

Form of Payment

Enter payment information for your selections for the applicable airlines.

Form of Payment: \*

Cash

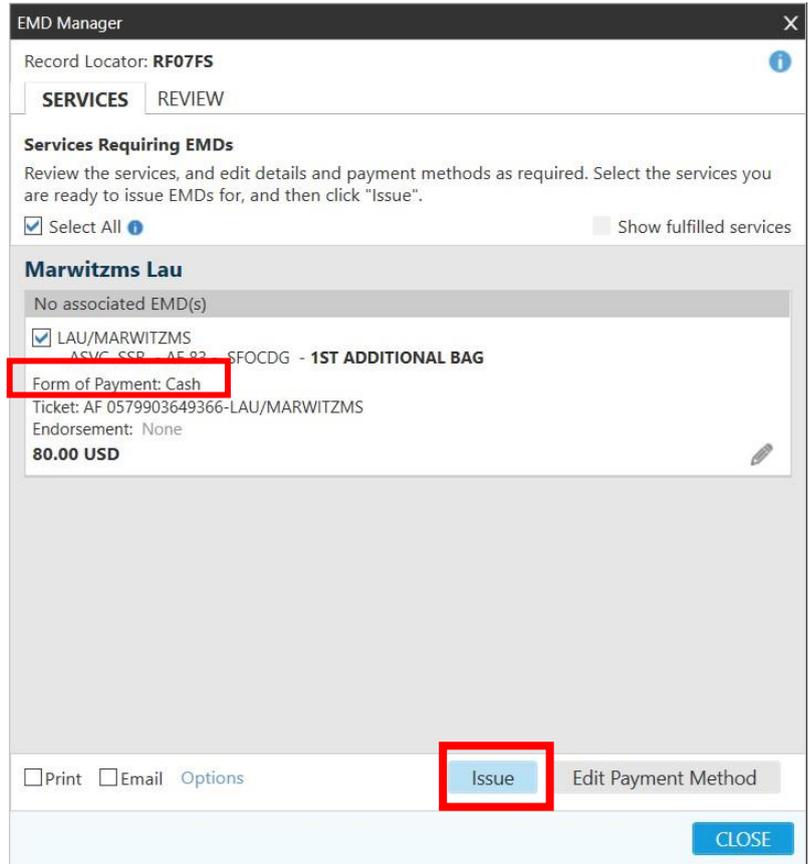
Check/Cheque

Credit Card

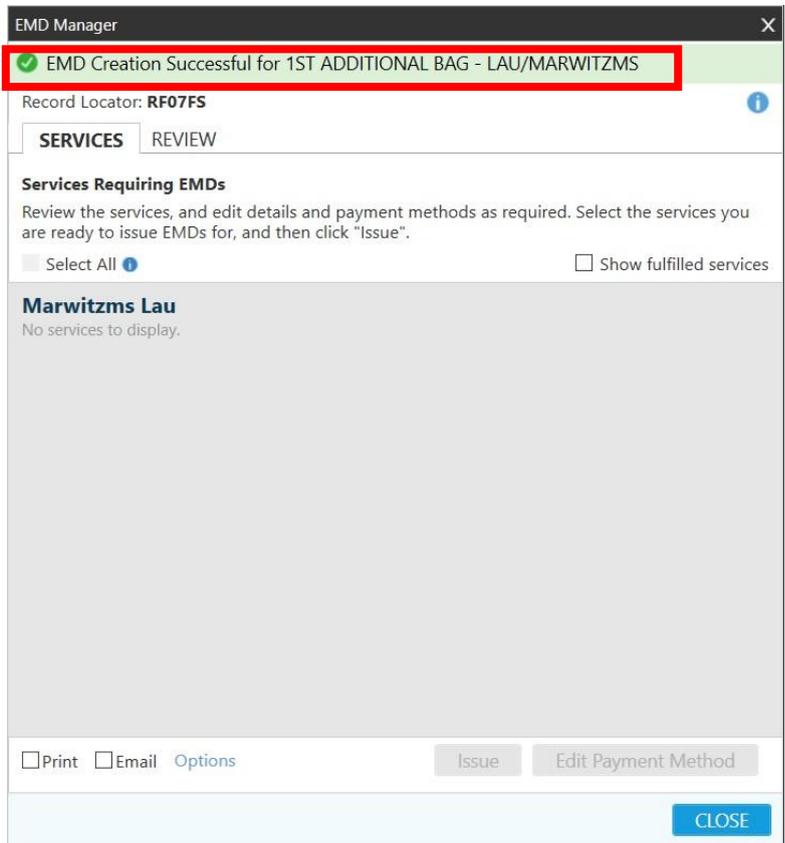
AIRLINE **AF** SPECIAL SERVICES **80.00** USD

选择付款方式后，  
点击 ‘SUBMIT 提交’ 保存

点击 'Issue' 按钮进行



在 EMD Manager 窗口标题的顶部会显示成功信息



在 PNR 中显示 EMD 信息

\*ALL \*P \*TD \*FF \*VL \*VR \*SI \*EM \*HTI \*HTE

**EMDL**

RF07FS/61 HKGNH C339614 AG 14537482 27AUG

1.1 LAU/MARWITZMS

1.	AF	83	N	10MAR	SFOCDG	HK1	1515	#1110	0*	E	WE/TH
2.	AF	84	N	18MAR	CDGSFO	HK1	1020	1405	0*	E	TH

\*\* FILED FARE DATA EXISTS \*\* >\*FF  
 \*\* VENDOR LOCATOR DATA EXISTS \*\* >\*VL  
 \*\* VENDOR REMARKS DATA EXISTS \*\* >\*VR  
 \*\* SERVICE INFORMATION EXISTS \*\* >\*SI  
 \*\* TINS REMARKS EXIST \*\* >\*HTI  
 \*\* ELECTRONIC MISC DOCUMENT LIST \*\* >EMDL  
 \*\* ELECTRONIC DATA EXISTS \*\* >\*HTE

FOE-ATLT\*3033704686-GALILEO US SALES MKTG-ROSEMONT-MARWITZ  
 TKTG-T\*HKG 27AUG1001Z 61 AG  
 FQ1 - S1-2 AP G 27AUG20 /  
 P1 LAU/MARWITZMS ADT G E 0579903649366

EMDL - ELECTRONIC MISCELLANEOUS DOCUMENT LIST  
 1. AF 0579991161997  
 LAU/MARWITZMS  
 I 27AUG20 103416 Z  
 \*\*\*\*\* END OF LIST \*\*\*\*\*

- 点击 EMDL 按钮或者点击互动工能绿色字体 EMDL 显示开立 EMD 的列表。
- 点击 EMDL 列表中的序号 '1' 将进入 EMD 摘要屏幕

**1** EMDD1

0579991161997 LAU/MARWITZMS RF07FS/1G/8YN6 14537482

CPN	RFISC	DESCRIPTION	VALUE	DATE	STATUS
1	C-0CC	1ST ADDITIONAL BAG			OPEN
EMD DOCUMENT TOTAL:			USD	80.00	
>EMD DETAIL DISPLAY		.			
>EMD VOID		..			
>EMD REFUND		..			

或使用指令打开 >EMDD1

EMD 摘要显示了已开立 EMD，其中包括：

- EMD 号
- 乘客姓名
- 购买的服务
- 每张机票券的状态

显示的画面，可以使用 **tab** 键的操作选项如下：

点击 **EMD Detail Display**

查看 EMD 详细资料

点击 **EMD VOID**

输入‘**V**’可作废 EMD

点击 **EMD REFUND**

输入‘**F**’来执行退款

- 点击互动功能绿色字体‘**EMD Detail Display**’查看详细资料

```
1 EMD DETAIL DISPLAY .
0579991161997 LAU/MARWITZMS RF07FS/1G/8YN6 14537482
***** EMD 0579991161997 COUPON 1 DETAILS *****
RFI: C-0CC 1ST ADDITIONAL BAG
DATE OF SERVICE: QUANTITY OF SERVICES/FEES: 1
CPN AMT CPN STATUS ESAC
OPEN FOR USE
PRESENT TO: AIR FRANCE
PRESENT AT: SAN FRANCISCO/SFO
ASSOCIATED TO TKT: 1 057 9903649366 ROUTING-SFO/CDG
***** EMD DOCUMENT DETAILS *****
FARE CALC INDICATOR: 0
SFO AF PAR80.00USD80.00END
EMD FARE DATA
BASE: USD 80.00
EQUIV:
TOTAL: USD 80.00
FOP: CA AMT:80.00
NAME: LAU/MARWITZMS
GDS PNR: 1G/RF07FS
CARRIER PNR: 1A/NG4ODI
AGENCY: 8YN6 TICKETING AGT ID:14 IATA NBR:14537482
NAME/PLACE OF ISSUE: GALILEO US SALES MKTG
DATE OF ISSUE:27AUG20
>EMD REDISPLAY SUMMARY .
>EMD VOID .
>EMD REFUND .
```

点击 \*DAS 按钮显示附加服务资料, 点击 \*SI 按钮显示服务详细资料。

MP9JTG/61 HKGNH C339614 AG 13305213 06NOV

1. LAU/MARWITZMS

1. AF 83 Q 11MAR SFOCDG HK1 1515 #1110 0\* E TH/FR

2. AF 84 Q 18MAR CDGSFO HK1 1020 1405 0\* E TH

\*\*\* SPECIAL SERVICE REQUIREMENT \*\*\*

SEGMENT/PASSENGER RELATED

S 1. AF 0083 Q 11MAR SFOCDG

P 1. LAU/MARWITZMS ABAG KK 1

P 1. LAU/MARWITZMS ASVC HI 1 \*\*C/0CC/ABAG/1ST ADDITIONAL BAG/A/0579991163784C1

P 1. LAU/MARWITZMS TKNE HK 1 0579903673199C1

S 2. AF 0084 Q 18MAR CDGSFO

P 1. LAU/MARWITZMS ABAG KK 1

P 1. LAU/MARWITZMS ASVC HI 1 \*\*C/0CC/ABAG/1ST ADDITIONAL BAG/A/0579991163784C2

P 1. LAU/MARWITZMS TKNE HK 1 0579903673199C2

\*\*\* MANUAL SSR DATA \*\*\*

M 3. SSRDOCSAF HK P/HK/AU556880/HK/10JAN89/F/10JAN26/LAU/MARWITZ -1LAU/MARWITZMS

\*\*\* OTHER SUPPLEMENTARY INFORMATION \*\*\*

CARRIER RELATED

1. YY CONTACT GALILEO HONGKONG HELPDESK 3008 2152

2. YY THIS IS A TESTING PNR

ADDITIONAL SERVICES

PASSENGER LAU/MARWITZMS

LN	SUP	DESCRIPTION	STAT	AMNT	CUR FLT DETAIL
01	AF	1ST ADDITIONAL BAG	FD	466	HKD AF0083 SFOCDG
02	AF	1ST ADDITIONAL BAG	FD	466	HKD AF0084 CDGSFO

注意: EMD 号将在 \*SI 项目下的 SSR ASVCs 中生成

开立 EMD 之后查看历史纪录

指令: **EMDH1** (Electronic Miscellaneous Data History – 项目序号 1) 查看 EMD 历史

```

1  EMDH1
>EMDH1
EMD HISTORY
  0579991163784 - LAU/MARWITZMS
                PTC/ADT

**ISSUE ENTRY**
  AGENT EMDI/IC0579903673199/FS/G2.5
**ISSUE DATA**
  ISSUED 06NOV20 083233 Z 1G/79E4/14
  ISSUING RECORD LOCATOR 1G-MP9JTG
  RFIC BAGGAGE
  FOP CA
  AMT HKD932
  COMMISSION AMT
  FCMI 0 - ASVC AUTOMATED
  ENDORSEMENT
  TOUR CODE
  CPN REMARK CPN REMARK
  ASSOCIATED TO TKT 0579903673199
**SUPPORT DOCUMENTS**
**REQUEST SUPPORT DOCUMENTS**
>EMDH0579991163784/RD*
  
```

列印与电子邮件的 EMD 文件资料将储存于历史纪录 (EMDH) 的 SUPPORT DOCUMENTS 标题。EMD 相关资料文件可储存大约 13 个月。

按 Tab 键, 然后游标跳至 **EMDH057991163784/RD\*** 后方按回车或是直接点击此连结。

```

**REQUEST SUPPORT DOCUMENTS**
0579991163784 DELIVERY METHOD

>EMD AUDIT/AGENT ...
>EMD CUSTOMER RECEIPT PI
  
```

按 Tab 键选择需要列印或显示的文件, 并加上下列输入指令:

指令	说明
PP	列印 EMD 相关文件到一般印表机
PI	列印 EMD 相关文件到一般行程/发票印表机
PE	使用原预设电子邮件方式传送附加服务/费用收据相关文件 (只提供 EMD 客户收据)。
PE <sub>n</sub> (n 表示电子邮件项目)	注意: 不能更改电子邮件地址或加上新的电子邮件地址。
DI	显示 EMD 相关文件於萤幕

使用“PI” 列印EMD 客户收据范例:

EMD CUSTOMER RECEIPT		PAGE NO. 1	
		RLOC: 1G-MP9JTG	
		VLOC: AF-KLKSOM	
FOR: LAU/MARWITZMS			
EMD NUMBER: 057 9991163784		06NOV2020	
ISSUED BY: GALILEO HK CLASSROOM A HONGKONG HK			
EMD NUMBER: 057 9991163784			
CPN 1 C: BAGGAGE / 1ST ADDITIONAL BAG	HKD	466	
11MAR21 AIR FRANCE 0083Q			
SAN FRANCISCO/SFO TO PARIS/CDG			
ASSOCIATED TKT: 0579903673199			
CPN 2 C: BAGGAGE / 1ST ADDITIONAL BAG	HKD	466	
18MAR21 AIR FRANCE 0084Q			
PARIS/CDG TO SAN FRANCISCO/SFO			
ASSOCIATED TKT: 0579903673199			
	EMD BASE	HKD	932
	EMD TOTAL	HKD	932
FORM OF PAYMENT CASH			
WHERE THIS DOCUMENT IS USED FOR TRANSPORTATION OR SERVICES OTHER THAN PASSENGER AIR TRANSPORTATION SPECIFIC TERMS AND CONDITIONS MAY APPLY. THESE TERMS AND CONDITIONS MAY BE PROVIDED SEPARATELY OR MAY BE OBTAINED FROM THE ISSUING COMPANY OR AGENT.			

```

**REQUEST SUPPORT DOCUMENTS**
0579991163784 DELIVERY METHOD

>EMD AUDIT/AGENT      ·DI
>EMD CUSTOMER RECEIPT  ·..
    
```

使用“DI” 的 EMD Audit/Agent 萤幕显示范例:

ISSUE DATE/06NOV20	AUDIT/AGENT	1 OF 1 ELECTRONIC
AIR FRANCE	7733/ 79E4/14	HK MISCELLANEOUS
GALILEO HK CLASSROOM A/HONGKONG		DOCUMENT
13305213 MP9JTG/1G		
LAU/MARWITZMS		
		RELATED TKT 0579903673199
**** SERVICES ****	RFIC-C	
EMD NUMBER 057 9991163784		
AF 0083Q SFOCDG 11MAR / 0CC / 1ST ADDITIONAL BAG		
AF 0084Q CDGSFO 18MAR / 0CC / 1ST ADDITIONAL BAG		
FCI0		NOT VALID FOR TRAVEL
HKD	932	
HKD	932	
		057 9991163784

## EMD Manager – 打印/电子邮件选项

步骤 1: 在订位记录中输入 MT 字段的电子邮件地址然后封口。

e.g. MT.MARWITZ.LAU@TRAVELPORT.COM

\*ALL \*P \*TD \*FF \*VL \*VR \*SI \*EM  
\*HTI \*HTE \*RU \*DAS

MP9JTG/61 HKGNH C339614 AG 13305213 06NOV  
1. 1LAU/MARWITZMS  
1. AF 83 Q 11MAR SFOCDG HK1 1515 #1110 0\* E TH/FR  
2. AF 84 Q 18MAR CDGSFO HK1 1020 1405 0\* E TH

\*\* FILED FARE DATA EXISTS \*\* >\*FF  
\*\* VENDOR LOCATOR DATA EXISTS \*\* >\*VL  
\*\* VENDOR REMARKS DATA EXISTS \*\* >\*VR  
\*\* SERVICE INFORMATION EXISTS \*\* >\*SI  
\*\* TINS REMARKS EXIST \*\* >\*HTI  
\*\*\* CUSTOM CHECK RULES EXISTS \*\*\* >\*RU  
\*\* ELECTRONIC DATA EXISTS \*\* >\*HTE

EMAIL ADDRESS AND COMMENTS  
TO- 1. MARWITZ.LAU@TRAVELPORT.COM

步骤 2: 打开 EMD Manager，然后点击‘Options 选项’链接

EMD Manager  
Record Locator: MP9JTG

SERVICES REVIEW

Services Requiring EMDs  
Review the services, and edit details and payment methods as required. Select the services you are ready to issue EMDs for, and then click "Issue".

Select All  Show fulfilled services

**Marwitzms Lau**

No associated EMD(s)

LAU/MARWITZMS  
ASVC SSR - AF 83 - SFOCDG - 1ST ADDITIONAL BAG  
Form of Payment: Cash  
Ticket: AF 0579903673199-LAU/MARWITZMS  
Endorsement: None  
466 HKD

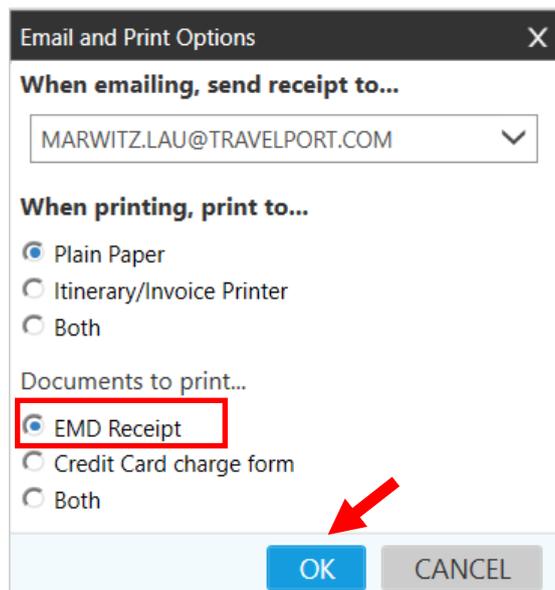
No associated EMD(s)

LAU/MARWITZMS  
ASVC SSR - AF 84 - CDGSFO - 1ST ADDITIONAL BAG  
Form of Payment: Cash  
Ticket: AF 0579903673199-LAU/MARWITZMS  
Endorsement: None  
466 HKD

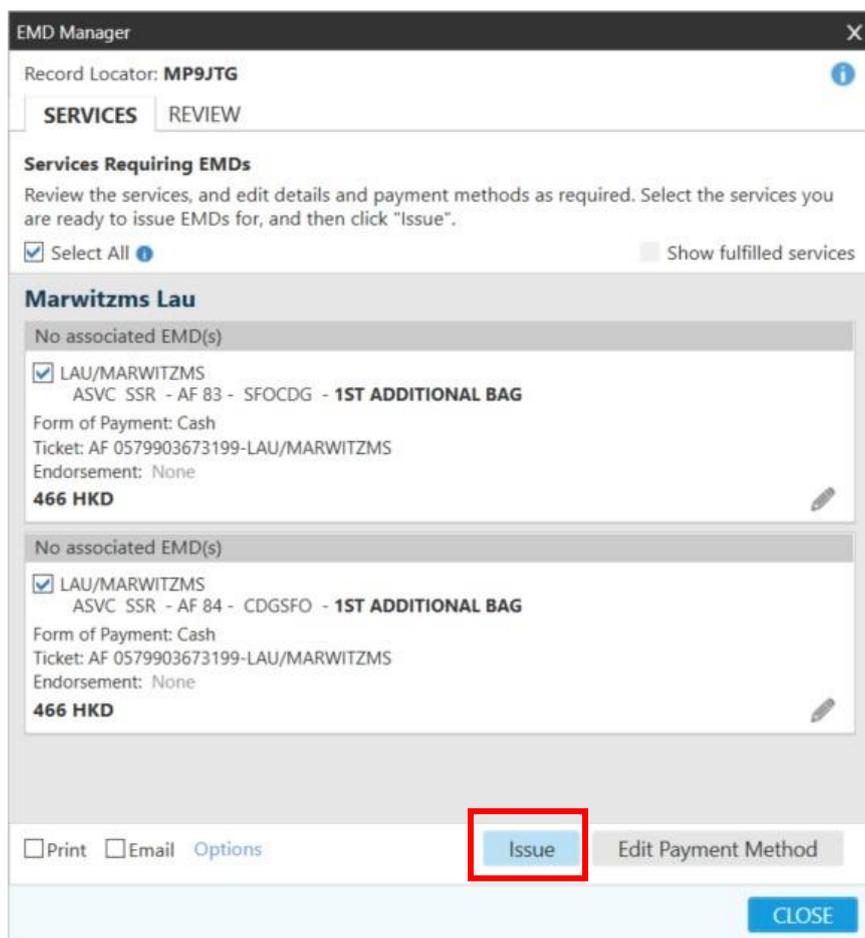
Print  Email  Options Issue Edit Payment Method

CLOSE

步骤 3: 在电子邮件和打印选项下, 在此处自动填充发送的电子邮件地址。  
选择要打印的文档选项。然后单击 OK 确定, 返回到 EMD Manager 上一个屏幕



步骤 4: 最后, 点击'ISSUE' 按钮, EMD 和 EMD 客户收据一起开立



## 电子邮件客户收据范例

### Additional Services/Fees Receipt - MARWITZ MS LAU - 28-Aug-2020



emd-admin-do-not-reply@travelpport.com  
To Lau Yuk Fung, Marwitz

#### Additional Services/Fees Receipt

LAU/MARWITZ MS

28-Aug-2020

GALILEO US SALES MKTG

ROSEMONT US

Document Number(s)  
160 9991162011

Reservation Reference: 1G/VGZGD6 CX/QMQDCO CX

#### Additional Services Information

**Document Number: 160 9991162011**

A: Air transportation/SEAT ASSIGNMENT	USD 53.00
10-Feb-2021 Present To: CATHAY PACIFIC AIRWAYS	CX0615
Board: Hong Kong/HKG	
Destination: Bangkok/BKK	
Associated Ticket Number: 1609903930008	

A: Air transportation/SEAT ASSIGNMENT	USD 53.00
---------------------------------------	-----------

#### \*\*提醒

- 在订位记录中预先输入电子邮件地址封口。
- 在 EMD Manager 工具下开立 EMD 时，选择“打印/电子邮件选项”进行保存
- 最后单击‘ISSUE’按钮继续
- 如果您需要使用其他 EMD 项目例如签注栏等等，请改为手工指令在 EMDI 加上其他项目来开
- 对于带有‘Invoice Agent 发票代理’的付款方式，需要使用手工指令来开立

## EMD 作废和取消附加服务程序

### 步骤 1 - 作废 EMD

有 4 种执行作废 EMD

- 方法 1: 在 EMD 摘要屏幕, 按 Tab 键在 EMD VOID 后的中间点输入 'V' 并按回车

0579991161997	LAU/MARWITZMS	RF07FS/1G/8YN6	14537482		
CPN RFISC	DESCRIPTION	VALUE	DATE	STATUS	
1 C-0CC	1ST ADDITIONAL BAG			OPEN	
EMD DOCUMENT TOTAL:		USD	80.00		
>EMD DETAIL DISPLAY .					
>EMD VOID .V					
>EMD REFUND ..					

- 方法 2: 点击互动工能绿色字体 'EMD VOID' 执行

1	EMD REDISPLAY SUMMARY	.			
0579991161997	LAU/MARWITZMS	RF07FS/1G/8YN6	14537482		
CPN RFISC	DESCRIPTION	VALUE	DATE	STATUS	
1 C-0CC	1ST ADDITIONAL BAG			OPEN	
EMD DOCUMENT TOTAL:		USD	80.00		
>EMD DETAIL DISPLAY .					
>EMD VOID ←					
>EMD REFUND ..					

- 方法 3: 直接用指令 >EMDV0579991161997

#### Response:

EMD 0579991161997 VOIDED - SAC 057CBSY1KJFD9

- 方法 4: 使用 EMD Manager

EMD Manager → 选择 REVIEW 标签，然后单击‘Void’作废按钮执行。

The screenshot shows the EMD Manager window for record locator RF07FS. The 'REVIEW' tab is selected and highlighted with a red box. Below the tab, the record details are displayed, including the EMD-A number 0579991161997 and a table of details. The 'Details' table has columns for Cpn, RFISC, Description, Value, Date, and Status. One row is shown with Cpn 1, RFISC C-0CC, Description 1ST ADDITI..., Value 80.00 USD, and Status OPEN FOR USE. Below the table, document details are listed, including the associated ticket number 057 9903649366, fare calculation indicators, base and total amounts, and GDS/Carrier PNRs. At the bottom right, the EMD TOTAL is shown as 80.00 USD. A 'Void' button is highlighted with a red box, along with a 'Refund' button and a 'CLOSE' button.

Details	Cpn	RFISC	Description	Value	Date	Status
	1	C-0CC	1ST ADDITI...	80.00 USD		OPEN FOR USE

回答 Yes 以确认

The screenshot shows a confirmation dialog box titled 'VOID'. The text inside reads: 'There may be penalties associated with voids. Are you sure you want to void this EMD?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

TINS 报表中 EMD 显示已作废

1 HMPR								
GALILEO US SALES MKTG			TINS REPORT		27 AUG 20			
CURRENCY CODE USD		IATA NUMBER 14537482						
A/L	TKT/STOCK	NBR	PASSENGER	NAME	FARE	TAX	COMM	FOP
					*FEES			
057E990	3649366		LAU/MARWITZMS		828.00	521.85	5.00	FS
057D999	1161997		LAU/MARWITZMS		VOID 27AUG			

EMDL 名单显示 EMD 作废的状态

```
EMDL - ELECTRONIC MISCELLANEOUS DOCUMENT LIST
1. AF 0579991161997
LAU/MARWITZMS
      I 27AUG20 103416 Z
      V 27AUG20 105851 Z SAC - 057CBSY1KJFD9
***** END OF LIST *****
```

**\*\*重要提醒**

- EMD 必须在开立当天作废
- 请记住如果 EMD-A 作废则相关的付费服务也要取消

步骤 2 – 从 \*SI 中移除 SSR 服务代码(例如 PDBG, UMN R)

范例: >SI.ABAG@

系统回应:

PAID SERVICE CANCELLED - VERIFY EMD

注意:

- 不要移除 ASVC 航段
- 对于付费座位使用指令取消 S.@ or S.S1@