

OVERVIEW

You can add many other qualifiers to your ticketing entry to produce the type of ticket you desire. You can add qualifiers in any order by separating each with a cross of Lorraine (¥). For example, W¥KP5¥FCASH¥N1.1¥S2/3¥DP.

Exceptions: ¥PQ qualifier must be first, ¥DP qualifier must be last

- You can include most of the qualifiers listed below in your PQ record.
- See *Format Finder* for a complete list of ticketing qualifiers.

ISSUE TICKETS

FORMAT

Issue ticket

W¥

Note: The Sabre system defaults to issuing a ticket at the lowest applicable full adult fare for all passengers in the record

SECURE FLIGHT INHIBIT TICKETING

If a carrier performing their own secure flight validation deems that a PNR is not compliant with their secure flight requirements then they will reject ticket issuance and return an error message:

UNABLE TO PROCESS ETR-CORRECT/RETRY OR ISSUE PAPER TICKET-800

Passenger Security Identification Missing/Incomplete

To issue the ticket you can:

- Add Secure Flight Passenger Details (SFPD) using the SSR DOCS for those passengers and segments missing the data, end transaction and then re-enter the ticket command
- Re-enter the ticket command for only the passenger(s) and/or segment(s) for which SFPD exists
- Contact the airline directly and provide the SFPD, after which re-enter the ticketing entry

Carriers may or may not elect to also participate in a GDS Inhibit Ticketing optional service through the Sabre system. At the time of ticketing, Sabre's ticketing system validates that SFPD is present in the PNR for each carrier in the itinerary that activates this service. If SFPD is not present for the passenger(s)/segment(s) being ticketed the system returns an error response:

PASSENGER SECURITY DATA REQUIRED PLEASE UPDATE AND RETRY

To issue the ticket you can:

- Add SFPD using the SSR DOCS for those passengers and segments missing the data, end transaction and then re-enter the ticket command
- Re-enter the ticket command for only the passenger(s) and/or segment(s) for which SFPD exists

Note: The Sabre system cannot guarantee the validation checks ensure the issuance of a ticket. The validating carrier is the final arbiter in all instances. If the validating carrier deems that SFPD is not present and/or correct then they will reject ticket issuance. See the Secure Flight quick reference for more information.

ISSUE TICKET FROM AN ENHANCED PRICE QUOTE (PQ) RECORD

Issue ticket from a **single** Enhanced PQ record

W¥PQ(record number)

W¥PQ2

Issue ticket from a **single** Enhanced PQ record and/or name select

W¥PQ(record number)N(name number)

W¥PQ2N2.3

Issue tickets for **multiple** Enhanced PQ records

W#PQ(PQ record number)/(or -)(PQ record number)
W#PQ2-4/7

Issue tickets for **multiple** Enhanced PQ records, **multiple** names

W#PQ(Price Quote record number)N(name number)#PQ(Price Quote record number)N(name number)/(or -)(name number)
W#PQ2N1.2#PQ5N1.3-1.5

- Maximum **4** Enhanced PQ records in one entry.
- You **cannot** combine Manual PQ with System PQ records as Manual PQ does **not** go through repricing.
- When you specify multiple, non-sequential Enhanced PQ records these Enhanced PQ numbers can be in any order; however ticketing fulfills the Enhanced PQ records in sequential order.
- When you specify a range, the range must be in ascending order.

ISSUE TICKET WITH QUALIFIERS

If you add your qualifiers to your pricing entry and **store them in your Enhanced PQ record**, you do **not** need to reenter them in your ticketing format. Simply use the formats to ticket from an Enhanced PQ record shown previously.

Issue ticket with commission percent or amount

W#KP(percent) or W#K(amount)
W#KP5 or W#K25.00

Issue ticket and invoice/itinerary document

W#DP

Note: Do **not** add #DP if you are collecting a service fee.

Issue ticket with hemisphere and journey codes (**BSP Canada only**)

W#H(hemisphere code)#J(journey code)
W#H2#J1

Issue ticket with validating carrier

W#A(carrier code)
W#ASQ

Issue ticket with baggage allowance (required for **BSPs** other than Canada/Bermuda, **except** when using PQ record)

W#BA*(baggage allowance code)
W#BA*02P
W#BA*25K

Issue ticket with baggage allowance for specific segments

W#BA(segment numbers)*(baggage allowance code)#BA(segment numbers)*(baggage allowance code)
W#BA1-2*02P#BA3-4*66L

Issue ticket for specific name

W#N(name item number)
W#N1.3

Issue ticket for specific segment

W#S(segment number)
W#S2

Issue ticket for multiple passengers with multiple passenger type codes

W#P(number of passengers)(passenger type code)/(number of passengers)(passenger type code)
W#P2ADT/2INF

Note: See *Format Finder* online help system for complete list of passenger type codes.

Issue ticket with cash or check form of payment

W#FCASH
W#FCHECK or W#FCHEQUE or W#FCK

Issue ticket with credit card form of payment

W#F*(two-letter credit card code and number)/(expiration month and year)#CVV(credit card security code)
W#F*VI4367890123456789/1204#CVV225

Note: Agencies in the United States, Puerto Rico, and the U.S. Virgin Islands should see the *Format Finder* online help system for information on the Automated Address Verification System (AVS).

Issue ticket with credit card form of payment and request extended payment

Note: Your agency's BSP carrier validation table must have the EXTENDED PAYMENT ALLOWED indicator to use the extended payment option. In some countries, **you must verify with your BSP and the airline** to see if they allow extended payment.

W~~Y~~F*(two-letter credit card code and number)/(expiration month and year)*E(two-digit number of months)

W~~Y~~F*AX373953192351004/1212*E03

Issue ticket with credit card form of payment and include a previously obtained approval code, credit card is in the PNR form of payment field

- Add credit card and approval code to the ticketing entry

Note: See the "Request and Store Manual Credit Card Approval Code in the PNR" quick reference for additional information and procedures.

W~~Y~~F*Z(approval code)~~Y~~(other ticketing qualifiers)

W~~Y~~F*Z003492~~Y~~KP5

W~~Y~~F*(two-letter credit card code and number)/(expiration month and year)*Z(approval code)

W~~Y~~F*AX373953192351004/1212*Z003492

Issue ticket with tour code

Note: maximum 14 (OPTAT) or 15 (ATB) characters.

W~~Y~~U(tour code)

W~~Y~~U123456

Issue ticket with tour code and inhibit the letters IT from printing

W~~Y~~UN*(tour code number)

W~~Y~~UN*123456

Issue ticket, override system endorsement and add your own endorsement

Note: Adding this endorsement is considered an agent-priced ticket, guaranteed fares do **not** apply. Maximum number of characters in your entry, including any additional qualifiers, is a total of 199 characters.

W~~Y~~EO/(endorsement text)

W~~Y~~EO/ticket refundable to issuing agent only

Issue ticket and add your own endorsement to the existing system endorsements

W~~Y~~ED(endorsement text)

W~~Y~~EDrefund issuing agent only

Note: System endorsements print on the ticket before any manual endorsements. If the combined character count exceeds the maximum, your endorsement does **not** fully print.

Add vendor and product number to a non-interactive electronic ticket (ARC only)

W~~Y~~ETR~~Y~~V-(vendor number or code)~~Y~~P-(product number or code)

W~~Y~~ETR~~Y~~V-12345~~Y~~P-23432

Issue a **paper** ticket when default is automatic electronic ticketing (**ARC only**)

W~~Y~~XETR

Note: A paper ticket surcharge may apply to the ticket total if the carrier has filed this surcharge with Airline Tariff Publishing Company (ATPCO)

ISSUE TICKET WITH COMMAND (3.5) OR DISCOUNT (3.75) PRICING

FORMAT

Issue ticket forcing a fare basis code (3.5/command ticketing)

W~~Y~~Q(fare basis code)

W~~Y~~QKE7X236N

Ticket designator definitions for 3.75/discount ticketing formats shown below:

- **Input ticket designator** (also known as record 8 qualifying or functional designator) - A ticket designator filed by the carrier through ATPCO, SITA, or *Private Fares*.
 - Input ticket designators **drive automated discount pricing**.
- **Output ticket designator** (also known as resulting or non-functional designator) - Output ticket designators are those designators that do **not drive any fare discount**.

Use output designators for authorization or audit purposes (display only), as the system appends these designators to the fare basis code in pricing and ticketing.

Issue ticket forcing a fare basis code and add an **input** ticket designator which applies a discount to all itinerary segments (3.75/discount ticketing)

W¥Q(fare basis code)/(input ticket designator)
W¥QKE7X236N/AD10

Issue ticket forcing a different fare basis codes on each segment and add **input** ticket designators which applies a discount to all itinerary segments (3.75/discount ticketing)

W¥S(segment number)*Q(fare basis code)/(input ticket designator)¥S(segment number)*Q(fare basis code)/(input ticket designator)
W¥S1*QKE7X236N/AD75¥S2*QKWE7X236N/AD75

Note: Verify your fare results, as the system does **not** return an error response if it does **not** find a match for the **input** ticket designator. Instead, the system returns the lowest available fare. If the system does create a discount using the ticket designator, **but** there is a non-discounted fare that is lower, the system returns the **lower** fare.

Issue ticket with discount percentage or amount (3.75/discount ticketing)

W¥Q//D(P for percent or A for amount)(discount percent or amount)¥A(validating carrier)
W¥Q//DA100.00¥AQF

Note: When applying a manual discount percentage or amount without ticket designator, the system no longer assumes ticket designator DISC. You must include the appropriate **output** ticket designator for the fare, as applicable.

Issue ticket with discount percentage or amount and force both specific fare basis code and **output** ticket designator (3.75/discount ticketing)

W¥Q(fare basis code)//D(P for percent or A for amount)(discount percent or amount)-(output ticket designator)¥A(validating carrier)
W¥QKE7X236N//DP20-PW370¥AAF

Issue ticket with an **output** ticket designator that does **not** give a discount (3.75/discount ticketing)

W¥Q//DP0-(output ticket designator)
W¥Q//DP0-TC078

WAIVER AND CERTIFICATE DATA (ARC ONLY)

Issue ticket and include waiver data

Note: You are allowed up to a maximum of 20 characters following the ¥WV, including the special characters and the data code. ARC mandates the special characters instructions. Modifications to these instructions may come from ARC.

W¥(other ticketing qualifiers)¥WV(special character)(waiver data code)(waiver data)(special character)
W¥FCASH¥WV*WV123456789012345*

The special character precedes **and** follows the waiver data code. Acceptable special characters are:

- / (slash)
- * (asterisk)
- - (dash)
- , (comma)

Acceptable waiver data codes are:

- WV - Waiver Code
- LT - Lost Ticket Application
- DR - Doctor's Note
- DE – Death

Issue ticket and include certificate data

Note: This format applies to ARC agencies only and for type A documents. You are allowed up to a maximum of 67 characters following the ¥CT, including the special characters and the CE certificate code

W¥(other ticketing qualifiers)¥CT(special character)CE(certificate number)(special character)
W¥FCASH¥CT/CE0123456789012/

Note: acceptable special characters are the same as those used for waiver data (/ * - ,)

PASSENGER NAME RECORD (PNR) CHANGES

When you issue a ticket, the system updates the ticketing field (*T) and adds an accounting data field to the PNR.

The ticketing field (*T) updates to display the following information:

*T

1.T-10FEB-C6E1*AET

2.TK 0254692507094-AT SMITH/J C6E1*AET 2332/8FEB I

Line 1: Date ticket issued (T-10FEB); agent's pseudo city code (C6E1); agent's initials (*AET)

Line 2: TK (TK = Paper ticket, TE = electronic ticket); ticket number, including 3 digit airline code (0254692507094); ticket type (-AT = ATB stock, XX = country/ticket code for OPTAT stock); passenger name (SMITH/J); agent's pseudo city code (C6E1); agent's initials (*AET); local time and date of issue (2332/8FEB); Tariff basis (I for International or D for Domestic flights)

An accounting line for is added each ticket issued:

ACCOUNTING DATA

1. BA¥4692507094/ 38.78/ 554.00/ 34.20/ONE/CA 1.1SMITH J MR/1/F

- BA - Validating carrier
- 4692507094 - Ticket number (no 3 digit airline code)
- 38.78 - Commission amount
- 554.00 - Total base fare
- 34.20 - Total taxes
- ONE - Fare application. ONE = total amount for 1 passenger
- CA - Form of payment. CA = cash or cheque, CC = credit card. (If ONE above, name and reference given)
- 1 - Number of documents issued for this accounting line
- F - Tariff basis: D = Domestic, F = Foreign, T = Transborder

Notes: You must end the PNR after issuing a ticket.

SIMULTANEOUS CHANGES PROCEDURE

When ticketing a PNR, you can receive a warning message to advise you that a system update is already in progress: SIMULTANEOUS CHANGES TO PNR – IGNORE

This error response means a system update or an incoming message from the airline; for example, the airline has returned a seat request. If you receive the warning message, you must ignore the record.

Follow the procedures below to avoid problems with the PNR and ticket message generation between the Sabre system and the carrier's system.

1. Review your agency audit trail (**DQB***), the ticketing field (***T**), and/or the history of the ticketing field (***HT**) of that PNR to determine if the ticketing format was accepted and a ticket message was generated between the systems.
 - *HT
AT W¥FCASH¥AEK¥KP7¥BA*20K
SYS SYS*WPB 0635/10NOV07
 - The example above with the letters **SYSSYS** should alert you that the ticket number you have issued failed to be sent to the airline. *Follow up directly with the airline.*
2. When you are issuing a ticket with a credit card form of payment and you receive the simultaneous changes response, the system accesses the credit card approval package and deducts the transaction amount from the available floor limit. Before you ignore and retrieve the PNR, **note the credit card approval code in the remarks**. Use the manual (**F*Z**) credit card approval format when you try to ticket again, to avoid accessing credit unnecessarily.
3. When you make a ticketing entry and the ticket actually prints but the simultaneous changes response appears, the system does not immediately update the *T field. **If the system was able to retain the data, it updates the *T field with the ticket information approximately 15 minutes after the simultaneous changes occurred**, however, this does **not** produce an invoice.

Simultaneous changes affect other PNR items:

- The system removes the automated accounting line. You must manually add an accounting line to be able to invoice the ticket.
- The *T field of the PNR is not always updated and may not reflect the ticket number. The electronic ticket is valid and active in the carrier's system.
 - You may display the audit trail (DQB*) to obtain the electronic ticket number.
 - You may also enter WETR*T(13 digit ticket number) to verify that the status of the ticket is open

Note: You may activate a Travel Journal Record (TJR) edit for your agency that will automatically end transaction at the time of ticketing/fulfillment (for example on an Electronic Miscellaneous Document – EMD), thereby **limiting** the occurrence of most simultaneous changes. See *the “Automatic End Transaction at Fulfillment”* quick reference for details and important procedures.

REGENERATE ELECTRONIC TICKET NON-FLIGHT COUPONS

Regenerate the non-flight coupons (agent coupon, passenger receipt and charge form if applicable)

W✘RG(13-digit ticket number)✘(coupon code)
W✘RG0016130000703✘RE

Regenerate passenger receipt only

W✘RG(13-digit ticket number)✘RR
W✘RG0016130000703✘RR

- ARC agencies can regenerate *ETR documents within 31 days of the original issue.*
- You cannot regenerate from past date segments or a voided ETR, so it is important to reconcile your audit trail report on a daily basis.
 - On the audit trail report, the letter R in the action indicator (ACT IND) column indicates regeneration.
- When you regenerate the ETR non-flight coupons, the system:
 - Does not generate a new ticket number. The ticket number should already be in an accounting line in the PNR.
 - Does not add any new item to the *T field in the PNR.
 - Does not update the accounting line data.
 - Does not request a credit card authorization. If the original ticketing entry contained a manual approval code, you must repeat it in the coupon regeneration entry. If you do not enter an approval code, the system searches the field remarks in the PNR for the first XXAUTH/1234 and prints it on the regenerated coupons.
- You can only regenerate one ticket at a time. If the PNR contains multiple names, you must name select and end transaction after each regeneration. You can regenerate a single document (example -✘RR for passenger receipt only), or multiple documents (example- ✘RE for non-flight coupons). All the documents pertain to the same ticket.
- The only edits the system makes are to verify that the ticket number in the RG entry is on the audit trail and that the fare associated with it matches the fare amount of the document you want to regenerate.
- For conjunctive tickets, use only the first ticket number.
- If you make the regeneration entry on the day following the original ticket issue, the new date prints on the regenerated coupons instead of the original ticket issue date.
- When you use a ghost printer in the ticketing regeneration, all documents go to the ghost printer.
- You cannot create/build an FP or F✘ line to regenerate an electronic ticket.