

| Group Fare | HE GROUP FARE |
|------------|---------------|
|------------|---------------|

| | |
|--|----------------------------|
| Add a group fare YY = carrier code GRPF = SSR code for group fare GV10 = group fare basis / free text | SRGRPFYY-GV10 |
| Add a group fare for a specific pax | SRGRPFYY-GV10/P2 |
| Add a group fare for a specific segment | SRGRPFYY-GV10/S2 |
| Add a group fare for a specific pax/segment | SRGRPFYY-GV10/S2/P1 |

| Group Seat Element | HE GROUP SEAT |
|--------------------|---------------|
|--------------------|---------------|

This entry creates an SSR GPST element in the PNR which is sent to the airlines concerned at EOT. **You cannot split a PNR that contains a GPST item!**

| | |
|--|-------------------------|
| Group seat request | STG |
| Group seat request non-smoking seats | STG/N |
| Certain segments only | STG/N/S4 |
| Number of seats less than total number in group (10 NSST out of 15 pax in group) | STG/10N |
| Group seat request for range or block of seats, specific segment | STG/R/23A-25C/S3 |

| Group SSR Element | HE GROUP SSR |
|-------------------|--------------|
|-------------------|--------------|

A group SSR element indicates the number of passengers in the group to the airline(s) involved in the PNR.

| | |
|-----------------------------|-------------------------|
| 11 passengers, AF segments | SR GRPS AF TCP11 |
| 20 passengers, all carriers | SR GRPS YY TCP20 |

| Group Segment Sell | HE GROUP SELL |
|--------------------|---------------|
|--------------------|---------------|

Not all airlines support group sell transactions. To find out, please contact the respective airline directly.
It is not possible to sell more than 9 seats from a Direct Access display.

| | |
|-------------------------------------|---------------------------------|
| Group sell direct entry | SSBA343L11JUNNCELHR SG20 |
| Group sell from availability | SS20L1/SG |
| Priority waitlist direct sell | SSSK911D12FEBCPHEWR PG12 |
| Priority waitlist from availability | SS12D3/PG |

| Splitting a Group PNR | HE SPLIT |
|-----------------------|----------|
|-----------------------|----------|

| | |
|------------------------------------|------------------|
| Split unassigned names | SP0.10 |
| Split assigned names | SP1,3 |
| Both assigned and unassigned names | SP0,5,3-5 |

STEPS FOR CREATING A GROUP PNR

- Enter group name field **NG15EUROPE TOUR**
NG15EUROPE TOUR
- Sell group segment from Availability by number of passengers, class of service and line number:

Sell group **SS15Y1/SG**
Waitlist group **SS15Y1/PG**
- Enter phone field **APNCE 92947011-H**
- Enter ticketing field **TKTL10FEB**
- Enter group SSR element **SRGRPF-GV15**

You now have the essential elements, you can move to Step 10, or you can add the following options:

- Enter special service request and associate to passenger **SRVGML/P3**
- Enter other Service Information with passenger association **OS AA FIRST TIME FLYER/P6**
- Enter elements needed for ticketing:
Form of payment **FP INVOICE**
Commission **FM10**
- Enter frequent flyer number and associate to passenger **FFNAA-123456789/P8**
- Enter received from field and end transaction **RFMICHAEL;ET**

NOTE:

Normal rules apply for passive service and group segments.

HELP PAGES

General Help Pages
Steps for creating a Group PNR

HE GROUP
HE STEPS, GP PN4

Your own remarks:

amadeus
www.ch.amadeus.com



AMADEUS GROUP PNR

To handle PNR's from 10 to 99 passengers, the Group PNR entries have to be used. It is advisable to also check with the respective airline prior to make group reservations.

Getting Started

Mandatory Elements Group PNR

- Special Group Name Element
- At least one Group Air Segment
- A Group Fare SSR Element
- The other mandatory PNR elements (TK,AP,RF)

Name Element

HE GROUP NAME

| | |
|---|-----------------------------------|
| Enter a group name | NG25HAPPYCRUISE |
| Modify a group name (before EOT) | O/NEW GROUP NAME |
| Enter individual names | NM1EDWARDS/JOHN MR |
| Retrieve PNR, display individual names | RTW-LX123/25MAR-SUNNYTOURS |
| Display individual names | RTN |
| Display names as they were entered in the PNR | RTNR |
| Cancel individual names and reduce group space | XE2-4 |
| Remove individual names and maintain group space (e.g. names 2,3 and 6) | 2/3/6 G |
| Cancel unassigned names | XE0.5 |
| Cancel all temporary (no name) elements | NPO |
| Transmit individual names | NT |
| Transmit names to specific airlines | NTLX,AZ |