

## Process for EMD DEPOSIT via EMD-S

- **Insert EMD-S (SVC) element with the reason** DEPOSIT in booking file PNR, example for Galileo:

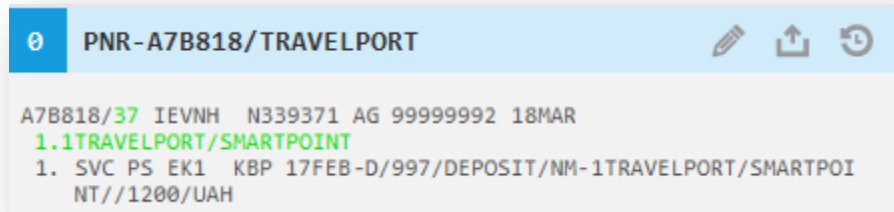
OSVCPSEK1KBP17FEB-N1/D/997/DEPOSIT/1200

Entry description:

Input:	Description:
OSVC	Indicator to insert SVC segment into the Booking File
PS	Airline two letter code
EK1	Status and number of items code required for EMD
KBP	Three letter departure airport code
17FEB	Travel date, insert further date + 10 months for example
N1	Passenger name field
D	Reason for issue code (D = financial impact)
997	Reason for issue sub code (997 = deposit or group deposit)
DEPOSIT	Description of EMD
1200	Deposit amount (system defaults to your local currency). Note: No currency code is required, just the deposit amount

Attention:

- EMD DEPO (must be the same total sum like in the ticket and information about issued-in-connection with), a full ticket refund permitted in GDS or BSP after EMD DEPO issued.
- EMD DEPO valid 1 year from date of issue for PS flights
- **End and retrieve the Booking File.** Example screen display:



Note: The Manual SVC sector appears as segment number 1 in example.

- **Issue the EMD for Deposit payment**, example for Galileo:

EMDI/SM1/IC566...../FS/PI-R

Entry description:

Input:	Description:
EMDI	Electronic Miscellaneous Document Issue
/SM1	Sector Manual 1 (refers to the segment number of the manual SVC segment)
IC566.....	Issued in connection with the 13 digit e-ticket number which was issued.
FS	Form of payment cash
PI-	Print to an itinerary/invoice printer
R	Print the EMD customer receipt

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3 EMDI/SM1/IC5669903558435/FS/PI-R
EMD GENERATED TOTAL 1200
5669991167935 1200 TRAVELPORT/SMARTPOINT
TAB AND ENTER TO REDISPLAY PNR >*A7B818.

```

Click on the Quick Access button to view **EMDL** information. Example screen response:

```

A7B818/37 IEVNH N339371 AG 99999992 18MAR
1.1TRAVELPORT/SMARTPOINT
1. SVC PS HI1 KBP 17FEB-D/997/DEPOSIT/NM-1TRAVELPORT/SMARTPOI
NT/5669991167935C1/1200/UAH

```

\*ALL \*P \*TD \*NP EMDL

```

3 EMDL
EMDL - ELECTRONIC MISCELLANEOUS DOCUMENT LIST
1. PS 5669991167935
TRAVELPORT/SMARTPOINT
I 18MAR20 142012 Z
***** END OF LIST *****

```

Enter: EMDD1 to view the EMD data

```

3 EMDD1
5669991167935 TRAVEL/SMARTPOI A7B818/1G/7J8I 99999992
CPN RFISC DESCRIPTION VALUE DATE STATUS
1 D-997 DEPOSIT UAH 1200 USED
EMD DOCUMENT TOTAL: UAH 1200
>EMD DETAIL DISPLAY .
>EMD HISTORY DISPLAY .
>EMD VOID ..
>EMD REFUND ..

```

After EMD issued please check daily agency list report TINS. Enter: **HMPR or HMPR/C-PS**

Input:	Description:
<b>EMDD</b> 5669991167926	View a EMD screen
<b>EMDV</b> 5669991167926	VOID EMD

Notes:

- If the agent forgot to enter the ticket number to EMD DEPO, please send the request before making a refund to [pshelpdesk@flyuia.com](mailto:pshelpdesk@flyuia.com)

Agents may use the entry

- **RT.T /DATE\*KEEP BOOKING LIVE** to keep PNR's 'live' in Galileo for longer than the current 24 hours after the last travel date.
- **#SVC** – to create service segment

**Create Service Segments**

Service segments are created for items such as change fees, penalty fees, lounge access etc.

Passenger:

Include basic information for documentation purposes. Input the airline, date, and city codes.

Airline:  Date:  Departure City Code:  Arrival City Code:

Reason Codes:

Reason Code Description Override:

Fee:

- **EMDH5669991167935/RD\*** - to request support documents

```

3 EMDH5669991167935/RD*
**REQUEST SUPPORT DOCUMENTS**
5669991167935 DELIVERY METHOD
>EMD AUDIT/AGENT      ...
>EMD CUSTOMER RECEIPT  .DI

```

EMD CUSTOMER RECEIPT  
RLOC: 1G-A7B818

PAGE NO. 1

FOR: TRAVELPORT/SMARTPOINT  
EMD NUMBER: 566 9991167935

18MAR2020

ISSUED BY: GALILEO EASTERN EUROPE KYIV UA  
IN CONNECTION WITH: 5669903558435  
EMD NUMBER: 566 9991167935

CPN 1 D: FINANCIAL IMPACT / DEPOSIT UAH 1200  
17FEB21 UKRAINE INTERNATIONAL AIRLINE  
KIEV/KBP  
OPERATED BY: UKRAINE INTERNATIONAL AIRLINE

EMD BASE UAH 1200  
EMD TOTAL UAH 1200

FORM OF PAYMENT CASH

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OTHER THAN PASSENGER AIR TRANSPORTATION SPECIFIC TERMS AND  
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