

## News Flash

**ELECTRONIC MISCELLANEOUS DOCUMENTS (EMD)**

We come across common scenarios for EMD issuance in day to day activity. To save your valuable time, we are pleased to share the quick reference guide for EMDs issued for recurrent services.

**Mandatory Checks:**

- ✓ Take necessary approval from respective Airlines for EMD issuance for any special services. (Group Deposit, Charge for Seat, etc.)
- ✓ Refer **EGSD/VXX** (where XX is the two letter Airlines code) to get service issuance code.

**EMD issuance steps for cancellation penalty**

**Step 1:** Create the service element entry: **IU BA NN1 PENF DEL/05Feb**

**Note:** DEL is for the departure city followed by the date of travel.

**Step 2:** Create the TSM shell by entry: **TMC/VBA/L2**, where 2 is line number for IU entry in PNR

**Step 3:** Enter the penalty value and JN tax value if applicable: **TMI/FINR5000/X250K3**

**Step 4:** Enter the coupon value for EMD: **TMI/CV-5000** and form of payment entry: **TMI/FP-CASH**

**Step 5:** Enter the conjunction e-ticket number against which EMD issued (Old ticket number): **TMI/IC-TKT1259388782719E1**

**Note:** In case ticket is already reissued, then enter the new reissued document in above entry

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**Step 6:** For pre-validation check, perform: **TTM/TKT** and EMD issuance entry: **TTM**

|              |                      |                |                |             |               |     |
|--------------|----------------------|----------------|----------------|-------------|---------------|-----|
| TSM          | 1                    | TYPE P         | XXXXXXXXXX     | XX/30JAN 11 | EMD-S CARR BA |     |
| 1. TEST/TEST |                      |                |                |             |               |     |
| RFIC-D/R     | FINANCIAL IMPACT     |                |                |             |               |     |
| 1.           | RFISC-992            | RES CHANGE FEE |                |             |               | L 2 |
|              | OPERATING            | CC-BA          | CPN VALUE-5000 |             | ORIGIN-DEL    |     |
|              |                      | NVA-05FEB18    |                |             |               |     |
|              | ICW-1259388782719E1  |                |                |             |               |     |
|              | NON REFUNDABLE       |                |                |             |               |     |
|              | NON EXCHANGEABLE     |                |                |             |               |     |
|              | CONSUMED AT ISSUANCE |                |                |             |               |     |
| ADD INF/RKS: |                      |                |                |             |               |     |
| FARE         | F                    | INR            | 5000           |             |               |     |
| EXCH VAL     |                      | INR            | 5250           |             |               |     |
| TAX001       | X                    | INR            | 250K3          |             |               |     |
| TOTAL        |                      | INR            | 5250           |             |               |     |
| FP           | CASH                 |                |                |             |               |     |

**EMD issuance steps for Group Deposit**

**Step 1:** Create PNR with the mandatory elements, i.e., **NM1Group Name, AP, TKOK** etc.

**Step 2:** Add the service segment by **IU 9W NN1 GDPS DEL/05Feb**

**Note:** DEL is for the departure city followed by the date of travel.

**Step 3:** Create the TSM shell by entry: **TMC/V9W/L2**, where 2 is line number for IU entry in PNR

**Step 4:** Enter the deposit value and taxes if applicable:

**TMI/FINR50000/X1000YQ/X700WO/X5000K3**

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**Step 5:** Enter the coupon value for EMD: **TMI/CV-50000** and form of payment entry: **TMI/FP-CASH**

**Step 6:** Enter the endorsement information: **TMI/FE-NONREF GRP10 PAX MUSEUMTOUR 05FEB BOMLHRBOM PNR A0RHDS**

**Step 7:** For pre-validation perform: **TTM/TKT** and EMD issuance entry: **TTM**

```

TSM 1 TYPE P      XXXXXXXX XX/30JAN 11      EMD-S CARR 9W
1. TEST/TEST
RFIC-D      FINANCIAL IMPACT
1. RFISC-997 GROUP DEPOSIT
OPERATING CC-9W      CPN VALUE-50000      ORIGIN-DEL      L 2
      NVA-05FEB18
NON REFUNDABLE
NON EXCHANGEABLE
NON INTERLINEABLE
CONSUMED AT ISSUANCE

ADD INF/RKS:

FARE      F  INR      50000
EXCH VAL  INR      56700

TAX001 X  INR      1000YQ TAX002 X  INR      700WO TAX003 X  INR      5000K3

TOTAL      INR      56700
FE *M*NONREF GRP10 PAX MUSEUMTOUR 05FEB BOMLHRBOM PNR A0RHDS
FP CASH
    
```

**Note:**

- ✓ For some Airlines it is mandatory to add the Airlines record locator in EMD
- ✓ Do not add any special characters like \*, \$, #, @ , - etc. as it may be reject by Airlines server.

**For more details on commission and tour code in EMD, please refer to HEFM or HEFT, else contact your Amadeus Helpdesk**