

Q. How to do full refund on Amadeus with cancellation or Refund penalty?

A. Step 1: TRF 125-4800564781 (Ticket Number)
Step 2: TRFU/CP100A (QAR 100 Cancellation/Refund fee)
Step 3: TRFP (Refund Process on Amadeus)

Q. How do I check Interline agreements table between two carriers?

A. TGAD – QR / 9W

Q. How to enter FOID (Form of ID) for an e-ticket?

A. For Passport Number : SR FOID QR HK1- PP123456789/P1

Q. How to display an e-ticket record?

A. In the PNR: TWD/L7 (L7 is the line number of "FA" or "FHE")
Out side PNR: TWD/TKT176-4800123456 (Ignore active PNR if any)

Q. How to Void an e-ticket?

A. Step 1: Display e-ticket record by TWD/L7 or TWD/TKT176-4800123456
Step 2: To void enter: TWX

Q. How to reprint agent coupon for an e-ticket?

A. TTR/L7/C-I (L7 is the line number of "FB" element of the PNR)

Q. How to reprint passenger receipt (ITR) for an e-ticket?

A. ITR/L7 (L7 is the line number of "FA" element of the PNR)

Q. How do I display e-ticket existing stock?

A. **DSL D / K / AE / DOHQ R2900** (Where **DOHQ R2900** is office Id)

Q. How do I Transfer the PNR to other Amadeus user?

A. Steps: 1- Retrieve the PNR 2 – **RPS/DOHQ R2120/ALL** (Where **DOHQ R2120** office Id)
3- **RF ZAFAR** 4 – **ET**

Q. How do I share my PNR with other Amadeus User?

A. Steps : 1- **ESDOHQ R2120 – B** (Where **DOHQ R2120** office Id)
2- **RF ZAFAR** 3 – **ET**

Q. How do I cancel PNR sharing authority with other Amadeus User?

A. Steps: 1- **ESX** 2- **RF ZAFAR** 3 – **ET**

Q. How to insert manually electronic ticket number?

A. For Infant : FHE **INF** 125-4800564781/**P1/S2-3**
For Non Infant : FHE **PAX** 125-4800564782/**P1/S2-3**

Q. How to display ten nearest airports?

A. **DAN CHICAGO/N**

Q. How do display all airports in one country?

A. **TILCC/SWITZERLAND**

Q. How to sign-out remotely from same office?

A. **JUR0402ZM/AMADEUS1/T-58974123** (**58974123** is terminal number)

Q. How to find index for Amadeus entries?

A. HE STEPS

Q. How to display Query report (TJQ) for specific airline?

A. TJQ/SOF/D-01NOV30NOV/QVP- BA

Q. How to display Query report (TJQ) for non issued voided e-tickets?

A. TJQ/SOF/D-01NOV30NOV/QTC- CANN

Q. Where can I check online Amadeus PNR?

A. www.checkmytrip.com

IMPORTANT TIPS & GUIDELINES

Remove HX/UC/UN/NO from PNR:

To remove **HX, UC, UN, NO** segments from the PNR by using **ETK/ERK** entry or **XI** to Cancel all Segments in the PNR.

Cancel and Rebook steps:

Don't cancel and book in one single entry always book / cancel, save the PNR, then Book / cancel new segment/segments to avoid NOREC.

Validating Carrier:

To avoid Pricing discrepancy use validating carrier option to price a PNR **FXP/R, VC – XX** (Where **XX** two letters code for Carrier).