

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 XXXXXXXX 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	XXXXXXXXX	XX/30JAN 11	EMD-S	CARR	9W				
1.TEST/TEST											
RFIC-D	FINANCIAL IMPACT										
1.	RFISC-997	GROUP	DEPOSIT					L	2		
	OPERATING	CC-9W		CPN VALUE-50000	ORIGIN-DEL						
		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	700W0	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

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