

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.

LIST EMD SERVICES FOR AIRLINE: 9W

CODE	RFIC/SC	BOOK	TA	ISS.	DESCRIPTION
1	A/0B5	SEAT	YES		PRE RESERVED SEAT ASSIGNMENT
2	ASVC C/0C2	SSR	YES		PREPAID BAGGAGE UPTO 10 KGS
3	ASVC C/0C2	SSR	YES		PREPAID BAGGAGE UPTO 20 KGS
4	ASVC C/0C5	SSR	YES		PREPAID BAGGAGE UPTO 30 KGS
5	ASVC C/0C8	SSR	YES		PREPAID BAGGAGE UPTO 40 KGS
6	ASVC C/0I7	SSR	YES		PREPAID BAGGAGE UPTO 50 KGS
7	ASVC C/0C1	SSR	YES		PREPAID BAGGAGE UPTO 15 KGS
8	ASVC C/0CW	SSR	YES		PREPAID BAGGAGE UPTO 5 KGS
9	AVIH C/0BS	SSR	YES		CARRIAGE OF PETS DOMESTIC ROUT
10	XBAG C/0IJ	SVC	NO		AIRPORT ADDITIONAL BAGGAGE
11	GDPS D/997	SVC	YES		GROUP DEPOSIT

EMD issuance steps for cancellation penalty

Step 1: Create the service element entry: **IU BA HK1 PENF**

Step 2: Create the TSM shell by entry: **TMC/VBA/L4**, where 4 is line number for IU entry in PNR

Step 3: Enter the penalty value and JN tax value if applicable: **TMI/FINR5000/X250JN**

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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

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

TSM	1	TYPE P	XXXXXXXXXX	XX/28OCT 11	EMD-S CARR BA
1.TEST/TEST MR					
RFIC-D/R		FINANCIAL IMPACT			
1.	RFISC-992	RES CHANGE FEE			L 4
	OPERATING	CC-BA		CPN VALUE-5000	
	ICW-1259388782719E1				
	NON REFUNDABLE				
	NON EXCHANGEABLE				
	CONSUMED AT	ISSUANCE			
ADD INF/RKS:					
FARE	F	INR	5000		
EXCH VAL		INR	5250		
TAX001	X	INR	250JN		
TOTAL		INR	5250		

EMD issuance steps for Group Deposit

Step 1: Create PNR with the mandatory elements, i.e., **NM1Group Name, AP, TKOK** etc. and add the service segment by **IU 9W HK1 GDPS**

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

Step 3: Enter the deposit value and taxes if applicable: **TMI/FINR50000/X1000YQ/X700WO/X5000JN**

Step 4: Enter the coupon value for EMD: **TMI/CV-50000** and form of payment entry: **TMI/FP-CASH**

Step 5: Enter the endorsement information: **TMI/FE-NONREF GRP10 PAX MUSEUMTOUR 15APR BOMLHRBOM PNR A0RHDS**

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

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TSM      1  TYPE P      XXXXXXXXXXXX XX/28OCT 11      EMD-S CARR 9W
1. TRAVELGRP/MR
RFIC-D      FINANCIAL IMPACT
1. RFISC-997 GROUP DEPOSIT                                L      2
  OPERATING CC-9W                                CPN VALUE-50000
  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      5000JN

TOTAL      INR      56700
FE *M*NONREF GRP10 PAX MUSEUMTOUR 15APR BOMLHRBOM PNR AORHDS
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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