Issuing Tickets for Groups

A quick guide for Amadeus & Galileo agents

V1.0 | Doha Group Desk

QATAR AIRWAYS القطرية

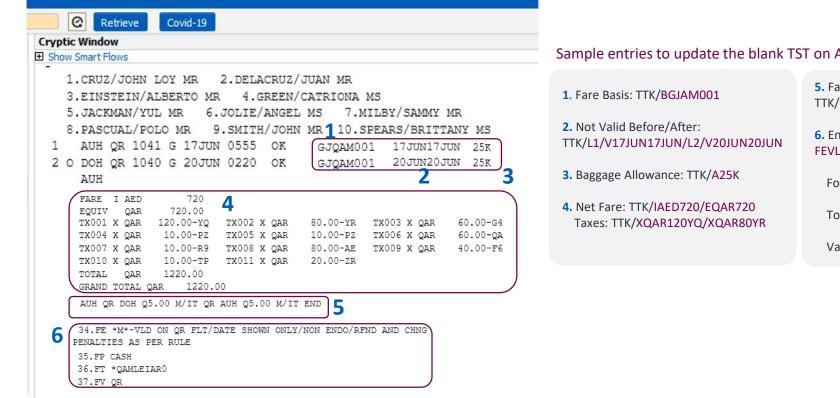# Manual Group TST Creation Guide for 1A

Sample entries to update the blank TST on Amadeus (TTC)

1. Fare Basis: TTK/**BGJAM001**

2. Not Valid Before/After:
TTK/**L1/V17JUN17JUN/L2/V20JUN20JUN**

3. Baggage Allowance: TTK/**A25K**

4. Net Fare: TTK/**IAED720/EQAR720**
     Taxes: TTK/**XQAR120YQ/XQAR80YR**

5. Fare Calculation Line:
TTK/**CAUH QR DOH Q5.00 M/IT QR AUH Q5.00 M/IT END**

6. Endorsement Line:
FEVLDONQRFLT/DATESHOWNONLY/NONEND/NONREF/NONCHG

Form of Payment (FOP): **FPCASH**

Tour Code: **FT *QAMLEIAR0**

Validating Carrier: **FV QR**

Click here to play Groups TST Creation Guide (Short Groups Ticketing Tutorial)

Manual Group FF Creation Guide for 1G

1. Create the manual FF mask with the validating carrier for all the passengers:
FBCCQR

2. Fare Basis:
FBUFB/GJQAM006   For Adult without ticket designator
FBUFB/GJQAM006CH For Child with CH ticket designator
FBUFB/GJQAM006IN   For Infant with IN ticket designator

3. Baggage Allowance:
FBUBG/25K
FBUBG/01PC (If piece concept)

4. Not valid before/not valid after (NVB/NVA):
FBUNVA1/03DEC24+NVB1/03DEC24
FBUNVA2/14DEC24+NVB2/14DEC24 (if more than one sector)

5. Fare:
FBUFARE/QAR1900
FBUFARE/USD522.00+EQ/QAR1900   Fare origin out of Doha
(Use NUC convert entry to get the Fare from foreign currency FZSQAR1900USD)

6. Taxes:
FBUTAX1/60G4+TAX2/20PZ+TAX3/60QA+TAX4/10R9+TAX5/260YQ+TAX6/80YR

7. Fare Calculation (IT)
FBUFC/DOH QR NBO Q5.00 M/IT

8. Endorsement:
FBUEB/VLD ON QR FLT/DATE SHOWN ONLY/NON ENDO/RFND AND CHNG PNLTY AS PER RULE

9. Total: FBUTTL/

10. Save the FF for all passengers: FBFALL

11. FOP: TMU1FS   For Cash

12. Tour Code + IT modifier:
TMU1TCQAMMICAR0/IT

QATAR
AIRWAYS القطرية

Sample of a Group PNR and Group Ticket Issued

Check if the elements are correct as per the Group PNR:

- ✓ Fare Basis Code
- ✓ NVB/NVA
- ✓ Baggage Allowance
- ✓ Issued on IT/fare
- ✓ Fare Calculation Line
- ✓ Tour Code

Sample Group PNR

Sample Group Ticket

Important Notes:

- For countries with a different Local Selling Fare (ex. AUH uses AED and the Qatar Local Currency Fare is in QAR), update the TST with its LSF then convert to its local currency (QAR)

- Q-surcharge (when applicable) to be updated as part of the fare by including it in the fare calculation line

- For CHD and INF PAX type, fare basis should reflect CH or IN as ticket designator
  Sample entry you may use: TTK/BGJQAMPZZ <space> CH