

Issuing Tickets for Groups

A quick guide for Amadeus & Galileo agents

V1.0 | Doha Group Desk



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Manual Group TST Creation Guide for 1A

Retrieve Covid-19

Cryptic Window
 Show Smart Flows

1. CRUZ/JOHN LOY MR 2. DELACRUZ/JUAN MR
 3. EINSTEIN/ALBERTO MR 4. GREEN/CATRIONA MS
 5. JACKMAN/YUL MR 6. JOLIE/ANGEL MS 7. MILBY/SAMMY MR
 8. PASCUAL/POLO MR 9. SMITH/JOHN MR 10. SPEARS/BRITTANY MS

1 AUH QR 1041 G 17JUN 0555 OK GJQAM001 17JUN17JUN 25K
 2 O DOH QR 1040 G 20JUN 0220 OK GJQAM001 20JUN20JUN 25K

AUH

FARE	I	AED	720
EQUIV	QAR		720.00
TX001	X	QAR	120.00-YQ
TX002	X	QAR	80.00-YR
TX003	X	QAR	60.00-G4
TX004	X	QAR	10.00-PZ
TX005	X	QAR	10.00-PZ
TX006	X	QAR	60.00-QA
TX007	X	QAR	10.00-R9
TX008	X	QAR	80.00-AE
TX009	X	QAR	40.00-F6
TX010	X	QAR	10.00-TP
TX011	X	QAR	20.00-ZR
TOTAL	QAR		1220.00
GRAND TOTAL	QAR		1220.00

AUH QR DOH Q5.00 M/IT QR AUH Q5.00 M/IT END

34. FE *M*-VLD ON QR FLT/DATE SHOWN ONLY/NON ENDO/RFND AND CHNG PENALTIES AS PER RULE
 35. FP CASH
 36. FT *QAMLEIAR0
 37. FV QR

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

Sample entries to update the ticket mask on Galileo

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: FBUTTTL/

10. Save the FF for all passengers: FBFALL

11. FOP: TMU1FS For Cash

12. Tour Code + IT modifier:

TMU1TCQAMMICAR0/IT

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

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Cryptic Window
Show Smart Flows

> RTMD7ITV

TICKET RECONCILIATION NEEDED
--- RLR SFP ---
RP/DOHQRO5TA/DOHQRO5TA GR/RC 1MAY23/1956Z MD7ITV
0. 10QADOH/GRP/TESTGRPCODE NM: 0
1 QR1041 G 17JUN 6 AUHDOH HK10 1 0555 0600 *1A/E*
2 QR1040 G 20JUN 2 DOHAUH HK10 0220 0425 *1A/E*
3 APA 123456789
4 TK OK14JUN/DOHQRO5TA
5 SSR GRPF QR QAMLEIAR0 GJQAM001 QAR1220.00
6 SSR GRPF QR QR AUH QR DOH
7 SK SHID QR 2535003
8 SK GRPT QR A
9 SK GRTC QR LEI
10 SK AGNM QR TEST AGENT DOH
11 SK GRAI QR 1234321
12 SK GRFA QR QAR1220.00
13 SK GRJT QR R
    
```

Sample Group Ticket

```

Cryptic Window
Show Smart Flows

> TWD/L55

TKT-1571619457273 RCI- 1A LOC-MD7ITV
OD-DOHDOH SI- FCPI-9 POI-DOH DOI-07MAY23 IOI-65800140
9.SMITH/JOHN MRT ADT S I
1 OAUHQR 1014 G 17JUN0555 OK GJQAM001 A 17JUN17JUN 25K
2 ODOHQR 1040 G 20JUN0220 OK GJQAM001 O 20JUN20JUN 25K
AUH
FARE I IT
TOTALTAX QAR 500.00
TOTAL IT
/FC AUH QR DOH Q5.00 M/IT QR AUH Q5.00 M/IT END
FE VLD ON QR/FLT DATE SHOWN ONLY/NON ENDO/RFND AND CHNG PENALTIES
AS PER RULE
FP CASH
FT QAMLEIAR0
NON-ENDORSABLE
FOR TAX/FEE DETAILS USE TWD/TAX
NET REPORTING IT/BT
    
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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