**How to Book Tigerair – Clue card**

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| Look for neutral or carrier specific display Availability or fare shopping | **A05APRSINDPS**  **A05APRSINDPS\*TR**  **ZFSSIN05APRDPS** |  |
| Book required class | **N1Y1 from availability**  **OR**  **Fare Shopping TAB to Book:>ZFSK01/01**    From a Neutral Search  Seat Sell **N1Y8** | ***From Smartpoint neutral availability clicking on the class will do a direct sell***  ***To select a different itinerary option from fare shopping TAB to >ZFS\*02***  ***to move to option 2 then TAB to Book:>ZFSK02/01***  ***A12MARSINDPS***  ***This will display the available class to sell, M class***  ***Typing the format or clicking on this will then book the available class*** |
| Enter mandatory passenger information | **N.TEST/LORNA MISS**  **T.T\***  **W.10 HURRICANE WAY\*SLOUGH\*BERKS\*GB\*P/SL3 8AG**  **MT. or MF.**  **P.**  **SI.P1/SSRDOCSTRHK1////GB/12JUL76/F//TEST/LORNA**  **R.** | ***Surname, First Name and Title are Mandatory***  ***5 Fields required for the address including country GB and post code \*P/***  ***Date of birth and Nationality are required to end booking (Use Current GDS Formats for SSRDOCS)*** |
| Fare Quote Booking | **FQ** | ***If you have scheduled carriers you will need to quote individually i.e. FQSx (x= Segment number)*** |
| Selling ancillaries | TAB to **DAS\*Cxx** (xx=API Connected carrier) |  |
| To sell a bag/Xtra Weight/ Bundled Services/ Meals/ Sports Equipment or Priority Boarding  To Display Seat Map and book Seats | Make sure “**\***” is next to the service required :    Then TAB to **Book: >DAS01/S1/P1/C1**    Count added to the detail screen:      TAB to **Sell:>S.P01S1/**  Indicate from the seat map which seat is required, and enter it after the “/” or tab stop and hit “Enter”    Response on the details screen: | ***C1 = to number of bags required, Count 1***  ***Please note the number in the seat map represents a price i.e. 1A costs SGD19.00***  ***The prices are detailed in the legend on the left hand side.*** |
| To display a Summary of the booking | **DAS\*SUM** | ***You can also drill down further by pax to look at their specific Optional services booked.***  ***DAS\*PAX/P01*** |
| To Pay for and complete booking  Tigerair Carrier’s currently available to book via TAS  ZPROV Functionality to add a User ID and Password for Agency Payment  Tigerair Support the following currency’s | Enter **ZF\*** andcredit card information in the **Book:>ZF/CTR/CC/** after the “/” or the tab stop then hit “Enter    Or  With name added to the payment (This is not mandatory and required only if Name on CC does not match Travelers name.  **ZF/CTR/CC/.VI4444333322221111/D1215/S123/NM-MISS LORNA TRAVEL**  Agency Payment can also be used as per option 3  **ZF/CTR/AP/X1234**  (Agency payment with Agent Payment ID only for carrier Tigerair)  Or  **ZF/AP/X1234/PASSWTP**  (Agency payment with Agent Payment ID and Password details for all segments in the PNR)  (If the Password has Lower and Upper case Characters, please see below entry format)  **ZF/AP/X1234/PASS\*w\*o\*r\*d**  (must enter a “\*” before each lower case character)  Response received:    Now enter “ER”    Tigerair Singapore (TR)  Tigerair Philippines (DG)  Tigerair Mandala (RI    Enter in the Agency ID against (User ID) and UID Password for Agency Payment option  **ZPROV/TR/UID-TIGERIAR/PSW-NEWSKIES-1**  **AUD**  **CNY**  **EUR**  **GBP**  **HKD**  **IDR**  **LKR**  **MYR**  **NZD**  **PHP**  **SGD**  **THB**  **TWD**  **USD** | ***Please note credit card information will come across from the FOP line if present. You can override by typing new credit card details.***  ***For agency payment field please contact Tigerair to obtain an account for the airline.***  ***Upper and Lower Case Entry for Passwords (Lower case cannot be entered into the GDS)***  ***Please see entry in Left column to identify how to work with Upper and Lower case.***  ***Galileo Reference returned and Easyjet vendor locator under \*VL.***  ***To display the booking in the Tigerair system enter Z\*R/CTR***  ***Please note Modify and Cancel is not available as yet***  ***Please note only a Secondary user can update this display***  ***Please use the Update Tab below to enter the Agency ID and UID Password for the agency*** |