

EXTRA SEAT PROCEDURE

NOTE: ACCORDING TO IATA, YOU ARE RECOMMENDED **TO ISSUE ONE TICKET FOR BOTH THE PASSENGER AND THE EXTRA SEAT FOR PERSONAL COMFORT (EXST)**

PNR CREATION

TO DO THIS:

1. CREATE TWO NAME ELEMENTS IN ONE TRANSACTION.

ENTER:

NM2FROST/TOM MR(IDEXST)/EXST

- INCLUDE THE ID CODE (IDEXST) IN THE FIRST NM ELEMENT FOR THE PASSENGER, AND ENTER 'EXST' AS THE FIRST NAME IN THE SECOND NM ELEMENT FOR THE EXTRA SEAT.

NOTE: DO NOT ENTER A TITLE IN THE SECOND NAME ELEMENT.

STEPS FOR BOOKING AN EXTRA SEAT FOR PERSONAL COMFORT (EXST) AND ISSUING THE TICKET (CONT.)