

Dear partners,

We would like to inform you that in cases of **partial reissue** where the coupon status of the flown flight is still **"C" (Checked)**, the new pricing must be completed manually.

Before proceeding with the reissue, it is mandatory to verify the **Fare Rules** and **Fare Combinations** to ensure the correct pricing result.

For pricing instructions, please refer to [Pricing | AEGEAN Hub](#)

If any **Additional Collection (ADC)** is generated during the new pricing process, it must be collected.

Preliminary Check

1. Retrieve the original ticket.
2. Confirm that the coupon status of the flown segment is still "C" (Checked) and has not yet changed to "F" (Flown).

Coupons														
CP	STP	AL	FLT	CL	DATE	BRD	OFF	TIME	ST	FARE BASIS	NVB	NVA	BAG	CS
1	O	A3	126	V	09SEP	ATH	SKG	19:45	OK	VHFLXDD	09SEP	09SEP	0PC	C
2	O	A3	117	Y	13SEP	SKG	ATH	14:40	OK	YHFLXDD	13SEP	13SEP	0PC	O

Fare Details					Details				
FARE:	EUR		249.00		Form of payment:	EUR 304.07 CASH			
TAX:	EUR		24.00	GR	Endorsements:	VALID OA/A3 FLIGHTS SHOWN			
TAX:	EUR		21.69	WP	Fare Calculation:	ATH A3 SKG94.00VHFLXDD A3 ATH Q8.00 147.00YHFLXDD EUR249.00END			
TAX:	EUR		8.59	WQ					
TAX:	EUR		0.79	ZL					
TOTAL:	EUR		304.07						

Data Protection Notice
<http://www.jatatravelcenter.com/privacy>

Example: Reissue with No Fare Difference (No ADC)

Follow the steps below:

1. Book the new flight

Shopping Cart - Air									
▶	☐					Class	✈	Status	Cnx
▶	☐		Wed 25Sep24 06:00 - 06:50	SKG - ATH	A3 101	Y		32Q	A3

2. Select only the new flight segment and proceed with **Historical Pricing**, selecting the appropriate Fare Family.

Pricing Options

☐ Published Fares
☒ Contract Fares
☒ Both

☒ Current Classes
☐ Best Available

Validating Carrier
Default

☒ Check/Uncheck All
☒ Advance purchase
☒ Allow Penalties
☒ Allow Min Stay
☒ Allow Max Stay

☒ Historical Pricing

Travelers

Fare Selection Options

Tour Codes

Qualifiers

Tax Exempt Options

Services Filter

Pricing By Brands

Select a Brand

Continue

Light
Saver
Flex
Family
ComfortFlex
Business Basic
Business

You will be redirected to the ticket list. Select the applicable ticket by clicking on it.

Select to include Flight Information from an existing ticket

Ticket Number	Status	Travelers	Segments
☐ 3905754481135	Confirmed	MR JOHN PAPPAS (ADT)	A3 126 ATH SKG 09SEP A3 117 SKG ATH 13SEP

Continue

Cancel

- Insert the **Original Date of Issue** by clicking the date displayed under **Original Ticketing Date**.

Past Date for Pricing

Original Ticketing Date [09/09/2024](#)

Continue

Cancel

4. Click **Store Fare** or **Rebook**.

- Retrieve the original ticket and copy the **Fare Calculation** of the flown segment.

CP	STP	AL	FLT	CL	DATE	BRD	OFF	TIME	ST	FARE BASIS	NVB	NVA	BAG
1	O	A3	126	V	09SEP	ATH	SKG	19:45	OK	VHFLXDD	09SEP	09SEP	OPC
2	O	A3	117	Y	13SEP	SKG	ATH	14:40	OK	YHFLXDD	13SEP	13SEP	OPC
fare Details						Details							
FARE:		EUR	249.00		GR WP WQ ZL	Form of payment: EUR 304.07 CASH							
TAX:		EUR	24.00			Endorsements: VALID OA/A3 FLIGHTS SHOWN							
TAX:		EUR	21.69			Fare Calculation: ATH A3 SKG94.00VHFLXDD A3 ATH Q8.00 147.00YHFLXDD EUR249.00END							
TAX:		EUR	8.59										
TAX:		EUR	0.79										
TOTAL:		EUR	304.07										

Fare Calculation:

ATH A3 SKG94.00VHFLXDD A3 ATH Q8.00 147.00YHFLXDD EUR249.00END

6. Return to the front page.

- Click the **Pencil** icon to open the **Ticket Mask (TST)**.

				Class		Status	Cnx	Fare
▶	□							
▶	□	 Wed 25Sep24 06:00 - 06:50	SKG - ATH	A3 101	Y 	0h 50m 32Q HK		A3 1

Fare: 1
Source: A3
Ref: M76XAW
178.08 (EUR)

- 8. Paste the copied Fare Calculation into the new TST.**

Fare Calculation Before pasting:

Fare Calculation Line

SKG A3 ATH Q8.00 147.00YHFLXDD EUR155.00END

Fare Calculation After pasting.

Update the Fare Calculation by adding all applicable amounts, and ensure that the **Total EUR** is updated both in the **Fare Calculation line** and in the **Base Fare** field.

Fare Calculation Line

ATH A3 SKG94.00VHFLXDD A3 ATH Q8.00 147.00YHFLXDD EUR249.00END

Fare Details

Base Fare

EUR

249.00

9. Change the **Reason** to **REISSUE** and the **Commission** to **Percent**.

Commission	Percent	▼
Reason	REISSUE	▼

Submit

10. Click to Save TST.

*In case of different **Passenger Type** (ADT,CHD,INF), the pricing mask must be completed for each type separately. Once all pricing masks have been filled in per Passenger Type, press **SUBMIT**.

The new Stored fare mask should appear as shown below:

Passenger Type

ADT

Last Date/Time to ticket: 2024-09-25

STP	DEP	ARR	AL	FLTNO	CL	DATE	TIME	ST	FARE BASIS	DESIGNATOR	NVB	NVA
	SKG	ATH	A3	101	Y	25SEP24	06:00	HK	YHFLXDD		25SEP2024	25SEP2024

Fare Details

Base Fare	EUR	249.00
Equivalent Fare		
Taxes	EUR	23.08
Tax Details		
Total	EUR	272.08

Commission and Information

Commission	Percent	
Reason	REISSUE	
Tour Code		
Endorsements	VALID OA/A3 FLIGHTS SHOWN	

Fare Calculation Line

ATH A3 SKG94.00VHFLXDD A3 ATH Q8.00 147.00YHFLXDD EUR249.00END

Received From

Submit

Cancel

The new pricing has now been completed successfully, and you may proceed with the ticket reissue.

Thank you for your cooperation.