1. EMD-S issuance for Group deposit down payment & Group Penalty Fee

<table>
<thead>
<tr>
<th>SVC</th>
<th>RNC</th>
<th>REFSC</th>
<th>Description</th>
<th>Type</th>
<th>Pricing</th>
<th>Consumed at issuance</th>
<th>ICW</th>
<th>Refundable by F1</th>
<th>Exchangeable by F1</th>
<th>Voided by F1</th>
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</thead>
<tbody>
<tr>
<td>GRDD</td>
<td>D</td>
<td>99A</td>
<td>Group Deposit/Downpayment</td>
<td>Manual</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>GRPF</td>
<td>D</td>
<td>98F</td>
<td>Group Penalty Fee</td>
<td>Manual</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1.1 Group deposit down payment flow
The EMD-S for Group Deposit/Downpayment is issued prior to ticket issuance and prior to passenger names addition in the PNR.

a) Create a PNR with any segment.

b) The name field must contain the **Surname**: Group name & **Name**: Total number of group passengers.
   *e.g.* A group of 25 passengers will fly. Group name is OLYMPIC AIR. The name of the PNR to be created for Group Deposit/Downpayment (GRDD) will be: **OLYMPIC AIR/TWENTYFIVE**

c) Clicking the Standalone EMD icon will display a dropdown that will show the types of Standalone EMDs available:

   ![Standalone EMD Icon]

   ![PNR Details]

   ![Transaction Details]

   ![Endorsement Details]

d) **Mandatory EMD fields to be updated by travel agents:**
   - Traveler Association: Select the traveler to whom the EMD will be associated from the dropdown list.
   - Service Location: Enter the group point of origin (three-letter Airport Code).
   - Fare Information (Base Amount): Base Amount refers to the Deposit Amount itself.
   - Endorsement box: Record Locator of group PNR containing the booked flights segments, the total number of group passengers and the Routing information (origin and destination of outbound travel) *i.e.* GROUP PNR RLOC QJOPDU TOTAL PAX 25 ROUTING ATHHER.
   - Tour code
   - Form of Payment
e) Issue EMD-S by clicking Submit:

f) EMD-S Issued
g) After the EMD-S issuance, delete the segments.

1.2 Group Penalty fee
Group penalty fee is issued for group space cancellation, therefore may be collected when required.

a) Create a PNR with any segment.

b) The name field must contain the **Surname**: Group name & **Name**: Total number of cancelled seats
   i.e.: 5 seats were canceled. Group name is AEGERAN AIRLINES. The name of the PNR to be created for collecting Group Penalty Fee (GRPF) will be: AEGERAN AIRLINES/FIVE

c) Clicking the Standalone EMD icon will display a dropdown that will show the types of Standalone EMDs available:
d) Mandatory EMD fields to be updated by travel agents:

- Traveler Association: Select the traveler to whom the EMD will be associated from the dropdown list
- Issued in connection with ticket (ICW), **in case of cancelled space for ticketed passengers**
- Service Location: Enter the three-letter Airport Code for the Point of Sale of the booking location.
- Fare Information (Base Amount): Base Amount refers to the Penalty Amount itself
- Endorsement box: Record Locator of the group PNR with booked flights segments, the total number of group passengers, in case of cancelled space of un-ticketed passengers & the Routing information (origin and destination of outbound travel) i.e. GROUP PNR RLOC QY3BDU ROUTING ATHFCO
- Form of Payment

![Issue Standalone EMD]

e) Issue EMD-S by clicking Submit:

![Issue Standalone EMD]

f) EMD-S Issued
g) After the EMD-S issuance, delete the segments.