IN VOLUNTARY REISSUE

1. Click on the flight(s) and then choose from the options below, Create Fare.

2. Choose from the field Use Ticket Data the original ticket number.

3. Fill in the new mask with the old fare basis and the old baggage allowance.
   Or you may “DRAG” the flight elements and then clear NVB/NVA field.
4. Change the Commision box to “percent”.

In the “Reason” field select Reissue and in the Endorsements box fill in the sentence: *Invol Reissue due to.....(the reason of the involuntary reissue).*

Finally, in the field Fare Calculation Line insert the indicator I- in the beginning of the sentence.

*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.*

Mask should be displayed as per bellow:
5. Choose the **Transactions** field to display the tickets. Select the ticket number you wish to reissue.

6. Select **Exchange/Reissue** and proceed with the reissue.