QUICK REF GUIDE
Booking easyJet through Sabre®
Version: 2.3

Sabre Travel Network. business by easyJet
CREATE A BOOKING

Display easyJet flights among other airlines in the City Pair Availability (CPA)
- easyJet availability does not indicate available number of seats.
- View and book easyJet schedules up to 180 days in advance.

Display easyJet flights only in CPA

Sell

Add all PNR data
Mandatory data for easyJet:
- Passenger name must include title - acceptable titles include: MR, MRS, MS and MISS.
- Other titles and omitted titles will default to MR in the name field of the easyJet booking reference.
- Credit Card number.
- Credit Card Holder details.
- Email address - If multiple email addresses exist in the PNR, only the first email address is sent to easyJet.

AIR EXTRAS

Hold Bag (BGAD)
Enter a WP*AE request for Hold Bag (BGAD) and/or Allocated Seats (note Seats are Sold via 4G1/xx where xx is seat number). BGAD are sold by using the AE command.
- If the Air Extra is not associated to a segment, the service is requested for all segments in the PNR.

- Air Extras are optional for passengers booked in Y class.
- One Standard Seat and one BGAD are included at no charge for passengers booked in W class (Flexi) and in B class (Inclusive). Even though the Bag and Seat is 0.00 Charge an Air Extra still needs to be associated to a PNR.
- Currently, easyJet allows a maximum of three bags per passenger per segment.
- The quantity of bags per passenger must be the same for ALL segments.

Note: Air Extras must be accompanied by air segments. All Air Extras are NON-REFUNDABLE. Consequently, if you delete/cancel these services from the Sabre system PNR, the easyJet system does not update their PNR.

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ALLOCATED SEATING (See page 9)
- Allocated Seats must be requested for ALL passengers in the PNR.
- All air extras may be added before or after ticketing fulfilment.
- Use existing pricing entries to price.
  AE for bags, 4G1* for seats.
- Store the ancillary and air in the PQ record.
- Ancillary supplier accounting lines are automatically created.
- Use the manual DIN entry to send the ancillary and air accounting lines to the back office.
- Add an easyJet Plus! Card number to the booking for free seating.
  Example: FFU287658768-2.1
Name number is required only when there is more than one passenger in the PNR.

OUR FLEXI FARE
- Unlimited free date changes in a 4 week period from 1 week before to 3 weeks after the original travel date
- 1 piece of hold luggage (no bigger than 20 x 40 x 25cm)
- Allocated seat free of charge
- Speedy Boarding
- Fast-track security at selected airports
- Bookable up to 120 days in advance
- No booking or payment fees (same price as easyJet.com)

Book in W class
For Terms & Conditions see easyJet.com

SHOPPING - EASYJET FARES
Use existing entries WPN, JR or Alternate Dates functionality to display U2 flights in shopping.
- Shopping applies to both the regular and Flexi fare.
- Adult, child and infant passenger types are supported.
- All other passenger types default to ADT.
- WPNB entry returns the applicable fare result for the class of service booked.
- The shopping response includes the credit card fee for each transaction in the Total Fare.

For Terms & Conditions see easyJet.com
Using existing entries WPNI or JR with the qualifier AE you can see all Air Extras supported by easyJet.

Note: You are required to use a valid easyJet corporate ID in your shopping entries. The corporate ID must be first or you will not receive any discount.

**OUR INCLUSIVE FARE**

- 1 x 20kg hold luggage
- Free seat selection (excluding Upfront and Extra Legroom)
- No additional payment fees

Book in B class

For Terms & Conditions see easyJet.com

**SHOPPING ITINERARY WITH AIR EXTRAS**

**PRICING STANDARD FARE (Y)**

Use pricing entries to display pricing information including base and total tax in XT.

- Adult, child and infant passenger types are supported.
- All other passenger types default to ADT.
- WP, WPNC and WPNCB entries return the applicable fare result for the class of service booked.
- The pricing response includes the credit card fee for each transaction.

**SHOPPING WITH A CORPORATE ID**

Note: To display pricing in XT, visit easyJet.com for format support.
Pricing Itinerary with Air Extras

At pricing, all air extras (BIGAD and Allocated Seats) in the PNR are included in the pricing response.

- To Price Air Extras you need first to Price the PNR (WP) and if Air Extras are available for the flight the WP*AE is displayed at the bottom of the Pricing Request.
- Price the bags and allocated seats using WP*AE.
- You cannot price air extras alone. They must be priced with air segments.
- You must delete air extras if you do not want them in the pricing response.
- Note that Bag can be bought by using the AE command while Seats require the 4G1/xx command. At the end of each Air Extra line a footnote character designates if Air Extra is Non-Refundable or Info only.

WP*AE

<table>
<thead>
<tr>
<th>BAGGAGE</th>
<th>OR SEG/OHPA</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ADJ STANDARD BAGGAGE</td>
<td>U2</td>
<td>£15.00</td>
</tr>
</tbody>
</table>

SA: SEAT ASSIGNMENT

<table>
<thead>
<tr>
<th>SEAT EXTRA LEISURE SEAT</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ</td>
<td>£12.00</td>
</tr>
<tr>
<td>ADJ STANDARD SEAT</td>
<td>U2</td>
</tr>
</tbody>
</table>

N/SERVICE IS NONREFUNDABLE

INFO: INFORMATION ONLY - USE SEAT MAP TO BOOK/SELL NO AIR EXTRAS FOUND FOR - 0/4/8/1/0/M/1/0/Y/会/Un.

AE1/2

ANCILLARY SERVICES

<table>
<thead>
<tr>
<th>STATUS / PNL/REQUESTED</th>
<th>AMOUNT</th>
<th>TOTAL</th>
<th>FLEET</th>
<th>DOC/CE -</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 SMITH/JOHN MR</td>
<td>9,000</td>
<td>9,000</td>
<td>GSM</td>
<td></td>
</tr>
</tbody>
</table>

To buy a Seat you can directly select a seat via a 4G1/xx command or you can do a Seat Map to see available Seats and then select the Seat.

- A seat can be selected directly. But doing so will not ensure seat is available. By doing a Seat Map first you can see what Allocated Seats are available and then select the seat for Fulfilment.
- A Seat Map can be displayed Graphically (Sabre Red GSM) or via Green Screen (Sabre Classic).
- At the top of each Seat Map is a Banner that displays the Price range of Seats available. With GSM you can hover over the seat and see the Price for that individual seat. That is not possible with Sabre Classic.
- You can do an AE command to view all the Air Extras for the PNR.

Graphical seat map

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8 for format support please see back page

9 for format support please see back page
Pricing itinerary with corporate ID

There are 2 options available to price a corporate fare, either using an account code or a SNAP code.

Note: You are permitted to use only one corporate ID in your pricing entry. You cannot combine codes.

Store Price

Store the air pricing information in the PNR.
- The stored price includes the credit card fee in the PQ.
- Remember to include the same qualifiers as you did in your pricing entries.

Payment

You must include the credit card holder and billing address information as mandatory fields for instant purchase.

FULFILMENT

Sabre® Instant PurchaseSM

Select the PQ record from which you will execute the instant purchase

- You must include the validating carrier (U2) to initiate instant purchase.
- You must enter the credit card CVV number in the ticketing entry for those credit cards that participate. The CVV number is either 3 or 4 digits.

Note: American Express cards have a 4 digit CVV number.

PNR Display after instant purchase

- The air segments are automatically updated to HK.
- The system automatically adds an OTH GK segment and an SSR OTHS to the PNR.
- The system automatically creates separate supplier accounting lines for air, credit card fee and ancillaries, when applicable.
- Use the manual DIN entry to send the ancillary and air accounting lines to the back office.
Pricing Flexi Fares (W) & Inclusive (B)

Use existing pricing entries to display pricing information including base and total tax in XT.

- Air Extras Standard Seat and BGAD display on the pricing response even if you have not requested AE’s in the PNR.
- 1 Standard Seat and 1 BGAD per passenger are complimentary for Flexi Fare and Inclusive Fare display as 0.00.
- Credit card fees are waived and display as 0.00.
- STD Seat and BGAD are not required for pricing but mandatory for fulfillment. Thus the user needs to add these 0.00 Air Extras to PNR via AE and 4G1xx commands.
- Entries to change class of service (WCAV or WCAY) do not change the class for easyJet flight segments.
- WPNCB does not change class of service for easyJet.

Display stored price for itinerary with air extras

You may price and store air extras in the PQ record.

- The grand total amount in the PQ record will include all air extras.
- However, their descriptions are not displayed in the PQ record; you must use the extended PQ entry below to view the breakdown.

Display extended PQ

*PQ(record number)¥E

- Displays the description of the fee (STD Seat, BGAD items), quantity of air extras requested and a total value for each air extras that have the same description and same value.
- Display also shows PQ status (TKTD or NOT TKTD) and any applicable add collect exchange amount and refund amount.
APIS (Advance Passenger Information System)

- You can only add APIS info at the time of the booking creation.

Enter:

3DOCS(segment number)/(document type)/(2 or 3-character document issue country)/(document number)/(2 or 3-character document nationality country)/(date of birth)/(gender)/(document expiration date)/(last name)/(first name)/(middle name or initial)-(PNR name number)

- You can enter APIS information in the PNR at original creation or at ticket issuance. However, the Sabre system sends the APIS information to easyJet upon ticket issuance only.
- easyJet supports document types: P (Passport), and T (Refugee travel document and re-entry permit, U.S. Travel document) only.
- See the Advanced Passenger Information quick reference or the Format FinderSM help system for more information.

SERVICING THE BOOKING

Name Change

easyJet permits name changes to previously confirmed PNR. However, the name change must be done without deleting the previous name.
- Use existing WP entries to price the name change fee.
- The pricing response displays the additional collect banner with the fee for changing the name.
- Use existing PQ entries to retain the fee for the name change.
- You must use the existing WV entry to send the fulfillment for the name change transaction.
- Only WV or Ignore Transaction is permitted after performing a name change in the PNR.
- Separate accounting lines for the Change and Credit Card fee are automatically created in the PNR.

Note: If you delete the name and input a new name for the PNR, then the name change will not be processed.

3DOCS/P/FR/1234566690/FR/SMITHJOHN11-1.1

for format support please see back page

for format support please see back page
Add New Flight Segment to a previously confirmed PNR.
- Use existing WP entries to price the revised itinerary.
- The pricing response displays the add collect banner with the fee for changing the itinerary.
- Use existing PQ entries to retain the fee for the itinerary change.
- Use existing W¥ entries to fulfil the itinerary change transaction.
- The system automatically creates separate accounting lines for the change and credit card fee in the PNR.
- If you add a segment to a previously Flexi Fare confirmed PNR, a pricing error response displays: 105- B-INVALID BOOKING MODIFIER.

Cancel (Partial) segments from a previously confirmed PNR.
- Use existing WP entries when at least one easyJet flight is active in the PNR.
- Use existing PQ entries to retain the fee for the partial cancellation.
- Use existing W¥ entries to fulfil the partial cancellation transaction.
- Separate accounting lines for the Change and Credit Card fee are automatically created in the PNR.

Cancel (All Segments) You must contact easyJet when cancelling ALL segments.
- At End Transaction, you will see a warning message: UNABLE TO PROCESS CANCEL - CTC CARRIER.
- Re-enter the End Transaction to accept the cancel action in the Sabre system or you may also ignore the PNR.
- If you continue with End Transaction, the system adds a SH-UNABLE TO PROCESS CANCEL - CTC CARRIER remark to the PNR. In addition, the system places the PNR on your agency’s Queue 0 for action required.

Note: You can contact the carrier directly to process the cancellation and receive any applicable refunds based on easyJet’s cancellation policy.

Cancel & Rebook segment(s) from a previously confirmed PNR.
- Use existing WP entries to view the additional collect amount (if any) for the cancelled and rebooked flight(s).
- Use existing PQ entries to retain the fee for the cancel/rebook transaction.
- Use existing W¥ entries to fulfil the change transaction.
- Separate accounting lines for the change are automatically created in the PNR.

Note: A cancellation may qualify for a refund when done within 24 hours of the original ticket fulfilment.

Note: for format support please see back page
Cancel & Rebook segment(s) from a previously confirmed PNR. - Flexi Fare

- Flexi Fare allows free cancel and rebook
- Rebook segment must be in the same routing
- Cancel/rebook PNR changes must be done within a 4 week window (Seven days before and three weeks after original travel date of first segment booked).

- You must add Air Extras BGAD
- easyJet always applies all previously confirmed/purchased BGAD to all previously confirmed PNRs in Flexi Fare.
- Passengers can have different quantity of BGADs but the quantity of BGAD must be the same for all easyJet flight segments.
- If you do not request Allocated Seats and BGAD for the replacement segment you receive this error response at pricing: EXTRA SERVICES MISSING IN SSR FIELD.

- Use existing WP entries to view the 0.00 amount for the cancelled and rebooked flight(s).
- Use existing PQ entries to retain the fee for the cancel/rebook transaction.
- Use existing WV entries to fulﬁl the change transaction.
- The system automatically creates separate accounting lines for the change in the PNR.

Quick Tips and Rules

- The email field is a mandatory item for easyJet.
- Sabre® Instant Purchase™ is for all passengers in the PNR (maximum of 9) and a maximum 8 segments.
- Maximum 16 segments for a single passenger PNR.

Add Air Extras (Allocated Seats, BGAD) to a previously confirmed PNR

- Use existing WP entries to view the additional collect amount for the addition of the Air Extras.
- Use existing PQ entries to retain the fee for the added Air Extras.
- Use existing WV entries to fulﬁl the transaction for added Air Extras.
- The system automatically creates separate accounting lines for the change in the PNR.

- Flexi Fare and Inclusive Fare offers one STD Seat and one BGAD. You can add additional BGADs to a previously confirmed PNR using the same entries described above.

Note: All Air Extras are non-refundable.

Note: If your PNR requires cancel/rebook plus additional bag modification, it's highly recommended to fulﬁl the cancel/rebook ﬁrst. Then retrieve the PNR and add additional BGADs so that the pricing display with add collect for extra bags can accurately display the applicable fee amount for any additional BGADs.
OUR FARES

STANDARD FARE
Simply pay for the services you want
> Optional hold luggage
> Choose the seat you want
> Optional credit card payment

Bookable on easyJet.com and through the GDS in ‘Y class’
All the above services carry charges

INCLUSIVE FARE
Business Essentials
> 1 x 20kg hold luggage
> Free seat selection (excluding Upfront and Extra legroom)
> No additional payment fees

Not available on easyJet.com
Bookable through the GDS in ‘B class’

FLEXI FARE
Giving you the freedom to change
> Unlimited free date changes in a 4 week window
> 1 x 20kg hold luggage
> Upfront seat selection
> Speedy Boarding
> Maximum size hand luggage size (no bigger than 56 x 45 x 25cm)
> Fast Track Security (at selected airports)
> Free credit card payment

Bookable on easyJet.com and through the GDS in ‘W class’

For full Terms and Conditions visit business.easyJet.com