Travelport

SPLIT PNR

Quick Reference
Version 2020

Contents

What is a split?

Split refers to separation one or more passengers from a booking.

When is splitting of a PNR required?

As long as all the passengers wish to fly on the same date and the sectors in the same booking class, they can be booked under one PNR.

```
T97N4E/30 VIENH  C386304 AG 06212345 02JUL
 1.1UBEROI/NIDHI MS  2.1UBEROI/PURTH MR  3.1UBEROI/PARTH MR
 1. AF 1239 T 01MAR VIECDG HK3  0615   0830  O*       E MO
 2. AF 1138 T 10MAR CDGVIE HK3  0915   1115  O*       E WE
 3. T  **  TEXT **  02JUN-**KEEP PNR LIVE**
```

As soon as one (or more) of the passengers change their travel plans, they need to be splitted and their existing flights need to be replaced with the new ones.

How can a PNR be split?

Step 1: Retrieve the split mask

The split mask can be retrieved by using #SPLIT command in Smartpoint

Step 2: Choose the passenger(s) to be split

After the split mask is displayed, tick mark the passengers who need to be splitted from the main PNR and click on „Split"
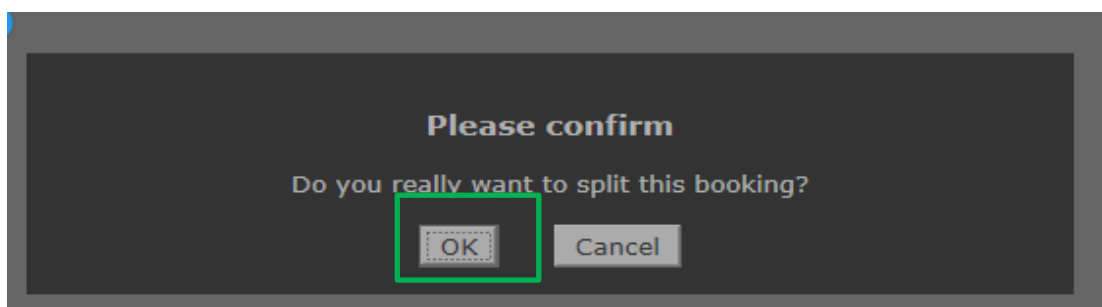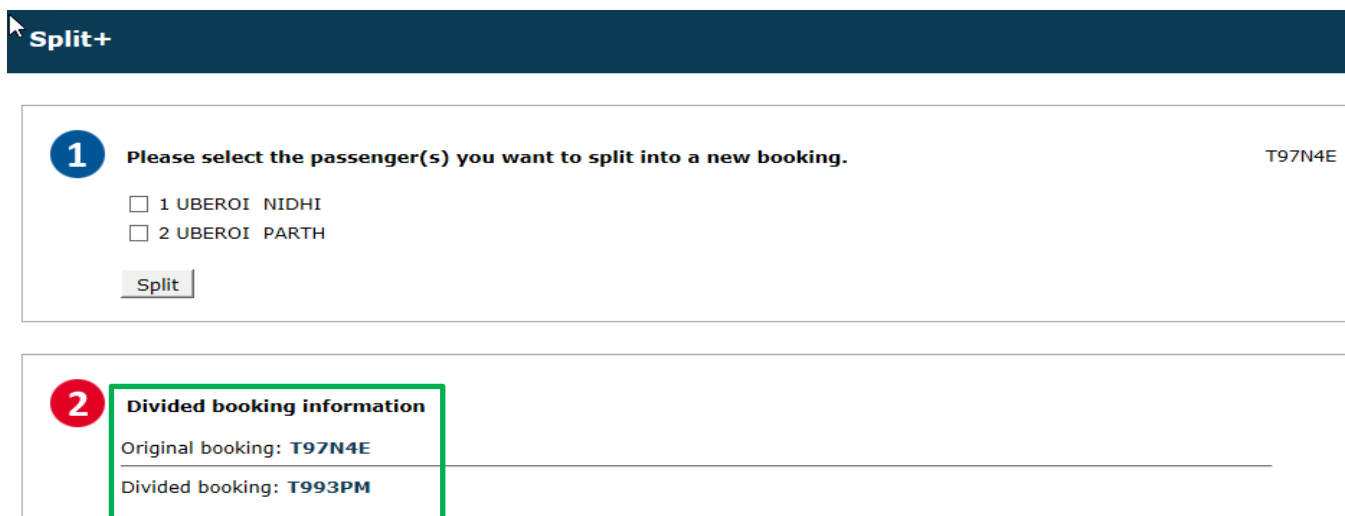
Step 3: Confirm the split

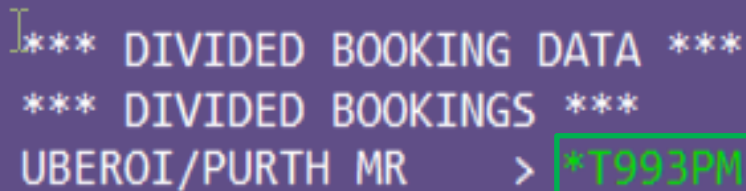Confirm the warning by clicking [OK] to proceed with the split.

After the PNR has been split the following window will pop up:

The original or the divided booking can be displayed by clicking on the respective PNR.

Step 4: Display split PNR

When the original PNR is retrieved after the split, a new Button [*DV] is available. Upon clicking the *DV button, an overview of all the PNRs which have been split will be displayed. To retrieve the split PNR, click on the green booking number.

The desired changes can be made in the split PNR now. The original PNR will not be affected by the changes made in the split PNR.