AirArabia
AirArabia

Air Arabia Trade partner user manual

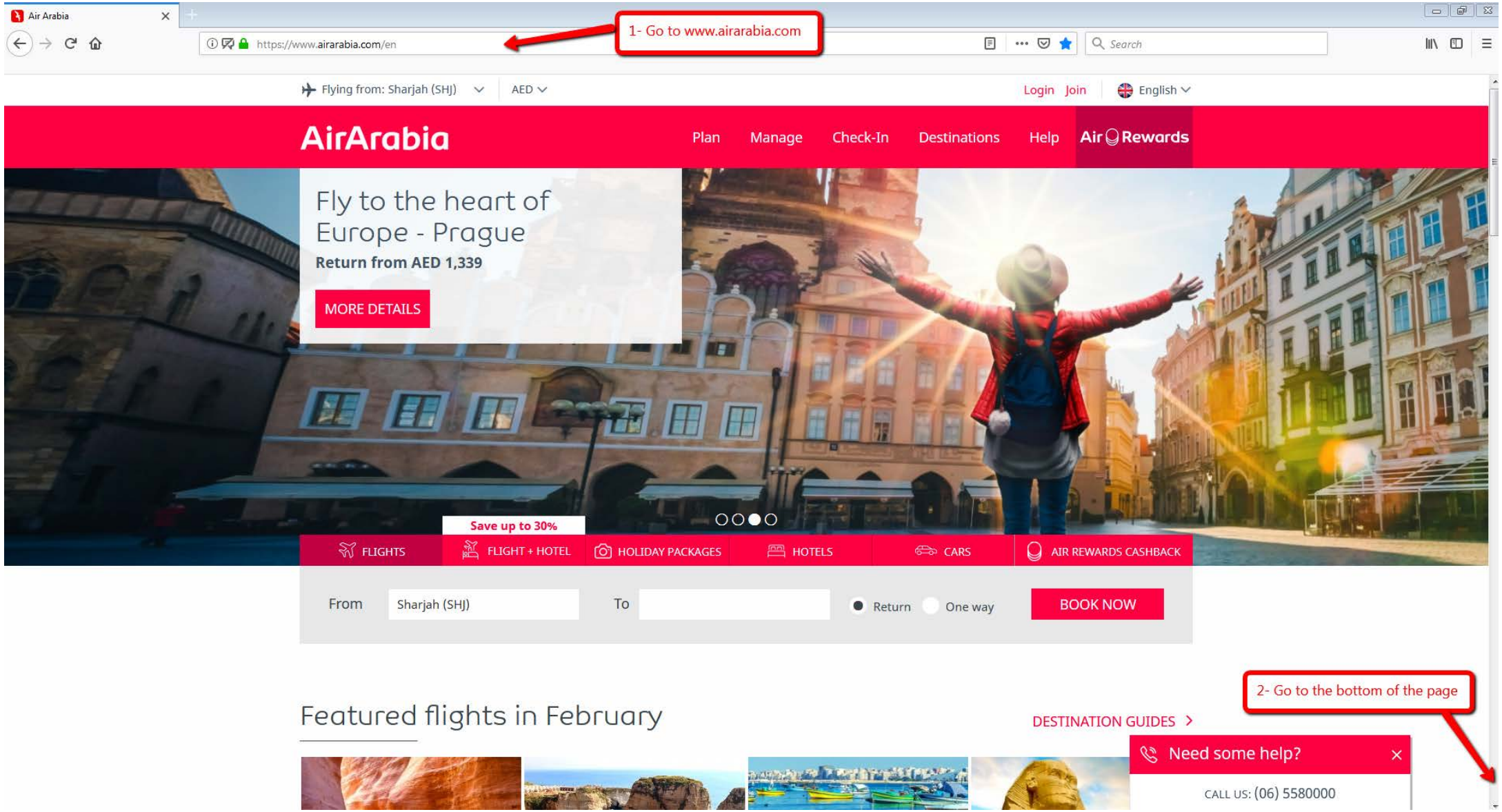
Introduction

This manual shall act as a guide for you in making:

- New reservations
- Adding ancillaries (Seats, Meal, Baggage, Insurance & Airport services)
- Modifying existing reservations
- Cancelling reservations
- Name change
- Sales reports

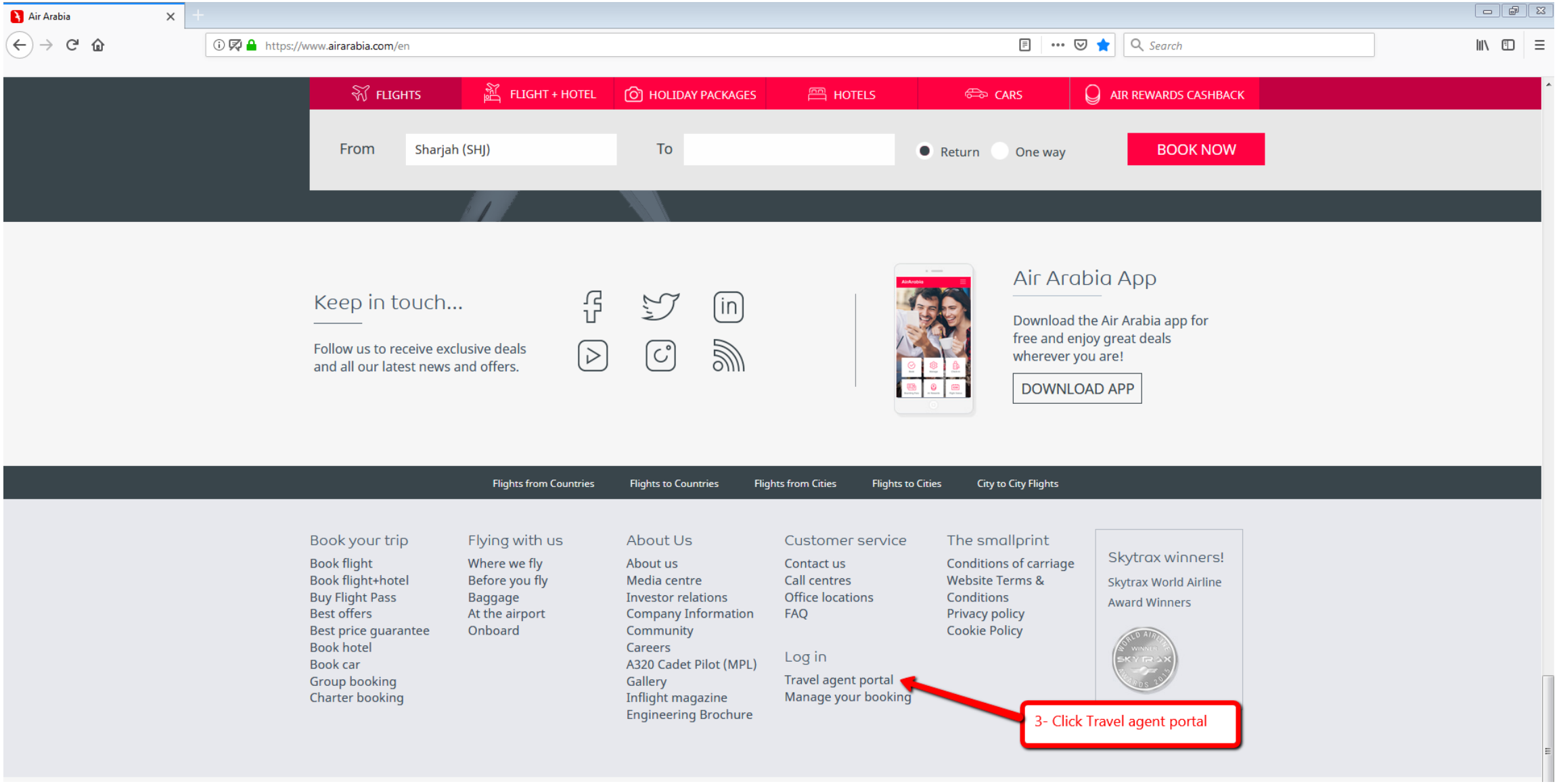
AirArabia

New reservation



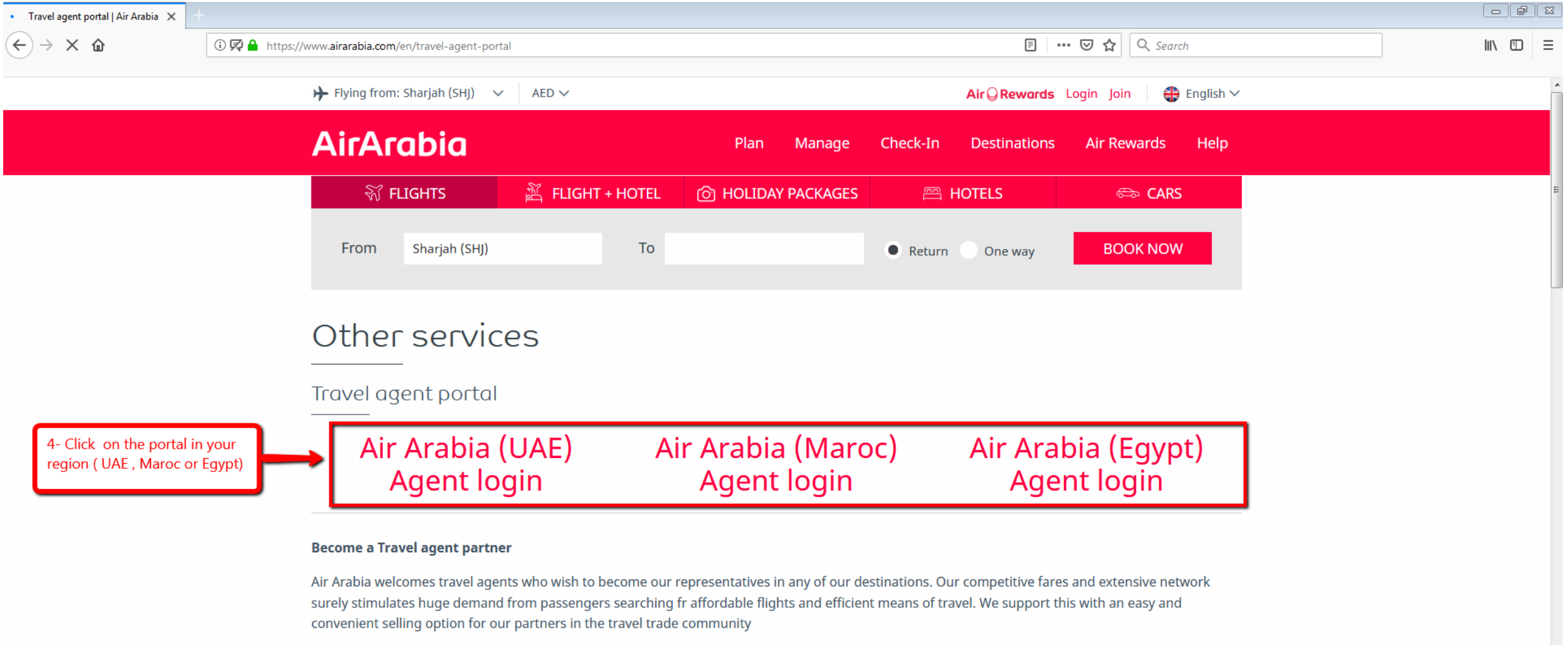
AirArabia

New reservation



AirArabia

New reservation



AirArabia

New reservation

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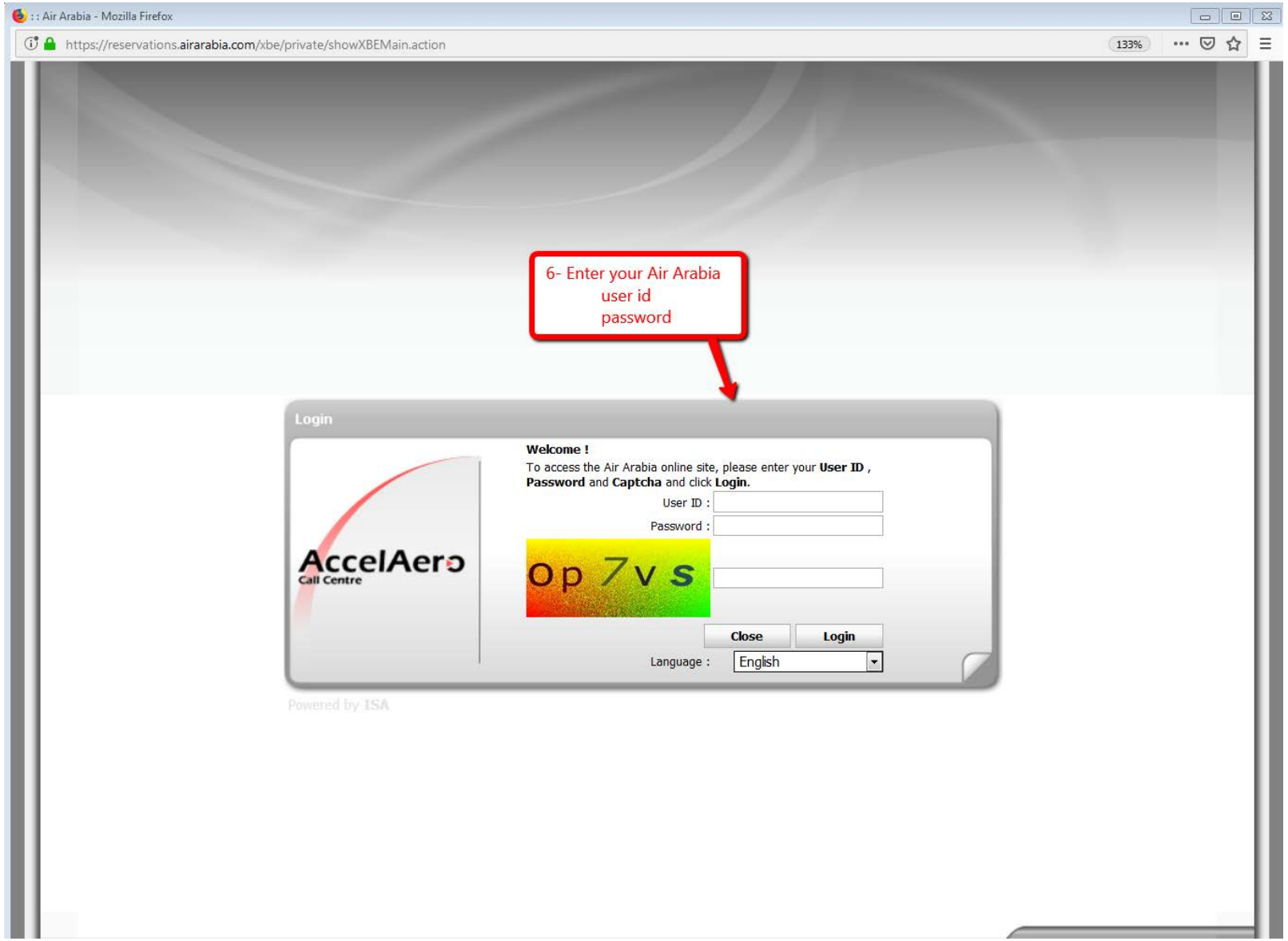
New reservation



AirArabia

New reservation

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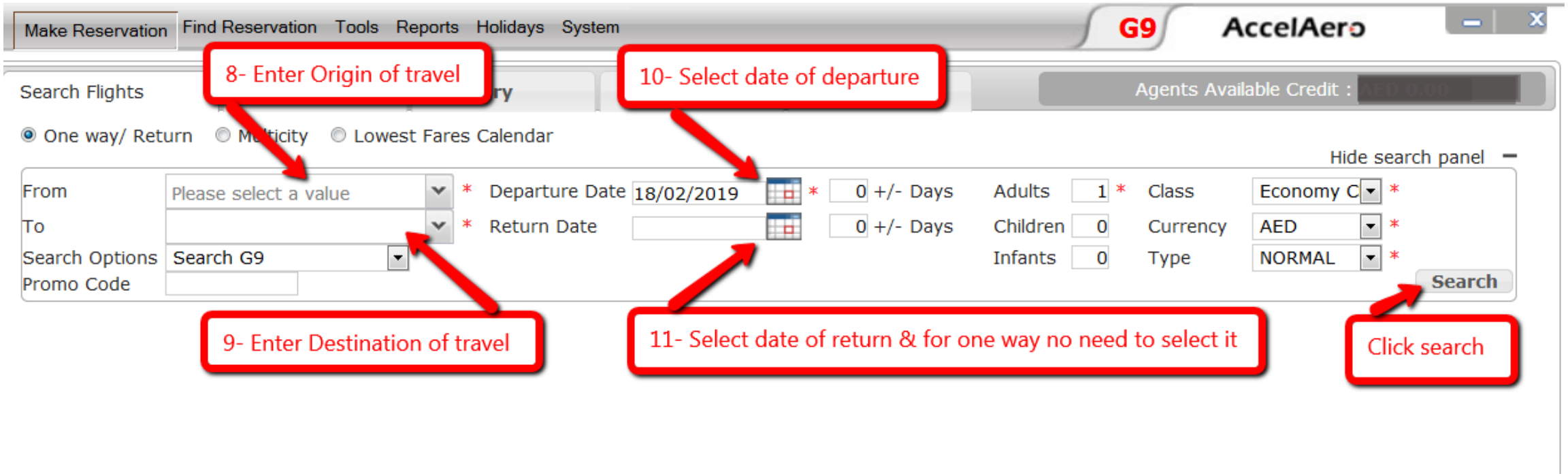
New reservation



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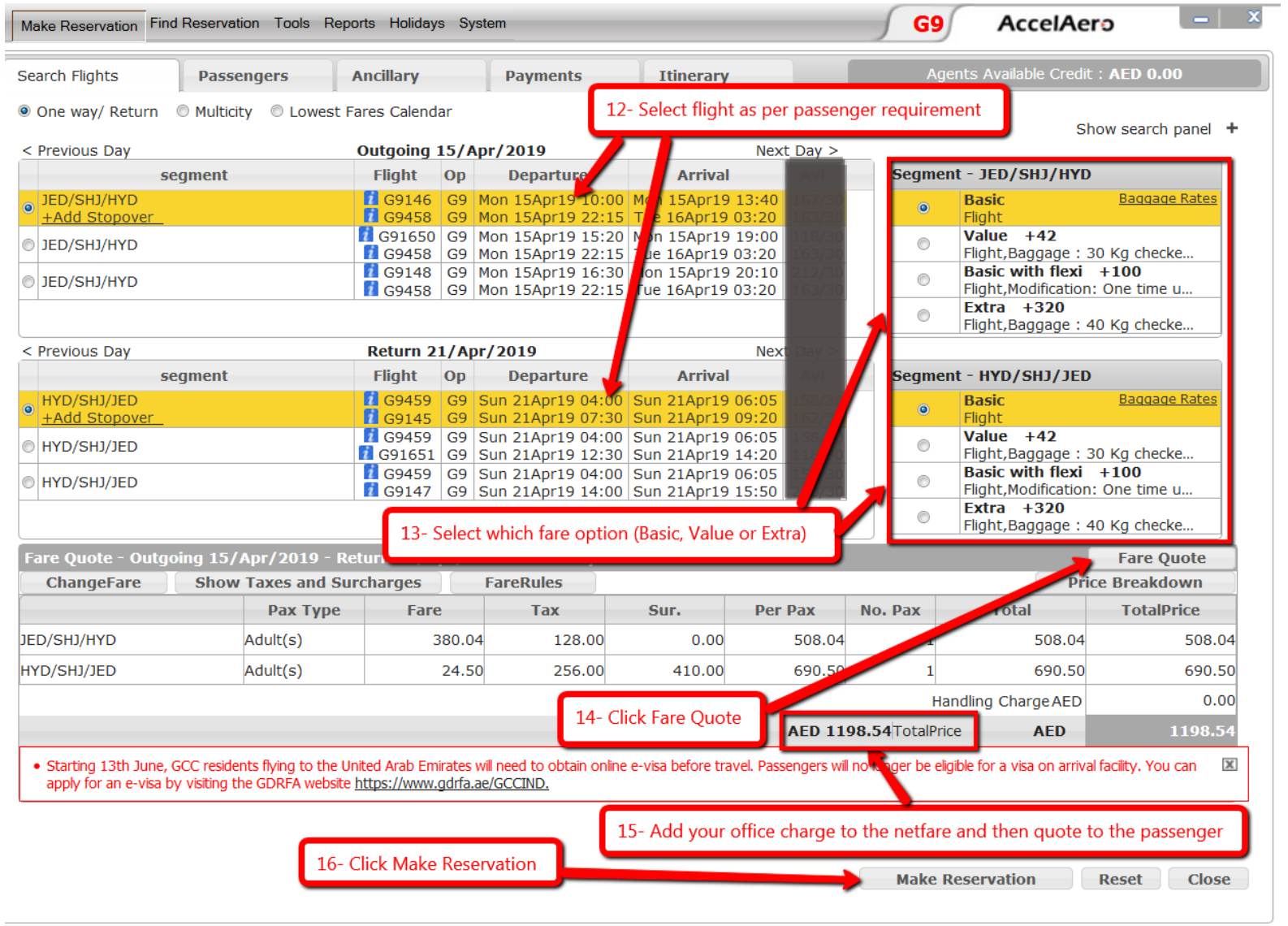

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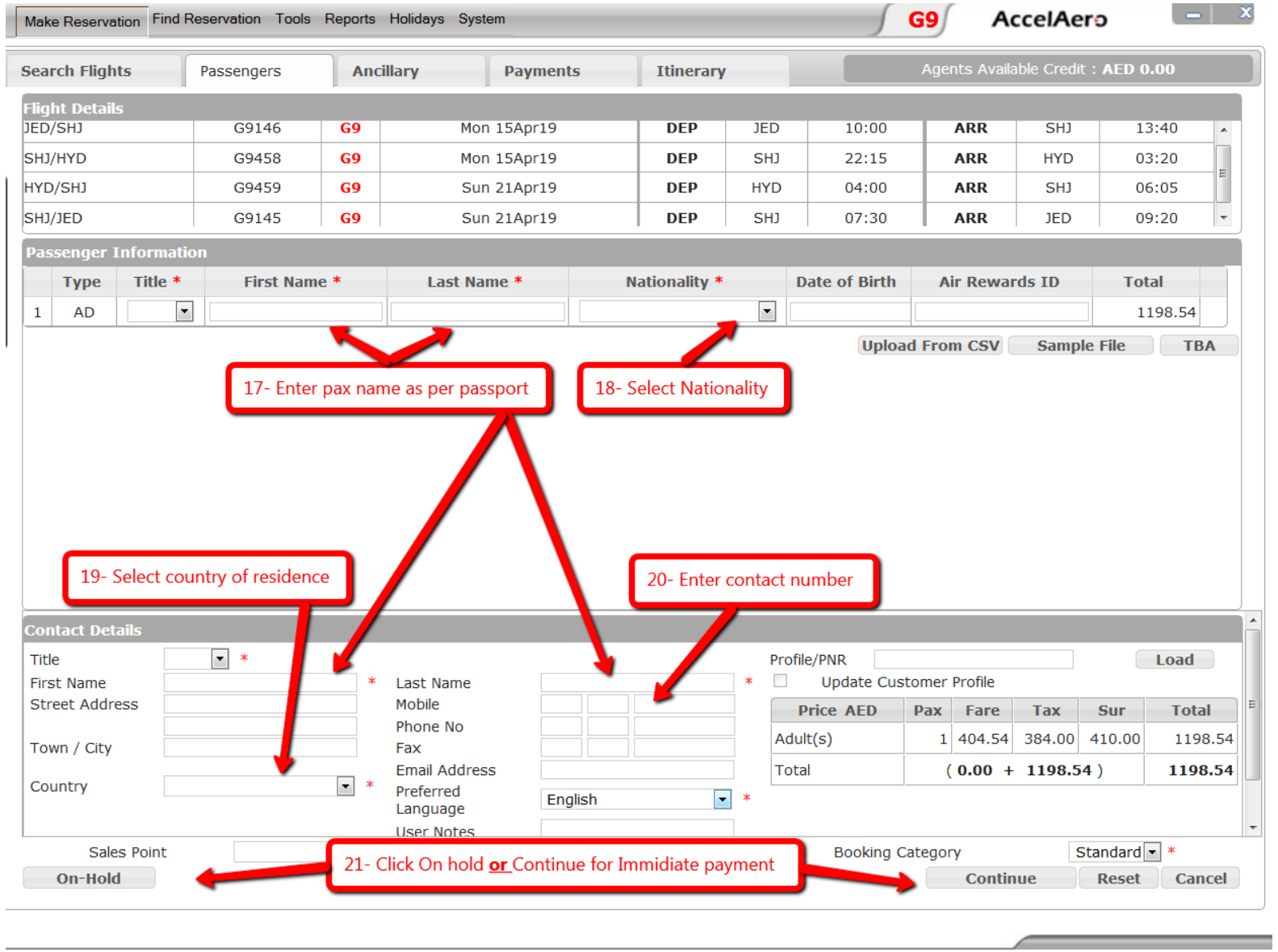

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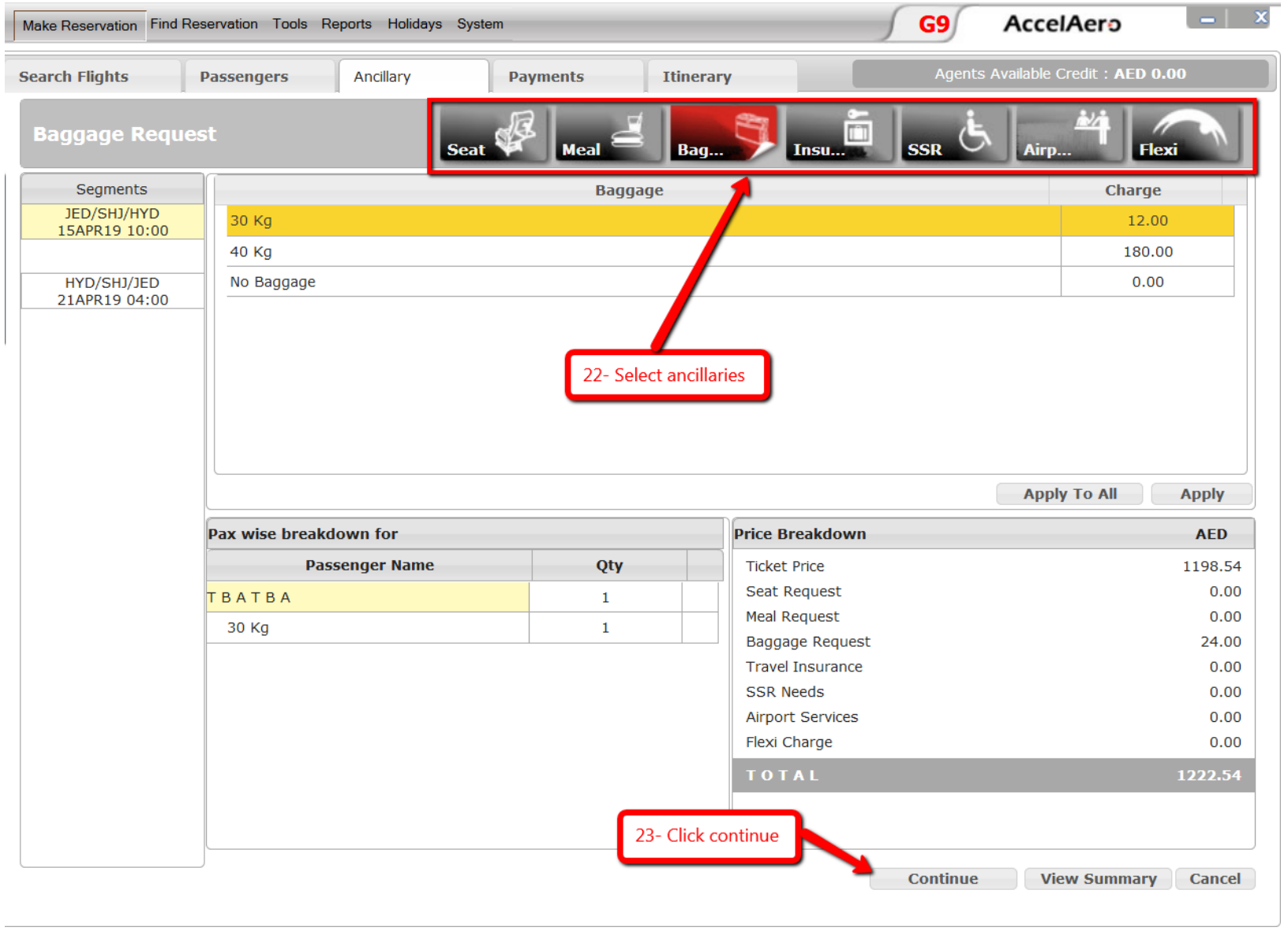

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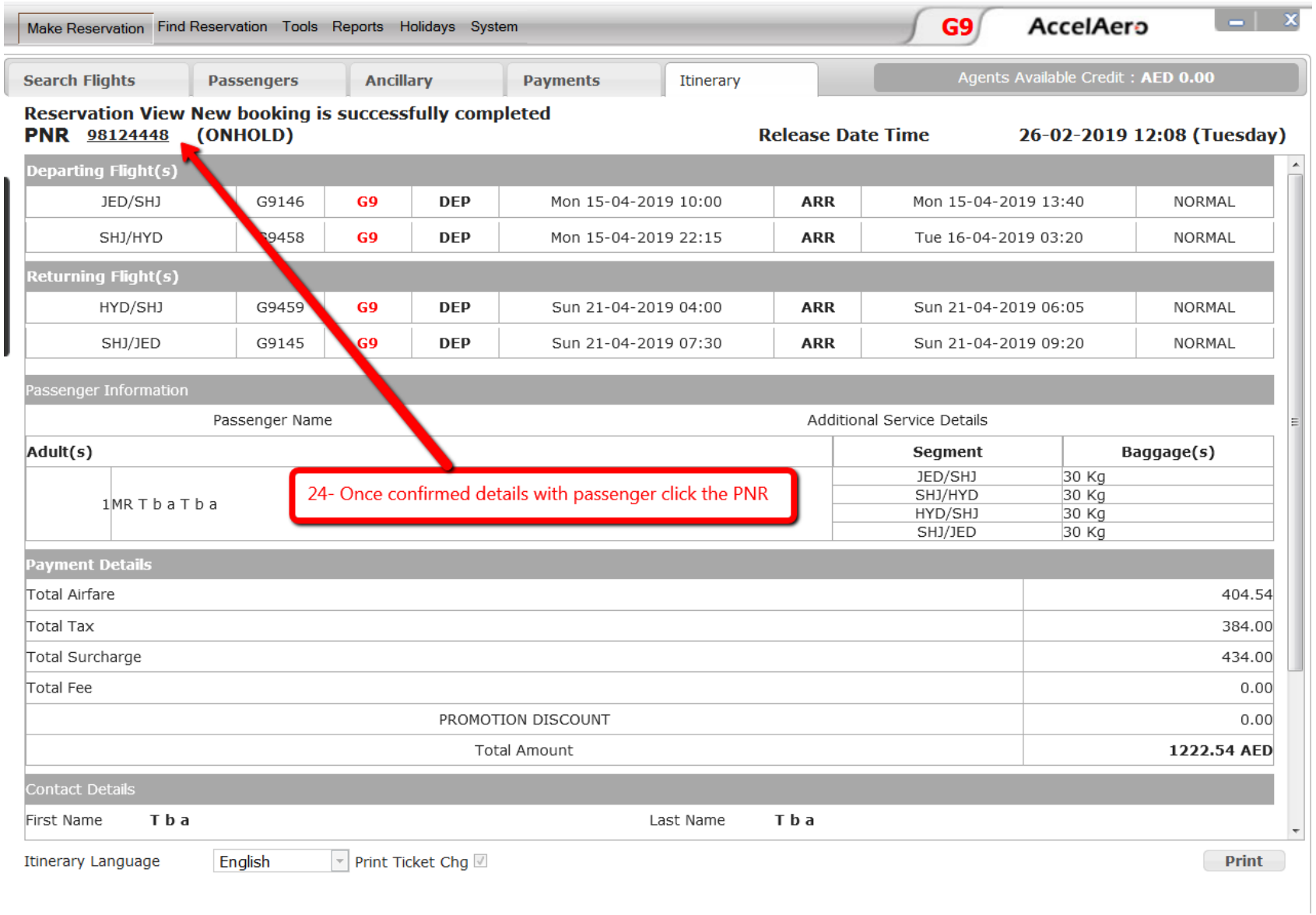

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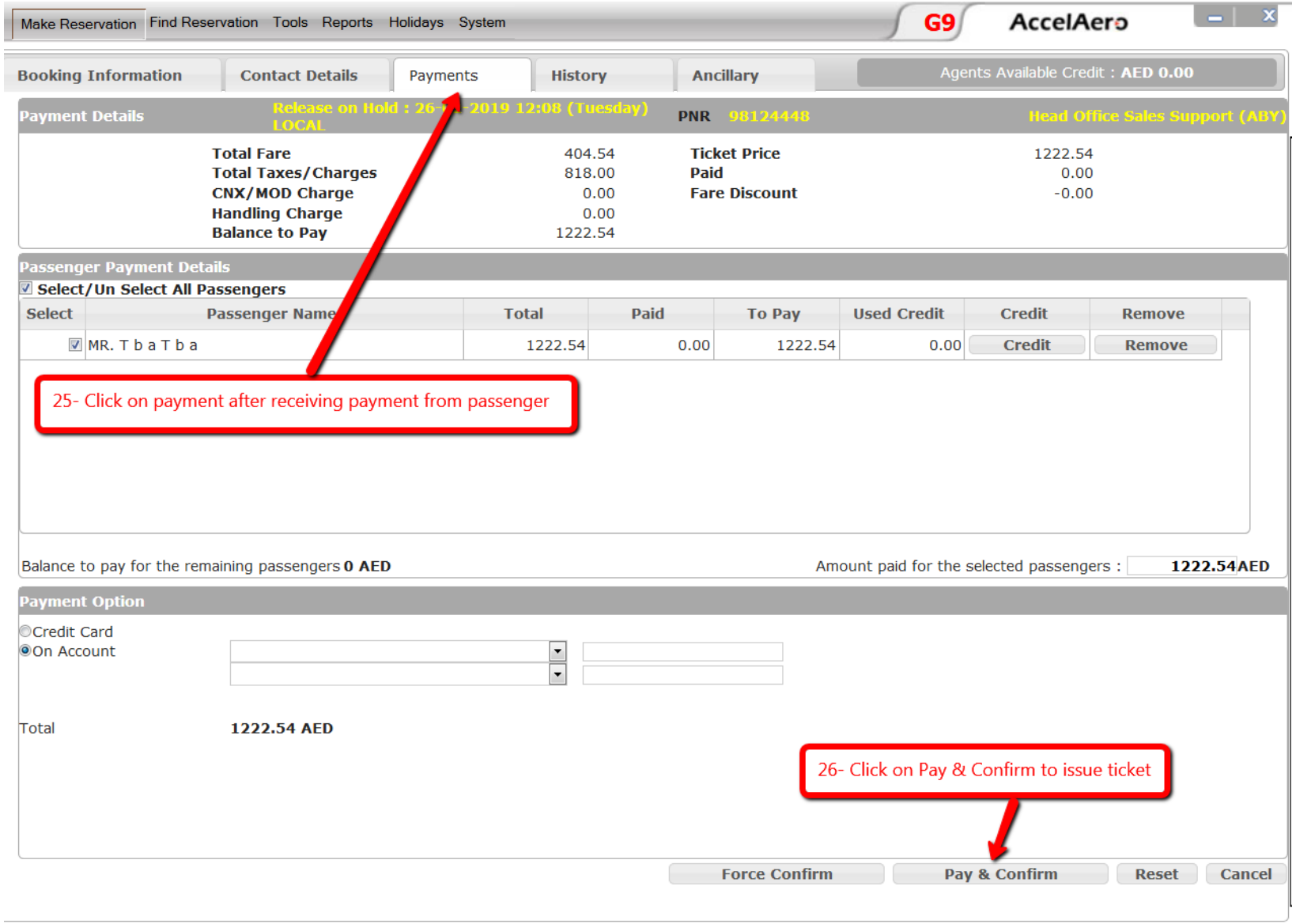


AirArabia

New reservation

JED/SHJ	G9146	G9	Mon 15/04/2019	DEP	10:00	ARR	13:40	NORMAL	Basic	CNF
SHJ/HYD	G9458	G9	Mon 15/04/2019	DEP	22:15	ARR	03:20 (+1)	NORMAL	Basic	CNF
HYD/SHJ	G9459	G9	Sun 21/04/2019	DEP	04:00	ARR	06:05	NORMAL	Basic	CNF
SHJ/JED	G9145	G9	Sun 21/04/2019	DEP	07:30	ARR	09:20	NORMAL	Basic	CNF

New PNR | Modify Reservation | Create Alert | Clear All Alerts

Passenger Information

	Typ	Title *	First Name *	Last Name *	Nationality *	Date of Birt	Air Rewards ID	Tot Chg	Tot Pa	Bal	ACC	E-TCK	
1	AD	Mr.	T B A	T B A				1222.54	0.00	1222.54	ACC	E-TCK	☐

Name Change | Charge Adjustment | Add Infant | Remove Pax | Split

User Notes : Add User Note | View Notes

27- Click View Itinerary to print ticekt

Ticket Price	No. of Pax	Fare	Tax	Sur	Other	Total
Adult(s)	1	404.54	384.00	434.00	0.00	1222.54
PROMOTION DISCOUNT						0.00
Total						**1222.54**

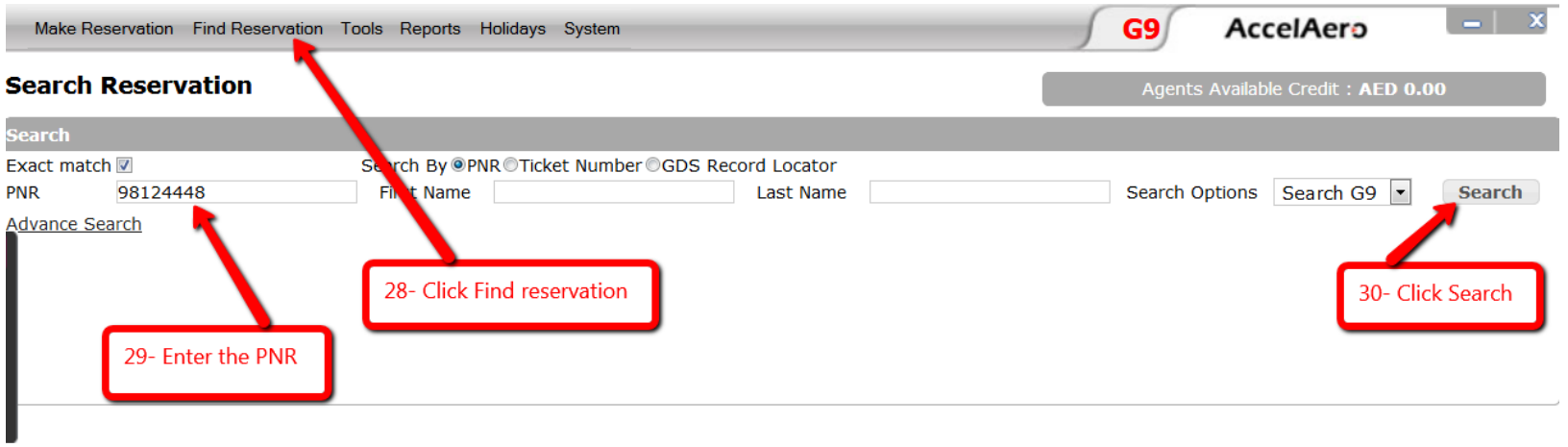
Transfer | Extend Onhold | Booking Category Standard

English | View Itinerary | Pax ☐ Pay ☐ Chg ☐

Close | BookMark | Reset | Edit | Cancel Res.

AirArabia

Modify reservation



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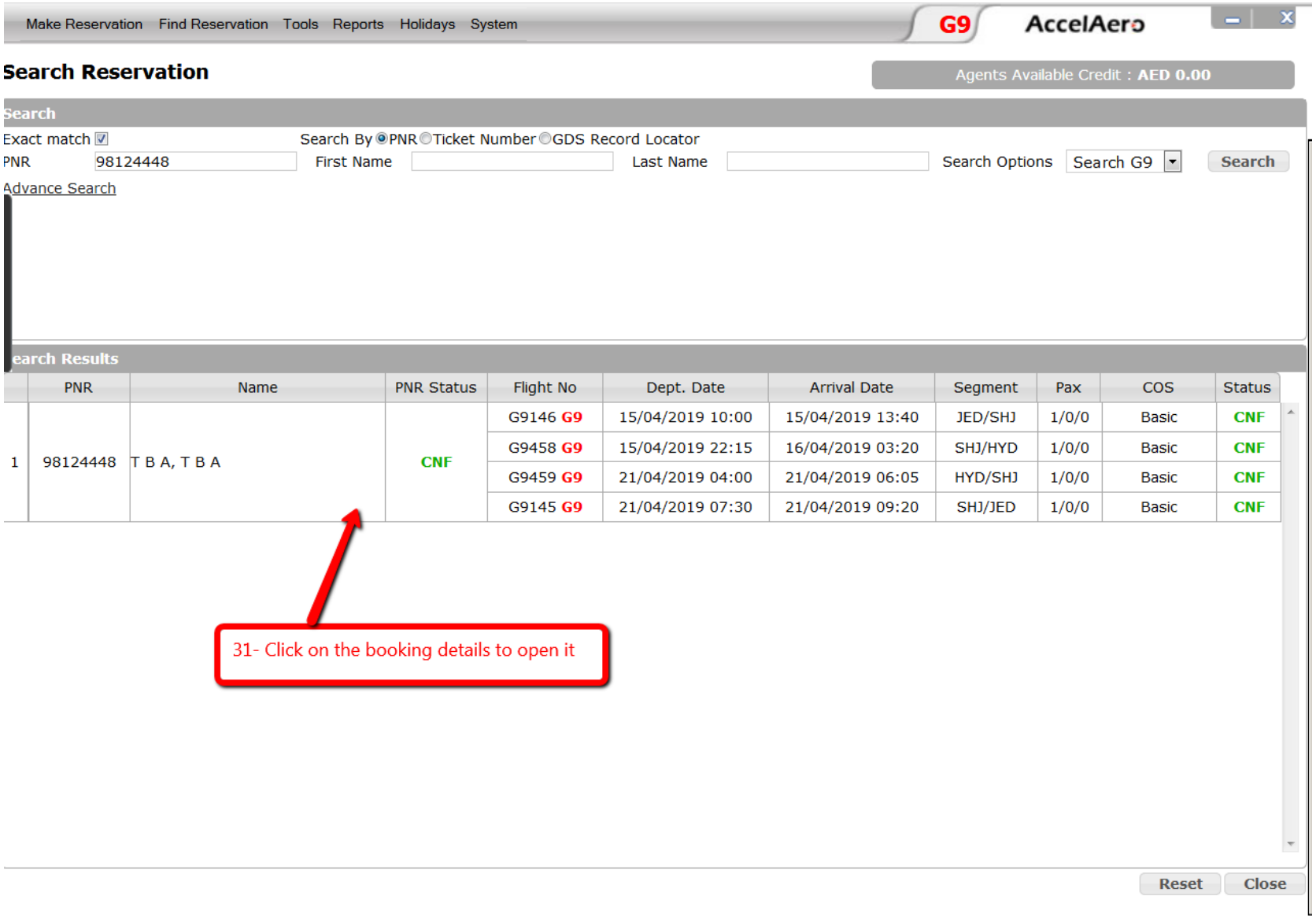

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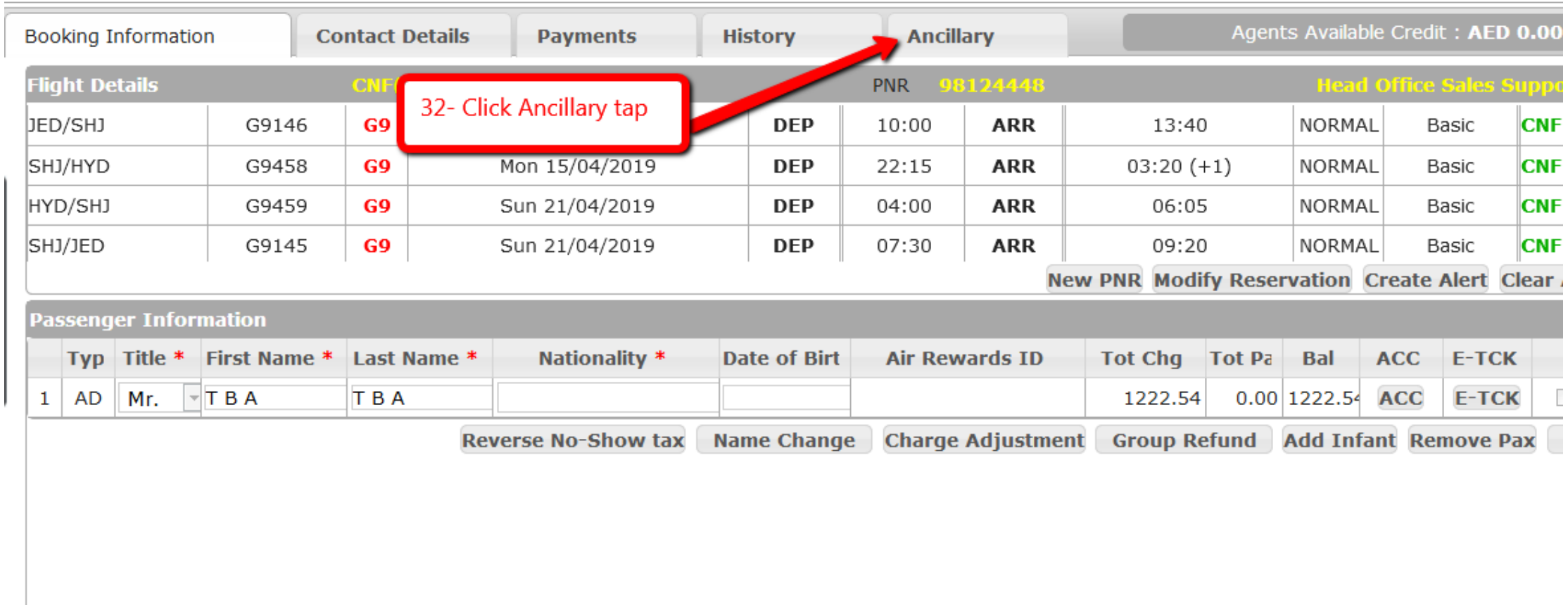

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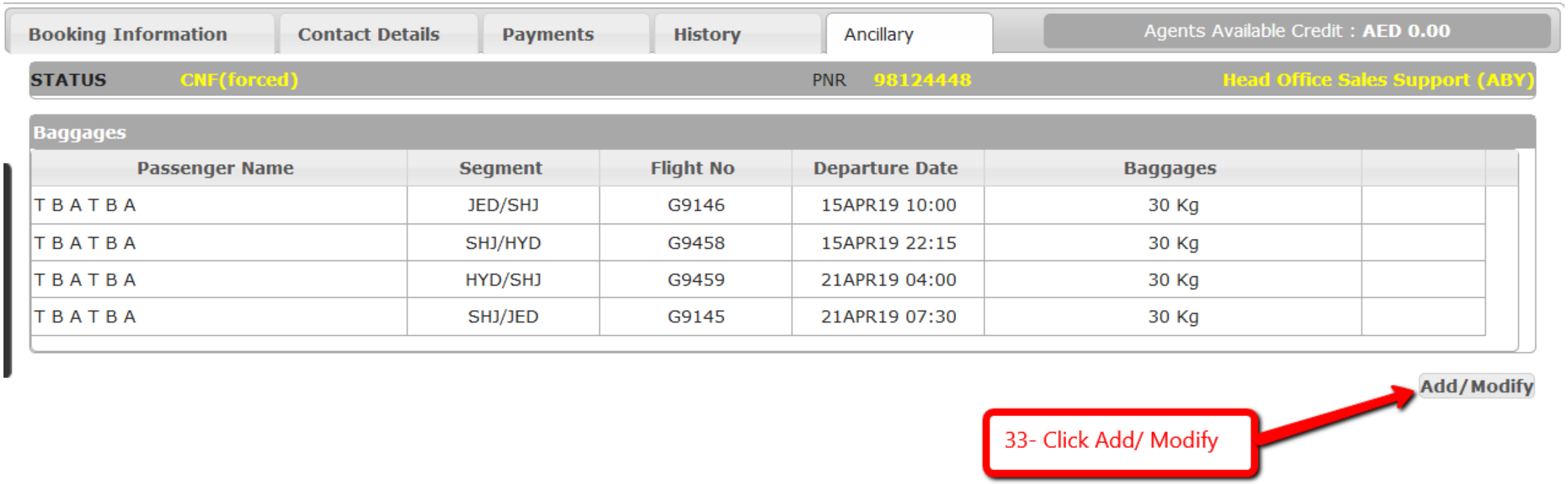

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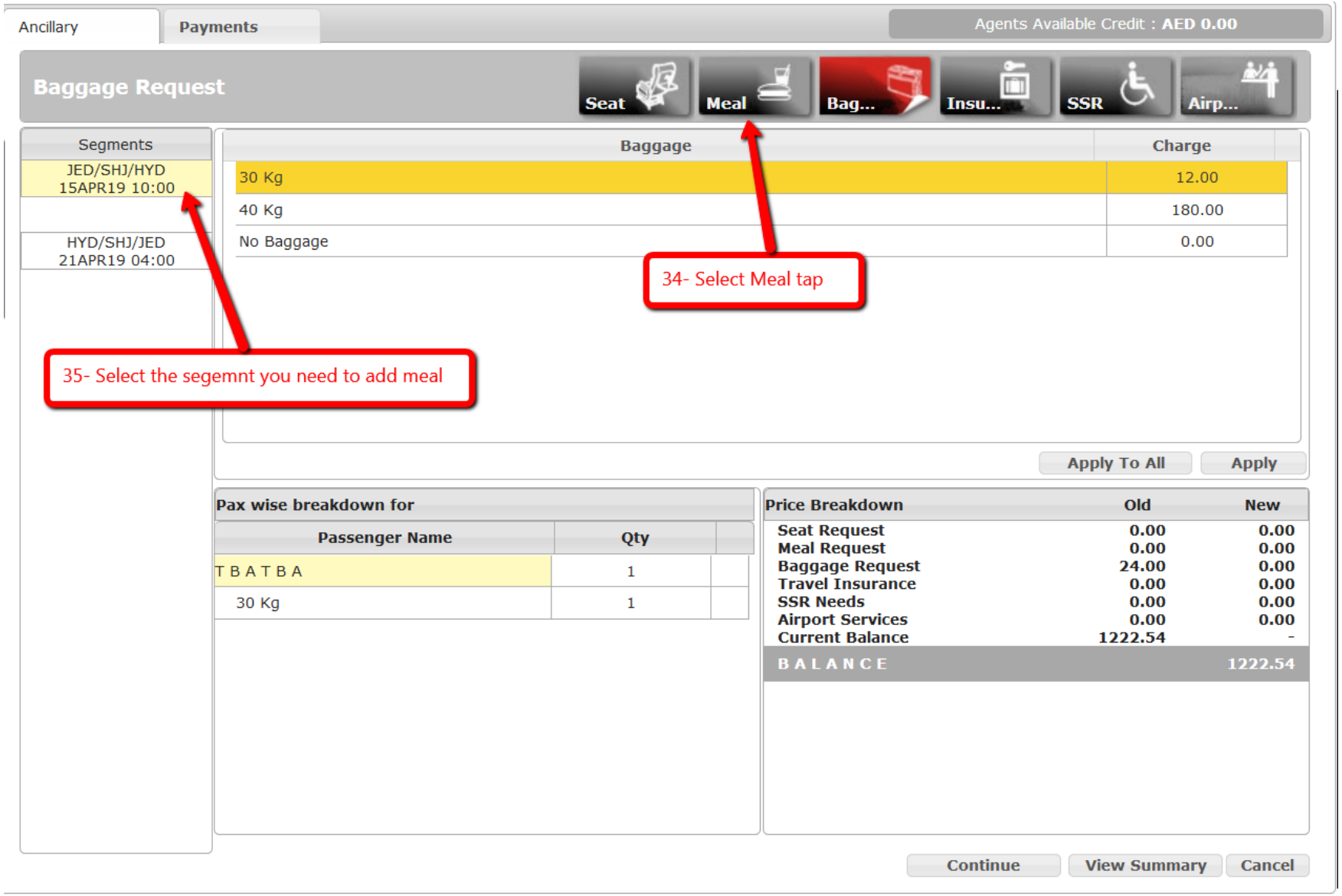

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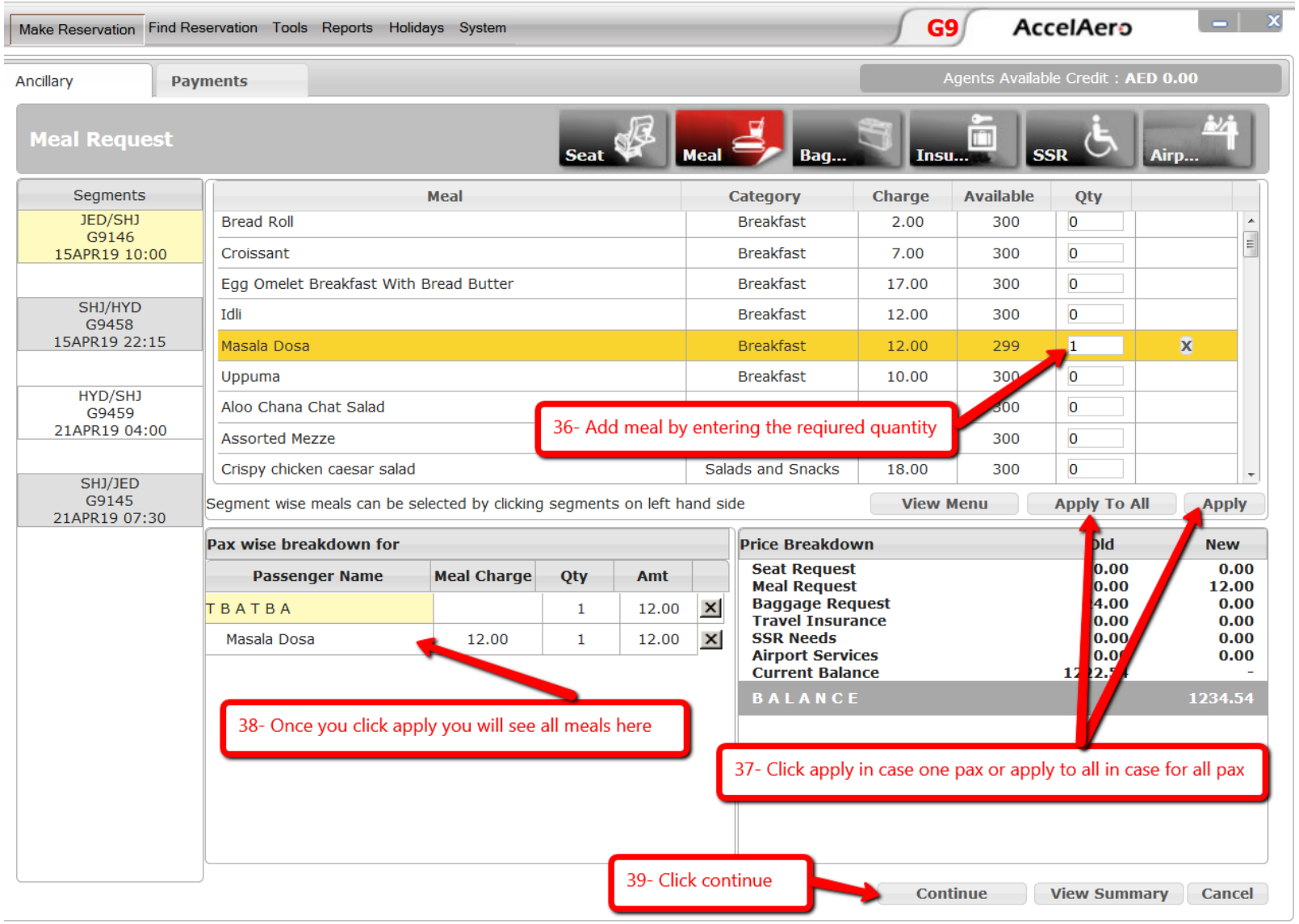

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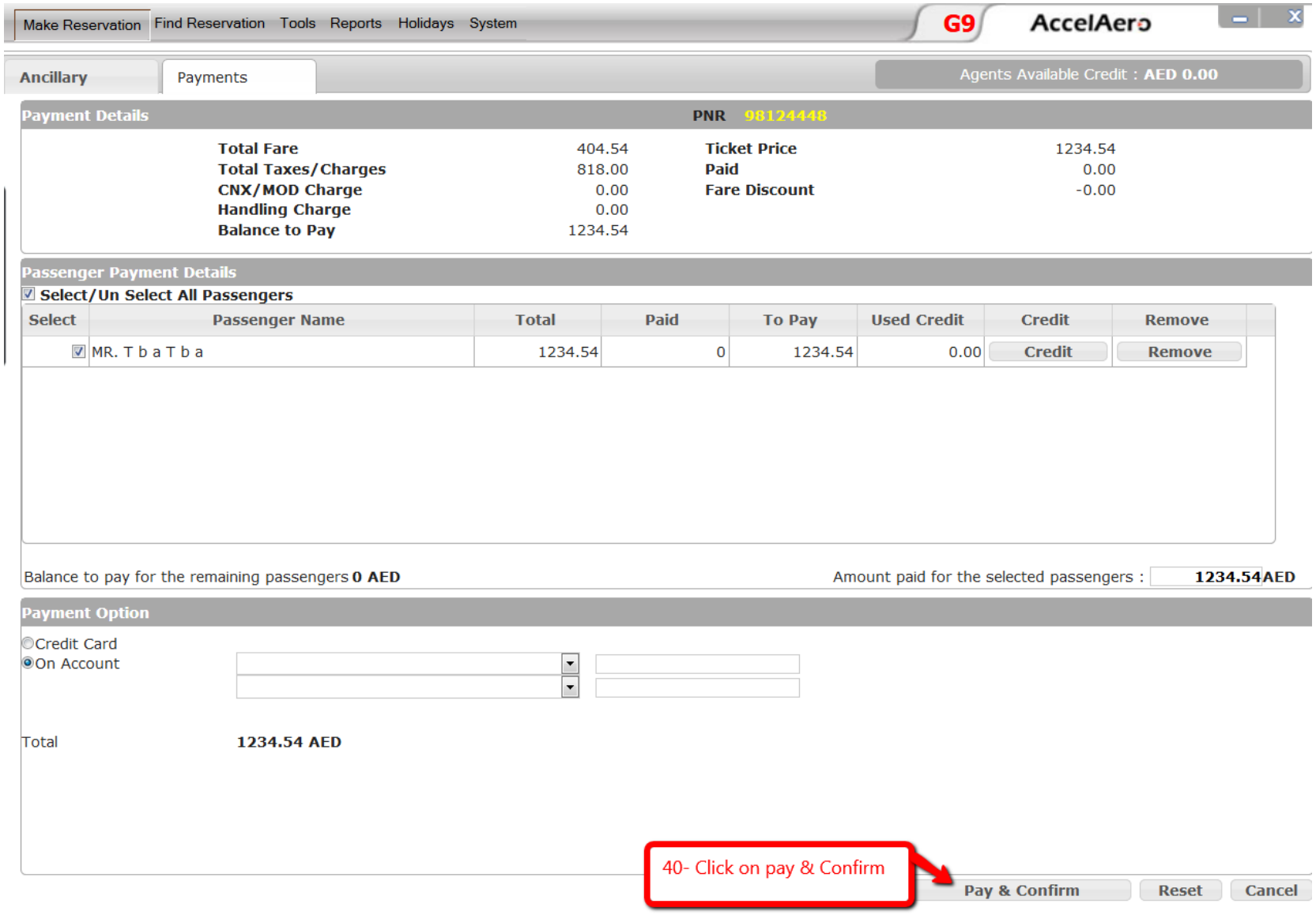

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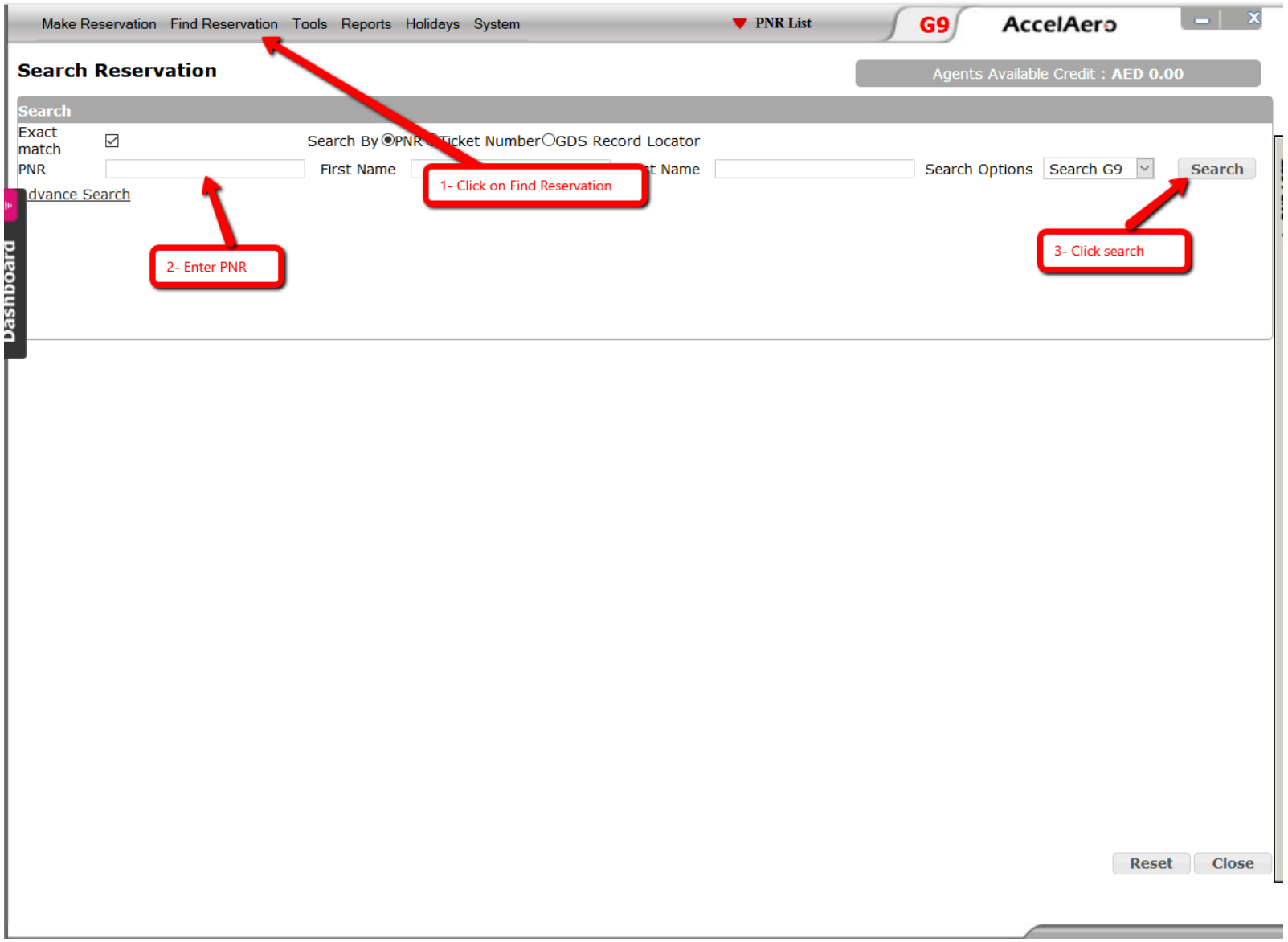

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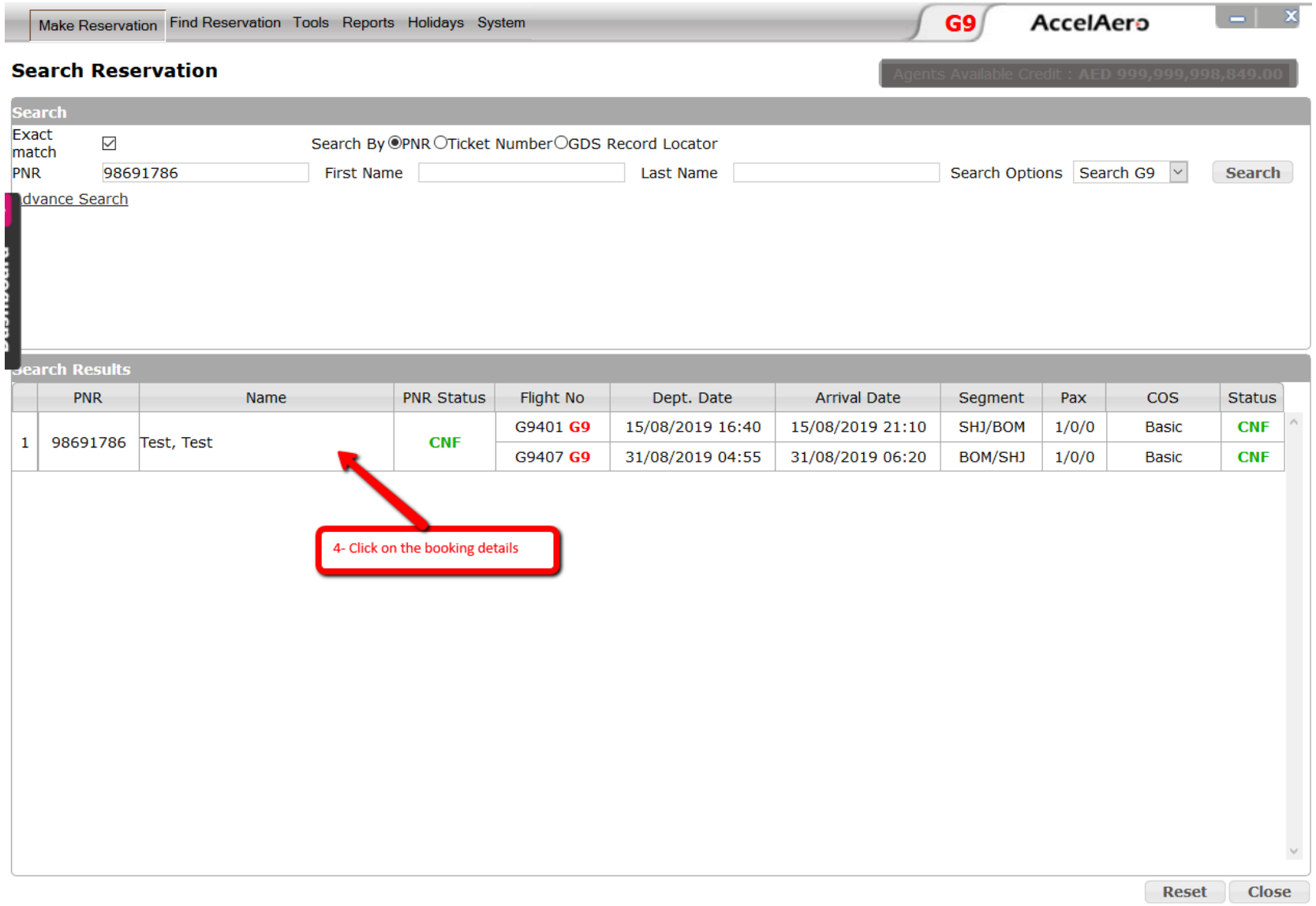

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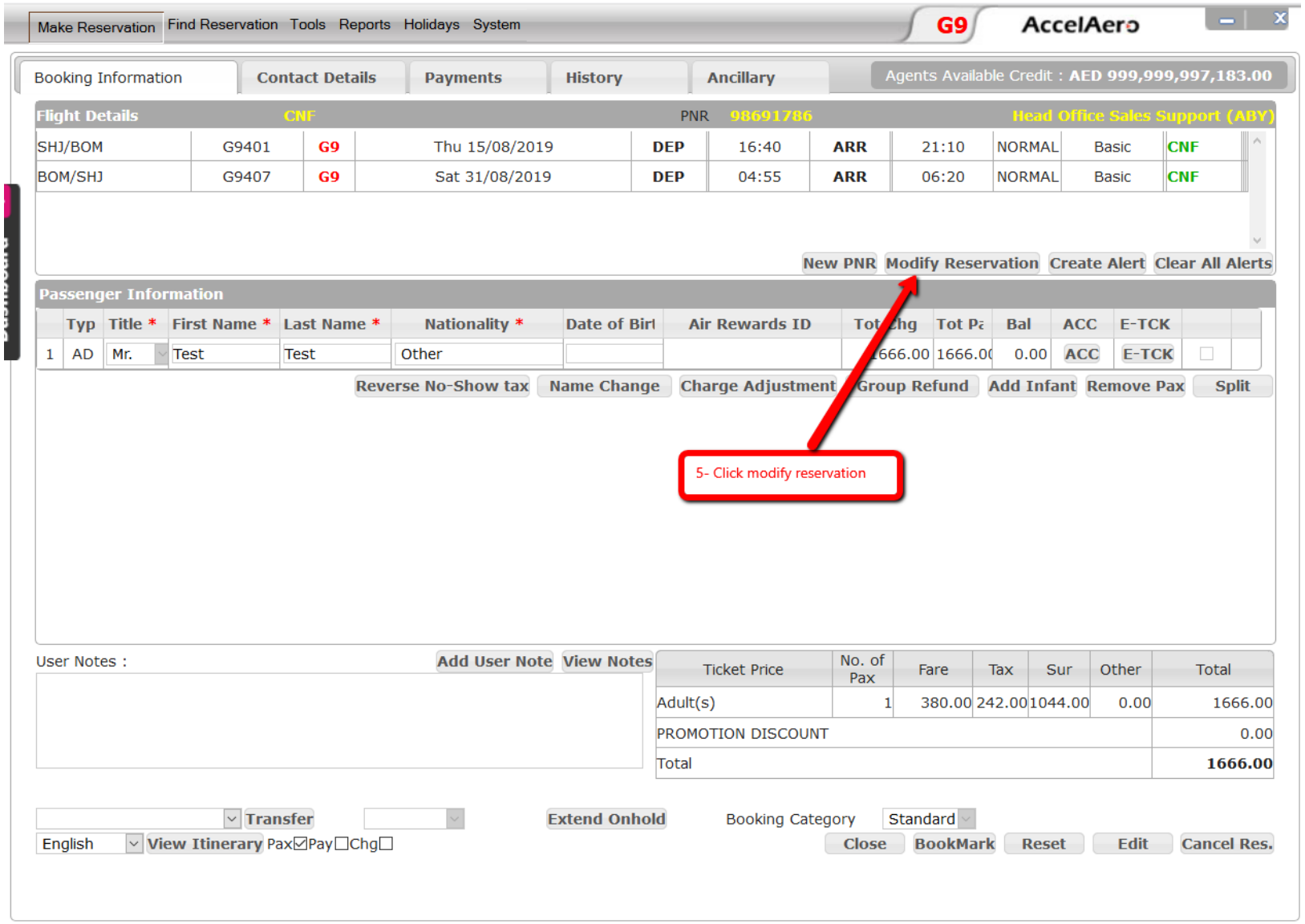

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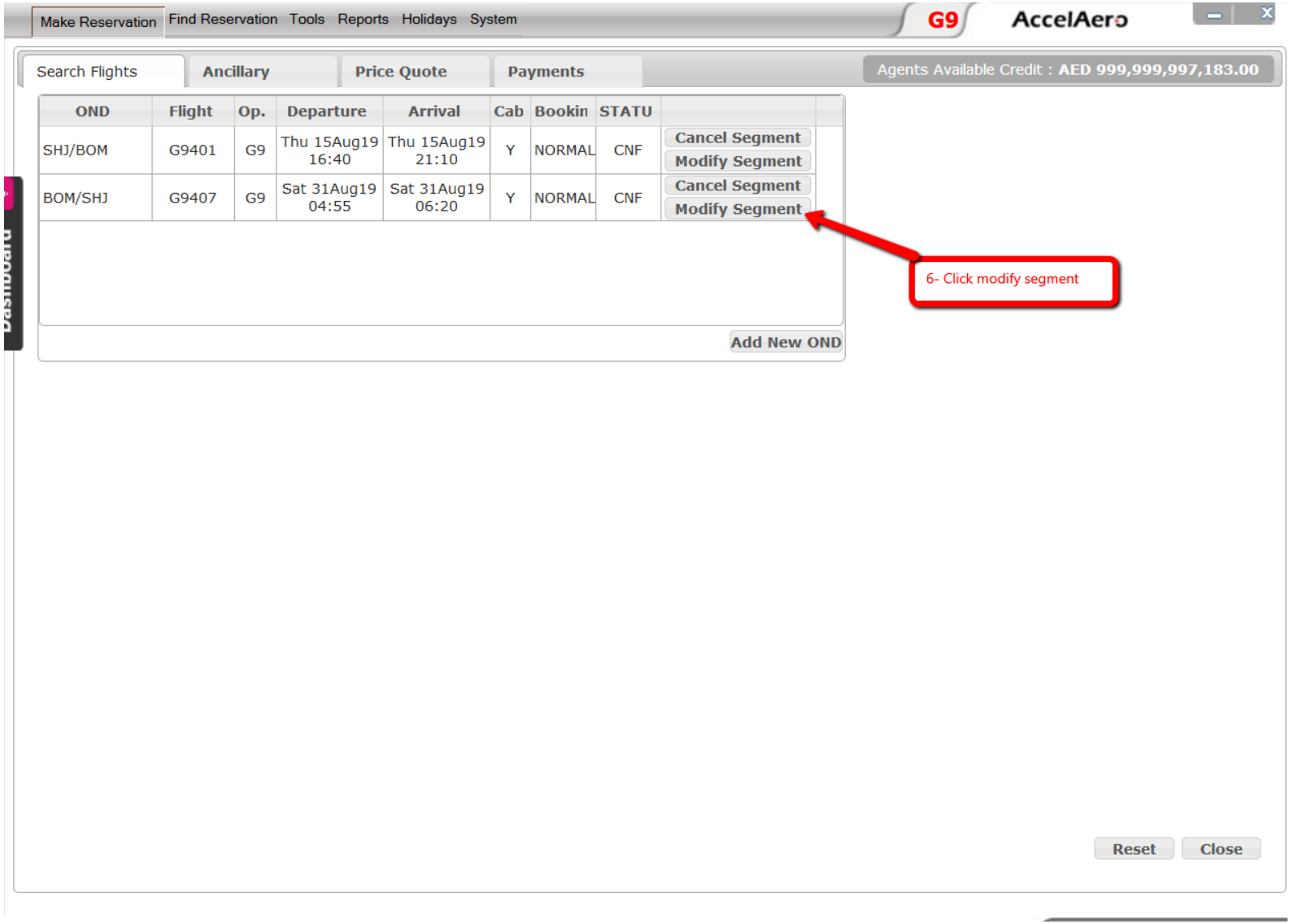

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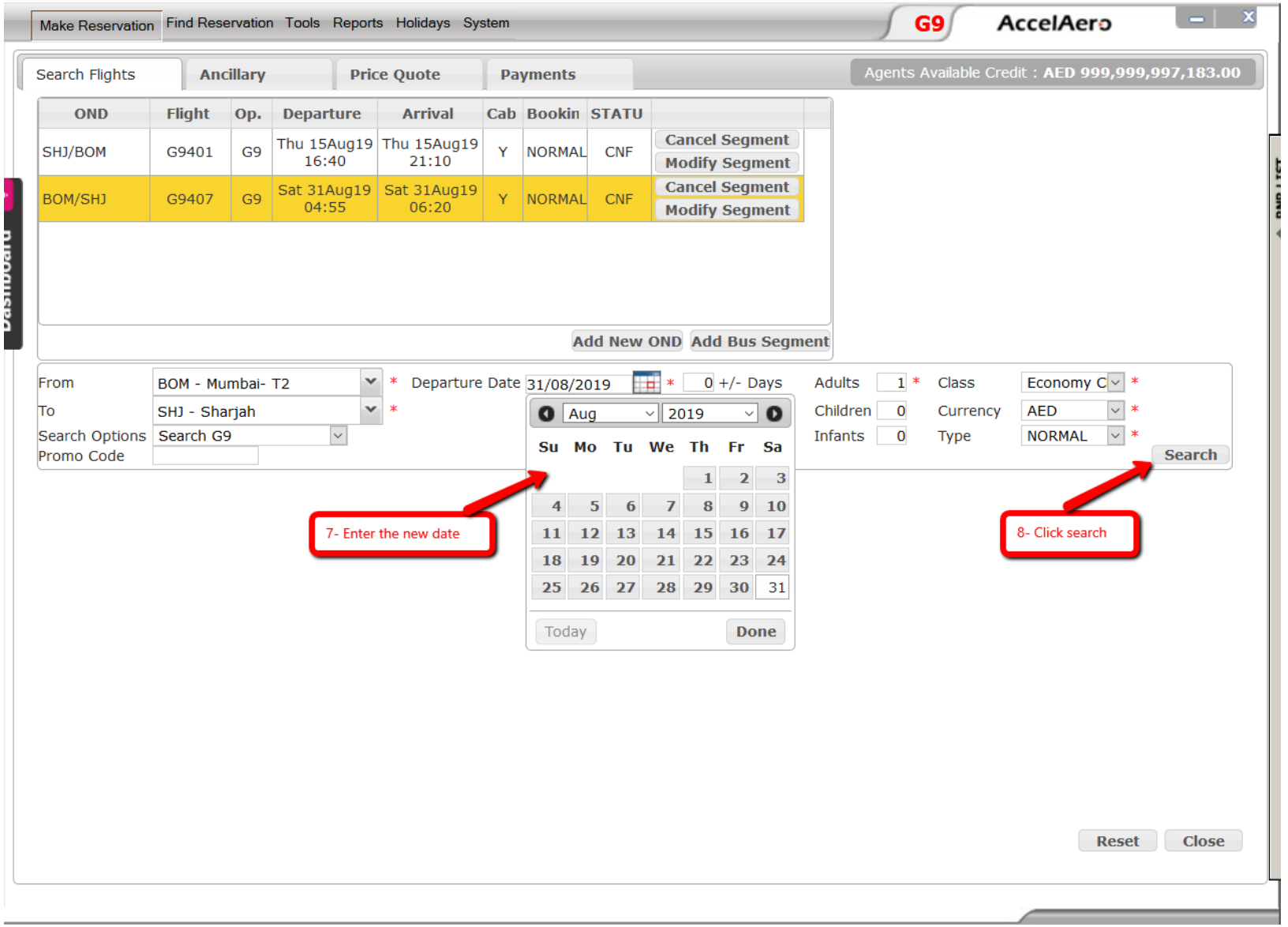

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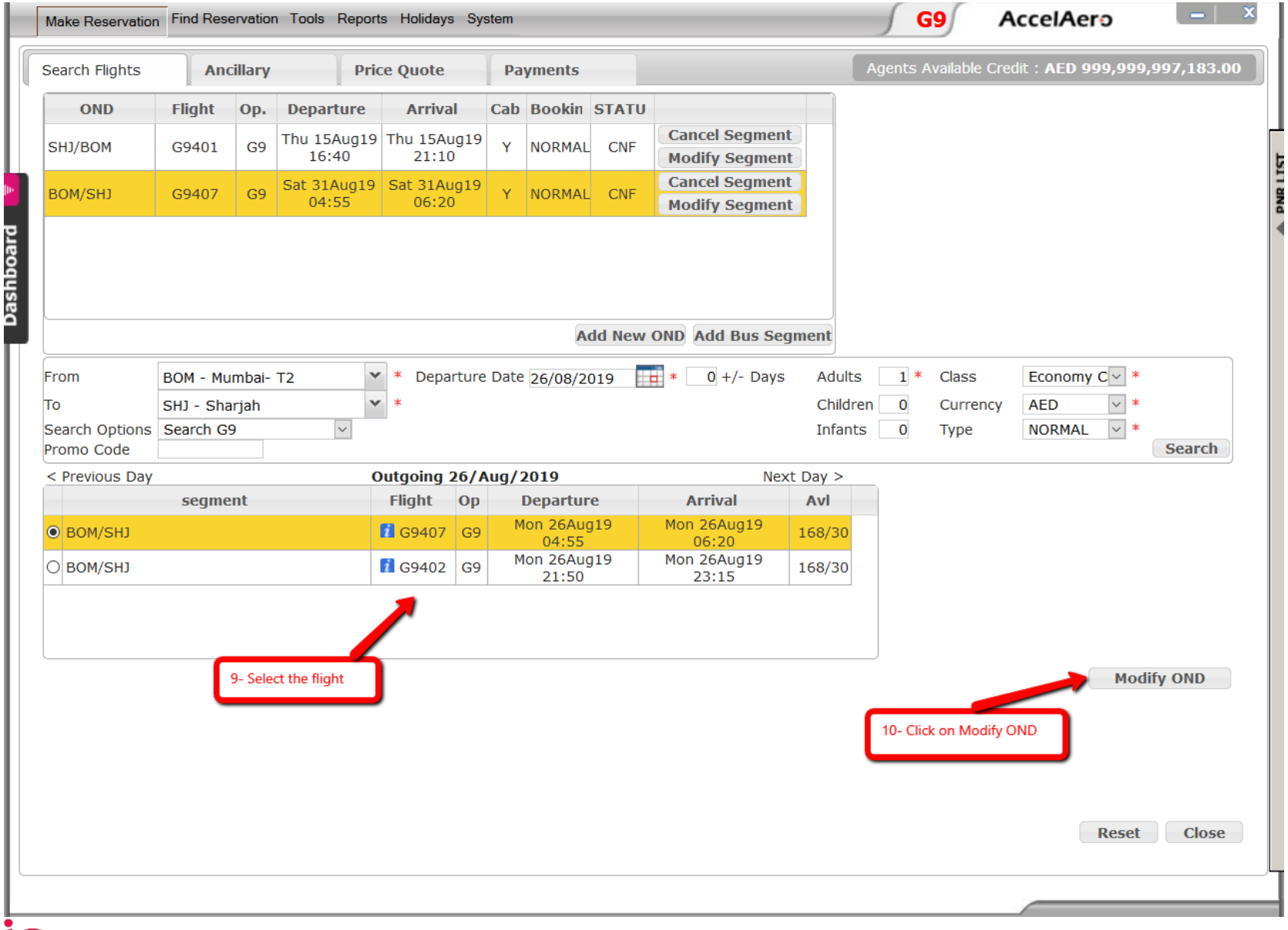

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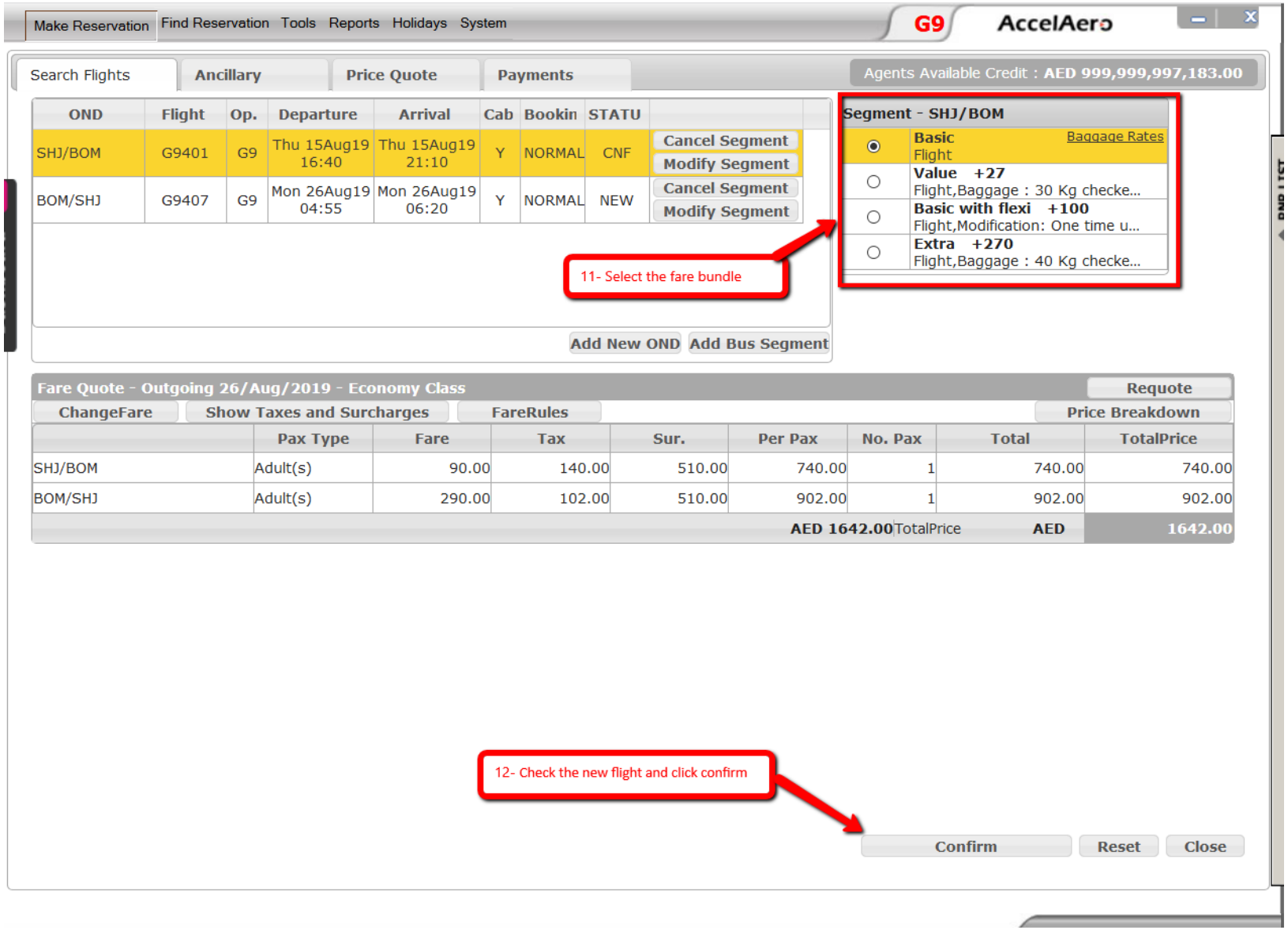

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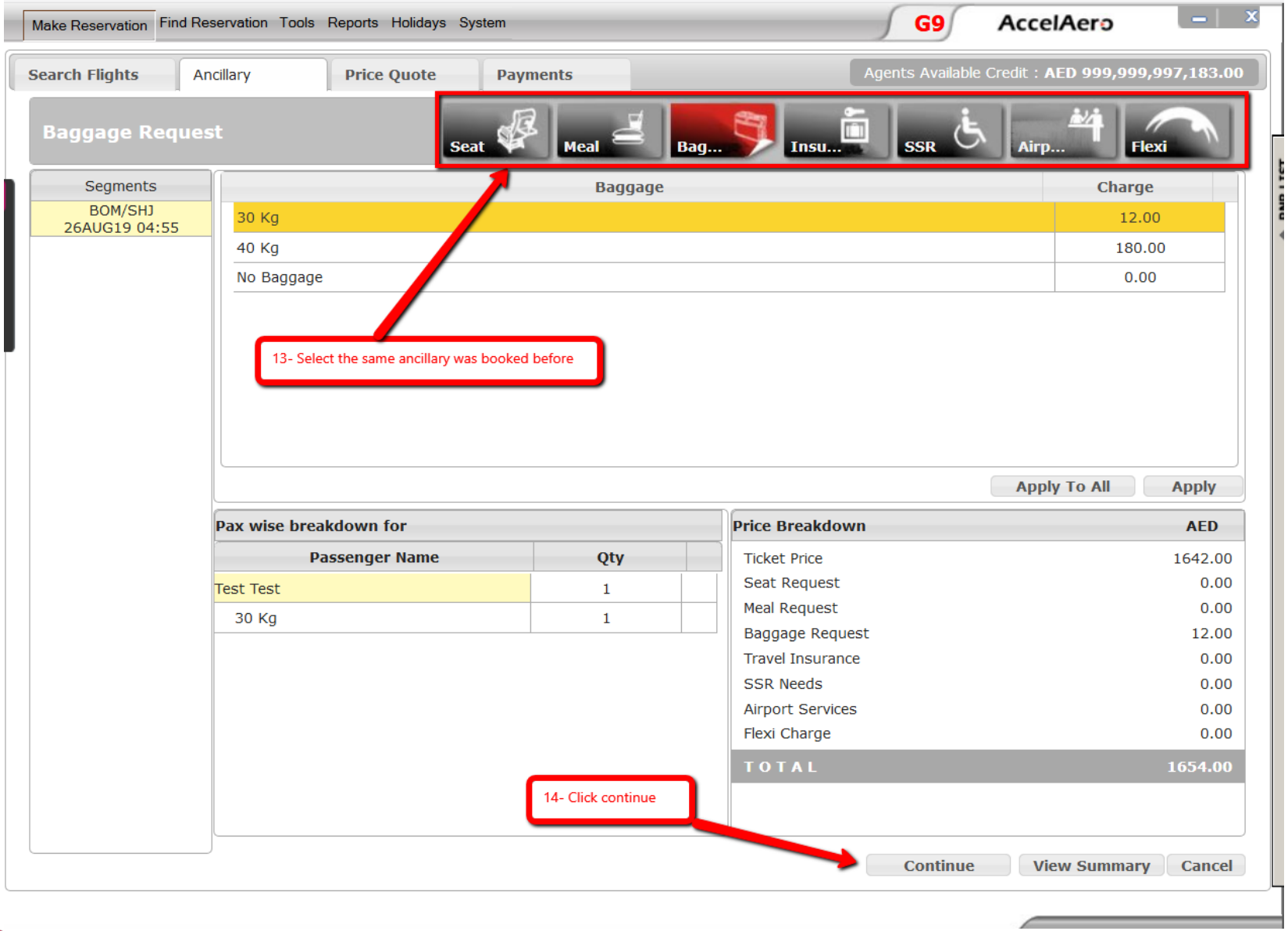

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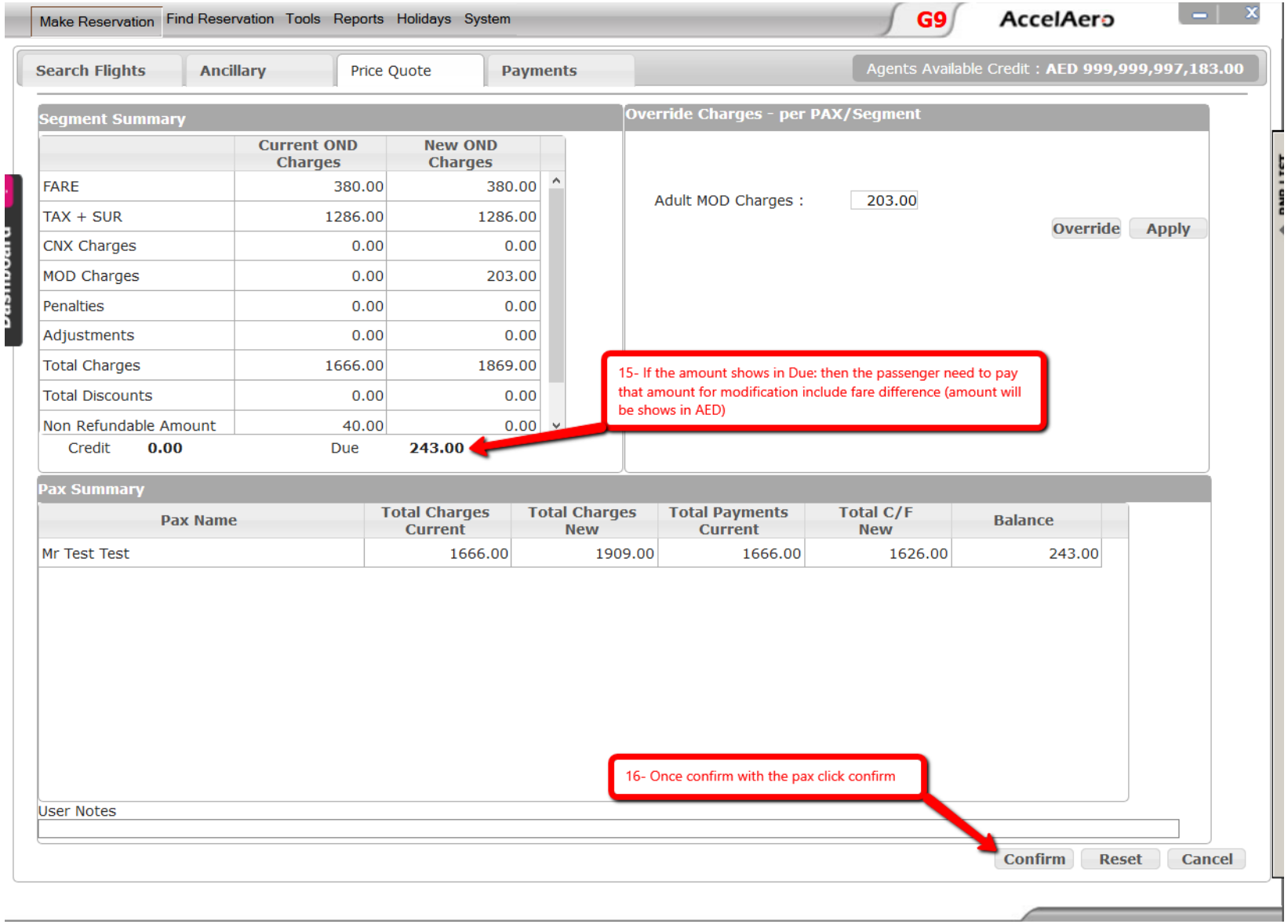

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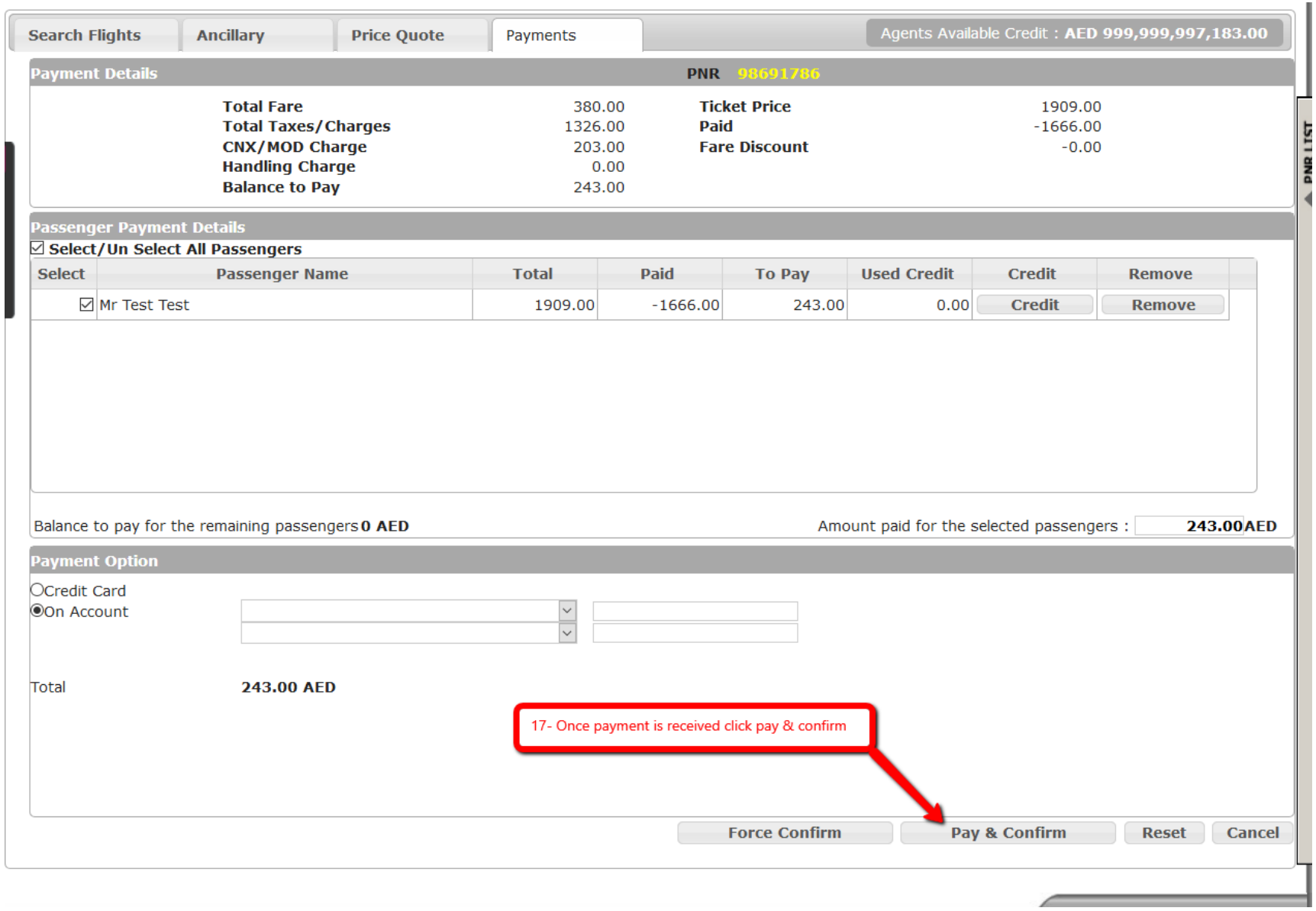

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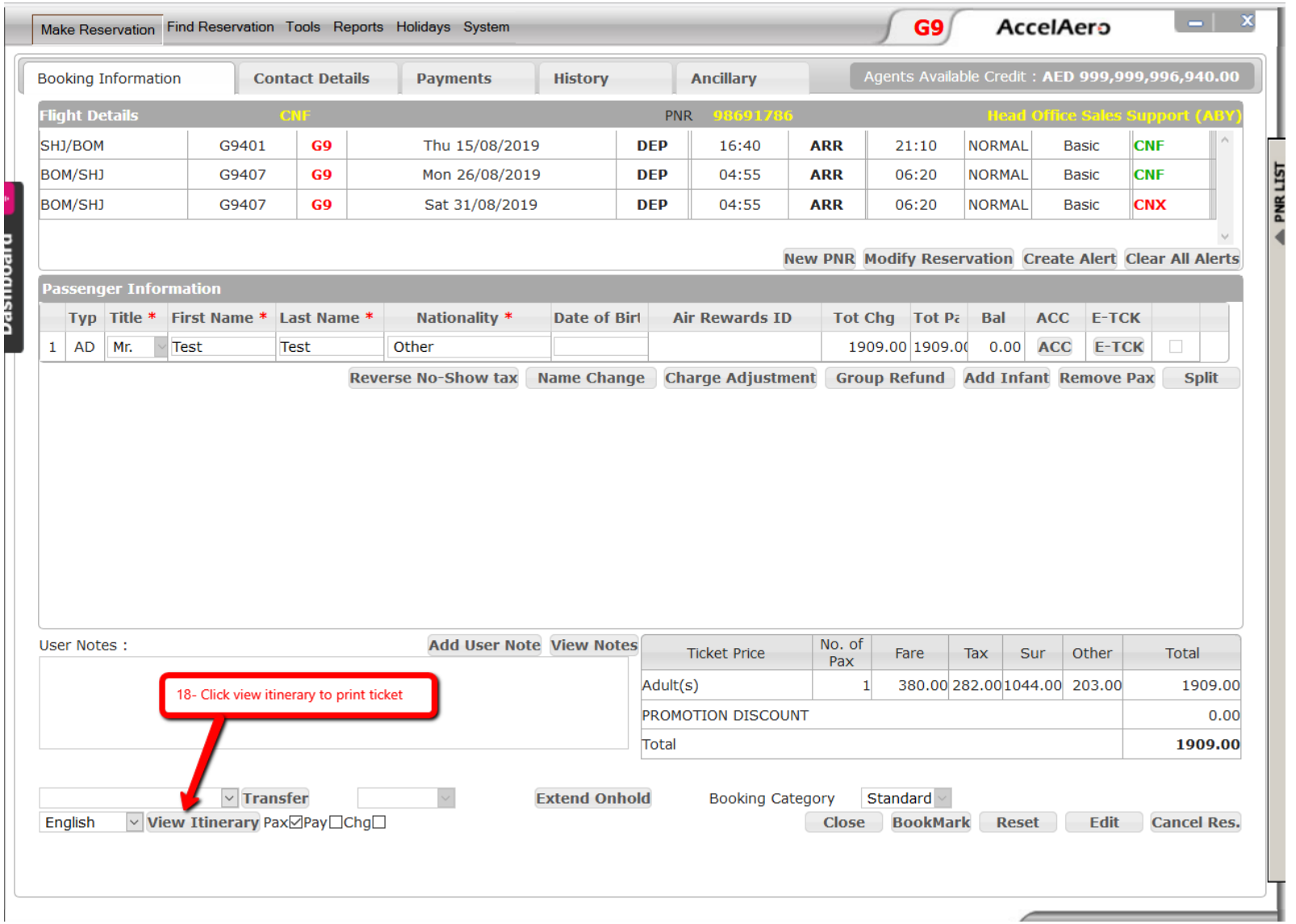

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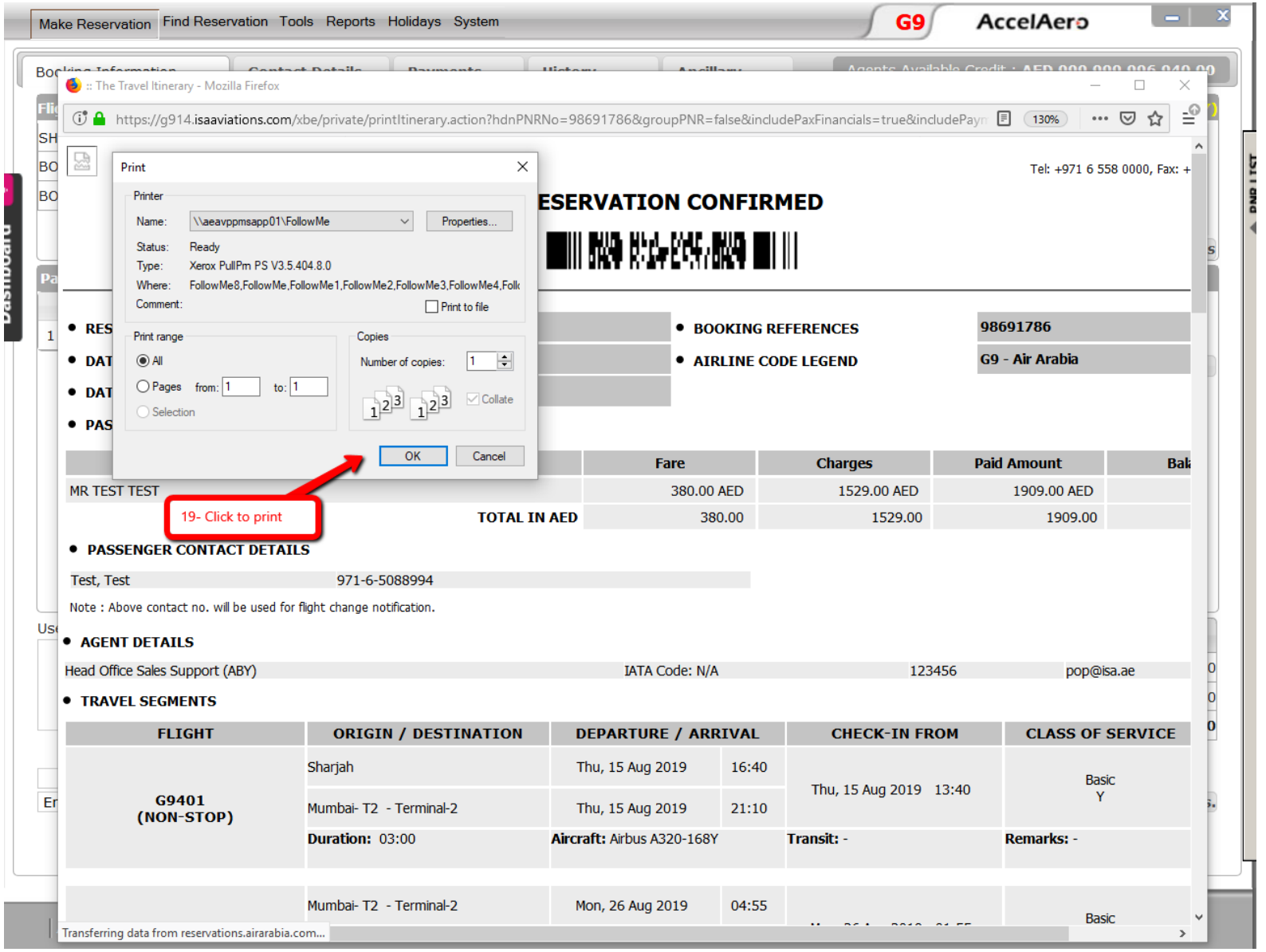
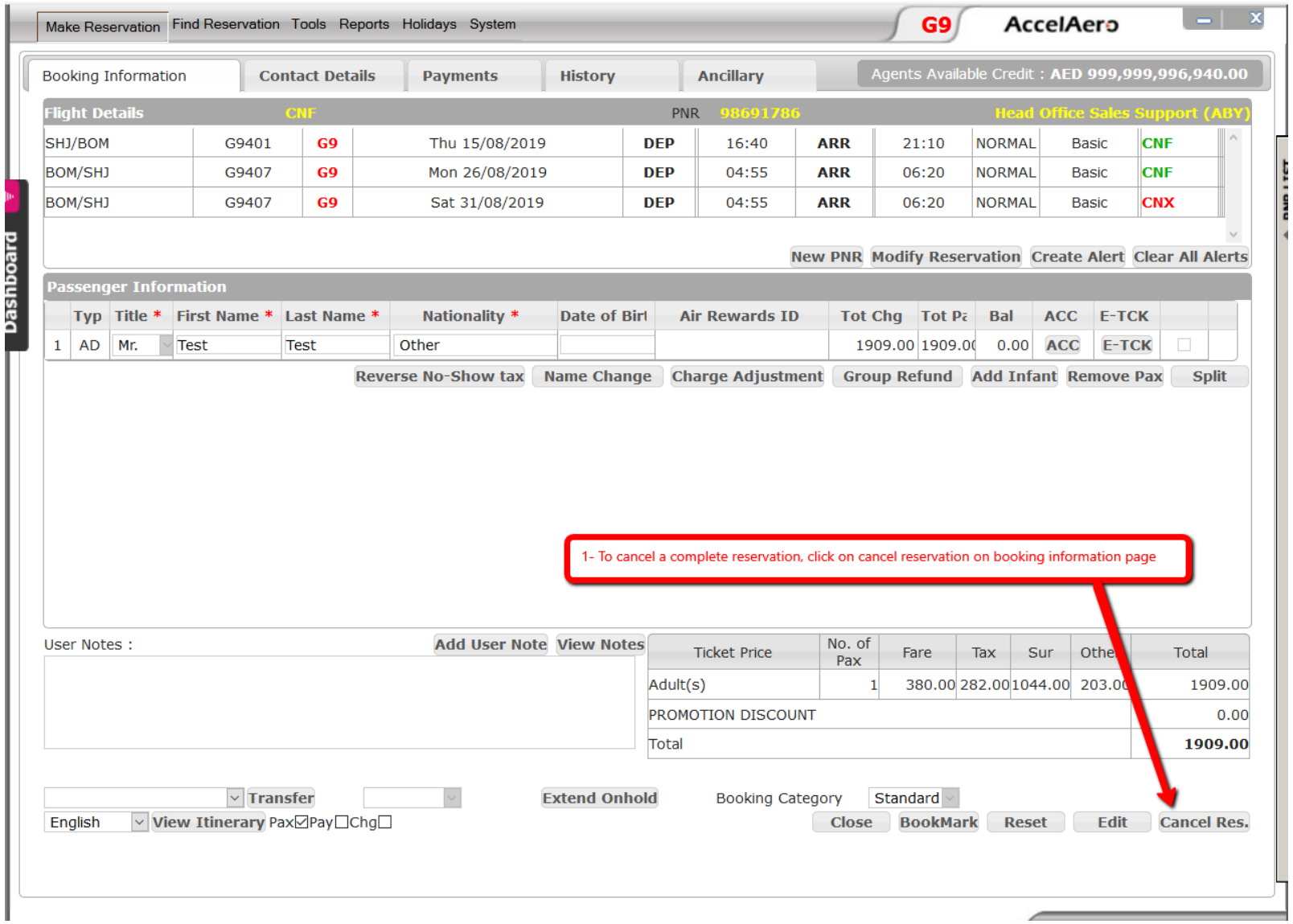


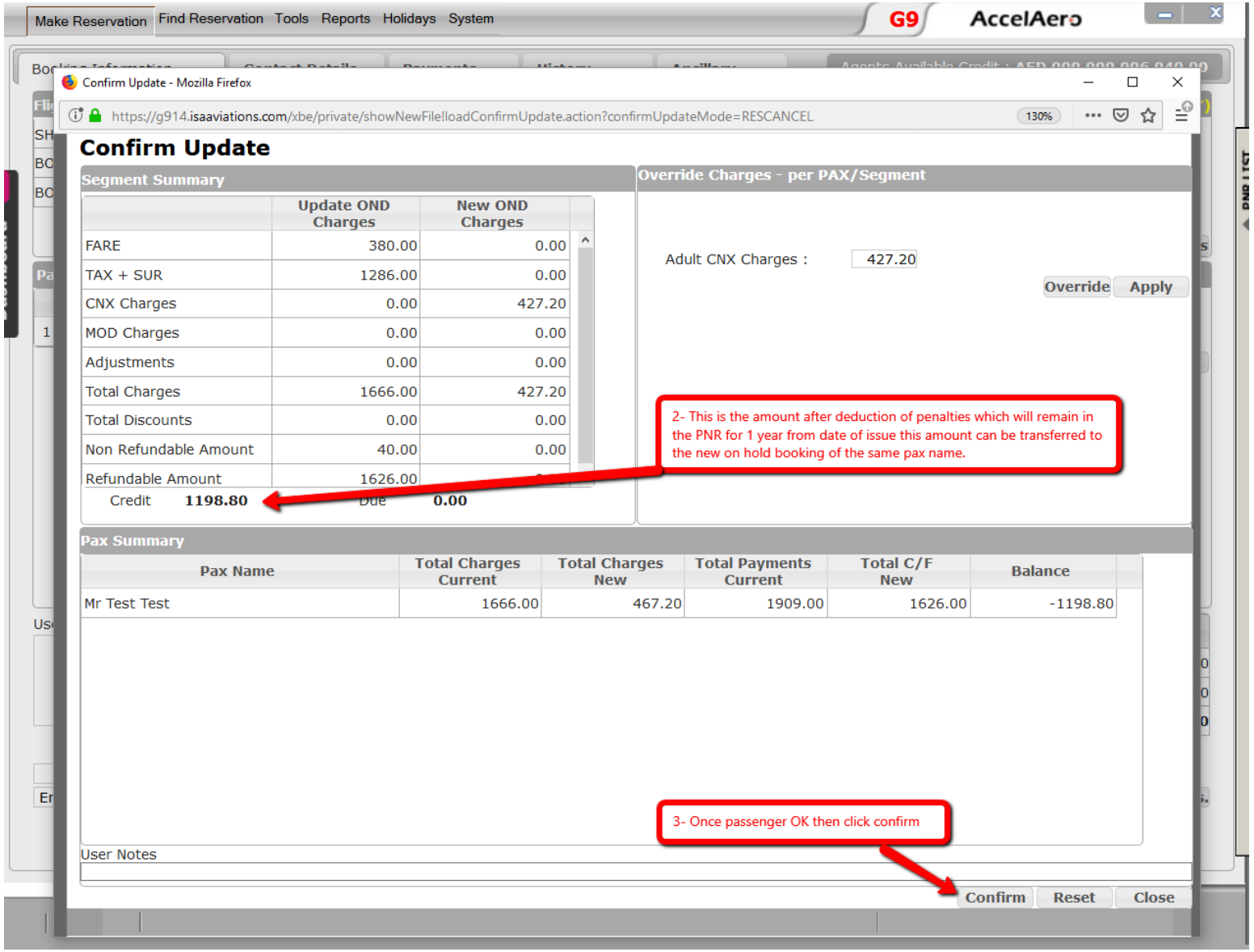
AirArabia

Cancel reservation



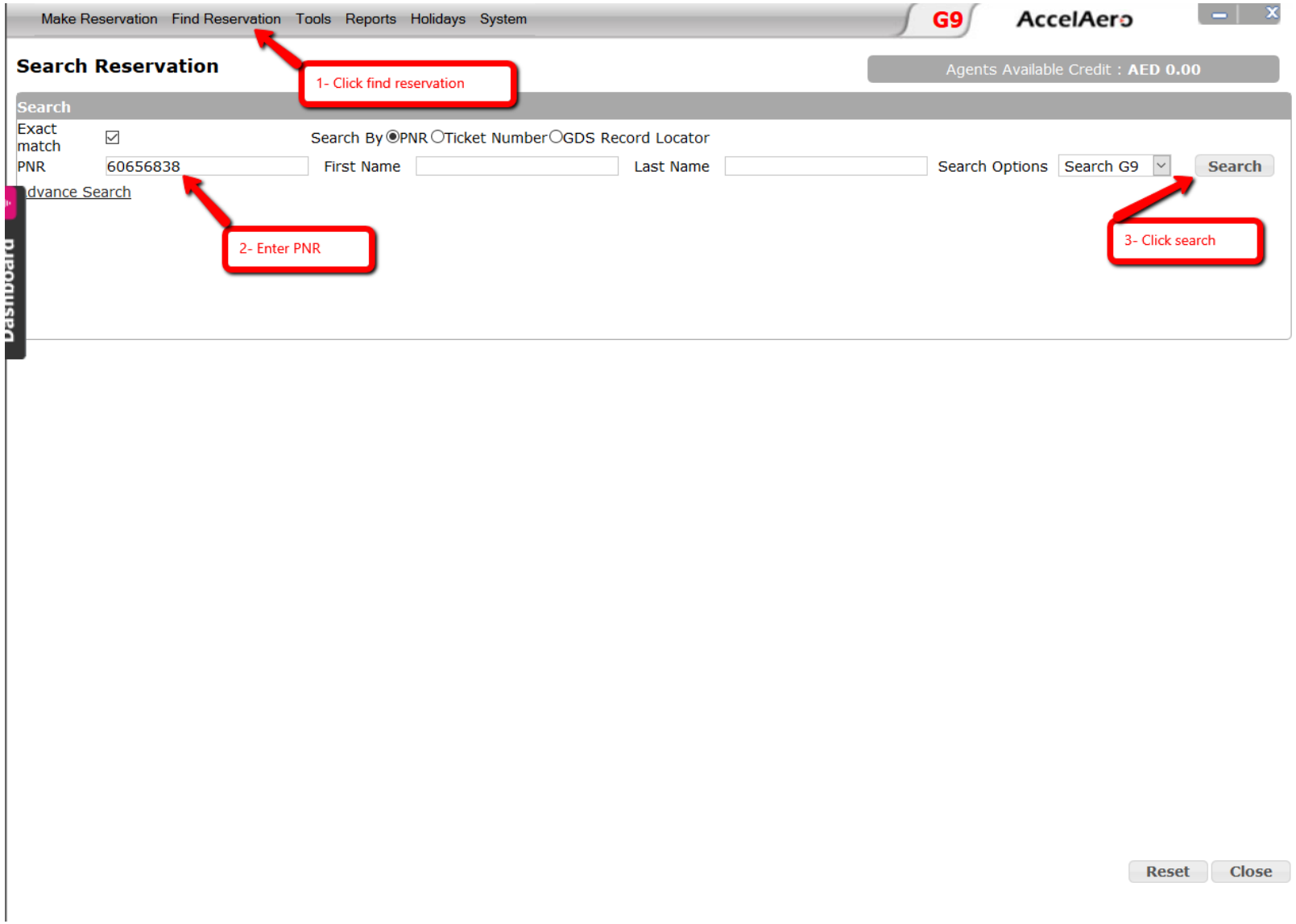
AirArabia

Cancel reservation



AirArabia

Name change



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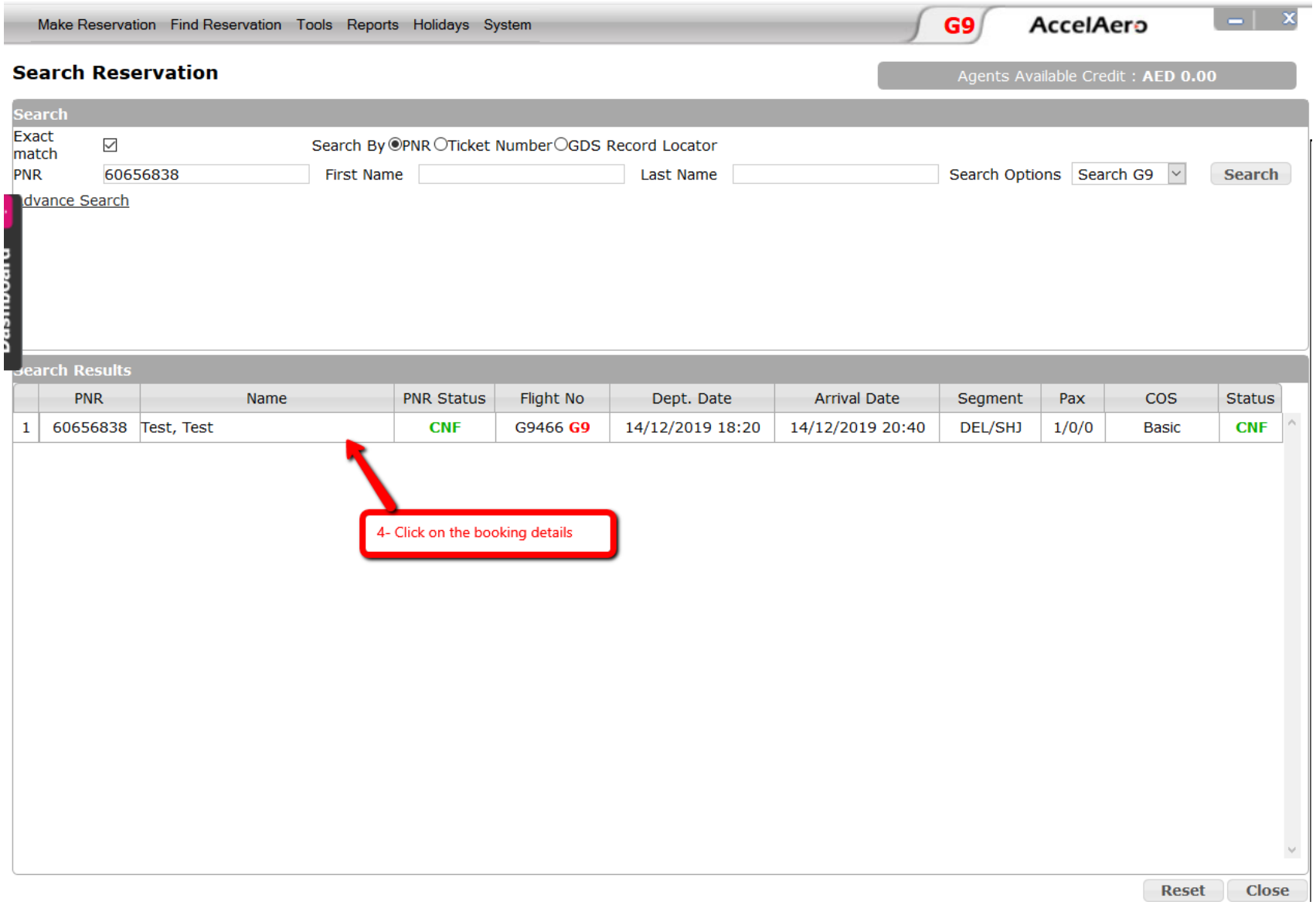

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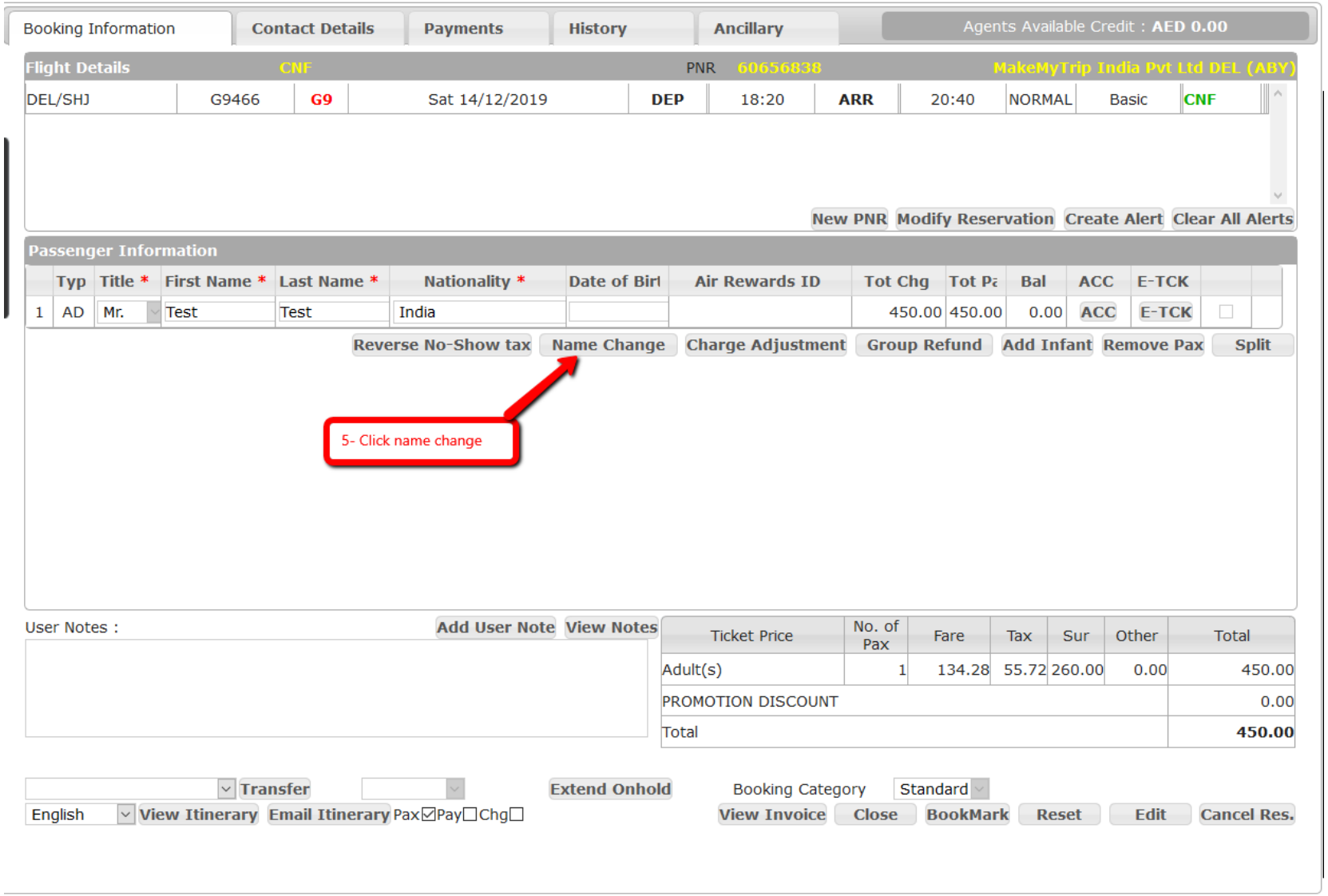

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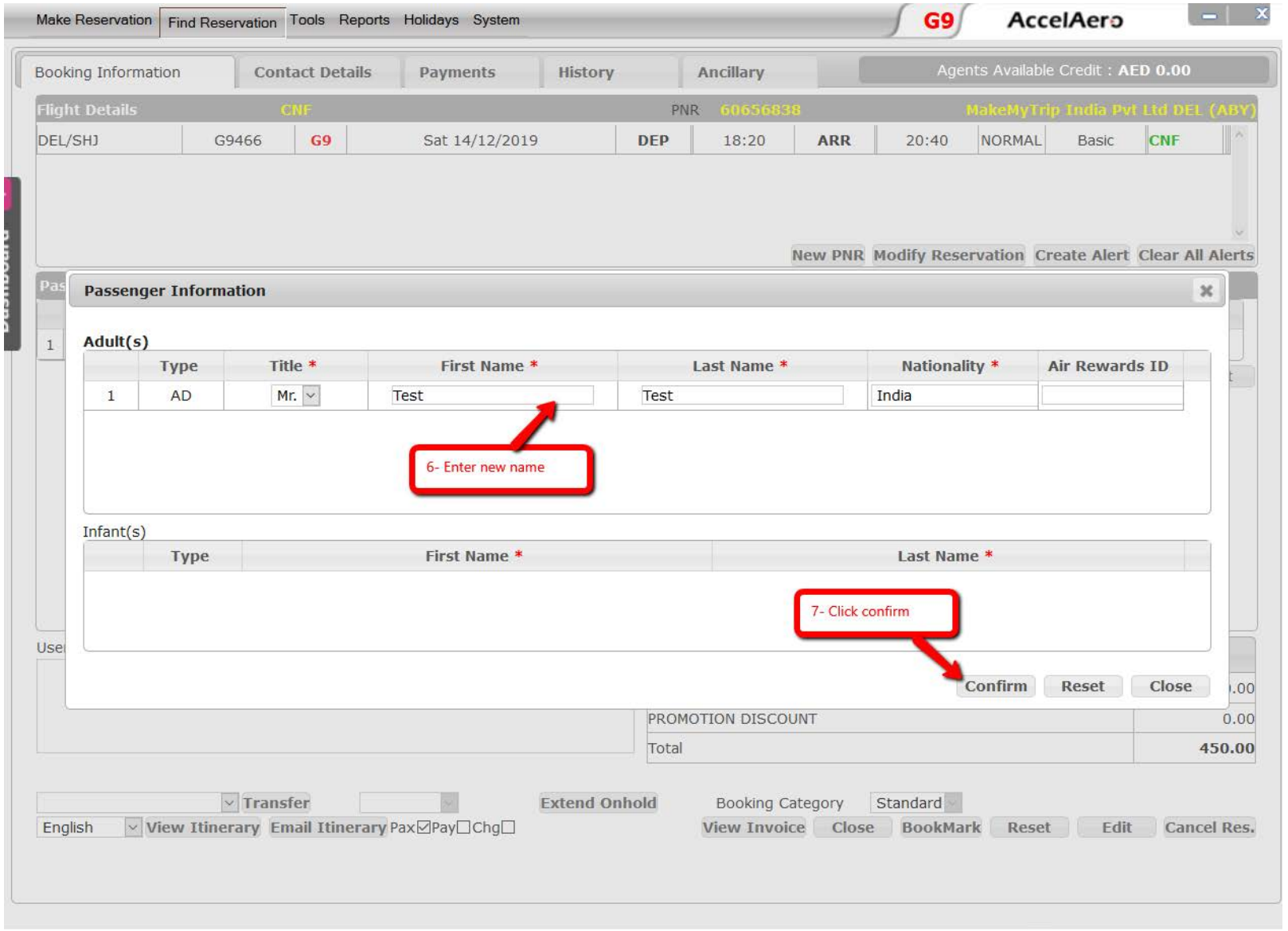

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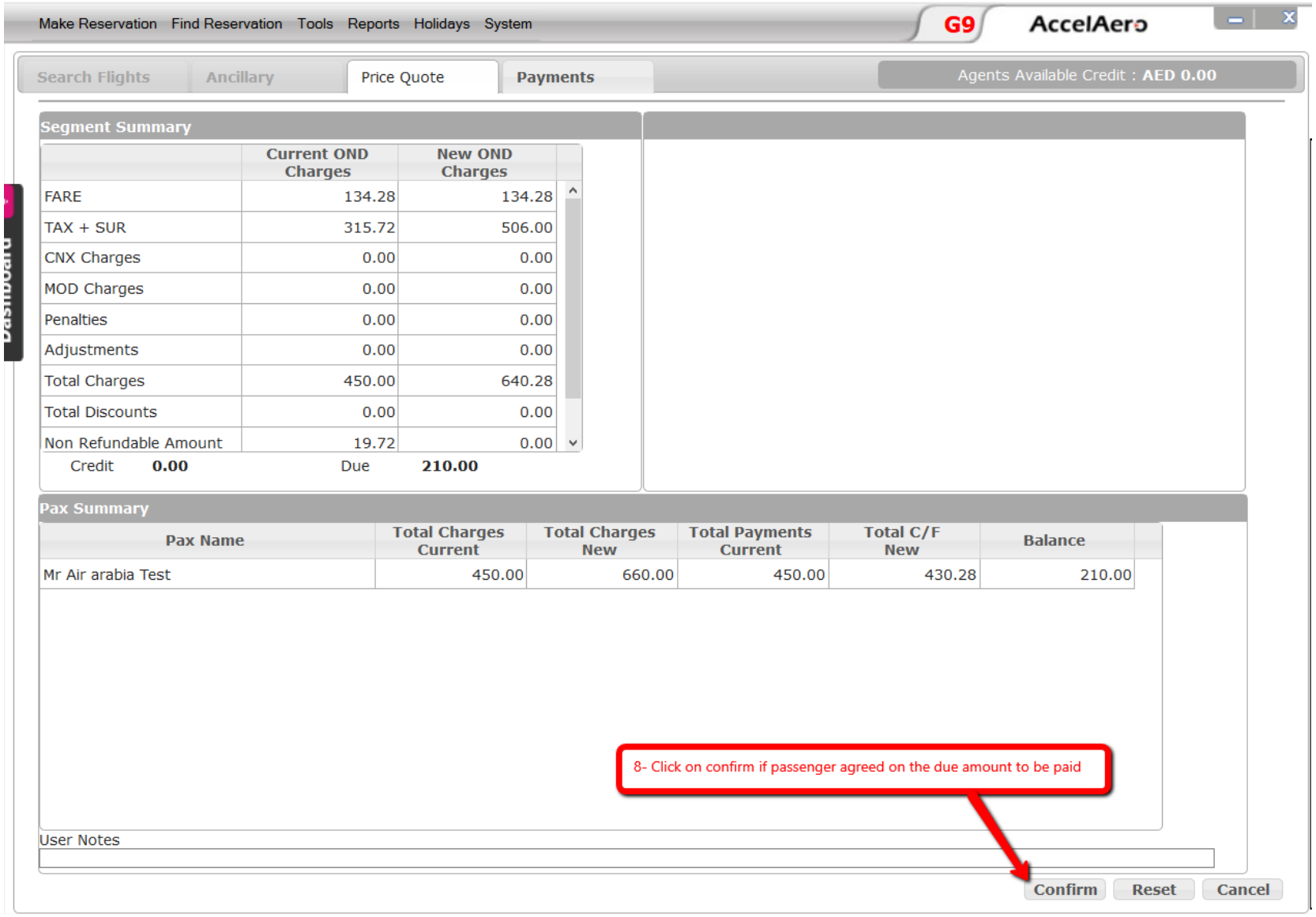

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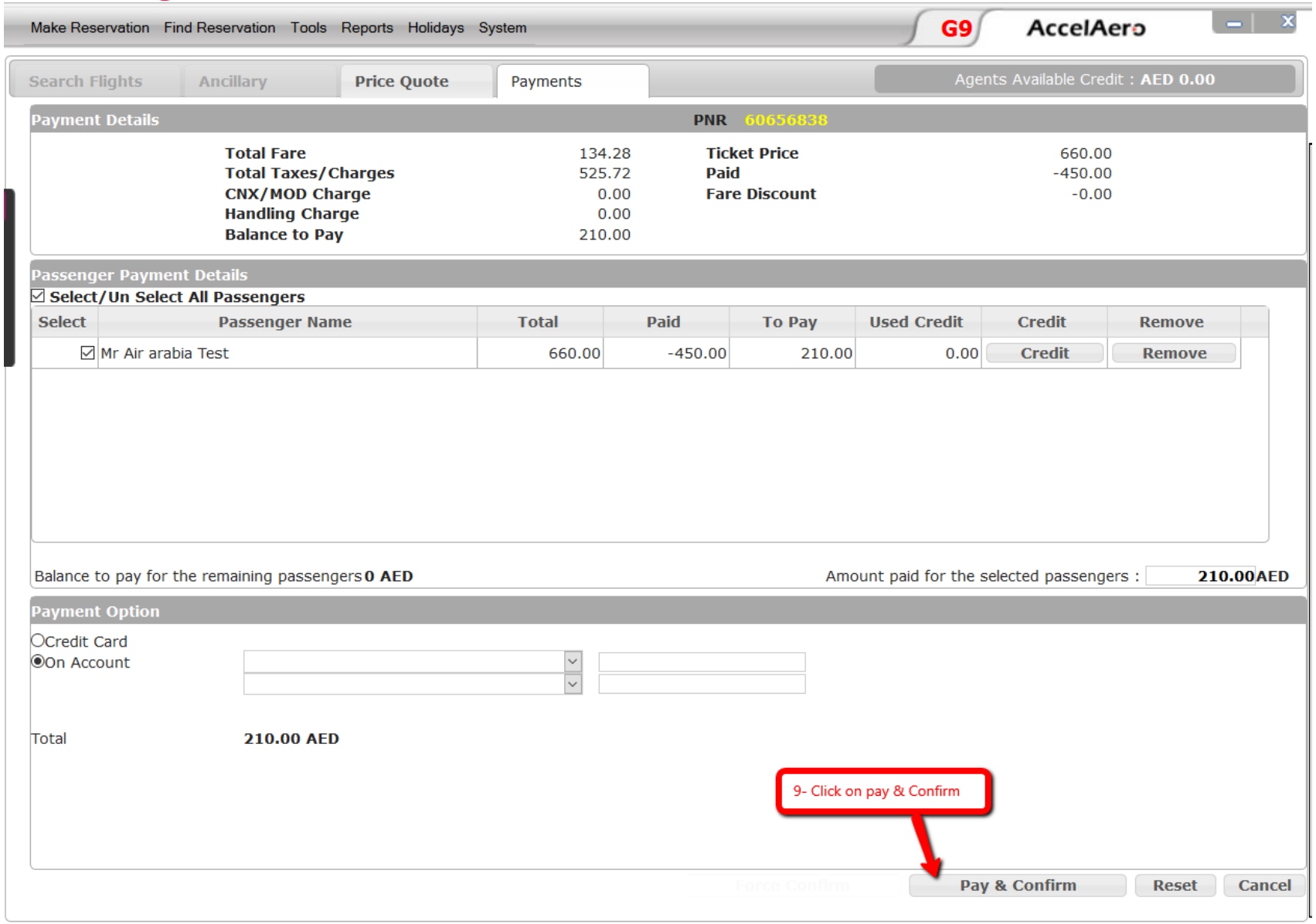
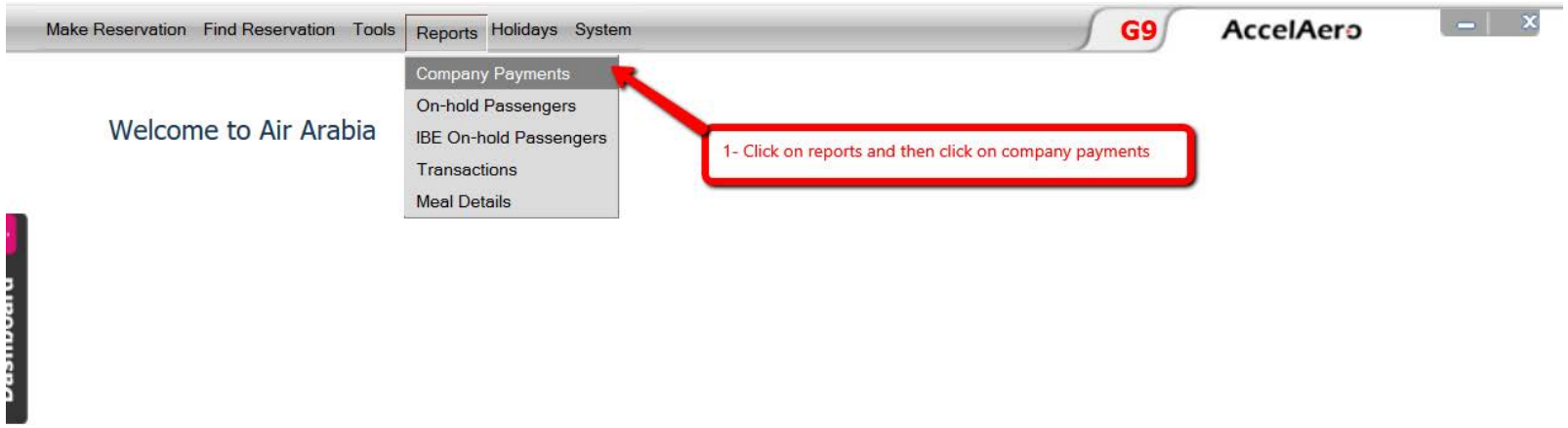


AirArabia

Sales report



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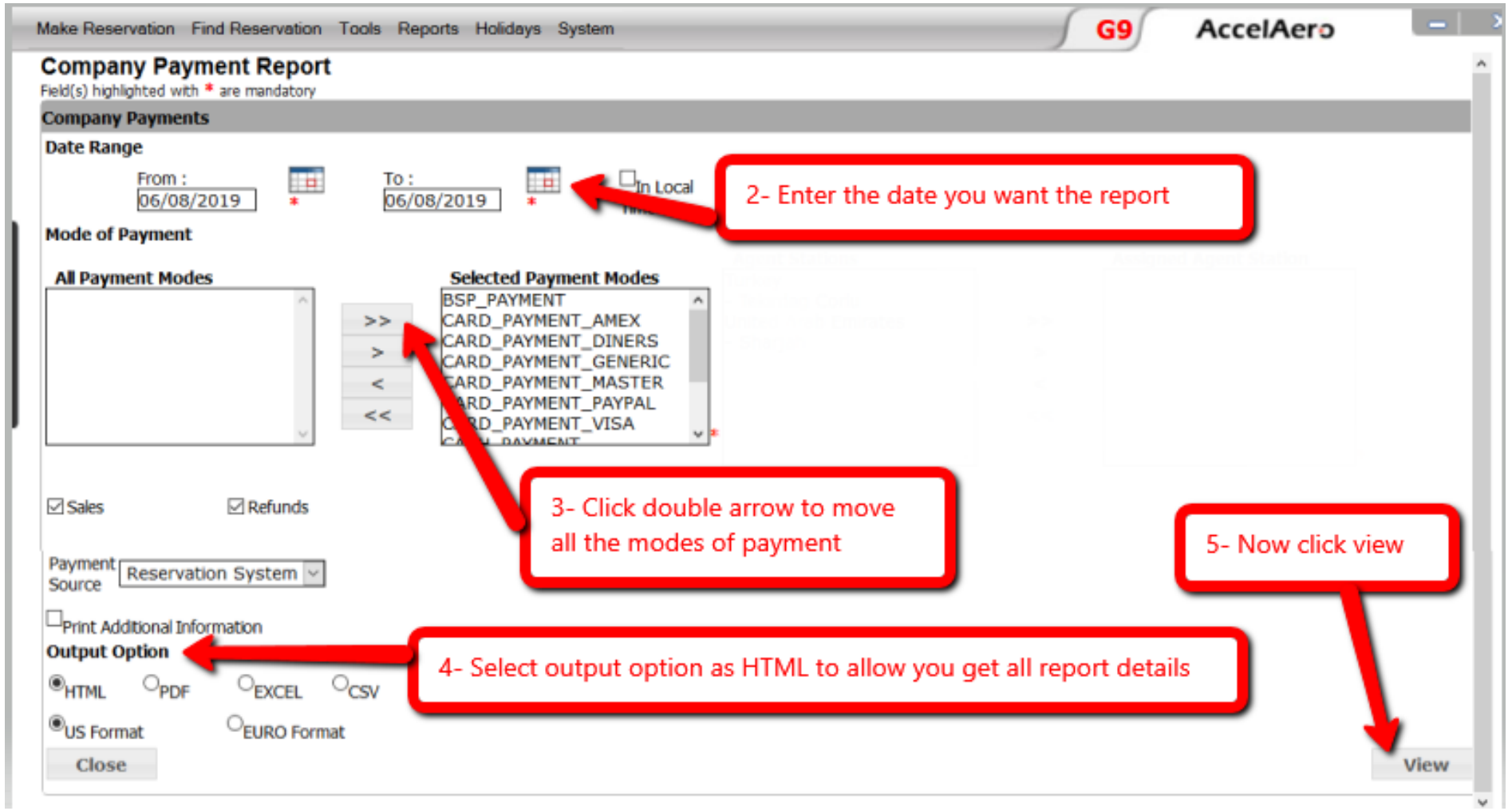

AirArabia

Sales report

AirArabia
العربية للطيران

COMPANY PAYMENTS

Summary Report

From Date	01/08/2019	**Report ID**	UC REPM 02
To Date	03/08/2019	**Print Date**	06/08/2019
Entity	Reservation	**Print Time**	13:34:11 ZULU

Agent/GSA Code	Agent/GSA Name	Agent IATA	Account Code	Payment Amount	Refund Amount	Net Amount	To Detail
ABYGSA119	Air Arabia Sales Shop Hail	12345760	AR-5479	31,363.90	0.00	31,363.90	Detail
Grand Total				31,363.90	0.00	31,363.90	

6- Click on details to get an excel sheet with all data

Air Arabia Reservation System Page 1

AirArabia

Sales report

AirArabia
العربية للطيران

COMPANY PAYMENTS

Summary Report

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To Date	03/08/2019	**Print Date**	06/08/2019
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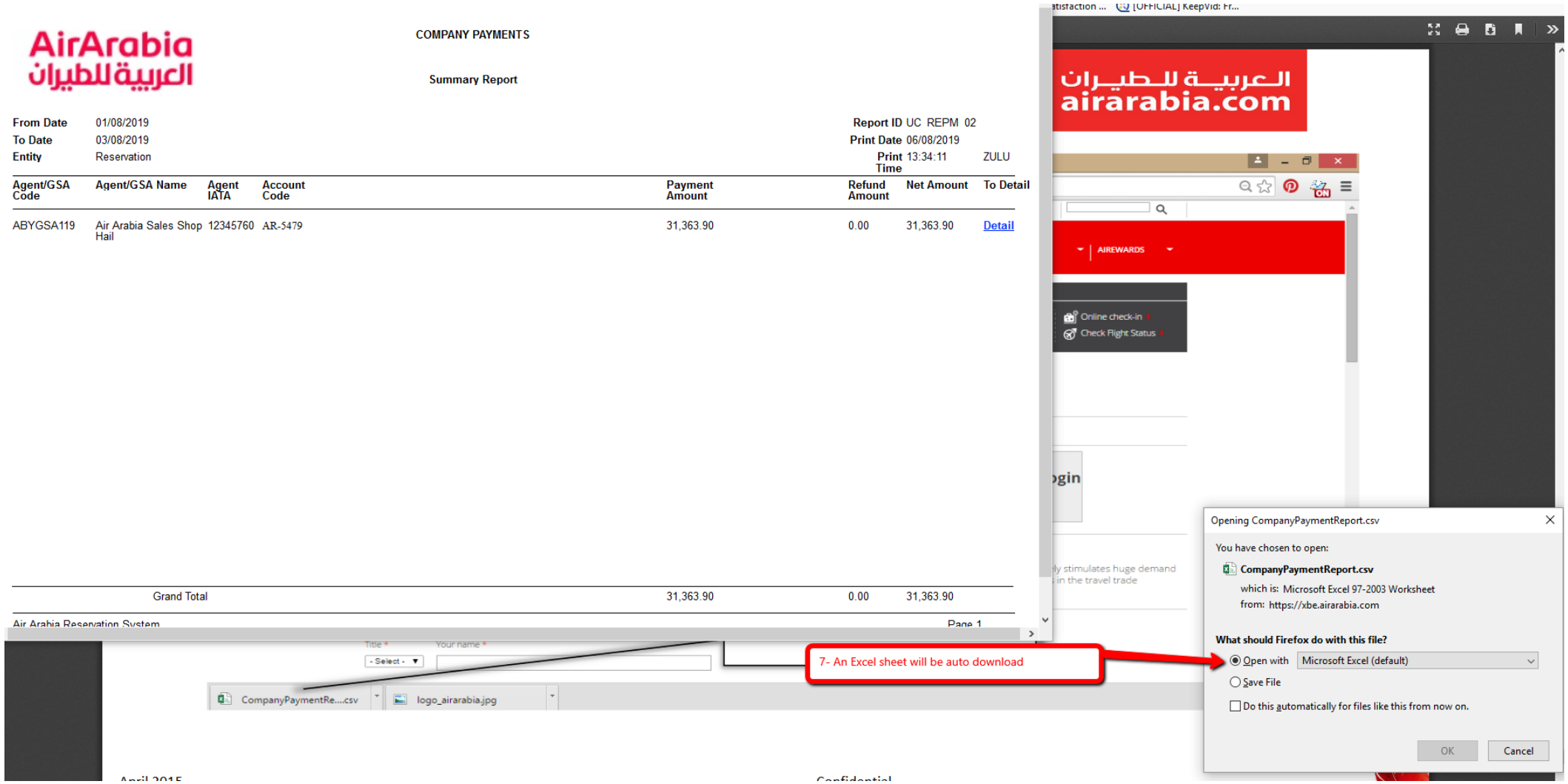
Grand Total				31,363.90	0.00	31,363.90	

Air Arabia Reservation System Page 1



AirArabia

Thank you

AirArabia

AirArabia
العربية للطيران