AirArabia
AirArabia

Air Arabia Trade partner user manual

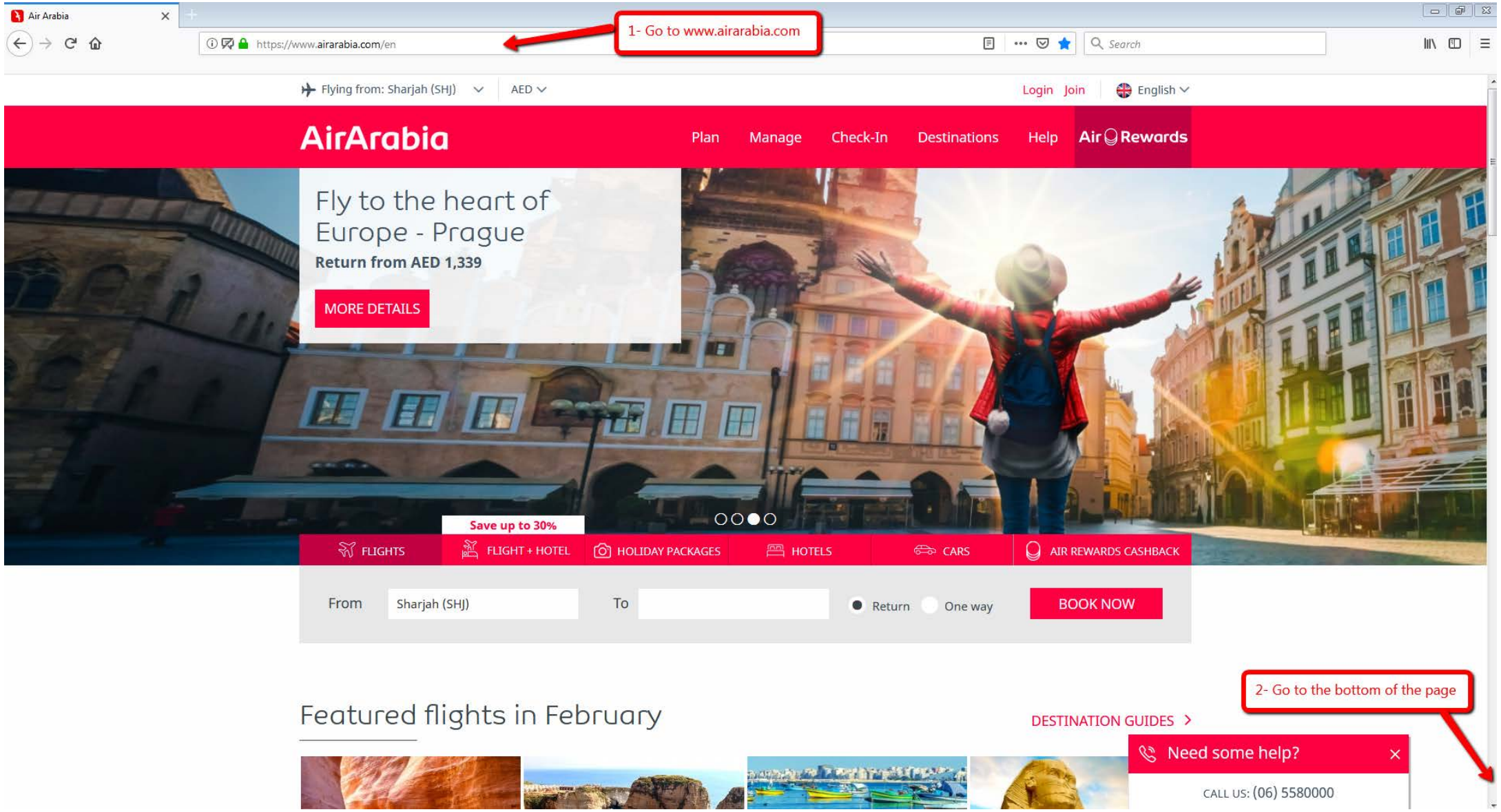
Introduction

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

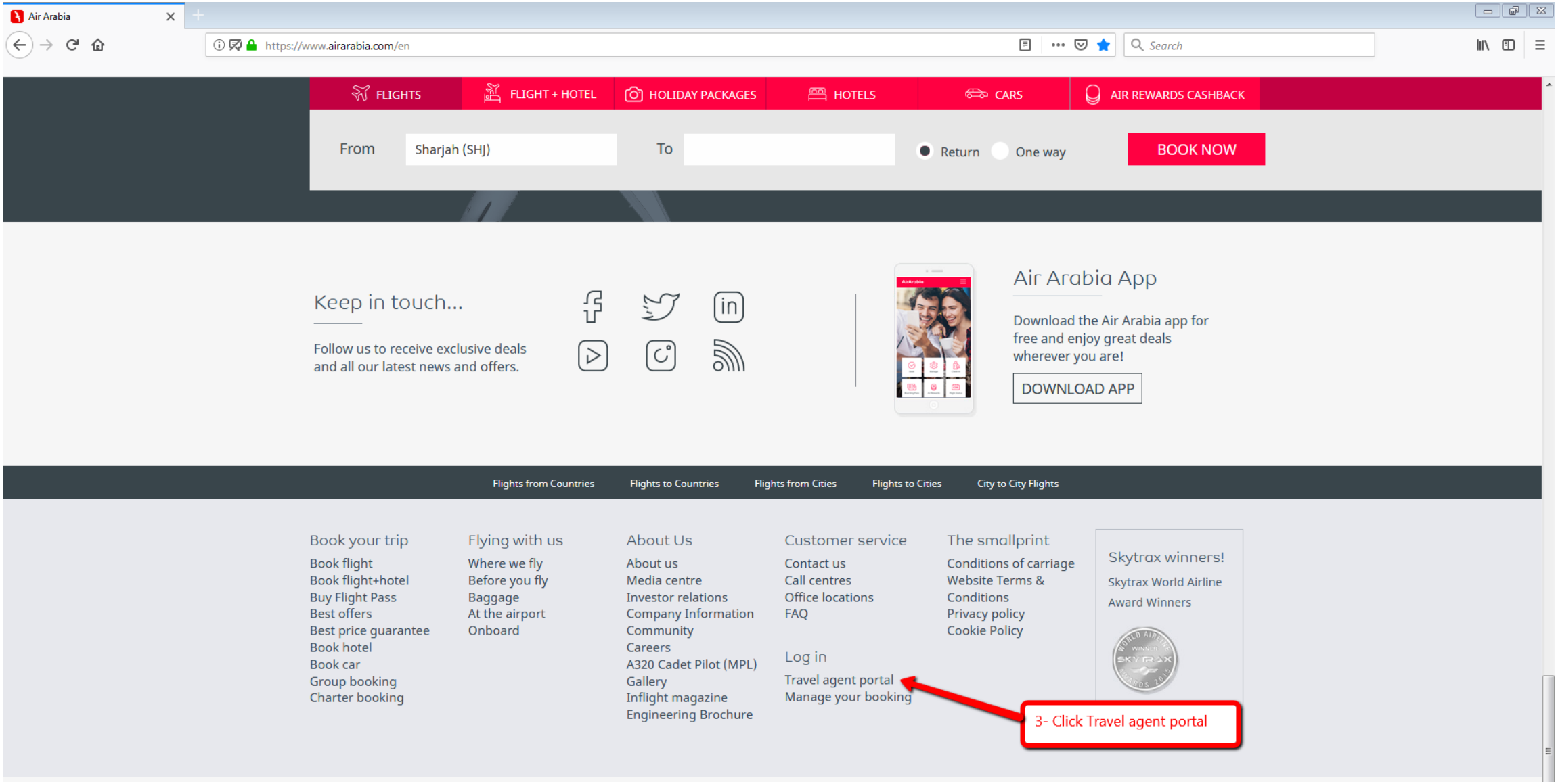
AirArabia

New reservation



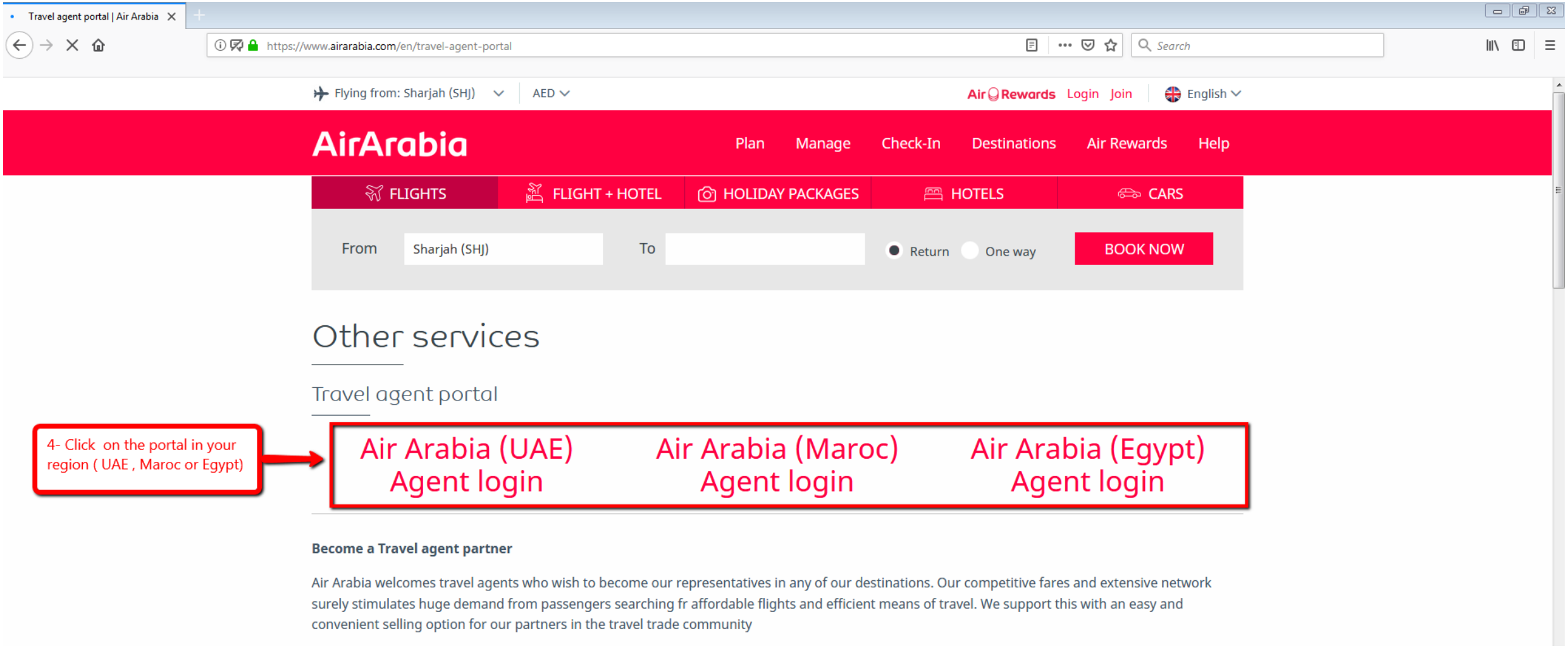
AirArabia

New reservation



AirArabia

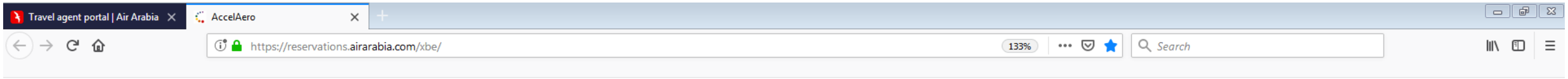
New reservation



4- Click on the portal in your region (UAE , Maroc or Egypt)

AirArabia

New reservation



5- Please click here to login

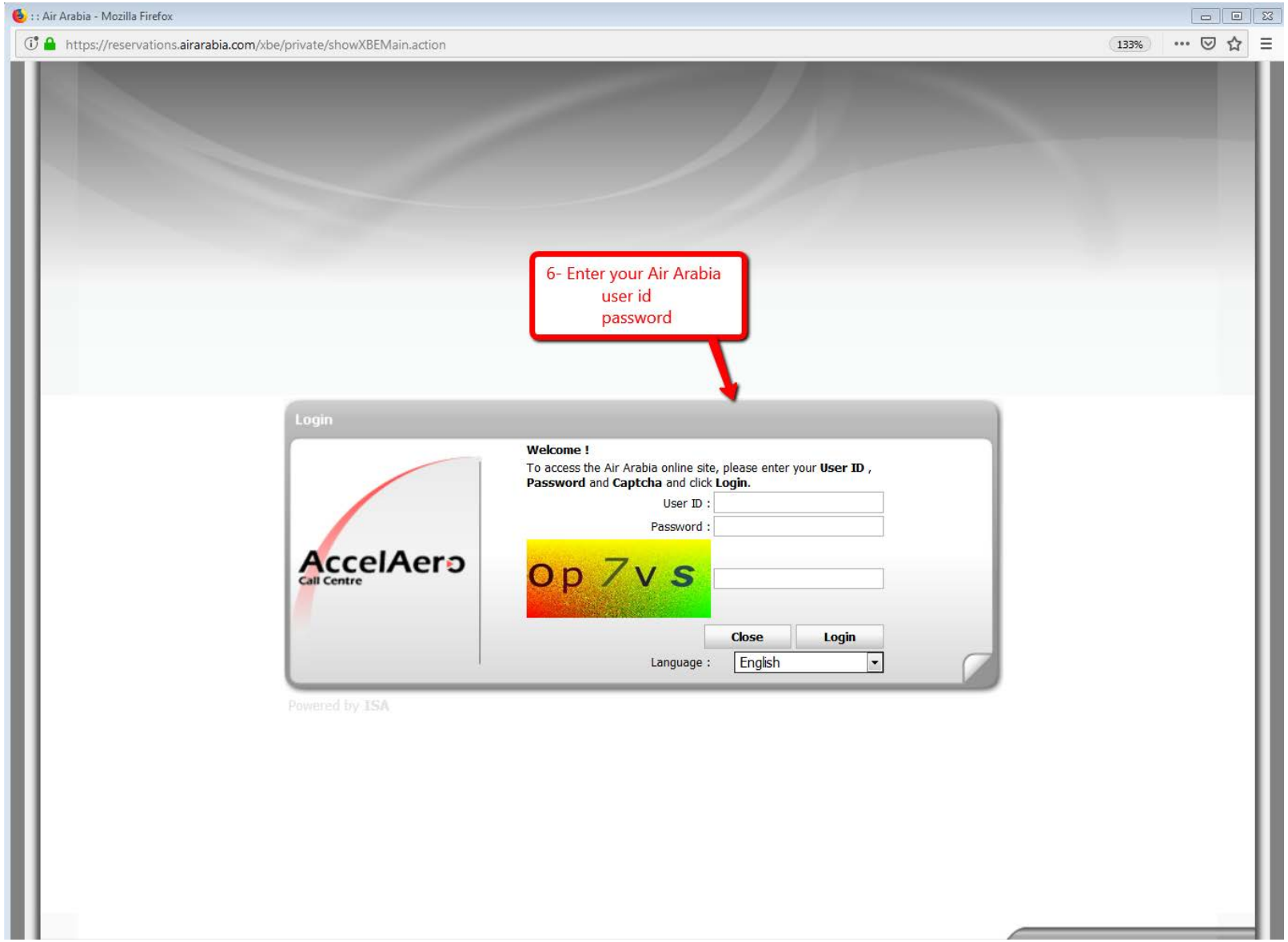
AccelAero
Call Centre

If pop-up blocked, Click here to login

Compatible Browsers -- Mozilla Firefox -V 3.5+, Internet Explorer - V 7+,Google Chrome
Recommended for best performance -- Mozilla Firefox -V 3.5+ ,Google Chrome

AirArabia

New reservation

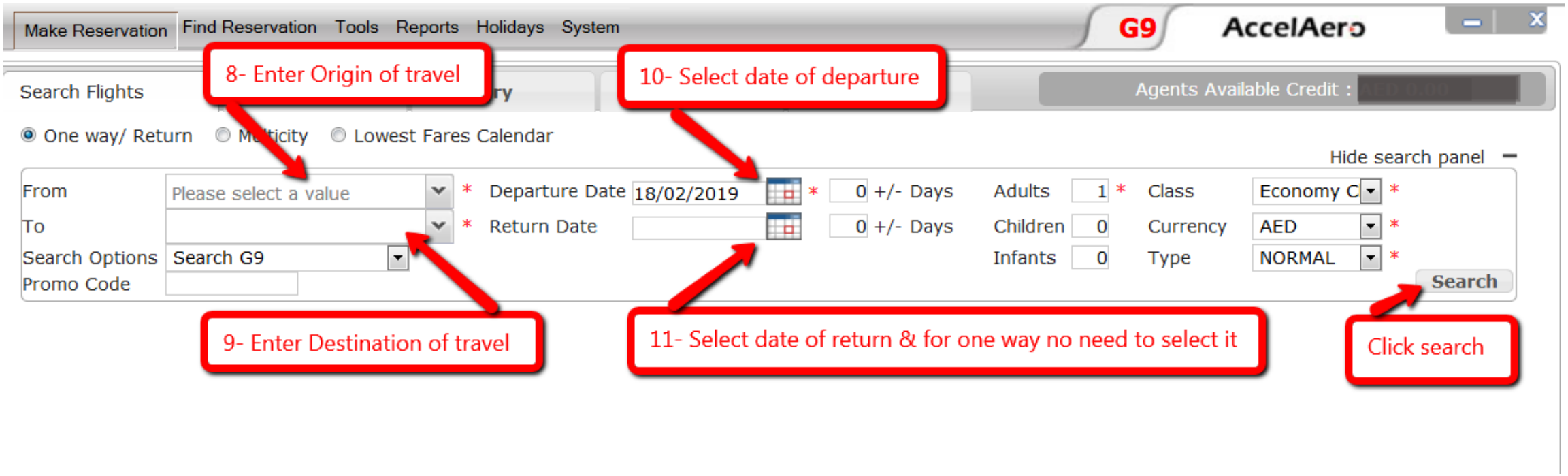


AirArabia

New reservation

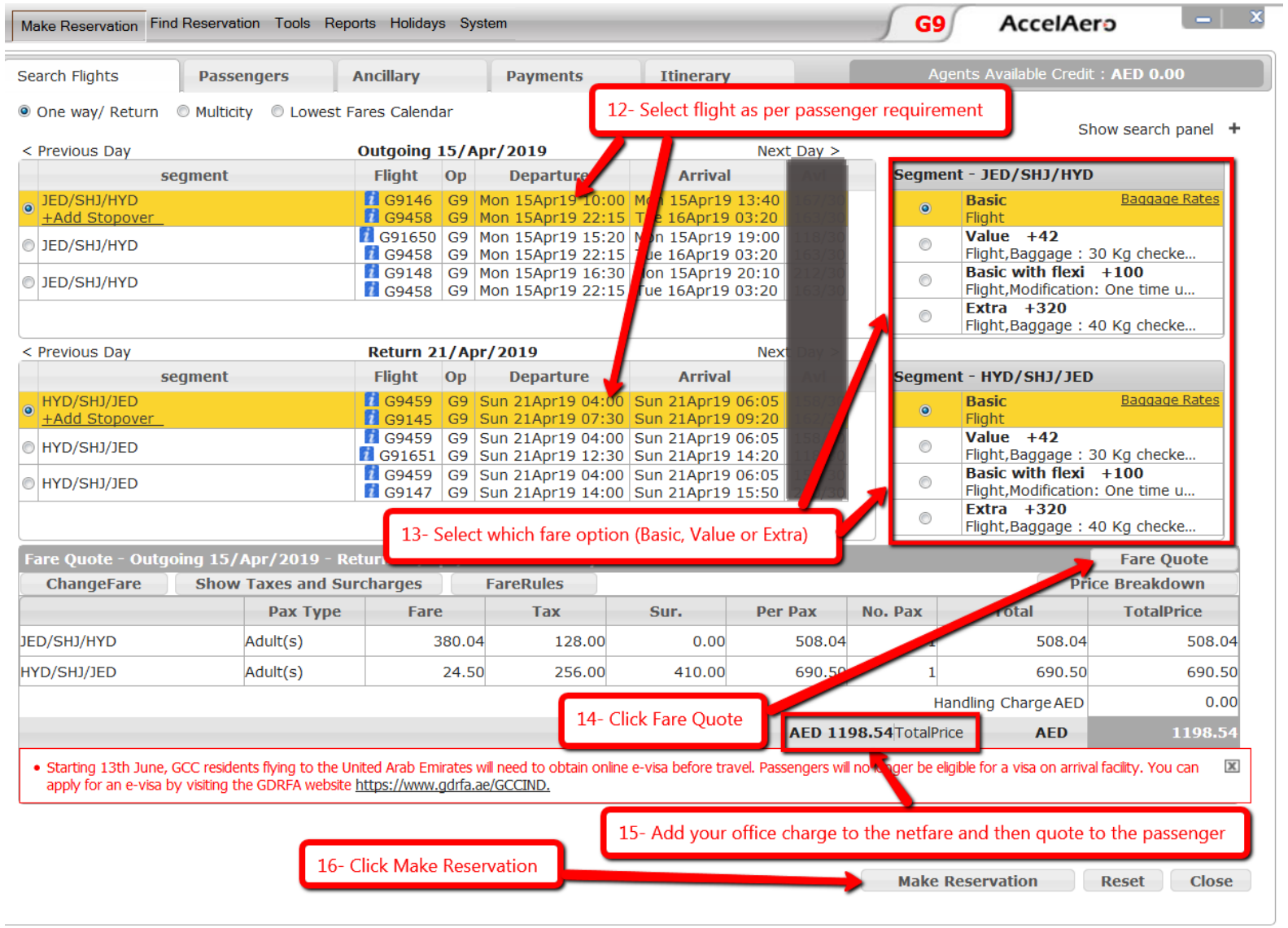
AirArabia

New reservation



AirArabia

New reservation



12- Select flight as per passenger requirement

13- Select which fare option (Basic, Value or Extra)

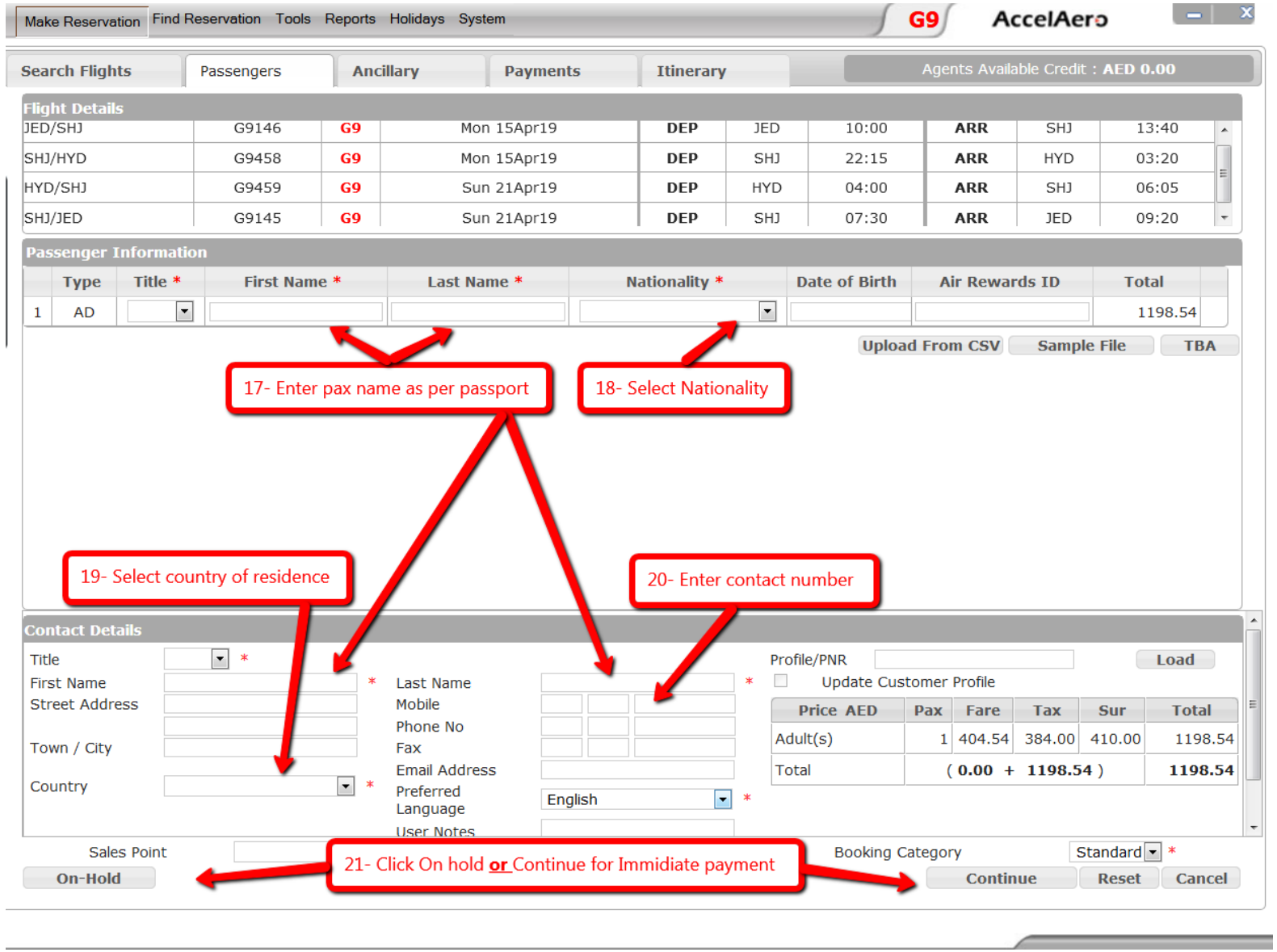
14- Click Fare Quote

15- Add your office charge to the netfare and then quote to the passenger

16- Click Make Reservation

AirArabia

New reservation



AirArabia

New reservation

Make Reservation | Find Reservation | Tools | Reports | Holidays | System | G9 | AccelAero

Search Flights | Passengers | Ancillary | Payments | Itinerary | Agents Available Credit : AED 0.00

Baggage Request

Seat | Meal | Bag... | Insu... | SSR | Airp... | Flexi

Segments
JED/SHJ/HYD 15APR19 10:00
HYD/SHJ/JED 21APR19 04:00

Baggage	Charge
30 Kg	12.00
40 Kg	180.00
No Baggage	0.00

22- Select ancillaries

Apply To All | Apply

Pax wise breakdown for

Passenger Name	Qty
T B A T B A	1
30 Kg	1

Price Breakdown	AED
Ticket Price	1198.54
Seat Request	0.00
Meal Request	0.00
Baggage Request	24.00
Travel Insurance	0.00
SSR Needs	0.00
Airport Services	0.00
Flexi Charge	0.00
TOTAL	1222.54

23- Click continue

Continue | View Summary | Cancel

AirArabia

New reservation

Make Reservation | Find Reservation | Tools | Reports | Holidays | System | G9 AccelAero

Search Flights | Passengers | Ancillary | Payments | Itinerary | Agents Available Credit : **AED 0.00**

Reservation View New booking is successfully completed

PNR 98124448 **(ONHOLD)** **Release Date Time** **26-02-2019 12:08 (Tuesday)**

Departing Flight(s)

JED/SHJ	G9146	G9	DEP	Mon 15-04-2019 10:00	ARR	Mon 15-04-2019 13:40	NORMAL
SHJ/HYD	G9458	G9	DEP	Mon 15-04-2019 22:15	ARR	Tue 16-04-2019 03:20	NORMAL

Returning Flight(s)

HYD/SHJ	G9459	G9	DEP	Sun 21-04-2019 04:00	ARR	Sun 21-04-2019 06:05	NORMAL
SHJ/JED	G9145	G9	DEP	Sun 21-04-2019 07:30	ARR	Sun 21-04-2019 09:20	NORMAL

Passenger Information

Passenger Name		Additional Service Details	
Adult(s)		**Segment**	**Baggage(s)**
1	MR T b a T b a	JED/SHJ	30 Kg
		SHJ/HYD	30 Kg
		HYD/SHJ	30 Kg
		SHJ/JED	30 Kg

24- Once confirmed details with passenger click the PNR

Payment Details

Total Airfare	404.54
Total Tax	384.00
Total Surcharge	434.00
Total Fee	0.00
PROMOTION DISCOUNT	0.00
Total Amount	**1222.54 AED**

Contact Details

First Name **T b a** Last Name **T b a**

Itinerary Language English Print Ticket Chg ☑ Print

AirArabia

New reservation

Make Reservation | Find Reservation | Tools | Reports | Holidays | System | G9 | AccelAero

Booking Information | Contact Details | Payments | History | Ancillary | Agents Available Credit : **AED 0.00**

Payment Details Release on Hold : 26-[illegible]-2019 12:08 (Tuesday) LOCAL **PNR** 98124448 Head Office Sales Support (ABY)

Total Fare	404.54	**Ticket Price**	1222.54
Total Taxes/Charges	818.00	**Paid**	0.00
CNX/MOD Charge	0.00	**Fare Discount**	-0.00
Handling Charge	0.00		
Balance to Pay	1222.54		

Passenger Payment Details

☑ **Select/Un Select All Passengers**

Select	Passenger Name	Total	Paid	To Pay	Used Credit	Credit	Remove
☑	MR. T b a T b a	1222.54	0.00	1222.54	0.00	Credit	Remove

25- Click on payment after receiving payment from passenger

Balance to pay for the remaining passengers **0 AED**

Amount paid for the selected passengers : **1222.54AED**

Payment Option

○ Credit Card
◉ On Account

Total **1222.54 AED**

26- Click on Pay & Confirm to issue ticket

Force Confirm | Pay & Confirm | Reset | Cancel

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**

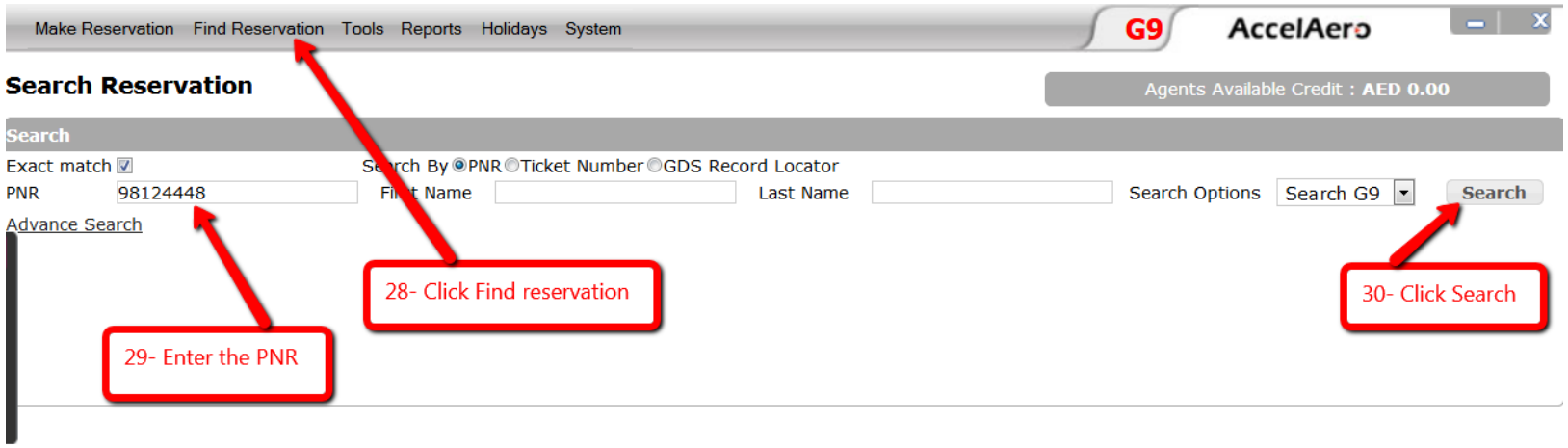
Transfer | Extend Onhold | Booking Category Standard

English | View Itinerary Pax Pay Chg

Close | BookMark | Reset | Edit | Cancel Res.

AirArabia

Modify reservation



Reset Close

AirArabia

Modify reservation

Make Reservation Find Reservation Tools Reports Holidays System G9 AccelAero

Search Reservation

Agents Available Credit : **AED 0.00**

Search

Exact match ☑ Search By ◉PNR ○Ticket Number ○GDS Record Locator

PNR 98124448 First Name Last Name Search Options Search G9 Search

Advance Search

earch Results

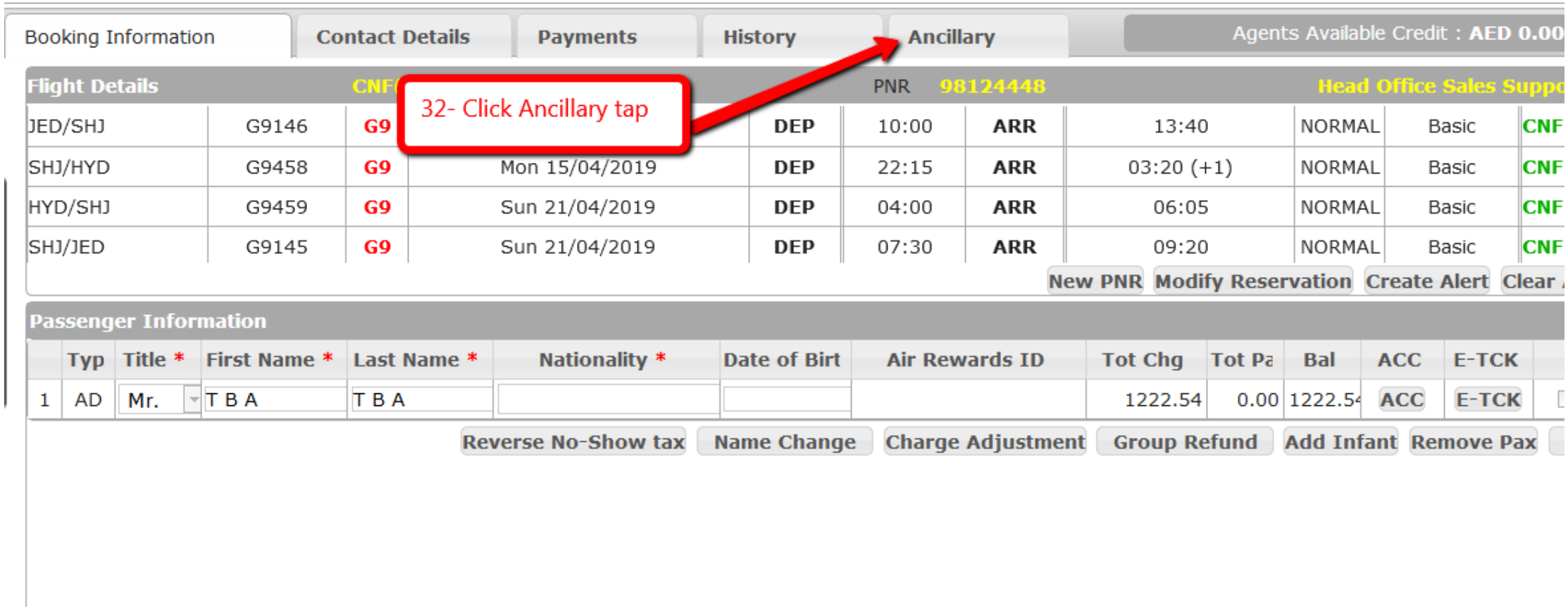
	PNR	Name	PNR Status	Flight No	Dept. Date	Arrival Date	Segment	Pax	COS	Status
1	98124448	T B A, T B A	CNF	G9146 G9	15/04/2019 10:00	15/04/2019 13:40	JED/SHJ	1/0/0	Basic	CNF
				G9458 G9	15/04/2019 22:15	16/04/2019 03:20	SHJ/HYD	1/0/0	Basic	CNF
				G9459 G9	21/04/2019 04:00	21/04/2019 06:05	HYD/SHJ	1/0/0	Basic	CNF
				G9145 G9	21/04/2019 07:30	21/04/2019 09:20	SHJ/JED	1/0/0	Basic	CNF

31- Click on the booking details to open it

Reset Close

AirArabia

Modify reservation



AirArabia

Modify reservation

Booking Information | Contact Details | Payments | History | Ancillary | Agents Available Credit : **AED 0.00**

STATUS CNF(forced) PNR 98124448 Head Office Sales Support (ABY)

Baggages

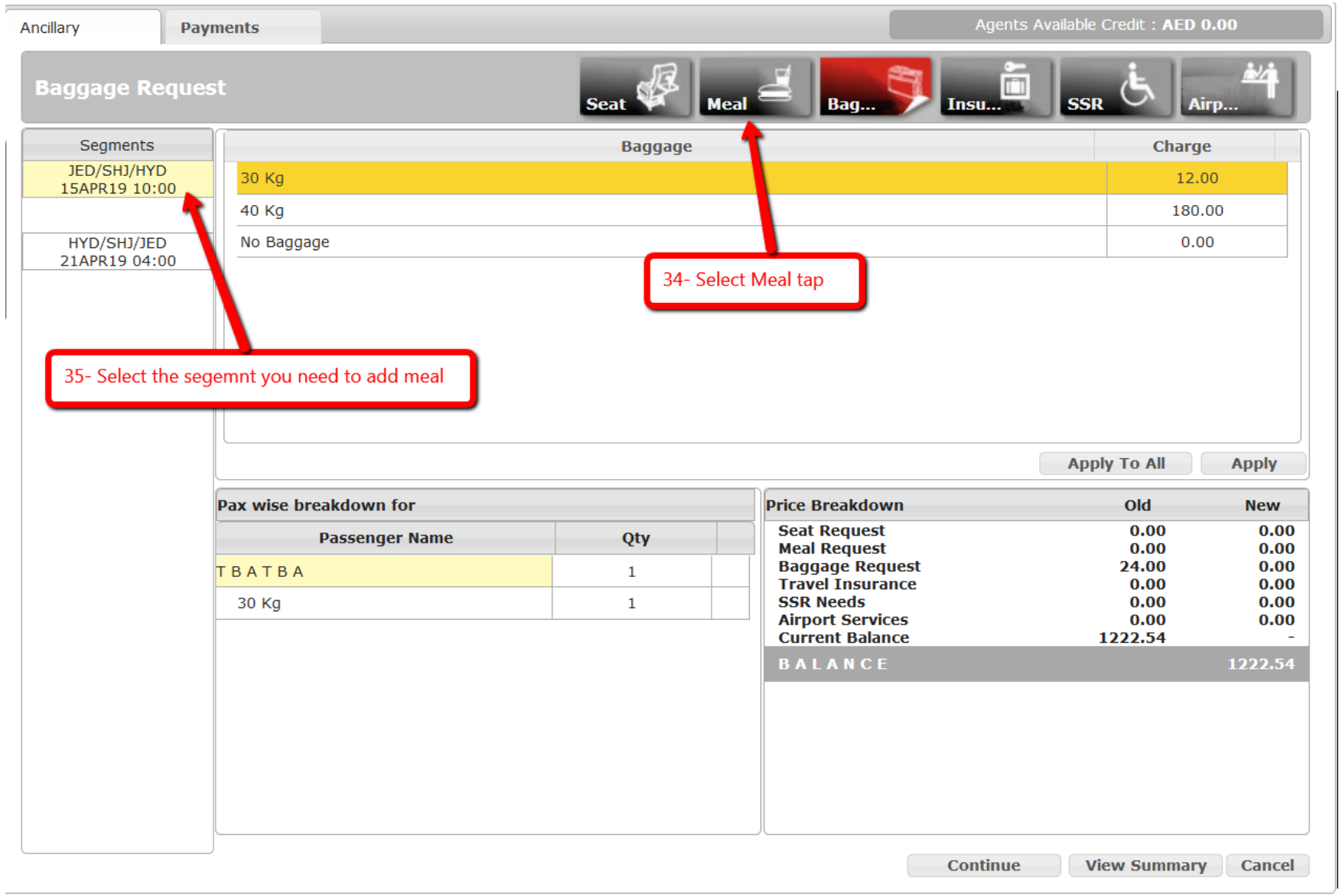
Passenger Name	Segment	Flight No	Departure Date	Baggages	
T B A T B A	JED/SHJ	G9146	15APR19 10:00	30 Kg	
T B A T B A	SHJ/HYD	G9458	15APR19 22:15	30 Kg	
T B A T B A	HYD/SHJ	G9459	21APR19 04:00	30 Kg	
T B A T B A	SHJ/JED	G9145	21APR19 07:30	30 Kg	

Add/Modify

33- Click Add/ Modify

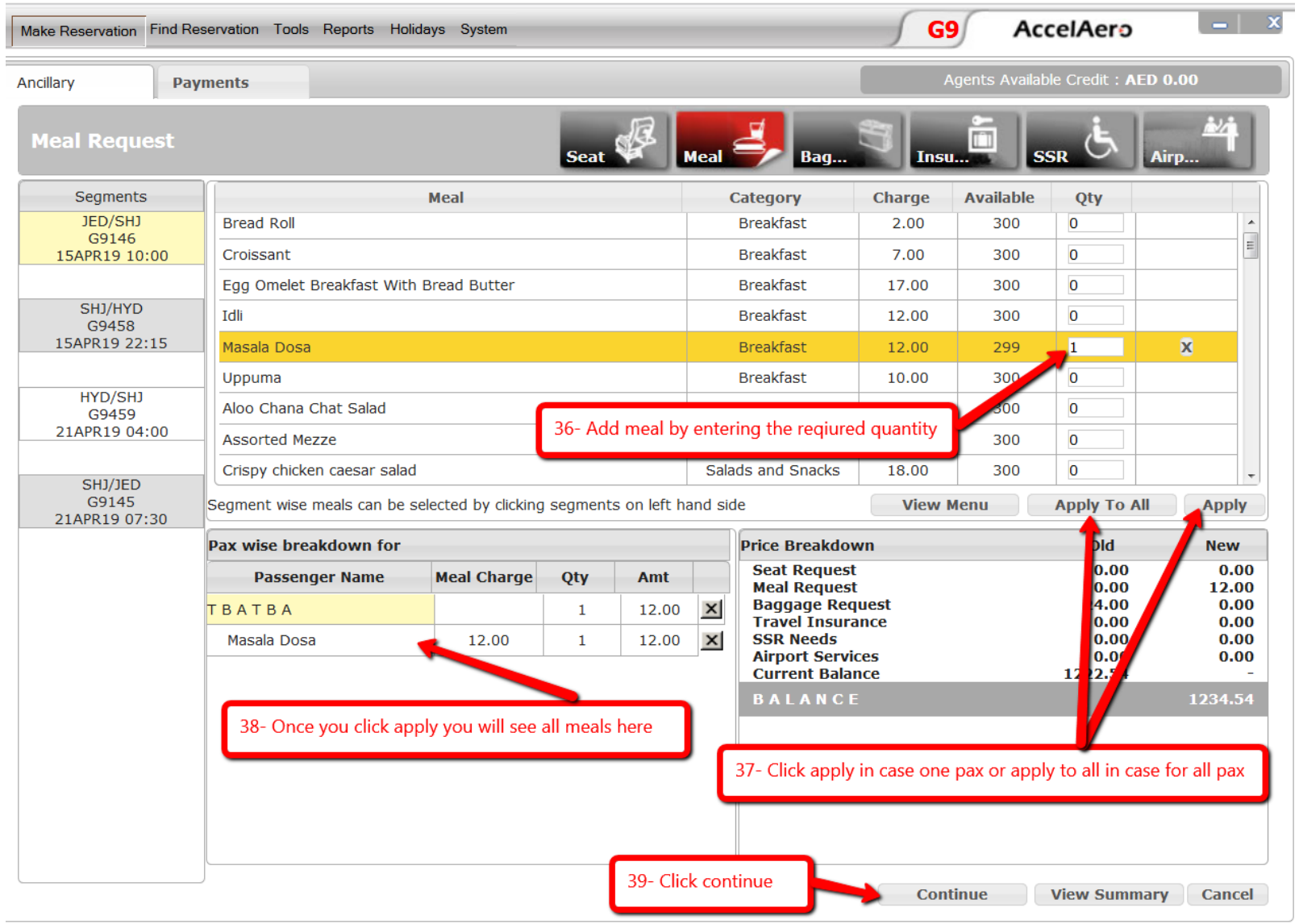
AirArabia

Modify reservation



AirArabia

Modify reservation



AirArabia

Modify reservation

Make Reservation | Find Reservation | Tools | Reports | Holidays | System | G9 | AccelAero

Ancillary | Payments | Agents Available Credit : **AED 0.00**

Payment Details PNR **98124448**

Total Fare	404.54	**Ticket Price**	1234.54
Total Taxes/Charges	818.00	**Paid**	0.00
CNX/MOD Charge	0.00	**Fare Discount**	-0.00
Handling Charge	0.00		
Balance to Pay	1234.54		

Passenger Payment Details

☑ **Select/Un Select All Passengers**

Select	Passenger Name	Total	Paid	To Pay	Used Credit	Credit	Remove
☑	MR. T b a T b a	1234.54	0	1234.54	0.00	Credit	Remove

Balance to pay for the remaining passengers **0 AED**

Amount paid for the selected passengers : **1234.54AED**

Payment Option

○ Credit Card
◉ On Account

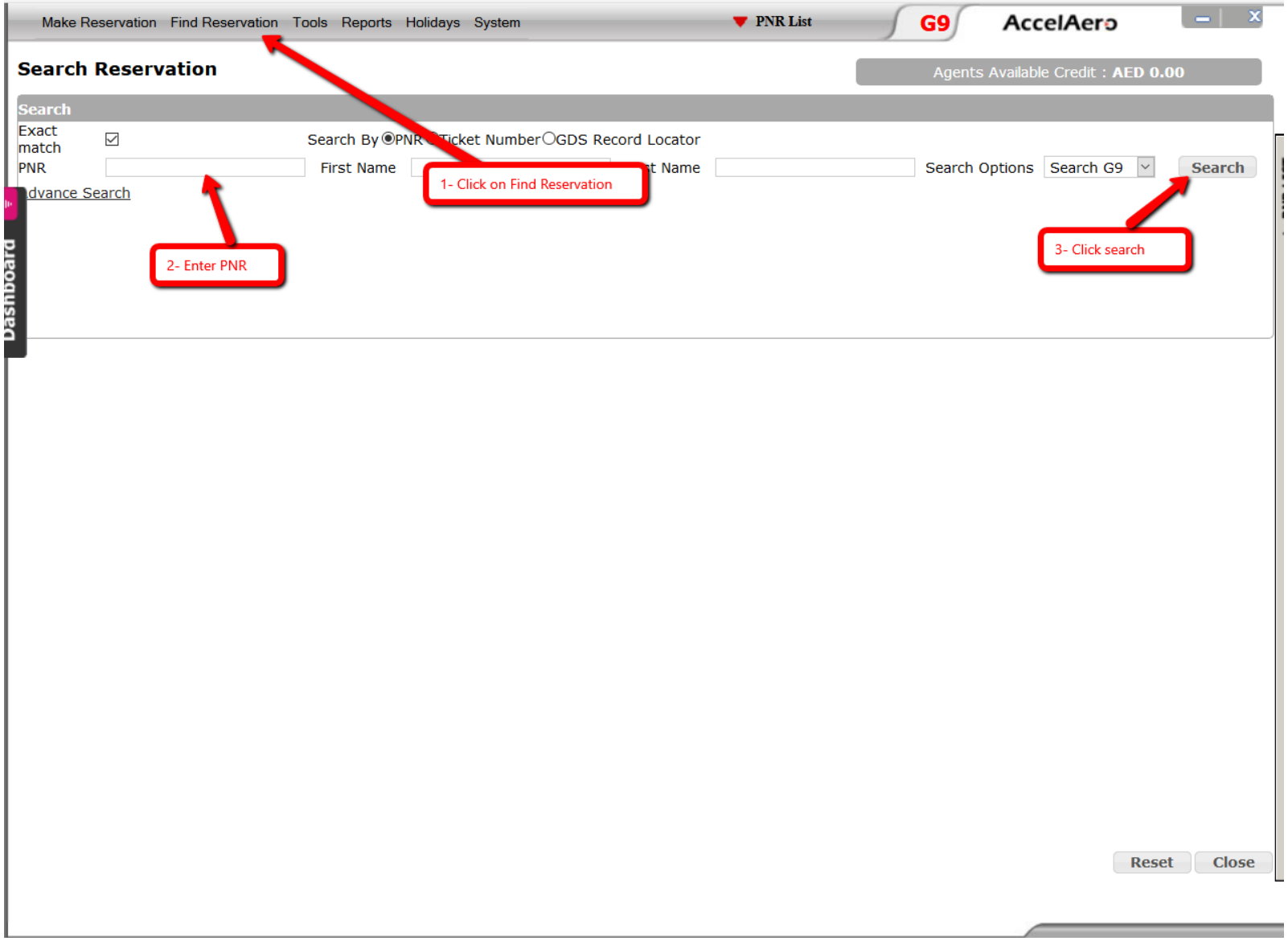
Total **1234.54 AED**

40- Click on pay & Confirm

Pay & Confirm | Reset | Cancel

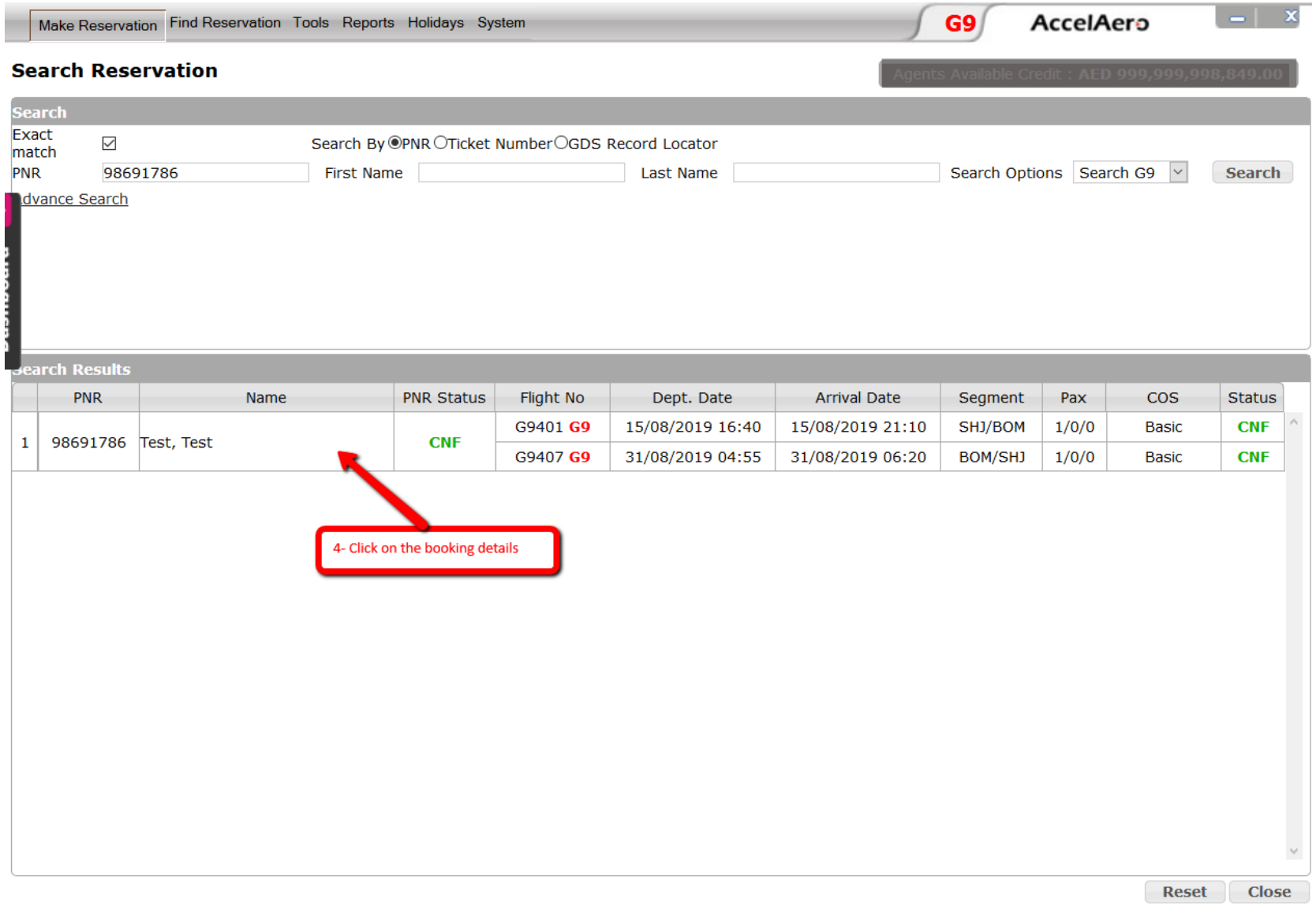
AirArabia

Modify reservation



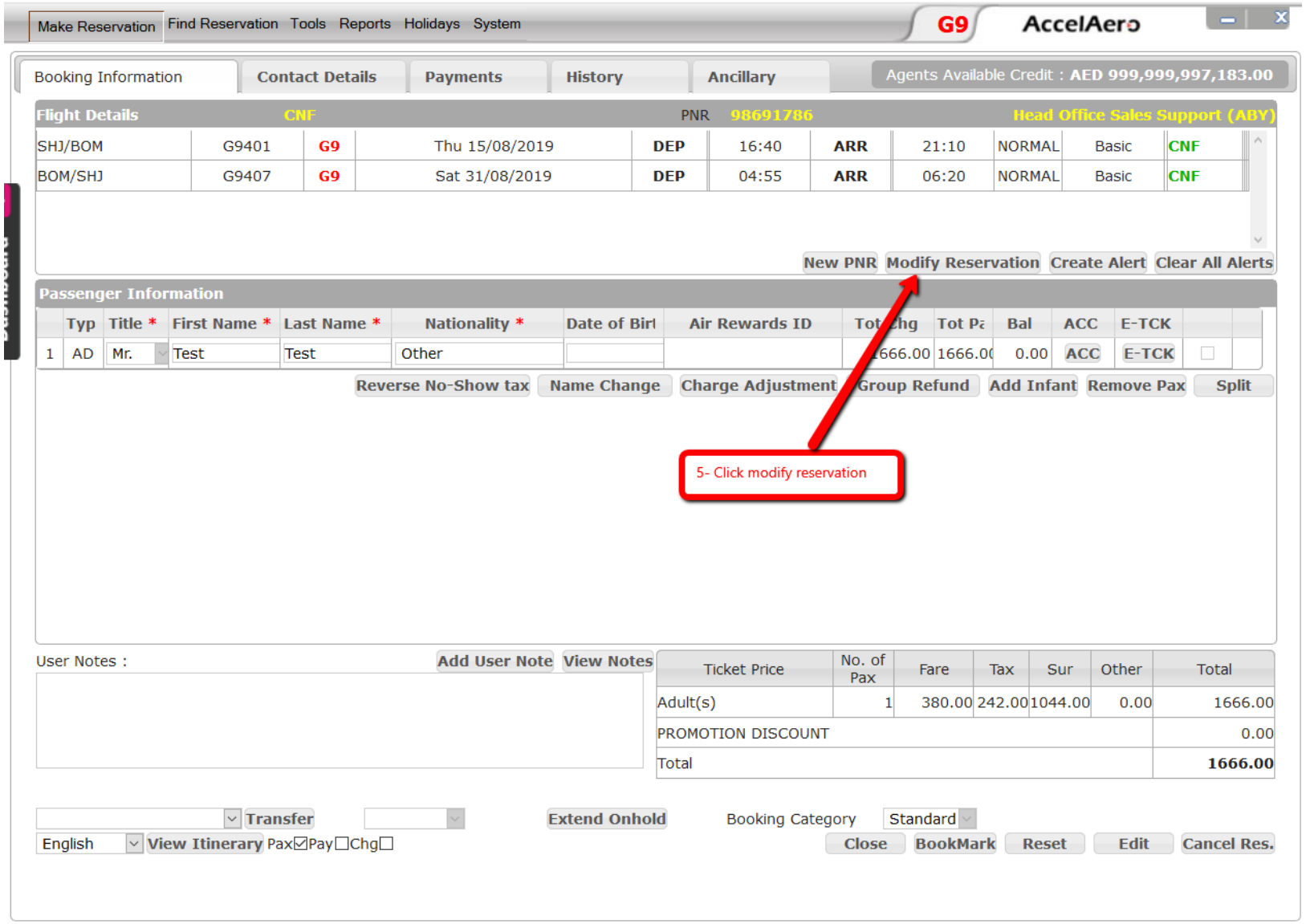
AirArabia

Modify reservation



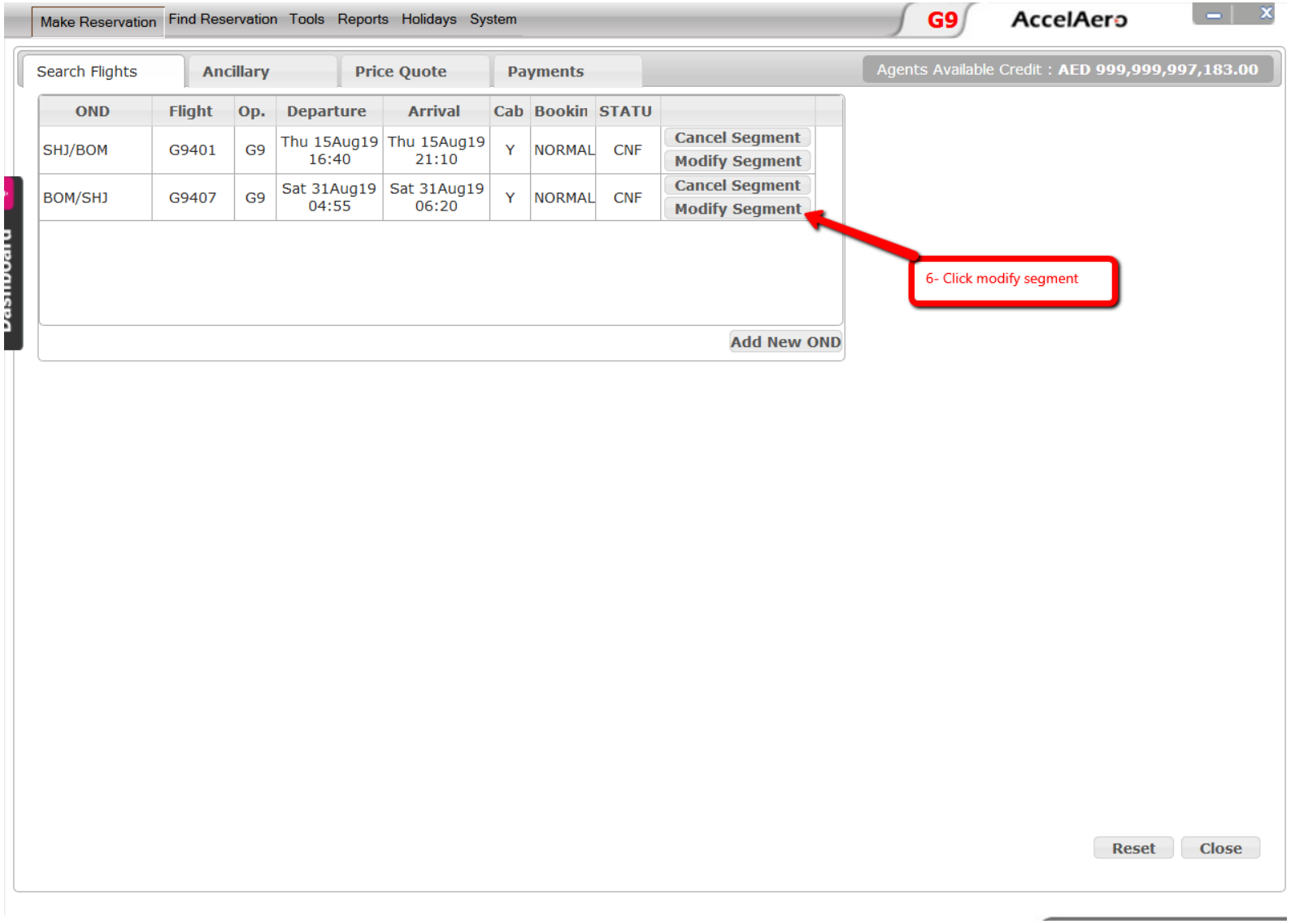
AirArabia

Modify reservation



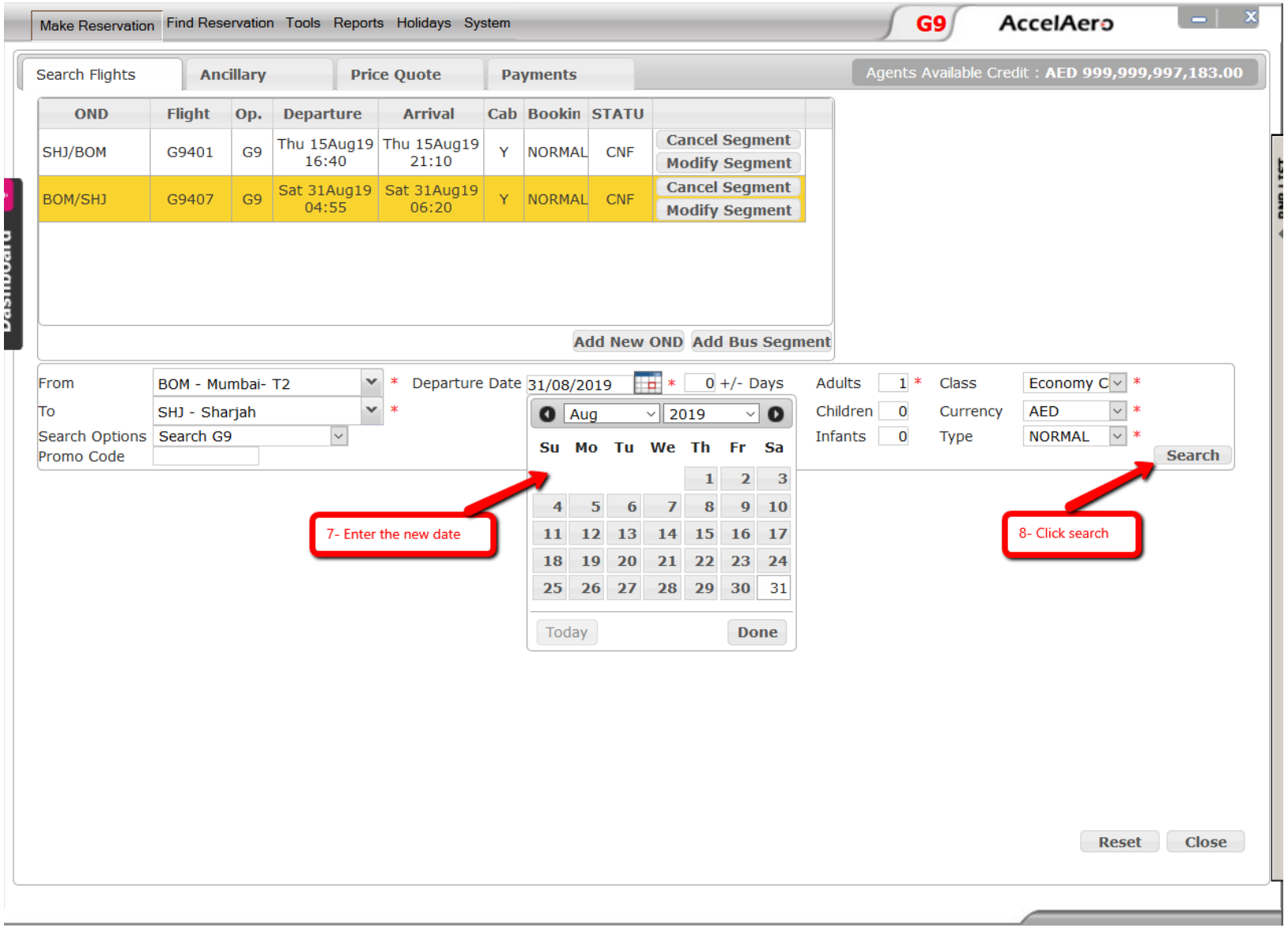
AirArabia

Modify reservation



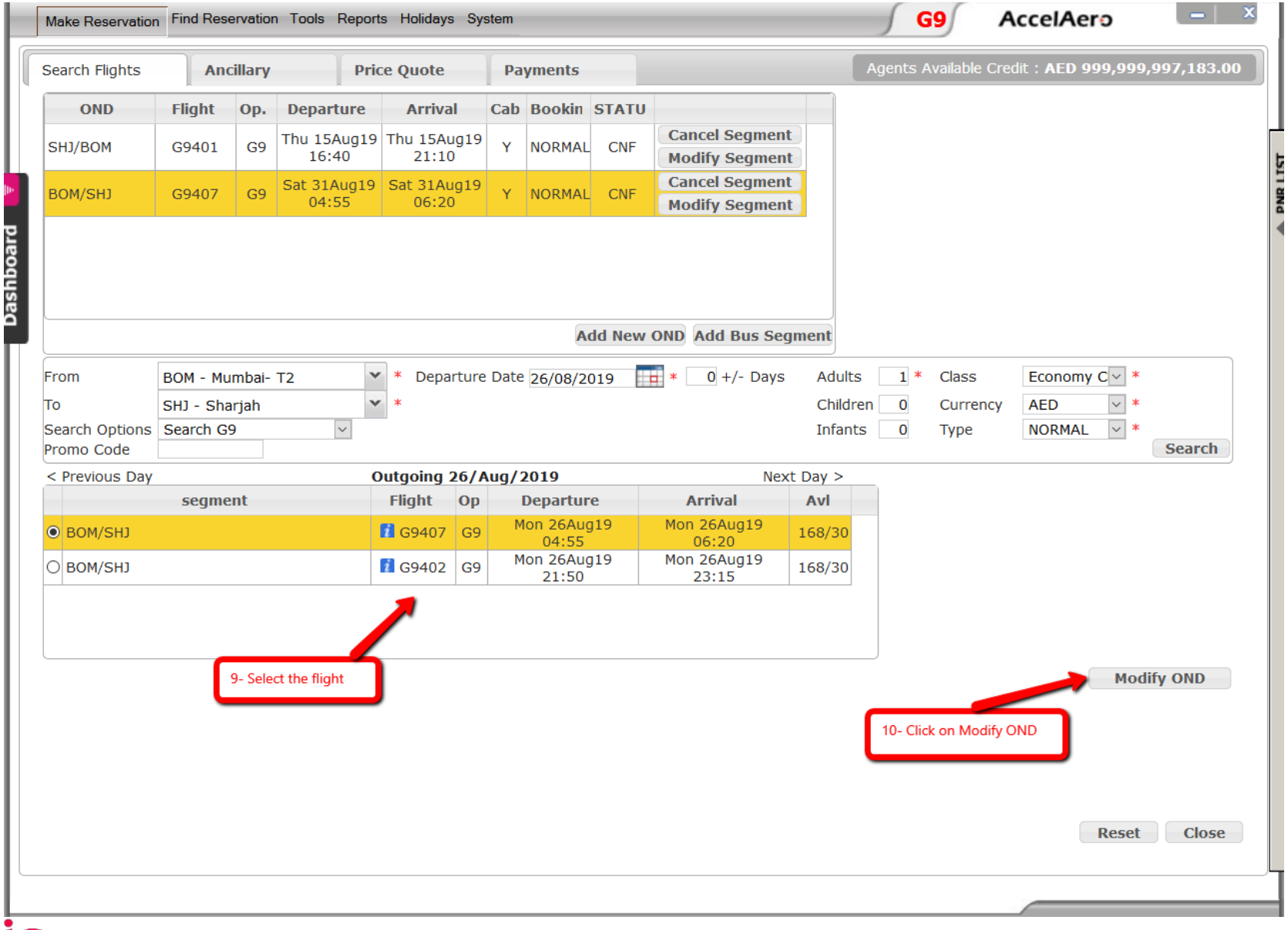
AirArabia

Modify reservation



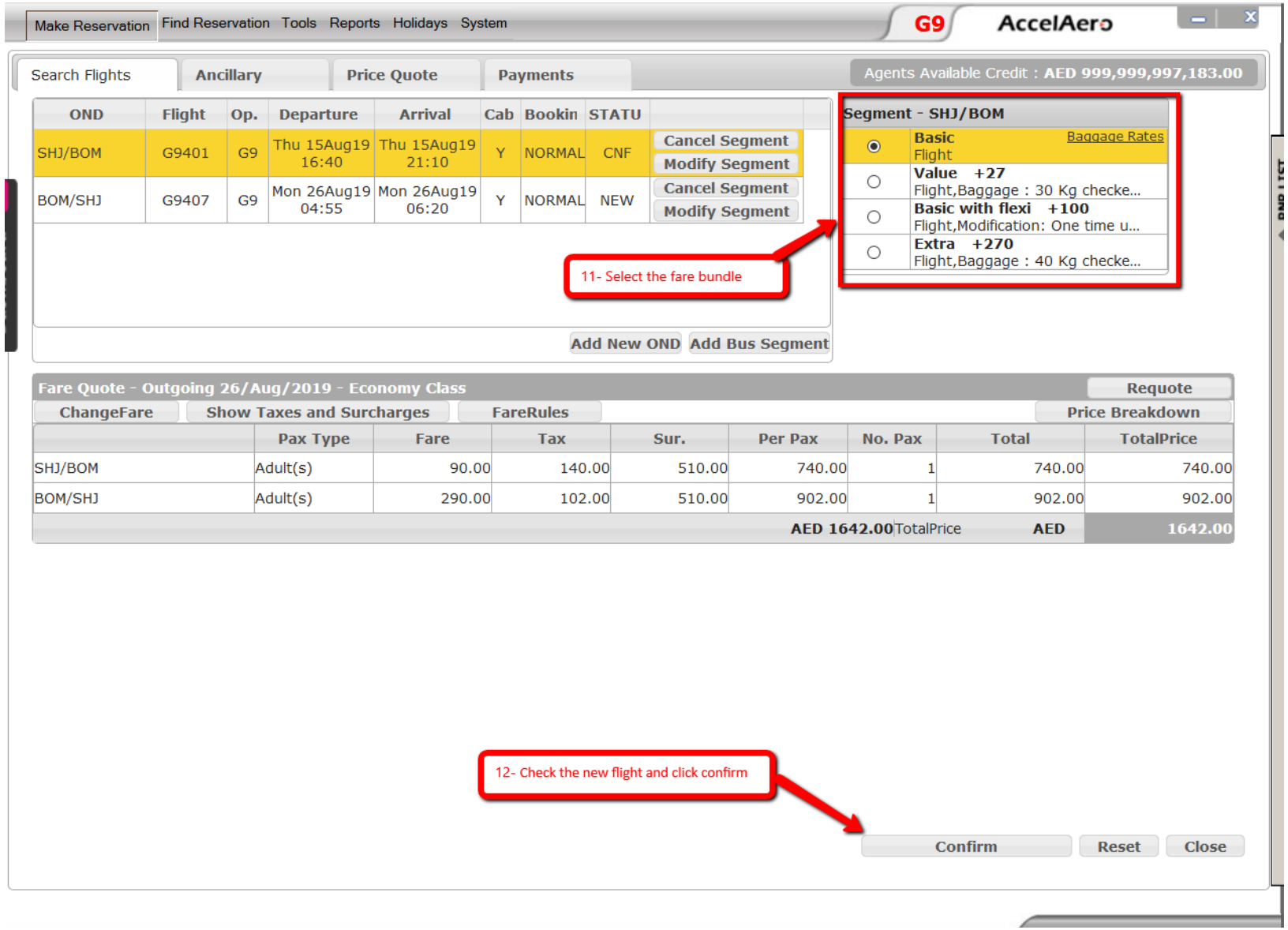
AirArabia

Modify reservation



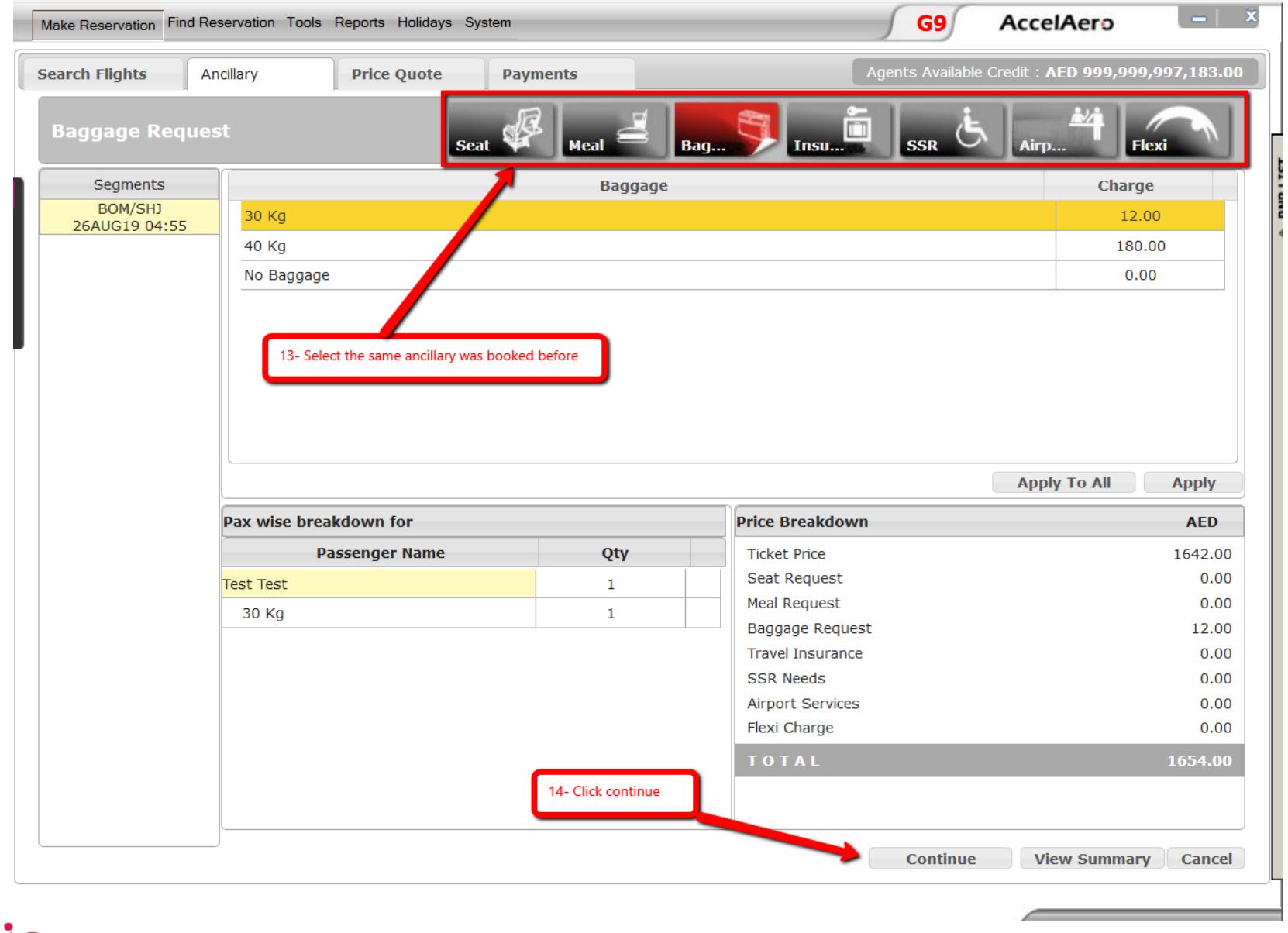
AirArabia

Modify reservation



AirArabia

Modify reservation



AirArabia

Modify reservation

Make Reservation | Find Reservation | Tools | Reports | Holidays | System | G9 | AccelAero

Search Flights | Ancillary | Price Quote | Payments

Agents Available Credit : **AED 999,999,997,183.00**

Segment Summary

	Current OND Charges	New OND Charges
FARE	380.00	380.00
TAX + SUR	1286.00	1286.00
CNX Charges	0.00	0.00
MOD Charges	0.00	203.00
Penalties	0.00	0.00
Adjustments	0.00	0.00
Total Charges	1666.00	1869.00
Total Discounts	0.00	0.00
Non Refundable Amount	40.00	0.00
Credit **0.00**	Due	**243.00**

Override Charges - per PAX/Segment

Adult MOD Charges : 203.00

Override | Apply

15- If the amount shows in Due: then the passenger need to pay that amount for modification include fare difference (amount will be shows in AED)

Pax Summary

Pax Name	Total Charges Current	Total Charges New	Total Payments Current	Total C/F New	Balance
Mr Test Test	1666.00	1909.00	1666.00	1626.00	243.00

16- Once confirm with the pax click confirm

User Notes

Confirm | Reset | Cancel

AirArabia

Modify reservation

Search Flights | Ancillary | Price Quote | Payments

Agents Available Credit : AED 999,999,997,183.00

Payment Details PNR 98691786

Total Fare	380.00	Ticket Price	1909.00
Total Taxes/Charges	1326.00	Paid	-1666.00
CNX/MOD Charge	203.00	Fare Discount	-0.00
Handling Charge	0.00		
Balance to Pay	243.00		

Passenger Payment Details

☑ Select/Un Select All Passengers

Select	Passenger Name	Total	Paid	To Pay	Used Credit	Credit	Remove
☑	Mr Test Test	1909.00	-1666.00	243.00	0.00	Credit	Remove

Balance to pay for the remaining passengers **0 AED**

Amount paid for the selected passengers : **243.00 AED**

Payment Option

○ Credit Card

◉ On Account

Total **243.00 AED**

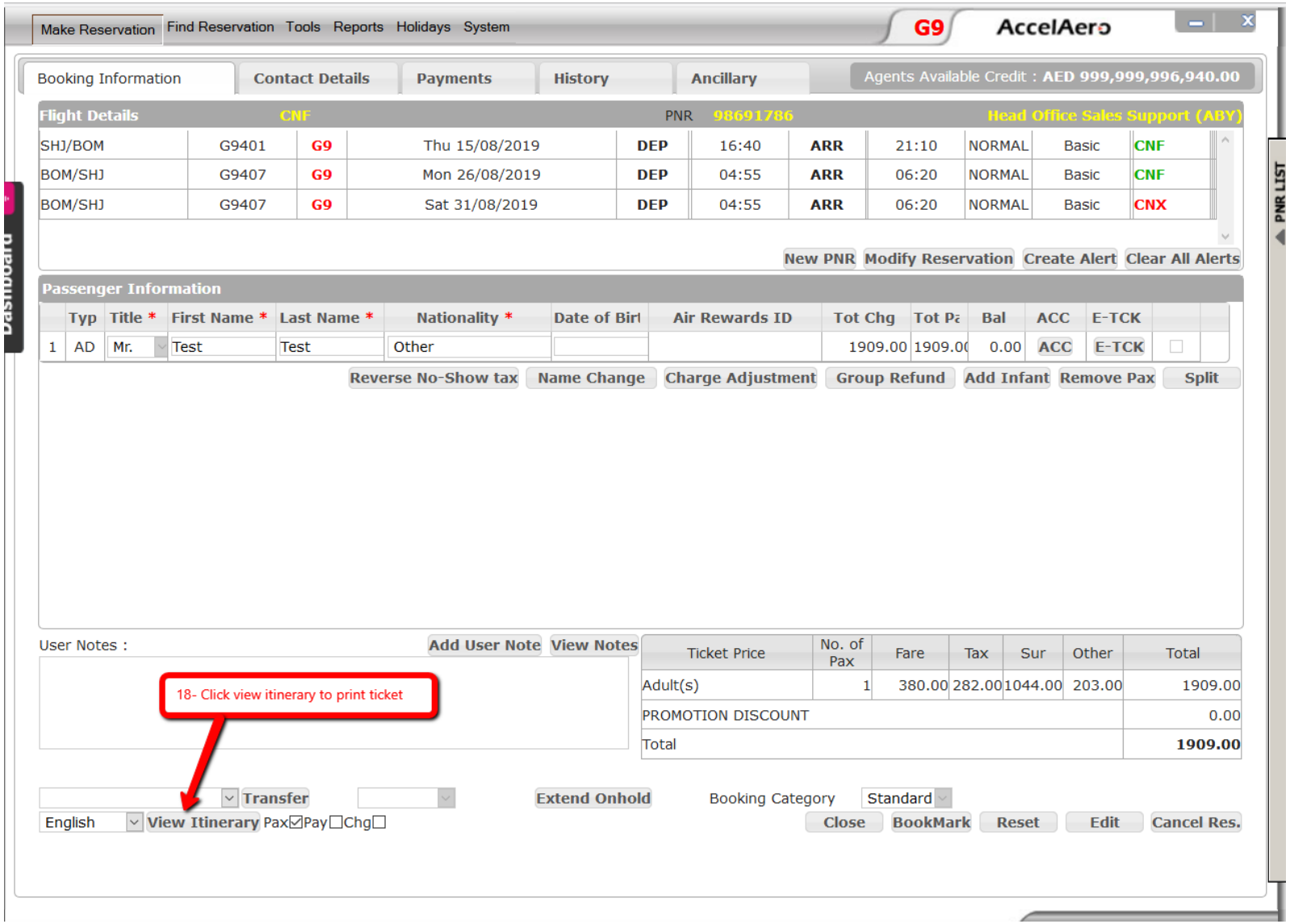
17- Once payment is received click pay & confirm

Force Confirm | Pay & Confirm | Reset | Cancel

PNR LIST

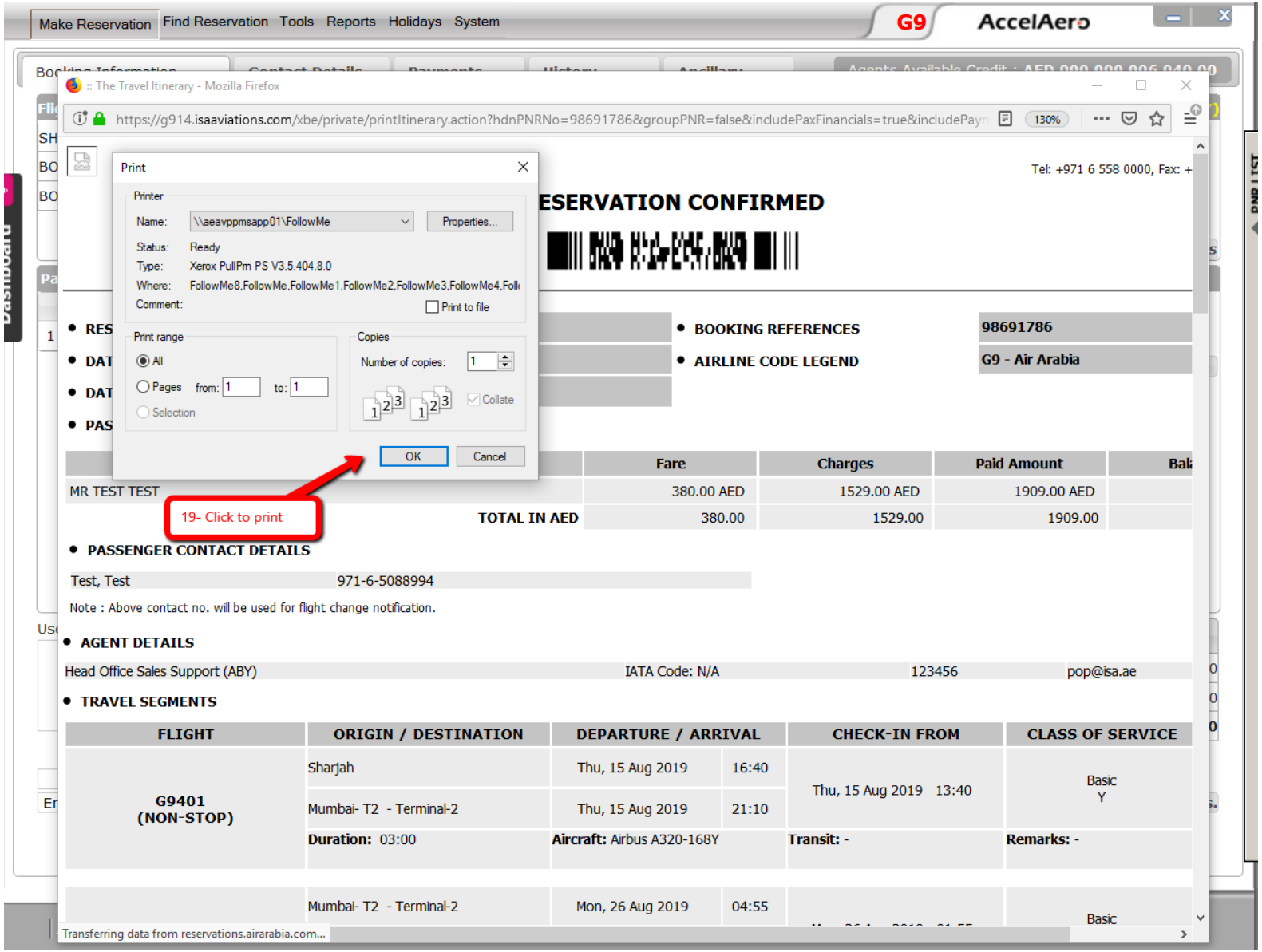
AirArabia

Modify reservation



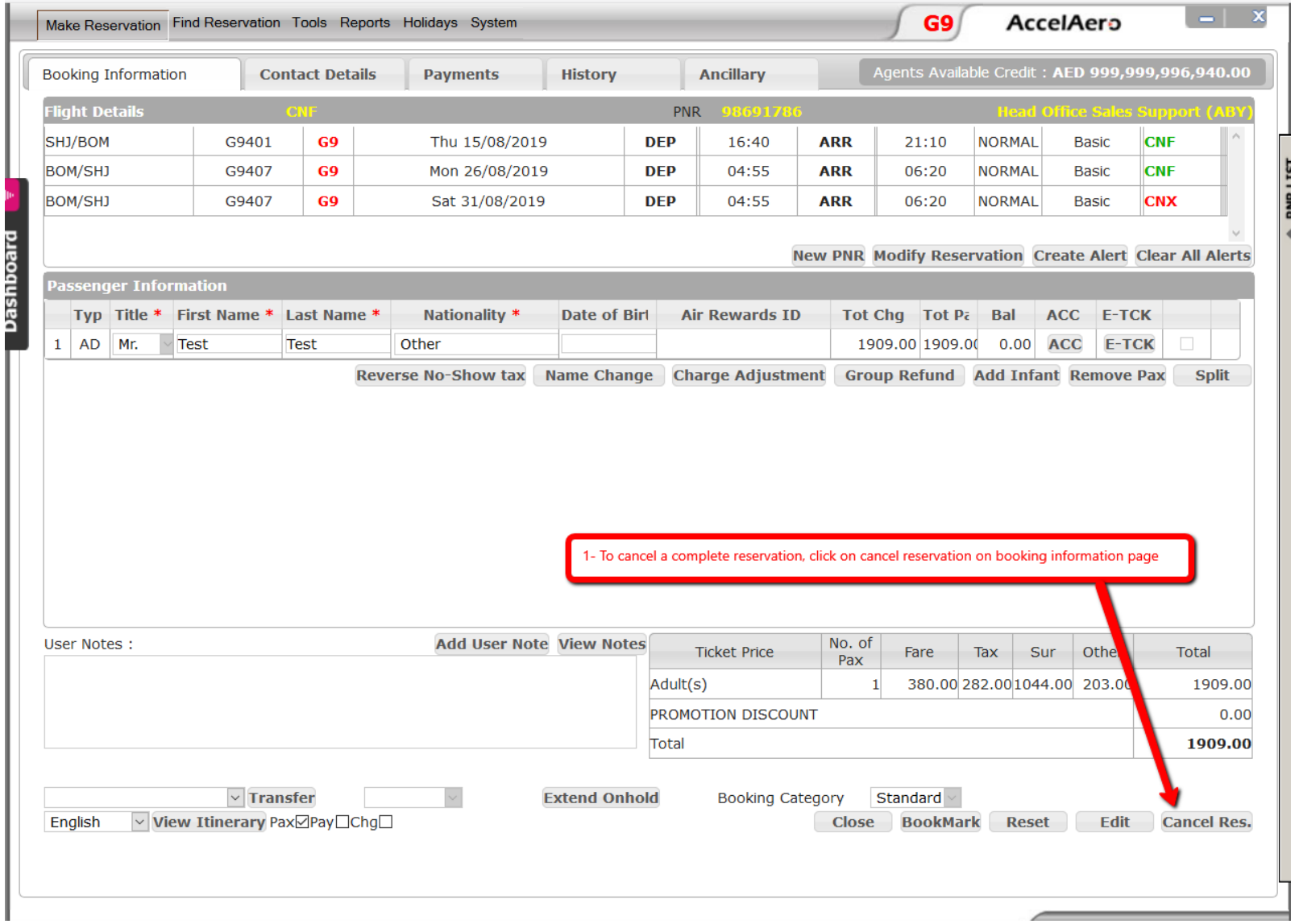
AirArabia

Modify reservation



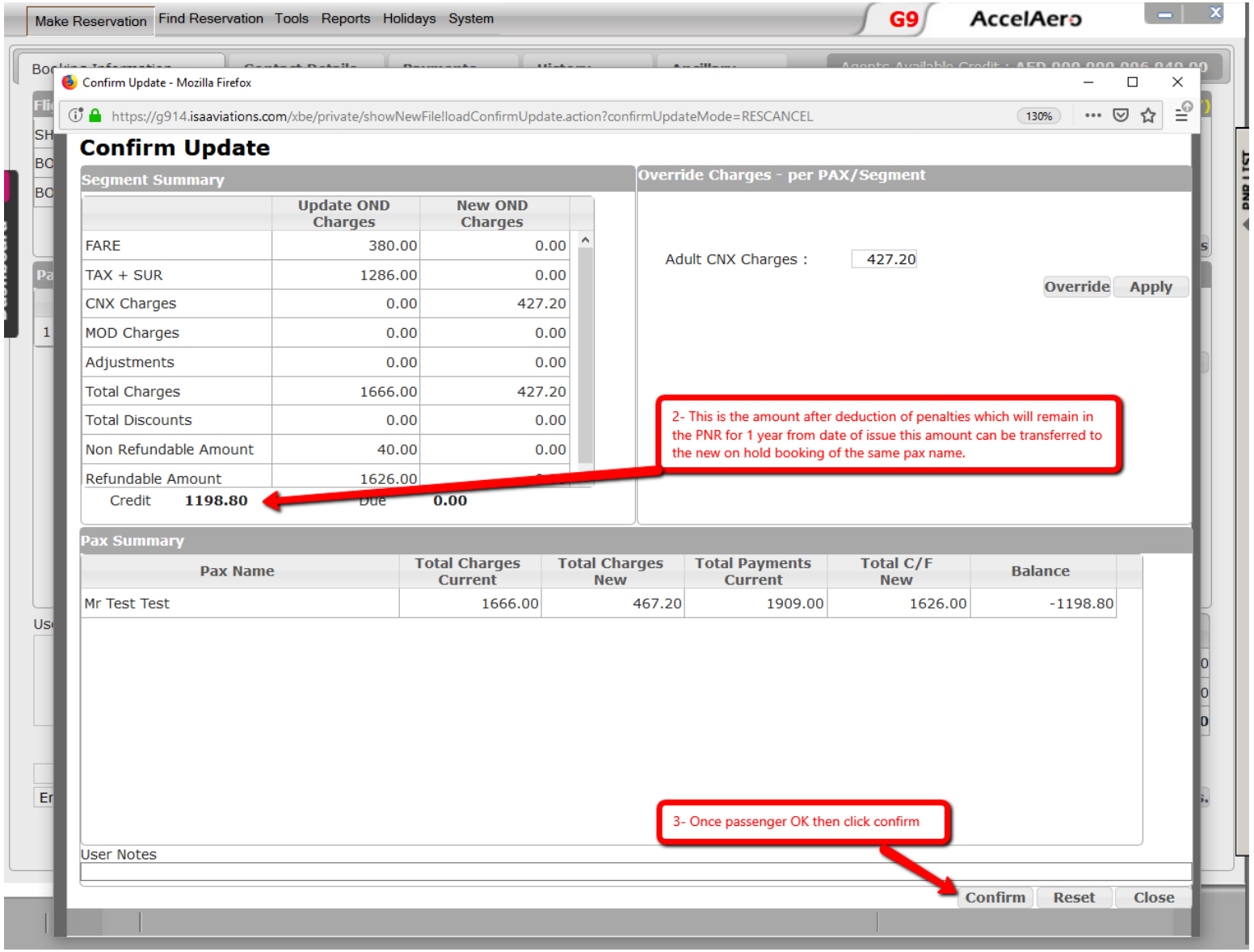
AirArabia

Cancel reservation



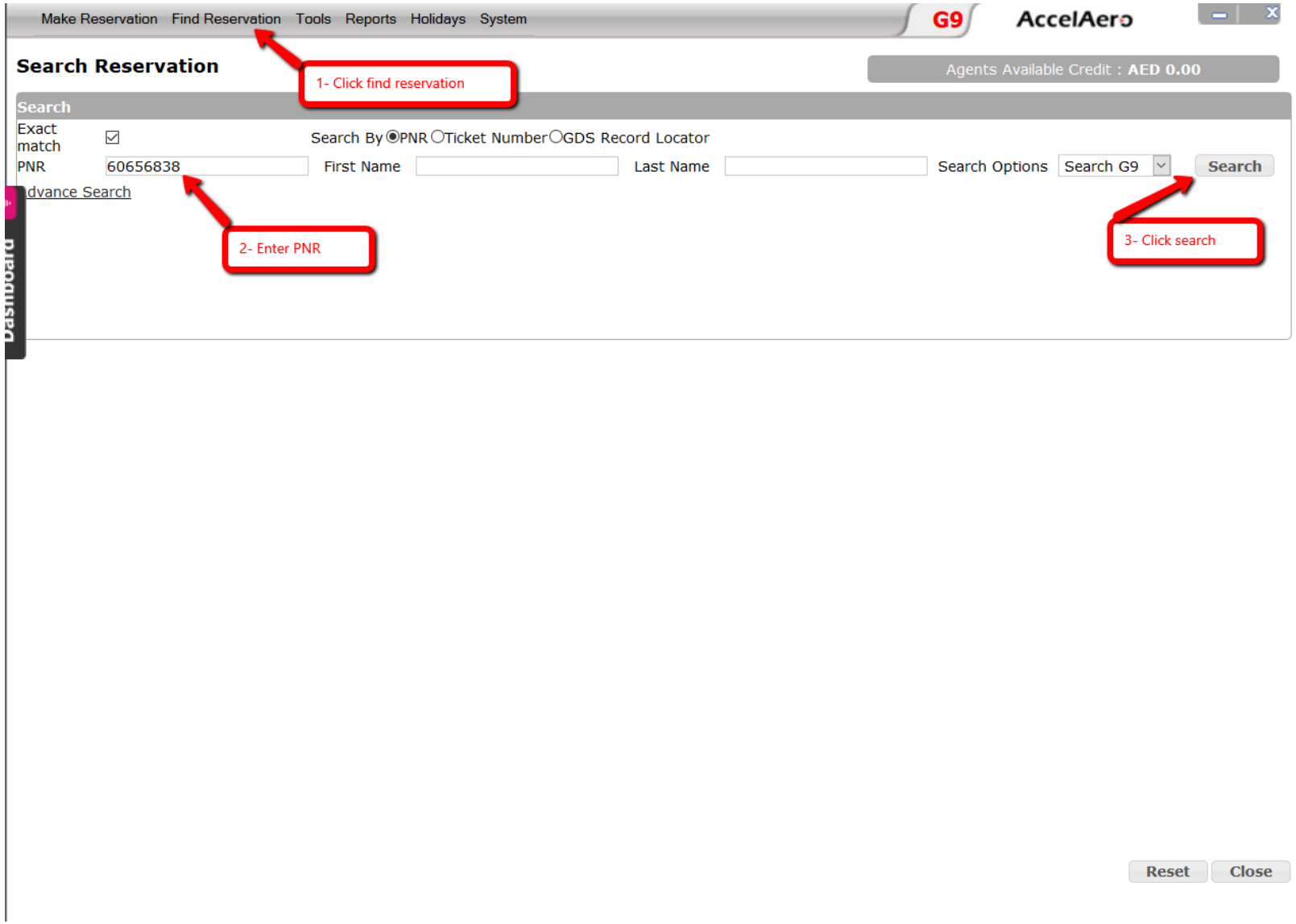
AirArabia

Cancel reservation



AirArabia

Name change



AirArabia

Name change

Make Reservation Find Reservation Tools Reports Holidays System G9 AccelAero

Search Reservation

Agents Available Credit : **AED 0.00**

Search

Exact match ☑ Search By ◉PNR ○Ticket Number ○GDS Record Locator

PNR 60656838 First Name Last Name Search Options Search G9 Search

Advance Search

Search Results

	PNR	Name	PNR Status	Flight No	Dept. Date	Arrival Date	Segment	Pax	COS	Status
1	60656838	Test, Test	CNF	G9466 G9	14/12/2019 18:20	14/12/2019 20:40	DEL/SHJ	1/0/0	Basic	CNF

4- Click on the booking details

Reset Close

AirArabia

Name change

Booking Information | Contact Details | Payments | History | Ancillary | Agents Available Credit : AED 0.00

Flight Details CNF PNR 60656838 MakeMyTrip India Pvt Ltd DEL (ABY)

DEL/SHJ	G9466	G9	Sat 14/12/2019	DEP	18:20	ARR	20:40	NORMAL	Basic	CNF

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

Passenger Information

	Typ	Title *	First Name *	Last Name *	Nationality *	Date of Birl	Air Rewards ID	Tot Chg	Tot Pa	Bal	ACC	E-TCK
1	AD	Mr.	Test	Test	India			450.00	450.00	0.00	ACC	E-TCK

Reverse No-Show tax | Name Change | Charge Adjustment | Group Refund | Add Infant | Remove Pax | Split

5- Click name change

User Notes : Add User Note | View Notes

Ticket Price	No. of Pax	Fare	Tax	Sur	Other	Total
Adult(s)	1	134.28	55.72	260.00	0.00	450.00
PROMOTION DISCOUNT						0.00
Total						**450.00**

Transfer | Extend Onhold | Booking Category Standard

English | View Itinerary | Email Itinerary Pax☑Pay☐Chg☐ | View Invoice | Close | BookMark | Reset | Edit | Cancel Res.

AirArabia

Name change

Make Reservation | Find Reservation | Tools | Reports | Holidays | System

G9 AccelAero

Booking Information | Contact Details | Payments | History | Ancillary

Agents Available Credit : AED 0.00

Flight Details CNF PNR 60656838 MakeMyTrip India Pvt Ltd DEL (ABY)

DEL/SHJ	G9466	G9	Sat 14/12/2019	DEP	18:20	ARR	20:40	NORMAL	Basic	CNF

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

Passenger Information

Adult(s)

	Type	Title *	First Name *	Last Name *	Nationality *	Air Rewards ID
1	AD	Mr.	Test	Test	India	

6- Enter new name

Infant(s)

	Type	First Name *	Last Name *

7- Click confirm

Confirm | Reset | Close

PROMOTION DISCOUNT	0.00
Total	450.00

Transfer | Extend Onhold | Booking Category Standard

English | View Itinerary | Email Itinerary Pax☑Pay☐Chg☐ | View Invoice | Close | BookMark | Reset | Edit | Cancel Res.

AirArabia

Name change

Make Reservation Find Reservation Tools Reports Holidays System G9 AccelAero

Search Flights | Ancillary | Price Quote | Payments

Agents Available Credit : **AED 0.00**

Segment Summary

	Current OND Charges	New OND Charges
FARE	134.28	134.28
TAX + SUR	315.72	506.00
CNX Charges	0.00	0.00
MOD Charges	0.00	0.00
Penalties	0.00	0.00
Adjustments	0.00	0.00
Total Charges	450.00	640.28
Total Discounts	0.00	0.00
Non Refundable Amount	19.72	0.00

Credit **0.00** Due **210.00**

Pax Summary

Pax Name	Total Charges Current	Total Charges New	Total Payments Current	Total C/F New	Balance
Mr Air arabia Test	450.00	660.00	450.00	430.28	210.00

8- Click on confirm if passenger agreed on the due amount to be paid

User Notes

Confirm Reset Cancel

AirArabia

Name change

Make Reservation | Find Reservation | Tools | Reports | Holidays | System

G9 AccelAero

Search Flights | Ancillary | Price Quote | Payments

Agents Available Credit : **AED 0.00**

Payment Details PNR 60656838

Total Fare	134.28	**Ticket Price**	660.00
Total Taxes/Charges	525.72	**Paid**	-450.00
CNX/MOD Charge	0.00	**Fare Discount**	-0.00
Handling Charge	0.00		
Balance to Pay	210.00		

Passenger Payment Details

☑ **Select/Un Select All Passengers**

Select	Passenger Name	Total	Paid	To Pay	Used Credit	Credit	Remove
☑	Mr Air arabia Test	660.00	-450.00	210.00	0.00	Credit	Remove

Balance to pay for the remaining passengers **0 AED**

Amount paid for the selected passengers : **210.00 AED**

Payment Option

○ Credit Card

◉ On Account

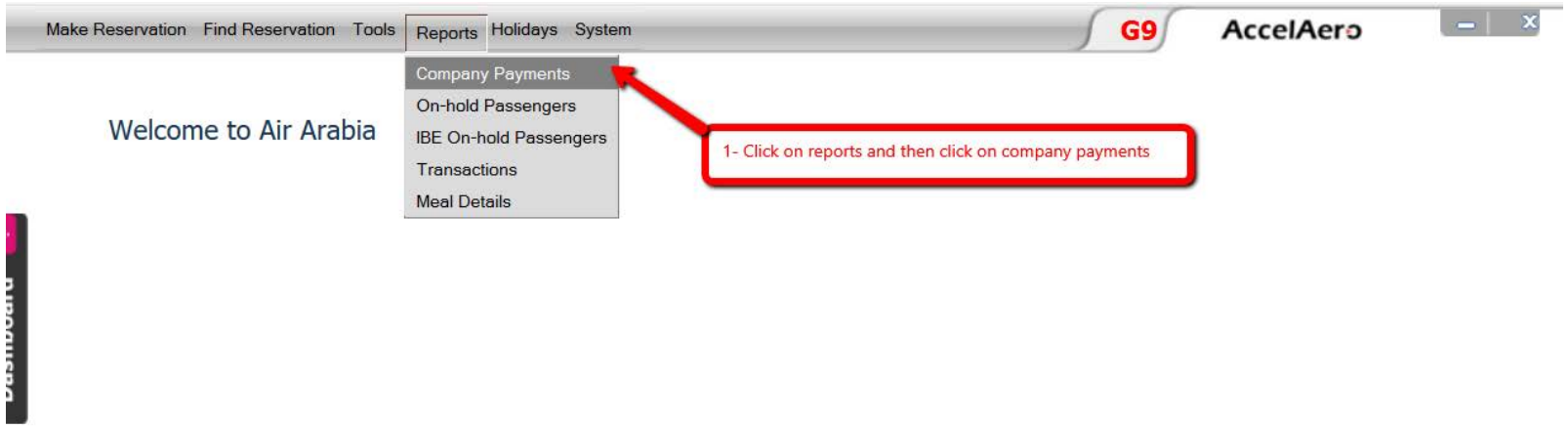
Total **210.00 AED**

9- Click on pay & Confirm

Force Confirm | Pay & Confirm | Reset | Cancel

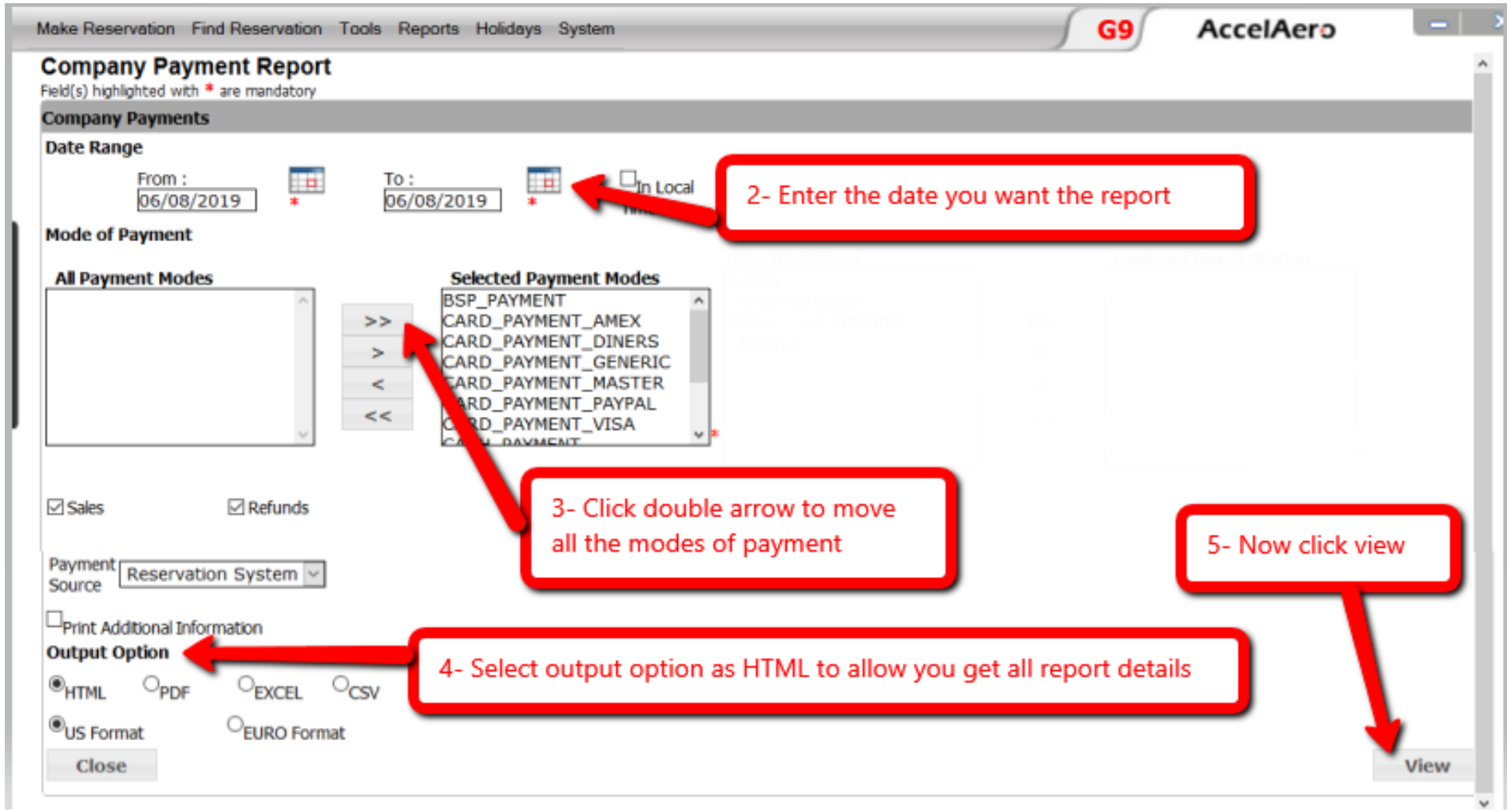
AirArabia

Sales report



AirArabia

Sales report



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

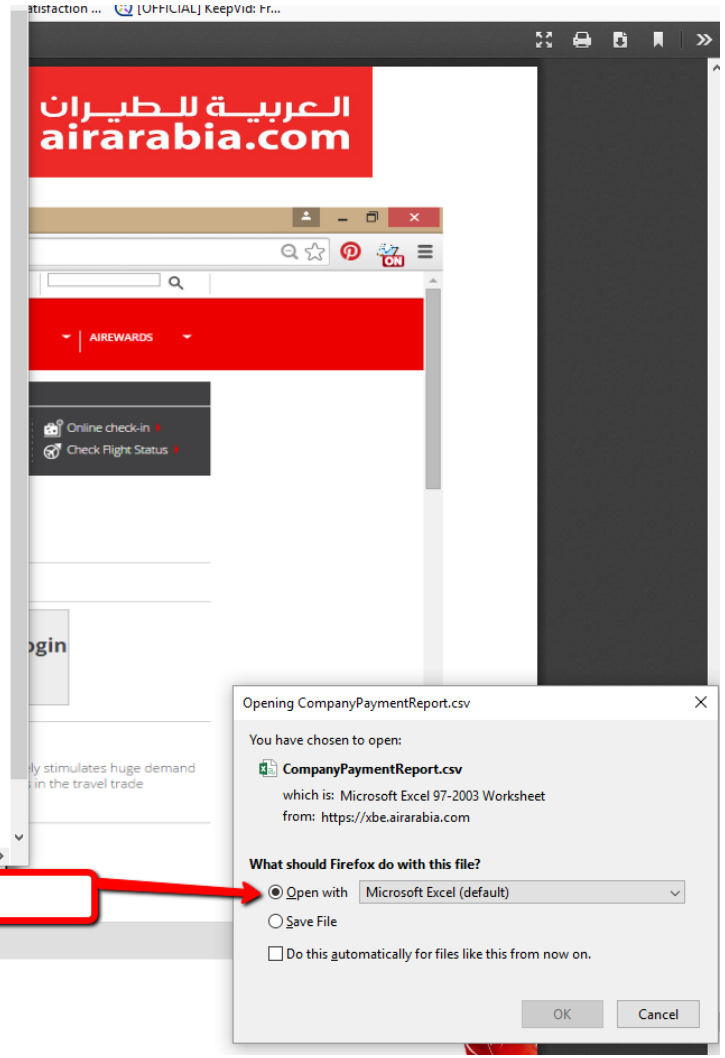
COMPANY PAYMENTS

Summary Report

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	

Air Arabia Reservation System Page 1



7- An Excel sheet will be auto download

CompanyPaymentRe....csv logo_airarabia.jpg

Sales report

CompanyPaymentReport-4 [Read-Only] - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Tell me what you want to do...

Cut | Copy | Format Painter | Paste | Clipboard | Calibri | 11 | Font | Wrap Text | Merge & Center | Alignment | General | Number | Conditional Formatting | Format as Table | Normal | Bad | Good | Check Cell | Explanatory ... | Input | Styles

A1

8- All details include PNR, Pax name, Route,..etc

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1				COMPANY PAYMENTS															
2				Detail Report															
3				Air Arabia Sales Shop Hail															
4	From Date	:01/08/2019						Report ID	UC_REPM_023										
5	To Date	:03/08/2019						Print Date	6/8/2019										
6	Entity	:Reservation																	
7								Print Time	13.35.45	ZULU									
8	PNR	Passenger	GDS Recor	Payment I	Routing	User Nam	Payment I	Payment	Refund	Actual	Reference	Product	Ext Ref	E-Ticket					
9	60438546	Areefullah Shaik		On Accour	02-AUG-19	Fazal Kodi	1-Aug-19	296.75	0					5142322018124-5142322036520-5142322038391-5142386670040					
10	60794125	Nawaf Alshammari		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	1,647.00	0					5.14E+12					
11	60794125	Abdulaziz Alshamma		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	1,647.00	0					5.14E+12					
12	60799940	YASIR ABDULLAH ALF		On Accour	01-AUG-19	RAZA ULLA	1-Aug-19	1,466.50	0					5.14E+12					
13	60810230	GOKUL SIGDEL		On Accour	02-AUG-19	RAZA ULLA	1-Aug-19	765.94	0					5.14E+12					
14	60811585	AWAD DABI R ALSHA		On Accour	25-JUL-19	RAZA ULLA	1-Aug-19	1,314.75	0					5142322024895-5142386672290					
15	60813090	AWATIF HAMOUD AL		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	2,032.00	0					5.14E+12					
16	60813090	SHAMAN SAAD ALHA		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	2,032.00	0					5.14E+12					
17	60813090	SARAH SAAD ALHARI		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	2,032.00	0					5.14E+12					
18	60813090	SALWA SAAD ALHAR		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	2,032.00	0					5.14E+12					
19	60813090	RAKAN SAAD ALHAR		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	2,032.00	0					5.14E+12					
20	60813149	ABDULAZIZ IBRAHIM		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	55.25	0					5.14E+12					
21	60813149	MANSOUR IBRAHIM		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	55.27	0					5.14E+12					
22	60813149	MARYAM MOHAMM		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	55.27	0					5.14E+12					
23	60813149	IBRAHIM YAHYA M D		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	55.27	0					5.14E+12					
24	60813149	HANIN IBRAHIM Y DA		On Accour	13-AUG-19	RAZA ULLA	1-Aug-19	55.27	0					5.14E+12					
25	60772540	AFRAH ALSHAMMAR		On Accour	03-AUG-19	RAZA ULLA	3-Aug-19	20	0					5142386697069-5142386628886					
26	60772540	YOSEF ALSHAMMARI		On Accour	03-AUG-19	RAZA ULLA	3-Aug-19	20	0					5142386697071-5142386628883					
27	60772540	BASHAYR ALSHAMM		On Accour	03-AUG-19	RAZA ULLA	3-Aug-19	20	0					5142386697067-5142386628880					
28	60772540	RASIL ALSHAMMARI		On Accour	03-AUG-19	RAZA ULLA	3-Aug-19	20	0					5142386628884-5142386697072					
29	60772540	YUSRA ALSHAMMAR		On Accour	03-AUG-19	RAZA ULLA	3-Aug-19	20	0					5142386628882-5142386697068					
30	60772540	NASHMIAH ALSHAM		On Accour	03-AUG-19	RAZA ULLA	3-Aug-19	20	0					5142386697070-5142386628881					
31	60772540	TALAL ALSHAMMARI		On Accour	03-AUG-19	RAZA ULLA	3-Aug-19	20	0					5142386697066-5142386628885					
32	60825693	DAMODARAN RAJU		On Accour	03-SEP-19	RAZA ULLA	3-Aug-19	1,422.00	0					5.14E+12					
33	60830009	NEELAVATAMMA VE		On Accour	09-AUG-19	RAZA ULLA	3-Aug-19	1,395.60	0					5.14E+12					
34	60830009	RAMAN JULAREDDY		On Accour	09-AUG-19	RAZA ULLA	3-Aug-19	1,395.60	0					5.14E+12					

AirArabia

Thank you

AirArabia

AirArabia
العربية للطيران