

# Amadeus Quick Reference Sheet



Aug11

## Making a booking

Direct Sell with reference to flight segments

CSZIS2/VT-FDAR/DD-10SEP/RT-1000/DO-AKL/ID-<insert wizard or WEB #>or/CD-<insert AWD>

Car Group                      return time                      Company rate access code - pay direct  
Drop off date                      Drop off location

Referencing segment 2 flight details

Individuals wizard or WEB/GEB number which is linked to company AWD - has chargeback set up

Direct Sell without reference to flight segments

CSZIAKL08SEP-10SEP/VT-FDAR/ARR-1000-NZ411/RT-1000/ID-<wizard or WEB #>or/CD-<AWD>

Pick Up Location                      vehicle type                      pick up time                      use either wizard or company AWD  
Pickup & return dates                      Arrival flight number                      drop off time

**/RC-BEST** Should only be used to get the best rate of the day when booking overseas destinations

## Making modification to an existing booking

/RT-	Return Time	<u>Examples:</u>	
/ARR-	Arrival Time	2/VT-CDAR	change car group on seg 2
/DO-	Drop Off Location	3/ARR-1600	change arrival time on seg 3
/DT-	Pick Up Date	4/DD-04OCT/DO-ROT	change drop off date and location on seg 4
/DD-	Drop Off Date	7/PUP-AKLC01	change pick up point to AKL City on seg 7
/PUP	Pick Up Point		
/VT-	Vehicle Type		

## Display Avis Information

**CLZIAKL** List of Avis Auckland locations in a city  
**GGCARZIMEL** Information for a specific location

## Optional Fields for Direct Sell entries

/ID- Avis Preferred Wizard, Travel Agency Voucher Account Wizard or WEB Number  
/CD- Avis Worldwide Discount Number (AWD) - gives access to rates but pax to pay direct  
/FT- Frequent Flyer Number; eg .../FT-**QF1234567**  
/DO- Drop off location. Only need to use this when the drop off is different from pick up location  
/P Name relate car to specific person in PNR; eg .../P**3** (must be last field in sell entry)  
/BR- Billing reference/cost centre/order number to appear on final invoice; eg .../BR-**123456**  
/SQ- Special Equipment (on request) eg .../SQ-**NVS**. To find valid codes use entry **CE/CO-ZI**  
/SI- Supplementary information - free format area, only 25 characters. Will not show if using a WEB  
/SI-PC- Coupon number entry field; eg .../SI-PC-**UPNA006**

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# AVIS Definitions



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## AWD

### Avis Worldwide Discount Number

**Company Profile:** Rates and conditions (eg - Insurance etc) are located in this profile.

**Offers:** Access to negotiated rates.

**Used When:** A renter does not have their own preferred wizard number and is paying AVIS direct for the rental.

**GDS:** /CD-

## WEB / GEB

### Worldwide Electronic Billing or Global Electronic Billing Account

**An account** (linked to the AWD—to ensure corporate rates received).

**Offers:** paperless way to chargeback

**Used When:** Renter does not have their own preferred wizard number and wants chargeback to the company account.

**GDS:** /ID-

**Important Note:** No SI Remarks will show in the AVIS system when using a WEB. To add remarks to a booking that is on a WEB, you will need to contact AVIS reservations direct.

## Preferred Wizard Number

**A Personal Profile** (linked to AWD to ensure corporate rates received).

**Offers:** Paperless rentals for fast and stress free pick ups. Profile contains all info on renter including drivers licence number, frequent flyer and method of payment (to account or credit card)

**Used When:** When ever the individual is traveling!

**GDS:** /ID-

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