

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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