

## NDC Travel Agency/Corporate Travel Portal UPUTSTVO / USER GUIDE

- 0



#### Log in - NDC Travel Agency / Corporate Travel Portal



Potrebno je dozvoliti da TAP prikazuje pop-up prozore. Za svaki veb pretraživač uputstvo u nastavku / It is required to allow Pop-ups for TAP. For each web browser, it can be done the following way:

- Google Chrome Go to Settings → Privacy and Security → Site Settings → Pop-ups and Redirects → Allowed to send pop-ups and use redirects → Add <u>https://ju.tap.andie.aero/#/</u>
- Microsoft Edge Go to Settings → Cookies and Site Permissions → Pop-ups and Redirects → Allow → Add https://ju.tap.andie.aero/#/
- Mozilla Firefox Go to Settings → Privacy and Security → Permissions → Block Pop-up Windows → Exceptions → Add <u>https://ju.tap.andie.aero/#/</u>



#### Naslovna strana / Homepage



Flight Search – pretraga ponuda / searching for offers Service Order – servisranje postojećih porudžbina (PNR-a) / servicing existing orders Sales Reports – pregled izveštaja o prodaji agencije / reviewing the sales report of the agency



#### Pretraga letova / Flight Search Air SERBIA **ANDIE Shopping Flow** Izabrati destinaciju / Select the origin and the destination Search Flights Izabrati datume putovanja / Select the travel dates Origin \* Destination \* Izabrati da li je u pitanju javna ili privatna ponuda / Fare Preference Public (default) or Private TGD BEG Mogućnost izbora preferirane kabine / Cabin Preference – Business or Economy Departure date \* Hello mmilic, you are logged in ANDIQNDJU00000 - 95493510 - JU RS OFFICE 28/02/2023 Return date 1 E UI-PROD 5.7.0 (13/02/23 14:30) 1 **ANDIE Shopping Flow** < > 28/02/2023 -ተ 1.1 100 3 . Search Flights MAR Origin \* Destination 1 € BEG TGD 2 3 4 5 Departure date \* P 11 12 6 28/02/2023 1 Return date • 15 16 17 18 19 14 Passengers Fare Preference ADT CNN INF 22 23 24 25 28 21 Private 1 + 0 + 0 + Search 27 30 31 28 29 Fare Preference Account Code Public + 28 No Filter Fare Preference Cabin Preference - Outbound Public BOK Published Cabin Preference - Inbound BSS Public Cabin Preference - Outbound Search DEK Private No Filter DEL Y

#### Odabir ponude / Shopping Flow



Nakon pretrage, prikazane su ponude letova / After Flight Search, Flight offers are presented Svaka ponuda ima informacije o tarifi i sadržaju brenda / Each Flight Offer has Fare Rules and Brand Information Izabrati željenu ponudu klikom na "Select Price" / Select Price for the desired Flight Offer

| A      | UI-PROD 5.7.0 (13/02/23 14:30)                                  |  | Hello mmilic, you are logged in<br>ANDIQNDJU00000 - 95493510 - JU RS OFFICE   |
|--------|---|--|---|
| ¥      | ANDIE Shopping Flow   |  |   |
|        | Search Flights  | Airline Price  | Offer Expiration         Price Guarantee Expiration         Payment Timelimit           24Y02/2023 14:32:30         Mileright ONG LT         Willife 24 Hours                           |
| €<br>D | Filter Options<br>Outbound<br>07:00<br>Price range<br>10082 RSD | 18:30<br>Coperated by JU<br>Rules -<br>13841 RSD<br>28-Feb<br>07:00<br>BELGRADE NIKOLA TESLA<br>001h00<br>01h00<br>01h00<br>01h00<br>001h00<br>001h00<br>001h00<br>PODGORICA<br>TGD<br>BECONOMY STANDARD<br>PODGORICA<br>TGD<br>Brand Information -<br>13841 RSD   | 1ADT     PUBLISHED - Non-negotiated public fare       Base fare     61.00 EUR       Equivalent fare     7,165.00 RED       Taxes :     2,917.00 RED       Total :     10.082.00         |
|        | Flight Number   | Fare rules: ECCS Fare: JU   UCSORS   BEG-TGD Price Class Information   | Select Price  |
|        | Price Class<br>Cabin  | CH 5     The FAIL COMPONENT MUST & CN<br>ONC & ROAL OF THE FOLLOWING     [0M1] Hand baggage 1 x 8kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge<br>[0GO] Checked baggage 1 x 2kg - Free of charge   | piration Price Guarantee Expiration Payment Timelimit Mangar GND LT WIPPIN 24 Hours           IADT         PUBLISHED - Non-negotiated public fare           Base fare         61.00 cur |
|        |   | Image: Section of the construction | Equivalent fare 7,165.00 RED<br>Taxes : 2,917.00 RED<br>Total : 10,082.00 RED<br>Select Price<br>ESR-117.45751124 557 ms  |

#### Kreiranje narudžbine / Order (PNR) Creation — instant purchase

| Selected Price  |            |  |                                       |                          |                               |  |                          | Offer Expiration<br>24/02/2023 14:32:3   | I Price Quar<br>Midnight DND | antee Expiration Pr<br>LT W | ayment Timelimit 🕼  |
|---|------------|--|---------------------------------------|--------------------------|-------------------------------|--|--------------------------|--|------------------------------|-----------------------------|---|
| Cperated by JU<br>Rules -                             | 28-Feb     | 07:00<br>BELGRADE NKOLA TESLA<br>BEG               | 01h00<br>JU0170   Y   UCSORS U        | •                        | 08:00<br>PODGORICA<br>TGD     | ECONDMY STANDARD<br>NALD ON JU ONLY<br>8 3 | Brand Information 👻      | ADT<br>Base fare<br>Equivalent fare<br>Taxes :<br>Total :<br>BSE: 117.45751124 | 1                            | UELISHED - Non-no           | egotialed public fare<br>61.00 c.m<br>7,165.00 rec<br>2,917.00 rec<br>0,082.00 rec<br>657 rec |
| Passenger Details                                     | ast name * | Given name *                                       | Date (                                | of birth                 |                               | E Gender                                   | <u> </u>                 | Type<br>ADT  | Base<br>7,185.00             | Tax<br>2,917.00             | Total<br>10,082.00 Reb  |
| Credit Card<br>Ciedit Card<br>Ciedomer Card           |            | VISA CA INTESA                                     |                                       |                          | Total Due<br>Flights<br>Total |  |                          |  |                              |                             | 10,082.00 nm<br>10,082.00 nm  |
| Passenger 3rd Party<br>By continuing the offer, I act | Payer      | gent I have read, understood and advised passenger | about and where to find information o | on Fare rules, <b>ba</b> | ggage allowance po            | ilicy , privšcy policy                     | , dangerous goods reguli | ations , conditions of ca  | mage and air carrie          | er Vebütty                  | Dook  |



#### Informacije o putnicima i o kupcu / Passenger and Payer Information



AirSERBIA

# Status porudžbine "Hold" i plaćanje nakon kreiranja porudžbine / Order Status on Hold and Payment – post Order creation

Nakon kreiranja porudžbine, notifikacija "Success" se prikaže / When Order is created, the notification of "Success" is received

Prikaže se odgovarajući PNR aviokompanije / Corresponding Airline PNR is received

Prikaže se status porudžbine / Order Status is received

Za naplatu, popuniti informacije o kupcu i kliknuti "Confirm Booking" / To complete payment, fill out Payer info and select "Confirm Booking"

Nakon izdavanja karte, u mogućnosti ste da dokupite dodatne usluge klikom na ikonicu "korpa", koja Vas rerutira na Er Srbija vebsajt trenutno / After payment and ticket issuance, you are able to purchase ancillaries by selecting the basket icon on the right side of the screen. At the moment, it will reroute you to Air Serbia website

| Your Booking C   |  |                              |                                   |                              | Time Limit<br>TL0125P/25                      | t TICKET Price C<br>FEB-SAT 2023-02 | Guarantee Expiration<br>24723.59:59+01:00(Europe/B         | Creation Dat<br>elgrade] 24/02/2023 14/2 | e RLHGKH   HOLT  |
|--|--|------------------------------|-----------------------------------|------------------------------|---|-------------------------------------|--|--|--|
| 28-Fob<br>Operated by JU<br>Rules 💌  | 07:00<br>BELGRADE NIKOLATESLA<br>BEG     | 0<br>רן גדוסטנ               | 1h00<br>V[Licsons Li              | 08:00<br>PODECRICA<br>TGD    | ECONDMY STANDARD<br>- VALID ON JU ONLY<br>- S | Srand Information 👻                 | 1ADT<br>Base fare<br>Equivalent fare<br>Taxes :<br>Total : | PUBLI                                    | SHED - Non-negotiated public tare<br>61.00 см<br>7,165.00 гвр<br>2,917.00 гвр<br>10,082.00 гвр |
| Passenger Details  |  |                              |                                   |                              |   |                                     |  |  |  |
| Title Lest name<br>Ms Milic<br>Email : NAJA MILIC@AIRSEREIA COM            | Given n<br>Maja<br>Phone :               | ame -                        | Date of birth                     | Gender<br>-                  | Type<br>ADT                                   |                                     | Base<br>7,165.00   | Tax<br>2,917,00                          | Total<br>10,082.00 es 🛨  |
|  |  |                              |                                   |                              |   |                                     |  |  | 10,082.00 Rod  |
| Confirm Booking  |  |                              |                                   |                              |   |                                     |  |  |  |
| Credit Card<br>Payer<br>Payer *  |  |                              |                                   | Total Du<br>Flights<br>Total | le  |                                     |  |  | 10,082,00 nso<br>10,082,00 nso   |
| Passenger 3rd Party Payer<br>By confirming the trace beamowiedge that as a | an Agent I have read, understood and adv | lsed passenger about and whe | re to find information on Fare ru | les, bagyage allowand        | e policy , privacy policy , o                 | jangerous goods regu                | lations , conditions of c                                  | arriage and air carrier liabli           |  |



Reservation for the requested flights has

been successfully created

Success

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#### Stranica za plaćanje / Hosted Payment Page



U slučaju odabira "Agent Card" (primenjivo i na korporativnu karticu), u novom prozoru se otvara stranica za plaćanje / In case Credit Card – Agent Card (applicable to the Corporate card, too) is selected, a Hosted Payment Page will pop up in a separate window



#### Plaćanje putem linka / Pay By Link



U slučaju "Customer Card" opcije plaćanja, email sa linkom za plaćanje će biti poslat na email adresu u PNR porudžbini, na koji kupac klikne i sam plati putem Stranice za plaćanje koja se otvori / In case Credit Card – Customer Card is selected, an email is sent to the email in the PNR Order, with a link to Hosted Payment Page, the customer can pay by themselves

| Search Current Mailbox (Ctrl+E) 👂 Current Mailbox 👻                  |                                   |   |   |   |  |   |                  |
|--|-----------------------------------|---|---|---|--|---|------------------|
| All Unread By Date * Newest ↓  |                                   |   |   |   |  |   |                  |
| ▲ Today  |                                   |   |   | < AirSE                                     | RBIA   |   |                  |
| ndc.pay<br>Proceed Credit Card payment 15:54<br>PROCESS CREDIT CARD  |                                   |   |   | Owner 1                                     | Payn<br>Proce at   | sent datails<br>Eyar pyseet data  |                  |
|  |                                   |   |   | Art sprawlas                                |  | - <b>S</b>  |                  |
| Fri 24-Feb-23 15:54<br>ndc.pay<br>Proceed Credit Card payment        |                                   |   |   |   | <b>-</b>   |   |                  |
| To Maja Milic  |                                   |   |   |   | CostNanton   |   |                  |
| If there are problems with how this message is displayed, click here | view it in a web browser.         |   |   | <b>→</b>                                    | (where special   |   |                  |
|  | 🔆 AirSE                           | ERBIA                                       |   |   |  | Par   |                  |
|  | PROCESS CREDIT C.                 | ARD PAYMENT                                 |   | Notes<br>Other Sources in the               | Check     controlende, presentation for FMT pation and wait for m  |   | da be            |
|  | PNR[Booking Referen               | nce Number]                                 | CYLRZN                                    | Manhari av Hillingan<br>Regarian sover some | ndizek <sup>na</sup> ar Merlind by Villa namzan, and tanà may an<br>nand ar da tanànana any aftar information, pisana amin | k for additional detailed version oner identity promover, and<br>of your bank | In case you case |
|  | Detalji leta/Flight Deta          | lls   |   |   |  |   |                  |
|  | Broj lete/Flight Number<br>JU0170 | Vreme polaska/Departure<br>BEQ 28 Feb 07:00 | Vreme dolaska/Arrival<br>TOD 28 Feb 08:00 |   |  |   |                  |

#### Prikaz dokumenta / Document Display

Nakon izdavanja dokumenta, isti može biti prikazan klikom na broj dokumenta / Once document is issued, it can be displayed by clicking the Document Number Prikaz dokumenta može biti "osvežen", kako bi se prikazao aktuelni status / Document display can be refreshed AirSERBIA

Ticket has been successfully issued

Success

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Dokument može biti poslat na email u porudžbini klikom na "Send Itinerary Receipt" / Document can be sent to email in the Order by clicking "Send Itinerary Receipt"

| Related Documents |               |         |                |               |                       |           |              |                     |                    |               |                 |                |             |                  |
|-------------------|---------------|---------|----------------|---------------|-----------------------|-----------|--------------|---------------------|--------------------|---------------|-----------------|----------------|-------------|------------------|
| Document Type     | Document N    | umber   |                | Agency ID     | Pass                  | sengers   |              | PTC                 | PNR                | First Flight  |                 |                | Total       |                  |
| ткт               | 115-2124161   | 800     |                | 95493510      | MU                    | C/MAJA MS |              | ADT                 | RLHGKH             | JU170/28Feb   | 8EG-TGD         |                | 10,082      | OURSD            |
| 115-2124161860    |               |         |                |               |                       |           |              |                     |                    |               |                 |                |             | >                |
| E-Tieket Number   |               |         |                |               | Passenger Name        |           |              |                     |                    |               | (               | Ticketing      |             |                  |
| 115-2124181880    |               |         |                |               | MILIC/MAJA MS (ADT)   |           |              |                     |                    |               |                 | Refresh        |             |                  |
| Conjunction       | PNR           | Туре    | Reporting Type |               | Frequent flyer number |           | Agend        | ey ID               | Origin/Destination | F             | are calc mode   |                | leque place | lecue date       |
| X                 | RLHCKHUU      | TKT     | SABR           |               | (a                    |           | 85493        | 510                 | BEC/TOD            | 0             |                 |                | QND         | 24Feb23          |
| # Dep. location   | Arr. location | Stop    | Flight         | Booking Class | Date                  | Time      | Sector statu | 15                  | Fare basis         | Coupon status | NVB             | NVA            | Baggage     | Involuntary      |
| 1 BEG             | TGD           |         | JU170          | U             | 28Feb                 | 0700      | OK.          |                     | UCSORS             | OK            | ie.             | 20Feb24        | 1PC         |                  |
| Fare information  |               |         |                |               |                       |           | Addit        | ionnal informa      | ition              |               |                 |                |             |                  |
|                   |               | Current | ⊳y             |               |                       | Amou      | nt Tour      | code                |                    | 22            |                 |                |             |                  |
| Published fare    |               | 120     |                |               |                       |           | - Com        | mision              |                    | 76            |                 |                |             |                  |
| Net fare          |               |         |                |               |                       |           | - Fare       | celculation         |                    | BEG JU T      | 3D84.78NUC84.78 | END ROE0.04153 |             |                  |
| Base fare         |               | EUR     |                |               |                       | 01.0      | 00 Origi     | nal issue / In excl | nange              | dele.         |                 |                |             |                  |
| Banker's rate     |               |         |                |               |                       |           | - Endo       | orsement / Restric  | tion               | VAUD ON       | JU ONLY         |                |             |                  |
| Equivalent fare   |               | RSD     |                |               |                       | 7,185.0   | 00 Settle    | ement authorizatio  | on                 |               |                 |                |             |                  |
| Тахез             |               | RSD     |                |               |                       | 2,917.0   | 00 Othe      | r information       |                    | 13            |                 |                |             |                  |
| Total             |               | RSD     |                |               |                       | 10,082.0  | 00 Fena      | alty Fee            |                    | 0.00          |                 |                |             |                  |
| Form of payment   |               |         |                |               |                       |           |              |                     |                    |               |                 |                |             |                  |
| Тура              |               |         | Details        |               |                       |           | Amo          | unt                 |                    |               |                 |                | 1           |                  |
| CA                |               | 3       | CASH           |               |                       |           | 10,00        | 62.00 RSD           |                    |               |                 |                |             | Send Itinerary r |

#### Menadžment porudžbine – otkazivanje / Order Management - Cancelation





#### Servisiranje porudžbine – rok plaćanja i prikaz svih kreiranih porudžbina / Servicing the Order – Time Limit and Recently Modified Orders



#### Agent / Administrator naloga može da prikaže sve PNR porudžbine sa rokom plaćanja koji ističe u današnjem datumu / Agent / Account administrator can display all the PNR Orders with Ticket Time Limit for "Today"

| ■ UI-PROD 5.7.0 (13/02/23 14:30)   |   |   |  |   |              |      |  |   | Helia minilic, you are logged in<br>ANDIQND/L00000 - 95493510 - IU RS OFFICE 🕒 |
|------------------------------------|---|---|--|---|--------------|------|--|---|--|
| ANDIE Shopping Flow                |   |   |  |   |              |      |  |   |  |
| Find Booking                       | <   | Reservations with paym  | ent time limit expiring too  | Jay   |              |      |  |   |  |
| Guick lookup                       | 100   | + PR  | Paryment interaction   | Status  | Passangara . | Sode | Agency Office (D Agency Deer   | Greation date                             |  |
| Recently modified Time limit alert |   | No data found   |  |   |              |      |  |   |  |
| More options                       |   | Total number of selected PNR 0  | Number of FNR per page 50  | 2   |              |      |  |   | N 5 1 2 N  |
|                                    |   |   |  |   |              |      |  |   |  |
|                                    |   |   |  |   |              |      |  |   |  |
|                                    | UP PROD 5.24 (1M62/2114.09)  ANDIE Shopping Flow  Find Booking  Outor to be the second s | U+Price 5:24 (1340/221 1430)  ANDIE Shopping Flow  Find Booking  Gutek Isoleup  Ficecentry modified  More options | UN-PICO 5724 (1340/23 14209)  ANDIE Shopping Flow  Find Booking  Outok loakup  Recently modified  More options | United STAR (1)46/23 (44/6)  ANDIE Shopping Flow  Find Booking  Outok loadsup  Recently modified  The limit stert  More options |              |      | ANDIE Shopping Flow Find Booking Outor toology modified There bind seet Nore options | ANDIE Shopping Flow          Find Booking | ANDIE Shopping Flow <pre></pre>  |

Agent / Administrator naloga može da prikaže sve PNR porudžbine kreirane u toj agenciji / Agent / Account administrator can display all the PNR Orders created in that Agency. Za prikaz PNR porudžbine, kliknuti na "oko" ikonicu na desnoj strani ekrana u redu željene porudžbine / To display the PNR Order, click on the "eye" icon on the right in the line of the required order

| A | ULPROD 5.7.0 (13/02/23 14/30)        |   |             |        |           |                                    |  |                 |              | ANDIGNOIUS                 | Hello mmilic, you are logged in<br>10000 - 95493510 - JU RS OFFICE |
|---|--------------------------------------|---|-------------|--------|-----------|------------------------------------|--|-----------------|--------------|----------------------------|--|
| ÷ | ANDIE Shopping Flow                  |   |             |        |           |                                    |  |                 |              |                            |  |
| 8 | Find Booking                         | 0 | Reservation | List   |           |                                    |  |                 |              |                            |  |
| € | Overland                             |   | -           | 7%8    | Stanua    | Possengers                         | Raute  | Agancy Office 🗢 | Agenty Obar  | Creation date              |  |
|   | Recently modified Time limit alert   |   | 1           | RLHGKH | VOIDED    | MILIC MAJA (ADT)                   | JU170/28FEB BEG-TGD ECONOMY STANDARD   | QNDAA           | MMUC         | 24/02/2023 14:28:00 TUL LT | 60   |
| 0 | More options                         |   | 2           | YPUBAI | VOIDED    | MILIC MAJA (ADT)                   | JU100/31MAR EEG-BIXX ECONOMY LIGHT   | ONDAA           | MMILIC       | 06/02/2023 15:06:00 TUL LT | ø  |
|   |                                      |   | з           | ICCYEL | REFUNDED  | MILIC MAJA (ADT)                   | JU102/20MAR BEG-BIX ECONOMY COMFORT  | QNDAA           | MMUG         | 06/02/2023 14:50:00 TUL LT | 0  |
|   | Booleng code                         |   | 4           | IIHQNE | VOIDED    | MILIC MAJA (ADT)                   | JU104/03APR BEG-BNX ECONOMY LIGHT  | BEGJM2650       | AGENT_MMILIC | 08/02/2023 15:29:00 TUL LT | Θ  |
|   | From Date To Date                    |   | 5           | RWZKQT | REFUNDED  | HRIS STEF (ADT)                    | JU100/28JUL BEG-BNX ECONOMY COMFORT  | BEGJM2650       | HSTEFANOVIC  | 06/02/2023 15:01:00 TUL LT | 0  |
|   |                                      |   | 8           | ZCSOEZ | VOIDED    | MILIC MAJA (ADT)                   | JU104/27MAR BEG-BNX ECONOMY LIGHT  | BEGYU2198       | AGENT_MMILIC | 07/02/2023 11:09:00 TUL LT |  |
|   | Airline - Flight Num. Flight Date #1 |   | 7           | GADAPH | REFUNDED  | MILIC MAJA (ADT)                   | JU102/13MAR BEG-BNX ECONOMY COMFORT  | BEGYU2198       | AGENT_MMILIC | 08/02/2023 15:34 00 TUL LT | 0  |
|   |                                      |   | ŝ           | UMIKJQ | REFUNDED  | MILIC MAJA (ADT)                   | JU104/10APR BEG-BNX ECONOMY COMFORT  | BE GUM2G50      | AGENT_MMILIC | 07/02/2023 11:35:00 TUL LT | ω  |
|   | Last name                            |   | 9           | KUDDIH | VOIDED    | VUKMIROVIC TESTSABREENDPOINT (ADT) | JU170/01MAY BEG-TGD ECONOMY STANDARD   | QNDAA           | MLADENKA     | 12/01/2023 11:54:00 TUL LT | 0  |
|   | Validating Airline - Ticket number   |   | 10          | DFRIDS | CONFIRMED | VÜKMIRDIVIC MLADENKA (ADT)         | 308171/23NOV TGD-BEG -<br>308234028NOV BEG 2AG -<br>30823125NOV 2424-8EG -<br>309172/25NOV BEG-TGD - | ONDAA           | MLADENKA     | 10/11/2022 11:28:06 TUL LT |  |
|   | Status -                             |   | n           | JHVFJH | CANCELLED | VUKMIROVIC MLADENIKA (ADT)         | JU173/23NOV TG0-BEG -<br>JU234/23NOV BEG-ZAG -<br>JU235/25NOV ZAG-BEG -<br>JU173/25NOV BEG-TGD -     | ONDAA           | MLADENKA     | 10/11/2022 10:39:00 TUL LT | 0  |
|   | Search                               |   | 12          | KDNE2F | CANCELLED | VUKMIROVIC MLADENKA (ADT)          | JU170/01JAN BEG-TGD ECONOMY STANDARD   | QNDAA           | MLADENKA     | 29/09/2022 14:38:00 TUL LT | 0  |

#### Servisiranje porudžbine – Traženje dokumenata / Servicing the Order - Find Document

AirSERBIA

Agent / Administrator naloga može da pretraži sve dokumente koje je izdala agencija / Agent / Account administrator can find any document issued by the agency and display it



| ÷ Fi | nd Do       | ocume    | ent                     |               |                        |              |              |     |               |                          |      |                             |               |                  |                      |               |
|------|-------------|----------|-------------------------|---------------|------------------------|--------------|--------------|-----|---------------|--------------------------|------|-----------------------------|---------------|------------------|----------------------|---------------|
|      | Search      | docun    | nent                    |               |                        |              |              |     |               |                          |      |                             |               |                  |                      |               |
| C    | Airline C   | ode      |                         |               | Document Number        | From Issue I | Date         |     | E End         | Issue Date               |      | Booking Code                |               | Passenger        | Name                 |               |
| B.   |             |          |                         |               |                        |              |              |     |               |                          |      |                             |               |                  |                      |               |
| Ð    | TRNC        |          |                         |               |                        |              |              |     |               |                          |      |                             |               |                  |                      |               |
|      | Paymen      | t Method | 1                       |               | Payment Account Number | Payment Bra  | and          |     | · Curr        | ency Of Sales            |      | invoice Number              |               | Transaction      | Identifier           |               |
|      | Approva     | I Code   |                         |               |                        |              |              |     |               |                          |      |                             |               |                  |                      | Search        |
|      |             |          | Document Number         | Agenzy SATA C | ode Pesenge Name       | PDC -        | Booking Code | Pay | Payment Brand | Payment Account Doutloar | Curr | ensettion Account Falls Art | ouri Tax Arru | Latt Tex Peers o | and Charges Senaites |               |
|      | * 1         | 0.057    | 115-2123198752          | 95200254      | STEP/MIKI MR           | ADT          | HZTZVE/JU    | CA  | 1             | CASH                     | RSD  | 6,632,00                    | 4,000.00      | 2,632.00         | 0.00                 | 0.00          |
|      | ° 2.        | CANK     | 115-2123321973          | 95200254      | MLIC/MAJA MRS          | ADT          | HBOKBOVIU    | -   | ē.            | 51                       | RSD  | 0.00                        | 0.00          | 3.05             | 0.00                 | 0.00          |
| 1    | > 3         | TKT      | 115-2124063643          | 95200254      | HRIS/STEF MR           | ADT          | RW2KQ7/9U    | CC  | VI            | 410559X00000X5023        | RSD  | 10,203.00                   | 7,265.00      | 2,918.00         | 0.00                 | 0.00          |
|      | 2.4         | REND     | 115-0490176381          | 95200254      | HRIS/STEF MR           | -            | RWZKQT       | CC  |               | 410559X000XX5023         | RSID | 0.00                        | -7,285.00     | -2,918.00        | 0.00                 | 0.00          |
| 1    | ə 5         | TKT      | 115-2124087761          | 95200254      | MLIC/MAIA MRS          | ADT          | UMIKIQUU     | CC. | CA            | 547387X0000(X0523        | RSD  | 10,199.00                   | 7,282.00      | 2,917.00         | 0.00                 | 0.00 🐵        |
|      | ► 6         | REND     | 115-0490176569          | 95200254      | MILIC/MAJA MRS         | ÷            | UMIKIQ       | cc  | 8             | 547387X0000XX0523        | RSD  | 0.00                        | -7,282.00     | -2,917.00        | 0.00                 | 0.00 🐵        |
|      | + 7         | CANK     | 115-2124093184          | 95200254      | MILIC/MAJA MRS         | ADT          | IIHQNE/JU    | VD  | CA            | 547387X00000X0523        | RSD  | 0.00                        | 0.00          | 0.00             | 0.00                 | 0.00 👁        |
| 1    | tral elemen | e 7. i   | terra per page : 50 · • |               |                        |              |              |     |               |                          |      |                             |               |                  | 8.3                  | - 181 -> - ++ |

#### Korporativni ugovori i privatne tarife / Settings – Corporate contracts and Private fares



Agencija / Korporativni klijent može da prikaže sve korporativne tarife koje je ugovorila sa aviokompanijom / Agency / Corporate Client can review all the corporate fares agreed with the airline



| Negotiate<br>Search nei | e corporate fare      | information<br>are information |                               |        |                         |                      |     |                      |                       |                    |                              |                      |    |                     |             |        |
|-------------------------|-----------------------|--------------------------------|-------------------------------|--------|-------------------------|----------------------|-----|----------------------|-----------------------|--------------------|------------------------------|----------------------|----|---------------------|-------------|--------|
| Account Cod             | de                    | 4                              | Contract Number               | -      | Contract Description    |                      |     | Tour Code            |                       |                    | Ticket Designator            |                      | ÷  | Sales Effective Dat | 6           | 5      |
| Sales Discor            | ntinue Date           | 8                              | Travel Effective Date         | 5      | Travel Discontinue Date |                      | Ð   | Contract Effectiv    | e Date                | Ē                  | Contract Discontinue Date    | 1                    | ŧ  | Airline Contract Ad | ministrator |        |
| D Show                  | past date information |                                |                               |        |                         |                      |     |                      |                       |                    |                              |                      |    |                     |             | Search |
| ×                       | Arroan Code           | ConnactNumber                  | Contract Description          | Taur C | ade Tichen Devignante   | Sales Pffective Date | 10  | ec Discontino e Date | Travel Effective Date | Travel Discontinue | Date Contract Effective Date | Contract Exploy Date | 5n | Load Offica         | Action      |        |
| 0.1                     | MEG                   | 866-2022-062                   | Opsta bolnica MediGraup       | BEGG   | 459 MEG                 | 10/03/2022           | INP | INTY                 | 10/03/2022            | INFINITY           | 09/03/2022                   | INFINITY             | QN | D/AA/95453510       | 47          |        |
| + 2                     | 1SJ                   | BEG-2021-586                   | Agencija za licencirenje st., | BEGC   | 525 1.50                | 10/03/2022           | INF | INITY                | 10/03/2022            | INFINITY           | 09/03/2022                   | INFINITY             | QN | D/AA/95493510       | -           |        |

#### Izvežtaji o prodaji / Sales Reports



Agent Billing Details

Agent / Admnistrator naloga može da prikaže izveštaj o prodaji za željeni period / Agent / Account administrator can display the sales report of the agency for the required period Izveštaj o prodaji može biti preuzet u excel formatu / Sales report can be downloaded in excel format

| Agent Billing Det   | ails               |             |              |                        |           |             |                     |                       |                         |                        |                   |                 |
|---------------------|--------------------|-------------|--------------|------------------------|-----------|-------------|---------------------|-----------------------|-------------------------|------------------------|-------------------|-----------------|
| Search              |                    |             |              |                        |           |             |                     |                       |                         |                        |                   |                 |
| Period *<br>Daily   |                    |             | - 08/02/2023 |                        |           | Country     |                     |                       | <u> </u>                |                        |                   |                 |
|                     |                    |             |              |                        |           |             |                     |                       |                         |                        |                   | Search          |
| Summary             |                    |             |              |                        |           |             |                     |                       |                         |                        |                   |                 |
| Category            | Transaition Arount | Fata Amount | Tax Amount   | Tax, Fees and Charges. | Penalties | CORE Action | STD Commission Rate | STD Commission Amount | SUPP Crimenijation Rate | SUSP Commission Amount | Tax On Commission | Ealance Payable |
| Grand total (RSD)   | 0.00               | -7,282.00   | -2,917.00    | 0.00                   | 0.00      | -7,282.00   | 0.00                | 0.00                  | 0.00                    | 0.00                   | 0.00              | -10,199.00      |
| Notal assessment. 1 |                    |             |              |                        |           |             |                     |                       |                         |                        |                   |                 |
| Agency Totals Panel |                    |             |              |                        |           |             |                     |                       |                         |                        |                   |                 |
| > RSD               |                    |             |              |                        |           |             |                     |                       |                         |                        |                   |                 |
| -                   |                    |             |              |                        |           |             |                     |                       |                         |                        |                   |                 |



#### O aviokompaniji / About Airline



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Prikaz propisa aviokompanije i GDS rezervacione politike / Displays Airline Regulations and GDS Booking Policy.

Prikaz NDC Travel Agency / Corporate Travel Portal uputstva za upotrebu / NDC Travel Agency / Corporate Travel Portal User Guide to be added as a link.

Prijavljivanje problema / To report a problem - write to NDCsupport@airserbia.com

### i About Airline

General Information Airline Regulations Airline Payment Methods Information Travel Agent Information

| *           | Airline Regulations |   |  |  |
|-------------|---------------------|---|--|--|
| C<br>R<br>O | AirSERBIA           | Uslovi prevoza<br>Politika privatnosti<br>Prava putnika<br>Sve pravno informacije | Conditions of carriage<br>Privacy policy<br>Passanger rights<br>All legal info |  |

