

Invoicing Tips (Sabre)

What should be on a PNR?

Before you invoice, it's very important to flag the invoice with a client ID commonly known by Sabre agents as a "DK number". For leisure clients, the DK number is the passenger's phone number. For corporate profiles, a number might already be assigned. Please consult with other agents or accounting for the correct DK number.

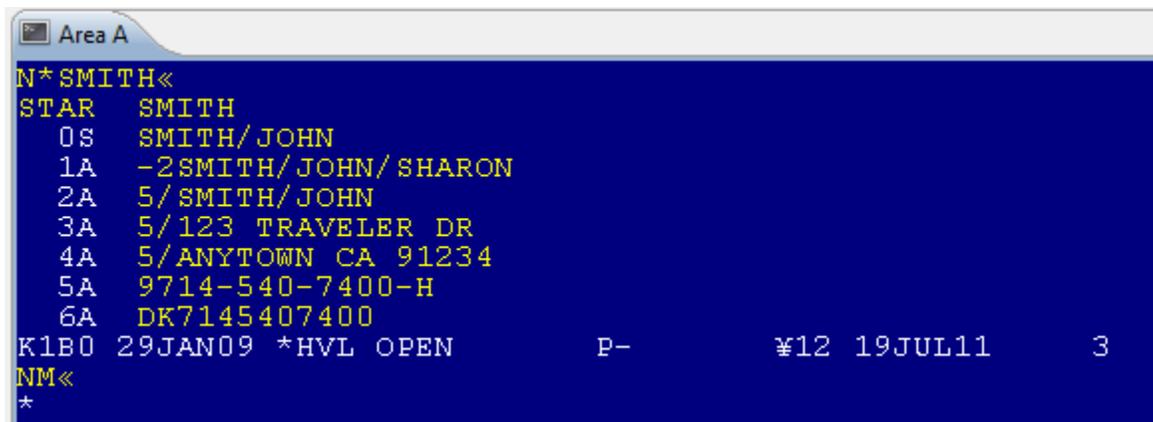
In Sabre, the client profile or **STAR**, is either for a company or an actual passenger. It contains the corresponding DK number and other information specific to that client. For reporting purposes, we do not encourage the use of general STARs or DK #s.

You can input the client's information using one of two ways:

1. By pulling up their STAR then moving it to the PNR, using the format:

```
N*CLIENT NAME <enter>
NM <enter> ...(short for Now Move)
```

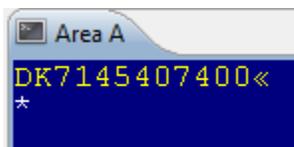
This will move the STAR information which will contain the corresponding DK #



```
Area A
N*SMITH<<
STAR  SMITH
0S   SMITH/JOHN
1A   -2SMITH/JOHN/SHARON
2A   5/SMITH/JOHN
3A   5/123 TRAVELER DR
4A   5/ANYTOWN CA 91234
5A   9714-540-7400-H
6A   DK7145407400
K1B0 29JAN09 *HVL OPEN          P-          ¥12 19JUL11          3
NM<<
*
```

2. Manually by inputting their DK#, Name, Address and Phone Number using the format:

```
DK7145407400 <enter>
```



```
Area A
DK7145407400<<
*
```

Always provide the client's address and phone number using the format:

```
5/CLIENT NAME <enter>
5/ADDRESS <enter>
5/CITY STATE ZIP <enter>
9714-540-7400 <enter>
```



```
Area A
5/JOHN SMITH<<*
5/123 TRAVELER DR<<*
5/ANYTOWN, CA 91234<<*
9714-540-7400<<*
```

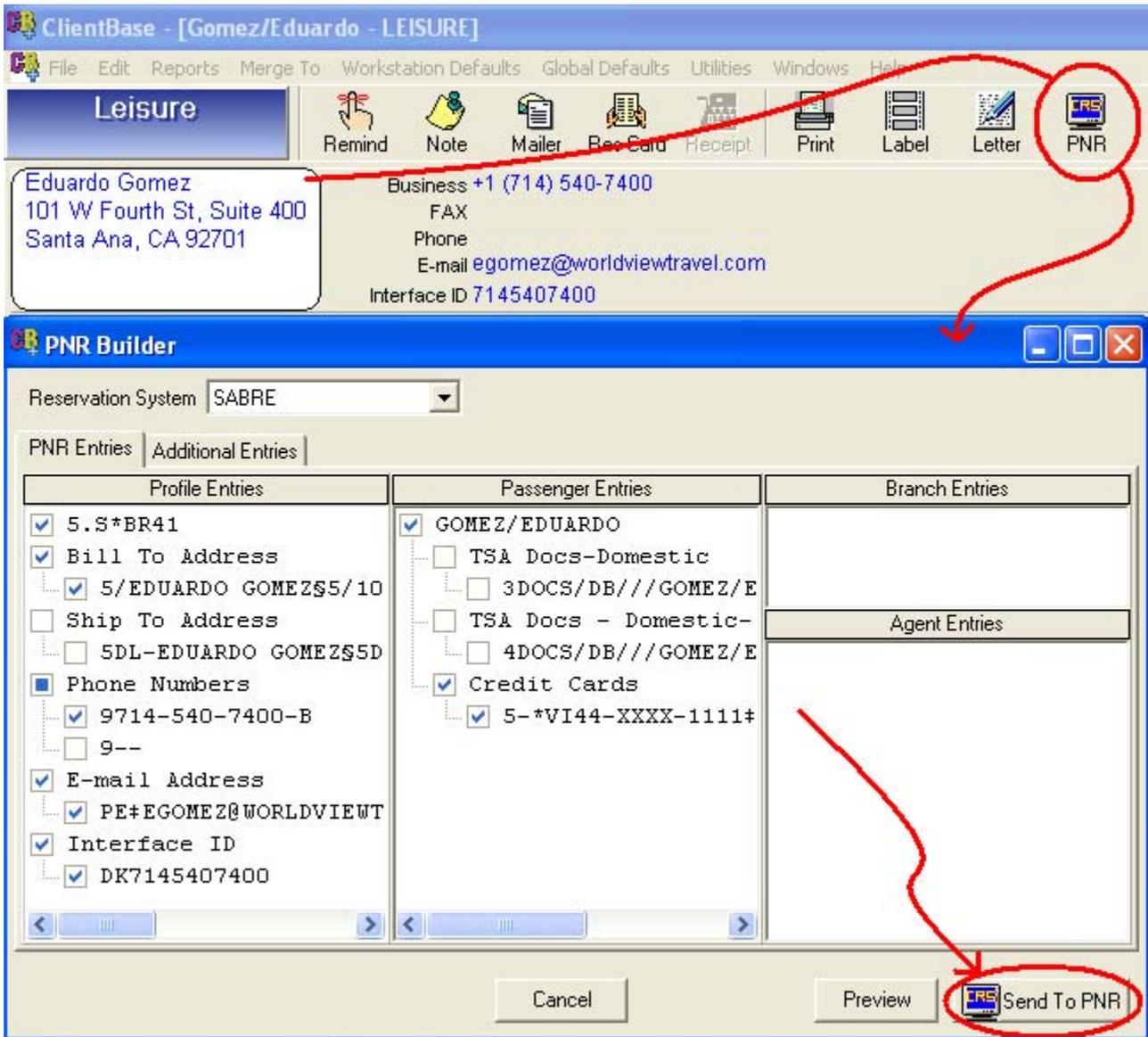
If the passenger works for one of our corporate clients, but the booking is for personal travel, please don't use the company's address and phone. Use the passenger's instead.

After generating the air ticket, service fee, car & hotel: issue the invoice using the **DIN** command. Avoid the habit of generating an invoice after running the ticket and another one after running the service fee, or car and hotel. If you are adding segments to an existing PNR that's already been invoiced, you will need to run the new invoice just for the newly added segment by using the segment select format:

DIN+S2 for segment 2 or **DIN+S2/3** for segments 2 and 3

If you do not need to run an invoice and only need an updated itinerary, use the DIT command (**DIT**).

To merge the client info from CB+ to Sabre, sign into Sabre and then pull up the client profile in CB+. Then click on the "PNR" button and select the fields you would like to merge to the PNR.



Non-ARC Air

To run an invoice for a Southwest ticket issued from Sabre, please follow these steps:

- 1) Issue WN e ticket `W#ETR#AWN#V-0000WN`, end record using `E` or `ER` only. This will issue an invoice automatically, please note the invoice #.
- 2) Pull up record again and make sure you received WN conf in OSI (P4)
- 3) Add OTH line for today's date (ie: if you are issuing tickets on 15Apr, add OTH for 15Apr)
`00THAAGK1SNA15APR-Southwest`
- 4) Run service fee
`5INV#(previous invoice number)`
- 5) End/issue invoice. (Sabre will reply, dates out of order, but just DIN again).

To issue an invoice for a Southwest, Virgin, JetBlue or any other ticket booked online or by phone, do the following:

- 1) Create a GK segment.
`00THAAGK1LAX01JAN-Airline Name`
- 2) Enter the accounting line in the following format
`ACOTH1/SUPPLY/FPT/0.00/999.99/0.00/ONE/CCVI1234567891234567 1.1 SMITH E/1-
*TT1*SBSUP*VC0000DF`

You can save these formats as PF Keys to make it easier.

Inputting Vendor Codes For hotels booked over the phone or internet

Hotels We will always use the Sabre HOD codes for all hotels (chain code + property number, no zeroes in between).

As an example: to find the vendor code for La Quinta in Downtown San Antonio, Texas.
First, look for the city code by using the following Sabre entry.

```
W/-CYSAN ANTONIO, TX<<
NEAREST AIR SERVICE FROM
SAN ANTONIO, TX, US
TO
SAT SAN ANTONIO, TX, US      8 MI/    13 KM    N
AUS AUSTIN BERGSTROM, TX, US 73 MI/   117 KM   NE
VCT VICTORIA, TX, US        103 MI/  166 KM   E
GRK GRAY AAF, TX, US        120 MI/  193 KM   N
```

Then, using the city code, find the hotel using the following entry.

```
HOTSAT/N-LA QUINTA<<
** DOUBLE CLICK ON HOTEL NAME FOR MAPS AND PHOTOS **
QUALIFIERS - SAT/C-USD/N-
¥ ACTUAL RATES * RATE ASSURED DIST N/C AMENITY RATE
1 LQ LA QUINTA INN STE AIRPOR 1SW IPSEB R 89
2 LQ LA QUINTA INN STE DOWNTOWN 8S IP FBDR 105
3 LQ LA QUINTA INN STE CONV C 8S IP FBD 99
```

From the list above, the second one is in the downtown tourist area. Enter the following to get the HOD code.

```
HOD*2<<
** DOUBLE CLICK ON HOTEL NAME FOR MAPS AND PHOTOS
LQ0024920 LA QUINTA INN STE DOWNTOWN SAT
ADDR- 100 W DURANGO BLV
SAN ANTONIO TX 78204 ALAMO
PHONE- 1-210-212-5400
FAX- 1-210-212-5407
```

The vendor code for the “La Quinta” in San Antonio Downtown would be “LQ24920”.

Notice that this is a 7 digit code and will not fit into the 6 digit field of the accounting line.

So, if you are manually entering this hotel and this is a “hotel only” invoice, you can manually create a GK segment and use the following accounting line.

```
ACHHT1/SUPPLY/RES/0.00/0.00/0.00/ALL/CK/1-*VCLQ24920*CM10
```

Hotel Invoicing

All "hotel only" invoices need an accounting line attached.

If it was booked thru Sabre, you would add the following "zero accounting line" or use the script.

ACHHL1/SUPPLY/RES/0.00/0.00/0.00/ALL/CK/1-*CM10

The screenshot displays the SabreScript interface with several overlapping windows. The 'Open SabreScript' window shows a list of scripts, with 'WVTMENU.SSC' selected. The 'WVT Main Menu' window lists options: 1. Air, 2. Hotel, 3. Car, 4. Limo, 5. Cruise, 6. Tour, 7. Insurance, 8. Cash Service Fee, 9. Additional Form, and Exit Script to Sabre. The 'Hotel Menu' window is open over '2. Hotel', showing options: 1. GK Hotel Segments, 2. Attach Accounting Line, Return, and Exit to Sabre. The 'AROFF' window is open over '2. Attach Accounting Line', showing options: Sabre sold hotel - HHL, GK'd sold hotel - HHT, Previous Menu, and Exit to Sabre. Below the windows, a SabreScript command is shown:

```
*IH<<
1 HHL AK HK1 MCO IN31MAY T-OUT02JUN 2N
AND BOHEMIAN HOTE 1REGC00 -1/ 369.00USD/C
LE/ACT05896612/GAXXXXXXXXXXXXX5008EXP 10 11
KNG NONSMOKING-CF-89259189--B
DESCRIPTION-REGULAR RATE
```

 The '1' in the first line is highlighted with a red box. At the bottom, the 'SABRE Sold Hotel - HHL' window is open, displaying the prompt 'Please enter the segment number and press <OK>' and a text input field containing '1'. Red arrows indicate the navigation path from the 'WVT Main Menu' to 'Hotel', then to 'Attach Accounting Line', then to 'Sabre sold hotel - HHL', and finally to the 'SABRE Sold Hotel - HHL' window.

Cars It's rare to enter a manual accounting line for a car booking; simply add 4 leading zeroes to the 2 letter code (Budget = 0000ZD).

Air For air online or over the phone bookings, you will need to attach an accounting line to the GK segment. Add 4 leading zeroes to the 2 letter code (United Airlines = 0000UA, JetBlue = 0000B6, Virgin Air = 0000VX).

Cruises, Tours, Limo and Other Vendors

We strongly recommend invoicing Cruise thru "Client Base Plus" and not Sabre, since it's easier to keep control of deposits and final payments in CB+.