

# Smartpoint 를 통한 EMD-A

## 발행방법-유료 좌석

2017.05.29



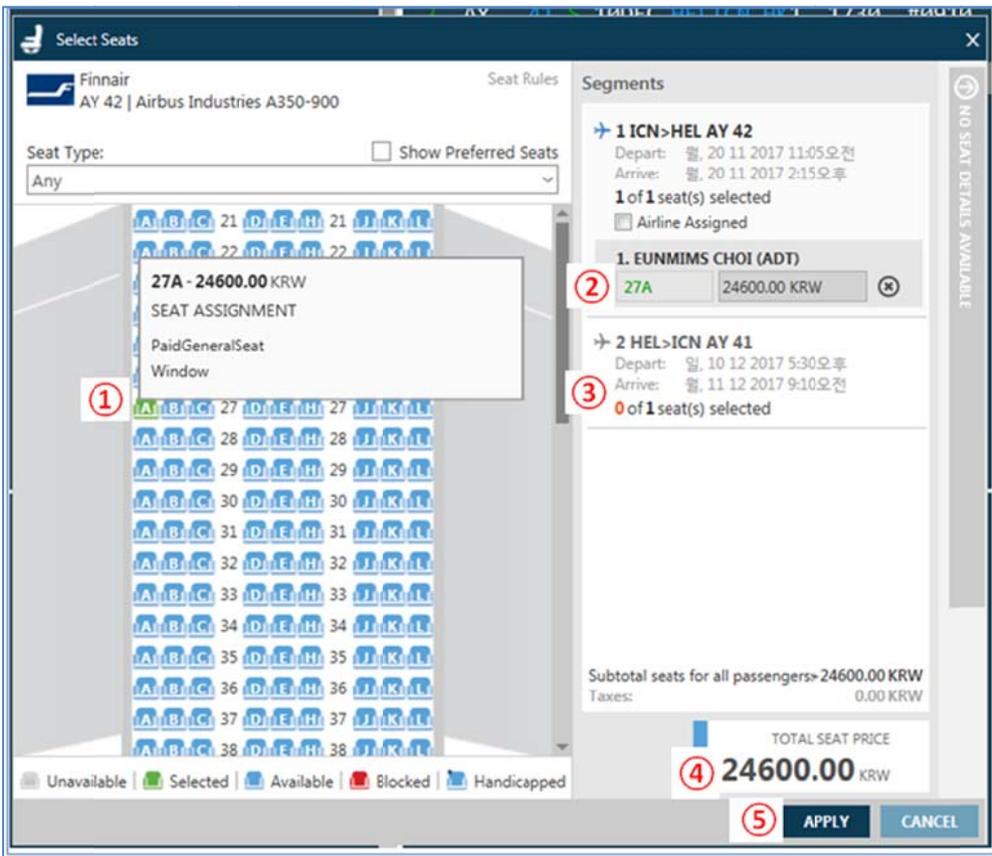
### 1. PNR 의 예



초록색으로 표시된 Booking Class 클릭

### 2. Select Seats 를 통한 유료 좌석 예약

[Select Seats 마스크창의 예]



- ① 좌석 선택 : 파란색 좌석을 선택 후 , 금액 확인
- ② 금액 확인 : 해당 좌석 더블 클릭 시, 해당 좌석 번호와 금액 확인
- ③ 다음 여정 좌석 지정 시 클릭
- ④ 총 금액
- ⑤ 저장 "APPLY" 클릭



### 3. 유료 좌석 예약 여부 확인



PNR 하단의 Field 중 **\*SI** (Service Information), **\*SD** (Seat Data), **\*DAS** (Additional Service) 내용 확인 후 EMD 발행 진행

#### 1) Seat Data 확인 (\*SD 클릭)



-유료 좌석에 대해 "Chargeable Seat" 으로, HK(예약) 로 표시 됩니다.

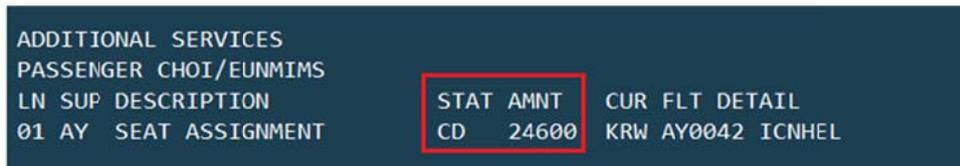
#### 2) Special Service Requirement (SSR ASVC) 반영 확인 (\*SI 클릭)



#### - ASVC Status Code

- NN** : 항공사의 예약을 기다리는 상태
- KD** : EMD 발행 가능
- HI** : EMD 발행 완료
- NO/UC** : 항공사에 의해서 요청 사항이 거절

#### 3) Additional Service (\*DAS 클릭)



- **CD** 코드와 예약한 EMD-A 항목별 징수되는 금액이 맞는지 확인



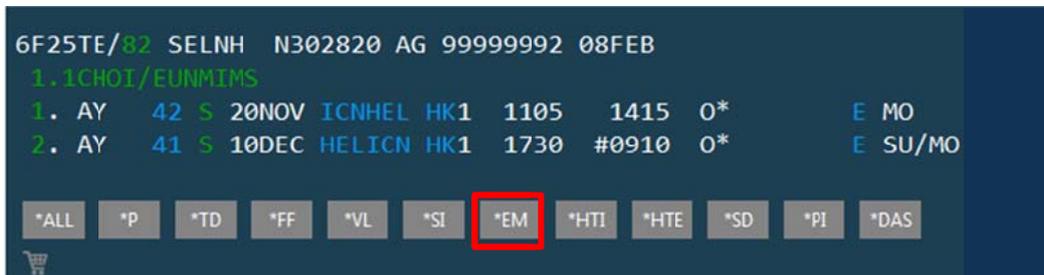
- DAS 의 Status Code

- AC : Active
- CX : Cancelled
- PD : Pending
- RF : Refunded
- OF : Offered (Requested)
- PR : Priced
- CD : Confirmed
- AP : Autopriced
- FD : EMD Issued

4. EMD-A 영수증 전송 (발행 전 입력)

명령어 : [MT.GALILEO@GALILEO.CO.KR](mailto:MT.GALILEO@GALILEO.CO.KR)

반응 :



\*EM 클릭 시 입력한 이메일 주소 확인 가능



5. EMD-A 발행

명령어 : EMDI/IC1059902793552/PE-R/FS

반응:

```
EMD GENERATED    TOTAL          24600
1059991085664    24600          CHOI/EUNMIMS

TAB AND ENTER TO REDISPLAY PNR >*6F25TE*
```

EMDI	발행 명령어
IC	E-Ticket 번호 입력 (In Connection With)
PE-R	EMD 영수증 이메일로 수신
FS	현금 지불
FAX3700000000000*D1219*A25896589	카드 지불 (카드코드/카드번호/D 유효기간(월/년)/ A 승인번호)

-EMD 카드 발행시 주의 사항

- \* Easy Ticket 을 이용하여 선 승인 후 발행
- \* 국내 전용카드 발행 불가 (9XXX. 6XXX)
- \* 할부 발권 불가

-만일 승객 지정, SSR ASVC 의 일부 항목을 함께 지정 한다면

명령어 : EMDI/P1/IC1059902793552/PE-R/FS/G2 (G2 : SSR ASVC 항목의 두 번째 항목만 발행)

6. EMD-A 발행 후 PNR 확인 사항

1) Special Service Requirement (SSR ASVC) 에 EMD-A 발행 내역 확인 (\*SI 클릭)

```
** SPECIAL SERVICE REQUIREMENT **
SEGMENT/PASSENGER RELATED
S 1. AY 0042 S 20NOV ICNHEL
  P 1. CHOI/EUNMIMS          ASVC HI 1  **A/0B5/SEAT/SEAT ASSIGNMENT/
A/1059991085664C1
  P 1. CHOI/EUNMIMS          TKNE HK 1  1059902793552C1
S 2. AY 0041 S 10DEC HELICN
  P 1. CHOI/EUNMIMS          TKNE HK 1  1059902793552C2
** MANUAL SSR DATA **
  1. SSRADMD1G KK  TO AY BY 11FEB 1609 OTHERWISE WILL BE CANCELLED
NO OSI EXISTS
```

EMD-A 발행시 SSR ASVC 항목이  
KD→HI (EMD 발행 완료) 코드로 반영됨.

- ASVC 항목의 Status 가 KD 에서 HI (EMD 발행 완료) 변경되며, EMD-A 번호 확인 가능



2) Additional Service (\*DAS 클릭)

ADDITIONAL SERVICES					
PASSENGER CHOI/EUNMIMS					
LN	SUP	DESCRIPTION	STAT	AMNT	CUR FLT DETAIL
01	AY	SEAT ASSIGNMENT	FD	24600	KRW AY0042 ICNHEL

FD : EMD 발행 완료된 Status

3) 발행 내역 확인

```
6F25TE/82 SELNH N302820 AG 99999992 08FEB
1.1CHOI/EUNMIMS
1. AY 42 S 20NOV ICNHEL HK1 1105 1415 0* E MO
2. AY 41 S 10DEC HELICN HK1 1730 #0910 0* E SU/MO
```

\*ALL \*P \*TD \*FF \*VL \*SI \*EM \*HTI \*HTE \*SD \*PI \*DAS **EMDL**

-PNR 하단의 Field 중 "ELECTRONIC MISC DOCUMENT LIST" 의 EMDL 클릭

```
EMDL - ELECTRONIC MISCELLANEOUS DOCUMENT LIST
1. AY 1059991085664
CHOI/EUNMIMS
I 08FEB17 063938 Z
***** END OF LIST *****
```

-초록색 라인 번호 클릭시 아래와 같이 EMD Detail 조회 가능

```
1059991085664      CHOI/EUNMIMS      6F25TE/1G/5J1E 99999992
CPN RFISC      DESCRIPTION      VALUE      DATE      STATUS
1  A-0B5  SEAT ASSIGNMENT      KRW      24600      OPEN
      EMD DOCUMENT TOTAL:      KRW      24600
>EMD DETAIL DISPLAY      .
>EMD VOID      ..
>EMD REFUND      ..
```



### 7. E-Ticket 이미지 상의 EMD-A 발행 확인

```

6F25TE/82 SELNH N302820 AG 99999992 08FEB
1.1CHOI/EUNMIMS
1. AY 42 S 20NOV ICNHEL HK1 1105 1415 0* E MO
2. AY 41 S 10DEC HELICN HK1 1730 #0910 0* E SU/MO
  
```

\*ALL \*P \*TD \*FF \*VL \*SI \*EM \*HTI **\*HTE** \*SD \*PI \*DAS EMDL

- PNR 하단의 \*HTE 클릭 혹은 \*TE/티켓번호 13 자리

```

TKT: 105 9902 793552 NAME: CHOI/EUNMIMS
ISSUED: 08FEB17 FOP:CASH
PSEUDO: 5J1E PLATING CARRIER: AY ISO: KR IATA: 99999992
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN
OPEN AY 42 S 20NOV ICNHEL 1105 OK SLBA2KR 1
NVA20FEB
OPEN AY 41 S 10DEC HELICN 1730 OK SLBA2KR 2
NVB24NOV NVA20FEB

FARE KRW 1300000 TAX 28000BP TAX 6200DQ TAX 325300XT
TOTAL KRW 1659500
CHNG KRW150000/REF RESTR
SEL AY HEL 556.62AY SEL 556.62 NUC1113.24END ROE116
7.753 XT 10600FI1500XU313200YR
RLOC 1G 6F25TE 1A 3MI60P

**ASSOCIATED DOCUMENTS**
TKT: 1059902793552 EMD: 1059991085664
TKT CPN: 1 EMD CPN: 1
  
```

- 항공사에 따라 이미지에 발행한 EMD-A 번호가 업데이트 되지 않을 수 있음

## 8. EMD-A 영수증의 예

### Additional Services/Fees Receipt

CHOI/EUNMIMS 08-Feb-2017

GALILEO KR TRAINING

SEOUL KR

Document Number(s)  
105 9991085664

Reservation Reference: 1G/6F25TE AY/3MI6OP AY

#### Additional Services Information

**Document Number: 105 9991085664**

A: Air transportation/SEAT ASSIGNMENT KRW 24600  
 20-Nov-2017 Present To: FINNAIR AY0042  
 Board: Seoul/ICN  
 Destination: Helsinki/HEL  
 Associated Ticket Number: 1059902793552

Document Base: KRW 24600

Document Total: KRW 24600

Form of Payment: Cash

Where this document is issued for transportation, or services other than passenger air transportation, specific terms and conditions may apply. These terms and conditions may be provided separately or may be obtained from the issuing company or agent.



★EMD 관련 추가 명령어

1. EMD VOID 하기

명령어 : **EMDV1399991085588** (EMDV 티켓번호)

EMDL 클릭 >> 초록색 라인번호 클릭 >> 초록색 EMD VOID 클릭 혹은  
EMDD1 (EMD Detail 조회 한 화면에서) Tab 이동하여 V 입력 후 엔터

1399991085588						CHOI/EUNMIMS		W4F1C8/1G/5J1E		99999992
CPN	RFISC	DESCRIPTION			VALUE	DATE	STATUS			
1	A-0B5	ASIENTO PAGADO PAIDSE			KRW 28700		OPEN			
EMD DOCUMENT TOTAL:					KRW 28700					
>EMD DETAIL DISPLAY						.				
>EMD VOID						. V				

반응 :

EMD 1399991085588	VOIDED -SAC 139Y48W7IIR7N
-------------------	---------------------------

- 당일 VOID 만 가능
- VOID 후 EMD Detail 의 Status 가 VOID 로 반영되었는지 확인
- Daily Sales Report (HMPR) 확인
- VOID 는 허용 항공사에 한 해 가능 (EMD Factsheet 확인)

1) EMD 번호로 VOID 상태 확인하기

명령어 : **EMDD1399991085588**(EMDD 티켓번호)

반응:

1059991085664						CHOI/EUNMIMS		6F25TE/1G/5J1E		99999992
CPN	RFISC	DESCRIPTION			VALUE	DATE	STATUS			
1	A-0B5	SEAT ASSIGNMENT			KRW 24600		VOID			
EMD DOCUMENT TOTAL:					KRW 24600					
>EMD DETAIL DISPLAY						.				
>EMD VOID						.				



## 2. EMD REFUND 하기

EMDL 클릭 >> 초록색 라인번호 클릭 >> 초록색 EMD REFUND 클릭 혹은  
EMDD1 (EMD Detail 조회 한 화면에서) Tab 이동하여 F (F 는 Full 의미) 입력 후 엔터

1059991085664	CHOI/EUNMIMS	6F25TE/1G/5J1E	99999992		
CPN	RFISC	DESCRIPTION	VALUE	DATE	STATUS
1	A-0B5	SEAT ASSIGNMENT	KRW 24600		OPEN
EMD DOCUMENT TOTAL :			KRW 24600		
>EMD DETAIL DISPLAY .					
>EMD VOID . .					
>EMD REFUND .F					

반응:

EMD 1059991085644	REFUNDED - SAC 105Y48W7IIR7Q
-------------------	------------------------------

- Full Refund 만 가능, **발행 다음날부터 환불 가능**
- Refund 는 허용 항공사에 한 해 가능 (EMD Factsheet 확인)
- 환불 후 EMD Detail 에서 Status 확인

EMDL - ELECTRONIC MISCELLANEOUS DOCUMENT LIST					
1. AY 1059991085664					
CHOI/EUNMIMS					
	I	08FEB17	063938	Z	
	<b>RF</b>	09FEB17	062589	Z	SAC-105Y48W7IIR7Q

- **I : Origin Issue / V : Void / RF : Refund**
- 환불 작업한 시간 조회 가능 (GMT Time)

## 3. Daily Sales Report 에서 EMD 발행내역 확인하기

명령어 : **HMPR**

GALILEO KR TRAINING		TINS REPORT		08 FEB 17			
CURRENCY CODE KRW		IATA NUMBER 99999992					
A/L	TKT/STOCK	NBR	PASSENGER NAME	FARE	TAX	COMM	FOP
				*FEES			
954F9902793548			CHOI/EUNMIMS	20000	20000	0.00	FS
217E9902793551			KANG/SANGHOON	VOID 08FEB			
105E9902793552			CHOI/EUNMIMS	1300000	359500	0.00	FS
105D9991085664			CHOI/EUNMIMS	24600		0.00	FS

- EMD 발행시 항공사 번호 뒤의 "D" 로 표시
- E-Ticket 발행 "E" , TASF 발행 "F" 로 표시



4. 대리점에 부여되는 EMD 티켓번호 확인- EMD 발행시 25 장씩 자동 부여

명령어 : EDOC

반응:

GALILEO KOREA		IATA 17399999 5J1E		SEOUL	KR
TYPE	ASSIGN DATE	START NUMBER	NEXT NUMBER	END NUMBER	
EMD	13JAN	2811560175	2811560197	2811560199	

5. EMD History

```
6F25TE/82 SELNH N302820 AG 99999992 08FEB
1.1CHOI/EUNMIMS
1. AY 42 S 20NOV ICNHEL HK1 1105 1415 0* E MO
2. AY 41 S 10DEC HELICN HK1 1730 #0910 0* E SU/MO
```

\*ALL \*P \*TD \*FF \*VL \*SI \*EM \*HTI \*HTE \*SD \*PI \*DAS **EMDL**

PNR 하단의 Field 중 "ELECTRONIC MISC DOCUMENT LIST" 의 EMDL 클릭

```
EMDL - ELECTRONIC MISCELLANEOUS DOCUMENT LIST
1. AY 1059991085664
CHOI/EUNMIMS
I 08FEB17 063938 Z
***** END OF LIST *****
```

명령어 : EMDH1 (EMDL 조회 후 1 은 라인번호) 혹은 EMDH1059991085664(EMDH 티켓번호)

반응 :

```
>EMDH1
EMD HISTORY
1059991085664 - CHOI/EUNMIMS
PTC/ADT
**ISSUE ENTRY**
AGENT EMDI/IC1059902793552/PE-R/FS
**ISSUE DATA**
ISSUED 08FEB17 063938 Z 1G/5J1E/20
ISSUING RECORD LOCATOR 1G-6F25TE
RFIC AIR TRANSPORTATION
FOP CA
AMT KRW24600
COMMISSION AMT
FCMI 0 - ASVC AUTOMATED
ENDORSEMENT
TOUR CODE
CPN REMARK
ASSOCIATED TO TKT 1059902793552
**SUPPORT DOCUMENTS**
CUSTOMER RECEIPT
08FEB2017 0639 EMAIL TO EUNMI@GALILEO.CO.KR
**REQUEST SUPPORT DOCUMENTS**
>EMDH1059991085664/RD* .
```



### 6. EMD History 에서 Agent / Receipt / CCCF 조회 하기

EMD History 의 하단의 " Request support documents" 초록 색 클릭

```

>EMDH1
EMD HISTORY
  1059991085664 - CHOI/EUNMIMS
                PTC/ADT

**ISSUE ENTRY**
  AGENT EMDI/IC1059902793552/PE-R/FS
**ISSUE DATA**
  ISSUED 08FEB17 063938 Z 1G/5J1E/20
  ISSUING RECORD LOCATOR 1G-6F25TE
  RFIC AIR TRANSPORTATION
  FOP CA
  AMT KRW24600
  COMMISSION AMT
  FCHI 0 - ASVC AUTOMATED
  ENDORSEMENT
  TOUR CODE
  CPN REMARK
  ASSOCIATED TO TKT 1059902793552
**SUPPORT DOCUMENTS**
  CUSTOMER RECEIPT
  08FEB2017 0639 EMAIL TO EUNMI@GALILEO.CO.KR
**REQUEST SUPPORT DOCUMENTS**
  >EMDH1059991085664/RD* .
  
```

- EMD History 의 "Request Support Documents" Tab 이동하여 엔터

```

**REQUEST SUPPORT DOCUMENTS**
1059991085664 DELIVERY METHOD

>EMD AUDIT/AGENT      ...
>EMD CUSTOMER RECEIPT ...
  
```

#### ① Agent Coupon

위의 화면에서 Tab Key 이동하여 EMD AUDIT/AGENT 에서 "DI (Display Invoice)" 입력 후 엔터

```

**REQUEST SUPPORT DOCUMENTS**
1059991085664 DELIVERY METHOD

>EMD AUDIT/AGENT      ·DI
>EMD CUSTOMER RECEIPT ...
  
```



[EMD Agent Coupon 의 예]

```

ISSUE DATE/08FEB17      AUDIT/AGENT      1 OF 1 ELECTRONIC
FINNAIR                 7733/ 5J1E/20   KR MISCELLANEOUS
GALILEO KR TRAINING/SEOUL      DOCUMENT
99999992      6F25TE/1G
CHOI/EUNMIMS

                                RELATED TKT 1059902793552

**** SERVICES ****      RFIC-A
EMD NUMBER 105 9991085664
AY 0042S ICNHEL 20NOV / 0B5 / SEAT ASSIGNMENT
FCI0                                NOT VALID FOR TRAVEL
KRW      24600
KRW      24600
    
```

② EMD Customer Receipt

```

**REQUEST SUPPORT DOCUMENTS**
1059991085664      DELIVERY METHOD

>EMD AUDIT/AGENT
>EMD CUSTOMER RECEIPT  .DI
>
    
```

[EMD Customer Receipt 의 예]

```

EMD CUSTOMER RECEIPT      PAGE NO. 1
                                RLOC: 1G-6F25TE
                                VLOC: AY-3MI60P

FOR: CHOI/EUNMIMS
EMD NUMBER: 105 9991085664      08FEB2017

ISSUED BY: GALILEO KR TRAINING SEOUL KR
EMD NUMBER: 105 9991085664

CPN 1 A: AIR TRANSPORTATION / SEAT ASSIGNMENT      KRW      24600
20NOV17 FINNAIR 0042S
SEOUL/ICN TO HELSINKI/HEL
ASSOCIATED TKT: 1059902793552

                                EMD BASE      KRW      24600
                                EMD TOTAL     KRW      24600

FORM OF PAYMENT CASH

WHERE THIS DOCUMENT IS USED FOR TRANSPORTATION OR SERVICES
OTHER THAN PASSENGER AIR TRANSPORTATION SPECIFIC TERMS AND
CONDITIONS MAY APPLY. THESE TERMS AND CONDITIONS MAY BE
PROVIDED SEPARATELY OR MAY BE OBTAINED FROM THE ISSUING
COMPANY OR AGENT.
    
```



③ EMD CCCF

```

**REQUEST SUPPORT DOCUMENTS**
0579991074883 DELIVERY METHOD
>EMD CHARGE FORM      ·DI
>EMD AUDIT/AGENT      ·..
>EMD CUSTOMER RECEIPT ·..
  
```

[EMD CCCF 의 예]

```

EMD CREDIT CARD CHARGE FORM
AIR FRANCE GALILEO KR TRAINING
ISSUE DATE/20SEP16 SEOUL
9999999 J6F15X/1G
CHOI/EUNMIMS
SIGNATURE X-
I ACKNOWLEDGE RECEIPT OF TICKET(S) AND/OR COUPON(S) FOR RELATED
CHARGES DESCRIBED HEREON AND AM AWARE OF APPLICABLE RESTRICTIONS
AND/OR PENALTIES AS SHOWN ON SUCH TICKET(S) AND/OR COUPON(S).
KRW 90300
AXXXXXXXXXXXXX028 APVL M258745
KRW 90300 7733/ 057 9991074883
  
```

④ Receipt 이메일로 재 전송하기

```

**REQUEST SUPPORT DOCUMENTS**
0579991074883 DELIVERY METHOD
>EMD CHARGE FORM      ·..
>EMD AUDIT/AGENT      ·..
>EMD CUSTOMER RECEIPT ·PE
  
```

- Tab 으로 이동하여 Customer Receipt 에 "PE" 입력 후 엔터

반응:

```

PRINT REQUEST PROCESSED FOR EMD EMAIL RECEIPT
  
```