

Automated Miscellaneous Document



Automated Miscellaneous Document

PRODUCT BENEFITS (自動 MCO 的好處)

- To give customers greater productivity by replacing a manual functionality. Agents will be able to serve their client more efficiently.

取代現有的手寫 MPD, 提高旅行社的生產力, 而且能為客人提供更良好的服務

- Automated process to issue Agency Refund Vouchers

可開立旅行社退款單

- Allow Net Remit and Custom Print Routines (@BT or @IT).

可以與淨價機票 和 BT/IT 同時應用

GENERAL PRODUCT INFORMATION (產品資料)

- The Automated MCO will be printed on the plain paper

MCO 只會印於白紙上.

- Data can be input in a series of template and filled in the PNR.

MCO資料可用填表格式.

- The Automated MCO can be issued as a stand-alone document using an EZM entry, or can be issued in the same transaction with other documents.

MCO 可以獨立編印, 或與行程, 機票等同時輸入印出

- System accept no more than 2 types of Form of Payment

最多只容許兩種的付款方式

- The automated MCO document number will not reflect in the ticketing field (7T/) in the PNR

MCO的編號並不會在PNR “7T/ “ 的欄位內列出.

- Each automated MCO document number will display as a separate item in the document history and DDL. An 'M' identifier will precede the automated MCO number on the DDL report and Document history (*DH)

每一張MCO 都會在出票紀錄DOCUMENT HISTORY (DH) 和在每日報表 (DDL) 內獨立地顯示出來. 在MCO號碼前都會有”M”字作辨別.

REASON FOR CHARGE INCURRED - MCO 收費項目代碼 (RFIC)

A dash "-" input and entered in the RFIC template field will display a list of the RFIC codes (Reason For Charge Incurred) and explanation for each.

只要在 MCO 的表格 RFIC 一欄內輸入“-“ 便可以查找到各種 MCO 收費項目代碼.

```

MCO 01/PAGE 1 OF 1 *MISCELLANEOUS CHARGE ORDER* >VIEW
TO ( )
AT ( ) ►► RFIC (-) ◀◀ REASON FOR CHARGE INCURRED
TYPE OF SVC ( )
COMM (P) ( )
ISO (HKD) FARE( ) FARE PER PSGR ( ) Y/N
ISO ( ) EQUIV FARE ( ) BSR ( )
MCO TFC CDE ( ) MCO TFC AMT ( ) TOTAL 0
VALIDATING CARRIER ( ) TOUR CODE ( )
DATE #12JUL05# SID #0XR # AGT #PC # ADDL MCO TFC ( ) DATA ( )
MCO ( ) 1-ORIGINAL ISSUE 2-AGENT REFUND VOUCHER
ACTION ( ) F/FILE E/EXIT D/DELETE H/HELP
  
```

All RFIC codes (MCO 收費項目代碼)

According to BSP HK, the following listed are the common use RFIC in Hong Kong market

跟據 BSP HK 的最新修訂, 下列為香港市場常用的收費項目代碼

A - AIR TRANSPORTATION (air ticket, land transport e.g. train ticket)	機票
D - TOUR PACKAGES (air ticket + hotel packages)	機票+酒店套票
K - REFUNDABLE BALANCES / AGENTS REFUND VOUCHER (reissue with money due to passenger)	退回訂金/機票退款單
M - PAYMENT FOR GROUP / BULK TICKETS (group ticket and sundry charges)	團體機票
O - OTHER (all other uses)	其他雜項
Q - REBOOKING FEE INTERNATIONAL (additional charges, e.g. rebooking fee)	機票更改收費(國際線)
R - LOST TICKET FEE (CHARGE FOR REPLACEMENT) (replacement ticket charges)	補領機票費用
T - UNACCOMPANIED MINOR FEE INTERNATIONAL (unaccompanied minor charges)	無成人陪同小孩(國際線)
U - COLLECTION FOR EXCESS BAGGAGE CHARGES (excess baggage charges)	行李超重附加費
1 - PREPAID TICKET ADVISE (PTA) / TICKET ON DEPARTURE (TOD)	預付機票通知書 出發當地出票

MCO MAIN PAGE (MCO 主頁)

Please enter MCO from a PNR to pull out the MCO template
 請在 PNR 內輸入“MCO”，MCO 的表格便會顯示在螢幕上

MCO 01/PAGE 1 OF 1 *MISCELLANEOUS CHARGE ORDER*				>VIEW
TO ()				
致 :				
AT ()		RFIC ()		
在 :		MPD收費項目代碼		
TYPE OF SVC ()		COMM (P) ()		
服務種類:		佣金		
ISO (HKD) FARE ()		FARE PER PSGR () Y/N		
貨幣代號 票價		票價以每位客人計算		
ISO () EQUIV FARE ()		BSR ()		
貨幣代號 等同價值		對換率		
MCO TFC CDE ()		MCO TFC AMT ()		TOTAL 0
MCO稅金/服務費代號		MCO稅金/服務費		總計
VALIDATING CARRIER ()		TOUR CODE ()		
航空公司代號		團號		
DATE #26-Nov-08#	SID #0XR#	AGT#PC#	ADDL MCO TFC	
()	DATA ()			
日期	旅行社編號	職員編號	額外MCO稅金/服務費代號	其他資料
MCO () 1-ORIGINAL ISSUE 2-AGENT REFUND VOUCHER				
MCO 種類 1 - 初次出票 2 - 旅行社退款單				
ACTION () F/FILE E/EXIT D/DELETE H/HELP				
指令 F - 儲存 E/離開 D/取消 H/求助				

- The display of the blank automated MCO template auto fills the COMM template field with a 'P' for percent.

佣金會自動設定為“P”，即是以百分比計算

- The display of the blank automated MCO template auto fills the currency code to the ISO template field for the FARE.

ISO貨幣代號會自動設定為港幣

- The display of the blank automated MCO template auto fills the DATE, SID and AGT template fields.

一個新的MCO表格會自動填上日期, 公司編號, 職員編號

- XP will be used as MCO tax/fee/charges Code (MCO TFC CDE)

XP 現為 MCO 稅金/服務費 (MCO TFC CDE) 的代號

EXAMPLE 例子

```

MCO 01/PAGE 1 OF 1 *MISCELLANEOUS CHARGE ORDER*          >VIEW
TO (CHINA AIRLINES          )
AT (HONG KONG              )          RFIC (1)
TYPE OF SVC ( AIR TICKET
                                     ) COMM (P) (5 )
ISO (USD) FARE(1000.00   ) FARE PER PSGR (N) Y/N
ISO (HKD) EQUIV FARE (7800   )          BSR (HKD7.8000   )
MCO TFC CDE (XP) MCO TFC AMT (250   )   TOTAL 0
VALIDATING CARRIER (CI ) TOUR CODE (IT1234TOUR )
DATE |05NOV08| SID |0XR | AGT |PC | ADDL MCO TFC ( ) DATA (X)
MCO (1) 1-ORIGINAL ISSUE 2-AGENT REFUND VOUCHER
ACTION (F) F/FILE E/EXIT D/DELETE H/HELP
>

```

- a) The airline name (the TO field) and the Validating Carrier code must match and correct. Incorrect spelling of airline name or mis-match with the Validating Carrier may result rejected by airlines.

在 TO 內的航空公司名稱 必須要填寫正確，此外必須要與 航空公司代號相符。

- b) The calculation of the MCO total amount is done by the system and that is why there are no parentheses for the TOTAL template field because you are not required to put data in the TOTAL template field.

MCO 的總額是由系統自動運算，無需填寫。

- c) After entering the F in the ACTION field on the above MCO template, and a X in the DATA template field, system will display the OPTIONAL DATA template.

當填寫完第一版的各項資料後，可在 DATA 輸入“X”和 ACTION 輸入“F”，再按 ENTER，MCO 的第二版附加資料便會顯示出來

Optional Data - MCO 2ND Page (附加資料 - MCO 第二版面)

MCO 01/PAGE 2 OF 2 ***OPTIONAL DATA***					>VIEW
FOP () APVL CDE ()
付款方式一			信用卡核准編號		
FOP2 () APVL CDE2 ()
付款方式二			信用卡核准編號		
FOP AMT () FOP2 AMT ()
付款方式一 總額		付款方式二 總額			
ENDORSEMENT ()
機票限制欄					
ISSUED IN CONNECTION ()
與MCO一同發出的機票號碼					
REMARK ()
附註					
) TKT TAXES ()
			稅項		
ACTION () F/FILE	B/BACK	E/EXIT	H/HELP		
指令	F/儲存	B/返回前頁	E/離開	H/求助	

EXAMPLE 例子

```

MCO 01/PAGE 2 OF 2 ***OPTIONAL DATA*** >VIEW
FOP (MS/INVAGT ) APVL CDE ( )
FOP2 ( ) APVL CDE2 ( )
FOP AMT ( ) FOP2 AMT ( )
ENDORSEMENT (NON-REFUNDABLE / NO CHANGES ALLOWED
)
ISSUED IN CONNECTION ( ) -
REMARK (HKG TPE CI602M 17NOV FARE CALC HKG CI TPE Q4.24 244.18 NUC248.42END
ROE7.7809CI ## PICK UP TICKETS AT THE CHINA AIRLINES COUNTER AT THE AIRPORT
) TKT TAXES (X)
ACTION (F) F/FILE B/BACK E/EXIT H/HELP

```

- a) It is mandatory that **2 end items (##)** follow the fare calculation if additional free flow data is input in the REMARK template field. The 2 end items are needed in order to know where the fare calculation ends and the free flow data starts for the printing of this data and the ticket taxes data correctly on the automated MCO document.

“##” 是用來分隔票價資料 (FARE CALC) 和附註, 爲了確保所輸入的附註, FARE CALC, TAX能夠清晰地反映在MCO內, “##” 是必需的。

- b) For PTA and TOD automated MCOs it is **very** important that the correct format is used for the data that is input in the REMARK template field. This data must be the flight data, separated with the words of **FARE CALC** and then the fare calculation.

在附註欄內, 如開發的MCO是 PTA, 必須要填寫正確的格式 (如上).

例如: 航班資料 + “FARE CALC “ + 票價資料 + “##” + 附註

- c) Entering a “X” in the **TKT TAXES** and “F” in the **ACTION** template field on the above OPTIONAL DATA template, system will display the **TICKET TAXES** template.

當填寫完第二版的各項資料後, 可在 TKT TAXES 輸入 “X” 和 ACTION 輸入 “F”, 再按 ENTER, MCO 的第三版稅項資料便會顯示出來

d) TICKET TAX (機票稅項)

MCO 01/PAGE 3 OF 3 ***TICKET TAXES*** >VIEW						
CODE	AMOUNT		CODE	AMOUNT	CODE	AMOUNT
稅項編碼	金額		稅項編碼	金額	稅項編碼	金額
TX01 () ()			TX02 () ()		TX03 () ()	
TX04 () ()			TX05 () ()		TX06 () ()	
TX07 () ()			TX08 () ()		TX09 () ()	
TX10 () ()			TX11 () ()		TX12 () ()	
TX13 () ()			TX14 () ()		TX15 () ()	
TX16 () ()			TX17 () ()		TX18 () ()	
TX19 () ()			TX20 () ()			
PFC () ()						
美國機場設施費						
ACTION ()	F/FILE	B/BACK	E/EXIT	H/HELP		
指令	F/儲存	B/返回前頁	E/離開	H/求助		

EXAMPLE 例子

MCO 01/PAGE 3 OF 3 ***TICKET TAXES*** >VIEW						
CODE	AMOUNT		CODE	AMOUNT	CODE	AMOUNT
TX01 (RN) (100)			TX02 (VV) (10)		TX03 (CJ) (80)	
TX04 (AY) (16)			TX05 (US) (170)		TX06 (XA) (18)	
TX07 (XY) (48)			TX08 (YC) (32)		TX09 (XF) (33)	
TX10 () ()			TX11 () ()		TX12 () ()	
TX13 () ()			TX14 () ()		TX15 () ()	
TX16 () ()			TX17 () ()		TX18 () ()	
TX19 () ()			TX20 () ()			
PFC (ORD4.5) ()						
ACTION (F) F/FILE B/BACK E/EXIT H/HELP						

Entering after a "F" in the ACTION field on the above template will clear the screen of the template and display the following message.

在 ACTION 輸入 "F", 再按 ENTER, MCO的資料便會儲存起來. 並出現以下提示.

MCO RECORD CREATED - WILL BE STORED AT END TRANSACTION

**PLEASE REMEMBER TO 請謹記
"ER"**

DISPLAY MCO (顯示已儲存MCO)

> * MCO

The completed MISCELLANEOUS CHARGE ORDER template:

當在PNR裏輸入“*MCO”，電腦便會顯示以下畫面

```
MCO 01/PAGE 1 OF 2 *MISCELLANEOUS CHARGE ORDER* >VIEW
TO (CHINA AIRLINES )
AT (HONG KONG ) RFIC (U)
TYPE OF SVC (EXCESS BAGGAGE
) COMM (P) (0 )
ISO (HKD) FARE(800.00) FARE PER PSGR (Y) Y/N
ISO ( ) EQUIV FARE ( ) BSR ( )
MCO TFC CDE (XP) MCO TFC AMT (250 ) TOTAL 1050.00
VALIDATING CARRIER (CI ) TOUR CODE (IT1234TOUR )
DATE |05NOV08| SID |0XR | AGT |PC | ADDL MCO TFC (Y) DATA ( )
MCO (1) 1-ORIGINAL ISSUE 2-AGENT REFUND VOUCHER
ACTION ( ) F/FILE E/EXIT D/DELETE H/HELP
>
```

if there is more than one automated MCO template appended to the PNR, the response to the **>*MCO** entry will be a MCO Summary Listing

如果在同一個 PNR 裏有著多個MCO, 電腦便會顯示 MCO Summary Listing

```
MCO- MCO SUMMARY LIST
01. TO: CHINA AIRLINES AT: HONG KONG HKD1650.00
02. TO: CHINA AIRLINES AT: HONG KONG HKD1050.00
>
```

MCO line number is required when more than 1 MCO saved inside the MCO Summary Listing. 在此情況下, 在“*MCO”時便要指明MCO 的編號. 例如:

>*MCO n (n = no. of the MCO , n = MCO的號數):

>*MCO1 (enter)

Issue MCO (列印 MCO)

>EZM#M1

Ensure "MCO" is shown on the ITEM SUPPRESSED

首先要留意 "MCO" 已經在 ITEM SUPPRESSED 內列出

```
1P- 7YY00U
  1.1CHAN/SIUFAI*ADT
  1 CX 255Y 10OCT MO HKGLHR HK1 0040 0620 /O $ E
P- 1.0XR-PETER
T- 1.T/
TKG FAX-NOT PRICED FARE TYPE EX
G- 1.SSRADTK1PADV TKT NBR TO CX BY 03OCT OR SUBJECT TO CANCEL
**** ITEMS SUPPRESSED ****/DR/MCO ◀ MCO is saved
                                MCO 已經在儲存在ITEM SUPPRESSED欄內
```

To issue the automated MCO, it is necessary to include the 'EZM' and the MCO selection option of **#Mn** (n equals the number for the automated MCO template). If only one MCO exists, use **#M1**

當要列印MCO時，需輸入 "EZM" 和選擇所需列印的MCO號數 "**#Mn**" (n = MCO的號數)。如果只得一個MCO，則須輸入**#M1**

>EZM#M1

NET REMIT (淨價機票)

The Net Remit options for Automated MCO will be the same as Net Remit options for ticketing:

在MCO裏的淨價機票 (NET REMIT) 與TICKETING 的淨價機票是同樣的運作方式.

- Maximum of 14 characters printed in the tour code box.

TOUR CODE 團號最多只能容納 14 個字母

- Split form of payment is not allowed with Automated MCO Net Remit.

淨價機票只容許一種付款方式

- Net Remit price "#MNN..." can be input as part of the EZM entry:

機票底價 "#MNN...." 可在 EZM 時輸入.

EZM #M1 #MNN 2345 #...

- Net Remit for Automated MCO is not allowed in when issuing an Agent refund Voucher

旅行社退款單 (Agency Refund Voucher) 不可以同時有底價MCO.

- Commission calculation for Net Remit Automated MCO is similar to Net Remit Ticketing.

佣金的計算方法與淨價機票一樣

For Automated MCO the commission will show in the **MCOMM** item in the Document History (*DH).

MCO 裏的佣金可於 *DH 內的**MCOMM** 找到

- When a Net Remit amount is entered for a NON-credit card FOP, the Net Remit amount will display in the Document History (**MFOP**). For a Credit Card FOP the total MCO amount will display.

當列印 MCO 時輸入了底價, 而並不是以信用卡為付款方式, MCO的底價可以 *DH 內的 **MFOP** 找到, 如果是信用卡付付款, 則只會顯示出 MCO 的票面值.

AGENT REFUND VOUCHER (旅行社退款單)

Agent Refund Voucher (ARV) is used when there is a refundable balance resulting from a ticket exchange. The ARV is always used as an EVEN EXCHANGE.

當旅行社在為客人重新開發機票 (reissue) 時, 而又有剩款退還的時候, 便可以在MCO裏開立旅行社退款單.

- For Agent refund Voucher the same template is used as for an Automated MCO.

旅行社退款單是用MCO 同一個表格輸入資料.

- RFIC Code must be **K** for an ARV, TYPE OF SERVICE must read '**AGENT REFUND VOUCHER**', and select "2" at the MCO field.

在 RFIC 欄內輸入 "K", TYPE OF SERVICES 必須寫上 AGENT REFUND VOUCHER, 在 MCO 欄內輸入 "2".

```

MCO 01/PAGE 1 OF 1 *MISCELLANEOUS CHARGE ORDER*                >VIEW
TO (BRITISH AIRWAYS                                           )
AT (LONDON                                                    )          RFIC (K) <<<
TYPE OF SVC (AGENT REFUND VOUCHER <<<
                                     )          COMM (P) ( )
ISO (HKD) FARE(2000      )          FARE PER PSGR (Y) Y/N
ISO (  ) EQUIV FARE (      ) BSR (      )
MCO TFC CDE (  ) MCO TFC AMT (      )          TOTAL 0
VALIDATING CARRIER (BA ) TOUR CODE (      )
DATE |05NOV08| SID |XBL | AGT |MB | ADDL MCO TFC (  ) DATA (X)
MCO (2) 1-ORIGINAL ISSUE 2-AGENT REFUND VOUCHER <<<
ACTION (F) F/FILE E/EXIT D/DELETE H/HELP <<<
>

```

- In the OPTIONAL DATA template only input of data possible for ENDORSEMENTS and REMARKS

在Optional Data 版面內, 填寫所需的資料在機票限制 (ENDORSEMENT) 和附註 (REMARK), 再在 ACTION 欄內輸入 "F", 便可儲存這個 MCO.

```

MCO 02/PAGE 2 OF 2      ***OPTIONAL DATA***      >VIEW
FOP                      APVL CDE
FOP2                     APVL CDE2
FOP AMT                  FOP2 AMT
ENDORSEMENT (REFUNDABLE BY ISSUING AGENT ONLY <<<
)
ISSUED IN CONNECTION (0162886910453)
REMARK (NOT VALID AFTER 05AUGUST2008## <<<
)                      TKT TAXES
ACTION (F) F/FILE B/BACK E/EXIT H/HELP <<<

```

- To issue the Agent Refund Voucher, it is necessary to include the 'EZM#M1#M\$*EET' and the original ticket data including:

當要列印 Agent Refund Voucher 時, 必需在 'EZM#M1#M\$*EET' 指令之後加入以下原套機票的資料

- Original Ticket Number + Check Digit
機票號碼 + check digit
- Original Ticket Flight coupon
機票的張數
- Original Issue Place
發出機票的城市
- Original Issue Date (DDMMYY)
發出機票的日, 月, 年
- Original Issue Office IATA number (7 digits)
發出機票的旅行社 IATA 號碼 (七位數)
- Original Form of Payment, we use O\$AN to conclude all FOPs.
原有機票的付款方式, 可用 O\$AN 來代替

```

>EZM#M1#M$* EET 0162886910453 1 *1234 / OI HKG 20AUG08 1330251 / O$AN
          1                2          3          4          5          6

```

Delete MCO (取消已儲存的MCO)

In order to delete the MCO, you need to retrieve the MCO by using "*MCO" first. Input the action code of 'D' in the ACTION field and <ENTER>

請先用 *MCO 抽出所需要刪除的MCO, 然後在最底行 ACTION 欄入輸入 "D", 再按 <ENTER>.

```

MCO 01/PAGE 1 OF 1 *MISCELLANEOUS CHARGE ORDER*          >VIEW
TO (CHINA AIRLINES          )
AT (HONG KONG          )          RFIC (Z)
TYPE OF SVC (TICKET ON DEPARTURE
          ) COMM (P) (5 )
ISO (HKD) FARE(1400.00 ) FARE PER PSGR (Y) Y/N
ISO ( ) EQUIV FARE ( )          BSR ( )
MCO TFC CDE (XP) MCO TFC AMT (250 ) TOTAL 0
VALIDATING CARRIER (CI ) TOUR CODE (IT1234TOUR )
DATE |05NOV08| SID |0XR | AGT |PC | ADDL MCO TFC ( ) DATA (Y)
MCO (1) 1-ORIGINAL ISSUE 2-AGENT REFUND VOUCHER
ACTION (D) F/FILE E/EXIT D/DELETE H/HELP ◀◀ "D" is used as deleting the MCO
輸入"D" 指示刪除現有的MCO

```

System response after <ENTER>

在按<ENTER>之後, 螢光幕會顯現出

MCO RECORD WILL BE DELETED AT END TRANSACTION

The 'D' for a deleted automated MCO template will also display in the MCO SUMMARY LISTING in front of the MCO template number (shown in bold in the following example for illustration only).

在 MCO SUMMARY LISTING, 已取消的MCO 會在左邊有個 "D" 顯示出來

>*MCO:

```

MCO- MCO SUMMARY LIST
D01. TO: CHINA AIRLINES          AT: HONG KONG          HKD1400.00
  02. TO: CHINA AIRLINES          AT: HONG KONG          HKD 825.00

```

Other Useful Command

Daily Report (日報表)

- DD

DAILY DOCUMENTATION LOG										
TICTAS SYSTEM AUTOMATION LTD						9985835	24 NOV 08			
ITEM	GROSS	P	S	A/L	TKT NBR	NET	AMT	PSGR	NAME	INVOICE
000001	2186A				M0799010412631		2056		CHAN/SI	
000002	84430CA				M0819010412632		79530		WORLDSP	
000003	7303A				M1259010412633		4333		CHAN/SI	
000004	9733A	V			E1259010419169		9083		WONG/MA	
***** END OF REPORT *****										

Void (取消已印出的 MCO)

- DDV

Void Reversal (還原已取消的 MCO)

- DDVR (valid on same day transaction, 只限當日取消的 MCO)

MCO Quota Table (MCO 限額表)

- 4G/ATG-M

BSP MCO QUOTA SYSTEM TABLE										
TICTAS SYSTEM AUTOMATION LTD						0XR 9985835	24NOV08			
CARRIER	/	QUOTA	/	AD HOC	/	USED	/	BALANCE		
		PM/EM		PM/EM		PM/EM		PM/EM		
BA		20/		0/		1/		19/		
CI		20/		0/		0/		20/		
CX		20/		0/		1/		19/		
JL		20/		0/		0/		20/		

Ticket / MCO Number Range (機票 / MCO 票號)

- 4GT* (MCO will start from either 191 or 192, MCO 的票號會以 191 或 192 為字頭)

4GT*										
TICTAS SYSTEM AUTOMATION LTD						CENTRAL HK				
IATA....9985835 - 0XR										
		DATE		NEXT		LAST				
ATB/E-TICKET NBR..		28OCT08		8396327357		8396327999				
MCO NUMBERS.....		16OCT08		1927687280		1927687299				

Overview of Worldspan MCO ScriptPro

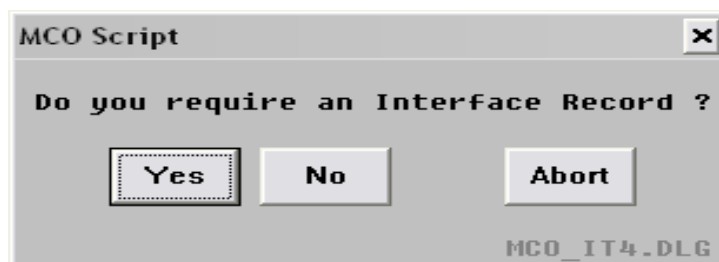
From June 1, 2008 IATA mandate of 100% electronic ticketing, all MCO should be printed to plain paper. Worldspan MCO ScriptPro is an interim solution and the ultimate solution - EMD will be introduced in Mid 2009.

A MCO ScriptPro will be installed in user's PC. No new format is required.

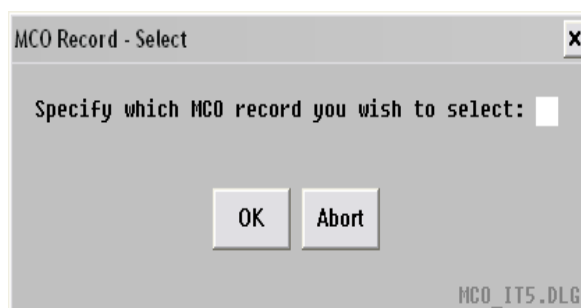
How the Script work ?

Steps

1. Retrieve a PNR with MCO issued
2. Select **vMCO** Script from **MYLINK**
3. User is asked whether an interface record action code 'I' is required using the following dialog box.



4. Script sends the entry '*MCO' to the host. The script will automatically check to see how many MCO records there are. If multiple MCO records exist then the script will display the following dialog box to allow the user to specify which record they wish to select.

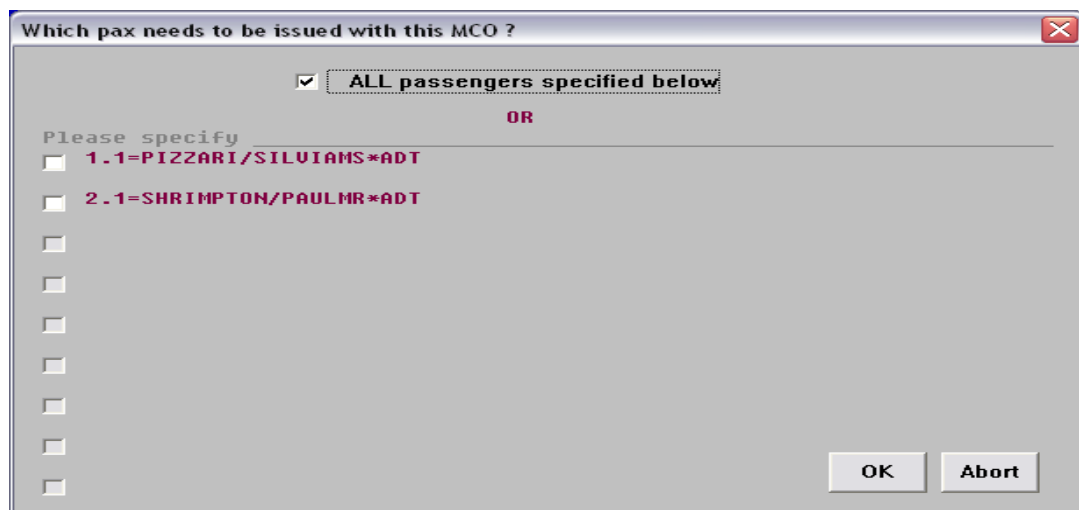


The script will retrieve the specified MCO template and automatically extract the following information. The script will also automatically identify from the data retrieved whether the MCO is an Agent Refund Voucher.

5. User is asked to specify whether PNR is Domestic or International using the following dialog box. This information is used when creating the EZM entry to enter the correct 'Statistical' code 'D' or 'I' and apply the correct *Value Added Tax*.



6. If the MCO template in the host shows '*FARE PER PAX*' as '*Y*' then the script will display the following dialog box to the user to allow them to specify the passengers. If user has to issue one MCO per passenger, individual names can be selected: only those names will be specified in the EZM entry and printed vouchers. To issue and print the remaining passengers, the MCO IT script has to be selected and has to run individually for each passenger in the PNR.



7. Script generates an OSI and SSR containing the MCO number into the PNR.

```
3.SSROTHSYHK/MCO 0799010678172 HKD10120 TOUR PACKAGE
4.OSIYYMPD0799010678172
5.SSROTHSYHK/VMCO 0799010678172 HKD10120 VOIDED
6.OSIYYMPD0799010678172 VOIDED
7.SSROTHSYHK/MCO 0799010678173 HKD10120 PR TOUR PACKAGE DEP
  OSIT
8.OSIYYMPD0799010678173
```

8. Script will now print the Agent coupon and send them to the user's locally configured Windows printer.

Script does a '*R' to redisplay the PNR and notifies the user that the printing of the coupons was successful.

9. A valid Electric Validator or company chop if issuing agents must be clearly stamped at the bottom of right-hand corner of the VMCO before present to airline.