

# SMARTPOINT ASSISTED TICKETING

您方便的好幫手 

Smartpoint Assisted Ticketing

Issue My Ticket
Ticket List
Ticket Revalidation
Ticket Void
Ticket Refund
Manual Fare Builder
Involuntary Change
Voluntary Change

Filed Fare:

Passengers	Name Remarks	Passenger Type	Fare	Status	Ticket Number

Total Amount:
Plating Carrier:
Commission:

e.g. EUR0.00

Percentage
Amount

Form Of Payment:
None
Pre-Populate from FOP

Additional Modifiers:
Expand All
Collapse All

Document Production Modifier:
None
(DTD)
(DID)
(DAD)
(DIDAD)
(DTDAD)
(DTDID)

UPDATE MODIFIER
ISSUE TICKET - TKP
REFRESH
CANCEL

## 功能介紹

Issue My Ticket
Ticket List
Ticket Revalidation
Ticket Void
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開票命令詞
開票列表
電子機票連結
機票作廢
退票
手動修改票價
非自願改票
自願改票

A
B
C
D
E
F
G
H

### A. 開票命令詞 (Issue My Ticket)

必要的開票命令詞

Total Amount:
Plating Carrier:
Commission:

e.g. EUR0.00

Percentage
Amount

Form Of Payment:
None
Pre-Populate from FOP



非必要開票命令詞，請點開 **Expand All** 展開其他的命令詞欄位

Additional Modifiers: **Expand All** | Collapse All

Additional Modifiers: Expand All | Collapse All

Tour Modifier: ☐ None ☐ Inclusive Tour (IT) ☐ Inclusive Tour (IT\*PC) ☐ Bulk Tour (BT) ☐ Bulk Tour (BT\*PC)

<b>Tour Code (TC):</b> <input type="text"/>	<b>Value Code (VC-):</b> <input type="text"/>	<b>Client Discount (CD):</b> <input type="text"/>
<b>Net Fare Currency (NF):</b> <input type="text"/>	<b>Net Fare Amount:</b> <input type="text" value="e.g. 0.00"/>	<b>Actual Selling Fare (ASF):</b> <input type="text" value="e.g. 0.00"/>

**UPDATE MODIFIER**

**ISSUE TICKET - TKP**

REFRESH

CANCEL

### 注意:

- 輸入淨價時必須要將 TWD 和金額分開輸入，在 Net Fare Currency 下填入 TWD，Net Fare Amount 輸入金額。
- 為了開票前可以檢查，請完成資料後點選 **UPDATE MODIFIER**，如果點選右方選項 **ISSUE TICKET - TKP** 則無法檢查立即出票。

B. 開票列表 (Ticket List) 相當於\*HTI 的功能

C. 電子機票連結 (Ticket Revalidation)

D. 機票作廢 (Ticket Void)

E. 退票 (Ticket Refund) 建議勾選 **Partial** 會出現退票表格可填。

F. 手動票價修改 (Manual Fare Builder)

Smartpoint Assisted Ticketing

Issue My Ticket Ticket List Ticket Revalidation Ticket Void Ticket Refund **Manual Fare Builder** Involuntary Change Voluntary Change

Current PNR: ZMH8PF

▼ Select Fare Source

CREATE EMPTY FARE

or

1 - 15027 TWD (P1 S1-2) LOAD MASK FROM FF

or

2979904302577 - TWD15027 (KITTYMS GALDEMO) LOAD MASK FROM E-TICKET

► Select Segments and Passengers

► Store Fares

REFRESH CANCEL



1. **CREATE EMPTY FARE** 建立空白票價表格
2. **LOAD MASK FROM FF** 由存檔票價載入修改
3. **LOAD MASK FROM E-TICKET** 由電子機票載入修改

例如: 選擇由機票載入修改，會由電子機票內容載入，您可以在表格內修改後，點選下方

**STORE NEW FARE(S)** 即可另存票價。

Smartpoint Assisted Ticketing

Issue My Ticket Ticket List Ticket Revalidation Ticket Void Ticket Refund **Manual Fare Builder** Involuntary Change Voluntary Change

Current PNR: 2MH8PF

► Select Fare Source

► Select Segments and Passengers

▼ Store Fares

**Fare Mask for selected passengers:**

1	TPE - HKG	CI	903	V	09MAR	0800	VL	Tkt Dsgr	NVB (ddMMMy)	31DEC23	2PC	▼	▲
2	HKG - TPE	CI	904	V	12MAR	1105	VL	Tkt Dsgr	NVB (ddMMMy)	31DEC23	2PC	▼	▲

Fare TWD 10900 Equivalent e.g. 0.00 ROE 30.01103 ▼

F.Calc TPE CI HKG 181.59VL CI TPE 181.60VL NUC363.19

**STORE NEW FARE(S)** UPDATE FILED FARE

REFRESH CANCEL

若是選擇第 2 種由存檔票價載入修改，會有 2 種選項

Smartpoint Assisted Ticketing

Issue My Ticket Ticket List Ticket Revalidation Ticket Void Ticket Refund **Manual Fare Builder** Involuntary Change Voluntary Change

Current PNR: 2MH8PF

► Select Fare Source

► Select Segments and Passengers

▼ Store Fares

**Fare Mask for selected passengers:**

1	TPE - HKG	CI	903	V	09MAR	0800	VL	Tkt Dsgr	NVB (ddMMMy)	31DEC23	2PC	▼	▲
2	HKG - TPE	CI	904	V	12MAR	1105	VL	Tkt Dsgr	NVA (ddMMMy)	NVA (ddMMMy)	2PC	▼	▲

Fare TWD 10900 Equivalent e.g. 0.00 ROE 30.01103 ▼

F.Calc TPE CI HKG 181.59VL CI TPE 181.60VL NUC363.19

**STORE NEW FARE(S)** **UPDATE FILED FARE**

REFRESH CANCEL



## STORE NEW FARE(S)

另存新票價，但注意簽收存檔時不可有重覆的票價。

## UPDATE FILED FARE

更新存檔票價，會將您修改的資料更新在已存檔的票價中。

### G. 非自願改票 (Involuntary Change)

### H. 自願改票 (Voluntary Change)

Step 1. 先計價後簽收儲存。(以每位旅客做單獨票價的原則不變)

Step 2. 點開 SAT 的自願改票，若有多個票價時請點選您要改票的票價，如下圖所示範

Passengers	Name Remarks	Passenger Type	Fare	Status	Ticket Number
1 KITTYMS GALDEMO		Adult	TWD15027	G	Not Ticketed

Step 3. 選擇適當的票號並點選 **LOAD TICKET DATA** 載入原票的票價內容，請檢查票面及稅金資料是  
否正確，若要調整請在 Fare Difference 做調整。此處主要是調整稅金是否需要補錢。

若有改票罰金以稅金方式加收，請在 Airline Change Fee 右方輸入金額及稅項。

Airline Change Fee	1000	XP	1000	Tax
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檢查無誤後，請在表格左下的空格打勾表示已確認票規並同意進行改票。進行下一步請點選

## UPDATE MODIFIER

Fare	2979904302577	1CI - China Airlines	Fare Difference
Fare	10900	10900	0
G3	366	365	-1
HK	487	486	-1
IS	224	223	-1
TW	500	500	0
YQ	1912	1906	-6
YR	638	636	-2
Total	15027	15016	-11

☒ I have validated the fare rules and results, and I would like to continue with the exchange

**UPDATE MODIFIER** EXCHANGE TICKET CANCEL



Step 4. 確認票價內容修改完成。請點選 **Ok**

Smartpoint Assisted Ticketing

**i** Manual Fare has been updated

**Ok**

Step 5. 進行改票過程，請注意 TTL VALUE 的金額是可以修改的，這裡決定是否要補票面差價。

Travelport Smartpoint Voluntary Change - Additional Payment

\*EX \*\*TICKET FOR\*\*: GALDEMO/KITTYMS PSGR 1/ 1  
NEW FARE: TWD 10900 EQUIV: .....  
TX1: 0 TX2: 0 TX3: 0 TX4: 0

*EXCH TICKET*	TICKET NUMBER	THRU	TICKET NUMBER	NO. CPNS
	29799043025776			02

COUPONS FOR:	TKT1	TKT2	TKT3	TKT4
	12			

	TTL VALUE	BSR	ORIG FOP
	TWD10900		S

*ORIG ISSUE*	TICKET NUMBER	ORG/DES	CITY	DATE	IATA CODE
		TPE/TPE	TPE	28SEP22	9999999

**CONTINUE** **CANCEL**

Step 6. 繼續請點 **CONTINUE** 來到稅金頁面。檢查稅金無誤也是點選 **CONTINUE**。

Travelport Smartpoint Voluntary Change - Additional Payment

\*TP \*\*TICKET FOR\*\*: GALDEMO/KITTYMS PSGR 1/ 1  
NEW FARE: TWD 10900 EQUIV: .....  
TX1: 0 TX2: 0 TX3: 0 TX4: 0

PAID TAXES

T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	T13	T14	T15	T16	T17	T18	T19	T20
500	366	487	224	1912	638														
TW	G3	HK	I5	YQ	YR														

U. S. PSGR FACILITY CHARGES

APT1	APT2	APT3	APT4

**CONTINUE** **CANCEL**

Step 7. 如果不補錢即完成改票，請點選 **UPDATE EXCHANGE AND CLOSE** 回到票價查看改票內容

是否正確，如果有補錢，系統會出現最後的總金額，請確認金額後繼續完成。

如果記錄中有第二個改票，您可以選擇 **CONTINUE TO NEXT EXCHANGE**，做下一筆改票。



Travelport Smartpoint Voluntary Change - Additional Payment



\*TP \*\*TICKET FOR\*\*: GALDEMO/KITTYMS PSGR 1/ 1  
NEW FARE: TWD 10900 EQUIV:.....  
TX1: 0 TX2: 0 TX3: 0 TX4: 0  
PAID TAXES  
T1 -500.....TW T2 -366.....G3 T3 -487.....HK T4 -224.....I5  
T5 -1912.....YQ T6 -638.....YR T7 ..... T8 .....  
T9 ..... T10 ..... T11 ..... T12 .....  
T13 ..... T14 ..... T15 ..... T16 .....  
T17 ..... T18 ..... T19 ..... T20 .....  
  
U.S. PSGR FACILITY CHARGES  
APT1 ..... APT2 ..... APT3 ..... APT4 .....  
.  
  
TICKET MODIFIERS UPDATED

UPDATE EXCHANGE AND CLOSE

CONTINUE TO NEXT EXCHANGE

CANCEL