



## PNR Division (SPLIT)

1st In the PNR, click on the “More” button:

The screenshot shows the LATAM Sabre PNR screen for reservation YIKSEN. The 'More' button in the bottom toolbar is highlighted with a red rectangle. The screen displays passenger names, flight itinerary, and pricing details.

Nome
1.1 - BATISTA/CARLOS
1.2 - BATISTA/CEGAR
1.3 - BATISTA JR/CARLOS
1.4 - BATISTA/AUGUSTO

Itinerário
1 LA 3574 G GRU - POR 14FEB 1000-1220 0 H034 E
2 LA 3525 G POR - GRU 10FEB 0710-1050 0 H034 E

Buttons: Adicionar, Alterar (Q), Reservar, Excluir (D), Info do Voo (I), **More**, Emissão, Preço, Cópia, Reembolsar (R), Transferir

Contato/Endereço Informação: GRU/7030303

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Buttons: OK, Histórico PNR, Mais...

Buttons: PNR clássico, Detalhes Bagagem, Cancelar

2nd Select the option “Split Reservation” and click “OK”:

The 'Editar Itinerário' dialog box is shown with the 'Dividir Reserva' option selected and highlighted by a red rectangle. The 'OK' button at the bottom is also highlighted with a red rectangle.

Editar Itinerário

Selecionar Opção: \*

- ☐ Cancelar/Voltar a Reservar os Segmentos
- ☐ Modificar /Inserir Segmentos
- ☒ **Dividir Reserva**
- ☐ Clonar Reserva
- ☐ Vender Segmento Misc (OTH)
- ☐ Inserir Automaticamente ARNK
- ☐ Vender ARNK
- ☐ Remover Conexão Casada

Buttons: **OK**, Cancelar

- 3rd Insert the reference of the name of the passenger to be divided (e.g.: 1.1, 1.2, 2.1) in the field “Divide Name Field (s)”;  
 4th Select the options “PNR file” and “Finalize & show original PNR again”;  
 5th Insert the signature in the “Received from” field and click “OK”:

Dividir Reserva (PNR)

☒ Dividir Campo(s) Nome(s)

**e / ou**

Sequencia Nomes:  -

☐ Transferir PNR

☒ Arquivo PNR(E)

☒ Finalizar & voltar a mostrar PNR Original(E)

☐ Finalizar & Voltar a mostrar PNR Dividido

Recebido de: \*

- 8th Observe the divided PNR and the new PNR in the “Remarks/Facts” field:

Reserva - YIKSEN

**Nomes**

1.1 - BATISTA JR/CARLOS |

1.2 - BATISTA/AUGUSTO |

**Itinerário**

Voo	Cl	De/Para	Data	Taxas	Stop	Nome
1	Y	LA 3524 G	GRU - FOR	14FEB	1000-1220	0 HK32 E
2	Y	LA 3525 G	FOR - GRU	10FEB	0710-1050	0 HK32 E

**Emissão / Preço**

1. F.

Price Quote 1:

2. ADT@489.88BRL+126.28BRL(taxes/fees/charges)=796.99BRL-FB:GETXBN1/GETXBN1

Total: 1228.88BRL+282.88BRL(tax)=1592.18

**Remarks/Facts**

1. HJPLS ADV TKT NBR BEFORE 14/02/2019. 2. DIVIDED GRUAAH 1313/01FEB18. 3. H-SPLIT TOH131323/01FEB18 ZMRP18 04/04 03/02 BATISTA, JRCAR.

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**Good sales!**

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 Manual subject to change without notice.