

PNR Division (SPLIT) 1st In the PNR, click on the "More" button:

AIRLINES	F1 Reserva	F2 Tarifas	F8 Prepo	F4 Errissão TKT	F5 Infe Vees	P6 Info PAX	F8 Files	CERT-GRU4
riva.	Reserva - YIKSEN	u .						
Novo Shift + F1	Nomes							Editar Nomes
	1.1 - BATISTACARLOS					-	Agreentors	
Builder Shift+/72	1.2 - BATISTA/GESAR	I.						Solicitar SSR (g)
Editar Hinenário Shift + F3	2.1 - BATISTA JR/GAR	LOS						Docs de Viagem (a)
Man Francisco	3.1 - BATISTAAUGUST	ro I					1	
Shift+14	Veo Cle De Paris	Miner	divio		1.7-		Emissão / Preço	
	1 1 LA354 G GRU-FO	R 14FEB 1000-122	20 0 HH34.6		Price Que	vie 1:		
Copiar Reserva	2 2 2 2 4 3225 (3 FOR-ORU 10FEB 0710-1050 0 Hotale Liberbalwa, tatlo nio legondo Rein			4 ADT@68	4 ADT@668.80BRL+126.29BRL(taxes/feelcharges)=796.09BRL-FB-GETX8N1/GETX8N1			
2010-110				Total:	Total: Total separation and separation to			
Assentos Shift # F7					2019.200	- war reprocipanj-a	1104.00	
Detailtes Pax Shift+14								
	(dicionar Hiterar (g)	Reservar	Excluir (D)	Info do Vesiĝi 👘 🕺	is Emissie	a, Ereço	Cupons Reembo	kar (g) taxagtereper
	Contato/Endereço Informação			Remarks/Fatos				
	C GRUS7036383				7 LA	Facts		
	_				1. UA OSEA	IGENCY BOOKING - DO	NOT DELETE	
	Recebido de - Cé on	0455848 at 1257	AANGRU- LLC	PU 08 5701618				
	recented de Ficht off	United at 12.54	percentaria area			-	A Description of the second	

2nd Select the option "Split Reservation" and click "OK":

Editar Itinerário
Editar Itinerário
Selecionar Opção: *
 Cancelar/Voltar a Reservar os Segmentos
 Modificar /Inserir Segmentos
Dividir Reserva
O Clona <u>r</u> Reserva
 Vender Segmento Misc (OTH)
0
 Inserir <u>Automáticamente</u> ARNK
Vender ARNK
Remover Conexão Casada
<u>O</u> K <u>C</u> ancelar

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 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: * CA	
	Cancelar

8th Observe the divided PNR and the new PNR in the "Remarks/Facts" field:

LATAM	F1	F2	FR	Fé	FS	F6		R Satro Alde	
AIRLINES	Reserva	Tarifas	Prepo	Emissão TKT	Infe Vees	Info PAX		Has CERT-GRU4	
va.	Reserva - YIKSEN								
Nevo				Nomes				Editar Nories	
shift+r1	1.1 - BATISTA JR/CARLO	05						- Agrice Hauss	
Buscar	2.1 - BATISTA/AUGUSTO							Solicity SSR (g)	
Shirter 2								Docs de Viagem (a)	
Editar Hinerário Shift e ES									
2001-012	-								
Voe Específico Shift+74	ttinerário					Emissão / Preço			
	Veo Cie De Para	Data Times	TOP INCO		1.1-				
	Louis 2 No. 1400 His Wednesday	1000-12	CO O HOLLA		Price Qu	ote 1:			
Coolar Reserva	2 12 LA3325 G FOR-ORU 19FEB 0710-1050 0 HKIZ/E				2	2 ACT/0669 B00D1 #125 200D1 (twee facility marks in 735 000D1 -ED-GET/UNHIGET/UNHI			
Shift + PS	Logaritation, Table The Separate Ferre					Total:			
Assentos					1339.608	RL+252.58BRL(tax)=159	2.18		
Shift+P7									
Detailtes Pas									
5681+74	Adicionar Alterar (g)	Resevar	Excluir (D)	Into do Vestal	is Emissã	ia: Ereco	Opers	Reembolsar (g) Taxaglerspan-	
	Contato/Endereco informação				Remarks/Fatos				
	GRU57036383	(GRUEROWARD				Remarka			
					2. DV/DED	VGRU4AAH 1313/91PE518	MRPYNE	TO CAL	
					3. H-SPLIT	TO/101020/01/25/16 2MRP	YW 04/04 00/02 BATISTA J	RCAR	
					7	Facts			
	Recebido de - CA on (1FEB18 at 125	7:AAHGRU; JJ	GRU 08 5703638					
	OK	Listórico 201		Male	DBD class	rica Dat	abor Bacarom	Cancelar	

Good sales!

Created on 03/01/2019. Manual subject to change without notice.