



PUBLIC

Data Formatter for Concur Request

V3.1

This file has been created to assist TMCs with documenting proposals back to a GDS Container PNR as part of the Agency Proposal Powered by Compleat flow.

This file will ensure accuracy when entering the remark lines into the GDS Container PNR and help provide all the mandatory elements to Travel Request.

TABLE OF CONTENTS

CONFIGURATION	3
GENERATE GDS CODE SECTION	4
GENERAL SECTION	5
General section completion flow	5
General Section screenshot example.....	5
General Section table of definitions	6
General Section mandatory information	6
General Section optional information	7
AIR TAB	8
Air Tab completion flow.....	8
Air Tab screenshot example.....	8
Air Tab table of definitions	9
Air Tab mandatory information	9
Air Tab optional information	10
CAR TAB	11
Car Tab completion flow.....	11
Car Tab screenshot example.....	11
Car Tab table of definitions	12
Car Tab mandatory information	12
Car Tab optional information	13
HOTEL TAB	15
Hotel Tab completion flow.....	15
Hotel Tab screenshot example.....	15
Hotel Tab table of definitions	16
Hotel Tab mandatory information	16
Hotel Tab optional information	17
RAIL TAB	18
Rail Tab completion flow for one-way rail.....	18
Rail Tab one-way screenshot example.....	18
Rail Tab one-way table of definitions	19
Rail Tab one-way mandatory information	19
Rail Tab one-way optional information	20
SEGMENT COUNTERS:	21
CONCATENATION	21
REMARK SEPARATORS.....	22
VERSION HISTORY	23

CONFIGURATION

The “Data Formatter for Concur Request” file has been programmed to perform a concatenation of the remarks generated to allow for more than one remark line to be copied at a time.

The remarks order must be respected in order to have a successful PNR transmission to Request.

The configuration for the concatenation varies depending on the tool used to interact with the GDS and the GDS itself. We have therefore allowed for updates to the concatenation character and the number of instances in the output block.

For more information on concatenation use and output examples, please see the [Concatenation](#) section below.

Prior to implementation, please determine the correct character and instances for your tool and GDS.

To edit the character and instances:

- Save the file
- Right click the file, and “open with” any document editor.

You will see the following at the beginning of the document:

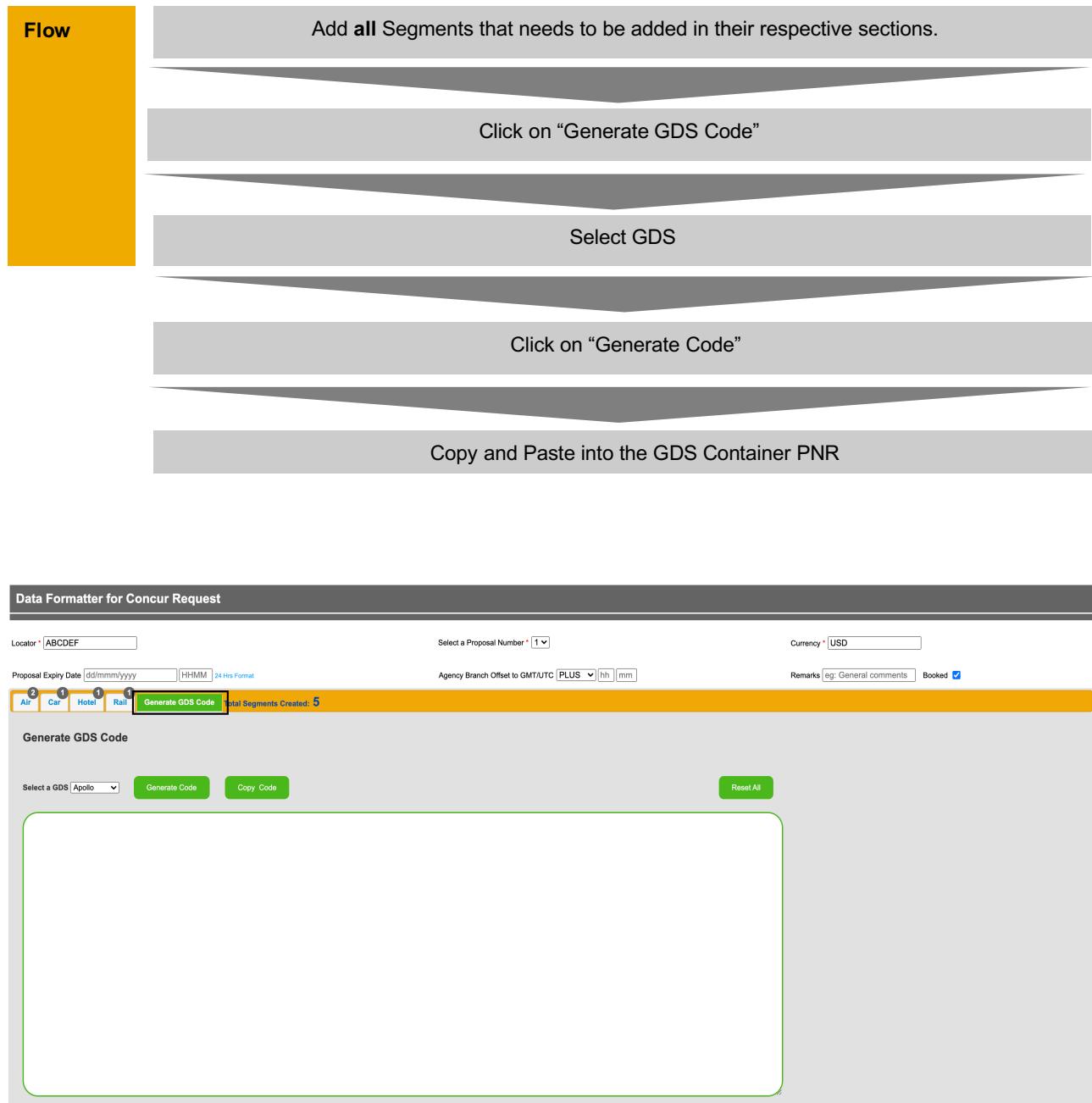
```
***** Concatenation Variables *****  
// Concatenation Characters for each gds  
concatStringApollo = "+"  
concatStringAmadeus = ";"  
concatStringGalileo = "+"  
concatStringSabre = "&"  
concatStringWorldspan = "#"  
  
// Number of Concatenations for each Gds  
lineLimitApollo = 8  
lineLimitAmadeus = 8  
lineLimitGalileo = 28  
lineLimitSabre = 79  
lineLimitWorldspan = 80
```

```
***** Declaring GDS Array *****  
const constGDS = ['Apollo','Amadeus','Galileo','Sabre','Worldspan'];  
const defaultGDS ="Sabre";  
const constSegCount = 99;
```

- To update the character, amend the concatString value inside " "
- To amend the number of concatenation instances, amend the lineLimit value after =[space]
- To amend the Default GDS amend the defaultGDS value after =[space] with one of GDS values provided in the constGDS array
- To amend the maximum segments that can be created amend the constSegCount value after =[space] with a number
- Save the changes
- Test the output against your GDS interaction tool, ensuring that the maximum value of instances is achieved

GENERATE GDS CODE SECTION

This section is used to Generate GDS code for all the segments including General Remarks.



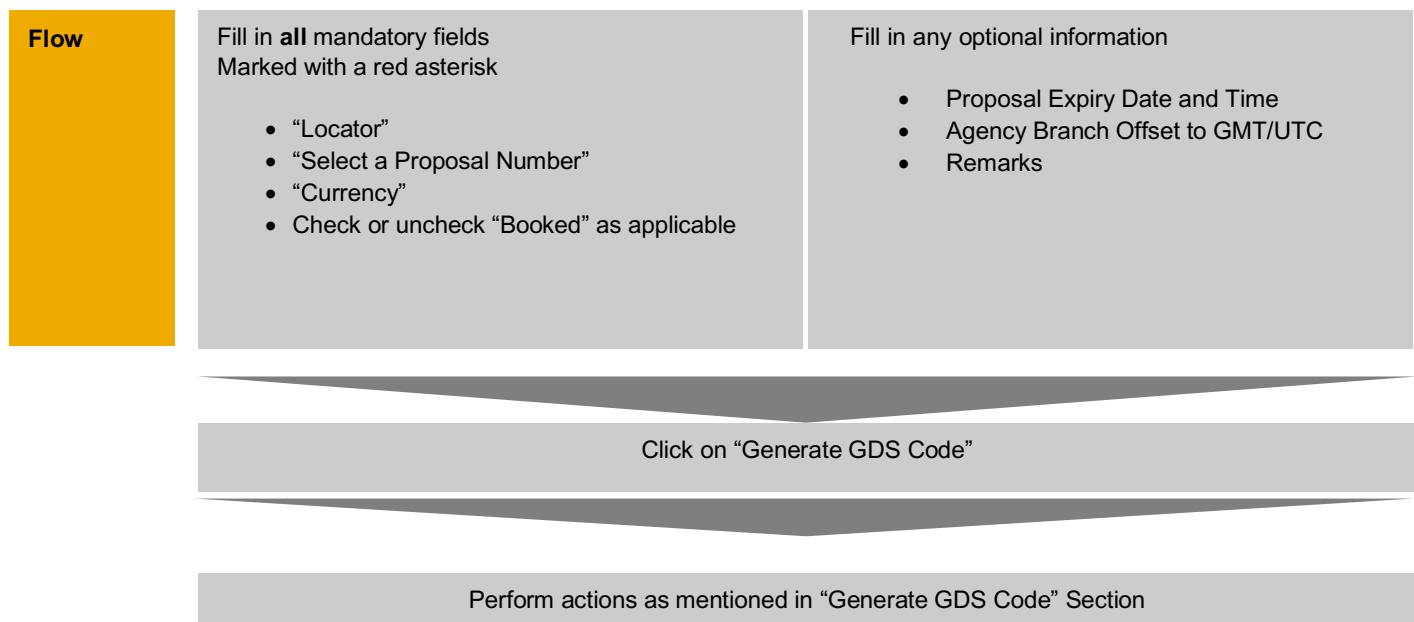
This step **must be performed** after Adding All the segments. This section generates PNR command for all the segments including General Remarks.

GENERAL SECTION

This section is used to add mandatory information remarks to the GDS Container PNR.

N.B. This document uses Apollo remark examples only.

General section completion flow



General Section screenshot example

The screenshot shows a web-based form for generating a GDS code. At the top, there are several input fields: "Locator" (eg: ABCDEF), "Proposal Expiry Date" (ddmmmyyyy HHMM 24 Hrs Format), "Select a Proposal Number" (dropdown menu), "Currency" (eg: USD), "Agency Branch Offset to GMT/UTC" (PLUS dropdown with hh mm inputs), and "Remarks" (eg: General comments) with a "Booked" checkbox. Below these are buttons for "Generate GDS Code" and "Total Segments Created: 0". A green bar at the bottom contains buttons for "Select a GDS | Sabre", "Generate Code", "Copy Code", and "Reset All". A large green-bordered area below the buttons is intended for displaying the generated GDS code.

This step **must be performed** for each proposal before adding the related segment remark data into the PNR.

General Section table of definitions

General Section mandatory information

File input and description	PNR Remark label	PNR Remark example
(1) Locator This is the record locator of the container PNR that the customer will use in any communication. It can be either the GDS Container PNR locator or the locator of an additional booking.	LOC-	LOC-2NCMIA
(2) Select a GDS This is where you choose the GDS (in our example Apollo) needed to generate the Container PNR.	Drop down choice on file	@:5P/APTR...
(3) Select a Proposal Number This is where you select the proposal number (3 is the maximum). Each proposal must be entered in turn. After each is completed (and copied and pasted) the data for the next proposal can be updated.	PROP1	@:5P/APTR/54/PR0P1/...
(4) General This tab is used to fill in the general information that is needed for the GDS Container PNR.	GEN	@:5P/APTR/54/PR0P1/GEN/...

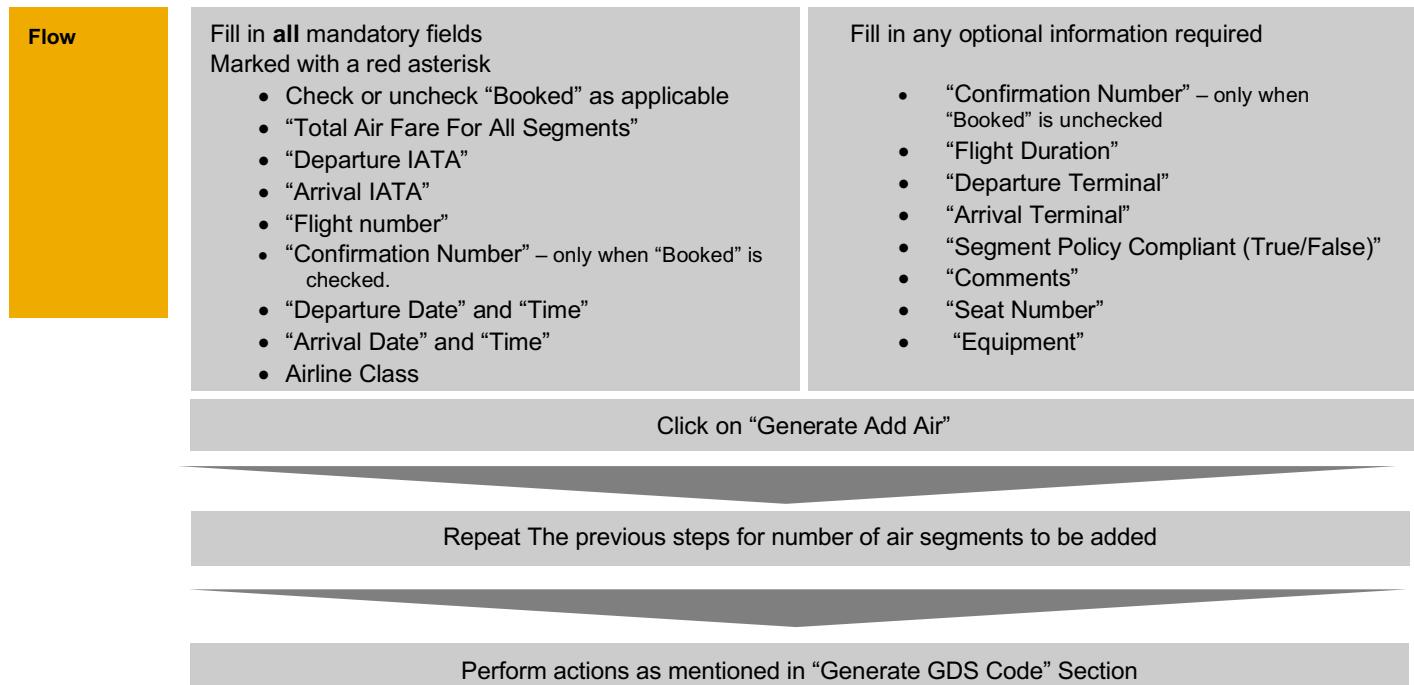
General Section optional information

File input and description	PNR Remark label	PNR Remark example with default values
<p>Proposal Expiry Date</p> <p>This is the expiry date and time of the proposal.</p> <ul style="list-style-type: none"> • Date is in the format DD/MMM/YYYY • Time is in the format HHMM and is 24 hours 	LIMIT-T-	<p>LIMIT-2023-03-31</p> <p>T102500.000</p> <p>(shows as LIMIT-/ if blank)</p>
<p>Agency Branch Offset to GMT/UTC</p> <p>This is the agency branch time zone.</p> <p>This works in conjunction with the Proposal Expiry so that the correct time can be applied adjusting any offset.</p> <p>Select if the Offset is MINUS or PLUS GMT/UTC</p> <ul style="list-style-type: none"> • Date is in the format DD/MMM/YYYY • Time is in the format HHMM and is 24 hours 	ZPLUS	<p>ZPLUS0000</p> <p>(not shown if blank)</p>
<p>Remarks</p> <p>This is a free text field for any additional information.</p>	RMKS-	<p>RMKS-GENERAL TAB COMMENTS FREE TEXT</p> <p>(shows as RMKS-/ if blank)</p>
<p>Booked</p> <p>Select this option if you have pre-booked a proposal for policy compliance reasons. This will be shown to the traveller in the next version of Agency Proposal user interface v2.</p> <p>The default is unchecked</p>	BKD-	<p>BKD-FALSE</p> <p>(default value)</p>

AIR TAB

This is where you complete the details for a single or return or multi-Air segment.
This will be the landing page when the file is opened.

Air Tab completion flow



Air Tab screenshot example

Data Formatter for Concur Request

Locator * 2NCMIA	Select a Proposal Number * 1	Currency * USD		
Proposal Expiry Date 31/Mar/2023 1025 24 Hrs Format	Agency Branch Offset to GMT/UTC PLUS hh mm	Remarks GENERAL TAB COMM Booked <input type="checkbox"/>		
Air 2 Car 1 Hotel 1 Rail Generate GDS Code Total Segments Created: 5	Booked <input type="checkbox"/> Total Air Fare For All Segments * 215.00			
Departure/Arrival Details				
Departure IATA * LHR	Arrival IATA * CDG	Flight Number * BA258		
Confirmation Number: ABCDEF	Comments: AIR COMMENTS TEST	Airline Class * ECONOMY		
Flight Duration 150	Arrival Date * 17/Nov/2023 0930 24 Hrs Format	Segment Policy Compliant <input checked="" type="radio"/> True <input type="radio"/> False		
Departure Terminal NORTH	Seat Number: 2C	Equipment: 757		
Arrival Terminal SOUTH				
Total Air Segments				
Total Air Fare For All Segments: USD 215.00				
DEPARTURE	ARRIVAL	DEPARTURE DATE	ARRIVAL DATE	CONFIRMATION NUMBER
LHR	CDG	17NOV2023	17NOV2023	ABCDEF
CDG	LHR	20NOV2023	20NOV2023	ABDDEE

N.B. The summary of each segment will be displayed as a row under the “Total Air Segments”. The segment counter will be incremented once each segment is added

Air Tab table of definitions

Air Tab mandatory information

File input and description	PNR Remark label	PNR Remark example
AIR – One Way This is the Air segment tab to fill in the information for	SEG-	SEG-AIR1
(1) Total Air Fare For All Segments This is the total amount for all the Air segments added in the Air Tab. It will automatically format to 2 decimal places if not typed. We currently only support decimalized currencies	VAL-	VAL-215.00
(2) Departure IATA This is the three-letter IATA airport code for the departure.	SIATA	SIATA-LHR
(3) Arrival IATA This is the three-letter IATA airport code for the arrival.	EIATA	EIATA-CDG
(4) Flight Number This is the flight number and should be: the airline two-letter IATA code followed by the flight number	FN-	FN-BA258
(5) Confirmation Number This is where you will add the provider reference if you have selected "Booked". This is only mandatory when Booked is checked	CONF-	CONF-ABCDEF CONF-NA (default value if blank)
(6) Departure Date and Time (7) Arrival Date and Time This should be entered using the following format: <ul style="list-style-type: none"> • Date is in the format DD/MMM/YYYY • Time is in the format HHMM and is 24 hours 	SDTE-.../AT- EDTE-.../AT-	SDTE-2021-09-07/AT-0920 EDTE-2021-09-07/AT-1130
(8) Airline Class This is the cabin class description in full.	C-	C-ECONOMY

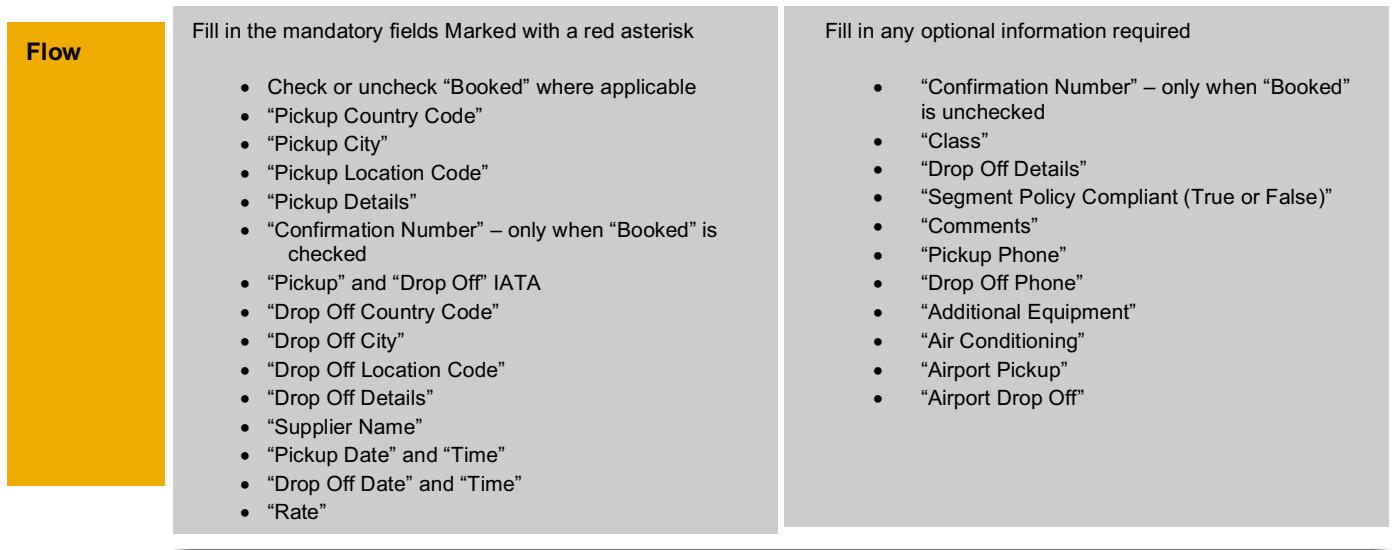
Air Tab optional information

File input and description	PNR Remark label	PNR Remark example
<p>Booked</p> <p>Select this if the flight is booked (eg low-cost carrier).</p>	BKD-	<p>BKD-TRUE or BKD-FALSE (default value)</p>
<p>Confirmation Number</p> <p>This is where you will add the provider reference if applicable.</p> <p>This is optional when "Booked" is not selected.</p>	CONF-	<p>CONF-ABCDEF</p> <p>CONF-NA (default value if blank)</p>
<p>Flight Duration</p> <p>This is the flight duration information in minutes.</p>	DUR-	<p>DUR-150</p> <p>(shows as DUR-/ if blank)</p>
<p>Departure Terminal</p> <p>This is where you add the departure terminal information.</p>	TD-	<p>TD-NORTH</p> <p>(not shown if blank)</p>
<p>Arrival Terminal</p> <p>This is where you add the arrival terminal information.</p>	TA-	<p>TA-SOUTH</p> <p>(not shown if blank)</p>
<p>Segment Policy Complaint</p> <p>This will be a Boolean value True or False</p>	CMPL-	<p>CMPL-TRUE</p> <p>(not shown if not selected)</p>
<p>Comments</p> <p>This is where any additional comments related to the air segment can be added.</p> <p>For example, the fare conditions or any information that you want to pass to the traveller. It is free text.</p>	RMKS-	<p>RMKS-AIR COMMENTS TEST</p> <p>(not shown if blank)</p>
<p>Seat Number</p> <p>This is where you add the seat number. It is free text.</p>	SEAT-	<p>SEAT-2C</p> <p>(not shown if blank)</p>
<p>Equipment</p> <p>This is where you add the equipment information if available.</p>	EQP-	<p>EQP-757</p> <p>(not shown if blank)</p>

CAR TAB

This is where all the details regarding the information for a Car segment should be added.

Car Tab completion flow



Click on “Add Car”

Perform actions as mentioned in “Generate GDS Code” Section

Car Tab screenshot example

Data Formatter for Concur Request

Locator * 2NCMIA	Select a Proposal Number * 1	Currency * USD										
Proposal Expiry Date 31/Mar/2023 1025 24 Hrs Format	Agency Branch Offset to GMT/UTC PLUS hh mm	Remarks GENERAL TAB COMM Booked <input type="checkbox"/>										
<input checked="" type="checkbox"/> Air <input type="checkbox"/> Car <input type="checkbox"/> Hotel <input type="checkbox"/> Rail Generate GDS Code Total Segments Created: 5												
Booked <input type="checkbox"/> Pickup/Drop Off Details Pickup Country Code * FR Pickup City * PARIS Pickup Location Code * FRPLD <small>(UN Location Code)</small> Pickup Details * RAIL STATION Confirmation Number: ABCDEF Pickup IATA PAR Drop Off Country Code * FR Drop Off City * LYON Drop Off Location Code * FRLYS <small>(UN Location Code)</small> Drop Off Details AT HILTON RECEPTION Supplier Name * AVIS Drop Off IATA LYS Class COMPACT Comments CAR COMMENT EXAM Transmission Preference Auto Segment Policy Compliant <input checked="" type="radio"/> True <input type="radio"/> False Add Car Reset Car												
Pick up Date * 17/Nov/2023 1200 24 Hrs Format <input type="checkbox"/> Reset Dates Drop Off Date * 17/Nov/2023 1430 24 Hrs Format Rate * 150.00 Pickup Phone 1233333333 Drop Off Phone 4157477777 Additional Equipment SAT NAV Air Conditioning YES												
Airport Pickup NO <input type="checkbox"/> Airport Drop Off YES <input type="checkbox"/>												
Total Car Segments <table border="1"> <thead> <tr> <th>PICKUP CITY</th> <th>DROP OFF CITY</th> <th>PICKUP DATE</th> <th>DROP OFF DATE</th> <th>SUPPLIER NAME</th> </tr> </thead> <tbody> <tr> <td>PARIS</td> <td>LYON</td> <td>17NOV2023</td> <td>17NOV2023</td> <td>AVIS</td> </tr> </tbody> </table>			PICKUP CITY	DROP OFF CITY	PICKUP DATE	DROP OFF DATE	SUPPLIER NAME	PARIS	LYON	17NOV2023	17NOV2023	AVIS
PICKUP CITY	DROP OFF CITY	PICKUP DATE	DROP OFF DATE	SUPPLIER NAME								
PARIS	LYON	17NOV2023	17NOV2023	AVIS								

N.B. The summary of each segment will be displayed as a row under the “Total Car Segments”. The segment counter will be incremented once each segment is added

Car Tab table of definitions

Car Tab mandatory information

File input and description	PNR Remark label	PNR Remark examples
CAR This is the tab and the segment type.	SEG-	SEG-CAR
(1) Pickup Country Code This is the pickup two-letter IATA country code.	SCO-	SCO-FR
(2) Pickup City This is the pickup city name in full.	SCITY-	SCITY-PARIS
(3) Pickup Location Code This is the UN Location Code	SCODE-	SCODE-FRPLD
(4) Pickup Details This is where you enter the details about the pickup.	SNOTE-	SNOTE-RAIL STATION
(5) Confirmation Number This is where you will add the provider reference if you have selected "Booked". This is only mandatory when "Booked" is checked	CONF-	CONF-ABCDEF CONF-NA (default value if blank)
(6) Pickup IATA This is the three-letter city code of the pickup city.	SIATA-	SIATA-PAR (not shown if blank)
(7) Drop Off Country Code This is the drop off two-letter IATA country code.	ECO-	ECO-FR
(8) Drop Off City This is the drop off city name in full.	ECITY-	ECITY-LYON
(9) Drop Off Location Code This is the UN Location Code	ECODE-	ECODE-FRLYS
(10) Drop Off Details This is where you can add any information regarding the drop off.	ENOTE-	ENOTE-AT HILTON RECEPTION
(11) Supplier Name This is the supplier name in full.	SUP-	SUP-AVIS

File input and description	PNR Remark label	PNR Remark examples
(12) Drop Off IATA This is the three-letter city code of the drop off city.	EIATA-	EIATA-LYS (not shown if blank)
(13) Pickup Date and Time This is the pickup date and time using the following format: <ul style="list-style-type: none">• Date is in the format DD/MMM/YYYY• Time is in the format HHMM and is 24 hours	SDTE-.../AT-...	SDTE-2023-11-17/AT-1200
(14) Drop Off Date and Time This is the drop off date and time using the following format: <ul style="list-style-type: none">• Date is in the format DD/MMM/YYYY• Time is in the format HHMM and is 24 hours	EDTE-.../AT-...	EDTE-2023-11-17/AT-1430
(15) Rate This is the total amount of the Car segment. It will automatically format to 2 decimal places if not typed. We currently only support decimalized currencies.	VAL-	VAL-150.00

Car Tab optional information

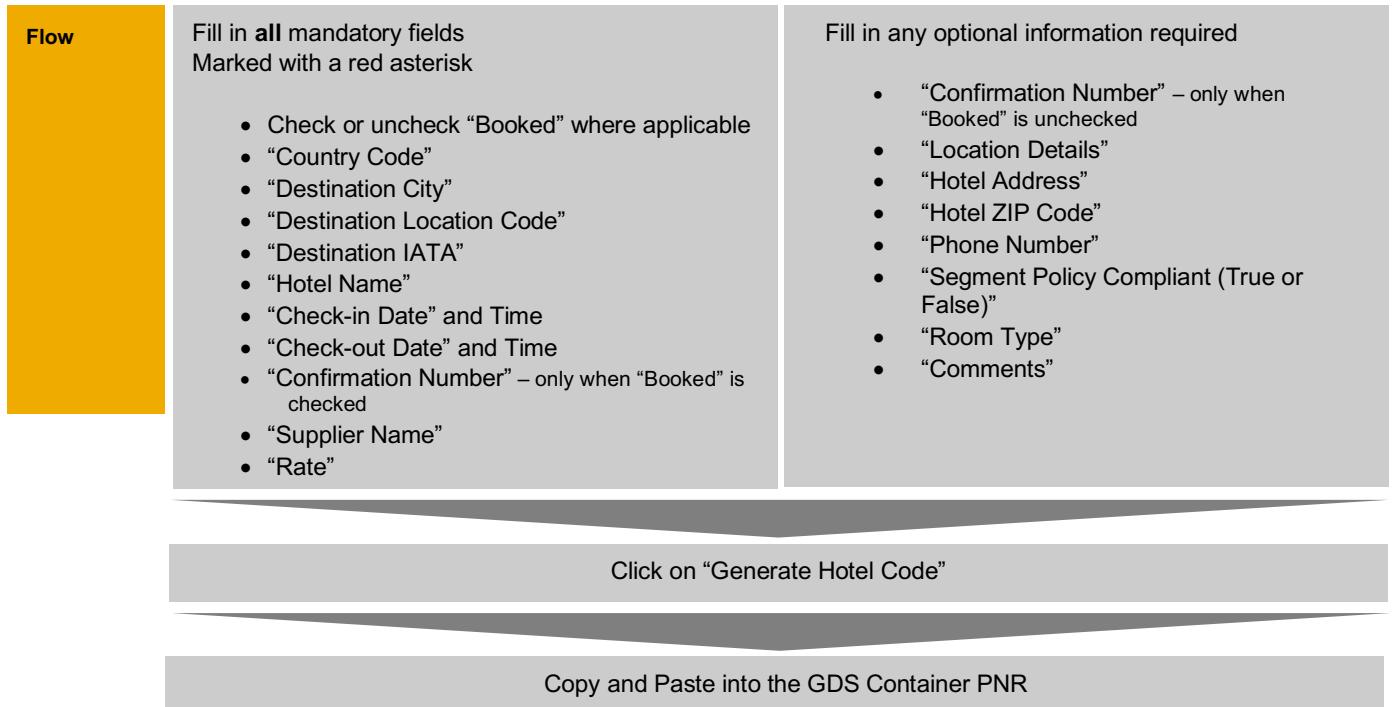
File input and description	PNR Remark label	PNR Remark examples with default values
Booked If you have booked the car and selected this field, the "Confirmation Number" will become mandatory.	BKD-	BKD-TRUE or BKD-FALSE (default value)
Confirmation Number This is where you enter the booking reference obtained from the provider if applicable. This is optional when "Booked" is not selected.	CONF-	CONF-14545 or CONF-NA (default value)
Class This is where you add the car category in full.	C-	C-COMPACT (not shown if blank)
Segment Policy Compliant (True or False) This will be a Boolean value True or False	CMPL-	CMPL-True (not shown if blank)
Comments This is where you can add any free text additional information regarding the car segment.	RMKS-	RMKS-CAR COMMENT EXAMPLE (not shown if blank)

File input and description	PNR Remark label	PNR Remark examples with default values
Transmission Preference This is where you choose the car transmission in the drop-down menu.	TRAN-	TRAN-A (default value)
Pickup Phone Here you can enter the pickup office phone number.	PUPH-	PUPH-1233333333 (not shown if blank)
Drop Off Phone Here you can enter the drop off office phone number.	DOPH-	DOPH-415747777 (not shown if blank)
Additional Equipment This is where you can add any car feature/equipment required. It is free text.	EQP-	EQP-SAT NAV (not shown if blank)
Air Conditioning Select from the drop-down as preferred.	AC-	AC-TRUE (default is FALSE)
Airport Pickup This is a drop-down menu where you select if the pickup will be at the airport or not.	PU-	PU-FALSE (default value)
Airport Drop Off This is a drop-down menu where you select if the drop off will be at the airport or not.	DO-	DO-TRUE (default is FALSE)

HOTEL TAB

This is where all the details regarding the proposal for a Hotel segment are added.

Hotel Tab completion flow



Hotel Tab

Data Formatter for Concur Request

Locator * 2NCMIA	Select a Proposal Number * 1	Currency * USD										
Proposal Expiry Date 31/Mar/2023	1025	24 Hrs Format										
Agency Branch Offset to GMT/UTC PLUS hh mm												
Remarks GENERAL TAB COMM Booked <input type="checkbox"/>												
<input checked="" type="checkbox"/> Air <input type="checkbox"/> Car <input type="checkbox"/> Hotel <input type="checkbox"/> Rail <input type="checkbox"/> Generate GDS Code Total Segments Created: 5												
Booked <input type="checkbox"/> Checkin/Checkout Details Country Code * GB Destination City * LONDON Destination Location Code * GBLLHR <small>(TUN Location Code)</small> Destination IATA LHR Hotel Name * LEA PALACE Confirmation Number ABCDEF												
Check-in Date * 17/Nov/2023 HHMM 24 Hrs Format Reset Dates Check-out Date * 20/Nov/2023 HHMM 24 Hrs Format Supplier Name * SHERATON Rate * 125.20												
Location Details DOWNTOWN Hotel Address ASTON ROAD, LOND Hotel Zip Code LW45 6ER Phone Number 0044 1256321 Room Type DOUBLE Comments 24HR CXX POLICY Segment Policy Compliant <input checked="" type="radio"/> True <input type="radio"/> False												
Add Hotel Reset Hotel												
Total Hotel Segments <table border="1"> <thead> <tr> <th>DESTINATION CITY</th> <th>HOTEL NAME</th> <th>CHECK-IN DATE</th> <th>CHECK-OUT DATE</th> <th>SUPPLIER NAME</th> </tr> </thead> <tbody> <tr> <td>LONDON</td> <td>LEA PALACE</td> <td>17NOV2023</td> <td>20NOV2023</td> <td>SHERATON</td> </tr> </tbody> </table>			DESTINATION CITY	HOTEL NAME	CHECK-IN DATE	CHECK-OUT DATE	SUPPLIER NAME	LONDON	LEA PALACE	17NOV2023	20NOV2023	SHERATON
DESTINATION CITY	HOTEL NAME	CHECK-IN DATE	CHECK-OUT DATE	SUPPLIER NAME								
LONDON	LEA PALACE	17NOV2023	20NOV2023	SHERATON								

N.B. The summary of each segment will be displayed as a row under the “Total Hotel Segments”. The segment counter will be incremented once each segment is added

Hotel Tab table of definitions

Hotel Tab mandatory information

File input and description	PNR Remark label	PNR Remark examples
HOTEL This is the tab name and the segment type.	SEG-	SEG-HOT
(1) Country Code This is the destination two-letter country code.	SCO-	SCO-GB
(2) Destination City This is the destination city name in full	SCITY-	SCITY-LONDON
(3) Destination Location Code This is the UN Location Code for Destination	SCODE-	SCODE-GBLHR
(4) Destination IATA This is the IATA three-letter code of the destination city.	SIATA-	SIATA-LHR
(5) Hotel Name This is where you enter the hotel name.	HTLNAME-	HTLNAME-LEA PALACE
(6) Check-In Date and Time This is the check-in date and time using the following format: • Date is in the format DD/MMM/YYYY • Time is in the format HHMM and is 24 hours	SDTE.../AT-	SDTE-2023-11-17/AT-1520
(7) Check-Out Date and Time This is the check-out date and time using the following format: • Date is in the format DD/MMM/YYYY • Time is in the format HHMM and is 24 hours	EDTE.../AT-	EDTE-2023-11-20/AT-1200
(8) Confirmation Number This is where you will add the provider reference if you have selected "Booked". This is only mandatory when Booked is checked.	CONF-	CONF-ABCDEF CONF-NA (default value if blank)
(9) Supplier Name This is where you enter the supplier name in full.	SUP-	SUP-SHERATON
(10) Rate This is the total amount of the Hotel segment. It will automatically format to 2 decimal places if not typed. We currently only support decimalized currencies.	VAL-	VAL-125.20

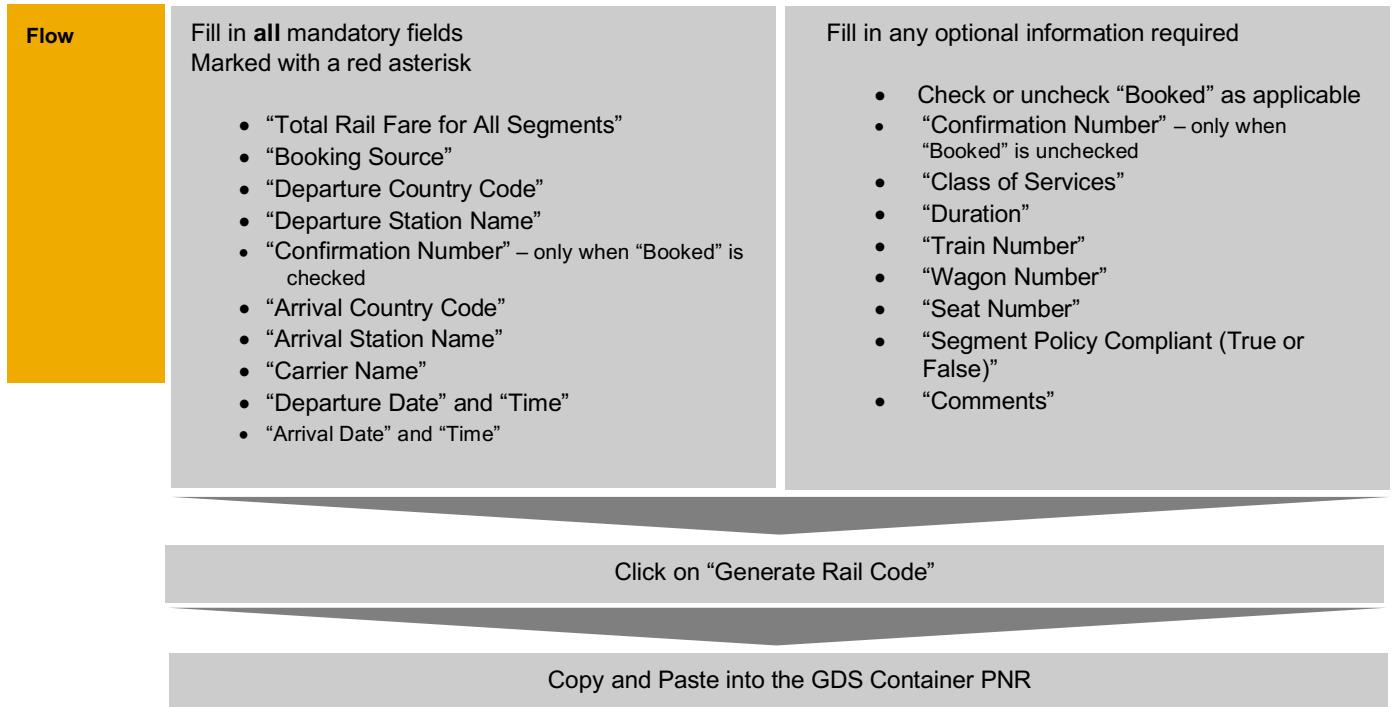
Hotel Tab optional information

File input and description	PNR Remark label	PNR Remark examples with default value information
Booked If you check "Booked", the "Confirmation Number" field will become mandatory.	BKD-	BKD-FALSE (default value)
Confirmation Number This is where you add the provider confirmation number if the hotel has been booked directly with the provider. This is optional when "Booked" is not selected.	CONF-	CONF-A123456 or CONF-NA (default value)
Location Details This is a free text field where you can add information about the hotel location.	NOTE-	NOTE-DOWNTOWN (not shown if blank)
Hotel Address This is where you add the hotel address information.	ADD-	ADD-ASTON ROAD, LONDON (not shown if blank)
Hotel Zip Code This is the zip code of the hotel location	ZIP-	ZIP-LW45 6ER (not shown if blank)
Phone Number This is where you add the hotel phone number	PH-	PH-0044 1256321 (not shown if blank)
Segment Policy Compliant (True or False) This will be a Boolean value True or False	CMPL-	CMPL-True (not shown if blank)
Room Type This is where you can enter the room type in full. It is free text.	ROOM-	ROOM-DOUBLE (not shown if blank)
Comments This is where you can add any additional comments such as cancellation policy.	RMKS-	RMKS-24HR CXX POLICY (not shown if blank)

RAIL TAB

This is where all the details regarding the rail segment are added.

Rail Tab completion flow for one-way rail



Rail Tab one-way screenshot example

Data Formatter for Concur Request

Locator * 2NCMIA	Select a Proposal Number * 1	Currency * USD						
Proposal Expiry Date 31Mar/2023	1025	24 Hrs Format						
Agency Branch Offset to GMT/UTC PLUS hh mm		Remarks GENERAL TAB COMM Booked <input type="checkbox"/>						
<input checked="" type="checkbox"/> Air <input type="checkbox"/> Car <input type="checkbox"/> Hotel <input checked="" type="checkbox"/> Rail <input type="checkbox"/> Generate GDS Code Total Segments Created: 5								
Booked <input type="checkbox"/> Total Rail Fare For All Segments: 250.00 Booking Source * SNCF								
Departure/Arrival Details <table border="1"> <tr> <td>Departure Country Code * FR</td> <td>Arrival Country Code * GB</td> </tr> <tr> <td>Departure Station Name * FRDHP - PARIS MONT</td> <td>Arrival Station Name * GBBLL - BLACKFRIAR</td> </tr> <tr> <td>Confirmation Number A123456</td> <td>Carrier Name * EUROSTAR</td> </tr> </table>			Departure Country Code * FR	Arrival Country Code * GB	Departure Station Name * FRDHP - PARIS MONT	Arrival Station Name * GBBLL - BLACKFRIAR	Confirmation Number A123456	Carrier Name * EUROSTAR
Departure Country Code * FR	Arrival Country Code * GB							
Departure Station Name * FRDHP - PARIS MONT	Arrival Station Name * GBBLL - BLACKFRIAR							
Confirmation Number A123456	Carrier Name * EUROSTAR							
Duration 280 Train Number 4 Wagon Number 8								
Seat Number 1C Comments QUIET ZONE AVAILAB Segment Policy Compliant <input checked="" type="radio"/> True <input type="radio"/> False								
<input type="button" value="Add Rail"/> <input type="button" value="Reset Rail"/>								
Total Rail Segments								
Total Rail Fare For All Segments: USD 250.00								
DEPARTURE STATION	ARRIVAL STATION	DEPARTURE DATE	ARRIVAL DATE	CARRIER NAME				
PARIS MONTPARNASSE 2 PASTEUR	BLACKFRIARS LONDON	19NOV2023	19NOV2023	EUROSTAR				

N.B. The summary of each segment will be displayed as a row under the “Total Rail Segments”. The segment counter will be incremented once each segment is added

Rail Tab one-way table of definitions

Rail Tab one-way mandatory information

File input and description	PNR Remark label	PNR Remark examples
RAIL – One Way This is the tab name and the segment type.	SEG-	SEG-RAIL1
(1) Booked Check the field "Booked" if you have confirmed the booking with the provider. The "Confirmation Number" field will then become mandatory.	BKD-	BKD-FALSE (default value)
(2) Fare This is the total amount of the rail segment. It will automatically format to 2 decimal places if not typed. We currently only support decimalized currencies.	VAL-	VAL-250.00
(3) Booking Source This is the rail provider booking source. It is a drop-down menu of the supported providers.	STYPE-	STYPE-SNCF
(4) Departure Country Code This is the two-letter IATA departure country code.	SCO-	SCO-FR
(5) Departure Station Name This is the departure station name from the drop down provided and includes the departure rail station code. Items in the list are supplier specific.	CODE- NAME-	CODE-FRDHP NAME-PARIS MONTPARNASSE 2 PASTEUR
(6) Confirmation Number This is where you will add the provider reference if you have selected "Booked". This is only mandatory when Booked is checked.	CONF-	CONF-A123456 or CONF-NA (default value)
(7) Arrival Country Code This is the two-letter IATA arrival country code. It is a drop-down menu.	CO-	CO-GB
(8) Arrival Station Name This is the arrival station name from the drop down provided and includes the rail station code. Items in the list are supplier specific.	CODE- NAME-	CODE-GBLL NAME-BLACKFRIARS LONDON
(9) Carrier Name This is the carrier name in full.	SUP-	SUP-EUROSTAR
(10) Departure Date and Time This is the departure date and time using the following format: • Date is in the format DD/MMM/YYYY	DTE-.../AT-	DTE-2023-11-19/AT-0850

File input and description	PNR Remark label	PNR Remark examples
<ul style="list-style-type: none"> Time is in the format HHMM and is 24 hours 		
(11) Arrival Date and Time This is the arrival date and time using the following format: <ul style="list-style-type: none"> Date is in the format DD/MMM/YYYY Time is in the format HHMM and is 24 hours 	DTE-.../AT-	DTE-2023-11-19/AT-1100

Rail Tab one-way optional information

File input and description	PNR Remark label	PNR Remark examples with default value information
Booked Check the field "Booked" if you have confirmed the booking with the provider. "Confirmation Number" field will then become mandatory	BKD-	BKD-FALSE (default value)
Confirmation Number This is where you add the provider confirmation number if applicable. This is optional if "Booked" is not checked.	CONF-	CONF-A12345 or CONF-NA (default value)
Class of Services This is the class of services in full.	C-	C-STANDARD (not shown if blank)
Duration This is the trip duration in minutes.	DUR-	DUR-280 (shows as DUR-/ if blank)
Train Number This is where you add the train number.	TRN-	TRN-4 (not shown if blank)
Wagon Number This is where you add the wagon number.	WAG-	WAG-8 (not shown if blank)
Seat Number This is where you add the seat number.	SEAT-	SEAT-1C (not shown if blank)
Segment Policy Compliant (True or False) This will be a Boolean value True or False	CMPL-	CMPL-True (not shown if blank)
Comments This is where you add any free text information.	RMKS-	RMKS-QUIET ZONE AVAILABLE (not shown if blank)

SEGMENT COUNTERS:

- From this version we have added a new feature which keeps track of number of segments added for each tab - air/car/hotel/rail
- The “Total Segments created” counter indicates Total number of segments created.
- The limit on Total number of segments to be created will be set in the variable “**constSegCount**”

The screenshot shows a software interface titled "Data Formatter for Concur Request". It has several input fields: "Locator" (ABCD), "Select a Proposal Number" (1), "Currency" (USD). Below these are "Proposal Expiry Date" (dd/mm/yyyy) and "Agency Branch Offset to GMT/UTC" (PLUS hh mm). There's also a "Remarks" field (e.g. General comments) and a "Booked" checkbox. At the bottom, there are tabs for "Air", "Car", "Hotel", and "Rail", followed by a "Generate GDS Code" button and a "Total Segments Created: 5" field, which is circled in yellow.

CONCATENATION

Remark concatenation allows for multiple remark lines to be copied in a single block. Where the maximum number of concatenations has been reached, a new remark block will be created. This ensures that the minimum number of copy and paste actions is required.

For more information on configuring concatenation, please see [Configuration](#) above.

Example of blocks:

@:5P/APTR/54/PROP1/GEN/LIMIT-2023-03-31T102500.000ZPLUS0000+@:5P/APTR/27/PROP1/GEN/BKD-FALSE+@:5P/APTR/53/PROP1/GEN/RMKS-GENERAL TAB COMMENTS FREE TEXT+@:5P/APTR/28/PROP1/GEN/LOC-2NCMIA

```
@:5P/APTR/55/PROP1/SEG-AIR1/BKD-FALSE/RMKS-AIR COMMENTS TEST+@:5P/APTR/46/PROP1/SEG-AIR1/SDTE-2023-11-17/ST-0930+@:5P/APTR/57/PROP1/SEG-AIR1/EDTE-2023-11-17/ET-1130/PNR-2NCMIA+@:5P/APTR/44/PROP1/SEG-AIR1/CMPL-TRUE/CONF-ABCDEF+@:5P/APTR/40/PROP1/SEG-AIR1/C-ECONOMY/DUR-150+@:5P/APTR/39/PROP1/SEG-AIR1/FN-BA258/SEAT-2C+@:5P/APTR/32/PROP1/SEG-AIR1/SIATA-LHR+@:5P/APTR/32/PROP1/SEG-AIR1/EIATA-CDG+@:5P/APTR/30/PROP1/SEG-AIR1/EQP-757
```

@:5P/APTR/40/PROP1/SEG-AIR1/TD-NORTH/TA-SOUTH+@:5P/APTR/42/PROP1/SEG-AIR1/CURR-USD/VAL-0.00

```
@:5P/APTR/32/PROP1/SEG-AIR2/BKD-FALSE+@:5P/APTR/52/PROP1/SEG-AIR2/RMKS-RETURN AIR COMMENTS TEST+@:5P/APTR/46/PROP1/SEG-AIR2/SDTE-2023-11-20/ST-0930+@:5P/APTR/57/PROP1/SEG-AIR2/EDTE-2023-11-20/ET-1130/PNR-2NCMIA+@:5P/APTR/44/PROP1/SEG-AIR2/CMPL-TRUE/CONF-ABDDEE+@:5P/APTR/40/PROP1/SEG-AIR2/C-ECONOMY/DUR-150+@:5P/APTR/39/PROP1/SEG-AIR2/FN-BA258/SEAT-2C+@:5P/APTR/32/PROP1/SEG-AIR2/SIATA-CDG+@:5P/APTR/32/PROP1/SEG-AIR2/EIATA-LHR
```

@:5P/APTR/30/PROP1/SEG-AIR2/EQP-757+@:5P/APTR/40/PROP1/SEG-AIR2/TD-SOUTH/TA-NORTH+@:5P/APTR/42/PROP1/SEG-AIR2/CURR-USD/VAL-215.00

```
@:5P/APTR/57/PROP1/SEG-CAR1/BKD-FALSE/RMKS-CAR COMMENT EXAMPLE+@:5P/APTR/34/PROP1/SEG-CAR1/CONF-ABCDEF+@:5P/APTR/46/PROP1/SEG-CAR1/SDTE-2023-11-17/ST-1200+@:5P/APTR/46/PROP1/SEG-CAR1/EDTE-2023-11-17/ET-1430+@:5P/APTR/34/PROP1/SEG-CAR1/SCODE-FRPLD+@:5P/APTR/34/PROP1/SEG-CAR1/ECODE-FRLYS+@:5P/APTR/43/PROP1/SEG-CAR1/PNR-2NCMIA/CMPL-TRUE+@:5P/APTR/31/PROP1/SEG-CAR1/SUP-AVIS+@:5P/APTR/51/PROP1/SEG-CAR1/SCO-FR/SCITY-PARIS/SIATA-PAR
```

```
@:5P/APTR/50/PROP1/SEG-CAR1/ECO-FR/ECITY-LYON/EIATA-LYS+@:5P/APTR/30/PROP1/SEG-CAR1/AC-TRUE+@:5P/APTR/29/PROP1/SEG-CAR1/TRAN-A+@:5P/APTR/32/PROP1/SEG-CAR1/C-COMPACT+@:5P/APTR/38/PROP1/SEG-CAR1/PUPH-123333333+@:5P/APTR/37/PROP1/SEG-CAR1/DOPH-41574777+@:5P/APTR/51/PROP1/SEG-CAR1/PU-FALSE/DO-TRUE/EQP-SAT NAV+@:5P/APTR/41/PROP1/SEG-CAR1/SNOTE-RAIL STATION+@:5P/APTR/48/PROP1/SEG-CAR1/ENOTE-AT HILTON RECEPTION
```

@:5P/APTR/42/PROP1/SEG-CAR1/CURR-USD/VAL-150.00

```
@:5P/APTR/54/PROP1/SEG-HOT1/BKD-FALSE/RMKS-24HR CXX POLICY +@:5P/APTR/34/PROP1/SEG-HOT1/CONF-ABCDEF+@:5P/APTR/43/PROP1/SEG-HOT1/SDTE-2023-11-17/ST-/+@:5P/APTR/43/PROP1/SEG-HOT1/EDTE-2023-11-20/ET-/+@:5P/APTR/34/PROP1/SEG-HOT1/SCODE-GBLHR+@:5P/APTR/43/PROP1/SEG-HOT1/PNR-2NCMIA/CMPL-TRUE+@:5P/APTR/35/PROP1/SEG-HOT1/SUP-SHERATON+@:5P/APTR/52/PROP1/SEG-HOT1/SCO-GB/SCITY-LONDON/SIATA-LHR+@:5P/APTR/41/PROP1/SEG-HOT1/HTLNAME-LEA PALACE
```

```
@:5P/APTR/34/PROP1/SEG-HOT1/ROOM-DOUBLE+@:5P/APTR/38/PROP1/SEG-HOT1/PH-0044 1256321+@:5P/APTR/36/PROP1/SEG-HOT1/NOTE-DOWNTOWN+@:5P/APTR/42/PROP1/SEG-HOT1/CURR-USD/VAL-125.20+@:5P/APTR/45/PROP1/SEG-HOT1/ADD-ASTON ROAD, LONDON+@:5P/APTR/35/PROP1/SEG-HOT1/ZIP-LW45 6ER
```

```
@:5P/APTR/33/PROP1/SEG-RAIL1/BKD-FALSE+@:5P/APTR/50/PROP1/SEG-RAIL1/RMKS-QUIET ZONE AVAILABLE +@:5P/APTR/36/PROP1/SEG-RAIL1/CONF-A123456+@:5P/APTR/47/PROP1/SEG-RAIL1/SDTE-2023-11-19/ST-0850+@:5P/APTR/47/PROP1/SEG-RAIL1/EDTE-2023-11-19/ET-1100+@:5P/APTR/44/PROP1/SEG-RAIL1/PNR-2NCMIA/CMPL-TRUE+@:5P/APTR/36/PROP1/SEG-RAIL1/SUP-EUROSTAR+@:5P/APTR/51/PROP1/SEG-RAIL1/SCO-FR/SCODE-FRDHP/STYPE-2C+@:5P/APTR/57/PROP1/SEG-RAIL1/NAME-PARIS MONTPARNASSE 2 PASTEUR
```

```
@:5P/APTR/51/PROP1/SEG-RAIL1/ECO-GB/ECODE-GBLL/ETYPE-2C+@:5P/APTR/47/PROP1/SEG-RAIL1/NAME-BLACKFRIARS LONDON+@:5P/APTR/43/PROP1/SEG-RAIL1/CURR-USD/VAL-250.00+@:5P/APTR/42/PROP1/SEG-RAIL1/C-STANDARD/DUR-280+@:5P/APTR/35/PROP1/SEG-RAIL1/TRN-4/WAG-8+@:5P/APTR/31/PROP1/SEG-RAIL1/SEAT-1C
```

REMARK SEPARATORS

Remark entries use a single forward slash between fields but may also contain a double forward slash for long remark content.

The single forward slash / denotes the end of a field and the beginning of the next field.

A forward slash / is a **reserved character** and should **not** be added in any field.

The double forward slash // denotes that the content is longer than the line length permitted by the GDS. The remaining content is then split into a new entry or entries with no label. The number of splits will depend on how many are required.

Double slash example:

```
@:5P/APTR/54/PR0P1/SEG-AIR2/RMKS-COMMENTS FOR THE RETURN
//+@:5P/APTR/34/PR0P1/SEG-AIR2/AIR SEGMENT
```

VERSION HISTORY

Data Formatter for Concur Request Version Number	Amendments dates
V2.10	<p>02Jun21</p> <p>ALL TABS :</p> <ul style="list-style-type: none"> • Time - can now be entered manually only • Date - user can manually enter the date or use the calendar <p>AIR, CAR, HOTEL and RAIL TABS:</p> <ul style="list-style-type: none"> • Fare/Rate - two decimals will be added automatically if not entered in the corresponding field • Policy compliance - accept only numeric value between 0 and 100 <p>AIR and RAIL TABS:</p> <ul style="list-style-type: none"> • Policy compliance - will now show for each leg in case of return trips <p>AIR TAB:</p> <ul style="list-style-type: none"> • Departure/Arrival Details - Mandatory and Optional information are now on the same block for the air one-way segment • Return Details - Mandatory and optional information are now on the same block <p>RAIL TAB:</p> <ul style="list-style-type: none"> • Departure/Arrival Details - Mandatory and optional information are now on the same block for the rail one-way segment • Return Details - Mandatory and optional information are now on the same block <p>CAR TAB:</p> <ul style="list-style-type: none"> • Drop Off Details - this field is now optional <p>OPTIONAL INFORMATION</p> <ul style="list-style-type: none"> • We will show the data in the remarks only if the value is entered in the file.(please refer to each optional field for each segment)
v2.11	<p>07Jun21</p> <p>CAR TAB</p> <ul style="list-style-type: none"> • Location data has now been added • Drop Off Details is now optional <p>ALL TABS</p> <ul style="list-style-type: none"> • Currency fields will now accept only alpha characters <p>AIR and RAIL TAB</p> <ul style="list-style-type: none"> • For return trips we have now all the information boxes on the same page <p>GENERATE CODE</p> <ul style="list-style-type: none"> • Introduction of the concatenation of the remarks
v2.12	<p>28Jun21</p> <ul style="list-style-type: none"> • Concatenation has been implemented • Bug fixes (Hotel Phone now populated in the remarks when added, double "/" in the car remarks)
v2.12.1	<p>30Jun21</p> <ul style="list-style-type: none"> • File name has been updated • UI updates (adding "Return" before "Confirmation number" and "Policy Compliance Level" fields)
v2.12.2	<p>03Aug21</p> <ul style="list-style-type: none"> • Airline name removed from One Way and Return

Data Formatter for Concur Request Version Number	Amendments dates
V3.0	<p>31Jan22</p> <p>ALL TABS :</p> <ul style="list-style-type: none"> • Currency removed from all tabs and moved to common section as a single field <p>GENERAL TAB:</p> <ul style="list-style-type: none"> • General tab is removed, and all the fields are moved to common section. <p>AIR, CAR, HOTEL and RAIL TABS:</p> <ul style="list-style-type: none"> • Meals has been removed from Air Tab • Option to Add multiple segments for each tab • Multi city segment feature has been added • Added segment counters for each tab. <p>Generate GDS code Section:</p> <ul style="list-style-type: none"> • This section enables to generate code for each GDS without reentering values for each segment.
V3.1	<p>01MAR23</p> <p>ALL TABS :</p> <ul style="list-style-type: none"> • Policy compliant level field is renamed to "Segment Policy Compliant" and is now Boolean value (True or False).

N.B. This document v3.1 is a guide for the file v3.3 and supersedes any previous documentation

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