

- Always split out the person(s) who want to make the changes/cancellations.
- Make the split before you make the changes/cancellation, but do not save before the passenger confirms rebooking/cancellation.
- Use 'Link pnr' in Edvin to note the new pnr reference.
- Note the new pnr reference in the original pnr and the original reference in the new pnr.

The screenshot shows a software interface with a top navigation bar containing buttons for 'Register Errand', 'Link Pnr' (which is highlighted with a red box), 'Add a purchase!', 'Place On Queue', 'Change', 'Cancel', and 'Service'. Below the navigation bar is a modal window titled 'Link Pnr to Order'. The modal has fields for 'Officeld' (containing '1ADA') and 'Pnr' (an empty field). At the bottom of the modal are 'Link' and 'Cancel' buttons.

How to make a split

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Split	SP1 – for pax 1, SP3,5 – for pax 3 and 5. EF – end and file. ER You will come back to original PNR. Do RTAXR or MB to see split PNR reference.	D1 – for pax 1, D3*5 – for pax 3 and 5. 6 – your name. F – end and file ER *D to see split PNR reference.

Please note:

- Due to a technical issue with the record locator ensure correct Split Procedure is done with TK.
- After PNR split, ensure to get the Airline Record Locator prior to any further changes/cancellations in both (original / split) PNR.
- Do not make any modifications to a PNR in the same transaction as a split.

If we have a TK booking without recloc then we need to contact the airline to make a split in their system. Then we will be able to make IR and recloc will come in automatically.