

- **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 Edwin to note the new pnr reference.
- Note the new pnr reference in the original pnr and the original reference in the new pnr.

### How to make a split

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

### 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.***