Sabre PNR Creation

1. SI\*######AAO –OR– SI######AAO
2. Search for flight. Ex: 120SEPDFWLAX 🡪 1(Availability)20SEP(Date)DFW(Origin)LAX(Destination)
3. Select a flight. Ex: 02Y2 🡪 0(Book)2(# of Passengers)Y(Class)2(Flight line)
4. Search for return flight. Ex: 1R27SEP 🡪 1(Availability)27SEP(Date)
5. Select a flight. Ex: 02Y2
6. Enter Name(s):
   1. One Person
      1. –Last/First [Example: Theodore/Shea]
   2. Two People (Same Last Name)
      1. -2Last/First/First [Example: 2Fowler/Cam/Lance]
   3. Two People (Different Last Name)
      1. -Last/First (ENTER) -Last/First
         1. Done as 2 separate rows [Example: -Getzlaf/Ryan (ENTER) –Perry/Corey]
7. Enter Phone Number(s)
   1. One Person
      1. 9###-###-####-TYPE [Example 9714-555-3131-CELL]
   2. Two People (Same Last Name)
      1. 9###-###-####-TYPE-1.1
      2. 9###-###-####-TYPE-1.2
   3. Two People (Different Last Names)
      1. 9###-###-####-TYPE-1.1
      2. 9###-###-####-TYPE-2.1
8. Received by 🡪 6[SOMETHING] Examples: 6P (Received by Passenger) —OR— 6SECRETARY (Received by Secretary)
9. Ticketing Time. Type 8## 🡪 8(Time Limit)##(Time Duration). Example: 830
10. End and Return. Type ER
    1. You should see a PNR at this point
11. Price the Itinerary.
    1. WP 🡪 RQ 🡪 ER –OR– WPRQ 🡪 ER

(Will you Price) 🡪 (Request Quote) 🡪 (End and Retrieve) –OR– (Will you Price and Request Quote)

* 1. WPNCB (Will you Price and Book lowest fare available for this date and flight)

1. Assign a Printer.
   1. AAA### where the ### is an airport code. Ex: AAADFW for Dallas-Fort Worth Printers
   2. WJ\*DFW to show list of printers
   3. W\*2A31CA3A######## EX: W\*2A31CA3A