



PUBLIC

## Data Formatter for Concur Request

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.

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## 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
```

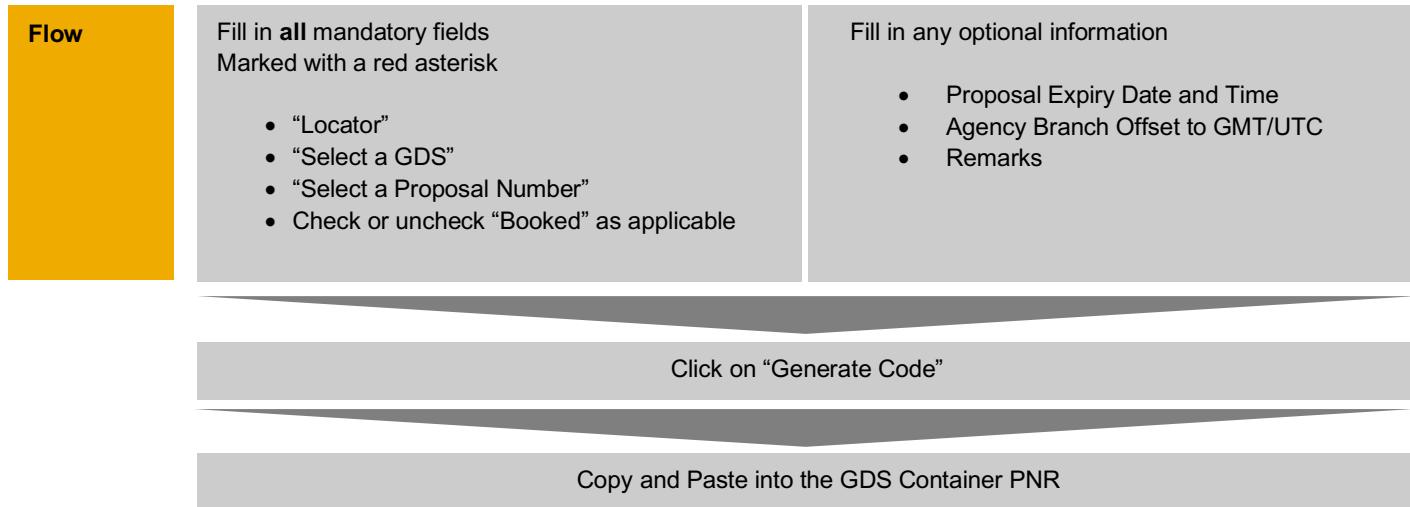
- To update the character, amend the concatString value inside " "
- To amend the number of concatenation instances, amend the lineLimit value after =[space]
- Save the changes
- Test the output against your GDS interaction tool, ensuring that the maximum value of instances is achieved

## GENERAL TAB

This tab is used to add mandatory information remarks to the GDS Container PNR.  
This will be the landing page when the file is opened.

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

### General Tab completion flow



### General Tab screenshot example

The screenshot shows the General Tab interface with the following elements:

- Step 1:** Locator input field containing "2NCMIA".
- Step 2:** Select a GDS dropdown set to "Apollo".
- Step 3:** Select a Proposal Number dropdown set to "1".
- Step 4:** A yellow navigation bar with tabs: General (selected), Air, Car, Hotel, Rail.
- Mandatory Fields:**
  - Proposal Expiry Date: 30/Jun/2021, 1025, 24 Hrs Format.
  - Agency Branch Offset to GMT/UTC: PLUS, hh, mm.
  - Remarks: general tab comments free.
  - Booked: An unchecked checkbox.
- Generate GDS Code:** Buttons for Generate Code, Copy Code, and Reset.
- Output:** A large text area containing the generated GDS code:

```
@5P/APTR/54/PROP1/GEN/LIMIT-2021-06-30T102500.000ZPLUS0000-@5P/APTR/26/PROP1/GEN/BKD-TRUE-@5P/APTR/53/PROP1/GEN/RMK5-GENERAL TAB COMMENTS FREE  
TEXT-@5P/APTR/28/PROP1/GEN/LOC-2NCMIA
```

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

## General Tab table of definitions

### General Tab 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/PROP1/...
(4) General  This tab is used to fill in the general information that is needed for the GDS Container PNR.	GEN	@:5P/APTR/54/PROP1/GEN/...

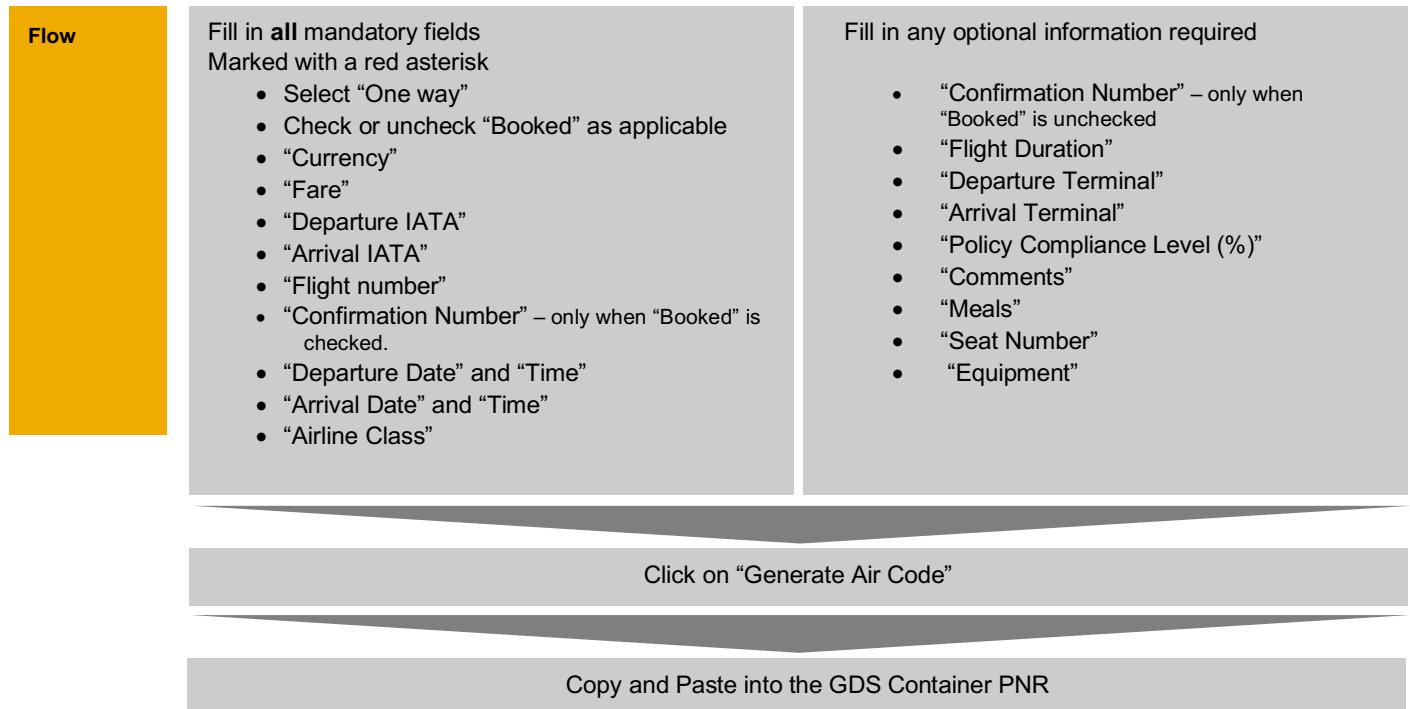
General Tab optional information

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"> <li>• Date is in the format DD/MMM/YYYY</li> <li>• Time is in the format HHMM and is 24 hours</li> </ul>	LIMIT- T-	LIMIT-2021-06-30 T102500.000 (shows as LIMIT-/ if blank)
<p>Agency Branch Offset to GMT/UTC</p> <p>This is the agency branch time zone. This works in conjunction with the Proposal Expiry so that the correct time can be applied adjusting any offset. Select if the Offset is MINUS or PLUS GMT/UTC</p> <ul style="list-style-type: none"> <li>• Date is in the format DD/MMM/YYYY</li> <li>• Time is in the format HHMM and is 24 hours</li> </ul>	ZPLUS	ZPLUS0000 (not shown if blank)
<p>Remarks</p> <p>This is a free text field for any additional information.</p>	RMKS-	RMKS-GENERAL TAB COMMENTS FREE TEXT (shows as RMKS-/ if blank)
<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-	BKD-FALSE (default value)

## AIR TAB

This is where you complete the details for a single or return air segment.

### Air Tab completion flow for one-way



### Air Tab one-way screenshot example

Data Formatter for Concur Request

Locator: 2NCMIA      Select a GDS: Apollo      Select a Proposal Number: 1

General    Air    Car    Hotel    Rail

One Way     Round Trip    1    2

Booked     Currency: GBP    Fare: 215.00

Departure/Arrival Details

Departure IATA: LHR    3	6 Departure Date: 07/Sep/2021    0920    24 Hrs Format    Reset Dates
Arrival IATA: CDG    4	7 Arrival Date: 07/Sep/2021    0930    24 Hrs Format
Flight Number: BA258    5	8 Airline Class: ECONOMY
Confirmation Number: eg: ABCDEF	

Flight Duration: 150    Comments: AIR TAB COMMENT FOR C

Departure Terminal: NORTH    Meals: VGML

Arrival Terminal: F    Seat Number: 2C

Policy Compliance Level(%): 85    Equipment: 757

Generate GDS Code For Air

Generate Air Code    Copy Air Code    Reset

Code Preview:

```
@ 5P/APTR/32/PROP1/SEG-AIR1/BKD-FALE+@ 5P/APTR/55/PROP1/SEG-AIR1/RMKS-AIR-TAB COMMENT FOR ONEWAY +@ 5P/APTR/45/PROP1/SEG-AIR1/DTE-2021-09-07/AT-0920-@ 5P/APTR/56/PROP1/SEG-AIR1/DTE-2021-09-07/AT-0930/PNR-2NCMIA-@ 5P/APTR/37/PROP1/SEG-AIR1/LVL-85/CONF-NA+@ 5P/APTR/40/PROP1/SEG-AIR1/C-ECONOMY/DUR-150+@ 5P/APTR/39/PROP1/SEG-AIR1/FN-BA258/SEAT-2C+@ 5P/APTR/50/PROP1/SEG-AIR1/SICO-CITY-IATA-LHR/NAME-/@ 5P/APTR/50/PROP1/SEG-AIR1/EICO-CITY-IATA-CDG/NAME-/
```

@ 5P/APTR/40/PROP1/SEG-AIR1/EQP-757/MEAL-VGML+@ 5P/APTR/36/PROP1/SEG-AIR1/TD-NORTH/TA-F+@ 5P/APTR/42/PROP1/SEG-AIR1/CURR-GBP/VAL-215.00

## Air Tab one-way table of definitions

### Air Tab one-way 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) Currency  This is the three-letter ISO standard code for the currency used. For example: GBP, EUR...	CURR-	CURR-GBP
(2) Fare  This is the total amount of the Air segment. It will automatically format to 2 decimal places if not typed. We currently only support decimalized currencies	VAL-	VAL-215.00
(3) Departure IATA  This is the three-letter IATA airport code for the departure.	IATA	IATA-LHR
(4) Arrival IATA  This is the three-letter IATA airport code for the arrival.	IATA	IATA-CDG
(5) Flight Number  This is the flight number and should be: the airline two-letter IATA code followed by the flight number	FN-	FN-BA258
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"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-09-07/AT-0920 DTE-2021-09-07/AT-0930
(8) Airline Class  This is the cabin class description in full.	C-	C-ECONOMY

Air Tab one-way optional information

File input and description	PNR Remark label	PNR Remark example
Booked  Select this if the flight is booked (eg low-cost carrier).	BKD-	BKD-TRUE or BKD-FALSE (default value)
Confirmation Number  This is where you will add the provider reference if applicable. This is optional when "Booked" is not selected.	CONF-	CONF-ABCDEF  CONF-NA (default value if blank)
Flight Duration  This is the flight duration information in minutes.	DUR-	DUR-150  (shows as DUR-/ if blank)
Departure Terminal  This is where you add the departure terminal information.	TD-	TD-NORTH  (not shown if blank)
Arrival Terminal  This is where you add the arrival terminal information.	TA-	TA-SOUTH  (not shown if blank)
Policy Compliance Level(%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all).	LVL-	LVL-85  (shows as LVL-/ if blank)
Comments  This is where any additional comments related to the air segment can be added. For example, the fare conditions or any information that you want to pass to the traveller. It is free text.	RMKS-	RMKS-ONE WAY TEST  (not shown if blank)
Meals  This is where you add the meal information, ideally using the meal code. In our example, it is a vegetarian meal.	MEAL-	MEAL-VGML  (not shown if blank)
Seat Number  This is where you add the seat number. It is free text.	SEAT-	SEAT-2C  (not shown if blank)
Equipment  This is where you add the equipment information if available.	EQP-	EQP-757  (not shown if blank)

## Air Tab completion flow for round trip

<b>Flow</b>	<p>Fill in <b>all</b> mandatory fields Marked with a red asterisk</p> <ul style="list-style-type: none"><li>• Select “Round Trip”</li><li>• Check or uncheck “Booked” as applicable</li><li>• “Currency”</li><li>• “Fare”</li><li>• “Departure IATA”</li><li>• “Arrival IATA”</li><li>• “Flight number”</li><li>• “Confirmation Number” – only when “Booked” is checked.</li><li>• “Departure Date” and “Time”</li><li>• “Arrival Date” and “Time”</li><li>• “Airline Class”</li> <li>• “Return Departure Date” and “Time”</li><li>• “Return Arrival Date” and “Time”</li><li>• “Return Flight Number”</li><li>• “Return Airline Class”</li></ul>	<p>Fill in any optional information required</p> <ul style="list-style-type: none"><li>• “Confirmation Number” – only when “Booked” is unchecked</li><li>• “Flight Duration”</li><li>• “Departure Terminal”</li><li>• “Arrival Terminal”</li><li>• “Policy Compliance Level (%)"</li><li>• “Comments”</li><li>• “Meals”</li><li>• “Seat Number”</li><li>• “Equipment”</li> <li>• “Return Confirmation Number” – only when “Booked” is checked.</li><li>• “Return Duration”</li><li>• “Return Seat Number”</li><li>• “Return Meals”</li><li>• “Return Equipment”</li><li>• “Return Departure Terminal”</li><li>• “Return Arrival Terminal”</li><li>• “Return Comments”</li><li>• “Return Policy Compliance Level(%)”</li></ul>
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Click on “Generate Air Code”

Copy and Paste into the GDS Container PNR

## Air Tab round trip screenshot examples

### Air Tab round trip input display

Locator: 2NCMIA      Select a GDS: Apollo      Select a Proposal Number: 1

General	Air	Car	Hotel	Rail
<input type="radio"/> One Way <input checked="" type="radio"/> Round Trip				
Booked <input type="checkbox"/>	Currency * GBP 1	Fare * 215.00	2	
<b>Departure/Arrival Details</b>				
Departure IATA * LHR	3	6 Departure Date * 30/Jun/2021	0920	24 Hrs Format Reset Dates
Arrival IATA * CDG	4	7 Arrival Date * 30/Jun/2021	0930	24 Hrs Format
Flight Number * BA258	5	8 Airline Name * BRITISH AIRWAYS		
Confirmation Number: eg. ABCDEF		9 Airline Class * ECONOMY		
Flight Duration 150		Comments AIR TAB COMMENT FOR THE		
Departure Terminal NORTH		Meals VGML		
Arrival Terminal F		Seat Number 2C		
Policy Compliance Level(%) 85		Equipment 757		
<b>Return Details</b>				
10 Return Departure Date * 05/Jul/2021	0750	24 Hrs Format Reset Dates	Confirmation Number: eg. ABCDEF	Return Departure Terminal F
11 Return Arrival Date * 05/Jul/2021	0830	24 Hrs Format	Return Duration 180	Return Arrival Terminal NORTH
12 Return Flight Number * AF412			Return Seat Number 3A	Return Comments AIR COMMENT FOR THE
13 Return Airline Class * BUSINESS			Return Meals VGML	Policy Compliance Level(%) 45
14 Return Airline Name * AIR FRANCE			Return Equipment 744	

### Air Tab round trip output display

Generate GDS Code For Air

Generate Air Code    Copy Air Code    Reset

```

@5/APTR/32/PROP1/SEG-AIR1/BKD-FALSE+@5/APTR/54/PROP1/SEG-AIR1/RMKS-AIR TAB COMMENT FOR ONE //+@5/APTR/34/PROP1/SEG-AIR1/WAY FLIGHT +@5/APTR/45/PROP1/SEG-AIR1/DTE-2021-06-30/AT-0920+@5/APTR/56/PROP1/SEG-AIR1/DTE-2021-06-30/AT-0930/PNR-2NCMIA+@5/APTR/37/PROP1/SEG-AIR1/LVL-85/CONF-NA+@5/APTR/42/PROP1/SEG-AIR1/SUP-BRITISHAIRWAYS+@5/APTR/40/PROP1/SEG-AIR1/C-ECONOMY/DUR-150+@5/APTR/39/PROP1/SEG-AIR1/FN-BA258/SEAT-2C

@5/APTR/50/PROP1/SEG-AIR1/S/CO-/CITY-/IATA-LHR/NAME-/+@5/APTR/50/PROP1/SEG-AIR1/E/CO-/CITY-/IATA-CDG/NAME-/+@5/APTR/40/PROP1/SEG-AIR1/EQP-757/MEAL-VGML+@5/APTR/36/PROP1/SEG-AIR1/TD-NORTH/TA-F+@5/APTR/37/PROP1/SEG-AIR1/CURR-GBP/VAL-0+@5/APTR/32/PROP1/SEG-AIR2/BKD-FALSE+@5/APTR/50/PROP1/SEG-AIR2/RMKS-AIR COMMENT FOR THE //+@5/APTR/54/PROP1/SEG-AIR2/INBOUND LEG AND COULD BE USED//+@5/APTR/47/PROP1/SEG-AIR2/ FOR FARE CONDITIONS TOO

@5/APTR/45/PROP1/SEG-AIR2/DTE-2021-07-05/AT-0750+@5/APTR/56/PROP1/SEG-AIR2/DTE-2021-07-05/AT-0830/PNR-2NCMIA+@5/APTR/37/PROP1/SEG-AIR2/LVL-45/CONF-NA+@5/APTR/37/PROP1/SEG-AIR2/SUP-AIR FRANCE+@5/APTR/41/PROP1/SEG-AIR2/C-BUSINESS/DUR-180+@5/APTR/39/PROP1/SEG-AIR2/FN-AF412/SEAT-3A+@5/APTR/50/PROP1/SEG-AIR2/S/CO-/CITY-/IATA-CDG/NAME-/+@5/APTR/50/PROP1/SEG-AIR2/E/CO-/CITY-/IATA-LHR/NAME-/+@5/APTR/40/PROP1/SEG-AIR2/EQP-744/MEAL-VGML

@5/APTR/36/PROP1/SEG-AIR2/TD-F/TA-NORTH+@5/APTR/42/PROP1/SEG-AIR2/CURR-GBP/VAL-215.00

```

## Air Tab round trip table of definitions

Air Tab round trip mandatory information

File input and description	PNR Remark label	PNR Remark examples
AIR – Round Trip  This is the tab you are working on and the segment type.	SEG-	SEG-AIR1 SEG-AIR2
(1) Currency  This is the three letter ISO standard code for the currency used for example: GBP, EUR, USD	CURR-	CURR-GBP
(2) Fare  This is the total amount of the Air segment. It will automatically format to 2 decimal places if not typed. We currently only support decimalized currencies	VAL-	VAL-215.00
(3) Departure IATA  This is the IATA three-letter airport code for the departure.	IATA	IATA-LHR
(4) Arrival IATA  This is the IATA three-letter airport code for the arrival.	IATA	IATA-CDG
(5) Flight Number  This is the flight number and should be: the airline two-letter IATA code followed by the flight number	FN-	FN-BA258
(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-ABCDEF  CONF-NA (default value if blank)
(7) Departure Date and Time (8) Arrival Date and Time  This is the departure and or arrival date and time with the following format: <ul style="list-style-type: none"> <li>• Date is in the format DD/MMM/YYYY</li> <li>• Time is in the format HHMM and is 24 hours</li> </ul>	DTE-.../AT-	DTE-2021-06-30/AT-0920 DTE-2021-06-30/AT-0920
(9) Airline Class  This is the cabin class description in full, not just the letter.	C-	C-ECONOMY

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark examples</b>
(10) Return Departure Date and Time (11) Return Arrival Date and Time  This is the return departure date using the following format: <ul style="list-style-type: none"> <li>• Date is in the format DD/MMM/YYYY</li> <li>• Time is in the format HHMM and is 24 hours</li> </ul>	DTE-.../AT-	SEG-AIR2/DTE-2021-07-05/AT-0750 SEG-AIR2/DTE-2021-07-05/AT-0830
(12) Return Flight Number  This is the return flight number and should be: the airline two-letter IATA code followed by the flight number	FN-	FN-AF412
(13) Return Airline Class  This is the return cabin class description in full.	C-	SEG-AIR2/C-BUSINESS

Air Tab round trip optional information

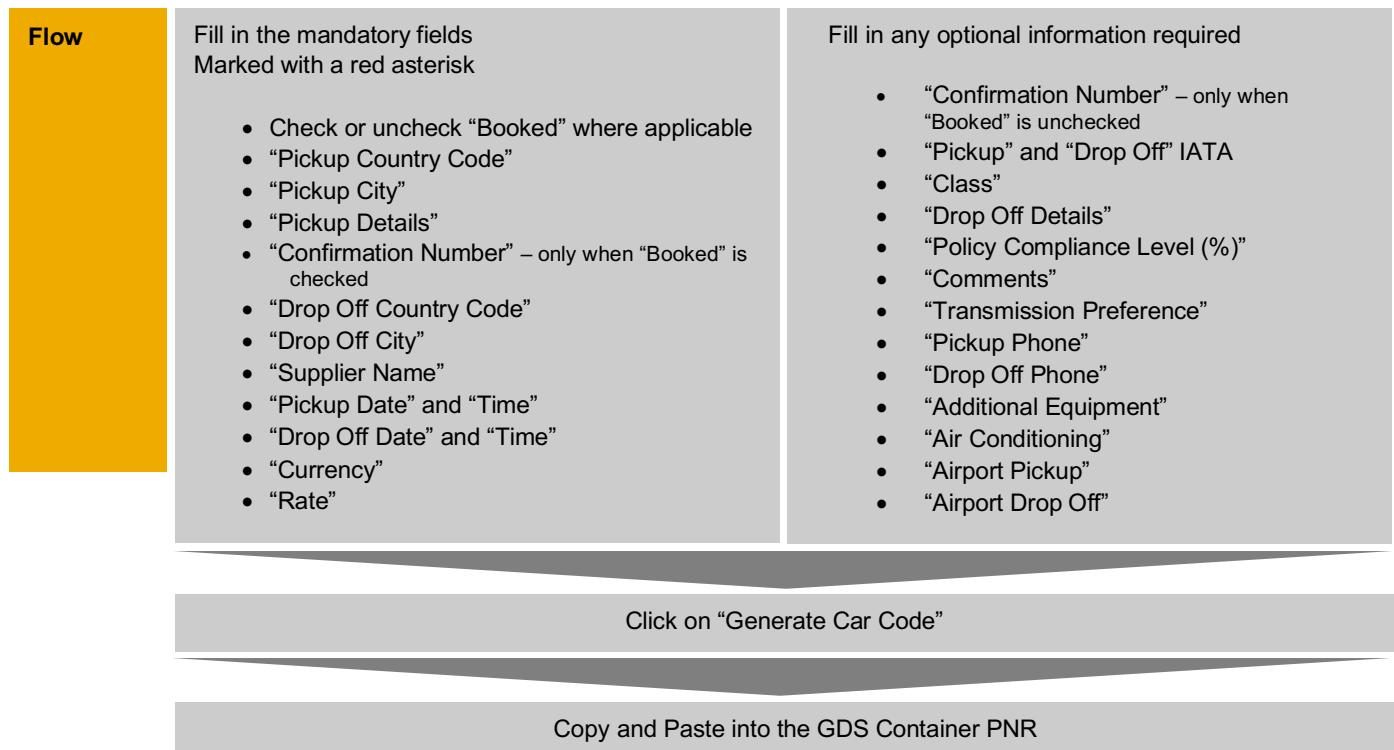
File input and description	PNR Remark label	PNR Remark example
Booked  Select this if the flight you are detailing is booked (eg: low-cost carrier).	BKD-	BKD-FALSE (default value)
Confirmation Number  This is where you will add the provider reference if applicable.  This is optional when "Booked" is not selected.	CONF-	CONF-ABCDEF  CONF-NA (default value if blank)
Flight Duration  This is for the flight duration information in minutes.	DUR-	DUR-150  (shows as DUR-/ if blank)
Departure Terminal  This is where you add the departure terminal information.	TD-	TD-NORTH  (not shown if blank)
Arrival Terminal  This is where you add the arrival terminal information.	TA-	TA-SOUTH  (not shown if blank)
Policy Compliance Level(%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all).	LVL-	LVL-85  (shows as LVL-/ if blank)
Comments  This is where any additional comments related to the air segment can be added as free text. For example, the fare conditions or any information that you want to pass to the traveler.	RMKS-	RMKS-ONE WAY TEST  (not shown if blank)
Meals  This is where you add the meal information. It should be entered as the meal code. In our example, it is a vegetarian meal.	MEAL-	MEAL-VGML  (not shown if blank)
Seat Number  This is where you add the seat number. It is free text.	SEAT-	SEAT-2C  (not shown if blank)
Equipment  This is where you add the equipment information if required.	EQP-	EQP-757  (not shown if blank)

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark example</b>
Return Duration  This is the return flight duration in minutes.	DUR-	DUR-180  (shows as DUR-/ if blank)
Return Seat Number  This is where you enter the seat number for the inbound flight.	SEAT-	SEAT-3A  (not shown if blank)
Return Meals  This is where you add the meal information for the inbound flight. It should be entered as the meal code. In our example, it is a vegetarian meal.	MEAL-	MEAL-VGML  (not shown if blank)
Return Equipment  This is where you can add the equipment information for the inbound flight.	EQP-	EQP-744  (not shown if blank)
Return Departure Terminal  This is where you give the departure terminal information.	TD-	TD-F  (not shown if blank)
Return Arrival Terminal  This is where you give the arrival terminal information.	TA-	TA-NORTH  (not shown if blank)
Return Comments  This is where any additional comments can be added. For example, the fare conditions.	RMKS-	RMKS-AIR COMMENT FOR THE INBOUND LEG AND COULD BE USED FOR FARE CONDITIONS TOO  (not shown if blank)
Return Policy Compliance Level(%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all) for the inbound flight.	LVL-	LVL-85  (shows as LVL-/ if blank)

## CAR TAB

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

### Car Tab completion flow



### Car Tab screenshot example

Locator: 2NCMIA Select a GDS: Apollo Select a Proposal Number: 1

General	Air	<b>Car</b>	Hotel	Rail
Booked <input type="checkbox"/>				
<b>Pickup/Drop Off Details</b>				
Pickup Country Code * <input type="text" value="FR"/> 1	Drop Off Country Code * <input type="text" value="FR"/> 4		7 Pick up Date * <input type="text" value="19/Jun/2021"/> 1000 <small>24 Hrs Format</small> <input type="button" value="Reset Dates"/>	
Pickup City * <input type="text" value="PARIS"/> 2	Drop Off City * <input type="text" value="LYON"/> 5		8 Drop Off Date * <input type="text" value="22/Jun/2021"/> 0730 <small>24 Hrs Format</small>	
Pickup Details * <input type="text" value="RAIL STATION"/> 3	Drop Off Details <input type="text" value="eg. drop off details"/>		9 Currency * <input type="text" value="EUR"/>	
Confirmation Number: <input type="text" value="eg. ABCDEF"/>	Supplier Name * <input type="text" value="AVIS"/> 6		10 Rate * <input type="text" value="150.00"/>	
Pickup IATA <input type="text" value="eg. PAR"/>	Drop Off IATA <input type="text" value="eg. LHR"/>			
Class <input type="text" value="COMPACT"/>	Pickup Phone <input type="text" value="eg. 0208 777 0000"/>		Airport Pickup <input type="select" value="NO"/>	
Policy Compliance Level(%) <input type="text" value="100"/>	Drop Off Phone <input type="text" value="eg. 0208 666 1111"/>		Airport Drop Off <input type="select" value="YES"/>	
Comments <input type="text" value="CAR COMMENT EXAMPLE"/>	Additional Equipment <input type="text" value="SAT NAV"/>			
Transmission Preference <input type="select" value="Auto"/>	Air Conditioning <input type="select" value="YES"/>			
<b>Generate GDS Code For Car</b>				
<input type="button" value="Generate Car Code"/> <input type="button" value="Copy Car Code"/>			<input type="button" value="Reset"/>	
<small>@5P/APTR/66/PROP1/SEG-CAR/BKO-FALSE/RMKS-CAR COMMENT EXAMPLE=@5P/APTR/28/PROP1/SEG-CAR/CONF-NA=@5P/APTR/44/PROP1/SEG-CAR/DTE-2021-06-19/AT-1000=@5P/APTR/44/PROP1/SEG-CAR/DTE-2021-06-22/AT-0730=@5P/APTR/40/PROP1/SEG-CAR/PNR-2NCMIA/LV-100+@5P/APTR/30/PROP1/SEG-CAR/SUP-AVIS+@5P/APTR/47/PROP1/SEG-CAR/SICO-FR/CITY-PARIS/IATA-+@5P/APTR/32/PROP1/SEG-CAR/NAME-PARIS+@5P/APTR/56/PROP1/SEG-CAR/E/CO-FR/CITY-LYON/IATA-//NAME-LYON</small> <small>@5P/APTR/29/PROP1/SEG-CAR/AC-TRUE+@5P/APTR/28/PROP1/SEG-CAR/TRAN-A+@5P/APTR/31/PROP1/SEG-CAR/C-COMPACT+@5P/APTR/50/PROP1/SEG-CAR/PU-FALSE/DO-TRUE/EQP-SATNAV+@5P/APTR/41/PROP1/SEG-CAR/S/NOTE-RAIL STATION+@5P/APTR/41/PROP1/SEG-CAR/CURR-EUR/VAL-150.00</small>				

## 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.	CO-	CO-FR
(2) Pickup City  This is the pickup city name in full.	CITY-	CITY-PARIS
(3) Pickup Details  This is where you enter the details about the pickup.	NOTE-	NOTE-RAIL STATION
(4) 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)
(5) Drop Off Country Code  This is the drop off two-letter IATA country code.	CO-	CO-FR
(6) Drop Off City  This is the drop off city name in full.	CITY-	CITY-LYON
(7) Supplier Name  This is the supplier name in full.	SUP-	SUP-AVIS
(8) Pickup Date and Time  This is the pickup date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-...	DTE-2021-06-19/AT-1000
(9) Drop Off Date and Time  This is the drop off date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-...	DTE-2021-06-22/AT-0730
(10) Currency  This is the three-letter ISO standard code for the currency used. For example: GBP, EUR, USD...	CURR-	CURR-EUR
(11) Rate	VAL-	VAL-150.00

File input and description	PNR Remark label	PNR Remark examples
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.		

#### Car Tab optional information

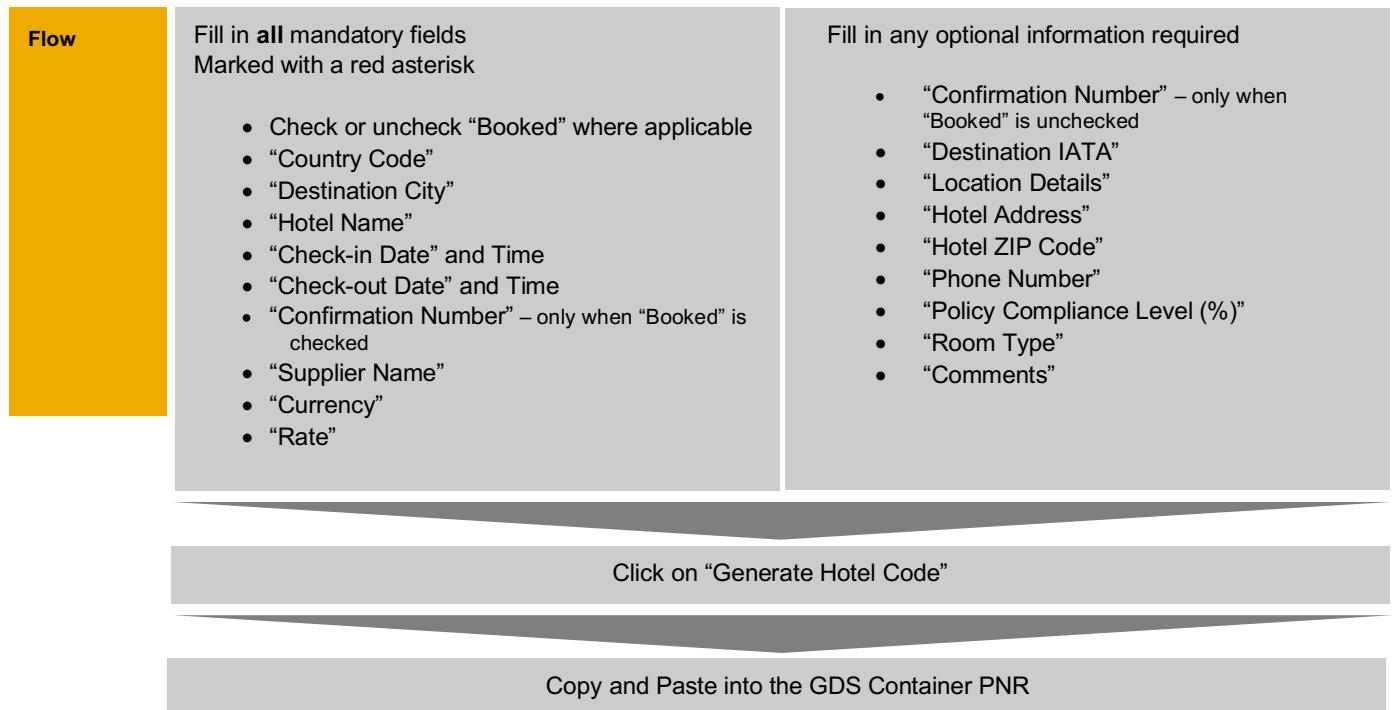
File input and description	PNR Remark label	PNR Remark examples with default values
Booked  If you have booked the car and selected this field, the "Confirmation Number" will become mandatory.	BKD-	BKD-TRUE or BKD-FALSE (default value)
Confirmation Number  This is where you enter the booking reference obtained from the provider if applicable.  This is optional when "Booked" is not selected.	CONF-	CONF-14545 or CONF-NA (default value)
Pickup IATA  This is the three-letter city code of the pickup city.	IATA-	IATA-PAR  (not shown if blank)
Drop Off Details  This is where you can add any information regarding the drop off.	NOTE-	NOTE-AT HILTON RECEPTION  (not shown if blank)
Drop Off IATA  This is the three-letter city code of the drop off city.	IATA-	IATA-LYS  (not shown if blank)
Class  This is where you add the car category in full.	C-	C-COMPACT  (not shown if blank)
Policy Compliance Level (%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all).	LVL-	LVL-100  (shows as LVL-/ 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)
Transmission Preference  This is where you choose the car transmission in the drop-down menu.	TRAN-	TRAN-A (default value)

File input and description	PNR Remark label	PNR Remark examples with default values
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 screenshot example

Locator \* 2NCMIA Select a GDS \* Apollo Select a Proposal Number \* 1

General Air Car **Hotel** Rail

Booked

**Checkin/Checkout Details**

Country Code * <input type="text" value="GB"/> 1	4 Check-In Date * <input type="text" value="28/Jun/2021"/> 1520 <input type="button" value="24 Hrs Format"/> <input type="button" value="Reset Dates"/>	7 Currency * <input type="text" value="GBP"/>
Destination City * <input type="text" value="LONDON"/> 2	5 Check-Out Date * <input type="text" value="30/Jun/2021"/> 1200 <input type="button" value="24 Hrs Format"/>	8 Rate * <input type="text" value="125.20"/>
Destination IATA <input type="text" value="eg: LHR"/>	Confirmation Number <input type="text" value="eg: ABCDEF"/>	
Hotel Name * <input type="text" value="LEA PALACE"/> 3	6 Supplier Name * <input type="text" value="SHERATON"/>	

Location Details

Hotel Address

Hotel Zip Code

Phone Number

Policy Compliance Level(%)

Room Type

Comments

**Generate GDS Code For Hotel**

© 5P/APTR/31/PROP1/SEG-HOT/BKD-FALSE+@ 5P/APTR/56/PROP1/SEG-HOT/RMK5-ROOM WILL BE READY AT 10AM //@ 5P/APTR/35/PROP1/SEG-HOT/EXCEPTIONALLY+@ 5P/APTR/29/PROP1/SEG-HOT/CONF-NA+@ 5P/APTR/44/PROP1/SEG-HOT/DTE-2021-06-28(AT-1520)+@ 5P/APTR/44/PROP1/SEG-HOT/DTE-2021-07-30(AT-1200)+@ 5P/APTR/40/PROP1/SEG-HOT/PNR-2NCMIA/LVL-100+@ 5P/APTR/34/PROP1/SEG-HOT/SUP-SHERATON+@ 5P/APTR/57/PROP1/SEG-HOT/CO-GB/CITY-LONDON/IATA-NAME-LONDON  
© 5P/APTR/40/PROP1/SEG-HOT/HTLNAME-LEA PALACE+@ 5P/APTR/33/PROP1/SEG-HOT/ROOM-DOUBLE+@ 5P/APTR/41/PROP1/SEG-HOT/CURR-GBP/VAL-125.20+@ 5P/APTR/57/PROP1/SEG-HOT/ADD-ASTON ROAD,LONDON/ZIP-LW45 6ER

## 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.	CO-	CO-GB
(2) Destination City  This is the destination city name in full	CITY-	CITY-LONDON
(3) Hotel Name  This is where you enter the hotel name.	HTLNAME-	HTLNAME-LEA PALACE
(4) Check-In Date and Time  This is the check-in date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-06-28/AT-1520
(5) Check-Out Date and Time  This is the check-out date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-06-30/AT-1200
(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-ABCDEF  CONF-NA (default value if blank)
(7) Supplier Name  This is where you enter the supplier name in full.	SUP-	SUP-SHERATON
(8) Currency  This is the three-letter ISO standard code for the currency used (eg GBP, EUR).	CURR-	CURR-GBP
(9) 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

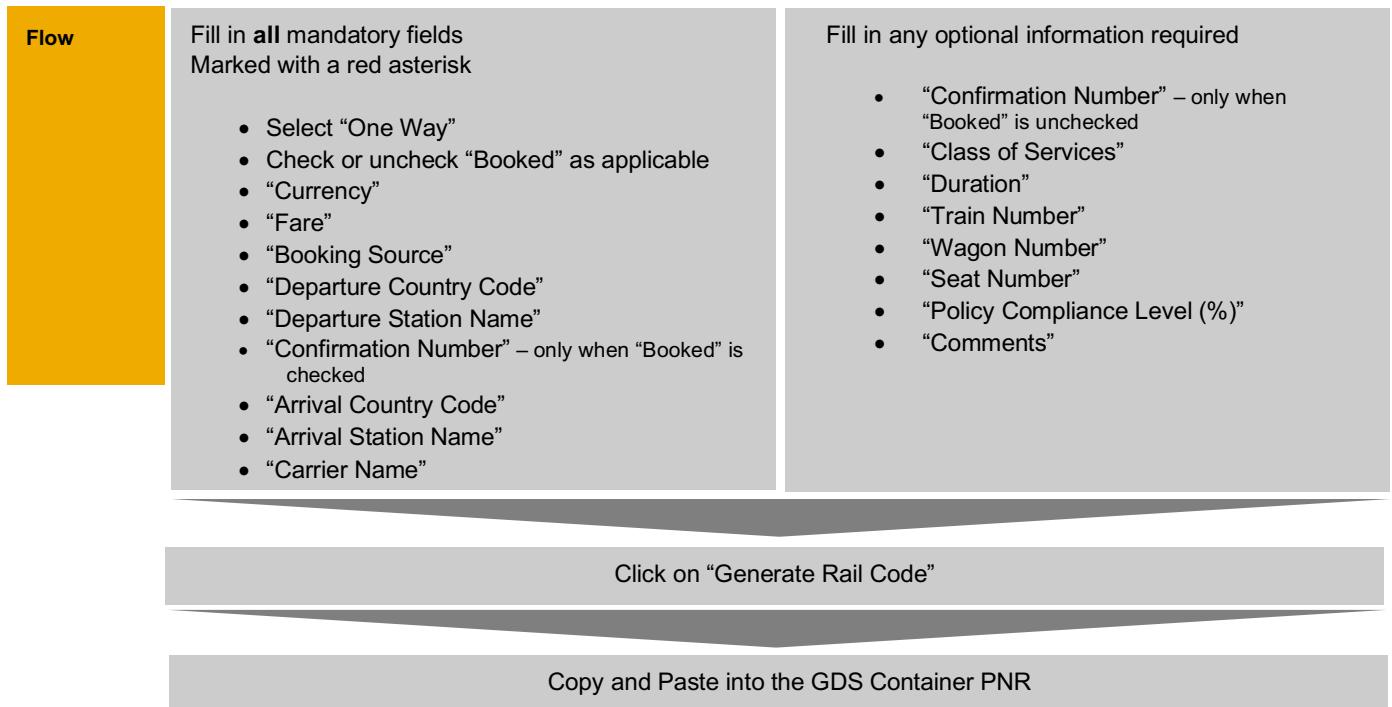
Hotel Tab optional information

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark examples with default value information</b>
Destination IATA  This is the IATA three-letter code of the destination city.	IATA-	IATA-LYS  (shows as IATA-/ if blank)
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)
Policy Compliance Level (%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all).	LVL-	LVL-100  (shows as LVL-/ 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

Locator \* 2NCMIA      Select a GDS \* Apollo      Select a Proposal Number \* 1

One Way  Round Trip

Booked  Currency \* EUR 1 Fare \* 250.00 2 Booking Source \* SNCF 3

Departure/Arrival Details

Departure Country Code * FR 4	Arrival Country Code * GB 6	Departure Date * 29/Jun/2021 0650 24 Hrs Format Reset Dates 9
Departure Station Name * FRDH - PARIS MONTPAF 5	Arrival Station Name * GBBLL - BLACKFRIARS LC 7	Arrival Date * 29/Jun/2021 1100 24 Hrs Format 10
Confirmation Number eg: ABCDEF	Carrier Name * EUROSTAR 8	

Class of Services FIRST

Seat Number 1C

Duration 280

Policy Compliance Level(%) 70

Train Number 4

Comments NO OTHER PLACES AVAIL

Wagon Number 8

Generate GDS Code For Rail

Generate Rail Code   Copy Rail Code   Reset

```

@5P/APTR/33/PROP1/SEG-RAIL1/BKD-FALSE+@5P/APTR/57/PROP1/SEG-RAIL1/RMK5-NO OTHER PLACES AVAILABLE /+@5P/APTR/30/PROP1/SEG-RAIL1/IN ECO+@5P/APTR/31/PROP1/SEG-RAIL1/CONF-NA+@5P/APTR/46/PROP1/SEG-RAIL1/DTE-2021-06-29/AT-0650+@5P/APTR/46/PROP1/SEG-RAIL1/DTE-2021-06-29/AT-1100+@5P/APTR/41/PROP1/SEG-RAIL1/PNR-2NCMIA/LVL-70+@5P/APTR/36/PROP1/SEG-RAIL1/SUP-EUROSTAR+@5P/APTR/50/PROP1/SEG-RAIL1/SC-CO-FR/CODE-FRDHP/TYPE-2C
@5P/APTR/57/PROP1/SEG-RAIL1/NAME-PARIS MONTPARNASS 2 PASTEUR+@5P/APTR/50/PROP1/SEG-RAIL1/E/CO-GB/CODE-GBBLL/TYPE-2C+@5P/APTR/47/PROP1/SEG-RAIL1/NAME-BLACKFRIARS LONDON+@5P/APTR/43/PROP1/SEG-RAIL1/CURR-EUR/VAL-250.00+@5P/APTR/39/PROP1/SEG-RAIL1/C-FIRST/DUR-280+@5P/APTR/35/PROP1/SEG-RAIL1/TRN-4/WAG-8+@5P/APTR/31/PROP1/SEG-RAIL1/SEAT-1C

```

## Rail Tab one-way table of definitions

### Rail Tab one-way mandatory information

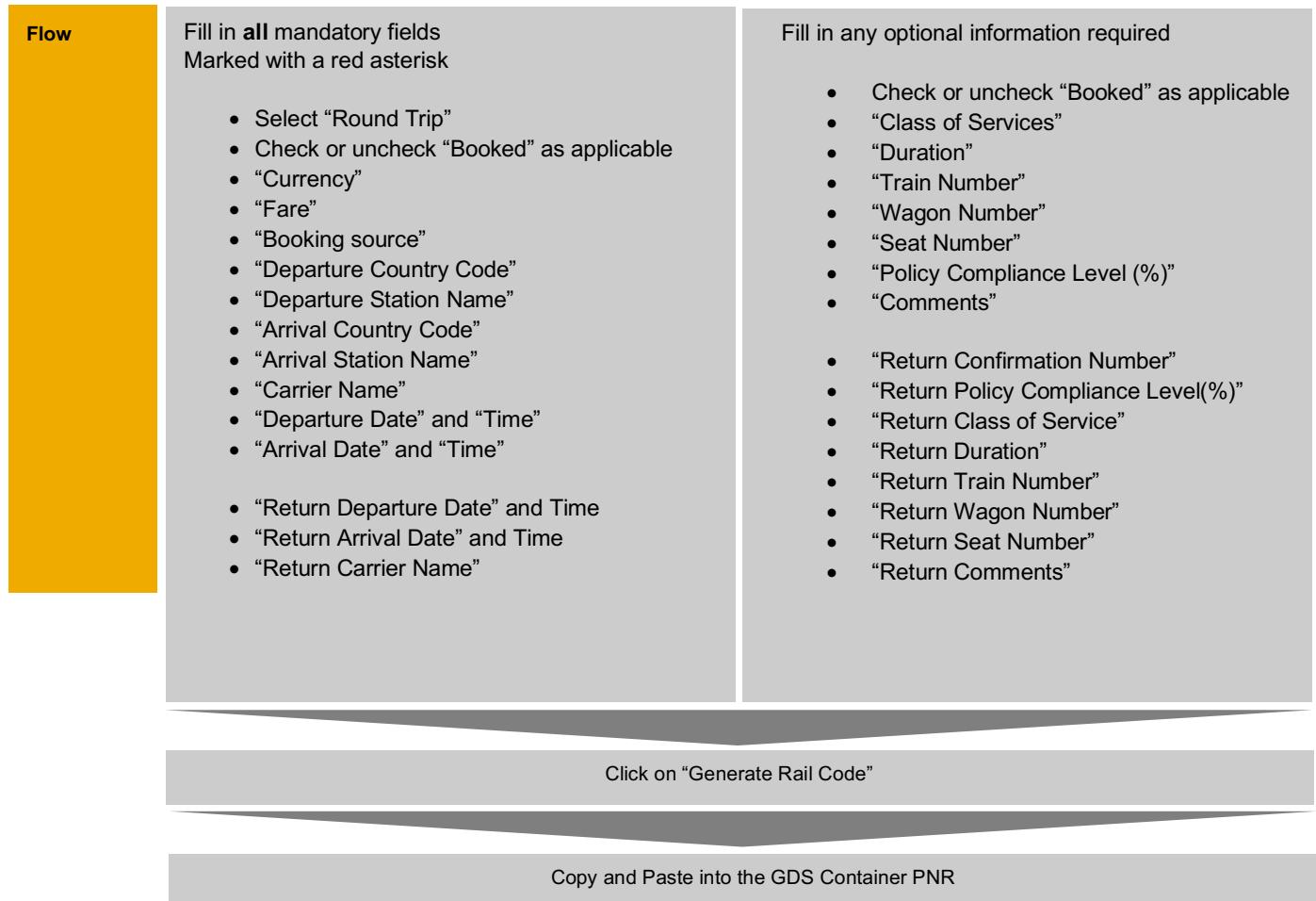
File input and description	PNR Remark label	PNR Remark examples
RAIL – One Way  This is the tab name and the segment type.	SEG-	SEG-RAIL1
Booked  Check the field "Booked" if you have confirmed the booking with the provider. The "Confirmation Number" field will then become mandatory.	BKD-	BKD-FALSE (default value)
(1) Currency  This is the three-letter ISO standard code for the currency used (eg GBP, EUR).	CURR-	CURR-EUR
(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.	TYPE-	TYPE-2C
(4) Departure Country Code  This is the two-letter IATA departure country code.	CO-	CO-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

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark examples</b>
(10) Departure Date and Time  This is the departure date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-06-29/AT-0850
(11) Arrival Date and Time  This is the arrival date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-07-29/AT-1100

#### Rail Tab one-way optional information

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark examples with default value information</b>
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)
Policy Compliance Level (%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all).	LVL-	LVL-70  (shows as LVL-/ if blank)
Comments  This is where you add any free text information.	RMKS-	RMKS-QUIET ZONE AVAILABLE  (not shown if blank)

## Rail Tab completion flow for round trip rail



## Rail Tab round trip screenshot examples

### Rail Tab round trip input display

Locator \* 2NCMIA Select a GDS \* Apollo Select a Proposal Number \* 1

**General** **Air** **Car** **Hotel** **Rail**

One Way  Round Trip  
 Booked  Currency \* EUR **1** Fare \* 250.00 **2** Booking Source \* SNCF **3**

**Departure/Arrival Details**

Departure Country Code * <b>FR</b> <b>4</b>	Arrival Country Code * <b>GB</b> <b>6</b>	9 Departure Date * 29/Jun/2021 0650 24 Hrs Format Reset Dates
Departure Station Name * <b>FRDH - PARIS MONTPAF</b> <b>5</b>	Arrival Station Name * <b>GBLL - BLACKFRIARS Li</b> <b>7</b>	10 Arrival Date * 29/Jun/2021 1100 24 Hrs Format
Confirmation Number <b>eg. ABCDEF</b>	Carrier Name * <b>EUROSTAR</b> <b>8</b>	
Class of Services <b>FIRST</b>	Seat Number <b>1C</b>	
Duration <b>280</b>	Policy Compliance Level(%) <b>70</b>	
Train Number <b>4</b>	Comments <b>NO OTHER PLACES AVAIL</b>	
Wagon Number <b>8</b>		

**Return Rail Details**

Return Departure Date * <b>11 02/Jul/2021 0820 24 Hrs Format Reset Dates</b>	Return Duration <b>eg. 180 (in mins)</b>
Return Arrival Date * <b>12 02/Jul/2021 1000 24 Hrs Format</b>	Return Train Number <b>eg. T1</b>
Return Confirmation Number <b>eg. ABCDEF</b>	Return Wagon Number <b>eg. w1</b>
Return Carrier Name * <b>13 THALYS</b>	Return Seat Number <b>eg. s1</b>
Return Policy Compliance Level(%) <b>eg. 100</b>	Return Comments <b>HERE ARE THE COMMENTS</b>
Return Class of Service <b>eg. standard</b>	

### Rail Tab round trip output display

**Generate GDS Code For Rail**

**Generate Rail Code** **Copy Rail Code** **Reset**

```

@5/APTR/23/PROP1/SEG-RAIL1/BKD FALSE+@5/APTR/57/PROP1/SEG-RAIL1/RMKS NO OTHER PLACES AVAILABLE//+@5/APTR/30/PROP1/SEG-RAIL1/IN ECO+@5/APTR/31/PROP1/SEG-RAIL1/CONF-NA+@5/APTR/46/PROP1/SEG-RAIL1/DTE-2021-06-29/AT-0650+@5/APTR/46/PROP1/SEG-RAIL1/DTE-2021-06-29/AT-1100+@5/APTR/41/PROP1/SEG-RAIL1/PNR-2NCMIA/LVL-70+@5/APTR/38/PROP1/SEG-RAIL1/SUP-EUROSTAR-@3/APTR/50/PROP1/SEG-RAIL1/S/CO-FR/CODE-FRDHP7/TYPE-2C

@5/APTR/57/PROP1/SEG-RAIL1/NAME-PARIS MONTPARNASSA 2 PASTEUR+@5/APTR/50/PROP1/SEG-RAIL1/E/CO-GB/CODE-GBBL/TYPE-2C+@5/APTR/47/PROP1/SEG-RAIL1/NAME-BLACKFRIARS LONDON+@5/APTR/38/PROP1/SEG-RAIL1/CURR-EUR/VAL-0+@5/APTR/29/PROP1/SEG-RAIL1/C-FIRST/DUR-280+@5/APTR/35/PROP1/SEG-RAIL1/TRN-4/WAG-8+@5/APTR/31/PROP1/SEG-RAIL1/SEAT-1C+@5/APTR/33/PROP1/SEG-RAIL2/BKD-FALE-@5/APTR/53/PROP1/SEG-RAIL2/RMKS-HERE ARE THE COMMENTS //

@5/APTR/50/PROP1/SEG-RAIL2/RELATED TO THE INBOUND LEG+@5/APTR/21/PROP1/SEG-RAIL2/CONF-NA+@5/APTR/46/PROP1/SEG-RAIL2/DTE-2021-07-02/AT-0820+@5/APTR/46/PROP1/SEG-RAIL2/DTE-2021-07-02/AT-1000+@5/APTR/40/PROP1/SEG-RAIL2/PNR-2NCMIA/LVL-+@5/APTR/34/PROP1/SEG-RAIL2/SUP-THALYS+@5/APTR/50/PROP1/SEG-RAIL2/S/CO-GB/CODE-GBBL/TYPE-2C+@5/APTR/47/PROP1/SEG-RAIL2/NAME-BLACKFRIARS LONDON+@5/APTR/50/PROP1/SEG-RAIL2/E/CO-FR/CODE-FRDHP7/TYPE-2C

@5/APTR/57/PROP1/SEG-RAIL2/NAME-PARIS MONTPARNASSA 2 PASTEUR+@5/APTR/43/PROP1/SEG-RAIL2/CURR-EUR/VAL-250.00+@5/APTR/29/PROP1/SEG-RAIL2/DUR-/

```

## Rail Tab round trip table of definitions

### Rail Tab round trip mandatory information

File input and description	PNR Remark label	PNR Remark examples
RAIL – Round Trip  This is the tab name and the segment type.	SEG-	SEG-RAIL1 SEG-RAIL2
(1) Currency  This is the three-letter ISO standard code for the currency used (eg GBP, EUR).	CURR-	CURR-EUR
(2) Fare  This is the total amount of the rail segment. Automatically formatted 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 currently supported rail providers.	TYPE-	TYPE-2C
(4) Departure Country Code  This is the two-letter IATA departure country code.	CO-	CO-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 in the file and includes the rail station code. Items in the list are supplier specific.	CODE- NAME-	CODE-GBBLL  NAME-BLACKFRIARS LONDON
(9) Carrier Name  This is the carrier name in full.	SUP-	SUP-EUROSTAR
(10) Departure Date and Time	DTE-.../AT-	DTE-2021-06-29/AT-0850

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark examples</b>
This is the departure date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>		
(11) Arrival Date and Time  This is the arrival date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-07-29/AT-1100
(12) Return Departure Date  This is the return departure date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-07-02/AT-0820
(13) Return Arrival Date  This is the return arrival date and time using the following format: <ul style="list-style-type: none"><li>• Date is in the format DD/MMM/YYYY</li><li>• Time is in the format HHMM and is 24 hours</li></ul>	DTE-.../AT-	DTE-2021-07-02/AT-1000
(14) Return Carrier Name  This is the return carrier name in full.	SUP-	SUP-THALYS

Rail Tab round trip optional information

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark examples with default values</b>
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)
Confirmation Number  This is where you add the provider confirmation number if applicable.  This is optional when "Booked" is not selected.	CONF-	CONF-B12345 or CONF-NA (default value)
Class of Services  This is the class of services in full, not just the letter.	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)
Policy Compliance Level (%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all).	LVL-	LVL-70  (shows as LVL-/ if blank)
Comments  This is where you add any free text information.	RMKS-	RMKS-QUIET ZONE AVAILABLE  (not shown if blank)
Return Confirmation Number  This is where you add the provider confirmation number if the rail travel has been booked directly with the provider.  This is optional if "Booked" is not selected.	CONF-	CONF-NA  (default value)
Return Class of Services  This is the class of services in full, not just the letter.	C-	C-STANDARD  (not shown if blank)

<b>File input and description</b>	<b>PNR Remark label</b>	<b>PNR Remark examples with default values</b>
Return Duration  This is the return trip duration in minutes.	DUR-	DUR-60  (shows as DUR-/ if blank)
Return Train Number  This is where you add the train number.	TRN-	TRN-Z202  (not shown if blank)
Return Wagon Number  This is where you add the wagon number.	WAG-	WAG-G2  (not shown if blank)
Return Seat Number  This is where you add the seat number.	SEAT-	SEAT-24A  (not shown if blank)
Return Policy Compliance Level (%)  This will be a value between 0-100 that matches the segment compliance (100 if fully compliant and 0 if not compliant at all).	LVL-	LVL-100  (shows as LVL-/ if blank)
Return Comments  This is where you add any free text information.	RMKS-	RMKS-HERE ARE THE COMMENTS RELATED TO THE RETURN TRAVEL  (not shown if blank)

## 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/33/PROP1/SEG-RAIL1/BKD-FALSE+@:5P/APTR/57/PROP1/SEG-RAIL1/RMKS-NO OTHER PLACES AVAILABLE //+@:5P/APTR/30/PROP1/SEG-RAIL1/IN ECO+@:5P/APTR/31/PROP1/SEG-RAIL1/CONF-NA+@:5P/APTR/46/PROP1/SEG-RAIL1/DTE-2021-06-29/AT-0650+@:5P/APTR/46/PROP1/SEG-RAIL1/DTE-2021-06-29/AT-1100+@:5P/APTR/41/PROP1/SEG-RAIL1/PNR-2NCMIA/LVL-70+@:5P/APTR/36/PROP1/SEG-RAIL1/SUP-EUROSTAR+@:5P/APTR/50/PROP1/SEG-RAIL1/S/CO-FR/CODE-FRDHP/TYPE-2C
```

```
@:5P/APTR/57/PROP1/SEG-RAIL1/NAME-PARIS MONTPARNASS 2  
PASTEUR+@:5P/APTR/50/PROP1/SEG-RAIL1/E/CO-GB/CODE-GBBLL/TYPE-  
2C+@:5P/APTR/47/PROP1/SEG-RAIL1/NAME-BLACKFRIARS LONDON+@:5P/APTR/38/PROP1/SEG-RAIL1/CURR-EUR/VAL-0+@:5P/APTR/39/PROP1/SEG-RAIL1/C-FIRST/DUR-  
280+@:5P/APTR/35/PROP1/SEG-RAIL1/TRN-4/WAG-8+@:5P/APTR/31/PROP1/SEG-RAIL1/SEAT-  
1C+@:5P/APTR/33/PROP1/SEG-RAIL2/BKD-FALSE+@:5P/APTR/53/PROP1/SEG-RAIL2/RMKS-HERE ARE THE COMMENTS //
```

```
@:5P/APTR/50/PROP1/SEG-RAIL2/RELATED TO THE INBOUND LEG+@:5P/APTR/31/PROP1/SEG-RAIL2/CONF-NA+@:5P/APTR/46/PROP1/SEG-RAIL2/DTE-2021-07-02/AT-0820+@:5P/APTR/46/PROP1/SEG-RAIL2/DTE-2021-07-02/AT-1000+@:5P/APTR/40/PROP1/SEG-RAIL2/PNR-2NCMIA/LVL-/+@:5P/APTR/34/PROP1/SEG-RAIL2/SUP-THALYS+@:5P/APTR/50/PROP1/SEG-RAIL2/S/CO-GB/CODE-GBBLL/TYPE-  
2C+@:5P/APTR/47/PROP1/SEG-RAIL2/NAME-BLACKFRIARS LONDON+@:5P/APTR/50/PROP1/SEG-RAIL2/E/CO-FR/CODE-FRDHP/TYPE-2C
```

```
@:5P/APTR/57/PROP1/SEG-RAIL2/NAME-PARIS MONTPARNASS 2  
PASTEUR+@:5P/APTR/43/PROP1/SEG-RAIL2/CURR-EUR/VAL-250.00+@:5P/APTR/29/PROP1/SEG-RAIL2/DUR-/+@:5P/APTR/35/PROP1/SEG-RAIL2/TRN-6/WAG-8
```

## 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/PROP1/SEG-AIR2/RMKS-COMMENTS FOR THE RETURN  
//+@:5P/APTR/34/PROP1/SEG-AIR2/AIR SEGMENT
```

## VERSION HISTORY

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

N.B. This document v1.2 is a guide for the file v2.12 and supersedes any previous documentation

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