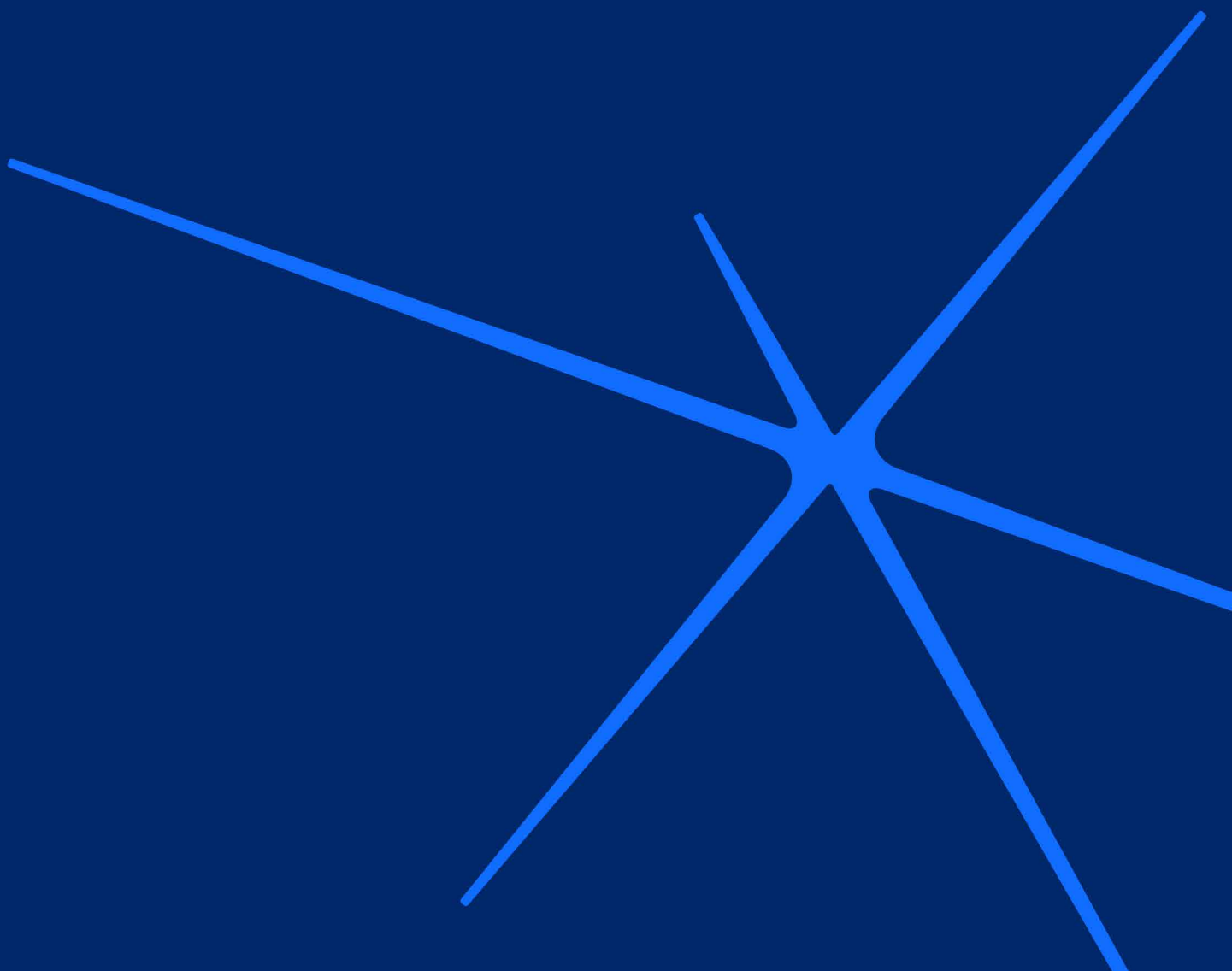




# Your guide to Travelport

November 2023



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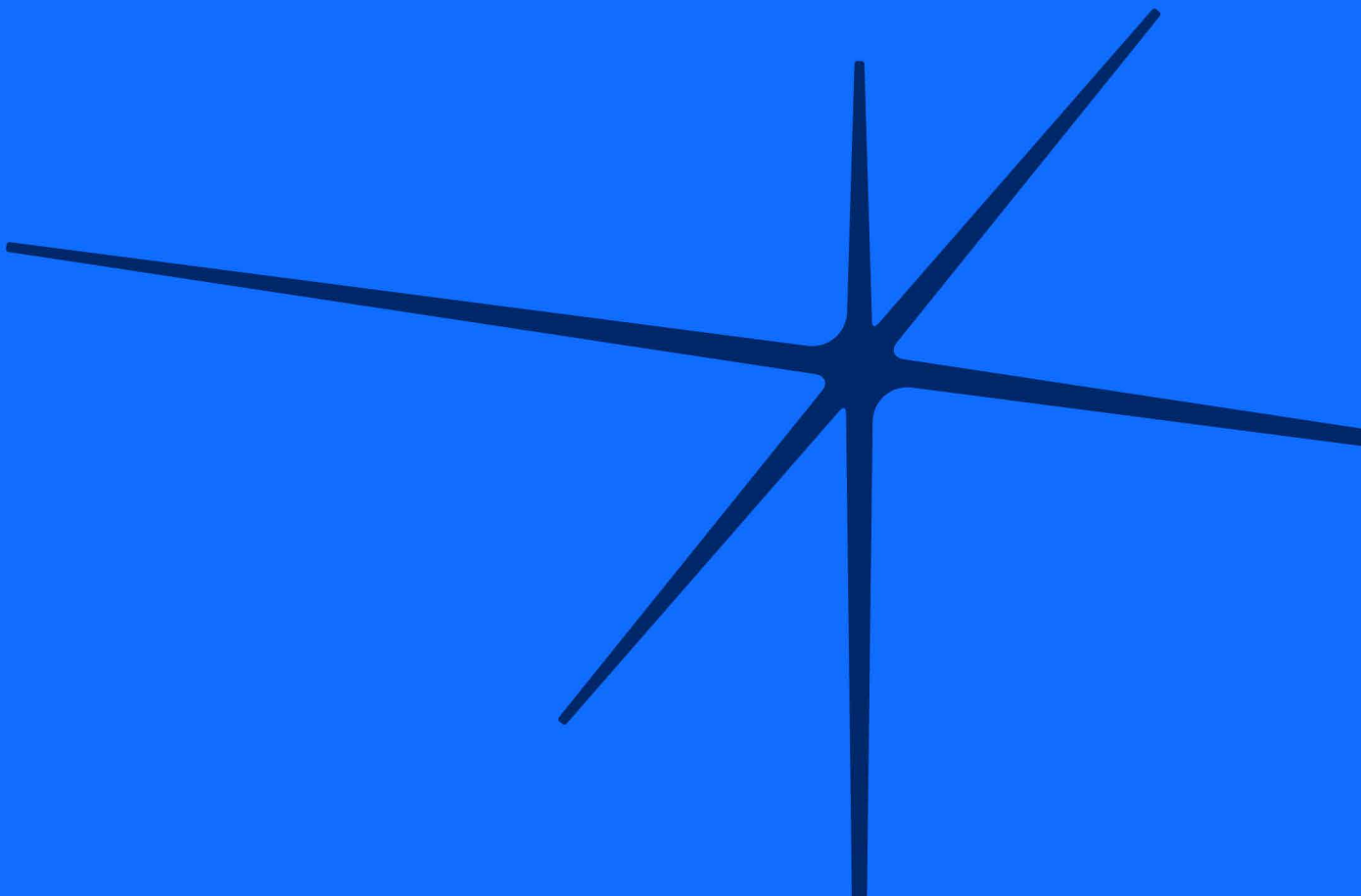
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# 1

## Making a booking



# Making a booking

## Station codes:

Station	Country	3 Letter GDS Code
Antwerp Central	BE	ZWE
Brussels Midi	BE	ZYR
Liege Guillemins	BE	XHN
Aachen / Aix-la-Chapelle Hbf	DE	XHJ
Cologne Hbf	DE	QKL
Duesseldorf Hbf	DE	QDU
Duesseldorf Airport Hbf	DE	DUS
Duisburg Hbf	DE	DUI
Dortmund Hbf	DE	DTZ
Essen Hbf	DE	ESZ
Lille Europe	FR	XDB
Marne-la-Vallée, Disneyland	FR	XED
Paris Gare du Nord	FR	XPG
Paris Charles de Gaulle Airport Station	FR	CDG
London St Pancras International	GB	QQS
Amsterdam Centraal	NL	ZYA
Rotterdam Centraal	NL	QRH
Schiphol Airport Train Station	NL	AMS

## Eurostar is bookable in the following booking classes for our classes of service:

GDS Air Eurostar (9F) Booking Classes					
Routes to/from London			Routes between France/Belgium/Germany/the Netherlands (Former Thalys)		
Business Premier	Standard Premier	Standard	Premium	Comfort	Standard
J	Z	Y	P	C	W
	W	L	F	D	B
	I	B	A	Z	K
	O	H		S	X
	G	M			L
	S	K			M
	T	X			O
	U	R			Q
	E	N			
		Q			
		V			
		A			

# Making a booking

## Please follow the steps below to create your Eurostar booking:

---

- 1 Create PNR using standard Travelport entries. Include sell seat, name, received from, contact (phone) and ticketing field.
- 2 Request seat type or specific seat (optional) See **Seat Allocation** section below for help.
- 3 End and Retrieve, then Ignore and Retrieve booking to refresh display
- 4 Check SSR fields for seating confirmation and ticketing time limit (TTL), these should populate shortly after End and Retrieving.
- 5 Please ensure the seats returned via SSR are those requested, we also require the e-ticket to be issued before the Ticketing Time Limit as otherwise, the PNR will be automatically cancelled.
- 6 Add Club Eurostar number if your passenger has one and any special meal (SPML) request they have. Again, using standard Travelport entries.
- 7 To price bookings use **FQAC9F**.
  - It is best practice to have one passenger per PNR but if for any reason you opt to have a multi-passenger booking, all e-tickets must be issued together in the same e-ticketing entry (e.g., **FQP1-2**).
  - If you are pricing a corporate deal, please use **FQP1-(CORPCODE):P** (e.g., **FQP1-TEST:P** if your Corporate Code is TEST to price Passenger 1)
  - Don't forget to check fare notes, specifically penalties.
- 8 For Corporate Deal bookings, please ensure you add the corresponding OSI: **OSI 9F CORP ClientName**
- 9 Complete booking using usual form of payment and e-ticketing entries.

# 2

## Fares and pricing



# Fares and pricing

## To book Any Belgian Station (ABS) fares:

Any Belgian Station tickets allow travel from London St Pancras International to any stations in Belgium on one ticket. Board on any local (SNCB) train within 24 hours of arrival or departure from Brussels Midi/Zuid.

If passenger is travelling Business Premier or Standard Premier, they are entitled to any seat in First Class in the local Belgian SNCB train (cannot be pre-booked).

Alternatively, if they travel in Standard with Eurostar, they are entitled any 2nd class seat in the local Belgian SNCB train (cannot be pre-booked).

When booking, please book just to ZYR, to check Any Belgian Station fares:

### FQD(CITYPAIR)/D(DEPTDATE)/A9F

```
1-FDQQSZYR20OCT +
>
FARES LAST UPDATED 03OCT 12:17 P
9F DEPART 20OCT AIRPORT FARES
MPM 252 EH
**ADDITIONAL TAXES/FEEES MAY APPLY**
PUBLIC FARES
CX FARE FARE C AP MIN/ SEASONS..... MR GI DT
  GBP BASIS MAX
LONBRU
 1 9F 88.00R ASFERT A R EH
 2 9F 98.00R VSFERT V R EH
 3 9F 51.00 ASFEOW A R EH
 4 9F 108.00R QSFERT Q R EH
LONZYR
 5 9F 112.00R AABSERT A R EH
LONBRU
 6 9F 57.00 VSFEOW V R EH
LONZYR
 7 9F 122.00R VABSERT V R EH
LONBRU
 8 9F 63.00 QSFEOW Q R EH
LONZYR
 9 9F 63.00 AABSEOW A R EH
LONBRU
10 9F 128.00R NSFERT N R EH
LONZYR
11 9F 132.00R QABSERT Q R EH
12 9F 69.00 VABSEOW V R EH
LONBRU
13 9F 74.00 NSFEOV N R EH
14 9F 148.00R RSFERT R R EH
LONZYR
15 9F 75.00 QABSEOW Q R EH
16 9F 152.00R NABSERT N R EH
```

# Fares and pricing

Any Belgian Station Fares do feature the wording ABS within the fare basis as seen in snapshot below:

```

1 - FDQSZYR20OCT +
>
FARES LAST UPDATED 03OCT 12:17 P
9F DEPART 20OCT AIRPORT FARES
MPM 252 EH
**ADDITIONAL TAXES/FEEES MAY APPLY**
PUBLIC FARES

```

	CX	FARE GBP	FARE BASIS	C	AP	MIN/ MAX	SEASONS.....	MR	GI	DT
LONBRU										
1	9F	88.00R	ASFERT	A				R	EH	
2	9F	98.00R	VSFERT	V				R	EH	
3	9F	51.00	ASFEOW	A				R	EH	
4	9F	108.00R	QSFERT	Q				R	EH	
LONZYR										
5	9F	112.00R	<u>AABSERT</u>	A				R	EH	
LONBRU										
6	9F	57.00	VSFEOW	V				R	EH	
LONZYR										
7	9F	122.00R	VABSERT	V				R	EH	
LONBRU										
8	9F	63.00	QSFEOW	Q				R	EH	
LONZYR										
9	9F	63.00	<u>AABSEOW</u>	A				R	EH	
LONBRU										
10	9F	128.00R	NSFERT	N				R	EH	
LONZYR										
11	9F	132.00R	<u>QABSERT</u>	Q				R	EH	
12	9F	69.00	<u>VABSEOW</u>	V				R	EH	
LONBRU										
13	9F	74.00	NSFEOW	N				R	EH	
14	9F	148.00R	RSFERT	R				R	EH	
LONZYR										
15	9F	75.00	<u>QABSEOW</u>	Q				R	EH	
16	9F	152.00R	<u>NABSERT</u>	N				R	EH	

For example, in the above Fare Display the “AABSERT”, “AABSSEOW”, “QABSERT”, “VABSEOW”, “QABSEOW” and “NABSERT” are all displayed indicating that these are all ‘Any Belgian Station’ applicable fares.

## Auto-pricing the ABS fares

To auto-price in Travelport native once a PNR is being created use the “FQA” (Fare Quote Alternative) entry to display all the applicable fares (which will include the applicable ABS fares). If the regular “FQ” (Fare Quote) entry is used this will simply default to the lowest applicable fare therefore this may not include the ABS optional fare:



# Fares and pricing

```
1-FQA +
>
>FQA
PSGRS 1 ADT
QUOTE BASIS CONSTR QUOTE STATUS FARE.GBP
1 JABSOW R-OW GUARANTEED 348.00 FQG
AT TIME OF TICKETING
2 J2FFLXOW R-OW GUARANTEED 330.00 FQG
AT TIME OF TICKETING

1 NONTRANSFERABLE/
1 LAST DATE TO PURCHASE TICKET: 20OCT23
1 TICKETING AGENCY RY8
1 DEFAULT PLATING CARRIER 9F
1 E-TKT REQUIRED
2 NOT APPLICABLE
2 LAST DATE TO PURCHASE TICKET: 20OCT23
2 TICKETING AGENCY RY8
2 DEFAULT PLATING CARRIER 9F
2 E-TKT REQUIRED

>
>
```

Note that 2 potential fare quotes are returned – see above under “Quote 1 and 2”.

The “ABS” fare is the fare basis “JABSOW” option offered in line 1 whereas the “J2FFLXOW” option offered in line 2 is the normal return fare from LON to BRU only.

If the fare is not presented, you can use the entry below to force in the fare basis code you found in the fare display:

**FQ@FareBasisCode**

Alternatively, when you have more than one fare class in the booking: **FQS1@FareBasisCode/ S2@ FareBasisCode**

Please note: The fare basis code must be booked in the correct RBD (booking class Reservation Booking Designator) as per the fare rules.

## To book Child fares:

Child fares are available in Standard Premier and Standard classes (not in Business Premier).

If a child ticket is required in Business Premier, they will need to pay the adult fare. To price a single child, the passenger type CNN must be replaced with the passenger age, and the system must be told that the child will be accompanied on the service by using the **/ACC** modifier

# Fares and pricing

## FQ\*C10/ACC/C9F

To quote adults and children in the same booking you can use the following entry, the example is for 2 adults a 7 years-old child and a 5 years-old child:

## FQP1-2.3\*C07.4\*C05

Please note:

- Children between the ages of 4 and 11 years old inclusive qualify for a child fare.
- A child under four years old does not need to be included on your booking and will not require a ticket to travel on the Eurostar. However, he or she will not be allocated a seat and will be required to sit on the lap of a parent or guardian.
- If an allocated seat is required for a child under 4, when making the reservation you must state the child as being at least 4 years old, otherwise Travelport will only offer an Adult Fare.

**Remember:** For multi-passenger bookings all ticket numbers must be issued before ending the transaction. To ensure this happens, use the pricing entry (e.g., **FQP1-2**) to create one FQ for all passengers (example is for 2 passengers)

## FAQs on fares departing Continental Europe:

---

Why is there sometimes a fare difference when booking fares departing continental Europe within GDS from other UK sales channels?

Fares ex-continent via GDS, are quoted in Euros and then converted into GBP. The GDS exchange rate fluctuates daily unlike our own central booking system which is loaded with a fixed exchange rate. The rate fluctuations will mean fares being converted into GBP can be the same, more expensive or cheaper dependant on the exchange rate.

### How does Eurostar propose to fix this issue?

Eurostar constantly monitors the variance within the market rate, if a variance of €0.10 is observed between the market rate and the system exchange rate for more than 40 consecutive days, Eurostar will start to plan a system change and implement this if the variance continues for more than 90 consecutive days.

### Why can this not be changed more frequently?

Due to system constraints and the complex process to change the exchange rate, it is not possible to implement the change process more frequently

3

**Seat allocation**



# Seat allocation

If seats are not requested, they are allocated automatically once a booking has been ended. Only confirm a booking to a client when a coach and seat number is shown as KK in the Seating data (i.e., \*SD)

## Coach and Seat Availability Display entries:

First, display which coaches are available to book for class of service required for sector 1 (as per snapshot below):

```
1. 9F 9114 J 20OCT QQSZYR HS1 0816 1112 0 E FR
```

**SA\*9F9114J20OCTQQSZYR**

**SA\*9FTRAINNUMBERCLASSDEPTDATECITYPAIR**

Response below advises that Coaches 16 is applicable for the Train segment booked:

```
1-SA*9F9114J20C +
9F - EUROSTAR TRAIN NO: 9114 20OCT QQS ZYR
COACH CLASS SEATS
 16 BUS N 32
>SA*C.
>
```

**It is very important that the “coach availability” display is checked**, as Standard Premier and Business Premier coaches are yield managed, so while on one train a coach may be Business Premier, on another it could be Standard Premier. If you select a seat in a Standard Premier coach when booking Business Premier your sectors will UC.

Then to display a specific coach

For example, to display coach 16 please enter the following command:

**SA\*C16**

```
1-SA*C16 +
9F - EUROSTAR TRAIN NO: 9114 20OCT QQS ZYR
COACH NO: 0816 NON-SMOKING
(-----)
 11 .. .. 31 35
 13 17 23 27 33R 37F
 14 18 24 28 34R 38F
(-----)
>SA*C. >SA*C*. >SA*PR.
>
```

# Seat allocation

Response above shows Coach 16.

To pan left or right, please use either **SA\*PR** (right) or **SA\*PL** (left)

Alternatively, you can display the Coach from the PNR by inputting the Coach Number.

For example, in segment 1 of your PNR to display directly Coach 16 enter

**SA\*S1/C16**

```
1-SA*S1/C16 +
9F - EUROSTAR TRAIN NO: 9114 20OCT QQS ZYR
COACH NO: 0016 NON-SMOKING
(-----)
 11 .. .. 31 35
 13 17 23 27 33R 37F
 14 18 24 28 34R 38F
(-----)
>SA*C. >SA*C* >SA*PR.
>
```

## Advance Coach/Seat assignment:

To enable your customer to hold an advance coach/seat assignment on the Eurostar service booked use the following entries in Travelport native:

- (e.g., request Seat 24 in coach 16 which is segment 1, the entry is:

**S.S1/C16\*S24**

Response to request – note the response will show the Coach and Seat number as 4 digits

```
1-S.S1/C16*S24 +
RESERVED SEATS
1. 9F 9114 J 20OCT QQSZYR
 1. [REDACTED] NN C0016*S0024
>S.S1/C16*S24
>
```

For a 2 pax PNR requesting seats 23 and 24 in Coach 16 for segment 1 of your PNR, the entry is:

**S.S1P1.2/C16\*S23.S24**

# Seat allocation

For a 2 pax PNR requesting seats 23 and 24 in Coach 16 for segment 1 of your PNR, the entry is:

**S.S1P1.2/C16\*S23.S24**

The long format for a specific coach using the 9F train number class of service DDMMM and city pair then the specific Coach map you want to view

e.g., for the 9F 9114 in J class on 20OCT between QQS (London St. Pancras) and ZYR (Brussels Midi) and for Coach 16:

**SA\*9F9114J20OCTQQSZYR/C16**

Alternatively, you may use Travelport Marketplace to assign seats.

## Seat Change:

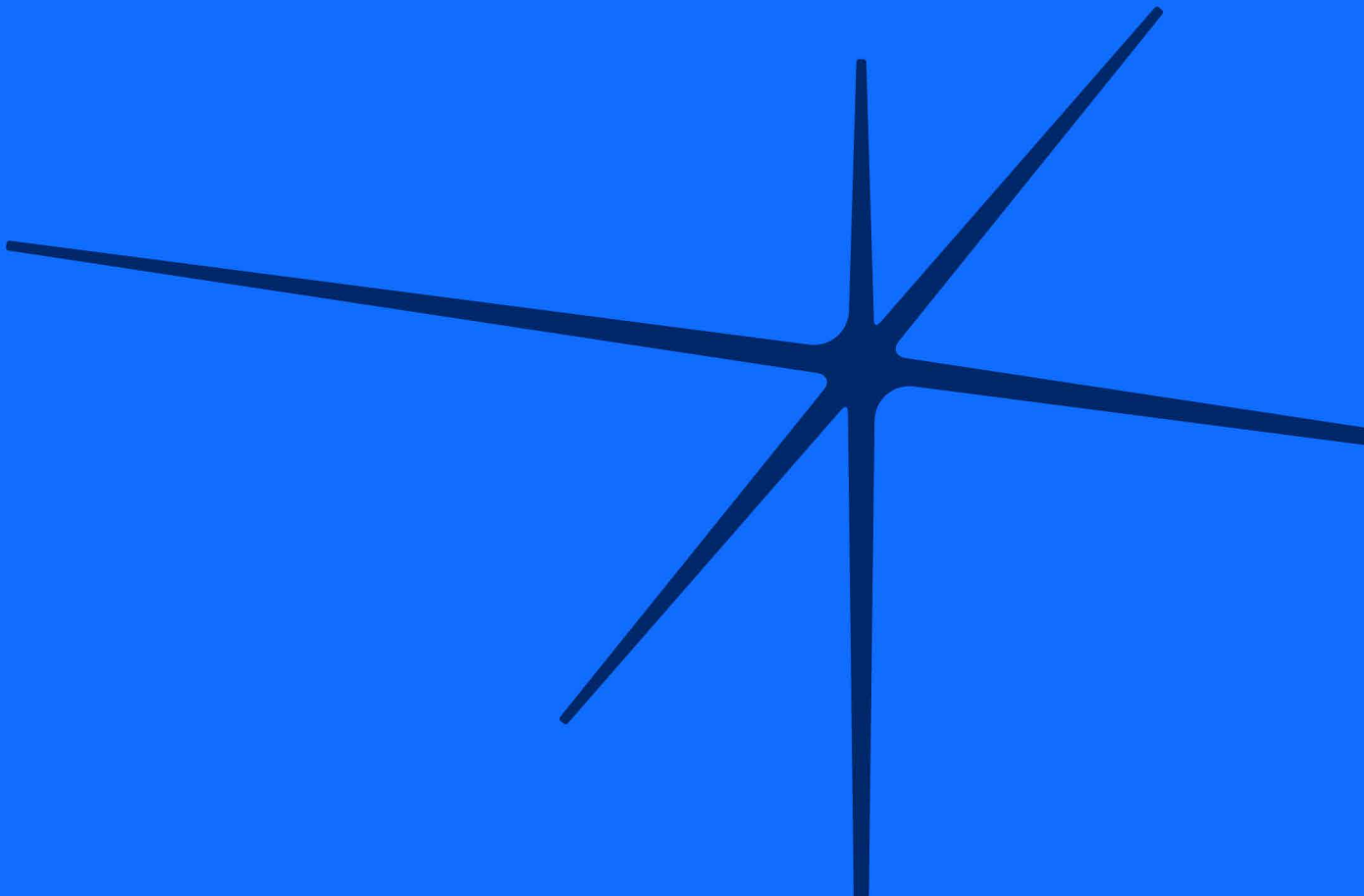
To change a seat that is already allocated, please follow the below procedure.

Procedure	Code
Check the seat availability display e.g., coach 5 sector 1	<b>SA*S1/C05</b>
Request new coach and seat number using change seat entry e.g., coach 5 seat 31 for sector 1	<b>S.S1@C5*S31</b>
Request new coach and seat number using change seat entry for multiple passengers eg coach 5 seat 31 and 32 for sector 1	<b>S.S1P1.2@C5*S31.S32</b>
Receive	<b>R.INITIALS</b>
ER	<b>ER</b>
IR	<b>IR</b>
Check new seats in Seat Data field	<b>*SD</b>

For routes between France/Belgium/Germany/the Netherlands (Former Thalys), please note seats are allocated at the time of booking and cannot be modified. However, you may set-up the customer profile with a preference for either aisle or window seat and this should be taken into consideration at time of auto-allocation.

4

Club Eurostar



# Club Eurostar

Club Eurostar numbers can be added via the profile or booking using the full 17 digits, all numbers begin with 308381.

**e.g., M.9F30838112345679810**

This must be added **before ticket issuance** and cannot be added after. It must be added accurately as the number is not verified in Travelport.

Details and benefits of the Club Eurostar program can be found on [our website](#). If the number was not added to the booking before ticketing, the passenger may add the booking to their account by [logging in](#) and using the “Claim Missing Points” feature online.





5

**Special meals**



# Special meals

Meals are included in Business Premier and Standard Premier. For travellers in Standard class, light meals, snacks and hot drinks are available to purchase from the bar buffet.

You can use the below entries to request meals once the seating SSRs have been received.

- To order vegetarian meal for all passengers in a PNR, the entry is: **SI.VLML**
- To order a vegan meal for a specific passenger, the entry is: **SI.P2VGML** (for passenger 2)

You will then need to receive the booking, ER and IR and check that the meal SSR has been confirmed (KK) in your **\*SI**.

Special Meal	Notice required	GDS Code
Vegetarian (dairy and eggs)	24 hours	VLML
Vegan	48 hours	VGML
Kosher	48 hours	KSML
Muslim/Halal	48 hours	MOML
Diabetic	48 hours	DBML
Low fat	48 hours	LFML
Low salt	48 hours	LSML
Gluten free	48 hours	GFML
Dairy/Lactose free	48 hours	DFML (needs to be booked via <a href="#">Manage Booking</a> )
Child (Standard Premier only)	24 hours	CHML

# 6

## Changing booking



# Changing a booking

The recommend process for changes to Eurostar GDS bookings is as follows:

- Cancel unwanted segments.
- Book new segments.
- End and Retrieve.
- Change/Reissue ticket manually (no Automated Ticket Changers / Scripts). Eurostar does not currently file on CAT31 or CAT33, hence it is best practice to set a manual reissue mask.

When exchanging a ticket:

- Ensure that any increase in appropriate fare is collected.
- Collect the appropriate change/penalty fee on the new ticket via the **OD (Oscar Delta)** tax code (please note that each segment change, incurs a change/penalty fee therefore changing the outbound and inbound segment incurs 2 change/penalty fees).

Please note that once the original sector has been cancelled and the new one assigned, the ticket **must** be exchanged and reissued before the original journey was due to commence to comply with our exchangeable ticket conditions. The ticket conditions can be found in the CAT 16 of the filed fare.

If the new fare is less expensive, unfortunately we cannot refund the difference.

# 7

## Revalidation and voiding



# Revalidation and voiding

## Important Reminder

---

All exchanges/reissues should be made in Travelport. If any changes are made by a Eurostar point of sale, these are not reflected into your GDS. Please do not add any passive segment status sectors as these are not supported by Eurostar and could fault the booking. If you need to have a note in the booking of the change, just enter this as a remark.

## When can I revalidate?

---

Please use revalidation process where there is no fare change (Fully Flexible), and the booking is staying in J class for routes to/from London and **P, F** or **A** class for routes between France/Belgium/Germany/the Netherlands (Former Thalys).

Revalidation must be completed within 60 days of travel date, to comply with the ticket conditions.

Below process must be followed:

- Always check ticket conditions (CAT16) before processing.
- Where an e-ticket shows OPEN status, you can revalidate on Travelport.
- Cancel unwanted segments.
- Book new segments.
- End and Retrieve.
- Revalidate the e-ticket

## When can I void a ticket?

---

Voiding can be carried out on the day of issue only if no aftersales have taken place on the PNR\*

To successfully void a ticket please follow below steps:

- Ensure the e-ticket record is voided before cancelling the itinerary.
- Once you have voided the ticket, **do not** attempt to rebook in the same PNR as you will not be able to issue a new ticket there. If you do manage to issue a ticket on this PNR it will not be valid for travel in our internal reservations system.
- Please rebook in a new PNR.
- Through ARC (for US agents) all voids made in Travelport must be completed by 11.59pm local time the day after issuance and voids in IAR must be done prior to 11.59pm EST.

If you have a multi-passenger booking and you intend to void just one of the e-tickets, this will corrupt the booking in our internal system, please **do not split the booking** either as this will also corrupt the booking our end. You should **void all tickets** and preferably start from afresh in a brand new individual PNR as that is best practice.

\*A seat change (amongst other transactions) is considered an aftersales and **it will invalidate** the ability to void. The only option will be to cancel the ticket and send a manual refund request via BSP Link.



**Schedule changes / irregularities**

# Schedule changes / irregularities

The following scenarios count as a Schedule Change or Irregularity:

- Train departure time change.
- Train is cancelled with notice.
- Train does operate but does no longer serve the station booked (does not stop there).

You may take one of the following options, if the train is **cancelled**:

- Nil (0) value reissue of the affected coupon for a different train / date in the same class of service. If re-routing, this is only permitted to another station in the vicinity of the originally booked or to/from (as applicable) an intermediate stop in the same route originally booked.
- Full refund may be requested via BSP Link / ARC. If this only affects the inbound coupon after the outbound coupon has been used, the amount requested for refund must be adjusted accordingly (see Refunds section).

You may take one of the following options, if the train has a **schedule change of 60 minutes or more**:

- If passenger accepts the new departure time, nil (0) value reissue of the affected coupon.
- If passenger prefers another departure time, nil (0) value reissue of the affected coupon on a different train on the same date in the same class of service. If re-routing, this is only permitted to another station in the vicinity of the originally booked or to/from (as applicable) an intermediate stop in the same route originally booked.
- Full refund may be requested via BSP Link / ARC. If this only affects the inbound coupon after the outbound coupon has been used, the amount requested for refund must be adjusted accordingly (see Refunds section).

If the schedule change is of **less than 60 minutes**, the only option is accepting the new scheduled departure time.

For any disruption on date of departure, reaccommodation will be handled directly by Eurostar, passenger will be booked on the next available train. You may still take one of above options if passenger prefers another choice but the one given.



# 9

## Refunds



# Refunds

All refunds should be carried out in accordance with the ticket conditions. Please refer to fares (CAT16) for more information.

- Refunds must be completed within 60 days of travel date, where ticket conditions permit.
- Where an e-ticket shows OPEN status, a refund can be performed on Travelport. Should this not be possible, please manually request via BSP Link.
- After refunding, if you need to rebook your passenger you MUST do so in a new PNR.

**Please note:** You should **not** attempt to refund either the outbound or the return sector of any return journey while the booking is still pre travel. If a refund is attempted on one sector but travel is expected on another, the booking will corrupt, and the passenger will not be able to be collect it at the station. Therefore, please refund after the journey that is still required is complete.

## Refund calculation for partially used tickets:

- If the ticket is partially used and fully flexible (e.g., Business Premier for routes to/from London / Premier for routes between France/Belgium/Germany/the Netherlands (Former Thalys)):
  - Calculate the difference between the return fare and the one-way fare of the part used that would have been charged, then request the difference between both.
- If the ticket has been partially used and there is a cancellation either outbound or inbound:
  - Use the fare calculation line, example below:
    - LON 9F PAR294.41 9F LON294.41NUC588.82END ROE0.79394
  - There will also be YR tax for each coupon issued.

LON	9F	PAR	294.41	9F	LON	272.41	NUC566.82	END	ROE 0.793947
Dept City	Carrier	Arrival City (O/B)	Amount in NUC for O/B fare	Carrier	Arrival City (I/B)	Amount in NUC for I/B fare	NUC total for O/B and I/B	End of Farecal.	Rate of Exchange

# Refunds

**Outbound train cancelled:** Using example above you will multiply 272.41 by ROE (0.793947), that equals GBP216 (rounded figure)

Fare Issued	YR Tax	Total
GBP450	GBP10	GBP460
Travelled	YR Tax	Total
GBP216	GBP5	GBP221
	<b>Difference to be refunded</b>	460 minus 221 = <b>GBP239</b>

**Inbound train cancelled:** Using example above you will multiply 294.41 by ROE (0.793947), that equals GBP234 (rounded figure)

Fare Issued	YR Tax	Total
GBP450	GBP10	GBP460
Travelled	YR Tax	Total
GBP234	GBP5	GBP239
	<b>Difference to be refunded</b>	460 minus 239 = <b>GBP221</b>