

## Ticketing

Depending on your market the system may not present every option described in this document

### Ticketing a Booking

To complete ticketing the booking must be fully paid, all the passengers must be correctly named including their secure flight information entered, where required.

Ticketing can be actioned at a booking level, where all PNR(s) will be ticketed at the same time, or at the PNR level where you can ticket a single PNR at a time.

There are two types of ticketing- **offline** and **online**.

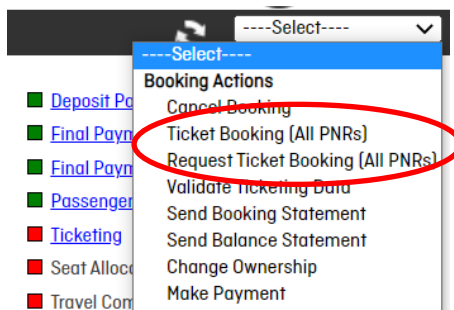
**Online** ticketing will happen on screen and tickets will be issued immediately. Please note this option is available only on PNRs containing 20 passengers or less. If you choose this option the Qantas Group Travel Website will lock the browser and no further action can be taken until the ticketing process is complete.

**Offline** ticketing places the booking on a queue and will be ticketed by the Qantas Group Travel website as it processes the ticketing queue. Off-line ticketing can be chosen at any time and on any size of PNR(s). The website will inhibit any further actions being taken within the booking until the offline ticketing process has been completed.

### Booking Level Ticketing

From the booking level drop down menu, select one of the below options-

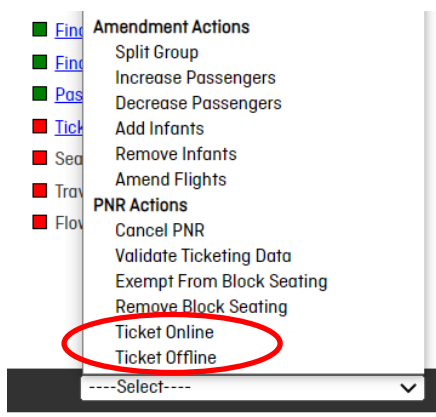
1. Ticket Booking (All PNRs) – only available if the group size is 20 or less – this is online ticketing
2. Request Ticket Booking (All PNRs) – available for any group size – this is offline ticketing



### PNR Level Ticketing - Ticketing one PNR at a time

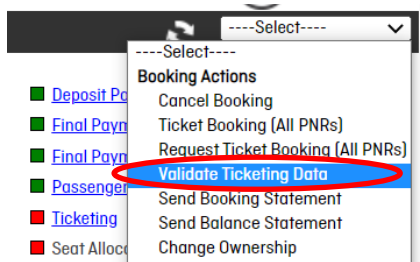
From the PNR level drop down menu, select one of the below options-

1. Ticket Online – only available if the PNR size is 20 or less.
2. Ticket Offline – available at any time.



## Ticketing Checks

Before proceeding to ticket a booking, the user can verify they have everything in place for the booking to ticket successfully. From the drop down menu at the booking level and also at the PNR level, simply select the below option:



Choosing this option at the **booking level**, the Qantas Groups Travel Website will validate the ticket data for all PNRs within the booking. If any required data is not present the Qantas Group Travel Website will advise the user with a prompt and they should contact the Qantas Group Sales team.

If you choose this option at the **PNR level** the Qantas Groups Travel Website will validate the ticket data for the specific PNR selected only. If any required data is not present the Qantas Group Travel Website will advise the user with a prompt and they should contact the Qantas Group Sales team.

When ticketing is requested the Qantas Group Travel website will present you with a final option to check the names are correct, and if the GMA has not been completed a final chance to complete the GMA form before being able to complete ticketing.

## Comfort and Extra Baggage Seats

These are manually handled by the Qantas Group Sales team. Please contact the team with your requirements for more information.