# Travelport Agency Private Fares - Selling Fare Management

<table>
<thead>
<tr>
<th>Product Advisory number:</th>
<th>3569</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version:</td>
<td>02</td>
</tr>
<tr>
<td>Effective date: (Load to production)</td>
<td>02-Mar-19</td>
</tr>
<tr>
<td>High level description:</td>
<td>The first phase of Travelport’s new private fare management tool focusing on customers who sell “Type L” private fares.</td>
</tr>
<tr>
<td>Impact summary:</td>
<td>Travelport Agency Private Fares customers will be given the opportunity to use a new Selling Fare Management tool that will show them their type L selling level private fares filed on their behalf by airlines (similarly to how they can view their net fares today through Net fare Manager (NFM))</td>
</tr>
<tr>
<td>Reason for issue:</td>
<td>Revised effective date</td>
</tr>
<tr>
<td>Impacted customers:</td>
<td>Agency customers</td>
</tr>
<tr>
<td>System:</td>
<td>Travelport Galileo</td>
</tr>
<tr>
<td>Load to pre-production:</td>
<td>21-Feb-19</td>
</tr>
<tr>
<td>Web services: (API and Messaging):</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

## Issue history:
- Version 01 issue date: 11-Feb-19
- Version 02 issue date: 25-Feb-19
**Overview**

Travelport is proud to announce a brand new feature addition to the Travelport Agency Private Fares Suite of tools:

**Selling Fare Management**

Selling Fare Management (SFM) is a new feature accessed within the Travelport Agency Private Fares suite. SFM allows subscribers to easily search and display airline filed private selling fares (Display cat L / Type L). These private selling fares can be specified fares or CAT25 fares.

This is the first phase of the Selling Fare Management deployment. This phase allows users the ability to search across multiple PCC/SID and/or IATA numbers for any “Type L” (selling) carrier, tariff and rules available that are returned in the Inbox. Users can also run an Inbox quick search that will export to excel all carrier, tariff and rules which have been filed to that User along with their provisioned PCC/SID and/or IATA numbers. Some PCC/SID and/or IATA numbers may not return any results helping the User identity possible carrier filing errors.

The ability to open each tariff and rule to see the airline filing is also available with this release using the View Details option.

**The ability to mark-up and distribute the tariff and rules is targeted to follow with a release later in 2019.**

**Customer benefit**

- Ability to search across multiple PCC/SID or IATA numbers for any filed private selling fares
- View each individual tariff and rule displaying the fare, fare basis code, locations, account code information and commission amount/percentages.
- Export all carrier, tariff and rules to Excel to determine where they have been filed to across all provisioned PCC/SID and/or IATA numbers. The results will show whether filed or not.

**Detail and customer examples**

Selling Fare Management has been designed with the same look and feel and workflows as the current Net Fare Manager product.

**Accessing Selling Fare Management**

Selling Fare Management is accessed via the Agency Private Fares URL [www.agencyprivatefares.travelport.com](http://www.agencyprivatefares.travelport.com)

If the Supplier already subscribes to APF and NFM, a new Selling Fare Management button displays on the Main Menu. There is no change to the existing APF screen or Net Fare Manager screens and workflow.
If the Supplier only subscribes to Selling Fare Management, the only buttons that display are the Selling Fare Management, New Distribution Group and Master Account Code. Note that Distribution Group usage with Selling Fare Management is not available with phase 1.

User Screen
As with Net Fare Manager, Selling Fare Management will be available only to Users that are provisioned. Each User can be activated to Net Fare Manager and Selling Fare Management by selecting the appropriate check box.

At time of provisioning, customers should advise Travelport how many Users are required for access. This limit is then validated when provisioning any new Users to the product.
Help
Full help pages will be available with the release of Selling Fare Management.

Selling Fare Management – Search
When the Selling Fare Management button is selected, the Search screen is displayed.

The search screen provides SFM Users with options for searching on carrier, tariff and rules within SFM. To start the search, select the Search button at the bottom of the screen. Cancel to return to the Main Menu.

With the release of phase 1 there are 3 INBOX search options available - ALL, New and the Inbox Quick Search. The Inbox All and New will return the same results as the “NEW” status is the only available status with phase 1.

Inbox All / Inbox New
The Inbox contains a list of carrier, tariff and rules and the PCC/SID/IATA numbers that they have been filed to. All carrier, tariff and rules will have a status of NEW. The tariff and rules will have been filed to the PCC/SID/IATA numbers with a minimum sell and ticket authority. Users can select to search for tariff and rules with or without Update and Redistribution authority.

Inbox Quick Search
The Inbox Quick Search allows Users the ability to search and list all carrier, tariff and rules filed or not filed across all the provisioned PCC/SID/IATA numbers. When a tariff and rule is found in one of the PCC/SID/IATA numbers it is cross checked across all others, if found it will display as a Y, if not found it will display as an N.

Search Type
There are 2 search types available in SFM; Supplier code and PCC/SID Group. The Supplier code option allows Users to search across all provisioned PCC/SID/IATA numbers provisioned to their primary Supplier code. The PCC/SID Group will allow a User to select from one of their own built groups.

PCC/SID/IATA
When the Supplier code search type is selected Users will be displayed with a drop-down of all provisioned PCC/SID/IATA numbers. Users can select all available or a specific number depending on needs.
When the PCC/SID Group search type is selected Users will be displayed with a drop-down of all built PCC/SID Groups. Users can select one of the groups available.

**Security Level**

Users can search for carrier, tariff and rules with or without Redistribution and/or Update authority. The default is for both to be selected meaning the search would return carrier, tariff and rules in the Inbox with Sell, Ticket, Redistribution and Ticket authority. Uncheck either option to return results in the Inbox without these being authorized.

**Carrier, Tariff and Rule**

Users can add to each field data for specific carrier, tariffs and/or rule numbers to be searched for and results returned in the Inbox.

**Account Code**

To return tariff and rules with a specific account code, enter the code in the Account code input box. To return tariff and rules that have no account code, select the No Account Code check box.

**PTC**

Users can enter a passenger type code to search for results. When a PTC is used, only tariff and rules with the PTC filed to it will be returned. If multiple PTCs are filed to the tariff and rule it will return to the Inbox displaying “MULT”.

When a PTC and account code are searched for together, the results set will include tariff/rules for the carrier that either match the PTC OR match the account code (or both). That is, the result set is not limited to tariff/rules that match both the PTC and the account code.

**Commission**

Users can select to return tariff and rules with or without commission filed to them. The default is to return both options, tariff and rules with and tariff and rules without commission. If a commission is found that is more than 0.01% or an amount of 0.01 then this is classed as Yes. The Inbox will display a Y or N to indicate if commission is available. The View Details screen can be used for more information about the commission filed when applicable.

Note that in phase 1 the Inbox Updated, Existing Selling Level, Deferred, No Update Authority, Search by distribution group options are not available and will be greyed out. The discontinue date search option will also not be available in this phase. These will be available in a later release of Selling Fare Management.

**Inbox**

When a Supplier does an Inbox search, the search result is the Inbox showing the carrier, tariff and rules matching to the search criteria. Searching across multiple PCC/SID and/or IATA numbers can return a large result set. The maximum number of tariff and rules filed across all Suppliers is 15,000. When 15,000 is reached, those results are returned with a notice at the top of the Inbox to indicate that this limit has been reached. Using the search options available will reduce the number of results and speed up the returning of the Inbox and results.
When the search is complete, the Inbox is displayed.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check box</td>
<td>A check box to select all rows, a specific row or multiple rows.</td>
</tr>
<tr>
<td>Expand icon</td>
<td>Expand the Inbox row to display the Supplier codes and airline filed data.</td>
</tr>
<tr>
<td>CXR</td>
<td>The carrier code of the airline that filed the selling fare</td>
</tr>
<tr>
<td>Tariff</td>
<td>The tariff number containing the airline filed selling fares</td>
</tr>
<tr>
<td>Rule</td>
<td>The rule number of the airline filed selling fares</td>
</tr>
<tr>
<td>Description</td>
<td>A geographical description of the tariff.</td>
</tr>
</tbody>
</table>

A Category 25 tariff is preceded by the text, Cat 25.

```
XX within area 3
XX within area 3
XX transatlantic
XX transatlantic
```

```
XX cat 25 us...
XX cat 25 bet...
XX cat 25 are...
XX cat 25 wit...
```
Expanding the Inbox row displays the Supplier codes the tariff and rules have been filed to and specific airline filed data.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>The Status column will only display NEW for phase 1.</td>
</tr>
<tr>
<td>NEW – a new status indicates that a carrier has filed a rule giving this Supplier update and Redistribution authority and the Supplier has not created any selling levels. These lines always display in the Inbox until they are either deferred or a selling level is created.</td>
<td></td>
</tr>
<tr>
<td>A Category 25 tariff has an asterisk (<em>) – New</em></td>
<td></td>
</tr>
</tbody>
</table>
| CAT35 Security | Displays the security filed by the airline to the tariff and rule against the Supplier code. 4 options can be displayed:  
S = Sell Authority  
T = Ticket Authority  
R = Redistribution Authority  
U = Update Authority  
All tariff and rule will have sell and ticket authority. Redistribution and update are displayed based off the search criteria selected on the search screen. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission</td>
<td>If commission is filed on the tariff and rule a “Y” will display. The commission value will be 0.01% or 0.01 amount and higher. If no commission is filed on the tariff and rule a “N” will display.</td>
</tr>
<tr>
<td>Selling Level Minimum/Maximum</td>
<td>These are the minimum and/or maximum selling ranges filed by the carrier. The Selling level set by the Supplier must fall within this range or the fare will not appear in the GDS(s)</td>
</tr>
<tr>
<td></td>
<td>If the selling ranges are too long to display, hovering over it shows the entire range.</td>
</tr>
<tr>
<td>PTC</td>
<td>This is the primary passenger type filed by the carrier for this tariff and rule. If there are multiple, Mult is displayed.</td>
</tr>
<tr>
<td></td>
<td>PTCs filed in the discount rule categories 19-22 are not displayed.</td>
</tr>
<tr>
<td>Account Code</td>
<td>This column displays the Account Code filed by the carrier. If multiple account codes have been filed, the word Multiple displays. The column is left blank when no Account Code applies.</td>
</tr>
<tr>
<td></td>
<td>If the Account Code is too long to display, hovering over it shows the entire code.</td>
</tr>
<tr>
<td>Tour Box</td>
<td>This column contains the data the carrier has filed that must be placed in the Tour Box when a ticket is issued. When data displays it is further qualified with the type of data the carrier has filed.</td>
</tr>
<tr>
<td></td>
<td>T – tour code</td>
</tr>
<tr>
<td></td>
<td>C – CAR code</td>
</tr>
<tr>
<td></td>
<td>V – value code</td>
</tr>
<tr>
<td></td>
<td>B – both a CAR and value code</td>
</tr>
<tr>
<td></td>
<td>If multiple Tour Box items are filed, the word Multiple is displayed. When no Tour Box data is filed the column is left blank.</td>
</tr>
<tr>
<td></td>
<td>If the Tour Box data is too long, hovering displays it.</td>
</tr>
<tr>
<td>Ticket Designator</td>
<td>This column displays the Ticket Designator filed by the carrier. If multiple Ticket Designators have been filed, the word Multiple displays. The column is left blank when no Ticket Designator has been filed.</td>
</tr>
<tr>
<td></td>
<td>If the Ticket Designator is too long to display, hovering over it shows the entire code.</td>
</tr>
</tbody>
</table>
Search Screen link
Displayed on the bottom left of each screen is the Supplier’s GDS, PCC/SID and IATA number. This is a link. When it is selected, the Search screen is displayed.

Filters
Under the CXR, Tariff, and Rule columns is a funnel icon. When the Supplier clicks on this icon a list of the different values within the column is displayed with a check box to the right. The Supplier can click on one or more of the values to limit the display to only the values selected.

The Global Selling Level, Detail Selling Level, Update Selling Level, Defer and Ignore action buttons are greyed out and disabled for phase 1 of Selling Fare Management.
### View Details

**Field** | **Description**
--- | ---
No. | The line number of the detailed row
Fare Class | The Fare Class filed by the carrier. For Category 25 tariffs this could be a fare family (e.g. A* for all fare classes starting with A) or it could be blank.
Loc1 | The origin or destination of the fare associated to this row.

Fares are filed in alphabetical order based upon Loc1 and the DIR field specifies whether it is to/from Loc1 or whether it is valid between the 2 Locs.

For Cat 25 tariffs this Loc may be a zone table filed by an airline. Next to the zone number a magnifying glass is displayed. Clicking the magnifying glass displays the contents of the zone.
### Field | Description
--- | ---

<table>
<thead>
<tr>
<th>Locations in Zone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State/Province:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Area:</td>
</tr>
<tr>
<td>Zone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Locations excluded from Zone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State/Province:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Area:</td>
</tr>
<tr>
<td>Zone:</td>
</tr>
</tbody>
</table>

For specified fares, if the Loc displayed is a city code that has multiple airports, clicking on the city code adds a new row for airport specific selling fares. See examples below.

**Dir**

The direction the fare is filed
- From Loc1 is a right arrow
- To Loc1 is a left arrow
- Between Loc 1 and Loc2 is a double arrow

**Loc2**

The origin or destination of the fare associated to this row based upon the direction arrow.

For Cat 25 tariffs this Loc may be a zone table filed by an airline. Next to the zone number a magnifying glass is displayed. Clicking the magnifying glass displays the contents of the zone.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Locations in Zone:</strong></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State/Province:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Area:</td>
<td></td>
</tr>
<tr>
<td>Zone:</td>
<td></td>
</tr>
<tr>
<td><strong>Locations excluded from Zone:</strong></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State/Province:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Area:</td>
<td></td>
</tr>
<tr>
<td>Zone:</td>
<td></td>
</tr>
<tr>
<td><strong>CLOSE</strong></td>
<td></td>
</tr>
</tbody>
</table>

For specified fares, if the Loc displayed is a city code that has multiple airports, clicking on the city code adds a new row for airport specific selling fares. See examples below.

**Cabin**

The cabin class associated to the fare class. The cabin class is determined by the fare type filed by the carrier for this fare class.

- PREMF - Premium First
- FIRST – First
- PREMB – Premium Business
- BUSNS – Business
- PREME – Premium Economy
- ECON – Economy

**OW/RT**

The fare usage of the fare;

- OW – One Way that may be doubled for round trip
- RT – Round Trip
- OWO – One Way Only

**Selling Level Ranges**

These are the minimum and/or maximum selling ranges filed by the carrier. The Selling level set by the Supplier must fall within this range or the fare will not appear in the GDS(s).

**PTC**

This is the primary Passenger Type Code the carrier has filed for this fare class. If there are multiple, **MULT** displays.

**Commission**

This is the commission percentage of amount filed to the fare by the carrier.
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Before the commission or amount will be one of three characters to advise what type of commission is filed.</td>
</tr>
<tr>
<td></td>
<td>N = Net</td>
</tr>
<tr>
<td></td>
<td>G = Gross</td>
</tr>
<tr>
<td></td>
<td>C = Calculate</td>
</tr>
<tr>
<td></td>
<td>The commission amount or percentage will then follow.</td>
</tr>
<tr>
<td>Fare/Formula</td>
<td>The fare amount filed or, in the case of CAT25 tariff and rules, the formula. A formula can be a percentage or amount discounted from the base fare.</td>
</tr>
</tbody>
</table>

**Inbox Quick Search**

The Inbox Quick Search will allow customers to export to excel the list of carrier, tariff and rules that have been filed across all provisioned Supplier Codes. The spreadsheet will display which supplier(s) has received the airline filed tariff and rules and which supplier(s) have not. Exporting the data to Excel allows Users the ability to display and review all the available information more easily. Creating a pivot table within Excel will support the viewing of data. Help pages are provided that show how to create a pivot table in Excel.

Within the Excel spreadsheet, Users can search across by carriers, Supplier codes, tariff numbers, rule numbers and applies to. When the carrier, tariff and rule has been filed to the Supplier code, a “1” will display under the Column Labels Y, if the carrier, tariff and rule has not been filed to the Supplier code a “1” will display under the Column Labels N.

When selecting the Inbox Quick Search, all search options except Carrier will be greyed out and not available. Users can search against all carriers (default), or multiple carriers. Add the carrier code to the carrier input field and move to the collection box using the blue right arrow.
### Quick Search Example – by Airline

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Count of APPLIES TO</td>
<td>TARIFF</td>
<td>RULE NBR</td>
<td>SUPPLIER CODE</td>
<td>N</td>
<td>Y</td>
<td>Grand Total</td>
</tr>
<tr>
<td>4</td>
<td>Row Labels</td>
<td>CARRIOT CODE</td>
<td>TARIFF</td>
<td>RULE NBR</td>
<td>N</td>
<td>Y</td>
<td>Grand Total</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>G0DB4</td>
<td>*</td>
<td>*</td>
<td>60</td>
<td>4</td>
<td>64</td>
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<tr>
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<td></td>
<td>G0E9G</td>
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<td>*</td>
<td>43</td>
<td>21</td>
<td>64</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>G5Y9B</td>
<td>*</td>
<td>*</td>
<td>59</td>
<td>5</td>
<td>64</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>G6TK4</td>
<td>*</td>
<td>*</td>
<td>48</td>
<td>16</td>
<td>64</td>
</tr>
<tr>
<td>20</td>
<td></td>
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<td>*</td>
<td>*</td>
<td>320</td>
<td>64</td>
<td>384</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>G0E9G</td>
<td>*</td>
<td>*</td>
<td>240</td>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>240</td>
<td>4</td>
<td>24</td>
</tr>
</tbody>
</table>

### Quick Search Example – by Supplier Code
### Quick Search Example

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Count of APPLIES TO</td>
<td>TARIFF</td>
<td>RULE NBR</td>
<td>SUPPLIER CODE</td>
<td>Column Labels</td>
<td>Grand Total</td>
</tr>
<tr>
<td>4</td>
<td>Row Labels</td>
<td>864</td>
<td>E045</td>
<td>G0DB4</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>G0E9G</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td>G30VQ</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
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**PCC/SID Groups**

With a large number of PCC/SID and/or IATA numbers available to search from within Selling Fare Management Users can create within the primary Supplier PCC/SID Groups. These groups can then be searched against on the search screen to speed up the process.

On the search screen, select the PCC/SID Group button to create, edit or delete PCC/SID Groups.

![PCC/SID Groups Screen](image)

When opening the PCC/SID Group a summary will display showing any existing PCC/SID Groups built. Existing PCC/SID Groups can be created, edited or deleted from the summary disable. To build a new group, select the Create PCC/SID Group button.

**PCC/SID Groups screen**

![PCC/SID Groups Screen](image)
Create new PCC/SID Groups

The PCC/SID Group must be unique within the Supplier. Selecting the Supplier Codes box will display the list of PCC/SID and/or IATA numbers provisioned to the Supplier Code. Select the required Supplier Codes desired within the group and then click save and close.

Create New PCC/SID Group
Searching against PCC/SID Groups

On the Selling Fare Management Search screen select the Search Type of PCC/SID Group. The PCC/SID/IATA field will change to a drop-down. From here select the PCC/SID Group to be searched against to return Inbox results.
User Screen

To access Selling Fare Management each User needs to be given access. Open the User screen and select the new Selling Fare Management Authorized check box. The number of Selling Fare Management Users is controlled within the Supplier. If the number of User IDs authorized reaches its limit, an error will display.

Current User Screen

![Current User Screen](image1)

New User Screen

![New User Screen](image2)
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>APF</td>
<td>Travelport Agency Private Fares</td>
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<tr>
<td>ATPCO</td>
<td>Airline Tariff Publishing Company</td>
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<td>Display CAT L / Type L</td>
<td>ATPCO indication that the fare is a Private fare filed at a selling amount.</td>
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<td>NFM</td>
<td>Net Fare Manager</td>
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<td>Supplier</td>
<td>PCC, SID or IATA Number provisioned with Selling Fare Management</td>
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<td>Selling Fare Management</td>
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</table>

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