



Book with Confidence & Flexibility for existing bookings

Trade GDS Policy v8 8th June 2020 (updates in red)

We fully understand that many of our joint customers may want to change their travel plans given the evolving situation, so we have put a number of measures in place so that they can book with confidence on British Airways.

Customers whose flights are still operating are able to make the most of this flexible policy.

This policy is applicable to all customers which includes Trade Partners and Corporate customers.

No ADMs will be issued as long as the changes made are within these policy guidelines.

Contents

| | |
|---|----------|
| When does this apply? | 2 |
| When would this policy not be permitted?..... | 2 |
| What flexibility does the policy permit? | 2 |
| My customer is ready to make a change, how do I proceed? | 3 |
| My customer is not ready to make a change, how do I hold for future credit? | 5 |
| My customer is ready to use their credit for future travel, how do I proceed? | 6 |
| My customer has unused credit, can I extend until 30th April 2022?..... | 7 |
| My customer has made a change, can I request a further change? | 8 |
| Can the credit for future travel be used for other people? | 8 |
| How do I reissue with a residual value?..... | 8 |
| My original booking has a 'no show' remark and a flight has now cancelled can I offer the passenger a refund? | 9 |
| What if the new flight subsequently cancels?..... | 9 |

When does this apply?

- Existing bookings ticketed any time, for travel (outbound or inbound) between 14th March 2020 and 31st July 2020.
- New ticketed bookings made between 3rd March 2020 and 31st July 2020 for travel completed (both outbound and inbound) by 31st December 2020.
- These conditions apply to tickets issued on British Airways (125), for any carrier routing
- Rebooking with credit valid for travel (outbound & inbound) by 30th April 2022 or EMD (RSVT) for future travel valid on:-
 - BA through fares and/or marketed routes
 - Combined BA routing with SJB, AJB, Qatar JB
 - IAG partner fares
 - SJB, AJB, Qatar JB and IAG partner routes/fares
 - **BA*MN (Comair) operated flights, either domestic within Africa or in connection with a BA operated mainline flight**
 - BA routings which includes Sunair, **only if** the routing is in connection to/from a BA mainline flight
- Other carriers issued tickets may have different rules

When would this policy not be permitted?

- Voluntary cancellations made prior to our **existing bookings** policy being issued on 13th March 2020
- Voluntary cancellations made prior to our **new ticketed bookings** policy being issued on 3rd March 2020.

What flexibility does the policy permit?

- **Ability to change the date & routing (origin & destination) regardless of whether travel has commenced.** If new fare and taxes are higher, the customer will need to pay the difference. If the new fare and taxes are lower, an EMD must be issued for the difference which can then be used as part payment for further travel
 - Any associated ancillaries to the original ticket will be carried forward to the new travel dates with the exception of any prepaid excess baggage (XBAG) **or pre-paid meals** which must be refunded as non-transferrable. Customer will need to purchase XBAG **or pre-paid meal** online if still required on new journey
- **Waiver of change fee**
 - We have removed the change fee in the fare rules for tickets issued between 3rd March – 31st July 2020. This allows you to exchange/reissue without a change fee.
 - For tickets issued on/before 3rd March 2020, the non-changeable or changeable for a fee conditions are still in the fare rules. At time of ticket exchange/reissue, the original fare rules will either not allow a change or apply

- o a fee. We are permitting changes in both scenarios and the fee, where applied, must be manually removed.
 - o Once the original ticket has been exchanged/reissued for a new booking, the newly issued fare rules and ticket validity now apply.
 - If you have already exchanged/reissued prior to this update v6 5th May 2020, we are permitting one further free change for travel to be completed by 30th April 2022
- **The ability to retain the unused value of their ticket towards future travel as credit.**
 - o The total value is carried forward. This includes the fare, taxes, fees & charges which appear on the original ticket
 - o Customers opting for 'credit' are effectively forfeiting the T&Cs of the original ticket and are accepting a new offer as 'credit' for future travel which is non refundable
 - o Confirmation of opting for 'credit' applies once the booking is modified with the relevant process steps outlined in this policy
 - o New travel must be completed (outbound & inbound) by 30th April 2022.
 - o The customer must retain their ticket number and quote this when they are ready to make a new booking

My customer is ready to make a change, how do I proceed?

- Make the change in the existing PNR and cancel any unwanted flights before departure date
 - o In the exceptional circumstances where the intention is to use the existing unused value of the ticket as future credit and the original booking is flagged as a no show and your coupon is still 'O' or 'A' status, the no show terms, and conditions have been relaxed and no ADM will be issued. If your coupon status has changed to 'Y' please contact Trade Support.
- Reissue where possible same day however we have relaxed the ticketing time limit until further notice.
 - o The relaxed ticketing time limit does not apply to new bookings where no previous ticket was issued. These will need to follow the ticketing time limit as per the fare rules
- If the new ticket value is more expensive than the original fare purchased, use the automated ticket changer. Where this is not possible, revert to manual repricing.
- If a fare differential applies, this needs to be collected from the customer.
 - o Change fee will need to manually be removed for those bookings ticketed prior to 3rd March 2020.
- Insert PNR OSI (Other Service Information) element - **OSI BA BWC COVID19**
 - o This OSI is applicable as from the date of this communication was first issued, 19th March 2020. Any booking previously amended prior to this date do not require this OSI.



- If the new ticket value is less than the original fare purchased, the residual value can be issued on a non-refundable EMD to be redeemed on future travel on British Airways. This functionality is only **currently available to Amadeus users**. Please refer to your GDS for EMD entries. **For all other GDS users please refer to the section ‘How do I reissue with a residual value?’** Manual EMDs are not accepted and may result in an ADM being issued.
 - This EMD can only be used as payment towards future transportation not any ancillary service
 - The EMD validity will be 12 months from date of issue **and is non-refundable**
 - Change fee will need to manually be removed for those bookings ticketed prior to 3rd March 2020.
 - EMD service code to apply:

| Airline | Code | RFIC/SC | Book | Type | Description |
|---------|------|---------|------|------|------------------------------|
| BA | RSVT | D/99I | SVC | S | Residual Value Future Travel |

- Add EMD endorsement field to include BWC COVID19 NONREF. This EMD endorsement is applicable as from the date of this communication
- During exchange/reissue of the original ticket or when redeeming the residual value EMD towards a new ticket, the newly issued fare rules and ticket validity apply. The original non-refundable amount must remain non-refundable and this amount included in a mandatory endorsement in this format only:-
FE BWC COVID19/GBPXXX NONREF/*include any other endorsement info from new fare*
- Any associated ancillaries will need to be reassigned to the new ticket by Trade Support.
 - Excess baggage (XBAG) **or pre-paid meal** must be refunded as non-transferrable. Customer will need to purchase XBAG online or pre-paid meal if still required or call Trade Support
 - Paid for seating will be transferred with the ticket however, you must call Trade Support to reassign
- Effective from policy update v6 5th May 2020, add ticket endorsement, **BWC COVID19**

My customer is not ready to make a change, how do I hold for future credit?

- If travel has not commenced: -
 - Insert mandatory PNR OSI (Other Service Information) in this format only before removing any flight segments element - **OSI BA BWC COVID19**
 - Ensure you end the PNR and reopen to continue servicing. The mandatory OSI is now retained in the history of the booking.
 - This OSI is applicable as from the date of this communication, 19th March 2020. Any booking previously amended prior to this date do not require this OSI.
 - Cancel the original booking prior to departure of first flight. An itinerary can be changed or cancelled anytime up to the ticketed departure date.
 - In the exceptional circumstances where the intention is to use the existing unused value of the ticket as future credit and the original booking is flagged as a no show and your coupon is still 'O' or 'A' status, the no show terms, and conditions have been relaxed and no ADM will be issued. If your coupon status has changed to 'Y' please contact Trade Support.
- **It is important that the customer is advised to retain their ticket number** for future use and in opting for 'credit' they are effectively forfeiting the T&Cs of the original ticket and are accepting a new offer as 'credit' for future travel which is non-refundable.
 - New travel must be completed (outbound & inbound) by 30th April 2022. Customer should also be advised that they must return to their original issuing agent to use the future travel credit.
 - If the customer advises that they cannot locate their original ticket number, you must refer to your GDS Helpdesk and request a historical PNR to access the ticket number
- If the customer is mid-journey: -
 - Insert mandatory PNR OSI (Other Service Information) in this format only before removing any flight segments element - **OSI BA BWC COVID19**
 - Ensure you end the PNR and reopen to continue servicing. The mandatory OSI is now retained in the history of the booking.
 - This OSI is applicable as from the date of this communication, 19th March 2020. Any booking previously amended prior to this date do not require this OSI.
 - The unused portion of the itinerary should be cancelled and the PNR kept live
 - Please contact your GDS Helpdesk on how to retain PNR live with a MISC or retention line which are non active air segments. We recommend retaining the PNR for 355 days in the future to avoid multiple changes.
 - Passive, inactive or non-productive segments from a PNR must be removed at least 24hrs prior to departure to avoid AMD charges. These include any segments with a status AK/AL/AN/BK/BL/BN/GK/GL/GN/MK/PK/PU/PL/YK/ZK

- **Based on airline policy**, systems will be implementing changes to ensure existing PNRs (**and related pricing context**) as well as accountable documents (ETKTs / EMDs) will not purge and still be accessible to the agents for future servicing
- **It is important that the customer is advised to retain their ticket number** for future use and in opting for 'credit' they are effectively forfeiting the T&Cs of the original ticket and are accepting a new offer as 'credit' for future travel which is non-refundable.
 - New travel must be completed (outbound & inbound) by 30th April 2022. Customer should also be advised that they must return to their original issuing agent to use the future travel credit.
 - If the customer advises that they cannot locate their original ticket number, you must refer to your GDS Helpdesk and request a historical PNR to access the ticket number

My customer is ready to use their credit for future travel, how do I proceed?

- The customer should advise you of their original ticket number to be used as payment
- Validate the credit is being used on travel which must be completed (outbound & inbound) by 30th April 2022.
 - Ticket time limit will be as per the new fare rules
- For those customers who had not commenced their journey or are mid-journey, either use the existing booking if still available in the system or create a new booking and use the original ticket as payment or part payment using automated repricing or where this is not possible, revert to manual repricing.
 - **Based on airline policy**, systems will be implementing changes to ensure existing PNRs (**and related pricing context**) as well as accountable documents (ETKTs / EMDs) will not purge and still be accessible to the agents for future servicing
- Insert mandatory PNR OSI (Other Service Information) in this format only - **OSI BA BWC COVID19**
 - This OSI is applicable as from the date of this communication, 19th March 2020. Any booking previously amended prior to this date do not require this OSI.
- If the new ticket value is more expensive than the original fare purchased, this needs to be collected from the customer. Use the automated ticket changer. Where this is not possible, revert to manual repricing
 - Change fee will need to manually be removed for those bookings ticketed prior to 3rd March 2020.
- If the new ticket value is less than the original fare purchased, the residual value can be issued on a non-refundable EMD to be redeemed on future travel on British Airways. This functionality is only **currently available to Amadeus users**. Please refer



to your GDS for EMD entries. For all other GDS users please refer to the section 'How do I reissue with a residual value?' Manual EMDs are not accepted and may result in an ADM being issued.

- This EMD can only be used as payment towards future transportation not any ancillary service
- The EMD validity will be 12 months from date of issue and is non-refundable
- Change fee will need to manually be removed for those bookings ticketed prior to 3rd March 2020.
- EMD service code to apply:

| Airline | Code | RFIC/SC | Book | Type | Description |
|---------|------|---------|------|------|------------------------------|
| BA | RSVT | D/99I | SVC | S | Residual Value Future Travel |

- Add EMD endorsement field to include BWC COVID19 NONREF. This EMD endorsement is applicable as from the date of this communication
- During exchange/reissue of the original ticket or when redeeming the residual value EMD towards a new ticket, the newly issued fare rules and ticket validity apply. The original non-refundable amount must remain non-refundable and this amount included in a mandatory endorsement in this format only:-
FE BWC COVID19/GBPXXX NONREF/*include any other endorsement info from new fare*
- Associated ancillaries will need to be reassigned to the new ticket by Trade Support.
 - Excess baggage (XBAG) must be refunded as non-transferrable. Customer will need to purchase XBAG online if still required or call Trade Support
 - Paid for seating will be transferred with the ticket however, you must call Trade Support to reassign
- Effective from policy update v6 5th May 2020, add ticket endorsement, **BWC COVID19**

My customer has unused credit, can I extend until 30th April 2022?

- Yes, credit will be valid for travel (outbound & inbound) by 30th April 2022. Passenger can re-book when travel dates are known.
- During exchange/reissue of the original ticket or when redeeming the residual value EMD towards a new ticket, the newly issued fare rules and ticket validity apply. The original non-refundable amount must remain non-refundable and this amount included in a mandatory endorsement in this format only:-
FE BWC COVID19/GBPXXX NONREF/*include any other endorsement info from new fare*
- Original tickets will still be accessible in the system to allow the exchange/reissue at a later date but still within this policy guidelines, please refer to the section 'When does this apply'.



My customer has made a change, can I request a further change?

- If the exchange/reissue has been actioned prior to this update v6 5th May 2020, yes we are permitting one further free change for travel to be completed by 30th April 2022
- Add additional mandatory **OSI BA ONE FREE CHANGE BWC V6** to the existing booking
 - Previous OSI BA BWC COVID19 element should remain.
 - Complete PNR process as per the section 'My customer is ready to make a change, how do I proceed'
- During exchange/reissue of the original ticket or when redeeming the residual value EMD towards a new ticket, the newly issued fare rules and ticket validity apply. The original non-refundable amount must remain non-refundable and this amount included in a mandatory endorsement as well as the one free change in this format only **FE BWC COVID19/GBPXXX NONREF/FREE CHANGE V6/** *include any other endorsement info from new fare*

Can the credit for future travel be used for other people?

- Name changes are not permitted however, the people in the original booking do not need to travel together. Each person in the original booking will have had their own ticket number which can be used jointly or separately against a new booking.

How do I reissue with a residual value?

For non-Amadeus users where your GDS provider does not support residual value EMD functionality, British Airways will re-issue the ticket for you and issue EMD for the residual amount.

- **If departure date is within 72 hrs or booking requires same day ticketing, the ticketing agent will need to call our Trade Support team during office hours and at least 2 hours before we close.**
 - Before you call, please ensure your fare quote including all taxes, fees & charges, as well as the fare construction line, tax breakdown, fare basis and baggage concept are entered in OSI field.
 - Check BAtraveltrade.com for current opening hours under the contact us section



- **For all other bookings**, a new webform has been developed and is available on the BATravelTrade.com homepage under Coronavirus - Policies
 - It is the responsibility of the IATA ticketing agent to complete this form
 - If the ticketing agent and booking agent are not the same, the booking agent must insert the mandatory OSI stating the ticketing agency name and IATA number at the time the new itinerary is booked.
 - This form must be submitted the same day the booking is made to enable us to complete the ticketing within time limit.
- BA will send you the reissued ticket and residual value EMD numbers, through an SSR message in the PNR
- The residual value EMD validity will be 12 months from date of issue and is non-refundable
- The residual value EMD can only be used as payment towards future transportation not any ancillary service.
- BA has activated in all GDS the ability to allow agents to have access to airline exchanged documents provided they were the issuer of the original document. If you are unable to access an exchanged airline document, please contact your GDS Helpdesk
- The residual value EMD must be redeemed by the traveller directly with British Airways

My original booking has a 'no show' remark and a flight has now cancelled can I offer the passenger a refund?

- In this instance fare rules would apply regarding any refund, as customer is still required to cancel their booking if no longer planning to travel.
- The relaxed no show policy, is only applicable where the intention is to use the existing unused value of the ticket as future credit
- As an exception we will permit the value of the unused flights as credit towards future travel. Travel must be completed (outbound & inbound) by 30th April 2022.
- Customers opting for 'credit' are effectively forfeiting the T&Cs of the original ticket and are accepting a new offer as 'credit' for future travel which is non refundable
- Confirmation of opting for 'credit' applies once the booking is modified with the relevant process steps outlined in this policy
- Please follow process as advised in this document

What if the new flight subsequently cancels?

- Standard customer guidelines apply and any unused coupons will be fully refundable to the original form of payment