OVERVIEW

As an extension of our commitment to provide the best end-to-end solution for the corporate and leisure marketplace, Sabre Travel Network® is introducing our NetCheck® feature to satisfy the occasional need of agents to search additional content sources.

When searching for the best fare options, agents simply add the /CHK suffix to the end of a WPNI command. On that command, our new NetCheck feature then searches up to 50 additional airline websites for the active itinerary. NetCheck can then quickly provide you a notice that “no lower fares were found”; or, on those rare occasions when there may be competitive supplemental content available, NetCheck alerts you and enables you to easily display the options. Should you choose, NetCheck then facilitates booking the supplemental content and integrating the reservation record back into the Sabre® system as a passive segment.

NETCHECK SEARCH GUIDELINES

NetCheck supports one-way or simple round trip itineraries. The segment connection time must be four hours or less for domestic flights and 24 hours or less for international flights. If connecting time exceeds these times, NetCheck does not launch.

NetCheck defaults to an adult passenger type. Any special passenger type qualifiers added to the WPNI are not currently recognized through NetCheck.

The maximum number of passengers that you can submit through a NetCheck request is subject to each airline limitation. NetCheck returns fares for the airlines that can accommodate the number of passengers requested.

Book an itinerary as you usually do in the MySabre® agent booking portal.

Shop the itinerary.

Use this format to find regular WPNI alternatives, plus any fares available through NetCheck at the same time.

You can qualify your NetCheck search with the following qualifiers.

When using Bargain Finder Plus with optional qualifiers separated with a cross of Lorraine, the NetCheck format /CHK must be the last qualifier in the entry i.e., WPNIY(optional qualifier)Y(optional qualifier)/CHK.

Shop using Segment Select

S(segment number)/(segment number)
S1/2
S(segment number)–(segment number)
S1-3

Include airlines

/A(airline code)(airline code)
/ADLUS

Exclude airlines

/X(airline code)(airline code)
/XNWBA

Shop by time band

/T(number of hours)
/T2
The maximum number of hours is nine.

Shop for Non-stop or direct flights only

/D

Fare Search
NetCheck Quick Reference
NETCHECK SEARCH GUIDELINES

Maximum number of connections

/K(number of connections)

/K1

The maximum number of connections is three.

Same airport as in the itinerary

WPNIN/CHK

Shop Alternate airports within the same metropolitan area

WPNIM/CHK

NETCHECK LINEAR SEARCH

Launch NetCheck search for cities where low-cost airlines or service exists but the flights are not in Sabre City Pair Availability displays.

1(departure date)(departure city)(arrival city)(time)(airline codes)/(return date)(time)/(number in party)/CHK

123JANDFWLAXP¥ASP9/26JAN3P/2/CHK

NETCHECK SEARCH WINDOW

Regular WPNI response displays in your active Sabre working area and a message box appears in the lower right corner of the screen with NetCheck responses.

The NetCheck response window provides a Stop feature during the search. You have a maximum of four (4) cancel and restart search actions during within one minute.

The system checks and provides results from each site as soon as they become available. Click View to view these NetCheck fares.

If fares from the Sabre system are the lowest, a NetCheck message appears: No NetCheck Fares were found. You may continue and complete the booking in Sabre or click Other Options to view available web fares.

If NetCheck finds alternative fares that are lower than those found in Sabre, a message appears in the NetCheck box: NetCheck Fares Found.

Click View to view the NetCheck fares.

Different fare options display in the secondary applications area.

A “breadcrumb trail” is at the top of the NetCheck screen to monitor where you are in the steps.

Fares lower than Sabre fares appear in green. Fares higher than Sabre fares appear in grey.

Click a fare to view the details for that particular fare.
**STEP 1: NETCHECK FARES DETAIL DISPLAY**

Once you click the fare, the system takes you directly to the option for the airline you chose. You may move up and down the screen with the scroll bar to view other available options on the same airline.

Click **Show All Airlines** to see the complete list of options including all airlines.

**Note:** With **NetCheck**, you always have the ability to go back to the **Sabre** emulator to continue working without interfering or canceling the search request.

Click any column heading to sort the information based on ascending (Up) or descending (Down) order.

Click **Book** to book the desired flight option.

**Note:** If you do not wish to select one of the **NetCheck** options, you always have the ability to return to **Sabre**.

One of two things may happen:

1. If a supplier is available in **Sabre**, **MySabre** first tries to book and price the itinerary in **Sabre**. If the requested itinerary is available in **Sabre** at the same or lower price, **NetCheck** automatically prices and books it in **Sabre**. The **Sabre** work area is increased to 100% and the booked segments are displayed. This valuable feature allows you to retain any **Sabre** incentives; as an active, HK, segment is automatically created -- you do not have to worry about booking outside of **Sabre** when it is available right in **Sabre**! And, there is no convenience fee charge for these active **Sabre** bookings.

   **Note:** A convenience fee is billed to the agency for every **NetCheck** ticket booked. When determining if the itinerary should be automatically booked in **Sabre**, the total **NetCheck** fare includes the convenience fee and a small pricing calculation.

2. If not able to book in **Sabre** at the same or lower price, depending on the location of your agency:
   - **NetCheck** requests necessary booking information and proceeds to the airline website where you can complete the booking. **NetCheck** populates as much of the airline website information as possible.
   - Or
   - **NetCheck** requests necessary booking information and you complete the booking reservation without visiting the airline website.

   **Note:** A convenience fee is billed to the agency for every **NetCheck** ticket booked.

**DOCUMENT PNR**

On the **NetCheck** Fare Details screen, you can document reasons as to why you did or did not select particular options.

Select **Document PNR**.

There are two methods to document the PNR:

1. Select a reason from the list under Select Reason in the Documentation screen.

   Or

2. Type a reason in the **Document Itinerary** field.

Under **Select to Document** in the **NetCheck** Fare Details screen, add a checkmark to those options you are documenting.

Click **Document PNR**.

Click **OK**.
Historical Remarks are added to the PNR for each option selected.

Click Book at the top of the Documentation screen to return to the NetCheck Fare Details screen and the booking process.

Customizing Documentation Reasons

On the NetCheck Reason(s) for Documentation screen, you can customize reasons. These customized reasons are stored on your computer.

Add a Reason

Select Add or modify reason from the drop-down menu under Select Reason in the Documentation screen.

Enter a name in the Reason Name field.

Enter an explanation in the Actual Reason field.

Click Save.

Click Close.

Delete a Reason

To delete a reason, select the Reason in the list under Reason Name.

Click Delete.

Click Close.

Step 2: Booking Information Page and Passenger Data

The Booking Information Page consists of five different areas. Mandatory fields have a checkmark on the side. Once you fill in the mandatory information, the checkmark turns green.

1. Itinerary Details – displays information about the itinerary you have selected.

2. Passenger Data – contains passenger names and frequent flyer information. The number of travelers for this section corresponds to the number of passengers that you booked in the PNR.

3. Estimated Price – displays the fare amount. It does not contain the convenience fee that your travel agency is charged for this transaction.

4. Credit Card Information – contains the credit card information used to pay for the booking.

5. Fulfillment – contains the email address and telephone number. It is pre-populated with your information from your MySabre profile.
LOOKUP PASSENGER PROFILES (STARS)

Click Lookup Passenger Profiles (STARS) to retrieve a passenger’s profile from the Sabre system.

Locate a passenger’s Profile.

N*(profile id)
N*SMITH

N*(first level id)-(second level id)
N*CONGRESS-VALERO

NLIST/(alpha or numerical character)
NLIST/A
NLIST/ALL

Click Search.

A list of Passenger Profiles appears if multiple profiles meet your search criteria. For long lists, you have the following functions to scroll through the list:

- First – moves you to the top of the profile list
- Prev – moves you to the previous profile
- Next – moves you to the next profile
- Last – moves you to the bottom of the profile list

Click the name of a Passenger Profile in the list to view the details. The details display in the Passenger Profiles (STARS) Information portion of the screen.

Click Add Passenger Data to move selected Profile data into the PNR.

NetCheck adds the data to the PNR and populates the NetCheck Booking Information screen.

The system pre-populates the NetCheck booking path with existing PNR information such as: name, credit card number, frequent flyer number and billing address.

After you have switched from the NetCheck page to the Sabre system work area, modified the PNR, and returned to the NetCheck page, click Reload PNR Information to refresh the NetCheck page with the new information from the PNR.

The Air Extras section allows you to book air extras for your passengers and record information in the PNR as an itinerary remark.

Complete any remaining required fields with the passenger’s information, and click Continue to complete the booking.

Note: An asterisk (*) indicates all required fields.

BOOKING CONFIRMATION PAGE

The Booking Confirmation Page provides you an opportunity to review the information before completing the booking on the airline website. It contains the information from the Booking Information Page. You are not be able to edit the information on this page. If you need to change any of this information, click the Back link and make any necessary edits before proceeding.

Click Terms & Conditions to review the Terms and Conditions information.

Click Submit once the information is complete and correct.

Note: Unless you continue to the airline’s website, the reservation is not complete. You MUST click Submit and follow the steps on the airline website to complete the booking. Be aware that you may need to edit some of the information in the airline’s website.
**STEP 3: BOOKING IN PROGRESS**

After selecting Submit, the airline’s website displays to allow you to complete the booking. Passenger data from the Booking Confirmation Page is used to pre-populate fields on the airline site. You need to continue through the airline website pages to complete the booking. Many websites require that you accept the terms and conditions of use on their sites – don’t forget to accept those terms when required. Once you have completed the booking on the website, the booking recap page displays.

**STEP 4: BOOKING RECAP PAGE**

When the booking is complete, NetCheck displays the booking details on the Booking Recap page.

Click **Create Passive Segment** to add the passive segments (YK) into the PNR.

NetCheck adds the passive segment information to the PNR and also appends the confirmation number or record locator from the airline site. It also records in the PNR the Billing Address and Credit Card number used. This information does not override the current information in the PNR as NetCheck adds it as a historic remark. Additionally, it adds two historical remark lines. The first remark contains the fare information. The second remark advises that a NetCheck Convenience fee of X.XX (currency) will be applied to your Agency Sabre invoice.

Don’t forget to add any necessary passenger details and cancel any extra segments remaining in the PNR from the original itinerary booked.

**Note:** Passive segments generated through NetCheck are approved segments, complying with the YK Policy terms.