



## 5J BSP 발권 안내 (BSP in Korea)

세부퍼시픽항공은 2018년 4월 23일부터 BSP Weblink 를 통해 한국 내 BSP 발권을 시작하게 되었으며, **2018년 6월 1일부터 전체 IATA 여행사 SkyPartner ID 임의 등록 후, 좀 더 편리하게 발권 진행이 가능하도록 준비하였습니다.**

IATA 여행사에서 BSP Weblink를 통해 세이버(Sabre) 및 SkyPartner(5J 대리점 전용 사이트)에서 BSP 발권을 진행할 수 있으니, 많은 관심 부탁드립니다.

### 1. 세이버(Sabre) 및 SkyPartner(5J 대리점 전용 사이트) BSP 발권

- IATA 여행사 BSP 발권 가능 - 세이버 및 항공사 대리점 시스템(SkyPartner) BSP 발권
- 지불수단 : 현금 ( Entry : 30THS/5J OSAG 173XXXXX ) - 30THS/5J OSAG 은 BSP Billing Analysis 에서 현금인식
- 세부퍼시픽항공은 'Ticketless' 항공사이며, 임의의 가상 항공권 번호가 Billing 에 반영됨
- 가상의 항공권 번호는 Billing Analysis 와 5J Customized Sales Report 를 통해 항공사와 Weblink 간의 모든 처리를 확인하는 데 사용됨
- 가상의 항공권 번호는 GDS(Sabre) 및 Skypatner 에서 볼 수 없지만, BSP Billing 및 5J Customized Sales Report 에 반영됨
- 가상의 항공권 번호는 발권 당일 승객당 자동 할당되어 발권일 다음날 5J Customized Sales Report 확인 가능

### 2. 5J BSP 등록사항 확인 및 추가등록

IATA 에 등록된 여행사 대표 E-MAIL 로 해당 ID/PW 전송되었으나, 별도 재확인 필요하신 경우 아래 절차대로 요청하여 주시기 바랍니다.

- **여행사에서 5J 한국지사로 BSP 등록된 ID 확인요청 하기 - 여행사 공식 E-MAIL 사용**
  - 필요 서류 : IATA 가입증명서(IATA Certificate of Accreditation), 사업자등록증, 담당자 명함
  - 5J 접수 E-MAIL : [cebcoreasales@cebupacificair.com](mailto:cebcoreasales@cebupacificair.com)
- **Sky Partner & 5J Customized Sales Report 로그인을 위한 대표 USER ID/PW 전송 (24 시간 이내)**
  - SkyPartner : <https://partners.cebupacificair.com>
  - 5J Customized Sales Report : <https://cebapp.cebupacificair.com/bsp>

\* SkyPartner 에서 개별 PW 우선 설정 후, 5J Customized Sales Report 로그인 가능
- **여행사 담당자 추가등록**
  - 필요서류 : Sky Partner Enrollment form (SPEF) 작성 후, E-mail 접수 (SPEF 첨부)
  - 5J 접수 E-MAIL : [cebcoreasales@cebupacificair.com](mailto:cebcoreasales@cebupacificair.com)

### 3. 5J 한국지사 BSP 업무 담당자 (\*NateOn 문의)

BSP 업무	담당자	NateOn Messenger	E-mail
BSP 등록확인 -및- 추가등록	영업부	영업부 담당자 (등록 후 지정)	<a href="mailto:cebcoreasales@cebupacificair.com">cebcoreasales@cebupacificair.com</a>
예약발권 문의	허효선 부장	<a href="mailto:hyosunny96@nate.com">hyosunny96@nate.com</a>	*NateOn 문의
정산/BSP billing	박병환 부장	<a href="mailto:kashar589@nate.com">kashar589@nate.com</a>	*NateOn 문의



## 세부퍼시픽 BSP발권 예약발권 안내

- I. 항공 운임 및 규정
- II. 예약
- III. 발권
- IV. 날짜/여정 변경
- V. 취소/환불
- VI. Skypartner
- VII. Ancillary fees 추가
- VIII. 기타처리
- IX. 5J Customized Sales Report
- X. BSP billing

### I. 항공 운임 및 규정

#### 1. 운임 조회

```
>FQICNMNL15MAY-5J
SEL-MNL CXR-5J TUE 15MAY18 KRW
BR 0/ 0/11 CA 0/ 0/ 5 CI 0/ 0/ 6 CX 0/ 0/19 CZ 0/ 0/ 6
DL 0/ 0/ 1 H1 1/ 0/ 0 JL 0/ 0/ 4 KE 2/ 0/ 0 MH 0/ 0/ 2
MU 0/ 0/ 4 NH 0/ 0/19 OZ 2/ 0/ 0 PR 2/ 0/ 5 SQ 0/ 0/11
TG 0/ 0/ 5 VN 0/ 0/ 3 MF 0/ 0/ 3 BI 0/ 0/ 1 7C 1/ 0/ 0
5J 1/ 0/ 3
//SEE FQHELP FOR INFORMATION ABOUT THE NEW FARE DISPLAYS//
SURCHARGE FOR PAPER TICKET MAY BE ADDED WHEN ITIN PRICED
5J ICMNML.EH 15MAY18 MPM 1952
V FARE BASIS AP FARE-OW FARE-RT BK SEASON MINMAX RTG
1 ERPOW # 65000 130000 E --- -/ - EH01
2 DRPOW # 75000 150000 D --- -/ - EH01
3 CRPOW # 95000 190000 C --- -/ - EH01
4 VRP # 115000 230000 V --- -/12M EH01
5 WRP # 135000 270000 W --- -/12M EH01
6 GRP # 155000 310000 G --- -/12M EH01
7 QRP # 180000 360000 Q --- -/12M EH01
8 LRP # 205000 410000 L --- -/12M EH01
9 KRP # 235000 470000 K --- -/12M EH01
10 MRP # 270000 540000 M --- -/12M EH01
11 HRP # 305000 610000 H --- -/12M EH01
12 BRP # 340000 680000 B --- -/12M EH01
13 SRP # 380000 760000 S --- -/12M EH01#
>MD
14 URP # 425000 850000 U --- -/12M EH01#
15 Y # 470000 940000 Y --- -/12M EH01
```

\*조회 가능 노선: ICN/PUS/KIX/NRT/NGO/CEB/DVO/TAG/ILO/CGY/BCD/KLO/MPH/RXS/PPS/GES/USU

#### 2. Penalty & 규정 조회 - 요금표 참조

## II. 예약

### 1. Schedule 조회

```
>S15MAYICNMNL#5J
15MAY TUE - 29MAY TUE ICN/Z#9 MNL/-1
15J 187 ICNMNL 0235 0605 330 0 1234567 26MAR-28OCT
25J 129 ICNCEB 2215 0140#1 320 0 1234567 25MAR-27OCT
35J 586 MNL 0315 0440 320 0 123.5.7 25MAR-27OCT
45J 129 ICNCEB 2215 0140#1 320 0 1234567 25MAR-27OCT
55J 564 MNL 0610 0735 320 0 1234567 25MAR-27OCT
65J 129 ICNCEB 2215 0140#1 320 0 1234567 25MAR-27OCT
75J 562 MNL 0735 0905 320 0 1234567 25MAR-27OCT
85J 129 ICNCEB 2215 0140#1 320 0 1234567 25MAR-27OCT
95J 568 MNL 1055 1215 330 0 1234567 25MAR-27OCT
105J 129 ICNCEB 2215 0140#1 320 0 1234567 25MAR-27OCT
115J 580 MNL 1225 1400 320 0 1234567 25MAR-27OCT
```

### 2. Availability 조회 및 좌석 예약

```
>A15MAYICNMNL#5J
-15MAY+ TUE ICN/Z#9 MNL/-1
15J 187 Y7 U7 S7 B7 H7 M7 K7 L7 G7 ICNMNL 0235 0605 330 0 AB/E
W7 V7 CC DC EC F7 R7 I7 ZC TC OC
25J 129 Y7 U7 S7 B7 H7 M7 K7 L7 G7 ICNCEB 2215 0140#1 320 0 AB/E
W7 VC CC DC EC F7 R7 I7 ZC T7 OC
```

```
>N2Y1
5J 187Y 15MAY ICNMNL SS2 0235 0605 /ABRQ /E
SURNAME CHG NOT ALLOWED FOR 5J-Y FARECLASS
>05J188Y17MAYMNLICN#2
5J0188Y 17MAY MNLICN SS02 1710 2240 /ABRQ /E
DEP-TERMINAL 3
SURNAME CHG NOT ALLOWED FOR 5J-Y FARECLASS
```

### 3. 이름/TITLE/소아,유아 SSR DOB 필수 입력!! (미 입력시, 공항 수수료 징수)

```
NO NAMES
1 5J 187Y 15MAY 2 ICNMNL SS2 0235 0605 /ABRQ /E
2 5J 188Y 17MAY 4 MNLICN SS2 1710 2240 /ABRQ /E
2XL8.2XL8*AIR 0023/22MAR18
>-HUR/HYOSUN MS *
>-KANG/SHINYOUNG MSTR*C07 *
>-I/KIM/JIHYE MISS*I20 *
>3CHLD/02JAN11-2.1 *
>3INFT/KIM/JIHYE MISS/15SEP16-1.1 *
```

① 이름(First name) : 반드시 붙여서 입력

② 성별(Title) : 이름과 Title 사이는 띄우기, 4개의 Title만 사용 - MR(남성) MS(여성), MSTR(남아), MISS(여아)

### 4. APIS

```
>3DOCS/P/KR/M12345678/KR/08JUN87/F/01JAN2024/HUR/HYOSUN-1.1 *
>*P3D
GENERAL FACTS
4.SSR DOCS 5J HK1/P/KR/M12345678 1.1 HUR/HYOSUN MS
/KR/08JUN87/F/01JAN2024/HUR/HY
OSUN
```

### 5. 전화번호

```
>9T*82233334444 CEB TRAVEL MR KIM/KISEOK *
>9M*821033334444 PAX MR KANG/YOONHO *
>30THS/T CTC 82233334444 CEB TRAVEL MR KIM/KISEOK *
>30THS/PAX CTC 821033334444 PAX MR KANG/YOONHO *
>*A
1.1HUR/HYOSUN MS 2.1KANG/SHINYOUNG MSTR*C07
3.I/KIM/JIHYE MISS*I20
1 5J 187Y 15MAY 2 ICNMNL SS2 0235 0605 /ABRQ /E
2 5J 188Y 17MAY 4 MNLICN SS2 1710 2240 /ABRQ /E
PHONES
1.SELT*82233334444 CEB TRAVEL MR KIM/KISEOK
2.SELM*821033334444 PAX MR KANG/YOONHO
PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY
SECURITY INFO EXISTS *P3D OR *P4D TO DISPLAY
GENERAL FACTS
1.SSR CHLD 5J HK1/02JAN11
2.SSR INFT 5J NN1 ICNMNL0187Y15MAY/KIM/JIHYE MISS/15SEP16
3.SSR INFT 5J NN1 MNLICN0188Y17MAY/KIM/JIHYE MISS/15SEP16
5.SSR OTHS YY T CTC 82233334444 CEB TRAVEL MR KIM/KISEOK
6.SSR OTHS YY PAX CTC 821033334444 PAX MR KANG/YOONHO
```

\*PHONE 필드 입력 + 30THS/ 추가입력

6. 사전지불 수속수하물

**3BBML1-2.1** (3:Primary, BBML:20kg, 1:Segment, -2.1:승객) **\*\*최소 구입 무게 20KG(BBML) 변경\*\***

```
< PNR - ZTHWZ >
1.1HUR/HYOSUN MS 2.1KANG/SHINYOUNG MSTR*C07
3.I/1KIM/JIHYE MISS*I20
1 5J 187Y 15NOV 5 ICNMMN HK2 0025 0405 SPM /AB5J*RC1CGF /E
2 5J 188Y 17NOV 7 MNLICN HK2 1735 2255 SPM /AB5J*RC1CGF /E
TKT/TIME LIMIT
1.TAW/
PHONES
1.SELT*111111
PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY
GENERAL FACTS
1.SSR BBML 5J KK1 ICNMMN0187Y15NOV
2.SSR BBML 5J KK1 MNLICN0188Y17NOV
3.SSR INFT 5J KK1 ICNMMN0187Y15NOV/KIM/JIHYE/MISS/10JAN19
4.SSR INFT 5J KK1 MNLICN0188Y17NOV/KIM/JIHYE/MISS/10JAN19
5.SSR OTHS 1B 5J SSR-BBML TTL PNR COUNT 002 ADDTL CHARGES KRW
56000.00
6.SSR OTHS 1B 5J SSR-INFT TTL PNR COUNT 002 ADDTL CHARGES KRW
48200.00
7.SSR ADTK 1B TO 5J ON/BEFORE 05OCT 0122Z OTHERWISE WILL BE X
LD
8.SSR OTHS 1B MOST FARES EXCL GOV FARES REQUIRE TKT WITHIN 24
HRS
9.SSR OTHS 1B ITIN CONFIRMED - MUST PROVIDE PAYMENT
10.SSR OTHS 1B SUBJ CXL ON/BEFORE 05OCT 0122Z WITHOUT PAYMENT
11.SSR OTHS 1B 5J AMOUNT DUE 5J KRW2099800.00
RECEIVED FROM - AGT
2XL8.2XL8*AIR 2022/01OCT19 ZTHWZ H
```

7. Payment(발권) 전, 최종 결과 확인

```
>EWR
< PNR - IOWVSC >
1.1HUR/HYOSUN MS 2.1KANG/SHINYOUNG MSTR*C07
3.I/1KIM/JIHYE MISS*I20
1 5J 187Y 15MAY 2 ICNMMN HK2 0235 0605 SPM /AB5J*FGHTWA /E
2 5J 188Y 17MAY 4 MNLICN HK2 1710 2240 /AB5J*FGHTWA /E
TKT/TIME LIMIT
1.TAW/
PHONES
1.SELT*82233334444 CEB TRAVEL MR KIM/KISEOK
2.SELM*821033334444 PAX MR KANG/YOONHO
PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY
SECURITY INFO EXISTS *P3D OR *P4D TO DISPLAY
GENERAL FACTS
1.SSR CHLD 5J HK1/02JAN11
2.SSR INFT 5J HK1 ICNMMN0187Y15MAY/KIM/JIHYE MISS/15SEP16
3.SSR INFT 5J HK1 MNLICN0188Y17MAY/KIM/JIHYE MISS/15SEP16
5.SSR OTHS YY T CTC 82233334444 CEB TRAVEL MR KIM/KISEOK
6.SSR OTHS YY PAX CTC 821033334444 PAX MR KANG/YOONHO
7.SSR AVML 5J HK1 ICNMMN0187Y15MAY
8.SSR OTHS 1B 5J SSR-AVML TTL PNR COUNT 001 ADDTL CHARGES KRW
18000.00
9.SSR OTHS 1B 5J SSR-INFT TTL PNR COUNT 002 ADDTL CHARGES KRW
45600.00
10.SSR ADTK 1B TO 5J ON/BEFORE 25MAR 0531Z OTHERWISE WILL BE X
LD
11.SSR OTHS 1B MOST FARES EXCL GOV FARES REQUIRE TKT WITHIN 24
HRS
12.SSR OTHS 1B ITIN CONFIRMED - MUST PROVIDE PAYMENT
13.SSR OTHS 1B SUBJ CXL ON/BEFORE 25MAR 0531Z WITHOUT PAYMENT
14.SSR OTHS 1B 5J AMOUNT DUE 5J KRW2022200.00
RECEIVED FROM - AGT
2XL8.2XL8*AIR 0031/22MAR18 IOWVSC H
```

- ① EWR : ALL 'KK' STATUS 를 'HK'로 변경
- ② 최종 예약 확인 필수 : SEAT STATUS 'HK' + 항공사 PNR
- ③ TKTL : SSR ADTK 의 AUTO-TL 준수

**④ 5J AMOUNT DUE 5J : 지불해야 하는 총 금액**  
**(해당 총 금액이 Auto quotation 요금보다 우선)**

### III. 발권

#### 1. 자동운임 계산 (Auto-pricing)

\*PNR 열고 WPA5J : (5)=(1)+(2)+(3)+(4)

8.SSR OTHS 1B 5J SSR-AVML TTL PNR COUNT 001 ADDTL CHARGES KRW

18000.00-(1)

9.SSR OTHS 1B 5J SSR-INFT TTL PNR COUNT 002 ADDTL CHARGES KRW

45600.00-(2)

10.SSR ADTK 1B TO 5J ON/BEFORE 25MAR 0531Z OTHERWISE WILL BE X  
LD

11.SSR OTHS 1B MOST FARES EXCL GOV FARES REQUIRE TKT WITHIN 24  
HRS

12.SSR OTHS 1B ITIN CONFIRMED - MUST PROVIDE PAYMENT

13.SSR OTHS 1B SUBJ CXL ON/BEFORE 25MAR 0531Z WITHOUT PAYMENT

14.SSR OTHS 1B 5J AMOUNT DUE 5J KRW2022200.00-(5)

RECEIVED FROM - AGT #

2XL8.2XL8\*AIR 0031/22MAR18 IOWVSC H

>WPA5J

PSGR TYPE ADT - 01 운임규정조회

CXR RES DATE FARE BASIS NVB NVA BG

SEL

MNL 5J Y 15MAY Y 22MAR

SEL 5J Y 17MAY Y 22MAR

FARE KRW 940000

TAX KRW 28000BP KRW 11400LI

**TOTAL KRW 979400-(3)**

ADT-01 Y

SEL 5J MNL431.46 5J SEL431.46NUC862.92END ROE1089.32056

TKT/TL23MAR18/0231

ATTN\*5J HAS NO TICKETING AGREEMENT-CHANGE VALIDATING CARRIER

ATTN\*VALIDATING CARRIER SPECIFIED - 5J

PSGR TYPE CNN - 02 운임규정조회

CXR RES DATE FARE BASIS NVB NVA BG

SEL

MNL 5J Y 15MAY YCH 22MAR

SEL 5J Y 17MAY YCH 22MAR

FARE KRW 940000

TAX KRW 28000BP KRW 11400LI

**TOTAL KRW 979400-(4)**

CNN-01 YCH

SEL 5J MNL431.46 5J SEL431.46NUC862.92END ROE1089.32056

TKT/TL23MAR18/0231

ATTN\*EACH CNN REQUIRES ACCOMPANYING SAME CABIN ADT

ATTN\*5J HAS NO TICKETING AGREEMENT-CHANGE VALIDATING CARRIER

ATTN\*VALIDATING CARRIER SPECIFIED - 5J

#### 2. Payment(발권)

① Entry : 30THS/5J OSAG 17322911 ( 17322911 : Pseudo IATA )

② Basic 발권

1.1KIM/MANSUMR 2.1SHIN/KYUNGMOONMR 3.1HONG/MEEKYUNGMS

1 5J 187L 17JAN 3 ICNMNL HK3 0230 0550 SPM /AB5J\*BE9S3Q /E

2 5J 188L 22JAN 1 MNLICN HK3 1710 2240 SPM /AB5J\*BE9S3Q /E

TKT/TIME LIMIT

1.TAW/

PHONES

1.SEL02-3455-0101 JAUTOUR / MS-T

2.SEL0318295150-H

3.SEL01090436378-M

PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY

ITINERARY

SECURITY INFO EXISTS \*P3D OR \*P4D TO DISPLAY

GENERAL FACTS

1.SSR ADTK 1B TO 5J ON/BEFORE 13JAN 0231Z OTHERWISE WILL BE XLD

2.SSR OTHS 1B MOST FARES EXCL GOV FARES REQUIRE TKT WITHIN 24HRS

3.SSR OTHS 1B ITIN CONFIRMED - MUST PROVIDE PAYMENT

4.SSR OTHS 1B SUBJ CXL ON/BEFORE 13JAN 0231Z WITHOUT PAYMENT

5.SSR OTHS 1B 5J AMOUNT DUE 5J KRW1349400.00

9.SSR ADTK 1B TO 5J ON/BEFORE 13JAN 0231Z OTHERWISE WILL BE XLD

10.SSR OTHS 1B MOST FARES EXCL GOV FARES REQUIRE TKT WITHIN 24HRS

11.SSR OTHS 1B ITIN CONFIRMED - MUST PROVIDE PAYMENT

12.SSR OTHS 1B SUBJ CXL ON/BEFORE 13JAN 0231Z WITHOUT PAYMENT

13.SSR OTHS 1B 5J AMOUNT DUE 5J KRW1349400.00  
 14.SSR OTHS YY 5J OSAG 17305120  
 15.SSR OTHS 1B 5J DEBIT 1349400.00 PLUS 0.00 PFC PP TTL KRW1349400.00  
 16.SSR OTHS 1B 5J AMOUNT DUE 5J KRW0.00  
 17.SSR OTHS 1B 5J CONFO NBR BE9S3Q

③ 수하물 추가

18.SSR DBML 5J KK1 ICNMNL0187L17JAN  
 19.SSR DBML 5J KK1 MNLICN0188L22JAN  
 20.SSR OTHS 1B 5J SSR-DBML TTL PNR COUNT 002 ADDTL CHARGES KRW84000.00  
 21.SSR OTHS 1B 5J DEBIT 0.00 PLUS 0.00 PFC PP TTL KRW1349400.00  
 22.SSR OTHS 1B 5J INCL ADDTL CHARGES KRW84000.00 PNR TTL KRW1433400.00  
 23.SSR OTHS 1B 5J AMOUNT DUE 5J KRW84000.00  
 24.SSR OTHS YY 5J OSAG 17305120  
 25.SSR OTHS 1B 5J DEBIT 84000.00 PLUS 0.00 PFC PP TTL KRW1349400.00  
 26.SSR OTHS 1B 5J INCL ADDTL CHARGES KRW84000.00 PNR TTL KRW1433400.00  
 27.SSR OTHS 1B 5J AMOUNT DUE 5J KRW0.00  
 28.SSR OTHS 1B 5J CONFO NBR BE9S3Q

\* 1차 세이버 구입 후, Upgrade 처리는 Skypartner 에서 처리

④ 필리핀 국내선

< PNR - JVHVXB >  
 1.1HUR/HYOSUN MS  
 1 5J 581Y 15MAY 2 MNLCEB HK1 1340 1510 SPM /AB5J\*L8UCXY /E  
 2 5J 566Y 20MAY 7 CEBMNL HK1 1330 1455 SPM /AB5J\*L8UCXY /E  
 TKT/TIME LIMIT  
 1.TAW/  
 PHONES  
 1.SELT\*82233334444 CEB TRAVEL MR KIM/KISEOK  
 2.SELM\*821033334444 PAX MR KANG/YOONHO  
 PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY  
 GENERAL FACTS  
 1.SSR OTHS YY T CTC 82233334444 CEB TRAVEL MR KIM/KISEOK  
 2.SSR OTHS YY PAX CTC 821033334444 PAX MR KANG/YOONHO  
 3.SSR AVML 5J HK1 MNLCEB0581Y15MAY  
 4.SSR AVML 5J HK1 CEBMNL0566Y20MAY  
 5.SSR OTHS 1B 5J SSR-AVML TTL PNR COUNT 002 ADDTL CHARGES PHP  
 515.20  
 6.SSR ADTK 1B TO 5J ON/BEFORE 29MAR 1809Z OTHERWISE WILL BE X  
 LD  
 7.SSR OTHS 1B MOST FARES EXCL GOV FARES REQUIRE TKT WITHIN 24  
 HRS  
 8.SSR OTHS 1B ITIN CONFIRMED - MUST PROVIDE PAYMENT  
 9.SSR OTHS 1B SUBJ CXL ON/BEFORE 29MAR 1809Z WITHOUT PAYMENT  
 10.SSR OTHS 1B 5J AMOUNT DUE 5J PHP18723.96  
 RECEIVED FROM - AGT  
 2XL8.2XL8\*AIR 0109/29MAR18 JVHVXB H

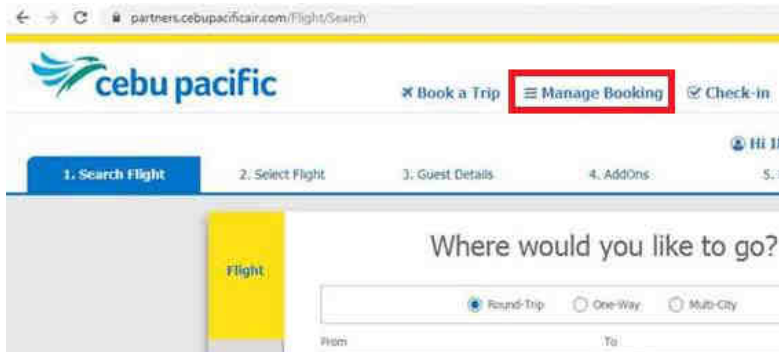
>DC#PHP18723.96/KRW  
 RATE BSR 1PHP - 20.51998193 KRW  
 KRW 384215.3 TRUNCATED  
 KRW 384300 ROUNDED UP TO NEXT 100 - FARES  
 KRW 384300 ROUNDED UP TO NEXT 100 - TAXES

3. 항공권(itinerary) 전송

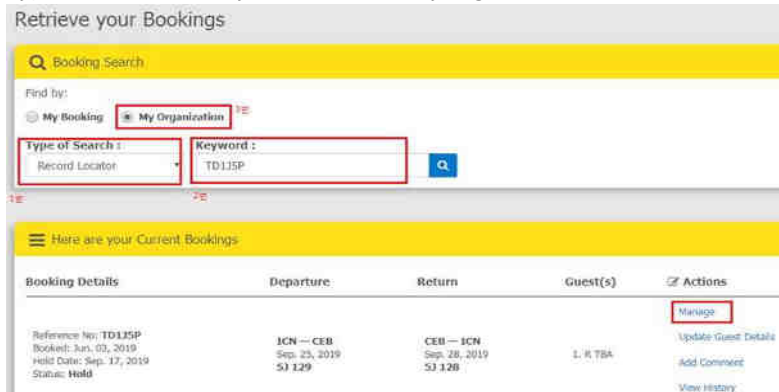
① 세이버 '여정표' 전송 (5J PNR/일정/승객명으로 CHECK-IN 가능)

The screenshot shows a flight reservation system interface. On the left, a 'Workspace' window displays flight details for PNR: IOWVSC, including passenger information and general facts. On the right, an 'ITR/여정표' window is open, showing a form for sending the itinerary. The '여정표 전송' button is highlighted in red. The form includes fields for '여행목적', '여행일', '여행사명', and '여행사명'.

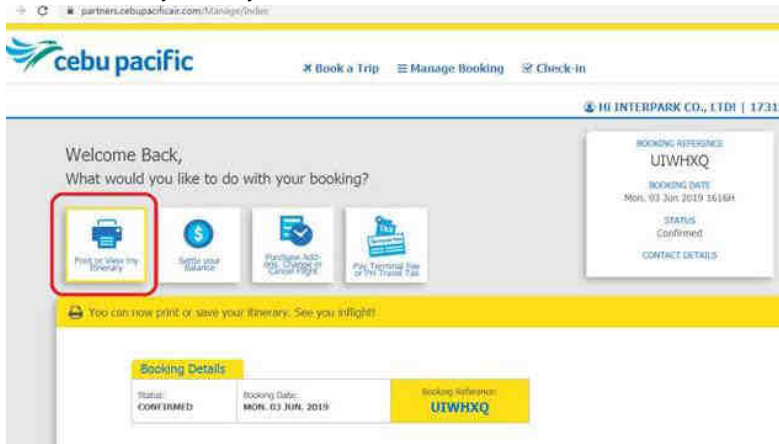
- ② Skypartner 에서 항공사 항공권 전송 (Manage Booking --> View Itinerary)  
[Manage Booking]



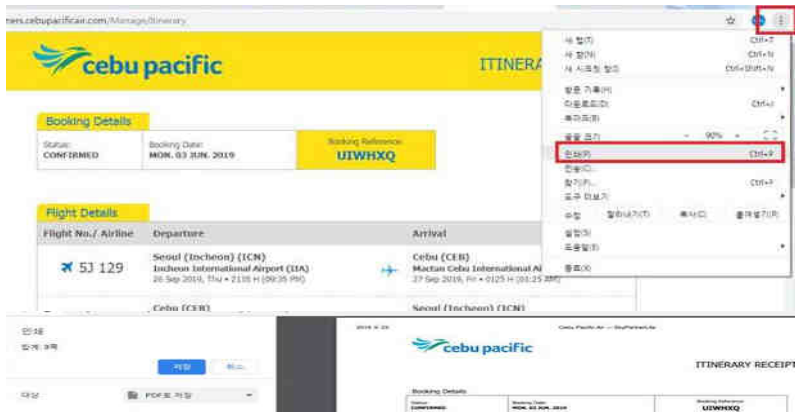
[Type of Search ==> Keyword(PNR) ==> My Organization]



[Print or View my Itinerary]



[인쇄하기 ==> 저장 ==> PDF version 항공권]



#### IV. 날짜/여정 변경

1. PNR DIVIDE 가능
2. 날짜/여정 변경 가능
  - ① 세이버/SkyPartner 모두 가능하나, SkyPartner 권유(정확한 추가금액 확인 가능)
  - ② 재 발행 절차 없이 ADC OSAG 지불하면 자동으로 Billing 에 EXCHANGED 로 반영됨
  - ③ **최종 저장(EOT) 전에 신규 노선 및 Ancillaries 예약해야 Rebooking 가능**
  - ④ **세이버 진행 시, 요금차액+수수료 수동계산 & 예약과 동시에 발권 처리 - 예약발권문의 요망**

Retrieve PNR in Sabre	*ABC123
Cancel segment	X1
Check Availability	A16MAYICNMNL#5J
Sell new flight	N1Y1
Transfer pre-paid baggage	3AVML1-2.1
Add BSP payment (발권)	3OTHS/5J OSAG 17300054
<b>Receive from</b>	<b>6KANG</b>
<b>EOT and redisplay PNR</b>	<b>ER</b>
Payment done	5J AMOUNT DUE 5J KRWO

#### V. 취소/환불

1. SkyPartner 취소 : 환불금액 확인 후 취소 진행 --> 취소일 당일 BSP REFUND BILLING 반영
  2. 세이버 취소 : 지사 문의 (\*긴급 시, 우선 취소)
- \*세이버 취소/EOT 후 SSR 사항에서 아래 메시지 확인 가능 (TTYMessage)

```
TTYMessage
(1)HDQRM1B
.HDQRM5J 120439
(2)HDQ1B TGUKBA
HDQ5J OCD17Z
1JANG/MIYOUNG MS
5J187V09FEB ICMNML HX1
5J188G15FEB MNLICN HX1
SSR OTHS 1B 5J INCL ADDTL CHARGES KRW140000.00 PNR TTL KRW140000.00
SSR OTHS 1B FLTS CXLD/MAY USE CREDIT OF KRW169900.00 ON FUTURE TRAVEL
SSR OTHS 1B /// ON 5J
(3)
```

3. **취소 금지 예약 : 환불 불가 조건의 항공권, No-show 구간이 포함된 항공권, IROP 항공권 --> 지사 문의**
4. 문의 메신저 : 허효선 실장 (NateOn 메신저 : hyosunny96@nate.com)

#### VI. SkyPartner

1. SkyPartner 란? 언제 어디서나 웹에서 예약/발권 가능한 세부퍼시픽 대리점 전용 시스템
2. Link : <https://partners.cebupacificair.com>
3. 이용 가능 항목
  - ① 항공사의 Seat Availability 실시간 확인/예약/ **BSP 발권 가능**
  - ② **항공편 탑승 여부 확인 가능**
  - ③ 한국출발 특가 운임 사용 가능 (Unified fare)
  - ④ 항공사 항공권 직접 전송 및 사용 여부 조회
  - ⑤ 날짜 및 여정 변경
  - ⑥ 취소/환불 처리
  - ⑦ 사전지불 수속수하물 Upgrade, 사전지불 기내식, 사전지불 좌석지정 등의 기타 서비스 사항 예약/지불 가능
  - ⑧ **세이버 발권 후, SkyPartner에서 추가 작업이 있는 경우, 다음 모든 처리는 SkyPartner 를 통해서만 가능함**



4. SkyPartner 예약/발권 자료 - [예약발권]참조

① Skypartner 좌석지정/기내식 구입

partners.cebupacificair.com/Manage/Index

cebu pacific

Book a Trip Manage Booking Ch

Welcome Back,  
What would you like to do with your booking?

Print or View my Itinerary

Settle your Balance

Purchase Add-ons, Change or Cancel Flight

You can now print or save your itinerary. See you inflight!

**Booking Details**

Status: **ON HOLD** Expiration Date: **TUE. 17 SEP. 2019 23:59H GMT+8** Booking Reference: **TD1JSP**

Feast on tastier food selections at 30,000 feet.

First Fresh and Fresh Sandwiches are available for pre-order on all international flights up to 24 hours before your flight departure. Choose from our menu of all-time favorites, soups, and Asian delights. Pre-ordered meals come with a free drink on short-haul flights and free drink plus dessert on long-haul flights. Seats may sell up to 2 meals per evening.

**Chicken Teriyaki**  
Chicken in lemon grass sauce, served with steamed rice and sautéed vegetables.

**Bangus Bicolano**  
Fresh bangus (fish) in Bicolano style sauce, garnished with cornstarch, and red and green peppers, served with steamed rice.

**Baked Beef with Gravy**  
Beef with a special blend of Bicolano sauce, mixed with tomato sauce and cabbage. Served with steamed rice.

**Pinoy-At-Once**  
Pinoy pinoy in a succulent tomato sauce, topped with cheese.

**Chicken Sandwich Wrap**  
Tastier (fresh) in hearty bread, with lettuce.

**Reserve Seats**  
To help you save time, we've pre-selected a seat for you. You can change or remove this seat. Please note though that if you opt to remove this, a seat will be assigned to you at random from what is available at check-in.

REGULAR: PHP 100.00 / PLUS: PHP 300.00 / PREFERRED: PHP 400.00 / BAY: BASSNET

DEPARTURE: MNL - SIN

TWO TEST, TEST

ONE TEST, ONE

TWO TEST, TWO

TOTAL SEATS: **PHP 400.00**

MNL - SIN

FRONT

Assigned Available Occupied Blocked

Search for Itineraries

Find bookings made by

Special people is needed to find agency bookings!

type of search

FIND BOOKINGS

AMOUNT DUE  
KRW 221,200.00

CONFIRMATION NUMBER  
TD1JSP

EXPIRATION DATE AND TIME  
Tue, 17 Sep 2019 23:59H GMT+8

STATUS  
On Hold

CONTACT DETAILS

Your booking is on hold

Your booking is on hold until **Tue, 17 Sep 2019 23:59H GMT+8**.  
You can pay online now to guarantee your booking right away.

**PAYNOW**

② SkyPartner BSP Payment(발권) : Organization Code 항목에 IATA CODE & 총지불 금액 입력

Welcome Back,  
What would you like to do with your booking?

Print or View my Itinerary

Settle your Balance

Purchase Add-ons, Change or Cancel Flight

Your booking is on hold

Your booking is on hold until **Tue, 17 Sep 2019 23:59H GMT+8**.  
You can pay online now to guarantee your booking right away.

**PAYNOW**

will not be allowed to board the aircraft.

Guests are responsible in ensuring compliance with the immigration, custom or other legal requirements of the countries that guests have flown from, or will fly into or over. Guest should ensure that he/she possesses a valid

Guests are strongly advised that all items, including fragile items, are checked baggage. If guests check them in, the airline shall not be responsible for the damage to those items and that guests agree that the airline will carry them at guest's own risk.

I HAVE REVIEWED MY BOOKING SUMMARY. The price and flight details are correct. I have read and accept the Cancellation Policy, Check-In Guidelines, Fare Rules, Terms and Conditions of Pre-paid Baggage, Pre-ordered Meals, Sports Equipment, Seat Selector, CEB Transfers, TravelSure, Baggage Protect, Year-round Protect, Fly Me Next, Conditions of Carriage, Website Terms of Use, Data Privacy Act, PH Travel Tax, and important reminders and information posted by the airline/s. I hereby confirm that specific authority was given to me by all other guests traveling as part of this booking to consent, agree, and accept these conditions.

**GRAND TOTAL**  
**KRW 221,200.00**

[BACK](#) [CONFIRM AND CONTINUE >](#)

Agency Credit

Pay through using your agency's credit account

Credit Available:

Organization Code: 17315465

Agent Name: INTERPARK CO., LTD

**Amount to Spend: 221200**

Amount to be Deducted: KRW 221,200.00

[BACK](#) [CONTINUE >](#)

**동일금액 입력 후 //CONTINUE// 클릭하면 바로 발권!!**

26 Sep 2019, Thu • 0125 H (01:25 AM)

**FLY (Class P)**  
Base Fare  
ADT 1 x KRW 75,000.00

**RETURN**  
CEB → ICN  
Cebu Seoul (Incheon)

**CEBU to SEOUL (INCHEON)**  
FLIGHT NUMBER: 5J 128

DEPARTURE  
26 Sep 2019, Sat • 0425 H (02:25 PM)

ARRIVAL  
28 Sep 2019, Sat • 2010 H (08:10 PM)

**FLY (Class P)**  
Base Fare  
ADT 1 x KRW 75,000.00

Admin, Taxes and Fees KRW 71,200.00

**CURRENT BALANCE DUE**  
**KRW 221,200.00**

③ 탑승 여부 확인

- 5J는 ET Database가 세이버에 저장되지 않으므로 세이버에서 ET Coupon status 확인은 안됩니다.
- 세이버 BSP 발권 분도, 아래 SKYPARTNER 의 View History 에서 항공권 사용 여부 확인 가능합니다.

Here are your Current Bookings

Booking Details	Departure	Return	Guest(s)	Actions
Reference No: JG154K Booked: Jun. 13, 2018 Status: Confirmed	MNL — CEB Jun. 13, 2018 5J 565	CEB — MNL Jun. 19, 2018 5J 554	1. MR HANS TEST	<a href="#">Manage</a> <a href="#">Update Guest Details</a> <a href="#">Add Comment</a> <a href="#">View History</a>

Review your history

History Entries

Reference No: JG154K [Manage](#)

Timestamp	History Entry	Details	Caller
06/13/2018 10:59 AM	Assign Seat	AS 13Jun18 MNL-CEB 565 Y 25E HANS TEST	Agent: SEATPRT
06/13/2018 10:59 AM	Assign Seat	AS 13Jun18 MNL-CEB 565 Y 25F MELAI TEST	Agent: SEATPRT
06/13/2018 10:59 AM	Assign Seat	AS 13Jun18 MNL-CEB 565 Y 25G AMELA TEST	Agent: SEATPRT
06/13/2018 11:10 AM	Checkin	CI 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25G Seq:1 TEST/AMELA	Agent: RDP0611
06/13/2018 11:10 AM	Print Boarding Pass	BP 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25G Seq:1 TEST/AMELA	Agent: RDP0611
06/13/2018 11:10 AM	Checkin	CI 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25E Seq:2 TEST/HANS	Agent: RDP0611
06/13/2018 11:10 AM	Print Boarding Pass	BP 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25E Seq:2 TEST/HANS	Agent: RDP0611
06/13/2018 11:10 AM	Checkin	CI 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25F Seq:3 TEST/MELAI	Agent: RDP0611
06/13/2018 11:10 AM	Print Boarding Pass	BP 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25F Seq:3 TEST/MELAI	Agent: RDP0611
06/13/2018 11:11 AM	Boarded Passenger	BD 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25G Seq:1 TEST/AMELA	Agent: RDP0611
06/13/2018 11:11 AM	Boarded Passenger	BD 13Jun18 MNLCEB 1125/1250 # 5J 565 Seat:25E Seq:2 TEST/HANS	Agent: RDP0611

## VII. Ancillary fees 추가 (사전지불수속수하물, 사전지불기내식, 사전지불좌석지정)

1. 세이버 예약/지불 : '사전구입수속수하물' 만 예약/지불 가능 - BSP 정산
2. Skypartner 에서 예약/지불 : BSP 정산
3. [www.cebupacificair.com](http://www.cebupacificair.com) 에서 승객이 직접 예약/지불 : VI/MC 결제 가능/해외거래
4. 한국 내 공식 판매점을 통한 예약/지불 (T.1522-9960) : 처리 수수료 추가
5. 세부퍼시픽 공식 CALL CENTER (한국어 가능) : 02-6105-2037 (08:00-18:00 월-일)

## VIII. 기타처리

1. MINOR SPELL CHANGE : 발음 동일하나 약간의 spell이 상이한 경우
  - ① 공식판매점(1522-9960)을 통한 처리 : 수수료 KRW10,000/1인, 1PNR
  - ② WEB 신청(무료) : <https://www.cebupacificair.com/pages/guest-feedback>  
[www.cebupacificair.com](http://www.cebupacificair.com) --> 문의처(Contact us) --> 고객 피드백 양식(Guest Feedback Form) 무료 처리 가능

## IX. 5J Customized Sales Report

1. link : <https://cebapp.cebupacificair.com/bsp>
2. SkyPartner 와 동일한 ID/PW 로 발권 다음날 조회 (GDS/Airline PNR확인, 발권일 익일 03:00~1년 조회 가능)
3. Sabre + Skypartner 에서 발권된 내역 합산 확인 가능
  - ① Sabre 발권 : 5J PNR + GDS PNR
  - ② Skypartner 발권 : 5J PNR + NO GDS PNR
4. 적용 항목
  - ① FARE : 운임 + 각종서비스수수료(수속수하물, 기내식, 좌석지정 등) + LI TAX 의 일부 금액 LPV TAX
  - ② TAX : IATA 항공세금 별도 구분됨
5. 당일 VOID 불가
6. 조회하기

## X. 5J BSP billing statement : 기존 BSP 발권 동일 (발권일 기준 적용)