

# Q&A AUTOMATION OF NAME CORRECTION FOR BASIC CHANGES.

The following Q&A is intended to document the main concerns that have been identified as relevant and may clarify any doubts that agencies may have after the automation of basic corrections.

#### 1. What is the implementation about?

A/ Avianca offers the possibility of automatically correcting the name in a booking in the event that basic errors are found, which should not alter the meaning of the customer's name, gender or phonetics. Only for the cases described in this case it will not be necessary to have an authorization code.

# 2. Since when does it apply?

A/ This automation applies from May 03, 2022

#### 3. To whom is it addressed?

A/ It is addressed at the indirect channel, specifically to travel agencies that have an Amadeus distribution system, as well as for AviancaDirect agencies with agency portal connection, for Avianca Sync and Avianca Link connections they must be managed through AGS360.

#### 4. Why does it not apply to agencies with other distribution systems?

A/ This implementation cannot be performed with agencies using Sabre, Travelport (Galileo, Worldspan and Apollo) distribution systems, etc., because these GDS' do not include the possibility of applying the rule for partial name correction (3 characters), only full name correction can be enabled, so it is not enabled.

### 5. What are the allowed corrections?

A/ Avianca will automatically correct a maximum of 3 characters in the first or last name of an issued booking where there is evidence of a spelling or typing error. Please consider:

- A. It is not allowed to change the meaning of the first or last name.
- B. The same route, bundle, date and time of the original purchase must be maintained.



#### Examples of allowed changes.

- Carolina Dias for Carolina Diaz
- Gisella Ruiz for Gisela Ruiz
- <u>Cindy</u> Martinez for Cindi Martinez or <u>Sindy</u> Martinez
- Mario Echeverri for Mario Echeverria"
- Luiss for Luis
- Cami for Camila
- Lucho for Luis

#### 6. What charges should be made by the travel agent?

A/ The travel agent should NOT generate the automatic basic name correction charge as this is exempt from the change fee and fare differences. The original purchase conditions regarding route, bundle, date and time must always be maintained.

#### 7. And what about the other waivers?

A/ The other name correction waivers continue to be handled in the traditional way through AGS360, attaching the corresponding supports.

- Inverted name Rios/Jose Juan for Rios / Juan Jose.
- Add last name Meza/Mario for Bedoya Meza/Mario.
- Add name Bedoya/Angel for Bedoya/Miguel Angel.
- Correction of name of nicknames or diminutives Franco/Peter for Franco/Pedro
- Change for legal reasons Reyes/Yesid mr for Reyes/Geraldin mrs

## 8. What documentation should the agent request for this process?

A/ The travel agent must ask the client for an identity document that allows validation of the spelling or typing error.

#### 9. Does it apply to bookings with quotas from other airlines (Codeshare & Interline)?

A /No, for bookings with quotas from another airline and tickets issued with AVH plate it is not possible to manage on the same booking, a new one must be made and reissued, this must be managed through AGS360.

#### 10. What other considerations should I take into account?

- a) In the case of name correction on tickets with complimentary upgrades, the adjustment is allowed, maintaining the upgrade in class (I).
- b) Corrections are allowed only once.
- c) The ticket must be unused or partially used.
- d) The itinerary, date, time and route cannot be modified and must exactly much the original PNR.



- e) The ticket must be reissued immediately after the name correction, otherwise the booking will be cancelled due to expiration of the time limit, since the robot does not recalculate times.
- f) Automatic correction is allowed only for bookings that have an issued ticket.

## 11. Should the booking be documented?

A/ Bookings that apply to perform this procedure must be documented on an OTHS AV-SSR indicating the change that was made,

SSR OTHS AV NAME CORRECTION FROM TORREZ/ANDES TO TORRES/ANDRES

# 12. If I have a basic name correction in a group booking, how is it handled?

A/ For group bookings prior to issuance, the agency may correct or change names in GSO and this is updated in Amadeus without restrictions, once issued, they must contact the group area without exception for any name corrections.

## 13. How will I manage my changes as of May 3rd?

A/ As of May 03, Amadeus agencies that detect basic errors in the name of the ticket can self-manage it in their distribution system, proceeding to make the correction directly on the booking, taking into account the conditions set forth by the company in the AUTOMATION OF BASIC NAME CORRECTIONS IN AMADEUS TRAVEL AGENCIES bulletin, as of this date these requests will not be received through AGS360.

#### 14. With which area is the error reporting done?

A /For system error queries please refer to the GDS help desk, for communication queries please refer to AVTRADE.

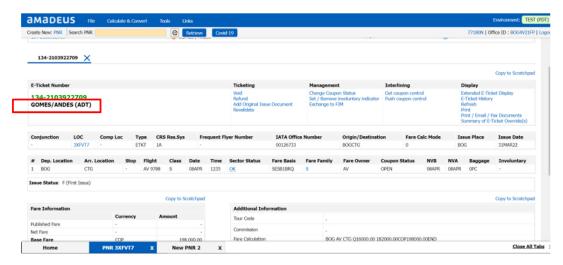


# **PROCESS**

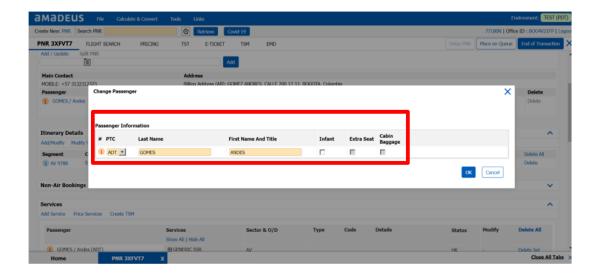
Below, you will find the step-by-step instructions to follow in Amadeus to make the basic name correction.

# > GRAPHIC ENVIRONMENT

1) Identify the spelling or typing error in the booking.

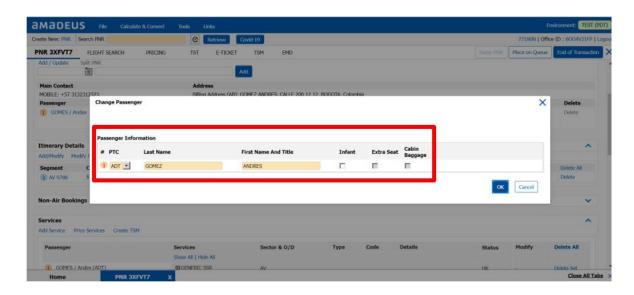


2) Review the cases in which it is possible to automatically handle the error **Item 3.1 Considerations**.

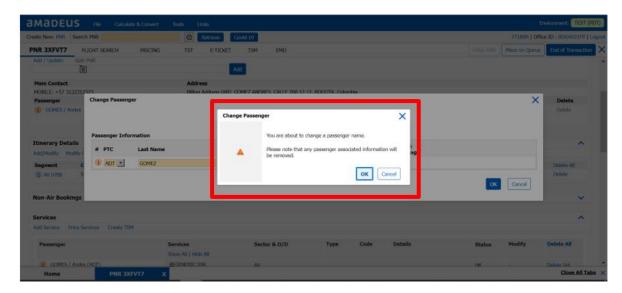




3) Under the same PNR, select the name and make the correction

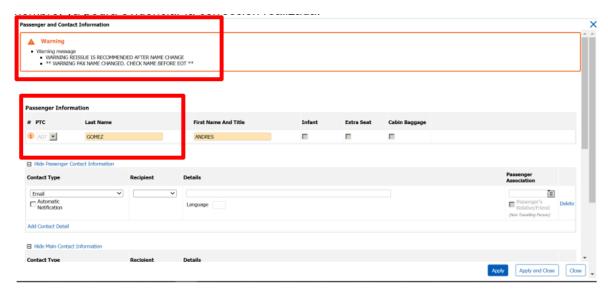


4) The system will ask you to confirm if you are sure about correcting the booking name.

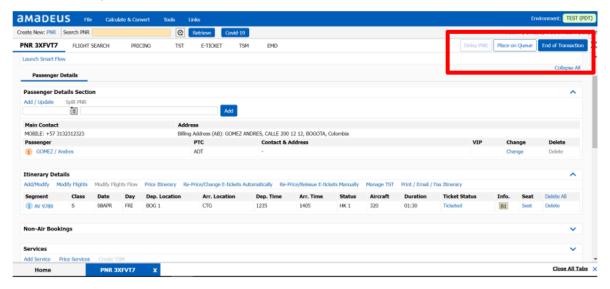




5) Upon acceptance, the system will create an alert, requesting immediate reissuance. In the name field, you can already see the correction made.

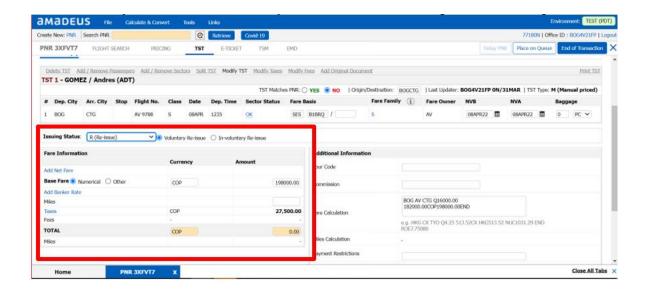


6) Save changes.

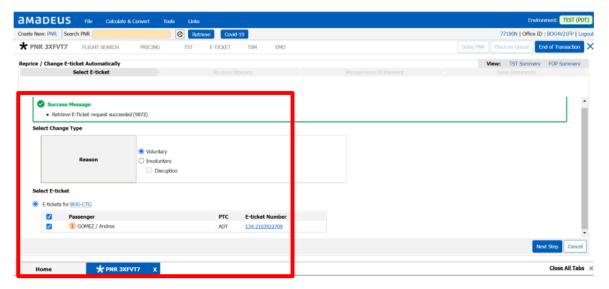




7) Edit the TST leaving it as non-ADC; including fees, fares, charges from the original ticket.

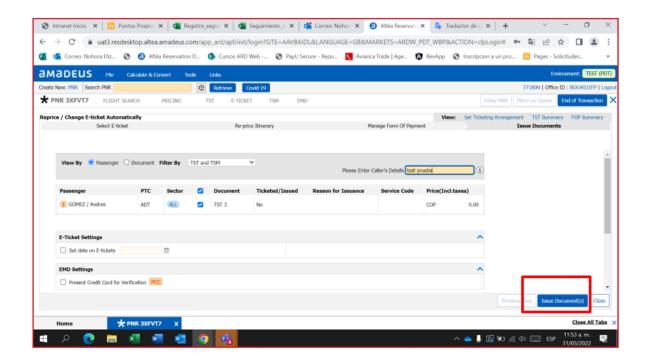


8) Reprice / Change is selected to perform the revision.

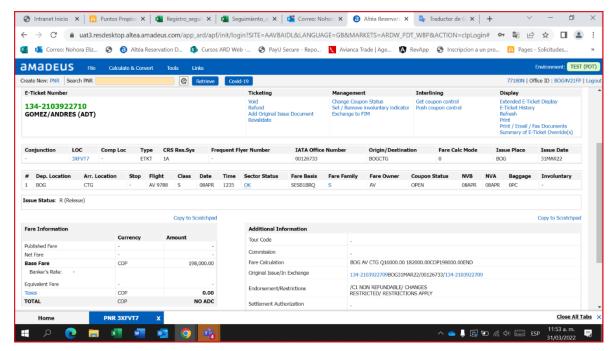




9) Reissue the ticket immediately, otherwise the booing will be cancelled due to time limit expiration, since the robot does not recalculate times. Confirm issue documents information.



# 10) Ticket issued

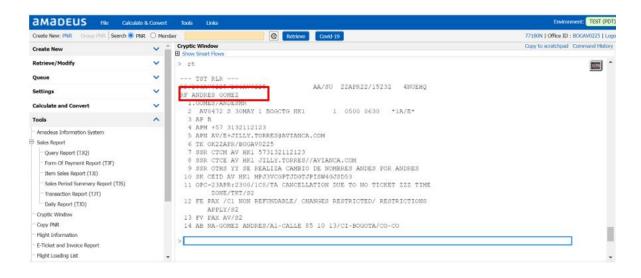




#### CRYPTIC ENVIRONMENT

1) Identify the spelling or typing error in the reservation and on the ticket.

#### **Booking**

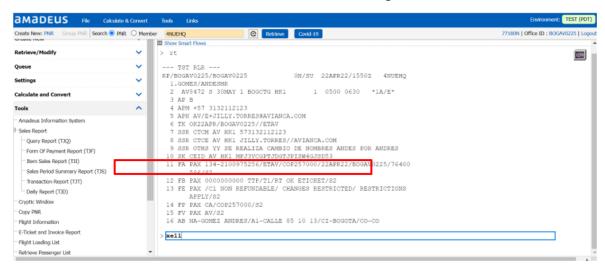


## **Ticket**



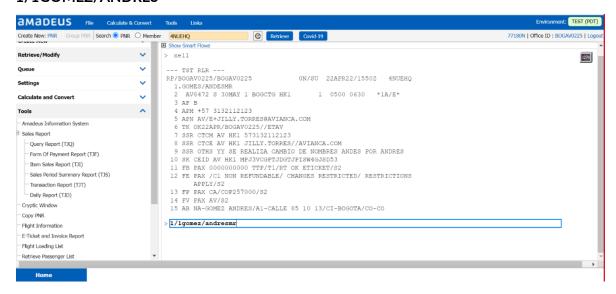


- 2) Review the cases in which it is possible to automatically manage the error **Item 3.1 Considerations.**
- 3) The ticket field is removed from the ticket on the booking.



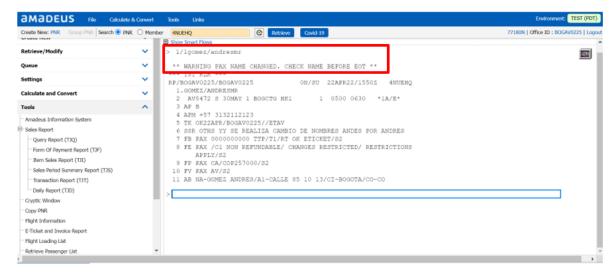
4) Under the same PNR, make the entry 1/1 with the correct name

#### 1/1GOMEZ/ANDRES

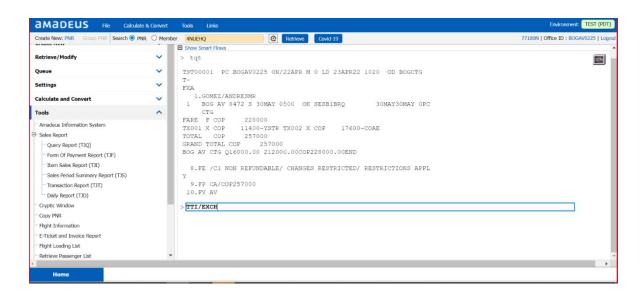




5) The system sends a message confirming the change.

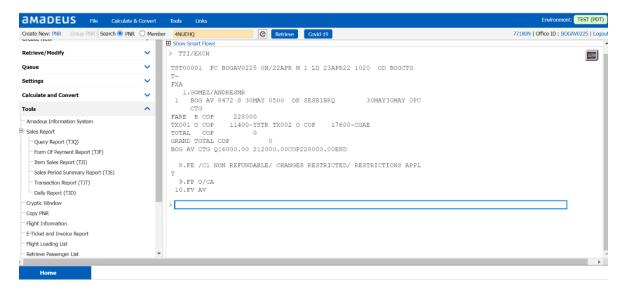


6) Edit the TST leaving it as non-ADC; including fees, fares, charges from original ticket TTI/EXCH

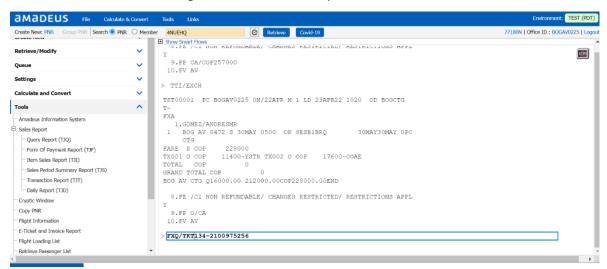




7) NO ADC change is evidenced.

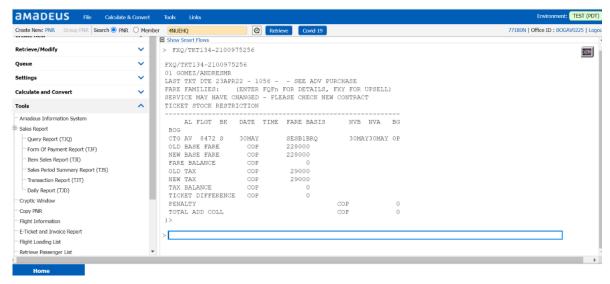


8) The tkt is entered as original issuance (FO) fxq/tkt134-

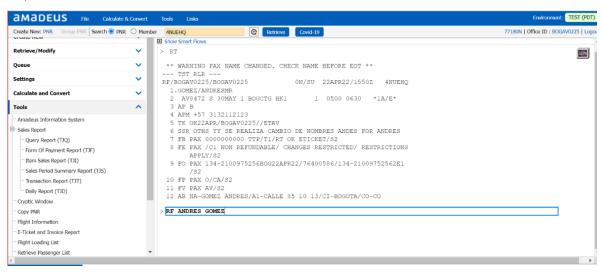




9) System confirms the change made in the tkt as NO ADC.

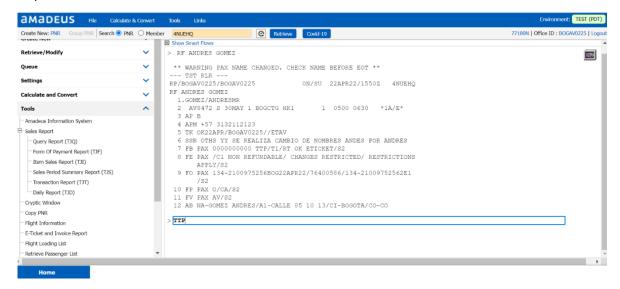


# 10) Enter received





## 11) TTP ticket is issued.



12) The booking and ticket issued with the correction is validated.

