

Is your client ready for Terminal 5?



BRITISH AIRWAYS

Before your client travels,
remember these easy steps

1. Collect Client contact details:

Collect client contact email and mobile number so that British Airways can contact your client in case of disruption.

2. APIS:

Enter your client's APIS data in their profile or add through 'Manage My Booking' on ba.com/travelpartner, if their route requires this information.

3. Check in online:

Remind your client to check in online, where they can choose their seat and print their boarding pass from their home, office, hotel or even an internet café from 24 hours before departure.

4. At the Airport:

Clients who have already checked in online and have a printed boarding pass, can proceed to a Fast Bag Drop if they have luggage or straight to Security if they are travelling with hand luggage only.

Congratulations, your client is now ready to fly.



TIPS FOR ADDING CLIENT DETAILS TO A PNR

Email addresses and mobile phone numbers can be easily entered into your clients' PNRs; however, the entries are specific to each GDS. Please ensure you use the entries listed below. We use the email addresses and mobile phone numbers you provide to send servicing messages to your clients. The email addresses and mobile phone numbers are not used for marketing purposes and expire as soon as travel is complete.

EMAIL ADDRESS

In the examples given below, the sample email address is john.smith@ba.com

AMADEUS:

SKCTCEBA-JOHN.SMITH=BA.COM
SKCTCEBA[hyphen]JOHN.SMITH[equals]BA.COM

SABRE:

3OSI BA CTCE.JOHN.SMITH//BA.COM
3OSI[space]BA[space]CTCE[period]JOHN.SMITH[forward slash forward slash]BA.COM

WORLDSPAN:

3OSI BA CTCE.JOHN.SMITH//BA.COM
3OSI[space]BA[space]CTCE[period]JOHN.SMITH[forward slash forward slash]BA.COM

APOLLO:

=:3OSI BA CTCE.JOHN.SMITH//BA.COM
[change key]3OSI[space]BA[space]CTCE[period]JOHN.SMITH[forward slash forward slash]BA.COM

MOBILE PHONE NUMBER

In the examples given below, the sample mobile phone number is "07777-123456" and "44" is the country code ("0" should be left out as given in the examples below).

AMADEUS:

SKCTCMB A-447777123456
SKCTCMBA[hyphen]447777123456

SABRE:

3OSI BA CTCM.447777123456
3OSI[space]BA[space]CTCM[period]447777123456

WORLDSPAN:

3OSI BA CTCM.447777123456
3OSI[space]BA[space]CTCM[period]447777123456

APOLLO:

=:3OSI BA CTCM.447777123456
[change key]3OSI[space]BA[space]CTCM[period]447777123456