

If you require assistant on the format of this page, please click this "YELLOW QUESTION MARK"

Logon BSPLink & select Virtual MPD > Issue a MPD

Put in Name of PAX No Numbers allow

Put in Airline 3 digit code. Not QF, EK etc

Check with airline for Reason of Issuance Code. "A" - For airline issue ticket "O" or "Q" - For rebooking fee

Put in Airline PNR reference

The screenshot shows the BSPLink IATA agent interface. The main form is titled 'ISSUE MPD'. It contains several sections:

- NAME OF PASSENGER:** CITIZEN / JOHN MR
- ENDORSEMENTS/ RESTRICTIONS:** VALID QF ONLY
- REASON FOR ISSUE:** 50 - SPECIFIED MISCELLANEOUS CHARGES ORDER
- AIRLINE:** 081 QANTAS AIRWAYS LTD
- REASON FOR ISSUANCE CODE:** O - OTHER
- DATE OF ISSUE:** 19JAN2009
- CURRENCY:** AUD
- AMOUNT IN FIGURES:** 100.00
- AMOUNT IN LETTERS:** ONE HUNDRED 00/100
- FARE:** AUD 100.00
- EQUIV. AMT.:** AUD 100.00
- TICKET TOTAL:** AUD 100.00
- TOTAL EXCHANGE VALUE:** AUD 0.00
- TOTAL:** AUD 100.00
- REMARKS:** VMFD FOR REBOOKING FEE
- ISSUED IN EXCHANGE FOR:** Exchange Coupons 1 2 3 4
- ORIGINAL ISSUE DETAILS:** Airline, Serial No, Issuing Agent, Date, Place (city code)
- FORM OF PAYMENT:** Cash (checked), Credit, Exchange
- COMMISSION:** % 0.00
- TAX AMOUNT:** 0.00

In Remarks field, avoid any symbols eg. \$, #, @, % ...

Please type letters and numbers only

Applicable when using reason code "Q"

Include Airline code and ticket number. Eg. 081250000000

"ISSUE IN EXCHANGE FOR" & "ORIGINAL ISSUE DETAILS" only applicable when Form of payment is exchange

1. For Fees, put amount in Fare Box.

2. For Airline issue ticket, put gross fare in fare box. List down all taxes involve. Click "More" for more tax boxes.

Always tick the % box and claim commission as percentage

CC Auth. Code can be obtain from CC bank or GDS