



Creating/accepting an Exchange Travel Credit (recap)

1. Login into your original booking online via your Lime, Aviate or Virgin Atlantic Flightstore account.
2. Of the disrupted booking(s), make note of the:
 - original PNR
 - live e-ticket number(s)
 - **passenger name(s) and DOB(s)**
 - **ticketing airline**
3. Use the 'Disruption Cancellation' button in the 'Display Booking' screen within the booking.

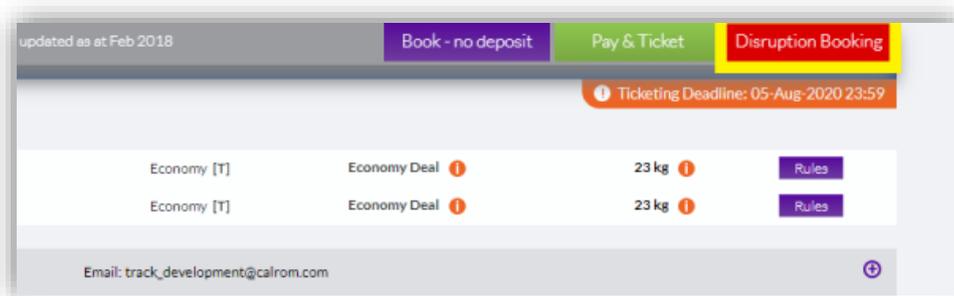
These details must be the same when you come to redeem your ETC

This function will remove the original sectors in the booking but keep open the e-ticket for when you come to redeem your ETC

Redeeming an Exchange Travel Credit – from 23 April 2020

With the original booking details at hand from the bullet points above, the user can begin redeeming your ETC by creating a disruption booking in line with the airline policy's date and destination requirements, ensuring passenger names and DOB are consistent from the original booking to the new booking.

1. Login to the system in which you booked your original tickets, via [Lime](#), [Aviate](#) or [Virgin Atlantic Flightstore](#) websites.
2. Create a new booking in the normal way (as per and within restrictions on each airline's policy). There is no need to now enter C19 and the original PNR into the reference field.
3. With your correct itinerary chosen and passenger information added correctly, click the '**Disruption Booking**' button next to 'Pay & Ticket'.



4. A pop-up box will appear requesting the ticket numbers to be added to each passenger.

The system requires the full 13 digit ticket number without the hyphen '-'.

Ensure that the correct ticket number is added to the relevant passenger as the system is validating each ticket number against the attached passengers in the GDS.

Once the ticket numbers are added to the attached passengers click **'Book - no deposit'** on the pop-up box.

Title	Firstname	Surname	Ticket Number
MR	ALAN	DEMO	6073310327188
MISS	CATHERINE	DEMO	6073310327189
MISS	LOLA	DEMO	6073310327190
MSTR	DAVID	DEMO	6073310327191

5. The disruption booking has now been created with the tickets of the original PNR attached to the passengers.

6. Ticketing must be requested directly with the relevant Customer Support teams:

Lime: baflights@lime-management.com

Aviate: info@aviateworld.com

Virgin Atlantic Flightstore: info@vaflightstore.com

As airline policies can change at any given time, we strongly recommend that you request ticket issue on your new booking as soon as created, but, of course in any case, prior to the new bookings' Ticketing Time Limit.

7. We will then organise ticketing of the new booking and if required collect any additional fare/tax requiring to be paid at the time.

A message will be permanently visible on every disruption booking stating the following in an information bar stating:

'This is a Covid-19 Disruption Booking that is linked to previous tickets for these passengers affected by the disruption'

Search by PNR/Booking reference [] Display Credit limit balance indicator ● Your remaining balan

! This is a Covid-19 Disruption Booking that is linked to previous tickets for these passengers affected by the disruption.