Document Producer Plus #DPP V1.28
What's New and User Help Guide

1. Important Note

- #DPP is only compatible with Smartpoint Desktop Versions 12 and above.
- This is due to upgraded Smartpoint SDK Functions not available in earlier versions.
- Users on Older versions will receive a Blank Application Screen.
- You will be required to upgrade to <u>minimum</u> Smartpoint Desktop Version 12

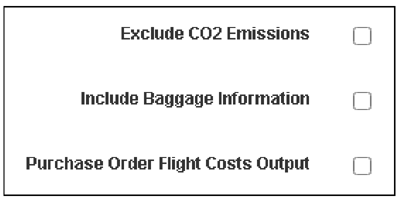
2. Airline Cabin Classes , Airports and Cities Decoding

- City Codes / Airport Codes / Airline Cabin Classes are decoded using Smartpoint's Reference Data.
- Ensure your Smartpoint Reference Data is upto date. Any discrepancies in Decoding must be logged with Travelport as they maintain this data set.

3. Configuration Tab / User Settings

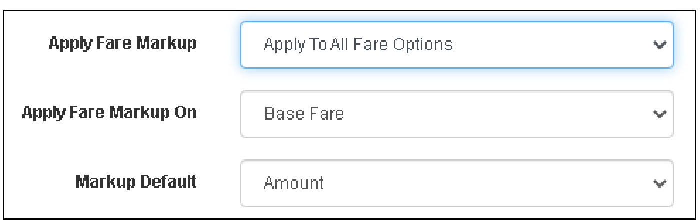
- New User Default Settings have been added for the below.
- These options if set will drive these fields being added/excluded on the documents.

Configuration Tab / Menu: Configuration:

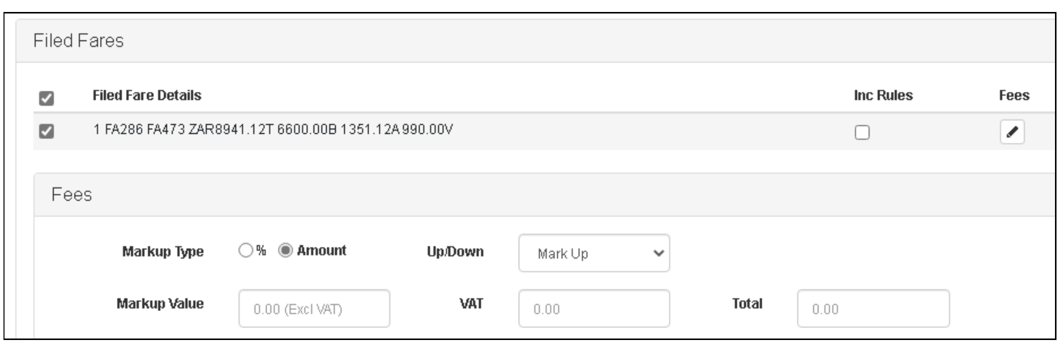


- Apply Fare Markup has been fixed. If set to "Apply To All Fare Options" in the configuration It will display a Single Mark Up Option that will be applied to all Fare Options.

Configuration Tab / Menu: Configuration:



Application Screen Example:



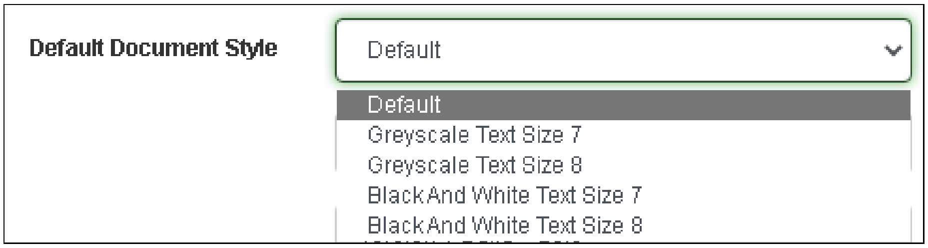
4. Document Format Changes

- Data has been changed to be uniform from all UpperCase to Title Case
- Shading has been removed on the Black & White / Greyscale Outputs.
- Non Required Information Data lines have been removed to reduce document size.

5. Setting Document Output Styles

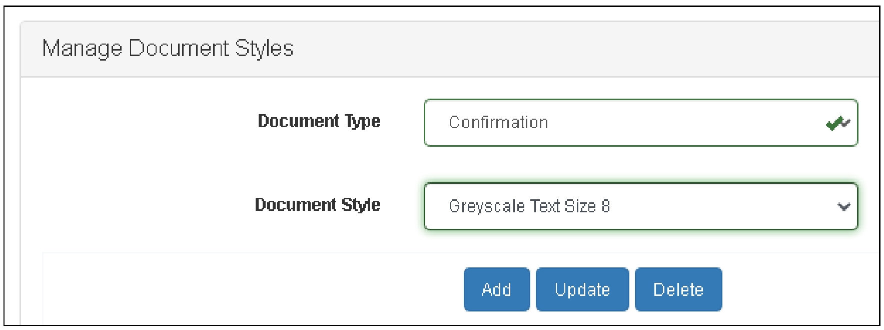
- Users can set their Default Document Style in the Configuration which will then be applied to all document outputs.

Configuration Tab / Menu: Configuration



- Users can now also set different Document Styles per document type.
- This can be configured as per the below:

Configuration Tab / Menu: Agent Doc Styles



6. New E-Ticket Receipt Option – Summary Itinerary Options

- The e-Ticket Receipt has been updated to now include a Summary Itinerary after the e-Tickets, like it was on the old version. The below option which is ticked by Default has been added.

- If un-ticked then a full itinerary will be added after the e-Tickets.

7. Confirmation / Quote Documents - No PNR Reference Exists

- As requested by agents, when doing a Confirmation / Quote Document and no PNR exists, then the Confirmation No line and Segment Status will not be added to the document outputs.

8. Filed Fare Quotes – Filed Fares / PNR Segments

- Please ensure that your segments in your Filed Fares match the segment numbers in your PNR.
- Especially when you add another segment to your PNR after you have done a Fare Quote.
- The segment relation in the Filed Fare does not automatically get updated.

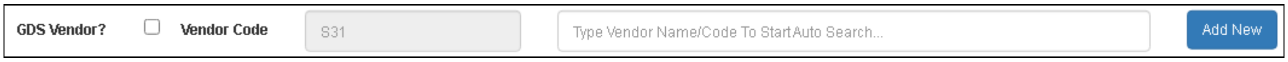
```
1.1ABLE/DEAN MR  2.1BROWN/DAVID MR  3.1CHARLES/DEAN MR
1 . FA  590 Y  01DEC JNBDUR HX4  0605   0715  O*        E TU
2 . SA  530 Y  05DEC DURJNB HX4  0700   0810  O*        E SA

FQ1  - S1.2                                       AP     G 11SEP26
P1                            ADT    I                ZAR 4503.56
P2                            ADT    I                ZAR 4503.56
P3                            ADT    I                ZAR 4503.56
```

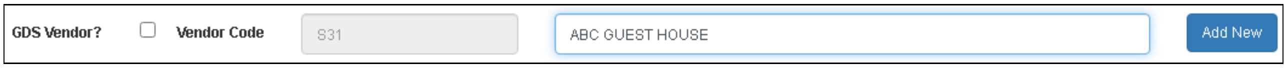
9. Adding Other Segments and Vendor Details

- Other Segments can now be added when you have a PNR or when there is No PNR.
- When there is No PNR the Reservation Number and Reservation Name will no longer be required.
- Functionality for adding Vendor Names / Vendors has been streamlined as below:

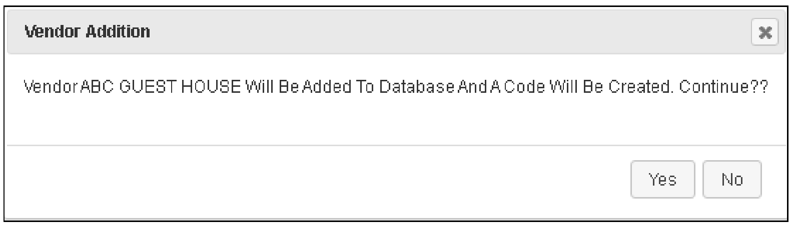
a. Users can either create a New Vendor by using the Add New Button. This will require the Vendor details to be captured and saved. Added Vendors will be available to be searched and selected for all users on your Pseudo Code:



b. Users can now just type the Applicable Vendor Name:



The system will then ask you to save the Vendor, Click Yes, which will then automatically store this vendor in the database for future use. Added Vendors will be available to be searched and selected for all users on your Pseudo Code:



c. Searching Stored Vendors. To search for stored Vendors, just add a % sign in the below field. This will list then list all the stored vendors for that Other Segment Type which you can then select from the list:

10. Document Producer Passive Entry Formats (Very Important)

- Document Producer is not going to Decode Un-Structured Passive Segments like the below Examples. These come through as text data which we cannot decode.

```
1. TUR ZZ BK1  UTT 25AUG-28AUG*HOTEL VCHR 99838203
2. TUR ZZ BK1  UTT 25AUG-28AUG*CAR VCHR X122617097
3. TUR ZZ BK1  SLD 06SEP-07SEP*ACC AT BLUE BAY LODGE SALDANHA BED AND
   BFAST RATE 1430 VCHR NO 3842731
```

- You can Un-Tick these segments if they are not required on the documents.

a. Travelsoft has created specific formats for Non Air Passive Entries which will decode properly on the created documents

b. Examples of the Non Air Passive Entries to be used are below.
There are formats created for all the various Segment Types.
Valid GDS City codes must be used in your Passive Entries as the location is obtained from the City Code which is used to Apply VAT for Domestic Segments.

Important Note:

The Address format to be used in the Passive Entries is below.

The Supplier Name which is added to the Segment is extracted from this Field.

/W-VENDOR NAME*ADDRESS*CITY*POSTAL CODE*TEL NUMBER
or
/W-VENDOR NAME*ADDRESS*ADDRESS*CITY*TEL NUMBER

If only Vendor Name used the * must still be added:

/W-VENDOR NAME****TEL NUMBER
/W-VENDOR NAME****

Shuttle Entry:
0SURZZBK1JNB01JUN-01JUN*SHUTTLE/W-EZ SHITTLES****/ARR-1000/RT-ZAR500/CF-123456/NM-JONES DEAN MR

Transfer Entry:
0SURZZBK1JNB02JUN-02JUN*TRANSFER/W-ABC TRANSFERS****/ARR-1000/RT-ZAR500/CF-123456/NM-JONES DEAN MR

Chauffeur Entry:
0SURZZBK1JNB03JUN-03JUN*CHAUFFEUR/W-AVIS CHAUFFER DRIVE****/ARR-1000/RT-ZAR500/CF-123456/NM-JONES DEAN MR

Tour Entry:
0TURZZBK1CPT04JUN-04JUN*TOUR/W-DYNAMIC TOURS****/SI-TOUR TYPE/RT-ZAR500/CF-55555/NM-JONES DEAN MR

Car Entry: (Can also be done via Smartpoint Sell Passive Car)
0CARZIBK1JNB01APR-02APRCDMR/ARR-1000/DT-1200/CF-ZA77567/RT-ZAR500/NM-JONES DEAN MR

Bus Entry:
0TURZZBK1JNB04DEC-05DEC*BUS/W-GREYHOUND****/SI-BUS TICKET JNB TO DUR/RT-ZAR500/CF-55555/NM-JONES DEAN MR

Insurance Entry:
0TURZZBK1JNB06DEC-06DEC*INSURANCE/W-TIC INSURANCE****/SI-2 DAY TRAVEL INSURANCE/RT-ZAR500/CF-55555/NM-JONES DEAN MR

Visa Entry:
0TURZZBK1JNB09DEC-09DEC*VISA/W-USA EMBASSY****/SI-3 MONTH BUSINESS VISA/RT-ZAR500/CF-55555/NM-JONES DEAN MR

Forex Entry:
0TURZZBK1JNB11DEC-11DEC*FOREX/W-BIDVEST BANK****/SI-USD CASH FOREX/RT-ZAR5000.00/CF-55555/NM-JONES DEAN MR

Rail Entry 1 Date:
0TURZZBK1PRY30JAN-DO-CPT*RAIL/W-ROVOS RAIL***011 555 1111/ST-0900/DT-2100/RT-ZAR180.00/SI-SINGLE CABIN/CF-RR123456/NM- JONES DEAN MR

Rail Entry 2 Dates:
0TURZZBK1PRY31JAN-01FEB*RAIL/DO-CPT/W-ROVOS RAIL***011 555 2222/ST-0900/DT-2100/RT-ZAR180.00/SI-SINGLE CABIN/CF-RR123456/NM- JONES DEAN MR

Hotels: (Should be done via Smartpoint Sell Passive Hotel)

11. Document Cost Summary Table - Multiple Quote Options

- When you have multiple options to be Quoted, the below new functionality has been added.

a. On Create Own Quote:
User is required to Select Exclude Cost Summary (Shows for Flights/Cars/Hotels)

[x] EXCLUDE COST SUMMARY
[x] INCLUDE QUOTATION SUMMARY

b. On Filed Fare Quote: (When a Fare Quote Super Best Buy is done)

[x] EXCLUDE COST SUMMARY -- Will now Automatically be Checked

c. On Filed Fare Quote: (Adds Notes and Create Document)

[] EXCLUDE COST SUMMARY – This option has now been added

If the user selects the **() Output FFares** As Options
then [x] EXCLUDE COST SUMMARY is Automatically Checked by default

12. Emirates (EK) Chauffeur Drive / Bus Service (SUR) Segments

- Enhanced Decoding of the EK SUR Segments for Chauffeur / Bus Transfers has been added.

```
1. SUR EK HK1 JNB 03NOV-/CDA/EK762/03NOV DXBJNB/JNB.P/U 1000HR
   UNIT 1 447 HIGHLAND ROAD KENSINGTON JOHANNESBURG
```

Chauffeur - Tuesday, 03 November 2026	Emirates
Emirates Chauffeur Drive : Confirmed	
City	O R Tambo International Arpt - JNB
Time:	10:00
Flight No	EK 762
Details	Unit 1 447 Highland Road Kensington Johannesburg
Contact	082 850 5166

13. Air Segments - RAIL

- The system will now identify Rail Segments that are booked as Air Segments.

- PNR Example:

```
1 . LH  573 Y  27OCT JNBFRA HK1  1945  #0530  O*        E TU/WE 1
2 . LH 3480 Y  28OCT FRAQKL HK1  0648   0740  O*        E WE    1
        OPERATED BY DEUTSCHE BAHN
3 . LH 3629 Y  01NOV QKLFRA HK1  1854   1949  O*        E SU    2
        OPERATED BY DEUTSCHE BAHN
4 . LH  572 Y  01NOV FRAJNB HK1  2200  #0940  O*        E SU/MO 2
```

- Application Screen Example:

Flight/Rail

[x]	Flight/Rail Segment Details
[x]	LH0573 Y 27OCT JNB 1945 FRA 0530 HK
[x]	LH3480 Y 28OCT FRA 0648 QKL 0740 HK
[x]	LH3629 Y 01NOV QKL 1854 FRA 1949 HK
[x]	LH0572 Y 01NOV FRA 2200 JNB 0940 HK

- Document Output Example:

FLIGHT/RAIL DETAILS

DAY	DATE	NUMBER	FROM		TO		DEPART	ARRIVE	STATUS	CLASS
Tue	27 Oct 26	LH573	JNB	Johannesburg	FRA	Frankfurt	19:45	05:30 #	Confirmed	Y - Economy/Coach
Wed	28 Oct 26	LH3480(Rail)	FRA	Frankfurt	QKL	Cologne	06:48	07:40	Confirmed	Y - Economy/Coach
Sun	01 Nov 26	LH3629(Rail)	QKL	Cologne	FRA	Frankfurt	18:54	19:49	Confirmed	Y - Economy/Coach
Sun	01 Nov 26	LH572	FRA	Frankfurt	JNB	Johannesburg	22:00	09:40 #	Confirmed	Y - Economy/Coach

14. Simple Flights Format Output

- For users that just want a Simple Flight Details Option that they can copy and paste into an email, We have changed the Visa Itinerary Menu Option to output the Flight Details as below:

FLIGHT DETAILS

DAY	DATE	NUMBER	FROM		TO		DEPART	ARRIVE	STATUS	CLASS
Sun	01 Nov 26	BA6195	JNB	Johannesburg	DOH	Doha	13:45	23:00	Confirmed	S - Economy
Mon	02 Nov 26	BA2364	DOH	Doha	LHR	London	02:00	06:25	Confirmed	S - Economy
Tue	10 Nov 26	LH901	LHR	London	FRA	Frankfurt	09:30	12:05	Confirmed	M - Economy
Thu	12 Nov 26	LH900	FRA	Frankfurt	LHR	London	08:05	08:45	Confirmed	M - Economy
Fri	20 Nov 26	BA2303	LHR	London	DOH	Doha	16:00	01:45 #	Confirmed	Q - Economy
Sat	21 Nov 26	BA2368	DOH	Doha	JNB	Johannesburg	08:05	15:35	Confirmed	Q - Economy

15. Modifying VAT Amounts – When No VAT is Required on Fees

- We have updated the system to be able to change the VAT Amount on the Fees Lines if Required.

- Below is how the Vat and Total will be added when a Fee is entered:

CITY LODGE UNHLANGA DUR 18-20NOV RES NO CG123456

Currency: ZAR

Rate Per Night: 1250.00

Total Amount: 2500.00

Adult Service Fees: 200.00 VAT: 30.00 Total: 230.00

- If no VAT is required then you can change the VAT Amount to 0.00 and the Total will also then be updated.

CITY LODGE UNHLANGA DUR 18-20NOV RES NO CG123456

Currency: ZAR

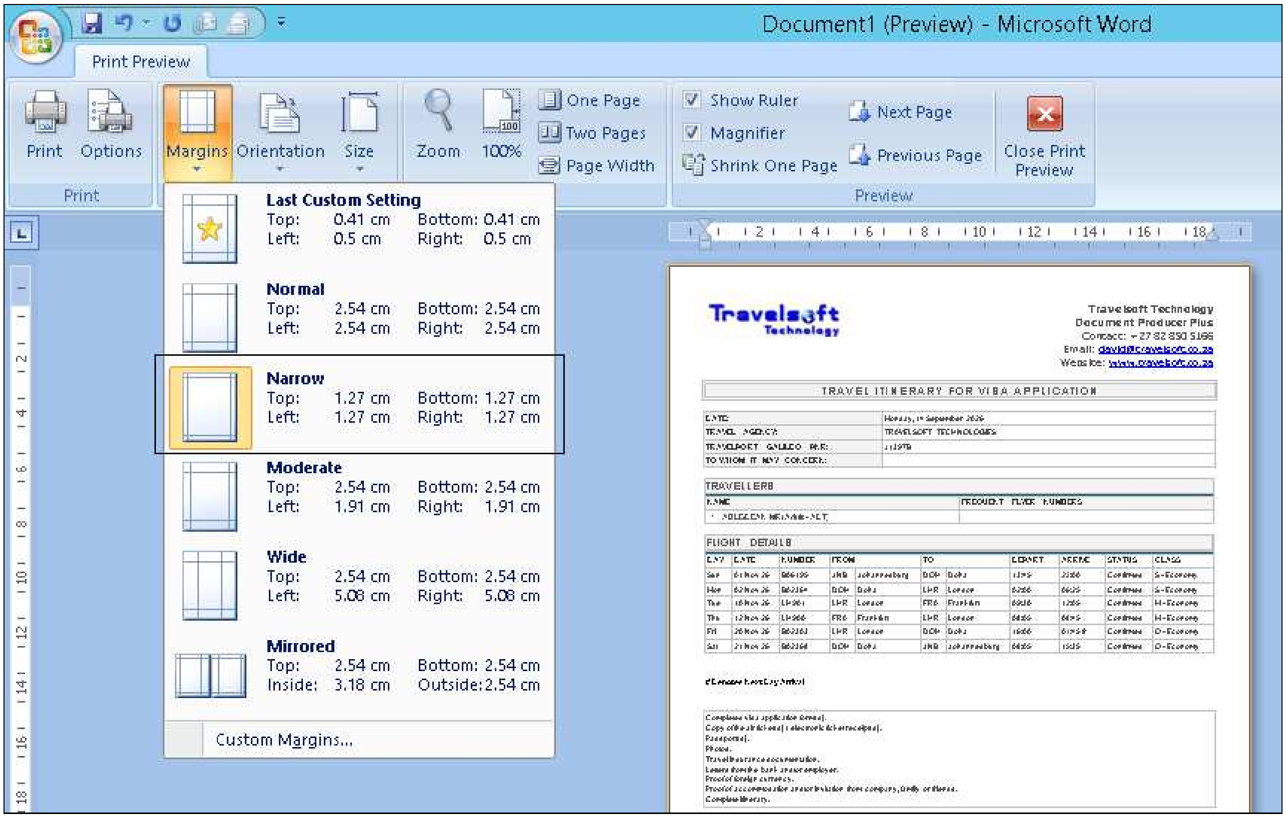
Rate Per Night: 1250.00

Total Amount: 2500.00

Adult Service Fees: 200.00 VAT: 0.00 Total: 200.00

16. Document Printing A4 Sizing

- On some printers when the documents are printed if they are cut off or MS Word complains that the margins are to small, then select the Margins to Narrow in the Print Preview Margins Option.



17. Additional Optional Functionality:

- Please contact us if you require activation or more information of the below Additional Options that are available in the system:

CO2 Reporting
Automated Service Fees on Documents
Display of Customer Name and Debtor Number on Documents
Online Voucher links to Quick Trav Vouchers
Basic Car and Service Voucher System