



Revenue Management

Reference Document

Subject: **myIDTravel- User Guide 2.1 Edition**

For usage of: IY Staff

Ref No.: RM_Int'lAff – myID 2.1

Effective Date: 25 Feb 2018 until Further Notice

Contact: basheer.alareqi@yemenia.com

Mission

(for Information)

Description

This guideline will explain to you the benefits of the system and how to use the myIDTravel system in details.

Pages:	27
Attachments:	None

Contents	Page
1. What is myIDTravel	4
2. About this guideline	4
3. Why myIDTravel	4
4. Ticketing Authority	4
5. Types of agreements	5
6. Types of ZED/MIBA tickets	5
7. Airlines agreements in myIDTravel	6
8. Before you fly	8
9. Technical Requirements.....	9
10. How to join myIDTravel	10
11. First-Time Login to myIDTravel	10
12. How to Issue ticket?	12
12.1 Booking / listing	12
12.2 Traveler Selection	12
12.3 Flight Schedule Query	13
12.4 Flight Schedule Display	14
12.5 Shopping Basket	15
12.6 Fare information	15
12.7 APIS/Secure Flight.	16
12.8 Contact and payment information	17
12.9 Confirmation	18
12.10 Confirmation Email	18
13. Navigation Bar.....	19
14. PNR retrieval	20
15. Ticket Retrieval, rebook, and refund	21
16. Support	23
17. Glossary	24
18. Annexes	25
Annex A (myIDTravel Form 1.1)	25
Annex B (myIDTravel Form 1.2)	26
Annex C (Quick reference)	27

New changes in this Edition

Following items are the main changes in this Edition:

1. This handbook is valid effective **25 February 2018**. Please ignore previous Editions herein after.
2. Changing the design of the system windows to the new design.
3. Adding a table contains all airlines agreements in myIDTravel (6, 7).
4. Adding new notifications & technical requirements pages (8, 9).
5. Slight change in myIDTravel form (1.1) page 25.
6. Adding new additional form (1.2) page 26.

1. What is myIDTravel

MyIDTravel is the leading, global ID travel management solution. It enables airline employees to purchase tickets online and list/re-list them directly on the operating airline's reservation system.

2. About This guideline

This Handbook provides you with a basic understanding of the myIDTravel system. After you have read this User's Guide you will be able to perform your bookings/listings on the transporting carriers' flights.

This handbook Prepared by (myIDTravel Team):-

Basheer Al-areqi

Najeeb Al-selwi

First edition Supervised by:

Nasser H. Alsawady

Updates under supervision of:

Mariam M. Alhamdani

3. Why myIDTravel

Using myIDTravel, IY staff can conveniently book and settle flights electronically for themselves as well as for family members by using a central system from any web-enabled PC/Laptop at any time.

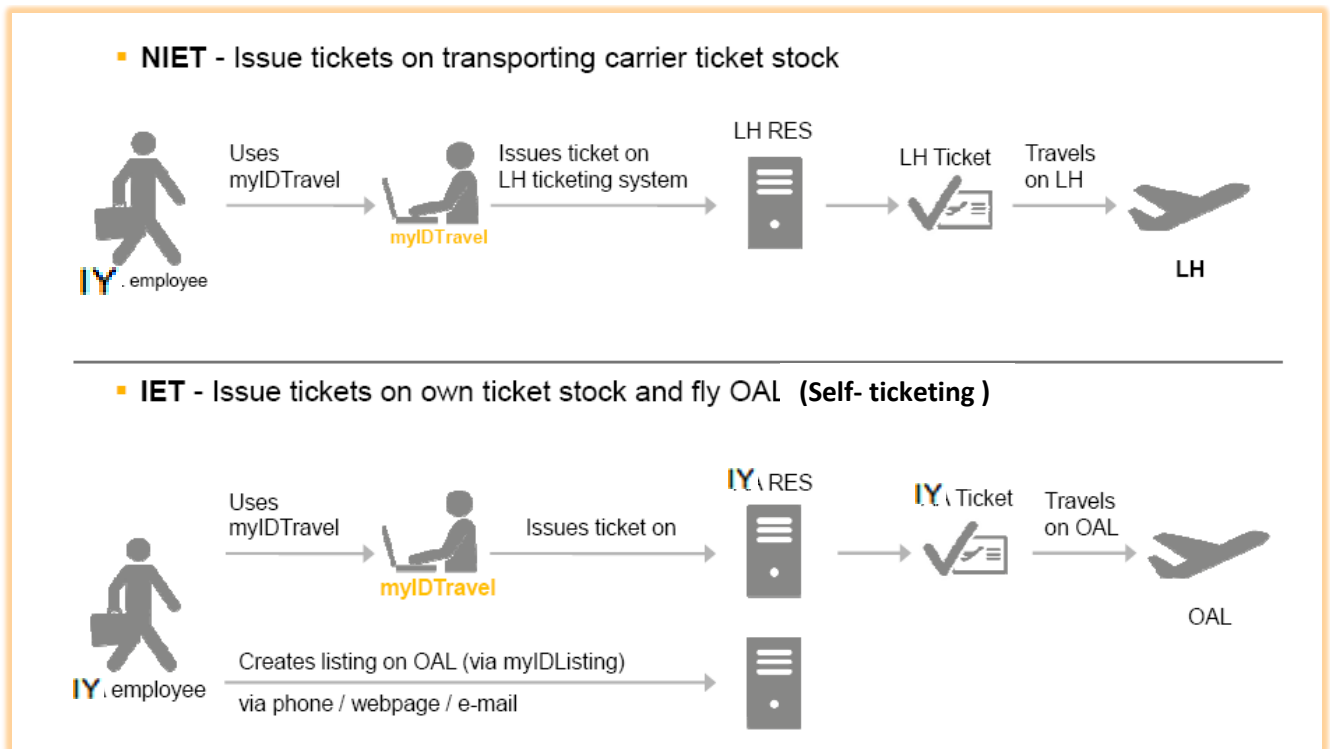
MyIDTravel is distributed worldwide as "Software as a Service" and offers a very attractive pricing structure with no direct costs to you. The traveler pays a coupon-based fee which follows a declining price model bound to the amount of coupons guaranteed by the whole myIDTravel community. No further charges, fees or costs will apply.

4. Ticketing Authority:

- **Leisure tickets (ZED):** will be issued by Yemenia staff themselves.*
- **Duty tickets (MIBA):** will be issued by International Affairs Dept. [myIDTravel].*

*[in the event that the airline is not subscribed in myIDTravel , tickets going to be issued as usual from IY authorized offices]

5. Types of Agreements



6. Types of ZED/MIBA booking status

- **YR1** : ZED Confirmed Economy class
- **YR2** : ZED Space Available Economy class
- **CR1** : ZED Confirmed Business Class
- **CR2** : ZED Space Available Business class

- **YS1** : Duty Confirmed Economy class
- **CS1** : Duty Confirmed Business Class
- **YC1** : Duty (DHC *) Economy Class
- **CC1** : Duty (DHC) Business Class

* **DHC** Dead head crew

7. Airlines agreements in myIDTravel

Sr. No	Airline Code	Airline Name	Country	Subsidiaries	Standby Travel [R2]		Confirmed Travel [R1]		Status
					Class	Class	Class	Class	
					<u>C</u>	<u>Y</u>	<u>C</u>	<u>Y</u>	
1	DE	Condor	Germany		C	Y		Y	Valid
2	GF	Gulf Air	Bahrain			Y			Valid
3	YV	Mesa Airlines	USA			Y			Valid
4	ZI	Aigle Azure	France			Y			Valid
5	AZ	Alitalia	Italy			Y			Valid
6	LH	Lufthansa	Germany		C	Y		Y	Valid
7	DL	Delta Airlines	USA			Y			Suspended
8	KL	Royal Dutch Airlines	Holland			Y			Suspended
9	TK	Turkish Airline	Turkey			Y			Suspended
10	AB	Air Berlin	Germany	4T , HG		Y		Y	Suspended
11	7F	First Air	Canada			Y			Valid
12	WN	Southwest Airlines	USA			Y			Suspended
13	EN	Air Dolomiti	Italy		C	Y	C	Y	Valid
14	AF	Air France	France			Y			Suspended
15	EY	Etihad	UAE			Y		Y	Valid
16	WY	Oman Air	Oman		C	Y		Y	Valid
17	SV	Saudia Airlines	K.S.A		C	Y		Y	Valid
18	UX	Air Europe	Spain			Y			Valid
19	KM	Air Malta	Malta			Y			Suspended
20	ME	Middle East Airlines	Lebanon			Y			Suspended
21	OK	Czech Airlines	Czech			Y			Valid
22	ET	Ethiopian Airlines	Ethiopia	KP		Y			Suspended
23	MH	Malaysia Airlines	Malaysia			Y			Valid
24	XQ	Sunexpress	Turkey	XG		Y		Y	Valid
26	EK	Emirates	UAE			Y			Valid
27	S4	Azores Airlines	Portugal	SP		Y			Valid
28	4U	German wings GmbH	Germany	EW	C	Y	C	Y	Valid

29	SK	SAS	Denmark			Y			Valid
30	IG	Meridiana fly	Italy	I9	C	Y	C	Y	Valid
31	OU	Croatia Airlines	Croatia			Y		Y	Valid
32	WF	Wideroes	Norway			Y			Valid
33	G4	Allegiant Air	USA			Y			Valid
34	KQ	Kenya Airways	Kenya			Y			Valid
35	BM	bmi Regional	England			Y		Y	Valid
36	9K	Cape Air	USA			Y			Valid
37	WX	City Jet	Ireland			Y			Valid
38	ST	Germania	Germany			Y		Y	Valid
39	5T	Canadian North	Canada			Y			Suspended
40	JP	Adria Airways	Slovenia			Y		Y	Suspended
41	AD	Azul	Brazil			Y			Suspended
42	X3	TUIfly	Germany			Y		Y	Valid
43	KS	Penair	USA			Y			Valid
44	OB	Blue Air	Romania			Y		Y	Valid
45	I9	Air Italy	Italy			Y		Y	Valid
46	KP	Askya Airlines	Africa			Y			Suspended
47	4T	Belair	Germany			Y		Y	Suspended
48	EW	Eurowings	Germany			Y		Y	Valid
49	HG	Niki	Austria			Y		Y	Suspended
50	QR	Qatar Airlines	Qatar			Y		Y	suspended
51	SP	Spirit Airlines	USA			Y			Valid
52	XG	Sun Express	Germany			Y		Y	Valid
53	K5	Seaport Airlines	USA			Y			Suspended

- There are two types of travel modes :-

A. Confirmed travel

B. Standby travel

- All Airlines grant standby as default & some grant confirmed as well.
- Click ID agreement button in the navigation bar at the right corner of the system screen for more details about the agreements such as (eligible persons, fare levels, payment & refund requirements, airlines helpdesk contacts & etc).
- For more information about airlines policies & requirements go to www.flyZED.info

8. Before you fly

Before you fly you have to be careful about the following points:-

- Please be attention to visa requirements especially in transit situations.
- Be careful and make sure to hold all your required travel documents.

9. Technical Requirements

Please check if your browser complies to the following minimum required web browser versions in order to use myIDTravel.

- **Desktop:**

- Internet Explorer 8 or higher with Windows OS 7 and higher
- Google Chrome 30 or higher with Windows XP SP2, OS X and higher
- Apple Safari 7 or higher with OS X 10.9 and higher
- Mozilla Firefox 25.0.1 or higher with Windows XP SP2, OS X and higher

- **Mobile:**

- Internet Explorer Mobile 10 with Windows Phone 8
- Google Android OS Browser with Android 4.4 and higher
- Apple Safari 5 or higher with iOS 5 and higher
- Mozilla Firefox 25.0.1 with iOS 5, Android 4.4 and higher

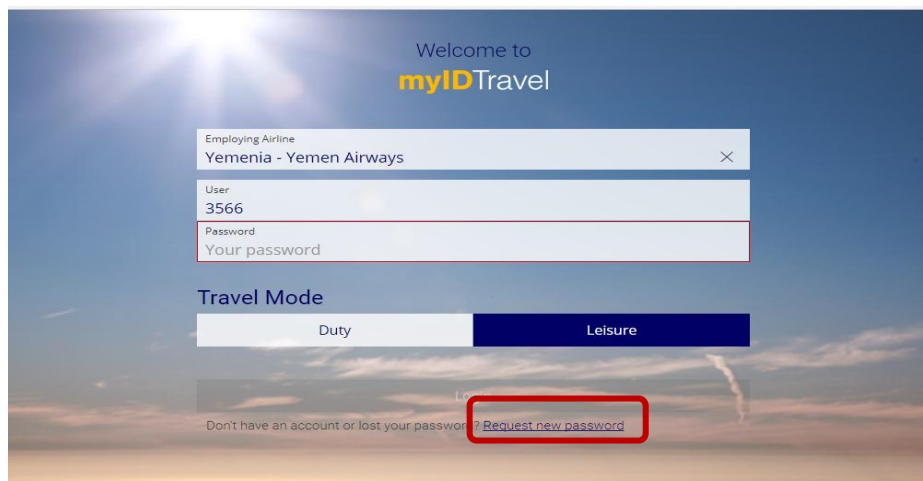
10. How to join myIDTravel

- Fill-up your personal and family details as per passports in myIDTravel form 1.2 (Annex A).
- Certify and Stamp the form by HR.
- Send the form to Intl. Affairs Dept. [myIDTravel Team] to create an account for you.
- Upon creating an account for you a link will be sent to your email immediately.
- Click on the link and create your own password.

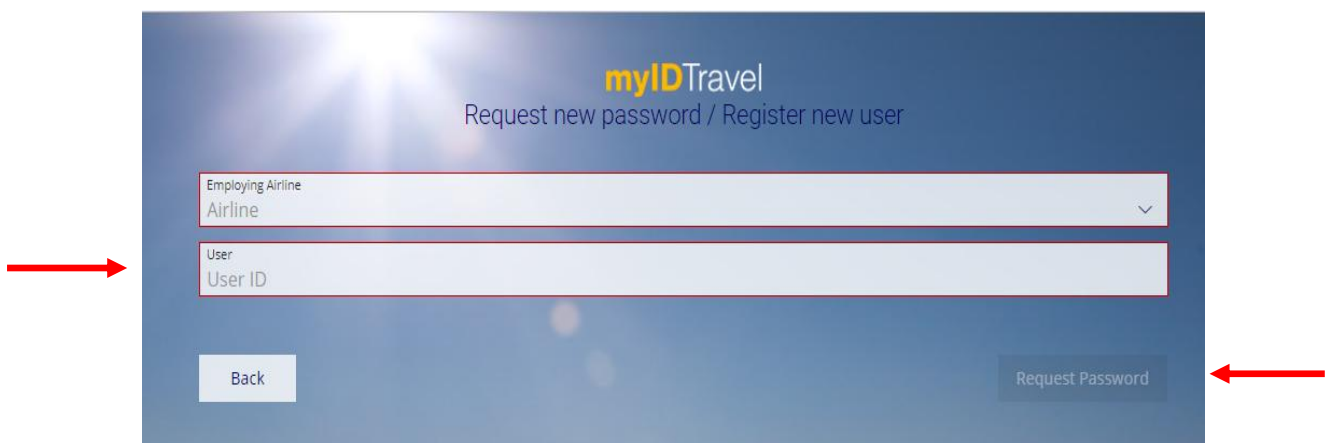
The link is valid for 2 hours only, hence you're requested to access your email immediately.

11. First-Time Login to myIDTravel

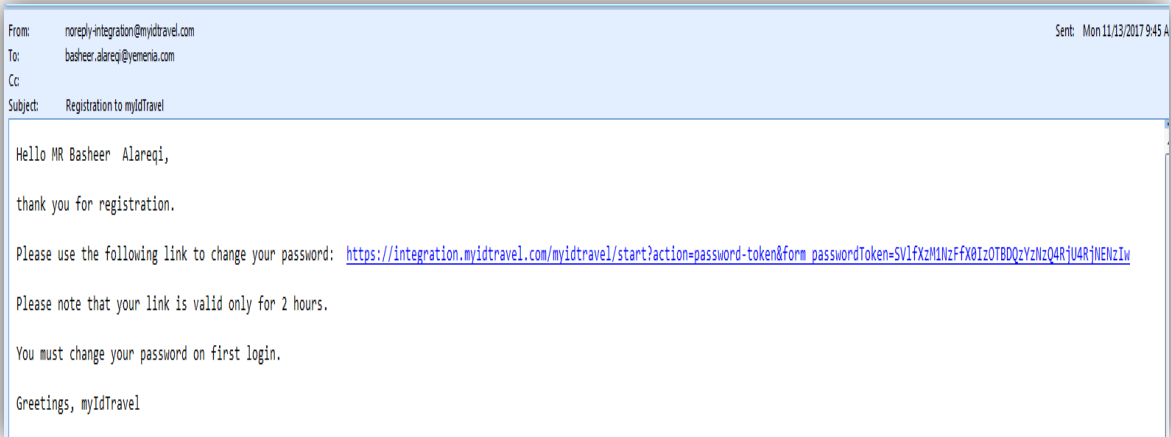
- Before using myIDTravel you need to generate a password.
- Password will be used for all future transactions.
- To begin click on <http://www.myidtravel.com>
- The myIDTravel login screen will display as shown below.
- Select Yemenia – Yemen Airways as an employing airline.
- Click on **Request new password?** See in red below.



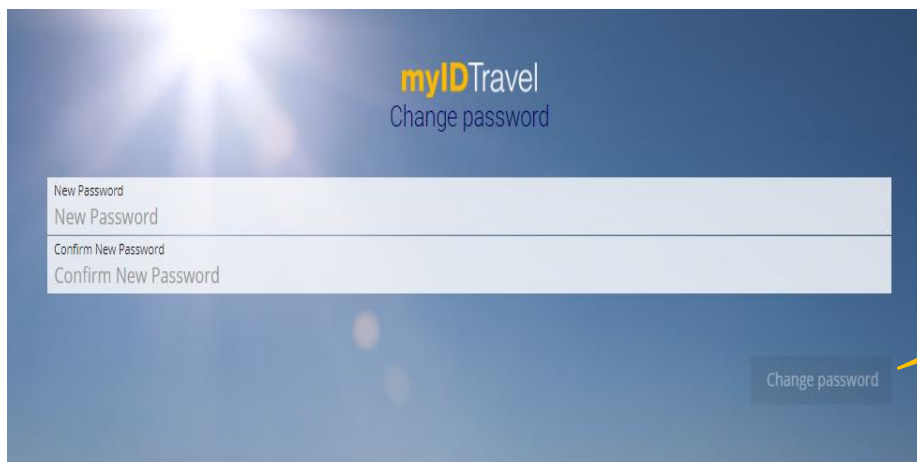
- Enter your user ID as shown below.
- Click on “Request password” button.



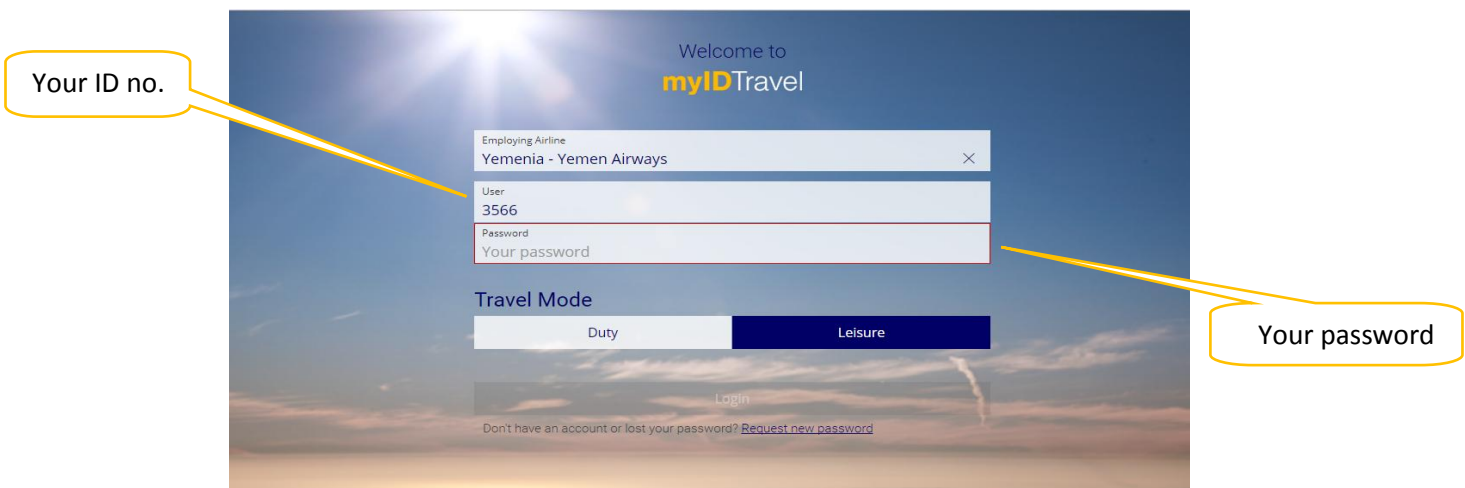
- System will send an email to your email address. See below.
- Click on the link provided.



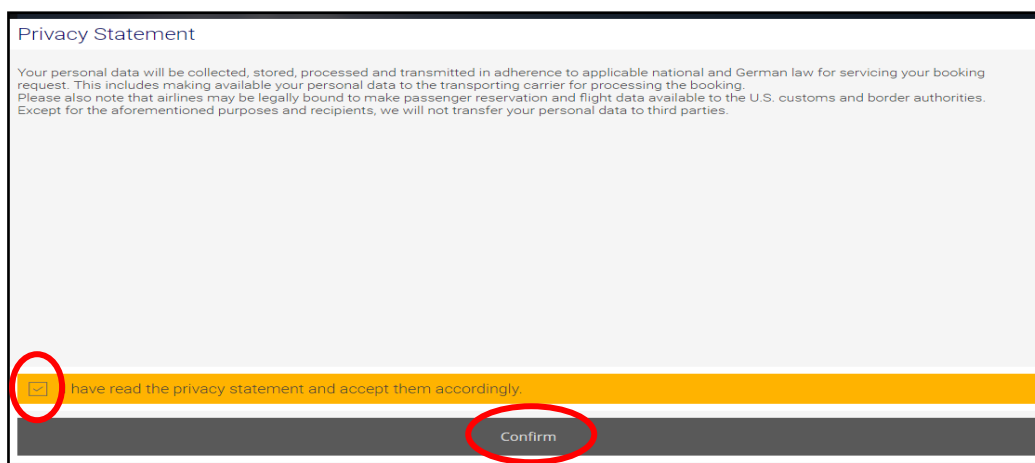
- Enter your new password and confirm it, then click change password.



- You will be prompted to below screen.



- Tick accepts the privacy statements box and click confirm to proceed.



The screenshot shows a 'Privacy Statement' form. At the top, it reads: 'Your personal data will be collected, stored, processed and transmitted in adherence to applicable national and German law for servicing your booking request. This includes making available your personal data to the transporting carrier for processing the booking. Please also note that airlines may be legally bound to make passenger reservation and flight data available to the U.S. customs and border authorities. Except for the aforementioned purposes and recipients, we will not transfer your personal data to third parties.' Below the text is a yellow bar containing a checked checkbox and the text 'I have read the privacy statement and accept them accordingly.' At the bottom right of the form is a 'Confirm' button. Both the checkbox and the 'Confirm' button are circled in red.

12. How to issue ticket

12.1 Booking/Listing

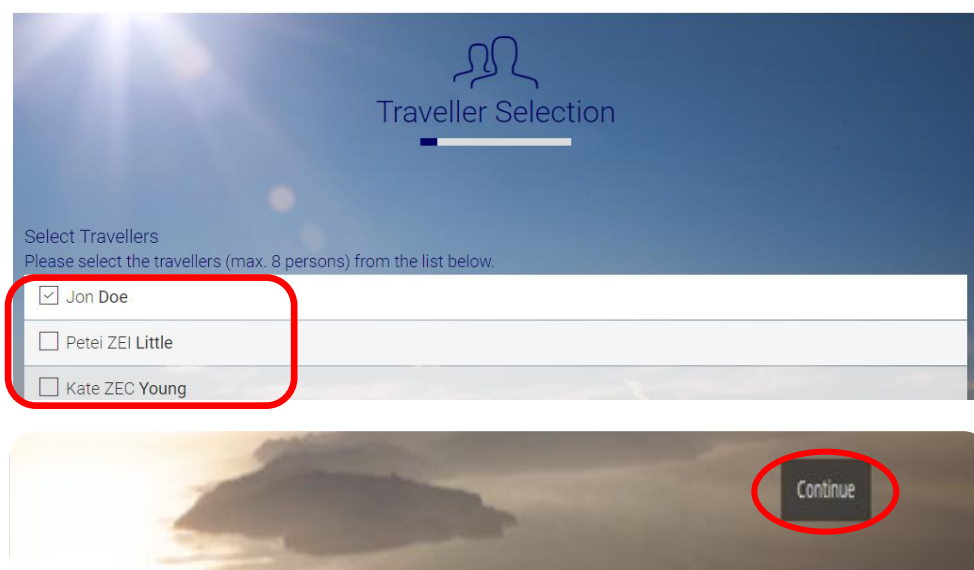
Booking/Listing allows you to purchase confirmed/standby tickets on other carriers.

Note: You can't book/list and issue ticket for more than 90 days with most Airlines.

12.2 Traveler Selection

The **Traveler Selection** screen (shown below) will be displayed contains all persons eligible to travel according to your employee profile.

- Make sure all names of eligible persons for travel matching with their passports.
- Select the individuals who will be travelling.



The screenshot shows the 'Traveller Selection' screen. At the top, there is a header with a person icon and the text 'Traveller Selection'. Below this, it says 'Select Travellers' and 'Please select the travellers (max. 8 persons) from the list below.' There is a list of three names with checkboxes: 'Jon Doe' (checked), 'Petel ZEI Little' (unchecked), and 'Kate ZEC Young' (unchecked). The 'Jon Doe' checkbox is circled in red. At the bottom right of the screen is a 'Continue' button, also circled in red.

12.3 Flight Schedule Query

If you wish to make changes to your selections, click the **back** button at the bottom of the query screen and make a new selection on the **Traveler selection** screen.

The screenshot displays the 'Flight Schedule Query' interface. On the left is a user profile sidebar for 'Jon Doe' with options like 'New Flight / Ticket', 'Manage Bookings & Tickets', 'ID Agreements', 'My Stay', 'Flight List', 'English', 'Change password', and 'Logout'. The main area is titled 'Find flights' and features three tabs: 'One Way' (selected), 'Return', and 'Multiple Legs'. Below the tabs is a search form with the following fields:

Airline (optional)	Emirates	Travel Status	R2 Standby	
From	DXB	To	FRA	
Departure		Date	29.11.2017	
	Time	00:00	Class	Economy

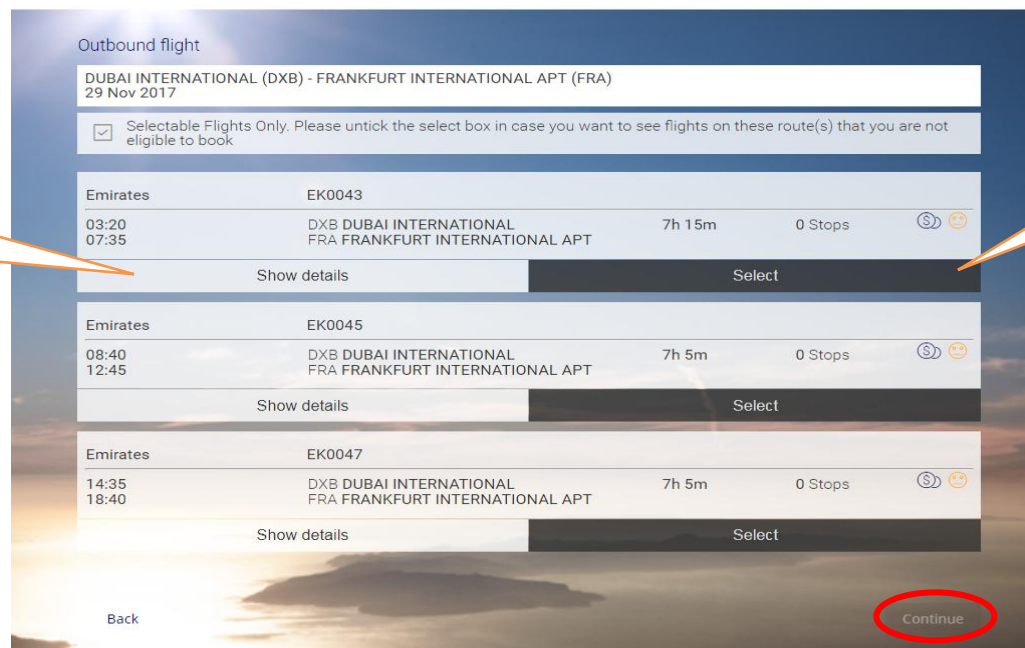
At the bottom of the form are 'Back' and 'Find flights' buttons.

In the lower section of the page, please define your flight schedule query before clicking the **find flights button** to display flights matching your search criteria.

The **Travel Status** will be either:

- **Y/C/F** chose the class you want to travel with
- **R2** Standby
- **R1** Confirmed

12.4 Flight Schedule Display



In certain cases, not all flights will have a radio button to select because: -

- The flight is a code-share flight.
- The flight is operated by an airline that does not have an ID travel agreement with Yemenia
- The passenger is not allowed to travel according to the ID travel agreement with the specified airline (e.g., not all airlines allow parents/dependents etc. to travel).
- If a flight is not selectable for whatsoever reason, no radio button will be shown next to the flight number.
- Click on show details (or click on the blue icon) to get additional information about the respective flight and the reason why a flight is not selectable). In addition there are also indicators for the booking situation.

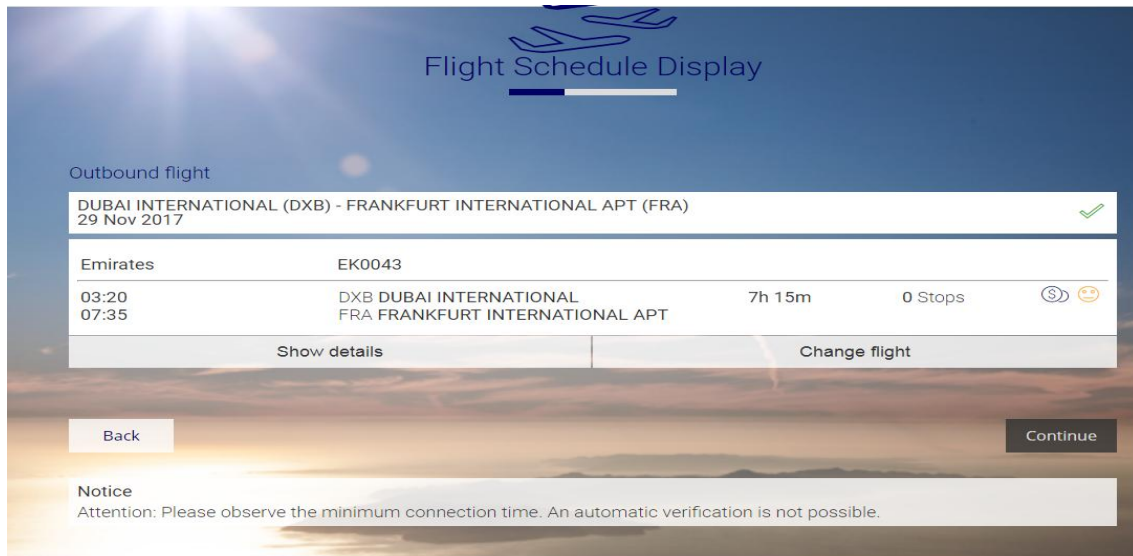
The following options exist as following:

- (Green) good chance
- (Orange) moderate chance
- (Red) bad chance

12.5 Shopping Basket

After you have successfully chosen your flight, you will get an itinerary of your selection.

(By clicking continue you acknowledge the itinerary as below)



Flight Schedule Display

Outbound flight

DUBAI INTERNATIONAL (DXB) - FRANKFURT INTERNATIONAL APT (FRA)
29 Nov 2017

Emirates	EK0043			
03:20 07:35	DXB DUBAI INTERNATIONAL FRA FRANKFURT INTERNATIONAL APT	7h 15m	0 Stops	(\$) 😊

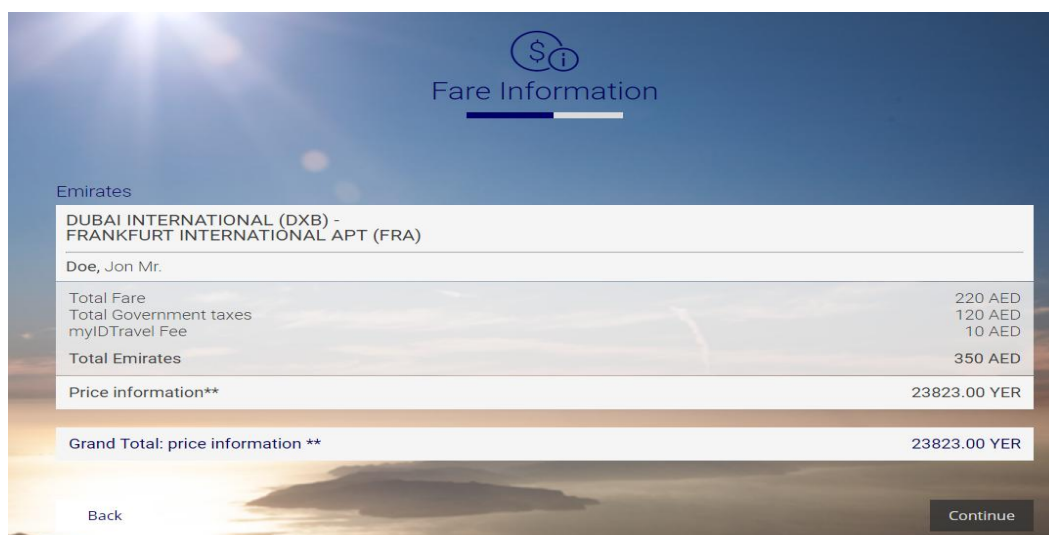
Show details Change flight

Back Continue

Notice
Attention: Please observe the minimum connection time. An automatic verification is not possible.

12.6 Fare information

On the **Fare Information** page, all applicable fares, government taxes and administrative fees charged by myIDTravel will be shown for the selected itinerary, separated by airline and passenger. All amounts highlighted in grey will be charged to your credit card by the ticket-issuing airline in the currency stated.



Fare Information

Emirates

DUBAI INTERNATIONAL (DXB) -
FRANKFURT INTERNATIONAL APT (FRA)

Doe, Jon Mr.

Total Fare	220 AED
Total Government taxes	120 AED
myIDTravel Fee	10 AED
Total Emirates	350 AED

Price information** 23823.00 YER

Grand Total: price information ** 23823.00 YER

Back Continue

12.7 APIS/Secure Flight.

Fill-up all required information about your passport for each passenger.

The screenshot shows the 'myIDTravel - APIS' interface. At the top, it says 'Please Advise your Passport number, expiry date and date of birth.' Below this, the passenger's name 'Doe, Jon' is displayed. The form contains the following fields:

Date of birth (dd.MM.yyyy)	01.01.1980
Nationality	YEMEN
Document Type	Passenger passport
Document number	78678688
Document issuing country	YEMEN
Document expiry date (dd.MM.yyyy)	21.12.2021

At the bottom of the form, there are 'Back' and 'Continue' buttons.

12.8 Contact and payment information

The **Contact and Payment Information** screen is pre-populated with your email information from your staff profile. You are required to complete the phone numbers and may change the email to another address if you prefer. Please double check all information on the page.

The screenshot shows the 'Contact and Payment Information' screen. It is divided into several sections:

- Your flights:** A table showing flight details for 'DXB DUBAI INTERNATIONAL - FRA FRANKFURT INTERNATIONAL APT' on '29 Nov 2017'. The flight is operated by Emirates (EK0043) in Economy / R2 Standby class. Departure is at 03:20 from DXB and arrival is at 07:35 at FRA. Duration is 7h 15m with 0 stops. The ticket is listed as 'LISTABLE'.
- Travellers:** A field containing 'Doe, Jon Mr.'.
- Contact Information:** Fields for phone numbers and email address. The phone number 1 is '123456789' and phone number 2 (optional) is '+00 000 000 000'. The mobile number (optional) is '+00 000 000 000'. The email address is 'automails-support@myidtravel.com'.
- Payment for Emirates:** A section titled 'Please insert your credit card information. The ticket costs of 350 AED will be charged on this card.' It contains fields for credit card type (Visa), card number (4111111111111111), valid code (123), and valid until (12/2019). A 'Verify' button is at the bottom right.

A callout bubble points to the 'Verify' button with the text: 'Insert credit card information and click verify'.

You will receive a message that your credit card was successfully saved for the current booking as below. You may also edit the credit card information at this time.

The screenshot shows the 'Payment for Emirates' interface. At the top, a message states: 'Please insert your credit card information. The ticket costs of 350 AED will be charged on this card.' Below this, there are input fields for 'Card Type' (set to Visa), 'Card Number', 'Card Expiry' (***), and 'Card Name'. A green banner below these fields contains the message: 'The credit card was successfully saved for the current booking'. To the right of this banner is an 'Edit' button. Below the banner, there is a section titled 'Please enter the address stored for the used credit card' with the following fields: 'First name of card/account owner' (Jon), 'Last name of card/account owner' (Doe), 'Address 1' (Sana'a - Yemen), 'Address 2 (optional)', 'City' (Sana'a), 'ZIP/Postal Code' (00967), 'Country' (YEMEN), 'State (for US) (optional)', and 'Province/Region (for intl.) (optional)'. At the bottom left is a 'Back' button and at the bottom right is a 'Finish' button. A callout bubble points to the 'Finish' button with the text: 'Click finish button to proceed'.

Note: To obtain your ticket, please be prepared with your bank to provide you with a valid online credit card for payment.

12.9 Confirmation

After issuing ticket is complete, you will see a confirmation screen with a summary of your itinerary as well as the booking reference code (and ticket number). You may write down the code so you can retrieve the booking if needed.

- By clicking on the PNR reference, you will obtain the e-ticket number.
- Ensure you make note of the PNR and e-ticket number as you will be unable to retrieve the PNR or e-ticket number without the actual reference.
- It's recommended that you print the confirmation page so you have all of the information available at a glance.

Your booking/listing has been completed successfully.

Please mark the baggage you are checking in with your name and address.

Booking Reference: [Q27SRE](#)
 Ticket number: [1762308127145](#)

Travelers
 Doe, Jon Mr.

Your flights

DXB DUBAI INTERNATIONAL – FRA FRANKFURT INTERNATIONAL APT		29 Nov 2017
Emirates	EK0043	Economy / R2 Standby
03:20 07:35	DXB DUBAI INTERNATIONAL FRA FRANKFURT INTERNATIONAL APT	0 Stop LISTED

Fare Information
 Emirates

DUBAI INTERNATIONAL (DXB) - FRANKFURT INTERNATIONAL APT (FRA)	
Doe, Jon Mr.	
Total Fare	220 AED
Total Government taxes	120 AED
myIDTravel Fee	10 AED
Total Emirates	350 AED
Price information**	23823.00 YER
Grand Total: price information **	23823.00 YER

** Price information: The amount charged for your journey will be in the issuing carriers currency. The price information shown on this page is for your convenience only and non-binding.

Homepage [New Flight / Ticket](#)

Note: Please read the travel conditions carefully as all airlines are varies from one another.

12.10 Confirmation Email

A confirmation email will be sent to your chosen email address. The confirmation email will outline check-in procedures for each carrier as below:

myIDTravel Leisure Booking/Listing Confirmation
 noreply-integration@myidtravel.com
 Sent: Tue 13-Jan-15 11:11 AM
 To: najeeb.alselwi@yemenia.com

Message | MyIDTravelFlight.ics (1 KB)

Greetings,
 Thank you for booking your leisure trip with myIDTravel. Below you will find your itinerary and important information.
 Names: AlSelwi, Najeeb Ali MR

Booking Reference: R8JZTL
 Ticketing Airline: Turkish Airlines
 Ticketnumbers: 2352140491791

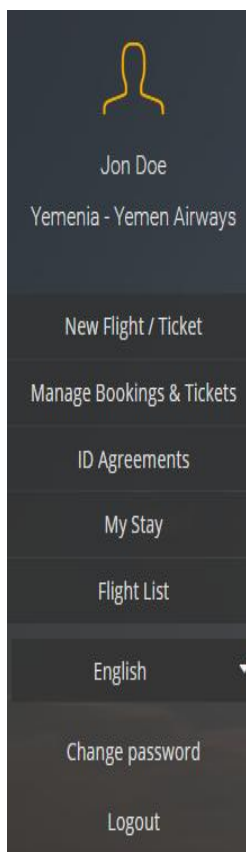
Flightno	Date	From	Dept*	To	Arrv*	Status	Class
TK838	15 Jan 2015	SAH	04:45	IST	08:35	listed	Economy

Ticketnumber: 2352140491791

	currency	amount
Total Fare	USD	66.00
Total Government taxes	USD	54.30
myIDTravel Fee	USD	1.80
Total Ticket Price	USD	122.10

13. Navigation Bar

Accessing the main functions of myIDTravel, use the navigation bar in the right area of the screen as shown below:



- a. **New Flight/Ticket:** allows you to book your flight itinerary.
- b. **Manage Bookings & Tickets:** allow you to create new booking/listing with an existing e-ticket. (E-tickets remain valid for 90 days from date of issue).
You must have the e-ticket number. Original PNR must be cancelled before making new booking/listing and it can be created with existing e-ticket.
- c. **ID Agreements:** contains a list of the rules and regulations for travel on other carriers. This includes ZED fare levels and designates eligibility. The information contained here is supplied by the transporting carrier.
- d. **My Stay:** allows you to book Hotels, rent cars, and any other accommodation over the world.
- e. **Flight List:** contains all tickets issued by your user account.
- f. **English:** allow you to choose the language.
- g. **Change password:** allows you to change your password.
- h. **Logout:** enable you to log out of myIDTravel application.

- i. Travel conditions vary from airline to airline and are subject to change. These conditions include, but are not limited to: dress code, flight listing, check-in requirements, embargo periods, travel warnings, and free baggage allowances.

International Destinations

If your travel involves international destinations, please make sure to:

- Find out the documentation and vaccination requirements for each leg.
- Check out that you have enough information of each country you are planning to travel to of their travel warnings and immigration requirements.

14. PNR Retrieval

To retrieve an existing booking change or cancel, please click the **manage bookings & Tickets button** from the navigation bar & select PNR to retrieve.

Retrieval

Tickets PNR

Booking reference
Q27SRF

Retrieve PNR

Enter your (PNR)

Select PNR

Click retrieve PNR to retrieve your booking from the airline's reservation system & display it.

PNR - Q27SRF

Travellers
DOE, JON MR

Ticket numbers
1762308127145

Your flights

DXB DUBAI INTERNATIONAL - FRA FRANKFURT INTERNATIONAL APT		29 Nov 2017	<input type="checkbox"/>
	EK0043	Economy / STANDBY	
03:20	DXB DUBAI INTERNATIONAL		
07:35	FRA FRANKFURT INTERNATIONAL APT	Standby	

Rebook

Rebook All

Cancel

Cancel All

- ➔ **Rebook:** To change a segment.
- ➔ **Rebook all:** To change all segments.
- ➔ **Cancel:** To cancel a segment.
- ➔ **Cancel all:** To cancel all segments.

15. Ticket Retrieval

To retrieve a ticket details provide the ticket number & click retrieve ticket as below.

The screenshot shows a 'Retrieval' form with the following elements:

- A dark blue header bar with 'Tickets' and 'PNR' tabs.
- A text input field for 'Ticket number' containing '1762308127145'.
- An 'Add +' button on the right side.
- A 'Retrieve ticket' button at the bottom.

Callouts in orange boxes point to:

- 'Select tickets' pointing to the 'Tickets' tab.
- 'Insert ticket no.' pointing to the ticket number input field.
- 'Add another ticket' pointing to the 'Add +' button.

The coupon may have different status as below:-

- **(Open)** indicates that the involved coupon has not been used.
- **(Used)** indicates that the involved coupon has already been used for travelling.
- **(Refund)** indicates that the ticket was refunded by the airline.

The screenshot shows the 'Tickets' details page for the ticket number 1762308127145. The details are as follows:

Ticket number	1762308127145
Status	ISSUED
Traveller	DOE, JON (MR)
Booking reference	Q27SRE
Please note	The associated booking reference needs to be cancelled before you can refund or book/list

Below the details, the route is 'DUBAI INTERNATIONAL (DXB) - FRANKFURT INTERNATIONAL APT (FRA)'. The coupon status is 'open', the class is 'Economy', and the ticket type is 'STANDBY'. The 'open' status is circled in red.

At the bottom, there are two buttons: 'Show pricing' and 'Refund'.

Select refund to get your money back

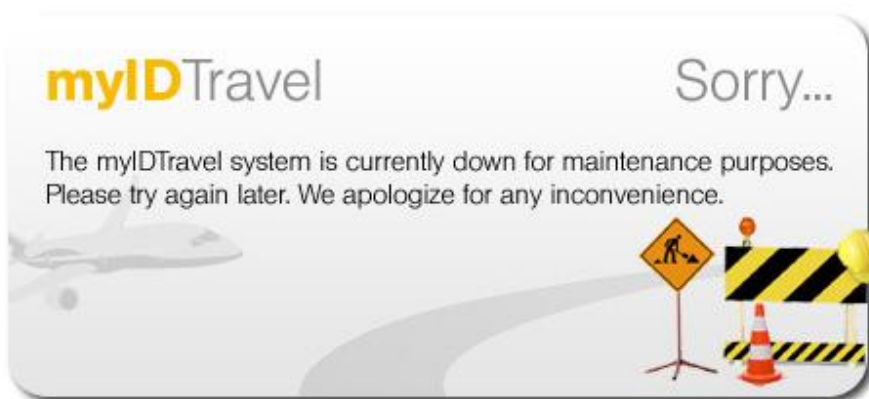
Important notes: -

- Ticket cannot be refunded before canceling your itinerary.
- Refunding a single ticket can only be done once (if you refund one segment, another segment cannot be refunded later).
- It's recommended to issue your ticket by sectors if you are not sure whether you're coming back or planning for a new trip.
- Refunding process may takes approximately 30 days.
- Refund valid for one year from date of issue.
- Refunds may be processed for a non-utilized ticket with an "open" status only.
- Refund a partially utilized ticket takes time to be processed, therefore its recommended to issue your tickets on a single sector basis to simplify your refund process.

16. Support/helpdesk

Should you have any queries, please contact the myIDTravel support helpdesk at myidtravel@yemenia.com

Note: In case myIDTravel is not available/or down for any reason you will receive the following message as below, therefore you need to wait for a while before login again.





17. Glossary

Term/Abbreviation	Explanation
APIS	Advanced Passport Information Security
Booking	A booking with confirmed status
Code share flight	A flight operated by another airline rather than the plated airline
Employing Airline	A staff representing the airline allowed to use MyIDTravel
ID Travel	Industry Discount Travel
Listing	A booking with “seat available” segment status
MIBA	Multilateral interline business Travel Agreement (Duty travel)
myIDTravel	A flight booking machine created by Lufthansa
OAL	Other Airline
PNR	Passenger name record
PTC	Passenger Type Code (e.g., ADT –stands for adult passenger or ZEA-stands for airline Employee)
Self- ticketing	Issuing tickets on own airline (e.g. IY stock 635)
Ticketing Authority	Tickets that may issue either by myIDTravel or by IY authorized office
Transporting Airline	Airline that operates a specific flight
Types of Agreement	The agreements that may include a self-ticketing (own airline stock) or(OAL ticket stock)
ZED	Zonal employee discount (Leisure travel)

18. Annexes

18.1 Annex A (myIDTravel Form 1.2)

Employee Details Form (1.1) for myIDTravel Program إستمارة (1.1) إدخال بيانات الموظف لأول مرة في نظام myIDTravel

Employee Details		Form Serial No. <input style="width: 50px;" type="text"/>	Form Date / تاريخ الإستمارة / ____ / ____ / ____	
Employee ID / الرقم الوظيفي	Title / الصفة		Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Dept. / الإمارة
Name as per Passport ** الاسم بحسب الجواز **				
Date of birth / تاريخ الميلاد [dd.mm.yyyy]	Status / حلة الموظف		Active <input type="checkbox"/> Absent <input type="checkbox"/> Retired <input type="checkbox"/>	
Date of joining / تاريخ التعيين [dd.mm.yyyy]	Termination date / تاريخ نهاية الخدمة [dd.mm.yyyy]			
Phone/ التلغون	Mobile/ سيار			
Email/ الايميل :				


Family Details

Title/ الصفة Mr. / Ms. / CHD طفل	Relationship صلة القرابة بالموظف	PTC	Name as per Passport ** الاسم بحسب الجواز **	date of birth تاريخ الميلاد [dd.mm.yyyy]

توقيع ممثل البيانات في myIDTravel	مطابقة وتعميد الموارد البشرية *	توقيع الموظف
_____	_____	_____
التاريخ : _____	التاريخ : _____	التاريخ : _____

* يرفق نسخة معدة من شاشة بيانات الموظف وأفراد أسرته في نظام الأوراكل لدى الموارد البشرية بعد مطابقة البيانات.
** يرفق نسخة من جوازات السفر للموظف وأفراد أسرته.

18.2 Annex B (myIDTravel Additional Form 1.3)



(Addition/Modification/Deletion) Employee Form (1.2) for myIDTravel program
 (إستمارة (1.2) (إضافة / تعديل / حذف) لبيانات الموظف الموجودة في نظام myIDTravel)

Employee Details		Form Serial No. <input type="text"/>	Form Date / تاريخ الإستمارة / / /	
Addition / إضافة <input type="checkbox"/>		Modification / تعديل <input type="checkbox"/>		Deletion / حذف <input type="checkbox"/>
Employee ID / الرقم الوظيفي <input type="text"/>	Title / الصفة <input type="text"/>	Mr. <input type="checkbox"/>	Dept. / الإدارة <input type="text"/>	
Name as per Passport** الاسم بحسب الجواز**		Ms. <input type="checkbox"/>		
Phone / التلغون <input type="text"/>	Mobile / موبيل <input type="text"/>			
Email / الإيميل : <input type="text"/>				
Family Details				
Title / الصفة Mr. / Ms. / CHD	Relationship صلة القرابة بالموظف	PTC	Name as per Passport** الاسم بحسب الجواز**	date of birth تاريخ الميلاد [dd.mm.yyyy]
توقيع مدخل البيانات في MyIDTravel التاريخ :		مطبوعة وتعميد الموارد البشرية* التاريخ :		توقيع الموظف التاريخ:

* مطبوعة الموارد البشرية مطلوبة عند الإضافة أو التعديل الرئيسي للبيانات
 * يرفق نسخة معدة من شائمة بيانات الموظف وأفراد أسرته في نظام الأوراكل لدى الموارد البشرية بعد الإضافة أو التعديل الرئيسي للبيانات.
 ** يرفق نسخة من جوازات سفر الأشخاص المضامين أو المعللة ببياناتهم.

18.3 Annex C (Quick Reference)

MyIDTravel

Quick Reference

Login

>Click on:

https://www.myidtravel.com/myidtravel/start?previousAction=mainframe_start&action=welcome

> Select Yemenia as employing airline

> Inter your ID

> Inter PW (forgot your PW click on register/forgot Pw below) you'll receive new Pw via your email)

>click on confirm reading terms & conditions

>click next

Booking/listing

>click on booking/listing tab

> chose traveller name

> click next

Flight information

>you're able to book on flights with (•) sign only

Selling from availability

>Specify airline you wish to travel with

>click OW or round trip

>specify origin/destination

>inter date of travel

>select standby/or confirm booking

> select Economy/or Business

>click on

>click on flight number required

>click next to display (shopping basket)

>click next to display (fare information)

Payment method

>chose credit card type

>insert credit card number

>insert (valid code)

>click verify

>click next

> Ticket is ready

Increase/Decrease number in party

>if you need to Increase/or decrease number of travellers click on button

>select new member or cancel unwanted traveller

>click next and carryon same previous steps

Retrieve Booking/ticket number

>click on button

Cancel segment/Rebooking

>retrieve PNR and cancel segment

>select new booking

>follow same steps for booking/listing

Refund ticket

Note (you can't refund tickets unless you cancel booking first)

>click on button

>insert ticket number

>click on button

Log out

>click on (logout) button on top right-hand side