Baggage Data Migration
Guide

October 2020

Contents

Release Notes

Version 1.0   New document

Version 2.0   Added Baggage Data Migration Guidance section 03APR19

Version 3.0   Updated Weight & Size Table 192 Industry Adoption and added coding tips for migrating
baggage data

Version 4.0   Added reminders for EMDs

Purpose

This guide will assist airlines to plan and migrate Optional Services Baggage provisions from Flight-Related Services (Service Type F) and Prepaid Baggage (Service Type P) to Baggage Charges (Service Type C).

Airlines are encouraged to share their learnings with the Baggage Migration Community. Any relevant information will be included in this guide and be available to all community members.

Distribution channels (data subscribers) will also find information in this guide helpful.

The guide will be updated as required as new features become available, such as the future migration of sub codes (Phase 2).

Contact Us

Customer Service Support

Please contact customer service to assist with Optional Service Upload or baggage data migration filings in the Gold Release testing environment or in FareManager.

Once your airline indicates your readiness to migrate to Service Type C by sending a message to BaggageCommunity@atpco.net, ATPCO's Customer Service team will offer one week of complimentary coding support. All coding requests received after the complimentary week has passed will be processed at customary ATPCO Input Service charges.

Data Migration or Baggage Community Issues

If you have general questions about migrating your data or problems accessing the community, please write to BaggageCommunity@atpco.net.

Background

ATPCO, airlines, and distribution channels have identified the following three main benefits of eliminating baggage fee provisions in flight-related services (Service Type F) and prepaid baggage (Service Type P):

1. **Regulatory compliance**. Unlike Service Type F, Service Type C for baggage is designed to align with IATA Resolution 302 and the US DOT/CTA reservations and disclosure.

2. **Industry and system alignment**. There are costs today associated with not having industry alignment for baggage fee processing. These costs include systems having to maintain exception processing, airlines having to distribute baggage fee provisions in multiple ways to different systems and added airline and system training costs.

3. **Interline and code share collection**. Service Type C for baggage contains industry-standard rules for whose baggage rules apply and clarifies how to process baggage rules in interline scenarios. Moving baggage fees from Service Type F will give the industry a single process that will accommodate code share and interline travel.

To align systems and airlines, the industry agreed to migrate baggage charges defined in Service Type F to Service Type C (Baggage Charges). Additionally, the industry determined that Service Type P has a redundant application as Service Type C and should also be eliminated. This will align all processing into Service Type C.

The Baggage Task Force and the Optional Services and Branded Fares Working Group finalized a solution which included the below enhancements.

1. Adding a new Prepaid/Check-in Indicator within Service Type C (to allow airlines to differentiate a prepaid from a check-in fee within Service Type C). This new indicator will contain the following values:

   a. Blank will be the default value on 31MAR19 when the new value is implemented, meaning that the fee applies to both prepaid or check-in as well as disclosure.

   b. Value "P" Prepaid indicates the fee is specifically for prepaid,

   c. Value "C" Check-In indicates the fee is specifically for check-in and disclosure

2. Weight/Size Table 192 will allow airlines to specify overweight and oversize sub codes (pending industry adoption)

3. Point of Sale (Security Table 183) includes the ability to define any airline ($$) or alliance codes, per [Appendix M](#)

4. Several minor changes:

   a. Auto-population of First PC Last PC occurrence for first bag through tenth bag sub codes

   b. Change commercial Name text for first bag through tenth bag sub codes to include "Excess"

5. Standardize sub codes for normal bags (Phase 2)

Implementation Timeline

The industry approach (as defined through the Baggage Task Force and the Optional Services and Branded Fares Working Group) will include four separate releases to aid in baggage migration.

To verify subscriber readiness, please refer to the Subscriber Readiness Matrix for each release below.

Implementation/Adoption Date	Implementation Scope
31 March 2019	Baggage Data Migration of Service Types F and P to Baggage Charges C and new Prepaid/Check-in Indicator
31 March 2019	Baggage Data Migration, new Weight/Size Table 192, and Oversize/Overweight within Allowance Sub Codes – ATPCO Implementation
29 September 2019	Table 183: Add Exclude Functionality and Expand values in Carrier field for Baggage Strategies
2021 and beyond	New Weight/Size Table 192 – Industry Adoption, Standardization of Sub Codes for Normal Bags (Phase 2)

Implementation Guidelines

ATPCO recommends that airlines notify distribution channels when they wish to begin the migration of baggage data with Service Type F and/or P to Service Type C. The following checklist is provided to assist airlines in this effort.

Checklist for migrating Service Type F to Type C and/or P to Service Type C and Prepaid/Check-in Indicator

- ☐ Advise channels when you are ready to begin your migration from Type F and/or P to Type C
- ☐ Familiarize yourself with the new Prepaid/Check-in field in the Gold Release
- ☐ Understand the data differences between Service Type F and C
  - ☐ For example, Type C follows US DoT / CTA Guidelines. Please refer to the Baggage Selection Quick Reference Guide. Also, geographies are handled differently. sector is not applicable to Type C; only Portion or Journey apply.
- ☐ Pilot in the Gold Release with your distribution channels if needed
- ☐ Other data considerations before starting data migration:
  - ☐ **Review your current strategies:** Review your existing baggage policy and ensure the coded sequence hierarchy will produce the expected results per your policy when the prepaid/check-in indicator is included in Type C processing
  - ☐ **Create Services S5 records:** You must create a Services Record S5 in Service Type C for the sub codes you will be migrating prior to uploading via Optional Services Upload or conducting manual updates in the Optional Services application
  - ☐ **Review Branded Fares Features table:** Ensure that Service Types and sub-codes are aligned with data migration filings in Optional Services Baggage
- ☐ Conduct targeted testing in Production: file small amounts of data with limited distribution, specific geography, or other attributes. Verify the results end-to-end in a test PNR:
  - ☐ Verify pricing results are as expected
  - ☐ Verify that Service Type C Prepaid filings are not disclosed nor offered at check-in
  - ☐ Verify EMD issuance and reporting

Once you are satisfied with these results, start migrating your data on a larger scale. Refer to the Baggage Data Migration Analysis, Actions, and Filings section for efficiencies with analysis and filings.

Changes in Optional Services on 31 March 2019

New Prepaid/Check-in Indicator

The Prepaid/Check-in indicator in the default view of Provisions Record S7 is in the left side of Provisions grid. If you have customized settings, the Prepaid/Check-in Indicator is associated to the Fee/Mileage Group and will be visible in all Provisions sequences regardless of the Service Type.

On 31 March, the Prepaid/Check-in indicator will be blank, meaning that the Type C provisions apply to prepaid, check-in, and disclosure.

Please refer to the [Baggage Data Migration Analysis, Actions, and Filings](#) for possible actions that may need to be taken.

Weight/Size Table in Services Record S5

The new Weight/Size Table field to be used with the generic Overweight/Oversize (OW/OS) within Allowance sub codes is now in the Services grid. While airlines have access to the new OW/OS within Allowance sub code and to the weight table, industry adoption is not until **29 March 2020.**

Baggage Data Migration Analysis, Actions, and Filings

Detailed in this section is information regarding new values and what you need to consider when filing your strategies.

Changes to existing sub codes taking effect on 31 March 2019

The Commercial Names of the sub codes detailed in the table below have been changed to better represent the application of the sub codes.

Other information you need to know:

- Existing Services (Record S5) data with these commercial names prior to 31 March will not be automatically updated.

  - Airlines need to review your baggage provisions, and if your intent is not Excess baggage, you will need to review and amend your strategies accordingly.

  - Where your intent corresponds to the reclassification of a sub code, you should modify the Commercial Name in the corresponding Services Record S5 for that sub code.

- New Services (S5) records created on or after 31 March 2019 will automatically reflect the new Commercial Name.

Sub Code	Group	Description 1	Commercial Name Discontinued to 30MAR19	Effective on 31MAR19	First PC	Last PC	RFIC
0CC	BG - Baggage	B1 - First Bag	CHECKED BAG FIRST	FIRST EXCESS BAG	01	01	C
0CD	BG - Baggage	B2 - Second Bag	CHECKED BAG SECOND	SECOND EXCESS BAG	02	02	C
0CE	BG - Baggage	B3 - Third Bag	CHECKED BAG THIRD	THIRD EXCESS BAG	03	03	C
0CF	BG - Baggage	B4 - Fourth Bag	CHECKED BAG FOURTH	FOURTH EXCESS BAG	04	04	C
0CG	BG - Baggage	B5 - Fifth Bag	CHECKED BAG FIFTH	FIFTH EXCESS BAG	05	05	C
0CH	BG - Baggage	B6 - Sixth Bag	CHECKED BAG SIXTH	SIXTH EXCESS BAG	06	06	C
0CI	BG - Baggage	B7 - Seventh Bag	CHECKED BAG SEVENTH	SEVENTH EXCESS BAG	07	07	C
0CJ	BG - Baggage	B8 - Eighth Bag	CHECKED BAG EIGHTH	EIGHTH EXCESS BAG	08	08	C

| 0CK | BG - Baggage | B9 - Ninth Bag | CHECKED BAG NINTH | NINTH EXCESS BAG | 09 | 09 | C |
| 0EN | BG - Baggage | B0 - Tenth Bag | CHECKED BAG TENTH | TENTH EXCESS BAG | 10 | 10 | C |

ATPCO will default the First PC/Last PC occurrence for Sub Codes 0CC, 0CD, 0CE, 0CF, 0CG, 0CH, 0CI, 0CJ, 0CK, or 0EN (0CC through 0EN) when used in Service Type F. The First PC/Last PC occurrence will be auto-populated for 0CC through 0EN (as shown in the above table) when new data or when existing data is updated. Airlines with system-specific processing that requires removing occurrence will be able to overstrike these occurrences with value Blank.

Prepaid/Check-in Indicator

The Prepaid/Check-in Indicator will be visible in the Provisions grid on 31 March 2019, and its default value will be Blank. As airlines migrate their baggage filings from Types F and P, they can set the indicator to value "P" for prepaid and value "C" for check-in. They can also leave the field Blank if they want it to apply for both "prepaid" and "check-in". The prepaid/check-in field has no application for other service types.

Airlines need to review your existing Service Type C strategies, ensure that the Prepaid/Check-in column is set to the correct value, and adjust your provisions as required.

Before any changes can be migrated in your Provisions (Record S7) from Type P to Type C, you must define the sub codes in Services (Record S5).

If you cannot see the Prepaid/Check-In indicator when logging into Faremanager, please clear you cache on your Internet Explorer browser.

In internet options, when clearing your cache, please ensure your 'Preserve favorites website data' is unchecked.

After that, click on 'delete', and then click on 'apply'.

Once all cache is deleted, close all browser sessions and restart the browser.

If you are still running into issues after trying the above steps, please contact baggagecommunity@atpco.net for assistance.

Branded Fares and Migration of Service Types

Review the Branded Fares Features tables for your Branded Fares strategies and ensure that Service Types and sub codes are aligned with any changes in Optional Services Baggage.

Prepaid/Check-in Indicator Coding Tips

1. In order to ensure interline check-in fees are applied and disclosed worldwide at any point of sale, **airlines should file a default Service Type C record** (i.e. highest sequence number within each sub code) with Prepaid / Check-in Value "C" (check-in / disclosure) and no restrictions (e.g. no geographies and no Security Table 183)
2. **Airlines that don't file prepaid baggage** (or want to define provisions for check-in and disclosure only) should set their baggage charges records to **Prepaid / Check-In Indicator value "C"** (charges and disclosure only)
3. Airlines filing prepaid baggage in Service Type C may set the Prepaid / Check-In indicator to value "P" (prepaid only) or Blank (prepaid and check-in/disclosure), however, **if airlines want to limit the sale of prepaid baggage to specific channels**, these channels should be defined in Security Table 183.

Baggage Data Migration Recommended Workflow

The general workflow for completing the migration falls into three major stages that can be completed at the same time or not. For example, you may wish to complete Steps 1 and 2, release the Type C filings, verify results in pricing systems, and then cancel the Type F and/or P filings. This section describes detailed steps for migrating your data, including tools that are available for those steps.

- Stage 1: Services Record (S5)

  - Compare Service Type F Baggage records to Service Type C Baggage records

  - Copy Service Type F Baggage Services (S5) records to be migrated

  - Paste Service Type F Baggage records

- Stage 2: Provisions Record (S7)

  - Compare Service Type F Baggage records to Service Type C Baggage records

  - Export Provisions Service Type F Baggage records to be migrated

  - Upload new Service Type C Baggage records

  - Validate results within Provisions, including the sequence hierarchy of your Type C data, before discontinuing Service Type F or P data

- Stage 3: Ready to Go Live

  - Discontinue Provisions (S7) records for Service Type F Baggage data

  - Discontinue Services (S5) records for Service Type F Baggage Data

  - Release Batches

The workflow within this section describes the steps for migrating existing baggage data from Service Type F to Service Type C. These steps assume that the sub code for the service offering is not changing, rather, the data is only being moved from Service Type F to Service Type C. This same process can be used for migrating data from Service Type P to Service Type C as well.

In order to migrate data from Service Type F (or Service Type P) to Service Type C, an active Services (S5) record must exist for the service offering. The migration steps below begin with the steps for comparing and creating the Services (S5) records for the sub codes being migrated.

The workflow begins with comparing your baggage data in Service Types F and P to that which is coded in Service Type C. This comparison will determine whether there is existing duplicate data already in Service Type C. This step in the workflow is the most-time consuming, but from a data integrity perspective, is essential.

You can follow the sequence of actions in this workflow to ensure that your data is ready to be published in Service Type C, before discontinuing the data you currently have published in Service Types F and P.

This workflow uses ATPCO's test airline, Carrier 91, as the example.

Stage 1: Services Record (S5)

COMPARE SERVICE TYPE F BAGGAGE RECORDS TO SERVICE TYPE C BAGGAGE RECORDS

Step 1.   In Optional Services, search Services records using the following criteria:

- Carrier: xx (your carrier code)

- Group/Sub Group: BG

- Service Type: F

Search Results = 19 active Services (S5) records

Step 2.   Review and compare the found records to determine which data should be migrated to Service Type C.

Note: You can do this by exporting the Services (Record S5) results from the search in Step 1; performing another search on Carrier xx, Group/Sub Group BG, and Service Type C; exporting those results; and then comparing the two results.
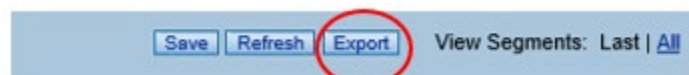
You can also use the grid filters to reduce the search results when looking at the data online, or turn filters on in Excel if you have exported your data.

Data that is not being migrated will need to be discontinued once all other data has been migrated and published/distributed.

COPY SERVICE TYPE F BAGGAGE SERVICES (S5) RECORDS TO BE MIGRATED

Step 3.   In Optional Services, from the Services (Record S5) search results for Service Type F (performed in Step 1), click and use the Ctrl or Shift keys to select all the records that you wish to migrate to Service Type C.

Step 4.   Right-click the selected records and select Copy Segment.
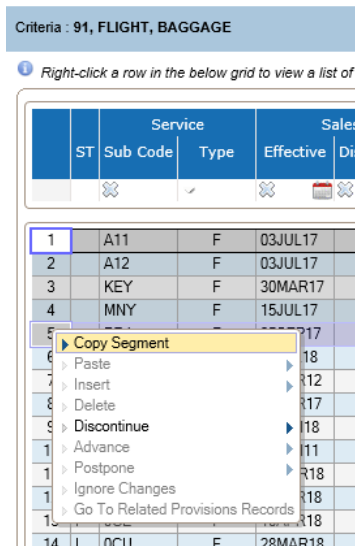
PASTE SERVICE TYPE F BAGGAGE RECORDS

Step 5.   Perform a search for Services using Carrier xx, Group/Sub Group BG, and Service Type C.

Step 6.   In the results grid, right-click and select Paste and either Before or After to insert the copied records.
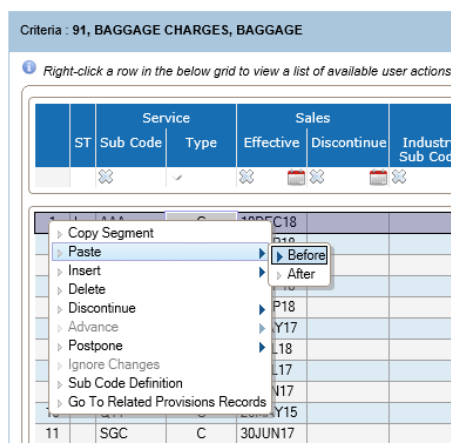
Note: On Save, the system will automatically reorder the service sub codes so that they are in alphabetical order followed by numerical order.

Step 7. Modify the necessary data elements, including changing the Service Type from F to C.

Criteria : **91, BAGGAGE CHARGES, BAGGAGE**

ⓘ *Right-click a row in the below grid to view a list of available user actions.*

		Service		Sales				
	ST	Sub Code	Type	Effective	Discontinue	Industry Sub Code	Group	Sub Grou
		✖	✔	✖	📅 ✖	📅 ✖	✖	✖
1		A11	F				BG	
2		A12	F				BG	
3		KEY	F				BG	
4		MNY	F				BG	
5		PR4	F				BG	

Note: On Save, the system will perform validations as currently performed in the Optional Services application, including duplication check, to ensure there is only one instance of each sub code record within the Service Type. The system will alert you of any errors appropriately.

Stage 2: Provisions Record (S7)

COMPARE SERVICE TYPE F BAGGAGE RECORDS TO SERVICE TYPE C BAGGAGE RECORDS

Step 8.   In Optional Services, search Provisions using the following criteria:

- Carrier: XX (your carrier code)

- Group/Sub Group: BG

- Service Type: F

Results = 603 Provisions Record S7 records

Step 9.   Review and compare the found Provisions (S7) records to determine which should be migrated to Service Type C.

Note: You can do this by exporting the Provisions (Record S7) results from the search in Step 8; performing another search on Carrier xx, Group/Sub Group BG, and Service Type C; exporting those results; and then comparing the two results.
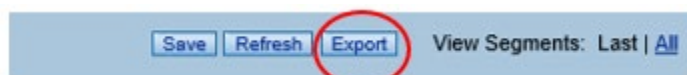
You can also use the grid filters to reduce the search results when looking at the data online, or turn filters on in Excel if you have exported your data.

Data that is not being migrated will need to be discontinued once all other data has been migrated and published/distributed.

EXPORT PROVISIONS SERVICE TYPE F BAGGAGE RECORDS TO BE MIGRATED

Step 10.   Click the Export link on the Provisions Results grid.

Step 11.   In the Export window, select Template for Future Import and With Data Tables.

Step 12.   Click Export.

|	A	B	C	D	E	F	G	H	Service Type	Sales/Ticket Effective	Sales/Ticket Discontinue	Sequence Number	Batch Initials	Batch Number	Currency Table	Tax Included	And/Or	Mileage	Fee Applies Per	Free/Not Availab
	Sequence Range Start	Sequence Range End	Insert After Sequence	Action	Carrier	Status	Sub Code													
2					91	I	A11	F		03DEC17		125	91	840						N
3					91	I	A11	F		24JUL18		126	91	1059						N
4					91		A11	F		24JUL18		128	91	1056						N
5					91	I	A11	F		10SEP18		129	91	10570						N
6					91	I	A11	F		21JUL18		131	91	10168						N
7					91	I	A11	F		17JUL18		137	91	10116						N
8					91		A11	F		01NOV18		138	91	1075	1200.00 USD	Y			3	
9					91		A11	F		20JUL18		139	91	1054	1200.00 USD	Y			3	
10					91		A11	F		01NOV18		140	91	1090	1200.00 USD	Y			3	
11					91		A11	F		31OCT18		141	91	1090	1200.00 USD	Y			3	
12					91		A11	F		24JUL18		144	91	1056	1400.00 USD	Y			3	
13					91		A11	F		24JUL18		146	91	1056	1600 INR	Y			3	

Step 13.   Save two copies of the exported file on your computer.

Note: Because you will need to cancel/discontinue the baggage data filed in Service Type F, it is strongly advised that you save the file twice – once to modify as new Service Type C data and the second file to cancel the Service Type F data.

Step 14.   In the file you will use to modify and migrate data to Service Type C, complete the following steps:

A.   Delete any rows of data that are not being migrated to Service Type C.

B.   In the Insert After Sequence column, enter the existing sequence number after which the new data should be inserted.

Note: You can insert all migrated data in the same location (at the top or bottom of the grid) and use the reorder mode to rearrange them if you prefer; or you can use the Insert After Sequence column to indicate the various sequence numbers where you want insertions to occur. The Optional Services Upload Service Guide is available on our Customer Center and provides details on how to use the Upload tool.

C.   In the Action column, enter a letter N for all rows of data.

D.   Change the Service Type field to a letter C for all records being migrated.

E. Modify other data elements as required. Be sure to pay attention to the geography and baggage-specific fields.

F. As appropriate, use the Prepaid/Check-in indicator to specify whether the sequence should apply the charge for prepaid baggage fees only (P), for airport check-in/disclosure baggage fees only (C), or that there is no restriction (Blank).

Step 15. Save the modified file.

UPLOAD NEW SERVICE TYPE C BAGGAGE RECORDS

The Upload tool makes it easy for you to upload the file containing your new Baggage data being migrated to Service Type C.

Important!   Remember, each upload file can only contain one Service Type.

The Optional Services Upload Service Guide explains how to use the Optional Services Upload tool. This is the general workflow you'll use:

Step 16. In the Optional Services File Management tab, click Browse.

Step 17. Navigate to the file you created in Step 14 that contains the data being migrated (with Action Code N).

Step 18. Click Import.

Step 19. Refresh the File Management grid to view the updated status of the imported file.

Stage 3: Ready to Go Live

Once you have imported your new data into Service Type C and validated your changes, you will need to discontinue the old Service Type F data in Provisions (Record S7) and then in Services (Record S5).

DISCONTINUE PROVISIONS (S7) RECORDS FOR SERVICE TYPE F BAGGAGE DATA

You will use the Upload template system instruction fields and the export file containing the Provisions Record S7 data for Service Type F to cancel your data. The Upload template is available on the Optional Services File Management tab. Simply click the Download Template button in the Download a Template for Future Import section.

Discontinue your data using Step 20 or Step 21, whichever method you prefer.

Step 20.   In the file you created in Step 13 that contains the Provisions Record S7 data for Service Type F, complete the following steps:

A. In the Action column, enter a letter X for each row of data.
B. Save the updated file on your computer.
C. In the Optional Services File Management tab, click Browse and navigate to the updated file.
D. Click Import.

Step 21.   Cancel Service Type F data by using a blank Upload template.

A. In the Sequence Range Start column on the first row, enter the sequence number of the first Provisions (Record S7) sequence for Service Type F Baggage data.
B. In the Sequence Range End column on the first row, enter the sequence number of the last Provisions (Record S7) sequence for Service Type F Baggage data.
C. In the Action column on the first row, enter a letter X.
D. In the Carrier field, enter your carrier code.
E. In the Sub Code field, enter the sub code of the Provisions (Record S7) data to be discontinued
F. In the Service Type field, enter a letter F (if you are discontinuing Service Type F data).

Note: Repeat these steps for each sub code for which data is being discontinued

---

G. Save your file on your computer.
H. In the Optional Services File Management tab, click Browse to locate the file.
I. Click Import.

DISCONTINUE SERVICES (S5) RECORDS FOR SERVICE TYPE F BAGGAGE DATA

At this time there is no upload capability for Services (Record S5); therefore, you must discontinue this data manually in the Optional Services application.

Step 22. In Optional Services, search Services (Record S5) using the following criteria:

- Carrier: xx (your carrier code)

- Group/Sub Group: BG

- Service Type: F

Search Results = 19 active Service Record S5 records

Step 23. Click the first row of data, then press and hold the Shift key while you click the last row of data to select all rows.

Step 24. Right-click the selected data and select Discontinue > Today/Future Date.

Note: If you do not have an active batch, the system will prompt you to create a new batch.

Step 25. In the Actions window (calendar), select the appropriate date for when your data should be discontinued. Click OK.
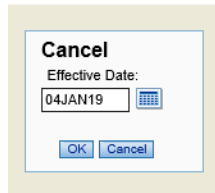
The system will apply populate the Sales Discontinue date with the date you selected.

Note: The system will perform the same validations as it does today, specifically to validate that the batch you are using is appropriate for the Sub Codes and Service Type you are discontinuing. If there are any issues, the system will display the appropriate message. For example:
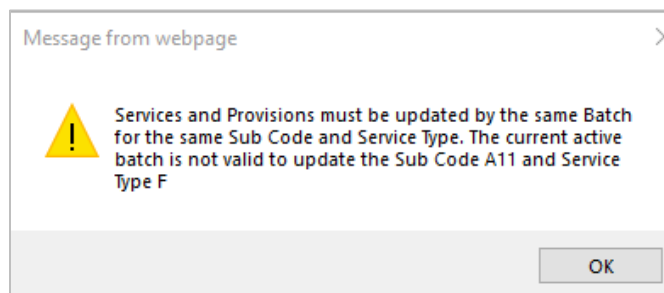
ALTERNATIVE OPTION TO DISCONTINUE DATA

Once you have imported your data migrated from Service Type F to Service Type C and you are sure that you are ready to discontinue/cancel all your Service Type F Baggage data, you have another option to do so without having to discontinue the Provisions (Record S7) data separately from the Services (Record S5) data.

Step 1.   In Optional Services, search Services using the following criteria:

- Carrier: xx (your carrier code)

- Group/Sub Group: BG

- Service Type: F

Step 2.   When the results are displayed, select all rows of data. Right-click the selected data and select Discontinue for your Services records. The system will prompt you that Provisions (Record S7) records exist for each of the Sub Codes in Service Type F and ask whether you would like to discontinue those associated Provisions records automatically.

> Discontinuing the Service requires discontinuing the Provisions for Sub Code MNY Service Type F, do you want to automatically discontinue the associated Provisions?
>
> [OK]   [CANCEL]
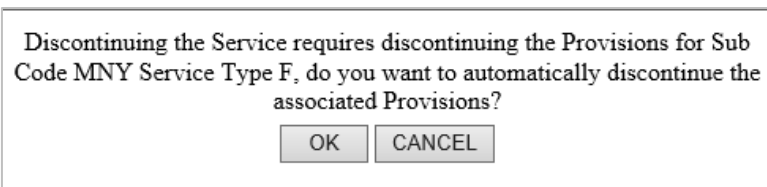
RELEASE BATCHES

Once you have completed migrating your data and discontinuing your Service Type F data, you are ready to release all your batches.

Baggage Data Migration Guidance

This section provides guidance to airlines regarding how they should migrate their baggage charges filings from Service Types F (Flight-Related Services) and P (Prepaid Baggage Charges Services) to Service Type C (Baggage Charges Services).

Scenarios include but are not limited to the following:

- Adding Default Check-in Provisions
- Controlling distribution by point of sale
- Pets
- Free Strollers
- Overweight / Oversize within the Allowance
- Sub Codes without Weight & Size

Airlines and systems with any additional scenarios that would like to see added to this document, please forward your request to baggagecommunity@atpco.net.

> **Airlines that don't file prepaid baggage** (or want to define provisions for check-in and disclosure only) should set their baggage charges records to **Prepaid / Check-In Indicator value "C"** (charges and disclosure only)

Add Default Check-In Sequences in Service Type "C"

Guidance: Processing in Service Type "C" follows US DoT / CTA and Reso 302 guidelines to pick a Most Significant Carrier whose baggage rules apply. This may result in a carrier whose baggage rules apply in parts of the world where they may not even provide transportation. To ensure interline check-in fees are applied and disclosed at check-in locations worldwide, airlines should file a default check-in provision in Service Type C (i.e. highest sequence number within each sub code) with Prepaid/Check-in value "C" (check-in/disclosure) and no restrictions (e.g. no geographies and no Security Table 183).

Example – Migrating check-in fees from Type F

Type F Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	F	0CC	ABAG	FIRST EXCESS BAG	B1 – First Bag	Blank

Record Type	Service Type	Sub Code	Sequence	Fee	Geographies	Pub/ Pri	Security Table
S7	F	0CC	1000	USD 25	Within N US	Pri	GDS = 1S, Office = Check

Copy to C + add Prepaid/Check-In Value C

(Note: ATPCO will automatically populate the occurrence into the filing for the F Type Sub Codes)

Type C Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	C	0CC	ABAG	FIRST EXCESS BAG	B1 – First Bag	Blank

This guidance is intended for airlines who don't yet have mature check-in data in Type "C"

Record Type	Service Type	Sub Code	Prepaid / Check-in	Sequence	Fee	Geographies	Occurrence (First-Last)	Private Distribution	Security Table
S7	C	0CC	C	1000	USD 25	Within N US	1-1	Pri	GDS = 1S, Office = Check
S7	C	0CC	C	2000	USD 35	Blank	1-1	Blank	Blank

The data indicates that the first excess check-in 0CC on travel within N US at GDS 1S and Office Check is 25 USD. For all other travel worldwide at any point of sale, the default check-in fee is USD 35.

Default Check-in Record with no Geographic or Security Table restrictions

Controlling Distribution by Point of Sale

Guidance: Airlines should check with their system providers to determine what baggage charges data they process in Service Type C (please see Subscriber Readiness Matrix). If there are system discrepancies in processing (e.g. some systems are not ready with First/Last Occurrence or Weight/Size processing) during the migration, please use the Security Table 183 to control distribution of baggage charges filings.

Example 1 – Controlling Occurrence Distribution

Type F Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	F	0CC	ABAG	FIRST EXCESS BAG	B1 – First Bag	Blank

Record Type	Service Type	Sub Code	Sequence	Fee	Adv Res	Pub/ Pri	Security Table
S7	F	0CC	1000	USD 25	24 hr	Pri	Discounted: web, internet check-in

Copy to C + add Prepaid/Check-In Value P

(Note: ATPCO will automatically populate the occurrence into the filing for the F Type Sub Codes)

Type C Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	C	0CC	ABAG	FIRST EXCESS BAG	B1 – First Bag	Blank

Record Type	Service Type	Sub Code	Prepaid / Check-in	Sequence	Fee	Adv Res	Occurrence (First-Last)	Private Distribution	Security Table
S7	C	0CC	P	1000	USD 25	24 hr	Blank-Blank	ZZ	GDS = ZZ, PCC = Res
S7	C	0CC	P	2000	USD 25	24 hr	1-1	YZ	GDS = YZ, PCC = Mer

Control Distribution of Occurrence to specific Points of Sale

The data indicates that a prepaid 0CC with no occurrence sold at least 24 hours prior to departure from the origin of the baggage travel at GDS ZZ and PCC Res is 25 USD. The data also indicates that a prepaid 0CC with first/last occurrence 1-1 sold at least 24 hours prior to departure from the origin of the baggage travel at GDS YZ and PCC Mer is 25 USD.

Example 2 – Controlling Weight/Size Distribution

Type F Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	F	0CC	ABAG	FIRST EXCESS BAG	B1 – First Bag	Blank

Record Type	Service Type	Sub Code	Sequence	Fee	Adv Res	Pub/ Pri	Security Table
S7	F	0CC	1000	USD 25	24 hr	Pri	Discounted: web, internet check-in

Copy to C + add Prepaid/Check-In Value P

Type C Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	C	0CC	ABAG	FIRST EXCESS BAG	B1 – First Bag	Blank
S5	C	0GO	XBAG	UPTO50LB 23KG AND62LI 158LCM	23 – Up to 50 lbs/ 23 kg	6U – Up to 62 li/ 158 lcm

Record Type	Service Type	Sub Code	Prepaid / Check-in	Sequence	Fee	Adv Res	Occurrence (First-Last)	Private Distribution	Security Table
S7	C	0CC	P	1000	USD 25	24 hr	Blank-Blank	ZZ	GDS = ZZ PCC = Res
S7	C	0GO	C	1000	USD 25	Blank	1-1	YZ	GDS = YZ PCC = Mer

Control Distribution of Weight/Size to specific Points of Sale

atpco

The data indicates that a prepaid 0CC with no occurrence sold at least 24 hours prior to departure from the origin of the baggage travel at GDS ZZ and PCC Res is 25 USD. The data also indicates that a check-in 0GO with first/last occurrence 1-1 sold at GDS YZ and PCC Mer is 25 USD.

Pets

Guidance: Airlines should migrate Pet in Hold provisions to Service Type C and continue to maintain Pet in Cabin provisions under Service Type F. ATPCO data application, based on industry guidance, specifies that Pet in Hold provisions should be priced like checked baggage while Pet in Cabin provisions should be priced like an optional service (e.g. Meals).

Sample Pet Sub Codes (as of 01APR19)

Optional Services Industry Sub Codes

Sub Code	Group	Sub Group	Description 1	Description 2	Commercial Name	RFIC
020	BG - Baggage	PN – Pet in Hold			PET IN HOLD	C
03B	BG - Baggage	PN – Pet in Hold	08 - Up to 18 lb/8 kg		PET IN HOLD UP TO 8 KG	C
043	BG - Baggage	PN – Pet in Hold	14 - Up to 31 lb/14 kg		PET IN HOLD UP TO 14KG	C
026	BG - Baggage	PN – Pet in Hold	23 - Up to 50 lb/23 kg		PET IN HOLD UP TO 23KG	C
025	BG - Baggage	PN – Pet in Hold	32 - Up to 70 lb/32 kg		PET IN HOLD UP TO 32KG	C
05X	BG - Baggage	PN – Pet in Hold	45 - Up to 100 lb/45 kg		PET IN HOLD UP TO 45KG	C
05Y	BG - Baggage	PN – Pet in Hold	1X - Over 100 lb/45 kg		PET IN HOLD OVER 45KG	C
024	BG - Baggage	PN – Pet in Hold	50 - Up to 110 lb/50 kg		PET IN HOLD UP TO 50KG	C
0BT	PT - Pets	PC - In Cabin			PET IN CABIN	C
0BS	PT - Pets	PH - In Hold			PET IN HOLD	C
0PS	PT - Pets	PH - In Hold	SM - Small	08 - Up to 18 lb/8 kg	SMALL PET IN HOLD 8KG	C
0AY	PT – Pets	PH - In Hold	SM - Small		PET IN HOLD SMALL	C
036	PT - Pets	PH – In Hold	SM - Small	12 – Up to 26 lb/12 kg	SMALL PET IN HOLD UP TO 12KG	C
0AZ	PT - Pets	PH - In Hold	MD - Medium		PET IN HOLD MEDIUM	C
0PT	PT – Pets	PH - In Hold	MD - Medium	25 - Up to 55 lb/25 kg	MEDIUM PET IN HOLD 9KG 25KG	C
037	PT - Pets	PH – In Hold	MD - Medium	50 – Up to 110 lb/50 kg	MEDIUM PET IN HOLD 13 TO 50 KG	C
0A0	PT - Pets	PH - In Hold	LG - Large		PET IN HOLD LARGE	C
0PU	PT - Pets	PH - In Hold	LG - Large	2W – Over 55 lb/25 kg	LARGE PET IN HOLD OVER 25KG	C
038	PT - Pets	PH - In Hold	LG - Large	1Q – Over 110 lb/50 kg	LARGE PET IN HOLD OVER 50KG	C
0A1	PT - Pets	PH - In Hold	XL - Extra Large		PET IN HOLD EXTRA LARGE	C
031	PT - Pets	PH – In Hold	XL – Extra Large	50 – Up to 110 lb/50 kg	EXTRA LARGE PET IN HOLD 50KG	C

Pet in Cabin

Pet in Hold

Note: The Baggage Community has identified a discussion item to address how to clean up and consolidate these sub codes.

Example – Migrating Pet in Hold

Example F Type Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Sub Group	Description 1	Description 2
S5	F	0BS	APET	PET IN HOLD	PN – Pet in Hold	Blank	Blank

Record Type	Service Type	Sub Code	Sequence	Fee	Adv Res
S7	F	0BS	1000	USD 25	Blank

Pet in Hold migrated to Type C

Example C Type Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Sub Group	Description 1	Description 2
S5	C	0BS	APET	PET IN HOLD	PN – Pet in Hold	Blank	Blank

Record Type	Service Type	Sub Code	Prepaid / Check-in	Sequence	Fee	Adv Res	Occurrence (First-Last)
S7	C	0BS	P	1000	USD 25	24 hr	1-1

The data indicates that the first occurrence of a prepaid Pet in Hold (0BS) sold at least 24 hours prior to departure from the origin of the baggage travel is USD 25.

Note: If an airline only wants Pet in Hold (e.g. 0BS) offered as checked baggage, then the airline should set Prepaid/Check-in to value "C" (check-in).

Free Stroller

Guidance: Some airlines have a policy that one stroller is permitted free in addition to the checked baggage allowance. The common interpretation of this policy is that the airline is waiving the fee for the first stroller. ATPCO recommends airlines use the filing convention of "//00/" within Text Table 196 of the allowance filing in Service Type A (Baggage Allowance) to indicate the "0" strollers are permitted free along with a charges filing in Service Type C with occurrence "1-1" as "free".

Example Service Type C Filing – Free Stroller

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	C	0GO	XBAG	UPTO50LB 23KG AND62LI 158LCM	23 – Up to 50 lbs/ 23 kg	6U – Up to 62 li/ 158 lcm
S5	C	0F4	Blank	STROLLER OR PUSHCHAIR	ST – Stroller/ Pushchair	Blank

Record Type	Service Type	Sub Code	Sequence	P/CI	Baggage Allowance Free Pieces	Free / Not Avail	Occur (first-last)	Text Table 196	Currency Tbl
S7	A	0DF	0001000	Blank	1	F	Blank	//01/0GO //00/0F4	00000000
S7	C	0F4	0001000	C	Blank	F	1-1	00000000	00000000
S7	C	0GO	0001000	C	Blank	Blank	1-1	00000000	USD 25

The data indicates that the free baggage allowance is 1 piece with "0" strollers (0F4) permitted free. The data also indicates that the first excess stroller (0F4) is free and that the first excess bag (0GO) is USD 25.

Scenario 1*: Passenger checks one 20 lbs bag.

Result: Match S7, Service Type A and 0DF and the free baggage allowance is 1 piece. Text Table 196 advises that one bag up to 23kgs/50 lbs and 62 li/158licm is permitted free and 0 strollers are permitted free. Since the input bag is < 50 lbs and the fee is being assessed at check-in, processing determines the bag is considered free.

Scenario 2*: Passenger checks a stroller.

Result: Match S7, Service Type A, 0DF and sequence 1000 and the free baggage allowance is 1 piece. Text Table 196 advises that one bag up to 23kgs/50 lbs and 62 li/158licm is permitted free and 0 strollers are permitted free. Processing assigns occurrence 1 to the stroller and matches S7, Service Type C, Sub Code 0F4, sequence 1000 and determines the stroller is free.

Scenario 3*: Passenger checks two 10 lbs bags and a stroller.

Result: Match S7, Service Type A, 0DF and sequence 1000 and the free baggage allowance is 1 piece. Text Table 196 advises that one bag up to 23kgs/50 lbs and 62 li/158licm is permitted free and 0 strollers are permitted free. Processing assigns occurrence 1 to the stroller and matches S7, Service Type C, Sub Code 0F4, sequence 1000 and determines the stroller is free. Processing determines the first 10 lbs bag is free. Processing assigns occurrence 1 to the second 10 lbs bag and matches S7, Service Type C, 0GO sequence 1000 and assesses a fee of USD 25.

*Please refer to ATPCO Baggage in Optional Service Data Application for standard processing rules.

EMD (Electronic Miscellaneous Document) Reminders

Guidance: If an airline wants to issue an EMD for the checked baggage migrated to Service Type C, it's important that that the airline remembers to specify the following in the Services (S5) screen of ATPCO Optional Services:

- Set the EMD Type = 2 (ASC). This value indicates that the system shall create a flight associated EMD.
- Set the RFIC = C (baggage). The value indicates that the reason for issuance on the EMD will be for baggage. IATA RFIC (Reason for Issuance Code) is required on EMD's.

Example Service Type C Filing – Excess bag offered with EMD

Record Type	Service Type	Sub Code	EMD TYPE	RFIC	SSR	Commercial Name	Description 1	Description 2
S5	C	0GO	2	C	XBAG	UPTO50LB 23KG AND62LI 158LCM	23 – Up to 50 lbs/ 23 kg	6U – Up to 62 li/ 158 lcm

The data indicates that a 0GO baggage charges service up to 50 lbs / 23 kgs and 62 li / 158 licm should be booked with SSR = XBAG and have a flight associated EMD issued with Reason for Issuance Code = C.

*Please refer to ATPCO Baggage in Optional Service Data Application for standard processing rules.

Overweight and Oversize within the Allowance <mark>Pending Industry Adoption</mark>

Guidance: As part of the effort to migrate baggage fees from Type F and P to Type C, the Baggage Migration Task Force requested new, generic sub codes (i.e. 08H, 08U, 08V, 08W, 08I, 08Y, 08Z, 080, 08J, 082, 083, 084) to define overweight and/or oversize within the allowance. Additionally, the Task Force wanted to use these new sub codes to test a new Weight and Size Table 192 to specify the weights and sizes of these bags. ATPCO recommends using these new, generic sub codes to define Heavy and/or Oversize within the Allowance and include a Weight & Size Table 192 to define the applicable weight and size restrictions.

Example Service Type "C" Filing – Overweight and Oversize within the Allowance

Weight & Size Table 12345678						
# Segs	Up To/ Over	Weight	Unit	Up To/ Over	Size	Unit
02	U	70	LBS	Blank	Blank	Blank
	U	32	KG	Blank	Blank	Blank

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2	Weight & Size Table 192
S5	P	0BH	XBAG	HEAVY WITHIN ALLOWANCE	X8 – First Bag	T1 – Tier 1	12345678
S5	C	0BH	XBAG	HEAVY WITHIN ALLOWANCE	X8 – First Bag	T1 – Tier 1	12345678

Record Type	Service Type	Sub Code	Sequence	Prepaid / Check-In	Baggage Allowance Free Pieces	Adv Res	Currency Table	Text Table 196
S7	A	0DF	0001000	Blank	2	Blank	Blank	//02/0GO
S7	C	08H	0001000	P	Blank	24 hrs	USD 50	00000000
S7	C	08H	0002000	C	Blank	Blank	USD 75	00000000

The data indicates that the free baggage allowance is 2 pieces. The fee for a prepaid bag that is bought at least 24 hours prior to departure and is heavy within the allowance up to 70 lbs/32 kg is USD 50. The fee for a check-in bag that is heavy within the allowance up to 70 lbs/32 kg is USD 75.

Scenario 1*: Passenger requests to pre-pay for a heavy bag 48 hours prior to departure.

Result: Match S7, Service Type C and Sub Code 08H and sequence 1000 and assess a fee of USD 50.

Scenario 2*: Passenger brings a heavy bag at check-in that weighs 30 kgs.

Result: Match S7, Type A and 0DF and the resulting free baggage allowance is 2 pieces. Text Table 196 advises that two bags up to 23kgs/50 lbs and 62 li/158licm are permitted free. Since the input bag is > 23 kgs and < 32 kg and the fee is being assessed at check-in, processing matches S7 08H sequence 2000 and assesses a fee of USD 75.

*Please refer to ATPCO Baggage in Optional Service Data Application for standard processing rules.

Sales Dates vs. Ticket Dates

Guidance: For Service Type F, Optional Services data application defines the maintenance dates are applied based on the sale date / offer date of the service. For Service Type C, Optional Services data application defines the maintenance dates are applied based on the passenger ticket date. The reason for the difference is that Service Type C (Baggage Charges) are defined to align the application of the charge provision with contract of carriage. For example, if an airline quotes a fee of $25 at time of passenger ticketing, this fee should apply at time of passenger check-in.

Note: There is a business requirement to add the capability to define Type C provisions based on Sales Date in addition to Ticket Date.

Example 1 – Application of maintenance dates for Service Type F

Type F Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	F	0CC	ABAG	FIRST EXCESS BAG	B1 – First Bag	Blank

Record Type	Service Type	Sub Code	Eff	Disc	Sequence	Fee	Adv Res	Pub/ Pri	Security Table
S7	F	0CC	01JAN19	999999	500	USD 20	Blank	Blank	Blank
S7	F	0CC	25SEP20	999999	1000	USD 25	Blank	Blank	Blank

The data indicates that a 0CC first excess bag costs USD 25 for sales on / after 25SEP20.

Scenario 1*: Passenger purchases a ticket on 24SEP20 and wants to buy an excess bag.

Result: Match Sequence S7 sequence 500 and apply the USD 20 fee.

Scenario 2*: Passenger checks in on 01NOV20 and wants to pay for an excess bag.

Result: Match S7 sequence 1000 and apply the USD 25 fee.

Example 2 – Application of maintenance dates for Service Type C

Type C Filing

Record Type	Service Type	Sub Code	SSR	Commercial Name	Description 1	Description 2
S5	C	0CC	XBAG	FIRST EXCESS BAG	B1 – First Bag	Blank

Record Type	Service Type	Sub Code	Eff	Disc	Sequence	Fee	Adv Res	Pub/ Pri	Security Table
S7	C	0CC	01JAN19	999999	500	USD 20	Blank	Blank	Blank
S7	C	0CC	25SEP20	999999	1000	USD 25	Blank	Blank	Blank

The data indicates that a 0CC first excess bag costs USD 25 for passenger tickets on / after 25SEP20.

Scenario 1*: Passenger purchases a ticket on 24SEP20 and wants to buy an excess bag.

Result: Match Sequence S7 sequence 500 and apply the USD 20 fee.

Scenario 2*: Passenger checks in on 01NOV20 and wants to pay for an excess bag.

Result: Match S7 sequence 500 and apply the USD 20 fee (note: the price matches the passenger ticket date to the effective and discontinue date)