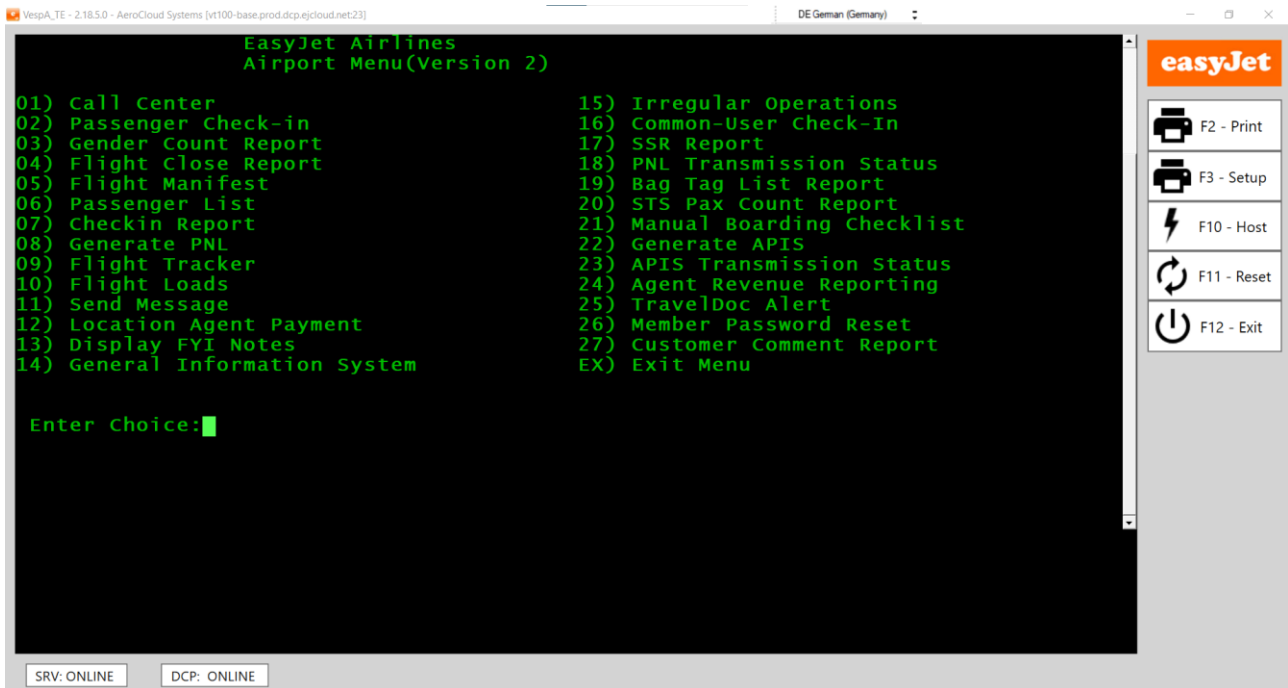


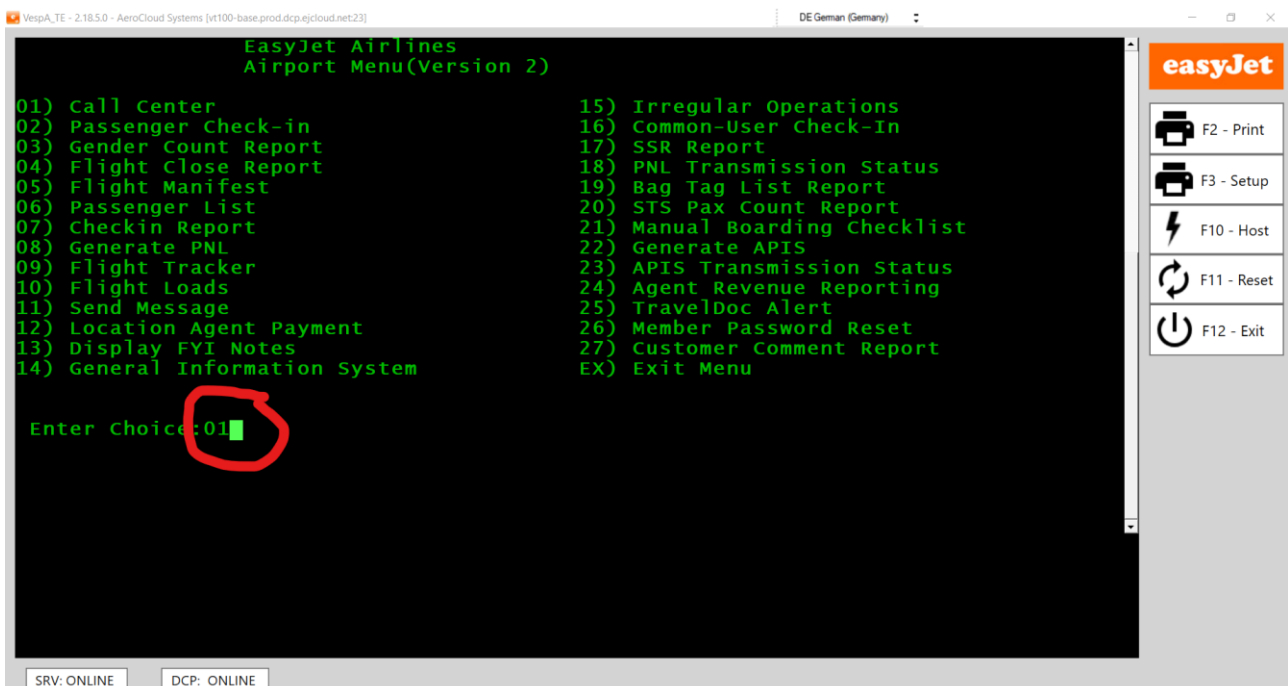


Topic: How To Register A Payment In eRes?

Step 1: Log in to the system via Citrix on a laptop, and you should be presented with the following home page.



Step 2: To register payments, you will need to work in menu **01)**





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Step 3: Retrieve the booking with entry **.PNR**

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

EasyJet Airlines
Airport Menu (Version 2)

01) Call Center	15) Irregular Operations
02) Passenger Check-in	16) Common-User Check-In
03) Gender Count Report	17) SSR Report
04) Flight Close Report	18) PNL Transmission Status
05) Flight Manifest	19) Bag Tag List Report
06) Passenger List	20) STS Pax Count Report
07) Checkin Report	21) Manual Boarding Checklist
08) Generate PNL	22) Generate APIS
09) Flight Tracker	23) APIS Transmission Status
10) Flight Loads	24) Agent Revenue Reporting
11) Send Message	25) TravelDoc Alert
12) Location Agent Payment	26) Member Password Reset
13) Display FYI Notes	27) Customer Comment Report
14) General Information System	EX) Exit Menu

Enter Choice:01

BOOK, EUR, ET > .K98LCN3

SRV: ONLINE DCP: ONLINE

easyJet

- F2 - Print
- F3 - Setup
- F10 - Host
- F11 - Reset
- F12 - Exit

Step 4: Open the list of charges with entry **FEE**

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

Agent: B2BTRAVELFUSION Booked: 30MAR25 12:38 Modified: 31MAR25
EZ Rec Locator K98LCN3 Received: Lang: EN Curr: EUR Dist: E

01-EJU2993	31MAR25	Mo	FRAFCO	0	HK01	1540/1730	S102.49	EUR	102.49>01	1A*
02-EJU2993	31MAR25	Mo	FRAFCO	0	HK01	1540/1730	S102.49	EUR	102.49>02	1B*
03-EJU2992	02APR25	We	FCOFRA	0	HK01	1300/1500	B62.49	EUR	62.49>01	15D
04-EJU2992	02APR25	We	FCOFRA	0	HK01	1300/1500	B62.49	EUR	62.49>02	15E

EJU2993 (31 MAR 25 FRAFCO) departs from Frankfurt International - Terminal 1
EJU2993 (31 MAR 25 FRAFCO) arrives into Rome Fiumicino - T1
EJU2992 (02 APR 25 FCOFRA) departs from Rome Fiumicino - T1
EJU2992 (02 APR 25 FCOFRA) arrives into Frankfurt International - T2

SVC+01	250330	00	B2BTRAVELFUSION	CCB 1						.00
SVC+02	250330	00	B2BTRAVELFUSION	POSS						14.00
SVC+03	250330	00	B2BTRAVELFUSION	POSS						14.00
SVC+04	250330	00	B2BTRAVELFUSION	POSS						14.00
SVC+05	250330	00	B2BTRAVELFUSION	POSS						14.00
SVC+06	250331	01	EASYJET.COM	SSC1 EXTRA LEGROOM						31.49
SVC+07	250331	02	EASYJET.COM	SSC1 EXTRA LEGROOM						31.49

Fare: 329.96 Tax: 46.06 Fees: 118.98 Ext Products: .00 Exp: .00
Grand Total: 495.00 EUR
(MD) scroll down FEE

SRV: ONLINE DCP: ONLINE

easyJet

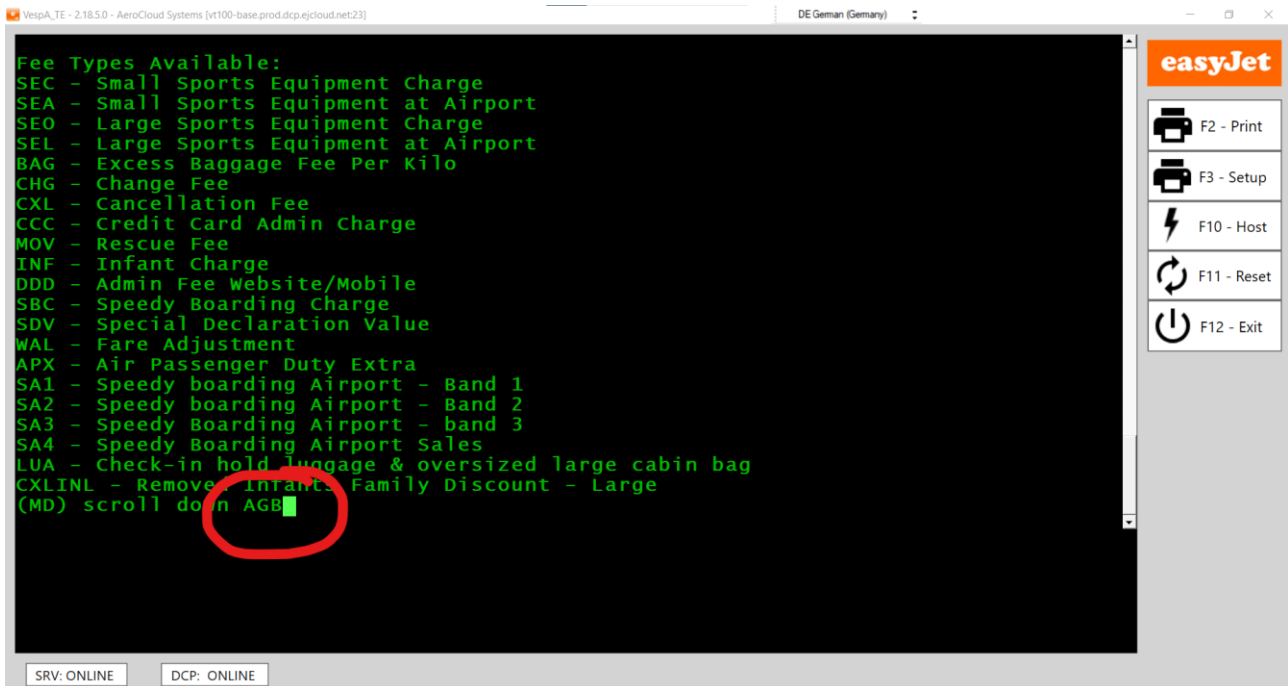
- F2 - Print
- F3 - Setup
- F10 - Host
- F11 - Reset
- F12 - Exit



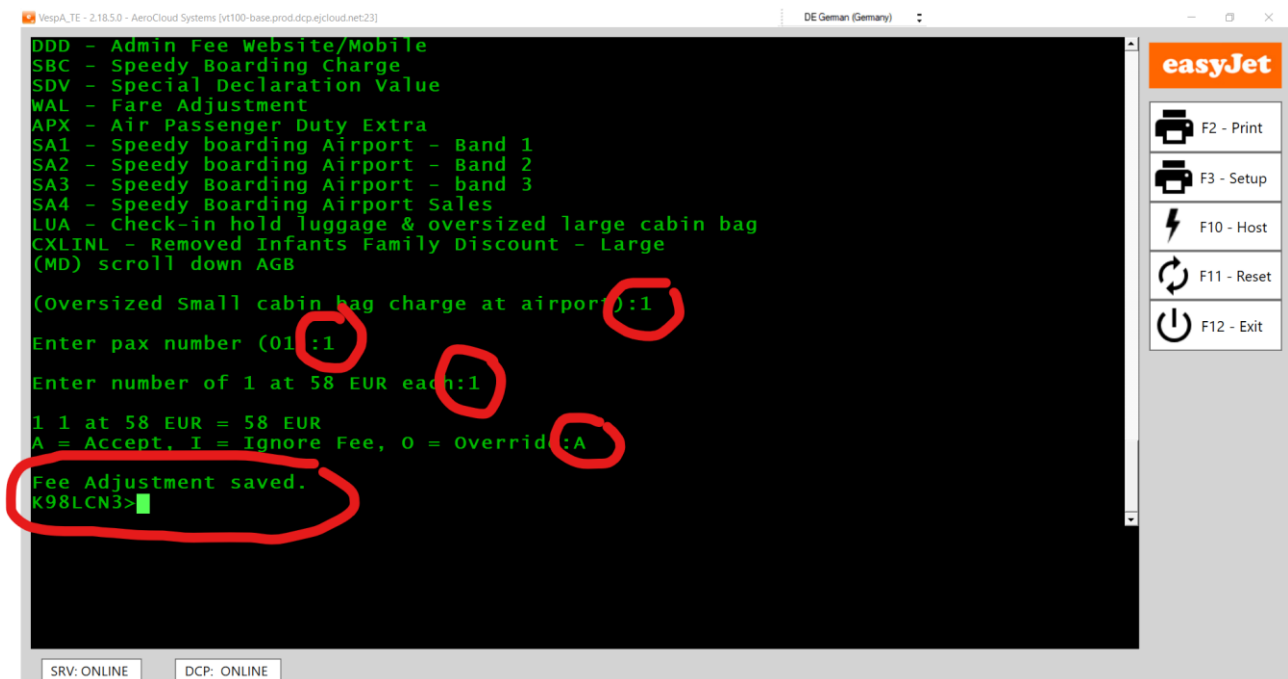
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Step 5: Type in the code of the charge what you would like to register. On this example, it is **AGB**



Step 6: Answer the questions what eRes will ask you. The questions differ from service to service. And at the end with entry **A** accept the charge.





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Step 7: With entry **.A** display the booking, and check that the charge was correctly registered and it is visible under Balance.

```
VesPA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)
DDD - Admin Fee Website/Mobile
SBC - Speedy Boarding Charge
SDV - Special Declaration Value
WAL - Fare Adjustment
APX - Air Passenger Duty Extra
SA1 - Speedy boarding Airport - Band 1
SA2 - Speedy boarding Airport - Band 2
SA3 - Speedy Boarding Airport - band 3
SA4 - Speedy Boarding Airport Sales
LUA - Check-in hold luggage & oversized large cabin bag
CXLINL - Removed Infants Family Discount - Large
(MD) scroll down AGB

(Oversized Small cabin bag charge at airport):1
Enter pax number (01):1
Enter number of 1 at 58 EUR each:1
1 1 at 58 EUR = 58 EUR
A = Accept, I = Ignore Fee, O = Override:A
Fee Adjustment saved.
K98LCN>.A
```

SRV: ONLINE DCP: ONLINE

```
VesPA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)
Fare: 329.96 Tax: 46.06 Fees: 176.98 Ext Products: .00 Exp: .00
Grand Total: 553.00 EUR
Maximum no. of Bags/SE/Weight allowed: 0Bags,0SE,0Kgs
EUR :      Total-cost      Payments      Balance
-----
mod:      553.00      495.00      58.00
Names:02
01.MALIQI/ARDIAN MR 02.WITTE/ANDREAS MR
Comments:02
G TRAVELFUSION BOOKING 0330 1238 B2BTRAVE
LFUSION
G OFFICEID: ICEID:ETVLI, IATA NUMBER: 99999999 0330 1238 B2BTRAVE
LFUSION
Payments:
01)VI_455619XXXXXX1515-0328 A 432.02 EUR CC250330 932699 432.02
02)VI_420879XXXXXX1973-0329 A 62.98 EUR CC250331 311084 62.98
History on file.+009
(MU) scroll up
```

SRV: ONLINE DCP: ONLINE



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Step 8: With entry **F-CA** / register the form of payment as cash. Please note, even if the passenger pays us with his card through our POS machine, the payment in the system should be registered as cash.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

Fare: 329.96 Tax: 46.06 Fees: 176.98 Ext Products: .00 Exp: .00
Grand Total: 553.00 EUR

Maximum no. of Bags/SE/Weight allowed: 0Bags,0SE,0kgs

	Total-cost	Payments	Balance
EUR :	495.00	.00	0.00
mod:	553.00	495.00	58.00

Names:02
01.MALIQI/ARDIAN MR 02.WITTE/ANDREAS MR

Comments:02
G TRAVELFUSION BOOKING 0330 1238 B2BTRAVE
LFUSION
G OFFICEID: ICEID:ETVLI, IATA NUMBER: 99999999 0330 1238 B2BTRAVE
LFUSION

Payments:
01)VI_455619XXXXXX1515-0328 A 432.02 EUR CC250330 932699 432.02
02)VI_420879XXXXXX1973-0329 A 62.98 EUR CC250331 311084 62.98
History on file.+009
(MU) scroll up F-CA /58.00

SRV: ONLINE DCP: ONLINE

easyJet

F2 - Print
F3 - Setup
F10 - Host
F11 - Reset
F12 - Exit

Step 9: With entry **R-** register the caller. The caller is always the family name of the passenger.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

mod: 553.00 495.00 58.00

Names:02
01.MALIQI/ARDIAN MR 02.WITTE/ANDREAS MR

Comments:02
G TRAVELFUSION BOOKING 0330 1238 B2BTRAVE
LFUSION
G OFFICEID: ICEID:ETVLI, IATA NUMBER: 99999999 0330 1238 B2BTRAVE
LFUSION

Payments:
01)VI_455619XXXXXX1515-0328 A 432.02 EUR CC250330 932699 432.02
02)VI_420879XXXXXX1973-0329 A 62.98 EUR CC250331 311084 62.98
History on file.+009
(MU) scroll up F-CA /58.00

Payments:
01)VI_455619XXXXXX1515-0328 A 432.02 EUR CC250330 932699 432.02
02)VI_420879XXXXXX1973-0329 A 62.98 EUR CC250331 311084 62.98
03)CA_ 58.00 EUR CA250331 58.00

K98LCN3-R-MALIQI

SRV: ONLINE DCP: ONLINE

easyJet

F2 - Print
F3 - Setup
F10 - Host
F11 - Reset
F12 - Exit



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Step 10: With entry **ER** save the payment and retrieve the booking and check that the balance is now 0.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

```
01.MALIQI/ARDIAN MR 02.WITTE/ANDREAS MR
Comments:02
G TRAVELFUSION BOOKING                                0330 1238 B2BTRAVE
LFUSION                                                0330 1238 B2BTRAVE
G OFFICEID: ICEID:ETVLI, IATA NUMBER: 99999999
LFUSION

Payments:
01)VI_455619XXXXXX1515-0328  A 432.02      EUR CC250330 932699 432.02
02)VI_420879XXXXXX1973-0329  A 62.98      EUR CC250331 311084 62.98
History on file.+009
(MU) scroll up F-CA /58.00

Payments:
01)VI_455619XXXXXX1515-0328  A 432.02      EUR CC250330 932699 432.02
02)VI_420879XXXXXX1973-0329  A 62.98      EUR CC250331 311084 62.98
03)CA_                        58.00      EUR CA250331 58.00

K98LCN3>R-MALIQI
caller MALIQI logged.
K98LCN3>ER
```

SRV: ONLINE DCP: ONLINE

easyJet

- F2 - Print
- F3 - Setup
- F10 - Host
- F11 - Reset
- F12 - Exit

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

```
Grand Total: 553.00 EUR
Maximum no. of Bags/SE/Weight allowed: 0Bags,0SE,0Kgs
EUR :      Total-cost      Payments      Balance
-----
EUR :      553.00          553.00          0.00
mod:         0.00           0.00           0.00
Names:02
01.MALIQI/ARDIAN MR 02.WITTE/ANDREAS MR
Comments:02
G TRAVELFUSION BOOKING                                0330 1238 B2BTRAVE
LFUSION                                                0330 1238 B2BTRAVE
G OFFICEID: ICEID:ETVLI, IATA NUMBER: 99999999
LFUSION

Payments:
01)VI_455619XXXXXX1515-0328  A 432.02      EUR CC250330 932699 432.02
02)VI_420879XXXXXX1973-0329  A 62.98      EUR CC250331 311084 62.98
03)CA_                        N 58.00      EUR CA250331 58.00
History on file.+011
(MU) scroll up
```

SRV: ONLINE DCP: ONLINE

easyJet

- F2 - Print
- F3 - Setup
- F10 - Host
- F11 - Reset
- F12 - Exit



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Step 11: With entry **E** you may leave the booking.

Good job! 😊