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Translation

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Regulations governing production of manual reservation vouchers

Prescriptions applicables à l'établissement de titres de réservation manuels
Vorschriften für die Erstellung manueller Reservierungen



UNION INTERNATIONALE DES CHEMINS DE FER
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The person responsible for this leaflet is named in the UIC Code

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Summary

This leaflet covers transport services for which a manual reservation is made at the same time, and deals with the production of the corresponding manual reservation vouchers. It therefore applies to journeys involving at least two railway undertakings, and to journeys taking place entirely on the lines of a railway undertaking other than that which receives the reservation request. It does not cover the electronic production of reservation documents, dealt with in the framework of *UIC Leaflet 918-0, 918-1 and 918-2* "Electronic reservation of seats/berths and electronic production of transport documents".

It is supplemented by *UIC Leaflet 171* "Regulations governing production of reservation lists".

1 - Definitions

The terms "distributing company", "transport service-provider", "allocating office" and "requesting office" are used in this leaflet.

These terms are defined in the glossary (see page 15) given at the end of the document.

2 - Purpose

UIC Leaflet 170 and 171 relate only to transport services for which a reservation is made at the same time (manual reservation for Leaflet 170 and manual or electronic reservation for Leaflet 171).

This leaflet defines the conditions to be met so that passengers using offices authorised to this end by a distributing company can reserve in advance accommodation in all categories of trains and coaches managed, for reservation purposes, by a transport service-provider.

A list of these companies can be obtained as shown in Appendix **A** - page 13.

Leaflet 170 thus governs reservation operations carried out without the use of computer links for journeys involving at least two railway undertakings, and for journeys taking place entirely on the lines of a railway undertaking other than that which receives the reservation request.

These rules are valid both for individual passengers and small groups and for large groups. Any restrictions applied by the transport service-provider in this connection are mentioned in the reservation list.

Leaflet 170 also applies to reservation operations on routes involving the use of maritime transport if the shipping company concerned is recognised by UIC as a transport service-provider.

The Special Appendices to the TCV on "Seat Reservation" and "Berths" cover the commercial aspects linked with application of this leaflet. *UIC Leaflet 301* (or, on a provisional basis *UIC Leaflet 301-0 and 301-2*) should be consulted for accounting aspects.

This leaflet applies to requests for and allocation of seat and berth reservations:

- between two railway undertakings at least one of which uses a manual reservation system,
- between two railway undertakings using non-interconnected computerised systems.

It does not automatically apply to market-price reservations, of the type defined in point 11 of the TCV (Section I).

NB : If two or more railway undertakings use interconnected computer systems for seat reservations, with links other than host-to-host, the provisions of *UIC Leaflet 918-0, 918-1 and 918-2* shall apply.

3 - Scope of application

The transport service-provider may exclude itself from the scope of application of this leaflet, for example by only accepting reservation vouchers issued electronically. In such a case, this fact must be clearly stated in the reservation list compiled in accordance with the provisions of *UIC Leaflet 171*.

However, all distributing companies operating in similar circumstances must be treated equally and no unjustified discrimination is tolerated.

Similarly, the transport service-provider is free to accept or reject reservation applications made, for both individual passengers and groups, before electronic reservation has been opened. The relevant information must feature in the reservation list.