Download Exchange Order

- **Download Exchanger Order for a Single RLOC**
- **Download Exchanger Order for Multiple RLOCs**

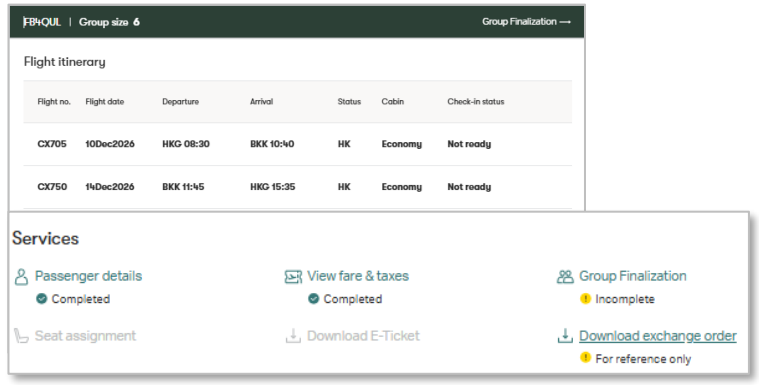
Last updated: Nov 2026

Download Exchanger Order for a Single RLOC

Once **View Fare & Taxes** is completed, the **Exchange Order** is available for download **for reference only**. The **final Exchange Order** will be available after **Group Finalization** is completed.

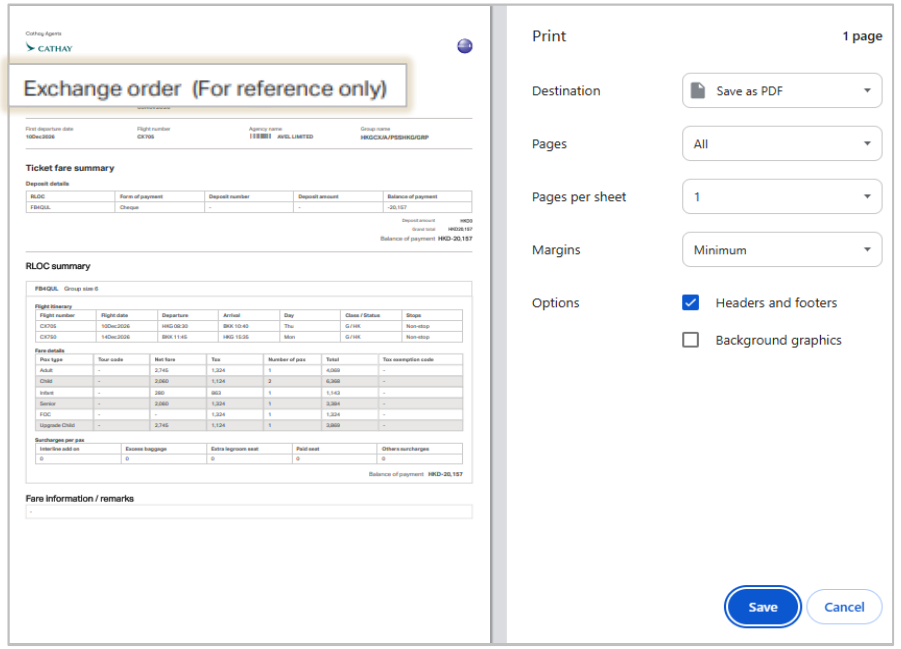
STEP 1

- Display a group booking, select **Download Exchange Order.**



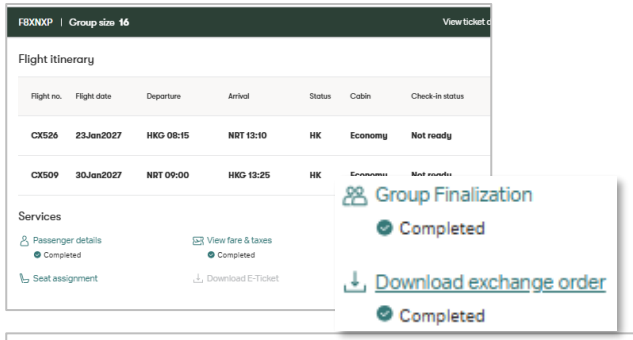
STEP 2

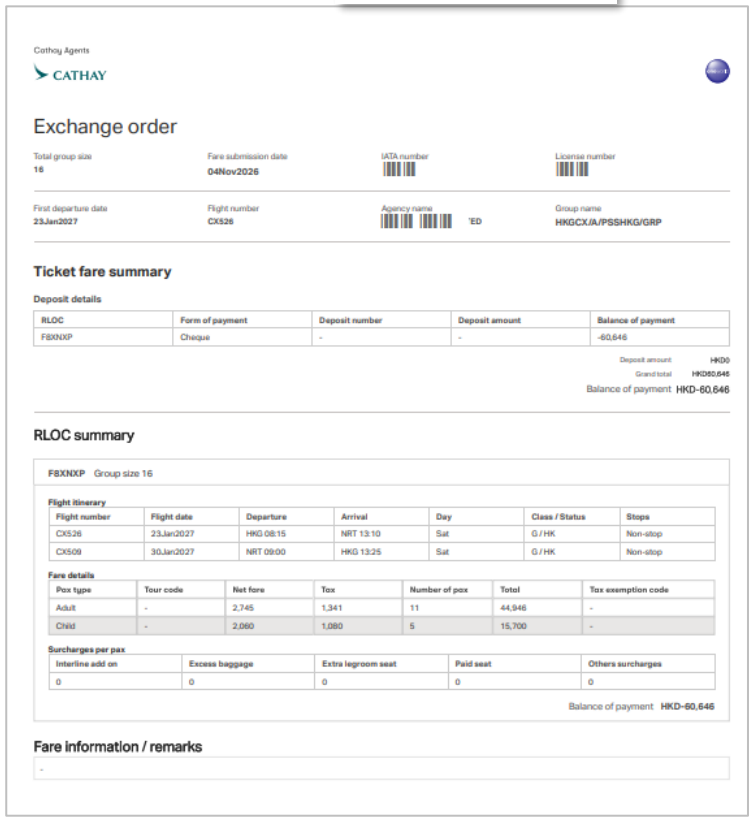
- In the **Print** window, select **Save as PDF**, then select **Save**.



Download Exchanger Order for a Single RLOC

The **final Exchange Order** will be available after **Group Finalization** is completed.





Download Exchanger Order for Multiple RLOCs

When downloading an **Exchange Order for multiple RLOCs**, only RLOCs that meet all the following conditions can be included:

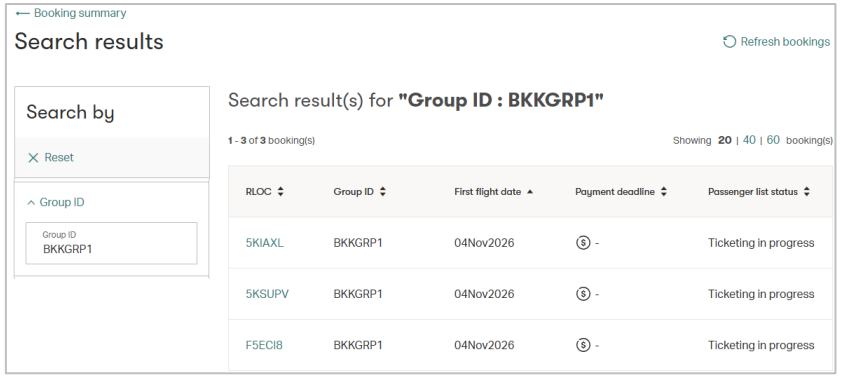
- Same **Group ID**
- Same **Group Finalization status**
- Same **submission date**

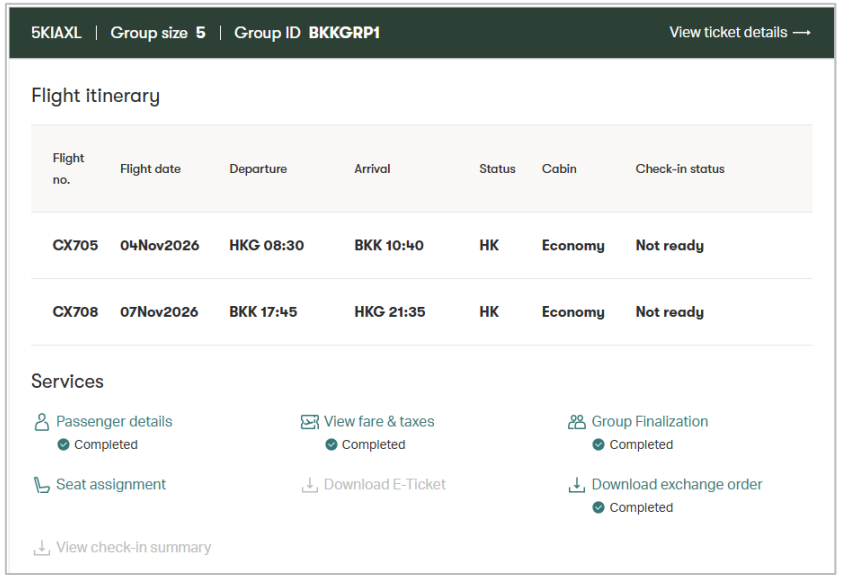
STEP 1

- Search by **RLOC** or **Group ID**, then select an RLOC.

STEP 2

- Select **Download Exchange Order.**



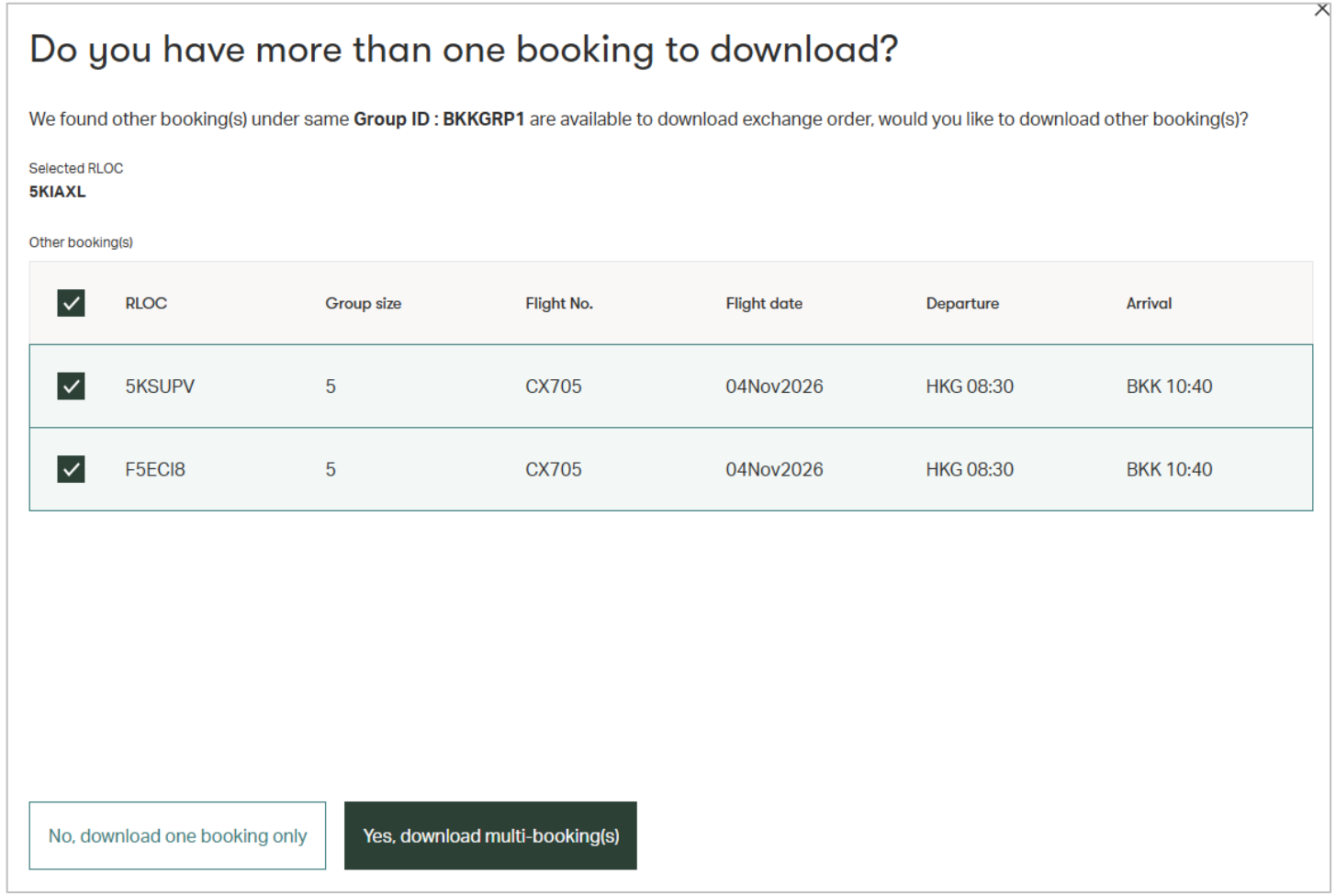


Download Exchanger Order for Multiple RLOCs

STEP 3

If other eligible RLOCs under the same **Group ID** are available, a pop-up window will appear.

- To include multiple RLOCs in the same Exchange Order, select the required RLOC(s), then select **Yes, download multi-booking(s)**.
- To download the Exchange Order for the selected RLOC only, select **No, download one booking only**.

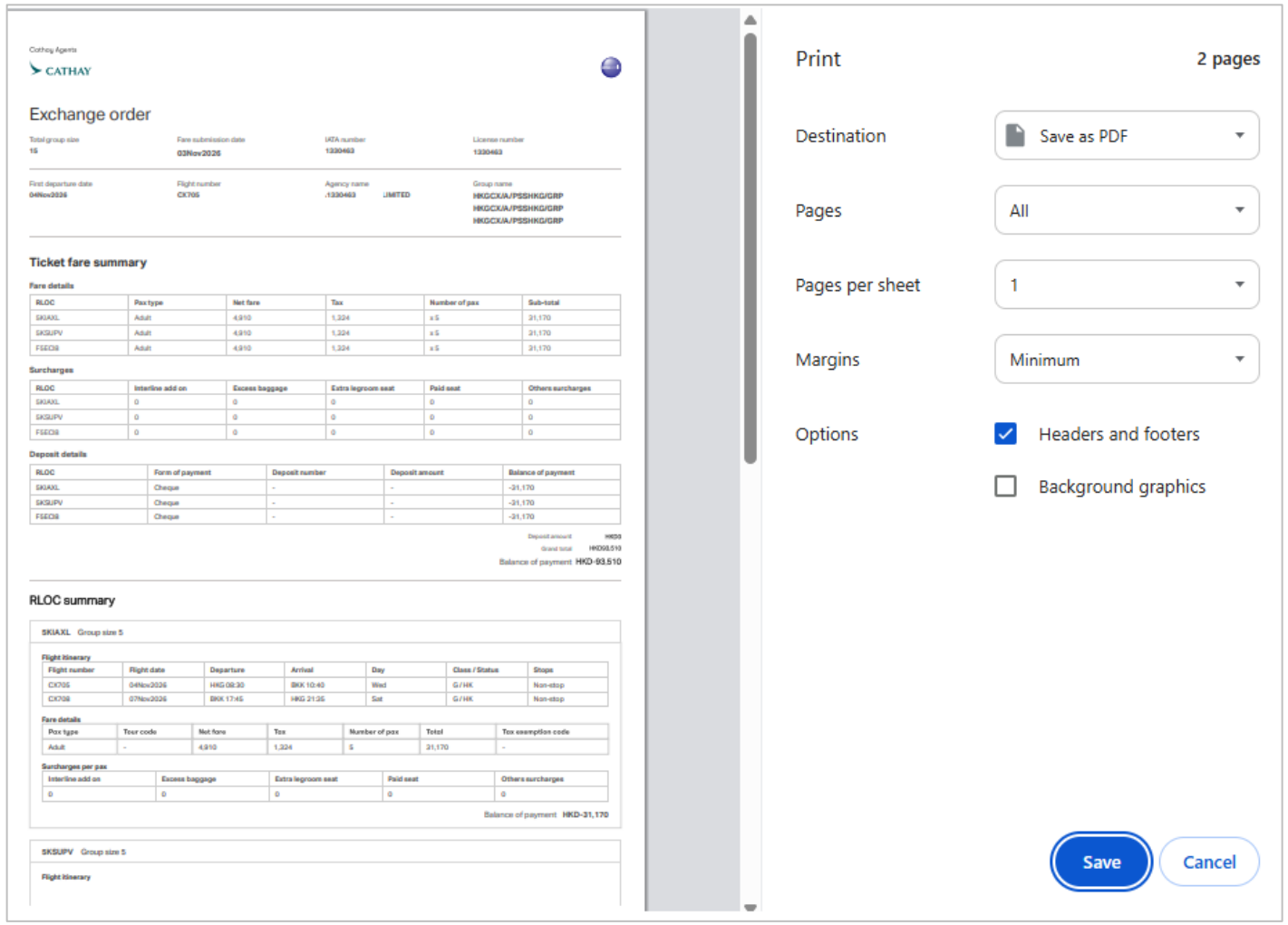


Download Exchanger Order for Multiple RLOCs

STEP 4

- In the **Print** window, select **Save as PDF**, then select **Save**.

EXAMPLE
Multiple RLOCs in the same Exchange Order



Download Exchanger Order for Multiple RLOCs

EXAMPLE

- **RLOCs with different Group Finalization statuses cannot be downloaded in the same Exchange Order.**
- **The system displays only RLOCs that meet the same conditions for selection.**

RLOC	Group ID	First flight date	Payment deadline	Passenger list status
FCCNO2	BKK2027JAN01	01Jan2027	-	Ticketing in progress
FCCTXG	BKK2027JAN01	01Jan2027	-	Completed
FCCLN4	BKK2027JAN01	01Jan2027	-	Ticketing in progress
FCCNOH	BKK2027JAN01	01Jan2027	-	Open

Do you have more than one booking to download?

We found other booking(s) under same **Group ID : BKK2027JAN01** are available to download exchange order, would you like to download other booking(s)?

Selected RLOC
FCCNO2

Other booking(s)

RLOC	Group size	Flight No.	Flight date	Departure	Arrival
FCCLN4	1	CX705	01Jan2027	HKG 08:30	BKK 10:40

No, download one booking only | Yes, download multi-booking(s)