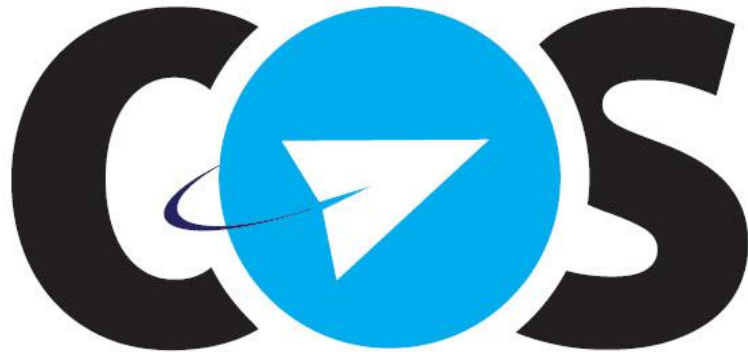


USER MANUAL



CARGO OPERATING SYSTEM

User Manual

- DRAFT version -
- for internal use only -

USER MANUAL

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1. General Usage - 1.1. Menu and structure

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1. General Usage - 1.2. Key Strokes

Save button	F2
Set AWB Status forward	Ctrl.+F9
Set AWB Status backward	Ctrl.+Shift+F9
Clear/empty the Booking Mask	Ctrl.+F12
Create a Single AWB	Ctrl.+F10
Create an Interline AWB	Ctrl.+F11
Close Search Function on Booking Mask	Esc-button
Open Agent Contacts	Ctrl.+F6
Select a Contact-person from the Contact-List	Ctrl.+Enter
Open Search Function on Booking Mask	Ctrl.+Shift+S
Open/Close the Routing Panel	Ctrl+Shift+R
Open/Close the Pricing Panel	Ctrl+Shift+P
Open/Close the Activity Log Panel	Ctrl+Shift+A
Jump to Dimension details grid	Ctrl.+Shift+D
Jump to fields OSI 1+2	Ctrl.+Shift+O
Go to SSR 1+2, Dispo/Truck-Info/AWB Comments	Ctrl.+Shift+O and continue with tab key
Open look-up button	Alt+Arrow-down
Go directly to the first selection inside a look-up-list	Home button
Go directly to the last selection inside a look-up-list	End button
To tab backwards	Shift+Tab
Get rid of a Pop-Up	ESC-button

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1. General Usage - 1.3. Useful Web-Browsers Key Strokes

Refresh Page	F5
Open new Browsing Window	Ctrl. + N
Open a new Tab	Ctrl. + T
Close tab	Ctrl. + W
Duplicate Tab	Ctrl. + K
Reopen the last Tab you closed	Ctrl. + Shift + T
Switch between Tabs	Ctrl. + Tab or Ctrl. + Shift + Tab
Print current Page	Ctrl. + P
Delete browsing history	Ctrl. + Shift + Delete
Zoom in (+10%)	Ctrl. + plus sign
Zoom out (-10%)	Ctrl. + minus sign
Find something on this page	Ctrl. + F
Toggle between full-screen and regular views	F11
Mark / Copy / Cut / Paste	Ctrl.+A / Ctrl.+C / Ctrl.+X / Ctrl.+V
Add site to the favorites	Ctrl. + D

Please note:

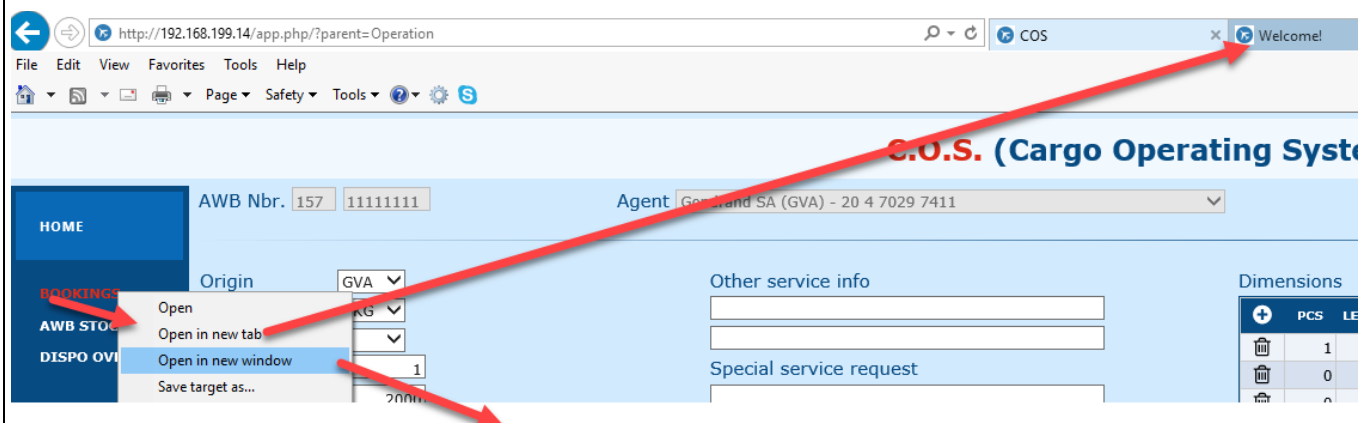
Depending on the type & version of your browser above key-strokes might not work or work differently. Maybe you might also have some software installed on your PC which might occupy/use any of the above key-strokes already.

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1. General Usage - 1.4. General hints & tricks - 1.4.1. Have multiple browser-tabs open

Open more masks/functions on other pages inside the browser

Do a right mouse-click while clicking on one of the function items in Menu panel



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1. General Usage - 1.5. AWB Status sequence & definition

An AWB normally goes through different phases (Status). From the moment when the AWB is created, either within a new AWB-serie received from an Airline or on a single basis, it is an established record on the AWB-Table. Fields are being populated with values along the way until the AWB is getting fully invoiced reaching the last status CLOSED.

Status	Description	Triggered by the action:
CREATED	AWB received from Airline	This very first status of an AWB is set right upon creating a new stock of AWBs in COS.
ASSIGNED	AWB given/assigned to an agent	By applying the Assign AWB to agent in the AWB stock control menu or by creating a single AWB on the booking mask, the AWB status changes from CREATED to ASSIGNED.
BOOKED	AWB/Shipment booked	Upon finishing a booking, saving it and applying the function "Change Status – Set to Booked" (Ctrl.+F9), the status changes from ASSIGNED to BOOKED. To cancel a booking, but keeping the AWB nbr assigned to the Agent, you can simply apply the function "Change Status – Set back" (Ctrl.+Shift+F9). This action will erase all the booking-details, but will still keep the assigned agent. Applying the function "Change Status – Set back" (Ctrl.+Shift+F9) on an ASSIGNED AWB, the status will change to CREATED and the agent will be erased from that AWB. Which means that you could use it/give it out again to another agent.
FLOWN	AWB/Shipment partly or fully flown	As soon as the shipment has departed either on the first or on all flight-legs, you can set the AWB-Status forward to FLOWN ("Change Status – Set to FLOWN" (Ctrl.+F9)). This action can be also done by a batch-function on the function "Dispo Overview" or by processing a received FFM-message setting multiple AWBs to FLOWN in one go. Setting 1 or more AWBs to FLOWN, the system automatically inserts the status code "DEP" on any flight-routing-line with a date&time which is situated in the past. Applying the function "Change Status – Set back" (Ctrl.+Shift+F9) on a FLOWN AWB, the status will change to BOOKED and the system will erase the status codes "DEP" in all flight-routing-lines. In a booking which is in status FLOWN, you cannot change Origin nor Final Destination of an AWB. To modify this, you need to set the status back to BOOKED first for such modifications.
"CHECKED" (in BOOKED or FLOWN)	AWB ready & locked for invoicing	Upon checking the relevant values of the AWB which affect the selling- and buying-rates as well as the Other Charges, you set the AWB to "CHECKED" by ticking the respective field on the Booking mask. Within this status the AWB is protected against further modifications as well as against the calculate function. As it's ready for the invoicing run selling & buying. You can untick the CHECKED status anytime in order to open up the booking-fields for any modifications.
INVOICED SELLING	AWB invoiced to Agent	Upon invoicing the selling-side, either by running the final version of a CASS-File or an SRA (Sales Report Agent), the system automatically moves the AWB status forward from BOOKED/FLOWN to INVOICED SELLING. Once an AWB is in this status, you can no longer set the status back anymore. The only way to do modifications, is to use the DCM-tool.
INVOICED BUYING	AWB only invoiced to Airline	Upon invoicing the buying-side by running the final version of a "CSR Airline", (Cargo Sales Report), the system automatically sets the AWB from CHECKED (BOOKED/FLOWN) to the the status INVOICED BUYING. Once an AWB is in this status, you can no longer set the status back anymore. The only way to do modifications, is to use the DCM-tool.
CLOSED	AWB is fully billed (both sides - selling & buying)	Upon invoicing the buying-side or the selling-side by running the final version of a "CSR Airline" or "CASS-Run", the system automatically sets the AWB status from either INVOICED SELLING or INVOICED BUYING to the final status "CLOSED". Once an AWB is in this status, you can no longer set the status back anymore. The only way to do modifications, is to use the DCM-tool.
VOID	Report/return back an unused AWB to an Airline	In case an AWB number has not been used and you want to give/report it back to the Airline, you can apply the function "Change Status – Set to Void" to set an AWB to the status VOID. This action will erase the routing-lines automatically in order that this shipment will not appear on any flight list anymore. This particular AWB will then appear on the next CSR (Cargo Sales Report) by which we return back to the airline as an unused AWB.

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2. Booking-Mask - 2.1. Create a single AWB

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2. Booking-Mask - 2.2.1. Enter Booking details - Agent Contact

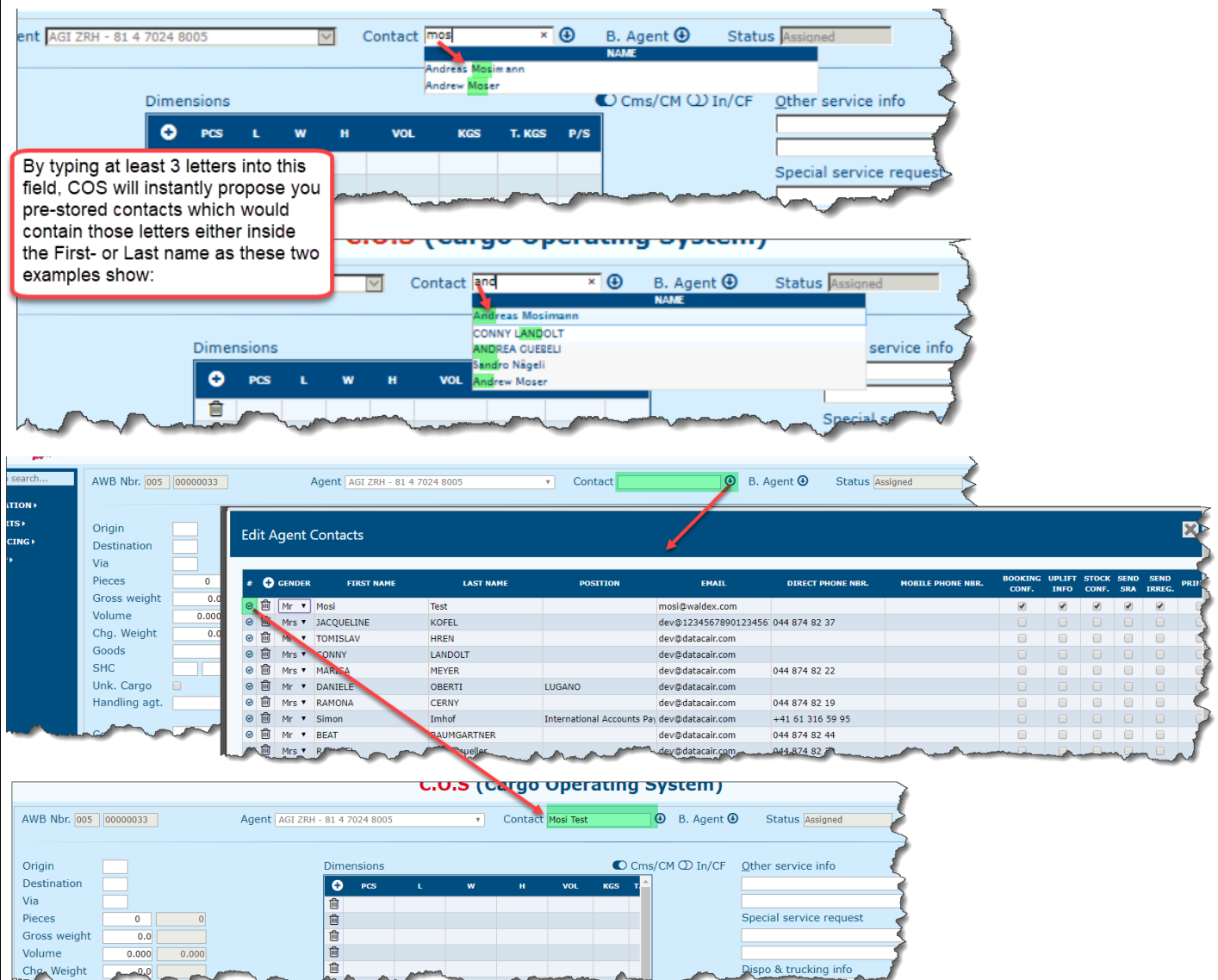
Through the Contact look-up, you have the option to access the Agent's contact table either to:

- Select an already stored contact either by typing any 3 letters of the contacts First/Last-Name or by clicking the look-up-icon to access the Contacts'-table.

GENERAL RECOMMENDATION:

selecting a prestored contact, enables you/COS to address any message which you will be sending out for this booking (such as Booking Conf, Uplift Info, Irreg.Msg. etc), provided that the respective contact-record contains a valid e-mail-address.

- Edit/complete a stored contact
- Populate the contact-table with a new contact in order to select it for a future/other bookings.



By typing at least 3 letters into this field, COS will instantly propose you pre-stored contacts which would contain those letters either inside the First- or Last name as these two examples show:

#	GENDER	FIRST NAME	LAST NAME	POSITION	EMAIL	DIRECT PHONE NBR.	MOBILE PHONE NBR.	BOOKING CONF.	UPLIFT INFO	STOCK CONF.	SEND SRA	SEND IRREG.	PRIT
1	Mr	Mosi	Test		mosi@waldex.com			☒	☒	☒	☒	☒	☒
2	Mrs	JACQUELINE	KOFEL		dev@1234567890123456	044 874 82 37		☐	☐	☐	☐	☐	☐
3	Mr	TOMISLAV	HREN		dev@datacair.com			☐	☐	☐	☐	☐	☐
4	Mrs	CONNY	LANDOLT		dev@datacair.com			☐	☐	☐	☐	☐	☐
5	Mr	MARICA	MEYER		dev@datacair.com	044 874 82 22		☐	☐	☐	☐	☐	☐
6	Mr	DANIELE	OBERTI	LUGANO	dev@datacair.com			☐	☐	☐	☐	☐	☐
7	Mrs	RAMONA	CERNY		dev@datacair.com	044 874 82 19		☐	☐	☐	☐	☐	☐
8	Mr	Simon	Imhof	International Accounts Pay	dev@datacair.com	+41 61 316 59 95		☐	☐	☐	☐	☐	☐
9	Mr	BEAT	RAUMGARTNER		dev@datacair.com	044 874 82 44		☐	☐	☐	☐	☐	☐
10	Mrs	R...	...		dev@datacair.com	044 874 82 7		☐	☐	☐	☐	☐	☐

Actually, that contact-table can also be accessible through the Agentcard (SETUP → PARTICIPANTS → Agents)

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2. Booking-Mask - 2.3. Enter Handling-/Dimensions' details

2. Booking-Mask - 2.4. Send FFR-Message

2. Booking-Mask - 2.5. Send Booking Confirmation to customer

2. Booking-Mask - 2.6.1. Check Space / See booked AWBs on a Flight

Out of the Booking Mask there are 3 ways to check space and see all booked shipments on a specific flight.

1. Way

2. Booking-Mask - 2.6.1. Check Space / See booked AWBs on a Flight

2. Way

Space Availability Tool (currently under construction – will be released approx. end of 20..)

2. Booking-Mask - 2.6.2. Select another flight

In the process of entering a booking, the system will give you an automated flight-/routing-suggestion right at the very moment when you have filled in the "Airport of Destination". You'll see that down in the Routing-Table. If you are not happy with the auto-suggested flights, you can simply select or even write another flight easily. Generally you have following 3 ways (3 colours) of doing that:

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2. Booking-Mask - 2.6.3. Assign single AWB 1/2

OPERATION

- Bookings
- Dispo overview
- MANIFEST
- Irregularities
- AWB STOCK
- Create stock
- Assign stock
- Stock overview
- Unused AWBs
- MESSAGING
- REPORTS

AWB Stock overview

PREFIX	NUMBER	STATUS
157	45678496	Created
157	45678500	Created
157	34567890	Created
157	45678916	Created
157	44444466	Created

Step 1:
Go to AWB Stock Overview and put a filter in Prefix and Status as follows and hit the F2 key

Step 2:
Double-click on the first AWB on the list. This will open up the Booking mask in a new browser-tab with this AWB nbr.

Step 3:
Select the respective Agent in the drop-down-look-up and BEFORE you start entering all booking details, hit the F2 key launch a Save.
FYI:
This action will assign the AWB to this agent and will also change the AWB-Status from "Created" to "Assigned". From that moment on, in case you want to change the Agent on an AWB, you need to do so down in the Pricing Panel in the "Bill-To"-field.

Save (F2)

AWB Nbr. 157 45678496 Agent AGI ZRH - 81 4 7024 8005

Status Assigned

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2. Booking-Mask - 2.6.3. Assign single AWB 2/2

General Advice:

RIGHT AFTER selecting an agent, hit the F2 key (save).
This action actually assigns the AWB to the agent first, changing the AWB-Status from "Created" to "Assigned" and auto-populating the Origin with the default setting "Delivery Airport" stored in the Agentcard.

ONLY AFTER THAT, continue to complete all other booking details and once all booking details are in hit the usual Ctrl.+F9 key-stroke to save, calculate and move AWB to Booked status.

Also note:
When assigning an AWB nbr to an agent, the system is doing various checks in the background. For example in case when an agent has been set to status "blocked" because of default-payments etc, the system would actually hinder you to assign an AWB to such a blocked agent and therefore you would not be able to proceed with the booking, unless the agent will get unblocked on its agentcard.

AWB Nbr. 005 | 00000173

Agent AGI ZRH - 81 4 7024 8005

Contact []

B. Agent []

Status Created

Origin []

Destination []

Via []

Pieces 0

Gross weight 0.0

Volume 0.000

Chg. Weight 0.0

Goods []

SHC []

Unk. Cargo []

Dimensions []

Cms/CM [] **In/CF** []

Other service info []

Special service request []

Dispo & trucking info []

Status Assigned

Code 81 4 7024 8005

Search Name AGI ZRH

Name Agility Logistics AG (ZRH)

Name 2 []

Address Postfach 234

Address 2 []

Post Code/City Zürich Flughafen

State / County []

Country Switzerland

Balance (LCY) 0.00

Balance 0.00

Credit Limit (LCY) 0.00

Currency Code CHF

Blocked []

CVB []

CASS Code 81 4 7024 8005

IATA Code []

SITA []

Default Handling Code []

Delivery airport ZRH

Home Page []

USER MANUAL

2. Booking-Mask - 2.6.4. Create Interline-/Intercompany AWB

AWB Nbr.

Agent

Origin

Destination

Via

Pieces

Gross weight

Volume

Chg. Weight

Goods

SHC

Unk. Cargo

Handling Department

So called Interline- or Intercompany-AWBs are shipments, which originate either from other airlines or from other GSAs, for which you are not accountable for. Therefore you do not handle them in your AWB-stock. Therefore, no agent will pop up when you create such an AWB. But you can still select an agent if you like. Furthermore, COS does not apply the AWB-nbr-Check-Digit-Rule for such AWBs. The AWB-status sequence for Interline-AWBs starts from "Assigned"à"Booked"à"Flown" (until the Invoicing Tool is not available the last status will remain "Flown").

New Interline AWB

Airline

AWB

Related Airline

Department

Submit

Routing

Pricing

Shipper & Consignee

Activity log

Pricing Overview

Create Single AWB

Create Interline AWB

Create DCM

Irregularities

Save

Calculate

Change status ^

Messages ^

Functions ^

Clear

Help

AWB Nbr. ▲ Interline

Agent

Contact

B. Agent

Status

Origin

Destination

Via

Pieces

Gross weight

Volume

Chg. Weight

Goods

SHC

Unk. Cargo

Handling agt.

Department

Dimensions

PCS	L	W	H	VOL	KGS	T
+						
-						
+						
-						
+						
-						
+						
-						
+						
-						

Other service info

Special service request

Dispo & trucking info

Temporary general advice:
To avoid confusion during the Billing run for normal revenue AWB, pls do **NOT** tick the "Checked" pricing tick on the Booking Mask on such AWBs

Tender date

+	DEP	DEST	CARRIER	FLIGHT NBR	A/C	TRUCK	DEPARTURE DATE	ETD	ARRIVAL DATE	ETA	BOOKING CODE	STATUS	DISPO ALLOCATION	P/S	PCS
+	ZRH	DOH	QR	94	359		09.06.18	09:25	09.06.18	16:15	NN			1	

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2. Booking-Mask - 2.6.5. Multiple Prebookings

With the prebooking tool you can create multiple bookings as well as FFR-messages in just a few clicks. This tool can be used, provided the fact that the agent has assigned AWBs.

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2. Booking-Mask - 2.6.7. AWB-Comments

AWB Comments is a tool to store any kind of remarks. We recommend to use it mainly to keep additional infos in regards to things like general OPS- or Sales-notes, buying- or CCA-remarks referring to a particular AWB/booking. DO NOT use this tool to keep records regarding irregularities! For that you must use the dedicated "Irregularity Handling" table instead.

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2. Booking-Mask - 2.6.8. AWB-History / Activity Log / SITA-Mssgs.

The Activity Log (key-stroke: Ctrl.+Shift+A) is a very useful tool in case you want to track down the history and field-modifications of a booking. COS is logging all "events" as from status "Assigned" automatically for you. They are all chronologically sorted.

1. Activity-Log Overview

shows you various events such as:

- AWB-status changes
- processed/received SITA-Mssgs like FFM, FSU's
- sent out SITA-Mssgs. like FFR's, FSU's
- sent out E-Mail like Uplift Info, Book.Conf, Irregs.

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2. Booking-Mask - 2.6.9. Print AWB / Booking sheet (for internal use)

2. Booking-Mask - 2.6.10. Recalculate Rates/Flight- & Billing-Dates

2. Booking-Mask - 2.6.10. Recalculate Rates/Flight- & Billing-Dates

2. Booking-Mask - 2.6.11. Send FFA-mssgs. for single/multiple AWBs

In case you receive bookings by an "FFR"-message (by SITA), you can reply to such booking by sending back an FFA-message.

3. Manifest / Flight Planning - 3.1. Dispo Overview

3. Manifest / Flight Planning - 3.2. Manifests - 3.2.1. Booking-Manifest

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3. Manifest / Flight Planning - 3.2. Manifests - 3.2.2. Dispo-Manifest

You can create Priority groups to be listed on the Dispo Manifest by using the so called "Dispo Alloc" field.

Dispo Overview

STS PFX AWB ST ORG DEP DST FDST CARR FLT TRK A/C DEPARTURE DATE ETD ETA P/S PCS GR WT VOL BKG DISPO ALLOC SHC1

014 00000000 FRA YVR AC 9000 JDR RFS 23.06.18 00:00 00:00 1 1 1000.0 9.000 NN 1st Prio

014 00000081 FRA YEG AC 9000 JDR RFS 23.06.18 18:00 05:00 1 30 350.0 2.100 NN 2nd Prio

014 00000070 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 50 1500.0 9.000 NN 2nd Prio

014 00000092 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 750.0 4.500 NN stby

014 00000103 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 3.5 0.021 NN 1st Prio

014 66664006 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 100.0 0.768 NN 1st Prio

Dispo Manifest

Routing Options

Options

Create Excel ☐

Ignore Status DEP & further ☐

Hide Agent Info ☐

Include Next Flight Info ☐

Aircraft Type

Header

Pick up at GHA: Switzerland FBA
Delivery to: Menzies Aviation AMS
Pls present ADR-Cert upon arrival in AMS to reception desk of Menzies AMS

Date: 18. July 2018 14:54
P/S: Switzerland
User: ID: Andreas Hoenigmann
Page: 1

ATC Switzerland

dispo_manifest (36).pdf

AIR CANADA
Dispo Manifest
Aircraft Type: Truck Number Plate 2H AB 12
AC 9000 23.06.2018 ZRH-FRA
Pick up at GHA: Switzerland FBA
Delivery to: Menzies Aviation AMS
Pls present ADR-Cert upon arrival in AMS to reception desk of Menzies AMS.

AWB	Orig. Dest.	Pcs.	KGS	CBM	Part Ship	Nature of Goods	Handling Code	Agent Name/Truck & Handling Inform
1st Prio								
014-00000000	ZRH YVR	1	1000.0	9.000	1	machine		Agility Logistics AG (ZRH)
014-00000081	ZRH YYZ	1	3.5	0.021	1	left parts	A06, RFL	Horath AG (ZRH)
		2	1003.5	9.021	2	AWBs		
2nd Prio								
014-00000081	ZRH YEG	30	350.0	2.100	1	spares		GLS LMG (ZRH)
014-00000070	GVA YYZ	50	1500.0	9.000	1	consol		ACE PET Moving
		80	1850.0	11.100	2	AWBs		
stby								
014-00000092	ZRH YYZ	1	750.0	4.500	1	machinery		ACE PET Moving
014-66664006	BRN YYZ	1	100.0	0.768	1	consol		Agility Logistics AG (ZRH)
		2	850.0	5.268	2	AWBs		
AC9000 23JUN	ZRH FRA	84	3703.5	25.389	6	AWBs		Grand Total

Booking Mask

AWB Nbr: 014 66664006 Agent: AGI ZRH - 81.4.7024.8005 Contact: Masi Test B. Agent Status: Closed

Origin: BRN Destination: YYZ

Via: FRA

Pieces: 1

Gross weight: 100.0

Volume: 0.768

Chg. Weight: 128.0

Goods: 1.7.3

SHC: 1

Unk. Cargo: 1

Handling agt: ZRH

Department: ZRH

Dimensions

Pcs: 1 L: 120 W: 1 H: 1

Vol: 1.73

Wgt: 128.0

Net Wgt: 100.0

Net Vol: 0.768

Routing

Tender date: 21.06.18

DEP	DEST	CARRIER	FLIGHT	NR	A/C	TRUCK	DEPARTURE DATE	ETD	ARRIVAL DATE	ETA	BOOKING CODE	STATUS	DISPO ALLOCATION
BRN	ZRH	AC	9001	RFS	PLA		22.06.18	12:00	22.06.18	18:00	NN		
ZRH	FRA	AC	9000	RFS	JDR		23.06.18	18:00	24.06.18	05:00	NN		
FRA	YYZ	AC	877	77L			24.06.18	17:10	24.06.18	19:25	NN		

Dispo Overview

Dispo Overview

STS PFX AWB ST ORG DEP DST FDST CARR FLT TRK A/C DEPARTURE DATE ETD ETA P/S PCS GR WT VOL BKG DISPO ALLOC SHC1

014 00000000 FRA YVR AC 9000 JDR RFS 23.06.18 00:00 00:00 1 1 1000.0 9.000 NN 1st Prio

014 00000081 FRA YEG AC 9000 JDR RFS 23.06.18 18:00 05:00 1 30 350.0 2.100 NN 2nd Prio

014 00000070 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 50 1500.0 9.000 NN 2nd Prio

014 00000092 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 750.0 4.500 NN stby

014 00000103 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 3.5 0.021 NN 1st Prio

014 66664006 FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 100.0 0.768 NN 1st Prio

Change dispo alloc to following value:

1st Prio

Submit **Cancel**

You can also set a Dispo Alloc to multiple routing-lines in one go.

Mark all respective lines by applying the key-stroke Ctrl.+Shift+Left Mouse-Click (dark blue marked)

Dispo Overview

STS PFX AWB ST ORG DEP DST FDST CARR FLT TRK A/C DEPARTURE DATE ETD ETA P/S PCS GR WT VOL BKG DISPO ALLOC SHC1

014 00000000 Booked ZRH ZRH FRA YVR AC 9000 JDR RFS 23.06.18 00:00 00:00 1 1 1000.0 9.000 NN 1st Prio

014 00000081 Booked ZRH ZRH FRA YEG AC 9000 JDR RFS 23.06.18 18:00 05:00 1 30 350.0 2.100 NN 2nd Prio

014 00000070 Booked GVA ZRH FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 50 1500.0 9.000 NN 2nd Prio

014 00000092 Booked ZRH ZRH FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 750.0 4.500 NN stby

014 00000103 Booked ZRH ZRH FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 3.5 0.021 NN 1st Prio

014 66664006 Closed BRN ZRH FRA YYZ AC 9000 JDR RFS 23.06.18 18:00 05:00 1 1 100.0 0.768 NN 1st Prio

Changed Dispo Alloc on 3 rows

USER MANUAL

3. Manifest / Flight Planning - 3.2. Manifests - 3.2.3. Flight-Manifest

USER MANUAL

3. Manifest / Flight Planning - 3.2. Manifests - 3.2.4. Truck-Manifest 1/2

You can also access the Dispo Overview directly from the Booking Mask. By clicking on the airplane-icon-button on one of the routing-lines, the Dispo Overview will show you a prefiltered list with the respective flight/truck of that previously selected routing-line.

The screenshot shows the 'Dispo Overview' window. On the left, there's a 'Routing' table with columns: DEP, DEST, CARRIER, FLIGHT NBR, A/C, TRUCK, and DEPARTURE DATE. The table contains three rows of routing data. A red arrow points from the airplane icon in the first row to a context menu. The context menu has options like 'Set Dispo Alloc to...', 'Send Uplift Info', 'Send FFR', 'Send FSU', 'Send FWB', 'Create FBL Message', 'Dispo Manifest', 'Booking Manifest', 'Truck Manifest' (highlighted), 'Flight Manifest', 'Send Irregularity Msgs', 'Set to DEP', 'Set BOOKED to FLOWN', and 'Rebook Shipments'. Below the routing table, there's a 'Pricing' section.

The screenshot shows the 'Truck Manifest' window with the 'Options' tab selected. It displays details for 'Truck Number Plate: ZH-57-BM'. There are checkboxes for 'Include Next Flight Info' and 'Show Chargeable Weight'. A 'Header Text' section contains delivery instructions: 'Delivery Handling Agent in VIE: Swissport Cargo Handling Service, Wien-Schwechat-Flughafen' and 'Truck Driver shall call Number: +43 1 7007 123456 once the whole truck is offloaded in VIE'. A 'Print' button is visible in the bottom right corner.

China Airlines

Truck Manifest

Details: Truck Number Plate: ZH-57-BM

14.03.2018 / CI / 9900 /

Delivery Handling Agent in VIE: Swissport Cargo Handling Service, Wien-Schwechat-Flughafen

Truck Driver shall call Number: +43 1 7007 123456 once the whole truck is offloaded in VIE

Date: 13. March 2018 15:13
SkyXS Austria
User ID: Andreas Mosimann
Page 1

AWB	Orig. Dest.	Pcs.	KGS	CBM	Part Ship	Nature of Goods	Handling Code	Agent Name	Handling Info	Pcs.	L	W	H	KGS	Wt
CI9900 14/03/2018 GRZ-VIE															
297-70755414	GRZ NRT	1	4.0	0.024		consol		Yusen Logistics (							
297-65423385	GRZ TPE	3	41.0	0.205		CONSOL		Cargomind Spediti		3	69	30	33	0.0	
Sub-Total		GRZ VIE	4	45.0	0.229	2 AWBs									
CI9900 14MAR		VIE	4	45.0	0.229	2 AWBs	Grand Total GRZ-VIE								

USER MANUAL

3. Manifest / Flight Planning - 3.3. Send FBL message

USER MANUAL

3. Dispo Overview - 3.4. Functions for multiple Routing-lines - 3.4.1. Set Trucker Code to

For planning shipments onto various trucks which could be conducted by various trucking companies, you can call the function called "Set TRK Code to". This batch-action will help you to set a Trucker Code to multiple routing-lines in one go. Please note, that the Trucker Code must consist of 3 alphanumeric characters.

type to search...

OPERATION

Bookings

Dispo overview

MANIFEST

Irregularities

AWB STOCK

MESSAGING

REPORTS

INVOICING

SETUP

Dispo Overview

STS

PFX

AWB

AWB ST

ORG

DEP

DST

FDST

CARR

FLT

TRK

A/C

DEPARTURE DATE

ETD

ETA

P/S

					ZRH							21.10.18	To:				
	235	02602051	Invoiced sellin	ZRH	ZRH	IST	ESB	TK	6329			29.12.2018		19:40	23:35		
	235	23523533	Invoiced sellin	ZRH	ZRH	IST	DOH	TK	1912			28.12.2018		06:30	09:30	1	
BKD	235	77773334	Booked	ZRH	ZRH	IST	ESB	TK	1910			21.12.2018		07:30	12:30	1	
BKD	235	77773334	Booked	ZRH	ZRH	IST	ESB	TK	1910			20.12.2018		07:30	12:30	1	
BKD	235	77773334	Booked	ZRH	ZRH	IST	ESB	TK	1912			20.12.2018		07:30	12:30	1	
	235	66195253	Flown	ZRH	ZRH	IST	IST	TK	1910			01.12.2018		00:00	00:00	2	
BKD	235	69688975	Set Dispo Alloc to...			IST	IKA	TK	1910			01.12.2018		19:40	23:35	1	
BKD	235	66195253	Set TRK Code to...			IST	IST	TK	1910			30.11.2018		19:40	23:35	1	
BKD	235	68304666	Send Uplift Info			IST	IST	TK	1908			30.11.2018		19:40	23:35	1	
BKD	235	68304681	Send FFR			IST	IST	TK	1908			30.11.2018		19:40	23:35	1	
BKD	235	69680671	Send FSU			IST	IKA	TK	1908			30.11.2018		19:40	23:35	1	
BKD	235	69696631	Send FWB			IST	DEL	TK	1910			30.11.2018		19:40	23:35	1	
BKD	235	68284075	Create FBL Message			IST	ALA					30.11.2018		00:00	00:00	1	
BKD	235	69685372	Dispo Manifest			IST	IST					30.11.2018		19:40	23:35	1	
BKD	014	55555566	Booking Manifest			AMS	Y	Y				30.11.2018		00:00	00:00	1	
	235	01166045	Truck Manifest			IST	IST					30.11.2018		18:40	23:30	1	
BKD	157	41681032	Flight Manifest			DOH	PVG					30.11.2018		16:05	23:50	1	
	014	01401433	Send Irregularity Msgs			DOH	DOH					30.11.2018		00:00	00:00	1	
BKD	235	30391701	Set to DEP			IST	ADB					30.11.2018		07:30	12:30	1	
			Set BOOKED to FLOWN														
			Rebook Shipments														

Refresh Data

Reset filters

Functions

AWB Routings: 19, Pieces: 108, GROSS WT: 704

Change TRK Code to following value:

JDR

Submit

Cancel

Dispo Overview

STS	PFX	AWB	AWB ST	ORG	DEP	DST	FDST	CARR	FLT	TRK	A/C
					ZRH						
	235	02602051	Invoiced sellin	ZRH	ZRH	IST	ESB	TK	6329		
	235	23523533	Invoiced sellin	ZRH	ZRH	IST	DOH	TK	1912		
BKD	235	77773334	Booked	ZRH	ZRH	IST	ESB	TK	1910		
BKD	235	77773334	Booked	ZRH	ZRH	IST	ESB	TK	1910		
BKD	235	77773334	Booked	ZRH	ZRH	IST	ESB	TK	1912		
	235	66195253	Flown	ZRH	ZRH	IST	IST	TK	1910	JDR	
BKD	235	69688975	Booked	ZRH	ZRH	IST	IKA	TK	1910	JDR	
BKD	235	66195253	Flown	ZRH	ZRH	IST	IST	TK	1910		
BKD	235	68304666	Booked	ZRH	ZRH	IST	IST	TK	1908		
BKD	235	68304681	Booked	ZRH	ZRH	IST	IST	TK	1908	JDR	
BKD	235	69680671	Booked	ZRH	ZRH	IST	IKA	TK	1908	JDR	
BKD	235	69696631	Booked	ZRH	ZRH	IST	DEL	TK	1910	JDR	
BKD	235	68284075	Booked	ZRH	ZRH	IST	ALA	TK	1908	JDR	
BKD	235	69685372	Booked	ZRH	ZRH	IST	IST		6377		

Changed TRK Code on 6 rows

USER MANUAL

3. Dispo Overview - 3.4. Functions for multiple Routing-lines – 3.4.2. Set Dispo Alloc to

3. Dispo Overview - 3.4. Functions for multiple Routing-lines – 3.4.3. Set Booked to Flown

3. Dispo Overview - 3.4. Functions for multiple Routing-lines – 3.4.4. Set to DEP

USER MANUAL

3. Manifest / Flight Planning - 3.5. Flight Capacity and Allotments

4. Post-Flight-Check and Updates - 4.1. Set single flight-leg to "DEP" (departed)

4. Post-Flight-Check and Updates - 4.2. Post single AWB to status "Flown"

4. Post-Flight-Check and Updates - 4.3. Send single Uplift Info to customer

4. Post-Flight-Check and Updates - 4.4. Process FFM-message - 4.4.1. SITA-Msg-Table

In the classical daily OPS-work-flow it is the Ground Handling Agent who sends us an FFM-message shortly after departure of a flight or truck. Upon processing such an FFM-message in COS, we have individual options to launch following actions AUTOMATICALLY:

1. Booked AWBs will be posted to status "flown"
2. Unbooked AWBs (in status "Assigned") will be completed with booking details and posted to status "flown", where as the system will also create the record "NBKD" in the Irregularity handling indicating that the shipment was not booked
3. Non-existent Interline-/Intercompany-AWBs will be created from scratch and posted to status "flown", again with the respective "NBKD" entry in the Irregularity Handling as well.
4. Status Code of the respective flight-leg will be set to "DEP"
5. Total Nbr. of Pcs will be updated
6. Gross Weight will be updated
7. Volume will be updated
8. Uplift Information-messages are sent by e-mail to ALL relevant customer-contacts.

The normal way to process an FFM-mssg. in COS and to launch the automated actions stated above is as follows:

Please note that an FFM-Message might consist of multiple parts, which are sent in more than just one SITA-message. In COS you need to process each message individually, one by one. Preferably you start with the first part (which is indicated on the message itself) and you do it in the correct sequence, e.g. the last part should be processed at the end. Just follow the steps as shown on the next page.

4. Post-Flight-Check and Updates - 4.4. Process FFM-message - 4.4.2. Process Steps

4. Post-Flight-Check and Updates - 4.4. Process FFM-message - 4.4.3. Logged Updates

USER MANUAL

4. Post-Flight-Check and Updates - 4.5. Set multiple flight-legs to "DEP" (departed)

The best place to have your shipments under control in terms of post-flight-checking, is the Dispo Overview. This table shows you in fact all Routing-lines (flight-legs) of all your current AWBs. Here you can set a variety of filters to see which shipments have what status and whether they were uplifted or not.

This function is actually very similar like the "Set to DEP"-function. Here the system just performs one more action. It actually posts all those AWBs related to the selected Routing-lines to the "Flown"-status.

4. Post-Flight-Check and Updates - 4.7. Send msgs for multiple AWBs - 4.7.1. Uplift Infos

With this function you can send out Uplift Information Messages to the clients for several AWBs in one go.

4. Post-Flight-Check and Updates - 4.7. Send msgs for multiple AWBs - 4.7.2. FSU's

The purpose of this function is to update another business-partner's system. Normally these are other GSA-companies also using COS, where the FSU-function is activated. But it can also be used to update other systems which are capable to import and read Cargo-IMP-messages (Handling Agents, truckers or Airlines).

4. Post-Flight-Check and Updates - 4.7. Send msgs for multiple AWBs - 4.7.3. FFA's

Generally the purpose of this function is to reply to another business-partner's booking requests (FFR-mssgs.). Normally this is used in conjunction with the Space Availability tool in COS. If your business-partner is capable to receive, read and import these Cargo-IMP-mssgs., their system can get updated accordingly.

4. Post-Flight-Check and Updates - 4.7. Send msgs for multiple AWBs - 4.7.4. FFR's

The purpose of this function is to be able to send out several FFR-messages for multiple AWBs in one go. This can be very useful for example in conjunction with the prebooking-tool. Since some other airline-systems are limited in terms of booking in advance of 2 months or more. After you have created the prebookings in COS for which you haven't sent out FFR's for some of them, you can go to the Dispo Overview at any time and filter respective AWBs and send out whole bunch of FFR's in one go.

4. Post-Flight-Check and Updates - 4.8. Automated process of FSU-/FSA-messages

COS can process incoming FSU-/FSA-messages received from Airlines or Handling Agents and it will automatically update AWB-/Routing-Records, such as Pcs., Gross Weight, Status Code, Flight No., Dep.&Arr.-Date, Dep.& Arr.-Time. Based on this automated function, COS is even capable to send out Uplift Info E-Mails to your clients for each AWB without even doing "one click"!

4. Post-Flight-Check and Updates - 4.8. Automated process of FSU-/FSA-messages

By using the so called "Mismatch-List" you are still in full control to allow or deny any update of your records. In case data such as Airlines' 2-letter-code, Flight number, Total nbr of Pcs, Gross Weight and/or Dep.-/Arr.-Date is different from the data you have in the AWB- & Routing-Table or the Dep.- and/or Arr.-Times of the flight varies more than 3 hours from the one we might already have in the Routing-Table, these particular differences will automatically

USER MANUAL

“queue up” on the Mismatch-List.

You need to “clean” up that Mismatch-list continuously. “Cleaning up” means, that you can decide either to allow the incoming data to update our existing bookings or to just skip (delete) the incoming updates.

Again, the aim is to “clean up” the Mismatch-list continuously and to have it as empty as possible.

4. Post-Flight-Check and Updates - 4.8. Automated process of FSU-/FSA-messages

4. Post-Flight-Check and Updates - 4.8. Automated process of FSU-/FSA-messages

If you want to see a history overview in order doublecheck how and when which AWBs’ values have been updated, you can run the report called: “AWBs updated by messages”.

FULL AUTOMATED Sending-Out of Uplift Info-E-Mail-Messages

As already mentioned you can activate a full automated version of The FSU/FSA-Process, by which the system would send out Uplift Info-E-Mail-mssgs. to your clients autonomously. For that activation you need To contact Datacair-Support ZRH.

The system sends out such Uplift Info-mssgs. only for those AWBs, where all existing values correspond with the values on the incoming FSU/FSA-mssgs., also provided the fact that the respective contact in each booking is selected and is populated with a proper e-mail-address.

In following cases the system will NOT send out such automated Uplift Info-E-Mail-mssgs.:

- when an AWB appears on the Mismatch-list
- when the relevant Routing-leg already contains the “DEP”-code or a “later stage” code (such as f.e. “DLV” etc.)

4. Post-Flight-Check and Updates - 4.9. FWB /XWB - 4.9.1. Send FWB for a single AWB

In order to transmit the information stated on the AWB to another party electronically, you can send out an FWB message.

The XWB message is in fact the same like the FWB message, but it also includes the selling-rate-figures.

4. Post-Flight-Check and Updates - 4.9. FWB /XWB - 4.9.2. Send FWBs for multiple AWBs

4. Post-Flight-Check and Updates - 4.9.3. Process received single FWB manually

5. Irregularities - 5.1. Cancel booking/AWB-status - 5.1.1. From “Booked” to “Assigned”

USER MANUAL

5. Irregularities - 5.1. Cancel booking/AWB-status - 5.1.2. From "Assigned" to "Created"

5. Irregularities - 5.1. Cancel booking/AWB-status - 5.1.3. From "Flown" to "Booked"

5. Irregularities - 5.2. Rebook single AWB to another flight

Generally there are 4 different ways how you can rebook a single AWB onto another flight.

5. Irregularities - 5.3. Rebook multiple AWBs to another flight

In the Dispo Overview you can rebook multiple AWBS from one flight to another. This only works for AWBs which are either in the "Booked" or "Flown" status.

If the rebooked AWBs contains AWBs with consecutive flight-legs and the date of departure of the new flight is on a later date, the system will automatically recalculate/change these consecutive flight-legs and reminds the user accordingly, in order to rebook and/or modify also these flight-legs manually.

5. Irregularities - 5.3. Rebook multiple AWBs to another flight

For any AWB which is subject to such a rebooking, the system will keep respective records.

USER MANUAL

5. Irregularities - 5.4. Create Part-Shipments

a) Create a simple Part-Shipment splitting a shipment onto another flight:

1. Step
Click the "P"-button on that particular routing-line on which you need to split a shpt. Doing that a pop-up-window appears.

2. Step
enter the flt- and shpt dtls of the part-shpt you need to create. The green-marked fields are mandatory to fill in. By typing in the shpt-dtls the "Add"-button gets activated and the shpt-details on the initially selected routing-line get automatically adjusted. The system also auto-calculates an average volume for the new part-shpt which is in ratio to the respective size of the part-shpt.

3. Step
Clicking the "Add"-button, the system will:
a) create an additional Routing-line containing another Part-shipment Nbr. ("2")
b) auto-populate a remark into the "Dispo-Allocation" field which will be useful when planning that particular next flight.
c) it will protect the shpt-dtls against further synchronisation and coloring them red and closing the lock-icons.

4. Step
Hit the Save key

DEP	DEST	CARRIER	FLIGHT NBR	A/C	TRUCK	DEPARTURE DATE	ETD	ARRIVAL DATE	ETA	BOOKING CODE	STATUS	DISPO ALLOCATION	P/S	PCS	GROSS WEIGHT	VOLUME	DELIVERY WAREHOUSE
ZRH	DOH	QR	096	359		14.09.17	18:15	15.09.17	01:00	NN			1	4	400.0	2.000	
ZRH	DOH	QR	096			15.12.17				NN		PART-SHIPMENT	2	1	100.0	0.500	

b) Create a Part-Shipment splitting a shipment onto several flights, routing it via another transit-point:

USER MANUAL

5. Irregularities - 5.5. Irregularity Remarks, Overview and Reporting

By keeping remarks consistently of all your operational discrepancies and irregularities in each AWB, you can improve your service and you benefit of more performance indicators.

Keep and share information of past and current discrepancies like misshandlings, missroutings by agents, handling agents and airlines etc. and inform clients quicker about irregularities by using the direct-message function.

Have a control on your open/pending issues (f.e. pending preliminary claims, Non-Deliveries at final destinations etc.

Establish a "performance"-report which can be used as KPI's towards your customers, your trucking-, handling- and airline partners but also as an internal KPI-tool of your own performance-quality. This can easily be seen, as you can generate the Irregularities report.

5. Irregularities - 5.5. Irregularity Remarks, Overview and Reporting

5. Irregularities - 5.5. Irregularity Remarks, Overview and Reporting

In the Irregularity Overview you can see the all Irregularity records of all your AWBs listed and you can filter and modify them however you want.

5. Irregularities - 5.5. Irregularity Remarks, Overview and Reporting

By running the Irregularities' report you can get a variety of infos such as for example:

- Check Non-Deliveries at final destination which are currently all open and/or closed
 - Check Preliminary Claims which are currently open and/or closed
 - Check any other kind of Handling Irregularities such as Late-Deliveries, DG-Check Negatives, Offloads, Misshandled and Missrouted shipments
 - Check service quality performance of:
 - a) Your partner-Airlines (or GHA, Truckers etc.)
 - b) Yourself which you have achieved with all or one certain Airline towards a specific Agent/customer
- You can use the Excel-Version of this report to do some more statistics. You can put for example the amounts of certain Irregularity-AWBs in relation to the total amount of shipments in a certain period. Like that you can get a picture on your flown-as-booked-preformance and use it either for a sales argument towards the customer or a negotiation-/explanation-argument towards the carrier.

5. Irregularities - 5.6. Send multiple Irregularity Mssgs for several AWBs

In the Dispo Overview you have the option to send short Irregularity messages for multiple AWBs with a free text-field of max. 200 characters. By this function you can send out a quick Irregularity-Info-Message for each AWB and client with just one click!

5. Irregularities - 5.6. Send multiple Irregularity Mssgs for several AWBs

Upon sending out these messages, the system keeps the respective records about that Irregularity-Message in the Irregularity-Handling table as well as in the AWB Activity Log for each AWB.

USER MANUAL

5. Irregularities - 5.7. Change customer for single AWB

In case when want to change an assigned agent of a single AWB, you can do that just by going to the tab called "Addresses" in the Booking Mask. There you simply change the Billing Address just by clicking the look-up-arrow or pushing the F6-key in the field "Bill-to No." and select another customer from the list.
You can do that only for AWBs which are either in the: "to confirm", "confirmed", "booked" or "flown"-status.

If an AWB is already in the "pre invoiced (invoiced to None)"-status, you need to set it back to "flown" first.

If you want to change the agent of several AWBs in a certain series, you rather do that in the AWB-stock-function (see point: 7.4. Change Agent/Dept.)

5. Irregularities - 5.8. Change Origin and/or Final Destination

In order to change the Origin or the Final Destination of an AWB, you must make sure that the AWB is in the "Booked"-status.

5. Irregularities - 5.9. Wrong AWB nbr.

6. Pricing-Check - 6.1. General - 6.1.1. Relevant fields for Rates, Other Charges

USER MANUAL

6. Pre-Invoicing - 6.1. General - 6.1.2. Billing Dates

AWB Nbr. 016 00001105 Agent ACE ZRH - 81 4 5027 8000 Contact B. Agent Status Booked Checked

Flight Date:
Is synchronized based on the Departure-Date of the first-found Routing-line containing an empty "Trucker Code"-field.
The reason for that synchronisation-rule is, because most airlines need to have:

- the applying of rates and Other Charges
- invoicing of billing-periods
- date-triggering of reports and stats

based on the departure-date of their first on-line flight rather than the GSA's truck's departure-date.

Routing

Tender date 12.02.19

DEP	DEST	CARRIER	FLIGHT NBR	A/C	TRUCK	DEPARTURE DATE	ETD	ARRIVAL DATE	ETA	BOOKING CODE	STATUS	DISPO ALLOCATION	P/S	PCS	GROSS WEIGHT	VOLUME	DELIVERY WAREHOUSE
ZRH	AMS	UA	9999	RFS	JDR	13.02.19				NN				1	100.0	0.400	
AMS	EWR	UA	123	763		15.05.19				NN				1	100.0	0.400	

Pricing

IATA Rate 10.50 Basic 0.00 Amount 1050.00 Currency CHF Issuing date 12.02.19 Airfreight PP CC O/C PP CC Deal Agent ref.

SELLING

Bill to ACE ZRH - 81 4 5027 8000

IATA C. Weight 100.0 Billing date 15.05.19 Currency CHF Rate Type Ad-Hoc

BUYING

Buy from 016 - UNITED AIRLINES INC.

IATA C. Weight 100.0 Billing date 15.05.19 Currency CHF Rate Type Ad-Hoc

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.300	CHF		CW	130.00		
OC	O/C due carrier					60.00		
OC	O/C due GSA					0.00		

Invoicing

Net / Net

Billing date selling Flight Date

Billing date buying Flight Date

VAT Registration Nbr. Flight Date

Customer (Trucking) Issue Date

Customer (Handling) First Dep. Date

Billing-Dates (Selling & Buying):

Are synchronized according to the default-setting in the vendor Airline-card.
This synchronization will take place each time the user will save the booking between AWB-Status "Assigned" until "Flown" as long as the AWB is not yet set to the state of pricing "Checked".

Besides having them synchronized by the Flight Date, there also other two options, you can have them synchronized by:

First Departure Date:

COS will synchronize the Departure-date of the very first Routing-line to the Billing Dates.

Issuing Date:

COS will synchronize the Issuing Date, which you can find right next to the IATA-rating-fields on the top of the Pricing Panel.

FYI: The Issuing Date itself is getting populated by a one-time-synchronization from the Tender-Date-field, which is right the moment when that field is getting automatically populated. That is at the moment, when a booking is entered & saved the first time (date when booking is placed). After that the Issuing Date field must be updated manually according to the AWB (or by incoming FWB process), if it's the relevant date for certain airlines.

BTW:

You also have the option to set up that synchronization-rule for each Pricing-side differently/individually. HOWEVER, we highly recommend to apply the same rule for both sides, as this might lead to discrepancies when generating reports and statistics comparing selling- and buying-figures depending on the filters applied.

USER MANUAL

6. Pre-Invoicing - 6.1. General - 6.1.3. Applicable Weights

6. Pricing Check - 6.2. Net-Rates - 6.2.1. Automated Rate finding criterias

USER MANUAL

6. Pricing Check - 6.2. Net-Rates - 6.2.2. Adhoc-Rates / Rate-Reference

If you want to apply an Adhoc-Rate for a shipment, just overwrite the automated triggered rate/s manually.
You can do that on the Selling- as well as on the Buying-Side individually.
Doing that, the value will turn into a red color and the lock-icon will get closed. This serves as a protection in order that the overruled rate will remain and NOT be re-synchronized by any other rate stored in the system.

SELLING

Bill to: AGI ZRH - 81 4 7024 8005
C. Weight: 1000.0
Billing date: 12.03.18
Currency: CHF
Rate Type: Ad-Hoc

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.20	CHF		CW	1200.00		
OC	O/C due carrier					1035.00		
OG	O/C due GSA					0.00		
TOTAL:						2235.00		

BUYING

Buy from: 157 - QATAR
C. Weight: 1000.0
Billing date: 12.03.18
Currency: CHF
Rate Type: Ad-Hoc

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.20	CHF		CW	1200.00		
GC	GSA Commission	4.15	CHF		Perc	49.80		
OC	O/C due carrier					940.00		
OG	O/C due GSA					370.00		
ON	O/C due none					345.00		
OX	Extra charges					0.00		
TOTAL:						2065.20		

You can enter a remark in the Selling Rate Reference field. That remark would be shown on the Booking Confirmation towards the customer as well as on the Spot-Rate-Report

Having a remark entered in the Buying Rate Reference will be shown on the Spot-Rate-Report and/or CSR-Flex-Report

AWB: 157-12345001
Origin: ZRH
Final Destination: DOH
Total Pieces: 1
Total Weight: 1,000.0 kg
Total Volume: 0.720 cbm
Dimensions
1 pcs 100/80/90
Nature of Goods: test
Agent name: 81 4 7024 8005 / Agility Logistics AG (ZRH)
Chargeable Weight: 1,000.0 kg
Agreed Rate: CHF 1.20/Kg
Selling Reference: One time adhoc rate for DGR agreed with Mr. Müller
Applicable Other Charges
AAC CHF 0.00/Kg. (Chg. Weight) Total: CHF 0.00
RAC CHF 0.10/Kg. (Chg. Weight) Total: CHF 95.00
SCC CHF 0.15/Kg. (Chg. Weight) Total: CHF 150.00
MYC CHF 0.79/Kg. (Chg. Weight) Total: CHF 790.00
Booked on Flight QR 9800 / 12/03/18 / ZRH-AMS / 1 pcs / 1,000.0 kgs
Booked on Flight QR 3800 / 14/03/18 / AMS-DOH / 1 pcs / 1,000.0 kgs
Thank you very much for your booking!

Applied Rate Report

Adhoc Rates

Currency: CHF

Filtered value: Airline: 157 Department: 100 Flight Date: 01.03.18 ... 31.03.18 Status: Booked, Flown, Invoiced Selling, Invoiced Buying, Closed

Airline	AWB No.	ORIG	DST	Agent Name	Agent Code	Gr Wt	Vol	Ch Wt	Tariff Rate	Carrier	Flight #	Dep. Date	Commodity	Adhoc Rate	Ad In	Rate Reference
157	00002214	BRN	DOH	Agility Logistics AG (GVA)	81 4 7024 1204	1000.0	0.600	1000.0	1.00	QR	123	15.03.18	test	1.00	No	
157	22222211	ZRH	NRT	Agility Logistics AG (ZRH)	81 4 7024 8005	500.0	3.000	500.0	0.90	QR	096	09.03.18	chemicals	0.90	Yes	
157	22222206	ZRH	NRT	Agility Logistics AG (ZRH)	81 4 7024 8005	200.0	1.336	200.0	1.10	QR	096	09.03.18	chemicals dgr	1.10	Yes	
157	12345001	ZRH	DOH	Agility Logistics AG (ZRH)	81 4 7024 8005	1000.0	0.720	1000.0	1.20	QR	9800	12.03.18	test	1.20	No	Rate confirmed Sanjeev Punjab/10/Mar2018/Ref 123-01

USER MANUAL

6. Pricing Check - 6.2. Net-Rates - 6.2.3. All-In Rates (adhoc)

By clicking the "All In" tick-field manually, the system will put those Other Charges, which are pre-defined in each Airlinecard to be considered as Other Charges which suppose to be included in the rate, to Zero.

That manual intervention will get protected against further automated synchronization and will therefore turn red colored and the lock-icon on the right hand side gets closed.

If you want to undo that, simply untick the A/I field again.

Pricing

IATA Rate Amount Currency Issuing date

SELLING

Bill to

IATA C. Weight Billing date Currency Rate Type

Selling ref.

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	EUR	VAT	LOCK
WT	Airfreight	1.60	EUR	☒	CW	2512.00	☐	<input type="lock"/>
OC	O/C due carrier			☒		0.00	☐	<input type="lock"/>
MY	Fuel Sur	0.00	EUR	☒	CW	0.00	☐	<input type="lock"/>
SC	Security	0.00	EUR	☒	CW	0.00	☐	<input type="lock"/>
OG	O/C due GSA			☒		0.00	☐	<input type="lock"/>
TOTAL:						4003.50		

USER MANUAL

6. Pricing Check - 6.2. Net-Rates - 6.2.4. ULD-Rate / Deal-Code

The purpose of the Deal-Code is to give you the option to trigger specific Rates and/or also Other Charges which shall apply for a particular shipment. It can be used for both the Selling- and/or the Buying Side.

Normally it's used to apply specific rates which are only valid for certain shippers. Generally we do NOT recommend to define too many rates with Deal-Codes, since this code needs to be selected MANUALLY for each AWB it's applying to. Rather try to define a certain traffic using other fields/means (Agent No., SHC, Flight-Nbr etc.) to trigger the correct rates/other charges automatically without forcing you to select any code at all for each such AWB.

Before you can apply such a Deal-Code along with corresponding rates/other charges, it needs to be entered/pre-defined in advance.

After selecting a Deal-Code it's highly recommended to do a Recalculation as usual!

6. Pre-Invoicing - 6.2. Net-Rates - 6.2.5. Service AWB (Non-Revenue)

6. Pre-Invoicing - 6.2. Net-Rates - 6.2.6. GSA Commission

6. Pre-Invoicing - 6.3. Add-On-Rates - 6.3.1.

6. Pre-Invoicing - 6.3. Add-On-Rates - 6.3.2.

6. Pre-Invoicing - 6.3. Add-On-Rates - 6.3.4. SellAdhoc Add-On rates (Buying)

USER MANUAL

6. Pricing Check - 6.3. Other Charges - 6.3.1. Add, modify, delete 1/2

To show/expand details of the Other Charges, just double-click on the respective Other Charge Entitlement-Group title-line. In this example "O/C due carrier" selling:

Pricing

IATA Rate: 13.55 Amount: 13550.00 Currency: CHF Issuing date: 12.03.18 Airfreight: PP CC O/C: PP CC

SELLING

Bill to: AGI ZRH - 81 4 7024 8005 Buy from: 157 - QATAR
 IATA: C. Weight: 1000.0 Billing date: 12.03.18 Currency: CHF
 Selling ref.: One time adhoc rate for DGR agreed with Mr. Müller Rate Type: Ad-Hoc Buying ref.: Rate confirmed Sanjeev Punjab/10Mar2018/Ref.1

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.20	CHF		CW	1200.00		
OC	O/C due carrier					1035.00		
OG	O/C due GSA					0.00		
TOTAL:						2235.00		

Other Charges Details:

CODE	DESCRIPTION	RATE
WT	Airfreight	1.20
GC	GSA Commission	4.15
OC	O/C due carrier	
OG	O/C due GSA	
ON	O/C due none	

Please note:
Clicking the +Plus icon will also expand the detail-view. But it will also ADD an additional/new Other Charge as well

Expanded View:

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.20	CHF		CW	1200.00		
OC	O/C due carrier					1035.00		
AW	Air Way	0.00	CHF		AWB	0.00		
RA	Danger	0.10	CHF		GW	95.00		
SC	Security	0.15	CHF		GW	150.00		
MY	Fuel Sur	0.79	CHF		GW	790.00		
OG	O/C due GSA					0.00		
TOTAL:						2235.00		

USER MANUAL

6. Pricing Check - 6.3. Other Charges - 6.3.1. Add, modify, delete 2/2

To Add another Other Charge, simply click the +Plus button and select the respective O/C-Code.

You can either enter a rate per Kilo or even per Piece if needed. Or instead of a rate, you can also enter a lumpsum-amount per AWB.

Upon modifying an Other Charge-rate or amount, the value will turn into red color and the lock-icon will get closed. This is a protection mode, to secure your manual intervention and protect it against further re-calculation and re-synchronisation of default Other Charges coming from what is stored in the O/C-table.

General Advice:

If you do not want to have certain default Other Charges being applied to this AWB, you must put the amounts to zero. For that reason, do NOT click the rubbish-bin-button to delete that particular Other Charge line, because as soon as you will hit the Calculate- or Save button that default O/C will be re-triggered from the stored table and therefore appear again in the pricing of this AWB.

Pricing

IATA Rate Amount Currency Issuing date

SELLING

Bill to

IATA ☐ C. Weight Billing date Currency Rate Type

Selling ref.

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.20	CHF	☐	CW	1200.00	☐	☐
OC	O/C due carrier		CHF	☐		1035.00	☐	☐
	AW - Air Wayb	0.00	CHF	☐	AWB	0.00	☐	☐
	RA - Dangero	0.10	CHF	☐	GW	95.00	☐	☐
	SC - Security	0.15	CHF	☐	GW	150.00	☐	☐
	MY - Fuel Sur	0.79	CHF	☐	GW	790.00	☐	☐
OG	O/C due GSA			☐		0.00	☐	☐
						2235.00		

AC - Animal Container
AS - Assembly Service Fee
AT - Attendant
BA - Advances and/or guarantees
BB - Appraisal Service
BC - AWB Copy
BE - Collection of funds
BF - Copies of documents
BH - Messenger service
BI - Import/export documents processing
BL - Blacklist Certificate
BM - Withdrawal of shipment after departure
BR - Bank Release
CA - Bonding
CB - Completion/preparation of documents
CC - Customs Charges
CD - Clearance and Handling - Destination
CE - Export/import warrant
CF - Inventory and/or inspection
CG - Customs Charges
CH - Clearance and Handling - Origin
CI - Overtime and Other Customs imposed Charges
CJ - Removal (carrier warehouse to warehouse)
CM - Destination Collect by MCO
CP - Destination Collect Cash
CX - Destination Collect Credit
CZ - All Charges Collect by Credit Card
DB - Disbursement Fee

GW
CW
Perc
AWB
ULD
Pcs

Please note:

Once you're done, never forget to launch the Save process (F2) which actually includes also a re-calculation of all costs and formulas in the background

USER MANUAL

6. Pricing Check - 6.3. Other Charges - 6.3.2. Entitlement Groups

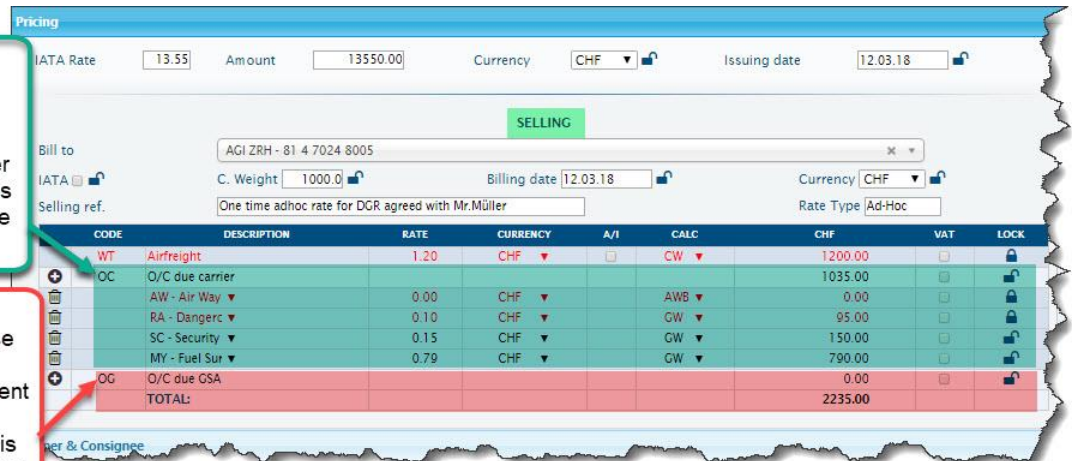
Selling:

"O/C due Carrier":

These Other Charges is an income which is charged along-side with the airfreight-revenue to the customer either through CASS or SRA. We, as the GSA, are considered to be the "Carrier" in this case.

"O/C due GSA":

This is a special feature. These Other Charges is an income which is charged to CASS-Agent OUTSIDE CASS. Any Other Charge entered underneath this entitlement group will be coming on separate invoices (not CASS-File, nor SRA).



CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.20	CHF		CW	1200.00		
OC	O/C due carrier					1035.00		
	AW - Air Way	0.00	CHF		AWB	0.00		
	RA - Dancerc	0.10	CHF		GW	95.00		
	SC - Security	0.15	CHF		GW	150.00		
	MY - Fuel Sur	0.79	CHF		GW	790.00		
OG	O/C due GSA					0.00		
	TOTAL:					2235.00		

Buying:

"O/C due Carrier":

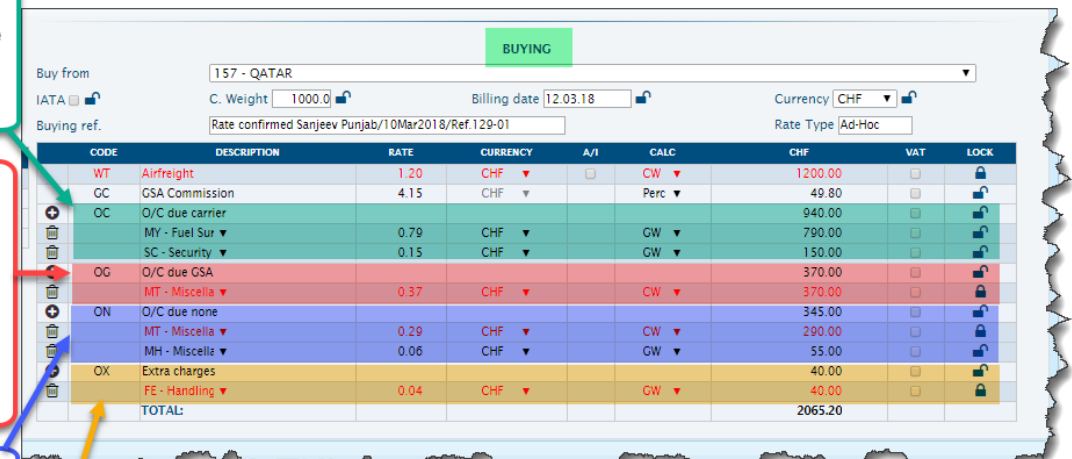
These Other Charges are costs, which will be paid along-side with the airfreight-revenue to the vendor-airline by our CSR. Our vendor-airline is considered to be the "Carrier" in this case.

"O/C due GSA":

These Other Charges is income, which we deduct from our costs either directly on our airlines CSR, or which we charge on a separate invoice towards the vendor-airline. Normally it's used for trucking compensation costs according to an agreemtn we have with the airline.

"O/C due None":

These Other Charges are expected costs, which will have to pay to other parties besides the vendor-airline, such as for example: Truckers, GHA's, customs authorities etc.



CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.20	CHF		CW	1200.00		
GC	GSA Commission	4.15	CHF		Perc	49.80		
OC	O/C due carrier					940.00		
	MY - Fuel Sur	0.79	CHF		GW	790.00		
	SC - Security	0.15	CHF		GW	150.00		
OG	O/C due GSA					370.00		
	MT - Miscella	0.37	CHF		CW	370.00		
ON	O/C due none					345.00		
	MT - Miscella	0.29	CHF		CW	290.00		
	MH - Miscella	0.06	CHF		GW	55.00		
OX	Extra charges					40.00		
	FE - Handling	0.04	CHF		GW	40.00		
	TOTAL:					2065.20		

"O/C Extra Charges":

These Other Charges are costs, we, as a GSA do NOT pay to anyone at all. They are just stored alongside to all the other Other Charges, but they are not taken into consideration as far as the Profit/Loss-calculation of an AWB is concerned. They can be used for the purpose to calculate a special GSA-Commission, if needed.

USER MANUAL

6. Pricing Check - 6.3. Other Charges - 6.3.3. Unknown Cargo

6. Pre-Invoicing - 6.5. Collect AWBs - 6.5.1. Automated CC Rates

6. Pre-Invoicing - 6.5. Collect AWBs - 6.5.2. Adhoc CC Rates

6. Pre-Invoicing - 6.5. Collect AWBs - 6.5.3. Agent's Commission (Selling)

6. Pre-Invoicing - 6.5. Collect AWBs - 6.5.4. GSA's commission (Buying)

6. Pre-Invoicing - 6.5. Collect AWBs - 6.5.5. Other Charges CC (+PP)

6. Pre-Invoicing - 6.6. IATA Rates

6. Pre-Invoicing - 6.7. AWB Statistics / post AWB to "Pre Invoiced"

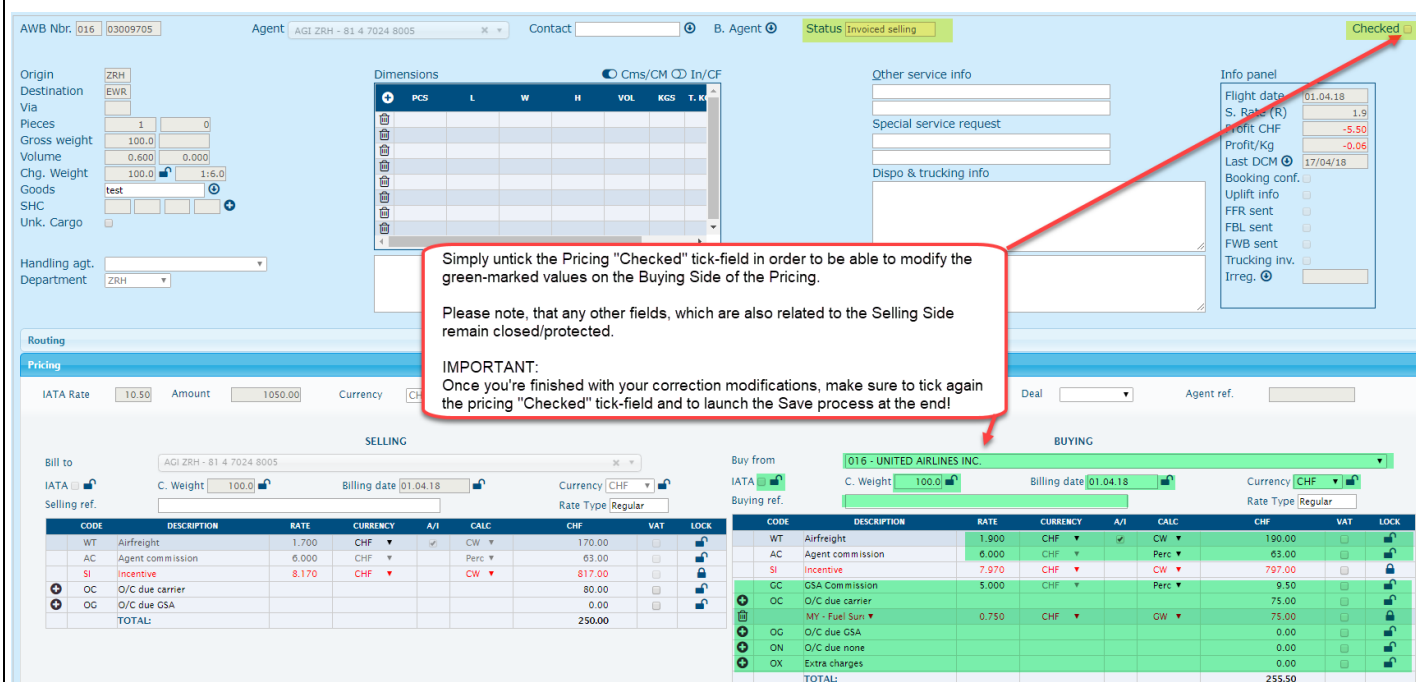
USER MANUAL

6. Pricing-Check - 6.8.1. Edit Buying pricing of AWBs in status "Invoiced Selling"

In case you need to change something in the pricing on the Buying –Side of an AWB which has only be closed on the Selling side (i.e. which is in AWB-Status "Invoiced Selling), you do NOT need to make a "DCM" at all.

You can simply untick the pricing "Checked" tick-field and modify the respective pricing field on the buying side upon your discretion.

Just make sure to set the "Checked" tick again once your finished and launch the Save process as the end.



AWB Nbr: 016 03009705 Agent: AGI ZRH - 81 4 7024 8005 Contact: B. Agent Status: Invoiced selling

Origin: ZRH Destination: EWR Via: Pieces: 1 Gross weight: 100.0 Volume: 0.600 Chg. Weight: 100.0 Goods: test SHC: Unk. Cargo: Handling agt.: Department: ZRH

Dimensions: PCS L W H VOL KGS T. KGS

Other service info: Special service request: Dispo & trucking info:

Info panel: Flight date: 01.04.18 S. Rate (R): 1.9 Profit CHF: -5.50 Profit/Kg: -0.06 Last DCM: 17/04/18 Booking conf.: Uplift info: FFR sent: FBL sent: FWB sent: Trucking inv.: Irreg.:

Simply untick the Pricing "Checked" tick-field in order to be able to modify the green-marked values on the Buying Side of the Pricing.

Please note, that any other fields, which are also related to the Selling Side remain closed/protected.

IMPORTANT: Once you're finished with your correction modifications, make sure to tick again the pricing "Checked" tick-field and to launch the Save process at the end!

Routing: Pricing: IATA Rate: 10.50 Amount: 1050.00 Currency: CHF

SELLING: Bill to: AGI ZRH - 81 4 7024 8005 IATA: C. Weight: 100.0 Billing date: 01.04.18 Currency: CHF Rate Type: Regular

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.700	CHF		CW	170.00		
AC	Agent commission	6.000	CHF		Perc	63.00		
SI	Incentive	8.170	CHF		CW	817.00		
OC	O/C due carrier					80.00		
OG	O/C due GSA					0.00		
TOTAL:						250.00		

BUYING: Buy from: 016 - UNITED AIRLINES INC. IATA: C. Weight: 100.0 Billing date: 01.04.18 Currency: CHF Rate Type: Regular

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.900	CHF		CW	190.00		
AC	Agent commission	6.000	CHF		Perc	63.00		
SI	Incentive	7.970	CHF		CW	797.00		
GC	GSA Commission	5.000	CHF		Perc	9.50		
OC	O/C due carrier					75.00		
MY	Fuel Sur	0.750	CHF		GW	75.00		
OG	O/C due GSA					0.00		
ON	O/C due none					0.00		
OX	Extra charges					0.00		
TOTAL:						255.50		

USER MANUAL

6. Pricing-Check - 6.8.2. Edit Selling pricing of AWBs in status "Invoiced Buying"

In case you need to change something in the pricing on the Selling-Side of an AWB which has only/already be closed on the Buying side (i.e. which is in AWB-Status "Invoiced Buying"), you do NOT need to make a "DCM" at all.

You can simply untick the pricing "Checked" tick-field and modify the respective pricing field on the Selling side upon your discretion.

Just make sure to set the "Checked" tick again once your finished and launch the Save process as the end.

AWB Nbr: 016 3333344 Agent: AGT ZRH - 81 4 7024 8005 Contact: B. Agent Status: Invoiced buying **Checked**

Origin: ZRH Destination: EWR Pieces: 1 Gross weight: 100.0 Volume: 0.500 Chg. Weight: 100.0 Goods: test SHC: Unk. Cargo: Handling agt: Department: ZRH

Dimensions: Cms/CM In/CF

Other service info: Special service request:

Info panel: Flight date: 15.04.18 S. Rate (A): 2 Profit CHF: 14.00 Profit/Kg: 0.14 Last DCM: Booking conf.: Uplift info: FFR sent: FBL sent: FWB sent: Trucking inv.: Irreg.:

Simply untick the Pricing "Checked" tick-field in order to be able to modify the green-marked values on the Selling Side of the Pricing.

Please note, that any other fields, which are also related to the Buying Side remain closed/protected.

IMPORTANT:
Once you're finished with your correction modifications, make sure to tick again the pricing "Checked" tick-field and to launch the Save process at the end!

Routing: Pricing: IATA Rate: 10.50 Amount: 1050.00 Currency: CHF Issuing date: 17.04.18 Airfreight: PP CC O/C PP CC Deal: Agent ref.:

SELLING: Bill to: AGT ZRH - 81 4 7024 8005 IATA: C. Weight: 100.0 Billing date: 15.04.18 Currency: CHF Rate Type: Ad-Hoc

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	2.000	CHF		CW	200.00		
OC	O/C due carrier		CHF		CW	75.00		
OC	MY - Fuel Sur	0.750	CHF		CW	75.00		
OC	O/C due GSA		CHF		CW	0.00		
TOTAL:						275.00		

BUYING: Buy from: 016 - UNITED AIRLINES INC. IATA: C. Weight: 100.0 Billing date: 15.04.18 Currency: CHF Rate Type: Regular

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.000	CHF		CW	100.00		
OC	GSA Commission	5.000	CHF		Perc	9.50		
OC	O/C due carrier		CHF		CW	75.00		
OC	O/C due GSA		CHF		CW	0.00		
ON	O/C due none		CHF		CW	5.50		
OX	Extra charges		CHF		CW	0.00		
TOTAL:						261.00		

USER MANUAL

6.9. Other Charges Buying cost-splitting tool (Purchase Docs.)

1/2

By this tool you can create a Quote for example in cases when a trucking company offers you a total cost for one truck. You can pull respective AWB's truck-/flight-legs into a created Quote using certain filter-criteria such as Departure-Date, Carrier-Code, Trucker-Code etc. By posting the Quote, the system will split the total cost over all AWBs involved and populate them on AWB's Buying Side into the Other Charge "due None" as an expected cost.

Type to search...

Document type: Quote No:

the green coloured fields are mandatory to be filled out

Current code: EUR

Buy from vendor Nbr.: Test Trucker - 81 R 0000 0088

Vendor name: Test Trucker

Vendor address:

Buy from Postcode/City:

Contact Nbr.:

Buy from contact name:

Posting description:

Your reference:

Department:

Project:

Other Charges Code: MT

Operation occurred date:

Document date: 17.06.19

Posting date: 17.06.19

Payment terms code:

Due date:

Vendor invoice nbr:

Payment Discount %: 0.00

Payment Discount Date:

Payment Method Code:

On Hold:

Prices including VAT: ☐

VAT base discount %: 0.00

Total amount: 1540

Amount Including VAT:

Distribute By: Chg. Weight

Amount not distributed:

Recalculate

Pay to

PREFIX	AWB NBR	DESCRIPTION	CHRG. WGT.	GR. WGT.	VOL	FIXED PRICE	AMOUNT	DISC. %	DISCOUNT	AMOUNT INCLUDING

Save Post Delete Search List Clear

Search routing lines

The only mandatory filter-criteria to search for AWB's routing-lines is the "Dep.-Date". All other filter-fields can be used for more detailed filtering.

Dep. date: 18.06.19 Carrier: Truck nbr: Trucker code: Dep: Dest:

Search

☒	CARRIER	AIRLINE CODE	AWB	AGENT	GROSS WGT.	VOLUME	CHG. WEIGHT
☒	AC		014 55551112	Agility Logistics AG (ZRH)	1500.0	7.000	1500.0
☒	AC		014 55551123	Agility Logistics AG (ZRH)	45.0	.270	45.0
☒	AC		014 55551134	Agility Logistics AG (GVA)	150.0	.900	150.0
☒	CK		112 44441110	DHL Logistics (Switzerland) Ltd (ZRH)	456.0	5.000	833.5
Total:					2151.00	13.17	2528.50

OK Cancel

clicking the "OK" button, will pull all found routing-lines into the Quote

Posting description:

Your reference:

Department:

Project:

Other Charges Code: MT

Operation occurred date:

Pay to

in case you want to open the Booking mask of any of the stated AWBs, you can just double-click this button

You have the option to divide the costs either by Chargeable Weight, Gross Weight or Volume

Total amount: 1540

Amount Including VAT: 1540.00

Distribute By: Chg. Weight

Amount not distributed: -0.01

Recalculate

If needed, you can also change the total amount of a Quote. Doing that you should click on the Recalculation button, in order to update all cost-shares of the AWBs.

If required, you can overrule any AWB's share manually to allocated a higher or lower cost-share to that AWB. This will increase or decrease the other AWBs' shares accordingly, as you will click on the Recalculation button

PREFIX	AWB NBR	DESCRIPTION	CHRG. WGT.	GR. WGT.	VOL	FIXED PRICE	AMOUNT	DISC. %	DISCOUNT	AMOUNT INCLUDING DISC
014	55551112	Agility Logistics AG (ZRH)	1500	1500	7		913.59	0		913.59
014	55551123	Agility Logistics AG (ZRH)	45	45	0.27		27.41	0		27.41
014	55551134	Agility Logistics AG (GVA)	150	150	0.9		91.36	0		91.36
112	44441110	DHL Logistics (Switzerland)	833.5	456	5		507.65	0		507.65

Save Post Delete Search List Clear

USER MANUAL

6.9. Other Charges Buying cost-splitting tool (Purchase Docs.)

1/2

You can post (re-post) a Quote as many times you like. Please also note, that deleting a Quote will also unpost/delete the respective Other Charges due None on each involved AWBs buying side.

FYI:

Currently you can only post expected costs over to the Other Charges Buying due None. Soon you will also have the option to post planned compensation costs, which you can debit the vendor-airline with over to the Other Charges Buying due GSA.

Document type: Quote
No: P-QUO00005

Currency code: EUR
Buy from vendor Nbr: Test Trucker - 81 R 0000 0088
Vendor name: Test Trucker
Vendor address:
Buy from Postcode/City: test
Contact Nbr:
Buy from contact name:
Posting description:
Your reference:
Department:
Project:
Other Charges Code:
Operation occurred date:

Document date: 17.06.19
Posting date: 17.06.19
Payment terms code:
Due date:
Vendor invoice nbr:
Payment Discount %: 0
Payment Discount Date:

You can save a quote at any time. At the moment when an Quote is saved, the system tags it with a Quote-number. Saved Quotes can be re-found when you click on the button "List"

double-clicking on any of the saved Quotes, the system will open up the Quote-mask

NBR	POSTING NBR	DOCUMENT TYPE	DOCUMENT DATE	BUY FROM VENDOR	BUY FROM VENDOR NAME	DEPARTMENT	PROJECT	DUE DATE	TOTAL AMOUNT	PRICES INCLUDING VAT	CURRENCY CODE
P-QUO000005		Quote	17.06.19	81 R 0000 0088	Test Trucker				1.540.00		EUR
P-QUO000004		Quote	08.04.19	81 R 0000 0088	Test Trucker				1.200.00		EUR
P-QUO000003		Quote	29.11.18	81 R 0000 0001	Allsped RFS				1.056.59		CHF
			21.11.18	81 R 0000 0004	Planer AG				1.368.42		CHF
			12.01.18	81 R 0000 0088	Test Trucker				1.532.68		EUR
				81 R 0000 8099	Test Trucker				18.02		
									Amount not distributed		-0.01

PREFIX	AWB NBR	DESCRIPTION	CHRG. WGT.	GR. WGT.	VOL	FIXED PRICE	AMOUNT	DISC. %	DISCOUNT	AMOUNT INCLUDING DISC
014	55551112	Aglity Logistics AG (ZRH)	1500	1500	7		913.59	0		913.59
014	55551123	Aglity Logistics AG (ZRH)	45	45	0.27		27.41	0		27.41
014	55551134	Aglity Logistics AG (GVA)	150	150	0.9		91.36	0		91.36
112	44441110	DHL Logistics (Switzerland)	833.5	456	5		507.65	0		507.65

Save Post Delete Search List Clear

Posting a Quote, will either update or freshly populate each AWB's Buying Side in the Other Charges due None. Please note following rules:
- You can re-post a Quote as many time you like.
- All AWBs in status "Booked", "Flown" and "Invoiced Selling", which are NOT in the state of pricing "Checked" get updated by that posting process.
- If you would have entered any O/C due None with the same Code manually in the AWB already, such costs will NOT get updated by posting a Quote.
- In case you would delete a Quote or you would just delete one stated AWB in side the Quote, the system will also unpost/delete the respective Other Charges due None costs from respective AWBs accordingly.

IATA Rate: 13.55 Basic: 0.00

Selling ref.: AGI ZRH - 81 4 7024 8005

C. Weight: 45.0 Billing date: 18.06.19 Currency: CHF Rate Type: Regular

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
IA	IATA Amount	13.550	CHF		CW	609.75		
AC	Agent commissi	6.000	CHF		Perc	36.59		
SI	Incentive	0.000	CHF		CW	0.00		
WT	Airfreight	12.737	CHF		CW	573.17		
OC	O/C due carrier					40.50		
OG	O/C due GSA					0.00		
TOTAL:						613.67		

Buy from: 014 - AIR CANADA

C. Weight: 45.0 Billing date: 18.06.19 Currency: CHF Rate Type: Regular

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
IA	IATA Amount	13.550	CHF		CW	609.75		
AC	Agent commissi	6.000	CHF		Perc	36.59		
SI	Incentive	0.000	CHF		CW	0.00		
WT	Airfreight	12.737	CHF		CW	573.17		
CC	GSA Commissio	0.000	CHF		Perc	40.50		
OC	O/C due carrier					40.50		
ON	O/C due GSA					17.10		
ON	O/C due none					32.89		
MT	Miscellari	27.410	CHF		CW	32.89		
OX	Extra charges					0.00		
TOTAL:						588.96		

USER MANUAL

7. AWB-Stock - 7.1. Create new AWBs (Status "Created")

Type to search...

- OPERATION ◀
- Bookings
- Dispo overview
- MANIFEST ▶
- Irregularities
- AWB STOCK ◀
 - Create stock
 - Assign stock
 - Stock overview
 - Unused AWBs
- MESSAGING ▶
- REPORTS ▶
- INVOICING ▶
- SETUP ▶

Create AWB Stock

Airline: 157 - QATAR
 From number: 11114445
 To number: 11114504
 Department: ZRH
 Agent:
 Ok

Info ✕

7 AWBs created (From 11114445 to 11114504)

The freshly created AWBs in COS are stored and flagged with the AWB-Status called "Created"

Inside the Creating AWBs-function-window, you would have also the option to assign this whole serie DIRECTLY to an agent, if needed. In such a case, the AWB-Status will go directly to "Assigned".

USER MANUAL

7. AWB-Stock - 7.2. Assign AWBs to Agent (set to Status "Assigned")

USER MANUAL

7. AWB-Stock - 7.3. Assign SPECIFIC AWBs to Agent (set to Status "Assigned")

AWB Stock overview

PREFIX	NUMBER	STATUS	CHECKED	AGENT
☐	077			
☐	077	96847446	Created	
☐	077	96847450	Created	
☒	077	96847461	Created	
☒	077	96847472	Created	
☒	077	96847483	Created	
☒	077	96847494	Created	
☒	077	96847505	Created	
☒	077	96847516	Created	
☐	077	96847520	Created	
☐	077	96847531	Created	
☐	077	96847542	Created	
☐	077	96847553	Created	

Assign Agent

- Change Agent
- Change Department
- Change status back to Created
- Change Vendor
- Void AWBs
- UnVoid AWBs
- Export List
- Reprint Delivery Note

Actions ^

For AWB Stock maintenance-reasons, you can also assign certain specific AWB nbrs or series to agents right here in the AWB Stock Overview.

General advice:

The purpose of this very feature is "strictly" for AWB Stock maintenance reasons. In case you need to mirror the stock in COS with the airline system for instance. However, generally it is highly recommended NOT to use this function for the normal process of Assigning AWBs series to agents in general. For that purpose, please use the normal function called "Assign stock". This in order to avoid and minimize gaps/breaks within AWB series.

Bulk Assign Agent

Agent

AGI ZRH - 81 4 7024 8005

Select

4SEA WORLD CARGO GMBH - 81 4 5008 6001
AAS FREIGHT AG - 81 4 5018 8002
ACE PET MOVING - 81 4 5027 8000
ACS AIR CARGO SERVICE AG (BSL) - 81 4 4530 4006
AERO LINES GMBH (ZRH) - 81 4 7139 1201
AERSPED LTD INTERNATIONAL (GVA) - 81 4 7000 1200
AERSPED LUG - 81 4 7000 6903
AERSPED ZRH - 81 4 7000 8001
AGENCE FRET CARGO (GVA) - 81 4 7094 1204
AGI GVA - 81 4 7024 1005
AGI GVA - 81 4 7024 1204
AGI ZRH - 81 4 7024 8005
AGILITY LOGISTICS AG (BIEL) - 81 4 7024 3001
AGILITY LOGISTICS AG (BRN) - 81 4 7024 3002
AGILITY LOGISTICS AG (BSL) - 81 4 7024 4004
AGILITY LOGISTICS AG (CHIASSO) - 81 4 7024 6804
AGILITY LOGISTICS AG (GVA) - 81 4 7024 2501
AGILITY LOGISTICS AG (LUG) - 81 4 7024 6900
AGILITY LOGISTICS AG (ST.GALLE) - 81 4 7024 9000

cos.datac**air**.com says

Update all selected lines?

OK

Cancel

Info

Agent assign successfully on 5 AWBs.

AWB Stock overview

PREFIX	NUMBER	STATUS	CHECKED	AGENT	AGENT NAME	AGENT SEARCH NAME	ORIG
☐	077			81 4 7024 8005			
☐	077	96847461	Assigned	81 4 7024 8005	Agility Logistics AG (ZRH)	AGI ZRH	ZRH
☐	077	96847472	Assigned	81 4 7024 8005	Agility Logistics AG (ZRH)	AGI ZRH	ZRH
☐	077	96847483	Assigned	81 4 7024 8005	Agility Logistics AG (ZRH)	AGI ZRH	ZRH
☐	077	96847494	Assigned	81 4 7024 8005	Agility Logistics AG (ZRH)	AGI ZRH	ZRH
☐	077	96847505	Assigned	81 4 7024 8005	Agility Logistics AG (ZRH)	AGI ZRH	ZRH
☐	077	44442226	Assigned	81 4 7024 8005	Agility Logistics AG (ZRH)	AGI ZRH	ZRH

USER MANUAL

7. AWB-Stock - 7.4. Reprint/Resend Delivery Note to Agent for Assigned AWBs

Step 1
Go to AWB Stock Overview

Step 2
Set respective filters to distinguish the AWB Series for which you need to resend a Delivery E-Mail-Message to the customer

AWB Stock overview

PREFIX	NUMBER	STATUS	CHECKED	AGENT	AGENT NAME	AGENT SEARCH NAME	ORIG.	DEST.	FLIGHT DATE	B. DATE SELLING	B. DATE BUYING	GROSS W.	DEPT.	USERNAME	LAST MODIFIED	CREATED
014	21212155	Assigned	☐	81 4 7024 8005	Agility Log. AG	AGI ZRH							ZRH	AMOSIM	23.11.18	21.06.18
014	21212214	Assigned	☐	81 4 7024 8005	Agility Log. AG	AGI ZRH							ZRH	AMOSIM	23.11.18	21.06.18
014	21212225	Assigned	☐	81 4 7024 8005	Agility Log. AG	AGI ZRH							ZRH	AMOSIM	23.11.18	21.06.18

Step 3
Toggle-tick all filtered AWBs. In case you have them spread of multiple pages you need to toggle-tick all AWB-records on each page individually

Step 4
Click on the Actions button and select "Reprint Delivery Note". This will send out the AWB Stock-Delivery-E-Mail-message to the default receiver which is defined in the Agentcard

20 entries

Do 25.07.2019 17:26
dev@datacair.com

AWB Stock Assign Confirmation - AIR CANADA

To: MOSIMANN Andreas; DC-Developers

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Mr test Test1,

As per your request we blocked the following airwaybill stock for you:

AIR CANADA - AC - Prefix 014

Amount 20
From 21212155
To 21212343

CASS Code / Customer No: 81 4 7024 8005
Company name: Agility Log. AG
Post code: post code
City: Zürich Flughafen

Please confirm receipt of the above AWB stock by returning an email reply.

Thank you for your cooperation.

ATC CH Team

192.168.199.14 says
Update all selected lines?

OK Cancel

Info
1 delivery notes sent.

Agentcard

Code: 81 4 7024 8005 Search Name: AGI ZRH

Name: Agility Log. AG Balance (LCY): 0.00
Name 2: Name 2 Line
Address: Address line 1 Credit Limit (LCY): 0.00
Address 2: Address line 2 Currency Code: CHF
Post Code/City: post code Zürich Flughafen Blocked:
State / Country: country/state Switzerland

CVB: ☐ CASS Code: 81 4 7024 8005 Default Handling Code:
ATA Code: Delivery airport: ZRH
SITA: Home Page:

Addresses

Communication

GENDER	FIRST NAME	LAST NAME	POSITION	EMAIL	DIRECT PHONE NBR.	MOBILE PHONE NBR.	BOOKING CODE	AGENT INFO	STATUS
Mr	LAURA	SKYTO		dev@datacair.com	044 874 82 52				
Mr	Marcel	Haiser		dev@datacair.com					
Mr	Simona	TEST		stanislaw@datacair.ch					
Mr	test	Test1		test@datacair.ch					
Mr	add fresh	support mail		support@datacair.com					

USER MANUAL

7. AWB-Stock - 7.5. Change Agent for multiple AWBs

Step 1:
Open AWB Stock Overview
and set filters of the AWB serie
you would like to change the agent.

Step 2:
Mark/select the AWBs
on which you want to
change the agent.
And click the "Actions
button and select
"Change Agent".

Step 3:
Select the new agent to
which the selected
AWBs shall be
assigned to and hit the
button "Select".

cos.datacair.com says
Update all selected lines?

OK Cancel

Please note:
Do not get irritated that the selected AWBs in the list in the background are disappear.
This is normal, as they obviously do not meet the old agent's code filter criteria anymore.

USER MANUAL

7. AWB-Stock - 7.6. Return unused AWBs back to airline (status "Void")

The reason why an AWB shall be set to the status „Void“, is to make it invalid and not to use it any longer and to return it back to the vendor-airline. You can set single AWBs to status "Void" directly on the Booking Mask.

Please note:

- a) Only AWBs which are in either status Created, Assigned or Booked can be set to status Void.
- b) All bookings details as well as routing details will get erased when setting an AWB to status Void

Change status ^

- Set to booked
- Set to flown
- Set to void**
- Set back

OK **Cancel**

Status void

Change status ^

- Set to booked
- Set to flown
- Set to void**
- Set back

USER MANUAL

7. AWB-Stock - 7.7. Unvoid single or multiple AWBs (undo status "Void")

To unvoid one or multiple AWBs, you need to do that in the AWB Stock Overview function as shown below:

The screenshot shows the 'AWB Stock overview' interface. On the left, a sidebar contains a menu with the following items: 'OPERATION', 'Bookings', 'Dispo overview', 'MANIFEST', 'Irregularities', 'AWB STOCK', 'Create stock', 'Assign stock', 'Stock overview' (highlighted), 'Unused AWBs', and 'MESSAGING'. A red arrow points from 'Stock overview' to the 'UnVoid AWBs' option in the 'AWB STOCK' section. The main area displays a table with columns: PREFIX, NUMBER, STATUS, CHECKED, AGENT, and AGENT NAME. The table contains one row with the following data: PREFIX 615, NUMBER 25184390, STATUS Void, CHECKED (checkbox), AGENT 01 1 6222 0883, and AGENT NAME PILOT AIR FREIGHT, LLC. Below the table, there is a list of actions: 'Change Agent', 'Change Department', 'Change status back to Created', 'Change Vendor', 'Void AWBs', 'UnVoid AWBs' (highlighted with a red arrow), 'Export List', 'Reprint Delivery Note', and 'Actions'. A red arrow points from 'UnVoid AWBs' to a pop-up message that says '1 AWBs unvoid.'

Please note:

- Unvoiding an AWB which was formerly in the status Created or Assigned will obviously be again in that same status (Created or Assigned).
- Unvoiding an AWB which was formerly in the status Booked will be set to status Assigned.

USER MANUAL

8. SITA-Messaging - 8.1. Filter/search for messages

In the SITA-Message-table you have various means to set filters to search for one or a group of messages.

8. SITA-Messaging - 8.2. Show / create new message

With the so called "SITA"-Message-function in COS you can receive and send SITA-messages. To send messages out, you also have the possibility to address them to E-Mail-recipients, where as the sender of such mssgs will be your generic e-mail-sender-address defined in the Company setup in COS.

8. SITA-Messaging - 8.3. Forward/quote a SITA-message by E-Mail

8. SITA-Messaging - 8.4. Manage address book

The SITA-Address-book can be very useful for you, especially to send out Bookings and Flight Dispos etc. to counterparties like Handling Agents, Airlines and Truckers. Especially in terms of sending out automated Cargo-IMP-messages (such as FFR's, FFA's, FBL's, FWB's etc.) to either SITA-recipients or E-Mail-recipients, we highly recommend that populate and maintain the SITA-address-book.

Please be aware about the following in case you send out messages from the system to E-Mail-recipients:

- a) Such mssgs can only be viewed as sent items on the SITA-message-table
- b) Your sender's e-mail-address is either your "generic-one" (no-reply@datacair.com) or you can have it differently. Or you can even define one e-mail-sender's address for each Airline individually
- c) If you expect the recipient of such a e-mail-msg. to reply back to you with another Cargo-IMP-mssg (e.g. FFA, FSA/FSU), COS does currently NOT process such Cargo-IMP-mssgs coming in by e-mail. (only incoming mssgs by SITA can be processed).

USER MANUAL

8.5. Process incoming FFR – Airline System's Agent code

To transmit Booking data from the Airline System to COS, you can send FFR-messages by SITA/Arinc (Type B) to COS. In order that COS can identify the agent and to post the booking the whole way through from status "Created" to "Booked", the agentcode in COS should be identical with the agentcode in the Airline-System. That is normally not a problem in case of IATA/CASS-Agents. However, in case of NON-CASS-agents or NON-CASS-handled countries, often these codes do not match. For that reason, you can store the airline-system's agentcode in the respective Agentcard in COS inside the Panel called "Other Settings". Here's the way how to handle the 2 different formats:

So, right now we recognize 2 formats, and 3 scenarios:

1. CUS/CODE1/ (broken one, coming from Croamis, CODE1 can be any length)
2. CUS/CODE1/CODE2/CODE3 (proper, biblical format)

Format 1.

can be interpreted only as this: the CODE1 is the alternative agent code in agent card, where we should have this exact string saved: CODE1/ (with the ending slash), in order to be matched.

##Format 2.

can be interpreted in two ways.

Format 2, scenario #1

CODE2 is really a 7-char numeric code (AABCCCC),

CODE3 is a 4-digit number: DDDD

Those 2 together are formed into: AA B CCCC DDDD and we look for that Agent No in the database.

Format 2, scenario #2

If above is not found, then we try with the alternative code - we look for the alternative code that looks like this: CODE2/CODE3 in agent cards.

If we don't find any of those, we consider the agent not recognized and go on with processing.

Code: 15 4 5 **example re Format #1.** Search

Name: Alfons Köster spol. s r.o.

Name 2:

Address: Londýnská 730/59

Address 2:

Post Code/City: 120 00 Praha 2

State / County:

Country: Czech Republic

CVB: ☐

CASS Code: 15 4 5079 0014

IATA Code:

SITA:

Balan: FFR/6

Credit: 157-54028741PRGDOH/T6K720.00MCB.640/MISCELLANEOUS

Curre: /GCR

Block: QR0292/24JUN/PRGDOH/HK

REF/HDQFMQR

DIM/K720/CMT120-80-150/6

PID/A

CUS/1575697/1575697

/ALFONS KOESTER

/PRAGUE

If CUS-Line is like this, then set up Remote System's code like that:

Addresses

Communication

Invoicing

Other settings

AIRLINE CODE: 157

CODE IN REMOTE SYSTEM: 1575697/

DESCRIPTION: Croamis Code for Alfons Köster

USER MANUAL

9. Reports - 9.3. Reports' Menu / Report Types

USER MANUAL

9. Reports - 9.2. Flex CSR - 9.2.1. Filter/Search for specific AWB nbr.

You can filter/search for one specific AWB-number in various companies and generate a Flex Report for that. For that purpose the Start- and Ende-Date Filter is NOT mandatory to fill in.

Company Name	Prefix	AWB	AWB Destination	Agent name	Agent code	Transfer point	Gross Wt	Volume	Airline name	AWB Origin	Seller
ATC Switzerland	040	33333333	DLA	Agility Logistics AG (ZRH)	81 4 7024 8005		100.0	0.192	Camair Co.	ZRH	3.0
ATC Switzerland	147	33333333	CMN	Kuehne & Nagel AG (ZRH)	81 4 7017 8005		100.0	0.400	Royal Air Maroc	ZRH	1.0
ATC Switzerland	390	33333333	ATH	AirCargo Logistics AG (BSL)	81 4 7113 4006		100.0	0.600	AEGEAN AIRLINES	UNZ	10.0
XQair Romania	079	33333333	MNL	"MoorHouse Logistics LTD SRL"	69 4 7000 0014		500.0	3.000	Philippine Airlines	OTP	

USER MANUAL

9. Reports - 9.2. Flex CSR - 9.2.2. Filter by Billing Document nbr.

You can generate a Flex-Report just by using a so called "Document Number" as the only filter-criteria. Doing this, it is NOT mandatory to enter a Start Date nor an Ende Date. The "Doc.Nbr." is a unique number, which is "tagged" to all AWBs which were subject to a Final Billing Run, such as CASS-File-, SRA- and/or CSR-Run. All these Billing-Runs with their individual Document Number can be found listed in the "Action History". Please note that the figures shown on the Flex-report will always be the latest/actual details of each AWB, i.e. all changes done by DCMs are always considered.

Type to search...

- OPERATION >
- REPORTS >
 - SALES RPTS >
 - Flex CSR**
 - STATISTICS >
 - Flight recap
 - AWB figures
 - Applied Rates
- INVOICING >
- SETUP >

Flex CSR

Airline code

Start date

End date

Date type

Doc. Number

AWB No

Currency

Interline AWBs ☐

Pricing ☒ Checked ☒ Not checked

Template name [Edit templates](#)

Get report

Action History

Src. Code Doc. Nbr. Created on Curr.

Transferred ☐ Recap. Nbr. Description

SRC. CODE	DOCUMENT NBR.	CREATED ON	USER	CUR.	AGENT	AIRLINE	RF
CSRA	CSR AGT00020	04.04.18	GBENES	EUR	SPEDITIONS-PARTNER GMBH	390	S-1
CSRA	CSR AGT00019	04.04.18	GBENES	EUR	BTG Spedition und Logistik GmbH	390	S-1
CSRA	CSR AGT00018	04.04.18	GBENES	EUR	Gebrüder Weiss GmbH	214	S-1
CSRA	CSR AGT00017	04.04.18	GBENES	EUR	Gebrüder Weiss GmbH	214	S-1
CSRA	CSR AGT00016	04.04.18	GBENES	EUR	ONTIME LOGISTICS	214	S-1
CSRA	CSR AGT00015	04.04.18	GBENES	EUR	CEVA Freight Austria GmbH	214	S-1
CASSFILE	108FI20180331_0	04.04.18	GBENES			108	
CASSFILE	006DL20180331_0	03.04.18	GBENES			006	
CASSFILE	18C103_1	02.03.18	BOUGGE			297	

Status

☐ Select/unselect all

☐ Created

☐ Assigned

☒ Booked

☒ Flown

☒ Invoiced selling

☒ Invoiced buying

☒ Closed

☐ Void

Company

☐ Select/unselect all

☐ ATC Switzerland

☐ XQair Serbia

☐ ATC USA

☐ XQair Bulgaria

☒ SkyXS Austria

☐ SkyXS Poland

☐ SkyXS Czech I

☐ SkyXS Slovaki

☐ SkyXS Moldov

☐ SkyXS Bulgari

☐ SkyXS Roman

☐ SkyXS Croatia

☐ SkyXS Hungar

☐ SkyXS Serbia

☐ SkyXS Greece

Company Name	Airline name	Prefix	AWB	Status	Agent code	Agent name	Booking Agent	AWB Origin	AWB Destination	Departure airport	Destination airport	Transfer point	Carrier	Flight number	Flight date	Bill
SkyXS Austria	Icelandair Cargo	108	06040561	Invoiced selling	06 4 7104 5206	ONTIME LOGISTICS	06 4 7104 5206	UNZ	KFF	UNZ	KFF	LGG	FI	8826	20.03.18	20
SkyXS Austria	Icelandair Cargo	108	06040572	Invoiced selling	06 4 7104 5206	ONTIME LOGISTICS	06 4 7104 5206	UNZ	KFF	UNZ	KFF	LGG	FI	8826	20.03.18	20
SkyXS Austria	Icelandair Cargo	108	06041125	Invoiced selling	06 4 7045 4605	DHL GLOBAL FORWARDING	06 4 7045 4605	VIE	KFF	VIE	KFF	AMS	FI	9871	02.03.18	02
SkyXS Austria	Icelandair Cargo	108	06041136	Invoiced selling	06 4 7102 1303	CEVA Freight Austria GmbH	06 4 7102 1303	VIE	KFF	VIE	KFF	AMS	FI	9871	02.03.18	02
SkyXS Austria	Icelandair Cargo	108	06041140	Invoiced selling	06 4 7118 4005	Cargomind Speditionsges.m.b.H	06 4 7118 4005	UNZ	KFF	UNZ	KFF	AMS	FI	9803	02.03.18	02
SkyXS Austria	Icelandair Cargo	108	06041151	Invoiced selling	06 4 7045 4605	DHL GLOBAL FORWARDING	06 4 7045 4605	VIE	KFF	VIE	KFF	AMS	FI	9871	09.03.18	09
SkyXS Austria	Icelandair Cargo	108	06041162	Invoiced selling	06 4 7120 1306	Agility Logistics GmbH	06 4 7120 1306	VIE	KFF	VIE	KFF	AMS	FI	9871	09.03.18	09
SkyXS Austria	Icelandair Cargo	108	06041178	Invoiced selling	06 4 7045 4605	DHL GLOBAL FORWARDING	06 4 7045 4605	UNZ	KFF	UNZ	KFF	LGG	FI	8826	13.03.18	13
SkyXS Austria	Icelandair Cargo	108	06041184	Invoiced selling	06 4 7045 1105	DHL GLOBAL FORWARDING	06 4 7045 1105	VIE	KFF	VIE	KFF	AMS	FI	9871	23.03.18	23
SkyXS Austria	Icelandair Cargo	108	06041195	Invoiced selling	06 4 7118 4005	Cargomind Speditionsges.m.b.H	06 4 7118 4005	UNZ	KFF	UNZ	KFF	AMS	FI	9803	16.03.18	16
SkyXS Austria	Icelandair Cargo	108	06041206	Invoiced selling	06 4 7045 1105	DHL GLOBAL FORWARDING	06 4 7045 1105	VIE	KFF	VIE	KFF	AMS	FI	9871	16.03.18	16
SkyXS Austria	Icelandair Cargo	108	06041210	Invoiced selling	06 4 7185 1105	Kühne + Nagel Ges.m.b.H.	06 4 7185 1105	VIE	KFF	VIE	KFF	AMS	FI	9871	16.03.18	16
SkyXS Austria	Icelandair Cargo	108	06041221	Invoiced selling	06 4 7131 5200	Quehenberger Air + Ocean GmbH	06 4 7131 5200	UNZ	KFF	UNZ	KFF	UGG	FI	8826	20.03.18	20
SkyXS Austria	Icelandair Cargo	108	06041282	Invoiced selling	06 4 7120 1306	Agility Logistics GmbH	06 4 7120 1306	VIE	KFF	VIE	KFF	LGG	FI	8818	20.03.18	20
SkyXS Austria	Icelandair Cargo	108	06041248	Invoiced selling	06 4 7120 1306	Agility Logistics GmbH	06 4 7120 1306	VIE	KFF	VIE	KFF	LGG	FI	8818	20.03.18	20

USER MANUAL

9. Reports - 9.2. Flex CSR - 9.2.2. Template Creator 1/2

For repeating use and to adapt to certain airlines' format need, you can create & save your own Flex-Report-Template. Such templates can be renamed, modified and deleted by any user having access to them at any time.

Flex CSR

Airline code
Start date
End date
Date type: Flight date
Doc. Number
AWB No
Currency: CHF
Interline AWBs
Pricing: ☒ Checked ☒ Not checked
Template name: CSR
[Edit templates](#)

Status

☐ Select/unselect
☐ Created
☐ Assigned
☒ Booked
☒ Flown
☒ Invoiced selling
☒ Invoiced buying
☒ Closed
☐ Void

Templates List

ID	TEMPLATE NAME	CONTENT
1	CSR	AWB Destination,Prefix,Status,AWB,Agent name,Flight date,Agent currency,O/C due carrier selling,O/C due carrier selling (Detail),...
2	Flex test - all Buying related fields Jun18	Agent Search Name,Rate Type Buying,Checked,Agent CASS Code buying (Detail),O/C rate due GSA buying (Detail),O/C rate due Search Name,Vendor Code,Prefix,AWB,Status,AWB Origin,AWB point,Issuing Date,Billing date buying,Number of pieces,Commo Airfreight Amount,Other charges PP/CC,O/C due carrier buying (Detail),O/C due None Buying,O/C due None Buying (Detail),O/C Reference,VAT percentage (buying),Total Due Carrier Buying,O/C...
3	test Gerold	Prefix,Prefix,AWB,AWB,AWB Origin,AWB Destination,Selling rate buying (Detail),Other charges PP/CC,Airfreight PP/CC
4	Shanna Test	Prefix,Airline name,AWB,Status,AWB Origin,AWB Destination,Agent name,Prefix,AWB,AWB Origin,AWB Destination,Agent name (Detail),O/C due carrier selling (Detail),O/C due agent selling (Detail),...
5	EZ CSR	Prefix,AWB,AWB Origin,AWB Destination,Transfer point,Carrier
7	ATC Test Report	Prefix,AWB,AWB Origin,AWB Destination,Flight number,Flight date due carrier buying,GSA Commission
8	TK CSR Buying	Prefix,AWB,Airline name,Status,AWB Origin,AWB Destination,Transfer point,Carrier
9	Test Titus	Prefix,AWB,AWB Origin,AWB Destination,Flight number,Flight date due carrier buying,GSA Commission
10	TK Buying Report Test Mosi	Prefix,AWB,Airline name,Status,AWB Origin,AWB Destination,Transfer point,Carrier
11	...	Prefix,AWB,AWB Origin,AWB Destination,Selling rate,Agent code

New template

Template name: Mosi's Test Report

Available fields

- #
- Airline name
- Status
- AWB Origin
- AWB Destination
- Transfer point
- Agent code
- Agent name
- Booking Agent
- Flight date
- Billing date selling
- O/C due carrier selling
- O/C due carrier selling (Detail)
- O/C due agent selling
- O/C due agent selling (Detail)
- O/C due GSA selling
- O/C due GSA selling (Detail)

Fields in CSR

- Prefix
- AWB

Drag the desired fields from the "Available fields" column to the "Fields in CSR".

You can also just double click the field to move it to the opposite list.

Either by drag-n-drop, or also simply by double-clicking on each data-field you can move them over to the right hand side and define there top-down how your columns left-to-right shall be displayed on your final Excel-Output.

Please note:
Any field-name containing "(Detail)" will automatically be put/displayed in columns on the very right hand side inside the final Excel-output by default. And this regardless of the location, where you have put them in the top-down defined sorting in here. The reason for that is, because the "(Detail)"-fields will dynamically create as many columns in Excel as the variety of Other Charges Codes used for pricing all the AWBs reported. And it also minimizes the conflicts of Excel-Makros created by the user for further calculating and reformatting.

Save

USER MANUAL

9. Reports - 9.2. Flex CSR - 9.2.2. Template Creator 2/2

Most data-fields related to the AWBs as well as to the Routing-lines are self-explanatory. Nevertheless, please find below some more back-ground-infos of certain special data-field-examples.

Available fields

#

This creates a dedicated column with a simply numbering each line top-down with 1, 2, 3....etc

Buying Airfreight Amount (Rcvd)

This shows the realized costs received from the Vendor-/Airline-Invoice. Currently it is coming from what's entered in the Purchase Invoicing function called: "Inv. Checking Tool"

Airline Inv. Rcvd.

This shows a flag Yes/No, whether the Vendor-/Airline-Invoice has been received. Currently it is coming from what's entered in the Purchase Invoicing function called: "Inv. Checking Tool"

O/C due carrier buying (Detail)

Field names containing "(Detail)" should be at the end of the report, since they are dynamically showing ALL (any) Other Charges entered on the involved AWBs.

Total Due Carrier Buying

This shows the sum of the gross Buying Airfreight Amount (GSA-Commission not yet deducted) plus all Due Carrier Buying Other Charges.

Due Carrier Net Buying

This shows the sum of the net Buying Airfreight Amount (after having the GSA-Commission deducted) plus all Due Carrier Buying Other Charges.

Total Buying Amount

This shows the result on the Buying side of: Airfreight minus GSA-Comm. minus IATA-Agent-Comm. (if applicable) plus O/C due Carrier minus O/C due GSA plus O/C due None.

Checked

This shows the flag Yes/No, whether an AWB is set to the state of having pricing "Checked". It's the tick field on the upper right corner on the Booking mask.

Rate Type Selling

This shows the flag by what rate an AWB is priced by. Types are: Regular (Street-rates for all agents), Contract (Agent's special rates), Promo, Adhoc (any manually modified rate)

Freight Rate Calc Type Selling

This shows the flag in case the airfreight amount has been priced by a Minimum or lumpsum-amount. The flags are:
 "empty" (=No Min.is applied for airfreight but normal rate/kg calc)
 Minimum (=automatically pulled as such from the NetRateSheet)
 Manual (=the airfreight sum was modified manually)
 Calc.AWB (=the Calculation factor Type "AWB" was either pulled from the NetRateSheet or selected manually in the Pricing-Panel)

USER MANUAL

10. Other Features - 10.1. Timetable

Advanced filtering options in the Timetable:

- <> unequal
- >= bigger than or equal
- > bigger than
- <= smaller than or equal
- < smaller than
- . empty
- * not empty

FYI: these advanced filtering options, you can also apply in other tables, such as for example the AWB Stock Overview.

Time table management

CARRIER	FLIGHT NO.	ORIG.	DEST.	TRUCK CODE	VALID FROM	VALID TO	DAYS	DEPARTURE TIME	ARRIVAL TIME	DAYS LATER	AIRCRAFT TYPE	WT. CAP	VOL CAP	FREE SALE WT	FREE SALE VOL	MODIFIED BY	CHANGED
CI	51	TPE	SYD		01.11.15	>=27.10.19	1234567	23:00	10:45	1	333	0	0	0	0	amosim	25.04.18 09:19:23
CI	57	TPE	MEL		01.11.15		-2--5-7	23:30	11:50	1	333	0	0	0	0	themi	29.02.18 09:41:58
CI	541	TPE	WUH				1--4---	15:40	18:30	0	333	0	0	0	0	aniefe	03.12.18 17:16:18
EI	321	BSL	ZRH	ERT			---4---	09:12	16:12	1	100	0	0	0	0	amicic	08.09.16 10:17:27
EI	222	BSL	ZRH	POF			---5---	09:12	16:12	1	100	0	0	0	0	amicic	08.09.16 10:17:39

filter records with Valid-To-dates effective 27.Oct.2019

filter records which are NOT last modified by user "amosim" (unequal).

filter records having having this field empty

filter records having any kind of content in this field

AWB Stock overview

PREFIX	NUMBER	STATUS	CHECKED	AGENT	AGENT NAME	AGENT SEARCH NAME	ORIG.	DEST.	FLIGHT DATE	S. DATE SELLING	S. DATE BUYING	GROSS W.	DEPT.	ASSIGN NBR.	USERNAME	LAST MODIFIED	CREATED
000	99999992	Booked					BTS	VIE	04.01.19	04.01.19	04.01.19	1500.0	ZRH		AMICIC	16.08.19	04.01.19
724	56789999	Booked					BWN	LHR	26.09.19	26.09.19	26.09.19	100.0	ZRH		AMOSIM	26.09.19	26.09.19
999	44444444	Booked					PEK	SCL	17.05.19	17.05.19	17.05.19	100.0	ZRH		AMOSIM	17.05.19	17.05.19

In order to modify mutiple records, you can use the "Modify" button for which you need to have the respective records toggle-marked on the left hand side aforehand.

Type to search...

OPERATION >

REPORTS >

INVOICING >

SETUP <

Company info

PARTICIPANTS >

Airports

Aircrafts

Time table

Default Handlers

RATES >

Coding

MESSAGING >

INVOICING >

Unit of measure

Standard Text

Nat. Goods

Density group

Doc. Numbers

Dimensions

SECURITY >

Appl. Setup

Time table management

CARRIER	FLIGHT NO.	ORIG.	DEST.	TRUCK CODE	VALID FROM	VALID TO
CI	51	TPE	SYD		01.11.15	>=27.10.19

Modify Timetable Entries

Valid From

Valid To

Aircraft Type

Capacity (Weight)

Capacity (Volume)

Free sale (Weight)

Free sale (Volume)

28.03.20

Delete

Delete

Delete

Delete

Delete

Delete

Modify 2 entries

Cancel

Delete

Modify

Import Time Tables

Show All

USER MANUAL

10. Other Features - 10.2. Agent default Contacts

Type to search...

Code: 27 4 7009 5214 Search Name: A. J. EMMANOULIDES

OPERATION >
REPORTS >
INVOICING >
SETUP >
Company info
PARTICIPANTS >
List
Agents
Airlines
Truckers
Handlers
Airports
Aircrafts
Time table
RATES >
Coding
MESSAGING >
INVOICING >
Unit of measure
Nat. Goods
Density group
Doc. Numbers
Dimensions
SECURITY >

Name: A. J. EMMANOULIDES
Name 2:
Address: 11TH NOVEMBER STREET 7-9
Address 2:
Post Code/City: 521 00 KASTORIA
State / County:
Country: Greece

Balance (LCY):
Balance:
Credit Limit (LCY):
Currency Code: EUR
Blocked:

CVB:
CASS Code: 27 4 7009 5214
IATA Code:
SITA:

Default Handling Code:
Delivery airport: ATH
Home Page:

In each Agentcard, you can define default recipients for the different messages which can be generated out of the system.

In this example there is one person or department which is defined to receive the messages which are generated, when an AWB-Number-Series will be assigned to this particular agent.

Communication

GENDER	FIRST NAME	LAST NAME	POSITION	EMAIL	DIRECT PHONE NBR.	MOBILE PHONE NBR.	BOOKING CONF.	UPLIFT INFO	STOCK CONF.	SEND SRA	SEND IRREG.	PRIMARY
▼		A. J. EMMANOULIDES		ath@sky-xs.com	24670 29170-22553		☒	☒	☒	☒	☒	☒
▼	John	Muller	AWB Stock Manager	muller@aje.gr			☐	☐	☒	☐	☐	☐

Invoicing
Other settings

to search... AWB Nbr. 235 72867023 Agent: GREEK AIR CARGO SA - 27 4 7702 1670 Contact: B. Agent Status: Flown Checked

ORIGIN >
DIRTS >
INVOICING >
JP >

Origin: ATH
Destination: SIN
Via:
Pieces: 4
Gross weight: 1957.0
Volume: 3.304
Chg. Weight: 1957.0 1:1.7

Dimensions

PCS	L	W	H	VOLE	KGS	T. K.
2	120	80	85	1.632	0.0	
1	80	70	50	0.280	0.0	
1	120	100	116	1.392	0.0	

...you can also access & modify the default Agent contacts through the Contact-look-up on the Booking-mask. This look-up works regardless in which status the AWB is...

Edit Agent Contacts

#	GENDER	FIRST NAME	LAST NAME	POSITION	EMAIL	DIRECT PHONE NBR.	MOBILE PHONE NBR.	BOOKING CONF.	UPLIFT INFO	STOCK CONF.	SEND SRA	SEND IRREG.	PRIMARY
▼		Greek Air Cargo SA			ath@sky-xs.com	210 6621300		☒	☒	☒	☒	☒	☒
▼		James	Miller		james@greekaircargo.gr			☒	☐	☒	☐	☐	☐

Save

Tender date: 28.03.18

DEP	DEST	CARRIER	FLIGHT NBR	A/C	TRUCK	DEPARTURE DATE	ETD	ARRIVAL DATE	ETA	BOOKING CODE	STATUS	DISPO ALLOCATION	P/S	PCS	GROSS WEIGHT	VOLUME	DELIVERY WAREHOUSE
-----	------	---------	------------	-----	-------	----------------	-----	--------------	-----	--------------	--------	------------------	-----	-----	--------------	--------	--------------------

USER MANUAL

10. Other Features - 10.5. Airline (Vendor) Card

10. Other Features - 10.6. Create Warning-Pop-Ups on Agent-level

You have the possibility to create warning-indicators or pop-ups on the booking mask by the using the comments-table in the agent-card. Using the code "W" will create a warning-indicator on the booking-mask. Using the code "P" will trigger a respective pop-up in the booking-mask during the booking-process.

10. Other Features - 10.7. Create Warning-Pop-Ups on Airline-level

10. Other Features - 10.8. Define default text for each Airline for outgoing mssgs 1/3

You can define default text for each of the below quoted E-Mail-Messages which you can generate out of COS. This text can be defined for each airline individually if needed.

Booking Confirmation to confirm a booking on a single AWB basis

Uplift Information to confirm uplift for a single or multiple AWB/s

Irregularity Info to inform agent/s for a single or multiple AWB/s

AWB-Stock-Confirmation to send a new stock of AWB to an agent.

Delivery Info similar to a P.O.D. (Proof of delivery), COS is capable to generate&send a Delivery Confirmation to the customer automatically as soon as the user would enter "DLV" in the Routing-field "Status Code".

10. Other Features - 10.8. Define default text for each Airline for outgoing mssgs 2/3

Example of how and where the default texts can be defined:

10. Other Features - 10.8. Define default text for each Airline for outgoing mssgs 3/3

USER MANUAL

10. Other Features - 10.9. Define/use Standard Text Codes

CODE	TEXT
ADR871LUX	YANGTZE RIVER EXPRESS, C/O LUXAIR CARGO CENTER EAST, CUSTOMS C...
ADR871XCR	YANGTZE RIVER EXPRESS, C/O SEVE, AEROPORT DE VATRY, RUE LOUIS BL...
ADR907FRA	AEROTRUCK, Mörfelder Str. 111, D-65451 Kelsterbach
ADR920AMS	ALLIBO AIR CARGO, C/O SWISSPORT CARGO SERVICES, ACHORAGELAAN 5...
ADR988AMS	ASIANA AIRLINES c/o Avia Trading, Vrachtstation 6D, Pelikaanweg 343, Ship...
ADR988BRU	ASIANA AIRLINES c/o SPS Brucargo, Brucargo BLDG 712, 1932 Zaventem
ADR988FRA	ASIANA AIRLINES c/o Raport Cargo Services, Cargo City Süd, Geb. 533, D-...
ADR988LUX	ASIANA AIRLINES c/o Luxair Cargo Centre, Findel, Luxembourg Airport
ADR999CDG	AIR CHINA c/o France Handling, 5 rue du pave, zone de fret 5, 95701 Reiss...
ADR999FRA	AIR CHINA c/o FRAPORT, Cargo City Süd, Building 532, Frankfurt Airport
ALO	USED FROM AGENT - ZRH ALLOTMENT
AR	
BU	BULK LOAD ONLY
BULY	BULK LOAD ONLY - PLUS ALL LYING CARGO
BUNOLY	BULK LOAD ONLY - NO LYING CARGO - FLIGHT FULLY BOOKED I
COL	PLS KEEP COOL BETWEEN PLUS 2 UP TO PLUS 8 DEGREES CELSIUS
CRT	KEEP COOL BETWEEN PLUS 15 - PLUS 25 C
DGBSL	
FFR	
ICE	
JAS	
LYA	
LYN	
MD	
NP	
NLC	
NOSH	
OFLOTK	
PL	
PS	
QRT	

New feature to store so called "Standard Text". Having such a Standard Text stored like in this example the text for the code "COL", you can apply that in various free-text-fields in the system using the question-mark-character ? followed by that code. Then, when tabbing out of that free-text field, the system auto-populates it with the respective standard text.

This feature is currently available in following free-text fields:

Booking Mask:

- OSI 1 & 2
- SSR 1 & 2
- "Dispo & Trucking Info"

Dispo-Overview when generating Manifests inside the free-text-field of the Options-tab

USER MANUAL

10. Other Features - 10. Import Net-Rates by XML through dataport 1/5

1. Customize view in Excel -> make „Developer“ commands display in the ribbon-area of your Excel profile
2. Open CargoRate Excel-Template form file -> click on “Developer”-ribbon -> click “Source” to show XML-fields’ names

10. Other Features - 10. Import Net-Rates by XML through dataport 2/5

10. Other Features - 10. Import Net-Rates by XML through dataport 3/5

10. Other Features - 10. Import Net-Rates by XML through dataport 4/5

3. Export/create the XML-File, name it and save it into a known location on one of your drives.

10. Other Features - 10. Import Net-Rates by XML through dataport 5/5

USER MANUAL

10. Other Features - 10. Rate-Finding Tool

Net Rate Sheets

Type to search...

OPERATION >
REPORTS >
INVOICING >
SETUP >
Company info
PARTICIPANTS >
Airports
Aircrafts
Time table
RATES >
Net rates
Other charges
Import setup
Deals
Regions

Airline: 157 - QATAR, Origin: ZRH, Destination: HKG, Transfer: , From Date: 08.03.18, Search

Date modified: dd/mm/yyyy

AIRLINE	DESCR.	SELL	P/C	CURR.	VALID FROM	VALID TO	ORIGIN	DEP. REGION	TRANSFER	AGENT	AGT GROUP	SHC1	SHC2	PROMO
157 - QATAR	EV Standard Ratesheet - GREECE	☒	P	EUR	01.01.18		ZRH							
157 - QATAR	123456789012345678901234567890	☐	P	EUR	02.11.16		ZRH							
157 - QATAR	123456789012345678901234567890	☐	P	EUR	02.11.16		ZRH							
157 - QATAR	dgr oer rates from shan authj	☐	P	CHF	01.03.17		ZRH							
112 - CHINA CARGO AIRLINES LTD		☒	P	CHF	01.12.16		ZRH							
157 - QATAR	QR Buy Rates 01Dec2016 ex ZRH	☐	P	CHF	01.12.16		ZRH							
157 - QATAR	test rate valid	☐	P	CHF	05.12.16		ZRH							
157 - QATAR		☒	P	CHF	01.12.16		ZRH							
157 - QATAR	123456789012345678901234567890	☐	P	EUR	02.11.16		ZRH							
157 - QATAR	123456789012345678901234567890	☐	P	CHF	02.11.16		ZRH							
147 - RAM	123456789012345678901234567890	☒	P	CHF	02.11.16		ZRH							
005 - COA		☒												

Using the filter fields and hitting the Search button, the system will show you all Net-Ratesheets which are currently valid, containing Rates the respective filter-property. In this example Rates to HKG.

Double-clicking on any NetRatesheet, will open up the individual NetRatesheet with its details in a separate window

Net Ratesheet: from ZRH, 01/12/16 - ∞

Airline: 157 - QATAR, Origin: ZRH, Dep. Region: , Transfer: , Flight #: 1234567, Days: 1234567, Deal: , Update

Valid from: 01.12.16, Valid to: , Price Grp: , SHC1: , SHC2: , Promo: , Vol.Ratio 1: .000000, Currency: CHF, Descr: QR Buy Rates 01Dec2016 ex ZRH

DEST. AIRPORT	MINIMUM.	45kg	100kg	250kg	500kg	1000kg	ALL IN
HKG	80.00	1.70	1.60	1.50	1.40	1.30	☐
KIX	85.00	1.60	1.50	1.40	1.30	1.20	☒
NRT	80.00	1.70	1.60	1.50	1.40	1.30	☐
		0.00	0.00	0.00	0.00	0.00	☐

Back Create Rate Sheet Import Rates Mutate Rate Sheet

Net Rate Sheets

Another example:
Looking for contract-rates of a certain agent, just use the filter-field: "Agent"

Airline: , Origin: , Destination: , Transfer: , From Date: 08.03.18, Search

Agent: TRAFICOMAR AG (ZRH), SHC1: , SHC2: , Promo: , Vol.Ratio 1: 0, From Date: 08.03.18, Search

Date modified: dd/mm/yyyy

AIRLINE	DESCR.	SELL	P/C	CURR.	VALID FROM	VALID TO	ORIGIN	DEP. REGION	TRANSFER	AGENT	AGT GROUP	SHC1
005 - COA		☒	P	CHF	24.11.16		AAA			Traficomar AG (ZRH) - 81 4 0000 0009		
077 - EGYPT AIR		☐	P		01.10.16		AAA			Traficomar AG (ZRH) - 81 4 0000 0009		

Net Ratesheet: from AAA, 01/10/16 - ∞

Airline: 077 - EGYPT AIR, Origin: AAA, Dep. Region: , Transfer: , Flight #: 1234567, Days: 1234567, Deal: , Update

Valid from: 01.10.16, Valid to: , Price Grp: , SHC1: , SHC2: , Promo: , Vol.Ratio 1: .000000, Currency: CHF, Descr: , Update

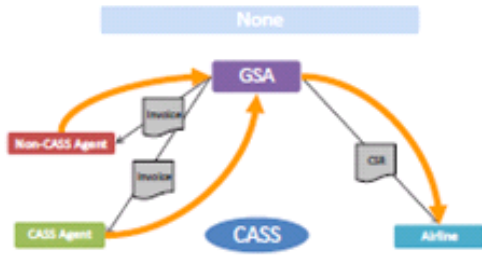
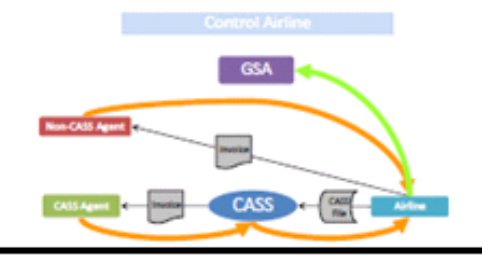
DEST. AIRPORT	MINIMUM.	0kg	45kg
CAI	60.00	1.90	1.80

USER MANUAL

11. Invoicing - 11.1. Airline Invoicing Overview

USER MANUAL

11. Invoicing - 11.2. Airline Billing Types (CASS-Types)

(grey arrows = document-/file-flow) (orange arrows = revenue-flow) (green arrows = commission-flow)	GSA's Selling Side	GSA's Buying Side
None 	<u>CASS-Type: "None"</u> The GSA raises SRA's to CASS- and Non-CASS-agents and collects the money from them, all outside CASS.	The GSA raises the SRC for all CASS- and Non-CASS-AWBs and pays the Airline accordingly.
GSA 	<u>CASS-Type: "GSA"</u> The GSA creates and loads up the CASS-File and gets the money from CASS. The GSA also raises SRA's for all Non-CASS-agents where he also gets the money normally.	The GSA raises the SRC for all CASS- and Non-CASS-AWBs and pays the Airline accordingly.
Airline 	<u>CASS-Type: "Airline" (statistical/virtual)</u> The GSA creates and loads up the CASS-File, but the money from CASS goes DIRECTLY to the Airline. The GSA also raises SRA's for all Non-CASS-agents, where he gets the money normally.	The GSA raises the SRC for all Non-CASS- and CASS-AWBs and pays the Airline accordingly.
Mix Airline 	<u>CASS-Type: "Mix Airline" (statistical/virtual)</u> The GSA only raises SRA's for all Non-CASS-agents, for which he gets the money normally. The Airline though creates and loads up the CASS-File and receives the money from CASS directly.	The GSA raises the SRC only for all Non-CASS-AWBs and pays the Airline accordingly.
Control Airline 	<u>CASS-Type: "Control Airline" (statistical/virtual)</u> The GSA doesn't do "anything" (except of internal billing runs). The Airline creates and loads up the CASS-File and also raises SRA's to all Non-CASS-agents and gets all money directly.	The GSA doesn't do "anything" (except of internal SRC billing-run) used for commission purposes towards the Airline.

USER MANUAL

11. Invoicing - 11.4. Generate CASS-Files

11. Invoicing - 11.5. Generate SRC (Sales Report Carrier)

USER MANUAL

11. Invoicing - 11.5.1 CSR-Billing-Run using Vendor-Groups 1/2

If you have Airlines, which you buy from the same company, such as for example an intermediary partner like a Broker, subcontracting GSA-partner or for intercompany-billing-purpose, you have the option to combine these Airline-vendors into so called "Vendor-Groups". Assigning individual Airline-vendors to such a Vendor-Group, gives you the advantage to perform a closing-run of a Cargo Sales Report for multiple Airlines in one go using the respective filter-criteria "Vendor Groups".

Please note:

a) CSR Excel-/PDF-Output of Check-Run and/or Final-Run

You have the option to specify which CSR-template (Flex Report templates) shall be used for each Vendor-Group. That template will be used by the system for the Excel- and PDF-Output when generating a CSR-Check-Run and/or a CSR-Final-Run.

b) CSR Export-Files for Dynamics 365

Launching a CSR Final Run when using the Vendor-Group-filter-option, the system will still generate separate accounting-data-files for each airline individually. These files can be downloaded in the Invoicing Action History.

Vendor Groups Management

NAME	CSR TEMPLATE	CREATED BY	CREATED AT
Kales Vienna	Generic CSR	amosim	05/06/19 14:52
Speed c/o SkyXS LNZ	Barbara CSR new	amosim	05/06/19 14:50
Test Group AF KL MS	DL CSR	amosim	05/06/19 17:38

You have the option to define/select which CSR-template (=Flex-Report-template) shall be used by the system when generating the Final Run of the CSR.

78 A 0000 0932 Search name VIRGIN ATLANTIC c/o Ka

VIRGIN ATLANTIC AIRWAYS
C/O Kales VIE

Address
Address 2
Post Code/City
Country
Branch code

Interline
Create O/C from trucking
All-In charge codes
Unknown cargo other charge
Skip buying add-on calculation
Selling optimisation
Buying optimisation
Check issuing date
CSR Template

Income and cost
MY8SC
XB - Screening Charge Security

Vendor Group
Inactive
AWB Prefix
Carrier code
CASS Type

Kales Vienna
Kales Vienna
Speed c/o SkyXS LNZ
Test Group AF KL MS
None
6.0
EUR

932
0
0

Use default SHC

IATA Commission % PP / CC
0.00 0.00

Default weight breaks
0 45

After having created a Vendor-Group, you can relate each individual Airline-Vendor to that created Vendor-Group through this drop-down-selection-field.

Type to search...

OPERATION +

Bookings

Dispo overview

MANIFEST +

Irregularities

AWB STOCK +

MESSAGING +

REPORTS +

INVOICING +

Currencies

SALES +

PURCHASE +

CSR

Inv. Checking

Purchase doc

Overview

Action history

SETUP +

Invoicing overview

						AWB'S UP TO 28. FEB 2019					AWB'S OF SELECTED PERIOD 01. MAR 2019 - 31. MAR 2019				
PREFIX	CODE	AIRLINE NAME	CASS TYPE	REG	CUR	BOOKED	FLOWN	I. SELLING	I. BUYING	CLOSED	BOOKED	FLOWN	I. SELLING	I. BUYING	CLOSED
057	AF	Air France (Air France)	None	FR	EUR			38			1 / 1	13			
074	KL	KLM ROYAL DUTCH AIRLINES (KLM ROYAL DUTCH AIRLINES)	None	NL	EUR			32				12			
077	MS	Egyptair (Egyptair)	None	NL	EUR			1				1			
160	CK	Cathay Pacific (Cathay Pacific)	None	HK	EUR			1				2			
250	HY	Uzbekistan Airways (Uzbekistan Airways c/o Aircarponet)	None	DE	EUR			2				1			
259	YD	Magma Aviation (Magma Aviation)	None	UK	EUR							1			
390	A3	Aegean Airlines SA (Aegean Airlines)	None	AT	EUR			6			1	3			
406	5X	UPS AIR CARGO (UPS AIR CARGO)	None	US	EUR			48			2 / 2	22			
485	8V	ASTRAL AVIATION (ASTRAL AVIATION)	None	NL	EUR							1			
618	SQ	Singapore Airlines (Singapore Airlines c/o Speed)	None	NL	EUR							1			
729	QT	Tampa Cargo c/o ATC Aviation Germany (Tampa Cargo c/o ATC DE)	None	DE	EUR						1 / 1				
756	3V	ASL Airlines Belgium (ASL Airlines Belgium c/o ATC VTE)	None	AT	EUR			1				1			
880	HU	HNA Cargo Co., LTD (HNA Cargo Hainan Airlines)	None	CN	EUR			16				10			
932	VS	VIRGIN ATLANTIC AIRWAYS (VIRGIN ATLANTIC c/o Kales VIE)	None	AT	EUR			4				1			
672	BI	Royal Brunei Airlines (Royal Brunei Airlines c/o Kales VIE)	None	AU	EUR							1			
Total								149			5 / 4	70			

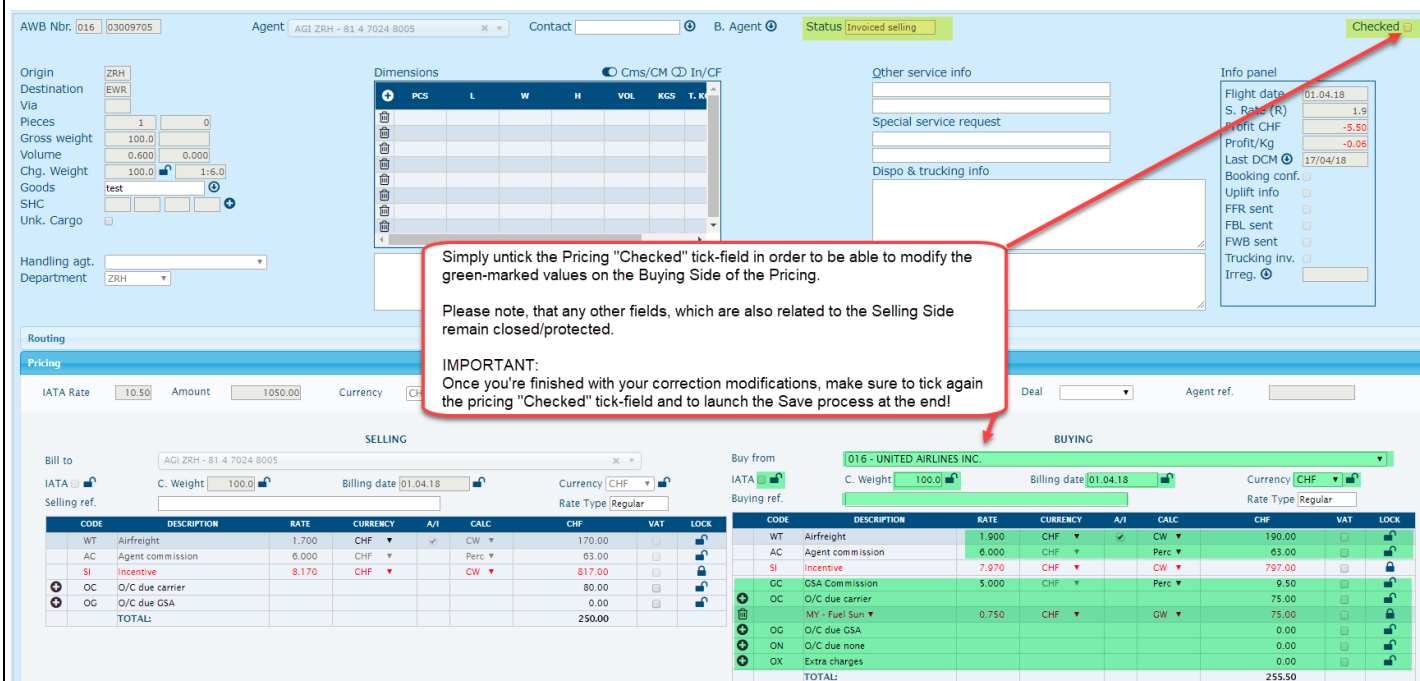
USER MANUAL

11. Invoicing - 11.6. Corrections - 11.6.1. Correct Buying in AWB Status "Invoiced Selling"

In case you need to change something in the pricing on the Buying –Side of an AWB which has only be closed on the Selling side (i.e. which is in AWB-Status "Invoiced Selling"), you do NOT need to make a "DCM" at all.

You can simply untick the pricing "Checked" tick-field and modify the respective pricing field on the buying side upon your discretion.

Just make sure to set the "Checked" tick again once your finished and launch the Save process as the end.



Simply untick the Pricing "Checked" tick-field in order to be able to modify the green-marked values on the Buying Side of the Pricing.

Please note, that any other fields, which are also related to the Selling Side remain closed/protected.

IMPORTANT:
Once you're finished with your correction modifications, make sure to tick again the pricing "Checked" tick-field and to launch the Save process at the end!

SELLING

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.700	CHF		CW	170.00		
AC	Agent commission	6.000	CHF		Perc	63.00		
SI	Incentive	8.170	CHF		CW	817.00		
OC	O/C due carrier					80.00		
OG	O/C due GSA					0.00		
TOTAL:						250.00		

BUYING

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.900	CHF		CW	190.00		
AC	Agent commission	6.000	CHF		Perc	63.00		
SI	Incentive	7.970	CHF		CW	797.00		
GC	GSA Commission	5.000	CHF		Perc	9.50		
OC	O/C due carrier					75.00		
MY	Fuel Sur	0.750	CHF		GW	75.00		
OG	O/C due GSA					0.00		
ON	O/C due none					0.00		
OX	Extra charges					0.00		
TOTAL:						255.50		

USER MANUAL

11. Invoicing - 11.6. Corrections - 11.6.2. Correct Selling in AWB Status "Invoiced Buying"

In case you need to change something in the pricing on the Selling-Side of an AWB which has only/already be closed on the Buying side (i.e. which is in AWB-Status "Invoiced Buying"), you do NOT need to make a "DCM" at all.

You can simply untick the pricing "Checked" tick-field and modify the respective pricing field on the Selling side upon your discretion.

Just make sure to set the "Checked" tick again once your finished and launch the Save process as the end.

AWB Nbr: 016 33333344 Agent: AGT ZRH - 81 4 7024 8005 Contact: B. Agent Status: Invoiced buying

Origin: ZRH Destination: EWR Via: Pieces: 1 Gross weight: 100.0 Volume: 0.500 Chg. Weight: 100.0 Goods: test SHC: Unk. Cargo: Handling agt: Department: ZRH

Dimensions: Cms/CM In/CF

Other service info: Special service request:

Info panel: Flight date: 15.04.18 S. Rate (A): 2 Profit CHF: 14.00 Profit/Kg: 0.14 Last DCM: Booking conf.: Uplift info: FFR sent: FBL sent: FWB sent: Trucking inv.: Irreg.:

Simply untick the Pricing "Checked" tick-field in order to be able to modify the green-marked values on the Selling Side of the Pricing.

Please note, that any other fields, which are also related to the Buying Side remain closed/protected.

IMPORTANT:
Once you're finished with your correction modifications, make sure to tick again the pricing "Checked" tick-field and to launch the Save process at the end!

Routing: Pricing: IATA Rate: 10.50 Amount: 1050.00 Currency: CHF Issuing date: 17.04.18 Airfreight: PP CC O/C PP CC Deal: Agent ref.:

SELLING: Bill to: AGT ZRH - 81 4 7024 8005 IATA: C. Weight: 100.0 Billing date: 15.04.18 Currency: CHF Rate Type: Ad-Hoc

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	2.000	CHF		CW	200.00		
OC	O/C due carrier		CHF		CW	75.00		
OG	O/C due GSA	0.750	CHF		CW	75.00		
OG	O/C due GSA		CHF		CW	0.00		
TOTAL:						275.00		

BUYING: Buy from: 016 - UNITED AIRLINES INC. IATA: C. Weight: 100.0 Billing date: 15.04.18 Currency: CHF Rate Type: Regular

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.000	CHF		CW	100.00		
OC	GSA Commission	5.000	CHF		Perc	9.50		
OC	O/C due carrier		CHF		CW	75.00		
OG	O/C due GSA		CHF		CW	0.00		
ON	O/C due none		CHF		CW	5.50		
OX	Extra charges		CHF		CW	0.00		
TOTAL:						261.00		

USER MANUAL

11. Invoicing - 11.6.3. Correct Selling- or Buying in AWB Status "Invoiced Selling- or Buying"

AWB Nbr: 016 03009705 Agent: AGI ZRH - 81 4 7024 8005 Contact: B. Agent Status: Invoiced selling

Origin: ZRH Destination: EWR Via: 1 Pieces: 1 Gross weight: 100.0 Volume: 0.600 Chg. Weight: 100.0

Dimensions: PCS L W H VOL KGS T. K

Other service info: Special service req

Reference: 88

When creating a DCM for an AWB which is in status "Invoiced Selling", the DCM tool will create a "Selling DCM" automatically.

The same principal will apply when creating a DCM for an AWB in status "Invoiced Buying". It will also automatically create a "Buying DCM"

The DCM Date becomes relevant to filter for this correction later on when filtering & generating the CASS-File and/or SRA-Invoice.

to expand and see the individual O/C-details, just double-click on this field-title

Please note: Once a DCM is saved, it cannot be deleted anymore. However, it can still be modified. Therefore the only way to undo a once created/save correction, is simply to make the "REVISED CHARGES" equal to the "ORIGINAL CHARGES". That would simply result in a zero-difference-correction.

Save

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.900	CHF		CW	190.00		
AC	Agent commission	6.000	CHF		Perc	63.00		
SI	Incentive	7.970	CHF		CW	797.00		
OC	O/C due carrier					130.00		
MY	MY - Fuel Surcharge - Due 1				CW	75.00		
CC	CC - Customs Charges					55.00		
OG	O/C due GSA					0.00		
TOTAL:						320.00		

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.900	CHF		CW	190.00		
AC	Agent commission	6.000	CHF		Perc	63.00		
SI	Incentive	7.970	CHF		CW	797.00		
OC	O/C due carrier					9.50		
OG	O/C due GSA					75.00		
ON	O/C due none					0.00		
OX	Extra charges					0.00		
TOTAL:						255.50		

Bill to: IATA Selling ref. C. Weight: 100.0 Billing date: 01.04.18 Currency: CHF Rate Type: Regular

Buttons: Save, Calculate, Change status, Messages, Functions, Clear, Help

Type to search...

OPERATION > REPORTS > INVOICING > Currencies > SALES > CASS Run > SRA

When filter/generating an SRA or a CASS-File later on, the DCM consisting of two correction-lines (DCO/DCR) will look like this.

SRA

Airline: 016 - UNITED AIRLINES INC.

Up to date: 17.04.18

Agent: AGI ZRH

Filter currency: CHF

AWB Nbr: 016

Destination: EWR

Single SRA per AWB

Export to accounting file

Preview

SRA Preview

CODE	AWB NBR.	STATUS	DCM	DEST.	AGENT NAME	DATE	SELLING RATE	WEIGHT CHG PP	WEIGHT CHG CC	DUE CARRIER	DUE AGENT	AGT. COMM.	INCENTIVE	TOTAL
016	03009705	Invoiced selling	DCM	EWR	AGI ZRH	17.04.18	1.90	-1.030.00	0.00	-130.00	0.00	-63.00	-797.00	-320.00
016	03009705	Invoiced selling	DCM	EWR	AGI ZRH	17.04.18	1.70	1.030.00	0.00	80.00	0.00	63.00	817.00	250.00

Check run Final run

Once the "Final Run" is done, the system will update the pricing-related details, which were part of that correction and will show them as new details normally in the Booking mask. In this example these were the green marked details such as:
 Airfreight new 1.70/kg / 170.- (before 1.90/kg / 190.-)
 Customs charges "CC" due Carrier new 0.- (before 55.-)
 Fuel Surcharge "MY" due Carrier new 0.80/kg / 80.- before 0.75/kg / 75.-

In case you need to do a correction of an already billed correction, you simply start this task anew and create another/new DCM over the functions button on the Booking Mask.

you can access a "pending DCM" anytime, by simply clicking the respective look-up button in the Info-Panel on the Booking Mask.

In case there are two DCMs pending Selling as well as one for Buying, you will see here two intermediary-links. One for Selling and one for Buying. Clicking one or the other, will open up and show you the respective DCM.

Info panel

Flight date: 01.04.18

S. Rate (R): 1.9

Profit CHF: -5.50

Profit/Kg: -0.06

Last DCM: 17/04/18

Booking conf.: ☐

Uplift info: ☐

IFR sent: ☐

FBI sent: ☐

Please note:

- While a DCM is "pending", you cannot create another DCM (correction of the correction). Simply amend a pending DCM, by opening it over the look-up-button.
- At the moment when the billing-run is done (CASS-File/SRA for the Selling-Side or CSR for the Buying-Side), the system will change the corrected figures and from that moment on, the new figures will be shown on the Booking mask.
- Currently, when correcting the Chargeable Weight, you need to calculate and overwrite the airfreight- and O/C-amounts manually. This will be automated asap.

DCM (Debit Credit Memo)

AWB: 016 03009705 Reference: 88 Type: Selling

Agent: AGI ZRH - 81 4 7024 8005

Destination: EWR

Chargeable weight: 100.0

IATA Rate: 10.50

IATA Basic: 0.00

Prepaid/Collect: PP CC

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.90	CHF		CW	190.00		
OC	O/C due carrier					130.00		
OG	O/C due GSA					0.00		

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.70	CHF		CW	170.00		
AC	Agent commission	6.000	CHF		Perc	63.00		
SI	Incentive	7.970	CHF		CW	797.00		
OC	O/C due carrier					9.50		
OG	O/C due GSA					75.00		
ON	O/C due none					0.00		
OX	Extra charges					0.00		
TOTAL:						255.50		

USER MANUAL

11. Invoicing - 11.6. Corrections - 11.6.4. Correct Selling/Buying in AWB Status "Closed"

AWB Nbr: 016 33333366 Agent: AGI ZRH - 81 4 7024 8005 Contact: B. Agent Status: Closed Checked

Origin: ZRH Destination: EWR Via: 1 Pieces: 1 Gross weight: 200.0 Volume: 1.200 Chg. Weight: 200.0 Goods: test SHC: Unk. Cargo: Handling agt.: Department: ZRH

Routing: Pricing: IATA Rate: 10.50 Amount: Bill to: AGI ZRH - 81 4 7024 8005 IATA: C. Weight: 200 Selling ref.: CODE DESCRIPTION TOTAL: WT Airfreight OC O/C due carrier OG O/C due GSA

Shipment & Consignee: Activity log: Save Calculate Change status Messages Functions Clear Help

DCM (Debit Credit Memo) Info: Changes saved successfully

AWB: 016 33333366 Date: 18.04.18

CONCEPT	AGI ZRH - 81 4 7024 8005	ORIGINAL CHARGES	REVISED CHARGES
WT Airfreight	1.90	CHF	1.90
OC O/C due carrier	140.00	CHF	140.00
OG O/C due GSA	0.00	CHF	0.00
PP CC			

Reference: AGI ZRH - 81 4 7024 8005

AWB: 016 33333366 Date: 18.04.18

CONCEPT	AGI ZRH - 81 4 7024 8005	ORIGINAL CHARGES	REVISED CHARGES
WT Airfreight	1.90	CHF	1.90
OC O/C due carrier	140.00	CHF	140.00
OG O/C due GSA	0.00	CHF	0.00
PP CC			

Creating a DCM on an AWB which is in status "Closed" will open up two individual DCM-Forms. One for the Selling- and one for Buying-Side.

Once you have saved a freshly created DCM, you can go back and see&amend it again as long as it is not yet billed. Just click the look-up-button in the Info Panel which will show you the respective intermediary-links "Selling" and "Buying". Clicking one or the other will open up the individual DCM.

C.O.S (Cargo Operating System) Contact: B. Cms/CM In/CF Other service info Info panel: Flight date: 23.04.18 S. Rate (R): 1.9 Profit CHF: 39.00 Profit/Kg: 0.20 Last DCM: 18/04/18 Booking conf.: Uplift info: FFR sent: Flight date: 23.04.18 S. Rate (R): 1.9 Profit CHF: 39.00 Profit/Kg: 0.20 Last DCM: 18/04/18 Booking conf.: Uplift info: FFR sent:

ID BUYING/SELLING COMMENT: 91 Buying 90 Selling

DCM (Debit Credit Memo) Info: Reference: 90 Type: Selling

AWB: 016 33333366 Date: 18.04.18

CONCEPT	AGI ZRH - 81 4 7024 8005	ORIGINAL CHARGES	REVISED CHARGES
WT Airfreight	1.90	CHF	1.90
OC O/C due carrier	140.00	CHF	140.00
OG O/C due GSA	0.00	CHF	0.00
PP CC			

SRA: Airline: Up to date: Agent: Filter currency: AWB Nbr: Destination: Single SRA per AWB: Preview

Note:

Currently, when changing an agent in a DCM, you need to generate the SRA- and/or CASS-File for both agents at the same time. That means, you cannot use the filter-field in the filtermask of the CASS- and/or SRA-Billing-Run.

USER MANUAL

11. Invoicing - 11.7. Other Charges "Due GSA" (selling)

Pricing

IATA Rate: 8.95 Basic: 0.00 Amount: 8950.00 Currency: CHF Issuing date: 31.01.20

SELLING

Bill to: Agl ZRH - 81 4 7024 8005

IATA: C. Weight: 1000.0 Billing date: 31.01.20 Currency: CHF

Selling ref.: Rate Type: Ad-Hoc

CODE	DESCRIPTION	RATE	CURRENCY	A/I	CALC	CHF	VAT	LOCK
WT	Airfreight	1.100	CHF		CW	1100.00		
OC	O/C due carrier					900.00		
SC	Security	0.150	CHF		CW	150.00		
MY	Fuel Sur	0.750	CHF		CW	750.00		
OG	O/C due GSA					175.00		
ZS	Service Fi	25.000	CHF		AWB	25.00		
MT	Miscellari	0.150	CHF		CW	150.00		
TOTAL:						2175.00		

Save Calculate Change status Messages Functions Clear Keystrokes

Mainly for the purpose to debit a CASS-Agent of Airline, which receives the revenue (Airfreight & O/C due Carrier) directly from CASS, you can use the so called O/C due GSA Selling.

The charges entered in these Pricinglines will go on an additional Invoice, which is generated totally separated from any CASS- or SRA-Billing-run whatsoever. The process is similar to the SRA-invoicing-feature.

Please also note:

The O/C due GSA Billing feature will consider only AWBs in the state of pricing "Checked" regardless whether the AWB is in either: Booked, Flown, Invoiced Selling/Buying or Closed status.

Currently the DCM-feature (Correction Tool) is NOT available for these pricing-lines. Any correction of wrongly charged O/C due GSA Selling, must be raised outside COS (in MS-Dynamics 365) until further notice.

Type to search...

OPERATION

REPORTS

INVOICING

Currencies

SALES

CASS Run

O/C Due GSA

SRA

PURCHASE

Overview

Action history

SETUP

O/C Due Gsa Selling

Airline

Up to date: 31.01.20

AWB Status: ☒ Booked ☒ Flown ☒ Invoiced selling ☒ Invoiced buying ☒ Closed

Agent

Filter currency: CHF

AWB Nbr.

Destination

Invoice Output Type: Multiple Airlines

Preview

O/C due GSA Selling Preview - 3 items

CODE	AWB Nbr.	STATUS	DCN	DEST.	AGENT NAME	DATE	CURRENCY
005	20202221	Flown	EWB	Agl ZRH	Agl ZRH	31.01.20	CHF
005	55552223	Booked	DBS	Agl ZRH	Agl ZRH	31.01.20	CHF
040	44442222	Flown	DLA	Agl GVA	Agl GVA	31.01.20	CHF

Check run Final run

cos.datacair.com says

You are about to run the invoicing procedure. This action cannot be undone. Are you sure?

OK Cancel

Prefix	AWB Nbr	Orig	Dest	Agent Name	Agent Code	Bill. Cur	Gsa	OC due Gsa	OC due Gsa	OC due Gsa	OC due Gsa	VAT applicable
005	55552221	ZRH-LVR	Agl ZRH	81 4 7024 8005	CHF	3000.0	175.0	25.00	0.150	0.040	37.50	yes
005	55552222	ZRH-ORD	Agl ZRH	81 4 7024 8005	CHF	250.0	47.5	0.150	0.040	37.50	150.00	yes

Airline - 81 A 0000 0005 Airline - 81 A 0000 0040

O/C due GSA Selling Invoice

[Download all Invoices \(1 PDF\)](#)

AGENT	PREVIEW	DOWNLOAD	SET
AGI ZRH - 81 4 7024 8005 - Zürich Flughafen - S-INV+00040, CHF			
AGI GVA - 81 4 7024 1005 - Genève 5 Aéroport - S-INV+00041, CHF			

AVIATION

AGI ZRH - 81 4 7024 8005

AGI GVA - 81 4 7024 1005

Customer No. 81 4 7024 8005

INVOICE No. S-INV+00040

Date: 31.01.2020

Due Date: 01.02.2020

AWB No.	Dep-Dest	From Weight	Chg. Weight	Rate	Charge	Net amount	Year Reference
81-55552221	ZRH-LVR	1000.00	1000.00	1.100	1100.00	175.00	
81-55552222	ZRH-ORD	1000.00	1000.00	0.150	150.00	47.50	
81-55552223	ZRH-ORD	1000.00	1000.00	0.150	150.00	47.50	
TOTAL							2175.00

USER MANUAL

11. Invoicing - 11.8. Action History – 11.8.1. Search & Reprint of Accounting Docs.

All Accounting documents which were generated out of "Final Billing Runs", such as CASS-File, SRA (Sales Report Agent) along with respective Invoice Coversheet (Recap) if applicable as well as CSR (Cargo Sales Report Carrier) are all stored in the so called Action History function. In here you can search and reprint any of those generated documents.

Type to search...

Action History

Src. Code: Doc. Nbr.: Created on: Currency: Airline: AWB Nbr.: Search

Transferred: ☐ Recap. Nbr.: Description: CASS Nbr.: Billing date:

SRC. CODE	DOCUMENT NBR.	CREATED ON	USER	CUR.	AGENT	AIRLINE	RECAP NBR.	DESCRIPTION	EXT. DOC. NBR.	CASS FILE	BILLING DATE	AMOUNT	TRANSF.	EXPORT	PRINT COVERSHEET	PRINT SRA DOCUMENT
CSRC	CSR00026	17.07.18	AMOSIM	CHF		016		CSR00026		0	18.07.18	1,214.40	☐	☐	☐	☐
CSRC	CSR00023	13.07.18	VSTANK	CHF		014		CSR00023		0	13.07.18	1,900.00	☐	☐	☐	☐
CSRC	CSR00024	13.07.18	VSTANK	CHF		014		CSR00024		0	13.07.18	0.00	☐	☐	☐	☐
CSRA	CSR AGT00030	13.07.18	VSTANK	CHF	ACE PET Moving	014	S-INV-00009	CSR AGT00030		0	13.07.18	0.00	☐	☐	☐	☐
CSRA	CSR AGT00029	06.07.18	AMOSIM	CHF	ACE PET Moving	014		CSR AGT00029		0	11.07.18	-300.00	☐	☐	☐	☐
CSRA	CSR AGT00028	06.07.18	AMOSIM	CHF	ACE PET Moving	014		CSR AGT00028		0	10.07.18	2,400.00	☐	☐	☐	☐
CSRC	CSR00023	22.06.18	TUSER1	CHF		086		CSR00023		0	30.06.18	230.00	☐	☐	☐	☐
CSRC	CSR00022	21.06.18	AMOSIM	CHF		014		CSR00022		0	30.06.18	155.75	☐	☐	☐	☐
CASSFILE	014AC20180630_1	21.06.18	AMOSIM	CHF		014				1	30.06.18	907.60	☐	☐	☐	☐
CSRA	CSR AGT00027	21.06.18	AMOSIM	CHF	ACE PET Moving	014		CSR AGT00027		0	30.06.18	15,738.00	☐	☐	☐	☐
CSRC	CSR00021	21.06.18	AMOSIM	EUR		014		CSR00021		0	30.06.18	158.47	☐	☐	☐	☐
CASSFILE	014AC20180630_0	21.06.18	AMOSIM	CHF		014				0	30.06.18	307.60	☐	☐	☐	☐
CSRC	CSR00020	21.06.18	JMUNOZ	CHF		016		CSR00020		0	30.06.18	0.00	☐	☐	☐	☐
CSRC	CSR00019	21.06.18	JMUNOZ	CHF		016		CSR00019		0	30.06.18	0.00	☐	☐	☐	☐
CSRC	CSR00018	21.06.18	JMUNOZ	CHF		016		CSR00018		0	30.06.18	0.00	☐	☐	☐	☐
CSRC	CSR00017	19.06.18	AMOSIM	CHF		016		CSR00017		0	31.05.18	6,113.10	☐	☐	☐	☐
CSRC	CSR00016	19.06.18	AMOSIM	CHF		157		CSR00016		0	31.05.18	0.00	☐	☐	☐	☐

1 2 3 4 5 6 7 8 9 10 >

ATC Switzerland

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ATC_Switzerland_C...pdf

ATC Switzerland

Flughafenstrasse 1
8058 Zurich-Airport
Switzerland

Phone No.
Phone No. 2
Mail Reg. No.
Community Tax No.
Customer VET
Customer No.
Customer Currency
Due Date

ATL00000047
CH984774
814 9027 8000
CHF
14.07.18

Bank: CHF
Bank/Account No.
Clearing No.
BIC
SWIFT Code
Currency Code

CHF

Invoice CSR AGT00030

Period: Up to 13.07.18

Page 1

AWB Nbr	Dep-Dest	Flight date	Gross Weight	Selling Rate	Weight Charges	due Airline	Weight Charges	due Agent	Comms	Incentive	Net Amount	Your Reference
016-AIR CANADA												
21212122	HKG-BNN	03.07.18	155.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1 AWB if AC			155.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

You have various filter-fields at your disposal to search for certain Accounting Docs. For example the AWB-nbr filter-field can sometimes be quite useful. Filtering an AWB nbr, COS will list you all respective Accounting Documents on which that particular AWB was involved in (billed on) including any/all DCMs (corrections) which have been done for that AWB.

Type to search...

Action History

Src. Code: Doc. Nbr.: Created on: Currency: Airline: AWB Nbr.: Search

Transferred: ☐ Recap. Nbr.: Description: CASS Nbr.: Billing date:

SRC. CODE	DOCUMENT NBR.	CREATED ON	USER	CUR.	AGENT	AIRLINE	RECAP NBR.	DESCRIPTION	EXT. DOC. NBR.	CASS FILE	BILLING DATE	AMOUNT	TRANSF.	EXPORT	PRINT COVERSHEET	PRINT SRA DOCUMENT
CSRC	CSR00026	17.07.18	AMOSIM	CHF		016		CSR00026		0	18.07.18	1,214.40	☐	☐	☐	☐
CASSFILE	17UAD6_0	27.06.17	THEINT			016				0	31.05.17	0.00	☐	☐	☐	☐

USER MANUAL

11. Invoicing - 11.8. Action History – 11.8.2. Generate Billing-Datafile for Dynamics365

In order to transfer the billing-data from COS to the financial system Dynamics 365, you need to generate respective data-file (CSV) containing relevant accounting-information. This file will be imported into Dynamics365.

You can select multiple accounting-documents in the Action History and generate one single data-file with all the selected accounting documents.

The screenshot shows the 'Action History' window with a list of documents. The 'Export' button is highlighted. A dialog box prompts the user to save the file as 'SRA_2018-12-12.csv'. A preview of the CSV data is shown, containing columns for OrderAccount, InvoiceDate, DocumentDate, Department, Project, MainAccount, Description, WFCABNo, WFCABLine, AmountCur, CurrencyCode, TaxItemGroup, InvoiceNbr, Depdest, ActW, and ChrgW.

Please note:

If you select multiple documents to be generated into one data-file, you can only do that selecting the same kind of accounting-documents. Currently there are 3 kinds of accounting-documents:

- CASS-run-document (selling)
- SRA (invoices, selling)
- CSR (Cargo Sales Report, buying)

That means, you can NOT generate a data-file containing both SRA and CSR accounting-data.

The screenshot shows the 'Action History' window with a list of documents. A red 'X' is placed over the 'Export' button. A message box appears with the text: 'It is not possible to export different type of documents at the same time'.

USER MANUAL

11. Invoicing - 11.9. Purchase Documents Tool / account an Invoice 1/2

Document type: Invoice No. []

Buy from vendor Nbr. [Test Truck - 81 R 0000 0099]
Vendor name [Test Truck]
Vendor address [Frankfurt]

Buy from Postcode/City []
Contact Nbr. []
Buy from contact name []
Posting description []
Your reference []
Department []
Project []
Operation type []
Operation occurred date []

Document date [08.11.17]
Posting date [08.11.17]
Currency code [EUR]
Payment terms code []
Due date []
Vendor invoice nbr []
Payment Discount % [0.00]
Payment Discount Date []
Payment Method Code []
On Hold []

Prices including VAT []
VAT base discount % [0.00]
Total amount [0.00]
Amount including VAT [0.00]

create/prepare a purchase invoice

Pay to []

Carrier [OK] Truck nbr [9123] Trucker code [PLA] Departure date [16.09.17] Search

Total Invoiced: 1250 Distribute By: Chg. Weight

Dispo Overview

STS	PPFX	AWB	AWB ST	ORG	DEP	DST	FDST	CARR	FLT	TRK	A/C	DEPARTURE DATE
	157	23456786	Flown	ZRH	ZRH	AMS	DOH	QR	9000	JDR	RFS	01/11/2017
	112	44444433	Booked	ZRH	ZRH	AMS	PVG	CK	9123	JDR	RFS	16/09/2017
	112	11111133	Booked	ZRH	ZRH	AMS	PVG	CK	9123	JDR	RFS	16/09/2017
	112	11111144	Booked	ZRH	ZRH	AMS	PVG	CK	9123	JDR	RFS	16/09/2017

search for shipments (routing-records) fulfilling filter criteria's of a certain truck.

Please note: It is possible to apply this Search function multiple times with different search criteria's to add other trucks/AWBs to the same purchase document.

Carrier [OK] Truck nbr [9123] Trucker code [PLA] Departure date [16.09.17] Search

AIRLINE CODE	AWB	AGENT	GROSS WT.	VOLUME	CHG. WEIGHT
112 11111133	Agility Logistics AG (ZRH)	680.0	4.896	816.0	
112 11111144	Agility Logistics AG (ZRH)	3500.0	12.084	3500.0	
112 44444433	Agility Logistics AG (ZRH)	99.0	.594	100.0	
Total:		4279.00	17.57	4416.00	

Total Invoiced: 1250 Distribute By: Chg. Weight

Here you can still overrule one or the other cost manually if you need to add/deduct some costs on AWB-level

Document type: Invoice No. []

Buy from vendor Nbr. [Test Truck - 81 R 0000 0099]
Vendor name [Test Truck]
Vendor address [Frankfurt]

Buy from Postcode/City []
Contact Nbr. []
Buy from contact name []
Posting description []
Your reference []
Department []
Project []
Operation type []
Operation occurred date []

Document date [08.11.17]
Posting date [08.11.17]
Currency code [EUR]
Payment terms code []
Due date []
Vendor invoice nbr []
Payment Discount % [0.00]
Payment Discount Date []
Payment Method Code []
On Hold []

Prices including VAT []
VAT base discount % [0.00]
Total amount [1250.00]
Amount including VAT [1250.00]

Pay to []

PPFX	AWB NBR	DESCRIPTION	G. WEIGHT	GLOBAL DIMENSION1	GLOBAL DIMENSION2	QUANTITY	UNIT	UNIT COST	FIXED PRICE	AMOUNT	DISC. %	DISCOUNT	VAT CALCULATION TYPE	VAT %	VAT BASE	AMOUNT INCLUDING VAT
112	11111133	Agility Logistics AG (ZRH)	680			1		230.98		230.98	0	0.00	Normal	0.00	230.98	230.98
112	11111144	Agility Logistics AG (ZRH)	3500			1		990.72		990.72	0	0.00	Normal	0.00	990.72	990.72
112	44444433	Agility Logistics AG (ZRH)	99			1		28.30		28.30	0	0.00	Normal	0.00	28.30	28.30

clicking the "Save" button will trigger/fill up the document number and will store that invoice in the "List" of prepared. That list can be called simply by clicking on the button named "List"

Document type: Invoice No. []

Buy from vendor Nbr. [813 - Jan de Bije B.V.]
Vendor name [Jan de Bije B.V.]
Vendor address [Leendstraat 15
P.O. Box 1086
8800 Zwolle]

Buy from Postcode/City []

USER MANUAL

11. Invoicing - 11.9. Purchase Documents Tool / account an Invoice 2/2

Purchase Documents Management

Buttons: Save, Post, Delete, Trucking Inv., **List** (highlighted with a red arrow pointing to a callout box).

Callout 1: Clicking on the button "List" will show you a list of all prepared documents. At this level you can still delete any of these prepared documents simply by clicking the garbage-bin-icon.

NBR	DOCUMENT TYPE	DOCUMENT DATE	BUY FROM VENDOR	BUY FROM VENDOR NAME	DEPARTMENT	PROJECT	DUE DATE
P-INV4	Invoice	10.11.17	81 4 0000 0021	FRAPORT Cargo Services GmbH			
P-INV3	Invoice	10.11.17	81 4 0000 0004	Sky Repts Aviation Services AG (ZRH)	GVA	000	09.11.17
P-INV1	Invoice	10.11.17	81 R 0000 0010	Jan de Rijk B.V.			

Callout 2: Double-clicking on any of these document-records, will open up again the respective document itself.

Document details for P-INV1:

Document type: Invoice | No: P-INV1

Buy from vendor Nbr.: R32 - Jan de Rijk B.V.
 Vendor name: Jan de Rijk B.V.
 Vendor address: Leemstraat 15, R.O. Box 1086, 88 Roosendaal

Document date: 10.11.17
 Posting date: 12.10.17
 Currency code: EUR
 Payment terms code:
 Due date:
 Vendor invoice nbr:
 Payment Discount %: 0
 Payment Discount Date:
 Amount: 1640.00
 Amount including VAT: 1640.00

Callout 3: By clicking the "Post"-button will finalize the cost-pricing and all listed cost-amounts will be synchronized over to each individual AWB's Pricing Panel auto-populating or updating the Buying Other Charge "MT due None". Please note: The system will NOT synchronize the "MT N" if it has been either entered or overruled in the Booking Mask manually a forehand.

PREFIX	AWB NBR	DESCRIPTION	G. WEIGHT	GLOBAL DIMENSION1	GLOBAL DIMENSION2	QUANTITY	UNIT	UNIT COST	FIXED PRICE	AMOUNT	DISC. %	DISCOUNT	VAT CALCULATION TYPE	VAT %	VAT BASE	AMOUNT INCLUDING VAT
112	11111133	Agility Logistics AG (ZRH)	690			1		288.26		288.26	0	0.00	Normal	0	288.26	288.26
112	11111133	Agility Logistics AG (ZRH)	3500			1		1236.41		1236.41	0	0.00	Normal	0	1236.41	1236.41
112	4444433	Agility Logistics AG (ZRH)	99			1		35.33		35.33	0	0.00	Normal	0	35.33	35.33
157	2306790	Panalpina AG (BSL)	200			1		80.00		80.00	0	0.00	Normal	0	80.00	80.00

Buttons: Save, Post, Delete, Trucking Inv., List, Clear

Callout 4: No changes can be made after posting. Proceed anyway? (OK/Cancel dialog box)

Routing:

DEP	DEST	CARRIER	FLIGHT NBR	A/C	TRUCK	DEPARTURE DATE	ETD	ARRIVAL DATE	ETA	BOOKING CODE	STATUS	DISPO ALLOCATION	R/S	PCS	GROSS WEIGHT	VOLUME	DELIVERY WAREHOUSE
ZRH	AMS	CK	9123	RPS	JDR	16.09.17	21:00	17.09.17	06:00	KK				5	080.0	4.890	
AMS	PVG	CK	220	77F		17.09.17	18:30	18.09.17	13:30	KK				5	080.0	4.890	

Pricing:

IATA Rate: 1.50 | Amount: 1224.00 | Currency: CHF | Issuing date: 21.04.17 | Airfreight: PP @ CC | O/C: PP @ CC | Deal: | Agent ref: |

SELLING:

Bill to: AGI ZRH - 81 4 7024 8005 | C. Weight: 816.0 | Billing date: 17.09.17 | Currency: CHF

BUYING:

Buy from: 112 - CHINA CARGO AIRLINES LTD | C. Weight: 816.0 | Billing date: 17.09.17 | Currency: CHF

CODE	CHARGE DESCRIPTION	RATE	A/I	CALCULATED BY	AMOUNT	CURRENCY	LOCK
WT	Airfreight	1.05	A	Chg. Weight	850.50	CHF	
OC	Other charges due carrier				758.00	CHF	
OG	Other charges due CSA				0.00	CHF	

Callout 5: (Points to the 'Other charges due CSA' row in the pricing table)

USER MANUAL

11. Invoicing - 11.10. Purchase Invoice Checking Tool

To have a control of incoming invoices from certain airlines and brokers etc, you can use the Invoice Checking Tool. All AWBs displayed on this list are in the state of pricing "Checked" but NOT yet in the AWB Status "Closed".

Type to search...

- OPERATION
- REPORTS
- INVOICING
- CARRIERS
- SALES
- PURCHASE
- CSR
- Inv. Checking
- Purchase docs
- Overview
- Action history
- SETUP

By double-clicking into the INV-NBR.-field, you can enter an Invoice Nbr. And to save it, hit the Enter-key.
By the way, upon entering the Invoice Nbr., the system sets the tick-sign into the check-box "Inv.Rcv." automatically.

You can also just store a remark without being obliged to store any Inv. Nbr. nor to tick the check-box "Inv.Rcv." if you do not want to.

Note:
To enter or modify an "Inv.Nbr." or "Remarks", you need to double-click the field. And to save what you've just entered, you need to hit the Enter-key.

COMPANY NAME	CODE	AWB NBR	AWB STATUS	DEP DATE	ORIG.	DEST.	W.CHARGE	D.CARRIER	D.AGENT	D.CSA	GSA COMM.	TOTAL	INV. RCV	INV. NBR	REMARKS
SkyXS Hungary	297	64365711	Flown	14.08.17	BUD	TPE	4.473.90	3.728.25	0.00	0.00	994.20	7.207.95	☒	123	free text...123456
SkyXS Hungary	297	64365722	Flown	16.08.17	BUD	SUB	79.54	61.50	0.00	0.00	16.40	124.64	☐		
SkyXS Hungary	297	67679231	Flown	17.08.17	BUD	SUB	578.35	458.75	0.00	0.00	133.00	844.30	☐		
SkyXS Hungary	297	67679242	Flown	30.08.17	BUD	SUB							☐		
SkyXS Slovakia	297	66661652	Flown	03.08.17	BTS	BTS							☐		
SkyXS Slovakia	297	66661663	Flown	03.08.17	BTS	BTS							☐		
SkyXS Slovakia	297	66661722	Flown	14.08.17	BTS	BTS							☐		
ASN Slovenia	297	70676284	Invoiced selling	02.03.18	LJU	T							☐		
SkyXS Croatia	297	65483795	Flown	03.10.17	ZAG	T							☐		
SkyXS Moldova	297	70728291	Invoiced selling	02.03.18	KIV	G							☐		

The invoice received tick, the invoice nbr. as well as any Remarks stored here, will be shown in the Pricing Overview, which you access over the functions button on the Booking Mask. This infos can also be shown on the Flex-Report.

AWB Nbr. 297 57765562 Agent AIR SEA CARGO AG (ZRH) - 81 4 5026... Contact

Origin ZRH Destination TPE Via 1 Pieces Gross weight 1050.0 Volume 4.468 Chg. Weight 1050.0 Goods CONSOL SHC Unk. Cargo Handling agt. Department ZRH

Routing

Tender date 23.04.18

DEP DEST CARRIE
ZRH FRA 07 9213G
FRA TPE CI 5522

Pricing Shipper & Consignee Activity log

Save Calculate Change status Messages Functions Clear Help

Pricing overview

Bill to AIR SEA CARGO AG (ZRH) - 81 4 5026 10000

DATA Rate 0.00 Amount 9992.00 Currency CHF Issuing date 03.03.18 Airfreight PP CC Q/C PP CC

SELLING

CODE	DESCRIPTION	RATE	CALC	AMOUNT	REALIZED	DIFFERENCE	VAT PERCENT
AC	Agent commission	0.000	Perf	0.00	0.00	0.00	
WT	Airfreight	0.000	Perf	892.50	0.00	0.00	
SI	Incentive	0.000	Perf	0.00	0.00	0.00	
OC	O/C due carrier			1398.50	0.00	0.00	
OG	O/C due GSA			0.00	0.00	0.00	

BUYING

CODE	DESCRIPTION	RATE	CALC	AMOUNT	REALIZED	DIFFERENCE	VAT PERCENT
WT	Airfreight	0.000	Perf	0.00	0.00	0.00	
AC	Agent commission	0.000	Perf	0.00	0.00	0.00	
SI	Incentive	0.000	Perf	0.00	0.00	0.00	
OC	O/C due carrier			1185.50	0.00	0.00	
OG	O/C due GSA			0.00	0.00	0.00	
ON	O/C due none			0.00	0.00	0.00	
OX	Extra charges			0.00	0.00	0.00	

Total selling CHF 9213.00 Total buying CHF 14.00 05.03.16

Create Single AWB Create Interline AWB Create DCM Irregularities

Edit template

Template name Flex internal - all buying related fields

Available fields

- Booking Agent
- Billing date selling
- Charg Wt selling
- Participant No
- Selling rate
- Selling Airfreight Amount
- Agent currency
- Incentive selling

Fields in CSR

- Airline name
- Vendor Code
- Prefix
- AWB
- Status
- Airline Inv. Rcvd.
- Airline Inv. Nbr.
- Remarks (Invoicing)

Drag the desired fields from the "Available fields" column to the "Fields in CSR".

You can also just double click the field to move it to the opposite list.

Airline name	Prefix	AWB	Status	Airline Inv. Rcvd.	Airline Inv. Nbr.	Remarks (Invoicing)	AWB Origin	AWB Destination	Agent code	Agent name
China Airlines	297	57765562	Closed	Yes	123	free text12	ZRH	TPE	81 4 5026 8001	Air Sea
China Airlines	297	57765573	Closed	Yes	456	tex free	ZRH	MNL	81 4 7040 8003	NOVA T
China Airlines	297	57765584	Closed	Yes			ZRH	URC	81 4 7053 8100	Horath
China Airlines	297	57765595	Closed				BSL	CGK	81 4 7021 4000	Lampre
297	57765563								81 4 4000	

USER MANUAL

11. Invoicing – 11.11. Currency handling – Add/Update Rate of Exchange

Type to search...

OPERATION ▶
REPORTS ▶
INVOICING ▶
Currencies
SALES ▶
PURCHASE ▶
Overview
Action history
SETUP ▶

Currencies

Code
ISO currency code
Description
Invoice rounding precision
Amount rounding precision
Unit amount rounding precision
Vat rounding type

Save Delete Exch. Rates List Clear

Currencies

CODE	ISO CURRENCY CODE	DESCRIPTION	DATE MODIFIED	INVOICE ROUNDING PRECISION	INVOICE ROUNDING TYPE	AM
EUR	EUR	Euro	26.06.17	.010000	Nearest	
PLN	PLN	Polish Zloty	19.05.17	.010000	Nearest	

Back

double-click on the Currency-line opens up the single Currency mask

Currencies

Code
ISO currency code
Description
Invoice rounding precision
Amount rounding precision
Unit amount rounding precision
Vat rounding type

Save Delete Exch. Rates List Clear

Rates of exchange

Code: PLN

FROM	REL. CURRENCY	EXCH. RATE	REL. EXCH. RATE	VAT EXCH. RATE	REL. VAT EXCH. RATE
01.01.17	EUR ▼	1	0.234123	1.000000	0.234123
01.11.17	EUR ▼	1	.2325581	1	.2325581

Save Back

cos.datacair.com says:
All open AWBs will be recalculated. Proceed anyway?

OK Cancel

Info

Changes saved successfully

USER MANUAL

12. Cargo Import - 12.1. Create / book Import AWB

12. Cargo Import - 12.2. Pre-Invoice Import AWB

12. Cargo Import - 12.3. Invoice Import AWB

12. Cargo Import - 12.4. Sales Report Import