



FINNAIR

Welcome to
Finnair Cargo's web portal

Booking





Booking

Using the Booking function customers can make cargo reservations for Finnair flights. The Booking function can be found under "Shipments" tab.



Welcome OLLI HUUHKA(HUUHOLL)
Last Logout Date & Time: 09 Jan 2017 14:25 (GMT+04:00)

[update registration](#) | [change password](#)

Shipments

MyCargo

Logout

shipments

booking

* Indicates mandatory fields.

Make bookings on-line up to 250 days in advance. Create booking templates for your recurring bookings as well as get shipment progress notifications proactively.

Booking Template

Document No. *	AWB	105	UNK	<input type="button" value="Get Next"/>	<input type="button" value="Cancel AWB"/>	Job Reference Number	<input type="text"/>
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Shipment Details

Origin*	<input type="text"/>	<input type="button" value="Get Flights"/>	Total Pieces *	<input type="text"/>	Dimensions
Final Destination*	<input type="text"/>	<input type="button" value="Get Flights"/>	Weight *	<input type="text"/>	Kilos
Nature of Goods *	<input type="text"/>		Volume *	<input type="text"/>	Cubic Metre
Flight Date	DD MMM YYYY	<input type="button" value="Get Flights"/>			

	Flight No.*	Departure Date*	From*	To*	Use My Allotment
<input type="checkbox"/>	AY	DD MMM YYYY			<input type="checkbox"/>
<input type="checkbox"/>	AY	DD MMM YYYY			<input type="checkbox"/>

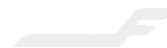
Product Code*	<input type="text"/>
Commodity Code*	E0000

Special Handling Code

Computation of air waybill rating and other charges would be based on the first SHC entered

Special Handling Code

The booking function can also be used for allotment bookings, amendments, creating booking templates and making bookings using the created templates.



Creating a booking

Document details

Document No. *	AWB ▼	105	UNK	Get Next	Cancel AWB	Job Reference Number	<input type="text"/>
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User can specify the document number by typing the air waybill number manually from their AWB stock. You may use the **"Get Next"** button to automatically generate the next available air waybill from your company stock.

Shipment details

Shipment Details		Total Pieces *	Dimensions
Origin*	<input type="text"/>	<input type="text"/>	Kilos ▼
Final Destination*	<input type="text"/>	<input type="text"/>	Cubic Metre ▼
Nature of Goods *	<input type="text"/>	<input type="text"/>	
Flight Date	DD MMM YYYY <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Get Flights"/>			

Here users can update basic reservation details. To update dimensions, click on the **"Dimensions"** tab. All mandatory fields are indicated with an *.

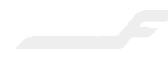
Dimensions						
	No. Pcs	Units	Length	Width	Height	Volume(CM)
1	<input type="text" value="1"/>	Centimeters ▼	60.00	80.00	40.00	0.192
4	<input type="text" value="1"/>	Centimeters ▼	120.00	80.00	60.00	0.576
5	<input type="text"/>	Centimeters ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="2"/>					0.768

Update the correct shipment dimensions and click **"Close"** button.

Next, enter the **"Flight Date"** and click **"Get Flights"** button to have a list of all available flights for the selected routing.

booking schedule

	Flight No.	Org.	Dest.	Dep. Date - Time*	Arr. Date - Time*	Mode*	Stops	Aircraft Description
●	AY 0005	HEL	JFK	10 NOV 16 - 1410	10 NOV 16 - 1555	PAX	0	[333]
	AY 9000	JFK	ATL	10 NOV 16 - 2200	11 NOV 16 - 1600	TRC	0	Road Feeder Service
●	AY 0005	HEL	JFK	11 NOV 16 - 1410	11 NOV 16 - 1555	PAX	0	[333]
	AY 9000	JFK	ATL	11 NOV 16 - 2200	12 NOV 16 - 1600	TRC	0	Road Feeder Service
●	AY 0005	HEL	JFK	12 NOV 16 - 1410	12 NOV 16 - 1555	PAX	0	[333]
	AY 9000	JFK	ATL	12 NOV 16 - 2200	13 NOV 16 - 1600	TRC	0	Road Feeder Service
●	AY 0005	HEL	JFK	13 NOV 16 - 1410	13 NOV 16 - 1555	PAX	0	[333]
	AY 9000	JFK	ATL	13 NOV 16 - 2200	14 NOV 16 - 1600	TRC	0	Road Feeder Service
●	AY 0005	HEL	JFK	14 NOV 16 - 1410	14 NOV 16 - 1555	PAX	0	[333]
	AY 9000	JFK	ATL	14 NOV 16 - 2200	15 NOV 16 - 1600	TRC	0	Road Feeder Service



Flight details

	Flight No.*	Departure Date*	From*	To*	Use My Allotment
<input type="checkbox"/>	AY 0005	14 Nov 2016	HEL	JFK	<input type="checkbox"/>
<input type="checkbox"/>	AY 9000	18 Nov 2016	JFK	ATL	<input type="checkbox"/>

Update your preferred flight details. If you have an allotment on a flight, click **"Use My Allotment"** checkbox to make a booking for it. You can add more legs by clicking the **"Add Flight"** button.

Shipment Codes

Product Code*

Commodity Code* E0000

Note! Finnair has two product codes: **CGR** for general cargo and **FIRST** for priority cargo. You can also open the folder next to the product code field to select a code from the list.

Special Handling Code

Computation of air waybill rating and other charges would be based on the first SHC entered

Special Handling Code

Special Handling Codes can be added by clicking **"folder"** icon.

List of Special Handling Codes

--Select search field--

Total 129 records found. Page 1 of 13

Code Value	Description
<input type="checkbox"/> SV4	4% on Normal rate of TACT
<input type="checkbox"/> AOG	Aircraft on Ground
<input type="checkbox"/> MAL	Mail
<input type="checkbox"/> OBX	Obnoxious Cargo
<input type="checkbox"/> SPX	Cargo Secure for Passenger and All-Cargo Aircraft
<input type="checkbox"/> SCO	Cargo Secure for All-Cargo Aircraft Only
<input type="checkbox"/> SBU	temporarily re-instated for technical reasons. Do not use on new shipments
<input type="checkbox"/> BUC	PREPACKED LD3/LD6
<input type="checkbox"/> EAP	e-freight Consignment with Accompanying Documents
<input type="checkbox"/> POS	Positive Space

The List of Special Handling Codes provides all available codes. Specify required code by selecting it and click **"Close"** button. The SHC code is displayed in the Special Handling Code tab.



List of Special Handling Codes [X]

Code Value: PES Search

Total 1 records found. Page 1 of 1 [Go to page 1]

Code Value	Description
PES	Fish/Seafood

Close

You can find the required SHC code by entering the code and clicking **"Search"** button. System will display a record if available.

Click on the code to select it.

Shipper and Consignee

Shipper

[Get from Address Book](#)

Name	HELSINKI SHIPPER	
Street Address 1	HELSINKI STREET ADDRESS 1	
Street Address 2	HELSINKI STREET ADDRESS 2	
Street Address 3	HELSINKI STREET ADDRESS 3	
Place/Location	HELSINKI	
P.O. Box		
ZIP/Postal code	12345	
State/Province		
City	HEL	HELSINKI [Folder]
Country Code	FI	FINLAND [Folder]
Phone No.	0401234567	
Mobile No.		

Save in Address Book

Consignee

[Get from Address Book](#)

Name	NEW YORK CONSIGNEE	
Street Address 1	NEW YORK STREET ADDRESS 1	
Street Address 2	NEW YORK STREET ADDRESS 2	
Street Address 3	NEW YORK STREET ADDRESS 3	
Place/Location	NEW YORK	
P.O. Box		
ZIP/Postal code	10001	
State/Province		
City	NYC	NEW YORK CITY [Folder]
Country Code	US	UNITED STATES OF AMERICA [Folder]
Phone No.	7181234567	
Mobile No.		

Save in Address Book

It is possible to load the shipper and consignee details from the Address Book. If the shipper and consignee details are new, click "Save in Address Book" checkbox.

Shipping Remarks

Shipping Remarks

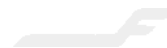
ENTER ANY REMARKS RELATED TO RESERVATION

Agent Details

Agent

Agent Name	XXXX	WARDING FINLAND OY	ZIP/Postal code	1530
Street Address 1	XXXX XXXX XXXX XXXX		State/Province	
Street Address 2			Place/Location	VANTAA
Street Address 3			Country Code	FI
City	HEL		Country Code	FINLAND
P.O. Box			Account No.*	194701 [Folder]

Agent details are prepopulated. Add Account No. from **"folder"** icon.

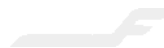


Caller Details and Submitting Booking

Caller Name <input type="text" value="HUUHOLL"/>	Phone No.* <input type="text"/>	Mobile No. <input type="text"/>
Template name <input type="text"/>	<input type="button" value="Save Template"/>	
		<input type="button" value="Proceed to AWB"/> <input type="button" value="SkyPouch"/> <input type="button" value="Submit Booking"/>

Caller Name is populated from your user ID. **Note! Agent phone number is a mandatory detail** to ensure fast and easy contacting in case any issues arise.

A booking can be finalized by clicking the **'Submit booking'** button (in bottom right corner) or by selecting **'Proceed to AWB'** capture. A notification is shown if mandatory details are missing when submitting booking.



Booking Confirmation



Welcome HUUHKA O(HUUHOLL)
Last Logout Date & Time: 04 Nov 2016 09:12 (GMT+04:00)

[update registration](#) | [change password](#)

Shipments

MyCargo

Logout

shipments

- > track shipment
- > schedules
- > availability
- > booking
- > air waybill
- > print barcode label
- > movement message
- > price quote

booking confirmation

* Indicates mandatory fields.

Thank you for booking with Mercator

Your booking request has been received by us. All unconfirmed booking will be processed by our offices at the earliest. Please visit [My Bookings](#) to get the latest status of all your booking requests.

Booking details

Job Reference No. : 234531
 AWB Number : 105 42812674
 Booking Status :
 AY0005-10 NOV 2016-HEL-JFK-[Waiting]
 AY9000-14 NOV 2016-JFK-ATL-[Waiting]
 Origin : HEL
 Destination : ATL
 Total Pieces : 9
 Weight : 1651.0 K
 Volume: 6.464000 CM
 Nature of Goods: COMPUTER PARTS
 Special Handling Code : SPX-EAP-ECC
 Product : GCR

[Create New Booking](#) [Proceed to AWB](#)

Shipment status notifications



To receive **up-to-date shipment notifications** via **E-Mail, FAX** for the booking you have just made [click here](#)

Important information

Bring your cargo to:

XXXX XXXX XXXX XXXX XXXX

HELSINKI,
PO BOX:
FINLAND

Phone: 35820
FAX:
Email:

XXXX XXXX XXXX XXXX

XXXXXX.XXXXXXX@ XXXXXX.com

User will get a booking confirmation, which shows the booking details, where to bring the cargo and shipment status notifications. Booking Status indicates status of the booking request.

Shipment Status

- Shipment: booking or booking changes.
- Physical receipt of shipment from shipper or shipper's agent.
- Departure of shipment on a flight.
- Arrival of shipment on a scheduled flight.
- Shipment arrival notified to consignee or consignee's agent.
- Physical delivery of shipment documentation to consignee or consignee's agent.
- Shipment: cleared by Custom Authorities.
- Physical delivery of shipment to consignee's door.
- Physical delivery of shipment to consignee or consignee's agent.
- Shipment discrepancy.

[Save Alert Preference](#)

Add Shipment status notifications to receive different alerts to the given contact email.



Booking Template

Tip! Forwarding agents can also create a reservation template by using the 'Save Template' functionality (at the bottom of the page).

Template name

After updating mandatory booking details it is possible to save the booking as a Template for future use.

Booking Template 

The template can be opened next time by selecting 'Load Booking Template' (at the top of the screen).

List of Booking Templates

--Select search field--

Total 3 records found. Page 1 of 1

	Mask Code
<input type="radio"/>	NRR_BRU
<input type="radio"/>	RIKIMASKI
<input type="radio"/>	UPS TO HEL