

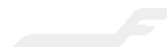


FINNAIR

Welcome to
Finnair Cargo's web portal

Air Waybill

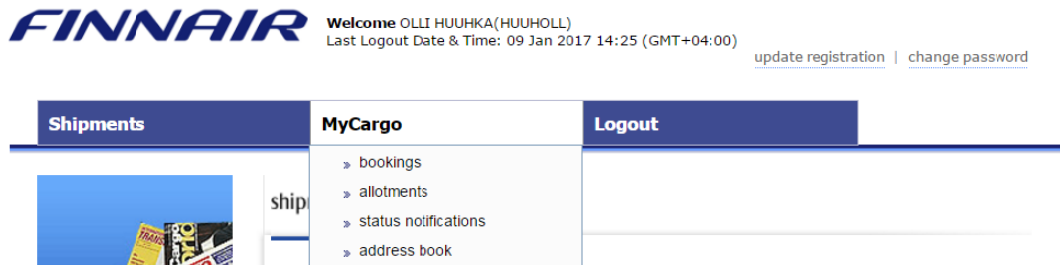




Capturing Air waybill

The Air waybill function is used to capture full air waybill information.

If you retrieve booking records you can locate them under MyCargo -> Bookings.



All bookings made through the website using your user ID will be visible under "My Bookings".

All bookings made by members of your company will be visible under "Company Bookings".

The screenshot shows a search interface with three tabs: "My Bookings", "Company Bookings", and "Advanced Search". The "My Bookings" tab is selected. Below the tabs is a search form with the following fields: "Doc Type / Number" (a dropdown menu), "105" (a text input), "00146436" (a text input), "Origin" (a text input), "Final Destination" (a text input), and "Booking Period" (two date pickers). There are "Search" and "Reset" buttons at the bottom right of the form.

You can search with air waybill number or do a blank search to see all bookings.

The screenshot shows a table of bookings. At the top, it says "Bookings" and "Total 1 records found". Below this is a pagination control showing "Page 1 of 1" and a "Go to page" button. The table has the following columns: Type, Doc. No., JRN No., Booking Date, Origin, Final Destination, Pcs., Wt., Vol., Nature of Goods, and Product. There is one row of data: Type: AWB, Doc. No.: 105-00145375, JRN No.: 234785, Booking Date: 07 Nov 2016, Origin: HEL, Final Destination: JFK, Pcs.: 9, Wt.: 1651.00, Vol.: 6.46400, Nature of Goods: CONSOL, Product: GCR. Below the table are buttons for "Create New Booking", "HAWB", "Tracking", and "Status Alert".

Type	Doc. No.	JRN No.	Booking Date	Origin	Final Destination	Pcs.	Wt.	Vol.	Nature of Goods	Product
AWB	105-00145375	234785	07 Nov 2016	HEL	JFK	9	1651.00	6.46400	CONSOL	GCR

Click on Doc. No. and this will activate the air waybill capture page.

Air waybill execution

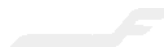
If you have proceeded here directly from the main page, please insert existing AWB number and then select "**Check AWB**".

air waybill execution

Submit full air waybill information to Mercator as well as print air waybills on standard A4 stationery.

To view or print air waybill, enter the air waybill prefix, air waybill number, Confirmation no., pieces and weight fields and then select "Check AWB".
 To update air waybill data, enter the air waybill number. Then select "Check AWB".

The screenshot shows a form for air waybill execution. It has several input fields: "105" (air waybill prefix), "HEL" (origin), "00146370" (air waybill number), "235730" (confirmation number), "10" (pieces), and "88" (weight). There are "Check AWB" and "Reset" buttons.



Shipper and Consignee

Add or amend Shipper and Consignee details, then click on "Add/Edit" button.

Shipper's Name And Address HELSENKI SHIPPER HELSENKI ADDRESS 1 HELSENKI STREET ADDR HELSENKI STREET ADDR HEL HELSENKI	Shipper's Acc. Number	Document No. <input type="text" value="105"/> <input type="text" value="HEL"/> <input type="text" value="00146436"/>		Job Ref. No. <input type="text" value="235749"/>
Shipment Details				
Consignee's Name And Address NEW YORK CONSIGNEE NEW YORK STREET ADDR NEW YORK STREET ADDR NEW YORK STREET ADDR 10001 NEW YORK 7181234567	Origin* <input type="text" value="HEL"/> <input type="text" value="HELSENKI"/>	No. of Pieces <input type="text" value="3"/>	Dimensions <input type="text" value="Kilos"/>	
	Final Destination* <input type="text" value="JFK"/> <input type="text" value="NEW YORK CITY"/>	Weight * <input type="text" value="143"/>	Volume * <input type="text" value="1.152"/> <input type="text" value="Cubic Metre"/>	
	Nature of Goods* <input type="text" value="MACHINE PARTS"/>			
	Product <input type="text" value="GCR"/>			
Special Handling Code				
Special Handling Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Shipper			Consignee	
Get from Address Book			Get from Address Book	
Shipper Name* <input type="text" value="HELSENKI SHIPPER"/>			Consignee Name* <input type="text" value="NEW YORK CONSIGNEE"/>	
Street Address1* <input type="text" value="HELSENKI ADDRESS 1"/>			Street Address1* <input type="text" value="NEW YORK STREET ADDRESS 1"/>	
Street Address2 <input type="text" value="HELSENKI STREET ADDRESS 2"/>			Street Address2 <input type="text" value="NEW YORK STREET ADDRESS 2"/>	
Street Address3 <input type="text" value="HELSENKI STREET ADDRESS 3"/>			Street Address3 <input type="text" value="NEW YORK STREET ADDRESS 3"/>	
City* <input type="text" value="HEL"/> <input type="text" value="HELSENKI"/>			City* <input type="text"/>	
PO BOX <input type="text"/>			PO BOX <input type="text"/>	
ZIP/Postal Code <input type="text" value="12345"/>			ZIP/Postal Code <input type="text" value="10001"/>	
State/Province <input type="text"/>			State/Province <input type="text"/>	
Place/Location* <input type="text" value="HELSENKI"/>			Place/Location* <input type="text" value="NEW YORK"/>	
Country Code* <input type="text" value="FI"/> <input type="text" value="FINLAND"/>			Country Code* <input type="text"/>	
Phone No. <input type="text" value="0401234567"/>			Phone No. <input type="text" value="7181234567"/>	
Mobile No. <input type="text"/>			Mobile No. <input type="text"/>	
FAX No. <input type="text"/>			FAX No. <input type="text"/>	
Email <input type="text"/>			Email <input type="text"/>	

Shipment and Agent details are displayed for information only and cannot be amended.

After updating correct shipper and consignee details, scroll down and select "Save".

Please note that only following fields are printed on the air waybill.

1. Shipper/Consignee Name
2. Street Address 1
3. Place/Location
4. City Code
5. Country Code
6. Phone No. / Mobile No.



Accounting Information

Required accounting information should be updated in this section.

Accounting Information	
General Information ▼	ACCOUNTING INFORMATION
▼	
▼	
▼	
▼	

Currency and Charges Declaration

Here you can update air waybill currency, Charge Code, Declared Value for Carriage and Customs and Amount of Insurance. Currency and Charge Code are automatically populated.

Currency Code	Chgs. Code	WT VAL		Other		Value for Carriage	Value for Customs
		PPD	COLL	PPD	COLL		
EUR	PP ▼	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	NVD	NCV
Amnt. of Insurance		INSURANCE - If Carrier offers insurance and such insurance is requested in accordance with conditions on reverse hereof indicate amount to be insured in figures in box marked "Amount of Insurance."					

Handling Information

The Handling information consists of 1 Special Service Request (SSR) line and 2 Other Service Information (OSI) lines.

Remember to select Customs code - Special Custom Information (SCI). If Origin is outside of the EU, the SCI code is always T1.

Handling Information	
SSR	Keep between +2 to +8 degree celcius
OSI	Dangerous goods as per attached shippers declaration
OSI	Please notify consignee upon arrival
	SCI Code T1 ▼

Special Service Request (SSR) indicates the type of cargo. The SSR details refer to instructions for special action required when handling the shipment.

Other Service Information (OSI) remarks refer to any additional information related to cargo requiring special handling.



Rating

Rating information is automatically populated based on shipment details such as origin, destination, weight, volume, commodity etc. Updates to the rates can be made if required.

No. of Pieces RCP	Gross Weight	Kg Lb		Rate Class	Chargeable Weight	Rate/Charge Type	Rate/Charge	Total	Nature of Goods (incl. Dimensions or Volume)	SHC
				Commodity Item No.						
3	143	K ▼	Q ▼		192	RATPERWT ▼	2.87	551.04	MACHINE PARTS	▼
		K ▼	B ▼			- ▼				▼
		K ▼	B ▼			- ▼				▼
		K ▼	B ▼			- ▼				▼
		K ▼	B ▼			- ▼				▼
		K ▼	B ▼			- ▼				▼
		K ▼	B ▼			- ▼				▼
		K ▼	B ▼			- ▼				▼
		K ▼	B ▼			- ▼				▼
3	143							551.04		

Other Charges

The other charges are automatically populated but user can make changes by clicking on the "Other Charge" button.

Other Charges				Other Charge
CHC1536.0P	SCC14.3P			

Note:- If other charges are not appearing automatically, please enter the Issue City at the bottom of AWB page and re-open the Other Charges Window.

Enter Other Charge details

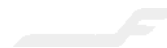
	Other Charge Code	Due	Charge Type	Amount
<input type="checkbox"/>	CH ▼	C ▼	Prepaid Indicator ▼	1536
<input type="checkbox"/>	SC ▼	C ▼	Prepaid Indicator ▼	14.3
<input type="checkbox"/>	▼	▼	▼	
<input type="checkbox"/>	▼	▼	▼	
<input type="checkbox"/>	▼	▼	▼	
<input type="checkbox"/>	▼	▼	▼	
<input type="checkbox"/>	▼	▼	▼	
<input type="checkbox"/>	▼	▼	▼	
<input type="checkbox"/>	▼	▼	▼	

Remove

Save

Clicking the "Remove" button will activate new rows for the user.

Click checkbox on selected other charges and press "**Save**" to populate them to air waybill.



Air Waybill Completion

To complete the air waybill capture enter the Company Name in the "Signature of Shipper or his Agent", the date of air waybill completion, Place, City and Signature.

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

SHIPPER SIGNATURE			
Signature of Shipper or his Agent			
14 Jan 2017	HELSINKI	HEL	SIGNATURE
Executed On [Date]	At [Place]	City	Signature
Total Collect Charges	Save AWB AWB Printer Laser Print		

Please check air waybill details and press "Save AWB" to save the data. After that if the system finds an error, the user will have notification of missing data.

The following error/s has occurred while validating your request.

- Cargo Record
Consignee Country Code can not be null/empty
- AWB Record
Mandatory SCI-Customs Origin Code for goods which either originate or are destined for the European Community

When the air waybill information is successfully saved, the below shown confirmation message can be seen.

Confirmation
The AWB records are saved.

Select the Laser Print option to print the air waybill on a local laser printer.