



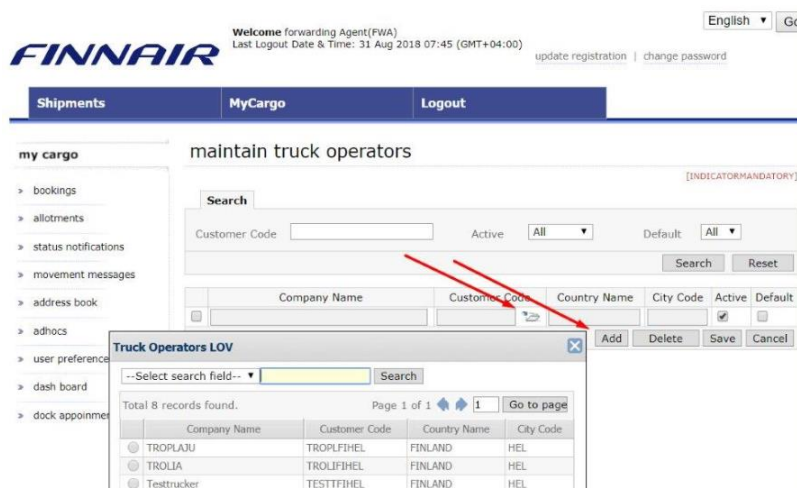
Online Truck Appointments: Guide for freight forwarders

How to maintain truck operators

1. Freight forwarder determines the transport company/companies it uses via old [web portal](#)
2. Go to MyCargo → Dock appointments → Maintain truck operators



3. Click Add in order to add truck operators
 - Search the desired truck operator by opening the list from folder icon
 - If you can't find your truck operator from the list, please contact cargo.support@finnair.com





4. Select the truck operator and click Save

- You can add several truck operators by clicking Add again
- It is possible to set a default truck operator by checking Default
- Truck operator can be deleted by selecting the company and clicking Delete

my cargo

- > bookings
- > allotments
- > status notifications
- > movement messages
- > address book
- > adhoc
- > user preferences
- > dash board
- > dock appointments

maintain truck operators [INDICATORMANDATORY]

Search

Customer Code Active All Default All

	Company Name	Customer Code	Country Name	City Code	Active	Default
<input type="checkbox"/>	KAUKOKIITO	KAUKTFIHEL	FINLAND	HEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	DIVYA COMPANY	DIVYAFIHEL	FINLAND	HEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>

my cargo

- > bookings
- > allotments
- > status notifications
- > movement messages
- > address book
- > adhoc
- > user preferences
- > dash board
- > dock appointments

maintain truck operators [INDICATORMANDATORY]

Search

Customer Code Active All Default All

	Company Name	Customer Code	Country Name	City Code	Active	Default
<input type="checkbox"/>	KAUKOKIITO	KAUKTFIHEL	FINLAND	HEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DIVYA COMPANY	DIVYAFIHEL	FINLAND	HEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. You can search the truck operators assigned to the freight forwarder by clicking Search

my cargo

- > bookings
- > allotments
- > status notifications
- > movement messages
- > address book
- > adhoc
- > user preferences
- > dash board
- > dock appointments

maintain truck operators [INDICATORMANDATORY]

Search

Customer Code Active All Default All

	Company Name	Customer Code	Country Name	City Code	Active	Default
<input type="checkbox"/>	DIVYA COMPANY	DIVYAFIHEL	FINLAND	HEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	KAUKOKIITO	KAUKTFIHEL	FINLAND	HEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



How to assign truck operator

1. Select the export/import shipments delivered/picked up by the truck operator and click Assign Truck Operator
 - If you are using multiple truck operators, please select the correct truck operator through the folder icon
 - Remember to add the customs document for T1 import shipments

my cargo

- > bookings
- > allotments
- > status notifications
- > movement messages
- > address book
- > adhoc
- > user preferences
- > dash board
- > dock appointments

assign truck operator [INDICATORMANDATORY]

Search

Agent ID LAJUKFIHEL AWB Number DS Number

Search By AWB Add Refresh

Exports Shipment Details Imports Shipment Details

Sel	AWB Number	Origin	Destination	AWB Complete	Pieces	Weight	Volume	Truck Operator	Agent Code
<input type="checkbox"/>	105-10626992	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input checked="" type="checkbox"/>	105-10626873	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input checked="" type="checkbox"/>	105-10626851	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626851	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626836	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626781	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626770	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626663	HEL	DXB	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626641	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626571	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	125-10626420	HEL	NRT	<input type="checkbox"/>	10	10	1.0		LAJUKFIHEL

Un-Assign Truck Operator Assign Default Assign Truck Operator

- Click Assign Default if you wish to use the default truck operator

my cargo

- > bookings
- > allotments
- > status notifications
- > movement messages
- > address book
- > adhoc
- > user preferences
- > dash board
- > dock appointments

assign truck operator [INDICATORMANDATORY]

Search

Agent ID LAJUKFIHEL AWB Number DS Number

Search By AWB Add Refresh

Exports Shipment Details Imports Shipment Details

Sel	AWB Number	Origin	Destination	AWB Complete	Pieces	Weight	Volume	Truck Operator	Agent Code
<input type="checkbox"/>	105-10626836	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input checked="" type="checkbox"/>	105-10626781	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0	KAUKTFIHEL	LAJUKFIHEL
<input checked="" type="checkbox"/>	105-10626770	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0	KAUKTFIHEL	LAJUKFIHEL
<input type="checkbox"/>	105-10626663	HEL	DXB	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626641	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626571	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	125-10626420	HEL	NRT	<input type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626302	HEL	DXB	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626280	HEL	DXB	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626173	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626081	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL

Un-Assign Truck Operator Assign Default Assign Truck Operator



2. If you wish to remove the previously selected truck operator, click Un-Assign Truck Operator

my cargo

- > bookings
- > allotments
- > status notifications
- > movement messages
- > address book
- > adhoc
- > user preferences
- > dash board
- > dock appointments

assign truck operator [INDICATORMANDATORY]

Search

Agent ID AWB Number DS Number

Exports Shipment Details **Imports Shipment Details**

Sel	AWB Number	Origin	Destination	AWB Complete	Pieces	Weight	Volume	Truck Operator	Agent Code
<input type="checkbox"/>	105-10626836	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input checked="" type="checkbox"/>	105-10626781	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0	KAUKTFIHEL	LAJUKFIHEL
<input checked="" type="checkbox"/>	105-10626770	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0	KAUKTFIHEL	LAJUKFIHEL
<input type="checkbox"/>	105-10626663	HEL	DXB	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626641	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626571	HEL	NRT	<input checked="" type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	125-10626420	HEL	NRT	<input type="checkbox"/>	10	10	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626302	HEL	DXB	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626280	HEL	DXB	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626173	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL
<input type="checkbox"/>	105-10626081	HEL	NRT	<input checked="" type="checkbox"/>	100	100	1.0		LAJUKFIHEL