



Dock appointment creation

Accessing the portal:

1. Sign in to web portal: <http://prdcgoay.mercator.com/skychain>
2. Enter your "User name" and "Password" -> Login or *click "Register Now" in case you don't have an account.*
3. Go to MyCargo -> Dock Appointments -> Create Appointment

Welcome guest user English Go

FINNAIR [register](#) | [change password](#)

Shipments **MyCargo** **Login**

login [INDICATORMANDATORY]

User Name*

Password*

Remember User Name

[Forgot your password?](#)

Not a registered member?
[Register Now](#)

Welcome to the registered users services on finnaircargo.com.

Log in to access the complete suite of transactional services that allow you to check flight schedules and space availability, make bookings online, submit and print air waybills, print barcode labels, file and track claims, communicate with key people, automatically set up your contact details to receive automatic notifications on the movement of your shipment, and track each consignment. Get access to a communication module which will allow you to communicate with your partners through email, SMS, FAX and online chat.

Welcome truck company(TRUCK) English Go

FINNAIR Last Logout Date & Time: 21 Dec 2017 07:58 (GMT+04:00) [update registration](#) | [change password](#)

Shipments **MyCargo** **Logout**

shipments

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

» bookings

» allotments

» status notifications

» movement messages

» address book

» adhoc

» user preferences

» dash board

» dock appointments

[» create appointment](#)

The Finnair web site enables everyone involved at any point in the entire logistics chain to extract, update and share information swiftly and securely.

Track Shipment

Track and trace by air waybill number or job reference number (JRN) the current status of your shipments and get details of your shipment progress. Track up to 10 shipments at a time.

Schedules

Check Finnair's flight schedules up to six months in advance. Schedules are available for all operation types i.e. passenger, freighter, charter and trucks.





How to fill in dock appointment details

Dock Appointment - Export Shipments

1. Select the shipment(s) you are exporting on the list.

create appointment

Search

Agent ID AWB Number DS Number

Exports Shipment Details		Imports Shipment Details							
Sel	AWB Number	JRN Number	AWB Complete	Pieces	Weight	Volume	SHC	Product	
<input type="checkbox"/>	105-00190923	246015	<input checked="" type="checkbox"/>	1	1	0.1		GCR	
<input type="checkbox"/>	105-00190912	246013	<input checked="" type="checkbox"/>	1	1	1.0		GCR	
<input type="checkbox"/>	105-00190875	245215	<input type="checkbox"/>	1	1	1.0		GCR	
<input type="checkbox"/>	105-00190853	244907	<input type="checkbox"/>	10	100	1.0		GCR	
<input type="checkbox"/>	105-00190842	239792	<input type="checkbox"/>	1	150	1.0	SPX	GCR	
<input type="checkbox"/>	105-00190831	239786	<input type="checkbox"/>	1	100	1.0		GCR	
<input type="checkbox"/>	105-00190820	238548	<input checked="" type="checkbox"/>	1	101	0.2	VAL	GCR	
<input type="checkbox"/>	105-00190816	238496	<input type="checkbox"/>	10	100	1.0		GCR	
<input type="checkbox"/>	105-00190805	238424	<input type="checkbox"/>	10	100	1.0		GCR	
<input type="checkbox"/>	105-00190794	238422	<input type="checkbox"/>	10	100	1.0		GCR	
<input type="checkbox"/>	105-00190783	238421	<input type="checkbox"/>	10	100	1.0		GCR	

Please note that the red colour indicates that the shipment is not ready for acceptance, e.g. FWB message is not received, and it needs to be fixed before a Dock Appointment can be made.

2. You can review a single shipment information by clicking the "+ sign"
If the shipment is loaded in a unit, "Delivery Mode" is ULD and the ULD number needs to be added, e.g. PMC.

Exports Shipment Details		Imports Shipment Details							
Sel	AWB Number	JRN Number	AWB Complete	Pieces	Weight	Volume	SHC	Product	
<input type="checkbox"/>	105-00190923	246015	<input checked="" type="checkbox"/>	1	1	0.1		GCR	
<input type="checkbox"/>	105-00190912	246013	<input checked="" type="checkbox"/>	1	1	1.0		GCR	

Booking Date: 29-Nov-2017 Flight No.: AY0809 Flight Date: 30-Nov-2017 Origin: HEL
 Destination: ARN MVT Status: BKD Manifest Desc: HATS Delivery Mode*: ULD
 ULD Number*: PMC 88540 AY Status: Attachments: MRN No.*:
 SCI Code*: C Clearance No. Clearance Date DD MMM YYYY
 Known Shipper: Weight Chk: Volume Chk:

<input type="checkbox"/>	105-00190875	245215	<input type="checkbox"/>	1	1	1.0		GCR
<input type="checkbox"/>	105-00190853	244907	<input type="checkbox"/>	10	100	1.0		GCR
<input type="checkbox"/>	105-00190842	239792	<input type="checkbox"/>	1	150	1.0	SPX	GCR
<input type="checkbox"/>	105-00190831	239786	<input type="checkbox"/>	1	100	1.0		GCR

3. Fill in the Truck Details and Save.
Note! "Vehicle No." Register number all together e.g. REG001 (no space, no hyphen)
"Driver Contact No." as international format e.g. +358501234567
"Hr Min" approximate arrival time to COOL terminal





"Email Address(s)": You will get automatic notification of the dock appointments confirmation/rejection to this email address.

Vehicle Type: Select "Small truck or private customer" in case you are arriving by a van or a car. Select "Regular Truck" in case you are arriving by a truck or a lorry.

Truck Details

Vehicle No. * ABC123 Vehicle Type * Regular Truck

Driver Name * MATTI MEIKALAINEN Driver Contact No. * +358503930101

Appointment Ref No Confirmed

Exp Del Date * 21 Dec 2017 Hr 11 Min 00 Truck Arrived

Email Address(s) * matti.meikalainen@finnair.com,
maiya.meikalainen@finnair.com
(* Multiple email address should separate with comma.)

Save **Reset**

Dock Appointment – Import Shipments

1. On the list, select the shipment(s) you are delivering.

create appointment

Search

Agent ID AWB Number DS Number

Add **Reset**

Exports Shipment Details		Imports Shipment Details							
Sel	DS Number	AWB Number	HAWB No.	Pieces	Weight	SHC	Product	MVT Status	Manifest Desc
<input type="checkbox"/>	+	7079	105-10511782		10	100.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	7080	105-10511771		10	500.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	6671	105-41898986		2	220.0	GCR	RCF	AUTO PARTS
<input type="checkbox"/>	+	8558	105-10608102		50	800.0	GCR	RCF	GENERAL
<input type="checkbox"/>	+	8479	105-10611694		10	200.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	7079	105-10511782		10	100.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	8556	105-10608124		50	800.0	GCR	RCF	GENERAL

Send Notification **Upload Document** **View Documents** **View Irregularities** **Delete Shipment**

2. You can review a single shipment information by clicking the "+ sign".
3. If possible, please upload customs clearance document by selecting a shipment and clicking "Upload Document" tab.

Exports Shipment Details		Imports Shipment Details							
Sel	DS Number	AWB Number	HAWB No.	Pieces	Weight	SHC	Product	MVT Status	Manifest Desc
<input type="checkbox"/>	+	7079	105-10511782		10	100.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	7080	105-10511771		10	500.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	6671	105-41898986		2	220.0	GCR	RCF	AUTO PARTS

Flight No.	AY0006	Flight Date	24-Aug-2016	Origin	JFK	Destination	HEL
MRN No.		SCI Code	T1	Clearance No.		Clearance Date	DD MMM YYYY
Status		Attachments		SHP Status	Ready	ITN Status	Ready

<input type="checkbox"/>	+	8558	105-10608102		50	800.0	GCR	RCF	GENERAL
<input type="checkbox"/>	+	8479	105-10611694		10	200.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	7079	105-10511782		10	100.0	GCR	RCF	GENERAL CARGO
<input type="checkbox"/>	+	8556	105-10608124		50	800.0	GCR	RCF	GENERAL

Send Notification **Upload Document** **View Documents** **View Irregularities** **Delete Shipment**





4. Fill in the Truck Details and Save.

Note! "Vehicle No." Register number all together e.g. REG001 (no space, no hyphen)

"Driver Contact No." as international format e.g. +358501234567

"Hr Min" approx arrival time to COOL terminal

"Email Address(s)": You will get automatic notification of the dock appointments confirmation/rejection to this email address

Vehicle Type: Select "Small truck or private customer" in case you are arriving by a van or a car. Select "Regular Truck" in case you are arriving by a truck or a lorry.

Truck Details			
Vehicle No. *	ABC789	Vehicle Type *	Small truck or pri ▾
Driver Name *	MAIJA MEIKALAINEN	Driver Contact No. *	+358503930101
Appointment Ref No	4755	Confirmed	<input type="checkbox"/>
Exp Del Date *	21 Dec 2017	Hr 13 Min 0	Truck Arrived <input type="checkbox"/>
Email Address(s) *	maija.meikalainen@finnair.com		
(* Multiple email address should separate with comma.)			
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

