The e-Cargo Matchmaker

USER GUIDE

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VERSION 0.7
June 2012
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1. INTRODUCTION

1.1. About the e-Cargo Matchmaker

In response to the Industry request for improving the access to e-freight and e-AWB information, IATA has initiated a project called the e-Cargo Matchmaker. The e-Cargo Matchmaker is a web tool designed to give all e-freight and e-AWB participants higher visibility over who is doing e-freight/ e-AWB where and to help parties connect with each other.

Benefits of the e-Cargo Matchmaker:

- **Speed**: business partners are just a click away
- **Time saving**: instantly retrieve customized reports
- **Reliable**: increased level of data quality
- **Up to date**: updated by the Industry for the Industry
- **Visible**: brings you on the spotlight of e-freight and e-AWB business
- **Hi-Tech**: fast, modern and user friendly web tool

1.2. Document Objective and Structure

This User Guide is meant to be a user friendly tool that explains step by step to e-freight and e-AWB users how to navigate and discover information available on this web platform about who is doing e-freight and where.

This User Guide is structured in 2 parts:

**PART ONE** – common functions for Airlines, Freight Forwarders and GHAs

**PART TWO** – specific functions by stakeholder groups (Airlines/Freight Forwarders and GHAs).
1.3. Audience and Assumptions

The e-Cargo Matchmaker will be open to Public Users (non-registered e-freight and e-AWB interested or live stakeholders worldwide) and updated and maintained by the Registered Users (registered users live or non-live on e-freight and/or doing or planning to do e-AWB).

At this stage the 3 stakeholders groups that have been integrated into the e-Cargo Matchmaker and can register as Registered Users are:
- Airlines (ALs)
- Ground Handling Agents (GHAs)
- Freight Forwarders (FFs)

The Registered Users are responsible for the accuracy of their own data in the tool:
- they manage their own Statuses (for e-freight, e-AWB and EDI Agreements - where applicable)
- they contact their partners via the built in Invitation module
- they bring along new participants to increase the e-freight/ e-AWB community
- they use the built in Reports and Search functions to find out who is doing e-freight and e-AWB where
- they save their Customized Reports on their Matchmaker Account page, export them to CSV and/or print them out
- they update and upload information on the 20 e-freight Documents + e-AWB

The Public Users are all worldwide Cargo Industry participants that are interested in the latest developments on e-freight or e-AWB in a particular location or with a specific partner or are about to start doing e-freight and/or e-AWB and are looking for new partners or opportunities.
- they use the built in Reports and Search functions to find out who is doing e-freight and e-AWB where
- they export their Customized Reports to CSV and/or print them out.

This User Guide assumes you have a working knowledge of the principles and practices of e-freight and e-AWB.
It also assumes you are familiar with Web Applications.
1.4. Abbreviations, Acronyms, and Definitions

The following definitions, acronyms and abbreviations are used throughout this document and have been provided here for reference purposes:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>IATA</td>
<td>International Air Transport Association</td>
</tr>
<tr>
<td>AL</td>
<td>Airline</td>
</tr>
<tr>
<td>AU</td>
<td>Administrator User</td>
</tr>
<tr>
<td>FF</td>
<td>Freight Forwarder</td>
</tr>
<tr>
<td>GHA</td>
<td>General Handling Agent</td>
</tr>
<tr>
<td>MM</td>
<td>Matchmaker</td>
</tr>
<tr>
<td>PU</td>
<td>Public User</td>
</tr>
<tr>
<td>RU</td>
<td>Registered User</td>
</tr>
</tbody>
</table>
PART ONE – PUBLIC USERS

2. E-CARGO MATCHMAKER REPORTS

Reports function gives Public Users (PU) information on:
Who is doing e-freight and e-AWB and Where?

Predefined reports

<table>
<thead>
<tr>
<th>Detailed Locations Status Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airports Status Report</td>
<td>Detailed Airports Status Report</td>
</tr>
<tr>
<td>Locations Report</td>
<td>Detailed Locations Status Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e-freight Status Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline by Origin Airport</td>
<td>Airline e-freight status by Origin Airport</td>
</tr>
<tr>
<td>Airline by Destination Airport</td>
<td>Airline e-freight status by Destination Airport</td>
</tr>
<tr>
<td>Freight Forwarder by Origin Airport</td>
<td>Freight Forwarder e-freight status by Origin Airport</td>
</tr>
<tr>
<td>Freight Forwarder by Destination Airport</td>
<td>Freight Forwarder e-freight status by Destination Airport</td>
</tr>
<tr>
<td>Ground Handling Agent by Airport</td>
<td>Ground Handling Agent e-freight status by Airport</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e-AWB Status Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline by Origin Airport</td>
<td>Airline e-AWB status by Origin Airport</td>
</tr>
<tr>
<td>Airline by Destination Airport</td>
<td>Airline e-AWB status by Destination Airport</td>
</tr>
<tr>
<td>Freight Forwarder by Origin Airport</td>
<td>Freight Forwarder e-AWB status by Origin Airport</td>
</tr>
<tr>
<td>Freight Forwarder by Destination Airport</td>
<td>Freight Forwarder e-AWB status by Destination Airport</td>
</tr>
</tbody>
</table>

Predefined Reports: Available to Public Users (PU)
Customized Reports: Search function available to Public Users (PU)
2.1. PREDEFINED REPORTS

Predefined reports

**Detailed Locations Status Reports**
- Name | Description
  - Airport Status | Detailed Locations Status Report
  - Locations Status Reports | Detailed Locations Status Report

**e-freight Status Reports**
- Name | Description
  - Airline by Origin Airport | e-freight status by Origin Airport
  - Airline by Destination Airport | e-freight status by Destination Airport
  - Freight Forwarder by Origin Airport | e-freight status by Origin Airport
  - Freight Forwarder by Destination Airport | e-freight status by Destination Airport
  - Ground Handling Agent by Airport | e-freight status by Airport

**e-AWB Status Reports**
- Name | Description
  - Airline by Origin Airport | e-AWB status by Origin Airport
  - Airline by Destination Airport | e-AWB status by Destination Airport
  - Freight Forwarder by Origin Airport | e-AWB status by Origin Airport
  - Freight Forwarder by Destination Airport | e-AWB status by Destination Airport

All columns in the predefined reports can be filtered and selected according to users' interests. Tables resulted can be exported to CSV.

2.2. CUSTOMIZED REPORTS

**Search Data and Build My Reports**
- Search Data and Build My Reports:
  - Public Users (PU) Search e-freight data and build their own customized reports based on their business interests.
Important steps in **Searching Data** and **Generating Reports** functions:

1. **Report Type**: Public Users (PU) select the Stakeholder group (AL, FF or GHA) on which they want to perform the Data Search.
2. Public Users (PU) fill in the **Search Filters** according to their needs.
3. Public Users (PU) **Generate Report**
   - the Report with the requested Search Filters will be **displayed** on the same page.

**Public Users (PU) will Print and/ or Export to CSV the generated report(s)**
PART TWO – REGISTERED USERS (AL, FF and GHA)

3. REGISTRATION

Registration page can be accessed at [http://matchmaker.iata.org](http://matchmaker.iata.org)

If you are already a Registered User then please fill in your Email Address and Password. To register, Account Users have to follow the next steps:

3.1. USER REGISTRATION

Please click on Register and then fill in all fields marked with * as they are mandatory.

**Email Address**: your email address will be your login name. All email communications and notifications will be sent to this address. Only corporate addresses will be authorized.

**Choose and Confirm Password**: this is the password that will authorize your access to the system.

**Identification fields**: Salutation, First name, Last name, Job title.

**Location fields**: Address, City, Zip Code, State, Country.

**Contact fields**: Phone number.

**Additional comments**: Additional comments that would help the validation of the registration request (i.e. Administrator Users (AU), Registered Users
(RU) managing several accounts, Registered User (RU) that is newly employed in a specific Company or has recently changed jobs, etc).

**Administration:** Select your Company name from the drop down list of your respective profile (AL, FF and/or GHA) and then select the e-freight project. In case you have selected the wrong company make sure you uncheck the e-freight box before submitting your request (example below)

**Administration**

* Please select your company and then the appropriate StE project.

**Airline**

- LX, Swiss International Air Lines
- E-freight
- E-direct
- Fast Travel
- select to add

**Airport**

- select to add

**Freight Forwarder**

- DHL AIRWAYS GMBH (T2521 Berlin)
- E-freight
- PAALUFRA UK (GENEVA)
- E-freight
- select to add

**GDS**

- select to add

**Ground Handling Agent**

- IAG DHL
- E-freight
- select to add

Read the **Terms and Conditions** of the Matchmaker and confirm by checking the **I Agree** box. Enter the **Security text** displayed (to refresh the text please click on the round arrow). To complete your registration click **Register**. The following text will be displayed:

---

**The StB Matchmaker**

Register : FAQ : Help?

Thank you!

You will receive an email from the Matchmaker when your account has been activated.

Return
3.2. ACCOUNT REGISTRATION CONFIRMATION

Once your Registration has been sent you will receive a confirmation letter in the inbox of the email you have registered with. Please do not respond to this email as it is generated automatically.

Dear future StB Matchmaker user,
You have requested a StB Matchmaker account and the system administrator is currently reviewing your application. Access to the StB Matchmaker is subject to approval of your organization's StB Champion.
When your account has been activated, you will receive a confirmation email containing an introduction to the Matchmaker.
The credentials below allow you to access your profile and manage your company account for StB projects that are today integrated in the StB Matchmaker.
We recommend you store them safely:
Username: ___________
Password: ___________
Thank you for registering,
The StB Team

3.3. ACCOUNT ACTIVATION CONFIRMATION

After your account registration has been reviewed by the IATA system administrator you will receive an activation confirmation. Please make sure you also check your Spam inbox for the confirmation email. Do not respond to this email as it is generated automatically.

Dear user,
Welcome to the StB Matchmaker!
Now that your account has been activated, you are ready to start planning your StB implementations around the world!
Here are some tips to make your Matchmaker experience productive:
Make sure to keep your personal information and account profile up to date
Make sure you provide as much and accurate data as possible. This will help your industry partners to better understand your needs
Responding promptly to requests will allow to efficiently plan and prioritise your StB implementations
The help function contains specific information for features on each page -- it can be used as an online user guide
Be conscientious when sending and accepting requests -- only make those that you can fulfil!
Join the StB Matchmaker community by logging on to:
http://test.matchmaker.aero
We are constantly thinking of ways to make the StB Matchmaker easier to use. Please let us know of any ideas you have to make StB Matchmaker more effective at stbmm@iata.org.
We're glad you are working with us to improve passenger convenience.
The StB Team
4. REPORTS

4.1. IATA MATCHMAKER HOME PAGE

You are now able to access the Home page of the StB Matchmaker web tool which is the first step required before accessing the e-Cargo Matchmaker Home page where the Reports function is.

The next step is to select your Account and Project (where applicable).

4.2. ACCESS MY ACCOUNT

Please select your AL, FF or GHA Account from the Account field according to your business profile.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>American Airlines Inc.</td>
</tr>
<tr>
<td>FF</td>
<td>Swissport</td>
</tr>
<tr>
<td>GHA</td>
<td>K LINE AIR SERVICE (TAMAN)</td>
</tr>
</tbody>
</table>

**Airline**: Please select the Airline you represent.

**Freight Forwarder**: Please select the Freight Forwarding Company you represent.

**GHA**: Please select the GHA you represent.
4.3. SELECT MY PROJECT

If your Company is registered to other MM projects then you will have to select the e-freight project from the Projects drop down list. If not then e-freight will be your default project and no further selection is needed.

4.4. E-CARGO MATCHMAKER HOME PAGE

You are on the e-Cargo Matchmaker Home page.
Please follow the next guiding steps to help you navigate through Reports function.
Reports function gives Users information on:

Who is doing e-freight and e-AWB and Where?

Predefined reports

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Status</td>
<td>Detailed Airports Status Report</td>
</tr>
<tr>
<td>Locations Reports</td>
<td>Detailed Locations Status Report</td>
</tr>
</tbody>
</table>

Predefined Reports: Available also to Public Users (PU)

e-freight Status Reports

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>Airline by Origin Airport</td>
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<td>Airline e-freight status by Destination Airport</td>
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<tr>
<td>Freight Forwarder by Destination Airport</td>
<td>Freight Forwarder e-freight status by Destination Airport</td>
</tr>
<tr>
<td>Ground Handling Agent by Airport</td>
<td>Ground Handling Agent e-freight status by Airport</td>
</tr>
</tbody>
</table>

Predefined Reports: Available also to Public Users (PU)

Customized Reports: Search function available also to Public Users (PU)

My Saved Reports: Function available to Registered Users (RU)
4.5. PREDEFINED REPORTS

Predefined reports

- **Detailed Locations Status Reports**
  
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Status</td>
<td>Detailed Airports Status Report</td>
</tr>
<tr>
<td>Locations Status Reports</td>
<td>Detailed Locations Status Report</td>
</tr>
</tbody>
</table>

- **e-freight Status Reports**
  
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline by Origin Airport</td>
<td>Airline e-freight status by Origin Airport</td>
</tr>
<tr>
<td>Airline by Destination Airport</td>
<td>Airline e-freight status by Destination Airport</td>
</tr>
<tr>
<td>Freighter Forwarder by Origin Airport</td>
<td>Freighter Forwarder e-freight status by Origin Airport</td>
</tr>
<tr>
<td>Freighter Forwarder by Destination Airport</td>
<td>Freighter Forwarder e-freight status by Destination Airport</td>
</tr>
<tr>
<td>Ground Handling Agent by Airport</td>
<td>Ground Handling Agent e-freight status by Airport</td>
</tr>
</tbody>
</table>

- **e-AWB Status Reports**
  
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline by Origin Airport</td>
<td>Airline e-AWB status by Origin Airport</td>
</tr>
<tr>
<td>Airline by Destination Airport</td>
<td>Airline e-AWB status by Destination Airport</td>
</tr>
<tr>
<td>Freighter Forwarder by Origin Airport</td>
<td>Freighter Forwarder e-AWB status by Origin Airport</td>
</tr>
<tr>
<td>Freighter Forwarder by Destination Airport</td>
<td>Freighter Forwarder e-AWB status by Destination Airport</td>
</tr>
</tbody>
</table>

All Columns in the Predefined Reports can be filtered and selected according to Users’ interests. Tables resulted can be exported to CSV.

4.6. CUSTOMIZED REPORTS

- **Search Data and Build My Reports:**
  
  Public Users (PU) Search e-freight data and build their own customized reports based on their business interests.

- **My Saved Reports:**
  
  Registered Users (RU) Save their customized reports.
Important steps in **Searching Data** and **Generating Reports** functions:

1. **Report Type**: Public Users (PU) select the Stakeholder group (AL, FF or GHA) on which they want to perform the Data Search.
2. Public Users (PU) fill in the **Search Filters** according to their needs.
3. Public Users (PU) **Generate Report**

   the Report with the requested Search Filters will be displayed on the same page.

Registered Users (RU) will Print, Export to CSV and/or **Save** the generated report(s) under:

- **My Saved Reports**: this function is available only to AL, FF and GHA Account Users.

By using this function all saved reports will be automatically refreshed with any relevant data updated in the meantime by other e-Cargo Matchmaker Account Users.
5. AIRLINE and FREIGHT FORWARDER Users (AL and FF)

5.1. IATA MATCHMAKER HOME PAGE

You are now on the Home page of the StB Matchmaker which is the first step required before accessing the e-Cargo Matchmaker Home page.

The next steps are to select your Account and Project (where applicable)

5.2. ACCESS MY ACCOUNT

Please select your Account (AL or FF) from the Account field your business profile.

Airline: Please select the Airline you represent.

Freight Forwarder: Please select the Freight Forwarding Company you represent.
5.3. SELECT MY PROJECT

If your Company is registered to other MM projects then you will have to select the e-freight project from the Projects drop down list. If not then e-freight will be your default project and no further selection is needed.

5.4. E-CARGO MATCHMAKER HOME PAGE

Welcome to the e-Cargo Matchmaker Home page!
Please follow the next guiding steps to help you update and navigate through your web tool.
PROFILE: edit my User profile (see Chapter 5.4.1)
ACCOUNT: edit my Company profile (see Chapter 5.4.2)
MANAGE MY STATUSES: e-freight, e-AWB and EDI Agreements (see Chapter 5.4.3)
MANAGE AIRPORT LISTS: add multiple Airports function (see Chapter 5.4.4)
REPORTS: find out who is doing e-freight and where (see Chapter 4.4)

5.4.1.PROFILE

5.4.1.1. Edit Profile & Change Password

Edit Profile:
Fill-in the fields marked with * as they are mandatory. Once completed do not forget to Save your changes.

Change your password: your new password will be effective at your next log-in.

5.4.2.ACCOUNT

On this page you will edit your AL or FF User Account. The page is structured on 3 levels:

General

IATA Code: AA
Name: AA - American Airlines Inc.
Short Name: American Airlines
Street: P.O. Box 818516 Dallas-Fort Worth, TX
City: Dallas
Zip: 75261-8116
State: Texas
Country: United States
Telephone: +1-917-246-2021
Fax: +1-917-243-2762
Are my IT systems enabled for the following documents? :

You can update your status on e-freight core and optional documents + e-AWB.

If any of the Documents groups does not apply to your business please choose N/A (not applicable).

<table>
<thead>
<tr>
<th>Mandatory Trade Documents:</th>
<th>Optional Documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice: Yes ▶ Yes ▶</td>
<td>Certificate of origin (COO): N/A ▶</td>
</tr>
<tr>
<td>Parking List: Yes ▶</td>
<td>Shipper declaration for Dangerous Goods (SIDG): N/A ▶</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mandatory Transport Documents:</th>
<th>EDI Agreement: Gives Airline Users the possibility to upload their standard EDI Agreement (only in PDF format). The document can be uploaded once and any new upload will automatically replace the old version. The document is visible to a second party upon request. For more details please see Chapter 5.4.3.3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Waybill: Yes ▶</td>
<td>EDI agreement</td>
</tr>
<tr>
<td>House Waybill: Yes ▶</td>
<td>You don't have any EDI agreement in the Matchmaker system.</td>
</tr>
<tr>
<td>Flight Manifest: Yes ▶</td>
<td>Load EDI agreement: [Browse...] [Upload]</td>
</tr>
<tr>
<td>House Manifest: Yes ▶</td>
<td>Please do not forget to Save changes after each update.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mandatory Customs Documents:</th>
<th>- Electronic Air Waybill (eAWB): No ▶</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export Goods Declaration: Yes ▶</td>
<td>- EDI Agreement: Gives Airline Users the possibility to upload their standard EDI Agreement (only in PDF format). The document can be uploaded once and any new upload will automatically replace the old version. The document is visible to a second party upon request. For more details please see Chapter 5.4.3.3.</td>
</tr>
<tr>
<td>Export Cargo Declaration: Yes ▶</td>
<td>- Electronic Air Waybill (eAWB): No ▶</td>
</tr>
<tr>
<td>Export Release: Yes ▶</td>
<td>- EDI Agreement: Gives Airline Users the possibility to upload their standard EDI Agreement (only in PDF format). The document can be uploaded once and any new upload will automatically replace the old version. The document is visible to a second party upon request. For more details please see Chapter 5.4.3.3.</td>
</tr>
<tr>
<td>Import Goods Declaration: Yes ▶</td>
<td>- Electronic Air Waybill (eAWB): No ▶</td>
</tr>
<tr>
<td>Import Cargo Declaration: Yes ▶</td>
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</tr>
<tr>
<td>Import Release: Yes ▶</td>
<td>- Electronic Air Waybill (eAWB): No ▶</td>
</tr>
</tbody>
</table>
5.4.3. MANAGE MY STATUSES

On this page Registered Users (AL and FF) can update and maintain information about their e-freight and e-AWB status/plans as well as manage their EDI agreements status and requests.

5.4.3.1. MANAGE MY E-FREIGHT STATUS

RU (AL and FF) will update their status and plans on e-freight per Airport.

Step 1: Selecting and Adding Data
Select Airports (one by one) and Add them to their list for further updates. The same Airport can be selected maximum two times from the drop down list (if the e-freight status is not the same for both Origin and Destination).

To Select and Add Multiple Airports please see Chapter 5.4.4
Step 2: Updating Data

Once Airports selected and added the table will be automatically populated and ready to be updated. The information in each line must be updated by the RU individually whilst the color will be amended centrally by IATA.

The Colors Legend is always available on the page for information.

When updating the table please select your data form the drop down menu:

- **Airport type**: chose from the drop down menu (Origin, Destination or Both) based on your e-freight capabilities in and out of that particular Airport.
- **My e-freight Status**: select from the drop down menu (Live, Plan to, Not live) based on your current e-freight Status
- **Forecast**: for the Live and Not live statuses this column will be disabled. To show Plan to please select whichever suitable from the available drop down menu.
- **Last Updated**: shows the date and time of the last update.
- **Comments**: free text to be inserted as needed

**Delete**: On this page each line can be deleted individually.

Columns can be filtered and sorted individually according to Users needs.

**Apply Filters**: starts the filtering action

**Clear Search Filters**: returns to the main page ready for new filters

Please Save your changes after each update.
If there are discrepancies in the updates performed on this page MM will automatically color red the respective lines and will generate an **error message** indicating the 3 letter code(s) of the Airport(s) that are not corresponding. RU will not be able to save changes until the discrepancies are being corrected.

A correct Save will display the following message: *Changes were successfully saved.*

Once saved the table is ordered alphabetically by the Country Code (by default).

### 5.4.3.2. MANAGE MY E-AWB STATUS

RU (AL and FF) will update their status and plans on e-AWB per Airport.

RU can **Select Airports** (one by one) then **Add** them to their list for further updates. The same Airport can be selected maximum two times from the drop down list (in the eventuality that the e-AWB status is not the same for both Origin and Destination in the Airport Type column).

To Select and Add **Multiple Airports** please see Chapter 5.4.4
Once Airports added the table will be automatically populated and ready to be updated with:

- **Airport type**: chose from the drop down menu (Origin, Destination or Both) based on your e-AWB Status in that particular Airport.
- **My e-AWB Status**: chose from the drop down menu (Yes, No, Plan to) based on your current e-AWB Status
- **Forecast**: for Yes and No statuses this column will be disabled. To show Plan to please chose whichever is suitable from the available drop down menu.
- **Comments**: free text to be inserted if needed

**The Check Boxes** at the beginning of each row (or the Check All box on top of the table) are to be used when an identical e-AWB Status applies to several Airports.

Columns can be **filtered and sorted** according to Users needs.

**Apply Filters**: starts the filtering action

**Clear Search Filters**: returns to the main page ready for new filters

**Delete**: On this page each line can be deleted individually.

Do not forget to **Save** your changes after each update.

If there are discrepancies in the updates performed on this page MM will automatically color red the respective lines and will generate an **error message** indicating the 3 letter code(s) of the Airport(s) that are not corresponding.

Users will not be able to **Save** changes until the discrepancies are being corrected.

A correct **Save** will display the following message: *Changes were successfully saved.*

Once saved **the table is ordered alphabetically by the Country Code (by default).**
5.4.3.3. MANAGE MY EDI AGREEMENTS

RU (AL and FF) can engage partners to sign bilateral EDI Agreements.

AL and FF Users will **Select** and **Add** the partners they would like to sign EDI Agreements with. AL and FF can be selected just once from the **Select** drop down menu and the **Send Request** process can run only once.

**My EDI Agreements Dashboard** keeps track of the back and forth Requests flow sent between AL and FF Users including the date and the time when statuses were updated in the system.

**FF Users** have to take the following steps:

1. **Select** and **Add** the AL(s) (one by one) that he is interested in signing EDI Agreement(s) with from the drop down list on top of the page.
2. The selected AL will be transferred into **My EDI Agreement dashboard**. This table will display both sent requests to AL and received requests from AL.
3. When the AL sends a request to the FF the possibility to **download** the EDI Agreement uploaded by the AL in the MM system will be enabled (see also Chapter 5.4.2).
The FF can also send a request to an AL or to reply to a request received from an AL by the same Send Request function.

Once the Send Request function is used EDI Current Status column automatically change to Open. FF can further update the status (Open, In Progress, Closed as Accepted or Closed as Rejected) to show their interest in the request.

**AL Users** have to take the following steps:

- **Select** and **Add** the FF(s) (one by one) that they are interested in signing EDI Agreement(s) with from the drop down list on top of the page.
- The selected FF will be transferred into **My EDI Agreement dashboard**. This table will display both sent requests to FF and received requests from FF.
- Once the Send Request function is used the EDI Current Status automatically changes to Open. AL can select statuses from Open, In Progress, Closed as Accepted or Closed as Rejected to show their interest in the request.
AL and FF Users will notice the following changes:

<table>
<thead>
<tr>
<th>Freight Forwarder Name</th>
<th>Freight Forwarder Address</th>
<th>EDI Current Status</th>
<th>Update By</th>
<th>Last Update Date (GMT)</th>
<th>Previous EDI Status</th>
<th>Previous Update By</th>
<th>Previous Update Date (GMT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENERGY WORLDWIDE</td>
<td>FOP (Forest Park)</td>
<td>Open</td>
<td>Airline</td>
<td>2012-03-22 09:53:12</td>
<td>Open</td>
<td>Airline</td>
<td>2012-03-22 08:52:00</td>
</tr>
<tr>
<td>ENERGY WORLDWIDE</td>
<td>FOP (Forest Park)</td>
<td>Closed as Rejected</td>
<td>Airline</td>
<td>2012-03-22 09:53:12</td>
<td>Closed as Rejected</td>
<td>Airline</td>
<td>2012-03-22 09:53:09</td>
</tr>
<tr>
<td>IN FOR CARGO SERVICES</td>
<td>CAIRO</td>
<td>Please select</td>
<td>Airline</td>
<td>00:00:00 00:00:00 00:00:00</td>
<td>None</td>
<td>None</td>
<td>00:00:06 00:00:00 Delete</td>
</tr>
</tbody>
</table>

- **Update By** shows the RU that has operated the latest EDI Status change.
- **Last Update Date** shows the date and the time when the latest changes were made.
- **Previous EDI Status, Previous Update By, Previous Update Date** show information on the last but one update.
- **Delete button is disabled** once the request has been sent.

For closing a request RU use **Closed as Rejected** status.

Do not forget to **Save** all changes you have operated on the page.

When RU (AL and FF) select a partner that is not yet registered in the MM and wish to send him a request via the e-freight MM the program will automatically generate an **error message**, directing the Users towards sending a Registration Invitation first.

Following the hyperlink included in the text RU (AL and FF) can invite their business Partners to join the e-freight MM.
The **Invitation module** can also be found on the e-freight MM Home page.

5.4.4. **MANAGE AIRPORT LIST**

Using this function RU (AL and FF) can **Select and Add multiple Airports** at one time to maximize the time spend on uploading their data.

- RU (AL and FF) will **Select and Add multiple Airports** for e-freight and/ or e-AWB to their respective Manage Status pages (see also **Chapters 5.4.3.1** and **5.4.3.2**)

To start adding Airports to their locations RU (AL and FF) will filter the information by **Country Code**, **Country Name**, **Airports Code**, **Airport Name**, e-freight Origin, e-freight Destination, e-AWB Origin and e-AWB Destination.

Filtering the information by **e-freight Origin**, **e-freight Destination**, e-AWB Origin and e-AWB Destination helps RU determine which destinations they have not yet selected and added to their Manage pages.

Apply Filters: starts the filtering action

DELETE function is available only on Manage My Statuses page.
In the example below the filtering has been made by **Country Name** and Germany has been selected. The result shows all Airports in Germany and RU (AL and FF) have to tick the boxes in columns: **e-freight Origin**, **e-freight Destination**, **e-AWB Origin** and **e-AWB Destination** to indicate weather they are open for e-freight and/or e-AWB in the respective Airports.

Upon selection of the respective boxes/ columns a message will be prompted: **Airport successfully added to the list**. This means that the selected Airports have been automatically added (as Origin and/or Destination) to the Manage My e-freight Status or Manage My e-AWB Status pages and are ready for further updates (please revisit Chapters 5.4.3.1 respectively 5.4.3.2).

**Clear Search Filters**: returns to the main page ready for new filters.

**Delete** function is only available on Manage My e-freight Status or Manage My e-AWB Status pages.
6. GROUND HANDLING AGENT Users (GHA)

6.1 IATA MATCHMAKER HOME PAGE

You are now able to access the Home page of the Matchmaker which is the first step required before accessing the e-Cargo Matchmaker Home page.

The next steps are to select your Account

6.2 ACCESS MY ACCOUNT

Please select your GHA Account from the Account field your business profile.

Ground Handling Agent:

Please select the GHA you represent.
Welcome to the e-Cargo Matchmaker Home page!
Please follow the next guiding steps to help you update and navigate through your web tool.

PROFILE: edit my User profile (see Chapter 6.3.1)
ACCOUNT: edit my Company profile (see Chapter 6.3.2)
MANAGE MY STATUSES: e-freight (see Chapter 6.3.3)
MANAGE AIRPORT LISTS: add multiple Airports function (see Chapter 6.3.4)
REPORTS: find out who is doing e-freight and where (see Chapter 4.4)
6.3.1.PROFILE

6.3.1.1. Edit Profile & Change Password

 **Edit Profile:** Fill-in the fields marked with * as they are mandatory. Once completed do not forget to **Save** your changes.

 **Change your password:** your new password will be effective at your next log-in.

6.3.2_ACCOUNT

On this page you will edit your GHA User Account. The page is structured on 2 levels:

**General**

- **Name:** Swissport
- **Street:**
- **City:**
- **Zip:**
- **State:**
- **Country:**
- **Telephone:**
- **Fax:**

 **General:** location and contact fields to be filled-in. Please note all fields marked * are mandatory.
Are my IT systems enabled for the following documents?

You can update the status on e-freight core and optional documents + e-AWB. If any of the Documents groups does not apply to your business please choose N/A (not applicable).

<table>
<thead>
<tr>
<th>Mandatory Trade Documents</th>
<th></th>
<th>Optional Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Yes</td>
<td>Certificate of origin (COI):</td>
</tr>
<tr>
<td>Parking List</td>
<td>Yes</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shipper declaration for Dangerous Goods (SDBG):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Mandatory Transport Documents</td>
<td></td>
<td>Shipper’s Letter of instruction (SLO):</td>
</tr>
<tr>
<td>Air Waybill</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>House Waybill</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Flight Manifest</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>House Manifest</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Mandatory Customs Documents:</td>
<td></td>
<td>Transfer manifest:</td>
</tr>
<tr>
<td>Export Goods Declaration</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Export Cargo Declaration</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Export Release</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Import Goods Declaration</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Security declaration:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
| | | CITIS Certificate:
| | | NA |
| | | Transit Declaration:
| | | NA |
| | | Freight Booked List (FBL): |
| eAWB (electronic Air Waybill) | Yes | Yes |
| electronic Air waybill (eAWB): | Yes | |

Please do not forget to **Save** changes after each update.
6.3.3. MANAGE MY STATUSES

GHA Users can update and maintain their e-freight data:

6.3.3.1. MANAGE MY E-FREIGHT STATUS

RU (AL and FF) will update their status and plans on e-freight per Airport.

**Step 1: Selecting and Adding Data**

Select **Airports** (one by one) and **Add** them to their list for further updates. The same Airport can be selected just one time from the drop down list.

To Select and Add **Multiple Airports** please see Chapter 4.4.4

**Step 2: Updating Data**

Once Airports selected and added the table will be automatically populated and ready to be updated. The information in each line must be updated by the RU individually whilst the color will be amended centrally by IATA.
Colors Legend is available for information.

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Country Name</th>
<th>City</th>
<th>Airport Code</th>
<th>Airport Name</th>
<th>Represented Airlines</th>
<th>My e-freight Status</th>
<th>Forecast</th>
<th>Last updated</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES</td>
<td>Spain</td>
<td>BCN</td>
<td>BCN</td>
<td>Add Airport</td>
<td>Live</td>
<td>N/A</td>
<td>N/A</td>
<td>Please type the comment...</td>
<td></td>
</tr>
<tr>
<td>ES</td>
<td>Spain</td>
<td>MAD</td>
<td>MAD</td>
<td>Add Airport</td>
<td>Live</td>
<td>N/A</td>
<td>N/A</td>
<td>Please type the comment...</td>
<td></td>
</tr>
</tbody>
</table>

To update your data select your current status form the drop down menu available:

**Represented Airlines**: GHA Users can add the AL they represent per Airport using the Add Airline function. Once activated, Add Multiple Airlines (using CTRL+SELECT combination) is possible from the drop down list displayed. This function is optional and Users may chose to leave it blank. However this practice is not recommended by the business.

**My e-freight Status**: select from the drop down menu (Live, Plan to, Not live) based on your current e-freight Status

**Forecast**: for the Live and Not live statuses this column will be disabled. To show Plan to please select whichever suitable from the available drop down menu.

**Last Updated**: shows the date and time of the last update.

**Comments**: free text to be inserted if needed

**Delete**: On this page each line can be deleted individually.

Columns can be filtered and sorted according to Users needs.

**Apply Filters**: starts the filtering action

**Clear Search Filters**: returns to the main page ready for new filters

Please Save your changes after each update.
6.3.4. MANAGE AIRPORT LIST

This function is meant to help GHA Users to Select and Add Multiple Airports.

GHA Users will use this function to Select and Add multiple Airports to their Manage My e-freight Status page for further updates (see also Chapter 6.3.3.1)

In order to start adding Multiple Airports to their locations GHA Users have to filter the information by Country Code, Country Name, Airports Code or Airport Name.

Filtering by Select Airports column helps GHA Users to realize which Airports have and/or have not been selected and/ or added to their e-freight and e-AWB list.

DELETE function is available only on Manage My Statuses page.

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Country Name</th>
<th>Airport Code</th>
<th>Airport Name</th>
<th>Select Airports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your search result has 9933 rows. The application allow display of result up to 1000 rows. Please use filters to limit your results.

In the example below the filtering has been made by Country Name and Germany has been selected. The result shows all Airports in Germany and the GHA User has to check the boxes in columns: Select Airports according to their network.

Upon selection of the respective boxes a message will be prompted: Airport successfully added to the list. This means that the selected Airports have been automatically added to the Manage My e-freight Status list and are ready for further updates (please revisit Chapters 6.3.3).

Delete function is only available on Manage My e-freight Status or Manage My e-AWB Status pages.