



# ***CASSLink* Import User Manual**

## **Delivering Companies**

Version 1.2

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## 1. Getting Started

### 1.1 What is CASSLink

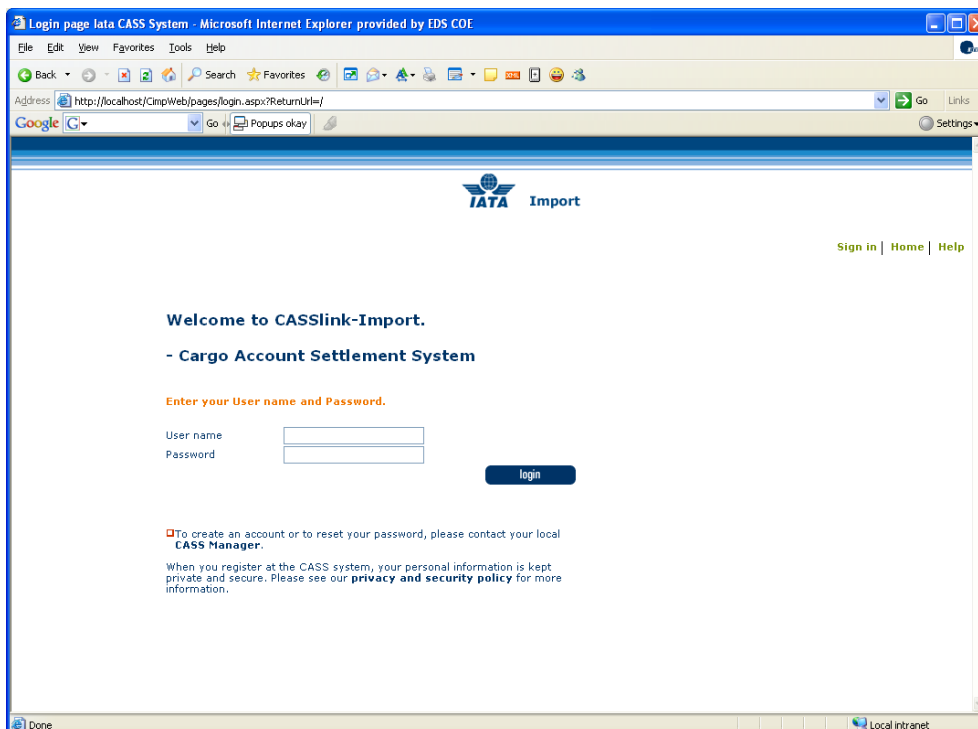
CASSLink is IATA's global processing system for processing of Delivering Company documents – Air Waybills (IBI – Import Billing Advice) and correction documents (IAM – Import Adjustment Memo) to Recipients. It uses global standard in accepting electronic documents for processing and standard output reporting. The report received by your office in London or Singapore is the same as those in Sydney or Auckland.

One of the advantages of CASSLink is that, being a web-based system, the information contained in it is accessible online anywhere, provided you have a Username and Password

### 1.2 Internet URL

The CASSLink website address (URL) is:

<https://CASSLink-imp.iata.org>



### 1.3 User Name and Password

The Cargo Manager will allocate Usernames and Passwords to all Delivering Companies. For security purposes, the Username and Password are unique, with the initial Password being computer generated.

Your Username is usually based on your 2-letter country code eg. GB, IE etc., followed by your Delivering Company prefix either alpha or numeric eg GB\_CSC or GB\_176.

Both the Username and Password may contain UPPER and lower case alpha and numeric characters and are Case Sensitive. It is recommended that the initial login, all Users should go to User Maintenance and change their password (See Section 4 of this document for more details).

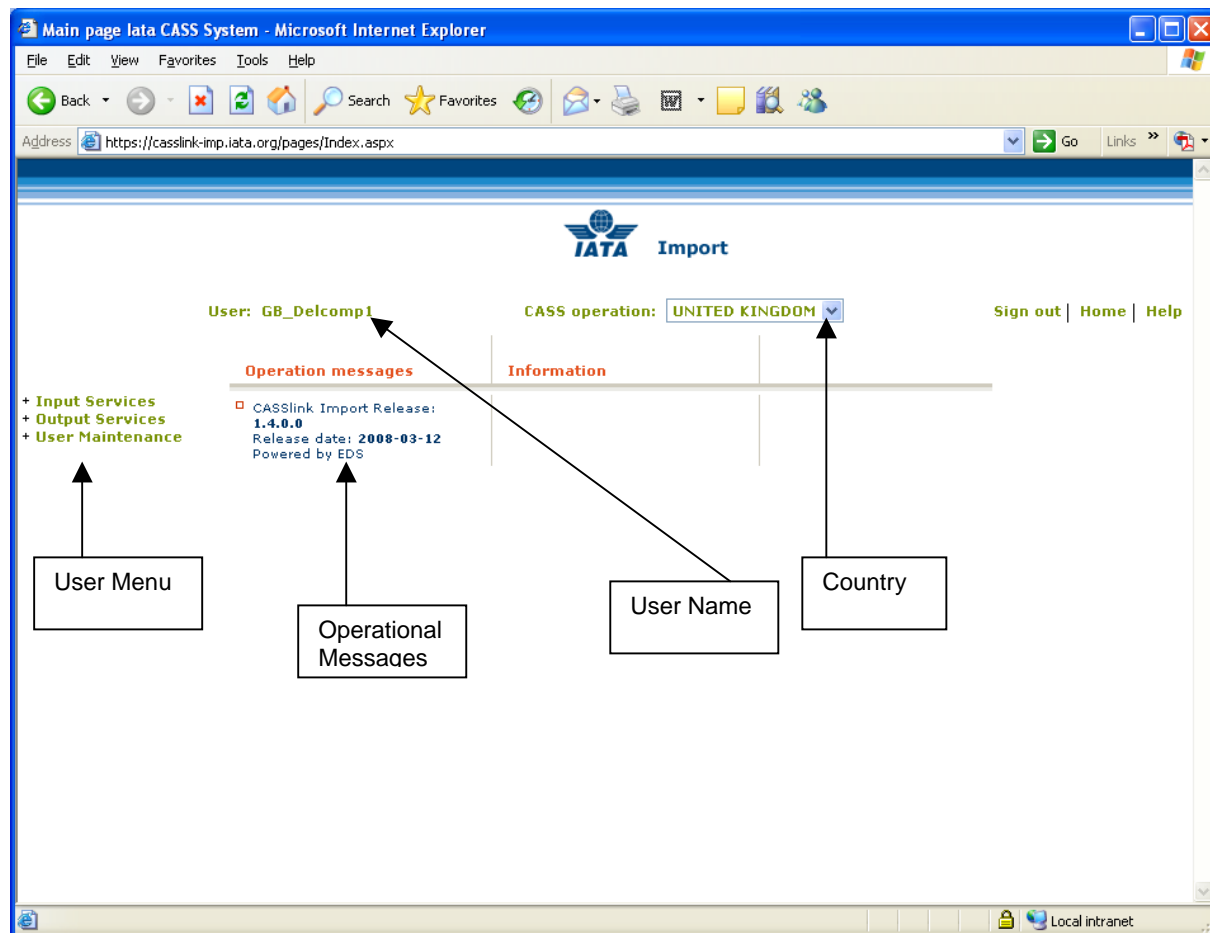
If you have not received a Username or Password, contact the CASS Manager and ask for these to be allocated to you. Similarly, contact the Cargo Manager if you have forgotten your Username or Password, or you have been locked-out of CASSLink because the Username or Password has been entered incorrectly five (5) times.

The Username allows the Delivering Company to:

- *Link* to other Import CASSLink “Countries” they are responsible for.
- Access all available Menu Options

Your local Cargo Manager can also create additional Usernames for Delivering Company users where necessary.

## 1.4 CASSLink log in screen



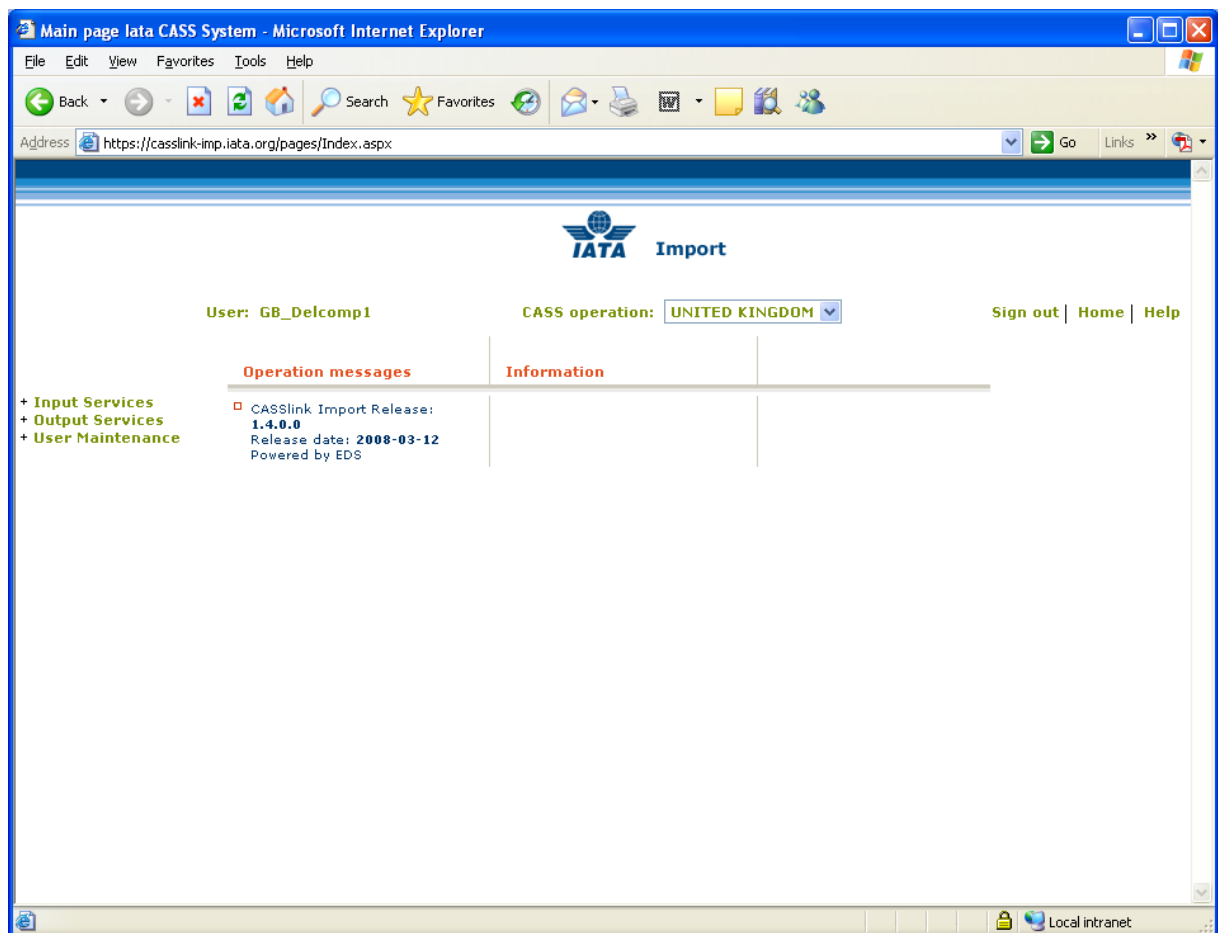
The CASSLink “Home” screen contains information on the following:

- Which user is logged in
- Which CASSLink Country is being accessed
- Any Operational Messages, such as scheduled maintenance and system downtime
- User information, possibly more relevant to Delivering Companies and the CASS Manager
- Menu options associated with the User profile

## 1.5 CASSLink Menu

Once you have successfully entered the CASSLink website using your Username and Password, there are three (3) menu options for the CASSLink User to choose. These can be found on the left-hand side of the CASSLink screen. These Menu options are:

- Input Services
- Output Services
- User Maintenance





### 2.1.1 Data File Header Record

ALSGBCSCA070716070716 00

Where:

ALS	=	Record ID - ALS
CC	=	ISO Country Code (GB, IE, JP etc)
CSC	=	Delivering Company Identifier either alpha or numeric.
A	=	Branch Identifier
050116	=	Period Start date (YYMMDD)
050131	=	End of Period date (YYMMDD)
01	=	File number (generally 01, but if more than one file is produced by the airline for a given period, this can be 02, 03, 04 etc. up to 99.

A load error may occur when the Header is not complete or incorrect.

### 2.1.3 Data File Name

There is no correct name convention for the Input Data File. One suggested file name format is: IYYCCAIR.PPN

Eg. I08GBCSC.021, where:

I	=	Import
YY	=	year (08)
CC	=	Country code (GB, IE, JP etc)
AIR	=	Delivering Company code (alpha or numeric)
PP	=	Billing Period number (01, 02, ..., 24)
N	=	number of file, usually corresponding to the "File number" in the Header Record (above)

By using this or a similar file name format to store and manage files, the relevant Year, Billing Period and country are easily recognized. The need to easily identify country and Period information is especially relevant where Delivering Companies load files for multiple CASSLink operations from a single central point.

## 2.2 File Upload

With the Global CASSLink system Delivering companies are encouraged to “Upload” their own billing file or files into the CASSLink system for processing each billing period. Further, Delivering Companies with access to multiple CASSLink “Countries” can load their billing files as one single combined file input.

CASSLink will check the validity of the input file to ensure that the format complies with the requirements defined in the CASS Technical Specifications Handbook, as well as checking for duplicates and other errors.

It is recommended that all files be validated first before loading by ensuring the “**Validate Only**” box is ticked (default setting) on the input screen. This gives the user the opportunity to correct any errors before deciding whether to accept the file or reject it (see notes on Input History).

CASSLink prepares a Validation Report that can be viewed in the Input History page or by viewing a copy of the Report, sent by email to the user’s email address. (If you do not receive the Validation Report email, contact your CASS Manager and verify that CASSLink contains the correct email address in the User profile.)

The Validation Report provides details of the file that has been validated, specifically detailing any errors, thus giving the user the option to “reject” the file upload, correct any errors and re-validate the file.

## 2.3 Input History

The listing in Input History identifies:

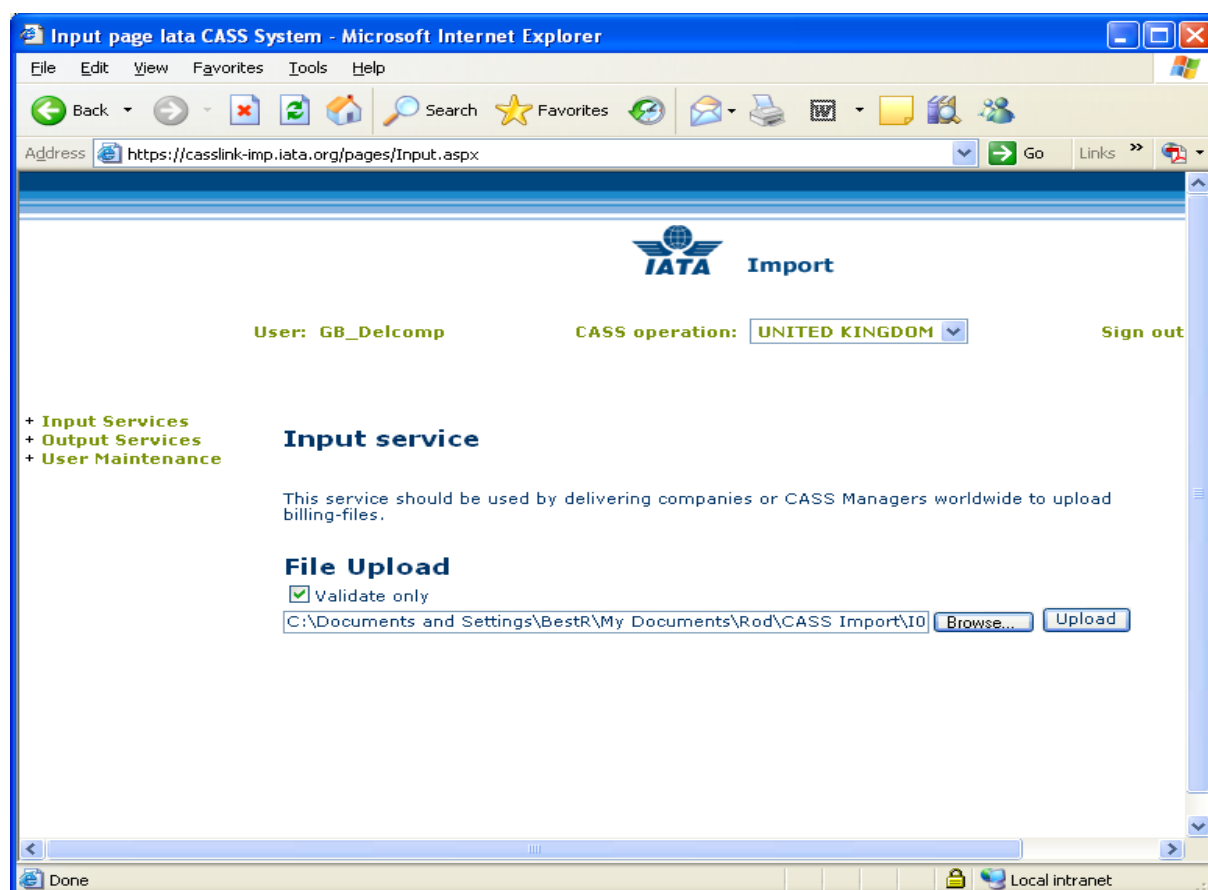
- the Billing period (by Period end-date),
- the number of Records,
- number of Errors,
- number of records with Warning
- status of the file upload.
- More Info (File details)
- Validation Report (ViewPDF)

- Download (copy of file loaded into CASSLink)

The search features on the Input History page allow for Users to:

- Specify the Delivering Company information
- Refine the Date range of the search

Note: The date displayed in the search results is that date entered in the Header Record of the input file. Therefore, if the period “End Date” is not entered correctly, the date range search may not list the required file. This does not mean that the billable documents will not be processed in the intended billing period as CASSLink uses the document “execution date” as the date for billing the document, but that the file details will not be viewed with other files loaded for the same billing period.



- **Validate Only** – ensure that the “Validate Only” box is ticked (default setting), the Airline has the option of “Accepting” or “Rejecting” the billing file (see Input History)
- **Upload** - After selecting the file for loading (browse) click on the Upload button to load the file into CASSLink
- **Browse** – Allows the User to locate the file to be loaded on the PC

## 2.4 Loading Files

The following steps are the procedure for loading files into CASSLink for processing. The loading of files MUST be completed before the CASS Reports Production Date (as per the CASS Reporting Timetable). Failure to load and Validate files before this date may result in the file not being captured for processing in the required Billing Period.

### 2.4.1 Steps for loading files

1. Prepare the file to be uploaded. This must be loaded before the cut-off date for EDI Data Upload as shown in your CASS Reporting Timetable. Save the file for Upload.
2. Log into CASSLink
3. Select **Input Services**, then **Input**
4. Select "**Browse**" and search for the saved file (prepared in step 1 above) for the particular Billing Period.
5. Ensure the "**Validate Only**" box is ticked (default setting) so that any errors or warnings can be examined and corrected if necessary.
6. Select "**Upload**". A message should appear at the end of the load sequence indicating "**File Upload successful**". If this message is not received i.e. there is an error, open the file and check for any errors, particularly in the Header Record.
7. If the file is loaded successfully, select **Input Services**, then **Input History**
8. All files entered into CASSLink in the date range selected for your Airline will be listed.
9. Check the file entry and see if there are any errors or warnings. If there are, select **View PDF** to look at the Validation Report. All errors will be listed, as well as totals on the bottom of the report. If the file contains errors that can be corrected, the User can either "Load" the file with the errors, or "Reject" the file so that the errors can be corrected and re-load the file (back to step 3).
10. To either "Load" or "Reject" the file, select the "tick box" under "Load/Reject" and either select the "**Load**" or "**Reject**" boxes at the bottom of the file list.

Only files where “validation only” is “ticked” (not “un-ticked”) can be rejected due in this manner.

## 2.5 Load Status

When uploading files to CASSLink, a list will be available including the status of the “Upload”. The following status will be displayed:

- Receiving - Received
- Validating - Validated
- Loading - Loaded
- Rejected

When the file has been successfully loaded, more information is available including the Validation Report in .PDF format. This Validation Report is also emailed to the uploading User (the email address used is recorded in the User Profile. If the Validation Report is not received, contact your CASS Manager and verify/update your User email address).

Only files where "Validate only" is selected can be rejected due to errors.

If, after loading a file, the Status does not change from Receiving, Validating or Loading to Received, Validated or Loaded after an acceptable period of time, contact your CASS Manager. At certain times, congestion in the CASSLink system may result in delays in completing the file Upload.

A load “Failure” may occur. If the “Failure” status is received at file load, check the file contains a TTT (trailer) record. This is the usual cause of a load “Failure”. If the file does contain a TTT record and there is no other logical explanation for the failure, retry the file Upload.

## 2.6 Accepting or Rejecting files

When the Input File has been uploaded and the “Validate Only” box has been “ticked”, the result of the file upload can be examined, then can be either “loaded” or “rejected”. The file load will be displayed on the Input History screen as below.

Change date range to refine the search and then click on search

Delivering numeric code:

From:  To:

Found 6 matches.

Delivering	EndDate	Recs	Err	Warns	Status	Load/Reject	More Info	View PDF	Input File
AVI-A	2008-02-17	18	0	0	Validated	<input type="checkbox"/>	<a href="#">More Info</a>	<a href="#">View PDF</a>	<a href="#">Download</a>
AVI-A	2008-02-06	207	1	4	Loaded	<input type="checkbox"/>	<a href="#">More Info</a>	<a href="#">View PDF</a>	<a href="#">Download</a>
AVI-A	2008-02-06	269	0	12	Loaded	<input type="checkbox"/>	<a href="#">More Info</a>	<a href="#">View PDF</a>	<a href="#">Download</a>
AVI-A	2008-01-16	243	0	10	Loaded	<input type="checkbox"/>	<a href="#">More Info</a>	<a href="#">View PDF</a>	<a href="#">Download</a>
AVI-A	2008-01-06	270	1	10	Loaded	<input type="checkbox"/>	<a href="#">More Info</a>	<a href="#">View PDF</a>	<a href="#">Download</a>
AVI-A	2008-01-06	120	0	2	Loaded	<input type="checkbox"/>	<a href="#">More Info</a>	<a href="#">View PDF</a>	<a href="#">Download</a>

1

Number of Records in the File

Records with Error and Warnings

Tick, then Load or Reject

The **Input History** screen displays:

- Airline code
- Period end-date
- Records
- Errors
- Warnings
- Status of file load
- Load/Reject “tick” box
- More Info
- View PDF (Validation pdf report)
- Input File (download)

## 2.7 File Upload Errors

Errors may occur when uploading files, these can include:

<b>Error Message</b>	<b>Possible reason or correction</b>
"One of the files submitted is already uploaded".	This may be because the file already being loaded or the new file has the same file number in the Header Record. Open the file in Notepad to check the file number.
File not found or one of the submitted files is of incorrect input format	Open the file in Microsoft Notepad (or similar) and examine the file for any unusual characters. In particular check the Header Record and ensure that the dates and file number are numeric characters only, especially that there are "0's" (zero's), not "o's" (alpha). Also ensure that the Header Record is on the first line of the file and the first line is not blank.
"The header contained dates that were incorrect"	Check the Header Record to ensure dates are correct.
No apparent reason can be found for the load failure.	Retry the upload
"BillingDate : O6-04-20 is not numeric."	There is an "O" (Oscar) instead of a "0" (zero) in the date field of the Header.

## 2.8 Sample Validation Report

The screenshot displays a PDF document titled "Validation10702[1].pdf" in Adobe Acrobat Professional. The document content is a "DATA VALIDATION IRREGULARITY REPORT" for "IATA CARGO ACCOUNTS SETTLEMENT SYSTEM". The report includes a header record, detail records for five documents, and a summary section titled "DOCUMENTS TOTALS AND HASH CONTROL".

Key elements of the report are highlighted with green boxes and numbered callouts:

- 1**: Points to the "DETAIL RECORDS:" section header.
- 2**: Points to the "FILE NUMBER" (01) in the header record.
- 3**: Points to the document details for the first document (DOC. TYPE: DEL. COMP., RECIP. CODE, IBI-NUMB, IAM-NUMB, AWB-NUMBER--).
- 4**: Points to the error message for the second document: "AIRLINE NOT FOUND ON FILE CGF6010".
- 5**: Points to the error status "REJECTED" in the summary table.
- 6**: Points to the "NUMBER OF DOCUMENTS:" row in the summary table.

The summary table at the bottom of the report is as follows:

DOCUMENTS TOTALS AND HASH CONTROL:		IBI	IBO	IBR	HASH-AMOUNT
NUMBER OF DOCUMENTS:		000202	000002	000003	000120490634
AWT/TRAILER:		000202	000002	000003	000003677663
COUNTED:		000202	000002	000003	000003677663
207 RECORDS - HEREOF		1 REJECTED WITH ERRORS AND	4 ACCEPTED WITH WARNINGS AND	202 ACCEPTED WITHOUT REMARKS	

### 2.8.1 Index of Sample Validation Report

- 1 - Country Code and Airline identification (numeric code)
- 2 - File number (relevant if there are more than one file for the Airline)
- 3 - Document details – record type, IBI serial number, Recipient code
- 4 - Error details – Type of error and explanation
- 5 - Error status – Rejected, Warning
- 6 - Record count – number Validated (documents on the file), number found with Errors, number found with Warnings, number found without Remarks (no errors or warnings)

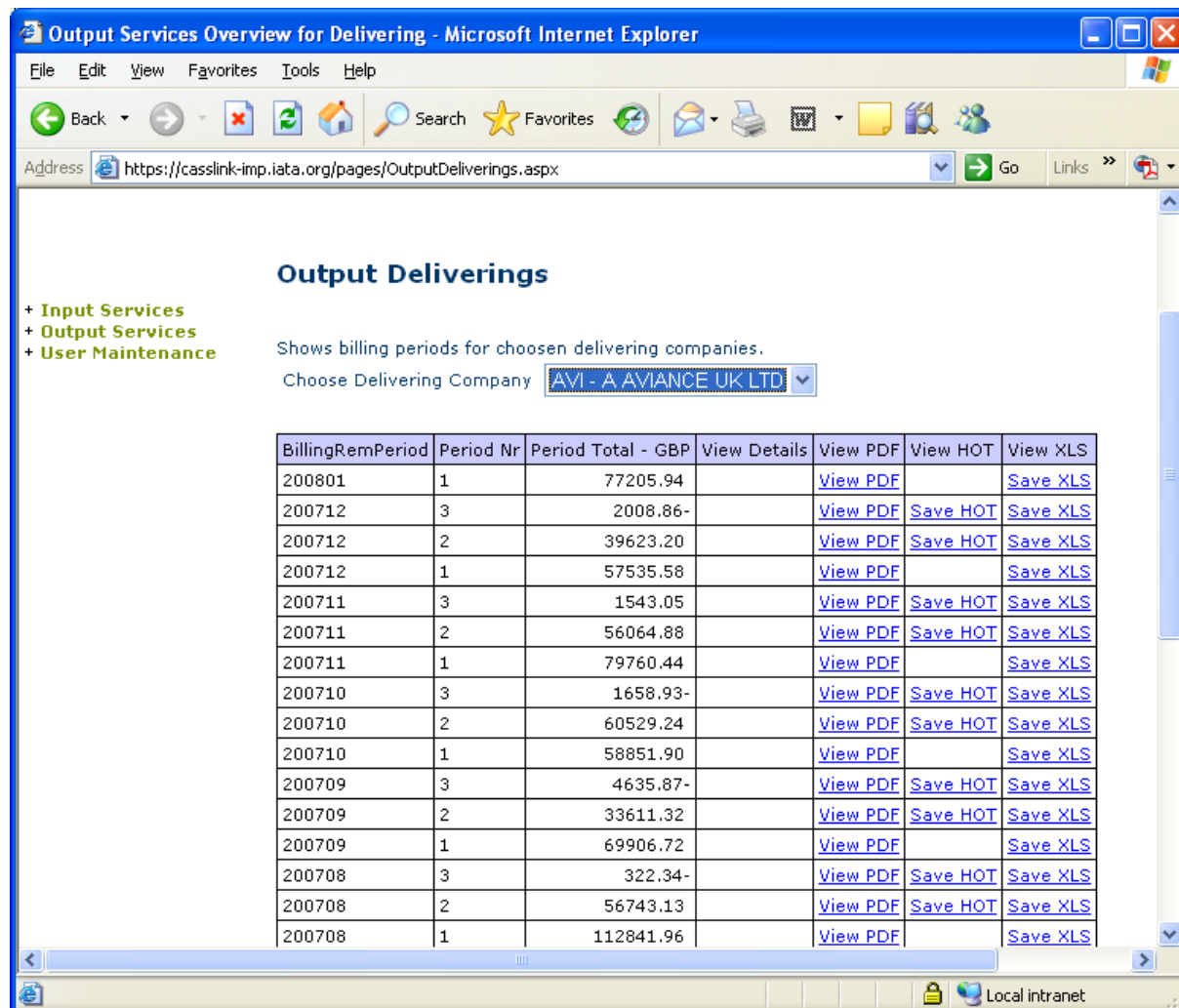
## 2.8.2 File Validation Errors

Error	Reason
Modulus – check failed on IAM Number	Check the IAM number
Airline not found on file CFG6011	The Airline has not been input on the Last Carrier Master File. Contact the CASS Manager
VAT Indicator not conform origin/destination	Check the agent code
Currency not found	Incorrect currency code has been entered
Recipient-code not found	Recipient code is not in CASSLink
Recipient office does not participate in CASS anymore	Recipient is no longer a valid CASS agent or location ie. “Stopped” or “Deleted”
Duplicate document update attempt	Billing record has been loaded previously

### 3. Output Services

Output Services contains a sub-menu for Delivering Company – Output Delivering

#### 3.1 Output Delivering



The Output Airlines screen contains the following information:

- **CASS Operation** = Select the country required. Only used where the Delivering Company is linked to operations in other CASS/CASSLink countries.
- **Choose Delivering Company** = Will list your Delivering Company name.
- **Billing RemPeriod** = The Billing Period represented as YYYYPP. Each CASS operation has twenty-four Billing/Remittance Periods each calendar year. Therefore 200712 above would represent the period 01-15 DEC 2007.

- **Period Nr** = The number of the Period processed. “Normal” production Period will be “1” and “2”, where a Correction Period would be shown as “3”.
- **Period Total – Currency** = The total amount billed for the Period in the local billing currency. This amount will be reflected in the output reports (below).
- **View Details** = Projected billing data loaded by Delivering Company’s for the next Billing Period to be processed (see below for more details).
- **View PDF** = Cargo Sales Invoice/Adjustment, Invoice Breakdown & Import Billing Statement reports produced in PDF format. Delivering Company’s will need Adobe Acrobat Reader to open this report. Adobe Acrobat may be downloaded free from the Adobe website: <http://www.adobe.com>
- **View HOT** = Delivering Company HOT (Hand-off-Tape) in a text format. Winzip is required to open these reports.
- **View XLS** = Delivering Company Spreadsheet Report (Microsoft Excel format).

All Delivering Company output reports produced are available in Output Delivering Company’s.

Storage of CASSLink Reports for CASS Billing Periods may vary depending on the CASSLink operation in your country, but will generally be between six (6) months and two years i.e. from between twelve (12) Billing periods up to forty eight (48) Billing periods.

In View Details, Delivering Company’s can view the projected amount to invoice to Agents, before the CASSLink reports are produced. Details can be viewed after an Delivering Company has “uploaded” their billing data, but only after the daily processing has been executed, with details usually available on the next working day after the billing file has been uploaded by the Delivering Companies.

Each CASSLink operation will have different timetable deadlines for the Delivering Company upload of billing files. Check with your CASS Manager or your CASS Reporting Timetable to see when files are due to be uploaded for the relevant CASS Billing Period.

## 3.2 Output Reports

Delivering Company Output Reporting may be received in three (3) formats:

- PDF Report
- HOT File (flat or text file)
- XLS Spreadsheet

### 3.2.1 PDF Report

The PDF Report is the standard output report to all Delivering Company's.

The PDF Report may be downloaded directly from CASSLink when billing production has been run. Additionally, the CASS Manager may email the PDF report to all Delivering Company's at the end of Billing Report Production. The Delivering Company may nominate up to four (4) recipients to receive this Report at the completion of the CASSLink Reports Production cycle. Advise all intended recipient email addresses to your CASS Manager.

The PDF document contains two (3) reports.

- The **Cargo Sales Invoice/Adjustment** report shows all Air Waybills and correction documents (IAM) billed to each Recipient location. Each Recipient location is reported separately and in numeric order.
- The **Invoice Breakdown** report shows the breakdown of the Destination charges reflected on the Invoice
- The **Import Billing Statement** provides a summary of amounts owed to or from all Recipients for the Billing Period. The total amount due to or from Delivering Company for the Billing Period is shown as "Net Due Del Company" or "Net Due Recipient" at the bottom of the report.

The CASS Manager may also include **important information** or news in a "Coverpage", at the beginning of the PDF Report. Please check these every Period.

Adobe Acrobat Professional - [de-016-a\_200706[1].pdf]

File Edit View Document Tools Advanced Window Help

Open Save Print Email Search Create PDF Review & Comment Secure Sign Advanced Editing

Select Text 85% How To..?

**CARGO ACCOUNTS SETTLEMENT SYSTEM - IMPORT**      **IMPORT INVOICE - COPY FOR DELIVERING COMPANY**      **JAPAN**

RECIPIENT: INTERNATIONAL CARGO SERVICE CO.,LTD.  
ICSX-JP0014  
NARITA  
JAPAN  
VAT REG.NR.:  
CASS CODE : JP-00001/0006

DELIVERING COMPANY: UNITED AIRLINES, INC.  
UA  
JAPAN  
VAT REG.NR.:  
COMP. CODE : 016 / A

INVOICE NR : JP-07-06-01-00001  
INVOICE DT. : 11-APR-07  
TAX PNT DT. : 31-MAR-07  
PAGE : 1  
CURRENCY : JPY

BILLING PERIOD FROM: 16-MAR-07 TO: 31-MAR-07

IBI NUMBER	AWB MASTER PRE AWB	HOUSE AWB	REC.REF/ IAM NMBR	ORG	DES	FL ARRIVAL DS	DELIVER DATE	AWB CUR	TOTAL AWB CHARGES (1)	CC FEE (2)	DEST STOR/HDLG (3)	CHGS COMPOSITE (4)	DEST CHGS (5)	VAT AMOUNT	TOTAL RECEIVABLE
ZERO RATED															
99227435	016	59300286	SEA NRT UA	19MAR07	19MAR07	USD		34330	3000	0	0	0	0	0	37330
99227446	016	59300253	SEA NRT UA	16MAR07	16MAR07	USD		35050	3000	0	0	0	0	0	38050
99227715	016	59300264	SEA NRT UA	17MAR07	17MAR07	USD		70900	3000	0	0	0	0	0	73900
99227741	016	59300275	SEA NRT UA	18MAR07	18MAR07	USD		32360	3070	0	0	0	0	0	35430
99227741	016	59547891	SEA NRT UA	18MAR07	18MAR07	USD		34780	3070	0	0	0	0	0	37850
99227800	016	59300290	SEA NRT UA	21MAR07	21MAR07	USD		52260	3000	0	0	0	0	0	55260
99227800	016	59300301	SEA NRT UA	21MAR07	21MAR07	USD		30150	3000	0	0	0	0	0	33150
99227822	016	59300312	SEA NRT UA	22MAR07	22MAR07	USD		39200	3000	0	0	0	0	0	42200
99227855	016	59300334	SEA NRT UA	23MAR07	23MAR07	USD		40170	3000	0	0	0	0	0	43170
99227855	016	59547913	SEA NRT UA	23MAR07	23MAR07	USD		30410	3010	0	0	0	0	0	33420
99227870	016	59547902	SEA NRT UA	24MAR07	24MAR07	USD		34630	3000	0	0	0	0	0	37630
99227892	016	59547935	SEA NRT UA	26MAR07	26MAR07	USD		33920	3000	0	0	0	0	0	36920
99227925	016	59547946	SEA NRT UA	28MAR07	28MAR07	USD		113530	4490	0	0	0	0	0	118020
99227973	016	59547950	SEA NRT UA	29MAR07	29MAR07	USD		31820	3000	0	0	0	0	0	34820
99227995	016	59547961	SEA NRT UA	30MAR07	30MAR07	USD		50720	3000	0	0	0	0	0	53720
99232324	016	59547924	SEA NRT UA	25MAR07	25MAR07	USD		59900	3000	0	0	0	0	0	62900
99232346	016	59547972	SEA NRT UA	31MAR07	31MAR07	USD		102940	3800	0	0	0	0	0	106740
SUB TOTAL ZERO RATED									827070	53440	0	0	0	880510	
RECAPITULATION															
SUB TOTAL ZERO RATED									827070	53440	0	0	0	880510	
TOTAL									827070	53440	0	0	0	880510	
GRAND TOTAL RECEIVABLE														880510	

REMARKS:

11.69 x 8.26 in

3 of 7

Adobe Acrobat Professional - [de-016-a\_200706[1].pdf]

File Edit View Document Tools Advanced Window Help

Open Save Print Email Search Create PDF Review & Comment Secure Sign Advanced Editing

Select Text 85% How To..?

**CARGO ACCOUNTS SETTLEMENT SYSTEM - IMPORT**      **BREAKDOWN OF IMPORT INVOICE DEL. COMPANY**      **JAPAN**

RECIPIENT: INTERNATIONAL CARGO SERVICE CO.,LTD.  
ICSX-JP0014  
NARITA  
JAPAN  
VAT REG.NR.:  
CASS CODE : JP-00001/0006

DELIVERING COMPANY: UNITED AIRLINES, INC.  
UA  
JAPAN  
VAT REG.NR.:  
COMP. CODE : 016 / A

INVOICE NR : JP-07-06-01-00001  
INVOICE DT. : 11-APR-07  
TAX PNT DT. : 31-MAR-07  
PAGE : 1  
CURRENCY : JPY

BILLING PERIOD FROM: 16-MAR-07 TO: 31-MAR-07

IBI NUMBER	R.O.E. USED	AWB AMOUNTS			CC FEE	V HANDLING	STORAGE V	COMPOSITE CHARGES			DUTY&VAT			VAT AMOUNT	
		WT/VAL (1)	DUE (2)	AGENT DUE (3)	(4)	(5)	(6)	OTH.CHG. 1 (7)	OTH.CHG. 2 (8)	MISCELL (9)	V ADVANCED (10)	(11)	(12)	(13)	(14)
ZERO RATED															
99227435	119.210	125.00	102.50	60.45	3000	N	0	0	N	0	0	0	N	0	0
99227446	119.210	125.00	106.30	62.70	3000	N	0	0	N	0	0	0	N	0	0
99227715	119.210	381.07	146.90	66.75	3000	N	0	0	N	0	0	0	N	0	0
99227741	119.210	125.00	86.00	60.45	3070	N	0	0	N	0	0	0	N	0	0
99227741	119.210	125.00	106.30	60.45	3070	N	0	0	N	0	0	0	N	0	0
99227800	117.780	186.00	187.50	70.18	3000	N	0	0	N	0	0	0	N	0	0
99227800	117.780	125.00	70.50	60.45	3000	N	0	0	N	0	0	0	N	0	0
99227822	117.780	125.00	142.87	64.95	3000	N	0	0	N	0	0	0	N	0	0
99227855	117.780	125.00	151.50	64.50	3000	N	0	0	N	0	0	0	N	0	0
99227855	117.780	125.00	70.50	62.70	3010	N	0	0	N	0	0	0	N	0	0
99227870	117.780	125.00	106.30	62.70	3000	N	0	0	N	0	0	0	N	0	0
99227892	117.780	125.00	102.50	60.45	3000	N	0	0	N	0	0	0	N	0	0
99227925	119.000	714.56	157.05	82.43	4490	N	0	0	N	0	0	0	N	0	0
99227973	119.000	125.00	80.15	62.25	3000	N	0	0	N	0	0	0	N	0	0
99227995	119.000	213.90	146.90	65.40	3000	N	0	0	N	0	0	0	N	0	0
99232324	117.780	323.55	116.45	68.55	3000	N	0	0	N	0	0	0	N	0	0
99232346	119.000	638.00	146.90	80.14	3800	N	0	0	N	0	0	0	N	0	0

REMARKS:

11.69 x 8.26 in

5 of 7

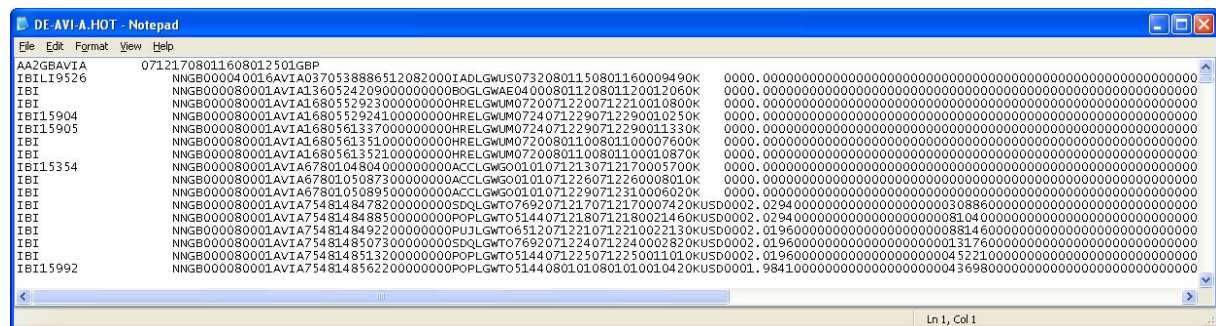
### 3.2.2 Hot File

The Hand Off Tape (HOT) is so called because originally, this file was made available to users on a magnetic tape or floppy disk. The term has stuck and the universal generic term for the flat or text (.txt) billing file is HOT file.

Recipients and Delivering Companies use the HOT file to reconcile the billing data in their accounting systems.

The HOT file can be emailed to a nominated email address (advise your CASS Manager), or downloaded from CASSLink as a “Zipped” file. The HOT file itself has a file extension name of .HOT. To view this, open the file using Microsoft Notepad or a similar program.

The resulting HOT file output contains a string of data as below:



Your CASS Manager can assist with the interpretation of the data fields in this file. In addition, the CASS Technical Specifications Handbook may be purchased from IATA ([www.iataonline.com](http://www.iataonline.com)) to further assist your technical staff. This is a compressed (zipped) file. Winzip is therefore required to open this file. To obtain a copy of Winzip, go to [www.winzip.com](http://www.winzip.com).

### 3.2.3 XLS Files

In addition to the PDF and HOT files, a spreadsheet “xls” (Microsoft Excel format) report is also available to Delivering Companies that require this report. Please consult your CASS Manager to activate this report.

	A	B	C	D	E	F	G	H	I	J	K
1	Recipient Code_1	Recipient Code_2	Invoice Number	Currency	Start Date	End Date	IBI Number	AWB Pre	Master AWB	House AWB	REC.REF/IAM NMBR
2	00001	0001	GB-07-06-02-00001	GBP	07-JUL-07	16-JUL-07		057	11343931		00000000
3	00005	0004	GB-07-06-02-00010	GBP	07-JUL-07	16-JUL-07		064	87001062		00000000
4	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12338336		00000000
5	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12338760		00000000
6	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12340624		00000000
7	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12340764		00000000
8	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12340801		00000000
9	00019	0004	GB-07-06-02-00041	GBP	07-JUL-07	16-JUL-07		199	10030392		00000000
10	00019	0004	GB-07-06-02-00041	GBP	07-JUL-07	16-JUL-07		199	10035491		00000000
11	00019	0004	GB-07-06-02-00041	GBP	07-JUL-07	16-JUL-07		064	21123076		00000000
12	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	83484376		00000000
13	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	84216462		00000000
14	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	84216661		00000000
15	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	94178254		00000000
16	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	94180531		00000000
17	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		064	8315580		00000000

The xls report contains Billing and Invoice summaries for the requested location. The xls report output may vary in different countries. This report is not emailed to subscribers and therefore must be downloaded directly from CASSLink each Period.

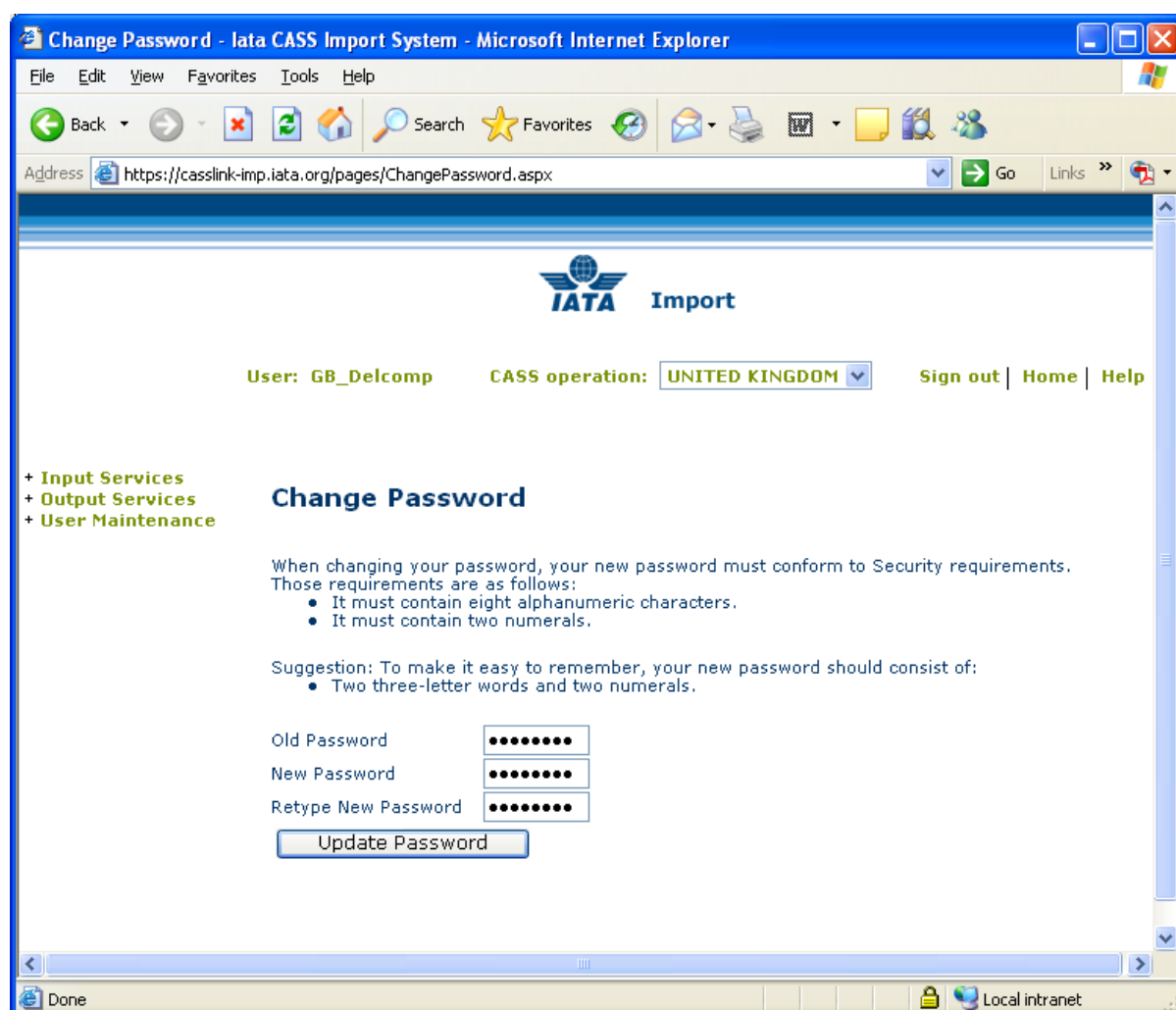
## 4. User Maintenance

### 4.1 Change Password

It is recommended that when Airlines Sign-in to CASSLink for the first time that they change their password.

Procedure:

- Go to User Maintenance Menu;
- Select Change Password;
- Enter the “Old” password, then enter a new password twice. The new password must contain eight (8) alpha/numeric characters, with the password to contain at least 2 numeric characters.
- Click the “Update Password” button



If the User has failed to enter the Password in the correct format, or entered the Password incorrectly, one of the following error messages may be displayed:

The new Password and the Retyped New password are not identically.

The new password does not conform to Security requirements. (means that the new password does not contain eight (8) characters or at least 2 numeric characters)

When the new password has been correctly entered, the message –

**Password was successfully updated**

will be displayed.