

# CASSLink AWB Stock Management

## System



**CASS & Airline** 

**User Manual** 

Version 4.0

(for CASSLink Version 3.13.8)

Version 4.0

March 2017

#### CASSLink Stock Management

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### Introduction

Fully integrated within CASS*Link*, the "CASS*Link* AWB Stock Management System" simplifies the process of Airline issuance of Neutral AWB numbers to forwarders. The system is On-line and linked to the file upload mechanism, providing operational stock allocation information and AWB auditing capabilities.

Airlines remain in control of their AWB Serial Numbers allocation through management of the volumes and maximum allocation levels within the system to each appointed agent.

The AWB Stock Management System is provided as an optional "pay as you use" service to Airlines.

#### **Key Features**

- Carrier defined allocation relationships for each agent
- On-line dynamic reporting
- Agent on-line number request and allocation
- Auto generated allocation messages
- Agent branch or consolidated allocation option
- Low stock warnings
- Targeted audit of non-processed AWBs through on-demand reporting

### CASSLink AWB Stock Management System



### 1. Initialising Stock Management

The Stock Maintenance menu items are only visible in CASS operations where the Stock Maintenance checkbox is set in Master Files – CASS Operations.

The Neutral AWB Amount is currently used for Belgium and Japan only. In these operations, Airlines refund an amount per AWB to selected agents, via CASS*Link* invoice.

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### 2. Airline Activation

### 2.1 Activating Airlines in the Stock scheme

Airlines are set up for the stock scheme through the master files the Stock Maintenance Tab.

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Stock Managemen	Setting this checkmark will activate the airline as a stock airline. A relationship will be created for all existing stock agents (see below).				
Global Range	Entering a COUNTRY CODE will disable the functionally to assign number series for this airline in this country (see 1). Instead numbers will be allocated from a mega range set for this airline in the country stated in the box.				
Separate Expre Ranges	By setting this checkmark the stock airline will be able to enter a second range of numbers from which the agents can select. This could be used for EXPRESS or even PRE-PRINTED AWBs.				
Standard Allocatior	Relationships will be created for all existing stock agents with this amount as default allocation and as maximum allowed unused				

	numbers. Carriers can adjust as per section 5.1.
Range Warning level	Airlines can specify a Warning notification amount up to 9,999. When all open ranges are below this value an operation message to Cargo Managers will be displayed at the login home page.
Stock Email	Up to 3 email addresses may be entered. These addressees will receive allocation notices.
Allow	Applicable only to CNS (CASS US). In non-CNS countries – all boxes should remain ticked.
XML Email	Option to receive XML messages by email to "Stock Email" recipients. The XML message may be used to upload allocation data into the Airline or agent accounting system.
Lock Allocation	This option allows the airline to lock allocations to the individual Agent's Std. Allocation amount. Example – Agent A has Std Allocation or 25. The Agent may only request stock when there the Max Unused and Unused differ by 25, allowing the Agent to receive 25 numbers. The system will not allow the agent to receive 20 or 30 numbers.

#### 2.1.1 Stock Email

The recipients of Stock Emails may differ from the recipients of billing and settlement reports in many organizations. Where the billing and settlement reports are generally required by accounting or management, the Stock Allocation notifications will be an Operations requirement.

Therefore it is important that Airlines nominate the most appropriate recipients of Stock Allocation notifications.

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Subject: Stock allocation - CASS - AUSTRALIA - THIS IS A TEST!		
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Allocation Request Info.	~	
Airline 1998 - Utopien Airlines Itd		
Agent :0230013 - 3231 BR Godzilla Freight Limited		
25 numbers have been allocated.		
From :1334575-4		
Expiry date :2007-12-31		
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#### 2.1.2 XML Email

This feature allows Airlines (and agents) to receive additional Allocation notification in the form of a XML message attachment. This can then be uploaded into the Airline stock management or accounting system thus removing the need to input allocation information manually. See example message below.

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#### 2.2 Airline Stock Operational Messages

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Stock Messages will appear on the home page under the **Information** column.

Messages include:

 "There are stock relations without detail" – this occurs when a new agent has become active for Stock and an airline needs to determine what, if any, stock can be allocated to it. A new Stock Agent will have a "-1" initially reflected in the MAX UNUSED column. The airline must edit this to any number including "0". Once the "-1" has been replaced the operational message will no longer be shown.

By changing the "-1" to "0", the agent will be "blocked" ie. not able to request stock and the Information message will no longer be shown.

 "Some ranges are below warning level" – received when an open range for a carrier has fewer AWBs available than the Range Warning level set in the Airline Master File table. Once the carrier enters a new range with sufficient AWB numbers available the Information Message will no longer be shown.

By clicking the Information Message, the User will be taken directly to the appropriate screen.

## 3. Activating Agents in the Stock Scheme

Agents can be set up in the stock scheme through the master files in a new TAB - Stock Management.

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Stock Maintenance	Setting this checkbox will activate the agent as a stock agent. A relationsh will be created for all stock airlines (see below).						
Maintenance	The relation will be created with a maximum of trigger an operational message on the LOGIN I (and Cargo Managers) alerting that there are stallocations.	unused number of -1. This will nome page to the stock airlines tock agents with undetermined					
	The airline or Cargo Manager will need to edit the particular agent.	the allocation relationship with					
	When an Airline user or Cargo Manager has message will disappear.	no undetermined relations the					
Consolidated allocation	No longer applicable						
Stock Email	Up to 3 email addresses can be entered. The messages regarding allocations.	y will receive all stock related					
Rating	Only applicable to CNS (CASS US). For al remain blank.	l other countries, box should					
XML Email	Option to receive XML messages by email to XML message may be used to upload allocatic accounting system.	"Stock Email" recipients. The on data into the Airline or agent					
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### 4. Airline Ranges

#### 4.1 Airline Ranges – Normal AWBs

This screen is available to airlines for entering ranges from which agent allocations are made. Ranges cannot be entered by airlines that are part of a "Global Range" for another country as marked "Global Range" box in the Airline Master File.

CASS Stock Airline Ran	ges - Microsoft In	ternet Explor	er														- 6	×
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Airline Selection The airline is pre-selected if the user has only one airline assigned

View Options By default only "open" allocations are shown. All allocations can be viewed by unclicking the checkbox "Show only open allocations".

"Normal" Range Entered as **From** and **To** without modulus-7 check digit. When entering a range the system calculates modulus-7, sets the next available number and the number of unused numbers. When allocations are taken from a range the next number and number unused are updated.

- Express Range Allows Airlines to create and allocate a separate range for allocation.
- Expiry Date Allows the Airline to stop Stock allocation from the range after the Expiry date. This does not stop previously allocated stock from being used by agents or being billed in CASSLink processing
- "Close Range" Close will Close the range and exclude this range from further allocations. Closed Ranges can only be re-opened by the CASS*Link* Helpdesk.
- Reports The XLS button will create an excel overview of all the ranges for the

selected airline.

The PDF button will create the same in a printable PDF report format.

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Note: Where an airline has entered more than one range of stock numbers, when a request for stock by an agent is too large for the first open range, the system will automatically allocate stock from the larger second range. Stock remaining in the first range will be allocated to the next agent request that is within the number remaining in that range.

#### 4.2 Airline Ranges – Express AWBs

If the EXPRESS RANGE box in the Master table is checked for a carrier then they can enter a second range as per below.

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EXPRESS RANGES are indicated separately in the column titled EXPRESS (3 above).

Examples for Express Range uses can be:

- Allocation of Airline master AWB's
- Service freight
- Emergency allocation
- Identifying specialised shipments
- Express shipments
- Special handling identification
- Separate range for CASS Associates or Intermediaries

### 5. Airline/Agent Relations

#### 5.1 Airline Stock Relationships

This screen is available to airlines and shows the relations they have with each stock agent.

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	9847002-0003 HQ	Agent 3	-1	0	0	<u>Details</u>	<u>Cancel</u> <u>Update</u>					
	9847122-0013 HQ	John Smith Freight Forwarding Ltd	-1	0	0	<u>Details</u>	<u>Edit</u>					
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- The airline is pre-selected if the user has only one airline assigned
- Agent Search The Agent Search facility allows Airlines to search for agents by either agent code or name, by entering either full or partial data into the search box and clicking "Search".
- Active Only check-box to limit view to Active Stock Agents only. Default is "Un-Ticked". By Ticking, Agents with Max Unused = 0 will not be shown in the Stock Relations list
- The table lists all stock agents (see Active Only option above) and for each agent the airline can see (and change) how many unused numbers the agent may hold and how many are allocated at a time. Clicking the edit option allows changes to be made. By managing the relationship between the "Std Allocation" and "Max Unused", the Airline can control the number of "Unused" serial numbers each agent has and at what point the agent may re-order.
- Express and regular AWBs are reflected under separate columns.

• "Unused" shows the current number of available numbers for each agent. The total number of Unused AWB's may prevent an agent being able to request an allocation. It is important that agents and Airlines process all AWB's through CASS*Link*, including all "Void" and "Service" AWB's.

Note: AWB's remain flagged as "Unused" until processed in CASS*Link* following the uploading of Billing files by the Airline and the completion of Daily Processing.

- Details will be stored in a table showing the actual airline allocations for the selected agent (see below).
- The XLS button will create an excel overview of all the relations for the actual airline.
- The PDF button will create the same in a printable PDF report format.
- If Stock is not allocated to an Agent at all by the airline, change the Max Unused from -1 to 0 (zero). Then the Agent will only be listed when the "Active only" box is un-ticked.

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1	AgentCodeIATA	AgentCodeCass	AgentName	MAXAllocation	STDAllocation								
2	1130001	4143	CARPENTERS	20	20								
3	1130006	5151	GIBSON FREIG	20	20								
4	1130007	4144	DHL INTERNAT	20	20								
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K .	🕨 🕨 Airline Stock Rel	ations/			•						1	•	
Rea	ady									NUM		- //	

Clicking the details option for an agent reveals the allocation history (see section 5.2).

#### 5.1.1 Edit Allocation Details

To change the Max Unused or Std Allocation to Agents, the Airline selects "Edit" in the Airline Stock Relations page. The Max Unused (the maximum number of unused AWB serial numbers and agent can have at any one time) and/or the Std Allocation (the standard allocation and maximum number of AWB's that will be allocated to an Agent at any one time).

#### 5.2 Airline Stock Allocation Overview

This screen is available to airlines and shows allocation history.

Stock Allocation Detail - lata CASS System - Microsoft Internet Explorer provided by EDS COE											
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+ Input Services	Airline Stock	Allocat	ion Over	view							
+ Output Services	/										
+ Master Files	Airline: 081 - OANTA	S AIRWAYS I	LIMITED								
+ Stock Control + User Maintenance	Agent: 1130001 - 41 Back to relations	143 HQ CARP	ENTERS SHIP	PING							
+ 100ID0X	Den en e										
	Show only open .	allocations									
	Showing page 1 of 1										
	Issue Date	From	To	Unused	Closed						
	2007-01-24 13:49	1000000-1	1000019-6	20		<u>Details</u>	Close				
	2007-01-24 13:49	1000020-0	1000039-5	20		<u>Details</u>	<u>Close</u>				
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This screen shows details of each allocation the airline has with the selected agent.

- By default only "open" allocations are shown. Unclicking the "Show only open allocations" box will show all allocations.
- By clicking the Details option a screen with information/status of each number within the allocation will be presented, see 5.3 below.
- The XLS button will create an excel overview of all the allocations the actual airline has with the selected agent.
- The PDF button will create the same in a printable PDF report format.

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1	AgentCodeIATA	AgentCodeCass	AgentName	Issue Date	From	То	Unused	Closed						
2	1130001	4143	CARPENTERS	2007-01-24 13:49	1000000	1000	20							
3	1130001	4143	CARPENTERS	2007-01-24 13:49	1000020	1000	20							
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#### 5.3 Airline Stock Allocation Details

This screen is available to airlines and shows individual allocation details.

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ı	User: Glyn_Hughes		CASS opera	tion: UTO	PIA			*		Sign out Home H
	Airline Stock	Allocatio	n Details							
Input Services	Airline: 230 - COPA Al	IRLINES								
• Processing • Output Services	Issue Date	From	То	Unused Cl	losed					
Correction Services	2007-02-23 12:38	100000-1	1000049-1	49		_				
Stock Control	Back to allocations	1000000 1	100004771				i -			
Toolbox							1			
	AWB	Status	Used Date	AWB Issue	Date					
	1000000-1	Cancelled	2007-02-27		Ci	ancel				
	1000001-2	Unused			<u>C</u>	ancel				
	1000002-3	Unused			<u>C</u>	ancel	-			
	1000003-4	Unused			<u>C</u>	ancel		_		
	1000004-5	Unused				ancer		$\sim$		
	1000005-0	Unused				ancer				
	1000007-1	Unused				ancel			-	
	1000007-1	Linused				ancel		l		
	1000009-3	Unused			 0	ancel				
	1000010-4	Unused				ancel				
	1000011-5	Unused	1			ancel				
	1000012-6	Unused	1		C	ancel				
	1000013-0	Unused			C	ancel				
	1000014-1	Unused			C	ancel				
	1000015-2	Unused			C	ancel				
	1000016-3	linused			0	ancel	1			

The stock allocation screen details for each allocated number the following data:

- AWB number
- Status

Possible Value	Comment
Unused	Set when the allocation is made
Used	System updated from the CASS billing file
Void	System updated from the CASS billing file
Cancelled	Manually set by the carrier or Cargo Manager clicking the cancel button (see 4)

- Used date This reflects the date the CASS billing file was processed or the date the manual used indicator was set.
- AWB Issue Date This reflects the AWB execution date as reported in the airline CASS file submitted.
- The XLS button will create an excel overview of all the documents in the allocation.

Version 4.0

• The PDF button will create the same report in a printable PDF report format.

	🛚 Microsoft Excel - Worksheet in CASSLink STOCK Manual CM v1.2.doc													
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1	AirlinePrefix	AirlineBranch	AirlineName	AgentCodeIATA	AgentCodeCass	AgentName	Issue Date	AWB	Status	Used Date	AWI			
2	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000000-1	Cancelled	2007-02-27 11:27:36				
3	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000001-2	Unused					
4	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000002-3	Unused					
5	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000003-4	Unused					
6	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000004-5	Unused					
7	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000005-6	Unused					
8	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000006-0	Unused					
9	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000007-1	Unused					
10	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000008-2	Unused					
11	230		COPA AIRLINES	9847001	0004	Agent 2	2007-02-23 12:38	1000009-3	Unused		_			
H	Airline St	ock Allocation De			10004	Le 10		4000040 4	ha a		<b>P</b>			
Re	ady									NUM				

### 6. Agent Stock Relationships

#### 6.1 Agent Relationships

This screen is available to agents and Cargo Managers and shows the relations between an Agent and all of their stock airlines.

CASS Stock Agent Airli	CASS Stock Agent Airline Relations - Microsoft Internet Explorer   Edit yew Favorites Tools Help  Back + O + R O +												
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L	Jser: AU	1_99989992				CASS oper	ation: A	USTRALIA	~			Sign out   H	ome   Help
+ Output Services + Correction Services	Ager	nt Stock Rel	ations										
+ Stock Control + User Maintenance	Agent Results:	0239998 - 9992	2 HQ Test Freig	ght Pty Ltd	~								
	Airline	Name	Std. Allocation	Unused	Expr. Allocation	Unused Expr.							
	126	P T GARUDA INDONESIA LIMITED	25	25			<u>Details</u>	Request					
	971	ROYAL TONGAN AIRLINES LIMITED A.R.B.N. 087 667 678	40	40			<u>Details</u>	Request					
	998	Utopian Airlines Ltd	25	40	6	5 0	Details	Request	Expr. Reg.				
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- The agent is pre-selected if the user has only one agent assigned
- The table lists all stock airlines and for each airline the agent can see how many unused numbers (NORMAL or EXPRESS) the agent may hold and how many are allocated at a time.
- The column/s unused shows how many unused numbers (NORMAL or EXPRESS) are currently in stock for each airline.
- Details of each allocation will go into a table of allocations for the selected airline, see below.
- The request link will open a screen for allocation. Each request will be individually validated. If the user accepts the system proposal, the numbers are allocated and various counters of unused numbers are updated and emails are sent see section 7.
- The XLS button will create an excel overview of all the relations for the actual agent.
- The PDF button will create the same in a printable PDF report format.

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_	A1 _ AgentCodelATA													
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1	AgentCodelATA	AgentCodeCass	AgentName	AirlinePrefix	AirlineBranch	AirlineName	STDAllocation	Unused	Express Allocation	Unused Express	-			
2	2 9847002	0003	Agent 3	057		AIR FRANCE CARGO	15	0						
3	3 9847002	0003	Agent 3	230		COPA AIRLINES	0	0						
4	4 9847002	0003	Agent 3	805		Airline 5	20	0						
5	5										<b>•</b>			
Μ	I 4 b M Agent Stock Relations													
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#### 6.2 Agent Stock Allocation Overview

This screen is available to agents and shows allocation history.

Agent Stock Allocation	Agent Stock Allocation Overview - lata CASS System - Microsoft Internet Explorer  Edit View Favorites Tools Help													
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	Agent Stock Allocation Overview													
Output Services Correction Services Stack Control														
+ Stock Control + User Maintenance	Airline: 998 - Utopiar Agent: 0239998 - 99 <u>Back to relations</u>	n Airlines Ltd 192 HQ Test	 Freight Pty Lt	td										
	Back to relations													
	♥ Show only open allocations													
	Issue Date	From	To	Expiry Date	Express	<u>Unused</u>	<u>Closed</u>							
	2007-09-26 16:45	9987655-6	9987660-4	2007-12-31	Y	15		<u>Details</u>						
	2007-07-26 03:48	1234593-3	1234617-6			25		Details						
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- This screen shows details of each allocation the agent has with the selected airline.
- By default only "open" allocations are shown. Unclicking the "Show only open allocations" will show all allocation.
- By clicking the Details option a screen with information/status of each number within the allocation will be presented, see 6.3 below.
- The XLS button will create an excel overview of all the relations for the selected airline.
- The PDF button will create the same in a printable PDF report format.

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1	Airline	refix	AirlineBranch	AirlineName	AgentCodelATA	AgentCodeCass	AgentName	Issue Date	From	То	Express	Unused (	losed	_
2	057			AIR FRANCE CARGO	9847002	0003	Agent 3	2007-06-28 14:20:19	5000000-5	5000024-1	Y	25		
3	057			AIR FRANCE CARGO	9847002	0003	Agent 3	2007-06-28 14:19:50	0000036-1	0000050-1		15		
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#### 6.3 Agent Stock Allocation Details

This screen is available to agents and shows individual allocation details.

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<ul> <li>Input Services</li> <li>Processing</li> <li>Output Services</li> <li>Correction Services</li> <li>Master Files</li> <li>Stock Control</li> <li>User Maintenance</li> <li>Toolbox</li> </ul>	ser: Glyn_Hughes Agent Stock A		CASS opera	tion: U	ΓΟΡΙΑ							
• Input Services • Processing • Output Services • Correction Services • Master Files • Stock Control • User Maintenance • User Maintenance • Toolbox	ser: Glyn_Hughes Agent Stock A		CASS opera	tion: U	ΓΟΡΙΑ							
Input Services Processing Correction Services Correction Services Master Files Stock Control User Maintenance Toolbox	Agent Stock A						~	Sign out   Home   Help				
Input Services Processing Output Services Correction Services Master Files Stock Control User Maintenance Toolbox	Agent Stock A											
Processing Output Services Correction Services Master Files Stock Control User Maintenance Toolbox		llocation	Details									
Master Files Stock Control User Maintenance Toolbox												
Stock Control User Maintenance Toolbox	Airline: 057 - AIR FRAM Agent: 9847001 - 0004	ICE CARGO I HQ Agent 2										
Toolbox	Issue Date	From	То	Unused	Closed							
	2007-05-14 12:24	0000026-5	0000035-0	10								
	Back to allocations											
	AWB	Status	Used Date	AWB Iss	ue Date							
	0000026-5	Unused										
	0000027-6	Unused										
	0000028-0	Unused										
	0000029-1	Unused										
	0000030-2	Unused										
	0000031-3	Unused										
	0000032-4	Unused										
	0000033-5	Unused										
	0000034-6	Unused										
	0000035-0	Unused										
	1											
	XLS PDF											

The stock allocation screen details for each allocated number the following data:

- AWB number
- Status

Possible Value	Comment
Unused	Set when the allocation is made
Used	System updated from the CASS billing file
Void	System updated from the CASS billing file
Cancelled	Manually set by the carrier or Cargo Manager

- Used date This reflects the date the CASS billing file was processed or the date the manual used indicator was set.
- AWB Issue Date This reflects the AWB execution date as reported in the airline CASS file submitted.
- The XLS button will create an excel overview of all the documents in the allocation.
- The PDF button will create the same in a printable PDF report format.

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1 AirlinePrefix	AirlineBranch	AirlineName	AgentCodeIAT	A AgentCodeCase	s AgentName	Issue Date	AWB	Status	Used Date	AWB Issue Date			
2 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000026-5	Unused					
3 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000027-6	Unused					
4 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000028-0	Unused					
5 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000029-1	Unused					
6 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000030-2	Unused					
7 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000031-3	Unused					
8 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000032-4	Unused					
9 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000033-5	Unused					
10 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000034-6	Unused					
11 057		AIR FRANCE CARGO	9847001	0004	Agent 2	2007-05-14 12:24:10	0000035-0	Unused					
12													
13													
Agent	t Stock Allocatio	n Details /			1						•		
Ready						1				NUM			

### 7. Agent Allocation Requests

#### 7.1 Stock Requests

As described in section 6.1, when an agent wishes to request more numbers, either normal or Express, they click on the REQUEST option on the AGENT STOCK RELATIONS screen. The system will then check relationship parameters and will either advise the agent:

CASS Stock Agent Airli File Edit View Eavoribas	<mark>ine Relati</mark> s Tools	ions - Microsoft Ir Help	iternet Explore	er						
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Address 🕘 https://casslink-te	est.iata.org	/pages/StockAgentAirl	ineRelation.aspx							
							1/41/4			
L	User: AU	_99989992					CASS opera	tion: A	JSTRALIA	~
+ Output Services	Ager	nt Stock Rel	ations							
+ Correction Services + Stock Control + User Maintenance	Agent	0239998 - 9992	HQ Test Freig	ght Pty Ltd	~					
	Airline	Name	Std.	Unused	Expr.		Unused			
	126	P T GARUDA INDONESIA	25	25	Anocation		Expr.	Details	Request	
	971	ROYAL TONGAN AIRLINES LIMITED A.R.B.N. 087 667 678	40	40				<u>Details</u>	Request	
	998	Utopian Airlines Ltd	25	40		6	6	<u>Details</u>	Request	Expr. Reg.
	(XLS)(P	DF								
ê										

When the Agent has already received the Max Unused, they will receive the message:

"No more numbers can be allocated"



When the Agent is able to request additional Stock, the stock quantity able to be allocated will be displayed.



Clicking the "No thank you" option will cancel the request.

Clicking the "Accept" box will allocate the numbers and update all counters of unused numbers etc. A confirmation will be shown on screen.

Stock Allocation Req	juest - lata CASS System - Microsoft Internet Expl	orer	
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorit	tes <u>T</u> ools <u>H</u> elp		
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Address 🙆 https://casslink-	-test.iata.org/pages/StockAllocationRequest.aspx?AgentId=8	4289&AirlineId=15411&Action=Agent 🛛 💽 Go 🛛 Li	inks » 📆 🗸
		-	
	User: AU_99989992 CASS oper	ation: AUSTRALIA 💌 Sign out   Hom	e   Help
+ Output Services + Correction Services + Stock Management + User Maintenance	Stock Allocation Request	D A D B N 997 (47 479	
	Agent: 0239998 - 9992 HQ Test Freight Pty Ltd	D A.R.B.N. 087 667 678	
	10 numbers have been allocated.		
	From 1234607	'-3	
	To 1234616	j-5	
	Expiry date		
	Back		
	By accepting these numbers you hereby c Air Waybills are produced and completed conditions of Resolution 600a.	onfirm that your Neutral in accordance with the	
			~
🕘 Done		🔒 🧐 Local intra	net

#### 7.2 Stock Email

Confirmation emails will be sent to both the Agent and Airline which contains the same allocation information. Up to three (3) email addresses may be nominated to receive the Stock Email when allocations have been made.

Contact the Cargo Manager to add or change Stock Email recipients.

Stock allocation - CASS - AUSTRALIA - THIS IS A TEST! - Message (Plain Text)										
Eile Edit View Insert Format Tools Actions Help										
🗄 🙈 Reply   🙈 Reply to All   🙈 Forward   🛃 📭   😽   🍸   🏠 🖓 🐴 🗙 🖌 🔺 🗸 🔹 🖓 🚽										
From: cargoau@iata.org Sent: Wed 27-Feb-20 To: BEST Rod Cc:	08 16:08									
Subject: Stock allocation - CASS - AUSTRALIA - THIS IS A TEST!										
Allocation Request Info.	<u>^</u>									
Airline :971 - ROYAL TONGAN AIRLINES LIMITED A.R.B.N. 087 667 678 Agent :0239998 - 9992 HQ Test Freight Pty Ltd										
10 numbers have been allocated.										
From :1234607-3										
Expiry date :										
Expiry date : By accepting these numbers you hereby confirm that your Neutral Air Waybills are produced and completed in accordance with the conditions of Resolution 600a (Cargo Agent's Handbook).										
This email has been successfully scanned for viruses, unwanted messages and unsolici content.	.ted									
This electronic mail transmission is confidential and may contain privileged information is intended only for the person to whom it is addressed. Any unauthorized disseminated distribution or copying is strictly prohibited. If you have received this transmission error places delete it immediately and petify us by return a weil at the share odde	tion. It									

#### 7.3 XML Email

Airlines (and agents) have the option of also receiving the Stock Allocation email notification that will include a XML message attachment. Participants in the Stock Management system must advise their Cargo Manager to activate this option.

C:\Documents and Settings\BestR\Local Settings\Temporary Internet Files\OLKD\IATAStockAllocatio	- Microsoft Internet Explorer	
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- <iatastockdocument> <stockairlinecode>998</stockairlinecode> <stockairlinename>Utopian Airlines Ltd</stockairlinename> <stockagentcode>0230013 - 3231</stockagentcode> <stockagentname>Godzilla Freight Limited</stockagentname> <stockallocationfrom>1334575-4</stockallocationfrom> <stockallocationto>1334599-0</stockallocationto> <stockallocationexpirydate>2007-12-31</stockallocationexpirydate> <stockallocationexpress>false</stockallocationexpress> <stockallocationinfo></stockallocationinfo> </iatastockdocument>		
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### 8. Agent VOID Requests

To enable Agents to declare or advise an Airline that an AWB number has been Voided (cancelled or unused), there is an entry screen that enables the notification to the Airline.

8.1	<b>Agent Relations</b>	- Request	Void
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User: Rod_Best CASS operation: UTOPIA    Sign out   Home   Help Input Services													
Hord Services     Output Services     Correction Services     Master Files     Stock Management     User Maintenance	Agent STOCK Relations Agent 9947000 - 0000 HQ Agent 99 Results:												
<ul> <li>Toolbox</li> <li>Airline Toolbox</li> </ul>	Airline	Name	Std. Allocation	Unused	Expr. Allocation	Unused Expr.							
Agent Toolbox	057	AIR FRANCE CARGO	20	0			<u>Details</u>	<u>Request</u>					
	800	Airline 1	0	0			Details	Request					
	802	Airline 2	0	0			Details	Request					
	998	Utopian Airways	6	6		(	<u>Details</u>	<u>Request</u>					
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Where an Agent has "Unused" AWB/s that have been Voided, go to:

• Stock Management, Agent Relations

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Input Services	Agent Stock	Allocati	ion Ove	rview					
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Agent Toolbox	Show only open	allocations							
	Showing page 1 of 1	L							
	Issue Date	<u>From</u>	<u>To</u>	Expiry Date	Unused Close	d			
	2013-04-12 15:09	1234608-4	1234617-6		10		Details		
	2013-04-11 15:47	1234602-5	1234607-3		6		Details		
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- Select the "Details" for the Airline Allocation where AWB's to be Voided was requested
- Tick the box against the AWB serial number to be submitted for Void
- Click Submit Void

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Agent Stock Allocation Details												
∃ Input Services												
Output Services	Agent: 9947000 - 00	00 HQ Agent	99 To	Evering Date	Ununed	Classed						
Correction Services	2013-04-11 15:47	1234602-5	10	Expiry Date	Unused	Closed						
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Iliser Maintenance	Duck to unocations											
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Airline Toolbox	AWB	Status	Used Dat	e AWB Is	sue Date	Request Void						
	1234602-5	Unused										
	1234603-6	Cancelled	2013-04-	12								
	1234604-0	Cancelled	2013-04-	12								
	1234605-1	Unused										
	1234606-2	Unused				<ul><li>✓</li></ul>						
	1234607-3	Unused										
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EOutput Services Agent: 9947000 - 0000 HQ Agent 99												
Correction Services	Issue Date	Closed	_									
Master Files	2013-04-11 15:47											
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User Maintenance												
<b>∃</b> Toolbox												
Airline Toolbox	AWB	Status	Used Dat	e AWB Iss	sue Date	Request Void						
	1234602-5	Unused										
	1234603-6	Cancelled	2013-04-	12								
	1234604-0	Cancelled	2013-04-	12								
	1234605-1	Void Requested	н			Waiting for Acceptance						
	1234606-2	Void Requested	н			Waiting for Acceptance						
	1234607-3	Void Requested	н			Waiting for Acceptance						
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The AWB Voids are then "Waiting for Acceptance" by Airline.

#### 8.2 Accept or Reject Void Request

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	Void Requ	lests					
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Correction Services	Agent Code	Agent Name	AWB Number	Allocation Date	void/Cancel		
Master Files	9947000-0000	Agent 99	1234605	2013-04-11	✓		
Stock Management	9947000-0000	Agent 99	1234607	2013-04-11	<ul><li>✓</li></ul>		
Agent Relations Stock Reports	9947000-0000	Agent 99	1234606	2013-04-11	✓		
Void Requests	Accept Voi	d Requests	Reject	: Void Request	Select a	II Unselect all	
User Maintenance							
Toolbox							
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If an agent has requested that an AWB/AWB's are to be Voided, the Airline user can view these requests in the "Void Requests" pages. The Airline can then decide whether to Accept or Reject the Void for any of the AWB with Void request.

If the Airline Accepts the Void Request, the Stock is Cancelled and the AWB Serial Number removed from the Agent's available numbers.

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Correction Services	Agent Code	Agent Name	AWB Number	Allocation Date	Void/Cancel	]				
Master Files	9947000-0000	Agent 99	1234602	2013-04-11						
Stock Management     Airline Ranges	9947000-0000	Agent 99	1234605	2013-04-11		1				
Airline Relations Agent Relations	9947000-0000	Agent 99	1234606	2013-04-11		1				
Stock Reports Void Requests	9947000-0000	Agent 99	1234607	2013-04-11		1				
User Maintenance	9947000-0000	Agent 99	1234608							
<b>∃</b> Toolbox	5547000 0000	Agene 55	1254000	2013-04-12	⊻					
Airline Toolbox	9947000-0000	Agent 99	1234609	2013-04-12	✓					
Agent Toolbox	9947000-0000	Agent 99	1234610	2013-04-12	~					
	9947000-0000	Agent 99	1234611	2013-04-12	✓					
	9947000-0000	Agent 99	1234612	2013-04-12	✓					
	9947000-0000	Agent 99	1234613	2013-04-12	•					
	9947000-0000	Agent 99	1234614	2013-04-12	✓					
	Accept Voi	d Requests	Reject	t Void Request	Select	ll Ur	nselect all			
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https://casslink.iata.org/pages/A	s://casslink.iata.org/pages/AWBVoidRequests.aspx									

If the Airline Rejects the Void Request, the agent request is cancelled and the AWB serial number returned to the agent's available stock for use. These will show as "Unused" in Agent Stock Allocation Details page.

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Output Services						h	
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Agent Relations	9947000-0000 Ag	gent 99 123	4606	2013-04-11	•		
Void Requests	9947000-0000 Ag	gent 99 123	4607	2013-04-11			
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Correction Services	Issue Date	From	То	Expiry Date	Unused	Closed		
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Stock Management	Back to allocations							
<b>∃</b> User Maintenance								
<b>∃</b> Toolbox							_	
Airline Toolbox	AWB	Status	Used Dat	e AWB Is	sue Date	Request Void		
	1234602-5	Unused						
	1234603-6	Cancelled	2013-04-	12				
	1234604-0	Cancelled	2013-04-	12			1	
	1234605-1	Unused						
	1234606-2	Unused						
	1234607-3	Unused						
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#### 8.4 Cancel an AWB/AWB's

To Cancel or Accept a Void request submitted by an agent, the Airline:

- Go to Airline Relations page •
- •
- Select Agent Select Details •

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E Agent Toolbox	Agent	Name	Max Unused	Std Allocation	Unused			
	9847000-0005 HQ	Agent 1	20	20	0	<u>Details</u>	Edit :	=
	9847001-0004 HQ	Agent 2	20	20	0	<u>Details</u>	Edit	
	9847002-0003 HQ	Agent 3	0	0	0	<u>Details</u>	<u>Edit</u>	
	9847122-0013 HQ	John Smith Freight Forwarding Ltd	50	30	30	<u>Details</u>	<u>Edit</u>	
	9947000-0000 HQ	Agent 99	10	6	6	<u>Details</u>	<u>Edit</u>	
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• Select Details for the desired Range

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	Issue Date	From	<u>To</u>	Expiry Date	Unused	<u>Closed</u>				
	2013-04-12 15:09	1234608-4	1234617-6		10			Details	Cancel Allocatio	<u>)n</u>
	2013-04-11 15:47	1234602-5	1234607-3		6			Details	Cancel Allocatio	<u>n</u>
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- View the AWB numbers allocated to the agent.
- Select Cancel/ Accept Void

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	1234611-0	Cancelle	ed 201	3-04-15							
	1234612-1	Cancelle	ed 201	3-04-15							
	1234613-2	Cancelle	ed 201	3-04-15							
	1234614-3	Cancelle	ed 201	3-04-15							
	1234615-4	Cancelle	ed 201	3-04-15							
	1234616-5	Unused						<b>V</b>			
	1234617-6	Unused						<b>V</b>			
	1234618-0	Unused						<b>V</b>			
	1234619-1	Unused						<b>V</b>			
	1234620-2	Unused						<b>V</b>			
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The Airline can select an individual AWB or All, as required for cancellation.

Selected AWB are Cancelled, and the Unused AWB count has been reduced.

### 9. Stock Reports

There are now three (3) management reports available under Stock Maintenance – Stock Reports.

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	Status Report	Choose Airline	Select Airline            From:         2007-01-01         To:         2007-12-31         Unused Only           Excel         PDF <t< td=""><td></td><td></td></t<>										
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#### Known problem with XLS reporting.

XLS reports have a limit of 65,536 lines. Any requested report that has more than 65,536 lines will fail to generate. If this happens, reduce the report parameters and start again.

PDF reports do not have a line limitation.

#### 9.1 Allocation Report

This report is available to Airlines and CASS Managers.

Select the Airline required (the airline is pre-selected if the user has only one airline assigned).

- Define the search/data dates From/To
- Select the report type Excel or PDF.

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2	СН	8144558	1206	ARAMEX S.A.	8000005-6	8000054-6		2007-02-27 16:55:33	50		
3	СН	8144561	1004	SWISS WORLDCARGO	6000000-6	6000004-3		2007-09-07 10:53:58	4		
4	СН	8144561	1004	SWISS WORLDCARGO	6000005-4	6000009-1		2007-09-07 16:17:32	5		
5	CH	8144561	1004	SWISS WORLDCARGO	8000000-1	8000004-5		2007-02-23 12:00:18	0		
6	CH	8147007	8001	FRACHT AG (ZRH)	4122110-6	4122169-2		2007-02-19 14:37:43	60		
7	CH	8147011	8004	GONDRAND LTD (ZRH)	4122170-3	4122249-5		2007-02-19 14:40:53	56		
8	CH	8147029	9002	SCHENKER SCHWEIZ AG (STM)	4122250-6	4122329-1		2007-02-19 14:41:10	68		
9	CH	8147029	9002	SCHENKER SCHWEIZ AG (STM)	6000000-6	6000011-3		2007-02-21 16:48:01	12		
10	СН	8147070	8303	BAX GLOBAL AG (ZRH)	4122330-2	4122399-1		2007-02-19 14:41:23	70		
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The resulting output details all allocations and the number of "Unused" AWB's in the allocation.

#### 9.2 Status Report

The Status Report enables Airlines to generate a report of AWB Allocation. This may be further defined by checking the "Unused only" box.

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3	4122111-0	Unused	2007-02-19									
4	4122112-1	Unused	2007-02-19									
5	4122113-2	Unused	2007-02-19									
6	4122114-3	Unused	2007-02-19									
7	4122115-4	Unused	2007-02-19									
8	4122116-5	Unused	2007-02-19									
9	4122117-6	Unused	2007-02-19									
10	4122118-0	Unused	2007-02-19									
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#### 9.3 Invoice Report

This report is available to CASS Managers only.

- Define the search/data dates From/To
- Select the report type Excel or PDF.

The resulting output provides statistics on the number of allocations made to Stock carriers during the specified period.

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1 CASSCountryCode	Airline	Allocations											
2 CH	006	2											
3 CH	229	2											
4 CH	555	4											
5 CH	618	10											
6													-
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### **10.** Frequently Asked Questions

- **Q**: Can the system be used for carrier pre-printed AWBs?
- A: Yes, the carrier acts exactly the same as for Neutral Numbers the difference being that when the CONFIRMATION email, see section 7, is received by the carrier they use this to select and dispatch the appropriately numbered pre-printed documents.

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- **Q**: Does an Airline have to give neutral numbers to every agent that requests them?
- A: Absolutely not, the carrier establishes relationships for each agent and may decide only to allow certain agents to request numbers through CASS*Link*. The carrier can then determine how many numbers each agent may request and how many they may hold at any one time. The Airline can change the Standard Allocation at any time.
- ...
- **Q**: What does it cost for an Agent?
- A: Nothing. The system is free for Agents.

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- **Q**: What does it cost for an Airline?
- A: Airlines are charged based on the number of agreed allocations made during the month...the actual charge depends on the CASS operation size and how many countries the carrier subscribes to. For specific details the Cargo Manager responsible for the CASS operation in question will advise the airline.
- ...
- **Q**: Do we get reports at the end of the month?
- A: The CASS*Link* AWB Management system utilise "Report on Demand" technology allowing the carrier and agents to access the latest status of allocations and usage.

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- **Q**: Can a user get access just to the AWB Stock Management System?
- A: Yes, a CASS*Link* user access can be established to provide access to the STOCK items only.
- ...
- **Q**: Can I order Neutral AWBs through CASSLink?
- A: IATA is currently investigating whether there is a demand to provide on-line NEUTRAL AWB ordering, linking to globally recognised quality printing companies.
- **Q:** Agent is unable to Request an Allocation. Why?
- A: Check that there are AWB's available in the Airline Range that can be allocated to Agents. Check that the Agent has not exceeded their Max Unused and therefore cannot request more. If the Airline has selected Lock Allocation as an option, check that the Agent is able to request this number AWB. Amend Max Unused level if necessary.