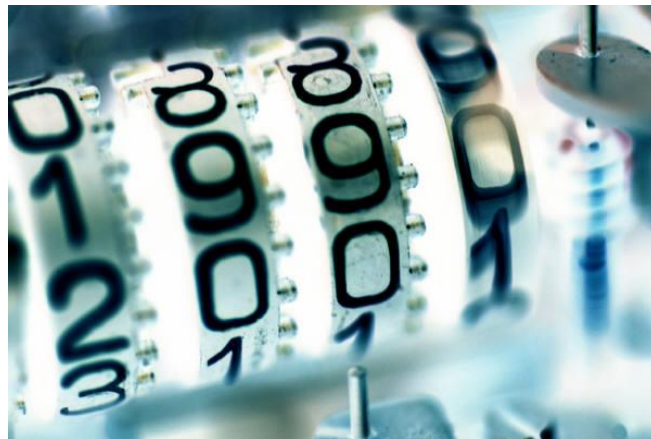




CASSLink AWB Stock Management System



CASS & Airline User Manual Version 4.0

(for CASSLink Version 3.13.8)

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Introduction

Fully integrated within *CASSLink*, the “*CASSLink* 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.

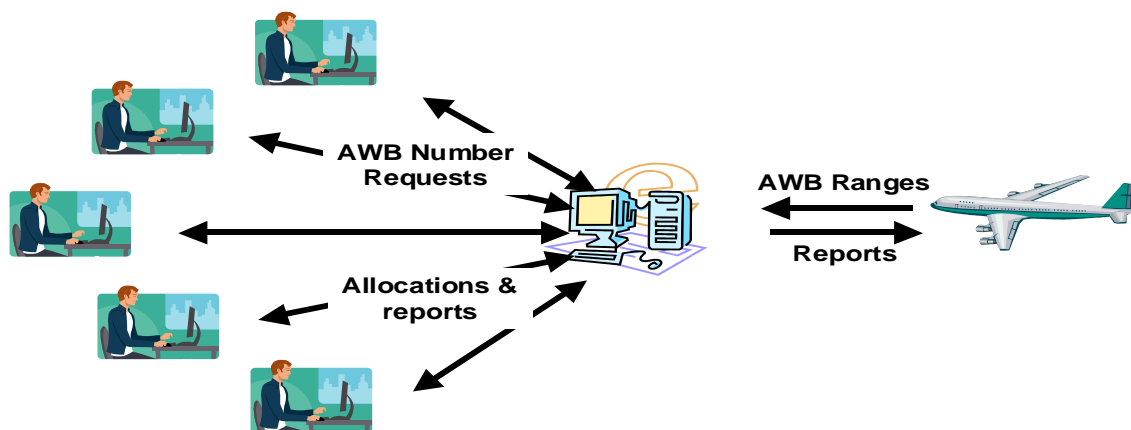
Airlines remain in control of their AWB Serial Numbers allocation through management of the volumes and maximum allocation levels within the system to each appointed agent.

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 *CASSLink* invoice.

CASS Operations preferences IATA CASS System - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address http://130.177.74.18/cipsweb/pages/cassoperationspreferences.aspx

IATA

User: EDSAdmin CASS operation: FIJI Sign out | Home | Help

+ Input Services
+ Processing
+ Output Services
+ Correction Services
+ Master Files
+ Stock Control
+ User Maintenance
+ Toolbox

Save

Specifics **Stock Control** More

Neutral AWB Amount 0

Stock Control ☒

Done Internet

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.

126-P T GARUDA INDONESIA LIMITED

New Save Delete

Office Address	Additional Address	Options	Local Setup	Stock Management	Financial	Invoice Info	Memo
<div>Stock Management <input checked="" type="checkbox"/></div> <div>Global Range <input type="text"/></div> <div>Separate Express Ranges <input type="checkbox"/></div> <div>Standard Allocation <input type="text" value="25"/></div> <div>Range Warning Level <input type="text" value="150"/></div> <div>Stock Email <input type="text" value="best@iata.org"/></div> <div>Stock Email <input type="text"/></div> <div>Stock Email <input type="text"/></div> <div>Allow <input checked="" type="checkbox"/> Unrated <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> D</div> <div>Stock Email <input type="checkbox"/> XML Email</div> <div>Lock Allocation <input checked="" type="checkbox"/> Lock Allocation</div>							

Stock Management 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 functionality 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 Express 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 Allocation Relationships will be created for all existing stock agents with this amount as default allocation and as maximum allowed unused

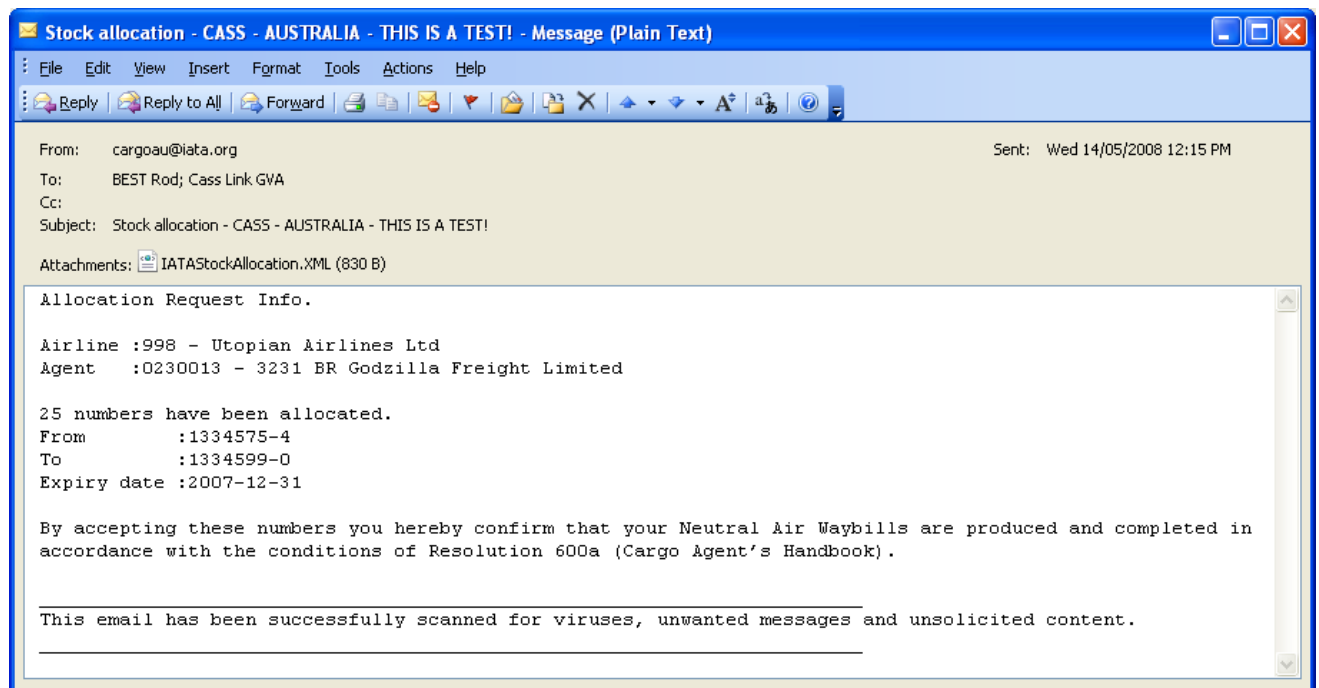
numbers. Carriers can adjust as per section 5.1.

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 of 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

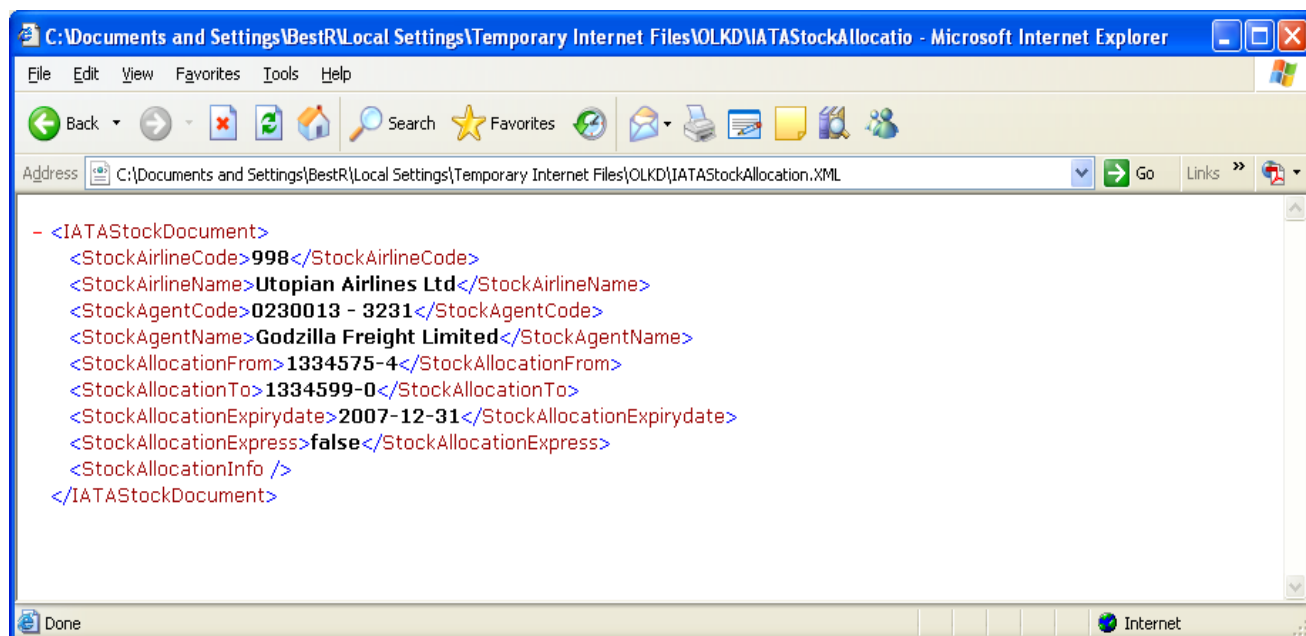
The recipients of Stock Emails may differ from the recipients of billing and settlement reports in many organizations. Where the billing and settlement reports are generally required by accounting or management, the Stock Allocation notifications will be an Operations requirement.

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

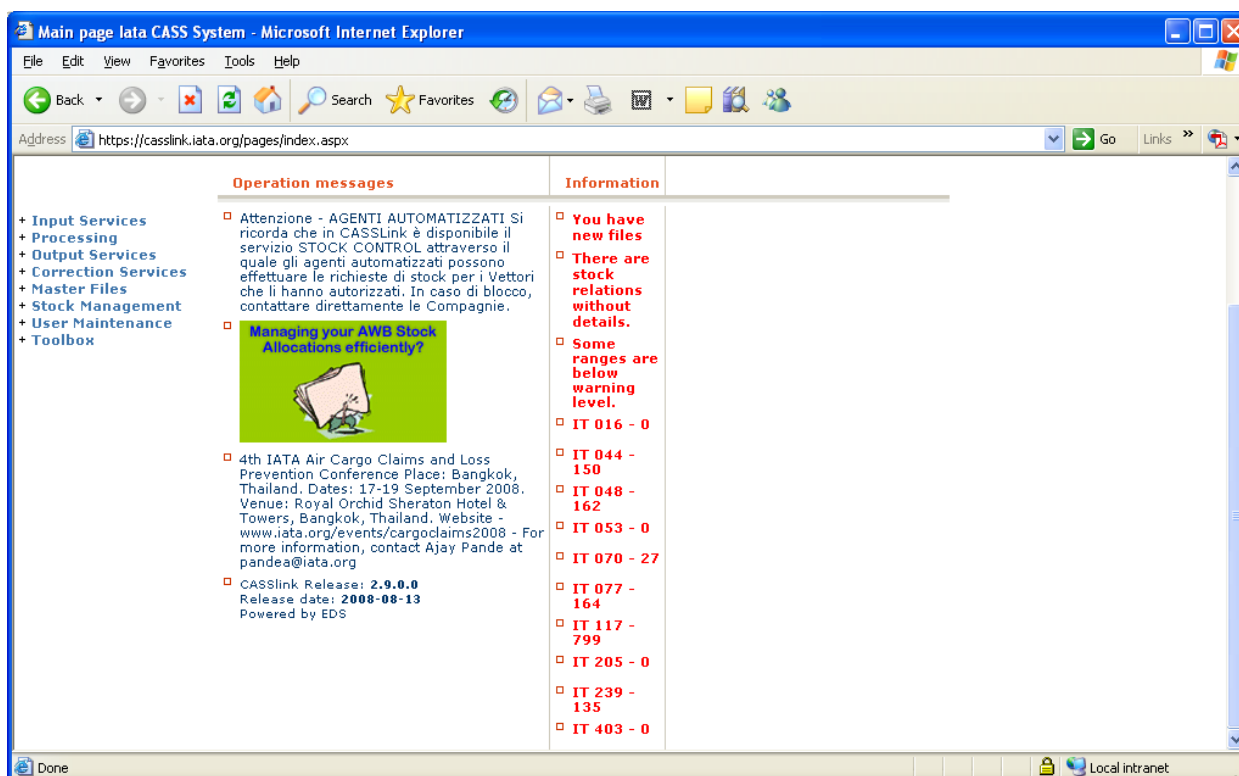


2.1.2 XML Email

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.



2.2 Airline Stock Operational Messages



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.

Stock Maintenance Setting this checkbox will activate the agent as a stock agent. A relationship will be created for all stock airlines (see below).

The relation will be created with a maximum of unused number of -1. This will trigger an operational message on the LOGIN home page to the stock airlines (and Cargo Managers) alerting that there are stock agents with undetermined allocations.

The airline or Cargo Manager will need to edit the allocation relationship with the particular agent.

When an Airline user or Cargo Manager has no undetermined relations the message will disappear.

Consolidated allocation No longer applicable

Stock Email Up to 3 email addresses can be entered. They will receive all stock related messages regarding allocations.

Rating Only applicable to CNS (CASS US). For all other countries, box should remain blank.

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.

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.

The screenshot shows the 'CASS Stock Airline Ranges' web application running in a Microsoft Internet Explorer browser. The page header includes the IATA logo and navigation links for 'Sign out', 'Home', and 'Help'. The user is logged in as 'Rod_Best' and the CASS operation is set to 'SWITZERLAND / LIECHTENSTEIN'. On the left, a sidebar lists various services: Input Services, Processing, Output Services, Correction Services, Master Files, Stock Control, User Maintenance, and Toolbox. The main content area is titled 'Airline Ranges'. It features a dropdown menu for 'Airline' with '618-SINGAPORE AIRLINES CARGO PTE.LTD.' selected, and a checkbox for 'Show only open ranges' which is checked. Below these are input fields for 'From', 'To', and 'Expiry date', along with an 'Express Range' checkbox and an 'Add Range' button. A 'Results:' section displays a table of allocation ranges. At the bottom of the results section are buttons for 'XLS' and 'PDF'.

Created	From	To	Expiry Date	Express	Next AWB	Unused	Closed	
2007-09-26 15:40	8001001-1	8001100-2	2007-12-31	Y	8001001	100		Close
2007-02-23 11:56	8000000-1	8001000-0			8000055	946		Close
2007-02-23 11:24	7000000-0	7000100-2			7000000	101		Close
2007-02-21 16:35	6000000-6	6000100-1			6000012	89		Close
2007-02-21 16:35	6000000-6	6000010-2			6000010	1		Close

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.

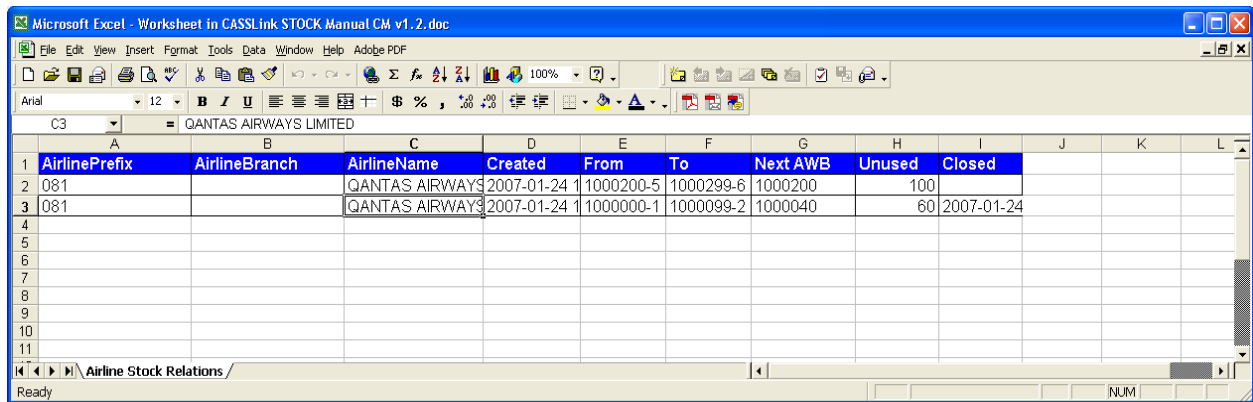
Expiry Date Allows the Airline to stop Stock allocation from the range after the Expiry date. This does not stop previously allocated stock from being used by agents or being billed in CASSLink processing

“Close Range” Close will Close the range and exclude this range from further allocations. Closed Ranges can only be re-opened by the CASSLink 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.



Microsoft Excel - Worksheet in CASSLink STOCK Manual CM v1.2.doc

File Edit View Insert Format Tools Data Window Help Adobe PDF

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Arial 12

C3 QANTAS AIRWAYS LIMITED

	A	B	C	D	E	F	G	H	I	J	K	L
1	AirlinePrefix	AirlineBranch	AirlineName	Created	From	To	Next AWB	Unused	Closed			
2	081		QANTAS AIRWAYS	2007-01-24	1000200-5	1000299-6	1000200	100				
3	081		QANTAS AIRWAYS	2007-01-24	1000000-1	1000099-2	1000040	60	2007-01-24			
4												
5												
6												
7												
8												
9												
10												
11												

Ready NUM

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.

CASS Stock Airline Ranges - Microsoft Internet Explorer

Address: https://casslink-test.iata.org/pages/StockAirlineRange.aspx

User: Rod_Best CASS operation: NEW ZEALAND Sign out | Home | Help

Airline Ranges

Airline: 218-AIR VANUATU (OPERATIONS) LIMITED ☒ Show only open ranges

From: To: Expiry date: ☒ Express Range

Results:

Created	From	To	Expiry Date	Express	Next AWB	Total	Unused	Closed	
2008-08-14 09:33	1234564-2	1234573-4		Y	1234564	10	10		Cancel Range
2008-03-17 23:51	7010501-1	7010600-2			7010576	100	25		Cancel Range
2008-03-07 02:47	7010001-5	7010500-0			7010501	500	0		Cancel Range

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.

CASS Stock Airline Agent Relations - Windows Internet Explorer

https://casslink.iata.org/pages/StockAirlineAgentRelation.aspx

User: Rod_Best CASS operation: UTOPIA Sign out Home Help

Airline Stock Relations

Airline: 800-Airline 1 Agent search: Search

☐ Active Only

Results:

Agent	Name	Max Unused	Std Allocation	Unused	
9847000-0005 HQ	Agent 1	10	2	6	Details Edit
9847001-0004 HQ	Agent 2	5	5	0	Details Edit
9847002-0003 HQ	Agent 3	-1	0	0	Details Cancel Update
9847122-0013 HQ	John Smith Freight Forwarding Ltd	-1	0	0	Details Edit
9947000-0000 HQ	Agent 99	-1	0	0	Details Edit

1

XLS PDF

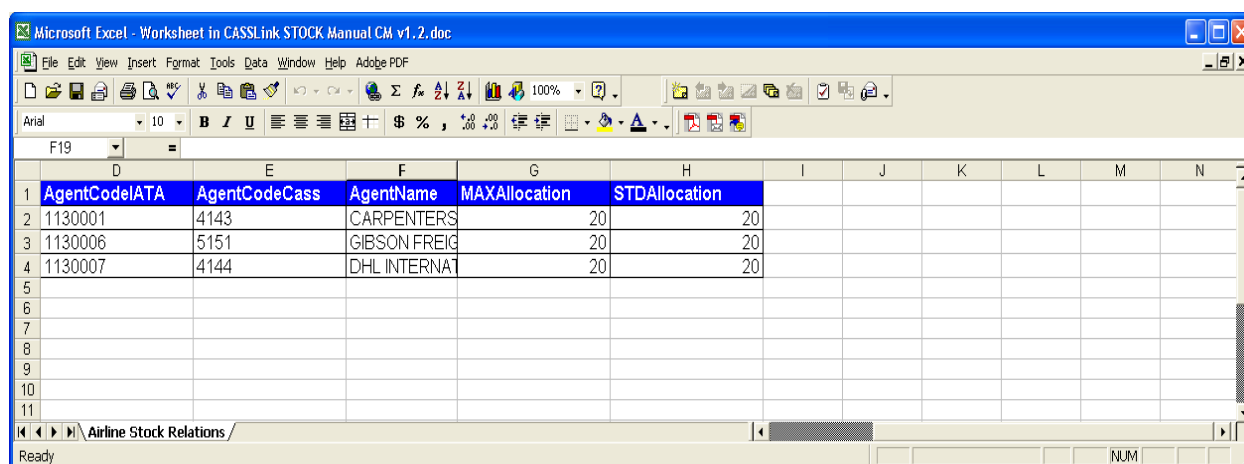
Done Local intranet | Protected Mode: Off 100%

- 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 CASSLink, including all “Void” and “Service” AWB’s.

Note: AWB’s remain flagged as “Unused” until processed in CASSLink 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.



	D	E	F	G	H	I	J	K	L	M	N
	AgentCodeIATA	AgentCodeCass	AgentName	MAXAllocation	STDAllocation						
1	1130001	4143	CARPENTERS	20	20						
2	1130006	5151	GIBSON FREIG	20	20						
3	1130007	4144	DHL INTERNAT	20	20						
4											
5											
6											
7											
8											
9											
10											
11											

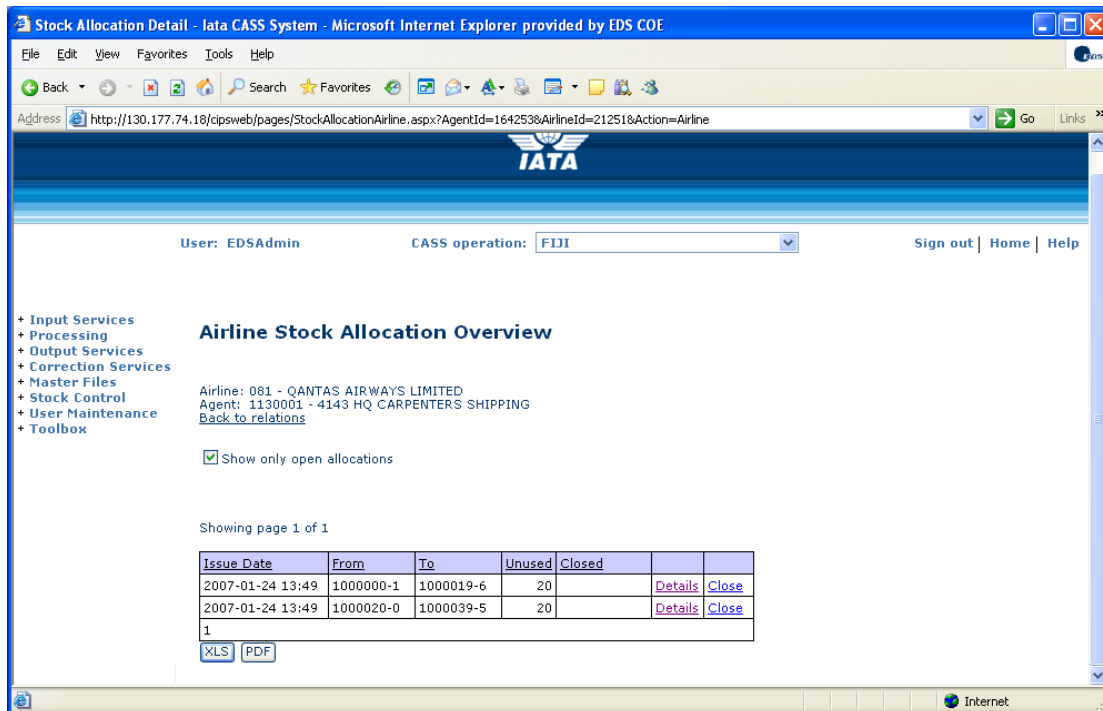
Clicking the details option for an agent reveals the allocation history (see section 5.2).

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.



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.

	D	E	F	G	H	I	J	K	L	M	N	O	P
	AgentCodeATA	AgentCodeCass	AgentName	Issue Date	From	To	Unused	Closed					
1	1130001	4143	CARPENTERS	2007-01-24 13:49	1000000	1000019	20						
2	1130001	4143	CARPENTERS	2007-01-24 13:49	1000020	1000039	20						
3													
4													
5													
6													
7													
8													
9													
10													
11													

5.3 Airline Stock Allocation Details

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

User: Glyn_Hughes CASS operation: UTOPIA Sign out | Home | Help

Airline Stock Allocation Details

• Input Services
• Processing
• Output Services
• Correction Services
• Master Files
• Stock Control
• User Maintenance
• Toolbox

Airline: 230 - COPA AIRLINES
Agent: 9847001 - 0004 HQ Agent 2

Issue Date	From	To	Unused	Closed
2007-02-23 12:38	1000000-1	1000049-1	49	

[Back to allocations](#)

AWB	Status	Used Date	AWB Issue Date	
1000000-1	Cancelled	2007-02-27		Cancel
1000001-2	Unused			Cancel
1000002-3	Unused			Cancel
1000003-4	Unused			Cancel
1000004-5	Unused			Cancel
1000005-6	Unused			Cancel
1000006-0	Unused			Cancel
1000007-1	Unused			Cancel
1000008-2	Unused			Cancel
1000009-3	Unused			Cancel
1000010-4	Unused			Cancel
1000011-5	Unused			Cancel
1000012-6	Unused			Cancel
1000013-0	Unused			Cancel
1000014-1	Unused			Cancel
1000015-2	Unused			Cancel
1000016-3	Unused			Cancel

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.

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

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Arial 12 B I U

	A	B	C	D	E	F	G	H	I	J	
	AirlinePrefix	AirlineBranch	AirlineName	AgentCodeIATA	AgentCodeCass	AgentName	Issue Date	AWB	Status	Used Date	AWB
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		

Ready

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.

Agent Stock Relations

Agent: 0239998 - 9992 HQ Test Freight Pty Ltd

Results:

Airline	Name	Std. Allocation	Unused	Expr. Allocation	Unused Expr.			
126	P.T. GARUDA INDONESIA LIMITED	25	25			Details	Request	
971	ROYAL TONGAN AIRLINES LIMITED A.R.S.N. 087 667 678	40	40			Details	Request	
998	Utopian Airlines Ltd	25	40	6	0	Details	Request	Expr. Req.

[XLS](#) [PDF](#)

- 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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File Edit View Insert Format Tools Data Window Help Adobe PDF

A1 = AgentCodeIATA

	A	B	C	D	E	F	G	H	I	J	K
	AgentCodeIATA	AgentCodeCass	AgentName	AirlinePrefix	AirlineBranch	AirlineName	STDAllocation	Unused	Express Allocation	Unused Express	
1	9847002	0003	Agent 3	057		AIR FRANCE CARGO	15	0			
2	9847002	0003	Agent 3	230		COPA AIRLINES	0	0			
3	9847002	0003	Agent 3	805		Airline 5	20	0			
4											
5											

Agent Stock Relations /

Ready NUM

6.2 Agent Stock Allocation Overview

This screen is available to agents and shows allocation history.

The screenshot shows the 'Agent Stock Allocation Overview' page in the IATA CASS System. The browser window title is 'Agent Stock Allocation Overview - Iata CASS System - Microsoft Internet Explorer'. The address bar shows the URL: <https://casslink-test.iata.org/pages/StockAllocationAgent.aspx?AgentId=842896&AirlineId=15413&Action=Agent>. The page header includes the IATA logo, user information 'User: AU_99989992', and 'CASS operation: AUSTRALIA'. There are links for 'Sign out', 'Home', and 'Help'. A sidebar on the left lists 'Output Services', 'Correction Services', 'Stock Control', and 'User Maintenance'. The main content area is titled 'Agent Stock Allocation Overview' and displays information for 'Airline: 998 - Utopian Airlines Ltd' and 'Agent: 0239998 - 9992 HQ Test Freight Pty Ltd'. A checkbox 'Show only open allocations' is checked. Below this, it says 'Showing page 1 of 1'. A table lists allocation details with columns: Issue Date, From, To, Expiry Date, Express, Unused, Closed, and Details. The table contains three rows of data. At the bottom of the table are buttons for 'XLS' and 'PDF'.

Issue Date	From	To	Expiry Date	Express	Unused	Closed	Details
2007-09-26 16:45	9987655-6	9987660-4	2007-12-31	Y	6		Details
2007-09-12 09:20	1234618-0	1234632-0			15		Details
2007-07-26 03:48	1234593-3	1234617-6			25		Details

1

[XLS](#) [PDF](#)

- 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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File Edit View Insert Format Tools Data Window Help Adobe PDF

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A1 = AirlinePrefix

	A	B	C	D	E	F	G	H	I	J	K	L	M
	AirlinePrefix	AirlineBranch	AirlineName	AgentCode/ATA	AgentCode/Cass	AgentName	Issue Date	From	To	Express	Unused	Closed	
1													
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		
4													
5													
6													

Agent Stock Allocation Overview

Ready NUM

6.3 Agent Stock Allocation Details

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

User: Glyn_Hughes CASS operation: UTOPIA Sign out | Home | Help

Agent Stock Allocation Details

Airline: 057 - AIR FRANCE CARGO
Agent: 9847001 - 0004 HQ Agent 2

Issue Date	From	To	Unused	Closed
2007-05-14 12:24	0000026-5	0000035-0	10	

[Back to allocations](#)

AWB	Status	Used Date	AWB Issue 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.

Microsoft Excel - Worksheet in CASSLink STOCK Manual CM v1.2.doc

File Edit View Insert Format Tools Data Window Help Adobe PDF

85%

Arial 12

AirlinePrefix

	A	B	C	D	E	F	G	H	I	J	K	L
	AirlinePrefix	AirlineBranch	AirlineName	AgentCodeIATA	AgentCodeCass	AgentName	Issue Date	AWB	Status	Used Date	AWB Issue Date	
1												
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												
14												

Agent Stock Allocation Details

Ready

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:

Agent Stock Relations

Agent: 0239998 - 9992 HQ Test Freight Pty Ltd

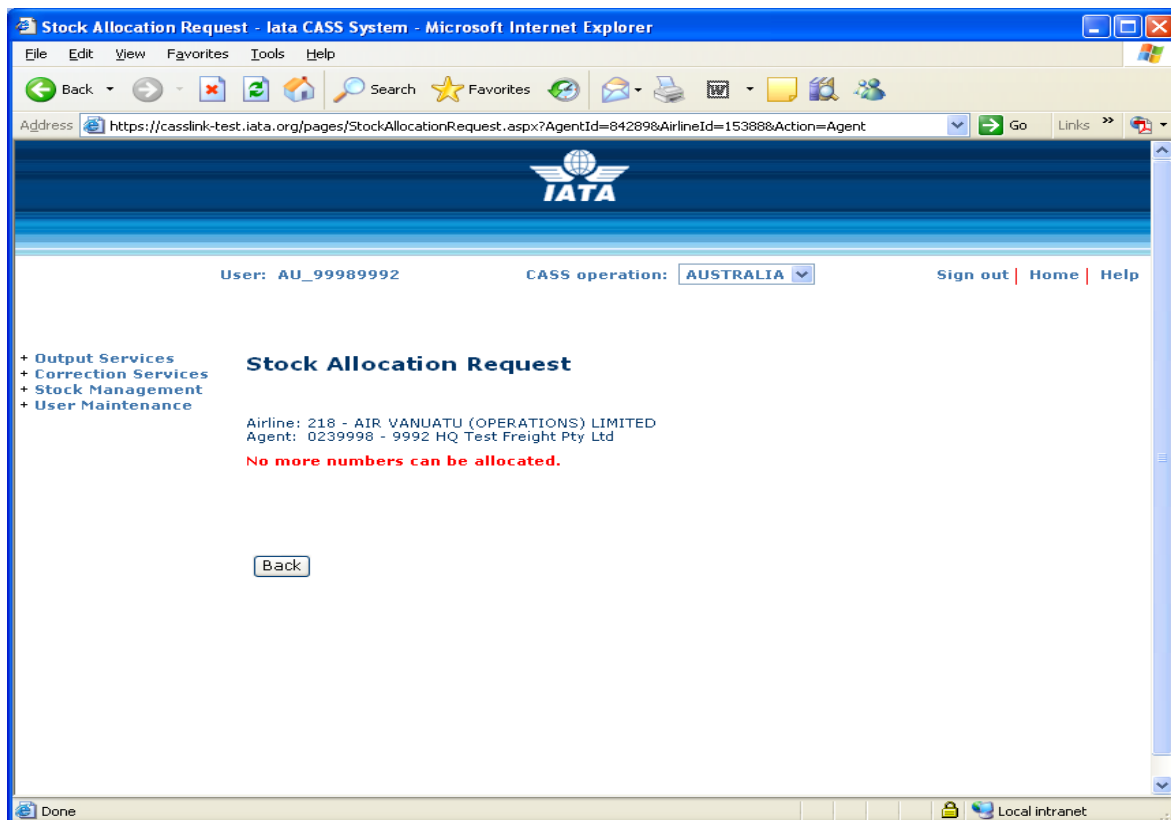
Results:

Airline	Name	Std. Allocation	Unused	Expr. Allocation	Unused Expr.			
126	P T GARUDA INDONESIA LIMITED	25	25			Details	Request	
971	ROYAL TONGAN AIRLINES LIMITED A.R.B.N. 087 667 678	40	40			Details	Request	
998	Utopian Airlines Ltd	25	40	6	6	Details	Request	Expr. Req.

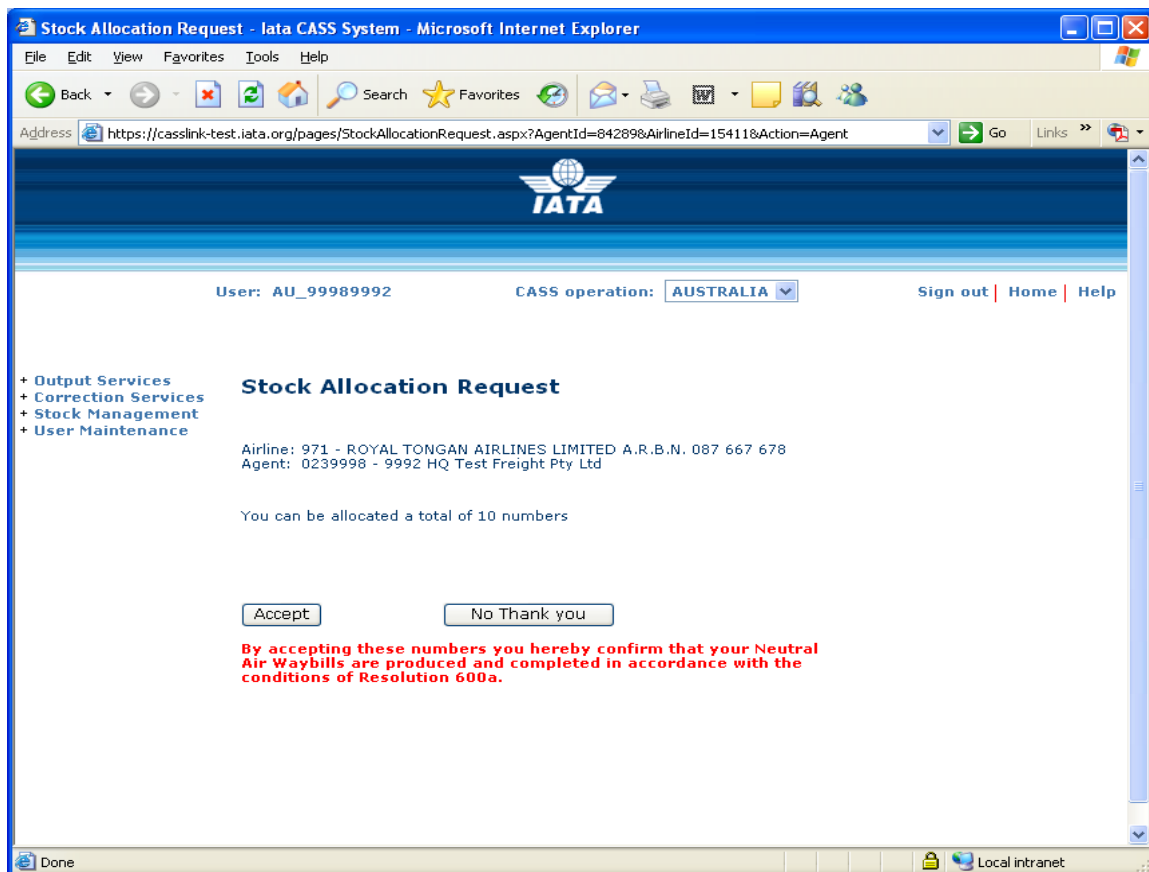
[XLS](#) [PDF](#)

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.

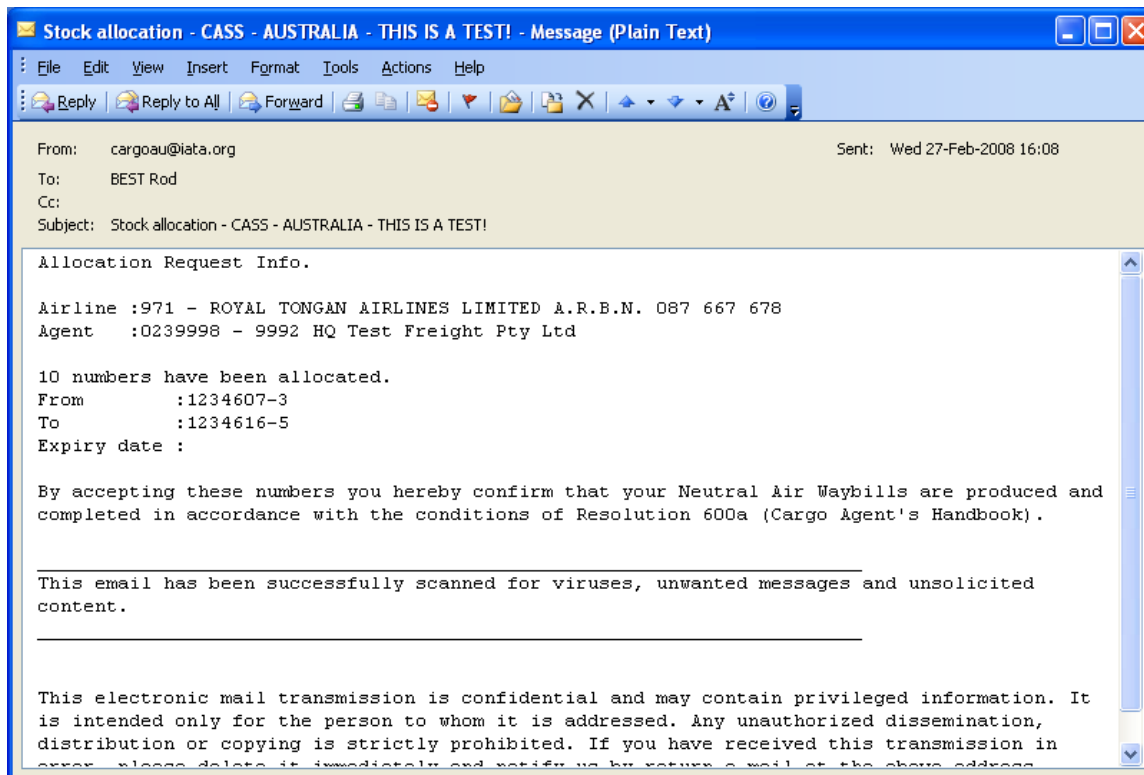
Clicking the “Accept” box will allocate the numbers and update all counters of unused numbers etc. A confirmation will be shown on screen.



7.2 Stock Email

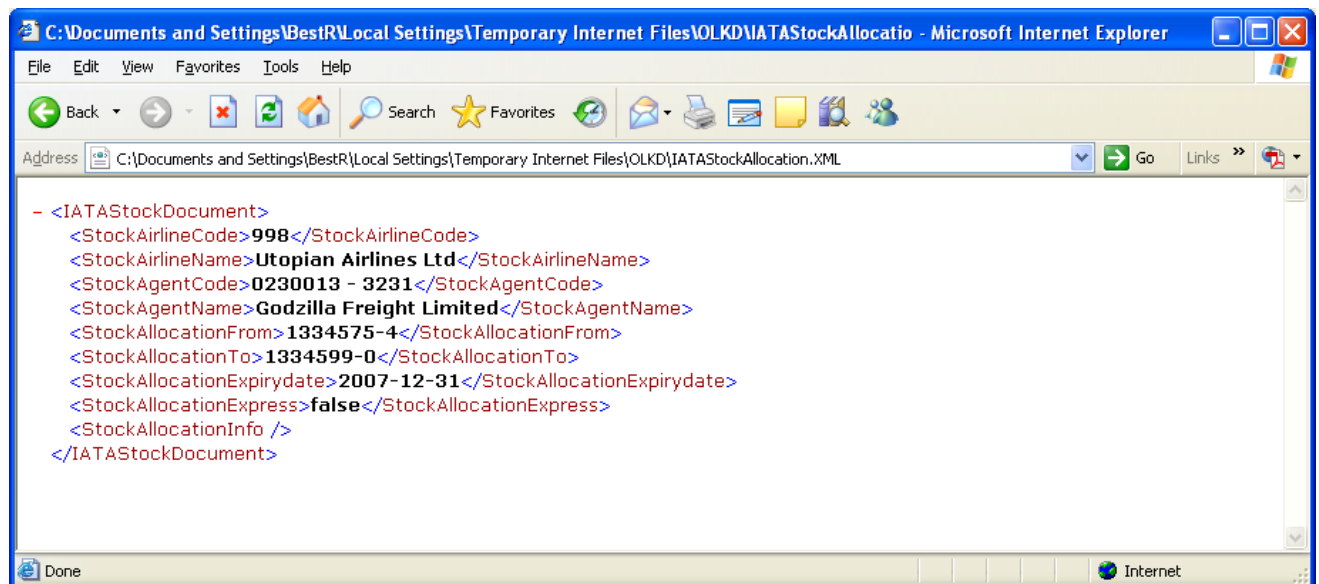
Confirmation emails will be sent to both the Agent and Airline which contains the same allocation information. Up to three (3) email addresses may be nominated to receive the Stock Email when allocations have been made.

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



7.3 XML Email

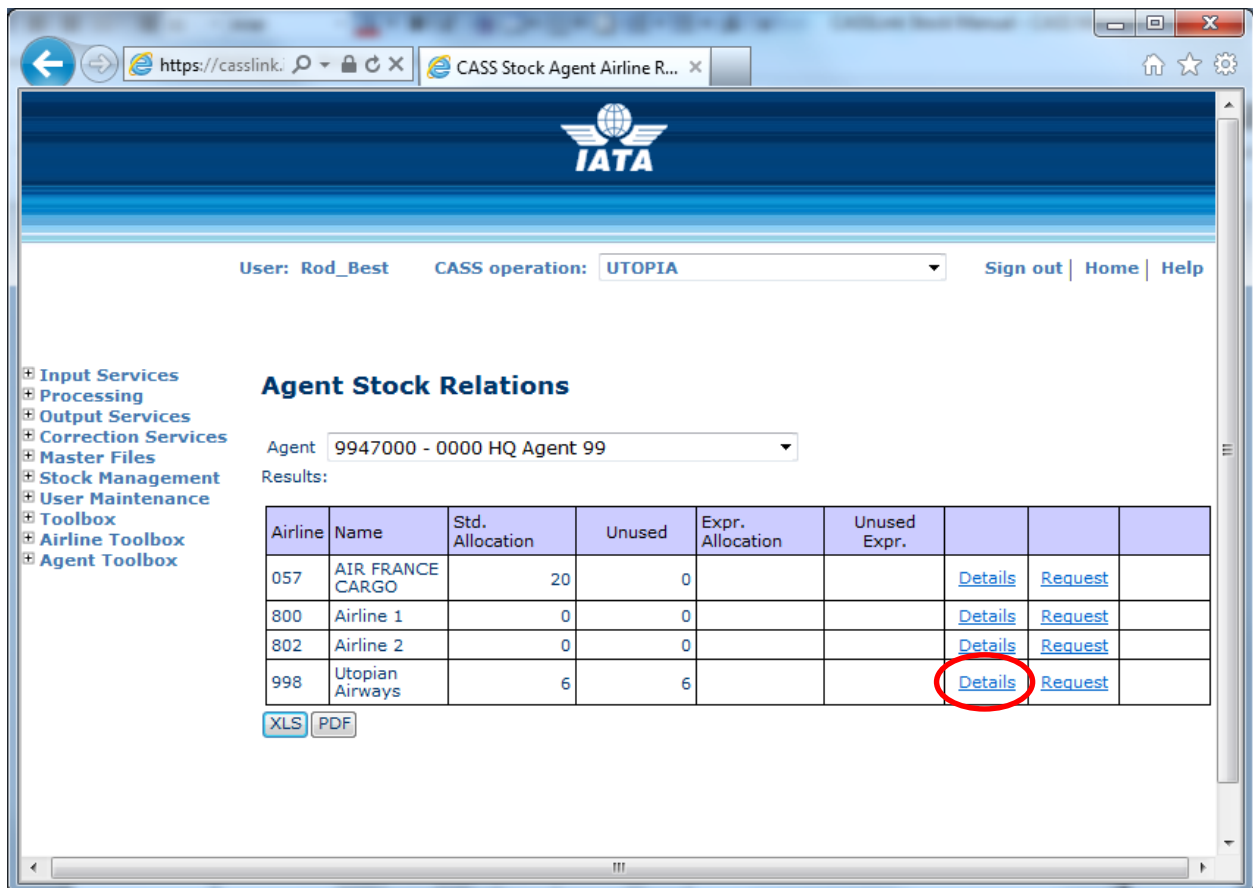
Airlines (and agents) have the option of also receiving the Stock Allocation email notification that will include a XML message attachment. Participants in the Stock Management system must advise their Cargo Manager to activate this option.



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 Agent Relations – Request Void



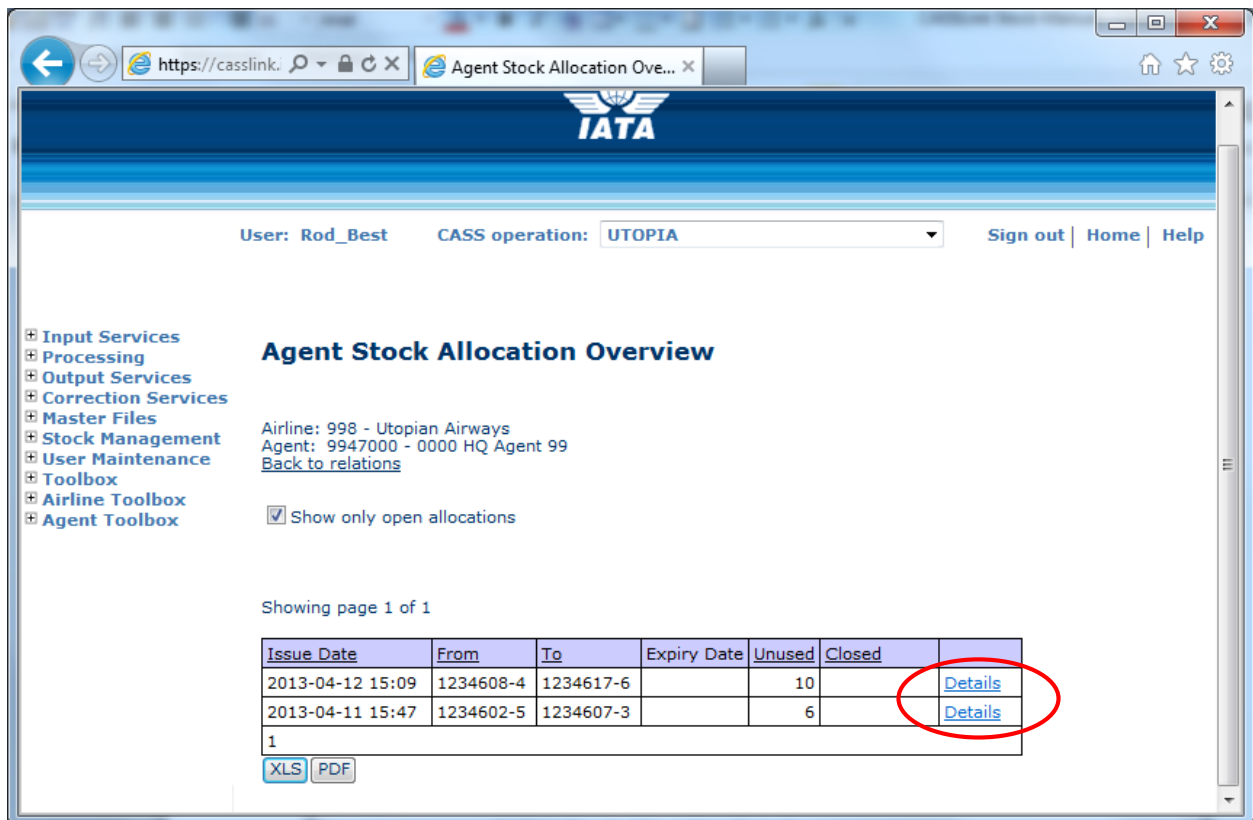
The screenshot displays the IATA CASS Stock Agent Airline Relations interface. The user is logged in as Rod_Best, and the CASS operation is set to UTOPIA. The left sidebar contains a menu with options: Input Services, Processing, Output Services, Correction Services, Master Files, Stock Management, User Maintenance, Toolbox, Airline Toolbox, and Agent Toolbox. The main content area is titled "Agent Stock Relations" and shows a dropdown menu for the Agent, currently set to "9947000 - 0000 HQ Agent 99". Below this, a table lists the results:

Airline	Name	Std. Allocation	Unused	Expr. Allocation	Unused Expr.		
057	AIR FRANCE CARGO	20	0			Details	Request
800	Airline 1	0	0			Details	Request
802	Airline 2	0	0			Details	Request
998	Utopian Airways	6	6			Details	Request

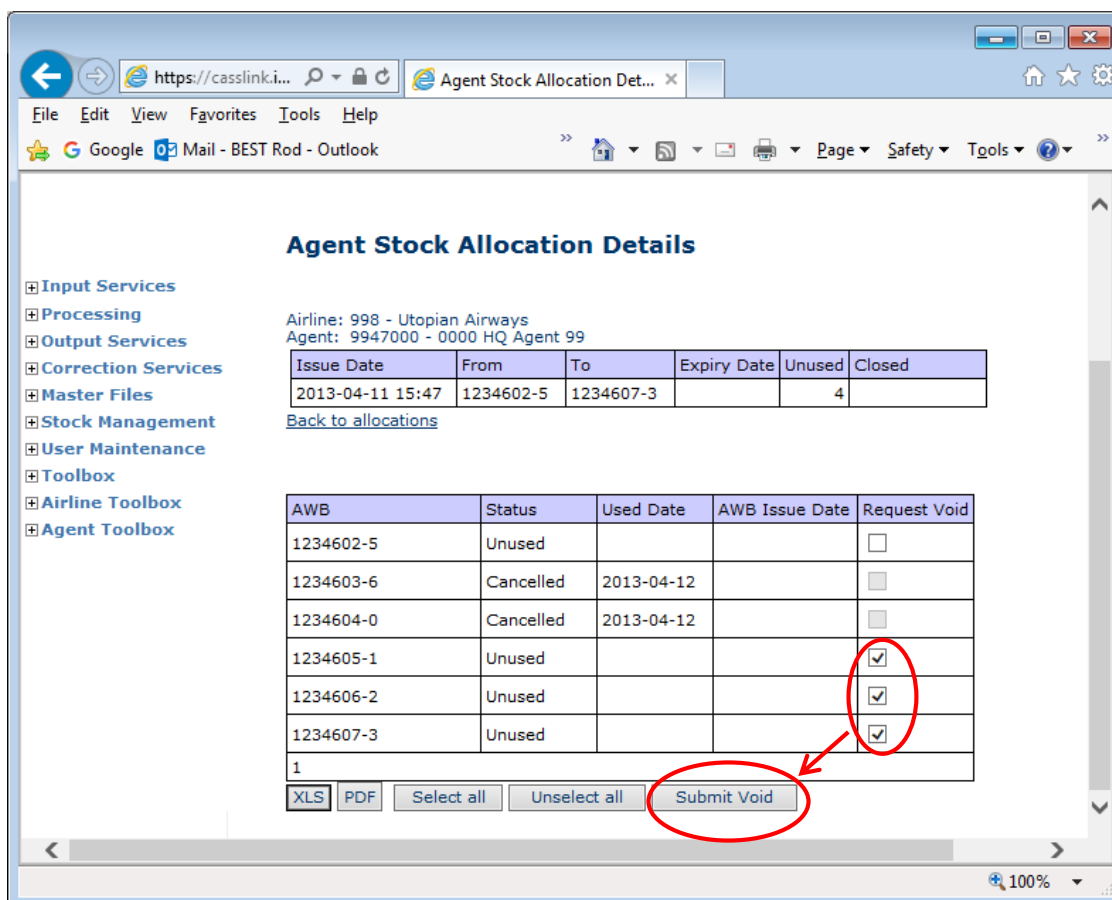
Below the table, there are buttons for "XLS" and "PDF". The "Details" link for the "Utopian Airways" entry is circled in red.

Where an Agent has "Unused" AWB/s that have been Voided, go to:

- Stock Management, Agent Relations



- 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



Agent Stock Allocation Details

Input Services
Processing
Output Services
Correction Services
Master Files
Stock Management
User Maintenance
Toolbox
Airline Toolbox
Agent Toolbox

Airline: 998 - Utopian Airways
Agent: 9947000 - 0000 HQ Agent 99

Issue Date	From	To	Expiry Date	Unused	Closed
2013-04-11 15:47	1234602-5	1234607-3		4	

[Back to allocations](#)

AWB	Status	Used Date	AWB Issue Date	Request Void
1234602-5	Unused			<input type="checkbox"/>
1234603-6	Cancelled	2013-04-12		<input type="checkbox"/>
1234604-0	Cancelled	2013-04-12		<input type="checkbox"/>
1234605-1	Void Requested			Waiting for Acceptance
1234606-2	Void Requested			Waiting for Acceptance
1234607-3	Void Requested			Waiting for Acceptance

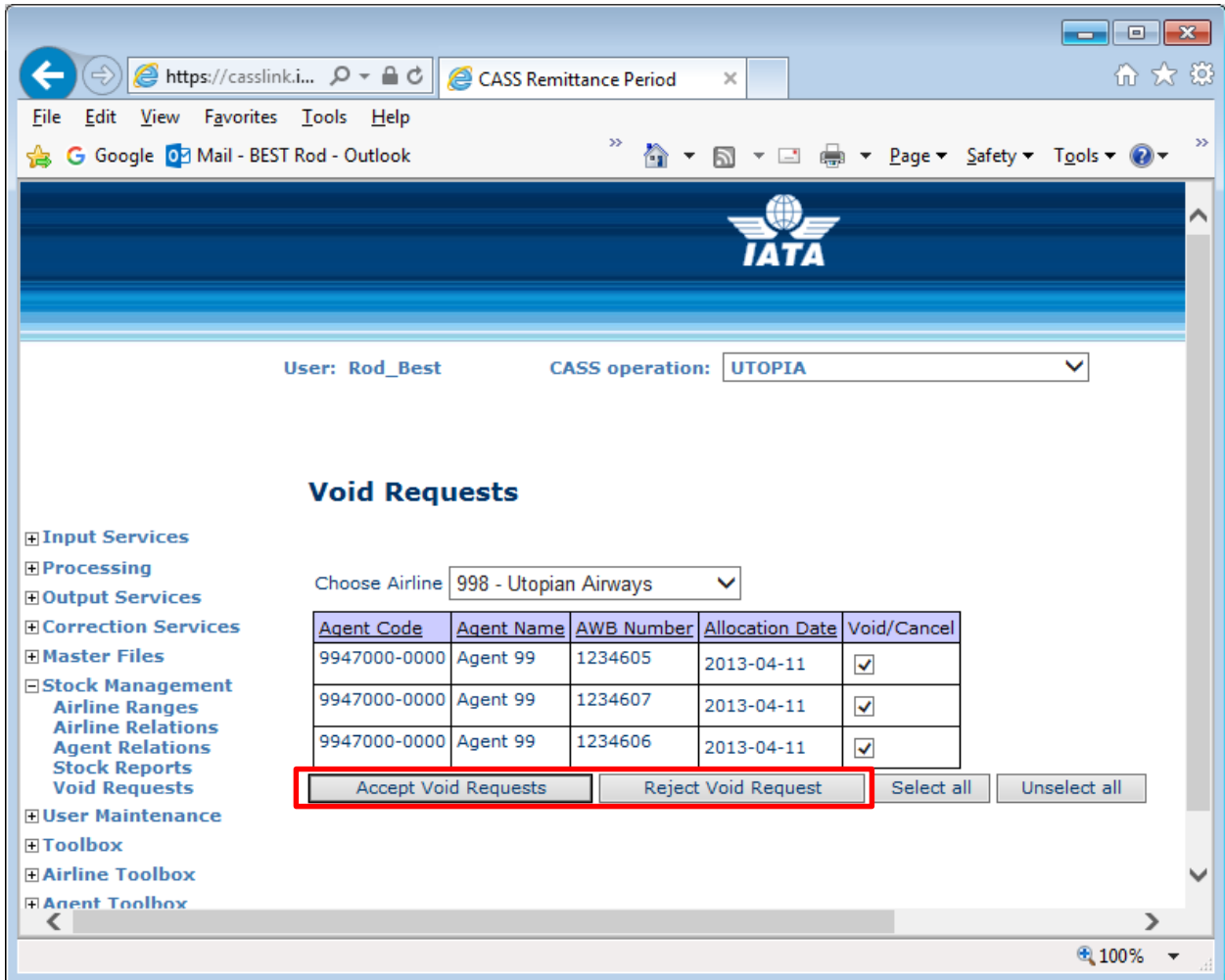
1

[XLS](#) [PDF](#) [Select all](#) [Unselect all](#) [Submit Void](#)

100%

The AWB Voids are then “Waiting for Acceptance” by Airline.

8.2 Accept or Reject Void Request

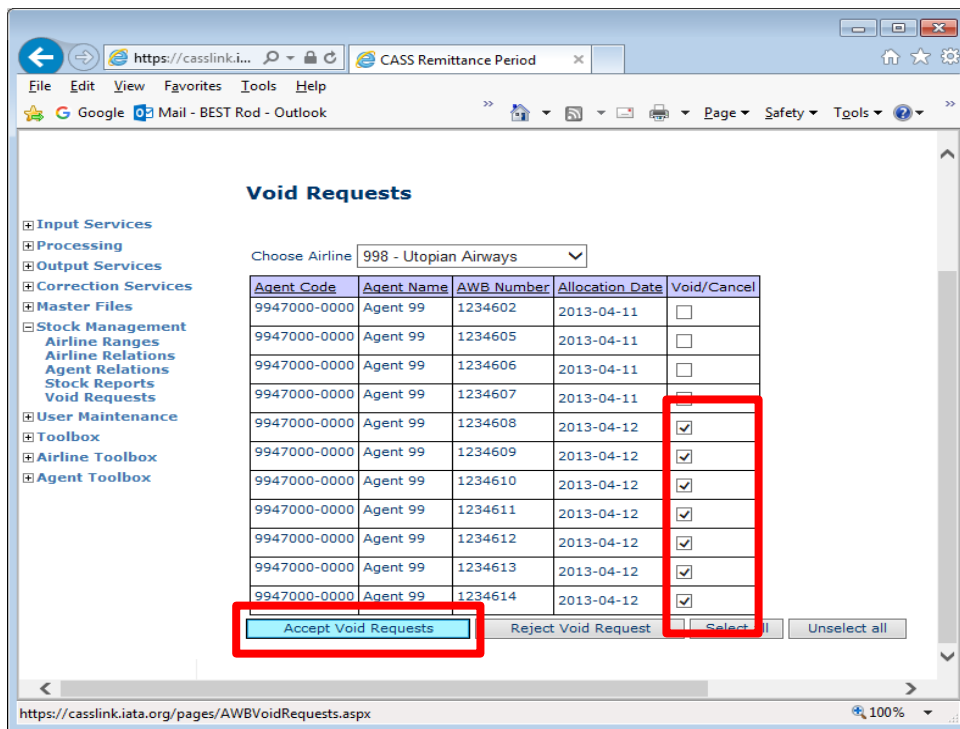


The screenshot shows the IATA CASS Remittance Period application interface. The top navigation bar includes the IATA logo and the text "User: Rod_Best" and "CASS operation: UTOPIA". The main content area is titled "Void Requests". On the left, there is a sidebar menu with various options: Input Services, Processing, Output Services, Correction Services, Master Files, Stock Management (Airline Ranges, Airline Relations, Agent Relations, Stock Reports, Void Requests), User Maintenance, Toolbox, Airline Toolbox, and Agent Toolbox. The "Void Requests" section is currently selected. Below the sidebar, there is a "Choose Airline" dropdown menu set to "998 - Utopian Airways". A table displays the void requests for Agent 99, with columns for Agent Code, Agent Name, AWB Number, Allocation Date, and Void/Cancel. The table contains three rows of data. Below the table, there are four buttons: "Accept Void Requests", "Reject Void Request", "Select all", and "Unselect all". The "Accept Void Requests" and "Reject Void Request" buttons are highlighted with a red box.

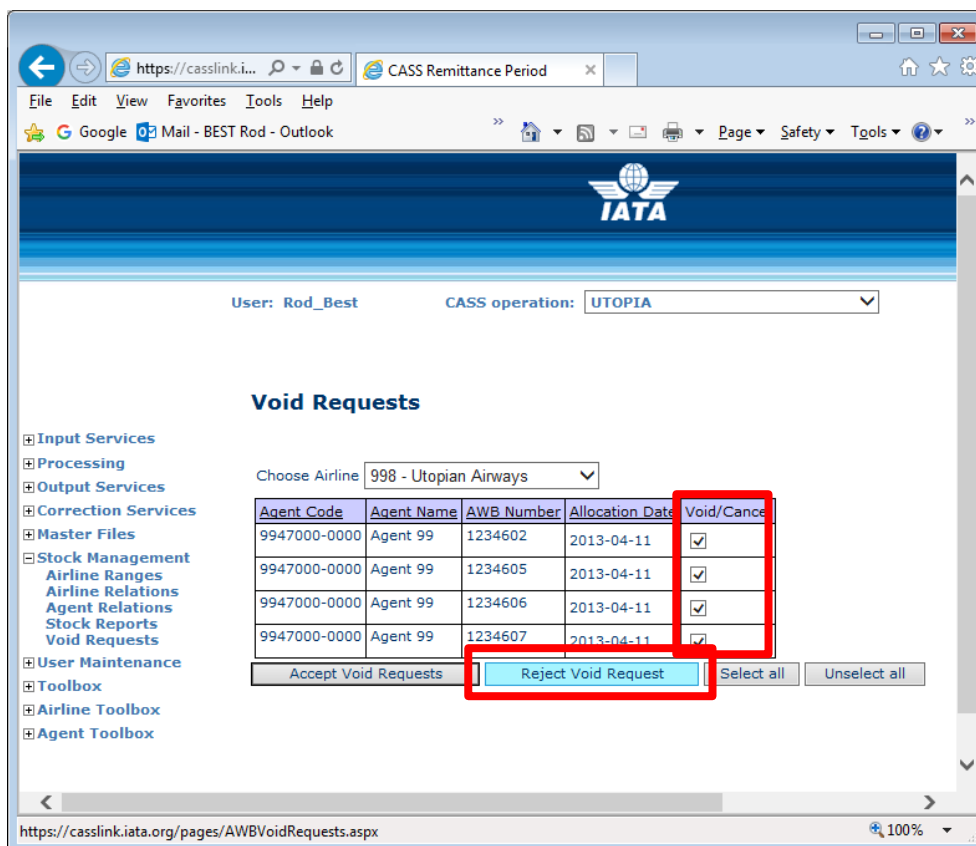
Agent Code	Agent Name	AWB Number	Allocation Date	Void/Cancel
9947000-0000	Agent 99	1234605	2013-04-11	<input checked="" type="checkbox"/>
9947000-0000	Agent 99	1234607	2013-04-11	<input checked="" type="checkbox"/>
9947000-0000	Agent 99	1234606	2013-04-11	<input checked="" type="checkbox"/>

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.



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.



Browser window: <https://casslink.i...> Agent Stock Allocation Det...

File Edit View Favorites Tools Help

Google Mail - BEST Rod - Outlook

Input Services
Processing
Output Services
Correction Services
Master Files
Stock Management
User Maintenance
Toolbox
Airline Toolbox
Agent Toolbox

Airline: 998 - Utopian Airways
Agent: 9947000 - 0000 HQ Agent 99

Issue Date	From	To	Expiry Date	Unused	Closed
2013-04-11 15:47	1234602-5	1234607-3		4	

[Back to allocations](#)

AWB	Status	Used Date	AWB Issue Date	Request Void
1234602-5	Unused			<input type="checkbox"/>
1234603-6	Cancelled	2013-04-12		<input type="checkbox"/>
1234604-0	Cancelled	2013-04-12		<input type="checkbox"/>
1234605-1	Unused			<input type="checkbox"/>
1234606-2	Unused			<input type="checkbox"/>
1234607-3	Unused			<input type="checkbox"/>

XLS PDF Select all Unselect all Submit Void

100%

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

User: Rod_Best CASS operation: UTOPIA Sign out | Home | Help

Airline Stock Relations

Airline: 998-Utopian Airways Agent search: Search

☐ Active Only

Results:

Agent	Name	Max Unused	Std Allocation	Unused	
9847000-0005 HQ	Agent 1	20	20	0	Details Edit
9847001-0004 HQ	Agent 2	20	20	0	Details Edit
9847002-0003 HQ	Agent 3	0	0	0	Details Edit
9847122-0013 HQ	John Smith Freight Forwarding Ltd	50	30	30	Details Edit
9947000-0000 HQ	Agent 99	10	6	6	Details Edit

1

[XLS](#) [PDF](#)

- Select Details for the desired Range

User: Rod_Best CASS operation: UTOPIA Sign out | Home

Airline Stock Allocation Overview

Airline: 998 - Utopian Airways
Agent: 9947000 - 0000 HQ Agent 99
[Back to relations](#)

☒ Show only open allocations

Showing page 1 of 1

Issue Date	From	To	Expiry Date	Unused	Closed	
2013-04-12 15:09	1234608-4	1234617-6		10		Details Cancel Allocation
2013-04-11 15:47	1234602-5	1234607-3		6		Details Cancel Allocation

1

[XLS](#) [PDF](#)

- View the AWB numbers allocated to the agent.
- Select Cancel/ Accept Void

Airline Stock Allocation Details

Airline: 998 - Utopian Airlines
 Agent: 9847000 - 0005 HQ Agent 86

Issue Date	From	To	Expiry Date	Unused	Closed
2012-06-04 17:06	1234610-6	1234634-2		19	

[Back to allocations](#)

AWB	Status	Used Date	AWB Issue Date	
1234610-6	Cancelled	2013-04-15		<input type="checkbox"/>
1234611-0	Cancelled	2013-04-15		<input type="checkbox"/>
1234612-1	Cancelled	2013-04-15		<input type="checkbox"/>
1234613-2	Cancelled	2013-04-15		<input type="checkbox"/>
1234614-3	Cancelled	2013-04-15		<input type="checkbox"/>
1234615-4	Cancelled	2013-04-15		<input type="checkbox"/>
1234616-5	Unused			<input checked="" type="checkbox"/>
1234617-6	Unused			<input checked="" type="checkbox"/>
1234618-0	Unused			<input checked="" type="checkbox"/>
1234619-1	Unused			<input checked="" type="checkbox"/>
1234620-2	Unused			<input checked="" type="checkbox"/>
1234621-3	Unused			<input checked="" type="checkbox"/>
1234622-4	Unused			<input checked="" type="checkbox"/>
1234623-5	Unused			<input checked="" type="checkbox"/>
1234624-6	Unused			<input checked="" type="checkbox"/>
1234625-0	Unused			<input checked="" type="checkbox"/>
1234626-1	Unused			<input checked="" type="checkbox"/>
1234627-2	Unused			<input checked="" type="checkbox"/>
1234628-3	Unused			<input checked="" type="checkbox"/>
1234629-4	Unused			<input checked="" type="checkbox"/>
1234630-5	Unused			<input checked="" type="checkbox"/>
1234631-6	Unused			<input checked="" type="checkbox"/>
1234632-0	Unused			<input checked="" type="checkbox"/>
1234633-1	Unused			<input checked="" type="checkbox"/>
1234634-2	Unused			<input checked="" type="checkbox"/>

1

[XLS](#)
[PDF](#)
[Select all](#)
[Unselect all](#)
[Cancel/Accept Void](#)

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.

The screenshot shows the 'Stock Reports' page of the IATA CASS System. The browser window is titled 'Stock Reports - Iata CASS System - Microsoft Internet Explorer'. The address bar shows 'https://casslink-test.iata.org/pages/StockReports.aspx'. The page header includes the IATA logo and navigation links: 'Sign out | Home | Help'. The user is logged in as 'User: Rod_Best' and the 'CASS operation' is set to 'ITALY'. On the left, a sidebar menu lists various services, with 'Stock Reports' highlighted. The main content area is titled 'Stock Reports' and contains three report sections: 'Allocation Report', 'Status Report', and 'Invoice Report'. Each section has a 'Choose Airline' dropdown menu (all set to 'Select Airline'), date range fields (all set to 'From: 2007-01-01' and 'To: 2007-12-31'), and buttons for 'Excel' and 'PDF' exports. The 'Status Report' section also includes an 'Unused Only' checkbox. The bottom of the browser window shows a 'Local intranet' security warning.

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.

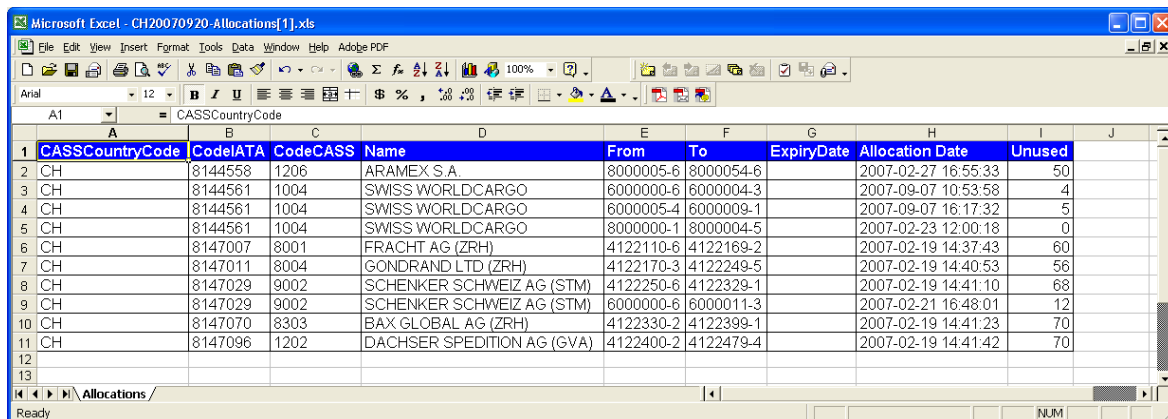
PDF reports do not have a line limitation.

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.

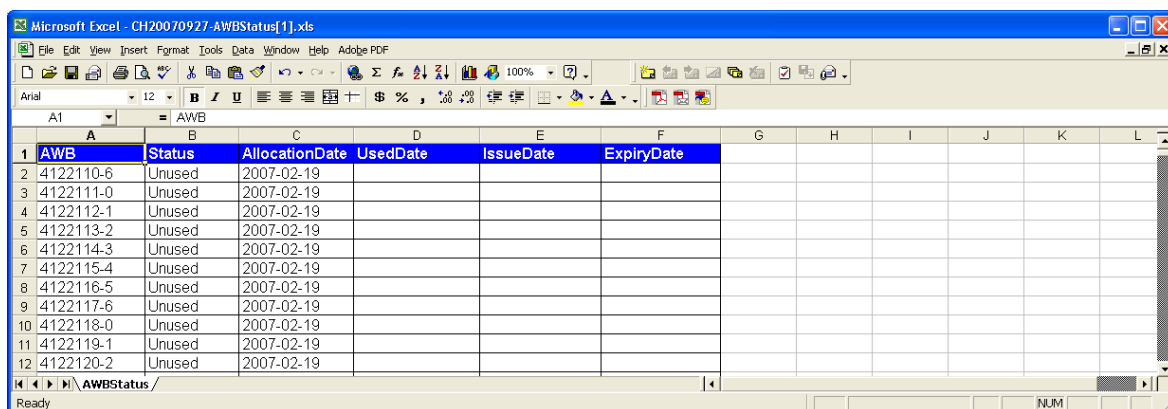


	A	B	C	D	E	F	G	H	I	J
1	CASSCountryCode	CodeIATA	CodeCASS	Name	From	To	ExpiryDate	Allocation Date	Unused	
2	CH	8144558	1206	ARAMEX S.A.	8000005-6	8000054-6	2007-02-27 16:55:33		50	
3	CH	8144561	1004	SWISS WORLD CARGO	6000000-6	6000004-3	2007-09-07 10:53:58		4	
4	CH	8144561	1004	SWISS WORLD CARGO	6000005-4	6000009-1	2007-09-07 16:17:32		5	
5	CH	8144561	1004	SWISS WORLD CARGO	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	CH	8147070	8303	BAX GLOBAL AG (ZRH)	4122330-2	4122399-1	2007-02-19 14:41:23		70	
11	CH	8147096	1202	DACHSER SPEDITION AG (GVA)	4122400-2	4122479-4	2007-02-19 14:41:42		70	
12										
13										

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.



	A	B	C	D	E	F	G	H	I	J	K	L
1	AWB	Status	AllocationDate	UsedDate	IssueDate	ExpiryDate						
2	4122110-6	Unused	2007-02-19									
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									
11	4122119-1	Unused	2007-02-19									
12	4122120-2	Unused	2007-02-19									

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.

Microsoft Excel - CH20070920-Invoices[1].xls

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CASSCountryCode	Airline	Allocations										
2	CH	006	2										
3	CH	229	2										
4	CH	555	4										
5	CH	618	10										
6													

Ready

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.

...

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 *CASSLink*. 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.

...

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 *CASSLink* AWB Management system utilise "Report on Demand" technology allowing the carrier and agents to access the latest status of allocations and usage.

...

Q: Can a user get access just to the AWB Stock Management System?

A: Yes, a *CASSLink* 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.