



# ***CASSLink* Import User Manual**

## **Recipients**

Version 1.2

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# 1. Getting Started

## 1.1 What is CASSLink

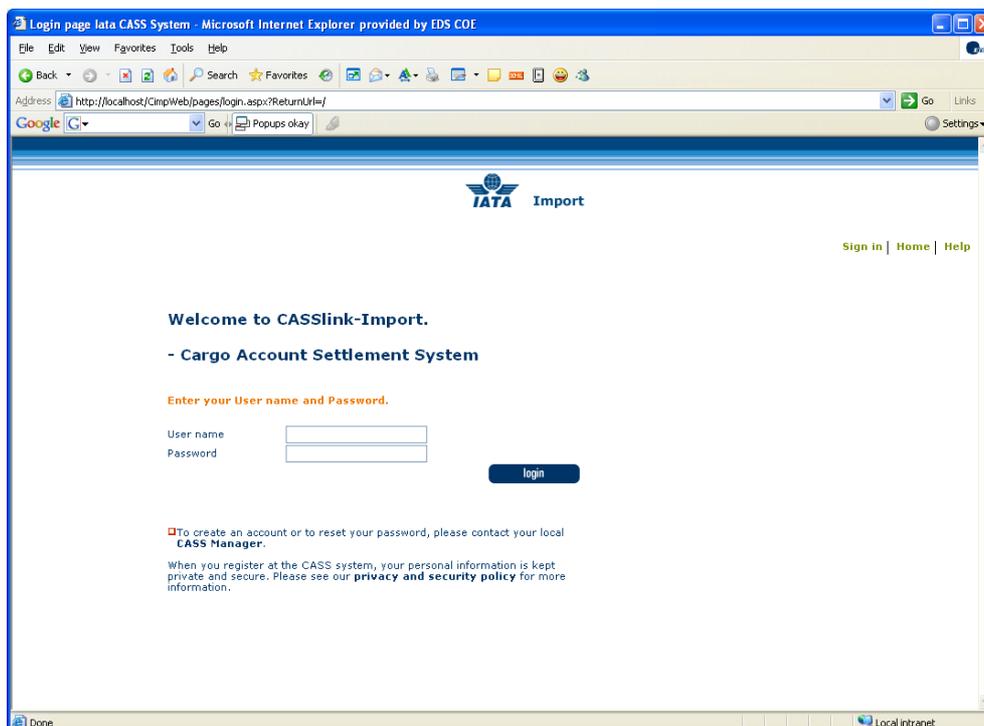
CASSLink is IATA's global processing system for processing of Delivering Companies documents – Air Waybills (IBI – Import Billing Advice) and correction documents (IAM – Import Adjustment Memo) to Recipients. It uses global standard in accepting electronic documents for processing and standard output 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 CASS Manager will allocate Usernames and Passwords to all Recipients . 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 Recipient code eg GB\_111111111.

Remember that both the Username and Password, usually contains UPPER and lower case alpha and numeric characters.

It is recommended that the initial login, all Users should go to User Maintenance and change their password. (See Section 3.1 of this document for more details).

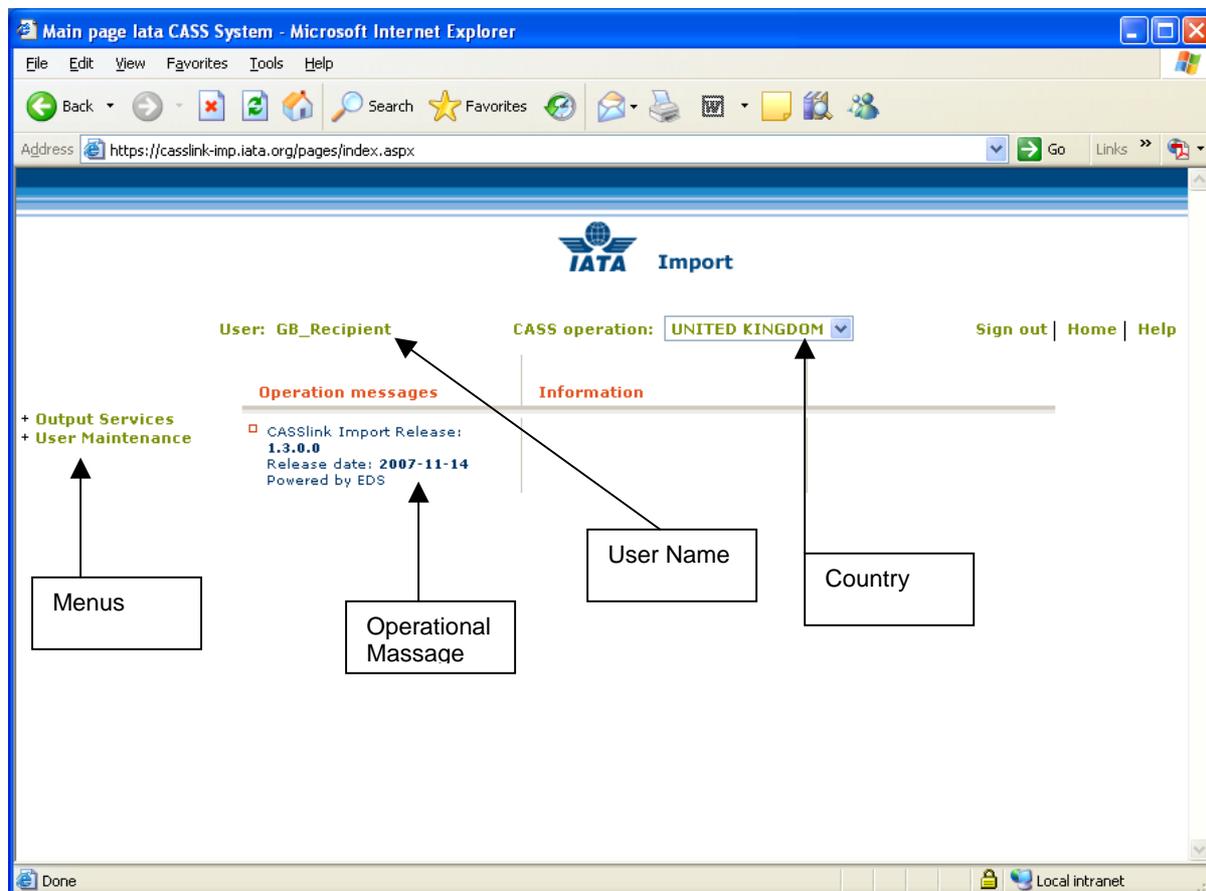
If you have not received a Username or Password, contact the CASS Manager and ask for these to be allocated to you. Similarly, contact the CASS Manager if you have forgotten your Username or Password, or you have been locked-out of CASSLink because the Username or Password has been entered incorrectly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

The Username allows the Recipient to:

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

Your CASS Manager can also create additional Usernames for Recipient 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.

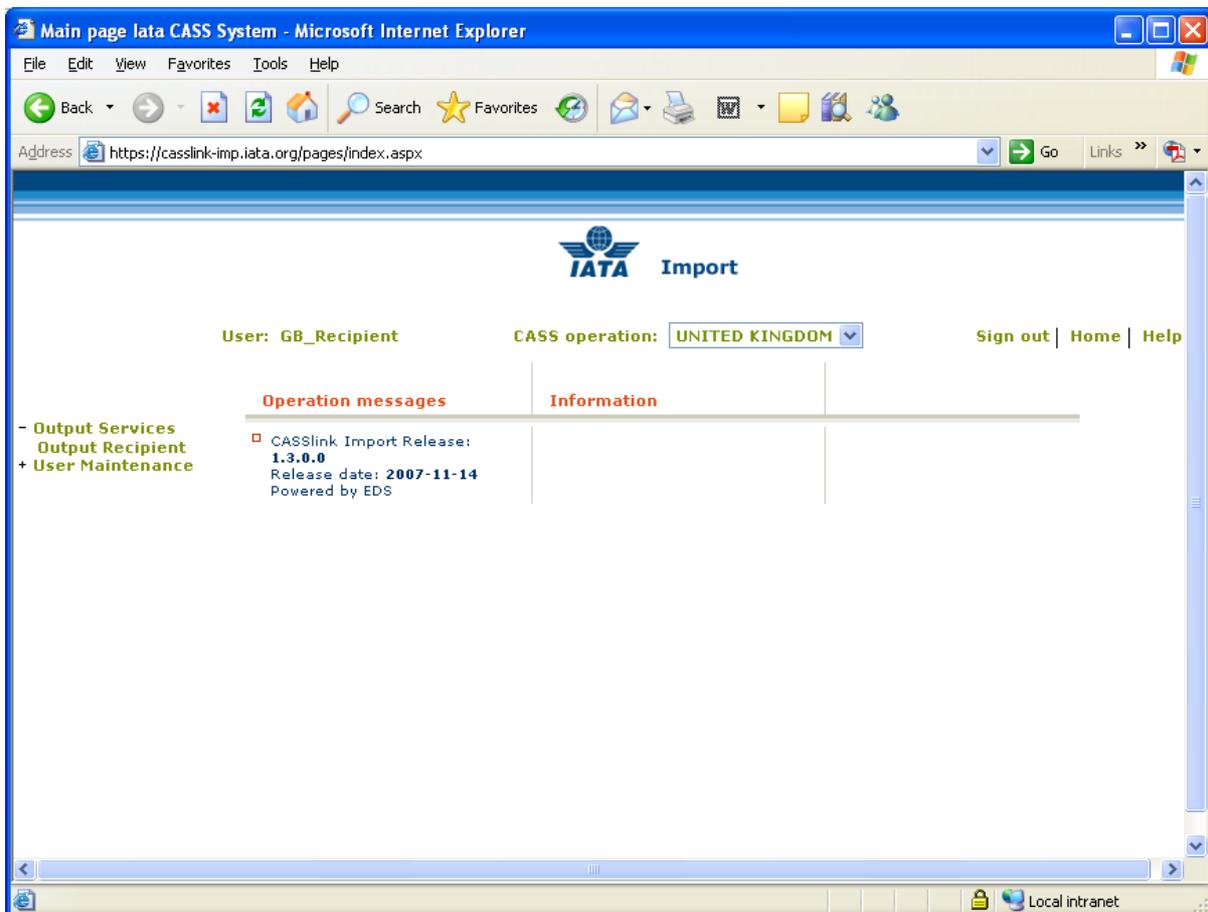
## 1.5 CASSLink Menu

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

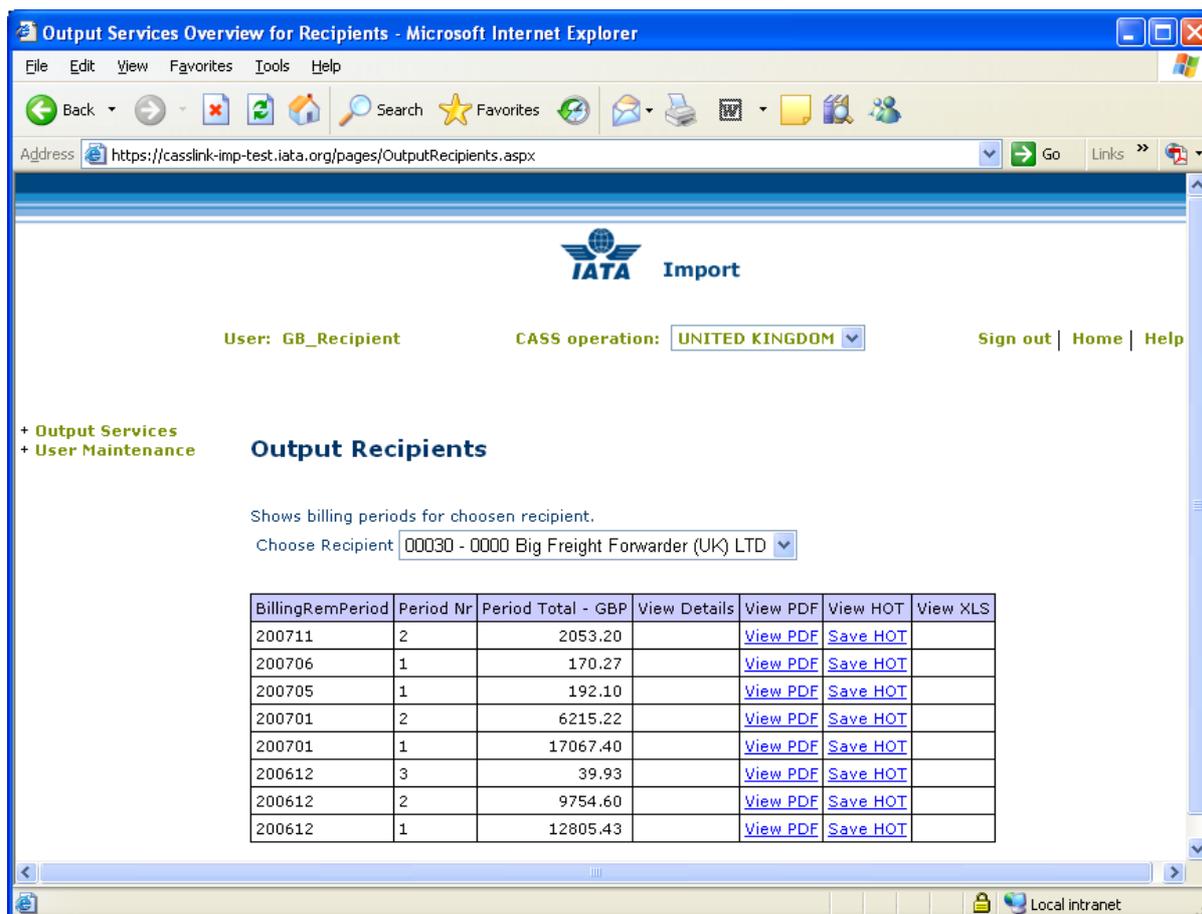
- Output Services
- User Maintenance

## 2. Output Services

Output Services contains a sub-menu for Recipient – Output Recipient



## 2.1 Output Recipient



**Output Recipients**

Shows billing periods for chosen recipient.

Choose Recipient: 00030 - 0000 Big Freight Forwarder (UK) LTD

BillingRemPeriod	Period Nr	Period Total - GBP	View Details	View PDF	View HOT	View XLS
200711	2	2053.20		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	
200706	1	170.27		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	
200705	1	192.10		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	
200701	2	6215.22		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	
200701	1	17067.40		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	
200612	3	39.93		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	
200612	2	9754.60		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	
200612	1	12805.43		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	

The Output Recipient screen contains the following information:

- **CASS Operation** = Select the country required. Only used where the Recipient is linked to operations in other CASS/CASSLink countries.
- **Choose Recipient** = Will list your Recipient 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 “C”.
- **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 Recipients 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. Recipient'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** = Recipient HOT (Hand-off-Tape) in a text format. Winzip is required to open these reports.
- **View XLS** = Recipient Spreadsheet Report (Microsoft Excel format).

All Recipient output reports produced are available in Output Recipient'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, Recipient's can view the projected amount to invoice to Agents, before the CASSLink reports are produced. Details can be viewed after a Recipient 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 Recipients.

Each CASSLink operation will have different timetable deadlines for the Recipient 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.

## 2.2 Output Reports

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

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

### 2.2.1 PDF Report

The PDF Report is the standard output report to all Recipients.

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 Recipients at the end of Billing Report Production. The Recipient 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 Recipient 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.



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

REMARKS:

11.69 x 8.26 in 4 of 12

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

11.69 x 8.26 in 8 of 12

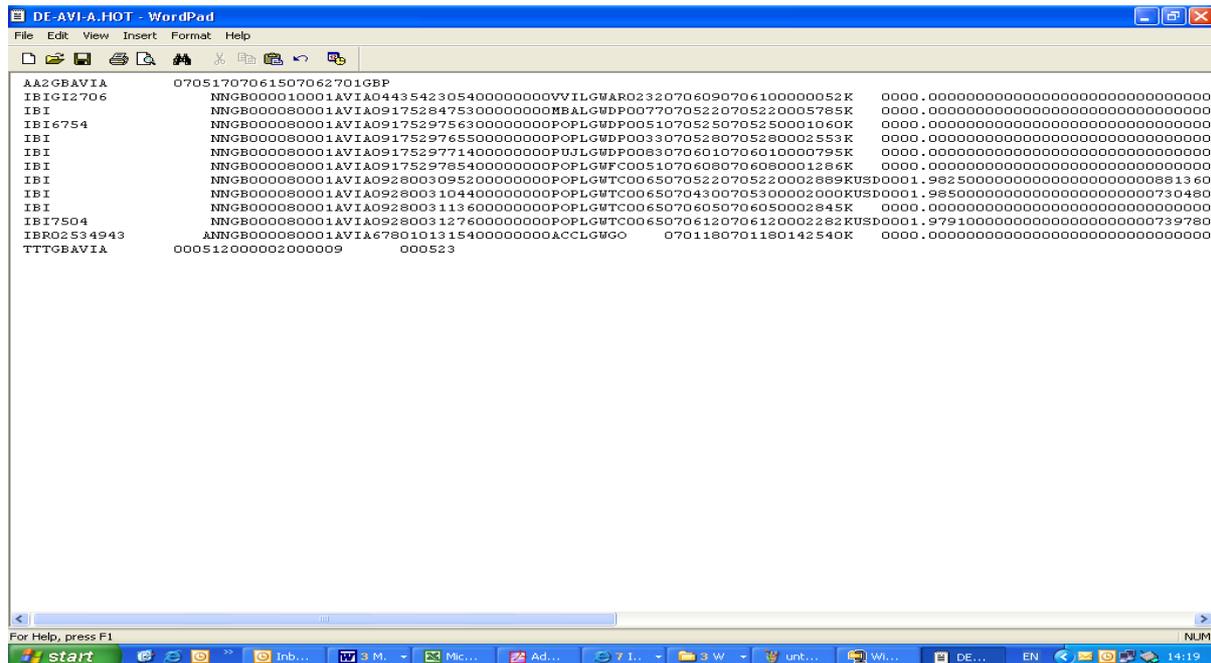
### 2.2.2 HOT File

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.

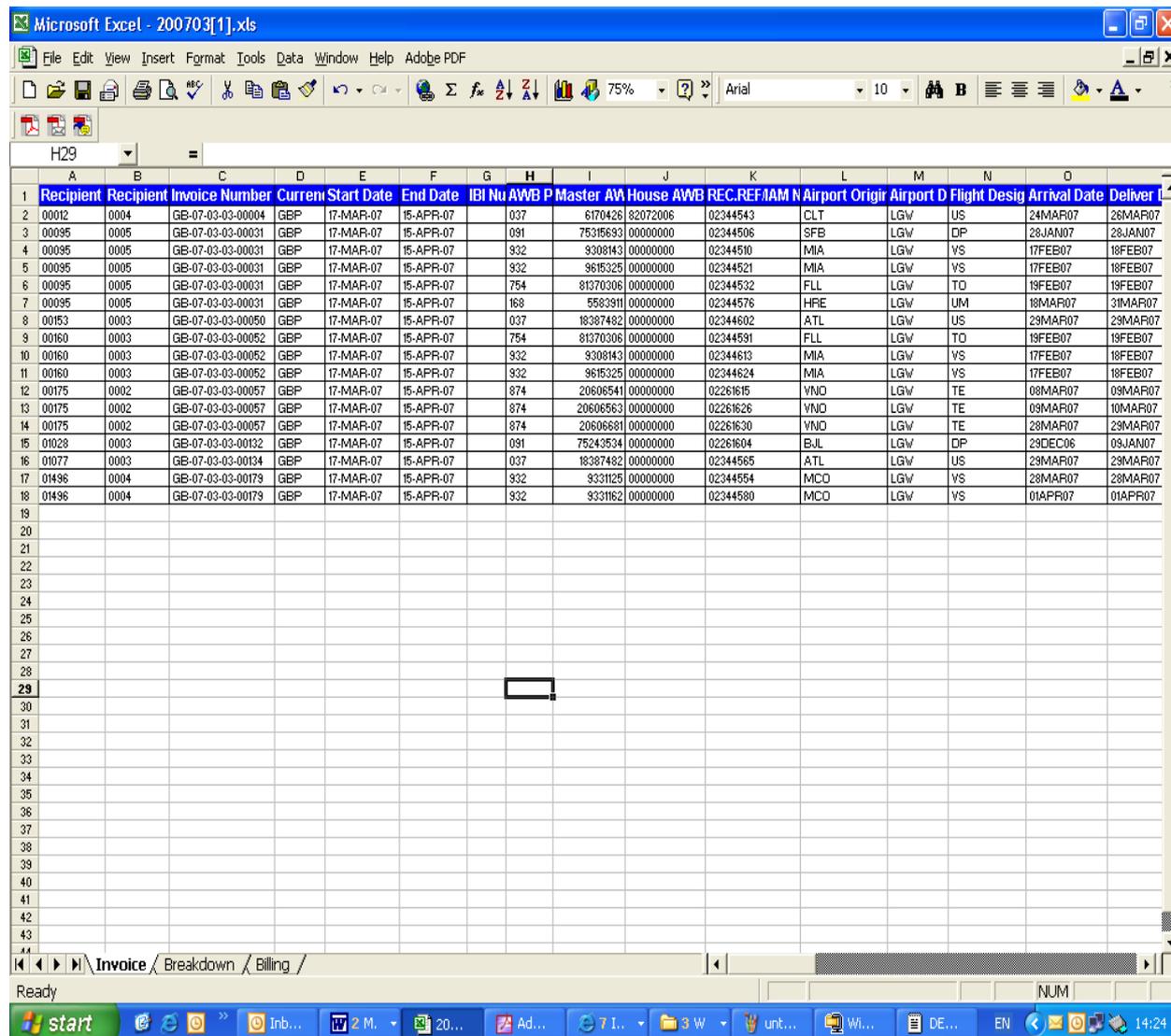
The resulting HOT file output contains a string of data as below:



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).

### 2.2.3 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	L	M	N	O			
	Recipient	Recipient	Invoice Number	Current	Start Date	End Date	IBI No	AWB P	Master	AW House	AWB REC	REF	IAM N	Airport Origir	Airport D	Flight Desig	Arrival Date	Deliver
1	00012	0004	GE-07-03-03-00004	GBP	17-MAR-07	15-APR-07	037	6170426	82072006	02344543		CLT	LGW	US	24MAR07	26MAR07		
2	00095	0005	GE-07-03-03-00031	GBP	17-MAR-07	15-APR-07	091	75315693	00000000	02344506		SFB	LGW	DP	28JAN07	28JAN07		
3	00095	0005	GE-07-03-03-00031	GBP	17-MAR-07	15-APR-07	932	9308143	00000000	02344510		MIA	LGW	VS	17FEB07	18FEB07		
4	00095	0005	GE-07-03-03-00031	GBP	17-MAR-07	15-APR-07	932	9615325	00000000	02344521		MIA	LGW	VS	17FEB07	18FEB07		
5	00095	0005	GE-07-03-03-00031	GBP	17-MAR-07	15-APR-07	754	81370306	00000000	02344532		FLL	LGW	TO	19FEB07	19FEB07		
6	00095	0005	GE-07-03-03-00031	GBP	17-MAR-07	15-APR-07	168	5583911	00000000	02344576		HRE	LGW	UM	18MAR07	31MAR07		
7	00153	0003	GE-07-03-03-00050	GBP	17-MAR-07	15-APR-07	037	18387482	00000000	02344602		ATL	LGW	US	29MAR07	29MAR07		
8	00160	0003	GE-07-03-03-00052	GBP	17-MAR-07	15-APR-07	754	81370306	00000000	02344591		FLL	LGW	TO	19FEB07	19FEB07		
9	00160	0003	GE-07-03-03-00052	GBP	17-MAR-07	15-APR-07	932	9308143	00000000	02344613		MIA	LGW	VS	17FEB07	18FEB07		
10	00160	0003	GE-07-03-03-00052	GBP	17-MAR-07	15-APR-07	932	9615325	00000000	02344624		MIA	LGW	VS	17FEB07	18FEB07		
11	00175	0002	GE-07-03-03-00057	GBP	17-MAR-07	15-APR-07	874	20606541	00000000	02261615		VNO	LGW	TE	09MAR07	09MAR07		
12	00175	0002	GE-07-03-03-00057	GBP	17-MAR-07	15-APR-07	874	20606563	00000000	02261626		VNO	LGW	TE	09MAR07	10MAR07		
13	00175	0002	GE-07-03-03-00057	GBP	17-MAR-07	15-APR-07	874	20606681	00000000	02261630		VNO	LGW	TE	28MAR07	29MAR07		
14	00175	0002	GE-07-03-03-00057	GBP	17-MAR-07	15-APR-07	874	20606681	00000000	02261630		VNO	LGW	TE	28MAR07	29MAR07		
15	01028	0003	GE-07-03-03-00132	GBP	17-MAR-07	15-APR-07	091	75243534	00000000	02261604		BUL	LGW	DP	29DEC06	09JAN07		
16	01077	0003	GE-07-03-03-00134	GBP	17-MAR-07	15-APR-07	037	18387482	00000000	02344565		ATL	LGW	US	29MAR07	29MAR07		
17	01496	0004	GE-07-03-03-00179	GBP	17-MAR-07	15-APR-07	932	9331125	00000000	02344554		MCO	LGW	VS	28MAR07	28MAR07		
18	01496	0004	GE-07-03-03-00179	GBP	17-MAR-07	15-APR-07	932	9331162	00000000	02344580		MCO	LGW	VS	01APR07	01APR07		

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.

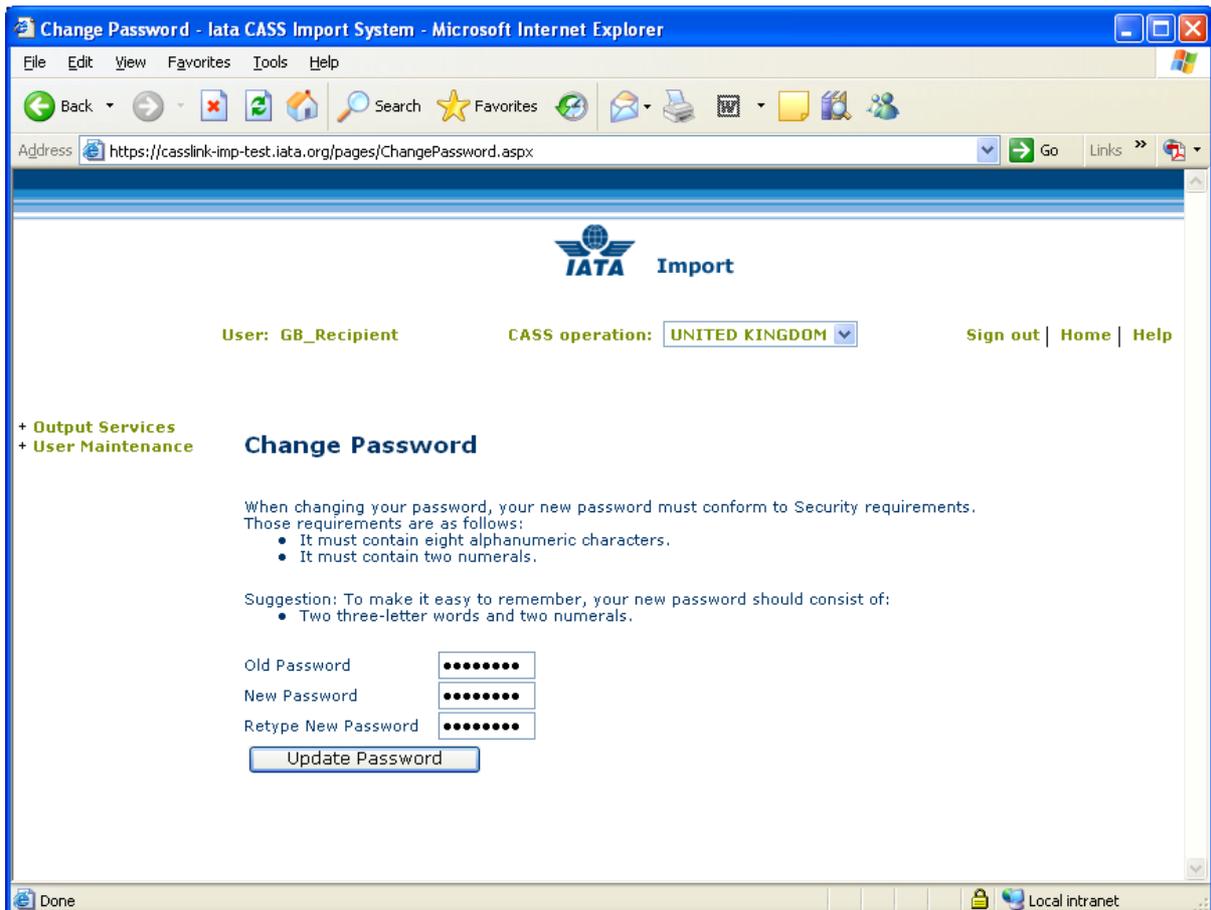
## 3. User Maintenance

### 3.1 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.

