Contents

What is ONE Source .................................................................................................................. 3
  Account & Station Definition ................................................................................................. 3
  Company Types ..................................................................................................................... 4
  User Types ............................................................................................................................ 6
    Station Manager .................................................................................................................. 6
    Company Administrators .................................................................................................... 6

ONE Source Registration ....................................................................................................... 7
  In case you do have an IATA Customer Portal Account ....................................................... 7
  In case you don’t have an IATA Customer Portal account ..................................................... 7
  Create a new user .................................................................................................................. 8
  Complete your profile .......................................................................................................... 11
  Request access to ONE Source ............................................................................................ 19

ONE Source User Area Home ................................................................................................ 21
  Dashboard and Menu ........................................................................................................... 21
  Station Overview .................................................................................................................. 22
  Side Menu ............................................................................................................................ 22

Alerts and Events ................................................................................................................... 24

Your Requests ....................................................................................................................... 24

Station management .............................................................................................................. 25
  Create a New Station .......................................................................................................... 25
    If the new station is at your account’s address .................................................................... 25
    The new station is not at your account’s address ............................................................... 30
  Become a Station Manager ................................................................................................. 34
  Become a Company Admin ................................................................................................. 35

Audits and Certifications ....................................................................................................... 36
  Schedule Audits .................................................................................................................. 36
  Audit Requests ..................................................................................................................... 36
  Validation History ............................................................................................................... 36

IATA Air Cargo Device Assessment ....................................................................................... 37

Device Management Section for Solution Providers ............................................................ 37
  Complete Solution Provider profile ..................................................................................... 37
  Create a Station for Solution Provider ................................................................................. 37
  Registered Devices sub section ............................................................................................. 38
    Register a new device ....................................................................................................... 38
    Edit registered device ...................................................................................................... 39
    Remove registered device ............................................................................................... 39
  Registered devices table ....................................................................................................... 39

Requests & Approvals subsection ....................................................................................... 40
  Request IATA Air Cargo Device Assessment ..................................................................... 40
  Request IATA Air Cargo Device Assessment + Airline Approvals ...................................... 42
Compiling the Remote Validation Questionnaire (RVQ) ................................................................. 43
Request new Acknowledgement of existing approval ................................................................. 45
Device Approval Management Section for Airlines ................................................................... 46
Permission settings .................................................................................................................... 46
Requests ..................................................................................................................................... 47
Airline Approvals following IATA Air Cargo Device Assessment ............................................... 47
Acknowledgement of existing approval .................................................................................... 48
Approved Devices .................................................................................................................... 48
Remote Validations .................................................................................................................. 49
Purchase Remote Validation .................................................................................................... 49
Open Remote Validations ......................................................................................................... 49
Remote Validation History ....................................................................................................... 50
ONE Source Public Area ......................................................................................................... 51
What is ONE Source

ONE Source is IATA’s free industry platform for validated aviation capability and infrastructure information. It enables different service providers across the transportation chain to list their company profiles and highlight their IATA certifications and validated capability & infrastructure information such as temperature-controlled rooms, ground service equipment and environmental/sustainability information.

The platform only lists information verified through the different IATA Validation Programs such as CEIV and ISAGO. This guarantees that all the data is accurate, creating transparency and visibility for the available service offerings anywhere on the globe and enables objective comparisons between capabilities.

ONE Source is publicly accessible to search for qualified service providers without the need to sign up and aviation service providers can list their station profiles for free.

ONE Source not only displays but also manages IATA Certifications, making the platform the only place to display real time information about which companies are currently certified.

Further, ONE Source allows station managers to keep track of their existing IATA Certifications by providing automatic notifications and reminders for upcoming expirations, and convenient booking of new or re-certification audits.

Account & Station Definition

Before going into how to create new accounts and stations, let’s look at the IATA definition of those two different elements.

Accounts

Every physical location of a company will be represented as an individual account. This means that a company account is linked to a unique address.

- For example, Lufthansa Headquarters is an individual account associated with the address Frankfurt Hahn Airport.

However, a company may have many accounts, one for each unique location.

- In this same example, Lufthansa Munich is a separate account with the address Munich Airport. If Lufthansa were active in 1000 locations worldwide, they would have 1000 unique accounts for each of those physical addresses.

Stations

Under an account and in the same location, a company may have several stations depending on the services they offer.

- For example, in Frankfurt Hahn Airport, Lufthansa may have a cargo handling facility, ramp handling operations, and airline operations. Those would be different stations under the Lufthansa Headquarters account as long as they are located in the same address.
Company Types

There are seven different ONE Source station profile types:

- Airline
- Airport Operator
- Cargo Handling Facility
- Freight Forwarder
- Ramp Handler
- Trucker
- Solution Provider

The possible ONE Source Station Profiles that an account can have are defined by its sector and category, as explained in the below table. When creating a new account, you will need to determine the appropriate sector and category with regards to the station profiles you want to create.
<table>
<thead>
<tr>
<th>ONE Source Station Profiles</th>
<th>Sector</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airline</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Airline</td>
<td>Cargo only ▪ Passenger and Cargo ▪ Passenger only</td>
<td></td>
</tr>
<tr>
<td><strong>Cargo Handling Facility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Airline</td>
<td>Cargo only ▪ Passenger and Cargo ▪ Passenger only</td>
<td></td>
</tr>
<tr>
<td>▪ Airline Supplier</td>
<td>Ground Service Provider ▪ System Solutions Provider</td>
<td></td>
</tr>
<tr>
<td>▪ Airport</td>
<td>Airport Operator ▪ Airport Authority</td>
<td></td>
</tr>
<tr>
<td><strong>Ramp Handler</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Airline</td>
<td>Cargo only ▪ Passenger and Cargo ▪ Passenger only</td>
<td></td>
</tr>
<tr>
<td>▪ Airline Supplier</td>
<td>Ground Service Provider ▪ System Solutions Provider</td>
<td></td>
</tr>
<tr>
<td>▪ Airport</td>
<td>Airport Operator ▪ Airport Authority</td>
<td></td>
</tr>
<tr>
<td><strong>Freight Forwarder</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Freight Forwarder</td>
<td>Any category</td>
<td></td>
</tr>
<tr>
<td>▪ Non-Airline Transportation</td>
<td>Truck Line ▪ Other</td>
<td></td>
</tr>
<tr>
<td><strong>Trucker</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Freight Forwarder</td>
<td>Any category</td>
<td></td>
</tr>
<tr>
<td>▪ Non-Airline Transportation</td>
<td>Truck Line ▪ Other</td>
<td></td>
</tr>
<tr>
<td><strong>Solution Provider</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Airline Supplier</td>
<td>Consultancy Firm ▪ Global Distribution System ▪ MRO - Maintenance Repair Overhaul ▪ System Solution Provider ▪ Other</td>
<td></td>
</tr>
<tr>
<td>▪ Aviation Equipment Manufacturer</td>
<td>Engine Manufacturer ▪ Large Component OEM ▪ Other</td>
<td></td>
</tr>
<tr>
<td>▪ Financial Institution</td>
<td>Payment Provider</td>
<td></td>
</tr>
<tr>
<td>▪ General Sales Agent</td>
<td>GSA General Sales Agent ▪ GSSA Cargo</td>
<td></td>
</tr>
<tr>
<td>▪ Other</td>
<td>Pharmaceutical Industry ▪ Manufacturing Industry ▪ Food Industry ▪ Retail Industry ▪ Any category</td>
<td></td>
</tr>
<tr>
<td><strong>Airport</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Airport</td>
<td>Airport Operator ▪ Airport Authority</td>
<td></td>
</tr>
</tbody>
</table>
User Types

There are two kinds of user in ONE Source:

Station Manager
Station managers are the basic users of the ONE Source. This role is not publicly displayed and only grants you the rights to receive station related updates, notifications and reminders.

Station managers can:

▪ Manage their ONE Source Station Profiles
▪ Book new Audits or Remote Validations
▪ Approve new Station Managers for their stations they already manage

Company Administrators
The Company Admin is the company’s superuser in ONE Source. They control who within their company may associate themselves with stations or create stations related to their company. They may approve requests from External Users to become dedicated Company Administrators or Station Managers.

Company Administrators can manage all Stations belonging to different accounts in their Operational Hierarchy.

Tracking Device Approval Managers
Tracking Device Approval Manager is a specific role for airlines. The Tracking Device Approval Managers have the right to confirm/manage Acknowledgement of existing approvals and if Device Approval Review function is selected, to approve devices for their airline.
ONE Source Registration

Visit [http://onesource.iata.org](http://onesource.iata.org) to begin your registration process. Click in **JOIN** and a pop-up with the instructions will open. You will be asked to choose to continue to registration or to log in if you already have an account. In both cases, you will be redirected to the IATA Customer Portal website.

Create your ONE Source profile in 5 steps

1. **Download the User Guide and follow the steps to set up your profiles**
   
   Click here to download

2. **Are you already registered in the IATA Customer Portal?**
   
   Follow the links at the bottom to log in or register.

3. **Is your IATA Customer Portal profile linked to your company’s account?**
   
   Once you are registered, you will be prompted to complete your profile and connect it to an existing company account. If your company doesn’t have an account yet (in general or for a specific address), you can request its creation during the process.

4. **Request access to the ONE Source Application!**
   
   You can find the ONE Source app using the Customer Portal search bar. Simply click on “Request Service” to add the application to your Favorite Services. You can now access the ONE Source Private Area by clicking on “Go to Service”.

5. **Welcome to ONE Source!**
   
   Get started by creating a new station profile or becoming a station manager for existing station profiles.

**CONTINUE TO REGISTRATION**

If you already have a user account, select “I already have an account” and skip to section 2.2.3 of this document to get started.

**In case you do have an IATA Customer Portal Account**

**In case you don’t have an IATA Customer Portal account**

If this is the first time you set up a user account, you will need to follow the steps below to create a new one.
Create a new user

Introduce your email
Use your professional email account
Fill the form and add your company's sector as per the table in section 1.2

User Creation

Complete the basic registration process to join IATA Customer Portal.

Email

Email: mrs@companydomain.com

Model

Model: Mrs.

First Name (Given Names)

First Name: Xena

Last Name (Family Name)

Last Name: Xerxis

Country/Territory (Optional)

Country: Greece

Business Phone (Optional)

Business Phone: +41

Sector

Sector: Airline Supplier

Preferred Language

Preferred Language: English

I have read and agree to the following terms:

Submit
You will receive an email confirmation from the IATA Customer Portal. Confirm your mail address by clicking on the link provided.

Create a password for the IATA Customer Portal
All done! You will now be invited to complete your profile.

Complete your profile

Select the account of your company or create a new one if it doesn’t exist.

Your company may already have an account in IATA, so please fill the Company Account Info form to verify.
Please make sure you choose the correct Sector/Category combination for your business as per the table below. As you see, there are different combinations possible for the same type of Station Profile, you will have to choose the one that suits your company the most.
<table>
<thead>
<tr>
<th>ONE Source Station Profiles</th>
<th>What’s your company’s sector?</th>
<th>What’s the service category?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airline</strong></td>
<td>▪ Airline</td>
<td>▪ Cargo only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Passenger and Cargo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Passenger only</td>
</tr>
<tr>
<td><strong>Cargo Handling Facility</strong></td>
<td>▪ Airline</td>
<td>▪ Cargo only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Passenger and Cargo</td>
</tr>
<tr>
<td></td>
<td>▪ Airline Supplier</td>
<td>▪ Ground Service Provider</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ System Solutions Provider</td>
</tr>
<tr>
<td></td>
<td>▪ Airport</td>
<td>▪ Airport Operator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Airport Authority</td>
</tr>
<tr>
<td><strong>Ramp Handler</strong></td>
<td>▪ Airline</td>
<td>▪ Cargo only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Passenger and Cargo</td>
</tr>
<tr>
<td></td>
<td>▪ Airline Supplier</td>
<td>▪ Ground Service Provider</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ System Solutions Provider</td>
</tr>
<tr>
<td></td>
<td>▪ Airport</td>
<td>▪ Airport Operator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Airport Authority</td>
</tr>
<tr>
<td><strong>Freight Forwarder</strong></td>
<td>▪ Freight Forwarder</td>
<td>▪ Any category</td>
</tr>
<tr>
<td></td>
<td>▪ Non-Airline Transportation</td>
<td>▪ Truck Line</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Other</td>
</tr>
<tr>
<td><strong>Trucker</strong></td>
<td>▪ Freight Forwarder</td>
<td>▪ Any category</td>
</tr>
<tr>
<td></td>
<td>▪ Non-Airline Transportation</td>
<td>▪ Truck Line</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Other</td>
</tr>
<tr>
<td><strong>Solution Provider</strong></td>
<td>▪ Airline Supplier</td>
<td>▪ Consultancy Firm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Global Distribution System</td>
</tr>
<tr>
<td></td>
<td>▪ Aviation Equipment Manufacturer</td>
<td>▪ MRO - Maintenance Repair Overhaul</td>
</tr>
<tr>
<td></td>
<td>▪ Financial Institution</td>
<td>▪ Payment Provider</td>
</tr>
<tr>
<td></td>
<td>▪ General Sales Agent</td>
<td>▪ GSA General Sales Agent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ GSSA Cargo</td>
</tr>
<tr>
<td></td>
<td>▪ Other</td>
<td>▪ Pharmaceutical Industry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Manufacturing Industry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Food Industry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Retail Industry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Any category</td>
</tr>
<tr>
<td><strong>Airport</strong></td>
<td>▪ Airport</td>
<td>▪ Airport Operator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Airport Authority</td>
</tr>
</tbody>
</table>
The system will search for accounts meeting your criteria and inform you of the matching accounts already existing. If you don’t find yours, consider revising the spelling of your company name and try different Sector / Category combinations.

If you still cannot find your company for the exact address you are looking for, select “Create New Account” at the bottom of the search page. Otherwise, select your account and click Next Step to continue.

**Your company has an IATA account at your exact address**
Select your account and click Next Step to continue. Skip to section 0 to continue to request access to ONE Source.

**Important**: Make sure you use the company account for the EXACT address where your wish to create your Station Profile. If your company account exists for a different address, please create a new account.

**Your company doesn’t have an IATA account at your exact address**
Select “Create New Account” at the bottom of the search page.
On the **Create New Account** page, fill the form
You will be asked to provide your business address information. You can use the “Find Address” button to ensure it is accurate.

**Important:** Make sure you enter the EXACT address where you wish to create your Station Profile.
Create New Account
Please fill out your company information to access customized services. You can easily create a company account in two steps.

Company Information

- Sector: Airline Supplier
- Category: Ground Service Provider
- Company Name: Odyssey Cargo Handling
- VAT: 
- Website: 

Business Address Information
Please provide the business address of your work location.

- Is this a PO Box address? [Blank]
- Country/Territory: Greece
- State: Attikis
- City: Athens
- Postal Code (Optional): 

Find Address

Please select the correct address. If you can't find the right address from the list, we'll save the one you have entered. Click Next Step to continue.
Add your professional details (job function and title).

Verify that the information introduced is correct and click Submit.

You can now click on Go to Homepage and add the ONE Source application to your user profile.
Request access to ONE Source

In the IATA Customer Portal search bar, look for “ONE Source”.

Select the Service “ONE Source” and click the “Request Service” button:
Note: if you haven’t yet filled your profile, the system will ask you to do it now. Follow the instructions in section 2.2.2.

Confirm you are requesting access:

You will now see that the ONE Source Service shows up among your company’s services in the Customer Portal Home. Click on Go to Service to access the user area.
ONE Source User Area Home

The first time you log in to the platform, you will be asked to accept ONE Source Terms and Conditions.

Dashboard and Menu
Station Overview

Welcome back Xena Xerxis

The station overview provides you with a simplified view of:

- All your company’s stations (All Station)
- The stations you manage (My Stations),
- The station you manage that have been validated by an IATA program (My Validated Stations)
- Validations close to expiration (Expiring Validations)
- Remote Validations close to expiration (Expiring Remote Validations)

Side Menu
The ONE Source Side Menu contains

<table>
<thead>
<tr>
<th>Menu Sections</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alerts and Events</td>
<td>Displays your notifications (i.e., requests accepted, certifications granted)</td>
</tr>
<tr>
<td>Your Requests</td>
<td>Lists your pending requests and their status.</td>
</tr>
<tr>
<td>Station management</td>
<td>Manage your facility stations &amp; permissions</td>
</tr>
<tr>
<td>Create A Station</td>
<td>Create a new station</td>
</tr>
<tr>
<td>Remote Validation</td>
<td></td>
</tr>
<tr>
<td>Become Station Manager</td>
<td>Request station manager permissions</td>
</tr>
<tr>
<td><strong>Become Company Admin</strong></td>
<td>Request company admin permissions</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td><strong>Audits and Certifications</strong></td>
<td>Manage your IATA Audits &amp; Certifications</td>
</tr>
<tr>
<td><strong>Schedule Audits</strong></td>
<td>Request new audits and certifications for the stations you manage</td>
</tr>
<tr>
<td><strong>Audit report and certificate sharing</strong></td>
<td>Allows you to see incoming and outgoing audit document requests</td>
</tr>
<tr>
<td><strong>Audit Requests</strong></td>
<td>See the previously requested audits and their status</td>
</tr>
<tr>
<td><strong>Validation History</strong></td>
<td>Lists all previous certifications achieved by a station</td>
</tr>
<tr>
<td><strong>Device Management</strong></td>
<td>Specific section only visible for Solution Providers</td>
</tr>
<tr>
<td><strong>Registered Devices</strong></td>
<td>Add new devices and see a table with all previously added devices.</td>
</tr>
<tr>
<td><strong>Requests &amp; Approvals</strong></td>
<td>Request new and manage existing Approvals and Acknowledgement Requests.</td>
</tr>
<tr>
<td><strong>Device Approval Management</strong></td>
<td>Specific section only visible for Airlines to manage tracking device approvals and related permission</td>
</tr>
<tr>
<td><strong>Permission Settings</strong></td>
<td>Request/remove Tracking Device Approval Manager role</td>
</tr>
<tr>
<td><strong>Requests</strong></td>
<td>Review and manage requests from device manufacturers for new and existing approvals</td>
</tr>
<tr>
<td><strong>Approved Devices</strong></td>
<td>Review and manage list of devices approved by the airline</td>
</tr>
<tr>
<td><strong>Remote Validations</strong></td>
<td>Manage your IATA Remote Validations</td>
</tr>
<tr>
<td><strong>Purchase Remote Validation</strong></td>
<td>Request and pay for a new Remote Validation</td>
</tr>
<tr>
<td><strong>Open Remote Validations</strong></td>
<td>Access and complete previously requested Remote Validations</td>
</tr>
<tr>
<td><strong>Remote Validation History</strong></td>
<td>Lists all previous Remote Validations achieved by a station</td>
</tr>
<tr>
<td><strong>ONE Source Public Area</strong></td>
<td>Visit the ONE Source platform</td>
</tr>
</tbody>
</table>
Alerts and Events
Displays your notifications (i.e., requests accepted, certifications granted)

Your Requests
Lists your pending requests and their status.
Station management

To create a station, select “Create New Station” under Facility Management

Create a New Station

You will first need to confirm if the new station is in your account’s address.

If the station profile you want to create is located at the displayed address, start the station creation process by clicking on “YES”

If you want to create a station for a different address, select “NO” (continue with section 6.1.2)

If the new station is at your account’s address

Click on Create a new profile for this address:

<table>
<thead>
<tr>
<th>Odyssey Cargo Handling</th>
<th>Account Name</th>
<th>City</th>
<th>Address</th>
<th>Existing Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odyssey Cargo Handling</td>
<td>Athens</td>
<td>Acroku, 1-21, 104 38</td>
<td>Create new profile for this address</td>
<td></td>
</tr>
</tbody>
</table>
Select the Station Type
You will now have the option to select the new station type.

The system will by default only offer you the station types applicable to your account type, as per the table in section 1.2 of this document.

Name the station
The best practice is for station names is: Company / Business Name (Location: Airport Code or City Name if not at an airport)

Examples:
- Lufthansa Cool Center - Frankfurt
- SATS - SIN
- Dnata - AMS
- Etihad Airport Services - DXB)

Fill the Station Details form
Note that the Address field is prepopulated as it must match the account address. However, you can add a Second Address Line to provide additional information.

The system will also offer you the opportunity to correct the exact location on the map by dragging the marker on the map.
You will now select the applicable **cargo commodities** you handle and introduce other parameters (number of employees, facility size, location in airport...) depending on the station type.

Among the required information you need to provide are the customer service email/website and phone number. Please, ensure that those are the actual Customer Service contact details and not the personal contact information of individual employees.

**Note:** The phone number must not include spaces and be in the format +XX123456789 where XX is the country code:

Finally, you will also be able to add the company logo, opening hours, and the **Nearest Airport** (compulsory). The nearest airport must be the airport you are directly located at or if your station is off-airport, the closest airport in your proximity.
Click **Next** to finish the creation process. You will have the chance to review the station profile before finally submitting it for approval.
Once the station is approved, the information you have submitted will be publicly visible on ONE Source. As the requestor of the station, you will gain automatically station manager rights allowing you to edit the station profile once it has been approved.

Once your request is approved, you will get a notification in your User Area dashboard and receive an email.

You can now select your new station in the drop-down menu on top of the station overview to manage the Public Station Profile. You will be able to edit the different sections by clicking the pencil icon. Make sure to review that all the information is accurate and to upload some photos to the Station Gallery by clicking on the + sign.
The new station is **not** at your account’s address

**Choose the country**

If the station you want to create is not at your account’s address you have first to specify the country where it is located.

Choose among the existing accounts or create a new one.

In case there are already existing accounts of your company in the country, the system will display them and allow you to create a new station for it directly.

Should you not find a company account for the **EXACT** address you want to create, you can create a new account by clicking on "**CREATE STATION IN NEW ADDRESS**." You will be informed that you need to create a new account before starting a station.

You can now add your new station's **Legal Name** and other details.
When creating a new account, you can define the Operational Hierarchy under which you want it listed.

You can either choose an existing one or create a new hierarchy. This can be useful if you want to group different company entities by countries or offered services. Operational Hierarchies are displayed on the Station Overview Dashboard in your User Area.

The example below shows that the company has set two hierarchies: **German CHF** and **French CHF**, which group several stations.

**Note:** Each operational hierarchy can have its company admins.
Enter your new account address
Once you have submitted the account creation request you will get a message informing you that the approval process can take up to some days. You will be now prompted to start creating your station for the new account, following the instructions in section 6.1.1.

**Account Creation Process takes several days, please proceed to enter the Station details for the One Source Station Profile.**
Become a Station Manager

In order to being able to edit an existing station you have to obtain manager rights.

Note: you can only become station manager of one station at a time. You will have to repeat this process to add other stations.

Select the station

Click on the Become Station Manager section in the side bar and select the station you wish to become a manager of:

Once confirmed by clicking on the BECOME STATION MANAGER button, the request is sent to existing station managers and company admins for approval.

You will get a notification in your dashboard and an email once your request has been processed.
Become a Company Admin

If your company wants to use a dedicated person manage station manager and station creation requests before they are sent to IATA for approval you can choose to become a Company Admin for the Operational Hierarchies of your company.

Select the Operational Hierarchy

Select the Operational Hierarchy you want to become Company Admin of.

After clicking on the BECOME COMPANY ADMIN button the request is sent to IATA or other existing company admins for approval.

You will get a notification in your dashboard and an email once your request has been processed.
Audits and Certifications

Currently, the following IATA certifications can be booked and renewed through ONE Source:

- **CEIV Pharma**
- **CEIV Live Animals**
- **CEIV Fresh**
- **Smart Facility Operational Capacity**

Schedule Audits

This option will allow you to request new audits and certifications for the stations you manage. Just select the station you want to audit, and the validation programs you want to achieve or renew.

Audit Requests

You will see the previously requested audits and their status.

Validation History

This section lists all previous certifications achieved by station.
IATA Air Cargo Device Assessment

IATA has launched a new IATA validation program to speed up and streamline device manufacturer approval processes of cargo tracking devices with Airlines. The IATA Air Cargo Device Assessment is an assessment performed by an independent validator which consists of the validation of the manufacturer’s documentation (including battery and electromagnetic interference to confirm that the documentation submitted complies with the IATA Recommended Practice 1693 Device approval for air cargo. This certificate provides the device manufacturers an independent and trustworthy assessment of the device documentation. This certificate is a pre-requisite to seek airline approval through the system. It does not substitute airline approval for device use on board.

ONE Source provides several functionalities connected to cargo tracking device management for both solution providers and airlines to manage device approvals via the platform.

Device Management Section for Solution Providers

The device management section is only available to companies that have created a Solution Provider profile with “Tracking Devices” selected under solutions.

Create Solution Provider Account

Please refer to the Complete your profile section (page 7) for details. Below you can see which Sector and Category combinations are eligible to create Solution Provider profiles.

<table>
<thead>
<tr>
<th>ONE Source Station Profile</th>
<th>Sector</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solution Provider</td>
<td>▪ Airline Supplier</td>
<td>▪ Consultancy Firm</td>
</tr>
<tr>
<td></td>
<td>▪ Aviation Equipment Manufacturer</td>
<td>▪ Global Distribution System</td>
</tr>
<tr>
<td></td>
<td>▪ Financial Institution</td>
<td>▪ MRO – Maintenance Repair Overhaul</td>
</tr>
<tr>
<td></td>
<td>▪ General Sales Agent</td>
<td>▪ System Solution Provider</td>
</tr>
<tr>
<td></td>
<td>▪ Other</td>
<td>▪ Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Engine Manufacturer</td>
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<tr>
<td></td>
<td></td>
<td>▪ Large Component OEM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Other</td>
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<tr>
<td></td>
<td></td>
<td>▪ Payment Provider</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ GSA General Sales Agent</td>
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<tr>
<td></td>
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<td>▪ GSSA Cargo</td>
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<tr>
<td></td>
<td></td>
<td>▪ Pharmaceutical Industry</td>
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<td></td>
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<td>▪ Manufacturing Industry</td>
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<td></td>
<td></td>
<td>▪ Food Industry</td>
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<tr>
<td></td>
<td></td>
<td>▪ Retail Industry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Any category</td>
</tr>
</tbody>
</table>

Create a Station for Solution Provider

Please refer to Create a new Station section (page 25). When creating or editing a Solution Provider profile, ensure you tick “Tracking Devices” under solutions to enable cargo device management functionalities.
Registered Devices sub section

Register a new device

To register a new device, go to Device Management, Registered Devices section and click on Register new device. In the next screen you can add specific attributes of the device and submit the device registration.
Once you registered the device, it is added to the Registered devices table. The following functions are available via the burger menu: Edit, Request airline approval, Remove.

**Edit registered device**

To edit a device, go to the Registered Devices section, click on burger menu of device you wish to edit and choose the option “Edit”. In the next screen you can edit any of the device parameter. Click on the “Save” button to register your changes.

Attention: In case the device holds an existing IATA assessments or airline approvals/acknowledgement of existing approval, editing the device attributes will remove all existing IATA validations and airline approvals.

**Remove registered device**

To remove a device, go to the Registered Devices section, click on burger menu of device you wish to remove and choose the option “Remove”.

Attention: In case the device holds an existing IATA assessments or airline approvals/acknowledgement of existing approval, removing the device will remove all existing approvals. In such case you need to register the device and request approvals again.

**Registered devices table**

The Registered devices table lists all devices that you have registered, showing IATA Air Cargo Device Assessment and airline approvals for your devices.
Requests & Approvals subsection

Request IATA Air Cargo Device Assessment

You can request IATA Air Cargo Device Assessment for your devices. The IATA Air Cargo Device Assessment is an assessment performed by an independent validator which consists of the validation of the manufacturer’s documentation (including battery and electromagnetic interference to confirm that the documentation submitted complies with the IATA Recommended Practice 1693 Device approval for air cargo. This certificate provides the device manufacturers an independent and trustworthy assessment of the device documentation. This certificate is a pre-requisite to seek airline approval through the system. It does not substitute airline approval for device use on board.

To request IATA Air Cargo Device Assessment, you need to access the Requests & Approvals subsection and click on the Approvals tab. You need to then click on Request new approval, select the device you wish to request the approval for then purchase the IATA Air Cargo Device Assessment. Clicking on purchase will redirect you to the IATA e-Commerce website to purchase the service.
Request Assessment

• Type of request
  - Request IATA Air Cargo Device Assessment
  - Request IATA Air Cargo Device Assessment + Airline Approvals

⚠️ The device you selected is not yet assessed by IATA, only IATA assessed devices can be selected for airline approval.
  If your device was previously approved, you can request airline acknowledgement here.

Total Price $2500

Purchase
Request IATA Air Cargo Device Assessment + Airline Approvals

Requesting IATA Air Cargo Device Assessment can be combined with requesting airline approvals. To request IATA Air Cargo Device Assessment, you need to access the Requests & Approvals subsection and click on the Approvals tab. You need to then click on Request new approval, select the device you wish to request the approval for then purchase the IATA Air Cargo Device Assessment + Airline Approval. You can select the airlines from whom the approval is requested, you can select multiple airlines at the same time.

Clicking on purchase will redirect you to the IATA e-Commerce website to purchase the service.
Completing the Remote Validation Questionnaire (RVQ)

Following the purchase of the IATA Air Cargo Device Assessment, you will need to complete the RVQ by providing additional information and supporting documentation of your tracking device.

You can access the Questionnaire form the Requests & Approvals subsection and click on the Approvals tab. The table listing all approvals requests shows an arrow in the last column, clicking on the arrow redirects you to RVQ for the specific device.

Once the RVQ is completed, you need to submit it for assessment. The submitted questionnaire is then going to be assessed by an independent validator. You will be notified about the outcome of the IATA Air Cargo Device Assessment or any questions/comments the independent validator may have regarding the questionnaire.

If you have also requested airline approvals in addition to the IATA Air Cargo Device Assessment, upon a positive assessment by independent validator, the questionnaire is automatically forwarded to the airlines selected by you. You will be notified about the outcome of the airline assessment or any questions/comments the airline may have regarding the questionnaire.
Following positive IATA Air Cargo Device Assessment and airline approvals, the information about the approvals is displayed in the registered devices table in your profile.

**Request Airline approval for IATA validated devices**

After receiving the IATA Air Cargo Device Assessment for a device, new airline approvals can be requested at any time by selecting a device in the Registered Devices table and clicking on Request airline approval in the burger menu under Manage. On then next screen you can select one or multiple airlines from which you seek approval and click Submit.
Request new Acknowledgement of existing approval

You can request acknowledgement of existing approval from airlines who have previously approved your device outside of the system.

To do this, you need to access the Requests & Approvals subsection and click on the Acknowledgement of existing approval tab. You need to then click on Request new acknowledgement of approval, select the device you wish to request the acknowledgement for then select the airlines from which the acknowledgement is requested. Submitting the request for acknowledgement will generate a notification to selected airlines. You will be notified about the outcome of the airline acknowledgement.
Device Approval Management Section for Airlines

Permission settings

Tracking Device Approval Manager is a specific role for airlines. The Tracking Device Approval Managers have the right to confirm/manage Acknowledgement of existing approvals and if Device Approval Review function is selected, to approve devices requests made through ONE Source.

You can request/remove this role under the Permission settings subsection.
Requests

Airline Approvals following IATA Air Cargo Device Assessment

Airlines are notified about approval requested by device manufacturers for cargo devices once IATA Air Cargo Device Assessment has been completed by the independent validator.

As a Tracking Device Approval Manager, you can access the Validator application to review the submitted documentation and approve or reject the approval request. Upon positive outcome the approval of the airline is added to the registered devices table under manufacturer profile and approved devices table under airline profile.
Acknowledgement of existing approval

Airlines are notified about Acknowledgement of existing approval requested by device manufacturers for cargo devices. As Tracking device Approval Manager, you can approve or reject the acknowledgement. Upon positive outcome the approval of the airline is added to the registered devices table under manufacturer profile and approved devices table under airline profile.

Approved Devices

The Approved devices table lists all devices that have been approved by your airline.
Remote Validations

The Smart Facility Remote Validation assesses the equipment and infrastructure of a facility in a fast and easy way. You only need to fill an online questionnaire and upload the documents to confirm that the data is accurate. The Remote Validation makes it easier for cargo handling facilities to improve or update their ONE Source profile quickly. It is also an excellent way to bridge the gap towards an upcoming IATA audit.

Purchase Remote Validation

Choose the station you want to validate remotely by clicking on the Purchase Link.

You will now be redirected to the IATA e-Commerce website to purchase the Remote Validation.

Follow the steps to process your payment. Once you have completed them, the status of your validation will change to Preparing Document. You will be notified in the dashboard and by email once the validation form is ready for you to complete.

Open Remote Validations

As soon as the Remote Validation is ready for completion, the link will appear in the Open Remote Validations section in your sidebar. Click on the Manage Remote Validations button to access the form.
Note: This action will redirect you to a third-party portal.

Remote Validation History
This section lists all previously purchased and completed remote validations.
ONE Source Public Area

This option takes you to the ONE Source public area, where you can see how your stations are displayed and look for your business partners.