sas Cargo

Login to **sascargo.com**, go to **Booking** in the navigation bar, and select **Create/Retrieve Booking**.

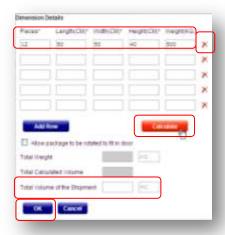
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Step 1 – Booking Details

Insert all the booking details relating to your shipment. For recurrent shipments, you can save your booking information as a **Template** and use it later to save time. Click on **Save As Template**.

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When you enter the **Volume** field, or click on the **Calculator** symbol, follow the instructions below regarding **Dimension Details**. You can also view the tips regarding the **Total Volume of the Shipment**.



All **Pieces, Length, Width and Height** have to be filled out before clicking **Calculate.** Click on the red cross to delete a row.

If you do not have this information, you can insert the **Total Volume of the Shipment** directly and click **OK**.

When you are done filling in the booking information, click **Continue.**

Tips

- Section 4 Asterisk means mandatory fields.
 Go back If you need to make any changes during your booking, you can
- use the **Top navigation bar** to go back to Step 1 or Step 2.
- ✓ Air Waybill You can always leave this field blank and we will issue a neutral Air Waybill from our stock, when you click Continue. The Air Waybill number will appear in Step 4-Confirmation.
- ✓ Flight Date Book up to 30 days ahead.
- ✓ Allotments For quick allotment booking, click on the magnifying glass.
- ✓ E-AWB/E-Freight Only applicable if you have received an Activation Notice from SAS Cargo.
- ✓ Nature of goods Click on the magnifying glass to choose from a list.
- ✓ Commodity Only available for SAS General Cargo.
- ✓ Special Handling Codes Before you can choose a special handling code, you have to select the product first.
- ✓ ULD Type & ULD Qty -If you select a ULD for your shipment, the Pieces, Weight and Volume fields below will be pre-filled according to the ULD Type & ULD Qty.
- ✓ Pieces, Weight and Volume The prefixes, e.g. KG or MC, are prefilled according to your registration selection. You can change it by going to Manage Profile – My Profile.
- ✓ Dimension Details Total Volume of the shipment: If you change your dimensions and the volume is lower than your first entered volume, it will not change automatically when clicking Calculate. You have to change it manually
- ✓ Notification Options Receive specific notifications regarding this booking, and overrule your default setting.



Step 2 – Flight & Rate

Select the day, product, rate and route that suits your needs the best and when you have made your selection, click **Continue.**

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Tips

- ✓ Best prices The best prices will always show. The blue color indicates if a special rate or allotment is available.
- Alternative routes The cheapest alternative is always listed first. If the Special Restrictions box says, Yes, simply mouse over to view the details.
 Price Details - The prices are updated instantly according to your selection.

Step 3 – Confirmation

Check that your **Booking Information** is correct, accept the <u>SAS Cargo</u> <u>General Conditions for Carriage for Cargo</u> and click **Submit Booking**. Use the **Back** button or use the **Top navigation bar** if you need to make any changes.

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sas Cargo

Step 4 – Summary

You have now successfully booked a shipment with SAS Cargo.

Once your booking has been **Confirmed** or **Queued**, you can:

- E-mail the Summary
- Create/Modify AWB
- Send FWB
- Print the Summary

Click on **New Booking** to book your next shipment. Click on **Change Booking** if you need to make changes.

