CASS*Link* User Manual
for
CNS Endorsed Agents
and
Commercial Accounts

Contents

1   GETTING STARTED

1.1   CASS-USA Users

They are two kinds of users in the system Administrators users and Agent or Airlines users. It is important to note the relationship between users as it outlines the workflow of the product.

✈ Agent Administrator

All Agents will have an Administrator user who is responsible for creating, updating, assigning permissions and deleting Users for the purpose of managing their activities in CNS CASSLink. The Administrator also identifies and assigns roles and location access to their Users.

CNS will create the Agent Administrator Username and amend at the request of the Agent.

✈ Agent User

An Agent is an organization that reviews, disputes, and pays bills using CNS CASSLink. There may be several users for a single organization, each with different duties. When logging in, Agents are brought to the Agent's homepage, where the view is configurable based on the permissions set-up for that Agent.

All Agent Users will be created and maintained by the Agent Administrator. It is not possible for an Agent User to be created or maintained by CNS.

Each Agent organization must have an administrator. Administrators can only grant access to users for the organization that they work for.

✈ Airline Administrator

All Airlines will have an Administrator, responsible for creating, updating, assigning permissions and deleting Users for the purpose of managing their activities in CNS CASSLink. The Administrator also identifies and assigns roles and location access to their Users.

CNS will create the Airline Administrator Username and amend at the request of the Airline.

✈ Airline User

All Airline Users will be created and maintained by the Airline Administrator. It is not possible for an Airline User to be created or maintained by CNS.

An Airline is an organization that presents Air Waybills in CNS CASS*Link*. A single Airline organization may have many users with different duties. When logging in, Airlines are brought to the Airlines' homepage, where the view is configurable based on the permissions set-up for that Airline by the Airline administrator. An Airline administrator is a user who has authority to add users to the CNS CASS*Link* system for their organization and assign access privileges and permissions. Each Airline organization must have an administrator. Administrators can only grant access to users for the organization with which they are affiliated. Although an initial Airline Administrator will be created within the system, the Administrator will be able to create additional users with equivalent privileges.

✈ Cargo Network Services Administrator

The CNS Administrator will be responsible for the creation, maintenance and deletion of only for both agent and Airline Administrative Users in CNS CASSLink, at the request of the agent or Airline. They will not be responsible for maintaining Agent or Airline Users.

A CNS Administrator is given permission to handle all administrative functions for Airlines and Agents as well as view all of the Airline and Agent's statements, invoices and Air Waybills in all states. The CNS Administrator is neither an Airline nor an Agent in the system, but a representative of the Cargo Network Services that offers a B2B Electronic Invoicing and Payment service in support of CASS-USA. Although an initial CNS Administrator will be created within the system, they will be able to create additional users with equivalent privileges

1.2   What is CASSLink?

CASS*Link* is a cargo system for processing Airline documents - Air Waybills and correction documents (CCA's & DCM's) for billing to CNS Endorsed Agents and Commercial Accounts.

One of the advantages of CASS*Link* is that, being a web-based system, the information contained in it is accessible online anywhere, provided you have a Username and Password.

This manual describes the features and procedures of the Agent users and highlights typical functions in the CASS-USA system.

1.3   Internet URL

You can access CNS CASSLink via a secure internet connection using any browser. Your access is dependent on your unique User ID and Password which was established by your Security Administrator.

Depending on the permissions assigned to your User ID, you will be able to carry out those activities that pertain to your business function.

The CASS*Link* website address (URL) is:

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

1.4   Username and Password

The system will allocate a Username and Password to all Admin Users for CNS Endorsed Agents and Commercial Accounts. And the Admin user in each agency will create an agent user within the agency.

For security purposes, the Username and Password are unique, with the initial Password being computer generated.

Your Username is based on the 3-letter operation code CNS and Agent or Commercial Account Code and user's name or initials

YYY_XXXXXXX_ZZZZZZZZ

YYY = CNS

XXXXXXX agent or commercial account code

ZZZZZZZZ could be initials or name as long as not more than 8 characters

e.g. CNS_1234562SA.

The initial computer generated Password, usually contains UPPER and lower case alpha and numeric characters.

Remember that both the Username and Password are **Case Sensitive**.

At initial login, the system will require the User to change the initial password. The new password must contain a minimum of 8 alphanumeric characters.

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

The Username allows the Agent to:

✈ Access available Menu Options
✈ Link to single or multiple branch locations (HO only)
✈ The Admin user can create unlimited Usernames for the agency as needed.

The security of Usernames and passwords is the responsibility of the User and the Agency to ensure that the billing data stored in CASS*Link* is not compromised.

1.5 CASSLink Log-in Screen

Welcome to CASS*Link*

– Cargo Account Settlement System

Enter your User name and Password.

User name   CNS_123462SA
Password   ••••••••••

login

Forgot Password?

Forgot Password – Must be used **BEFORE** your UserID is locked out.

To create an account or to reset your password, please contact the following:
  – **IATA Users** - **IATA Customer Service** by logging an Enquiry in the Customer Service Portal - **www.iata.org/customer-portal**
  – **CNS Users** - Email to **cassusaserviceteam@cnsc.us**

When you register at the CASS system, your personal information is kept private and secure. Please see our **privacy and security policy** for more information.

1.6   CASSLink Home Page

The CASS*Link* "Home" screen contains information on the following:

✈   Which User is logged in
✈   Which CASS*Link* Country/Operation is being accessed
✈   Any Operational Messages, such as scheduled maintenance and system downtime
✈   User Information, possibly more relevant to Airlines and the Customer Service Center.
✈   Menu options associated with the User profile.

1.7 CASSLink Menu

Once you have successfully entered the CASS*Link* website using your Username and password, there are 4 possible menu options for the CASS*Link* User to choose. These can be found on the left-hand side of the CASS*Link* screen. These Menu options are:

✈   Documents / Payments
✈   Reports
✈   Administration
✈   Input

A "+" is displayed beside the Menu option to indicate that there are more than one action or facility available.

2   DOCUMENTS AND PAYMENTS

The Documents and Payments menu contains one (1) sub-menu – Agent Summary, by clicking on the name, you will be able to view your account information, sorting by Branch (location), by Airline or by Company (AWBs).

Operation messages	Information	News

☐ Documents/Payments
Agent Summary
⊞ Reports
⊞ Administration
⊞ Input

□ **Test environment**
CASSlink Release: **3.5.0.6**
Release date: **2014-08-08**
[powered by hp]

□ **The Test Environment is
currently undergoing some
changes, and might at times
be bit unstable.
New Environment
We are sorry for any
inconvenience.**

□ **FRAUD
WARNING!
Information update**

□ **PLEASE UPDATE YOUR
PASSWORDS REGULARLY!**

□ The Test Environment is currently
undergoing some changes, and
might at times be bit unstable.
Ne...

□ By CNS

All columns are sortable, you just need to Click on the underlined table headers to sort from A-Z or Z-A.

Agents Account Summary

Agent Name Speedy Forwarding
Agent Code 1234562 / 0022 0033 ..

From: 2013-09-01 To: 2014-09-30   [Search]

Billing Period	Due Date	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due			
2014-12	2014-07-30	Initiated	$98,710.49	$96,680.50	$0.00	$96,680.50	By Branch	By Airline	By Company
		Totals:	$98,710.49	$96,680.50	$0.00	$96,680.50			

By Default, the last 24 periods will be displayed in the screen. If you need to look for previous reports there is a search option on the header to enter the date range desired and click on search.

In this session you will explore documents, adjudications, make adjustments and payment processing.

Also, view invoice and Air Waybill detail information, print documents and statements.

The following steps are involved when working with documents and payments.

- ✈ Reviewing Documents
- ✈ Adjusting Documents
- ✈ Managing Open Adjustments
- ✈ Approving Documents
- ✈ Initiating Payments
- ✈ Authorizing Payments
- ✈ Downloading Print/Export Files

When working with documents you will work primarily in the Documents/Payments view. From this view you can access Account Summary information, view Invoice and Air Waybill detail information, adjust Air Waybills, approve documents and initiate payments.

The Documents/Payments view is your primary area for Cargo Sales Statement processing. From this view, you can access account summary statements and drill down to an invoice and Air Waybill details.

From this view you can review, adjust, approve and pay your invoices online.

In addition, you have the ability to make payments for the entire Cargo Sales Statement, or one Airline's Invoice at a time.

2.1 Reviewing Documents

Agents Account Summary

Agent Name Speedy Forwarding
Agent Code 1234562 / 0022 0033 ..

From: 2013-09-01 To: 2014-09-30 [Search]

Billing Period	Due Date	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due			
2014-12	2014-07-30	Initiated	$98,710.49	$96,680.50	$0.00	$96,680.50	By Branch	By Airline	By Company
		Totals:	$98,710.49	$96,680.50	$0.00	$96,680.50			

The Account Summary screen has the following detail information:

Agent Name	the name of the Agent.
Agent Code	the identifying code for the Agent.
Billing Period	represented in the standard YYYY-PP format.
Due Date	calculated by adding 30 days to the end of the Billing Period and then rolling forward to the next business day. As an example 2014-17 would have a due date of October 15, 2014.
Status	represents the status of the underlying invoices. If all invoices have the same status, that status value is displayed. If invoices have different values for status, then "Partial" is displayed.
Original Amount Billed	sum of the Amount Billed of all associated transactions that were posted during the Billing Period.
Adjusted Amount Due	difference between the Amount Billed and the net of all online adjustments entered by Agents and all online rebills entered by Airlines against transactions that were posted during the Billing Period.
Amount Paid	the sum of all payments made by Agents against transactions that were posted during the Billing Period.
Balance Due	the calculated balance of all transactions that were posted during the Billing Period using the following formula: Balance Due = Adjusted Amount Due - Amount Paid.

Cargo Sales Statement by Branch: by clicking on Branch Code number, the Cargo Sales Statement by Location screen displays. This screen shows the detail data for selected Billing Period grouped by the Agent branches (locations).

Agents Cargo Sales Statements By Branch

Agent Name Speedy Forwarding   Billing Period 2014-12
Agent Code 1234562 / 0022 0033 ..   Billing Dates 2014-06-16/2014-06-30
                       Due Date   2014-07-30

Back   **Export**   **Info**

Branch Code	Branch Location	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due
0022	Miami FL	Initiated	$7,286.20	$7,036.20	$0.00	$7,036.20
0033	Seattle WA	Initiated	$22,244.17	$21,924.84	$0.00	$21,924.84
0070	Atlanta GA	Initiated	$69,180.12	$67,719.46	$0.00	$67,719.46
		Totals:	$98,710.49	$96,680.50	$0.00	$96,680.50

Back   **Export**   **Info**

The Cargo Sales Statement by branch displays a summary list of your documents grouped by Office Location. The totals for each location are calculated from the corresponding detail documents. Support is provided for centralized or decentralized processing within Agents that have multiple office locations. Depending on the permissions assigned by the Administrator, you may have access to view only those Air Waybills associated with your particular location, or you may be able to work with Air Waybills across all locations.

Clicking on the Export button you will allow you to download your invoice on xls, csv, hot or pdf format.

Agents Cargo Sales Statements By Branch/Airline

Agent Name   Speedy Forwarding   Billing Period 2014-12
Agent Code   1234562   Billing Dates 16-Jun-2014/30-Jun-2014
Branch Code   0022   Due Date   30-Jul-2014
Branch Location Miami FL

Back   **Info**

Airline Number	Airline Name	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due
777	Cargo Network Airline	Initiated	$7,286.20	$7,036.20	$0.00	$7,036.20
		Totals:	$7,286.20	$7,036.20	$0.00	$7,036.20

Back   **Info**

For the selected Billing Period, the user can do the following:

Drill down into an office location within this statement to view a summary of the associated bills grouped by Airline

Export the invoice(s) and/or statement for all locations in this billing period.

From this screen you can click an Office Code to view the Cargo Sales Statement by Airline for that Branch. You can also take action on the statement by clicking a workflow action button (Approve, Initiate, Authorize or Cancel, depending upon the current status of the statement and the permissions granted to you). If you already taken action, an Info button will appear. Clicking on that button will display all information.

From the Cargo Sales Statement by Location screen you can further drill down to view the Cargo Sales Statement By Airline. This screen displays a summary list of all the documents for the selected Office Code aggregated by Airline.

Use the Sort Options drop-down list box to sort by Airline Number, Airline Code, Airline Name or Status. You can also click the Airline Number to view Invoice Details for that particular Airline.

Agents Cargo Sales Statements By Branch/Airline

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	16-Jun-2014/30-Jun-2014
Branch Code	0022	Due Date	30-Jul-2014
Branch Location	Miami FL		

Back   **Info**

Airline Number	Airline Name	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due
777	Cargo Network Airline	Initiated	$7,286.20	$7,036.20	$0.00	$7,036.20
		Totals:	$7,286.20	$7,036.20	$0.00	$7,036.20

Back   **Info**

Cargo Sales Statement by Airline:

By clicking on by airline, the Cargo Sales Statement by Airline screen displays.

The Cargo Sales Statement by Airline screen can also be accessed as the first level drill down from the top tier Account Summary screen. On the Account Summary screen, you can select the Cargo Sales Statement by Airline screen to view your statement by Airline.

The Cargo Sales Statement by Airline screen is a grouping of all Air Waybills submitted during a specific billing Period grouped by Airline (versus grouped by Location as specified previously). It is treated as a statement in the CNS- CASSLink. For each Billing Period a Cargo Sales Statement is generated for every Agent that has sales activity

during the period. You can access this screen from the Account Summary screen when the Cargo Sales Statement by Airline is selected from the Next Screen drop-down box.
On this screen, you can drill down into the invoices by clicking on the Airline number to be brought to the Cargo Sales Statement by Location page. You can also choose to export the entire statement by clicking on the Export button. You can action the statement by clicking on the workflow action button (depending on the current status of the statement in the workflow and the permissions of the user).

For any selected Airline Number, you can do the following:
- Drill down into the bill for a selected Airline to view a summary of the associated Airline Air Waybills grouped by Agent office location
- Export the full statement
- Approve, Initiate or Authorize payment of the entire statement for this Billing Period (depending on the current status of the statement in the workflow and the permissions of the user).

If you have chosen to view your Cargo Sales Statement by Airline, as specified in the Account Summary screen, you will see a screen similar to the following:

This screen displays a Cargo Sales Statement for the Billing Period you specified on the Account Summary screen. At this point you could approve a Cargo Sales Statement for this Billing Period, or select a specific Airline to view all the branch totals for that Airline.

Agents Cargo Sales Statements By Airline

Agent Name Speedy Forwarding   Billing Period 2014-12
Agent Code 1234562 / 0022 0033 .. Billing Dates 2014-06-16/2014-06-30
                            Due Date   2014-07-30

Back   **Export**

Airline Number	Airline Name	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due
777	Cargo Network Airline	Partial	$98,710.49	$96,680.50	$0.00	$96,680.50
		Totals:	$98,710.49	$96,680.50	$0.00	$96,680.50

Back   **Export**

From the Cargo Sales Statement By Airline screen you can further drill down to view the Cargo Sales Statement By Branch. This screen displays a summary list of all the statements for the selected Airline, aggregated by Office Code.

Use the Sort Options drop-down list box to sort by Office Code, Office Location or Status. You can also click the Office Code link to view Invoice Details for that particular Office.

Agent Cargo Sales Statement by Company,
By clicking "By Company", the Cargo Sales Statement by Airline screen displays. Select an Airline and again an invoice detail by Company/Airline will be displayed.

Invoice Detail By Company

Agent Name	Speedy Forwarding	Billing Period	2014-12		
Agent Code	1234562 / 0022 0033 ..	Billing Dates	2014-06-16/2014-06-30		
Branch Code	All Assigned	Due Date	2014-07-30		
Branch Location	All Assigned				
Airline Number	777	Status	Initiated		
Airline Name	Cargo Network Airline				

Back　　　　　　　　　　　　　　　　　　　　　　　　　**Info**　**Authorize**

AWB Number	Transaction Type	Execution Date	Origin	Destination	Amount
37898836	Original	2014-06-12	MIA	SFJ	$2,333.98
	Adjustment	2014-06-12	MIA	SFJ	$233.98-
37898840	Original	2014-06-18	MIA	SFJ	$149.35
	Adjustment	2014-06-18	MIA	SFJ	$29.35-
37898851	Original	2014-06-21	MIA	SFJ	$206.00
	Adjustment	2014-06-21	MIA	SFJ	$56.00-
40607921	Original	2014-04-21	MIA	SFJ	$1,515.00
	Adjustment	2014-04-21	MIA	SFJ	$250.00-
40607965	Original	2014-04-30	MIA	SFJ	$1,759.80
	Adjustment	2014-04-30	MIA	SFJ	$159.80-
40608842	Original	2014-06-13	MIA	SFJ	$1,610.20
40608853	Original	2014-06-18	MIA	SFJ	$1,757.40
	Adjustment	2014-06-18	MIA	SFJ	$157.40-
40608875	Original	2014-06-18	MIA	SFJ	$1,535.00
40608886	Original	2014-06-20	MIA	SFJ	$1,755.80
57888913	Original	2014-06-26	MIA	SFJ	$2,491.90

Original Air Waybills	46	$98,710.49
Post-Audit Ajustments	0	$0.00
Airline Rebills	0	$0.00
Original Amount Billed	46	$98,710.49
Agent Adjustments	7	$2,029.99-
Adjusted Amount Due		$96,680.50
Amount Paid		$0.00
Balance Due		$96,680.50

Back　　　　　　　　　　　　　　　　　　　　　　　　　**Info**　**Authorize**

From the Cargo Sales Statement by Company screen you can further drill down to view the invoice detail.

Use the Sort Options drop-down list box to sort by AWB Number, transaction type, execution date, Origin, Destination and amount.

Action Buttons

Several action buttons may appear on this screen depending on the state of the statement/invoice(s) and the permissions of the user.

Approve	changes the state from Unapproved to Approved. Depending on the permissions of the user, if all of the bills are in the unapproved state the entire statement can be approved by clicking on the Approve button from this screen.
Initiate	takes user to the Payment Initiation Selection screen. Once a statement has been approved, the next step is to initiate. Depending on the permissions of the user, if all of the bills are in the Approved state the entire statement can be initiated by clicking on the Initiate button from this screen.
Authorize	authorizes (schedules) the statement for payment, changing the state from Initiated to Authorized. Depending on the permissions of the user, if all of the bills are in the Initiated state the entire statement can be authorized by clicking the Authorize button from this screen.
Cancel Payment	cancels a pending payment from Initiated or Authorized to Approved. Depending on the permissions of the user, a user would simply locate the statement in question, and click the Cancel Payment button. Since Authorized invoices are scheduled for payment, it is important to note that the user is actually cancelling a payment, rather than just rolling back to a previous status. Canceling an authorized statement takes it back to the Approved state (and not the Initiated state). Payments cannot be canceled once the payment engine has begun processing the payment.

AWB Detail Page

Air Waybill Detail

Previous

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0022	Due Date	2014-07-30
Branch Location	Miami FL		
Airline Number	777		
Airline Name	Cargo Network Airline	Status	Unapproved
		Air Waybill Number	57888913
		CCA/DCM Number	00
		Execution Date	2014-06-26
		Origin / Destination	MIA - SFJ

Back   Reassign Adjust

Air Waybill Information & Charges	Original Amount
Weight (kg)	100.0
Prepaid Weight Charge	$1,116.90
Prepaid Valuation Charge	$0.00
Prepaid Charge Due Carrier	$1,375.00
Collect Weight Charge	$0.00
Collect Valuation Charge	$0.00
Collect Due Agent Charge	$0.00
Commission	$0.00
Incentive	$0.00
Total Charges	$2,491.90

Back   Reassign Adjust

The Air Waybill Detail page is a listing of the detail information for a specific Airline Air Waybill. An Air Waybill is the smallest unit of activity processed by the system. It represents a specific shipment and is treated as a line item in the system.

The Air Waybill Detail screen displays the selected Airline Number, Airline Name, Airline Name and Air Waybill information and charges and the original amount details. Total charges are displayed on the bottom of the screen.

From this screen the user can do the following:

Click Adjust to make an adjustment (or to view a previously made adjustment) to an Air Waybill

Click on reassign to change the location of an AWB.

There are two types of Air Waybills, prepaid and collect. Collect shipments typically do not require payment by the Agent. Instead commissions are due to the Agent. From this view, the user can see all the adjustments of the Air Waybill.

2.2 Adjusting Documents

Once you have viewed the Air Waybill detail information, and before you approve the corresponding invoice, you can make adjustments to the Air Waybill as needed.

To make an adjustment, the Agent accesses Air Waybill Detail screen and clicks the Adjust button.

You can access the Air Waybill Detail screen the following ways:

• Air Waybill Detail screen by drilling down through the selected statement and invoice

• Agent Air Waybill Search Report

• Open Adjustment Screen by selecting an Adjusted Air Waybill

Air Waybill Detail

[Previous] [Next]

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0033	Due Date	2014-07-30
Branch Location	Seattle WA		
Airline Number	777	Status	Unapproved
Airline Name	Cargo Network Airline	Air Waybill Number	40624721
		CCA/DCM Number	00
		Execution Date	2014-06-19
		Origin / Destination	MIA - SFJ

[Back] [Reassign] [Adjust]

Air Waybill Information & Charges	Original Amount
Weight (kg)	100.0
Prepaid Weight Charge	$2,216.50
Prepaid Valuation Charge	$0.00
Prepaid Charge Due Carrier	$4.00
Collect Weight Charge	$0.00
Collect Valuation Charge	$0.00
Collect Due Agent Charge	$0.00
Commission	$0.00
Incentive	$0.00
Total Charges	$2,220.50

[Back] [Reassign] [Adjust]

Selecting a Reason Code for an Air Waybill Adjustment

In order to begin the adjustment process, the Agent must first select the appropriate reason Code. There are 36 reason codes divided into the following categories: General, Weight, Rate, Due Airline, Due Agent, Valuation, Commission, Incentive and Charge Basis.

When you adjust Air Waybills you will need to specify a reason code for the adjustment. When you click the Adjust button from an Air Waybill Detail screen, you can select the appropriate Reason Code from the drop-down list box and click OK to make your adjustment.

Reason Code Descriptions

The follow table details all Reason Codes contained within the system.

REASON CODE	REASON
1	Billed to Wrong Office
2	Billed to Wrong Agent
3	Paid Previously
4	Calculation Error
6	VOID; Shipment Never Moved

7	Domestic Shipment; Billed as International
10	Incorrect Gross Weight
11	Incorrect Chargeable Weight
12	Incorrect Volume Weight
20	Incorrect Contract Rate
21	Incorrect Spot or Ad-hoc Rate
22	Incorrect Service Level Rate
23	Incorrect Published Rate
24	Contract Rate not Applied
25	Spot/Ad-hoc Rate not Applied
27	Incorrect Pallet/Container Rate
30	Incorrect Insurance Fee
31	Incorrect Security Fee
32	Incorrect Fuel Surcharge
33	Incorrect DG/RA Fee
34	Incorrect Other Due Carrier Fee
40	Incorrect Due Agent Charge
50	Incorrect Valuation Charge
60	Incorrect Commission Applied
61	Commission not Applied
70	Incorrect Incentive Applied
71	Incentive not Applied
80	Charges Changed to Prepaid; Billed as CC
81	Charges Changed to Collect; Billed as PP
90	Rebill Removed Per Carrier
91	Rebill in Dispute Per Agent
93	Stale Dated Invoice

The Air Waybill Adjustment screen replicates the Air Waybill Detail screen with an additional column to modify amounts (depending on the Reason Code selected) as needed. Below is an example of an Air Waybill Adjustment screen.

| Back | Calculate | Save | Cancel |

Reason Code | 11 - Incorrect Chargeable Weight ▼

Air Waybill Information & Charges	Original Amount	Amount Adjusted
Weight (kg)	100.0	80
Prepaid Weight Charge	$2,216.50	1950
Prepaid Valuation Charge	$0.00	0.00
Prepaid Charge Due Carrier	$4.00	0.00
Collect Weight Charge	$0.00	0.00
Collect Valuation Charge	$0.00	0.00
Collect Due Agent Charge	$0.00	0.00
Commission	$0.00	0.00
Incentive	$0.00	0.00
Total Charges	$2,220.50	$0.00

Contract 3352

Comment The Weight was 80 Kg

| Back | Calculate | Save | Cancel |

The Air Waybill Adjustment screen allows you to type in adjustment amount information. The fields that are available to be adjusted depend on the Reason Code selected on the prior screen. Use the Adjustment Amount column to modify any amount.

Note: All fields must contain a value, even if 0.00, where there is no change in the charges field related to the adjustment.

On the Air Waybill Adjustment screen, depending on the Reason Code selected, you may need to type Contract #, Rate, CCA/DCM # or Comments.

Note: You must type information in the comments field (240 characters available)

When you have completed adjusting your Air Waybill, click Calculate to readjust your totals and display a modified total. Click Save to record your changes.

Note: Clicking Calculate does not save your changes. Click Save to record your changes or Cancel to return to the Air Waybill Detail screen.

Selecting the Cancel button cancels the adjustment.

The Air Waybill Detail screen is displayed again with your adjustments listed.

You can click adjust to modify your adjustment or delete to delete it.

To Adjust an Air Waybill

1. Log on to CNS - CASSLink with appropriate Agent permissions.
2. On the Account Summary screen, select "Cargo Sales Statement by Branch" or "Cargo Sales Statement by Airline".
3. Locate a Billing Period of a Cargo Sales Statement you wish to work with. The status of this statement must be unauthorized for you to adjust any Air Waybills.
   Note: You cannot adjust an Air Waybill that is in an Approved, Initiated or Authorized state.
4. Click the Airline / branch you wish to work with.
5. On the Invoice Detail screen, in the Air Waybill Number column, locate a specific Air Waybill you wish to adjust and click the related link.
6. On the Air Waybill Detail screen, view the detail information and click Adjust.
7. On the Air Waybill Adjustment screen, on the Reason Code drop-down list box, highlight a reason code for the adjustment and click OK.
8. On the Air Waybill Adjustment screen type values for fields that are open for adjustment.
   Note: if you have chosen the incorrect reason code, you need to click on the back button and click on adjust again.
9. Click Calculate to total any changes.
10. Click Save.
11. Once you have made the necessary adjustments, your Air Waybill Detail screen is updated. Click on back to see the updated information.
12. Once you have saved an adjustment, the Invoice Detail screen changes to reflect the adjustment. If you wanted to change or delete the adjustment, click the Agent Adjustment link. On the Air Waybill Detail screen, click Adjust.
13. On the Air Waybill Adjustment screen, the Delete button is now shown. You can delete or modify the adjustment as needed.

Deleting Adjustments

If an adjustment was made in error, or if you need to change the reason code of an adjustment, you can delete adjustments. On the Air Waybill Detail screen, a delete button will be displayed in addition to Save and Calculate, which you can use to remove an adjustment.

To delete an Adjustment

1. From your Invoice Detail screen, click an adjusted Air Waybill (will have a transaction Type of Agent Adjustment).
2. On the Air Waybill Detail screen click Adjust.
3. On the Air Waybill Adjustment screen, Delete button is now shown. Click Delete.
4. On the confirmation box click OK
5. On the Air Waybill Detail screen, the adjustment is removed.

Note: You can only delete adjustments after they have been calculated and saved.

The Delete button is not shown when you first add an adjustment to an Air Waybill.

Once an adjustment is deleted, the Air Waybill can be adjusted again by clicking the Adjust button and selecting the same or a different reason.

Reassigning AWBs

If the AWB is assigned to the incorrect branch, before approving the AWB, click on Reassign and from the drop down menu below the AWB information & Charges table select the correct branch.

Air Waybill Detail - Reassign

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0022	Due Date	2014-07-30
Branch Location	Miami FL		
Airline Number	777		
Airline Name	Cargo Network Airline	Status	Unapproved
		Air Waybill Number	57888913
		CCA/DCM Number	00
		Execution Date	2014-06-26
		Origin / Destination	MIA - SFJ

Back   **Save** **Cancel**

Air Waybill Information & Charges	Original Amount
Weight (kg)	$100.00
Prepaid Weight Charge	$1,116.90
Prepaid Valuation Charge	$0.00
Prepaid Charge Due Carrier	$1,375.00
Collect Weight Charge	$0.00
Collect Valuation Charge	$0.00
Collect Due Agent Charge	$0.00
Commission	$0.00
Incentive	$0.00
Total Charges	$2,491.90

Select an Branch Code
0022
0033
0044
0070

Move from Branch Code: 0022 to Branch Code: Select an Branch Code ▾

Back   **Save** **Cancel**

Once you have selected the correct branch, a confirmation message will be displayed: "Are you sure you want to reassign the AWB from branch Code XXXX to YYYY?

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0022	Due Date	2014-07-30
Branch Location	Miami FL		
Airline Number	777		
Airline Name	Cargo Network Airline	Status	Unapproved
		Air Waybill Number	57888913

Message from webpage ✕

❓ Are you sure you want to reassign the AWB from Branch Code 0022 to 0022 ?
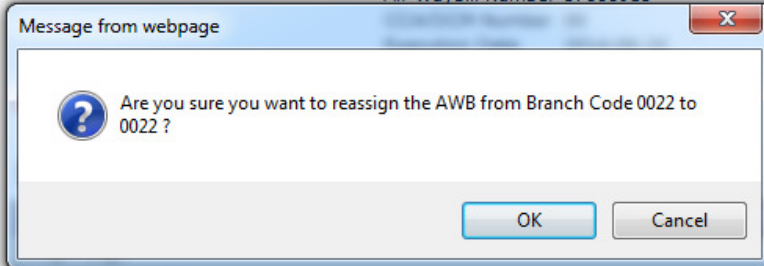
OK   Cancel

Save   **Cancel**

	Original Amount
	$100.00
Prepaid Weight Charge	$1,116.90
Prepaid Valuation Charge	$0.00
Prepaid Charge Due Carrier	$1,375.00
Collect Weight Charge	$0.00
Collect Valuation Charge	$0.00
Collect Due Agent Charge	$0.00
Commission	$0.00
Incentive	$0.00
Total Charges	$2,491.90

Move from Branch Code: 0022 to Branch Code: 0033 ▾

Back   **Save**   **Cancel**

Click on Ok and the AWB is reassigned.

Air Waybill Adjustment was successfully updated.

2.3 Approving Documents

Once you have made any necessary adjustments to your Air Waybills, or if you are already satisfied with them, you can approve them via the Cargo Sales Statement By Branch or Cargo Sales Statement By Airline screen. When you approve documents you make them eligible to be paid, and prevent further adjustments from being made to them.

You can approve documents in two ways:

➔ **Approving a Statement** - This process approves all Air Waybills in a Cargo Sales Statement for all Airlines and Locations you have access to.

Note: You cannot make adjustments to any Air Waybills contained in a statement once it has been approved.

You can approve a statement from the Account Summary Screen (first level drill-down). On the Account Summary screen, select Cargo Sales Statement by Branch or Cargo

Sales Statement by Airline. On the Cargo Sales Statement by Branch screen or Cargo Sales Statement by Airline screen, click Approve.

The process and associated screens below go through the approval based on a Cargo Sales Statement by Branch.

Note: Whether you select Cargo Sales Statement by Branch or By Airline from the Account Summary screen (first level drill-down), you are still approving a statement (and associated Air Waybills). The grouping (by Branch or Airline) is the only difference.

Once you have selected your Billing Period via the Account Summary screen, you can click Approve to approve this Cargo Sales Statement.

Note: If you want to view or adjust Air Waybills before approving, see the Adjusting Air Waybills section.

Once you click OK, you will see the changed status of this Cargo Sales Statement in the Account Summary screen.

✈ **Approving Each Airline Individually** - This process approves all Air Waybills for one Airline Invoice (for all Branches you have access to), leaving the remaining Air Waybills associated with other Airlines unapproved.

Instead of approving a statement for a given billing period, you can choose to approve only one Airline at a time (and all the Air Waybills associated with that Airline).

To approve a specific Airline, select Cargo Sales Statement by Airline from the Account Summary screen.

Click the Unapproved Billing Period you wish to approve

On the Cargo Sales Statement by Airline screen, click a specific Airline (in the Airline Number column) you would like to approve.

On the Cargo Sales Statement by Branch screen (second level drill-down), only the documents for the one selected Airline are displayed and available to be approved. Click Approve

On the Approval Confirmation screen, click OK

The Cargo Sales Statement affected by the partial approval (approval of a certain Airline's Air Waybills) now has a status of Partial.

Agents Cargo Sales Statements By Airline

Agent Name Speedy Forwarding   Billing Period 2014-12
Agent Code 1234562 / 0022 0033 ..   Billing Dates 2014-06-16/2014-06-30
                                       Due Date   2014-07-30

[Back]   [Export]

Airline Number	Airline Name	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due
777	Cargo Network Airline	Partial	$112,314.11	$108,364.59	$0.00	$108,364.59
		Totals:	$112,314.11	$108,364.59	$0.00	$108,364.59

[Back]   [Export]

2.4 Initiating Payments

Once you have approved an invoice or a statement you can initiate payments.

Depending on the status of your statement displayed in the Account Summary screen, you can initiate the following ways:

- ✈ Initiating a Statement
- ✈ Initiating Each Airline Individually

Note: If you initiate payment for one Airline, you will need to initiate payments for every other Airline

- ✈ Initiating a Statement

To initiate a statement in a given billing period, you need to verify the given statement has an Approved status in the Account Summary screen.

Click a Billing Period with an Approved status.

Note: Be sure to select viewing Cargo Sales Statement By Branch or Airline

The Cargo Sales Statement screen (first level drill-down) is viewed by Branch and this approved statement now has the Initiate button in the upper right-hand corner. If the Cargo Sales Statement were in an unapproved state, the Approve button would be displayed instead.

At this point you can drill down further to view Invoice and Air Waybill information, but you cannot adjust the Air Waybill in this state. From this screen (or the Cargo Sales Statement by Airline screen, first level drill-down) click Initiate.

- ✈ Initiating Each Airline Individually

If you have approved invoices for Airlines individually, you will see a Partial status for the statement pertaining to a certain Billing Period on the Accounts Summary screen.

To initiate payment for each Airline individually, make sure you select Cargo Sales Statement By Airline as your next screen from the Account Summary screen.

On the Cargo Sales Statement By Airline screen, locate the Airline Number of the Airline you want to initiate. It will have an Approved Status. Click the Airline Number link.

On the Cargo Sales Statement by Branch screen (second level drill-down), click Initiate to initiate payment for the selected Airline.

Back   **Export** **Initiate**

Airline Number	Airline Name	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due
777	Cargo Network Airline	Approved	$14,018.65	$13,658.45	$0.00	$13,658.45
		Totals:	$14,018.65	$13,658.45	$0.00	$13,658.45

Back   **Export** **Initiate**

Invoice Initiate

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0022	Due Date	2014-07-30
Branch Location	Miami FL		
Airline Number		Status	Approved
Airline Name			

Back   **Continue** **Cancel**

Original Air Waybills	6	$14,018.65
Post-Audit Ajustments	0	$0.00
Airline Rebills	0	$0.00
Original Amount Billed	6	$14,018.65
Agent Adjustments	2	$360.20-
Adjusted Amount Due		$13,658.45
Amount Paid		$0.00
Balance Due		$13,658.45

Amount to Pay $13,658.45

Payment Method   Select Payment type ▼

Bank Account   Select Bank Account ▼

Settlement Date:

○ Use Due Date 2014-07-30

◉ September ▼   20 ▼   2014 ▼

Back   **Continue** **Cancel**

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On the Initiation Selection screen, verify the Amount to Pay, select the payment method you want to use.

- ✈ ACH Debit
- ✈ Check
- ✈ Fed wire
- ✈ ACH Credit

Note *ACH Debit is the recommended payment type*

If you have selected ACH Debit, you must select the bank Account from which you would like the payment to be made.

In addition, you will need to specify a Settlement Date. You can select to have the payment be settled on the statement Due Date, or you can select a different date using the drop-down arrows.

Your settlement date must adhere to the following conditions:

- ✈ The settlement date cannot be prior to today's date
- ✈ The settlement date cannot be a future date that does not allow for the payment to clear, and
- ✈ The settlement date cannot be a settlement date that is past the due date

Once, you have selected your settlement date, click Continue.

On the next Initiation Confirmation screen, you will be able to see the payment method and the Remittance Stub.

Invoice Initiate

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0022	Due Date	2014-07-30
Branch Location	Miami FL		
Airline Number		Status	Initiated
Airline Name			

Invoice Detail was successfully updated.

Back   **Authorize** **Cancel**

Original Air Waybills	6	$14,018.65
Post-Audit Ajustments	0	$0.00
Airline Rebills	0	$0.00
Original Amount Billed	6	$14,018.65
Agent Adjustments	2	$360.20-
Adjusted Amount Due		$13,658.45
Amount Paid		$0.00
Balance Due		$13,658.45

Payment initiated as: ACH Debit

Open Remittance Stub

Back   **Authorize** **Cancel**

Open and print your Remittance Stub, if applicable.

```
                        CARGO BILLING INVOICE
                      CARGO NETWORK SERVICE CORP

AGENT CODE      123-4562/0022              BILLING PERIOD              (1412)
AGENT NAME      Speedy Forwarding          16-06-14 TO 30-06-14



ORIG AMT DUE    $14,018.65                 AMT TO BE PD  ($)      13,658.45
DATE DUE        20-09-2014                 STMT/PMT REF #         412-00004416



MAKE CHECK PAYABLE TO CNS-CASS
RETURN THIS PORTION WITH YOUR PAYMENT

              CNS IATA
              PO BOX 7247-6740
              PHILADELPHIA, PA 19170-6740
```

Note: *If you are paying by check you need to print your remittance stub and send it to Lockbox with your check.*
If you do not send the remittance stub with your check, the payment could be delayed and not be cleared.

Once you have confirmed the Initiate payment, the Billing Period of the Cargo Sales Statement is amended with a new status on the Account Summary screen.

```
Agent Name      Speedy Forwarding  Billing Period 2014-12
Agent Code      1234562            Billing Dates  16-Jun-2014/30-Jun-2014
Branch Code     0022               Due Date       30-Jul-2014
Branch Location Miami FL
```

Back   **Export**   **Info**

Airline Number	Airline Name	Status	Original Amount Billed	Adjusted Amount Due	Amount Paid	Balance Due
777	Cargo Network Airline	Initiated	$14,018.65	$13,658.45	$0.00	$13,658.45
		Totals:	$14,018.65	$13,658.45	$0.00	$13,658.45

Back   **Export**   **Info**

2.5   Authorizing Payments

Once a payment has been Initiated, you can now Authorize the payment to be made on the date and time specified in the initiation process.

You can authorize payments in one of two ways, based on how the payment was initiated:

- ✈   Authorizing a Statement
- ✈   Authorize Payment for Each Airline Individually
- ✈   Authorizing a Statement

From the Account Summary screen, locate a payment with an Initiated Status.

At this point you can cancel or authorize the payment.

If you click Cancel at this point you can rollback this statement to an Approved state

If you click Authorize, you confirm your payment

Invoice Information

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0022	Due Date	2014-07-30
Branch Location	Miami FL		
Airline Number		Status	Authorized
Airline Name			

Invoice Detail was successfully updated.

[Back]   [Cancel]

Original Air Waybills	6	$14,018.65
Post-Audit Ajustments	0	$0.00
Airline Rebills	0	$0.00
Original Amount Billed	6	$14,018.65
Agent Adjustments	2	$360.20-
Adjusted Amount Due		$13,658.45
Amount Paid		$0.00
Balance Due		$13,658.45

Payment initiated as: ACH Debit

[Open Remittance Stub]

[Back]   [Cancel]

✈ Authorize Payment for Each Airline Individually

If you have initiated payment for an individual Airline, you will need to authorize the payment on the Airline level (second level drill-down). On the Account Summary screen, select Cargo Sales Statement By Airline as your next screen and then click the Billing Period with the Partial Status to modify.

On the Cargo Sales Statement By Airline screen, locate the Initiated Airline and click the associated Airline Code.

On the Cargo Sales Statement By Location screen, click Authorize and confirm your payment.

Note: If you have already authorized your payment and you have not printed your remittance stub information, you can generate it anytime clicking on the INFO button displayed in the invoice detail

Invoice Detail

Agent Name	Speedy Forwarding	Billing Period	2014-12
Agent Code	1234562	Billing Dates	2014-06-16/2014-06-30
Branch Code	0022	Due Date	2014-07-30
Branch Location	Miami FL		
Airline Number	777	Status	Authorized
Airline Name	Cargo Network Airline		

Back   Export   Info

2.6   Exporting Documents

The Export function will export a file for the entire Cargo Sales Statement to the user's local machine. An option is provided to select the file format. Either the original bill or any rebill that falls into this billing cycle can be exported.

Output Agent

Agent Name Speedy Forwarding   Billing Period 2014-12
Agent Code 1234562   Billing Dates 2014-06-16/2014-06-30
                                Due Date   2014-07-30

◉ Original Bill – Rebills
◎ Adjustments

[PDF] [Excel] [CSV] [HOT]

[Back]

Export Options:

✦ Portable Document Format (PDF): PDF files can be shared, viewed and printed.
✦ Excel Spreadsheet File (XLS): Selecting the Excel option will result in generating an export file with the same field structure, organization, and definitions (or the adjustment file format), including the header and trailer records, except that it will be organized in a tab-delineated format compatible with Microsoft Excel.
✦ Comma Separated values (CSV): Selecting this option to export the CSV will result in generating an export file with the same field structure, organization, and definitions (or the adjustment file format), including the header and trailer records, except that it will be organized in a comma-delineated format.
✦ HOT: Hand-of tape. This option allow you to download the file in HOT format
✦ Fixed-Width Record: Selecting the radio button option to export the 'Fixed-Width 250-Byte Record' will result in generating an export file formatted, including the header and trailer records (or the adjustment file format).

Export Original Bill

This option should be chosen to create an export that is representative of the original Air Waybills and rebills for this billing period prior to applying any online adjustments. The format of this file will depend on which export option was chosen (PDF, Excel, CSV or HOT).

Export Adjustments

This option should be chosen to create an export containing both the Approved and Unapproved online adjustments for this billing period. The format of this file will depend on which export option was chosen (PDF, Excel, CSV or HOT).

3   REPORTS

From this menu option, the agency has 3 reports available:

3.1   AWB Search

The billing history of any Air Waybill processed in CNS - CASS*Link* can be searched via "AWB History".

Air Waybill Search Report

Search Options

Search for AWB: 40607921

Select Agent: Select an Agent

Select Airline: Select an Airline

Search

Enter the serial number of the AWB then click "Search".

Agent or Airline name are optional, and just additional search options which focus the search options. As there would be less data to check you should get an Air Waybill report quicker.

CASS*Link* will then search the database to find the record. The record is then displayed and contains the following details:

> ➢ *Airline Code*
> ➢ *Agent code*
> ➢ *Bill Period* ➔ *YYYYPP*
> ➢ *Type* ➔ *AWB*
> ➢ *Port of Origin*
> ➢ *Destination port*
> ➢ *Gross Weight* – may be Chargeable weight, depending on the value entered
> ➢ *Pre-Paid Weight and Valuation charges* – both charges combined
> ➢ *Pre-Paid Other Charges due Airline*
> ➢ *Charges Collect Weight and Valuation charges* – both charges combined
> ➢ *Charges Collect Other Charges due Airline*
> ➢ *Discount*
> ➢ *Commission* – if payable by the Airline
> ➢ *Net Payable* – total amount due to Airline/Agent
> ➢ *Execution Date* – of Air Waybill
> ➢ *Input Date* – date document input by Airline
> ➢ *Status* ➔ *unapproved, approved, initiated, paid*

3.2   Invoice History

Invoice History Report

Search Options

Airline	Select an Airline ▾
Agent	1234562 - Speedy Forwarding ▾
Branch Code	Select a Branch ▾
Period Selection	◉ Latest 24 periods
	○ Previous periods
Period	Select a Billing ▾ ☐

Search

Airline Number	Billing Period
Airline Name	Due Date
Agent Code	

Invoice - History

XLS   PDF

The Agent Invoice History Report allows you to run reports for audit trail information for all actions performed on an invoice or its parent statement.

On the Agent Invoice History Selection screen, choose or type (by number or name) an Airline. If you want to see the information for a specific branch location, you should select it from the drop down menu, if there is not branch selection, you will be able to see all location assigned to your user.

After that, select the Billing Period;
- by clicking on the Latest 24 periods, from the drop down menu you will be able to select a billing period, or
- by Previous periods, you need to type down the period number (YYY-PP).

Click search to generate Agent Invoice History Report on the screen. Also, you will be able to export this report to excel (xls) or acrobat (pdf)

The Agent Invoice History Report displays all transactions that occurred for the Airline and Billing Period specified.
If you are paying by Check (specified when you were Initiating Payments). All applicable invoice details are displayed. You can click the Reports tab to go back to the reports menu.

Invoice History Report

Search Options

Airline	777-Cargo Network Airline
Agent	1234562 - Speedy Forwarding
Branch Code	Select a Branch
Period Selection	⦿ Latest 24 periods ○ Previous periods
Period	2014-12

Search

Airline Number	777	Billing Period	2014-12
Airline Name	Cargo Network Airline	Due Date	2014-07-30
Agent Code	1234562		

Invoice - History

Action Date	User	Branch	Status	Description	Amount
2014-09-12	Admin_123462	0022	Initiated	Initiate Invoice type : Check Ref No: 412-00004012	$7,286.20
2014-09-12	Admin_123462	0022	Approved	Approved	$7,286.20
2014-09-12	Admin_123462	0022	Adjust	Create	$1,265.00
2014-09-12	Admin_777	0033	Rebill	Delete	$22,244.17
2014-09-11	Admin_123462	0070	Initiated	Initiate Invoice type : Check Ref No: 412-00003853	$69,180.12
2014-09-11	Admin_123462	0070	Approved	Approved	$69,180.12
2014-09-11	Admin_123462	0070	Adjust	Create	$1,600.00
2014-09-11	Admin_123462	0070	Trans	Reassign - Delete AW	$69,180.12
2014-09-11	Admin_123462	0022	Trans	Reassign - Create AW	$7,286.20
2014-09-10	CNS_777Bill	0033	Adjust	Airline: Approved	$150.00

< >

XLS   PDF

3.3   Payment Summary

Agent Annual Payment Summary Report

Select Airline:	Select an Airline
Select Agent:	Select an Agent
Select Year:	2014
Month From:	Sep	Month To:	Sep

Search

On this report you will be able to see by month the last 12 monthly payments made to all airlines or any specific one.

AIRLINE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
777 - Cargo Network	$ 23,443.00	$6,250.23	$ 3,222.61	$19,468.37	$5,140.35	$16,058.42	$6,949.25	$13,897.00	$ 78,675.00	$ 23,432.00	$ 89,888.00	$ 786,098.00	$ 1,072,522.23
GRAND TOTAL	$ 23,443.00	$ 6,250.23	$ 3,222.61	$19,468.37	$5,140.35	$16,058.42	$ 6,949.25	$13,897.00	$ 78,675.00	$ 23,432.00	$ 89,888.00	$ 786,098.00	$ 1,072,522.23

4   ADMINISTRATION

4.1   Bank Profile Manager

Agents have the ability to create Bank profiles from which to draw funds, as well as modify pre-existing Bank information. On the Administration Menu, click Bank profile Manager to access all banking functions. *Note: If you do not have the appropriate permissions, you cannot view this section, contact your administrator for more information.*

Once you click Bank profile Manager, the Bank Accounts screen displays. From this screen you can add a new Bank, view pre-existing Bank account information or click a Bank Name to modify any Bank information.

User: Admin_123462   CASS operation: CNS ▼

⊞ Documents/Payments   **Bank Accounts**
⊞ Reports
⊟ Administration
   Bank Profile Manager
   E-Mail Notification   Agent Name   Speedy Forwarding
   User List   Agent Code   1234562 / 0022 0033 ..
   User Profile
   Change Password   **Add New Bank Account**
⊞ Input

                                                                    [Reject]

Bank Name	RTN	Account Name	Account Number	Status	
Bank of America	02389654	Speedy Frowarding	5600811011	Authorized	☐
Bank of CNS	125000012	Debit Account	123450	Authorized	☐

                                                                    [Reject]

Add/Edit Bank Account Screen Description

Bank Name	The full name of the bank. This field holds up to 100 characters.
Address	Street address for the Bank. Each field holds up to 50 characters.
City	The city of the Bank. This field holds up to 50 characters.
State	The state of the Bank. This field holds up to 50 characters.
Zip Code	The zip code of the bank. This field holds up to 20 characters validated as either '99999' or '99999-9999' where '9' is any valid digit.
Country	Only US banks are currently supported. This field is already pre-filled.
Account Name	Organization specified Bank account name.
RTN	The Bank's 9 digit routing transit number. Routing numbers are fixed length numbers with 9 characters.
Account Number	The numeric bank account number. This field holds up to 80 characters

To add a new Bank
1. On the left menu, click on Administration; click Bank profile Manager to access all banking functions.
2. On the Add New Bank Account screen, add the appropriate Bank Account information.
   *Note: All fields in Bold * are required fields.*
3. Assign locations to this bank account. All locations could be assigned or selected locations.
4. Click on the Active box, in order to activate the bank account.
5. In the Authorization Agreement section, click the check box to authorize debits and credits from this Bank Account.
6. Click Save.

Once the Bank account has been created, it can be modified anytime

To modify Banks

1. On the left menu, click on Administration, click Bank profile Manager to access all banking functions.
2. On the Bank Accounts screen, in the Bank Account Information table click a Bank Name link which you would like to edit.
3. On the Edit Bank Account screen, modify any of the information as needed.
   Note: All fields in Bold * are required fields.
4. Make sure that the active box and the authorization agreement are checked.
5. Click Save.

Bank Accounts Edit / Add

Next

Back

Save

Bank Name:*	Bank of America
Adsress:*	
City:*	Miami
State/Province:*	Fl
ZIP/Postal Code:*	33186
Country:*	UNITED STATES
Account Name:*	Speedy Forwarding
RTN:*	02389654
Account Number:*	5600811011

Location(s):*

Available Locations

0022 - Speedy Forwarding
0070 - Speedy Forwarding

Assigned Location(s)   Assigned

>
>>
<
<<

0033 - Speedy Forwarding
0044 - Speedy Forwarding

Active: ☑

Autorization Agreement

☑ I hereby authorize the CNS application to initiate debit and credit entries to the account indicated above at the depository financial institution named above and to credit and debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Back

Save

Reject Bank Account

Any bank account can be rejected.
1 On the left menu, click on Administration, click Bank profile Manager to access all banking functions.
2 On the Bank Accounts screen, in the Bank Account Information table check the right column of the Bank Name which you would like to reject. The system will request confirmation displaying the following message: "Are you sure you want to reject the bank account(s)?"

> CASS-USA

User: Admin_123462   CASS operation: CNS ▾

⊞ Documents/Payments **Bank Accounts**
⊞ Reports
⊞ Administration
⊞ Input

Agent Name   Speedy Forwarding
Agent Code   1234562 / 0022 0033 ..

Add New Bank Account

Message from webpage   ☒

❓ Are you sure you want to reject the bank account(s)?

                                    OK   Cancel

Reject

Bank Name	RTN	Account Name	Account Number	Status	
Bank of America	02389654	Speedy Forwarding	5600811011	Authorized	☑
Bank of CNS	125000012	Debit Account	123450	Authorized	☐

Reject

Note: If an authorized (disbursement) bank account is rejected, all payments scheduled against that account will fail. If an authorized (destination or collections) bank account is rejected, all payments destined for that account will fail.

4.2   e-mail notification

On the left menu, click on Administration, click e-mail notification and the following screen will be displayed

Email Notification's

Agent Name Speedy Forwarding
Agent Code 1234562 / 0022 0033 ..

Save

Select Notification   Select an Notification ▼

Available   Action   Assigned

Email Notification's

Agent Name Speedy Forwarding
Agent Code 1234562 / 0022 0033 ..

Save

Select Notification

Select an Notification ▼

Available

Select an Notification
Review New Documents
Download File Completion
Invoice Approval
Authorizations of Payments
Initiate Payments

<<

E-mails could be generated for the following events:

- ✈ *Review new documents* ➔ Notification when Air Waybills or adjustments are loaded. Nightly with the loads
- ✈ *Download file completion* ➔ Notification that an offline print or export file has completed. With each offline download
- ✈ Invoice approval ➔ Notification of approved Invoices Aggregated Nightly
- ✈ Authorizations of payments ➔ Notification of the authorization Aggregated Nightly
- ✈ Initiate Payments ➔ Notification of the initiate payment Aggregated Nightly

4.3   User List

From this list you can see all users in your agency.

From here, you will be able to add, modify, copy or delete an user

User name	First Name	Last Name	User Type	Last Login	Creation Date	Modify	Copy	
CNS_123462LM	Larua	Ludovici	cnsAgent		2014-09-10	Modify	Copy	Delete User
CNS_123462ML	Michael	Ludovici	cnsAgent	2014-09-10	2014-09-10	Modify	Copy	Delete User

Add an Agent User

To add a new User, from the Users screen, select "Add User".

Enter the Agent details, and

Click on the "Create" button. The message "User Created successfully" will be displayed.

When the User has been created, the next step is to add permissions required by the user, then click Add Permissions

4.4 Permissions:

Approve Invoice	This permission allows the user to close the invoice for adjustments as the audit for the invoice has been completed. The agent agrees to pay USD XX
Adjust transactions	This permission allows the user to modify a billing amount to the agreed charges and providing details why he/she is modifying the original billing
Initiate Payments	This permission allows the agent to set up and schedule its payment. The user will be able to select the payment method (4 methods ACH debit, Check, ACH credit & Fed wire) and schedule the payment
Authorize payments	This permission allows a user to authorize the initiated payment
View Adjustments and Rebills	This permission allows a user to view billing disputes "adjustments/ rebills"
Bank Authorization Manager	This permission allows a user to create, view agents bank account information and be able to reject an active bank accounts

After you have added permission, you must assign the branches to the user.

Warning – Do not leave this screen without assigning the branches. Leaving the screen before the branches have been selected will prevent the user from accessing any Agent location and the User will not be able to see any information.

After the new Username has been created, click on New Passwd & Send. This will transmit the new Password to the User.

Do not send an email or letter to the User that contains both the Username and Password.

4.5   Modify an Agent User

From this option you will be able to modify the user information: basic information, permissions and assigned branches.

4.6 Copy an Agent User

From this option you will be able to copy the user information. This means that the same permissions will be copied to the new user.

The Admin just need to fill in the username, first Name, last name, phone number and email address.

4.7   Delete an Agent User

From this option an Admin User will be able to Delete a user.

4.8   User profile
From this option you will be able to modify the basic information and see your permissions.

Back

User profile

Username	Admin_123462	E-mail	
First Name		User Type	cnsAgentAdmin
Last Name		Last Login	2014-09-12 14:49
		Creation Date	2014-08-27 21:15
Phone		Locked	☐
Mobile		Login Failure	Reset Failure

Update

Permissions:

Current assigned Permissions

Permission	Action
Approve Invoice	
Adjust Transaction	
Initiate Payments	
Authorize Payment	
View Adjustments And Rebills	
Bank Authorization Manager	
Profile Manager	

Agent   1234562 - Speedy Forwarding

Available	Action	Assigned
		0022 - Speedy Forwarding
		0033 - Speedy Forwarding
		0044 - Speedy Forwarding
		0070 - Speedy Forwarding

If you need to change any information, Change the details that need to be changed – Name, email address, phone, mobile and when completed, click on the "Update" button.

The message "User updated successfully" will be displayed.

4.9 Change Password

The first login with a new Username, the User will be forced to change password. Users may also change their password at any time.

To change your password, go to Administration Menu on the left menu, select change Password

Enter the "Old" password, then enter a new password twice. The new password must contain a minimum of eight (8) alpha/numeric characters, with the password to contain at least 2 numeric characters and it cannot be one of the 5 recent passwords.

Click the "Update Password" button

Change Password

When changing your password, your new password must conform to Security requirements.
Those requirements are as follows:
 • It must contain a minimum of 8 alphanumeric characters.
 • It must contain two numerals.
 • It cannot be one of the 5 recent passwords.

Suggestion: To make it easy to remember, your new password should consist of:
 • Two three-letter words and two numerals.

Old Password

New Password

Retype New Password

Update Password

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 at least 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.

It is the responsibility of each CASS*Link* User to ensure that Usernames and Passwords are secure to ensure the confidentiality of their billing data.

Passwords must be changed at initial log-in (after Username has been created) and each six (6) months.

Password history also now means that the same password cannot be re-used for five (5) generations.

4.10 Forgot Password

When a User has forgotten their password, the "Forgot Password" may be used to request a new user Password. Forgot Password – Must be used BEFORE your User ID is locked out.

Welcome to CASS*Link*

- Cargo Account Settlement System

Enter your User name and Password.

| User name | US_123462 |
| Password | •••••••• |

login

Forgot Password?
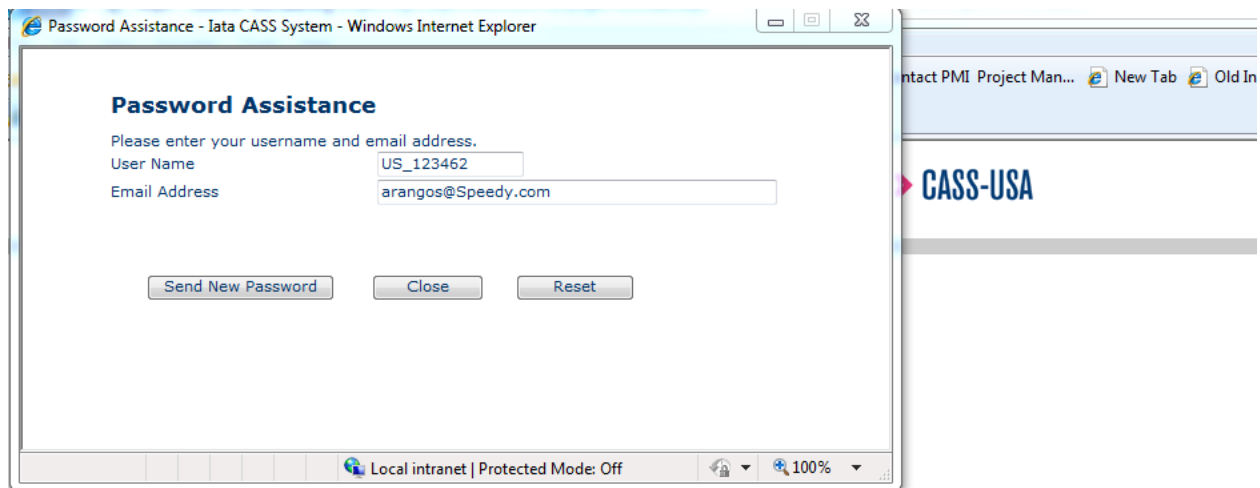
Forgot Password – Must be used BEFORE your UserID is locked out.

□To create an account or to reset your password, please contact the following:
 - **IATA Users** - IATA Customer Service by logging an Enquiry in the Customer Service Portal - **www.iata.org/customer-portal**
 - **CNS Users** - Email to **cassusaserviceteam@cnsc.us**

When you register at the CASS system, your personal information is kept private and secure. Please see our **privacy and security policy** for more information.

When the Forgot Password is selected, the User is asked to enter their Username and email address. Both need to match the User profile stored in CASS*Link*.

When the details have been entered correctly, the new password is sent to the User email address. It is not displayed on the screen.

When the details entered is incorrect, or do not match the database, the User must contact their Customer Service Centre to verify the information and receive a new Password.

Password Assistance

Please enter your username and email address.

User Name   US_123462

Email Address   arangos@Speedy.com

Send New Password   Close   Reset

Username or email are incorrect. Please contact your Customer Service Centre at www.iata.org/customer-portal/Pages/ContactUs.aspx

Possible problems preventing the use of this facility:

- Email address is incorrect in the database
- Browser has Pop-ups blocked. This prevents the entry screen from being displayed. Unblock Pop-ups and try again.
- Username is shared and new password is not sent to all Users of that Username

5 INPUT

On the left menu, click on Input/Load adjustment files. With this option an agent will be able to upload an input file with adjustments to adjust the billed amount to be paid.

Please refer to appendix A for the file technical specifications.

6 GLOSSARY OF TERMS

Agent	CNS Endorsed Cargo Agent (Freight Forwarder)
AWB	Air Waybill - the document made out by or on behalf of the shipper which evidences the contract between the shipper and carrier(s) for carriage of goods over routes of the carrier(s).
Billing Period	There are twenty-four (24) Billing Periods each calendar year ie. two (2) per month.
	These are: 1st to 15th and 16th to last day of month (28th, 29th, 30th 31st)
CASS	Cargo Accounts Settlement System
Commercial Accounts	Freight Forwarder sponsored by a CASS Airline to join the CASS program
CASSLink	Global processing system used by IATA for processing Airline billing documents.
CCA	Cargo Charges Correction Advice means the document used for the notification of changes to the transportation charges and/or to other charges and/or the method of payment.
Charges Collect	Equivalent to the term 'freight collect' or 'charges forward', means the charges entered on the Air Waybill for collection from the consignee.
Correction document	See CCA or DCM
DCM	Debit Credit Memo – used to amend Net/Net sales
Due Date	Payment by Agents to CASS
Reporting Timetable	Timetable of events usually published by CASS before the start of a new year to identify key dates for report production, due date.
Storage Period	Defined in each CASS to be the time online records are stored and available for viewing in AWB History and adjustments For CNS it is 84-months (7 years).
Upload	The processed used by Airlines to enter electronic billing files into CASS*Link* each Billing Period

Username   Log-in identification to access CASSLink

7   FREQUENLY ASKED QUESTIONS

Question	**_Answer_**
What is the CASS*Link* website address?	https://casslink.iata.org/pages/cnslogin.aspx Don't forget the https, as this is a *Link* to a secure website.
I don't have access to CASS*Link*?	To Access you need a user name and password. If you have not received a Username or Password, contact your Agent Administrator within your company and ask for these to be created
I have forgotten my password, can you tell me what it is?	CNS staff cannot see what your password is. If you have forgotten your password, please remember to use the "Forgot Password" option in the landing page. Forgot Password – Must be used BEFORE your User ID is locked out.
I didn't get my report. Can you resend them to me?	No. All Agents and Airlines have access to CASS*Link* and can login at any time and retrieve any reports at any time.
I have many branches/locations. Can I see their output using a single login?	CASS can *Link* a single Username login to all your CASS locations. Contact your Admin to enable these *Link*s.
What reports are available?	CASS*Link* standard reporting format is PDF. HOT and CSV are available that are used for account reconciliation. XLS spreadsheet reports are also available.
We have been billed the wrong amount for an AWB. Please process a credit?	CASS cannot process a credit. You need to make an adjustment to correct the bill.
I have done a search in AWB History does not display anything. Why?	There may be a number of reasons. Either the AWB: 1. has not been billed; 2. you are not entering the correct details – AWB serial Number, Airline or Agent code 3. the AWB was not billed during the current "Storage Period" set by your CASS. This Storage Period could be as little as 6 months or as much as 7 years.
How do I find out if a credit for an AWB has been processed by the Airline?	Use AWB History to search for the AWB Serial Number. This search will list all documents processed and show the actual total amount paid by the Agent for the AWB to date, subject to the document being processed within the "storage period.

8 APPENDIX 1 – Agent Adjustment File Load

8.1 Agent Adjustment Overview

The Adjustment File load process will permit the loading of Agents' file-based adjustments into the system. The structure of the adjustment records consists of three unique definitions:

Record Name	Record ID Air Waybill
Header Record	AA
Original {Air Waybill | Demurrage}	AW
Cargo Correction Original	CO
Cargo Correction Revised	CR
Debit Credit Original	DO
Debit Credit Revised	DR
e-Billing Credit Revised	--
Trailer Record	TT
* eBilling Credit Revised "rebill" (This format is not part of the Adjustment load, CNS must manually adjust ECR Records via the GUI) "ER" for Export, "ED/EM" for Domestic.	

8.2 Agent Adjustment File Formats

8.2.1 Agent Adjustment File Format – Export Module

8.2.1.1 Header Record

The following is the definition of the header record in the 250-byte fixed width Adjustment File format. Upon loading the Agent Number and the Invoice Period will be validated for uniqueness to prevent duplicate loads.

No.	Description	Location	Size	Contents & Remarks
01	Record ID	1-2	2T	Set to 'AA'
02	Agent Number	3-13	11N	The 7-digit Agent Number and 4 digit location code
03	Invoice Period	14-19	6N	CCYYPP
04	Filler	20-250	231T	Blank

8.2.1.2   Adjustment Types: AW, CO, CR, DO, DR

The following is the definition of the Adjustment File records in the 250-byte fixed width data file format. The Airline Number, Agent Number, and Air Waybill Number uniquely define these records in conjunction with the Billing Period in the header.

No.	Description	Location	Size	Contents & Remarks
01	Record ID	1-2	2N	Set to 'AW', 'CO', 'CR', 'DO', 'DR'
02	Airline Number	3-5	3T	The 3-digit Airline Number
03	Agent Number	6-16	11N	The 7-digit Agent Number + 4-digit location
04	Air Waybill Number	17-24	8N	8 digit AWB Serial Number
05	CCA/DCM Number	25-30	6T	The CCA/DCM Number. (Valid for 'CO', 'CR', 'DO', 'DR' Record ID's only. Blank for 'AW' Record ID's)
06	Prepaid Weight Charge*	31-42	12N	The Prepaid Weight Charge
07	Prepaid Valuation Charge*	43-54	12N	The Prepaid Valuation Charge
08	Prepaid Charges due Airline*	55-66	12N	The Prepaid Charges due to the Carrier
09	Prepaid Charges due Agent*	67-78	12N	000000000000: Should be zero - ignore
10	Collect Weight Charge*	79-90	12N	The Collect Weight Charge
11	Collect Valuation Charge*	91-102	12N	The Collect Valuation Charge
12	Collect Charges due Airline*	103-114	12N	000000000000: Should be zero - ignore
13	Collect Charges due Agent*	115-126	12N	The Collect Charges due to the Agent
14	Commission*	127-138	12N	The Commission Charge
15	Incentive*	139-150	12N	The Incentive Charge
16	Incentive Sign	151	1T	'+' or '-' = Negative Incentive Amount
17	Weight	152-158	7N	Chargeable Weight (When weight unit is kilos, one decimal place is implied. When weight unit is pounds, there are no decimal places.)
18	Weight Code	159	1T	K=Kilo or L=Pound (convert all pounds to kilo - rounded to nearest ½ kilo)
19	Reason Code	160-161	2N	The Adjustment Reason Code
20	Contract Number	162-181	20T	The Contract Number.
21	Rate*	182-185	4N	Rate
22	Other	186-210	25T	Other
23	Comment	211-250	40T	The Adjustment Reason Comment

*2 implied decimal places

8.2.1.3   Trailer Record

The following is the definition of the trailer record. The total number of records in the file will be validated against the trailer.

No.	Description	Location	Size	Contents & Remarks
01	Record ID	1-2	2T	Set to 'TT'
02	Total Number of Records	3-9	7N	Does not include Header & Trailer Records
03	Filler	10-250	241T	Blank