

AWB Stock Management System

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1) Introduction

CNS is pleased to provide participating agents, forwarders and other intermediaries with the **AWB Stock Management System (AWB-SMS)**. This replaces the original CNS Computerized Air Waybill Number Distribution Service (CAWB).

Key features of this system include:

- On-line dynamic reporting
- Agent on-line number request and allocation
- Auto generated allocation messages
- Agent branch or consolidated allocation option

These, and other functions, are more fully described in this user manual.

2) Set-up & Defaults

All active CNS endorsed agents are automatically eligible for awb number allocations, subject to the parameters set by the participating airlines.

Within each participating agent's profile, there are certain default parameters set by the CASS-USA office. These can be changed on the request of the agent:

- **Consolidated Allocation** – If this parameter is set, then the agent can only receive allocations to a single office.
- **Stock email** – This allows for a maximum of three email addresses per agent/office to receive allocation email messages.
- **XML email option** – If this option is selected, stock email recipients will receive the stock email message containing an attachment Stock Allocation Message in XML format.

To access the AWB Stock Management System, a user ID and password is required. These are administered by the CASS-USA office.

3) System Access

Access to the CASS-USA AWB Stock Management System is via the CNS website, www.cnsc.net.

Click on the link “**AWB Stock**” on the CNS home page (See Fig. 1), and the user will be taken to the log-in screen for the AWB Stock Management System (*CASSLink*).



Fig.1 - CNS website home page (www.cnsc.net)

Once on the *CASSLink* log-in page, enter your user ID and password, and click on the log-in button (See Fig. 2).

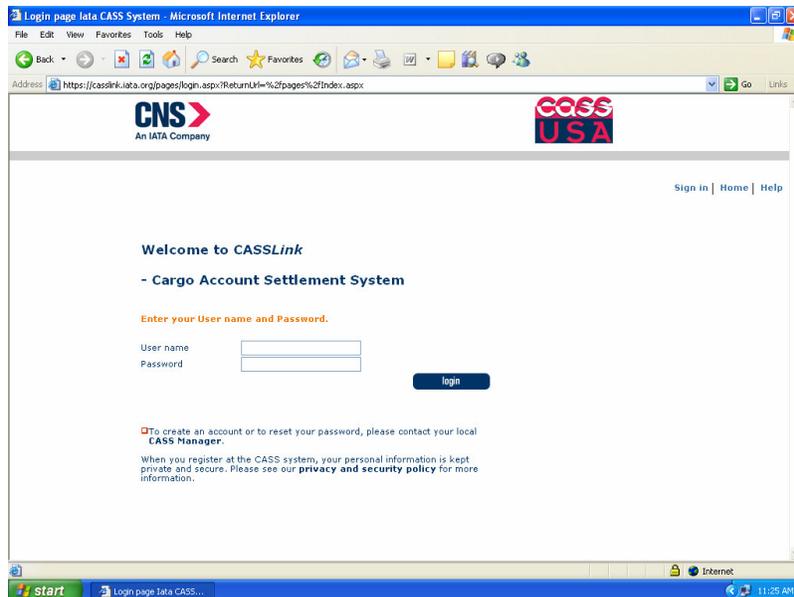


Fig. 2 – CASSLink Log-in page

The home page of the AWB Stock Management system (see Fig. 3) shows the following information:

- The user's **User ID**, the **CASS operation** (always USA), and the **Sign out**, **Home** and **Help** links.
- The left menu bar has two options: **Stock Control** and **User Maintenance**
- **Operation messages** and **Information** fields in the center will show miscellaneous links and information.

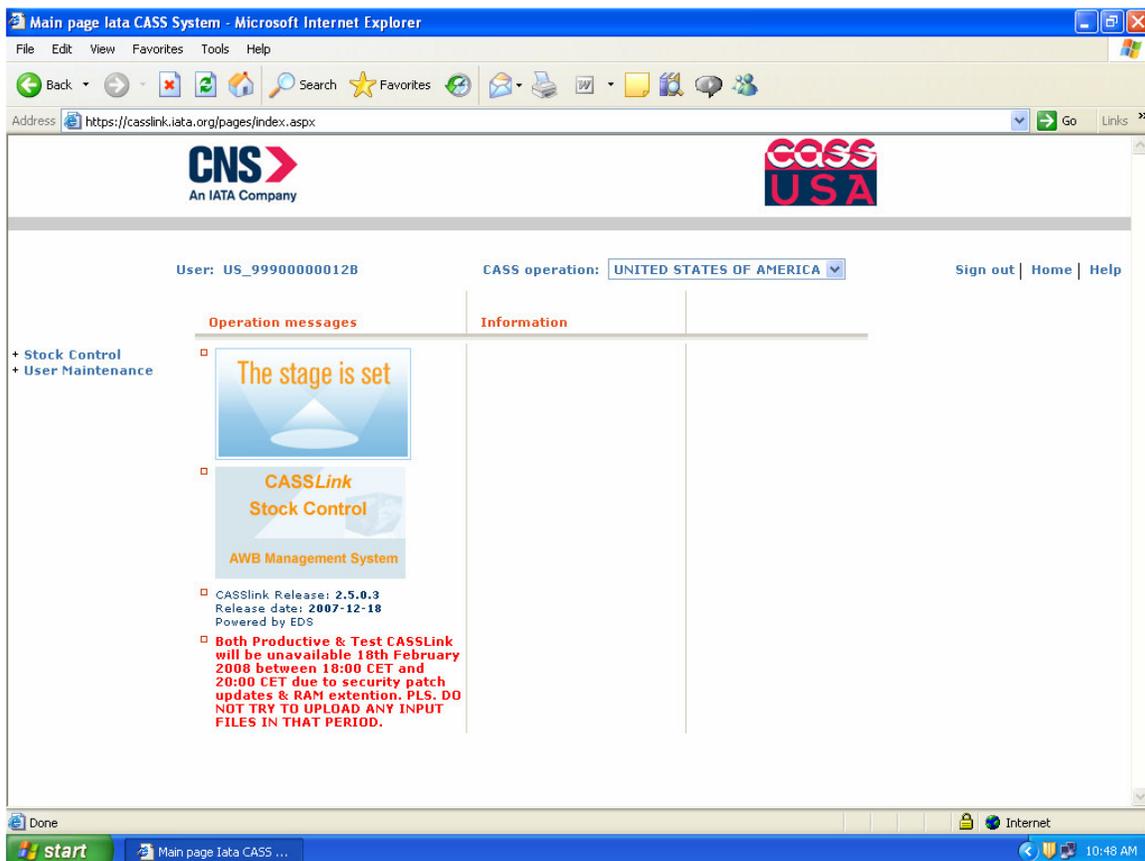


Fig. 3 – AWB Stock Management Home Page

4) Stock Control

An agent user in the AWB Stock Management system has access to the following function:

i) Agent Relations

This option allows the agent user to request awb numbers for each participating airline, subject to the parameters set by the airline.

Clicking on the Agent Relations menu option takes the agent user to the Agent Stock Relations page (see Fig. 4).

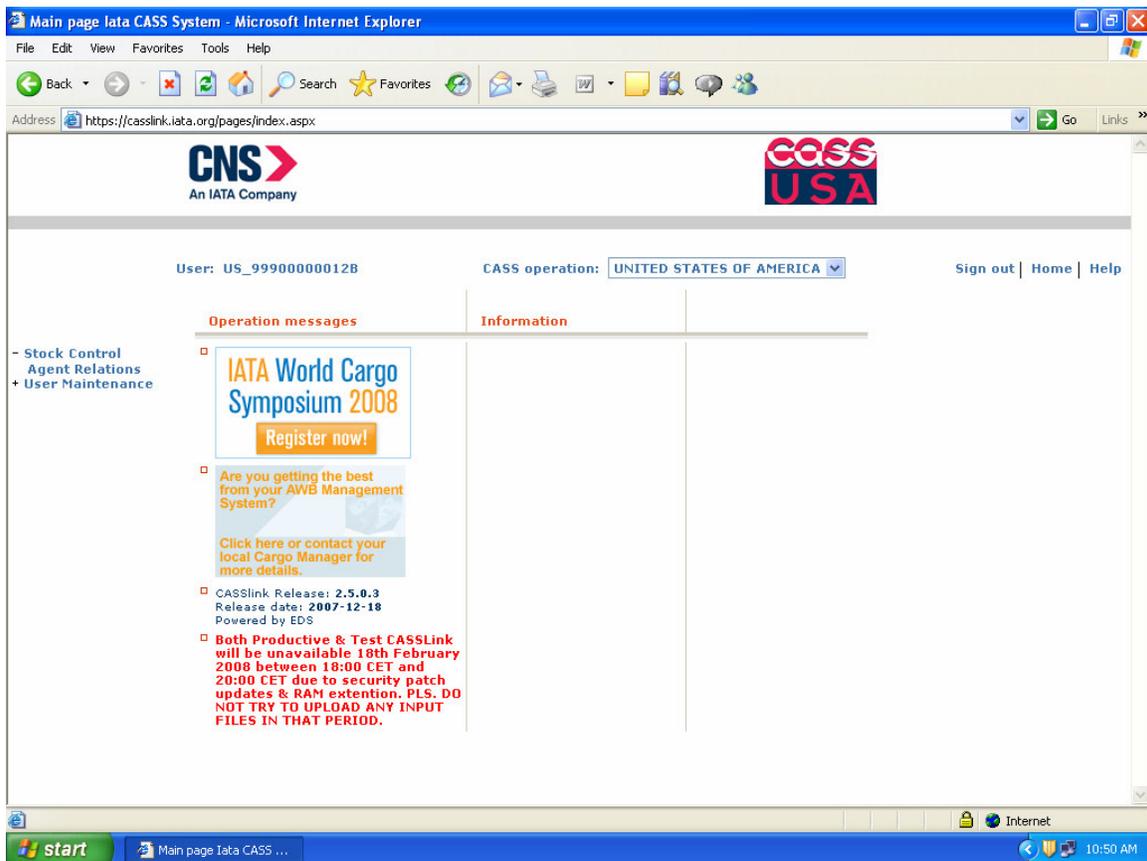


Fig. 4 – AWB Stock Management Home Page – Stock Control Menu Option

4(i) Agent Stock Relations

On this page the agent user will see a list view of all airlines participating in the AWB-SMS and the agent's respective allocation allowances (see Fig. 5).

Selection criteria:

- **Agent** = the Agent is pre-selected if the user has only one agent/office assigned. If the user has more than one agent/office assigned, the user can select the applicable agent/office from the drop down menu.

The screenshot shows the 'Agent Stock Relations' page in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: <https://casslink.iata.org/pages/StockAgentAirlineRelation.aspx>. The page header includes the CNS logo (An IATA Company) and the CASS USA logo. The user's profile information is displayed as 'User: US_99900000012B' and 'CASS operation: UNITED STATES OF AMERICA'. The page title is 'Agent Stock Relations'. Below the title, there is a dropdown menu for 'Agent' set to '9990000 - 0012 HQ TEST AGENT AWB STOCK'. The main content is a table with the following data:

Airline	Name	Std. Allocation	Unused	Expr. Allocation	Unused Expr.		
001	AMERICAN AIRLINES	0	0			Details	Request
002	CARGOITALIA	0	0			Details	Request
005	CONTINENTAL AIRLINES	0	0			Details	Request
006	DELTA AIR LINES	0	0			Details	Request
012	NORTHWEST AIRLINES	0	0			Details	Request
014	AIR CANADA	0	0			Details	Request
016	UNITED AIRLINES	0	0			Details	Request
020	LUFTHANSA CARGO	0	0			Details	Request
037	U S AIRWAYS	0	0			Details	Request
045	LAN CHILE AIRLINES	0	0			Details	Request

Fig. 5 - Agent Stock Relations page

For each airline, the following data is shown:

Column description:

- **Airline** = 3-digit airline code.
- **Name** = the airline name.
- **Std Allocation** = the maximum number of awb numbers the agent can request.
- **Unused** = the number of awb numbers that remain unused by the agent. (Note: this is based on allocated numbers billed through CASS-USA).
- **Expr. Allocation** = the maximum number of “express” awb numbers the agent can request. If an airline has not authorized an allocation of “express” awb numbers, this field will be blank.
- **Unused Expr.** = the number of “express” awb numbers that remain unused by the agent. (Note: this is based on allocated numbers billed through CASS-USA).

Details link

Clicking on this links takes the agent user to the Agent Stock Allocation Overview page for the selected airline.

Request link

Clicking on this link requests awb numbers from the selected airline. **See section 4 (i) (c) for more details.**

The XLS button will create an excel overview of all the allocations the actual agent has with all airlines (see Fig. 6); the PDF button will create the same in a printable PDF report format (See Fig. 7).

AgentCode/TA	AgentCode/Cass	AgentName	AirlinePrefix	AirlineBranch	AirlineName	STD Allocation	Unused	Express
9999000	0002	TEST AGENT AVB STOCK	001		AMERICAN AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	002		CARGO ITALIA	0	0	
9999000	0002	TEST AGENT AVB STOCK	005		CONTINENTAL AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	006		DELTA AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	002		NORTHWEST AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	008		AIR CANADA	0	0	
9999000	0002	TEST AGENT AVB STOCK	006		UNITED AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	020		LUFTHANSA CARGO	0	0	
9999000	0002	TEST AGENT AVB STOCK	027		US AIRWAYS	0	0	
9999000	0002	TEST AGENT AVB STOCK	045		LAN CHILE AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	047		TAP AIR PORTUGAL	0	0	
9999000	0002	TEST AGENT AVB STOCK	053		ASLUNDGREN P L C	0	0	
9999000	0002	TEST AGENT AVB STOCK	055		ALITALIA	0	0	
9999000	0002	TEST AGENT AVB STOCK	057		AIRFRANCE	0	0	
9999000	0002	TEST AGENT AVB STOCK	071		ET HIOKANA AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	074		KLM ROYAL DUTCH AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	075		IBERIA AIRLINES OF SPAIN	0	0	
9999000	0002	TEST AGENT AVB STOCK	080		LOT - POLISH AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	082		SOUTH AFRICAN AIRWAYS	0	0	
9999000	0002	TEST AGENT AVB STOCK	086		AIR NEW ZEALAND LTD	0	0	
9999000	0002	TEST AGENT AVB STOCK	095		FINNAR	0	0	
9999000	0002	TEST AGENT AVB STOCK	097		SCANDINAVIAN AIRLINES SYSTEM	0	0	
9999000	0002	TEST AGENT AVB STOCK	025		BRITISH AIRWAYS P L C	0	0	
9999000	0002	TEST AGENT AVB STOCK	029		MARTINAIR HOLLAND	0	0	
9999000	0002	TEST AGENT AVB STOCK	031		JAPAN AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	032		MEZCAMIA	0	0	
9999000	0002	TEST AGENT AVB STOCK	039		AEROMEXICO	0	0	
9999000	0002	TEST AGENT AVB STOCK	047		ROYAL AIR MAROC	0	0	
9999000	0002	TEST AGENT AVB STOCK	057		QATAR AIRWAYS	0	0	
9999000	0002	TEST AGENT AVB STOCK	060		CATHAY PACIFIC AIRWAYS LTD	0	0	
9999000	0002	TEST AGENT AVB STOCK	080		KOREAN AIR	0	0	
9999000	0002	TEST AGENT AVB STOCK	083		VARIG LOGISTICS SA	0	0	
9999000	0002	TEST AGENT AVB STOCK	096		ALL NIPPON AIRWAYS CO LTD	0	0	
9999000	0002	TEST AGENT AVB STOCK	025		TURKISH AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	026		BMI BRITISH MIDLAND	0	0	
9999000	0002	TEST AGENT AVB STOCK	028		LTU INTERNATIONAL AIRWAYS	0	0	
9999000	0002	TEST AGENT AVB STOCK	083		ATLAS AIR INC	0	0	
9999000	0002	TEST AGENT AVB STOCK	003		POLAR AIR CARGO	0	0	
9999000	0002	TEST AGENT AVB STOCK	012		ROYAL JORDANIAN AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	049		ABSA AEROLINHAS BRASILEIRAS S.A	0	0	
9999000	0002	TEST AGENT AVB STOCK	059		JET AIRWAYS (INDIA) LTD	0	0	
9999000	0002	TEST AGENT AVB STOCK	016		DHL AVIATION COMMERCIAL GROUP (EUROPEAN AIR TRANSPORT)	0	0	
9999000	0002	TEST AGENT AVB STOCK	020		C AL C/O MERCURY AIR CARGO	0	0	
9999000	0002	TEST AGENT AVB STOCK	095		MERCURY AIR CARGO	0	0	
9999000	0002	TEST AGENT AVB STOCK	085		MAS AIR	0	0	
9999000	0002	TEST AGENT AVB STOCK	070		AERPOSTIF AIRLINES	0	0	
9999000	0002	TEST AGENT AVB STOCK	073		AEROMIN	0	0	
9999000	0002	TEST AGENT AVB STOCK	000		TEST AIRLINE	0	19	
9999000	0002	TEST AGENT AVB STOCK	032		VIRGIN ATLANTIC AIRWAYS	0	0	
9999000	0002	TEST AGENT AVB STOCK	033		NIPPON CARGO AIRLINES	0	0	

Fig. 6 - Sample Agent Stock Relations report – XLS Format

DATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Agent Stock Relations
 Agent: 9990000-0012 TEST AGENT AWB STOCK DATE: 2009-FEB-22

Prefix	Branch	AirlineName	STDAllocation	Unused	Expr. Allocation	Unused Expr.
001		AMERICAN AIRLINES	0	0		
002		CAROLTAGLIA	0	0		
005		CONFIDENTIAL AIRLINES	0	0		
006		DELTA AIR LINES	0	0		
012		NORTHWEST AIRLINES	0	0		
014		AIR CANADA	0	0		
016		UNITED AIRLINES	0	0		
020		LUFTHANSA CARGO	0	0		
037		U F AIRWAYS	0	0		
045		LAM CHILE AIRLINES	0	0		
047		TAP AIR PORTUGAL	0	0		
053		AER LINGUS F L C	0	0		
055		ALITALIA	0	0		
057		AIR FRANCE	0	0		
071		ETHIOPIAN AIRLINES	0	0		
074		AIR ROYAL JORDAN AIRLINES	0	0		
076		IBERIA AIRLINES OF SPAIN	0	0		
080		LOT - POLISH AIRLINES	0	0		
083		SCOTT AIRWAYS	0	0		
086		AIR NEW ZEALAND LTD	0	0		
105		FINAIR	0	0		
117		BOHRAINIAN AIRLINES SYSTEM	0	0		
125		BRITISH AIRWAYS F L C	0	0		
129		MASTHOE HOLLAND	0	0		
131		JAPAN AIRLINES	0	0		
132		MEXICANA	0	0		
139		AEROMEXICO	0	0		
147		ROYAL AIR MAROC	0	0		
157		QATAR AIRWAYS	0	0		
160		CENTEX PACIFIC AIRWAYS LTD	0	0		
180		KOREAN AIR	0	0		
183		VARIG LOGISTICS SA	0	0		
205		ALL NIPPON AIRWAYS CO LTD	0	0		
235		THAI AIRWAYS	0	0		
236		NET BRITISH HOLLAND	0	0		
246		LTU INTERNATIONAL AIRWAYS	0	0		
369		ATLAS AIR INC	0	0		
403		POLAR AIR CARGO	0	0		
512		ROYAL JORDANIAN AIRLINES	0	0		
549		AZSA AEROLINEAS BRASILEIRAS, S.A.	0	0		

Fig. 7 - Sample Agent Stock Relations report – PDF Format

4 (i) (a) Agent Stock Allocation Overview

Clicking on the “Details” link on the Agent Stock Relations page will take the agent user to the **Agent Stock Allocation Overview** page for the selected airline (see Fig. 8). This page shows a list view of awb ranges allocated by the selected airline.

- By default only “open” allocations are shown. Un-clicking the “Show only open allocations” box will show all allocations.
- By clicking the “Details” link, the user will be taken to the Agent Stock Allocation Detail page which displays information/status of each awb number within the allocation (see Section 4(i)(b) for more information).
- Clicking on “Back to relations” returns the user to the Agent Stock Relations page.

Note: the Expiry Date shown is set by the airline. AWB numbers may still be used, but not allocated from this range, after the date shown. If this field is blank, the airline has not set an expiry date for this range of numbers.



Fig. 8 - Agent Stock Allocation Overview page

The XLS button will create an excel overview of all the allocations the actual agent has with the selected airline (see Fig. 9); the PDF button will create the same in a printable PDF report format (see Fig. 10).

1	AirlinePrefix	AirlineBranch	AirlineName	AgentCode/ATA	AgentCode/Cass	AgentName	Issue Date	From	To	Expiry Date	Express	Unused	Closed
2	900		TEST AIRLINE	99990000	0012	TEST AGENT AWB STOCK	2008-02-07 15:11:21	1000000-1	1000009-3	2008-12-31		9	
3													
4													
5													
6													
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Fig. 9 - Sample Agent Stock Allocation Overview report – XLS Format

ATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Agent Stock Allocation Overview DATE: 2008-FEB-16

Airline: 900 - TEST AIRLINE

Agent : 99990000 - 0012 HQ TEST AGENT AWB STOCK

Issue Date	From	To	Expiry Date	Express	Unused	Closed
2008-02-07 15:11:21	1000000-1	1000009-3	2008-12-31		9	

PAGE 1

Fig.10 - Sample Agent Stock Allocation Overview report – PDF Format

4 (i) (b) Agent Stock Allocation Details

For the selected airline, this page shows the allocation history for each allocated awb number (see Fig. 11). The following data is shown:

AWB = the air waybill number.

Status = there are four possibilities: **Unused** (the awb number been allocated but not yet billed through CASS-USA); **Used** (the awb number been allocated and either billed though CASS-USA or cancelled manually); **Void** (the awb number was void); **Cancelled** (the awb number was manually cancelled by the airline user or CASS-USA Manager).

Used Date = This reflects the date the CASS-USA billing file was processed or the date on which the manual cancel action was taken.

AWB Issue Date = This reflects the execution date of the awb as reported in the airline's billing file.

Clicking on **Back to allocations** returns the user to the Agent Stock Allocation Overview page.

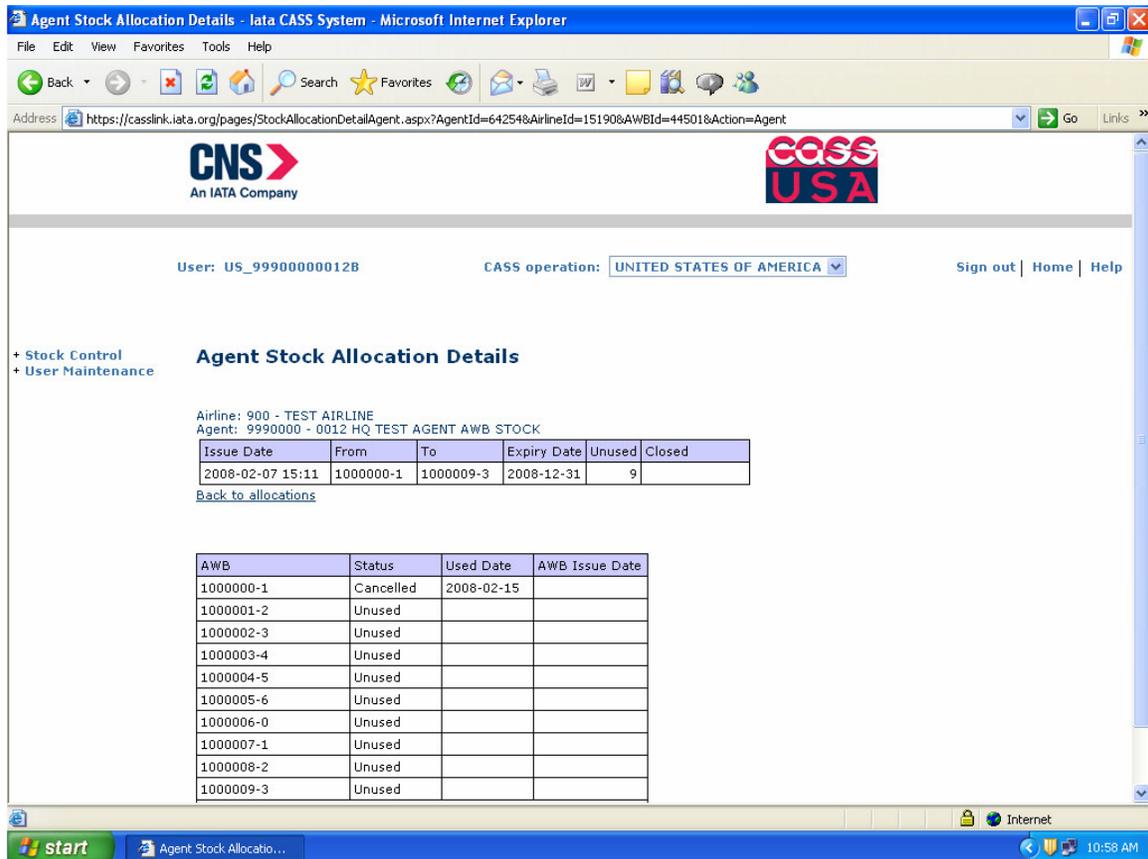


Fig. 11 - Agent Stock Allocation Details page

The XLS button will create an excel overview of all the documents in the allocation (see Fig. 12); the PDF button will create the same in a printable PDF report format (see Fig. 13).

1	Airline/Prefix	Airline/Branch	Airline Name	Agent Code/IATA	Agent Code/Cass	Agent Name	Issue Date	Expiry Date	AWB	Status	Used Date	AWB Issue Date
2	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000000-1	Cancelled	2008-02-15 14:15:11	
3	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000001-2	Unused		
4	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000002-3	Unused		
5	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000003-4	Unused		
6	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000004-5	Unused		
7	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000005-6	Unused		
8	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000006-0	Unused		
9	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000007-1	Unused		
10	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000008-2	Unused		
11	900		TEST AIRLINE	9990000	0002	TEST AGENT AWB STOCK	2008-02-07 15:11:21	2008-12-31	1000009-3	Unused		

Fig. 12 – Sample Agent Stock Allocation Detail report – XLS format

IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Agent Stock Allocation Details DATE: 2008-FEB-16

Airline: 900 - TEST AIRLINE
Agent : 9990000 - 0012 HQ TEST AGENT AWB STOCK

Issue Date	From	To	Expiry Date	Unused	Closed
2008-02-07 15:11	1000000-1	1000009-3	2008-12-31	9	

AWB	Status	Used Date	AWB Issue Date
1000000-1	Cancelled	2008-02-15 14:19:11	
1000001-2	Unused		
1000002-3	Unused		
1000003-4	Unused		
1000004-5	Unused		
1000005-6	Unused		
1000006-0	Unused		
1000007-1	Unused		
1000008-2	Unused		
1000009-3	Unused		

Fig. 13 – Sample Agent Stock Allocation Detail report – PDF format

4 (i) (c) Agent Allocation Requests

To request awb numbers from an airline, click on the “Request” link for the selected airline on the **Agent Stock Relations** page (see Fig. 5).

The agent user will receive one of two responses:

1. AWB numbers **can** be allocated

If the agent meets the parameters set by the airline, a block of awb numbers can be allocated (see Fig. 14).

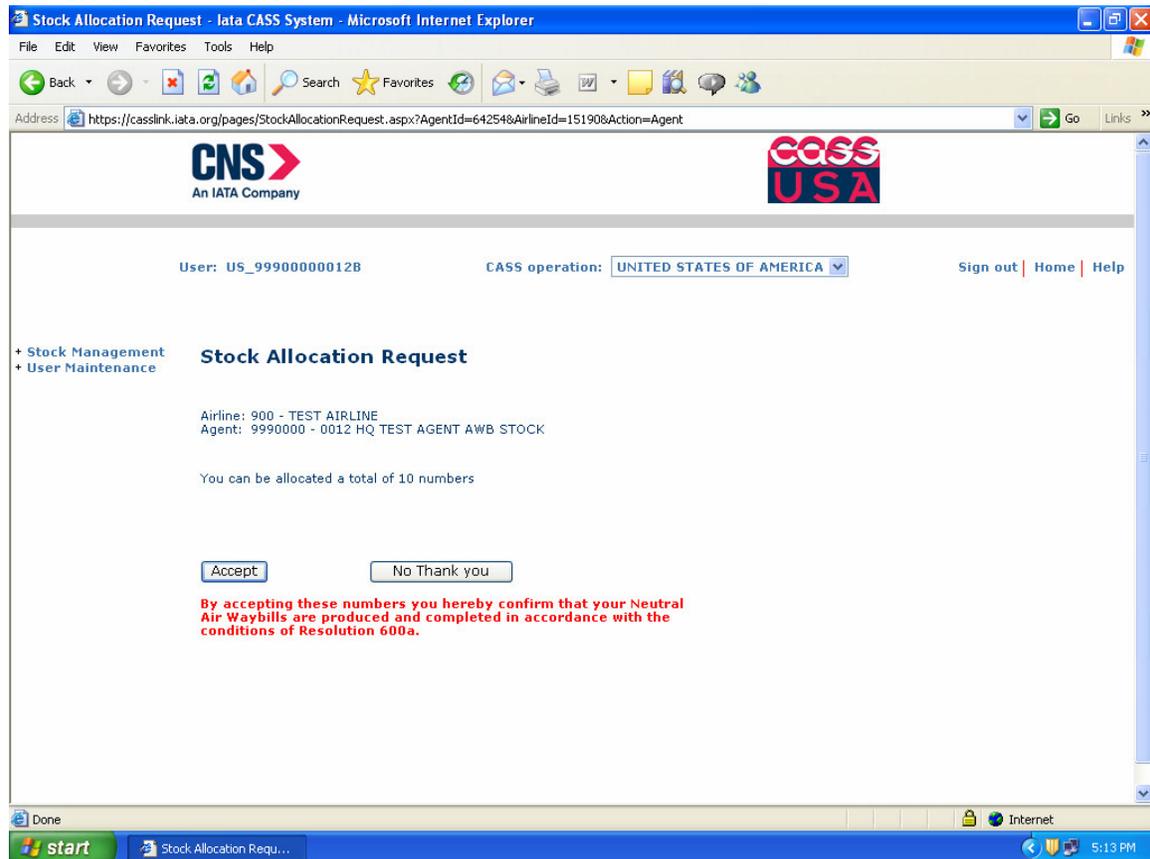


Fig. 14 – Sample Stock Allocation Request page – AWB numbers allowed

Selecting the “Accept” button will confirm the request, and display the first and last numbers in the awb allocation (see Fig. 15). The “Back” button returns the user to the Agent Stock Relations page. The user will also receive a confirmation email (see Fig. 16).

Selecting the “No Thank you” button will return the agent user to the Agent Stock Relations page. No awb numbers will be allocated.

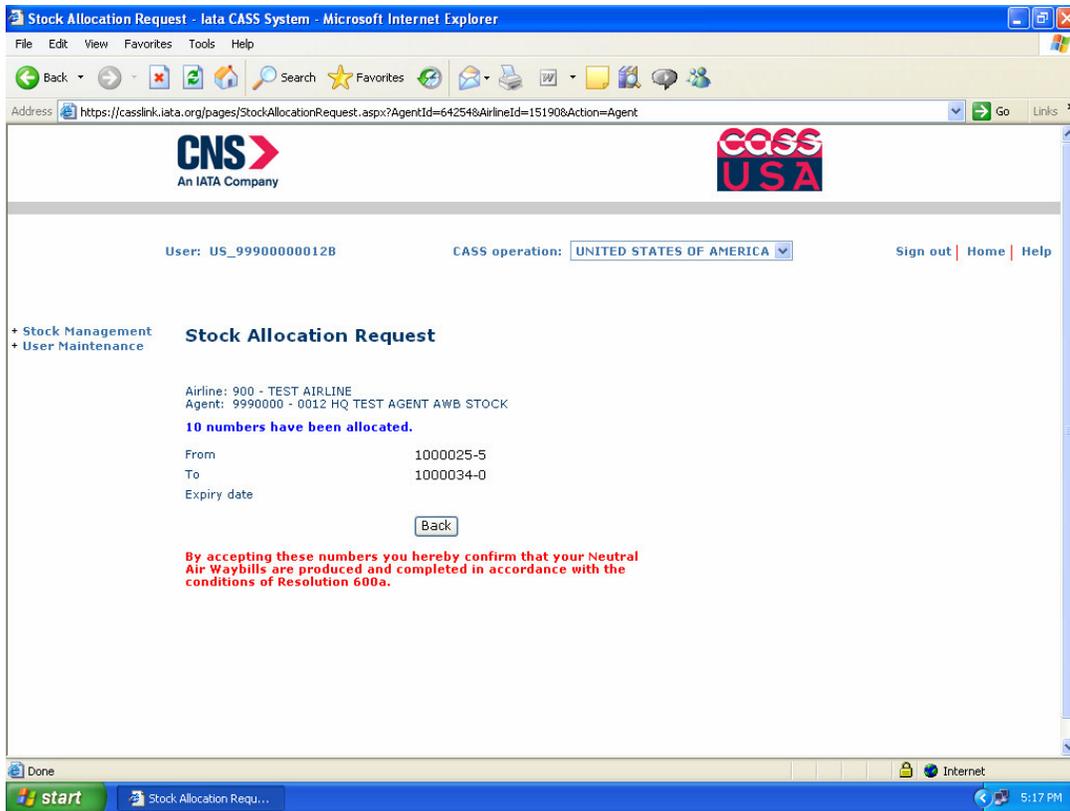


Fig. 15 – Sample Stock Allocation Request page – AWB numbers granted

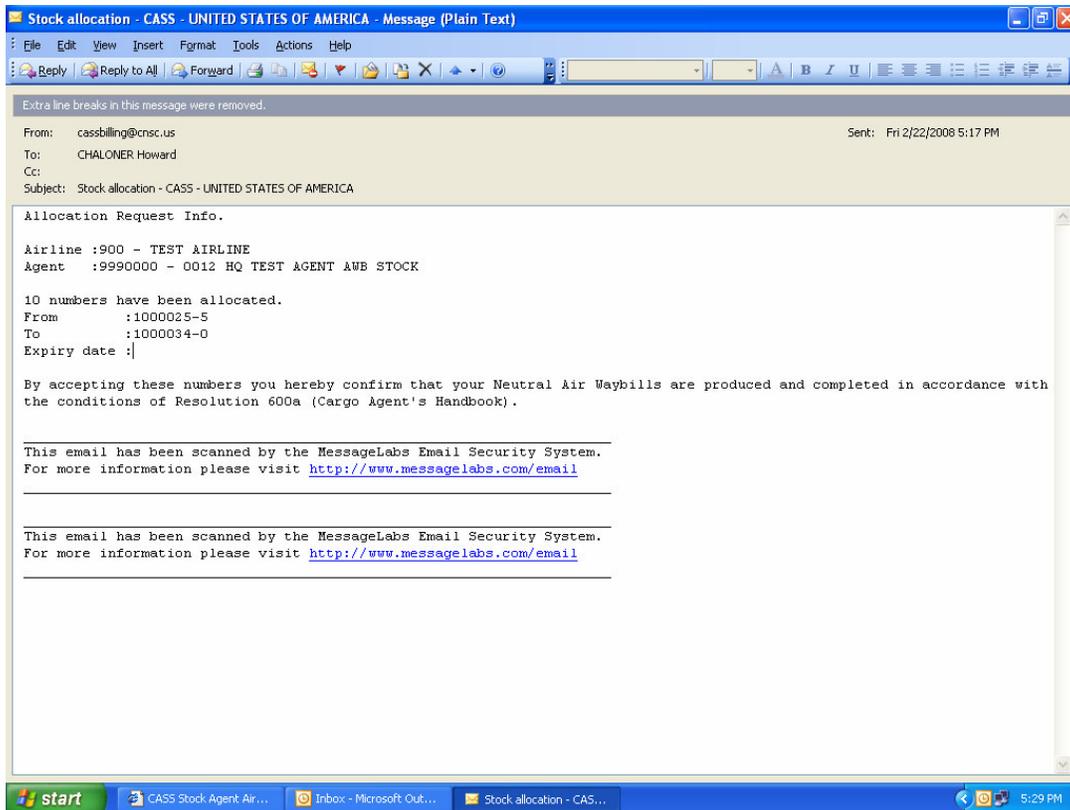


Fig. 16 – Sample Stock Allocation email

2. AWB numbers **cannot** be allocated

If the agent does not meet the parameters set by the airline, the user will see an on-screen message, “No more numbers can be allocated” (see Fig. 17). Contact the respective airline or the CASS-USA office for further information and assistance.

The “Back” button returns the user to the Agent Stock Relations page.

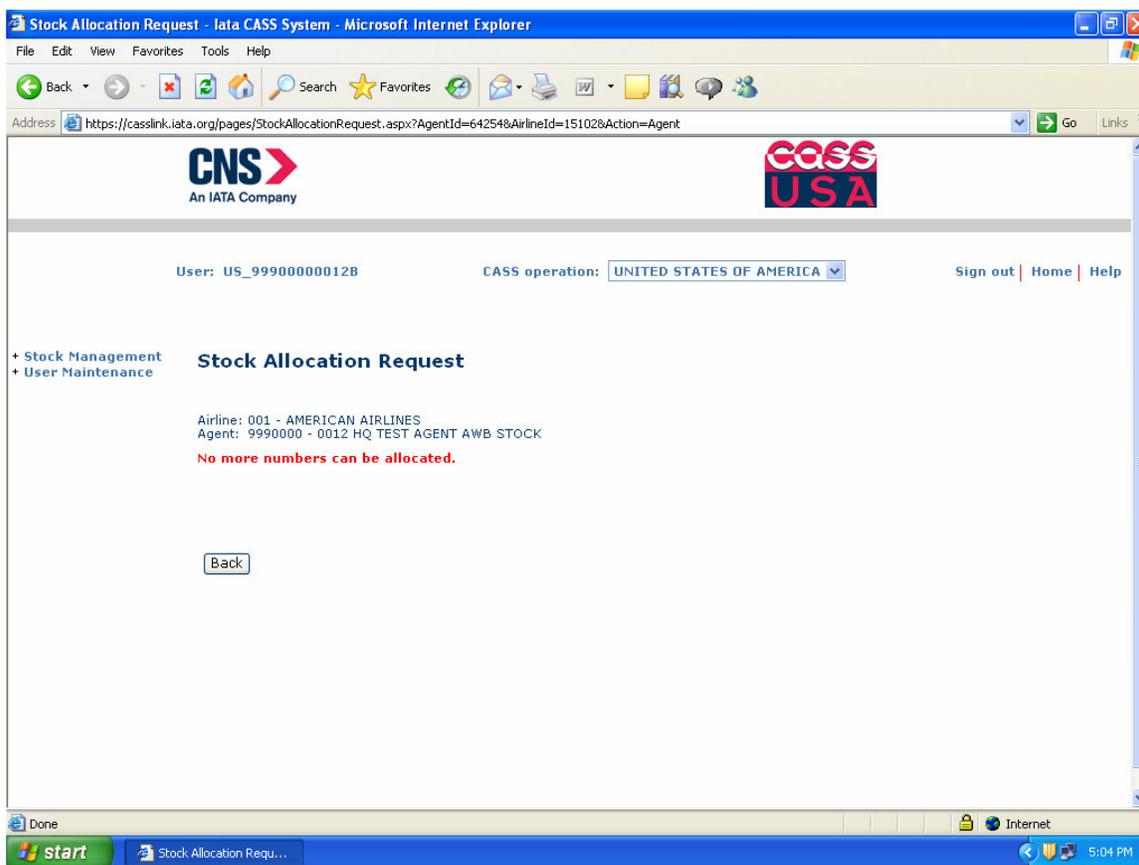


Fig. 17 – Sample Stock Allocation Request page – AWB numbers denied

5) User Maintenance

By selecting the User Maintenance menu option from the AWB Stock Management system home page, the user can manage their password (see Fig. 18).

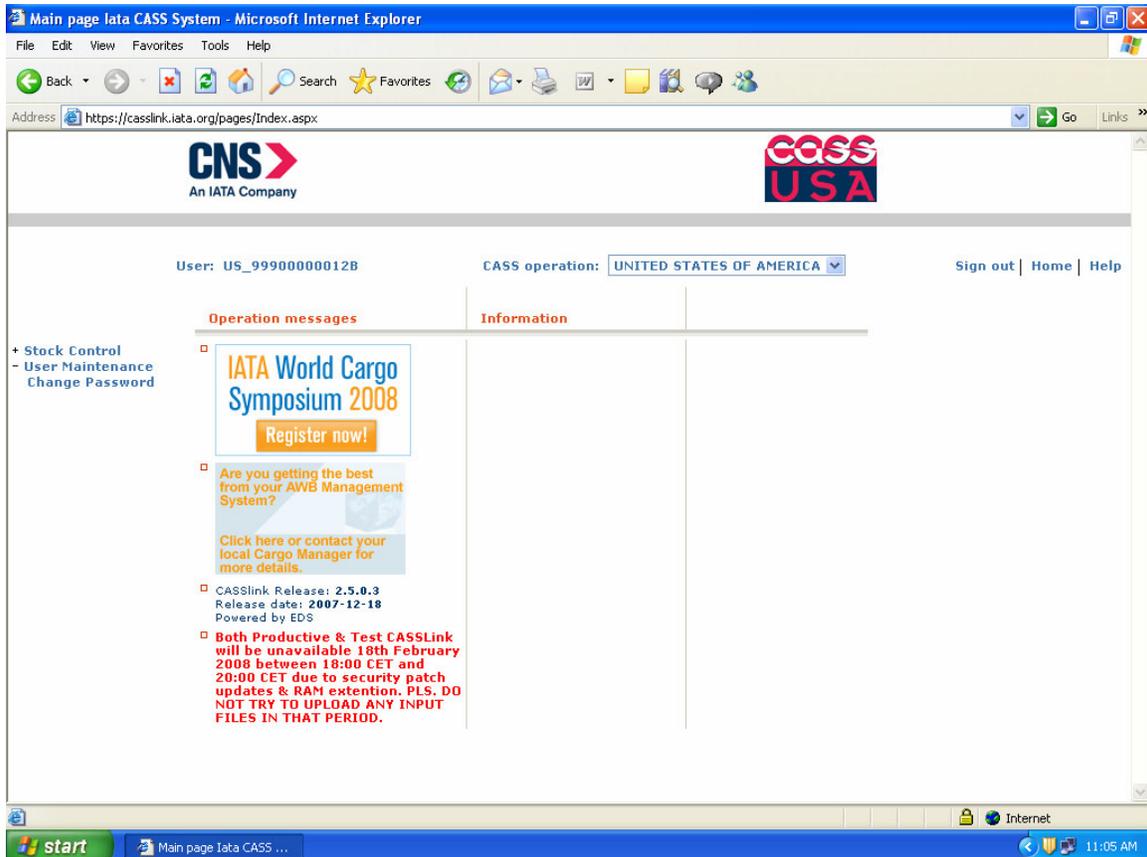


Fig. 18 – AWB Stock Management Home Page – User Maintenance Menu Option

5(i) Change Password

Follow the instructions on-screen to re-set/change your password, noting the password logic (see Fig. 19).

Click on “Update Password” and the new password will be saved.

An error message will be displayed if the new password does not meet the criteria, and you will be required to re-enter the information.

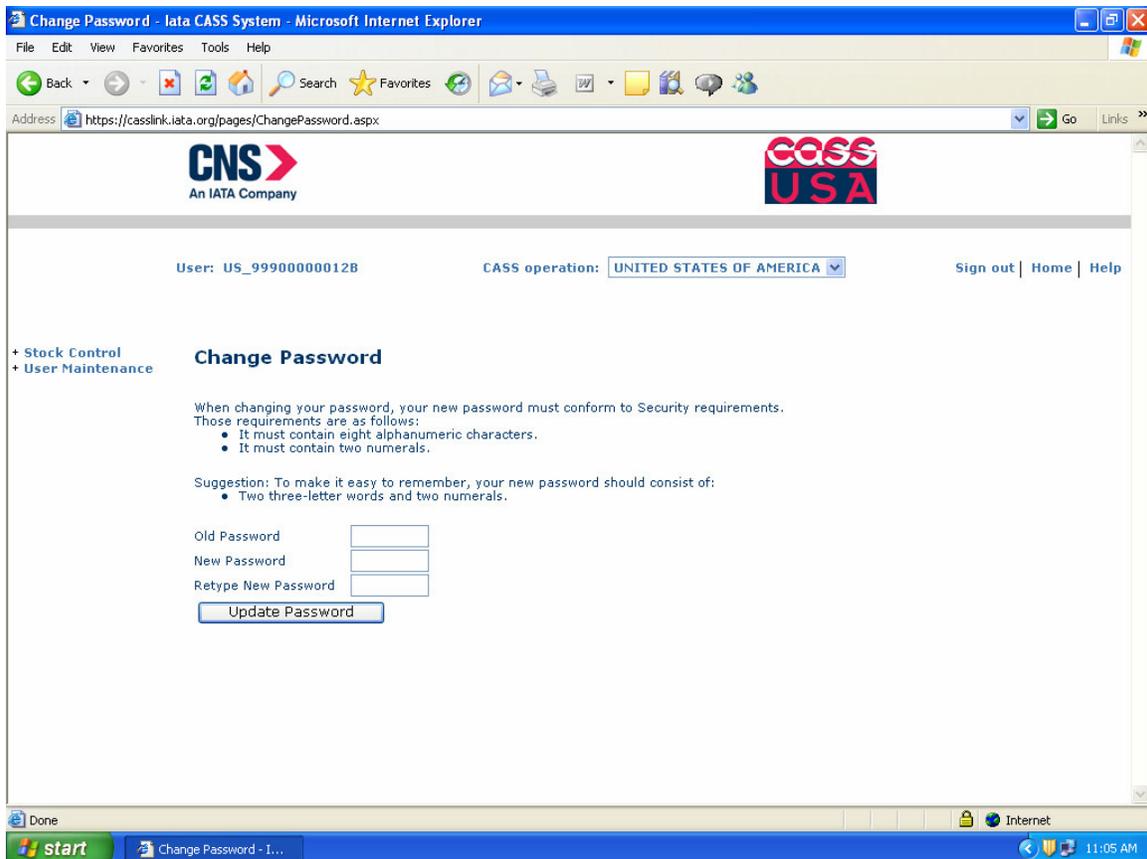


Fig. 19 – User Maintenance – Change Password page

6) Frequently Asked Questions (FAQ)

Q. How am I assigned a User ID and Password?

A. User IDs and Passwords are managed by CNS at the CASS-USA office. See Section 7 for contact information.

Q. What if I forgot my password?

A. Contact the CASS-USA office. They can re-set the password for you.

Q. When can I request air waybill numbers?

A. The system is available 24/7, except for scheduled maintenance. You can access the “Agent Stock Relations” function anytime.

Q. What if I need to update my user profile in the system?

A. For security purposes, only CNS can update this information. Contact the CASS-USA office with your request, *especially email address updates!*

Q. What if my request for air waybill numbers is denied?

A. The participating airlines are responsible for setting the allocation levels for each CNS endorsed agent. Contact the respective airline(s) for assistance.

Q. I am not a CNS endorsed agent – can I still request numbers through this system?

A. Yes, it can be arranged, but non-CNS endorsed companies are handled on an exception basis and at the request of the airline(s). CNS can enable your company in the system, but the airline must establish the allocation levels.

7) Contact Information

The AWB Stock Management system for the USA is administered by CNS at the CASS-USA office:

Cargo Network Services Corp.
CASS-USA office
703 Waterford Way, Suite 680
Miami, FL 33126
Tel: 786-413-1001
Fax: 786-413-1005
Email: cassbilling@cncs.us
Web: www.cncs.net