

Creating an Online Booking

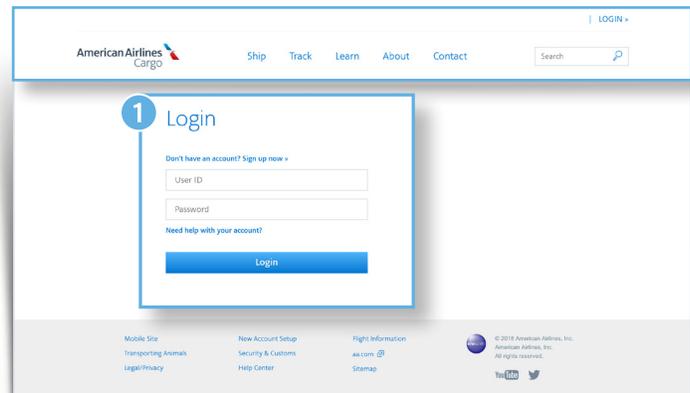
Welcome to the new aacargo.com booking experience. Booking is simple, and our best-in-class tools make it easier than ever to find the best route, book, tender, and track shipments all around the world.

Let's get started!

Step 1

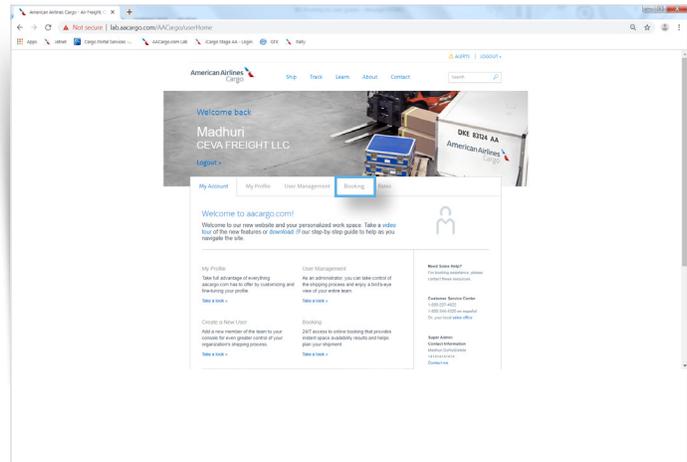
Log in to aacargo.com.

- 1 If you don't have a User ID, you can sign up by clicking the [link here](#). Follow the instructions and set up your login information.



Step 2

From the home page, select the Booking tab.



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Step 3

- 1 This is the Booking dashboard. Reservations and confirmed bookings will be located here, regardless of booking channel.
- 2 Filter by AWB, origin, Destination, Product type, and Departure, to customize the view. Click "Download bookings" button at the top of the screen to save or print.

The screenshot shows the 'Booking dashboard' interface. At the top right, there are two buttons: 'New ad hoc booking' and 'New allotment booking'. Below these are tabs for 'Pre-tender' and 'Post-tender'. A 'Filter' sidebar on the left includes fields for PAL, Sort by, AWB, Origin, Destination, Product, Depart, and Arrive, with a 'Clear filters' button. The main area displays a list of bookings for flight 001-31151094 (DFW to LAX) with status indicators like 'Confirmed', 'Missing eAWB', 'Queued', and 'Cancelled'.

Step 4

Select responsible party for payment:

- 1 To create a new booking, select New ad hoc booking
- 2 Select PAL, PALs associated with the login will auto-populate in the drop-down menu. The selection will default to Self. If you need to enter another PAL, do so in the Responsible Party PAL box.
- 3 Select route. You'll need to provide the following information:
 - Origin
 - Departure date (please note, we have a 10-day advance booking window)
 - Destination
 - Arrival date (this is optional)
- If you need more options, you can also click the advanced search link and input flight number and/or connections

This is a duplicate of the screenshot in Step 3, showing the 'Booking dashboard' with filters and a list of bookings.

The 'Create a new booking' form is shown. It includes a 'General' section with a 'Select PAL' dropdown (highlighted with a '2'), a 'Responsible party' dropdown (set to 'Self'), and a 'Responsible party PAL' text box. Below is the 'Choose route' section with 'Origin' (DFW), 'Depart', 'Destination' (LAX), and 'Arrive' fields (highlighted with a '3'). There is also an 'Advanced search' link.

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Step 4 *continued*

- 4 Select metric or US.
- 5 Begin to add your commodities. Handling codes associated with the commodity selection will populate to the right of the Metric/US boxes. Click “Add handling code” to select additional codes. *Please note these handling codes will apply to the entire shipment.*
- 6 Select “Bulk” if you’re shipping loose items. You’ll need to provide the number of pieces and their dimensions or volume. If you don’t want us to tilt your bulk items, be sure to check that box on the right.

Select “Container” to select from pre-populated standard container types and sizes. You’ll need to provide the number of units and unit weight for each container type.
- 7 If you have additional bulk piece sizes or container types, add more items by clicking the blue “Add item” link at the bottom of the commodity box.
- 8 Need to add more commodities? Click the “Add commodity” link.
- 9 If you have a Promotion code, add it in the box near the bottom.
- 10 Click the blue “Search for capacity” button, to find the best routes and shipping options for the shipment.

The screenshot shows the 'Cargo details' form with the following elements and callouts:

- 4**: Metric dropdown set to 'US' and 'Add handling code' button.
- 5**: 'Commodity 1' section with a 'Commodity Value' input field.
- 6**: 'Item 1' section with 'Bulk' and 'Containerized' radio buttons, a 'Do not tilt' checkbox, and input fields for 'Number of pieces', 'Piece weight', 'Length', 'Width', and 'Height'. A 'Total weight' of 596.34 lb is shown.
- 7**: 'Add item' link at the bottom of the commodity box.
- 8**: '+ Add commodity' link.
- 9**: 'Promotion code Value' input field.
- 10**: 'Search for capacity' button.

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Step 5

You have options. Lots of them.

The route selection matrix provides pricing for every shipping option that's available for your cargo.

For your desired origin and destination, each route option displays details including dates, flight numbers and duration for each segment.

Click on the hyperlinks in each column header to find out more about each product offering.

Customize your options

- 1 Click the “Nonstop routes only” box to exclude routes with connections and layovers.
- 2 Choose “Exclude trucks” to only get quotes for air-based travel.
- 3 You can also use the “Sort by” drop down menu at the top of the matrix to sort by date/time/etc to find routing which works best for your timing.

The [Route selection](#) page will return route options for the specific departure date you entered as well as for the two days after your selected departure date, providing you with as many options as possible.

- 4 If you want to only see the date you input on the previous screen, select “[show specific dates](#)” and we'll only show you options for that date.

When you've determined the route and service level that you prefer, click on that box to select it.

DFW to LAX	PPS Up to 300 lbs	ConfirmedFS Cost-effective shipping	ExpediteFS Faster, secure shipping
Aug 23, 2022 06:47 03h 12m AA 0524 DFW to LAX Aug 23 32E	Service Unavailable Restricted Flights	\$583 Potential Restrictions	\$692 Potential Restrictions
Aug 23, 2022 09:30 03h 14m AA 0971 DFW to LAX Aug 23 32E	Service Unavailable Restricted Flights	\$583	\$692
Aug 23, 2022 10:50 03h 18m AA 2540 DFW to LAX Aug 23 32E	Service Unavailable Restricted Flights	\$583	\$692

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Step 6

Let's review!

- 1 Confirm shipper and consignee information. The shipper PAL will pre-populate with the details associated with the PAL. This information can be edited, if needed.
- 2 Select “Manually assign a number” or “Automatically assign next number” for the AWB number. This information cannot be edited after this step.
- 3 Take a look at your route selection. You'll see all the information you need, from date and time to segment to aircraft.
- 4 You'll also see the estimated cost and fees to the right which are estimated, based on the information you've given us so far in the process. Over or under tendering, change fees, etc. can change the final number.
- 5 Double check the cargo details. For more specific information, click the “View details” button and a pop-up screen will appear with more information.
- 6 Keep people in the know by [Managing email notifications](#). You can add up to four additional emails to receive booking and AWB status notifications.
- 7 If you have any [Additional information](#), here's the place to tell us. Please note that some requests may not be able to be honored, and requests with an upcharge will not be reflected in the cost estimates we've given you.
- 8 Click the blue “Reserve booking” button to finalize your booking.

The screenshot shows the 'Review and finalize' step of an online booking process. It includes sections for participant information, air waybill number, route selection, estimated cost & fees, cargo details, manage email notifications, and additional information. A blue 'Reserve Booking' button is at the bottom right.

Participant information
This information is required before tender.

1 Shipper
Shipper PAL * 0043610 Shipper name * MEMA Phone * Email *

Consignee
Consignee PAL * 0043610 Consignee name * MEMA Phone * Email *

2 Air waybill number
Choose how to assign this number now. The number cannot be changed.
 Manually assign a number Automatically assign the next number
001 AWB * 0043610

3 Route selection

4 Estimated cost & fees
\$88
Estimated cost and fees are subject to change.

Code	Item	Est. cost
VS	Airfreight fee	297.6
VS	Airfreight fee	297.6
VS	Airfreight fee	297.6

5 Cargo details
Personal effects household goods not for resale, General cargo
Number# 2 pieces Weight 2,000lbs Volume 7,000kg [View details](#)

6 Manage email notifications
Add people to receive email notifications to get booking and AWB status.
Email * eric.richardson@gmail.com

7 Additional information
Comments
Please add comments here.
Characters remaining: 1500

8 Reserve Booking

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Step 7

You're all set!

Your booking status will be shown as **Confirmed** or **Queued**. If the status is **Queued**, our team is working on confirming the booking and an email will be sent once the booking is confirmed.

If edits are needed prior to tender, use the “**Edit booking**” button near the top of the screen.

You can also create your **eAWB** and **House eAWB** from this screen by clicking the appropriate buttons. This can also easily be done later. Simply find the booking in your Booking dashboard and select eAWB.

Booking status: Confirmed
PAL 8 MEM - 0045968778

Your booking is reserved. You will receive updates on the status of your booking through email.

[Edit booking](#) [Edit eAWB](#) [House eAWB](#)

Route selection

ConfirmedFS
DFW to LAX
Nov 13, 2019 12:34pm | Nov 23, 2019 2:34pm

Flight	Segment	Aircraft
AA22	DFW to SUX	744W

Estimated cost & fees
\$88
Estimated cost and fees are subject to change.

Code	Item	Est. cost
VS	Airfreight fee	297.6
VS	Airfreight fee	297.6
VS	Airfreight fee	297.6

Cargo details

Personal effects household goods not for resale, General cargo

Number	Weight	Volume
2 pieces	2,000lbs	7,000kg

[View details](#)

Step 8

Keep up with everything, all in one place

Once you've finished your booking, you can find all of your reservations in the Booking dashboard.

Booking Dashboard
View and manage your bookings. [Create New Booking](#)

Showing
PAL: DFW-81546861 [Download Bookings](#) Sort By

0 filters applied clear all Pre-tender (3) Post-tender (0)

Filter
AWB -
Origin -
Destination -
Product -
Depart -
Today

Origin	Destination	Status
LHR Jun 4, 2019 08:40	DFW Jun 4, 2019 12:50	Queued
LHR Jun 4, 2019 12:15	DFW Jun 4, 2019 16:30	Confirmed Departs: 1 day
PHL Jun 8, 2019 06:00	LHR Jun 8, 2019 22:45	Confirmed Departs: 5 days