



# How to Use Our Online Booking System



## Getting Started

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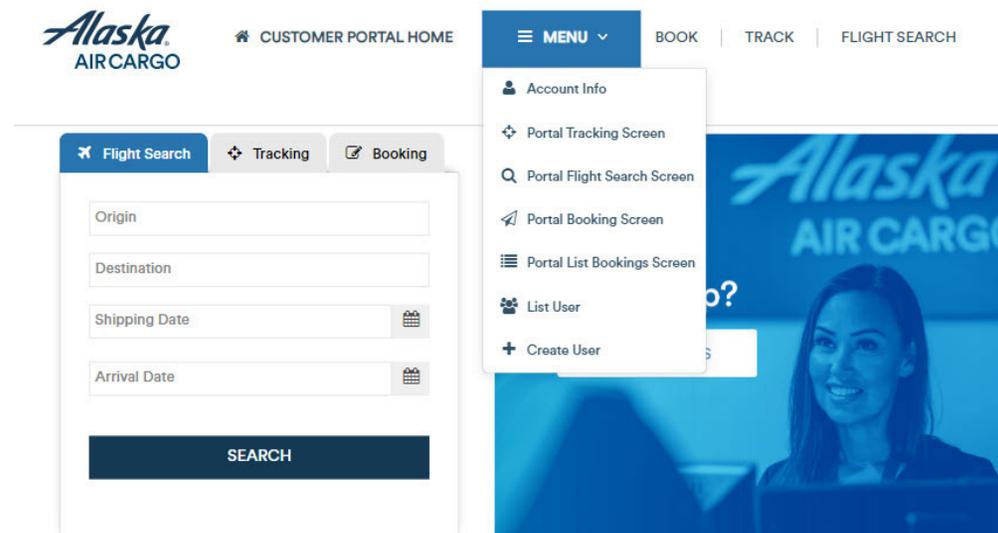
### Request an online account

Make your request on [alaskacargo.com](http://alaskacargo.com) utilizing the Request an Online Account feature. Make sure to specify your administrator, as this will guide how you can add additional users and manage your account for the requested CID.

2

### Set up additional users

Log in to your Alaska Air Cargo account to assign additional users and administer your account.

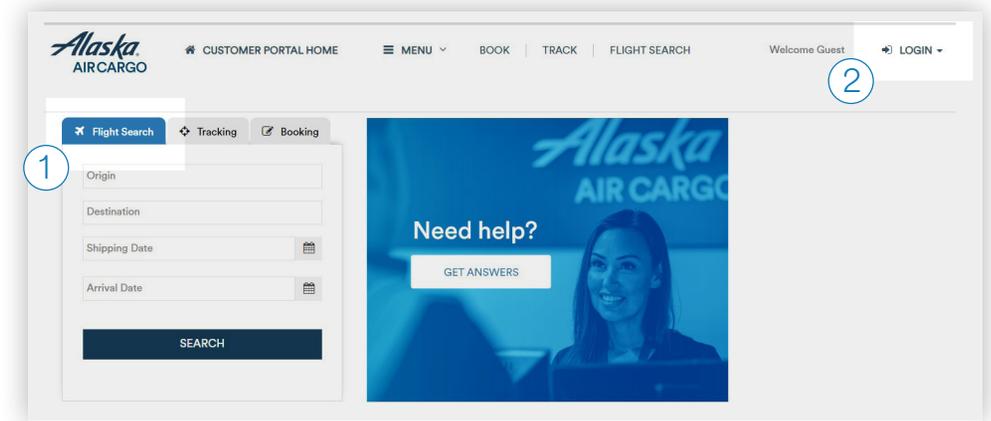


## 1 Search for flights and track a shipment

Check flight schedules and track an existing air waybill on [alaskacargo.com](http://alaskacargo.com) without logging in.

## 2 Book a shipment

Log in to your Alaska Air Cargo account to book or modify a shipment



# Creating a New Booking

## 1 Select origin, destination and shipping dates

The origin and destination options will adjust depending on the date.

## 2 Select shipping product

Click the product field to select GoldStreak Package Express, Priority or General.

## 3 Select your shipment's commodity

Start typing your commodity name (for example, "Seafood") to show and select your shipment's commodity.



Not sure of your **commodity code**? Type the % sign to see all commodities.

**Edit description details:** Description and SCC (special commodity code) fields fill in automatically based on commodity, but description is editable.

## 4 Set shipment details

Enter the number of pieces and weight in your shipment. If you know your dimensions, enter them here.



**Dimensions** can be entered at booking or provided at tender.

The screenshot shows the 'Booking' interface with the following fields and callouts:

- 1** Origin\*: SEA
- 2** Product\*: PRIORITY
- 3** Destination\*: ANC
- 4** Pieces\*: 10
- Commodity\*: 0666
- Weight\*: 1000 Pound
- Shipping Date: 12-Oct-2023
- Shipment Description\*: CUT FLOWERS - NURSE
- Volume: 0.0
- Unique Reference 1 (Customs):
- Unique Reference 2 (Build Up):
- Category(SC,EC,SS,ES):
- Dimension:
- ULD Type/Group:
- Payment Type\*: PP
- Pick Up Point: Pick Up Point
- Shipment Ready Date:
- Handling Info: Handling Info
- Remarks: Remarks

# Creating a New Booking

## 5 ULD type / group

Section reserved for customers with existing agreements to ship full ULDs.



If you'd like to set up a ULD agreement, email us.

## 6 Select payment type

Select "PP" for prepaid shipments and "CC" for charges-collect shipments.

## 7 Enter handling info (optional)

Instructions and PO numbers entered here will be printed on the air waybill.



Handling information does not appear on Alaska Air Cargo invoices.

## 8 Enter remarks (optional)

Instructions and notes entered here will be visible to Alaska Air Cargo employees but will not be printed on the air waybill.



Remarks do not appear on Alaska Air Cargo invoices.

# Creating a New Booking

## 9 Set participant details

Account's agent name and code (CID) will appear automatically.

Fill in the shipper and consignee details, entering the addresses, phone numbers and emails for each participant.

**Tip** The consignee's email is required.

Shipment	Participant	Itinerary	Summary
Agent Code 11111	Agent Name	IATA Code 9999999	Agent Station ANC
Shipper Code 11111	Shipper Name TEST CUSTOMER	Consignee Code C1001	Consignee Name TEST CONSIGNEE
Address 1 123 MAIN STREET		Address 1 123 MAIN STREET	
Address 2 Address 2		Address 2	
City ANCHORAGE	State AK	City SEATTLE	State WA
Country US	ZIP/Postal Code 99518	Country US	ZIP/Postal Code 98101
Phone Number 907-392-0000	Cell Number Cell Number	Phone Number 206-392-0000	Cell Number Cell Number
Fax Fax	Email cargo@alaskaair.com	Fax Fax	Email cargo@alaskaair.com

# Creating a New Booking

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## Choose your itinerary

Select your shipment's flight schedule.



### AIRCRAFT TYPES

**Combination** – Passenger flights: Belly cargo only

**Cargo Only** – Freighter flights

**Not available** – Flights that don't have capacity for your shipment's weight or dimensions

**Available**  
73H | Combination

**Book**

**Available**  
73W | Combination

**Book**

**Available**  
7M9 | Combination

**Book**

**Not Available**  
73S | Cargo-Only

**Book**

The screenshot shows the 'Booking' interface with the 'Itinerary' tab selected. A search bar at the top allows filtering by Origin (SEA), Destination (ANC), Flight Number (e.g., AS), and Flight Date (12-Oct-2023). Below the search bar, there are dropdown menus for Flight Type and Aircraft Classification, and input fields for Number of Stops. A calendar view shows the selected date (12 Oct) and surrounding days (13 Oct, 14 Oct). The main section displays a table of flight options:

Flights	Origin	Duration	Destination	Availability
✕ AS 0085	SEA 12-Oct-2023   07:00 (S)	✕ 03h 48m 1 Stop	ANC 12-Oct-2023   09:48 (S)	Available 739   Combination
✕ AS 0059	SEA 12-Oct-2023   08:00 (S)	✕ 03h 52m 1 Stop	ANC 12-Oct-2023   10:52 (S)	Available 73J   Combination
✕ AS 0085	SEA 12-Oct-2023   09:00 (S)	✕ 03h 52m 1 Stop	ANC 12-Oct-2023   11:52 (S)	Available 73G   Combination
✕ AS 0049	SEA 12-Oct-2023   10:00 (S)	✕ 03h 50m 1 Stop	ANC 12-Oct-2023   12:50 (S)	Available 73G   Combination

Below the table, there is a 'Selected Flight Details' section, an 'Add Flight' button, and a 'Remarks' field. Navigation buttons for 'Previous' and 'Save Term' are visible at the bottom.

# Creating a New Booking

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## Review your details

Review and edit shipment details and see estimated charges.

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## Subscribe for notifications

Add email addresses for contacts to receive shipment notifications for this air waybill.

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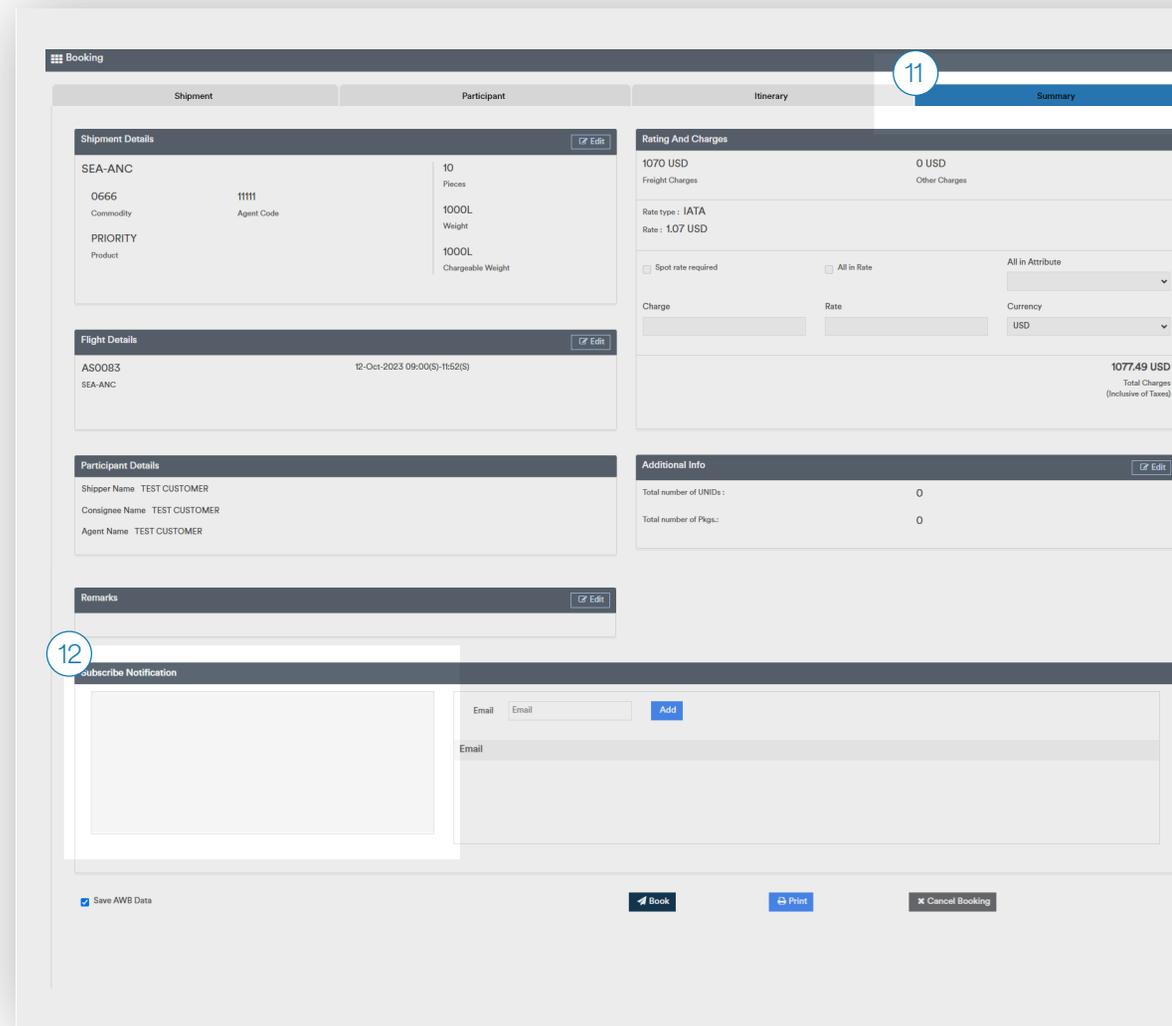
## Booking confirmation and air waybill number

Once a booking is confirmed, an air waybill number will be assigned and noted on the shipment details.

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## Save a template for recurring shipments

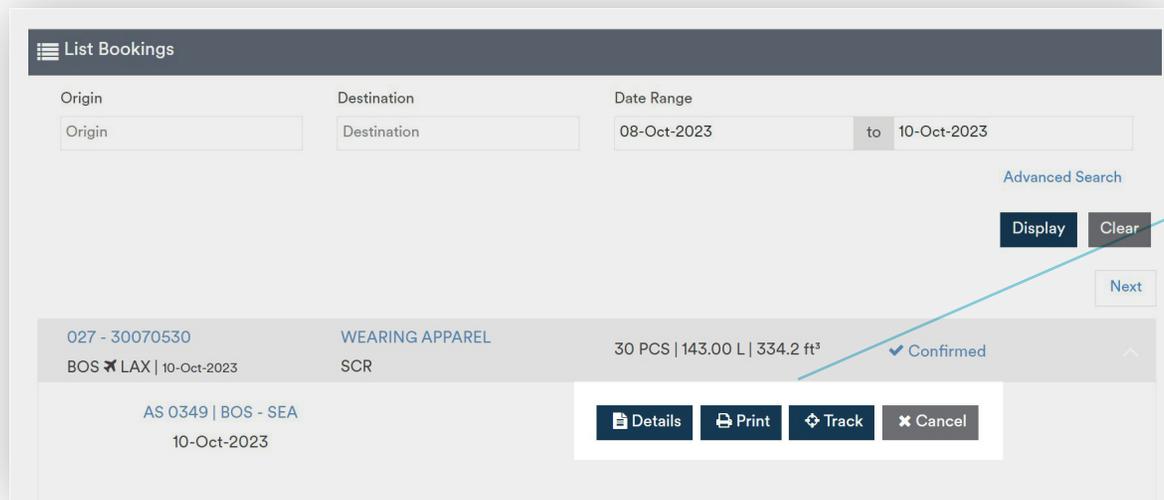
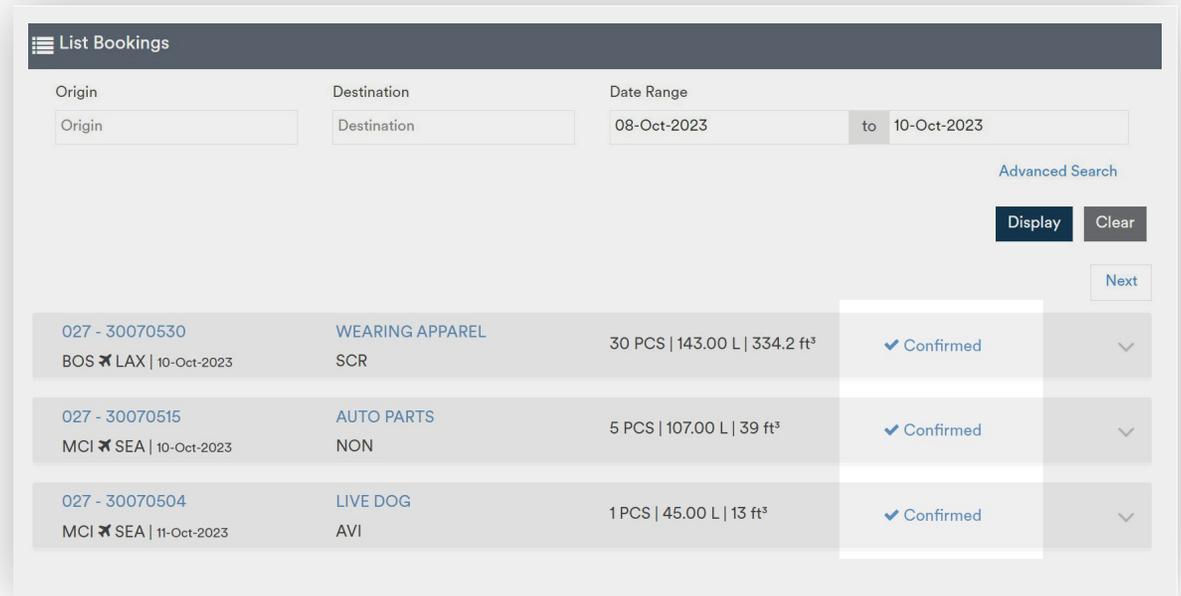
When a booking is confirmed, choose the “Save Template” button to save the details for future shipments.



# Managing Your Bookings

## See your account bookings

Upon login, choose “List bookings” to see a list of the account’s bookings, with the shipment status clearly noted at right.



## Edit your bookings

**MODIFY:** Click “Details” to review or modify your booking details.

**PRINT** your air waybill.

**TRACK** your booking and add emails to receive status notifications.

# Book a Shipment From a Saved Template

- 1 Start a new shipment**
- 2 Click in the “look for template” field**  
Select a saved template.
- 3 Shipping details will be filled in**  
Proceed to select a new flight and edit details.

The screenshot displays the Alaska Air Cargo booking interface, divided into two tabs: 'Itinerary' and 'Summary'. The 'Summary' tab is active. A search bar labeled 'Look For Template' is highlighted with a circled '2'. Below this, the form contains several fields: 'Shipping Date' (12-Oct-2023), 'Arrival Date', 'Shipment Description\*' (CUT FLOWERS - NURSERY STOCK AND GROWING PLAN), 'SCC' (x PEF), 'Volume' (0.0 Cubic Foot), 'Copy Shipment Info' (checked), 'Promo Code', 'Category(SC,EC,SS,ES)', 'Chargeable Weight' (0.0), 'Shipment Ready Date', and 'Shipment Ready Time'. There are also two dark grey bars with downward arrows at the bottom of the form.

# Receive Status Notifications

## Receive automatic notifications

The email on your account will receive notifications about the status of each shipment as it moves from booking to tender to departure to arrival to delivery to the consignee.

## Add subscribers for a shipment

Add notification emails in the “Track” options for your shipment.

The screenshot shows the 'List Bookings' interface with search filters and a shipment entry. The shipment entry includes details such as '027 - 30070530', 'WEARING APPAREL', '30 PCS | 143.00 L | 334.2 ft³', and 'Confirmed'. Below the entry are buttons for 'Details', 'Print', 'Track', and 'Cancel'. A blue line points from the 'Track' button to the text 'Add subscribers for a shipment' above.

Origin	Destination	Date Range	Advanced Search
Origin	Destination	08-Oct-2023 to 10-Oct-2023	Display Clear

027 - 30070530	WEARING APPAREL	30 PCS   143.00 L   334.2 ft³	Confirmed
BOS ✈ LAX   10-Oct-2023	SCR		
AS 0349   BOS - SEA			
10-Oct-2023			

Buttons: Details, Print, Track, Cancel