Alaska AIR CARGO

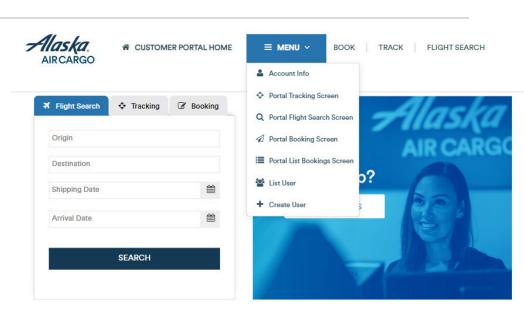# How to Use Our Online Booking System

Getting Started

1 Request an online account

Make your request on 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.
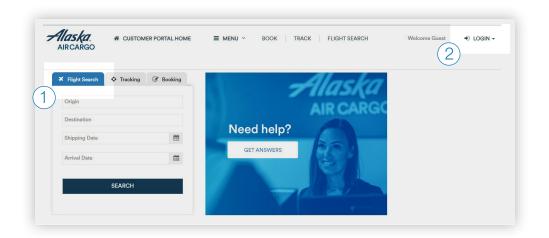
1 Search for flights and track a shipment

Check flight schedules and track an existing air waybill on alaskacargo.com 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

Alaska®
AIR CARGO

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.

> **Tip** 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.
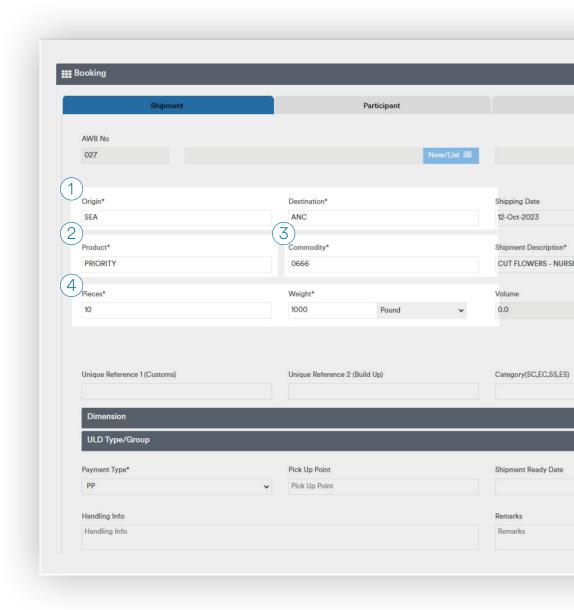
④ Set shipment details

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

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

Booking

Shipment	Participant

AWB No
027   New/List ▤

① **Origin***   SEA

Destination*   ANC

Shipping Date   12-Oct-2023

② **Product***   PRIORITY

③ **Commodity***   0666

Shipment Description*   CUT FLOWERS - NURSE

④ **Pieces***   10

Weight*   1000   Pound ⌄

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.

Tip 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.

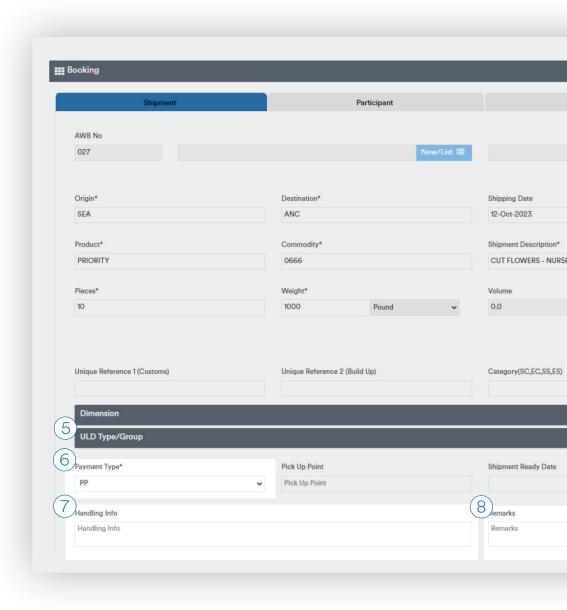**Tip** Handling information does not appear on Alaska Air Cargo invoices.

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.

Tip Remarks do not appear on Alaska Air Cargo invoices.

Creating a New Booking
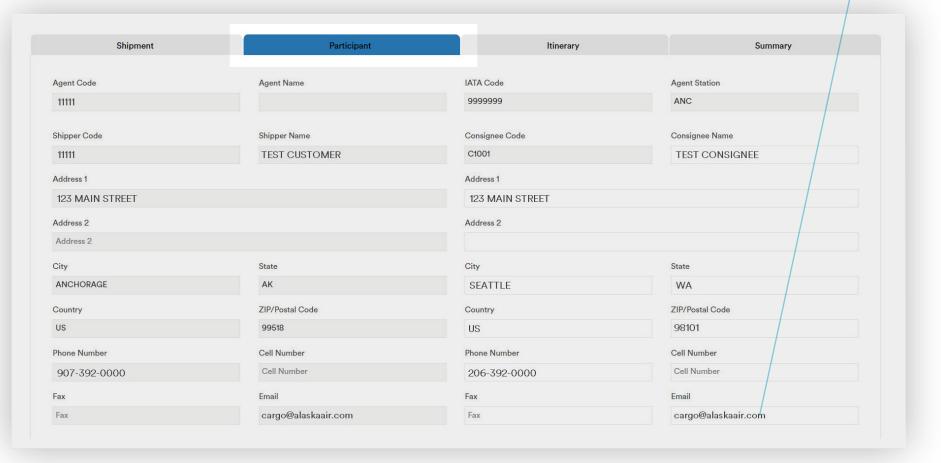
Alaska
AIR CARGO

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.
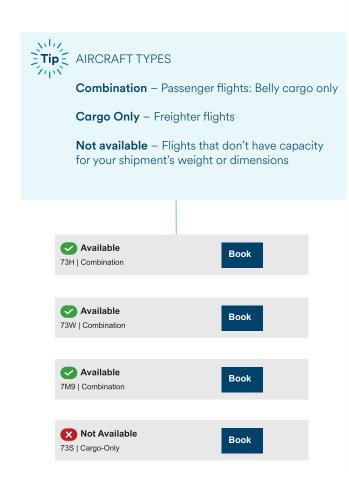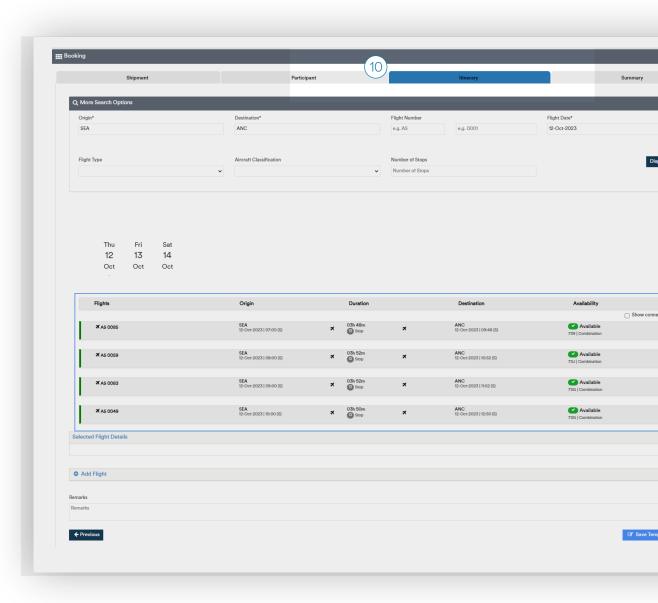
Tip The consignee's email is required.

Shipment	Participant	Itinerary	Summary

Agent Code	Agent Name	IATA Code	Agent Station
11111		9999999	ANC

Shipper Code	Shipper Name	Consignee Code	Consignee Name
11111	TEST CUSTOMER	C1001	TEST CONSIGNEE

Address 1		Address 1	
123 MAIN STREET		123 MAIN STREET	

Address 2		Address 2	
Address 2			

City	State	City	State
ANCHORAGE	AK	SEATTLE	WA

Country	ZIP/Postal Code	Country	ZIP/Postal Code
US	99518	US	98101

Phone Number	Cell Number	Phone Number	Cell Number
907-392-0000	Cell Number	206-392-0000	Cell Number

Fax	Email	Fax	Email
Fax	cargo@alaskaair.com	Fax	cargo@alaskaair.com

Creating a New Booking

10 **Choose your itinerary**

Select your shipment's flight schedule.

Tip 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

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✅ **Available**
73H | Combination [Book]

✅ **Available**
73W | Combination [Book]

✅ **Available**
7M9 | Combination [Book]

❌ **Not Available**
73S | Cargo-Only [Book]

Creating a New Booking

11 **Review your details**

Review and edit shipment details and see estimated charges.

12 **Subscribe for notifications**

Add email addresses for contacts to receive shipment notifications for this air waybill.
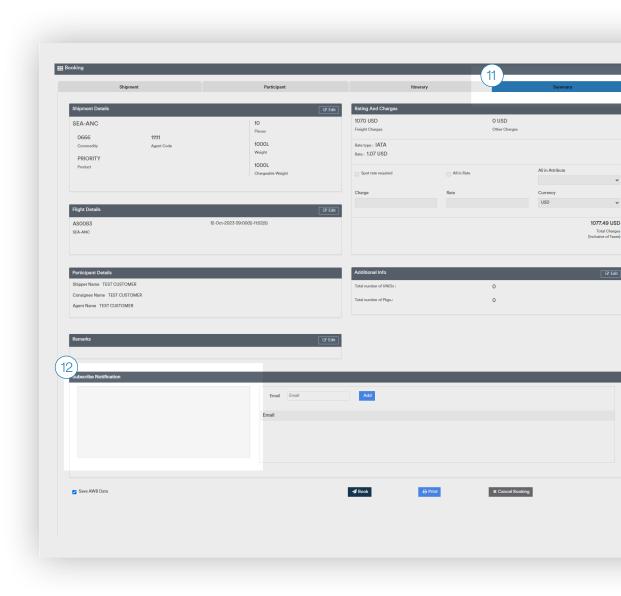
13 **Booking confirmation and air waybill number**

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

14 **Save a template for recurring shipments**

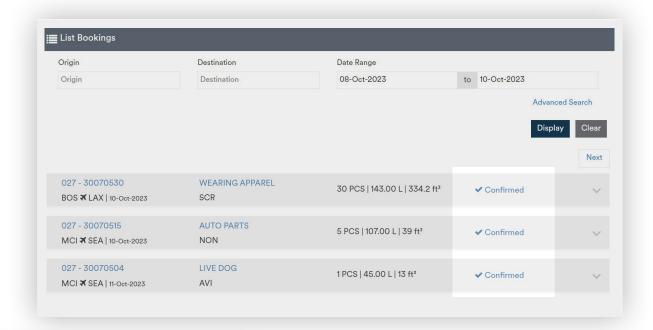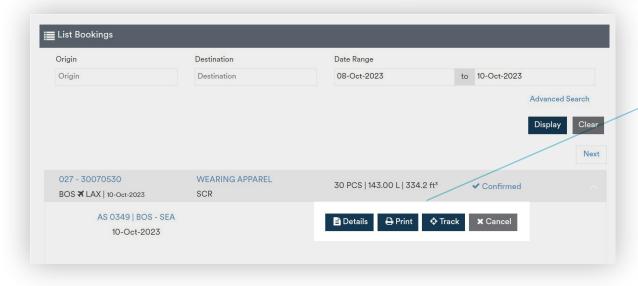When a booking is confirmed, choose the "Save Template" button to save the details for future shipments.

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

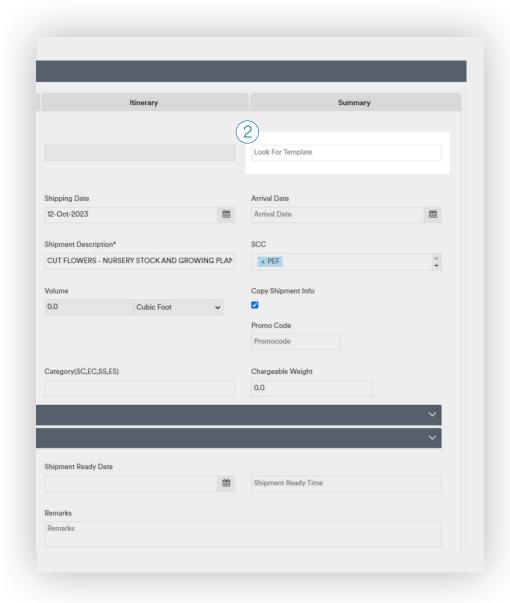MODIFY: Click "Details" to review or modify your booking details.

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.

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.

☰ List Bookings

Origin	Destination	Date Range		
Origin	Destination	08-Oct-2023	to	10-Oct-2023

Advanced Search

Display **Clear**

Next

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

📄 Details   🖨 Print   ◈ Track   ✖ Cancel