User Manual

AIR FREIGHT SYSTEM

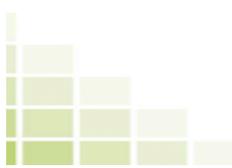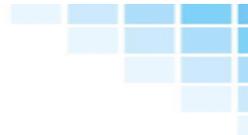WEB CARGO SL

2015

Summary

1.- Introduction

Web Cargo is a tool whose aim is to make easier the daily work of airfreight forwarders.

With Web Cargo you will have quick access to all the rates of the market and you will be able to quote in record time.

Here you will find a little overview of Web Cargo, so you can get started and make the most of its powerful forwarder-friendly applications.

2.- Logging in

Access www.webcargonet.com and then enter your personal Login name and Password.

Web Cargo does not allow multiple connections with the same Login name and password. All users must have their own Login name and Password.

3.- Type of User

Web Cargo has four different type of Users:

Super Admin:

The Super Admin has the highest level of access within the system and can view and modify all fields and screens within Web Cargo.

Admin:

The Admin has the second highest level of access within the system and can view and modify all fields and screens within Web Cargo. The only difference with the Super Admin is that the Admin is not allowed to remove, change or see the details of the Super Admin.

Normal:

The Normal only can view all the information but not add, remove or modify.

Limited Access:

The limited access only can view general information but cannot see contract rates.
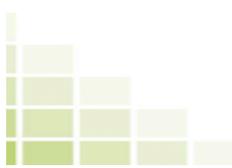
4.- Homepage

It is the first page that the Users can see when accessing to Web Cargo. The homepage provides big summary of news of the carriers and GSA's that are happening at this moment and are very important for the daily work of the company.

As a Web Cargo user, you will have personal login details to enter the platform. Once you insert your user ID and password you will be lead to Web Cargo's homepage –in the image below.

1.- Airfreight rates search. Launch your search by introducing the origin station and a destination.

2.- Tracking. Follow your shipments! Our tracking application is connected to each airlines' website.

3.- Currency exchange app. Connected to the stock market and with a record of the currency exchange rates for the past 6 months.

4.- News. Latest news of the airlines. See the new destinations or available capacity notifications at one glimpse!

5.- Next fuel changes. Check which are the upcoming fuel changes.

6.- Latest updated rates. Summary of the last rates that have been uploaded in the system.

7.- News. Old news of the airlines. See the new destinations or available capacity notifications at one glimpse!

5.- How to Search rates

5.1- Rate Search

In the homepage you can use the first box for a direct access to the rates. You only have to insert the origin and destination IATA codes that you want to search and click on "Rates".
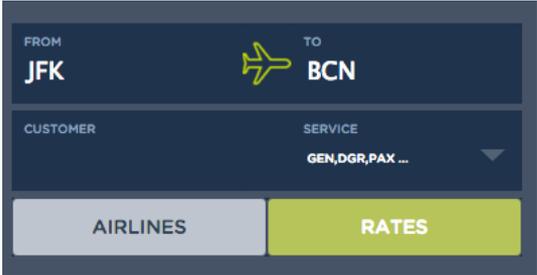
Immediately, you will be lead to the search results page. Rates from the different airlines will be displayed sorted by price.

Colour Code

Rates might be displayed in grey, green, red or deep red. That's the colour code:

Grey – General Rates

Green – Contract Rates

Red – Promo Rates

Deep red – Last Minute Promo Rates

5.2- How to Filter the information?

On the top of the results search page, you will find other search criteria to filter your results.

1– **From** Insert the IATA code(s) of the airport(s)of Origin

2– **To** Insert the IATA code(s) of the airport(s) of Destination

3– **Date** Filter the information by Date to see only the rates available at the time.

4– **Format** Different Views of Information: User-friendly view (go to 5.3) or Excel-like view (go to 5.4)

5– **Sort** You will be able to sort rates by price, departure/arrival time, …

6– **Service** Filter by commodity (GEN, PER, DGR, AVI, HUM,BIG…).

7– **Filter** See first your preferred carriers, contract rates,…

8– **Currency** Choose different currencies (USD,EUR,GBP,HKG…). You can use the currency exchange of the stock market or insert your own currency exchange

9– You will be also able to set the profit (per kg or %) you would like to add to the net rates in order to create your selling rates.

10– Filter the information by airlines.

Then Click "Rates" for the filters to apply.
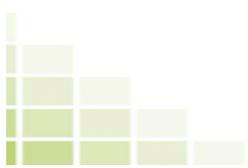
5.3- User-friendly view

If you hoover your mouse on the rates, additional information concerning the rates will unfold: volume ratio, validity of the rates, additional surcharges or references and remarks that need to be stated on the AWB.

5.4- Excel-like view

Airline ⬍ ⬍	Product ⬍	From ⬍	to ⬍	Via ⬍	Base ⬍	Min ⬍	Normal ⬍	q45 ⬍	q100 ⬍	q300 ⬍	q500 ⬍	q1000 ⬍	Fuel ⬍	Risk ⬍	Add-on ⬍			
VN - 738	August Promo	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
PR - 079	Promo	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
TK - 235	August Promo	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
TK - 235	August Promo	LGW	ICN	-	-	-	-	-							-	ⓘ	⊕	■
CA - 999	Promo	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
EK - 176	August Specials	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
EK - 176	August Specials	LGW	ICN	-	-	-	-	-							-	ⓘ	⊕	■
EK - 176	August Specials	LHR	SEL	-	-	-	-	-							-	ⓘ	⊕	■
EK - 176	August Specials	LGW	SEL	-	-	-	-	-							-	ⓘ	⊕	■
QY - 615	Promotional Freighter Rates	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
EY - 607	August Promo	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
AI - 098	All In Specials	LHR	ICN	-	-	-	-	-							-	ⓘ	⊕	■
EY - 607	Density Tariff	LHR	ICN	AUH	-	-	-	-							-	ⓘ	⊕	■
ZP - 463	ICN Promo	LHR	ICN	GYD	-	-	-	-							-	ⓘ	⊕	■

In the excel-like view, you can sort by price clicking on the different breakpoints and surcharges. If you want to know the carrier that offers the best rate for 300 kg or the cheapest FSC, this is your point of view!

The icons also include helpful information on the rates and on the booking.

ICON	On mouse over	Description
	Name: Customer Service / Comercial Phone: Email: Click to see other contacts.	Contact details of the airline or GSA
	Next connecting flight *: Itinerary BCN-OPO-EWR Departure 03/09/2015 - 12:10 (BCN time) Arrival 04/09/2015 - 15:05 (EWR time) Airplanes Embraer RJ135/RJ140/RJ145 + Airbus Industrie A330 Click for other flights. * Guidance information * Can change without notice * Changes depending on the product	Schedule Information of the airline
	Airport: BCN Agent: WFS Name: Ricardo Phone: 933740800 Email: bcn@wfs.es Click to view the rest of agents.	Handling agent where you have to delivery the shipment.
		General conditions
		Chat with the GSA or Airline
		Download General conditions in PDF
		Download General conditions in PDF
		ADD Spot Rate

6.- Quotes

6.1- Breakpoints quote

Click on Breakpoint quote.

Choose the breakpoints that you would like to insert in your quote and add different profits per kg to create your selling rates.

Tick the rate lines that you would like to include in the quote. A green tick icon will appear at the end of every line that you have selected.

Click on to download a proposal with your rates in pdf.

Insert the details of the customer (Name, company, telephone…) and click on Remember to save and come back to these details when doing new quotes.

Insert the details of the Quote (Validity, Shipping date, incoterms…)

Choose the language

Choose the layout. You can create your own layout for your proposals.

Choose the information you want to include in the proposal: Airline details, currency column…

Insert the remarks (You can insert by default)

GENERAL	SELECTED RATES	LOCAL CHARGES		SEE SEARCH

Customer details ☐ Remember

CUSTOMER	Customer #1180MS ▼
C. INDOOR	enric@webcargonet.com ▼
C. OUTDOOR	manel@webcargonet.com ▼

COMPANY	Customer #1180MS	PERSON	Enric
PHONE	test	EMAIL	test@test.com

ADDRESS	test
POSTAL CODE	test	CITY	test

Options

LANGUAGE	English ▼	TEMPLATE	Normal ▼

SUBJECT

✓ Airline details
✓ Product Information
☐ Surcharges details
☐ Validity of the rates
☐ Currency column

Quotation details

VALID FROM	01/08/2015 📅	TO	31/08/2015 📅
INCOTERM	EXW ▼	CITY	
SERVICE	Airport to airport ▼
PAYMENT TERMS	30 days from invoice date ▼
COMMODITY	Goods
TRANSIT TIME	
INTERNAL CODE	

TEMPLATE	General ▼	REMARKS	Holaaaa

DOWNLOAD

GENERAL	SELECTED RATES	LOCAL CHARGES		SEE SEARCH

Airline	Product	Corporate	Transit time	To	Via	Fuel	Risk	Min	Normal	+100kg	Currency	Validity	Show on PDF
Aeroflot	General	Economy ▼	3 – 6 days	BKK		Allin	Allin	110.00	1.80	1.63	EUR		✓
Cargolux	General	General ▼	2 – 4 days	BKK		0.45CW	No	No	No	0.95	EUR	31/10/2015	✓
Transaero	Promo	VIP ▼	1 – 4 days	BKK	VKO	Allin	Allin	No	No	1.50	EUR	31/08/2015	✓

DOWNLOAD

Insert the origin charges. Click on Add to include more details. You can insert this information by default (Point 8).

GENERAL	SELECTED RATES	LOCAL CHARGES		SEE SEARCH

GROUP TEMPLATE	SALES PROFILES		BARCELONA (BCN)	BANGKOK (BKK)
Select one ▼	Select one ▼			

	Service	Service code	Group by	Base	Min	Rate	Calculation	Maximum	Currency	Suppliers
✓	Documents	020 – Documents				50	/ Kgs Actual		EUR	0 ↗
☐	Handling	A0002 – Handling			15.00	0.15	/ Ch. Kg (167kg / m3		EUR	0 ↗
✓	Insurance	A0005 – Insurance				0.35	% Cargo value (%)		EUR	0 ↗
✓	Customs	A0006 – Customs				50	/ Per Shipment		EUR	0 ↗

Add an empty line

Add ⊕

TEMPLATE	General ▼	REMARKS	

DOWNLOAD

Insert the Destination charges. Click on Add to include more details

Click on the red button Download Pdf to get your proposal
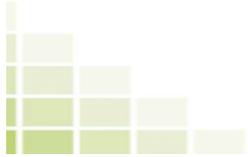
From: Barcelona
To: Bangkok
Date: 17/08/2015

Company: Web Cargo Demo
Agent: Manuel Galindo
Phone: 933799301
Email: manel@webcargonet.com

Customer: Customer #1180MS
Person: Enric
Phone: test
Email: test@test.com
Address: test
test, test

Validity: 01/08/2015 - 31/08/2015
Payment terms: 30 days from invoice date
Incoterm: EXW
Service: Airport to airport
Commodity: Goods

Airfreight rates

Airline			Product	Transit time	To	Via	Fuel	Risk	Tasa	Min	Normal	+100kg
AEROFLOT	-	SU	Economy	3 - 6 days	BKK	-	Allin	Allin	-	110,00	1,80	1,63
cargolux	-	CV	General	2 - 4 days	BKK	-	0,45	-	-	-	-	0,95
TRANSAERO	-	UN	VIP	1 - 4 days	BKK	VKO	Allin	Allin	-	-	-	1,50

Charges in Barcelona

Service	Rate
Documents	50,00€ / Kg
Insurance	0,35%
Customs	50,00€ / Shipment

Charges in Bangkok

Service	Rate
Documents	50,00$ / Shipment
Customs	100,00$ / Shipment

Remarks

Holaaaa

6.2- Indicate Weights or Add packages

Click on Indicate weights or Add packages.

Insert the profit Eur/kg or %

See all the options with the final price and the profit included.

Choose the lines that you want to include in your proposal.

Click on 💾 to save the quote in Web Cargo

Insert the information (Check 6.1 or 8 for more information)

	Service	Service code	Group by	Base	Min	Rate	Calculation	Units	Maximum	=	Total	Currency	Suppliers
✓	Documents	020 – Documents				0	/ Kgs Actual	500		=	0	EUR	0
	Handling	A0002 – Handling			15.00	0.15	/ Ch. Kg (167kg /	500		=	75	EUR	0
✓	Pick Up	A0003 – Pick Up					Calculate value						
✓	Insurance	A0005 – Insurance				0.35	% Cargo value (%)	1		=	0	EUR	0
✓	Customs	A0006 – Customs				50	/ Per Shipment	1		=	50	EUR	0

GENERAL   **SELECTED RATES**   **LOCAL CHARGES**   **TOTALS**   **INTERNAL NOTES**   **SEE SEARCH**

GROUP TEMPLATE
Select one

SALES PROFILES
Select one

BARCELONA   **NEW YORK**

Add an empty line   Add ⊕

TEMPLATE
General

REMARKS

SAVE

Select suppliers   X

Sales prices

Base	Min	Rate	Calculation	Units	Maximum	Total	Currency
	15.00	0.15	/ Ch. Kg (167kg /	500		75	EUR

REMARKS FOR THE PDF

Costs from suppliers

	Supplier	Base	Min	Cost	Calculation	Units	Maximum	Total	Currency
☐	WFS		11.00	0.11	/ Ch. Kg (167kg	500		55	EUR

SAVE

GENERAL   **SELECTED RATES**   **LOCAL CHARGES**   **TOTALS**   **INTERNAL NOTES**   **SEE SEARCH**

✓ **Totals table**   EUR
✓ **Currency exchange table**

Applied exchange rate		
USD	EUR	0.88696

SAVE

GENERAL   **SELECTED RATES**   **LOCAL CHARGES**   **TOTALS**   **INTERNAL NOTES**   **SEE SEARCH**

STATUS
Sent

INTERNAL NOTES

SAVE

Click on [Save] to save all the information.

Now you have your proposal saved, Download in pdf or Excel and sync with your own system.

Branch	Code	Customer	Route	Date	Pieces	Weight	Incoterm	Up to date	Actions	Status	
Barcelona	03518	Customer #1078MS	BCN-JFK	02/09/2015	-	500Kgs V	EXW	✓		Developing ▼	🗑
Barcelona	03517	Customer #125MS	BCN-BKK	01/09/2015	-	900Kgs A		✓		Lost ▼	🗑
Barcelona	03516	Customer #1078MS	BCN-JFK	01/09/2015	-	1000Kgs V		✓		Won ▼	🗑
All	03515	Unspecified.	MAD-JFK	01/09/2015	20	400Kgs A		!		Developing ▼	🗑
All	03510	Unspecified.	MAD-JFK	28/08/2015	20	400Kgs A		!		Won ▼	🗑
All	03509	Unspecified.	MAD-JFK	24/08/2015	20	400Kgs A		!		Lost ▼	🗑
All	03508	Unspecified.	MAD-JFK	19/08/2015	20	400Kgs A		!		Developing ▼	🗑
All	03507	Unspecified.	MAD-JFK	19/08/2015	20	400Kgs A		!		Won ▼	🗑
All	03506	Unspecified.	MAD-JFK	13/08/2015	20	400Kgs A		!		Lost ▼	🗑
All	03505	Customer #1180MS	BCN-JFK	13/08/2015	55	2450Kgs A	EXW	!		Won ▼	🗑

✓ → The quote is up to date

(blue square) → This quote do not choose airlines.

! → There are airlines in this quote that have changed the rates.

⚠ → There are airlines in this quote that have changed the surcharges.

♲ → Modify the details of the quote

📝 → Modify the details of the quote

☁↓ → Sync the quote with your own system.

XLS → Download the quote in excel

PDF → Download the quote in pdf

🖨 → Print the quote

📄+ → Create a new quote saving the details of this quote.

🗑 → Delete a quote.

 → Quote status: pending, sent, accepted, rejected, Expired.

Accepted: Choose the airline accepted

Rejected: Why?

Click on to download your proposal.

WEBCARGONET

Quotation: 03518	**Company:** Web Cargo Demo
From: Barcelona	**Agent:** Manuel Galindo
To: New York	**Phone:** 933799301
Date: 02/09/2015	**Email:** manel@webcargonet.com
Weight: 500 kgs	

Customer: Customer #1078MS & <> ! 2			
Person: Manel		**Validity:**	01/09/2015 - 30/09/2015
Phone: 0000000		**Payment terms:**	30 days from invoice date
Email: 0000		**Incoterm:**	EXW
Address: 00000		**Service:**	Door to airport
0000, 0000			

Charges in Barcelona

Service	Rate	Units	Total
Insurance	0,35%	1	-
Customs	50,00€ / Shipment	1 Shipment	50,00 €

Airfreight rates

Airline		Product	Transit time	To	Freight	Rate	Fuel	Risk	Tasa	Freight	Surcharges	Total
	- DL	Economy	3 - 6 days	JFK	+500kg							

Charges in New York

Service	Rate	Units	Total
customs	50,00$ / Shipment	1 Shipment	50,00 $

Quotation total

Airline	Product	Total
Delta Air Lines	Economy	

Rate of exchange used

1.00 USD	0.89 EUR

Remarks

Special projects
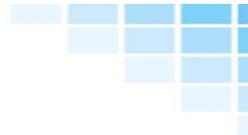
7.- Adhoc rates

7.1- Send Adhoc rates requests

Get better prices from your carriers using the "Adhoc requests" feature on Web Cargo. Save time! Save money! …in few steps!

Go to Air > Rates
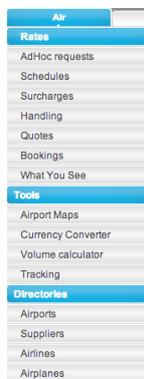
Insert Origin, Destination and the dimensions of the shipment in the section and click on .

Select the rates from the carriers that you would like to use to get a better price and click on.

Before an e-mail with your adhoc rate request will be sent to your contacts from the carriers and GSA's* you have selected, you will have to fill up the following relevant information about your shipment:

- Shipping date

- Maximum arrival date

- Nature of goods

- Desired rate (allin)

- Maximum rate (all in) – Maximum rate you are willing to accept.

- Response time – 8h, 24h, 48h or 72h.

* To set up the emails of your contact person in the airlines & Gsa's, see section 7.3

Click [SEND] and wait for the answer of the airlines or Gsa's.
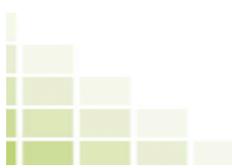
7.2- See the response to your adhoc rate requests

To see the response to your adhoc requests from the different carriers and compare their offers go to: Air > Adhoc requests
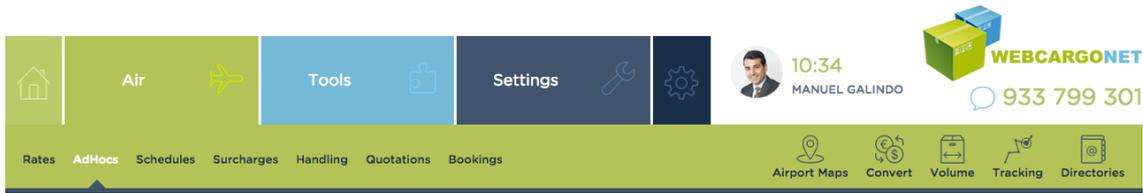
You are now in your adhoc rates request record and you will be able to search for a specific Adhoc request by introducing its destination or selecting the customer.

Click on your adhoc rate and see the responses from your carriers.

Code	Customer	Route	Date	Actual Weight	Volumetric Weight	Responses	Desired	Best rate	
ES236403	Unspecified.	BCN - EZE	18/08/2015	500.00 Kgs	600.00 Kgs	0 / 1	-	-	
ES236400	Unspecified.	BCN - EZE	18/08/2015	500.00 Kgs	600.00 Kgs	0 / 1	-	-	
ES236394	Unspecified.	BCN - EZE	18/08/2015	2500.00 Kgs	1042.00 Kgs	1 / 1	-	51.10	
ES236391	Unspecified.	BCN - EZE	18/08/2015	5400.00 Kgs	5000.00 Kgs	0 / 1	-	-	
ES236388	Unspecified.	BCN - EZE	18/08/2015	5400.00 Kgs	5000.00 Kgs	0 / 1	-	-	
ES235194	Unspecified.	BCN - JFK	12/11/2014	1600.00 Kgs	1707.00 Kgs	0 / 1	-	-	
ES234876	Customer #1078MS & <> ! 2	MAD - YYC	29/05/2014	600.00 Kgs	400.00 Kgs	1 / 1	-	1.65	
ES234873	Unspecified.	BCN - JFK	27/05/2014	25000.00 Kgs	533.00 Kgs	1 / 1	-	0.05	
ES234870	Unspecified.	BCN - LED	26/05/2014	600.00 Kgs	1620.00 Kgs	0 / 3	-	-	

In one shot and, as the airlines reply to your request, you will have a complete overview of the market rate, the adhoc rate offered by the carrier, the price difference between these, the amount you save using the adhoc rate for this specific shipment and the total cost of the shipment.

AdHoc rate request								BACK
Code	ES234816			Date	14/05/2014 - 10:22			
Customer	Unspecified			Commodity	Iron			
Shipping date	2014-05-15			Maximum arrival date	2014-05-16			
Actual Weight	400.00 kgs			Volumetric Weight	27.00 kgs			
Pieces	20			Volume	0.16 cbms			
Target rate (allin)	-			Maximum rate (allin)	-			
Response time	8h			Responses	2 / 3			

You have already created a quotation with this AdHoc rate!
Click here to edit

Contacted airlines

Re-send	Itinerary	Market	AdHoc	Reject	Difference	+ kgs	Saving	Total	Use
✉	DL MAD - JFK Dimension	1.65€	-	🗑	-	-	-	-	📝
✉	EI MAD - JFK General	1.35€	2.30€	🗑	-0.95€	-	-373.20€	928.00€	📝
✉	UX MAD - JFK	1.15€	1.05€	🗑	0.10€	-	40.00€	420.00€	📝

Remarks

eyy brother!

Shipment details

Amount	Weight	Length	Width	Height
20	20	20	20	20

It's time to select the best rate for your shipment! Click on 📝 and immediately the adhoc rate will be generated and displayed in green- like your contract rates- in the system so you can use it for your quotes.

UX - 745	AirEuropa	CRS								✈ @ 💬 S ⊕
	Product	to	Via	Freight	Buy Rate	Profit / kg	Fuel	Risk	Tasa	Freight	Surcharges	Total	∨
⊘	WEX	EWR	-										☐
⊘	Promo	JFK	-										☑
⊘	WEX	JFK	-										☐

7.3 Set up the emails of your contact persons in the airlines & Gsa's

To set up the emails of your contact persons in the airlines and GSA's, go to WebCargoNet > Customization > Contact persons.
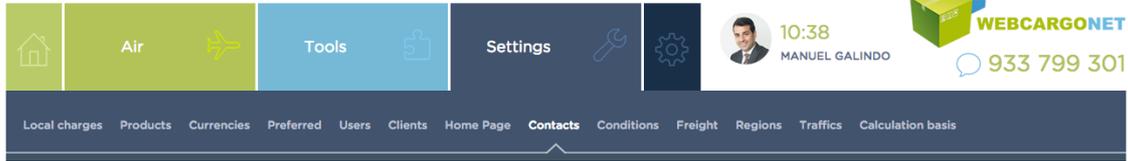
Select the GSA, the airline, city and the department you would like to address (sales, operations, pricing…) and insert the contact e-mail where you wish to send your adhoc rates requests.

8.- Tenders

Click in ADD to set up a tender

8.1 Details and profit of the tender

8.2 Airlines that you want to include in the tender

You can filter by preferred/core carrier or add manually the carriers.

8.3 Origins and destination

You can add the origins and destinations manually or you can set up regions (Asia,Americas...)

You can add routes in your tenders too

8.4 Rates and products

Filter by rate type (Promo, contract, standard rate) or service(GEN,PER,CAO…)

Click in add and in some minutes you will get the tender.

9.- Fobs

Insert your Fobs by default in order to use them in your quotes.

9.1 List

Attached File	Country	Branch	Service	Supplier	Profile	Airport	Foreign country	Rate	Currency	Applies to	
-	ES	All	Customs	Sales	General	All	All	50.00 € / Shipment	EUR	Exp & Imp	🗑
-	ES	All	Customs	Aduanas Batlle i Muñoz		All	All	50.00 € / Shipment	EUR	Exp & Imp	🗑
-	ES	All	Customs	Aduanas 2		All	All	70.00 € / Shipment	EUR	Export	🗑
-	ES	Barcelona	Customs	Sales	General	All	All	50.00 € / Shipment	EUR	Exp & Imp	🗑
-	ES	Barcelona	Customs	Sales	General	All	All	50.00 € / Shipment	EUR	Exp & Imp	🗑
-	ES	Barcelona	Customs	Sales	General	All	All	50.00 € / Shipment	EUR	Exp & Imp	🗑
-	ES	General	Documents	Sales	General	All	All	-	EUR	Exp & Imp	🗑
-	ES	All	Handling	WFS		BCN	All	0.11 € / Kg	EUR	Exp & Imp	🗑
-	ES	All	Handling	Sales	General	All	All	0.15 € / Kg	EUR	Exp & Imp	🗑
-	ES	All	Handling	Sales	General	All	All	0.15 € / Kg	EUR	Exp & Imp	🗑
-	ES	Barcelona	Insurance	Sales	General	All	All	0.35 %	EUR	Exp & Imp	🗑
-	ES	All	Pick Up	Sales	General	BCN	All	- Breakdown by KM -	EUR	Exp & Imp	🗑

Here you will find a list with all the costs Fobs you saved.

1.- Filter by Service

2- Filter by Sales Profiles

3- Filter by Supplier

4.- Filter by Airport

5.- Filter by Foreign Country

6.- Filter by Cost per import/export

7.- Filter per Branch

🗑 This icon is for deleting costs from the system.

To modify, you only need to click on the costs.

9.2 Concepts

Click on Tools → Services
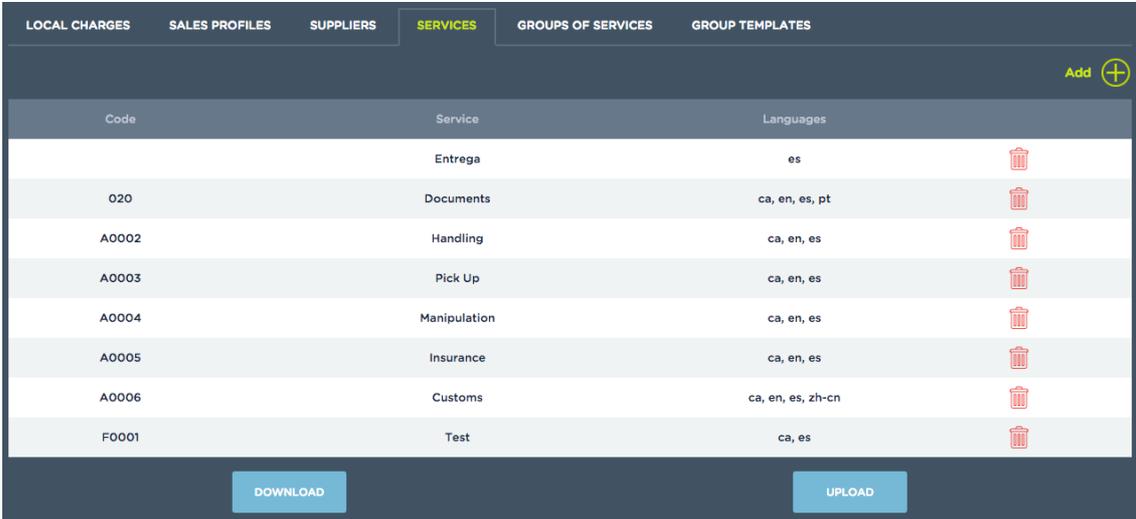
Code	Service	Languages	
	Entrega	es	🗑
020	Documents	ca, en, es, pt	🗑
A0002	Handling	ca, en, es	🗑
A0003	Pick Up	ca, en, es	🗑
A0004	Manipulation	ca, en, es	🗑
A0005	Insurance	ca, en, es	🗑
A0006	Customs	ca, en, es, zh-cn	🗑
F0001	Test	ca, es	🗑

LOCAL CHARGES SALES PROFILES SUPPLIERS **SERVICES** GROUPS OF SERVICES GROUP TEMPLATES

Add ⊕

DOWNLOAD   UPLOAD

Here you will find a list of concepts you can translate to several languages.
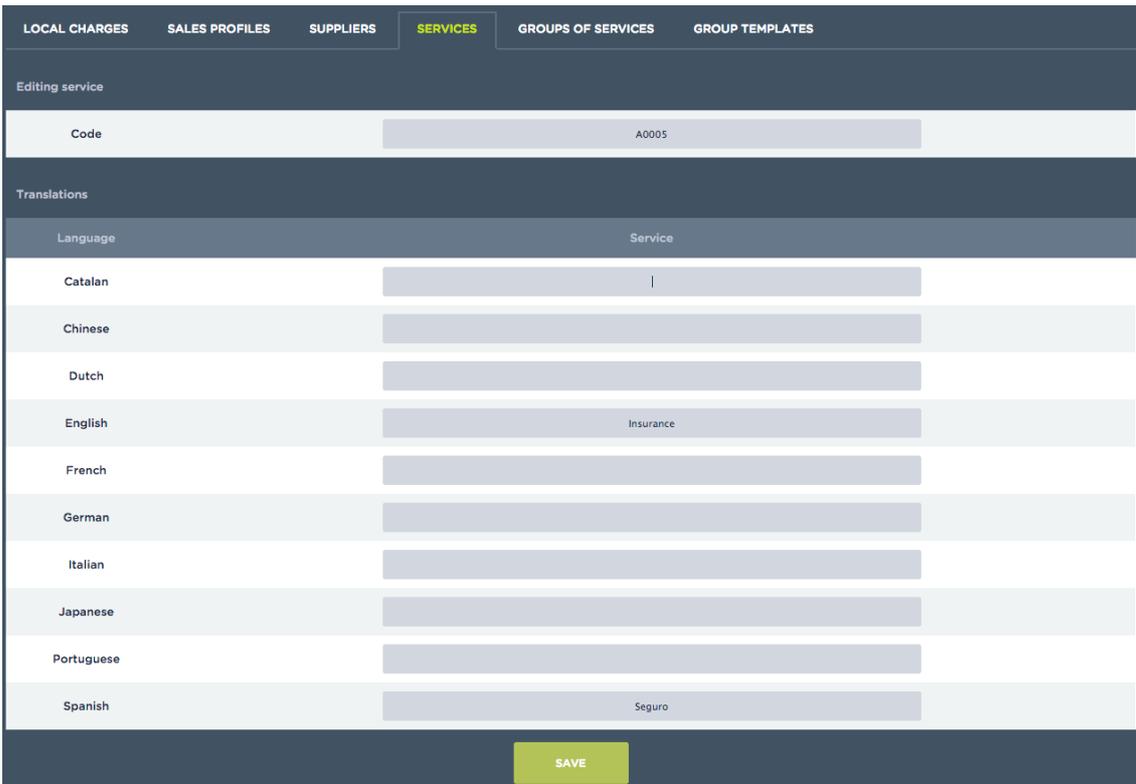
LOCAL CHARGES SALES PROFILES SUPPLIERS **SERVICES** GROUPS OF SERVICES GROUP TEMPLATES

Editing service

Code	A0005

Translations

Language	Service
Catalan	
Chinese	
Dutch	
English	Insurance
French	
German	
Italian	
Japanese	
Portuguese	
Spanish	Seguro

SAVE

When clicking on a concept, this screen will be displayed in order to insert the name in different languages.

9.3 Suppliers

Add all your suppliers. This info will be very important to insert your buys in the system.

9.4 Profiles

Create your own profiles and use the different costs depending on the client or quotes.

9.5 Add costs

Click on Tools → Add

Insert origin information and charges:

1.- Insert your Fobs for Export / Import for any route or a fixed route.

2.- Choose the service of your fob. (Check section 9.2)

3.- Supplier: Choose the "supplier" to insert your buy or "sales" to insert your sales

4.- Attach a prove of this FOB if it's a buy.

5.- Type of price: Fixed price/ per break point / KM / Zip Code / Zone10.- Add Spot Rates

Adding Spot Rates in Webcargo is child's play. How many spot rates remained unforgotten after you wrote them down in a paper or as your inbox got flooded?

When you are doing a search, click on the green plus sign to add an spot rate agreed by email or telephone and share it with your team before it is too late.

You will be asked to fill up these fields regarding the agreed Spot rate.

1.- Gsa

2.- Airline

3.- Origin

4.- Destination

5.- Stop-off

6.- Currency

7.- Product

8.- Relation

9.- From. This date is mandatory

10.- To. This date is mandatory

11.- Remarks

12.- Promo code

13.- Insert the agreed price

14.- Insert the agreed surcharges

11.- Airport Maps

Go to the Menu → Air → Airport Maps
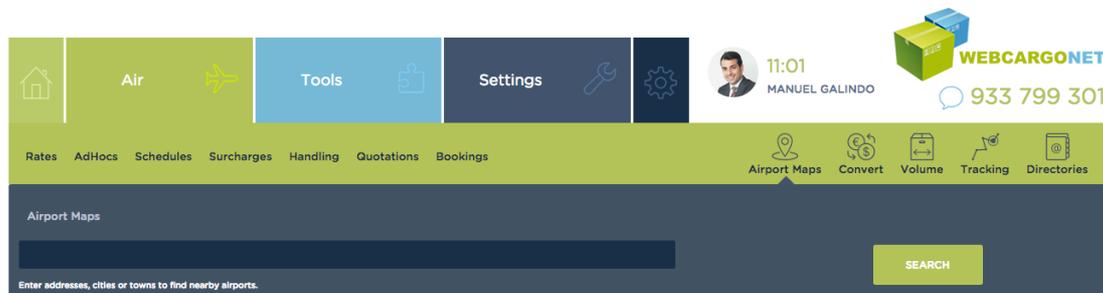
Insert the city, town or address and the system will search for nearby airports. Choose the airports that you would like to compare and insert an origin to check the rates.

Airport Maps

walla walla

SEARCH

Enter addresses, cities or towns to find nearby airports.

Move the red indicator on the map to find other airports.

Latitude: 46° 3.874'
Longitude: -118° -20.581'

Nearby destinations with rates

	iata	City	Distance	
1	GEG	Spokane	184 KM	✓
2	BOI	Boise	324 KM	✓
3	PDX	Portland OR	334 KM	■
4	SEA	Seattle	338 KM	✓
5	BFI	Seattle	342 KM	■
6	SHN	Shelton	388 KM	■
7	YVR	Vancouver	502 KM	■
8	GTF	Great Falls	555 KM	■

Attention line distances.

EXPORTS RATES FROM
BCN

EXPORT

IMPORT RATES TO

IMPORT

In few seconds, you will be able to check rates from different airports and compare all the options in order to get the most suitable for you in terms of Quality, Price and Transit Time.

12.- Tracking

Go to the Menu → Air → Tracking
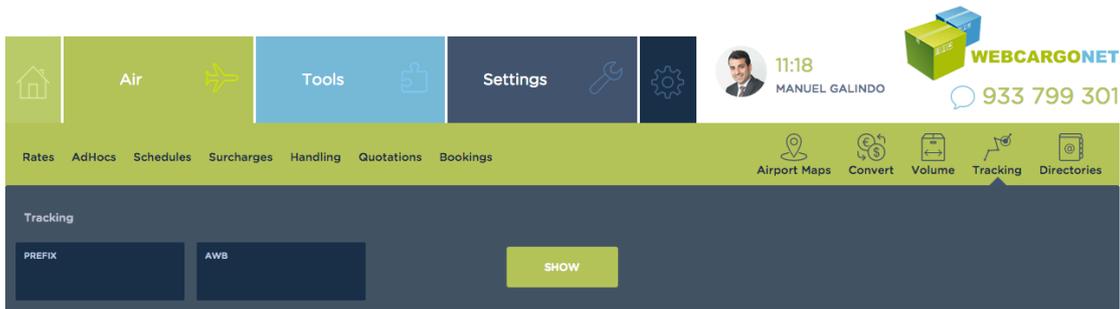
Write the prefix and AWB reference and the system will connect automatically to the airline website.
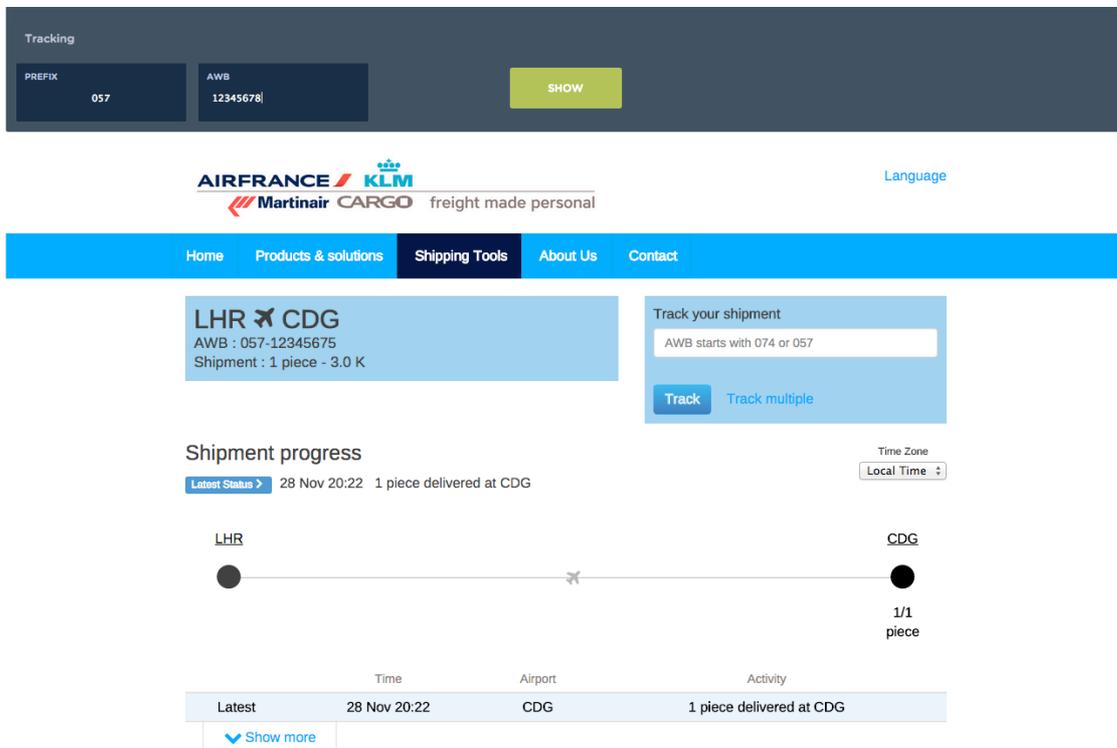
13.- Currency converter
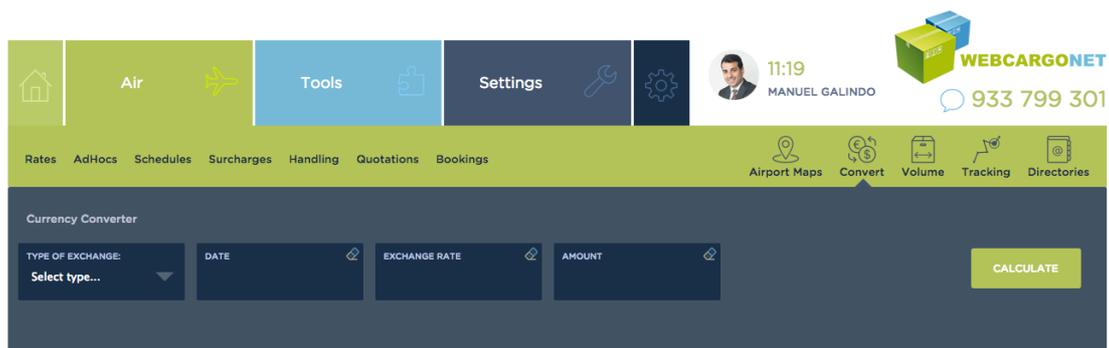
Go to Menu → Air → Currency Converter

In this section, you will be able to change the currency easily:

1.- Choose the type of exchange: EUR-USD, EUR-HKD…

2.- Insert a date to see a previous exchange rate. If empty, then the exchange rate would be the current one of the market.

3.- An exchange rate is applied depending on the specified date (2). It can vary to indicate your own exchange.

4.- Amount you want to convert

14.- Share rates and FOBS with your agents

Go to the menu → Tools → WCN Directory.

Choose the country to see the agent you want to share the rates with. Then click on Share to continue.

In this screen, you only need to select what you would like to share:

1.- Share general rates, promos or agreements.

2.- The airlines

3.- To share worldwide or just from the country of origin to the country of destination.

4.- With all the users of your company or just one.

5.- In case of choosing all the airlines in section 2, here you can filter.

15.- Preferred Airlines

Feature only available for Admins. Go to the Menu → tools → Preferred and Core.
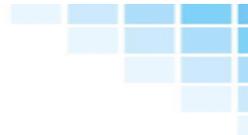
Please choose Country or Airports.

Airlines **Core**: Insert the airlines that you can show in the system like Core airlines

Preferred: Insert the airlines that you can show in the system like Preferred airlines

Hub: Insert the airlines that you can show in the system like Hub airlines.

Do not use: Insert the airlines that you can not show in the system.

Your team will know they are preferred because a "Preferred" icon will show along with the search results.

16.- Change Details

Go to the Menu → Webcargonet → My Data.

Here you will be able to manage all the information regarding your account: name, telephone, user, password...