



The e-Cargo Matchmaker

USER GUIDE



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1. INTRODUCTION

1.1. About the e-Cargo Matchmaker

In response to the Industry request for improving the access to e-freight and e-AWB information, IATA has initiated a project called the e-Cargo Matchmaker.

The e-Cargo Matchmaker is a web tool designed to give all e-freight and e-AWB participants higher visibility over who is doing e-freight/ e-AWB where and to help parties connect with each other.

Benefits of the e-Cargo Matchmaker:

- **Speed:** business partners are just a **click away**
- **Time saving:** instantly retrieve **customized reports**
- **Reliable:** increased level of **data quality**
- **Up to date:** updated **by** the Industry **for** the Industry
- **Visible:** brings you on the **spotlight** of e-freight and e-AWB business
- **Hi-Tech:** **fast, modern** and **user friendly** web tool

1.2. Document Objective and Structure

This User Guide is meant to be a user friendly tool that explains step by step to e-freight and e-AWB users how to navigate and discover information available on this web platform about who is doing e-freight and where.

This User Guide is structured in **2 parts**:

PART ONE – common functions for Airlines, Freight Forwarders and GHAs

PART TWO – specific functions by stakeholder groups (Airlines/Freight Forwarders and GHAs).

1.3. Audience and Assumptions

The e-Cargo Matchmaker will be open to **Public Users** (non-registered e-freight and e-AWB interested or live stakeholders worldwide) and updated and maintained by the **Registered Users** (registered users live or non-live on e-freight and/or doing or planning to do e-AWB).

At this stage the **3 stakeholders groups** that have been integrated into the e-Cargo Matchmaker and can register as **Registered Users** are:

- Airlines (ALs)
- Ground Handling Agents (GHAs)
- Freight Forwarders (FFs)

The **Registered Users** are responsible for the accuracy of their own data in the tool:

- they manage their own Statuses (for e-freight, e-AWB and EDI Agreements - where applicable)
- they contact their partners via the built in Invitation module
- they bring along new participants to increase the e-freight/ e-AWB community
- they use the built in Reports and Search functions to find out who is doing e-freight and e-AWB where
- they save their Customized Reports on their Matchmaker Account page, export them to CSV and/or print them out
- they update and upload information on the 20 e-freight Documents + e-AWB

The **Public Users** are all worldwide Cargo Industry participants that are interested in the latest developments on e-freight or e-AWB in a particular location or with a specific partner or are about to start doing e-freight and/ or e-AWB and are looking for new partners or opportunities.

- they use the built in Reports and Search functions to find out who is doing e-freight and e-AWB where
- they export their Customized Reports to CSV and/ or print them out.

This User Guide assumes you have a working knowledge of the principles and practices of e-freight and e-AWB.

It also assumes you are familiar with Web Applications.



1.4. Abbreviations, Acronyms, and Definitions

The following definitions, acronyms and abbreviations are used throughout this document and have been provided here for reference purposes:

IATA	International Air Transport Association
AL	Airline
AU	Administrator User
FF	Freight Forwarder
GHA	General Handling Agent
MM	Matchmaker
PU	Public User
RU	Registered User

PART ONE – PUBLIC USERS

2. E-CARGO MATCHMAKER REPORTS

Reports function gives Public Users (PU) information on:
Who is doing e-freight and e-AWB and Where?

Predefined reports

Detailed Locations Status Reports

Name	Description
Airport Status	Detailed Airports Status Report
Locations Reports	Detailed Locations Status Report

e-freight Status Reports

Name	Description
Airline by Origin Airport	Airline e-freight status by Origin Airport
Airline by Destination Airport	Airline e-freight status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder e-freight status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder e-freight status by Destination Airport
Ground Handling Agent by Airport	Ground Handling Agent e-freight status by Airport

eAWB Status Reports

Name	Description
Airline by Origin Airport	Airline eAWB status by Origin Airport
Airline by Destination Airport	Airline eAWB status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder eAWB status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder eAWB status by Destination Airport

Customized Reports

[Search Data & Build My Reports](#)

Predefined Reports: Available to Public Users (PU)

Customized Reports: Search function available to Public Users (PU)

2.1.PREDEFINED REPORTS

Predefined reports

Detailed Locations Status Reports

Name	Description
Airport Status	Detailed Airports Status Report
Locations Reports	Detailed Locations Status Report

e-freight Status Reports

Name	Description
Airline by Origin Airport	Airline e-freight status by Origin Airport
Airline by Destination Airport	Airline e-freight status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder e-freight status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder e-freight status by Destination Airport
Ground Handling Agent by Airport	Ground Handling Agent e-freight status by Airport

eAWB Status Reports

Name	Description
Airline by Origin Airport	Airline eAWB status by Origin Airport
Airline by Destination Airport	Airline eAWB status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder eAWB status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder eAWB status by Destination Airport

➤ Detailed Locations Status Reports:

updated by IATA on monthly basis upon synchronization with Cargo IS (MIP) database.

➤ **e-freight Status Report:** updated and maintained by Registered Users (AL, FF and GHA) via **Manage My e-freight Status** function.

➤ **e-AWB Status Report:** updates and maintained by Registered Users (AL and FF) via **Manage My e-AWB Status**

All Columns in the Predefined Reports can be **filtered** and **selected** according to Users' interests. Tables resulted can be **exported to CSV**.

2.2.CUSTOMIZED REPORTS

Customized Reports

Search Data & Build My Reports

➤ Search Data and Build My Reports:

Public Users (PU) **Search** e-freight data and build their own customized reports based on their business interests.

Important steps in **Searching Data** and **Generating Reports** functions:

Search Data & Build My Reports

Report Type Airline

Search Filters

Airline LX - Swiss International Air Lines

Origin Country Germany

Origin City -Please select-

Origin Airport Code -Please select-

Origin Airport Name -Please select-

e-freight Status Per Origin Airport Live

Destination Country Switzerland

Destination City -Please select-

Destination Airport Code -Please select-

Destination Airport Name -Please select-

e-freight Status Per Destination Live

Generate Report

Actions: [Print] [Export] **Save Report**

Airline name	Origin Country	e-freight status by Origin Airport	Destination Country	e-freight status by Destination Airport
LX - Swiss International Air Lines	Germany	Live	Switzerland	Live

1. **Report Type:** Public Users (PU) select the Stakeholder group (AL, FF or GHA) on which they want to perform the Data Search.

2. Public Users (PU) fill in the **Search Filters** according to their needs.

3. Public Users (PU) **Generate Report**

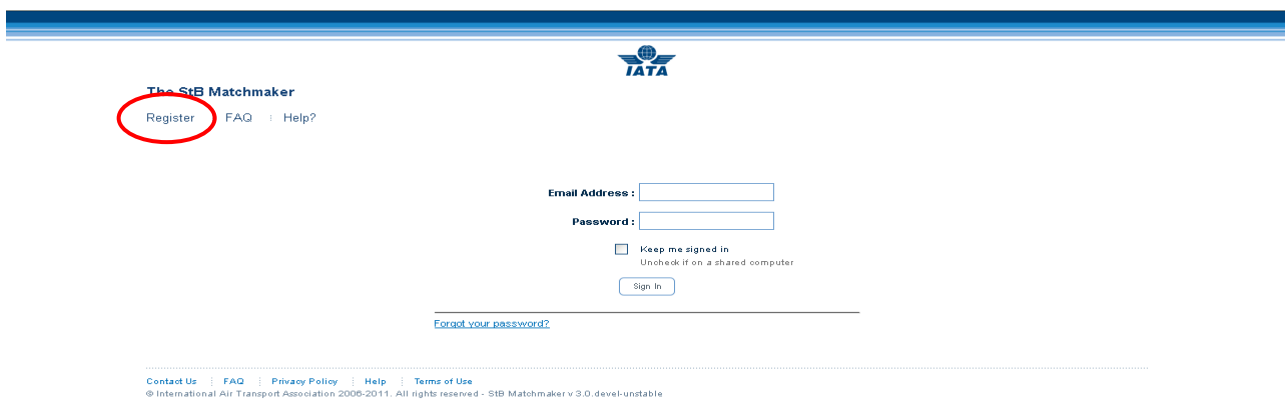
→ the Report with the requested Search Filters will be **displayed** on the same page.

Public Users (PU) will **Print** and/ or **Export to CSV** the generated report(s)

PART TWO – REGISTERED USERS (AL, FF and GHA)

3. REGISTRATION

Registration page can be accessed at <http://matchmaker.iata.org>



The SIB Matchmaker

[Register](#) [FAQ](#) [Help?](#)

Email Address:

Password:

Keep me signed in
Uncheck if on a shared computer

[Forgot your password?](#)

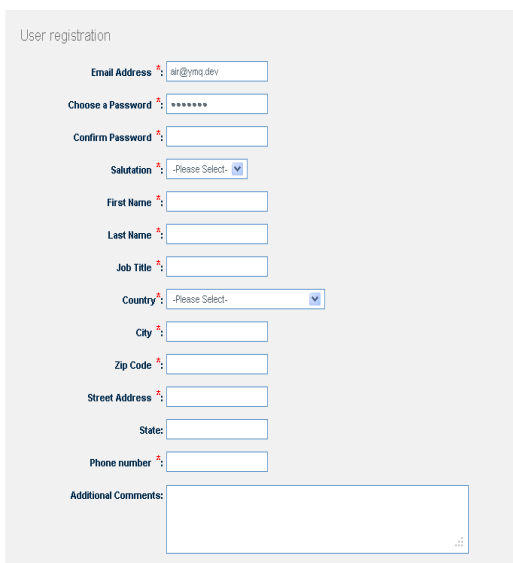
Contact Us : [FAQ](#) : [Privacy Policy](#) : [Help](#) : [Terms of Use](#)
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If you are already a Registered User then please fill in your Email Address and Password.

To register, Account Users have to follow the next steps:

3.1.USER REGISTRATION

Please click on Register and then fill in all fields marked with * as they are mandatory.



User registration

Email Address: *

Choose a Password: *

Confirm Password: *

Salutation: (Please Select)

First Name: *

Last Name: *

Job Title: *

Country: (Please Select)

City: *

Zip Code: *

Street Address: *

State: *

Phone number: *

Additional Comments:

Email Address: your email address will be your login name. All email communications and notifications will be sent to this address. Only corporate addresses will be authorized.

Choose and Confirm Password: this is the password that will authorize your access to the system.

Identification fields: Salutation, First name, Last name, Job title.

Location fields: Address, City, Zip Code, State, Country.

Contact fields: Phone number.

Additional comments: Additional comments that would

help the validation of the registration request (i.e. Administrator Users (AU), Registered Users

(RU) managing several accounts, Registered User (RU) that is newly employed in a specific Company or has recently changed jobs, etc).

Administration: Select your Company name from the drop down list of your respective profile (AL, FF and/or GHA) and then select the e-freight project. In case you have selected the wrong company make sure you uncheck the e-freight box before submitting your request (example below)

Administration

* Please select your company and then the appropriate StB project.

Airline

LX- Swiss International Air Lines :
e-freight E-services Fast Travel
select to add

Airport
select to add

Freight Forwarder

DHL AIRWAYS GMBH (12521 Berlin) :
e-freight

PANALPINA A.G. (GENEVA) :
e-freight
select to add

GDS
select to add

Ground Handling Agent

[GH] DNATA :
e-freight
select to add

Read the **Terms and Conditions** of the Matchmaker and confirm by checking the **I Agree** box. Enter the **Security text** displayed (to refresh the text please click on the round arrow). To complete your registration click **Register**. The following text will be displayed:



The StB Matchmaker

[Register](#) | [FAQ](#) | [Help?](#)

Thank you!

You will receive an email from the Matchmaker when your account has been activated.

[Return](#)

[Contact Us](#) | [FAQ](#) | [Privacy Policy](#) | [Help](#) | [Terms of Use](#)

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3.2.ACCOUNT REGISTRATION CONFIRMATION

Once your Registration has been sent you will receive a confirmation letter in the inbox of the email you have registered with. Please do not respond to this email as it is generated automatically.

Dear future StB Matchmaker user,

You have requested a StB Matchmaker account and the system administrator is currently reviewing your application.

Access to the StB Matchmaker is subject to approval of your organization's StB Champion.

When your account has been activated, you will receive a confirmation email containing an introduction to the Matchmaker.

The credentials below allow you to access your profile and manage your company account for StB projects that are today integrated in the StB Matchmaker.

We recommend you store them safely:

Username: _____

Password: _____

Thank you for registering,

The StB Team

3.3.ACCOUNT ACTIVATION CONFIRMATION

After your account registration has been reviewed by the IATA system administrator you will receive an activation confirmation. Please make sure you also check you Spam inbox for the confirmation email. Do not respond to this email as it is generated automatically.

Dear user,

Welcome to the StB Matchmaker!

Now that your account has been activated, you are ready to start planning your StB implementations around the world!

Here are some tips to make your Matchmaker experience productive:

Make sure to keep your personal information and account profile up to date

Make sure you provide as much and accurate data as possible. This will help your industry partners to better understand your needs

Responding promptly to requests will allow to efficiently plan and prioritise your StB implementations

The help function contains specific information for features on each page -- it can be used as an online user guide

Be conscientious when sending and accepting requests -- only make those that you can fulfill!

Join the StB Matchmaker community by logging on to:

<http://test.matchmaker.aero>

We are constantly thinking of ways to make the StB Matchmaker easier to use. Please let us know of any ideas you have to make StB Matchmaker more effective at stbmm@iata.org.

We're glad you are working with us to improve passenger convenience.

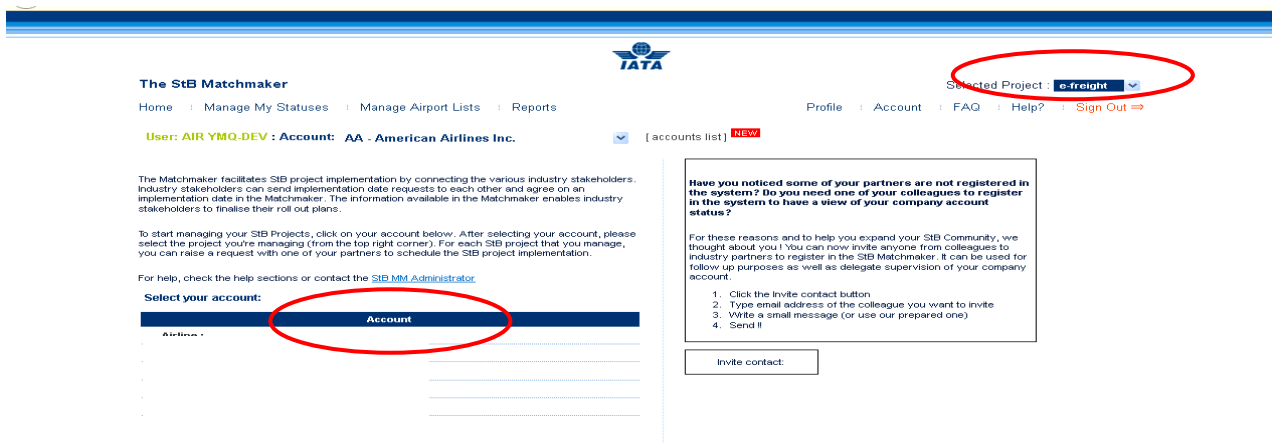
The StB Team

4. REPORTS

4.1.IATA MATCHMAKER HOME PAGE

You are now able to access the Home page of the StB Matchmaker web tool which is the first step required before accessing the e-Cargo Matchmaker Home page where the Reports function is.

The next step is to select your Account and Project (where applicable)



The screenshot shows the IATA StB Matchmaker interface. At the top, there is a navigation bar with links for Home, Manage My Statuses, Manage Airport Lists, and Reports. The user is logged in as 'User: AIR YMQ-DEV' with the account 'AA - American Airlines Inc.'. A dropdown menu for 'Selected Project' is set to 'e-freight'. Below the navigation, there is a section for 'Select your account:' with a list of accounts. The 'Account' field is highlighted with a red circle. To the right, there is a help box with the text: 'Have you noticed some of your partners are not registered in the system? Do you need one of your colleagues to register in the system to have a view of your company account status? For these reasons and to help you expand your StB Community, we thought about you! You can now invite anyone from colleagues to industry partners to register in the StB Matchmaker. It can be used for follow up purposes as well as delegate supervision of your company account. 1. Click the invite contact button 2. Type email address of the colleague you want to invite 3. Write a small message (or use our prepared one) 4. Send !!' Below the help box is an 'Invite contact:' button.

4.2.ACCESS MY ACCOUNT

Please select your AL, FF or GHA Account from the Account field according to your business profile.

Account
Airline : <u>AA - American Airlines Inc.</u>
Ground Handling Agent : <u>Swissport</u>
Freight Forwarder : <u>'K' LINE AIR SERVICE (TAMWAN) TAIPEI</u>

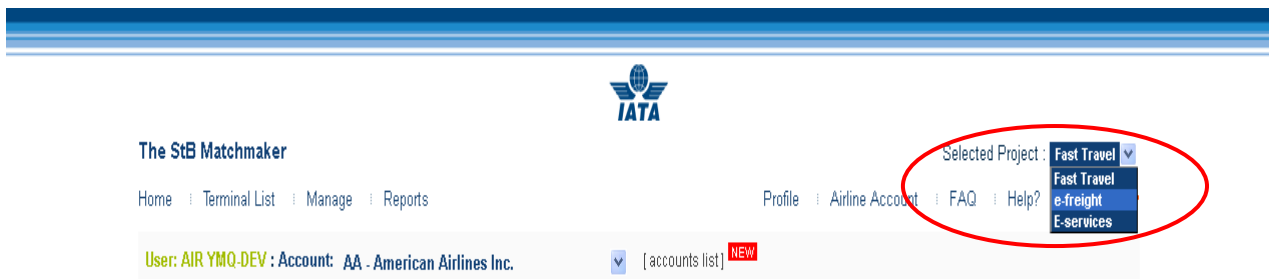
Airline: Please select the Airline you represent.

Freight Forwarder: Please select the Freight Forwarding Company you represent.

GHA: Please select the GHA you represent.

4.3.SELECT MY PROJECT

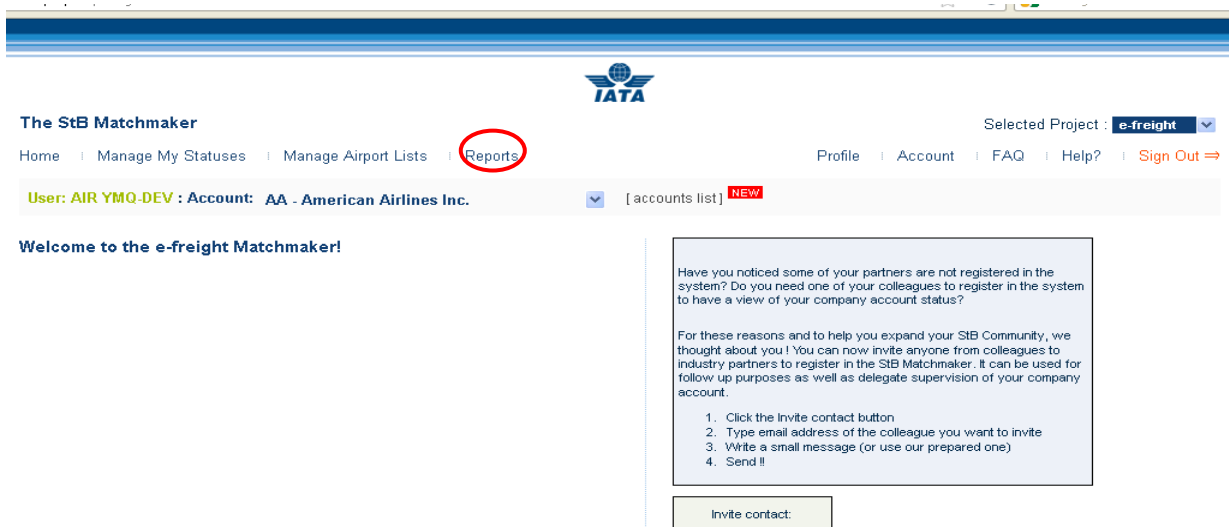
If your Company is registered to other MM projects then you will have to select the e-freight project from the Projects drop down list. If not then e-freight will be your default project and no further selection is needed.



4.4.E-CARGO MATCHMAKER HOME PAGE

You are on the e-Cargo Matchmaker Home page.

Please follow the next guiding steps to help you navigate through **Reports** function.



Reports function gives Users information on:
Who is doing e-freight and e-AWB and Where?

Predefined reports

Detailed Locations Status Reports

Name	Description
Airport Status	Detailed Airports Status Report
Locations Reports	Detailed Locations Status Report

e-freight Status Reports

Name	Description
Airline by Origin Airport	Airline e-freight status by Origin Airport
Airline by Destination Airport	Airline e-freight status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder e-freight status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder e-freight status by Destination Airport
Ground Handling Agent by Airport	Ground Handling Agent e-freight status by Airport

eAWB Status Reports

Name	Description
Airline by Origin Airport	Airline eAWB status by Origin Airport
Airline by Destination Airport	Airline eAWB status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder eAWB status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder eAWB status by Destination Airport

Customized Reports

[Search Data & Build My Reports](#)

My Saved Reports

Report Name

[1321](#) ✖

[GHA test](#) ✖

Predefined Reports: Available also to Public Users (PU)

Customized Reports: Search function available also to Public Users (PU)

My Saved Reports: Function available to Registered Users (RU)

4.5. PREDEFINED REPORTS

Predefined reports

Detailed Locations Status Reports

Name	Description
Airport Status	Detailed Airports Status Report
Locations Reports	Detailed Locations Status Report

e-freight Status Reports

Name	Description
Airline by Origin Airport	Airline e-freight status by Origin Airport
Airline by Destination Airport	Airline e-freight status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder e-freight status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder e-freight status by Destination Airport
Ground Handling Agent by Airport	Ground Handling Agent e-freight status by Airport

eAWB Status Reports

Name	Description
Airline by Origin Airport	Airline eAWB status by Origin Airport
Airline by Destination Airport	Airline eAWB status by Destination Airport
Freight Forwarder by Origin Airport	Freight Forwarder eAWB status by Origin Airport
Freight Forwarder by Destination Airport	Freight Forwarder eAWB status by Destination Airport

➤ Detailed Locations Status Reports:

updated by IATA on monthly basis upon synchronization with Cargo IS (MIP) database.

➤ **e-freight Status Report:** updated and maintained by Registered Users (AL, FF and GHA) via **Manage My e-freight Status** function.

➤ **e-AWB Status Report:** updates and maintained by Registered Users (AL and FF) via **Manage My e-AWB Status**

All Columns in the Predefined Reports can be **filtered** and **selected** according to Users' interests. Tables resulted can be **exported to CSV**.

4.6. CUSTOMIZED REPORTS

Customized Reports

Search Data & Build My Reports

My Saved Reports

Report Name

[1321](#) ✕

[GHA test](#) ✕

➤ Search Data and Build My Reports:

Public Users (PU) **Search** e-freight data and build their own customized reports based on their business interests.

➤ My Saved Reports:

Registered Users (RU) **Save** their customized reports.

Important steps in **Searching Data** and **Generating Reports** functions:

Search Data & Build My Reports

Search Filters

Report Type Airline

Airline LX - Swiss International Air Lines

Origin Country Germany

Origin City -Please select-

Origin Airport Code -Please select-

Origin Airport Name -Please select-

e-freight Status Per Origin Airport Live

Destination Country Switzerland

Destination City -Please select-

Destination Airport Code -Please select-

Destination Airport Name -Please select-

e-freight Status Per Destination Live

Airport

Generate Report

Actions: [Print] [Export] **Save Report**

Airline name	Origin Country	e-freight status by Origin Airport	Destination Country	e-freight status by Destination Airport
LX - Swiss International Air Lines	Germany	Live	Switzerland	Live

- Report Type:** Public Users (PU) select the Stakeholder group (AL, FF or GHA) on which they want to perform the Data Search.
- Public Users (PU) fill in the **Search Filters** according to their needs.
- Public Users (PU) **Generate Report**
 → the Report with the requested Search Filters will be **displayed** on the same page.

Registered Users (RU) will **Print**, **Export to CSV** and/ or **Save** the generated report(s) under:

➤ **My Saved Reports:** this function is available only to AL, FF and GHA Account Users.

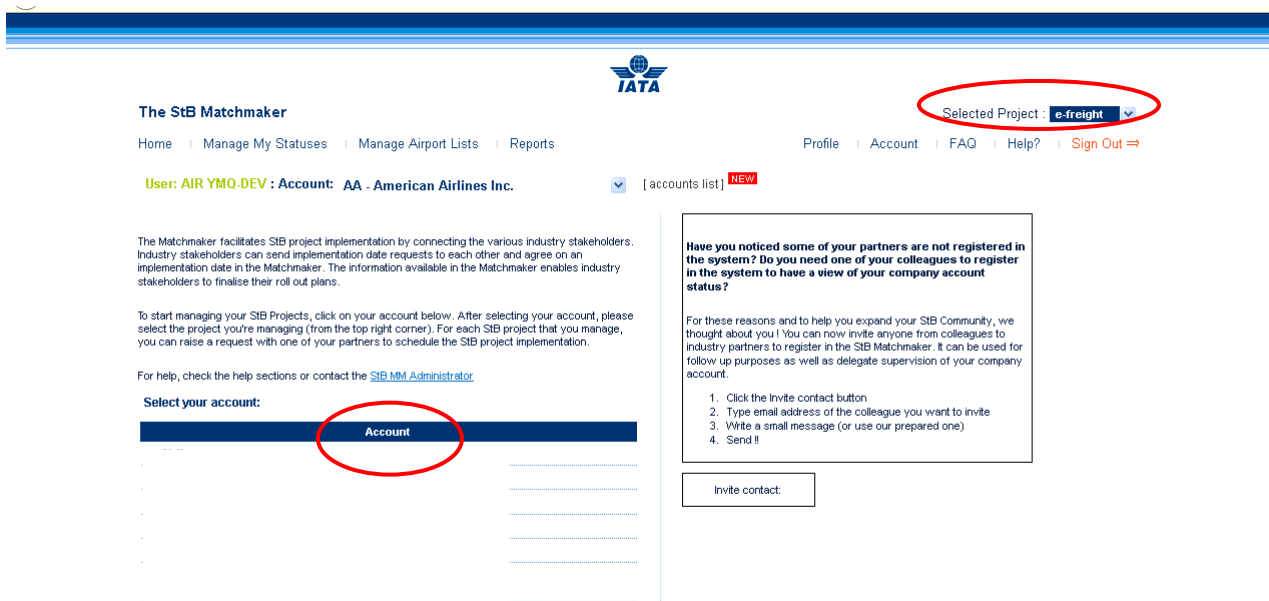
By using this function all saved reports will be automatically refreshed with any relevant data updated in the meantime by other e-Cargo Matchmaker Account Users.

5. AIRLINE and FREIGHT FORWARDER Users (AL and FF)

5.1.IATA MATCHMAKER HOME PAGE

You are now on the Home page of the StB Matchmaker which is the first step required before accessing the e-Cargo Matchmaker Home page.

The next steps are to select your Account and Project (where applicable)



5.2.ACCESS MY ACCOUNT

Please select your Account (AL or FF) from the Account field your business profile.

Select your account:

Account

Airline :

AA - American Airlines Inc.

Freight Forwarder :

'K' LINE AIR SERVICE (TAMWAN)
TAIPEI

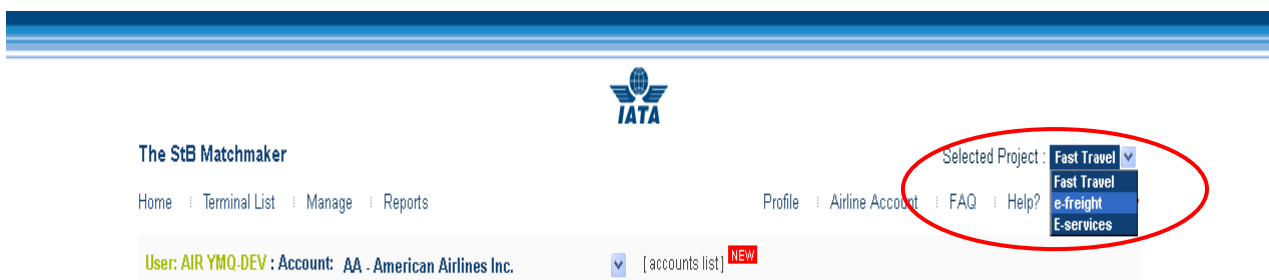
Airline: Please select the Airline you represent.

Freight Forwarder: Please select the Freight Forwarding Company you represent.



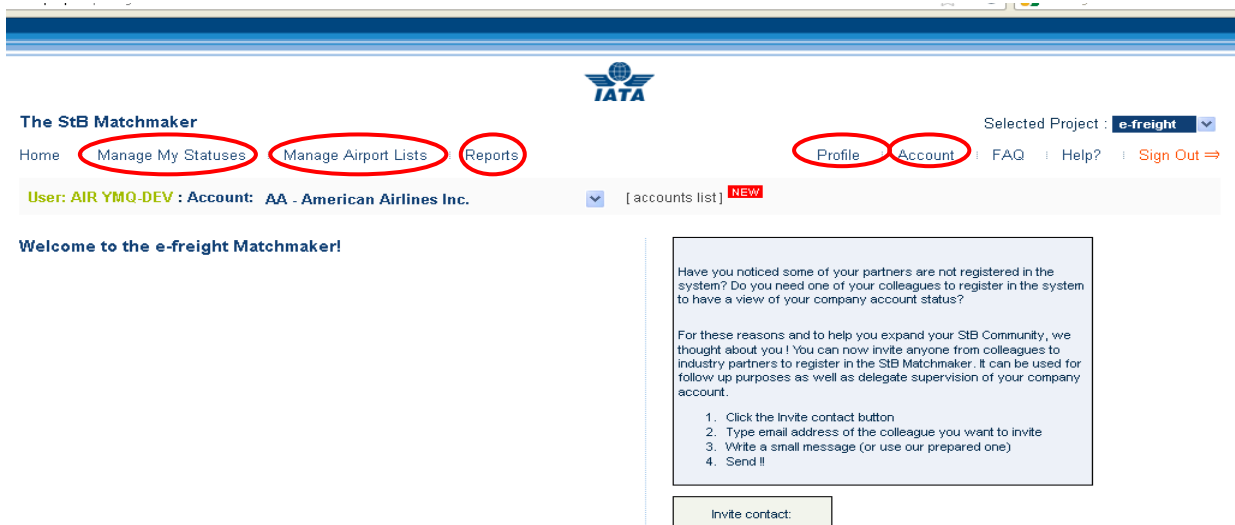
5.3.SELECT MY PROJECT

If your Company is registered to other MM projects then you will have to select the e-freight project from the Projects drop down list. If not then e-freight will be your default project and no further selection is needed.



5.4.E-CARGO MATCHMAKER HOME PAGE

Welcome to the e-Cargo Matchmaker Home page!
Please follow the next guiding steps to help you update and navigate through your web tool.



- **PROFILE:** edit my User profile (see Chapter 5.4.1)
- **ACCOUNT:** edit my Company profile (see Chapter 5.4.2)
- **MANAGE MY STATUSES:** e-freight, e-AWB and EDI Agreements (see Chapter 5.4.3)
- **MANAGE AIRPORT LISTS:** add multiple Airports function (see Chapter 5.4.4)
- **REPORTS:** find out who is doing e-freight and where (see Chapter 4.4)

5.4.1.PROFILE

5.4.1.1. Edit Profile & Change Password

Account Select > Home > Profile - Edit Profile

[Edit Profile](#) | [Change Password](#)

Edit your personal profile

Salutation :

First Name * :

Last Name * :

Job Title * :

Email Address * :

Country * :

City * :

Zip Code * :

Street Address * :

State :

Phone number * :

Mobile :

- **Edit Profile:** Fill-in the fields marked with * as they are mandatory. Once completed do not forget to **Save** your changes.
- **Change your password:** your new password will be effective at your next log-in.

5.4.2.ACCOUNT

On this page you will edit your AL or FF User Account. The page is structured on 3 levels:

General

IATA Code : AA

Name : AA - American Airlines Inc.

Short Name : American Airlines

Street :

City * :

Zip :

State :

Country :

Telephone * :

Fax :

- **General:** location and contact fields to be filled-in. Please note all fields marked * are mandatory.

➤ **Are my IT systems enabled for the following documents? :**

You can update the your status on e-freight core and optional documents + e-AWB
 If any of the Documents groups does not apply to your business pleas chose N/A (not applicable).

Are my IT systems e-freight enabled for the following documents?

<p>Mandatory Trade Documents:</p> <p>Invoice: Yes <input type="button" value="v"/></p> <p>Packing list: Yes <input type="button" value="v"/></p> <p>Mandatory Transport Documents:</p> <p>Air Waybill: Yes <input type="button" value="v"/></p> <p>House Waybill: Yes <input type="button" value="v"/></p> <p>Flight Manifest: Yes <input type="button" value="v"/></p> <p>House Manifest: Yes <input type="button" value="v"/></p> <p>Mandatory Customs Documents:</p> <p>Export Goods Declaration: Yes <input type="button" value="v"/></p> <p>Export Cargo Declaration: Yes <input type="button" value="v"/></p> <p>Export Release: Yes <input type="button" value="v"/></p> <p>Import Goods Declaration: Yes <input type="button" value="v"/></p> <p>Import Cargo Declaration: Yes <input type="button" value="v"/></p> <p>Import Release: Yes <input type="button" value="v"/></p> <p>eAWB (electronic Air Waybill)</p> <p>electronic Air waybill (eAWB): No <input type="button" value="v"/></p>	<p>Optional Documents:</p> <p>Certificate of origin (COO): No <input type="button" value="v"/></p> <p>Shipper declaration for Dangerous Goods (SDDG): N/A <input type="button" value="v"/></p> <p>Shipper's Letter of Instruction (SLI): No <input type="button" value="v"/></p> <p>Transfer manifest: N/A <input type="button" value="v"/></p> <p>Security Declaration: Yes <input type="button" value="v"/></p> <p>CITES Certificate: N/A <input type="button" value="v"/></p> <p>Transit Declaration: N/A <input type="button" value="v"/></p> <p>Freight Booked List (FBL): No <input type="button" value="v"/></p>
---	---

➤ **EDI Agreement:** Gives Airline Users the possibility to upload their standard EDI Agreement (only in PDF format). The document can be uploaded once and any new upload will automatically replace the old version. The document is visible to a second party upon request.

For more details please see Chapter 5.4.3.3.

EDI agreement

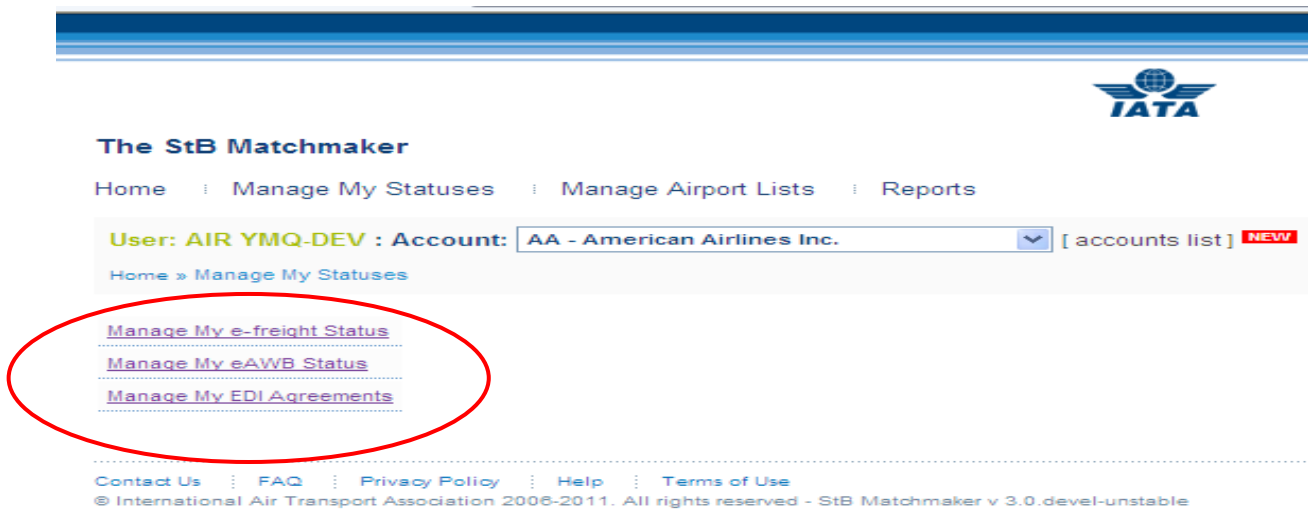
You don't have any EDI agreement in the Matchmaker system.

Load EDI agreement:

Please do not forget to **Save** changes after each update.

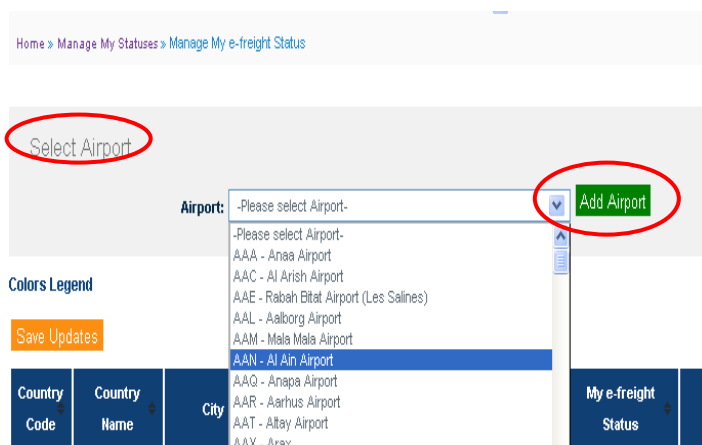
5.4.3.MANAGE MY STATUSES

On this page Registered Users (AL and FF) can update and maintain information about their e-freight and e-AWB status/ plans as well as manage their EDI agreements status and requests.



5.4.3.1. MANAGE MY E-FREIGHT STATUS

RU (AL and FF) will update their status and plans on e-freight per Airport.



Step1 : Selecting and Adding Data

Select Airports (one by one) and **Add** them to their list for further updates. The same Airport can be selected maximum two times from the drop down list (if the e-freight status is not the same for both Origin and Destination).

To Select and Add **Multiple Airports** please see Chapter 5.4.4

Step 2: Updating Data

Once Airports selected and added the table will be automatically populated and ready to be updated. The information in each line must be updated by the RU individually whilst the color will be amended centrally by IATA.

The **Colors Legend** is always available on the page for information.

Colors Legend

Color	Definition
Green	This airport is e-freight capable for all core documents in scope and performed at least one shipment
Orange	This airport has already started or is ready to start e-freight implementation
Blue	This airport forecasts an e-freight implementation by end of 2011
Yellow	This airport is live for domestic e-freight only
No color	This airport will not implement e-freight by end of 2011

[Hide legend](#)

Save Updates

Country Code	Country Name	City	Airport Code	Airport Name	Airport Type	My e-freight Status	Forecast	Last updated	Comment	
ae	- all -				- all -	- all -	- all -			
AE	United Arab Emirates	Dubai	DXB	Dubai	Both	Live	N/A	2012-03-22 13:53:02	test updated	Delete

When updating the table please select your data form the drop down menu:

- **Airport type:** chose from the drop down menu (Origin, Destination or Both) based on your e-freight capabilities in and out of that particular Airport.
- **My e-freight Status:** select from the drop down menu (Live, Plan to, Not live) based on your current e-freight Status
- **Forecast:** for the Live and Not live statuses this column will be disabled. To show Plan to please select whichever suitable from the available drop down menu.
- **Last Updated:** shows the date and time of the last update.
- **Comments:** free text to be inserted as needed

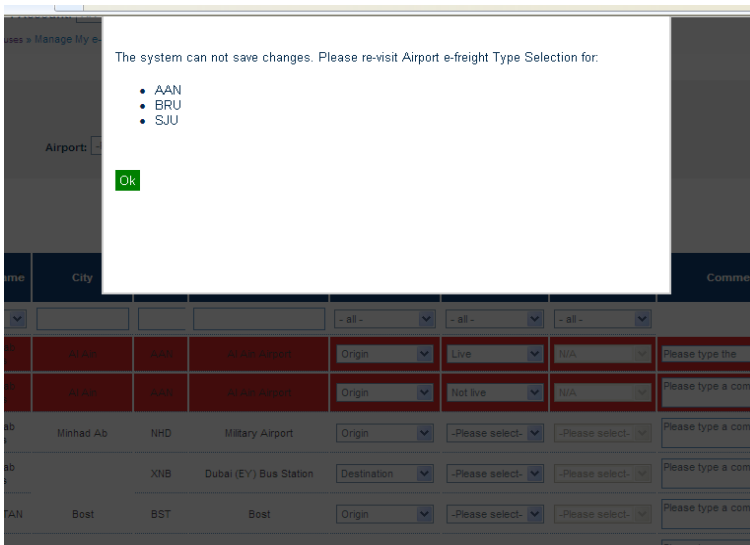
Delete: On this page each line can be deleted individually.

→ Columns can be **filtered and sorted** individually according to Users needs.

Apply Filters: starts the filtering action

Clear Search Filters: returns to the main page ready for new filters

Please **Save** your changes after each update.

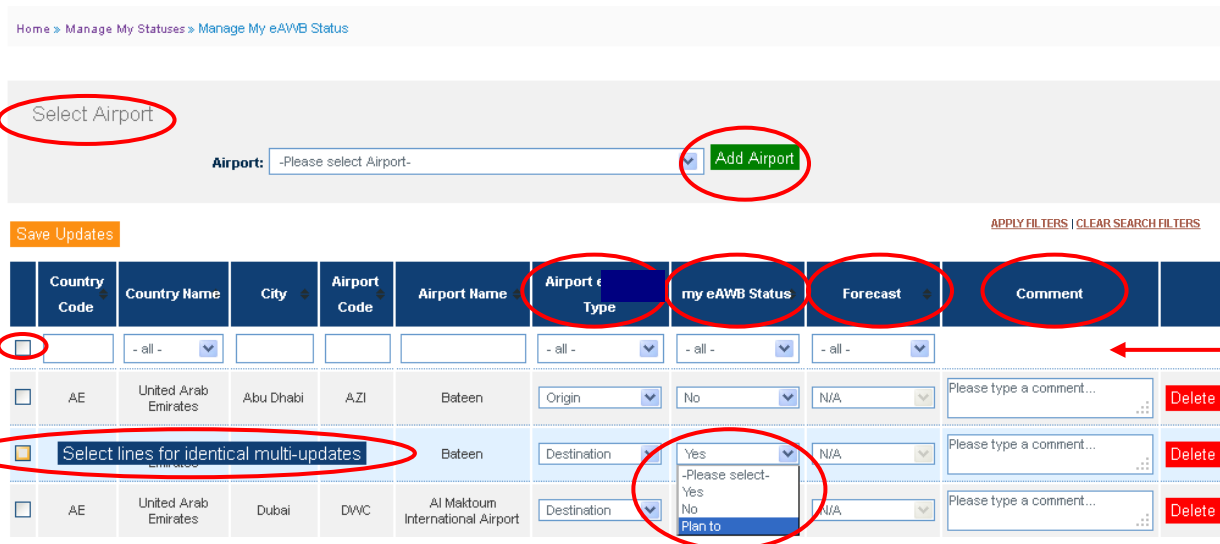


If there are discrepancies in the updates performed on this page MM will automatically color red the respective lines and will generate an **error message** indicating the 3 letter code(s) of the Airport(s) that are not corresponding. RU will not be able to save changes until the discrepancies are being corrected.

A correct Save will display the following message: *Changes were successfully saved.* Once saved the table is ordered alphabetically by the Country Code (by default).

5.4.3.2.MANAGE MY E-AWB STATUS

RU (AL and FF) will update their status and plans on e-AWB per Airport.



RU can **Select Airports** (one by one) then **Add** them to their list for further updates. The same Airport can be selected maximum two times from the drop down list (in the eventuality that the e-AWB status is not the same for both Origin and Destination in the Airport Type column).

To Select and Add **Multiple Airports** please see Chapter 5.4.4

Once Airports added the table will be automatically populated and ready to be updated with:

- **Airport type:** chose from the drop down menu (Origin, Destination or Both) based on your e-AWB Status in that particular Airport.
- **My e-AWB Status:** chose from the drop down menu (Yes, No, Plan to) based on your current e-AWB Status
- **Forecast:** for Yes and No statuses this column will be disabled. To show Plan to please chose whichever is suitable from the available drop down menu.
- **Comments:** free text to be inserted if needed

The **Check Boxes** at the beginning of each row (or the Check All box on top of the table) are to be used when an identical e-AWB Status applies to several Airports.

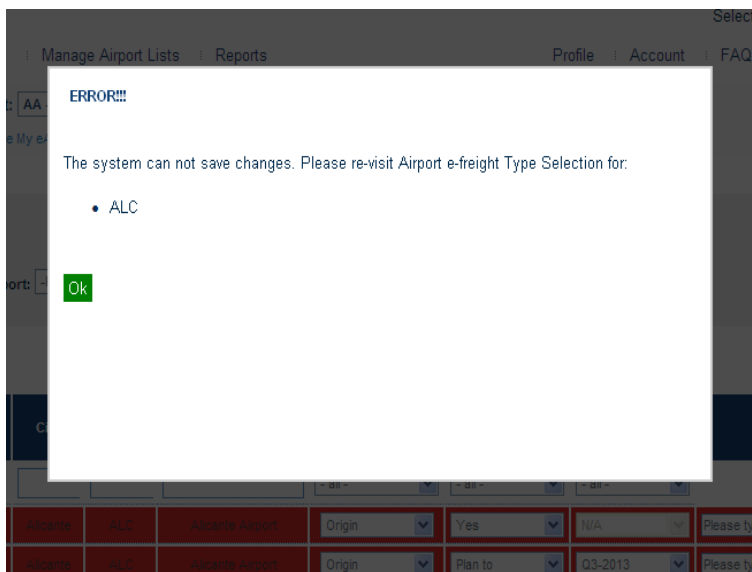
—————➔ Columns can be **filtered and sorted** according to Users needs.

Apply Filters: starts the filtering action

Clear Search Filters: returns to the main page ready for new filters

Delete: On this page each line can be deleted individually.

Do not forget to **Save** your changes after each update.



If there are discrepancies in the updates performed on this page MM will automatically color red the respective lines and will generate an **error message** indicating the 3 letter code(s) of the Airport(s) that are not corresponding.

Users will not be able to **Save** changes until the discrepancies are being corrected.

A correct **Save** will display the following message: *Changes were successfully saved.*

Once saved **the table is ordered alphabetically by the Country Code (by default).**

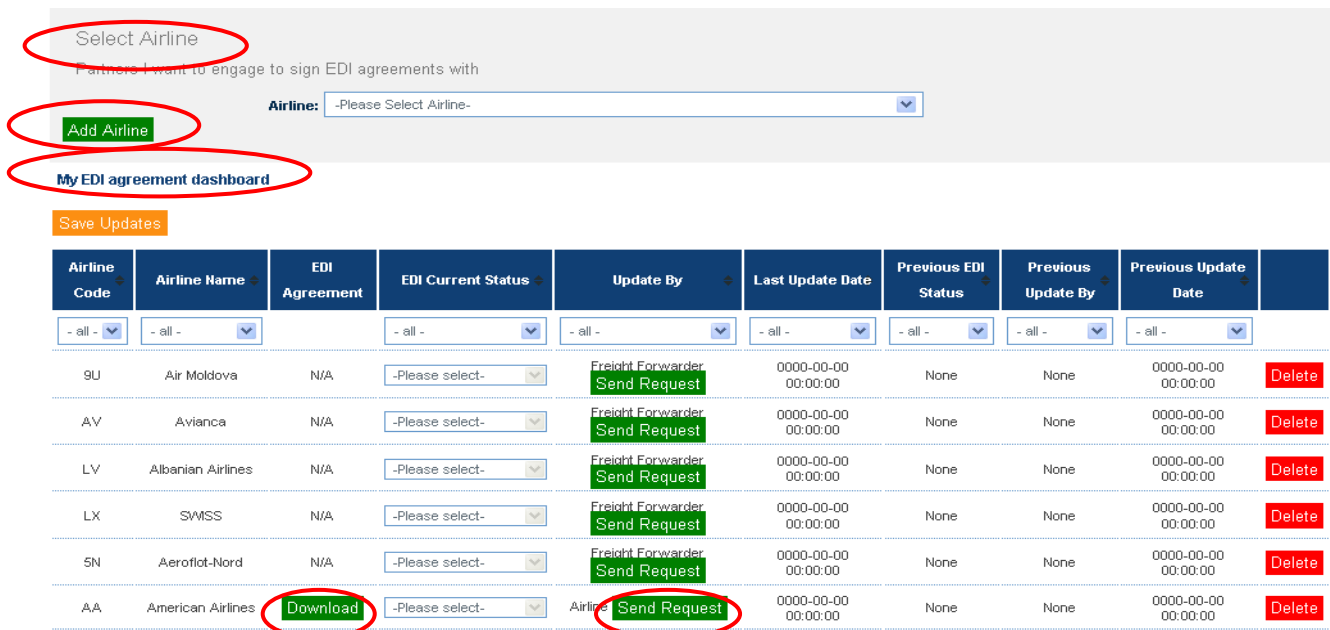
5.4.3.3. MANAGE MY EDI AGREEMENTS

RU (AL and FF) can engage partners to sign bilateral EDI Agreements.

AL and FF Users will **Select** and **Add** the partners they would like to sign EDI Agreements with. AL and FF can be selected just once from the **Select** drop down menu and the **Send Request** process can run only once.

My EDI Agreements Dashboard keeps track of the back and forth Requests flow sent between AL and FF Users including the date and the time when statuses were updated in the system.

FF Users have to take the following steps:



Select Airline
Partners I want to engage to sign EDI agreements with

Airline: -Please Select Airline-

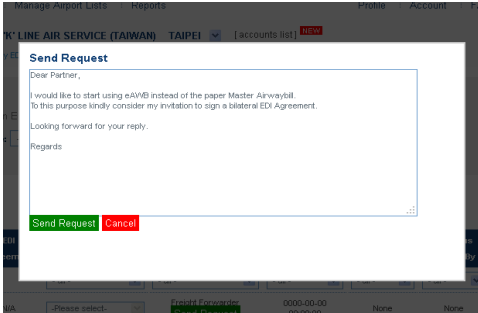
Add Airline

My EDI agreement dashboard

Save Updates

Airline Code	Airline Name	EDI Agreement	EDI Current Status	Update By	Last Update Date	Previous EDI Status	Previous Update By	Previous Update Date	
- all -	- all -		- all -	- all -	- all -	- all -	- all -	- all -	
9U	Air Moldova	N/A	-Please select-	Freight Forwarder	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00	Delete
AV	Avianca	N/A	-Please select-	Freight Forwarder	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00	Delete
LV	Albanian Airlines	N/A	-Please select-	Freight Forwarder	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00	Delete
LX	SWISS	N/A	-Please select-	Freight Forwarder	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00	Delete
SN	Aeroflot-Nord	N/A	-Please select-	Freight Forwarder	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00	Delete
AA	American Airlines	Download	-Please select-	Airline	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00	Delete

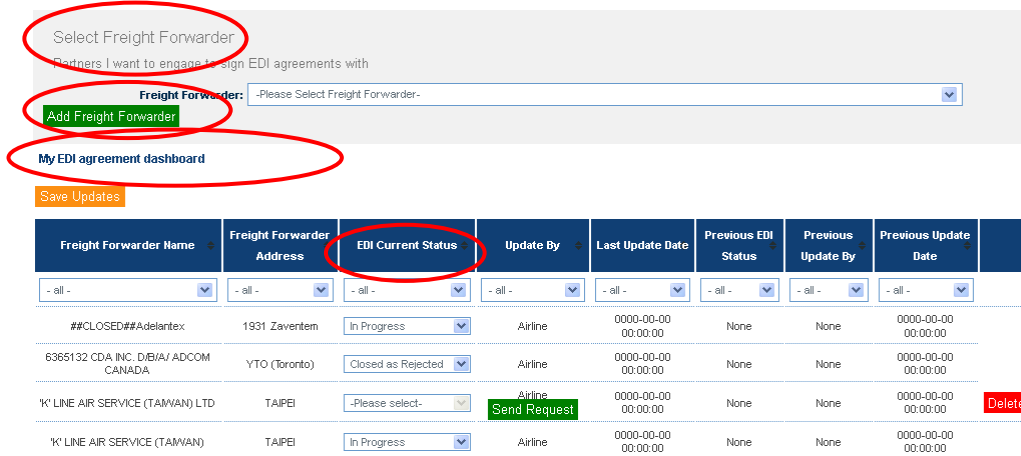
- **Select** and **Add** the AL(s) (one by one) that he is interested in signing EDI Agreement(s) with from the drop down list on top of the page.
- The selected AL will be transferred into **My EDI Agreement dashboard**. This table will display both sent requests to AL and received requests from AL.
- When the AL sends a request to the FF the possibility to **download** the EDI Agreement uploaded by the AL in the MM system will be enabled (see also Chapter 5.4.2).



- The FF can also send a request to an AL or to reply to a request received from an AL by the same **Send Request** function (editable text).

- Once the Send Request function is used **EDI Current Status** column automatically change to *Open*. FF can further update the status (*Open, In Progress, Closed as Accepted* or *Closed as Rejected*) to show their interest in the request.

AL Users have to take the following steps:



Select Freight Forwarder
Partners I want to engage to sign EDI agreements with

Freight Forwarder: -Please Select Freight Forwarder-

Add Freight Forwarder

My EDI agreement dashboard

Save Updates

Freight Forwarder Name	Freight Forwarder Address	EDI Current Status	Update By	Last Update Date	Previous EDI Status	Previous Update By	Previous Update Date
#CLOSED#Adelantex	1931 Zaventem	In Progress	Airline	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00
6365132 CDA INC. D/B/A/ ADCOM CANADA	YTO (Toronto)	Closed as Rejected	Airline	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00
'K' LINE AIR SERVICE (TAIWAN) LTD	TAIPEI	-Please select-	Airline	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00
'K' LINE AIR SERVICE (TAMWAN)	TAIPEI	In Progress	Airline	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00

- **Select** and **Add** the FF(s) (one by one) that they are interested in signing EDI Agreement(s) with from the drop down list on top of the page.
- The selected FF will be transferred into **My EDI Agreement dashboard**. This table will display both sent requests to FF and received requests from FF.
- Once the Send Request function is used the **EDI Current Status** automatically changes to *Open*. AL can select statuses from *Open, In Progress, Closed as Accepted* or *Closed as Rejected* to show their interest in the request.

AL and FF Users will notice the following changes:

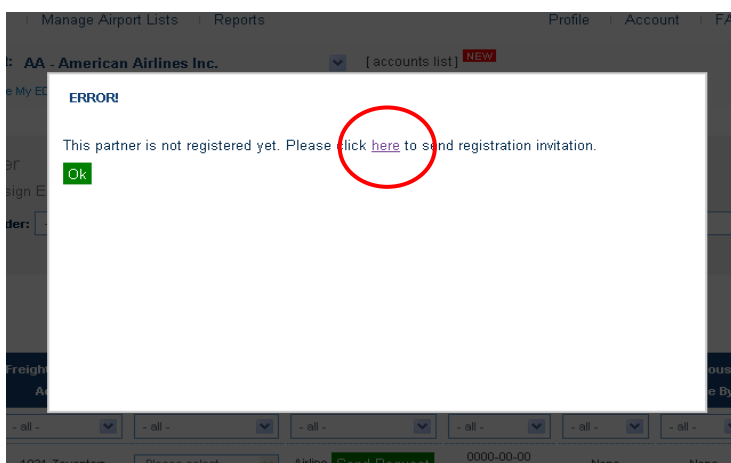
Freight Forwarder Name	Freight Forwarder Address	EDI Current Status	Update By	Last Update Date (GMT)	Previous EDI Status	Previous Update By	Previous Update Date (GMT)	
- all -	- all -	- all -	- all -	- all -	- all -	- all -	- all -	
EMERY WORLDWIDE	FOP (Forest Park)	Open	Airline	2012-02-22 09:53:12	Open	Airline	2012-02-22 09:53:09	
EMERY WORLDWIDE	FOP (Forest Park)	Closed as Rejected	Airline	2012-02-22 09:53:12	Closed as Rejected	Airline	2012-02-22 09:53:09	
3N FOR CARGO SERVICES AND	CAIRO	-Please select-	Airline Send request	0000-00-00 00:00:00	None	None	0000-00-00 00:00:00	Delete

- **Update By** shows the RU that has operated the latest EDI Status change.
- **Last Update Date** shows the date and the time when the latest changes were made.
- **Previous EDI Status, Previous Update By, Previous Update Date** show information on the last but one update.
- **Delete button is disabled** once the request has been sent.

For closing a request RU use *Closed as Rejected* status.

Do not forget to **Save** all changes you have operated on the page.

When RU (AL and FF) select a partner that is not yet registered in the MM and wish to send him a request via the e-freight MM the program will automatically generate an **error message**, directing the Users towards sending a Registration Invitation first.



Following the **hyperlink** included in the text RU (AL and FF) can invite their business Partners to join the e-freight MM

The **Invitation module** can also be found on the e-freight MM Home page.

Have you noticed some of your partners are not registered in the system? Do you need one of your colleagues to register in the system to have a view of your company account status?

For these reasons and to help you expand your SIB Community, we thought about you! You can now invite anyone from colleagues to industry partners to register in the SIB Matchmaker. It can be used for follow up purposes as well as delegate supervision of your company account.

1. Click the Invite contact button
2. Type email address of the colleague you want to invite
3. Write a small message (or use our prepared one)
4. Send !!

Invite contact:

From:

To:

Message:

Dear friend,

I am using the IATA SIB Matchmaker and I think that it can be of interest for you as well.

Feel free to follow the registration link in order to join the community of SIB experts worldwide.

➤ Any email address is allowed

➤ Free text is allowed in the Message box

5.4.4.MANAGE AIRPORT LIST

Using this function RU (AL and FF) can **Select and Add multiple Airports** at one time to maximize the time spend on uploading their data

➤ **RU (AL and FF)** will **Select and Add multiple Airports** for e-freight and/ or e-AWB to their respective Manage Status pages (see also **Chapters 5.4.3.1** and **5.4.3.2**)

To start adding Airports to their locations RU (AL and FF) will filter the information by **Country Code, Country Name, Airports Code, Airport Name, e-freight Origin, e-freight Destination, e-AWB Origin** and **e-AWB Destination**.

Filtering the information by **e-freight Origin, e-freight Destination, e-AWB Origin** and **e-AWB Destination** helps RU determine which destinations they have not yet selected and added to their Manage pages.

Apply Filters: starts the filtering action

DELETE function is available only on *Manage My Statuses* page.

[APPLY FILTERS](#)

Country Code	Country Name	Airport Code	Airport Name	e-freight Origin	e-freight Destination	eAWB Origin	eAWB Destination
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- all - ▼	- all - ▼	- all - ▼	- all - ▼

Your search result has 9338 rows. The application allow display of result up to 1000 rows. Please use filters to limit your result.

In the *example* below the filtering has been made by **Country Name** and Germany has been selected. The result shows all Airports in Germany and RU (AL and FF) have to tick the boxes in columns: **e-freight Origin**, **e-freight Destination**, **e-AWB Origin** and **e-AWB Destination** to indicate weather they are open for e-freight and/ or e-AWB in the respective Airports.

Home > Manage Airport List

DELETE function is available only on Manage My Statuses page.

CLEAR SEARCH FILTERS

Country Code	Country Name	Airport Code	Airport Name	e-freight Origin	e-freight Destination	eAWB Origin	eAWB Destination
	germany			- all -	- all -	- all -	- all -
DE	Germany	AAH	Aachen/Merzbruck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DE	Germany	AGB	Muehlhausen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DE	Germany	AGE	Wangerooge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Airport successfully added to the list!
DE	Germany	AOC	Nobitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon selection of the respective boxes/ columns a message will be prompted: *Airport successfully added to the list*. This means that the selected Airports have been automatically added (as Origin and/or Destination) to the **Manage My e-freight Status** or **Manage My e-AWB Status** pages and are ready for further updates (please revisit **Chapters 5.4.3.1** respectively **5.4.3.2**).

Clear Search Filters: returns to the main page ready for new filters.

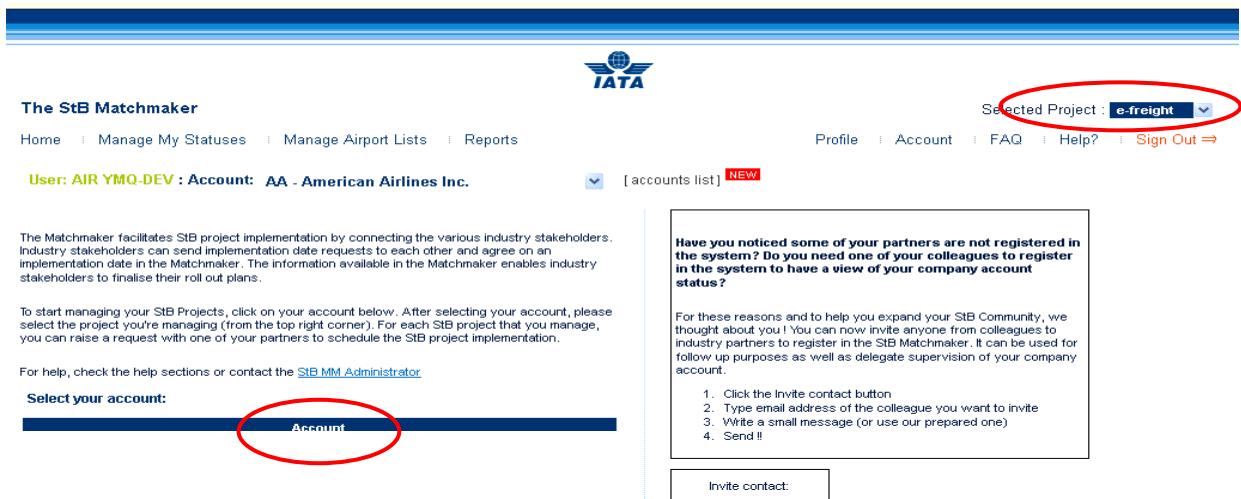
Delete function is only available on **Manage My e-freight Status** or **Manage My e-AWB Status** pages.

6. GROUND HANDLING AGENT Users (GHA)

6.1.IATA MATCHMAKER HOME PAGE

You are now able to access the Home page of the Matchmaker which is the first step required before accessing the e-Cargo Matchmaker Home page.

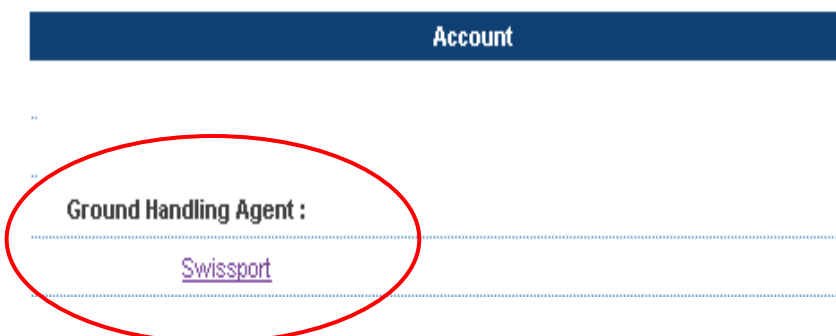
The next steps are to select your Account



The screenshot shows the IATA Matchmaker Home Page. At the top, there is a navigation bar with the IATA logo and a 'Selected Project' dropdown menu set to 'e-freight'. Below the navigation bar, the page title is 'The StB Matchmaker'. The main content area includes a user profile section with 'User: AIR YMQ-DEV' and 'Account: AA - American Airlines Inc.'. A red circle highlights the 'Account' field in the 'Select your account:' section. To the right, there is a callout box with the text: 'Have you noticed some of your partners are not registered in the system? Do you need one of your colleagues to register in the system to have a view of your company account status?'. Below this callout is a list of instructions for inviting contacts and an 'Invite contact:' button.

6.2.ACCESS MY ACCOUNT

Please select your GHA Account from the Account field your business profile.



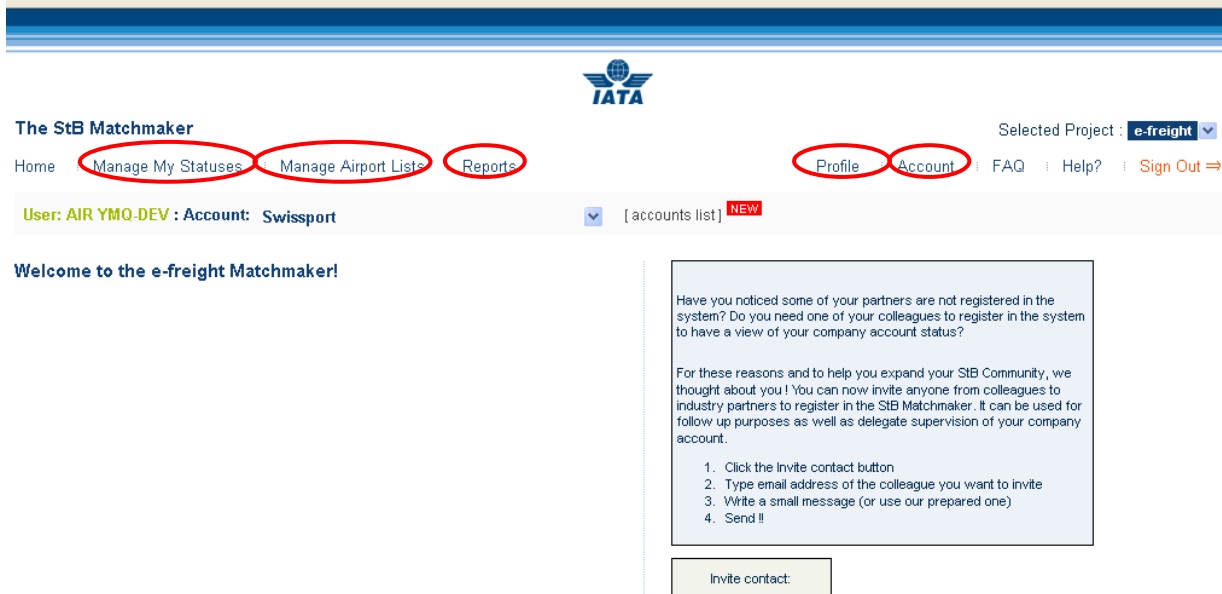
The screenshot shows a dark blue bar with the word 'Account' in white. Below this, there is a form field for 'Ground Handling Agent :'. The text 'Swissport' is entered in the field and is circled in red.

Ground Handling Agent:
Please select the GHA you represent.

6.3.E-CARGO MATCHMAKER HOME PAGE

Welcome to the e-Cargo Matchmaker Home page!

Please follow the next guiding steps to help you update and navigate through your web tool.



- **PROFILE:** edit my User profile (see Chapter 6.3.1)
- **ACCOUNT:** edit my Company profile (see Chapter 6.3.2)
- **MANAGE MY STATUSES:** e-freight (see Chapter 6.3.3)
- **MANAGE AIRPORT LISTS:** add multiple Airports function (see Chapter 6.3.4)
- **REPORTS:** find out who is doing e-freight and where (see Chapter 4.4)

6.3.1.PROFILE

6.3.1.1. Edit Profile & Change Password

Account Select > Home > Profile - Edit Profile

[Edit Profile](#) | [Change Password](#)

Edit your personal profile

Salutation :

First Name* :

Last Name* :

Job Title* :

Email Address* :

Country* :

City* :

Zip Code* :

Street Address* :

State :

Phone number* :

Mobile :

- **Edit Profile:** Fill-in the fields marked with * as they are mandatory. Once completed do not forget to **Save** your changes.
- **Change your password:** your new password will be effective at your next log-in.

6.3.2.ACCOUNT

On this page you will edit your GHA User Account. The page is structured on 2 levels:

General

Name : Swissport

Street :

City* :

Zip :

State :

Country :

Telephone* :

Fax :

- **General:** location and contact fields to be filled-in. Please note all fields marked * are mandatory.

➤ Are my IT systems enabled for the following documents?

You can update the your status on e-freight core and optional documents + e-AWB
If any of the Documents groups does not apply to your business pleas chose N/A (not applicable).

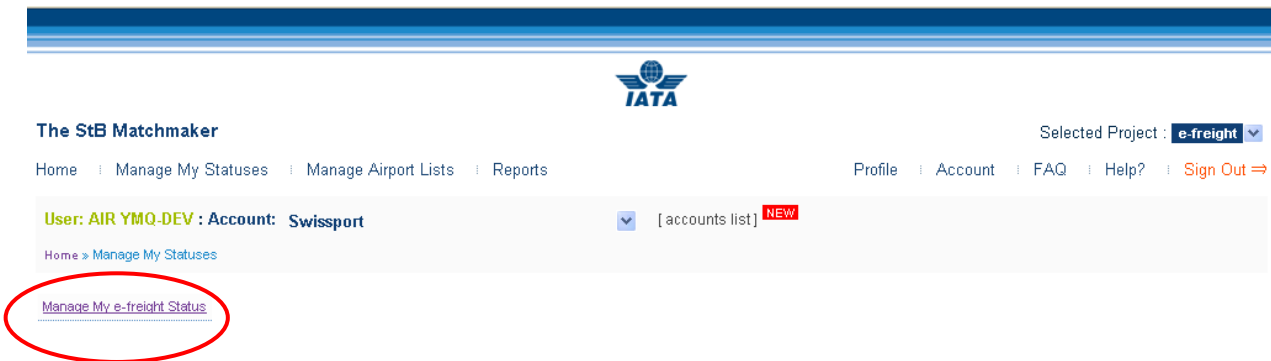
Are my IT systems e-freight enabled for the following documents?

Mandatory Trade Documents:	Optional Documents:
Invoice: Yes <input type="button" value="v"/>	Certificate of origin (COO): No <input type="button" value="v"/>
Packing list: Yes <input type="button" value="v"/>	Shipper declaration for Dangerous Goods (SDDG): N/A <input type="button" value="v"/>
Mandatory Transport Documents:	Shipper's Letter of Instruction (SLI): No <input type="button" value="v"/>
Air Waybill: Yes <input type="button" value="v"/>	Transfer manifest: N/A <input type="button" value="v"/>
House Waybill: Yes <input type="button" value="v"/>	Security Declaration: Yes <input type="button" value="v"/>
Flight Manifest: Yes <input type="button" value="v"/>	CITES Certificate: N/A <input type="button" value="v"/>
House Manifest: Yes <input type="button" value="v"/>	Transit Declaration: N/A <input type="button" value="v"/>
Mandatory Customs Documents:	Freight Booked List (FBL): No <input type="button" value="v"/>
Export Goods Declaration: Yes <input type="button" value="v"/>	
Export Cargo Declaration: Yes <input type="button" value="v"/>	
Export Release: Yes <input type="button" value="v"/>	
Import Goods Declaration: Yes <input type="button" value="v"/>	
Import Cargo Declaration: Yes <input type="button" value="v"/>	
Import Release: Yes <input type="button" value="v"/>	
eAWB (electronic Air Waybill)	
electronic Air waybill (eAWB): No <input type="button" value="v"/>	

Please do not forget to **Save** changes after each update.

6.3.3.MANAGE MY STATUSES

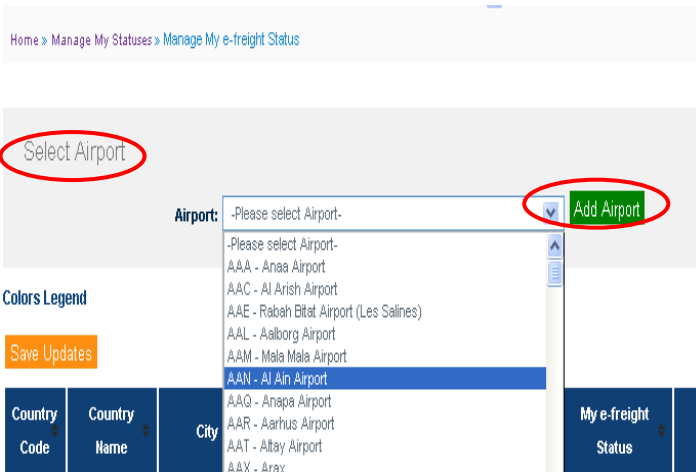
GHA Users can update and maintain their e-freight data:



6.3.3.1. MANAGE MY E-FREIGHT STATUS

RU (AL and FF) will update their status and plans on e-freight per Airport.

Step1: Selecting and Adding Data



Select Airports (one by one) and **Add** them to their list for further updates. The same Airport can be selected just one time from the drop down list.

To Select and Add **Multiple Airports** please see Chapter 4.4.4

Step 2: Updating Data

Once Airports selected and added the table will be automatically populated and ready to be updated. The information in each line must be updated by the RU individually whilst the color will be amended centrally by IATA.

Colors Legend is available for information.

Colors Legend

Color	Definition
Green	This airport is e-freight capable for all core documents in scope and performed at least one shipment
Orange	This airport has already started or is ready to start e-freight implementation
Blue	This airport forecasts an e-freight implementation by end of 2011
Yellow	This airport is live for domestic e-freight only
No color	This airport will not implement e-freight by end of 2011

[Hide legend](#)

Save Updates [APPLY FILTERS](#) | [CLEAR SEARCH FILTERS](#)

Country Code	Country Name	City	Airport Code	Airport Name	Represented Airlines	My e-freight Status	Forecast	Last updated	Comment	
ES	- all -					- all -	- all -			
ES	Spain	Barcelona	BCN	Barcelona	Add airline	Live	N/A	N/A	Please type the comment...	Delete
ES	Spain	Ciudad Real	CJI	Ciudad Real	Add airline	-Please select-	-Please select-	N/A	Please type the comment...	Delete
ES	Spain	Madrid	MAD	Madrid Barajas	(DI) - dba Lufthansa Cityline GmbH Delete	Live	N/A	N/A	Please type the comment...	Delete
					(EF) - Far Eastern Air Transport Corp. Delete					
					(GJ) - Eurofly S.p.A. Delete					
					Add airline					

To update your data select your current status from the drop down menu available:

- **Represented Airlines:** GHA Users can add the AL they represent per Airport using the **Add Airline** function. Once activated, **Add Multiple Airlines** (using CTRL+SELECT combination) is possible from the drop down list displayed. This function is optional and Users may chose to leave it blank. However this practice is not recommended by the business.
- **My e-freight Status:** select from the drop down menu (Live, Plan to, Not live) based on your current e-freight Status
- **Forecast:** for the Live and Not live statuses this column will be disabled. To show Plan to please select whichever suitable from the available drop down menu.
- **Last Updated:** shows the date and time of the last update.
- **Comments:** free text to be inserted if needed

Delete: On this page each line can be deleted individually.

→ Columns can be **filtered and sorted** according to Users needs.

Apply Filters: starts the filtering action

Clear Search Filters: returns to the main page ready for new filters

Please **Save** your changes after each update.

6.3.4.MANAGE AIRPORT LIST

This function is meant to help GHA Users to **Select and Add Multiple Airports**.

➤ **GHA Users** will use this function to **Select and Add multiple Airports** to their Manage My e-freight Status page for further updates (see also **Chapter 6.3.3.1**)

In order to start adding Multiple Airports to their locations GHA Users have to filter the information by **Country Code**, **Country Name**, **Airports Code** or **Airport Name**.

Filtering by **Select Airports** column helps GHA Users to realize which Airports have and/or have not been selected and/ or added to their e-freight and e-AWB list.

DELETE function is available only on Manage My Statuses page.



In the *example* below the filtering has been made by **Country Name** and Germany has been selected. The result shows all Airports in Germany and the GHA User has to check the boxes in columns: **Select Airports** according to their network.



The StB Matchmaker

Selected Project : **e-freight**

Home | Manage My Statuses | Manage Airport Lists | Reports

Profile | Account | FAQ | Help? | Sign Out =>

User: AIR YMQ-DEV : Account: Swissport

[accounts list] **NEW**

Home > Manage Airport List

DELETE function is available only on Manage My Statuses page.

CLEAR SEARCH FILTERS

Country Code	Country Name	Airport Code	Airport Name	Select Airports
DE				<input type="checkbox"/>
DE	Germany	AAH	Aachen/Merzbruck	<input checked="" type="checkbox"/>
DE	Germany	AGB	Muehlhausen	<input checked="" type="checkbox"/>
DE	Germany	AGE	Wangerooge	<input type="checkbox"/>
DE	Germany	AOC	Nobitz	<input type="checkbox"/>

Airport successfully added to the list!

Upon selection of the respective boxes a message will be prompted: *Airport successfully added to the list*. This means that the selected Airports have been automatically added to the **Manage My e-freight Status** list and are ready for further updates (please revisit **Chapters 6.3.3**).

Delete function is only available on **Manage My e-freight Status** or **Manage My e-AWB Status** pages.