



## **Quick Reference Guide for Booking at [unitedcargo.com](http://unitedcargo.com)**

To assist you with making bookings using the My Cargo section of [unitedcargo.com](http://unitedcargo.com), this guide provides tips that will help make booking easier.

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## Check availability

When checking availability, a full list of United operated flights and trucks will be returned. Booking availability defaults to a 30-minute connection which is not supported for EXP or GEN products. Flights will also be returned in order by 'journey time'; shortest length of journey listed first.

Following is a list of minimum connection times by product enabling easier selection of the flights.

### Standard minimum connection times:

#### GEN:

- ULD:
  - Domestic: 2 hours
  - International: 5 hours
- Bulk: 5 hours
- Truck-to-flight: 4 hours

#### EXP:


- ULD:
  - Domestic: 2 hours
  - International (from truck): 4 hours
- Bulk:
  - Domestic: 4 hours
  - International and shipper-loaded ULD: 5 hours

## Make booking

Shipper and Consignee Information fields:

- Place/Location = The actual city/town that the Shipper consignee is located as denoted by their postal address
- City = City code for the airport that the Shipper originates traffic. *For example: If the shipper is nearest to the EWR airport, the City Code that should be entered is **NYC**.*
- A City code lookup feature is available to the right of the city field.

Once address is completed, select the Save in Address Book option enabling quick fill in for future bookings

Shipper		Consignee	
<a href="#">Get from Address Book</a>		<a href="#">Get from Address Book</a>	
Name *	Shipper Inc	Name *	Consignee Inc.
Street Address 1 *	100 Road	Street Address 1 *	Zooland Street
Street Address 2		Street Address 2	
Street Address 3		Street Address 3	
Place/Location *	Wieldstone	Place/Location *	Annandale
P.O. Box		P.O. Box	
ZIP/Postal code		ZIP/Postal code	
State/Province		State/Province	
City *	LON LONDON 	City *	WAS WASHINGTON 
Country Code *	GB UNITED KINGDOM	Country Code *	US UNITED STATES OF 
Phone No.		Phone No.	
Mobile No.		Mobile No.	
<input checked="" type="checkbox"/> Save in Address Book		<input checked="" type="checkbox"/> Save in Address Book	

## Dimensional Tool

The Dimension tool defaults to Cubic Meters. After adding your piece dimensions using the dimensional tool, be sure to adjust your units of measure in the Weight and Volume fields in the Make booking screen to reflect the applicable units of measure for the shipment.

**Shipment Details**

Origin\* LHR LONDON HEATHROW Total Pieces \* 1 Dimensions

200.00 Pounds  
Cubic Metre

**Dimensions**

	No. Pcs	Units	Length	Width	Height	Volume(CM)
1	1	Inches	42.00	29.00	25.00	0.498986
2		Centimetres				
3		Centimetres				
	1					0.498986

Product Code\*  
Commodity Code\*

IC entered

[Get from Address Book](#)

Remove Add Close

**Shipment Details**

Origin\* LHR LONDON HEATHROW Total Pieces \* 1 Dimensions

Final Destination\* IAD WASHINGTON DULLE Weight \* 200.00 Pounds

Nature of Goods \* Volume \* 17.621528 Cubic Feet

Flight Date DD MMM YYYY Get Flights Add ULD Details

## Book against an allotment:

From Check Availability screen, select Advanced search and the Use my Allotment option.

The screenshot shows the 'Check availability' interface. On the left is a navigation menu with options: Track shipment, Find schedules, Check availability (highlighted), and Get price quote. The main area has a sub-header 'Check availability' and a note '\* Indicates mandatory fields.' Below this is a search form with the following fields: Origin\*, Final Destination\*, Date\* (with a calendar icon), Weight\* (with a 'Pounds' dropdown), Flight No (with 'UA' entered), and Widebody Only (checkbox). The 'Advanced Search' dropdown is highlighted with a red box. At the bottom are 'Get Availability' and 'Reset' buttons.

Select Use my Allotment and proceed to Get Availability, select your flight and Make booking.

This screenshot is similar to the previous one but shows the 'Basic Search' dropdown. In the 'Use my Allotment' section, the 'Use my Allotment' checkbox is checked and highlighted with a red box. Below it are checkboxes for 'Passenger', 'Freighter', and 'Truck' (which is checked). The 'Get Availability' and 'Reset' buttons are at the bottom.

By selecting the field in Use My Allotment section, your allotments that are available for the flight will auto-populate.

The screenshot shows the 'Make booking' interface. On the left is a navigation menu with options: My cargo, Make booking (highlighted), Create air waybill, View my bookings, and My address book. The main area has a sub-header 'Make booking' and a note '\* Indicates mandatory fields.' Below this is a 'Booking Template' field with a 'Load' button. A 'Document No.' field contains 'AWB 016 JNK' and a 'Confirmation No.' field. The 'Shipment Details' section includes: Origin\* (ORD CHICAGO), Final Destination\* (FRA FRANKFURT), Nature of Goods\*, Flight Date (with a calendar icon), Total Pieces\*, Weight\* (40), Volume\*, Dimensions (Pounds/Cubic Metre), and an 'Add ULD Details' button. At the bottom, a table lists flight allotments:

Flight No.*	Departure Date*	From*	To*	Use My Allotment
<input type="checkbox"/> UA 0944	17 Jul 2013	ORD	FRA	<input checked="" type="checkbox"/> ORD0944PAN/
<input type="checkbox"/> UA	DD MMM YYYY			<input type="checkbox"/>

Buttons for 'Add Flight' and 'Delete Selected Flight' are at the bottom left. 'Product Code\*' and 'Commodity Code\*' fields are on the right.

## View My bookings

Website registrations are set to a branch level, bookings for your branch location will be displayed in the My bookings or Company Booking tab in order by booking date with most recent booking listed at the top.

**View my bookings** \* Indicates mandatory fields.

Check the latest status of your bookings.

[My Bookings](#) | [Company Booking](#) | [Advanced Search](#) ▾

Doc Type / Number

Origin

Final Destination

Flight Date  DD MMM YYYY

Booking Period  03 Jul 2013  11 Jul 2013

**Bookings**

Total 11 records found Page 1 of 2

	Type	Doc. No.	Confirmation No.	Booking Date	Origin	Final Destination	Pcs.	Wt.	Vol.	Nature of Goods	Product
<input type="checkbox"/>	AWB	<a href="#">016-UNK-206021</a>	<a href="#">206021</a>	11 Jul 2013	LHR	ORD	1	5.00	1.00000	fish	EXP
<input type="checkbox"/>	AWB	<a href="#">016-UNK-205997</a>	<a href="#">205997</a>	11 Jul 2013	LHR	ORD	1	5.00	1.00000	paper	EXP
<input type="checkbox"/>	AWB	<a href="#">016-UNK-205794</a>	<a href="#">205794</a>	11 Jul 2013	LHR	ORD	1	10.00	1.00000	fish	EXP
<input type="checkbox"/>	AWB	<a href="#">016-UNK-180622</a>	<a href="#">180622</a>	03 Jul 2013	ORD	SFO	2	45.36	0.00026	foodstuffs	GCR

## Registration for access to unitedcargo.com

If you were registered at unitedcargo.com prior to May, 2013, your existing user ID and password are valid in our existing website.

For new website registration requests, please complete the online application. We encourage you to complete all fields, if applicable. This will help to reduce processing time. Be sure to include:

- Branch account number and/or IATA account number on the request.
- Registered business address in the contact information

Upon receipt of the unitedcargo.com application request, our website administration team reviews and will respond with your eligibility status. As a reminder, the established Customer ID and Password combination is not eligible for use until an activation notification email is received from cargoregistration@united.com.