

E-booking

/ BOOKING ON WWW /

To do booking on www you have to go to www.lot.com/cargo and choose >>E-BOOKING<< in tools on the right side of the screen.

LOT CARGO

LOT Cargo eBooking

WELCOME Lukasz Kachaniuk (*) indicates mandatory fields

MENU

- LOG OUT
- TRACKING
- BOOKING
- AVAILABILITY
- SCHEDULE
- AIR WAYBILL
- HOUSE AIR WAYBILL
- TEMPLATES
- DRAFTS
- BARCODE LABEL
- ADMINISTRATION
- MY ACCOUNT

Update Introduction Text
 The Text Below Will Appear At Log In Page.

Subject	Text To Display
Welcome to LOT CARGO	<p>Our new e-booking facility gives you a faster and more comfortable way to manage your shipments sent by LOT Polish Airlines. This feature enables you to easily:</p> <ul style="list-style-type: none"> Check flight Availability Schedule Book and track your consignment File mandatory house bill (EU ICS) info <p>To use this system you must be a registered user.</p> <p>Self registration is now available for freight forwarding agents. Click HERE to register</p> <p>If you encounter any problems or have any questions, please contact us at: +48 22 606 7777 or cargobooking@lot.pl +1 773 686-0570 or lotcargoord@lot.com (USA / Canada)</p>

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On the left side there will show up **LOG IN** fields, fill fields 'User' and 'Password' and click 'Submit'.

After logging in booking tab is opened automatically. Fields marked with **red** star are obligatory.

The screenshot shows the LOT Cargo eBooking interface. On the left is a menu with options: LOG OUT, TRACKING, BOOKING, AVAILABILITY, SCHEDULE, AIR WAYBILL, HOUSE AIR WAYBILL, TEMPLATES, and MY ACCOUNT. The main area is titled "LOT Cargo eBooking" and contains a welcome message: "Welcome GMC booking dept. of LOT CARGO WAW". Below this is a "Booking Information" section with links for "Enter Booking", "Update Booking", "Cancel Booking", and "View Booking". The "Air Waybill Number" section includes fields for Prefix (080), AWB Number (with a red asterisk), Product (dropdown), and Handling Code (grid with a search icon and Clear button). The "Shipment Information" section has fields for Origin, Destination, Pieces, Actual Weight, Volume, and Commodity, all with red asterisks. There are also dropdowns for units (KG, MC) and radio buttons for Shipper/Consignee (Expand, Close). A "Remarks" field is also present. The "Flight Information" section includes fields for Departure (30Jul2013) and Latest Arrival, both with time dropdowns, and buttons for "Find Flights" and "Reset". At the bottom are "Save as Template" and "Submit" buttons.

1. First tab, which you have to fill, is Air Waybill Number. It is obligatory to write the **number of AWB**. The other fields concerns the product and special handling code (**EAP/EAW**).

This close-up shows the "Air Waybill Number" section. It includes the following fields: Prefix (080), AWB Number (with a red asterisk), Product (dropdown menu), and Handling Code (a grid of input boxes with a search icon and a "Clear" button).

2. Another tab is about shipment. On the left side you should write the origin and the destination of the consignment.

This close-up shows the "Shipment Information" section. It includes the following fields: Origin, Destination, Pieces, Actual Weight, Volume, and Commodity, all with red asterisks. There are also dropdown menus for units (KG, MC) and radio buttons for Shipper/Consignee (Expand, Close). A "Remarks" field is also present.

- On the right side you should write the number of pieces and actual weight (and choose the unit from the list). After that you should click on the icon of calculator. Then, the new browser's window will open – 'Calculate Volume'. You should fill information about length, width, height, pieces and actual weight. When you finish click 'Done'.

Unit Of Measurement In Centimeters						
#	Length	Width	Height	Pieces	Actl.Wgt	Cubic Meter
1						---
2						---
3						---
4						---
5						---
6						---
7						---
8						---
9						---
10						---
11						---
12						---
13						---
14						---

- In the tab 'Shipper/Consignee' there is a possibility – after marking option 'expand' – to fill the details about shipper and consignee.

Shipper/Consignee Expand Close

Shipper	Consignee
Name	Name
Street	Street
City	City
Postal Code	Postal Code
State/Province	State/Province
Country	Country
Contact Type	Contact Type
Contact Number	Contact Number
Remarks	

- After that, you should fill the information about flight – write the dates: when the consignment should leave and when is should arrive (time is not obligatory), and click 'find flights'.

Flight Information

Flight Information

Departure Time

Latest Arrival Time

Find Flights Reset

Save as Template Submit

6. In new window will show a table with flights available in that date and on this route (in the picture is shown a table with exemplary records from Warsaw to London). You should mark the column 'Select', by the flight you to choose and click 'Done'.

#	Select	Flight	Date	From	To	Departure Time	MD	Arrival Time	MD	Aircraft Type	Stop	Allotment Reference
1	<input type="radio"/>	LO281	01AUG	WAW	LHR	0750		0935		734	0	NEED SPACE
2	<input type="radio"/>	LO279	01AUG	WAW	LHR	1510		1650		734	0	NEED SPACE
3	<input type="radio"/>	LO285	01AUG	WAW	LHR	2000		2145		734	0	NEED SPACE
4	<input type="radio"/>	LO8281	01AUG	WAW	LHR	2000		1000	+3	RFS	0	NEED SPACE

Done

7. In 'Flight Information' tab the chosen flight shows up.

Flight Information

Flight Information

Departure:

Latest Arrival:

Selected Flights

Flight	Date	From	To	Departure Time	MD	Arrival Time	MD	Aircraft Type	Stop	Space Allocation
LO285	01AUG	WAW	LHR	2000		2145		734	0	NEED SPACE

8. After filling all fields you should click 'Submit' button. There will show up a window, which sum up your reservation.

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WELCOME CMC booking dept. of LOT CARGO WAW (*) indicates mandatory fields

Booking Information

Air Waybill Number

Prefix **080**
 AWB Number 00000000
 Product
 Handling Code EAW

Shipment Information

Origin	Warsaw (WAW) - Poland	Pieces	10
Destination	London Heathrow (LHR) - United Kingdom	Actual Weight	111 KG
		Volume	0.003 MC
		Commodity	12

Shipper

Name	shipper1	Name	consignee1
Street	shipperstreet1	Street	streetcnee1
City	cityshipper	City	consigneecity
Postal Code		Postal Code	00-001
State/Province		State/Province	
Country	CN	Country	PL
Contact Type		Contact Type	
Contact Number		Contact Number	

Remarks

Selected Flights

Flight	Date	From	To	Departure Time	MD	Arrival Time	MD	Aircraft Type	Stop	Space Allocation
LO285	01AUG	WAW	LHR	2000		2145		734	0	NEED SPACE

Cancel Edit Confirm

9. If information is correct you should click 'confirm' button.

You can also edit it by choosing option 'Edit'. There will show up information confirming your booking.

Now you have two options – you can **print the confirmation** and go to **e-AWB form**.