

GSA ONLINE BOOKING GUIDE

1. Click on GSA Login at the top or bottom of the <u>www.bringeraircargo.com</u> webpage

	Charter Quotes Aircra	ft Types Contact Directory	GSA Login GS/
e 43	• Hours of Operation 9:00am - 6:00pm EST.	Contact Email	SCHEDULE
	INFORMATIC	ON	C
	Our Schedules		Ab
	GSA Login Charter Quote		Co

2. You will be redirected to the login screen. Enter your username and password.

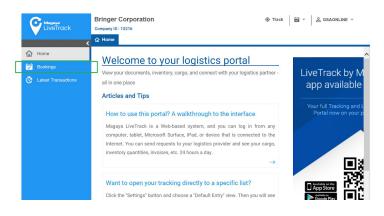
Br	inger Corporation	
Username	Enter your Username	
Password	Enter your Password	
Language	English	-
	LOGIN	
Magaya LiveTrack v3.60		I forgot my password

3. The system will prompt you to enter security questions. Select questions and enter an answer you will remember. You may also click Skip.

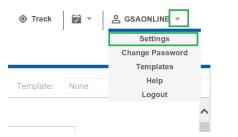
Recurity Information Please pick a question from each list and provide an answer to each question. Answers must be longer than 4 characters and can only contain letters. Answer fields are not case sensitive.
Question 1:
Answer:
Question 2:
Answer:
Skip Save



4. The system will default to the main dashboard. Click on Bookings



5. Before you begin, adjust your settings. You will only have to do this once. Click on the drop down arrow next to your Login. Click on Settings.



6. The settings options will open. Change Weight to Kilogram (kg) and change Volumetric weight to Volume Kilogram (Vkg). Click Save.

nits				General	
Length Width Height				Default Entry	7
Inch (in)	Ŧ	0.00	~	Home -	
Area				Format Date	
Squared Foot (ft2)	~	0.00	Ŧ	03/23/2001 ~	
Volume					
Cubic Foot (ft3)	Ŧ	0.00	Ŧ		
Weight		-			
Kilogram (kg)	~	0.00	Ŧ		
Volumetric weight					
Volume Kilogram (Vkg)	~	0.00	Ŧ	Save Cancel	



7. To add a new booking click on the + Add button

EiveTrack	Bringer Cor Company ID : 1521					🖲 Track 🖬	▼ SSAONLINI	E ¥
✿ Home	Dates: Last mor	nth to date	Ŧ	From: 10/01/20	18 🔟 To:	11/29/2018	2 🔳 🤇	Q Stand
🗑 Bookings	Status	Туре	Name 🔱	Date	Departure Date	Arrival Date	Carrier	Origin Port
C Latest Transactions								^
								~
	< + A	Ð		T Q	8			>
	Add View		Tilter *	UnFilter Find		View: 30	👻 🛟 Loading	Displa

- 8. Enter the following information during Step 1:
 - a. Method of Transportation: always select Air
 - b. Direction: always select Outgoing
 - c. From: select the origin airport
 - d. To: select the destination airport
 - e. Departure Date Range: enter the requested range of departure
 - f. Arrival Date Range: enter the requested range of arrival
 - g. AWB Number: If you have AWBs assigned to your account, they will appear on the dropdown selection. Select an AWB (or leave blank if you do not have one)
 - h. Click Next

Maganya LiveTrack	Bringer Corporation Track Z GSAONLINE Company ID : 15216 Home Bookings
🔂 Home	Step 1 of 5: General Information Template: None
🔁 Bookings	Booking Information
C Latest Transactions	Method of transportation: Direction: Air Outgoing
	From: To: MIA - MIAMI - MIA - UNITED STATES CWB - Curitiba - CWB - BRAZIL
	Departure Date Range: 11/29/18 11/29/18 11/29/18 11/29/18
	Arrival Date Range: 11/29/18 11/29/18
	AWBNumber:
	Image: Submit Image: Submit Image: Submit Image: Submit Image: Submit Print Close



- 9. Enter the following information during Step 2:
- 10. Select Loose Cargo and enter the following information:
 - a. Type: type of packing
 - b. Description: description of goods
 - c. Pieces: quantity of pieces
 - d. Length
 - e. Width
 - f. Height
 - g. Weight
 - h. Click Add to add the details you entered.

By Equipn	nent 🛛 Loose Cargo				
Type:	Box	Ŧ	Length:	10	in
Description:	Electronics		Width:	10	in
Pieces:	1	\$	Height:	10	in
			Volume:	0.58	ft3
			Weight:	10	kg
		+ Add		Save 🗍 🗊 D	elete

11. The items will appear at the bottom of the screen. Add more items until you are ready to move on. Click Next.

					Add	🗄 Save 🔲 🖾	Delete	
_	Package	Description	Pieces	Length (in)	Width (in)	Height (in)	Volume (ft3)	Weight (kg)
	Box	Electronics	1	10.00	10.00	10.00	0.58	10.00
								~
	← →	~	⊢ ×					
	Back Next	Submit	Print Close	•				

12. Enter the Shipper and Consignee information during Step 3. Click Next.

- Shipper Information		Consignee Information	
Customer:	Address Type:	Customer:	Address Type:
CUSTOMER ABC	-	 RECIPIENT XYZ 	*
Contact Person:	Contact Phone:	Contact Person:	Contact Phone:
Street And Number:		Street And Number:	
Street 123		RUA 897	
City:	State / Region:	City:	State / Region:
Miami	FL	Sao Paulo	SP
Country:	Zip Code:	Country:	Zip Code:
United States	* 33122	Brazil	- 01002020



- 13. Enter the following information during Step 4
 - a. Use this area to enter any notes pertaining to the shipment such as hazardous or perishable information. Click Next.

	Company ID	: 15216	
<	ሰ Home	🗟 Bookings	×
	Step	o 4 of 5	: Additional I
	General Inf	o Custom Fie	Ids Definitions
	Please bo DG: UN3491	ook for next availat	ble
	€ Back N	→ ✓ ext Submit	➡ X Print Close

14. Review the booking summary and click Submit.

okings		Air Boo	king Confirmation				
est Transactions		Number:	Pending				
		MAWB:	417-0000000				
		Executed Date:	Nov/29/2018				
		Executed By:					
		Status:					
		Direction:	👚 Outgoing				
	Shipper Information	Consign	ee Information				
	CUSTOMER ABC	RECIPIENT XYZ					
	Street 123 Miami, FL 33122 United States	RUA 897 Sao Paulo, SP 01002020 Brazil					
	Client Information	Equipment	Delivery Address				
	CUSTOMER ABC Street 123 Miami, FL 33122 United States						
	Routing Information						
	Carrier Name:	Cut off Date:					



15. Your booking will now appear in the Bookings dashboard.

A Home Dates: Last month to date From: 10/01/2018 To: 11/29/2018 III Q Image: Bookings Status Type Name ↓ Date Departure Date Arrival Date Carrier Original	Bringer Cor Company ID : 1521					� Track	▼ GSAONL	INE 🔻
Bookings Status Type Name Date Departure Date Arrival Date Carrier Orig	ne Dates: Last mor	th to date	Ŧ	From: 10/01/201	8 III To:	11/29/2018		Q Stand
	okings Status	Туре	Name 👃	Date	Departure Date	Arrival Date	Carrier	Origin Port
C Latest Transactions	est Transactions	Air	229306	11/29/2018	11/29/2018	11/29/2018		

*** This completes the GSA ONLINE BOOKING GUIDE. Contact your <u>bookings@bringer.com</u> for additional training or questions.***