

# 「CargoBooking」

## eMagic Add-in Guide

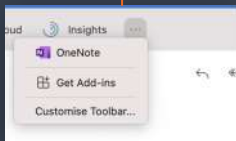


[www.cargobooking.aero](http://www.cargobooking.aero)

# How it works

## Microsoft Outlook 365

Install Outlook Add-in



CargoBooking Quotes Extraction Add-in



Login as GSA/Airline user

## E-mail Message

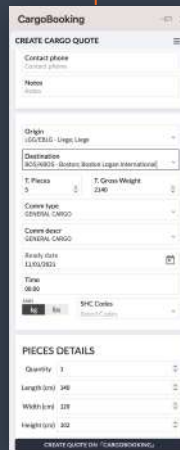
While reading email launch CargoBooking add-in



## eMagic Analyze the content of email

### Shipment details

- Customer
- Customer Contact
- Origin
- Designation
- Number of pieces
- Gross Weight
- Commodity
- SHC Codes
- Shipment Ready Date
- Pieces dimensions



## Create a Quote Request on CargoBooking.aero

Review Possible Routes and Prices



Select Options for Quoting to the customer



Check Capacity and review prices



## Submit Offer

Customer receives quote offer email with contents of original request



Customer Opens Quote on CargoBooking.aero and confirm the booking

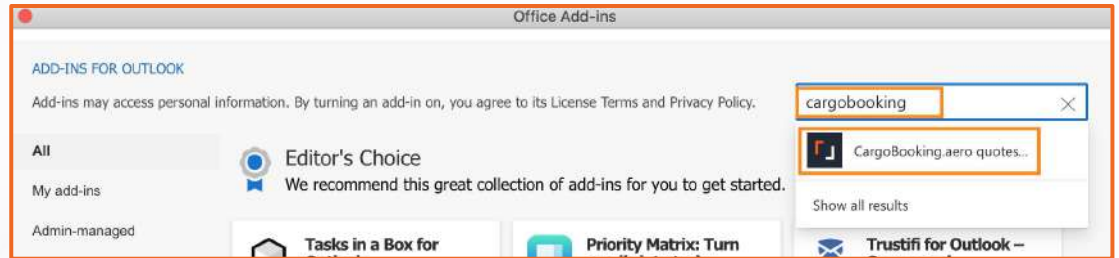
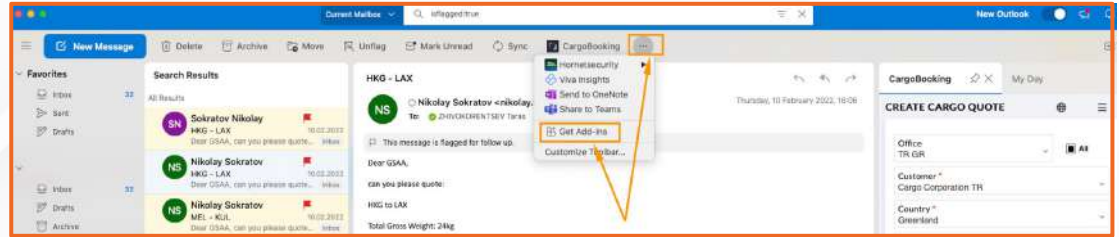
Booking is created in GSA/Airline System and Booking confirmation email sent to customer and GSA/Airline

# Installation process on MAC OS

Step 1 - Click "...", then click "Get Add-ins"

Step 2 - Find "CargoBooking"

Step 3 - Click "Add"

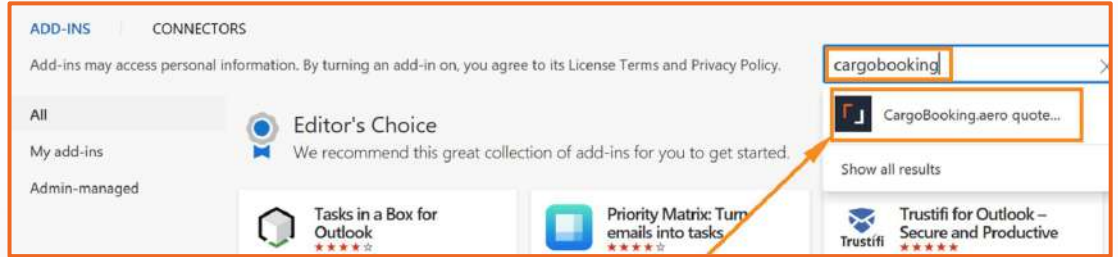


# Installation process on Windows

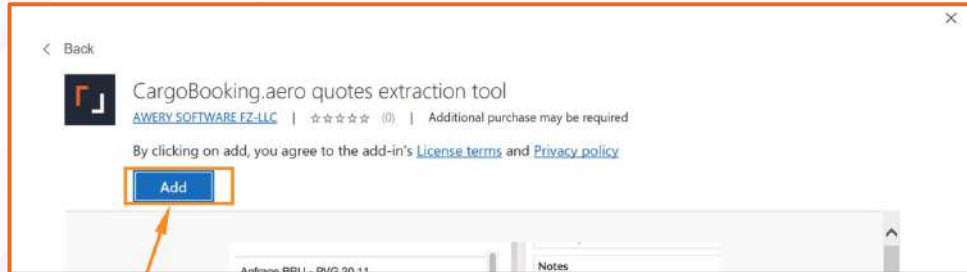
Step 1 - On the “Home” tab click “Get Add-ins”



Step 2 - Find “CargoBooking”



Step 3 - Click “Add”



# Log in

**Step 1 - Open an incoming email and press “CargoBooking” button.**

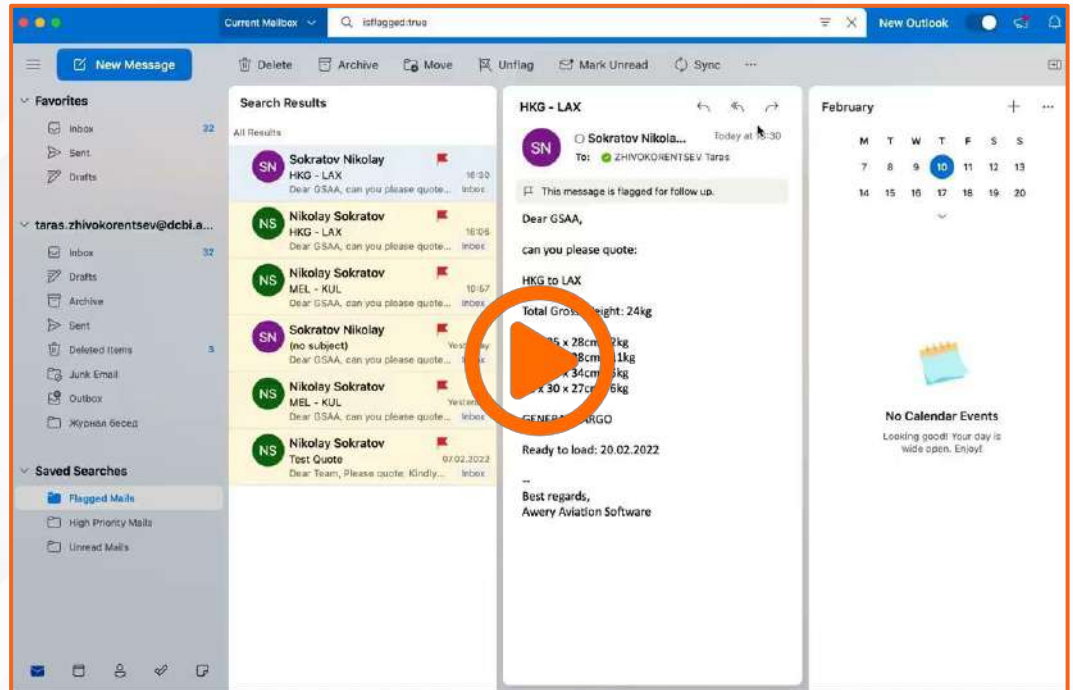
**Step 2 - Log in as GSA/Airline user with provided Login and Password.**



A screenshot of an Outlook email interface. The top navigation bar includes 'Current Mailbox', a search bar with 'isflagged:true', and 'New Outlook'. Below the navigation bar are icons for 'Delete', 'Archive', 'Move', 'Unflag', 'Mark Unread', 'Sync', and a 'CargoBooking' button highlighted with an orange box. The main area shows search results for 'Nikolay' and an email from 'Nikolay' with subject 'HKG - LAX'. The email content includes flight details and a 'CargoBooking' button. On the right side, there is a 'CargoBooking' login form with fields for 'Login' and 'Password', a 'LOGIN' button highlighted with an orange box, and a 'REGISTER' button below it. An orange arrow points from the 'CargoBooking' button in the top right to the 'CargoBooking' button in the email content, and another orange arrow points from the 'CargoBooking' button in the email content to the 'LOGIN' button in the login form.

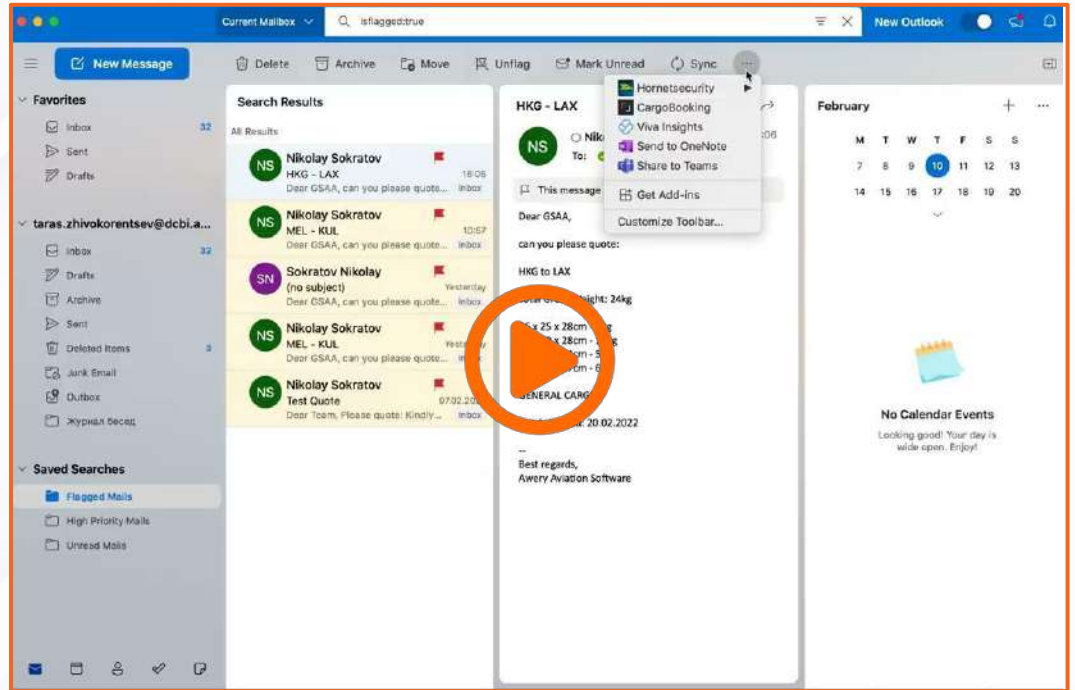
# How to send Quotes

Use the eMagic email tool to provide customers with multiple quotes



# How to make an Instant Booking

You can make an instant booking on behalf of a customer



# How to create a new contact

Customer details will automatically complete if it is an existing contact.

To add a new contact for an existing customer:

1. Select Customer from list
2. Enter a new Contact Name and Email
3. Click **ADD NEW CONTACT**

CargoBooking

CREATE CARGO QUOTE

Office  
TR GR

All

Customer \*  
Cargo Corporation TR

Country \*  
Greenland

Airline (2)  
Any

Contact  
Select Contact

Contact Name  
Anna

Contact email  
anna.b@awery.aero

**ADD NEW CONTACT**

Contact phone  
Contact phone

Notes  
Notes

CREATE QUOTE ON 「CARGOBOOKING」

# Shipment details supported by eMagic automation

Currently supported	Must be selected manually
→ <i>Origin (IATA code)</i>	→ <i>Product Type (commodity type)</i>
→ <i>Destination (IATA code)</i>	→ <i>Commodity Description</i>
→ <i>Total Pieces (of AWB)</i>	→ <i>Non-stackable</i>
→ <i>Total Gross Weight (of AWB)</i>	→ <i>Non-turnable</i>
→ <i>Chargeable Weight (of AWB)</i>	→ <i>Dangerous</i>
→ <i>Ready to Load Date</i>	→ <i>SHC Codes</i>
→ <i>AWB No.</i>	→ <i>Secured (security cleared)</i>
→ <i>Piece level detail</i>	
→ <i>Piece Length/Width/Height</i>	
→ <i>Gross Weight (per piece)</i>	



# Supported table format

eMagic supports the extraction of piece details from tables with rows in the following order:

1. Pieces
2. Length
3. Width
4. Height
5. Gross Weight

Pieces	Length (cm)	Width (cm)	Height (cm)	Gross Weight (kg)
2	105	138	160	100
4	160	150	115	55
3	215	162	70	10
8	270	174	25	1543

A dark blue world map is centered in the background. On the left side, there is a vertical orange bar. The text 'CargoBooking' is displayed in a stylized font, with 'Cargo' in orange and 'Booking' in white. An orange L-shaped graphic is positioned above the text.

**CargoBooking**

**Thanks for your time!**

**E-mail**

[info@cargobooking.aero](mailto:info@cargobooking.aero)

**Web**

[www.cargobooking.aero](http://www.cargobooking.aero)

