Signing up to myVS

A short step-by-step guide



Who can register?

myVS is available to employees of Freight Forwarders that are customers of Virgin Atlantic Cargo*. By creating an account on myVS you agree to our <u>terms</u> <u>and conditions</u> and confirm that you are approved by your company to make bookings.

What can I do in myVS?

Track your cargo Find our full schedules Search for offers Create bookings Manage your bookings



Where can I sign up?

Head to our website and find the **Register** button located at the top of the webpage,

Alternatively, <u>click here</u>



*If your company is not a registered customer of VS, you can contact us <u>here</u> to open an account.

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What do I need to register?

To sign up to myVS, you will need the following;

- 1. Username
- 2. Password
- 3. Email
- 4. Your preferred default airport
- 5. Salutation
- 6. First name
- 7. Last name
- 8. Accept Terms and Conditions

You will also be able to add in a contact number and address, this should be your work details.

Log In Credentials					
Username					
Password		Confirm Password			
Email 🕦		Confirm Email 👔			
Preferences					^
Your preferred default airport 🖉	2				
Personal Details					^
Salutation					
•					0
First Name		Last Nan	ne		
Mobile (Optional)		Addition	al Phone Number (Optional)		
+		+			
Address (Optional)					^
Street Address			Place/Location		~
Street Address					
P.O. Box (Optional)	Pincode/Zip (Optional)		State/Province (Optional)		
	(optional)				
City Code (Optional)	City Names		Country		
Declaration					
I agree to the Terms and Cond	itions for registration pr	ocess.			
I'm not a robot	2				
	reCAPTCHA Privacy - Terms				
				Cancel	Submit

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Validating your account

Once you've submitted your registration, you'll receive an email to verify your account. Once received, click on the link prompted and we will process your details and authenticate the account

Note: verification emails may end up in your spam or junk folder

If you don't receive an email, please use the username and password details you set up to sign in and this will take you to the Account Activation screen.

Once activated, you'll receive an email confirming the registration has been successful. We aim to activate your account within 2 working days.

If you have any questions, please reach out to a member of our team.

myVS new user email verification

Hello

Welcome to myVS, the Virgin Atlantic Cargo digital self-service platform. To complete the registration process, please click the link provided below. This link will be active for 48 hours from the time this email has been sent to you.

User verification link: <u>https://myvs.virginatlanticcargo.com/app/offerandorder/?</u> <u>key=VERIFY_EMAIL&token=fc164669-636c-4998-81f9-</u> 2e5610809accVIM=&username

If the above link has expired, please click on the resend verification link to complete the registration process. Resend verification email link: <u>https://myvs.virginatlanticcargo.com/app/offerandorder/?</u> key=RESEND_VERIFY&username

Contact us at <u>cargoonlinesupport@fly.virgin.com</u> in case you have any problems accessing myVS.

Virgin Atlantic Cargo

Virgin Atlantic Cargo



Routing & rating

Point of Sale		UK, US, ZA, DE, FR, BE, NL, CN, IN	
Destination	Online network	\bigcirc	
	RFS	\bigcirc	
	Interline	-	
Desindiion	Tariff	\bigcirc	
	Prefrates	\bigcirc	
	Spotrates	-	
Document type	932	\bigcirc	
	Non 932	-	

Break points

Loose	\bigcirc
ULDs	-
<300kg	\bigcirc
<1,000kg	\bigcirc
<5,000kg	\bigcirc
<10,000kg	\bigcirc
>10,000kg	-

Products and service levels*

General Classic	\checkmark	Vulnerable Classic	-
General Priority	\bigcirc	Vulnerable Priority	-
General Express	-	Valuable Priority	-
Fresh Classic	\bigcirc	Courier Express	-
Fresh Priority	\bigcirc	Cars Classic	-
Pharma Classic	\bigcirc	Cars Priority	-
Pharma Priority	\bigcirc	Mail Classic	-
Active	-		



4 *Bookings containing dangerous goods, including dryice can be requested online. This request will then be processed via our internal teams to validate the request