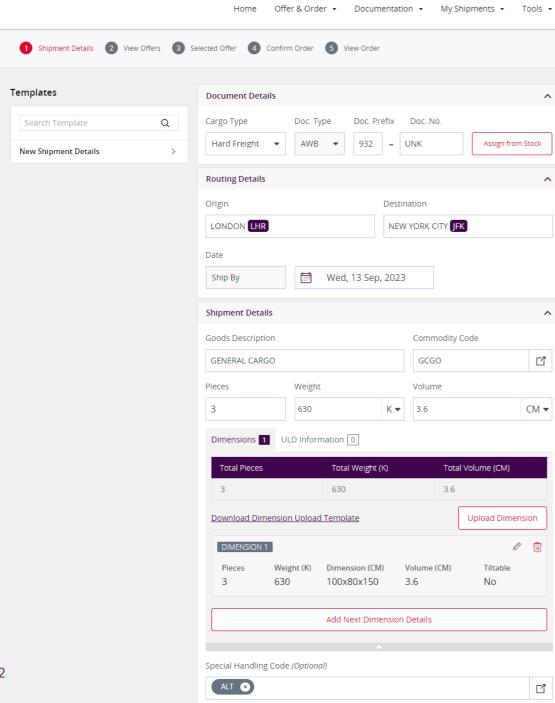
Introducing myVS

Book it your way







How to book your Allotment

A short step-by-step guide

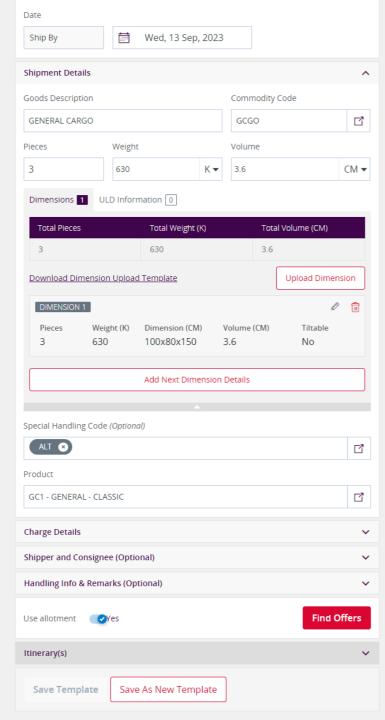


Add in your shipment details

Enter in your basic details including the routing, shipment date, commodity description and piece size and weight.

Ensure that these details reflect the setup of your Allotment to book into your agreed space.





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Select a Special Handling Code

Enter in "ALT" to this field as your allocated space is linked to this code.

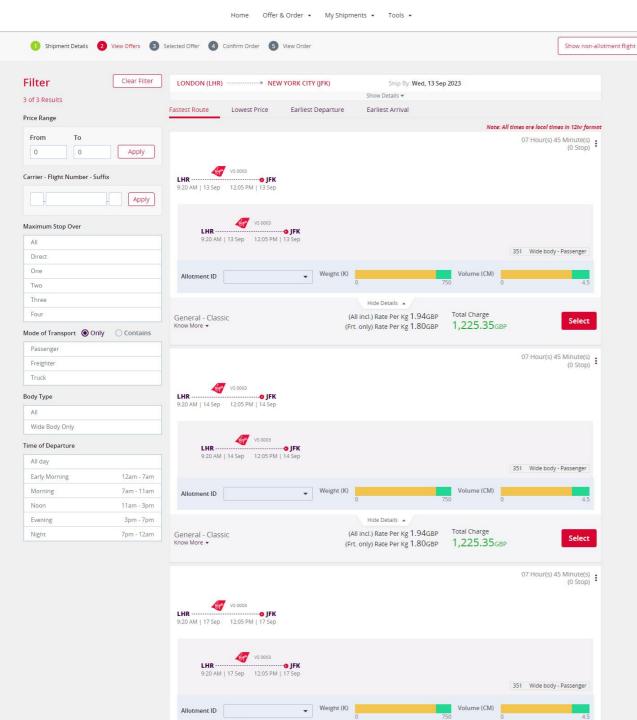
Select the right product

Your space is assigned to one product. Make sure that this booking uses the correct product agreed upon when setting up this allocation.

Toggle "use allotment"

To search for offers using your allotted space, make sure this toggle is set to "Yes" and then click "Find Offers".





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Choose your flight

We will show you all applicable flights that have availability in your allotted space.

The **yellow** indicator shows the space that will be taken by your current booking if you proceed.

The **green** indicator is the remaining space available after you confirm the booking.

Tip: hover over the space to see the exact amount requested or remaining

Once you have found the flight you want to use, click "**Select**" and follow the booking process through to completion. You'll be able to manage your booking under "**My Shipments**" if you need to amend any of the details.





Thank you