Milestone notifications

myVS user guide

Virgin Atlantic Cargo
V1.04.23

Table of contents

Milestone notifications overview	3
Available milestone notifications	4
Accessing milestone notification settings	5
Turning notifications on / off	6

This document is intended for business use and should be distributed to intended recipients only.

virgin atlantic cargo

Milestone notifications overview

Milestone notifications allows you to select which shipment milestones you want to receive email notifications for.

Key Features:

- Select the milestones that you would like to receive email notifications on for your myVS shipments
- Notification control - turn milestone notifications on and off as and when you like
- Receive automatic email notifications when your shipments booked via myVS reach the selected milestones

Available to:

- ✓ Logged in users
- ✗ Non-logged in users

This document is intended for business use and should be distributed to intended recipients only.

virgin atlantic cargo

Available milestone notifications

Logged in Non-logged in

- You can enable milestone notifications for the following milestones for bookings made through myVS:
  - ARR – Arrival of shipment on a scheduled flight
  - BKD – Shipment booking or booking changes
  - CCD – Shipment cleared by customs authorities
  - DEP – Departure of shipment on a flight
  - DIS – Shipment discrepancy
  - DLV – Physical delivery of shipment to consignee or consignee's agents
  - MAN – Manifest
  - NFD – Shipment arrival notified to consigned or consignee's agent
  - PRE – Pre-manifest
  - RCF – Received freight
  - RCS – Physical receipt of shipment from shipper or shipper's agent

This document is intended for business use and should be distributed to intended recipients only.

virgin atlantic cargo

Accessing milestone notification settings

✓ Logged in ⊗ Non-logged in

1. Login to myVS using your approved user account details
2. Click on your profile icon in the top right hand corner
3. Within the dropdown profile menu, select 'My Account Settings' (Fig. 1)
4. Then within the menu on the left hand side of the profile page, select 'Notifications' (Fig. 2), which will take you to the notifications control page

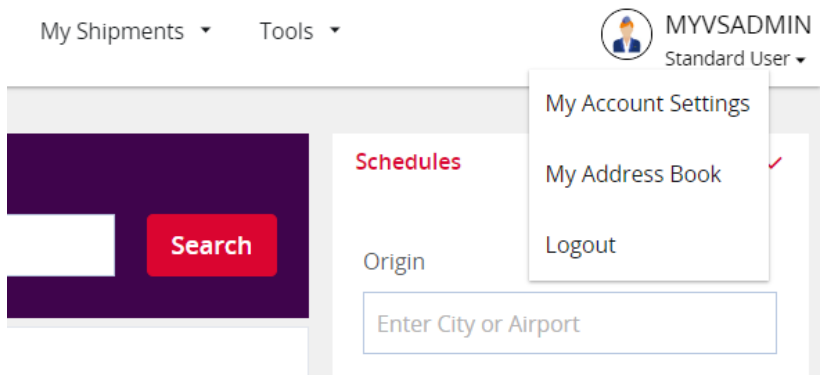

Fig. 1

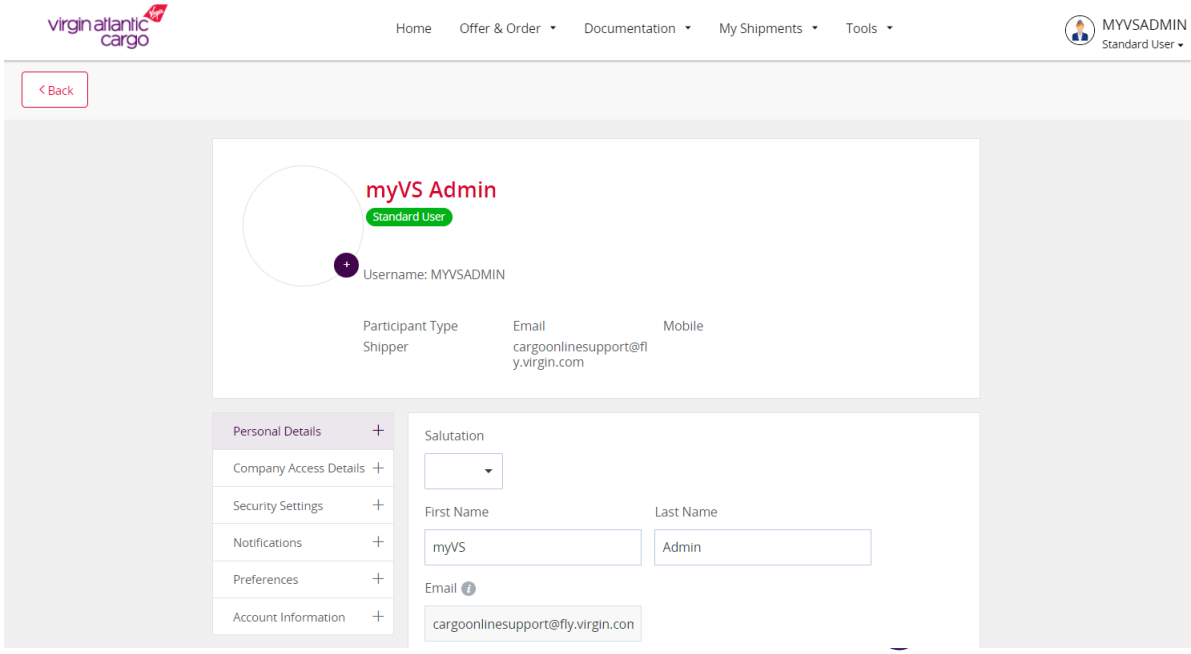

Fig. 2

This document is intended for business use and should be distributed to intended recipients only.

Turning notifications on / off

Logged in Non-logged in

Turning a notification on

1. To turn a notification on click in the box next to the notification you want to activate
2. A tick will display in the box of the active notifications (Fig. 3)
3. Enter the email address(es) that you want to receive the notification email
4. Click the 'Update' button for changes to take affect

We recommend that you at least enable 'BKD – Shipment booking or booking changes'.

Turning a notification off

1. To turn a notification off click in the box next to the notification you want to deactivate
2. This will remove the tick and the box will display blank
3. Click the 'Update' button for changes to take affect

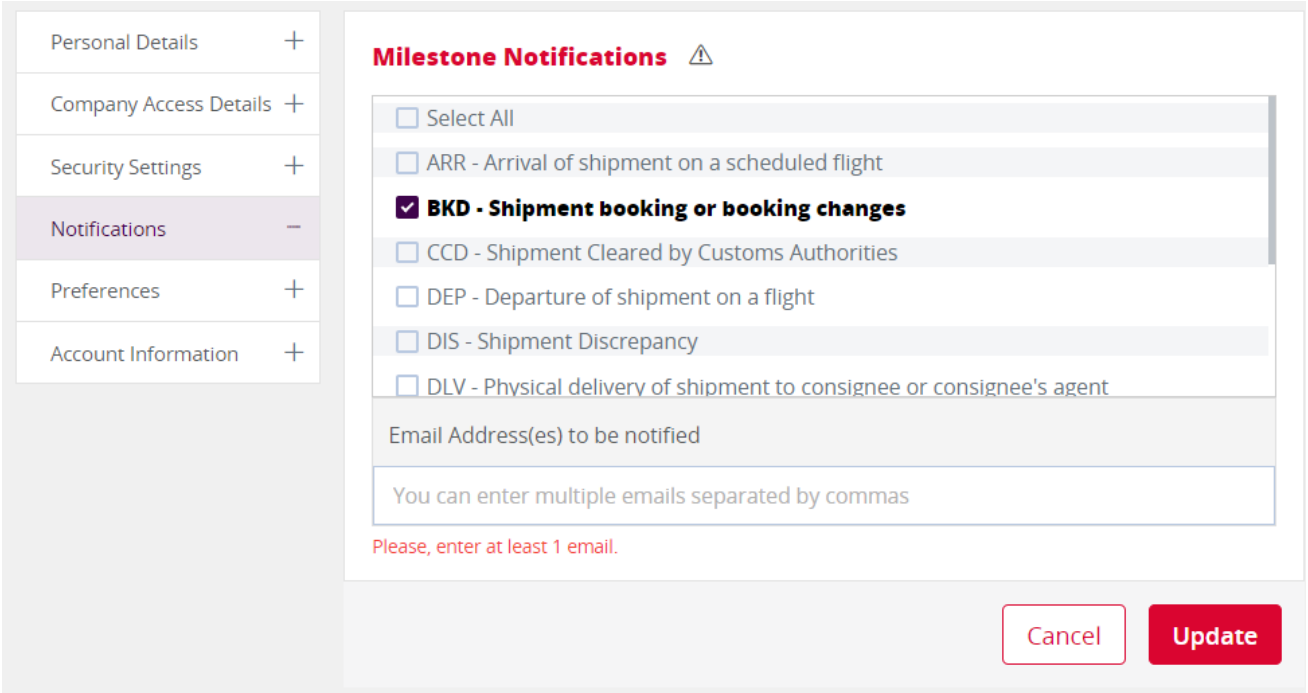

Fig. 3

This document is intended for business use and should be distributed to intended recipients only.

virgin atlantic cargo

myVS

Visit

virginatlanticcargo.com

for more information