## Frequently Asked Question – Registration



Question	Answer
What is a Government Number?	Same as VAT number. Starts with a two letter country code followed by a number between 2-18 characters. E.g. of country code: DK for Denmark.
What is a Registration Number?	A number that gets generated when the administrator has registered a branch. Ask your administrator to provide you with the number for quick registration.
What is the Administrators role/responsibility	<ol> <li>Check and complete Step 1- Branch Information, in the Registration process.</li> <li>Approve new users after certifying that user information is accurate.</li> <li>Add additional administrators if needed to ensure coverage.</li> <li>Change and delete users when applicable (discontinued employment, changed positions, etc.) This is an important task.</li> <li>Be the main contact person for SAS Cargo's Booking Portal matters.</li> </ol>
How many administrators can my Branch have?	There is no limit for the number of administrators, but please note that an administrator is responsible for several tasks - see Administrator role/responsibility.
Why do I have to choose Cargo IMP Messages?	This gives SAS Cargo an indication of your preferred Cargo IMP Messages.
Which company email should I enter?	For booking follow-up reasons enter a common mailbox.
Can I change the Notification email address?	Yes, go to Manage Profile, choose My Profile and change the email. You will also be able to change the Notification email on a specific booking. Open the yellow envelope at the button on Booking page 1. The entered email will only be valid for this booking.
Which flights do I get Notification of Cancellations?	Notification of Cancellations concern intercontinental flights
How fast does a Branch get approved by SAS Cargo?	It can take up to 2 working days
How long does it take to approve a User?	Your Administrator is responsible for approval of the branch users. Ask your administrator
Where do I approve users?	Only the Administrator can approve. Go to Manage Profile in the navigation bar and choose Manage Branch User.
How do I change the Branch information?	Contact our Customer Support Center - use the Contact form
What if I forget my password?	Click on the login button and "Forgot password". Enter your email and you will shortly after receive an email with a new password. This can be changed again on My Profile under Manage Profile.
What does CargoIMP Messages: FSU means	FSU is a shipment status update messages. Every time your shipment has an update we will send you update information.
What does CargoIMP Messages: FNA means	FNA is a reject error message to the sender

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What does CargoIMP Messages: FMA means	FMA is a space reservation acknowledgement message
What does CargoIMP Messages: FSA means	FSA is a shipment status answer message