



Click & Ship – My Bookings

User Guide of Booking Summary & Booking Details

Last updated on 25 March 2025



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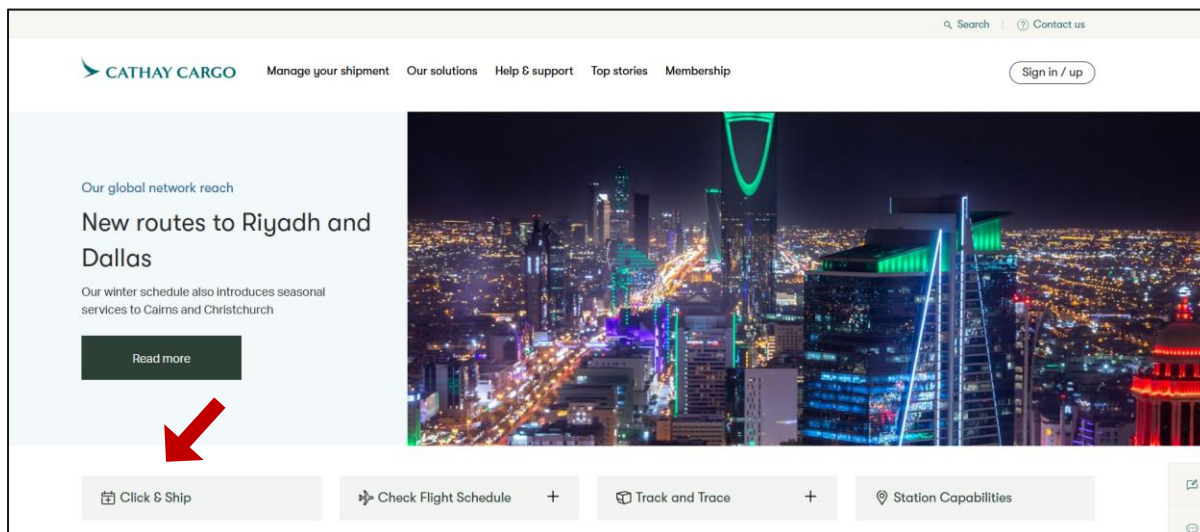


1. Getting Started & Log In

1.1 Access from Cathaycargo.com

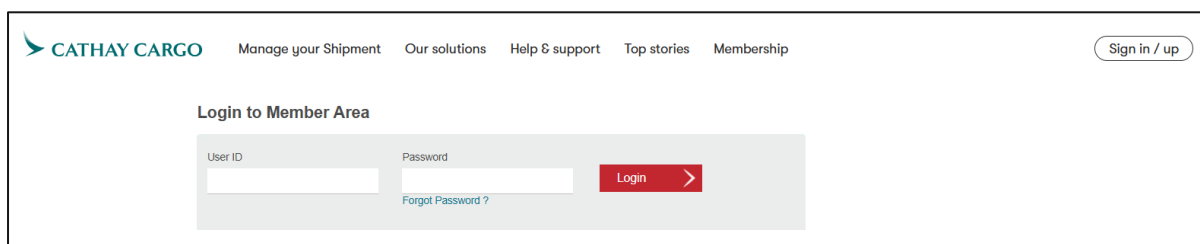
Access: <https://www.cathaycargo.com/en-us/home.html>

I. Click “Click & Ship” shortcut in homepage of Cathay Cargo webpage. Or you may access Click & Ship from “Manage your shipment >Rate and booking” from the top navigation bar.



II. Log in with user ID and password

Upon successful login, users will be directed to C&S page.



Access My bookings from Click & Ship landing page by clicking “My bookings” button.





1.2 Access from EzyCargo

Access: <https://ez3.ezycargo.com/en-us/ezycargo/>

I. Log in to EzyCargo with company ID, user ID and password.

II. Upon successful login, mouse over the Airline tab and click “Click & Ship”

Access My bookings from Click & Ship landing page by clicking “My bookings” button.



1.3 Introduction to My bookings

My Bookings includes Booking Summary and Booking Details, which summarizes all bookings made in the past year since 05 March 2025.

- Users will be able to view bookings made under the same IATA CASS number or agent number with both Air waybills prefix 160 and 128.
- Users can view bookings created from all eligible channels including Click & Ship, Cathay cargo web page, EzyCargo web page, Cargospot, API bookings and market place, excluding go show and void shipment.

Booking information is updated in real time until RCS (Airline Received/Ready for Carriage) is issued, at which point the booking image freezes.

*All displayed in below are dummy Air waybills and dummy data

Welcome, User ID

Back to Click & ShipVisit cathaycargo.com

My bookings

View bookings you have made on or after 05 Mar 2025.

Search

Clear all

Enter up to 5 air waybill numbers or their last 4 digits, separated by commas, semi-colons, or tabs

Filter by

Destination

Departure Date

Booking Status

Flight/Truck/Vessel

Reset all

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date	Pieces	Weight (kg) / Vol (mc)	Date Booked	Status
160-10452816	HKG > NRT	CX500	12 Mar 2025	1	100 / 1	11 Mar 2025	Under review
✓ 160-10452713	HKG > PDX	CX2084 +1 more	03 Mar 2025	10	100 / 1	11 Mar 2025	Airline received

2. Booking Summary

The Booking Summary table displays and summarizes all bookings made by this particular user over the past year.

2.1 Search My Bookings

2.1.1 Method 1: AWB search bar

Users can filter the Air waybill by typing in the Air waybill number in search bar.

Users may enter up to 5 Air waybill numbers or their last 4 digits, separated by commas, semi-colons, or tabs.

My bookings

View bookings you have made on or after 05 Mar 2025.

Air Waybill number(s)

160-57489806 × 160-57489795 × 9773 × 9762 × 9751 ×

Search

Clear all

Enter up to 5 air waybill numbers or their last 4 digits, separated by commas, semi-colons, or tabs



2.1.2 Method 2: Filters

Users can filter their bookings by destination, departure date, booking status and Flight/Truck/Vessel. All filters can be applied at the same time.

Filter by

Destination ▼

Departure Date ▼

Booking Status ▼

Flight/Truck/Vessel ▼

Reset all

2.1.2.1 Destination filter

I. Search bar:

Click the “Destination” filter and type any region, country or airport name or code in search bar under destination, then select the checkbox for your destination and apply the filter.

II. Select in mapping table:

Select any check box in the desired region or country. Alternatively, click the arrow next to the country to view all airports within the country/region.

Select one or more regions, countries or airports and click “Apply Filter”.

Filter by

Destination ▲

Departure Date ▼

Booking Status ▼

Flight/Truck/Vessel ▼

Reset all

Destination

Europe x Japan x Americas x BKK x Hong Kong SAR x

Countries / regions

☒ Americas

☒ Antigua and Barbuda

☒ Belize

☒ Bolivia

☒ Brazil

☒ Canada

☒ Colombia

☒ Costa Rica

Reset Apply Filter

Air

160-57489736

HKG > LHR

CX257

20 Mar 2025

2

3,000 / 20

17 Mar 2025

Confirmed

Status

Under review

Under review

Confirmed

Under review

Under review

Under review

Confirmed

After applying the filter, you can click destination to edit the filter or click the cross button to remove the filter.

My bookings

View bookings you have made on or after 05 Mar 2025.

Search by Air waybill number(s)

Search

Clear all

Enter up to 5 air waybill numbers or their last 4 digits, separated by commas, semi-colons, or tabs

Filter by

Destination (2) x

Departure Date ▼

Booking Status ▼

Flight/Truck/Vessel ▼

Reset all

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date	Pieces	Weight (kg) / Vol (mc)	Date Booked	Status
160-10653366	HKG > TPE	CX488	30 Mar 2025	1	1 / 1	10 Mar 2025	Cancelled



2.1.2.2 Departure date filter

Click “Departure Date” button to expand the calendar.

Filter departure date range by selecting start and end dates. If you want to filter Air waybills for a specific date, select the same date for both the start and end date.

Click “reset” to clear the selected date or click 'apply filter' to process the filtering.

Departure Date ^

Booking Status v

Flight/Truck/Vessel v

Reset all

Departure Date

<

March 2025

>

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Reset

Apply Filter

After applying the filter, you can click “Departure Date” button to edit the filter or click the cross button to remove the filter.

Search by Air waybill number(s)

Search

Clear all

Enter up to 5 air waybill numbers or their last 4 digits, separated by commas, semi-colons, or tabs

Filter by

Destination v

11 Mar - 14 Mar 2025 x

Booking Status v

Flight/Truck/Vessel v

Reset all

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date	Pieces	Weight (kg) / Vol (mc)	Date Booked	Status
-----------------	--------------	---------------------	----------------	--------	------------------------	-------------	--------



2.1.2.3 Booking status filter

Click “Booking Status” button to expand the booking status filter.

Select at least one booking status and click “apply filter” to process the filtering or click “reset” to clear the selected status.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Date Booked	Status
128-20242633	HKG > NRT	UO996	10 Mar 2025	Under review
160-10635822	HKG > HND	CX548	10 Mar 2025	Under review
128-20242622	HKG > NRT	UO996	10 Mar 2025	Under review
160-10653366	HKG > TPE	CX488	10 Mar 2025	Cancelled

After applying the filter, you can click “Booking Status” button to edit the filter or click the cross button to remove the filter.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date	Pieces	Weight (kg) / Vol (mc)	Date Booked	Status
-----------------	--------------	---------------------	----------------	--------	------------------------	-------------	--------

2.1.2.4 Flight/Truck/Vessel filter

Click “Flight/Truck/Vessel” button to expand the Flight/Truck/Vessel filter.

Input the Flight/Truck/Vessel number in the search bar, up to a maximum of 10 numbers. Separate the values with commas, semi-colons, or tabs, and then press the Enter key on the keyboard to process.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date
128-20242633	HKG > NRT	UO996	11 Mar 2025
160-10635822	HKG > HND	CX548	11 Mar 2025

After applying filter, you can click “Flight/Truck/Vessel” button to edit the filter or click the cross button to remove the filter.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date	Pieces	Weight (kg) / Vol (mc)	Date Booked	Status
-----------------	--------------	---------------------	----------------	--------	------------------------	-------------	--------



2.2 Booking summary table

A maximum of 20 bookings can be displayed on each page. If there are more than 20 bookings, they will be shown on the next page. Users can click on any Air waybill number to view the corresponding booking details.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date	Places	Weight (kg) / Vol (mc)	Date Booked	Status
160-10636463	HKG > HND	CX548	16 Mar 2025	1	1 / 1	13 Mar 2025	Cancelled
160-10636452	HKG > HND	CX548	16 Mar 2025	1	1 / 1	13 Mar 2025	Under review
160-10633355	HKG > HND	CX548	16 Mar 2025	1	1 / 1	13 Mar 2025	Under review
128-20242725	HKG > HND	CX548	11 Mar 2025	1	1 / 0.1	13 Mar 2025	Cancelled
✓ 160-10636555	HKG > TPE	CX424 11 rows	12 Mar 2025	1	300 / 30	12 Mar 2025	Cancelled
160-10654416	HKG > TPE	CX466	14 Mar 2025	1	151 / 1	12 Mar 2025	Confirmed
160-10636183	HKG > HND	CX548	12 Mar 2025	1	1 / 1	12 Mar 2025	Cancelled
128-20242821	HKG > HND	CX548	11 Mar 2025	1	1 / 1	11 Mar 2025	Cancelled
160-10633344	HKG > HND	CX548	11 Mar 2025	1	1 / 1	11 Mar 2025	Cancelled
160-10442110	HKG > NRT	CX500	12 Mar 2025	2	2 / 2	11 Mar 2025	Under review
160-10653451	HKG > BKK	CX653	14 Mar 2025	1	100 / 0.1	11 Mar 2025	Cancelled
160-10635726	HKG > NRT	CX524	11 Mar 2025	1	5 / 1.3	11 Mar 2025	Cancelled
128-20242692	HKG > HND	CX548	11 Mar 2025	1	1 / 1	11 Mar 2025	Under review
160-10636231	HKG > HND	CX548	11 Mar 2025	1	1 / 1	11 Mar 2025	Under review
160-10636533	HKG > HND	CX548	11 Mar 2025	1	1 / 1	11 Mar 2025	Under review
160-10635796	HKG > NRT	CX500	11 Mar 2025	1	1 / 1	11 Mar 2025	Cancelled
160-10633392	HKG > TPE	CX494	14 Mar 2025	1	106 / 0.98	11 Mar 2025	Confirmed
160-10442106	HKG > BKK	CX619	22 Mar 2025	1	1 / 1	11 Mar 2025	Confirmed
160-10442084	HKG > TPE	CX464	23 Mar 2025	1	1 / 1	11 Mar 2025	Confirmed
160-10442095	HKG > NRT	CX500	12 Mar 2025	1	1 / 1	11 Mar 2025	Under review

[1](#) [2](#) [3](#) [→](#)

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2.2.1 Booking status

There are a total of five overall booking statuses displayed in the booking summary.

Confirmed	Partially confirmed	Under review	Cancelled	Airline received
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- Confirmed: All Segments are confirmed
- Partially Confirmed: At least one segment is confirmed but not all segments are confirmed
- Under Review: All segments are not confirmed
- Cancelled: All segments are cancelled
- Airline Received: Shipment has been issued RCS (Airline Received/Ready for Carriage)

****For bookings with under review and partially confirmed status, please click on the air waybill number and check the segment booking status in booking details.**



2.2.2 Expand segments

If there is more than one segment in the Air waybill, an arrow button will appear beside the air waybill number. Click the arrow button to expand and view more details.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date ↕	Pieces	Weight (kg) / Vol (mc)	Date Booked ↕	Status
 160-10558995	LAX > NRT	CX2095 +1 more	04 Mar 2025	1	1 / 1	17 Feb 2025	Partially confirmed
Segment 1	LAX > HKG	CX2095	04 Mar 2025	1	1 / 1		
Segment 2	HKG > NRT	CX500	06 Mar 2025	1	1 / 1		

2.2.3 Sorting by departure date

Click “Departure Date” to sort the departure date from newest to oldest.

Click one more time to sort the departure date from oldest to newest.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date ↕	Pieces	Weight (kg) / Vol (mc)	Date Booked ↕	Status
✓ 160-10559032	LAX > TPE	CX2095 +1 more	25 Mar 2025	1	1 / 1	17 Feb 2025	Under review
✓ 160-10559021	LAX > TPE	CX2095 +1 more	18 Mar 2025	1	1 / 1	17 Feb 2025	Under review
✓ 160-10559010	LAX > NRT	CX2095 +1 more	11 Mar 2025	1	1 / 1	17 Feb 2025	Partially confirmed
✓ 160-10558995	LAX > NRT	CX2095 +1 more	04 Mar 2025	1	1 / 1	17 Feb 2025	Partially confirmed
✓ 160-10558973	LAX > TPE	CX885 +1 more	17 Feb 2025	1	1 / 1	17 Feb 2025	Under review
✓ 160-10559183	LAX > TPE	CX885 +1 more	20 Dec 2024	10	200 / 1.25	16 Dec 2024	Under review

2.2.4 Sorting by booking creation date

Click “Date Booked” to sort the creation date from newest to oldest.

Click one more time to sort the creation date from oldest to newest.

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date ↕	Pieces	Weight (kg) / Vol (mc)	Date Booked ↕	Status
✓ 160-10558995	LAX > NRT	CX2095 +1 more	04 Mar 2025	1	1 / 1	17 Feb 2025	Partially confirmed
✓ 160-10559021	LAX > TPE	CX2095 +1 more	18 Mar 2025	1	1 / 1	17 Feb 2025	Under review
✓ 160-10559032	LAX > TPE	CX2095 +1 more	25 Mar 2025	1	1 / 1	17 Feb 2025	Under review
✓ 160-10559010	LAX > NRT	CX2095 +1 more	11 Mar 2025	1	1 / 1	17 Feb 2025	Partially confirmed
✓ 160-10558973	LAX > TPE	CX885 +1 more	17 Feb 2025	1	1 / 1	17 Feb 2025	Under review
✓ 160-10559183	LAX > TPE	CX885 +1 more	20 Dec 2024	10	200 / 1.25	16 Dec 2024	Under review



3. Booking Details

Users can view all information of a booking in the Booking Details page. All information will be refreshed real time until RCS has been issued (Airline Received/Ready for Carriage).

3.1 Access from booking summary

Simply click on the air waybill number in the booking summary to access the corresponding booking details.



My bookings

View bookings you have made on or after 05 Mar 2025.

Search

Clear all

Enter up to 5 air waybill numbers or their last 4 digits, separated by commas, semi-colons, or tabs

Filter by

Destination

Departure Date

Booking Status

Flight/Truck/Vessel

Reset all

Air waybill no.	Origin/Dest.	Flight/Truck/Vessel	Departure Date	Pieces	Weight (kg) / Vol (mc)	Date Booked	Status
160-57489806	HKG > LHR	CX007	23 Mar 2025	8	12,500 / 88.5	17 Mar 2025	Confirmed
160-57489795	HKG > LHR	CX037	11 Apr 2025	2	2,900 / 20	17 Mar 2025	Under review
160-57489773	HKG > BKK	CX705	19 Mar 2025	2	2,900 / 20	17 Mar 2025	Confirmed
160-57489762	HKG > BKK	CX757	17 Mar 2025	2	3,000 / 20	17 Mar 2025	Under review
160-57489751	HKG > NRT	LD704A	19 Mar 2025	3	5,500 / 40	17 Mar 2025	Under review
160-57489740	HKG > BKK	CX701	31 Mar 2025	2	3,500 / 20	17 Mar 2025	Under review
160-57489736	HKG > LHR	CX257	20 Mar 2025	2	3,000 / 20	17 Mar 2025	Confirmed
160-57489725	HKG > NRT	LD704A	18 Mar 2025	1	2,000 / 10	17 Mar 2025	Under review
✓ 160-57489714	HKG > YYZ	CX2082 +1 more	17 Mar 2025	1	2,000 / 10	17 Mar 2025	Under review
160-57491291	HKG > TPE	CX464	14 Mar 2025	1	1 / 1	14 Mar 2025	Under review



3.2 Section introduction (dummy data)

Welcome, dumsyd

Back to Click & Ship Visit cathaycargo.com

CATHAY CARGO

← Back to My Bookings

AWB 160-57489703 Partially confirmed

JFK to PEK | 1 pcs | 100kg | 0.2mc

Print

Click "Back to My Bookings" to return to the booking summary page.

The overall booking status matches the status on the booking summary.

Rate section shows estimates for freightage, fuel surcharge, security surcharge, truck and total price.

When certain items are unavailable, the row should read "Refer to rate sheet".

"Freightage (ad hoc)" will be shown for ad hoc rate. If a shipper rate applies, the shipper's name will show at the top.

This section shows basic information of the shipment, e.g. Nature of goods and priority tier.

Commodity and Cathay Solution will be hidden, if data is not available.

This section displays booking information and status of each segment, as well as ULD information (if any).

User may click "Tracking page" and view more shipment status

This section shows details of loose pieces details and is only shown for loose shipments.

This section displays all entered Special Handling Codes. Hover over the adjacent icon for descriptions.

Booking contact information will only appear if it was input during booking creation through either Click & Ship or API.

Booking Creation date and time show in Hong Kong time (GMT+8).

Click arrow button to expand detailed terms and conditions.

Basic Information

Nature of Goods	Booking Type	Non-stackable?	Priority Tier
GC	Loose	No	Essential (PR 3)
Commodity	Cathay Solution		
Consol	General Cargo		

Booking Information

The segment statuses below will be updated until we receive your cargo. Afterwards, updates will be available on the shipment Tracking page

JFK > HKG

Confirmed

Flight/truck/vessel no.	Scheduled departure	Scheduled arrival
CXB43	19 Mar 2025, 01:55	20 Mar 2025, 05:50
Pieces	Weight	Volume
1pcs	100kg	0.2mc

HKG > PEK

Request Received

Flight/truck/vessel no.	Scheduled departure	Scheduled arrival
CX386	20 Mar 2025, 09:00	20 Mar 2025, 12:30
Pieces	Weight	Volume
1pcs	100kg	0.2mc

Loose Pieces Details

Pieces	Weight per piece (kg)	Dimensions per piece LxWxH (cm)
1	100	-

Special Handling

SHC
HER

Terms & Conditions

Rate (USD)

Chargeable Weight	100kg	
	Per kg	Total cost:
Freightage	9.00	900.00
Fuel Surcharge	0.72	72.00
Security Surcharge	0.18	18.00
Total	9.90	990.00

The final prices applicable to any shipment will be determined based on the actual size, volume and weight of the shipment, the type of service selected, surcharges, and the applicable charges at the time of shipment.

Booking Contacts

Name
LI

Email address
ABC@mail.com

Booking Creation

Booking creation date and user
13 Mar 2025, 12:55 (GMT+8); dumsyd

Booking creation channel
Click & Ship

Cathay Pacific Airways | Cathay Cargo Terminal

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3.3 Supplementary Section of booking details

The following sections are displayed only when information is available.

3.3.1 Ultra Track

Ultra Track device IDs and contact information display in Ultra Track section. If users have not subscribed to Ultra Track, entire section will not display.

 Ultra Track

Devices

Device ID 1	Device ID 2	Device ID 3
1234567	1234567	1234567

Contact Information

Email address 1 johndoe@company.com	Email address 2 johndoe@company.com
Email address 3 johndoe@company.com	Email address 4 johndoe@company.com
Email address 5 johndoe@company.com	Email address 6 johndoe@company.com
Telephone number 1 +000 0000 0000	Telephone number 2 +000 0000 0000
Telephone number 3 +000 0000 0000	Telephone number 4 +000 0000 0000
Telephone number 5 +000 0000 0000	Telephone number 6 +000 0000 0000

3.3.2 Storage & Product Temperature

Storage and product temperature range will show in this section.

 Storage & Product Temperature

Storage Temperature 0-100°C	Product Temperature 0-100°C
--------------------------------	--------------------------------

3.3.3 Special Remarks

Only remarks input in Click & Ship and API will be shown in Special Remarks sections.

 Special Remarks

I am not sure the volume at the moment. Please note that I may change it to 1mc



3.3.4 Dangerous Goods Information

Dangerous Goods information entered when creating a booking will be displayed in this section. It includes DG class, division and UN number.

 **Dangerous Goods Information**

DG Class 9 UN0001

3.3.5 Shipment Contacts

This section shows shipper, consignee and emergency contact information. If there is no information, the entire section will be hidden.

 **Shipment Contacts**

Shipper
Name
MS LI

Address
STREET A, AREA B

Telephone number
852-00000001

Consignee
Name
MR. WONG

Address
STREET C, AREA D

Telephone number
852-00000002

Emergency Contact
Name
Mr. Chan

Telephone number
852-00000003

3.3.6 Warehouse Location

This is supplementary section on warehouse location when data is available.

 **Warehouse Location**

BF - Kaohsiung Air Cargo Terminal



3.4 Booking details after airline received

Booking details will only be refreshed before RCS is issued (Airline Received/Ready for Carriage). After RCS, a “Track shipment” button will be displayed at the top of the page. Users can click this button to quickly jump to “Track your shipment” page to view the shipment progress.

[← Back to My Bookings](#)

Visit Track & Trace for latest booking status
As your cargo is now on the way, please track this shipment to view the latest booking status.

[Track shipment](#)

AWB 160-10452713

Airline received

HKG to PDX | 10pcs | 100kg | 1mc

Print

Basic Information

Nature of Goods	Booking Type	Non-stackable?	Priority Tier
CONSOL	Loose	No	Essential (PR 3)

Booking Information

The segment statuses below will be updated until we receive your cargo. Afterwards, updates will be available on the shipment [Tracking page](#)

HKG > PDX

SPLIT 1 OF 2

Confirmed (allotment)

Rate

Chargeable Weight	167kg
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Please refer to rate sheet.

Shipment Contacts

Shipper