

# TPA Entry

This chapter describes how to enter a TPA (Truck Pre Announcement) in Fair@Link.

The forwarder uses this to report the data for an upcoming transport to the GHA at the airport in advance.

1. Select the menu item Announcements > Entry.

You will get to the overview TPA Entry where you can enter your data.

**Tip:** Fields marked with an \* are mandatory fields, these are also highlighted in light red as long as they are not filled in.

2. The transport information is divided into the four sections Participants, Properties, Driver and Vehicle. Fill in at least the mandatory fields Issuer and Recipient in the section Participants.
3. Select the consignment type by using the dropdown menu in the section Properties, provide information to the estimated time of arrival (ETA) of the driver at the ramp and select the transport type.

Note that different fields appear in the Consignments Information area depending on the selected properties of the consignment.

4. The first and last name of the driver must be given in the section Driver. By using the dropdown menu in the field driver, you can preview the last driver data entered.
5. Fill in at least the mandatory fields Type of vehicle and License Plate in the section Vehicle. Using the drop-down menu in the Vehicle field, you can show the last vehicle data entered.

Activate the check box Self loader/unloader if the loading/unloading is carried out by the driver.

6. The selection options in the section Consignments information vary, depending on the chosen Type of consignment. The specification of the AWB number is required in case of bulk cargo and ULD's.
7. Other available data can be previewed from the forecast data if known in FAIR@Link. Use the magnifying glass icon for this.
8. Fill in the mandatory fields Number of Pieces, DG, Weight, Airport Origin/Destination and the Airline Code.

**Tip:** The Airline Code is previewed from the AWB prefix.

**Important:** The specification of the Security Status is mandatory in case of export transports.

9. Click onto the corresponding SHC. Use the pencil icon to see more Special Handling Codes and Handling Instructions and select the corresponding codes.
10. Additional fields are shown in case of ULD's. Fill in the mandatory fields Prefix, SN and Airline Code.
  - o By using the icons in the column Actions you can Copy, Delete or Add lines.
  - o Many fields contain tooltips with useful information and examples how to enter the data.
11. Once you filled mandatory fields, select one of the suggested slots and send your TPA.

Berechnete Slotlänge: **15 Min.**

**Bitte wählen Sie einen Slot durch Anklicken aus:**

14:30 - 14:45	14:45 - 15:00	15:00 - 15:15	15:15 - 15:30	(Keine Auswahl)
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Sie können die TPA auch ohne Auswahl senden. Fair@Link versucht dann automatisch einen Slot zu finden, nötigenfalls wird Ihnen durch die Mitarbeiter des GHA manuell ein Slot zugewiesen.

If no automatically bookable slot could be found, the Handling Agent will manually assign a slot to you, once you sent the TPA.

**Es konnte kein Slot gefunden werden**  
 Sie können die TPA trotzdem senden, Fair@Link versucht dann automatisch einen Slot zu finden. Nötigenfalls wird Ihnen durch die Mitarbeiter des GHA manuell ein Slot zugewiesen.

Speichern

Senden