



TUI Airline Ground Operations

Instruction Notice

eLoadsheet - integration process

Notice: GOIN25-007

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To: All stations
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Applicability: TUI Airways (TOM-BY) / TUI fly Belgium (JAF-TB) / TUI fly Netherlands (TFL-OR) / TUIfly Germany (TUI-X3)

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Dear Partner,

Via this notice we would like to remind you of the importance of the integration process between eLoadsheet and Newskies.

Automatic passenger and baggage integration from Newskies into Eloadsheets starts at STD-120 min and occurs every 20 minutes with the final automatic integration occurring at STD-30 min.

Integration can be stopped at any time by requesting a final manual integration.

As long as integration is occurring, it is imperative to not modify the integrated deadloads. Integrated deadloads are to be recognized by the Remark 'Created from Service'.

Modifying the integrated deadloads (e.g changing the number of bags in a deadload) before the final integration will duplicate this deadload upon the next (automatic) integration.

It is important to remember to:

- Only edit integrated deadloads when **automated integration has been stopped** or **final integration has occurred**.
- Be aware that if an integrated deadload has been edited in the above scenario, **manual integration will still cause duplication**.
- Where duplication issues cannot be avoided (e.g. LMC reconciliation with Newskies), it is imperative to **delete the duplicated deadloads** before issuing any flight documents.

The bags loaded on the flight should always reflect the final number of bags on board.

We have added Training Material M2.8.3 "Addressing deadload duplication issues" to the eLoadsheet training material that can be found on the TAGO Portal as additional information on this topic.

Feel free to reach out via gopsprojects@tuifly.com in case of any questions on the above.

Kind regards,

TUI Airline Ground Operations