



# TUI Airline Ground Operations

## Information Notice

|                                       |  |                              |
|---------------------------------------|--|------------------------------|
| <b>Title:</b>                         | TAGO Portal "Documents" restructure        | <b>Reference:</b> GOIN25-039 |
| <b>Validity date:</b>                 | 29 JUL 2025 – Until further notice         |                              |
| <b>To:</b>                            | All Stations                               |                              |
| <b>From:</b>                          | Vicky Daminet, Ground Support Manager      |                              |
| <b>Applicability:</b>                 | TOM-BY / BLX-6B / JAF-TB / TFL-OR / TUI-X3 |                              |
| <b>References:</b><br>(If Applicable) |  |                              |

Dear Partner,

**Today, 29 JUL 2025**, a new folder and documents structure has been implemented on the TAGO Portal. You may notice that documents are no longer in their previous locations – they have been moved to another folder, not deleted.

This new setup is designed to reduce duplication and to improve efficiency.

Please refer to the new folder structure below for easy navigation. Some folders hold single or multiple subfolders, use the arrows to show the subfolders.

### New folder structure:

- Documents
  - › 01. GOM/GHM/CPH, AHM560 & DOW DOI
  - › 02. Notices, TR, Safety alerts
  - › 03. Handbooks & Guidelines
  - › 04. Logo's & Posters
  - › 05. Baggage
  - › 06. Lease-in Carrier S25 (ECP)
  - › 07. Seasonal documentation
  - › 08. TUI OneDCS Training
  - › 09. Icoupon for delay vouchers
  - 10. Seat Maps & LOPA
  - › 11. Additional documentation

It is important to look at the **applicability of the document**. Some folders might hold files for single or multiple AOCs.

| Status                   | F. ID  | Name                              | Applicable AOC | Date E...  | Expira... | X |
|--------------------------|--------|-----------------------------------|----------------|------------|-----------|---|
| <input type="checkbox"/> | Active | CPH Rev 20 - 12FEB2025            | X3             | Feb 12...  | ▼         |   |
| <input type="checkbox"/> | Active | GHM Part 1 Sub-Rev. 6.2 18JUL2025 | X3             | Jul 18 ... | ▼         |   |
| <input type="checkbox"/> | Active | NRA GOM Iss 0 Rev 5 - 07MAR25     | BLX, TOM       | Mar 0...   | ▼         |   |
| <input type="checkbox"/> | Active | WRA GOM Iss 0 Rev 5 - 07MAR25     | JAF, TFL       | Mar 0...   | ▼         |   |

The **search box** can always be used to search for a specific document, please always remember to remove your search once you've finished.

|                                      |                 |                                  |                                  |                                  |
|--------------------------------------|-----------------|----------------------------------|----------------------------------|----------------------------------|
| All <input type="button" value="▼"/> | dangerous goods | <input type="button" value="🔍"/> | <input type="button" value="⋮"/> | <input type="button" value="X"/> |
|--------------------------------------|-----------------|----------------------------------|----------------------------------|----------------------------------|

Feel free to contact us if you have any questions.

Kind regards,  
TUI Airline Ground Operations