



## CASS-SOUTH WEST PACIFIC

### GUIDELINES FOR THE COMPLETION OF CASS MANDATORY DATA CAPTURE FIELDS ON UNIVERSAL AIR WAYBILLS

#### 1. Overview

The CASS Quality Control Unit (CQC) has been charged, by the CASS Airlines, with the responsibility of ensuring that Air Waybills (AWB's) passing through the CASS are able to be correctly captured in the CASS Billing Period to which they relate. CQC activity centres around the CASS Mandatory Data Capture Fields. CQC pays special attention to the quality of the information contained in those fields as well as checks to ensure that format requirements are being observed by personnel cutting AWB's.

Where CQC intervention is necessary to correct the AWB to ensure its correct data capture, the AWB Fee applying to the AWB is reversed to the Issuing Carrier. The amount of AWB Fees reversed is under the complete control of the Agent or CASS Associate cutting the AWB.

#### 2. Mandatory Data Capture Fields on AWBs

Identified Mandatory AWB Data Capture fields are:

- |                                     |   |
|-------------------------------------|---|
| a. AWB Prefix                       | Issuing Carrier IATA three (3) Digit Numeric Code)  |
| b. Airport of Departure             | Three (3) Alpha IATA Airport Identifier Code)<br>- (CQC Error Code – 01)  |
| c. AWB Serial Number                | AWBs have been issued with a seven (7) digit serial number, and a Check Digit based on the “unweighted modulus 7” method.   |
| d. Agent Code / CASS Associate Code | Unique eleven (11) digit code identifying an IATA Cargo Agent and CASS Address Code using the “unweighted modulus 7” method.<br>- (CQC Error Code – 02 & format check)  |
| e. Currency Code                    | ISO Code of the country's Currency that the AWB has been cut eg. AUD, FJD, NZD, PGK.  |
| f. Airport of Destination           | Three (3) Alpha IATA Airport Identifier Code)   |
| g. Kilo Indicator                   | The letter K should be shown in the appropriate area of the rating rubric of an AWB.  |
| h. Gross Weight                     | Actual Gross Weight to be shown to one (1) decimal place, and because of the CASS Net Net Billing Module, Chargeable Weight is to be shown to the next half kilo to one (1) decimal place eg. .0 or .5. Remember, multi-line entries <b>must</b> be totalled.<br>- (CQC Error Code – 04 & format check) |
| i. Charges Rubric                   | Charges are to be shown as decimal currency amounts ie. To two (2) decimal places and should be totalled correctly. —<br>(CQC Error Code – 05)  |
| j. Date of Execution                | To be formatted as numeric, alpha, numeric eg. 31 DEC 01.<br>- (CQC Error Code – 06 & format check)   |
| k. CASS Collect                     | Where an amount appears in “Total other charges Due Agent” on a Collect AWB, a disbursement fee of AUD35.00 or 10% (whichever is greater) must be entered into “Total other charges Due Carrier”.   |

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3. Example 1  
CQC Error Code 01 – Airport of Departure



998   AAA   12345675
Shipper's Name and Address

Valid Codes

<u>AU</u>	<u>FJ</u>	<u>NZ</u>	<u>PG</u>
SYD	NAN	AKL	POM
MEL	SUV	WLG	
ADL		CHC	
PER			
DRW			
CNS			
TSV			
BNE			
HBA			

4. Example 2  
CQC Error Code 02 – Agent Code / CASS Associate Code

Agent's IATA Code	Account No.
24-3 1234/5675	02-3 7999/9874

The IATA Agent Numeric Code consists of eleven (11) digits should be shown in the “Agent’s IATA Code” rubric, and CASS Associates Numeric Code should be shown in the “Account No.” rubric, in the following format:

This IATA Numeric Code consists of 11 Digits:-

- (a) a two digit country designator;
- (b) a one digit Area designator, separated from (a) by a dash(-);
- (c) a four digit Agent designator, separated from (b) by a space; and
- (d) a four digit CASS location designator, separated from (c) by a slash(/).

Two (2) digit country and one (1) digit Area Designator ((a) and (b) above) for countries in the South West Pacific are:

AU	02-3
FJ	11-3
NZ	24-3
PG	22-3

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5. Example 3  
CQC Error Code 04 – Weight Fields

No. of Pieces RCP	Gross Weight	kg lb	Rate Class		Chargeable Weight	Rate / Charge	Total
			Commodity Item No.				
		K					

Actual weight to one (1) decimal place

Chargeable weight to next highest weight and multiples of .0 or .5

NB. Where “M” is quoted in Rate Class – may be left bank

6. Example 4  
CQC Error Code 05 – Charges Field


**Error Code 05**

- Amounts in wrong Box.
- Not Totalled correctly.
- Not brought down correctly.
- Fees not totalled.


Prepaid	Weight Charge	Collect
Valuation Charge		
Tax		
Total Other Charges Due Agent		
Total other Charges Due Carrier		
Total Prepaid		Total Collect
Currency Conversion Rate		cc Charges in Dest. Currency
Charges at Destination		

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7. Example 5  
CQC Error Code 06 – Date of Execution

Other Charges		
Shipper certifies that the particulars on the face hereof are correct and <b>that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.</b>		
..... Signature of Shipper or his Agent		
Correct "Date of Execution" format is DD MMM YY		
	<i>e.g 29 FEB 00</i>	
	Executed on (date)	at (place)
		Signature of Issuing Carrier or its Agent

8. Example 6  
Location of CASS Code

Copies 1, 2 and 3 of this Air Waybill are originals and have same validity.	
It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF, ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. The shipper's attention is drawn to the notice concerning carrier's limitation of liability. Shipper may increase such liability by declaring a higher value for carriage and paying a supplemental charge if required.	
Accounting Information	<p style="text-align: center;"><i>CASS Code to be quoted in format, eg. <b>A04</b></i></p> <p style="text-align: center;"><b><u>in top RH corner only.</u></b></p> 

9. Example 7  
Collect AWB Disbursement Fee

<b>Error Code 08</b>  Disbursement Fee to Carrier of \$35 or 10% (whichever is greater) not entered on Collect AWB.	Total other Charges Due Agent	\$70.00	If 
	Total other Charges Due Carrier	\$35.00 (or 10%)	

## Error Code Summary

**01 LOCATION -** The departure code must be a valid 3 ALPHA code eg. SYD / HKG

**02 AGENT CODE -** Agent code must correctly formatted e.g. 02-3 0132/2122 shown in the Agents IATA Code Box and if its an associate e.g. 02-3 7079/6165 shown in the Account number box.

### **04 WEIGHT FIELD**

**GROSS WEIGHT FIELD -** Can be up to 1 decimal places  
Can be .0 through to .9  
Must be totalled if more than one line entry  
NO alpha (eg comments unit kilo tare weight etc) to be allowed in this field

**CHARGEABLE WEIGHT -** Must be to 1 decimal place  
Must be either .0 or .5  
No alpha characters allowed in this field.

**05 TOTALS FIELD -** Errors will be incurred when:

- Over typing on numbers
- \$ Sign or Alpha characters appear in totals field e.g. AS AGREED
- If the amount is NOT shown to 2 decimals places
- If the column is added incorrectly, or figures are transposed.
- Columns are miss-aligned

**06 DATE -** Date must be shown as numeric, alpha, numeric e.g 14 August 2002 or 14 AUG 02

### **08 DISBURSEMENT FEE**

When there is a **Due Agent COLLECT** fee, there must be a **Due Carrier COLLECT** fee , The norm for Australia is \$35.00 + \$20.00 AWB = \$55.00 **OR** 10% of the Due Agent fee, which ever is the greater amount.

If there is a Due Agent Collect Fee which is greater than \$350.00 (eg. \$500.00) and the Due Carrier fee \$35.00 (on AWB) or less, the full 10% ie. \$50.00 should be shown with the AWB fee added into due carrier prepaid column.

Fiji \$35.00 + \$5.00 = \$40.00  
New Zealand \$ 37.00 + \$ 15.00 = \$52.00  
Papua New Guinea \$35.00 + \$20.00 = \$55.00