

IATA e-freight Operational Procedures

Operational Procedures Template for e-freight Implementation

<IATA Cargo>

<06/08/07>

DOCUMENT CONTROL & DISTRIBUTION

Version History

Version	Amendment Description	Date	By
0.1	Original Draft	13/06/07	Chris Wolstenholme
0.4	Draft with XR to Final To-Be	17/07/07	Chris Wolstenholme, Frederic Leger
0.5	Amended draft with PCAG changes	27/07/07	Chris Wolstenholme
0.6	Review	06/08/07	Bill Acheson, Frederic Leger, Guillaume Drucy
1.0	Signoff	06/08/07	Frederic Leger, Guillaume Drucy
1.1	Updates EAP & EAW	28/04/08	Frederic Leger
1.2	FF Transshipment, Transit, e-AWB Updates	23/07/08	Chris Wolstenholme, Frederic Leger, Shu Yin Tan
1.3	OFF-DFF communication and FF-Broker communication update	11/09/08	Frederic Leger

Distribution List

An approved copy of this document will be posted as a PDF document to the IATA StB Extranet, and will be issued in MS Word format.

Document Approval

Prior to distribution, this document will be signed off, as approved, by the following:-

Approved By:	Position	Date
Guillaume Drucy	Head of e-freight Implementation	06/08/2007
Frederic Leger	AD business process & Standards	06/08/2007

Introduction

An IATA Cargo To-Be business process has been created based on the e-freight pilots inputs, on the Cargo Interchange Message Procedures (CIMP) data exchange messages and on the Cargo 2000 master operating plan, which is intended to be the target e-freight process to be achieved by the e-freight participants at some time in the future.

From this To-Be business process, certain business rules have been defined and are documented as the IATA Cargo To-Be Business Rules. The IATA Cargo To-Be business rules are detailed specifications on key items such as the Shipment Record (e-AWB) Specifications or Origin and Destination Freight Forwarder communication.

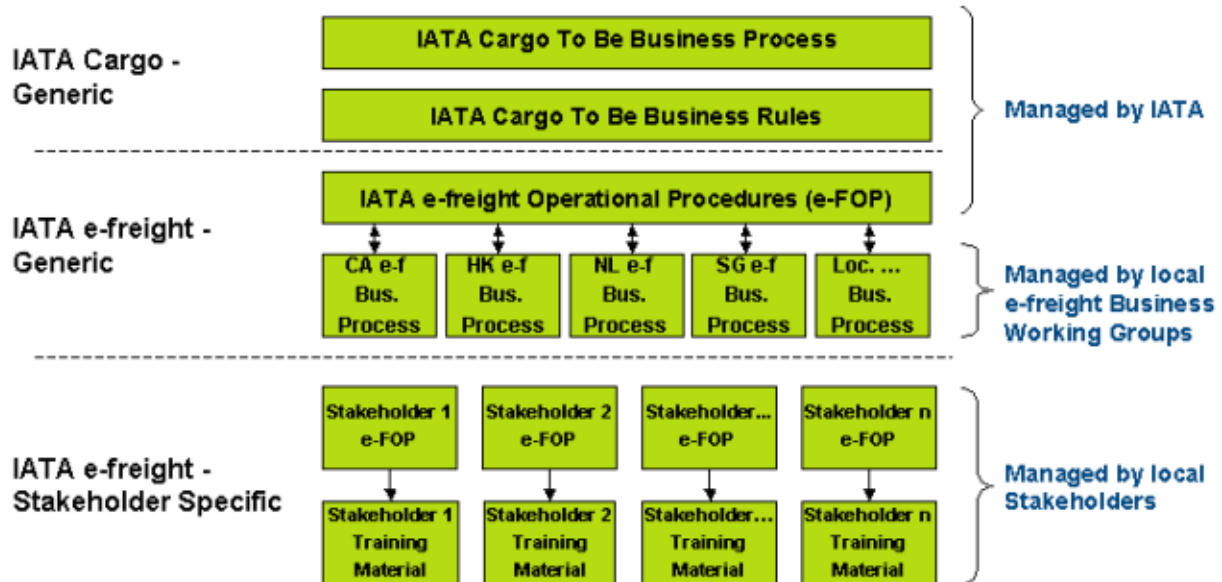
The e-freight stakeholders may not yet be able to implement the business process as defined in the IATA Cargo To-Be business process document due to various reasons including the fact that it requires some enhancements to current electronic systems and messaging capabilities. Instead interim local To-Be business processes have been designed, by the Business Working Groups in each Location that work towards the IATA Cargo To-Be business process, but allow implementation of e-freight over the e-freight live Trade Lanes before all the participants have put in place the necessary systems enhancements.

There is a need for these Interim local To-Be business processes to be documented as well as the Stakeholders e-freight Operational Procedures "e-FOP". The e-FOP includes particular business requirements of the e-freight participants in each trade lane, which can be followed by operatives in the various e-freight participating companies, to ensure the smooth implementation of e-freight over the trade lanes.

In order to facilitate the stakeholders "e-freight Operational Procedures" (local e-FOP) an IATA e-freight Operational Procedures (IATA e-FOP) have been written, which can be both related to the IATA Cargo To-Be business process and to each local To-Be business process. Stakeholders in each location can use this IATA e-freight Operational Procedures as a template to write their own local e-FOP and then write their training material.

All these materials are located under the IATA e-freight Extranet.

e-freight “Operational Documentation” Overview



Objective

The objective of this document is to create an e-freight Operational Procedures template, which takes into account the latest version of the IATA Cargo To-Be business process (version 1.6), the IATA Cargo To-Be business rules arising from that process, which can be used to develop Stakeholder Specific e-freight Operational Procedures that take into account local, and participant specific requirements.

It is intended that this template can be used as e-freight is rolled out across new Trade Lanes and new participant companies, as well as new branches and functions of those companies involved in the trade lanes, as they roll out e-freight.

Meaning of Acronyms

e-FOP: e-freight Operational Procedures

Back-to-Back: Shipment with one house waybill associated to one master air waybill

CIMP: Cargo Interchange Message Procedures

DC: Destination Carrier or its GHA

DFF: Destination Freight Forwarder

DFF GW: Destination Freight Forwarder Gateway/hub

OFF EB: Origin Freight Forwarder End Branch

EAP: e-freight Consignment with Accompanying Paper Documents

EAW: e-freight Consignment with No Accompanying Paper Documents

GHA: Ground Handling Agent

ICT System: Information and Communication Technology System

OFF: Origin Freight Forwarder

OFF BB: Origin Freight Forwarder Booking Branch

OFF GW: Origin Freight Forwarder Gateway/Hub

OC: Origin Carrier or its GHA

SPH: Special Handling Code

TC: Transshipment Carrier

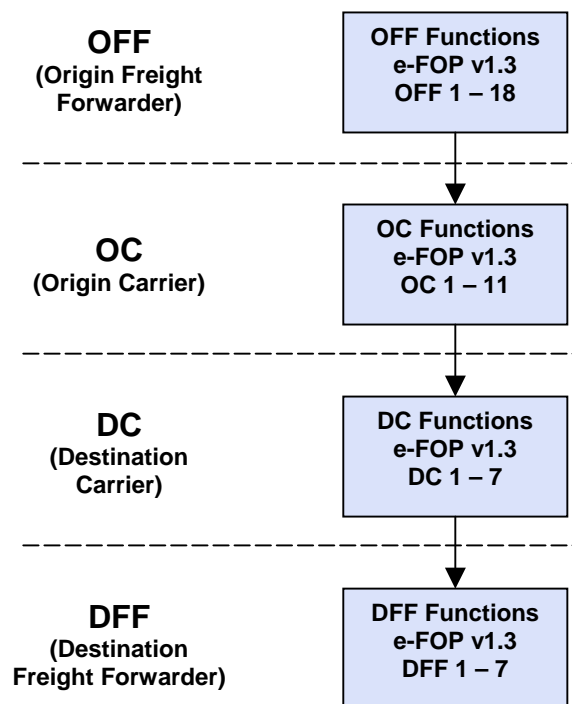
e-freight Operational Procedure Definition

This e-freight Operational Procedure template will identify the outline procedures to be followed by the various functions involved within the e-freight participants, in order that the final e-freight Stakeholders Operational Procedures (local e-FOP) can be used to create training and educational tool for those functions.

In the description of the functions “Undertaking the Function under the e-freight ” means how the tasks are performed by e-freight Stakeholders whereas “Additional Functions” means what additional tasks could be performed.

e-freight Operational Procedure Structure

The below diagram describes the structure of the e-freight Operational Procedures with the involvement of the different stakeholders.



1 Operational Procedures

Origin Freight Forwarder (OFF) Functions

OFF Function 1. “Shipper Booking” with Origin Freight Forwarder – To-Be business process 1 & 2

Definition

The goal of this task is for the OFF to receive, from the Shipper, advance information on freight that the Shipper wishes to transport in accordance with the purchase agreement reached between the Shipper and his Consignee. This task is also for the Shipper to receive from the Freight Forwarder a booking confirmation.

Such advance information enables the OFF to register the freight booking as a shipment in their IT systems, arrange for the freight to be collected or received from the Shipper, and, in accordance with the shippers booking instructions, for space to be allocated on a flight for the goods to be transported to destination.

Undertaking the Function under the e-freight

Will be as is the current practice.

Additional Functions

The optimum method of achieving “Shipper Booking” is by means of electronic messaging, by which the Shipper gives instructions to the OFF, and any documents that the Shipper requires transporting to destination, are sent electronically by the Shipper, and received by the Freight Forwarder. The booking confirmation could also be done electronically.

Electronic booking and electronic booking confirmation between Shippers and OFF have not yet being investigated.

OFF Function 2. Forwarder Routing Determination – To-Be business process 3

Definition

The goal of this task is to establish the routing, and timetable, which the freight shipment will take to reach its destination in accordance with the contract reached between the Shipper and the Freight Forwarder. As part of quality improvement, actual schedule will be matched against planned scheduled and actions may be implemented in case of discrepancies. To achieve this goal consideration needs to be given whether the freight needs to travel within a scheduled Consolidation service, as a single direct, or a back-to-back shipment.

Undertaking the Function under the e-freight

Will be as is the current practice. It is at this point that the OFF should be able to identify if a freight shipment is in the defined scope of e-freight.

If this is an e-freight shipment the OFF should be able, to register in the OFF's Booking System that it is an e-freight shipment using the EAW or EAP Special Handling Code (SPH).

Additional Functions

At this stage a status message RMI¹ should be generated to initiate route map.

¹ C2K status code that may be added the to the CIMP (to be determined)

OFF Function 3. Forwarder Space Booking – To-Be business process 4 & 5

Definition

The goal of this task is to ensure the freight shipment as booked by the Shipper with the OFF can be accepted by the air Carrier on the flight planned between the Shipper and the Freight Forwarder. Carrier will confirm the booking to the OFF.

Undertaking the Function under the e-freight

Will be as is the current practice. Where Permanent Bookings (PB) or Allotments are booked in advance by OFF this function will not be necessary at the time the Shipper is booking the freight, and the OFF will simply allocate the shipment to the relevant PB / Allotment.

Message FFR for the booking and FFA (or FSU/BKD if the booking is not done through FFR message but through other means) for the booking confirmation could be used in the To-Be Business process. At this stage EAW or EAP could be inserted in Special Handling Code of the booking message (FFR) unless it is too early for the OFF to know if it is an e-freight shipment or not.

OFF Function 4. Acknowledgement of Instructions from Origin Freight Forwarder to Shipper - To-Be business process 6

Definition

The goal of this task is to ensure that the contract between the Shipper and the OFF, and the terms under which the freight is being transported, is established on e-freight shipments where there will be no paper HAWB issued.

Undertaking the Function under the e-freight

Since the basis of contract between the Shipper and Freight Forwarder will normally have been established during the quotation “offer and acceptance” process this is an optional function at the OFF discretion, to be performed using standard current communication methods.

Additional Functions

Electronic acknowledgment of instructions between OFF and Shippers have not yet been investigated.

OFF Function 5. Collect Freight and Information from Shipper – To-Be business process 7 & 8

Definition

The goal of this task is for the Origin Freight Forwarder (OFF) to collect the freight and information from the Shipper when the Shipper has requested this service. The Shipper will not be presenting the freight and information at the OFF's premises from which the international transportation will commence according to the routing agreed with Shipper.

Undertaking the Function under the e-freight

Under e-freight the freight may not be accompanied by paper documents as Invoice, Packing list and Certificate of Origin (where legally feasible) could be sent electronically by the Shipper to the OFF.

The shipper may also send the Invoice, Packing List and Certificate of Origin (where legally feasible) electronically to the Consignee.

Additional Functions

The PUP² status would be updated using the CIMP status message FSU to notify that the OFF picked up the freight at the Shipper.

OFF Function 6. Receive Freight and Information from Shipper – To-Be business process 9 & 10

Definition

The goal of these task is to receive the freight and information at the OFF's premises from which the international transportation will commence according to the routing agreed with Shipper, either when being delivered by the Shipper or following collections from the Shipper by the OFF.

Undertaking the Function under the e-freight

The freight would not be accompanied by paper documents, as Invoice, Packing list and Certificate of Origin (where legally feasible) would be sent electronically by the Shipper to the OFF.

Additional Functions

The REW³ message status would be updated when the freight is being received at the OFF warehouse using the CIMP status message FSU.

The electronic goods receipt between the OFF and the Shippers have not yet being investigated.

OFF Function 7. Freight & Information Check – To-Be business process 11

Definition

The goal of this task is to check the shipment (including security checks) and ensure that any information received from the Shipper with the freight, to enable further onward transportation, match the actual freight received at the OFF premises, and the details input into the OFF ICT system at Shipper Booking.

Undertaking the Function under the e-freight

Will be as is the current practice with the additional task of confirming that the shipment is within the e-freight scope.

In addition paper Invoice, Packing list and Certificate of Origin (where legally feasible) would not accompany the freight.

Additional Functions

The HWB⁴ message using the CIMP status message FSU would be updated by the OFF.

² C2K status code that may be added the to the CIMP (to be determined)

³ C2K status code that may be added the to the CIMP (to be determined)

⁴ C2K status code that may be added the to the CIMP (to be determined)

OFF Function 8. Contractual agreement between OFF and Shipper – To-Be business process 12 & 13

Definition

The goal of this task is to ensure that a contract is in place to define the terms and conditions for the service being performed by the OFF to the Shipper.

Undertaking the Function under the e-freight

Will be as is the current practice which may require providing a House Air Waybill to the shipper if so required. This task may not be required if the OFF function 4 is sufficient to establish the contract.

Additional Functions

An electronic message would be the contract between the OFF and the Shipper. An acknowledgment message sent back from the Shipper to the OFF would confirm electronically the acceptance of the contract.

The electronic messages for the contract between the OFF and the Shipper and its confirmation have not yet being investigated.

OFF Function 9. Declare Freight for Export – To be Process Business 14 & 15 & 16

Definition

The goal of this task is to declare in advance to customs that the goods are due to be exported, enabling movement of the goods from the OFF's premises to the Airport of Departure. This is a specific requirement in some countries where goods are being transferred from the place of receipt from the OFF to the airport where the goods are to be loaded to the transportation device in which the freight will be flown.

Undertaking the Function under the e-freight

The WCODEC (customs declaration) and WCORES (response from the customs) messages should be used or their local versions.

The OFF might also communicate to the Carrier the WCORES to give a status to the Carrier.

OFF Function 10. Load Planning - To be business process 17

Definition

The goal of this task is to decide how the freight available for forwarding to the same destination, are to be flown, in order to optimise load factor and minimise costs

Undertaking the Function under the e-freight

This will be as is the current practice, but with the additional decision taken as to whether the shipments available are to be flown as e-freight, and if so whether they will be flown in a pure e-freight Consolidation, Mixed Consolidation, or as a single Back to Back (or one line consolidation) shipment.

If the decision is made that freight shipments will be forwarded as e-freight shipments, and so far they have not been flagged with the EAW (e-freight) or EAP (partial e-freight) indicator, it is

at this stage that the EAW or EAP indicator should be flagged in the ICT system on the freight shipment.

Conversely, if shipments previously flagged as e-freight using the EAW or EAP indicator are not now to be flown, as e-freight, the EAW or EAP indicator should be removed at this time.

OFF Function 11. HAWB/MAWB/Consol Manifest Message Creation – *To be business process 18*

Definition

The goal of this task, after decisions have been made at the Load Planning stage as to how the freight shipment(s) are to be forwarded, is to create the appropriate electronic messages for eventual transmission to the Carrier to confirm the Forwarder space booking made, and to the DFF to enable onward transportation of the freight on arrival, and to create the necessary loading list with labels for attaching to the freight, which are to be used for assembling the freight for delivery to the Carrier.

Undertaking the Function under the e-freight

This function is largely to be undertaken as is currently the practice, using the Cargo-IMP FWB and FHL message creation facilities that are in place, to create the electronic MAWB and Manifest respectively. However for e-freight, where there will be no paper versions of the final documents to enable validation that the FWB and FHL data is correct, greater care will be taken to ensure that the data input is accurate, and actual transmission of the messages will not be undertaken at this point.

If the decision has been taken at the load planning stage that the freight shipment(s) is to be flown as e-freight, either in a pure e-freight Consolidation, or as a single Back to Back (or one line consolidation) Shipment, then an EAW indicator should be shown in the Special Handling Code field of the FWB message.. If it is a mixed consolidation of e-freight and non e-freight shipments then a special handling code (EAP) should be used to indicate that a pouch is being delivered that requires to be forwarded with the goods.

If the shipment is an e-freight shipment or a partial e-freight shipment, the OFF will indicate within his ICT system the EAW or EAP indicator in the Special Handling Code field of the FWB message.

It is also recommended to have the EAW or EAP codes to be shown in the Special Handling Code field of the FHL message.

OFF Function 12. Freight Assembly, Labelling and Information Preparation – *To be business process 19 & 20*

Definition

The goal of this task is to collate the freight shipment(s) that have been selected for forwarding under a single MAWB at the load planning stage, secure the freight, place the relevant labels on them, and load them to the transportation device by which the freight will be delivered to the Carrier.

An additional goal is for any paper documents that have not been removed by the e-freight process, to be delivered to the Airline with the freight for delivery to the appropriate party at destination, with the freight.

Undertaking the Function under the e-freight

Will be as is the current practice, with the exception being that paper documents that have been removed from the process on e-freight shipments will not be presented to the Carrier to travel with the freight as follows:.

- The MAWB will not be printed, not be signed, and finally will not be presented to the Carrier as after signing at corporate level an EDI agreement the FWB (with the SPH code) and FSU(RCS) messages will be exchange between the OFF and the carrier. See IATA Cargo To-Be business rules related to the Shipment Record (e- AWB) specifications and IATA model EDI agreement.
- The House and consol manifest will not be printed, as involved customs authorities should have access to electronic data.
- For e-freight shipments there will be no Commercial Invoices or Packing Lists delivered with the freight.
- Where the freight being delivered comprises pure e-freight shipments with no paper document (e.g. residual regulatory) certificates required to travel with the freight, there will be no pouch prepared to travel with the freight.

Note: The paper copy of the MAWB will be replaced by the e-AWB only if an EDI agreement as been signed between the shipper and carrier.

As currently is the case, the appropriate paper Delivery Note bearing the Master Air Waybill number may be created to enable deliver the goods to the Airline, as will any declarations required by national authorities, that have to be supplied to the carrier to confirm the security status of the OFF and the Shippers for whom freight is being transported.

Additional Functions

Cargo loaded onto aircraft for uplift out of airports in the EU must be secure. SPX and SCO codes should be included in the Special Handling Code fields of the FWB and potentially FHL to inform the Carrier that the shipment is secure for Passenger Aircraft or Cargo aircraft only.

- SPX - meaning "cargo secure for passenger and all-cargo aircraft"
- SCO - meaning "cargo secure for all-cargo aircraft only".

Where legally feasible, no additional paper document (e.g. Security Declaration) should accompany the shipment.

OFF Function 13. Transmit MAWB/Consol Manifest Message – *To be business process 21 & 22*

Definition

The goal of this task, after the freight has been assembled and loaded to the transportation device by which it will be delivered to the Carrier, is to confirm to the carrier the actual details of the Freight that will be delivered to them against the Forwarder space booking made via OFF Function 3, for them to prepare their aircraft loading plan.

Undertaking the Function under the e-freight

Will be as is the current practice for transmitting the various messages created in OFF Function 11, after any changes to the planned load, that might have occurred upon undertaking freight assembly during OFF Function 12, have been made to the message data.

Transmission of the relevant messages should not take place until the actual freight assembly and loading for delivery to the Airline have taken place, and the loaded freight details have been confirmed in the message data.

The FWB & FHL (detailed version of the FHL may be required when e.g. Carrier is lodging the EU Entry Summary Declaration) messages will be used.

In case of a syntax error in the FWB, the error message FNA should be sent back from the Carrier to the Freight Forwarder to indicate that the shipment record have not being initiated in the Carrier system.

OFF Function 14. Electronic Document Preparation and Destination FF (DFF) Pre-alert – *To be business process 23*

Definition

The goal of this task is to alert the DFF of the impending departure of the freight in order that they can plan customs clearance and delivery upon arrival, and to electronically transmit all documentation on e-freight shipments that might be required at destination to enable the freight to be cleared by customs and delivered as required by the Consignee/Notify Party, or may be required by the Consignee/Notify Party for commercial reasons.

Undertaking the Function under the e-freight

Where such a function is currently undertaken by the OFF this will be as is the current process, with the exception that no original Commercial Invoices and Packing Lists and Certificate of Origin (where legally feasible) will have been presented to the OC to travel with the freight.

Commercial Invoices, Packing Lists and Certificate of Origin (where legally feasible) should be sent electronically to the OFF and transmitted to the DFF along with a Pre-Alert message listing the freight that has been forwarded to them.

If Paper Commercial Invoices, Packing Lists and Certificate of Origin have been received from the Shipper they will be scanned and imaged as electronic documents and transmitted to the DFF along with a Pre-Alert message listing the freight that has been forwarded to them.

OFF Function 15. Freight & Information Transferred to Carrier – *To be business process 24 & 25*

Definition

The goal of this task is to deliver the freight loaded to the transportation device to the carrier for onward transportation, together with all necessary information. The carrier will check that the freight received is secured, in sync with the information received, is properly labelled, is properly packaged... and so ready for carriage.

Undertaking the Function under the e-freight

Will be as is the current process, except that:

- The Master Air Waybill will not be presented by the OFF to the Carrier/GHA if an EDI agreement as been signed between the shipper and the carrier.
- For e-freight shipments there will be no HAWB, Commercial Invoices or Packing Lists delivered with the freight.

- Where the freight being delivered comprises pure e-freight shipments with no residual paper document (e.g. regulatory certificates) required to travel with the freight, there will be no pouch to travel with the freight.

When receiving the freight at point of acceptance, Carrier will perform the necessary checks to make sure that the freight is properly packaged, labelled, secured... and that information is in sync with the physical freight.

If the freight is ready for carriage, the Carrier will send back to the OFF the status message FSU with the standard code RCS "Ready for Carriage" that will confirm the FWB or modify the weight, total number of pieces and volume of the FWB.

Additional Functions

The status DOC⁵ should be sent using the CIMP status message FSU by the carrier to the OFF to notify that the truck arrived at departure airline.

A means by which the freight being delivered can be linked to the shipment number under which it has been booked should be established (i.e. a reference on the label).

OFF Function 16. Submit Advance Cargo Information (Safety and Security Declaration in EU) to Destination Customs – To be business process 26 & 27

Definition

The goal of this task is to submit data on freight shipments due to enter the country of destination, in accordance with regulations that might exist in that country, in order that Customs in that country can undertake Security and Safety Risk analysis on the freight.

Undertaking the Function under the e-freight

This will be undertaken as is currently the process, where a OFF might elect to submit via the OC who would then submit to Customs in the Destination country, either directly or via their office or GHA at destination, or the OFF might elect to submit to Customs in the country of destination directly or via their office, or other service provider.

Additional Functions

This is a mandatory function in those countries, which by law require data to be submitted in advance of the freight's arrival for Security and Safety reasons. Where the OFF is electing to submit such data via the carrier it is imperative that the data quality and accuracy in the FWB and FHL (detailed version) messages are 100%. In such a situation the OFF will send the FHL (detailed version) that contains the details of the shipment including the shipper/consignee information as well as the detailed good description.

WCO SAFE (depending on country requirement) & WCORES (response from the customs) or their local versions will be used in the To-Be Business process.

OFF Function 17. Receive Confirmation of Freight Manifested and Flight Departure – To-Be business process 28 & 32

Definition

⁵ C2K status code that may be added to the CIMP (to be determined)

The goal of this task is to receive confirmation of the freight manifested and flight departure from the OC, in line with OC Function 7&11 below, in order that the OFF records can be updated, and the Shipper can be advised of the goods departure and billed.

Undertaking the Function under the e-freight

This will be undertaken as is currently the process.

Additional Functions

The status MAN and DEP using the CIMP status message FSU will be sent to the OFF to notify that freight is manifested and for freight departure on a flight.

OFF Function 18. Confirm Departure to Shipper and Bill Prepaid Charges – *To be business process 32*

Definition

The goal of this task is to confirm to the shipper that the freight has departed as booked by them, and bill / invoice them with pre-paid charges that are due for the services completed.

Undertaking the Function under the e-freight

This will be undertaken as is currently the process, where the OFF is already billing the shipper with prepaid charges by other means than the paper HAWB. Where the OFF is now billing the client in the paper HAWB and this acts as an invoice, the OFF will change to a separate invoice billing, or will print a HAWB for billing only purposes.

Additional Functions

This will have to be investigated at a later point.

Origin Carrier (OC) Functions

OC Function 1. Receive and Confirm Space Booking from OFF Business - *To-Be business process 4 & 5*

Definition

The goal of this task is to receive the Space Booking made in OFF Function 3, check that the Space Booking requested can be met, and confirm to the OFF that their booking request has been accepted.

Undertaking the Function under the e-freight

This will be as is the current case, where the OC may hold the reservation subject to confirmation, before confirming the Space Booking.

Messages FFR (booking) and FFA (booking confirmation) and/or FSU/BKD (if the booking is not done through and FFR message but through other means) could be used.

At this stage the OC may be informed that it is an e-freight shipment (EAP/EAW) if the OFF has included such information in his booking request.

OC Function 2. Acknowledge Receipt of Electronic MAWB - *To-Be business process 22*

Definition

The goal of this task is for the Carrier to receive the FWB message from the OFF function 13.

Undertaking the Function under the e-freight

This will be as is the current case.

The confirmation message (FMA or alternatively the C2K Milestone Update MUP-FWB) that the carrier has received the FWB is optional and will be implemented only if the parties decide to do so.

OC Function 3. Receipt of Freight & Information from OFF – *To-Be business process 24*

Definition

The goal of this task is to acknowledge that the truck arrived at departure airline and delivered the freight, along with any remaining documents required to travel with the freight in a flight pouch, for future loading to the flight on which it has been booked.

Undertaking the Function under the e-freight

Acceptance of the freight by the carrier will be based on the following documents being presented with the freight:

- Delivery Note (bearing the Master Air Waybill number) may be used. It will not travel with the freight,
- Security Declaration (for domestic purposes at origin where relevant), which will not travel with the freight

- Where relevant a pouch containing residual regulatory certificates, certificates of origin and remaining documents on non-e-freight HAWB shipments, travelling in a Mixed Consolidation, to travel with the freight (in the case of an EAP shipment)

Note: A paper Master Air Waybill will not be delivered to the carrier if an EDI agreement is in place between the shipper and the carrier.

Additional Functions

Status DOC will be sent using the CIMP status message FSU to notify truck arrival at departure airline in the To-Be Business process.

OC Function 4. Match Information / FWB to Incoming Freight – *To-Be business process 25*

Definition

The goal of this task is to ensure that the freight received tallies with the FWB message received and to notify the OFF that the goods are ready for carriage (properly labelled, packaged, secured...).

Undertaking the Function under the e-freight

This will be based on using the FWB message received.

- The FSU/RCS message status will be used to notify the OFF that the freight is ready for carriage (information and physical shipment in sync. and freight properly packaged, labelled...).
- If there is a situation where the freight being delivered does not tally with the data received in the FWB in terms of packages and weight or an FWB message has not been received (e.g. GHA acting on behalf of the OFF), then the Carrier/GHA receiving the freight should either not accept the freight or use the FSU "RCS" message with updated information (weight, total number of pieces and volume), which indicates it has been received and is ready for shipment, as per the IATA business rules related to the Shipment Record (e-AWB) specifications.

Note regarding Carrier – GHA messaging interface as per the IATA business rules related to the Shipment Record (e-AWB) specifications:

- Carrier should be able to receive FWB/FHL messages
- Where there is a 3rd Party Ground Handling Agent in place, the GHA will have to have the means to receive the FWB from the Carrier to process the freight where it is e-freight, and has no documents, or reduced document sets, travelling with the freight.
- Similarly if the GHA is sending back the FSU(RCS) to the Freight Forwarder IATA recommends this being performed through the Carrier system.

OC Function 5. Submit Advance Cargo Information (Safety and Security Declaration in EU) to Destination Customs – *To be business process 26 & 27*

Definition

The goal of this task is to submit data on freight shipments due to enter the country of destination, in accordance with regulations that might exist in that country, in order that Customs in that country can undertake Security and Safety Risk analysis on the freight.

Undertaking the Function under the e-freight

This will be undertaken as is currently the process, where a OC might elect to submit to Customs in the Destination country, either directly or via their office or GHA at destination, or the OFF, *on behalf of the OC*, might elect to submit to Customs in the country of destination directly or via their office, or other service provider.

Additional Functions

This is a mandatory function in those countries, which by law require data to be submitted in advance of the freight's arrival for Security and Safety reasons. Where the OFF is electing to submit such data via the carrier it is imperative that the data quality and accuracy in the FWB and FHL (detailed version) messages are 100%. In such a situation the OFF will send the FHL (detailed version) that contains the details of the shipment including the shipper/consignee information as well as the detailed good description.

WCO SAFE (depending on country requirement) & WCORES (response from the customs) or their local versions will be used in the To-Be Business process.

OC Function 6. Flight Load Plan – *To-Be business process 28*

Definition

The goal of this task is to list the freight booked to be flown on the flight in question and prepare the appropriate instructions by which the Ground Handlers assemble and load the listed freight to the aircraft, and assemble any accompanying flight pouches to travel on the flight.

Undertaking the Function under the e-freight

This will be as is the current case, where based on the freight received, instructions are given to the Ground Handlers to assemble the freight, and any accompanying documents, for loading to the aircraft. Where the freight is identified as e-freight this should be identified on the instructions presented to the Ground Handlers so these can be excluded from the document assembly process

Additional Functions

Under the To-Be Business process FSU/MAN message will be used to inform the FF.

OC Function 7. Flight Loading – *To-Be business process 29*

Definition

The goal of this task is to load the booked freight to the aircraft to which it has been booked, and confirm the final load to enable an accurate manifest and FFM message to be created.

Undertaking the Function under the e-freight

This will be as is the current case, where the final manifest created is the basis of the FFM message. The EAW or EAP codes should be inserted in the SPH code of the FFM message to inform the DC.

OC Function 8. Notify Customs of Cargo Receipt for Export – *To-Be business process 30.*

Definition

The goal of this task is to notify export Customs that the cargo has been received for export, and to update the OC records.

Undertaking the Function under the e-freight

The WCOCAR message or its local version shall be used.

OC Function 9. Receive Export Cargo Release – *To-Be business process BRU 31*

Definition

The goal of this task is to receive clearance from Customs at origin that the cargo can depart on the flight as booked.

Undertaking the Function under the e-freight

WCORES message or its local version shall be used.

OC Function 10. Confirm Departure – *To-Be business process 32*

Definition

The purpose of this task is to trigger messaging to export customs and the OFF to confirm the flight departure.

Undertaking the Function under the e-freight

This will be as is the current case.

Additional Functions

Under the To-Be Business process the status message FSU/DEP will be used to inform the OFF.

OC Function 11. Carrier Pre-Alert - *To-Be business process & 34 & 35*

Definition

The goal of this task is to notify the Carriers' destination office or GHA of the goods that are en route and inform in advance the destination customs of incoming cargo (this can be performed by the DC). In addition the FF will be notified that the report has been made to customs.

Undertaking the Function under the e-freight

This will be as is the current case, using the FFM and accompanying FWB, FHL messages (FWB, FHL messages will be needed in order to provide freight details for Customs). The FWB and the FFM will hold SPH codes EAW or EAP (entered by the Carrier or GHA or Forwarders) to identify e-freight shipments, which may or may not have accompanying paperwork.

Where there is a legal requirement to submit pre-arrival freight data to destination customs to allow them to undertake security and safety risk analysis, and this has not been performed by the OFF, the OC will submit the required data to the Destination Carrier or GHA to enable them to submit the data in accordance with the legislation, either at the time of submitting the pre-alert or earlier where this is necessary in accordance with the applicable legislation.

Note: Where the OC is the same as the DC then the OC can submit directly to destination Customs.

WCOCAR or its local version will be used to inform destination customs.

Additional Functions

Under the To-Be Business process the FF will be notified through the FSU/CRC status message.

Destination Carrier (DC) Functions

DC Function 1. Pre-Advise Destination Customs of Expected Arrival – *To-Be business process 33*

Definition

The goal of this task is to give details of the incoming freight to Customs at destination, in accordance with the relevant legislation, to perform, safety and security risk analysis.

Undertaking the Function under the e-freight

As is the current case, this task will only be undertaken by the DC, where such legislation exists, and when the OC or the FF has not elected to submit the required data directly to the Customs.

When the DC does undertake this task, it will base the submission on the data received from the OC as in OC function 10 above.

WCOREP message or its local version will be used to inform customs on ETA (Estimated Time of Arrival),

DC Function 2. Confirm Aircraft Arrival at Destination – *To-Be business process 36 & 37*

Definition

The goal of this task is to inform destination Customs and DFF's electronically that the booked freight has arrived at destination on the aircraft on which it was booked.

Undertaking the Function under the e-freight

WCOREP message or its local version will be used to inform destination customs that the flight arrived. The destination customs will provide a response to the Carrier using the WCORES message or its local version.

Additional Functions

Under the To-Be process the status message FSU/ARR could be used to inform the FF. The carrier will notify the DFF with the message status FSU/CCD and or FSU/TGC (to be confirmed).

DC Function 3. Check In Freight & Information against Flight Manifest - *To-Be business process 38 & 39 & 40*

Definition

The goal of this task is for the airline or GHA to physically breakdown and check freight, against data received into their premises, and inform the FF that the freight has been accepted at the destination airport warehouse.

Undertaking the Function under the e-freight

This will be as is the current case, using Flight Manifest message FFM to check what is physically received against that manifested.

Additional Functions

Under the To-Be Business process the status message FSU/RCF could be used to inform the FF that freight is accepted at destination airport warehouse.

DC Function 4. Report Manifest to Customs and other Regulatory Agencies – *To-Be business process 41 & 42*

Definition

The goal of this task is for the airline to notify the Destination Customs of the freight actually out-turned from the aircraft and of any discrepancies between pre-arrival data previously submitted and the freight actually out-turned.

Undertaking the Function under the e-freight

WCOCAR and WCORES messages or their local versions will be used. The destination customs will provide a response to the Carrier using the WCORES message or its local version.

Additional Functions

Under the To-Be Business process the carrier could notify the DFF with the status message FSU/CCD when all HAWB of a MAWB have been released and or FSU/TGC in case of Customs control (to be confirmed).

DC Function 5. Request in Bond Removal – *To-Be business process 43 & 44*

Definition

The goal of this task is to obtain permission if required from destination customs for goods known to be moving from the DC facility to the DFF facility, for ultimate Customs Clearance and delivery, to be transferred.

Undertaking the Function under the e-freight

WCOCAR and WCORES messages or their local versions will be used,

Where it is not known by the DC on arrival of the freight, that the goods are to be transferred, this request will be submitted by the DFF, at a later stage

Future Business Rule Application

Status messages FSU/CRC and FSU/CCD could be used to notify the DFF.

DC Function 6. Report Freight Availability to Consignee / Notify Party – *To be business process BRU 45*

Definition

The goal of this task is for the airline or their GHA to notify the DFF, as Consignee or Notify Party in the FWB, of the availability of the freight, and any accompanying documents, for onward processing.

Undertaking the Function under the e-freight

This will be as current, to be undertaken, if relevant, when customs have released the freight for onward movement under bond to the DFF facility for eventual final Customs Clearance and onward delivery.

Where there are e-freight shipments with no documents, or reduced sets of documents accompanying the freight, and the current means of reporting freight availability is by any accompanying documents being placed in the FF's box / pigeon hole at the airport, other

appropriate arrangements will have to be made between the DC and the DFF. Such arrangements could include an alert prompted by the FSU/NFD message, a telephone call, e-mail message and other means of communication.

Additional Functions

Under the To-Be Business process status message FSU/NFD could be used to notify the DFF that freight is ready for pick up or delivery.

DC Function 7. Deliver Freight to the DFF Facility – *To-Be business process 46 & 47*

Definition

The goal of this task is for the airline or their GHA to deliver the freight to the DFF facility, where arrangements are in place for the DC to undertake this function, and the DFF does not undertake their own collection from the DC.

Undertaking the Function under the e-freight

This will be as is currently the practice, with the exception that when the freight is e-freight, and has no accompanying documentation or reduced documentation, this will be indicated in the delivery note produced by the DC or GHA to enable delivery of the goods to the DFF. This is to indicate to both the DC/GHA driver making the delivery of the freight, and the DFF facility staff receiving it, that they should expect either no documents or a reduced set of documents to be delivered with the freight

Additional Functions

Under the To-Be process status message FSU/DLV could be sent by DC to inform the DFF that the freight has been delivered. DFF could confirm that freight has been delivered or collected using the FMA/DLV message status.

Destination Freight Forwarder (DFF) Functions

DFF Function 1. Receive Pre-Alert and Prepare for Freight Arrival – *To-Be business process 23*

Definition

The goal of this task is for the DFF to use the pre-alert and accompanying electronic documents, forwarded to them by the OFF in performing OFF Function 14 to create or confirm import files in their ICT systems to enable the onward processing of the freight upon arrival.

Undertaking the Function under the e-freight

This will be as is currently the practice, with the exception that when the freight is e-freight, and has no accompanying documentation or reduced documentation, this will be indicated in the DFF ICT systems by means of the pre-alert data sent forward from the OFF.

Additional Functions

Under the To-Be Business process the standard message type to be used is under investigation.

DFF Function 2. Notify Final Consignee / Notify Party of Goods Arrival – *To-Be business process 49*

Definition

The goal of this task is for the DFF to contact the Consignee and/or Notify Party of the actual arrival, or impending arrival, of the freight in order to obtain instructions for the final clearance and delivery of the goods.

Undertaking the Function for the e-freight

This will be as is currently the practice, with the exception that when the freight is e-freight there will be no accompanying documentation or reduced documentation. If Commercial Invoices, Packing Lists, Certificate of Origin (where feasible) or House Waybill are required by the Consignee or their Customs Broker for onward processing of the freight these will be sent electronically to the party that requires them.

Additional Functions

Message NFD⁶ could be used in the To-Be process to inform the Consignee.

DFF Function 3. Collect Freight from DC – *To be business process - 47*

Definition

The goal of this task is for the DFF to collect the freight from the DC when it has been made available by the DC performing DC Function 7, and arrangements are in place that the DFF should collect the freight rather than the DC delivering it to them.

Undertaking the Function under the e-freight

⁶ C2K status code that may be added to the CIMP (to be determined)

This will be as is currently the practice, with the exception that when the freight is e-freight, and has no accompanying documentation or reduced documentation, the Collection Note, prepared either by the DFF or by the Carrier/GHA to enable the collection of the freight by the DFF driver, will indicate, using the SPH EAW or EAP, that the goods are e-freight and that either no documents, or a reduced document set is expected to be handed over with the freight.

Additional Functions

Under the To-Be Business process status message FSU/DLV could be sent by DC to inform the DFF that the freight has been collected.

DFF Function 4. Receive Freight in DFF Facility – *To be business process 48*

Definition

The goal of this task is for the DFF to receive the freight into its cargo facility in order to unload the freight, enable customs clearance and delivery of the freight in accordance with the Consignees instructions.

Undertaking the Function under the e-freight

This will be as is currently the practice, with the exception that when the freight is e-freight, and has no accompanying documentation or reduced documentation, this will be indicated in the document that is presented with the goods to enable the DFF to receive the goods into their cargo facility.

At this time, where required, and when the current practice, the DFF will update the Customs records to indicate that the goods have been received at their cargo facility.

Additional Functions

Under the To-Be Business process DFF could confirm that freight has been received using the status message FSU and the standard code RIH (Received in Import Hub Warehouse).

DFF Function 5. Customs release and notification – *To-Be business process BRU 50 & 51 & 52*

Definition

The goal of this task is for the DFF to declare goods to import customs and to notify parties of customs release. Paper version of the documents will be produced by the DFF from the electronic version sent forward from the OFF.

Note that this task may be performed by a Customs Broker/Agent.

Undertaking the Function under the e-freight

Message WCODEC or its local version will be used to declare goods to Customs and Customs will grant goods release using the WCORES message or its local version back to the DFF.

Electronic messages such as Commercial Invoice, Packing List and Certificate of Origin (where legally feasible) will be sent electronically to the customs or accessed on line by the customs and so will not be printed anymore.

Where required (customs requirements by exception) the DFF may have to print the electronic version of the documents received from the OFF (Commercial Invoice, Packing List, Certificate of Origin (where legally feasible) and House Waybill).

Note that when a Customs Broker/Agent is involved, the DFF may have to send him either electronically the Commercial Invoices, Packing Lists, Certificate of Origin (where feasible) or House Waybill to perform the Customs release.

Additional Functions

Under the To-Be Business process, Status CEN could be sent using CIMP status message FSU by the DFF to notify that goods declaration has been submitted to customs and status CRL using CIMP status message FSU could be sent to notify clearance release.

DFF Function 6. Goods delivery to final consignee – *To-Be business process BRU 53 to 58*

Definition

The goal of this task is for the DFF to notify the final consignee that the goods are out for delivery, to deliver the goods and confirm delivery to the shipper.

Undertaking the Function under the e-freight

This will be as is currently the practice except that when the freight is e-freight, paper version of the documents, if required, will be produced by the DFF from the electronic version.

Additional Functions

To-Be Business process will need further clarifications

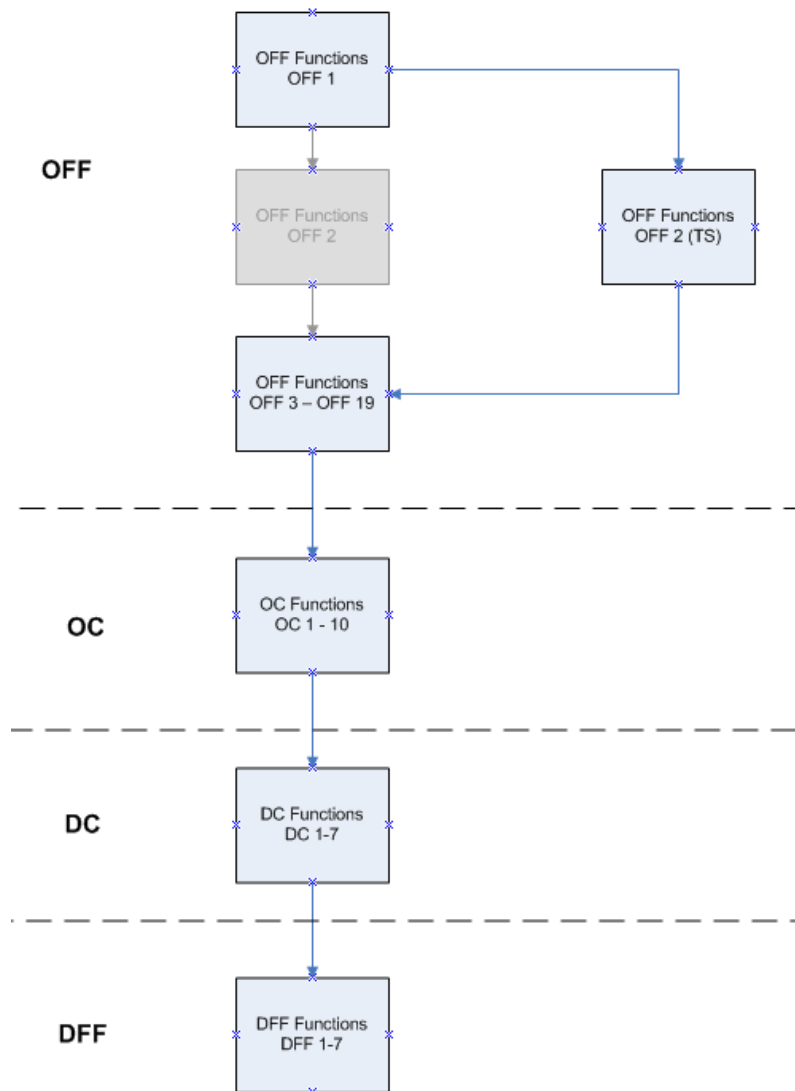
- Message OFD⁷ could be used to notify consignee that goods are out for delivery.
- Message POD could be sent by the DFF to the consignee to prove the delivery and the consignee could acknowledge the delivery to the DFF.
- Confirmation message (POD) could be sent by the DFF to the shipper to acknowledge the delivery to the consignee.

2 Operational Procedures - Transit

This section will include the operational procedures for transit scenarios. This serves as a supplement to the main e-FOP and only functions that are affected by this process will be detailed hereafter and denoted with "TS".

Structure of the e-freight operational procedures for the Transit:

⁷ C2K status code that may be added to the CIMP (to be determined)



In selecting route map for the e-freight shipments, flights that have transit points should be checked. Through a questionnaire prepared by IATA, the Customs authorities at the transit locations are queried on their transit requirements centred around the e-freight in-scope documents. With their responses, we are able to ascertain the viability of the transit locations for e-freight shipments.

To determine if the flight with transit location(s) can be used for e-freight shipment, refer to the latest list of viable e-freight transit locations is found in e-freight extranet.

StB Extranet > IATA e-freight > Locations implementing IATA e-freight > Scorecards > 2 – Other pilot scorecards

Origin Freight Forwarder (OFF) Functions

OFF (TS) Function 2. Forwarder Routing Determination – To-Be business process BRU 5

Definition

The goal of this task is to establish the routing, and timetable, which the freight shipment will take to reach its destination in accordance with the contract reached between the Shipper and the Freight Forwarder. As part of quality improvement, actual schedule will be matched against planned scheduled and actions may be implemented in case of discrepancies. To achieve this goal consideration needs to be given whether the freight needs to travel within a scheduled Consolidation service, as a single Direct, or a back-to-back shipment.

Undertaking the Function under the e-freight

Will be as is the current practice. It is at this point that the OFF should be able to identify if a freight shipment is in the defined scope of e-freight.

When the flight selected for this e-freight shipment has transit stop(s), the suitability of the flight should be determined through the list of valid transit locations found in e-freight extranet.

Additional Functions

As in main e-FOP process, refer to main e-FOP section OFF Function 2.

3 Operational Procedures - Transshipment

This section will include the operational procedures for transshipment scenarios. This serves as a supplement to the main e-FOP and only functions that are affected by this process will be detailed hereafter.

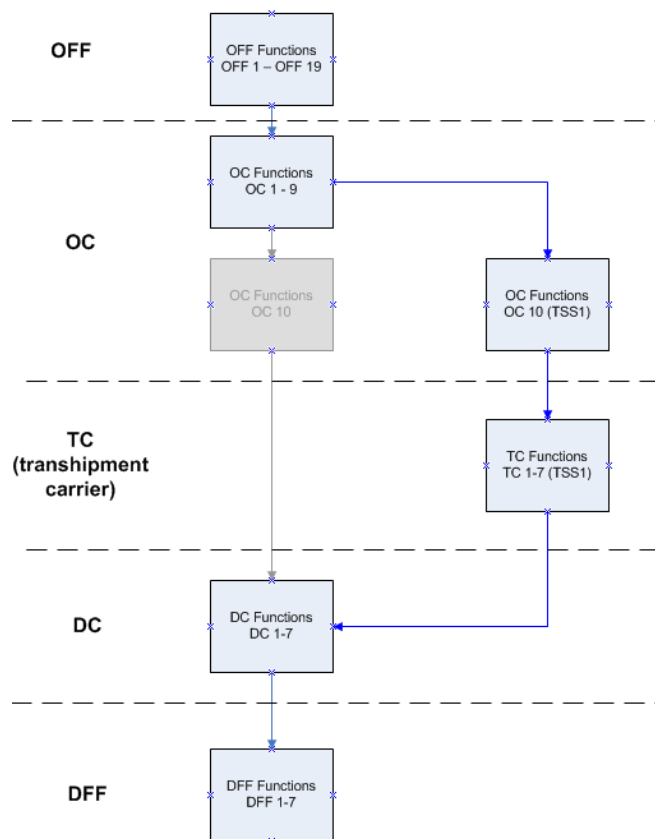
There will be 3 main types of transshipment, namely:

- 1) Type 1: Transshipment – through carrier gateway/hub (same airline) (denoted as TSS1)
- 2) Type 2: Transshipment – interline (which will be out of scope in 2008) (denoted as TSS2)
- 3) Type 3: Transshipment – through Freight Forwarder gateway/hub (denoted as TSS3)

Type 1: Transshipment – through carrier gateway/hub (same airline) (denoted as TSS1)

The following includes transshipment business rules for Type 1: “Transshipment – same airline”. This type of transshipment also takes into account the unloading of cargo from one means of transport and loading to another for onward carriage. This can be aircraft to aircraft or aircraft to truck or vice versa.

Structure of the e-freight operational procedures for the Type 1 - Transshipment same airline:



Origin Freight Forwarder (OFF) Functions

There is no change to the OFF functions.

Origin Carrier (OC) Functions

OC Function 10 (TSS1). Carrier Pre-Alert - To-Be business process BRU 35 & 36

Definition

The goal of this task is to notify the Carriers' transshipment office or GHA of the goods that are en route and inform in advance the transshipment customs of incoming cargo (this can be performed by the TC, if required).

Undertaking the Function under the e-freight

This will be as is the current case, using the FFM* and accompanying FWB, FHL messages (FWB, FHL messages will be needed in order to provide freight details for Customs). The FWB and FFM will hold SPH codes EAW or EAP (entered by the Carrier or GHA or Forwarders) to identify e-freight shipments, which may or may not have accompanying paperwork.

Where there is a legal requirement to submit pre-arrival freight data to customs at transshipment location to allow them to undertake security and safety risk analysis, and this has not been performed by the OFF, the OC will submit the required data to the transshipment Carrier or GHA to enable them to submit the data in accordance with the legislation, either at the time of submitting the pre-alert or earlier where this is necessary in accordance with the applicable legislation.

Note: Where the OC is the same as the TC then the OC can submit directly to transshipment Customs.

* In the case for mixed means of transportation, e.g. truck to aircraft, the initial flight manifest can be in the form of 'truck' manifest. The manifest will be sent to the carrier at transshipment location for preparation of onward movement of freight. To-Be

Transshipment Carrier (TC) Functions

TC Function 1 (TSS1). Pre-Advise Transshipment Location Customs of Expected Arrival

Definition

The goal of this task is to give details of the incoming freight to Customs at transshipment location, in accordance with the relevant legislation, to undertake safety and security risk analysis.

Undertaking the Function under the e-freight

As is the current case, this task will only be undertaken by the OC or TC, where such legislation exists, to submit the required data to the Customs.

When the TC does undertake this task, it will base the submission on the data received from the OC as in OC function 10 (TSS1) above.

Additional Functions

- Under the To-Be Business process the message used to inform customs will be based on national legislation.

- WCOREP message will be used to inform customs on ETA (Estimated Time of Arrival).

TC Function 2 (TSS1). Confirm Aircraft Arrival at Transhipment Location

Definition

The goal of this task is to inform Customs at transhipment location electronically that the booked freight has arrived at transhipment location on the aircraft on which it was booked. – Does Customs care if it is booked freight or a booked flight? I think they are more concerned about actual freight and actual flight

Undertaking the Function under the e-freight

This will be as is the current case.

Additional Functions

Under the To-Be process the status message FSU/ARR will be used to inform the FF and WCOREP message will be used to inform destination customs that the flight arrived. The destination customs will provide a response to the Carrier using the WCORES message and then the carrier will notify the DFF with the message status FSU/CCD and or FSU/TGC (to be confirmed).

TC Function 3 (TSS1). Check & Transfer Freight to Onward Flight against Flight Manifest

Definition

The goal of this task is for the airline or GHA to physically breakdown and retrieve freight from incoming aircraft, which are to be transferred to onward flight.

Undertaking the Function under the e-freight

This will be as is the current case, using received FWB or Flight Manifest message FFM with SPH codes EAW or EAP to check and retrieve freight that is to be transferred (consignments with onward movement information). For freight with e-freight SPH codes, paper MAWB copy will not be onboard the incoming flight. Transhipment staff will transfer physical cargo and any remaining accompanying documents (if EAP) but without need to transfer MAWB copy which is not onboard.

TC Function 4 (TSS1). Prepare Documents For Transhipment Freight

Definition

The goal of this task is for the airline or GHA to prepare the documents for the freight that is to be transferred to the new flight.

Undertaking the Function under the e-freight

Paper documents of MAWB, House/Consol Manifest and Flight Manifest will not be onboard the flight for e-freight shipment. The onward documents like new Flight Manifest for the onward flight will have to be prepared using the received FWB and FFM from OC by the Export Office and with the appropriate SPH code.

TC Function 5 (TSS1). Freight & Information Check

Definition

The goal of this task is to ensure that freight information received from the Export Office is correct, to enable further onward transportation.

Undertaking the Function under the e-freight

Will be as is the current practice.

TC Function 6 (TSS1). Flight Loading

Definition

The goal of this task is to load the booked freight to the aircraft to which it has been booked, and confirm the final load to enable an accurate manifest and FFM message to be created.

The step remains as changed as OC Function 8.

Undertaking the Function under the e-freight

This will be as is the current case, where the final manifest created is the basis of the FFM message. The EAW or EAP codes should be inserted in the SPH code of the FFM message to inform the DC.

TC Function 7 (TSS1). Confirm Departure

Definition

The purpose of this task is to trigger messaging to customs at transshipment location, if required, and the OFF to confirm the flight departure.

Undertaking the Function under the e-freight

This will be as is the current case.

Additional Functions

Under the To-Be Business process the status message FSU/DEP will be used to inform the OFF.

Destination Carrier (DC) Functions

There is no change to the DC functions.

Destination Freight Forwarder (DFF) Functions

There is no change to the DFF functions.

**Type 2: Transshipment – interline (which will be out of scope in 2008)
(denoted as TSS2)**

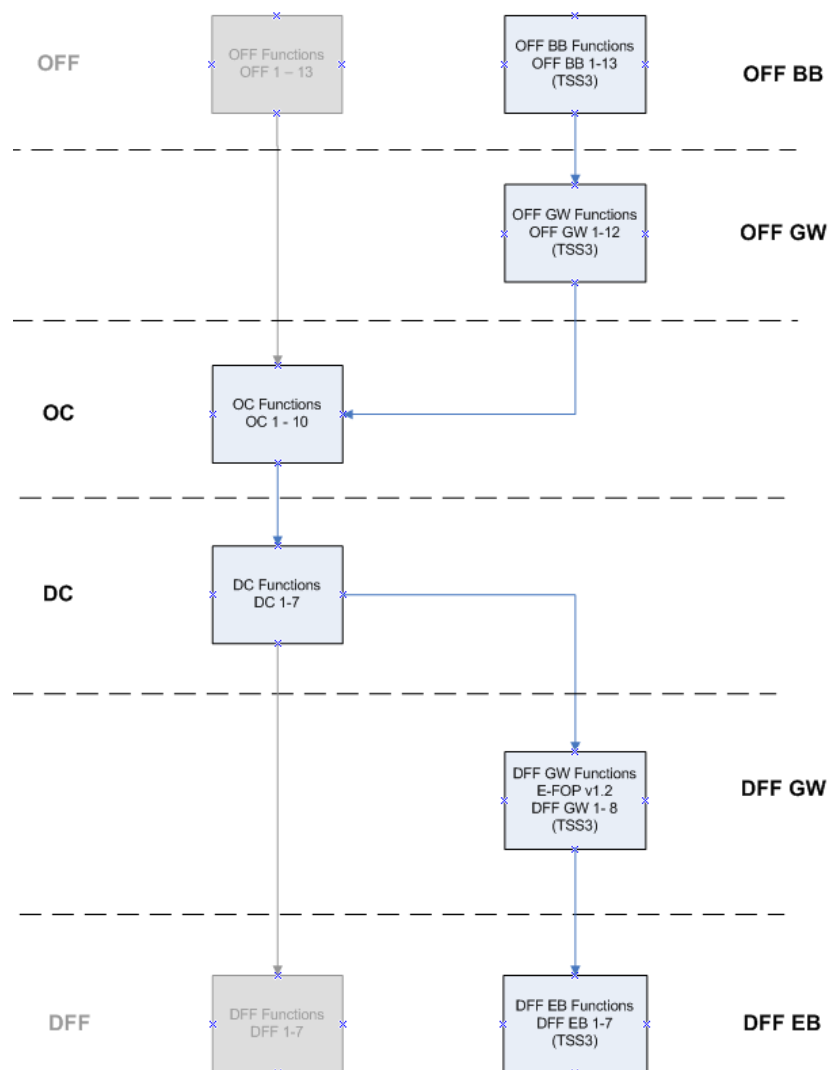
This will be covered late on as not in scope for 2008.

Type 3: Transshipment – through Freight Forwarder gateway/hub (denoted as TSS3)

The following includes transshipment business rules for Type 3: “Transshipment – through Freight Forwarder gateway/hub”. This type of transshipment takes into account the unloading of cargo from one means of transport and loading to another for onward carriage. This can be truck to aircraft or vice versa depending on whether outbound from origin or inbound at destination.

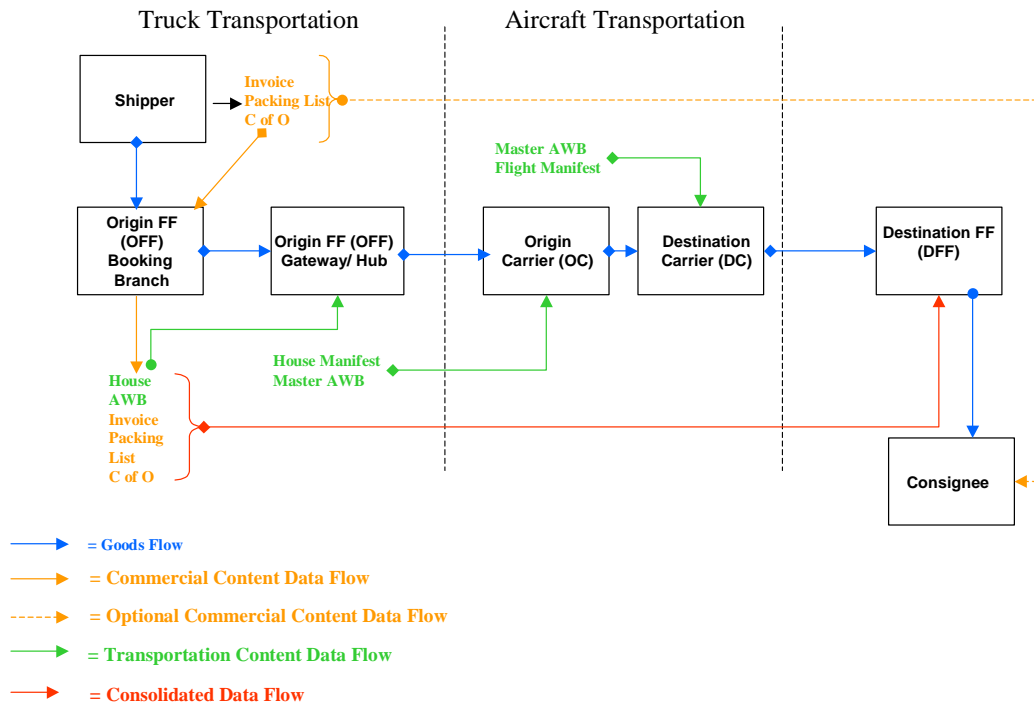
Structures of the e-freight operational procedures for the Type 3: “Transshipment – through Freight Forwarder gateway/hub” are different depending whether an outbound Gateway / Hub only, an Inbound Gateway / Hub only, or both an Outbound and Inbound Gateway / Hub are involved, as the Goods / Data Flows below identify.

Structure of the e-freight operational procedures for the Type 3 - Transshipment – through Freight Forwarder gateway/hub (at origin, at destination or at origin and destination):

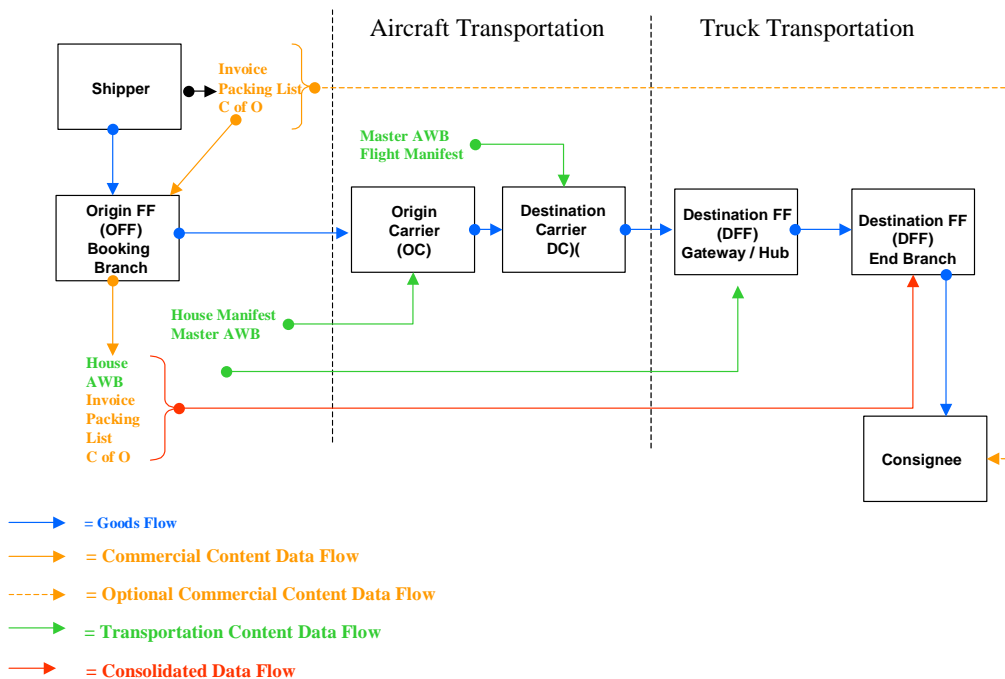


Overview of the information flow for the Transshipment Type 3 – through Freight Forwarder gateway/hub:

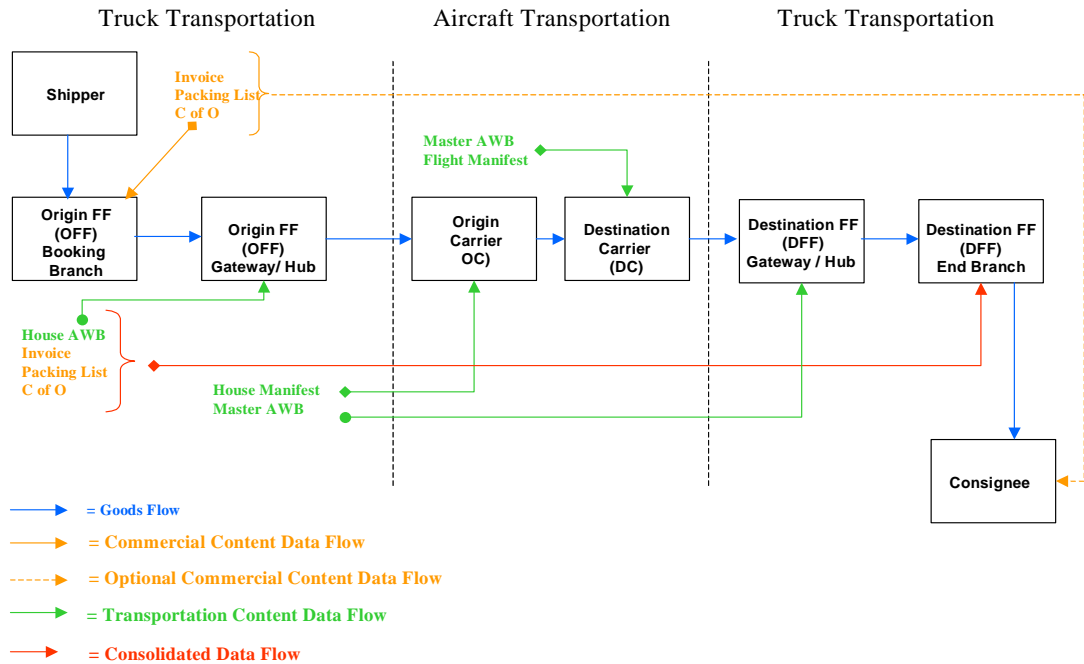
Freight Forwarder Transshipment “To Be” Process Origin Gateway / Hub Only



Freight Forwarder Transshipment “To Be” Process Destination Gateway / Hub Only



Freight Forwarder Transshipment “To Be” Process Origin Gateway / Hub and Destination Gateway / Hub



Origin Freight Forwarder Booking Branch (OFF BB) Functions

Some changes to OFF Functions in Section 1 are necessary when a Gateway / Hub operation is involved either at origin or destination. Normally these will be related to where there is an Origin OFF Gateway / Hub (OFF GW), but may be related to a DFF Gateway / Hub (DFF GW) operation. Where a DFF GW operation impacts the OFF BB function this is mentioned in the appropriate OFF BB function.

OFF BB Function 1 (TSS3) : “Shipper Booking” with Freight Forwarder – To-Be business process BRU 3 & 4

There is no change from OFF Function 1 in Section 1 (page 5)

OFF BB Function 2 (TSS3). Forwarder Routing Determination – To-Be business process BRU 5

There is no change from OFF Function 2 in Section 1 (page 5).

OFF BB Function 3 (TSS3). Forwarder Space Booking

Definition

The goal of this task is to ensure the freight shipment as booked by the Shipper with the OFF BB is booked to the appropriate scheduled Consolidation Service Departure operated by the

OFF Gateway / Hub (OFF GW), and the shipment data is available to the Origin FF Gateway / Hub for processing according to the OFF GW Functions in 2.3.2 below.

Undertaking the Function under the e-freight

Will be as is the current practice. Where OFF operating systems allow the OFF BB to electronically link the HAWB shipment file to a Consolidation Master File with an AWB allocated by the carrier to the OFF GW this should be used. Otherwise notification of the HAWB shipment file details will need to be notified to the OFF GW for inclusion in the appropriate Consolidation departure.

OFF BB Function 4 (TSS3). Acknowledgement of Instructions from FF to Shipper - To-Be business process BRU 6

There is no change from OFF Function 4 in Section 1.

OFF BB Function 5 (TSS3). Collect Freight and Information from Shipper – To-Be business process BRU 7 & 8

There is no change from OFF Function 5 in Section 1.

OFF BB Function 6 (TSS3). Receive Freight and Information from Shipper – To-Be business process BRU 9 & 10

There is no change from OFF Function 6 in Section 1.

OFF BB Function 7 (TSS3). Freight & Information Check – To-Be business process BRU 11

There is no change from OFF Function 7 in Section 1.

OFF BB Function 8 (TSS3). Contractual agreement between OFF and Shipper – To-Be business process BRU 12 & 13

There is no change from OFF Function 8 in Section 1.

OFF BB Function 9 (TSS3). Declare Freight for Export – To be Process Business BRU 14 & 15 & 16

There is no change from OFF Function 9 in Section 1 (page 8). However depending on whether the shipment is going to cross international boundaries when being transported from OFF BB and OFF GW the type of electronic declaration may be different based on local regulations.

OFF BB Function 10 (TSS3) Shipment Transfer to OFF GW

Definition

The goal of this task is to arrange the transfer of the shipment, and any documents on EAP shipments, from the OFF BB to the OFF GW in order that they are received at the OFF GW

before the cut off time at which the OFF GW Consolidation needs to be closed to meet the scheduled flight.

Undertaking the Function under e-freight

Will be as the current practice, either booking internal transportation services that are arrangements in place, or by employing sub-contract truckers, where either the shipment will be listed on a Truck Manifest or Delivery Note as the covering document by which the shipment is transferred. Such documentation is Out of Scope for e-freight.

OFF BB Function 11 (TSS3) Electronic Document Preparation and Destination FF (DFF) Pre-Alert

Definition

The goal of this task is as in OFF Function 16 in Section 1 (page12), that is to alert the DFF of the impending arrival of the freight and to electronically transmit all documentation for the e-freight shipment that might be required at destination to enable the freight to be cleared by customs and delivered as required by the Consignee.

Undertaking the Function under e-freight

Where the operational systems in place allow it, the HAWB record by the OFF BB should be made available, together with the electronic Invoice, Packing Lists and if appropriate Certificate of Origin, to the DFF for access when required. If the operational system in place does not have that capability the HAWB record, together with the electronic Invoice, Packing Lists, and if appropriate CoO, should be sent electronically to the DFF.

If a Gateway / Hub operation is being utilised at destination, and Customs Clearance is being undertaken at the DFF GW, then the OFF BB should make the HAWB record, together with the electronic Invoice, Packing Lists, and if appropriate CoO, available to the DFF GW for this purpose, and arrangements be put in place, according to the operational systems capability, for the same electronic documents to be sent to the Destination FF End Branch (DFF EB).

OFF BB Function 12 (TSS3) Receive Confirmation of Freight Departure

Definition

The goal of this task is to receive confirmation of the flight departure from the Operational carrier, via the OFF GW, in order that the electronic shipment file can be updated, and the Shipper advised of the goods departure and billed.

Undertaking the Function under e-freight

This will be undertaken as is currently the process according to operational system capability. Ideally an update of the status DEP using CIMP status message FSU, from the OC to the OFF GW would automatically update all shipments linked to the OFF GW Master File.

OFF BB Function 13 (TSS3) Confirm departure to Shipper and Bill Pre-paid Charges

There is no change from OFF function 19 in Section 1.

Origin FF Gateway / Hub (OFF GW) Functions

OFF GW Function 1 (TSS 3) Receipt of Shipment Data from OFF BB

Definition

The goal of this task is to receive data from the OFF BB to enable the shipment to be processed upon arrival at the OFF GW terminal where the goods will be consolidated with other shipments for submission to the OC according to the booking made for the Consolidated Load.

Undertaking the Function Under e-freight

This will be undertaken as is currently the process, depending on operational systems functional capability.

OFF GW Function 2 (TSS 3) Receipt of Freight from OFF BB

Definition

The goal of this task is to receive the freight, and any documents for EAP shipments, from the truck driver bringing the freight from the OFF BB, and to match the freight and documents with the shipment data made available by the OFF BB.

Undertaking the Function Under e-freight

This will be undertaken as is currently the process, except that for EAW shipments there will be no documents arriving with the freight.

OFF GW Function 3 (TSS 3) Load Planning

There is no change from OFF Function 10 in Section 1.

OFF GW Function 4 (TSS3) MAWB / Consol Manifest Creation

There is no change from OFF Function 11 in Section 1.

OFF GW Function 5 (TSS3) Freight Assembly, Labelling and Information Preparation

There is no change from OFF Function 12 in Section 1.

OFF GW Function 6 (TSS3) Transmit MAWB/ Consol Manifest Message

There is no change from OFF Function 14 in Section 1.

OFF GW Function 7 (TSS3) Freight and Information Transferred to Carrier

There is no change from OFF Function 15 in Section 1.

OFF GW Function 8 (TSS3) Electronic Document Preparation and DFF Pre-Alert

Definition

The goal of this task is to alert the DFF of the impending departure of the freight in order that they can arrange customs clearance and delivery upon arrival, and to electronically transmit any

documentation not already sent to them by the OFF BB that might be needed to further process the freight at destination.

Undertaking the Function Under e-Freight

This will be undertaken as is the current process, except that, under FF transshipment within e-freight, the HAWB record, Electronic Invoice, Packing List, and where appropriate CoO, will already have been sent to the DFF by the OFF BB. Therefore the only electronic documents that might need to be passed to the DFF with the pre-alert, depending on operational systems capability and bi-lateral agreement, are the House Manifest and MAWB records.

OFF Function 9 (TSS3) Submit Safety and security Declaration to Destination Customs

There is no change from OFF Function 17 in Section 1.

OFF GW Function 10 (TSS3) Receive Confirmation of Flight Departure

There is no change from OFF Function 18 in Section 1.

OFF GW Function 11 (TSS3) Confirm Departure to OFF BB's

Definition

The goal of this Function ask is to confirm to the OFF BB's that their shipments have departed in order that they may notify their shippers.

Undertaking the Function Under e-freight

This will be undertaken as is currently the process.

OFF GW Function 12 (TSS3) Recover Freight and Handling Costs Incurred

Definition

The goal of this task is to ensure that all freight and handling costs incurred by the OFF GW are recovered from the relevant parties for inclusion in pre-paid charges to be billed to the shipper, or collect charges to be billed to the consignee or consignees nominated party.

Undertaking the Function Under e-freight

This will be undertaken as is the current process.

Origin Carrier (OC) Functions

There are no changes to the Origin Carrier Functions.

Destination Carrier (DC) Functions

There are no changes to the Destination Carrier Functions.

Destination Freight Forwarder Gateway (DFF GW) Functions

Important Note:

The DFF GW functions below are based on the premise that FF transshipment freight will be Customs cleared for Import at the final destination and not at the point of transshipment. If FF transshipment freight is going to be cleared at the point of transshipment, either for legislative reasons or because of a participant's company infrastructure this will need to be reflected in the appropriate Location or Participant specific e-FOPs

DFF GW Function 1 (TSS3) Receive Pre-Alert and Prepare for Freight Arrival

Definition

The goal of this task is for the DFF GW to use the Pre-Alert sent from either an OFF or OFF GW to prepare for the further processing and on-forwarding of the freight upon arrival, depending on the instructions received from the OFF or OFF GW and the Consignee or Notify Party.

Undertaking the Function Under e-freight

This will be as is currently the practice, with the exception that under e-freight, there will be no need to prepare for accompanying documents to be sent forward to the Destination Freight Forwarder End Branch (DFF EB), as these will already have been forwarded electronically from the OFF or, when involved, the OFF Gateway.

DFF GW Function 2 (TSS3) Arrange Receipt of Freight from DC

Definition

The goal of this task is to ensure that when notified by the DC that the freight has arrived, arrangements are in place to remove the freight from the DC's assigned place of receipt, to the premises where the freight is to be de-consolidated for further processing through to final destination.

Undertaking the Function under e-freight

This will be as is currently the practice, with the exception that for e-freight there will be no documentation to receive with the freight to process, for on-forwarding with the freight to final destination. Undertaking the function will be in accordance with local arrangements already in place, where either the DC will deliver the freight to the DFF GW premises, or the DFF GW will collect from the DC with their own truckers.

DFF GW Function 3 (TSS3) Submit De-consolidation Instructions to Cargo Handling operatives

Definition

The purpose of this task is to use the Pre-Alert data received from the OFF or OFF GW, to instruct the DFF Cargo Handlers on how the goods should be treated by them upon receipt from the DC, in terms of where in the warehouse the goods should be held for processing and on-forwarding to final destination, based on whether the freight is destined to another final destination for final customs clearance, or if it is to be customs cleared on site and delivered to a local trader as the consignee.

Undertaking the Task under e-freight

This will be as is the current practice, usually by submission of a Manifest / Unloading List from the DFF GW operatives to the OFF GW Cargo Handlers.

DFF GW Function 4 (TSS3) Declare Freight for Transhipment to Final Destination

Definition

The goal of this task is to declare to customs any freight that is destined for on-forward transportation to a DFF EB where the Import Customs clearance is to be made.

Undertaking the Function under e-freight

This will be as is currently the practice under existing legislation, depending on whether the freight will remain within the same national boundaries during its onward transportation to the DFF EB, or whether it crosses international boundaries.

DFF GW Function 5 (TSS3) Prepare and Submit Truck Manifest Note for on-forwarding

Definition

The goal of this task is to assign the freight to a truck manifest, and submit this to the DFF GW Cargo Handlers for it to be loaded to the designated truck for transportation to final destination.

Undertaking the function in e-freight

This will be as currently is the practice, except that there will be no documentation (if it is an EAW shipment), other than the final truck manifest, and a CMR (Contract for the International Carriage of Goods by Road) note depending on the circumstances, to pass to the DFF Cargo Handlers Truck Driver to accompany the freight to the DFF EB.

DFF GW Function 6 (TSS3) Load Truck and Despatch Freight to DFF EB

Definition

The goal of this task is to ensure that the freight is loaded to the truck which will transport it to final destination, according to the Truck Manifest and then despatched with the trucker, together with the final Truck Manifest, to follow the scheduled time of arrival at the DFF EB.

Undertaking the function in e-freight

This will be as is currently the practice, except that there will be no documentation, other than the final truck manifest, and a CMR note depending on the circumstances, to hand over to the Truck Driver to accompany the freight to the DFF EB.

DFF GW Function 7 (TSS3) Notify DFF EB of shipments en route

Definition

The goal of this task is to ensure that the DFF EB is aware of the shipments that are en route to them so that they can prepare for processing of the freight upon arrival for delivery to final destination.

Undertaking the Function under e-freight

This will be undertaken as is currently the process. According to the participants ITC systems capabilities this may be achieved by an automatic alert when a status is flagged when the shipments have left the DFF GW, or by other means of communication.

DFF GW Function 8 (TSS3) Recover Cargo Handling and Truck Transportation Costs

Definition

The goal of this task is to recover costs from the appropriate party that the DFF GW may have incurred when unloading and reloading the freight, and in transporting it to the DFF EB.

Undertaking the Function under e-freight

This will be undertaken as is currently the process. According to the participants ICT systems capability this may be achieved by an “auto-costing” function, or by other accounting practice.

Destination Freight Forwarder End Branch (DFF EB) Functions

Important Note:

As with the DFF GW functions above, the DFF EB functions below are based on the premise that FF transshipment freight will be Customs cleared for Import at the final destination and not at the point of transshipment. If FF transshipment freight is going to be cleared at the point of transshipment, either for legislative reasons or because of the participants company infrastructure this will need to be reflected in the appropriate Location or Participant specific e-FOPs

DFF EB Function 1 (TSS3) Receive Pre-Alert and Prepare for Freight Arrival

Definition

The goal of this task is to use the pre-alerts and electronic documents received from the OFF (or OFF GW) and the DFF GW to prepare for the onward processing of the freight to final destination in accordance with the shipper and consignee instructions.

Undertaking the Function under e-freight

This will be as is currently the practice, except that in e-freight if it is an EAW shipment there will only be a Truck Manifest, and possibly a CMR from the DFF GW accompanying the freight, however neither of these documents is within the scope of e-freight.

DFF EB Functions 2 – 7 (TSS3)

There will be no change from DFF Functions 2-7 in Section 1.