



IATA e-freight

IATA e-freight Operational Procedures (e-FOP) v1.5

Document Status

Versions

Version	Date	IATA StB - Authors	Notes
Ver 1.0	May 7, 2009	↗ Guillaume Drucy (from original e-FOP v1.3)	↗ For internal discussion
Ver 1.2	July 10, 2009	↗	↗ Add special cargo chapter (table with reference to full document on web)
Ver 1.3	August 2009	↗	↗ Further changes by Shu Yin Tan, Chris Wolstenholme, Frédéric Léger
Ver 1.4	September 6, 2009	↗	↗ Cleaned up version by Guillaume Drucy
Ver 1.5	16 December 2009	↗	↗ Update to align with RP1670 by Zhi Yong Liao & Frederic Leger

Disclaimer

The information contained in this publication is subject to constant review in the light of changing government requirements and regulations. No reader should act on the basis of any such information without referring to applicable laws and regulations and/or without taking appropriate professional advice. Although every effort has been made to ensure accuracy, the International Air Transport Association shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof. Furthermore, the International Air Transport Association expressly disclaims all and any liability to any person, whether a purchaser of this publication or not, in respect of anything done or omitted, and the consequences of anything done or omitted, by any such person in reliance on the contents of this publication.

No part of the IATA e-freight Operational Procedures may be reproduced, recast, reformatted or transmitted in any form by any means, electronic or mechanical, including photocopying, recording or any information storage and retrieval system, without the prior written permission from:

Director Cargo Supply Chain Management
International Air Transport Association
33 Route de l'Aéroport, P.O. Box 416
1215 Geneva, 15 Aéroport,
Switzerland

Introduction

The IATA e-freight operational procedures (e-FOP) are the operational steps (or functions) that stakeholders of the air cargo supply chain must follow when shipping air cargo in compliance with the [IATA e-freight](http://www.iata.org/e-freight) business processes and standards.

This document describes these procedures in details, function by function.

These procedures are not location specific. In addition to following these generic procedures, stakeholders will also have to comply with any rule that may have been defined for the specific origin and destination locations from and to which they do e-freight. These location specific rules (for export and for import) are described in 'Specific rules and guidelines for IATA e-freight live locations', which is available on the IATA public web site at: 'www.iata.org/e-freight'.

It is important to note that stakeholders may feel that they need to adjust their e-freight procedures not only based on specific location rules, but also based on their internal procedures and systems or to comply with any local practice or agreement they may have with their partners, suppliers and customers. This is acceptable as long as it is done strictly within the limits of the fundamental principles of IATA e-freight, which are:-

- Original paper documents considered in scope of e-freight implementation should not, be exchanged or transported during the transportation of the freight shipments, between:-
 - the freight forwarder and the carrier (or the carriers GHA) at origin
 - the freight forwarder at origin and the freight forwarder at destination,
 - the carrier (or GHA) at origin and the carrier (or GHA) at destination
 - the carrier (or GHA) and the freight forwarder (or other Consignee or Notify Party nominated in the prevailing Contract of carriage) at destination
- Export Goods Declarations, Import Goods Declarations, Export Cargo Declarations, Import Cargo Declarations needed to be made to Customs Authorities are made on an electronic basis, and responses to those declarations are received electronically by the declarant from the Customs authorities.
- Any in scope documents required to be submitted by Customs authorities or any other Governmental Agency are acceptable in electronic format or as an exact image of the original produced from the electronic format.
- Instead of paper documents, electronic exchange of information (EDI, or in some cases, scanned/imaged documents) should be used, in accordance with the guidelines and business rules expressly described in this document or other relevant IATA e-freight documentation.

As a reminder, the set of 12 core documents considered in scope of local e-freight implementations include:

- invoice,
- packing list,
- export goods declaration,
- customs release export,
- house manifest,
- air waybill,
- house waybill,
- export cargo declaration,
- flight manifest,
- import cargo declaration,
- import goods declaration,
- customs release import.

In some locations, other documents may also be allowed in electronic format, for example Certificate of Origin. In future, where feasible and legally allowed, additional documents will be brought in scope of local e-freight implementation and this document will be updated accordingly.

Structure of the Document

The document describes the steps (or functions) that each of the parties in the supply chain must perform when conducting IATA e-freight shipments.

The overall process is described as a set of successive functions to be undertaken by the Origin Forwarder, Origin Carrier, Destination Carrier, or Destination Forwarder.

For each function, its corresponding step in the IATA Cargo To-Be business process, which is the overall target business process for all air cargo shipments, is also referred to. The IATA Cargo To-Be business process can be found on the IATA public web site.

In each function description, “Undertaking the Function under IATA e-freight” explains how the tasks must be performed by e-freight stakeholders whereas “Additional Functions” describes additional tasks that could be performed but are not required for IATA e-freight.

Chapter 1 describes the generic case of a shipment between an origin destination and arrival destination, with no transit or transshipment.

Chapter 2 adds special considerations for transit and Chapter 3 adds special considerations for transshipment scenarios.

Chapter 4 describes any special rules or guidelines that apply to special cargo.

Finally there is a Glossary of Terms in Appendix 1, which lists the acronyms used in this document, which may be used to fully understand Chapters 1-4.

Chapter 1	IATA e-freight Operational Procedures (e-FOP): the generic step by step process of performing IATA e-freight shipments and the business rules that stakeholders must follow
Chapter 2	Transit: the specific steps and business rules related to freight in transit when doing IATA e-freight
Chapter 3	Transshipments: the specific steps and business rules related to transshipment freight when doing IATA e-freight
Chapter 4	Special Cargo: the specific business rules related to special cargo (DG, Live animals, perishables) when doing IATA e-freight

Any comments, suggestions or proposals for enhancements are welcome and should be directed to: IATAe-freight@iata.org

Table of Contents

CHAPTER 1	THE IATA E-FREIGHT OPERATIONAL PROCEDURES (E-FOP)	6
SECTION 1.1	ORIGIN FREIGHT FORWARDER (OFF) FUNCTIONS	6
SECTION 1.2	ORIGIN CARRIER (OC) FUNCTIONS	15
SECTION 1.3	DESTINATION CARRIER (DC) FUNCTIONS	21
SECTION 1.4	DESTINATION FREIGHT FORWARDER (DFF) FUNCTIONS.....	25
CHAPTER 2	OPERATIONAL PROCEDURES - TRANSIT	29
SECTION 2.1	ORIGIN FREIGHT FORWARDER (OFF) FUNCTIONS	30
CHAPTER 3	OPERATIONAL PROCEDURES - TRANSHIPMENTS	31
SECTION 3.1	TYPE 1: TRANSHIPMENT – THROUGH CARRIER GATEWAY/HUB (SAME AIRLINE) (DENOTED AS TSS1)	31
SECTION 3.2	TYPE 2: TRANSHIPMENT – INTERLINE (DENOTED AS TSS2)	35
SECTION 3.3	TYPE 3: TRANSHIPMENT – THROUGH FREIGHT FORWARDER GATEWAY/HUB (DENOTED AS TSS3)	35
CHAPTER 4	OPERATIONAL PROCEDURES - SPECIAL CARGO	46
APPENDIX 1	GLOSSARY OF TERMS	48

CHAPTER 1 THE IATA E-FREIGHT OPERATIONAL PROCEDURES (E-FOP)

This Chapter describes the generic case of freight shipments being transported from origin to destination, with no prior, subsequent or intervening transit or transshipment of the freight shipment.

Where transit or transshipment is involved in the transportation of freight shipments, appropriate e-freight Operational Procedures are described in Chapters 2 & 3 of this document.

Section 1.1 Origin Freight Forwarder (OFF) Functions

1.1.1 OFF Function 1. “Shipper Booking” with Origin Freight Forwarder (To-Be business process functions 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 the 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, allocate their reference to the freight shipment, arrange for the freight shipment to be collected or received from the Shipper, and, in accordance with the Shipper’s booking instructions, for space to be allocated on a flight for the goods to be transported to destination.

Shippers sometimes use a written Letter of Instruction, but more typically would use e-mail or telephone as the medium to make bookings. In some other cases EDI or on line bookings through the OFF’s web portal are made electronically by the Shippers.

Undertaking the Function under IATA e-freight

The optimum method of achieving “Shipper Booking” for e-freight is by means of the Shipper submitting their instructions to the OFF electronically together with electronic data (Standard IATA XML format preferably) or PDF versions of Commercial Invoices, Packing Lists, and, where legally allowed, Certificates of Origin that the Shipper requires transporting to destination.

On receipt of such bookings the OFF will register the freight shipment in their operational systems, and allocate an appropriate reference to it.

Where a booking is made by other means than above, it is still recommended that either electronic data (Standard IATA XML format preferably) or PDF versions of Commercial Invoices, Packing Lists, and, where legally allowed, Certificates of Origin are transmitted to the OFF by the Shipper.

All documents received electronically or in PDF format from the Shipper should be cross referenced with the freight shipment registered in the OFF operational systems and archived for further access and usage when required.

Where Shippers are unable or unwilling to send documents in either electronic or PDF versions, then the OFF will create PDF versions from the paper documents supplied by the Shipper, which they will archive for further access and usage when required.

If parties decide to remove the paper Air Waybill and replace it with an electronic Air Waybill (e-AWB) then detailed information on the e-AWB can be found under www.iata.org/e-awb. Two options shall be considered:

- (a) OFF has the EDI messaging capability (not the actual Shipper) consequently there are two possibilities:
 - (i) OFF is acting as the “Shipper” for purposes of the EDI Agreement; or
 - (ii) Actual Shipper is a “Direct Shipper” with the Carrier, then OFF would act as agent for the actual Shipper to send EDI Messages and must ensure that actual Shipper has entered into a “Direct Shipper” EDI Agreement with Carrier.
- (b) MC99 or MP4 Routes - Shipper/OFF must confirm with Carrier that freight is moving on an MC99 or MP4 trade lane

Additional Function Options

A booking confirmation could also be made electronically.

An electronic standard for the Shipper’s Letter of Instruction, to which electronic versions of the Commercial Invoices and Packing Lists can be electronically “stapled” for issuance by the Shipper to the OFF, has been defined. For more information on these electronic standards and the process to staple documents electronically, please refer to separate documentation available from IATA on the IATA.org web site.

1.1.2 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 may be matched against planned scheduled and actions taken 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 IATA e-freight

Will be as is the current practice. It is at this point that the OFF will be able to identify if a freight shipment is in the defined scope of e-freight, and register in their freight shipment booking system that it is an e-freight shipment using the EAW or EAP Special Handling Codes (SPH) created for that purpose.

Additional Function Options

For OFFs who are Cargo 2000 members, a status message RMI¹ should be generated to initiate route map.

1.1.3 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 Origin Carrier (OC) on the flight planned between the Shipper and the OFF. The OFF requests space allocation on the planned flight, and the OC confirms their acceptance of the booking to the OFF, at which time an Air Waybill reference (AWB number) is allocated to the confirmed booking.

Space Bookings are typically made either electronically, using the Cargo-IMP FFR Booking Request) and FFA (Booking Acceptance) created for this purpose, which is the IATA e-freight recommended practice, or may be made by e-mail or telephone in which case the booking is recorded manually by the OC in their systems.

In some cases, particularly for scheduled consolidation services and repeat freight shipments “Permanent Bookings” (PBs) or “Allotments” are booked in advance by the OFF. In such cases this function will not be necessary at the time the Shipper is booking the freight shipment and the OFF will simply allocate the freight shipment to the relevant PB / Allotment.

Undertaking the Function under IATA e-freight

Will be as is the current practice, where message FFR for the booking request and FFA for the booking acceptance are used for electronic bookings. At this stage EAW or EAP could be inserted in Special Handling Code of the booking message (FFR) to be held by the OC against the AWB reference allocated, unless it is too early for the OFF to know if it is an e-freight shipment or not.

Additional Function Options

For Cargo 2000 members the status update of FSU/BKD may be used by the OC to confirm that the C2K milestone has been reached

1.1.4 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 shipment is being transported, is established.

Undertaking the Function under IATA 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 Function Options

Electronic acknowledgment of instructions between OFF and Shippers may be an option.

1.1.5 OFF Function 5. Receive Freight and Residual Documents from Shipper – To-Be business process 7 & 8

Definition

The goal of this task is for the Origin Freight Forwarder (OFF) to receive, into their care from the Shipper, the freight shipment and any remaining out of scope paper documents, that may still be required to be presented to the OC to travel on the aircraft,

This may either be undertaken by the OFF collecting the freight shipment and out of scope paper documents from the Shipper, and taking it to the OFF’s designated point of receipt, where the Shipper has requested such service, or by the Shipper delivering the freight shipment and out of scope documents to the OFF’s designated point of receipt.

The confirmation process that the freight and remaining out of scope documents has been delivered by the Shipper or received by the OFF remains as-is.

Undertaking the Function under IATA e-freight

It is IATA's recommendation that e-freight shipments received from Shippers by the OFF should not be accompanied by any original paper versions of in scope documents, but should be provided electronically or in PDF format by the Shipper to the OFF, which the OFF can archive electronically for further electronic transmission to the necessary parties processing of the freight shipment(s)

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

However, if the Shipper does not have the means to send the documents electronically or in PDF format, and is dependent upon original paper versions of in scope documents to conduct their business, the OFF will receive these in paper format, and scan them as PDF version for archiving and further electronic transmission, in order that the original paper versions do not have to travel with the freight any further along the supply chain.

In cases where there are residual out of scope documents to travel with the freight the shipment are designated as EAP shipments and such documents should be received from the Shipper either at the time the shipments are received, or latest at a time to allow the shipments and such residual documents to be loaded to the flight to which it has been booked.

Additional Function Options

For Cargo 2000 participants Cargo-IMP status update FSU/PUP¹ could be used to notify that the OFF picked up the freight at the Shipper. Cargo-IMP status update FSUREW² status could be used when the freight is received at the OFF warehouse.

1.1.6 OFF Function 6. Cross-Check Freight Shipment with Information Received – To-Be business process 11

Definition

The goal of this task is for the OFF to cross-check the physical freight received at their designated warehouse, against the electronic data, and any paper documents received from the Shipper, to ensure it matches those documents and the freight shipment data held by OFF in their operational systems. Checks must also include any necessary security checks.

Undertaking the Function under IATA e-freight

With the exception that a paper Invoice, Packing list and Certificate of Origin (where legally feasible) may not accompany the freight, this will be as is the current practice.

Where any discrepancies are noted between the physical freight received into the OFF warehouse, the data held by the OFF and any out of scope documents supplied by the Shipper, the OFF will make that known to the Shipper so that relevant corrections can be agreed, and the record held in the OFF operational systems can be corrected where necessary and confirmed as a full and accurate record.

Additional Functions

The HWB³ message using the Cargo-IMP status message FSU would be updated by the OFF.

¹ C2K status code that may be added to the Cargo-IMP (to be determined)

² C2K status code that may be added to the Cargo-IMP (to be determined)

³ C2K status code that may be added to the Cargo-IMP (to be determined)

1.1.7 OFF Function 7. 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 freight shipment is 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 received by the OFF, for purposes of processing the freight shipment, at a warehouse which is not within the Customs area of the airport where the goods are to be loaded to the transportation device in which the freight will be flown

Undertaking the Function under IATA e-freight

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

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

1.1.8 OFF Function 8. Load Planning - To be business process 17

Definition

The goal of this task is to decide how freight shipments booked under a single Space Booking and allocated to an Air Waybill Number, are to be transported to destination, in order to optimise load factor and minimise costs.

In the case of a single freight shipment, either Direct or Back-to Back, this will be pre-determined according to the booking made, but, in the case of Consolidations, decisions have to be made by the OFF as to how multiple freight shipments, allocated to the same Space Booking and Air Waybill number in order to optimise load factor and minimise costs. For example, is the pre-booked space adequate for the total weight and volume of all the e-freight shipments allocated to it.

Undertaking the Function under IATA 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 proper indicator (either EAW for e-freight shipment with no out of scope documents accompanying the freight shipment or EAP for e-freight shipment with residual out of scope documents to accompany the freight, it is at this stage that the EAW or EAP indicator should be flagged in the OFF IT system on the freight shipment record.

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.

Where there are differences between the Space Booking made and the actual weight and volume of the load planned, then amendments to the booking may be necessary depending on the arrangements between the OFF and OC.

1.1.9 OFF Function 9. Air Waybill and House/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, from data held in the OFF operational systems, for:

- Eventual transmission to the OC or OGHA to confirm the details of the freight shipments that are intended to be flown under the Space Booking made,
- Eventual transmission to the DFF to enable onward transportation of the freight on arrival,
- Creation of 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 IATA e-freight

This function is largely to be undertaken as is currently the practice, using the Cargo-IMP FWB and FHL message (or IATA standard XML equivalent) creation facilities that are in place, to create the electronic AWB and House Manifest respectively.

However, since for e-freight there will be no paper versions of the in scope documents in existence to enable validation that the FWB and FHL data is correct, maximum care will be taken to ensure that the data input is accurate.

For reasons of data accuracy, actual transmission of the FWB and FHL messages will not be undertaken at this point, but should only be transmitted when the freight shipments have been assembled, labelled and loaded to the transportation unit by which they will be presented to the OC or OGHA. This allows for any changes to the final load, not anticipated at the Load Planning stage, for example any last minute freight shipment additions to the final load, to be reflected in the FWB and FHL prior to transmission.

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, where no residual out of scope documents are required to travel with the freight, then an EAW indicator should be shown in the Special Handling Code field of the FWB message.

If, however, there are residual out of scope documents that are required with the freight to destination in a pouch/envelope, and EAP indicator should be shown in the Special Handling Code field of the FWB message.

For purposes of instructing the OFF warehouse staff of the freight shipments to be assembled for presenting to the OC or OGHA, a Load List may be printed at this time, together with any labels that might be required to be placed on the freight, to be passed to the OFF warehouse staff, together with any paper documents received on identified EAP shipments.

Additional Function Options

Where the capability exists it is recommended to have the EAW or EAP codes shown in the Special Handling Code field of the FHL message for each freight shipment record held in the OFF operational systems.

1.1.10 OFF Function 10. Freight Assembly, Labelling and Information Preparation – To be business process 19 & 20

Definition

The goals of this task are:

- To collate the freight shipment(s) that have been selected for forwarding under a single Space Booking and allocated AWB reference number 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.
- For any paper documents for identified EAP shipments to be made available with the freight, to be delivered to the Airline with the freight for delivery to the appropriate party at destination, with the freight.

- To ensure that any paper Cargo Security Certificate required to be submitted by the OFF, as a Regulated Agent, to the OC/OGHA is made available with the freight shipments for delivery to the OC or OGHA.

Undertaking the Function under IATA e-freight

Will be as is the current practice, with the exception being that, on e-freight shipments there will be no paper documents to be presented to the OC or OGHA except:-

- A pouch/envelope for EAP shipments containing only out of scope residual documents to travel with the freight.
- A Cargo Security Certificate where this is required by the local Aviation or Transport authorities to be submitted by the OFF to the OC/OGHA in paper format, which normally would not travel with the freight
- In case the Carrier cannot produce upon delivery a Cargo Receipt (cannot perform the ready for carriage acceptance) or a Warehouse Receipt the OFF will prepare a Delivery Note / Order bearing the AWB reference under which the freight shipments have been booked. This Delivery Note / Order may be presented by the OFF representative presenting the freight shipments to the OC/OGHA as means of identifying the freight shipments in the OC/OGHA operating system.

There will not be a paper AWB to be delivered to the OC or OGHA as the basis of the contract of carriage, as this will be undertaken in the e-AWB by the submission of the FWB from the OFF to the OC or OGHA, and the FSU/RCS response from the OC or OGHA to the OFF.

Additional Function Options

Where local regulations allow for it, the paper Cargo Security Certificate Declaration may be replaced by the required data being entered in Special Handling Code fields of the FWB and/or FHL to inform the Carrier when the freight shipments are secure.

1.1.11 OFF Function 11. Transmit AWB/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 IATA e-freight

Will be as is the current practice for transmitting the various messages created by the OFF after any changes to the planned load, that might have occurred upon undertaking freight assembly, 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 has not being initiated in the Carrier system.

1.1.12 OFF Function 12. 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 make available electronically 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 IATA 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 transmitted electronically, or made available through a commonly accessible electronic archive 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, as described in OFF Function 5, they will have been scanned and archived as electronic documents for this purpose.

1.1.13 OFF Function 13. Freight & Out of Scope Documents Delivered to Carrier – To be business process 24 & 25

Definition

The goal of this task is to deliver the freight shipment(s) loaded to the transportation device to the carrier for onward transportation, together with all necessary information, residual documents, and other documents needed to enable the OC or OGHA to receive and process the freight shipment(s), including checking that the freight received is secured, matches the freight shipment(s) data held in the OC/OGHA records, is properly labelled, properly packaged and ready for carriage.

Undertaking the Function under IATA e-freight

Will be as is the current process, except that there will be no in scope documents delivered with the freight shipment(s), only residual documents in case of EAP shipments will be presented with the freight shipment(s), to enable the OC/OGHA to receive and further process the freight, namely:-

- A pouch/envelope for EAP shipments containing only out of scope residual documents to travel with the freight.
- A Cargo Security Certificate where this is required by the local Aviation or Transport authorities to be submitted by the OFF to the OC/OGHA in paper format, which normally would not travel with the freight
- A Shipper's Delivery Note in case the Carrier cannot produce upon delivery a Cargo Receipt (cannot perform the ready for carriage acceptance) or a Warehouse Receipt.

Note 1: The Shipper Delivery Note should specify (a) the weight and number of pieces of the freight shipment; (b) the date, time and place received by the Carrier; (c) the AWB reference number (also known as the shipment identification number) covering the specific freight shipment. To the extent it is readily available, an indication of the places of departure, destination and, if applicable, agreed stopping places, should also be specified.

Note 2: For security and legal compliance purposes the person delivering the freight shipment(s) will need to carry with them the necessary personal identification documents required to establish their legal right to be transporting and delivering the freight shipment(s) to the OC/OGHA's premises.

On delivering the freight shipment(s) into the care of the OC/OGHA, the person delivering should obtain from the OC/OGHA a Cargo Receipt (if the OC/OGHA can perform the ready for carriage acceptance upon delivery). In case a Cargo Receipt cannot be produced upon delivery, a Warehouse Receipt will be produced as per CSC Recommended Practice 1670 from the OC/OGHA records as evidence that the OC/OGHA has taken the freight shipment(s) into their care.

Alternatively the OC/OGHA can counter-sign a copy of the Shipper's Delivery Note under which the freight shipments have been delivered. If a Warehouse Receipt or Shipper's Delivery note is used then the OC/OGHA, after completing the ready for carriage acceptance process, will have to make available to the Shipper a Cargo Receipt as per CSC Recommended Practice 1670.

As soon as the OC/OGHA has performed the necessary ready for carriage acceptance checks to make sure that the freight is properly packaged, labelled, secured and that information is consistent with the physical freight shipments received, the OFF will receive back from the OC/OGHA a status message FSU with the standard code RCS "Ready for Carriage" that will confirm the FWB data previously submitted by the OFF.

The FWB and FSU/RCS messages (or their standard XML equivalent) will constitute the Shipment Record and will be the basis of the Cargo Receipt.

Additional Function Options

The Status message FSU with the standard code FOH (Freight on Hand) may be used when the OC/OGHA cannot produce a Cargo Receipt upon delivery but produces a Warehouse Receipt or counter-signs a Shipper's Delivery Note.

1.1.14 OFF Function 14. 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 shipment(s).

Undertaking the Function under IATA e-freight

This will be undertaken as is currently the process, where OFF or the OC submits directly to destination Customs.

Additional Function Options

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 OC submits such data the OFF will typically send the FHL (detailed version) that contains the details of the shipment including if necessary the shipper/consignee information as well as the detailed good description for the carrier to submit the data to the destination customs through the appropriate channels.

In such a situation, it is imperative that the data quality and accuracy in the FWB and FHL (detailed version) messages are 100%.

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

1.1.15 OFF Function 15. Receive Confirmation of Freight Manifested (Optional) and Flight Departure – To-Be business process 28 & 32

Definition

The goal of this task is to receive confirmation of the freight manifested (optional) and flight departure from the OC 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 IATA e-freight

This will be undertaken as is currently the process, where FSU statuses FSU/MAN (optional) and FSU/DEP will be received by the OFF from the OC to notify that freight is manifested (optional) and has departed on a flight.

Additional Function Options

The OFF may use the FSU/MAN and FSU/DEP status updates to trigger updates in their Cargo Tracking systems to make such information available to interested parties who have been granted access to those tracking records.

1.1.16 OFF Function 16. 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 IATA e-freight

This will be undertaken as is currently the process, where the OFF is already billing the Shipper with prepaid charges

Section 1.2 Origin Carrier (OC) Functions

1.2.1 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 by the OFF, 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 IATA 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.

1.2.2 OC Function 2. Acknowledge Receipt of Electronic AWB - To-Be business process 22

Definition

The goal of this task is for the Carrier to receive the FWB (or standard XML equivalent) message from the OFF into its operational system for further processing of the freight shipment(s) which the FWB covers.

Undertaking the Function under IATA e-freight

This will be as is the current case, where in case of any failure of the FWB message to be received into the OC system an FNA message notifying the OFF of such failure will be sent.

Where the FWB message is successfully received into the OC system a confirmation message FMA may be sent to the OFF (or alternatively the C2K Milestone MUP-FWB updated) to indicate that the OC has received the FWB. This is optional and will be implemented only if the parties mutually agree to the exchange.

1.2.3 OC Function 3. Receipt of Freight & Out of Scope accompanying documents from OFF – To-Be business process 24

Definition

The goal of this task is to receive the freight shipment(s) and any accompanying out of scope documents being delivered by the OFF into the care of the OC/OGHA in order that the freight shipment(s) can be processed to be loaded on to the flight on which they have been booked, together with any accompanying residual out of scope documents that have to travel with the freight.

Undertaking the Function under IATA e-freight

For security and legal compliance purposes the person delivering the freight shipment(s) will be required to produce the necessary personal identification documents required to establish their legal right to be transporting and delivering the freight shipment(s) to the OC/OGHA's premises.

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

- A pouch/envelope for EAP shipments containing only out of scope residual documents to travel with the freight.
- A Cargo Security Certificate where this is required by the local Aviation or Transport authorities to be submitted by the OFF to the OC/OGHA in paper format, which normally would not travel with the freight.
- A Shipper's Delivery Note in case the Carrier cannot produce upon delivery a Cargo Receipt (cannot perform the ready for carriage acceptance) or a Warehouse Receipt.

Note 1: The Shipper Delivery Note should specify (a) the weight and number of pieces of the freight shipment; (b) the date, time and place received by the Carrier; (c) the AWB reference number (also known as the shipment identification number) covering the specific freight shipment. To the extent it is readily available, an indication of the places of departure, destination and, if applicable, agreed stopping places, should also be specified.

Upon receipt of the freight shipment(s) into the care of the OC/OGHA the person receiving the freight shipment(s) on behalf of the OVC/OGHA will produce a Cargo Receipt (if the OC/OGHA can perform the ready for carriage acceptance upon delivery). In case a Cargo Receipt cannot be produced upon delivery or a Warehouse Receipt will be produced as per CSC Recommended Practice 1670 from the OC/OGHA records as evidence that the OC/OGHA has taken the freight shipment(s) into their care.

Alternatively the OC/OGHA can counter-sign a copy of the Shipper's Delivery Note under which the freight shipments have been delivered. In case a Warehouse Receipt or Shipper's Delivery notes is used then the OC/OGHA, after completing the ready for carriage acceptance process, will have to make available to the Shipper a Cargo Receipt as per CSC Recommended Practice 1670.

As soon as the OC/OGHA has performed the necessary ready for carriage acceptance checks to make sure that the freight is properly packaged, labelled, secured and that information is consistent with the physical freight shipments received, the OC/OGHA will send back to the OFF a status message FSU with the standard code RCS "Ready for Carriage" that will confirm the FWB data previously submitted by the OFF.

The FWB and FSU/RCS messages will constitute the Shipment Record and will be the basis of the Cargo Receipt

Additional Function Options

Status DOC may be sent to the OFF using the Cargo-IMP status message FSU to notify truck arrival at departure airline in the To-Be Business process.

The Status message FSU with the standard code FOH (Freight on Hand) may be used when the OC/OGHA cannot produce a Cargo Receipt upon delivery but produces a Warehouse Receipt or counter-sign a Shipper's Delivery Note.

1.2.4 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 (or standard XML equivalent) message received and to notify the OFF that the goods are ready for carriage (properly labelled, packaged, secured).

Undertaking the Function under IATA e-freight

This will be based on comparing the FWB message received with the freight shipments received, and the document under which the freight shipments have been delivered, to ensure they are consistent.

- 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, etc.).

- If there is a situation where the freight being delivered does not tally with the data received in the FWB in terms of no. of pieces and weight or the FWB message has not been received by OC/OGHA, then the OC/OGHA 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.

- The Carrier will produce a Cargo Receipt and provide it to the Shipper.

Note: In the event that the OC/OGHA is unable to provide the OFF with the Cargo Receipt in paper form upon delivery of the freight shipment to the OC/OGHA due to technical, procedural or other reasons, the OC/OGHA must provide the OFF with a Warehouse Receipt acknowledging the receipt of the freight shipment as "freight on hand" for carriage by air. At a minimum, the Warehouse Receipt shall specify (a) the weight and number of pieces of the cargo shipment; (b) the date, time and place received by the Carrier; (c) reference the shipment identification number covering the specific cargo shipment. To the extent it is readily available, an indication of the places of departure, destination and, if applicable, agreed stopping places, should also be specified.

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 an OGHA is involved, on behalf of the OC, and the OGHA is using an operational system other than the OC's own operational system to process freight shipments on behalf of the OC, the GHA will have to have the means to receive the FWB from the Carrier to process the freight shipments, as there will be no in scope documents delivered with the freight that the OGHA can use to process the freight shipment(s).
- Similarly, under such circumstances the GHA when sending back the FSU/RCS to the Freight Forwarder IATA recommend that it should be sent back via the OC who in turn will pass this to the OFF.

Additional Function Options

Where agreed between the OFF and OC, the FWB and RCS exchange may take place directly between the OFF and OGHA, where it is clearly agreed that the OGHA is acting as the agent of the OC, and any liability for erroneous or inaccurate usage of the data by the OGHA is the responsibility of the OC on whose behalf the OGHA is acting.

1.2.5 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 may exist in that country in order that Customs in that country can undertake Security and Safety Risk Analysis on the freight shipment(s).

Undertaking the Function under IATA e-freight

This will be undertaken as is currently the process, only where regulations exist to provide such information, and the OC provide that service through the communication and data processing channels that exist for this purpose, .

Additional Function Notes

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 OC submits such data the OFF will typically send the FHL (detailed version) that contains the details of the shipment including if necessary the shipper/consignee information as well as the detailed good description for the carrier to submit the data to the destination customs through the appropriate channels.

In such a situation, it is imperative that the data quality and accuracy in the FWB and FHL (detailed version) messages are 100%.

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

1.2.6 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 IATA e-freight

This will be as is the current case, where based on the freight shipment bookings received, a Freight Booked List (FBL) Cargo-IMP message is created and passed to the OC's own ground handling operatives or the OGHA, to assemble the freight, and any accompanying out of scope 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 Function Options

Where the capability to create or receive the Cargo-IMP FBL message is not in place, an alternative means of listing the freight shipment(s) to be used by the ground handlers as the basis of loading the booked freight shipment(s) to the aircraft may be used. Such a document is currently not in the scope of e-freight, and would not usually travel with the freight shipment(s) on the aircraft.

1.2.7 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 IATA e-freight

This will be as is the current practice where the FBL message or other list of booked freight shipment(s) provided to the ground handlers is used to identify those freight shipment(s) to be loaded to the aircraft.

After the aircraft has been loaded in accordance with the FBL or other list provided a final flight manifest will be created in the form of a Cargo-IMP FFM message. The EAW or EAP codes will be inserted in the SPH code of the FFM message in order that parties receiving the FFM to further process the freight shipment(s) are aware of the e-freight shipments on board the aircraft.

A paper copy of the flight manifest will not be transported on the aircraft with the freight shipment(s) that have been loaded to it.

Additional Function Options

A Freight Status update FSU/MAN may be made upon creation of FFM to indicate to the OFF that the freight shipment(s) have been manifested.

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

Definition

Where the requirement under local regulations exists, the goal of this task is notify export Customs that the cargo has been received for export, and to update the OC records.

Undertaking the Function under IATA e-freight

This will be as the current practice, where the WCOCAR message or its local version shall be used by the OC or OGHA to submit the Export Cargo Report to the Export Customs.

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

Definition

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

Undertaking the Function under IATA e-freight

Will be as is currently the practice where CUSRES message or its local version is used.

1.2.10 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 IATA e-freight

This will be as is the current case, where departure of the flight might trigger the submission of a Cargo Export Report from the OC or OGHA to the Export Customs if it has not previously been submitted.

Additional Functions

Under the To-Be Business process the status message FSU/DEP will be used to inform the OFF of the departure of the flight, and the freight shipment(s) booked by them on to the flight.

1.2.11 OC Function 11. DC / DGHA 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 freight shipment(s) loaded to the flight en route, in advance of arrival in order that the flight and shipment(s) can be further processed upon arrival and where required or appropriate in advance of arrival.

Undertaking the Function under IATA e-freight

This will be as is the current case, using the FFM and accompanying FWB, FHL messages. FWB, FHL messages are needed in order to provide freight shipment details for Customs). The FWB and the FFM will hold SPH codes EAW or EAP entered by the Carrier, GHA or Forwarders to identify e-freight shipments to the relevant interested parties.

Section 1.3 Destination Carrier (DC) Functions

1.3.1 DC Function 1. Receive Pre-Alert Data into DC / DGHA systems – to-be business process³³

Definition

The purpose of this task is to ensure that the electronic pre-alert data is received (if origin and destination stations are not sharing the same operating system), depending on the operational arrangements in place at destination either:

- Into the DC system,
- Into the DC system and passed to the DGHA system where appropriate
- Into the DGHA system,

in time for the freight shipment(s) to be processed as required prior to and upon arrival.

Undertaking the Function under e-freight

This will largely be as is the current practice, where the DC/DGHA uses the FFM, FWB and where relevant FHL data sent from the OC/OGHA to create the necessary records in their operating systems to enable them to process the freight shipment(s) at destination.

Note regarding Carrier – GHA messaging interface

Where a DGHA is involved, on behalf of the OC or DC, and the DGHA is using an operational system other than the OC/DC's own operational system to process freight shipments on their behalf, the GHA will have to have the means to receive the FFM, FWB and FHL data, where relevant, from the Carrier to process the freight shipments, as there will be no in scope documents delivered with the freight that the DGHA can use to process the freight shipment(s).

1.3.2 DC Function 2. Pre-Advise Destination Customs of Expected Arrival – To-Be business process 33

Definition

The goal of this task is to report details of the incoming freight shipment(s) to Customs at destination, in accordance with legislation that might exist, to perform, safety and security risk analysis.

Undertaking the Function under IATA e-freight

As is the current case, this task will only be undertaken by the DC/DGHA, where such legislation exists, and the OFF is not submitting the required data directly to the Customs at destination through its own channels.

If such submission has been made directly by the OC/OGHA directly into destination Customs, then this task will not be necessary.

When the DC/DGHA does undertake this task, it will base the submission on the data received from the OC/OGHA.

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

Additional Function Options

Where legislation allows such submission may be made to enable destination customs to identify on which freight shipment(s) they need to receive declarations to ensure that all freight shipments loaded to an aircraft have been the subject of an appropriate customs process. In some cases, submission for such purposes may only be allowed after the aircraft has been unloaded.

1.3.3 DC Function 3. Confirm Aircraft Arrival at Destination – To-Be business process 36 & 37

Definition

The goal of this task is, upon arrival of the flight, to inform destination Customs and DFFs electronically that the booked freight has arrived at destination on the aircraft on which it was booked.

Undertaking the Function under IATA e-freight

This will be as is the current practice, where WCOREP message or its local version will be used to report to destination customs that an aircraft has landed in its territory carrying cargo for which a customs process needs to be entered into in due course. The destination customs will provide a response to the Carrier using the CUSRES message or its local version.

Depending on the customs procedures and arrangements in place, such reporting to Destination Customs and DCC may not be required until the freight shipments and out of scope residual documents are offloaded from the aircraft.

Additional Function Options

A status message FSU/ARR can be used to inform the DFF that freight shipments consigned to them have arrived on the flight to which they are loaded.

1.3.4 DC Function 4. Check In Freight & Information against Flight Manifest - To-Be business process 38 & 39 & 40

Definition

The goal of this task is for the DC/DGHA to unload the freight shipments from the aircraft when they have arrived and remove them to the appropriate airport facility for further processing.

Another goal is to recover any out of scope documents that have travelled with the freight from the aircraft and make them available to the DFF or other relevant party, so that the freight shipment(s) they refer to can be further processed.

Undertaking the Function under IATA e-freight

This will largely be as the current practice where the Flight Manifest message FFM received from origin is used to check what is physically received from the aircraft 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.

1.3.5 DC Function 5. 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, where appropriate, of any discrepancies between pre-arrival data previously submitted and the freight actually out-turned.

Undertaking the Function under IATA e-freight

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

Additional Function Options

Under the To-Be Business process, where agreement exists the DC/DGHA could notify the DFF with the status message FSU/CCD when all HAWB of an AWB have been released and or FSU/TGC in case of Customs control (to be confirmed).

1.3.6 DC Function 6. Request in Bond Removal – To-Be business process 43 & 44

Definition

The goal of this task, where the freight shipment(s) are to be removed to the DFF's bonded warehouse facility for eventual customs clearance, is to obtain permission from destination customs for goods to be transferred from the DC/DGHA facility to the DFF facility, for ultimate Customs Clearance and delivery.

This function will only be undertaken by the DC/DGHA where agreement has been reached between the DC/DGHA and the DFF that the DC/DGHA should perform this function, otherwise the function will be undertaken by the DFF using their own bond arrangements.

Undertaking the Function under IATA e-freight

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

Additional Function Options

Where agreed between the DC/DGHA and DFF, status messages FSU/CRC and FSU/CCD could be used to notify the DFF when such request has been submitted and granted.

1.3.7 DC Function 7. Report Freight Availability to Consignee / Notify Party – To be business process BRU 45

Definition

The goal of this task is for the DC/DGHA 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, after any customs process required to enable the freight to leave the DC/DGHA premises has been completed.

Undertaking the Function under IATA e-freight

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

The IATA recommended method of notification of freight, and where relevant on EAP shipments residual, out of scope document availability is by use of the freight status update FSU/NFD.

Additional Function Options

Where the DC/DGHA or DFF do not have the necessary FSU/NFD update capability, other means will need to be used to notify the DFF that the freight shipments and any residual documents are ready for pick up or delivery.

This may be in the form of an electronic release notification as agreed between the parties, such as by e-mail, or a standard method used in a specific location, but if necessary a paper document may be used, such as a document is currently out of scope of e-freight.

1.3.8 DC Function 8. Deliver Freight to the DFF – To-Be business process 46 & 47

Definition

The goal of this task is for the DC/DGHA to deliver the freight shipments to the DFF, which can occur in two ways:-

- A. Where arrangements are in place for the DC/DGHA to deliver the freight to the DFF facility this will be considered completed where the DFF takes receipt of the freight shipment(s) into their care at their designated premises.
- B. Where the DFF or their designated trucker is collecting the freight themselves from the DC/DGHA premises this will be considered completed, when the DFF or their designated trucker receives the freight shipment(s) into their care upon collection from the DC/DGHA premises.

Undertaking the Function under IATA e-freight

This will largely be as is currently the practice, as follows:-

- A) The DC/DGHA or their designated trucker will present the necessary Delivery Note/Order that enables the collection of the freight shipment(s) from their premises, and delivery to the DFF premises.

Such documentation is out of scope of e-freight, but the Delivery Note/Order should enable the ground handlers at the DC/DGHA premises to identify the freight shipment(s) being applied for, and the Delivery Note / Order should enable the DFF to identify the freight shipment(s) being delivered to them.

Such documents should also identify whether the freight shipment(s) are EAW or EAP e-freight shipments, in order that the persons handing over and receiving the freight shipments are aware that there are either no documents (EAW) or a reduced pouch of documents (EAP) to accompany the freight.

Upon delivery to the DFF the person delivering the freight shipment(s) should obtain a signature from the DFF representative receiving the freight shipment(s) on the Delivery Note/Order as evidence of them being taken into the care of the DFF.

- B) The DFF or their designated trucker will present the necessary Collection Note/Order that enables the collection of the freight shipment(s) from the DC/DGHA premises, which should also identify whether the freight shipment(s) are EAW or EAP e-freight shipments, in order that the persons handing over and receiving the freight shipments are aware that there are either no documents (EAW) or a reduced pouch of documents (EAP) to accompany the freight.

Upon collection from the DC/DGHA premises the person applying for the freight shipment(s) should confirm receipt of the freight shipments, by signing a copy of the Collection Note/Order and making this available to the DC/DGHA representative releasing the freight shipments to them. Alternatively they should sign in the appropriate record in the DC/DGHA warehouse system to acknowledge receipt of the freight shipments into their care.

In both instances, for security purposes, the person applying for the freight shipment(s) should carry personal identification that they are licensed, and where necessary have the security clearance to collect the goods from the DC/DGHA premises.

Additional Function Options

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

Section 1.4 Destination Freight Forwarder (DFF) Functions

1.4.1 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 to create or confirm import files in their IT systems to enable the onward processing of the freight upon arrival.

Undertaking the Function under IATA 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 IT systems by means of the pre-alert data sent forward from the OFF.

1.4.2 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 any in scope documents 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 Function Options

Where the capability exists the FSU/NFD⁴ status update could be used to automatically update the FF Cargo Tracking system to indicate that the freight shipment(s) have arrived at the airport of destination.

1.4.3 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/DGHA 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/DGHA delivering it to them.

⁴ C2K status code that may be added to the Cargo-IMP (to be determined)
www.iata.org/e-freight

Undertaking the Function under IATA e-freight

C) The DFF or their designated trucker will present the necessary Collection Note/Order that enables the collection of the freight shipment(s) from the DC/DGHA premises, which should also identify whether the freight shipment(s) are EAW or EAP e-freight shipments, in order that the persons handing over and receiving the freight shipments are aware that there are either no documents (EAW) or a reduced pouch of documents (EAP) to accompany the freight.

Upon collection from the DC/DGHA premises the person applying for the freight shipment(s) should confirm receipt of the freight shipments, by signing a copy of the Collection Note/Order and making this available to the DC/DGHA representative releasing the freight shipments to them. Alternatively they should sign in the appropriate record in the DG/DGHA warehouse system to acknowledge receipt of the freight shipments into their care.

For security purposes, the person applying for the freight shipment(s) should carry personal identification that they are licensed, and where necessary have the security clearance to collect the goods from the DC/DGHA premises.

Additional Function Options

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.

1.4.4 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 IATA 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 Function Options

Where required the necessary out-turn report can be provided to destination customs to confirm that all the freight shipments under a single Carrier Airwaybill reference have been received at the DFF premises, for each of which the relevant customs process needs to be entered into.

Under such circumstances WCOCAR and CUSRES messages or their local versions can be used. The destination customs may provide a response to the DFF using the CUSRES message or its local version.

DFF could confirm that freight has been received using the status update FSU/RIH (Received in Import Hub Warehouse), which could be used to update their cargo tracking record.

1.4.5 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. A paper version of the documents may be produced by the DFF if required 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 IATA e-freight

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

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

Where required by the customs authorities, 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) for submission to Destination Customs in PDF or other electronic format such as FAX.

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

Additional Function Options

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

1.4.6 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 deliver the freight shipment(s) to the designated consignee, and to record in the FF cargo tracking systems that delivery has been affected, so that information is available to interested parties who have access to the FF tracking systems.

Undertaking the Function under IATA e-freight

This will be as is currently the practice where the DFF's current delivery methodology is used, by which a Proof of Delivery (POD) is obtained from the consignee, and is entered into the DFF records.

Optimally such methodology would use electronic methods of creating the delivery record and obtaining a POD from the consignee, such as the driver using hand held devices to hold the freight shipment record and obtain an electronic POD.

However where paper documents are the method used for enabling delivery and receiving the POD this is allowable in e-freight as such documents are currently out of scope.

Additional Function Options

- Status OFD⁵ could be used to notify consignee that goods are out for delivery.
- Status 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 status (POD) could be sent by the DFF to the Shipper to acknowledge the delivery to the consignee.

⁵ C2K status code that may be added to the Cargo-IMP (to be determined)
www.iata.org/e-freight

CHAPTER 2 OPERATIONAL PROCEDURES - TRANSIT

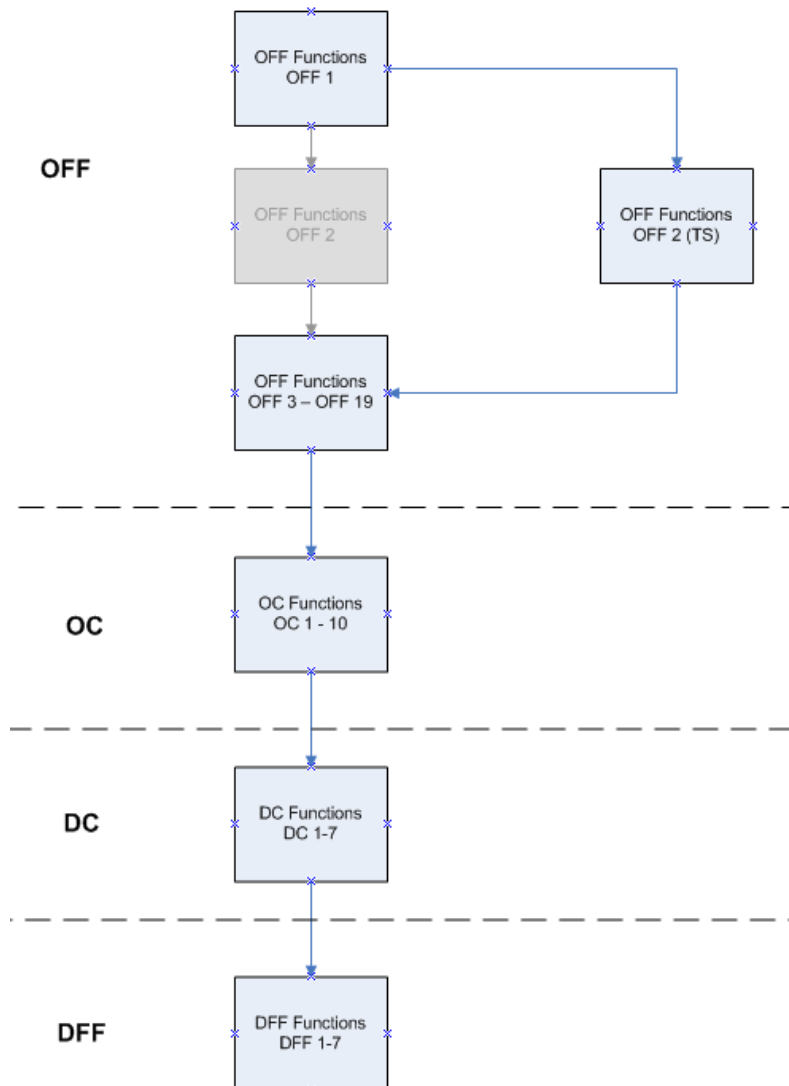
This section covers the operational procedures for transit scenarios. This serves as a supplement to the main e-FOP and only functions that are affected by this process will be detailed hereafter and denoted with "TS".

In IATA e-freight, transit is defined as an en route stopping place where the freight remains on board (FROB). Other scenarios where the freight is unloaded and then reloaded from one aircraft to another, or an aircraft to a truck (or vice versa), are considered transshipments and are addressed in the following Chapter.

To determine if a flight with a transit airport can be used for e-freight, refer to the latest list of valid e-freight transit airports on the IATA e-freight web www.iata.org/whatwedo/cargo/efreight/.

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

In transit scenario, one function is changed: OFF 2 as illustrated below. Other functions are as in the core scenario described in Chapter 1.



Section 2.1 Origin Freight Forwarder (OFF) Functions

2.1.1 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 schedule 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 IATA e-freight

This 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 at the e-freight website as well as detailed information on transit under e-freight:

www.iata.org/whatwedo/cargo/efreight/.

Additional Functions

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

CHAPTER 3 OPERATIONAL PROCEDURES - TRANSHIPMENTS

This section covers the operational procedures for transshipment scenarios. This serves as a supplement to the main e-FOP and only functions that are changed are detailed hereafter.

There are 3 main types of transshipment, namely:

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

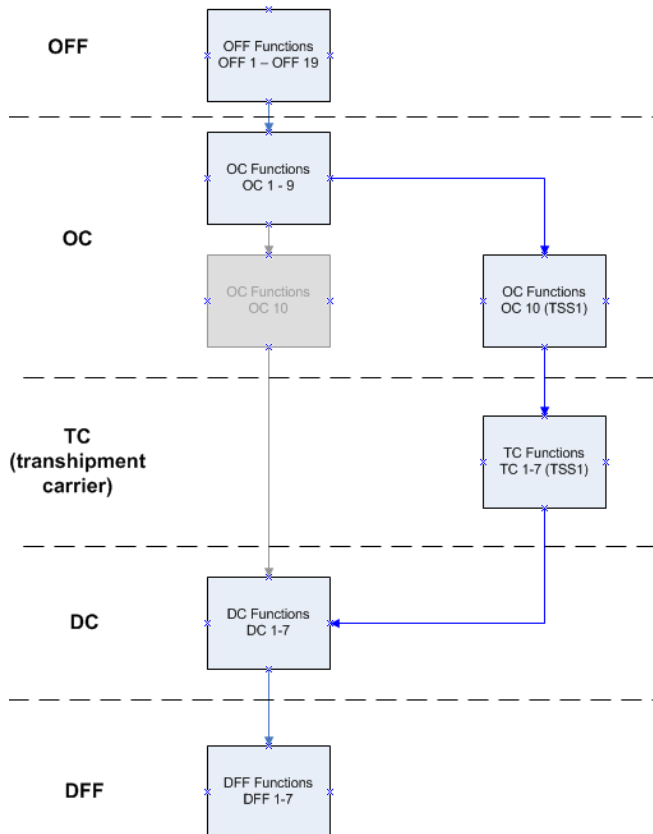
Type 2: Transshipment – interline (which will be out of scope in 2009) (denoted as TSS2)

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

Section 3.1 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:



3.1.1 Origin Freight Forwarder (OFF) Functions

There is no change to the OFF functions.

3.1.2 Origin Carrier (OC) Functions

3.1.2.1 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 IATA 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, 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

3.1.3 Transshipment Carrier (TC) Functions

3.1.3.1 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 IATA 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).

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

Definition

The goal of this task is to inform Customs at transshipment location electronically that the freight has arrived at transshipment location.

Undertaking the Function under IATA e-freight

This will be as is the current practice, where WCOREP message or its local version will be used by the TC to report to destination customs that an aircraft has landed in its territory carrying cargo to be transhipped. The destination customs may provide a response to the Carrier using the CUSRES message or its local version.

Additional Functions

Under the To-Be process the status message FSU/ARR will be used to inform the FF. When Customs release the cargo for transshipment the carrier will notify the DFF with the message status FSU/CCD and or FSU/TGC.

3.1.3.3 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 the incoming aircraft, which is to be transferred to onward flight.

Undertaking the Function under IATA 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 AWB copy will not be onboard the incoming flight. Transshipment staff will transfer physical cargo and any remaining accompanying documents (if EAP) but without the need to transfer AWB copy which is not onboard.

3.1.3.4 TC Function 4 (TSS1). Prepare Documents For Transshipment 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 IATA e-freight

Paper documents of AWB, House/Consol Manifest and Flight Manifest will not be onboard the flight for an 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.

Additional Functions

An electronic Transfer Manifest as described in Recommend Practice 1605 may be used if necessary.

3.1.3.5 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 IATA e-freight

This will be as is current practices.

3.1.3.6 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 7

Undertaking the Function under IATA 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.

3.1.3.7 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 IATA 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.

3.1.4 Destination Carrier (DC) Functions

There is no change to the DC functions.

3.1.5 Destination Freight Forwarder (DFF) Functions

There is no change to the DFF functions.

Section 3.2 Type 2: Transhipment – interline (denoted as TSS2)

This has been investigated but no proof of concept has been completed yet and so it is planned to be covered in a later version of the IATA e-freight Handbook.

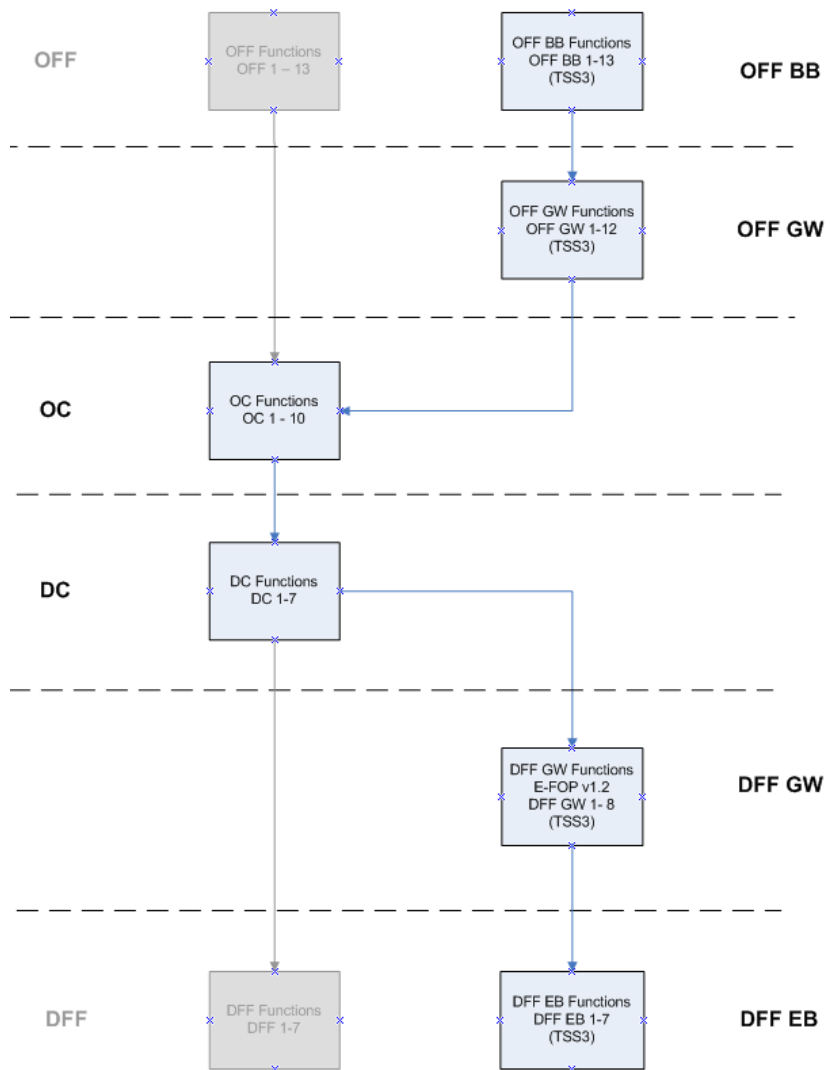
“Interlining under IATA e-freight” functional specifications are available at <http://www.iata.org/whatwedo/cargo/efreight/materials.htm>.

Section 3.3 Type 3: Transhipment – through Freight Forwarder gateway/hub (denoted as TSS3)

The following includes transhipment business rules for Type 3: “Transhipment – through Freight Forwarder gateway/hub”. This type of transhipment 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.

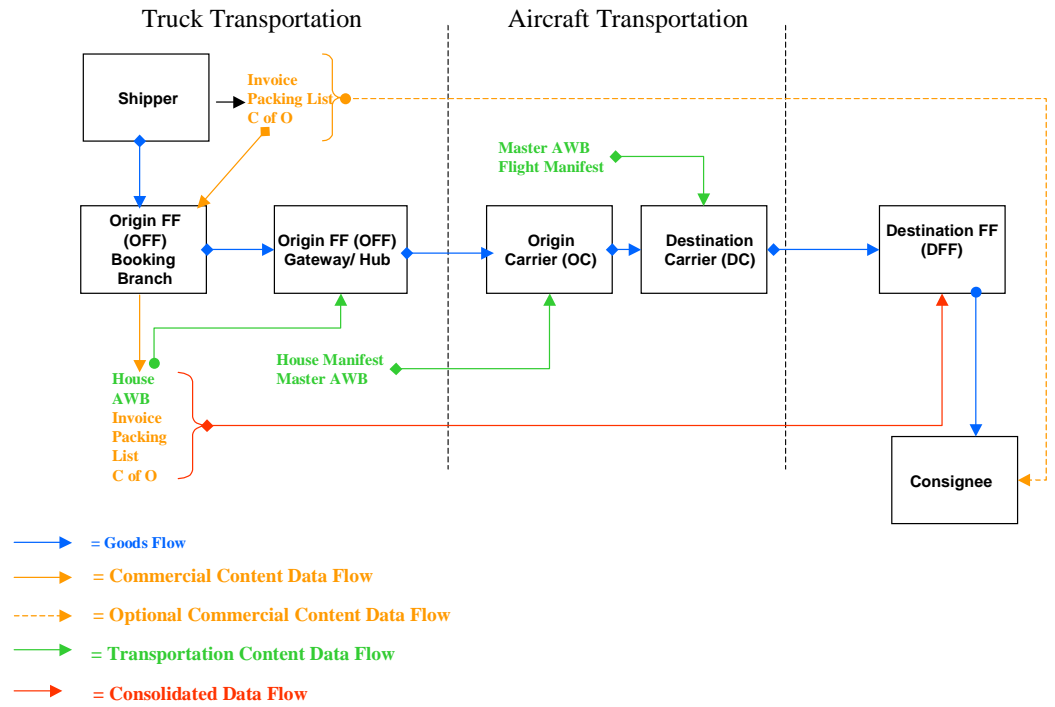
Structures of the e-freight Operational Procedures for the Type 3: “Transhipment – through Freight Forwarder gateway/hub” are different depending whether an outbound Gateway / Hub only, an Inbound Gateway / Hub only, or both an Outbound and Inbound Gateway / Hub are involved, as the Goods / Data Flows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

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

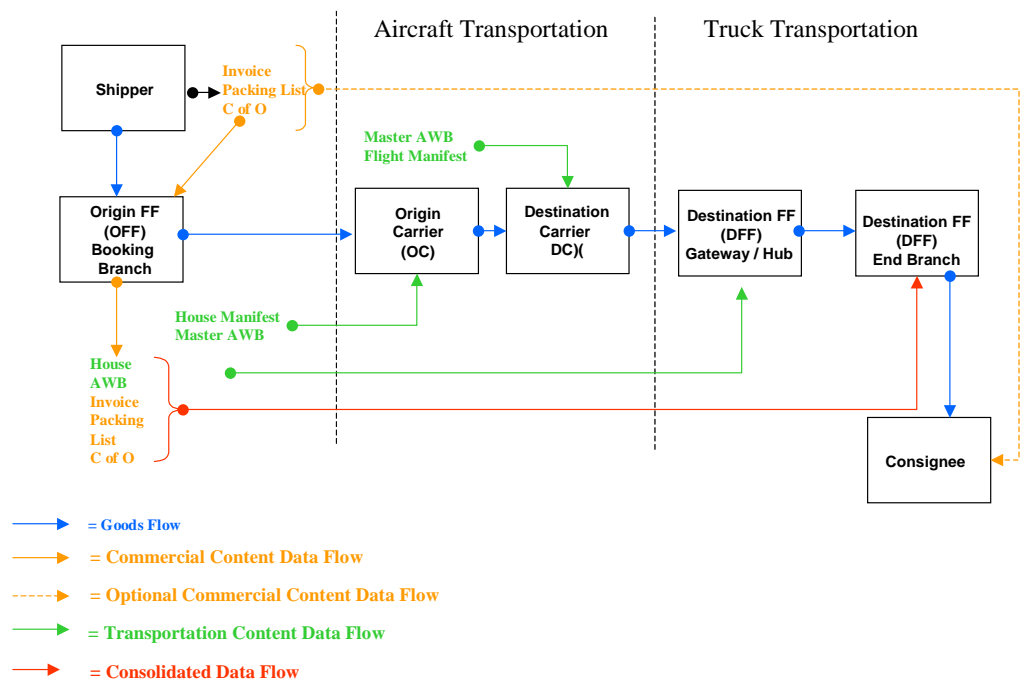


Overview of the information flow for the Transshipment Type 3 – through Freight Forwarder gateway/hub:

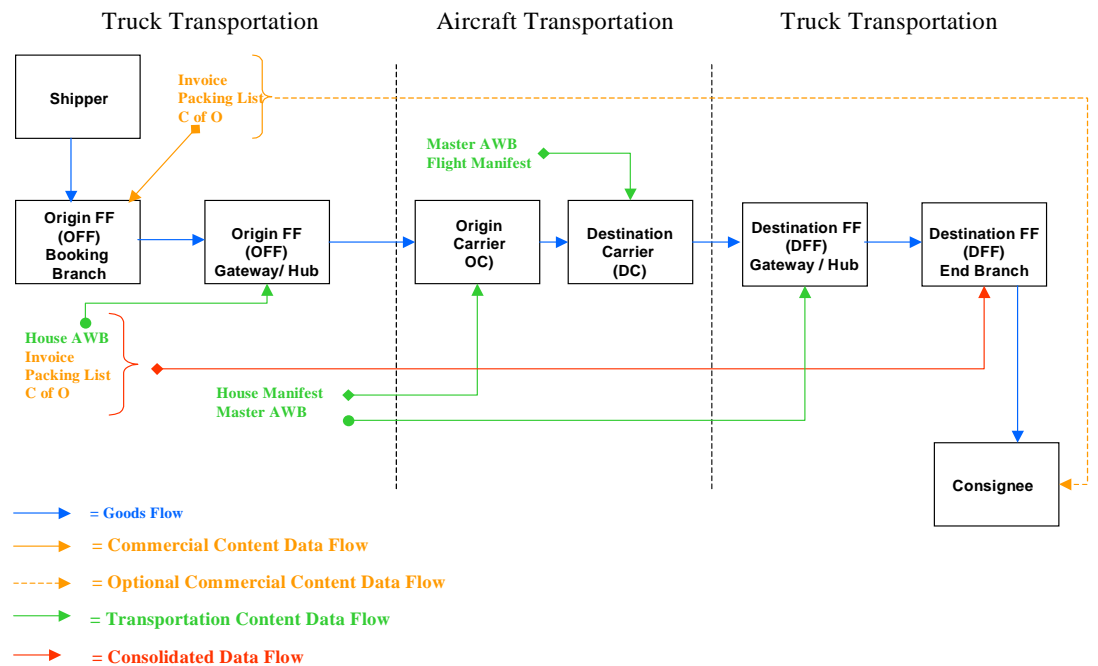
Freight Forwarder Transshipment “To Be” Process Origin Gateway / Hub Only



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



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



3.3.1 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.

3.3.1.1 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

3.3.1.2 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

3.3.1.3 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 IATA 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. Otherwise notification of the HAWB shipment file details will need to be notified to the OFF GW for inclusion in the appropriate Consolidation departure.

3.3.1.4 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.

3.3.1.5 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.

3.3.1.6 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.

3.3.1.7 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.

3.3.1.8 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.

3.3.1.9 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. 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.

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

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.

3.3.1.11 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, i.e., 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).

3.3.1.12 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 Cargo-IMP status message FSU, from the OC to the OFF GW would automatically update all shipments linked to the OFF GW Master File.

3.3.1.13 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.

3.3.2 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.

3.3.2.1 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.

3.3.2.2 OFF GW Function 3 (TSS 3) Load Planning

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

3.3.2.3 OFF GW Function 4 (TSS3) AWB / Consol Manifest Creation

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

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

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

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

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

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

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

3.3.2.7 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, 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 AWB records.

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

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

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

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

3.3.2.10 OFF GW Function 11 (TSS3) Confirm Departure to OFF BBs

Definition

The goal of this Function is to confirm to the OFF BBs 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.

3.3.2.11 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.

3.3.3 Origin Carrier (OC) Functions

There are no changes to the Origin Carrier Functions.

3.3.4 Destination Carrier (DC) Functions

There are no changes to the Destination Carrier Functions.

3.3.5 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 participants company infrastructure this will need to be reflected in the appropriate Location or Participant specific e-FOPs

3.3.5.1 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.

3.3.5.2 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.

3.3.5.3 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.

3.3.5.4 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.

3.3.5.5 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.

3.3.5.6 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.

3.3.5.7 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.

3.3.5.8 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 IT systems capability this may be achieved by an "auto-costing" function, or by other accounting practice.

3.3.6 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

3.3.6.1 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.

3.3.6.2 DFF EB Functions 2 – 7 (TSS3)

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

CHAPTER 4 OPERATIONAL PROCEDURES - SPECIAL CARGO

It is possible to do IATA e-freight, for the documents in scope (see introduction), for several categories of Special Cargo:

- Dangerous goods (except radioactive material)
- Live animals
- Perishables

In this scenario where the paper AWB is replaced by a Shipment Record (e-AWB) as part of an e-freight transaction, the relevant information on the special cargo category must be included in the FWB message as explained in the table below.

For now, the specific paper documents that must accompany these types of cargo, such as veterinary certificates or Shippers declaration for some types dangerous goods must still be carried in paper format. However, IATA is working at making it possible in the future to also transmit these documents electronically at which time certain countries may not require paper declarations or certificates.

As a reminder, completion of an Air Waybill (electronic or not) for the carriage of any special cargo must be in compliance with international regulations and with all IATA regulations in particular the IATA Dangerous Goods Regulations, IATA Live Animals Regulations and IATA Perishable Cargo Regulations.

The table below (overleaf) indicates how to complete the FWB and provides other useful comments.

	Type of Cargo	e-freight possible for this type of cargo	FWB completion rules and other comments ⁶
Dangerous Goods	Dangerous Goods (except 1&2)	✓ EAP	<ul style="list-style-type: none"> • “Handling Information” box 21 in FWB must state: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous goods as per attached DGD" • Shippers Declaration for Dangerous Goods must still be carried as paper document (hence EAP consignment) unless you operate in a country where the Shippers Declaration is already possible in electronic format (in which case this can be an EAW consignment)
	Dangerous Goods not requiring a Shipper's Declaration (1)	✓ EAW (if electronic shipper's declaration for dangerous goods is used)	<ul style="list-style-type: none"> • "Nature and Quantity of Goods" box 22I in FWB must state: "Dangerous goods in excepted quantities" OR "Biological substance, Category B" and "UN 3373" OR "Dry Ice" or "Carbon Dioxide, Solid", Class 9, UN 1845, number of packages and weight of dry ice in each package • No need to carry a Shippers Declaration for Dangerous Goods therefore can be EAW consignment (unless other documents must be carried for this specific freight for other local reasons)
	Radioactive Material, Excepted Packages (2)	<input checked="" type="checkbox"/>	(e-freight is not possible for this type of cargo)
	Live Animals	✓ EAP	<ul style="list-style-type: none"> • “Handling Information” box 21 in FWB must state: Shipper's Certification for Live Animals Attached" and a 24-hour emergency telephone number (including Country and area codes as applicable); • "Nature and Quantity of Goods" box 22I must state: common name of the animal in English (apart from any other language), the quantity of animals • Veterinary certificate must still be carried in paper, hence EAP consignment
	Perishables	✓ EAP	<ul style="list-style-type: none"> • “Handling Information” box 21 in FWB should state the correct IATA three letter code • “Shipper's Name and Address” and “Consignee's Name and Address” boxes 2 & 4 must show the full name and address, not abbreviated versions • Relevant certificate must still be carried in paper, hence EAP consignment

⁶ As per IATA Cargo Services Conference Resolutions Manual Resolution 600a – Attachment 'B' Section 4 "In case of transmission of the content of the air waybill boxes via electronic means, either the "FWB" message, as described in the IATA/ATA Cargo Interchange Message Procedures (Cargo-IMP) Manual (Resolution 670, Attachment 'A'), or the IFTMIN message, as described in the IATA Cargo-FACT Message Manual (Cargo-FACT) (Recommended Practice 1672, Attachment 'A'), shall be used. Where such data is transmitted by an Agent, this shall be in accordance with Resolution 833, Paragraph 2.4, of the Cargo Agency Conference".

Appendix 1 Glossary of Terms

AWB	Air Waybill
Back-to-Back	Shipment with one house waybill associated to one air waybill
BCBP	Bar Coded Boarding Passes – one of the StB projects.
BIP	Baggage Improvement Programme – one of the StB projects.
BPS	Business Process and Standards
BWG	Business Working Group
C2K	Cargo 2000 is an industry initiative aiming at implementing a new quality management system for the worldwide air cargo industry. The objective is simple: to implement processes backed by quality standards that are measurable to improve the efficiency of air cargo.
CCS	Cargo Community System
CDMP	Cargo 2000 Data Management Platform
CEN	Customs Entry - Data required for Customs Clearance are received and Customs Entry presented to Local Customs. It is recommended to use a pre-clearance process which commences at Wheels Up. CEN is recorded in System and message sent to CDMP.
CEO	Chief Executive Officer
Cargo-IMP (or Cargo-IMP)	Cargo Interchange Message Procedures. The Cargo-IMP messages have been developed by the member airlines of the International Air Transport Association (IATA) and the Air Transport Association of America (ATA) as Standard IATA/ATA Cargo Interchange Message Procedures. The purpose of these messages is to ensure uniformity, mutual understanding, accuracy and economy in inter-airline data exchange and in data exchange between airlines and other air cargo industry participants including agents, brokers and customs. The messages are used in both manual and computerized environments.
CoO	Certificate of Origin
CSC	Cargo Services Conference
DC	Destination Carrier
DFF	Destination Freight Forwarder
DLA	Detailed Level Assessment
EAP	IATA e-freight Consignment with Accompanying Documents
EAW	IATA e-freight Consignment with No Accompanying Documents
e-AWB	Electronic Air Waybill
eCAG	IATA e-freight Central Action Group
EDI	Electronic Data Interchange
eFMG	IATA e-freight Management Group
e-FOP	IATA e-freight Operational Procedures
ERP	Enterprise resource planning. A back end system typically used by manufacturers, shippers to manage procurement, manufacturing, shipment, settlement.
FAQ	Frequently Asked Questions
FF	Freight Forwarder
FFA	Freight Forwarders Association
FFM	Airline flight manifest message
FHL	Consolidation List message
FMA	Acknowledgment message

FNA	Error message
FWB	Air waybill data message
GHA	Ground Handling Agent
GW	Gateway
HLA	High Level Assessment
IATA BoG	IATA Board of Governors
IATA EF CR	IATA e-freight Country Representative – IATA Country Cargo Managers who are the first point of contact for any IATA e-freight issue in their country.
IATA LIM	IATA Location Implementation Manager
IT	Information and Communication Technology System
AWB	Air Waybill
MC99	Montreal Convention 1999 – Convention for the Unification of Certain Rules for International Carriage by Air, done at Montreal on 28 May 1999 (also referred as MC99)
MIP	Message Improvement Programme.
MP4	Montreal Protocol 4 – Convention for the Unification of Certain Rules Relating to International Carriage by Air, signed at Warsaw, 12 October 1929 and amended by Montreal Protocol No. 4
MUP	Milestone Update – Cargo2000 status message
OC	Origin Carrier or its GHA
OFF	Origin Freight Forwarder
OFF BB	Origin Freight Forwarder Booking Branch
OFF EB	Origin Freight Forwarder End Branch
OFF GW	Origin Freight Forwarder Gateway/Hub
OGA	Other Government Agencies
PCAG	Pilot Central Action Group – former name of the eCAG
PM	Project Manager
PoC	Proof of Concept
RCS	Ready for Carriage Shipment
SLA	Service level agreement
SPH codes	Special Handling codes
StB	Simplifying the Business
StB CR	StB Country Representative – IATA Country Managers who are the first point of contact for any StB issue in their country.
StB RPM	StB Regional Programme Manager
TACT	The Air Cargo Tariff
TC	Transshipment Carrier
UN/CEFACT	United Nations / Centre for Trade Facilitation and Electronic Business
VAN	Value added network
WCO	World Customs Organisation