

E-AWB QUICK REFERENCE GUIDE FOR FORWARDERS



1. INTRODUCTION TO E-AWB

Background

In 2009 IATA and FIATA worked jointly to develop the **Recommended Practice 1670 “Model Agreement for EDI”**, and the **IATA Cargo Shipment Record (e-AWB) Functional Specifications**, which allow the removal of paper AWB from the shipment handling processes. This standard has been endorsed by FIATA/AFI and adopted by IATA Cargo Services Conference.

Scope

Locations in scope for e-AWB

- E-AWB should only be implemented on trade lanes where origin and destination countries have ratified the same treaty, Montreal Protocol 4 (MP4) and/or Montreal Convention 1999 (MC99);
- Local Customs authority must be willing to accept electronic AWB or a printout of the electronic AWB.

Type of shipments in scope for e-AWB

The scope of e-AWB excludes any shipment type that requires paper AWB to be transported along with the shipment. (e.g. Human Remains)

Benefits of e-AWB

The following benefits have been identified by the forwarders:

- Reduction in processing cost due to the removal of paper AWB;
- Reduction in data entry error because AWB data is entered once;
- Reduction in handling delay due to missing AWB;
- Eliminate the need to physically file paper AWB (electronically archived);
- Real-time access to AWB information for all personnel from all locations.

E-AWB Adoption Target

End of 2014: 100% e-AWB penetration between freight forwarders and airlines on all international feasible trade lanes where they are operating.

Interim targets from 2010 to 2014 are currently being discussed.

2. HOW TO IMPLEMENT E-AWB

Step 1: Identify your critical technology enhancements to support e-AWB

Technical Readiness Assessment

IATA has prepared technical readiness assessment for airlines and freight forwarders to assess technical readiness and identify any gaps that may exist. You can find this document at: www.iata.org/e-AWB



If you are not able to send and receive EDI messages check if your airline business partners already provide a web portal to send and receive electronic messages.

Data Quality

Ensure your ability to exchange FWB messages with the proper message penetration and quality.

Step 2: Create your e-AWB Standard Operating Procedure

Creating e-AWB Standard Operating Procedure (SOP)

The objective of creating your internal e-AWB SOP is to define the operational procedures for your organization needed to handle e-AWB shipments.

Testing your new e-AWB SOP

Once the new procedure is defined, it is recommended that the new operational procedure be validated through series of tests as further refinement may be necessary based on the outcome of the tests.

Step 3: Sign an e-AWB agreement with implementation partners for specific countries

Select implementation partner and trade lanes

To help you select the trade lanes and the business partners, IATA is producing supporting materials such as “**Who and Where**’ report that list the e-AWB live airlines and the live trade lanes. This report is posted on IATA public website: www.iata.org/e-AWB

Sign e-AWB agreement with implementation partners

Prior to the implementation of the e-AWB, you must sign e-AWB agreement with your airlines business partners. Whenever possible this bilateral agreement should be signed at corporate level to limit the administrative burden of signing multiple local agreements. The IATA model agreement for data interchange can be found at: www.iata.org/e-AWB



For forwarders who will initiate the e-AWB online (e.g. through a web portal) the agreement could also be accepted on-line.

Step 4: Prepare for e-AWB roll-out

Train your operational personnel

Train all personnel who will be involved in the day-to-day handling of e-AWB shipments

Prepare your contingency plan

In conjunction with the e-AWB SOP, it is recommended creating a contingency plan in case of go-live issues. Your contingency plan should include statement of how should possible failure in the communication be solved and who would be the key points of contact for your business partners.

Make the go-live decision with your trading partners

Engage your business partner to decide on go-live plan and agree on the go-live date.

Step 5: Start with your first e-AWB shipments!

On the agreed date:

- Perform your first e-AWB shipments according to the location e-AWB SOP
- Monitor the first e-AWB shipments to confirm that they are successfully performed.
- Track and discuss any identified issues to ensure that they being addressed for the subsequent shipments