



CASS Technical Specifications Handbook

Attachment A to Resolutions 851/853

**3rd Edition
Effective 1 June 2003**



www.iata.org



CASS Technical Specifications Handbook

Attachment A to Resolutions 851/853

3rd Edition
Effective 1 June 2003

NOTICE

DISCLAIMER. The information contained in this publication is subject to constant review in the light of changing government requirements and regulations. No subscriber or other 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.

Opinions expressed in advertisements appearing in this publication are the advertiser's opinions and do not necessarily reflect those of IATA. The mention of specific companies or products in advertisement does not imply that they are endorsed or recommended by IATA in preference to others of a similar nature which are not mentioned or advertised.

No part of the CASS Technical Specifications Handbook 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:

Managing Director,
IATA Distribution and Financial Services
International Air Transport Association
Route de l'Aéroport 33
P.O. Box 416
1215 Geneva 15 – Airport
SWITZERLAND



TABLE OF CONTENTS

	Page
Preface	v
Section 1 – FILE SPECIFICATION STANDARDS – CASS EXPORT	
1.1 Overview	1
1.2 Data – Character Coding Format	1
1.3 Physical Records	1
1.4 File	1
1.5 File Naming Conventions	1
1.6 Date of Dispatch	2
1.7 Record Types	2
1.8 LED Record Description	3
1.9 Archiving of Data	3
1.10 Summary – CASS Data Elements	4
Section 2 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS EXPORT	
2.1 Overview	17
2.2 Header Record	17
2.3 Air Waybill Record (AWB)	18
2.4 CCR/DCR Record	20
2.5 CCO/DCO Record	21
2.6 Trailer Record	22
Section 3 – HAND-OFF FILE SPECIFICATIONS – CASS EXPORT	
3.1 Overview	23
3.2 Header Record	23
3.3 AWB Record	24
3.4 AWB Record Optional Data Capture 1	25
3.5 AWB Record Optional Data Capture 2	25
3.6 AWB Record Optional Data Capture 3	26
3.7 AWB Record Optional Data Capture 4	26
3.8 AWB Record Optional Data Capture 5	27
3.9 CCR/DCR Records	27
3.10 CCO/DCO Records	28
3.11 Trailer Record	29
Section 4 – STANDARD DOCUMENTS – CASS EXPORT	
4.1 Overview	31
4.2 Air Waybill Transmittal (AWT)	32
4.3 Air Waybill Distribution and Revision Notice (ADR)	34
4.4 Administrative Form Requisition (AFR)	37
4.5 Debit/Credit Memorandum (DCM)	39
Section 5 – FILE STANDARDS – CASS IMPORT	
5.1 Overview	41
5.2 Data	41
5.3 Physical Records	41
5.4 Record Types	41
5.5 File	41
5.6 Date of Dispatch	42
5.7 Archiving of Data	42
5.8 Detailed Record Description	43
5.9 Mandatory Data Elements	43



	Page
Section 6 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS IMPORT	
6.1 Overview	49
6.2 Header Record.....	49
6.3 Import Billing Records (IBO/IBR/IBI).....	50
6.4 Trailer Record	51
Section 7 – HAND-OFF FILE SPECIFICATIONS – CASS IMPORT	
7.1 Overview	53
7.2 Header Record – Recipient Billings	54
7.3 Header Record – Last Carrier Billings.....	54
7.4 Import Billing Records (IBO/IBR/IBI) – Recipient Billings.....	55
7.5 Import Billing Records (IBO/IBR/IBI) – Last Carrier Billings.....	56
7.6 Trailer Record	57
Section 8 – STANDARD DOCUMENTS – CASS IMPORT	
8.1 Overview	59
8.2 Air Waybill Transmittal (AWT).....	60
8.3 Import Billing Instruction (IBI).....	62
8.4 Import Adjustment Memorandum (IAM).....	65

PREFACE

Cargo Accounts Settlement Systems (CASS) have been launched with the wish of Members of IATA that they, their appointed Agents, contracted Recipients of Import consignments and the general public, should benefit from the possibilities that electronic data processing can offer for the rationalisation of the settlement of cargo accounts between carriers and Agents/Associates and Recipients.

The system has been designed, and is subject to further development, by carriers in consultation with industry representative organisations.

It is foreseen that CASS related data exchange may form an integral part of the overall air cargo data exchange via a local interchange facility for multifunctional purposes (Cargo Community System) in which carriers and air cargo oriented industry partners could participate to their mutual benefit.

The contents of this Manual form an attachment to Resolution 851, Cargo Accounts Settlement Systems (CASS Export) and Resolution 853, Cargo Accounts Settlement Systems – Charges Collectable at Destination (CASS Import).

△ Amendments to the CASS Technical Specifications Handbook shall be subject to agreement by the Conference, however, should the CASS Policy Group (CPG) recommend action be taken on a particular amendment(s) between Conferences, ISS Management shall publish the proposed amendment(s) in writing to all Members. If no protest is received from any Member within 45 days of the publication of the amendment(s), the amendment(s) will be deemed endorsed and the CASS Technical Specifications Handbook will be amended accordingly. In the event of a protest, the reasons therefore shall be given in writing and the protested amendment will be reconsidered at the next meeting of the CPG with a view to overcoming the reasons for disagreement. In the event of continuing disagreement, the matter shall be referred to the Conference for final action.

REFERENCE MARKS

The following symbols placed against an item indicate changes from the previous edition.

Symbol Meaning

- Addition of a new item
- △ Change to an item
- ⊗ Cancellation of an item



SECTION 1 – FILE SPECIFICATION STANDARDS – CASS EXPORT

1.1 OVERVIEW

This section specifies the standards to be observed in the production of tapes or floppy disks when reporting cargo sales.

1.2 DATA – CHARACTER CODING FORMAT

Floppy Disks ASCII
File Transfers ASCII
Tapes EBCDIC

Alpha/numeric fields are left justified with trailing blanks. Numeric fields are unpacked/zoned decimal, right justified with leading zeros. Amount fields are unsigned-zoned decimal.

1.3 PHYSICAL RECORDS

Record lengths fixed at 250 characters/bytes.

1.4 FILE

The Header Record identifies CASS area, Settlement Office, Billing Period and file number within Billing Period.

File Organisation:

- a Header Record
- b AWBs }
 CCAs } random sequence except for AWB records where optional data
 DCMs } records will be contiguous to the mandatory data
- c TTT File totals

1.5 FILE NAMING CONVENTIONS

△ 1.5.1 Billing Participant

The following billing input file naming convention is recommended, however, application will not be mandatory:

AAAMMPF.CCT

Where

- AAA** = Airline code, i.e. 125 = British Airways
- MM** = Cycle, i.e. 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
- P** = Period Number, i.e. 1, 2, 3
- F** = File number per period which will be 1 unless there is more
 than one file submitted
- CC** = Country the file is for, i.e. NL = Netherlands
- T** = Type of file, Export = E



△ 1.5.2 Hand-Off Files

The following billing input file naming convention is recommended, however, application will not be mandatory:

Airline HOTs	AAA-MMPP.CCT
Agents/HOTs	RRRRRRR-MMPP.CCT

Where

AAA	=	Airline Code
RRRRRRR	=	Agent Head Office Code
MM	=	Cycle Number
PP	=	Period Number
CC	=	Country Code
T	=	Type

If the HOT file produced is for the whole cycle, the name will have the last period number indicated.

1.6 DATE OF DISPATCH

The dates of submission and dispatch and, where applicable, return of the Magnetic Tape will be determined between the Settlement Office and the local ISS Management.

1.7 RECORD TYPES

1.7.1 Billing Participants

Billing Participants submit by means of file transfer, disk or tape, a file including all accountable transactions made during a specified period.

ALS	Header Record	
AWM	AWB Record: Billing data	
CCR	CCA Record, (Revised Amounts)	
CCO	CCA Record, (Original Amounts)	
DCR	DCM Records, (Revised Amounts)	
DCO	DCM Records, (Original Amounts)	
AW1	AWB Record: option 1	} CASS France only
CC3	CCA Record: option 1	
DC3	DCM Record: option 1	
TTT	Trailer Record	

All records submitted will be verified against the same data checks as prescribed for data entry in respect of Full Participants forms, detailed in Section 1.10.

1. A record that does not pass these verification checks will not be processed. That record shall be included in an exception report to be returned to the Billing Participant.
2. Records of transactions that should be billed in a next period, will be set aside for the next period.

1.7.2 Hand-Off Files (For Agents, Airlines and Statistical Purposes)

For Airlines

At the end of each agreed period, select all accountable transactions made on behalf of the file requesting airline only. Send the file to the airline using the submission method agreed with that airline.

For Agents

At the end of each agreed period, select all accountable transactions made by the file requesting agent only. Send the file to the agent using the submission method agreed with that agent.

For Statistical Purposes

At the end of each agreed period, select all accountable transactions made on behalf of all airlines. Submit the file to the ISS Management or directly to the address as instructed by the ISS Management.

AAA	Header Record	
AWM	AWB Record: billing data	
AW1	AWB Record: option 1	} For Airlines requesting Optional Data Capture only
AW2	AWB Record: option 2	
AW3	AWB Record: option 2	
AW4	AWB Record: option 3	
AW5	AWB Record: option 3	
CCR	CCA Record (Revised Amounts)	
CCO	CCA Record (Original Amounts)	
DCR	DCM Records (Revised Amounts)	
DCO	DCM Records (Original Amounts)	
TTT	Trailer Record	

1.8 LED RECORD DESCRIPTION

File produced and submitted by Billing Participants (Section 2)

Hand-Off file (Section 3)

Columns **ATT** (Element attribute) uses the following character set standards:

N Numerical: 0-9 only

T Alpha numeric: A-Z, 0-9, blank, space, period, or any other printable sign.

Columns **SOM** provides the reference to the Data Element description at Sections 2 and 3 of this Handbook.

1.9 ARCHIVING OF DATA

Data for Hand-Off file recreation is retained by the producer of the file; the retention period will be determined between the Settlement Office and the local ISS Management.

1.10 SUMMARY – CASS DATA ELEMENTS

Mandatory Data Elements

DE No	Name	Format	Cargo-IMP DE No
A1	Agent Code	t(14)	311/309
A2	Airline Prefix	fff	112
A3	Invoice No.	aaf-ff-ff	
A4a	Date (presentation format)	ffaaaff	200/201/202
A4b	Date (file format)	f(6)	
A5	<i>Omitted</i>		
A6	Currency Code	aaa	606
A7	AWB Serial Number	f(8)	113
A8	Monetary Amount	f(..12)	501
A9	(see: optional data elements)		
A10	Commission Percentage	ffff	
A11	Change Indicator	aa	
A12	CCA Serial Number	af(5)	
A13	Entitlement Code	a	315
A14	Payment Method	a	503
A15	Cash/Credit Indicator	a	
A16	AWT Number	fff	
A17	Document Identifier	a	
A18	Quantity	fff	
A19	Carrier Code	aa or fa	312
A20	Location Identifier	aaa	313
A21	<i>Omitted</i>		
A22	ADR Serial Number	ff-ffff	
A23	ADR Change Code	f	
A24	Accounting Info Identifier	aaa	411
A25	Rate of Exchange	f(..11)	607
A26	Agent's Reference Data	t(..14)	
B2	Weight	f(..7)	600
B4	Weight Indicator	a	601

Optional Data Elements

DE No	Name	Format	Cargo-IMP DE No
A9	Monetary Amount Indicator	aa	504
B1	Number of Pieces	f(..4)	701
B3	Weight Use Indicator	a	
B5	Rate Class	a	507
B6	Commodity Item	m(..7)	707
B7	Rate/Charge	f(..8)	506
C1	ULD ID Code	t(3) or t(9)	802/115/801
C2	Routing Information	aaa ma	
C3	Nature of Goods	t(..15)	708
C4	Shipper	t(..108)	300/301/302/303/304/305
C5	Consignee	t(..108)	300/301/302/303/304/305

A1 — Agent Code/CASS Associate Code

Code uniquely identifying an IATA Cargo **Agent** or a **CASS Associate** and CASS address code.

Format: ff-f ffff/ffff

Communications Format: f (11)

Example: Agent
81-4 7158/0072
81 Switzerland
- Hyphen
4 Area 2
Space
7158 Code of “Fast Air” **
/ Slant
007 Office Code
2 Check Digit*

Example: CASS Associate ***
99-9 1464/0070
99-9 **CASS Associate** in all operations
Space
1464 Code of “Speed Air”
/ Slant
007 Office Code
0 Check Digit *

* Using Unweighted Modulus 7 Check Digit System

** **Agent's** codes in accordance with Cargo Agency Lists

*** Associate's Codes: IDS-Cargo YMQ

Cargo-IMP DE No: 311/309

A2 — Airline Prefix (also known as AWB-Prefix)

Code uniquely identifying an airline; used on interline traffic and accounting documents and published in IATA Airline Coding Directory.

Format: fff

Example: 057

This number represents the Airline Prefix assigned to Air France.

Program Checks:
1. Format
2. File Reference

Cargo-IMP DE No: 112



A3 — Invoice Number

A number which, when used in conjunction with billing date and Participant's code data elements, uniquely identifies an invoice.

Format: aaf-ff-ff

Example: US1-96-04

US	ISO Country Code
1	Settlement Office Identifier
-	Hyphen
96	Year
-	Hyphen
04	Billing Period Identifier

Communications Format: a(2)f(5)

Program Checks: None, number produced by system

Cargo-IMP DE No: None

A4a — Date (presentation format)

The 7 characters in day, month, year (DDMMYY) format which designate a specific date.

Format: Ffaaaff

Example: 04OCT96

04	Day of the month
OCT	Month
96	Year

The 4th of October 1984.

Program Checks:

1. Format check
2. Impossible Date check
3. File Reference Check (on 3-alpha month codes)

Cargo-IMP DE No: 200/201/202

A4b — Date (format in files)

The Date in year month, day, year (YYMMDD) format.

Format: f(6)

Example: 961004

96	Year
10	Month
04	Day of the month

The 4th of October 1984.

Program Checks:

1. Format check
2. Impossible Date check

Cargo-IMP DE No: None

A6 — Currency Code

The ISO code of the currency in which amounts are expressed

Format: aaa

Example: USD Represents US Dollars

Note: currency codes will be used for:

- 1) AWB currency
- 2) currency of a country where transit charges accrue
- 3) currency of collection

Program Checks: 1. Format Check
2. File Reference Check

Cargo-IMP DE No: 606

A7 — Air Waybill Serial Number

Specified in Resolution 600a. A serial number allocated by a carrier to identify a particular air cargo consignment and the associated Air Waybill. Last digit of number is modulus-7 check digit.

Format: f(7)f

Example: 99999992
9999999 Serial Number
2 Check Digit

Program Checks: 1. Format Check
2. Modulus-7 check
(Resolution 600a procedure)

Cargo-IMP DE No: 113

A8 — Monetary Amount

A charge or other monetary amount as identified by the monetary amount indicator.

Format: f(..12)

The number of decimal positions is determined by the currency code. (When output on File, decimal point is omitted.)

Example: 52762

This indicates 527.62 currency units, in case the Currency Code would be GBP (UK Pounds). If the Currency Code would be ITL, then this would be 52,762 currency units.

Program Checks: 1. Format Check
2. Range Check

Cargo-IMP DE No: 501

A9 — Monetary Amount Indicator

A code identifying a type of amount, used in conjunction with “monetary amount” and “entitlement code” data elements.

Format: aa

Note: These codes, as defined in Resolution 600a, will be used in Data Capture Option 1 only.

Program Checks: 1. Format
2. File Reference Check

△ A10 — Commission Percentage

The commission percentage in favour of the Cargo **Agent/Associate**, applicable for the shipment concerned.

Format: ffff
Example: 0500 = 5%
0725 = 7,25%
Program Check: 1. Format
2. File Reference Check

Note: If the commission percentage is system generated from a table, the program checks will not be necessary.

Cargo-IMP DE No: None

A11 — Change Indicator

Indicates deletion of an original record and insertion of a revised record.

Format: aa
Codes: AD insert revised transaction
DL delete original transaction
Program Checks: 1. Format Check
2. File Reference check
3. Relation check = one CCA form results in two transactions, one deletion one insertion

Cargo-IMP DE No: None

A12 — CCA Serial Number

A number identifying a CCA. It is prefixed by the code of the airline issuing the CCA.

Format: -Cffff
Example: -C12345
- Hyphen
C Letter "C" indicating CCA
12345 Serial Number
Program Checks: None

Cargo-IMP DE No: 114

A13 — Entitlement Code

A code denoting the party entitled to receive a monetary amount.

Format: a
Codes: A Due **Agent**
C Due Carrier
Program Checks: 1. Format
2. File Reference

Cargo-IMP DE No: 315



A14 — Payment Method

A code defining the method of payment.

Format: a

Note: Codes used will be:

	P	Prepaid
	C	Charges Collect
Program Checks:	1.	Format
	2.	File Reference

Cargo-IMP DE No: 503

A16 — AWT Number

Running sequence number indicating a particular Air Waybill Transmittal. The numbers start at 001 at the beginning of each year.

Format: fff

Example: 125 the one hundred and twenty-fifth transmittal during the year.

Program Checks: 1. Format Check
2. Sequence Check

Cargo-IMP DE No: None

A17 — Document Identifier

Identifies types of documents accompanying an AWT.

Format: a

Codes: C CCA
M D/C Memo
R Revenue AWB
S Service AWB
V Void AWB

Program Checks: 1. Format Check
2. File Reference Check

Cargo-IMP DE No: None

A18 — Quantity

The number of a particular type of documents accompanying an AWT.

Format: fff

Program Checks: 1. Format
2. Document Count Check

Cargo-IMP DE No: None

A19 — Carrier Code

A code indicating a particular airline. The codes are published in the IATA Airline Coding Directory.

Format: aa or fa
Example: BA British Airways
Program Checks: 1. Format Check
2. File Reference Check

Cargo-IMP DE No: 312

Note: Under certain conditions the same code may be given to two airlines. This is called "Controlled Duplication". The code format is expected to be changed into 3-alpha sometime in the future.

A20 — Location Identifier

The 3-alpha Code for an airport or city as published in the IATA Airline Coding Directory.

Format: aaa
Example: BOS Boston, Logan International Airport
Program Checks: 1. Format Check
2. File Reference Check
3. Relation check

Cargo-IMP DE No: 313

Note: This data element may be expanded to 5 alphas.

A22 — ADR Serial Number

A number indicating a particular Air Waybill Distribution/Revision Notice. The number is prefixed by the code of the airport or city location of the airline office, which issues the ADR.

Format: ff-ffff
Example: TYO 929-1234
TYO Location Code of Airline Office Issuing ADR
92 Last 2 digits of year of issuance of ADR
- Hyphen
1234 Serial number

Communications Format: f(6)

Program Checks: Format check

Cargo-IMP DE No: None

A23 — ADR Change Code

A code used to identify whether an entry on an ADR refers to a deletion or to an addition. The value of the code is 1 or 2.

Format: f
Codes: 1 = addition
2 = deletion
Program Check: Format check

Cargo-IMP DE No: None

A24 — Accounting Information Identifier

3-alpha Code used to describe the kind of accounting information in AWB Box 10.

Format: aaa

Cargo-IMP DE No: 411

A25 — Rate of Exchange

The Rate at which the Air Waybill Amount has been multiplied to arrive at the amount of settlement.

Format: f(..11)p

Cargo-IMP DE No: 607

A26 — Agent's Reference Data

The Agent's Reference Information Placed in Box 10 of the Air Waybill at the option of the CASS. The information, when present, shall be printed on the Cargo Invoice/Adjustment and serves as a reference for the Agent only.

Format: t(..14)

Program Check: Format

Cargo-IMP DE No: None

B5 — Rate Class

Code indicating one of the classes of rate specified in Resolution 600a, Attachment 'B'.

Format: a

Example: C - indicates Specific Commodity Rate.

Program Check: 1.-Format Check
2.-File Reference Check

Cargo-IMP DE No: 507

B6 — Commodity Item Number

1. The code identifying the type of commodity (4 numeric) **or**
 2. The class rate surcharge or discount percentage (2/3 numeric) **or**
- The ULD rate class code (1 numeric or 1 numeric/1 alpha or 1 numeric/2 alpha)

Format: m(..7)

Note: Allowance has been made in the format for an increase in commodity code digits. Codes and percentages are published in carriers' tariffs.

Examples: 1194 wet salted crocodile skins
50 50% discount rate
3 full 125 inch pallet or igloo

Program Check: 1.-Format Check
2.-File Reference Check

Cargo-IMP DE No: 707

B7 — Rate/Charge

The applicable rate or charge per weight unit (except rate class X).

Format: f(..8)

Including decimal point the position of which is determined by the currency code.

Example: 783

Indicates a rate of 7.83 currency units per weight unit.

Program Check: 1.-Format Check
2.-Range Check

Cargo-IMP DE No: 506



C1 — ULD Identification

Code uniquely identifying an individual Unit Load Device. Codes are published in the IATA ULD Manual.

Format: t(9)

Note: may increase to (..14)

Example: AVE1234AF

a certified high capacity aircraft half size lower deck container, number 1234, owned by Air France.

Program Checks: 1.-Format Check

Cargo-IMP DE No: 802/115/801

C2 — Routing Information

When used, the IATA Location Identifier shall be inserted as necessary in order of movement, each identifier code is followed by a Carrier Code and when input at least one carrier/location combination is required.

Format: aaa ma

Location

Space

Airline

Communications Format: a(5)

Note: Location and Carrier Codes may become 5 alpha and 2/3 characters respectively. A maximum of three routing information data elements can be input.

Example: LON SA YMX BA YVR CP

This indicates routing to London on South African Airways, London to Montreal on British Airways, and Montreal to Vancouver on Canadian Airlines Int'l.

Program Check: 1.-Format Check

2.-File Reference Check

Cargo-IMP DE No: None

C3 — Nature of Goods

A text description of the nature of goods per rate entry.

Format: t(1..15)

Example: Computer Parts

Program Check: Format Check

Cargo-IMP DE No: 708

C4 — Participant

A Code identifying a participant and the 107 characters composed of the Name, Street Address, Place, State/Province, Country Code and Postal Code of the Participant.

Format:	t(..108)	is composed as follows:
Format Part 1	a	Participant Identifier Code
Codes:	A	Agent/Associate
	S	Shipper
Format Part 2	t(..35)	Name
Format Part 3	t(..35)	Street Address
Format Part 4	t(..17)	Place
Format Part 5	t(..9)	State/Province
Format Part 6	aa	Country Code
Format Part 7	t(..9)	Postal Code
Format Check:	1	Format

Cargo-IMP DE No: 300/301/302/303/304/305





SECTION 2 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS EXPORT

2.1 OVERVIEW

This section details the specifications applicable in the production of CASS Export Billing Participant files. They must be adhered to when submitting accountable transactions on tapes, floppy disks or other electronic means.

File layouts include:

- 2.2 Header Record
- 2.3 Air Waybill Record (AWB)
- 2.4 CCR/DCR Record
- 2.5 CCO/DCO Record
- 2.6 Trailer Record

2.2 HEADER RECORD

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	ALS
2	CASS Area Code			4-5	2 T	ISO COUNTRY CODE
3	Branch Office Indicator			6	1 T	A-Z
4	Filler			7-16	10 T	
5	Airline Prefix		A2	17-19	3 N	
6	Date Period Start		A4b	20-25	6 N	YYMMDD
7	Date Period End		A4b	26-31	6 N	YYMMDD
8	Date of Billing		A4b	32-37	6 N	YYMMDD
9*	File Number			38-39	2 N	
10	Reserved Space			40-230	191 T	
11	Reserved Space			231-250	20 T	

* File Number within the billing period. Used only when a more frequent submission than one file per billing period has been agreed between the Settlement Office and airline concerned.



2.3 AWB RECORD

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AWM
2	AWB as Invoice Indicator	1		4	1 T	'Y' or 'N'
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Agent Code		A1	6-16	11 N	
5	Airline Prefix		A2	17-19	3 N	
6	AWB Serial Number		A7	20-27	8 N	
7	AWB Modular Number Check			28	1T	N = NO, Other = YES
8	Filler			29	1T	
9	Origin		A20	30-32	3 T	
10	AWB Use Indicator	2		33	1 T	R=Revenue V=Void S= Service
11	Branch Office Indicator			34	1T	A-Z
12	Filler			35	1T	
13	Destination		A20	36-38	3 T	
14	Date AWB Execution		A4b	39-44	6 N	YYMMDD
15	Weight - Gross	3	B2	45-51	7 N	
16	Weight Indicator		B4	52	1 T	K= kilo L= Pounds
17	Currency Code		A6	53-55	3 T	
18	Weight Charge - PP		A8	56-67	12 N	
19	Valuation Charge - PP		A8	68-79	12 N	
20	Charges due Carrier - PP		A8	80-91	12 N	
21	Charges due Agent - PP		A8	92-103	12 N	
22	Weight Charge - CC		A8	104-115	12 N	
23	Valuation Charge - CC		A8	116-127	12 N	
24	Other Charges due Carrier - CC		A8	128-139	12 N	
25	Other Charges due Agent - CC		A8	140-151	12 N	
26	Commission Percentage	4	A10	152-155	4 N	
27	Commission	4	A8	156-167	12 N	
28	Commission Indicator	4		168	1 T	'N' or Blank
29	Discount		A8	169-180	12 N	
30	Date AWB Acceptance		A4b	181-186	6 N	
31	Agent's Reference Data		A26	187-200	14 T	
32	Rate of Exchange		A25	201-211	11 N	
33	Tax due Airline (as per AWB, or VAT/GST as per invoice)	5	A8	212-223	12 N	
34	Tax due Agent (VAT/GST on Commission)	5	A8	224-235	12 N	
35	Reserved Space			236-249	14 T	
35a	Tax due Airline Indicator	6		236	1 T	'-' = negative VAT amount
36	Discount Indicator			250	1 T	'-' = Negative Discount



Billing Participant File Specifications – CASS Export

Notes for AWM

1		CASS Italy only
2		If the AWB Code/Use Indicator = "S": Weight and Valuation Charges (Prepaid and/or Collect) may be zero.
3		CASS France only: Chargeable Weight
4	a	If Commission (25) ≠ Zero. Use Commission as entered
	b	If Commission (25) = Zero, and Commission Percentage (24) ≠ Zero, Calculate the Commission amount as follows: Data fields (16+17+20+21) times Commission Percentage (24)
	c	If Commission (25) = Zero, and Commission Percentage (24) = Zero and Commission indicator (26) = 'N' Commission Amount remains zero
	d	If Commission (25) = Zero, and Commission Percentage (24) = Zero and Commission indicator (26) ≠ 'N' Calculate the Commission amount as follows: Data fields (16+17+20+21) times Commission Percentage applicable to the consignment. (Commission tables)
5	a	If tax amounts (31/32) ≠ Zero Use the amounts. Do not calculate. The airline is responsible.
	b	If tax amounts (31/32) are zero and VAT indicator (3) = 'Y' Calculate tax amounts
	c	If tax amounts (31/32) are zero and VAT indicator (3) ≠ 'Y' No Tax to be calculated
6		CASS Germany only



△ 2.4 CCR/DCR Record

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCR = CCA DCR = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N = NO, Other = YES
7	Filler			18	1T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	CCA/DCM Number		A12	33-38	6 T	
11	Currency Code		A6	39-41	3 T	
12	Rate of Exchange		A25	42-52	11 N	(incl. dec. point)
13	Date AWB Execution		A4b	53-58	6 N	YYMMDD
	REVISED CHARGES & WEIGHT					
14	PP/CC Indicator		A14	59	1 T	P/C
15	Weight Charge		A8	60-71	12 N	
16	PP/CC Indicator		A14	72	1 T	P/C
17	Valuation Charge		A8	73-84	12 N	
18	PP/CC Indicator		A14	85	1 T	P/C
19	Taxes		A8	86-97	12 N	
20	PP/CC Indicator		A14	98	1 T	P/C
21	Charges Due Agent		A8	99-110	12 N	
22	PP/CC Indicator		A14	111	1 T	P/C
23	Charges due Carrier		A8	112-123	12 N	
24	VAT on AWB Charges	1	A8	124-135	12 N	
25	Commission		A8	136-147	12 N	
26	VAT on Commission	1	A8	148-159	12 N	
27	Discount		A8	160-171	12 N	DCR only
28	Discount Indicator			172	1	'-' = Negative Discount
29	Weight Indicator		B4	173	1 T	K=Kilo, L= Pounds
30	Weight	2	B2	174-180	7 N	
31	Destination		A20	181-183	3 T	
32	Reserved Space			184-200	17	
33	Reason for Adjustment	3		201-250	50T	Free text - optional

Notes		
1	a	If tax amounts (23/25) ≠ Zero
	b	If tax amounts (23/25) are zero and VAT indicator (3) = 'Y'
	c	If tax amounts (23/25) are zero and VAT indicator (3) ≠ 'Y'
2		CASS France only: Actual Chargeable Weight
3		CASS Canada



Billing Participant File Specifications – CASS Export

△ 2.5 CCO/DCO Record

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCO=CCA DCO = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N= NO, Other = YES
7	Filler			18	1T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	CCA/DCM Number		A12	33-38	6 T	
11	Currency Code		A6	39-41	3 T	
12	Rate of Exchange		A25	42-52	11 N	(incl. dec. point)
13	Date AWB Execution		A4b	53-58	6 N	YYMMDD
	ORIGINAL CHARGES & WEIGHT					
14	PP/CC Indicator		A14	59	1 T	P/C
15	Weight Charge		A8	60-71	12 N	
16	PP/CC Indicator		A14	72	1 T	P/C
17	Valuation Charge		A8	73-84	12 N	
18	PP/CC Indicator		A14	85	1 T	P/C
19	Taxes		A8	86-97	12 N	
20	PP/CC Indicator		A14	98	1 T	P/C
21	Charges Due Agent		A8	99-110	12 N	
22	PP/CC Indicator		A14	111	1 T	P/C
23	Charges due Carrier		A8	112-123	12 N	
24	VAT on AWB Charges	1	A8	124-135	12 N	
25	Commission		A8	136-147	12 N	
26	VAT on Commission	1	A8	148-159	12 N	
27	Discount		A8	160-171	12 T	DCO only
28	Discount Indicator			172	1	'-' = Negative Discount
29	Weight Indicator		B4	173	1 T	K=Kilo, L= Pounds
30	Weight	2	B2	174-180	7 N	
31	Destination		A20	181-183	3 T	
32	Reserved Space			184-200	17	
33	Reason for Adjustment	3		201-250	50T	Free text - optional

Notes		
1	a	If tax amounts (23/25) ≠ Zero Use the amounts. Do not calculate. The airline is responsible.
	b	If tax amounts (23/25) are zero and VAT indicator (3) = 'Y' Calculate tax amounts
	c	If tax amounts (23/25) are zero and VAT indicator (3) ≠ 'Y' No tax to be calculated
2		CASS France only Actual Chargeable Weight
3		CASS Canada



2.6 TRAILER RECORD

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	TTT
2	CASS Area Code			4-5	2 T	ISO Country Code
3	Airline Prefix		A2	6-8	3 N	
4	Branch Office Indicator			9	1T	A-Z
5	Filler			10-16	7 T	
6*	<i>Number of AWB</i>			17-23	7 N	<i>Number of AWB Forms covered by this file</i>
7*	<i>Number of CCA Transactions</i>			24-30	7 N	<i>Number of CCA Forms covered by this file</i>
8*	<i>Number of DCMs</i>			31-37	7 N	<i>Number of DCM Forms covered by this file</i>
9	Total Number of Records		A18	38-44	7 N	<i>Does not include Header and Trailer record</i>
10*	<i>Hash Total</i>			45-56	12 N	<i>Total of all monetary amount fields included in all records in this file (those that are indicated as SOM data element A8)</i>
11	Reserved Space			57-230	174	
12	Reserved Space			231-250	20 T	

* These totals may be provided at the option of each individual carrier.



SECTION 3 – HAND-OFF FILE SPECIFICATIONS – CASS EXPORT

3.1 OVERVIEW

This section details the specifications applicable in the production of CASS Hand-Off files. They are applicable to files generated on tapes, floppy disks or other electronic means.

File layouts include:

- 3.2 Header Record
- 3.3 AWB Record
- 3.4 AWB Record Optional Data Capture 1
- 3.5 AWB Record Optional Data Capture 2
- 3.6 AWB Record Optional Data Capture 3
- 3.7 AWB Record Optional Data Capture 4
- 3.8 AWB Record Optional Data Capture 5
- 3.9 CCR/DCR Record
- 3.10 CCO/DCO Record
- 3.11 Trailer Record

△ 3.2 Header Record

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AAA
2	CASS Area Code			4-5	2 T	ISO Country Code
3	Airline Prefix		A2	6-8	3 N	
4	Date Period Start		A4b	9-14	6 N	YYMMDD
5	Date Period End		A4b	15-20	6 N	YYMMDD
6	Date of Billing		A4b	21-26	6 N	YYMMDD
7	File Number			27-28	2 N	
8	Currency Code (of settlement)		A6	29-31	3 T	ISO Currency Code
9	Branch Office Indicator			32	1T	A-Z
10	Filler			33-230	198 T	
11	Reserved Space			231-250	20 T	

Notes

When Hand Off-File is produced for an Agent/Associate, the following will apply:

- Airline ID will be “three blanks”
- Billing period will always be shown
- Agent ID will always be shown
- In case of HOT covering more than one period, the single period field will be filled with “blanks” and the “real” timespan be shown at the end (e.g. 01JAN02-31AUG02)

△ 3.3 AWB RECORD

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AWM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator	1		5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N = NO, Other = YES
7	Filler			18	1T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	AWB Use Indicator			33	1 T	R=Rev, V=Void, S= Service
11	Late Indicator			34	1 N	0=current 1=later
12	Filler			35-36	2 T	
13	Destination		A20	37-39	3 T	
14	Date AWB Execution		A4b	40-45	6 N	YYMMDD
15	Weight – Gross		B2	46-52	7 N	
16	Weight Indicator		B4	53	1 T	K= Kilo L= Pounds
17	Currency Code		A6	54-56	3 T	
18	Weight Charge - PP		A8	57-68	12 N	
19	Valuation Charge - PP		A8	69-80	12 N	
20	Charges due Carrier - PP		A8	81-92	12 N	
21	Charges due Agent - PP		A8	93-104	12 N	
22	Weight Charge - CC		A8	105-116	12 N	
23	Valuation Charge - CC		A8	117-128	12 N	
24	Other Charges due Carrier - CC		A8	129-140	12 N	
25	Other Charges due Agent - CC		A8	141-152	12 N	
26	Commission Percentage		A10	153-156	4 N	
27	Commission		A8	157-168	12 N	
28	Filler			169	1 T	
28a	Tax due Airline Indicator	1		169	1 T	'-' = negative VAT amount
29	Agents Reference Data		A26	170-183	14T	
30	Filler			184-193	10T	
31	Date AWB Acceptance		A4b	194-199	6 N	YYMMDD
32	Rate of Exchange		A25	200-210	11 N	
33	Discount		A8	211-222	12 N	
34	Tax due Airline (as per AWB, or VAT/GST as per invoice)	2	A8	223-230	8 N	
35	Tax due Agent (VAT/GST on Commission)	2	A8	231-238	8 N	
36	Reserved Space			239-249	11 T	
36a	Day (of data capture)	3		239-240	2 N	
36b	Sequence Number	3		241-244	4 N	
36c	Reporting Indicator	3		245	1 T	N = NORA
36d	NORA Sales Period	3		246-249	4 N	
37	Discount Indicator			250	1 T	'-' = Negative Discount Amount

Note 1: CASS Germany only.

Note 2: See Section 6.

Note 3: CASS USA only.



Hand-Off File Specifications – CASS Export

3.4 AWB RECORD OPTIONAL DATA CAPTURE 1

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AW1
2	Branch Office Indicator			4	1T	A-Z
3	Filler			5	1T	
4	Airline Prefix	A2		6-8	3 N	
5	AWB Serial Number	A7		9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1T	
8	Origin	A20		19-21	3 T	
9	Occurs 12 times (Max)			22-201		
9a	Other Charge Indicator	A9			2 T	Monetary Amount Indicator
9b	Entitlement Code	A13			1 T	
9c	Other Charges	A8			12 N	
10	Reserved Space			202-250	49 T	

3.5 AWB RECORD OPTIONAL DATA CAPTURE 2

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AW2
2	Branch Office Indicator			4	1 T	A-Z
3	Filler			5	1T	
4	Airline Prefix	A2		6-8	3 N	
5	AWB Serial Number	A7		9-16	8 N	
6	AWB Number Modular Check			17	1 T	N=NO, Other =YES
7	Filler			18	1T	
8	Origin	A20		19-21	3 T	
9	Routing Information	C2		22-39	18 T	City Code/Airline
10	Occurs 3 times			40-177		
10a	Number of Pieces	B1			4 N	
10b	space				1 T	
10c	Rate Combination Point	A20			3 T	City Code
10d	Rate Class	B5			1 T	
10e	Commodity Item	B6			10 N	
10f	Weight - Chargeable	B2			7 N	
10g	Rate/Charge	B7			12 N	
10h	Total Rate Charge	B7			12 N	
11	Reserved Space			178-250	73 T	



3.6 AWB RECORD OPTIONAL DATA CAPTURE 3

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1- 3	3 T	AW3
2	Branch Office Indicator			4-	1 T	A-Z
3	Filler			5	1T	
4	Airline Prefix	A2		6- 8	3 N	
5	AWB Serial Number	A7		9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1 T	
8	Origin	A20		19-21	3 T	
9	Occurs 3 times			22-159		
9a	Number of Pieces	B1			4 N	
9b	space				1 T	
9c	Rate Combination Point	A20			3 T	City Code
9d	Rate Class	B5			1 T	
9e	Commodity Item	B6			10 N	
9f	Weight - Chargeable	B2			7 N	
9g	Rate/Charge	B7			12 N	
9h	Total Rate Charge	B7			12 N	
10	Reserved Space			160-250	91 T	

3.7 AWB RECORD OPTIONAL DATA CAPTURE 4

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AW4
2	Branch Office Indicator			4	1 T	A-Z
3	Filler			5	1T	
4	<i>Airline Prefix</i>	A2		6-8	3 N	<i>No longer required. The field should definitely be filled with spaces if the Hand-Off file is destined to an agent</i>
5	AWB Serial Number	A7		9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1 T	
8	Origin	A20		19-21	3 T	
9	Declared Value for Carriage	A8		22-33	12 N	
10	Nature of Goods	C3		34-48	15 T	
11	ULD ID Code	C1		49-57	9 T	
12	Shipper	C4		58-165	108 T	
13	Reserved Space			166-230	65 T	
14	Reserved Space			231-250	20 T	



Hand-Off File Specifications – CASS Export

3.8 AWB RECORD OPTIONAL DATA CAPTURE 5

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AW5
2	Branch Office Indicator			4	1T	A-Z
3	Filler			5	1T	
4	Airline Prefix	A2		6-8	3 N	
5	AWB Serial Number	A7		9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			17-18	2 T	
8	Origin	A20		19-21	3 T	
9	Consignee Name and address	C4		22-129	108 T	
10	Reserved Space			130-230	101 T	
11	Reserved Space			231-250	20 T	

△ 3.9 CCR/DCR RECORDS

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCR = CCA DCR = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix	A2		6-8	3 N	
5	AWB Serial Number	A7		9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1 T	
8	Origin	A20		19-21	3 T	
9	Agent Code	A1		22-32	11 N	
10	CCA/DCM Number	A12		33-38	6 T	
11	Currency Code	A6		39-41	3 T	
12	Rate of Exchange	A25		42-52	11 N	(incl. dec. point)
13	Date AWB Execution	A4b		53-58	6 N	YYMMDD
	REVISED CHARGES & WEIGHT					
14	PP/CC Indicator	A14		59	1 T	P/C
15	Weight Charge	A8		60-71	12 N	
16	PP/CC Indicator	A14		72	1 T	P/C
17	Valuation Charge	A8		73-84	12 N	
18	PP/CC Indicator	A14		85	1 T	P/C
19	Taxes	A8		86-97	12 N	
20	PP/CC Indicator	A14		98	1 T	P/C
21	Charges Due Agent	A8		99-110	12 N	
22	PP/CC Indicator	A14		111	1 T	P/C
23	Charges due Carrier	A8		112-123	12 N	
24	VAT on AWB Charges	A8		124-135	12 N	
25	Commission	A8		136-147	12 N	
26	VAT on Commission	A8		148-159	12 N	
27	Discount	A8		160-171	12 N	DCR only
28	Discount Indicator			172	1 T	'-' = Negative Discount
29	Weight Indicator	B4		173	1 T	K=Kilo, L= Pounds
30	Weight	B2		174-180	7 N	
31	Destination	A20		181-183	3 T	
32	Reserved Space			184-200	17 T	
33 *	Reason for Adjustment	1		201-250	50T	Free text - optional

* Note 1: CASS Canada



△ 3.10 CCO/DCO RECORDS

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCO=CCA DCO = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1 T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	CCA/DCM Number		A12	33-38	6 T	
11	Currency Code		A6	39-41	3 T	
12	Rate of Exchange		A25	42-52	11 N	(incl. dec. point)
13	Date AWB Execution		A4b	53-58	6 N	YYMMDD
	ORIGINAL CHARGES & WEIGHT					
14	PP/CC Indicator		A14	59	1 T	P/C
15	Weight Charges		A8	60-71	12 N	
16	PP/CC Indicator		A14	72	1 T	P/C
17	Valuation Charge		A8	73-84	12 N	
18	PP/CC Indicator		A14	85	1 T	P/C
19	Taxes		A8	86-97	12 N	
20	PP/CC Indicator		A14	98	1 T	P/C
21	Charges Due Agent		A8	99-110	12 N	
22	PP/CC Indicator		A14	111	1 T	P/C
23	Charges due Carrier		A8	112-123	12 N	
24	VAT on AWB Charges		A8	124-135	12 N	
25	Commission		A8	136-147	12 N	
26	VAT on Commission		A8	148-159	12 N	
27	Discount		A8	160-171	12 T	DCO only
28	Discount Indicator			172	1 T	'-' = Negative Discount
29	Weight Indicator		B4	173	1 T	K=Kilo, L= Pounds
30	Weight		B2	174-180	7 N	
31	Destination		A20	181-183	3 T	
32	Reserved Space			184-200	17 T	
33 *	Reason for Adjustment	1		201-250	50T	Free text - optional

* **Note 1:** CASS Canada



Hand-Off File Specifications – CASS Export

3.11 TRAILER RECORD

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATTR	CONTENTS
1	Record ID			1-3	3 T	TTT
2	Filler			4	1 T	
3	CASS Area Code			5-6	2 T	ISO Country Code
4	CASS Area Code			7-9	3 N	
5	Airline Prefix		A2	10-12	3 N	
6	Branch Office Indicator			13	1 T	A-Z

Total Transaction per Type

7*	Number of AWB Transactions			14-20	7 N	Number of AWB Forms covered by this file
8*	Number of CCA Transactions			21-27	7 N	Number of CCA Forms covered by this file
9*	Number of DCMs			28-34	7 N	Number of DCM Forms covered by this file
10	Total Number of Records		A18	35-41	7 N	Does not include Header and Trailer record
11	Reserved Space			42-230	189 T	

Total # of Records per Type

12	Record Type AWM			42-48	7 N	
12a*	Record Type AW1			49-55	7 N	
12b*	Record Type AW2			56-62	7 N	
12c*	Record Type AW3			63-69	7 N	
12d*	Record Type AW4			70-76	7 N	
12e*	Record Type AW5			77-83	7 N	
12f*	Record Type CCR			84-90	7 N	
12g	Record Type CCO			91-97	7 N	
12h	Record Type DCR			98-104	7 N	
12i*	Record Type DCO			105-111	7 N	
12j*	Reserved Space			112-230	119 N	
13*	Reserved Space			231-250	20 T	

* These fields are optional for each CASS to be decided by the Cargo Agency Conference.



SECTION 4 – STANDARD DOCUMENTS – CASS EXPORT

4.1 OVERVIEW

This Section details the layouts and completion instructions for the following forms:

- 4.2 Air Waybill Transmittal (AWT)
- 4.3 Air Waybill Distribution and Revision Notice (ADR)
- 4.4 Administrative Form Requisition (AFR)
- 4.5 Debit/Credit Memorandum (DCM)



4.2 AIR WAYBILL TRANSMITTAL (AWT) – ILLUSTRATION

CASS AIR WAYBILL TRANSMITTAL (AWT)					
To	<input style="width: 100px;" type="text" value="1"/>				
	Code	Locatio n			
Date of Dispatch	Day	Month	Year	Transmittal No	
	<input style="width: 30px;" type="text" value="3A"/>	<input style="width: 30px;" type="text" value="3A"/>	<input style="width: 30px;" type="text" value="3A"/>	<input style="width: 50px;" type="text" value="3C"/>	
				Page	<input style="width: 30px;" type="text" value="3D"/>
For Reporting Period Ending	<input style="width: 30px;" type="text" value="3B"/>	<input style="width: 30px;" type="text" value="3B"/>	<input style="width: 30px;" type="text" value="3B"/>	of	<input style="width: 30px;" type="text" value="3E"/>
Export			Import (For use in CASS-Import)		
Quantities			Quantities		
Revenue AWBs	<input style="width: 30px;" type="text" value="4A"/>			AWBs	<input style="width: 30px;" type="text" value="5A"/>
Void/Service AWBs	<input style="width: 30px;" type="text" value="4B"/>			DBRs	<input style="width: 30px;" type="text" value="5B"/>
CCAs	<input style="width: 30px;" type="text" value="4C"/>			CCAs	<input style="width: 30px;" type="text" value="5C"/>
DCMs	<input style="width: 30px;" type="text" value="4D"/>			DCMs	<input style="width: 30px;" type="text" value="5D"/>
ADRs	<input style="width: 30px;" type="text" value="4E"/>				
TOTAL NET/NET SALES (optional)	<input style="width: 30px;" type="text" value="6"/>				
Prepared By	<input style="width: 150px;" type="text" value="7"/>				
Name					
Department					
	(Signature)				

4.2 AIR WAYBILL TRANSMITTAL (AWT) *(cont'd)*

Recommended Size: A6 (105mm x 148mm)

Issuer: Issuing Carrier

Distribution: The format may be pre-printed or stamped on the envelope containing the documents. If a form is used, the original must be sent to the Settlement Office; preparation of other copies is at the option of the local CASS.

Completion Instructions:

- 1 **To:**
The pre-printed Settlement Office name and address.
- 2 **From:**
An airline inserts its airline designator (2A) and the 3-alpha location code (2B) in the respective boxes.
- 3A **Date of Dispatch:**
Insert the date the AWT will be posted to the Settlement Office in the boxes 3A.
- 3B **For Reporting Period Ending:**
Insert the date of the end of the reporting period to which the documents accompanying the AWT pertain in the boxes 3B.
- 3C **Transmittal No.:**
Insert the sequential transmittal number in box 3C. Each year each office issuing AWTs must begin numbering AWTs from 1.
- 3D **Page No. & of:**
3E When a CASS limits the number of documents which can accompany one page of an AWT, these boxes must be completed. Insert the page number in box 3D and the total number of pages in 3E.
- 4 **Export:**
Complete boxes 4A, 4B, 4C, 4D and 4E. An AWT must not contain both export and import.
- 5 **Import documents:**
Insert the number of documents in boxes 5A, 5B, 5C and 5D against each type of document accompanying the AWT.
- 6 **Total Net/Net Sales:**
- 7 **Prepared by:**
The person issuing the AWT must sign in this box.

4.3 AIR WAYBILL DISTRIBUTION AND REVISION NOTICE (ADR) – ILLUSTRATION

AIR WAYBILL DISTRIBUTION & REVISION NOTICE (ADR)					
		No	1		
Airline Name Address	3	Airline Code	4		
		Date	2		
Agent Name Address	5	Agent's Code	6		
Air Waybill stock Record is to be amended as follows:					
AIRLINE'S AIR WAYBILL FORMS					
Code 1=ADD 2=Delete	Agent Code	Prefix	From Serial	To Serial	Quantity
7	8	9	10	11	12
DISTRIBUTION: Four top copies to airline which returns one copy to Agent and submits one copy to Settlement office.					
AIRLINE'S AIR WAYBILL SERIAL NUMBER FOR USE ON NEUTRAL AWB FORMS					
Code 1=ADD 2=Delete	Agent Code	Prefix	From Serial	To Serial	Quantity
13	14	15	16	17	18
DISTRIBUTION: Four top copies THROUGH ISS Management to Settlement Office, which returns three copies to Manager, IDS. Manager, IDS returns one copy to Agent and two copies to Airline.					
Agent's Signature	Airline Signature	Settlement Office Signature	Manager, IDS Signature		
19	Date	20	Date	21	Date
22	Date				

4.3 AIR WAYBILL DISTRIBUTION AND REVISION NOTICE (ADR) *(cont'd)*

Number of Parts: 5

Recommended Size: A4 (295 x 210mm)

Air Waybill Forms

Distribution: Agent Originated:

Four copies to Carrier who, after completion, returns one copy to Agent and submits one copy to Settlement Office

Distribution: Airline Originated:

One copy to Agent

One copy to Settlement Office

Allocation of AWB Serial Numbers

Distribution: Agent Originated:

Four copies to Manager, IDS

Distribution: Airline Originated:

Four copies to Manager, IDS

Distribution: Manager, IDS Originated:

Two copies to Settlement Office

One copy to Agent

One copy to Carrier

Completion Instructions:

- 1 **No.:** Pre-printed ADR number
- 2 **Date:** Insert date of AWB supply or Serial Number allocation
- 3 **Airline Name:** Insert name and address of carrier
- 4 **Airline Code:** Insert 3-digit airline code of carrier indicated in Box 3
- 5 **Agent Name/Address:** Insert Agent/Associate name and address
- 6 **Agent Code:** Insert Agent/Associate code and CASS address code of Agent in box 5
- 7 **Code:** Insert '1' or '2' to indicate respectively an addition or deletion to the AWB Stock Record
- 8 **Agent Code:** Insert Agent code and CASS address code of the AWB Stock Record, which is being amended
- 9 **Code:** Insert Airline code (prefix of AWB number)
- 10 **From:** Insert the first AWB serial number of a series to be added or deleted from the Stock Record
- 11 **To:** Insert the last AWB serial number of a series to be added or deleted from the Stock Record
- 12 **Quantity:** Insert the quantity of AWBs to be added or deleted from the Stock Record, the first and last serial number which appear in columns 9 and 10 respectively
- 13 **Code:** Insert '1' or '2' to indicate respectively an addition or deletion to the AWB Stock Record
- 14 **Agent Code:** Insert Agent Code and CASS address code of the AWB Stock Record which is being amended
- 15 **Code:** Insert Airline code (prefix of AWB number)

- 16 **From:** Insert the first AWB serial number of a series to be added or deleted from the Stock Record
- 17 **To:** Insert the last AWB serial number of a series to be added or deleted from the Stock Record
- 18 **Quantity:** Insert the quantity of AWBs to be added or deleted from the Stock Record, the first and last serial number of which appear in columns 9 and 10 respectively

Signature and Date:

- 19 **Agent:** The Agent issuing the ADR shall insert date and signature
- 20 **Airline:** The Airline issuing the ADR shall insert signature and date
- 21 **Settlement Office:** The Settlement Office Agent shall insert date signature indicating that the required amendments to the AWB Stock Record have been made
- 22 **Manager, IDS:** The Manager, IDS shall sign ADR issued for automatic or urgent replenishment of Airlines' AWB Serial Numbers

4.4 ADMINISTRATIVE FORM REQUISITION (AFR) – ILLUSTRATION

ADMINISTRATIVE FORM REQUISITION (AFR)		
To:	1	No. 4
From:	2	Code Number 3
		Date 5
	Administrative Form	Quantity
1	Air Waybill Transmittal	6
2	Cargo Charges Correction Advice	
3	Debit / Credit Memo	
4	Air Waybill Distribution Notice	
5	DBR Distribution Notice	
6	Delivery Billing Request	
7	Air Waybill Transmittal Envelope	
8	Administrative Form Requisition	
7	8	
	Signature _____	Signature CASS Manager _____

4.4 ADMINISTRATIVE FORM REQUISITION (AFR) *(cont'd)*

Number of Parts: 2

Recommended Size: A5

Distribution: Copy 1 - Issuer (Retained)

Copy 2 - Issuer – Manager, IDS (retained)

Completion Instructions:

- 1 **To:** The pre-printed title of Manager, IDS
- 2 **From:** Full name of issuer of form, which may be an Airline, Agent or CASS Associate
- 3 **Code Number:** Code number of issuer of form
- 4 **No.:** Pre-printed AFR number
- 5 **Date:** Date of issuance of AFR in day, month year format, e.g. 01APR92
- 6 **Quantity:** Number of forms required against the respective form title
- 7 **Signature:** Issuer to sign
- 8 **Signature Manager, IDS:** The Manager, IDS signs here when the AFR is to be sent to an independent document distributor. The signature serves to authorise distribution.



4.5 DEBIT/CREDIT MEMORANDUM (DCM) – ILLUSTRATION

CASS DEBIT/CREDIT MEMO (DCM)				Indicator	1	Number	2			
Agent's code:		3A	Airline's Code:		3B	Reporting Period:		3C		
AWB No.		4A	Origin	4B	Destination	4C	Date of AWB Issue		4D	
Air Waybill weight and/or charges have been corrected/added as follows:										
5	GROSS WEIGHT	Revised/Correct Gross Weight			Original/Incorrect Gross Weight			Remarks and reason for issuing DCM		
	Weight unit	5A	5B			5C				
6	CHARGES	Revised/Correct Charges			Original/Incorrect Charges			6D		
		6B			6C					
	Currency:	6A	prepaid	collect	prepaid	collect				
a	Weight Charges									
b	Valuation Charges									
c	Tax									
d	Total Other Charges Due Agent									
e	Total Other Charges Due Carrier									
f	Total									
g	Discount									
h	Net/Net Sales									
<p>IF YOU HAVE INFORMATION AND DOCUMENTATION WHICH WOULD REVISE OR CANCEL THIS MEMO, PLEASE RETURN IT TO THE CARRIER AT THE ADDRESS BELOW.</p> <p>THE ORIGINAL OF THIS FORM MUST BE SUBMITTED TO THE SETTLEMENT OFFICE BY THE AIRLINE.</p> <p>Restrictions</p> <ol style="list-style-type: none"> 1 Prepaid to Collect (Resolution 612-Shipper's Request for Changes of Air Waybill Amounts) 2 Increase of Collect due Agent 3 Loss or Damage Claims 4 Time limitations to overcharge claims within the carrier's conditions of contract 5 Carrier reserves the right to recharge the Agent via the Settlement Office or directly if the adjustment is rejected. <p>Further disputes must be resolved with carrier directly.</p> <p>Airline Name _____</p> <p>Street Address _____</p> <p>City Address _____</p> <p style="text-align: right;">Sincerely Yours _____</p> <p>_____ Date</p> <p style="text-align: right;">_____ Signature of Carrier's Representative</p> <p style="text-align: center;">NOT TO BE USED AS A CARGO CHARGES CORRECTION ADVICE (CCA)</p>										

4.5 DEBIT/CREDIT MEMORANDUM (DCM) (cont'd)

Recommended Size: A4 (297mm x 210mm)

Issuer: Airline or Agent/CASS Associate

Number of Parts: 3

Distribution:

Airline

Settlement Office

Agent

Completion Instructions:

- 1 **DCM Indicator:** Debit/Credit Indicator (DR or CR)
- 2 **DCM Number**
- 3A **Agent's code**
- 3B **Airline's code**
- 3C **Reporting Period**
- 4A **AWB Number:** Enter the Air Waybill prefix and serial number to which this CCA refers
- 4B **Origin:** Enter the location code of the airport or city of departure as shown on the original Air Waybill
- 4C **Destination:** Enter the location code of the airport or city of destination as shown on the original Air Waybill
- 4D **Date of AWB Issue:** Enter the date of execution as shown on the original Air Waybill
- 5A **Weight unit:** Enter the unit of weight as used on the AWB in either kilograms (K) or pounds (L)
- 5B **Revised/Correct Gross Weight:** Enter the total gross weight as it now appears on the Air Waybill
- 5C **Original/Incorrect Gross Weight:** Enter the total gross weight as it originally appeared on the Air Waybill
- 6A **Currency:** Enter the ISO of the currency corresponding to the currency in which the Air Waybill was issued
- 6B **Revised/Correct Charges:** Enter the total of all charges as it now appears on the Air Waybill under either the prepaid or collect column as appropriate. When applicable, non-delivery charges shall be added to the revised 'Other Charges due Carrier'
- 6C **Original/Incorrect Charges:** Enter the total of all charges as it originally appeared on the Air Waybill under either the prepaid or collect column, as appropriate, regardless of whether or not some of these have now been changed
- 6D **Remarks and Reason for Issuing a DCM:** Enter any explanatory remarks and include an explanation of the situation that caused the DCM to be raised
- 9 **Execution Area:** For completion by **air carrier only**

SECTION 5 – FILE STANDARDS – CASS IMPORT

5.1 OVERVIEW

This section specifies the standards to be observed for the production of tapes or floppy disks when reporting import billing information.

5.2 DATA

Character coding format:

Tapes: EBCDIC.

Floppy Disks: ASCII. (Character 00-127 only)

Alpha/numeric fields are left justified with trailing blanks. Numeric fields are unpacked/zoned decimal, right justified with **leading** zeros. Amount fields are unsigned-zoned decimal.

5.3 PHYSICAL RECORDS

Magnetic Tapes and disks: record lengths fixed at 250 characters/bytes. (*Blocking factor to be agreed locally by the Steering Panel*)

5.4 RECORD TYPES

5.4.1 Hand-Off Tape

AA2 Header Record – Recipient Billings

AA3 Header Record – last Carrier Billings

IBI Import Billing Instruction Record

IBO/IBR Import Adjustment Memo Records

TTT Trailer Record, total record count and total records by record type

5.4.2 Billing Participants

ALS Header Record

IBI Import Billing Instruction Record

IBO/IBR Import Adjustment Memo Records

TTC Trailer Record, total record count and total records by record type

5.5 FILE

Labels will be agreed between the Settlement Office and the local CASS ISS Management.

The Header Record ID identifies CASS- area, Settlement Office, Delivering Company, Billing Period and tape number within Billing Period.

File Organisation:

Header Record

IBIs

IBO/IBRs

Trailer Record

} random sequence

File totals

△ 5.5.1 File Naming Convention – Billing Participants

Files submitted by billing participants must adhere to the following standard:

AAA B CC D E . IMP

Where:

- AAA = Delivering Company Code, i.e. 125 = British Airways
- B = Delivering Company Branch Code, i.e. A-Z
- CC = Remittance Cycle Number, i.e. 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
- D = Billing Period Number, i.e. 1, 2, 3
- E = File Number (per period which will be 1 unless there is more than one file submitted)

□ 5.5.2 File Naming Convention – Hand-Off Files

Airline HOTs AAA-MMPP.CCT
Agents/HOTs RRRRRRR-MMPP.CCT

Where:

- AAA** = Airline Code/Delivering Company Code
- RRRRRRR** = Recipient Head Office Code
- MM** = Remittance Cycle Number
- PP** = Period Number
- CC** = Country Code
- T** = Type

If the HOT file produced is for the whole cycle, the name will have the last period number indicated.

5.6 DATE OF DISPATCH

The dates of dispatch and return of the Hand-Off Tape will be determined according to an agreement between the Settlement Office and the local ISS Management.

5.7 ARCHIVING OF DATA

Data for Hand-Off Tape recreation is retained by the producer of the tape; the retention period will be agreed between the Settlement Office and the local ISS Management.

5.8 DETAILED RECORD DESCRIPTION

- a CASS- Hand-Off Tape.
- b Tape/Disk Produced by Electronic Reporting Delivering Companies.

Element attribute (**ATTR**) uses the following character set guidelines:

- alphabetical: A-Z only
- numerical: 0-9 only
- alpha numeric: A-Z, 0-9, blank, space, period, or slash.

Column 'SOM' provides the reference to the Data Element description at Sections 6 and 7 of this handbook.

5.9 MANDATORY DATA ELEMENTS

DE No	Name	Format	Cargo-IMP DE No
A1	Recipient Code	a(2)-f(5)/f(3)f	
A2	Airline Code (AWB Prefix)	fff	112
A3	Delivering Company Code	aaa a	
A4	Date	f(6)	
A5	Record ID	aaa	
A6	Currency Code	aaa	605
A7	AWB Serial No.	f(8)	113
A8	Monetary Amount	f(..12)	501
A9	Charge Code	aa	504
A10	Recipient Reference Data/IAM Number	a(8)	
A11	Invoice Relation indicator	a	
A12	IBI Serial No.	af(7)	
A13	Actual Gross Weight	f(7)	
A14	Vacant		
A15	Vacant		.
A16	Vacant		.
A17	Vacant		.
A18	Vacant		.
A19	Airline Designator	aa or fa or af	312
A20	Location Identifier	aaa	313
A21	Flight Line Number	fff(f)	800

A1 — Recipient Code

Code uniquely identifying a Recipient Name and Address.

Format: aa-ffff/aaa a

Example GB-00123/000 2

Where: GB = Country code
00123 = Recipient Company Code
000 = Recipient Branch Code
2 = Modulus 7 based check digit *

* The check digit is derived by allocating numbers to the letters of the alpha characters in the code (a=10, b=11, z=35). The resultant ?? digit number is divided by 7; the remainder is the check digit.

Communications Format:

Program Checks:

1. Format Check
2. Modulus 7 check
3. File reference check

Cargo-IMP DE No. None

A2 — Airline Code (also known as AWB-Prefix)

Code uniquely identifying an airline; used on interline traffic and accounting documents and published in IATA Airline Coding Directory.

Format: fff

Example: 057

This number represents the Airline Code assigned to Air France.

Program Checks:

1. Format
2. File Reference

Cargo-IMP DE No: 112

A3 — Delivering Company Code

Code uniquely identifying a Delivering Company; used in CASS Import and allocated locally by ISS Management.

Format: aaa a

Example: 125 A / ZZZ A

This represents example codes allocated to airlines or Ground Handling Companies.

A single alpha character branch code is allocated to each delivering Company Office.

Program Checks:

1. Format
2. File Reference

Cargo-IMP DE No:

A4 — Date

The 6 characters in year, month, day (YYMMDD) format which designate a specific date.

Format: ffffff

Example: 991012

99	Year
10	Month
12	Date

The 12th of October 1999.

- Program Checks:**
1. Format check
 2. Impossible Date check

Cargo-IMP DE No.:

A5 — Record ID

A record identifier indicating the transaction type submitted.

Format: aaa

Example: IBI

- Program Checks:**
1. Format check

A6 — Currency Code

The ISO code of the currency in which amounts are expressed.

Format: aaa

Example: USD represents U.S. Dollars

Note: *currency codes will be used for:*

- 1) AWB currency
- 2) currency of a country where transit charges accrue
- 3) currency of collection

- Program Checks:**
1. Format Check
 2. File Reference Check

Cargo-IMP DE No.: 605

A7 — Air Waybill Serial Number

Specified in Resolution 600a. A serial number allocated by a carrier to identify a particular air cargo consignment and the associated Air Waybill. Last digit of number is modulus-7 check digit.

Format: f(7)f

Example: 99999992

9999999	Serial Number
2	Check Digit

- Program Checks:**
1. Format Check
 2. Modulus-7 check
(Resolution 600a procedure)

Cargo-IMP DE No.: 113

A8 — Monetary Amount

A charge or other monetary amount as identified by the monetary amount indicator.

Format: f(..12)

The number of decimal positions is determined by the currency code. (When output on tape, decimal point is omitted.)

Example: 52762

This indicates 527.62 currency units, there are two places of decimals because the units are UK Pounds (GBP).

Program Checks:

1. Format Check
2. Range Check

Cargo-IMP DE No.: 501

A9 — Charge Code Indicator

A code identifying a type of charge, used in conjunction with 'monetary amount'.

Format: aa

Note: *The charge codes as published under recommended practice 1682 shall apply.*

Program Checks:

1. Format
2. File Reference Check

A10 — Recipient Reference Data/IAM Number

A multifunctional field dependent upon the record type submitted.

Format: A(8)

Note: A) When field 1 (record ID) equals IBI then Field 2 may contain a Recipient Reference, supplied for information purposes only.

B) When field 1 (record ID) equals IBO or IBR then field 2 must contain the IAM form number which corresponds to this transaction.

Program Checks: 1. Format

A11 — Invoice Relation Indicator

An indicator used to identify the receiving party of adjustment records submitted.

Format: A

Example: A/b/c

Note: A) If an IAM is raised to adjust a billing from a delivering company to a recipient.

B) If an IAM is raised to adjust a billing from the last carrier to the delivering company.

C) If an IAM is raised to adjust both billing scenarios highlighted in A) and B).

Program Checks: 1. Format

A12 — IBI Serial Number

A number identifying an IBI. The number is pre-printed under the supervision of ISS Management.

Format: Affffff

Example C123456n

C Letter 'C' indicating IBI Series

123456 Serial Number

N Check Digit (Modulus 7)

Program Modulus 7

Checks: Check digit includes the leading letter, which should be given the numeric value of its sequence in the alphabet. A=10 B=11... Z=35.

A13 — Actual Gross Weight

Weight of consignment. Identified by the weight indicator code.

Format: f(..7) if weight in Kilos (K): One decimal
if weight in Pounds (L): No decimal

Example: 123

Indicates a weight of 12.3 kilos if weight indicator is 'K', or 123 pounds if weight indicator is 'L'.

Program Check: 1. Format Check
2. Range Check

Cargo-IMP DE No: 600

A14 — Vacant

A15 — Vacant

A16 — Vacant

A17 — Vacant

A18 — Vacant

A19 — Airline Designator

A code indicating a particular airline. The codes are published in the IATA Airline Coding Directory.

Format: aa or fa

Example: BA British Airways

Program Checks: 1. Format Check
2. File Reference Check

Cargo-IMP DE No.: 312

Note: Under certain conditions the same code may be given to two airlines. This is called 'Controlled Duplication'. The code format is expected to be changed into 3-alpha sometime in the future.



A20 — Location Identifier

The 3-alpha Code for an airport or city as published in the IATA Airline Coding Directory.

Format: aaa

Example: BOS Boston, Logan International Airport

Program Checks:

1.	Format Check
2.	File Reference Check
3.	Relation check

Cargo-IMP DE No.: 313

Note: *This data element may be expanded to 5 alphas.*

A21 — Flight/Line Number

A number used in conjunction with the airline designator to identify a flight of a carrier.

Format: fff(f)

Program Checks: Format check

Cargo-IMP DE No.: 800

Note: *A fourth character is provided to facilitate any future expansion.*



SECTION 6 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS IMPORT

6.1 OVERVIEW

This section details the specifications applicable in the production of CASS Import Billing Participant files. They must be adhered to when submitting accountable transactions on tapes, floppy disks or other electronic means.

Record layout detailed:

6.2 Header Record

6.3 Import Billing Records (IBO/IBR/IBI)

6.4 Trailer Record

6.2 HEADER RECORD

Billing Participants

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	ALS
2	4	5	CASS Import Area/SO Code		2 A	ISO Country Code
3	6	8	Delivering Company Code	A3	3 T	
4	9	9	Delivering Company Branch Code	A3	1 A	A - Z
5	10	15	Period Start Date	A4	6 NUM	YYMMDD
6	16	21	Period End Date	A4	6 NUM	YYMMDD
7	22	26	Filler		5 T	Blank
8	27	28	Tape/FD Number		2 NUM	
9	29	250	Reserved Space		222 T	



6.3 IMPORT BILLING RECORDS (IBO/IBR/IBI)

Import Billing Records

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID	A5	3 T	IBI,IBO,IBR
2	4	11	Recipient Reference Data(IBM) / IAM Number(IBM/IBR)	A10	8 T/NUM	For IAM field is mandatory
3	12	19	IBM Number	A12	8 T	
4	20	20	Invoice Relation Indicator ** IBO and IBR only **	A11	1 A	"A"= Del Comp – Recipient "B"= Last Carr - Del Comp "C"= Comb "A" & "B"
5	21	21	VAT Ind - AWB Charges		1 A	Y = Subject to VAT N = Not Subject to VAT
6	22	22	VAT Ind - Handling / Storage Charges		1 A	Y = Subject to VAT N = Not Subject to VAT
7	23	33	Recipient Code	A1	11 T	
8	34	36	Delivering Company Code	A3	3 T	
9	37	37	Delivering Company Branch Code	A3	1 A	A - Z
10	38	40	Airline Code (AWB Prefix)	A 2	3 T	
11	41	48	AWB Serial Number	A 7	8 NUM	
12	49	56	House Way Bill reference		8 T	
13	57	59	Airport of Origin	A20	3 A	
14	60	62	Airport of Destination	A20	3 A	
15	63	64	Arrival Carrier Flight Designator	A19	2 T	
16	65	68	Arrival Carrier Flight Number	A21	4 NUM	
17	69	74	Date of Arrival	A 4	6 NUM	YYMMDD
18	75	80	Date of Delivery	A 4	6 NUM	YYMMDD
19	81	87	Actual Gross Weight	A13	7 NUM	If 20 = "K", 1 Decimal If 20 = "L", No Decimals
20	88	88	Weight Indicator		1 A	K = Kilo, "L" = Pounds
21	89	91	Currency Code of AWB	A 6	3 A	ISO Currency Code
22	92	101	Rate of Exchange		10 T	If zeros, use system table
23	102	113	CC WT/VAL Charges - AWB Currency	A 8	12 NUM	
24	114	125	CC Charges Due Agent - AWB Currency	A 8	12 NUM	
25	126	137	CC Charges Due Carrier - AWB Currency	A8	12 NUM	
26	138	149	Net/Net Wt/VAL Charges - Dest Currency	A8	12 NUM	
27	150	161	CC Fee Amount		12 NUM	If zeros, consult field 28 for system calculation
28	162	162	CC Fee Indicator		1 A	"Y"= Charge CC Fee "N"= No CC Fee
29	163	174	Handling Charges	A8	12 NUM	
30	175	186	Storage Charges	A8	12 NUM	
31	187	198	Advanced Duty & VAT	A8	12 NUM	
32	199	200	Other Charge 1 Code	A9	2 A	RP 1682
33	201	212	Other Charge 1 Amount	A8	12 NUM	
34	213	214	Other Charge 2 Code	A9	2 A	RP 1682
35	215	226	Other Charge 2 Amount	A8	12 NUM	
36	227	238	Miscellaneous Charges Amount	A8	12 NUM	
37	239	250	Tax Due Airline	A8	12 NUM	If zeros System to calculate



Billing Participant File Specifications – CASS Import

6.4 TRAILER RECORD

Trailer Record

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	"TTC"
2	4	5	CASS Import Area/S O Code		2 A	ISO Country Code
3	6	8	Delivering Company Code	A3	3 T	
4	9	9	Delivering Company Branch Code	A3	1 A	A - Z
5	10	15	Total Number of IBI Records		6 NUM	Number of IBIs
6	16	21	Total Number of IBO Records		6 NUM	
7	22	27	Total Number of IBR Records		6 NUM	
8	28	33	Filler		6 T	
9	34	39	Total Number of Records		6 NUM	
10	40	51	Hash Total	A8	12 NUM	Total values as per 'Hash Total Listing'
11	52	250	Filler		199 T	

Note: This record should appear at the end of every file produced. The number of records refers to the records on individual diskettes.

Hash Total Listing — All Monetary Fields

IBI/IBO/IBR Records

NR	FROM	TO	DESCRIPTION
23	102	113	CC WT/VAL Charges - AWB Currency
24	114	125	CC Charges Due Agent - AWB Currency
25	126	137	CC Charges Due Carrier - AWB Currency
26	138	149	Net Net WT/VAL Charge - Dest Currency
27	150	161	CC Fee amount
29	163	174	Clearance and Handling
30	175	186	Storage Charges
31	187	198	Duty and VAT paid
33	201	212	Other charge 1 amount
35	215	226	Other charge 2 amount
36	227	238	Miscellaneous charges amount
37	239	250	Tax due Airline



SECTION 7 – HAND-OFF FILE SPECIFICATIONS – CASS IMPORT

7.1 OVERVIEW

This section details the specifications applicable in the production of CASS Import Hand-Off files. They are applicable to files generated on tapes, floppy disks or other electronic means.

Record layouts detailed:

- 7.2 Header Record – Recipient Billings
- 7.3 Header Record – Last Carrier Billings
- 7.4 Import Billing Records (IBO/IBR/IBI) – Recipient Billings
- 7.5 Import Billing Records (IBO/IBR/IBI) – Last Carrier Billings
- 7.6 Trailer Record

7.2 HEADER RECORD — RECIPIENT BILLINGS

Recipient Billings Header Record

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	AA2
2	4	5	CASS Import Area/SO Code		2 A	ISO Country Code
3a*	6	8	Delivering Company Code	A3	3 T	
3a*	9	9	Delivering Company Branch Code	A3	1 A	A – Z
3a*	10	16	Filler		7 T	
3b*	6	16	Recipient Code	A1	11T	
4	17	22	Period Start Date	A4	6 NUM	YYMMDD
5	23	28	Period End Date	A4	6 NUM	YYMMDD
6	29	34	Date of Billing	A4	6 NUM	YYMMDD
7	35	36	Tape Number		2 NUM	
8	37	39	Currency of Billing	A6	3 A	
9	40	250	Filler		211 T	

* Either field 3a or 3b will be used dependent upon receiving party.

7.3 HEADER RECORD — LAST CARRIER BILLINGS

Last Carrier Billings Header Record

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	AA3
2	4	5	CASS Import Area/SO Code		2 A	ISO Country Code
3a*	6	8	Delivering Company Code	A3	3 T	
3a*	9	9	Delivering Company Branch Code	A3	1 A	A – Z
3a*	10	16	Filler		7 T	
3b*	6	7	Last Carrier Code	A19	2 T	
3b*	8	16	Filler		9 T	
4	17	22	Period Start Date	A4	6 NUM	YYMMDD
5	23	28	Period End Date	A4	6 NUM	YYMMDD
6	29	34	Date of Billing	A4	6 NUM	YYMMDD
7	35	36	Tape Number		2 NUM	
8	37	39	Currency of Billing	A6	3 A	
9	40	250	Filler		211 T	

* Either field 3a or 3b will be used dependent upon receiving party.



Hand-Off File Specifications – CASS Import

7.4 IMPORT BILLING RECORDS (IBO/IBR/IBI) – RECIPIENT BILLINGS

Import Billing Records

NR	From	To	DESCRIPTION	SOM		ATTR	CONTENTS
1	1	3	Record ID	A5	3	T	IBI,IBO,IBR
2	4	11	Recipient Reference Data(IBI)/IAM Number(IBO/IBR)	A10	8	T / NUM	For IAM field is mandatory
3	12	19	IBI Number	A12	8	T	
4*	20	20	Invoice Relation Indicator ** IBO and IBR only **	A11	1	A	"A"= Del Comp – Recipient "B"= Last Carr - Del Comp "C"= Comb "A" & "B"
5	21	21	VAT Ind - AWB Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
6	22	22	VAT Ind – Handling/Storage Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
7	23	33	Recipient Code	A1	11	T	
8	34	36	Delivering Company Code	A3	3	T	
9	37	37	Delivering Company Branch Code	A3	1	A	A - Z
10	38	40	Airline Code (AWB Prefix)	A2	3	T	
11	41	48	AWB Serial Number	A7	8	NUM	
12	49	56	House Way Bill reference		8	T	
13	57	59	Airport of Origin	A20	3	A	
14	60	62	Airport of Destination	A20	3	A	
15	63	64	Arrival Carrier Flight Designator	A19	2	T	
16	65	68	Arrival Carrier Flight Number	A21	4	NUM	
17	69	74	Date of Arrival	A 4	6	NUM	YYMMDD
18	75	80	Date of Delivery	A 4	6	NUM	YYMMDD
19	81	87	Actual Gross Weight	A13	7	NUM	If 20 = "K", 1 Decimal If 20 = "L", No Decimals
20	88	88	Weight Indicator		1	A	K = Kilo, "L" = Pounds
21	89	91	Currency Code of AWB	A 6	3	A	ISO Currency Code
22	92	101	Rate of Exchange		10	T	
23	102	113	CC WT/VAL Charges - Destination Currency	A 8	12	NUM	
24	114	125	CC Charges Due Agent - Destination Currency	A 8	12	NUM	
25	126	137	CC Charges Due Carrier - Destination Currency	A8	12	NUM	
26	138	149	Net/Net Wt/VAL Charges - Destination Currency	A8	12	NUM	
27	150	161	CC Fee Amount		12	NUM	
28	162	162	CC Fee Charged		1	A	"Y" or "N"
29	163	174	Handling Charges	A8	12	NUM	
30	175	186	Storage Charges	A8	12	NUM	
31	187	198	Advanced Duty & VAT	A8	12	NUM	
32	199	200	Other Charge 1 Code	A9	2	A	RP 1682
33	201	212	Other Charge 1 Amount	A8	12	NUM	
34	213	214	Other Charge 2 Code	A9	2	A	RP 1682
35	215	226	Other Charge 2 Amount	A8	12	NUM	
36	227	238	Miscellaneous Charges Amount	A8	12	NUM	
37**	239	250	Tax Due Airline	A8	12	NUM	

* Only IBO/IBR records with an indicator of "A" or "C" will appear on a Recipient Billing Hand-Off File.

** The VAT value for the IBO record should be treated as a negative value.



7.5 IMPORT BILLING RECORDS (IBO/IBR/IBI) – LAST CARRIER BILLINGS

Import Billing Records

NR	From	To	DESCRIPTION	SOM	ATTR	CONTENTS	
1	1	3	Record ID	A5	3	T	IBI, IBO, IBR
2	4	11	Recipient Reference Data (IBI)/IAM Number (IBO/IBR)	A10	8	T / NUM	For IAM field is mandatory
3	12	19	IBI Number	A12	8	T	
4*	20	20	Invoice Relation Indicator ** IBO and IBR only **	A11	1	A	"A" = Del Comp – Recipient "B" = Last Carr - Del Comp "C" = Comb "A" & "B"
5	21	21	VAT Ind - AWB Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
6	22	22	VAT Ind – Handling/Storage Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
7	23	33	Recipient Code	A1	11	T	
8	34	36	Delivering Company Code	A3	3	T	
9	37	37	Delivering Company Branch Code	A3	1	A	A - Z
10	38	40	Airline Code (AWB Prefix)	A2	3	T	
11	41	48	AWB Serial Number	A7	8	NUM	
12	49	56	House Way Bill reference		8	T	
13	57	59	Airport of Origin	A20	3	A	
14	60	62	Airport of Destination	A20	3	A	
15	63	64	Arrival Carrier Flight Designator	A19	2	T	
16	65	68	Arrival Carrier Flight Number	A21	4	NUM	
17	69	74	Date of Arrival	A4	6	NUM	YYMMDD
18	75	80	Date of Delivery	A4	6	NUM	YYMMDD
19	81	87	Actual Gross Weight	A13	7	NUM	If 20 = "K", 1 Decimal If 20 = "L", No Decimals
20	88	88	Weight Indicator		1	A	K = Kilo, "L" = Pounds
21	89	91	Currency Code of AWB	A6	3	A	ISO Currency Code
22	92	101	Rate of Exchange		10	T	
23	102	113	CC WT/VAL Charges - Destination Currency	A8	12	NUM	
24	114	125	CC Charges Due Agent - Destination Currency	A8	12	NUM	
25	126	137	CC Charges Due Carrier - Destination Currency	A8	12	NUM	
26	138	149	Net/Net Wt/VAL Charges - Destination Currency	A8	12	NUM	
27	150	161	CC Fee Amount	A8	12	NUM	
28	162	162	CC Fee Charged		1	A	"Y" or "N"
29	163	238	Filler		76	T	
30**	239	250	Tax Due Airline	A8	12	NUM	

* Only IBO/IBR records with an indicator of "B" or "C" will appear on a Last Carrier Billing Hand-Off File.

** The VAT value for the IBO record should be treated as a negative value.



7.6 TRAILER RECORD

Trailer Record

NR	From	To	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	TTT
2	4	5	CASS Import Area/S O Code		2 A	ISO Country Code
3a*	6	16	Recipient Code	A1	11 T	
3b*	6	7	Last Carrier Code	A19	2 T	
3b*	8	16	Filler		9 T	
3c*	6	8	Delivering Company Code	A3	3 T	
3c*	9	9	Delivering Company Branch Code	A3	1 A	A - Z
3c*	10	16	Filler		7 T	
4	17	22	Total Number of IBI Records		6 NUM	
5	23	28	Total Number of IBO Records		6 NUM	
6	29	34	Total Number of IBR Records		6 NUM	
7	35	40	Filler		6 T	
8	41	46	Total Number of Records		6 NUM	
9	47	250	Filler		204 T	

* Either field 3a, 3b or 3c will be used dependent upon the party receiving the file.



SECTION 8 – STANDARD DOCUMENTS – CASS IMPORT

8.1 OVERVIEW

This Section details the layouts and completion instructions for the following forms:

- 8.2 Air Waybill Transmittal (AWT)
- 8.3 Import Billing Instruction (IBI)
- 8.4 Import Adjustment Memorandum (IAM)



8.2 AIR WAYBILL TRANSMITTAL (AWT) – ILLUSTRATION

CASS IMPORT AIR WAYBILL TRANSMITTAL (AWT)															
TO: CASS Settlement Office Address Local	FROM: Company name ① <hr/> Address ② <hr/> <div style="text-align: right; font-size: small;">Post code</div>														
Date of dispatch <div style="display: flex; justify-content: space-around; font-size: small;"> DAY MONTH YEAR </div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 33%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> </td> <td style="width: 33%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> ⑤ </td> <td style="width: 33%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> </td> </tr> <tr> <td style="font-size: x-x-small;">eg 0 5 S E P 7</td> <td></td> <td></td> </tr> </table> Reporting Period end <div style="display: flex; justify-content: space-around; font-size: small;"> DAY MONTH YEAR </div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 33%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> </td> <td style="width: 33%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> ⑥ </td> <td style="width: 33%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> </td> </tr> <tr> <td style="font-size: x-x-small;">eg 1 5 S E P 7</td> <td></td> <td></td> </tr> </table>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> ⑤	<input style="width: 100%; height: 15px;" type="text"/>	eg 0 5 S E P 7			<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> ⑥	<input style="width: 100%; height: 15px;" type="text"/>	eg 1 5 S E P 7			Delivering Company <div style="display: flex; justify-content: space-around; font-size: small;"> CODE BRANCH </div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 60%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> ③ </td> <td style="width: 40%; text-align: center;"> <input style="width: 100%; height: 15px;" type="text"/> </td> </tr> </table> Transmittal Number <div style="text-align: center; font-size: small;"> <input style="width: 100%; height: 15px;" type="text"/> ④ </div>	<input style="width: 100%; height: 15px;" type="text"/> ③	<input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> ⑤	<input style="width: 100%; height: 15px;" type="text"/>													
eg 0 5 S E P 7															
<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/> ⑥	<input style="width: 100%; height: 15px;" type="text"/>													
eg 1 5 S E P 7															
<input style="width: 100%; height: 15px;" type="text"/> ③	<input style="width: 100%; height: 15px;" type="text"/>														
IMPORT															
<div style="text-align: center; font-weight: bold; font-size: small;">FULL PARTICIPANT</div> Import Billing Instructions (IBI) ⑦ <input style="width: 40px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="checkbox"/> Import Adjustment Memos (IAM) ⑧ <input style="width: 40px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="checkbox"/> Total no. of Documents (AWT Limit of 50) ⑨ <input style="width: 40px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="checkbox"/>	<div style="text-align: center; font-weight: bold; font-size: small;">FOR CASS OFFICIAL USE ONLY</div> 														
<div style="text-align: center; font-weight: bold; font-size: small;">BILLING PARTICIPANT</div> Total no. of Records Submitted ⑩ <input style="width: 100px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="checkbox"/> File name ⑪ <input style="width: 150px; height: 15px;" type="text"/> Number of Mag. Tapes ⑫ <input style="width: 40px; height: 15px;" type="text"/> Number of Diskettes ⑬ <input style="width: 40px; height: 15px;" type="text"/> E-mailed File ⑭ <input style="width: 20px; height: 15px;" type="checkbox"/>	<div style="text-align: center; font-weight: bold; font-size: small;">CHECK POINTS</div> Received at CASS ⑯ <div style="display: flex; justify-content: space-between; font-size: x-small;"> Signature Date </div> Data Captured ⑰ <div style="display: flex; justify-content: space-between; font-size: x-small;"> Signature Date </div> Verified ⑱ <div style="display: flex; justify-content: space-between; font-size: x-small;"> Signature Date </div> Validation ⑲ <div style="display: flex; justify-content: space-between; font-size: x-small;"> Signature Date </div> Capture ⑳ <div style="display: flex; justify-content: space-between; font-size: x-small;"> Signature Date </div>														
PREPARED BY: ⑮ <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 10px;"> Signature Print name </div>	DISTRIBUTION: Top Copy (BLUE): CASS 2nd Copy (YELLOW): CASS (for return to DC) 3rd Copy (ORANGE): Delivering Company														

8.2 AIR WAYBILL TRANSMITTAL (AWT) – PROCEDURES *(cont'd)*

The AWT form shall normally be pre-printed by the CASS office and distributed to full and billing participants. All transactions submitted for processing must be accompanied by an AWT. The Settlement Office shall issue the form in three parts, one copy for the submitting delivering company, one copy for the CASS Settlement Office records and one for return to the delivering company after processing.

Completion Notes:

1. **Company Name**
The name of the submitting Delivering Company.
2. **Address**
The submitting Delivering Company business address.
3. **Delivering Company Code**
The 3 alpha/numeric Delivering Company code corresponding to the Company name shown in 1 above. The appropriate Branch code is also reflected.
4. **Transmittal Number**
Each Delivering Company allocates a sequential number to submitted AWTs.
5. **Date of Despatch**
The actual date when the AWT was submitted.
6. **Reporting Period End**
The date reflects the final day of the current billing period. All transactions submitted attached to the AWT should be for prior dates.
- 7/8/9. **Full Participant**
The actual number of documents submitted relating to each of the categories shown.
10. **Billing Participant**
The actual number of total records submitted in electronic form.
11. **File Name**
The name of the file submitted by a Billing Participant and issue in accordance with Attachment A to Resolution 853.
- 12/13/14. **Submission Media**
The number of tapes or diskettes submitted is indicated. If a file is transmitted by electronic means it is indicated so.
15. **Prepared By**
The name and signature of the representative of the Delivering Company who completed the AWT.
- 16/20. **Check Points**
The date applicable to each checkpoint of processing, Receipt, Data Entry, Verified, Validated and Captured is recorded on the AWT.



8.3 IMPORT BILLING INSTRUCTION (IBI) – ILLUSTRATION

		CASS		IMPORT BILLING INSTRUCTION - IBI		<input type="text"/>		(1)	
RECIPIENT				AWB NUMBER		<input type="text"/>		(2)	
<input type="text"/>				HOUSE AWB NUM		<input type="text"/>		(3)	
(5)				RECIPIENT REF NUMBER		<input type="text"/>		(4)	
RECIPIENT CODE				DELIVERING COMPANY CODE		<input type="text"/>		(7)	
<input type="text"/>				BRANCH CODE		<input type="text"/>		(7)	
ARRIVAL FLT NUM		ARRIVAL DATE			DELIVERY DATE				
DES	NUMBER	DAY	MONTH	YEAR	DAY	MONTH	YEAR		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
AWB ORIGIN		AWB DESTINATION		GROSS WEIGHT					
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>			
AWB CHARGES - SUBJECT TO VAT IF APPLICABLE									
AWB CURRENCY CODE		VAT - AWB CHARGES		EXCHANGE RATE, IF BLANK SYSTEM ROE USED					
<input type="text"/>		<input type="text"/>		<input type="text"/>					
CC AWB CHARGES: WT/VAL - AWB CURRENCY						<input type="text"/>		(17a)	
CC AWB CHARGES: DUE AGENT - AWB CURRENCY						<input type="text"/>		(17b)	
CC AWB CHARGES: DUE CARRIER - AWB CURRENCY						<input type="text"/>		(17c)	
NET NET WT CHARGE - GBP (OPTIONAL)						<input type="text"/>		(18)	
CC FEE CHARGABLE (Y/N) / GBP AMOUNT						<input type="text"/>		(19)	
						<input type="text"/>		(20)	
						<input type="text"/>		(21)	
						<input type="text"/>		(22)	
TRANSIT CHARGES - INFORMATION ONLY									
CURRENCY		CHARGE CODE		CHARGE AMOUNT					
<input type="text"/>		<input type="text"/>		<input type="text"/>					
COMPOSITE CHARGES									
HANDLING		STORAGE		OTHER CHARGE 1		OTHER CHARGE 2		MISCELLANEOUS	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
ADVANCED DUTY & VAT									
						<input type="text"/>		(27)	
DELIVERING COMPANY SIGNATURE						<input type="text"/>			
<input type="text"/>									
THIS IBI HAS BEEN ISSUED , IF APPLICABLE, ALSO ON BEHALF OF THE LAST CARRIER									
* This line may be completed for information purposes, it will not be processed by the S.O.									
** These charges may, depending on local fiscal regulations, be subject to VAT.									

8.3 IMPORT BILLING INSTRUCTION (IBI) – PROCEDURES *(cont'd)*

- Box 1 This field will be blank.
- Box 2 **AWB Number**
The Master AWB number including prefix and check digit will be shown.
- Box 3 **House AWB Number**
If applicable, ie. a broken down consolidation, then the House AWB number will be shown.
- Box 4 **Recipient Reference Number**
If a Recipient advises the Delivering Company of a reference number at the time of shipment collection, then this number should be shown, although the supply of this data is not mandatory.
- Box 5 **Recipient**
The name and optional address of the Recipient will be inserted.
- Box 6 **Recipient Code**
The unique Recipient code including branch code and check digit will be reflected.
- Box 7 **Delivering Company Code**
The submitting Delivering Company code and respective branch code will be shown.
- Box 8 **Arrival Flight Number**
The inbound flight number and carrier designator will be reflected.
- Box 9 **Arrival Date**
The actual date of flight arrival will be shown.
- Box 10 **Delivery Date**
The actual date of collection of the shipment by the Recipient will be reflected.
- Box 11 **AWB Origin**
The airport of departure as stated on the AWB will be shown here.
- Box 12 **AWB Destination**
The airport of final destination as stated on the AWB will be shown here.
- Box 13 **Gross Weight**
The actual gross weight of the shipment plus the relevant weight indicator will be shown.
- Box 14 **AWB Currency Code**
The ISO currency code applicable to the country of AWB origin will be reflected.
- Box 15 **VAT – AWB Charges**
The Delivering Company will use this space to indicate whether VAT should be applied to the AWB charges.
- Box 16 **Exchange Rate**
A Delivering Company may elect for the system to base any currency conversions on the exchange rates held within the CASS programme. Alternatively a Delivering Company may elect to use its own rate of exchange which would be reflected here.

- Box 17 **AWB Charges – Collect AWBs**
(a/b/c) The AWB values expressed in AWB origin currency will be reflected in the relevant boxes.
- Box 18 **Net Net Weight Charge**
If an agreement exists whereby a reduced weight charge is to be invoiced, then this value must be reflected in destination currency in this box.
- Box 19 **CC Fee Chargeable Indicator**
A Delivering Company will indicate with a ‘Y’ or ‘N’ whether the CC fee is to be charged.
- Box 20 **CC Fee Amount**
A Delivering Company may reflect the value of the CC fee to be levied in this box. If left blank the system will calculate based upon the indicator and a table maintained within the CASS programme.
- Box 21 **Check Total 1**
The total of boxes 17a/b/c, 18 and 20 will be inserted.
- Box 22 **Total CC AWB Charges**
The Delivering Company may elect to complete this box with the converted AWB values. This field will not be data captured and is for Delivering Company internal use only.
- Box 23 **Transit Charges**
(a/b/c) This section is for information only.
- Box 24 **Handling/Storage VAT Indicator**
The Delivering Company must indicate whether or not VAT is to be levied on the handling and storage charges of a shipment.
- Box 25 **Other Charges Codes**
The applicable 2-character charge code will be inserted in these boxes.
- Box 26 **Destination Charges Amounts**
The applicable charge amounts will be reflected in the appropriate box.
- Box 27 **Check Total 2**
The total of all the items listed under boxes 26 will be inserted.
- Box 28 **Delivering Company Signature**
All IBIs submitted for processing must be signed by the relevant Delivering Company.



8.4 IMPORT ADJUSTMENT MEMORANDUM (IAM) – ILLUSTRATION

CASS IMPORT ADJUSTMENT MEMO - IAM																																																																
RECIPIENT <div style="border: 1px solid black; height: 100px; width: 90%; margin: 5px;"></div> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 5px auto;">5</div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">IAM MEMO NUMBER</td> <td style="border: 1px solid black; text-align: center; width: 20%;">1</td> </tr> <tr> <td>ORIGINAL IBI NUMBER</td> <td style="border: 1px solid black; text-align: center;">2</td> </tr> <tr> <td>RECIPIENT CODE NUMBER</td> <td style="border: 1px solid black; text-align: center;">3</td> </tr> <tr> <td>DELIVERING COMPANY CODE</td> <td style="border: 1px solid black; text-align: center;">4</td> </tr> <tr> <td style="text-align: right;">BRANCH</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	IAM MEMO NUMBER	1	ORIGINAL IBI NUMBER	2	RECIPIENT CODE NUMBER	3	DELIVERING COMPANY CODE	4	BRANCH																																																						
IAM MEMO NUMBER	1																																																															
ORIGINAL IBI NUMBER	2																																																															
RECIPIENT CODE NUMBER	3																																																															
DELIVERING COMPANY CODE	4																																																															
BRANCH																																																																
AWB NUMBER 6	HOUSE AWB NUMBER 7																																																															
INVOICE INDICATOR 8																																																																
REMARKS 9 IBQA number 10																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">ORIGINAL</th> <th style="width: 35%; text-align: center;">REVISED</th> </tr> <tr> <td>ARRIVAL FLT DES</td> <td style="border: 1px solid black; text-align: center;">11a</td> <td style="border: 1px solid black; text-align: center;">11b</td> </tr> <tr> <td>ARRIVAL DATE / DELIVERY DATE</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>AWB ORIGIN / DESTINATION</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>WEIGHT / WEIGHT IND</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>AWB CURRENCY CODE</td> <td style="border: 1px solid black; text-align: center;">12a</td> <td style="border: 1px solid black; text-align: center;">12b</td> </tr> <tr> <td>VAT ON AWB CHGS</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>EXCHANGE RATE</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>CC AWB CHGS - WT/VAL</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>CC AWB CHGS - DUE AGENT</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>CC AWB CHGS - DUE CARRIER</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>NET/NET WT CHG</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>CC FEE Y/N & AMOUNT</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>VAT ON HNDLG/STORAGE</td> <td style="border: 1px solid black; text-align: center;">13a</td> <td style="border: 1px solid black; text-align: center;">13b</td> </tr> <tr> <td>HANDLING</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>STORAGE</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>OTHER CHARGE 1</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>OTHER CHARGE 2</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>MISCELLANEOUS</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>ADVANCED DUTY & VAT</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>CHECK TOTAL</td> <td style="border: 1px solid black; text-align: center;">14a</td> <td style="border: 1px solid black; text-align: center;">14b</td> </tr> </table>		ORIGINAL	REVISED	ARRIVAL FLT DES	11a	11b	ARRIVAL DATE / DELIVERY DATE			AWB ORIGIN / DESTINATION			WEIGHT / WEIGHT IND			AWB CURRENCY CODE	12a	12b	VAT ON AWB CHGS			EXCHANGE RATE			CC AWB CHGS - WT/VAL			CC AWB CHGS - DUE AGENT			CC AWB CHGS - DUE CARRIER			NET/NET WT CHG			CC FEE Y/N & AMOUNT			VAT ON HNDLG/STORAGE	13a	13b	HANDLING			STORAGE			OTHER CHARGE 1			OTHER CHARGE 2			MISCELLANEOUS			ADVANCED DUTY & VAT			CHECK TOTAL	14a	14b	DELIVERING COMPANY SIGNATURE 15
	ORIGINAL	REVISED																																																														
ARRIVAL FLT DES	11a	11b																																																														
ARRIVAL DATE / DELIVERY DATE																																																																
AWB ORIGIN / DESTINATION																																																																
WEIGHT / WEIGHT IND																																																																
AWB CURRENCY CODE	12a	12b																																																														
VAT ON AWB CHGS																																																																
EXCHANGE RATE																																																																
CC AWB CHGS - WT/VAL																																																																
CC AWB CHGS - DUE AGENT																																																																
CC AWB CHGS - DUE CARRIER																																																																
NET/NET WT CHG																																																																
CC FEE Y/N & AMOUNT																																																																
VAT ON HNDLG/STORAGE	13a	13b																																																														
HANDLING																																																																
STORAGE																																																																
OTHER CHARGE 1																																																																
OTHER CHARGE 2																																																																
MISCELLANEOUS																																																																
ADVANCED DUTY & VAT																																																																
CHECK TOTAL	14a	14b																																																														
THIS IAM HAS BEEN ISSUED, IF APPLICABLE, ALSO ON BEHALF OF THE LAST CARRIER.																																																																

8.4 IMPORT ADJUSTMENT MEMORANDUM (IAM) – PROCEDURES *(cont'd)*

- Box 1 **IAM Memo Number**
This number including the check digit will be pre-printed on the IAM.
- Box 2 **Original IBI Number**
This field will be blank.
- Box 3 **Recipient Code Number**
The unique Recipient code, including branch code and check digit will be reflected.
- Box 4 **Delivering Company**
The submitting Delivering Company code and respective branch code will be shown.
- Box 5 **Recipient**
The name and address of the Recipient will be inserted.
- Box 6 **AWB Number**
The Master AWB number including prefix and check digit will be shown.
- Box 7 **House AWB Number**
If applicable, i.e., a broken down consolidation, the House AWB number will be shown.
- Box 8 **Invoice Indicator**
The Delivering Company will indicate whether the IAM is applicable from a) the Last Carrier to the Delivering Company, or b) the Delivering Company to the Recipient, or c) both situations.
- Box 9 **Remarks**
The reason for the raising of the IAM and any calculations will be reflected in this box. If a Recipient reference is indicated on the IBQA (U.K. only) then this should be shown also in the remarks box.
- Box 10 **IBQA (U.K. ONLY)**
This box will reflect the IBQA number, which was raised to query this item.
- Box 11 **Original/Revised Shipment Details**
(a/b) The applicable shipment details will be inserted in the appropriate boxes.
- Box 12 **Original/Revised AWB Charge Details**
(a/b) The applicable AWB charges expressed in the AWB currency will be reflected in the appropriate boxes. The Delivering Company may only adjust items, which need amending.
- Box 13 **Original/Revised Destination Charges**
(a/b) The applicable destination charges will be reflected in local currency and shown in the appropriate boxes. The Delivering Company may only adjust items, which need amending.
- Box 14 **Original/Revised Check Totals**
(a/b) The total of all value items listed in boxes 11a/b and 12a/b will be inserted.
- Box 15 **Delivering Company Signature**
All IAMs submitted for processing must be signed by the relevant Delivering Company.