



## 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  |                   |

|              |  |
|--------------|--|
| <b>Notes</b> | <p>When Hand Off-File is produced for an Agent/Associate, the following will apply:</p> <ul style="list-style-type: none"> <li>• Airline ID will be "three blanks"</li> <li>• Billing period will always be shown</li> <li>• Agent ID will always be shown</li> <li>• 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)</li> </ul> |
|--------------|--|



## △ 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  | <b>Occurs 3 times</b>    |       |     | 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                  |
| <b>REVISED CHARGES &amp; WEIGHT</b> |                          |       |     |         |      |                         |
| 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



# CASS Technical Specifications Handbook

## △ 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                  |
|      | <b>ORIGINAL CHARGES &amp; WEIGHT</b> |       |     |         |      |                         |
| 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.

