



# CASS-Export HKSAR

Introduction for Agent

# Agenda

## ➤ CASS HK

- Overview
- Airlines

## ➤ Remittance

- Procedures
- Irregularities

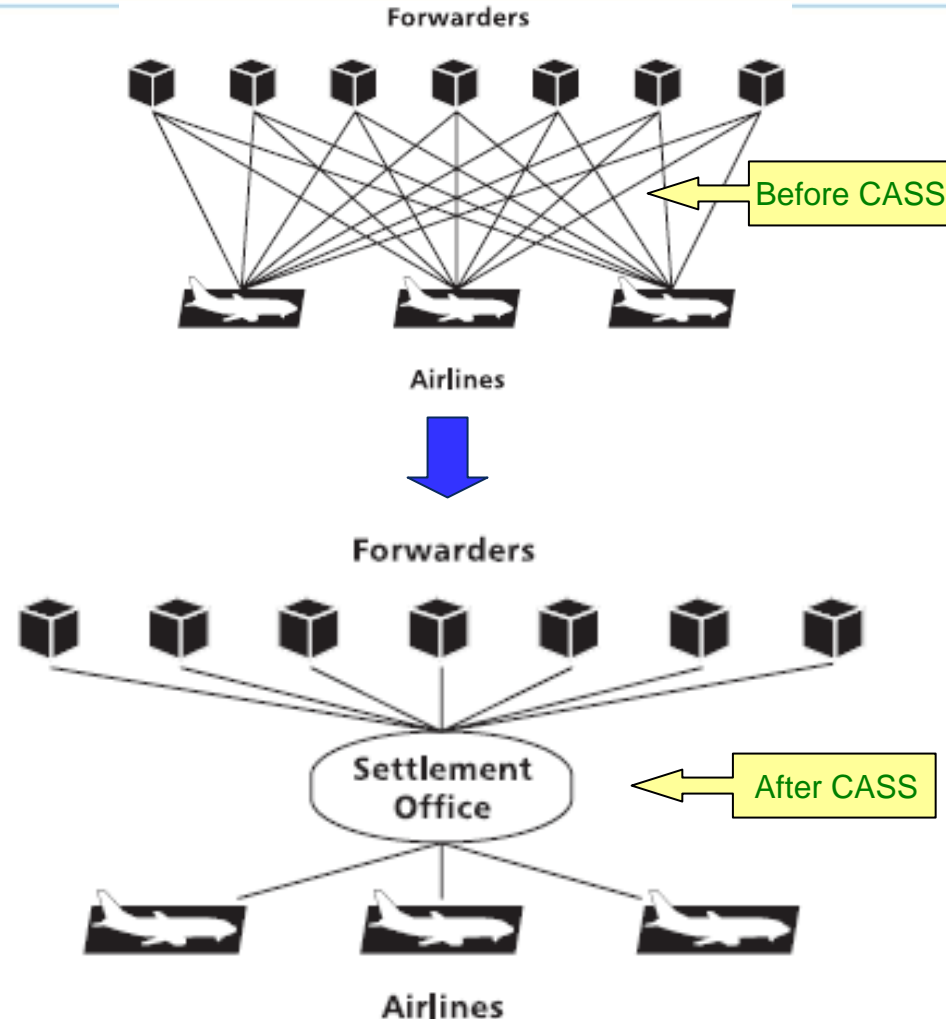
## ➤ Operations

- CASSlink
- Payments

## ➤ Miscellaneous

- Special notes for CX
- Bank guarantee

## ➤ Contact



# CASS HK - overview

- CASS = Cargo Accounts Settlement System
  - Streamline the reporting and cargo sales and settling of accounts between cargo intermediaries and airlines
  - Operates in 88+ countries, linking 8,500+ cargo intermediaries and 250+ airlines around the globe
- **CASS-Export** Hong Kong was introduced since Oct05 and now serving 361+ cargo intermediaries and 29 airlines
- It operates with 29 days settlement cycle, where an additional 21 days payment was setup under a commercial agreement between CX and its cargo agents

# CASS-Export HK 29 airlines as of Feb2012 (by airline code order)

↗	AF	Air France Cargo ↗ 01Nov05	↗	KZ	Nippon Cargo Airlines ↗ 01Jun07
↗	AY	Finnair ↗ 06Jan07	↗	LH	Lufthansa Cargo ↗ 01Feb07
↗	BA	British Airways World Cargo ↗ 01Oct05	↗	LX	Swiss World Cargo ↗ 01Feb07
↗	C8	Cargolux Italia SPA ↗ 01Jun09	↗	MK	Air Mauritius* ↗ 01Apr07
↗	CV	Cargolux ↗ 16Nov06	↗	NH	All Nippon Airways ↗ 01Oct07
↗	CX	Cathay Pacific Airways Ltd ↗ 01Jan07	↗	NZ	Air New Zealand ↗ 01Mar09
↗	EK	Emirates Airline ↗ 01Jul10	↗	QF	Qantas Freight ↗ 01Nov05
↗	FJ	Air Pacific Ltd ↗ 01Jan10	↗	QR	Qatar Airways* ↗ 01May07
↗	GA	PT Garuda Indonesia ↗ 01Feb12	↗	SK	SAS Cargo* ↗ 01Dec06
↗	JJ	Tam Linhas Aereas ↗ 01Oct10	↗	TK	Turkish Airlines ↗ 01Sep09
↗	KA	HK Dragon Airlines Ltd ↗ 01Jan07	↗	UA	United Airlines Cargo ↗ 01Jun06
↗	KE	Korean Air Lines Co. Ltd ↗ 16Aug08	↗	UO	Hong Kong Express ↗ 01Jan10
↗	KL	KLM Cargo* ↗ 01Oct05	↗	VS	Virgin Atlantic Cargo ↗ 01May07
↗	KQ	Kenya Airways ↗ 01Apr09	↗	9W	Jet Airways (India) Limited ↗ 01Apr08
↗	HX	Hong Kong Airlines ↗ 01Mar11			

# Remittance - procedures

➤ Agents must remit monies due to airlines on the **remittance date**, which will be communicated to you in advance in form of a CASS calendar

➤ Detailed remittance procedures are listed under IATA Resolution 801r, Section 2

Note: EOP = End of Period

CASS-Export & CASS-Import, HK  
2008 CASS CALENDAR



Reporting Period Type Date & No.	1st Invoice Ready For Export & Import EOP + 10 days	Online Correction request by Agent For Export ONLY 1st report + 3 w.days	Final Invoice Ready For Export & Import EOP + 16 days	CX Remittance Date For Export ONLY EOP + 21 days	Remittance Date For Export & Import EOP + 30 days
01-15 Jan 200801	25 Jan 08 (Fri)	29 Jan 08 (Tue)	01 Feb 08 (Fri)	06 Feb 08 (Wed)	15 Feb 08 (Fri)
16-31 Jan 200802	13 Feb 08 (Wed)	15 Feb 08 (Fri)	20 Feb 08 (Wed)	21 Feb 08 (Thu)	29 Feb 08 (Fri)
01-15 Feb 200803	27 Feb 08 (Wed)	29 Feb 08 (Fri)	05 Mar 08 (Wed)	06 Mar 08 (Thu)	17 Mar 08 (Mon)
16-29 Feb 200804	12 Mar 08 (Wed)	14 Mar 08 (Fri)	19 Mar 08 (Wed)	25 Mar 08 (Tue)	31 Mar 08 (Mon)
01-15 Mar 200805	27 Mar 08 (Thu)	31 Mar 08 (Mon)	03 Apr 08 (Thu)	07 Apr 08 (Mon)	15 Apr 08 (Tue)
16-31 Mar 200806	10 Apr 08 (Thu)	14 Apr 08 (Mon)	17 Apr 08 (Thu)	21 Apr 08 (Mon)	30 Apr 08 (Wed)
01-15 Apr 200807	25 Apr 08 (Fri)	29 Apr 08 (Tue)	03 May 08 (Sat)	06 May 08 (Tue)	15 May 08 (Thu)
16-30 Apr 200808	10 May 08 (Sat)	15 May 08 (Thu)	20 May 08 (Tue)	21 May 08 (Wed)	02 Jun 08 (Mon)
01-15 May 200809	25 May 08 (Sun)	28 May 08 (Wed)	31 May 08 (Sat)	06 Jun 08 (Fri)	16 Jun 08 (Mon)
16-31 May 200810	12 Jun 08 (Thu)	16 Jun 08 (Mon)	19 Jun 08 (Thu)	23 Jun 08 (Mon)	30 Jun 08 (Mon)
01-15 Jun 200811	25 Jun 08 (Wed)	27 Jun 08 (Fri)	03 Jul 08 (Thu)	07 Jul 08 (Mon)	15 Jul 08 (Tue)
16-30 Jun 200812	10 Jul 08 (Thu)	14 Jul 08 (Mon)	17 Jul 08 (Thu)	21 Jul 08 (Mon)	31 Jul 08 (Thu)
01-15 Jul 200813	25 Jul 08 (Fri)	29 Jul 08 (Tue)	01 Aug 08 (Fri)	06 Aug 08 (Wed)	15 Aug 08 (Fri)
16-31 Jul 200814	10 Aug 08 (Sun)	13 Aug 08 (Wed)	16 Aug 08 (Sat)	21 Aug 08 (Thu)	01 Sep 08 (Mon)
01-15 Aug 200815	27 Aug 08 (Wed)	29 Aug 08 (Fri)	03 Sep 08 (Wed)	08 Sep 08 (Mon)	16 Sep 08 (Tue)
16-31 Aug 200816	10 Sep 08 (Wed)	12 Sep 08 (Fri)	18 Sep 08 (Thu)	22 Sep 08 (Mon)	30 Sep 08 (Tue)
01-15 Sep 200817	25 Sep 08 (Thu)	29 Sep 08 (Mon)	03 Oct 08 (Fri)	06 Oct 08 (Mon)	15 Oct 08 (Wed)
16-30 Sep 200818	11 Oct 08 (Sat)	15 Oct 08 (Wed)	18 Oct 08 (Sat)	21 Oct 08 (Tue)	31 Oct 08 (Fri)
01-15 Oct 200819	25 Oct 08 (Sat)	29 Oct 08 (Wed)	01 Nov 08 (Sat)	06 Nov 08 (Thu)	17 Nov 08 (Mon)
16-31 Oct 200820	12 Nov 08 (Wed)	14 Nov 08 (Fri)	19 Nov 08 (Wed)	21 Nov 08 (Fri)	01 Dec 08 (Mon)
01-15 Nov 200821	26 Nov 08 (Wed)	28 Nov 08 (Fri)	03 Dec 08 (Wed)	08 Dec 08 (Mon)	15 Dec 08 (Mon)
16-30 Nov 200822	10 Dec 08 (Wed)	12 Dec 08 (Fri)	17 Dec 08 (Wed)	22 Dec 08 (Mon)	31 Dec 08 (Wed)
01-15 Dec 200823	25 Dec 08 (Thu)	30 Dec 08 (Tue)	03 Jan 09 (Sat)	06 Jan 09 (Tue)	15 Jan 09 (Thu)
16-31 Dec 200824	10 Jan 09 (Sat)	14 Jan 09 (Wed)	19 Jan 09 (Mon)	21 Jan 09 (Wed)	02 Feb 09 (Mon)

# Remittance - irregularities

- Late payment or rejected cheque
  - Late payment or Rejected cheque = 1 irregularity
- 4 irregularities over 12 months period = DEFAULT
  - If an irregularity is recorded in 01-15Apr10, it will be withdrawn after 12 months, i.e. 01-15Apr11
- Any late payment will be given 10 calendar days as grace period
- Non-100% payment by end of grace period = DEFAULT

DEFAULT = Lost of IATA Cargo Agent accreditation and be removed from CASS HK, i.e. trade on cash basis with CASS participating airlines \*\* same apply to CASS Associate

# Operations - CASSlink, CASS code

- CASS HK has allocated an unique 11 digit CASS code to all of your offices that will receive invoice and remittance information

Address code

Example: 13-3 0000 000 0 (head office)

13-3 0000 001 1 (branch office)

IATA code

Check-digit

Consignee's Name and Address	Consignee's Account Number
Issuing Carrier's Agent Name and City	
Agent's IATA Code	Account No.

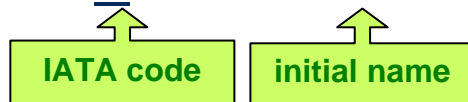
- Please ensure to quote your IATA CASS Code in the “Agent’s IATA Code” box on your Air Waybill (as per Resolution 600a, Attachment B, Section 2.8.2.2)

# Operations - CASSlink, ID & password

- Please be reminded User ID and Password for CASSlink was assigned for each user and sharing of User ID is not recommended

Example of User ID are as follows:

HK\_0000PM

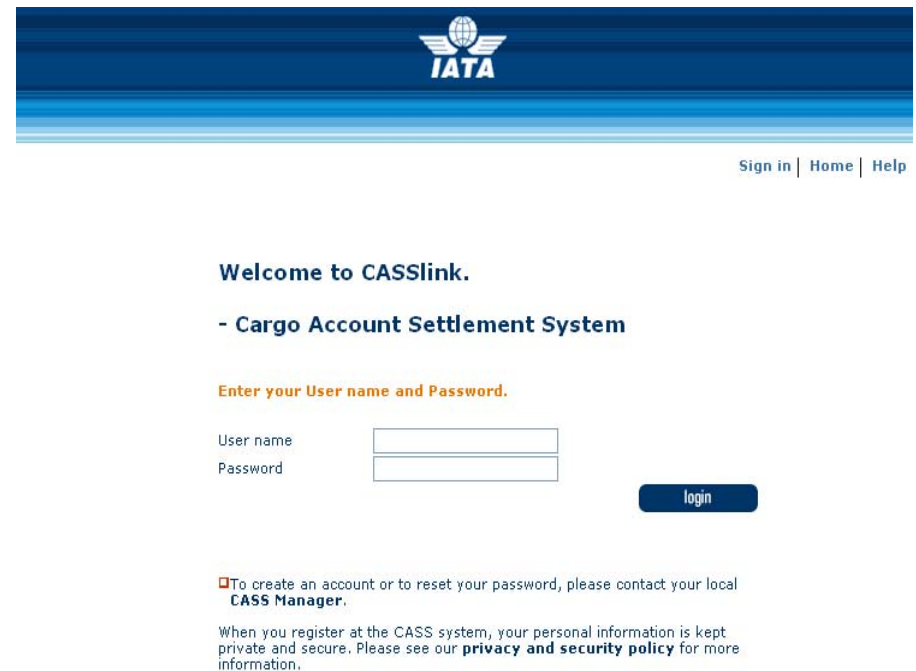


(All User ID and password is case sensitive )

# Operations - CASSlink Export

- A secured web-based platform that operate 24 hours x 7 days

<https://casslink.iata.org>



The screenshot shows the CASSlink login interface. At the top, there is a dark blue header with the IATA logo on the right and navigation links for 'Sign in | Home | Help' on the left. Below the header, the main content area is white. It starts with a 'Welcome to CASSlink.' message, followed by '- Cargo Account Settlement System'. A prompt 'Enter your User name and Password.' is displayed in orange. Below this, there are two input fields: 'User name' and 'Password'. To the right of these fields is a dark blue 'login' button. At the bottom, there is a checkbox with the text 'To create an account or to reset your password, please contact your local CASS Manager.' and a paragraph of text stating that personal information is kept private and secure, with a reference to a 'privacy and security policy'.

# Operations - CASSlink

## 1. Output Services

➤ Output Agent

➤ AWB History

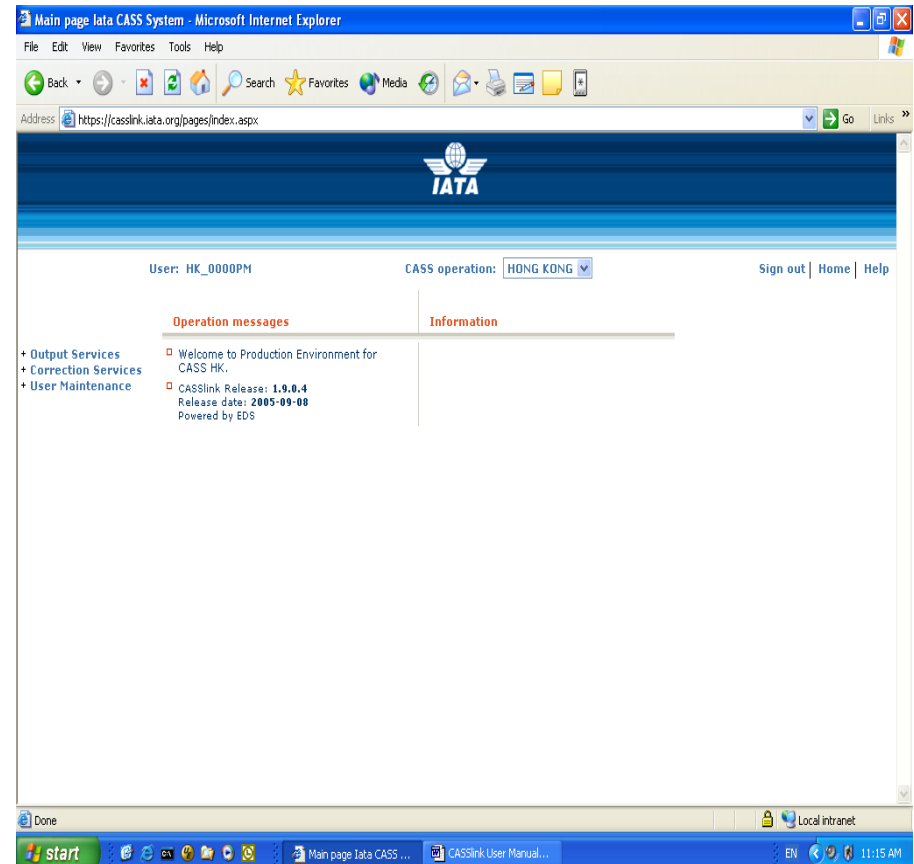
## 2. Correction Services

➤ Add Correction

➤ View Corrections

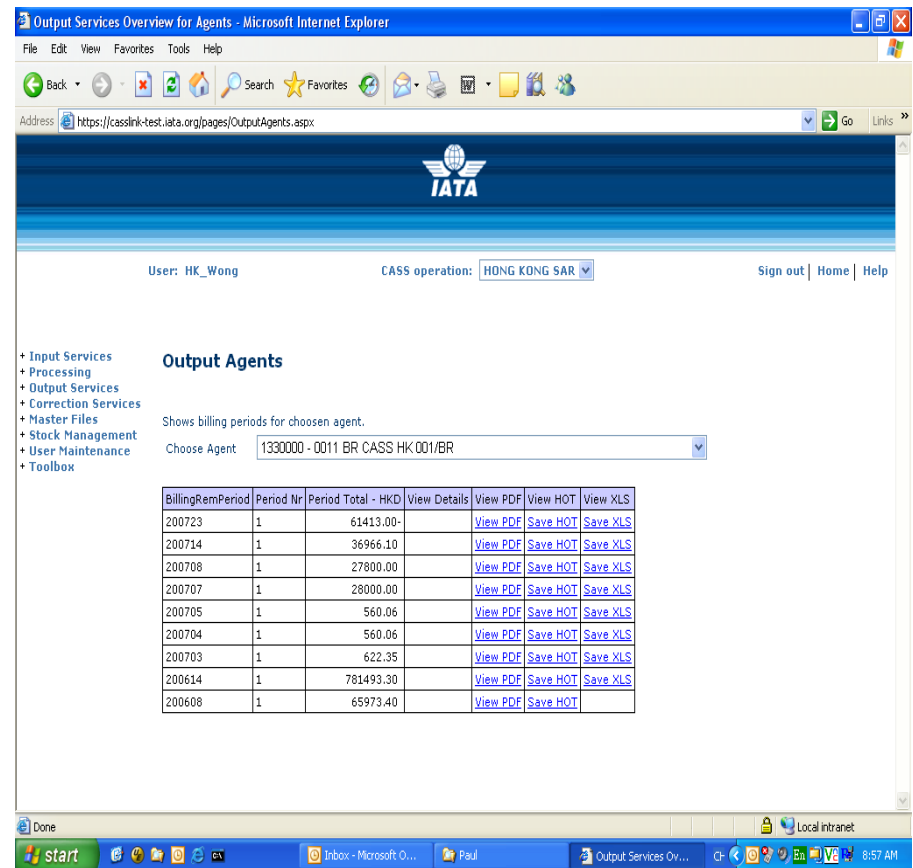
## 3. User Maintenance

➤ Change Password



# Operations - CASSlink, output agent

- ▶ This service allows the user to view results of daily and final processing in PDF, XLS or HOT format. Go to "**Output Agent**" > "**Choose Agent**" and then use the *drop-down arrow* to view linked locations.
- In "**Period Nr**",
  - 1 – Billing Statement, 2 – Adjustment
- In "**View Details**", Agents can view the projected amount to be invoiced, before the CASSLink report are produced
- In "**View PDF**", Agents can open or download the Export Billing Statement in PDF format
- In "**Save HOT**", HOT format is available for subscription at USD 80/copy
  - {Optional - chargeable}
- In "**Save XLS**", Excel format available for subscription at HKD 300/copy
  - {Optional - chargeable}



The screenshot shows a web browser window displaying the 'Output Services Overview for Agents' page. The page includes a navigation menu on the left with options like 'Input Services', 'Processing', and 'Output Services'. The main content area is titled 'Output Agents' and shows a table of billing periods for a selected agent. The table has columns for 'BillingRemPeriod', 'Period Nr', 'Period Total - HKD', and three columns for viewing reports: 'View Details', 'View PDF', and 'View HOT'. Each row in the table contains data for a specific period and links to view the report in different formats.

BillingRemPeriod	Period Nr	Period Total - HKD	View Details	View PDF	View HOT	View XLS
200723	1	61413.00-		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200714	1	36966.10		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200708	1	27800.00		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200707	1	28000.00		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200705	1	560.06		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200704	1	560.06		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200703	1	622.35		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200614	1	781493.30		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	<a href="#">Save XLS</a>
200608	1	65973.40		<a href="#">View PDF</a>	<a href="#">Save HOT</a>	



**Description**

+ Prepaid Charges (Weight Valuation Charges)  
 + Prepaid Charges (Other charges due airline)  
**Collect Charges (Weight Valuation Charges)**  
 - Collect Charges (Other charges due Agent)  
 - Commis.  
 - Incentive  
 = **Net Amount**

**AWB Amount**

+ \$\$\$\$  
 + \$\$\$  
**\$\$ (reference only)**  
 - \$\$\$  
 - \$\$  
 - \$\$  
 = \$\$\$\$

**item**

A  
 B  
**C**  
 D  
 E  
 F  
 G

IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - HONG KONG (SAR)		CARGO SALES INVOICE/ADJUSTMENT	INVOICE NR: HK0822.01.000001
AGENT: CASS HK 000/HO Rm 1203 Harcourt House, 39 Gloucester Road, Wanchai HONG KONG (SAR) CHINA		AIRLINE: 954 CASS HK RM 1203, HARCOURT HOUSE, 39 GLOUCESTER ROAD, WANCHAI HONG KONG (SAR) CHINA	DATE: 19-DEC-08
IATA NUMERIC CODE: 13-3 0000/0000	CURRENCY: HKD	BILLING PERIOD: 16-NOV-08 - 30-NOV-08	PAGE: 1

AWB--- SERIAL NUMBER	SP ORGDES-- IN	WEIGHT	---PREPAID CHARGES--- WEIGHT VALUATION	OTHER CHARGES	---COLLECT CHARGES--- WEIGHT VALUATION	OTHER CHARGES	---COMMISS. ---	-INCENTIVE	NET AMOUNT	---EXEC DATE	-----AGENTS INFORMATION
			CHARGES	DUE AIRL	CHARGES	DUE AGENT				AWB	
INTERNATIONAL CARGO											
22220004	LT HEGAAA	88.0	1000.00	200.00	0.00	0.00	0.00	0.00	1200.00	080816	SCENARIO 1
22220015	LT HEGAAA	88.0	1000.00	200.00	0.00	0.00	50.00	0.00	1150.00	080816	SCENARIO 2
22220026	LT HEGAAA	88.0	1000.00	200.00	0.00	0.00	50.00	20.00	1130.00	080816	SCENARIO 3
22220030	LT HEGAAA	88.0	0.00	200.00	10.00	0.00	0.00	0.00	200.00	080816	SCENARIO 4
22220041	LT HEGAAA	88.0	0.00	200.00	10.00	0.00	0.00	40.00	160.00	080816	SCENARIO 5
22220052	LT HEGAAA	88.0	0.00	0.00	20.00	1000.00	0.00	0.00	1000.00-	080816	SCENARIO 6
22220063	LT HEGAAA	88.0	0.00	200.00	10.00	1000.00	0.00	0.00	800.00-	080816	SCENARIO 7

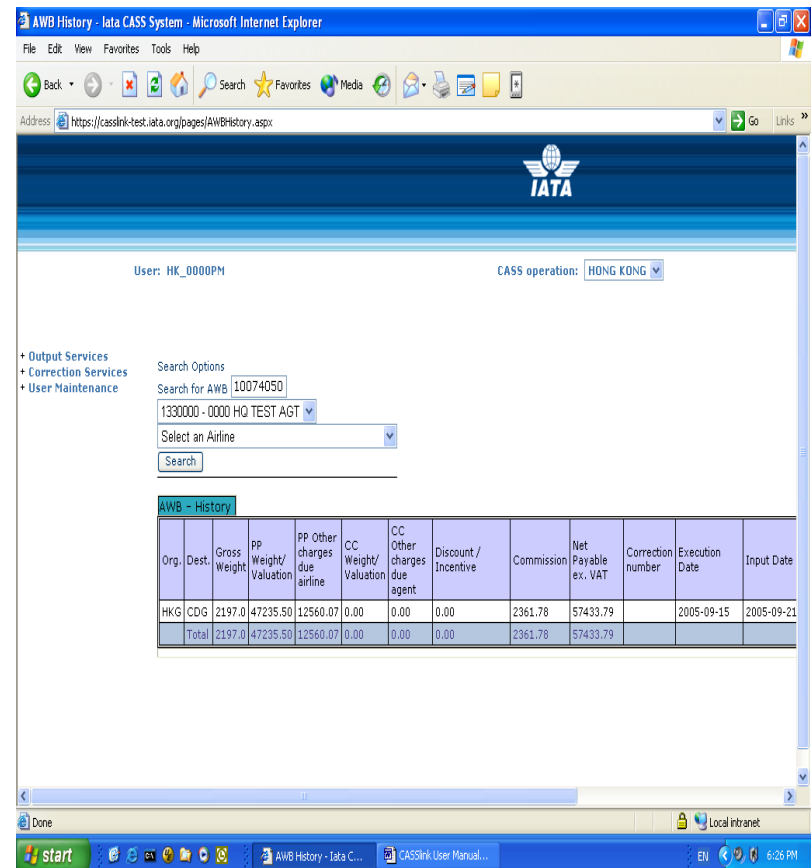
**SP IN Definition:** NC - No commission / SR - Service AWB / LT - Late transaction / VD - Void transaction  
 DL - Delete original transaction (DCO, CCO) / AD - Insert revised transaction (DCR, CCR)

# Operations - CASSlink, AWB history

➤ This service provides the facility to search for historical AWB data by the AWB number, but selection by airline is also possible

➤ AWB data will be stored for up to **24 months\*** on the CASSlink

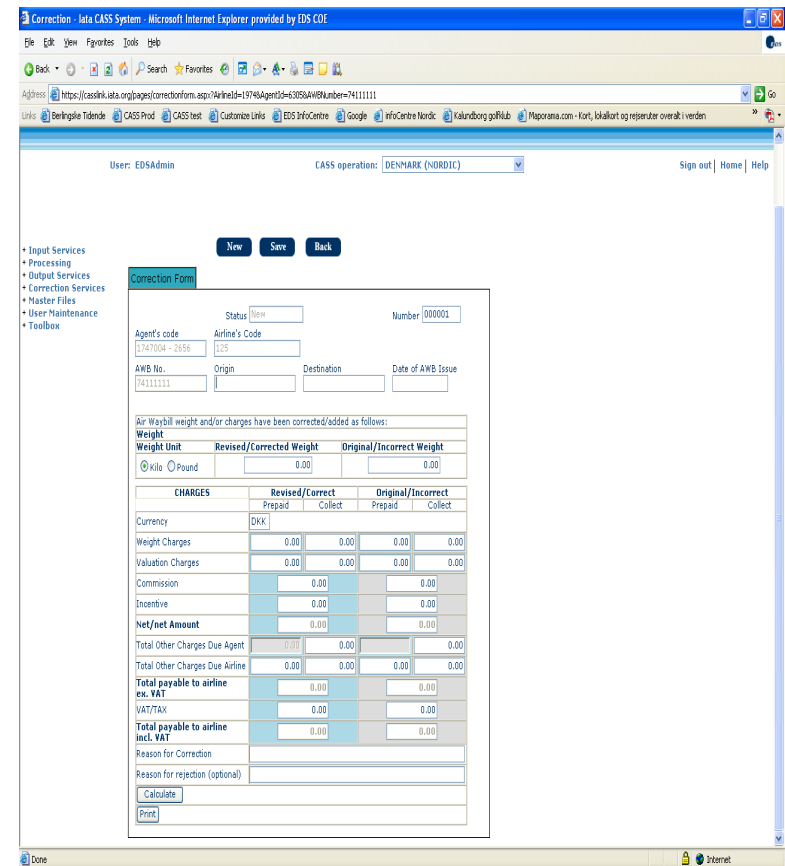
(\* new effective from 16March2011)



Org	Dest	Gross Weight	PP Weight/Valuation	PP Other charges due airline	CC Weight/Valuation	CC Other charges due agent	Discount/Incentive	Commission	Net Payable ex. VAT	Correction number	Execution Date	Input Date
HKG	CDG	2197.0	47235.50	12560.07	0.00	0.00	0.00	2361.78	57433.79		2005-09-15	2005-09-21
Total		2197.0	47235.50	12560.07	0.00	0.00	0.00	2361.78	57433.79			

# Operations - CASSlink, add correction

- Depends on airlines set up, agent can request or add corrections by completing the mask
- If an agent raises a Correction and clicks the save button, it will be saved and await the Airline to action on it



Correction - Iata CASS System - Microsoft Internet Explorer provided by IDS COE

User: EDSAdmin CASS operation: DENMARK (NORDIC) Sign out | Home | Help

**Correction Form**

Status: New Number: 000001

Agent's code: 1747004 - 2656 Airline's Code: L2S

AWB No.: 74111111 Origin: Destination: Date of AWB Issue:

Air Waybill weight and/or charges have been corrected/added as follows:

Weight Unit	Revised/Corrected Weight		Original/Incorrect Weight	
	Prepaid	Collect	Prepaid	Collect
Kilo	0.00		0.00	
Pound				

CHARGES	Revised/Correct		Original/Incorrect	
	Prepaid	Collect	Prepaid	Collect
Currency	DKK			
Weight Charges	0.00	0.00	0.00	0.00
Valuation Charges	0.00	0.00	0.00	0.00
Commission	0.00		0.00	
Incentive	0.00		0.00	
<b>Net/net Amount</b>	0.00		0.00	
Total Other Charges Due Agent	0.00	0.00		0.00
Total Other Charges Due Airline	0.00	0.00	0.00	0.00
<b>Total payable to airline ex. VAT</b>	0.00		0.00	
VAT77% <b></b>	0.00		0.00	
<b>Total payable to airline incl. VAT</b>	0.00		0.00	

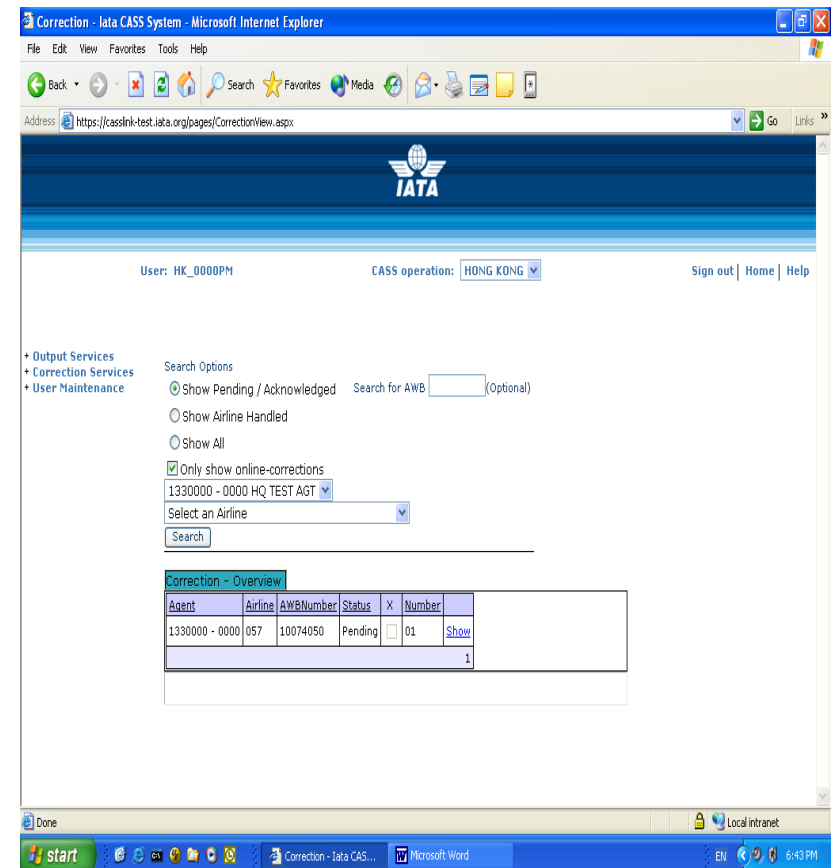
Reason for Correction:

Reason for rejection (optional):

Calculate Print

# Operations - CASSlink, view correction

- The view correction service will provide an overview of corrections
- Under “Select Options” to choose any option will display different status of AWB



Correction - IATA CASS System - Microsoft Internet Explorer

Address: https://casslink-test.iata.org/pages/CorrectionView.aspx

User: HK\_0000PM      CASS operation: HONG KONG      Sign out | Home | Help

+ Output Services  
 + Correction Services  
 + User Maintenance

Search Options

Show Pending / Acknowledged      Search for AWB  (Optional)  
 Show Airline Handled  
 Show All  
 Only show online-corrections

1330000 - 0000 HQ TEST AGT

Select an Airline

**Correction - Overview**

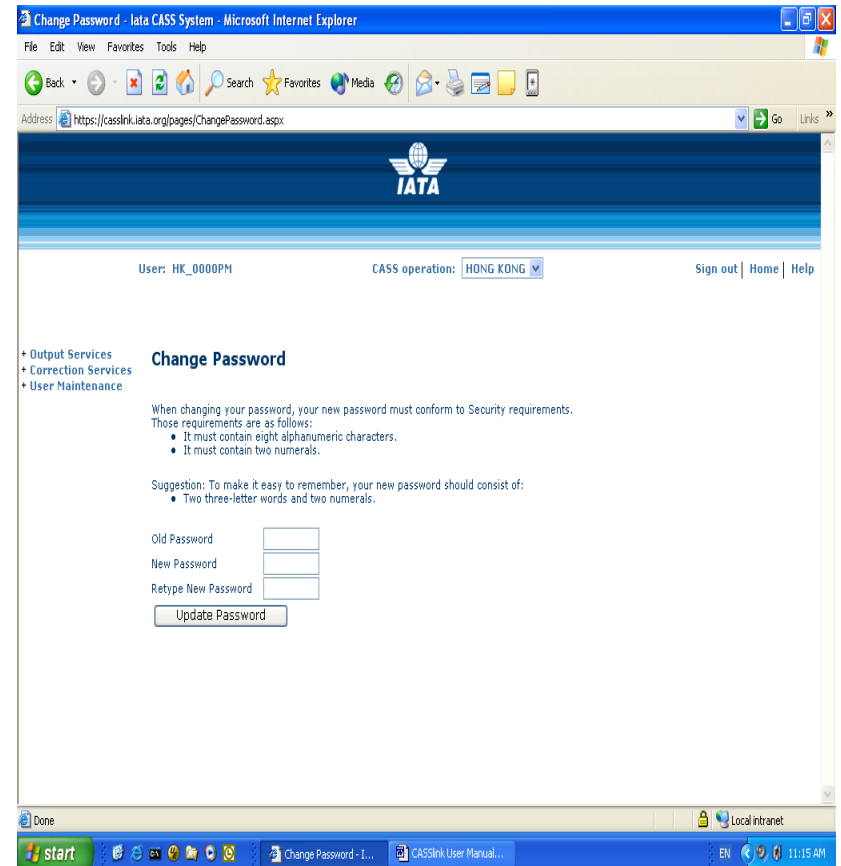
Agent	Airline	AWBNumber	Status	X	Number	
1330000 - 0000	057	10074050	Pending	<input type="checkbox"/>	01	<a href="#">Show</a>
						1

## Operations - CASSlink, correction status

- Accept - Airline accepts correction request  
(Adjustment will be generated on “Final Invoice Ready date”)
  
- Amend - Airline wishes to process a credit for a different amount  
(Adjustment will be generated on “Final Invoice Ready date”)
  
- Reject - Airline rejects correction request
  
- Airline Handled - Airline has accepted correction request, but will handle request through its in-house system

# Operations - CASSlink, change password

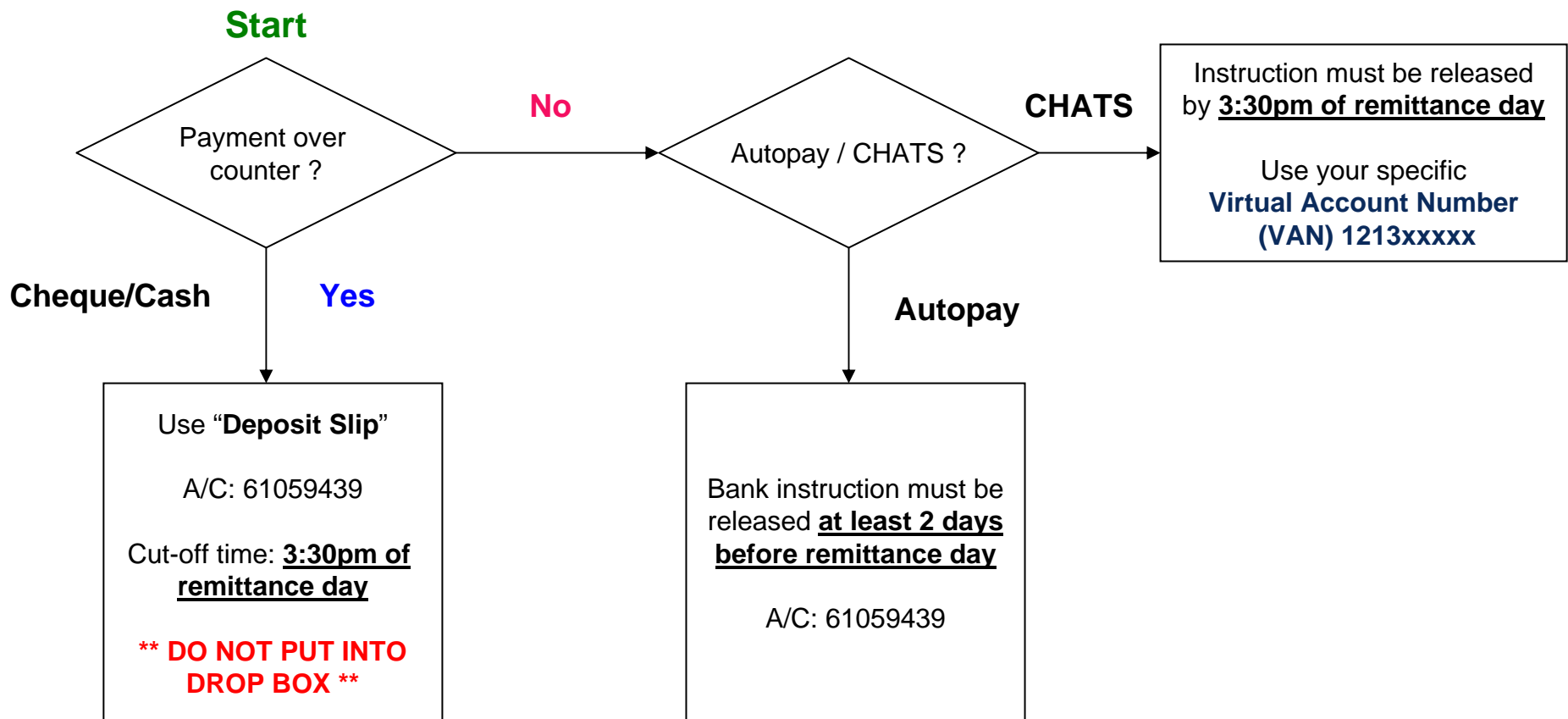
- When changing your password, your new password must contain 8 alphanumeric including 2 must be numerals
- Password is case sensitive
- Examples:  
abcdef33 or 123456xy



# Operations - payments

- Clearing Bank - **Citibank N.A., Hong Kong**
- **Payment Methods:**
  - **Cheque**
    - Payable to: [International Air Transport Association or IATA](#)
    - Branch location: [All Locations](#)
  - **Bank transfer/Autopay**
  - **CHATS** (Clearing House Automated Transfer System)
    - Please contact IATA to arrange a permanent VAN (Virtual Account Number)
- Remittance monies should reach our Citibank Export Account:
  - **Bank Code: 006    Branch Code: 391    Account Number: 61059439**
  - [no later than 1530 hrs of "Remittance Date"](#)
- In any circumstances, should you find no billing statement in your account while you had business transaction with any participating airlines, please check with IATA HK
- If the total amount of credits due to the Agent exceeds the total amount of debits due from the Agent (e.g. DCM, CCR), our accountant will contact you in due course. You can choose to have the credit refunded by electronic fund transfer **or** to offset the credit with the amount payable for the following billing period.

# Citibank Payment Procedure



# Citibank Deposit Slip

港元企業戶口存款票據  
HK DOLLAR DEPOSIT SLIP FOR CORPORATE ACCOUNTS



		港元 HK Dollars	仙 Cents
現金 Cash			
1			
2			
3			
4			
5			
6			
7			
合計 Total			

**CASS-Export**

戶口號碼  
Account No.: 6 1 0 5 9 4 3 9

參考編號  
Reference No.: 1 3 - 3 - - - -

存款人姓名  
Depositor's Name: \_\_\_\_\_

如欲 匯入 票據 以 支取 存款 於 閣下 之 戶口， 請 填 清楚 上 面 戶口 之 名稱。  
If you would like to deposit checks into your own account, please make checks favoring your own account name.

銀行 職員 注意： 如 存款 票 計 入 西 曆 人 員 之 姓名 編號 及 存款 人 姓名， 存款 時 須 填 明 戶口 號， 請 以 正 確 之 票 據 呈 交 銀行 職員。  
Note to Bank Tellers: Reference number and depositor's name should be input in Remarks field of teller terminals. Deposits into IATA's account must be processed IMMEDIATELY through teller terminals.

支票 (請逐項列明)  
Checks (List Separately)

個人銀行正銀  
Consumer Bank Copy

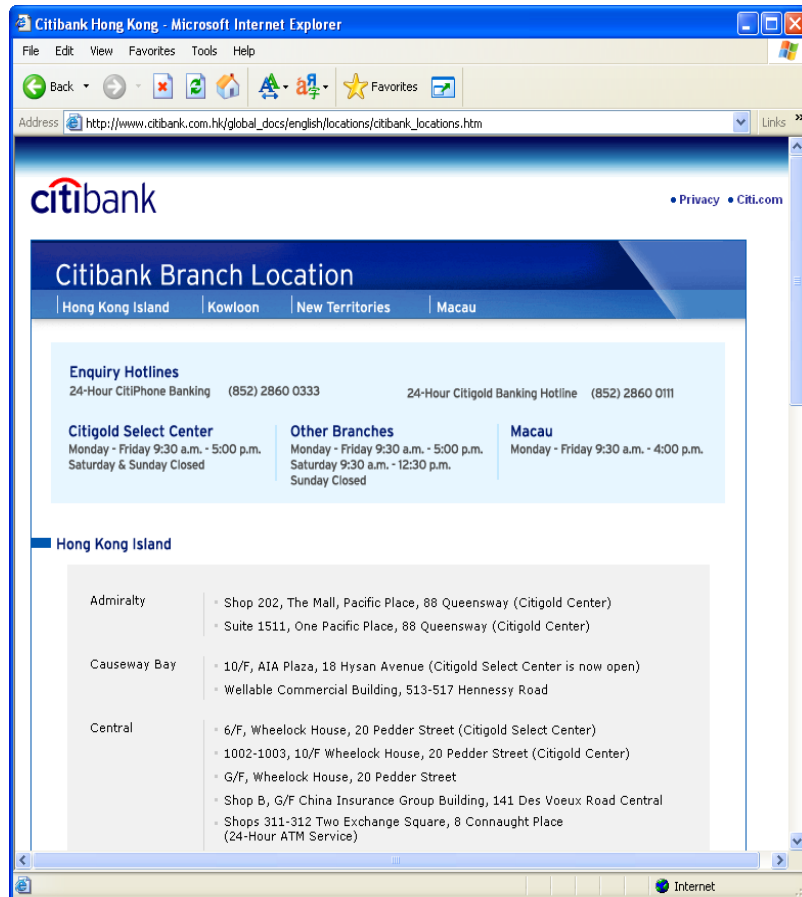
IATA preprinted  
**CASS-Export**  
Account Number

**IMPORTANT**  
IATA CASS Code  
e.g. 13-3-0000-000-0

Short Name  
of your agency  
(free text)

Grand Total Amount  
as in your  
**CASSLink-Export**  
Statement

# Operations, payments - citibank



## CITIBANK LOCATIONS

➤ <http://www.citibank.com.hk/>

➤ Hotline: +852 2860 0333

## Misc - special notes for CX

- First Billing invoice will be ready on EOP+10
  - Check and prepare CX's payment according to this version
- Final billing invoice will be ready on EOP+19
  - Check and prepare other's payment according to this version
- Remit monies\*\* due CX on EOP+21
- Remit monies\*\* due others on EOP+30
  - Monies due others = Total amount on final billing invoice - monies remitted on EOP+21

\*\* Monies should follow CASS Reporting Calendar and reach IATA Citibank's account before 1530 hrs

## Misc - Remittance, dispute handling

- DCM/CCA in next billing period
  - Disputed-amount will be collected and credit/debit will be adjusted in next billing period by upload of DCM/CCA
  
- Online correction in specified billing period
  - Adjusted-amount will be collected after online corrections are input and processed in the period specified
  
- Official disputed billing procedures
  - Detailed disputed billing procedures are listed under IATA Settlement Systems Service Provisions - Cargo, Section 6.11
  - Funds held until both parties reach agreement

## Misc - bank guarantee

- No centralized bank guarantee is required by IATA
- Cargo intermediaries are required to keep existing bank guarantee arrangement with individual airlines

# Thank YOU & Happy CASS

➤ CASS HKSAR

➤ +852 2528 9321

➤ [info.hk@iata.org](mailto:info.hk@iata.org)