e-AWB
Standard Operating Procedure (SOP)

Introduction

Introduction to the SOP

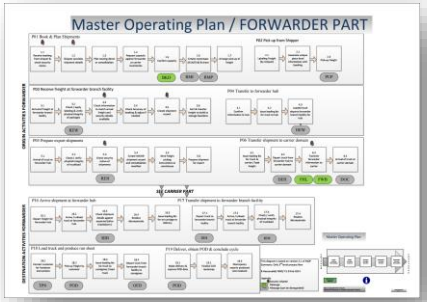
This Standard Operating Procedures (SOP) document contains the operational steps that stakeholders of the air cargo supply chain should follow when using e-AWB.

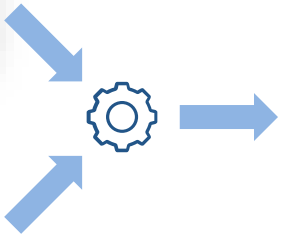
These procedures are not location specific. In addition to following these generic procedures, stakeholders will also have to comply with any rule that may have been defined for the specific origin and destination locations from and to which they do e-AWB.

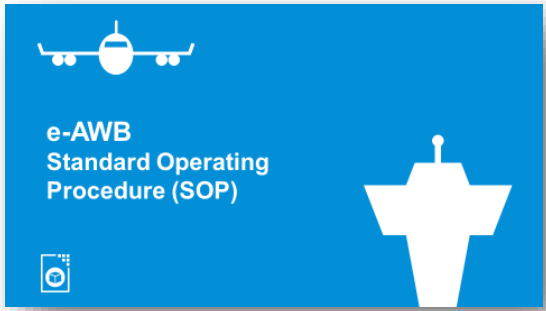
It is important to note that stakeholders may feel that they need to adjust their procedures not only based on specific location rules, but also based on their internal procedures and systems or to comply with any local practice or agreement they may have with their partners, suppliers and customers

Framework & Scope

SOP Framework







The foundation of the e-AWB Standard Operating Procedure (SOP) is based on the Industry Master Operating Plan (MOP) and the IATA Cargo Handling Manual, providing the framework of this e-AWB SOP.

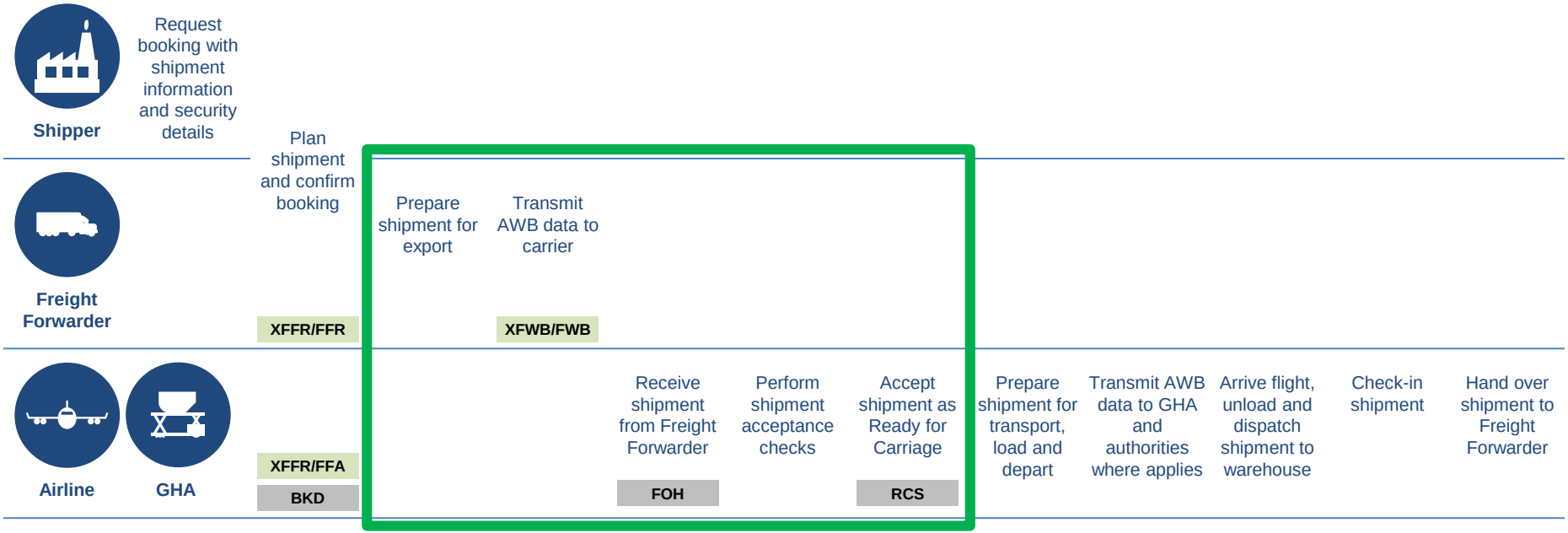
Both documents are available here:

Industry MOP:
http://www.iata.org/whatwedo/cargo/cargoiq/Documents/cargoiq-industry-mop.pdf

IATA Cargo Handling Manual:
http://www.iata.org/publications/store/pages/cargo-handling-manual.aspx/

The scope of the SOP

The below chart presents a simplified view of a paperless air cargo process using the main electronic messages



The scope of the SOP (inside the green frame) covers the activities from the shipment export preparation by the Freight Forwarder to the shipment acceptance as “Ready for Carriage” by the Airline. Cargo operations should be conducted as per the IATA Cargo Handling Manual and should be compliant with local regulations and customs rules.

Prerequisite & Detailed procedures

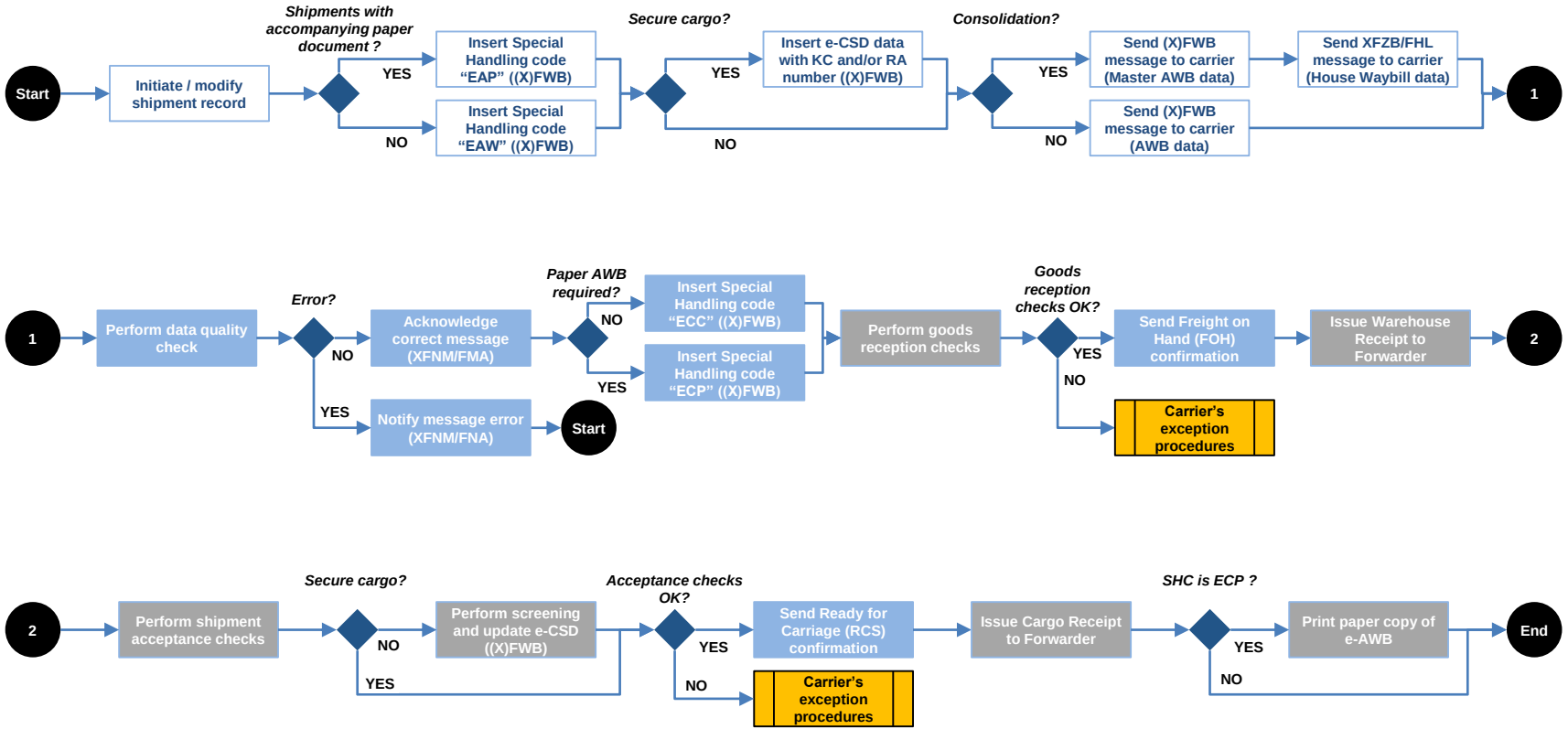
SOP Prerequisite

IATA developed the e-AWB implementation playbook (pdf) to support the adoption of e-AWB by airlines and forwarders, presenting the different steps to go through for a successful e-AWB implementation

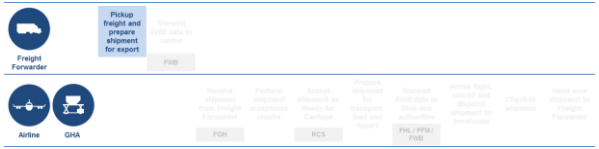
1. **Join the Multilateral e-AWB Agreement**
2. **Ensure your technology supports e-AWB**
3. **Ensure high-quality electronic messages**
4. **Ensure business processes are set**
5. **Roll out e-AWB**
6. **Report e-AWB shipments**

The e-AWB implementation playbook present the prerequisite to onboard a e-AWB process. The document is available here: http://www.iata.org/whatwedo/cargo/e/eawb/Documents/e-awb-implementation-playbook.pdf

e-AWB activities summary



Prepare shipment for export



DESCRIPTION

- The preparation of the shipment for export shall be conducted as per the IATA Cargo Handling Manual
- The shipment record ((X)FWB) shall be created in the freight forwarder's system (or via a web portal)
  - for shipments without accompanying paper documents, Forwarder shall insert Special Handling code "EAW"
  - for shipments with accompanying paper documents, Forwarder shall insert Special Handling code "EAP". An identification label (cargo pouch label) needs to be attached to the pouch as per the IATA Recommended Practice 1600u
  - for "secured cargo" the e-CSD shall be incorporated in the OCI field of the (X)FWB. If the screening is performed by a third party on behalf of the Freight Forwarder, the Freight Forwarder shall incorporate the e-CSD information (incl. the Regulated Agent number) in the OCI field of the (X)FWB before sending it to the Carrier
- In case of consolidation, the House Waybill data (XFZB/FHL) shall be created in the forwarder's system (or via a web portal). It shall contain the Security Status of each individual HAWB, including full Shipper/ Consignee address information when required by final destination

RESPONSIBLE

- Freight Forwarder

CONTRACTUAL IMPACT

- Shipment under the liability of the forwarder (HAWB)

INPUT

- Shipment received from shipper

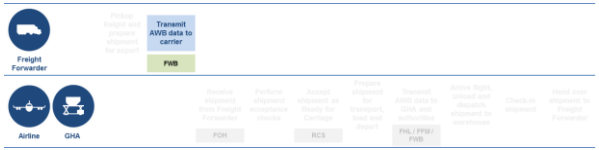
OUTPUT

- Shipment ready for departure from Freight Forwarder hub
- Electronic documentation ready

TIMING

- n/a

Transmit AWB data to Carrier



DESCRIPTION

- Once the electronic documentation is ready, the Freight Forwarder shall transmit the electronic data to the carrier, or alternatively use a web portal
- When using EDI messages to transmit AWB and House Manifest data to Carrier, the freight forwarder will preferably use Cargo-XML messaging standard. If Cargo-IMP standard is used, the following version (or higher) shall be used:
  - FWB version 16
  - FHL version 4
- The Freight Forwarder shall wait for the Carrier acknowledgement of the e-AWB data message (XFNM/FMA) message or notification via web portal) before tendering the shipment to the Carrier (or the Ground Handler – GHA - if applicable)
- The Freight Forwarder shall tender the shipment without any paper AWB copy as it will neither be requested/nor used

RESPONSIBLE

- Freight Forwarder

CONTRACTUAL IMPACT

- Shipment under the liability of the forwarder (HAWB)

INPUT

- Shipment ready for transfer to carrier
- Electronic documentation ready

OUTPUT

- Electronic data sent to Carrier

TIMING

- 5 minutes prior to tendering goods to the airlines

Receive AWB data from FF

DESCRIPTION

- The carrier processes the e-AWB data message received from the Freight Forwarder and performs a data quality check:
  - If no errors are found, sends XFNM/FMA to Freight Forwarder acknowledging receipt of the e-AWB data message;
  - If errors are found, sends XFNM/FNA to Freight Forwarder notifying Freight Forwarder about the errors and request for an updated (X)FWB message.

  Alternatively, Carrier can send the acknowledgment or error notification via web portal.
- The carrier inserts Special Handling code “ECC” (if an electronic contract is sufficient) or “ECP” (if a paper AWB needs to be printed) in (X)FWB, taking into account applicable International Convention, regulatory requirements and network constraints.
- If applicable, the shipment record is transferred to the GHA ((X)-FWB and/or XFZB/FHL) without delay

RESPONSIBLE

- Carrier

CONTRACTUAL IMPACT

- Shipment under the liability of the forwarder (HAWB)

INPUT

- Electronic data sent to from Freight Forwarder to Carrier

OUTPUT

- Electronic data validated by carrier
- ECC /ECP code incorporated to the shipment record
- Shipment record sent to GHA if applicable

TIMING

- 4 minutes prior to receipt of physical cargo by forwarder

  Note: due to IT processing delay, 1 min has been provisioned compare to the AWB data transmittal

Receive shipment from FF

DESCRIPTION

- The carrier (or the GHA if applicable) receives the goods and matches the physical goods with the electronic shipment data (shipment record) in the Carrier system (or if the GHA system if applicable). The paper AWB copy will neither be requested/nor used
- If any discrepancy is found between physical goods and the electronic shipment data, it is communicated to the person tendering the goods immediately, and the shipment is handled according to Carrier's exception procedures, or as agreed with the Freight Forwarder
- After all the conditions to take the goods on hand are positive, the carrier:
  - Assigns it to a location in the system
  - If applicable, GHA sends (X)/FSU-FOH message to Carrier
  - Sends (X)FSU-FOH message to Freight Forwarder, or alternately sends "Freight on Hand" confirmation to Freight Forwarder via web portal
  - Provides a Warehouse Receipt to the person delivering the cargo. Note: The Warehouse Receipt can also be provided using electronic means

RESPONSIBLE

- Carrier

CONTRACTUAL IMPACT

- For e-AWB under the multilateral agreement, at the time of Warehouse Receipt (X)FSU-FOH the cargo contract is deemed concluded and therefore the applicability of limits of liability, whilst carrier is not obliged to transport the shipment unless and until it is subsequently deemed ready for carriage - (X)FSU-RCS

INPUT

- Shipment under Freight Forwarder custody

OUTPUT

- Shipment under Carrier custody

TIMING

- The (X)FSU-FOH message or "Freight on Hand" confirmation shall be sent even if the shipment could be declared "Ready for Carriage" right away without delay

Discrepancies in Air Waybill Data

At the time of accepting the cargo, the Carrier (or it's GHA) shall check the physical freight presented against the AWB data received from the Freight Forwarder. If the Physical freight does not match with the AWB data:

1. Carrier/GHA sends "Freight on Hand" Status message (X)FSU-FOH to Freight Forwarder acknowledging freight on hand.

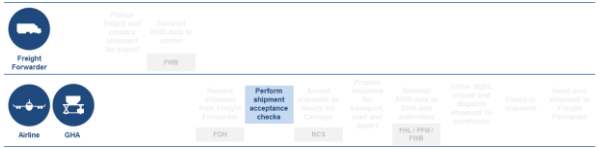
2. Carrier/GHA sends Error message XFNM/FNA to the Freight Forwarder highlighting the error.

3. Freight Forwarder re-sends the corrected AWB data (X)FWB to Carrier/GHA.

4. Upon successful completion of all ready for carriage checks, Carrier sends the "Ready for Carriage" Status message (X)FSU-RCS to the Freight Forwarder.

Note: This is an industry recommendation provided for guidance purposes only. Parties may choose to implement different exception management processes at certain/all acceptance locations, which are more suited to their systems capabilities and acceptance processes and procedures.

Perform acceptance checks



DESCRIPTION

- The shipment acceptance checks shall be conducted as per the IATA Cargo Handling Manual
- With regard to security checks:
  - In case of “secured cargo”, checks the validity of the Security Declaration in the electronic data and certifies this action digitally
  - In case of “unsecured cargo”, performs the Security Check according to current country regulations and certifies this action digitally

  All security related activities to be compliant with the IATA e-Consignment Security Declaration specifications (IATA Resolution 651).
- In case of Consolidated Shipment, checks security status of each individual House Waybill.

RESPONSIBLE

- Carrier

CONTRACTUAL IMPACT

- The shipment is under the liability of the carrier whilst it is not obliged to transport the shipment unless and until it is subsequently deemed ready for carriage - (X)FSU-RCS

INPUT

- Shipment under Carrier custody

OUTPUT

- Cargo checked and secured

TIMING

- Before the (X)FSU-RCS
- Cargo confirmed secure before shipment prepared for flight.

Zoom on the e-CSD

The e-CSD data needs to be put in the OCI field

OCI/DE/ISS/RA/00100-01
///ED/0213

DE: Country Code stands for the competent State of designation (that is the same as the State where the site of the operator is placed), in this case Germany.

ISS: defines the party issuing the security status

RA: defines the status of the operator, RA is regulated Agent, KC is Known Consignor

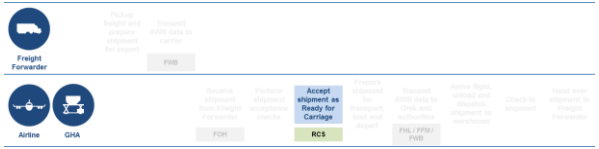
00100-01: identifies the number allocated by the DE appropriate authority to the company

01: stands for the exact site belonging to the company 00100. The approval as Regulated Agent or Known Consignor is site-specific.

ED 0213: This four digits number was initially established to indicate the month/year of expiration of the five years duration of the status as RA or KC for quick information. E.g. 0213 = February 2013

More information available on the IATA website:
http://www.iata.org/whatwedo/cargo/security/Documents/oci-composition-rule-table.pdf

Accept as Ready for Carriage



DESCRIPTION

- After all the required checks are completed with positive results, the carrier:
  - Confirms the shipment as “Ready for Carriage” in the Carrier system
  - Sends (X)FSU-RCS message to Freight Forwarder, or alternatively sends the “ready for carriage” confirmation to Freight Forwarder via web portal
  - Provides the Cargo Receipt (in accordance with IATA Resolution 600g) to Freight Forwarder. Note: The Cargo Receipt can also be provided using electronic means

RESPONSIBLE

- Carrier

CONTRACTUAL IMPACT

- The shipment is under the liability of the carrier and is obliged to transport the shipment deemed ready for carriage (RCS)

INPUT

- Cargo checked and secured

OUTPUT

- Cargo “Ready for Carriage”

TIMING

- Before flight departure

THANK YOU

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Cargo Tracker
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Twitter
twitter.com/iata