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e-Freight Standard Operating Procedure BRU

0) Introduction

This standard operating procedure is applicable for all export, import and transit shipments at Brussels Airport. No limitation is made in product types.

1) Inventory of documents in the pouch

No originals needed/ not mandatory	Still originals needed
Invoice (Asian destinations often requires original)	Certificate of origin
Packing list	DG Declaration
Letter of instruction	CITES certificate
House Waybill	Carnet ATA
House manifest	**PHYTO certificate**
Customs release export	
Export cargo declaration	
Security declaration	

2) Inventory minimum elements transmitted through e-Messaging

<u>FWB</u> version 16 or higher. Mandatory & correct AWB & eAWB fields (include the rules from cargo IMP)

<u>FHL</u> is not mandatory for eFreight

<u>FSU</u> milestones

- ⇨ FSU FOH: Freight on hand / ready for check (goods were received at handlers warehouse where he takes liability for the goods but goods are not yet accepted for carriage)
    - o GHA: is capable to send FOH
    - o Not mandatory for eFreight, but will be required by the FF
- ⇨ FSU RCS: Received from shipper / transfer of responsibility at acceptance time, when goods are delivered 'ready for carriage'
    - o In the Netherlands, a specific paper for acceptance of eFreight export goods needs to be submitted by the GHA to the FF.
    Suggest: not to make a specific template for it
- ⇨ FSU DEP: Departure confirmation
    - o At later stage in scope
    - o Currently not every forwarder's system is able to display DEP content
    - o Departure confirmations are sent via e-mail

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3) Export shipments

2.1. Pre-conditions

Freight Forwarder	Carrier
- Multilateral e-AWB agreement - All branches - All destinations ⇨ Delivers cargo in accordance with Resolution 606 B - e-Export license is an advantage for the FF but not mandatory to comply with eFreight. - AWB is processed according CSC Resolution 600a - Goods are delivered RfC - Is liable until FSU-RCS is sent by GHA - FWB-message is assembled according latest CIMP/XML-manual 2015 Special attention to: - SSR-lines - OSI-lines - OCI-lines	- Multilateral e-AWB agreement - No longer acquire paper AWB – apply Single Process. Activate FF as e-AWB partner: - Provide FWB (16) to GHA with - ECC code OR - ECP code AND - EAP OR - EAW In section 29: OCI
GHA	**All parties**

- System can read: - FWB (16)
                 - FHL (4)   - Able to store data for 7 years   - Able to provide print-out to:
 	
  - Local authorities
  - Consignee
  - Consignee's agent   - Other stakeholderIs liable as from FSU-RCS has been sent   - FSU-RCS exchange with airline
Acceptance of goods by scanning barcode on the cargo labels + verify data:
    FWB = shipment data + EAP/EAW/ECC   ⇨ No external FSU-FOH communication
	- Proper instructions/Training staff (staff is informed about procedure) - Exchange messages: - FWB (16)
	                      - FHL (4)
	                      - FSU/FOH
	                      - FSU/RCS ⇨ 100% correct in quality & quantity - Secure cargo = compliant with eCSD - eCSD = OCI or OSI (as done today) - Take measures within own systems and processes compliant with the latest Security Requirements - In case of changes to FWB-messages - Changes until RCS-status - IATA-recommendation: all parties should be able to produce (process) and receive subsequent messages

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2.2. Day-to-day operations

Freight Forwarder	Carrier

➢ Include EAP/EAW code
➢ Goods labelled according Resolution 606.
   - EAP (recommended practice 1600u)
   ➢ Any special docs (DGD, ATA, …)
 	
➢ Provide correct: - FWB (16)
               - FHL (4)
               - eCSD specifications
 	
⇨ To the carrier
	➢ Informs GHA about bookings (FBL)
	➢ Process data from FF + response
	   - FNA/FMA or Web Portal
	➢ Transmits FWB (16) and FHL (4) to GHA
	   - Up to 9 SHC
	   - ECC-code OR ECP-code
	   = official pre-advice for e-AWB shipments
	➢ Send FSU-RCS to FF as soon as received
	   from GHA

GHA	**All parties**

➢ Checks validity eCSD
 	
➢ Unsecure = security check according to current country regulations + certifies action digitally.
 	
   ⇨ Actions compliant with eCSD
     OR
   ⇨ Security related activities in separate documents
• Following procedure airline concerning printing paper AWB
• Document pouch into flight pouch
• Manifests shipment according data in their system.
 	
➢ If discrepancy: communicate to carrier and delivery person (contact list) (Pending issue)
 	
➢ If all checks are OK + pouch received = declares RFC
 	
   ⇨ Triggers immediate FSU-RCS
 	
➢ Both messages in correct sequence	

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2.3. Exceptional case: no electronic shipment data in GHA's system upon delivery

Freight Forwarder	Carrier
➢ Promptly reacts to request GHA	➢ Promptly reacts to request GHA
GHA	**All parties**
➢ Traces data in all available systems ➢ No data? Contact FF & carrier(Emergency ctc list) ➢ No EDI-transmission - No RCS - FOH	➢ Report the case to carrier + action

2.4. Exceptional case: discrepancy between goods delivered and data
Follow procedure RfC

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4) Import shipments

1.1.   Pre-conditions

Consignee/agent	Carrier

➢ Operate paperless	➢ Send to GHA: - FWB (16)
	                       - FHL (4)
	                       - FFM
	
	➢ Send to destination (ICS): FHL (4)

GHA	**All parties**

➢ Systems can read: - FWB (16)
                          - FHL (4)
 	
➢ Able to store data for 7 years
➢ Operational staff is informed about the procedure.
➢ Able to provide print-out to (ad hoc base):
 	
    - Local authorities
    - Consignee
    - Consignee's agent
    - Other stakeholder
	➢ Carrier informs + trains operational staff about SOP and messaging
	➢ IATA toolkit e-AWB
	➢ IATA Cargo pouch label

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1.2. Daily operations

Consignee/agent	Carrier

➢ Necessary efforts incoming e-AWB
➢ Informs carrier about problems with EAP-EAW shipments
	➢ Loads shipment at origin
	➢ With labelled document pouch (EAP)
	➢ Send to GHA: - FWB (16)
	                     - FHL (4)
	                     - FFM
	➢ Promptly reacts in case of issues
	
	➢ Send from origin airport loaded EAP/EAW shipments state EAW/EAP on manifest
	
	➢ Send at least 4 hours before flight arrival (long haul flights)
	At departure (short haul flights)

GHA	**All parties**

➢ Informs carrier about problems with EAP-EAW shipments
 	
➢ Informs following parties about arrival:
         -Consignee
         -Agent
         -Notify party
         -Carrier
 	
➢ Makes document pouch available
 	
➢ Process import shipment on received electronic shipment data:
➢ (EAP/EAW) via FWB
➢ FFM	

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1.3.   Exceptional case 1: electronic shipment data not found in GHA's system

Consignee/agent	Carrier
	➢ Promptly reacts on any request ➢ Minimize delay ⇨ Look for data + send FWB-message
GHA	**All parties**
➢ Conditions: - No document - No data ⇨ Contact carrier ⇨ Shipment "on hold" ⇨ If data received; send NFD to consignee	➢ Investigate this problem

1.4.   Exceptional case 2: request for a paper copy of the AWB

In case a particular party needs a paper version; Party itself provides paper version.

Consignee/agent	Carrier
	➢ Reports IATA ⇨ In any case of un-necessary paper request
GHA	**All parties**
➢ Produce + hand over print-out using: ➢ Own system ➢ Carrier system	

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5) Transit shipments (Transfer)

6) Abbreviations & definitions

FF: Freight Forwarders

➢ eExport licence: is an advantage but not mandatory. E-Export exists for (non) AEO (Authorized Economic Operator) and it allows FF to present the AWB copy on a later moment then before departure of the goods. The list of the e-Export licensed FF can be found on the ACB website … .
➢ Single Process: