



GUIDELINES AND SOP

e-AWB at GRU & VCP

This document provides to the Airlines, Cargo Agents and GSSA the guidelines and SOP for starting the e-AWB at GRU & VCP Airports

WG: LH CARGO, Panalpina, IATA, Schenker, TITANLOG (GHA), IATA



Guidelines and SOP for e-AWB at GRU and VCP

Brazil

Review: 6

Date of issue: Oct/2015

I. Objective:

Establish guidelines for the export air cargo using the e-AWB at airports of Guarulhos (GRU) and Viracopos (VCP)

II. Scope:

This document provides the information and processes for issuing e-AWB at airports of Guarulhos (GRU) and Viracopos (VCP).

III. Documentation & references:

List of laws and document that require consultation with a view to implement of export operations by air in Brazil about the necessity to use the paper air waybill (AWB).

- **Customs Legislation:**

Legislação Aduaneira:

“Art 588, inciso II

Seção IV

Da Instrução da Declaração de Exportação”

“Art. 588. a declaração de exportação será instruída com:

I - a primeira via da nota fiscal;

II - uma via original do conhecimento e manifesto internacional de carga, nas exportações por via

terrestre, fluvial ou lacustre; e

III - outros documentos exigidos na legislação obrigatoriamente.”

“Parágrafo único. Os documentos instrutivos da declaração de exportação serão entregues à autoridade aduaneira, na forma, e nos prazos estabelecidos pela Secretaria da Receita Federal do Brasil.”

Translation

“Customs Legislation

Art 588, item II

Section IV

The Export Declaration Statement”

“Art. 588. the export declaration will be processed:

I-the first “via da nota fiscal”;

II-an original copy of the transport contract and the international cargo manifest, when exports by **land,**

river or Lake; and

III. other documents required in the mandatory legislation.”

The documents of the export declaration shall be delivered to the customs authority, in the form, and term established by the Brazilian Customs .

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Note: Therefore, as per Art. 588, II paragraph, it's not described the necessity of the paper AWB for the Customs clearance when export by air.

- **IATA e-AWB Multilateral Agreement**

<http://www.iata.org/whatwedo/cargo/e/eawb/Pages/multilateral.aspx>



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IV. Implementation plan and minimum requirements for the issuance of e-AWB.

Once the location (Country, airport) is declared open to the e-AWB completely or through the implementation of a *single process (Single Process)*, the interested party must verify that meets the minimum requirements for the issuance of AWBs.

The e-AWB within the e-FREIGHT will become the new standard for air cargo shipments in the near future. Many airlines and agents have already modified their processes and it's recommend to all participants in the air cargo supply chain to adopt the changes to ensure the continuity of your business.

COMMUNICATE

As a big project, will affect the habits of your employees. To ensure the success of your processes, you must keep all employees informed from the beginning:

- **Management:**
Appointment of a Manager and/or a project coordinator to conduct/approve the main topics
- **It Department:**
Understanding of the patterns and streams of messages to perform the adjustments of technological resources
- **Operations:**
Adjust the processes to implement the e-AWB
- **Warehouse:**
Understand the new flows and codes specifying whether the shipment has to be shipped with or without paper documents.
- **Sales:**
The e-FREIGHT can represent a competitive advantage for your company (better control, information security, improved transit time, transparent information, based on real time information etc.)
- **Business partners:**
Talking with other airlines, agents and associations, attending information sessions, conferences or workshops, bringing together the most up-to-date information about standards and best practices.



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BASIC REQUIREMENTS FOR AIRLINES

Sign the e-AWB agreement

There are two options:

- **Multilateral Agreement of e-AWB (MeA)** – best practices.

The Multilateral Agreement of e-AWB ([IATA resolution 672](#)) provides a single standard for Airlines and Cargo Agents that can sign only once with the IATA and start doing e-AWB with other parties who also signed this agreement.

<http://www.IATA.org/whatwedo/cargo/e/eawb/Pages/multilateral-Airlines.aspx>

- **Bilateral Agreement-** between each Cargo Agency and each Airline.

IATA cannot provide any assistance in negotiation, handling and storage of bilateral agreements. If the airline decides not to be part of the MeA, but prefers to sign bilateral agreements of e-AWB, it should contact each Agency to manage and sign an agreement before issuing any e-AWB (tests included).

IMPORTANT: ACTIVATION NOTICE

You should only start doing e-AWB in a locality after sending the notice of activation for the Cargo Agent of that same locality.

The Multilateral Agreement of e-AWB shall enter into force between the Airline and the Cargo Agent from one location only after sending the activation warning for this Agent (pursuant to resolution 672, annex A, article 3.1).

Ability to receive and send electronic messages

This is a basic requirement for the airline to communicate with the Cargo Agents, Customs, and Ground Handlers.

Industry standard messages:

- **IATA Cargo XML**

This standard is compatible with the requirements of the World Customs Organization (WCO) and ensures an easy flow of information not only among the airlines, but also with the authorities, cargo agents and any other business partner.



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- **IATA Cargo-IMP version 32** or higher, which allows the issuance of FWB v16.
The standard Cargo-IMP stopped being updated by IATA in December 2014, i.e. no version will be developed. It is highly recommended for everyone to migrate to the Office XML, as soon as possible.

Implement the unique process (Single Process)

The single process brings mainly 2 important benefits for Airlines and Agencies:

- 1. Allows to implement the e-AWB in most of the countries where paper is still lawfully required.**
 - the Cargo Agent sends the FWB or XFWB to the Carrier or its representative to make the necessary changes if applicable.
 - the shipment is delivered without the AWB to the Carrier. This last one decides whether it should be printed or not.
- 2. Whatever the destination is, the Cargo Agent has only 1 standard process with the carrier, which greatly facilitates its operations and facilitates the adoption of the e-AWB with 100 percent of the airline's destinations.** It is worthy mentioning that not all destination where the eAWB is possible. However the Airline is the responsible to print the original AWB to that destination.
 - Provide to its stations an updated information on the origins and destinations that require paper document
 - The use of form to dot-matrix printer may be necessary in some Countries.

Keep the IATA Matchmaker updated!

The IATA Matchmaker is a web-based tool, developed and hosted by IATA.

<https://matchmaker.IATA.org/efReport/airlinesAndAirportsAgrReport>

Contains very valuable information to its customers and to the industry, such as:

- Stations where a particular Airline can legally accept e-AWB
- Stations where a particular Airline operates the unique process (*single process*)

This information is crucial to facilitate the adoption of the e-AWB. It's the carrier's responsibility to ensure the update as part of information to it's customers.

- Regularly check the information contained in the Matchmaker to your stations
- If there is any discrepancy, please contact the person responsible in your HDQ.

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- If you do not know who is the responsible person in your company, contact your local IATA cargo point of contact.

If you're a GSSA or a GHA

Talk to the airline Manager represented to review its processes.

- Workflow and information
- Acceptance and handling of the load with or without paper documents (single process, yes/no?)
- Connectivity (EDI) to the system of the airline or the direct access to airline cargo operational system?



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BASIC REQUIREMENTS FOR CARGO AGENTS

E-AWB is an industry initiative. Be accredited and/or participant of the CASS is not a requirement.

Sign an agreement for the issuance of the e-AWB

- **Multilateral Agreement of e-AWB (MeA)** – best practices.

The Multilateral Agreement of e-AWB ([IATA resolution 672](#)) provides a single standard for airlines and cargo Agents can sign only once with the IATA and start doing e-AWB with other parties who also signed this agreement.

<http://www.IATA.org/whatwedo/cargo/e/eawb/Pages/multilateral-Airlines.aspx>

<http://www.IATA.org/whatwedo/cargo/e/eawb/Pages/multilateral-forwarders.aspx>

To check if your partner Airline signed the MeA in a given airport, see the web-based tool IATA Matchmaker

<https://matchmaker.IATA.org/efReport/airlinesAndAirportsAgrReport>

➔ **If you notice a discrepancy, contact your local representative of IATA.**

The tool also brings the possibility to **verify which airlines are ready to make the e-AWB**, Country per Country, airport per airport.

Ability to send electronic messages.

The e-AWB is basically **sending a message FWB or XFWB** that contains all of the information usually contained in a MAWB/AWB paper to the airline .

Different solutions are available to you:

(a). Option of issuing e-AWB on the airline's Web page

This kind of solution is suitable for small businesses or to perform tests. Requires no investment.

Contact your airline's focal point, usually commercial area, to retrieve your login authorization. This option is usually basic and does not offer any connection with the cargo agent's IT systems. Check the options of different web portals with each airline to find out which ones are able to provide it.

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(b). Ready-to-use Solutions

Some providers offer cloud-based solutions. Depending on the chosen provider the cargo agent will be able to send e-AWB, create templates, save the logs for legal purposes, modify the records into different formats that are compatible with its own system for send / receive the EDI messages (i.e. e-AWB, HAWB, Manifests etc.)

(c). Home based Solution

Generally, this solution requires a development of your existing system (if it hasn't already). When choosing this option, the agent must consider the following important points:

Industry standard messages:

Accuracy and integrity of information are fundamental to success.

The air cargo industry uses 2 different patterns of messages:

- **IATA CARGO-XML**

This standard was developed by IATA with the support of FIATA. Based on recommendations of the World Customs Organization (WCO) to meet the needs of the transport chain (airlines, cargo agents and authorities).

- **IATA CARGO-IMP version 32 or higher** , which provides the **FWB v16**.

This standard was inherited from the airlines, developed by IATA, still used by many of them. However as of December 2014 there will be no more updates.

It is strongly recommended to adopt the cargo-XML. You can purchase the Toolkit of the IATAs Cargo-XML. If you are a provider, developing a global solution based on the IATA CARGO XML, IATA will provide you with information related to the purchase of licenses.

Which provider you choose?

- IATA does not provide a list of accredited providers. In our Web page <http://www.iata.org/about/sp/Pages/partners.aspx> you will find a list of IATA strategic partners (companies that work with us for establishing new standards). IATA does not recommended over other companies. IATA should not be held responsible for their services.

Perform tests

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(a). Contact an airline of your choice for the exchange of test messages

An e-AWB with incorrect data/partially received is as an AWB with incorrect information/missing: this can provoke delays.

Ask one of your business partners about **sending them messages FWB or XFWB and analyze the quality of reception:**

- Transmission time has to be **fast and consistent**
- Content has to be **exact**
- The Agent shall verify:
 - receipt (FMA/XFNM)
 - request correction (FNAs/XFNM)
 - status update (FSU/XFSU) **(d)** messages received from the airlines or their representatives if they arrive on time and complete.

→ **The tests can be considered successful when the quality of the associated message is equal to or greater than 95%.**

(b). Choose a Carrier to send the pilot shipments

The time has come to send your shipments

- **Your team now is trained in e-freight.**
- **Notify the** stakeholders about the pilot
- **Find and fix any potential problem** with the corresponding business partner until you reach the desired quality.
- **Make the e-AWB** as soon as possible with the chosen Airline.
- Repeat with other airlines.

V. And if during the Customs clearance of the shipment it suffers into the “parameterization” yellow or red channels?

-If the Customs require the AWB printed in GRU and VCP, it is accepted A4 paper laser type printing.

ANNEX-FLOWCHART

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VI. Single Process:

<http://www.IATA.org/whatwedo/cargo/e/eawb/Documents/eawb-single-Process-Guideline.pdf>

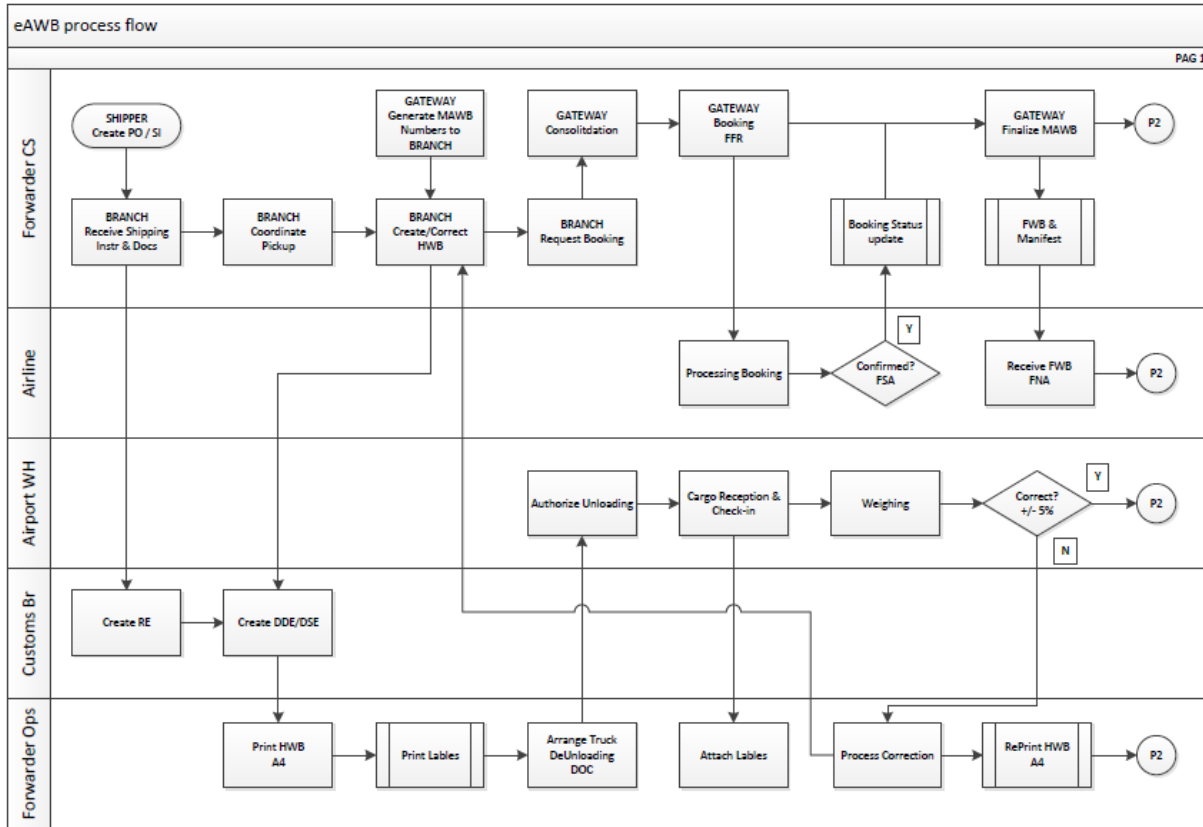


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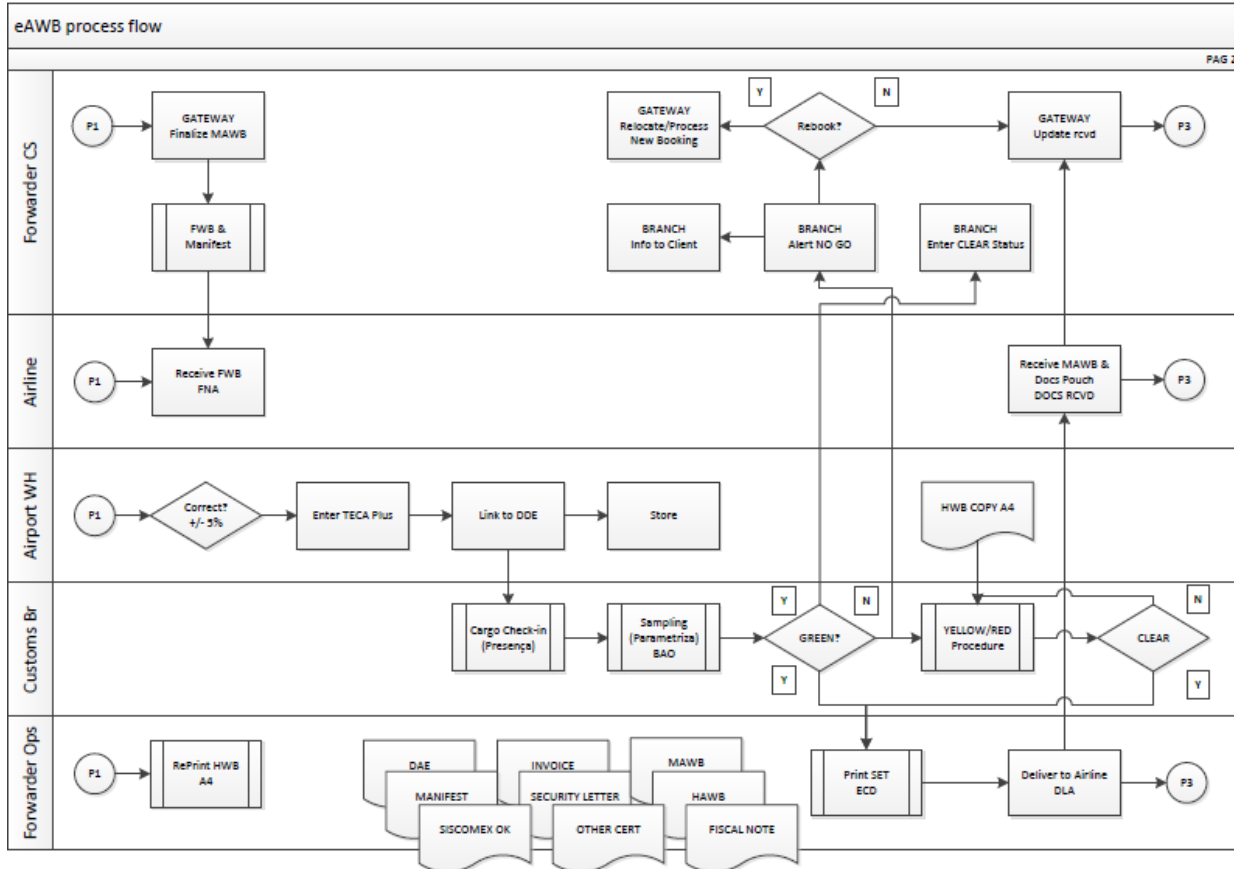


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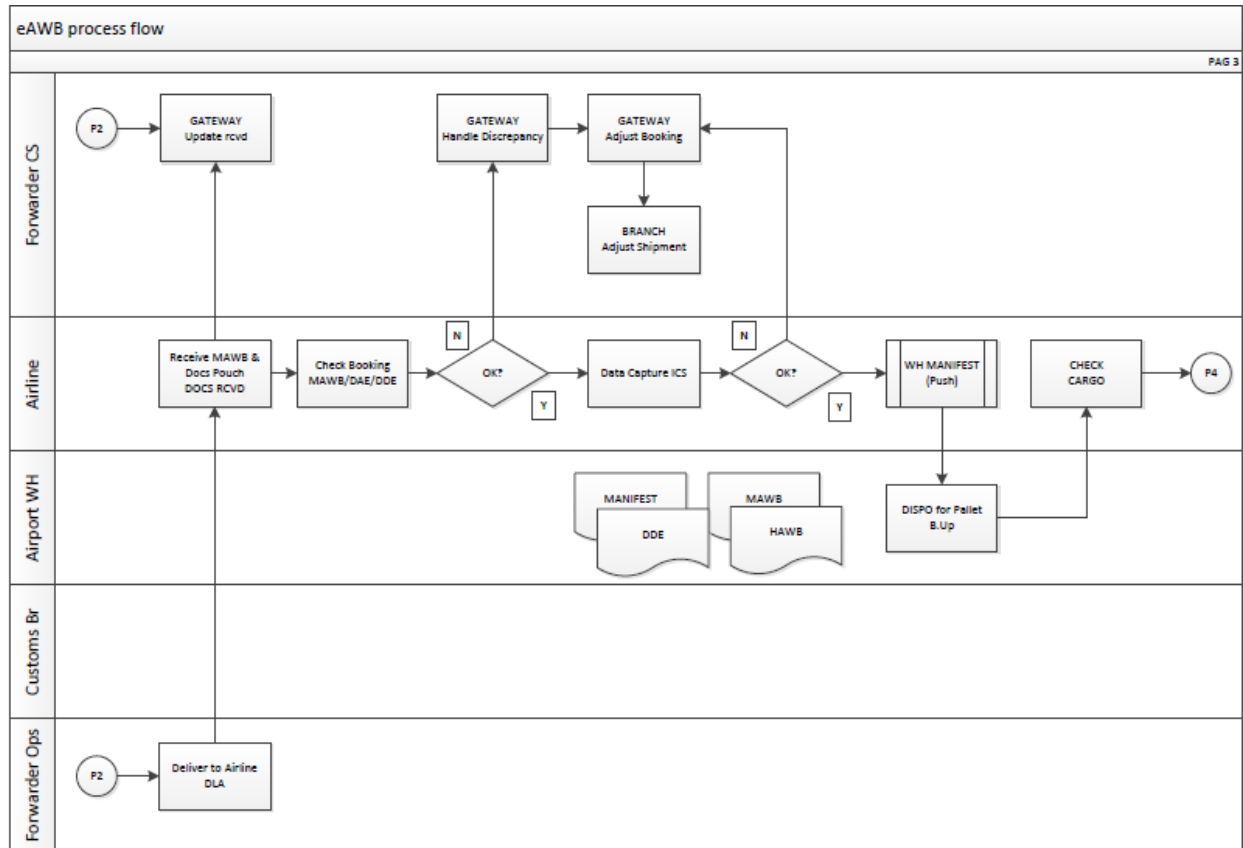


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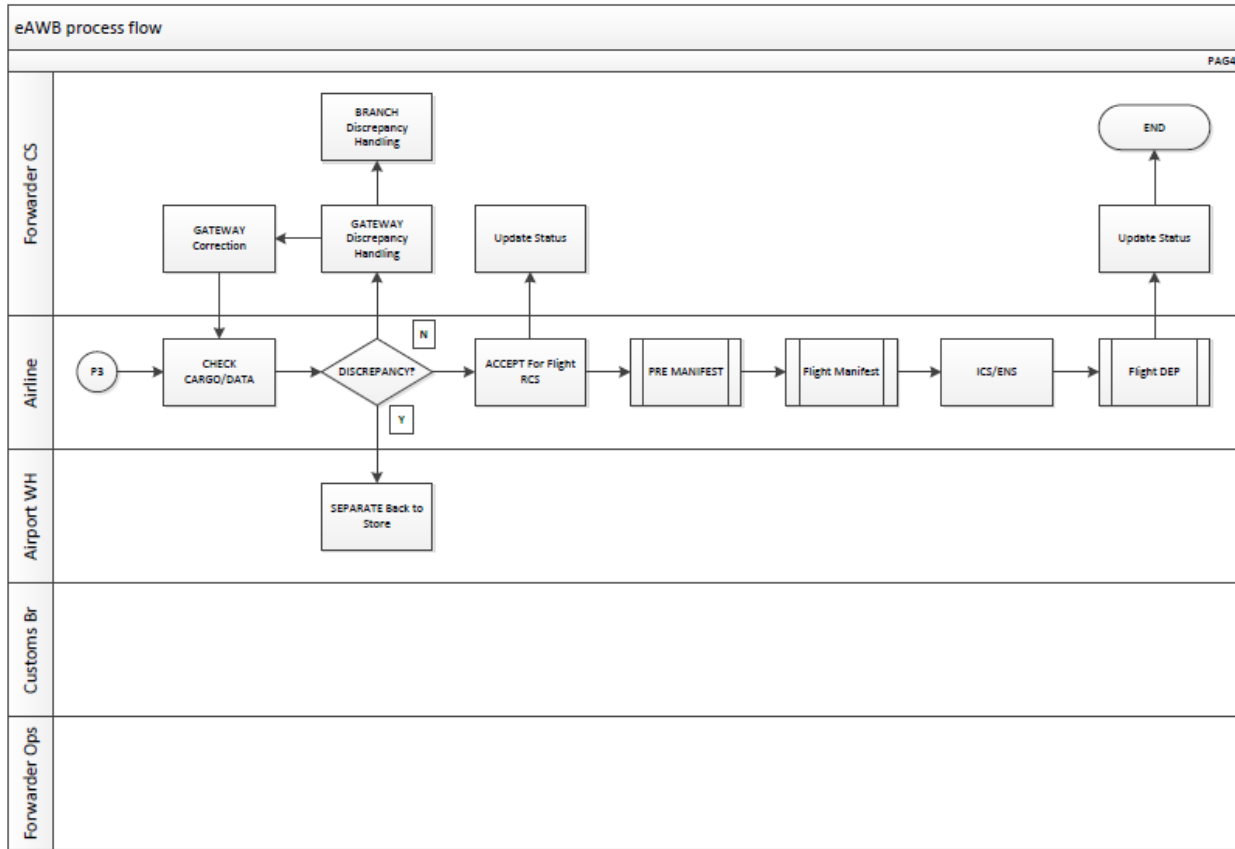


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ATA DE REUNIÃO 03 DE DEZEMBRO DE 2013

No dia 03 de dezembro de 2013, estiveram reunidos na sala de reuniões da Presidência da Aeroportos Brasil Viracopos S.A. ("Concessionária") o Inspetor da Alfândega de Viracopos, Sr. Antonio Andrade Leal, o Presidente da Concessionária, Sr. Luiz Alberto Küster, o Diretor de Operações da Concessionária, Sr. Marcelo Mota, o Diretor da IATA, Sr. Carlos Ebner, o representante da DB Schenker, Sr. Fernando Fetter e o representante da Lufthansa, Sr. Ditmar Schoendorf, com o objetivo de aprovar e agendar o lançamento do **Projeto e-AWB no Aeroporto Internacional de Viracopos**.

Viracopos foi escolhido como o Aeroporto Piloto para o lançamento e desenvolvimento no Brasil do e-AWB, ou conhecimento aéreo de embarque eletrônico, desenvolvido em parceria pela IATA e Aeroportos Brasil Viracopos, com o apoio da Receita Federal do Brasil e das empresas Lufthansa e DB Schenker.

Sua aplicação e desenvolvimento ocorrerá de acordo com o Cronograma abaixo, inicialmente nos processos de exportação pelas empresas Lufthansa e DB Schenker, que farão o embarque piloto assistido. O Projeto prevê a ampliação do programa para as demais empresas que utilizam Viracopos e venham a manifestar interesse em se integrar ao Projeto.

Cronograma:

- Até 15/DEZ - primeiro teste na rota VCP-FRA pelas empresas Lufthansa e DB Schenker.
- JAN/2014 - após testes bem sucedidos e ajustes eventuais, implementação do processo "e-AWB" na rota VCP-FRA pela LH Cargo.
- JAN-JUN/2014 - agregar gradualmente outras rotas e cias aéreas - revisão mensal da performance e ajustes.
- JUL/2014 - avaliação da implementação do sistema para a importação.

De acordo com as normas e procedimentos em vigor, a introdução do e-AWB ocorrerá da seguinte forma:

1. Os embarques serão descarregados no TECA mediante apresentação da costumeira via A4 do House-AWB ao Depositário.
2. Os procedimentos operacionais de conferência e recebimento das cargas pelo Depositário não serão alterados.
3. O número do DDE deverá estar estampado no House, no ato de recepção da carga no TECA.
4. A armazenagem se dará normalmente pelos números do MAWB e HAWB.
5. A entrega do AWB pelo Agente de Carga para a Empresa Aérea, após o desembarço, será feita mediante cópia A4 simples do Master e "Pouch" dos Houses completos, como de costume.



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6. O DDE será preenchido normalmente com os números do MAWB e HAWB.
7. A RFB efetuará os procedimentos de controle, fiscalização e liberação das cargas para embarque, não exigindo a apresentação do Conhecimento Aéreo em papel, observando-se o previsto no Art. 41 da Instrução Normativa SRF nº 28, de 27 de abril de 1994, abaixo transcrito: Instrução Normativa SRF nº 28 de 27 de abril de 1994 Instrução Normativa SRF nº 28 de 27 de abril de 1994

Art. 41. O transportador deverá manter uma cópia do Manifesto de Carga e uma via não negociável de cada um dos respectivos Conhecimentos de Carga em boa guarda e ordem, pelo prazo de 5 (cinco) anos, contados do 1º (primeiro) dia do ano seguinte àquele em que tenha sido efetuado o embarque da mercadoria, devendo ser apresentados à RFB quando solicitados. (Redação dada pela Instrução Normativa RFB nº 1.096, de 13 de dezembro de 2010)

A homologação do Aeroporto de Viracopos para a utilização do e-AWB trará mais agilidade às exportações brasileiras, desburocratizando o processo, uma vez que desobrigará a tramitação de cópias físicas do Conhecimento Aéreo, por meio da troca eletrônica dos dados entre os elos da cadeia logística, amparados por contratos regulamentados diretamente pela IATA e firmados entre as empresas participantes.

Nada mais havendo a ser tratado, o Diretor Presidente deu por encerrada a reunião, da qual se lavrou a presente ata.


LUIZ ALBERTO KÜSTER
Aeroportos Brasil Viracopos S.A.


MARCELO MOTA
Aeroportos Brasil Viracopos S.A.


CARLOS EBNER
IATA


ANTONIO ANDRADE LEAL
Receita Federal de Viracopos

FERNANDO FETTER
DB Schenker


DITMAR SCHOENDORF
Lufthansa



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AEROPORTO INTERNACIONAL DE SÃO PAULO / GUARULHOS

PROJETO e-AWB – TECA Exportação / GRU

Ata do Evento de Lançamento do Projeto e-AWB

- **Data:** 07 de outubro de 2014.
- **Local:** Auditório da Receita Federal do Brasil – Ed. TECA do AISP/GRU
- **Assunto:** Lançamento do Projeto e-AWB no TECA Exportação do Aeroporto Internacional de São Paulo/Guarulhos – GRU Airport.

Projeto desencadeado pela IATA em parceria com a GRU Airport e Receita Federal, que contou com participação das Cias Aéreas LUFTHANSA Cargo, TAM Cargo, American Airlines e dos Agentes de Carga SCHENKER e PANALPINA.

Os trabalhos para desenvolvimento do **Projeto e-AWB (Conhecimento Aéreo Eletrônico) no TECA Exportação do Aeroporto Internacional de São Paulo/Guarulhos**, foram iniciados em jan./2014.

Inicialmente, consistiu na adequação de procedimentos operacionais por parte da GRU Airport e documental por parte da Receita Federal do Brasil, mediante substituição da via carbonada do Conhecimento Aéreo por uma cópia em Formato “A4” do MASTER (MAWB). Nesta primeira fase do Projeto e-AWB contemplou o segmento de exportação, posteriormente, assim que entrar em produção, o mesmo Grupo deve iniciar as tratativas para estendê-lo ao segmento de importação.

Foi estabelecido fluxo detalhado do processo, sendo enfatizado aos participantes que o documento eletrônico é o caminho adequado para proporcionar maior segurança, controle e garantia do processo de exportação, gerando melhoria em relação à condição atual, que trabalhava com base na troca da documentação em papel (via carbonada).

Decorrida essa fase de ajustes nos procedimentos, em jun./2014 deu início a Fase Piloto de validação das trocas de informações entre o Agente de Carga (SCHENKER) e a Cia Aérea (LUFTHANSA). Com isso, estabeleceu-se o acompanhamento dessa análise e validação da qualidade das informações trocadas entre o Agente e Cia Aérea, para tanto, tinha que atingir um índice mínimo de 99% de confiabilidade nessas trocas.

Nessa fase ocorreram as trocas de informações entre os seguintes participantes: SCHENKER x LH; TAM Cargo x PANALPINA; LH x PANALPINA; SCHENKER x A.A.



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(continuação - Ata da Reunião ref. e-AWB)

Com base nas análises das informações trocadas durante esse período da Fase Piloto, o Projeto e-AWB no TECA Exportação foi considerado pela IATA como implantado no Aeroporto Internacional de São Paulo/GRU iniciando, a partir do mês de ago./2014 a Fase de Produção desse projeto.

Diante do início de operação, na medida em que houver maior volume de troca das informações (Conhecimento Aéreo Eletrônico) entre os Agentes de Carga e as Cias Aéreas, tem-se expectativa de promover maior agilidade no fluxo documental e com isso reverter em redução no tempo de permanência da carga no TECA Exportação/GRU, estimando redução de até 24h no período de armazenamento da carga.

Superada essa fase de implantação a IATA prevê que o Projeto seja ampliado aos demais Agentes de Carga e Cias Aéreas que utilizam o TECA GRU nas suas operações de exportação, portanto, novos *players* devem vir a integrar o conceito do conhecimento aéreo eletrônico (*e-Awb*).

Com a implantação do e-AWB no TECA-GRU trará mais agilidade às exportações brasileiras, desburocratizando o processo, uma vez que desobrigará a tramitação de cópias físicas do Conhecimento Aéreo, passando a ocorrer por meio da troca eletrônica de dados. Numa primeira etapa, entre Agentes e Cias Aéreas, amparados por um Contrato Único regulamentado pela IATA e firmados entre os participantes. Posteriormente, com a implantação do *Cargo Management System – CMS*, novo sistema de gerenciamento da carga, previsto para iniciar neste mês, a GRU Airport também passará a integrar a Cadeia Logística nessa troca eletrônica de informações.

Nada mais a ser tratado, os participantes da mesa dão por implantado o Projeto e-AWB no TECA Exportação do AISP/GRU, dando por encerrado o evento e lavrando a presente Ata.

Antonio Miguel Marques
Presidente – GRU Airport

Marcus Vinícius Monteiro Santarém
Diretor de Cargas – GRU Airport

Edison Jorge Takeshi Kaneko
Inspetor Chefe da ALF/GRU

Carlos Ebner
Diretor Brasil – IATA

Aguinaldo Rodrigues
Diretor – SINDICOMIS

Robson Bertolossi
Presidente – JURCAIB



Guidelines and SOP for e-AWB at GRU and VCP

Brazil

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