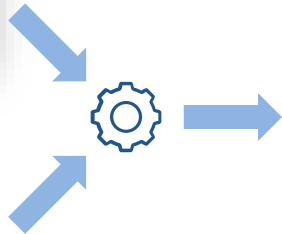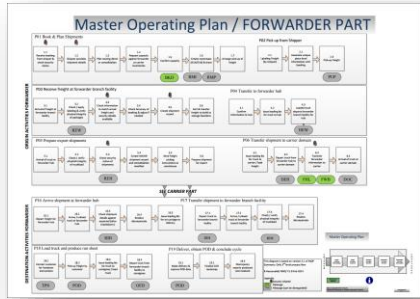# e-AWB SOP at HAM

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.
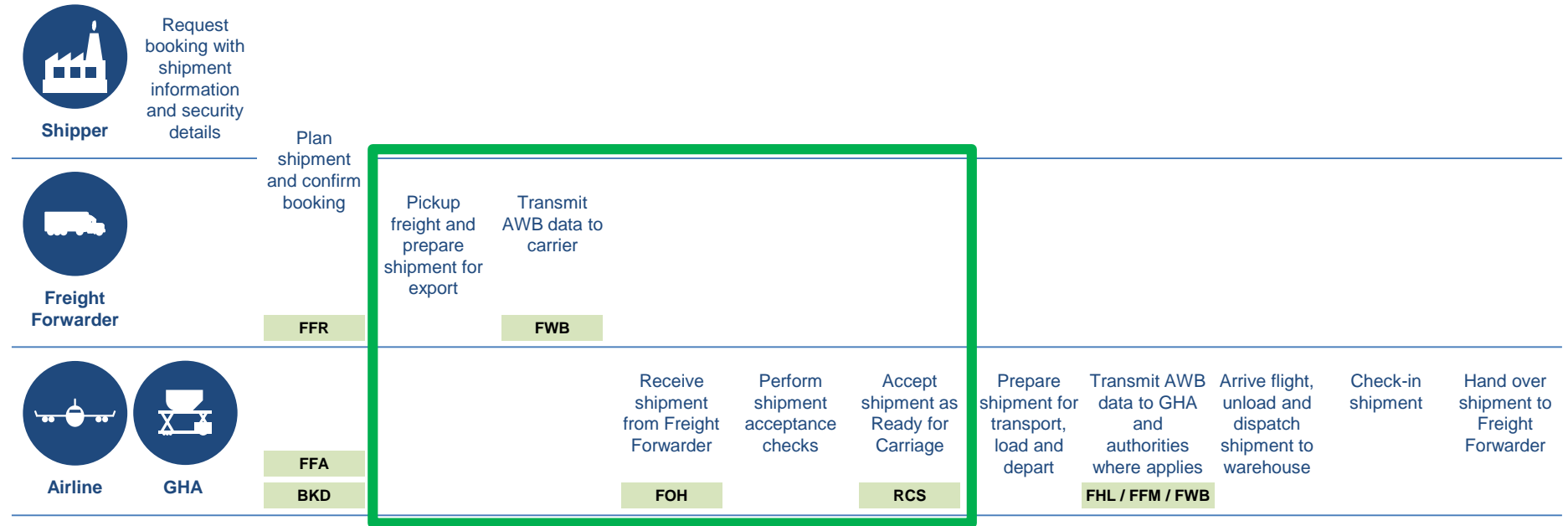
Both documents are available here:

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

|										
Shipper	Request booking with shipment information and security details									
Freight Forwarder	Plan shipment and confirm booking	Pickup freight and prepare shipment for export	Transmit AWB data to carrier							
	FFR		FWB							
Airline / GHA				Receive shipment from Freight Forwarder	Perform shipment acceptance checks	Accept shipment as Ready for Carriage	Prepare shipment for transport, load and depart	Transmit AWB data to GHA and authorities where applies	Arrive flight, unload and dispatch shipment to warehouse	Check-in shipment	Hand over shipment to Freight Forwarder
	FFA			FOH		RCS		FHL / FFM / FWB		
	BKD									

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.

Detailed procedures

e-AWB activities summary
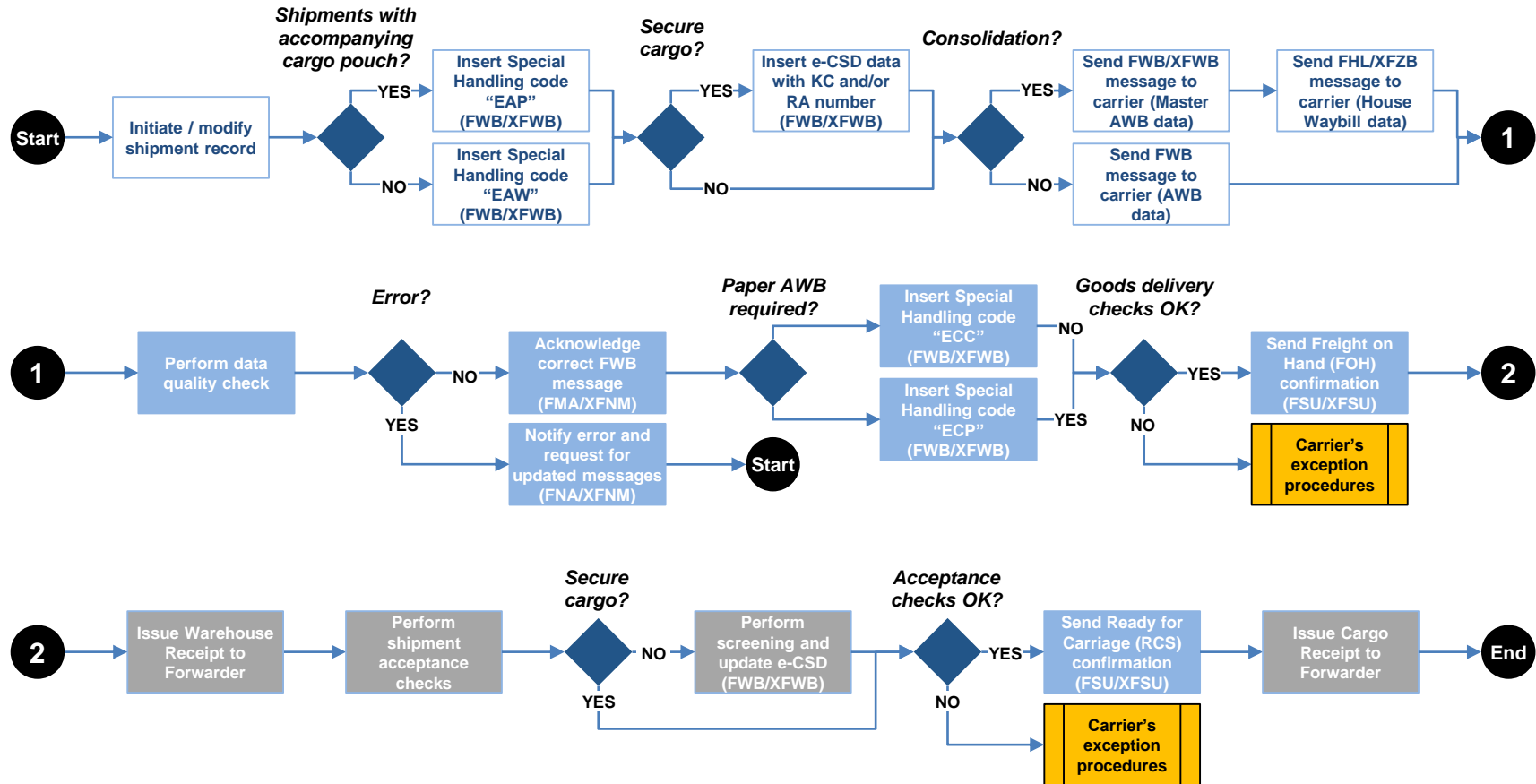
Prepare shipment for export
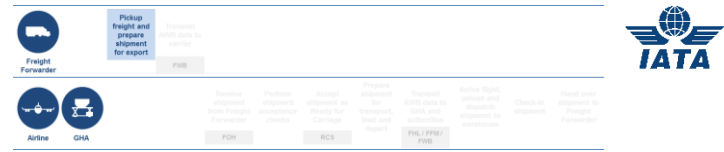
DESCRIPTION

- The preparation of the shipment for export shall be conducted as per the IATA Cargo Handling Manual

- The shipment record (FWB/XFWB) shall be created in the freight forwarder's system (or via a web portal)

  ➢ for shipments without accompanying cargo pouch, Forwarder shall insert Special Handling code "EAW"
  ➢ for shipments with accompanying cargo pouch, Forwarder shall insert Special Handling code "EAP"
  ➢ for "secured cargo" the e-CSD shall be incorporated in the OCI field of the FWB/XFWB. 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 FWB/XFWB before sending it to the Carrier

- In case of consolidation, the House Waybill data (FHL/XFZB) 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

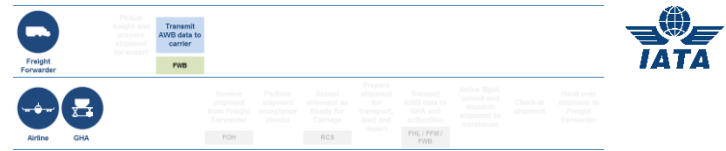- Shipment unloaded from truck arriving to Freight Forwarder hub

OUTPUT

- Shipment ready for loading on truck and 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 (FMA/XFNM) 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 loading on truck
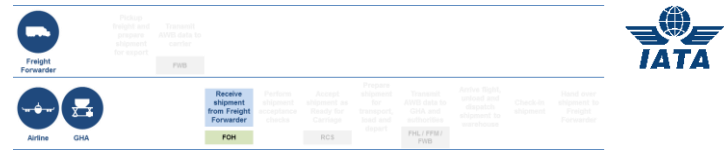- Electronic documentation ready

OUTPUT

- Electronic data sent to Carrier

TIMING

- 90 minutes before delivery of goods

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 FMA/XFNM to Freight Forwarder acknowledging receipt of the e-AWB data message;

  ➢ If errors are found, sends FNA/XFNM to Freight Forwarder notifying Freight Forwarder about the errors and request for an updated FWB/XFWB 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 FWB/XFWB, taking into account applicable International Convention, regulatory requirements and network constraints.

- If applicable, the full set of data (shipment record) is transferred to the GHA

RESPONSIBLE

- Carrier

CONTRACTUAL IMPACT

- Shipment under the liability of the forwarder (HAWB)

INPUT

- Electronic data sent to from Freight Forwarder to Carrier
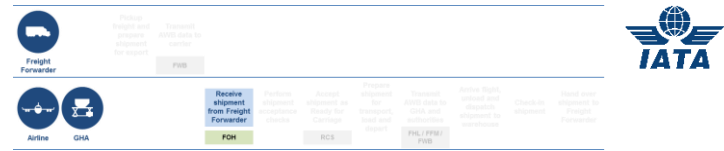
OUTPUT

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

TIMING

- ?

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 delivery person 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 delivery of the goods are positive, the carrier:
  - ➢ Assigns it to a location in the system
  - ➢ 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 XFSU-FOH (or FSU-FOH) message or "Freight on Hand" confirmation shall be sent even if the shipment could be declared "Ready for Carriage" right away

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.

- 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
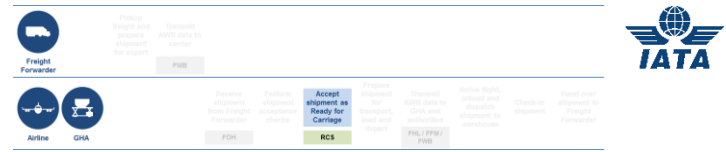
INPUT

- Shipment under Carrier custody

OUTPUT

- Cargo checked and secured

TIMING

- ?

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

- ?