e-AWB Single Process in Republic of Korea

Standard Operating Procedure (SOP) - Part 1

Objective: Define the Standard Operating Process for Export e-AWB (Electronic Air Waybill) shipments for single process.
This document is intended for the Operations at Incheon Airport (ICN) and Busan Airport (PUS) of Korea.
[Note] **SOP - Part 2** will cover **FWB Data Validation Rules** in a separate sheet.

Pre-conditions	
Responsibility	**Task**
Freight Forwarder	- Has entered into a Multilateral e-AWB Agreement with IATA and has included its branches tendering cargo at ICN or PUS. - Commits to tender all e-AWB shipments without printed AWB where possible and once activated by the airline. - Commits to deliver cargo "ready for carriage" (as per IATA Resolution 833, including appropriate labelling and packaging). - Is able to label cargo in accordance with the specifications of IATA Resolution 606 - Bar Coded Label. - Capable of transmitting e-AWB data to Carrier and of receiving AWB status updates from Carrier by means of EDI messages, or via a web portal.
Carrier	- Has entered into a Multilateral e-AWB Agreement with IATA and has included its branch at ICN or PUS. - Has activated the forwarder as an e-AWB partner and has sent the activation notice with start date to the forwarder and received a confirmation from the forwarder. - Capable of receiving e-AWB data from Freight Forwarder by means of EDI messages or via a web portal and also capable of processing and storing it electronically. - Capable of sending Status updates by using EDI messages or via a web portal. - Commits to implementing the Single Process, enabling Freight Forwarder to tender all shipments without paper MAWB.
GHA	- Capable of receiving e-AWB data from Carrier by means of EDI messages. - Capable of sending Status Update (FSU) messages.
All Parties	- Commits to provide proper instruction / training to concerned staff members. - Are able to exchange messages with **high quality**: -- FWB in version 9 or higher and FHL version 2 or higher (when transmitted), or Cargo-XML equivalent -- Supports e-AWB special handling codes (SHC) -- Supports FSU messages, in particular, FSU-RCS (or Cargo-XML equivalents). FSU-FOH may be supported as agreed bilaterally between parties. - In case of changes to AWB data after transmission of initial FWB (or XFWB), the same can be updated by the freight forwarder with a subsequent FWB (or XFWB) until the shipment reaches RCS status. Updates after this deadline will be addressed by sending a Charges Correction Advice (CCA).

Day-to-day Operations	
Responsibility	**Task**
Freight Forwarder	- Books the e-AWB shipment with the Carrier. - Submit a correctly formatted FWB (or XFWB) to the Carrier containing the applicable e-AWB code, at least, 60 minutes before delivery of the goods. Alternatively, data can be submitted to Carrier via web portal. - Enters the correct EAW or EAP in the FWB (or XFWB) as agreed with the airline and delivers any accompanying documents where applicable. - In the case that the FWB (or XFWB) is rejected by the provider or airline with an FNA message, the forwarder makes corrections and resends the message.
Carrier	- Provides to GHA information about the booked cargo at regular intervals through FBL messages, FFR or FSU BKD.
Carrier	- Processes the data from the Freight Forwarder -- Provides acknowledgement (FMA or XFMA) or, if errors are found, FNA or XFNA via Messaging Provider or Web Portal. - Transmits an FWB 9 or higher including EAP or EAW (as received from the freight forwarder) to the GHA. -- This is the official pre-advice for e-AWB shipments. Re-transmission to GHA should be sent automatically. -- If applicable, the ECC or ECP code will be added by the Carrier before he sends the message to the GHA and - according to single process - the airline or his GHA prints in case of ECP.
Freight Forwarder	- Tenders the goods to the GHA ready for carriage (in accordance with IATA Resolution 833, including appropriate labelling and packaging): -- In case of EAP: If documents are in a pouch, the Document Pouch is properly labelled according to IATA's Recommended Practice 1600u or labelled as agreed with the airline or GHA. -- Any special paper document for particular cases (Example: Shippers Declaration for Dangerous Goods, Carnet ATA, etc....)

Day-to-day Operations	
Responsibility	**Task**
GHA	- Performs the acceptance of the goods by suitable electronic means (barcode scanner, handheld device, tablet, etc.) and verifies the MAWB data previously received and stored in the system. Any eventual discrepancy must be communicated immediately to the Carrier and to the delivery person. - If all the condition to take delivery of the physical goods are positive, the GHA sends an FSU-FOH message to the Carrier if the carrier requests the FOH. - Once all required checks have been performed with positive results, the GHA declares the shipment Ready for Carriage on behalf of the Carrier. This will be performed in the system and will trigger an automated FSU-RCS message to the carrier. - Upon request, a Warehouse Receipt or Acceptance Notice can be provided by the GHA to the delivery party by means of a printout from their system (or via electronic means, for example, via e-mail). The airline or their GHA may accept the forwarder's delivery receipt. - Manifests the shipment according to verified electronic shipment data in their system. - For EAP shipments, includes the shipment accompanying documents in the Flight Pouch.
Carrier	- Confirms shipment "ready for carriage" and sends the FSU/RCS (or XFSU-RCS) message to the Freight Forwarder or, alternatively, sends the confirmation to the Forwarder via web portal. This concludes the Electronic Contract of Carriage.

Exceptional cases: GHA Detects incorrect EAP or EAW code in the FWB / XFWB message	
Responsibility	**Task**
GHA	- If the EAP code has been transmitted and no accompanying documents are delivered, proceed according to operation procedures as agreed with the individual airline. -If the EAW code has been transmitted and a pouch is delivered, proceed according to operation procedures as agreed with the individual airline
Freight Forwarder	-Promptly reacts to the request from GHA/ Carrier to avoid delay to cargo and delivery driver schedule.
Carrier	-Supports any request from above parties in order to minimize delay to the shipment flow.
All Parties	-Report the case to the Carrier office for investigation and prevention of further occurrence.

Exceptional cases: GHA Detects missing electronic shipment data in own system upon delivery of the goods	
Responsibility	**Task**
GHA	-Initiates tracing of Electronic Shipment Data through all own and Carrier's systems available. -If data cannot be retrieved within the systems, informs the delivery person and/or the corresponding Freight Forwarder office that a new transmission is required before cargo acceptance can be performed. -In case successful EDI transmission can't be executed, the GHA requests a printed AWB. If the printed AWB must be used, the EAP or EAW code is deleted from the FWB if the code was received. Note: the paper AWB can be produced by the GHA with information provided by Freight Forwarder by telephone or e-mail. -If neither the electronic data nor a printed AWB is available, the shipment will not be declared "ready for carriage (RCS)"
Freight Forwarder	-Promptly reacts to the request from GHA to avoid delay to cargo and delivery driver schedule.
Carrier	-Supports any request from above parties in order to minimize delay to the shipment flow.
All Parties	-Report the case to the Carrier office for investigation and prevention of further occurrence.

[Local language]

e-AWB 한국발 Single Process [Local language]

표준 업무 절차 (SOP) - 1편

목적: 수출화물 e-AWB (전자 운송장) 표준 업무 절차를 규정 (Single Process 적용 지향). 한국 출발 항공 화물에 적용

[비고] **SOP - 2편**은 FWB (Waybill Message) 를 검증하는 규정으로서 별도 문서로 작성/운용

사전 준비 요건 (업무 흐름 기준)	
책임 주체	**과 제**
포워더	- IATA와 *다자간 e-AWB 협약(MeA)을 체결하되, e-AWB 적용 공항으로 해당 공항 (ICN 또는 PUS)을 포함하여 지정한다. - MeA 후속 조치로서, 해당 항공사와 *상호 인증 후, 모든 가능한 구간에, Paper AWB 없이, e-AWB 화물을 접수시킨다. - 적정 라벨 및 포장을 갖추고 "운송 준비된(Ready for Carriage) 화물"을 입고시킨다 (IATA 규정 833에 의거). - IATA 규정 606 (바코드 라벨) 기준에 따라 화물에 적정 라벨링을 할 수 있어야 한다. - EDI or 웹 포털 방식으로 항공사에 e-AWB 데이터를 전송하고 AWB Status에 대한 업데이트 메시지 접수가 가능해야 함.
항공사	- IATA와 다자간 e-AWB 협약(MeA)을 체결하되, e-AWB 적용 공항으로 해당 공항을 지정한다. - MeA 후속 조치로서, 해당 포워더에 e-AWB 개시일을 포함한 Activation Notice (e-AWB 개시 통지문) 발송/접수 확인함. - EDI 또는 웹 포털 방식으로 포워더로부터 e-AWB 데이터를 수신하고, 전자적으로 처리/보관할 수 있어야 함. - EDI 또는 웹 포털 방식으로 Status (현황) 업데이트 메시지를 송신할 수 있어야 함. - *Single Porcess를 적용하여, 포워더로 하여금 모든 구간, 모든 화물에 대해, Paper AWB 없이, 입고 가능토록 한다.
조업사	- EDI 방식으로 항공사로부터 e-AWB 데이터를 수신할 수 있어야 한다. - Status 메시지 (FSU)를 송신할 수 있어야 한다.
모든 당사자	- 관련 직원에게 적절한 업무 지시 및 교육을 제공해야 한다. - 고품질 (95% 이상)의 메시지를 교환할 수 있어야 한다. -- FWB 버전은 9 이상이 필수 요구되며 (권장 버전: 16), FHL 버전은 2 이상 필수 (권장 버전: 4). 화물 XML 버전도 무방. -- e-AWB 특수 취급 코드 (SHC or SPH: Special handling Codes ; 즉, EAP or EAW)를 지원할 수 있어야 한다. -- FSU 특히 FSU-RCS (또는 화물 XML) 코드를 지원해야 한다. FSU-FOH 코드는 양자간 합의에 따라 활용할 수 있다. - 첫 FWB (또는 XFWB) 전송 후 AWB 데이터에 변경 사항 발생 시, 포워더는, 화물이 RCS 상태에 이르기 전까지, 후속 FWB (또는 XFWB)로 업데이트할 수 있다. 동 마감 시간 이후의 업데이트는 CCA 발행을 통해 처리한다.

***다자간 e-AWB 협약 (Multilateral e-AWB Agreement: MeA)**: 항공사와 포워더가 양자간 e-AWB 계약을 반복. 체결하는 대신, 각 당사자가 IATA와 한 번만 e-AWB 계약을 체결하면, 동 다자간 협약에 가입한 각각 항공사/포워더 간에 상호 e-AWB 협약을 체결한 것과 동일한 효력을 갖게 됨.

***상호 인증 (Validation)**: 다자간 e-AWB 협약을 체결한 각 항공사/포워더 간에 구체적 협의를 거쳐, e-AWB을 적용할 공항 및 개시일을 명시한 Validation Notice를 항공사가 포워더에게 보내고 포워더는 접수를 확인하는 절차로서, 그 결과, 동 다자간 e-AWB 협약이 발효됨.

***Single Process**: e-AWB 확대를 위한 IATA의 권장 사항으로서, 포워더는 무조건 e-AWB 데이터를 근간으로 하는 단일 절차를 적용하고, 현지 사정상 필요시, 항공사가 종이 AWB을 프린트하여 해당 세관에 대신 제출해 주는 서비스 절차인 바, 적용 여부는 해당 항공사에 문의 바랍니다.

현장 업무 절차 (업무 흐름 기준)	
책임 주체	**과 제**
포워더	- 항공사에 e-AWB 화물을 예약한다. - 실화물 접수 최소 60분 전에, 적정 e-AWB 코드 (*EAW or EAP)를 반영하고 포맷에 맞게 작성된 FWB (또는 XFWB)를 전송한다. 또는 대안으로, 동 데이터를 해당 항공사 웹 포털(또는 홈페이지)을 통해 항공사에 제출할 수 있다. - 항공사와 합의한 대로, FWB (또는 XFWB) 상에 EAW 또는 EAP 표시를 정확하게 구분하여 표시하고, EAP 화물인 경우, 해당 부대 서류를 제출한다. - FWB (또는 XFWB)가 중계업체나 항공사로부터 FNA 메시지와 함께 수신 거절된 경우 (또는 접수 오류 통보 메시지를 받은 경우) 포워더는 즉각 Correction 조치 후, 업데이트된 FWB를 재전송한다.
항공사	- 조업사에 정기적으로 FBL, FFR 또는 FSU BKD 등 메시지를 통해 예약 화물에 대한 정보를 제공한다.
항공사	- 포워더로부터 전송받은 데이터를 처리한다. -- 중계업체나 웹 포털을 통해 접수확인 메시지(FMA 또는 XFMA)를 통보하고, 오류 발견 시는, FNA or XFNA를 통보함. - 포워더로부터 전송받은 (EAP or EAW 코드를 포함한) FWB 버전 9 또는 그 이상 버전의 데이터를 조업사로 전송한다. -- 이는 e-AWB 화물에 대한 공식적인 사전 통보이고, 이후 조업사로의 재전송은 자동적으로 이루어진다. -- 조업사에 메시지 전송하기 전에 항공사는 *ECC or ECP 코드를 추가한다. 한편, Single Process를 적용하는 항공사의 경우, Paper AWB이 필요한 *ECP 화물에 대해서는 항공사 or 조업사가 Paper AWB 을 프린트한다.
포워더	- 화물 운송을 위해 조업사에 화물을 반입시킨다 (단, IATA 규정 833에 의거, 적정한 라벨 및 포장을 갖춘 후). -- EAP 화물로서 부대서류 Pouch가 있는 경우, 해당 Pouch 표면에 IATA 규정 1600u에 따라 적정하게 혹은 항공사나 조업사와 합의한 대로, 라벨을 부착한다. -- 필요시 기타 특수한 서류를 제출한다 (예를 들면, 위험물 신고서, Carnet ATA 등).

***EAW, EAP 코드**: 포워더가 FWB 상에 입력/표시하는 e-Freight 구분 코드로서, EAW는 부대서류 (commercial pouch)가 전혀 없는e-Freight/e-AWB 화물 코드. 반면, EAP는 핵심서류 (MAWB, House Manifest 등 서류)는 Paperless (즉, e-AWB)로 진행하나 부대서류가 별도 제출되는 화물 코드.

***ECC, ECP 코드**: 항공사가 사용하는 e-AWB 구분 코드로서, ECC는 Paper AWB 없이 e-AWB로 처리되는 화물 (즉, EAP/EAW 화물 포괄) 의미. 반면, ECP는 동일하게 e-AWB 화물로 처리되지만, 현지 사정 상 필요에 따라, 동 e-AWB 데이터를 근거로 Paper AWB copy가 프린트되어 사용되는 경우를 의미하여 Single Process 적용 화물에 해당됨.

현장 업무 절차 (업무 흐름 기준)	
책임 주체	**과 제**
조업사	- 적합한 전자 장비 (바코드 스캐너, 태블릿 등 장비)로 화물 반입 절차를 수행하며, 시스템에 저장된 MAWB 데이터(FWB)와 비교 검증한다. 불일치 등 문제 발견 시 즉시 항공사나 실화물을 접수시킨 대리점 직원에게 연락을 취한다. - 실화물 접수 요건이 충족되면, 조업사는 항공사에 FSU-FOH 메시지를 발송한다 (단, 항공사가 FOH를 요청할 경우). - 화물 반입 관련 모든 점검 사항에 문제가 없는 경우, 조업사는, 항공사를 대신해서, 화물이 "운송 준비 완료(Ready for Carriage)" 상태임을 확인한다. 이를 시스템으로 처리하고, 항공사에 FSU-RCS 메시지가 자동으로 발송되도록 한다. - 조업사는 대리점 직원이 요청 시, 창고보관증(Warehouse Receipt) 또는 반입증(Acceptance Notice)을 시스템에서 프린트해서(or 이메일 등으로) 교부할 수 있다. 항공사나 조업사는 대리점의 화물인도확인증을 받아 처리할 수도 있다. - 해당 화물에 대해 검증된 (시스템 내) 전자 정보에 의거, 동 화물에 대한 적하목록을 작성한다. - EAP 화물의 경우, Flight Pouch 안에 동 화물 부대 서류를 넣는다.
항공사	- 화물이 "운송 준비 완료(Ready for Carriage)" 상태임을 확약(Confirm)하고, 대리점에 FSU/RCS (또는 XFSU/RCS) 메시지를 전송하거나, 웹 포털을 통해 대리점에게 확약 메시지를 보낸다. 이로써 e-AWB (전자 운송장)에 의거 화물운송계약이 체결된 것으로 간주된다.

예외 조치: 조업사가 FWB / XFWB 메시지상 EAP 또는 EAW 코드 사용 관련 오류를 발견한 경우	
책임 주체	**과 제**
조업사	- FWB 상 EAP로 표시되어 있지만, 부대 서류 없이 화물이 접수된 경우, 각 항공사와 협의된 업무 절차에 따라 진행한다. - FWB 상 EAW로 표시되어 있지만, 부대 서류가 접수된 경우, 각 항공사와 협의된 업무 절차에 따라 진행한다.
포워더	- 화물 접수 지연을 피하기 위해 해당 오류 관련한 조업사/항공사의 요청에 신속한 조치를 취한다.
항공사	- 상기 오류 정정 과정에서, 조업사 및 포워더의 요청 사항을 적극 반영 처리하여, 화물 접수 지연을 최소화 시킨다.
모든 당사자	- 해당 오류 건에 대한 조사 및 재발 방지를 위해, 해당 항공사에 신고한다.

[**약어 Codes**] **BKD**: Consignment booked on a specific flight; **CCA**: Charge Correction Advice; **EDI**: Electronic Data Interchange; **FBL**: Freight Booked List Message; **FFR**: AWB Space Allocation Request; **FHL**: House Manifest message; **FMA**: Acknowledgement message; **FNA**: Rejected message notification; **FOH:** Freight on hand - 화물을 접수했지만, 아직 "운송 준비 완료 (Ready for Carriage)" 상태가 아닌 화물임을 나타내는 코드; **FSU**: Freight Status Update Message; **RCS**: Consignment received from shipper or agent - FWB 데이터에 문제 없고, 화물 접수/반입이 정상적으로 완료된 상태를 나타나는 메시지로서, 이때 화물운송계약이 체결된 것으로 간주된다; **XML**: Extension Markup Language.

예외 조치: 조업사가 화물 접수 시, 시스템상, 동 화물에 대한 전자 문서 (FWB)를 찾지 못하는 경우	
책임 주체	**과 제**
조업사	- 모든 자체 시스템 및 해당 항공사의 접근 가능한 시스템들을 통해 e-AWB 데이터를 추적한다. - 시스템 상에서 해당 데이터를 찾을 수 없는 경우, 해당 화물을 인도한 포워더 직원 및/또한 해당 포워더 사무실에 연락하여, 화물 반입을 위해, FWB 재전송을 요청한다. - EDI (전자메시지) 전송이 성공적으로 이행될 수 없는 경우, 조업사는 프린트된 Paper AWB을 요구한다. 동 프린트 AWB을 사용해야 할 경우, FWB 상에 EAP or EAW 코드가 표기되어 있다면, 동 코드를 삭제한다. [비고] 조업사는 포워더로부터 전화 또는 이메일을 통해 제공받은 정보에 의거, Paper AWB을 프린트할 수 있다. - e-AWB 데이터도 프린트 AWB도 확보할 수 없는 경우에는, 해당 화물을 "운송 준비 완료 화물 (RCS)"로 처리할 수 없다.
대리점	- 화물 접수 지연을 피하기 위해 해당 오류 관련한 조업사/항공사의 요청에 신속한 조치를 취한다.
항공사	- 상기 오류 정정 과정에서, 조업사 및 포워더의 요청 사항을 적극 반영 처리하여, 화물 접수 지연을 최소화 시킨다.
모든 당사자	- 해당 오류 건에 대한 조사 및 재발 방지를 위해, 해당 항공사에 신고한다.

[참고 사항]

*e-AWB에 관한 IATA 제반 정보 웹사이트
http://www.iata.org/whatwedo/cargo/e/eawb/Pages/index.aspx

*다자간 e-AWB 협약 체결: 아래 링크 통해 전자 서명으로 온라인 신청/체결 가능 (한글 안내 필요시 한국지사 (casskorea@iata.org) 로 연락 요망)
https://www.formstack.com/forms/iata-multilateral

*e-AWB/e-Freight Matchmaker: e-AWB/e-freight 추진 항공사/대리점/공항에 대한 정보 마당으로 적극 활용 및 등록 권장
https://matchmaker.iata.org/efReport/index
[다자간 e-AWB 협약 - MeA - Reports 기능에서 MeA 가입 항공사 및 대리점 List 현황 확인 가능]
-항공사 List 조회: Airlines and Airports 클릭 -> Country (Korea) 선택 -> APPLY FILTERS 클릭
-포워더 List 조회: Freight Forwarders 클릭 -> Country (Korea) 선택 -> APPLY FILTERS 클릭

FWB Data Validation Rules

(Part 2 of e-AWB SOP)

Korea (ICN, PUS)

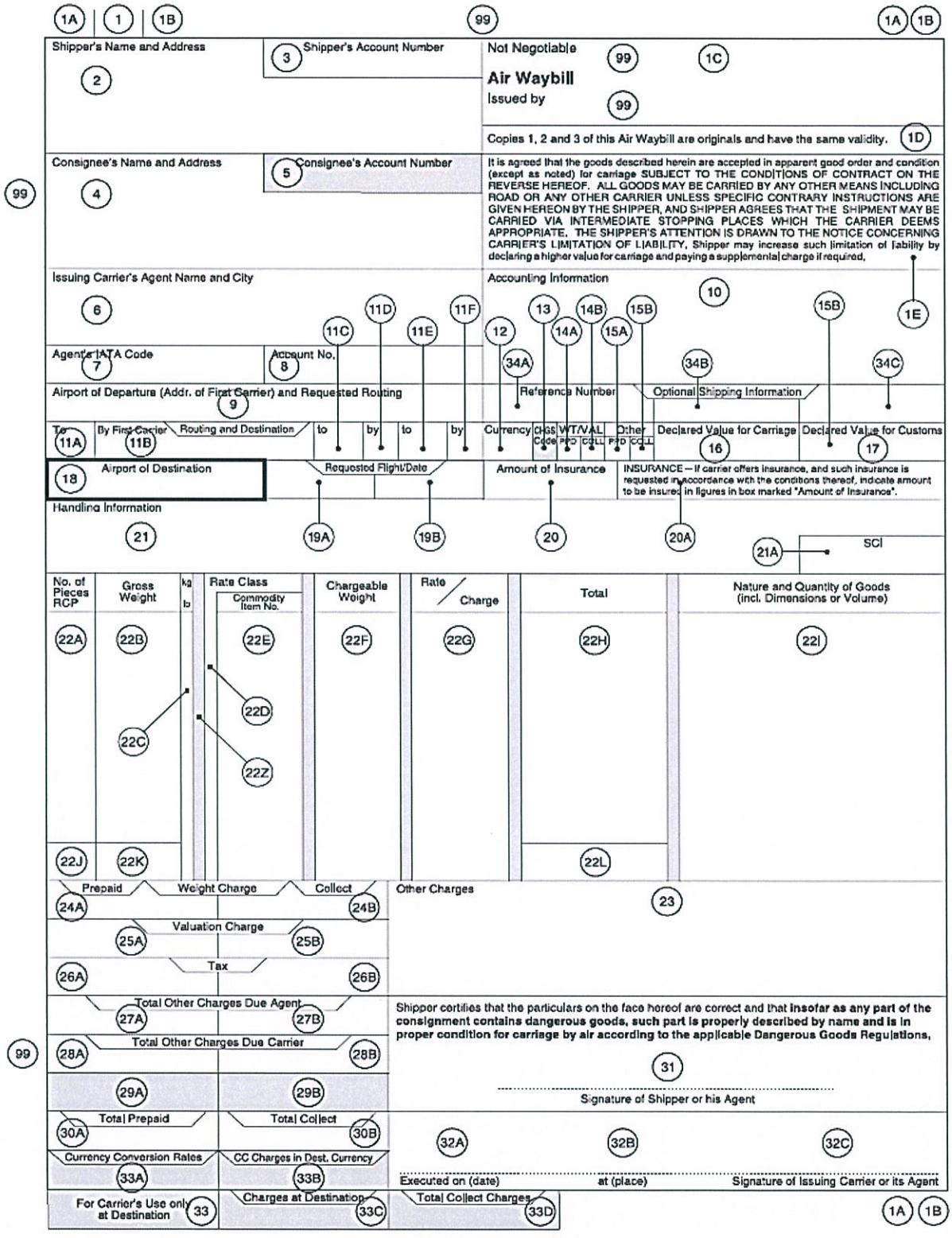
[Note] For operational process, please refer to "Part 1 of e-AWB SOP ex Korea"

Ver. 1.1 (Date: Dec 2016)

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[Air Waybill Identification]



ORIGINAL 3 (FOR SHIPPER)

[Importance of FWB Data Accuracy]

Regardless of physical paper or electronic message, precise data entry is essential and important as:

- To avoid spending time on unnecessary clarification
- To avoid delay of Customs Clearance
- To prevent shipments from delay in transit stations due incomplete information

Good data quality makes the transport flow more efficient and shipment will be delivered to customers as expected schedule. Poor data may lead to delay. To ensure data accuracy, airlines have developed business restrictions in airlines' systems to conduct "**DATA VALIDATION**"

FWB/FHL will be rejected if data submitted is not acceptable for air transport.

The following information (but not limited to) are important points for Freight Forwarders to note:

1. Shipment Nature

Before shipments are tendered to airline, Freight Forwarders must ensure the commodities are acceptable and can be transported to destinations. Freight Forwarders shall check with concerned airline if there is any doubt.

2. Invalid Characters in Electronic Message

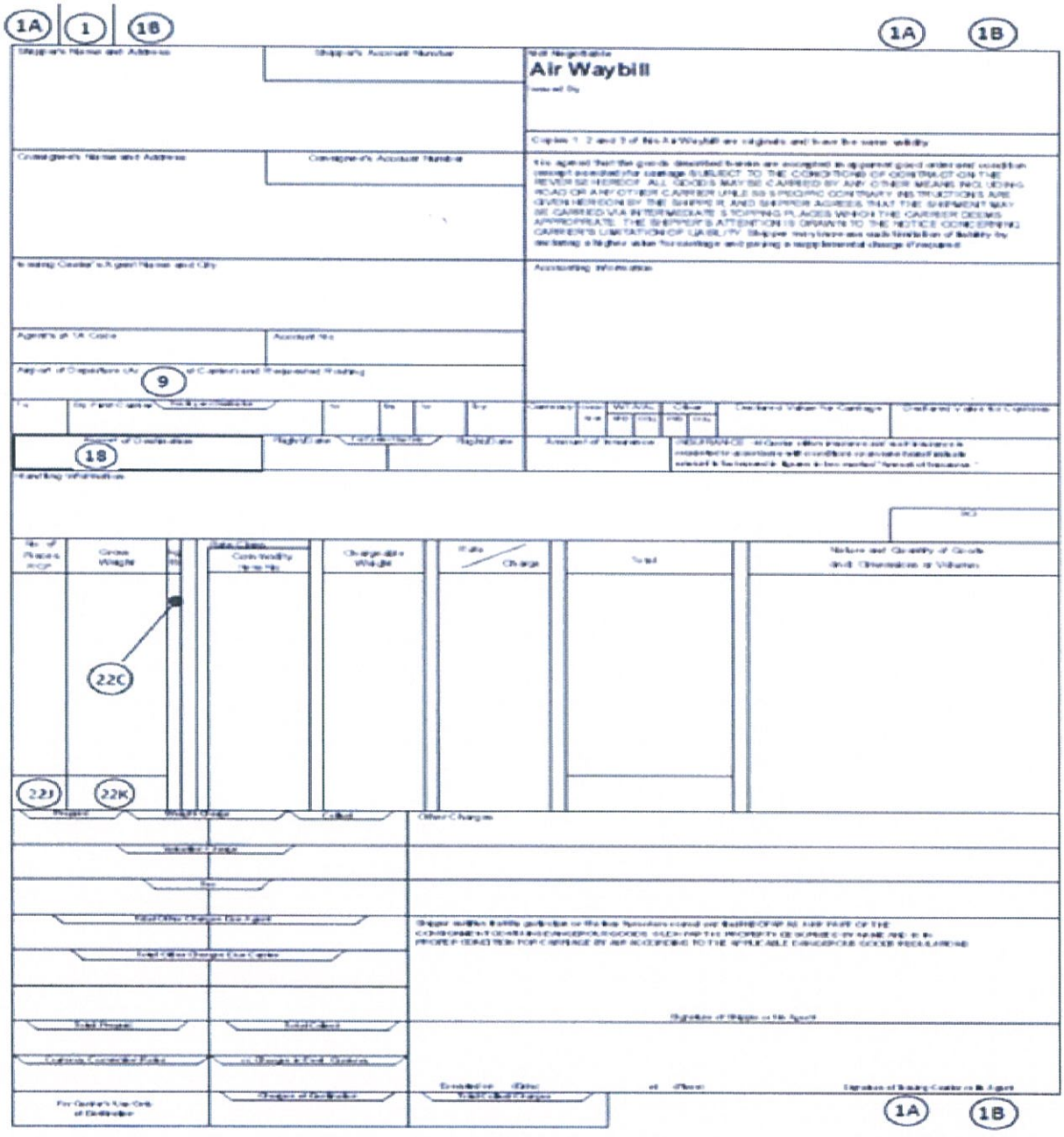
According to IATA standard, some characters are not accepted in electronic message. If invalid characters are inserted, electronic message will be rejected.

Below are the only 2 punctuation marks acceptable according to IATA standard:

- ➔ Hyphen (-)
- ➔ Full stop (.)

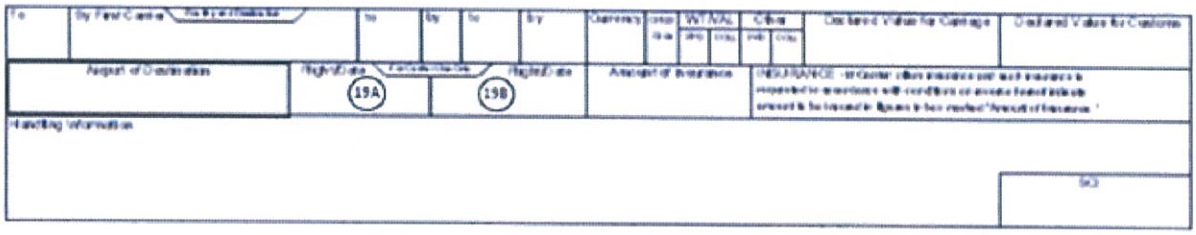
3. AWB Consignment Details

Input AWB numbers (Airline Prefix [1A] & Serial Number [1B])
Origin Airport/City Code [1], [9] (3 characters for each field)
Destination Airport/City Code [18]
Number of Pieces [22J] (4 characters)
Weight code [22C] (1 character) and
Weight [22K] (7 characters)



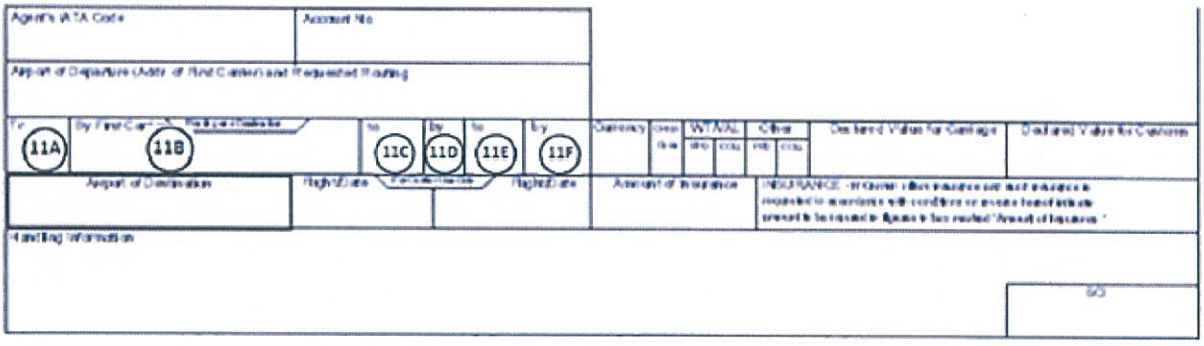
4. Flight Bookings

Input Carrier Code [19A] (2 characters)
Flight Number [19A] (5 characters)
Day [19A] (2 characters)
It can be repeated [19B]



5. Routing

Input Airport/City Code [11A] (3 characters)
Carrier Code [11B] (2 characters) and onward destination/Carrier if applicable
Airport/City Code [11C] (3 characters)
Carrier Code [11D] (2 characters)
It can be repeated [11E] / [11F]

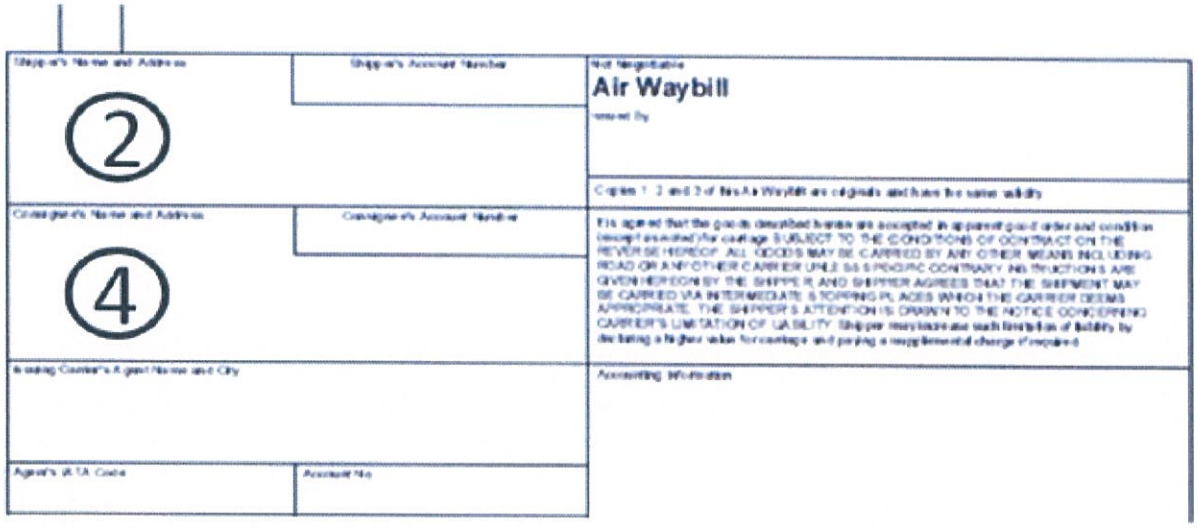


6. Address (with Postal code and State code)

Shipper:
Input Name [2] (35 characters)
Street Address [2] (35 characters)
Place [2] (17 characters)

State/Province [2] (9 characters)
Country Code [2] (2 characters)
Postal Code [2] (9 characters)
Contact Identifier [2] (3 characters)
Contact Number [2] (25 characters)

Consignee:
Input Name [4] (35 characters)
Street Address [4] (35 characters)
Place [4] (17 characters)
State/Province [4] (9 characters)
Country Code [4] (2 characters)
Postal Code [4] (9 characters)
Contact Identifier [4] (3 characters)
Contact Number [4] (25 characters)



The full name and address of shipper / consignee must be clearly inserted in FWB/FHL. Certain countries customs mandate required the correct Postal code & State code to be shown. Invalid format or missing data may result in FWB rejected by Airlines or delaying the shipment delivery. Freight Forwarders must pay attention on the local Customs requirement on the address field.

Shipper or Consignee Address format information

Name
Street address (flat or floor number + street number + street name)
Place + State/Province
Country code + Postal code + Contact Identifier + Contact number

Examples to illustrate the correct format of Postal Code for some countries:

i) USA
- **Postal code** --- contains 5-digits of numeric
  e.g. 12345

- **State code** --- contains 2 letters
  e.g. NY

ii) Canada
- **Postal code** --- contains 6-digits with Alpha Numeric/Alpha Numeric/Alpha Numeric
  e.g. K3A6L9

- **State code** --- contains 2 letters
  e.g. BC

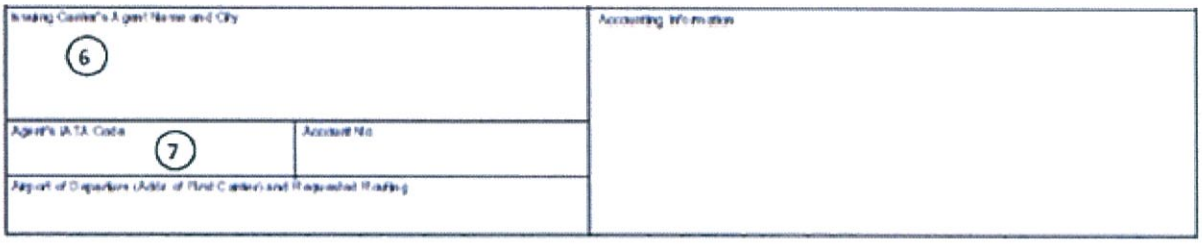
iii) Australia Postal code --- contains 4-digits of numeric
  e.g. 1234

Abbreviations for Types of Streets/Roads/etc.

ARC	---	Arcade
AVE	---	Avenue
BVD	---	Boulevard
CL	---	Close
CRES	---	Crescent
DR	---	Drive
ESP	---	Esplanade
GR	---	Grove
HWY	---	Highway
PDE	---	Parade
PL	---	Place
RD	---	Road
SQ	---	Square
ST	---	Street
TCE	---	Terrace

7. Agent's IATA Code & Issuing Carrier's Agent Name and City

7 digits of IATA Agent Code [7] plus 4 digits of CASS Address [7] are required, and follow by Name [6] [35 characters) and Place [6] (Airport code or City code) (17 characters) of issuing Carrier's Agent. It's not necessary to input address in this field.

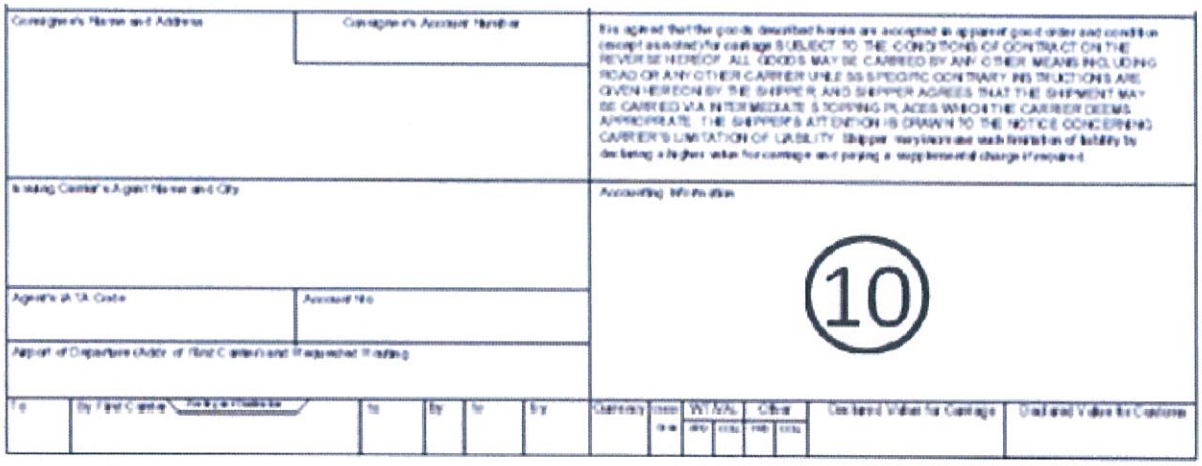


8. Accounting Information

The following information can be inputted in accounting information [10] field:

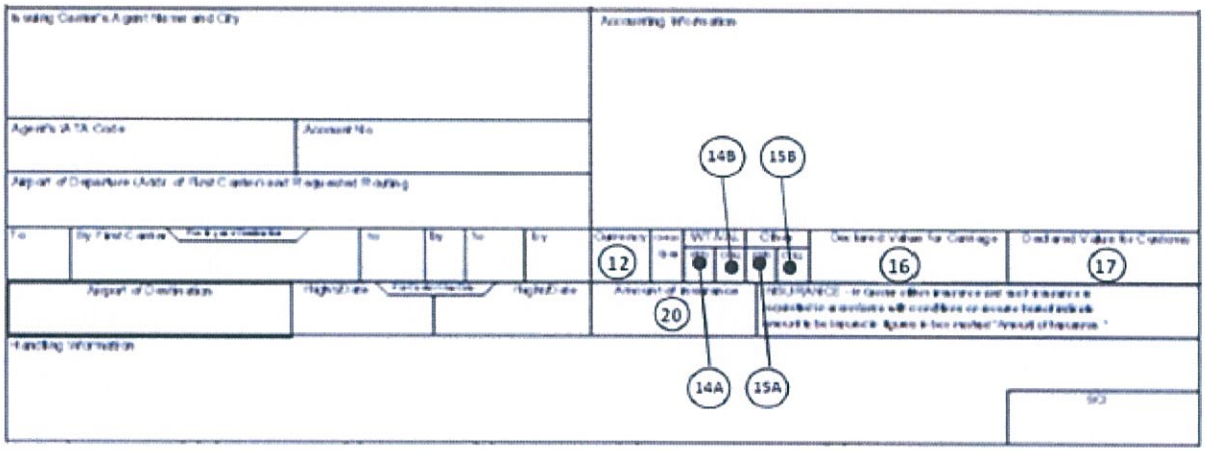
- XPS or Priority Lift.
- Export License number (for non-consolidated shipment). (Optional)
- Loading information can be inserted if required by the Forwarder in destination. (Optional)

Space available is 34 characters x 6 rows of total 204 characters.



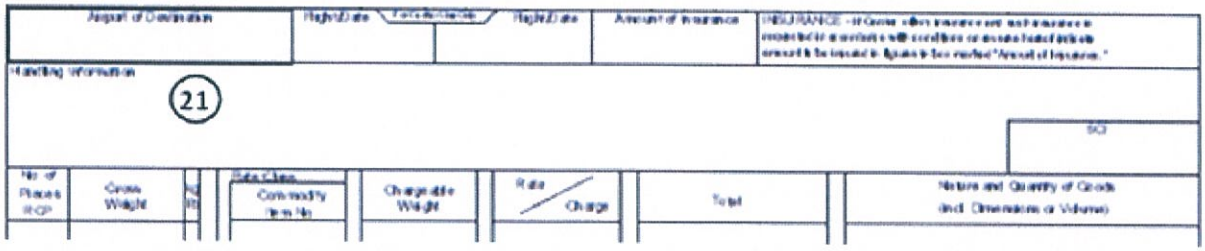
9. Charge Declarations

Input Currency Code [12] (3 characters)
Select Prepaid or Correct Indicator [14A] [14B] for Weight/Valuation
Select Prepaid or Correct Indicator [15A] [15B] for Other Charges
Declared Value for Carriage [16] (12 characters)
Declared Value for Customs [17] (12 characters)
Amount of Insurance (XXX) [20]



10. Handling Information (SSR and OSI Line)

SSR means Special Service Request [21]. (65 characters x 3 rows = 195 characters)
OSI means Other Service Information [21]. (65 characters x 3 rows = 195 characters)
Information input in SSR and OSI line will be shown on Handling Information field.



The following information must be inserted in SSR or OSI line if it is DG shipment, live animal shipment or shipment request special handling.

For Dangerous Goods shipment –

- "Dangerous Goods as per attached DGD"
- "Dangerous Goods as per attached DGD – CAO"

For Shipment containing both Dangerous Goods and non-dangerous goods –

- "5 Packages Dangerous Goods as per attached DGD"
- "5 Packages Dangerous Goods as per attached DGD – CAO"

For Lithium ion or Lithium metal batteries not subject to Dangerous Goods Regulations -

- "Lithium ion batteries in compliance with Section II of PI965"
- "Lithium ion batteries in compliance with Section II of PI966"
- "Lithium ion batteries in compliance with Section II of PI967"
- "Lithium metal batteries in compliance with Section II of PI968"
- "Lithium metal batteries in compliance with Section II of PI969"
- "Lithium metal batteries in compliance with Section II of PI970"

For Live Animal shipment –

- "Shipper Certificate for Live Animal attached"

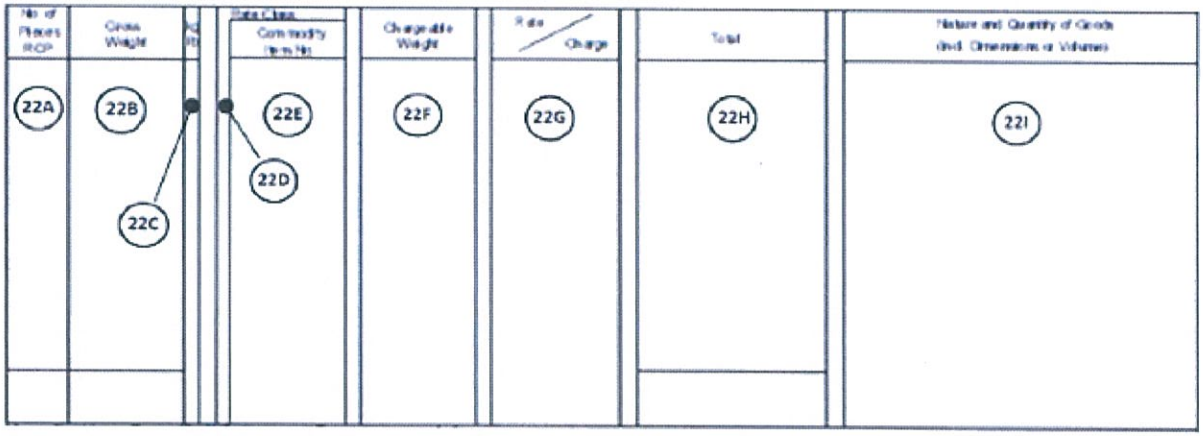
For Special handling shipment information –

e.g. Perishable cargo - "Keep cool" or "Keep freezer"
e.g. Pharma Lift - Handling information

11. Rate Descriptions

Input AWB Rate Line Number (2 characters)
Number of Pieces or Rate Combination Point [22A] (4 characters)
Weight Code [22C] in kg (1 character), Weight [22B] (7 characters)
Weight Class Code [22D] (1 character)
Commodity Item Number Details or Rate Class Code (Basis) Class Rate % [22E]
Chargeable Weight [22F] (7 characters)
Rate or Charge [22G] (8 characters)
Total Charge [22H] (12 characters)

Note: It must be issued IATA published rate of 'M', 'N', 'Q', 'S' or 'R' in "Rate Class".



12. Nature and Quantity of Goods

Space available in goods description field [22I] is 20 characters x 11 rows. It means Goods Description, Dimension, Volume, ULD information, SLAC share the total of 11 rows.

Goods description must be accurate and specific. Entry of goods description for licensing items shall take precedence. Some goods descriptions in generic term may not be accepted by Customs in some countries. Freight Forwarders must ensure States requirements are observed accordingly.

Example 1: Korea Customs has a strong guidance on the need to use correct and precise descriptions of commodities, with a notice on penalties to be charged against repeated cases with unacceptable declarations.

Category	Unacceptable Examples
Numbers, etc.	0, 1, 11, 123, A, B, AAA, ACC, etc.
Special characters	!, @, #, $, %, &, *, ?, ^ etc.
Broader terms	Sample, Part, Assembly, Goods, Gift, Product, Other, Whole, Unit, Type, Spare, Cargo, Merchandise, Material, Element
Trademarks	NIKE, ADIDAS, GUCCI, BURBERRY, CHANEL, etc.

Example 2:

General Goods Description is not acceptable for Taiwan. It is required to describe the goods as specific as possible. Below generic terms are not precise enough:

General Description which is not precise enough for Customs Clearance		
Spare Parts	Gift Materials	Electric Goods
General Cargo	Sample	Consumer Commodity

Example 3:

U.S. Customs has specific requirements on commodity description.
The following guidelines are illustrative and not exhaustive. They are examples of acceptable and unacceptable descriptions for shipments into U.S. Phrases or words in parenthesis are meant as examples.

Not Acceptable	Acceptable
Apparel Wearing Apparel Ladies' Apparel Men's Apparel	Clothing Shoes Footwear Jewellery (may include watches)

Not Acceptable	Acceptable
Appliances	Kitchen Appliances Industrial Appliances Heat Pump
Auto parts Parts	New Auto parts Used Auto parts
Caps	Baseball Caps Blasting Caps Bottle Caps Hub Caps
Chemicals, hazardous Chemicals, non-hazardous	Actual Chemical Name (not brand name) or U.N. HAZMAT Code identifier Number
Electric Goods Electronics	Computers Consumer Electronics, Telephones Electronic Toys (can include Gameboy Game Cubes, Dancing Elmo Doll etc.) Personal/Household Electronics (i.e. PDA's VCR's, TV's)
Equipment	Industrial Equipment, Oil Well Equipment Automotive Equipment, Poultry Equipment etc.
Flooring	Wood Flooring, Plastic Flooring, Carpet, Ceramic Tile, Marble Flooring
Foodstuffs	Oranges, Fish, Packaged Rice, Packaged Grain, Bulk Grain
Iron	Iron Pipes, Steel Pipes
Steel	Iron Building Material, Steel Building Material
Leather Articles	Saddles Leather Handbags Leather Jackets, Shoes
Machinery	Metal Working Machinery Cigarette Making Machinery
Machines	Sewing Machines Printing Machines
Pipes	Plastic Pipes, PVC Pipes, Steel Pipes, Cooper Pipes
Plastic Goods	Plastic Kitchenware, Plastic Houseware, Industrial Plastics, Toys, New/Used Auto Parts

Not Acceptable	Acceptable
Polyurethane	Polyurethane Threads Polyurethane Medical Gloves
Rubber Articles	Rubber Hoses Tires Toys Rubber Conveyor Belts
Rods	Welding Rods, Rebar, Aluminium Rods, Reactor Rods
Scrap	Plastic Scrap, Aluminium Scrap, Iron Scrap
Tiles	Ceramic Tiles, Marble Tiles
Tools	Hand Tools, Power Tools, Industrial Tools
Wires	Electric Wires, Auto Harness, Coiled Wire (Industrial)
-	Personal Effects, Household Goods
STC (Said to Contain), General Cargo, FAK (Freight of All Kinds), "No Description"	-

Note:

1. Some substance under a general description may contain hazardous articles. If no part of the package contents is dangerous, the wording of "Not Restricted" must be indicated after good description.

2. Goods packed with dry ice – Proper Shipping Name, UN number, Class number, Number of packages must be indicated after description.

3. Dangerous goods in Excepted quantities – The statement of 'Dangerous Goods in Excepted Quantities" and Number of packages must be indicated after description. UN number and Quantity of substance information may also be required by individual Airline.

4. Radioactive Material in Excepted Packages – Proper Shipping Name, UN number and Number of packages must be indicated after description.

5. Infectious Substance of Category B under UN3373 – Proper Shipper Name, UN Number and Number of packages must be indicated.

Dimension:
Dimension of the goods are needed in FWB except shipment for Shipper loaded ULD.
If number of dimensions information cannot be included in FWB due to space limitation, then the total volume of the consignment shall be inserted.

The way to input free format of dimension is flexible.
e.g. 20x30x40cm-3 or 3-20x30x40cm

For mix-load pre-built ULD, dimensions are optional.

Shipper Load and Count (SLAC):
For shipper loaded ULD under single MAWB, Freight Forwarders are required to enter SLAC information in FWB. For FHL, the SLAC value is required for shipments to US & Canada only.

If Freight Forwarders' systems are not ready for NS field in FWB, they can update in goods description field.

e.g. Actual total pieces 888 pcs loaded into ULD, suggest format in goods description field as below:

Consolidation as per attached list
SLAC-888

The SLAC field is available in FHL version 3 or higher. Therefore, Freight Forwarders need to upgrade their systems to FHL version 3 or higher, or uploaded the SLAC information into Airline Pouch as an interim solution. Shipper-built ULD Loading information on AWB is optional.
For FHL – Loading information on house level for destined USA/Canada is required to upload to Airline Pouch.

Note for IT enhancement, please be aware the requirement on the following identifiers in FWB Layout such as NC, NG, ND, NV, NU and NS:

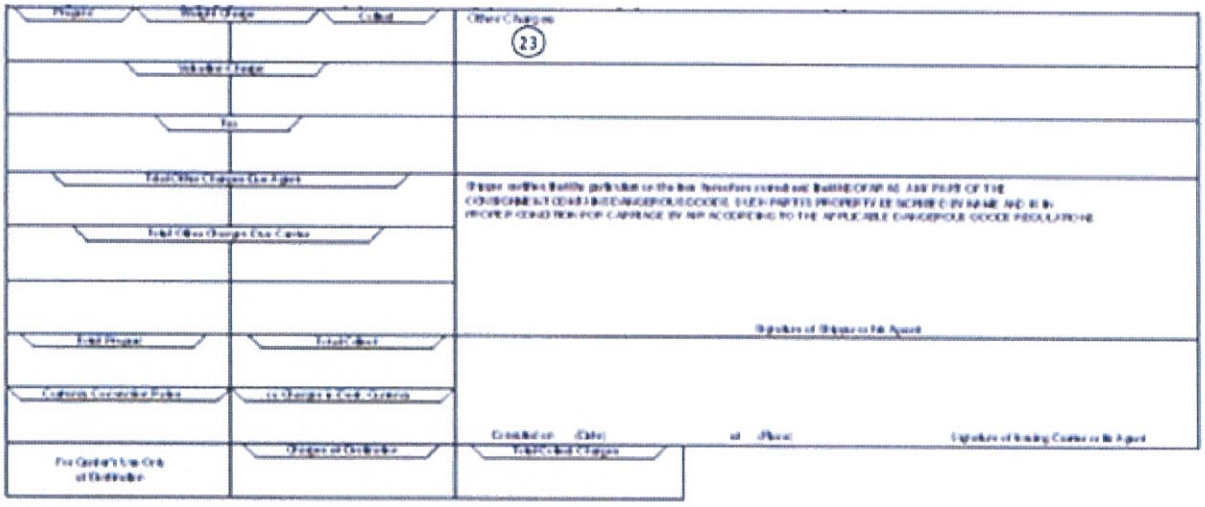
NC and NG are the Goods data identifier and NC is specifically for Consolidation.
For consolidated shipment, insert the goods description in NC field.
For Non-Consolidated shipment, insert the goods description in NG field.

If NC identifier is not available in FWB message, Freight Forwarder can make use of NG identifier to input the wording either of "Consolidation", "Consol", or "Cnsl' for the consolidated shipment.

ND is for Dimension, NV is for Volume, NU is for ULD, NS is for SLAC.
If ND, NV, NU, NS identifier is not available in FWB message, Freight Forwarder can make use of NG identifier to input information.

13. Other Charges – The correct Charges Code

Each individual charge must be clearly indicated onto 'Other Charges' field [23] in FWB.



The standard charges codes are specified as below:

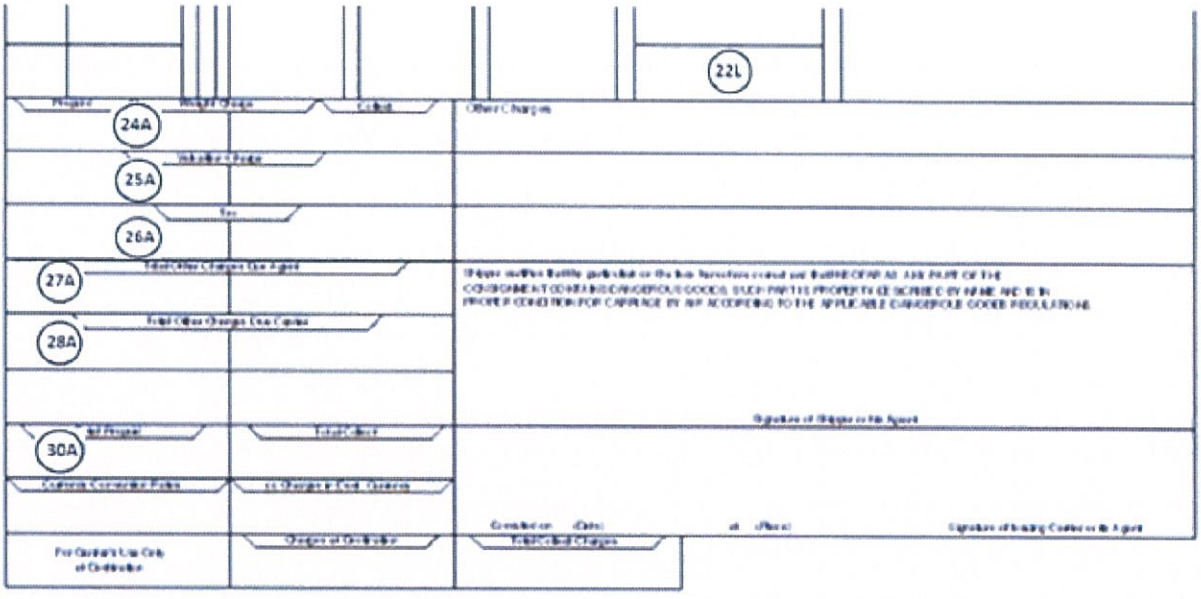
Charges codes		Description
AW		Air Waybill fee
MY		Fuel Surcharge
XB		Security Surcharge
MC		Miscellaneous – due carrier (Terminal Charges)
SC		Security Charge (X-ray or Screening Charge)
VA		Valuable Handling Fee
RA		Dangerous Goods Fee
CG		Electronic processing or transmission of data for customs purposes

FE		Handling Fee
MA		CC Due Agent Charge
DB		CC Disbursement Fee
AT		Groom Administration Fee
MT		Miscellaneous – due issuing carrier (Miscellaneous at Transit - Security Screening Charge for US Destination Shipment)
CH		Clearance and handling - origin
CC		Manual data entry for customs purposes
MR		Airfreight Surcharge (only for LH)

Other than above charges codes, the IATA standard charges code can be referred on the IATA TACT Rules 6.2.19.

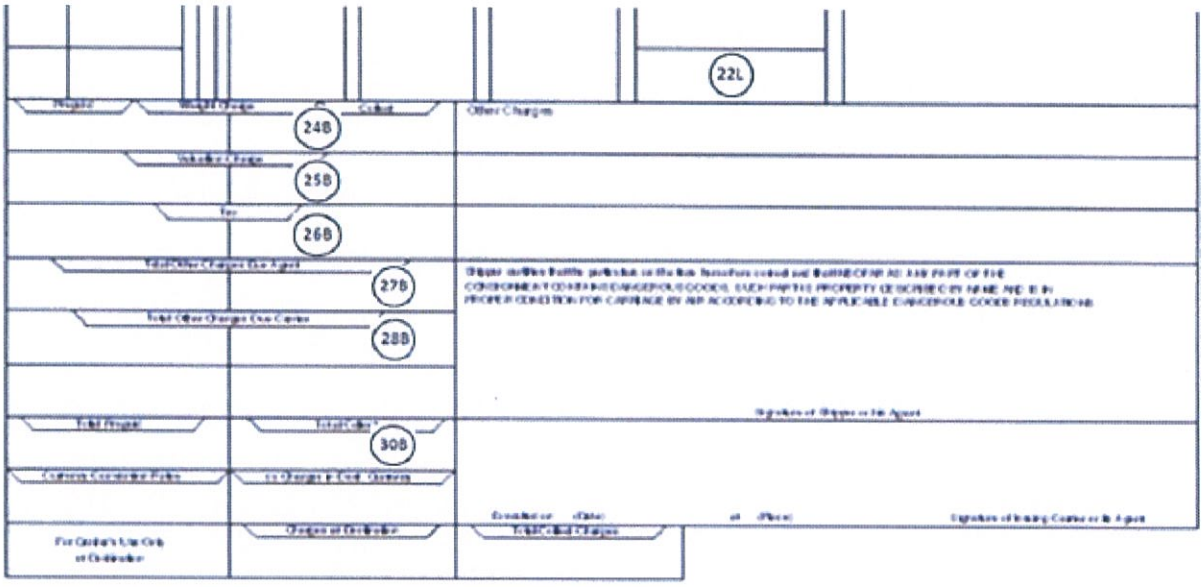
14. Prepaid Charge Summary

Input Total Prepaid Weight Charge amount [24L] [22L] (12 characters)
Prepaid Valuation Charge amount [25A] (12 characters) if applicable
Prepaid Taxes Charge amount [26A] (12 characters) if applicable
Prepaid Total Other Charge amount due Agent [27A] (12 characters) if applicable
Prepaid Total Other Charge amount due Carrier [28A] (12 characters)
Prepaid Charge amount Summary Total [30A] (12 characters)



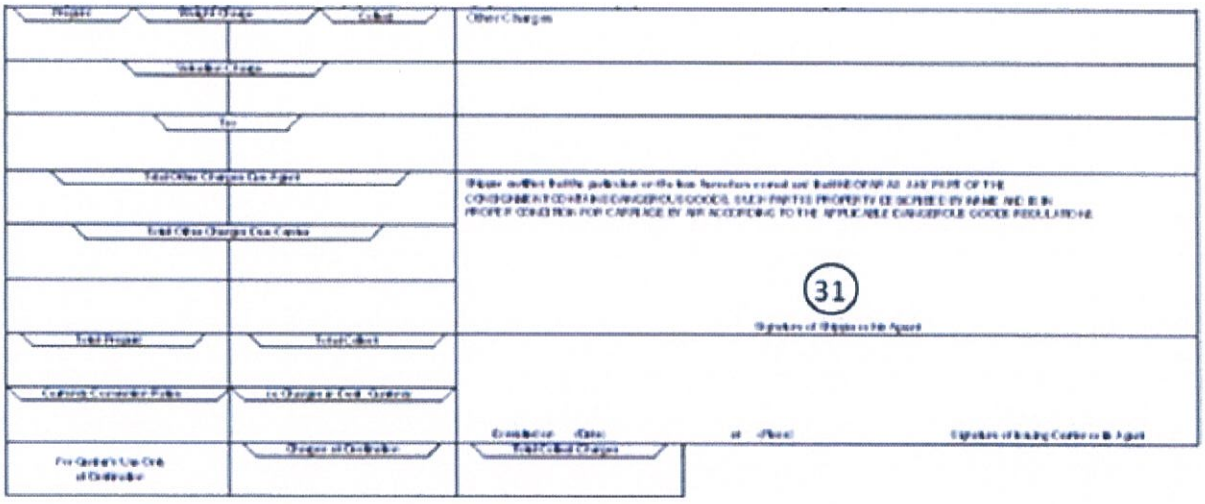
15. Collect Charge Summary

Input Total Collect Weight Charge amount [24B] [22L] (12 characters)
Collect Valuation Charge amount [25B] (12 characters) if applicable
Collect Taxes Charge amount [26B] (12 characters) if applicable
Collect Total Other Charge amount due Agent [27B] (12 characters) if applicable
Collect Total Other Charge amount due Carrier [28B] (12 characters)
Collect Charge amount Summary Total [30B] (12 characters)



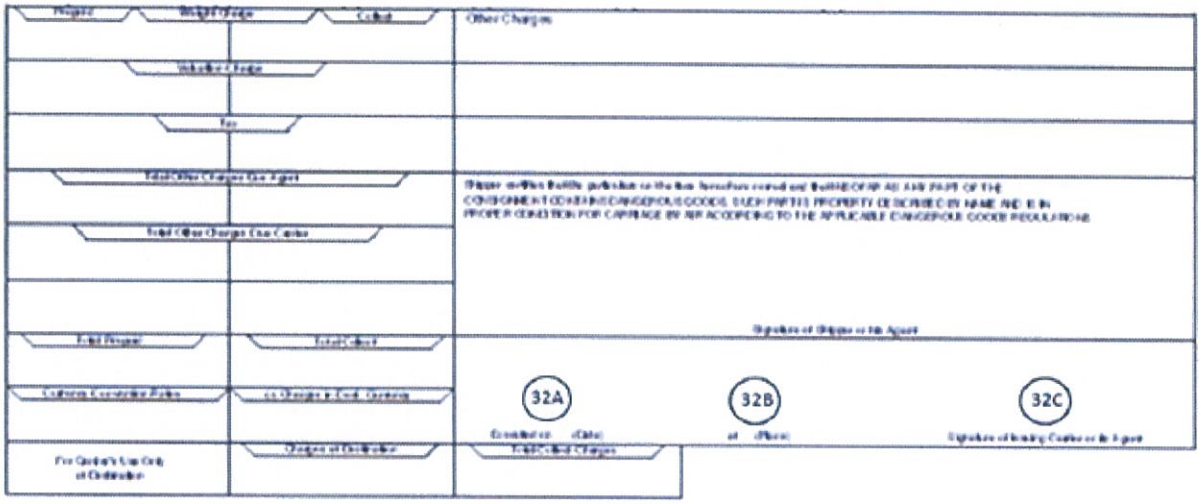
16. Signature of Shipper or his Agent

Input the Name of Shipper or its agent [31] (20 characters).



17. Execution Date/Place/Signature of Issuing Carrier or its Agent

Input the Date [32A] (Day – 2 characters, Month – 3 characters, Year – 2 characters),
Place [32B] (17 characters) and
Name [32C] (20 characters) of Issuing Carrier or its Agent.



18. Consolidation List (FHL)

Master AWB Consignment Details:
Airline Prefix – 3 number characters.
AWB Serial Number – 8 number characters.
Origin Airport/City Code – 3 letter Airport/City codes of Origin.
Destination Airport/City Code – 3 letter Airport/City codes of Destination.
Number of Pieces – can be up to 4 numeric characters.
Weight – can be up to 7 numeric characters, including a decimal point if applicable.

House AWB Summary Details:
HWB Serial Number – can be up to 12 characters of letters A to Z and numbers 0 to 9.
Special characters (e.g.: / -) and space between letters and numerals are not allowed.
Origin Airport/City Code – 3 letter Airport/City codes of Origin.
Destination Airport/City Code – 3 letter Airport/City codes of Destination.
Number of Pieces – can be up to 4 numeric characters.
Weight – can be up to 7 numeric characters, including a decimal point if applicable.
Manifest Description of Goods – can be up to 15 characters of free format text.
Special Handling Code – 3 letter of special handling codes if applicable.
Can be repeated maximum of 2 times.

Free Text Description of Goods:
The Free Text Description of Goods must be used for transmitting acceptable descriptions to Customs and can be up to 65 characters of free format text.
It is not allowed to start the description in the Manifest Description of Goods and continue the description in the Free Text Description of Goods. The Manifest Description of Goods and Free text Description of Goods are separate and different data fields and should not be mixed.

Shipper / Consignee:
The Shipper and Consignee details must consist of 4 lines each.
Shippers / Consignees Name– can be up to 35 characters of free format text.
Shippers / Consignees Street Address– can be up to 35 characters of free format text.
Shippers / Consignees Place– can be up to 17 characters in free format text.
Shippers / Consignees State/Province– can be up to 9 characters in free format text.
Shippers / Consignees Country Code – 2 alphabet letters.
Shippers / Consignees Country Postcode– can be up to 9 characters in free format text.
Shippers / Consignees Contact– Optional: the contact type (2 alpha), followed by the Contact Number up to 25 characters in free format text.

Charge Descriptions:
Currency Code – 3 alphabet letters.
Prepaid/Collect Charge Declaration – Code P (prepaid) at Origin or
Code C (collect) at Destination.
Declared Value of Carriage – can be up to 12 characters or No Value Declared (NVD).
Declared Value of Customs – can be up to 12 characters or No Customs Value (NCV).
Amount of Insurance – can be up to 11 characters or No Value (XXX).

For Sub-consolidated Shipment:

1. House Waybill goods description must not specify as "consolidation".
2. The total number of pieces count in House Waybill must be matched with Master Air Waybill SLAC pieces count.
3. House Waybill Consignee should be the ultimate consignee.

There are total 9 rows of Description of Goods in FHL message.
Normally the first row is for Goods Description and the remark can input into second row onward.

For shipment destination of European countries and in case of shipment required to transit France or Germany by cross border trucking services, it is required to complete a Customs Declaration Form 'T1' for the purpose of VAT calculation. The 'T1' form requires information of Nature of goods, Number of pieces, Weight and Value.

For Consolidation shipment – the value of goods indicated onto House Manifest.
The House Manifest to be put inside a sealed envelope with marked 'For Customs Clearance' and forward to destination.

For Direct shipment – the value of goods indicated onto AWB's 'Declared Value for Customs' box.

19. Important Time Frame

Freight Forwarders shall send the electronic message to airlines before shipment cut-off time. Once FWB / FHL are received, airlines' systems will start data validation.
A feedback of FNA or RCS will be sent to Freight Forwarders within 30 minutes.

If FNA is received, Freight Forwarders shall amend the error. The corrected message shall be resent to airlines for data validation again. This shall also be completed before the shipment cut-off time. The flow is as follows:

1st Scenario – Consolidation

FWB / FHL	**--> Airlines' Validation**	**--> FNA / RCS**
(Freight Forwarders to send all electronic messages to airlines before shipment cut-off time)	(System to perform data validation only after FWB/FHL are well received)	(Within 30 minutes, airlines to send FNA if there is error in the submitted data. RCS will be sent if the data be sent if the data is correct)

2nd Scenario – Direct Shipment

FWB	**--> Airlines' Validation**	**--> FNA / RCS**
(Freight Forwarders to send all electronic messages to airlines before shipment cut-off time)	(System to perform data validation only after FWB are well received)	(Within 30 minutes, airlines to send FNA if there is error in the submitted data. RCS will be sent if the data be sent if the data is correct)

Initial electronic message and amended message, if any, must be submitted to airlines before shipment cut-off, otherwise, it may cause unnecessary delay.

- The End -

Appendix A

FWB Error Code Reference

Starting with IATA MIP Strategy v4 and currently in effect, improvement via a new simplified error code set (short format-XXX99) and error types are redefined as follows:

- D – Data error; e.g. invalid or missing data in a specific field
- R – Rejected; e.g. message rejected for the reason described in the error definition
- S – Syntax error; e.g. the format of the message id invalid resulting in the inability to use the message and therefore its rejection

The table below explains the meaning of the column headings used.

Column Heading	Description
Error Code	New MIP Error Code
Error Type	D – invalid Data error R – message Rejected S – Syntax error
Error Description	Description of the error

Note: all errors shown below applies to FWBs only.

Error Code/s	Error Type	Error Description
Accounting Information Errors		
ACC00 ACC01 ACC02	D	Invalid or missing accounting information details - accounting information identifier - accounting information
Agent Errors		
AGT00 AGT01 AGT02	D	Invalid or missing agent details - account number - IATA cargo agent numeric code - IATA cargo agent CASS address - participant identifier - name

AGT03 AGT04 AGT05 AGT06		- place
Agent Reference Data Errors		
ARD00 ARD01	D	Invalid or missing agent reference data - file reference
AWB Consignment Detail Errors		
AWB00 AWB01 AWB02	D	Invalid or missing AWB consignment details - airline prefix - AWB serial number

Error Code/s	Error Type	Error Description
AWB Consignment Detail Errors (continuation)		
AWB03 AWB04 AWB05 AWB06 AWB07 AWB08 AWB09 AWB10 AWB11 AWB12	D	- airport/city code of origin - airport/city code of destination - shipment description code - number of pieces - weight code - weight - volume code - volume amount - density indicator (DG) - density group
AWB13	R	Message rejected - AWB serial number blacklisted
AWB14	R	Message rejected - AWB serial number not allocated to forwarder
CC Charges in Destination Currency Data Errors		
CDC00 CDC01 CDC02	D	Invalid or missing CC charges in destination currency details - destination currency details ISO currency code - currency conversion rate - rate of exchange

CDC03 CDC04 CDC05		- CC charges in destination currency - charge amount - charges at destination - charge amount - total collect charges - charge amount
Shipper's Certification Errors		
CER00 CER01	D	Invalid or missing shippers certification details - signature
Consignee Errors		
CNE00 CNE01 CNE02 CNE03 CNE04 CNE05 CNE06 CNE07 CNE08 CNE09	D	Invalid or missing consignee details - account number - name - street address - place - state/province - ISO country code - post code - contact identifier - contact number
CNE10	S	Syntax error - consignee details – total characters of country code, post code, contact id and contact number cannot exceed 69
Commission Information Errors		
COI00 COI01 COI02 COI03	D	Invalid or missing commission information details - no commission indication - CASS indicator - commission amount - CASS settlement factor - commission percentage - CASS settlement factor
Collect Charge Summary Errors		
COL00 COL01 COL02 COL03 COL04 COL05	D	Invalid or missing collect charge summary details - total weight charge - charge identifier - total weight charge - charge amount - valuation charge - charge amount - taxes - charge amount - total other charges due agent - charge amount

COL06		- total other charges due carrier - charge amount
COL07		- charges summary total - charge amount
COL08		- charges collect not allowed to this destination
Error Code/s	Error Type	Error Description
Customs Origin Errors		
COR01	D	Invalid or missing customs origin code details
Charge Declaration Errors		
CVD00	D	Invalid or missing charge declarations details
CVD01		- ISO currency code
CVD02		- charge code
CVD03		- p/c indicator (Weight/Valuation)
CVD04		- p/c indicator (Other charges)
CVD05		- declared value for carriage
CVD06		- value for customs declaration
CVD07		- value for insurance declaration
Flight Booking Errors		
FLT00	D	Invalid or missing flight booking details
FLT01		- carrier code
FLT02		- flight number
FLT03		- day
FWB Errors		
FWB01	R	Message rejected - FWB data differs significantly from that contained in the booking
FWB02	R	Message rejected - FWB routing differs from that contained in the shipment booking
FWB03	S	Syntax error - SSR+NFY+OSI+COR total character length too long - total characters cannot exceed 216
Carrier's Execution Errors		
ISU00	D	Invalid or missing carriers execution details
ISU01		- day
ISU02		- month

ISU03 ISU04 ISU05		- year - place or airport/city code - signature
Message Errors		
MSG01	S	Syntax error - message envelope syntax error
MSG02	S	Syntax error - invalid or no end of message character
MSG03	S	Syntax error - unable to use the (data contained in the message cannot be used to update the carrier's system)
MSG04	R	Message rejected - data already created in carrier's system (too late to be of any use; message received after the carrier has created the data in its system)
MSG05	R	Message rejected - the originator's TTY address is not recognized by the carrier
MSG06	R	Message rejected - the originator's TTY address is recognized but not configured to accept this message type
MSG07	R	Message rejected - message version number not supported by carrier
Also Notify Errors		
NFY00 NFY01 NFY02 NFY03 NFY04	D	Invalid or missing notify details - name - street address - place - state/province

Error Code/s	Error Type	Error Description
Also Notify Errors (continuation)		
NFY05 NFY06 NFY07 NFY08	D	- ISO country code - post code - contact identifier - contact number
NFY09	S	Syntax error - also notify details - total characters of country code, post code, contact id and contact number cannot exceed 69
Nominated Handling Party Errors		
NOM00 NOM01	D	Invalid or missing nominated handling party details - name

NOM02		- place
Other Customs Information Errors		
OCI00		Invalid or missing other customs information details
OCI01		- ISO country code
OCI02	D	- information identifier
OCI03		- customs information identifier
OCI04		- supplementary customs information
Other Participant Information Errors		
OPI00		Invalid or missing other participant information details
OPI01		- name
OPI02		- participant office message address - airport/city code
OPI03		- participant office message address - office function designator
OPI04	D	- participant office message address - company designator
OPI05		- other participant information- file reference
OPI06		- other participant identification - participant identifier
OPI07		- other participant identification - participant code
OPI08		- other participant identification - airport/city code
Other Service Information Errors		
OSI01	D	Invalid or missing other service information
Other Charges Errors		
OTH00		Invalid or missing other charge details
OTH01		- p/c indicator
OTH02	D	- other charge code
OTH03		- entitlement code
OTH04		- charge amount
Prepaid Charge Summary Errors		
PPD00		Invalid or missing prepaid charge summary details
PPD01		- total weight charge - charge identifier
PPD02	D	- total weight charge - charge amount
PPD03		- valuation charge - charge amount
PPD04		- taxes - charge amount

PPD05		- total other charges due agent - charge amount
PPD06		- total other charges due carrier - charge amount
PPD07		- charge summary total - charge amount
Sender Reference Errors		
REF00		Invalid or missing sender reference details
REF01		- sender office message address - airport/city code
REF02	D	- sender office message address - office function designator
REF03		- sender office message address - company designator
REF04		- sender office message address - file reference

Error Code/s	Error Type	Error Description
Sender Reference Errors (continuation)		
REF05		- sender office message address - participant reference
REF06	D	- sender office message address - participant code
REF07		- sender office message address - participant airport/city code
Rate Description Errors		
RTD00		Invalid or missing rate description details
RTD01		- AWB rate line number
RTD02		- AWB column identifier
RTD03		- number of pieces/rate combination point details
RTD04		- gross weight details - weight code
RTD05		- gross weight details - weight
RTD06	D	- gross weight details - rate class code
RTD07		- commodity item number/ULD rate class type/rate class code class rate
RTD08		- chargeable weigh details - weight
RTD09		- rate charge details - rate or charge or discount
RTD10		- total details - charge amount or discount amount
RTD11		- goods description - goods data identifier
RTD12		- goods description - nature and quantity of goods
RTD13		- consolidation - nature and quantity of goods

RTD14		- dimensions - weight code
RTD15		- dimensions - weight
RTD16		- dimensions - measurement unit code or no dims available code
RTD17		- dimensions - length dimension
RTD18		- dimensions - width dimension
RTD19		- dimensions - height dimension
RTD20		- dimensions - no of pieces
RTD21	S	Syntax error - rate description details - total number of characters of unit code, length, width, height and no of pieces cannot exceed 20
RTD22		- volume - volume code
RTD23		- volume - volume amount
RTD24		- ULD number - ULD type
RTD25		- ULD number - ULD serial number
RTD26		- ULD number - ULD owner code
RTD27		- shippers load and count - SLAC
RTD28		- harmonized commodity code
RTD29		- country of origin of goods - ISO country code
RTD30		- service code details - service code
Routing Errors		
RTG00		Invalid or missing routing details
RTG01		- 1st destination/carrier airport city code
RTG02	D	- 1st destination/carrier code
RTG03		- onward destination/carrier airport city code
RTG04		- onward destination/carrier code
Shipper Errors		
SHP00		Invalid or missing shipper details
SHP01		- account number
SHP02	D	- name
SHP03		- street address
SHP04		- place
SHP05		- state/province

SHP06		- ISO country code
SHP07		- post code

Error Code/s	Error Type	Error Description
Shipper Errors (continuation)		
SHP08	D	- contact identifier
SHP09		- contact number
SHP10	S	Syntax error - shipper details - total characters of country code, post code, contact id and contact number cannot exceed 69
Sales Incentive Information Errors		
SII00	D	Invalid or missing sales incentive information details
SII01		- charge amount
SII02		- CASS indicator
Special Handling Details Errors		
SPH01	D	Invalid or missing special handling code
Shipper Reference Information Errors		
SRI00	D	Invalid or missing shipment reference information details
SRI01		- reference number
SRI02		- supplementary shipment information
Sales Service Request Errors		
SSR01	D	Invalid or missing Special Service Request
Free Text Description of Goods Errors		
TXT01	D	Invalid or missing free text description of goods details
TXT02	S	Syntax error - free text description of goods details - total characters cannot exceed 545