1. **Purpose**:

   This procedure defines the appropriate e-AWB handling process for Export / Import / Transit shipments used by Sharjah Aviation Services and adhering with the customer airlines and government authorities, procedures, provision and regulations.

2. **Scope:**

   To ensure that all Export, Import & Tans shipments handled are in accordance with the e-AWB requirements are processed efficiently and suitably compliant.

   This document will provide guidance to those who require to implement e-AWB for their Export, Import and transit shipments in Qatar.
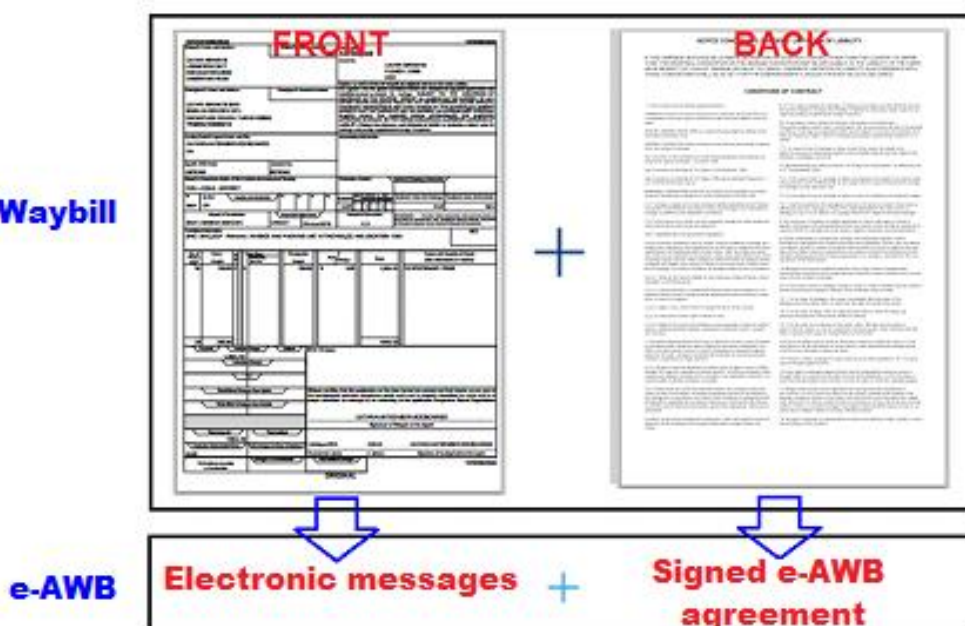
3. **Introduction of e-AWB:**

   In today's electronic world, air cargo still relies heavily on paper documentation for the exchange of information. Each international airfreight shipment can require more than 30 different paper documents – increasing the cost of airfreight and lengthening transport times.

   The AWB (Air Waybill) is the most important transportation document in Air Cargo. The e-AWB (electronic Air Waybill), is the first step to realize the e-freight vision. The e-AWB project replaces the paper AWB with an electronic contract of carriage between the Freight Forwarder and the Carrier and the presentation of A4 print out to Customs for the time being.

4. **Target:**

   ➢ To replace paper AWB data with FWB EDI message. (Front)
   ➢ Based on IATA Recommended Practice 1670 (RP1670) signed by airlines and agents to replace paper contract behind. (Reverse)
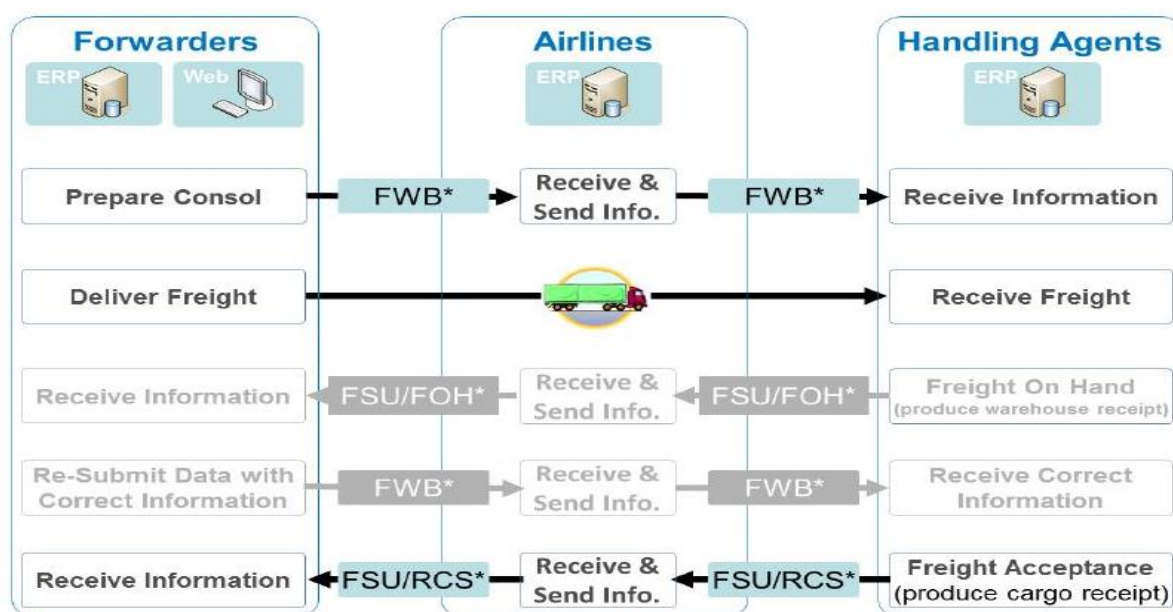

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5. **Benefits:**

The benefits associated to the e-AWB are shared between all stakeholders including regulators. The most important benefits are the following:

➢ **Reduced costs**: Elimination of purchase costs for pre-printed paper AWB, reduced AWB printing and archiving costs

➢ **Higher productivity**: Elimination of repeating data keying, real time access to AWB information, reduction in cargo handling delays due to missing or illegible paper AWB, detection of errors prior to submitting the physical freight.

➢ **Better reliability:** No risk of losing documents and reduced number of errors Regulatory compliance: Authorized by international treaties regulating air cargo transport; contribution to the advanced reporting requirements.

➢ **Paving the way towards e-freight:** A first step toward a paper free air cargo.

6. **IT Requirement to initiate e-AWB:**
   a. Capable of sending FWB (Master AWB) and FHL (House AWB) messages. Capable of receiving RCS (Ready for carriage) message by EDI or E-mail channel.

   b. Capability of archiving FWB, FHL, FOH, RCS messages.

7. **Message Flow Overview:**

8. Definition of terms:

Term	Definition	Term	Definition
AWB	Air waybill	FOH	Freight on Hand
e-AWB	Electronic Air waybill	FSU	Freight Status Update
ECC	Electronic contract of carriage (e-AWB	GHA	Ground Handling Agent
ECP	Paper contract of carriage printed by the airline based on electronic data received from the freight forwarder (single process)	FWB	Full Air Waybill
FFM	Flight Freight Manifest	HAWB	House Air Waybill
FHL	Full House Air Waybill	IATA	International Air Transport Association
FMA	Confirmation (acknowledgement) Message	MAWB	Master Air waybill
FNA	Rejection (Error) Message	OAL	Other Airlines
RCS	Cargo and Documents are Received Ready for Carriage	NFD	Notification to Consignee

9. Instructions:

S. No	e-AWB Agent Process	Accountability
	9.1 EXPORT - Activities	
1	Sends the FWB message to the Airline.	Freight Forwarder
2	The airline shares the FWB data with the GHA prior to delivery of the shipment.	Airline
3	Receives the goods from the freight forwarder and notifies the airline	SAS
4	If agreed with the freight forwarder, the airline issues an FSU-FOH message to the freight forwarder.	Airline
5	Performs the acceptance against the electronic data and checks that the shipment is ready for carriage. In case of any discrepancies, the exception procedures agreed between the freight forwarder and the airline are applied.	SAS
6	As per agreement between Airline and GHA, determines whether the shipment is ECC (e-AWB) or paper AWB, taking into account applicable International Convention, regulatory requirements and network constraints.	SAS

7	Notifies the airline that the shipment is ready for carriage, through an FSU/RCS message, and the airline sends the FSU-RCS message to the freight forwarder.	SAS
9.2 IMPORT – Activities		
1	Sends **FWB / FHL** message to the Airlines and deliver freight	F / Forwarder Origin
2	Receives information and validates the content of the message	Airline / GHA Origin
3	Sends message **FWB/FHL/FFM** to SAS	
4	Receives information (FWB/ FHL / FFM) and transmit the Data to Sharjah Customs	SAS
6	Import Shipment received and location in the warehouse (ARR/RCF)	

10. FWB/XFWB Validation Rules:

FWB/XFWB message quality is a pre-requisite for e-AWB implementation.

To avoid delays of shipments acceptance, Forwarder must take immediate action to re send the amended FWB/XFWB to the Airline if the forwarder receives an FNA message which means Airline did not accept the FWB/XFWB.

11. Exception Management:

11.1.   In case of missing FWB/XFWB prior to freight delivery:

Approach 1: Airline rejects freight delivery

Approach 2: Airline verbally informs forwarder to send FWB/XFWB

Approach 3: GHA does the data entry based on a SLA

Approach 4: Fall back to paper AWB

11.2.   In case of mismatch between FWB / XFWB and received cargo:
Approach 1: Airline sends FSU/RCS with corrected data
Note: FWB and FSU/RCS message content are not aligned in this approach.

Approach 2: Airline sends FSU/FOH, waits for the corrected FWB / XFWB from the Forwarder, then sends the FSU/RCS
Note: FWB and FSU/RCS message content are aligned in this approach.

Approach 3: Airline sends FSU/RCS with incorrect data and a paper CCA.
<u>Note</u>: This implies incorrect shipment data in the FWB / XFWB, be aware of the impact on the authorities that may access this document.

12. **Monitoring & Supervision:**

SAS to monitor the implementation of this e-AWB Handling process to ensure the effectiveness and efficiency of this process

13. **Review:**

SAS and the e-AWB group review this document every six months and when necessary to ensure continuing suitability and effectiveness of this process

14. **Records:**

Relevant records to this process shall be maintained / retained according to the defined procedures on Control of records.