I. Objetive:

Establish guidelines in export airfreight using e-AWB

II. Scope:

This document delivers a reference for issuing e-AWB in the air export process in Guadalajara.
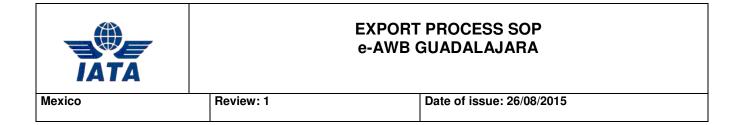
III. Documentary & references:

List of documents or laws that require consultation for the fulfillment of export operations by air in Mexico.

-Diario Oficial de la federación Lunes 9 de Dic 2013. (Reforma Ley Aduanera)

-Artículo 20 Ley Aduanera. (Transmisión de Información electrónica Aduanas).

-Articulo 29 Código Fiscal de la Federación I.2.7.1.28 (Obligación de emitir Factura electrónica por servicios de Carga).

IV.   Implementation plan and minimum requirements to issue e-AWB.

Once the location (country, airport) is declared e-AWB friendly, either completely or through the implementation of the *Single Process*, the stakeholder will have to check if they comply with the minimum requirements to issue e-AWBs.

E-AWB and e-freight will become the new standard to handle air shipments in the coming months. Many airlines and agents have already modified their processes and we strongly advise all the partners to adopt the change in order to guarantee their business continuity.

COMMUNICATE

As a major project, it will affect your employees' habits. To ensure the success of your processes, keep all the employees informed from the beginning:

- **Management**:
  Decision makers to nominate a project manager and approve the main topics

- **IT department**:
  Have to understand the standards and message flows

- **Operations**:
  Amend the current processes

- **Warehouse**:
  Understand the new flows and codes specifying if the shipment has to be tendered with, or without paper documents.

- **Sales**:
  E-freight can represent a competitive advantage for your company (better control, security of information, improved transit time, transparent information, real-time based information etc.)

- **Business partners**:
  Talking to other airlines, agents or their corresponding association(s), attending informative sessions, conferences or workshops, you will gather the most updated information regarding standards and best practices.

BASIC REQUIREMENTS FOR THE AIRLINES and/ or AIRLINES' REPRESENTATIVES

Sign an e-AWB Agreement

Two options exist:

▪ IATA **Multilateral e-AWB Agreement (MeA)** – best practice.

The Multilateral e-AWB Agreement (IATA Resolution 672) provides a single standard agreement that airlines and freight forwarders can sign once with IATA, and start doing e-AWB with other parties to the agreement.

http://www.iata.org/whatwedo/cargo/e/eawb/Pages/multilateral-airlines.aspx

▪ Alternatively, a **Bilateral Agreement** with each freight forwarder/ direct shipper.

IATA cannot provide any assistance on the negotiation, handling and storage of the bilateral agreements. Should the airline decide not to be part of the MeA but prefer to sign bilateral e-AWB agreements, it should contact each Agent in order to manage and sign an agreement before issuing any e-AWB (test included).

IMPORTANT: ACTIVATION NOTICE

You should start doing e-AWB at a location only after sending the Activation Notice to the freight forwarder at that location.

The multilateral e-AWB agreement comes into force between an airline and a freight forwarder at a location only upon airline sending an Activation Notice to freight forwarder (pursuant to Resolution 672, Attachment A, Article 3.1).

Ability to receive and send electronic messages

This is a basic and mandatory requirement for the Airline to communicate with the cargo agents, Customs, Authorities and Ground Handlers.

Messaging Industry Standards:

▪ **IATA Cargo-XML**
> *This standard is compatible with the WCO requirements and guarantees an easy flow of information not only between airlines but also with the Authorities, cargo agents and any other business partner.*

▪ **Cargo-IMP version 32** or higher, which allows the emission of the FWB v16.
> *Cargo-IMP standard was sunset by IATA in December 2014, meaning no further version will be developed. It is highly recommended for everyone to move to Cargo-XML as soon as possible.*

Implement the Single Process

The single process brings mainly 2 important benefits to both airlines and agents.

1. **It allows the carrier to implement the e-AWB, in most of the countries where the paper is still legally required.**
   - The cargo agent sends the FWB or XFWB to the carrier or its representative and makes the needed modifications if applies.
   - The driver tenders the shipment to the carrier without any paper MAWB, and the carrier is who decides whether to print or not a paper AWB.
   - If not expressly required by an international convention, the paper AWB is not flown.

2. **Whatever the destination is, the cargo agent has only 1 standard process with the carrier, which makes its operations much easier, and facilitates the e-AWB adoption as 100% of the airline's destinations become e-AWB.**
   - Provide your stations with an up-to-date information on origins and destinations needing a paper document
   - Order the necessary hard material (a dot matrix printer can be required in some countries).

Keep the IATA Matchmaker up-to-date!

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

https://matchmaker.iata.org/efReport/airlinesAndAirportsAgrReport

It contains very valuable information for your customers and the whole industry, like:
- Stations where a given airline can legally accept the e-AWB
- Stations where a given airline operates the Single Process

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

- Check the information contained in the matchmaker for your corresponding stations on a regular basis.
- Should you notice any discrepancy, please liaise with the person in charge at your headquarters.
- If you don't know who the person in charge is in your company, please contact your IATA Cargo representative.

If you are a GSSA

Talk to your represented airline's manager to review and agree your processes:

- Information workflow
- Acceptance and handling of the shipment with or without paper documents (Single process, Yes/No?)
- Connectivity with airline's system or direct access to the airline's computers

BASIC REQUIREMENTS FOR THE CARGO AGENTS

The e-AWB is an industry initiative. Being IATA accredited and/or CASS participant is not a requirement.

Sign an agreement proving the legal framework to the e-AWB issuance

▪ IATA **Multilateral e-AWB Agreement (MeA)** – signed once with IATA.

The Multilateral e-AWB Agreement (IATA Resolution 672) provides a single standard agreement that airlines and freight forwarders can sign once with IATA, and start doing e-AWB with other parties to the agreement.

http://www.iata.org/whatwedo/cargo/e/eawb/Pages/multilateral-forwarders.aspx

To **check if your partner airline has signed the MeA at a given Airport**, please refer to the web-based tool IATA Matchmaker.

https://matchmaker.iata.org/efReport/airlinesAndAirportsAgrReport

→ **Should you notice a discrepancy, contact your corresponding IATA representative.**

The IATA Matchmaker web-based tool also brings you the possibility to **check which airlines are ready to do e-AWB,** country per country.

Ability to, issue electronic messages.

Issuing an e-AWB is, basically, **sending a FWB or XFWB message** containing all the information usually contained in a paper MAWB to the carrier's system.

Different solutions are available to you:

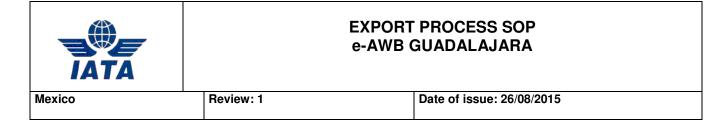**a. E-AWB issuance option in the Airline's webpage**

This kind of solution is suitable for small companies or to perform test shipments. It does not require investment.

Liaise with the airline's customer care department in order to be granted credentials. This option is generally basic and does not offer any connection with your own computer systems. Check the different options of web portals with the corresponding airline.

b. Ready-to-use Solutions

Some providers offer cloud-based solutions. Depending on the chosen provider and/or options, the cargo agent will be able to issue e-AWB, create templates, save the records for legal purposes, translate the records in different formats compatibles with your own system, and generate e-freight shipments (i.e. HAWB, House manifest etc.)

c. Home-built Solution

This solution usually requires a development of your existing system (if not done already). When choosing this option, the agent shall consider the following important points:

Messaging Industry Standards:
The most standard your system is, the most accurate the information will be.
Accuracy and integrity of the information are critical to the success as it save operational costs and transit time.

The air cargo industry commonly uses 2 different messaging standards:

- **IATA Cargo-XML**
  This standard was developed by IATA with the support of FIATA. Based on the WCO's recommendations it is thought to answer the whole supply chain needs (Airlines, Authorities and Cargo Agents) and to make easier any further updates.

- **Cargo-IMP version 32 or higher**, which allows the emission of the **FWB v16.**
  This standard is the airlines' legacy standard developed by IATA, still used by many of them. However, Cargo-IMP standard was sunset by IATA in December 2014, meaning that no further updates will be developed.

  It is highly recommended to adopt the Cargo-XML. You can purchase the Cargo-XML implementation toolkit through your IATA representative. Should you be an IT provider developing a global solution based on Cargo-XML, IATA will provide you with the information related to the licenses purchase.

  Which IT provider to choose?

- IATA does not provide a list of accredited providers. In our webpage http://www.iata.org/about/sp/Pages/partners.aspx you will find a list of the IATA strategic partners (companies working with us on establishing new standards). IATA does not recommend them over other companies. IATA should not be held responsible for their services.
- Contact your current IT provider and talk to them about the Cargo-XML standards or other standards

Perform Tests

a. Contact an airline of your choice and test the data exchange

An e-AWB with incorrect/ partially received data is like a paper AWB with incorrect/missing information: it may generate delays.

Ask to one of your business partners to **send them FWB or XFWB messages and analyse the quality of reception**:

- Transmission time has to be **fast and consistent**
- Contents have to be **accurate**
- Agent will check that acknowledgement (FMA/ XFNM)/ correction request (FNAs/XFNM)/ status update (FSU/XFSU) **messages received from the airlines or its representative arrive in due time and complete.**

> ➔ **A shipment is considered safe when the associated message quality is 95% or more.**
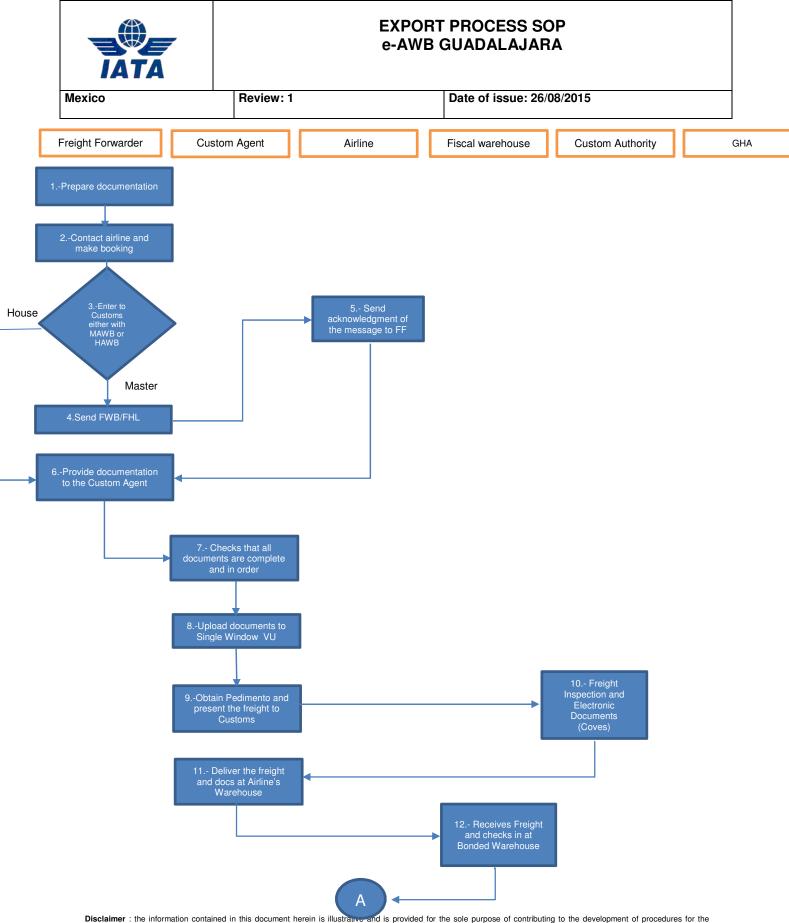
b. Choose a carrier to ship pilot shipments

Day has come to ship your first shipments!
- All your **staff has now been trained on e-Cargo**.
- **Inform internal and external** stakeholders about the pilot (no MAWB accompany the shipment).
- **Track and fix any potential problem** with the corresponding business partner, until your reach the desired quality.
- **Make the e-AWB systematic** as early as possible with the chosen airline.
- Repeat the operation with other airlines.

V. Paper documents requested by customs authorities to accomplish an export shipment with eAWB:

-Pedimento de exportación simplificado (Simplified export paper).

Freight Forwarder	Custom Agent	Airline	Fiscal warehouse	Custom Authority	GHA

1.-Prepare documentation

2.-Contact airline and make booking

3.-Enter to Customs either with MAWB or HAWB

House

Master

4.Send FWB/FHL

5.- Send acknowledgment of the message to FF

6.-Provide documentation to the Custom Agent

7.- Checks that all documents are complete and in order

8.-Upload documents to Single Window VU

9.-Obtain Pedimento and present the freight to Customs

10.- Freight Inspection and Electronic Documents (Coves)

11.- Deliver the freight and docs at Airline's Warehouse

12.- Receives Freight and checks in at Bonded Warehouse

A

Freight Forwarder	Custom Agent	Airline	Fiscal warehouse	Custom Authority	GHA

A

13.-Confirm reception of goods

14.-Enters to Customs either with HAWB or MAWB

Master

House

16.Send FWB/FHL

15.- Request FWB/FHL to FF

17.- Send acknowledgment of the message to FF

19.- Fly the Cargo

18.-Prepare flight and deliver it to the Platform

20.-Transmit Air Manifest to Customs after AC departure

20.- Transmit Air Manifest to Customs after AC departure

VI.   Procedure:

Responsible	Activity
Cargo Agent	1. Prepare the necessary documentation that covers the goods to be shipped by air
Cargo Agent	2. Contact airline and make the booking , this booking can be done by phone or through airline web portal.
Cargo Agent/Customs Agent	3. Enters to customs area either with the House Air Waybill HAWB or Master Airwaybill MAWB; If MAWB: Go to activity No. 4 If HAWB: Go to activity No. 6
Cargo Agent	4. If it's a Direct Consignment MAWB then send the Electronic information to the Airline FWB/FHL
Airline	5. Send acknowledgment of the message to the Cargo Agent (FNA/FMA o XFNM).
Cargo Agent	6. Provide documentation to Custom Agent or legal representative to carry the cargo at the Bonded Warehouse
Customs Agent	7. Check that all paperwork is complete. The Customs Agent will verify that all documents comply with local customs requirements.
Custom Agent	8. Upload all documents that support the shipment to Single Window (Ventanilla Unica) MAWB, HAWB, Commercial Invoices, Certificates, etc.etc.
Custom Agent	9. "Get the Export Declaration" **PEDIMENTO** from Custom system and present cargo at Customs Area.
Custom Authority SAT	10. Checks the goods, based on the electronic documents previously uploaded in the Ventanilla Unica (Single Window). The Authority may pursue an extensive checking linked to the Export Declaration including MAWB through scanning bar code on the Export Declaration.
Custom Agent	11. Deliver the goods at Airline's warehouse.
Fiscal Warehouse / Airline (GHA)	12. Receive and checks the freight and feeds with information the warehouse's/ Airline's system VS cargo and documents physically
Airline	13. Confirm reception of the cargo
Airline/Cargo Agent/Custom Agent	14. Enters to Customs area either with MAWB/HAWB: If MAWB: Go to activity No. 18 If HAWB: Go to activity No. 15
Airline	15. Request FWB/FHL message or thru portal to the Freight Forwarder
Cargo Agent	16. Transmit the FWB/FHL message to the Airline
Airline /GHA/Custom Authority SAT	17.Confirm acknowledgment of message FNA/FMA or XFNM

Airline /GHA	18. Prepares flight, and deliver the cargo to Airline's platform (the usage of electronic devices is Highly recommended to avoid use of paper.)
Airline	19. Transports the Cargo
Airline / GHA	20. Submit final flight manifest to all customs Authorities that may request it.

VII

Single process:

http://www.iata.org/whatwedo/cargo/e/eawb/Documents/eawb-single-process-guideline.pdf