



EXPORT PROCESS SOP e-AWB Quito

Ecuador

Review: 1

Date of issue: 15th December 2015

I. Objective:

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 Ecuador.

III. Documentary & references:

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

- <http://www.aduana.gob.ec/files/pro/pro/occe/2013/SENAE-GOE-2-3-005-V1.pdf>
- Letter from the SENAE responding to IATA's enquiry with regards to the implementation of the eAWB in Ecuador.



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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.



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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.

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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**
-

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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.)

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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**

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- 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 you reach the desired quality.
 - **Make the e-AWB systematic** as early as possible with the chosen airline.
 - Repeat the operation with other airlines.
- **Paper documents requested by customs authorities to accomplish an export shipment with eAWB:**
 - Consolidated flight manifest
 - House AWB
 - Export Customs Declaration (DAE – Declaracion Aduanera de Exportación)
 - Security Shipment Declaration
 - Plants and Insecticides Health Protection Certificates (Cert. Fitosanitario)
 - Pre AWB for Anti-Narcotic Police
 - Guia de remision
 - Certificate of Origin (Form A)
 - Commercial Invoice

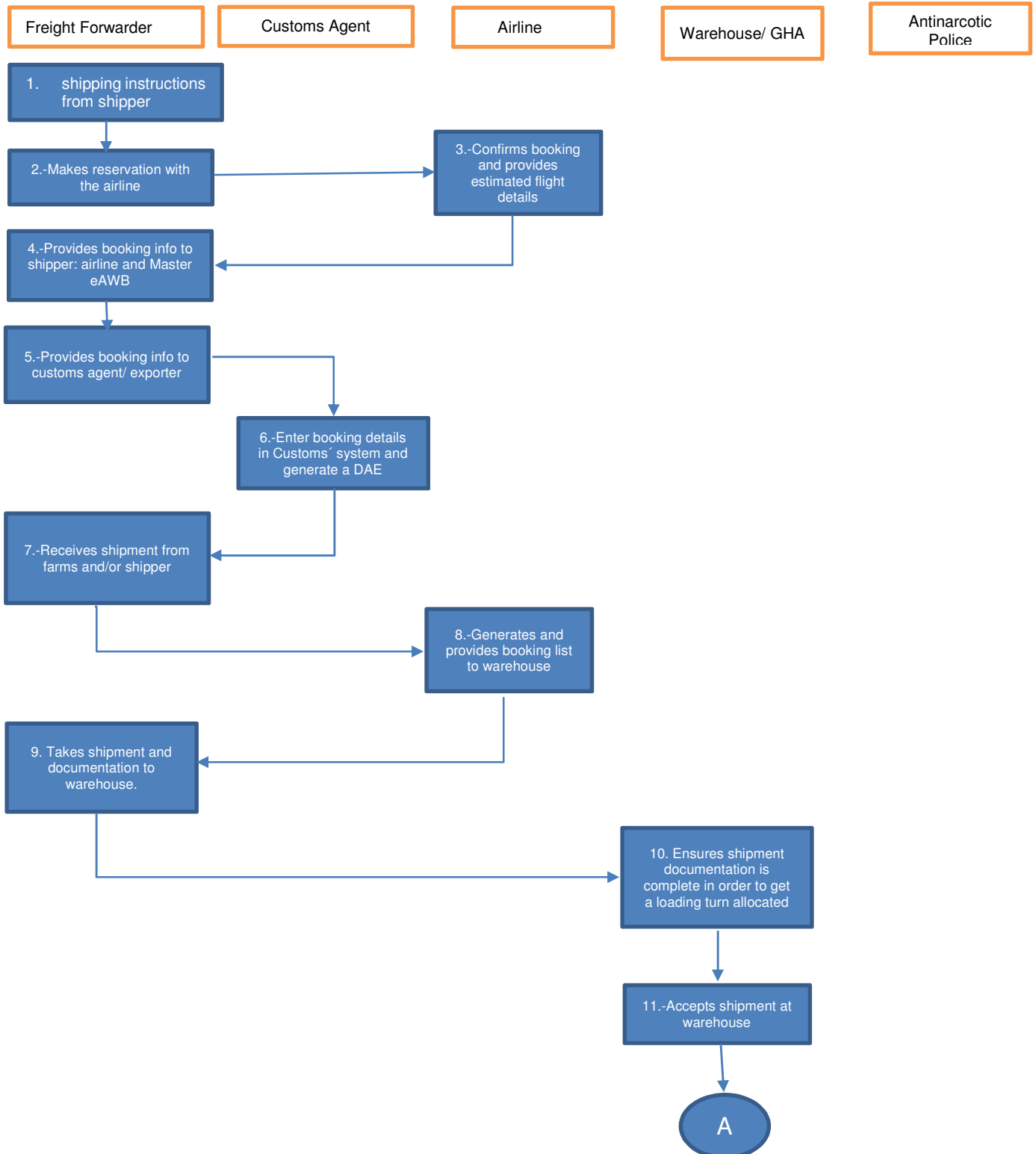


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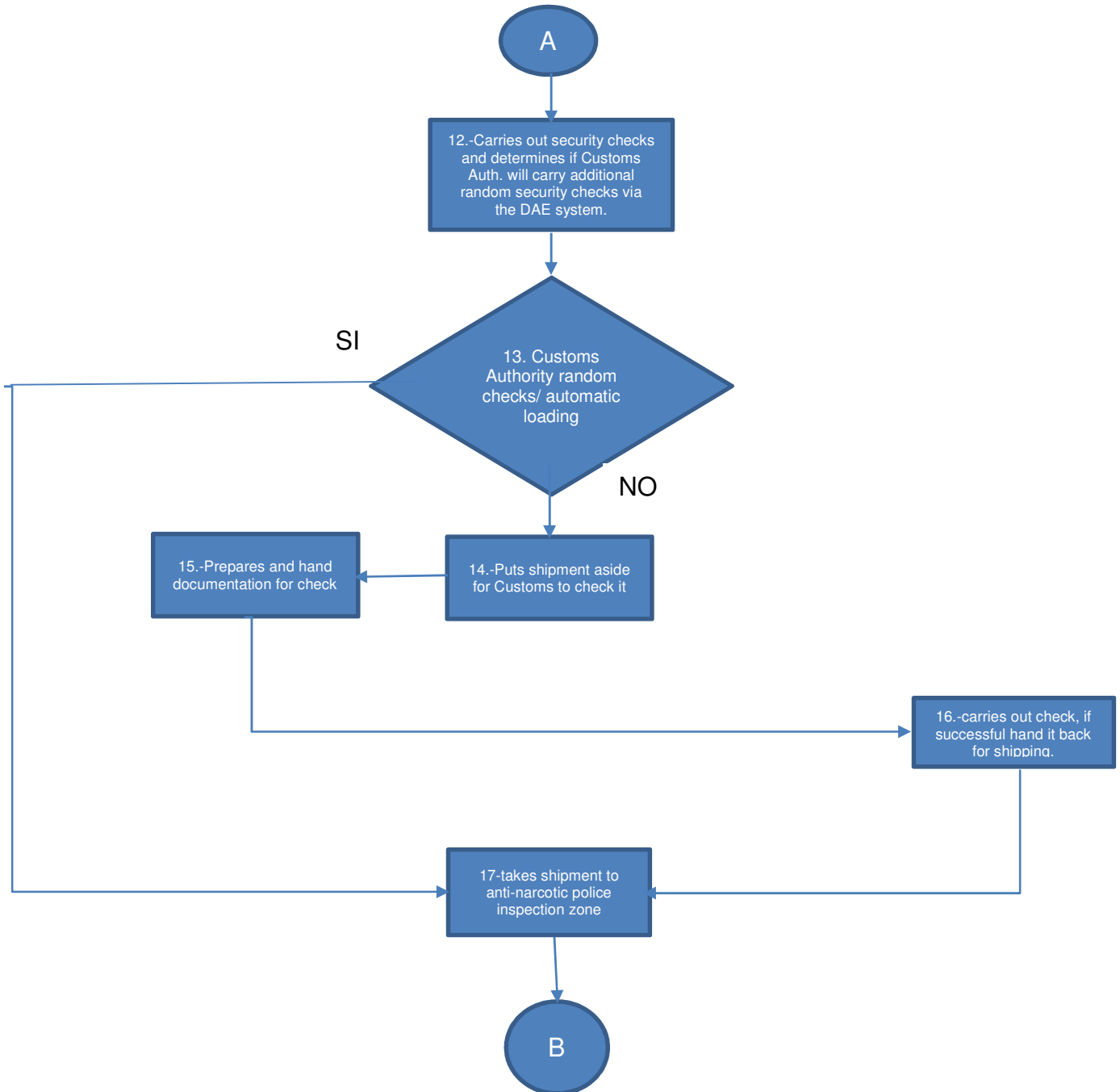
Freight Forwarder

Customs Agent

Warehouse/ GHA

Airline

Customs Authority



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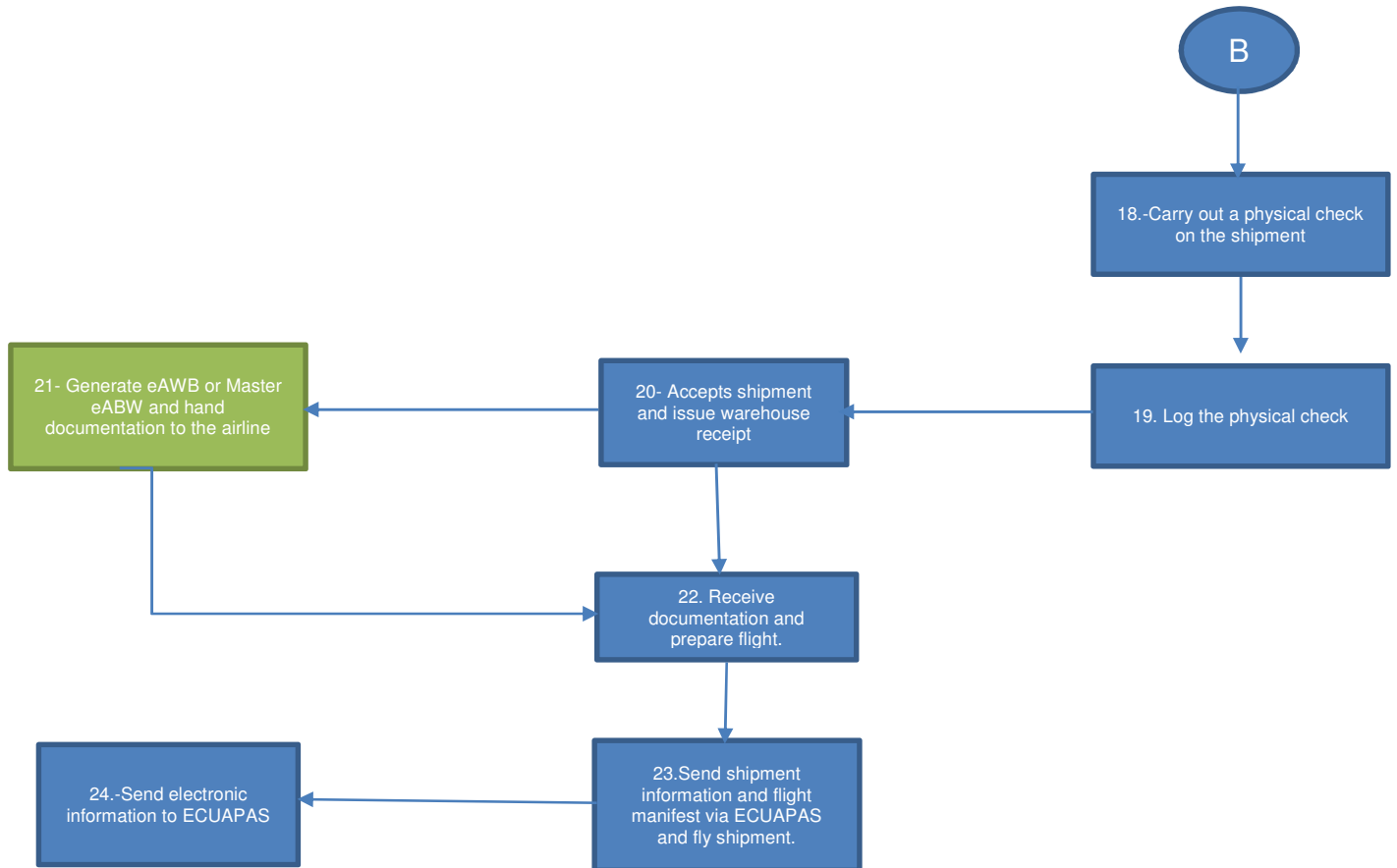
Freight Forwarder

Custom Broker

Airline

Warehouse/ GHA

Antinarcotics
Police



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- Process

Responsable	Actividad
Freight Forwarder	1. Receives shipping instructions from shipper
Freight Forwarder	2. Contact airline and make booking (via phone or e-mail) with accurate and final shipment information which will be included on the actual AWB. (Weight and dimensions may vary from warehouse receipt)
Airline	3. Confirm shipment booking to freight forwarder via phone or e-mail
Agente de Carga	4. Provide booking details to shipper/ exporter for him/her to prepare all other documentation that goes with the shipment.
Freight Forwarder / Exporter	5. Exporter provides necessary information for customs agent to send shipment details to the Customs Authority via their system.
Customs Agent	6. The Customs Agent or freight forwarder generates a DAE from the Customs Authority system (ECUAPAS). In the case of perishable, the DAE Document will be valid for 1 month. In the case of dry cargo, every shipment will require a separate DAE document.
Freight Forwarder	7. Supervise the arrival process of every shipment from the farms or shipper and checks that all documentation accompanying the shipment is correct.
Airline	8. Provide shipment reservation list to the warehouses for shipment loading turn allocation.
Freight Forwarder	9. Take shipment and its documentation to the airline warehouse for documentation check and shipment loading turn allocation.
Warehouse	10. Check that all the documentation provided by the freight forwarder is complete and is accurate, if so then allocate a loading turn. (AWB, number of pieces, driver's ID card, security cargo declaration, vehicle plate number, pre AWB. Without these documentation the shipment will not be accepted.
Warehouse	11. Receives shipment from freight forwarder and match it against its documentation
Warehouse	12. Carry out physical security checks on the shipment according to the airline security processes and procedures and the information contained on the DAE to establish if the shipment has been selected for random selectivity checks. The warehouse will advise whether the shipment will be treated as:

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	<p>a) Automatic loading (aforo automatico): which is that where the shipment will be loaded automatically at the time it arrives at the temporary warehouses or so called primary zones.</p> <p>b) Documental loading (aforo documental): an agent will be carry out a check on the electronic information previously submitted and will give the go ahead if there are no observation to make. If on the other hand there are observations, these will be logged via an electronic notification; once that is done the DAE will change its status to AUTHORISED and the shipment will be allowed to be loaded on the flight.</p> <p>c) Physical check: the two previous steps are carried out and a physical check is made on the shipment to match it against its electronic/digital documentation.</p>
Warehouse	<p>13. Automatic loading:</p> <p>a) If YES continue to step 14</p> <p>b) If NOT continue to step 17</p>
Warehouse	<p>14. Put the shipment aside for it to be checked where it can either be the check can either be a documental or a physical check</p>
Freight Forwarder	<p>15. Prepare the required documentation by the Customs Authority as per the procedures for physical intrusive checks.</p>
Customs Authority	<p>16. Carry out checks on the selected shipments and release them once it is found there are no inconsistencies during the inspections</p>
Airline/ Warehouse	<p>17. Once the physical check/ inspection has been made with X-ray machines and weighting and dimensions checks are done, these information is entered in the system and a warehouse receipt will be generated. This can either by printed or electronic, using RCS Messages.</p>
Warehouse	<p>18. Take shipment to the inspection zone for anti-narcotic police to carry out a physical inspection based on the AWB information provided by the freight forwarder.</p>
Freight Forwarder	<p>18^a. Once the freight forwarder has received the warehouse receipt will go onto the airline's website to send the eAWB (FWB) and on the airline's request a consolidated list of AWB (House FHL) will be sent too.</p> <p>The freight forwarder will hand all the shipment documentation to the airline.</p>

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	Due to the fact that the AWB is a fiscal document in Ecuador the freight forwarder will decide whether a laser printed copy of the eAWB will suffice or if both printed and electronic versions of the AWB are to be stored in case the local authorities may request it.
Anti-narcotic Police	19. Carry out a physical inspection on the shipment based on the information provided on the pre-AWB information provided by the freight forwarder.
Anti-narcotic Police	20. Log all the inspected shipments/ AWB for the warehouse staff to be allowed to take them to be palleted and prepared to be flown.
Warehouse	21. Receives documentation and prepare shipment to be flown.
Airline	22. Send shipment information to ECUAPAS as well as flight manifest to those destination that require it within 12 hours of off the flight departure
Freight Forwarder	23. Send shipment information to ECUAPAS within 2 working days from the flight date.

- Acronyms:

- FWB: Air Way Bill Data Master
- FHL: Consolidation List Message
- FFM: Airline Flight Manifest Message
- Single process: visit

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