IATA Cargo Accounts Settlement System (CASS)

Getting Started with CASSLink Guideline for Airlines and GSSAs

Airline/GSSA onboarding journey

Step 1 | Join CASS

If the airline is not yet participating in CASS:

1. Create an account through the **IATA Customer Portal**.
2. Select **Joining Settlement** under *My Service* or *Available Service*.
3. Select **CASS Export/CASS Domestic/CASS Import** as the type of participation.
4. Complete the application and provide the required supporting documents.

Note: Participation requirements should be confirmed through the current CASS joining process for the relevant country.

For further details, please visit iata.org/cass to download the **CASS Participation Guide,** which provides guidance for airlines and GSSAs on how to complete the online application form and review the applicable country-specific requirements.

TEST PHASE

Step 2 | Prepare the CASS billing file for testing

To begin billing through CASSLink, the airline needs to generate its billing data according to the **CASS Technical Specifications Handbook (available via www.iata.org/casslink)**.

The standard CASS Export billing participant file is a **250-character fixed-width format**. The practical billing-file guide you prepared covers the principal:

- **ALS** header record

- **AWM** transaction record
- **TTT** trailer record

Airline/GSSA IT teams should note that the bill period for an AWB transaction is determined by the mandatory data field Date AWB Delivery/Execution (Field 14). If this date falls in a future billing period, the AWB remains on hold until that period.

For a breakdown of "Other Charges," please refer to the **AW1 records** in the CASS Technical Specifications Handbook for details on how to report the information to CASSLink.

Please go Appendix for the steps-by-step guide.

For detailed technical requirements, always refer to the **CASS Technical Specifications Handbook (available via www.iata.org/casslink)**.

Step 3 | Test and validate the billing file

Testing before the first production billing is strongly recommended.

Airlines/GSSA can submit the billing file for validation before their first billing. Please raise the case via IATA Customer Portal.

This testing service is free when IATA is contacted within **30 days of the CASS participation date**, and the airline/GSSA should include its **participation case number** with the test-file request.

A practical pre-production sequence would therefore be:

> **In test environment**
> **Airline system → airline submit CASS billing file → Validate format (validation report shared) → Resolve validation issues → billing file processed → billing output review**

The airline should verify at minimum:

- Correct record structure
- Required fields populated
- Correct field lengths and formatting
- Numeric-field formatting
- Valid AWB information, including tax calculation
- Header and trailer consistency

Step 4 | Obtain CASSLink access

Once airline onboarding is completed and access is granted, the airline/GSSA can start using CASSLink services.

The airline/GSSA should identify its designated **CASSLink Administrator**.

Additional CASSLink users can then be created by the airline's designated CASSLink Administrators. User-management guidance and training are available through **Airlines and GSSA Resources** from the CASSLink website (www.iata.org/casslink) and IATA Customer Portal.

Recommended internal setup for the airline

Responsibility	Suggested owner
CASSLink administration	Airline CASSLink Administrator
Billing-file generation	Revenue Accounting / IT
Billing validation	Revenue Accounting
Settlement reconciliation	Finance / Accounting
Corrections	Revenue Accounting / CASS Operations

The responsibility split above is a recommended operating model, rather than a prescribed CASSLink requirement.

GO LIVE - PRODUCTION

An overview of CASS activities

Operation	Billing From	Billing To	Period Code	Airline Input Upload Cut-Off	CASS reports Availability	Agent Correction Cut-Off	Airline Correction Response Cut-Off	Billing Availability	Remittance Day	Settlement Day
CASS Export calendar	1/1/2026	1/15/2026	20260101F	1/23/2026	1/25/2026	1/29/2026	2/3/2026	2/4/2026	2/12/2026	2/12/2026
	Billing file preparation : airline prepares the CASS Billing file for AWB execution date between 1-15Jan			airline uploads the Billing file anytime from 1 Jan, with cutoff time by 23Jan	Billing report :1st biling report available for download and review	Billing adjustment / corrections: corrections raised by agent after this day wil be captured in the subsequent period	Billing adjustment / corrections: Airline review the corrections, take action. Corrections not action by this date will be automatically approved and billed in this period	Correction report: 2nd billing report including the corrections , taxes ,available for download and review . This is the final report for remittance and settlement	Remittance: Agent remits to IATA based on the Correction report	Settlement: IATA settle to the airline based on the Correction report
	Billing file , important date element : VAT Indicator: Y (subject to CASSlink auto tax calculation AWB Use Indicator: type of AWB service Date AWB Delivery/Execution: when AWB is to be billed Currency Code: Billing file currency not in the CASS settlement currency is permissible onl when exchange rate feature is activate Commission Percentage/amount: if AWB is commisonable Tax due Airline / Agent: tax amount in Billing file will prevail over tax indicator			File Load: file is validated, validation report generated immediately File error : Warning -> AWBs will be processed Error -> AWBs will be rejected, not processed unless the error is fixed File processed: prelimenanary AWBs will be available immediately for review	Billing adjustment / corrections: Agent could raise on-line correction. When billed, it will be included in this current period Airline review the corrections, take action					

Step 5 | Configure CASSLink services

Once onboarding and CASSLink access are completed, airlines/GSSAs can manage their output subscriptions via:

Self-service → Airlines Product Subscription

Available outputs include **PDF, HOT, Excel and XML**, together with applicable **country-specific outputs**. Airlines/GSSAs should select the outputs required by their accounting/reconciliation systems before going live.

The 24/7 Stock Management Service is also available. See the leaflet and video for more information.

Step 6 | Automation of File Uploads and Downloads via IATA iiNET (SFTP) -Optional service

Airlines/GSSA can automate the upload and download of files and reports including uploading billing files, output files, and other reports, through an SFTP connection via IATA iiNET account.

For more information on setting up this automation, please contact the IATA Customer Service Team via iata.org/cs. Our team will be happy to assist you with the setup.

Once the SFTP connection has been configured through IATA iiNET, CASSLink users can subscribe to the relevant files and reports vis subscripts via Self- Service including:

- Output files
- Correction Report
- Airline List

- Agent List
- Delivery Company List
- Recipient List
- Stock Allocation Reports
- Stock Invoice Reports
- Stock Status Reports
- FlexiPay Payment Status Report (where the FlexiPay is implemented in the CASS Operation)

Step 7 | Start production billing

Once testing has been completed successfully, the airline can move to production billing.

The basic operational flow is:

1. Airline prepares billing data
↓
2. Airline uploads billing data to CASSLink according to the CASS Calendar applicable to the specific CASS operation. To download the applicable CASS Calendar, please log in to the IATA Customer Portal via www.iata.org/cs. Go to Company Profile under your profile icon in the top-right corner, select Company Calendar, and download the CASS Calendar for the relevant CASS operation.
↓
3. CASSLink processes the billing information
↓
4. Cargo Agents receive the corresponding invoicing/statement information
↓
5. Airline receives corresponding accounting/output information
↓
6. Settlement follows the applicable CASS process

The existing CASS/CASSLink training material confirms that airlines capture AWB data in their own systems and upload it to CASSLink, after which agents and airlines receive their respective accounting information.

First-billing checklist

Before the airline's first live CASS billing, please review the below checklist:

Access

- CASS participation completed
- CASSLink access granted
- Airline Administrator identified
- Required users created

Technical

- Latest CASS Technical Specifications reviewed
- Billing file generated in the required format
- Mandatory fields completed
- Numeric/decimal formatting checked
- File validated successfully
- SFTP set up for the automation of file update and download (optional)

CASSLink configuration

- Required product/output subscriptions selected
- PDF/HOT/Excel/XML requirements reviewed
- Email notifications configured as appropriate

Operations

- Revenue Accounting team knows the billing process
- Finance team understands CASS settlement/reconciliation
- Correction process understood
- Internal owner identified for validation errors/rejected files

After go-live

Once live, the airline should regularly use CASSLink to:

- Check uploaded-file history
- Review and download output files
- Review airline documents
- Generate corrections/general reports where required
- Maintain airline users
- Maintain relevant airline profile/local setup information

- Manage stock-related functions where applicable.

Training and support

Airline/GSSA user manuals and training resources are available through the **Training Resources / Airlines and GSSA Resources** route referenced from the CASSLink website (www.iata.org/casslink). Access to those resources requires the appropriate IATA Customer Portal login.

For additional IATA assistance, your current welcome-message material directs customers to raise a query through the **IATA Customer Portal (www.iata.org/cs)**

Appendix

How to generate the Cargo Billing Data file for CASSLink

The CASS Billing Data File is not a simple report. It is a structured electronic billing file in HOT format that must comply with the IATA CASS Technical Specifications Handbook and related Data Interchange Standards published by IATA on CASSLink webpage (www.iata.org/casslink).

CASSLink uses these specifications to validate and process billing information submitted by airlines and GSSAs.

Relevant references in the IATA CASS Technical Specification Handbook:

Section 1: File Specification Standards and Record Types

Section 2: Billing Participant File Specifications (CASS Export)

Section 3: CASS Billing Data File Output from CASSLink

Section 5: CASS Import Specifications

Understand the file before you start

The first step is extracting billable cargo transactions from the airline/GSSA's revenue accounting or cargo management system.

Core rule

Every physical record is fixed at exactly 250 characters/bytes. The basic file sequence is: one ALS header, one or more billing transaction records, and one TTT trailer for CASS Export billing file.

Please see below an explanation of the **CASS Export billing file**:

Sequence	Record ID	Purpose
1	ALS	Identifies the CASS operation, billing period, airline and file number.
2	AWM	Reports one AWB billing transaction.
Optional, adjacent	AW1	Reports detailed other charges and must follow its corresponding AWM record.
Optional	CCO / CCR	Reports original and revised CCA amounts.
Optional	DCO / DCR	Reports original and revised DCM amounts.

Sequence	Record ID	Purpose
Last	TTT	Provides record counts and the monetary hash total.

1. Character and field conventions

- N = numeric, digits 0–9 only. Preserve leading zeros where the field width requires them.
- T = text/alphanumeric. Use only permitted printable characters and pad unused positions with spaces.
- Dates are six digits in YYMMDD format unless the specification says otherwise.
- Monetary fields have a fixed width of 12 digits in the AWM layout. The decimal point is omitted; decimal interpretation depends on the currency.
- Do not use tabs, separators or variable-length fields. Each field occupies its exact start and end positions.

2. Name the file

The recommended billing participant naming convention is **AAAMMPF.CCT**

Component	Meaning	Example
AAA	3-digit airline code/prefix	125
MM	Cycle number, 01–12	10
P	Period number, 1–3	2
F	File number within the period	1
CC	Country code	SG
T	File type; E for Export	E

Important
The handbook describes this naming convention as recommended, not mandatory. In practice, use the exact convention agreed for the relevant CASS operation and file transfer route.

3. Generate the file step by step

Step 1 — Collect source data

Prepare the airline prefix, CASS agent code, AWB serial number, origin, destination, execution date, chargeable weight, weight unit, currency, prepaid/collect amounts, commission, discount, taxes, and any FlexiPay due date.

Step 2 — Create the ALS header

Start a 250-character line. Populate positions 1–39 using the header map below, then fill positions 40–250 with spaces.

Step 3 — Create one AWM line per AWB

Start a new 250-character line for each AWB. Place each value at its exact position. Mandatory fields must be populated. Optional numeric fields should follow the operating and validation rules used for the market.

Step 4 — Apply FlexiPay when required

Set AWM position 33 to P. Populate positions 181–186 with the due date in YYMMDD. The due date cannot be in the past; if blank, it is considered today.

Step 5 — Add optional detail records (Other charges)

If using AW1 for other-charge reporting, place each AW1 directly after its corresponding AWM. Use CCO/CCR and DCO/DCR pairs for adjustment transactions as specified.

Step 6 — Calculate trailer totals

Count AWM, CCA and DCM forms, total transaction records excluding header and trailer, and calculate the hash total from all fields identified as SOM A8.

Step 7 — Create the TTT trailer

Populate the trailer map below, pad the remaining reserved positions with spaces, and make the line exactly 250 characters.

Step 8 — Validate before upload

Check line lengths, record sequence, mandatory values, data types, dates, counts, hash total, file name and FlexiPay fields. Use a Validate Only handling action when appropriate to the agreed process.

4. ALS header field map

No.	Field	Positions	Format	Content / rule
1	Record ID	1–3	3 T	ALS
2	CASS Area Code	4–5	2 T	ISO country code
3	Branch Office Indicator	6	1 T	A–Z
4	Filler	7–10	4 T	Spaces
5	File Handling Action	11–12	2 T	VO, VW, LD/blank, RV, RW or RP
6	Filler	13–16	4 T	Spaces
7	Airline Prefix	17–19	3 N	3-digit prefix
8	Date Period Start	20–25	6 N	YYMMDD
9	Date Period End	26–31	6 N	YYMMDD
10	Date of Billing	32–37	6 N	YYMMDD
11	File Number	38–39	2 N	Two digits
14	Reserved Space	40–230	191 T	Spaces
15	Reserved Space	231–250	20 T	Spaces

5. File handling action codes

If the billing files are uploaded via SFTP, airlines/GSSA can include the applicable Handling Action Code below in the Header Record of billing file.

Code	Function
VO	Validate only

Code	Function
VW	Load when there are no errors and no warnings
LD or blank	Load when there are no errors
RV	Replace a file and validate only
RW	Replace and load when there are no errors and no warnings
RP	Replace and load when there are no errors

6. AWM transaction field map

No.	Field	M/O	Positions	Format	Content / rule
1	Record ID	M	1–3	3 T	AWM
2	Filler	O	4	1 T	Space
3	VAT Indicator	O	5	1 T	Y = subject to VAT
4	Agent Code	M	6–16	11 N	CASS agent/associate code
5	Airline Prefix	M	17–19	3 N	AWB prefix
6	AWB Serial Number	M	20–27	8 N	Includes check digit
7	AWB Modular Number Check	O	28	1 T	N = no; other = yes
8	Filler	O	29	1 T	Space
9	Origin	M	30–32	3 T	Airport/city code
10	AWB Use Indicator	M	33	1 T	R revenue; V void; S service; P FlexiPay

No.	Field	M/O	Positions	Format	Content / rule
11	Branch Office Indicator	O	34	1 T	A–Z
12	Filler	O	35	1 T	Space
13	Destination	M	36–38	3 T	Airport/city code
14	AWB Delivery/Execution Date	M	39–44	6 N	YYMMDD
15	Chargeable Weight	M	45–51	7 N	Kilo: one decimal implied; pound: no decimal
16	Weight Indicator	M	52	1 T	K or L
17	Currency Code	M	53–55	3 T	ISO currency
18	Weight Charge – PP	O	56–67	12 N	Prepaid
19	Valuation Charge – PP	O	68–79	12 N	Prepaid
20	Charges due Carrier – PP	O	80–91	12 N	Prepaid
21	Charges due Agent – PP	O	92–103	12 N	Prepaid
22	Weight Charge – CC	O	104–115	12 N	Collect
23	Valuation Charge – CC	O	116–127	12 N	Collect
24	Other Charges due Carrier – CC	O	128–139	12 N	Collect
25	Other Charges due Agent – CC	O	140–151	12 N	Collect
26	Commission Percentage	O	152–155	4 N	Example 0500 = 5%
27	Commission	O	156–167	12 N	Amount
28	Commission Indicator	O	168	1 T	N or blank

No.	Field	M/O	Positions	Format	Content / rule
29	Discount	O	169–180	12 N	Amount
30	AWB Acceptance / Due Date	O	181–186	6 N	YYMMDD; FlexiPay due date rules apply
31	Agent's Reference Data	O	187–200	14 T	Agent reference
32	Rate of Exchange	O	201–211	11 N	Includes decimal point
33	Tax due Airline	O	212–223	12 N	AWB tax or VAT/GST
34	Tax due Agent	O	224–235	12 N	VAT/GST on commission
35	Tax due Airline Indicator	O	236	1 T	- = negative VAT
36	Reserved Space	O	237–249	13 T	Spaces
37	Discount Indicator	O	250	1 T	- = negative discount

Worked monetary example
If a 12-digit amount field contains 000000052762 and the currency uses two decimals, read it as 527.62. The handbook example explains that the same digits can represent a different scale for a zero-decimal currency.

FlexiPay checkpoint

For FlexiPay, field 10 at position 33 must be P. Field 30 at positions 181–186 is the due date in YYMMDD. A past due date is not permitted; a blank due date is considered today.

Branch Code Indicator Field

If a GSSA is the CASS participant, the airline code used in the CASS billing file will normally consist of the airline's 3-digit code plus a branch code, for example, 123A or 123B.

During the GSSA joining process, the branch code will be assigned and communicated by the IATA Airline Participation Team.

For CASS India, branch codes are also used to distinguish multiple GST registrations. Please refer to Point 10 of this section for a detailed explanation.

7. TTT trailer field map

No.	Field	Positions	Format	Content / rule
1	Record ID	1–3	3 T	TTT
2	CASS Area Code	4–5	2 T	ISO country code
3	Airline Prefix	6–8	3 N	Airline prefix
4	Branch Office Indicator	9	1 T	A–Z
5	Filler	10–16	7 T	Spaces
6	Number of AWB	17–23	7 N	AWB forms covered
7	Number of CCA Transactions	24–30	7 N	CCA forms covered
8	Number of DCMs	31–37	7 N	DCM forms covered
9	Total Number of Records	38–44	7 N	Excludes ALS and TTT
10	Hash Total	45–56	12 N	Sum of all monetary A8 fields in all records
11	Number of AW1	57–63	7 N	CASS FR only
12	Number of CC3	64–70	7 N	CASS FR only
13	Number of DC3	71–77	7 N	CASS FR only
14	Reserved Space	78–230	153 T	Spaces
15	Reserved Space	231–250	20 T	Spaces

Trailer note
The handbook states that totals marked with an asterisk may be provided at the option of each individual carrier. Confirm the applicable local/operational requirement before leaving them blank.

Please download the sample billing files on the www.iata.org/casslink webpage.

8. **Re-upload validation checklist**

- File name matches the agreed country and operation convention.
- Every line is exactly 250 characters/bytes.
- First record is ALS and final record is TTT.
- Each record ID is valid and appears in the correct sequence.
- All mandatory AWM fields are populated.
- Numeric fields contain digits only unless the specification explicitly allows a sign or decimal point.
- All dates are valid YYMMDD dates.
- Airline prefix and AWB serial number are correctly positioned.
- Chargeable weight is supplied; K/L indicator matches the weight representation.
- Currency code is correct and monetary scaling is applied consistently.
- FlexiPay records use P in position 33 and a valid due date in positions 181–186.
- Any AW1 record directly follows its corresponding AWM record.
- Trailer transaction counts reconcile with the file body.
- Hash total reconciles to all SOM A8 monetary fields.
- Reserved and filler areas are padded correctly with spaces.
- Validation/exception output is reviewed; a record failing verification is not processed.

9. **Operational notes and limitations**

- The IATA CASS Technical Specifications Handbook refers users to the separate Input Validation Guide for detailed validation rules. Therefore, this guide focuses primarily on billing file construction, record structure, and field positioning. For detailed validation requirements, please refer to the Input Validation Guide. Additional operational guidance is also available in the IATA CASSLink Airlines User Manual (available under "**Training Resources**" in www.iata.org/casslink) .
- Local tax configurations may override the general tax-processing logic. Where applicable, review the relevant CASSLink Tax Module settings in IATA CASS Technical Specification Handbook and IATA CASSLink Airlines User Manual, including "Use VAT indicator in the input file" and "Use VAT amount in the input file."
- A record that does not pass verification will not be processed and will be included in a validation report to the billing participant via email.
- This guide covers the standard CASS Export billing participant file. CASS Import, CBV use different record layouts and should be handled according to IATA CASS Technical Specifications Handbook.

10. **Special Considerations for CASS India**

India Branch Code Requirements

In India, GST processing depends on the **state-level GST registration of both the airline and the agent**.

As an airline may operate under multiple GST registrations, the appropriate **IATA-assigned branch code** must be used according to the applicable GST registration for the transaction.

Important

- Use the branch code assigned by IATA for the applicable GST registration.
- An incorrect branch code may result in unexpected tax calculation results.
- Verify the applicable branch code before performing certification testing.
- Refer to the **CASS Technical Specifications** for the exact field location, format, and requirements for the branch code.

Recommendation for the India Tax Processing Guide

To support testing and reduce potential processing issues, the India Tax Processing Guide should include:

- An explanation of **GST state-based processing**.
- Mapping between **GST registrations and the corresponding IATA branch codes**.
- Examples of correctly formatted input records.
- Common validation errors and possible causes.
- Examples showing the potential impact on tax calculations when an incorrect branch code is used.