

# CASSLink : CNS FlexiPay Module

Prepayment /flexible bilateral payment terms module  
Airlines

## A. Overview:

CNS FlexiPay is an add-on module within the CASSLink environment, designed for real-time processing, reporting, prepayment, flexible payment terms and remittance of proceeds from air waybill (AWB) or charter sales between airlines and freight forwarders.

Click [here](#) to view the CNS FlexiPay video.

### 1. Billing

Airlines may bill freight forwarders either before the AWB is flown or afterwards.

### 2. Billing Frequency and Payment Terms

Billing frequency and payment terms are determined by the bilateral agreement between the airline and the freight forwarder.

#### a. Pre-flight billing (Prepayment)

In this scenario, billing is issued before the flight departure. If payment is not received by the due date, the airline reserves the right to decide whether to proceed with transporting the shipment.

#### b. Post-flight billing

Alternatively, airlines may use FlexiPay to bill shipments after the Air Waybill (AWB) has been flown. The applicable payment terms are subject to the bilateral agreement between the parties.

#### c. Import AWB can also be collected via FlexiPay

### 3. Participants

- a. CASS Airlines, Endorsed Agents and Commercial accounts

### 4. Form of Payment

Payments can be made via CNS FlexiPay Using ACH Debit or ACH Credit

### 5. Money flow

- a. CASS Airlines, Endorsed Agents and Commercial accounts will transfer funds into CNS CASS operations. These funds are held for 48 hours and then settled to airline.

## B. CNS FlexiPay process:

1. Airlines upload the AWB billing file in CASSLink with **"P"** under the AWB indicator and provide the due date for the AWB before the AWB is flown or after the AWB flown. Please refer to the [CASSLink Technical Specifications](#) for further details.

### 2.2.2. AWB Record

Billing Participants						
NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AWM
2	Filler			4	1 T	
3	VAT Indicator			5	1 T	*Y = Subject to VAT
4	Agent Code		A1	6-16	11 N	
5	Airline Prefix		A2	17-19	3 N	
6	AWB Serial Number		A7	20-27	8 N	
7	AWB Modular Number Check			28	1T	N = NO, Other = YES
8	Filler			29	1T	
9	Origin		A20	30-32	3T	
10	AWB Use Indicator	1		33	1T	R=Revenue, V=Void, S=Service, P= FlexiPay
11	Branch Office Indicator			34	1T	A-Z
12	Filler			35	1T	

30	Date AWB Acceptance/ Due Date		A4b	181-186	6 N	YYMMDD if "P" is input under Field Nr. 10 "AWB Use Indicator", then Due date cannot be a past date. If it is blank, it is considered today.
----	-------------------------------	--	-----	---------	-----	---

2. Billing records marked with **"P"** will not follow the standard CASSLink calendar for the country.
3. The process operates in real time. Once the AWB records are processed in CASSLink, their status will be shown as "Not Paid." The invoice due date will be as provided by the airline.
4. After the billing data is processed in real time, the agent will receive an email notification prompting them to log in to CASSLink to review and authorize payment for the new AWB records.
  - a. The agent may decide which AWBs to pay.
5. The CASS Sales Report / Invoice (based on the billing data uploaded by the airline) will be generated daily at the end of each day, after the billing cutover time.
6. The Settlement Details Report will be sent to the airline via the "Airline Documents" in CASSLink based on the Settlement schedule.
7. Payments may be consolidated into a single payment or processed separately under the standard calendar and/or prepayment, subject to airline preference.
8. If an AWB is not authorized or paid by the agent before the due date, it is at the airline's discretion whether to execute the AWB outside of CASSLink.

9. If airlines use CNS FlexiPay for prepayment, once the freight is accepted and the service completed, airlines will report the final amount via CASSLink. Any difference from the original amount can be adjusted through the CASSLink correction process by uploading a correction file.
10. User guidance is available in the [CASSLink User Manual](#) (Section 17: Managing FlexiPay Records).
11. Reporting
  - a. Airlines can view or download the FlexiPay Payment Status Report via Reports → FlexiPay Reports.
  - b. Multiple filters are available, including Agent, Payment Status, Due Date range, and Active/Inactive Agent status.
  - c. The FlexiPay Payment Status Report includes Agent Code, Agent Location Class, AWB Number, Transaction Type, Execution Date, Due Date, Paid Date, Form of Payment (FOP), Payment Reference Number, Invoice Number, Net Amount Payable, and Airline/Agent Payment Status.
  - d. Airlines may also mark records as Paid Direct or Write-Off.
12. AWB records can be created manually online under "Documents and Payments" via the "Create AWM Records" function.

## C. Airline Preparation – Key Actions

### 1. On boarding Process

- a. Existing CASSLink users:

No additional onboarding process is required when CNS FlexiPay is implemented in the market. Existing CASSLink users will automatically have access to the CNS FlexiPay module within CASSLink for billing and settlement purposes.

  - i. If you are unable to access FlexiPay in CNS, please contact your company administrator to request access to the FlexiPay module.
- b. Non-CASS users:

Non-CASS users are required to complete the standard CNS onboarding process. Upon successful completion, access to the CNS FlexiPay module will be granted.

### 2. Billing File Readiness

- a. Coordinate with your system provider(s) to confirm that billing file generation for CNS FlexiPay is enabled and compliant with IATA specifications.
- b. Validate file formats, data fields, and transmission timelines through end-to-end testing.
- c. Provide access to FlexiPay records to airlines users to the user profiles
- d. Ensure billing files align with finance, reconciliation, and audit requirements.

### 3. Freight Forwarder Participation

- a. Inform and onboard freight forwarder customers on the availability of billing via CNS FlexiPay.
- b. Update commercial communications, contracts, and billing instructions to include FlexiPay as a payment option.
- c. Provide clear guidance on eligibility, billing cycles, and operational impacts.

If you are interested in CNS FlexiPay, please contact CNS Customer Service Team via [www.iata.org/cs](http://www.iata.org/cs).

You can also visit [www.cnsc.net/flexipay](http://www.cnsc.net/flexipay)!