

# CASSLink : CNS FlexiPay Module

Prepayment /flexible bilateral payment terms module  
Freight Forwarders

## A. Overview:

CNS FlexiPay is an add-on module within the CASSLink Export 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 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**

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

### 6. **Unpaid AWB**

If an AWB is not authorized or paid by the agent by the due date, a reminder will be sent to both the airline and the agent. It is at the airline's discretion whether to execute the AWB or follow up the payment. Such cases are outside the scope of IATA FlexiPay.

## 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. 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.
3. 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.
4. The CASS Sales Report / Invoice (based on the billing data uploaded by the airline) will be generated daily at the end of each day, following the billing cutover time. The HOT output format remains unchanged ([CASSLink Technical Specifications](#)). FlexiPay records will be identified with a "P" under the AWB indicator field, and the due date will be reflected in filed 31.

### 3.1.2. AWB Record

Hand-Off Files					
NR	DESCRIPTION	SOM	LOC	ATT	CONTENTS
1	Record ID		1-3	3 T	AWM
2	Branch Office Indicator		4	1 T	A-Z
3	VAT Indicator	1	5	1 T	'Y' = Subject to VAT
4	Airline Prefix	A2	6-8	3 N	
5	AWB Serial Number	A7	9-16	8 N	
6	AWB Number Modular Check		17	1T	N = NO, Other = YES
7	Filler		18	1T	
8	Origin	A20	19-21	3 T	
9	Agent Code	A1	22-32	11 N	
10	AWB Use Indicator		33	1 T	R=Revenue, V=Void, S=Service, P= FlexiPay
11	Filler			1T	
12	Filler		35-36	2 T	
13	Destination	A20	37-39	3 T	
14	Date AWB Execution	A4b	40-45	6 N	YYMMDD
15	Weight - Gross	B2	46-52	7 N	
16	Weight Indicator	B4	53	1 T	K= Kilo L= Pounds
17	Currency Code	A6	54-56	3 T	
18	Weight Charge - PP	A8	57-68	12 N	
19	Valuation Charge - PP	A8	69-80	12 N	
20	Charges due Carrier - PP	A8	81-92	12 N	
21	Charges due Agent - PP	A8	93-104	12 N	
22	Weight Charge - CC	A8	105-116	12 N	
23	Valuation Charge - CC	A8	117-128	12 N	
24	Other Charges due Carrier - CC	A8	129-140	12 N	
25	Other Charges due Agent - CC	A8	141-152	12 N	
26	Commission Percentage	A10	153-156	4 N	
27	Commission	A8	157-168	12 N	
28	Filler		169	1 T	
28a	Tax due Airline Indicator	1	169	1 T	'-' = negative VAT amount
29	Agents Reference Data	1 A26	170-183	14T	
30	Filler		184-193	10T	
31	Date AWB Acceptance/Due Date	A4b	194-199	6 N	YYMMDD
32	Rate of Exchange	A25	200-210	11 N	
33	Discount	A8	211-222	12 N	

5. Payments may be consolidated into a single payment or processed.
6. 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 debit and credit memo process in CASSLink.
7. Refund process: Airlines may process refunds to freight forwarders by uploading the adjustment records in the system.
8. User guidance is available in the [CASSLink User Manual](#) (Section 16: Managing FlexiPay Records).

### C. Fees

No additional fee

### D. Freight Forwarder Preparation – Key Actions

#### 1. Access of CNS FlexiPay in CASSLink

- a. Existing CNS CASSLink users:  
No additional onboarding process is required when CNS FlexiPay is implemented in the market. Existing CNS CASSLink users will automatically have access to the IATA 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.

#### 2. Agreement with Airlines

- a. **Communication of Intent**  
Inform airlines of the intention to use CNS FlexiPay for billing, including the potential benefit of reducing bank guarantee requirements.
- b. **Commercial Alignment**  
Update commercial communications, contracts, and billing instructions to include CNS FlexiPay for the billing and payment option.

If you are interested in CNS FlexiPay, please contact CNS Customer Service Team via [https://portal.cnsc.net/ISSP\\_Login?CommunityName=CNS](https://portal.cnsc.net/ISSP_Login?CommunityName=CNS)

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