

Guideline for e-AWB Single Process



Purpose and scope

For parties who have entered in the Multilateral e-AWB (Resolution 672) or the Model EDI Agreement (Recommended Practice 1670), this document provides a guideline for implementation of the Single Process set forth in Attachment "A", Annex "D" of the Model EDI Agreement.

Disclaimer

Any discrepancies between this guideline and the above referenced recommended practice/ resolution shall be governed by the latter.

Introduction

For some routes, electronic Air Waybills (e-AWBs) cannot be used and paper Air Waybills (AWBs) have to be issued due to regulatory, operational, or other reasons. This was found to be one of the challenges for e-AWB adoption by freight forwarders as they need to determine whether a paper AWB has to be generated, and have to maintain two parallel processes, for electronic and paper.

To release freight forwarders from this complexity, it is recommended that airlines offer a 'Single Process' to the freight forwarders. Under the Single Process, a freight forwarder always sends electronic data to the airline and never delivers a paper AWB with the cargo. The airline determines when a paper AWB needs to be produced. When needed, the airline prints the paper AWB, with the conditions of contract on the reverse, on behalf of the freight forwarder, using the exchanged electronic data.

Key benefits

- The Single Process simplifies e-AWB adoption for freight forwarders
- The Single Process puts the airline in control of the decision whether to use a paper or an e-AWB, therefore minimizing the associated liability risk.

Process flows

Airline self-handled flow

Step 1: The airline receives the FWBⁱ message from the freight forwarder prior to delivery of the shipment.

Step 2: The airline receives the goods from the freight forwarder.

Step 3: The airline confirms that the freight forwarder is authorized to deliver freight without paper AWB (an e-AWB Agreement is in place). If agreed with the freight forwarder, the airline issues an FSU-FOH message to the freight forwarder.

Step 4: The airline performs the acceptance against the electronic data and checks that the shipment is ready for carriageⁱⁱ. In case of any discrepancy, the exception procedures agreed between the freight forwarder and the airline are applied.

Step 5: The airline determines whether the shipment is ECC (e-AWB) or ECP (paper AWB), taking into account applicable International Convention, regulatory requirements and network constraints. For ECP shipments, the airline makes out the paper AWB pursuant to Resolution 600a, including the conditions of contract, based on the electronic data exchanged with the freight forwarder. The airline signs the paper AWB on behalf of the freight forwarder (see Legal Notice on page 3).

Step 6: The airline sends an FSU-RCS message to the freight forwarder.

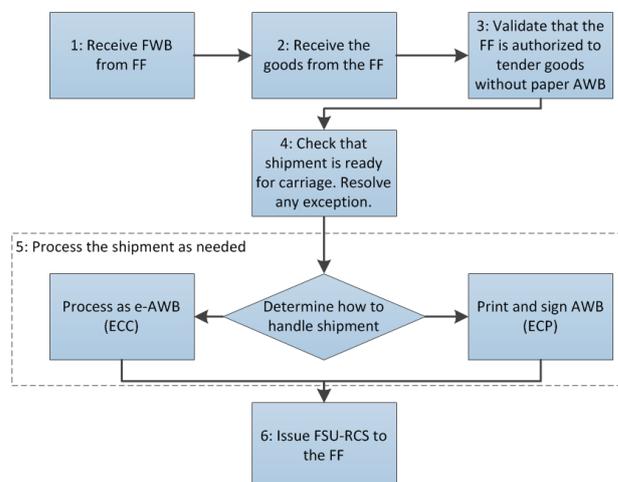


Figure 1: Process for airlines in a self-handled flow

Ground-Handling Agent (GHA) flow

Step 1: The airline receives the FWB message from the freight forwarder. The airline shares the AWB data with the GHA prior to delivery of the shipment.

Step 2: The GHA receives the goods from the freight forwarder. The GHA informs the airline of the reception of the goods.

Step 3: The GHA confirms that the freight forwarder is authorized to deliver shipments without paper AWB, based on information provided by the airline. If agreed with the freight forwarder, the airline issues an FSU-FOH message to the freight forwarder.

Step 4: The GHA performs the acceptance against the electronic data and checks that the shipment is ready for carriageⁱⁱ. In case of any discrepancies, the exception procedures agreed between the freight forwarder and the airline are applied.

Step 5: Using the procedures agreed between them, the airline and the GHA determine whether the shipment is ECC (e-AWB) or ECP (paper AWB), taking into account applicable International Convention, regulatory requirements and network constraints. For ECP shipments, the GHA makes out the paper AWB pursuant to Resolution 600a,

including the conditions of contract, based on the electronic data exchanged with the airline. The GHA signs the paper AWB (see Legal Notice on page 3).

Step 6: The GHA informs the airline that the shipment is ready for carriage, and the airline sends the FSU-RCS message to the freight forwarder.

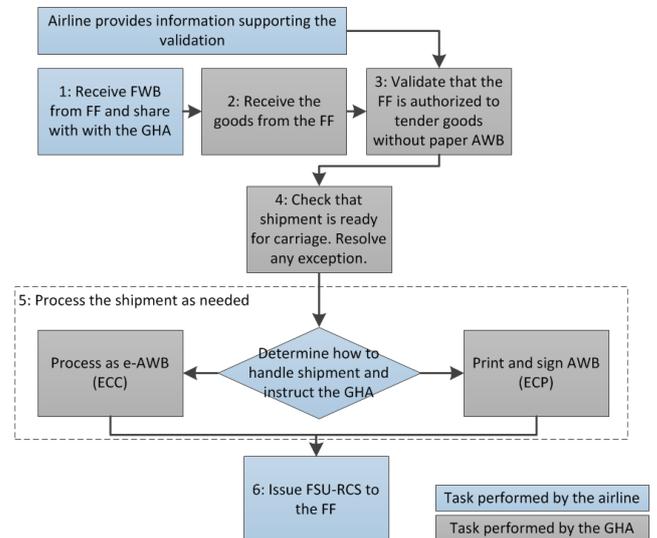


Figure 2: Process for airlines in a GHA Flow

Implementation check-list

Legal

- Ensure that the airline and the freight forwarder have entered into either the Multilateral e-AWB Agreement (Resolution 672) or the Bilateral e-AWB Agreement (specifically incorporating Annex 'D' of Recommended Practice 1670).
- Check with your legal department on issues that can be associated with the new process. For example, if airline decides to print at the hub instead of origin, there is a possible liability risk involved.

Operations

- Ensure that the parties involved are e-AWB capable (refer to the [e-AWB Implementation Toolkit](#)).
- Create a Standard Operating Procedure (SOP) for Single Process.
- Coordinate with your GHA the roll-out of the Single Process. The impact on the Ground Handling Agreement should be considered as well.
- Train own staff as well as the GHAs on the new Single Process where you are not self-handled.

Technology

- Determine what kind of AWB should be used (paper or electronic) for each route. Local and international regulatory constraints should be considered (refer to the [e-AWB Acceptance by country](#)), as well as the airline's network constraints.
- Determine at which stage to print (origin, hub or destination) and what kind of printer (laser, matrix...) to use at each location.
- Determine what messages exchanged with the GHA will include ECP or ECC (FWB, FBL...).
- Install and set-up printers in locations where printing is required. Organize stocks of AWB forms when needed.

Sales & Marketing

- Train the sales departments on the Single Process and its advantages for freight forwarders.

LEGAL NOTICE:

THIS DOCUMENT IS MERELY A GUIDELINE FOR PARTIES INTERESTED IN ENGAGING IN A SINGLE PROCESS FOR HANDLING E-AWB MESSAGES. GIVEN THE POTENTIAL LEGAL LIABILITY INVOLVED AND THE STRICT REQUIREMENTS OF THE INTERNATIONAL LIABILITY CONVENTIONS REGARDING AIR WAYBILL COMPLETION, **PARTICULARLY WITH REGARD TO THE CARRIER OBTAINING VALID AUTHORITY TO SIGN PAPER AIR WAYBILLS ON BEHALF OF A CONSIGNOR/ FREIGHT FORWARDER** AND FOR DETERMINING THE ROUTES ON WHICH A PAPER AIR WAYBILL IS REQUIRED. **PARTIES ARE STRONGLY ENCOURAGED TO SEEK THE ADVICE OF THEIR LOCAL LEGAL COUNSEL AND OBTAIN APPROVAL FROM THEIR INSURANCE CARRIERS PRIOR TO ENGAGING IN A SINGLE PROCESS FOR E-AWBS.**

ⁱ This document refers to Cargo-IMP message names for simplicity purpose, but Cargo-XML equivalent messages can be used instead, as well as equivalent communication method such as an e-AWB web portal. Furthermore airline and freight forwarder may decide to exchange FHL messages in addition to FWB.

ⁱⁱ The validation that the shipment is *Ready for Carriage* is performed following the requirement of Resolution 833 which are not further detailed here.