

Recommended guidelines for e-AWB ex-Hyderabad

Note: This guideline and recommendations herewith are general information only.

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Revision History

Version	Date	Updated by	Changes made

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SECTION 1: Introduction

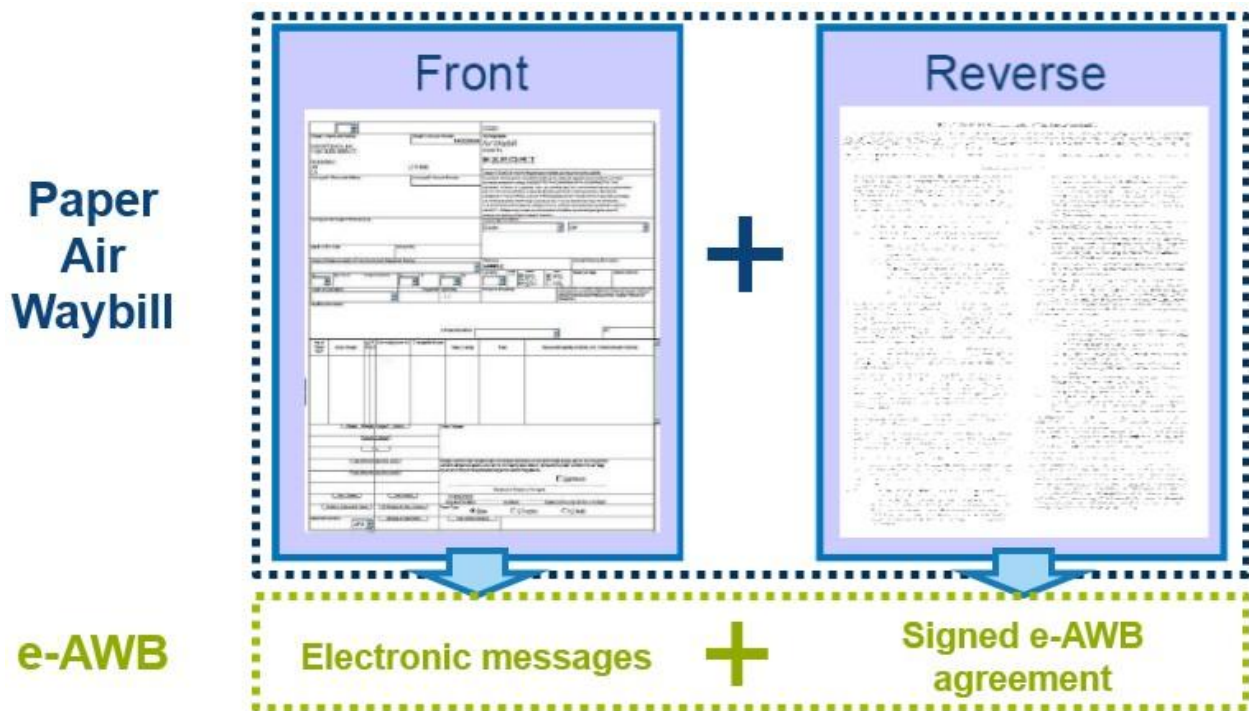
1.1 What is e-AWB?

The Air Waybill (AWB) is the Contract of Carriage between the “shipper” (e.g. forwarder) and the “carrier” (airline). It is also called the paper AWB. This is governed by IATA Resolution 600a “The Air Waybill”. The “Air Waybill Conditions of Contract” are printed on the reverse side of the AWB as per IATA Resolution 600b. The Warsaw Convention of 1929 mandates the paper AWB.

The e-AWB is defined as:

- (a) a consignment moving with an electronically-concluded Contract of Carriage with no accompanying paper air waybill proof of the contract; and,
- (b) No paper AWB transported in the aircraft to destination.

To ship via e-AWB, either a Bilateral Agreement or IATA Multilateral e-AWB Agreement is required.

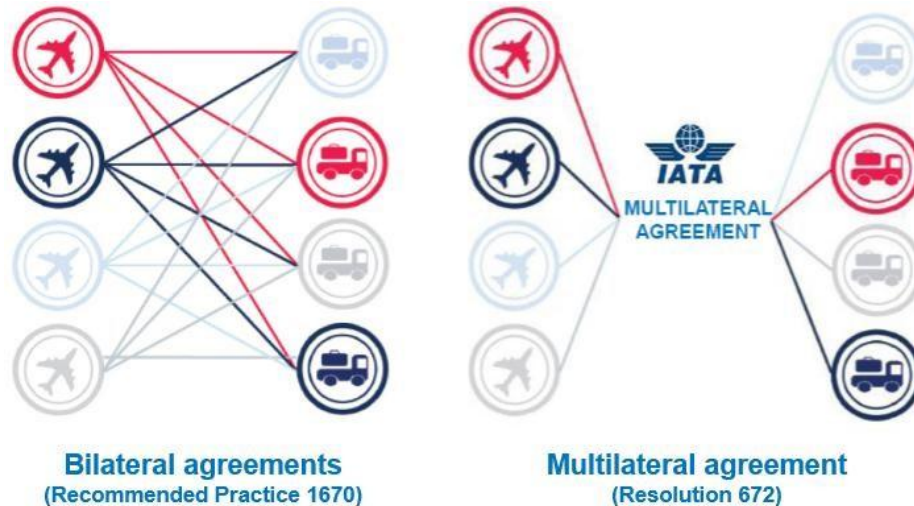


1.2 EDI Agreements

1.2.1 Bilateral Agreement: IATA Recommended Practice 1670 (RP1670) – Require both headquarters of the Carrier and Freight Forwarder to sign

the RP16xx and will be cover all locations where both parties are operating.

- 1.2.2 Multilateral e-AWB Agreement (MeA): IATA Resolution 672 – An Airline and a Freight Forwarder signs the MeA only once, and are can immediately start moving e-AWB shipments with their partner, provided that both have mutually “activated” a location where they have operations.



1.3 Types of Shipments in Scope

- 1.3.1 General Cargo/Consolidations with no accompanying shipping documents.

- 1.3.2 Special Cargo (Live Animals/Perishables) may require the original declaration and health/quarantine certificates. For such cases, forwarders may submit and include the original documents inside the document pouch, and enter the below statement in the OSI or SSR field of the FWB indicating the cargo as such. □ For Live Shipment:

“Shipper’s Certificate for Live Animal/s attached”

- For Lithium Ion Batteries (as an example):

“Lithium ion batteries, nor restricted per PI970 section II”

- 1.3.3 Dangerous Goods (DG) Shipments may require the original SDDG. For such cases, forwarders may submit and include the original documents inside the document pouch, and enter the below statement in the OSI or SSR field of the FWB indicating the cargo as such. □ For DG Shipment:

“Dangerous Goods as per attached DGD”; or

“Dangerous Goods as per attached DGD-CAO” □

- For consolidation containing both DG and Non-DG:

“XX Packages Dangerous Goods as per attached DGD”; or

“XX Packages Dangerous Goods as per attached DGD-CAO”

- 1.3.4 Direct/Walk-in Shipments will be handled according to each Airlines’ current individual processes.

1.4 How does e-AWB work?

Step 1: Both parties (Airline and Forwarder) must have an EDI Agreement prior to implementing the e-AWB

Step 2: Forwarder makes reservations with the Carrier and will advise if shipment will move as e-AWB or specify in FWB message according to agreed procedure between Airline and Forwarder. It is recommended to add EAP or EAW for the e-AWB at the time of booking by forwarders.

Step 3: Forwarder sends FWB / XFWB and FHL / XFHL (for consolidations) electronic messages to the Airline prior to tendering the shipment

Step 4: Forwarder checks for FMA or FNA message

Step 5: Forwarder tenders the shipment prior to flight departure/cut-off, before Latest acceptance time.

Step 6: Airline receives the shipment as “Freight on Hand” or FSU/FOH, including volumetric weight (CBM), and message is received from the CTO.

Step 7: If there are no discrepancies, CTO accepts shipment in their system as “Ready of Carriage” or FSU/RCS to the Airline, concluding the Cargo Contract.

Step 8: If there are discrepancies, CTO accepts shipment with accepted Information in their system as “Freight on Hand” or FSU/FOH, and the Airline requests Forwarder to re-send the FWB / XFWB with the corrected information. *(Please refer to 3.3 of Exception Management)*. Upon mutual agreement between CTO and the individual airline, the CTO will send a FOH/FSU to the airline with the amended data.

Step 9: Forwarder re-sends the FWB/ XFWB with the “corrected” information

Step 10: If the information is correct, the Airline accepts the FWB/XFWB.

1.5 e-AWB Implementation Requirements for a Forwarder

- Capability to send out FWB / XFWB and FHL / XFHL messages
- Capability to receive FSU/FOH, FSU/RCS, FMA (Acknowledgement) and FNA (Reject) messages

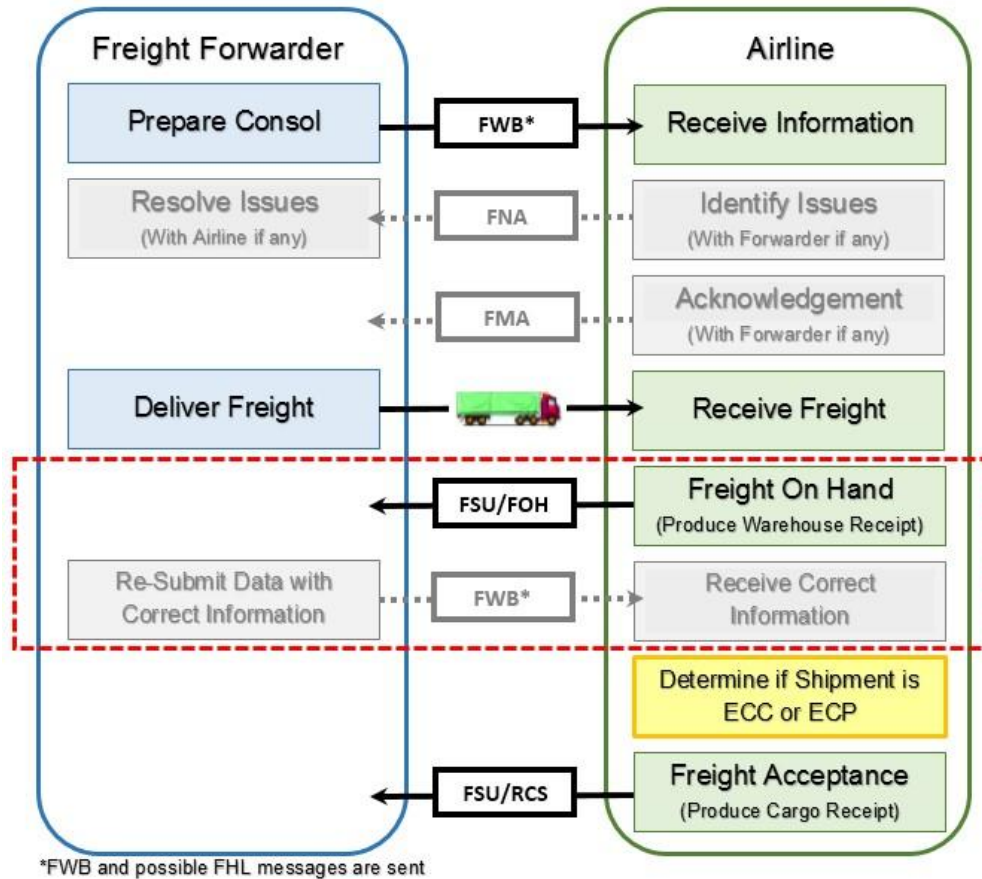
- Electronic archival capability of the FWB/ XFWB and FSU/RCS messages (these two messages constitute the Shipment Record)

SECTION 2: Scope

- No physical Master Air Waybill (MAWB) or House Manifest (FHL)(as per carrier) will be tendered by the forwarder to any Airline from the origin station of uplift except for the non-MC99 countries.
- The physical MAWB is to be replaced by the electronic message equivalent – the FWB
- Freight Forwarder must transmit the FWB / XFWB and FHL / XFHL (for consolidations as per carrier) for all shipments on the Airline’s flight prior to lodging-in their cargo at the acceptance counter.
- There will be an e-AWB Standard Operating Procedure for Forwarders and will cover all cargo categories and destinations, unless otherwise stated.
- For cargo acceptance, the Freight Forwarder may continue to tender their document pouch containing shipping documents (e.g. consol manifest, house AWB, commercial invoices, packing list, etc.) ref to the IATA standard RP1600u.
- To meet customs and regulatory requirements at destinations, other paper documents (e.g. health certificates, etc.) shall continue to be tendered at cargo acceptance, as necessary
- In case the customer (consignee/ shippers) need to have paper to satisfy customs/ legal/tax/issuance requirement, the Freight Forwarder shall bring a copy of the paper AWB to meet these local requirements.
- EAW and EAP codes should be entered in the FWB / XFWB by the Freight Forwarder, to indicate if there is pouch containing original shipping documents going with the shipment.
- ECC and ECP* codes should be entered in the FWB / XFWB by the Airline, to identify if an e-AWB shipment (if feasible) has a paper AWB included in the pouch.

SECTION 3: The e-AWB Operational Process

3.1 The e-AWB Acceptance Process



Step 1: The Freight Forwarder must transmit the electronic AWB (FWB / XFWB) and FHL / XFHL (for consolidations as per carrier) for all shipments, regardless of destination, and prior to the freight presentment at the acceptance counter. The Freight Forwarder should also check with individual airline, on activation of e-AWB, on the "Single Process".

Single Process Definition

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.

The FWB and FHL as per carrier may be sent via:

- Airline's individual e-AWB platform site
- Freight Forwarder's in-house computer system with gateway connections through Cargo Community System
- Direct host-to-host connection between airline and Freight Forwarder's systems
- Direct host-to-host connection between Airline and forwarder host system gateway IT provider

The Freight Forwarder should only transmit an accurate FWB / XFWB and FHL as per carrier / XFHL message to the Airline before tendering their shipment at cargo acceptance.

Step 2: Airline will send out:

- FMA to acknowledge receipt of the processed FWB / XFWB; or,
- FNA if the FWB / XFWB contain business data errors.

The FMA or FNA will be sent almost instantly after system checks against the Airline's list of FWB data validation rules. Forwarder to resolve issues with the Airline, if any.

Step 3: The Freight Forwarder tenders their shipment to the CTO, and may include a pouch containing documents for carriage to final destination at the point of cargo acceptance.

Step 4: The Airline compares the FWB / XFWB and FHL as per carrier / XFHL against the actual shipment tendered. If there are discrepancies, the Carrier will:

- Send the FNA message to the Forwarder informing of the discrepancies; and,
 - Produce the Warehouse Receipt, if necessary/mutual bilateral agreement.
- The Freight Forwarder to amend and re-send the FWB containing the corrected information.

Step 5: The Airline to determine whether the Shipment qualifies as e-AWB, and act accordingly (*please refer to Section 3.3 for the process*).

Step 6: Once the FWB data matches the actual shipment, the Airline system will be updated for RCS.

3.2 Special Handling Code ECC/ ECP* (or as agreed with an individual airline e.g. ECX)

Step 1: The Airline confirms that the Freight Forwarder is authorized to deliver freight without paper AWB (an e-AWB agreement is in place).

Step 2: 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 prints the paper AWB pursuant to Resolution 600a, including the Conditions of Contract, based on the FWB / XFWB sent by the Forwarder.
- The Airline signs the paper AWB on behalf of the Forwarder.

Step 3: The Airline enters the appropriate code in the Special Handling Code field.

3.4 Exception Management

3.4.1 In case of missing FWB / XFWB prior to freight delivery:

Approach 1

The Airline verbally informs forwarder to send out FWB/ XFWB

- The Airline informs the Freight Forwarder of missing FWB and/or FHL message
- The Freight Forwarder needs to send the FWB/ XFWB (a) within 120 minutes after the verbal advice was given, or (b) before cut off times of respective airlines, whichever comes first.

Approach 2

- Fall back to a paper AWB

The above approaches need to be agreed upon between the two parties.

3.4.2 In case of mismatch between FWB / XFWB and received cargo:

Approach 1

- The CTO sends FSU/FOH, and the Airline waits for the corrected FWB / XFWB from the Freight Forwarder or sends an amended FBL to the CTO

Note: FWB and FSU/RCS message content are aligned in this approach.

Approach 2

- The Airline sends FSU/RCS with incorrect data and a paper Cargo Correction Advice (CCA).

Note: This implies incorrect shipment data in the FWB / XFWB, be aware of the impact on the authorities that may access this document.

SECTION 4: FWB / XFWB Validation Rules

FWB / XFWB message quality is a pre-requisite for e-AWB implementation.

To avoid delays at freight presentment, the Freight Forwarder must take immediate action to resend the amended FWB / XFWB to the Airline if they received an FNA message. For the detailed guidelines, the Freight Forwarders should carefully note the following information and contents to convey in their FWB messages to the Carriers:

Terms used are defined as follows:

M	Element is mandatory
O	Element is optional
C	Element is conditional
a	Alphabetic character or letter (A-Z)
n	Numeric character or number (0-9)
m	Alpha-numeric
t	Either a letter, number or another acceptable character e.g. full stop, dash and space
p	Could include a decimal point

4.1 AWB Consignment Details

AWB Number	t[...12]	12 characters	M
Origin Airport Code	[aaa]	3 characters	M
Destination Airport Code	[aaa]	3 characters	M
Total Pieces	[nnnn]	4 numeric	M
Weight Code in Kilogram	[a]	"K"	M
Weight	n[...7]	7 numeric	M
Example: FWB/1 618-37257861AMSBNE/T9K510.0			

4.2 FLT: Flight Bookings

Carrier Code	[mm]	2 characters	M
Flight Number	[nnn(n)(a)]	5 characters	M
Example: 618-3725861AMSBNE/T9K510.0 FLT/SQ323/29			

4.3 RTG: Routing

Airport Code	[aaa]	3 characters	M
Carrier Code	[mm]	2 characters	M

Example:
 FLT/SQ323/29
 RTG/SINSQ/BNESQ

Only valid IATA codes should be used.

4.4 **SHP: Shipper Details / CNE: Consignee Details**

Name	t[...35]	35 characters	M
Street Address	t[...35]	35 characters	M
Place	t[...17]	17 characters	M
State/Province	t[...9]	9 characters	O
ISO Country Code	[aa]	2 characters	M
Postal Code	t[...9]	9 characters	M
Contact Identifier	m[...9]	3 characters	O
Contact Number	m[...25]	25 characters	O

Example:
 RTG/SINSQ/BNESQ

SHP
 /ABC INTL SG PVT LTD

/210 LEVEL – 1 ABC 1A
 /HYDERABAD
 /SG/238164
 CNE
 /ABC INTL OF WA INC
 /425 ROAD DRIVE
 /BRISBANE/QLD
/AU/4000

The Freight Forwarders are to ensure that the shipper and consignee names and addresses which are populated in the FWB (limited by 35 characters) are an exact match with their shipping details.

Full Shipper/Consignee name without abbreviation is required for those not exceeding 35 characters.

In case the Shipper/Consignee name exceeds 35 characters, only then is it allowed to abbreviate the company name.

- Use only commonly understood abbreviations
- Avoid any ambiguity in understanding the abbreviated addresses; and,
- Optimize the use of the 35 characters available.

Due to customs requirements in many countries, it is suggested to have the correct Postal Code as mandatory.

4.5 AGT: Agent Details

IATA Agent Code	n[...7]	7 characters	M
IATA Agent CASS Code	[nnnn]	4 characters	O
Name	t[...35]	35 characters	M
Issuing Place (Airport Code)	t[...17]	17 characters	M
Example: AGT//7847311/0811 /XYZ LOGISTICS /SIN			

4.6 SSR: Special Service Request

SSR (x 3 lines)	t[...65]	65 characters	C
Example: AGT//7847311/0811 /XYZ LOGISTICS /SIN SSR/RCAR-KC/STORE TO -8 DEGREE CELSIUS			

The Freight Forwarders must indicate RCAR-KC or RCAR-UC in the first SSR Line.

The Freight Forwarders may input any specific handling information required in this field.

4.7 ACC: Accounting Information

ACC	t[...34]	34 characters	O
Example: SSR/RCAR-KC/STORE TO -8 DEGREE CELSIUS ACC/GEN/SPL RATE 500K			

The Freight Forwarders may input data indicated at the Accounting Information Box.

4.8 CVD: Charge Declaration

Currency Code	[aaa]	3 characters	C
P/C (2 fields)	[a]	P(repaid) or C(ollect)	C
Declared value for Carriage	m[...12]	NVD=No Value Declared	C
Declared value for Customs	m[...12]	NCV=No Customs Value	C

Amount of Insurance	t[...11]	XXX=No Value	C
Example: ACC/GEN/SPL RATE 100K CVD/SGD//PP/NDV/NCV/XXX			

4.9 RTD: Rate Description

AWB Rate Line Number	[nn]	2 characters	M
No of Pcs or Rate Comb Pt	[nnnn]	4 characters	M
Weight Code	[a]	"K"	M
Weight	n[...7]p	7 characters	M
Rate Class Code	[a]	"C" "M" "N" "Q"	M
Commodity Item Number	[nnnn]	4 characters	C
Chargeable Weight	n[...7]p	7 characters	M
Rate or Charge	n[...8]p	8 characters	M
Total Charge Amount	n[...12]p	12 characters	M
Example: CVD/SGD//PP/NDV/NCV/XXX RTD/1/P30/K510.0/CC/S0315/W510.0/R3.75/T1912.50			

When Rate Class Code of "C" is entered, the Commodity Item Number will be required.

4.10 Nature and Quantity of Goods

The Freight Forwarder must provide accurate, specific and complete "Nature of Quantity of Goods" information as generic terms are not accepted in most countries." Although space available for inputting the handling information in the FWB is 20 characters x 11 lines, "Manifest description of goods" in the Airline Flight Manifest (FFM) is limited to 15 characters, and the commodity description in the FFM is extracted from the first 15 characters of the first line of the NG field of the FWB.

As such, the Freight Forwarder must provide accurate and valid commodity description in the FWB, capped at 15 characters for the first line in the NG field, as this will have an impact on the FFM message.

For example:

"Aircraft spare parts" inputted in the first line of the NG field of the FWB will be truncated to 15 characters as "Aircraft spare", when the FFM is generated.

Following are the handling identifiers in the FWB:

NG	Nature of Quantity of Goods for non-consol cargo	t(...20)	O
NC	Nature of Quantity of Goods for consol cargo	t(...20)	O

ND	Dimension		C
NV	Volume		C
NU	ULD information (if any)		C
NS	SLAC (if any)		C

The Freight Forwarder may input the description of “Nature of Goods” in either the “NG” or “NC” data field, and should not contain phrases such as “Said to Contain” on the first line of the NG field of the FWB. As per Cargo-IMP requirement, data for either the Dimension (ND) or Volume (NV) must be inputted.

4.11 OTH: Other Charges

The Freight Forwarders should only use the standard IATA’s Other Charge Codes. Following is a list of the common codes used:

OTHER CHARGE CODES	DESCRIPTION
MY	Fuel Surcharge
XB	Insurance & Security Surcharge
CG	Electronic processing or transmission of data for customs processing
CC	Manual data entry for customs purposes
RA	Dangerous Goods Fee
Example: OTH/P/MYC262.50/XBC67.50	

4.12 Shipper’s Certification

Signature	t[...20]	20 characters	M
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The Freight Forwarder is required to enter the name of the “Shipper or his Agent” in CAPITAL letters.

4.13 Carrier’s Execution

Signature	t[...20]	20 characters	M
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The Freight Forwarder is required to enter the name of the “Issuing Carrier or its Agent” in CAPITAL letters.

4.14 OSI: Other Service Information

OSI (x 3 lines)	t[...65]	65 characters	M
Example: OSI/DANGEROUS GOODS AS PER ATTACHED DGD-CAO			

The Freight Forwarders may input any other handling information required in this field.

4.15 SPH: Special Handling Codes

OSI (x 9)	[aaa]	3 characters	O
Example: SPH/ECC/PER			

The Freight Forwarders may input the correct standard handling codes (SHC) listed in the IATA TACT Rules manual.

For e-AWB SHCs (ECC/ECP*), these are to be inputted by the Airline.

4.16 Summary of required FWB data

ELEMENT NAME	LINE	AWB BOX	USE	COMMENTS
AWB Number		1A/1B	M	
Origin Airport Code		1	M	
Destination Airport Code		11A	M	
Flight Bookings	FLT	19A/19B	M	
Routing	RTG	11B/11D/11F	M	
Agent	AGT	06/07/08	M	
Total Pieces	RTD	22A	M	
Gross Weight	RTD	22B	M	
Weight Code	RTD	22C	M	"K"
Rate Class Details	RTD	22D	M	"C" "M" "N" "Q"
Commodity Item Number	RTD	22E	C	
Chargeable Weight	RTD	22F	M	
Rate or Charge	RTD	22G	M	
Total Charge Amount	RTD	22H	M	
Goods Description	NG/NC	22I	C	Cap at 15 characters for the 1st line Should not contain "Said to contain"
Dimensions/Volume	ND/NV	22I	C	Either should be present
Other Charges	OTH	23	C	
Handling Information	SSI/OSI	21	C	
Accounting	ACC	10	O	
Shipper's Certification	CER	31	M	
Carrier's Execution	ISU	32C	M	

1A	1	1B	99		1A	1B	
Shipper's Name and Address 2			Shipper's Account Number 3	Not Negotiable 99	1C		
			Air Waybill				
			Issued by 99				
			Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. 1D				
Consignee's Name and Address 4			Consignee's Account Number 5	It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.			
Issuing Carrier's Agent Name and City 6			Accounting Information 10				
Agent's IATA Code 7			Account No. 8	11C	11D	11E	
Airport of Departure (Addr. of First Carrier) and Requested Routing 9			11F	12	13	14A	
			14B	15A	15B	1E	
			34A	34B	34C		
To 11A			By First Carrier 11B	Routing and Destination	to	by	
Airport of Destination 18			Requested Flight/Date	Amount of Insurance	INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".		
Handling Information 21			19A	19B	20	20A	
			21A SCI				
No. of Pieces RCP 22A	Gross Weight 22B	kg lb	Rate Class Commodity Item No. 22E	Chargeable Weight 22F	Rate / Charge 22G	Total 22H	Nature and Quantity of Goods (incl. Dimensions or Volume) 22I
22C	22D	22Z				22J	22L
Prepaid 24A		Weight Charge	Collect 24B	Other Charges 23			
Valuation Charge 25A		Tax 26A		26B			
Total Other Charges Due Agent 27A		Total Other Charges Due Carrier 28A		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations. 31			
Total Prepaid 30A		Total Collect 30B		Signature of Shipper or his Agent 32A 32B 32C			
Currency Conversion Rates 33A		Charges at Destination 33B		Executed on (date) 32A at (place) 32B Signature of Issuing Carrier or its Agent 32C			
For Carrier's Use only at Destination 33		Charges at Destination 33C		Total Collect Charges 33D			

ORIGINAL 3 (FOR SHIPPER)

SECTION 5: Recommended Practice

Below are the recommended practices to be followed by local stakeholder in the implementation of the e-AWB process:

- Freight Forwarders to provide the correct FWB if possible at all times
- Use the following recommended codes:
 - MY – Fuel Surcharge Code
 - XB – Security Surcharge Code
- FWB Completion
 - For loose cargo – need to populate at least one of the following FWB fields:
 - a. Shipment dimensions
 - b. Shipment volume weight
 - For BUP cargo – need to indicate “BUP” in SPH field

Appendix A



Hyderabad e-AWB Working Group – Terms of Reference

1. Objectives

1.1 e-AWB Working Group (Hyderabad) (hereinafter referred to as the “Working Group” is established as an action group.

1.2 The objective of the Working Group is utilize the industry participation to support the overall efforts done by the individual stakeholder to further increase the e-AWB penetrations at Hyderabad.

1.3 The Working Group shall:

1.3.1. Agree on the location deliverables, actions, and plans to jointly support the e-AWB penetration rate growth in Hyderabad, subject to, practical to the Hyderabad Environment.

1.3.2. Demonstrate that joining the IATA Multilateral e-AWB Agreement will remove the legal burden of signing multiple bilateral e-AWB agreements and will help to promote e-AWB adoption in the industry.

1.3.3. Lead by example, to show cases the benefits and commitment to increase e-AWB penetration in Hyderabad by the end of 2015.

2. Composition

2.1 The Working Group shall consist of stakeholders with relevant knowledge of e-AWB, and can be expanded when necessary.

2.2 The Working Group shall ideally include members from the following stakeholders:

- Custodian
- Airlines
- Freight Forwarders
- Ground Handling Agent /Terminal Operators

2.3 Affiliates of Freight Forwarder and additional airlines to allowed joining beyond the Working Group members.

- 2.4 Membership of the Working Group shall reflect as much as possible a fair geographical representation.
- 2.5 Members of the Working Group shall be nominated for the duration of the working group.
- 2.6 When appropriate, the Working Group shall invite the participation of industry experts (e.g. Regulators) at the group meetings from time to time for consultation purposes.

3. Rules and Procedures

- 3.1 The Working Group shall be established for duration of twelve (12) months or less if the penetration rate of e-AWB is above **50% for**

Hyderabad overall statistics declared effective by IATA prior to the twelve months period.

- 3.2 The meetings of the Working Group shall be conducted by regular teleconferences or, when required, face-to-face meetings may be organized upon acceptance of the majority of the members of Working Group.
- 3.3 The Working Group shall limit its activity to providing industry support and actions to drive up the e-AWB penetration in Hyderabad.
- 3.4 All meetings shall be conducted in accordance and compliance with local Competition Law Guidelines.

4. Roles and Responsibilities

- 4.1 Each member of the Working Group shall participate in his or her capacity as a representative of the industry with required (relevant) knowledge.
- 4.2 The members of the Working Group shall identify the required and/ or necessary business information needed to propose recommendations.
- 4.3 The Working Group shall consult with the relevant industry bodies when needed.
- 4.4 The Custodian shall provide the Secretary, who will support and facilitate the meetings of the Working Group.

5. Deliverables

- 5.1 The Working Group shall be responsible to help reach 50%+ e-AWB penetration

5.2 Develop a joint industry plan and road map to support the target.

Appendix B

Airline Submission Form Completion Guidelines

- Airlines need to complete and submit the [Airline Submission Form](#) to join the IATA Multilateral e-AWB Agreement
- Type into the **grey shaded fields** in the Submission Form, then print and sign
- In the Submission Form:
 - ✓ Ensure to specify the Designated Contact (section A)
 - ✓ Ensure to specify the Airport locations (section B)
 - ✓ Ensure to enter the Airline Reference and Signatory details (page 4)
- For list of Airports, an Excel sheet template is also available; please contact IATA cargo at cargo@iata.org
- Send completed Airline Submission Form to:

IATA Cargo
Attn: Ben Behanan
Manager, e-AWB Standard Multilateral Agreement
International Air Transport Association
33 Route de l'Aéroport
1215 Geneva 15 Airport Switzerland
- Please send a soft copy of the **filled-in** Submission Form (and filled-in Excel Sheet, if applicable) by e-mail to IATA Cargo at cargo@iata.org
- In case of any questions, please contact IATA Cargo at cargo@iata.org

Appendix C

Multilateral e-AWB Agreement Completion Guidelines – Freight Forwarders

- To join the IATA Multilateral e-AWB Agreement, complete and sign the [Agreement](#) and the [Submission Form](#)
- Type into the grey shaded fields in the Agreement and Submission Form, then print and sign
- In the Agreement, enter the details on Page 1 and Page 12
- In the Submission Form:
- Send the signed Original Agreement (2 copies) and Submission Form (1 copy) to:
IATA Cargo
Attn: Ben Behanan
Manager, e-AWB Standard Multilateral Agreement
International Air Transport Association
33 Route de l'Aéroport
1215 Geneva 15 Airport
Switzerland

Appendix D

New MeA Paperless Process for Freight Forwarders

A new paperless process using e-signatures is now available for freight forwarders to join the Multilateral e-AWB Agreement. The new process is legally binding, secure, efficient, and environmentally friendly – removing the need for parties to print, sign and mail paper documents.

Join in four easy steps:

1. Review the standard [Multilateral e-AWB Agreement](#)
2. Complete and submit the [Online Joining Form](#) (takes approx. 10-15 minutes)
3. Receive your Agreement by e-mail from IATA Cargo
4. e-sign the Agreement

Next steps: IATA will counter sign the Agreement and you will receive the final signed PDF by e-mail. Your company will be listed to the IATA Multilateral e-AWB Agreement and you will receive a joining confirmation message from IATA advising the effective date and next steps.

Click for more information:

- [Introduction to paperless process](#) (pdf)
- [About e-signatures](#) (including demo on how to e-sign)

Appendix E

FWB Error Reference

Starting with MIP Strategy v4 and currently in effect, improvement via a new simplified error code set (short format-XXX99) and error types are redefined as follows:

- D – Data error; e.g. invalid or missing data in a specific field
- R – Rejected; e.g. message rejected for the reason described in the error definition
- S – Syntax error; e.g. the format of the message id invalid resulting in the inability to use the message and therefore its rejection

The table below explains the meaning of the column headings used.

Column Heading	Description
Error Code	New MIP Error Code
Error Type	D – invalid Data error R – message Rejected S – Syntax error
Error Description	Description of the error

Note: all errors shown below applies to FWBs only.

Error Code/s	Error Type	Error Description
Accounting Information Errors		
ACC00 ACC01 -	D -	Invalid or missing accounting information details accounting information identifier ACC02 accounting information
Agent Errors		
AGT00 AGT01 AGT02 AGT03 AGT04 AGT05 AGT06	D	Invalid or missing agent details - account number - IATA cargo agent numeric code - IATA cargo agent CASS address - participant identifier - name - place
Agent Reference Data Errors		
ARD00 ARD01	D	Invalid or missing agent reference data - file reference
AWB Consignment Detail Errors		
AWB00 AWB01 AWB02	D	Invalid or missing AWB consignment details - airline prefix - AWB serial number

Error Code/s	Error Type	Error Description
AWB Consignment Detail Errors (continuation)		
AWB03 AWB04 AWB05 AWB06 AWB07 AWB08 AWB09 AWB10 AWB11 AWB12	D	- airport/city code of origin - airport/city code of destination - shipment description code - number of pieces - weight code - weight - volume code - volume amount - density indicator (DG) - density group
AWB13	R	Message rejected - AWB serial number blacklisted
AWB14	R	Message rejected - AWB serial number not allocated to forwarder
CC Charges in Destination Currency Data Errors		
CDC00 CDC01 CDC02 CDC03 CDC04 CDC05	D	Invalid or missing CC charges in destination currency details - destination currency details ISO currency code - currency conversion rate - rate of exchange - CC charges in destination currency - charge amount - charges at destination - charge amount - total collect charges - charge amount
Shipper's Certification Errors		
CER00 CER01	D	Invalid or missing shippers certification details - signature
Consignee Errors		
CNE00 CNE01 CNE02 CNE03 CNE04 CNE05 CNE06 CNE07 CNE08 CNE09	D	Invalid or missing consignee details - account number - name - street address - place - state/province - ISO country code - post code - contact identifier - contact number
CNE10	S	Syntax error - consignee details – total characters of country code, post code, contact id and contact number cannot exceed 69
Commission Information Errors		
COI00 COI01 COI02 COI03	D	Invalid or missing commission information details - no commission indication - CASS indicator - commission amount - CASS settlement factor - commission percentage - CASS settlement factor
Collect Charge Summary Errors		

COL00	D	Invalid or missing collect charge summary details
COL01		- total weight charge - charge identifier
COL02		- total weight charge - charge amount
COL03		- valuation charge - charge amount
COL04		- taxes - charge amount
COL05		- total other charges due agent - charge amount
COL06		- total other charges due carrier - charge amount
COL07		- charges summary total - charge amount
COL08	- charges collect not allowed to this destination	
Error Code/s	Error Type	Error Description
Customs Origin Errors		
COR01	D	Invalid or missing customs origin code details
Charge Declaration Errors		
CVD00	D	Invalid or missing charge declarations details
CVD01		- ISO currency code
CVD02		- charge code
CVD03		- p/c indicator (Weight/Valuation)
CVD04		- p/c indicator (Other charges)
CVD05		- declared value for carriage
CVD06		- value for customs declaration
CVD07	- value for insurance declaration	
Flight Booking Errors		
FLT00	D	Invalid or missing flight booking details
FLT01		- carrier code
FLT02		- flight number
FLT03		- day
FWB Errors		
FWB01	R	Message rejected - FWB data differs significantly from that contained in the booking
FWB02	R	Message rejected - FWB routing differs from that contained in the shipment booking
FWB03	S	Syntax error - SSR+NFY+OSI+COR total character length too long - total characters cannot exceed 216
Carrier's Execution Errors		
ISU00	D	Invalid or missing carriers execution details
ISU01		- day
ISU02		- month
ISU03		- year
ISU04		- place or airport/city code
ISU05	- signature	
Message Errors		
MSG01	S	Syntax error - message envelope syntax error
MSG02	S	Syntax error - invalid or no end of message character
MSG03	S	Syntax error - unable to use the (data contained in the message cannot be used to update the carrier's system)
MSG04	R	Message rejected - data already created in carrier's system (too late to be of any

		use; message received after the carrier has created the data in its system)
MSG05	R	Message rejected - the originator's TTY address is not recognized by the carrier
MSG06	R	Message rejected - the originator's TTY address is recognized but not configured to accept this message type
MSG07	R	Message rejected - message version number not supported by carrier
Also Notify Errors		
NFY00 NFY01 NFY02 NFY03 NFY04	D	Invalid or missing notify details - name - street address - place - state/province

Error Code/s	Error Type	Error Description
Also Notify Errors (continuation)		
NFY05 NFY06 NFY07 NFY08	D	- ISO country code - post code - contact identifier - contact number
NFY09	S	Syntax error - also notify details - total characters of country code, post code, contact id and contact number cannot exceed 69
Nominated Handling Party Errors		
NOM00 NOM01 NOM02	D	Invalid or missing nominated handling party details - name - place
Other Customs Information Errors		
OC100 OC101 OC102 OC103 OC104	D	Invalid or missing other customs information details - ISO country code - information identifier - customs information identifier - supplementary customs information
Other Participant Information Errors		
OPI00 OPI01 OPI02 OPI03 OPI04 OPI05 OPI06 OPI07 OPI08	D	Invalid or missing other participant information details - name - participant office message address - airport/city code - participant office message address - office function designator - participant office message address - company designator - other participant information- file reference - other participant identification - participant identifier - other participant identification - participant code - other participant identification - airport/city code
Other Service Information Errors		
OSI01	D	Invalid or missing other service information
Other Charges Errors		

OTH00 OTH01 OTH02 OTH03 OTH04	D	Invalid or missing other charge details - p/c indicator - other charge code - entitlement code - charge amount
Prepaid Charge Summary Errors		
PPD00 PPD01 PPD02 PPD03 PPD04 PPD05 PPD06 PPD07	D	Invalid or missing prepaid charge summary details - total weight charge - charge identifier - total weight charge - charge amount - valuation charge - charge amount - taxes - charge amount - total other charges due agent - charge amount - total other charges due carrier - charge amount - charge summary total - charge amount
Sender Reference Errors		
REF00 REF01 REF02 REF03 REF04	D	Invalid or missing sender reference details - sender office message address - airport/city code - sender office message address - office function designator - sender office message address - company designator - sender office message address - file reference

Error Code/s	Error Type	Error Description
Sender Reference Errors (continuation)		
REF05 REF06 REF07	D	- sender office message address - participant reference - sender office message address - participant code - sender office message address - participant airport/city code
Rate Description Errors		
RTD00 RTD01 RTD02 RTD03 RTD04 RTD05 RTD06 RTD07 RTD08 RTD09 RTD10 RTD11 RTD12 RTD13 RTD14 RTD15 RTD16 RTD17 RTD18 RTD19 RTD20	D	Invalid or missing rate description details - AWB rate line number - AWB column identifier - number of pieces/rate combination point details - gross weight details - weight code - gross weight details - weight - gross weight details - rate class code - commodity item number/ULD rate class type/rate class code class rate - chargeable weigh details - weight - rate charge details - rate or charge or discount - total details - charge amount or discount amount - goods description - goods data identifier - goods description - nature and quantity of goods - consolidation - nature and quantity of goods - dimensions - weight code - dimensions - weight - dimensions - measurement unit code or no dims available code - dimensions - length dimension - dimensions - width dimension - dimensions - height dimension - dimensions - no of pieces

RTD21	S	Syntax error - rate description details - total number of characters of unit code, length, width, height and no of pieces cannot exceed 20
RTD22		- volume - volume code
RTD23		- volume - volume amount
RTD24		- ULD number - ULD type
RTD25		- ULD number - ULD serial number
RTD26		- ULD number - ULD owner code
RTD27		- shippers load and count - SLAC
RTD28		- harmonized commodity code
RTD29		- country of origin of goods - ISO country code
RTD30		- service code details - service code
Routing Errors		
RTG00		Invalid or missing routing details
RTG01		- 1st destination/carrier airport city code
RTG02	D	- 1st destination/carrier code
RTG03		- onward destination/carrier airport city code
RTG04		- onward destination/carrier code
Shipper Errors		
SHP00		Invalid or missing shipper details
SHP01		- account number
SHP02		- name
SHP03		- street address
SHP04	D	- place
SHP05		- state/province
SHP06		- ISO country code
SHP07		- post code

Error Code/s	Error Type	Error Description
Shipper Errors (continuation)		
SHP08		- contact identifier
SHP09	D	- contact number
SHP10	S	Syntax error - shipper details - total characters of country code, post code, contact id and contact number cannot exceed 69
Sales Incentive Information Errors		
SII00		Invalid or missing sales incentive information details
SII01	D	- charge amount
SII02		- CASS indicator
Special Handling Details Errors		
SPH01	D	Invalid or missing special handling code
Shipper Reference Information Errors		
SRI00		Invalid or missing shipment reference information details
SRI01	D	- reference number
SRI02		- supplementary shipment information
Sales Service Request Errors		
SSR01	D	Invalid or missing Special Service Request
Free Text Description of Goods Errors		

TXT01	D	Invalid or missing free text description of goods details
TXT02	S	Syntax error - free text description of goods details - total characters cannot exceed 545

Appendix F

Definitions

- Shipment Record – any record of the Cargo Contract preserved by the carrier, evidenced by means other than an AWB.
- Cargo Contract – a term used in the e-AWB Agreement and means a contract between the forwarder and carrier, for the transportation and settlement of a specific cargo shipment.
- Cargo Receipt – a document which is provided to the forwarder by the carrier electronically or in paper form, evidencing the Shipment Record as a substitution for the issuance of an AWB and which permits identification of the shipment that has been accepted and deemed “Ready for Carriage” (RCS).

Shipper Name		Shipment Identification			Cargo Receipt Issued By	
Day/Month/Time (of Shipment Acceptance)		Airport/City Code (of Shipment Acceptance)			Carriage is subject to Carrier's Conditions of Contract previously made available to Shipper	
No. of Pieces	Gross Weight	K / L	Volume	Airport/City Code (of Origin)	Airport/City Code (of Destination)	Airport/City Code (of Routing)

- Warehouse Receipt – an electronic FSU message or paper document provided to the shipper by the carrier acknowledging the receipt of the cargo shipment as “Freight on Hand” (FOH) for carriage by air. At a minimum, the Warehouse Receipt must have:
 - The weight and number of pieces of the cargo shipment;
 - The date, time and place received by the Carrier; and,
 - Reference the shipment identification number covering the specific cargo shipment.
 To the extent is readily available, an indication of the places of departure, destination and, if applicable, agreed stopping places should also be specified.

- ↗ EAW – special handling code indicating that there is no document pouch to be tendered by the freight forwarder and carrier by the carrier to destination
- ↗ EAP – special handling code indicating that there is a document pouch to be tendered by the freight forwarder containing original shipping documents which are required by customs at destination
- ↗ ECC – special handling code indicating that there is no paper AWB accompanying the shipment to the destination; ECC code should be entered by the Airline
- ↗ ECP* – special handling code indicating that there is a copy of the paper AWB accompanying the shipment to the destination merely in compliance of local customs regulations/requirements.
 - Note : * Use ECX instead of ECP as agreed with an individual airline.