IATA e-freight

IATA e-freight Operational Procedures (e-FOP) Portugal V1.0

Version History

Version	Amendment Description	Date	By
0.1	Original Draft	201212	Pedro Rua
0.2	Final Version		Pedro Rua+ PT EF BWG
0.2	Review and Sign Off Final Version		Pedro Rua+ PT EF BWG
1.0	Review and Sign Off	201302	IATA AD Processes and Standards

1 Distribution

An approved copy of this document will be posted as a PDF document to the IATA StB Extranet, under the PT Location section and will be issued in MS Word format.

2 Introduction

IATA template e-freight operating procedures (e-FOP) have been defined as the operational steps (or functions) that stakeholders of the air cargo supply chain should follow when shipping air cargo in compliance with the **IATA e-freight** business processes and standards.

This present document, titled IATA e-freight Operational Procedures (e-FOP's) for PT, has been adapted from those template IATA e-FOP's to describe the functions that need to be undertaken in PT, to take into account the specific operational processes identified in PT by the PT Business Working Group (BWG), and reflected in the PT IATA e-freight To Be Process document.

The procedures in this document are location specific, and any variations between the procedures documented in the IATA template e-FOP's and this document will be described in the sister document to the IATA template e-FOP's, titled 'Specific rules and guidelines for IATA e-freight live locations', which is available on the IATA public web site at: 'www.iata.org/e-freight'.

In compiling both this present document and the PTIATA e-freight To Be Process document the fundamental principles of IATA e-freight have been followed, namely:

- Original paper documents considered in scope of e-freight implementation must not be transported in paper form between the origin forwarder and origin carrier, or by the carrier between origin and destination, or between the destination carrier and destination forwarder (except where agreed exceptions are specifically stated and described in this document)

- Instead of paper documents, electronic exchange of information (EDI, or in some cases, scanned/imaged documents) is used, following guidelines and business rules expressly described in the IATA template e-FOP's, or other relevant IATA e-freight documentation.

As a reminder, the set of documents considered in scope of local e-freight implementations include:

- invoice,
- packing list,
- export goods declaration,
- customs release export,
- house manifest,
- master air waybill,
- house waybill,
- export cargo declaration,
- flight manifest,
- import cargo declaration,
- import goods declaration,
- customs release import.

Stakeholders may feel that they need to produce their own version of e-FOP based on this present document, but also taking into account specific procedures and systems functionality within their own organisations. This is a practical and reasonable approach, and acceptable within IATA e-freight as long as the fundamental principles of IATA e-freight above are maintained within those stakeholder e-FOP's.

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3 THE IATA E-FREIGHT OPERATING PROCEDURES (E-FOP)

This Chapter describes the generic case of freight shipments being transported from origin to destination, with no prior, subsequent or intervening transit or transhipment of the freight shipment.

3.1 Origin Freight Forwarder (OFF) Functions

3.1.1. OFF Function 1. "Shipper Booking" with Origin Freight Forwarder

Definition

The goal of this task is for the OFF to receive, from the Shipper, advance information on freight that the Shipper wishes to transport in accordance with the purchase agreement reached between the Shipper and the Consignee.

This task is also for the Shipper to receive from the Freight Forwarder a booking confirmation.

Such advance information enables the OFF to register the freight booking as a shipment in their IT systems, allocate their reference to the freight shipment, arrange for the freight shipment to be collected or received from the Shipper, and, in accordance with the Shipper's booking instructions, for space to be allocated on a flight for the goods to be transported to destination.

Shippers sometimes use a written Letter of Instruction, but more typically would use e-mail or telephone as the medium to make bookings. In some other cases, EDI or on line bookings through the OFF's web portal are made electronically by the Shippers.

Undertaking the Function under IATA e-freight

The optimum method of achieving "Shipper Booking" for e-freight is by means of the Shipper submitting their instructions to the OFF electronically together with electronic data (Standard IATA XML format preferably) or PDF versions of Commercial Invoices, Packing Lists, and, where legally allowed, Certificates of Origin that the Shipper requires transporting to destination.

On receipt of such bookings the OFF will register the freight shipment in their operational systems, and allocate an appropriate reference to it.

Where a booking is made by other means than above, it is still recommended that either electronic data (Standard IATA XML format preferably) or PDF versions of Commercial Invoices, Packing Lists, and, where legally allowed, Certificates of Origin are transmitted to the OFF by the Shipper.

All documents received electronically or in PDF format from the Shipper should be cross referenced with the freight shipment registered in the OFF operational systems and archived for further access and usage when required.

Where Shippers are unable or unwilling to send documents in either electronic or PDF versions, then the OFF will create PDF versions from the paper documents supplied by the Shipper, which they will archive for further access and usage when required.

If parties decide to remove the paper Air Waybill and replace it with an electronic Air Waybill (e-AWB) then two options shall be considered:

(a) OFF has the EDI messaging capability (not the actual Shipper) consequently there are two possibilities:

(i) OFF is acting as the "Shipper" for purposes of the EDI Agreement; or

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(ii) Actual Shipper is a "Direct Shipper" with the Carrier, then OFF would act as agent for the actual Shipper to send EDI Messages and must ensure that actual Shipper has entered into a "Direct Shipper" EDI Agreement with Carrier.

(b) MC99 or MP4 Routes - Shipper/OFF must confirm with Carrier that freight is moving on an MC99 or MP4 trade lane

Additional Function Options

A booking confirmation could also be made electronically.

An electronic standard for the Shipper's Letter of Instruction, to which electronic versions of the Commercial Invoices and Packing Lists can be electronically "stapled" for submitting by the Shipper to the OFF, has been defined. For more information on these electronic standards and on the way to staple documents electronically, please refer to separate documentation available from IATA on the IATA.org web site.

3.1.2 OFF Function 2. Forwarder Routing Determination

Definition

The goal of this task is to establish the routing, and timetable, which the freight shipment will take to reach its destination in accordance with the contract reached between the Shipper and the Freight Forwarder. As part of quality improvement, actual schedule may be matched against planned scheduled and actions taken in case of discrepancies. To achieve this goal consideration needs to be given whether the freight needs to travel within a scheduled Consolidation service, as a single direct, or a back-to-back shipment.

Undertaking the Function under IATA e-freight

Will be as current practice. It is at this point that the OFF will be able to identify if a freight shipment is in the defined scope of e-freight, and register in their freight shipment booking system that it is an e-freight shipment using the EAW or EAP Special Handling Codes (SPH) created for that purpose.

Additional Function Options

For OFF who are Cargo 2000 members, a status message RMI[1] should be generated to initiate route map.

3.1.3 OFF Function 3. Forwarder Space Booking

Definition

The goal of this task is to ensure the freight shipment as booked by the Shipper with the OFF can be accepted by the Origin Carrier (OC) on the flight planned between the Shipper and the OFF. The OFF requests space allocation on the planned flight, and the OC confirms their acceptance of the booking to the OFF, at which time an air waybill reference (AWB number) is allocated to the confirmed booking.

Space Bookings are typically made either electronically, using the Cargo-IMP FFR (Booking Request) and FFA (Booking Acceptance) created for this purpose, which is the e-freight recommended practice, or may be made by e-mail or telephone in which case the booking is recorded manually by the OC in their systems.

In some cases, particularly for scheduled consolidation services and repeat freight shipments "Permanent Bookings" (PBs) or "Allotments" are booked in advance by the OFF. In such cases

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this function will not be necessary at the time the Shipper is booking the freight shipment and the OFF will simply allocate the freight shipment to the relevant PB / Allotment.

Undertaking the Function under IATA e-freight

Will be as is the current practice, where message FFR for the booking request and FFA for the booking acceptance are used for electronic bookings. At this stage EAW or EAP could be inserted in Special Handling Code of the booking message (FFR) to be held by the OC against the AWB reference allocated, unless it is too early for the OFF to know if it is an e-freight shipment or not.

Additional Function Options

For Cargo 2000 members the status update of FSU/BKD may be used by the OC to confirm that the C2K milestone has been reached.

3.1.4 OFF Function 4. Acknowledgement of Instructions from Origin Freight Forwarder to Shipper

Definition

The goal of this task is to ensure that the contract between the Shipper and the OFF, and the terms under which the freight shipment is being transported, is established.

Undertaking the Function under IATA e-freight

Since the basis of contract between the Shipper and Freight Forwarder will normally have been established during the quotation "offer and acceptance" process this is an optional function at the OFF discretion, to be performed using standard current communication methods.

Additional Function Options

Electronic acknowledgment of instructions between OFF and Shippers may be an option.

3.1.5 OFF Function 5. Receive Freight and Residual Documents from Shipper

Definition

The goal of this task is for the Origin Freight Forwarder (OFF) to receive, into their care from the Shipper, the freight shipment and any remaining out of scope paper documents, that may still be required to be presented to the OC to enable them to process the freight shipment, and which may need to travel on the aircraft with the freight shipment to enable it to be processed at destination.

This may either be undertaken by the OFF collecting the freight shipment and out of scope paper documents from the Shipper, and taking it to the OFF's designated point of receipt, where the Shipper has requested such service, or by the Shipper delivering the freight shipment and out of scope documents to the OFF's designated point of receipt.

The confirmation process that the freight and remaining out of scope documents has been delivered by the Shipper or received by the OFF remains as-is.

Undertaking the Function under IATA e-freight

It is IATA's recommendation that e-freight shipments received from Shippers by the OFF should not be accompanied by any original paper versions of in scope documents, but should be provided electronically or in PDF format by the Shipper to the OFF, which the OFF can archive electronically for further electronic transmission to the necessary parties processing of the freight shipment(s)

The Shipper may also send the Invoice, Packing List and Certificate of Origin (where legally feasible) electronically to the Consignee.

However, if the Shipper does not have the means to send the documents electronically or in PDF format, and is dependent upon original paper versions of in scope documents to conduct their business, the OFF may receive these in paper format, and scan them as PDF version for archiving and further electronic transmission, in order that the original paper versions do not have to travel with the freight any further along the supply chain.

In cases where there are documents to travel with the freight to destination, the shipments are therefore designated as EAP shipments, and such documents should be received from the Shipper either at the time the shipments are received, or latest at a time to allow the shipments and such documents to be loaded to the flight to which it has been booked.

Additional Function Options

For Cargo 2000 participants Cargo-IMP status update FSU/PUP[1] could be used to notify that the OFF picked up the freight at the Shipper. Cargo-IMP status update FSUREW[2] status could be used when the freight is received at the OFF warehouse.

3.1.6 OFF Function 6. Cross-Check Freight Shipment with Information Received

Definition

The goal of this task is for the OFF to cross-check the physical freight received at their designated warehouse, against the electronic data, and any paper documents received from the Shipper, to ensure it matches those documents and the freight shipment data held by OFF in their operational systems. Checks should also include any necessary security checks required.

Undertaking the Function under IATA e-freight

With the exception that a paper Invoice, Packing list and Certificate of Origin (where legally feasible) may not accompany the freight, this will be as is the current practice.

Where any discrepancies are noted between the physical freight received into the OFF warehouse, the data held by the OFF and any out of scope documents supplied by the Shipper, the OFF will make that known to the Shipper so that relevant corrections can be agreed, and the record held in the OFF operational systems can be corrected where necessary and confirmed as a full and accurate record.

Additional Functions

The HWB[3] message using the Cargo-IMP status message FSU would be updated by the OFF.

3.1.7 OFF Function 7. Declare Freight for Export

Definition

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[1] C2K status code that may be added the to the Cargo-IMP (to be determined)
[2] C2K status code that may be added the to the Cargo-IMP (to be determined)
[3] C2K status code that may be added the to the Cargo-IMP (to be determined)

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The goal of this task is to declare in advance to customs that the freight shipment is due to be exported.

There are three possibilities:

- Exporter declares goods to customs in their own facilities. Export Accompanying Document and the goods released for export shall be presented together to customs at the customs office of exit (Portuguese Airport Customs Office).

- Goods are declared to export at an authorized export warehouse (agent facilities). Export Accompanying Document and the goods released for export shall be presented together to customs at the customs office of exit (Portuguese Airport Customs Office).

- Goods are declared to export at OGHA facilities.

Undertaking the Function under IATA e-freight

The WCODEC (customs declaration) and CUSRES (response from the customs) messages should be used in Portuguese versions, using STADA EXPORTAÇÂO.

Export declarations in STADA-EXPORTAÇÃO are lodged in three different ways:

-Web-Forms (at Portuguese Customs web page);

-Upload or download of xml files (at Portuguese customs web page);

-Web-services (XML messages).

All the necessary documents (invoice, packing list, AWB, etc.) should only be presented to customs after a documental or physical control notification sent electronically to agent/customs broker. At this moment, in order to release goods for export, customs accept copies/prints of the originals, although originals must be presented to customs in 15 working days, maximum.

In very specific cases the customs office of exit (usually Portuguese Airport Customs Office) shall be the last customs office before the goods leave the customs territory of the Community. In these cases, Export Accompanying Document and the goods shall be presented together to customs office of exit, and these shipments are therefore designated as EAP shipments.

3.1.8   OFF Function 8. Load Planning

Definition

The goal of this task is to decide how freight shipments booked under a single Space Booking and allocated to an Air Waybill Number, are to be transported to destination, in order to optimize load factor and minimize costs.

In the case of a single freight shipment, either Direct or Back-to Back, this will be pre-determined according to the booking made, but, in the case of Consolidations, decisions have to be made by the OFF as to how multiple freight shipments, allocated to the same Space Booking and air waybill number in order to optimize load factor and minimize costs. For example, is the pre-booked space adequate for the total weight and volume of all the e-freight shipments allocated to it.

Undertaking the Function under IATA e-freight

This will be as is the current practice, but with the additional decision taken as to whether the shipments available are to be flown as e-freight, and if so whether they will be flown in a pure e-freight Consolidation, Mixed Consolidation, or as a single Back to Back (or one line consolidation) shipment.

If the decision is made that freight shipments will be forwarded as e-freight shipments, and so far they have not been flagged with the proper indicator (either EAW for e-freight shipment with no documents accompanying the freight shipment or EAP for e-freight shipment with documents

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to accompany the freight), it is at this stage that the EAW or EAP indicator should be flagged in the OFF IT system on the freight shipment record.

Conversely, if shipments previously flagged as e-freight using the EAW or EAP indicator are not now to be flown, as e-freight, the EAW or EAP indicator should be removed at this time.

Where there are differences between the Space Booking made and the actual weight and volume of the load planned, then amendments to the booking may be necessary depending on the arrangements between the OFF and OC.

3.1.9 OFF Function 9. Air Waybill and House/Consol Manifest Message Creation

Definition

The goal of this task, after decisions have been made at the Load Planning stage as to how the freight shipment(s) are to be forwarded, is to create the appropriate electronic messages, from data held in the OFF operational systems, for:

- Eventual transmission to the OC or OGHA to confirm the details of the freight shipments that are intended to be flown under the Space Booking made,

- Eventual transmission to the DFF to enable onward transportation of the freight on arrival,

- Creation of the necessary loading list with labels for attaching to the freight, which are to be used for assembling the freight for delivery to the Carrier.

Undertaking the Function under IATA e-freight

This function is largely to be undertaken as is currently the practice, using the Cargo-IMP FWB and FHL message (or IATA standard XML equivalent) creation facilities that are in place, to create the electronic AWB and House Manifest respectively.

However, since for e-freight there will be no paper versions of the in scope documents in existence to enable validation that the FWB and FHL data is correct, maximum care will be taken to ensure that the data input is accurate.

For reasons of data accuracy, actual transmission of the FWB and FHL messages will not be undertaken at this point, but should only be transmitted when the freight shipments have been assembled, labelled and loaded to the transportation unit by which they will be presented to the OC or OGHA. This allows for any changes to the final load, not anticipated at the Load Planning stage, for example any last minute freight shipment additions to the final load, to be reflected in the FWB and FHL prior to transmission.

If the decision has been taken at the load planning stage that the freight shipment(s) is to be flown as e-freight, either in a pure e-freight Consolidation, or as a single Back to Back (or one line consolidation) Shipment, where no documents are required to travel with the freight, then an EAW indicator should be shown in the Special Handling Code field of the FWB message.

If, however, there documents that are required to travel with the freight to destination in a pouch/envelope, and EAP indicator should be shown in the Special Handling Code field of the FWB message.

For purposes of instructing the OFF warehouse staff of the freight shipments to be assembled for presenting to the OC or OGHA, a Load List may be printed at this time, together with any labels that might be required to be placed on the freight, to be passed to the OFF warehouse staff, together with any paper documents received on identified EAP shipments.

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Additional Function Options

It is recommended to have the EAW or EAP codes shown in the Special Handling Code field of the FHL message for each freight shipment record held in the OFF operational systems

3.1.10 OFF Function 10. Freight Assembly, Labelling and Information Preparation

Definition

The goals of this task are:
- To collate the freight shipment(s) that have been selected for forwarding under a single Space Booking and allocated AWB reference number at the load planning stage, secure the freight, place the relevant labels on them, and load them to the transportation device by which the freight will be delivered to the Carrier.
- For any paper documents for identified EAP shipments to be made available with the freight, to be delivered to the Airline with the freight for delivery to the appropriate party at destination, with the freight.
- To ensure that any paper Cargo Security Certificate required to be submitted by the OFF, as a Regulated Agent, to the OC/OGHA is made available with the freight shipments for delivery to the OC or OGHA.

Undertaking the Function under IATA e-freight

Will be as is the current practice, with the exception being that, on e-freight shipments there will be no paper documents to be presented to the OC or OGHA except:

- A pouch/envelope for EAP shipments containing documents to travel with the freight.

- Out of scope documents such as Phytosanitary, Health or Veterinary Certificates that may need to travel with the freight outside of the Freight Forwarders pouch/envelope on EAP shipments.

- A Cargo Security Certificate where this is required by the local Aviation or Transport authorities to be submitted by the OFF to the OC/OGHA in paper format, which normally would not travel with the freight.

- A Delivery Note / Order to be presented by the OFF representative presenting the freight shipments to the OC/OGHA as means of identifying the freight shipments in the OC/OGHA operating system. In case, upon delivery, the Airline or it's OGHA cannot produce a Cargo Receipt (cannot perform the ready for carriage acceptance) or a Warehouse Receipt a copy of the Delivery Note / Order may be signed by the Airline or it's OGHA, and returned to the OFF to evidence that the freight shipment has been received into the care of the Airline or its OGHA.

There will not be a paper AWB to be delivered to the OC or OGHA as the basis of the contract of carriage, as this will be undertaken in the e-AWB by the submission of the FWB from the OFF to the OC or OGHA, and the FSU/RCS response from the OC or OGHA to the OFF.

Additional Function Options

Where local regulations allow for it, the paper Cargo Security Certificate Declaration may be replaced by the required data being entered in Special Handling Code fields of the FWB and/or FHL to inform the Carrier when the freight shipments are secure.

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3.1.11 OFF Function 11. Transmit AWB/Consolidation Manifest Message

Definition

The goal of this task, after the freight has been assembled and loaded to the transportation device by which it will be delivered to the Carrier, is to confirm to the carrier the actual details of the Freight that will be delivered to them against the Forwarder space booking made via OFF Function 3, for them to prepare their aircraft loading plan.

Undertaking the Function under IATA e-freight

Will be as is the current practice for transmitting the various messages created by the OFF after any changes to the planned load, that might have occurred upon undertaking freight assembly, have been made to the message data.

Transmission of the relevant messages should not take place until the actual freight assembly and loading for delivery to the Airline have taken place, and the loaded freight details have been confirmed in the message data.

The FWB & FHL (detailed version of the FHL may be required when e.g. Carrier is lodging the EU Entry Summary Declaration) messages will be used.

In case of a syntax error in the FWB, the error message FNA should be sent back from the Carrier to the Freight Forwarder to indicate that the shipment record has not being initiated in the Carrier system.

3.1.12 Electronic Document Preparation and Destination FF (DFF) Pre-alert

Definition

The goal of this task is to alert the DFF of the impending departure of the freight in order that they can plan customs clearance and delivery upon arrival, and to make available electronically all documentation on e-freight shipments that might be required at destination to enable the freight to be cleared by customs and delivered as required by the Consignee/Notify Party, or may be required by the Consignee/Notify Party for commercial reasons.

Undertaking the Function under IATA e-freight

Where such a function is currently undertaken by the OFF this will be as is the current process, with the exception that no original Commercial Invoices and Packing Lists and Certificate of Origin (where legally feasible) will have been presented to the OC to travel with the freight.

Commercial Invoices, Packing Lists and Certificate of Origin (where legally feasible) should be transmitted electronically, or made available through a commonly accessible electronic archive to the DFF along with a Pre-Alert message listing the freight that has been forwarded to them.

If Paper Commercial Invoices, Packing Lists and Certificate of Origin have been received from the Shipper, as described in OFF Function 5, they will have been scanned and archived as electronic documents for this purpose.

3.1.13 OFF Function 13. Freight & Out of Scope Documents Delivered to Carrier

Definition

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The goal of this task is to deliver the freight shipment(s) loaded to the transportation device to the carrier for onward transportation, together with all necessary information and other documents needed to enable the OC or OGHA to receive and process the freight shipment(s), including checking that the freight received is secured, matches the freight shipment(s) data held in the OC/OGHA records, is properly labelled, properly packaged and ready for carriage.

Undertaking the Function under IATA e-freight

Will be as is the current process, except that there will be no in scope documents delivered with the freight shipment(s), only accompanying documents in case of EAP shipments will be presented with the freight shipment(s), to enable the OC/OGHA to receive and further process the freight, namely:-

- A pouch/envelope for EAP shipments containing documents to travel with the freight.

- A Cargo Security Certificate where this is required by the local Aviation or Transport authorities to be submitted by the OFF to the OC/OGHA in paper format, which normally would not travel with the freight.

- A Shipper's Delivery Note in case the Carrier cannot produce upon delivery a Cargo Receipt (cannot perform the ready for carriage acceptance) or a Warehouse Receipt.

Note 1: The Shipper Delivery Note should specify (a) the weight and number of pieces of the freight shipment; (b) the date, time and place received by the Carrier; (c) the AWB reference number (also known as the shipment identification number) covering the specific freight shipment. To the extent it is readily available, an indication of the places of departure, destination and, if applicable, agreed stopping places, should also be specified.

Note 2: For security and legal compliance purposes the person delivering the freight shipment(s) will need to carry with them the necessary personal identification documents required to establish their legal right to be transporting and delivering the freight shipment(s) to the OC/OGHA's premises.

On delivering the freight shipment(s) into the care of the OC/OGHA, the person delivering should obtain from the OC/OGHA a Cargo Receipt (if the OC/OGHA can perform the ready for carriage acceptance upon delivery). In case a Cargo Receipt cannot be produced upon delivery or a Warehouse Receipt will be produced as per CSC Recommended Practice 1670 from the OC/OGHA records as evidence that the OC/OGHA has taken the freight shipment(s) into their care.

Alternatively the OC/OGHA can counter-sign a copy of the Shipper's Delivery Note under which the freight shipments have been delivered.. In cases where a Warehouse Receipt or Shipper's Delivery Note is used then the OC/OGHA, after completing the ready for carriage acceptance process, will have to make available to the Shipper a Cargo Receipt as per CSC Recommended Practice 1670.

As soon as the OC/OGHA has performed the necessary ready for carriage acceptance checks to make sure that the freight is properly packaged, labelled, secured and that information is consistent with the physical freight shipments received, the OFF will receive back from the OC/OGHA a status message FSU with the standard code RCS "Ready for Carriage" that will confirm the FWB data previously submitted by the OFF.

The FWB and FSU/RCS messages (or their standard XML equivalent) will constitute the Shipment Record and will be the basis of the Cargo Receipt.

Additional Function Options

The Status message FSU with the standard code FOH (Freight on Hand) may be used when the OC/OGHA cannot produce a Cargo Receipt upon delivery but produces a Warehouse Receipt or counter-sign a Shipper's Delivery Note.

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3.1.14 OFF Function 14. Submit Advance Cargo Information (Safety and Security Declaration in EU) to Destination Customs

Definition

The goal of this task is to submit data on freight shipments due to enter the country of destination, in accordance with regulations that might exist in that country, in order that Customs in that country can undertake Security and Safety Risk analysis on the freight shipment(s).

Undertaking the Function under IATA e-freight

This will be undertaken as is currently the process, where OFF or the OC submits directly to destination Customs.

Additional Function Options

This is a mandatory function in those countries, which by law require data to be submitted in advance of the freight's arrival for Security and Safety reasons.

Where OC submits such data the OFF will typically send the FHL (detailed version) that contains the details of the shipment including if necessary the shipper/consignee information as well as the detailed good description for the carrier to submit the data to the destination customs through the appropriate channels.

In such a situation, it is imperative that the data quality and accuracy in the FWB and FHL (detailed version) messages are 100%.

WCO SAFE (depending on country requirement) & CUSRES (response from the customs) or their local versions will be used in the To-Be Business process.

Note 1: Where the OC submits such data (OC function 5) the OFF will typically send the FHL (detailed version) that contains the details of the shipment including if necessary the shipper/consignee information as well as the detailed good description for the carrier to submit the data to the destination customs through the appropriate channels.

3.1.15 OFF Function 15. Receive Confirmation of Freight Manifested (Optional) and Flight Departure

Definition

The goal of this task is to receive confirmation of the freight manifested (optional) and flight departure from the OC in order that the OFF records can be updated, and the Shipper can be advised of the goods departure and billed.

Undertaking the Function under e-freight

This will be undertaken as is currently the process, where FSU statuses FSU/MAN (optional) and FSU/DEP will be received by the OFF from the OC to notify that freight is manifested (optional) and has departed on a flight.

Additional Function Options

The OFF may use the FSU/MAN and FSU/DEP status updates to trigger updates in their Cargo Tracking systems to make such information available to interested parties who have been granted access to those tracking records.

3.1.16 Confirm Departure to Shipper and Bill Prepaid Charges

Definition

The goal of this task is to confirm to the Shipper that the freight has departed as booked by them, and bill/invoice them with pre-paid charges that are due for the services completed.

Undertaking the Function under e-freight

This will be undertaken as is currently the process, where the OFF is already billing the Shipper with prepaid charges.

3.2 Origin Carrier (OC) Functions

3.2.1 OC Function 1. Receive and Confirm Space Booking from OFF Business

Definition

The goal of this task is to receive the Space Booking made by the OFF, check that the Space Booking requested can be met, and confirm to the OFF that their booking request has been accepted.

Undertaking the Function under IATA e-freight

This will be as is the current case, where the OC may hold the reservation subject to confirmation of space, before confirming the Space Booking.

Messages FFR (booking) and FFA (booking confirmation) and/or FSU/BKD (if the booking is not done through FFR messages but through other means) could be used.

At this stage the OC may be informed that it is an e-freight shipment (EAP/EAW) if the OFF has included such information in his booking request.

3.2.2 OC Function 2. Acknowledge Receipt of Electronic AWB

Definition

The goal of this task is for the Carrier to receive the FWB (or standard XML equivalent) message from the OFF into its operational system for further processing of the freight shipment(s) which the FWB covers.

Undertaking the Function under IATA e-freight

This will be as is the current case, where in case of any failure of the FWB message to be received into the OC system an FNA message notifying the OFF of such failure will be sent.

Where the FWB message is successfully received into the OC system a confirmation message FMA may be sent to the OFF (or alternatively the C2K Milestone MUP-FWB updated) to indicate that the OC has received the FWB. This is optional and will be implemented only if the parties mutually agree to the exchange.

Additional Function Options

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This will be as is the current case, where in case of any failure of the FWB message to be received into the OC system an FNA message notifying the OFF of such failure will be sent.

Where the FWB message is successfully received into the OC system a confirmation message FMA may be sent to the OFF (or alternatively the C2K Milestone MUP-FWB updated) to indicate that the OC has received the FWB. This is optional and will be implemented only if the parties mutually agree to the exchange.

3.2.3 OC Function 3. Receipt of Freight & out of Scope accompanying documents from OFF

Definition

The goal of this task is to receive the freight shipment(s) and any accompanying out of scope documents being delivered by the OFF into the care of the OC/OGHA in order that the freight shipment(s) can be processed to be loaded on to the flight on which they have been booked, together with any accompanying residual out of scope documents that have to travel with the freight.

Undertaking the Function under IATA e-freight

For security and legal compliance purposes the person delivering the freight shipment(s) will be required to produce the necessary personal identification documents required to establish their legal right to be transporting and delivering the freight shipment(s) to the OC/OGHA's premises.

Acceptance of the freight by the carrier will be based on the following documents being presented with the freight shipment(s):

- Out of scope documents such as Phytosanitary, Health or Veterinary Certificates that may need to travel with the freight outside of the Freight Forwarders pouch/envelope on EAP shipments.

- A Cargo Security Certificate where this is required by the local Aviation or Transport authorities to be submitted by the OFF to the OC/OGHA in paper format, which normally would not travel with the freight.

- A Shipper's Delivery Note in case the Carrier cannot produce upon delivery a Cargo Receipt (cannot perform the ready for carriage acceptance) or a Warehouse Receipt.

Note 1: The Shipper Delivery Note should specify (a) the weight and number of pieces of the freight shipment; (b) the date, time and place received by the Carrier; (c) the AWB reference number (also known as the shipment identification number) covering the specific freight shipment. To the extent it is readily available, an indication of the places of departure, destination and, if applicable, agreed stopping places, should also be specified.

Upon receipt of the freight shipment(s) into the care of the OC/OGHA the person receiving the freight shipment(s) on behalf of the OVC/OGHA will produce a Cargo Receipt (if the OC/OGHA can perform the ready for carriage acceptance upon delivery). In case a Cargo Receipt cannot be produced upon delivery or a Warehouse Receipt will be produced as per CSC Recommended Practice 1670 from the OC/OGHA records as evidence that the OC/OGHA has taken the freight shipment(s) into their care.

Alternatively the OC/OGHA can counter-sign a copy of the Shipper's Delivery Note under which the freight shipments have been delivered. In case a Warehouse Receipt or Shipper's Delivery notes is used then the OC/OGHA, after completing the ready for carriage acceptance process, will have to make available to the Shipper a Cargo Receipt as per CSC Recommended Practice 1670.

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As soon as the OC/OGHA has performed the necessary ready for carriage acceptance checks to make sure that the freight is properly packaged, labelled, secured and that information is consistent with the physical freight shipments received, the OC/OGHA will send back to the OFF a status message FSU with the standard code RCS "Ready for Carriage" that will confirm the FWB data previously submitted by the OFF.

The FWB and FSU/RCS messages will constitute the Shipment Record and will be the basis of the Cargo Receipt

Additional Function Options

Status DOC may be sent to the OFF using the Cargo-IMP status message FSU to notify truck arrival at departure airline in the To-Be Business process.

The Status message FSU with the standard code FOH (Freight on Hand) may be used when the OC/OGHA cannot produce a Cargo Receipt upon delivery but produces a Warehouse Receipt or counter-sign a Shipper's Delivery Note.

3.2.4 OC Function 4. Match Information / FWB to Incoming Freight

Definition

The goal of this task is to ensure that the freight received tallies with the FWB (or standard XML equivalent) message received and to notify the OFF that the goods are ready for carriage (properly labelled, packaged, secured).

Undertaking the Function under IATA e-freight

This will be based on comparing the FWB message received with the freight shipments received, and the document under which the freight shipments have been delivered, to ensure they are consistent.

-      The FSU/RCS message status will be used to notify the OFF that the freight is ready for carriage (information and physical shipment in sync. and freight properly packaged, labelled, etc.).

-      If there is a situation where the freight being delivered does not tally with the data received in the FWB in terms of no. of pieces and weight or the FWB message has not been received by OC/OGHA, then the OC/OGHA receiving the freight should either not accept the freight or use the FSU/RCS message with updated information (weight, total number of pieces and volume), which indicates it has been received and is ready for shipment, as per the IATA business rules related to the Shipment Record (e-AWB) specifications.

- The Carrier will produce a Cargo Receipt and provide it to the Shipper.

Note: In the event that the OC/OGHA is unable to provide the OFF with the Cargo Receipt in paper form upon delivery of the freight shipment to the OC/OGHA due to technical, procedural or other reasons, the OC/OGHA must provide the OFF with a Warehouse Receipt acknowledging the receipt of the freight shipment as "freight on hand" for carriage by air. At a minimum, the Warehouse Receipt shall specify (a) the weight and number of pieces of the cargo shipment; (b) the date, time and place received by the Carrier; (c) reference the shipment identification number covering the specific cargo shipment. To the extent it is readily available, an indication of the places of departure, destination and, if applicable, agreed stopping places, should also be specified.

Note regarding Carrier – GHA messaging interface

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As per the IATA business rules related to the Shipment Record (e-AWB) specifications:

- Carrier should be able to receive FWB/FHL messages

- Where an OGHA is involved, on behalf of the OC, and the OGHA is using an operational system other than the OC's own operational system to process freight shipments on behalf of the OC, the GHA will have to have the means to receive the FWB from the Carrier to process the freight shipments, as there will be no in scope documents delivered with the freight that the OGHA can use to process the freight shipment(s).

- Similarly, under such circumstances the GHA when sending back the FSU/RCS to the Freight Forwarder IATA recommend that it should be sent back via the OC who in turn will pass this to the OFF.

Additional Function Options

Where agreed between the OFF and OC, the FWB and RCS exchange may take place directly between the OFF and OGHA, where it is clearly agreed that the OGHA is acting as the agent of the OC, and any liability for erroneous or inaccurate usage of the data by the OGHA is the responsibility of the OC on whose behalf the OGHA is acting.

3.2.5 OC Function 5. Submit Advance Cargo Information (Safety and Security Declaration in EU) to Destination Customs

Definition

The goal of this task is to submit data on freight shipments due to enter the country of destination, in accordance with regulations that may exist in that country in order that Customs in that country can undertake Security and Safety Risk Analysis on the freight shipment(s).

Undertaking the Function under IATA e-freight

This will be undertaken as is currently the process, where OFF or the OC submits directly to destination Customs.

Additional Function Notes

This is a mandatory function in those countries, which by law require data to be submitted in advance of the freight's arrival for Security and Safety reasons.

Where the OC submits such data the OFF will typically send the FHL (detailed version) that contains the details of the shipment including if necessary the shipper/consignee information as well as the detailed good description for the carrier to submit the data to the destination customs through the appropriate channels.

In such a situation, it is imperative that the data quality and accuracy in the FWB and FHL (detailed version) messages are 100%.

WCO SAFE (depending on country requirement) & CUSRES (response from the customs) or their local versions will be used in the To-Be Business process.

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3.2.6 OC Function 6. Flight Load Plan

Definition

The goal of this task is to list the freight booked to be flown on the flight in question and prepare the appropriate instructions by which the Ground Handlers assemble and load the listed freight to the aircraft, and assemble any accompanying flight pouches to travel on the flight.

Undertaking the Function under IATA e-freight

This will be as is the current case, where based on the freight shipment bookings received, a Freight Booked List (FBL) Cargo-IMP message is created and passed to the OC's own ground handling operatives or the OGHA, to assemble the freight, and any accompanying out of scope documents, for loading to the aircraft.

Where the freight is identified as e-freight this should be identified on the instructions presented to the Ground Handlers so these can be excluded from the document assembly process

Additional Function Options

Where the capability to create or receive the Cargo-IMP FBL message is not in place, an alternative means of listing the freight shipment(s) to be used by the ground handlers as the basis of loading the booked freight shipment(s) to the aircraft may be used. Such a document is currently not in the scope of e-freight, and would not usually travel with the freight shipment(s) on the aircraft.

3.2.7 OC Function 7. Flight Loading

Definition

The goal of this task is to load the booked freight to the aircraft to which it has been booked, and confirm the final load to enable an accurate manifest and FFM message to be created.

Undertaking the Function under IATA e-freight

This will be as is the current practice where the FBL message or other list of booked freight shipment(s) provided to the ground handlers is used to identify those freight shipment(s) to be loaded to the aircraft.

After the aircraft has been loaded in accordance with the FBL or other list provided a final flight manifest will be created in the form of a Cargo-IMP FFM message. The EAW or EAP codes will be inserted in the SPH code of the FFM message in order that parties receiving the FFM to further process the freight shipment(s) are aware of the e-freight shipments on board the aircraft.

A paper copy of the flight manifest will not be transported on the aircraft with the freight shipment(s) that have been loaded to it.

Additional Function Options

A Freight Status update FSU/MAN may be made upon creation of FFM to indicate to the OFF that the freight shipment(s) have been manifested.

3.2.8. OC Function 8. Notify Customs of Cargo Export

Definition

The goal of this task is to notify Portuguese customs that the cargo is going to be exported, and to update the OC records

Undertaking the Function under IATA e-freight

This will be as the current practice, the OC (or its representative, OGHA or other), shall submit loading manifest in Means of Transport and Summary Declarations Integrated System (SDS).

Flight export manifest may be lodged in SDS in three different ways:

-Web-Forms (at Portuguese Customs web page);

-Upload or download of xml files (at Portuguese customs web page);

-Web-services (XML messages).

This function is mandatory and must be done before Actual Time Departure (ATD).

3.2.9. OC Function 9. Receive Export Cargo Release

Definition

The goal of this task is, to receive clearance from Customs at origin that the cargo can depart on the flight as booked.

Undertaking the Function under e-freight

Portuguese customs does not send any message as an answer to function 8.

3.2.10. OC Function 10. Confirm Departure

Definition

The purpose of this task is to trigger messaging to export customs and the OFF to confirm the flight departure.

Undertaking the Function under e-freight

Actually this task is not required to the OGHA in Portugal. Although, Portuguese customs, are working to implement it, as soon as possible, as in another EU countries.

3.2.11. OC Function 11. DC / DGHA Pre-Alert

Definition

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The goal of this task is to notify the Carriers' destination office or GHA of the freight shipment(s) loaded to the flight en route, in advance of arrival in order that the flight and shipment(s) can be further processed upon arrival and where required or appropriate in advance of arrival.

Undertaking the Function under IATA e-freight

This will be as is the current case, using the FFM and accompanying FWB, FHL messages. FWB, FHL messages are needed in order to provide freight shipment details for Customs. The FWB and the FFM will hold SPH codes EAW or EAP entered by the Carrier, GHA or Forwarders to identify e-freight shipments to the relevant interested parties.

3.3   Destination Carrier (DC) Functions

3.3.1   DC Function 1. Receive Pre-Alert Data into DC / DGHA systems

Definition

The purpose of this task is to ensure that the electronic pre-alert data is received (if origin and destination stations are not sharing the same operating system), depending on the operational arrangements in place at destination either:
-    Into the DC system,

-    Into the DC system and passed to the DGHA system where appropriate

-    Into the DGHA system,

In time for the freight shipment(s) to be processed, as required, prior to and upon arrival.

Undertaking the Function under e-freight

This will largely be as is the current practice, where the DC/DGHA uses the FFM, FWB and where relevant FHL data sent from the OC/OGHA to create the necessary records in their operating systems to enable them to process the freight shipment(s) at destination.

Note regarding Carrier – GHA messaging interface

Where a DGHA is involved, on behalf of the OC or DC, and the DGHA is using an operational system other than the OC/DC's own operational system to process freight shipments on their behalf, the GHA will have to have the means to receive the FFM, FWB and FHL data, where relevant, from the Carrier to process the freight shipments, as there will be no in scope documents delivered with the freight that the DGHA can use to process the freight shipment(s).

3.3.2   DC Function 2. Pre-Advise Destination Customs of Expected Arrival

Definition

The goal of this task is to report details of the incoming freight shipments to Portuguese customs, in accordance with enforced legislation in EU, to perform, safety and security risk analysis.

Undertaking the Function under IATA e-freight

As in the current case, DC (or its representative) is obliged to lodge Entry Summary Declaration – ENS in Portuguese customs system Import Control System – ICS.

There are three possibilities to lodge ENS into ICS:

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-Web-Forms (at Portuguese Customs web page);

-Upload or download of xml files (at Portuguese customs web page);

-Web-services (XML messages).

After that, Portuguese customs will return one Movement Reference Number - MRN to each ENS lodged into system, and those MRN will be later used in Summary Declaration for Temporary Storage.

This action is required only for goods brought into the Customs Territory, in first point of entry, regardless of their final destination, in accordance with EU legislation.

3.3.3 DC Function 3. Confirm Aircraft Arrival at Destination

Definition

The goal of this task is, upon arrival of the aircraft, to inform Portuguese customs and DFF, electronically, that the booked freight has arrived at destination on the aircraft on which it was booked.

Undertaking the Function under IATA e-freight

This will be as in the current practice.

The Arrival Notification – AN message, is send to customs by airport authorities.

Customs Reference Number, given provisionally on Estimated Time Arrival – ETA message, has now become definitely on Actual Time Arrival – ATA.

3.3.4 DC Function 4. Check In Freight & Information against Flight Manifest

Definition

The goal of this task is for the DC/DGHA to unload the freight shipments from the aircraft when they have arrived and remove them to the appropriate airport facility for further processing.

Another goal is to recover any out of scope documents that have travelled with the freight from the aircraft and make them available to the DFF or other relevant party, so that the freight shipment(s) they refer to can be further processed.

Undertaking the Function under IATA e-freight

This will largely be as the current practice where the Flight Manifest message FFM received from origin is used to check what is physically received from the aircraft against that manifested.

Additional Functions

Under the To-Be Business process the status message FSU/RCF could be used to inform the FF that freight is accepted at destination airport warehouse.

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3.3.5 DC Function 5. Report Manifest to Customs and other Regulatory Agencies

Definition

The goal of this task is for the airline to notify Portuguese customs of the flight manifest.

Undertaking the Function under IATA e-freight

Summary Declaration for Temporary Storage, understood as a flight manifest, must be lodged in SDS system the later at ATA.

When declaring Summary Declaration for Temporary Storage, all the MRN concerning ENS (view function 2 DC) must be declared, if applicable, so customs may pursue its controls.

Summary Declaration for Temporary Storage may be lodged in three different ways:

-Web-Forms (at Portuguese Customs web page);

-Upload or download of xml files (at Portuguese customs web page);

-Web-services (XML messages).

3.3.6 DC Function 6. Report Freight Availability to Consignee / Notify Party

Definition

The goal of this task is for the DC/DGHA to notify the DFF, as Consignee or Notify Party in the FWB, of the availability of the freight, and any accompanying documents, for onward processing, after any customs process required to enable the freight to leave the DC/DGHA premises has been completed.

Undertaking the Function under e-freight

This will be as current, to be undertaken, if relevant, when customs have released the freight for onward movement, for example, under bond to the DFF facility for eventual final Customs Clearance and onward delivery.

The IATA recommended method of notification of freight, and where relevant on EAP shipments document availability is by use of the freight status update FSU/NFD.

Additional Function Options

Where the DC/DGHA or DFF do not have the necessary FSU/NFD update capability, other means will need to be used to notify the DFF that the freight shipments and any accompanying documents are ready for pick up or delivery.

This may be in the form of an electronic release notification as agreed between the parties, such as by e-mail, or a standard method used in a specific location, but if necessary a paper document may be used, such as a document is currently out of scope of e-freight.

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3.3.7 DC Function 7. Deliver Freight to the DFF

Definition

The goal of this task is for the DC/DGHA to deliver the freight shipments to the DFF.

This will be considered completed, when the DFF or their designated trucker receives the freight shipment(s) into their care upon collection from the DC/DGHA premises.

Undertaking the Function under IATA e-freight

This will largely be as is currently the practice, as follows:-

The DFF or their designated trucker will present the necessary Collection Note/Order that enables the collection of the freight shipment(s) from the DC/DGHA premises, which should also identify whether the freight shipment(s) are EAW or EAP e-freight shipments, in order that the persons handing over and receiving the freight shipments are aware that there are either no documents (EAW) or documents (EAP) to accompany the freight.

Upon collection from the DC/DGHA premises the person applying for the freight shipment(s) should confirm receipt of the freight shipments, by signing a copy of the Collection Note/Order and making this available to the DC/DGHA representative releasing the freight shipments to them. Alternatively they should sign in the appropriate record in the DG/DGHA warehouse system to acknowledge receipt of the freight shipments into their care.

For security purposes, the person applying for the freight shipment(s) should carry personal identification that they are licensed, and where necessary have the security clearance to collect the goods from the DC/DGHA premises.

Additional Function Options

Under the To-Be process status message FSU/DLV could be updates by the DC/DGHA to inform the DFF that the freight has been delivered, and DFF could confirm that freight has been collected using the FMA/DLV message status.

3.4   Destination Freight Forwarder (DFF) Functions

3.4.1 DFF Function 1. Receive Pre-Alert and Prepare for Freight Arrival

Definition

The goal of this task is for the DFF to use the pre-alert and accompanying electronic documents, forwarded to them by the OFF to create or confirm import files in their IT systems to enable the onward processing of the freight upon arrival.

Undertaking the Function under IATA e-freight

This will be as is currently the practice, with the exception that when the freight is e-freight, and has no accompanying documentation or reduced documentation, this will be indicated in the DFF IT systems by means of the pre-alert data sent forward from the OFF.

3.4.2   DFF Function 2. Notify Final Consignee / Notify Party of Goods Arrival

Definition

The goal of this task is for the DFF to contact the Consignee and/or Notify Party of the actual arrival, or impending arrival, of the freight in order to obtain instructions for the final clearance and delivery of the goods.

Undertaking the Function for the e-freight

This will be as is currently the practice, with the exception that when the freight is e-freight there will be no accompanying documentation or reduced documentation. If any in scope documents are required by the Consignee or their Customs Broker, for onward processing of the freight, these will be sent electronically to the party that requires them.

Additional Function Options

Where the capability exist FSU/NFD[4] status update could be used to automatically update the FF Cargo Tracking system to indicate that the freight shipment(s) have arrived at the airport of destination.

3.4.3   DFF Function 3 Collect Freight from DC

Definition

The goal of this task is for the DFF to collect the freight from the DC/DGHA when it has been made available by the DC performing DC Function 7, and arrangements are in place that the DFF should collect the freight rather than the DC/DGHA delivering it to them.

Undertaking the Function under IATA e-freight

The DFF or their designated trucker will present the necessary Collection Note/Order that enables the collection of the freight shipment(s) from the DC/DGHA premises, which should also identify whether the freight shipment(s) are EAW or EAP e-freight shipments, in order that the persons handing over and receiving the freight shipments are aware that there are either no documents (EAW) or documents (EAP) to accompany the freight.

Upon collection from the DC/DGHA premises the person applying for the freight shipment(s) should confirm receipt of the freight shipments, by signing a copy of the Collection Note/Order and making this available to the DC/DGHA representative releasing the freight shipments to them. Alternatively they should sign in the appropriate record in the DG/DGHA warehouse system to acknowledge receipt of the freight shipments into their care.

For security purposes, the person applying for the freight shipment(s) should carry personal identification that they are licensed, and where necessary have the security clearance to collect the goods from the DC/DGHA premises.

Additional Function Options

Under the To-Be Business process status message FSU/DLV could be sent by DC to inform the DFF that the freight has been collected.

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[4] C2K status code that may be added the to the Cargo-IMP (to be determined)

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3.4.4 DFF Function 4. Receive Freight in DFF Facility

Definition

The goal of this task is for the DFF to receive the freight into its cargo facility in order to unload the freight, enable customs clearance and delivery of the freight in accordance with the Consignees instructions.

Undertaking the Function under IATA e-freight

This task is only applicable under customs authorization and is not usually in Portuguese airports.

Additional Function Options

Intentionally Left Blank

3.4.5 DFF Function 5. Customs release and notification

Definition

The goal of this task is to declare goods to import customs and to notify parties of customs release. A paper version of the documents may be produced by the DFF if required from the electronic version sent forward from the OFF.
Note that this task may be performed by a Customs Broker/Agent.

Undertaking the Function under IATA e-freight

Import goods declaration must be lodged in STADA-Importação in three different ways:

-Web-Forms (at Portuguese Customs web page);

-Upload or download of xml files (at Portuguese customs web page);

-Web-services (XML messages).

All the necessary documents (invoice, packing list, AWB, etc.) should only be presented to customs after a documental or physical control notification sent electronically to agent/customs broker. Documents may be accepted in printed plain paper, except if any specific legislation obliges originals to be presented (for instance Certificate of Origin).

When a Customs Broker/Agent is involved, the DFF may have to send him either electronically or in PDF format the Commercial Invoices, Packing Lists, House Waybill, or other documents to perform the Customs release.

Note that these instructions will apply only after new STADA-Importação start operations, after 01/01/2013.

Additional Function Options

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Under the To-Be Business process, Status CEN could be sent using Cargo-IMP status message FSU by the DFF to notify that goods declaration has been submitted to customs and status CRL using Cargo-IMP status message FSU could be sent to notify clearance release

3.4.6 DFF Function 6. Goods delivery to final consignee

Definition

The goal of this task is for the DFF to deliver the freight shipment(s) to the designated consignee, and where applicable to record in the FF cargo tracking systems that delivery has been affected, so that information is available to interested parties who have access to the FF tracking systems.

Undertaking the Function under IATA e-freight

This will be as is currently the practice where the DFF's current delivery methodology is used, by which a Proof of Delivery (POD) is obtained from the consignee, and is entered into the DFF records.

Optimally such methodology would use electronic methods of creating the delivery record and obtaining a POD from the consignee, such as the driver using hand held devices to hold the freight shipment record and obtain an electronic POD.

However where paper documents are the method used for enabling delivery and receiving the POD this is allowable in e-freight as such documents are currently out of scope.

Additional Function Options

- Status OFD[5] could be used to notify consignee that goods are out for delivery.

- Status POD could be sent by the DFF to the consignee to prove the delivery and the consignee could acknowledge the delivery to the DFF.

- Confirmation status (POD) could be sent by the DFF to the Shipper to acknowledge the delivery to the consignee.

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[5] C2K status code that may be added the to the Cargo-IMP (to be determined)

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OPERATIONAL PROCEDURES - SPECIAL CARGO

It is possible to do IATA e-freight, for the documents in scope (see introduction), for several categories of Special Cargo:

- Dangerous goods (except radioactive material)
- Live animals
- Perishables

In this scenario where the paper AWB is replaced by a Shipment Record (e-AWB) as part of an e-freight transaction, the relevant information on the special cargo category must be included in the FWB message as explained in the table below.

For now, the specific paper documents that must accompany these types of cargo, such as veterinary certificates or Shippers declaration for some types dangerous goods must still be carried in paper format. However, IATA is working at making it possible in the future to also transmit these documents electronically at which time certain countries may not require paper declarations or certificates.

As a reminder, completion of an Air Waybill (electronic or not) for the carriage of any special cargo must be in compliance with international regulations and with all IATA regulations in particular the IATA Dangerous Goods Regulations, IATA Live Animals Regulations and IATA Perishable Cargo Regulations.

The table below (overleaf) indicates how to complete the FWB and provides other useful comments.

Type of Cargo	e-freight possible for this type of cargo	FWB completion rules and other comments[6]
Dangerous Goods — Dangerous Goods (except 1&2)	✓ EAP	• **"Handling Information" box 21 in FWB must state:** "Dangerous goods as per attached Shipper's Declaration" or "Dangerous goods as per attached DGD" • Shippers Declaration for Dangerous Goods must still be carried as paper document (hence EAP consignment) unless you operate in a country where the Shippers Declaration is already possible in electronic format (in which case this can be an EAW consignment)
Dangerous Goods not requiring a Shipper's Declaration (1)	✓ EAW (if electronic shipper's declaration for dangerous goods is used)	• **"Nature and Quantity of Goods" box 22I in FWB must state:** "Dangerous goods in excepted quantities" OR "Biological substance, Category B" and "UN 3373" OR "Dry Ice" or "Carbon Dioxide, Solid", Class 9, UN 1845, number of packages and weight of dry ice in each package • No need to carry a Shippers Declaration for Dangerous Goods therefore can be EAW consignment (unless other documents must be carried for this specific freight for other local reasons)
Radioactive Material, Excepted Packages (2)	☒	(e-freight is not possible for this type of cargo)
Live Animals	✓ EAP	• **"Handling Information" box 21 in FWB must state:** Shipper's Certification for Live Animals Attached" and a 24-hour emergency telephone number (including Country and area codes as applicable); • **"Nature and Quantity of Goods" box 22I must state:** common name of the animal in English (apart from any other language), the quantity of animals • Veterinary certificate must still be carried in paper, hence EAP consignment
Perishables	✓ EAP	• **"Handling Information" box 21 in FWB should state the correct IATA three letter code** • **"Shipper's Name and Address"** and **"Consignee's Name and Address" boxes 2& 4** must show the full name and address, not abbreviated versions • Relevant certificate must still be carried in paper, hence EAP consignment

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[6] As per IATA Cargo Services Conference Resolutions Manual Resolution 600a – Attachment 'B' Section 4 "In case of transmission of the content of the air waybill boxes via electronic means, either the "FWB" message, as described in the IATA/ATA Cargo Interchange Message Procedures (Cargo-IMP) Manual (Resolution 670,Attachment 'A'), or the IFTMIN message, as described in the IATA Cargo-FACT Message Manual (Cargo-FACT) (Recommended Practice 1672, Attachment 'A'), shall be used. Where such data is transmitted by an Agent, this shall be in accordance with Resolution 833, Paragraph 2.4, of the Cargo Agency Conference".

Appendix 1 Glossary of Terms

AWB	Air Waybill
Back-to-Back	Shipment with one house waybill associated to one air waybill
BCBP	Bar Coded Boarding Passes – one of the StB projects.
BIP	Baggage Improvement Programme – one of the StB projects.
BPS	Business Process and Standards
BWG	Business Working Group
C2K	Cargo 2000 is an industry initiative aiming at implementing a new quality management system for the worldwide air cargo industry. The objective is simple: to implement processes backed by quality standards that are measurable to improve the efficiency of air cargo.
CCS	Cargo Community System
CDMP	Cargo 2000 Data Management Platform
CEO	Chief Executive Officer
Cargo-IMP (or Cargo-IMP)	Cargo Interchange Message Procedures. The Cargo-IMP messages have been developed by the member airlines of the International Air Transport Association (IATA) and the Air Transport Association of America (ATA) as Standard IATA/ATA Cargo Interchange Message Procedures. The purpose of these messages is to ensure uniformity, mutual understanding, accuracy and economy in inter-airline data exchange and in data exchange between airlines and other air cargo industry participants including agents, brokers and customs. The messages are used in both manual and computerized environments.
CoO	Certificate of Origin
CSC	Cargo Services Conference
DC	Destination Carrier
DFF	Destination Freight Forwarder
DLA	Detailed Level Assessment
EAP	IATA e-freight Consignment with Accompanying Documents
EAW	IATA e-freight Consignment with No Accompanying Documents
e-AWB	Electronic Air Waybill
eCAG	IATA e-freight Central Action Group
EDI	Electronic Data Interchange
eFMG	IATA e-freight Management Group
e-FOP	IATA e-freight Operational Procedures
ERP	Enterprise resource planning. A back end system typically used by manufacturers, shippers to manage procurement, manufacturing, shipment, settlement.
FAQ	Frequently Asked Questions
FF	Freight Forwarder
FFA	Freight Forwarders Association
FFM	Airline flight manifest message
FHL	Consolidation List message
FMA	Acknowledgment message

FNA	Error message
FWB	Air waybill data message
GHA	Ground Handling Agent
HLA	High Level Assessment
IATA BoG	IATA Board of Governors
IATA EF CR	IATA e-freight Country Representative – IATA Country Cargo Managers who are the first point of contact for any IATA e-freight issue in their country.
IATA LIM	IATA Location Implementation Manager
IT	Information and Communication Technology System
AWB	Air Waybill
MC99	Montreal Convention 1999 – Convention for the Unification of Certain Rules for International Carriage by Air, done at Montreal on 28 May 1999 (also referred as MC99)
MIP	Message Improvement Programme.
MP4	Montreal Protocol 4 – Convention for the Unification of Certain Rules Relating to International Carriage by Air, signed at Warsaw, 12 October 1929 and amended by Montreal Protocol No. 4
MUP	Milestone Update – Cargo2000 status message
OC	Origin Carrier or its GHA
OFF	Origin Freight Forwarder
OFF BB	Origin Freight Forwarder Booking Branch
OFF EB	Origin Freight Forwarder End Branch
OFF GW	Origin Freight Forwarder Gateway/Hub
OGA	Other Government Agencies
PCAG	Pilot Central Action Group – former name of the eCAG
PM	Project Manager
PoC	Proof of Concept
RCS	Ready for Carriage Shipment
SLA	Service level agreement
SPH codes	Special Handling codes
StB	Simplifying the Business
StB CR	StB Country Representative – IATA Country Managers who are the first point of contact for any StB issue in their country.
StB RPM	StB Regional Programme Manager
TACT	The Air Cargo Tariff
TC	Transhipment Carrier
UN/CEFACT	United Nations / Centre for Trade Facilitation and Electronic Business
VAN	Value added network
WCO	World Customs Organisation