

e-Freight Standard Operating Procedure BRU

0) Introduction

This standard operating procedure is applicable for all export, import and transit shipments at Brussels Airport. No limitation is made in product types.

1) Inventory of documents in the pouch

No originals needed or not mandatory	Still originals needed
Invoice (Mostly required for Asian destinations)	Certificate of origin
Packing list	DG Declaration
Letter of instruction	CITES certificate
House Waybill	Carnet ATA
House manifest	FYTO certificate
Customs release export	
Export cargo declaration	
Security declaration	

2) Inventory minimum elements transmitted through e-Messaging

FWB version 16 or higher. Mandatory & correct AWB & e-AWB fields (include the rules from cargo IMP).

FHL is recommended, if applicable.

FSU milestones:

- ⇒ **FSU-FOH**: Freight on hand; ready for check (goods were received at handlers' premises where he takes liability for the goods. Goods are not yet accepted for carriage).
 - GHA: is capable to send FOH
 - Not mandatory for e-Freight, but will be required by the freight forwarder
- ⇒ **FSU-RCS**: Received from shipper; transfer of responsibility at acceptance time, when goods are delivered 'ready for carriage'.
- ⇒ **FSU-DEP**: Departure confirmation;
 - At later stage in scope
 - Currently not every forwarder's system is able to display DEP content
 - Departure confirmations are sent via e-mail
- ⇒ **FSU-ARR**: Arrival confirmation;
 - The transmission of FSU-ARR is optional
 - FSU-ARR communication happens in mutual agreement between relevant carrier and freight forwarder

3) Export shipments

3.1 Pre-conditions

Freight Forwarder	Carrier
<ul style="list-style-type: none"> ➤ Multilateral e-AWB agreement or EDI agreement <ul style="list-style-type: none"> ➤ All branches ➤ All destinations ⇒ Delivers cargo in accordance with <u>Resolution 606 B</u> ➤ AWB is processed according <u>Resolution 600 A</u> ➤ Goods are delivered RfC ➤ Is liable until FSU-FOH or FSU-RCS is sent by GHA (whichever is first) ➤ FWB-message is assembled according latest <u>CIMP/XML-manual 2015</u> <p>Special attention to:</p> <ul style="list-style-type: none"> -SSR-lines -OSI-lines -OCI-lines 	<ul style="list-style-type: none"> ➤ Multilateral e-AWB agreement ➤ No longer acquire paper AWB – apply Single Process. Activate freight forwarder as e-AWB partner. ➤ Provide FWB (16) to GHA with <ul style="list-style-type: none"> - ECC code OR - ECP code AND - EAP OR - EAW <p>In section 29: OCI</p>
GHA	All parties
<ul style="list-style-type: none"> ➤ System can read: - FWB (16) - FHL (4) ➤ Able to store data for 7 years ➤ Able to provide print-out to: <ul style="list-style-type: none"> - Local authorities - Shipper - Shipper's agent - Other stakeholders ➤ liable as from FSU-FOH or FSU-RCS has been sent (whichever is first) ➤ FSU-RCS exchange with airline Acceptance of goods by scanning barcode on the cargo labels + verify data: FWB = shipment data + EAP/EAW/ECC 	<ul style="list-style-type: none"> ➤ Proper instructions/Training staff (staff is informed about procedure) ➤ Exchange messages: - FWB (16) - FHL (4) - FSU-FOH - FSU-RCS ⇒ <u>100% correct in quality & quantity</u> ➤ Secure cargo = compliant with e-CSD ➤ E-CSD = OCI or OSI (as done today) ➤ Take measures within own systems and processes compliant with the latest Security Requirements ➤ In case of changes to FWB-messages <ul style="list-style-type: none"> ➤ Changes until RCS-status ➤ IATA-recommendation: all parties should be able to produce (process) and receive subsequent messages



3.2. Day-to-day operations

Freight Forwarder	Carrier
<ul style="list-style-type: none"> ➤ Include EAP/EAW code ➤ Goods labelled according Resolution 606. <ul style="list-style-type: none"> - EAP (recommended practice 1600u) <ul style="list-style-type: none"> ➤ Any special docs (DGD, ATA, ...) ➤ Provide correct: <ul style="list-style-type: none"> - FWB (16) - FHL (4) - e-CSD specifications <p>⇒ To the carrier</p>	<ul style="list-style-type: none"> ➤ Informs GHA about bookings (FBL) ➤ Process data from freight forwarder + response <ul style="list-style-type: none"> - FNA/FMA or Web Portal ➤ Transmits FWB (16) and FHL (4) to GHA <ul style="list-style-type: none"> - Up to 9 SHC - ECC-code OR ECP-code = official pre-advice for e-AWB shipments ➤ Send FSU-RCS to Freight Forwarder as soon as received from GHA
GHA	All parties
<ul style="list-style-type: none"> ➤ Checks validity e-CSD ➤ Unsecure = security check according to current country regulations + certifies action digitally <ul style="list-style-type: none"> ⇒ Actions compliant with e-CSD OR ⇒ Security related activities in separate documents • Following procedure airline concerning printing paper AWB • Document pouch into flight pouch • Manifests shipment according data in their system • Send FSU-FOH when goods are received ➤ If discrepancy: communicate to carrier and delivery person (contact list) (Pending issue) ➤ If all checks are OK + pouch received = declares RfC <ul style="list-style-type: none"> ⇒ Triggers immediate FSU-RCS ➤ Both messages in correct sequence 	



3.3. Exceptional case: no electronic shipment data in GHA's system upon delivery

Freight Forwarder	Carrier
<ul style="list-style-type: none"> ➤ Promptly resend FWB data to carrier, after applying FWB corrections based on FNA message 	<ul style="list-style-type: none"> ➤ Promptly resend FWB data to GHA
GHA	All parties
<ul style="list-style-type: none"> ➤ Traces data in all available systems ➤ No data? Contact Freight Forwarder & carrier(Emergency ctc list) ➤ EDI-transmission: <ul style="list-style-type: none"> - No RCS - Only FOH 	<ul style="list-style-type: none"> ➤ Report the case to carrier + action

3.4. Exceptional case: discrepancy between goods delivered and data

Follow procedure RfC.

4) Import shipments

4.1. Pre-conditions

Consignee/agent	Carrier
<ul style="list-style-type: none"> ➤ Operate paperless 	<ul style="list-style-type: none"> ➤ Send to GHA: - FWB (16) - FHL (4) - FFM ➤ Send to destination (ICS): FHL (4)
GHA	All parties
<ul style="list-style-type: none"> ➤ Systems can read: - FWB (16) - FHL (4) ➤ Able to store data for 7 years ➤ Operational staff is informed about the procedure. ➤ Able to provide print-out to (ad hoc base): <ul style="list-style-type: none"> - Local authorities - Consignee - Consignee's agent - Other stakeholder 	<ul style="list-style-type: none"> ➤ Carrier informs and trains operational staff about SOP and messaging ➤ IATA toolkit e-AWB ➤ IATA Cargo pouch label



4.2. Daily operations

Consignee/agent	Carrier
<ul style="list-style-type: none"> ➤ Process incoming eAWB shipment ➤ Informs carrier about problems with EAP-EAW shipments 	<ul style="list-style-type: none"> ➤ Loads shipment at origin ➤ With labelled document pouch (EAP) ➤ Send to GHA: - FWB (16) <ul style="list-style-type: none"> - FHL (4) - FFM ➤ Promptly reacts in case of issues ➤ Send from origin airport loaded EAP/EAW shipments state EAW/EAP on manifest ➤ Send at least 4 hours before flight arrival (long haul flights) At departure (short haul flights)
GHA	All parties
<ul style="list-style-type: none"> ➤ Informs carrier about problems with EAP-EAW shipments ➤ Informs following parties about arrival: <ul style="list-style-type: none"> -Consignee -Agent -Notify party ➤ -Carrier Through FSU-NFD (Optionally, FSU-RCF can also be sent when goods are received) ➤ Makes document pouch available ➤ Process import shipment on received electronic shipment data: <ul style="list-style-type: none"> ➤ (EAP/EAW) via FWB ➤ FFM 	



4.3. Exceptional case 1: electronic shipment data not found in GHA's system

Consignee/agent	Carrier
	<ul style="list-style-type: none"> ➤ Promptly reacts on any request ➤ Minimize delay <p>⇒ Look for data + send FWB-message</p>
GHA	All parties
<ul style="list-style-type: none"> ➤ Conditions: <ul style="list-style-type: none"> - No document - No data <p>⇒ Contact carrier</p> <p>⇒ Shipment "on hold"</p> <p>⇒ If data received; send NFD to consignee</p>	<ul style="list-style-type: none"> ➤ Investigate this problem

4.4. Exceptional case 2: request for a paper copy of the AWB

In case a particular party needs a paper version; Party itself provides paper version.

Consignee/agent	Carrier
	<ul style="list-style-type: none"> ➤ Reports IATA <p>⇒ In any case of un-necessary paper request</p>
GHA	All parties
<ul style="list-style-type: none"> ➤ Produce + hand over print-out using: <ul style="list-style-type: none"> ➤ Own system ➤ Carrier system 	



5) Transit shipments (Transfer)

Abbreviations

ATA	Admission temporaire / temporary admission
AWB	Air Waybill
CIMP	Cargo interchange message procedures
CITES	Convention on international trade in endangered species
DG	Dangerous Goods
DGD	Dangerous Goods Declaration
EAP	e-Freight consignment with accompanying documents
EAW	e-Freight consignment with no accompanying documents
e-AWB	Electronic Air Waybill
ECC	Electronic Cargo Contract (e-AWB)
ECP	Electronic Cargo Print (Paper AWB)
ECS	Export Control System
e-CSD	Electronic Consignment Security Declaration
EDI	Electronic Data Interchange
FBL	Freight Booking List
FFM	Freight Flight Manifest
FHL	Freight House List
FMA	ACK: Message OK
FNA	NACK: Message NOK
FSU	Freight Status Update
FSU-DEP	Cargo and documents departed at airport of origin
FSU-FOH	Freight On-Hand
FSU-NFD	Cargo and documents ready for pick-up at airline (handler), the customer (forwarder) is notified
FSU-RCS	Received from shipper
FWB	Electronic Master Air Waybill
GHA	Ground Handling Agent
IATA	International Air Transport Association
ICS	Import Control System
MRN	Movement Reference Number
OCI	Other Customs Information
OSI	Other Special Information
RfC	Ready for Carriage
SHC	Special Handling Code
SSR	Special Service Request
XML	Extensible Markup Language

ACCEPTANCE PROCESS E-AWB

EXPORT PROCESS E-AWB

Messaging Flow

Document Flow for e-AWB with pouch

Goods flow

