CASS TECHNICAL SPECIFICATIONS HANDBOOK

Effectiveness 16 January 2018

9th Edition

SECTION 1 – FILE SPECIFICATION STANDARDS – CASS EXPORT....5
1.1 Overview....5
1.2 Physical Records....5
1.3 File....5
1.4 File Naming Conventions....5
1.4.2 Hand-Off Files....6
1.5 Date of Dispatch....6
1.6 Record Types....6
1.6.1 Billing Participants....6
1.7 LED Record Description....7
1.8 Archiving of Data....8
1.9 Summary – Cass Data Elements....9
SECTION 2 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS EXPORT....19
2.1 Overview....19
2.2 Header Record....19
2.3 AWB Record....20
2.4 CCR/DCR Record....22
2.5 CCO/DCO Record....23
2.6 AW1 Record - Other Charges Reporting....24
2.7 CC3 Record - Other Charges Reporting....26
2.8 DC3 Record - Other Charges Reporting....27
2.9 Trailer Record....28
2.11 Courier Baggage Voucher....29
SECTION 3 – HAND-OFF FILE SPECIFICATIONS – CASS EXPORT....33
3.2 Header Record....33
3.3 AWB Record....34
3.4 AWB Record Optional Data Capture 1....36
3.5 CCR/DCR RECORDS....37
3.6 CCO/DCO RECORDS....38
3.7 AW1 Record - Other Charges Reporting....39

3.8 CC3 Record - Other Charges Reporting 41
3.9 DC3 Record - Other Charges Reporting 42
3.10 Trailer Record 43
3.11 Hand-Off File Specifications – Courier Baggage Voucher (CBV) 44
SECTION 4 – STANDARD DOCUMENTS – CASS EXPORT 48
4.1 Overview 48
SECTION 5 – FILE STANDARDS – CASS IMPORT 58
5.1 Overview 58
5.2 Data 58
5.3 Physical Records 58
5.4 Record Types 58
5.4.1 Hand-Off Tape 58
5.4.2 Billing Participants 58
5.5 File 58
5.5.1 File Naming Convention – Billing Participants 59
5.5.2 File Naming Convention – Hand-Off Files 59
5.6 Date of Dispatch 59
5.7 Archiving of Data 59
5.8 Detailed Record Description 60
SECTION 6 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS IMPORT 68
6.1 Overview 68
6.2 Header Record 68
6.3 Import Billing Records (IBO/IBR/IBI) 69
6.4 Trailer Record 70
6.5 IMPORT BILLING ULD (IBU/IBA/IBB) 71
SECTION 7 – HAND-OFF FILE SPECIFICATIONS – CASS IMPORT 73
7.1 Overview 73
7.2 Header Record — Recipient Billings 74
7.3 Header Record — Last Carrier Billings 74
7.4 Import Billing Records (IBO/IBR/IBI) – Recipient Billings 75
7.5 Import Billing Records (IBO/IBR/IBI) – Last Carrier Billings 76

7.6 IMPORT BILLING ULD (IBU/IBA/IBB) 77

7.7 Trailer Record 78

SECTION 8 – STANDARD DOCUMENTS – CASS IMPORT 79

8.1 Overview 79

8.2 Air Waybill Transmittal (AWT) – Illustration 80

8.3 IMPORT BILLING INSTRUCTION (IBI) – illustration 82

8.4 Import Adjustment Memorandum (IAM) – Illustration 85

SECTION 1 – FILE SPECIFICATION STANDARDS – CASS EXPORT

1.1 Overview

This section specifies the standards to be observed in the production of CASS output when reporting cargo sales.

1.2 Physical Records

Record lengths fixed at 250 characters/bytes.

1.3 File

The Header Record identifies CASS Operation, Billing Period and file number within Billing Period.

File Organisation:

a	Header Record		
b	AWBs CCAs DCMs	}	random sequence except for AWB records where optional data records will be contiguous to the mandatory data
c	TTT		File totals

1.4 File Naming Conventions

1.4.1 Billing Participant

The following billing input file naming convention is recommended, however, application will not be mandatory:

AAAMMPF.CCT

Where

AAA= Airline code, i.e. 125 = British Airways

MM = Cycle, i.e. 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

P = Period Number, i.e. 1, 2, 3

F = File number per period which will be 1 unless there is more than one file submitted

CC = Country the file is for, i.e. NL = Netherlands

T = Type of file, Export = E

1.4.2 HAND-OFF FILES

The following billing input file naming convention is recommended, however, application will not be mandatory:

Airline HOTs AAA-MMPP.CCT

Agents/HOTs RRRRRRR-MMPP.CCT

Where

AAA	=	Airline Code
RRRRRRR	=	Agent Head Office Code
MM	=	Cycle Number
PP	=	Period Number
CC	=	Country Code
T	=	Type

If the HOT file produced is for the whole cycle, the name will have the last period number indicated.

1.5 Date of Dispatch

The dates of submission and dispatch will be determined between the Settlement Office and the local ISS Management.

1.6 Record Types

1.6.1 Billing Participants

Billing Participants submit by means of file transfer, disk or tape, a file including all accountable transactions made during a specified period.

ALS	Header Record	
AWM	AWB Record: Billing data	
CCR	CCA Record, (Revised Amounts)	
CCO	CCA Record, (Original Amounts)	
DCR	DCM Records, (Revised Amounts)	
DCO	DCM Records, (Original Amounts)	
AW1	AWB Record: option 1	
CC3	CCA Record: option 1	
DC3	DCM Record: option 1	
TTT	Trailer Record	
BTA	Billing Totals Advice	IATA Only
CBV	Courier Billing Voucher	

All records submitted will be verified against the same data checks as prescribed for data entry detailed in Section 1.10.

1. A record that does not pass these verification checks will not be processed. That record shall be included in an exception report to be returned to the Billing Participant.
2. Records of transactions that should be billed in a next period, will be set aside for the next period.

1.6.2 Hand-Off Files (For Agents, Airlines and Statistical Purposes)

For Airlines

At the end of each agreed period, select all accountable transactions made on behalf of the file requesting airline only. Send the file to the airline using the submission method agreed with that airline.

For Agents

At the end of each agreed period, select all accountable transactions made by the file requesting agent only. Send the file to the agent using the submission method agreed with that agent.

For Statistical Purposes

At the end of each agreed period, select all accountable transactions made on behalf of all airlines. Submit the file to the ISS Management or directly to the address as instructed by the ISS Management.

AAA	Header Record
AWM	AWB Record: billing data
AW1	AWB Record: option 1
CCR	CCA Record (Revised Amounts)
CCO	CCA Record (Original Amounts
DCR	DCM Records (Revised Amounts)
DCO	DCM Records (Original Amounts)
CC3	CCA Record: option 1
DC3	DCM Record: option 1
TTT	

1.7 LED Record Description

File produced and submitted by Billing Participants (Section 2)

Hand-Off file (Section 3)

Columns **ATT** (Element attribute) uses the following character set standards:

N Numerical: 0-9 only

T Alpha numeric: A-Z, 0-9, blank, space, period, or any other printable sign.

Columns **SOM** provides the reference to the Data Element description at Sections 2 and 3 of this Handbook.

1.8 Archiving of Data

Data for Hand-Off file recreation is retained by the producer of the file; the retention period will be determined between the Settlement Office and the local ISS Management.

1.9 Summary – Cass Data Elements

Mandatory Data Elements

DE No	Name	Format	Cargo-IMP DE No
A1	Agent Code	t(14)	311/309
A2	Airline Prefix	fff	112
A3	Invoice No.	aaf-ff-ff	
A4a	Date (presentation format)	ffaaaff	200/201/202
A4b	Date (file format)	f(6)	
A5	*Omitted*		
A6	Currency Code	aaa	606
A7	AWB Serial Number	f(8)	113
A8	Monetary Amount	f(..12)	501
A9	(see: optional data elements)		
A10	Commission Percentage	ffff	
A11	Change Indicator	aa	
A12	CCA Serial Number	af(5)	
A13	Entitlement Code	a	315
A14	Payment Method	a	503
A15	Cash/Credit Indicator	a	
A16	*Omitted*		
A17	Document Identifier	a	
A18	*Omitted*		
A19	Carrier Code	aa or fa	312
A20	Location Identifier	aaa	313
A21	*Omitted*		
A22	*Omitted*		
A23	*Omitted*		
A24	Accounting Info Identifier	aaa	411
A25	Rate of Exchange	f(..11)	607
A26	Agent's Reference Data	t(..14)	
B2	Weight	f(..7)	600
B4	Weight Indicator	a	601

A1 — Agent Code/CASS Associate Code

Code uniquely identifying an IATA Cargo **Agent** or a **CASS Associate** and CASS address code.

Format: ff-f ffff/ffff
Communications Format: f (11)
Example: **Agent**

81-4 7158/0072

81	Switzerland
-	Hyphen
4	Area 2
	Space
7158	Code of “Fast Air” **
/	Slant
007	Office Code
2	Check Digit*

Example: **CASS Associate** ***

99-9 1464/0070

99-9	**CASS Associate** in all operations
	Space
1464	Code of “Speed Air”
/	Slant
007	Office Code
0	Check Digit *

* Using Unweighted Modulus 7 Check Digit System

** **Agent's** codes in accordance with Cargo Agency Lists

*** Associate’s Codes: IDS-Cargo YMQ

Cargo-IMP DE No: 311/309

A2 — Airline Prefix (also known as AWB-Prefix)

Code uniquely identifying an airline; used on interline traffic and accounting documents and published in IATA Airline Coding Directory.

Format: fff
Example: 057

This number represents the Airline Prefix assigned to Air France.

Program Checks:
1. Format
2. File Reference

Cargo-IMP DE No: 112

A3 — Invoice Number

A number which, when used in conjunction with billing date and Participant's code data elements, uniquely identifies an invoice.

Format: aa-fff-ffffff
Example: FR-618-123456

FR	ISO Country Code
-	Hyphen
618	Carrier Prefix
-	Hyphen
123456	Sequestial Invoice number

Communications Format: a(2)f(5)
Program Checks: None, number produced by system

Cargo-IMP DE No: None

A4a — Date (presentation format)

The 7 characters in day, month, year (DDMMMYY) format which designate a specific date.

Format: Ffaaaff
Example: 04OCT16

04	Day of the month
OCT	Month
16	Year

The 4th of October 2014.

Program Checks:
1. Format check
2. Impossible Date check
3. File Reference Check (on 3-alpha month codes)

Cargo-IMP DE No: 200/201/202

A4b — Date (format in files)

The Date in year month, day, year (YYMMDD) format.

Format: f(6)
Example: 161114

16	Year
11	Month
14	Day of the month

The 4th of November 2016.

Program Checks:
1. Format check
2. Impossible Date check

Cargo-IMP DE No: None

A6 — Currency Code

The ISO code of the currency in which amounts are expressed
Format: aaa
Example: USD Represents US Dollars

Note: currency codes will be used for:

1) AWB currency
2) currency of a country where transit charges accrue
3) currency of collection

Program Checks: 1. Format Check
2. File Reference Check

Cargo-IMP DE No: 606

A7 — Air Waybill Serial Number

Specified in Resolution 600a. A serial number allocated by a carrier to identify a particular air cargo consignment and the associated Air Waybill. Last digit of number is modulus-7 check digit.

Format:	f(7)f	
Example:	99999992	
	9999999	Serial Number
	2	Check Digit
Program Checks:	1.	Format Check
	2.	Modulus-7 check (Resolution 600a procedure)

Cargo-IMP DE No: 113

A8 — Monetary Amount

A charge or other monetary amount as identified by the monetary amount indicator.

Format: f(..12)

The number of decimal positions is determined by the currency code. (When output on File, decimal point is omitted.)
Example: 52762

This indicates 527.62 currency units, in case the Currency Code would be GBP (UK Pounds). If the Currency Code would be ITL, then this would be 52,762 currency units.

Program Checks: 1. Format Check
2. Range Check

Cargo-IMP DE No: 501

A9 — Monetary Amount Indicator

A code identifying a type of amount, used in conjunction with "monetary amount" and "entitlement code" data elements.

Format: aa

Note: These codes, as defined in Resolution 600a, will be used in Data Capture Option 1 only.

Program Checks:
1. Format
2. File Reference Check

A10 — Commission Percentage

The commission percentage in favour of the Cargo **Agent/Associate**, applicable for the shipment concerned.

Format: ffff

Example: 0500 = 5%
0725 = 7,25%

Program Check:
1. Format
2. File Reference Check

Note: *If the commission percentage is system generated from a table, the program checks will not be necessary.*

Cargo-IMP DE No: None

A11 — Change Indicator

Indicates deletion of an original record and insertion of a revised record.

Format: aa

Codes:
AD insert revised transaction
DL delete original transaction

Program Checks:
1. Format Check
2. File Reference check
3. Relation check = one CCA form results in two transactions, one deletion one insertion

Cargo-IMP DE No: None

A12 — CCA Serial Number

A number identifying a CCA. It is prefixed by the code of the airline issuing the CCA.

Format: -Cfffff

Example: -C12345
- Hyphen
C Letter "C" indicating CCA
12345 Serial Number

Program Checks: None

Cargo-IMP DE No: 114

A13 — Entitlement Code

A code denoting the party entitled to receive a monetary amount.

Format:	a	
Codes:	A	Due **Agent**
	C	Due Carrier
Program Checks:	1.	Format
	2.	File Reference

Cargo-IMP DE No: 315

A14 — Payment Method

A code defining the method of payment.

Format:	a	
Note: Codes used will be:		
	P	Prepaid
	C	Charges Collect
Program Checks:	1.	Format
	2.	File Reference

Cargo-IMP DE No: 503

A16 — Omitted

A17 — Document Identifier

Identifies types of documents

Format:	a	
Codes:	R	Revenue AWB
	S	Service AWB
	V	Void AWB
Program Checks:	1.	Format Check
	2.	File Reference Check

Cargo-IMP DE No: None

A18 — Omitted

A19 — Carrier Code

A code indicating a particular airline. The codes are published in the IATA Airline Coding Directory.

Format:	aa or fa	
Example:	BA	British Airways
Program Checks:	1.	Format Check
	2.	File Reference Check

Cargo-IMP DE No: 312

Note: *Under certain conditions the same code may be given to two airlines. This is called "Controlled Duplication". The code format is expected to be changed into 3-alpha sometime in the future.*

A20 — Location Identifier

The 3-alpha Code for an airport or city as published in the IATA Airline Coding Directory.

Format: aaa
Example: BOS Boston, Logan International Airport
Program Checks: 1. Format Check
2. File Reference Check
3. Relation check

Cargo-IMP DE No: 313

Note: *This data element may be expanded to 5 alphas.*

A22 — Omitted

A23 — Omitted

A24 — Accounting Information Identifier

3-alpha Code used to describe the kind of accounting information in AWB Box 10.

Format: aaa

Cargo-IMP DE No: 411

A25 — Rate of Exchange

The Rate at which the Air Waybill Amount has been multiplied to arrive at the amount of settlement.

Format: f(..11)p

Cargo-IMP DE No: 607

A26 — Agent's Reference Data

The Agent's Reference Information Placed in Box 10 of the Air Waybill at the option of the CASS. The information, when present, shall be printed on the Cargo Invoice/Adjustment and serves as a reference for the Agent only.

Format: t(..14)
Program Check: Format
Cargo-IMP DE No: None

B1 — Number of Pieces

Number of pieces per rate entry.

Format: f(..4)
Examples: 1 indicating one piece
17 indicating 17 pieces
Program Check: 1.-Format Check
2.-Range Check

Cargo-IMP DE No: 701

B2 — Weight

Weight of consignment or a weight used in rating. Identified by the weight indicator code.

Format: f(..7) If weight in Kilos (K): One decimal
If weight in Pounds (L): No decimal

Example: 123

Indicates a weight of 12.3 kilos if weight indicator is 'K', or 123 pounds if weight indicator is 'L'.

Program Check: 1.-Format Check
2.-Range Check

Cargo-IMP DE No: 600

B3 — Weight Use Indicator

Code identifying type of weight, used in conjunction with "weight" data element.

Format: a

Note: *the following codes will be used:*

C - Actual gross weight
W - Chargeable weight
U - ULD pivot weight
E - ULD over pivot weight
X - ULD tare weight

Program Check: 1.-Format Check
2.-File Reference Check

Cargo-IMP DE No: None

B4 — Weight Indicator

Unit of measurement used to describe weight.

Format: a

Codes: K = Kilograms
L = Pounds

Program Check: 1.-Format Check
2.-File Reference Check

Cargo-IMP DE No: 601

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SECTION 2 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS EXPORT

2.1 Overview

This section details the specifications applicable in the production of CASS Export Billing Participant files. They must be adhered to when submitting accountable transactions on tapes, floppy disks or other electronic means.

File layouts include:

2.2 Header Record
2.3 Air Waybill Record (AWB)
2.4 CCR/DCR Record
2.5 CCO/DCO Record
2.6 AW1 Record
2.7 CC3 Record
2.8 DC3 Record
2.9 Trailer Record
2.10 CBV Record – Courier Billing Voucher

2.2 Header Record

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	ALS
2	CASS Area Code			4-5	2 T	ISO COUNTRY CODE
3	Branch Office Indicator			6	1 T	A-Z
4	Filler			7-10	4 T	
5*	File Handling Action			11-12	2 T	
6	Filler			13-16	4 T	
7	Airline Prefix		A2	17-19	3 N	
8	Date Period Start		A4b	20-25	6 N	YYMMDD
9	Date Period End		A4b	26-31	6 N	YYMMDD
10	Date of Billing		A4b	32-37	6 N	YYMMDD
11**	File Number			38-39	2 N	
12	Reserved Space			40-230	191 T	
13	Reserved Space			231-250	20 T	

* Handling Action Code:

VO – Load to Validate Only

VW – Validate only when Warning

LD – Load when no Errors (Blank is same) (Same as manual load today)

** File Number within the billing period. Used only when a more frequent submission than one file per billing period has been agreed between the Settlement Office and airline concerned.

2.3 AWB Record

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AWM
2	AWB as Invoice Indicator	1		4	1 T	'Y' or 'N'
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Agent Code		A1	6-16	11 N	
5	Airline Prefix		A2	17-19	3 N	
6	AWB Serial Number		A7	20-27	8 N	
7	AWB Modular Number Check			28	1T	N = NO, Other = YES
8	Filler			29	1T	
9	Origin		A20	30-32	3 T	
10	AWB Use Indicator	2		33	1 T	R=Revenue
11	Branch Office Indicator			34	1T	A-Z
12	Filler			35	1T	
13	Destination		A20	36-38	3 T	
14	Date AWB Delivery		A4b	39-44	6 N	YYMMDD
15	Weight - Chargeable	3	B2	45-51	7 N	
16	Weight Indicator		B4	52	1 T	K= kilo L= Pounds
17	Currency Code		A6	53-55	3 T	
18	Weight Charge - PP		A8	56-67	12 N	
19	Valuation Charge - PP	7	A8	68-79	12 N	
20	Charges due Carrier - PP		A8	80-91	12 N	
21	Charges due Agent - PP		A8	92-103	12 N	
22	Weight Charge - CC		A8	104-115	12 N	
23	Valuation Charge - CC	7	A8	116-127	12 N	
24	Other Charges due Carrier - CC		A8	128-139	12 N	
25	Other Charges due Agent - CC		A8	140-151	12 N	
26	Commission Percentage	4	A10	152-155	4 N	
27	Commission	4	A8	156-167	12 N	
28	Commission Indicator	4		168	1 T	'N' or Blank
29	Discount		A8	169-180	12 N	
30	Date AWB Acceptance		A4b	181-186	6 N	
31	Agent's Reference Data		A26	187-200	14 T	
32	Rate of Exchange		A25	201-211	11 N	(incl. decimal point)
33	Tax due Airline (as per AWB, or VAT/GST as per invoice)	5	A8	212-223	12 N	
34	Tax due Agent (VAT/GST on Commission)	5	A8	224-235	12 N	
35	Reserved Space			236-249	14 T	
35a	Tax due Airline Indicator	6		236	1 T	'-' = negative VAT amount
36	Discount Indicator			250	1 T	'-' = Negative Discount

Notes for AWM

1		CASS Italy only	
2		If the AWB Code/Use Indicator = “S”: Weight and Valuation Charges (Prepaid and/or Collect) may be zero.	
3		Chargeable Weight must be reported in all countries	
4	a	If Commission (27) ≠ Zero.	Use Commission as entered
	b	If Commission (27) = Zero, and Commission Percentage (26) ≠ Zero,	Calculate the Commission amount as follows: Data fields (18+19+22+23) times Commission Percentage (24)
	c	If Commission (27) = Zero, and Commission Percentage (26) = Zero and Commission indicator (28) ≠ ‘N’	Commission Amount remains zero
	d	If Commission (27) = Zero, and Commission Percentage (26) = Zero and Commission indicator (28) ≠ ‘N’	Calculate the Commission amount as follows: Data fields (18+19+22+23) times Commission Percentage applicable to the consignment. (Commission tables)
5	a	If tax amounts (33/34) ≠ Zero	Use the amounts. Do not calculate. The airline is responsible.
	b	If tax amounts (33/34) are zero and VAT indicator (3) = ‘Y’	Calculate tax amounts
	c	If tax amounts (33/34) are zero and VAT indicator (3) ≠ ‘Y’	No Tax to be calculated
6		CASS Germany only	
7		CASS Brazil Domestic only	Ad-Valorem amounts

2.4 CCR/DCR Record

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCR = CCA DCR = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N = NO, Other = YES
7	Filler			18	1T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	CCA/DCM Number		A12	33-38	6 T	
11	Currency Code		A6	39-41	3 T	
12	Rate of Exchange		A25	42-52	11 N	(incl. decimal point)
13	Date AWB Execution		A4b	53-58	6 N	YYMMDD
	REVISED CHARGES & WEIGHT					
14	PP/CC Indicator		A14	59	1 T	P/C
15	Weight Charge		A8	60-71	12 N	
16	PP/CC Indicator		A14	72	1 T	P/C
17	Valuation Charge	3	A8	73-84	12 N	
18	PP/CC Indicator		A14	85	1 T	P/C
19	Taxes		A8	86-97	12 N	
20	PP/CC Indicator		A14	98	1 T	P/C
21	Charges Due Agent		A8	99-110	12 N	
22	PP/CC Indicator		A14	111	1 T	P/C
23	Charges due Carrier		A8	112-123	12 N	
24	VAT on AWB Charges	1	A8	124-135	12 N	
25	Commission		A8	136-147	12 N	
26	VAT on Commission	1	A8	148-159	12 N	
27	Discount		A8	160-171	12 N	DCR only
28	Discount Indicator			172	1	'-' = Negative Discount
29	Weight Indicator		B4	173	1 T	K=Kilo, L= Pounds
30	Weight - Chargeable		B2	174-180	7 N	
31	Destination		A20	181-183	3 T	
32	Reserved Space			184-200	17	
33	Reason for Adjustment	2		201-250	50T	Free text - optional

Notes			
1	a	If tax amounts (24/26) ≠ Zero	Use the amounts. Do not calculate. The airline is responsible.
	b	If tax amounts (24/26) are zero and VAT indicator (3) = 'Y'	Calculate tax amounts
	c	If tax amounts (24/26) are zero and VAT indicator (3) ≠ 'Y'	No tax to be calculated
2		CASS Canada	

3	Brazil Domestic only – Ad-Valorem

2.5 CCO/DCO Record

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCO=CCA DCO = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N= NO, Other = YES
7	Filler			18	1T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	CCA/DCM Number		A12	33-38	6 T	
11	Currency Code		A6	39-41	3 T	
12	Rate of Exchange		A25	42-52	11 N	(incl. dec. point)
13	Date AWB Execution		A4b	53-58	6 N	YYMMDD
	REVISED CHARGES & WEIGHT					
14	PP/CC Indicator		A14	59	1 T	P/C
15	Weight Charge		A8	60-71	12 N	
16	PP/CC Indicator		A14	72	1 T	P/C
17	Valuation Charge	3	A8	73-84	12 N	
18	PP/CC Indicator		A14	85	1 T	P/C
19	Taxes		A8	86-97	12 N	
20	PP/CC Indicator		A14	98	1 T	P/C
21	Charges Due Agent		A8	99-110	12 N	
22	PP/CC Indicator		A14	111	1 T	P/C
23	Charges due Carrier		A8	112-123	12 N	
24	VAT on AWB Charges	1	A8	124-135	12 N	
25	Commission		A8	136-147	12 N	
26	VAT on Commission	1	A8	148-159	12 N	
27	Discount		A8	160-171	12 N	DCO only
28	Discount Indicator			172	1	'-' = Negative Discount
29	Weight Indicator		B4	173	1 T	K=Kilo, L= Pounds
30	Weight - Chargeable		B2	174-180	7 N	
31	Destination		A20	181-183	3 T	
32	Reserved Space			184-200	17	
33	Reason for Adjustment	2		201-250	50T	Free text - optional

Notes			
1	a	If tax amounts (24/26) ≠ Zero	Use the amounts. Do not calculate. The airline is responsible.
	b	If tax amounts (24/26) are zero and VAT indicator (3) = 'Y'	Calculate tax amounts
	c	If tax amounts (24/26) are zero and VAT indicator (3) ≠ 'Y'	No tax to be calculated
2		CASS Canada	
3		Brazil Domestic only – Ad-Valorem	

2.6 AW1 Record - Other Charges Reporting

Billing Participants

NR	DESCRIPTION	FROM-TO		ATTR		CONTENTS
1	Record ID	1	3	3	T	AW1
2	reserved	4	4	1	T	
3	VAT Indicator	5	5	1	T	Y or N
4	Agent CASS code	6	16	11	N	
5	Airline prefix	17	19	3	N	
6	AWB serial number	20	27	8	N	
7	Airline branch code	28	28	1	T	
8	reserved	29	29	1	T	
9	Airport of departure	30	32	3	T	
10	AWB code use indicator	33	33	1	T	
11	Reserved	34	35	2	T	
12	Airport of destination	36	38	3	T	
13	AWB execution date	39	44	6	N	
14	Other charge code	45	46	2	T	Per IATA Reso 600a Att B app C or airline specific code
15	Entitlement code	47	47	1	T	"A" or "C"
16	Charge amount	48	59	12	N	
17	Other charge code	60	61	2	T	Per IATA Reso 600a Att B app C or airline specific code
18	Entitlement code	62	62	1	T	"A" or "C"
19	Charge amount	63	74	12	N	
20	Other charge code	75	76	2	T	Per IATA Reso 600a Att B app C or airline specific code
21	Entitlement code	77	77	1	T	"A" or "C"
22	Charge amount	78	89	12	N	
23	Other charge code	90	91	2	T	Per IATA Reso 600a Att B app C or airline specific code
24	Entitlement code	92	92	1	T	"A" or "C"
25	Charge amount	93	104	12	N	
26	Other charge code	105	106	2	T	Per IATA Reso 600a Att B app C or airline specific code
27	Entitlement code	107	107	1	T	"A" or "C"
28	Charge amount	108	119	12	N	
29	Other charge code	120	121	2	T	Per IATA Reso 600a Att B app C or airline specific code
30	Entitlement code	122	122	1	T	"A" or "C"
31	Charge amount	123	134	12	N	
32	Other charge code	135	136	2	T	Per IATA Reso 600a Att B app C or airline specific code
33	Entitlement code	137	137	1	T	"A" or "C"
34	Charge amount	138	149	12	N	
35	Other charge code	150	151	2	T	Per IATA Reso 600a Att B app C or airline specific code
36	Entitlement code	152	152	1	T	"A" or "C"
37	Charge amount	153	164	12	N	
38	Other charge code	165	166	2	T	Per IATA Reso 600a Att B app C or airline specific code
39	Entitlement code	167	167	1	T	"A" or "C"
40	Charge amount	168	179	12	N	

41	Other charge code	180	181	2	T	Per IATA Reso 600a Att B app C or airline specific code
42	Entitlement code	182	182	1	T	"A" or "C"
43	Charge amount	183	194	12	N	
44	Other charge code	195	196	2	T	Per IATA Reso 600a Att B app C or airline specific code
45	Entitlement code	197	197	1	T	"A" or "C"
46	Charge amount	198	209	12	N	
47	Other charge code	210	211	2	T	Per IATA Reso 600a Att B app C or airline specific code
48	Entitlement code	212	212	1	T	"A" or "C"
49	Charge amount	213	224	12	N	
50	reserved	225	250	26	T	

2.7 CC3 Record - Other Charges Reporting

Billing Participants

NR	DESCRIPTION	FROM-TO		ATTR		CONTENTS
1	Record ID	1	3	3	T	CC3
2	reserved	4	4	1	T	
3	VAT Indicator	5	5	1	T	Y or N
4	Airline prefix	6	8	3	N	
5	AWB serial number	9	16	8	N	
6	Airline branch code	17	17	1	T	
7	reserved	18	18	1	T	
8	Airport of departure	19	21	3	T	
9	Agent cass code	22	32	11	N	
10	CCA serial number	33	38	6	T	
11	Other charge code	39	40	2	T	Per IATA Reso 600a Att B app C or airline specific code
12	Entitlement code	41	41	1	T	"A" or "C"
13	Original or Revised charge amount	42	53	12	N	
14	Other charge code	54	55	2	T	Per IATA Reso 600a Att B app C or airline specific code
15	Entitlement code	56	56	1	T	"A" or "C"
16	Original or Revised charge amount	57	68	12	N	
17	Other charge code	69	70	2	T	Per IATA Reso 600a Att B app C or airline specific code
18	Entitlement code	71	71	1	T	"A" or "C"
19	Original or Revised charge amount	72	83	12	N	
20	Other charge code	84	85	2	T	Per IATA Reso 600a Att B app C or airline specific code
21	Entitlement code	86	86	1	T	"A" or "C"
22	Original or Revised charge amount	87	98	12	N	
23	Other charge code	99	100	2	T	Per IATA Reso 600a Att B app C or airline specific code
24	Entitlement code	101	101	1	T	"A" or "C"
25	Original or Revised charge amount	102	113	12	N	
26	Other charge code	114	115	2	T	Per IATA Reso 600a Att B app C or airline specific code
27	Entitlement code	116	116	1	T	"A" or "C"
28	Original or Revised charge amount	117	128	12	N	
29	Other charge code	129	130	2	T	Per IATA Reso 600a Att B app C or airline specific code
30	Entitlement code	131	131	1	T	"A" or "C"
31	Original or Revised charge amount	132	143	12	N	
32	Other charge code	144	145	2	T	Per IATA Reso 600a Att B app C or airline specific code
33	Entitlement code	146	146	1	T	"A" or "C"
34	Original or Revised charge amount	147	158	12	N	
35	Other charge code	159	160	2	T	Per IATA Reso 600a Att B app C or airline specific code
36	Entitlement code	161	161	1	T	"A" or "C"
37	Original or Revised charge amount	162	173	12	N	
38	Other charge code	174	175	2	T	Per IATA Reso 600a Att B app C or airline specific code
39	Entitlement code	176	176	1	T	"A" or "C"
40	Original or Revised charge amount	177	188	12	N	

41	Other charge code	189	190	2	T	Per IATA Reso 600a Att B app C or airline specific code
42	Entitlement code	191	191	1	T	"A" or "C"
43	Original or Revised charge amount	192	203	12	N	
44	Other charge code	204	205	2	T	Per IATA Reso 600a Att B app C or airline specific code
45	Entitlement code	206	206	1	T	"A" or "C"
46	Original or Revised charge amount	207	218	12	N	
47	reserved	219	250	31	T	

2.8 DC3 Record - Other Charges Reporting

Billing Participants

NR	DESCRIPTION	FROM-TO		LOC		CONTENTS
1	Record ID	1	3	3	T	DC3
2	reserved	4	4	1	T	
3	VAT Indicator	5	5	1	T	Y or N
4	Airline prefix	6	8	3	N	
5	AWB serial number	9	16	8	N	
6	Airline branch code	17	17	1	T	
7	reserved	18	18	1	T	
8	Airport of departure	19	21	3	T	
9	Agent CASS code	22	32	11	N	
10	DCM serial number	33	38	6	T	
11	Other charge code	39	40	2	T	Per IATA Reso 600a Att B app C or airline specific code
12	Entitlement code	41	41	1	T	"A" or "C"
13	Original or Revised charge amount	42	53	12	N	
14	Other charge code	54	55	2	T	Per IATA Reso 600a Att B app C or airline specific code
15	Entitlement code	56	56	1	T	"A" or "C"
16	Original or Revised charge amount	57	68	12	N	
17	Other charge code	69	70	2	T	Per IATA Reso 600a Att B app C or airline specific code
18	Entitlement code	71	71	1	T	"A" or "C"
19	Original or Revised charge amount	72	83	12	N	
20	Other charge code	84	85	2	T	Per IATA Reso 600a Att B app C or airline specific code
21	Entitlement code	86	86	1	T	"A" or "C"
22	Original or Revised charge amount	87	98	12	N	
23	Other charge code	99	100	2	T	Per IATA Reso 600a Att B app C or airline specific code
24	Entitlement code	101	101	1	T	"A" or "C"
25	Original or Revised charge amount	102	113	12	N	
26	Other charge code	114	115	2	T	Per IATA Reso 600a Att B app C or airline specific code
27	Entitlement code	116	116	1	T	"A" or "C"
28	Original or Revised charge amount	117	128	12	N	
29	Other charge code	129	130	2	T	Per IATA Reso 600a Att B app C or airline specific code
30	Entitlement code	131	131	1	T	"A" or "C"
31	Original or Revised charge amount	132	143	12	N	

32	Other charge code	144	145	2	T	Per IATA Reso 600a Att B app C or airline specific code
33	Entitlement code	146	146	1	T	"A" or "C"
34	Original or Revised charge amount	147	158	12	N	
35	Other charge code	159	160	2	T	Per IATA Reso 600a Att B app C or airline specific code
36	Entitlement code	161	161	1	T	"A" or "C"
37	Original or Revised charge amount	162	173	12	N	
38	Other charge code	174	175	2	T	Per IATA Reso 600a Att B app C or airline specific code
39	Entitlement code	176	176	1	T	"A" or "C"
40	Original or Revised charge amount	177	188	12	N	
41	Other charge code	189	190	2	T	Per IATA Reso 600a Att B app C or airline specific code
42	Entitlement code	191	191	1	T	"A" or "C"
43	Original or Revised charge amount	192	203	12	N	
44	Other charge code	204	205	2	T	Per IATA Reso 600a Att B app C or airline specific code
45	Entitlement code	206	206	1	T	"A" or "C"
46	Original or Revised charge amount	207	218	12	N	
47	Reserved	219	250	31	T	

2.9 Trailer Record

Billing Participants

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	TTT
2	CASS Area Code			4-5	2 T	ISO Country Code
3	Airline Prefix		A2	6-8	3 N	
4	Branch Office Indicator			9	1T	A-Z
5	Filler			10-16	7 T	
*6**	*Number of AWB*			*17-23*	*7 N*	*Number of AWB Forms covered by this file*
*7**	*Number of CCA Transactions*			*24-30*	*7 N*	*Number of CCA Forms covered by this file*
*8**	*Number of DCMs*			*31-37*	*7 N*	*Number of DCM Forms covered by this file*
9	Total Number of Records		A18	38-44	7 N	*Does not include Header and Trailer record*
*10**	*Hash Total*			*45-56*	*12 N*	*Total of all monetary amount fields included in all records in this file (those that are indicated as SOM data element A8)*
*11**	*Number of AW1*			*57-63*	*7 N*	*Number of AW1 records – CASS FR only*
*12**	*Number of CC3*			*64-70*	*7 N*	*Number of CC3 records – CASS FR only*
*13**	*Number of DC3*			*71-77*	*7 N*	*Number of DC3 records – CASS FR only*
14	Reserved Space			78-230	153	
15	Reserved Space			231-250	20 T	

* These totals may be provided at the option of each individual carrier.

2.11 Courier Baggage Voucher

Courier Billing is available within CASS Export for the billing of Courier Baggage Vouchers. CBV records must be loaded into CASSLink separately to AWB records.

2.11.1 Billing Participant File Specification – Courier Baggage Voucher (CBV)

Header Record **Billing Participants**

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	ACV
2	CASS Area Code			4-5	2T	ISO COUNTRY CODE
3	Airline Branch Code			6	1T	A - Z
4	Filler			7-15	10T	
5	Carrier Prefix		A2	17-19	3AN	
6	Date Period Start		A4b	20-25	6N	YYMMDD
7	Date Period End		A4b	26-31	6N	YYMMDD
8*	Date of Billing		A4b	32-37	6N	YYMMDD
9	File Number			38-39	2N	
10	Reserved Space			40-230	191T	
11	Reserved Space			231-250	20T	

Courier Baggage Voucher — Billing Participants

NR	DESCRIPTION	NOTES	LOC	ATT	CONTENTS
1	Record ID		1-3	3T	CBV
2	Filler		4-4	1T	
3	VAT Indicator		5-5	1T	'Y' = Subject to VAT
4	Courier/Agent Code		6-16	11N	
5	Filler		17-29	13T	
6	Origin		30-32	3T	
7	CBV Use Indicator	2	33	1T	R=Revenue V=Void S=Service **
8	Branch office indicator (Carrier)		34	1T	A-Z
9	Filler		35	1T	
10	Destination		36-38	3T	
11	Date CBV Execution		39-44	6N	YYMMDD
12	Weight – Chargeable		45-51	7N	
13	Weight Indicator		52	1T	K=Kilo L=Pound
14	Currency Code		53-55	3T	
15	Weight Charge – (PP only)		56-67	12N	
16	Filler		68-79	12T	
17	Charges due Carrier – (PP only)		80-91	12N	
18	Filler		92-151	60T	
19	Carrier Identification.		152-155	4T	
20	CBV Serial Identification		156-167	12T	
21	CBV MOD 7 Check		168-168	1T	'N' or Blank
22	Filler		169-186	18T	
23	Courier/Agent's Reference Data		187-200	14T	
24	Filler		201-211	11T	
25	Tax due carrier/Airline (As per CBV, or VAT/GST as per invoice)	5	212-223	12N	
26	Tax due Courier/Agent (VAT/GST)	5	224-235	12N	**
27	Tax due Airline Indicator		236	1T	'-' = negative VAT amount **(not used in the UK)
28	Flight details		237-249	13T	
29	Filler		250	1T	

** OPTIONAL

Notes for CBV

2	If the AWB Code/Use Indicator = "S": Weight and Valuation Charges (Prepaid and/or Collect) may be zero	
5 a	If Tax Amounts (25/26) ≠ Zero	Use the amounts. Do not calculate. The airline is responsible.
5 b	If Tax amounts (25/26) are zero and VAT indicator (3) = 'Y'	Calculate tax amounts
5 c	If tax amounts (25/26) are zero and VAT indicator (3) ≠ 'Y'	No Tax to be calculated

CBO/CBR Record **Billing Participants**

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	CBO/CBR
2	Branch office indicator (Carrier)			4	1T	A-Z
3	VAT Indicator			5	1T	'Y' = Subject to VAT
4	FILLER			6-18	13T	
5	Origin			19-21	3T	
6	Courier Code			22-32	11 N	
7	CBO/CBR Number			33-38	6T	
8	Currency Code			39-41	3T	
9	Filler			42-52	11T	
10	Date CBV Execution			53-58	6N	YYMMDD
	CHARGES & WEIGHT					
11	Filler			59	1T	
12	Weight Charge			60-71	12N	
13	Filler			72-111	40T	
14	Charges due Carrier			112-123	12N	
15	VAT on CBV Charges	1		124-135	12N	
16	Carrier Identification			136-139	4 T	
17	CBV Serial Identification			140-151	12T	
18	CBV MOD 7 Check			152-152	1 T	N or Blank
19	Tax due Courier			153-164	12N	
20	Filler			165-172	8T	
21	Weight Indicator			173	1T	K = Kilo; L = Pound
22	Weight – Chargeable			174-180	7N	
23	Destination			181-183	3T	
24	Flight Details			184-196	13 T	
25	Filler			197-250	53	

Notes

1A	If tax amounts (15) ≠ Zero	Use the amounts. Do not calculate. The airline is responsible.
B	If tax amounts (15) are zero and VAT indicator (3) = 'Y'	Calculate tax amounts
C	If tax amounts (15) are zero and VAT indicator (3) ≠ 'Y'	No Tax to be calculated

Trailer Record **Billing Participants**

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	TTT
2	CASS Area Code			4-5	2T	ISO Country Code
3	Airline Prefix		A2	6-9	4 T	
4	Branch office indicator			10	1T	
5	Filler			11-16	6 T	
*6**	*Number of CBV*			*17-23*	*7N*	
*7**	*Number of CBC*			*24-30*	*7N*	*Number of CBC Forms covered by this file*
8*	*Number of CBC Transactions*			*31-37*	*7N*	*Number of CBO + CBR transactions*
*9**	Total Number of Records		A18	38-44	7N	*Does not include Header and Trailer record*
10	*Hash Total*			*45-56*	*12N*	*Total of all monetary amount fields included in all records in this file (those that are indicated as SOM data element A8)*
11	Reserved Space			57-230	174T	
12	Reserved Space			231-250	20T	

* These totals may be provided at the option of each individual carrier

SECTION 3 – HAND-OFF FILE SPECIFICATIONS – CASS EXPORT

OVERVIEW

This section details the specifications applicable in the production of CASS Hand-Off files. They are applicable to files generated on electronic means.

File layouts include:

3.2 Header Record

3.3 AWB Record

3.4 AWB Record Optional Data Capture 1

3.4 CCR/DCR Record

3.5 CCO/DCO Record

3.6 Trailer Record

3.2 Header Record

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AAA
2	CASS Area Code			4-5	2 T	ISO Country Code
3	Airline Prefix		A2	6-8	3 N	
4	Date Period Start		A4b	9-14	6 N	YYMMDD
5	Date Period End		A4b	15-20	6 N	YYMMDD
6	Date of Billing		A4b	21-26	6 N	YYMMDD
7	File Number			27-28	2 N	
8	Currency Code (of settlement)		A6	29-31	3 T	ISO Currency Code
9	Branch Office Indicator			32	1T	A-Z
10	Filler			33-230	198 T	
11	Reserved Space			231-250	20 T	

Notes	When Hand Off-File is produced for an Agent/Associate, the following will apply: • Airline ID will be “three blanks” • Billing period will always be shown • Agent ID will always be shown • In case of HOT covering more than one period, the single period field will be filled with “blanks” and the “real” timespan be shown at the end (e.g. 01JAN02-31AUG02)

3.3 AWB Record

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AWM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator	1		5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N = NO, Other = YES
7	Filler			18	1T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	AWB Use Indicator			33	1 T	R=Rev, V=Void, S= Service
11	Late Indicator			34	1 N	0=current 1=later
12	Filler			35-36	2 T	
13	Destination		A20	37-39	3 T	
14	Date AWB Execution		A4b	40-45	6 N	YYMMDD
15	Weight – Gross		B2	46-52	7 N	
16	Weight Indicator		B4	53	1 T	K= Kilo L= Pounds
17	Currency Code		A6	54-56	3 T	
18	Weight Charge - PP		A8	57-68	12 N	
19	Valuation Charge - PP		A8	69-80	12 N	
20	Charges due Carrier - PP		A8	81-92	12 N	
21	Charges due Agent - PP		A8	93-104	12 N	
22	Weight Charge - CC		A8	105-116	12 N	
23	Valuation Charge - CC		A8	117-128	12 N	
24	Other Charges due Carrier - CC		A8	129-140	12 N	
25	Other Charges due Agent - CC		A8	141-152	12 N	
26	Commission Percentage		A10	153-156	4 N	
27	Commission		A8	157-168	12 N	
28	Filler			169	1 T	
28a	Tax due Airline Indicator	1		169	1 T	'-' = negative VAT amount
29	Agents Reference Data	4	A26	170-183	14T	
30	Filler			184-193	10T	
31	Date AWB Acceptance		A4b	194-199	6 N	YYMMDD
32	Rate of Exchange		A25	200-210	11 N	
33	Discount		A8	211-222	12 N	
34	Tax due Airline (as per AWB, or VAT/GST as per invoice	2	A8	223-230	8 N	
35	Tax due Agent (VAT/GST on Commission	2	A8	231-238	8 N	
36	Reserved Space			239-249	11 T	
36a	Day (of data capture)	3		239-240	2 N	
36b	Sequence Number	3		241-244	4 N	
36c	Reporting Indicator	3		245	1 T	N = NORA
36d	NORA Sales Period	3		246-249	4 N	
37	Discount Indicator			250	1 T	'-' = Negative Discount Amount

Note 1: *CASS Germany only.*
Note 2: *See Section 6.*
Note 3: *CASS USA only.*
Note 4: *CASS Germany only – Loc 170-181 – Net billing amount (12N) plus 2 spaces*

3.4 AWB Record Optional Data Capture 1

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	AW1
2	Branch Office Indicator			4	1T	A-Z
3	Filler			5	1T	
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1T	
8	Origin		A20	19-21	3 T	
9	Occurs 12 times (Max)			22-201		
9a	Other Charge Indicator		A9		2 T	Monetary Amount Indicator
9b	Entitlement Code		A13		1 T	
9c	Other Charges		A8		12 N	
10	Reserved Space			202-250	49 T	

3.5 CCR/DCR RECORDS

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCR = CCA DCR = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1 T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	CCA/DCM Number		A12	33-38	6 T	
11	Currency Code		A6	39-41	3 T	
12	Rate of Exchange		A25	42-52	11 N	(incl. dec. point)
13	Date AWB Execution		A4b	53-58	6 N	YYMMDD
	REVISED CHARGES & WEIGHT					
14	PP/CC Indicator		A14	59	1 T	P/C
15	Weight Charge		A8	60-71	12 N	
16	PP/CC Indicator		A14	72	1 T	P/C
17	Valuation Charge		A8	73-84	12 N	
18	PP/CC Indicator		A14	85	1 T	P/C
19	Taxes		A8	86-97	12 N	
20	PP/CC Indicator		A14	98	1 T	P/C
21	Charges Due Agent		A8	99-110	12 N	
22	PP/CC Indicator		A14	111	1 T	P/C
23	Charges due Carrier		A8	112-123	12 N	
24	VAT on AWB Charges		A8	124-135	12 N	
25	Commission		A8	136-147	12 N	
26	VAT on Commission		A8	148-159	12 N	
27	Discount		A8	160-171	12 N	DCR only
28	Discount Indicator			172	1 T	'-' = Negative Discount
29	Weight Indicator		B4	173	1 T	K=Kilo, L= Pounds
30	Weight		B2	174-180	7 N	
31	Destination		A20	181-183	3 T	
32	Reserved Space			184-200	17 T	
33 *	Reason for Adjustment	1		201-250	50T	Free text - optional

***** ***Note 1:*** *CASS Canada*

3.6 CCO/DCO RECORDS

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	CCO=CCA DCO = DCM
2	Branch Office Indicator			4	1 T	A-Z
3	VAT Indicator			5	1 T	'Y' = Subject to VAT
4	Airline Prefix		A2	6-8	3 N	
5	AWB Serial Number		A7	9-16	8 N	
6	AWB Number Modular Check			17	1T	N=NO, Other=YES
7	Filler			18	1 T	
8	Origin		A20	19-21	3 T	
9	Agent Code		A1	22-32	11 N	
10	CCA/DCM Number		A12	33-38	6 T	
11	Currency Code		A6	39-41	3 T	
12	Rate of Exchange		A25	42-52	11 N	(incl. dec. point)
13	Date AWB Execution		A4b	53-58	6 N	YYMMDD
	ORIGINAL CHARGES & WEIGHT					
14	PP/CC Indicator		A14	59	1 T	P/C
15	Weight Charges		A8	60-71	12 N	
16	PP/CC Indicator		A14	72	1 T	P/C
17	Valuation Charge		A8	73-84	12 N	
18	PP/CC Indicator		A14	85	1 T	P/C
19	Taxes		A8	86-97	12 N	
20	PP/CC Indicator		A14	98	1 T	P/C
21	Charges Due Agent		A8	99-110	12 N	
22	PP/CC Indicator		A14	111	1 T	P/C
23	Charges due Carrier		A8	112-123	12 N	
24	VAT on AWB Charges		A8	124-135	12 N	
25	Commission		A8	136-147	12 N	
26	VAT on Commission		A8	148-159	12 N	
27	Discount		A8	160-171	12 T	DCO only
28	Discount Indicator			172	1 T	'-' = Negative Discount
29	Weight Indicator		B4	173	1 T	K=Kilo, L= Pounds
30	Weight		B2	174-180	7 N	
31	Destination		A20	181-183	3 T	
32	Reserved Space			184-200	17 T	
33 *	Reason for Adjustment	1		201-250	50T	Free text - optional

***** ***Note 1****: CASS Canada*

3.7 AW1 Record - Other Charges Reporting

Hand-Off Files

NR	DESCRIPTION	FROM-TO		ATTR		CONTENTS
1	Record ID	1	3	3	T	AW1
2	reserved	4	4	1	T	
3	VAT Indicator	5	5	1	T	Y or N
4	Agent CASS code	6	16	11	N	
5	Airline prefix	17	19	3	N	
6	AWB serial number	20	27	8	N	
7	Airline branch code	28	28	1	T	
8	reserved	29	29	1	T	
9	Airport of departure	30	32	3	T	
10	AWB code use indicator	33	33	1	T	
11	Reserved	34	35	2	T	
12	Airport of destination	36	38	3	T	
13	AWB execution date	39	44	6	N	
14	Other charge code	45	46	2	T	Per IATA Reso 600a Att B app C or airline specific code
15	Entitlement code	47	47	1	T	"A" or "C"
16	Charge amount	48	59	12	N	
17	Other charge code	60	61	2	T	Per IATA Reso 600a Att B app C or airline specific code
18	Entitlement code	62	62	1	T	"A" or "C"
19	Charge amount	63	74	12	N	
20	Other charge code	75	76	2	T	Per IATA Reso 600a Att B app C or airline specific code
21	Entitlement code	77	77	1	T	"A" or "C"
22	Charge amount	78	89	12	N	
23	Other charge code	90	91	2	T	Per IATA Reso 600a Att B app C or airline specific code
24	Entitlement code	92	92	1	T	"A" or "C"
25	Charge amount	93	104	12	N	
26	Other charge code	105	106	2	T	Per IATA Reso 600a Att B app C or airline specific code
27	Entitlement code	107	107	1	T	"A" or "C"
28	Charge amount	108	119	12	N	
29	Other charge code	120	121	2	T	Per IATA Reso 600a Att B app C or airline specific code
30	Entitlement code	122	122	1	T	"A" or "C"
31	Charge amount	123	134	12	N	
32	Other charge code	135	136	2	T	Per IATA Reso 600a Att B app C or airline specific code
33	Entitlement code	137	137	1	T	"A" or "C"
34	Charge amount	138	149	12	N	
35	Other charge code	150	151	2	T	Per IATA Reso 600a Att B app C or airline specific code
36	Entitlement code	152	152	1	T	"A" or "C"
37	Charge amount	153	164	12	N	
38	Other charge code	165	166	2	T	Per IATA Reso 600a Att B app C or airline specific code
39	Entitlement code	167	167	1	T	"A" or "C"
40	Charge amount	168	179	12	N	
41	Other charge code	180	181	2	T	Per IATA Reso 600a Att B app C or airline specific code

42	Entitlement code	182	182	1	T	"A" or "C"
43	Charge amount	183	194	12	N	
44	Other charge code	195	196	2	T	Per IATA Reso 600a Att B app C or airline specific code
45	Entitlement code	197	197	1	T	"A" or "C"
46	Charge amount	198	209	12	N	
47	Other charge code	210	211	2	T	Per IATA Reso 600a Att B app C or airline specific code
48	Entitlement code	212	212	1	T	"A" or "C"
49	Charge amount	213	224	12	N	
50	reserved	225	250	26	T	

3.8 CC3 Record - Other Charges Reporting

Hand-Off Files

NR	DESCRIPTION	FROM-TO		ATTR		CONTENTS
1	Record ID	1	3	3	T	CC3
2	reserved	4	4	1	T	
3	VAT Indicator	5	5	1	T	Y or N
4	Airline prefix	6	8	3	N	
5	AWB serial number	9	16	8	N	
6	Airline branch code	17	17	1	T	
7	reserved	18	18	1	T	
8	Airport of departure	19	21	3	T	
9	Agent CASS code	22	32	11	N	
10	CCA serial number	33	38	7	T	
11	Other charge code	39	40	2	T	Per IATA Reso 600a Att B app C or airline specific code
12	Entitlement code	41	41	1	T	"A" or "C"
13	Original or Revised charge amount	42	53	12	N	
14	Other charge code	54	55	2	T	Per IATA Reso 600a Att B app C or airline specific code
15	Entitlement code	56	56	1	T	"A" or "C"
16	Original or Revised charge amount	57	68	12	N	
17	Other charge code	69	70	2	T	Per IATA Reso 600a Att B app C or airline specific code
18	Entitlement code	71	71	1	T	"A" or "C"
19	Original or Revised charge amount	72	83	12	N	
20	Other charge code	84	85	2	T	Per IATA Reso 600a Att B app C or airline specific code
21	Entitlement code	86	86	1	T	"A" or "C"
22	Original or Revised charge amount	87	98	12	N	
23	Other charge code	99	100	2	T	Per IATA Reso 600a Att B app C or airline specific code
24	Entitlement code	101	101	1	T	"A" or "C"
25	Original or Revised charge amount	102	113	12	N	
26	Other charge code	114	115	2	T	Per IATA Reso 600a Att B app C or airline specific code
27	Entitlement code	116	116	1	T	"A" or "C"
28	Original or Revised charge amount	117	128	12	N	
29	Other charge code	129	130	2	T	Per IATA Reso 600a Att B app C or airline specific code
30	Entitlement code	131	131	1	T	"A" or "C"
31	Original or Revised charge amount	132	143	12	N	
32	Other charge code	144	145	2	T	Per IATA Reso 600a Att B app C or airline specific code
33	Entitlement code	146	146	1	T	"A" or "C"
34	Original or Revised charge amount	147	158	12	N	
35	Other charge code	159	160	2	T	Per IATA Reso 600a Att B app C or airline specific code
36	Entitlement code	161	161	1	T	"A" or "C"
37	Original or Revised charge amount	162	173	12	N	
38	Other charge code	174	175	2	T	Per IATA Reso 600a Att B app C or airline specific code
39	Entitlement code	176	176	1	T	"A" or "C"
40	Original or Revised charge amount	177	188	12	N	
41	Other charge code	189	190	2	T	Per IATA Reso 600a Att B app C or airline specific code

42	Entitlement code	191	191	1	T	"A" or "C"
43	Original or Revised charge amount	192	203	12	N	
44	Other charge code	204	205	2	T	Per IATA Reso 600a Att B app C or airline specific code
45	Entitlement code	206	206	1	T	"A" or "C"
46	Original or Revised charge amount	207	218	12	N	
47	reserved	219	250	31	T	

3.9 DC3 Record - Other Charges Reporting

Hand-Off Files

NR	DESCRIPTION	FROM-TO		LOC		CONTENTS
1	Record ID	1	3	3	T	DC3
2	reserved	4	4	1	T	
3	VAT Indicator	5	5	1	T	Y or N
4	Airline prefix	6	8	3	N	
5	AWB serial number	9	16	8	N	
6	Airline branch code	17	17	1	T	
7	reserved	18	18	1	T	
8	Airport of departure	19	21	3	T	
9	Agent CASS code	22	32	11	N	
10	CCA serial number	33	38	7	T	
11	Other charge code	39	40	2	T	Per IATA Reso 600a Att B app C or airline specific code
12	Entitlement code	41	41	1	T	"A" or "C"
13	Original or Revised charge amount	42	53	12	N	
14	Other charge code	54	55	2	T	Per IATA Reso 600a Att B app C or airline specific code
15	Entitlement code	56	56	1	T	"A" or "C"
16	Original or Revised charge amount	57	68	12	N	
17	Other charge code	69	70	2	T	Per IATA Reso 600a Att B app C or airline specific code
18	Entitlement code	71	71	1	T	"A" or "C"
19	Original or Revised charge amount	72	83	12	N	
20	Other charge code	84	85	2	T	Per IATA Reso 600a Att B app C or airline specific code
21	Entitlement code	86	86	1	T	"A" or "C"
22	Original or Revised charge amount	87	98	12	N	
23	Other charge code	99	100	2	T	Per IATA Reso 600a Att B app C or airline specific code
24	Entitlement code	101	101	1	T	"A" or "C"
25	Original or Revised charge amount	102	113	12	N	
26	Other charge code	114	115	2	T	Per IATA Reso 600a Att B app C or airline specific code
27	Entitlement code	116	116	1	T	"A" or "C"
28	Original or Revised charge amount	117	128	12	N	
29	Other charge code	129	130	2	T	Per IATA Reso 600a Att B app C or airline specific code
30	Entitlement code	131	131	1	T	"A" or "C"
31	Original or Revised charge amount	132	143	12	N	
32	Other charge code	144	145	2	T	Per IATA Reso 600a Att B app C or airline specific code
33	Entitlement code	146	146	1	T	"A" or "C"

34	Original or Revised charge amount	147	158	12	N	
35	Other charge code	159	160	2	T	Per IATA Reso 600a Att B app C or airline specific code
36	Entitlement code	161	161	1	T	"A" or "C"
37	Original or Revised charge amount	162	173	12	N	
38	Other charge code	174	175	2	T	Per IATA Reso 600a Att B app C or airline specific code
39	Entitlement code	176	176	1	T	"A" or "C"
40	Original or Revised charge amount	177	188	12	N	
41	Other charge code	189	190	2	T	Per IATA Reso 600a Att B app C or airline specific code
42	Entitlement code	191	191	1	T	"A" or "C"
43	Original or Revised charge amount	192	203	12	N	
44	Other charge code	204	205	2	T	Per IATA Reso 600a Att B app C or airline specific code
45	Entitlement code	206	206	1	T	"A" or "C"
46	Original or Revised charge amount	207	218	12	N	
47	Reserved	219	250	31	T	

3.10 Trailer Record

Hand-Off Files

NR	DESCRIPTION	NOTES	SOM	LOC	ATTR	CONTENTS
1	Record ID			1-3	3 T	TTT
2	Filler			4	1 T	
3	CASS Area Code			5-6	2 T	ISO Country Code
4	CASS Area Code			7-9	3 N	
5	Airline Prefix		A2	10-12	3 N	
6	Branch Office Indicator			13	1 T	A-Z

Total Transaction per Type

7*	Number of AWB Transactions		14-20	7 N	Number of AWB Forms covered by this file
8*	Number of CCA Transactions		21-27	7 N	Number of CCA Forms covered by this file
9*	Number of DCMs		28-34	7 N	Number of DCM Forms covered by this file
10	Total Number of Records	A18	35-41	7 N	Does not include Header and Trailer record
11	Reserved Space		42-230	189 T	

Total # of Records per Type

12	Record Type AWM		42-48	7 N	
12a*	Record Type AW1		49-55	7 N	
12b*	Record Type CCR		84-90	7 N	
12c	Record Type CCO		91-97	7 N	
12d	Record Type DCR		98-104	7 N	
12e*	Record Type DCO		105-111	7 N	
12f*	Reserved Space		112-230	119 N	
13*	Reserved Space		231-250	20 T	

* These fields are optional for each CASS to be decided by the Cargo Agency Conference.

3.11 Hand-Off File Specifications – Courier Baggage Voucher (CBV)

Header Record- AIRLINE **Hand-Off File**

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	AA3
2	CASS Area Code			4-5	2T	ISO COUNTRY CODE
3	Filler			6-15	10T	
4	Carrier Prefix		A2	16-19	4AN	
5	Date Period Start		A4b	20-25	6N	YYMMDD
6	Date Period End		A4b	26-31	6N	YYMMDD
7	Date of Billing		A4b	32-37	6N	YYMMDD
8*	File Number			38-39	2N	
9	Currency of Billing		A6	40-42	3T	
10	Reserved Space			43-230	189T	
11	Reserved Space			231-250	20T	

Header Record- AGENT **Hand-Off File**

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	AA3
2	CASS Area Code			4-5	2T	ISO COUNTRY CODE
3	Filler			6-19	14T	
4	Date Period Start		A4b	20-25	6N	YYMMDD
5	Date Period End		A4b	26-31	6N	YYMMDD
6	Date of Billing		A4b	32-37	6N	YYMMDD
7*	File Number			38-39	2N	
8	Currency of Billing		A6	40-42	3T	
9	Filler			43	1T	
10	Agent Code			44-50	7N	
11	Reserved Space			51-200	149T	
12	Reserved Space			201-250	50T	

Courier Baggage Voucher — Hand-Off File

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	CBV
2	Filler			4-4	1T	
3	VAT Indicator			5-5	1T	'Y' = Subject to VAT
4	Courier/Agent Code			6-16	11N	
5	Filler			17-29	13T	
6	Origin			30-32	3T	
7	CBV Use Indicator	2		33	1T	R=Revenue V=Void S=Service **
8	Branch office indicator (Carrier)			34	1T	A-Z
9	Filler			35	1T	
10	Destination			36-38	3T	
11	Date CBV Execution			39-44	6N	YYMMDD
12	Weight – Chargeable			45-51	7N	
13	Weight Indicator			52	1T	K=Kilo L=Pound
14	Currency Code			53-55	3T	
15	Weight Charge – (PP only)			56-67	12N	
16	Filler			68-79	12T	
17	Charges due Carrier – (PP only)			80-91	12N	
18	Filler			92-151	60T	
19	Carrier Identification.			152-155	4T	
20	CBV Serial Identification			156-167	12T	
21	CBV MOD 7 Check			168-168	1T	'N' or Blank
22	Filler			169-186	18T	
23	Courier/Agent's Reference Data			187-200	14T	
24	Filler			201-211	11T	
25	Tax due carrier/Airline (As per CBV, or VAT/GST as per invoice)	5		212-223	12N	
26	Tax due Courier/Agent (VAT/GST)	5		224-235	12N	**
27	Tax due Airline Indicator			236	1T	'-' = negative VAT amount **(not used in the UK)
28	Flight details			237-249	13T	
29	Filler			250	1T	

** OPTIONAL

CBO/CBR Record

Hand-Off File

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	CBO/CBR
2	Branch office indicator (Carrier)			4	1T	A-Z
3	VAT Indicator			5	1T	'Y' = Subject to VAT
4	FILLER			6-18	13T	
5	Origin			19-21	3T	
6	Courier Code			22-32	11 N	
7	CBO/CBR Number			33-38	6T	
8	Currency Code			39-41	3T	
9	Filler			42-52	11T	
10	Date CBV Execution			53-58	6N	YYMMDD
	CHARGES & WEIGHT					
11	Filler			59	1T	
12	Weight Charge			60-71	12N	
13	Filler			72-111	40T	
14	Charges due Carrier			112-123	12N	
15	VAT on CBV Charges	1		124-135	12N	
16	Carrier Identification			136-139	4 T	
17	CBV Serial Identification			140-151	12T	
18	CBV MOD 7 Check			152-152	1 T	N or Blank
19	Tax due Courier			153-164	12N	
20	Filler			165-172	8T	
21	Weight Indicator			173	1T	K = Kilo; L = Pound
22	Weight – Chargeable			174-180	7N	
23	Destination			181-183	3T	
24	Flight Details			184-196	13 T	
25	Filler			197-250	53	

Trailer Record **Hand-Off File**

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3T	TTT
2	CASS Area Code			4-5	2T	ISO Country Code
3	Airline Prefix		A2	6-9	4 T	
4	Branch office indicator			10	1T	
5	Filler			11-16	6 T	
*6**	*Number of CBV*			*17-23*	*7N*	
*7**	*Number of CBO*			*24-30*	*7N*	*Number of CBO Transactions*
8*	*Number of CBR*			*31-37*	*7N*	*Number of CBR Transactions*
*9**	Total Number of Records		A18	38-44	7N	*Does not include Header and Trailer record*
10	*Hash Total*			*45-56*	*12N*	*Total of all monetary amount fields included in all records in this file (those that are indicated as SOM data element A8)*
11	Reserved Space			57-230	174T	
12	Reserved Space			231-250	20T	

* These totals may be provided at the option of each individual carrier

SECTION 4 – STANDARD DOCUMENTS – CASS EXPORT

Standard printed documents are no longer used, printed or distributed by CASS.

4.1 Overview

This Section details the layouts and completion instructions for the following forms:

4.2 Air Waybill Transmittal (AWT)

4.3 Air Waybill Distribution and Revision Notice (ADR)

4.4 Administrative Form Requisition (AFR)

4.5 Debit/Credit Memorandum (DCM)

4.2 AIR WAYBILL TRANSMITTAL (AWT) – ILLUSTRATION

CASS AIR WAYBILL TRANSMITTAL (AWT)

To 1

Code Location

	Day	Month	Year	Transmittal No
Date of Dispatch	3A	3A	3A	3C
				Page 3D
For Reporting Period Ending	3B	3B	3B	of 3E

Export		**Import** (For use in CASS-Import)	
Quantities		Quantities	
Revenue AWBs	4A	AWBs	5A
Void/Service AWBs	4B	DBRs	5B
CCAs	4C	CCAs	5C
DCMs	4D	DCMs	5D
ADRs	4E		

TOTAL NET/NET SALES (optional) 6

Prepared By 7

Name _____

Department _____

.....

(Signature)

4.2 AIR WAYBILL TRANSMITTAL (AWT) *(cont'd)*

Recommended Size: A6 (105mm x 148mm)

Issuer: Issuing Carrier

Distribution: The format may be pre-printed or stamped on the envelope containing the documents. If a form is used, the original must be sent to the Settlement Office; preparation of other copies is at the option of the local CASS.

Completion Instructions:

1 **To:**
The pre-printed Settlement Office name and address.

2 **From:**
An airline inserts its airline designator (2A) and the 3-alpha location code (2B) in the respective boxes.

3A **Date of Dispatch:**
Insert the date the AWT will be posted to the Settlement Office in the boxes 3A.

3B **For Reporting Period Ending:**
Insert the date of the end of the reporting period to which the documents accompanying the AWT pertain in the boxes 3B.

3C **Transmittal No.:**
Insert the sequential transmittal number in box 3C. Each year each office issuing AWTs must begin numbering AWTs from 1.

3D **Page No. & of:**

3E When a CASS limits the number of documents which can accompany one page of an AWT, these boxes must be completed. Insert the page number in box 3D and the total number of pages in 3E.

4 **Export:**
Complete boxes 4A, 4B, 4C, 4D and 4E. An AWT must not contain both export and import.

5 **Import documents:**
Insert the number of documents in boxes 5A, 5B, 5C and 5D against each type of document accompanying the AWT.

6 **Total Net/Net Sales:**

7 **Prepared by:**
The person issuing the AWT must sign in this box.

4.3 AIR WAYBILL DISTRIBUTION AND REVISION NOTICE (ADR) – ILLUSTRATION

AIR WAYBILL DISTRIBUTION & REVISION NOTICE (ADR)

No 1

Airline Name Address: 3

Airline Code: 4

Date: 2

Agent Name Address: 5

Agent's Code: 6

Air Waybill stock Record is to be amended as follows:

AIRLINE'S AIR WAYBILL FORMS

Code 1=ADD 2=Delete	Agent Code	Prefix	From Serial	To Serial	Quantity
7	8	9	10	11	12

DISTRIBUTION: Four top copies to airline which returns one copy to Agent and submits one copy to Settlement office.

AIRLINE'S AIR WAYBILL SERIAL NUMBER FOR USE ON NEUTRAL AWB FORMS

Code 1=ADD 2=Delete	Agent Code	Prefix	From Serial	To Serial	Quantity
13	14	15	16	17	18

DISTRIBUTION: Four top copies THROUGH ISS Management to Settlement Office, which returns three copies to Manager, IDS. Manager, IDS returns one copy to Agent and two copies to Airline.

Agent's Signature	Airline Signature	Settlement Office Signature	Manager, IDS Signature
19 Date	20 Date	21 Date	22 Date

4.3 AIR WAYBILL DISTRIBUTION AND REVISION NOTICE (ADR) *(cont'd)*

Number of Parts: 5

Recommended Size: A4 (295 x 210mm)

Air Waybill Forms

Distribution: Agent Originated:

Four copies to Carrier who, after completion, returns one copy to Agent and submits one copy to Settlement Office

Distribution: Airline Originated:

One copy to Agent

One copy to Settlement Office

Allocation of AWB Serial Numbers

Distribution: Agent Originated:

Four copies to Manager, IDS

Distribution: Airline Originated:

Four copies to Manager, IDS

Distribution: Manager, IDS Originated:

Two copies to Settlement Office

One copy to Agent

One copy to Carrier

Completion Instructions:

1 **No.:** Pre-printed ADR number
2 **Date:** Insert date of AWB supply or Serial Number allocation
3 **Airline Name:** Insert name and address of carrier
4 **Airline Code:** Insert 3-digit airline code of carrier indicated in Box 3
5 **Agent Name/Address:** Insert Agent/Associate name and address
6 **Agent Code:** Insert Agent/Associate code and CASS address code of Agent in box 5
7 **Code:** Insert '1' or '2' to indicate respectively an addition or deletion to the AWB Stock Record
8 **Agent Code:** Insert Agent code and CASS address code of the AWB Stock Record, which is being amended
9 **Code:** Insert Airline code (prefix of AWB number)
10 **From:** Insert the first AWB serial number of a series to be added or deleted from the Stock Record
11 **To:** Insert the last AWB serial number of a series to be added or deleted from the Stock Record
12 **Quantity:** Insert the quantity of AWBs to be added or deleted from the Stock Record, the first and last serial number which appear in columns 9 and 10 respectively
13 **Code:** Insert '1' or '2' to indicate respectively an addition or deletion to the AWB Stock Record
14 **Agent Code:** Insert Agent Code and CASS address code of the AWB Stock Record which is being amended

15 **Code:** Insert Airline code (prefix of AWB number)

16 **From:** Insert the first AWB serial number of a series to be added or deleted from the Stock Record

17 **To:** Insert the last AWB serial number of a series to be added or deleted from the Stock Record

18 **Quantity:** Insert the quantity of AWBs to be added or deleted from the Stock Record, the first and last serial number of which appear in columns 9 and 10 respectively

Signature and Date:

19 **Agent:** The Agent issuing the ADR shall insert date and signature

20 **Airline:** The Airline issuing the ADR shall insert signature and date

21 **Settlement Office:** The Settlement Office Agent shall insert date signature indicating that the required amendments to the AWB Stock Record have been made

22 **Manager, IDS:** The Manager, IDS shall sign ADR issued for automatic or urgent replenishment of Airlines' AWB Serial Numbers

4.4 ADMINISTRATIVE FORM REQUISITION (AFR) – ILLUSTRATION

ADMINISTRATIVE FORM REQUISITION (AFR)

To: 1 No. 4

From: 2 Code Number 3 Date 5

	Administrative Form	Quantity
1	Air Waybill Transmittal	6
2	Cargo Charges Correction Advice	
3	Debit / Credit Memo	
4	Air Waybill Distribution Notice	
5	DBR Distribution Notice	
6	Delivery Billing Request	
7	Air Waybill Transmittal Envelope	
8	Administrative Form Requisition	

7 Signature

8 Signature CASS Manager

4.4 ADMINISTRATIVE FORM REQUISITION (AFR) *(cont'd)*

Number of Parts: 2

Recommended Size: A5

Distribution: Copy 1 - Issuer (Retained)
Copy 2 - Issuer – Manager, IDS (retained)

Completion Instructions:

1 **To:** The pre-printed title of Manager, IDS

2 **From:** Full name of issuer of form, which may be an Airline, Agent or CASS Associate

3 **Code Number:** Code number of issuer of form

4 **No.:** Pre-printed AFR number

5 **Date:** Date of issuance of AFR in day, month year format, e.g. 01APR92

6 **Quantity:** Number of forms required against the respective form title

7 **Signature:** Issuer to sign

8 **Signature Manager, IDS:** The Manager, IDS signs here when the AFR is to be sent to an independent document distributor. The signature serves to authorise distribution.

4.5 DEBIT/CREDIT MEMORANDUM (DCM) – ILLUSTRATION

CASS DEBIT/CREDIT MEMO (DCM)				Indicator 1	Number 2
Agent's code: 3A	Airline's Code: 3B			Reporting Period: 3C	
AWB No. 4A	Origin 4B	Destination 4C		Date of AWB Issue 4D	

Air Waybill weight and/or charges have been corrected/added as follows:

5	**GROSS WEIGHT**	Revised/Correct Gross Weight		Original/Incorrect Gross Weight	Remarks and reason for issuing DCM
	Weight unit 5A	5B		5C	
6	**CHARGES**	Revised/Correct Charges 6B		Original/Incorrect Charges 6C	
	Currency: 6A	prepaid	collect	prepaid	collect
a	Weight Charges				
b	Valuation Charges				
c	Tax				
d	Total Other Charges Due Agent				
e	Total Other Charges Due Carrier				
f	Total				
g	Discount				
h	Net/Net Sales				

6D

IF YOU HAVE INFORMATION AND DOCUMENTATION WHICH WOULD REVISE OR CANCEL THIS MEMO, PLEASE RETURN IT TO THE CARRIER AT THE ADDRESS BELOW.

THE ORIGINAL OF THIS FORM MUST BE SUBMITTED TO THE SETTLEMENT OFFICE BY THE AIRLINE.

Restrictions

1 Prepaid to Collect (Resolution 612-Shipper's Request for Changes of Air Waybill Amounts)

2 Increase of Collect due Agent

3 Loss or Damage Claims

4 Time limitations to overcharge claims within the carrier's conditions of contract

5 Carrier reserves the right to recharge the Agent via the Settlement Office or directly if the adjustment is rejected.
Further disputes must be resolved with carrier directly.

Airline Name _____

Street Address _____

City Address _____

Sincerely Yours

Date _____ Signature of Carrier's Representative _____

NOT TO BE USED AS A CARGO CHARGES CORRECTION ADVICE (CCA)

4.5 DEBIT/CREDIT MEMORANDUM (DCM) *(cont'd)*

Recommended Size: A4 (297mm x 210mm)

Issuer: Airline or Agent/CASS Associate

Number of Parts: 3

Distribution:

Airline

Settlement Office

Agent

Completion Instructions:

1 **DCM Indicator:** Debit/Credit Indicator (DR or CR)

2 **DCM Number**

3A **Agent's code**

3B **Airline's code**

3C **Reporting Period**

4A **AWB Number:** Enter the Air Waybill prefix and serial number to which this CCA refers

4B **Origin:** Enter the location code of the airport or city of departure as shown on the original Air Waybill

4C **Destination:** Enter the location code of the airport or city of destination as shown on the original Air Waybill

4D **Date of AWB Issue:** Enter the date of execution as shown on the original Air Waybill

5A **Weight unit:** Enter the unit of weight as used on the AWB in either kilograms (K) or pounds (L)

5B **Revised/Correct Gross Weight:** Enter the total gross weight as it now appears on the Air Waybill

5C **Original/Incorrect Gross Weight:** Enter the total gross weight as it originally appeared on the Air Waybill

6A **Currency:** Enter the ISO of the currency corresponding to the currency in which the Air Waybill was issued

6B **Revised/Correct Charges:** Enter the total of all charges as it now appears on the Air Waybill under either the prepaid or collect column as appropriate. When applicable, non-delivery charges shall be added to the revised 'Other Charges due Carrier'

6C **Original/Incorrect Charges:** Enter the total of all charges as it originally appeared on the Air Waybill under either the prepaid or collect column, as appropriate, regardless of whether or not some of these have now been changed

6D **Remarks and Reason for Issuing a DCM:** Enter any explanatory remarks and include an explanation of the situation that caused the DCM to be raised

9 **Execution Area**: For completion by **air carrier only**

SECTION 5 – FILE STANDARDS – CASS IMPORT

5.1 Overview

This section specifies the standards to be observed for the production of tapes or floppy disks when reporting import billing information.

5.2 Data

Character coding format:

Alpha/numeric fields are left justified with trailing blanks. Numeric fields are unpacked/zoned decimal, right justified with **leading** zeros. Amount fields are unsigned-zoned decimal.

5.3 Physical Records

File record lengths fixed at 250 characters/bytes. *(Blocking factor to be agreed locally by the Steering Panel)*

5.4 Record Types

5.4.1 HAND-OFF TAPE

AA2	Header Record – Recipient Billings
AA3	Header Record – last Carrier Billings
IBI	Import Billing Instruction Record
IBO/IBR	Import Adjustment Memo Records
TTT	Trailer Record, total record count and total records by record type

5.4.2 BILLING PARTICIPANTS

ALS	Header Record
IBI	Import Billing Instruction Record
IBO/IBR	Import Adjustment Memo Records
TTC	Trailer Record, total record count and total records by record type

5.5 File

Labels will be agreed between the Settlement Office and the local CASS ISS Management.

The Header Record ID identifies CASS Operation, Delivering Company, Billing Period and tape number within Billing Period.

File Organisation:

Header Record		
IBIs	}	random sequence
IBO/IBRs	}	random sequence
Trailer Record		File totals

5.5.1 FILE NAMING CONVENTION – BILLING PARTICIPANTS

Files submitted by billing participants must adhere to the following standard:

AAA B CC D E . IMP

Where:

AAA	=	Delivering Company Code, i.e. 125 = British Airways
B	=	Delivering Company Branch Code, i.e. A-Z
CC	=	Remittance Cycle Number, i.e. 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
D	=	Billing Period Number, i.e. 1, 2, 3
E	=	File Number (per period which will be 1 unless there is more than one file submitted

5.5.2 FILE NAMING CONVENTION – HAND-OFF FILES

Airline HOTs		AAA-MMPP.CCT
Agents/HOTs		RRRRRRR-MMPP.CCT

Where:

AAA	=	Airline Code/Delivering Company Code
RRRRRRR	=	Recipient Head Office Code
MM	=	Remittance Cycle Number
PP	=	Period Number
CC	=	Country Code
T	=	Type

If the HOT file produced is for the whole cycle, the name will have the last period number indicated.

5.6 Date of Dispatch

The dates of dispatch and return of the Hand-Off Tape will be determined according to an agreement between the Settlement Office and the local ISS Management.

5.7 Archiving of Data

Data for Hand-Off Tape recreation is retained by the producer of the tape; the retention period will be agreed between the Settlement Office and the local ISS Management.

5.8 Detailed Record Description

a CASS- Hand-Off Tape.

b Tape/Disk Produced by Electronic Reporting Delivering Companies.

Element attribute **(ATTR)** uses the following character set guidelines:

alphabetical:	A-Z only
numerical:	0-9 only
alpha numeric:	A-Z, 0-9, blank, space, period, or slash.

Column 'SOM' provides the reference to the Data Element description at Sections 6 and 7 of this handbook.

Mandatory Data Elements

DE No	Name	Format	Cargo-IMP DE No
A1	Recipient Code	a(2)-f(5)/f(3)f	
A2	Airline Code (AWB Prefix)	fff	112
A3	Delivering Company Code	aaa a	
A4	Date	f(6)	
A5	Record ID	aaa	
A6	Currency Code	aaa	605
A7	AWB Serial No.	f(8)	113
A8	Monetary Amount	f(..12)	501
A9	Charge Code	aa	504
A10	Recipient Reference Data/IAM Number	a(8)	
A11	Invoice Relation indicator	a	
A12	IBI Serial No.	af(7)	
A13	Actual Gross Weight	f(7)	
A14	Vacant		
A15	Vacant		.
A16	Vacant		.
A17	Vacant		.
A18	Vacant		.
A19	Airline Designator	aa or fa or af	312
A20	Location Identifier	aaa	313
A21	Flight Line Number	fff(f)	800

A1 — Recipient Code

Code uniquely identifying a Recipient Name and Address.

Format: aa-fffff/aaa a

Example GB-00123/000 2

Where:
GB = Country code
00123 = Recipient Company Code
000 = Recipient Branch Code
2 = Modulus 7 based check digit *

* The check digit is derived by allocating numbers to the letters of the alpha characters in the code (a=10, b=11, z=35). The resultant ?? digit number is divided by 7; the remainder is the check digit. Where the Recipient code is copied from CASS Export agent code, the Modulus 7 check is ignored.

Communications Format:

Program Checks:
1. Format Check
2. Modulus 7 check
3. File reference check

Cargo-IMP DE No. None

A2 — Airline Code (also known as AWB-Prefix)

Code uniquely identifying an airline; used on interline traffic and accounting documents and published in IATA Airline Coding Directory.

Format: fff

Example: 125

This number represents the Airline Code assigned to British Airways.

Program Checks:
1. Format
2. File Reference

Cargo-IMP DE No: 112

A3 — Delivering Company Code

Code uniquely identifying a Delivering Company; used in CASS Import and allocated locally by ISS Management.

Format: aaa a

Example: 125 A / ZZZ A

This represents example codes allocated to airlines or Ground Handling Companies.

A single alpha character branch code may be allocated to each delivering Company Office.

Program Checks:
1. Format
2. File Reference

Cargo-IMP DE No:

A4 — Date

The 6 characters in year, month, day (YYMMDD) format which designate a specific date.

Format: ffffff

Example: 161012

16	Year
10	Month
12	Date

The 12th of October 2016.

Program Checks:
1. Format check
2. Impossible Date check

Cargo-IMP DE No.:

A5 — Record ID

A record identifier indicating the transaction type submitted.

Format: aaa

Example: IBI

Program Checks:
1. Format check

A6 — Currency Code

The ISO code of the currency in which amounts are expressed.

Format: aaa

Example: USD represents U.S. Dollars

Note: *currency codes will be used for:*

1) AWB currency
2) currency of a country where transit charges accrue
3) currency of collection

Program Checks:
1. Format Check
2. File Reference Check

Cargo-IMP DE No.: 605

A7 — Air Waybill Serial Number

Specified in Resolution 600a. A serial number allocated by a carrier to identify a particular air cargo consignment and the associated Air Waybill. Last digit of number is modulus-7 check digit.

Format: f(7)f

Example: 99999992

9999999 Serial Number

2 Check Digit

Program Checks:
1. Format Check
2. Modulus-7 check (Resolution 600a procedure)

Cargo-IMP DE No.: 113

A8 — Monetary Amount

A charge or other monetary amount as identified by the monetary amount indicator.

Format: f(..12)

The number of decimal positions is determined by the currency code. (When output on tape, decimal point is omitted.)

Example: 52762

This indicates 527.62 currency units, there are two places of decimals because the units are UK Pounds (GBP).

Program Checks:
1. Format Check
2. Range Check

Cargo-IMP DE No.: 501

A9 — Charge Code Indicator

A code identifying a type of charge, used in conjunction with 'monetary amount'.

Format: aa

Note: *The charge codes as published under recommended practice 1682 shall apply.*

Program Checks:
1. Format
2. File Reference Check

A10 — Recipient Reference Data/IAM Number

A multifunctional field dependent upon the record type submitted.

Format: A(8)

Note: **A)** When field 1 (record ID) equals IBI then Field 2 may contain a Recipient Reference, supplied for information purposes only.

B) When field 1 (record ID) equals IBO or IBR then field 2 must contain the IAM form number which corresponds to this transaction.

Program Checks: 1. Format

A11 — Invoice Relation Indicator

An indicator used to identify the receiving party of adjustment records submitted.

Format: A

Example: A/b/c

Note: **A)** If an IAM is raised to adjust a billing from a delivering company to a recipient.

B) If an IAM is raised to adjust a billing from the last carrier to the delivering company.

C) If an IAM is raised to adjust both billing scenarios highlighted in A) and B).

Program Checks: 1. Format

A12 — IBI Serial Number

A number identifying an IBI. The number is pre-printed under the supervision of ISS Management.

Format:	Affffffff	
Example	C123456n	
	C	Letter 'C' indicating IBI Series
	123456	Serial Number
	N	Check Digit (Modulus 7)
Program Checks:	Modulus 7	Check digit includes the leading letter, which should be given the numeric value of its sequence in the alphabet. A=10 B=11… Z=35.

A13 — Actual Gross Weight

Weight of consignment. Identified by the weight indicator code.

Format:	f(..7)	if weight in Kilos (K):	One decimal
		if weight in Pounds (L):	No decimal

Example: 123

Indicates a weight of 12.3 kilos if weight indicator is 'K', or 123 pounds if weight indicator is 'L'.

Program Check:
1. Format Check
2. Range Check

Cargo-IMP DE No: 600

A14 — Vacant

A15 — Vacant

A16 — Vacant

A17 — Vacant

A18 — Vacant

A19 — Airline Designator

A code indicating a particular airline. The codes are published in the IATA Airline Coding Directory.

Format:	aa or fa	
Example:	BA	British Airways
Program Checks:	1.	Format Check
	2.	File Reference Check

Cargo-IMP DE No.: 312

Note: *Under certain conditions the same code may be given to two airlines. This is called 'Controlled Duplication'. The code format is expected to be changed into 3-alpha sometime in the future.*

A20 — Location Identifier

The 3-alpha Code for an airport or city as published in the IATA Airline Coding Directory.

Format:	aaa	
Example:	BOS	Boston, Logan International Airport
Program Checks:	1.	Format Check
	2.	File Reference Check
	3.	Relation check

Cargo-IMP DE No.: 313

Note: *This data element may be expanded to 5 alphas.*

A21 — Flight/Line Number

A number used in conjunction with the airline designator to identify a flight of a carrier.

Format:	fff(f)
Program Checks:	Format check

Cargo-IMP DE No: 800

Note: *A fourth character is provided to facilitate any future expansion.*

SECTION 6 – BILLING PARTICIPANT FILE SPECIFICATIONS – CASS IMPORT

6.1 Overview

This section details the specifications applicable in the production of CASS Import Billing Participant files. They must be adhered to when submitting accountable transactions on input file or other electronic means.

Record layout detailed:

6.2 Header Record

6.3 Import Billing Records (IBO/IBR/IBI)

6.4 Trailer Record

6.2 Header Record

Billing Participants

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	ALS
2	4	5	CASS Import Area/SO Code		2 A	ISO Country Code
3	6	8	Delivering Company Code	A3	3 T	
4	9	9	Delivering Company Branch Code	A3	1 A	A - Z
5	10	15	Period Start Date	A4	6 NUM	YYMMDD
6	16	21	Period End Date	A4	6 NUM	YYMMDD
7	22	26	Filler		5 T	Blank
8	27	28	Tape/FD Number		2 NUM	
9	29	250	Reserved Space		222 T	

6.3 Import Billing Records (IBO/IBR/IBI)

Import Billing Records

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID	A5	3 T	IBI,IBO,IBR
2	4	11	Recipient Reference Data(IBI) / IAM Number(IBO/IBR)	A10	8 T/NUM	For IAM field is mandatory
3	12	19	IBI Number	A12	8 T	
4	20	20	Invoice Relation Indicator ** IBO and IBR only **	A11	1 A	"A"= Del Comp – Recipient "B"= Last Carr - Del Comp "C"= Comb "A" & "B"
5	21	21	VAT Ind - AWB Charges		1 A	Y = Subject to VAT N = Not Subject to VAT
6	22	22	VAT Ind - Handling / Storage Charges		1 A	Y = Subject to VAT N = Not Subject to VAT
7	23	33	Recipient Code	A1	11 T	
8	34	36	Delivering Company Code	A3	3 T	
9	37	37	Delivering Company Branch Code	A3	1 A	A - Z
10	38	40	Airline Code (AWB Prefix)	A2	3 T	
11	41	48	AWB Serial Number	A7	8 NUM	
12	49	56	House Way Bill reference		8T	
13	57	59	Airport of Origin	A20	3 A	
14	60	62	Airport of Destination	A20	3 A	
15	63	64	Arrival Carrier Flight Designator	A19	2 T	
16	65	68	Arrival Carrier Flight Number	A21	4 NUM	
17	69	74	Date of Arrival	A4	6 NUM	YYMMDD
18	75	80	Date of Delivery	A4	6 NUM	YYMMDD
19	81	87	Actual Gross Weight	A13	7 NUM	If 20 = "K", 1 Decimal If 20 = "L", No Decimals
20	88	88	Weight Indicator		1 A	K = Kilo, "L" = Pounds
21	89	91	Currency Code of AWB	A6	3 A	ISO Currency Code
22	92	101	Rate of Exchange		10 T	If zeros, use system table
23	102	113	CC WT/VAL Charges - AWB Currency	A8	12 NUM	
24	114	125	CC Charges Due Agent - AWB Currency	A8	12 NUM	
25	126	137	CC Charges Due Carrier - AWB Currency	A8	12 NUM	
26	138	149	Net/Net AWB Charges - Dest Currency	A8	12 NUM	
27	150	161	CC Fee Amount		12 NUM	If zeros, consult field 28 for system calculation
28	162	162	CC Fee Indicator		1 A	"Y"= Charge CC Fee "N"= No CC Fee
29	163	174	Handling Charges	A8	12 NUM	
30	175	186	Storage Charges	A8	12 NUM	
31	187	198	Advanced Duty & VAT	A8	12 NUM	
32	199	200	Other Charge 1 Code	A9	2 A	RP 1682
33	201	212	Other Charge 1 Amount	A8	NUM	
34	213	214	Other Charge 2 Code	A9	2 A	RP 1682
35	215	226	Other Charge 2 Amount	A8	12 NUM	
36	227	238	Miscellaneous Charges Amount	A8	12 NUM	
37	239	250	Tax Due Airline	A8	12 NUM	If zeros System to calculate

6.4 Trailer Record

Trailer Record

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	"TTC"
2	4	5	CASS Import Area/S O Code		2 A	ISO Country Code
3	6	8	Delivering Company Code	A3	3 T	
4	9	9	Delivering Company Branch Code	A3	1 A	A - Z
5	10	15	Total Number of IBI / IBU Records		6 NUM	Number of IBIs or where used for an IBU file, IBU records
6	16	21	Total Number of IBO / IBA Records		6 NUM	Number of IBOs or where used for an IBU file, IBA records
7	22	27	Total Number of IBR / IBB Records		6 NUM	Number of IBRs or where used for an IBU file, IBB records
8	28	33	Filler		6 T	
9	34	39	Total Number of Records		6 NUM	
10	40	51	Hash Total	A8	12 NUM	Total values as per 'Hash Total Listing'
11	52	250	Filler		199 T	

Note: *This record should appear at the end of every file produced. The number of records refers to the records on individual diskettes.*

Hash Total Listing — All Monetary Fields

IBI/IBO/IBR Records

NR	FROM	TO	DESCRIPTION
23	102	113	CC WT/VAL Charges - AWB Currency
24	114	125	CC Charges Due Agent - AWB Currency
25	126	137	CC Charges Due Carrier - AWB Currency
26	138	149	Net Net WT/VAL Charge - Dest Currency
27	150	161	CC Fee amount
29	163	174	Clearance and Handling
30	175	186	Storage Charges
31	187	198	Duty and VAT paid
33	201	212	Other charge 1 amount
35	215	226	Other charge 2 amount
36	227	238	Miscellaneous charges amount
37	239	250	Tax due Airline

6.5 IMPORT BILLING ULD (IBU/IBA/IBB)

Records – IBU – Import Billing ULD
– IBA – IBU reversal (Original/Incorrect)
– IBB – IBU Re-billing (Corrected/Revised)

(ULD records must be entered in a separate file to IBI records)

HEADER RECORD

Billing Participants

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	AAU
2	4	5	CASS Import Area/SO Code		2 A	ISO Country Code
3	6	8	Delivering Company Code	A3	3 T	
4	9	9	Delivering Company Branch Code	A3	1 A	A - Z
5	10	15	Period Start Date	A4	6 NUM	YYMMDD
6	16	21	Period End Date	A4	6 NUM	YYMMDD
7	22	26	Filler		5 T	Blank
8	27	28	File Sequence Number		2 NUM	
9	29	250	Reserved Space		222 T	

IBU/IBA/IBB

Nr.	From	To	Record	SOM	Size	Description
1	1	3	Record ID	3 T	3	IBU, IBA, IBB
2	4	4	Filler		1	Blank
3	5	5	Tax indicator	1 T	1	Blank (N) or Y
4	6	15	Unit ID	10 T	10	ULD Serial number Eg. PMC12345AA
5	16	26	Billed party	11 T	11	Recipient code
6	27	27	Filler		1	Blank
7	28	33	Flight Number	6 T	6	AA1111
8	34	39	Flight Date	6 N	6	Date of flight
9	40	79	Service description	40 T	40	Free text to describe service provided
10	80	81	Units	2 N	2	Number of units handled
11	82	93	Unit price	12 N	12	Unit price for shipment
12	94	105	Handling Charge (Net amount)	12 N	12	Total Handling charge to be billed
13	106	117	VAT amount	12 N	12	If blank, system to calculate VAT, where “3” = Y
14	118	123	Correction ID	6 T	6	Correction record identifier for IBA/IBB only

TRAILER RECORD

Trailer Record

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	"ZZU"
2	4	5	CASS Import Area/S O Code		2 A	ISO Country Code
3	6	8	Delivering Company Code	A3	3 T	
4	9	9	Delivering Company Branch Code	A3	1 A	A - Z
5	10	15	Total Number of IBU Records		6 NUM	Number of IBU records
6	16	21	Total Number of IBA Records		6 NUM	Number of IBA records
7	22	27	Total Number of IBB Records		6 NUM	Number of IBB records
8	28	33	Filler		6 T	
9	34	39	Total Number of Records		6 NUM	
10	40	51	Hash Total	A8	12 NUM	Total values as per 'Hash Total Listing'
11	52	250	Filler		199 T	

SECTION 7 – HAND-OFF FILE SPECIFICATIONS – CASS IMPORT

7.1 Overview

This section details the specifications applicable in the production of CASS Import Hand-Off files. They are applicable to files generated on tapes, floppy disks or other electronic means.

Record layouts detailed:

7.2 Header Record – Recipient Billings

7.3 Header Record – Last Carrier Billings

7.4 Import Billing Records (IBO/IBR/IBI) – Recipient Billings

7.5 Import Billing Records (IBO/IBR/IBI) – Last Carrier Billings

7.6 Trailer Record

7.2 Header Record — Recipient Billings

Recipient Billings Header Record

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	AA2
2	4	5	CASS Import Area/SO Code		2 A	ISO Country Code
3a*	6	8	Delivering Company Code	A3	3 T	
3a*	9	9	Delivering Company Branch Code	A3	1 A	A – Z
3a*	10	16	Filler		7 T	
3b*	6	16	Recipient Code	A1	11T	
4	17	22	Period Start Date	A4	6 NUM	YYMMDD
5	23	28	Period End Date	A4	6 NUM	YYMMDD
6	29	34	Date of Billing	A4	6 NUM	YYMMDD
7	35	36	Tape Number		2 NUM	
8	37	39	Currency of Billing	A6	3 A	
9	40	250	Filler		211 T	

* Either field 3a or 3b will be used dependent upon receiving party.

7.3 Header Record — Last Carrier Billings

Last Carrier Billings Header Record

NR	FROM	TO	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	AA3
2	4	5	CASS Import Area/SO Code		2 A	ISO Country Code
3a*	6	8	Delivering Company Code	A3	3 T	
3a*	9	9	Delivering Company Branch Code	A3	1 A	A – Z
3a*	10	16	Filler		7 T	
3b*	6	7	Last Carrier Code	A19	2 T	
3b*	8	16	Filler		9 T	
4	17	22	Period Start Date	A4	6 NUM	YYMMDD
5	23	28	Period End Date	A4	6 NUM	YYMMDD
6	29	34	Date of Billing	A4	6 NUM	YYMMDD
7	35	36	Tape Number		2 NUM	
8	37	39	Currency of Billing	A6	3 A	
9	40	250	Filler		211 T	

* Either field 3a or 3b will be used dependent upon receiving party.

7.4 Import Billing Records (IBO/IBR/IBI) – Recipient Billings

Import Billing Records

NR	From	To	DESCRIPTION	SOM		ATTR	CONTENTS
1	1	3	Record ID	A5	3	T	IBI,IBO,IBR
2	4	11	Recipient Reference Data(IBI)/IAM Number(IBO/IBR)	A10	8	T / NUM	For IAM field is mandatory
3	12	19	IBI Number	A12	8	T	
4*	20	20	Invoice Relation Indicator ** IBO and IBR only **	A11	1	A	"A"= Del Comp – Recipient "B"= Last Carr - Del Comp "C"= Comb "A" & "B"
5	21	21	VAT Ind - AWB Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
6	22	22	VAT Ind – Handling/Storage Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
7	23	33	Recipient Code	A1	11	T	
8	34	36	Delivering Company Code	A3	3	T	
9	37	37	Delivering Company Branch Code	A3	1	A	A - Z
10	38	40	Airline Code (AWB Prefix)	A2	3	T	
11	41	48	AWB Serial Number	A7	8	NUM	
12	49	56	House Way Bill reference		8	T	
13	57	59	Airport of Origin	A20	3	A	
14	60	62	Airport of Destination	A20	3	A	
15	63	64	Arrival Carrier Flight Designator	A19	2	T	
16	65	68	Arrival Carrier Flight Number	A21	4	NUM	
17	69	74	Date of Arrival	A 4	6	NUM	YYMMDD
18	75	80	Date of Delivery	A 4	6	NUM	YYMMDD
19	81	87	Actual Gross Weight	A13	7	NUM	If 20 = "K", 1 Decimal If 20 = "L", No Decimals
20	88	88	Weight Indicator		1	A	K = Kilo, "L" = Pounds
21	89	91	Currency Code of AWB	A 6	3	A	ISO Currency Code
22	92	101	Rate of Exchange		10	T	
23	102	113	CC WT/VAL Charges - Destination Currency	A 8	12	NUM	
24	114	125	CC Charges Due Agent - Destination Currency	A 8	12	NUM	
25	126	137	CC Charges Due Carrier - Destination Currency	A8	12	NUM	
26	138	149	Net/Net Wt/VAL Charges - Destination Currency	A8	12	NUM	
27	150	161	CC Fee Amount		12	NUM	
28	162	162	CC Fee Charged		1	A	"Y" or "N"
29	163	174	Handling Charges	A8	12	NUM	
30	175	186	Storage Charges	A8	12	NUM	
31	187	198	Advanced Duty & VAT	A8	12	NUM	
32	199	200	Other Charge 1 Code	A9	2	A	RP 1682
33	201	212	Other Charge 1 Amount	A8	12	NUM	
34	213	214	Other Charge 2 Code	A9	2	A	RP 1682
35	215	226	Other Charge 2 Amount	A8	12	NUM	
36	227	238	Miscellaneous Charges Amount	A8	12	NUM	
37**	239	250	Tax Due Airline	A8	12	NUM	

* Only IBO/IBR records with an indicator of "A" or "C" will appear on a Recipient Billing Hand-Off File.

** The VAT value for the IBO record should be treated as a negative value.

7.5 Import Billing Records (IBO/IBR/IBI) – Last Carrier Billings

Import Billing Records

NR	From	To	DESCRIPTION	SOM		ATTR	CONTENTS
1	1	3	Record ID	A5	3	T	IBI,IBO,IBR
2	4	11	Recipient Reference Data(IBI)/IAM Number(IBO/IBR)	A10	8	T / NUM	For IAM field is mandatory
3	12	19	IBI Number	A12	8	T	
4*	20	20	Invoice Relation Indicator ** IBO and IBR only **	A11	1	A	"A"= Del Comp – Recipient "B"= Last Carr - Del Comp "C"= Comb "A" & "B"
5	21	21	VAT Ind - AWB Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
6	22	22	VAT Ind – Handling/Storage Charges		1	A	Y = Subject to VAT N = Not Subject to VAT
7	23	33	Recipient Code	A1	11	T	
8	34	36	Delivering Company Code	A3	3	T	
9	37	37	Delivering Company Branch Code	A3	1	A	A - Z
10	38	40	Airline Code (AWB Prefix)	A2	3	T	
11	41	48	AWB Serial Number	A7	8	NUM	
12	49	56	House Way Bill reference		8	T	
13	57	59	Airport of Origin	A20	3	A	
14	60	62	Airport of Destination	A20	3	A	
15	63	64	Arrival Carrier Flight Designator	A19	2	T	
16	65	68	Arrival Carrier Flight Number	A21	4	NUM	
17	69	74	Date of Arrival	A4	6	NUM	YYMMDD
18	75	80	Date of Delivery	A4	6	NUM	YYMMDD
19	81	87	Actual Gross Weight	A13	7	NUM	If 20 = "K", 1 Decimal If 20 = "L", No Decimals
20	88	88	Weight Indicator		1	A	K = Kilo, "L" = Pounds
21	89	91	Currency Code of AWB	A6	3	A	ISO Currency Code
22	92	101	Rate of Exchange		10	T	
23	102	113	CC WT/VAL Charges - Destination Currency	A8	12	NUM	
24	114	125	CC Charges Due Agent - Destination Currency	A8	12	NUM	
25	126	137	CC Charges Due Carrier - Destination Currency	A8	12	NUM	
26	138	149	Net/Net Wt/VAL Charges - Destination Currency	A8	12	NUM	
27	150	161	CC Fee Amount	A8	12	NUM	
28	162	162	CC Fee Charged		1	A	"Y" or "N"
29	163	238	Filler		76	T	
30**	239	250	Tax Due Airline	A8	12	NUM	

* Only IBO/IBR records with an indicator of "B" or "C" will appear on a Last Carrier Billing Hand-Off File.

** The VAT value for the IBO record should be treated as a negative value.

7.6 IMPORT BILLING ULD (IBU/IBA/IBB)

Nr.	From	To	Record	SOM	Size	Description
1	1	3	Record ID	3T	3	IBU, IBA, IBB
2	4	4	Filler		1	Blank
3	5	5	Tax indicator	1T	1	Blank (N) or Y
4	6	15	Unit ID	10T	10	ULD Serial number Eg. PMC12345AA
5	16	26	Billed party	11T	11	(Recipient airline in this case) code
6	27	27	Filler		1	Blank
7	28	33	Flight Number	6T	6	AA1111
8	34	39	Flight Date	6N	6	Date of flight
9	40	79	Service description	40T	40	Free text to describe service provided
10	80	81	Units	2N	2	Number of units handled
11	82	93	Unit price	12N	12	Unit price for
12	94	105	Handling Charge (Net amount)	12N	12	Total Handling charge to be billed
13	106	107	VAT amount	12N	12	If blank, system to calculate VAT

7.7 Trailer Record

Trailer Record

NR	From	To	DESCRIPTION	SOM	ATTR	CONTENTS
1	1	3	Record ID		3 A	TTT
2	4	5	CASS Import Area/S O Code		2 A	ISO Country Code
3a*	6	16	Recipient Code	A1	11 T	
3b*	6	7	Last Carrier Code	A19	2 T	
3b*	8	16	Filler		9 T	
3c*	6	8	Delivering Company Code	A3	3 T	
3c*	9	9	Delivering Company Branch Code	A3	1 A	A - Z
3c*	10	16	Filler		7 T	
4	17	22	Total Number of IBI / IBU Records		6 NUM	
5	23	28	Total Number of IBO / IBA Records		6 NUM	
6	29	34	Total Number of IBR / IBB Records		6 NUM	
7	35	40	Filler		6 T	
8	41	46	Total Number of Records		6 NUM	
9	47	250	Filler		204 T	

* Either field 3a, 3b or 3c will be used dependent upon the party receiving the file.

SECTION 8 – STANDARD DOCUMENTS – CASS IMPORT

8.1 Overview

This Section details the layouts and completion instructions for the following forms:

8.2 Air Waybill Transmittal (AWT)

8.3 Import Billing Instruction (IBI)

8.4 Import Adjustment Memorandum (IAM)

Note that IATA CASS no longer prints or distributes these documents

8.2 Air Waybill Transmittal (AWT) – Illustration

CASS IMPORT

AIR WAYBILL TRANSMITTAL (AWT)

TO:

CASS Settlement Office
Address Local

FROM:

Company name (1)

Address (2)

Post code

Date of dispatch — DAY (5) MONTH YEAR — eg 0 5 S E P 9 7

Reporting Period end — DAY (6) MONTH YEAR — eg 1 5 S E P 9 7

Delivering Company — CODE (3) BRANCH

Transmittal Number (4)

I M P O R T

FULL PARTICIPANT

Import Billing Instructions (IBI) (7)

Import Adjustment Memos (IAM) (8)

Total no. of Documents (AWT Limit of 50) (9)

FOR CASS OFFICIAL USE ONLY

BILLING PARTICIPANT

Total no. of Records Submitted (10)

File name (11)

Number of Mag. Tapes (12)

Number of Diskettes (13)

E-mailed File (14)

CHECK POINTS

Received at CASS (16) — Signature — Date

Data Captured (17) — Signature — Date

Verified (18) — Signature — Date

Validation (19) — Signature — Date

Capture (20) — Signature — Date

PREPARED BY: (15)

Signature — Print name

DISTRIBUTION:
Top Copy (BLUE): CASS
2nd Copy (YELLOW): CASS (for return to DC)
3rd Copy (ORANGE): Delivering Company

8.2 Air Waybill Transmittal (AWT) – Procedures *(Cont'd)*

The AWT form shall normally be pre-printed by the CASS office and distributed to full and billing participants. All transactions submitted for processing must be accompanied by an AWT. The Settlement Office shall issue the form in three parts, one copy for the submitting delivering company, one copy for the CASS Settlement Office records and one for return to the delivering company after processing.

Completion Notes:

1. **Company Name**

   The name of the submitting Delivering Company.

2. **Address**

   The submitting Delivering Company business address.

3. **Delivering Company Code**

   The 3 alpha/numeric Delivering Company code corresponding to the Company name shown in 1 above. The appropriate Branch code is also reflected.

4. **Transmittal Number**

   Each Delivering Company allocates a sequential number to submitted AWTs.

5. **Date of Despatch**

   The actual date when the AWT was submitted.

6. **Reporting Period End**

   The date reflects the final day of the current billing period. All transactions submitted attached to the AWT should be for prior dates.

7/8/9. **Full Participant**

   The actual number of documents submitted relating to each of the categories shown.

10. **Billing Participant**

    The actual number of total records submitted in electronic form.

11. **File Name**

    The name of the file submitted by a Billing Participant and issue in accordance with Attachment A to Resolution 853.

12/13/14. **Submission Media**

   The number of tapes or diskettes submitted is indicated. If a file is transmitted by electronic means it is indicated so.

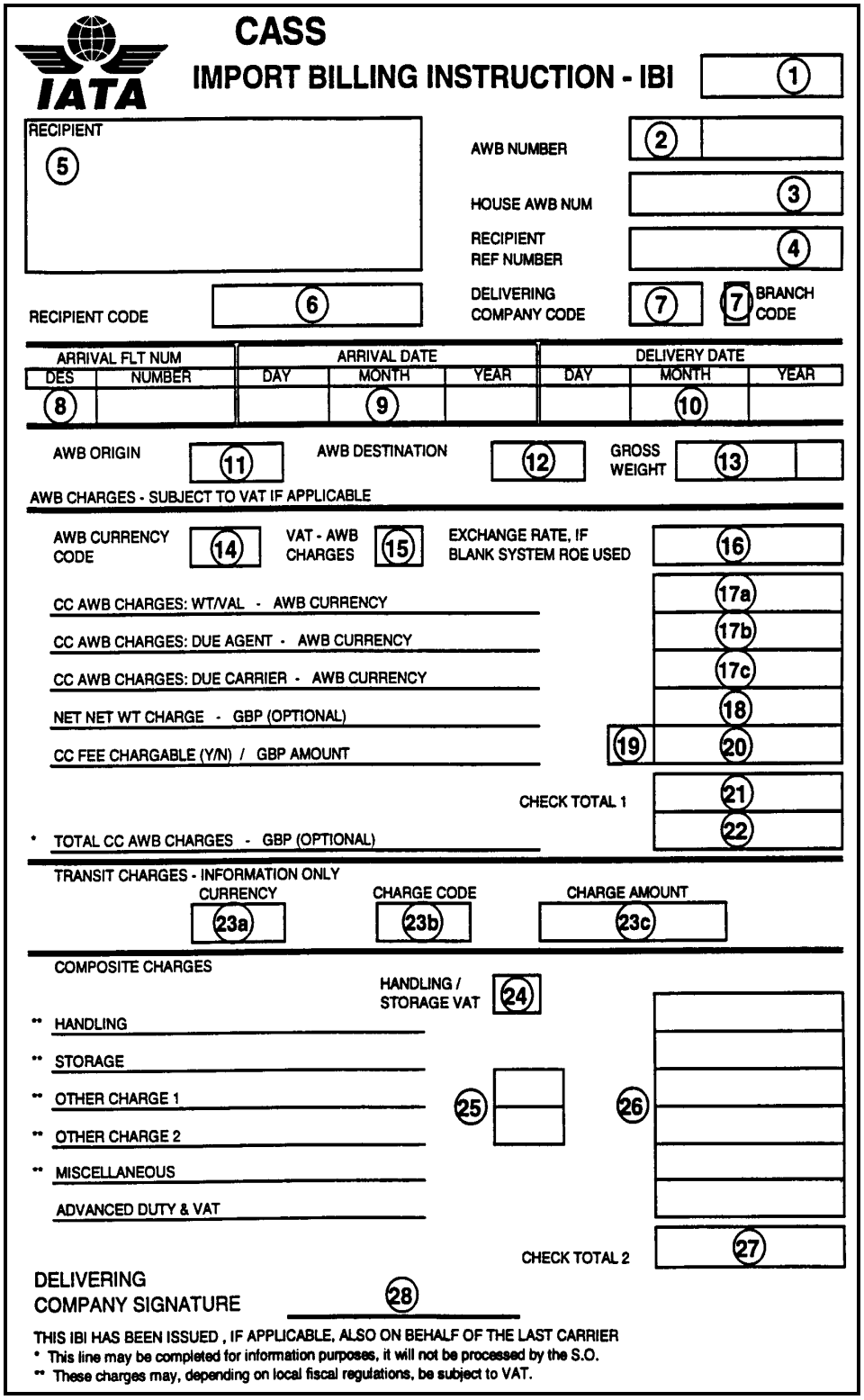
15. **Prepared By**

    The name and signature of the representative of the Delivering Company who completed the AWT.

16/20. **Check Points**

   The date applicable to each checkpoint of processing, Receipt, Data Entry, Verified, Validated and Captured is recorded on the AWT.

8.3 IMPORT BILLING INSTRUCTION (IBI) – illustration



CASS

IMPORT BILLING INSTRUCTION - IBI (1)

RECIPIENT (5)

AWB NUMBER (2)

HOUSE AWB NUM (3)

RECIPIENT REF NUMBER (4)

RECIPIENT CODE (6)

DELIVERING COMPANY CODE (7) BRANCH CODE (7)

ARRIVAL FLT NUM		ARRIVAL DATE			DELIVERY DATE		
DES (8)	NUMBER	DAY	MONTH (9)	YEAR	DAY	MONTH (10)	YEAR

AWB ORIGIN (11) AWB DESTINATION (12) GROSS WEIGHT (13)

AWB CHARGES - SUBJECT TO VAT IF APPLICABLE

AWB CURRENCY CODE (14) VAT - AWB CHARGES (15) EXCHANGE RATE, IF BLANK SYSTEM ROE USED (16)

CC AWB CHARGES: WT/VAL - AWB CURRENCY (17a)

CC AWB CHARGES: DUE AGENT - AWB CURRENCY (17b)

CC AWB CHARGES: DUE CARRIER - AWB CURRENCY (17c)

NET NET WT CHARGE - GBP (OPTIONAL) (18)

CC FEE CHARGABLE (Y/N) / GBP AMOUNT (19) (20)

CHECK TOTAL 1 (21)

* TOTAL CC AWB CHARGES - GBP (OPTIONAL) (22)

TRANSIT CHARGES - INFORMATION ONLY

CURRENCY (23a) CHARGE CODE (23b) CHARGE AMOUNT (23c)

COMPOSITE CHARGES

HANDLING / STORAGE VAT (24)

** HANDLING

** STORAGE

** OTHER CHARGE 1 (25) (26)

** OTHER CHARGE 2

** MISCELLANEOUS

ADVANCED DUTY & VAT

CHECK TOTAL 2 (27)

DELIVERING COMPANY SIGNATURE (28)

THIS IBI HAS BEEN ISSUED , IF APPLICABLE, ALSO ON BEHALF OF THE LAST CARRIER

* This line may be completed for information purposes, it will not be processed by the S.O.

** These charges may, depending on local fiscal regulations, be subject to VAT.

8.3 Import Billing Instruction (IBI) – Procedures *(Cont'd)*

Box 1 This field will be blank.

Box 2 **AWB Number**

The Master AWB number including prefix and check digit will be shown.

Box 3 **House AWB Number**

If applicable, ie. a broken down consolidation, then the House AWB number will be shown.

Box 4 **Recipient Reference Number**

If a Recipient advises the Delivering Company of a reference number at the time of shipment collection, then this number should be shown, although the supply of this data is not mandatory.

Box 5 **Recipient**

The name and optional address of the Recipient will be inserted.

Box 6 **Recipient Code**

The unique Recipient code including branch code and check digit will be reflected.

Box 7 **Delivering Company Code**

The submitting Delivering Company code and respective branch code will be shown.

Box 8 **Arrival Flight Number**

The inbound flight number and carrier designator will be reflected.

Box 9 **Arrival Date**

The actual date of flight arrival will be shown.

Box 10 **Delivery Date**

The actual date of collection of the shipment by the Recipient will be reflected.

Box 11 **AWB Origin**

The airport of departure as stated on the AWB will be shown here.

Box 12 **AWB Destination**

The airport of final destination as stated on the AWB will be shown here.

Box 13 **Gross Weight**

The actual gross weight of the shipment plus the relevant weight indicator will be shown.

Box 14 **AWB Currency Code**

The ISO currency code applicable to the country of AWB origin will be reflected.

Box 15 **VAT – AWB Charges**

The Delivering Company will use this space to indicate whether VAT should be applied to the AWB charges.

Box 16 **Exchange Rate**

A Delivering Company may elect for the system to base any currency conversions on the exchange rates held within the CASS programme. Alternatively a Delivering Company may elect to use its own rate of exchange which would be reflected here.

Box 17 **AWB Charges – Collect AWBs**

(a/b/c) The AWB values expressed in AWB origin currency will be reflected in the relevant boxes.

Box 18 **Net Net Weight Charge**

If an agreement exists whereby a reduced weight charge is to be invoiced, then this value must be reflected in destination currency in this box.

Box 19 **CC Fee Chargeable Indicator**

A Delivering Company will indicate with a 'Y' or 'N' whether the CC fee is to be charged.

Box 20 **CC Fee Amount**

A Delivering Company may reflect the value of the CC fee to be levied in this box. If left blank the system will calculate based upon the indicator and a table maintained within the CASS programme.

Box 21 **Check Total 1**

The total of boxes 17a/b/c, 18 and 20 will be inserted.

Box 22 **Total CC AWB Charges**

The Delivering Company may elect to complete this box with the converted AWB values. This field will not be data captured and is for Delivering Company internal use only.

Box 23 **Transit Charges**

(a/b/c) This section is for information only.

Box 24 **Handling/Storage VAT Indicator**

The Delivering Company must indicate whether or not VAT is to be levied on the handling and storage charges of a shipment.

Box 25 **Other Charges Codes**

The applicable 2-character charge code will be inserted in these boxes.

Box 26 **Destination Charges Amounts**

The applicable charge amounts will be reflected in the appropriate box.

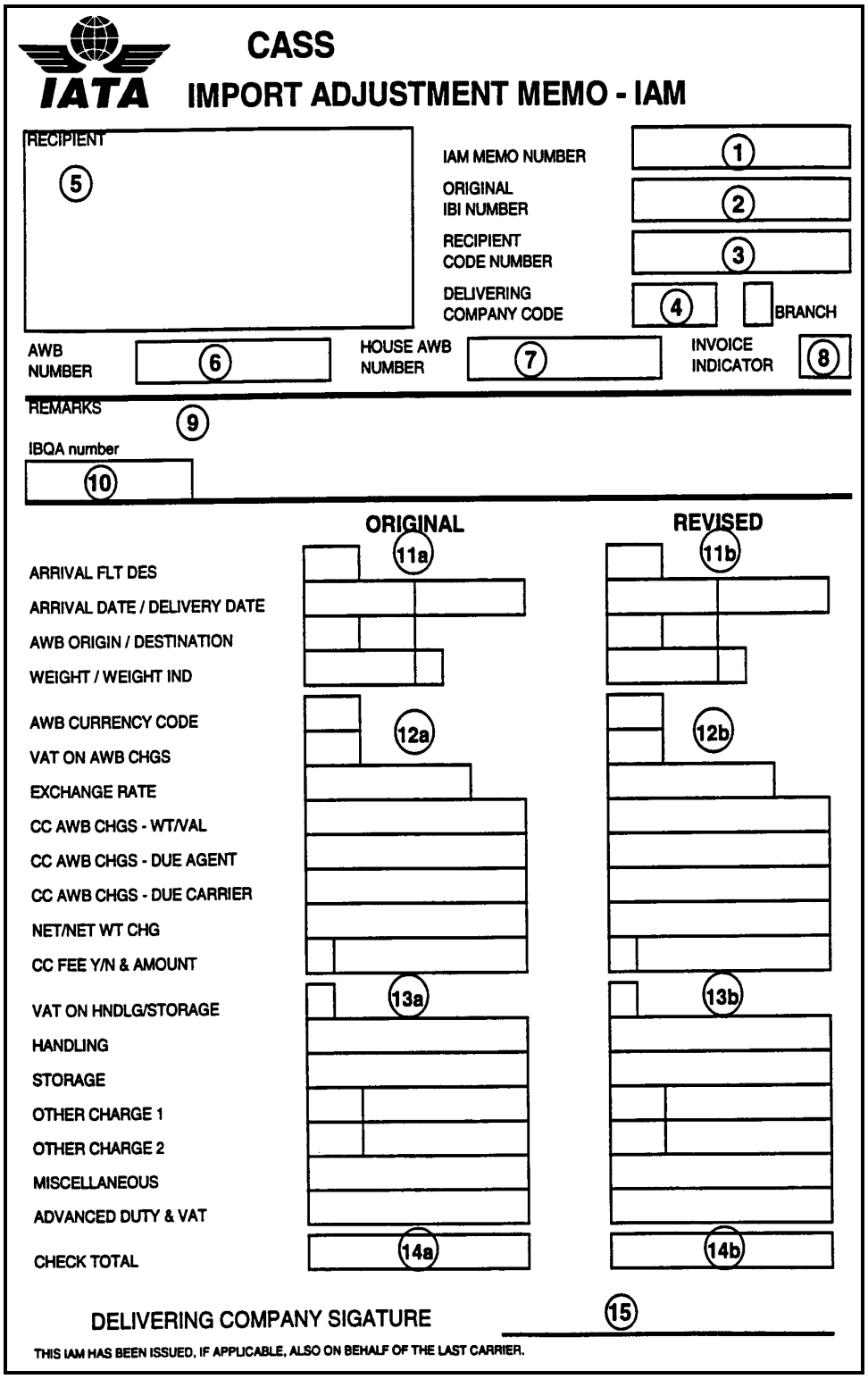
Box 27 **Check Total 2**

The total of all the items listed under boxes 26 will be inserted.

Box 28 **Delivering Company Signature**

All IBIs submitted for processing must be signed by the relevant Delivering Company.

8.4 Import Adjustment Memorandum (IAM) – Illustration



8.4 Import Adjustment Memorandum (IAM) – Procedures *(Cont'd)*

Box 1 **IAM Memo Number**

This number including the check digit will be pre-printed on the IAM.

Box 2 **Original IBI Number**

This field will be blank.

Box 3 **Recipient Code Number**

The unique Recipient code, including branch code and check digit will be reflected.

Box 4 **Delivering Company**

The submitting Delivering Company code and respective branch code will be shown.

Box 5 **Recipient**

The name and address of the Recipient will be inserted.

Box 6 **AWB Number**

The Master AWB number including prefix and check digit will be shown.

Box 7 **House AWB Number**

If applicable, i.e., a broken down consolidation, the House AWB number will be shown.

Box 8 **Invoice Indicator**

The Delivering Company will indicate whether the IAM is applicable from a) the Last Carrier to the Delivering Company, or b) the Delivering Company to the Recipient, or c) both situations.

Box 9 **Remarks**

The reason for the raising of the IAM and any calculations will be reflected in this box. If a Recipient reference is indicated on the IBQA (U.K. only) then this should be shown also in the remarks box.

Box 10 **IBQA (U.K. ONLY)**

This box will reflect the IBQA number, which was raised to query this item.

Box 11 **Original/Revised Shipment Details**

(a/b) The applicable shipment details will be inserted in the appropriate boxes.

Box 12 **Original/Revised AWB Charge Details**

(a/b) The applicable AWB charges expressed in the AWB currency will be reflected in the appropriate boxes. The Delivering Company may only adjust items, which need amending.

Box 13 **Original/Revised Destination Charges**

(a/b) The applicable destination charges will be reflected in local currency and shown in the appropriate boxes. The Delivering Company may only adjust items, which need amending.

Box 14 **Original/Revised Check Totals**

(a/b) The total of all value items listed in boxes 11a/b and 12a/b will be inserted.

Box 15 **Delivering Company Signature**

All IAMs submitted for processing must be signed by the relevant Delivering Company.