

# **PAWB operational and messaging procedures**

## **Procedures for PAWB assignment to interface with or to use Cargo systems for Mail management**

### **IPC Future of Mail by Air initiative**

**04 December 2009**

#### **Document Version History**

<b>Version</b>	<b>Specification change</b>	<b>Date</b>	<b>By</b>
0.0	Original Draft	04/12/09	Jörgen van Mook

#### **Document Approval**

<b>Approved by</b>	<b>Date</b>
PAWB Action Group	
FoMBA Task Force	
UPU Transport Group and IATA Airmail Panel	

This document has been signed off as approved for

## **Introduction**

This document describes the future business processes for mail carriage by air based on the vision specified in the FoMBA Road Map. The document is a template and working document for the PAWB action group as well as the reference for draft FoMBA PAWB user procedures.

It describes the pre-conditions, requirements and constraints for the use of the PAWB number and the communication of the PAWB number by EDI in line with the FoMBA business processes.

The document is based on the process steps described in the FoMBA business process document and numbering of process steps in this document are in line with the FoMBA business process document.

The FoMBA participants may not be able to implement the PAWB number as defined in the FoMBA business process document due to various reasons including the fact that it requires some enhancements to current electronic systems and messaging capabilities.

FoMBA pilot trial participants shall work out local interim FoMBA business processes and related operational and messaging procedures, before all the participants have put in place the necessary systems enhancements.

There is a need for these Interim local FoMBA business processes and procedures to be documented as these interim procedures include particular local business requirements and current system developments of the FoMBA participants and lanes concerned. Having documented both the generic FoMBA business processes as well as the location specific FoMBA interim processes will ensure a smooth implementation and will help share and document the experience on pilot trials for different participants and for different lanes.

The same goes for the operational and messaging procedures. Stakeholders in each location can use the templates to write their own local procedures and then write their training material.

The latest draft version of this manual is located in the member area of the IPC website under FoMBA Business Processes.

## **Pre-conditions**

To be completed. Included herein an initial proposal for key pre-conditions resulting from earlier discussion in FoMBA meetings and the initial IATA functional specifications, but to be aligned with the latest update of the IATA PAWB functional specification document.

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There will be an EDI connection between the airline and post

The UPU M39 CARDIT & RESDIT standards will be supported

The Postal Air Waybill number will be associated to the mail delivery bills by inclusion in the CARDIT and/or RESDIT messages

Postal consignments:

- Will not contain mail requiring one level of service mixed with mail requiring a different level of service, e.g. high priority mail will not be mixed with low priority mail
- Must be finalised, agreed and closed, e.g. origin and destination must be consistent, different and/or changing pairs are not acceptable

## **Minimum requirements**

Tripartite agreement shall be in place between Sending Post – Airline – Border Agency for electronic data interchange of mail shipment data at the PAWB number level.

The Posts shall consolidate into a single consignment all mail receptacles with the mail category subclass codes that constitute a consignment in line with the agreed consignment definition.

The Airlines are able to use the special handling code MAL and the MAL service level indicators

The Airlines shall be able to identify Mail as Mail in the cargo system when using PAWB numbers and the special handling code MAL.

The Airlines shall be able to ensure Mail continues to be handled as mail when using PAWB numbers without delays in operational processing due to use of PAWB numbers.

Mail continues to be cleared as Mail and border agency procedures are not negatively impacted when using PAWB concept.

The Airlines shall maintain a link between PAWB number and mail receptacle IDs when reporting PAWB level information to Posts.

The link receptacle ID to consignment ID / PAWB has to be unique (not re-occurring within 10 years).

The Post presenting the mail, covered by a PAWB number, to the Airline assumes the responsibility for payment to that Airline for all the transportation costs for the mail handed over.

Posts will seek reimbursement from the other Posts if the PAWB mail handed over included mail for other Posts

The airline accepting the mail covered by a PAWB number will be responsible for any payments to other airlines involved in the transportation of that mail however only on those lanes and with those specific other air carriers which the first and second carriers have both pre-agreed to cooperative mail transport

## **Out of Scope**

Out of the PAWB scope are shipments containing closed transit mail from those Posts that require Airlines to invoice closed transit mail to the Post that owns the receptacles, rather than the transit Post that owns the consignment.

Out of the PAWB scope are shipments from Posts that schedule a multiple leg transport with transfer between two different airlines that do not have a agreed mail interline arrangement in place

## **Constraints**

It has been identified that not all Posts are currently able to consolidate all receptacles meeting the definition of consignment into a single consignment, creating only one consignment ID to which the PAWB number can be assigned. This may require consignment closure system modifications.

It has been established that not all airlines are able to deal with multiple rates of mail products in a single consignment under a single PAWB number.

Posts need to respect the principle that once the content (receptacle IDs consisting in a consignment) has been agreed between a Post and an Airline at handover at origin (established by a proof acceptance on documents or on possession related messages), the link between receptacle IDs and consignment ID should not change anymore. Part shipments of consignment may happen in practice but have to be reported as part shipments of the original consignment not as a new consignment.

The range of AWB numbers available for PAWB assignment are limited, hence the highest possible level of consolidation of mail products meeting consignment definition is required.

## PAWB concept procedures

The procedures are grouped in five parts.

PAP01	PAWB assignment during space allocation procedure
PAP02	PAWB assignment, consignment closure and mail handover procedures, linking receptacle IDs to PAWB number
PAP03	PAWB reporting for monitoring purposes
PAP04	PAWB reporting in relation with Border Agency
PAP05	PAWB level invoicing

### **PAP01 – PAWB assignment in the space allocation process**

- FBP01-01** Mail pre-booking confirmation by Airline
- FBP01-02** Route map initiation
- FBP01-03** Mail pre-booking update confirmation
- FBP03-04** PAWB in CARDIT

### **PAP02 – PAWB assignment, consignment closure and handover**

- FBP03-05** PAWB in RESDIT 74 on confirmation receipt
- FBP03-06** PAWB in Correction CARDIT
- FBP05-07** Manifesting mail with PAWB number

### **PAP03 – PAWB reporting for monitoring purpose**

- FBP06-08** Mail status event reports

### **PAP04 – PAWB and border agencies on mail**

- FBP06-09** Export cargo clearance and Pre-arrival notification Mail
- FBP06-10** Transit cargo clearance and PAWB number
- FBP06-11** Import cargo clearance and PAWB number

### **PAP04 – PAWB and border agencies on mail**

- FBP10-12** INVOIC message
- FBP10-13** Claim procedure
- FBP10-14** Confirmation message
- FBP10-15** CASS Settlement