



# The e-freight handbook

Move more with less paper

Hello Tomorrow



**Emirates**  
**SkyCargo**



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# Terminology

FWB	Air Waybill Data (electronic)
FHL	House Waybill Data (electronic)
FSU	Freight Status Update for all shipment movements
skycargo.com	Emirates SkyCargo Portal
FF	Freight Forwarder
EAW	Electronic AWB without accompanying documents
EAP	Electronic AWB with accompanying documents
SHC	Special Handling Code (EAW/EAP)
DO	Delivery Order
DS	Delivery Slip
AWB	Air Waybill
RCS	Consignment physically received
MAN	Consignment manifested on a specific flight
DEP	Consignment departed on a specific flight
ARR	Consignment arrived on a specific flight
RCF	Consignment physically received from a flight
NFD	Consignment where consignee or agent has been informed
AWD	Consignment where arrival documentation has been delivered
DLV	Consignment delivered to consignee or agent
FTP	File Transfer Protocol
EDI	Electronic Data Interchange

# Getting started

## What is e-freight?

e-freight is the new, efficient way of doing business. It eliminates the need for printing on paper and reduces waiting time to process freight. This system provides you with efficient information exchange, resulting in more accurate and transparent data through the entire shipment cycle.

By reducing our carbon footprint and significantly improving your business, e-freight helps business and the environment thrive together.

## What are the benefits?

- Reduces paper usage; no air waybill and copies of documents
- Increased manpower productivity
- Increased data accuracy and transparency during the shipment life cycle
- Decrease in the acceptance and delivery process times
- Customs and other stakeholders can work with advanced information to facilitate expedient import clearance and control
- Enables trade facilitation
- Conserves the environment and reduces carbon footprint

# Ship with a click

Emirates SkyCargo is 100% e-freight enabled. This means you can send and receive messages of any type and format. You'll also have the ability to communicate directly via email and FTP, thus saving costs.

If your current systems are not capable of handling e-freight, our website can get you started today. We'll also work with you to help you eliminate paper from the supply chain at minimal or no cost.

The following is a simple guide on how you can enjoy a host of benefits with this initiative.



# Identifying an e-freight shipment

Special Handling Codes of EAW and EAP have been created to identify e-freight shipments. These special handling codes are transmitted via EDI format to ground handling agents, airlines and customs authorities.

## Understanding special handling codes:

EAW is the special handling code to be entered when cargo can be sent, paperless (no accompanying documents).

- No need for attached documents such as Invoice, Packing List, Certificate of Origin, etc.
- At the time of booking you need to type/select EAW in the special handling code section of the air waybill
- To still use EAW and send an attached document:
  - You can email it directly to your destination consignee or upload scanned documents in SkyPouch

EAP is the special handling code to be entered when destination authorities may require documents to be sent along with the shipment (with accompanying documents).

- If attached, original documents like Certificate of Origin, DGR Certificate etc. are required
- At the time of booking, type/select EAP in the special handling code
  - Print the air waybill as A4 size paper from [skycargo.com](http://skycargo.com)
  - Attach it to the original document
  - Hand over freight and pouch to Emirates SkyCargo
  - You can attach it directly to the package

# How it works

This is a general process description to assist you in getting started. Please contact your local Emirates SkyCargo manager to learn more about the local e-freight process. Office details are available on [skycargo.com](http://skycargo.com)

**Option 1:** If you have in-house systems and messaging capability.

## **Export:**

- Make a reservation by sending FFR to EK with SHC (EAW/EAP)
- Complete and send final AWB/FWB to EK with SHC (EAW/EAP)
- Send scanned documents or electronic data to destination broker
- Get customs export declaration
- Deliver shipment to Cargo Acceptance
- Wait for staff or nominated GHA to accept cargo (with limited or no documents)
- We will send you FSU's (Received, Manifested, Departed)

## **Import:**

- Documents sent electronically from origin
- Request FSU (Arrived, Destination Received, Notification of Shipment, Air Waybill Delivery, Delivery)
- Print if needed
- Get import customs clearance
- Shipment Pickup/DS without documents

Note: This can be accomplished at no cost whatsoever



**Option 2:** If you have an in-house system but have limited communication capability.

**Export:**

- Make a reservation by sending FFR to EK with SHC (EAW/EAP)
- Complete and send final AWB/FWB to EK with SHC (EAW/EAP)
- Upload scanned documents in SkyPouch, or send scanned documents to destination broker
- Get Customs Export Declaration
- Deliver shipment to Cargo Acceptance
- Await staff or nominated GHA to accept cargo (with limited or no documents)
- We will send FSU's (Received, Manifested, Departed, Arrived, Received Destination) of AWB (Delivery, Transfer and Delivery)

**Import:**

- Documents sent electronically from origin
- Request FSU (Arrived, Destination Received, Notification of Shipment, Air Waybill Delivery, Delivery)



- Log on to [skycargo.com](http://skycargo.com) and look for AWB
- Print if needed
- Get import customs clearance
- Shipment Pickup/DS

Note: This can be accomplished at a minimal cost

**Option 3:** If you do not have an in-house system, take advantage of the entire Emirates SkyCargo web suite.

**Export:**

- Register on [skycargo.com](http://skycargo.com) or contact your local Emirates SkyCargo office to associate your user ID with your company profile
  - Make/amend reservations
  - Capture complete air waybill data
  - Capture house waybill data
  - Upload documentation using SkyPouch
- Get Customs Export Declaration
- Deliver freight at a designated warehouse
- Wait for staff or nominated GHA to accept cargo (with limited or no documents)

SkyPouch provides an electronic pouch capability (available on the website) to upload documents to share with partners in your shipment life cycle and can facilitate shipment pre-clearance.

This replaces traditional paper and will also minimise or remove the transmissions of large file attachments sent through e-mail messages requiring consignee and destination approval.

How can I upload my documents on SkyPouch?

- Keep an electronic copy of your documents ready for upload
- The file size of each scanned document should be within 200 KB. This can be achieved by scanning the document at 72 to 96 DPI on a standard scanner
- The module lets you upload various types of documents/ files such as Acrobat files (.pdf), Excel sheets (.xls), Word documents (.doc), Compressed files (.zip) and Image files (.jpg/.gif)

- At skycargo.com, select Shipment >> Air Waybill >> SkyPouch
- Type in the AWB number, then search
- Select Document Type, Description, Browse for the document then Upload
- Now you have your document saved along with air waybill as well as the capability to email the AWB to your customer

#### Import:

- Receive pre-alert from export agent
- Log on to skycargo.com
- Print air waybill if required
- Get delivery order
- Get import customs clearance
- Shipment Pickup/DS without documents

Note: This can be accomplished at no cost whatsoever



# Making a booking is simple

The “Booking” service on skycargo.com allows registered customers to make space reservation on Emirates flights.

Emirates Skycargo - Booking - Microsoft Internet Explorer

Welcome James Dulla(8342545) [update registration](#) | [change password](#)

[shipments](#) [myskycargo](#) [skytrade](#) [tools](#) [shippers guide](#) [logout](#)

**shipments**

- track shipment
- rechedule
- availability
- price quote
- booking**
- air waybill
- print barcode label
- movement message
- customer relations
- useful links

**booking**

Make bookings on-line up to 250 days in advance. Create booking templates for your recurring bookings as well as get shipment progress notifications proactively.

Booking Template  [Load](#)

Document No. \* AWB 176 12341234 Job Ref. No.

**Shipment Details**

Origin \* DXB DUBAI Total Pieces 10 Dimensions  
Final Destination \* FRA FRANKFURT Weight \* 100.00 Kilos  
Nature of Goods \* TEXTILES Volume \* 1 Cubic Metre  
Flight Date 03 Mar 2010 [Get Flights](#)

☐ Flight No. \* ☐ Departure Date \* ☐ From \* ☐ To \* ☐ Use My Allotment  
☐ EX 9925 03 Mar 2010 DXB FRA  
☐ DO MMH YYY ☐ ☐ ☐ ☐

[Add Flight](#) [Delete Selected Flight](#)

**Shipper** [Get from Address Book](#)

Name \* John Doe  
Street Address 1 \* Al Thanya Street 23  
Street Address 2  
Street Address 3  
City \* DXB Dubai

**Consignee** [Get from Address Book](#)

Name \* Jane Doe  
Street Address 1 \* Frankfurter Allee 24  
Street Address 2  
Street Address 3  
City \* FRA FRANKFURT

Product Code   
Special Handling Code   
Commodity Code E0000

Below is a brief description of the various sections of the booking screen.

## Load template

Booking Template  [Load](#)

Do you have regular bookings for a given origin/destination and shipper-consignee pair? When making the booking for the first time, save it as a “Booking Template”. This section provides access to all the booking templates saved by the users who are logged in.

## Document details

Document No. \* AWB 176 UNK Job Ref. No.

This is where you update the air waybill number.

The “Job Reference Number” is automatically generated once the booking request is made.

# Shipment details

Origin*	<input type="text"/>	<input type="text"/>		Total Pieces	<input type="text"/>	Dimensions
Final Destination*	<input type="text"/>	<input type="text"/>		Weight *	<input type="text"/>	Kilos
Nature of Goods *	<input type="text"/>			Volume *	<input type="text"/>	Cubic Metr.
Flight Date	DD	MMM	YYY	<input type="button" value="Get Flights"/>		

In this section, you can update the Origin, Destination, Nature of Goods, Total Pieces, Dimensions, Weight and Volume of the shipment.

## Dimensions

Clicking on “Dimensions” activates the dimensions pop-up box. At activation, three dimension rows are available for update. The “Add” button is activated on using the three rows. The volume is calculated and reflected in the “Volume” field of the “Shipment Details” section.

Dimensions

		No. Pcs	Units	Length	Width	Height	Volume(CM)
1	<input type="checkbox"/>	<input type="text"/>	Centimetres	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/>	<input type="text"/>	Centimetres	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/>	<input type="text"/>	Centimetres	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>					<input type="text"/>

## Shipper & consignee

Shipper	Consignee
<a href="#">Get from Address Book</a>	<a href="#">Get from Address Book</a>
Name *	Name *
Street Address 1 *	Street Address 1 *
Street Address 2	Street Address 2
Street Address 3	Street Address 3
City *	City *
P.O. Box	P.O. Box
ZIP/Postal code	ZIP/Postal code
State/Province	State/Province
Place/Location *	Place/Location *
Country Code *	Country Code *
Phone No.	Phone No.
Mobile No.	Mobile No.
<input type="checkbox"/> Save in Address Book	<input type="checkbox"/> Save in Address Book

The Shipper and Consignee sections are quite extensive but only certain data elements are transmitted through the Cargo-IMP standard electronic air waybill message, i.e. the FWB. The data elements from the above that are transmitted are:

Name

Street Address 1, City

Place/Location, Country Code

skycargo.com

This is also what will get printed in the “Shipper and Consignee” sections of the air waybill. To make things easier for you in the future, please try and update most of your address details in these fields. Other address fields may be updated for your reference.

The “Get from Address Book” link is a simple way to source an address that’s already stored in your personal address book, created on skycargo.com.

In case you’re typing in a new address, check the “Save to Address Book” checkbox and the address will get saved to the address book.

Agent	
Agent Name	EMIRATES SKYCARGO SERVIC
Street Address 1	EMIRATES SKYCARGO CENTRE
Street Address 2	DUBAI CARGO VILLAGE
Street Address 3	
City	DXB DUBAI
P.O. Box	686
ZIP/Postal code	
State/Province	
Place/Location	DUBAI
Country Code	AE UNITED ARAB EMIRAT
IATA Code	8649107
CASS Code	
Account No.	

## Agent details

This section displays your company details and is non-editable.

Caller Name

S343545

Phone No.\*

Mobile No.

## Caller details

The “Caller Name” is your skycargo.com user ID. Phone and mobile numbers are sourced from your skycargo.com registration details, if available. It is possible to update the phone and mobile numbers for a given booking request.

## Making a booking

Below is an example of a booking request transaction.

Emirates Skycargo - Booking - Microsoft Internet Explorer

Welcome James Dula (3243545)

update registration | change password

shipments myskycargo skytrade tools shippers guide login

**booking**

Make bookings on-line up to 250 days in advance. Create booking templates for your recurring bookings as well as get shipment progress notifications proactively.

Booking Template  Load

Document No. \* AWB 176 UNK Job Ref. No.

**Shipment Details**

Origin \*  Total Pieces  Dimensions

Final Destination \*  Weight \*  Rules

Nature of Goods \*  Volume \*  Cubic Metre

Flight Date  DO MM YYYY Get Flights

Flight No. \*  Departure Date \*  From \*  To \*  Use My Allotment

Product Code

Special Handling Code

Commodity Code

**Shipper**

Name \*  Get from Address Book

Street Address 1 \*

Street Address 2

Street Address 3

City \*

**Consignee**

Name \*  Get from Address Book

Street Address 1 \*

Street Address 2

Street Address 3

City \*

Emirates Skycargo - Booking - Microsoft Internet Explorer

**Shipper**

Name \*  Get from Address Book

Street Address 1 \*

Street Address 2

Street Address 3

City \*  DVB Dubai

P.O. Box

ZIP/Postal code

State/Province

Place/Location \*

Country Code \*  AE UNITED ARAB EMIR

Phone No.

Mobile No.

☐ Save in Address Book

**Consignee**

Name \*  Get from Address Book

Street Address 1 \*

Street Address 2

Street Address 3

City \*  FRA FRANKFURT

P.O. Box

ZIP/Postal code

State/Province

Place/Location \*

Country Code \*  DE GERMANY

Phone No.

Mobile No.

☐ Save in Address Book

**Shipping Remarks**

**Agent**

Agent Name  EMIRATES SKYCARGO SERVICE

Street Address 1  EMIRATES SKYCARGO CENTRE

Street Address 2  DUBAI CARGO VILLAGE

Street Address 3

City  DVB DUBAI

P.O. Box

ZIP/Postal code

State/Province

Place/Location  DUBAI

Country Code  AE UNITED ARAB EMIRAT

IATA Code  8649107

CASS Code

Account No.

Caller Name  S343545 Phone No. \*  05012634567 Mobile No.  0501234567

Template name  Save Template

Proceed to SOWT | Skip to Book | Submit Booking

## Booking request response

Emirates SkyCargo - Booking Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hqbms000.hq.emirates.com:9002/skychan/app

shipments myskycargo skytrade tools shippers guide logout

**shipments**

- » track shipment
- » schedules
- » availability
- » price quote
- » booking
- » recurring booking
- » air waybill
- » print barcode label
- » movement message
- » customer relations
- » useful links

**booking confirmation**

\* Indicates mandatory fields.

**Thank you for booking with Emirates SkyCargo**  
Your booking request has been received by us. All unconfirmed booking will be processed by our offices at the earliest. Please visit [My Bookings](#) to get the latest status of all your booking requests.

**Booking details**

Job Reference No. : 7398426

AWB Number : 176 Unknown

Booking Status : BK0045-04 MAR 2010-DXB-FRA [Confirmed]

Origin : DXB

Destination : FRA

Total Pieces : 10

Weight : 100.0 K

Volume: 1.000000 CM

Nature of Goods: TEXTILES

Special Handling Code : None

Product : GCR

**Shipment Status Notifications**

+ Email + SMS + Fax

To receive up-to-date shipment notifications via E-mail, FAX or SMS for the booking you have just made click [here](#)

If you wish to receive shipment status notifications by default for all your bookings made through this click [here](#)

**Important information**

Bring your cargo at:  
EMIRATES SKYCARGO CENTRE,  
DUBAI CARGO VILLAGE,  
DUBAI,  
PO BOX:686,  
UNITED ARAB EMIRATES

Phone: 97142184210, 0501234567  
FAX:  
Email: [nasrmi@emirates.com](mailto:nasrmi@emirates.com)

The booking request may result in a confirmation of space on the requested flight(s) or may result in the booking request being accepted, but waitlisted, i.e. waiting status.

To display a new booking request, click on “Create New Booking”. Clicking “Proceed to AWB” will display the “Air Waybill Capture” page.

From the Shipment Status Notification section, you can set up status notifications for this shipment.



## Amending an existing online booking

To amend your existing online booking or AWB that has already been used, follow these steps:

- Go to myskycargo
- Search for AWB or JRN number
- Click on JRN number

Emirates SkyCargo Bookings - Microsoft Internet Explorer

Address: http://hqem308.hq.emirates.com:9032/skychain/app

shippers myskycargo skytrade tools shippers guide logout

my skycargo

bookings

View all shipments booked by you through the SkyCargo web site with the current status of your shipment. You can also set status alerts for each shipment using this service.

My Bookings Partner Bookings Advanced Search

Doc Type / Number: AWB 176 UNK  
Origin: DUB DUBAI  
Final Destination: FRA FRANKFURT  
Booking Period: 03 Mar 2010 04 Mar 2010

Search Reset

Bookings

Total 1 records found Page 1 of 1

Type	Doc. No.	JRN No.	Booking Date	Origin	Final Destination	Pcs	Wt.	Vol	Nature of Goods	Product
AWB	176 UNK	7200124	03 Mar 2010	DUB	FRA	10	100.00	1.00000	TEXTILES	GRN

EE-0045 - 04 MAR 2010 - DUB - FRA Booking Status: Confirmed Shipment St: BCD Allotment ID:

Create New Booking HAWB Msg. List Tracking Status Alert Messaging

Cancelled Void

The reservation screen will open for your amendment

- Amend with new details or change AWB number
- Then click “Save Booking”

# Reservations made easy

If you do not know the flight number or other details, follow these steps to make a reservation:

- 1) Go to Shipment >> On the availability screen, input Origin, Final Destination and Date
- 2) Search for the required flight and select
- 3) Click “Create Booking”

Emirates SkyCargo - Booking - Microsoft Internet Explorer

Welcome James Dulla (\$349545) [update registration](#) [change password](#)

[shipments](#) [myskycargo](#) [skytrade](#) [tools](#) [shippers guide](#) [logout](#)

**shipments**

- track shipment
- schedule
- availability
- price quote
- booking**
- air waybill
- print barcode label
- movement message
- customer relations
- useful links

**booking**

\* Indicates mandatory fields.

Make bookings on-line up to 250 days in advance. Create booking templates for your recurring bookings as well as get shipment progress notifications proactively.

Booking Template  [Load](#)

Document No. \*  AWB  176  UNK  Job Ref. No.

**Shipment Details**

Origin \*    Total Pieces  Dimensions

Final Destination \*    Weight \*  Kilos

Nature of Goods \*  Volume \*  Cubic Metre

Flight Date  DD MM YYYY  [Get Flights](#)

Flight No. \*  Departure Date \*  From \*  To \*  Use My Allotment

☐ EK ☐ DD MM YYYY ☐ ☐ ☐ ☐ Product Code

☐ EK ☐ DD MM YYYY ☐ ☐ ☐ ☐ Special Handling Code

[Add Flight](#) [Delete Selected Flight](#) Commodity Code  E0000

**Shipper**

[Get from Address Book](#) ☐

Name \*

Street Address 1 \*

Street Address 2

**Consignee**

[Get from Address Book](#) ☐

Name \*

Street Address 1 \*

Street Address 2

This will direct you to the reservation page, along with flight details

#### 4) Load your template

Emirates SkyCargo - Booking - Microsoft Internet Explorer

Welcome James Dulu(6343545)

update registration | change password

shipments myskycargo skytrade tools shippers guide logout

shipments

» track shipment  
» schedule  
» availability  
» price quote  
» **booking**  
» air waybill  
» print barcode label  
» movement message  
» customer relations  
» useful links

### booking

\* Indicates mandatory fields.

Make bookings on-line up to 250 days in advance. Create booking templates for your recurring bookings as well as get shipment progress notifications proactively.

Booking Template

Document No. \*  AWB  175  UNIC  Job Ref. No.

#### Shipment Details

Origin *	<input type="text"/>	<input type="button" value="↔"/>	Total Pieces	<input type="text"/>	Dimensions
Final Destination *	<input type="text"/>	<input type="button" value="↔"/>	Weight *	<input type="text"/>	Kilos <input type="button" value="v"/>
Nature of Goods *	<input type="text"/>		Volume *	<input type="text"/>	Cubic Metr <input type="button" value="v"/>
Flight Date	<input type="text"/> DD MMM YYYY	<input type="button" value="Get Flights"/>			

<input type="checkbox"/> EK	<input type="text"/> DD MMM YYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use My Allotment
<input type="checkbox"/> EK	<input type="text"/> DD MMM YYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Product Code	<input type="text"/>	<input type="button" value="v"/>
Special Handling Code	<input type="text"/>	<input type="button" value="v"/>
Commodity Code	<input type="text"/> E0000	<input type="button" value="v"/>

#### Shipper

Name \*

Street Address 1 \*

Street Address 2 \*

#### Consignee

Name \*

Street Address 1 \*

Street Address 2 \*

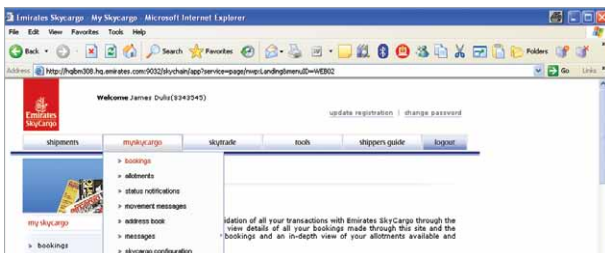
#### 5) Submit booking

# How to capture an Air Waybill

The “Air Waybill Capture” service on [skycargo.com](http://skycargo.com) allows you to capture the necessary full air waybill details and print the air waybill on a dedicated air waybill printer or a laser printer.

Since, in most typical cases, shipment bookings are made by customers well in advance, it is necessary to locate and retrieve your booking record to capture full air waybill information.

## My Emirates SkyCargo bookings



Select the “Booking” option under “myskycargo”.

All bookings made through the website using your user ID will be visible under “My bookings”.

A screenshot of the 'My Bookings' search form. It includes tabs for 'My Bookings', 'Partner Bookings', and 'Company Booking', along with an 'Advanced Search' link. The form has fields for 'Doc Type / Number', 'Origin', 'Final Destination', and 'Booking Period'. There are also 'Search' and 'Reset' buttons at the bottom.

All bookings made by members of your company will be visible under “Company Bookings.”

Enter the air waybill number for which you need to capture the full air waybill details and click “Search”.

A screenshot of the 'Bookings' table. The table has columns for Type, Doc. No., JRN No., Booking Date, Origin, Final Destination, Pcs., Wt., Vol., Nature of Goods, and Product. There are two records listed. Below the table, there are buttons for 'Create New Booking', 'HAWB', 'Msg. List', 'Tracking', 'Status Alert', and 'Messaging'. There are also checkboxes for 'Cancelled' and 'Void'.

The system will display the shipment details if the booking records exist in the SkyChain portal.

Click on the air waybill number. This will activate the air waybill capture page for the selected waybill number.

## Shipper and consignee

To add or amend shipper and consignee details, click on “Add/Edit” in the Shipper-Consignee section of the screen.

Clicking “Add/Edit” will activate a pop-up box, which will allow you to update shipper and consignee details or amend existing data.

Shipper's Name And Address: Add/Edit  
FRA  
FRANKFURT  
60549  
FRANKFURT  
DE  
GERMANY

Shipper's Acc. Number

Consignee's Name And Address: SCHENKER INDIA PVT LTD  
5 CHUNAWALA ESTATE  
2ND FLOOR  
400059  
MUMBAI  
IN  
INDIA  
99974555

Consignee's Acc. Number

AWB Reservation Details - Microsoft Internet Explorer

Document No. 176 | DXB | 99974556 | Job Ref. No. 3628076

**Shipment Details**

Origin\* DXB | Destination\* DEL | Nature of Goods\* SPORTS GOODS | Special Handling\* | No. of Pieces 55 | Weight \* 1256.0 Kilos | Volume \* 29.173 Cubic Metre | Product GCR

**Shipper**

Get from Address Book

Shipper Name\* DUBAI SPORTS SHIPPER  
Street Address1\* BLAZE BLD POBOX 2434 TEL 9  
Street Address2  
Street Address3  
City\* DXB | Dubai | PO BOX  
ZIP/Postal Code  
State/Province  
Place/Location\* GARHOUD  
Country Code\* AE | UNITED ARAB EMIR | Phone No. 971423266334  
Mobile No.  
FAX No.  
Email

**Consignee**

Get from Address Book

Consignee Name\* DELHI SPORTS STORE  
Street Address1\* STADIUM RD. TEL. 45866789  
Street Address2  
Street Address3  
City\* DEL | DELHI | PO BOX  
ZIP/Postal Code  
State/Province  
Place/Location\* KAROLBAUG  
Country Code\* IN | INDIA | Phone No. 6445576644  
Mobile No.  
FAX No.  
Email

**Agent**

Agent Name Blaze Forwarders  
Street Address1 Blaze House Airport St.  
Street Address2  
ZIP/Postal Code  
State/Province  
Place/Location Garhoud

EAW/EAP

The shipment and the agent details are displayed for information only and cannot be amended.

After updating the correct shipper and consignee information, scroll down and click “Save”. The changes are updated and made visible on the screen.

To be consistent with the electronic air waybill message, please note that only the following fields are printed on the air waybill:

- 1) Shipper/Consignee Name
- 2) Street Address 1
- 3) City
- 4) Country
- 5) P.O. Box
- 6) Zip Code
- 7) Contact Details

## Accounting information

Only the accounting information required by the carrier should be updated in this section of the air waybill.

Accounting Information	
Mode Of Settlement	CASH

Below is a list of details that may be updated in the accounting information section.

- Payment by credit card – the below credit card details must be updated
  - Credit Card Number – enter the credit card number (optional)
  - Credit Card Issuance Name – enter the issuing bank
  - Credit Card Expiry Date – enter the expiry date
- Government Bill of Lading – enter the government bill of lading number
- General Information – other accounting information
- Miscellaneous Charge Order – use for baggage shipped as cargo
- Return to Shipper – enter the original air waybill prefix and number
- Shipper's Reference Number – enter the text/number provided by the shipper in the SLI
- Mode of Settlement – payment by cash or cheque

# Currency and charges declaration

This section of the air waybill allows you to update the Air Waybill Transaction Currency, Charge Code, Declared Value for Carriage, Declared Value for Customs and the Amount of Insurance.

Currency Code	Chgs. Code	INT VAL		Other		Value for Carriage	Value for Customs
EUR	PP	PPD	COLL	PPD	COLL		
						NVD	NCV
Amnt of Insurance		INSURANCE - If Carrier offers insurance and such insurance is requested in accordance with conditions on reverse hereof indicate amount to be insured in figures in box marked "Amount of Insurance."					

# Handling information

The handling information section consists of one Special Service Request (SSR) line and two Other Service Information (OSI) lines.

Handling Information	
SSR Keep Cold qt 3 Celsius	
OSI Brown Boxes Marked	
OSI Please Notify Consignee on Arrival	SCI Code T1

Enter special handling information, such as “Maintain Temperature between 2-5 Degrees Centigrade” in the SSR line. The OSI lines are used for “Marks and Numbers”, “Invoice Attached” etc.

# Rating

Rating information is automatically populated and it is not necessary to change these details.

No. of Pieces RCP	Gross Weight	Kg	Lb	Rate Class Commodity Item No.	Chargeable Weight	Rate/Charge Type	Rate/Charge	Total	Nature of Goods (Inst. Dimensions or Volume)	SHC
100	6031.8	K	Q		6032	-	2.17	13089.44	ATTENTION PACKAGES	SBU
		K	B			-				
		K	B			-				
		K	B			-				
		K	B			-				
		K	B			-				
		K	B			-				
		K	B			-				
		K	B			-				
100	6031.8							13089.44		

To update the “Goods Description”, click on the “Folder” icon against the appropriate rating line.

Goods Desc

Details

1

☐

CONSOLIDATED CARGO A

2

☐

PER ATTACHED MANIF

3

☐

PACKING INSTRUCTION

4

☐

ATTENTION PACKAGES

5

☐

DO NOT LOAD OR TRANS

6

☐

OF HANDLING WITHOUT

7

☐

PACKAGE IS DAMAGED.

8

☐

THE EVENT THE PACKAG

9

☐

ADDITIONAL INFORMATI

10

☐

ADDITIONAL INFORMATI

Add

Remove

Close

The information entered in the above box would not be displayed on the screen, but would be printed on the air waybill.

Up to 11 lines of 20 characters each can be transmitted with the electronic air waybill message (FWB).

## Other charges

The system automatically computes “Other Charges” based on booking weights. The screen allows you to amend these values, remove unwanted and add required “Other Charges”.

Emirates Skycargo - Other Charges Po

Note:- If other charges are not appearing automatically, please enter the Issue City at the bottom of AWB page and re-open the Other Charges Window.

Enter Other Charge details

	Other Charge Code	Due	Charge Type	Amount
<input type="checkbox"/>	MY	C	Prepaid Indicator	3317.49
<input type="checkbox"/>	SC	C	Prepaid Indicator	904.77
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Remove

Save

Once done, click on “Close”. The other charges will get populated in the “Other Charges” section

Other Charges				Other Charge
MYC3317.49P	SCC904.77P			



# Air waybill completion

To complete the air waybill capture, enter the company name in the space for “Signature of Shipper or his Agent”, Date of air waybill completion, Place, City and Signature.

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

BLAZE FORWARDER

Signature of Shipper or his Agent

16 Mar 2010

DUBAI

DXB

JOE

Executed On [Date]

[Place]

City

Signature

Total Collect Charges

Save AWB

AWB Printer

Laser Print

Please check the details updated on the air waybill screen and then click on the “Save AWB” button.

The print options (AWB Printer & Laser Print) options would only be activated after the air waybill information is successfully saved.

If all the required information is updated correctly, the system will respond with the below confirmation message.

Confirmation

The AWB records are saved.

The AWB Printer and Laser Print options would now be enabled.

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

Signature of Shipper or his Agent

Executed On [Date]

[Place]

City

Signature

Total Collect Charges

0.0

Save AWB

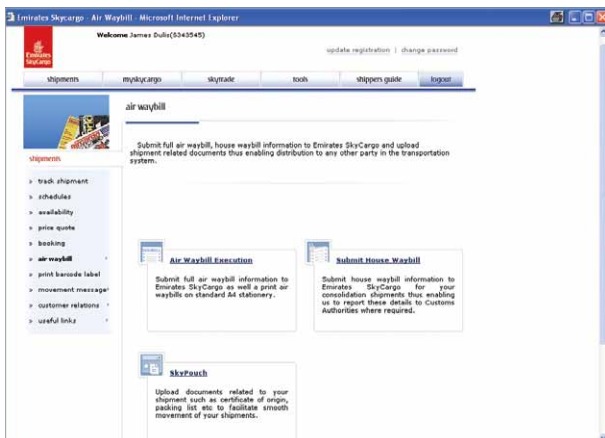
AWB Printer

Laser Print

Click on the AWB printer button to print the air waybill on an air waybill printer. The website supports air waybill printing on neutral air waybill stationery using the Datasouth Documax 3300 series printer. Select the “Laser Print” option to print the air waybill on any standard laser printer.

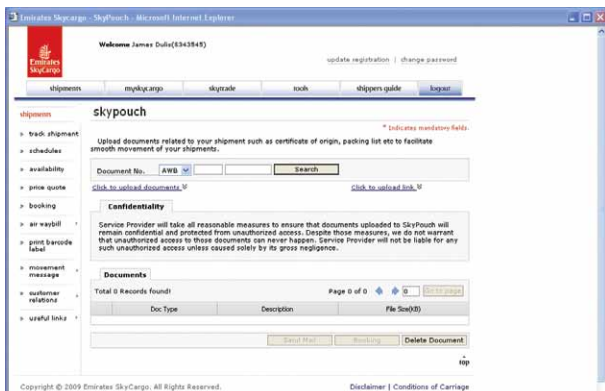
# How to upload documents in SkyPouch

- When AWB is captured/completed and you want to upload additional documentation, go to:



To access the SkyPouch service, navigate to Shipments >> Air Waybill >> SkyPouch.

Enter the air waybill prefix, air waybill number and click on the “Search” button.



- Once AWB is found:
  - Select from drop down box Document Type i.e. Invoice as below
  - Enter the description of Document
  - Browse your PC for Document to be uploaded
  - Once Document found, select Upload

Emirates SkyCargo - SkyPouch - Microsoft Internet Explorer

Welcome James Dulla(5343545) [update registration](#) | [change password](#)

[shipments](#) [myskycargo](#) [skytrade](#) [tools](#) [shippers guide](#) [logout](#)

**shipments**

- track shipment
- schedules
- availability
- price quote
- booking
- air waybill
- print barcode label
- movement message
- customer relations
- useful links

**skypouch**

Upload documents related to your shipment such as certificate of origin, packing list etc to facilitate smooth movement of your shipments.

Document No.

[Hide document upload](#) [Click to upload link](#)

Doc Type\*

Description\*

Path\*

**Confidentiality**

Service Provider will take all reasonable measures to ensure that documents uploaded to SkyPouch will remain confidential and protected from unauthorized access. Despite those measures, we do not warrant that unauthorized access to those documents can never happen. Service Provider will not be liable for any such unauthorized access unless caused solely by its gross negligence.

**Documents**

Total 0 Records found! Page 0 of 0

Doc Type	Description	File Size(B)

help

# e-AWB overview

## What is e-AWB?

1. The Air Waybill (AWB) is the cargo document that constitutes the contract of carriage between the 'shipper' (forwarder) and the carrier' (airline).
2. Recommended practice 1670 removes the need for a printed AWB and allows plain paper AWB for transportation.
3. Model EDI e-AWB agreement between forwarder and airline removes the need to print, handle or archive the paper AWB.

## How does e-AWB work?

1. Forwarder and airline sign an e-AWB EDI agreement.
2. Forwarder sends FWB electronic message to airline prior to tendering the Shipment.
3. Forwarder tenders the shipment to airline.
4. Airline accepts shipment as "Ready for Carriage" without paper.
5. Airline sends FSU/RCS electronic message to forwarder, concluding the Cargo Contract.
6. Airline provides forwarder with Cargo Receipt (paper document) as proof of contract, in-case of need.

## What are the differences?

### eAWB:

1. Must use Special Handling Code: ECC
2. Utilisation on non e-freight trade lanes, which have signed and ratified the MC99 and MP4 Agreements.
3. Can be signed locally or globally.
4. Excludes the paper AWB at origin.

### e-freight:

1. Special Handling Codes: EAW EAP
2. e-freight can only be utilised on “IATA Approved e-freight trade lanes”.
3. No e-AWB agreement needs to be signed.

## When to use ECC, EAW and EAP?

	eAWB (I) EDI Agreement between FF and Airline	eAWB (Z) FWB & FSU exchanged between FF and Airline	Paper AWB Handed over from FF to AL (GHA)	Invoice & Packing List can be included in pouch to be transported to destination	Other documents can be in pouch to be transported to destination
ECC (e-AWB shipment)	VES	VES	NO	VES	VES
EAP	Optional until end of 2012*	VES	VES (authorized until end 2012 only)	NO	VES
EAW	Optional until end of 2012*	VES	VES (authorized until end 2012 only)	NO	NO

\*End of 2012 e-AWB will become mandatory for e-freight.

skycargo.com

Hello Tomorrow



# e-freight locations

These are the current Emirates SkyCargo locations that have gone live with e-freight. Additions shall be announced on an ongoing basis to expand your participation.

Airport Location	Export from	Import into	Airport Location	Export from	Import into
**Aberdeen (ABZ)	Yes	Yes	Chicago (ORD)	Yes	Yes
**Abudhabi (AUH)	Yes	No	Christchurch (CHC)	Yes	Yes
Ahmedabad (AMD)	Yes	No	**Cologne (CGN)	Yes	Yes
Amsterdam (AMS)	Yes	Yes	Copenhagen (CPH)	Yes	Yes
Auckland (AKL)	Yes	Yes	Dallas Fort Worth (DFW)	No	Yes
Bangkok (BKK)	Yes	Yes	Delhi (DEL)	Yes	No
Barcelona (BCN)	Yes	Yes	**Dortmund (DTM)	Yes	Yes
**Belfast (BFS)	Yes	Yes	**Dresdan (DRS)	Yes	Yes
Bengaluru (BLR)	Yes	No	Dubai (DXB)	Yes	Yes
**Berlin (BER)	Yes	Yes	**Dubai World Central (DWC)	Yes	Yes
**Billund (BLL)	Yes	Yes	Durban (DUR)	Yes	Yes
Birmingham (BHX)	Yes	Yes	Dusseldorf (DUS)	Yes	Yes
**Bologna (BLQ)	Yes	No	**East Midlands (EMA)	Yes	Yes
**Bordeaux (BOD)	Yes	Yes	**Florence (FLR)	Yes	No
**Bremen (BRE)	Yes	Yes	Frankfurt (FRA)	Yes	Yes
Brisbane (BNE)	Yes	Yes	Geneva (GVA)	Yes	Yes
**Brussels (BRU)	Yes	Yes	Glasgow (GLA)	Yes	Yes
Cape Town (CPT)	Yes	Yes	Gothenburg (GOT)	Yes	Yes
Chennai (MAA)	Yes	No	Hamburg (HAM)	Yes	Yes

Airport Location	Export from	Import into
Haneda (HND)	Yes	Yes
**Hannover (HAJ)	Yes	Yes
**Helsinki (HEL)	Yes	Yes
Hong Kong (HKG)	Yes	Yes
Houston	No	Yes
Hyderabad (HYD)	Yes	No
**Jebel Ali (ZJF)	Yes	Yes
Johannesburg (JNB)	Yes	Yes
Kochi (COK)	Yes	No
Kolkata (CCU)	Yes	No
Kozhikode (CCJ)	Yes	No
Kuala Lumpur (KUL)	Yes	Yes
**Leeds (LBA)	Yes	Yes
**Leipzig (LEJ)	Yes	Yes
**Lille (LIL)	Yes	Yes
**Linz (LNZ)	Yes	Yes
**Liverpool (LPL)	Yes	Yes
London (LGW)	Yes	Yes
London (LHR)	Yes	Yes
Los Angeles (LAX)	No	Yes
Lyon (LYS)	Yes	Yes
Madrid (MAD)	Yes	Yes
**Malmo (MMA)	Yes	Yes
Malta (MLA)	Yes	Yes
Manchester (MAN)	Yes	Yes
**Marseille (MRS)	Yes	Yes
Mauritius (MRU)	Yes	No

Airport Location	Export from	Import into
Melbourne (MEL)	Yes	Yes
Milan (MXP)	Yes	Yes
**Montpellier (MPL)	Yes	Yes
**Muenster (FMO)	Yes	Yes
**Mulhouse (MLH)	Yes	Yes
Mumbai (BOM)	Yes	No
Munich (MUC)	Yes	Yes
Nairobi (NBO)	Yes	Yes
**Nantes (NTE)	Yes	Yes
Newcastle (NCL)	Yes	Yes
New York (JFK)	Yes	Yes
Nice (NCE)	Yes	Yes
**Nuremberg (NUE)	Yes	Yes
Osaka (KIX)	Yes	Yes
**Oslo (OSL)	Yes	Yes
Paris (CDG)	Yes	Yes
Perth (PER)	Yes	Yes
Prague (PRG)	Yes	Yes
**Rennes (RNS)	Yes	Yes
Rome (FCO)	Yes	Yes
**Saarbruecken (SCN)	Yes	Yes
**Salzburg (SZG)	Yes	No
San Francisco (SFO)	No	Yes
Seoul (ICN)	Yes	Yes
Seychelles (SEZ)	Yes	No
Singapore (SIN)	Yes	Yes
Stockholm (ARN)	Yes	Yes



Airport Location	Export from	Import into	Airport Location	Export from	Import into
**Strasbourg (SXB)	Yes	Yes	**Toulouse (TLS)	Yes	Yes
**Stuttgart (STR)	Yes	Yes	**Turin (TRN)	Yes	No
Sydney (SYD)	Yes	Yes	Venice (VCE)	Yes	Yes
Taipei (TPE)	Yes	Yes	**Verona (VRN)	Yes	No
Thiruvananthapuram (TRV)	Yes	No	Vienna (VIE)	Yes	Yes
Tokyo (TYO)	Yes	Yes	Zaragoza (ZAZ)	Yes	Yes
Toronto (YYZ)	Yes	Yes	Zurich (ZRH)	Yes	Yes

For the latest information on your station kindly contact your nearest Emirates SkyCargo Office.

For information regarding new trade lanes kindly check the “e-freight it” section on [skycargo.com](http://skycargo.com)

### Things to know:

Emirates SkyCargo is currently a leader in the e-freight revolution, using e-freight as a proven process with more than 400,000 shipments worldwide.

Emirates SkyCargo is currently servicing more than 100 e-freight trade lanes and 32 countries throughout the world and is constantly expanding to new destinations and countries.

### Document scope of e-freight\*:

<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Packing List</li> <li>• Letter of Instruction</li> <li>• Certificate of Origin</li> <li>• Master Air Waybill</li> <li>• House Waybill</li> <li>• House Manifest</li> <li>• Transfer Manifest</li> <li>• Flight Manifest</li> <li>• Cites Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Security Declaration</li> <li>• Freight Booked List</li> <li>• Transit Declaration</li> <li>• Customs Release Export</li> <li>• Export Cargo Declaration</li> <li>• Export Goods Declaration</li> <li>• Import Cargo Declaration</li> <li>• Import Goods Declaration</li> <li>• Customs Release Import</li> <li>• Dangerous Goods Declaration</li> </ul>
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\* More documents will be added as the project progresses

\*\* Offline e-freight Locations