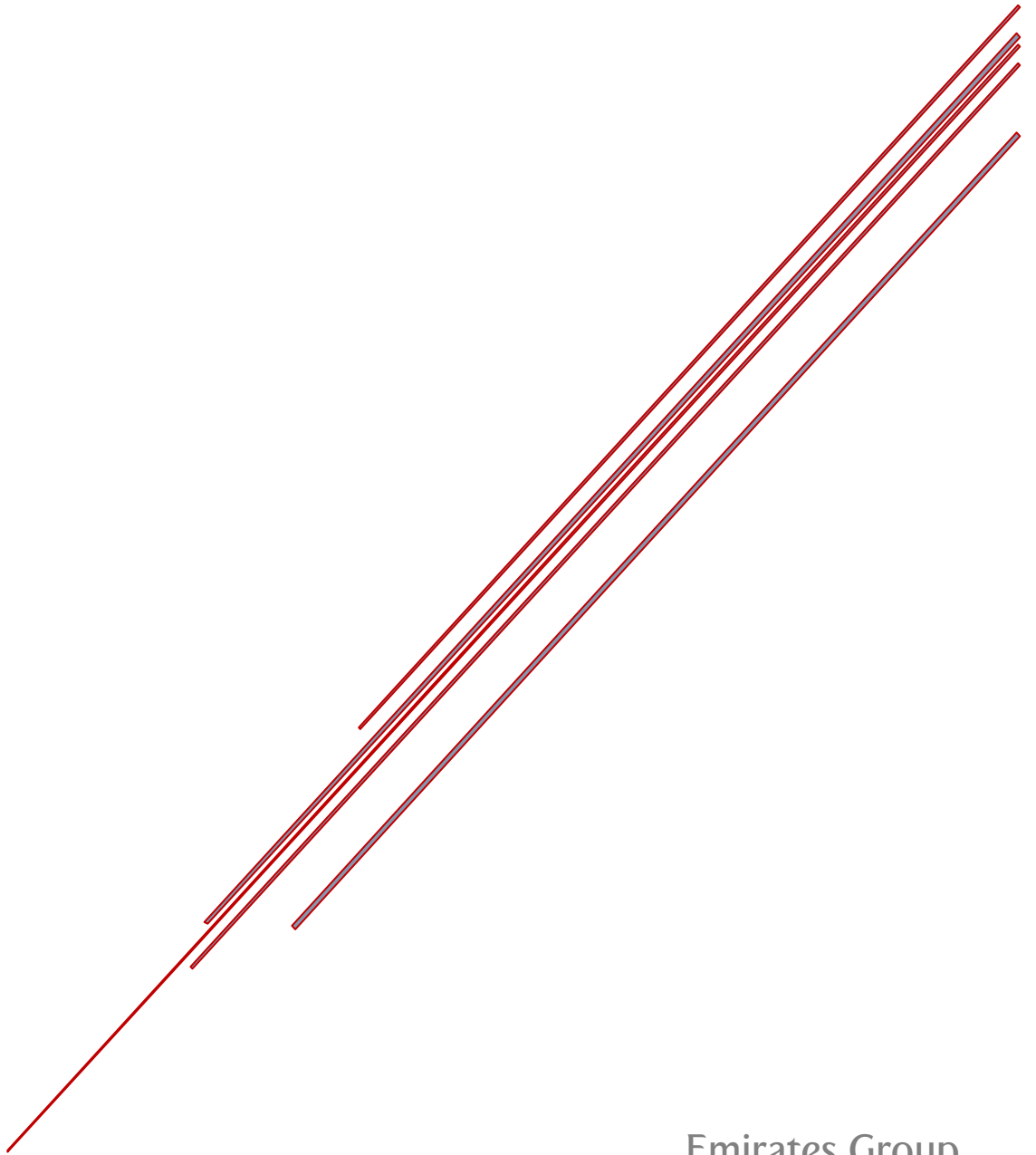


AWB, HAWB & DOCUMENTATION PROCESS

e-SkyCargo User Guide



Emirates Group
SkyCargo

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AWB Documentation – Entry point Options

AWB Documentation feature provides the ability to capture AWB details directly without an order, capture AWB details on top of data pre-populated from an existing order, amend document, cancel, void document.

Navigation -> My Documentation->Air Waybill

Perform AWB Documentation for a pre-existing order by retrieving the order details using AWB No. or Order ID or JRN No. If you do not have the shipment reference numbers handy, then you can retrieve your branch shipments from the 'My Shipments List' and then continue to capture AWB documentation. Alternatively, if you do not have a pre-existing order and want to directly create the order and AWB at one go, then you can perform 'Direct AWB Documentation'.

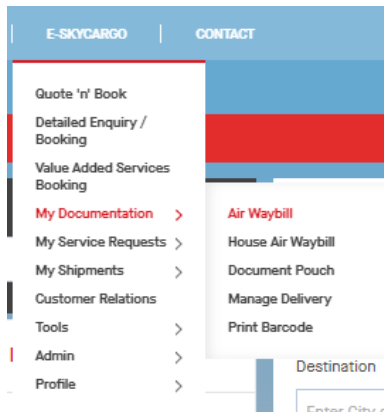


Figure 1 - Air Waybill Documentation Tab

AWB Documentation (Option 1) - For an existing Order

Enter the reference number for the existing order by providing the Order ID, JRN No. or AWB No.

Note: AWB Number to be provided in the format Document Prefix-Document number. Example: 888-12345675

Perform search to retrieve the existing order and then start the Air Waybill documentation for the shipment.

If no active shipment record is found for the input reference number, a hard error will be displayed to the user with messages "No active shipment found". If the reference no. entered is incorrect or invalid, then the flow works as below: o If the reference number provided is in incorrect format, then the system will display a hard error "Incorrect Document No." and will not allow you to navigate to the next step in the process.

If the reference number is in correct format for the selected reference type but not a valid number (i.e. no match found), then a hard error “*No active shipment found*” will be displayed.

Alternatively, you can use the Direct AWB Documentation feature to start the AWB documentation for an un-booked shipment. If the AWB No. entered is valid but having more than one matching record, then the flow works as below: o In case a booking or AWB has been previously cancelled and a new booking or AWB has been created, then there will be 2 or more matching records for a single Document No. Under such a scenario, the system will fetch only the active shipment.

If AWB capture is yet to be completed, then you will be navigated to Shipment Details (for AWB Documentation) with all the details pre-filled as per the order details or booking details (in case the booking only existed in SkyChain).

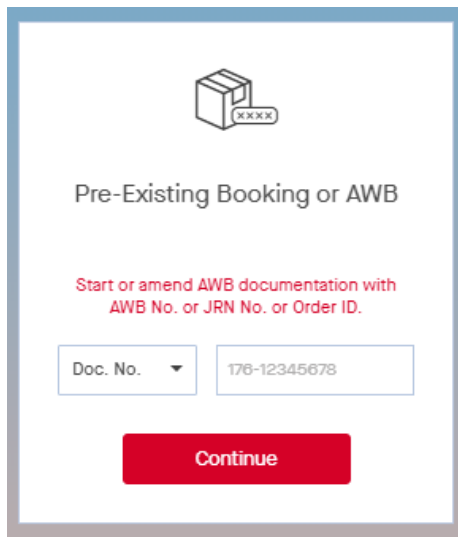


Figure 2 - Pre-Existing Booking

AWB Documentation (Option 2) - Direct AWB documentation Option

To initiate AWB Documentation for a shipment that does not have pre-existing order, select “*Create New AWB*” option if you have the permission “START_DIRECT_AWB_CAPTURE”.

You will be navigated to Shipment Details (for AWB Documentation).

You can capture the mandatory details required for AWB capture and then submit to complete Air Waybill documentation. Alternatively, choose the AWB template to prefill all the AWB details and then complete any additional mandatory details required for document capture and then submit to complete the Air Waybill documentation. You can capture the mandatory details required for AWB capture and then submit to complete

Air Waybill documentation. Alternatively, choose the AWB template to prefill all the AWB details and then complete any additional mandatory details required for document capture and then submit to complete the Air Waybill documentation.

Shipper & Consignee details are optional during the offer generation or order creation process. However, during AWB documentation, this is mandatory information which needs to be completed before proceeding to the next step.

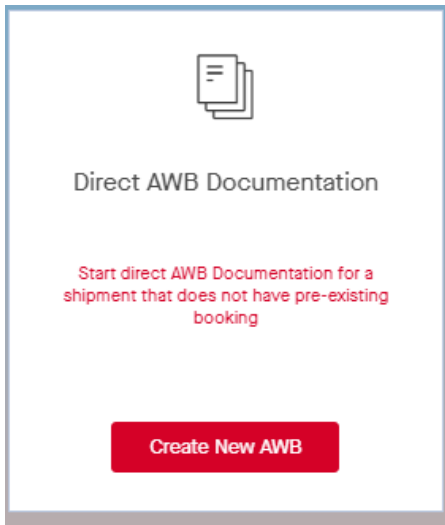
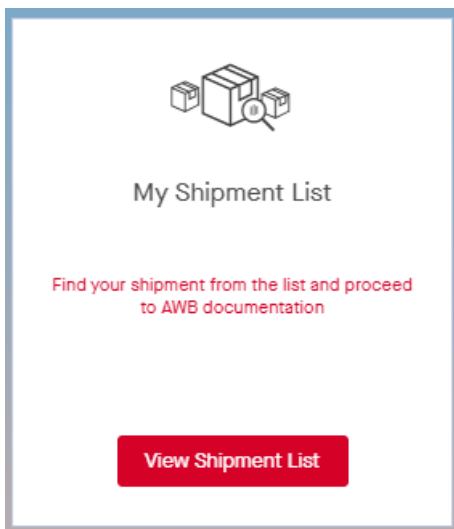


Figure 3 - Direct AWB Documentation

AWB Documentation (Option 1) – My Shipment list

To initiate AWB Documentation for “my shipment list” option that allow users to view all the created shipments.



My Shipments (28)	My Company Shipments	SP Shipments	Sort By	Most Recent
Booked on Flight EK-0348, 18 Sep 2020, DXB-SIN				
Doc. No.: 176-UNK	Hard Freight	JRN No.: 41372175	Order ID: 1600237284234	Create AWB
DUBAI (DXB) -----> SINGAPORE (SIN)				AWB
Show Details				
Booked on Flight EK-0751, 20 Sep 2020, DXB-CMN				
Doc. No.: 176-87853905	Hard Freight	JRN No.: 41372138	Order ID: 1600184203911	Create AWB
DUBAI (DXB) -----> CASABLANCA (CMN)				AWB
Show Details				
Booked on Flight EK-4545, 17 Sep 2020, DXB-BOM				
Doc. No.: 176-87853894	Hard Freight	JRN No.: 41372118	Order ID: 1600168517537	View AWB Amend AWB
DUBAI (DXB) -----> MUMBAI (BOM)				AWB
Show Details				

Figure 4 - My Shipment List

AWB Documentation (Step 1) - Shipment and Flight Information

The mandatory details (Rateline and Other Charges) in Step 2 is automatically generated by the system based on shipment data. You can optionally choose the rating SHC or capture SLAC, Accounting Info or Additional Shipment Reference. Then continue to Summary and Declaration (Step 3).

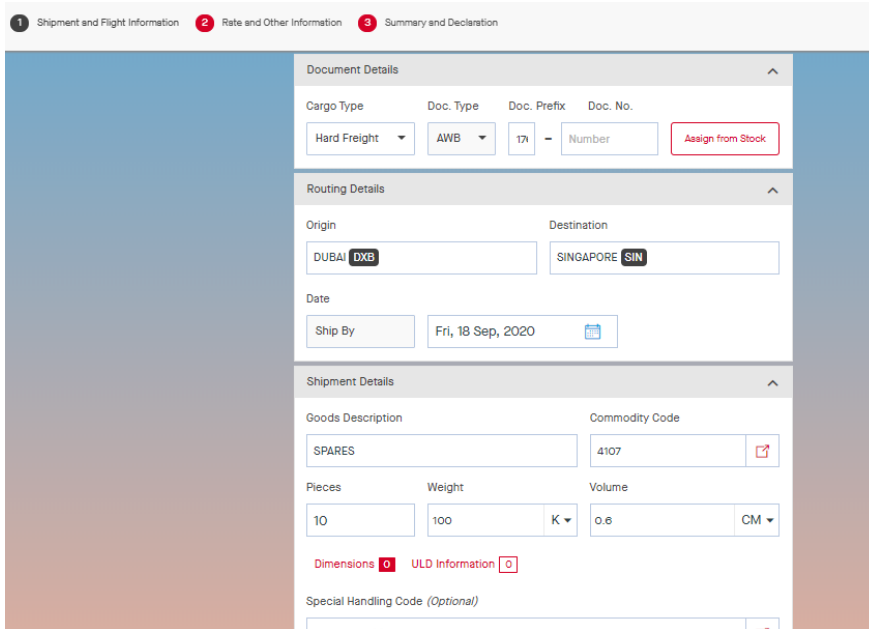


Figure 5 - AWB Documentation Step 1 - 1

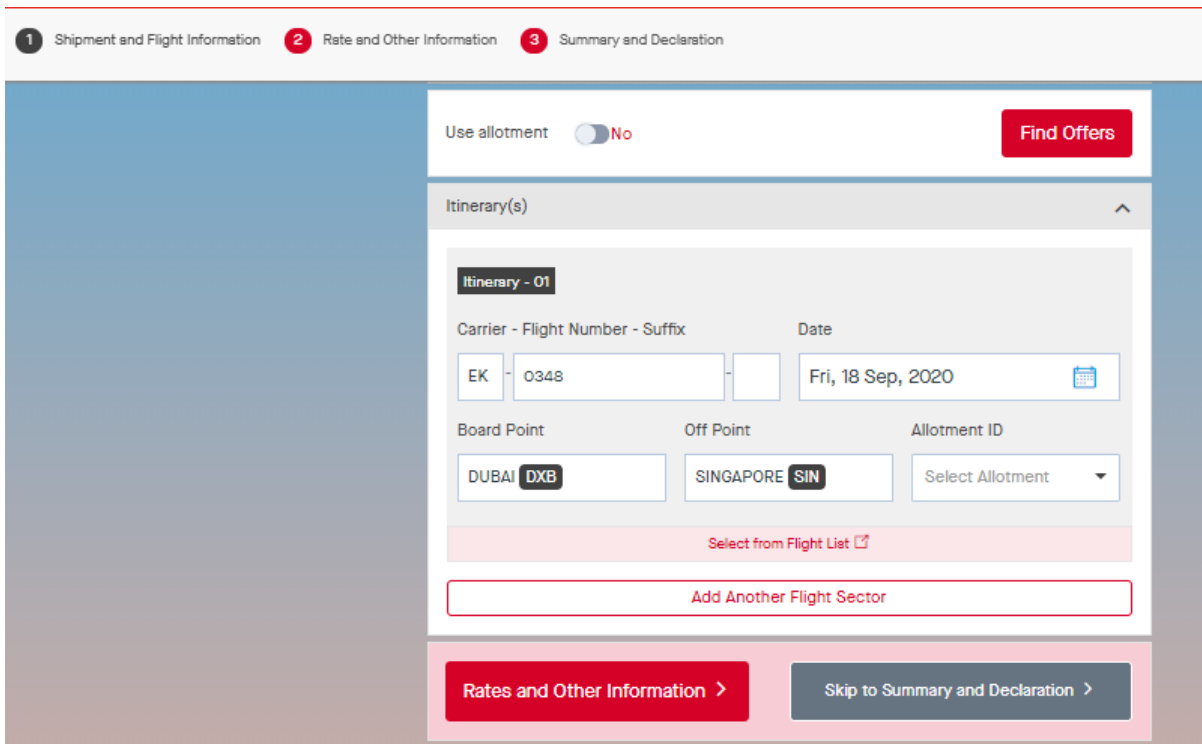


Figure 6 - AWB Documentation Step 1 - 2

AWB Documentation (Step 3) – Summary & Declarations

In Summary and Declaration, you can view the total Actual Charges to be paid vs Gross Charges for the AWB. Any few changes that can potentially impact pricing for the shipment. Declaration details are re-filled based on Shipper and Agent details. Before submitting the AWB, you can optionally preview the AWB data in standard AWB format using “AWB Preview” option.

You can also save the AWB data and re-use it during Direct AWB documentation. On save of AWB, a pop-up will appear if the Agent is not configured as “E-AWB participant” in Customer Master in SkyChain.

- If you select “Yes”, then SHC “ECC” will be stamped for the shipment.
- If you select “No”, then SHC “ECC” will not be stamped for the shipment.

On selecting the link provided in the pop-up the “EDI Agreements Terms” can be viewed.

ECC SHC stamped to the AWB will be persisted during AWB Amend as well i.e. when saving a AWB in AWB Amendment flow, the system will display the previously saved selection for ECC. You can change the selection and save during the AWB Amendment flow.

1 Shipment and Flight Information 2 Rate and Other Information 3 Summary and Declaration

Doc. No.: 176-87854351 Hard Freight JRN No.: 41372175
 DUBAI (DXB) -----> SINGAPORE (SIN) Ship By: Fri, 18 Sep 2020

DXB (Airport) -----> SIN (Airport)
 02:30 AM, Fri, 18 Sep 14:05 PM, Fri, 18 Sep

EMIRATES AIR FREIGHT (All incl.) Rate Per Kg 15.95AED Total Charge 1,595.00AED

Actual Charges to be paid 1,595.00AED Gross Charges (on AWB) 4,350.00AED

Freight Charges	Prepaid	Charges Collect
Weight Charges	755.00 AED	00.00 SGD
Valuation Charges	00.00 AED	00.00 SGD

Export Charges	Prepaid	Charges Collect
AIR WAYBILL/SHIPMENT RECORD PREPARATION FEE	50.00 AED	00.00 SGD
Electronic processing or transmission of data for Customs purposes	10.00 AED	00.00 SGD
GENERAL HANDLING	30.00 AED	00.00 SGD

Chargesable Weight --- 100.00K
 Currency -- AED
 Declared Value for Carriage 0.00 0.00 AED
 Declared Value for Customs 0.00 0.00 AED
 Declared Insurance Amount 0.00 0.00 AED

Declaration
 Execution Date: Wed, 16 Sep 2020 Execution City Code: DXB Execution Place: DUBAI

Name of the Shipper or Agent: Brian R
 Name of the Issuing Carrier or Agent: Dubai Express LLC

Signature of the Shipper or Agent
 Signature of the Issuing Carrier or Agent

I agree to the Air Waybill Terms and Conditions

< Rates and Other Information Submit AWB

AWB Preview Update Template Save as New Template

Figure 7 - Summary & Declarations

AWB Documentation Summary

After the AWB is submitted, you can view the status of the AWB. Additionally, you can print the AWB or send FWB message to Email/SITA addresses.

Note: The AWB can be voided and amended as seen fit.

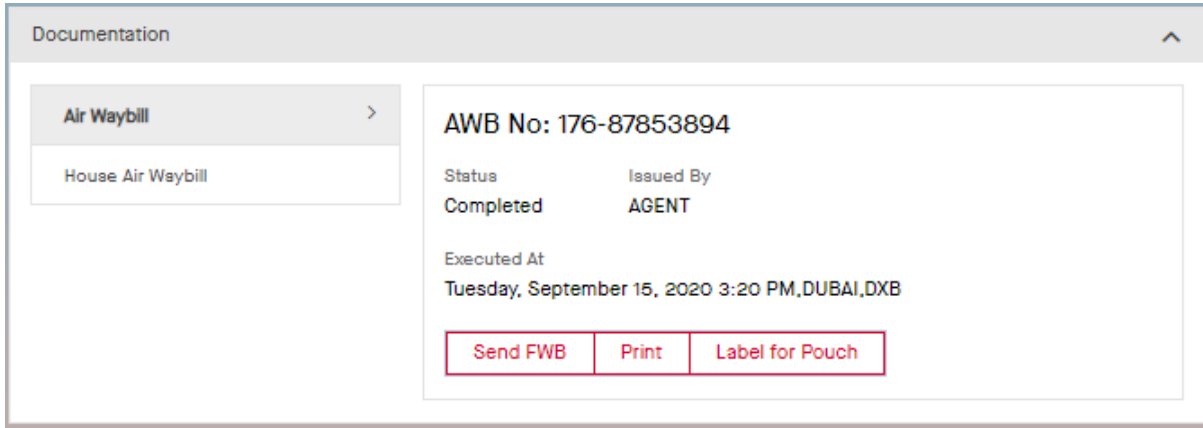


Figure 8 - AWB Documentation Summary

Send outgoing FWB/XFWB messages

Select “Send FWB/XFWB” message type from Air Waybill Summary. System will then prompt you to select the below options.

- Message Type: FWB or XFWB or BOTH
- Communication Type: EMAIL or SITA
- Recipient Address: One or multiple address for the selected communication type.

Capture the preferred value for above options. Select “Send” option to trigger outgoing message for the selected Message Type, Communication Type and Recipient Address. If you select “Cancel” option, system will exit from “Send FWB/XFWB” feature without triggering any message.

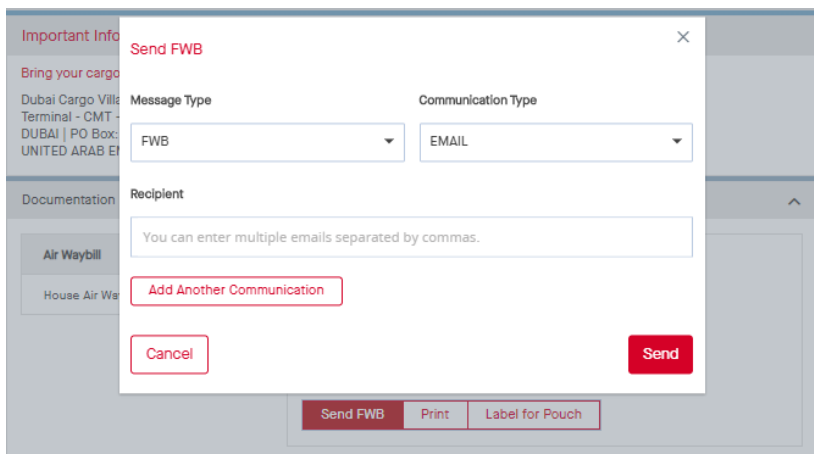


Figure 9 - Send FWB

HAWB Documentation – Entry Point Options

HAWB Documentation Feature provides customers the ability to capture HAWB details for an existing order or existing AWB or even non-existing booked shipments.

Navigation -> My Documentation->House Air Waybill

Below options are provided under HAWB Documentation feature spread across two pages.

- Add or Amend HAWB
- My Shipment List
- Direct HAWB Documentation
- View Tagged or Stray HAWB

You can navigate between pages by selecting the Carousel button provided at the bottom of both the pages.

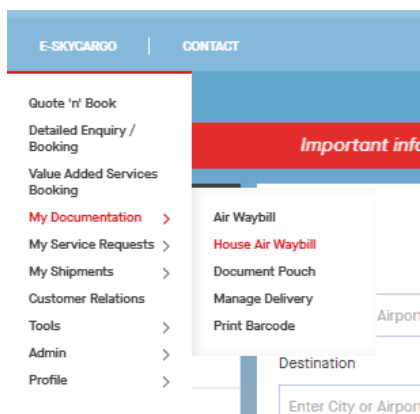


Figure 10 - House Air Waybill Tab

You can perform HAWB Documentation for a pre-existing order by retrieving the order details using AWB No. or Order ID or JRN No. Note: AWB Number to be provided in the format Document Prefix-Document number.

Example: 888-12345675

If you are not sure about the shipment reference, then you can retrieve your branch shipments from My Shipment List and then continue to capture HAWB documentation.

If you do not have a pre-existing order and AWB but still want to capture HAWB data for future use, then perform Direct HAWB documentation. Such HAWBs will be stored as Tagged or Stray HAWB. You can view list of all the Tagged and Stray HAWBs created by you.

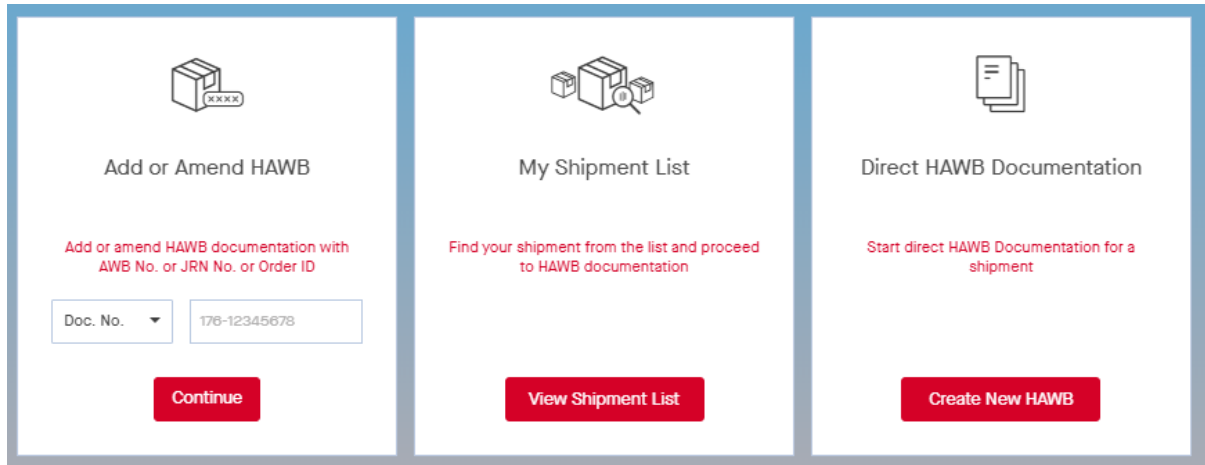


Figure 11 - HAWB Entry Options

HAWB Documentation – For an existing Order or Master AWB

Navigate to Documentation -> House Air Waybill feature to start the HAWB documentation process for an existing order or Master AWB. Enter the reference number for the existing order or Master AWB by providing the Order ID, JRN No. or AWB No. You can then perform search to retrieve the existing order or Master AWB and then start the House Air Waybill documentation capture for the shipment by selecting “Continue” button.

HAWB Documentation – Direct HAWB documentation

Direct HAWB Documentation enables you to capture and store HAWB data for future use. If you are tagging an HAWB to an AWB number, then it’s called a “Tagged AWB”. Alternatively, if you are tagging to a Free Text keyword, then it’s called a “Stray HAWB”. Since Tagged or Stray HAWBs are not automatically assigned or linked with the AWB, none of the HAWB to AWB checks are performed. These checks will only be done when you are linking the Tagged or Stray HAWB with an AWB.

HAWB Documentation – Assigned HAWB

After the HAWB is saved and assigned to an AWB, it will be listed under Assigned HAWB. You can then perform any of the below transactions - Edit HAWB

- Delete HAWB
- Send FHL message

To edit an HAWB, you can retrieve the Assigned HAWB and then select “Edit” option. You can then amend any of the data elements in the HAWB record. Then select “Submit HAWB” to save the changes.

HAWB Autofill Template

When you input any details under New HAWB tab in HAWB Capture page, you will be provided with an option to “Save as New Template”. A popup will appear for inputting the template name. Then on entering the template name and selecting save, the template will be saved successfully. You can use the newly created HAWB autofill template for capturing any HAWBs.

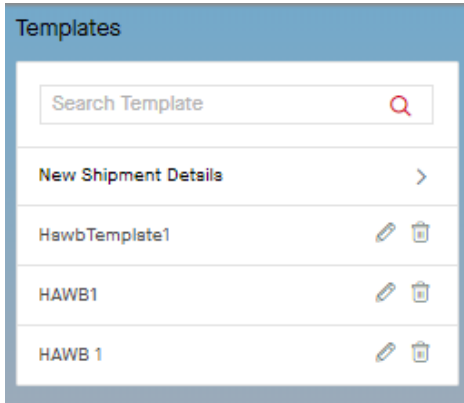


Figure 12 - HAWB Template List

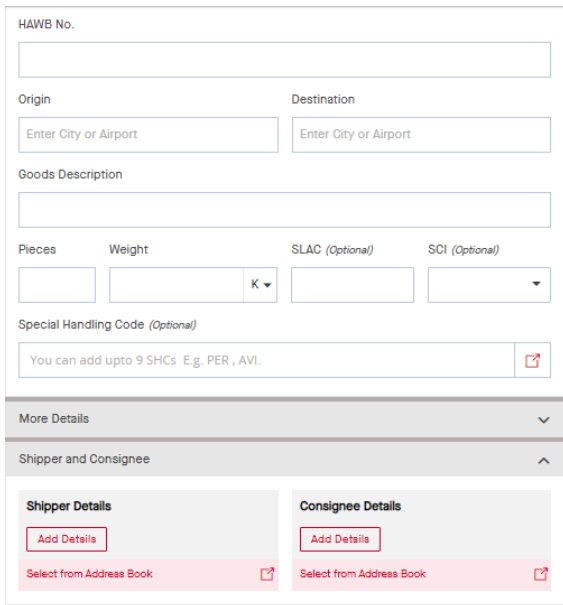


Figure 13 - HAWB Creation

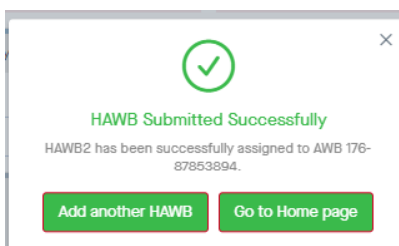


Figure 14 - HAWB Created Successfully

Send outgoing FHL/XFZB and XFHL messages for assigned HAWBs

To send FHL/XFZB message, select “Send FHL/XFZB” message type from Assigned HAWB section for one or multiple HAWB records. The system then prompts to select the below options.

- Message Type: FHL or XFZB or BOTH
- Communication Type: EMAIL or SITA
- Recipient Address: One or multiple address for the selected communication type.

To send XFHL message, select “Send XFHL” message type from Assigned HAWB section. (There is no dependency on the selection of HAWB records as the XFHL will always include all the HAWB records that are assigned for the MAWB.)

The system then prompts to select the below options.

- Message Type: XFHL
- Communication Type: EMAIL or SITA
- Recipient Address: One or multiple address for the selected communication type.

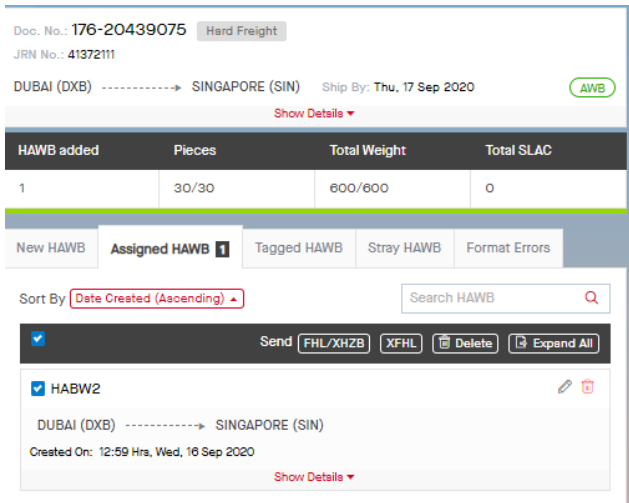


Figure 15 - Assigned HAWB

You can then capture the preferred value for above options. Select “Send” option to trigger outgoing message for the selected Message Type, Communication Type and Recipient Address.

If there are no hard validation errors, then the system will trigger the outgoing message as per the user selection and then prompt the success message as “*Message Sent*”. If there are hard validation errors, then the system will

prompt a hard warning with message as “Unable to send message, please re-try after some time.” If you select “Cancel” option, system will exit from “Send FHL/XFZB” feature without triggering any message.

HAWB Documentation – Summary

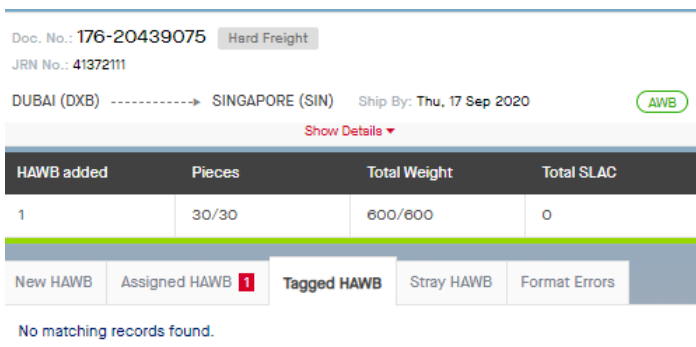
If the shipment belongs to you or to your company branch, then the list of HAWBs submitted and assigned to the AWB can be viewed as part of tracking results. You can select any specific HAWB and then perform any of the below functions.

- Edit HAWB
- Delete HAWB
- Send FHL messages

HAWB Reconciliation

As part of this feature, you will be able to view the Tagged HAWBs with Format or Business validation errors. You will have the option to correct and resubmit the HAWB with Business Validation error so that it is eligible for assignment. To view the list of all the unprocessed FHLs due to errors in Business Validations, navigate to **Documentation->House Air Waybill** and navigate to Tagged HAWBs list.

The link “View Business Validation Error” or “View Format Validation Error” based on the error encountered during the FHL processing. To Edit and Resubmit the HAWB rejected due to errors in business validations, select the “View Business Validation Error” link. System will display the message that caused the business validation error and the error message. Select the edit icon to edit the HAWB and correct the FHL details based on business validation and select “Save”. On resubmit if there are no errors, then system removes the HAWB from Tagged Entry.



HAWB added	Pieces	Total Weight	Total SLAC
1	30/30	600/600	0

[New HAWB](#)
[Assigned HAWB 1](#)
[Tagged HAWB](#)
[Stray HAWB](#)
[Format Errors](#)

No matching records found.

Figure 16 - Tagged HAWB Tab

Document upload in Document Pouch

In Document Pouch feature, enter the input for below mandatory data elements and select “Upload” button.

- Doc. Type
- Description
- Path

The document will be uploaded to the Document Pouch and then a message will be displayed as “*Your document has been successfully uploaded.*”

To send the uploaded documents or links via email, you must select one or multiple documents and click the “Send Email” button. Select one or multiple previously uploaded documents and then select “Send Email”. In the pop up displayed, capture the “To Email Address” to which soft link for selected documents needs to be emailed. You can enter optional text under the “Message” section which will be included in the body of the email sent to the user.

Search Document Reference Number

Search Documents feature enable you to search the Document Reference Number for which Document or URL Path needs to be viewed/uploaded.

Navigation -> My Documentation->Document Pouch

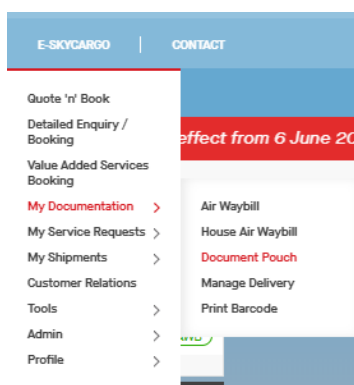


Figure 17 - Document Pouch Tab

From the Document Pouch feature, enter any one of the below search criteria and then select “Search”.

- AWB No.

- JRN No.
- Order ID

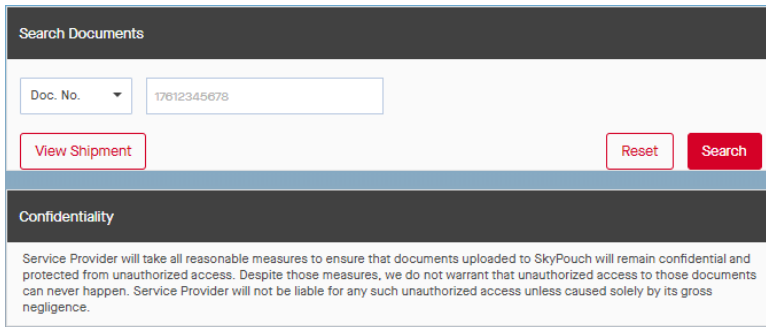
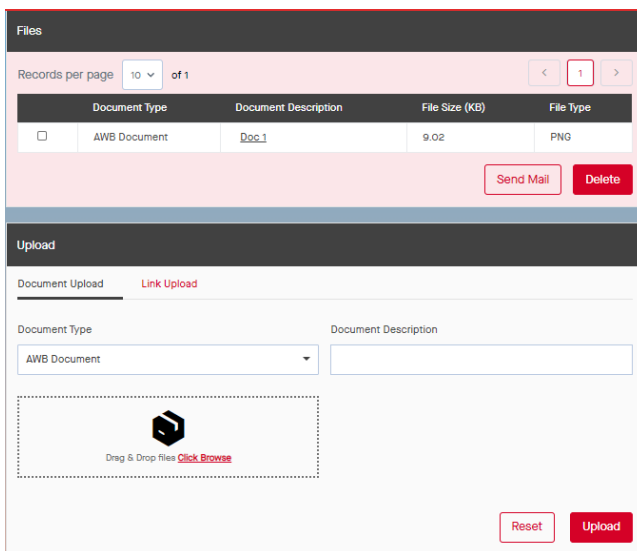


Figure 18 - Search Documents

Note: AWB Number to be provided in the format Document Prefix followed by Document number without spaces. Example: 17687853894

For retrieving the uploaded document, you can navigate to the summary page by selecting the “Tracking Details” or “View Shipment”. In the summary page the “Uploaded Documents” section will be displayed. Select “Manage Documents” options under “Uploaded Documents” section in the Order/Track Summary page. You will be navigated to “Document Pouch” feature and with the selected shipment.



Document Type	Document Description	File Size (KB)	File Type
AWB Document	Doc.1	9.02	PNG

Figure 19 - Upload Document Tab

You can then perform any of the functions available within “Document Pouch” i.e.

- Send Email
- Delete Document



e-SkyCargo User Guide: AWB, HAWB & Documentation process

- Upload more Documents or URL Paths