



IATA Postal Air Waybill (PAWB) Number Functional Specifications <IATA Cargo> <IDFS> <16/04/2010>

DOCUMENT CONTROL & DISTRIBUTION

Version History

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Distribution List

Approved copies of this document will be issued to:

Name	Business Area
Frederic Leger	Head of Cargo Business Process & Standards
Airmail Panel	Cargo Services Conference

1 Introduction

1.1 Objective

The purpose of this specification is to provide guidelines for the implementation and use of an IATA Postal Air Waybill number that will be associated with UPU mail delivery bills and the movement of the mail.

This will be in accordance with the spirit of the Memorandum Of Understanding that was signed by IATA and the Universal Postal Union in Mexico 2007 that is included as Attachment A.

This document gives an overview of the business processes and electronic messages that could be implemented to support the use of the Postal Air Waybill number between Posts and Airlines.

1.2 Definitions¹

POSTAL AIR WAYBILL NUMBER: A number in an airline cargo system that is associated to the movement of mail on behalf of a Post.

CONSIGNEE: The person whose name appears on the air waybill or in the shipment record as the party to whom the cargo is to be delivered by the airline or its agent.

CONSIGNMENT: Is equivalent to the term “shipment”, means one or more pieces of goods accepted by the airline from one shipper at one time and at one address, receipted for in one lot, and moving on one air waybill or one shipment record to one consignee at one destination address.

POSTAL AIR WAYBILL CONSIGNMENT: means one or more receptacles of mail accepted by the airline from one postal operator at one time and at one address, potentially handed over in multiple part lots but finally receipted for the whole lot, and moving on one postal air waybill number to one consignee at one destination address.

CARDIT: Carrier/Documents International Transport – a message containing information about a consignment of mail that is handed over to a carrier.

RESBIT: Carrier/Confirmation of Receipt or Current Exception – a message containing information about a consignment of mail that is processed by a carrier.

SHIPPER. Equivalent to the term “consignor” means the person whose name appears on the air waybill or in the shipment record as the or in the shipment record as the party contracting with the airline(s) for carriage of goods.

1.3 Background

As a result of the ongoing cooperation between the IATA Airlines and the UPU Posts the UPU has approved Resolution 62 officially recognizing Postal Air Waybill Numbers.

¹ Other than the definitions for Broker, Forwarder, House Waybill, House Manifest, Cargo Manifest, Invoice, Packing List and Certificate of Origin the rest of the definitions are as per CSC Resolution 660 Attachment A Interline Traffic Agreement – Cargo; Article 1 - Definitions

IATA has also approved a Special Handling Code “MAL” for mail to ensure that any mail being moved under a Postal Air Waybill number is recognised as being subject to the UPU Regulations and handled accordingly.

It is necessary to understand how the mail business is currently transacted, and whether it is necessary, or beneficial, for IATA to define standards and procedures by which mail business should be transacted on an electronic basis.

1.4 Pre-Conditions

The following conditions are understood when using the PAWB number:

- There will be an EDI connection between the airline and post
- The UPU M39 CARDIT & RESDIT standards will be supported

1.5 Assumptions

The following assumptions are understood:

- 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 different levels 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
- Exception procedures:
 - Will be previously agreed between the parties and will be undertaken in situations Where there is a discrepancy between postal operator consignment details and the consignment details as recorded by the airline
- Customs reporting:

When required, the airlines will be responsible to report the mail at “manifest level”, not the item level. This may differ by country but typically would include:

- Air waybill number
- Description as “UPU mail”
- Number of receptacles
- Weight & weight code
- Origin Postal Operator
- Destination Postal Operator
- Routing (if needed)

When required, the postal operators will be responsible to report the dutiable mail items, not the manifest level. This would include information as documented on CN22 and/or CN23 forms.

1.6 Potential Simplified Procedures

The following procedures are envisioned, identified as attainable and would potentially simplify the airmail business:

- There will be consolidation of the mail as much as possible to avoid the over assignment of PAWB numbers
- 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.
- On those lanes and with those specific other Posts which the presenting Posts have both pre-agreed to cooperative mail delivery, the presenting Post 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, from the Post assumes the responsibility for the logistics of the transportation of all the mail handed over between the origin and destination covered by the PAWB number.
- On those lanes and with those specific other air carriers which the first and second carriers have both pre-agreed to cooperative mail transport, 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

1.7 Options

The following options may be exercised and would potentially further simplify the airmail business:

- Interline settlement calculations can use the distances specified in the IATA Cargo Prorate Manual unless other bilateral agreement exists between the carriers involved
- Settlement can be accomplished through the IATA Settlement Systems, e.g. Clearing House wherever possible

1.8 Benefits

- Booking – space allocation can be requested/confirmed through the cargo system however, this is not covered in the scope of this document so this would be a potential future benefit
- System integration - Airlines can exercise the option to fully integrate mail and cargo into one system and avoid the need to maintain two separate systems
- Customs reporting requirements can be facilitated for the airlines
- More efficient settlement
 - Airlines will not have to pursue payment from multiple Posts
 - Posts will not be pursued by multiple airlines for payment
- Posts will be able to track their mail movement within the Cargo environment
- Airlines will be able to interline the mail which should alleviate transit problems

1.9 Scope

1.9.1 Which stakeholders are in scope?

- Posts that are recognised by the UPU Member States
- Airlines that are Members of IATA
- Ground Handling Agents working at airports on behalf of the IATA airlines
- Air Mail Centres at airports

1.9.2 Which documents are in scope?

Most of the required information to be exchanged between the Posts and the Airlines is included in the following documents:

- Mail delivery bills

Although this document may be removed and replaced by its equivalent message (CARDIT) eventually, this functional specification does not address its removal at this stage.

1.9.3 Which messages are in scope?

Most of the required information to be exchanged between the Posts and the Airlines is included in the following messages:

- CARDIT
- RESDIT

The postal operators could also exchange some typical cargo messages with the airlines but this would be at their option:

- FFR/FFA (Space Allocation Request/Answer)
- FWB (Air Waybill Data)
- FSR/FSA & FSU (Status Request/Answer & Status Update)

1.9.4 Which documents are out of scope?

The paper air waybill is out of scope since there is no paper air waybill issued for the movement of mail but only a postal air waybill number.

1.9.5 Which scenarios are in scope?

Scenarios involving the movement of international mail from one country to another and the interaction between the posts, airlines and the authorities are within the scope of this document.

1.9.6 Which scenarios are out of scope?

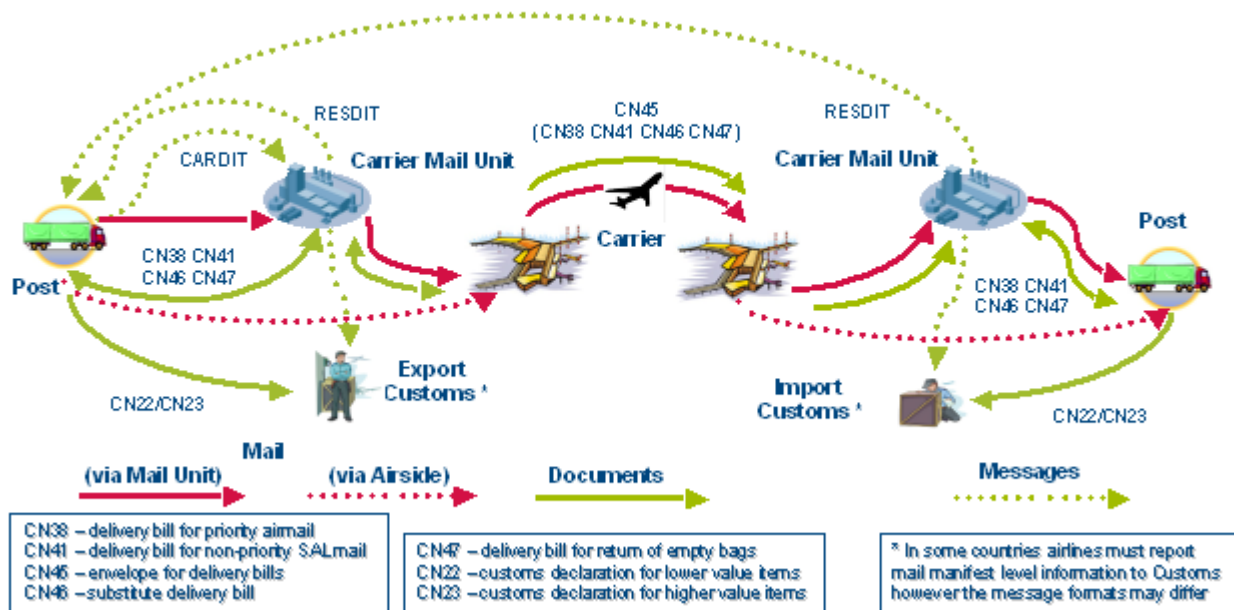
Scenarios involving the movement of domestic mail only within one country and the interaction between the postal operators themselves are out of scope for the purpose of this document.

2 As-Is Business Process

2.1.1 As-Is business process overview

The following high level As-Is business process is currently in place in most of the mail handling locations:

“As Is” – Mail Process Overview (Point-to-Point)



2.1.2 As-Is business process description

1. Origin Post sends instructions (CARDIT message) to the transporting carrier
2. Origin Post may have to declare dutiable items to the Customs office of export
3. Origin Post delivers mail, and/or empty mail bags to be returned, to the carrier (sometimes directly at airside) with mail delivery bills
4. Carrier or his GHA takes possession the mail, scans the receptacle labels when possible and signs the mail delivery bills giving one copy to the delivering Post and retaining four copies
5. Carrier acknowledges reception of the mail to the origin post (RESDIT message)*
6. Carrier may have to declare mail at a manifest level to the Customs office of export
7. The mail and two copies of the delivery bill are loaded and flown to destination
8. Carrier or his GHA unloads the mail, scans the receptacle labels when possible and delivers it to the destination Post (sometimes directly at airside) with the delivery bill, retaining one signed copy of the delivery bill as proof of delivery
9. Carrier may have to declare mail at a manifest level to the Customs office of import

10. Carrier advises origin post of delivery (RESBIT message)*

11. Destination Post may have to declare dutiable items to the Customs office of import

* RESBIT status events are subject to bilateral agreement, for the purpose of this "As Is" process only the received and delivered events are included

2.1.3 As-Is business process concerns

The issues identified with the As-Is scenario are:

- Too much paper handling
 - Printing
 - Sending
 - Signing
 - Scanning
- Too many ways of communicating the same information
 - Paper
 - EDI
- Too few EDI capabilities & options available
 - No visibility for the Posts once the mail has moved into the airline cargo environment
 - Hard copy proof of delivery may have to be provided for payment and some Posts don't sign the delivery bills
 - Hard copy proof of acceptance may have to be provided for payment and some airlines don't sign the delivery bills

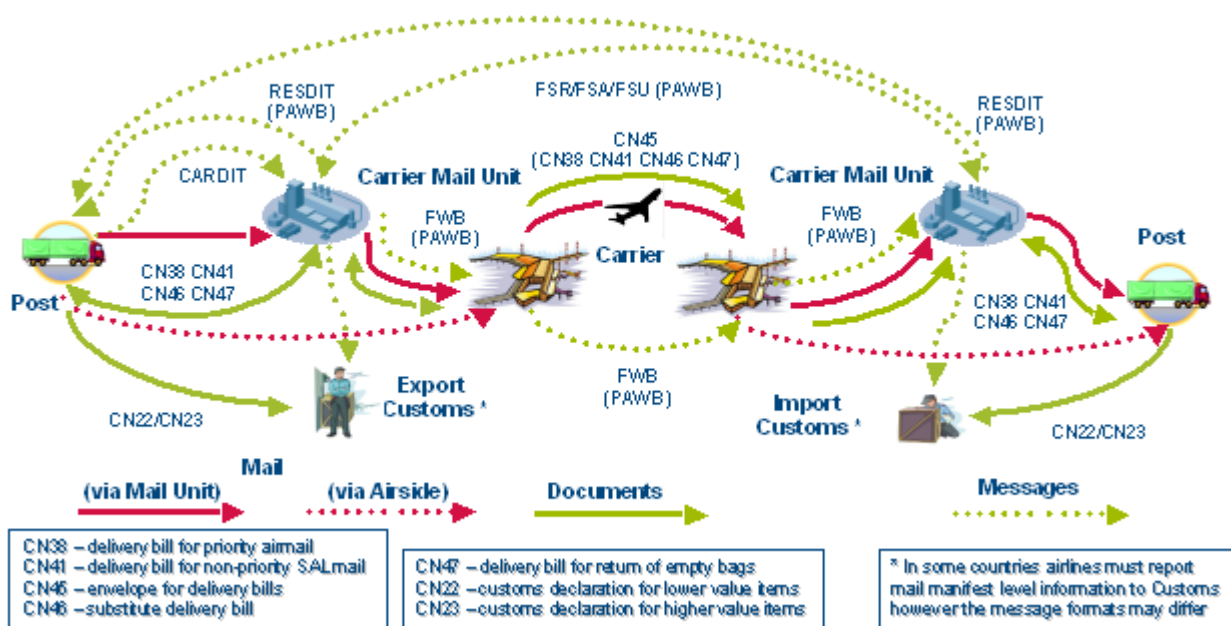
3 PAWB Business Process

3.1.1 PAWB business process overview

In the initial stages, the use of the PAWB number will accompany the existing paper process. A more ambitious “To Be” Process will be developed and covered in another Section 4 but still requires further investigation.

The following high-level business process for using the PAWB number is envisioned for mail handling locations:

“PAWB” – Mail Process Overview (Point-to-Point)



3.1.2 PAWB business process description

1. Origin Post sends instructions (CARDIT message) to the transporting carrier mail unit
2. Origin Post may have to declare dutiable items to the Customs office of export
3. Origin Post delivers mail, and/or empty mail bags to be returned, to the carrier mail unit (sometimes but very rarely directly at airside)
4. Carrier mail unit takes possession of the mail, scans the receptacle labels or nested unit
5. Carrier mail unit acknowledges reception of the mail, and the CARDIT if one was received, to the origin post (RESDIT message)
6. Carrier mail unit activates a live postal air waybill consignment in the cargo environment, e.g. sends a CIMP FWB message with the Postal Air Waybill number and the MAL special handling code to the cargo system

7. Carrier may have to declare mail at a manifest level to the Customs office of export
8. The mail is loaded and departs for destination
9. Carrier mail unit acknowledges uplift of the mail to the origin post (RESBIT message)
10. Carrier or his GHA unloads the mail, scans the receptacle labels or nested unit and delivers it to the destination Post (sometimes but very rarely directly at airside) with the delivery bill, retaining one signed copy of the delivery bill as proof of delivery
11. Carrier may have to declare mail at a manifest level to the Customs office of import
12. Carrier advises origin post of delivery (RESBIT message)*
13. Destination Post may have to declare dutiable items to the Customs office of import

* RESBIT status events are subject to bilateral agreement but the CIMP messages that are supported in the cargo environment can facilitate the provision of status event information to the Post, e.g. departed, received, transferred to another carrier, booked and even not loaded.

The Post can also take advantage of checking the status of the PAWB consignment in the cargo environment, e.g. through a web portal and entering the PAWB number.

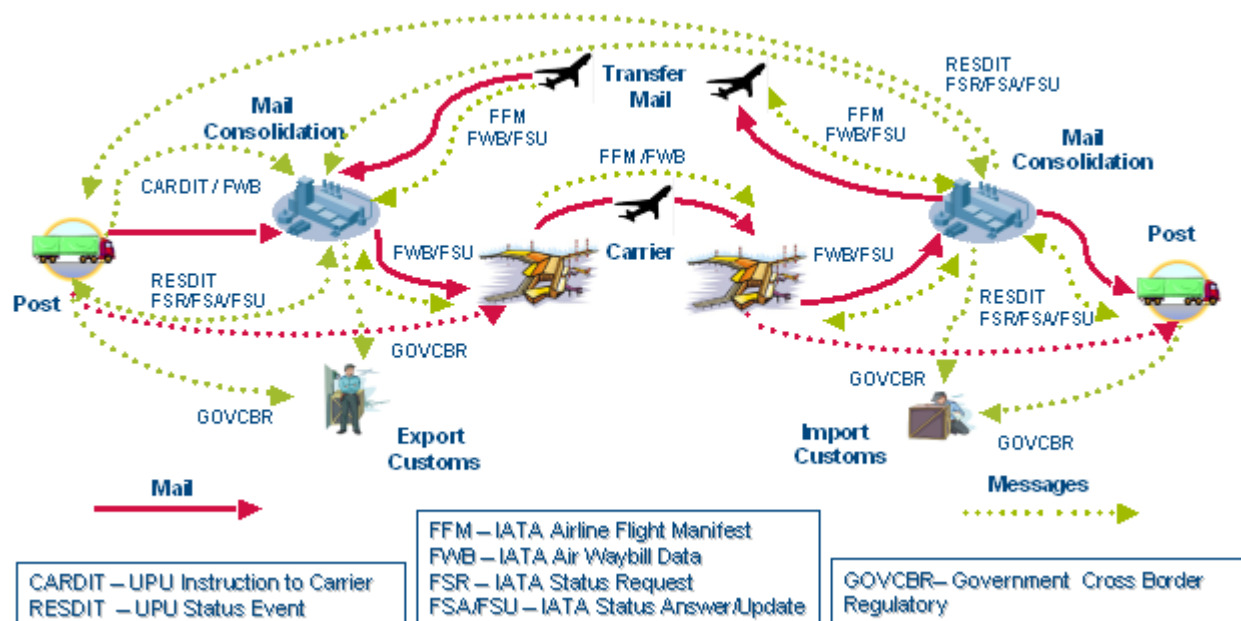
4 To-Be Business Process

4.1.1 To-Be business process overview

In the “To Be” stage it is envisioned that:

- Consolidation of the mail will take place, it may be a carrier mail unit function, a postal operator function or a service provided by a third party
- Mail consolidation will support both Postal Operator messages and carrier messages allowing enhanced visibility for all parties at origin, destination and transfer points
- There should be no need for paper documentation
- The carrier may be able to continue the support of two systems, one for mail and the other for cargo, or the cargo system may be able to support mail as well
- Postal Operators may be able to interface with the carrier cargo system.

“To Be” – Mail Process Overview (Point-to-Point & Transfer)



4.1.2 “To Be” business process description

1. Origin Post sends instructions (CARDIT or FWB message with Special Handling Code MAL) to the Mail Consolidation Unit.
2. Origin Post may have to declare dutiable items to the Customs office of export with a GOVCBR message or equivalent.
3. Origin Post delivers mail, and/or empty mailbags to be returned, to the Mail Consolidation Unit (sometimes but very rarely directly at airside).

4. Mail Consolidation Unit takes possession of the mail, scans the receptacle labels or nested unit and acknowledges reception of the mail to the origin post with a RESDIT that includes a Postal Air Waybill number or sends a FSU message acknowledging the FWB as a postal consignment.
5. Mail Consolidation Unit activates a live postal air waybill consignment in the cargo environment, e.g. sends or relays the FWB message with the Postal Air Waybill number and the MAL special handling code to the cargo system
6. Carrier or Mail Consolidation Unit may have to declare mail at a manifest level to the Customs office of export with a GOVCBR message or equivalent.
7. The mail is manifested and loaded by the carrier or GHA and departs for destination(s). This may involve online and/or interline transfers in the airport environment. Interline carriers exchange FSU messages identifying FWB postal consignments transferred (FSU with TFD status) and received (FSU with RCT status). The carrier(s) sends FFM with list of FWB information to destination(s).
8. Mail Consolidation Unit acknowledges uplift of the mail to the origin post (RESDIT or FSU message)
9. Carrier or GHA unloads the mail, scans the receptacle labels or nested unit and hands it over to the destination Postal Operator (sometimes but very rarely directly at airside).
10. Carrier, GHA or Mail Consolidation Unit may have to declare mail at a manifest level to the Customs office of import with a GOVCBR message or equivalent.
11. Carrier or Mail Consolidation Unit advises origin post of delivery (RESDIT or FSU message)*
12. Destination Post may have to declare dutiable items to the Customs office of import with a GOVCBR message or equivalent.

* RESDIT status events are subject to bilateral agreement but the CIMP messages that are supported in the cargo environment can facilitate the provision of status event information to the Postal Operator, e.g. departed, received, transferred to another carrier, booked and even not loaded.

The Postal Operator may also take advantage of checking the status of the PAWB consignment in the cargo environment, e.g. through a web portal and entering the PAWB number.

A Postal Operator that supports CIMP messages may also solicit status information at either origin or destination with Status Request (FSR) message and receive information for one or more status events in a Status Answer (FSA) message.

4.1.3 To-Be Standard Electronic Messages

As part of operating with the use of the Postal Air Waybill number some standards are recommended. For the sake of consistency at this time the following available standards are recommended for use in such an environment between the Posts and the Airlines.

Document Type	Organisation	Standard	Message
Mail Delivery Bill	UPU	EDIFACT	CARDIT
Goods Declaration	WCO	EDIFACT	GOVCBR
Cargo Declaration	WCO	EDIFACT	GOVCBR
Airline Flight Manifest	IATA	CIMP	FFM

Track & Trace	Organisation	Standard	Message
Carrier/confirmation of receipt or current exception	UPU	EDIFACT	RESBIT
Postal Air Waybill number	IATA	CIMP	FWB
Status Request	IATA	CIMP	FSR
Status Answer	IATA	CIMP	FSA
Status Update	IATA	CIMP	FSU



Annex 1

IATA-UPU

Memorandum of Understanding

Made by and between the

UNIVERSAL POSTAL UNION, a specialised agency of the United Nations duly represented by the Director General of its International Bureau, having its headquarters at Weltpoststrasse 4, 3000 Berne 15, Switzerland (hereinafter the “**UPU**”);

and the

INTERNATIONAL AIR TRANSPORT ASSOCIATION, an association incorporated by special Act of the Canadian Parliament, having its registered office at 800 Place Victoria, P.O. Box 113, Montreal, Quebec, Canada, H4Z 1M1 (hereinafter “**IATA**”).

The UPU and IATA may also be individually referred to as “Party”, or collectively as “Parties”.

5 PREAMBLE

WHEREAS the Mission, Scope and Objectives of the UPU are specified in the UPU Constitution;

WHEREAS the aim of the UPU shall be, among others, to secure the organisation and improvement of postal services and promote in this sphere the development of international collaboration and technical cooperation;

WHEREAS the UPU provides the framework for global postal policy and the guidelines for postal development to all its members, in conformity with its Acts and Regulations;

WHEREAS the aim of IATA shall be, among others, to provide means for collaboration among the air transport enterprises engaged in international air transport service, and to co-operate with other international organisations;

WHEREAS the Parties recognise their common interest in the rapid and reliable movement of mail, as well as in the consistent and accurate reporting of mail movement status;

WHEREAS the Parties recognise their common interest in developing standard handling and reporting procedures for the movement of mail;

WHEREAS the Parties recognise their mutual interest in efficient, reliable and accurate settlement procedures related to mail transport;

WHEREAS the Parties recognise that there is a growing level of automation within the airline and postal communities;

WHEREAS the Parties recognise that the automated processing of electronic data relating to mail transport may represent significant cost savings and efficiencies;

WHEREAS the Parties recognise that, through the use of Electronic Data Interchange (EDI) in mail transport, a paperless trading environment might be achieved, with potentially significant benefits for both UPU members and airlines;

WHEREAS the Parties recognise that mutual simplification and harmonisation of interface arrangements, particularly regarding standardised procedures and data exchange, might make such goals attainable.

WHEREAS the Parties acknowledge the development of guidelines and interface standards to facilitate the interconnection of automated systems, and express their desire to further improve the development and implementation of such guidelines and standards;

WHEREAS said guidelines and interface standards may be published in a manner to be later agreed upon and formalised between the Parties.

Considering that close cooperation is desirable for achieving efficient automated solutions, the Parties agree that such objectives will be pursued through the following cooperation activities indicated in this Memorandum of Understanding (hereinafter the "MOU"), as follows:

ARTICLE I - COOPERATION

1.1 The UPU and IATA agree to strengthen mutual cooperation and endeavour to adopt mutually relevant guidelines on the development and operation of technical interface arrangements.

1.2 The Parties shall strive to endorse agreed upon standardised procedures on automated processing of electronic data related to mail transport, in a manner to be defined by the Parties.

1.3 The Parties shall endeavour to formalise, maintain and update such agreed upon standards in line with current or future procedures to be defined by the Parties.

1.4 The Parties shall also strive to promote, to the extent possible, the implementation and widespread use of the agreed upon standards and procedures.

ARTICLE II – MUTUAL CONSULTATION AND ADMINISTRATIVE MATTERS

2.1 The Parties may consult each other, as needed, on matters of common interest for the purpose of achieving the aims set forth in this MOU.

2.2 In particular, the Parties may decide to exchange information in fields and projects of mutual interest, in accordance with the aims and provisions of this MOU.

2.3 The Parties agree that, in order to safeguard confidentiality of any information to be mutually disclosed, the signature of a preliminary confidentiality agreement may be required.

2.4 The Parties further agree that all administrative matters linked to the execution or operational feasibility of this MOU shall be decided and formalised in documents to be agreed upon later by the Parties, as the case may be.

ARTICLE III – DATE OF ENTRY INTO EFFECT AND TERMINATION

3.1 This MOU shall come into effect upon the last date of signature as indicated below by the Parties and shall remain valid for a period of 3 (three) years, and then automatically renewed for consecutive periods of 1 (year).



3.2 This MOU may be terminated by either Party, provided that a written termination notice with confirmation of receipt is given to the other Party at least 60 (sixty) days before such termination takes effect.

3.3 This MOU may only be amended if such amendments are made in writing and signed by both Parties.

3.4 The Parties hereby agree that this MOU shall fully replace and supersede the Memorandum of Understanding previously signed by the Parties on 22 June 1999, as well as any extensions or amendments thereof.

In witness whereof, the Parties have concluded the present MOU in 2 (two) originals and appended their signatures thereto.

FOR THE UNIVERSAL POSTAL UNION

**FOR THE INTERNATIONAL AIR
TRANSPORT ASSOCIATION**

Mexico City, 7 March 2007

Mexico City, 7 March 2007

**Edouard Dayan
Director General**

**Giovanni Bisignani
Director General**

Annex 2

MESSAGE SPECIFICATIONS

The CARDIT & RESDIT specifications can be obtained from the UPU (www.upu.int).

The GOVCBR specifications can be obtained from UN/CEFACT (www.unece.org/cefact).

The specifications of the IATA standard electronic messages are described in the Cargo Interchange Manual Procedures (CIMP) that can be accessed and purchased at the following URL: <http://www.iata.org/ps/publications/cimp.htm>