



CASS Local Procedures

- A manual for Agents and Associates

IATA United Kingdom
Version 10 2005
English

CARGO

PREFACE

The Cargo Accounts Settlement System United Kingdom (CASS UK) has been launched with the wish of Members of IATA, that they, their Appointed Agents, CASS Associates and the public, should benefit from the possibilities Electronic Data Processing can offer for the rationalisation of the settlement of cargo accounts between Airlines on the one hand and IATA Cargo Agents and CASS Associates on the other hand.

CASS UK has been designed, and is subject to further development - by the carriers, in consultation with representatives of the British International Freight Association, (B.I.F.A). It has also been arranged that forwarders and other entities not being IATA Cargo agents may be accepted for participation in CASS UK as CASS Associates.

CASS UK is aimed at simplifying the selling of air transportation and rationalisation of sales reporting, billing and administration,

It is foreseen that CASS UK related data capture exchange may form an integral part of the overall air cargo data exchange via a local inter-change facility for multi-functional purposes, in which carriers, agents and other air cargo oriented partners could participate to their mutual benefit.

This manual contains all the information relevant to the administration and procedures governing the participation of CASS Associates in the operation of CASS UK. The Manual conforms to the requirements of:

- IATA Resolution 851 and its Attachments 'A' and 'B', the CASS Procedures Manual and the Settlement Office Manual respectively;
- Section B of IATA Resolution 801re
- Any other decision taken by the IATA IDFS in consultation with Local and Global Customer Advisory groups, as appropriate for the administration of CASS UK.

A CASS Associate who appears not to be acting in accordance with this Manual for CASS Associates, may be considered in breach of his IATA Cargo Agency Agreement (IATA Resolution 851), in addition to relevant Paragraphs of other pertaining IATA Resolutions.

The Manual will be periodically updated by Amendment Advice, which will be issued by the Office of the Manager CASS UK as circumstances may warrant.

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SECTION 2

LIST OF CASS UK AIRLINES

JP	ADRIA AIRWAYS	165	CV	CARGOLUX	172
EI	AER LINGUS	053	CX	CATHAY PACIFIC	160
SU	AEROFLOT RUSSIAN AIRLINES	555	CI	CHINA AIRLINES	297
AR	AEROLINEAS ARGENTINAS	044	MU	CHINA EASTERN AIRLINES	781
FK	AFRICA WEST	858	CZ	CHINA SOUTHERN	784
AH	AIR ALGERIE	124	CO	CONTINENTAL AIRLINES	005
BT	AIR BALTIC	657	OU	CROATIA AIRLINES	831
AC	AIR CANADA	014	OK	CSA CZECH AIRWAYS	064
CA	AIR CHINA	999	CY	CYPRUS AIRWAYS	048
AF	AIR FRANCE	057	WD	DAS AIR	761
GN	AIR GABON	185	DL	DELTA	006
AI	AIR INDIA	098	KA	DRAGON AIRLINES	043
JM	AIR JAMACA	201	MS	EGYPT AIR	077
MD	AIR MADAGASCAR	258	LY	EL AL ISRAEL AIRLINES	114
QM	AIR MALAWI LTD	167	EK	EMIRATES	176
KM	AIR MALTA	643	OV	ESTONIAN AIR	960
MK	AIR MAURITIUS	239	EY	ETHIAD AIRWAYS	607
SW	AIR NAMIBIA	186	ET	ETHIOPIAN AIRWAYS	071
NZ	AIR NEW ZEALAND	086	E7	European Aviation Charter	158
HM	AIR SEYCHELLES	061	EW	EUROWINGS	104
UM	AIR ZIMBABWE	168	BR	EVA AIRWAYS	695
A1	AIRSPACE AVIATION SOLNS	ASS	JN	EXCEL AIRWAYS LTD	812
AZ	ALITALIA	055	FX	FEDERAL EXPRESS	023
NH	ALL NIPPON AIRWAYS	205	AY	FINNAIR	105
AA	AMERICAN AIRLINES	001	DP	FIRST CHOICE AIRWAYS	091
JW	ARROW AIR	404	BE	FLYBE	267
OZ	ASIANA AIRLINES	988	FJE	FLYJET LIMITED	362
5W	ASTRAEUS LTD	212	GT	GB AIRWAYS CARGO	171
OS	AUSTRIAN AIRLINES	257	GH	GHANA AIRWAYS LTD	237
AV	AVIANCA	134	GF	GULF AIR	072
SMJ	AVIENT AVIATION	757	ZU	HELIOS AIRWAYS	032
J2	AZAL - Azerbaijan Airlines	771	EO	HEWA BORA	913
WW	BMI Baby	WWW	IR	IRAN AIR	096
BY	BRITIANNIA AIRWAYS	754	IB	IBERIA	075
BA	BRITISH AIRWAYS	125	FI	ICELANDAIR	108
KJ	BRITISH MEDITERRANEAN	436	JL	JAPAN AIRLINES	131
BD	BRITISH MIDLAND	236	JU	JAT YUGOSLAV AIRLINES	115
BW	BWIA West Indies Airways	106	9W	JET AIRWAYS	589

LIST OF CASS UK AIRLINES CONT

TSY	JET LINK	712	PK	PAKISTAN INTERNATIONAL	214
K4	KALITTA AIR	272	NI	PGA PORTUGALIA AIRLINES	685
KQ	KENYA AIRWAYS	706	9R	PHUKET AIR	346
KL	KLM ROYAL DUTCH AIRLINES	074	PO	POLAR AIR CARGO	403
KE	KOREAN AIR	180	FV	PULKOVO	195
KU	KUWAIT AIRWAYS	229	QF	QANTAS	081
BK	KUZU AIRLINES	444	QR	QATAR AIRWAYS	157
LA	LAN CHILE CARGO	045	AT	ROYAL AIR MAROC	147
TE	LITHUANIAN AIRLINES	874	BI	ROYAL BRUNEI	672
LT	LTU INTL AIRWAYS	266	RJ	ROYAL JORDANIAN	512
LH	LUFTHANSA	020	SV	SAUDI ARABIAN AIRLINES	065
LG	LUXAIR	149	SK	SCANDINAVIAN SAS	117
DM	MAERSK AIR	349	LJ	SIERRA NATIONAL AIRLINES	690
MH	MALAYSIA AIRLINES	232	SQ	SINGAPORE AIRLINES	618
MA	MALEV	182	SA	SOUTH AFRICAN AIRLINES	083
MP	MARTINAIR	129	UL	SRILANKAN AIRLINES LTD	603
IG	MERIDIANA SPA	191	LX	SWISS WORLD CARGO	724
ME	MIDDLE EAST AIRLINES	076	RB	SYRIANAIR	070
MB	MNG AIRLINES	716	TP	TAP AIR PORTUGAL	047
ZB	MONARCH AIRLINES	974	RO	TAROM ROMANIAN	281
VZ	MY TRAVEL	727	TG	THAI INTERNATIONAL	217
CE	NATIONWIDE AIRLINES	567	MT	THOMAS COOK AIRLINE	885
KZ	NIPPON CARGO AIRLINES	933	7T	TOBRUK AIR TRANSPORT	762
OA	OLYMPIC AIRWAYS	050	UN	TRANSAERO AIRLINES	670
WY	OMAN AIR	910	TU	TUNIS AIR	199
8Q	ONUR AIRLINES	888	TK	TURKISH AIRLINES	235
PK	PAKISTAN INTERNATIONAL	214	PS	UKRAINE INTERNATONAL A'L	566
NI	PGA PORTUGALIA AIRLINES	685	UA	UNITED AIRLINES	016
9R	PHUKET AIR	346	US	US AIR	037
PO	POLAR AIR CARGO	403	HY	UZBEKISTAN AIRWAYS	250
KZ	NIPPON CARGO AIRLINES	933	RG	VARIG BRAZILIAN	042
OA	OLYMPIC AIRWAYS	050	VS	VIRGIN CARGO	932
WY	OMAN AIR	910	IY	YEMEN AIRWAYS	635
8Q	ONUR AIRLINES	888	ZO	ZOOM AIRLINES INC	389

SECTION 3

GLOSSARY OF CASS TERMS

3.1 ACCOUNTABLE TRANSACTIONS

Transactions for which Air Waybills are issued by a CASS Associate; the term also includes Cargo Charges Correction Advices issued in connection therewith by any carriers involved in the carriage of the relevant shipment and received by the Settlement Office.(Resolution 801R, Section B)

3.2 INTERMEDIARY

Registered IATA Intermediary whose name(s) is (are) entered on the Cargo Agency List. Intermediaries CASS Code will be the normal IATA 7 digit code plus four extra numbers - the additional first three numbers will identify the intermediaries issuing office whereas the fourth will be a check digit.

e.g. 91-4 7000/003 1

3.3 AIR WAYBILL DISTRIBUTION/REVISION NOTICE (ADR)

This notice is sent to the Settlement Office as advice of change to Air Waybill stock records.

3.4 AIR WAYBILL TRANSMITTAL (AWT)

An AWT consists of a covering report form which is supported by either hard copies of documents to be processed by the Settlement Office, or by a magnetic tape or magnetic disc including the relevant information identical to that reflected on the documents of which the tape or disc is a replacement.

3.5 BILLING

The statement issued in respect of each Intermediary or CASS Associate by the Settlement Office indicating the nett amount due, which is to be either remitted to or by the CASS Management Office in respect of the accountable transactions reported for the periods covered by the billing.(Resolution 801re)

3.6 BILLING ANALYSIS

A Billing Analysis comprises a set of Cargo Sales Invoice/Adjustments, which indicate in numerical sequence the details of AWBs issued during the reporting periods covered by the billing.

3.7 BILLING DATE

The date on which the billing is issued and which appears on the Export Billing Statement.
(Resolution 801re)

SECTION 3

GLOSSARY OF CASS TERMS

3.8 BILLING PARTICIPANT

An IATA Member, non-IATA air carrier or General Sales Agent, not being a CASS Airline, which submits to the Settlement Office Air Waybill data in an electronically readable form in respect of transactions made on its behalf by Agents or CASS Associates in accordance with Resolution 851.

3.9 BILLING PERIOD

The time span covered by the billing, each transaction period (i.e. month) will comprise of two billing periods. (Resolution 801re)

3.10 CARGO CHARGES CORRECTION ADVISE (CCA)

The advice raised by a CASS Airline to adjust the amount entered by the Intermediary or CASS Associate resulting from a revision to the charges set out on an Air Waybill. (Resolution 801R, Section B)

3.11 CASS ASSOCIATE

Any person or entity other than an IATA Intermediary or an air carrier who has executed an agreement for participation in CASS UK.

CASS Associate's Code will be an 11 digit unique code - the first three numbers - 99-9 - will identify as an associate, the next four numbers will identify the associate, the next three numbers will identify the associate's issuing office and the last number is a check digit.

3.12 CASS UK AIRLINES

An IATA Member fully participating in CASS UK, a non-IATA air carrier or General Sales Agent from which the Agency Administrator has accepted an application and concurrence in the prescribed form fully to participate in CASS UK

3.13 CASS AIR WAYBILL COPY (CASS COPY)

The legible copy of the Air Waybill designated as the CASS copy as determined by the CASS UK Steering Panel is 'ORIGINAL NUMBER 1 (FOR ISSUING CARRIER)' (green copy). This copy of any Air Waybill issued by an Agent or CASS Associate is reported to the Settlement Office by the carrier under cover of an AWT and is the copy from which the necessary data is extracted by the Settlement Office to compile its billing to the Agents or CASS Associates.

SECTION 3

GLOSSARY OF CASS TERMS

3.14 CASS MANAGEMENT

The department of IATA responsible to the Agency Administrator interalia for the administrative management and development of the CASS, and includes the representatives of CASS UK Management.(Resolution 801)

3.15 MANAGER CASS UK

Also referred to as Manager CASS, is the person acting on CASS Management's behalf within the confines of CASS UK. The Manager CASS UK acts as impartial co-ordinator of CASS UK activities and applies the disciplinary provisions of IATA Resolutions.
(Resolution 851, Attachment `A`)

3.16 CASS POLICY GROUP (CPG)

The CASS POLICY GROUP (CPG) is established by the Cargo Agency Conference. It provides advice to ISS Management on customer service issues, and to ISS management and CAConf on IATA Settlement System standards.

3.17 INDUSTRY SETTLEMENT SYSTEMS (ISS)

The functional area of Industry and Financial Services (IDFS) responsible for the management of CASS. and includes the representatives of CASS UK management.

3.18 ISSUING AIRLINE

The Airline whose Air Waybill is issued for the transportation of a consignment.(Resolution 660)

3.19 LOCAL CUSTOMER ADVISORY GROUP - CARGO (LCAGC)

Local Customer Advisory Groups – Cargo (LCAGC) are established by the Cargo Agency Conference wherever a CASS is in operation. Each LCAGC provides advice to ISS Management on customer service issues and in particular, establishing and addressing local needs.

3.20 REMITTANCE

Remittance is made to the CASS Management Office in payment of a billing. Billing and payment will be in local currency (GBP).

3.21 REMITTANCE DATE AND TIME

The latest date and time by which the Agent's or CASS Associate's remittance in respect of the appropriate billing is to be in possession of the CASS Management Office.(Resolution 801re)

SECTION 3

GLOSSARY OF CASS TERMS

3.22 REPORTING PERIOD

The time span within a billing period as published by CASS UK for which at least one AWT, or equivalent, must be submitted to the Settlement Office.(Resolution 801R, Section B)

3.23 SETTLEMENT OFFICE

The institution appointed by the CASS UK Airlines to perform all or some of the following functions, some of which are undertaken by CASS-UK:

- To receive accountable transactions under cover of AWTs from Full Participants and Data from Billing Participants;
- To render billings to Agents and CASS Associates;
- To receive remittances from Agents and CASS Associates;
- To make payments to CASS UK Airlines, Billing Participants and Part-Participants; and
- To perform such other functions as are prescribed in the Cargo Agency Rules.
(Resolution 801R and its Attachments)

As a means of identifying the institution handling the data capture and collection/disbursement of money, the term 'CASS Management Office' is used. The data processing function is carried out by the CASS Settlement Office.(Resolution 801R, Section B)

3.24 SUBMISSION DATE

The latest date by which Air Waybill Transmittals related to a particular billing period are to be in the hands of the Settlement Office.(Resolution 801R, Section B)

SECTION 4

OUTLINE OF CASS

4.1 OPERATION OF CASS

In the United Kingdom, all IATA Intermediaries and CASS Associates are required to remit to CASS Member Airlines in accordance with Resolution 801re.

Charter transportation sales are not processed by CASS. Collection of charter prices and payment of commission thereon is undertaken directly between the carriers and its Intermediary or CASS Associate.

4.2 CHRONOLOGICAL ORDER OF PARTIES INVOLVED IN CASS

4.2.1 INTERMEDIARY

4.2.1.1 The Intermediary submits all copies (except the copies specified for Intermediaries use but including the designated CASS Copy) of completed Air Waybills directly to the Handling Carrier when delivering consignments ready for carriage.

4.2.1.2 Errors discovered by the Intermediary in the charges area of an Air Waybill are to be advised to the issuing carrier. Subject to its agreement the issuing carrier will raise a standard CASS Cargo Charges Correction Advice (CCA). The airline will subsequently send a duly endorsed CCA copy for processing to the Settlement Office.

4.2.2 CASS ASSOCIATE

4.2.2.1 The CASS Associate submits all copies (except the copies specified for Associate's use but including the designated CASS copy) of completed Air Waybills directly to the Handling Carrier when delivering consignments ready for carriage.

4.2.2.2 Errors discovered by the Associate in the charges area of an Air Waybill are to be advised to the issuing carrier. Subject to its agreement, the issuing carrier will raise a standard CASS Cargo Charges Correction Advice (CCA). The airline will subsequently send a duly endorsed CCA copy for processing to the Settlement Office.

NOTE:

The CASS UK LCAGC has requested that airline participants capture the agent's reference information. The capture of the information is not mandatory. To assist the capture process agents must precede any reference data with the following: "Agents Reference" or "AGT REF".

SECTION 4

OUTLINE OF CASS

CHRONOLOGICAL ORDER OF PARTIES INVOLVED IN CASS (continued)

4.2.3 CASS AIRLINES

Upon receipt of the CASS copies of the Air Waybill and supporting documents/forms issued by an Intermediary or CASS Associate on their behalf, Airlines carry out the usual quality and accuracy controls of such issues. Errors which are brought to light as a result of these controls, whether in the Intermediary's, Associate's or Airline's favour, are adjusted by means of a Cargo Charges Correction Advice (CCA) form which then forms part of the Airline's AWT.

4.2.4 BILLING Participants

A Billing Participant captures its own data and submits this in the manner prescribed and agreed by electronic means (magnetic tape, floppy disc or downloaded data) to the Settlement Office to enable the Settlement Office to produce invoices in the accepted layout and format. All adjustments to Air Waybill charges between Intermediaries or CASS Associates and Billing Participants are carried out directly between the parties and incorporated in the electronic data submitted to the Settlement Office.

4.2.5 SETTLEMENT OFFICE

Upon receipt of AWTs (with supporting documentation), the Settlement Office extracts the relevant billing data. A billing is then computed in respect of this data and sent to the Intermediary or CASS Associate. Upon completion of the data capturing process for billing and statistical record purposes, the Settlement Office transmits to the airlines concerned the Air Waybill copies, administrative forms and other relevant documents.

The Settlement Office does not control or correct the data shown on Air Waybills such as the rates and charges entered, but instead reconciles the contents of AWTs against the record of contents shown on each covering transmittal form.

The basis of the Settlement Office's billings is therefore the factual information on the Air Waybill, i) submitted by the CASS Airline under cover of the AWTs, ii) submitted by the Billing Participant by electronic means. Each CASS member thus retains direct communication with its appointed Intermediary or CASS Associate with regard to its activities on that airline's behalf. Members continue to control their Intermediary's Air Waybill issuance activities and to take direct corrective action where necessary.

SECTION 4

OUTLINE OF CASS

4.2 CHRONOLOGICAL ORDER OF PARTIES INVOLVED IN CASS (continued)

4.2.6 MANAGER CASS UK

The Manager CASS UK, has been appointed by IATA to facilitate the operation of CASS UK. The manager reports to the Director Area 2 Caro.

The CASS Manager is responsible for such functions as:

- Advising CASS Associates and the Settlement Office on CASS procedures;
- Approving Neutral Air Waybills submitted by CASS Associates;
- Taking disciplinary action where required;
- Effecting audits of Air Waybills held by and CASS Associates;
- Providing all parties to CASS UK with stocks of CASS administrative forms and documentation.

It is through the Manager CASS UK, that the Agency Administrator and CASS UK LCAGC are informed of disciplinary action in respect of CASS Associates. The provision of IATA Cargo Agency Administration Rules (Resolution 801re) makes the Manager CASS responsible for certain aspects of disciplinary action at CASS UK level. The Agency Administrator is responsible for advising the IATA membership of default situations in relation to Intermediaries. The LCAGC attends to default situations with CASS Associates.

Discrepancies and shortcomings are reported to the Manager CASS immediately for appropriate action with the CASS Associate.

4.2.7 CASS UK LOCAL CUSTOMER ADVISORY GROUP-CARGO (LCAGC)

Comprises a selection of CASS UK members that, in accordance with the instructions and directions of the GCAGC, is charged with advising local ISS management on customer service issues and addressing local needs.

To assist the LCAGC the task allotted them, a number of ad-hoc Liaison Committees have been created to assist with specific specialist tasks.

4.2.8 AGENTS LIAISON WORKING GROUP (ALWG)

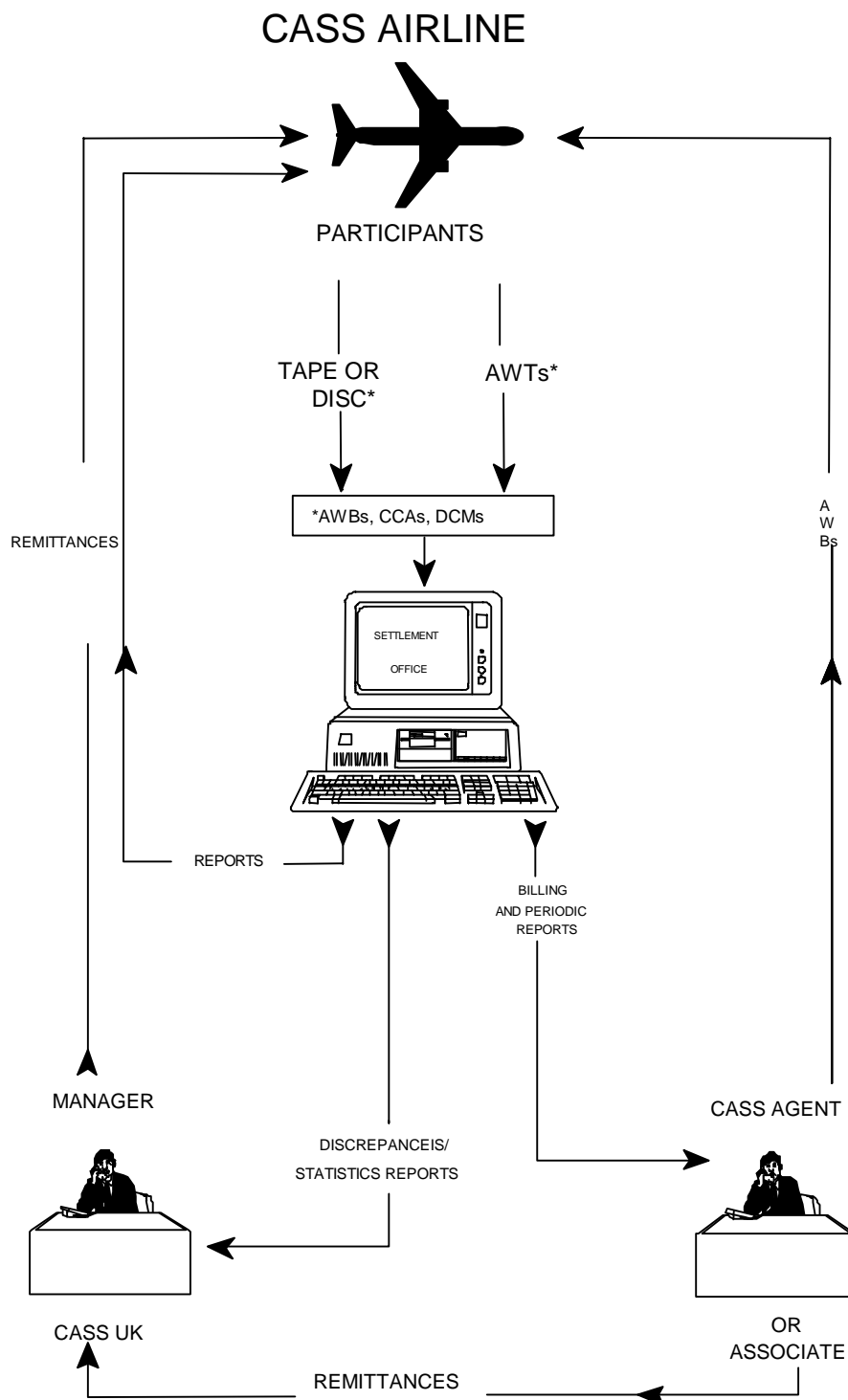
A group comprising LCAGC members and representative from the local Agent's Association who meet as required to solve any issues and advise on improvement to CASS services.

SECTION 4

OUTLINE OF CASS

4.2 CHRONOLOGICAL ORDER OF PARTIES INVOLVED IN CASS (continued)

4.2.10 Flow Chart of Parties to CASS UK



SECTION 4

OUTLINE OF CASS

4.3 RESPONSIBILITIES ARISING FROM THE CASS SYSTEM

Each of the parties participating in a CASS has a particular responsibility for ensuring the smooth and secure flow of Air Waybills and administrative forms. These responsibilities are outlined below:

4.3.1 Local CASS Management

- direct control over printing and distribution of standard administrative forms;
- approving Neutral Air Waybills submitted by CASS Associates;
- overall control of document distribution, whether or not the function is delegated;
- receipt and security control of statistical reports from the Settlement Office;
- informing the Agency Administrator, LCAGC and CASS UK Airlines of serious anomalies, such as default;
- monitoring Settlement Office activities as shown in paragraph 4.3.3;

4.3.2 CASS Associates

- safe keeping and correct issue of Air Waybills and administrative forms;
- maintaining adequate stocks of administrative forms obtained through the Manager CASS;
- receipt and timely payment of the Settlement Office's billings.

4.3.3 Settlement Office

- processing data contained in AWTs;
- processing data contained in Billing Participants electronic data submissions;
- preparation, on behalf of Full-Participants and Billing Participants, invoices in the prescribed format on the due dates;
- preparation, on behalf of CASS Airlines, billings for each Billing Period.
- recording receipt of AWTs;
- capturing data contained in AWTs;
- despatching to CASS Associates, Full Participants and Billing Participants billings for each Billing Period;
- redistribution after data capture to CASS Airlines and Billing Participants of administrative forms, CASS copies of Air Waybills and other relevant supporting documents issued by CASS Associates on their behalf;
- timely receipt and control of and Associates' remittances;

4.3.4 CASS Management Office

- investigating remittance discrepancies;
- timely payment to CASS Airlines of remittances received from Intermediarys and Associates;
- timely payment to Intermediarys and Associates of funds due to them as a result of a billing creating a 'due agent' balance.

4.3.5 Airlines in CASS

- submission of net net billing value
- to respond immediately to and action Intermediary and Associate billing queries

- to raise appropriate CASS Documentation, CCA's, DCM's etc
- to submit documents for processing in accordance with the agreed reporting schedule

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

CONTENTS

SECTION 5.0	INTRODUCTION
SECTION 5.1	AIR WAYBILL DISTRIBUTION/REVISION NOTICE (ADR)
SECTION 5.2	CARGO CHARGES COLLECTION ADVICE (CCA)
SECTION 5.3	REMITTANCE PAYMENT ADVICE (RPA)
SECTION 5.4	DEBIT/CREDIT MEMO - (DCM)

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.0 INTRODUCTION

This section will describe the following Administrative forms and the procedures to be adopted when completing such forms,

- Air Waybill Distribution/Revision Notice (ADR) (Form CUK-09)
- Cargo Charges Correction Advice (CCA) (Form CUK-05)
- Remittance Payment Advice Form (RPA) (Form CUK-04)
- Debit/Credit Memo - (DCM) (Form CUK-03)

The ADR and CCA forms will be supplied by Carriers as required. RPA forms are available from the Coordinator CASS upon request.

5.0.1 Air Waybill Distribution/Revision Notice (ADR) (see section 5.1)

The ADR will accompany AWB stock forwarded to a CASS Associate and acts as an AWB stock receipt record/delivery advice as well as being the source document for data capture for the CASS airlines who participate in AWB Stock Control.

The ADR is printed in a four part set.

When a CASS Associate requests stocks of Air Waybills (pre-printed or neutral serial numbers) from a CASS airline who use the ADR form, stocks of requested AWBs will accompany the second (red) and third (green) parts of the ADR sets. An Associate will need to sign and date the Receipt box and return the red copy to the issuing airline. The CASS Associate should retain the green copy of the ADR for record purposes of AWB stock issued to the Intermediary/Associate by the issuing airline.

Please Note:

In CASS UK Stock Control and Distribution is managed by the CASS office, subsequently the ADR has been redesigned to take advantage of FAX and E-mail communication.

An explanation of the information contained on the ADR is given later in this section.

5.0.2 Cargo Charges Correction Advice (CCA) (see section 5.2)

This form is raised by a CASS airline only and is used to correct any errors or changes in relation to cargo charges.

A CCA will need to be authorised by the Issuing Carrier prior to its submission to the CASS Settlement Office.

An explanation of the information contained in the CCA and the instructions required to complete this document are given later in this section.

5.0.3 Remittance Payment Advise (RPA) (see section 5.3)

This form is designed to assist the CASS Associate in having settlement monies correctly applied by the CASS Management Office. This form has provisions for the settlement for multi locations when required.

5.0.4 Debit/Credit Memo - (DCM) (see section 5.4)


This form is raised by Billing and Full Participants to correct billings.

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.1 AIRWAYBILL DISTRIBUTION/REVISION NOTICE (ADR)

5.1.1 Illustration

		CASS UNITED KINGDOM STOCK CONTROL SYSTEM	
		Fax: <input type="text"/>	
Air Waybill Distribution & Revision Notice (ADR)			
Agent Name: Address:	<input type="text"/>	Code:	<input type="text"/>
Airline Name:	<input type="text"/>	Code:	<input type="text"/>
Allocation Request:	Y/N <input type="checkbox"/>	Manual AWB:	Y/N <input type="checkbox"/>
Stock Quantity Requested	<input type="text"/>	Neutral Numbers:	Y/N <input type="checkbox"/>
Returned.Canceled Stock:	Y/N <input type="checkbox"/>		
Serial Number From:	Serial Number To:	Quantity:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
----- Authorised Signatory	----- Name	----- Date	----- Official Stamp

AGENT PLEASE IMMEDIATELY CHECK STOCKS, SIGN, DATE AND
RETURN TO ISSUING OFFICE

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.1 AIR WAYBILL DISTRIBUTION/REVISION NOTICE (ADR) (continued)

5.1.2 Procedures

Box 1 No.
Pre-printed ADR Number.

Box 2 Date
Date of AWB supply shown in format ddmmyy, e.g. 21JAN92.

Box 3 Airline Name
Name of Carrier originating the ADR and supplying the AWB stock.

Box 4 Airline Numeric Code
3 digit airline code of carrier indicated at Box 3.

Box 5 Agent Name
Name of Agent/CASS Associate to whom AWB stock is being issued.

Box 6 Agent Code
The Agent/CASS Associate code and CASS address code of Agent/CASS Associate shown at Box 5.

Box 7 Code
When AWB stocks are being added to an Agent/CASS Associate, the numeral `1' will appear in this box.
When stocks are being deleted the number `2' will appear.

Box 8 AWB Serial Numbers - From
The commencing serial number (including the check digit) of the AWB stock will appear in this box.

Box 9 AWB Serial Numbers - To
The final serial number (including the check digit) of the AWB stock will appear in this box. Where only one form is involved, the same AWB serial number appearing in the `form' box will also appear in this box.

Box 10 Quantity
The total number of AWB forms issued or deleted from Agent/CASS Associate stock will appear in this box.

Box 11 Agents receipt
Agent/CASS Associate is to date and sign this box upon receipt of AWB stock and return the red copy to the issuing carrier immediately AWB stock has been received and checked.

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.2 CARGO CHARGES CORRECTION ADVICE (CCA)

5.2.1 Illustration



CASS UNITED KINGDOM

Cargo Charges Correction Advice (CCA)				Number CCA 027450	
AWB No.	2a	Origin	2b	Destination	2c
				Date of AWB Issue	2d
				Place of AWB Issue	2e
* Name and City			CASS/CASS IMPORT AREA ONLY		
3a			* Code		
To			Flight No.		Date
1.			4a		4b
					4c
Transfer stations to complete lines 2 or 3 as appropriate and forward form to next carrier					
To			Flight No.		Date
2.					
To			Flight No.		Date
3.					
Currency	5	Weight Unit	6	AIR WAYBILL WEIGHT AND/OR CHARGES HAVE BEEN CORRECTED/ADDED AS FOLLOWS	
Revised/Corrected Gross Weight		Original/Incorrect Gross Weight		Remarks and reason for issuing CCA	
7a		7b		9	
8a Revised/Corrected Charges		8b Original/Incorrect Charges			
Prepaid	Weight Charge	Collect	Prepaid	Weight Charge	Collect
Valuation Charge		Valuation Charge			
Tax		Tax			
Total Other Charges Due Agent		Total Other Charges Due Agent			
Total Other Charges Due Carrier		Total Other Charges Due Carrier			
Total Prepaid	Total Collect	Total Prepaid	Total Collect	In case of non-delivery enter all charges due at destination for collection from Shipper	
<div> <div>Shipper</div> <div>Consignee</div> </div>					
Distribution: Original - (for Carrier issuing CCA) Copy 1 - (for Accounting Dept of issuing Carrier) Copy 2 - (for First Carrier) Copy 3 - (for Second Carrier) Copy 4 - (for Third Carrier) Copy 5 - (for Cargo Dept of Carrier issuing CCA) Copy 6 - (for Settlement Office) Copy 7 - (for Agent/Recipient)					
Airline Date and Place of Issue Signature					
This slip must be completed and returned to carrier issuing CCA We herewith confirm having corrected our documents and taken the necessary action as per your instructions					
To			From (Airline)		
Ref. CCA No.			At (Station)		
Ref. AWB No.			Date		
			Signature		

* CASS/CASS IMPORT AREA ONLY - Box applicable to Agent, Associate or Recipient

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SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.2 CARGO CHARGES CORRECTION ADVICE (CCA)

5.2.2 Procedures

Box 1 Number

The pre-printed CCA serial number is shown here.

Box 2a/b/c/d/e AWB No/Origin/Destination/Issue

Insert the full number (prefix and serial) of the Air Waybill concerned: the three letter codes of airports of origin and destination as shown on the original Air Waybill and the Air Waybill date and place of issue.

Box 3a*Name and City

The applicable Agent, Associate or recipient's name and 3 alpha city location is to be inserted.

Box 3b *Code

Insert the corresponding full CASS code to 3a.

Box 4 To/Flight No/Date

Insert details of the first flight.

Box 5 Currency

Insert the 3 alpha code of Air Waybill currency - for United Kingdom, GBP

Box 6 Weight Unit

Insert the unit of weight indicator L = pounds K = Kilograms, CASS UK standard is K.

Box 7a/b Revised/Corrected Original/Incorrect Gross Weight

These boxes will reflect the original and revised actual gross weight of the shipment.

Box 8a/b Revised/Correct Charges and Original/Incorrect Charges

These boxes will reflect the charges breakdown as appeared on the original AWB and as now appear when corrected.

Box 9 Remarks

The reason for the issuance of the CCA will be advised in this section, as will any special instruction such as No Commission.

Box 10 Shipper

Insert name and address.

Box 11 Consignee

Insert name and address

Box 12 Date and Place of Issue

Insert the date of CCA completion and 3 alpha city location

Box 13 Signature

Issuing carrier indicates its agreement to correct the charges as shown by signing here.

Box 14 Return


This box is for interline use only and must not be completed at origin.

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.3 REMITTANCE PAYMENT ADVICE (RPA)

5.3.1 Illustration

		CASS UK	
		REMITTANCE PAYMENT ADVICE	
Agent/Associate/Recipient Name:	CASS Code	Amount	
.....1.....3.....		
We enclose our payment(s) in settlement of our billing for period2.....			
..... as itemised hereon.			
TO:			
The Manager		Payment Total	
IATA CASS- UK		GBP.....4.....	
Central House			
2nd Floor Lampton Block		Signed:.....5.....	
Lampton Road, Hounslow		Date:6...../...../.....	
TW3 1HY			

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.3 REMITTANCE PAYMENT ADVICE (RPA) (continued)

5.3.2 Procedures

Box 1 Billing Period

Insert the billing period details from the 'Export Billing Statement - Agent' Report.

Box 2 CASS Code/Amount

Complete payment details as they relate to Agent/CASS Associate Settlement.

Box 3 Payment Total

Insert the amount of remittance accompanying the RPA form.

Box 4 Signed

The person preparing the RPA should sign in this area.

Box 5 Date

Insert date details as appropriate.

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.4 DEBIT CREDIT MEMO (DCM)

5.4.1 Illustration



CASS UNITED KINGDOM

CASS Debit / Credit Memo (DCM)				Indicator	DCM Number				
Agent/Associate code	(2)	Airline Code	(3)	Reporting Period	(4)				
AWB No.	(5)	Origin	(6)	Destination	(7)				
				Date of AWB issue	(8)				
Air Waybill weight and/or charges have been corrected/added as follows:									
Currency	(9)	Weight unit	(10)						
Revised/Corrected Gross Weight		Original/Incorrect Gross Weight		Remarks and reason for issue of DCM					
(11a)		(11b)							
Revised/Corrected Charges		Original/Incorrect Charges							
Prepaid	Weight Charge	Collect	Prepaid			Weight Charge	Collect		
Valuation Charge		Valuation Charge							
(12)		(13)							
Tax		Tax							
Total Other Charges Due Agent		Total Other Charges Due Agent							
Total Other Charges Due Carrier		Total Other Charges Due Carrier							
Total Prepaid		Total Collect							
Discount		Discount							
(14)		(15)							
Net Net Sales		Net Net Sales							
(16)		(17)		(18)					
PROCESS DURING SETTLEMENT PERIOD				<table border="1"> <tr> <td>MONTH</td> <td>YEAR</td> </tr> <tr> <td>(19)</td> <td></td> </tr> </table>		MONTH	YEAR	(19)	
MONTH	YEAR								
(19)									
e.g. 0 5 9 6									
If you have information and documentation which would revise or cancel this memo, please return it to the carrier at the address below.									
The original of this form must be submitted to the settlement office by the Airline. FULL PARTICIPANTS ONLY.									
RESTRICTIONS									
<ol style="list-style-type: none"> 1. Prepaid to Collect (Resolution 612-Shipper's request for changes of Air Waybill amounts). 2. Increase of Collect due Agent. 3. Loss or damage claims. 4. Time limitations to overcharge claims within the Carrier's conditions of contract. 5. Carrier reserves the right to recharge the Agent via the Settlement Office or directly if the adjustment is rejected. Further disputes must be resolved with the carrier directly. 									
Airline Name				Yours sincerely					
Street Address				(20)					
City Address									
Date				Signature of Carrier's Representative					
NOT TO BE USED AS A CARGO CHARGES CORRECTION ADVICE (CCA)									
COPY 1 - Settlement Office		COPY 2 - Airline		COPY 3 - Agent					

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.4 DEBIT CREDIT MEMO (DCM)

5.4.2 Procedures

Box 1 Memo Number

Either a CASS pre-printed number or carrier generated number will be shown.

Box 2 Agent/Associate Code

The full IATA CASS code of the recipient of the DCM needs to be inserted.

Box 3 Airline Code

The three numeric carrier designator will be shown here.

Box 4 Reporting Period

The CASS reporting period date will need to be indicated.

Box 5 AWB Number

The AWB to which the DCM refers will be shown. Only one AWB may be reflected on each DCM.

Box 6 Origin

The airport of departure as stated on the AWB.

Box 7 Destination

The airport of destination as stated on the AWB

Box 8 Date of AWB Issue

The AWB execution date will be stated.

Box 9 Currency

For CASS UK all adjustments will be processed in GBP.

Box 10 Weight Unit

K for kilograms or L for pounds will be shown.

Box 11 Gross Weight

These boxes may or may not be completed. If completed they should reflect the original and/or revised actual gross weight.

Box 12 Revised/Corrected Charges

The new billings details applicable to the shipment should be inserted.

Box 13 Original/Incorrect Charges

The details of the original billings should be inserted.

Box 14 Discount (Revised)

The revised/corrected Incentive/Discount value should be shown.

Box 15 Discount (Original)

The original/incorrect Incentive/Discount value should be shown.

SECTION 5

ADMINISTRATIVE AIRLINE FORMS AND PROCEDURES

5.4 DEBIT CREDIT MEMO (DCM)

5.4.2 Procedures (Continued)

Box 16 Net Net Sales (Revised)

This field is for information purposes only, if completed it will not appear on the CASS invoice.

Box 17 Net Net Sales (Original)

This field is for information purposes only, if completed it will not appear on the CASS invoice.

Box 18 Remarks and Reason for Debit/Credit Memo

An explanation of the situation giving rise to the DCM will be stated.

Box 19 Process During Settlement Period

The box will reflect the billing month through which the DCM should be processed. It will be completed in accordance with the CASS Code of Conduct.

Box 20 Carrier Name and Address

The carrier who raised the DCM will state their name and postal address, an authorised signature will also be stated.

SECTION 6

OUTPUT DOCUMENTATION

6.0 INTRODUCTION

This section will describe the following CASS output and identify the information thereon.

- Cargo Sales Invoice/Adjustment
- Export Billing Statement - Agent
- Export Sales Statistics - Agent

The invoices and billing statements processed through the CASS System will be courier delivered to the agents premises on the 15th and 30th of each month, or next appropriate business day, as per the procedure shown in Section 7.

The Invoices and Statements are also available for download from the following site <https://casslink.iata.org>, to access this site please contact the CASS office for your unique user name and password. If you would prefer you can also have the Invoices and statements emailed.

SECTION 6

6.1 CARGO SALES INVOICE/ADJUSTMENT

6.1.1 Illustration

[illegible]

SECTION 6

OUTPUT DOCUMENTATION

6.1 CARGO SALES INVOICE/ADJUSTMENTS(continued)

6.1.2 Explanation of Entries

Invoice will be split into 2 sections if multiple VAT rates are applied.

AWB's listed within each section appear in numeric order, with the exception of DCM's which appear at the foot of the listing.

- | | | |
|-----------------------------------|---|--|
| 1. Agent/Address | - | Agent's full name and address, and VAT number if elected for self billing |
| 2. Agent Code | - | 7 digit IATA/Associate numeric code, 3 digit CASS address code and check digit |
| 3. Airline Name, Code and Address | - | 3 numeric code and full name and address of issuing carrier |
| 4. VAT Reg No. | - | Airline's VAT registration number |
| 5. Invoice No. | - | Denoting - Year - month - period - sequential number |
| 6. Currency | - | 3 alpha code of currency of the country of commencement of transportation of the consignment |
| 7. Page No. | - | Page number |
| 8. Invoice Date | - | Date of Issue of Invoice/Adjustment |
| 9. Billing Period | - | Day, Month, Year according to local standard |
| 10. Air Waybill serial number | | |
| Prepaid | | |
| 11. Weight/Valuation charges | - | Prepaid weight and valuation charge amount |
| 12. Other Charges | - | Prepaid other charges due airline amount |
| Charges Collect | | |
| 13. Weight/Valuation charges | - | Collect weight and valuation charge amount |
| 14. Other charges due agent | - | Collect other charges due Agent amount |
| 15. Commission | - | Amount of commission payable |
| 16. Sales Incentive | - | Amount of sales incentive payable |
| 17. Net/Nett due | - | Amount payable |
| 18. Execution date | - | The date the AWB was produced |

SECTION 6

OUTPUT DOCUMENTATION

6.1 CARGO SALES INVOICE/ADJUSTMENTS(continued)

6.1.2 Explanation of Entries - (continued)

- | | | | |
|-----------------------------------|---|---|------|
| 19. Origin | - | Origin on the AWB expressed as IATA city/airport three alpha code. | |
| 20. Destination | - | Destination on the AWB expressed as IATA city/airport | thro |
| 21. VAT% shipment. | - | The applicable rate of VAT as applied to each | |
| 22. Agent's Reference/Information | - | Agent's reference as shown on the AWB or a data capture error code or a CCA/DCM number against an adjustment entry. | |
| 23. Recapitulation | - | To be completed on the last page of the Cargo Sales | Inv |
| | - | Each section of a split Invoice will be reflected separately within this area. | |
| 24. Net due Airline/Agent | - | Amount payable. | |

SECTION 6

OUTPUT DOCUMENTATION

6.2 EXPORT BILLING STATEMENT - AGENT

6.2.1 Illustration

EXPORT BILLING STATEMENT AGENT									
IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED KINGDOM									
Cargo Agent									
24 SOMEWHERE STREET									
ANY TOWN, SOME COUNTY XXX YYY									
A.N. OTHER									
VAT REG. NO: GB 00000000									
IATA NUMERIC CODE: 99-9 0000/0000									
BILLING PERIOD: 01-SEP-01 30-SEP-01									
PAGE: 1									
CURRENCY: GBP									
DATE: 09OCT01									
AIRLINE NAME --PREPAID CHARGES-- --CHARGES COLLECT-- COMMISSION INCENTIVE									
WEIGHT OTHER DUE WEIGHT OTHER DUE									
CHARGE AIRLINE CHARGE AGENT									
V.A.T. V.A.T. (- DUE AGENT) GB 01-SEP									
020	LH	1221.86	100.62			903.46			
057	AF	5789.95	1135.40			464.40			
167	QM	668.40	16.50			1320.76-			
168	UM	1439.48-				146.05			
217	TG	190.58	25.56		9.53	1655.08			
266	LT	2041.48	22.54			4247.91			
761	SE	6499.45	370.95						
GFA	GL	206.55	89.60						
TOTAL		15178.79	1761.17	0.00	0.00	9.53	6096.14	0.00	0.00
NET DUE AIRLINE									
REMARKS:									
IATA CASS-UK, CENTRAL HOUSE, LAMPION RD, HOUNSLOW, MIDDLESEX TW3 1HY THE ATTACHED STATEMENT DETAILS PAYMENTS DUE FOR PERIOD 2 SEPT 2001									
CHEQUES FOR FULL AMOUNT MUST BE RECEIVED BY CASS OFFICE NO LATER THAN 17.00HRS 30th OCT 2001. DEDUCTIONS WILL BE CHARGED 1ST NOV 01									
10834.29									
419.02 -01-05060									
6925.35 -02-06179									
220.50 -02-06180									
118.72- -01-05061									
60.56 -02-06181									
408.94 -01-05062									
2622.49 -02-06182									
296.15 -01-05063									
10834.29									

SECTION 6

OUTPUT DOCUMENTATION

6.2 EXPORT BILLING STATEMENT - AGENT

6.2.2 Explanation of Items

1.	Name and Address of Agent	- Agent's full name and address
2.	Agent Code	- 7 digit IATA numeric code, 3 digit CASS address code and check digit
3.	Currency Code	- 3 alpha code of settlement currency
4.	Page	- Page number
5.	Date of Billing	- Date of issue of Statement
6.	Billing Period	- Day, month, year according to local standard
7.	Airline Name	- Issuing carrier's 3 numeric and 2 alpha code
8.	Prepaid Weight Charge	- Total of column 11 on the invoice
9.	Prepaid Other Charges due Airline	- Total of column 12 on the invoice
10.	Collect Weight Charge	- Total of column 13 on the invoice
11.	Collect Other Charges due Agent	- Total of column 14 on the invoice
12.	Commission due Agent	- Total of column 15 on the invoice
13.	Sales Incentive	- Total amount of sales incentive shown on column 16 of the invoice
14.	Airline Output VAT	- The amount of VAT payable by the Agent.
15.	Agent output VAT	- The amount of VAT payable to the Agent.
16.	Invoice Amount due Airline/Agent	- Total of columns 8 and 9 less columns 11,12 and 13
17.	Nett due Airline/Agent	- Balance of column 16. Amount payable to Settlement office.

SECTION 7

SETTLEMENT PROCEDURES

7.0 INTRODUCTION

This section deals with the "Code of Conduct" procedure to be followed by Agents/CASS Associates when settling CASS Billings.

7.1 BILLING FREQUENCY

For each calendar month period, IATA Agents and CASS Associates will receive two billings:

1st Billing Invoice: (delivered on the 30th of each month)

covering:

- a) air waybills executed on or before the current month and so far processed.
- plus
- b) any Credit/Debit notes & CCA's from current & previous billing Periods.
- c) An Export Billing Statement detailing the 1st billing Period.

2nd Billing Invoice: (delivered on the 15th of each month)

covering:

- a) the remaining air waybills not included in the 1st Billing
- plus
- b) any Credit/Debit notes & CCA's from the current or previous Billing Periods.
- c) A cumulative total of the 1st and 2nd Billings on an Export Billing Statement.

3rd Billing Invoice: (delivered on the 30th of each month)

covering:

- a) any Credit/Debit notes exceeding £250 each per AWB submitted for P3
- b) a cumulative total of the 1st, 2nd and 3rd billings on an Export Billing Statement.

7.2 SETTLEMENT/REMITTANCE DATES

7.2.1 By Cheque

For the full cumulative amount shown on the 2nd Billing Statement. To be in the hands of the Coordinator CASS no later than 1700 hrs on the 30th day following the end of the calendar month billing period.

Note: Cheques received before 30th day would not be processed until the 30th day.

7.2.2 By Direct Debit

For the full cumulative amount shown on the 3rd Export Billing Statement. BACS transfer to be actioned on the 2nd day following the cheque payment deadline.

7.2.3 Amounts Due to an Agent/CASS Associate

Where the net result of a billing is an amount due Agent/CASS Associate, the CASS Management Office will ensure that the payment is made by direct credit on the 2nd day following the cheque payment deadline or the next business day if the Settlement Office is closed for business. Provided that the Agent/CASS Associate has submitted a direct debit mandate to the Settlement Office.

In all other circumstances, settlement will be made by cheque which will be in the possession of the Agent/CASS Associate by 1700 hours on the 30th day after the last day of the second billing period or the next business day if the Settlement Office is closed for business on the 30th day.

SECTION 7

SETTLEMENT PROCEDURES

7.3 BILLING DISCREPANCIES

Where IATA Agents or Associates identify errors in billings, the following procedures shall apply.

- 7.3.1** Contact the airline direct using the "CASS CONTACTS" list.
- 7.3.2** When the dispute is resolved, the airline will authorise/issue a CCA or Debit/Credit Note which will appear on the next Billing.
- 7.3.3** For adjustments exceeding £250 per air waybill, received by the Coordinator CASS after the dispatch of the 2nd Export Billing Statement and not less than 5 days before the cheque payment deadline will be processed on to an Adjustment Statement which will be delivered to IATA Agents/Associates on the 30th day of each month.
- 7.3.5** The Coordinator CASS will then authorise a payment adjustment to the level of the 2nd Export Billing Statement as follows:
 - 7.3.5.1** For IATA Agents/Associates using the Direct Debit facility - an adjustment to the level of the Direct Debit due on the 2nd day following the cheque payment deadline.
 - 7.3.5.2** For IATA Agents/Associates paying by cheque - a refund cheque enclosed with the Adjustment Statement, to be in the possession of the IATA Agent/Associate on the 30th day of each month.
 - 7.3.5.3** In the event that the ADJUSTMENT STATEMENT results in a Debit Agent Amount, the Coordinator CASS will notify by urgent means the amount extra to be paid by cheque, Direct Debit payments will be adjusted automatically.

7.4 BILLING DISPUTES

When agreement cannot be reached between an airline and the IATA Agent/Associate, the following procedure shall apply:

- 7.4.1** The IATA Agent/Associate and/or the airline must provide written details to the Coordinator CASS by urgent means (such as letter, fax, telex, sita, etc.)
The Coordinator CASS will consider the facts and following discussion with both parties will make a recommendation.
- 7.4.2** Should such a recommendation not be acceptable to both parties, the Coordinator CASS, together with a full-time official from BIFA, will again review the case.
- 7.4.3** If in their joint opinion there is justification for not settling the sum in dispute, the Coordinator CASS will have the authority to make the necessary amendment to the Adjustment Statement.

NOTES:

- i) This procedure will not prejudice either party's rights under UK Law.
- ii) Where any specified days fall on a week-end or Bank Holiday, the next working day will apply.

7.5 REPORTING, BILLING AND REMITTANCE SCHEDULE

A Reporting, Billing and Remittance Schedule for CASS UK will be issued by the Coordinator CASS in November of each year for the following year and will appear in a CASS UK Bulletin at that time.

A copy of the Remittance Schedule appears at the end of this Manual.

SECTION 8

NOTIFICATION OF CHANGES

8.1 CHANGE OF OWNERSHIP, LEGAL STATUS, NAME AND ADDRESS.

CASS Associates are reminded of their obligations under their respective Cargo Agency and CASS Associate Agreement to notify any

Changes of Ownership;
Changes of Legal Status;
Changes of Name; or
Changes of Address

These changes must also be notified to the CASS Office for appropriate action.

8.2 ADVICE OF NEW AIR WAYBILL ISSUING OFFICE

CASS Associates having new Air Waybill issuing offices should also notify the CASS Management Office in order that an appropriate CASS Location Code may be allocated to the new issuing office.

SECTION 9

CASS MANAGEMENT CONTACTS

9.0 CASS MANAGER (UK)

The Manager CASS UK is:-

Janet Ludlow
IATA IDFS (CASS),
Central House,
Lampton Road,
Hounslow,
Middlesex
TW3 1HY

Telephone Number: (020) 8607 6308
E-Mail ludlowj@iata.org

Sita Code - LONSAXB

Any matters that need to be referred to the CASS Management Office by a CASS Associate should be addressed as above.

Export Enquiries:

Sheila Wookey,
IATA IDFS (CASS),
Central House,
Lampton Road,
Hounslow,
Middlesex
TW3 1HY

Telephone Number: (020) 86076310
E-Mail wookeys@iata.org

Import/Courier Enquiries:

Nathalie Burger,
IATA IDFS (CASS),
Central House,
Lampton Road,
Hounslow,
Middlesex
TW3 1HY

Telephone Number: (020) 8607 6302
E-Mail burgern@iata.org

CASS office FAX:

(020) 8814 0159

SECTION 10

RESOLUTION 801re

RESOLUTION 801re REPORTING AND REMITTANCE PROCEDURES (ECAA)

CAC (32) 801re Expiry: Indefinite
Type: B

Resolved that Resolution 801re is adopted as follows:

WHEREAS it is recognized that the European Air Cargo Programme (EACP), prescribed in Resolution 805zz, provides a framework for airlines and intermediaries to work together to facilitate the free movement of cargo from and throughout the European Common Aviation Area (ECAA) and

WHEREAS the EACP enables intermediaries to participate in the air Cargo Industry Credit Scheme (CICS) and

WHEREAS it is recognized that the EACP uses the IATA Cargo Accounts Settlement System (CASS) to provide an efficient and cost-effective mechanism for accounting and settlement between airlines and intermediaries, it is

RESOLVED that the following procedures are adopted and shall be applied in conjunction with the EACP and the CICS

1. WHEN MONIES DEEMED DUE

Monies payable at origin shall be deemed due by an Intermediary to an Airline when the Air Waybill is executed and shall be settled in accordance with the provisions of this Resolution; provided that in the event the Intermediary is declared bankrupt, placed in receivership or judicial administration, goes into liquidation or becomes subject to any other similar legal procedure affecting its normal operation, immediate settlement in full shall be made of all such monies.

2. SETTLEMENT PROCESS

Settlement shall be made through CASS.

3. BILLING PERIOD

Intermediaries shall be billed by each EACP airline through CASS within a reasonable time, but not later than the 20th day after the end of the calendar month in which the Air Waybill or other transportation document was accepted by the airline (this shall be referred to as the billing period).

4. BILLING FREQUENCY

The billing frequency through CASS shall be twice each month.

5. REMITTANCE

The intermediaries' remittance shall be made once each month so as to reach the CASS Office by its close of business on a date which shall be the 30th day following the last day of the Billing Period under settlement. This day shall be referred to as 'the remittance date'. If this day falls on a weekend or a Bank Holiday, then the remittance date shall be the first working day thereafter.

6. GRACE PERIOD

From and including the first day after the remittance date, a grace period of 10 calendar days (15 days in the UK for CASS Imports) will be allowed for any intermediary to settle any outstanding amounts

7. IRREGULARITY

7.1 Irregularities in an intermediary's settlement shall result in the CASS Manager sending a "Notice Of Irregularity" (NOI) to the intermediary in the form of a registered letter or E-mail. Any Intermediary sent a NOI will accrue a penalty point(s).

7.2 If 4 penalty points in respect of any intermediary in a specific country are accumulated and recorded by the CASS Manager during any 12 consecutive months, the CASS Manager shall suspend such intermediary from CASS, pending a financial review.

7.3 For the purposes of recording irregularities, the following penalty points system shall be applied during the grace period;

- a) late payment 1 pp
- b) unauthorized short payment 1 pp
- c) dishonored cheque 2 pp
- d) rejected Direct Debit 2 pp
- e) rejected electronic transfer 2 pp

8. CASS INTEGRITY

8.1 If payment is refused or cannot be obtained under 7.3 c), d) or e) above by the end of the grace period, the CASS Manager shall suspend such intermediary from CASS, pending a financial review.

8.2 If following any review, the intermediary is reinstated in CASS but subsequently receives two additional penalty points during the next 12 month period in the same country, the CASS Manager shall suspend such intermediary from CASS, pending a financial review.

8.3 An intermediary will not be suspended from CASS if it is identified that a dispute exists with an individual item or individual airline. In these cases, the CASS Dispute Procedures and Code of Conduct shall apply, and if still not resolved, then the disputed item/issue shall be removed from CASS and shall be dealt with bilaterally between the parties concerned.

9. FINANCIAL REVIEW

9.1 If the intermediary, having settled all outstanding amounts, if any, is able to demonstrate that it can meet the financial and credit standing requirements and conditions set forth in the EACP, then the CASS suspension shall be lifted. The intermediary shall be cleared of all irregularities recorded against it prior to the suspension.

9.2 Before re-instatement in CASS, an intermediary in suspension must settle all outstanding amounts up to date, including those pending air waybills which were being processed at the time of suspension in CASS.

10. STANDARD FORMS

10.1 the paper billing /invoice layout from CASS shall be in the form of the Cargo Sales Invoice/Adjustment prescribed in Attachment 'A' or Attachment 'B' hereto as appropriate;

10.2 electronic billings/invoices the headings and general column layout of Cargo Sales Invoice/Adjustment forms prepared in such manner shall be in conformity with the format prescribed in Attachment 'A' or Attachment 'B' hereto as appropriate;

10.3 charges due to the intermediary, entered on an Air Waybill in accordance with Resolution 600a, to be collected by an airline on behalf of an intermediary, shall be settled with the intermediary by offsetting the charges due intermediary against the other charges due on the Cargo Sales Invoice/Adjustment form on which that Air Waybill is billed.

11. CHANGES

Implementation of any changes to this Resolution can only commence once endorsed by the European Cargo Agency Programme Joint Council.

12. ALTERNATIVE FINANCIAL ARRANGEMENTS

Nothing in these procedures shall preclude an airline and an intermediary from making alternative arrangements on a bilateral basis outside of CASS.