

## ***Airline Billing File Specs***

### **Header Record**

<b>NR</b>	<b>DESCRIPTION</b>	<b>LOC</b>	<b>ATT</b>	<b>CONTENTS/REMARKS</b>
1	Record ID	1-3	3T	Set to 'ALS'
2	CASS Area Code	4-5	2T	ISO Country Code 'US'
3	<i>Filler</i>	6-16	11T	<i>Leave Blank</i>
4	Airline Prefix	17-19	3N	
5	Period Start Date	20-25	6N	YYMMDD
6	Period End Date	26-31	6N	YYMMDD
7	Date of Billing	32-37	6N	YYMMDD
8	File Number	38-39	2N	
9	Reserved Space	40-230	191T	<i>Leave Blank</i>
10	Reserved Space	231-300	170T	<i>Leave Blank</i>

## Air Waybill Record - Export (AWM)

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	Set to 'AWM'
2	AWB as Invoice Indicator	4	1T	Leave Blank
3	VAT Indicator	5	1T	Leave Blank
4	Agent Code	6-16	11N	
5	Airline Prefix	17-19	3N	
6	AWB Serial Number	20-27	8N	
7	Filler	28-29	2T	Leave Blank
8	Origin	30-32	3T	3 character Origin Code
9	AWB Use Indicator	33	1T	R=Revenue; V=Void; S=Service
10	Filler	34-35	2T	Leave Blank
11	Destination	36-38	3T	3 character Destination Code
12	AWB Execution Date	39-44	6N	YYMMDD
13	Weight	45-51	7N	Use Chargeable Weight
14	Weight Indicator	52	1T	K=Kilo; L=Pound
15	Currency Code	53-55	3T	USD
16	Weight Charge – PP*	56-67	12N	
17	Valuation Charge – PP*	68-79	12N	
18	Charges due Carrier - PP*	80-91	12N	
19	Charges due Agent - PP*	92-103	12N	
20	Weight Charge – CC*	104-115	12N	
21	Valuation Charge - CC*	116-127	12N	
22	Other Charges due Carrier - CC*	128-139	12N	
23	Other Charges due Agent – CC*	140-151	12N	
24	Commission Percentage	152-155	4N	
25	Commission Amount*	156-167	12N	
26	Commission Indicator	168	1T	
27	Sales Incentive Amount*	169-180	12N	
28	AWB Acceptance Date	181-186	6N	YYMMDD (optional)
29	Agents Reference Data	187-200	14T	
30	Rate of Exchange	201-211	11N	“00001.00000”
31	Tax due Airline (as per AWB, or VAT/GST as per invoice)	212-223	12N	Leave Blank
32	Tax due Airline (as per AWB, or VAT/GST as per invoice)	224-235	12N	Leave Blank
33	Reserved Space	236-249	14T	Leave Blank
34	Sales Incentive Indicator	250	1T	“-“ = negative incentive (recommend do not use)

\*2 implied decimal places

## Air Waybill Record - Export (CCO, CCR, DCO, DCR)

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	3-character record type ID 'CCO', 'CCR', 'DCO', 'DCR'
2	Branch office indicator	4	1T	Blank
3	VAT Indicator	5	1T	Not Used
4	Airline Number	6-8	3N	3 digit Airline Number
5	AWB Serial Number	9-16	8N	8 digit AWB Serial Number
6	Filler	17-18	2T	Ignore
7	Origin	19-21	3T	3 character Origin Code
8	Agent Code	22-32	11N	7 digit Agent Code and 4 digit location/branch code
9	CCA/DCM Number	33-38	6T	CCA/DCM Number will be printed in Agent's Info Column on the Cargo Sales Invoice
10	Currency Code	39-41	3T	'USD'
11	Rate of Exchange	42-52	11N	Always '00001.00000'
12	AWB Execution Date	53-58	6N	YYMMDD
13	PP/CC Indicator	59	1T	'P' = Prepaid, 'C' = Collect (Weight Charge)
14	Weight Charge*	60-71	12N	The Weight Charge
15	PP/CC Indicator	72	1T	'P' = Prepaid, 'C' = Collect (Valuation Charge)
16	Valuation Charge*	73-84	12N	The Valuation Charge
17	PP/CC Indicator	85	1T	'P' = Prepaid, 'C' = Collect (Taxes)
18	Taxes*	86-97	12N	The Taxes
19	PP/CC Indicator	98	1T	'P' = Prepaid, 'C' = Collect (Charges due Agent)
20	Charges due Agent*	99-110	12N	The Charges due Agent
21	PP/CC Indicator	111	1T	'P' = Prepaid, 'C' = Collect (Charges due Carrier)
22	Charges due Carrier*	112-123	12N	Charges due Carrier
23	VAT on AWB Charges*	124-135	12N	Not Used
24	Commission*	136-147	12N	The Commission Charges
25	VAT on Commission*	148-159	12N	Not Used
26	Incentive Amount*	160-171	12N	The Incentive Amount (DCO only)
27	Incentive Amount Indicator	172	1	"-" = Negative Incentive
28	Weight Indicator	173	1T	K=Kilo L=Pound (convert all pounds to kilo – rounded to nearest ½ kilo)
29	Weight	174-180	7N	Chargeable Weight.
30	Destination	181-183	3T	3 character Destination Code
31	Filler	184-250	67T	Blank

\*2 implied decimal places

## Trailer Record

NR	DESCRIPTION	NOTES	SOM	LOC	ATT	CONTENTS
1	Record ID			1-3	3 T	TTT
2	CASS Area Code			4-5	2 T	ISO Country Code
3	Airline Prefix		A2	6-8	3 N	
4	Branch Office Indicator			9	1T	A-Z
5	Filler			10-16	7 T	
6*	<i>Number of AWB</i>			17-23	7 N	<i>Number of AWM records covered by this file</i>
7*	<i>Number of CCA Transactions</i>			24-30	7 N	<i>Number of CCO/CCR records covered by this file</i>
8*	<i>Number of DCMs</i>			31-37	7 N	<i>Number of DCO/DCR records covered by this file</i>
9	Total Number of Records		A18	38-44	7 N	<i>Does not include Header and Trailer record</i>
10*	<i>Hash Total</i>			45-56	12	<i>Total of all monetary amount fields included in all records in this file (those that are indicated as SOM data element A8)</i>
11*	<i>Number of AWD</i>			57-63	7 N	<i>Number of AWD records – CASS USA only</i>
12*	<i>Number of CDM</i>			64-70	7 N	<i>Number of CDO/CDR records – CASS USA only</i>
13	Reserved Space			78-230	153	
14	Reserved Space			231-250	20	

## Carrier Paid Data File Format – Export

### Header Record - Export

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	Set to 'AAA'
2	CASS Area Code	4-5	2T	ISO Country Code 'US'
3	Airline Number	6-8	3N	Airline 3-digit code
4	Payment Collection Date	9-14	6N	YYMMDD
5	Payment Collection Date	15-20	6N	YYMMDD
6	Date Of Disbursement	21-26	6N	YYMMDD
7	File Number	27-28	2N	Always '01'
8	Currency Code	29-31	3T	'USD'
9	Filler	32-250	219T	Blank

### Air Waybill Record – Export (AWM)

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	Set to 'AWM'
2	Filler	4	1T	Blank
3	VAT Indicator	5	1T	Y=Subject to VAT, N=No VAT
4	Airline Number	6-8	3N	Airline 3-digit code
5	AWB Serial Number	9-16	8N	8-digit awb number
6	AWB # Modular 7 check sum	17	1T	Blank - ignore
7	Filler	18	1T	Blank - ignore
8	Origin	19-21	3T	3 character Origin Code
9	Agent Code	22-32	11N	7-digit agent code and 4-digit location code
10	AWB Use Indicator	33	1T	R=Revenue, V=Void, S=Service
11	Late Indicator	34	1N	"L" = Late or Blank
12	Filler	35-36	2T	Filler
13	Destination	37-39	3T	3 character Destination Code
14	AWB Execution Date	40-45	6N	YYMMDD
15	Weight	46-52	7N	Chargeable Weight (When weight unit is kilos, one decimal place is implied. When weight unit is pounds, there are no decimal places.)
16	Weight Indicator	53	1T	K=Kilo, L=Pound
17	Currency Code	54-56	3T	'USD'
18	Weight Charge – PP*	57-68	12N	The Prepaid Weight Charge
19	Valuation Charge – PP*	69-80	12N	The Prepaid Valuation Charge
20	Charges due Carrier - PP*	81-92	12N	The Prepaid Charges due Carrier
21	Charges due Agent - PP*	93-104	12N	Should be zero - ignore
22	Weight Charge – CC*	105-116	12N	The Collect Weight Charge
23	Valuation Charge - CC*	117-128	12N	The Collect Valuation Charge
24	Other Charges due Carrier - CC*	129-140	12N	Should be zero - ignore

25	Other Charges due Agent - CC	141-152	12N	The Collect Other Charges due Agent
26	Commission Percentage	153-156	4N	Calculation - Ignore
27	Commission	157-168	12N	The Commission Charge
28	Tax due Airline Indicator	169	1T	Blank
29	Adjustment Reason Code	170-171	2T	The Adjustment Reason Code
30	Adjustment Information	172-191	20T	Contract Number
31	Filler	192-193	2T	Filler
32	Date of AWB Acceptance	194-199	6N	YYMMDD
33	Rate of Exchange	200-210	11N	00001.00000
34	Incentive*	211-222	12N	The Incentive Amount. This value is tied to position 250 (Incentive Indicator)
35	Tax due Airline*	223-230	8N	Not Used
36	Tax due Agent*	231-238	8N	Not Used
37	Reserved Space	239-245	7T	Blank
38	Billing Period	246-249	4N	YYPP
39	Incentive Indicator	250	1T	'-' = Negative Incentive Amount

\*2 implied decimal places

## Air Waybill Record – Export (CCO, CCR, DCO, DCR, ECR)

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	3-character record type ID 'CCO', 'CCR', 'DCO', 'DCR', and 'ECR'
2	Branch office indicator	4	1T	Blank
3	VAT Indicator	5	1T	Not Used
4	Airline Number	6-8	3N	3 digit Airline Number
5	AWB Serial Number	9-16	8N	8 digit AWB Serial Number
6	Filler	17-18	2T	Blank - Ignore
7	Origin	19-21	3T	3 character Origin Code
8	Agent Code	22-32	11N	7 digit Agent Code and 4 digit location/branch code
9	CCA/DCM Number	33-38	6T	CCA/DCM Number will be printed in Agent's Info Column on the Cargo Sales Invoice. CCO/CCR/DCO/DCR/ECR records only.
10	Currency Code	39-41	3T	'USD'
11	Rate of Exchange	42-52	11N	Always '00001.00000'
12	AWB Execution Date	53-58	6N	YYMMDD
13	PP/CC Indicator	59	1T	'P' = Prepaid, 'C' = Collect (Weight Charge)
14	Weight Charge*	60-71	12N	The Weight Charge
15	PP/CC Indicator	72	1T	'P' = Prepaid, 'C' = Collect (Valuation Charge)
16	Valuation Charge*	73-84	12N	The Valuation Charge
17	PP/CC Indicator	85	1T	'P' = Prepaid, 'C' = Collect (Taxes)
18	Taxes*	86-97	12N	The Taxes
19	PP/CC Indicator	98	1T	'P' = Prepaid, 'C' = Collect (Charges due Agent)
20	Charges due Agent*	99-110	12N	The Charges due Agent
21	PP/CC Indicator	111	1T	'P' = Prepaid, 'C' = Collect (Charges due Carrier)
22	Charges due Carrier*	112-123	12N	Charges due Carrier

23	VAT on AWB Charges*	124-135	12N	Not Used
24	Commission*	136-147	12N	The Commission Charges
25	VAT on Commission*	148-159	12N	Not Used
26	Incentive Amount*	160-171	12N	The Incentive Amount (DCO only)
27	Incentive Amount Indicator	172	1	"-" = Negative Incentive
28	Weight Indicator	173	1T	K=Kilo L=Pound (convert all pounds to kilo – rounded to nearest ½ kilo)
29	Weight	174-180	7N	Chargeable Weight. If Chargeable Weight is not then this is the Gross Weight.
30	Destination	181-183	3T	3 character Destination Code
31	Adjustment Reason Code	184-185	2T	Adjustment Reason Code
32	Adjustment Description	186-205	20T	Contract Number
33	Reserved Space	206-245	40T	Blank
34	Billing Period	246-249	4T	YYPP
35	Filler	250	1T	Blank

\*2 implied decimal places

## Trailer Record - Export

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	TTT
2	Filler	4	1T	Filler
3	CASS Area Code	5-6	2T	ISO Country Code 'US'
4	Settlement Office Code	7-9	3N	'001'
5	Airline Number	10-12	3N	3 digit Airline Number
6	Filler	13	1T	Filler
7	Number of AWB Records	14-20	7N	Number of AWM Records covered by this file
8	Number of CCA Records	21-27	7N	Number of CCO & CCR Records covered by this file
9	Number of DCM Records	28-34	7N	Number of DCO & DCR Records covered by this file
10	Number of ECA Records	35-41	7N	Number of ECR Records covered by this file
11	Total Number of Records	42-48	7N	Does not include Header & Trailer Records
12	Filler	49-250	202T	Blank

## ***“Export Original Bill and Rebills” option – Export***

### **Header Record - Export**

The following is the definition of the header record in the standard 250-byte fixed width data file format. The Billing Period can be calculated from the Period End Date. The Billing Period is defined as ‘YYYY-PP’ where ‘YYYY’ is determined by adding 2000 to the ‘YY’ in the Period End Date. ‘PP’ is calculated by: (1) multiplying the ‘MM’ in the Period End Date by 2 and (2) subtracting 1 if ‘DD’ is less than 16. Upon loading both the Billing Period and the File Number will be validated to prevent duplicates.

### **Header record - Carrier**

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	Set to ‘AAA’
2	CASS Area Code	4-5	2T	ISO Country Code ‘US’
3	Airline Number	6-8	3N	The 3-digit Airline Number
4	Period Start Date	9-14	6N	YYMMDD
5	Period End Date	15-20	6N	YYMMDD
6	Due Date of Billing Period(Billing Period End Date+ 30 days)	21-26	6N	YYMMDD
7	File Number	27-28	2N	Always ‘01’ (only one file per billing period expected)
8	Currency Code	29-31	3T	‘USD’
9	Filler	32-250	219T	Blank

### **Fixed-width format – Export (AWM)**

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	Set to ‘AWM’
2	Branch Office Indicator	4	1T	Ignore.
3	VAT Indicator	5	1T	Not used (always ‘N’).
4	Airline Number	6-8	3N	3 digit Airline Number
5	AWB Serial Number	9-16	8N	8 digit AWB Serial Number
6	AWB # Modular check sum	17	1T	Blank - ignore
7	Filler	18	1T	Blank - ignore
8	Origin	19-21	3T	3 character Origin Code
9	Agent Code	22-32	11N	The 7-digit Agent Number and 4 digit location code
10	AWB Use Indicator	33	1T	R=Revenue (most records are R) V=Void (AWB Voided - The \$ should be 0. 00. If not then zero out) S=Service (The \$ should be 0. 00. If not then zero out)
11	Late Indicator	34	1N	“L” = Late or Blank
12	Filler	35-36	2T	Blank
13	Destination	37-39	3T	3 character Destination Code
14	AWB Execution Date	40-45	6N	YYMMDD
15	Weight	46-52	7N	Chargeable Weight



16	Weight Indicator	53	1T	K=Kilo L=Pound (convert all pounds to kilo - rounded to nearest ½ kilo)
17	Currency Code	54-56	3T	'USD'
18	Weight Charge – PP*	57-68	12N	The Prepaid Weight Charge
19	Valuation Charge – PP*	69-80	12N	The Prepaid Valuation Charge
20	Charges due Carrier – PP*	81-92	12N	The Prepaid Charges due Carrier
21	Charges due Agent – PP*	93-104	12N	Should be zero - ignore
22	Weight Charge – CC*	105-116	12N	The Collect Weight Charge
23	Valuation Charge – CC*	117-128	12N	The Collect Valuation Charge
24	Other Charges due Carrier – CC*	129-140	12N	Should be zero - ignore
25	Other Charges due Agent – CC*	141-152	12N	The Collect Other Charges due Agent
26	Commission Percentage	153-156	4N	Calculation - Ignore
27	Commission*	157-168	12N	The Commission Charge
28	Filler	169	1T	Blank
29	Agents Info	170-183	14T	Blank
30	Filler	184-193	10T	Blank
31	Date of AWB Acceptance	194-199	6N	YYMMDD - May be '000000'
32	Rate of Exchange	200-210	11N	'00001.00000'
33	Incentive*	211-222	12N	The Incentive Amount. This value is tied to position 250 (Incentive Indicator).
34	Tax due Airline*	223-230	8N	Not used
35	Tax due Agent*	231-238	8N	Not used
36	Reserved Space	239-249	11T	Blank
37	Incentive Indicator	250	1T	'-' = Negative Incentive Amount

\*2 implied decimal places

## Excel and Comma Delimited format – Export (AWM)

NR	DESCRIPTION	ATT	CONTENTS/REMARKS
1	Record ID	3T	Set to 'AWM'
2	Branch Office Indicator	1T	Ignore.
3	VAT Indicator	1T	Not used (always 'N').
4	Airline Number	3N	3 digit Airline Number
5	AWB Serial Number	8N	8 digit AWB Serial Number
6	AWB # Modular check sum	1T	Ignore
7	Filler	1T	Blank
8	Origin	3T	3 character Origin Code
9	Agent Code	11N	The 7-digit Agent Number and 4 digit location code
10	AWB Use Indicator	1T	R=Revenue (most records are R) V=Void (AWB Voided - The \$ should be 0. 00. If not then zero out) S=Service (The \$ should be 0. 00. If not then zero out)
11	Late Indicator	1N	"L" = Late or Blank
12	Filler	2T	Blank
13	Destination	3T	3 character Destination Code
14	AWB Execution Date	6N	YYMMDD
15	Weight	7N	Chargeable Weight

16	Weight Indicator	1T	K=Kilo L=Pound (convert all pounds to kilo - rounded to nearest ½ kilo)
17	Currency Code	3T	'USD'
18	Weight Charge - PP	12N	The Prepaid Weight Charge
19	Valuation Charge - PP	12N	The Prepaid Valuation Charge
20	Charges due Carrier - PP	12N	The Prepaid Charges due Carrier
21	Charges due Agent - PP	12N	Should be zero - ignore
22	Weight Charge - CC	12N	The Collect Weight Charge
23	Valuation Charge - CC	12N	The Collect Valuation Charge
24	Other Charges due Carrier - CC	12N	Should be zero - ignore
25	Other Charges due Agent - CC	12N	The Collect Other Charges due Agent
26	Commission Percentage	4N	Calculation - Ignore
27	Commission	12N	The Commission Charge
28	Filler	1T	Blank
29	Agents Info	14T	Blank
30	Filler	10T	Blank
31	Date of AWB Acceptance	6N	YYMMDD - May be '000000'
32	Rate of Exchange	11N	'00001.00000' - not used
33	Incentive	12N	The Incentive Amount. This value is tied to position 250 (Incentive Indicator).
34	Tax due Airline	8N	Not used
35	Tax due Agent	8N	Not used
36	Reserved Space	11T	Blank
37	Incentive Indicator	1T	'-' = Negative Incentive Amount

### Fixed-Width format – Export (CCO, CCR, DCO, DCR, ECR)

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	Set to 'CCO', 'CCR', 'DCO', 'DCR', or 'ECR'
2	Branch office indicator	4	1T	Blank
3	VAT Indicator	5	1T	'N'
4	Airline Number	6-8	3N	3 digit Airline Number
5	AWB Serial Number	9-16	8N	8 digit AWB Serial Number
6	Filler	17-18	2T	Blank - ignore
7	Origin	19-21	3T	3 character Origin Code
8	Agent Code	22-32	11N	11 digit Agent Code
9	CCA/DCM Number	33-38	6T	CCA/DCM Number will be printed in Agent's Info Column on the Cargo Sales Invoice. This Number is not applicable to AWM records.
10	Currency Code	39-41	3T	'USD'
11	Rate of Exchange	42-52	11N	'00001.00000' – not used
12	AWB Execution Date	53-58	6N	YYMMDD
13	PP/CC Indicator	59	1T	'P' = Prepaid, 'C' = Collect (Weight Charge)
14	Weight Charge*	60-71	12N	The Weight Charge
15	PP/CC Indicator	72	1T	'P' = Prepaid, 'C' = Collect (Valuation Charge)
16	Valuation Charge*	73-84	12N	The Valuation Charge

17	PP/CC Indicator	85	1T	'P' = Prepaid, 'C' = Collect (Taxes)
18	Taxes*	86-97	12N	The Taxes
19	PP/CC Indicator	98	1T	'P' = Prepaid, 'C' = Collect (Charges due Agent)
20	Charges due Agent*	99-110	12N	The Charges due Agent
21	PP/CC Indicator	111	1T	'P' = Prepaid, 'C' = Collect (Charges due Carrier)
22	Charges due Carrier*	112-123	12N	Charges due Carrier
23	VAT on AWB Charges*	124-135	12N	'000000000000'
24	Commission*	136-147	12N	The Commission Charges
25	VAT on Commission*	148-159	12N	'000000000000'
26	Incentive Amount*	160-171	12N	The Incentive Amount
27	Incentive Amount Indicator	172	1	"-" = Negative Incentive
28	Weight Indicator	173	1T	K=Kilo L=Pound (convert all pounds to kilo – rounded to nearest ½ kilo)
29	Weight	174-180	7N	Chargeable Weight. If Chargeable Weight is not then this is the Gross Weight.
30	Destination	181-183	3T	3 character Destination Code
31	Carrier Re-bill Comments	184-230	47T	ECR Records only
32	Filler	231-250	20T	Filler

\*2 implied decimal places

### Excel and Comma Delimited format – Export (CCO, CCR, DCO, DCR, ECR)

NR	DESCRIPTION	ATT	CONTENTS/REMARKS
1	Record ID	3T	Set to 'CCO', 'CCR', 'DCO', 'DCR', or 'ECR'
2	Branch office indicator	1T	Blank
3	VAT Indicator	1T	'N'
4	Airline Number	3N	3 digit Airline Number
5	AWB Serial Number	8N	8 digit AWB Serial Number
6	Filler	2T	Blank - ignore
7	Origin	3T	3 character Origin Code
8	Agent Code	11N	11 digit Agent Code
9	CCA/DCM Number	6T	CCA/DCM Number will be printed in Agent's Info Column on the Cargo Sales Invoice
10	Currency Code	3T	'USD'
11	Rate of Exchange	11N	'00001.00000' – not used
12	AWB Execution Date	6N	YYMMDD
13	PP/CC Indicator	1T	'P' = Prepaid, 'C' = Collect (Weight Charge)
14	Weight Charge	12N	The Weight Charge
15	PP/CC Indicator	1T	'P' = Prepaid, 'C' = Collect (Valuation Charge)
16	Valuation Charge	12N	The Valuation Charge
17	PP/CC Indicator	1T	'P' = Prepaid, 'C' = Collect (Taxes)
18	Taxes	12N	The Taxes
19	PP/CC Indicator	1T	'P' = Prepaid, 'C' = Collect (Charges due Agent)
20	Charges due Agent	12N	The Charges due Agent
21	PP/CC Indicator	1T	'P' = Prepaid, 'C' = Collect (Charges due Carrier)

22	Charges due Carrier	12N	Charges due Carrier
23	VAT on AWB Charges	12N	'000000000000'
24	Commission	12N	The Commission Charges
25	VAT on Commission	12N	'000000000000'
26	Incentive Amount	12N	The Incentive Amount
27	Incentive Amount Indicator	1	"-" = Negative Incentive
28	Weight Indicator	1T	K=Kilo L=Pound (convert all pounds to kilo – rounded to nearest ½ kilo)
29	Weight	7N	Chargeable Weight. If Chargeable Weight is not then this is the Gross Weight.
30	Destination	3T	3 character Destination Code
31	Carrier Re-bill Comments	250T	ECR Records only
32	Filler	20T	Filler

## Trailer Record - Export

The following is the definition of the trailer record in the standard 250-byte fixed width data file format.

### Trailer record - Carrier

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-3	3T	TTT
2	Filler	4	1T	Blank
3	CASS Area Code	5-6	2T	ISO Country Code 'US'
4	Settlement Office Code	7-9	3N	'001'
5	Filler	10-11	2N	Blank
6	Number of AWB Records	12-18	7N	Number of AWM records covered by this file
7	Number of CCA Records	19-25	7N	Number of CCO & CCR Records covered by this file
8	Number of DCM Records	26-32	7N	Number of DCO & DCR Records covered by this file
9	Number of EDR Records	33-39	7N	Number of ECR Records covered by this file
10	Total Number of Records	40-46	7N	Does not include Header & Trailer Records
11	Filler	47-250	202 N	Blank

## ***Export Adjustments” option – Export***

### **Header Record - Export**

The following is the definition of the header record in the standard 250-byte fixed width data file format. The Billing Period can be calculated from the Period End Date. The Billing Period is defined as ‘YYYY-PP’ where ‘YYYY’ is determined by adding 2000 to the ‘YY’ in the Period End Date. ‘PP’ is calculated by: (1) multiplying the ‘MM’ in the Period End Date by 2 and (2) subtracting 1 if ‘DD’ is less than 16. Upon loading both the Billing Period and the File Number will be validated to prevent duplicates.

### ***Header record - Carrier***

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-2	2T	Set to ‘AA’
2	Carrier Number	3-5	3T	The 3-digit Airline Number
3	Filler	6-13	8T	Blank
4	Invoice Period	14-19	6N	CCYYPP
5	Filler	20-250	231T	Blank

### **Fixed-width format – Export (AW, CO, CR, DO, DR, ER)**

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-2	2N	Set to ‘AW’, ‘CO’, ‘CR’, ‘DO’, ‘DR’, ‘ER’
2	Airline Number	3-5	3N	The 3-digit Airline Number
3	Agent Number	6-16	11N	The 7-digit Agent Number and 4 digit location code
4	Air Waybill Number	17-24	8N	8 digit AWB Serial Number
5	CCA/DCM Number	25-30	6T	The CCA/DCM Number. (Not valid for AW Records)
6	Prepaid Weight Charge*	31-42	12N	The Prepaid Weight Charge
7	Prepaid Valuation Charge*	43-54	12N	The Prepaid Valuation Charge
8	Prepaid Charges due Airline*	55-66	12N	The Prepaid Charges due to the Carrier
9	Prepaid Charges due Agent*	67-78	12N	000000000000: Should be zero - ignore
10	Collect Weight Charge*	79-90	12N	The Collect Weight Charge
11	Collect Valuation Charge*	91-102	12N	The Collect Valuation Charge
12	Collect Charges due Airline*	103-114	12N	000000000000: Should be zero - ignore
13	Collect Charges due Agent*	115-126	12N	The Collect Charges due to the Agent
14	Commission*	127-138	12N	The Commission Charge
15	Incentive*	139-150	12N	The Incentive Charge
16	Incentive Sign	151	1T	‘+’ or ‘-’ = Negative Incentive Amount
17	Weight	152-158	7N	Chargeable Weight (When weight unit is kilos, one decimal place is implied. When weight unit is pounds, there are no decimal places.)
18	Weight Code	159	1T	K=Kilo or L=Pound (convert all pounds to kilo - rounded to nearest ½ kilo)

19	Reason Code	160-161	2N	The Adjustment Reason Code
20	Contract Number	162-181	20T	The Contract Number.
21	Rate*	182-185	4N	0000: Rate
22	Other	186-210	25T	Other
23	Comment	211-250	40T	The Adjustment Reason Comment

\*2 implied decimal places

### Excel and Comma Delimited format – Export (AW, CO, CR, DO, DR, ER)

NR	DESCRIPTION	ATT	CONTENTS/REMARKS
1	Record ID	2N	Set to 'AW', 'CO', 'CR', 'DO', 'DR', 'ER'
2	Airline Number	3N	The 3-digit Airline Number
3	Agent Number	11N	The 7-digit Agent Number and 4 digit location code
4	Air Waybill Number	8N	8 digit AWB Serial Number
5	CCA/DCM Number	6T	The CCA/DCM Number. (Not valid for AW Records)
6	Prepaid Weight Charge	12N	The Prepaid Weight Charge
7	Prepaid Valuation Charge	12N	The Prepaid Valuation Charge
8	Prepaid Charges due Airline	12N	The Prepaid Charges due to the Carrier
9	Prepaid Charges due Agent	12N	000000000000: Should be zero - ignore
10	Collect Weight Charge	12N	The Collect Weight Charge
11	Collect Valuation Charge	12N	The Collect Valuation Charge
12	Collect Charges due Airline	12N	000000000000: Should be zero - ignore
13	Collect Charges due Agent	12N	The Collect Charges due to the Agent
14	Commission	12N	The Commission Charge
15	Incentive	12N	The Incentive Charge
16	Incentive Sign	1T	'+' or '-' = Negative Incentive Amount
17	Weight	7N	Chargeable Weight (When weight unit is kilos, one decimal place is implied. When weight unit is pounds, there are no decimal places.)
18	Weight Code	1T	K=Kilo or L=Pound (convert all pounds to kilo - rounded to nearest ½ kilo)
19	Reason Code	2N	The Adjustment Reason Code
20	Contract Number	20T	The Contract Number.
21	Rate*	4N	0000: Rate
22	Other	25T	Other
23	Comment	40T	The Adjustment Reason Comment

### Trailer Record – Export

NR	DESCRIPTION	LOC	ATT	CONTENTS/REMARKS
1	Record ID	1-2	2T	Set to 'TT'
2	Total Number of Records	3-9	7N	Does not include Header & Trailer Records
3	Filler	10-250	241T	Blank



## ***Calculations***

For each transaction type supported by the system, there is a consistent way to calculate the transactions Amount Billed as described below.

### **Air Waybill Calculations – Export**

#### **AWM Record - Export**

The Air waybill Master is calculated as follows:

$(\text{Prepaid Weight charge} + \text{Prepaid Valuation charge} + \text{Prepaid Due Carrier charge}) - (\text{Collect Due Agent Charge} + \text{Incentive Commission} + \text{Commission}) = \text{Amount Billed}$

Note: Incentive Commission is a signed field. If a minus sign (-) is in position 250, the incentive amount becomes a debit to the agent.

Commissions are passed to us as a dollar amount. If an adjustment is made that effects the commission or incentive, it is up to the agent to recalculate and adjust those fields.

#### **CCO, DCO and ECO Record - Export**

The Cargo Correction Original and Debit Credit Original is calculated as follows:

$((\text{Prepaid Weight charge} + \text{Prepaid Valuation charge} + \text{Prepaid Due Carrier Charge}) - (\text{Collect Due Agent charge} + \text{Incentive Commission} + \text{Commission})) * -1 = \text{Amount Billed}$

#### **CCR, DCR and ECR Record - Export**

The Charges Correction Revised and Debit Credit Revised is calculated as follows:

$(\text{Prepaid Weight charge} + \text{Prepaid Valuation Charge} + \text{Prepaid Due Carrier charge}) - (\text{Collect Due Agent charge} + \text{Incentive Commission} + \text{Commission}) = \text{Amount Billed}$



## **Weight Field**

The Weight field may represent the weight in either Pounds or Kilos, as indicated by the Weight Indicator field. If the weight is received as Pounds, then it will be converted to Kilos by multiplying it by the conversion factor of 0.45359237. Finally, all Weights will be stored in the database rounded to the nearest 1/2 Kilo. When exporting, the Weight will always be exported in Kilos, not Pounds. When printing invoices, the Weight will always be printed rounded to the nearest whole Kilos, from the database value.