6.2. Completion of Air Waybill

The boxes on the face of the Air Waybill shall be completed correctly as follows and in accordance with the examples contained in section 6.3.
The boxes shaded and with title are for carrier's use only.
The boxes shaded and without title shall not be used.
The numbers between brackets in the instructions below correspond with the numbers in the boxes of the specimen Air Waybill illustrated on the right page.

1. Air Waybill Number
When not preprinted, the Air Waybill number provided by the issuing carrier shall be inserted in the upper left corner, in the upper right corner and in the lower right corner. The Air Waybill number shall have dimensions sufficient to make it readable and shall consist of:

a. Airline Code Number [1A]
The issuing carrier's three-digit IATA airline code number shall be inserted;

b. Separating Hyphen
A hyphen shall be inserted between boxes (1A) and (1B), and only in the upper right and lower right corners;

c. Serial Number [1B]
1. A serial number of eight digits including a check digit placed in the extreme right position shall be inserted.
2. This check digit shall be determined by using the unweighted modulus 7 system. (see below)

Unweighted Modulus 7 Application Illustration
The check digit shall be determined by using the unweighted Modulus 7 system, which divides the first seven digits of the serial number by seven and uses the remainder for verification and as the eight digit.
The following example illustrates how to apply the unweighted Modulus 7 system to generate the check digit:
a. Assume the first seven digits of the serial number are 1234567;
b. Divided 1234567 by 7;

```
        1 7 6 3 6 6
7 / 1 2 3 4 5 6 7
      7
      5 3
      4 9
        4 4
        4 2
          2 5
          2 1
            4 6
            4 2
              4 7
              4 2
                5 ──────► Remainder
```

c. Since "5" is the remainder, therefore, "5" will be assigned as the 8th digit, which is the check digit in the serial number.
d. The complete serial number shall read as **"12345675"**.

3. A space may be inserted in the serial number between the fourth and fifth digits.

d. Minimum Timeframe for Re-use
An Air Waybill number shall not be re-issued by a carrier within a 12-month timeframe.

2. Airport of Departure [1]
The IATA three-letter code of the airport of departure (or city when the name of the airport is unknown) shall be inserted and shall correspond to information shown in 9.1.a.

3. Issuing Carrier's Name and Address [1C]
When not preprinted, the issuing carrier's name and head office address corresponding to the airline code number shown in 1.a. shall be inserted in accordance with the issuing carrier's instructions.

4. Reference to Originals [1D]
This box shall not be completed.

5. Reference to Conditions of Contract [1E]
This box shall not be completed unless used by the issuing carrier at its option.

6. Shipper

a. Shipper's Name and Address [2]
1. The name, address and country (or two-letter country code) of the shipper (or IATA Cargo Intermediary when acting in its capacity as a Forwarder) shall be inserted.
2. One or more method of contact (telephone, telex or telefax) and number may be inserted below.

b. Shipper's Account Number [3]
This box shall not be completed unless used by the issuing carrier at its option.

7. Consignee

a. Consignee's Name and Address [4]
1. The name, address and country (or two-letter country code) of the consignee shall be inserted.
2. One or more methods of contact (telephone, telex or telefax) and number may be inserted below.

b. Consignee's Account Number - For Carrier Use Only [5]
This box shall not be completed unless used by the last carrier at its option.

8. Issuing Carrier's Agent

8.1. Issuing Carrier's Agent Name and City [6]
When not preprinted, the name and location (airport or city) of the issuing carrier's IATA Cargo Agent (or IATA Cargo Intermediary when acting in its capacity as the issuing carrier's agent) shall be inserted. An IATA Cargo Intermediary when acting in its capacity as a Forwarder and its name appears in Box 2, it shall leave this box blank.

8.2. Agent's IATA code [7]
This box shall be used for accounting, identification, and/or system purposes only. When not preprinted, the IATA code of the Cargo Agent (or IATA Cargo Intermediary when acting in its capacity as the issuing carrier's agent), indicated in 8.1. or IATA Cargo Intermediary when acting in its capacity as a Forwarder indicated in 6.a.1. shall be inserted as follows:
a. In non-CASS areas, the IATA seven-digit code shall be inserted.
b. In CASS areas, the IATA seven-digit code shall be followed by a three-digit CASS address code and a check digit. This check digit shall be determined by using the unweighted modulus 7 system.

8.3. Account No. [8]
This box shall not be completed unless used by the issuing carrier at its option.

9. Routing

9.1. Airport of Departure
(Address of First Carrier) and Requested Routing [9]
a. The name of the airport of departure shall be inserted as the first entry and shall correspond to information shown in 2.
b. Any requested routing shall be inserted.

9.2. Routing and Destination

a. To (by First Carrier) [11A]
The IATA three-letter code of the airport of destination or first transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

b. By First Carrier [11B]
The name of the first Carrier (either full name or IATA two-character code) shall be inserted.

c. To (by Second Carrier) [11C]
The IATA three-letter code of the airport of destination or second transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

d. By (Second Carrier) [11D]
The IATA two-character code of the second carrier may be inserted.

e. To (by Third Carrier) [11E]
The IATA three-letter code of the airport of destination or third transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

f. By (Third Carrier) [11F]
The IATA two-character code of the third carrier may be inserted.

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6.2. Completion of Air Waybill

1A 1 1B 1A 1B

Shipper's Name and Address (2) — Shipper's Account Number (3)

NOT NEGOTIABLE (99)

AIR WAYBILL (1C)

ISSUED BY (99)

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity (1D)

Consignee's Name and Address (4) — Consignee's Account Number (5)

It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIERS' LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required. (1E)

Issuing Carrier's Agent Name and City (6)

Accounting Information (10)

Agent's IATA Code (7) — Account No. (8)

Airport of Departure (Addr. of First Carrier) and Requested Routing (9)

Reference Number (34A) — Optional Shipping Information (34B) (34C)

To (11A) — By First Carrier (11B) — Routing and Destination — to (11C) — by (11D) — to (11E) — by (11F)

Currency (12) — CHGS Code — WT/VAL PPD COLL — Other PPD COLL — Declared Value for Carriage (16) — Declared Value for Customs (17)

Airport of Destination (18) — Requested Flight/Date (19A) (19B)

Amount of Insurance (20) — INSURANCE: If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked 'Amount of Insurance'

Handling Information (21) — 13 14A 14B 15A 15B 20A — 21A — SCI

No. of Pieces RCP	Gross Weight (kg lb)	Rate Class / Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
22A	22B, 22C	22D, 22Z, 22E	22F	22G	22H	22I
22J	22K				22L	

Prepaid (24A) — Weight Charge (24B) — Collect

Valuation Charge (25A) (25B)

Tax (26A) (26B)

Other Charges (23)

Total Other Charges Due Agent (27A) (27B)

Total Other Charges Due Carrier (28A) (28B)

(29A) (29B)

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

(31)

Signature of Shipper or his Agent

Total Prepaid (30A) — Total Collect (30B)

Currency Conversion Rates (33A) — CC Charges in Dest. Currency (33B)

For Carrier's use only at Destination (33) — Charges at Destination (33C) — Total Collect Charges (33D)

(32A) Executed on (Date) — (32B) at (Place) — (32C) Signature of Issuing Carrier or its Agent

1A 1B

ORIGINAL 3 (FOR SHIPPER)

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9.3. Airport of Destination [18]
The airport of destination of the last carrier (or city when the name of the airport is unknown because the city is served by more than one airport) shall be inserted.

9.4. Requested Flight/Date [19A] and [19B]
These boxes are to be completed by the carrier/agent/shipper effecting the booking.

10. Accounting Information [10]
Only accounting information required by the participating carriers may be inserted such as:
a. Payment by cash or cheque.
b. Payment by Miscellaneous Charges Order (MCO) is only acceptable for baggage shipped as cargo; the MCO number and value of the Exchange Coupon in the currency of the Air Waybill shall be shown followed, if necessary, by the amount deducted from the MCO coupon and, in all cases, by the passenger's ticket number and flight/date/routing used.
c. Payment by Government Bill of Lading (GBL); the GBL number shall be shown.
d. Consignment returned because of non-delivery; the original Air Waybill number shall be shown on the new Air Waybill for the returning carriage.
e. Shipper's reference number as indicated by the shipper or his agent.
f. Payment by credit card; the credit card number shall be shown.
g. The words "Also Notify" may be printed after the title of the "Accounting Information" box (applicable for domestic transportation only).

11. Currency [12]
a. The ISO three-letter currency code of the currency applicable in the country of departure, for completion of the Air Waybill, according to the applicable rating rules shall be inserted.
b. All amounts entered on the Air Waybill, other than those entered in the "Collect Charges in Destination Currency" boxes, (33A) to (33D), shall be in the currency as specified in 11.a.

12. Charges Codes - For Carrier Use Only [13]
When the Air Waybill data is transmitted by electronic means, this box shall be completed using one of the following codes:

CA - Partial Collect Credit - Partial Prepaid Cash
CB - Partial Collect Credit - Partial Prepaid Credit
CC - All Charges Collect
CE - Partial Collect Credit Card - Partial Prepaid Cash
CG - All Charges Collect by GBL
CH - Partial Collect Credit Card - Partial Prepaid Credit
CP - Destination Collect Cash
CX - Destination Collect Credit
CZ - All Charges Collect by Credit Card
NC - No Charge
NG - No Weight Charge - Other Charges Prepaid by GBL
NP - No Weight Charge - Other Charges Prepaid Cash
NT - No Weight Charge - Other Charges Collect
NX - No Weight Charge - Other Charges Prepaid Credit
NZ - No Weight Charge - Other Charges Prepaid by Credit card
PC - Partial Prepaid Cash - Partial Collect Cash
PD - Partial Prepaid Credit - Partial Collect Cash
PE - Partial Prepaid Credit Card - Partial Collect Cash
PF - Partial Prepaid Credit Card - Partial Collect Credit Card
PG - All Charges Prepaid by GBL
PH - Partial Prepaid Credit Card - Partial Collect Credit
PP - All Charges Prepaid by Cash
PX - All Charges Prepaid by Credit
PZ - All Charges Prepaid by Credit Card

13. Charges

13.1 Weight/Valuation Charges [14A] and [14B]
a. The shipper or agent shall insert an "X", as appropriate, in boxes (14A) or (14B).
b. The charges entered into boxes (24A), (25A) or (24B), (25B) must be wholly prepaid or wholly collect respectively.

13.2. Other Charges at Origin [15A] and [15B]
a. The shipper or agent shall insert an "X", as appropriate, in boxes (15A) or (15B).
b. Any charges entered into boxes (27A), (28A) or (27B), (28B), must be wholly prepaid or wholly collect respectively.
c. If the information indicated as required in **13.1.** and **13.2.** is in conflict with the information required by **20.** and **21.**, the latter shall take precedence.

14. Declared Value for Carriage [16]
a. The declared value for carriage, as specified by the shipper, shall be inserted.
b. Where no value is declared, 'NVD' shall be inserted.

Note:
Declared value for carriage shall not be amended after dispatch of the consignment from the airport of departure shown on the Air Waybill.

15. Declared Value for Customs [17]
The shipper or agent may declare and insert a customs value, which may be NCV, or leave the box blank.

16. Amount of Insurance [20]
a. When the box is unshaded and only when and where the issuing carrier offers such a service, the amount to be insured shall be inserted.
b. When the box is unshaded and the service is not provided by the issuing carrier or no insurance is requested by the shipper, "XXX" shall be inserted.
c. **"Insurance Clause Box" [20A]**

17. Handling Information [21]
Only clear and concise information as required by the participating carriers shall be inserted.

17.1. In the case of dangerous goods for which a Shipper's Declaration is required, a statement: "Dangerous Goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" and where applicable the statement "Cargo Aircraft Only" or "CAO".

17.2. When dangerous goods are contained in a consignment with non-dangerous goods, the number of pieces of dangerous goods must be indicated either before or after the statement "Dangerous Goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD".

17.3. Other Handling Information using, where available, the codes and abbreviations in Cargo-IMP, may be inserted, such as:

1. Marks and numbers which appear on the consignment and method of packing.

2. Name, address, country or two-letter country code and one or more method of contact (telephone, telex or telefax) and number of any person to be notified of arrival of the consignment in addition to the consignee.

3. Name of documents to accompany the AWB, such as the "Shipper's Certification for Live Animals".

4. Special handling instructions that may be required.

5. When not preprinted, and if the AWB is issued in the USA, the statement: "These commodities, technology or software were exported from the USA in accordance with the Export Administration Regulations. Diversion contrary to USA law prohibited".

6. Agent Nomination
When a consignment's details, including house waybill details, must be reported to Customs and the agent has elected to undertake that reporting, the human readable statement "House information transmitted to (country name) by:" or, the coded statement "Country ISO Code) -AGT-" shall be entered in the Handling Information box on the master Air Waybill and either statement shall be followed by the appropriate agent identifier as specified by that country (multiple entries may be necessary if more than one country requires information).

7. When a local transfer at destination is required and known the statement "Local transfer at destination to:" or "FIRMS-" shall be entered in the Handling Information box on the Air Waybill followed by the appropriate location identifier, e.g. FIRMS code for the United States

8. Special Customs Information (SCI) [21A]
When a consignment is loaded or reloaded at an airport in an European Union country the Customs Origin Code shall be inserted. When a consignment is not loaded or reloaded at a airport in a European Union country, then this box may be used for other customs information.

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18. Consignment Rating Details [22A] to [22Z]
A separate set of entries shall be made for each rated group of items, each set commencing on a new line, Dangerous Goods items, if any, being entered first. Each set of entries shall be as described in the table below, the detail of each box being as shown in 18.1 through 18.13.

Alternative Rate Class Line Entries (22A to 22Z)

No. of Pieces RCP	Gross Weight	kg./lb.	Rate Class	Commodity Item No.	Chargeable Weight	Rate/Charge	Total	Nature and Quantity of Goods
22A	22B	22C	22D	22E	22F	22G	22H	22I
No. of Pieces	Gross Weight	K or L	M	-	Chargeable Weight	Minimum Charge	Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	N	-	Chargeable Weight	Rate per unit of weight	Box 22F X Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	Q	-	Chargeable Weight	Rate per unit of weight	Box 22F X Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K	B	-	Chargeable Weight	Basic Charge	Box 22G	Nature of Goods
-	-	-	K	-	Chargeable Weight	Rate per Kilogramme	Box 22F X Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	C	Commodity Item Number	Chargeable Weight	Rate per unit of weight	Box 22F X Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	R	Applicable rate class code followed by reduced percentage applicable to charge	Chargeable Weight	Reduced Charge	Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	R	Applicable rate class code followed by reduced percentage applicable to rate	Chargeable Weight	Reduced rate per unit of weight	Box 22F X Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	S	Applicable rate class code followed by increased percentage applicable to charge	Chargeable Weight	Surcharged Charge	Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	S	Applicable rate class code followed by increased percentage applicable to rate	Chargeable Weight	Surcharged rate per unit of weight	Box 22F X Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	U	Commodity Item Number	Chargeable Weight	Rate per unit of weight	Box 22F X Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	U	Commodity Item Number	Pivot Weight	Pivot Charge	Box 22G	Nature of Goods
No. of Pieces	Gross Weight	K or L	U	Commodity Item Number	Chargeable Weight	Flat Charge	Box 22G	Nature of Goods
-	-	-	E	-	Weight in excess of pivot weight	Over pivot rate per unit of weight	Box 22F X Box 22G	Nature of Goods
-	ULD Tare Weight	-	X	ULD Rate Class Type	ULD Tare Weight Allowance	-	-	ULD ID code
-	-	-	Y	-	Chargeable Weight	A minus symbol followed by ULD flat discount	Box 22G	Nature of Goods
-	-	-	Y	-	Chargeable Weight	A minus symbol followed by ULD discount per unit of weight	Box 22F X Box 22G	Nature of Goods
-	-	K or L	W	-	Gross Weight	Weight increase per unit of weight	Box 22F X Box 22G	Nature of Goods
Rate Combination Point	Boxes 22B to 22I to be completed when applicable. Cannot be placed as first rating line entry.							
22J	22K						22L	22I
Total number of pieces	Total Gross Weight	-	-	-	-	-	Total Charge	Nature of Goods

18.1. Number of pieces/RCP [22A]
a. The number of pieces for the applicable rating entry shall be inserted.
b. When the applicable rate or charge shown in box (22G) is the result of a combination of rates or charges, the IATA three-letter code of the rate combination point (RCP) shall be inserted as an additional line entry.

18.2. Gross weight [22B]
a. The gross weight of the pieces for the applicable rating entry shall be inserted.
b. The tare weight of the unit load device, when applicable, shall be inserted as an additional line entry on the “X” rate class line.

18.3. Kg./Lb. [22C]
The unit of weight used (K or L) shall be inserted in the first rating line only.

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18.4. Service Code [22Z]
This box shall not be completed except by the issuing carrier at its option.
The term "Service Code" is used to identify cargo products which may be unique to airlines and generally include services additional to those normally associated with the term "Rate Class Code".

a. Airlines may use the following service codes to identify cargo products:

A - Airport to Airport
B - Service Shipment
C - Company Material
D - Door to Door Service
E - Airport to Door
F - Flight Specific
G - Door to Airport
H - Company Mail
I - Diplomatic Mail
J - Priority Service
P - Small Package Service
S - Substitute Truck
T - Charter
X - Express Shipment

b. Services codes shall only be used to identify cargo products moving solely on the issuing carrier's service unless there is specific agreement with the participating carrier(s) to accept such product.

18.5. Rate class [22D]
One of the following codes shall be inserted as appropriate:

M - Minimum Charge
N - Normal Rate
Q - Quantity Rate
B - Basic Charge (optional use)
K - Rate per Kilogramme (optional use)
P - International priority service rate
C - Specific Commodity Rate
R - Class Rate Reduction
S - Class Rate Surcharge
U - Unit Load Device Basic Charge or Rate
E - Unit Load Device Additional Rate
X - Unit Load Device Additional Information
Y - Unit Load Device Discount
W - Weight Increase

18.6 Commodity Item Number [22E]
This box shall be completed as follows:

a. When a specific commodity rate applies, the IATA item description number shall be inserted on the "C" or "U" rate class line;
b. When a class rate reduction applies, the percentage which is applied to the appropriate charge or rate shall be inserted on the "R" rate class line, preceded by the rate class code to which it refers (e.g. 33% reduction on the normal rate shall be expressed as N67);
c. When a class rate surcharge applies, the percentage which is applied to the appropriate charge or rate shall be inserted on the "S" rate class line, preceded by the rate class code to which it refers (e.g. 50% surcharge of the minimum charge shall be expressed as M150);
d. When a unit load device rate applies, the ULD rate class type used shall be inserted on the "X" rate class line.

18.7. Chargeable Weight [22F]

a. The applicable chargeable weight, calculated according to applicable rating rules, shall be inserted.
b. When a Unit Load Device rate applies:
   1. where it is based on a pivot charge, the applicable pivot weight shall be inserted on the "U" rate class line;
   2. where it is based on a pivot charge and an over pivot rate, the weight in excess of the pivot weight shall be inserted on the "E" rate class line;
   3. where a tare weight allowance is applicable, such weight shall be inserted on the "X" rate class line;
   4. where a discount applies, the weight to which it refers shall be inserted on the "Y" rate class line.

18.8. Rate/Charge [22G]
The applicable rate or charge shall be inserted as follows:

a. When a minimum charge applies, this charge shall be inserted on the "M" rate class line.
b. When a normal rate applies, the applicable rate per unit of weight shall be inserted on the "N" rate class line.
c. When a quantity rate applies, the applicable rate per unit of weight shall be inserted on the "Q" rate class line.
d. When an "Experimental Special Rate within Europe" applies:
   1. the applicable basic charge shall be inserted on the "B" rate class line;
   2. the applicable rate per kilogramme shall be inserted on the "K" rate class line.
e. When an international priority service rate applies, the applicable rate per unit of weight shall be inserted on the "P" rate class line.
f. When a specific commodity rate applies, the applicable rate per unit of weight shall be inserted on the "C" rate class line.
g. When a class rate reduction applies, this rate per unit of weight or charge as applicable shall be inserted on the "R" rate class line.
h. When a class rate surcharge applies, this rate per unit of weight or charge as applicable shall be inserted on the "S" rate class line.
i. When a ULD rate applies:
   1. where it is based on a pivot charge or flat charge, such charge shall be inserted on the "U" rate class line;
   2. where it is based on a rate per unit of weight, such rate shall be inserted on the "U" rate class line;
   3. where it is based on a pivot charge and an over pivot rate, such over pivot rate per unit of weight shall be inserted on the "E" rate class line;
   4. where it is a discount, either a flat amount or discount per unit of weight, such discount shall be inserted on the "Y" rate class line preceded by a minus symbol (-).
j. Wherever possible, when a weight surcharge applies, this should be inserted immediately following the last rate line entry.

18.9. Total [22H]

a. The total charge or discount for each line entry shall be inserted on the same horizontal line.
b. Where it is a total discount, such discount shall be preceded by the minus symbol (-).

18.10 Nature and Quantity of Goods (incl. Dimensions or Volume) [22I]
This box shall be completed as follows:

a. The description of the goods comprising the consignment shall be inserted.
b. For Dangerous Goods, the entry shall be as shown in section 6.3. and in accordance with instructions published in the IATA Dangerous Goods Regulations.
c. For "Live Animals" the entry shall be as shown in section 6.3. and in accordance with the instructions published in the IATA Live Animal Regulations.
d. For "consolidated consignments", where any Air Waybill has one or more associated House Waybills, the entry shall show "Consolidation as per attached list".
e. The consignment dimensions, comprising the greatest length, greatest width, greatest height, unit of measurement and number of pieces,
   1. if a consignment is consolidated as one moveable part, then only the dimensions of the overall consolidated consignment are required,
   2. dimensions are not required for cargo tendered intact in authentic pre-built aircraft containers or pallets,
   3. if the dimensions are not available and/or cannot be included on the Air Waybill at the time of completion, then total volume of the consignment shall be inserted,
   4. if the dimensions and total volume are not available and cannot be included on the Air Waybill at the time of completion, then this must be clearly indicated by inserting the words "No Dimensions Available".
f. When a ULD is used, its identification code shall be inserted on the "X" rate class line.
g. Where the number of pieces indicated in box (22A) is different from the actual number of pieces, the actual number of pieces within or on each loaded piece (e.g. ULD or skid) shall be shown as "...SLAC", (Shipper's Load And Count). This SLAC should be recorded on a blank line. The corresponding ULD identification designation shall be recorded on the line below when a ULD is used.
h. In addition to the description of the goods, the shipper or his agent may enter the appropriate harmonized commodity description and coding system number; and, where applicable, the country of origin of the goods.

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18.11. Total Number of Pieces [22J]
Where there is more than one numeric entry in box (22A), the total number of pieces shall be inserted.

18.12. Total Gross Weight [22K]
Where there is more than one entry in box (22B), the total gross weight shall be inserted.

18.13. Total [22L]
Where there is more than one entry in box (22H), the sum shall be inserted.

19. Other Charges [23]

a. Other charges incurred at origin shall be inserted at the time of Air Waybill issuance as either wholly prepaid or wholly collect.
b. Other charges incurred en route or at destination may also be inserted at the time of Air Waybill issuance as either wholly prepaid or wholly collect.
c. Other charges shown as collect shall be treated as disbursements under the provisions of section 4.2.
d. Other charges incurred 'en route' or at destination and not shown in box (23) shall be collect only and treated in accordance with 25.3.
e. Descriptions and amounts of other charges except taxes shown in boxes 26A and 26B taxes shall be inserted.
f. When the Air Waybill data is transmitted by electronic means, the following other charges codes shall be used:

Charge Code	Category	Description
AC	Live animals	Animal container
AS	Unit Load Device	Assembly
AT	Live animals	Attendant
AW	Documentation	Air Waybill/ shipment record preparation fee
BF	Administration	Copies of documents
BI	Administration	Import/export documents processing
BM	Administration	Withdrawal of shipment after acceptance by carrier
BR	Administration	Bank hold fee for bank release
CA	Customs	Bonding
CB	Customs	Completion/preparation of documents
CC	Customs	Manual data entry for customs purposes
CD	Customs	Customs/ regulatory handling at destination
CF	Customs	Inventory and/or inspection for customs purposes
CG	Customs	Electronic processing or transmission of data for customs purposes
CH	Customs	Customs/ regulatory handling at origin
CI	Customs	Customs overtime fee and other charges
CJ	Customs	Removal (carrier warehouse to warehouse
DB	Administration	Disbursement fee collected from consignee for advance charges
DC	Documentation	Certificate of Origin
DD	Documentation	Preparation of Cargo manifest
DF	Documentation	Non-standard distribution channel service fee
DG	Documentation	Air Waybill cancellation before acceptance
DH	Documentation	Air Waybill amendment by Cargo Charges Correction Advice
DI	Documentation	AWB re-waybilling
DJ	Documentation	Proof of delivery
DK	Documentation	Release order
DV	Documentation	Documentation for veterinary and/or phytosanitary purposes
EA	Handling	Express cargo
FA	Handling	Airport arrival
FB	Handling	Domestic shipments
FC	Administration	Charges collect fee
FE	Handling	General
FF	Handling	Loading/unloading
FI	Handling	Weighing
GA	Handling	Diplomatic consignment
GT	Tax	Government tax
HB	Human remains	Mortuary
HR	Human remains	Handling of human remains
IA	Handling	Very important cargo (VIC)
IN	Administration	Insurance premium
JA	Customs	Customs/ regulatory clearance
KA	Heavy/Bulky cargo	Handling
LA	Live animals	Live animals related services
LC	Live animals	Cleaning
LE	Live animals	Hotel
LF	Live animals	Quarantine
LG	Live animals	Veterinary physical/ documentary inspection
LH	Live animals	Storage
MA	Miscellaneous	Miscellaneous - due agent (see Note 1)
MB	Miscellaneous	Miscellaneous - unassigned (see Note 2)
MC	Miscellaneous	Miscellaneous - due carrier (see Note 3)
MD to MN	Miscellaneous	Miscellaneous - due last carrier
MO to MX	Miscellaneous	Miscellaneous - due issuing carrier
MY	Surcharge	Fuel surcharge - due issuing carrier
MZ	Miscellaneous	Miscellaneous - due issuing carrier
NS	Surcharge	Navigation surcharge - due issuing carrier
PA	Perishables	Handling
PB	Perishables	Cool/cold room, freezer
PK	Packaging	Packing/ repacking
PU	Pick-up and delivery	Pick-up service
RA	Dangerous goods	Dangerous goods physical/ documentary inspection
RB	Dangerous goods	Rejection
RC	Administration	Referral of charge
RD	Dangerous goods	Radio-active room
SA	Pick-up and delivery	Delivery service
SB	Pick-up and delivery	Delivery notification
SC	Security	Security charge
SD	Pick-up and delivery	Delivery service surface charge - destination
SE	Pick-up and delivery	Proof of delivery
SF	Pick-up and delivery	Delivery Order
SI	Transit	Shipment stopped in transit at customer request
SO	Storage	Storage - origin
SP	Handling	Early release of shipment
SR	Storage	Storage - destination
SS	Administration	Signature service
ST	Taxes	State sales tax
SU	Pick-up and delivery	Pick-up service surface charge - origin
TC	Taxes	Stamp
TI	Taxes	Value added Tax for import only
TR	Transit	Transit handling
TV	Taxes	Value added Tax general or for export
TX	Taxes	General

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Charge Code	Category	Description
UB	Unit Load Device	Disassembly
UC	Unit Load Device	Adjusting of improperly loaded Unit Load Device
UD	Unit Load Device	Demurrage
UE	Unit Load Device	Leasing
UF	Unit Load Device	Recontouring
UG	Unit Load Device	Unloading
UH	Unit Load Device	Handling
VA	Valuable cargo	Handling
VB	Valuable cargo	Security (armed guard/escort) handling
VC	Valuable cargo	Strongroom
WA	Vulnerable cargo	Handling
XB	Surcharge/premiums	Security
XD	Surcharge/premiums	War risk
ZA	Storage	Re-warehousing
ZB	Storage	General
ZC	Storage	Cool/cold room, freezer

Notes:

1) MA code is used if the miscellaneous charge is due agent but cannot be further identified.
2) MB code is used if the miscellaneous charge is either due agent or due carrier.
3) MC code is used if the miscellaneous charge is due carrier but cannot be further identified.

To indicate whether such other charges accrue to carrier or agent, one of the following entitlement codes: A (due Agent) or C (due Carrier) shall be used following the above codes and preceding the amounts.

g. When the AWB data is not transmitted by electronic means, it is recommended that the above procedure is used. If not, the plain language description shall clearly indicate to whom the charge accrues, i.e. due carrier or due agent.
h. The sum of the various other charges shown in box (23) shall be entered in boxes (27A), (27B), (28A) or (28B).
i. When a consignment is returned because of non-delivery, the new AWB for the returning carriage shall have all charges, which should have been but were not collected from the original consignee, inserted in this box.
j. The same charge code with the same entitlement code can only be shown once on the Air Waybill.

20. Prepaid

20.1. Prepaid Weight Charge [24A]
a. The weight/volume charge for air carriage shall be inserted and shall correspond to the total shown in 18.9 or 18.13.
b. The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

20.2. Prepaid Valuation Charge [25A]
a. The valuation charge, if applicable, shall be inserted. The assessment of a valuation charge is dependent on the value declared for carriage as per 14.a. and the applicable rating rules.
b. The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

20.3. Prepaid Tax [26A]
a. Any applicable tax shall be inserted.
b. The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.
c. The details of the tax shall not be entered in box (23).

20.4. Total Other Prepaid Charges
The total “Other Charges” prepaid must be the aggregate of the prepaid charges shown in the “Other Charges” box (23).

a. Due Agent [27A]
This box shall not be used unless agreed locally.

b. Due Carrier [28A]
The total of prepaid other charges due to carrier specified in 19, shall be inserted.

20.5 Untitled Box [29A]
This box shall not be completed unless used by the issuing carrier at its option.

20.6 Total Prepaid [30A]
The total of all the prepaid charges, i.e. weight/volume charge, valuation charge, other prepaid charges due carrier and, if applicable, tax and other charges due agent, shall be inserted.

21. Collect

21.1. Collect Weight Charge [24B]
a. The weight/volume charge for air carriage shall be inserted and shall correspond to the total shown in 18.9. or 18.13.
b. The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

21.2. Collect Valuation Charge [25B]
a. The valuation charge, if applicable, shall be inserted. The assessment of a valuation charge is dependent on the value declared for carriage as per 14 and the applicable rating rules.
b. The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

21.3. Collect Tax [26B]
a. When this box is unshaded, any applicable tax shall be inserted.
b. The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.
c. The details of the tax shall not be entered in box (23).

21.4. Total Other Collect Charges
The total “Other Charges” collect must be the aggregate of the collect charges shown in the “Other Charges” box (23).

a. Due Agent [27B]
The total disbursements due to agent, specified in 19, shall be inserted.

b. Due Carrier [28B]
The total disbursements due to carrier, specified in 19, shall be inserted.

21.5. Untitled Box [29B]
This box shall not be completed unless used by the issuing carrier at its option.

21.6. Total Collect [30B]
The total of all the collect charges, i.e. weight/volume charge, valuation charge, other collect charges due carrier and agent, and, if applicable, tax, shall be inserted.

22. Shipper’s Certification Box [31]
When not preprinted the signature of the shipper or his agent (printed, signed or stamped), shall be inserted.

23. Carrier’s Execution Box

23.1. Executed On (Date) [32A]
The date of execution of the AWB shall be inserted in the sequence of day, month and year. The month shall be expressed alphabetically, either abbreviated or in full.

23.2. At (Place) [32B]
The name of the place of execution (airport or city) of the AWB shall be inserted.

23.3. Signature of the Issuing Carrier or its Agent [32C]
The signature of the issuing carrier or its agent shall be inserted.

24. For Carrier’s Use Only at Destination [33]
This box shall not be completed.

25. Collect Charges in Destination Currency - For Carrier Use Only [33A] to [33D]
The last carrier may complete the Original 2 (for Consignee) as follows:

25.1. Currency Conversion Rate [33A]
The destination currency code followed by the conversion rate shall be inserted.

25.2. Collect Charges in Destination Currency [33B]
The amount shown in the “Total Collect” box (30B) shall be inserted after conversion to the destination currency at the currency conversion rate shown in box (33A).

25.3. Charges at Destination [33C]
Charges levied at destination accruing to the last carrier shall be inserted in destination currency.

25.4. Total Collect Charges [33D]
The sum of boxes (33B) and (33C) shall be inserted.

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26. Optional Shipping Information [34A] to [34C]
The shipper or its agent may enter the appropriate optional shipping information as agreed upon with the issuing carrier. Shading of these boxes will indicate non-use.

26.1. Reference Number [34A]
When this box is unshaded, a reference number may be inserted as per shipper/agent/issuing carrier agreement.

26.2. Untitled Box [34B]
This box shall not be completed unless used by the issuing carrier at its option.

26.3. Untitled Box [34C]
This box shall not be completed unless used by the issuing carrier at its option.

27. Bar Coded Air Waybill Number [99]
These areas shall not be completed unless used to include a bar coded Air Waybill number in accordance with IATA Recommended Practice 1600t.

28. Neutral Air Waybill
Any alteration to the airline code number, Air Waybill number, Airline name or head office address shall automatically render such neutral Air Waybill null and void.

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