

Mastering the Air Waybill



Air waybill Completion

It is extremely important that air waybills are completed accurately and completely.

This booklet has been created to assist you with completing your air waybills to comply with the new IATA standards.

It is important that all air waybills are correctly completed with the following:

- the appropriate level of service is indicated for domestic shipments
- account numbers and IATA numbers (including CASS number) are completed accurately
- the shipper and consignee address areas are complete. Enter a postal code and phone number, where available. The shipper must provide an actual street address and phone number for the consignee to assist the carrier with the notification process. A post office box is not acceptable (unless the shipment is travelling to small communities where addresses are not used)
- indicate a Contract Rate, Spot Rate or any special Carrier rate as applicable to the shipment in the Accounting Information area
- enter any special information, attachments or instructions in the Handling Information area. Acceptable instructions may be: "keep cool", "keep from direct sunlight", "notify consignee upon arrival", "hold for pick-up", etc.
- A flight number and date is mandatory for all shipments holding booked space
- indicate the proper piece count
- indicate the net weight of goods (not including ULDs) in kilograms
- indicate the applicable rate class
 - M Minimum
 - N Normal (under 45 kilograms)
 - Q Quantitative Rate (over 45 kilograms)
 - C Specific Commodity Rate
 - R Class Rate – Reduction
 - S Class Rate – Surcharge
 - U ULD Rate (container)
- enter a Specific Commodity number (or Class Rate discount/surcharge percent) when applicable
- accurately complete the "Description of Contents"
- enter dimensions for all pieces
- enter a ULD number when one is used
- when a ULD is used, show the total number of pieces loaded into the container or onto the pallet
- indicate whether the shipment is Prepaid or Collect by entering the weight charges or the words "PREPAID" or "COLLECT" in the Weight Charge box

Completing the air waybill accurately also speeds the process of your shipment and assists the carrier Accounting services. This eliminates billing errors and the need for issuing Debit or Credit Notes.