



# CASSLink User Manual

for

# CASS Airlines

(for CASSLink V2.0)

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# 1. Getting Started

## 1.1 What is CASSLink?

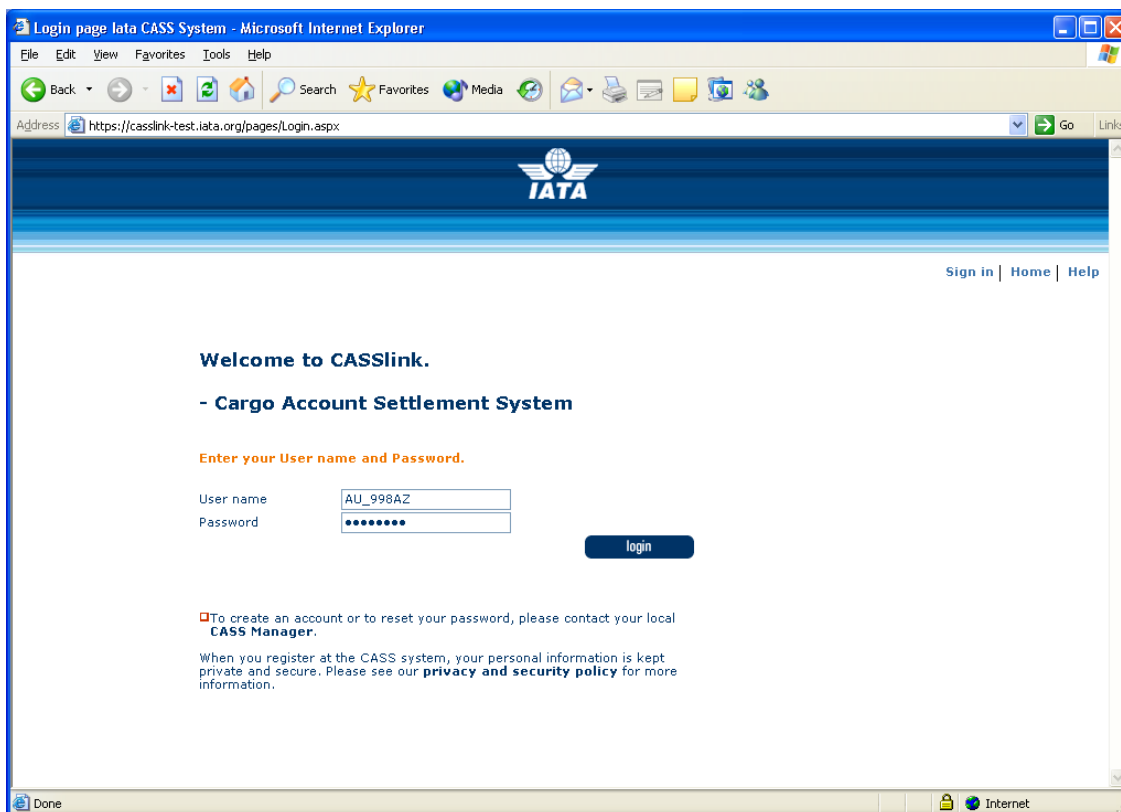
CASSLink is IATA's global processing system for processing of Airline documents - Air Waybills and correction documents (CCA's & DCM's) for billing to IATA Accredited Agents and CASS Associates. It uses global standards in accepting electronic documents for processing and standard output reporting. The report received by your office in London or Singapore is the same as those in Sydney or Auckland.

One of the advantages of CASSLink is that, being a web-based system, the information contained in it is accessible online anywhere, provided you have a Username and Password.

## 1.2 Internet URL

The CASSLink website address (URL) is:

<https://casslink.iata.org>



### 1.3 Username and Password

The CASS Manager will allocate a Username and Password to all IATA Airlines. For security purposes, the Username and Password are unique, with the initial Password being computer generated.

Your Username is usually based on your 2-letter country code eg. AU, JP etc., followed by your Airline three-digit numeric and two-alpha codes eg. JP\_131JL, SQ\_081QF.

The initial computer generated Password, usually contains UPPER and lower case alpha and numeric characters.

Remember that both the Username and Password are **Case Sensitive**.

It is recommended that at initial login, all Users should go to User Maintenance and change their password. (See Section 5 of this document for more details.)

If you have not received a Username or Password, contact your CASS Manager and ask for these to be allocated to you. Similarly, contact your CASS Manager if you have forgotten your Username or Password, or you have been locked-out of CASSLink because the Username or Password has been entered incorrectly five (5) times.

The Username allows the Airlines to:

- Link to other CASSLink “Countries” eg. India, Singapore, Japan, Australia etc.
- Access available Menu Options

Your CASS Manager can also create additional Usernames for Airline users where necessary.

## 1.4 CASSLink Log-in Screen

The screenshot shows the CASSLink log-in screen in a Microsoft Internet Explorer browser window. The browser title is "Main page Iata CASS System - Microsoft Internet Explorer" and the address bar shows "https://casslink.iata.org/pages/index.aspx". The page features the IATA logo at the top center. Below the logo, the user is identified as "User: AU\_998IATA" and the CASS operation is set to "AUSTRALIA". A "Sign out | Home | Help" link is visible in the top right corner. The main content area is divided into two columns: "Operation messages" and "Information". The "Operation messages" column contains two messages: "CASSlink Release: 2.0.0.0 Release date: 2006-03-25 Powered by EDS" and "Productive CASSlink will not be available 16th May 2006 between 18:00 CET and 21:00 CET due to MS Security Patch updates." The "Information" column is currently empty. On the left side, there is a "User Menu" section with links for "Input Services", "Output Services", "Correction Services", and "User Maintenance". At the bottom of the page, there are "Done" and "Internet" status indicators. Annotations with arrows point to various elements: "User identification" points to the user name; "Operational Messages" points to the message area; "User Menu" points to the left-hand menu; "Other User information" points to the "Information" column; and "CASSLink Country" points to the "AUSTRALIA" dropdown menu.

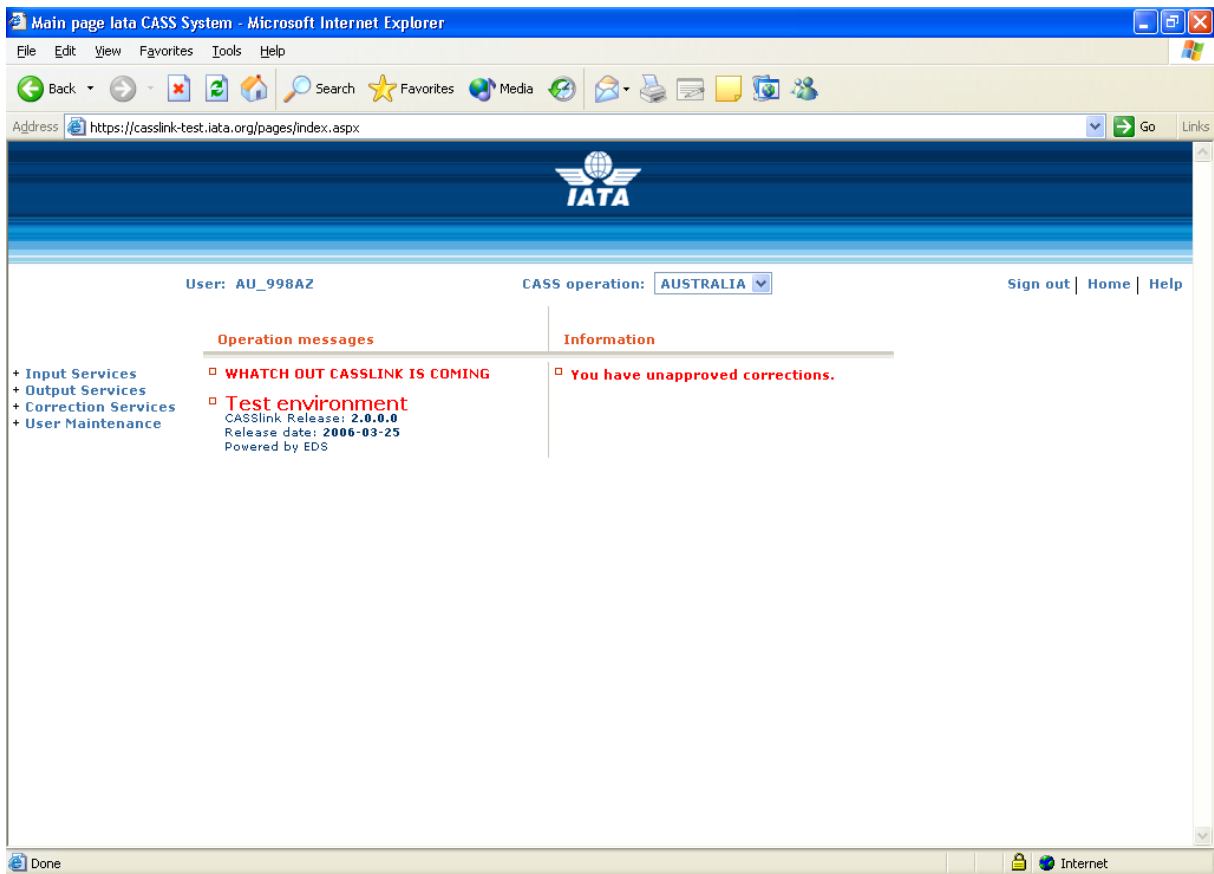
The CASSLink “Home” screen contains information on the following:

- Which User is logged in
- Which CASSLink Country is being accessed
- Any Operational Messages, such as scheduled maintenance and system downtime
- User Information, possibly more relevant to Airlines and the CASS Manager.
- Menu options associated with the User profile.

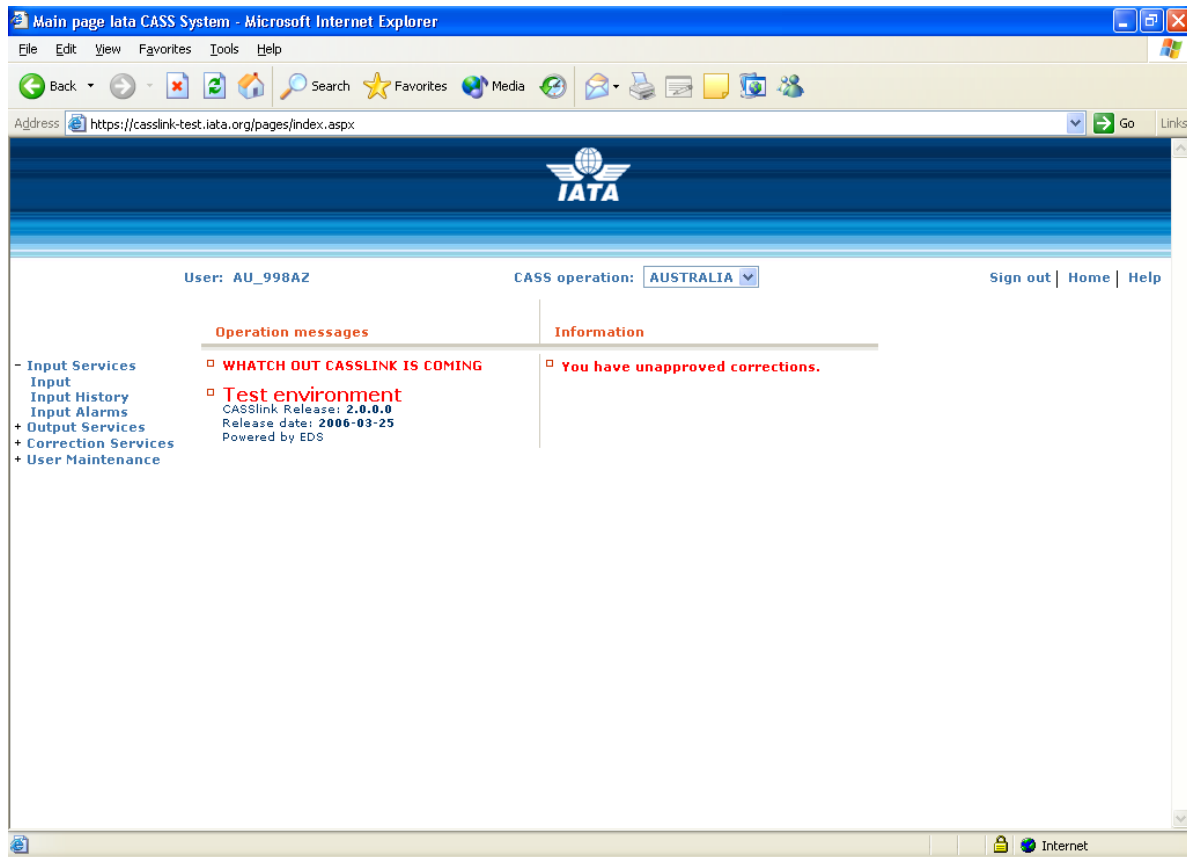
## 1.5 CASSLink Menu

Once you have successfully entered the CASSLink website using your Username and Password, there are four (4) menu options for the CASSLink User to choose. These can be found on the left-hand side of the CASSLink screen. These Menu options are:

- Input Services
- Output Services
- Correction Services
- User Maintenance



## 2. Input Services



### 2.1 Input File

The Input File module is used by Airlines and CASS Managers to “Upload” Airline billing information into CASSLink.

The billing file is a .txt file containing:

- A Header record
- AWB records and correction documents (CCA & DCM)
- A Trailer Record

Details of the standard file structure may be found in the CASS Technical Specifications Handbook, which is available from IATA ([www.iataonline.com](http://www.iataonline.com))

See example of Airline billing file below.



### 2.1.2 Data File Name

There is no correct name convention for the Input Data File. One suggested file name format is:

EYYCCAIR.PPN

Eg. E06AU998.021

Where:

E = Export  
YY = year (06)  
CC = Country code (AU, NZ, FJ, SQ, JP etc)  
AIR = Airline numeric code  
PP = Billing Period number (01, 02,...,24)  
N = number of file, usually corresponding to the "File number" in the Header Record (above)

By using this or a similar file name to store and manage files, the relevant Year, Billing Period and country are easily recognized. The need to easily identify country and Period information is especially relevant where Airlines load files for multiple CASSLink operations from a single central point.

## 2.2 Input

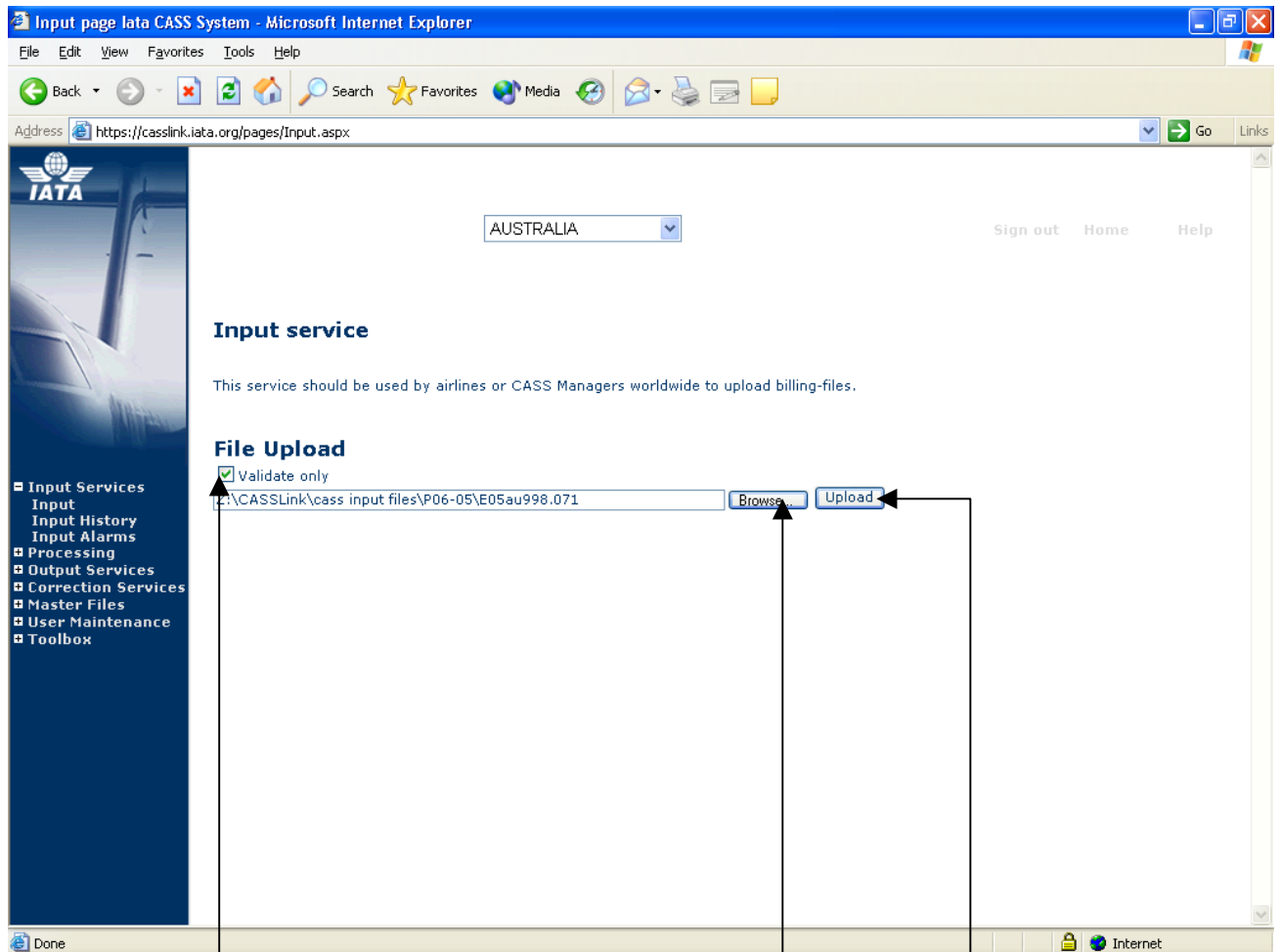
With conversion to the global CASSLink system, Airlines are encouraged to “Upload” their own billing file or files into the CASSLink system for processing each billing period. Further, Airlines with access to multiply CASSLink “Countries” can load their billing files as one single combined file input.

CASSLink will check the validity of the input file to ensure that the format complies with the requirements defined in the CASS Technical Specifications Handbook, as well as checking for duplicates and other errors.

It is recommended that all files be validated first before loading by ensuring the “**Validate Only**” box is ticked (default setting) on the input screen. This gives the user the opportunity to correct any errors before deciding whether to accept the file or reject it (see notes on Input History).

CASSLink prepares a Validation Report that can be viewed in the Input History page or by viewing a copy of the Report, sent by email to the user’s email address. (If you do not receive the Validation Report email, contact your CASS Manager and verify that CASSLink contains the correct email address in the User profile.)

The Validation Report provides details of the file that has been validated, specifically detailing any errors, thus giving the user the option to “reject” the file upload, correct any errors and re-validate the file.



**VALIDATE ONLY** – ensure that the “Validate Only” box is ticked (default setting), the Airline has the option of “Accepting” or “Rejecting” the billing file (see Input History).

**BROWSE** – Allows user to search for the file to be “Loaded” on the computer hard drive.

**UPLOAD** – After selecting the file for loading (Browse) Click on **Upload** to load the file into CASSLink.

## 2.3 Input history

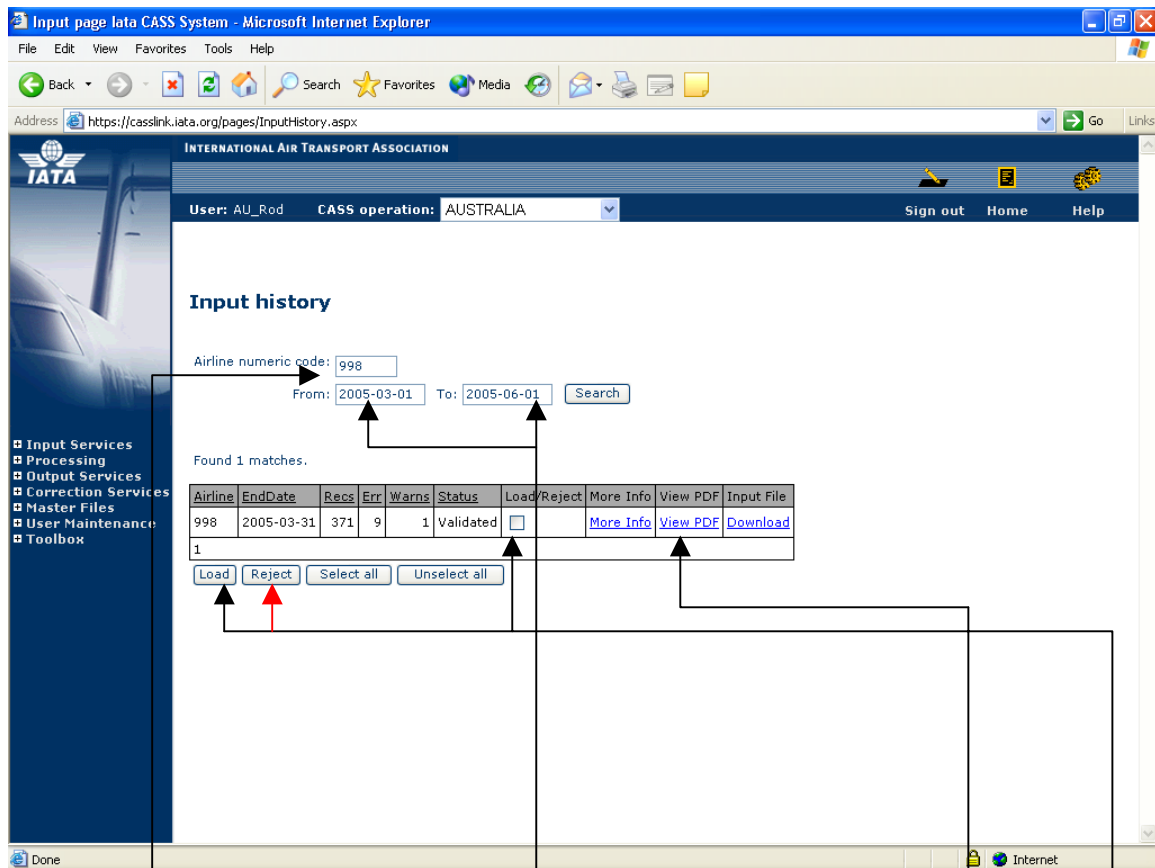
The listing in Input History identifies:

- the Billing period (by Period end-date),
- the number of Records,
- number of Errors,
- number of records with Warning
- status of the file upload.
- More Info (File details)
- Validation Report (ViewPDF)
- Download (copy of file loaded into CASSLink)

The search features on the Input History page allow for Users to:

- Specify the Airline information required, especially for Users that load files for more than one Airline, such as GSA's.
- Refine the Date range of the search

Note: The date displayed in the search results is that date entered in the Header Record of the input file. Therefore, if the period "End Date" is not entered correctly, the date range search may not list the required file. This does not mean that the billable documents will not be processed in the intended billing period as CASSLink uses the document "execution date" as the date for billing the document, but that the file details will not be viewed with other files loaded for the same billing period.



Airline Numeric Code optional search for GSA's loading files for more than one Airline.

Change date range to refine the date range to be searched and click on **Search** button.

View the file validation details by clicking on "View PDF". This will open a PDF report that will detail any errors and what has been accepted, rejected or accepted with a "Warning".

If File is OK to be Loaded, tick the Load/Reject **Box** then Click on the **Load** button. If the file contains errors that can be corrected, tick the Load/Reject **Box** and click the **Reject** button.

## 2.4 Loading Files

The following steps are the procedure for loading files into CASSLink for processing. The loading of files **MUST** be completed before the CASS Reports Production Date (as per the CASS Reporting Timetable). Failure to load and Validate files before this date may result in the file not being captured for processing in the required Billing Period.

### 2.4.1 Steps for Loading Files

1. Prepare the file to be uploaded. This must be loaded before the cut-off date for EDI Data Upload as shown in your CASS Reporting Timetable. Save the file for Upload.
2. Log into CASSLink
3. Select **Input Services**, then **Input**
4. Select "**Browse**" and search for the saved file (prepared in step 1 above) for the particular Billing Period.
5. Ensure the "**Validate Only**" box is ticked (default setting) so that any errors or warnings can be examined and corrected if necessary.
6. Select "**Upload**". A message should appear at the end of the load sequence indicating "**File Upload successful**". If this message is not received i.e. there is an error, open the file and check for any errors, particularly in the Header Record.
7. If the file is loaded successfully, select **Input Services**, then **Input History**
8. All files entered into CASSLink **in the date range selected** for your Airline will be listed.
9. Check the file entry and see if there are any errors or warnings. If there are, select **View PDF** to look at the Validation Report. All errors will be listed, as well as totals on the bottom of the report. If the file contains errors that can be corrected, the User can either "Load" the file with the errors, or "Reject" the file so that the errors can be corrected and re-load the file (back to step 3).

10. To either “Load” or “Reject” the file, select the “tick box” under “Load/Reject” and either select the “**Load**” or “**Reject**” boxes at the bottom of the file list. Only files where “validation only” is “ticked” (not “un-ticked”) can be rejected due in this manner.

## 2.5 Load Status

When uploading files to CASSLink, a list will be available including the status of the “Upload”. The following status will be displayed:

- Receiving - Received
- Validating - Validated
- Loading - Loaded
- Rejected

When the file has been successfully loaded, more information is available including the Validation Report in .PDF format. This Validation Report is also emailed to the uploading User (the email address used is recorded in the User Profile. If the Validation Report is not received, contact your CASS Manager and verify/update your User email address).

Only files where "Validate only" is selected can be rejected due to errors.

If, after loading a file, the Status does not change from Receiving, Validating or Loading to Received, Validated or Loaded after an acceptable period of time, contact your CASS Manager. At certain times, congestion in the CASSLink system may result in delays in completing the file Upload.

A load “Failure” may occur for no apparent reason. If the “Failure” status is received at file load and there is no logical explanation for the failure, retry the file Upload.

## 2.6 Accepting or Rejecting Files

When the Input File has been uploaded if the “Validate Only” box has been “ticked”, the file can be loaded or rejected. The file load will be displayed on the Input History screen as below.

The screenshot shows the IATA CASS System interface. The user is AU\_Rod and the CASS operation is AUSTRALIA. The page title is "Input history". The search criteria are: Airline numeric code: 998, From: 2005-04-01, To: 2005-06-01. The search results show "Found 1 matches." and a table with the following data:

Airline	EndDate	Recs	Err	Warns	Status	Load/Reject	More Info	View PDF	Input File
998	2005-04-16	44	8	1	Validated	<input type="checkbox"/>	<a href="#">More Info</a>	<a href="#">View PDF</a>	<a href="#">Download</a>

Below the table, there are buttons: Load, Reject, Select all, and Unselect all. The 'Load/Reject' column has a checkbox. The 'Status' column shows 'Validated'. The 'Warns' column shows '1'. The 'Err' column shows '8'. The 'Recs' column shows '44'. The 'EndDate' column shows '2005-04-16'. The 'Airline' column shows '998'.

**Errors** – Records that have errors and have been rejected

**Warning** – Records that have been accepted, but may be for “future period”, or “High Amount Found”

The **Input History** screen displays:

- Airline code
- Period end-date
- Records
- Errors
- Warnings
- Status
- Load/Reject “tick” box
- More Info
- View PDF (Validation pdf report)
- Input File (download)

## 2.7 File Upload Errors

Errors may occur when loading files. These include:

<b>Error Message</b>	<b>Possible reason or correction</b>
"One of the files submitted is already uploaded".	This may be because the file already being loaded or the new file has the same file number in the Header Record. Open the file in Notepad to check the file number.
File not found or one of the submitted files is of incorrect input format	Open the file in Microsoft Notepad (or similar) and examine the file for any unusual characters. In particular check the Header Record and ensure that the dates and file number are numeric characters only, especially that there are "0's" (zero's), not "o's" (alpha). Also ensure that the Header Record is on the first line of the file and the first line is not blank.
"The header contained dates that were incorrect"	Check the Header Record to ensure dates are correct.
No apparent reason can be found for the load failure.	Retry the upload
"BillingDate : O6-04-20 is not numeric."	There is an "O" (Oscar) instead of a "0" (zero) in the date field of the Header.

## 2.8 Sample Validation Error Report

IATA CARGO ACCOUNTS SETTLEMENT SYSTEM				DATA VALIDATION IRREGULARITY REPORT				DATE: 18-APR-05	PAGE: 001
RUN-ID: TEST		FILE-TYPE:		(FILE OF BILLING PARTICIPANT)		HASH-CTRL: N VAT-CTRL: N IRR.-CTRL: N TEST-CTRL: T			
HEADER RECORD:									
=====									
DOCUMENT TYPE	COUNTRY	ORIGIN	TRANSMITTAL	FILE	DEVICE	FILENAME	REPORTING		
ALS	AU	C	998	01			050416		
DETAIL RECORDS:									
=====									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02371652124	12345631	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
AGENT-CODE		02371652124		330	AGENT-CODE NOT FOUND				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999991	12345620	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
GROSS WEIGHT		0000000		227	GROSS-WEIGHT MAY NOT BE ZERO				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999991	12345653	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
CURRENCY-CODE		AYD		325	CURRENCY NOT FOUND				** REJECTED **
EXCHANGE DATE		AYD		811	NO CURRENCY EXCHANGE FOUND				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999991	12345664	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
PREP/COL-WEIGHT-CHG,PREP:		000000000000000		235	WEIGHT CHARGE MUST BE FILLED				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999990	12345675	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
AGENT-CODE		02399999990		204	MODULUS 7 CHECK FAILED ON AGENT CODE				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999991	12345620	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
AIRPORT OF ORIGIN		AKL		360	AIRPORT IN ADJACENT COUNTRY IS NOT CODED FOR AGENT				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999991	12345686	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOM-AIRPORTS		SYD -MEL		947	AIRPORTS MAY NOT BE BOTH DOMESTIC				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999991	12345690	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
AWB-EXECUTION-DATE		20050417		361	*** WARNING AWB ISSUED FOR FUTURE PERIOD				** WARNING **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02399999991	12345702	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
AWB-NR		12345702		219	MODULUS 7 CHECK FAILED ON AWB NR				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOC. TYPE	AIRL. CODE	AGENT-CODE-	AWB-NR--	CCA/DCM/OPT					
AWM	998	02355202124	12345712	00					
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
AGENT-CODE		02355202124		362	AGENT OFFICE DOES NOT PARTICIPATE IN CASS ANYMORE				** REJECTED **
-----FIELD-NAME----- FIELD-CONTENTS- CODE -----MESSAGE-----									
DOCUMENTS TOTALS AND HASH CONTROL:									
=====									
NUMBER OF DOCUMENTS:	--AWB--	VOID/SV	--CCA--	--DCM--	--ADR--	--BTA--	--HASH-AMOUNT	BTA-DUE-AIRL	BTA-DUE-AGNT
AWT/BTT/TRAILER:	0000998	0000000	0000000	0000000	0000000	--NA--	000004234185	000000000000	000000000000
COUNTED:	0000044	0000000	0000000	0000000	0000000	0000000	000004193785	000000000000	000000000000
44 RECORDS VALIDATED - HEREOF		9 FOUND WITH ERRORS AND		1 FOUND WITH WARNINGS AND		34 FOUND WITHOUT REMARKS			

### 2.8.1 Index of Sample Validation Error Report

- 1 - Country Code and Airline identification (numeric code)
- 2 - File number (relevant if there are more than one file for the Airline)
- 3 - Billing period end-date
- 4 - Document details – record type, AWB serial number, Agent code
- 5 - Error details – Type of error and explanation
- 6 - Error status – Rejected, Warning
- 7 - Record count – number Validated (documents on the file), number found with Errors, number found with Warnings, number found without Remarks (no errors or warnings)

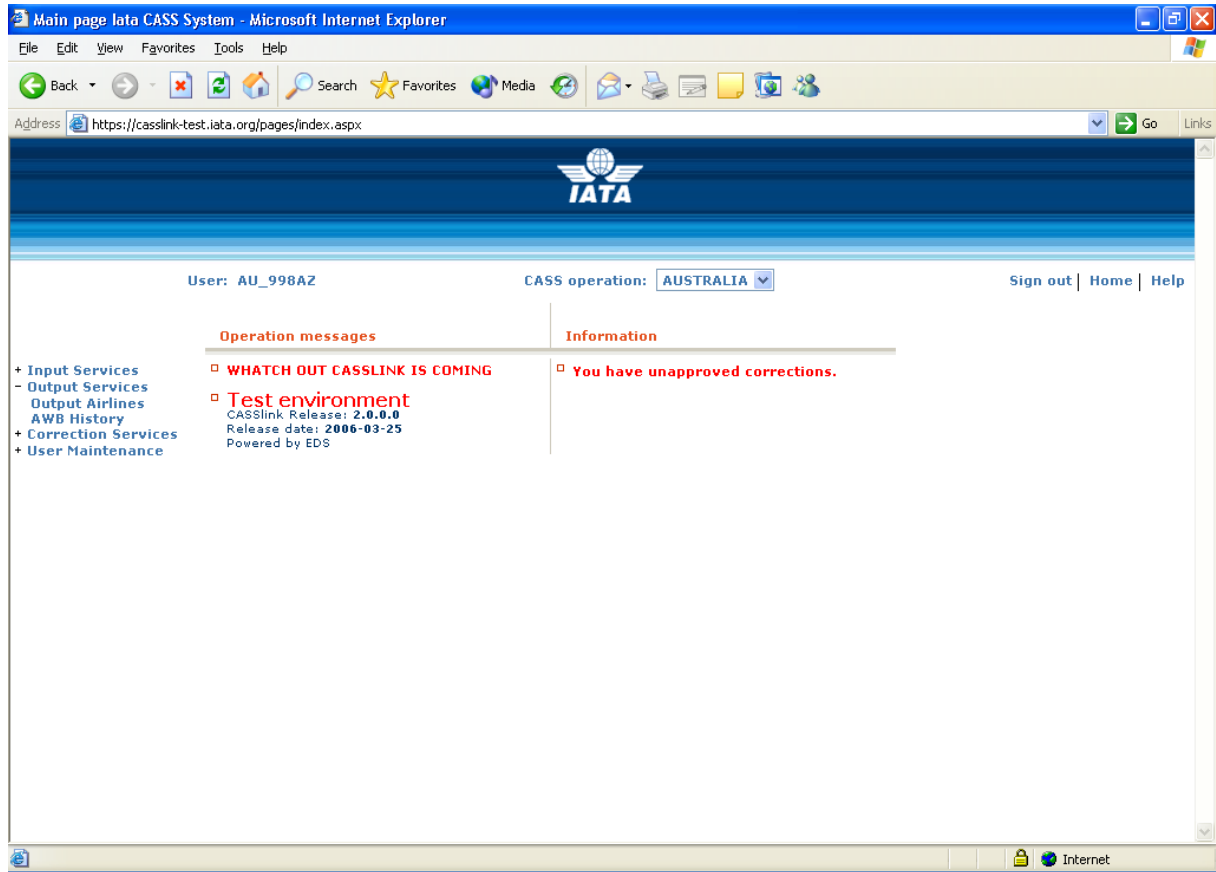
### 2.9 File Load Errors

Error	Reason
Weight Charge must be filled	CASSLink will not accept a “Revenue” AWB, CCA or DCM record without a weight charge (\$)
Gross Weight may not be zero	CASSLink will not accept a “Revenue” AWB, CCA or DCM record without a value in the weight area
Modulus 7 check failed on Agent Code	Check the agent code
Modulus 7 check failed on AWB NR	Check the AWB serial number
Airports may not be both domestic	CASSLink will not accept a “domestic” AWB.
Airport in adjacent country is not coded for Agent	Departure code is an Airport in another country, or incorrect
Currency not found	Incorrect currency code has been entered
Agent-code not found	Agent code is not in CASS
Agent office does not participate in CASS anymore	Agent is no longer a valid CASS agent or location ie. “Stopped” or “Deleted”

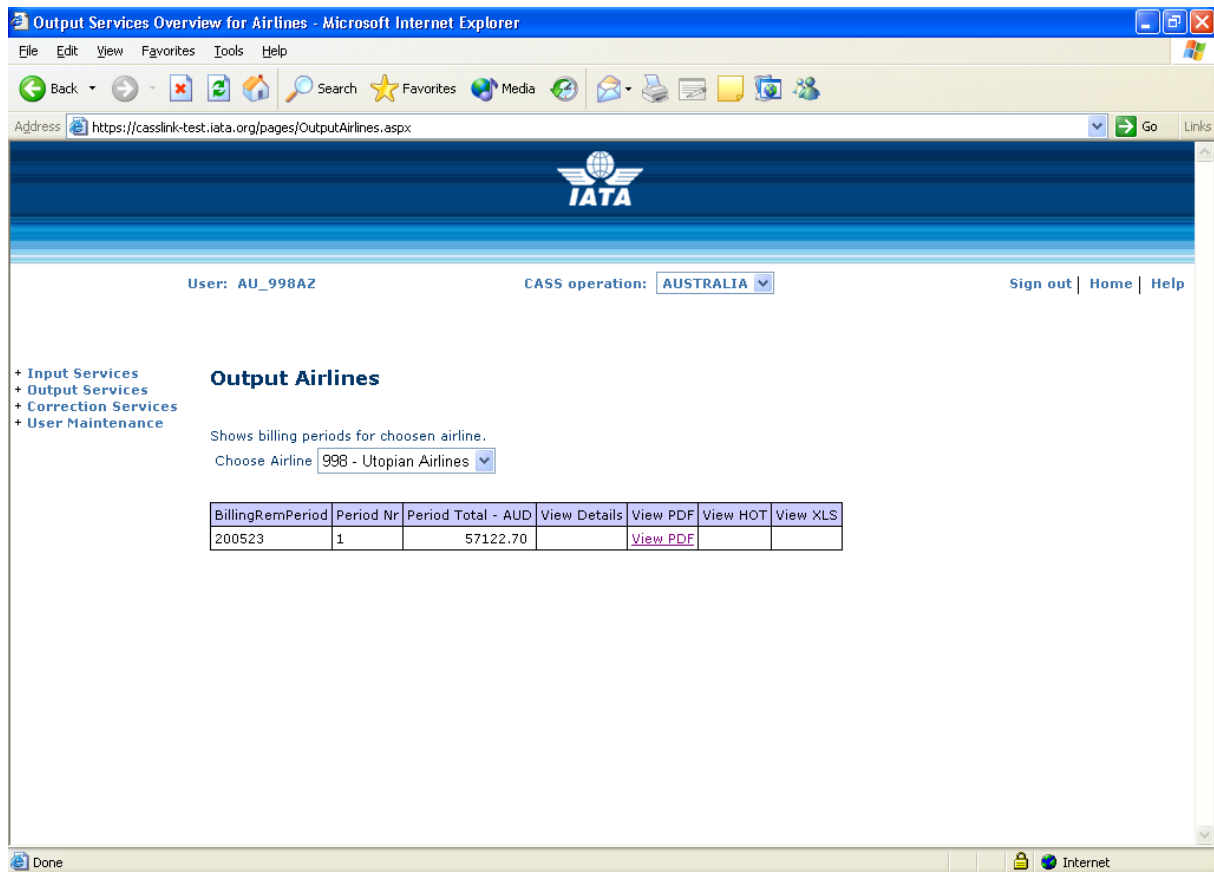
<b>Warning</b>	<b>Reason</b>
"Warning high amount found"	AWB value appears too high to system and should be investigated
"Warning AWB record issued for future period"	AWB has been accepted but will be billed in the future billing period that relates to the Execution Date on the AWB

### 3. Output Services

Output Services contains two (2) sub-menu's for Airlines – Output Airlines and AWB History.



### 3.1 Output Airlines



The Output Airlines screen contains the following information:

- **CASS Operation** = Select the country required. Only used where the Airline is linked to operations in other CASS/CASSLink countries.
- **Choose Airline** = Will list your Airline name. Where the Airline handled by a GSA and is linked to more than one Airline, use the drop-down arrow to view another Airline.
- **Billing RemPeriod** = The Billing Period represented as YYYYPP. Each CASS operation has twenty-four Billing/Remittance Periods each calendar year. Therefore 200523 above would represent the period 01-15 DEC 2005.
- **Period Nr** = The number of the Period processed. “Normal” production Period will be “1”, where a Correction Period would be shown as “2”.
- **Period Total – Currency** = The total amount billed for the Period in the local billing currency. This amount will be reflected in the output reports (below).
- **View Details** = Projected billing data loaded by Airlines for the next Billing Period to be processed (see below for more details).

- **View PDF** = Cargo Sales Invoice/Adjustment & Export Billing Statement reports produced in PDF format. Airlines will need Adobe Acrobat reader to open this report. Adobe Acrobat may be downloaded free from the Adobe website: <http://www.adobe.com>
- **View HOT** = Airline HOT (Hand-off-Tape) in a text format. Winzip is required to open these reports.
- **View XLS** = Airline Spreadsheet Report (Microsoft Excel format).

All Airline output reports produced are available in Output Airlines.

Storage of CASSLink Reports for CASS Billing Periods may vary depending on the CASSLink operation in your country, but will generally be between six (6) months and two years i.e. from between twelve (12) Billing periods up to forty eight (48) Billing periods.

In View Details, Airlines can view the projected amount to invoice to Agents, before the CASSLink reports are produced. Details can be viewed after an Airline has “uploaded” their billing data, but only after the daily processing has been executed, with details usually available on the next working day after the billing file has been uploaded by the Airline/s.

Each CASSLink operation will have different timetable deadlines for the Airline upload of billing files. Check with your CASS Manager or your CASS Reporting Timetable to see when files are due to be uploaded for the relevant CASS Billing Period.

These “Pre-billing” details may be used to request a “Correction” (see Section 4 – Correction Services) from the Airline/s should a billing error be found. This could ensure that any billing errors could be found and corrected **before** report production is completed.

## 3.2 Output Reports

Airline Output Reporting may be received in three (3) formats:

- PDF Report
- HOT File (flat or text file)
- XLS Spreadsheet

### 3.2.1 PDF Report

The PDF Report is the standard output report to all Airlines.

The PDF Report may be downloaded directly from CASSLink when billing production has been run. Additionally, the CASS Manager may email the PDF report to all Airlines at the end of Billing Report Production. The Airline may nominate up to four (4) recipients to receive this Report at the completion of the CASSLink Reports Production cycle. Advise all intended recipient email addresses to your CASS Manager.

The PDF document contains two (2) reports.

- The **Cargo Sales Invoice/Adjustment** report shows all Air Waybills and correction documents (CCA or DCM) billed to each Agent location. Each Agent location is reported separately and in numeric order.
- The **Export Billing Statement** provides a summary of amounts owed to or from all Agents for the Billing Period. The total amount due to or from Airlines for the Billing Period is shown as “Net Due Airlines” or “Net Due Agent” at the bottom of the report.

The CASS Manager may also include **important information** or news in a “Coverpage”, at the beginning of the PDF Report. Please check these every Period.

Adobe Acrobat - [998\_200523.pdf]

File Edit Document Tools View Window Help

100%

IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - AUSTRALIA CARGO SALES INVOICE/ADJUSTMENT INVOICE NR: AU0523.01.000001  
 DATE: 29-DEC-05

AGENT: HOGWARTS Express Freight Pty Ltd AIRLINE: 998 Utopian Airlines  
 LEVEL 4  
 2000 SYDNEY NSW AU

IATA NUMERIC CODE: 02-3 0013/2623 CURRENCY: AUD BILLING PERIOD: 01-DEC-05 - 15-DEC-05 PAGE: 1

AWB SERIAL NUMBER	SP IN	ORDERS	WEIGHT	PREPAID CHARGES	OTHER CHARGES	COLLECT CHARGES	OTHER CHARGES	COMMISS.	INCENTIVE	NET AMOUNT	EXEC DATE	AGENTS INFORMATION
				VALUATION CHARGES	DUE AIRL	VALUATION CHARGES	DUE AGENT				AWB	
INTERNATIONAL CARGO												
05061182	HC	PELLEH	126.0	1244.88	75.60	0.00	0.00	0.00	0.00	1320.48	051202	
31977116	HC	EBELER	767.0	2768.87	460.20	0.00	0.00	0.00	0.00	3229.07	051202	
51434632	HC	PELLEH	792.0	2534.40	475.20	0.00	0.00	0.00	0.00	3009.60	051203	
51624230	HC	EBELER	53.0	173.25	19.80	0.00	0.00	0.00	0.00	193.05	051209	
56296984	HC	PELLEH	500.0	1600.00	300.00	0.00	0.00	0.00	0.00	1500.00	051209	
56319815	HC	MELPLZ	170.0	875.50	102.00	0.00	0.00	0.00	0.00	977.50	051209	
56319841	HC	MELPLZ	121.0	623.15	72.60	0.00	0.00	0.00	0.00	695.75	051207	
56471262	HC	MELMNG	66.0	363.00	39.60	0.00	0.00	0.00	0.00	402.60	051208	
56532490	HC	PERMAA	65.0	416.00	39.00	0.00	0.00	0.00	0.00	455.00	051209	
56532501	HC	PELLEH	35.0	199.50	21.00	0.00	0.00	0.00	0.00	220.50	051214	
56582643	HC	MELNER	200.0	850.00	120.00	0.00	0.00	0.00	0.00	970.00	051201	
56582654	HC	MELTYO	160.0	680.00	96.00	0.00	0.00	0.00	0.00	776.00	051209	
56644582	HC	MELNER	45.0	268.75	27.00	0.00	0.00	0.00	0.00	295.75	051209	
61835115	DL	SYLREL	7.0	114.00	6.60	0.00	0.00	0.00	0.00	120.60	051201	D12169
62269706	AD	MELNER	79.0	375.25	47.40	0.00	0.00	0.00	0.00	422.65	051202	C24792
TOTAL INTERNATIONAL CARGO			3152.0	12858.55	1888.80	0.00	0.00	0.00	0.00	14747.35		
GRAND TOTAL			3152.0	12858.55	1888.80	0.00	0.00	0.00	0.00	14747.35		

2 of 11 11.68 x 8.26 in

Adobe Acrobat - [Export Billing Statement.pdf]

File Edit Document Tools View Window Help

122%

IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - AUSTRALIA EXPORT BILLING STATEMENT - AIRLINE DATE: 29 DEC 05  
 CURRENCY: AUD PAGE: 1

AIRLINE: Utopian Airlines  
 LEVEL 4  
 2000 SYDNEY NSW AU

IATA NUMERIC CODE: 998 BILLING PERIOD: 01 DEC 05 - 15 DEC 05

-AGENT NUMBER- NAME	PREPAID CHARGES	DUE WEIGHT CHARGE	COLLECT- DUE WEIGHT CHARGE	COMMISSION	SALES INCENTIVE	RECEIVABLE	INVOICE NUMBER
02-3 0013/2623 Hogwarts Express	12858.55	1888.80	0.00	0.00	0.00	14747.35	AU0523.01.000001
02-3 0132/2122 Middle Earth Log	19293.58	3350.00	0.00	0.00	0.00	22643.58	AU0523.01.000002
02-3 0154/2121 Prodo Shipping L	16054.98	2803.79	0.00	0.00	0.00	18858.77	AU0523.01.000003
02-3 2278/2125 Godzilla Freight	765.00	108.00	0.00	0.00	0.00	873.00	AU0523.01.000004
GRAND TOTAL	48972.11	8150.59	0.00	0.00	0.00	57122.70	
NET DUE AIRLINE						57122.70	

1 of 1 11 x 8.5 in



(zipped) file. Winzip is therefore required to open this file. To obtain a copy of Winzip, go to [www.winzip.com](http://www.winzip.com).

### 3.2.3 XLS File

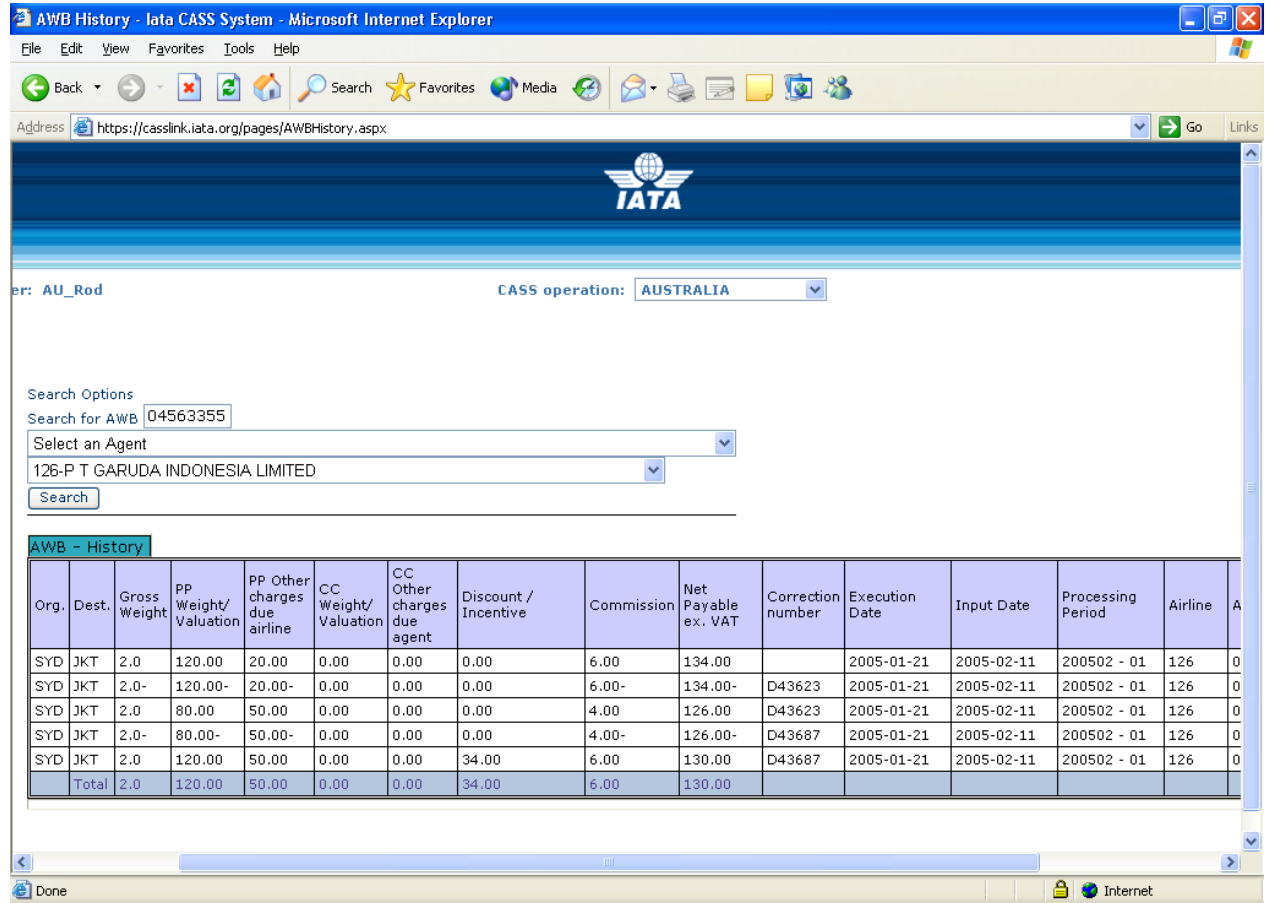
In addition to the PDF and HOT files, a spreadsheet “xls” (Microsoft Excel format) report is also available to Airlines that require this report. Please consult your CASS Manager to activate this report.

	A	B	C	D	E	F	G	H	I	J	K
1	AirlinePrefix	AirlineBranchCode	Invoice Number	Currency	Start Date	End Date	AWB Serial Number	Airport Origin	Airport Destination	Weight	Prepaid Weight Charge
2	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21610960	SYD	POS	411	2466.
3	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21610983	SYD	PIT	547	2078.
4	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611004	SYD	PIT	4019	13664.
5	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611015	SYD	ORF	138	558.
6	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611026	SYD	PIT	25	477.
7	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611030	SYD	PIT	9	114.
8	998		AU0523.01.000002	AUD	01-DEC-05	15-DEC-05	48894526	SYD	YYZ	17	100.
9	998		AU0523.01.000002	AUD	01-DEC-05	15-DEC-05	42889906	SYD	YOV	-1000	-3500.
10	998		AU0523.01.000002	AUD	01-DEC-05	15-DEC-05	42889906	SYD	YOV	1000	3000.
11	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880644	SYD	MKE	52	210.
12	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880655	SYD	MEM	45	477.
13	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880666	SYD	EVR	453	1721.
14	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880670	SYD	MIKE	200	790.
15	998		AU0523.01.000004	AUD	01-DEC-05	15-DEC-05	21863122	SYD	SEL	324	1539.
16	998		AU0523.01.000004	AUD	01-DEC-05	15-DEC-05	21863123	SYD	SEL	183	932.
17	998		AU0523.01.000004	AUD	01-DEC-05	15-DEC-05	21863144	SYD	SEL	395	1876.
18	998		AU0523.01.000005	AUD	01-DEC-05	15-DEC-05	24564724	SYD	ANF	438	2452.
19	998		AU0523.01.000006	AUD	01-DEC-05	15-DEC-05	91284723	SYD	NOU	95	157.
20	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57718234	SYD	JNB	1296	4147.
21	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57718245	SYD	SIN	620	589.
22	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57718256	SYD	MCT	2	114.
23	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57718260	SYD	DOH	38	178.
24	998		AU0523.01.000008	AUD	01-DEC-05	15-DEC-05	36089594	SYD	AMS	16	215.
25	998		AU0523.01.000009	AUD	01-DEC-05	15-DEC-05	28689850	SYD	MNL	3	120.
26	998		AU0523.01.000009	AUD	01-DEC-05	15-DEC-05	28689861	SYD	MNL	10	120.
27	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215370	SYD	JNB	70	686.
28	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215381	SYD	JNB	440	2596.
29	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215392	SYD	JNB	65	637.
30	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215403	SYD	JNB	390	2301.
31	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199492	SYD	SIN	138	358.
32	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199606	SYD	SIN	331	595.
33	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199621	SYD	AKL	56	223.
34	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199643	SYD	CHC	529	1263.
35	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089100	SYD	FRA	4.5	120.
36	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089111	SYD	AKL	45	184.
37	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089122	SYD	LAX	10.5	175.
38	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089133	SYD	HIG	1000	1850.
39	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089144	SYD	SIN	125	351.
40	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089155	SYD	AKL	4	120.
41	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089166	SYD	LAX	9	150.

The .xls report contains Billing and Invoice summaries for the requested location. The xls report output may vary in different countries. This report is not emailed to subscribers and therefore must be downloaded directly from CASSLink each Period.

### 3.3 AWB History

The billing history of any Air Waybill processed in CASSLink can be searched via “AWB History”.



Enter the serial number of the AWB. Select the Airline and then click “Search”.

CASSLink will then search the database to find the record.

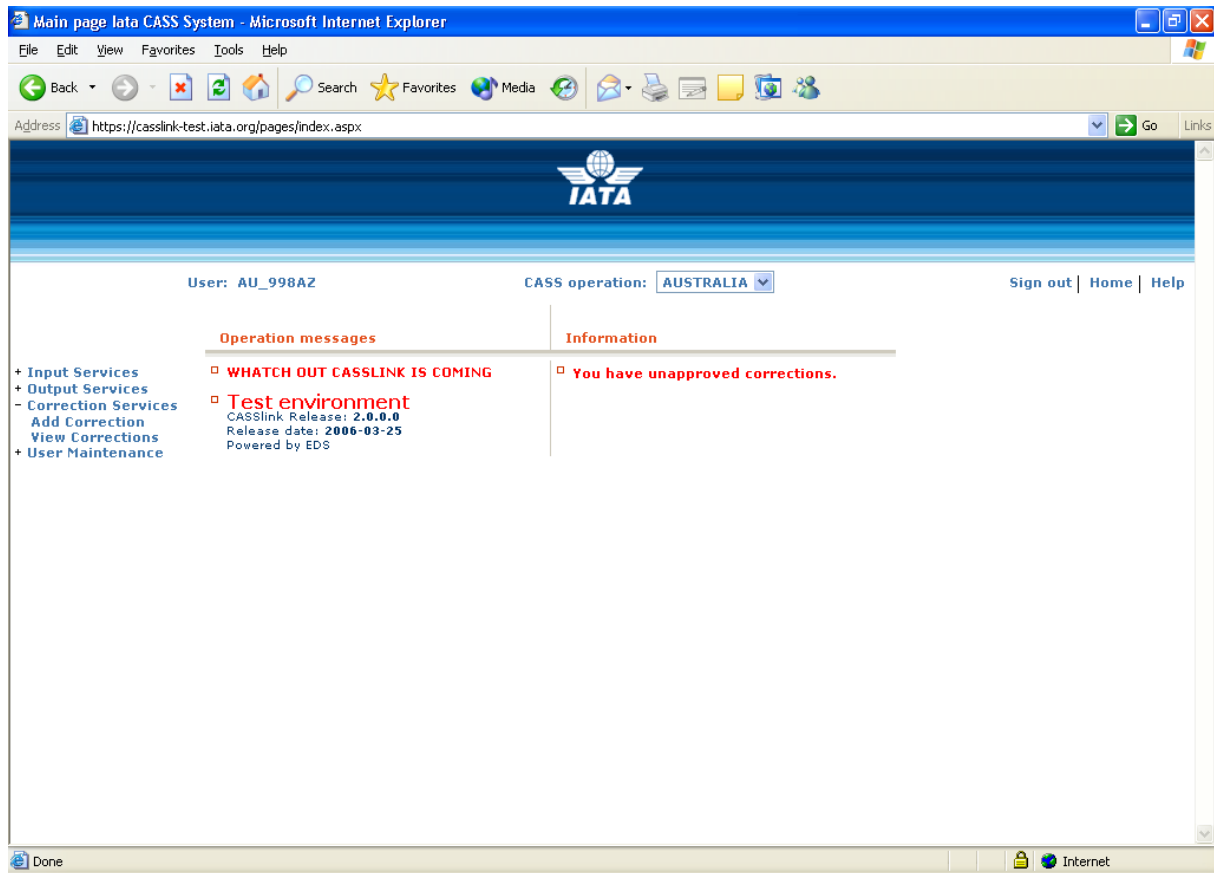
The record is then displayed and contains the following details:

- *Port of Origin*
- *Destination port*
- *Gross Weight* – may be Chargeable weight, depending on the value entered
- *Pre-Paid Weight and Valuation charges* – both charges combined
- *Pre-Paid Other Charges due Airline*
- *Charges Collect Weight and Valuation charges* – both charges combined
- *Charges Collect Other Charges due Agent*

- *Discount/Incentive* – based on Net/Net Sales amount
- *Commission* – if payable by the Airline
- *Net Payable ex VAT* – total amount due to Airline/Agent
- *Correction Number* – where a correction document has been processed
- *Execution Date* – of Air Waybill
- *Input Date* – date document input by Airline
- *Processing Period* – CASS Billing Period. May be “Correction” period
- *Airline*
- *Agent* – Correction processing may be effected to different Agents

Where a Correction has been processed, either CCA, DCM or online, the “Total” at the bottom of the report will show the net values paid by/to the Agent for the AWB after addition or deduction of correction values.

## 4. Correction Services

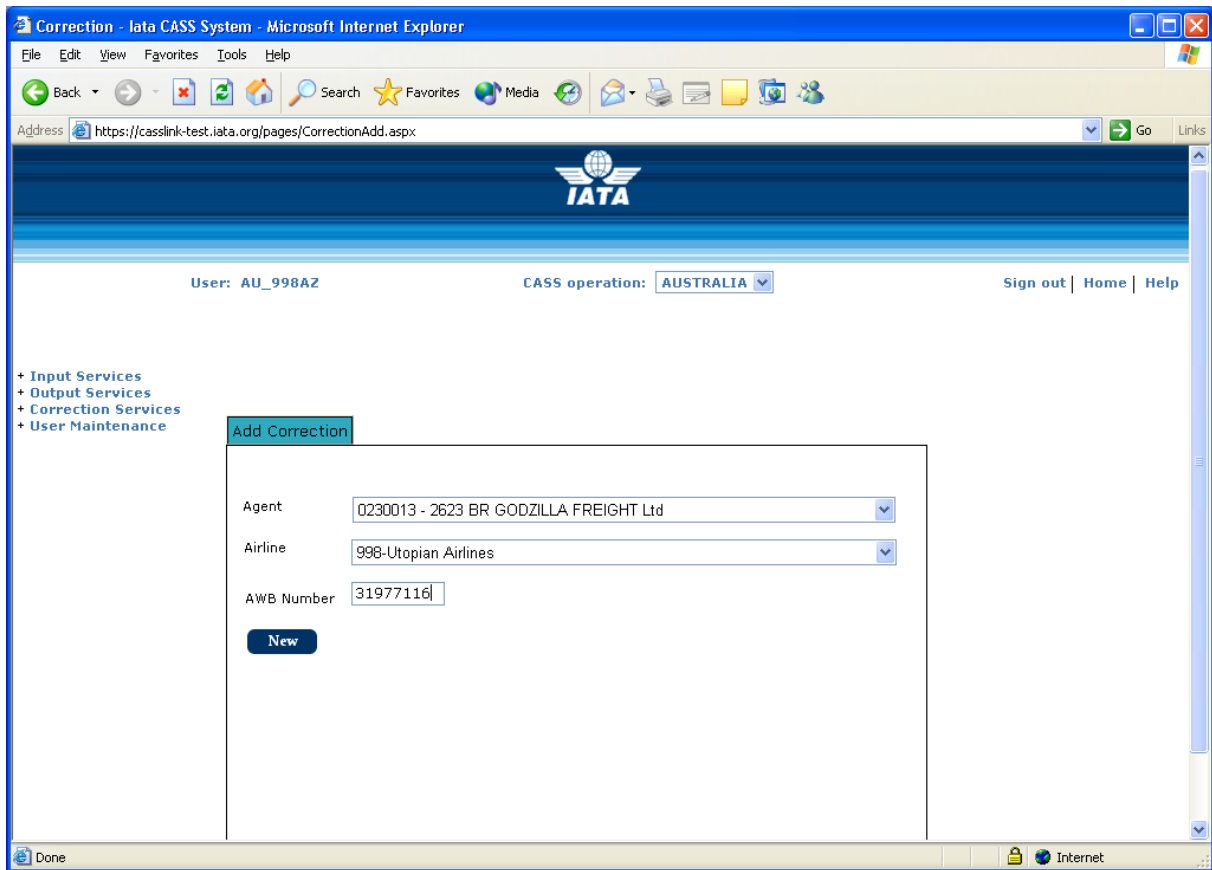


### 4.1 Add Correction

In CASSLink there is the facility for both Airlines and Agents to “Add” an Online Correction for an AWB. This function is only available if the Airline allows Online Corrections to be made.

Procedure:

- Go to Menu - Correction Services;
- Select Add Correction.
- Select the Agent code from the drop-down list;
- Select the Airline from the drop-down list;
- Enter the AWB Serial number;
- Click the “New” button.



The details of the Air Waybill as billed in CASSLink will automatically be displayed on the electronic CCA in the Original/Incorrect sections (right-hand side). Note that the Original/Incorrect amounts are always shown as a “-“ or credit to the Agent.

The Revised/Correct details must be entered correctly before the correction will be accepted by CASSLink:

- Weight
- Weight & Valuation Charges
- Commission & Incentive
- Charges Due Agent (Collect only)
- Charges Due Airline
- Reason for Correction

Correction - Iata CASS System - Microsoft Internet Explorer

Address: https://casslink-test.iata.org/pages/correctionform.aspx?AirlineId=9198&AgentId=56854&AWBNumber=31977116

Buttons: New, Save, Back

Navigation: + Input Services, + Output Services, + Correction Services, + User Maintenance

**Correction Form**

Status:  Number:

Agent's code:  Airline's Code:

AWB No.:  Origin:  Destination:  Date of AWB Issue:

Air Waybill weight and/or charges have been corrected/added as follows:

Weight Unit	Revised/Corrected Weight	Original/Incorrect Weight
<input checked="" type="radio"/> Kilo <input type="radio"/> Pound	<input type="text" value="650.00"/>	<input type="text" value="555.00"/>

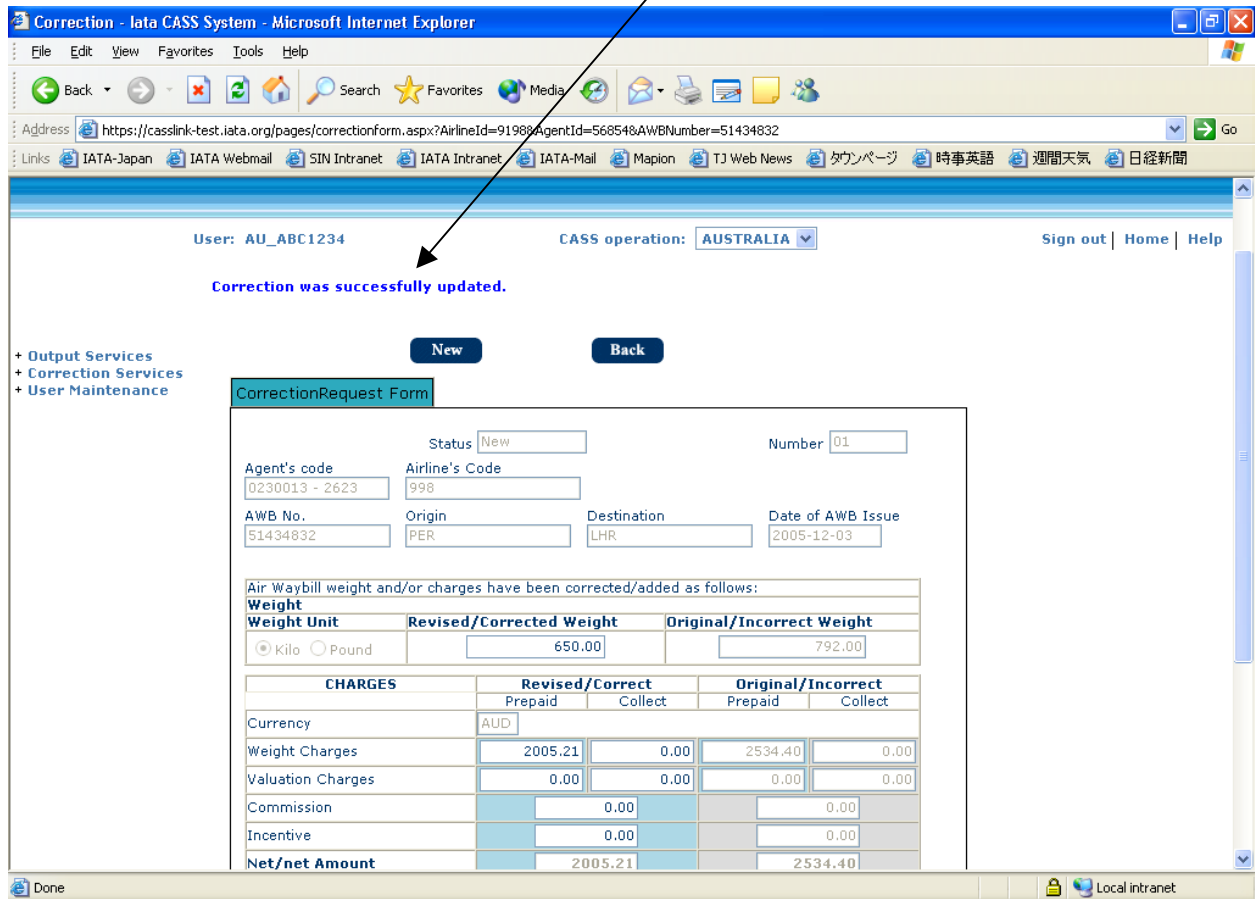
CHARGES	Revised/Correct		Original/Incorrect	
	Prepaid	Collect	Prepaid	Collect
Currency	<input type="text" value="AUD"/>			
Weight Charges	<input type="text" value="2850.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2003.55"/>	<input type="text" value="0.00"/>
Valuation Charges	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Commission	<input type="text" value="142.50"/>		<input type="text" value="0.00"/>	
Incentive	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>	
<b>Net/net Amount</b>	<input type="text" value="2707.50"/>		<input type="text" value="2003.55"/>	
Total Other Charges Due Agent	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Other Charges Due Airline	<input type="text" value="350.00"/>	<input type="text" value="0.00"/>	<input type="text" value="350.00"/>	<input type="text" value="0.00"/>
<b>Total payable to airline ex. VAT</b>	<input type="text" value="3057.50"/>		<input type="text" value="2353.55-"/>	
VAT/TAX	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text" value="0.00"/>
Reason for Correction	<input type="text" value="Incorrect weight on lodged freight docs"/>			
Reason for rejection (optional)	<input type="text"/>			

Buttons: Done, Internet

After entering all the “Revised” details, click the **Calculate** button to view the revised and check the value owed to or from the Agent.

When the entry is correct, click “Save” button at top of screen. If an error is made when entering the correction, click on the BACK button at the top of the correction form and start the correction again.

After clicking “Save”, the message: “Correction was successfully updated. “ will show at the top of the screen.



Where an Agent has submitted the online correction, the correction must be “Accepted, Rejected, Acknowledged or Airline Handled” by the Airline on which the Correction has been requested. **Agents cannot “Accept” their own correction.** Only the Airline may action an online correction. An Agent may only “request” or Add a correction, but the responsibility for the acceptance or rejection of all online corrections lies entirely with the Airline concerned.

## Sample Airline Correction page

Correction - Iata CASS System - Microsoft Internet Explorer

Address: <https://casslink-test.iata.org/pages/correctionform.aspx?CorrId=300396>

Accept Reject Acknowledge Airline Handled Back

+ Input Services  
+ Output Services  
+ Correction Services  
+ User Maintenance

**Correction Form**

Status: Pending Number: 01

Agent's code: 0230013 - 2623 Airline's Code: 998

AWB No.: 56644582 Origin: MEL Destination: LHR Date of AWB Issue: 2005-12-09

Air Waybill weight and/or charges have been corrected/added as follows:

Weight Unit	Revised/Corrected Weight		Original/Incorrect Weight	
	Prepaid	Collect	Prepaid	Collect
<input checked="" type="radio"/> Kilo <input type="radio"/> Pound	60.00		45.00	

CHARGES	Revised/Correct		Original/Incorrect	
	Prepaid	Collect	Prepaid	Collect
Currency	AUD			
Weight Charges	450.00	0.00	268.75	0.00
Valuation Charges	0.00	0.00	0.00	0.00
Commission		22.50		0.00
Incentive		0.00		0.00
<b>Net/net Amount</b>		<b>427.50</b>		<b>268.75</b>
Total Other Charges Due Agent	0.00	0.00	0.00	0.00
Total Other Charges Due Airline	55.55	0.00	27.00	0.00
<b>Total payable to airline ex. VAT</b>	<b>483.05</b>		<b>295.75-</b>	
VAT/TAX				0.00
Reason for Correction				
Reason for rejection (optional)				

Done Internet

Note: any corrections entered by Airlines will automatically be approved and processed in the next Billing Period, either in a "Correction Period" or scheduled Billing/Remittance Period.

## 4.2 View Corrections

To view all Corrections entered, or to check their status, go to View Corrections.

The screenshot shows the 'Correction - Iata CASS System' interface in Microsoft Internet Explorer. The user is logged in as 'AU\_ABC1234' and the CASS operation is set to 'AUSTRALIA'. The search options include radio buttons for 'Show Pending / Acknowledged', 'Show Airline Handled', and 'Show All' (which is selected). There is also a checked checkbox for 'Only show online-corrections'. Below the search options are dropdown menus for 'Select an Agent' and 'Select an Airline', and a 'Search' button.

The table below is titled 'Correction - Overview' and contains the following data:

Agent	Airline	AWBNumber	Status	X	Number	
0230013 - 2623	998	56319815	Pending	<input type="checkbox"/>	01	<a href="#">Show</a>
0230013 - 2623	998	56296984	Accepted	<input type="checkbox"/>	01	<a href="#">Show</a>
0230013 - 2623	998	31977116	Accepted	<input type="checkbox"/>	C99801	<a href="#">Show</a>
0230013 - 2623	998	31977116	Pending	<input type="checkbox"/>	C99802	<a href="#">Show</a>
0230013 - 2623	998	51434832	Rejected	<input type="checkbox"/>	01	<a href="#">Show</a>
0230013 - 2623	998	3070826	Accepted	<input type="checkbox"/>	01	<a href="#">Show</a>
0230013 - 2623	998	56644582	Pending	<input type="checkbox"/>	01	<a href="#">Show</a>

The table has a total of 1 row displayed.

By selecting the “Show All” button, all Corrections will be displayed. In the example above, there is a further filter by electing to display only “on-line corrections”, thereby eliminating other correction processed by the Airlines in the form of DCM’s or CCA’s.

If further details are required about the Correction, click on the “Show” box. This will open the Correction document as entered by the Agent. This may be relevant when a Correction has been “Rejected” by the Airline.

The Correction Status may be:

- Accepted: Airline has accepted the correction request
- Rejected: Airline has rejected the correction request
- Acknowledged: Airline has viewed the correction, but will action later as either Accept, Reject or Airline Handled.
- Airline Handled: Airline has accepted correction request, but will be handled via the CASS billing files (usually CCA or DCM).

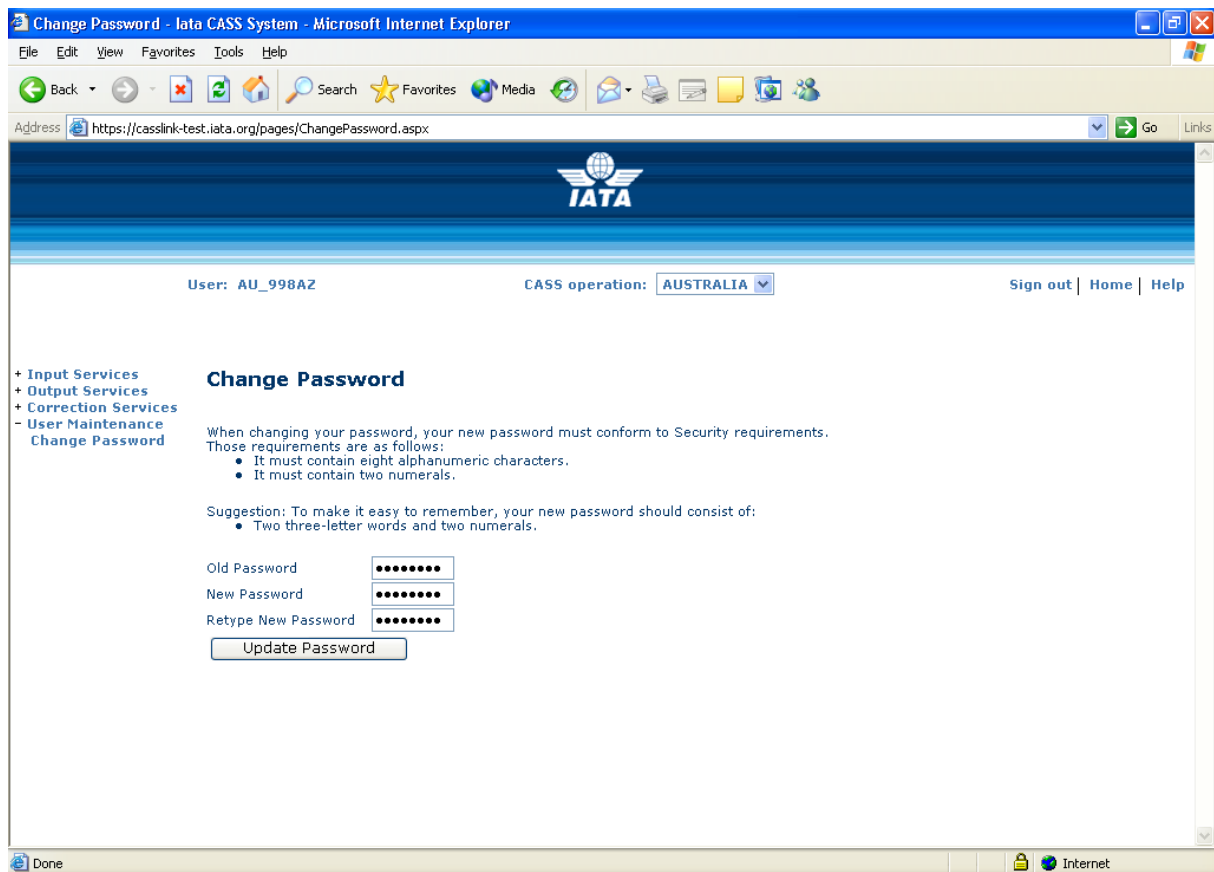
## 5. User Maintenance

### 5.1 Change Password

It is recommended that when Airlines Sign-in to CASSLink for the first time that they change their password.

Procedure:

- Go to User Maintenance Menu;
- Select Change Password;
- Enter the “Old” password, then enter a new password twice. The new password must contain eight (8) alpha/numeric characters, with the password to contain at least 2 numeric characters.
- Click the “Update Password” button



The screenshot shows a web browser window titled "Change Password - IATA CASS System - Microsoft Internet Explorer". The address bar displays "https://casslink-test.iata.org/pages/ChangePassword.aspx". The page features the IATA logo at the top center. Below the logo, the user is identified as "User: AU\_998AZ" and the "CASS operation" is set to "AUSTRALIA". Navigation links for "Sign out", "Home", and "Help" are visible in the top right. On the left side, a sidebar menu includes "Input Services", "Output Services", "Correction Services", and "User Maintenance", with "Change Password" selected under "User Maintenance". The main content area is titled "Change Password" and contains the following text: "When changing your password, your new password must conform to Security requirements. Those requirements are as follows:" followed by a bulleted list: "It must contain eight alphanumeric characters." and "It must contain two numerals." Below this, a suggestion is provided: "Suggestion: To make it easy to remember, your new password should consist of:" followed by a bulleted list: "Two three-letter words and two numerals." The form includes three input fields: "Old Password", "New Password", and "Retype New Password", each with a masked password field (represented by dots). An "Update Password" button is located at the bottom of the form.

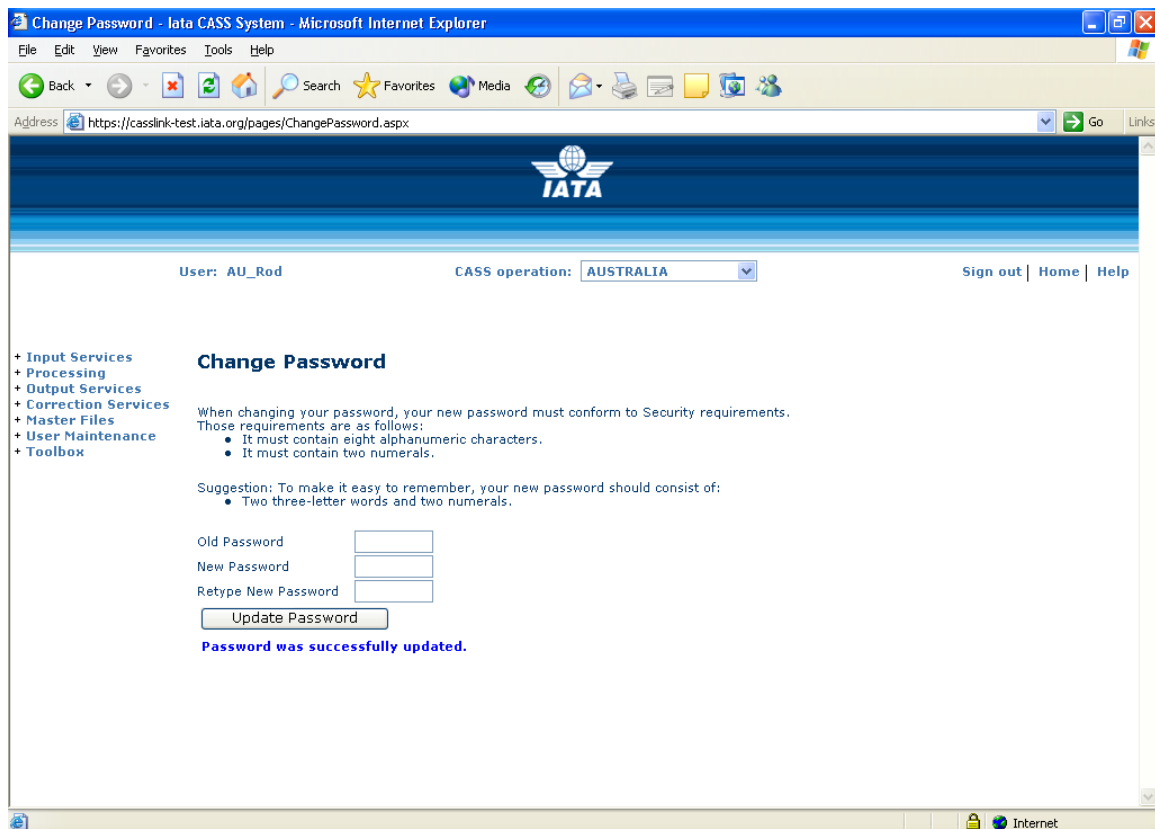
If the User has failed to enter the Password in the correct format, or entered the Password incorrectly, one of the following error messages may be displayed:

- ◆ **The new Password and the Retyped New password are not identically.**
- ◆ **The new password does not conform to Security requirements. (means that the new password does not contain eight (8) characters or at least 2 numeric characters)**

When the new password has been correctly entered, the message –

**Password was successfully updated**

will be displayed.



Where an Airline is a member of CASS and CASSLink in another country, that Airline can gain access to that operation from their Head Office Username. For Example,

Qantas in Sydney can view CASSLink operations and reports for its operations in NZ, AU, JP, UK etc.

Global access depends on which entity is the CASS Participant.

- Where the Airline is the participant in the CASS, access will be granted automatically.
- Where the Airline is a participant in the CASS via a GSA and the GSA paid a joining fee they become the CASS participant. The carrier completes a form authorizing us to accept its documents submitted by the GSA for billing. In this case CASS would need instruction from the GSA regarding who gets copies of outputs and where settlement payments should be made.
- If the carrier joined CASS but their appointed GSA is the party submitting the data on their behalf, the carrier is the CASS participant and access to CASSLink will be granted to both parties.

For access to CASSLink countries other than the Head Office, contact your CASS Manager.

## 6. Glossary of Terms

Agent	IATA Accredited Cargo Agent (Freight Forwarder)
AWB	Air Waybill - the document made out by or on behalf of the shipper which evidences the contract between the shipper and carrier(s) for carriage of goods over routes of the carrier(s).
Billing Period	<p>There are twenty-four (24) Billing Periods each calendar year ie. two (2) per month.</p> <p>These are: 1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> to last day of month (28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> 31<sup>st</sup>)</p>
CASS	Cargo Accounts Settlement System
CASS Associate	Freight Forwarder sponsored by a CASS Airline to join the CASS program
CASSLink	Global processing system used by IATA for processing Airline billing documents.
CCA	Cargo Charges Correction Advice means the document used for the notification of changes to the transportation charges and/or to other charges and/or the method of payment.
Charges Collect	Equivalent to the term 'freight collect' or 'charges forward', means the charges entered on the Air Waybill for collection from the consignee.
Correction document	See CCA or DCM

Correction Period	An additional Billing Period used to correct documents in the initial Billing production.
DCM	Debit Credit Memo – used to amend Net/Net sales
Remittance	Payment by Agents to CASS for payment of CASS Billing of AWB's, CCA's & DCM's
Reporting Timetable	Timetable of events usually published by CASS before the start of a new year to identify key dates for report production, Agent remittance and Airline settlement.
Settlement	Amounts owed to Airlines by Agents through CASS
Upload	The processed used by Airlines to enter electronic billing files into CASSLink each Billing Period
Username	Log-in identification to access CASSLink

# Appendix 1

## CASSLink Technical Update – Number: 01-2005

Dear Customers

Please take note of the following information that will help with the transition from the CASS Stand-alone system to CASSLink.

### 001 CCA's and DCM's

CCA's and DCM's that correct a \$ value already billed to an agent MUST contain weights, PrePaid or Collect weight charges and totals on both the Original (CCO/DCO) and Revised (CCR/DCR) records. That is of course unless the Airline is giving the Agent a 100% refund, where the CCR/DCR records will be \$0.00.

Remember, the CCO/DCO record should always reverse the amount billed to the Agent back to \$0. The CCR/DCR will bill the Agent the required amount.

If there are no weights or weight charges, CASSLink will reject the record with \$0 or 0.0k, resulting in an unintended 100% refund.

For DCM's the Airline may include a Net/Net Sales amount, thereby introducing a Net/Net Value to an AWB.

See example of DCM Capture below:

```
CS10.1D * C A S S * DATE: 05/02/07
          * DCM - DEBET/CREDIT MEMO * CSF10004-001
COUNTRY-CODE: AU
DCM NUMBER: (998) - D12345
AWB NUMBER: (998) - 12345642 AGENT: 02-3 9999/9991
                               UNKNOWN
AIRPORT OF DEPT.: SYD AIRPORT OF DEST.: ZAN AWB ISSUE DATE: 15-JAN-05
                SYDNEY NS AGHIOS NICOLAOS
GROSS WEIGHT === REVISED/CORRECTED == === ORIGINAL/INCORRECT ===
KGS/LBS: K WEIGHT : 1000.0 1000.0
CHARGES === REVISED/CORRECTED == === ORIGINAL/INCORRECT ===
CURRENCY: AUD PREPAID COLLECT PREPAID COLLECT
WEIGHT CHARGE : 3000.000 0.000 3000.000 0.000
VALUATION CHARGE 0.000 0.000 0.000 0.000
TOT. OTH. CHARGES/AGENT: 0.000 0.000 0.000 0.000
TOT. OTH. CHARGES/AIRL.: 50.000 0.000 50.000 0.000
TOTAL : 3050.000 0.000 3050.000 0.000
DISCOUNT : 0.000 0.000
NET/NET SALES : 1500.000 0.000
COMMISSION : N Y
VAT INDICATOR : N N
NEXT SCREEN : D 1550.000 2900.000-
```

The values actioned by the DCM are: credit \$2900.00 and debit \$1550.00.

The total amount paid by the Agent for the shipment is \$1500.00 + \$50.00. Please also note that in the above example, Commission was reversed on the “Original/Incorrect” charges as per the original billing. It is recommended that the “Original” charges must reverse the charge on the AWB back to \$0.00.

## **002 CASS Data Capture Software**

Be aware that a number of Airlines have experienced billing problems using this data capture software provided by CASS.

After producing the billing file for transmission to CASS for loading, peruse the file and ensure that the amounts represented in the data file match the values expected. Also, advise CASS what the correct document total and Hash value of the file is, so that CASS staff can verify the correct values and number of documents that have been captured.

The PrePaid Weight Charge value can be found in locations 56 to 67, eg.

AWM 0230013262399842889770 SYDR GRU0501100001920KAUD000000**133440**

Equals \$1334.40 for the AWB prepaid weight charge.