We’ve made creating electronic air waybills (eAWB) simple with our new online tool. Follow these simple steps to create your eAWBs and house AWBs (HAWB) from aacargo.com.

Let’s get started!

Step 1

1. Log in to aacargo.com

Step 2

From the home page, select the Booking tab.
Step 3

1. If any of your bookings are missing the eAWB (either from a received valid FWB message or via the aacargo.com freight portal), the system will flag this for you in the booking dashboard.

2. Simply find your booking and then select the eAWB link.

Step 4

Click Create eAWB button.
Step 5

1. Review your booking information to check for accuracy. If you need to make corrections, go back to the booking dashboard and click View, then Edit.

2. eAWB specific handling code: Select EAP or EAW.

3. If this is an EU shipment, the Customs origin code box will need to be completed. Choose the customs origin code from the drop-down menu which best applies to your shipment.

4. Declarations: Enter information about the value of the shipment.

5. The three boxes under Optional information are not mandatory. Complete only if you have additional information that you want us to know.

   Please note that any booking-specific requests may not be honored if they require special handling of the shipment, and pricing may not be reflected in the estimate. To make specific handling requests go to the booking page and edit the special handling code or additional information portion of the booking.

6. Optional: Select “add new customs information” and another pop-up window will open. Add a country code, information identifier, and customs identifier. Additional brief descriptions can also be added here.

7. Agree to Terms and Conditions.

8. Click the blue button to save your eAWB.

9. Once you click on Save eAWB, the next screen gives you an option to create your HAWBs for consolidated shipments.
Step 6

1. Enter your company’s HAWB reference number. This box does not accept special characters, just letters and numbers. This field is for your own internal reference.

2. Below the HAWB box, you’ll see a brief summary of the shipment. The AWB number will come first—this is the number you created in the eAWB screen.

3. You’ll also see at-a-glance information about origin, destination, flight number, date, times, and the service level of AA Cargo you’re using, plus any handling codes.

4. Enter Shipper and Consignee information. Mandatory boxes have a red asterisk next to them.

5. Indicate which commodities from your shipment belong to this HAWB. You may select multiple commodities to attach to the HAWB by selecting “Add shipment” for each.

6. Enter the value of the goods.

7. Just as in the AWB screens, you have the opportunity to add optional information, if needed.

Please note that any booking-specific requests may not be honored if they require special handling of the shipment, and pricing may not be reflected in the estimate. To make specific handling requests go to the booking page and edit the special handling code or additional information portion of the booking.

8. Optional: Select “add new customs information” and another pop-up window will open. Add a country code, information identifier, and customs identifier. Additional brief descriptions can also be added here.
Step 7

1. When finished, click the “Save HAWB” blue button.

   **Note:** You can create your eAWB from two different starting points.

   You’ll be given the option to create your eAWB after each booking from this confirmation screen. Just click the eAWB button and then follow Steps 3–8 above.

Step 8

**Keep up with everything, all in one place**

Once you’ve finished your booking, you can find all of your reservations in the Booking dashboard.