

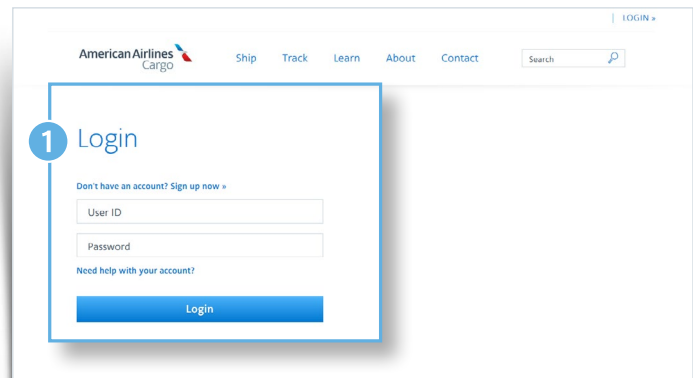
# eFreight Guide

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](http://aacargo.com).

## Let's get started!

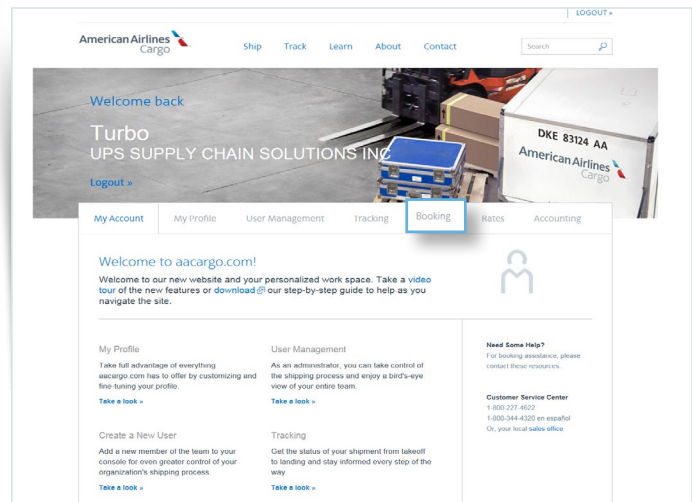
### Step 1

- 1 Log in to [aacargo.com](http://aacargo.com)



### Step 2

From the home page, select the [Booking](#) tab.



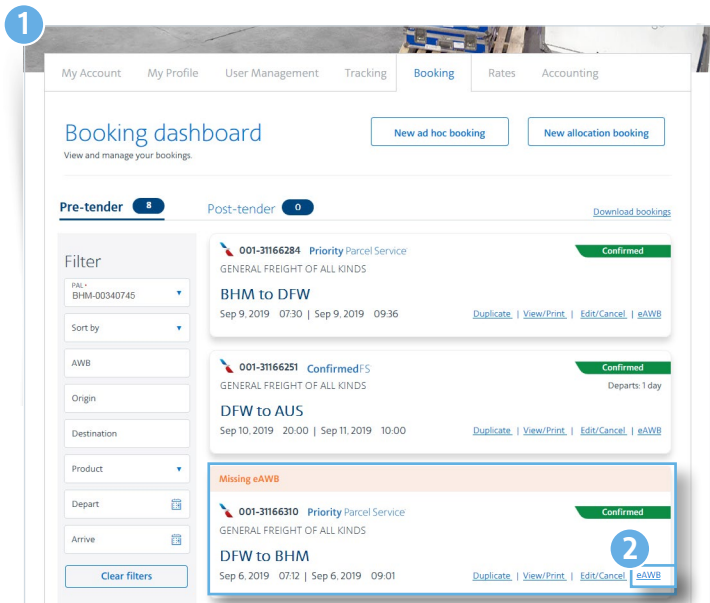
# eFreight Guide

## 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.

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### Create eAWB

eAWB ID: 001 - 40109102

Flight 1 of 1	Origin	Destination	Flight	Date	Departs	Arrives	Weight
DFW	CDG	AA1234	Jul 13th, 2019	13:45	16:23	400 lb	

Product: [Confirmed FS](#)

Handling code: [AAA BB](#)

Shipper: [Rick Sanchez](#)

Consignee: [Morty Smith](#)

Agent: [N/A](#)

#### Rate details

View details, make changes and more in the [booking summary](#).

Type of Payment: [PP - Pre-paid](#)

Your shipping total

13,123.09 USD

Estimated costs and fees are subject to change.

#### General Cargo

Shipment type	Number of	Weight	Dimensions
Bulk	1 Piece	1 lb	L 10 in X W 10 in X H 10 in

2

### eAWB specific handling code

Will you be providing a pouch at time of tender?

☐ EAP - e-AWB shipment with accompanying documents or pouch  
☐ EAW - e-AWB shipment without accompanying documents and without pouch

3

Customs origin code \*

4

### Declarations

Please provide any applicable declared values for your shipment.

Carriage	<input checked="" type="radio"/> NVD - No value declared <input type="radio"/> Declare value	<div>Declare value *</div> <div></div>	USD
Customs	<input type="radio"/> NCV - No customs declared <input type="radio"/> Declare value	<div>Declare value *</div> <div></div>	USD
Insurance	<input type="radio"/> XXX - No insurance <input type="radio"/> Declare value	<div>Declare value *</div> <div></div>	USD

5

### Optional information

#### Other service information

Remaining characters 195

#### Special service request

Remaining characters 195

#### Accounting information

Type	Description
No information has been entered	

Add new accounting information

6

### Other customs information

Country	Info code	Customs	Supplemental information
No information has been entered			

Add new customs information

7

### Terms and Conditions

I acknowledge and agree that by my submission of the master air waybill through this screen, I am expressly agreeing to the eAWB terms and conditions.

☐ I have read and agreed to the eAWB [Terms and Conditions](#)

8

Cancel

Save eAWB

3

American Airlines, Inc. All rights reserved.  
Questions? Contact us at [aacargo.helpdesk@aa.com](mailto:aacargo.helpdesk@aa.com) or call our Help Desk at 800.334.5299.

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Cargo

## 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.

[Go back](#)

### Create HAWB

Enter HAWB number

eAWB ID: 001 - 40109102

Flight 1 of 1

Origin	Destination	Flight	Date	Departs	Arrives	Weight
DFW	CDG	AA1234	Jul 13th, 2019	19:45	16:23	400 lb

Product: Confirmed FS
Handling code: AAA BB
Shipper: Rick Sanchez
Consignee: Marty Smith
Agent: N/A

#### Participant information

Shipper

Shipper IRL  
5168094993

Consignee Name  
Eric Richardson

Shipper address line 1  
2222 Aaron Carter Blvd.

Shipper address line 2

City

State  
TX

Country

Zip

Phone

Email

Consignee

Shipper IRL  
5168094993

Consignee Name  
Eric Richardson

Consignee address line 1  
2222 Aaron Carter Blvd.

Consignee address line 2

City

State  
TX

Country

Zip

Phone

Email

#### Shipments

Shipment 1

Commodity

Pieces

Weight/kg

Add shipment

#### Declarations

Please provide any applicable declared values for your shipment

Carriage

☒ NVD - No value declared

☐ Declare value

USD

Customs

☐ NCV - No customs declared

☐ Declare value

USD

Insurance

☐ XXX - No insurance

☐ Declare value

USD

#### Optional information

Other service information

Remaining characters 195

Special service request

Remaining characters 195

Accounting information

Type

Description

No information has been entered

Add new accounting information

Other customs information

Country

Info code

Customs

Supplemental information

No information has been entered

Add new customs information

Cancel

Save HAWB

## 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](#).