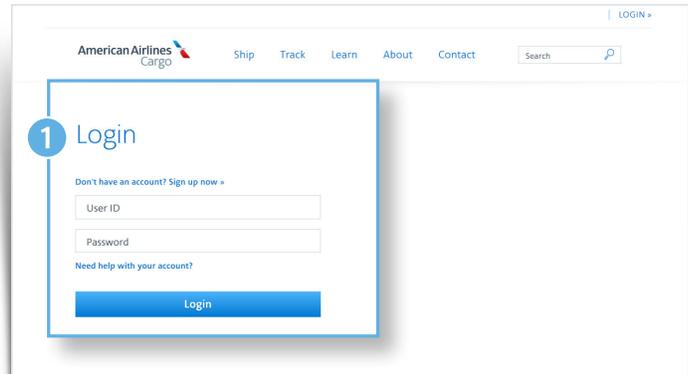


# eFreight Guide

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). You can create your eAWB from two different starting points. You'll be given the option to create your eAWB after each booking from the confirmation screen. Just click the eAWB button and then follow Steps 3-8.

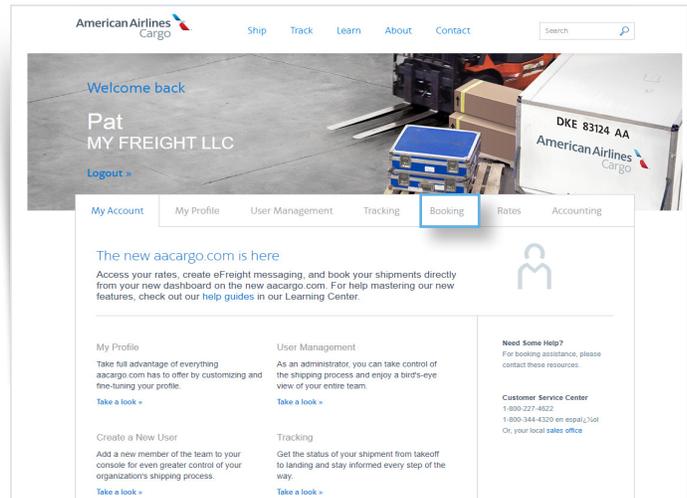
## Step 1

- 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 Option A: Simply find your booking and then select the eAWB link.  
Option B: Select [View/Print](#) and then click the Create eAWB button.

The screenshot shows the 'Booking dashboard' with a navigation bar at the top containing 'My Account', 'My Profile', 'User Management', 'Tracking', 'Booking', 'Rates', and 'Accounting'. Below the navigation bar are buttons for 'New ad hoc booking' and 'New allotment booking'. The dashboard is divided into 'Pre-tender' (2) and 'Post-tender' (0) sections. A 'Download bookings' link is also present. Two booking cards are displayed. The first card, for '001-71418266 ExpediteFS', is marked 'Confirmed' and has an 'eAWB' link. The second card, for '001-71417791 Priority Parcel Service', is marked 'Missing eAWB' and has a red circle with the number '2' around the 'eAWB' button.

## Step 4

- 1 Fill in the Shipper and Consignee information.  
Shipper and Consignee information must be provided before an eAWB can be completed.

The form has a title 'We need a little more information for eAWB' and a sub-header 'Please fill in all shipper/consignee fields that are indicated as required.' It is divided into two sections: 'Shipper' and 'Consignee'. Each section contains several input fields for name, address, city, country, state, zip/postal code, phone, and email.

Shipper			
PAL	Name	Address 1	Address 2
00232000	MY FREIGHT LLC	1901 W AIRFIELD DR	
City	Country	State	Zip/Postal Code
DFW AIRPORT	US	TX	75261
Phone	Email		
972-947-1400	frank@myfreight.com		
Consignee			
PAL	Name	Address 1	Address 2
	MY FREIGHT FRA	1234 Hauptstrasse	
City	Country	Zip/Postal Code	Phone
Frankfurt	DE	96977	858585858543
Email			
hilda@myfreight.com			

## 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 Enter [Customs Data](#): 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.

Enter the [Harmonized System Codes](#) to identify the type of goods in the shipment. These are required for shipments to or through the EU and other ICS2 participant countries.

Enter [Other Customs Information \(OCI\)](#), including [EORI numbers](#) for ICS2 shipments. 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.

- 3 eAWB specific handling code: Select [EAP](#) or [EAW](#).
- 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 Agree to [Terms and Conditions](#).
- 7 Click the blue button to save your [eAWB](#).

Once you click on Save [eAWB](#), the next screen gives you an option to create your [HAWBs](#) for consolidated shipments.

### 1 Create eAWB

eAWB ID: 001-71418266

FLIGHT 1 OF 1						
Origin	Destination	Flight	Date	Departs	Arrives	Total weight
DFW	CDG	AA0024	JUN 13, 2023	21:03	13:25	555 kg

Product: [Expedite FS](#) | Handling Code: [GEN BIG](#) | Shipper: [MY FREIGHT LLC](#) | Consignee: [Charl Consignee](#) | Agent: [MY FREIGHT LLC](#)

Rate details  
Rate details here are derived from the booking. To make a change, please view the [booking summary](#).

Type of Payment: **Pre-paid**

Your shipping total  
**\$10,348.65**  
Estimated costs and fees are subject to change.

### 2 Customs Data

Select the Customs Origin Code

Customs origin code - ▾

Harmonized System Codes  
Enter alphanumeric HS codes (6-18 characters), separated by commas, no spaces  
Failure to provide HS codes for shipments to or through ICS2 countries may result in refusal of the shipment. [Learn more](#) Ⓐ

Remaining characters: 2000

Enter Other Customs Information (OCI) - EORI number

Country	Info code	Customs	Supplemental information (i.e. EORI)
No information has been entered			

[Add new customs information](#)

### 3 eAWB specific handling code

Will you be providing a pouch at time of tender?

EAP - eAWB shipment with accompanying documents or pouch

EAW - eAWB shipment without accompanying documents and without pouch

### 4 Declarations

Please provide any applicable declared values for your shipment.

Carriage  NVD - No value declared  Declare Value  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 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](#).

Cancel 7 Save eAWB

## Step 6 (House Airway Bill Process)

- 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 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.
- 3 Enter **Shipper and Consignee** information. Mandatory boxes have a red asterisk next to them.
- 4 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.
- 5 Enter **Customs Data**: 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.

Enter the **Harmonized System Codes** to identify the type of goods in the shipment. These are required for shipments to or through the EU and other ICS2 participant countries.

Enter **Other Customs Information (OCI)**, including **EORI numbers** for ICS2 shipments. 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.

- 6 **Declarations**: Enter the value of the goods.

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.

- 7 In the AWB screens, you have the opportunity to add **optional information**, if needed.

**1** << Go Back

### Create HAWB

HAWB number:

**2** **FLIGHT 1 OF 1**

Origin	Destination	Flight	Date	Departs	Arrives
DFW	CDG	AA0024	JUN 13, 2023	21:03	13:25

Product: **Expedite**FS Handling Code: **GEN BIG EAP**

**3** **Participant information**  
This information is required before tender.

**Shipper**

PAL - 00232000	Name - MY FREIGHT LLC	Address 1 - 1901 W AIRFIELD DR	Address 2
City - DFWAIRPORT	Country - US	State - TX	Zip/Postal Code - 75261
Phone - 972-947-1400	Email - frank@myfreight.com		

**Consignee**

PAL	Name - MY FREIGHT FRA	Address 1 - 1234 Hauptstrasse	Address 2
City - Frankfurt	Country - DE	Zip/Postal Code - 96977	Phone - 858585858543
	Email - hika@myfreight.com		

**4** **Shipments**

Shipment 1

Commodity -	Pieces -	Weight (kg) -
-------------	----------	---------------

[Add shipment](#)

**5** **Customs Data**

Select the Customs Origin Code

Customs origin code -

**Harmonized System Codes**  
Enter alphanumeric HS codes (6-18 characters), separated by commas, no spaces  
*Failure to provide HS codes for shipments to or through ICS2 countries may result in refusal of the shipment. [Learn more @](#)*

Remaining characters 3000

Enter Other Customs Information (OCI) - EORI number

Country	Info code	Customs	Supplemental information (i.e. EORI)
No information has been entered			

[Add new customs information](#)

**6** **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

**7** **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 customs information](#)

[Save HAWB](#)

# eFreight Guide

## Step 7

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

The screenshot shows a form with two main sections: "Accounting information" and "Other customs information".

**Accounting information:** A table with columns "Type" and "Description". Below the table, it says "No information has been entered" and includes a link "Add new accounting information".

**Other customs information:** A table with columns "Country", "Info code", "Customs", and "Supplemental information". Below the table, it says "No information has been entered" and includes a link "Add new customs information".

At the bottom right, there are two buttons: "Cancel" and "Save HAWB". The "Save HAWB" button is highlighted with a red circle containing the number "1".

## 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](#).

The screenshot shows the "Booking dashboard" interface. At the top, there are navigation tabs: "My Account", "My Profile", "User Management", "Tracking", "Booking", "Rates", and "Accounting". The "Booking" tab is active.

Below the navigation, there are two buttons: "New ad hoc booking" and "New allotment booking".

The main content area is titled "Booking dashboard" and includes the subtext "View and manage your bookings".

There are two status indicators: "Pre-tender" with a count of 2 and "Post-tender" with a count of 0. A "Download bookings" link is also present.

On the left, there is a "Select PAL" dropdown menu showing "PAL: DFW-00232061". Below it is a "Filter" section with options for "Sort by", "AWB", "Origin", "Destination", "Product", "Depart", and "Arrive".

The main list of bookings shows two entries:

- 001-71418266 Expedite:** GENERAL FREIGHT OF ALL KINDS; DFW to CDG; Jun 13, 2023 21:03 | Jun 14, 2023 13:25. Status: Confirmed. Depart: 7 days. Actions: Duplicate, View/Print, Edit/Cancel, eAWB, Document(s).
- 001-7117791 Priority Parcel Service:** GENERAL FREIGHT OF ALL KINDS; DFW to MIA; Jun 6, 2023 08:35 | Jun 6, 2023 12:40. Status: Confirmed. Actions: Duplicate, View/Print, Edit/Cancel, eAWB, Document(s).

At the bottom, it says "Showing 1 - 2 of 2 results".