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. 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

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. Option A: Simply find your booking and then select the eAWB link.

   Option B: Select View/Print and then click the Create 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.
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.

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.

5. Agree to Terms and Conditions.

6. 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.
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.
Step 7

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

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.