

Best Practice 0011

**Title : Advance Cargo Information to US CBP**

Resolved in :

CLG/186/21JUL04

Background :

To comply with the mandatory requirements of Advance Electronic Presentation of Cargo Information – Air from US Customs and the Cross Border Protection (CBP).

Resolved that :

1. The roles and responsibilities of airlines and cargo agents are classified:
  - a. The airlines
    - Submit the accurate and complete MAWB data stated in the rule to AAMS at 4 hours prior the arrival at the first US Port.
    - Submit the accurate and complete HAWB data stated in the rule to AAMS at 4 hours prior the arrival at the first US port unless another party specified in the rule selects to present the information direct to CBP
    - Conduct reasonable verification of cargo information prior submission to AAMS, including HAWB data.
  - b. The Cargo agents at the agreed cut off time
    - Submit to the airline, electronically, the required HAWB data stated in the rule.
    - Submit to the airline, in paper form, the HAWB summary providing the required HAWB data stated in the rule for the purpose of verification and fall-back.
    - Submit to the airline, in paper form, the loading information by unit at HAWB level for shipment built by the cargo agent for the purpose of split shipment handling.
2. Verification conducted by airline
  - Match the hand copy against the electronic copy.

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- Adopt a common sense approach based on the guidelines provided by CBP including those examples of acceptable and unacceptable goods description. It is noticed that shipper/consignee address has to be detailed enough to enable one to contact the shipper or consignee listed and that goods description can adequately identify the content of the goods.
- Confirm the required MAWB and HAWB data are ready in the electronic file.
- Confirm the accuracy and completeness of required MAWB and HAWB data in the electronic file.

3. The data accuracy

- Airline is held liable for the data submitted although the HAWB data is provided by the cargo agent.
- At this time, there is no better way to guarantee the data accuracy except that airline has to verify the data prior submission.
- Today, there is no “final version” of FWB and FHL. Therefore airline can only assume the hard copy of house manifest is the final version of HAWB data submitted.

4. How to handle in case of discrepancy

- Lack of electronic copy  
Based on the hard copy provided by the cargo agent, make the entry on behalf of the cargo agent, at a fee.
- Electronic copy not match the hard copy.  
Based on the hard copy provided by the cargo agent, make the correction on behalf of the cargo agent, at a fee.
- Incomplete data  
Call the cargo agent to verify, cargo agent confirms by writing, make the correction, as required, on behalf of the cargo agent, at a fee.

Expiry : Indefinite