



# **Lufthansa Cargo**

## **eAWB Data Capture User Manual**

---

**Next Generation Data Capturing**

**v1.2**

FRA F/HG-DE 'eFreight Global Rollout'

# Content

1. Introduction.....	3
1.1 eAWB Data Capture in eServices.....	3
1.2 Requirements [waiting for response from IBS].....	4
2. Capture and list AWBs.....	5
2.1 Getting Started .....	5
2.2 How to capture a new AWB.....	6
2.3 How to list/edit an existing AWB.....	22
2.4 Extras .....	22
3. Capture and list HAWBs .....	24
3.1 How to capture a HAWB.....	24
3.2 How to list/edit an existing HAWB.....	24
4. Additional Functions.....	25
4.1 Templates and Preferred Business Partners.....	25
4.2 Printing Functions.....	27

# 1. Introduction

## 1.1 eAWB Data Capture in eServices

eAWB Data Capture provides numerous features to Lufthansa Cargo eServices users such as:

- Capture AWB and HAWB data
- Print of AWB, HAWB and Manifest documents
- Print of Consignment Security Declaration document
- Print of AWB Label and Cargo Pouch Label
- Upload of document attachments to a AWB or HAWB

All these options can be accessed from the Shipment Tab, Summary Tab or several tabs.

In order to fulfil IATA regulations as well as LH Cargo's specific requirements, data entries are validated based on IATA Resolution 600a – AWB Completion instructions, considering some LH Cargo restrictions. When the customer has entered the data, he can transmit the AWB/HAWB to LH Cargo by clicking the 'Save' button on the 'Summary' tab. In case of errors detected when validating the captured data the related data elements are marked in red and the error reason is displayed below. If the data entry is correct and complete, the AWB/HAWB is submitted to LH Cargo.

In addition to the AWB/HAWB data transmission option, the user has the option to print the AWB/HAWB data or create a PDF document. Additional printing functions have been added in the new capture application that will allow the user to print labels as well as consolidation manifests to complement already available printing options.

Users of LH Cargo eServices have the option entering contact data manually or store Preferred Business Partner templates for Shipper, Consignee and Notify Address Details.

This functionality accelerates the AWB/HAWB data capture process and prevents manual data entry errors. The customer data will be stored user based in a central database and can be maintained by the user anytime.

Users of eAWB Data Capture can also store AWB and/or HAWB templates. This function can be accessed by using the 'Save/Update template' button, available on all tabs on AWB and HAWB level.

eAWB Data Capture exchanges data using the secure protocol HTTPS, so all data transmitted is encrypted.

## 1.2 Requirements [waiting for response from IBS]

There are several conditions a customer has to meet in order to access the full range of features the improved LH CARGO online service provides:

**Browser:** It is mandatory to utilize one of the following browsers in order to access and use the range of Lufthansa Cargo eServices applications:

Microsoft Internet Explorer	
Google Chrome	
Mozilla Firefox	
Apple Safari	

### Printing:

- Doc printer
- AWB Label printer

Label Printing Requirements: For this feature to work, the label printer has to meet several criteria:

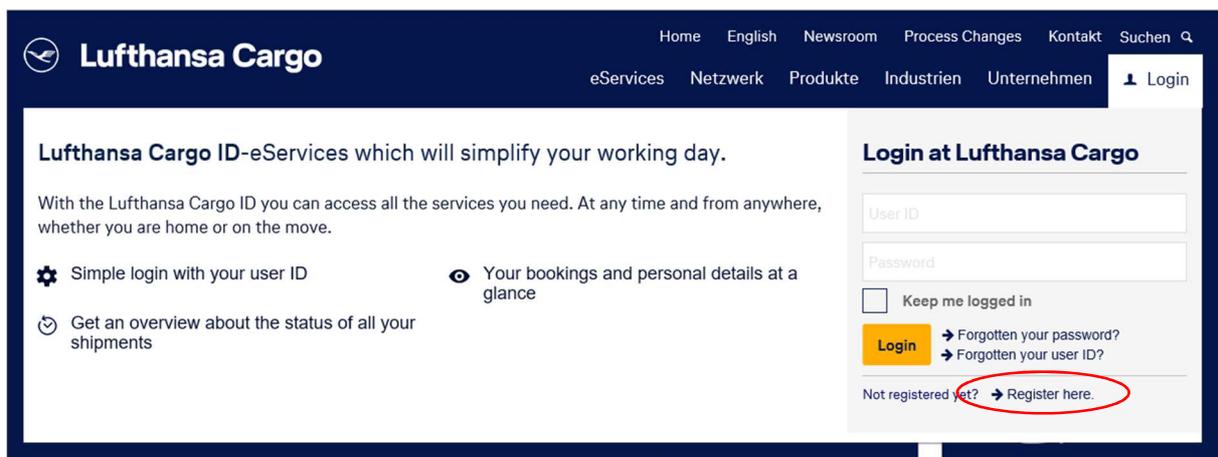
- The Capture app is designed for label printer that use finger print software. Therefore, this software is required for the customer printer.
- The information is sent to the printer using the ZPL format. The printer has to be able to work with this format.
- For the printing process to work it is required to allow downloading the used applet via the used browser.

## 2. Capture and list AWBs

The next pages demonstrate how to capture an AWB from scratch or based on already existing data. Additionally several advanced options and functions will be demonstrated that can be very useful for the user when capturing an AWB.

### 2.1 Getting Started

**Registration:** It is mandatory to be registered in **Lufthansa Cargo eServices** in order to use eAWB Data Capture, as well as any other LH Cargo eServices. The quick registration process can be performed on the LH Cargo [website](#) (see below). In order to register for LH Cargo eServices you need to open the login screen and continue by selecting '→ Register here'. You will be good to go within a few minutes.



**First Login:** When finished with the registration user has to log into Lufthansa Cargo eServices and thereafter access eAWB Data Capture by selecting the corresponding menu entry.



## 2.2 How to capture a new AWB

The opening screen when starting eAWB Data Capture is the 'Shipment' tab as seen below. There are two alternative ways of capturing an AWB using this application. Either by creating a completely new AWB from scratch or by completing already entered data from a booking. The following description covers the capture process from scratch.

The 'Shipment' tab (red = mandatory / green = optional / blue = navigation)

### eAWB Data Capture.

**eAWB Data Capture.**

AWB Number  
 020 **1\*/2\***  
New/List

HAWB Number  
  
+ Add HAWB

Search template

**20**  
View booking Info

Shipment
Participant
Rating
Security and screening Info
Additional Info
Summary **18**

Origin\* **3\***  
 FRA

Destination\*

Routing\* **4\***

Product **10**

SCI **12\***

Weight\* **9**

Volume

Commodity **6**

Shipment description\* **7\***

Pieces\* **8\***

Booking SCC **11**

Issued by **13**

Issued on 27 Nov 19

Issued at 15:5 FRA

eFreight

Type **14**

Requested flight
 

Flight 1

Flight 2

Dimension
 

Pcs	Length (cm)	Width (cm)	Height (cm) <b>16</b>	Weight (KG)	Volume (CBM)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ULD/Other storage units
 

Storage unit	ULD number	SLAC <b>17</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save/Update template

Reset

Next **19**

Page 6 of 29

## 'Shipment' tab - explanation

The following table explains each element of the shipment screen in detail and equals a step by step description on how to capture the 'Shipment' part of an AWB. **Red** objects are mandatory, **green** objects are optional and **blue** objects are used for navigation. Additionally mandatory objects will be marked with an "\*" and the application will warn you if something essential is missing.

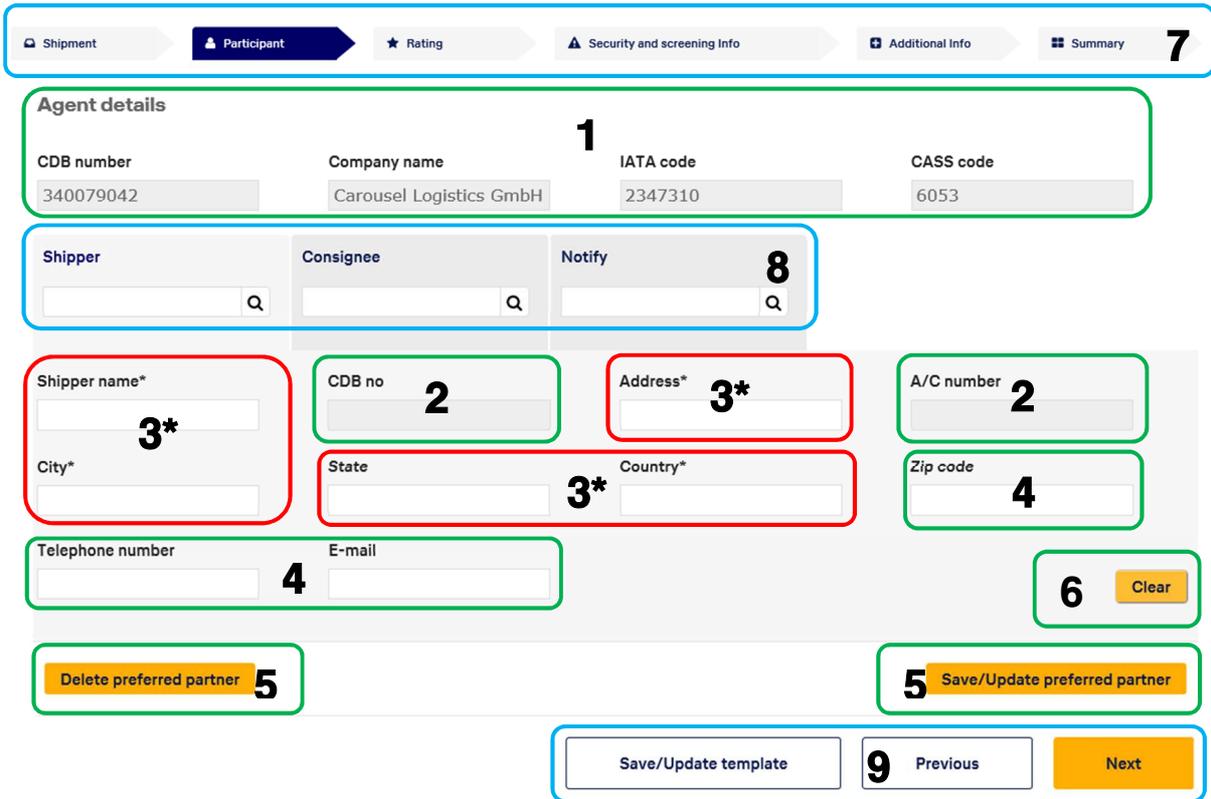
Indicator	Action	Explanation – 'Shipment' tab
1*	Enter AWB number	Enter an AWB-number from your stock and click "New/List". If the AWB is formally correct and valid, the system will return a confirmation message. <b>If data is available due to a booking or an already captured AWB, the corresponding fields will be filled automatically. Important: Save current changes before listing a new AWB.</b>
2*	Confirm AWB creation	By selecting "yes" you confirm that you want to capture a new AWB with the selected number. Now you are able to enter data into all other fields of the shipment tab. <b>If you already capturing an AWB, you have to confirm that you want to capture a new AWB and discard unsaved changes.</b>
3*	Enter origin and destination	Fill in origin and destination airport. The system accepts city and airport codes/names. If a default origin has been entered with the first login this station will be prelisted but can be changed nevertheless.
4*	Enter routing (1/2)	Mandatory part: At least one routing has to be entered with destination and carrier code. Equally to the origin field the system will autosuggest the routing field based on your entries.
5	Enter routing (2/2)	Optional: More routings with destination and carrier code may be entered.
6	Fill in commodity	If a booking exists for this shipment, the commodity will be synchronized from the booking engine and cannot be changed. If there is no data available, a commodity can be entered manually.
7*	Enter Shipment Description	Type in your shipment description/type.

Indicator	Action	Explanation – ‘Shipment’ tab
8*	Enter amount of pieces	Enter how many pieces your shipment consists of.
9	Fill in weight and volume	Enter weight and volume of your shipment. Units will be set accordingly to your default settings.
10	Choose the product type	If a confirmed/queued booking is available for the AWB, the system selects the chosen product code of the booking. Otherwise, you have the option to enter a code or a description and the autosuggestion will provide you a range of codes.
11	Fill in SCC fields	The system will automatically display the booking SCC information (if applicable) as a not editable field. Any way you can enter the SCC information into the designated field.
12*	Enter the SCI code	Select the SCI code from the dropdown menu.
13	Enter issuer data	Fill in your name/company as issuer, the current date and the origin, which will be pre-set accordingly to your default settings. Issuer fields may be edited.
14	Choose eFreight status	The system checks automatically whether you inherit the eAWB certificate. If this is the case, the eAWB check box will be enabled by default and you can choose the type (EAW/EAP). Nevertheless, it is still possible to disable the box or enable it if it didn't happen automatically.
15	Request a flight	You have the option to enter data for two requests. If a booking exists, the earliest possible flight based on the STD will be displayed. Even though this is not a mandatory step, the data for requested flights has to be complete.
16	Provide dimension details	Enter length, width, height, weight and the number of pieces. The system then proceeds to calculate and display the volume. All units of measurement are based on your default settings.
17	Enter ULD and other storage units	The default storage unit is 'ULD' and you can specify the ULD number in the designated field. You are free to choose a different storage type by setting the first

Indicator	Action	Explanation – ‘Shipment’ tab
		field on 'Other' which disables the ULD number field. In both cases, you have the option to add SLAC information. Additional storage units can be captured by clicking '+'. Entries have to be complete in order to be valid.
18	Navigation	The navigation bar shows all steps of the AWB capturing and helps you through all steps. You can also go back to already processed tabs and edit or delete data.
19	Navigation	Pressing 'Next' will let you continue with the next step of the capture process - the participant tab. Beforehand the system checks your submitted data for formal mistakes or missing data. If something is incorrect, the system will give you detailed feedback on the source of error and how to fix it. Alternatively, you may continue using the navigation bar.
20	View booking details	"View Booking Info" displays all booking details of the shipment (origin, destination, flight number, flight date, pieces, weight, volume and booking status). This option is only available when you have already listed and captured an AWB. Clicking the button opens a pop up that contains the data as seen above.

If all entries are correct and accepted by the system, the next tab will open. If you used the  'Next' button after finishing the 'Shipment' tab, you will be directed to the 'Participant' tab to proceed with your capture process. If you used the navigation bar to continue you will be directed to the tab you selected. For the explanation of the 'Participant' tab, please continue to the next page.

The 'Participant' tab (red = mandatory / green = optional / blue = navigation)



### 'Participant' tab - explanation

The following table explains each element of the 'Participant' screen in detail and equals a step by step description on how to capture the 'Participant' part of an AWB. Red objects are mandatory, green objects are optional and blue objects are used for navigation. Additionally mandatory objects will be marked with an "\*" and the application will warn you if something essential is missing.

Indicator	Action	Explanation – 'Participant' tab
1	Review agent details	Those fields will display your (the agents) details as they are currently saved in the LH Cargo online environment. They cannot be edited.
2	Review CDB and A/C number	If you used a stored template to enter the customer data the customers CDB and A/C number will be filled in automatically and can't be edited. Otherwise, the fields remain empty.
3*	Fill in shipper/consignee/notify details	Enter the respective name, city, address, state and country for each participant.

Indicator	Action	Explanation – ‘Participant’ tab
4	Additional participant details	Here you can enter additional information like a telephone number or e-mail address for communication. The zip code is usually optional as well, but there are certain destinations where it is mandatory.
5	Preferred Business Partners / Templates	With 'Save/Update preferred partner', you can store filled in data or update stored templates (→ <a href="#">chapter 4.1</a> ). <b>To transfer data of a stored template into your current shipment, search the preferred partner via the search field (your preferred partners are displayed at the top of the list and are marked with ★ or choose a template from the LH address book).</b>
6	Clear	Option to clear complete Shipper, Consignee or Notify Address Details
7	Navigation	Use the navigation bar to switch to different tabs of the capture process.
8	Navigation	With these three sub tabs you can switch between capturing data for the shipper, consignee or notify. Each tab has the same structure with the same capture fields. <del>Additionally you can search 'Preferred partners' to capture the information from a stored template (→ more information concerning preferred business partners can be found in <a href="#">chapter 4.1</a>).</del>
9	Navigation	Before you continue, make sure that you at least entered data for shipper and consignee. Notify data is optional but if you filled in something in the 'Notify' tab you need to complete the data. You can use 'Next' to continue with the following tab or 'Previous' to return to the last one. Additionally you can use the navigation bar to continue. As usual, the system will check the captured data for formal errors and missing data and inform you if something is incorrect.

If your entries are valid and the system accepts them, you will be redirected to the next tab. This will either be the tab you chose via the navigation bar or the 'Rating' tab if you used  'Next'. The 'Rating' tab is the next step to proceed with your capture process. Like 'Shipment' and 'Participant' tab the 'Rating' tab will be displayed in the

following with a step by step explanation of all functionalities. You can also use the [→ Previous](#) 'Previous' button to return to the 'Participant' tab to update or edit data.

The 'Rating' tab (red = mandatory / green = optional / blue = navigation)

Shipment Participant ★ Rating Security and screening Info Additional Info Summary **14**

**Freight charge**

Payment type **1\***

RCP **2** Harmonised commodity code **13**

**7**

Auto rate

Rate class **3** Basis and class rate % ULD rate class type Commodity item number Contract reference **6\***

Chargeable weight Rate **4\*** Charge Currency **5**

**9** Calculate charge

**Other charge**

Charge head Charge **8** Payment type Due

**Other Info** **10**

Declared value for carriage Declared value for customs Insurance amount

**Billing details** **12**

Prepaid	Weight charge	Collect
0.00		0.00
0.00	Valuation charge	0.00
0.00	Tax	0.00
0.00	<b>Total other charges due agent</b>	0.00
0.00	<b>Total other charges due carrier</b>	0.00
0.00	<b>Total</b>	0.00

**Accounting Info** **11**

Information identifier Information

Save/Update template

Previous **15**

Next

## 'Rating' tab – explanation

The following table explains each element of the 'Rating' screen in detail and equals a step-by-step description on how to capture the 'Rating' part of an AWB. **Red** objects are mandatory, **green** objects are optional and **blue** objects are used for navigation.

Additionally mandatory objects will be marked with a "\*" and the application will warn you if something essential is missing.

Indicator	Action	Explanation – 'Rating' tab
1*	Select payment type	Choose one of the two payment types: Credit Card (CC) or Prepaid (PP). The default setting is PP.
2	Rate combination point (RCP) / Harmonised Commodity Code	Type in your RCP and your harmonised commodity code. The commodity code may consist of up to 18 alphanumerical numbers.
3	Fill in the rate class	Choose your rate class code from the drop down menu.
4*	Specify the chargeable weight and rate	The system will automatically fill in the weight that has been stated in the shipment tab but the field is editable. The weight unit will be according to your default settings. Also, fill in the rate.
5	Review charge	If you filled in the fields 'Rate' and 'Chargeable weight' and tab out of one or the other the system will automatically calculate the charge and put the value in the designated field. This is a not editable field.
6*	Edit conditional fields	Depending on the rate class code you chose, different fields would be active. 'Basis' and 'Class rate percentage' will be enabled if you selected code 'R' or 'S'. 'ULD rate class type' will be active if you chose 'X', 'Commodity Item Number' if you chose 'C' or 'U' and 'Contract Reference' if you selected any code besides 'R', 'S', 'C', 'U' and 'X'. Please fill in the respective data.
7	Use the auto rating function	You can use the 'LH Cargo Evaluation Controller' to automatically capture rates by pressing 'Auto rate'

Indicator	Action	Explanation – ‘Rating’ tab
8	Add other charges	Type in the charge code or description in the 'Charge head'. Afterwards specify the charge amount, payment type and to whom the charge is entitled (either agent or carrier). The currency will be the same as in step 1. It is mandatory to complete a line once you filled in one field.
9	Use the calculate charge function	You can use the 'LH Cargo Evaluation Controller' to capture charges automatically by pressing 'Calculate charge'.
10	Fill in other information	Specify the declared value for carriage or customs and the insurance amount (if available).
11	Fill in accounting information	Choose an information identifier from the drop down menu and type in your information in the dedicated field. The information will be transferred to the charges and accounting tab.
12	Review total charges	Press the 'Compute total' button in order to calculate all current charges and have them displayed in the butterfly diagram. The left side of the diagram shows the 'Prepaid' charges and the right side the 'Collect' charges.
13	Check currency	Make sure that you have the right currency selected since the system will use the default setting from your ePortal user profile. Nevertheless, you have the option to adjust the currency to your preference.
14	Navigation	Use the navigation bar to switch to different tabs of the capture process.
15	Navigation	Either use 'Next' to continue with the following tab or 'Previous' to return to the last one. Additionally you can use the navigation bar to continue. The system will check the captured data for formal errors and missing data and inform you if something is incorrect.

If the system accepts all of your entries, the next tab will open. This will be the one you selected in the navigation bar or if you used the  'Next' button after finishing the 'Rating' tab you will be guided to the 'Security and screening Info' tab to proceed with the data capture process. Like the other tabs, the 'Security and screening Info' tab will be

displayed completely on the next page followed by a structured explanation table. You can also use the  'Previous' button to return to the 'Participant' tab.

The 'Security and screening Info' tab (red = mandatory / green = optional / blue = navigation)

Shipment Participant Rating Security and screening Info Additional Info Summary 5

**Agent details**

Agent type	ISO country code	Agent ID	1	Expiry date
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="MMYY"/>

**Screening details**

Airport	Screening methods	No of pieces	Weight	Result	2
<input type="text" value="FRA"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	

**Reasons for exemption**

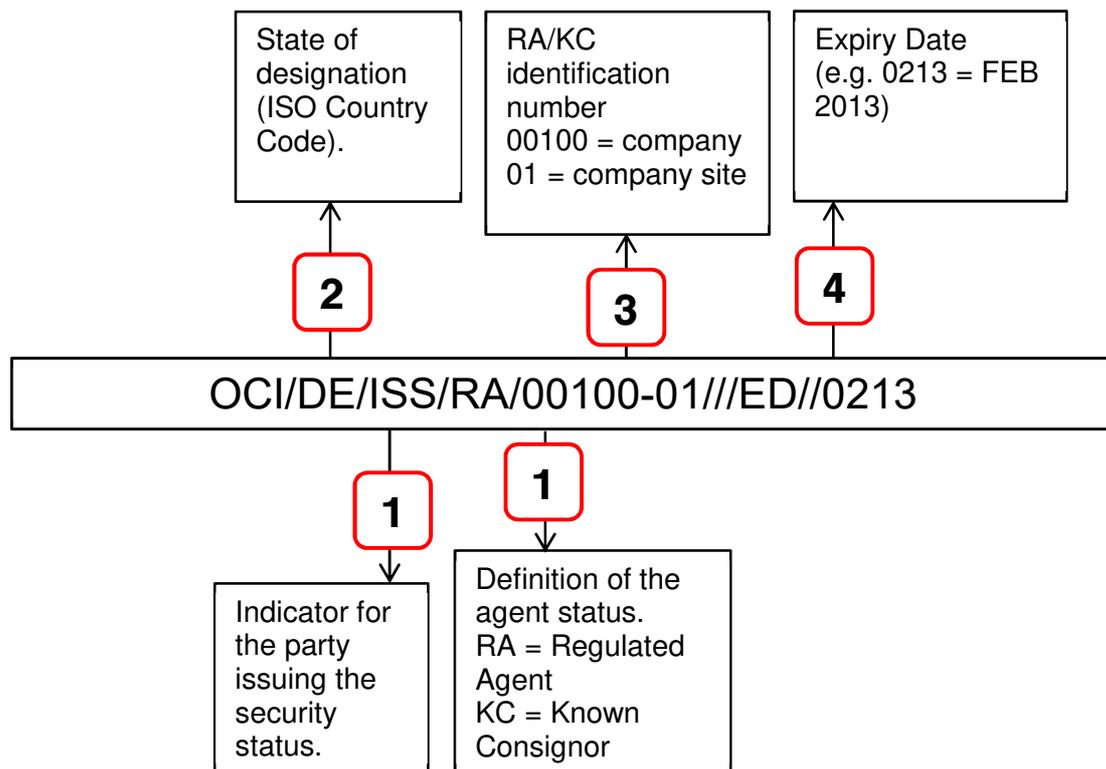
 3

Remarks	Security status issued by	Security status issued on
<input type="text"/>	<input type="text"/> <span style="font-size: 24px; font-weight: bold;">4</span>	<input type="text" value="dd mmm yy"/> <input type="text" value="00:00"/>

6

## OCI Composition

The following is a description of the IATA 'Other Customs, Security and Regulatory Control Information' (OCI) which is a guideline for the composition of security information and more. The OCI composition determines which security data is mandatory for a complete data entry and how this data should be built up. Just below you can see an example how a standard OCI message looks like and what it consists of:



This is a basic example of an OCI message. If you want to transmit security data, you have to provide all this information (country code, issuer data, agent status, ID number and expiry date). You can always provide more information like 'Screening details' and exemptions but they are not essential to be filled in. In the next graphic, you can see in detail how the OCI message is displayed in the application and where each part of the data is located.

### Agent details

Agent type	ISO country code	Agent ID	Expiry date
Select <b>1</b>	<b>2</b>	<b>3</b>	MMYY <b>4</b>

Whenever you want to provide security information, you need to fill in those four fields and add a screener name as well as date/time. If you do not want to transmit security data, you have to leave all fields empty because you need to enter complete data once you filled in one of the fields.

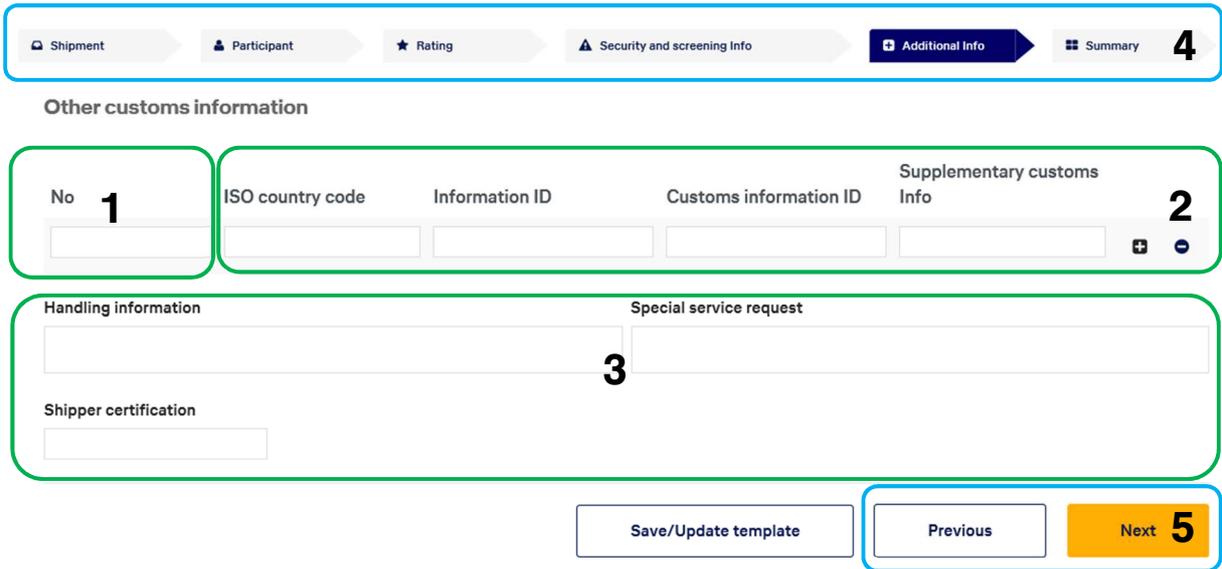
## 'Security and screening Info' tab - explanation

The following table explains each element of the 'Security and screening Info' screen in detail and equals a step by step description on how to capture the 'Security and screening Info' part of an AWB. **Red** objects are mandatory, **green** objects are optional and **blue** objects are used for navigation. Additionally mandatory objects will be marked with a "\*" and the application will warn you if something essential is missing.

Indicator	Action	Explanation – 'Security and screening Info' tab
1	Fill in agent details	Select the agent type from the drop down menu and fill in the ISO country code, the agent ID and the expiry date. If an FWB has been received that contains this information it will be transmitted and filled into the agent details.
2	Fill in screening details	The airport field will adopt the AWB origin but you are free to modify it. Apart from that just choose a screening method from the drop down menu, fill in pieces and weight and select the result from the menu. By using the '+' you can add multiple rows to provide additional screening details.
3	Select exemption reason	Choose a reason of exemption from the drop down menu.
4	Fill in additional data	Add remarks and screener name as well as date and time of the screening
5	Navigation	Use the navigation bar to switch to different tabs of the capture process.
6	Navigation	Either use 'Next' to continue with the following tab or 'Previous' to return to the last one. Additionally you can use the navigation bar to continue. The system will check the captured data for formal errors and missing data and inform you if something is incorrect.

If the entries have been accepted by the system, the next tab will open. This will be the one you selected in the navigation bar. If you used the  'Next' button after finishing the 'Security and screening Info' tab you will be guided to the 'Additional Info' tab to proceed with the data capture process. Like the other tabs, the 'Additional Info' tab will be completely displayed on the next page followed by a structured explanation table. You can use the  'Previous' button to return to the 'Rating' tab.

The 'Additional Info' tab (red = mandatory / green = optional / blue = navigation)



### 'Additional Info' tab - explanation

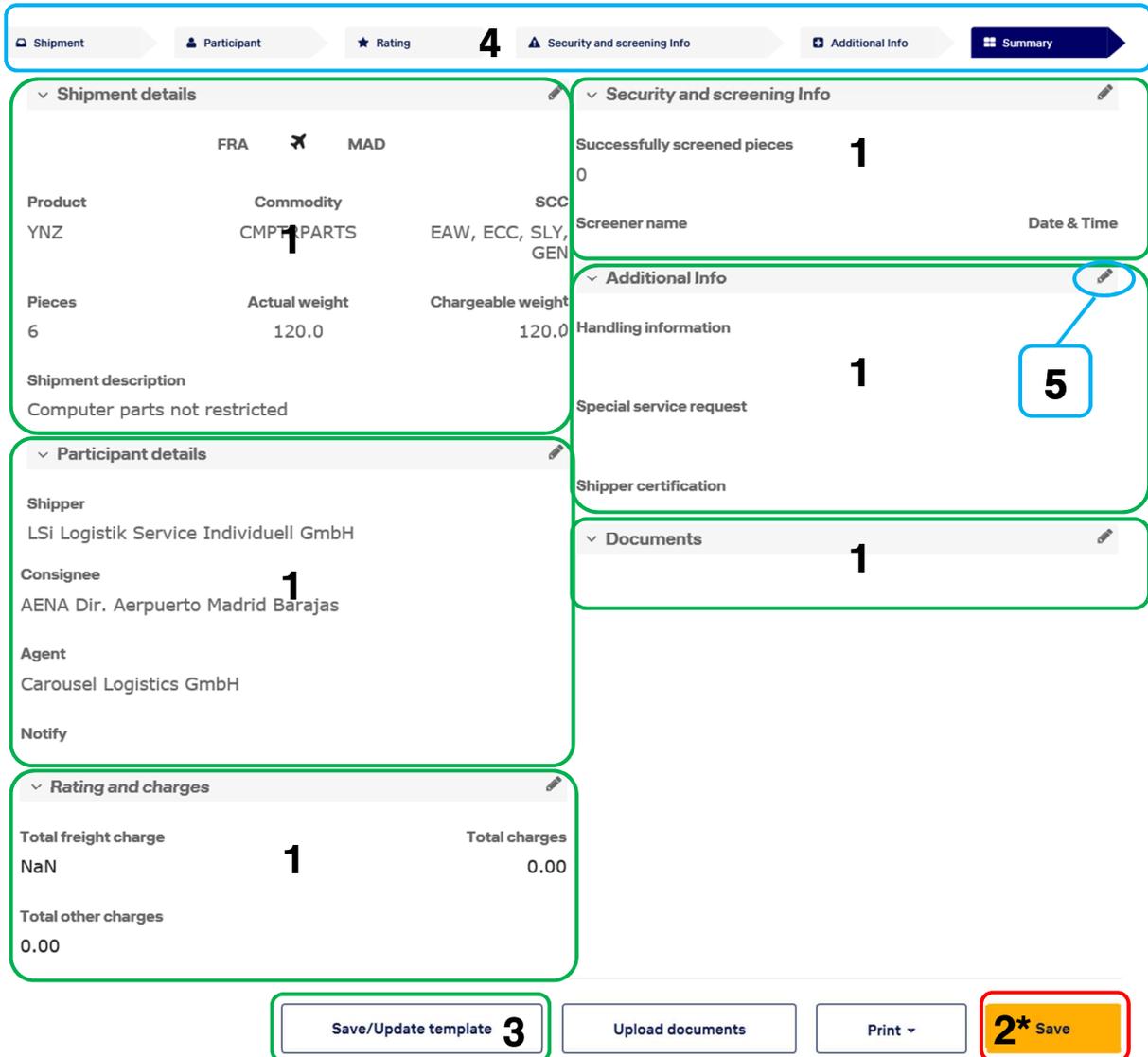
The following table explains each element of the 'Additional Info' screen in detail and equals a step by step description on how to capture the 'Additional Info' part of an AWB. **Red** objects are mandatory, **green** objects are optional and **blue** objects are used for navigation. Additionally mandatory objects will be marked with a "\*" and the application will warn you if something essential is missing.

Indicator	Action	Explanation – 'Additional Info' tab
1	Provide OCI line number	The OCI line number is not editable. After entering a complete OCI line, the number will be generated automatically. In addition, the system declare lines as parent and child automatically (e.g. parent line = 1, child line = 1.1). This declaration will only be visible after saving your changes.
2	Fill in customs information	You can capture the respective ISO country code, the information ID or the customs information ID and supplementary customs info. You can add/delete rows by using the designated buttons '+' and '-'.
3	Add optional information	You can provide additional information concerning handling and special requests. Moreover, you can add your shipper certification.
4	Navigation	Use the navigation bar to switch to different tabs of the capture process.

Indicator	Action	Explanation – ‘Additional Info’ tab
5	Navigation	Either use 'Next' to continue with the following tab or 'Previous' to return to the last one. Additionally you can use the navigation bar to continue. The system will check the captured data for formal errors and missing data and inform you if something is incorrect.

If the entries have been accepted by the system, the next tab will open. This will be the one you selected in the navigation bar. If you used the  'Next' button after finishing the 'Additional Info' tab you will be guided to the 'Summary' tab to proceed with the data capture process. Like the other tabs, the 'Summary' tab will be completely displayed on the next page followed by a structured explanation table. You can use the  'Previous' button to return to the 'Security and screening information' tab.

The 'Summary' tab (red = mandatory / green = optional / blue = navigation)



### 'Summary' tab - explanation

The following table explains each element of the 'Summary' screen in detail and equals a step by step description on how to capture the 'Summary' part of an AWB. **Red** objects are mandatory, **green** objects are optional and **blue** objects are used for navigation. Additionally mandatory objects will be marked with a "\*" and the application will warn you if something essential is missing.

Indicator	Action	Explanation – 'Summary' tab
1	Review your shipment	Your whole capture process is reflected within this screen. Please review all entered data to check if something is incorrect or missing from your part.

Indicator	Action	Explanation – ‘Summary’ tab
2*	Save your captured data	Upon pressing 'Save' the system will perform a range of checks and validations to confirm that your shipment is captured properly. In addition, the system will compare the entered data to the booking data and <b>displays a warning highlight differences via a pop-up window that deviations exist.</b>
3	Templates	Use 'Save/Update template' in order to store the current version of your shipment without submitting it to the carrier. You are able to list it later on and edit/update entered data. For further information on templates, please refer to <a href="#">4.1 Templates and Preferred Business Partners</a> .
4	Navigation	Use the navigation bar to switch to different tabs of the capture process.
5	Navigation	Use the  'Edit Button' to update/edit the data of the tab you have chosen. The System will direct you to the tab. Alternatively you can use the navigation bar to switch tabs.

When clicking 'Save' the system starts to validate all your data once again and only submits the shipment when all entries are correct. With this step, you finalise your shipment and the capture process is completed. Nevertheless, there are certain features in eAWB Data Capture not mentioned yet that might be useful for you in order to simplify and/or accelerate your capture processes. These features will be displayed and explained in [2.4 Extras](#).

## 2.3 How to list/edit an existing AWB

If you captured a shipment at an earlier point in time, you can list and modify this already existing AWB as well listing an AWB that is based on a booking and has the booking data already filled in.

This is the second approach of capturing a shipment with the eAWB Data Capture (Create a booking → list the AWB in the app → capture data as usual).

To initiate the process you have to go to the shipment tab, fill in the respective AWB number and press **New/List** 'New/List'. Make sure that you enter the right airline prefix. The system then continues to validate the AWB you entered and check whether it is already executed or not.

If the AWB has been executed already, you have the option to open up a not editable version of the AWB in order to review it. If you choose not to review the AWB, the 'Shipment' tab will reset. If the AWB is not executed yet, you have the option to capture data just like described in [2.2 Capturing a new AWB](#) by navigating through the tabs and entering or editing data.

## 2.4 Extras

**Define Templates or Preferred Business Partners:** Data that has been captured for a shipment can be saved as a template. Participant data such as 'Shipper', 'Consignee' or 'Notify' can be stored as a 'Preferred business partner'. This data can be reused in future capture processes. Further information concerning templates and business partners can be found in [4.1 Templates and Preferred Business Partners](#).

**Upload Functions:** Besides the data captured in the application you have the option to upload scanned documents that can be attached to the shipment. The respective function can be found at the end of the 'Summary' tab and is initiated by clicking

 ('Upload documents'). Upon pressing 'Upload documents', you need to define the type of document you want to attach. Moreover, you have the option to add remarks to each uploaded document. You can select files from your local storage device by clicking on the  'Browse' button but make sure that your documents are smaller than 2MB because they can't be uploaded if they exceed this size.

### Upload documents ×

Type of document	Remarks	Attachment	
<input style="width: 95%;" type="text" value="Select"/>	<input style="width: 95%;" type="text"/>	Click icon to Upload 	<input style="width: 50px;" type="button" value="Add"/>

Once the file is uploaded it will be visible in the documents window within the 'Summary' tab in a not editable format. It is possible to attach several documents and each document can be downloaded by clicking on the respective link.

**Printing Functions:** The application features a variety of printing options. Printable are the AWB, HAWB, House Manifest and more. Printing is located at the end of the 'Summary' tab and works via a drop down menu that lists all printable documents. Some printing functions however have certain requirements (as seen in [1.3 Requirements](#)). For more information concerning the printing options of the eAWB Data Capture please continue to [4.2 Printing Functions](#).

## 3. Capture and list HAWBs

### 3.1 How to capture a HAWB

The eAWB Data Capture also includes capturing HAWBs. The following will be a description on how to work through this process. To initiate the capture process of a HAWB you have to access the 'Shipment' tab and list an AWB that contains the basic mandatory data. Alternatively, you can list an AWB that you created a booking for and capture HAWBs based on the booking data. Afterwards press 'Add HAWB' and specify a HAWB number in the respective field (see below) in order to initiate the process.



#### eAWB Data Capture. ?

The image shows a portion of the 'eAWB Data Capture' form. On the left, there is an 'AWB Number' field with the value '020' and a 'New/List' button. To the right, there is a 'HAWB Number' field with a dropdown arrow, which is highlighted with a red rectangular box. Below the 'HAWB Number' field is a blue button with a plus sign and the text 'Add HAWB'.

After creating a HAWB, you can capture it almost similar to the (Master-) AWB with just a couple of differences. The 'Security and screening Info' tab will be hidden in the 'Summary' screen and generally while capturing a HAWB because those entries are irrelevant for the HAWB capture process. Therefore when pressing 'Next' in the 'Rating' tab you will be directed to the 'Additional Info' instead of the 'Security' tab. All other tabs behave the same way as they do when capturing an AWB. When pressing 'Next' or 'Save/Update template' the system will validate all entries in equal manner to the basic capture process and inform you about missing information and invalid entries.

### 3.2 How to list/edit an existing HAWB

Similar to capturing a HAWB you can also list HAWBs against a 'Master AWB' directly from the 'Shipment' tab in the application. You just have to enter the respective AWB. After successfully listing an AWB, you can access all HAWBs captured against your AWB via the drop down menu in the 'Shipment' screen.

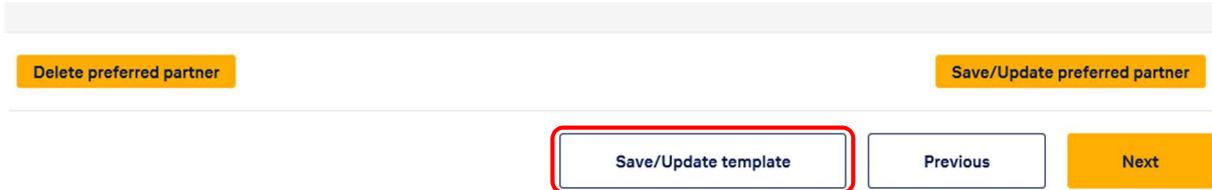
If you have chosen a HAWB to review, the system will check whether HAWB documents have been finalized for the respective AWB. If this is the case, no further updates will be allowed. Nevertheless, you have the option to display the HAWB in a not editable version and review the data that has been entered.

If HAWB documents have not been finalized yet, the HAWB will be displayed in an editable version and you can access and update all tabs except the 'Security and screening Info' tab, which is not relevant for HAWBs.

## 4. Additional Functions

### 4.1 Templates and Preferred Business Partners

**Templates:** eAWB Data Capture provides the option to define templates in order to simplify future shipments with similar conditions and/or partly/fully equal entries. On each tab of the capture process, you have the option to create a new template with the data you entered or update an existing one by pressing the respective button 'Save/Update template' (as seen below).



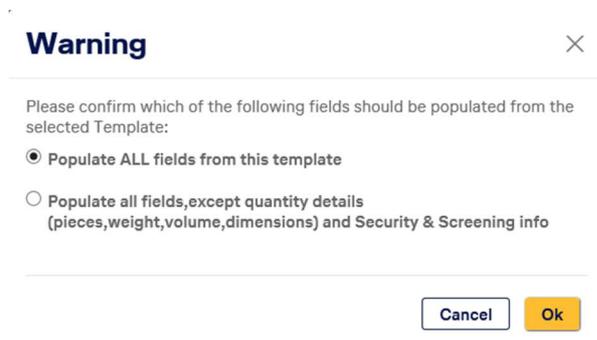
If you want to create a new template, you just need to press 'Save/Update template' and enter an ID to identify your template for future use. Afterwards the system saves the data entered in all tabs of the application as a new template.

In order to retrieve a stored template the application provides the 'Search template' field at the top of each tab. To have the data filled in you need to enter your template ID and the system will auto suggest templates that are configured within your account.



When clicking on the preferred template and tabbing out of the field, a pop-up window will be displayed. The application offers two options to populate fields: 'Populate ALL fields from this template' or 'Populate all fields, except quantity details (pieces, weight, volume, dimensions) and Security & Screening Info'.

The system populates the fields in all tabs based on the template.



Templates for AWB/HAWB are shown separately based on the capture process you are working on at the moment.

To update a stored template your first step is to list it via 'Search template'. Afterwards you just need to press the respective button 'Save/Update template' and the system provides you the options 'Create New template' or 'Update existing Template'. When pressing 'Update existing template' the system will update the details of the template you have listed.

**Preferred Business Partners:** It is possible to store entered data for 'Consignee', 'Shipper' and 'Notify' as 'Preferred Business Partners' which can be used for future shipments. Such participant data is available in a directory that can be accessed through the application and allows editing/updating of the saved profiles. However, the directory is connected to your ePortal profile and therefore only accessible with a valid account.

Additionally a central business partner database is available and provides templates that are generally available by LH Cargo. It is highly recommended to use this database to fill in the data for your participants to accelerate the capture process significantly. Moreover, it is possible to save participant data from the database as preferred partner for future use without having to enter any data manually.

Such templates can always be reused in various data capture processes and fill in the respective data without having to type in the entire address again. Consequently, the data capture process becomes easier, faster and more efficient.

Shipper	Consignee	Notify	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Shipper name*	CDB no	Address*	A/C number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State	Country*	Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone number	E-mail		
<input type="text"/>	<input type="text"/>		
		<input type="button" value="Clear"/>	
<input type="button" value="Delete preferred partner"/>		<input type="button" value="Save/Update preferred partner"/>	

After filling in the mandatory data for 'Shipper', 'Consignee' or 'Notify' you are able to store the entered information by clicking on 'Save/Update preferred partner'. The system immediately checks if the data is valid, all mandatory fields are filled and whether or not there is already a business partner existing with the same details to prevent double saving data. If there is already a business partner with overlapping data, the application gives you the option to update the partner template.

Listing business partner data is separated for the three participants (as seen below).

Shipper	Consignee	Notify
<input type="text"/>	<input type="text"/>	<input type="text"/>

For 'Shipper', 'Consignee' and 'Notify' you have a designated search field in which you can search the participant by either name, city or country. The system intuitively suggests business partners depending on your input if you entered at least three characters. After clicking on your preferred business partner (marked with a ★ star icon) the system will automatically fill in the data into the respective tab. When using a stored business partner the system will also fill in CDB and A/C number into the respective fields, which are not editable by standard.

In order to update a business partner template you have to list the partner and then modify the data that has been filled in by the system. You save the changes by pressing the button **Save/Update preferred partner** 'Save/Update preferred partner'.

It is also possible to delete stored business partner data. To do so you need to press the button **Delete preferred partner** "Delete preferred partner".

## 4.2 Printing Functions

The application features a range of printing options that can be accessed via the

**Print** button that is located at the bottom of the 'Summary' tab (as seen below). Possible is the printing of AWBs, HAWBs, Consignment Security Declaration, Consolidation Manifest data as well as labels for AWB and pouch.

<b>Save/Update template</b>	<b>Upload documents</b>	<b>Print</b> ▾	<b>Save</b>
-----------------------------	-------------------------	----------------	-------------

**Important:** If there are unsaved changes, the application will generate a PDF of the last saved version of the AWB → Always save before printing!

**Air Waybill:** The application provides the option to print AWBs. In order to do so you need to list a validated and complete AWB and navigate to the end of the 'Summary' tab. By using the 'Print' button, you can select the AWB document from a menu and by selecting the AWB, the application will generate a PDF based on the last version of the shipment. You are free to save, open and print the generated PDF document.

**House Air Waybill:** In order to print a HAWB you need to list the HAWB document first because it is not selectable if you are in the capture mask for the MAWB. If you did so, you have to navigate to the end of the 'Summary' tab and choose HAWB in the 'Print' menu to generate the respective PDF document, which you are free to save, open and print.

**Consignment Security Declaration:** Equal to AWB and HAWB, the CSD is printable via the 'Print' button located at the end of the 'Summary' tab. When selecting the CSD print the system generates a PDF document based on the 'Security and Screening Info' tab of the application. You are free to save, open and print the PDF.

**Consolidation Manifest:** The consolidation manifest is printable via the 'Print' function that is located at the end of the 'Summary' tab. An AWB has to be listed and at least one HAWB must be captured against this MAWB. If these precautions are met, you are able to print the consolidation manifest using the respective button. The system proceeds to generate a PDF document based on the house information captured against the AWB and you are free to save, open and print the PDF.

**Air Waybill Label:** For printing the AWB label, you need to list a valid AWB and navigate to the end of the 'Summary' tab of said AWB. Then proceed to choose 'AWB label' from the 'Print' menu and fill in the data required to print the label. The system then continues to create an AWB label document which will be sent to a designated label printer (which is a requirement for this feature) to be printed.

**Cargo Pouch Label:** Similar to the AWB label the pouch label is printable via 'Print' on the 'Summary' tab. When selecting the pouch label printing option the system generates a label document in PDF format based on the details captured in the shipment. You are free to save, open and print the document. Equal to the AWB label a special printer is required to print pouch labels

## Version history

Version	Author/Edited by	Changes	Date
1.0	Ingo Zeschky	Initial version	
1.1	Ingo Zeschky	Updates	JAN2017
1.2	Jacqueline Singhoff	New Screenshots (new website layout), updated functions	JAN2020