



# **Lufthansa Cargo**

## **eAWB Data Capture Quick Guide**

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**Next Generation Data Capturing**

**v1.2**

FRA F/HG-DE 'eFreight Global Rollout'

January 2020

**Content**

1. Introduction ..... 1

2. Walkthrough eAWB Capture Process..... 1

    2.1 Shipment Tab ..... 2

    2.2 Participant Tab ..... 3

    2.3 Rating Tab ..... 4

    2.4 Security and Screening Info Tab..... 5

    2.5 Additional Info Tab..... 6

    2.6 Summary Tab..... 7

# 1. Introduction

The new Lufthansa Cargo 'eAWB Data Capture' revolutionizes the way you, the user, capture shipments and transmit the respective data. Besides making the capture process easier and clearer, the application also features a range of new features and functions, which can be found in the regular user manual. In order to make the process as simple as possible LH Cargo offers a variety of guides and manuals for you to refer to. The following document consists of a quick guide, which solely covers the main functions of the application to easily work through a regular capturing process in a short period of time. If you would rather have a detailed overview that covers all functions and features and explains them in total, please refer to the eAWB Data Capture User Manual.

In order to access the new capture application it is mandatory to inherit a LH Cargo Web Portal Account, which also grants you entry to all other eServices that are located in the LH Cargo web environment.

To initiate a capture process just sign into eServices and select the respective menu entry. You will be directed to the 'Shipment' tab of the application as the first step of your capture process. Unlike the former capture application the eAWB DC is separated into six tabs (including a summary tab) to offer a clear and transparent process. Please continue to the next step to start with the capture process.

## 2. Walkthrough eAWB Capture Process

Equal to the application the Walkthrough is split into the six tabs (including summary tab). Each tab will be dealt with individually and after each tab the system will validate all filled in data and inform you if something is missing or incorrect. For reasons of clarity, all entry fields are marked by colour. Mandatory fields are coloured **red**, optional fields **green** and navigation fields **blue**. Mandatory fields will additionally be indicated by an '\*'.

All units of measurement and weight that will be used in the application are set according to the default settings in your eServices profile. In order to change them you need to access your profile and edit the data with the respective function.

After finishing a tab, you can continue by using 'Next' at the bottom of a page or navigate by using the navigation bar that is available on the top of each tab. On certain tabs, you have further navigation options that will be explained in the respective step of the walkthrough.

## 2.1 Shipment Tab

### 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\*** Destination\* Routing\* **4\*** **5** SCI **12\*** Product **10**

Commodity **6** Shipment description\* **7\*** Pieces\* **8\*** Weight\* **9** Volume CBN\*

Booking SCC **11** SCC Issued by **13** Issued on 27 Nov 19 15:5 FRA Issued at

☒ eFreight **14** Type Select

Requested flight

Flight 1 Flight 2 **15**

Dimension

Pcs Length (cm) Width (cm) Height (cm) **16** Weight (KG) Volume (CBM)

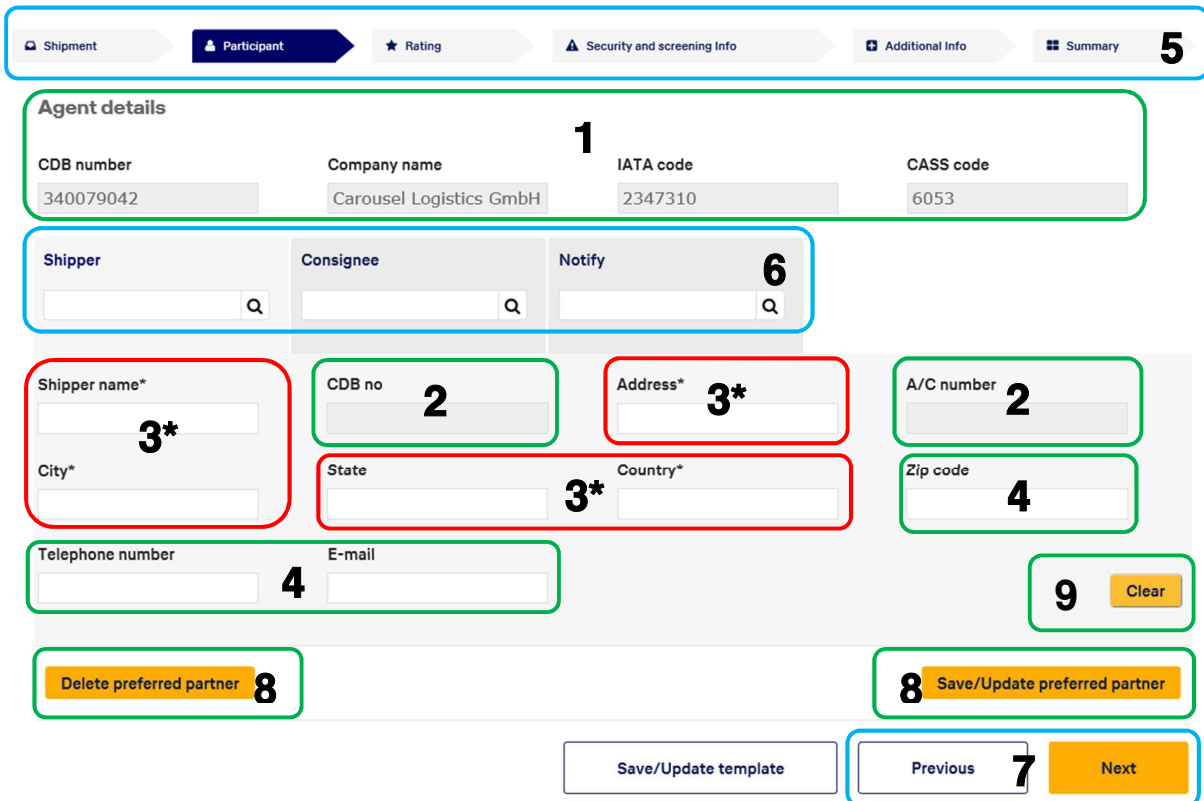
ULD/Other storage units

Storage unit ULD number SLAC **17**

Save/Update template Reset Next **19**

Indicator	Action	Indicator	Action
<b>1*</b>	Create or list an AWB	<b>11</b>	Fill in SCC fields
<b>2*</b>	Confirm the AWB creation	<b>12*</b>	Enter the SCI code
<b>3*</b>	Enter origin and destination	<b>13</b>	Enter issuer data
<b>4*</b>	Enter routing (1/2)	<b>14</b>	Choose the eFreight status
<b>5</b>	Enter routing (2/2)	<b>15</b>	Request flights
<b>6</b>	Fill in commodity	<b>16</b>	Provide dimension details
<b>7*</b>	Enter the shipment description	<b>17</b>	Enter ULD and other storage units
<b>8*</b>	Enter the amount of pieces	<b>18</b>	Navigation bar
<b>9</b>	Fill in weight and volume	<b>19</b>	Press 'Next' to continue
<b>10</b>	Choose the product type	<b>20</b>	View booking details

## 2.2 Participant Tab



The screenshot shows the 'Participant' tab in the Lufthansa Cargo system. It features a navigation bar at the top with tabs for Shipment, Participant (active), Rating, Security and screening Info, Additional Info, and Summary (5). The main form is divided into several sections:

- Agent details (1):** A section containing fields for CDB number (340079042), Company name (Carousel Logistics GmbH), IATA code (2347310), and CASS code (6053).
- Shipper, Consignee, Notify (6):** Three sub-tabs for selecting or searching for parties.
- Shipper details (3\*):** Fields for Shipper name\* (3\*), City\*, Telephone number (4), and E-mail (4).
- Consignee details (2):** Fields for CDB no (2), State (3\*), and Country\* (3\*).
- Address details (3\*):** Field for Address\* (3\*).
- A/C details (2):** Fields for A/C number (2) and Zip code (4).
- Buttons (8, 9):** A 'Delete preferred partner' button (8) and a 'Save/Update preferred partner' button (8) with a 'Clear' button (9) next to it.
- Navigation (7):** A 'Save/Update template' button and 'Previous' (7) and 'Next' buttons.

Indicator	Action	Indicator	Action
1	Review the agent details	6	Choose 'Shipper', 'Consignee'
2	Review CDB and A/C number	7	Press 'Next' to continue or 'Previous' to edit prior data
3*	Fill in 'Shipper', 'Consignee' and/or 'Notify' details	8	Preferred Business Partners
4	Add additional participant details	9	Delete all entered participant data
5	Navigation bar		

- ➔ Data for 'Shipper', 'Consignee' and 'Notify' is separated into three sub-tabs
- ➔ You can use templates to accelerate the process; use 'Save/Update preferred partner' to store a participant template for future use; use 'Preferred Partner' (8) to retrieve the data from a template and have it filled into the respective fields
- ➔ For further information concerning 'Preferred Partner' please refer to chapter 4.1 of the regular user manual



## 2.3 Rating Tab

Shipment
Participant
★ Rating
Security and screening Info
Additional Info
Summary **13**

Freight charge

Payment type  
Select **1\***

RCP **2**
Harmonised commodity code  
+

Auto rate  
**7**

Rate class  
Select **3**

Basis and class rate %  
Select

ULD rate class type

Commodity item number

Contract reference  
**6\***

Chargeable weight  
KG

Rate  
**4\***

Charge

Currency  
**5**

Other charge

Charge head

Charge  
**8**

Payment type  
Select

Due  
Select

+

-

Other Info  
**10**

Declared value for carriage

Declared value for customs

Insurance amount

Accounting Info  
**11**

Information identifier  
Select

Information

+

-

Billing details  
**12**

Prepaid  
0.00

Weight charge

Collect  
0.00

0.00

Valuation charge

0.00

0.00

Tax

0.00

0.00

Total other charges due agent

0.00

0.00

Total other charges due carrier

0.00

0.00

Total

0.00

Compute total

Save/Update template

Previous **14**
Next

Indicator	Action	Indicator	Action
<b>1*</b>	Select payment type	<b>8</b>	Add other charges
<b>2</b>	Enter rate combination point (RCP) / harmonised commodity	<b>9</b>	Use the calculate charge function
<b>3</b>	Fill in the rate class	<b>10</b>	Fill in other information
<b>4*</b>	Specify the chargeable weight and rate	<b>11</b>	Fill in accounting information
<b>5</b>	Review the charge	<b>12</b>	Review total charges
<b>6*</b>	Edit conditional fields	<b>13</b>	Navigation bar
<b>7</b>	Use the auto rating function	<b>14</b>	Press 'Next' to continue or 'Previous' to edit prior data

Page 4 of 9

## 2.4 Security and Screening Info Tab

Shipment
Participant
Rating
**Security and screening Info**
Additional Info
Summary
**5**

**Agent details**
  
 Agent type 
 ISO country code 
 Agent ID 
 Expiry date

**Screening details**
  
 Airport 
 Screening methods 
 No of pieces 
 Weight 
 Result 
**2**

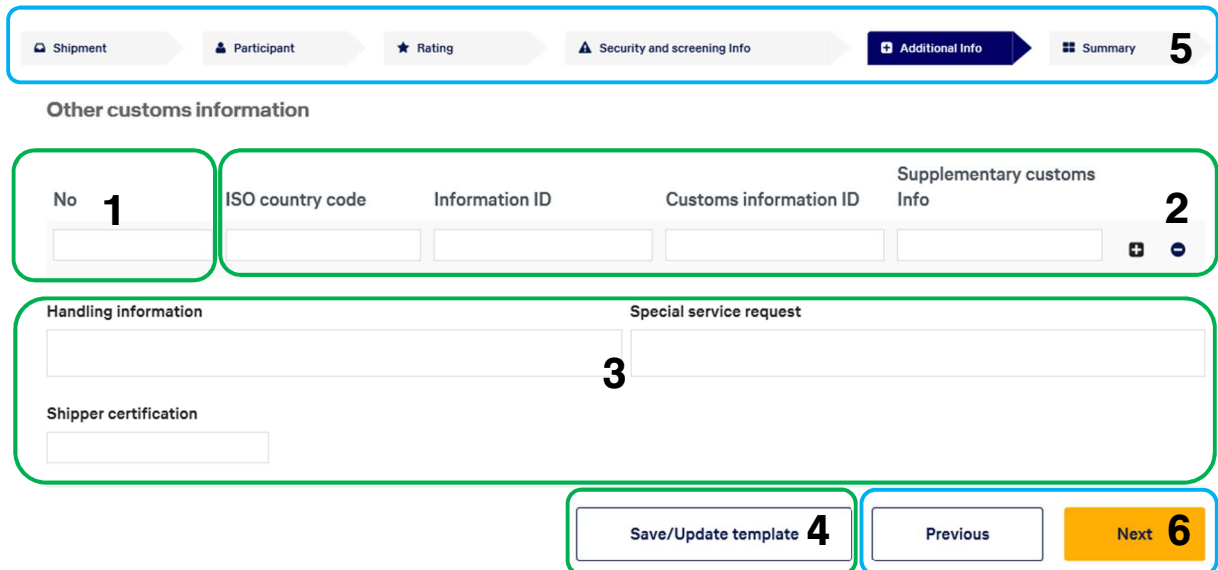
Reasons for exemption  **3**
 Remarks 
 Security status issued by 
 Security status issued on

Save/Update template
Previous
**Next 6**

Indicator	Action	Indicator	Action
<b>1</b>	Fill in agent details	<b>4</b>	Fill in additional data
<b>2</b>	Enter screening details	<b>5</b>	Navigation bar
<b>3</b>	Select an exemption reason	<b>6</b>	Press 'Next' to continue or 'Previous' to edit prior data

- ➔ The 'Security and screening Info' tab is optional and must not be filled in to complete the data capture process
- ➔ If you decide to provide security information you must complete the row because the system only accepts complete entries

## 2.5 Additional Info Tab



Other customs information

No **1**

ISO country code Information ID Customs information ID Supplementary customs Info **2**

Handling information Special service request **3**

Shipper certification

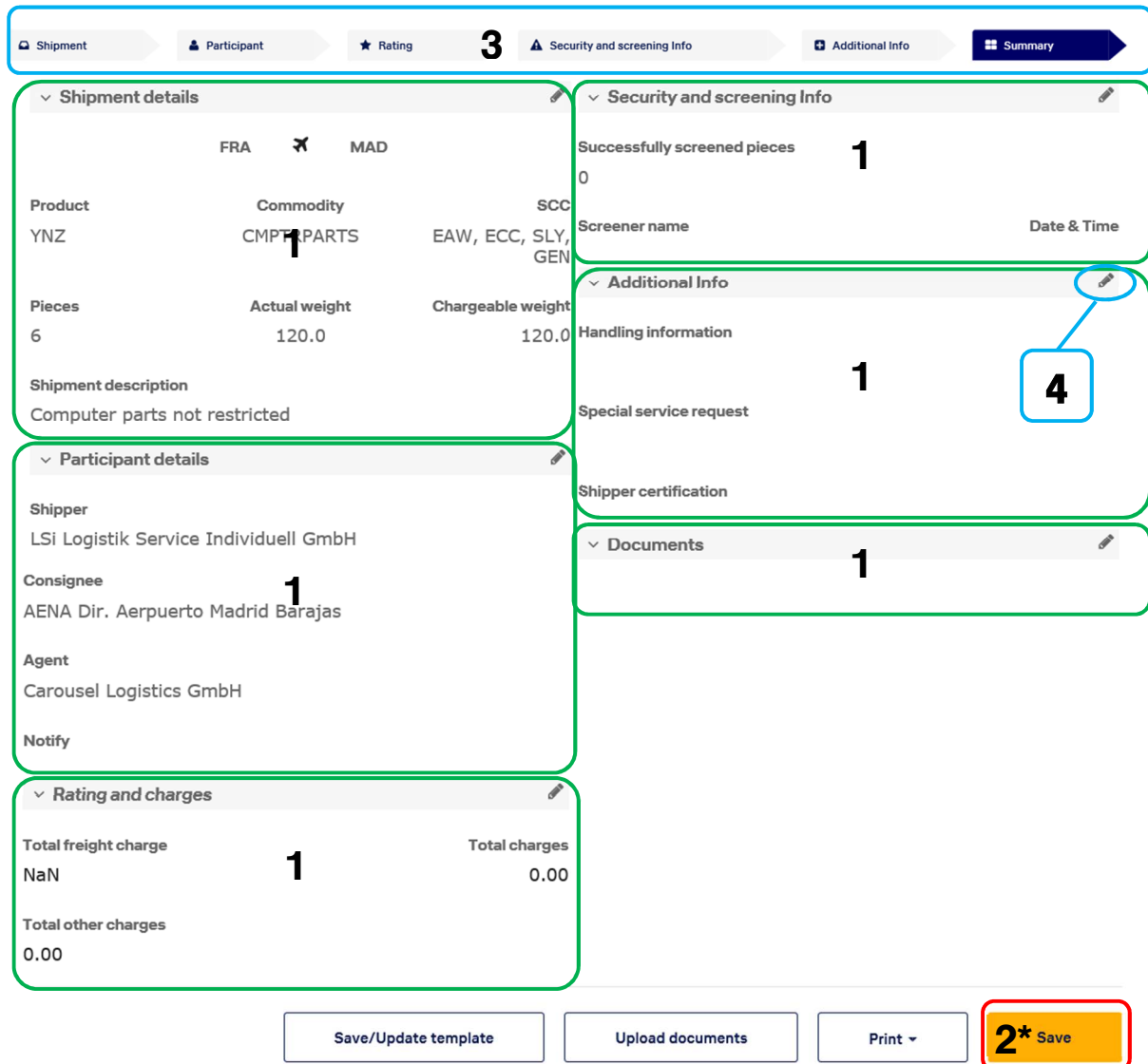
Save/Update template **4** Previous Next **6**

Indicator	Action	Indicator	Action
<b>1</b>	Provide OCI line number(s)	<b>4</b>	Use 'Save/Update template' to store the current version of your shipment
<b>2</b>	Fill in customs information	<b>5</b>	Navigation bar
<b>3</b>	Add optional information	<b>6</b>	Press 'Next' to continue or 'Previous' to edit prior data

- ➔ The template function provides the option to store shipment data without transmitting them to LH Cargo for future use
- ➔ You can list stored templates and the system will fill in the respective data into all entry fields to accelerate the process; it is also possible to update such templates
- ➔ This function is useful if you regularly capture shipments with similar entries, that only vary in few fields (refer to chapter 4.1 of the regular user manual)



## 2.6 Summary Tab



Shipment Participant Rating **3** Security and screening Info Additional Info Summary

**Shipment details**

FRA ✈ MAD

Product YNZ Commodity CMP PARTS SCC EAW, ECC, SLY, GEN

Pieces 6 Actual weight 120.0 Chargeable weight 120.0

Shipment description  
Computer parts not restricted

**Security and screening Info**

Successfully screened pieces **1**

Screener name Date & Time

**Additional Info**

Handling information **1**

Special service request

Shipper certification

**Documents** **1**

**Participant details**

Shipper  
LSi Logistik Service Individuell GmbH

Consignee **1**  
AENA Dir. Aeropuerto Madrid Barajas

Agent  
Carousel Logistics GmbH

Notify

**Rating and charges**

Total freight charge **1** Total charges 0.00

NaN

Total other charges 0.00

Save/Update template Upload documents Print **2\* Save**

Indicator	Action	Indicator	Action
<b>1</b>	Review your shipment	<b>3</b>	Navigation bar
<b>2*</b>	Save & submit your entered shipment data	<b>4</b>	Select the 'Edit' button to return to the respective tab and edit/update entries

- ➔ The application features several printing functions that can be accessed via 'Print'. Printable among others are AWB, HAWB and labels. For further information please refer to chapter 4.2 of the regular user manual
- ➔ It is also possible to upload complementing documents by scanning them and attaching the files to a shipment via 'Upload documents'. You can add remarks to each attached file and are free to add as many files as you want (as long as the files do not exceed 2MB)