

GLOSSARY OF CASS TERMS

ALWG – Agent Liaison Working Group

CASS/Agents working group, present in all CASS countries, established by the Cargo Agency Conference. Role is to ensure full consultation with the national associations of Cargo Agents on the operations of CASS-Export and CASS-Import and discuss CASS related issues. ALWGs meet at a minimum of once a year. Resolution 851f.

ACCOUNTABLE TRANSACTIONS

Transactions for which Air Waybills are issued by an Intermediary/CASS Associate; the term also includes Cargo Charges Correction Advices issued in connection therewith by any carriers involved in the carriage of the relevant shipment and received by CASSLink **(Resolution 801re, Section B)**

AIR WAYBILL ISSUING OFFICE

It is a branch office from an Intermediary/IATA Cargo agent or Associate which is located in a different location and issues AWB s which (AP: should it be with?) a separate branch number.

CASS ASSOCIATE

Any person or entity, other than an IATA Intermediary or an air carrier, who has executed an agreement for participation in CASS. CASS Associate's Code will be an 11 digit unique code – the first three numbers (e.g. - 99-9 -) will identify as an associate, the next four numbers will identify the associate, the next three numbers will identify the associate's issuing office and the last number is a check digit.

BILLING

The statement issued in respect of each Intermediary or CASS Associate by CASSLink indicating the net amount due, which is to be either remitted to or by the CASS Management Office in respect of the accountable transactions reported for the periods covered by the billing. **(Resolution 801r/801re)**

BILLING ANALYSIS

A Billing Analysis comprises a set of Cargo Sales Invoice/Adjustments, which indicates in numerical sequence the details of AWBs issued during the reporting periods covered by the billing.

BILLING DATE

The date on which the billing is issued and which appears on the Export Billing Statement. **(Reso. 801r/801re)**

BILLING PARTICIPANT

An IATA Member, non-IATA air carrier or General Sales Agent which submits to CASSLink Air Waybill data in an electronically readable form in respect of transactions made on its behalf by Intermediaries or CASS Associates in accordance with Resolution 851.

BILLING PERIOD

The time span covered by the billing, each transaction period (i.e. month) will comprise of two billing periods + and adjustment period (see reporting schedule available on web). **(Resolution 801r/801re)**

CARGO CHARGES CORRECTION ADVICE/ DEBIT CREDIT MEMO (CCA- DCM)

CCA -The Advice raised by a CASS Airline to adjust the amount entered by the Intermediary or CASS Associate resulting from a revision to the data set out on an Air Waybill. DCM – The Memo raised to amend incorrectly billed charges. **(Resolution 801r/801re, Section B)**

AIRLINES

An IATA Member fully participating in CASS, a non-IATA air carrier or General Sales Agent from which the Agency Administrator has accepted an application and concurrence in the prescribed form fully to participate in CASS

CASS MANAGEMENT or ISS MANAGEMENT

The department of IATA responsible to the Agency Administrator for the administrative management and development of the CASS, and includes the representatives of Local CASS Office Management.(**Resolution 801r/801re**)

CASS POLICY GROUP (CPG)

CPG is established by the Cargo Committee to provide directions to IDFS (IATA's Industry Distribution and Financial Services) on CASS matter. It provides advice to ISS Management on customer service issues, and to ISS management and CAConf on IATA Settlement System standards.

CORRECTION PERIOD

Period during which an Intermediary/IATA Cargo Agent/Associate and/or Airline can notify the other party of a potential billing error. Both parties may submit their request for correction prior to settlement date and validation must be done by the Airline.

GRACE PERIOD

Period of 10 calendar days (15 days in the UK) immediately following the remittance date, during which an Intermediary/IATA Cargo Agent or Associate can settle an outstanding amount. The grace period automatically generates an irregularity notice or places the Intermediary/IATA Cargo Agent or Associate in default if no irregularity points are left.

IATA CARGO AGENT (sometimes referred as "**agent**")

A legal person whose name is entered on the Cargo Agency List, having executed an IATA Cargo Agency Agreement having been adjudged to meet the registration and retention criteria as specified in the Cargo Agency Rules and not part of the European Air Cargo Program.

ICCS - IATA Currency Clearance System

ICCS is the **global cash management service** which enables airline Treasurers to centrally control and repatriate their worldwide sales funds. It is currently used by over 240 airlines of varying sizes and had a throughput in 2008 of USD 30.5 billion.

ISS – Industry Settlement Systems (ISS)

The functional area of Industry and Financial Services (IDFS) of IATA responsible for the management of CASS. Includes the representatives of Local CASS office management.

ISS MANAGEMENT or CASS MANAGEMENT

The department of IATA responsible to the Agency Administrator for the administrative management and development of the CASS, and includes the representatives of Local CASS Office Management.(**Resolution 801r/801re**)

ISSUING AIRLINE

The Airline whose Air Waybill is issued for the transportation of a consignment.(**Resolution 660**)

INTERMEDIARY

Means a freight forwarder or Cargo Agent, which has executed an IATA Cargo Intermediary Agreement having been adjudged to have met the registration and retention criteria of the European Air Cargo Programme rules, or the South West Pacific Cargo Agency Programme. Intermediaries CASS Code will be the normal IATA 7 digit code plus

four extra numbers – the additional first three numbers will identify the intermediaries issuing office whereas the fourth will be a check digit. e.g. 91-4 7000/003 1

LCAGC - LOCAL CUSTOMER ADVISORY GROUP CARGO

Local Customer Advisory Group – Cargo (LCAGC) is established by the Cargo Agency Conference wherever a CASS is in operation. Each LCAGC provides advice to ISS Management on customer service issues and in particular, establishing and addressing local needs.

REMITTANCE

Remittance is made to the CASS Management Office in payment of a billing. Unless otherwise specified, billing and payment is in local currency.

SETTLEMENT OFFICE

The Settlement Office consists of CASS Management and the Data Processing Centre (DPC) who are responsible for the processing and settling of all billings

REPORTING PERIOD

The time span within a billing period as published by CASS Calendar for which at least one file, must be submitted to CASSLink .(**Resolution 801r/801re, Section B**)

SUBMISSION DATE

The latest date by which billing files related to a particular billing period are to be in the hands of the CASS Office (**Resolution 801r/801re, Section B**)