



NOTICE FOR CUSTOMERS

Date: 18th November 2011
Registration No.: OZ-ADCD-005-11
Subject: **E-FREIGHT**

Dear customers,

Please be informed of brief principles of handling **E-Freight** (SHC “EAW” and “EAP”) and **e-AWB** (SHC “ECC”) shipments by our company. Also, please be advised that in some cases restrictions to shipping cargo in this way may apply, and it is therefore recommended that you always check with a particular carrier. Such restrictions may include:

- restriction by carrier
- restriction by destination
- restriction by cargo type (e.g. DGR, AVI, VAL, ...)
- restriction for truck lines

Export procedures are described in two options, i.e. when at least a MAWB copy is presented/issued with the cargo (OPTION A) and when no MAWB is presented/issued with the cargo (OPTION B).

1. E-Freight /ECC cargo handling procedure – EXPORT

| OPTION A (TEMPORARY) – possibly including MAWB copy (EAW,EAP) | | OPTION B - no MAWB copy (EAW,EAP,ECC) | |
|--|--|--|--|
| Sender process | | Sender process | |
| A1 | 1. Menzies must receive the FWB (optionally also FHL) message at the PRGHEXH address. Messages are to be sent to Menzies through airlines. FWB may contain MRN of relevant customs documents (alternatively, the CSN message may be sent). 2. Shipper (or his Agent) emails to Menzies a copy of MAWB (optionally also HAWB) and copies of relevant customs documents or submits these documents in person at the Customer Counter – Export (see section A2). (E-mail: PRG.reception-exp@menziesaviation.com) | B1 | 1. Menzies must receive the FWB (optionally also FHL) message at the PRGHEXH address. Messages are to be sent to Menzies through airlines. FWB may contain MRN of relevant customs documents (alternatively, the CSN message may be sent). |



| Receipt of documents at Customer Counter – Export | | Receipt of documents at Customer Counter - Export | |
|--|--|---|--|
| A2 | 1. Shipper (driver) submits/delivers a document containing numbers of the relevant MAWBs and corresponding MRN numbers, including the customs document type (VDD, TDD, EXS, ...). Alternatively, he can submit/deliver copies of relevant MAWB together with appropriate customs documents (or copies thereof). | B2 | 1. Shipper (driver) submits/delivers a document containing numbers of the relevant MAWBs and corresponding MRN numbers, including the customs document type (VDD, TDD, EXS, ...). Alternatively, MRNs are already included in the FWB/FHL message and the customs document type is derived from these numbers. 2. Shipper may bring originals of customs documents at the Customer Counter – Export. |
| Note: A sample document listed in A2 and B2 is available at our website (the Download section). However, any other format containing the necessary data may be used. | | | |

2. E-Freight/ECC cargo handling procedure – IMPORT

| IMPORT - EAW, EAP, ECC | |
|---|--|
| A. Confirmation - Hermes | 1. Confirmation in Hermes is performed upon received FWB (FHL) messages, meaning that no MAWB copy is required. FFM/FWB must contain SHC “EAW” or „EAP“, or possibly “ECC”. 2. If a cargo is labelled SHC “EAW” or “EAP”, or “ECC”, but no EDI messages were received, then the cargo is no longer being handled as E-Freight. |
| B. Sending SD C. Customer notification | 1. SD (Summary Declaration) is sent to the Customs Office in a standard way. 2. Substitute Document is printed for E-Freight, and a MRN entered on it. 3. This document is handed over to the customer. 4. Upon agreement, the Substitute Document can be e-mailed to the customer. |
| D. Administrative release of cargo | 1. Upon completion of the customs proceedings and assignment of other customs-approved designation, a clerk of the Prague – Ruzyně Customs Office enters a stamp on the SUBSTITUTE DOCUMENT, documenting the permission to release goods from a temporary warehouse. Based on this document, the cargo will be released from the temporary warehouse. 2. Alternative to the confirmation of release from the temporary warehouse as stated in paragraph 1 above include other possible confirmations (also for non E-Freight cargo) : <ul style="list-style-type: none"> - MAWB with customs stamp - customs part delivery sheet with a customs stamp for the specified HAWB - a copy of MAWB or Substitute Document with a stamp of the simplified procedure if it is permitted for the recipient |



| | |
|-----------------|---|
| | <ul style="list-style-type: none">- a copy of MAWB or Substitute Document without the customs stamp, with attached Import Accompanying Document labelled "C" in the heading, which contains previous records (MRN SD) or the MAWB number, and quantity and weight in MAWB must correspond with this document- a copy of MAWB or Substitute Document without the customs stamp with attached Transit Accompanying Document- standard procedure for DIP in case of a power of attorney for MA |
| | 3. It is currently not possible to have the Customs Authority confirm to Menzies the temporary warehouse release in an electronic way, or this possibility is very limited. |
| E. Other | 1. An alternative to Substitute Document can be a copy of MAWB (if available). |

These procedures are temporary and may be changed from time to time. Any changes will be published through subsequent customer notices.

General information on these projects can also be found at the IATA website (www.iata.org).

Should you have any questions or concerns, please do not hesitate to contact us.