



INSTITUTO LOGÍSTICO
Colombia • México • República Dominicana

DIPLOMADO INTERNACIONAL DE LOGÍSTICA Y TRANSPORTE FIATA

Transporte aéreo y aeropuertos

Tema: Guía aérea y otros documentos

Instructor: Lic Virginia Gallardo Reyes

México y Panamá

Marzo de 2022

MODULO TRANSPORTE AEREO Y AEROPUERTOS

Guía aérea y otros documentos.

• OBJETIVO

- ❖ **Familiarizarse** con la Guía Aérea como elemento indispensable para el transporte aéreo.
- ❖ **Realizar** ejercicios de llenado y presentación de documentos adicionales.
- ❖ **Determinar** la importancia de utilizar el conocimiento de embarque aéreo elaborado por FIATA.

Preparacion para el transporte

Resolución IATA 833 (Manual del Agente de Carga IATA)



“TACT RULES” (The Air Cargo Tariff Manual)

- Cada embarque se debe presentar a la aerolínea en su carácter de **“LISTO PARA SU TRANSPORTE”**

Cumpliendo con los siguientes requisitos:

Requisitos

Documentación

Guía Aérea- Air Waybill (AWB)

Empaque

Marcado de Bultos

Etiquetado de paquetes

Declaración del expedidor para mercancías peligrosas

Certificado del expedidor para animales vivos

Otros; dependiendo de las características de la mercancía

Documentación:

Definición:

Son todos los documentos exigibles para determinar el tipo de mercancía, cuando así lo requiera (importación, exportación o tránsito) la aerolínea está obligada a presentar ante la aduana u otra(s) dependencia(s) gubernamental(es).

Deben ser llenados, comprobados y anexados con la guía aérea y mercancía.





Carta de instrucciones del Remitente o Expedidor



Lista de empaque



Facturas comerciales



Documentos requeridos para el despacho de
aduanas en el origen y/o destino.



Documentos varios debido a la naturaleza de las
mercancías



Documentos varios relacionados con objetivo de
pago



Cartas de seguridad

GUIA AEREA-AIR WAYBILL (AWB)

Definición: Es el documento más importante en el transporte de carga aérea, donde se verifica el peso, las dimensiones y la naturaleza de las mercancías, así como los datos del embarcador y del consignatario y el lugar de destino al que debe enviarse.

Todo transporte aéreo de mercancía debe realizarse bajo un contrato denominado Guía Aérea (AWB) que puede ser emitido por la propia Compañía Transportista (Líneas Aéreas) o por sus Agentes de Carga Autorizados.



GUIA AEREA HOUSE (HAWB)

Shippers Name and Address		Shippers Account Number		Not Negotiable	
				Air Waybill	
				Issued By	
Consignee's Name and Address		Consignee's Account Number		Copies 1,2 and 3 of this Air Waybill are originals and have the same validity	
				It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER. AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.	
Issuing Carrier's Agent Name and City				Accounting Information	
Agent's IATA Code		Account No.			
Airport of Departure (Addr. of First Carrier) and Requested Routing		Reference Number		Optional Shipping Information	
To By First Carrier's Routing and Destination		Currency		Declared Value for Carriage	
Airport of Destination		Requested Flight/Date		Declared Value for Customs	
		Amount of Insurance		INSURANCE - If carrier offers insurance and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information				SCI	
No of Pieces RCP	Gross Weight	Rate Class	Chargeable Weight	Rate	Total
Prepaid		Weight Charge	Collect	Other Charges	
Valuation Charge					
Tax					
Total Other Charges Due Agent		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.			
Total Other Charges Due Carrier					
Total Prepaid		Total Collect		Signature of Shipper or his Agent	
Currency Conversion Rates		CC Charges in Dest. Currency		Executed on (date) at (place) Signature of Issuing Carrier or its Agent	
For Carrier's Use only at Destination		Charges at Destination		Total Collect Charges	

ORIGINAL 3 (FOR SHIPPER)

GUIA AEREA MASTER (MAWB)

Shippers Name and Address		Shippers Account Number		Not Negotiable	
				Air Waybill	
				Issued By	
Consignee's Name and Address		Consignee's Account Number		Copies 1,2 and 3 of this Air Waybill are originals and have the same validity	
				It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER. AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.	
Issuing Carrier's Agent Name and City				Accounting Information	
Agent's IATA Code		Account No.			
Airport of Departure (Addr. of First Carrier) and Requested Routing		Reference Number		Optional Shipping Information	
To By First Carrier's Routing and Destination		Currency		Declared Value for Carriage	
Airport of Destination		Requested Flight/Date		Declared Value for Customs	
		Amount of Insurance		INSURANCE - If carrier offers insurance and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information				SCI	
No of Pieces RCP	Gross Weight	Rate Class	Chargeable Weight	Rate	Total
Prepaid		Weight Charge	Collect	Other Charges	
Valuation Charge					
Tax					
Total Other Charges Due Agent		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.			
Total Other Charges Due Carrier					
Total Prepaid		Total Collect		Signature of Shipper or his Agent	
Currency Conversion Rates		CC Charges in Dest. Currency		Executed on (date) at (place) Signature of Issuing Carrier or its Agent	
For Carrier's Use only at Destination		Charges at Destination		Total Collect Charges	

ORIGINAL 3 (FOR SHIPPER)

This is the first original of the Air Waybill, intended for the issuer (transportista emisor). It contains fields for shipper and consignee information, flight details, and a table for describing the cargo. The form is titled 'Air Waybill' and includes a section for 'Handling Information'.

This is the second original of the Air Waybill, intended for the destination and cargo accompaniment (destinatario y acompañara a la mercancia hasta su destino final). It contains fields for shipper and consignee information, flight details, and a table for describing the cargo. The form is titled 'Air Waybill' and includes a section for 'Handling Information'.

This is the third original of the Air Waybill, intended for the sender as proof of delivery (expedidor como prueba de entrega). It contains fields for shipper and consignee information, flight details, and a table for describing the cargo. The form is titled 'Air Waybill' and includes a section for 'Handling Information'.



GUIA AEREA AIR WAYBILL (AWB)

E-freight

Guía Aérea NEUTRAL recomendación de FIATA

[illegible]

Shippers Name and Address		Shippers Account Number		Not Negotiable Air Waybill Issued By _____ Copies 1,2 and 3 of this Air Waybill are originals and have the same validity.	
Consignee's Name and Address		Consignee's Account Number		<i>It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.</i>	
Issuing Carrier's Agent Name and City				Accounting Information	
Agent's IATA Code		Account No.			
Airport of Departure (Addr. of First Carrier) and Requested Routing				Reference Number Optional Shipping Information	
To	By First Carrier	Routing and Destination	to	by	to
Airport of Destination			Requested Flight/Date		
Currency		Gross WT./Vol.	Other	Declared Value for Carriage	
		Pcs./Cm.	Inc.		
Amount of Insurance		INSURANCE - If carrier offers insurance and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".			
Handling Information					
SC1					
No. of Pieces Pkgs.	Gross Weight	Net Wt.	Rate Class Commodity Item No.	Chargeable Weight	Rate Charge
Prepaid		Weight Charge		Collect	
Valuation Charge					
Tax					
Total Other Charges Due Agent					
Total Other Charges Due Carrier					
Total Prepaid		Total Collect			
Currency Conversion Rates		CC Charges in Dest. Currency			
For Carrier's Use only at Destination		Charges at Destination		Total Collect Charges	
Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations. _____ Signature of Shipper or its Agent Executed on (date) _____ at (place) _____ Signature of Issuing Carrier or its Agent					

ORIGINAL 3 (FOR SHIPPER)

El expedidor preparará la Guía Aérea atendiéndose al convenio de Varsovia y al Protocolo de la Haya y las condiciones para el transporte de la Aerolínea

Ultima
modificación
28/Diciembre/2019



INSTITUTO LOGÍSTICO
México

ORIGINAL 3 (FOR SHIPPER)

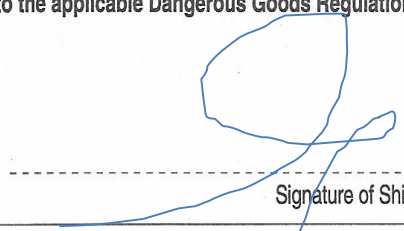
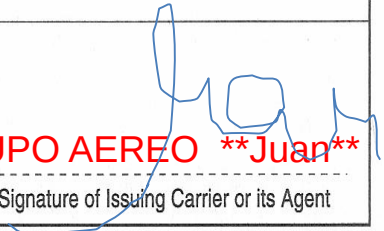
020 Mex 7568 6155

← Numero de guía →

020-7568 6155

Shippers Name and Address Relojes Finos, S.A de C.V. Presidente Masarik No. 234-1 Col. Polanco México, D.F. C.p. 5100 RFC: REF-800514 IRW Ctc: Lic. Mariela Barajas Tel: 5878-4596		Shippers Account Number		Not Negotiable Air Waybill LUFTHANSA CARGO AVE. PASEO DE LA REFORMA 509 PISO 3 COL CUAHUTEMOC C.P 06500 MEXICO, D.F. RFC: LCA920308 MZ6	
Consignee's Name and Address LUXORY TIMEPICES CH. Des Rochalletes 2 Zurich, Switzerland Zip code 2018 NIT: T47896354 Ph: +5789 945631 Ctc: Ms. Samantha Roy		Consignee's Account Number		Copies 1,2 and 3 of this Air Waybill are originals and have the same validity	
Issuing Carrier's Agent Name and City Gallardo Cargo, S.A. de C.V. Mexico City Ph: +525 2616-0893		Accounting Information Valuable or Vulnerable Merchandise			
Agent's IATA Code 861 9917/0013		Account No.			
Airport of Departure (Addr. of First Carrier) and Requested Routing MEX México City International Airport. Benito Juarez				Reference Number	
Optional Shipping Information				Declared Value for Carriage \$25,000.00	
Declared Value for Customs \$25,000.00				Declared Value for Customs \$25,000.00	
To FRA	By First Carrier LH	Routing and Destination LUFTHANSA	to ZRH	by LH	to LH
Airport of Destination ZRH ZURICH		Requested Flight/Date LH1515/25		LH321/26	
Amount of Insurance \$25,000.00		INSURANCE - If carrier offers insurance and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".			
Handling Information Documents Attached: Invoice No. A2345, Insurance Policy No.75Z-52 Seal No. AC4578963 Valuable Merchandise				"FRAGIL" "HANDLE WITH CARE" "KEEP IN GRID VALUE"	
				SCI	

No of Pieces RCP	Gross Weight	kg lb	Rate Class	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (Incl. Dimensions or Volume)
			Commodity Item No.				
5	55.00	K N		125.00	2.10	262.50	SAID TO CONTAIN: RELOJES /// WATCHES DIMS: 05) 50X50X60 CMT VALUABLE
5	55.00					262.50	

Prepaid	Weight Charge	Collect	Other Charges
262.50			Fuel (FSC) 125.00 Tax. (TXC). 23.70
	Valuation Charge		Security (SCC) 30.00
			Valuable (VAC) 80.00
	Tax		Insurance (INC) (0.38%) 95.00
23.70			
Total Other Charges Due Agent			Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.
Total Other Charges Due Carrier			
330.00			
			 Signature of Shipper or his Agent
Total Prepaid	Total Collect		
616.20			
Currency Conversion Rates	CC Charges in Dest. Currency	MARCH 17, 2021 MEXICO CITY GRUPO AEREO **Juan**	
TC. 21.8020 MEP X 1 USD		Executed on (date) at (place) Signature of Issuing Carrier or its Agent	
For Carrier's Use only at Destination	Charges at Destination	Total Collect Charges	

ORIGINAL 3 (FOR SHIPPER)

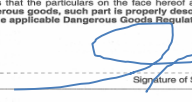
Cargos reglamentados por IATA

- Cargos de valuación
- **Cargo por corte de Guía Aérea** (AW= *Airwaybill fee*). En conexión con Otros Cargos.
- **Cargo por envío de Mercancías Peligrosas** (RA= *Restricted Articles fee*)
- **Cargo por Cargos por Cobrar** (FC= *Freight Collect fee*)
- **Cargo por Desembolso** (otros cargos en la guía aérea)
(DB= Disbursement fee)



Prepaid	Weight Charge	Collect	Other Charges	
		262.50	Fuel (FSC)	125.00
	Valuation Charge		Security (SCC)	30.00
			Valuable (VAC)	80.00
	Tax		Insurance (INC) (0.38%)	95.00
		34.40	Disburment Fee (DBC)	22.50
	Total Other Charges Due Agent		PickUp (PkA)	100.00
		225.00	Handling (HIA)	75.00
	Total Other Charges Due Carrier		MAWB (AWA)	50.00
		330.00 + 20.00 + 22.50 = 372.50	TAX (TXC)	34.90
			Collect Fee (FCC)	20.00
			Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.	
			Signature of Shipper or his Agent	
Total Prepaid	Total Collect	894.40		
Currency Conversion Rates	CC Charges in Dest. Currency	MARCH 17, 2021 MEXICO CITY GRUPO AEREO **Juan**		
TC. 21.8020 MEP X 1 USD		Executed on (date) at (place) Signature of Issuing Carrier or its Agent		
For Carrier's Use only at Destination	Charges at Destination	Total Collect Charges		

ORIGINAL 3 (FOR SHIPPER)

Shippers Name and Address Reljes Finos, S.A de C.V. Presidente Masarik No. 234-1 Col. Polanco México, D.F. C.p. 5100 Cte. Lic. Mariela Barajas Tel: 5878-4596		Shippers Account Number 		Not Negotiable Air Waybill Issued By Copies 1,2 and 3 of this Air Waybill are originals and have the same validity																												
Consignee's Name and Address LUXURY TIMEPIECES CH. Des Rochaliettes 2 Zurich, Switzerland Zip code 2018 NIT: T47896354 Ph: +5789 945631 Cte: Ms. Samantha Roy		Consignee's Account Number 		It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.																												
Issuing Carrier's Agent Name and City Gallardo Cargo, S.A. de C.V. Mexico City Ph: +525 2616-0893		Accounting Information Valuable or Vulnerable Merchandise																														
Agent's IATA Code 861 9917/0013		Account No. 																														
Airport of Departure (Addr. of First Carrier) and Requested Routing MEX México City International Airport. Benito Juárez				Reference Number 																												
To FRA		By First Carrier LH LUFTHANSA		Declared Value for Carriage \$25,000.00																												
Routing and Destination to ZRH by L H		Requested Flight/Date 		Declared Value for Customs \$25,000.00																												
Airport of Destination ZRH ZURICH		Amount of Insurance \$25,000.00		INSURANCE - If carrier offers insurance and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".																												
Handling Information Documents Attached: Invoice No. A2345, Insurance Policy No.752-52 Seal No. AC4578963 Valuable Merchandise																																
<table border="1"> <thead> <tr> <th>No of Pieces RCF</th> <th>Gross Weight</th> <th>kg lb</th> <th>Rate Class Commodity Item No.</th> <th>Chargeable Weight</th> <th>Rate</th> <th>Charge</th> <th>Total</th> <th>Nature and Quantity of Goods (Incl. Dimensions or Volume)</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>55.00</td> <td>K S</td> <td></td> <td>125.00</td> <td>2.10</td> <td></td> <td>262.50</td> <td>SAID TO CONTAIN: RELOJES C/ZAFAIRO /// WATCHES WITH SAPPHIRE DIMS: (5) 50X50X60 CMT VALUABLE</td> </tr> <tr> <td>5</td> <td>55.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>262.50</td> <td></td> </tr> </tbody> </table>						No of Pieces RCF	Gross Weight	kg lb	Rate Class Commodity Item No.	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (Incl. Dimensions or Volume)	5	55.00	K S		125.00	2.10		262.50	SAID TO CONTAIN: RELOJES C/ZAFAIRO /// WATCHES WITH SAPPHIRE DIMS: (5) 50X50X60 CMT VALUABLE	5	55.00						262.50	
No of Pieces RCF	Gross Weight	kg lb	Rate Class Commodity Item No.	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (Incl. Dimensions or Volume)																								
5	55.00	K S		125.00	2.10		262.50	SAID TO CONTAIN: RELOJES C/ZAFAIRO /// WATCHES WITH SAPPHIRE DIMS: (5) 50X50X60 CMT VALUABLE																								
5	55.00						262.50																									
Prepaid 275.00		Weight Charge 		Collect 		Other Charges Fuel (FSC) 125.00 Security (SCC) 30.00 Valuable (VAC) 80.00 Insurance (INC) (0.38%) 95.00		PickUp (PKA) 100.00 Handling (HIA) 75.00 MAWB (AWA) 50.00																								
Valuation Charge 		Tax 		Total Other Charges Due Agent 		Total Other Charges Due Carrier 		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.																								
Total Prepaid 830.00		Total Collect 		Signature of Shipper or his Agent 		Signature of Issuing Carrier or its Agent 		Executed on (date) JULY 30, 2011 MEXICO CITY GRUPO.AEREO. **Juan** at (place)																								
Currency Conversion Rates TC 11.8020 MEP X 1 USD		GC Charges in Dest. Currency 		Charges at Destination 		Total Collect Charges 																										
For Carrier's Use only at Destination 																																

ORIGINAL 3 (FOR SHIPPER)

Documento no negociable!!!!

- No se puede ceder
- No se puede negociar

El expedidor es responsable de la veracidad del contenido Y de los detalles relativos a las mercancías incluidas por él o en su nombre.



Empaque

- El contenido de cada empaque debe ir adecuadamente, de tal forma que soporte las condiciones normales de transporte vía aérea, y los incidentes que pudieran presentarse durante el vuelo.

Mercancías Peligrosas (Manual DGR de IATA)

[Animales Vivos \(Regla 2.3.3.A.1 TACT\)](#)

Restos Humanos

[Perecederos](#) [\(flores\)](#)

Valores



Marcado de Bultos

Cada Bulto debe mostrar los nombres y domicilio completo del remitente y del consignatario, tal y como se muestra en la Guía Aérea.



Datos de Embarcador

Datos de Consignatario

Etiquetado de paquetes





GALLARDO CARGO, S.A. DE C.V.
INTERNATIONAL FREIGHT FORWARDER
AGENCIA DE CARGA INTERNACIONAL

Aeropuerto Internacional de la Ciudad de México

<http://www.gallardocargo.com.mx>

E-mail: info@gallardocargo.com.mx

Ph: +(5255) 2616 0893

Fax: +(5255) 2616 0863



Socio/Member
0180

MAWB 020-7568 6155		DESTINO/DESTINATION ZRH
HAWB		
ORIGEN/ORIGIN MEX	PIEZAS / PIECES 5	TOTAL PESO/TOTAL WEIGHT 55.00 KG

AWB Label Pro

File Setup Help

Airline
BRITISH AIRWAYS


1251234567500001

Air Waybill No.
125-1234 5675

Destination HKG	Total Number of Pieces 23
---------------------------	-------------------------------------

House Air Waybill No.
234234

Number of labels:
First piece number:

Print (F5)

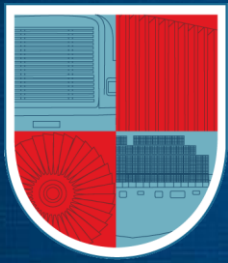
Brothersoft

REGLAS IATA

**RESOLUCION
606**

Tracking // Reservación





INSTITUTO SUPERIOR
DE ESTUDIOS LOGÍSTICOS

MUCHAS GRACIAS!!!!

ALGUNA PREGUNTA, DUDA,
COMENTARIO

????????



Virginia Gallardo