



# TERMINAL HANDLING CHARGES

SWISSPORT CARGO SERVICES

**DEUTSCHLAND GMBH**

**EFFECTIVE FROM 1<sup>ST</sup> August 2023**

Hans-Wittwer-Straße 6  
D-00435 Schkeuditz

Station:  
Leipzig - LEJ

SITA: LEJCS8X  
RA No: DE/RA/00113-01  
NCTS: DE005604

# GENERAL SERVICES

0. AIRFREIGHT HANDLING (EXPORT AND IMPORT)					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
0001	physical Freight Handling	Per kg Minimum	0,17 45,00		
0002	Documentation Freight Handling	Per kg Minimum	0,10 45,00		
0003	BUP Freight Handling	per BUP	97,00		
0004	Express Handling surcharge Delivery/Acceptance after cut-off and loaded on booked flight/truck	per kg Minimum	0,06 45,00		
0006	EAF Early Acceptance Fee Gen. and DG freight delivery > 24 hrs. before LAT BUP units delivery > 12 hrs. Before LAT	per kg Minimum Minimum	0,11 35,00 60,00		Y

1. Personnel					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
1001	Warehouse Staff*	Per 10 min or part thereof	19,45		
1002	Office Staff*	Per 10 min or part thereof	25,95		
1003	Shift Leader* * Sunday and Public Holiday Surcharge 50%	Per 10 min or part thereof	30,25		

2. EQUIPMENT					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
2005	Forklift -2,5t*	Per 10 min or part thereof	41,00		
2006	Forklift -4,5t*	Per 10 min or part thereof	70,20		
2007	Forklift -8t*	Per 10 min or part thereof	163,10		

\*including labour  
Does not include loading truck (see 3010)

# WAREHOUSE SERVICES

3. WAREHOUSE					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
3001	Labelling	Per piece without label Minimum	2,70 20,00		
3002	Labelling DG and Pharma	Per piece without label Minimum	2,70 30,00		
3003	Repackaging		on request		
3004	Damage report (excl. weighing)	per report	46,45		
3005	Damage report surcharge (incl. weighing)	per report	18,40		
3006	Re-lash of BUP	per ULD	30,00		
3007	Build up and break down up to 5 Pallet Stack Build up and break down from 6 Pallet Stack	per Stack per Stack	70,00 140,00		
3008	Palletising import shipments	per kg Minimum	0,11 18,40		
3009	Palletising import shipments incl. wrapping	per kg Minimum	0,13 29,20		
3010	Truck Loading / unloading	per 100 kg or part thereof Minimum	3,70 11,90		Y
3011	Weighing	per piece Minimum	3,70 29,20		
3013	Measuring	per piece Minimum	3,70 29,20		
3014	Photo documentation	per 3 photos	21,60		
3015	Refuse removal (Packaging material)		on request		
3016	Deconsolidation of Consol-shipments	per kg Minimum	0,17 29,20		
3017	Stretching of Freight	per pallet	3,60		
3018	Late delivery after 7pm (local time)	per AWB	11,90		
3019	Late delivery after 9pm (local time)	per AWB	17,85		
3022	x-ray security control	per kg Minimum	0,11 29,20		
3024	Security Controls (combi) ETD + Hand search Visual Check	per kg Minimum	0,11 29,20		
3026	Security controls by Hand search Visual Check, Recheck	per 10 min or part thereof minimum	41,00 41,00		
3028	Security controls for empty vehicle inspection (on request at least 48 hours in advance)	per security control	175,00		
3029	Electricity supply to Envirotainers	per container / day	41,00		
3030	Changing batteries	per Container	18,40		
3032	Collection charge for removal of important shipments from storage	per AWB	11,90		
3034	Return of Checked-In freight	per kg Minimum	0,16 41,00		
3041	Truck side offloading (Export)	per 100 kg or part thereof Minimum Maximum	3,70 30,00 410,00		Y
3042	Acceptance check of temperature controlled units (Envirotainer)	per Container	29,20		
3043	HUM fee	per AWB	97,00		

# STORAGE

4. STORAGE FEES					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
4001	Storage fee Import after free storage time The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	3,60		Y
		Minimum / day	7,15		
4003	Storage fee Import (Storage as of the 2 <sup>nd</sup> chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	7,15		Y
		Minimum / day	14,05		
4004	Storage fee Import (Storage as of the 3 <sup>rd</sup> chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	8,80		Y
		Minimum / day	19,50		
4005	Storage fee Import (Storage as of the 4 <sup>th</sup> chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day	per 50 charg kg or part thereof / day	18,90		Y
		Minimum / day	38,90		
4006	DG Import custody The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day. Free of charge for the first 24 hours from point of check-in. From the second respectively third & forth day the positions 4003; 4004 & 4005 are valid.	per 50 charg kg or part thereof / day	6,50		Y
		Minimum / day	13,00		
4008	Storage fee VIC- /valuables rooms		on request		Y
4009	Storage fee for RRY (radioactive) Please take note: This ALSO applies to shipments of low radioactivity such as "in excepted quantities" according to the current Laws and Regulations		on request		Y
4010	Deep freeze storage fee Import		on request		Y
4011	Cool room storage fee Import		on request		Y
4013	Storage fee HUM	per shipment	135,00		
4014	Storage fee AVI		on request		
4015	Intermediary storage/NRTG	Per kg / day	0,09		
		Minimum / day	11,90		
4016	Re-storage (Place shipments back into storage)	per kg	0,16		
		Minimum	41,00		
4018	ULD storage	per container / day	18,40		
4019	Order picking	per kg	0,12		
		Minimum	23,80		
4020	Picking acc. HAWB	per kg	0,12		
		Minimum	23,80		
4021	Storage fee Export after free storage time Export shipments are free of charge for 48 hours from the point of storage	per 50 charg kg or part thereof / day	3,25		
		Minimum / day	6,50		
4023	Storage fee Export (Storage as of the 3 <sup>rd</sup> day) Export shipments are free of charge for 48 hours from the point of storage	per 50 charg kg or part thereof / day	6,50		
		Minimum / day	13,00		
4024	Storage fee Export (Storage as of the 6 <sup>th</sup> day) Export shipments are free of charge for 48 hours from the point of storage	per 50 charg kg or part thereof / day	17,85		
		Minimum / day	35,65		
4026	DG Export custody Export shipments are free of charge for 24 hours from the point of check-in	per 50 charg kg or part thereof / day	6,50		
		Minimum / day	13,00		
4028	Storage fee VIC- / valuables room Export		on request		
4029	Storage fee for RRY (radioactive) Export Please take note: This ALSO applies to shipments of low radioactivity such as "in excepted quantities" according to the current Laws and Regulations		on request		

4030	Deep freeze storage fee Export		on request		
4031	Cool room storage fee Export		on request		
<p>The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day. In Case of a customs declaration on a Friday, the first weekend will also be free of charge. Export shipments are free of charge for 48 hours from the point of storage. Special storage is chargeable from the first day - exclusive DG.</p> <p><b>Calculation of Import &amp; Export storage charges</b>  Storage charges are calculated on the chargeable weight applicable to each Airwaybill.  This will apply to all cargo types and has been introduced to reflect the volumetric space physically utilised within the Swissport facility, whilst cargo is stored awaiting collection.</p>					

## 5. OFFICE IMPORT

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
5001	HAWB-entry in ATLAS (documentation)	per HAWB Minimum	3,60 11,90		Y
5004	ATLAS input / deconsolidated shipments agent (on account)	per MAWB / HAWB	21,50		Y
5005	ATLAS input / deconsolidated shipments private customers (cash)	per MAWB / HAWB	29,70		Y
5008	ATB No. Conveyance	per ATB No.	17,85		Y
5009	Disposal change ATLAS	per Process	17,85		Y
5011	CC calculation	per calculation	23,25		Y
5012	CC Fees	per process Minimum	10% 32,00		Y
5016	Duplicate of import customs control document	per notification	18,40		Y
5017	ICS input incl. MRN	per AWB	105,85		Y
5021	Community goods (EU) clearance Agents	per AWB	21,50		Y
5022	Community goods (EU) clearance private customers	per AWB	29,70		Y
5025	Request for Bank release	per release	59,40		Y
5028	Combine forwarding documents in Import	per shipment	17,85		Y
5029	Missing Import FFM	per document / flight	35,00	Y	

## 6. OFFICE EXPORT

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
6002	print eAWB	per black & white copy	12,45		
6003	print eAWB or Shipper's declaration	per colour copy	24,30		
6004	AWB correction	per AWB	24,30	Y	
6005	Issue of AWB	per AWB	27,00	Y	
6006	Paper AWB handling surcharge	per AWB	7,30	Y	
6011	Issue of ADR document	per UN / Rn. No. Minimum	12,45 60,50	Y	
6012	Captain's Notification (NOTOC) (Charter flights)	per position Minimum	5,70 60,50	Y	
6013	Issue CMR	per CMR	43,20	Y	
6015	Express document clearance	per AWB (additional charge)	30,25		
6023	DG Handling fee Check / Re-Check incl. Dry Ice Check	per AWB	162,00		
6025	DG Handling fee Check / Re-Check non-DG	per AWB	81,00		
6026	Lithium battery DG handling fee Check / Re-Check	per AWB	81,00		
6027	DG Handling fee Check / Re-Check	per UN / piece	5,95		
6028	Pharma Document Check fee	per AWB	30,25	Y	
6029	Pharma Document Check fee	per piece	2,70	Y	
6031	AVI Check		on request	Y	
6033	Missing Export FBL	per Shipment	6,50	Y	
6034	FWB / HAWB Data Input / correction	per AWB / HAWB	18,40	Y	
6035	OCI Data transmission (for example China) / correction	per AWB	7,00	Y	

## 7. CUSTOMS

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
7001	Customs clearance Customs clearance Frankfurt	per AWB per AWB	17,85 35,10		
7002	Destruction of goods under customs supervision		on request		
7003	T1 Issue	per document	100,00		
7004	T1 Import presentation	per document	50,00		
7005	Admission to (Customs) Custody	per action	92,00		
7006	Customs inspection import / export	Per 30 min or part thereof	64,80		
7007	Extension Customs Clearance deadline		on request		
7008	Attach Customs Seal	per action	5,95		
7016	Transport to VET Inspection	Per hour or part thereof	140,40		
7017	AVI-Handling (lump sum)		on request		
7021	CSD/eCSD	per entry	30,00		

## 8. MATERIAL

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
8001	ULD Tags	per tag	2,70		
8002	Stud (single)	per stud	4,35		
8003	Stud (double)	per stud	9,20		
8004	Tie-down rope	per meter	1,90		
8005	Corner rope	per piece (5cm)	6,50		
8006	Lashing strap (6m)	per piece	19,45		
8007	Lashing strap (9m)	per piece	25,95		
8010	Lower Deck Net	per Net	297,00		
8011	Main Deck Net	per Net	415,80		
8012	New pallet net incl. arranging		on request		
8015	Wooden boards	per Meter	7,45		
8016	Wooden beams & squAIR-timber (3m)	per piece	26,10		
8017	Wooden beams & squAIR-timber	per Meter	8,70		
8018	Heavy duty planks		on request		
8020	Corner protectors	per Meter	6,50		
8021	Tape	per Roll	3,25		
8025	Plastic foil for Lower Deck Pallets per ULD		on request		
8026	Plastic foil for Belly load	Per Belly	7,30		
8027	Plastic foil	per Meter	1,20		
8028	Stretch foil	per Pallet	9,20		
8030	Dry Ice		on request		
8031	Replacement of Dry Ice		on request		
8034	Seal / lock	per seal / lock	5,40		
8038	Heavy duty panel small	per piece	31,05		
8039	Heavy duty panel large	per piece	45,95		
8040	Euro pallet	per pallet	26,10		
8041	One-way pallet	per pallet	17,40		
8042	Batteries for cool container		on request		
8043	Screw/Nails	per piece	0,65		
8045	Label	per label	5,95		
8046	Plastic Strap	per pallet	8,65		

## 9. OTHERS

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
9001	P.O.D. Request / Landing certificate	per request	59,40		
9002	Photocopy	per black & white copy	5,95		
9003	Photocopy	per colour copy	8,65		
9004	Postage	per event	9,20		
9005	Document transport (ramp / apron)		on request	Y	
9006	Flight supervision	Per hour or part thereof	108,00	Y	
9007	Initiate Bookings	per AWB	11,90	Y	
9008	Notifications to authorities		on request	Y	
9011	Cargo shuttle Off-Airport		on request		
9013	Cargo shuttle / Transport		on request		
9014	Slot booking for export acceptance / import delivery		on request		
9015	CCA application	per application	41,00		
9016	Phone call / fax	per local call / fax	1,90		
9017	Phone call / fax	per international call / fax	7,30		
9029	Electronic document dispatch	per 3 pages or part thereof	5,95		
9031	Ramp escort		on request	Y	
9035	Arranging crane load		on request		
9036	Arranging and monitoring of repacking		on request		
9037	CCTV Evaluation	per 30 min	70,20		
9038	Ramp clearance		on request		

On request: requested services provided by third party, rates include 15% admin cost surcharge  
 Airport taxes and special storage fees are paid to third parties, the respective costs are passed on at cost  
 (Radioactive transport, animal transport, valuables transport, DGR transport, special transport)

# PAYMENT TERMS

Payment is due twenty-one (21) days after the invoice date or by contractual agreement. With written direct debit order consent, the full amount will be collected. Unless otherwise agreed, the invoice date is equal to the service date.

# CONTACTS

<p><b>Import:</b> T: +49 34204708-411 F: +49 34204708-419  <a href="mailto:lej.cargo@swissport.com">lej.cargo@swissport.com</a> SITA: LEJCS8X</p> <p><b>Export:</b> T: +49 34204708-411 F: +49 34204708-419  <a href="mailto:lej.cargo@swissport.com">lej.cargo@swissport.com</a> SITA: LEJCS8X</p> <p><b>Station Manager:</b> Connie Jakat T: +49 34204708-413 F: +49 34204708-419 M: +49 176 1227-0472 <a href="mailto:Connie.jakat@swissport.com">Connie.jakat@swissport.com</a> SITA: LEJCS8X</p>	<p><b>Shift Leader:</b> Christian Reichelt T: +49 34204708-410/415 F: +49 34204708-419 <a href="mailto:lej.cargo@swissport.com">lej.cargo@swissport.com</a> SITA: LEJCS8X</p> <p><b>Dangerous Good &amp; Security Coordinator</b> Frank Krüger T: +49 34204708-410 F: +49 34204708-419 M: +49 176 12270 - 482 <a href="mailto:christian.reichelt@swissport.com">christian.reichelt@swissport.com</a> SITA: LEJCS8X</p>	<p><b>Shift Leader:</b> Marco Rabsch T: +49 34204708-410/415 F: +49 34204708-419 <a href="mailto:lej.cargo@swissport.com">lej.cargo@swissport.com</a> SITA: LEJCS8X</p> <p><b>Operations, Customs Coordinator / Invoice Assistant</b> Renè Sauß, Connie Jakat T: +49 34204708-412 F: +49 34204708-419 <a href="mailto:lej.cargo@swissport.com">lej.cargo@swissport.com</a> SITA: LEJCS8X</p>
---	--	--

# OPENING HOURS

Warehouse		Office	
Mon – Thu	08h00 – 17h00	Mon – Fri	06h00 – 18h00
Fri	08h00 – 01h00	Sat - Sun	closed
Sat – Sun	closed	Public Holiday	closed
Public Holiday	closed	Special Days	closed
Special Days	closed		
<b>Public Holidays:</b> 1 <sup>st</sup> Jan 2023, 7 <sup>th</sup> Apr 2023, 10 <sup>th</sup> Apr 2023, 1 <sup>st</sup> May 2023, 18 <sup>th</sup> May 2023, 29 <sup>th</sup> May 2023, 3 <sup>rd</sup> Oct 2023, 31 <sup>st</sup> Oct 2023, 25 <sup>th</sup> Dec 2023, 26 <sup>th</sup> Dec 2023			
<b>Special Days:</b> 24 <sup>th</sup> Dec 2023, 31 <sup>st</sup> Dec 2023			