

## INFORMATION FOR ORDER ALL-IN EXPORT IN WARSAW TERMINAL CARGO

Goods ordered in the all-in service should be delivered properly prepared, i.e., the dimensions of the shipment should meet the requirements of the airline. LSAS may redirect the shipment to an external warehouse at Poleczki Street, where it is possible to repack the shipment according to the Pricelist<sup>1</sup>.

In the all-in service, we do not accept shipments: AVI, VAL, HUM, HUA, DIP as well as safe chain shipments (RA/KC).

Save chain notices should be sent by e-mail to ([checkin-export@lsas.aero](mailto:checkin-export@lsas.aero)).

### All-in service (Status NRFC-A and NRFC-B) covers:

1. Handling of documentation;
2. Weighing and measuring the shipment<sup>2</sup>;
3. Printing the AWB consignment note electronically provided by the sender<sup>3</sup>;
4. Printing business documents (up to 20 copies)<sup>4</sup>;
5. Printing and labelling with MAWB label electronically delivered <sup>5, 6, 8</sup>;
6. Closing of the T1 transit remittance at the Customs Office;
7. Sending a message CC507C/CC007C (after receiving an MRN number);
8. Mechanical unloading (unloading of palletized goods adapter to be handled by electric pallet trucks, the service is limited to unloading one truck with a load capacity of up to 24 tons, the maximum weight of one pallet to be unloaded is 2 tons. Any other type of cargo payable according to the rates in the Pricelist;
9. Transfer of freight along with documentation for handling service – according to point 4 of Pricelist.

### All-in service (Status NRFC-B) additionally covers:

1. Labelling with HAWB labels <sup>7</sup>;
2. Handling materials for securing and fixing the shipment (without Euro pallet).

The service order should be place via Web for Freight Forwarders one day before the planned delivery, not later than 24 hours.

**NOTE 1: THE „ORDER ID” NUMBER SHOULD BE PASSED ON TO THE DRIVER WITH WHICH HE/SHE REPORTS TO THE EXPORT ACCEPTANCE WINDOW.**

**NOTE 2: TO STREAMLINE THE PROCESS OF RECEIVING SHIPMENTS AT OUR WAREHOUSE, PLEASE ENSURE THAT EACH SHIPMENT IS CLEARLY LABELED WITH THE ORDER NUMBER BEFORE DELIVERY.**

### How to label your shipment?

1. Place a clear and legible order number on the shipment.
2. The number should be visible on the outside of the package.
3. If multiple packages belong to the same order, each package must display the same order number (you can add the quantity from the whole order, ex. 1of 5, 2 of 5, etc.).

**SHIPMENTS WITHOUT AN ORDER NUMBER MAY EXPERIENCE DELAYS IN PROCESSING. PLEASE NOTE THAT THE LSAS SHALL NOT BE HELD LIABLE FOR ANY DELAYS OR IRREGULARITIES IN THE HANDLING OF THE SHIPMENT RESULTING FROM THE INABILITY TO CLEARLY IDENTIFY IT.**

### Temperature-sensitive shipping rules:

At the time of notification of a temperature-sensitive shipment, a draft of the MAWB letter and the MAWB sticker (before the driver's arrival) should be sent, [possible later replacement of the letter included in the price]. The shipment should be labeled with an appropriate temperature label.

**THE DRIVER MUST BE INFORMED THAT THE TEMPERATURE CONSIGNMENT MUST REMAIN UNDER CONTROLLED REFRIGERATION CONDITIONS IN THE LOADING AREA OF THE VEHICLE UNTIL IT IS READY FOR THE SECURITY CHECK. AT THE TIME OF REPORTING TO THE CARGO TERMINAL, THE DRIVER SHOULD HAVE A PRINTOUT WITH A TEMPERATURE CHART FROM THE REFRIGERATED VEHICLE.**

**Dangerous Goods shipping rules:**

A dangerous shipment must be delivered to the Cargo Terminal with appropriate labels, in accordance with IATA DGR. LSAS is not responsible for the labeling of DG shipments.

To ensure smooth service, it is a good practice to add an additional set of hazard labels and an address sticker along with documents at the acceptance window, before unloading (in order to possibly label packages after security check).

**IF A DGD DECLARATION IS REQUIRED FOR THE SHIPMENT, IT SHOULD BE HANDED OVER TO THE DRIVER  
ALONG WITH A SET OF DOCUMENTS, WITH WHICH HE REPORTS TO THE EXPORT ACCEPTANCE WINDOW.  
DGD ATTACHED TO THE SHIPMENT WILL NOT BE ACCEPTED!**

**Note:** Once the documents have been registered , any additional services/instructions should be reported to [allin-export@lsas.aero](mailto:allin-export@lsas.aero)

<sup>1</sup> repacking of the shipment is not included in the price of the all-in service

<sup>2</sup> re-weighing and/or measuring the shipment in accordance with point 7.6 of the LSAS Price List

<sup>3</sup> in the case of correction of data on AWB after acceptance , replacement of the letter for an additional fee (it is 8.4.2 of the Price List)

<sup>4</sup> the price includes black and white prints, for each color print a fee will be charged in accordance with 8.4.5 of the price list (40 PLN for each 20 copies)

<sup>5</sup> printing and sticking of handling labels (special handling, e.g., DO NOT STACK, FRAGILE, PIL) is not included in the price of the all-in service

<sup>6</sup> LSAS is not responsible for labeling DG shipments. Dangerous shipments within the meaning of IATA DGR regulations should be delivered properly labeled and the DGD declaration should be delivered together with the AWB documentation to the Acceptance window

<sup>7</sup> You must provide instructions to identify your consignment

<sup>8</sup> stickers should be in a PDF file, 10cm x 15cm, one sticker per page