

Guide of Web for Freight Forwarders

Created by: Cargo Training and Processes Department



LS AIRPORT
SERVICES

In this guide You will find out:



OFFER OF OUR WEB (DISCRIPTIONS OF
ALL POSSIBILITIES FOR EVERY USER)



EXPLANATION OF THE BASIC CONCEPTS



EXPLANATION OF OPERATIONS ON
INDIVIDUAL TABS (CREATING A TRANSIT
ORDER, DELIVERY OF THE SHIPMENT,
DRIVER'S NOTIFICATION, ETC.)



Forwarding Portal Domains:

For Warsaw- <https://portal-waw.cargo.lsas.aero/>

For Katowice- <https://portal-ktw.cargo.lsas.aero/>



What our Forwarding Module offers?

Skyline

SIGN IN

[Forgot Password](#)

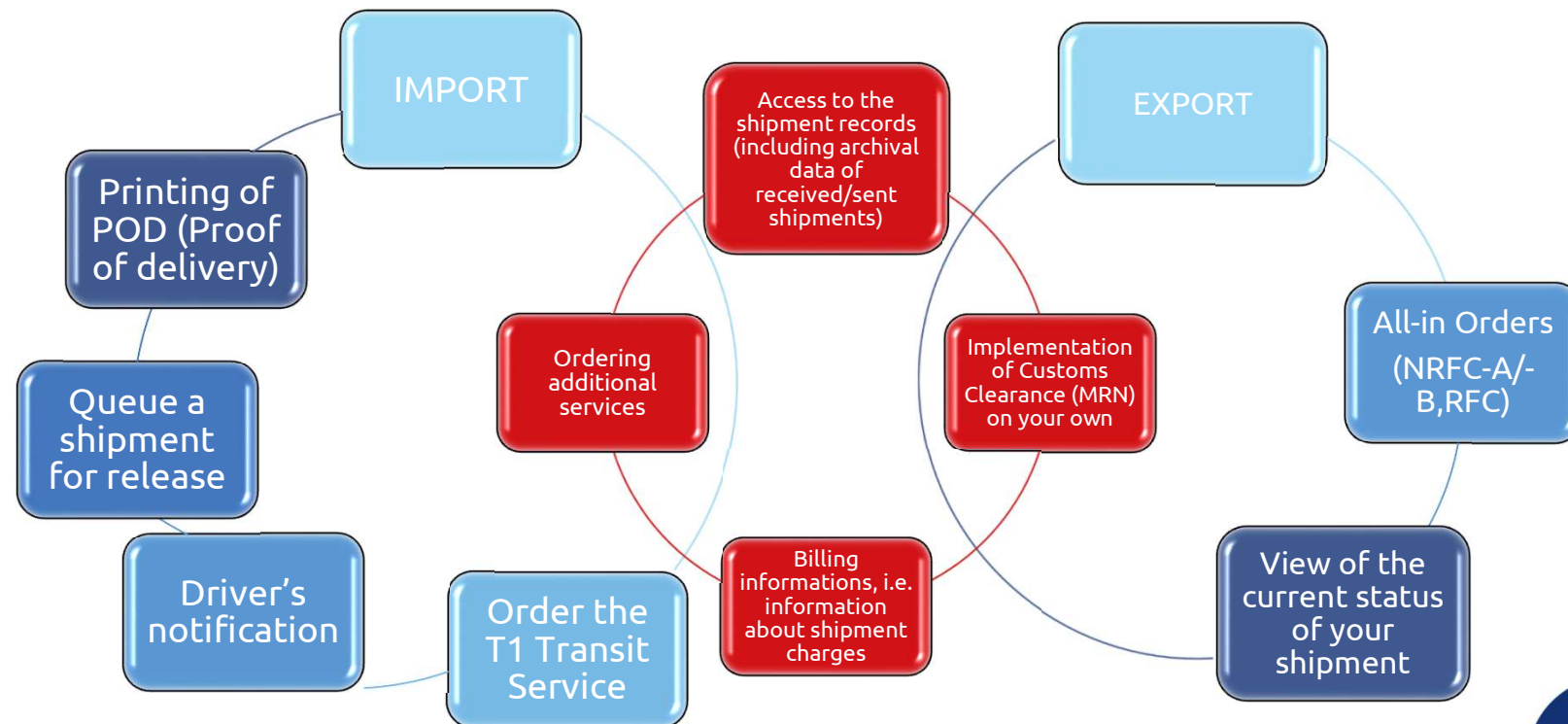
Administrator role

A Freight Forwarding Employee who receives administrator privileges additionally has the ability to:



Employee role

A Freight Forwarding employees who receives standard qualifications has the ability to:



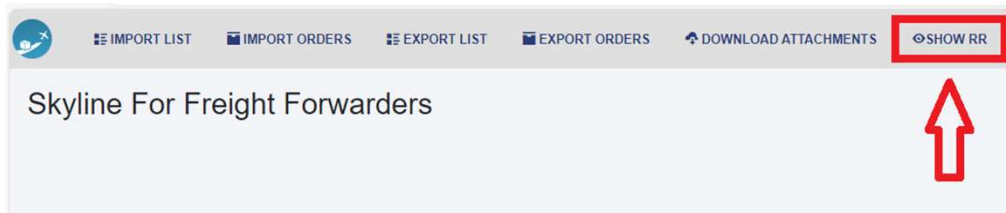
First launch

Firstly, you will receive via mail information about our Web for Freight Forwarders with an activation link which will redirect you to the website.

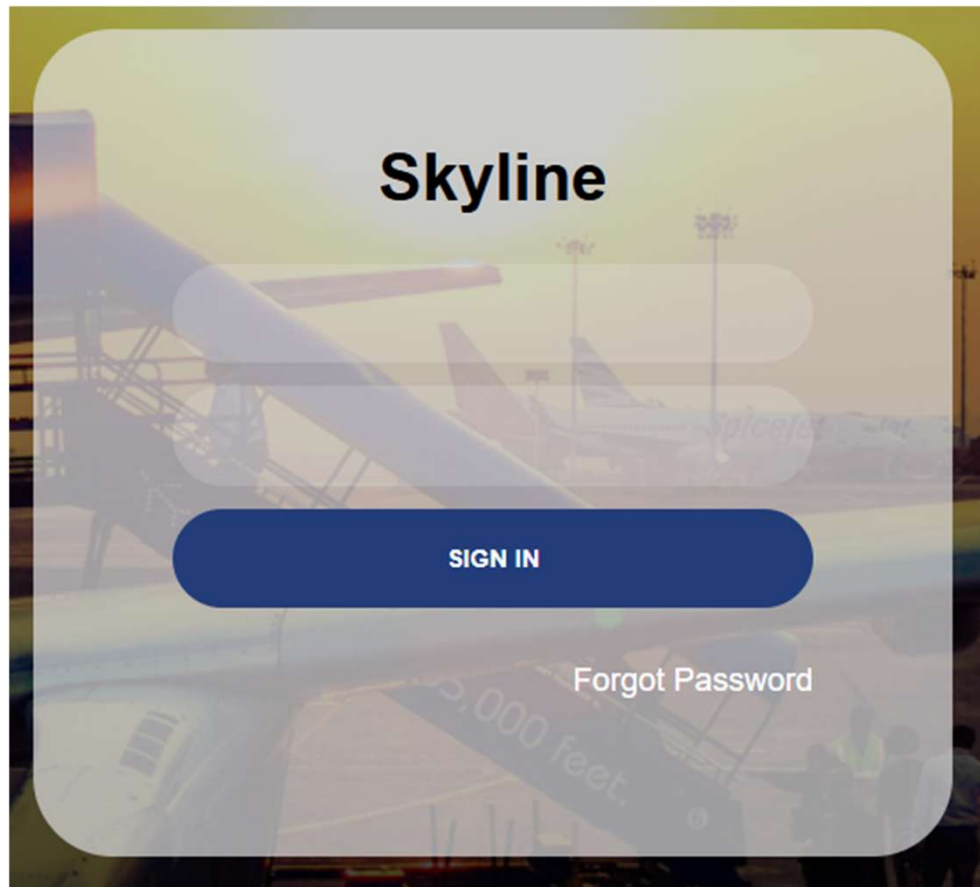
In the next step you will need to set up a password to your Account and agree with the rules and rights. The Terms and Conditions of Use of the Portal are available for viewing by clicking "terms and conditions" on the first login page and in the "SHOW RR" tab after each subsequent login to the Portal.

The account has been registered with the appropriate permissions.

After each update of the terms and conditions, a window appears with a reconfirmation of reading the terms and conditions.

A registration form for the portal. It features two input fields for 'Password' and 'Password again'. Below these fields is a checkbox, which is currently unchecked. To the right of the checkbox is the text 'I agree with this terms and conditions'. At the bottom of the form is a large blue button labeled 'REGISTER'. The background of the form is a blurred image of an airport tarmac with aircraft.

Forgot your Password?

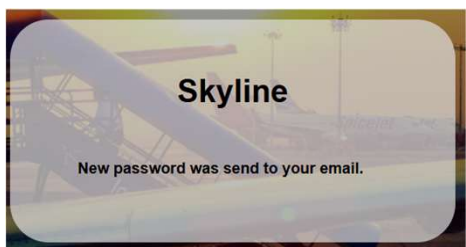
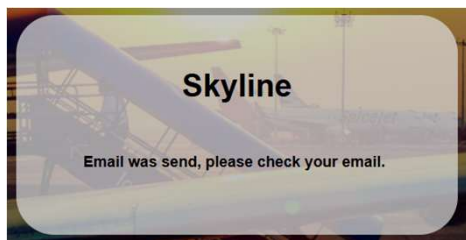
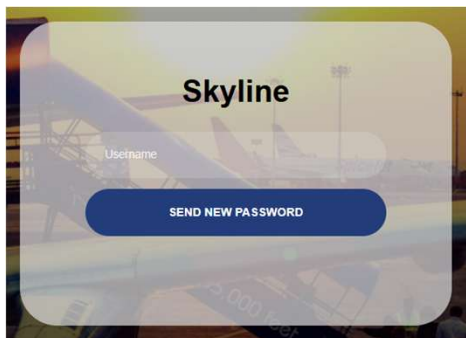


There is an opportunity to assign a new temporary password in case it is lost/forgotten. There are two ways to get a temporary password:

1. Contact with an administrator from your company in Portal
2. Button „Forgot Password“.

If both options are unavailable or do not produce the desired result, please report the issue to us at the address cargo-procesy@lsas.aero.

Forgot your Password?



In first step of reaching back your password you need to fill in your login and click on „Send New Password” button. System will send a verification link to ensure that you really want to reset your password.

USER: [redacted] FF PASSWORD RECOVERY

 noreply@goldensupport.eu
Do [redacted]

 Usunęliśmy dodatkowe podziały wiersza w tej wiadomości.

  Odpowiedz  Odpowiedz wszystkim  Prześlij dalej  

Ostrzeżenie: Wiadomość spoza organizacji Zanim otworzysz załączniki lub linki, upewnij się, że są one bezpieczne.

Please click this URL for [redacted] skyline identity verification.

<https://portal-waw.cargo.lsas.aero/ResetPassword/PMWINFHSWAWZII7BGPGV>

After clicking on the link, you will be sent to the tab where you will see a message that the new password has been assigned and sent to your e-mail.

USER: [redacted] - New Password

 noreply@goldensupport.eu
Do [redacted]

 Usunęliśmy dodatkowe podziały wiersza w tej wiadomości.

  Odpowiedz  Odpowiedz wszystkim  Prześlij dalej  

Ostrzeżenie: Wiadomość spoza organizacji Zanim otworzysz załączniki lub linki, upewnij się, że są one bezpieczne.

New Password generated by the system, after login user: [redacted] will have to change password.

Password: [redacted]

Explanation of the individual tabs in the forwarding portal

Along with a description of their functionality



Employees Tabs



1.

2.

3.

4.

5.

6.

7.

8.

9.

Skyline For Freight Forwarders

1. IMPORT LIST – a list of all MAWB numbers in Import, the recipient of which is the Forwarder or the rights to the shipment are assigned to the Forwarder
2. IMPORT ORDERS – list of all ordered transits in the T1 procedure in Import
3. EXPORT LIST – a list of all MAWB numbers in Export that are handled by Forwarder
4. EXPORT ORDERS - a list of all ordered all-in in Export
5. DOWNLOAD ATTACHMENTS – a list of documents with the possibility of downloading them to your computer
6. ECOMMERCE – tab visible only to customers who are an Ecommerce entity (more in: „Ecommerce Module Manual”)
7. SHOW RR „Show Rules and Regulations” – after clicking on it, the Terms of Use of the Portal will show up.
8.  – Change of Password
9.  – Log out

IMPORT



IMPORT LIST Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

EN 🔑 📄

Filter ATA Date From
08.12.2024

Filter ATA Date To
22.01.2025

Prefix
Prefix

Number
Number

Show Received
☐

Search

Export To Excel

Import Awbs

Nothing was found!

1.

Filter ATA Date From
08.12.2024

Filter ATA Date To
22.01.2025

 - Filter by ATA („Actual Time of Arrival”) date
2.

Prefix
Prefix

Number
Number

 - filter by exact AWB number (*with the appropriate date range taken into)
3.

Show Received
☐

Show Received
☒

 - by marking this checkbox, You can see all delivered shipments (archive)

IMPORT LIST Tab

IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

Filter ATA Date From

01.08.2023

Filter ATA Date To

22.01.2025

Prefix

Number

Show Received

☒

Search

Export To Excel

Import Awbs

Id	Awb Number	ATA	Awb Status	O.
149779	328-92314950	06.09.2023 13:07	Shipment received by the consignee	0
173362	080-37280751	19.10.2023 12:43	Consignee notified	0
177958	112-16201533	25.10.2023 08:00	Shipment received by the consignee	0
179013	020-22334480	29.10.2023 13:51	Shipment received by the consignee	0
183543	157-93182751	07.11.2023 11:35	Shipment received by the consignee	0
198838	080-37168154	03.12.2023 15:46	Shipment received by the consignee	0
211380	080-36940271	29.12.2023 04:00	Shipment received by the consignee	0
212394	501-15450400	02.01.2024 12:37	Shipment received by the consignee	0
216575	080-37516426	10.01.2024 22:05	Shipment received by the consignee	0
237227	080-37341780	24.02.2024 05:00	Shipment received by the consignee	0
240622	724-73640416	01.03.2024 06:15	Shipment received by the consignee	0
273117	020-49335005	04.05.2024 13:45	Shipment received by the consignee	0
279969	999-04369934	17.05.2024 06:03	Shipment received by the consignee	0
354137	080-19247712	09.10.2024 11:53	Shipment received by the consignee	0
398972	724-76679315	29.12.2024 18:42	Shipment received by the consignee	0

Selected Awb

Id

Awb Number

Date

Pieces

Weight

COR

CDR

211380

080-36940271

27.12.2023

8

328

X

Deliveries

Queue

Queue Status

Hawb Number

Delivery Contact

Delivery Status

Delivery Date

Pieces

Weight

Pcs

Weight

Clearance Number

Number

158

Done

DLV

05.01.2024 13:57

8

328 kg

8

328 kg

Pieces (Clearance Number / AWB): 8 / 8

Weight (Clearance Number / AWB): 328 / 328

Mtns

Type

Mrn Number

Lrn Number

Pieces

Weight

Action

Pieces (Mrn / AWB): 0 / 8

Weight (Mrn / AWB): 0 / 328

Attachments

Actions

+ C.N.

Print POD

QUEUE

OTC

In IMPORT LIST Tab You can find all of the shipments, which consignee written on the MAWB is Forwarder. Shipment will be visible here after whole acceptance process done and when shipment will be ready to pick up (LSOBCS READY).

The window with all the necessary information about the shipment will show up after marking it on the list of the shipments on the left side of the screen. Actions possible to taken in this window are as follows (1.): adding Clearance Number (MRN), Printing POD, queue for delivery and add a driver's details after clicking on „OTC” (one time contact). There is also a possibility to (2.): make a transit order in T1 procedure, show approximate charges for the shipment and upload an attachment, e.g., Clearance in PDF.

Create Transit Order

Show Charges

Upload Attachment

IMPORT LIST tab

IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

Filter ATA Date From

01.08.2023

Filter ATA Date To

22.01.2025

Prefix

Number

Show Received

☒

Search

Export To Excel

1. QUEUE – queue number for delivery, visible after clicking on „queue” (this number is also shown in our delivery area so the driver will know the status of the delivery at LSAS warehouse)

2. QUEUE STATUS – actual status of shipment in the queue, possible statuses: registered, in-progress, ready, done, back to warehouse

3. HAWB NUMBER – HAWB number

4. DELIVERY CONTACT – delivery person contact details (forwarder, not the driver)

5. DELIVERY STATUS – possible statuses: arrived-shipment in warehouse, DLV-shipment in the queue after clearance

6. DELIVERY DATE – Date and time of registration of delivery and assigning a queue number

7. PIECES – pieces of MAWB

8. WEIGHT – weight of MAWB

9. PCS – number of pieces of the accurate clearance number

10. WEIGHT – weight of the accurate clearance number

11. NUMBER – Clearance number

12. ACTIONS – possible actions to be taken

Selected Awb

Id

211380

Awb Number

080-36940271

Date

27.12.2023

Pieces

8

Weight

328

COR

X

CDR

Deliveries

1.2.3.4.5.6.7.8.9.10.11.12.

Queue

Queue Status

Hawb Number

Delivery Contact

Delivery Status

Delivery Date

Pieces

Weight

Pcs

Weight

Number

Actions

158

Done

DLV

05.01.2024 13:57

8

328 kg

8

328 kg

+ C.N.

Print POD

QUEUE

OTC

Pieces (Clearance Number / AWB): 8 / 8

Weight (Clearance Number / AWB): 328 / 328

Mtns

Type

Mrn Number

Lrn Number

Pieces

Weight

Action

Pieces (Mrn / AWB): 0 / 8

Weight (Mrn / AWB): 0 / 328

Attachments

Create Transit Order

Show Charges

Upload Attachment

IMPORT LIST tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

EN  

Filter ATA Date From

Filter ATA Date To

Prefix

Number

Show Received

Search

Export To Excel

Import Awbs

Nothing was found!

1. **+ C.N.** 

Add Clearance Number ×

Pieces

Weight

Clearance Number

Close

Add Clearance Number

- action of adding a „Clearance number” with „pieces” and „weight”

2. **Print POD** - possibility of „printing POD” which means download „Proof of Delivery” in PDF

3. **QUEUE** 

Delivery Contact

☐

☐

☐

☐

☐

☐

Save Contact

Delivery Contact

☒

Name

☐

Id Number

Save Contact

- making an appointment to deliver the shipment. There will show up a list of forwarders or in the last line you can mark the blank checkbox which will allow you to add a person which is not assigned into the list of your employees. (If the list of the employees here is incorrect, please request a change to the email address: info-cargo@lsas.aero)

4. **OTC** 

One Time Contact ×

Name

Email

Phone

Close

Save One Time Contact

- „one time contact”, adding a drivers who will pick up the shipment details

IMPORT LIST tab

IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

Filter ATA Date From

01.02.2024

Filter ATA Date To

25.01.2025

Prefix

Number

Show Received

Search

Export To Excel

Import Awbs

Id	Awb Number	ATA	Awb Status	O.
280757	172-84825436	19.05.2024 08:15	Goods and documents checked	0
292824	147-20460016	10.06.2024 14:15	Consignee notified	0
313684	020-19056306	22.07.2024 13:51	Consignee notified	0
315230	080-37358742	27.07.2024 22:15	Consignee notified	0
315642	157-32907291	26.07.2024 13:28	Consignee notified	0
316002	020-88521565	26.07.2024 22:26	Consignee notified	0
316532	020-18250761	28.07.2024 07:43	Consignee notified	0
318105	080-19210520	28.07.2024 10:33	Consignee notified	0
318256	020-25413685	30.07.2024 11:45	Consignee notified	0

Selected Awb

Id	Awb Number	Date	Pieces	Weight	COR	CDR
292824	147-20460016	10.06.2024	4	26	T1	

Deliveries

Queue	Queue Status	Hawb Number	Delivery Contact	Delivery Status	Delivery Date	Pieces	Weight	Pcs	Weight	Number	Actions
				Arrived		4	26 kg	4	26 kg		+ C.N. Print POD QUEUE OTC

Pieces (Clearance Number / AWB): 4 / 4

Weight (Mtn / AWB): 0 / 26

Attachments

Charges Info

Name of service

Estimated costs on 10.01.2025

Mtn

Terminal charges

94 PLN

Type

Pieces

Weight

Action

Close

Create Transit Order

Show Charges

Upload Attachment

Button „Show charges” will pop up a window with an approximate charges for exact shipment. Costs other than terminal charges should be visible at the end of the billing period, that means at the end of the month.

Important information's regarding the T1 transit order service



Rules for placing orders in the IMPORT ORDERS Tab

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)[EN](#) [🔍](#) [🏠](#)

1. The transit service order must be created in the system at least 4 hours before the driver is scheduled to arrive in the case of mechanical loading, or at least 24hours in the case of manual loading.
2. The order service may not be accepted for execution by LS Airport Services due to:
 - Incorrectly described transit order,
 - Lack of contact number for the driver and incomplete driver data,
 - Failure to comply with the notification time for manual loading.
3. Upon the driver's arrival, the service may be suspended and rejected due to:
 - A vehicle not adapted for sealing (torn tarpaulin, broken rope, missing eyelets, incorrect registration),
 - Foreign goods in the cargo space of a vehicle without T1 documentation,
 - Changes in the form of dealing goods,
 - Inability to load goods onto the vehicle,
 - Driver leaving the Terminal Cargo area before loading,
 - Refusal of consent to loading by the Customs Office.

Note: Each change in the order status and adding a comment to the order will result in automatic message being sent to the email address of the person placing order. This is an automatic message, please do not reply to it. To contact the operational Staff, use the „add comment“ option under the created order. LSAS reserve the right not to reply to emails regarding orders sent to email addresses.

What does the transit order service in the T1 procedure include?

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)[EN](#) [PL](#) [RU](#)

The cost of the all-in service is 200 PLN net for each AWB and includes:

1. Preparing the truck or shipments for sealing;
2. Assistance of an LSAS employee in sealing on the basis of an order received with an LRN number;
3. Sealing of the parcels (up to 1 piece included in the price of the service¹);
4. Printing the requires documentation and handing it over to the driver (up to 20 copies²);
5. Sending scanned documents related to the receipt of the parcel (CMR, POD);
6. Manual loading included in the price of the service up to the weight of 300kg³;
7. Mechanical loading included in the price of the service limited to 1 truck – max 24 tons⁴.

¹above 1 piece there will be charged fee of 15 PLN per piece

²the price includes black and white prints, for each color print a fee will be charged in accordance with 8.4.4. of the price list (40 PLN for each 20 copies for Warsaw; 22 PLN for Katowice)

³manual loading over 300kg charged in accordance with the price list (0,33PLN/kg for AWB); e.g. for shipment weighting 550kg the following calculation will be used: $550 \times 0,33 = 181,50 \text{ PLN}$ – for Warsaw; (0,20PLN/kg for AWB); e.g. for shipment weighting 550kg the following calculation will be used: $550 \times 0,20 = 110,00 \text{ PLN}$ – for Katowice.

⁴mechanical loading over 24 tons charged in accordance with the price list (0,22PLN/kg for AWB), e.g. for a shipment weighting 30 000kg, the following calculation will be used: $30\ 000 \times 0,22 = 6\ 600,00 \text{ PLN}$ – for Wasraw; (0,17PLN/kg for AWB), e.g. for a shipment weighting 30 000kg, the following calculation will be used: $30\ 000 \times 0,17 = 5\ 100,00 \text{ PLN}$ – for Katowice.

Important informations regarding the T1 transit order service

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)[EN](#) [PL](#) [RU](#)

The service begins after the driver reports to the Customer Service Office and the LSAS Staff verifies the suitability of the vehicle for loading/sealing

It should be remembered that the driver should **ALWAYS** know the AWB number for which the order was issued.

NOTE: THE DRIVER MUST BE INFORMED THAT DEPARTURE AFTER LOADING IS POSSIBLE ONLY AFTER PUTTING A SEAL ON THE TRUCK

PAYMENT

The shipment is charged with the costs of handling in the cargo warehouse, calculated in accordance with the price list available at the link: <https://www.lsas.aero/en/services/ls-cargo-terminal#dokumenty-i-formularze>, in the following locations Warsaw and Katowice, and at „Download attachments” tab.

MAKING CHANGES TO THE ORDER IN TERMS OF CHANGING THE LRN NUMBER OR CHANGING THE CAR WILL RESULT IN CHARGING ADDITIONAL FEES IN THE AMOUNT OF 200PLN NET for Warsaw; 80 PLN NET for Katowice.

A binding description of the services and the rules for their provision is included in the „general terms and conditions of cargo services” and relevant price lists.

*LRN number must contain 22 characters

Order statuses in the IMPORT ORDERS Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

EN

1. „New” – means that a new order has been created by the user.
2. „Accepted” – means acceptance of the order by the LS Airport Services employee.
3. „Rejected” – means rejection of the order by the LS Airport Services employee. In this case LSAS employee also provides a reason for rejecting the order.
4. „Arrived” – means that the driver had arrived at the IMPORT Delivery department.
5. „Accepted to loading” – means correct verification of the vehicle and loading space as well as the consent of the Customs Office for loading. Note: this status does not mean that loading process starts at that exact time!
6. „Rejected to loading” – means rejection of the order due to rejection of the Customs Office to be loaded, or failure in the vehicle or in cargo space was found, that does not allow to place shipment in there. In this case LSAS employee also will provide reason of rejecting the order.
7. „Loading in progress” – means that queue number was adjusted to the shipment due to delivery reason. Note: this status does not mean that loading process starts at that exact time!
8. „Back to warehouse” – means that shipment was put back to the warehouse. Usually, this status shows up when the driver does not pick up the shipment for too long.
9. „Done” – means that service of the order is done.

Note: Each change in the order status and adding a comment to the order will result in automatic message being sent to the email address of the person placing order. This is an automatic message, please do not reply to it. To contact the operational Staff, use the „add comment” option under the created order. LSAS reserve the right not to reply to emails regarding orders sent to email addresses.

Placing a transit order in T1 procedure



Placing a transit order in T1 procedure



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

EN   

Filter ATA Date From
01.08.2023

Filter ATA Date To
22.01.2025

Prefix
Prefix

Number
Number

Show Received
☒

Search

Export To Excel

Creating Import ALL-IN Order on Awb 724-73640416

Order Type *
Full AWB

LRN Number *
Active Lrn

+ Awb Lrn

Inactive Lrn

Estimated Time of Driver arrival (dostawa) *

Driver Name (Nazwisko kierowcy) *

Driver Id (identyfikator kierowcy)

Plate Number (Nr rejestracyjny) *

Phone Number (Nr telefonu)

Weight (Waga) *
423

Pieces (Ilość sztuk) *
1

Seal type and quantity

Plomba na samochód

Ilość plomb na samochodzie

Plomba na paczce

Ilość plomb na paczce

Additional Services

Packing service on Euro type pallet

Uwagi dodatkowe

Szanowny Kliencie,
rozpoczynasz zlecenie obsługi przesyłki w
procedurze tranzytu. Czy chcesz kontynuować?

Przypominamy, by awizacje kierowców zgłaszać
używając przycisku OTC.

TAK NIE

Create Transit Order

Show Charges

Upload Attachment

Here we are between IMPORT LIST and IMPORT ORDERS. After completing all the details, the progress of your order should be tracked in the IMPORT ORDERS tab, where it is also possible to add comments and attachments .
Please maintain any contact via the forwarding portal (one communication channel)

Placing a transit order in T1 procedure



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

EN   

Filter ATA Date From08.12.2024

Filter ATA Date To22.01.2025

PrefixPrefix

NumberNumber

Show Received

Search

Export To Excel

Creating Import ALL-IN Order on Awb

Order Type *

Full AWB

LRN Number *

Active Lrn

+ Awb Lrn

Inactive Lrn

Estimated Time of Driver arrival (dostawa) *

17.01.2024 15:00

Driver Name (Nazwisko kierowcy) *

Jan Kowalski

Driver Id (identyfikator kierowcy)

Plate Number (Nr rejestracyjny) *

XYZ 2513/XYZ 25874

Phone Number (Nr telefonu)

741852963

Weight (Waga) *

118

Pieces (Ilość sztuk) *

2

Uwagi dodatkowe

Seal type and quantity

Plomba na samochód☐

Ilość plomb na samochodzie

Plomba na paczce☐

Ilość plomb na paczce

Additional Services

Packing service on Euro type pallet☐

To make a transit order each marked „*” field must be completed.

1. „Order Type” – automatically choose as a Full AWB, that means for full shipment. In order to be able to place an order for „HAWB”, you must first have the shipment deconsolidated. An order for such service should be submitted by e-mail to the following address: import-reception@lsas.aero (cargoktw@lsas.aero – for Katowice)
2. „+Awb Lrn” – by clicking on that there will show up a window to put an LRN number. This number must contain 22 characters. User is not obliged to fill this by the time of creating the order, he can add that any time.
3. The next fields pertain to the following data: estimated time of the driver’s arrival at the Cargo Terminal, the driver’s full name, the driver’s document number (not mandatory), vehicle registration numbers, and the driver’s contact number (not mandatory, but it is good practice to provide a number to expedite contact).

Note: The field with pieces and weights is not editable.

Placing a transit order in T1 procedure



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

EN   

Filter ATA Date From08.12.2024Filter ATA Date To22.01.2025PrefixPrefixNumberNumberShow ReceivedShow ReceivedSearchSearchExport To ExcelExport To Excel

Creating Import ALL-IN Order on Awb

Order Type *Full AWB

LRN Number *

Active Lrn+ Awb LrnInactive Lrn

Estimated Time of Driver arrival (dostawa) *

Driver Name (Nazwisko kierowcy) *

Driver Id (identyfikator kierowcy)

Plate Number (Nr rejestracyjny) *

Phone Number (Nr telefonu)

Weight (Waga) *423

Pieces (Ilość sztuk) *1

Seal type and quantity

Plomba na samochód☒

Ilość plomb na samochodzie1

Plomba na paczce☐

Ilość plomb na paczce

Additional Services

Packing service on Euro type pallet☒

Uwagi dodatkowe

Another level which is obliged is to choose type of sealing and specify the quantity. Without this information's You can not create the transit order. You can choose just one type of sealing type.

Field „Additional Services” contain list of additional services. You must remember that those are additional services and those will be fees according to the price list.

IMPORT ORDERS Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

EN  

Filter Date From01.06.2024Filter Date To07.01.2025PrefixPrefixNumberNumberShow rejected and done☒Search

Import Orders

O. Id	Awb	Driver N.	Order Created At	Status
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1.

Filter Date From01.06.2024Filter Date To07.01.2025

- Filter by the date of creating the order
2.

PrefixPrefix

NumberNumber

- Filter by exact AWB number
3.

Show rejected and done☒

- By marking this checkbox portal will show You orders which were rejected or done

IMPORT ORDERS Tab

IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

USERS

DRIVERS

SHOW RR

Filter Date From

Filter Date To

Prefix

Number

Show rejected and done

Search

01.06.2024

07.01.2025

Prefix

Number

☒

Search

Import Orders

O. Id	Awb	Driver N.	Order Created At	Status
-------	-----	-----------	------------------	--------

1. **O. Id** - Order Id – number of the order
2. **Awb** - Shipments MAWB number
3. **Driver N.** - Driver Name and Surname
4. **Order Created At** - Date and time of creating the order
5. **Status** - Order status

IMPORT ORDERS Tab

IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

Filter Date From

01.02.2024

Filter Date To

04.05.2025

Prefix

Number

Show rejected and done

☒

Search

Import Orders

O. Id	Awb	Driver N.	Order Created At	Status
1941	080-19210306	Baranowski	13.08.2024 15:15	Done
1567	157-36709256	Sysochenko	10.07.2024 11:58	Back to warehouse
1563	157-36709256	Baranowski	10.07.2024 09:08	Rejected to Loading
1557	014-30115072	Baranowski	09.07.2024 12:49	Done
1556	157-36709256	Verobala	09.07.2024 11:36	Rejected
1554	235-28058494	Baranowski	08.07.2024 20:26	Done
1553	235-28058494	Baranowski	08.07.2024 20:07	Rejected
1552	235-28058494	Baranowski	08.07.2024 19:50	Rejected
1551	080-19207101	Mukhalilo	08.07.2024 18:02	Done
1550	235-28058494	Baranowski	08.07.2024 17:33	Rejected
1549	235-28058494	Baranowski	08.07.2024 15:48	Rejected
1548	235-28058494	Baranowski	08.07.2024 15:15	Rejected
1539	999-06149253	Sysochenko	08.07.2024 12:46	Done
1533	157-96541012	Sysochenko	08.07.2024 12:41	Done
1527	157-96541012	Sysochenko	08.07.2024 09:22	Rejected
1526	999-06149253	Sysochenko	08.07.2024 09:10	Rejected

Selected Order

Id

1552

Status

Rejected

Awb

235-28058494

Awb Lrn Numbers

Driver Name

Driver Id

Plate Number

Ordered Pieces

1

Ordered Weight

76

Order Created At

08.07.2024 19:50

Estimated Time of Driver arrival

08.07.2024 20:10

Actual Time of driver arrival

Comments

08.07.2024 19:58

Kierowca zaraz będzie u Państwa. Nie przypominam sobie żeby gdzie była mowa o 4h. Proszę o obsłużenie tego LRN

LSAS 08.07.2024 20:00

informacja o 4 godzinach jest w instrukcji , proszę się zapoznać

08.07.2024 20:01

Seal type and quantity

Plomba na samochód:

☐

Ilość plomb na samochodzie:

Plomba na paczce:

☒

Ilość plomb na paczce:

1

Ordered Additional Services

Attachments

Reason for Rejection

błędny czas awizacji kierowcy , minimum 4 godziny od zgłoszenia do przyjazdu

In „IMPORT ORDERS” Tab, after clicking on AWB from the list on the left, window with all the necessary information's will show up on the right side of the screen. Here You can communicate with our personnel by clicking on „Add comment”, on the bottom of the site. We kindly ask you to keep correspondence in one communication channel.

Cancel

Add Comment

Print

Activity Log

Upload Attachment

EXPORT



EXPORT LIST Tab

 [IMPORT LIST](#) [IMPORT ORDERS](#) **[EXPORT LIST](#)** [EXPORT ORDERS](#) [DOWNLOAD ATTACHMENTS](#) [SHOW RR](#)

Filter Awb Date From

Filter Awb Date To

Prefix

Number

Show sent

Search

Export To Excel

Export Awbs

Nothing was found!

- Filter Awb Date From

Filter Awb Date To

05.01.2025

22.01.2025

- Filter by the date of creation AWB (date of issuing the Airway Bill)
- Prefix

Number

Prefix

Number

- filter by exact AWB number (*with the appropriate date range taken into)
- Show sent

Show sent

☐

☒

- by marking this checkbox, You can see all sent shipments (archive)

EXPORT LIST Tab

IMPORT LIST

<

In „EXPORT LIST” You can find list of every shipment which are handled by a given Forwarding Company

- 1. Id – reference number of the shipment in our system (for You it is insignificant)
- 2. Awb Number – Airway Bill Number
- 3. CSD First Date – Security Control End date and time
- 4. Awb Status – status of the shipment
- 5. O. – number of „Orders”, means number of orders pinned to a given AWB. If there is an order for a given shipment, this line will be highlighted in yellow.

Zakładka EXPORT LIST

IMPORT LISTIMPORT ORDERS**EXPORT LIST**EXPORT ORDERSDOWNLOAD ATTACHMENTSSHOW RREN

Filter Awb Date From
02.04.2024

Filter Awb Date To
23.04.2025

Prefix
Prefix

Number
Number

Show sent
☒

Search

Export To Excel

Export Awbs

Id	Awb Number	CSD First Date	Awb Status	O.
320259	724-76005101	02.12.2024 14:46	Shipment in WH	0
318310	020-01621524		Shipment awaiting security control	0
317135	080-37637051	26.07.2024 22:45	Shipment after security screening	1
317439	080-37637390	27.07.2024 10:28	Shipment after security screening	0
317606	999-07495736	26.07.2024 20:31	Shipment premanifested	1
316749	157-35336980	26.07.2024 17:13	Shipment after security screening	1
311479	080-37636970	18.07.2024 20:33	Shipment premanifested	0
302609	080-37698393	28.06.2024 15:51	Shipment removed from manifest	1

Selected Awb

Id	Awb Number	Date	Pieces	Weight	CDR
316749	157-35336980	25.07.2024	4	1094.3	

Flights

Flight Number	Flight Date	Pieces	Weight
---------------	-------------	--------	--------

Mrms

Type	Mrn Number	Lrn Number	Pieces	Weight	Action
------	------------	------------	--------	--------	--------

Pieces (Mrn / AWB): 0 / 4

Weight (Mrn / AWB): 0 / 1094.3

Attachments

Go To Order

Edit Order

Show Charges

Upload Attachment

Add Mrn

In this Tab, after selecting one of the AWB number, there is an option to add the MRN number.

For Warsaw, it should be the local MRN number, starting with „PL443020”.

For Katowice, a clearance number does not have to be local. (PL331040)

Sum of the weight of MRN must be compatible with AWB weight

IMPORT ORDERS

EXPORT ORDERS

Export To Excel

Number

☒

Awb Number

Date _____

Pie

Weig

CDR

Flights

Flight Number

Flight Date

Pieces

Weight

KE9945

07.01.2025

1

13.1

Mrns

Type

Mrn Number

Lrn Number

Pieces

Weight

Action

Open Messages

Pieces (Mrn / AWB): 1 / 1

Weight (Mrn / AWB): 13.1 / 13.1

Attachments

After clicking on „Open Messages” window with all the customs messages will show up.

Upload Attachment

EXPORT ORDERS Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR



Filter Date To

Prefix

Number

Search

Export Orders

O. Id	Awb	Driver N.	Ordered At	Status
-------	-----	-----------	------------	--------

1.

Filter Date To

 - Filter by date of creation the order
2.

Prefix

Number

 - Searching by exact AWB number (*with the appropriate date range taken into)
3.

Show sent

Show sent

 - by marking this checkbox, You can see all sent shipments (archive)

Create RFC

Create NRFC

EXPORT ORDERS Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

Filter Date To

Prefix

Number

Search

Export Orders

O. Id	Awb	Driver N.	Ordered At	Status
-------	-----	-----------	------------	--------

- 1. **O. Id** - Order Id – number of the order
- 2. **Awb** - Shipments MAWB number
- 3. **Driver N.** - Driver Name and Surname
- 4. **Order Created At** - Date and time of creating the order
- 5. **Status** - Order status

Create RFC

Create NRFC

Important information's about the all-in service in Warsaw



Rules for placing orders in the EXPORT ORDERS Tab

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)

The following rules do not apply to the Cargo Terminal in Katowice!

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

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 Price List¹

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 (awizacje-export@lsas.aero).

¹repacking of the shipment is not included in the price of the all-in service

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

[Create RFC](#)[Create NRFC](#)

Temperature-sensitive shipping rules

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)

The following rules do not apply to the Cargo Terminal in Katowice!

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 CODNITIONS 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.

[Create RFC](#)[Create NRFC](#)

Dangerous Goods shipping rules

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)

The following rules do not apply to the Cargo Terminal in Katowice!

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.

[Create RFC](#)[Create NRFC](#)

What is included in the all-in service?

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)

All-in service (Status NRFC-A) covers:

1. Handling of documentation
2. Weighing and measuring the shipment²
3. Printing the AWB consignment note electronically provided by the sender³
4. Printing business documents (up to 20 copies)
5. Printing and labelling with MAWB label electronically delivered ^{4, 5, 7}
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.

[Create RFC](#)[Create NRFC](#)

What is included in the all-in service?

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)

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

1. Labelling with HAWB labels ^{6, 7}
2. Handling materials for securing and fixing the shipment (without Euro pallet)

¹repacking of the shipment is not included in the price of the all-in service

²re-weighing and/or measuring the shipment in accordance with point 7.6 of the LSAS Pricelist (point 7.5 of the pricelist for Katowice)

³in 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)

⁴printing 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

⁵LSAS 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

⁶You must provide instructions to identify your consignment

⁷stickers should be in a PDF file, 10cm x 15cm, one sticker per page

[Create RFC](#)[Create NRFC](#)

Order statuses in EXPORT ORDERS Tab

[IMPORT LIST](#)[IMPORT ORDERS](#)[EXPORT LIST](#)[EXPORT ORDERS](#)[DOWNLOAD ATTACHMENTS](#)[SHOW RR](#)

1. „New” – means that new order is created by the user.
2. „Accepted” – means that the order is accepted for executing by an employee of LS Airport Services.
3. „Rejected” – means that the order is rejected for executing by an employee of LS Airport Services. With this status, the LSAS employee also provides the reason for rejecting the order.
4. „Arrived” – means that the driver reports to the order service point (Acceptance EXPORT).
5. „CSD Start” – means the start of the security check
6. „CSD End” – means the end of the security check
7. „Docs Accepted” – means that LSAS received AWB documentation according to the shipment
8. „Done” – means that order is done, and shipment is waiting for a flight in our warehouse

Note: Each change in the order status and adding a comment to the order will result in automatic message being sent to the email address of the person placing order. This is an automatic message, please do not reply to it. To contact the operational Staff, use the „add comment” option under the created order. LSAS reserve the right not to reply to emails regarding orders sent to email addresses.

[Create RFC](#)[Create NRFC](#)

Placing an all-in service in EXPORT



LS AIRPORT
SERVICES

EXPORT ORDERS Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

Filter Date To

Prefix

Number

Search

Export Orders

O. Id	Awb	Driver N.	Ordered At	Status
-------	-----	-----------	------------	--------

In Export, all-in orders should be created in the „EXPORT ORDERS” tab. This option is available by selecting the button in the bottom left corner of the screen.

1. „Create RFC” (Ready for carriage) – means a shipment ready to be accepted at the warehouse, it is marked in accordance with the IATA standard, covered with all handling stickers, weighed , measured, as well as with an attached AWB and all documents.
2. „Create NRFC” (not ready for carriage) – means a shipment that is not yet ready to be sent and through all-in you order services such as: measuring, weighing, printing the AWB letter and accompanying documents (up to 20 copies included in the price), printing labels attached as an attachment to the order, sticking the shipment with MAWB stickers, closing the transit order at the Customs Office and sending the IE507/IE007 messages.



Create RFC

Create NRFC

EXPORT ORDERS Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR



Creating New RFC

DateTime of Delivery (dostawa) *	
Driver Name (Nazwisko kierowcy) *	
Driver Id (Identyfikator kierowcy)	
Plate Number (Nr rejestracyjny) *	
Phone Number (Numer telefonu)	
Seal Number (Nr plomby)	
Is Customs Goods	☐
Origin *	
Destination *	
Pieces (Ilość sztuk) *	0
Weight (Waga) *	0
Content Type (Rodzaj zawartości) *	
Package Type (Rodzaj opakowania) *	
SHC	
DGR	☐
Temp Control	☐
Data Logger	☐

Ordering the RFC „Ready for carriage” service requires mandatory provision of data marked with „*”.

In addition, you have the option of completing the SHC codes and, after ticking the appropriate checkbox, provide data about the shipment that is dangerous within the meaning of IATA DGR regulations; which should be stored at a controlled temperature and about the possible data logger.

Uwagi dodatkowe

Usługa handlu dla przesyłki w eksporcie zawiera:

- obsługę magazynową z kontrolą bezpieczeństwa przesyłki,
- obsługę dokumentacji przewozowej dla przesyłek ze statusem RFC (Status RFC – „ready for carriage” - przesyłka oznaczona wg standardu IATA, zmierzona i zważona, z dołączonym listem AWB i dokumentami handlowymi),
- wysłanie komunikatu IE507/IE007 do Urzędu Celnego,
- rozładunek towaru spakowanego dostosowanego do obsługi przez elektryczne wózki unoszące.

Usługa jest limitowana do rozładunku jednego samochodu ciężarowego o ładowności do 24 ton przy średnim średnim estymowanym czasie rozładunku do 1,5 godz. Maksymalna waga jednej palety do rozładunku wynosi 2 tony. Usługę rozładunku należy zlecić w trakcie rejestracji przesyłki do nadania. Usługa realizowana jest od momentu podstawienia samochodu dostawczego pod rampę rozładunkową. Każdy inny rodzaj rozładunku płatny wg stawek wskazanych w cenniku.

LSAS zastrzega sobie prawo do wydłużenia czasu rozładunku ponad średni estymowany czas realizacji. W przypadku wydłużenia czasu rozładunku, klientowi nie przysługuje żadne roszczenie wobec LSAS.

Save

EXPORT ORDERS Tab



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR



Creating New NRFC

Type of NRFC *	NRFC A
DateTime of Delivery (dostawa) *	
Driver Name (Nazwisko kierowcy) *	
Driver Id (Identyfikator kierowcy)	
Plate Number (Nr rejestracyjny) *	
Phone Number (Numer telefonu)	
Seal Number (Nr plomby)	
Is Customs Goods	☐
Origin *	
Destination *	
Pieces (Ilość sztuk) *	0
Weight (Waga) *	0
Content Type (Rodzaj zawartości) *	
Package Type (Rodzaj opakowania) *	

In Price Services	
Mierzenie ALL IN	☐
Ważenie ALL IN	☐
Oklejanie ALL IN	☐
Rozładunek ALL IN	☐
Drukowanie AWB ALL IN	☐
Zgłoszenie do UC ALL IN	☐
Dokumentacja fotograficzna ALL IN	☐

Additional Services	
---------------------	--

When creating an NRFC order, first select the option (NRFC-A or NRFC-B) from the drop-down list, then fill in the data as in the RFC order. In addition, please indicate which of the additional services you are interested in. The services in the „In Price Services” table are the services included in the price. You will be charged for the services from the „Additional Services” table according to the rules described in the price list.

Uwagi dodatkowe

Podstawą naliczania opłat za przesyłkę jest ilość sztuk deklarowana przez nadawcę na AWB w polu „Gross weight” za każde AWB. Usługa handlowa dla przesyłki w eksporcie ALL IN (Status NRFC – A „non ready for carriage”) zawiera:

- obsługę magazynową z kontrolą bezpieczeństwa,
- obsługę dokumentacji przewozowej dla przesyłek ze statusem NRFC – A (Status NRFC - A „non ready for carriage”); ważenie i mierzenie przesyłki, drukowanie listu przewozowego AWB przekazanego drogą elektroniczną przez nadawcę; drukowanie dokumentów handlowych do 20 kopii; drukowanie etykiet dostarczonych drogą elektroniczną i oklejanie przesyłki naklejkami MAWB; pakiet 3 zdjęć; zamknięcie przekazu tranzytowego w Urzędzie Celnym; wysłanie komunikatu IE507/IE007,
- rozładunek opisany w pkt. 4.1.

Usługa wymaga awizacji przekazanej drogą mailową lub za pośrednictwem systemu agenta handlowego na 24h przed dostarczeniem przesyłki. Warunkiem realizacji usługi jest potwierdzenie LSAS o przyjęciu usługi do realizacji przesłane drogą elektroniczną. LSAS zastrzega prawo do odmowy obsługi przesyłki bez podania przyczyny. Odmowa następuje drogą elektroniczną. W przypadku odmowy obsługi przesyłki, klientowi nie będą przysługiwały żadne roszczenia wobec LSAS.

Podstawą naliczania opłat za przesyłkę jest ilość sztuk deklarowana przez nadawcę na AWB w polu „Gross weight” za każde AWB. Usługa handlowa dla przesyłki w eksporcie ALL IN (Status NRFC – B „non ready for carriage”) zawiera:

- usługi zawarte w pkt. 4.1,
- oklejanie przesyłki naklejkami HAWB, materiały handlowe do umocowania i zabezpieczenia przesyłki (bez palet typu EURO, EPAL); zdjęcia przesyłki do 10 szt.

Usługa wymaga awizacji przekazanej drogą mailową lub za pośrednictwem systemu agenta handlowego na 24h przed dostarczeniem przesyłki. Awizacja powinna zawierać formularz LSAS z pełną informacją o sposobie identyfikacji i obsługi przesyłki.

Save

Zakładka EXPORT ORDERS



IMPORT LIST

IMPORT ORDERS

EXPORT LIST

EXPORT ORDERS

DOWNLOAD ATTACHMENTS

SHOW RR

Filter Date To Prefix Number Search

Export Orders				
O. Id	Awb	Driver N.	Ordered At	Status
23623	-		13.01.2025 12:47	New
23614	047-31507626		26.07.2024 17:41	New
23611	080-37720734		26.07.2024 16:10	Done
23584	999-07495736		26.07.2024 11:51	Done
23545	157-35336980		25.07.2024 15:51	Done
23544	235-12029791		25.07.2024 15:47	Done
23542	080-37637622		25.07.2024 15:21	Done
23537	080-37720690		25.07.2024 14:55	Done
23534	080-37720690		25.07.2024 14:50	Done
23532	157-35336954		25.07.2024 14:42	Done
23531	157-35336954		25.07.2024 14:33	Done
23515	157-35337024		25.07.2024 12:07	Done
23507	157-35337013		25.07.2024 10:55	Done
23501	080-37637051		25.07.2024 10:29	Done
23490	080-37637611		25.07.2024 09:49	Done
23477	157-35336976		25.07.2024 07:04	Done
23476	157-35336965		25.07.2024 06:56	Done
23402	999-08813114		24.07.2024 09:12	Done
23401	020-02168176		24.07.2024 09:06	Done
23392	157-35332102		24.07.2024 08:21	Done
23377	157-35336932		23.07.2024 14:44	Done
23372	157-35332124		23.07.2024 14:32	Done
23370	080-37637364		23.07.2024 14:29	Done
23367	157-35332113		23.07.2024 14:19	Done
23355	080-37720653		23.07.2024 12:46	Done
23327	080-37698430		23.07.2024 06:53	Done
23326	080-37698426		23.07.2024 06:42	Done
23202	157-35332021		18.07.2024 14:32	Done

Selected Order

Id

23623

Status

New

Awb

-

Driver Name

Driver Id

Plate Number

Emails

Date Time Estimated

17.01.2025 12:30

RFC / NRFC

RFC

Temp Control

Dgr

Data Logger

Shc

Comments

House Airwaybill

Number

Pieces

Weight

Attachments

Once the order has been created, there are several additional options for completing the data and communication with LSAS employees. An exclamation mark, next to a given order (1.) means that LSAS has posted a comment on the order and should be read. Buttons 2 through 9 are used to complete data.

Create RFCCreate NRFCAdd EmailCancelAdd CommentEditAdd AWBPrintActivity LogUpload Attachment

DOWNLOAD ATTACHMENTS Tab



DOWNLOAD ATTACHMENTS Tab

IMPORT LISTIMPORT ORDERSEXPORT LISTEXPORT ORDERS**DOWNLOAD ATTACHMENTS**SHOW RR

Attachments

- Upoważnienie do działania w formie przedstawicielstwa bezpośredniego.pdf
- Zlecenie usługi all-in import (formularz).pdf
- Formularz zgłoszenia reklamacji. Complaint form.pdf
- Cennik usług terminalowych LS Cargo Terminal Warszawa (od 1 września 2023).pdf
- Ogólne Warunki Świadczenia Usług LS Cargo Terminal Warszawa i Terminal Katowice (od 1 września 2023).pdf
- INFORMATOR DOTYCZĄCY UMOWY CESJI PRAW I OBOWIAZKÓW.pdf
- GUIDE TO AGREEMENT ON THE ASSIGNMENT OF RIGHTS AND OBLIGATIONS.pdf
- UMOWA CESJI PRAW I OBOWIAZKÓW DO PRZESYŁKIPRZESYŁEK CARGO.pdf
- AGREEMENT FOR ASSIGNMENT OF RIGHTS AND OBLIGATIONS TO CARGO SHIPMENT(S).pdf
- Opis oraz instrukcja składania zleceń usługi Tranzytu w Procedurze T1 Import przez stronę spedytorską.pdf
- Instrukcja modułu spedytorskiego Skyline.pdf
- PEŁNOMOCNICTWO udzielane AGENCJI CELNEJ lub SPEDYTOROWI.pdf
- Pełnomocnictwo udzielane osobie fizycznej-12.pdf
- Power of attorney to a customs agency or a freight forwarder-3.pdf
- Power of attorney to a natural person-3.pdf

This Tab contains all the necessary documents, which are also available on our website at:
<https://www.lsas.aero/en/services/ls-cargo-terminal#dokumenty-i-formularze>

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For more information, please contact us at:
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