



# TERMINAL HANDLING CHARGES

SWISSPORT CARGO SERVICES

**DEUTSCHLAND GMBH**

**EFFECTIVE FROM 1<sup>ST</sup> April 2024**

Hamburg Airport Cargo Center  
Weg beim Jäger 200, Geb. 392  
22335 Hamburg

Station:  
Hamburg - HAM

SITA: HAMCS8X  
RA No: DE/RA/00113-07  
NCTS: DE004701

# 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	25,95		
1002	Office Staff*	per 10 min or part thereof	31,35		
1003	Shift Leader* * Sunday and Public Holiday Surcharge 50%	per 10 min or part thereof	37,80		

2. EQUIPMENT					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
2003	Pallet truck	per 10 min or part thereof	11,90		
2004	Pallet jack up to 2t	per 10 min or part thereof	17,30		
2005	Forklift -2,5t*	per 10 min or part thereof	41,00		
2006	Forklift -4,5t*	per 10 min or part thereof	46,45		
2007	Forklift -8t*	per 10 min or part thereof	75,60		
2008	Forklift +8t*	per 10 min or part thereof	95,00		
2012	Truck-Dock	per ULD	75,60		

\*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	per event	11,90		
3004	Damage report (excl. weighing)	per report	49,00		
3005	Damage report surcharge (incl. weighing)	per report	18,40		
3006	Re-lash of BUP	per ULD	29,20		
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	0,13 20,55		
3009	Palletising import shipments incl. wrapping	per kg Minimum	0,17 29,20		
3010	Truck Loading / unloading		on request		Y
3011	Weighing	per piece Minimum	5,95 29,20		
3013	Measuring	per piece Minimum	3,80 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	0,16 29,20		
3018	Late delivery after 7pm (local time)	per AWB	11,88		
3019	Late delivery after 9pm (local time)	per AWB	17,85		
3020	Freight acceptance after 21:30	per AWB	16,50		
3022	x-ray security control	per kg Minimum	0,13 31,00		
3024	Security Controls (combi) ETD + Hand search Visual Check	per 10 min plus flat rate for use of ETD	41,00 41,00		
3026	Security controls by Hand search Visual Check	per 10 min or part thereof	43,45		
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 for Cool Containers		on request		
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	3,80 29,20		Y
3042	Acceptance checks 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 100 charg kg or part thereof / day	4,40		Y
		Minimum / day	9,15		
4003	Storage fee Import (Storage as of the 2nd chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 100 charg kg or part thereof / day	7,60		Y
		Minimum / day	14,90		
4004	Storage fee Import (Storage as of the 3rd chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 100 charg kg or part thereof / day	10,10		Y
		Minimum / day	20,80		
4005	Storage fee Import (Storage as of the 4th chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 100 charg kg or part thereof / day	20,80		Y
		Minimum / day	44,10		
4006	DG Import custody The grace period for import shipment storage includes the day that they are declared to customs. Free of charge for the first 24 hours from point of check-in.	per 100 charg kg or part thereof / day	18,95		Y
		Minimum / day	40,10		
4008	Storage fee VIC- /valuables room Import VUN / VAL	per 100 charg kg or part thereof / day	40,10		Y
4009	Storage fee for RRY (radioactive) Import Please take note: This ALSO applies to shipments of low radioactivity such as "in excepted quantities" according to the current Laws and Regulations	per 100 charg kg or part thereof / day	91,60		Y
4010	Deep freeze storage fee Import	per charg kg / day	0,31		Y
4011	Cool room storage fee Import Refrigerated goods consignments are free of charge for 12 hours from point of notification of delivery.	per charg kg or part thereof / day	0,18		Y
		Minimum / day	27,50		
4013	Storage fee HUM	per casket	135,00		
4014	Storage fee AVI	per day	59,40		
4015	Intermediary storage/NRTG	per kg / day	0,10		
4016	Re-storage (Place shipments back into storage)	per kg	0,12		
		Minimum	17,85		
4017	Storage fee - Urn	per urn	59,40		
4018	ULD storage	per container / day	17,85		
4019	Order picking	per kg	on request		
4021	Storage fee Export after free storage time Export shipments are free of charge for 48 hours from the point of storage	per 100 charg kg or part thereof / day	4,05		
		Minimum / day	6,90		
4023	Storage fee Export (Storage as of the 3rd day) Export shipments are free of charge for 48 hours from the point of storage	per 100 charg kg or part thereof / day	6,90		
		Minimum / day	13,80		
4024	Storage fee Export (Storage as of the 6th day) Export shipments are free of charge for 48 hours from the point of storage	per 100 charg kg or part thereof / day	18,95		
		Minimum / day	37,80		
4026	DG Export custody Export shipments are free of charge for 24 hours from the point of check-in	per 100 charg kg or part thereof / day	18,95		
		Minimum / day	37,80		
4028	Storage fee VIC- / valuables room Export	per 100 kg or part thereof / day	37,80		
4029	Storage fee for RRY (radioactive) Export <b>Please take note:</b> This ALSO applies to shipments of low radioactivity such as "in	per 100 kg or part thereof / day	86,40		

	excepted quantities" according to the current Laws and Regulations				
4030	Storage fee Cool room or Deep-freezing room Export	per charg kg /day Minimum / day	0,31 30,95		
4031	Cool room storage fee Export Refrigerated goods consignments are free of charge for 12 hours from point storage	per charg kg / day Minimum / da	0,18 25,25		
<p>The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day. Export shipments are free of charge for 48 hours from the point of storage. Special storage is chargeable from one 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	5,95 11,90		Y
5004	ATLAS input/deconsolidated shipments agent (on account)	per MAWB / HAWB	23,95		Y
5005	ATLAS input/deconsolidated shipments private customers (cash)	per MAWB / HAWB	31,50		Y
5008	ATB No. Conveyance	per ATB No.	5,95		Y
5009	Disposal change ATLAS	per Process	17,85		Y
5011	CC calculation	per calculation	21,60		Y
5012	CC Fees	per process Minimum	10% 32,00		Y
5016	Duplicate of import customs control document	per notification	17,85		Y
5017	ICS input incl. MRN	per AWB	105,85		Y
5021	Community goods (EU) clearance Agents	per AWB	23,95		Y
5022	Community goods (EU) clearance private customers	per AWB	31,50		Y
5025	Request for Bank release	per release	58,35		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		
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	172,00		
6025	DG Handling fee Check / Re-Check non-DG	per AWB	86,00		
6026	Lithium battery DG handling fee Check / Re-Check	per AWB	86,00		
6027	DG Handling fee Check / Re-Check	per piece	5,95		
6028	Pharma Document Check fee	per shipment	30,25	Y	
6029	Pharma Document Check fee	per piece	2,70	Y	
6031	AVI Check	per Doc	91,80	Y	
6032	Combine forwarding documents in Export		on request		
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	
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## 7. CUSTOMS

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
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 10 min or part thereof	30,25		
7007	Extension of Customs Clearance deadline	per extension	118,80		
7008	Attach Customs Seal	per action	5,95		
7010	Reminder on the expiry of the customs deadline	per event	59,40		
7011	Customs release	per event	11,90		
7016	Transport to VET Inspection	per hour or part thereof	59,40		
7017	AVI-Handling (lump sum)	per event	43,20		
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	5,95		
8003	Stud (double)	per stud	10,60		
8004	Tie-down rope	per meter	2,70		
8005	Corner rope	per piece (5m)	7,60		
8006	Lashing strap (6m)	per piece	23,80		
8007	Lashing strap (9m)	per piece	30,25		
8010	Lower Deck Net		on request		
8011	Main Deck Net		on request		
8012	New pallet net incl. arranging		on request		
8015	Wooden boards	per meter	9,25		
8016	Wooden beams & squAIR-timber (3m)		on request		
8017	Wooden beams & squAIR-timber	per meter	15,80		
8018	Heavy duty planks	per piece	48,75		
8020	Corner protectors	per piece	6,50		
8021	Tape	per roll	4,35		
8025	Plastic foil for Lower Deck Pallets per ULD	per ULD	22,70		
8026	Plastic foil for Belly load	per Belly	7,30		
8027	Plastic foil	per meter	1,19		
8028	Stretch foil	per meter	0,70		
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	32,95		
8039	Heavy duty panel large	per piece	48,75		
8040	Euro pallet	per pallet	46,10		
8041	One-way pallet	per pallet	30,35		
8042	Batteries for cool container		on request		
8045	Label	per label	5,95		
8046	Plastic Strap	per meter	0,65		

## 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)	per transport	54,00	Y	
9006	Flight supervision	per hour or part thereof	81,00	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		

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

<b>GENERAL INFORMATION</b>	<p><b>Postal address + Delivery / Pick-up:</b></p> <p><b>Swissport Cargo Services Deutschland GmbH</b> Hamburg Airport Cargo Center Weg beim Jäger 200, Geb. 392 22335 Hamburg Germany</p>	<p><b>SITA: HAMCS8X</b> <b>RA No: DE/RA/00113-07</b> <b>EORI: DE32876530002</b> <b>NCTS: DE004701</b></p>
<b>OPS CONTACTS</b>	<p><b>Import:</b> Tel.: +49 40 75 6649-301-304 Fax: +49 40 75 6649-311 Mail: <a href="mailto:ham.import@swissport.com">ham.import@swissport.com</a></p> <p><b>Export:</b> Tel.: +49 40 756649-200-205 Fax: +49 40 756649-211 Mail: <a href="mailto:ham.export@swissport.com">ham.export@swissport.com</a></p>	<p><b>Supervisor Operations:</b> Marco Rodrigues Tel.: +49 40 756649-300 Fax: +49 40 756649-112 Mobile: +49 176 12270471 Mail: <a href="mailto:marco.rodrigues@swissport.com">marco.rodrigues@swissport.com</a></p>
	<p><b>Security Coordinator:</b> Sheila Bradke / Peter Hes / Matthias Scharek Tel.: +49 40 756649-200 Fax: +49 40 756649-211 Mail: <a href="mailto:Sheila.Bradke@swissport.com">Sheila.Bradke@swissport.com</a> <a href="mailto:Peter.Hes@swissport.com">Peter.Hes@swissport.com</a>; <a href="mailto:Matthias.Scharek@Swissport.com">Matthias.Scharek@Swissport.com</a></p>	<p><b>Quality Coordinator:</b> Robert Tarabura Tel.: +49 40 756649-120 Fax: +49 40 756649-111 Mobile: +49 176 12270545 Mail: <a href="mailto:robert.tarabura@swissport.com">robert.tarabura@swissport.com</a></p>
<b>ADMIN CONTACTS</b>	<p><b>Station Manager:</b> Robert Tarabura Tel.: +49 40 756649-120 Fax: +49 40 756649-111 Mobile: +49 176 12270545 Mail: <a href="mailto:robert.tarabura@swissport.com">robert.tarabura@swissport.com</a></p>	<p><b>Station Admin Assistant:</b> <b>Jana Rodrigues</b> Tel.: +49 40 756649-100 Fax: +49 40 756649-111 Mail: <a href="mailto:ham.admin@swissport.com">ham.admin@swissport.com</a></p>

# OPENING HOURS

<b>OPENING HOURS</b>	<p><b>Import/Export Office:</b></p> <p>Mon - Fri: 06h00 – 23h00 Sat &amp; Sun: 10h00 – 18h00 Public Holidays: closed Special Days: closed</p>	<p><b>Warehouse:</b></p> <p>Mon - Fri: 06h00 – 23h00 Sat &amp; Sun: 10h00 – 18h00 Public Holidays: closed Special Days: closed</p>
	<p><b>Public Holidays:</b> 01.01.2024, 29.03.2024, 31.03.2024, 01.04.2024, 01.05.2024, 09.05.2024, 19.05.2024, 20.05.2024, 03.10.2024, 31.10.2024, 25.12.2024, 26.12.2024</p>	
	<p><b>Special Days:</b> 24.12.2024, 31.12.2024</p>	