

Swiss WorldCargo eBooking Manual

724-04066731 ☒

The image displays two overlapping screenshots of the Swiss WorldCargo eBooking system. The background screenshot shows a 'Milestones' page with a table of events:

Event	Time	Status	Details
PRE	FRA, 5:14 PM, Jun 18, 2025	✓	Pre-manifested on Flight - LX-6305, 18 Jun 2025, FRA-ZRH. 50 Pieces, 100 K.
DEP	FRA, 5:30 PM, Jun 17, 2025	✈	Departed to ZRH on Flight LX-6305, 18 Jun 2025, FRA-ZRH. 50 Pieces, 100 K.
BKD	FRA, Jun 1		
BKD	FRA, Jun 1		

The foreground screenshot shows a flight search results page for Frankfurt (FRA) to Singapore (SIN) on Thursday, 18 Sep 2025. It lists three flight options:

Time	Flight	Class	Price
12:00	LX 6305 - 1 Connection	Pharma Passive	948.00 EUR
17:05	SIN - SING...	Pharma Passive X-Pres...	1,228.00 EUR
04:00	LX 6666 - 1 Connection	Pharma Passive	948.00 EUR
17:05	SIN - SING...	Pharma Passive X-Pres...	1,228.00 EUR
23:00	LX 6301 - 1 Connection	Pharma Passive	948.00 EUR
17:05	SIN - SING...	Pharma Passive X-Pres...	1,228.00 EUR

✓ Booked

From > to

24 24/7

Intentionally left blank

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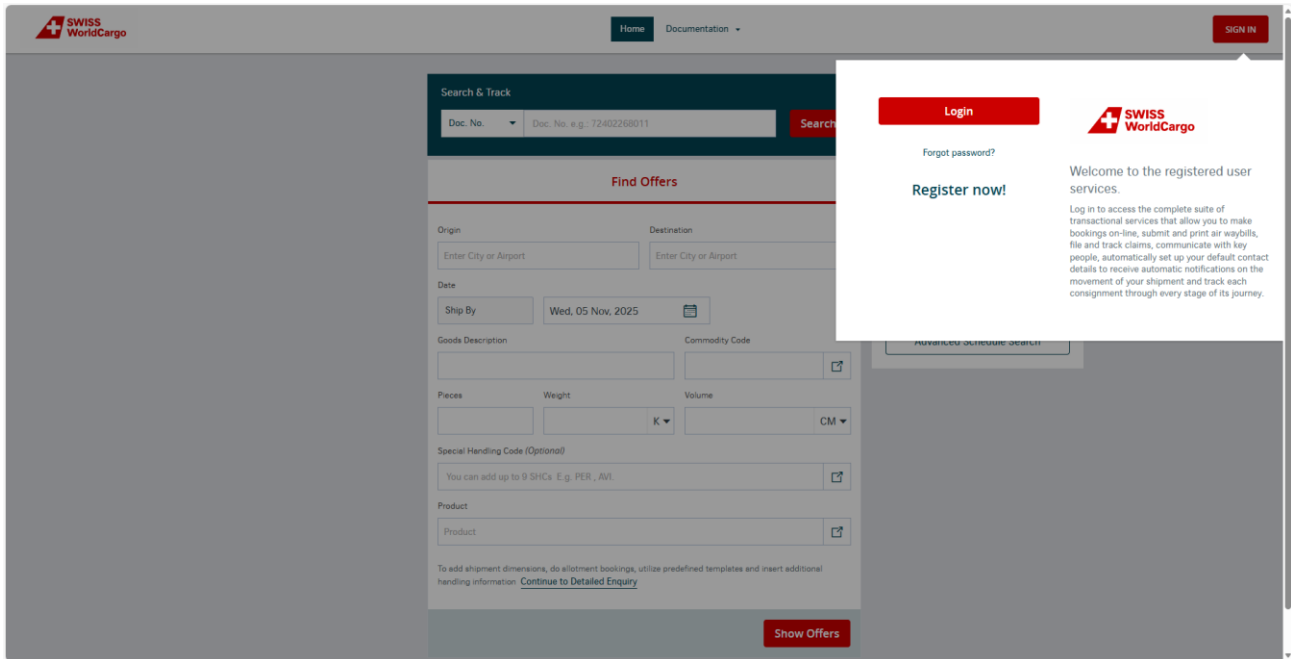
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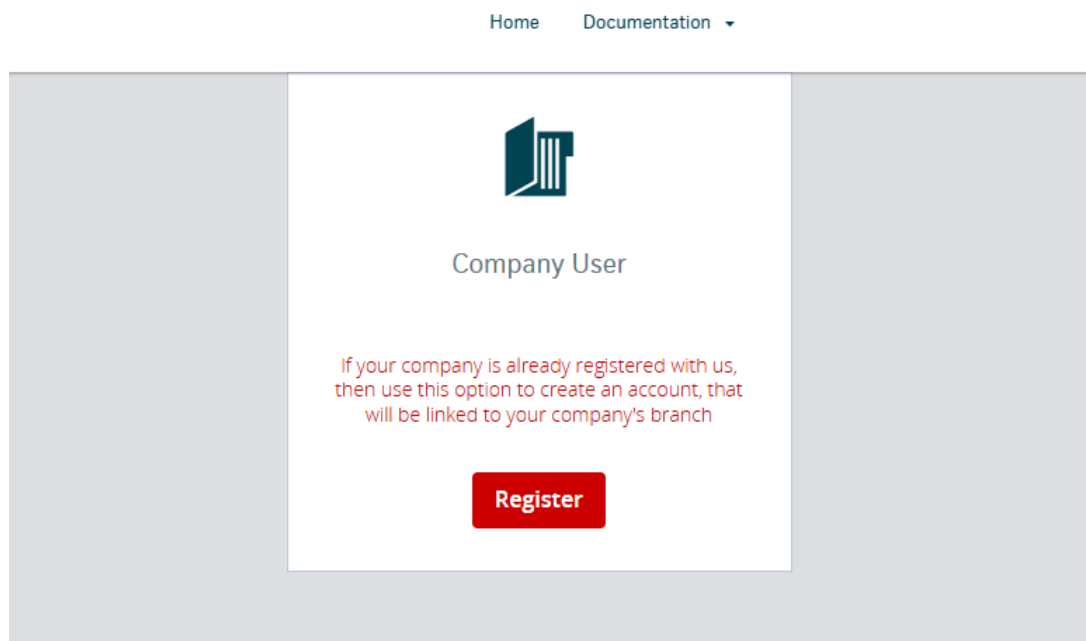
User registration

New users can register for LX eBooking directly from the website by performing the following steps:

- Select “**Sign In**” option in the main menu and then selects “**Register now!**” to navigate to the list of options available for user registration.



- Choose an option for user registration: **Company User**.



- Start the process by clicking on “**Register**” in the box “Company User”. Users will be asked to enter personal data as follows:

Company Branch Details

Branch Identification Type	IATA Account Number	
IATA Account Number	99999999999	Retrieve
<input type="button" value="Add Another Company Branch"/>		

Afterwards search for the branch in “**Branch Identification Type**” with the 11-digit “**IATA Account Number**”.

Prerequisite: The account/company data needs to be already stored in the Swiss WorldCargo Customer Relationship Management tool.

When a user has entered the correct data and clicked on “**Retrieve**”, the following information should be displayed:

Company Branch Details

Branch Identification Type	IATA Account Number		
IATA Account Number	99999999999	Retrieve	
Account Type	Account Number	Participant Type	Company Branch Address
IATA	99999999999	AGT	Swiss WorldCargo Test Street 1 FRANKFURT GERMANY
<input type="checkbox"/> Set As Administrator			
<input type="button" value="Add Another Company Branch"/>			

Hint: if you want to be an administrator for your branch, tick the box marked in red above. Being an administrator gives you the possibility to approve later registration requests for your branch. The very first user is approved by the airline administrator and this user will be set as administrator for the branch.

Proceed by setting the **login credentials**:

Log In Credentials

Username
TESTUSER01

Password
.....

Confirm Password
.....

Company Email
test@user.com

Confirm Company Email
test@user.com

In the next section, define your **preferences**:

- Default Account Number from the selection of the dropdown
- Search for your airport
- Select your default unit of measurement for weight and volume

Preferences

Default Account Number ⚠️
SWISDDEFBR1 - IATA - 99999... x

Your preferred default airport ⚠️
FRANKFURT **FRA**

Default Weight Unit
K

Default Volume Unit
CM

Proceed by entering your **salutation, first- and last name**:

Personal Details

Salutation
Mr.

First Name
Test

Last Name
User

Mobile (Optional)
[Country Code] +

Additional Phone Number (Optional)
[Country Code] +


Designation (Optional)

Employee No. (Optional)

The remaining fields are optional for the registration but can / should be added depending on your company's requirements.

Same applies for the fields regarding the **address**:


Address (Optional) ^


Street Address	Place/Location	
<input type="text" value="Test Street 60"/>	<input type="text" value="Frankfurt"/>	
P.O. Box (Optional)	Pincode/Zip (Optional)	State/Province (Optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
City Code	City Names	Country
<input type="text" value="FRA"/> 	<input type="text" value="FRANKFURT"/>	<input type="text" value="DE - GERMANY"/>

As a last step, agree to the **terms and conditions** and prove that you are not a robot:

Declaration

I agree to the Terms and Conditions for registration process.

 I'm not a robot


reCAPTCHA
Privacy - Terms

If all went well, user should see the following screen:

Account Activation

Activation Pending

Dear Herr Test User01,
Your username TESTUSER01 has been created.

A request for approval to activate your account has been sent

Confirmation of the first new user

The first user of a branch must be approved by an airline administrator from LX.

The first user of a branch will become the Branch Admin.

Confirmation of subsequent new users

With the first assignment of a user to a branch, the branch has its own administrator (Branch Admin) who is then responsible for approving any new user request.

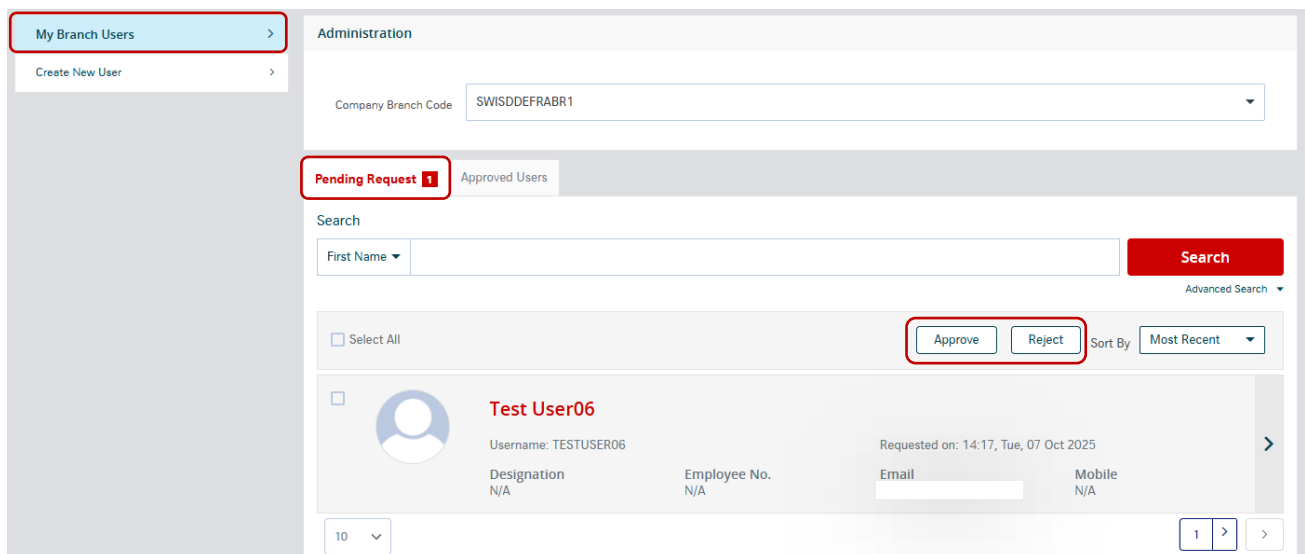
To approve a new user, proceed as follows:

- Click on “Admin”.
- Click on “User Administration”.



Then proceed by selecting “My Branch Users” to obtain an overview of all “Pending Requests”.

You can either approve or reject the users.



Hint: if you are the administrator of different branches, you can switch between them by making a selection in the dropdown.

Branch Admin has the possibility to promote accepted users to share the same admin rights.

- Click on the arrow next to the User that you want to promote.

My Branch Users >
Create New User >

Administration

Company Branch Code SWISDDEFBRABR1

Pending Request 1 Approved Users 3

Search
First Name Search
Advanced Search

Select All Remove from Branch Sort By Most Recent

Test User05
Branch Admin
Username: TESTUSER05
Designation: N/A Employee No.: N/A
Requested on: 11:53, Mon, 15 Sep 2025
Email: Mobile: N/A

- Tick the box: “Branch Admin” and click “Update”.

Branch Details

Company Branch Code SWISDDEFBRABR1
Account Type IATA
INTERNAL
Account No 9999999999
FRA11947
Participant Type AGENT

Company Branch Address
Test Street 1
FRANKFURT
GERMANY

Branch Admin

Roles & Permissions

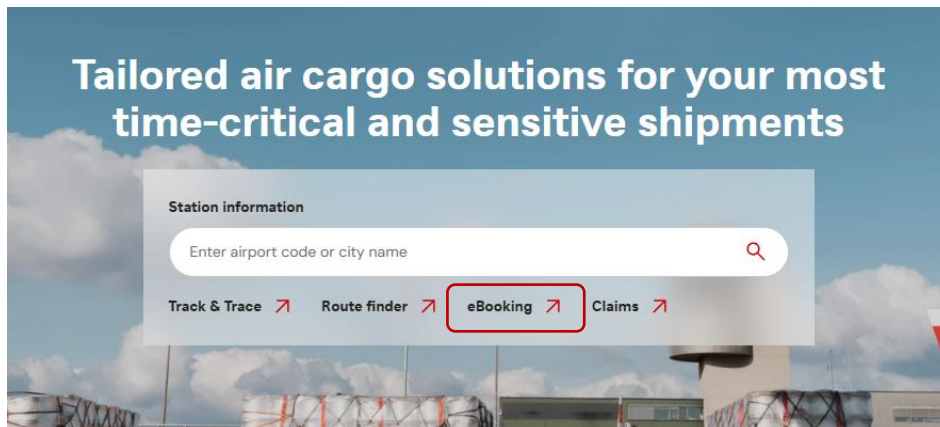
OOCUSTUSER View Permissions Remove
Add Roles And Permissions

Cancel Update

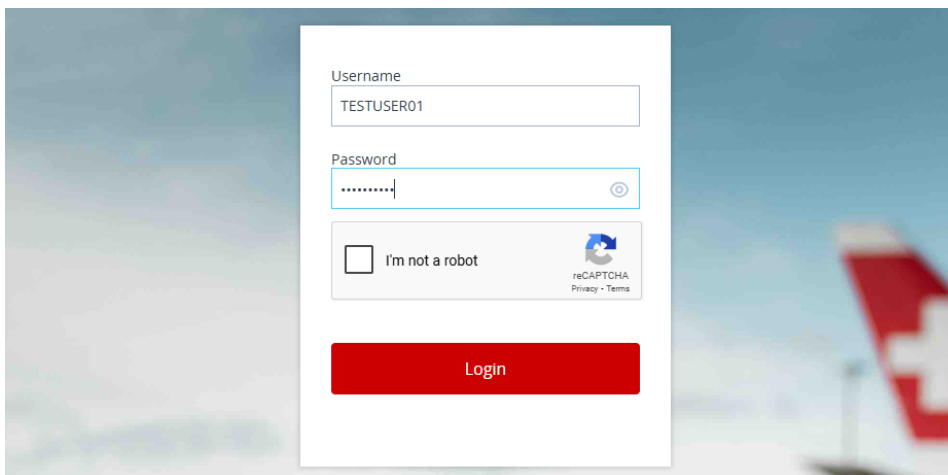
Hint: We recommend assigning multiple admins per branch to ensure operational efficiency.

Sign in

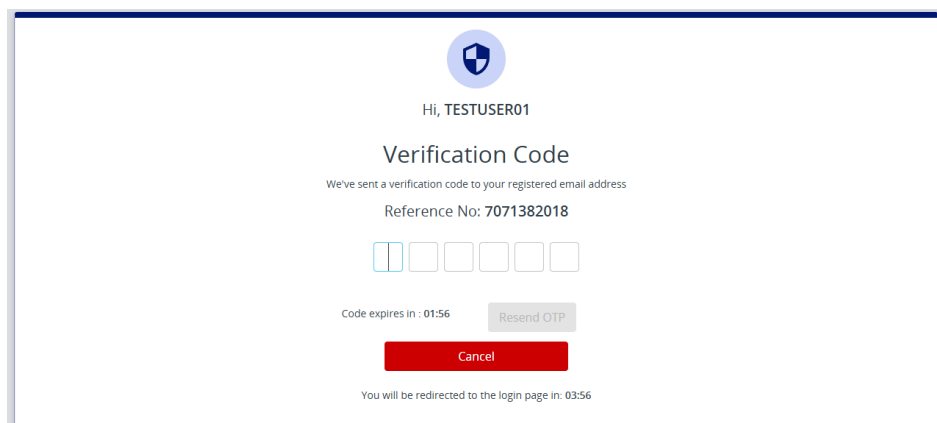
Navigate to [SWC website](#) and find the link to **eBooking**.



To sign in, use the credentials you defined during the registration process.



Once you click "Login", system will ask you for a verification code. Check your mailbox, enter the code and click "Submit OTP".



Now, you have successfully logged in to the LX eBooking system.

Password reset

In case you forgot your password, go to [LX eBooking page](#) and click "Sign in".

Then, click "Forgot password?"

The screenshot shows the SWISS WorldCargo login interface. At the top right, there is a red button labeled "SIGN IN". Below this, on the left side, there is a red button labeled "Login", a link labeled "Forgot password?" (highlighted with a red border), and a link labeled "Register now!". On the right side, the SWISS WorldCargo logo is displayed, followed by the text "Welcome to the registered user services."

Enter your username.

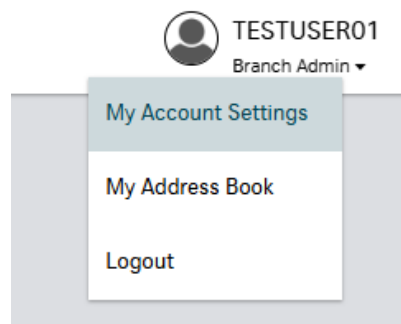
The screenshot shows a form titled "Retrieve sign in credentials". Below the title is a link "Forgot password?". The instruction reads "Please enter your username to reset password". There is a text input field and a red button labeled "Reset Password".

Proceed by clicking "Reset Password" button. Once this is done, the respective user will receive an email with additional steps that need to be performed.

My account settings

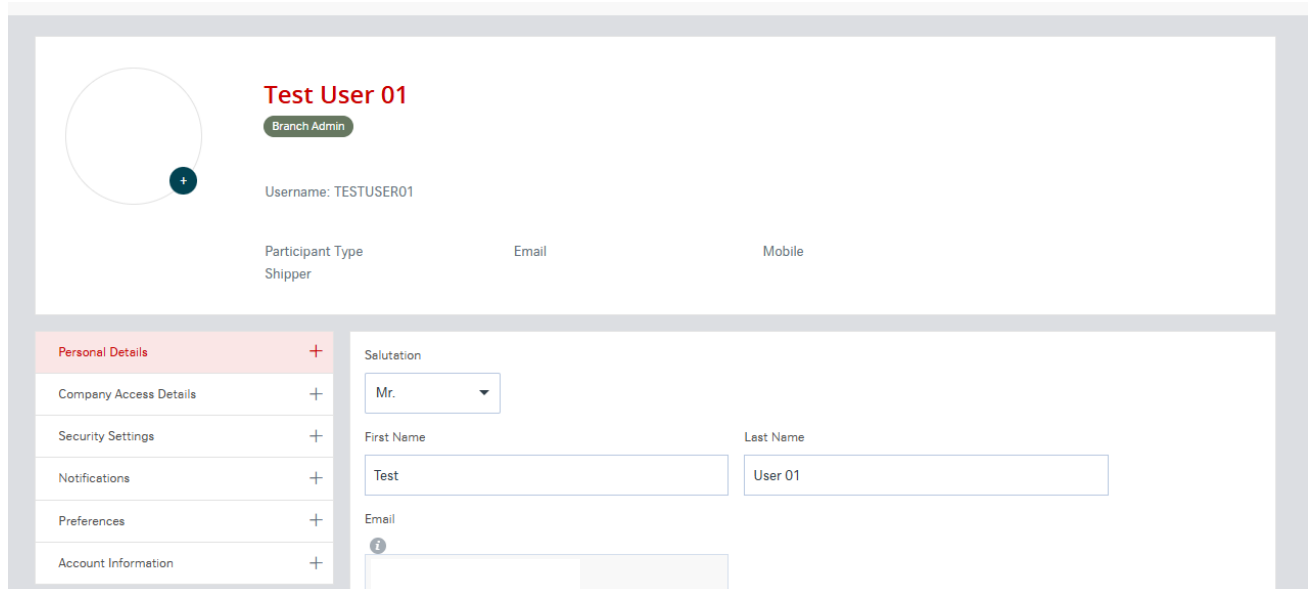
Each user can specify various details for his / her account. By navigating to “My Account Settings”, the user will have the following options to select:

- Personal Details
- Company Access Details
- Security Settings
- Notifications
- Preferences
- Account Information



Personal details

In this section, salutation, name, first name, and email address are mandatory, all the remaining information can be added optionally.



The screenshot shows the 'Personal details' form for 'Test User 01' (Branch Admin). The form includes a profile picture placeholder, a 'Branch Admin' badge, and the following fields:

- Username: TESTUSER01
- Participant Type: Shipper
- Email: [Empty]
- Mobile: [Empty]

The form is divided into sections with expandable options (indicated by '+' signs):

- Personal Details** (Expanded):
 - Salutation: Mr. (dropdown)
 - First Name: Test
 - Last Name: User 01
 - Email: [Empty]
- Company Access Details
- Security Settings
- Notifications
- Preferences
- Account Information

Company access details

In this section, the details of the branch are displayed.

Personal Details +	Branch Details			
Company Access Details -	Company Branch Code SWISDDEFRABR1	Account Type IATA INTERNAL	Account No 99999999999 FRA11947	Participant Type AGENT
Security Settings +	Company Branch Address Test Street 1 FRANKFURT GERMANY			
Notifications +	<input checked="" type="checkbox"/> Branch Admin			
Preferences +	Roles & Permissions			
Account Information +	OOCUSTADM		View Permissions	Remove
	OOCUSTUSER		View Permissions	Remove
	Add Roles And Permissions			

Security settings

This section will display the option to “Reset Password” and the date up to which the current user password is valid.

Notifications

In this section, a user can specify the milestones he wants to be notified about to stay informed about shipment’s status.

To do this, select the milestone notifications, add one or more additional email addresses and click “Update”.

Personal Details +	Milestone Notifications <small>⚠</small>
Company Access Details +	<input type="checkbox"/> Select All
Security Settings +	<input type="checkbox"/> ARR - Arrival of shipment on a scheduled flight
Notifications -	<input checked="" type="checkbox"/> BKD - Shipment booking or booking changes
Preferences +	<input type="checkbox"/> CCD - Shipment Cleared by Customs Authorities
Account Information +	<input checked="" type="checkbox"/> DEP - Departure of shipment on a flight
	<input type="checkbox"/> DIS - Shipment Discrepancy
	<input checked="" type="checkbox"/> DLV - Physical delivery of shipment to consignee or consignee's agent
	Email Address(es) to be notified <input type="text"/>
	Cancel Update

Preferences

The “Preferences” section will include both system defined and user selected preferences. You can fill in the details which are not populated by default and update the details.

Personal Details	+	Default Branch Account Number	
Company Access Details	+	9999999999	
Security Settings	+	Default Airport ⓘ	
Notifications	+	FRANKFURT FRA	
Preferences	-	Default Weight Unit	Default Volume Unit
Account Information	+	K	CM
		<input type="button" value="Cancel"/> <input type="button" value="Update"/>	

Account information

The “Account Information” section shows the details related to the accounts such as: Member since, Status, login and logout session timings, Activation history and an option to Deactivate Account.

“Deactivate Account” option enables you to deactivate your user account. Once you opt for “Deactivate”, then current logged account will be deactivated and you will be signed out and taken back to the default landing page for the portal.

Personal Details	+	Member Since	Validity	Last Sign In	Last Sign Out
Company Access Details	+	Sep 5, 2025, 2:01 PM	Dec 4, 2025, 2:20 PM	Nov 28, 2025, 2:06 PM	Nov 28, 2025, 12:35 PM
Security Settings	+	<input type="button" value="Deactivate Account"/>			
Notifications	+	Activation History Active			
Preferences	+	Activated On Sep 5, 2025, 2:10 PM by LX Airline ONO Admin			
Account Information	-				

Find offers & book

There are 3 ways to start a booking:

1. Via Home Screen using "Find Offers" tab.
2. Via "Detailed Enquiry Screen" tab.
3. Via Home Screen using "Direct Booking" tab.

Find offers

The "Find Offers" tab is displayed right when you log in to LX eBooking or when you navigate to "Offer & Order" and "Find offers & Book" in the top menu bar.

Step 1: Shipment Details – insert the following information.

- a. Origin (automatically displays your sales hub)

Note: The user can have more than 1 origin set-up. To do this, contact your sales representative.

- b. Destination (can be entered as airport code or city name)

- c. Date (latest 14 days out)

- d. Goods Description (manifest description)

Make sure that it best reflects your goods for custom reasons.

- e. Commodity Code

Commodity Codes for which the description starts with "LX" is recommended.

- f. Pieces, Weight, Volume

Note: Volume will be automatically calculated based on the standard density ratio 1:6. If your shipment has a different density, adjust the volume manually.

- g. Special Handling Code

Add all relevant SHCs. Certain SHCs will be auto-populated based on the selected product.

Important: If a user selects a product with X-Presso, XPS will be automatically added. The user must insert the SHC "XPL" when the weight per piece is > 50 kg or shipments contains dry ice (ICE).

- h. Product

The product is based on the combination of the LX Branded Product and the Transportation Solution (see table below). For example, you have the following options to book for your pharma shipment:

- Pharma Basic (PIB) for your SWISS Pharma & Healthcare shipment not requiring any temperature support.
- Pharma Passive (PIL) for your SWISS Pharma & Healthcare shipment requiring temperature support for storage and transportation.

- Pharma Passive X-Presso (PIX) for your SWISS Pharma & Healthcare shipment requiring temperature support and fast transit handling.

Important: You cannot choose product PIL and manually add XPS, as no offers will be found. Instead, select product PIX.

Product	Code	Automatic SHC	Description
General Cargo	GCR	-	Let your shipments benefit from Swiss quality & reliability of service with SWISS General Cargo.
General Cargo X-Presso	GCX	XPS	Let your SWISS General Cargo shipment benefit the extremely fast transit handling of 60 to 120 minutes in Zurich and preferred access to flight capacity with our transportation solution X-Presso.
General Cargo Passive	GCP	-	Let your SWISS General Cargo shipment benefit from Swiss quality & reliability of service, requiring temperature support for storage and transportation at origin, transit and destination with our transportation solution Celsius Passive.
Perishables	PER	PER	Trust us to always keep your perishables fresh with SWISS Perishables.
Perishables X-Presso	PEX	PER, XPS	Let your SWISS Perishables shipment benefit the extremely fast transit handling of 60 to 120 minutes in Zurich and preferred access to flight capacity with our transportation solution X-Presso.
Pharma Basic	PIB	PIL	Let your SWISS Pharma & Healthcare shipment not requiring any temperature support benefit from Swiss quality & reliability of service.
Pharma Passive	PIL	PIL	Rely on us to safeguard your product integrity with SWISS Pharma & Healthcare, requiring temperature support for storage and transportation at origin, transit and destination with our transportation solution Celsius Passive.
Pharma Passive X-Presso	PIX	PIL, XPS	Let your SWISS Pharma & Healthcare shipment requiring Celsius Passive temperature support benefit the extremely fast transit handling of 60 to 120 minutes in Zurich and preferred access to flight capacity with our transportation solution X-Presso.
Valuables	VAL	VAL	Keep your valuables secure at all times with SWISS Valuables.
Vulnerables	VUN	VUN	Protect your shipment without compromise with SWISS Vulnerables.
Vulnerables X-Presso	VUX	VUN, XPS	Let your SWISS Vulnerables shipment benefit the extremely fast transit handling of 60 to 120 minutes in Zurich and

			preferred access to flight capacity with our transportation solution X-Presso.
--	--	--	--

Note: Bookings with Dangerous Goods **are not allowed**. Special Handling Codes, such as ELI, ELM, REQ, RRE, ICE, RDS are allowed to be used and can be added for shipments containing DGR which do not require a DGD.

Before clicking “Show Offers”, click on “Continue to Detailed Enquiry” to enter dimensions of the shipment.

The screenshot shows the 'Search & Track' interface. At the top, there is a 'Doc. No.' dropdown and a text input field containing 'Doc. No. e.g.: 72402268011', with a 'Search' button. Below this are two tabs: 'Find Offers' (active) and 'Direct Booking'. The form contains the following fields: Origin (FRANKFURT FRA), Destination (HONG KONG HKG), Date (Ship By: Fri, 28 Nov, 2025), Goods Description (CHEMICALS), Commodity Code (6011), Pieces (10), Weight (800 K), Volume (4.8 CM), Special Handling Code (Optional) (You can add up to 9 SHCs. E.g. PER, AVI.), and Product (GCR - GENERAL CARGO). At the bottom, there is a 'Show Offers' button and a 'Continue to Detailed Enquiry' button highlighted with a red box. A small text note at the bottom of the form reads: 'To add shipment dimensions, click on "Add Next Dimension Details" and use predefined templates and insert additional handling information.'

Proceed to “Dimensions” tab and enter necessary details. Please note that total weight and volume will be automatically updated.

If the consignment consists of different boxes, the user can add additional dimensions by clicking on “Add Next Dimension Details”.

Important: For BUP bookings, don’t enter ULD information but **always insert BUP SHC**.

The screenshot shows the 'Dimensions' tab. At the top, there are two tabs: 'Dimensions' (active) and 'ULD Information'. Below this is a summary table:

Total Pieces	Total Weight (K)	Total Volume (CM)
10	800	1.6

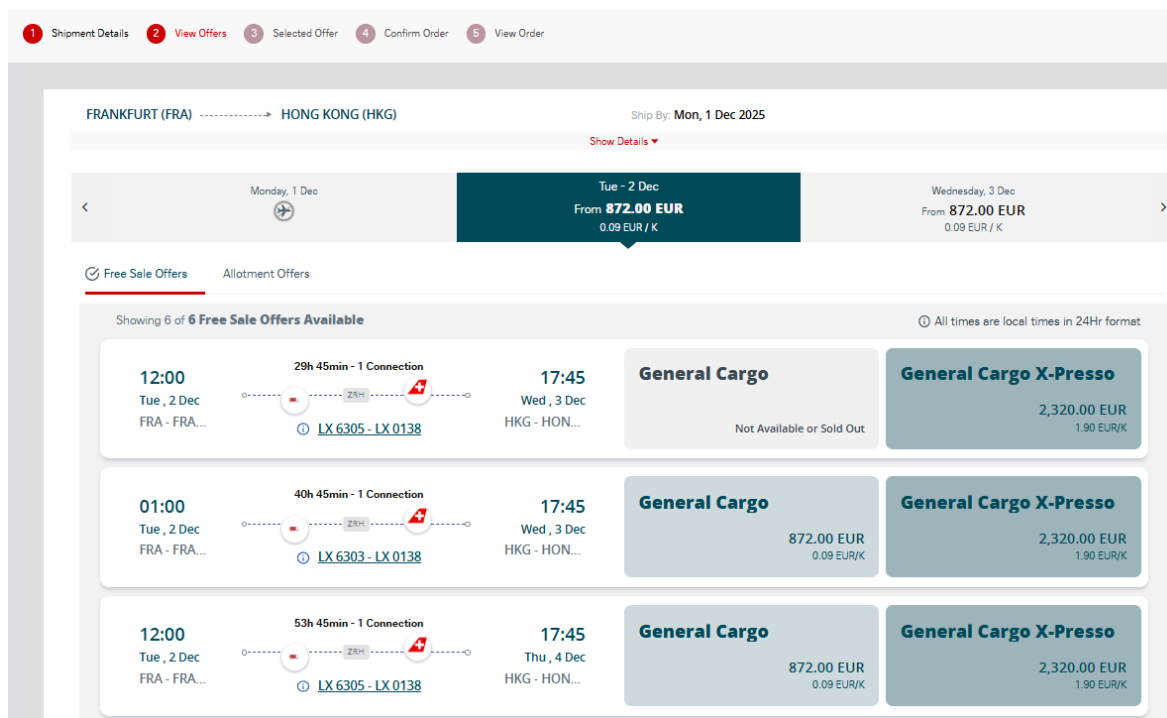
Below the table are links for 'Download Dimension Upload Template' and an 'Upload Dimension' button. The main section is titled 'DIMENSION 1' and contains the following fields: Pieces (10), Weight per piece (K) (80), Total Weight (K) (800), Length (40), Width (40), Height (100), Unit (CM), and Volume (CM) (1.6). There is a 'Titlable' toggle switch, 'Cancel' and 'Save' buttons, and an 'Add Next Dimension Details' button at the bottom.

Scroll down and click on “Find Offers”.

Step 2: View Offers – select the offer.

The platform will display routes and flights with available capacity and its bookable rate. When applicable X-Presso option is shown, giving an option to upgrade your shipment for overall faster transport times.

Note: If there are no options at all (e.g. due to hard embargo), the user will be informed to contact the local Swiss WorldCargo sales organization.



At the top of the screen, click show details to review your shipment information.

The user can also navigate between different departure dates at the top of the screen.

Selecting one of the offers will expand drop-down showing additional offer details:

- Latest Acceptance Time (LAT)
- Time of availability (TOA)
- No Show Fee
- Priority
- Cancellation Fee
- Description
- Total Price

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Showing 6 of 6 Free Sale Offers Available ⓘ All times are local times in 24Hr format

12:00
Tue, 2 Dec
FRA - FRA...

29h 45min - 1 Connection
LX 6305 - LX 0138

17:45
Wed, 3 Dec
HKG - HON...

General Cargo
Not Available or Sold Out

General Cargo X-Presso
2,320.00 EUR
1.90 EUR/K

02 Dec 10:00
03 Dec 19:45
Let your SWISS Gen...
2,320.00 EUR
Select

Product Details

- 📅 Latest Acceptance Time
- 🕒 Time of availability
- 🚫 No Show Fee
- 📄 Priority
- 🗑️ Cancellation Fee
- 📄 Description
- 💰 Total Price

Not Available or Sold Out

[Hide Details](#)

The total charge displayed is all-in total charge, i.e. includes other charges.

Rate per kilo shown above corresponds to net rate per kilo (without other charges).

Important: Certain other charges might be added or deleted after AWB is captured.

After reviewing the offer, click **“Select”** to proceed.

Step 3: Selected Offer – review the shipment details.

In this step, the user can see the breakup of the total charges for the selected offer

Doc. No.: 724-76726355 Hard Freight JRN No.: N/A

FRANKFURT (FRA) -----> HONG KONG (HKG) Ship By: Mon, 1 Dec 2025

[Show Details](#)

12:00
Tue, 2 Dec
FRA - FRAN...

29h 45min - 1 Connection
LX 6305 - LX 0138

17:45
Wed, 3 Dec
HKG - HON...

General Cargo
Not Available or Sold Out

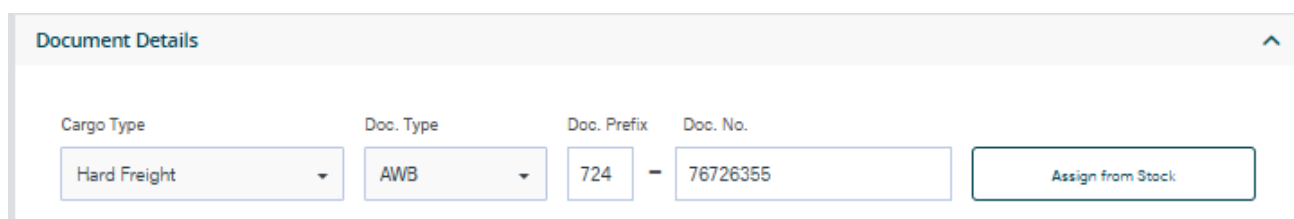
General Cargo X-Presso ✔
2,320.00 EUR
1.90 EUR/K

Actual Charges to be paid **2,320.00EUR** [Hide Details](#)

Freight Charges	Prepaid	Charges Collect
Weight Charges	1,520.00 EUR	00.00 HKD
Valuation Charges	00.00 EUR	00.00 HKD
Export Charges	Prepaid	Charges Collect
SWISS AIRFREIGHT SURCHARGE DUE ISSG CARRIER	800.00 EUR	00.00 HKD
TOTAL	2,320.00 EUR	00.00 HKD

[Hide Details](#)

To proceed, **enter an AWB number** or assign one from stock.

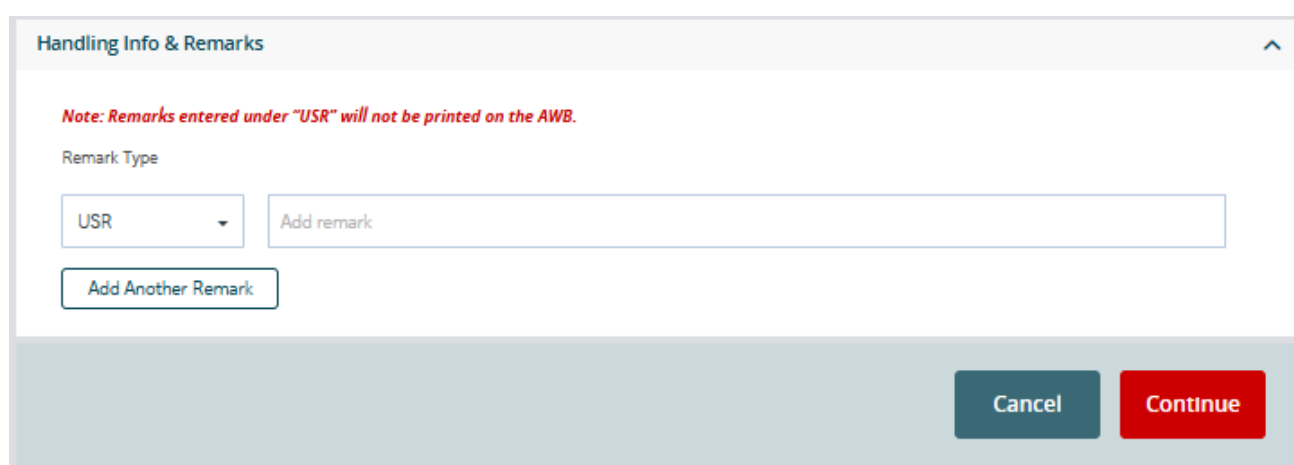


The screenshot shows a form titled "Document Details" with a light blue header and a small upward arrow icon. Below the header, there are four input fields: "Cargo Type" with a dropdown menu showing "Hard Freight", "Doc. Type" with a dropdown menu showing "AWB", "Doc. Prefix" with a text box containing "724", and "Doc. No." with a text box containing "76726355". To the right of these fields is a button labeled "Assign from Stock".

The user can also add **handling info & remarks**.

Important: The user is requested to always insert additional information as a "USR" remark for:

- BUP shipments: Total numbers of ULDs and Type.
- ICE shipments: ICE quantities.



The screenshot shows a form titled "Handling Info & Remarks" with a light blue header and a small upward arrow icon. Below the header, there is a red note: "Note: Remarks entered under 'USR' will not be printed on the AWB." Below the note, there is a "Remark Type" dropdown menu showing "USR" and a text box labeled "Add remark". Below the text box is a button labeled "Add Another Remark". At the bottom right of the form are two buttons: "Cancel" (dark blue) and "Continue" (red).

Note that sales stations will not be automatically notified about added comments and will only proactively check the remarks for the above mentioned shipments.

Click "**Continue**" to proceed to the next step.

Step 4: Confirm Offer – submit the order.

The system will check now for soft embargoes.

If the order has related soft embargoes, respective pop-up will be shown. In such scenario, click "Proceed" to continue with the booking.

If no warning is prompted, the user sees the following.

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Doc. No.: 724-76726355 **Hard Freight** JRN No.: N/A

FRANKFURT (FRA) -----> HONG KONG (HKG) Ship By: Mon, 1 Dec 2025

Show Details ▼

12:00 Tue, 2 Dec FRA - FRAN... 29h 45min - 1 Connection LX 6305 - LX 0138 17:45 Wed, 3 Dec HKG - HON...

General Cargo X-Presso 2,320.00 EUR 1.90 EUR/K

Actual Charges to be paid **2,320.00EUR** Show Details ▼

Order Details ▼

Handling Info & Remarks ▼

By clicking on Confirm, I agree with the Terms and Conditions **Confirm**

The “Confirm Order” step is the final step to review the details of the order before submitting the same. By selecting “**Confirm**”, the user accepts the Terms and Conditions and places the order.

Step 5: View order – see summary of the booking.

The order summary is displayed once the order was successfully placed.

Your order is confirmed
Shipment is not ready for Movement Created Date: 20:02, Fri, Nov 28 2025

Doc. No.: 724-76726355 **Hard Freight** JRN No.: 15858501 Order ID: 1764356538792

FRANKFURT (FRA) -----> HONG KONG (HKG) Ship By: Mon, 1 Dec 2025

Show Details ▼

12:00 Tue, 2 Dec FRA - FRA... 29h 45min - 1 Connection LX 6305 - LX 0138 17:45 Wed, 3 Dec HKG - HON...

General Cargo X-Presso 2,320.00 EUR 1.90 EUR/K

Actual Charges to be paid **2,320.00EUR** Show Details ▼

Order Details

Shipment >	Cargo Type Hard Freight	Document Type AWB	Document No. 724-76726355
Agent	Pieces 10	Weight 800 K	Volume 1.6 CM
Irregularity	Commodity Code 6011	Goods Description CHEMICALS	
Dimensions	SHCs XPS	Product GCX	Declared Value For Carriage -
	Mode of Payment Freight Charges: PREPAID	Other Charges: PREPAID	

Documentation ▼

Tracking Details ▼

Uploaded Documents ▼

If the order is confirmed, the user will also receive an **email confirmation**.

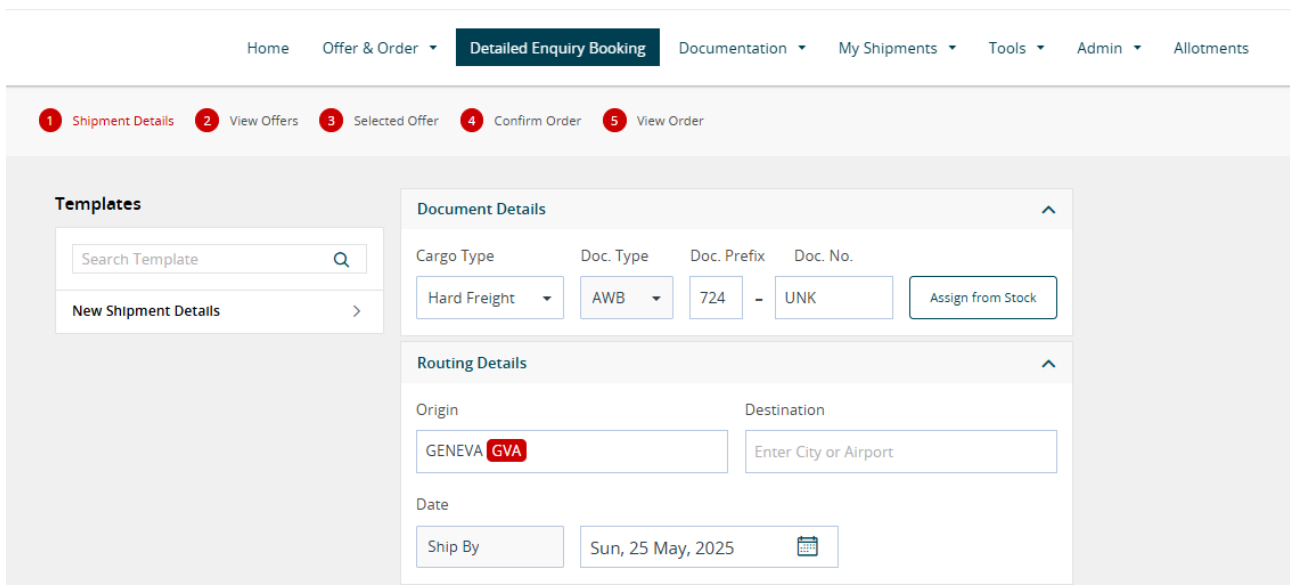
Note: Be aware that certain shipments will not be auto-confirmed due to selected SHCs or weight/volume restrictions. Once the shipment is confirmed by the LX team, you will be notified via email.

Detailed Enquiry Booking

The detailed enquiry is accessed by clicking on “Detailed Enquiry Booking” in the top navigation bar, providing a comprehensive overview of all information that the user needs to add.

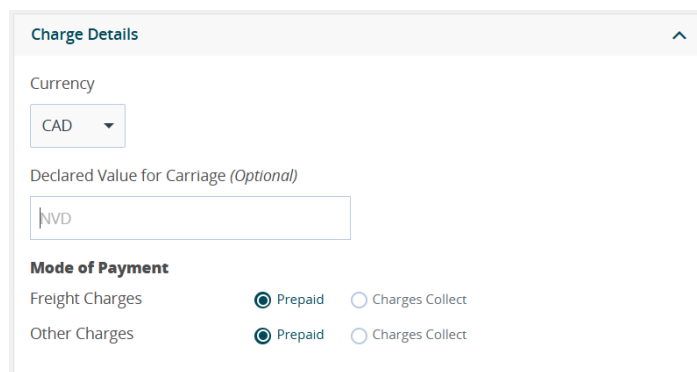
At the top of the page, define the type of cargo (Courier, Hard Freight, Mail) and enter a document number either by typing in the number or by clicking on “Assign from stock”.

Then, insert routing, ship by date and shipment details, similarly as in the step 1 described in the chapter “Find Offers”.



The user can also add some other information, such as:

- Charge details (currency, declared value for carriage and mode of payment).



- Shipper and Consignee details (optional).
- Handling Info & Remarks (optional).

Shipper and Consignee (Optional) ^

Shipper Details

Consignee Details

Handling Info & Remarks (Optional) ^

Note: Remarks entered under "USR" will not be printed on the AWB.

Remark Type

The user can save these inputs as a template for future booking to streamline the process.

Use allotment No

Itinerary(s) ^

Itinerary - 01

Carrier - Flight Number - Suffix Date

LX - - DD/MM/YYYY

Board Point Off Point Allotment ID

Direct Booking

The “Direct Booking” tab is accessed by clicking on the respective tab on the top of the screen and is intended for users who know the exact itinerary their shipment should fly on.

The process and the required information – aside from the flight details – are the same as when using “Find Offers” option.

The screenshot shows the 'Search & Track' interface. At the top, there is a search bar with a dropdown for 'Doc. No.' and a text input field containing 'Doc. No. e.g.: 72402268011', followed by a red 'Search' button. Below this, two tabs are visible: 'Find Offers' and 'Direct Booking'. The 'Direct Booking' tab is highlighted with a red rectangular box. The form below the tabs contains several input fields: 'Doc. Type' (AWB), 'Doc. Prefix' (724), 'Doc. No.' (75679870), and an 'Assign from Stock' button. The 'Origin' is set to 'ZURICH ZRH' and the 'Destination' is 'NEW YORK JFK'. The 'Date' is 'Sat, 31 May, 2025'. The 'Goods Description' is 'LX CHEMICALS' and the 'Commodity Code' is '6011'. The 'Pieces' are '5', 'Weight' is '50', and 'Volume' is '0.3'. The 'Special Handling Code (Optional)' field contains the text 'You can add up to 9 SHCs E.g. PER , AVI.'. The 'Product' field contains 'GCR - SWISS GENERAL CARGO'.

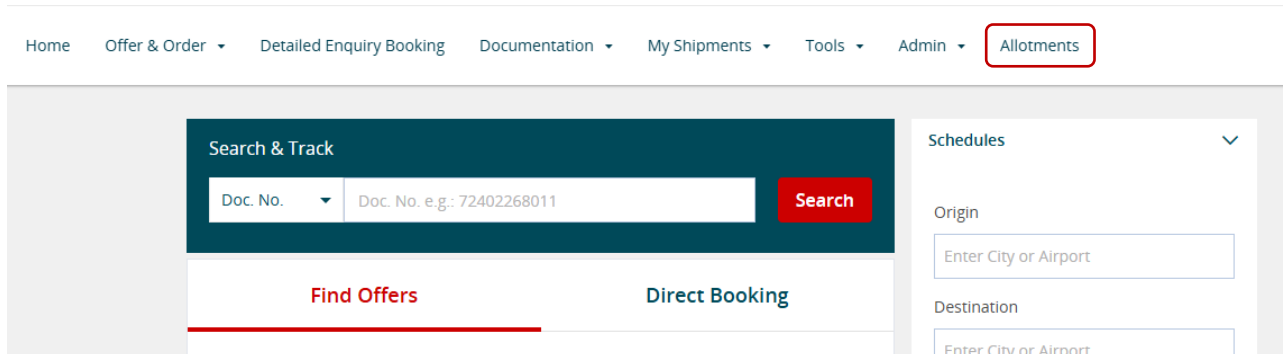
The exact flight details (i.e. carrier, flight number, date, board and off point) can be input here.

The screenshot shows the 'Itinerary(s)' form. It has a title bar 'Itinerary(s)' with an upward arrow. Below the title bar, there is a section for 'Itinerary - 01'. The form contains several input fields: 'Carrier - Flight Number - Suffix' (LX - 0014), 'Date' (Sat, 31 May, 2025), 'Board Point' (ZURICH ZRH), 'Off Point' (NEW YORK JFK), and 'Allotment ID' (a dropdown menu). Below these fields, there are two buttons: 'Select from Flight List' and 'Add Another Flight Sector'. At the bottom of the form, there are three buttons: 'Save Template', 'Save As New Template', and 'Continue'.

Click “Continue” and proceed with the next steps as described in the “Find Offers” chapter.

Allotments


The user can also find an overview of all allotments. To do this, go to the “Allotments” tab.



Enter any search criteria or simply click on “Search” without entering any details to see all applicable allotment masters (both active and expired). In the overview, the user can see the most relevant details regarding each of the allotments (validity, departing days, product, etc.).

Allotment ID SWISDEFRA Active

ZRH
ZURICH



MIA
MIAMI

Weight
2000 K

Volume
12 CM


Start date	End date	Departing Days	Product	Commodity	Include SHC	Shipment Type	Type
29 Oct 2025	25 Mar 2026	M T W T F S S	GCR	N/A	ALT	Bulk ↗	Soft

[Possible Origins & Destinations](#)

Select

Allotment ID SWISDEFRA Active

ZRH
ZURICH



MIA
MIAMI

Weight
1650 K

Volume
9.9 CM

Start date	End date	Departing Days	Product	Commodity	Include SHC	Shipment Type	Type
14 Nov 2025	27 Mar 2026	M T W T F S S	GCR	N/A	ALT	ULD ↗	Soft

[Possible Origins & Destinations](#)

Select

Click “Select” to see more details regarding the flights in booking range and remaining weight and volume in each allotment. The user also has the possibility to either release the remaining capacity or to make a new booking.

Showing Results for :

Date Range

09 Dec | 07 Jun

Status

Open
Closed
Full

Date	Departing days	Status	Remaining weight	Remaining volume	Release	New Booking
10 Dec, 2025	Wednesday	Open	<div style="width: 100%;"><div style="width: 18%; background-color: #ffc107;"></div> 350 K (18%)</div>	<div style="width: 100%;"><div style="width: 18%; background-color: #ffc107;"></div> 2.1 CM (18%)</div>	Release	New Booking
17 Dec, 2025	Wednesday	Open	<div style="width: 100%;"><div style="width: 100%; background-color: #28a745;"></div> 2000 K (100%)</div>	<div style="width: 100%;"><div style="width: 100%; background-color: #28a745;"></div> 12 CM (100%)</div>	Release	New Booking

Allotment booking

There are two ways to start an allotment booking:

- 1) Go through "Allotment" tab (**recommended option**)
- 2) Go through a classic booking process (using "Find offers" or "Detailed Enquiry Booking")

Option 1:

Go to the allotment tab and select the allotment for which you want to place a booking. Click on **"New Booking"** to commence a booking process.

Showing Results for :

Date Range 09 Dec | 07 Jun

Status Open Closed Full

Date	Departing days	Status	Remaining weight	Remaining volume	Release	New Booking
10 Dec, 2025	Wednesday	<input checked="" type="radio"/> Open	350 K (18%)	2.1 CM (18%)	Release	New Booking
17 Dec, 2025	Wednesday	<input checked="" type="radio"/> Open	2000 K (100%)	12 CM (100%)	Release	New Booking

Insert all details. Remember to:

- Fill origin. (Only origin and destination, where the allotment is applicable can be added.)
- Insert the date of the 1st segment of itinerary, which corresponds to your "Ship by date".
- Add the SHC "ALT".

Note that the itinerary, incl. flight routes and allotment ID will be automatically filled in.

Itinerary - 01

Carrier - Flight Number - Suffix Date

LX - 0064 - Wed, 17 Dec, 2025

Board Point Off Point Allotment ID

ZURICH **ZRH** MIAMI **MIA** SWISDDEFRA

Find Offers

Click "Find Offers" to see possible options.

Doc. No.: 724-76726381 Hard Freight JRN No.: N/A
FRANKFURT (FRA) → MIAMI (MIA) Ship By: Tue, 16 Dec 2025

Show Details ▾

Tue - 16 Dec Wednesday, 17 Dec Thursday, 18 Dec
From **1,900.00 EUR**
2.80 EUR / K

Free Sale Offers Allotment Offers

Showing 2 of 2 Allotment Offers All times are local times in 24Hr format

19:05 Tue, 16 Dec FRA - FRANKF...	28h 25min - 1 Connection ZRH	17:30 Wed, 17 Dec MIA - MI...	General Cargo SWISDEFRA 1,900.00 EUR 2.80 EUR/K
12:00 Tue, 16 Dec FRA - FRANKF...	35h 30min - 1 Connection ZRH	17:30 Wed, 17 Dec MIA - MI...	General Cargo SWISDEFRA 1,900.00 EUR 2.80 EUR/K

Select a suitable option. Review shipment and rate details. Continue and confirm.

Option 2:

Follow the steps described in the chapter "Find Offers & Book". In addition, remember to:

- Insert the date of 1st segment of itinerary, which corresponds to your "Ship by date".
- Add the SHC "ALT".
- Tick "Use allotment" to immediately see allotment offers (in the "Detailed Enquiry Booking" section).

Use allotment Yes **Find Offers**

Click "Find Offers" and look for allotment offers. Choose an offer and follow next steps.

Tue - 16 Dec Wednesday, 17 Dec Thursday, 18 Dec
From **1,900.00 EUR**
2.80 EUR / K

Free Sale Offers Allotment Offers

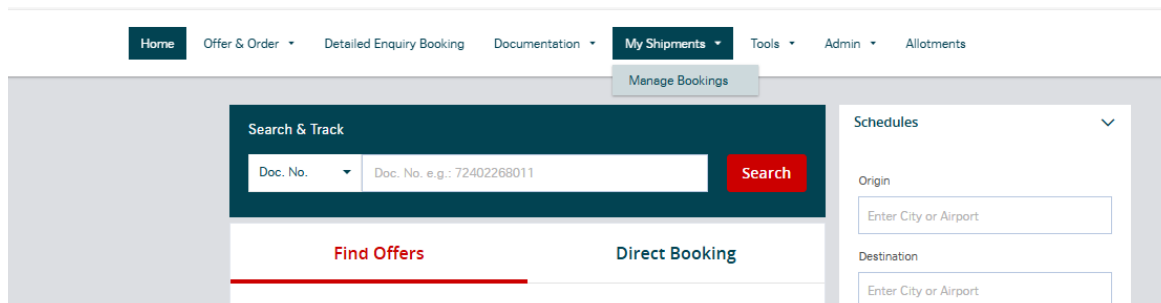
Showing 2 of 2 Allotment Offers All times are local times in 24Hr format

19:05 Tue, 16 Dec FRA - FRANKF...	28h 25min - 1 Connection ZRH	17:30 Wed, 17 Dec MIA - MI...	General Cargo SWISDEFRA 1,900.00 EUR 2.80 EUR/K
12:00 Tue, 16 Dec FRA - FRANKF...	35h 30min - 1 Connection ZRH	17:30 Wed, 17 Dec MIA - MI...	General Cargo SWISDEFRA 1,900.00 EUR 2.80 EUR/K

15 ▾ < 1 > >

Manage bookings

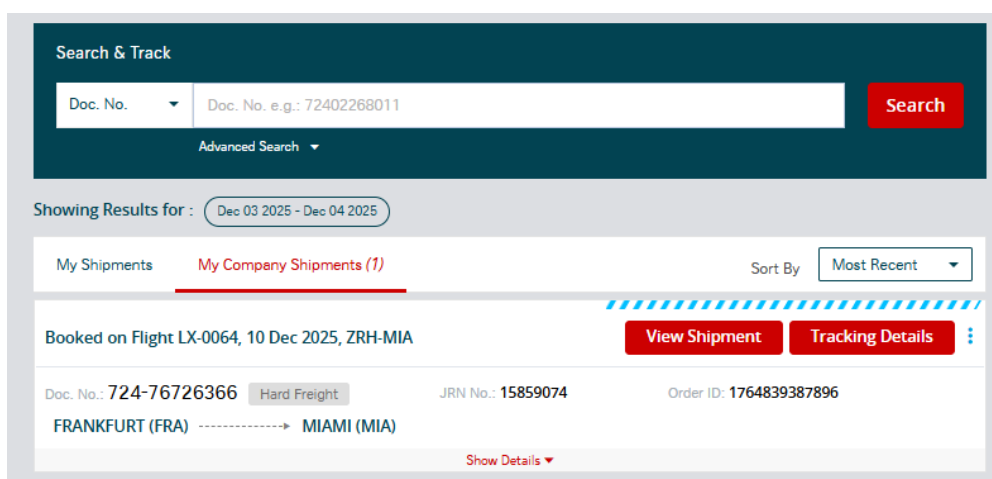
When the booking is completed, the user can always check the shipment details or later amend/cancel it if required. To do this, navigate to “My Shipments” and then click “Manage Bookings” to find all your shipments.



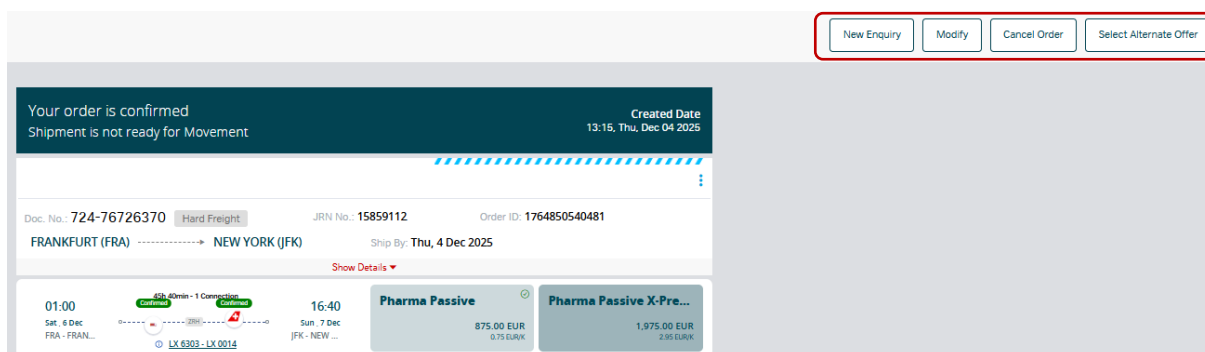
Under “My shipments”, view your own bookings.

Under my “Company Shipments”, view all bookings done by you and other users within your company branch. This view also includes bookings made by LX sales.

Note: Shipments that cannot be booked via LX eBooking, e.g. ACT bookings can only be viewed, but not amended.



Click on “View Shipment” of the respective booking to see more details.



LX eBooking User Manual

This view opens automatically as the 'Order Details' tab, located below the shipment details, is selected. It allows the user to choose one of the following options: Modify, Cancel, or Select an alternate offer (see the screenshot above).

There are also different tabs that can be found below the shipment details, such as 'Documentation', 'Tracking Details' and 'Uploaded Documents'.

Order Details	▼
Documentation	▼
Tracking Details	▼
Uploaded Documents	▼

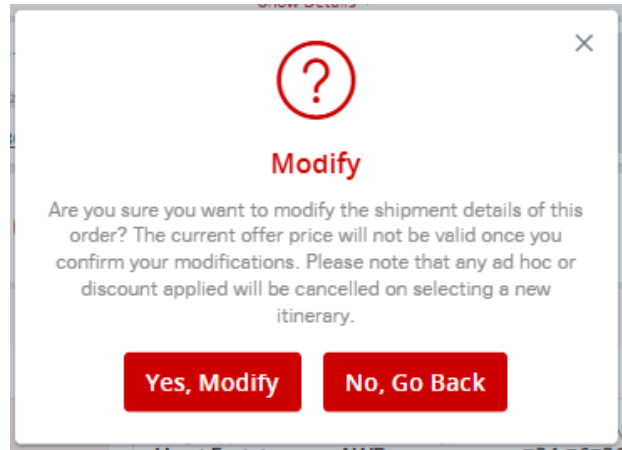
When the 'Documentation' tab is opened, additional functionalities are accessible. In this case, the user can click the button to 'Create AWB'. Once the AWB is captured, options to 'Amend AWB' or 'Void AWB' will become available.

The screenshot shows the 'Documentation' tab selected. At the top right, a 'Create AWB' button is highlighted with a red box. The main content area displays the following information:

- Order Confirmation:** Your order is confirmed. Shipment is not ready for Movement. Created Date: 15.02, Fri, Feb 27 2026.
- Order Details:** Doc. No. 724-86186365, Hard Freight, JRN No. 17285636, Order ID: 1772200981254. Route: FRANKFURT (FRA) to SINGAPORE (SIN). Ship By: Thu, 5 Mar 2026.
- Flight Information:** 23:00 Thu, 5 Mar FRA - FRAN... to 18:00 Sat, 7 Mar SIN - SING... with a 30h 00min - 1 Connection. Airlines: LX 6301 - LX 0176.
- Charges:** Actual Charges to be paid: 441.00 EUR. Other charges include Pharma Passive (441.00 EUR / 0.59 EUR/K) and Pharma Passive X-Pre... (1,119.00 EUR / 2.85 EUR/K).
- Documentation Section:** Contains an 'Air Waybill' button and a box showing AWB No: 724-86186365, Status: Not Captured.
- Navigation Tabs:** Order Details, Documentation (selected), Tracking Details, and Uploaded Documents.

Modify a shipment

To amend a shipment, click on "Modify". A pop-up message will inform you that any amendments or modifications to your shipments such as exceeding weight or volume tolerances, may affect the originally confirmed rate and the shipment may not be immediately reconfirmed. For more details, please refer to Terms and Conditions.

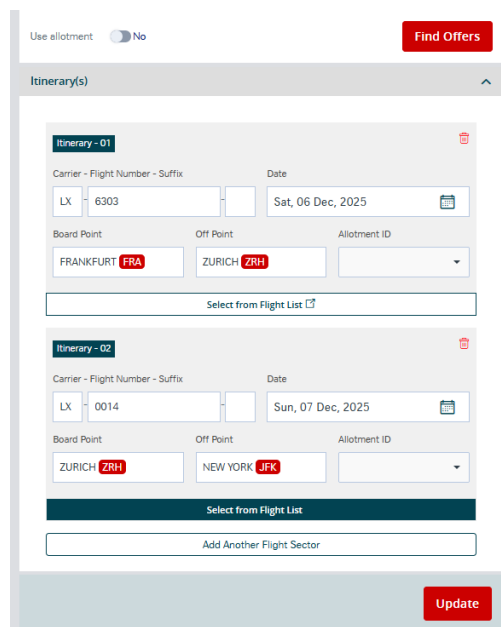


When modifying a shipment, the user can change the “Ship by” date, number of pieces, weight volume or the itinerary.

The user can click on “Find Offers” or “Update” to proceed once all changes are made:

- When “**Find Offers**” is selected, the system will redirect the user to the page where the user can search and select a new flight that matches a revised shipment.
- When “**Update**” is selected, the system will display the same flight which were previously booked. This way the current shipment will be changed without searching for a new offer.

Important: If you want to update a booking on the same flight, always click on “**Update**” to ensure that commercial evaluation tolerances are considered and shipment is not reevaluated for small changes.



After clicking on “Update”, review the shipment details and rate (please note the rate is subject to change depending on the changes are made). Click “Update”.

LX eBooking User Manual

Doc. No.: 724-76726370 Hard Freight JRN No.: 15859112 Order ID: 1764850540481
 FRANKFURT (FRA) -----> NEW YORK (JFK) Ship By: Thu, 4 Dec 2025
 Show Details ▼

01:00 Sat, 6 Dec FRA - FRANK... 45h 40min - 1 Connection -ZRH- LX 6303 - LX 0014 16:40 Sun, 7 Dec JFK - NEW ...

Pharma Passive 962.50 EUR 0.75 EUR/K

Pharma Passive X-Pre... 2,172.50 EUR 2.35 EUR/K

Actual Charges to be paid **962.50EUR** Show Details ▼

Document Details ^

AWB No.: 724-76726370 Hard Freight
 JRN No.: 15859112 Order ID: 1764850540481

Handling Info & Remarks ^

Note: Remarks entered under "USR" will not be printed on the AWB.

Remark Type

USR Add remark

Add Another Remark

Cancel Update

To proceed, click "Update". Review your booking, rate and other charges. Then confirm the changes.

Doc. No.: 724-76726370 Hard Freight JRN No.: 15859112 Order ID: 1764850540481
 FRANKFURT (FRA) -----> NEW YORK (JFK) Ship By: Thu, 4 Dec 2025
 Show Details ▼

01:00 Sat, 6 Dec FRA - FRANK... 45h 40min - 1 Connection -ZRH- LX 6303 - LX 0014 16:40 Sun, 7 Dec JFK - NEW ...

Pharma Passive 962.50 EUR 0.75 EUR/K

Actual Charges to be paid **962.50EUR** Show Details ▼

View Changes ^

Key Changes	Previous	Present
Weight	500.00K	550.00K
Volume	3.000000CM	3.200000CM
SHC	PIL, COL	COL, PIL

Order Details ▼

Handling Info & Remarks ▼

By clicking on Confirm, I agree with the Terms and Conditions

Confirm

Select alternate offer

The option to “Select **Alternate Offers**” allows the user to choose a different flight / date for the shipment without making any updates to the shipment’s details.

When clicking on the button, a list of choices is displayed, same as when the user does a regular search for an offer.

Doc. No.: 724-76726370 **Hard Freight** JRN No.: 15859112 Order ID: 1764850540481
FRANKFURT (FRA) -----> NEW YORK (JFK) Ship By: Mon, 8 Dec 2025

Show Details ▾

Monday, 8 Dec Tuesday, 9 Dec Wednesday, 10 Dec
From 962.50 EUR 0.75 EUR / K From 962.50 EUR 0.75 EUR / K

Free Sale Offers Allotment Offers

Showing 10 of 15 Free Sale Offers Available All times are local times in 24Hr format

Flight Details	Pharma Passive	Pharma Passive X-Pres...
01:00 Wed, 10 Dec FRA - FRAN... 21h 40min - 1 Connection ZRH - ZRH - LEX LX 6303 - LX 0014 16:40 Wed, 10 Dec JFK - NEW ...	Not Available or Sold Out	2,172.50 EUR 2.95 EUR/K
01:00 Wed, 10 Dec FRA - FRAN... 41h 00min - 2 Connections ZRH - ZRH - EWR - LEX LX 6303 - LX 6920 12:00 Thu, 11 Dec JFK - NEW ...	Not Available or Sold Out	2,172.50 EUR 2.95 EUR/K
12:00 Wed, 10 Dec FRA - FRAN... 54h 00min - 2 Connections ZRH - ZRH - EWR - LEX LX 6305 - LX 6920 12:00 Fri, 12 Dec JFK - NEW ...	962.50 EUR 0.75 EUR/K	2,172.50 EUR 2.95 EUR/K

Cancel order

The user has also a possibility to click on “**Cancel Order**” in the top right corner. To cancel the shipment, add a reason for the cancellation and click on “**Confirm Cancellation**”.

Your order is confirmed
Shipment is not ready for Movement
Created Date: 13:15, Thu, Dec 04 2025

Doc. No.: 724-76726370 **Hard Freight** JRN No.: 15859112 Order ID: 1764850540481
FRANKFURT (FRA) -----> NEW YORK (JFK) Ship By: Thu, 4 Dec 2025

01:00 Sat, 6 Dec FRA - FRAN...
2,172.50 EUR
2.95 EUR/K

Actual Charges
Order Details

Shipmen
Agent

Cancel Order

To cancel this order, please type in the reason for cancellation

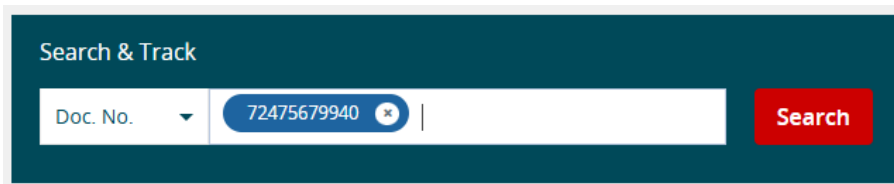
Write in few words about any remarks on your cancellation

Return to Order **Confirm Cancellation**

Search & Track

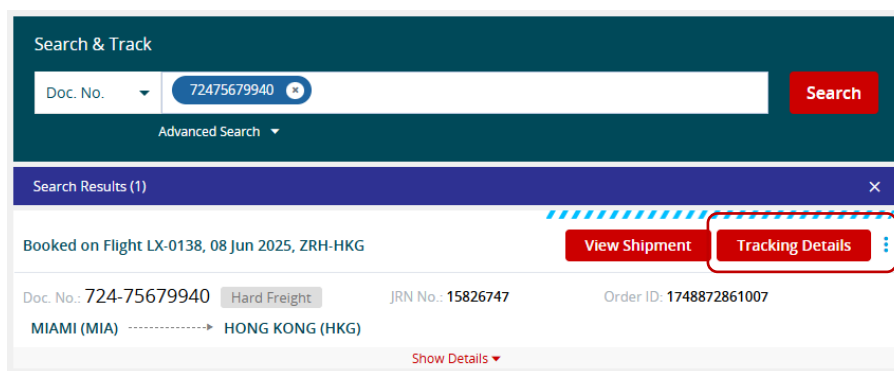
LX eBooking offers also the possibility to track shipments via Search & Track. This option can be accessed right from the home screen, even without logging in to your account.

To find your shipment, insert the AWB number. Up to 10 AWB numbers can be added at the time.



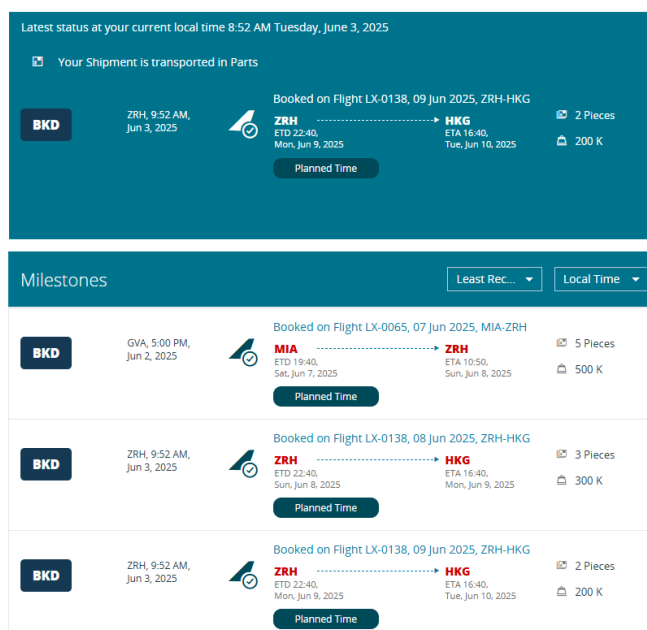
The image shows a search bar with a dark teal background. On the left, there is a dropdown menu labeled "Doc. No." with a downward arrow. To its right is a text input field containing the number "72475679940" and a small "x" icon to clear the text. Further right is a red button with the word "Search" in white text.

Click "Search". Once the shipment is displayed, there is the option to view the shipment or to look at the tracking details:



The image shows the search results page. At the top, there is a search bar identical to the one in the previous image. Below it, there is a purple bar with the text "Search Results (1)" and a close "x" icon. The main content area has a white background. It starts with the text "Booked on Flight LX-0138, 08 Jun 2025, ZRH-HKG". To the right of this text are two red buttons: "View Shipment" and "Tracking Details". Below this, there are four fields: "Doc. No.: 724-75679940", "Hard Freight", "JRN No.: 15826747", and "Order ID: 1748872861007". The next line shows the route "MIAMI (MIA) -----> HONG KONG (HKG)". At the bottom, there is a "Show Details" link with a downward arrow.

By opening the tab "Tracking Details", the user can see the shipment status updates. In the case below, the shipment is still in the booked status and was split in ZRH on two flights to HKG.

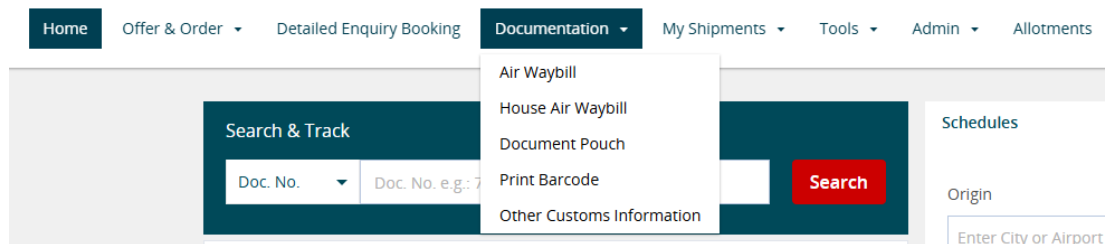


The image shows the tracking details page. At the top, it says "Latest status at your current local time 8:52 AM Tuesday, June 3, 2025". Below this, there is a section titled "Your Shipment is transported in Parts". It shows a "Planned Time" for a shipment from ZRH at 9:52 AM on Jun 3, 2025, booked on Flight LX-0138, 09 Jun 2025, ZRH-HKG. The shipment is split into two parts: one from ZRH to HKG on Mon, Jun 9, 2025, and another from ZRH to HKG on Tue, Jun 10, 2025. Below this, there is a "Milestones" section. It shows three milestones: 1) GVA at 5:00 PM on Jun 2, 2025, booked on Flight LX-0065, 07 Jun 2025, MIA-ZRH, with 5 pieces and 500 K. 2) ZRH at 9:52 AM on Jun 3, 2025, booked on Flight LX-0138, 08 Jun 2025, ZRH-HKG, with 3 pieces and 300 K. 3) ZRH at 9:52 AM on Jun 3, 2025, booked on Flight LX-0138, 09 Jun 2025, ZRH-HKG, with 2 pieces and 200 K.

Documentation

LX eBooking offers the following functionalities in the “Documentation” tab:

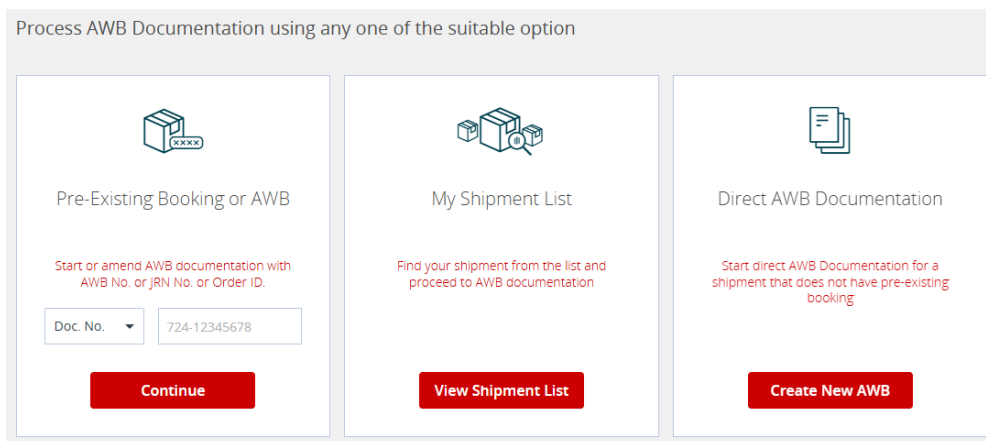
- Air Waybill
- House Air Waybill
- Document Pouch
- Print Barcode
- Other Customs Information



AWB documentation

The user can use one of the following three options to **capture an AWB**:

- Start or amend an AWB documentation with an AWB No., the JRN No., or an Order ID.
- Find a shipment from the list of his/her (or the “My Company Shipments”) shipments.
- Start direct AWB documentation for a shipment that does not have a pre-existing booking.



After selecting one of the options, follow the steps described:

- Confirm your shipment details.
- Complete shipper and consignee information (Users can import address information from the address book, provided it was saved earlier).

Important: Zipcode is mandatory. If The zipcode is unknown during the capturing, please insert 99999 to avoid rejection of an AWB.

- Add custom information.

1 Shipment and Flight Information 2 Rate and Other Information 3 Summary and Declaration

Freight Charges Prepaid Charges Collect
 Other Charges Prepaid Charges Collect

Shipper and Consignee ^

Shipper Details

Consignee Details

Agent Details v

Handling Info & Remarks (Optional) ^

Note: Remarks entered under "USR" will not be printed on the AWB.

Remark Type

USR

OSI

SSR

Special Customs Information (SCI) ^

Special Customs Information (SCI)

Once done, click on "Rate and Other Information" to review your rate and other charges.

Note: No new other charges can be added, but you can update it using 'Reconstruct Other Charges' button.

In the Rateline section, make sure that your goods description is as detailed as possible to avoid any customs rejections. See more details [here](#).

Rateline (s) ^

Total Pcs.	Total Gross Weight (K)	Total Volume (CM)	Commodity Code	Primary SHC	Product
40	300	1.8	6099	PIL	PIL

Rateline - 01

Pieces	Gross Wt. (K)	Volume (CM)	SHC
<input type="text" value="40"/>	<input type="text" value="300"/>	<input type="text" value="1.8"/>	<input type="text" value="PIL"/>
Rate Class	Commodity Item No.	SLAC	Nature of Goods
<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="COVID VACCINES"/>

Add More Information About Your Goods ^

<input type="text" value="COVID VACCINES"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Similarly, please ensure to add harmonized commodity codes (HCCs). It must be minimum 6 digits and can be added as many as is required. More details can be found [here](#).

Add Harmonized Commodity Code ^

HCC code should be minimum 6 and maximum 18 alpha numeric values

123456	678900

Rate/Charge Type	Rate/Charge	Chg. Wt. (K)	Rateline Charge
RATPERWT	4.94	300	1482

To confirm and proceed, click **“Summary and Declaration”**.

The user will see an overview of the shipment details. Agree to the Terms and Conditions by ticking the box and click **“Submit AWB”**.

Declaration

Execution Date: **Thu, 4 Dec 2025** Execution City Code: **FRA** Execution Place: **FRANKFURT**

Name of the Shipper or Agent: Name of the Issuing Carrier or Agent:

Signature of the Shipper or Agent: Signature of the Issuing Carrier or Agent:

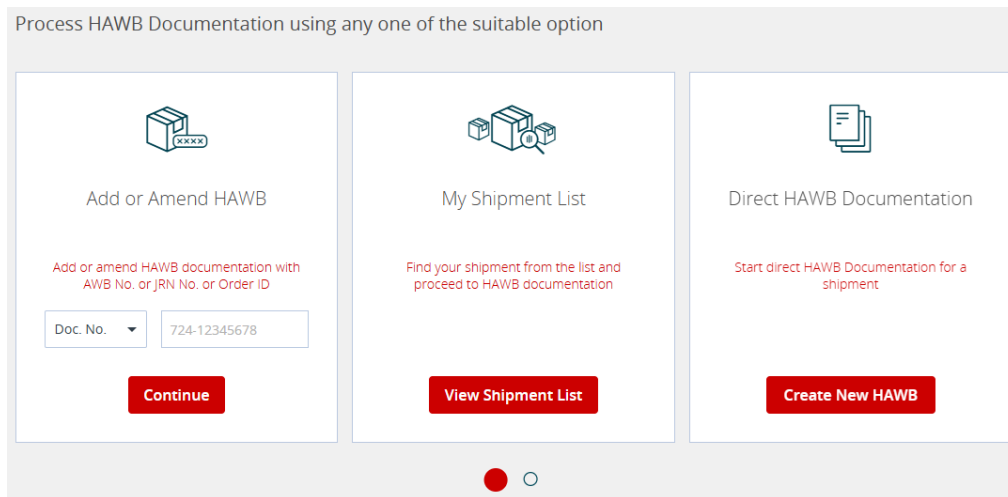
I agree to the Air Waybill Terms and Conditions

[< Rates and Other Information](#) [Submit AWB](#)

HAWB documentation

The user can use one of the following four options to **capture a HAWB**:

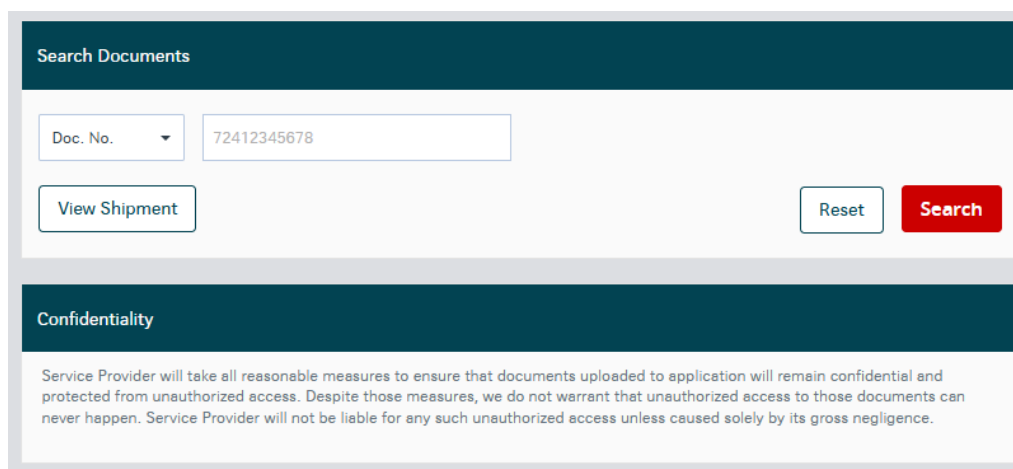
- Add or amend HAWB documentation with an AWB No., a JRN No., or an Order ID.
- Find a shipment from the list of his/her (or the “My Company Shipments”) shipments.
- Start a direct HAWB documentation for a shipment.
- View tagged HAWB with free text reference tag or AWB No.



Important: For CONSOL shipments, it is mandatory to capture at least 1 HAWB.

Document Pouch

The user has the possibility to upload any additional documentation for internal use. Documents can be uploaded from a local drive or via a link which points to a file.



To upload a file from a local drive, the user needs to specify the document type and add a description. Similarly, the user can upload a link.

Search Documents

Doc. No. ▾

72475679940

View Shipment

Reset

Search

Files

10 ▾

of 0

<
>

Document Type	Document Description	File Size (KB)	File Type
There are still no documents for this shipment.			

Upload

Document Upload

Link Upload

Document Type

Document Description

AWB Document ▾

Drag & Drop files [Click Browse](#)

Reset

Upload

Files attached to a shipment can be viewed, shared, and deleted from the record. To view a specific document, click on the "Document Description". If the user would like to share any of the documents attached, set the tick mark for all the documents to share and proceed by clicking on "Send Mail". Users with the permission to delete attached files can tick a document and then click on the "Delete" button to proceed.

Files

10 ▾

of 3

<
1
>

Document Type	Document Description	File Size (KB)	File Type
<input checked="" type="checkbox"/>	Damage Pictures	Burning Package	0 Hyperlink
<input checked="" type="checkbox"/>	Damage Pictures	Damaged Box	68.9 jpg
<input checked="" type="checkbox"/>	Damage Pictures	AOG	29.46 jpg

Send Mail

Print Barcode

The user has the option to print a barcode containing basic shipment information. This functionality is available to all customers, also to the ones that do not have an active LX eBooking account.

Air Waybill No.

724 12345678

Origin ZURICH **ZRH** Destination Enter City or Airport

Pieces Weight K ▾

Remark

Click on the label icons to select the number of labels per page on a Laser Printer

Print Barcode

Other Customs Information

LX eBooking also allows the user to submit OCI (Other Customs Information) for a specific AWB or HAWB.

Other Customs Information

Submit OCI (Other Customs Information) for an Air Waybill or for a House Waybill (if consolidation).

Doc. Type	Doc. Prefix	Doc. Number	HAWB Number		
AWB ▾				Clear	Search

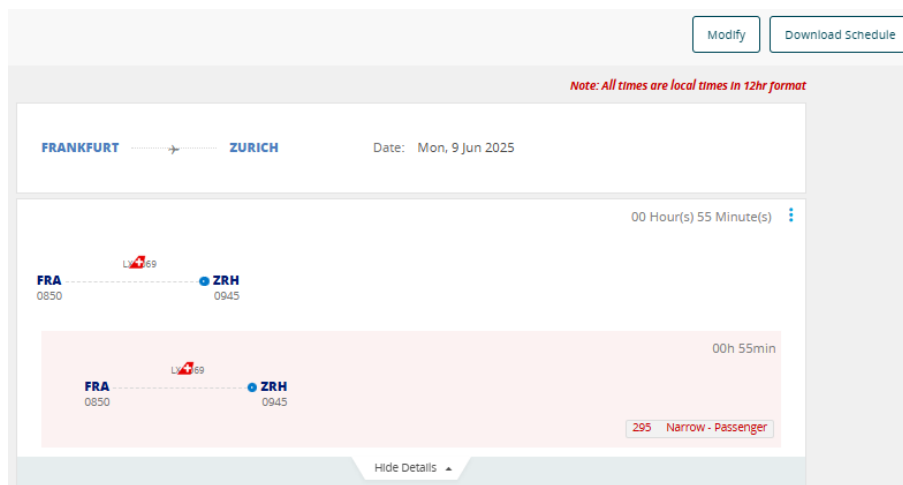
Additional features

LX eBooking provides many more features, such as schedules, templates, address book, and e-rates.

Schedules

A user can search and view the LX schedule. The search can be started from the “Home” site by using the widget on the right-hand side.

By providing origin, destination, and flight date the system will display all the flights including STD, STA, carrier code and flight number, aircraft type and mode of transport.



If a more refined search is needed, the user can either click on “Modify” or directly start the “Advanced Schedule Search” from the widget on the home site.

The screenshot shows the 'Advanced Schedule Search' form. It has two tabs: 'On a Route' (selected) and 'From Station'. The form includes the following fields and options:

- Origin:** FRANKFURT (FRA)
- Destination:** ZURICH (ZRH)
- On Date:** 09 Jun 2025 (with a calendar icon)
- Show results for:** +3 Day (with a dropdown arrow)
- Additional information (optional):**
 - Carrier - Flight Number - Suffix:** LX - 1069
 - Departing days:** Monday, Tuesday (with dropdown arrows)
 - Time of Departure:** BEFORE, 1000 (with dropdown arrows)
 - Mode of transport:** All (with dropdown arrow)
 - Time of arrival:** BEFORE, 1500 (with dropdown arrows)
 - Body type:** Wide Body Only (checkbox)

At the bottom, there are two buttons: 'Download Schedules' and 'Find Schedules'.

The search “From Station” offers the possibility to search for flights leaving one specific airport. As in the “On a Route” search, Origin and Date are mandatory while all the other information is optional to refine the search.

The screenshot shows the 'From Station' search interface. The 'Origin' field is set to 'ZURICH ZRH'. The 'On Date' field is set to '09 Jun 2025'. The 'Additional information' section includes 'Carrier - Flight Number - Suffix', 'Departing days' (Monday, Tuesday), 'Time of Departure' (AFTER 2000), 'Mode of transport' (All), 'Time of arrival', and 'Body type' (Wide Body Only). Buttons for 'Download Schedules' and 'Find Schedules' are at the bottom.

Each of the search results can be downloaded as a PDF.

In case the entire schedule should be downloaded, start on the Home site and click on the “Advanced Schedule Search” and then on “Download Complete Schedule”. The time range needs to be specified and must not exceed three days. Click on “Download” to complete the search and save the CSV document.

The screenshot shows the 'Download Complete Schedule' dialog box. It prompts the user to 'Select date range to download the schedule (Maximum date range should not exceed 3 days)'. The 'From date' is 'Tue, 03 Jun, 2025' and the 'To date' is 'Thu, 05 Jun, 2025'. Buttons for 'Cancel' and 'Download' are at the bottom.

Templates

Templates enable the user to store frequently used:

- Offer request
- Order request
- AWB request
- HAWB request

These templates can be used to autofill the request in the corresponding function. Templates are individual to the user, not to the branch. The templates can be created by starting off via “Detailed Enquiry Booking”. Fill in the details which should be stored in the template and then select either “Save Template” or “Save As New Template”.

Address book

LX eBooking provides the possibility to store addresses in “My Address Book”. This information can then be used to capture Shipper or Consignee addresses across different flows like offer search or AWB request.

My Address Book can be accessed by navigating to “Profile” – “My Address Book”.

E-rates

The user has the possibility to search and download standard or contract rates. To do so, navigate to “Tools” and “E-Rates”.

Once the origin and applicable period is entered, choose between “Standard” and “Contract” to search for the rates. The fields “Destination”, “ULD Rate Class”, and “Commodity Code” are optional. If desired, the rates can be downloaded as CSV file.

Search

Download CSV Rate File Download e-Rate Sheet File

Origin: City [ZRH] Destination: City [NYC]

ULD Rate Class: [] Commodity Code: []

Period: 03 Jun 2025 - 03 Jun 2025 Rate Type: Contract

Get Rates

OriginType	Origin	Dest_Type	Destination	ChargeType	CommodityInd.	CommodityCode
Airport	ZRH	City	NYC	Minimum	N	
Airport	ZRH	City	NYC	Minimum	N	
Airport	ZRH	City	NYC	Minimum	N	
Airport	ZRH	City	NYC	Minimum	N	
Airport	ZRH	City	NYC	Minimum	N	
Airport	ZRH	City	NYC	Minimum	N	

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Download CSV