

# Requests/Quotes

On the main page of the **Requests/Quotes** panel you can see the list of **Quotes** downloaded from **Avinode** as well as those created in Leon.

Quotes unread/unedited are displayed in **bold** to all users until it is read/edited by the particular user of the operator.

L-M1U2MS	New request	FlyHigh Ltd.	D-LEON (G450)	28 Mar 2019 EPWA - EGGW 0 PAX
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When a new quote is added, Leon shows a message  **1 NEW REQUEST, 0 UPDATED REQUESTS** - click it and the new quote will appear on the screen.

The main page displays a several columns:



Requests/Quotes - the view on the list of quotes

- **ID** - quote request ID.
- **Status** - showing the status of the quote: New request, Quoted, Booked, Option, Brief sent, Contract sent, Rejected or Closed.
- **Requester** - requesting client's name or a company.
- **Aircraft** - requested aircraft registration & type.
- **Itinerary** - requested itinerary.
- **Updated** - day, month & exact time (LT) of updating the quote as well as the source (Avinode or Leon).
- **Assignee** - first person who is editing unread RFQ and designated to work with the quote.
- **Quote** - list of possible aircraft quotes with prices - the lowest price is always on top.
- **Action** - hover the mouse over and select trash-icon to delete the quote. You can also mark the quote as 'Read' or 'Unread' by clicking on the envelope.

In the top-right corner there is a  icon including **filtering** options:

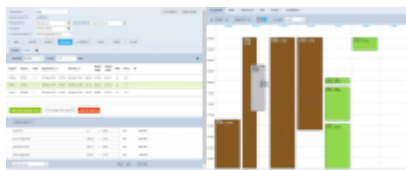
- **Columns** - here you can choose which columns are to be displayed in the list of requests
- **Preferred airport code** - you can switch between ICAO and IATA codes for the whole 'Requests/Quotes' panel

Use **2** available fields on top of the page to filter the list of quotes:

- **Type to search** - you can type any part of the ID or Requester to find the quote.
- **Status** - Leon shows 'all' quotes by default - click to open the drop-down box and select the status to narrow down the list of quotes.

By clicking any part of the quote Leon gets displayed the **quote edition** page.

## Managing the RFQ



Requests/Quotes - the quote edition page

The main page of the **RFQ - Request For Quote** page is divided into **2** sections, which show all details in a transparent way:

1. RFQ details with options of adding & managing the quote.
2. Displaying the quote in Calendar, managing the Checklist, PAX and other options.

### Details of the Request

Top-left part of the page shows details, such as:

- **Marketplace** - Avinode, HelloJet, Victor or Leon.
- **Quote request ID** - ID of the quote generated by Marketplace.
- **Requested by** - client's or company name.
- **Representative** - client's representative (defined in Leon or imported from Marketplace).
- **Assignee** - a person who is designated to work the quote.
- **T/O & LDG emails** - client representative's email address to which Leon should send MVT emails (or client's if Representative is not selected). Can be deleted or overridden by manual entry.

### Statuses of the Quote

In this section, you can find available options for the quote status change. Changing statuses are correlated with actions, among which are: sending emails, documents, etc...

1. **NEW** - highlighted when adding a new quote into Requests/Quotes or as a new quote from Avinode.
2. **QUOTE** - send a quote proposition details with Flight Quotation document - when dealing with Avinode quote, clicking **SEND** means accepting the quote.
3. **OPTION** - click to add the trip to OPS page with the status 'Option'.
4. **CONTRACT** - shows a new window for Charter Agreement document sending.
5. **BOOK** - click to add the trip to OPS page with the status 'Confirmed'.
6. **BRIEF** - shows a window for Flight Brief document sending.
7. **INVOICE** - an option to send an invoice to the client.
8. **DONE** - closing the transaction.
9. **REJECT** - reject the client's offer (the quote will show as 'rejected' on client's side in Avinode).

Print Documents

Flight Quotation

BUDON

A-B-C-B-E

Flight Quotation (1)

Print

Charter Agreement

BUDON

A-B-C-B-E

Charter Agreement (1)

Print

Flight Brief

BUDON

A-B-C-B-E

Flight Brief (1)

Print

CANCEL

Printing sales documents

Independent from the status change actions you can always print sales document or send it via email using options:

DOCUMENT

SEND EMAIL

1. DOCUMENT - Flight Quotation, Charter Agreement & Flight Brief.

2. SEND EMAIL - for sending sales documents via email or sending custom emails.

When working with Avinode requests you can **accept or reject** selected quotes, instead of rejecting all quotes in the request you are managing. In other words, you can accept (click QUOTE and sending email means accepting the quote), or reject quotes (click REJECT) inside Avinode request **independently**. You can also send to Avinode your own quote if only the aircraft assigned to it exists in Avinode. All quotes sent to Avinode can be also rejected if needed. For quotes sent to Avinode aircraft change is not available.

Itinerary details

+

Search

Filters

Price

Reset

Go

ADEP	ADES	TBA	Departure LT	Arrival LT	Block Time	Flight Time	PAX	Ferry
LPR	BSL	0	22 Dec 2019 15:00	22 Dec 2019 15:45	00:45	00:00	0	
BSL	CHB	0	22 Dec 2019 15:45	22 Dec 2019 16:30	00:45	00:00	0	
CHB	BSL	0	22 Dec 2019 16:30	22 Dec 2019 17:15	00:45	00:00	0	
BSL	LPR	0	22 Dec 2019 17:15	22 Dec 2019 18:00	00:45	00:00	0	

Itinerary section


Right below request details & quoting options you can find **Trip details**: Aircraft registration, Price, ADEP, ADES, TBA checkbox, Departure time LT, Arrival time LT, Block Time, Flight Time, PAX number and Ferry flight indication.

By clicking the + icon you can add a new leg into the existing trip - you can do it also in-between existing flights.

It is possible to change the **Currency** and Leon will recalculate the price in the new currency. The new currency will also apply to the quote's fees (catering, hotel, flight plan, etc...).


It is also possible to schedule a **Fuel Stop**. More information in the subsection below.

Leonsoftware Wiki - <https://wiki.leonsoftware.com/>


In the top-right corner of the itinerary there is a  icon where you can:

Commercial

YES
NO

Delete


- Choose whether the quote should be for a commercial flight or not by using the switch
- Delete the itinerary

You can also **remove** the leg from the itinerary by clicking on  icon. Leon will display the 

Do you want to remove this leg? ☒ ☐

 validator where you can perform the relevant action.

By clicking on the **TBA checkbox** Leon will allow you to save the quote/trip without specifying Arrival and Departure times. Such a trip will be displayed in the 'CALENDAR' tab as an "All day" operation (just underneath the date).

30 Tue

EPWA - LEMD

Below trip details you can find **3** options to:

1. **ADD POSITIONING LEGS** - click to add a positioning flight (Leon will match last flight's ADES and next flight's ADEP in actual confirmed aircraft schedule).
2. **ADD QUOTE** - adds price list to current quote - this action can be undone to **DELETE QUOTE** which deletes the price list from the quote.

Feasibility check information

Warnings


- Flight: 26-04-2019 05:00 LFPB - EGLF 07:45 is overlapping  
GLE1 26-04-2019 05:15 EHAM - LFPB 06:00 G-LEON option  
GLE1 26-04-2019 06:10 EHAM - EGLF 07:00 G-LEON option
- Flight: 26-04-2019 05:00 LFPB - EGLF 07:45 (minimum ground time of 60 minutes is exceeded) is overlapping  
GLE1 26-04-2019 05:15 EHAM - LFPB 06:00 G-LEON option  
GLE1 26-04-2019 06:10 EHAM - EGLF 07:00 G-LEON option  
GLE1 26-04-2019 08:00 EGLF - EDDF 09:05 G-LEON option

Notices

- Airport recency required
- ADES notes
- Aircraft notes: When possible use Signature handling

CLOSE



Feasibility check window

If there are any issues with the quotation itinerary, Leon will display a warning icon in the last column of the itinerary -  .



If you click on this icon Leon will display **Feasibility check information** window which provides specific warning details as presented in the screenshot - all warnings, cautions and notices enabled in Leon, plus the information if on the day of the quote (departure day) no **minimum crew** (defined in the aircraft profile for cockpit & cabin) have been assigned with the **Duty on the aircraft** (registration or type - depending on Duties Setup configuration). Also, a caution **FTL close to limit for Cockpit/Cabin crew member: warning FDP length exceeded** will show up if defined in FTL Settings (by Leon Support Team) FDP threshold has been exceeded.

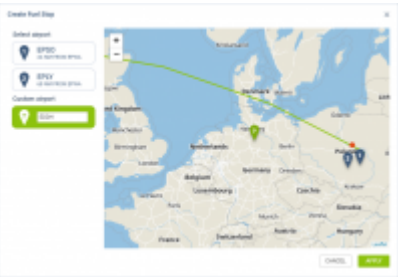
Fuel Stop

It is possible to add a **Fuel stop** to a flight in the itinerary section by clicking on a 'Fuel stop' icon.

ADEP	ADES	TBA	Departure LT		Arrival LT		Block Time	Flight Time	PAX	Ferry	+	
EPWA	EGGW	<input type="checkbox"/>	13 Jun 2019	09:00	13 Jun 2019	11:35	02:35	01:57	0	<input type="checkbox"/>		 


**Fuel stop** is indicated by the following icons:

-  - fuel stop required. This icon is displayed when the distance (in NM) between ADEP and ADES is greater than 'Max range with '0' PAX(NM)' or 'Max range with max PAX(NM)' configured in the Performance section of an aircraft in the 'Settings' > 'Fleet' section in Leon
-  - fuel stop optional. This icon is hidden and will be displayed if you hover the mouse over a flight in the itinerary



'Create Fuel Stop' window

To **add a Fuel stop** you have to:

- Click on a 'Fuel stop' icon
- In the 'Create Fuel Stop' window, you will see the list of airports. Airports are suggested based on a 50 NM radius from the point of refuelling (red dot). The list displays up to 5 airports sorted by the proximity from the airport of departure. Airports with 'C' and 'P' categories are not considered. It is also possible to insert your own airport of refuelling in the **Custom Airport** field.
- Select one of the airports from the list and click 'APPLY' button
- The 'Fuel stop' leg is added to the itinerary. The feasibility check can be performed by clicking on  icon. The new schedule also includes aircraft rotation time. Example, route **EPWA-EGGW** after adding a 'Fuel stop' in **EDDH** would look as below:

ADEP	ADES	TBA	Departure LT		Arrival LT		Block Time	Flight Time	PAX	Ferry	+	
EPWA	EDDH	<input type="checkbox"/>	13 Jun 2019	09:00	13 Jun 2019	11:00	02:00	01:23	0	<input type="checkbox"/>		
EDDH	EGGW	<input type="checkbox"/>	13 Jun 2019	11:30	13 Jun 2019	12:10	01:40	01:20	0	<input type="checkbox"/>		

Invoice

Invoice

Invoice No: 0-4471 0-43376

STATUS: **BOOKED**

Template: Quote Invoice (Regular) Import Invoice

Invoice Date: 11-08-2019

Invoice Date: 11-08-2019

Invoice Date: 11-08-2019

Invoice Date: 11-08-2019

Company Name: Pyright Ltd

Address: 34 High St, 4th Floor, London, U.K.

Country: Great Britain

Items	Net	VAT	Price	
Start up fee	1000	EUR	1000.00	EUR
First Month Rent Fee	100	EUR	100.00	EUR
Catering	200	EUR	200.00	EUR
Post fee	100	EUR	100.00	EUR
Post transport fee	100	EUR	100.00	EUR
TOTAL:			1500.00	EUR

Back to Requests/Quotes

PDF INVOICE EMAIL

SEND

Defining an Invoice details & templates

Invoice No: 2341342525

**Seller**  
DEMO LTD,  
15 Aviation St,  
A33-447 City City, poland013

**Client**  
DEMO LTD Pyright Ltd,  
34 High St,  
4th Floor, London,  
U.K.,  
Great Britain

Item Name	Net (EUR)	Vat %	Net Value (EUR)	Gross (EUR)
1. Start up fee	1000.00	00.00	1000.00	1000.00
2. First Month Rent Fee	100.00	00.00	100.00	100.00
3. Catering	200.00	00.00	200.00	200.00
4. Post fee	100.00	00.00	100.00	100.00
5. Post transport fee	100.00	00.00	100.00	100.00
Total:			1500.00	1500.00

Total: 1500.00 EUR

VAT: 0.00 EUR

Net Price

Invoice is completed

Leon default Invoice pdf template

Before using this option you need to set up in [Documents Manager](#) a new template **QUOTE INVOICE** - you can set up multiple different templates and re-arrange them the way you want (using HTML & CSS). You can also use Leon default template pdf.

Name ^	Type	Language	Published	Last modified
QUOTE INVOICE REGULAR	Quote Invoice	English	<div></div>	08-Nov-2019 09:10
QUOTE INVOICE VIP	Quote Invoice	English	<div></div>	08-Nov-2019 11:01

You can also configure [EMAIL TEMPLATES](#) for the Invoice in a section Settings > Email Templates - click **ADD TEMPLATE**, select **Quote Invoice** and set it up. You can define as many email templates for as necessary.

Email template

Standard

VIP

French

Once it's all set up, edit the Quote that has already been **BOOKED**, click button **INVOICE** and Leon will show a pop-up window where you can select an appropriate Email and Invoice template. Then Invoice details & items should be defined with their Net price and VAT. Below the items list Leon will show **Total price**.

Click **DOWNLOAD** icon to preview the template before sending it out.

If the quote is created for more than one aircraft, Invoice pop-up will allow to switch between tails and define Invoice items accordingly.

Quote

☒ B-ARTI

☐ D-LEON

☐ A-BCDE

In case you wish to upload your own template and send it to the client without creating it in Documents Manager, you can use 'Upload files' button in a tab 'EMAIL' of the Invoice pop-up window.

TAX

When generating an invoice for the quote where **tax** (UK, German or Italian) was included into overall invoice amount, Leon will show the 'Flight fee' **excluded** tax and when adding VAT, it will apply to the flight fee only.

Items	Net		VAT		Gross	
Flight fee - EGGW - EDDB	15153,87	EUR	18	%	17881,57	EUR
UK Air Passenger Duty Tax	91,13	EUR	N/A	%	91,13	EUR
Total						17972.70 EUR

Quote pricing

RECALCULATE

Initiating Fee

0

x

140

0,00

1960,00

+

EPass

0

x

1

0,00

0,00

+

Lapser/Fuel Fee

x

0,00

0,00

+

Crew Hotel Fee

x

0,00

0,00

+

Security

x

0,00

0,00

+

Handling/Basic Fee

x

0,00

0,00

+

Insider

x

0,00

0,00

+

Right/Landing

x

0,00

0,00

+

Landing Fee

x

0,00

0,00

+

Block-hour Fee

91,20

x

12,04

0,00

1095,97

+

Initiating

0

x

1

0,00

0,00

+

Extra Fee

0

x

1

0,00

0,00

+

Vars Block Fee

0,00

x

1

0,00

0,00

+

Vars Flight Fee

0,00

x

1

0,00

0,00

+

OK

CANCEL

Aircraft & Airport fees in the quote

There are **2** ways of creating price valuation: manual entering price for an entire quote and using a detailed price list for an aircraft and airports.

You can manually enter the **Price** in the field next to **Aircraft**. This field is only editable when the detailed price list is not added.

Be advised that when the quote is imported from Avinode and an aircraft is configured in a section FEES, detailed price list shows automatically and an original **Avinode** price is always displayed next to it and can not be changed.

Once you have added Request & Itinerary details and selected the aircraft, click 

ADD QUOTE

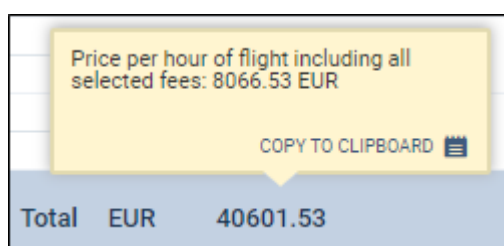
 button and Leon will show a new section **Quote** below with Aircraft Fees & Airport Fees (previously defined in the section Fees).

In this section you can manage the price list:

1. Add new item
2. Change the item's name
3. Change items quantity and their price.
4. Delete item.
5. Switch price lists to another aircraft price list (by using a button Recalculate).

Each item is **editable**, which means you can change its name (for edited flight only - default name remains the same) and/or its price.

When you click on the arrow next to the price, Leon will show both airports. The default fee will show for ADEP only but you can still add fees to ADES manually. Another option is adding **new fee** available in the drop-down box below the items. When changing fees manually, Leon shows **Total price** simultaneously changed at the same time. Hover the mouse over the Total price amount to see **the price per hour of the flight**.



Catering Fee			EUR	384.87	^
EPWA	3	x	128.29	EUR	384.87
EHAM	3	x		EUR	

If it comes to Aircraft Fees displayed below Airport Fees, you can also change their names and overwrite values.

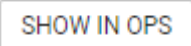
Catering	6	x	500	EUR	3000.00
Ferry Flight Fee	00:00	x	150	EUR	0.00
Flight Plan	2	x	750	EUR	1500.00

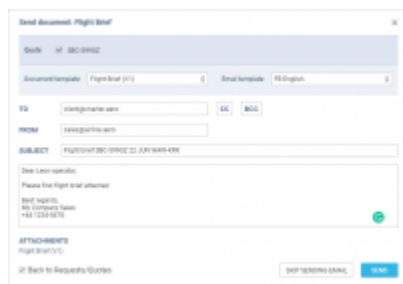
Use the button **RECALCULATE** to switch between previously defined Aircraft Fees.

Once you reviewed the RFQ you can:

1. **SAVE** - saves changes to the Quotation/Trip
2. **SAVE & BACK** - clicking on this one will save the changes and take you back to the List of quotations page
3. **CANCEL** - transfers to the List of quotations page without saving changes



4.  - clicking on it will open this trip in the OPS view.



Sending Flight Brief to the client

If you have created a quote for **2 different aircraft**, or downloaded a quote like that from Avinode, after clicking QUOTE Leon shows a pop-up window with 2 quotes - mark a checkbox which quotes you choose to be sent.

It is also possible to send the email with the details for more than one quotation by ticking more than one checkbox.

Leon will then generate the documents that include these 2 quotations based on the Sales Documents templates.



By clicking **SKIP SENDING QUOTE** you decide not to send an email, but still the status of the quote changes to 'Quoted' in the main quotes list.

Similarly works sending **CONTRACT** or a **BRIEF** - Leon shows a pop-up window where you can send an email with the Charter Agreement, or you can click **SKIP SENDING EMAIL** - that will change quote's status to 'Contract sent'.

If you tick the ☒ **Back to Requests/Quotes** checkbox and press any of the buttons in the 'Send email' window, Leon will revert to the list of Quotes. This setting will be saved so next time when you open an email window this checkbox will be already ticked.

## Taxes

### Italian Luxury Tax

This is an additional item available only in the Requests/Quotes section.

'Italian Luxury Tax' is only **calculated** for the flights from and to Italian airports and depending on the number of PAX on each flight and the distance. The distance is calculated using Great Circle Distance + 95km.

The values are as per below:

- €10 per PAX for the flights shorter than 100km
- €100 per PAX for the flights between 100km and 1500km
- €200 per PAX for the flights longer than 1500km

The screenshot shows a flight itinerary with columns for Airport, Airline, Class, Departure, Arrival, and Price. Below the itinerary, there are sections for 'Italian Luxury Tax' and 'UK Air Passenger Duty Tax' with input fields for 'Number of PAX' and 'Total Price'.

'Italian Luxury Tax' calculations

### Example

Trip consists of 3 flights to and from Italy.

Each flight has 3PAX added.

The distance between the airports on 2 of the flights is greater than 1500km and on the 3rd flight - 800km

In such case the **calculation is as follow:**

$$(6\text{PAX} \times €200) + (3\text{PAX} \times €100) = €1500$$

## UK Air Passenger Duty Tax

**UK Air Passenger Duty Tax** (UK APD) applies to trips departing from the UK or Northern Ireland and is based on below criteria:

- **Destination bands**
- **Rate types**
- **Number of PAX**

All the rates and allowances of the UK APD can be found [here](#).

**The calculations are performed for the whole trip.**

### 1. Destination bands

The rates vary depending on whether the trip starts in the UK or Northern Ireland and the airport of destination.

**The trips starting in the Scottish Highlands and Island are excluded from UK APD.**

There are 2 destination bands:

- **Band 'A'** where the distance from London/Belfast to the destination country's capital city is between 0 to 2,000 miles
- **Band 'B'** where the distance from London/Belfast to the destination country's capital city is

over 2,000 miles

Additionally, the calculation of UK APD for the trips **starting at Northern Ireland** take into consideration whether the flight is 'direct' or 'indirect'.

The countries falling into each 'Destination band' are listed [here](#)

BASIC	OPS	SALES	PERFORMANCE
Airport Fees	Medium Jet		
Aircraft Fees	B-ARTI		
UK APD Class	Higher		
Pictures	EDIT PICTURES		

UK APD class in 'Fleet'settings

## 2. Rate types

There are **3 rates** of duty for each destination band depending on the class of travel:

- **Reduced rate**
- **Standard rate**
- **Higher rate**

The rate type can be assigned to the aircraft in the Settings > Fleet > Sales tab of the aircraft edit.

## 3. Number of PAX

Duty is charged on each passenger at the rate for the place where their journey ends (their final destination).

There are **2 stages** of UKAPD tax calculations.

The **first stage** is based on a simplified calculation and only takes into consideration the number of PAX leaving UK and the airport of destination. Based on this data the simplified tax amount is calculated.

Once the **PAX names** are added, Leon moves on to the **second stage** of UKAPD tax calculation. Based on the PAX names on each flight, Leon compares the names and calculates the tax based on the actual PAX and their final destination.

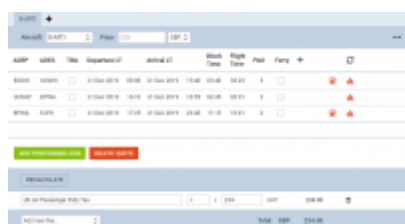
The **recalculation is required**. In order to perform the recalculation, you need to:

- Add PAX names to required flights and delete the quote
- Press 'SAVE & BACK' button
- Edit the request again
- Add new quote calculation
- Save the request with the new quote

If the journey is made of one flight the final destination is where that flight ends. If the journey includes more than one flight, and the flights are connected, the final destination is where the last flight ends and is not followed by a connected flight.

**It is possible to amend the amount of UK**

**APD Tax manually. The quantity and amount fields in the 'UK Air Passenger Duty Tax' are editable.**



The screenshot shows a flight itinerary with three flights. Below the flights, there is a section for 'UK Air Passenger Duty Tax' with a table showing the calculation for 3 PAX. The total amount is £234.00.

ADP	ADP	Rate	Amount
ADP	ADP	£78.00	£234.00
Total		ADP	£234.00

UK APD calculation based on PAX number

## Example 1 - UK

### Calculations based on PAX number

Please see screenshot on the right.

The trip consists of 3 flights starts in EGGW and finishes in KJFK.

The aircraft is of higher rate type.

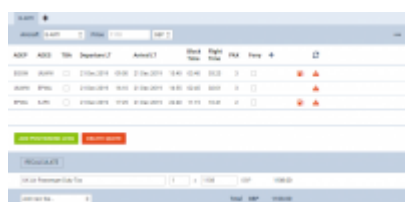
In the simplified version of the calculations, we only consider the flights starting in the UK and looking at the destination band and the number of PAX flying. No actual PAX are assigned.

**The calculation is as follow:**

$$3 \times \text{GBP78} = \text{GBP234}$$

Explanation:

- rates for the UK based airport of departure
- airport of arrival for 3PAX is in Band A (Russian Federation) and higher class aircraft - the rate of GBP78 per PAX



The screenshot shows a flight itinerary with three flights. Below the flights, there is a section for 'UK Air Passenger Duty Tax' with a table showing the calculation for 3 PAX. The total amount is £234.00.

ADP	ADP	Rate	Amount
ADP	ADP	£78.00	£234.00
Total		ADP	£234.00

UK Tax calculation based on actual PAX

### Calculation based on actual PAX

Please see screenshot on the right.

The trip consists of 3 flights starts in EGGW and finishes in KJFK.

The trip starts with 3PAX and finishes with 2 of the initial PAX on the last flight. 1PAX finishes at EPWA.

The aircraft is of higher rate type.

In such case the **calculation is as follow:**

## 2 x GBP515 + 1 x GBP78 = GBP1108

Explanation:

- rates for the UK based airport of departure
- airport of arrival for 2PAX is in Band B (USA) and higher class aircraft - the rate of GBP515 per PAX
- airport of arrival for 1PAX is in Band A (Poland) and higher class aircraft - the rate of GBP78 per PAX
- 2PAX arrived at the destination in Band B and 1PAX at destination in Band A

Origin	Destination	Class	Rate	PAX	Total
EGAA	WAW	Y	515	2	1030
WAW	WAW	Y	78	1	78
WAW	KJFK	Y	515	2	1030
<b>Total</b>					<b>1108</b>

Calculations based on PAX number - Northern Ireland

## Example 2 - Northern Ireland

### Calculations based on PAX number

Please see screenshot on the right.

The trip consists of 3 flights starts in EGAA and finishes in KJFK.

The aircraft is of higher rate type.

In the simplified version of the calculations, we only consider the flights starting in Northern Ireland and looking at the destination band and the number of PAX flying. No actual PAX are assigned.

**The calculation is as follow:**

## 2 x GBP78 = GBP156

Explanation:

- rates for Northern Ireland based airport of departure
- airport of arrival for 2PAX is in Band A (Russian Federation) and higher class aircraft - the rate of GBP78 per PAX

Origin	Destination	Class	Rate	PAX	Total
EGAA	WAW	Y	78	2	156
WAW	WAW	Y	78	2	156
WAW	KJFK	Y	78	2	156
<b>Total</b>					<b>156</b>

Calculations based on actual PAX - Northern Ireland

### Calculation based on actual PAX

Please see screenshot on the right.

The trip consists of 3 flights starts in EGAA and finishes in KJFK.

The trip starts with 2PAX and finishes with 3PAX on the last 2 flights.

The aircraft is of higher rate type.

In such case the **calculation is as follow:**

**2 x GBP515 = GBP1030**

Explanation:

- rates for Northern Ireland based airport of departure
- airport of arrival is in Band B (USA) and higher class aircraft - the rate of GBP515 per PAX for indirect flights
- 3PAX arrived at the destination: 2PAX arrived in Band B country and 1PAX is not charged for

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## German Aviation Tax

German Aviation Tax is a departure tax on commercial air transport.

It is levied on the carriage, from an aerodrome situated in Germany, of passengers on board fixed-wing and rotary-wing aircraft.

**The amount** due per passenger depends on the distance of the biggest commercial airport in the country of destination from Germany's largest airport, Frankfurt am Main.

### Destination bands

**The destination airports** are divided into 3 bands:

- **Group A** - listed in [Annex 1](#) as well as the flights within Germany. Domestic flights and flights to countries allocated to the first destination band are taxed at **€7.38** per PAX
- **Group B** - listed in [Annex 2](#). These are countries not listed in Annex 1 and with a distance of not more than 6,000 kilometres including countries in North and Central Africa, the Middle East and Central Asia. A rate of **€23.05** applies to PAX flying to countries allocated to the second destination band
- **Group C** - countries listed in neither Annex 1 nor Annex 2. These charged at **€41.49** per PAX

Similarly to UK APD TAX, there are **2 stages** of GAT calculations.

The **first stage** is based on a simplified calculation and only takes into consideration the number of PAX leaving Germany and the airport of destination. Based on this data the simplified tax amount is calculated.

Once the **PAX names** are added, Leon moves on to the **second stage** of GAT calculation. Based on the PAX names on each flight, Leon compares the names and calculates the tax based on the actual PAX and their final destination.

The **recalculation is required**. In order to perform the recalculation, you need to:

- Add PAX names to required flights and delete the quote
- Press 'SAVE & BACK' button

- Edit the request again
- Add new quote calculation
- Save the request with the new quote

**It is possible to amend the amount of German Aviation Tax manually. The quantity and amount fields in the 'German Aviation Tax' are editable.**

**More information** about the 'German Aviation Tax' can be found [here](#)

The screenshot shows a flight itinerary with three flights: EDDB to DNMM, DNMM to UUWW, and UUWW to EDDB. Below the flights, there is a section for 'German Aviation Tax' with a table showing the calculation based on PAX number.

Flight	Origin	Destination	PAX	Rate	Amount
EDDB - DNMM	EDDB	DNMM	3	7.38	22.14
DNMM - UUWW	DNMM	UUWW	3	7.38	22.14
UUWW - EDDB	UUWW	EDDB	2	7.38	14.76
<b>Total</b>					<b>59.04</b>

Calculation based on PAX number

## Example 1

### Calculations based on PAX number

Please see screenshot on the right.

The trip consists of 3 flights starts in EDDB and finishes in DNMM.

In the simplified version of the calculations, we only consider the flights starting in Germany and looking at the destination band and the number of PAX flying. No actual PAX are assigned.

**The calculation is as follow:**

$$3 \times \text{€}7.38 = \text{€}22.14$$

Explanation:

- rates for the Germany based airport of departure
- airport of arrival for 3PAX is in Band A (Russian Federation) - the rate of €7.38 per PAX

The screenshot shows a flight itinerary with three flights: EDDB to DNMM, DNMM to UUWW, and UUWW to EDDB. Below the flights, there is a section for 'German Aviation Tax' with a table showing the calculation based on actual PAX.

Flight	Origin	Destination	PAX	Rate	Amount
EDDB - DNMM	EDDB	DNMM	3	7.38	22.14
DNMM - UUWW	DNMM	UUWW	3	7.38	22.14
UUWW - EDDB	UUWW	EDDB	2	7.38	14.76
<b>Total</b>					<b>59.04</b>

Calculations based on actual PAX

### Calculation based on actual PAX

See screenshot on the right.

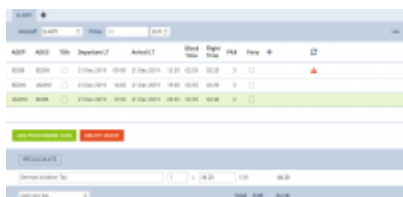
The trip starts with 3PAX in EDDB. The same PAX continues from UUWW and the trip finishes with 2 of the PAX on the last flight. 1PAX finishes at UUWW.

In such case the **calculation is as follow:**

$$2 \times \text{€}41.49 + 1 \times \text{€}7.38 = \text{€}90.36$$

Explanation:

- 2PAX calculated at 'Group C' band (€41.49) because Thailand (VTBS) is the furthest destination from EDDF
- 1PAX calculated at 'Group A' band (€7.38) because this PAX left the trip in Russian Federation (UUWW)



Calculations based on PAX number

## Example 2

### Calculations based on PAX number

Please see screenshot on the right.

The trip consists of 3 flights starts in EDDB and finishes in EDDB.

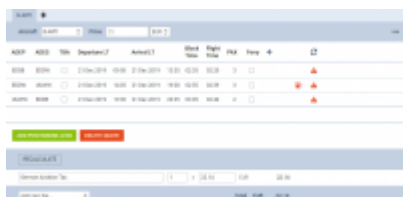
In the simplified version of the calculations, we only consider the flights starting in Germany and looking at the destination band and the number of PAX flying. No actual PAX are assigned.

**The calculation is as follow:**

$$2 \times 3 \times \text{€}7.38 = \text{€}44.28$$

Explanation:

- rates for the Germany based airport of departure
- there are 2 flights departing from German airports (EDDB and EDDW) with 3PAX each (6 PAX in total)
- airports of arrival for all 6PAX are in Band A (Germany and Russian Federation) - the rate of €7.38 per PAX



Calculations based on actual PAX

### Calculation based on actual PAX

See screenshot on the right.

The trip starts with 3PAX in EDDB. The same 3PAX continues from EDDW to UUWW. 1PAX leaves in UUWW and 2PAX carry on to EDDB.

In such case the **calculation is as follow:**



**3 x €7.38 = €22.14**

Explanation:

- rates for the Germany based airport of departure
- 3PAX calculated at 'Group A' band (€7.38) because the same 3PAX from EDDB carried on from EDDW on the second flight

airport	airline	flight	departure	arrival	pax	status	notes
EDDB	1000	10	20 Dec 2019 10:00	20 Dec 2019 10:00	1	OK	
EDDB	1000	10	20 Dec 2019 10:00	20 Dec 2019 10:00	1	OK	

Calculations with 0 PAX leaving Germany

## Example 3

Please see screenshot on the right.

The trip consists of 2 flights starts in EDDB and finishes in VTBS.

The trip starts with 0PAX and finishes with 2PAX on the last flight.

**In this case, calculations based on PAX number and actual PAX will be the same.**

The **TAX calculated** will amount to **€0**, because there are no PAX departing from the German airport.

## Additional options

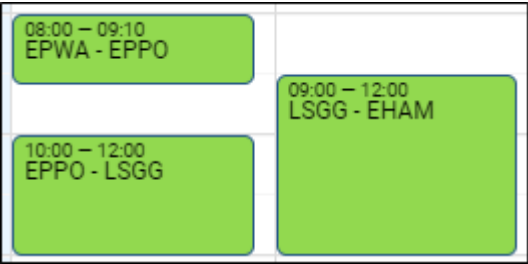
The right side of the page shows additional panels, which will allow seeing the quote in the Calendar, view the route on the Map, view & manage Sales checklist items and see OPS checklist items, manage PAX, add Notes or Comments.

## CALENDAR

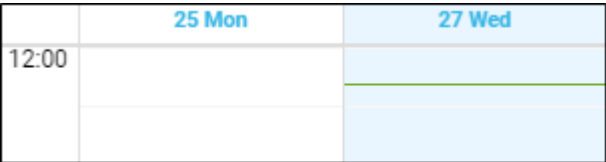
DATE	TIME	FLIGHT
20 Dec	10:00-11:00	1000
21 Dec	11:00-12:00	1000
21 Dec	12:00-13:00	1000

The view on quotation flights in Calendar

The quote itinerary/trip is imposed on actual confirmed schedule of the selected aircraft. The information displayed shows departure-arrival times & ADEP-ADES.



The current day is always displayed in light-blue and the thin, green line shows actual **UTC** time.



The view shows the 7-days period. Click ← or → buttons to move for another 7 days backwards or forward, or click TODAY to get back to the current day view. You can also switch between **UTC** & **LT**.

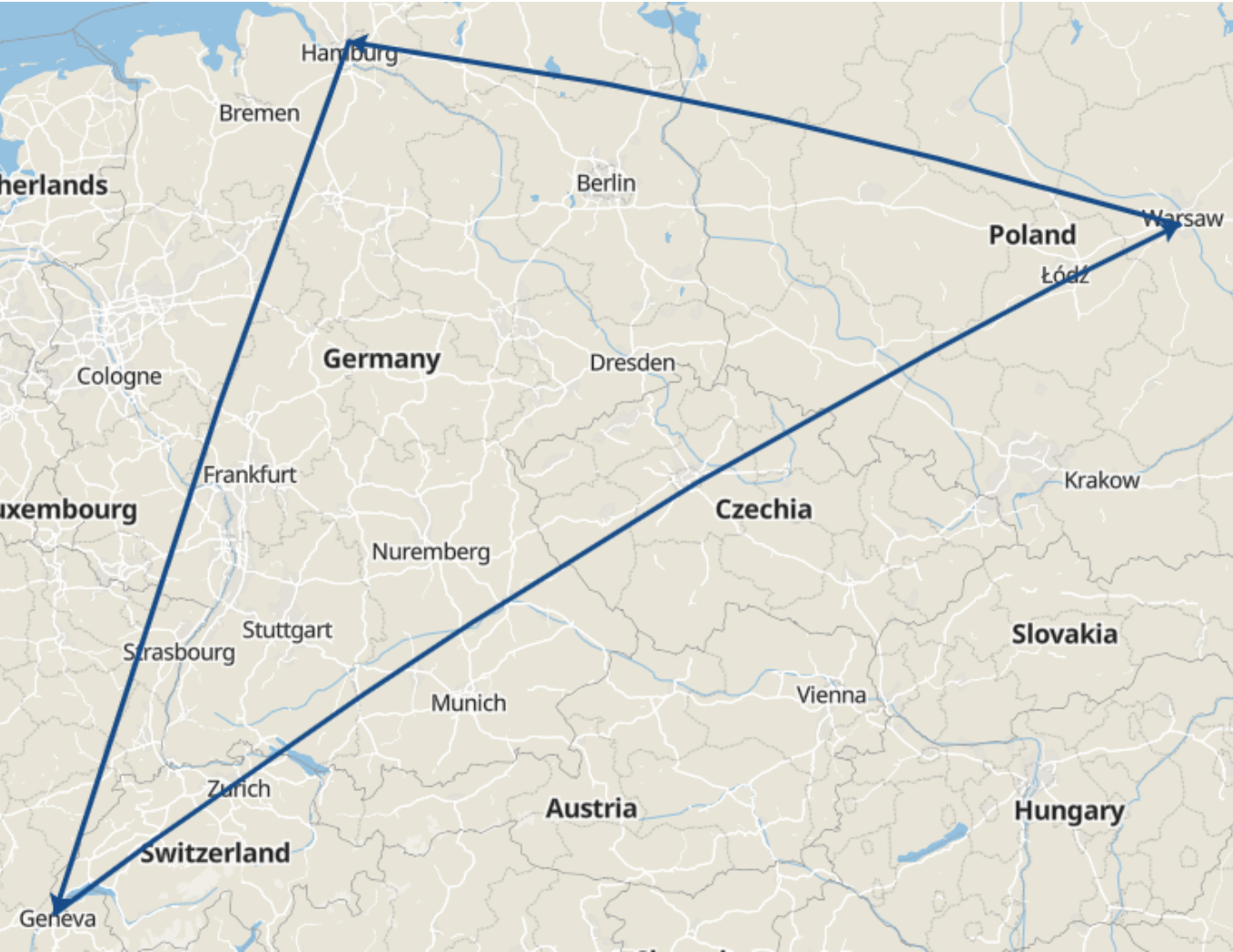
**Aircraft selection dropdown** allows you to view a different aircraft activity vs the aircraft used in the RFQ. If you choose a different aircraft in the 'CALENDAR' tab, the activity for this aircraft will be displayed in grey and the RFQ will be highlighted green. This is presented in the main screenshot of this section.

**Switching the aircraft registration in the 'Itinerary' section will reset the aircraft registration in the 'CALENDAR' tab to the same one.**

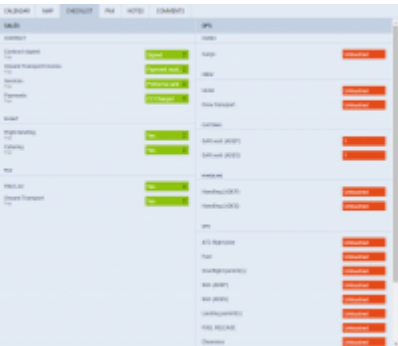
## MAP

The **Map** shows the **route** of the trip. You can navigate with the map by clicking + or - in the top-left corner.

Selected flight shows the arrow in green. Ferry leg shows the arrow in the light-blue.



CHECKLIST



Checklist section

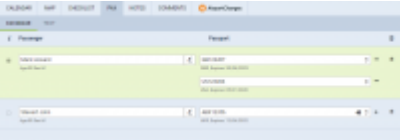
**Sales checklist** on the trips/quotations added in the Requests/Quotes can be managed in the **Checklist** section of Requests/Quotes only.

It is not possible to service the Sales Checklist from the OPS view if the trip/quotation has been added in the Requests/Quotes.

It is also not possible to service OPS checklist in the Requests/Quotes. This can only be serviced in the OPS view.

Elements of the Sales Checklist can be set by default in the [Flight editing](#) section. Any changes to the Sales Checklist items will only apply to the newly added flights. If you wish to add or remove the Sales Checklist item, you can do it in the OPS view by using “+ADD ITEM” button.

PAX



PAX section

In this tab, you can add passengers on a flight.

You can choose either the PAX you already have in your Phonebook and add them in the “DATABASE” section or add Passengers as a free text in the “TEXT” section.

In order to activate the PAX boxes in the “DATABASE” section, you need to insert the number of passengers in the route section of the quotation.

ADEP	ADES	Departure LT		Arrival LT		Block Time	Flight Time	PAX	Ferry	+
EPWR	EPWA	30 Mar 2019	09:00	30 Mar 2019	10:25	01:25	00:40	2	<input type="checkbox"/>	+

In this section, it is also possible to add new passengers to the Phonebook or edit existing passengers that are already in the database. The process is exactly the same as described [here](#).

**If the trip is added in the Requests/Quotes it is possible to add passengers or edit the data in the OPS section, tab PAX.**

If a passenger has more than 1 passport you can select which one should be used as default (in PAX profile mark a checkbox 'Default'), but it is also possible to select a **different passport for departure & arrival** - when adding PAX, click + icon and select appropriate passport. This feature is for PAX selected from Leon database and not available when adding PAX from text.

Selected passports will appear on PAX  
Tripsheet document (as long as in  
Documents Manager it is properly set up)  
and on Handling Requests sheet.

NOTES



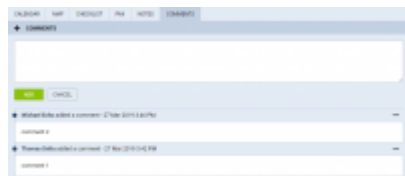
Notes section

In this section, you can add OPS and Sales notes.

Once the notes are added, click **SAVE** button in order to save the changes.

These notes will be available and can be edited both in Requests/Quotes as well as OPS > FLIGHT tab.

## COMMENTS



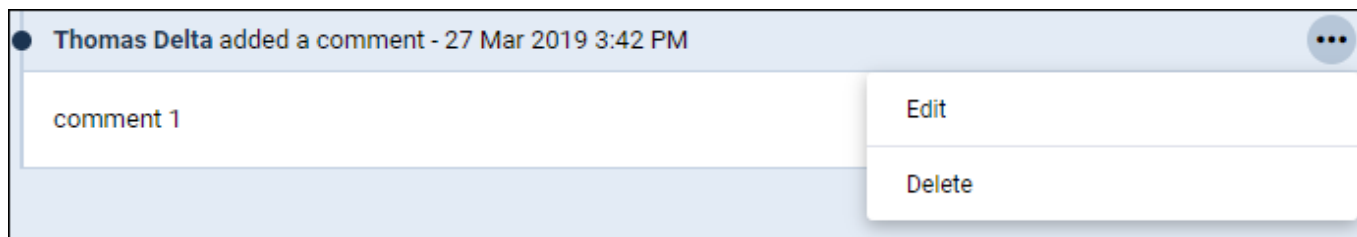
Comments section

In this section, you can add any comments regarding this particular trip/quotation.

In order to add a comment you need to click on **+ COMMENTS** button, type the text and press **ADD** button.

Once the comment is added you will be able to see who added a comment and what day at what time. The times presented in the comments history are in **LT**.

It is also possible to **edit** or **delete** the comment. In order to do that, click on **...** on the right-hand side of the existing comment box and click on the relevant option.



## SUBCHARTER



Subcharter flights in Requests/Quotes panel

When you use occasionally subcharter aircraft from another operator, our panel **REQUESTS/QUOTES** allows supporting quoting for external aircraft types with Subcharter option.

In order to use subcharter option create a quote (or edit existing one) and in the **Aircraft** drop-down box select 'Subcharter' - insert the price, add schedule details (or mark times as 'TBA'). In a tab 'SUBCHARTER' which appears in the right panel, select an **AC type** (it is mandatory to save the quote if you don't select the type Leon will show a warning). Other details, such as Registration, CPT and FO are not mandatory.

You can also insert the Subcharter **Operator** name and the amount you paid for the Subcharter in the **Subcharter price** input.

Once the subcharter quote is saved you can manage it just like a standard quote. There is one exception - you cannot physically book subcharter quote as option / confirmed flight into OPS module. However, you can still change the status to 'option' and book, but the quote will not be booked.

You can send **Flight Quotations** containing normal and subcharter quotes. You can send subcharter **Contract** and **Flight Brief** for subcharters using documents templates which can be customized from [Documents Manager](#) and **Email Templates** from [Email Templates](#) panel. In both of these panels, you have access to fields values provided in 'Subcharter' tab of the right panel.

Quote
☐ B-ARTI
☒ SUBCHARTER (F-ADSF)

Document template
Charter Agreement (SUB)
Email template
Subcharter

## AIRPORT CHARGES

Route	Airport	Charges
LPR - EGP	Departure	250
	Arrival	250
	Security	250
	Passenger	250
	Baggage	250
	Other	250
	Subtotal	1000
	Tax	1000
	Total	2000
	Total for Transporter/Operator	1000
EGP - ORK	Departure	250
	Arrival	250
	Security	250
	Passenger	250
	Baggage	250
	Other	250
	Subtotal	1000
	Tax	1000
	Total	2000
	Total for Transporter/Operator	1000
ORK - EGP	Departure	250
	Arrival	250
	Security	250
	Passenger	250
	Baggage	250
	Other	250
	Subtotal	1000
	Tax	1000
	Total	2000
	Total for Transporter/Operator	1000

Airport Charges tab

This is not a default tab and needs to be activated in the **Add-ons** section. More information about the 'Airport Charges' activation process can be found [here](#).

This tab is showing the airport charges downloaded from the [Airport Charges](#) per route for specific airports, as displayed in the screenshot.

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Last update: **2020/01/17 11:17**

