



Dear Partners,

This memo serves as a reminder of the current standard procedure when processing **paid SSRs** such as **BIKE, GOLF, SURF, Special Equipment** etc at the airport. The payment details table has been added at the end of the airport.

**If SSR is Pre-Purchased:**

- When the SSR has already been purchased in advance via sales channels, it will be reflected automatically in the system. No additional action is required by the agent other than standard bag acceptance.

**If SSR is Requested at the Airport:**

When a passenger **requests** one of these SSRs during check-in:

1. The SSR must first be **added via the PNR Management** page. (PNR Management page can be accessed by clicking on the relevant PNR from Reservation List or Checked-in&Boarded List).
2. After the SSR is added, the payment must be **collected accordingly**.
3. Once payment is confirmed, the **SSR tag must be created manually** on the **SeatMaster** page.

It is important to ensure that the tag for the SSR item is printed after the payment is processed to avoid discrepancies or untagged items.

Please ensure all team members involved in check-in and baggage processing are informed of and follow this flow carefully.

If there are any location-specific practices or constraints that prevent smooth handling, please escalate them to [dcsgroup@flypgs.com](mailto:dcsgroup@flypgs.com) so we can evaluate and support where needed.

	Short Code	Descriptions	Fees
<b>Sport Equipment</b>	GOLF	Golf	50 EUR
	SKI	Ski Set	50 EUR
	SURF	Surf	65 EUR
	BIKE	Bicycle	65 EUR
<b>DMusic Equipment</b>	SPEQ	Special Portable Instruments and Musical Equipment	65 EUR
<b>Pets</b>	PETC	A pet weighing up to 8 kg that is carried in the cabin.	65 EUR
<b>Other Services and Equipment</b>	GAXB	Hand baggage exceeding the limits detected at boarding on international flights.	50 EUR
	UMNR	Unaccompanied Minor	65 EUR
	BBAG	Baby Stroller Protection Packaging	8 USD
<b>Free Services</b>	WCHR	Wheelchair (up to aircraft stairs)	0
	WCHC	Wheelchair (to the cabin)	0
	WCHS	Wheelchair (stairs only)	0



**Read and Sign**  
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