



# TERMINAL HANDLING CHARGES

SWISSPORT CARGO SERVICES

**DEUTSCHLAND GMBH**

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

Flughafen Berlin Brandenburg  
Air Cargo Center, Aufgang C  
Georg-Wulf-Strasse 1  
12529 Schönefeld

Station:  
Berlin - BER

SITA: BERCS8X  
RA No: DE/RA/00113-12  
NCTS: DE003703

# GENERAL SERVICES

0. AIRFREIGHT HANDLING (EXPORT AND IMPORT)					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
0001	physical Freight Handling	per kg Minimum	0,17 45.00		
0002	Documentation Freight Handling	per kg Minimum	0,10 45.00		
0003	BUP Freight Handling	per BUP	97.00		
0004	Express Handling surcharge Delivery/Acceptance after cut-off and loaded on booked flight/truck	per kg Minimum	0,06 45.00		
0006	EAF Early Acceptance Fee Gen. and DG freight delivery > 24 hrs. before LAT BUP units delivery > 12 hrs. Before LAT	per kg Minimum Minimum	0,11 35.00 60.00		Y

1. PERSONNEL					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
1001	Warehouse Staff*	per 10 min or part thereof	25,00		
1002	Office Staff*	per 10 min or part thereof	31,00		
1003	Shift Leader* * Sunday and Public Holiday Surcharge 50%	per 10 min or part thereof	35,00		

2. EQUIPMENT					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
2003	Pallet truck	per 10 min or part thereof	5,95		
2005	Forklift -2,5t*	per 10 min or part thereof	41,05		
2006	Forklift -4,5t*	per 10 min or part thereof	52,95		
2007	Forklift -8t*	per 10 min or part thereof	75,60		
2008	Forklift +8t*	per 10 min or part thereof	95,00		
2012	Truck-Dock	per ULD	93,45		

\*including labour

Does not include loading truck (see 3010)

# WAREHOUSE SERVICES

3. WAREHOUSE					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
3001	Labelling	per piece without label Minimum	2,70 20,00		
3002	Labelling DG and Pharma	per piece without label Minimum	2,70 30,00		
3003	Repackaging		on request		
3004	Damage report (excl. weighing)	per report	49,00		
3005	Damage report surcharge (incl. weighing)	per report	18,40		
3006	Re-lash of BUP	per ULD	37,80		
3007	Build up and break down up to 5 Pallet Stack Build up and break down from 6 Pallet Stack	per Stack per Stack	70,00 140,00		
3008	Palletising import shipments	per kg Minimum	0,11 18,40		
3009	Palletising import shipments incl. wrapping	per kg Minimum	0,13 29,20		
3010	Truck Loading / unloading	per 100 kg or part thereof Minimum	10,55 35,65		Y
3011	Weighing	per package Minimum	4,35 29,20		
3013	Measuring	per package Minimum	4,30 29,20		
3014	Photo documentation	per 3 photos	21,60		
3015	Refuse removal (Packaging material)		on request		
3016	Deconsolidation of Consol-shipments	per kg Minimum	0,17 29,20		
3017	Special delivery after regular opening hours		35,00		
3018	Late delivery after 6pm (local time)	per AWB	18,40		
3019	Late delivery after 8pm (local time)		on request		
3022	x-ray security control	per kg Minimum	0,12 44,00		
3024	Security Controls (combi) ETD + Hand search Visual Check	Per 10 min plus flat rate for use of ETD	38,00 38,00		
3026	Security controls by Hand search Visual Check	per 10 min	38,00		
3028	Security controls for empty vehicle inspection (on request at least 48 hours in advance)	per security control	175,00		
3029	Electricity supply to Envirotainers	per container / day	41,00		
3030	Changing batteries		on request		
3032	Collection charge for removal of important shipments from storage		on request		
3034	Return of Checked-In freight	per kg Minimum	0,16 41,00		
3041	Truck side offloading (Export)	per 100 kg or part thereof Minimum Maximum	10,55 40,00 410,00		Y
3042	Acceptance checks of temperature-controlled units (Envirotainer)	per Container	35,50		
3043	HUM fee	per AWB	97,00		

# STORAGE

4. STORAGE FEES					
#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
4001	Storage fee Import after free storage time The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	4,85		Y
		Minimum / day	6,90		
4003	Storage fee Import (Storage as of the 2 <sup>nd</sup> chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	6,00		Y
		Minimum / day	10,00		
4004	Storage fee Import (Storage as of the 3 <sup>rd</sup> chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	6,90		Y
		Minimum / day	13,90		
4005	Storage fee Import (Storage as of the 4 <sup>th</sup> chargeable day) The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	7,40		Y
		Minimum / day	17,00		
4006	DG Import custody The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day.	per 50 charg kg or part thereof / day	8,70		Y
		Minimum / day	19,00		
4008	Storage fee VIC- /valuables room Import VUN / VAL	per AWB	40,00		Y
4009	Storage fee for RRY (radioactive) Import Please take note: This ALSO applies to shipments of low radioactivity such as "in excepted quantities" according to the current Laws and Regulations	per event / AWB	70,00		Y
		per Piece / day	7,60		
4010	Deep freeze storage fee Import		on request		Y
4011	Cool room storage fee Import		on request		Y
4013	Storage fee HUM	per shipment / day	135,00		
4014	Storage fee AVI		on request		
4015	Intermediary storage/NRTG	per kg / day	0,09		
		Minimum / day	11,90		
4016	Re-storage (Place shipments back into storage)	per kg	0,12		
		Minimum	17,85		
4018	ULD storage	per container / day	17,85		
4019	Order picking		on request		
4022	Storage fee Export after free storage time Export shipments are free of charge for 48 hours from the point of storage	per 50 charg kg or part thereof / day	4,40		
		Minimum / day	6,35		
4023	Storage fee Export (Storage as of the 3 <sup>rd</sup> day) Export shipments are free of charge for 48 hours from the point of storage	per 50 charg kg or part thereof / day	5,40		
		Minimum / day	9,20		
4024	Storage fee Export (Storage as of the 6 <sup>th</sup> day) Export shipments are free of charge for 48 hours from the point of storage	per 50 charg kg or part thereof / day	6,30		
		Minimum / day	15,50		
4026	DG Export custody Export shipments are free of charge for 24 hours from the point of check-in	per 50 charg kg or part thereof / day	8,70		
		Minimum / day	18,90		
4028	Storage and Handling fee VIC- / valuables room Export VUN / VAL	per AWB	40,00		
4029	Storage fee for RRY (radioactive) Export <b>Please take note:</b> This ALSO applies to shipments of low radioactivity such as "in excepted quantities" according to the current Laws and Regulations	per event / AWB	70,20		
		per piece / day	7,60		
4030	Deep freeze storage fee Export		on request		
4031	Cool room storage fee Export		on request		

The grace period for import shipment storage includes the day that they are declared to customs and the following calendar day. In Case of a customs declaration on a Friday, the first weekend will also be free of charge. Export shipments are free of charge for 48 hours from the point of storage. Special storage is chargeable from the first day - exclusive DG.

**Calculation of Import & Export storage charges**

Storage charges are calculated on the chargeable weight applicable to each Airwaybill.

This will apply to all cargo types and has been introduced to reflect the volumetric space physically utilised within the Swissport facility, whilst cargo is stored awaiting collection.

**5. OFFICE IMPORT**

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
5001	HAWB-entry in ATLAS (documentation)	per HAWB	11,90		Y
5004	ATLAS input / deconsolidated shipments agent (on account)	per Atlas input	20,00		Y
5005	ATLAS input / deconsolidated shipments private customers (cash)	per Atlas input	32,00		Y
5008	ATB No Conveyance	per ATB No.	5,95		Y
5009	Disposal charge ATLAS	per Process	23,80		Y
5011	CC calculation	per calculation	23,25		Y
5012	CC Fees	per process Minimum	10% 32,00		Y
5016	Duplicate of import customs control document	per notification	17,85		Y
5017	ICS input incl. MRN	per AWB	105,85		Y
5020	Import administration fee	per charg kg up to 99 kg up to 2999 kg over 3000 kg	8,00 15,00 25,00		Y Y Y
5021	Community goods (EU) clearance Agents	per AWB	20,00		Y
5022	Community goods (EU) clearance private customers	per AWB	32,00		Y
5025	Request for Bank release	per release	58,35		Y
5029	Missing Import FFM	per document / flight	35,00	Y	

**6. OFFICE EXPORT**

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
6002	print eAWB	per black & white copy	12,45		
6003	print eAWB or Shipper's declaration	per colour copy	24,30		
6006	Paper AWB handling surcharge	per AWB	7,30	Y	
6011	Issue of ADR document	per UN / Rn. No. Minimum	12,45 60,50	Y	
6012	Captain's Notification (NOTOC) (Charter flights)	per position Minimum	5,70 60,50	Y	
6013	Issue CMR	per CMR	43,20	Y	
6015	Express document clearance	per AWB (additional charge)	30,25		
6023	DG Handling fee Check / Re-Check incl. Dry Ice Check	per AWB	172,00		
6025	DG Handling fee Check / Re-Check non-DG	per AWB	86,00		
6026	Lithium battery DG handling fee Check / Re-Check	per AWB	86,00		
6027	DG Handling fee Check / Re-Check	per piece	5,95		
6028	Pharma Document Check fee	per AWB	30,25	Y	
6029	Pharma Document Check fee	per piece	2,70	Y	
6031	AVI Check	per Doc	91,80	Y	
6033	Missing Export FBL	per Shipment	6,50	Y	
6034	FWB / HAWB Data Input / correction	per AWB / HAWB	18,40	Y	
6035	OCI Data transmission (for example China) / correction	per AWB	7,00	Y	

## 7. CUSTOMS

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
7002	Destruction of goods under customs supervision		on request		
7003	T1 Issue	per document	100,00		
7004	T1 Import presentation	per document	50,00		
7005	Admission to (Customs) Custody	per action	92,00		
7006	Customs inspection import / export		on request		
7007	Extension Customs Clearance deadline	per extension	60,00		
7008	Attach Customs Seal	per action	5,95		
7016	Transport to VET Inspection		on request		
7017	AVI-Handling (lump sum) / postage and packaging Import		on request		
7021	CSD/eCSD	per entry	30,00		

## 8. MATERIAL

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
8001	ULD Tags	per tag	2,70		
8002	Stud (single)	per stud	4,35		
8003	Stud (double)	per stud	9,20		
8004	Tie-down rope	per meter	1,90		
8005	Corner rope	per piece (5cm)	6,50		
8006	Lashing strap (6m)		on request		
8007	Lashing strap (9m)	per piece	40,00		
8010	Lower Deck Net		297,00		
8011	Main Deck Net		on request		
8012	New pallet net incl. arranging		on request		
8015	Wooden boards	per Meter	6,90		
8016	Wooden beams & squAIR-timber (3m)	per piece	31,50		
8017	Wooden beams & squAIR-timber	per Meter	11,20		
8018	Heavy duty planks		on request		
8020	Corner protectors	per piece	6,50		
8021	Tape	per Roll	3,25		
8025	Plastic foil for Lower Deck Pallets per ULD	per ULD	20,55		
8027	Plastic foil	per Meter	1,20		
8028	Stretch foil	per Meter	0,70		
8030	Dry Ice	per kg	4,90		
8031	Replacement of Dry Ice		on request		
8032	Plastic foil for Belly load		on request		
8034	Seal / lock	per seal / lock	5,40		
8040	Euro pallet	per pallet	31,00		
8041	One-way pallet	per pallet	19,80		
8042	Batteries for cool container	per set (16 pieces)	46,45		
8044	ULD Connectors		on request		
8045	Label	per label	5,95		
8046	Plastic Strap		on request		

## 9. OTHERS

#	DESCRIPTION	UNIT	PRICE €	Airline	Forwarder
9001	P.O.D. Request / Landing certificate	per request	59,40		
9002	Photocopy	per black & white copy	5,95		
9003	Photocopy	per colour copy	8,65		
9004	Postage	per event	5,40		
9005	Document transport (ramp / apron)		on request	Y	
9006	Flight supervision		on request	Y	
9007	Initiate Bookings	per AWB	11,90	Y	
9008	Notifications to authorities		on request	Y	
9011	Cargo shuttle Off-Airport		on request		
9013	Cargo shuttle / Transport		on request		
9014	Slot booking for export acceptance / import delivery		on request		
9015	CCA application	per application	41,00		
9016	Phone call / fax	per local call / fax	1,90		
9017	Phone call / fax	per international call / fax	7,30		
9029	Electronic document dispatch	per 3 pages or part thereof	5,95		
9031	Ramp unloading		on request	Y	
9035	Arranging crane loading		on request		
9036	Arranging and monitoring of repacking		on request		
9037	CCTV Evaluation	per 30 min	70,20		
9038	Ramp escort and supervision	per event	98,00		
<p>On request: requested services provided by third party, rates include 15% admin cost surcharge            Airport taxes and special storage fees are paid to third parties, the respective costs are passed on at cost            (Radioactive transport, animal transport, valuables transport, DGR transport, special transport)</p>					

# PAYMENT TERMS

Payment is due twenty-one (21) days after the invoice date or by contractual agreement. With written direct debit order consent, the full amount will be collected. Unless otherwise agreed, the invoice date is equal to the service date.

# CONTACT

<b>GENERAL INFORMATION</b>	<p><b>Postal address + Delivery / Pick-up:</b></p> <p><b>Swissport Cargo Services Deutschland GmbH</b>          Flughafen Berlin Brandenburg          Air Cargo Center, Aufgang C          Georg-Wulf-Strasse 1          12529 Schönefeld, Germany</p>	<p><b>SITA: BERCS8X</b>  <b>RA No: DE/RA/00113-12</b>  <b>EORI No: DE32876530003</b>  <b>NCTS: DE003703</b></p>
<b>OPS CONTACTS</b>	<p><b>Import:</b>          Tel.: +49 30 609176-493          Fax: +49 30 609176-498          Mail: bercs.cargo@swissport.com</p> <p><b>Shift Leader:</b>          Christian Hübner          Tel.: +49 30 609176-493          Fax: +49 30 609176-498          Mobile: +49 176 1227 0483          Mail: christian.huebner@swissport.com</p> <p><b>Shift Leader:</b>          Kai Morrison          Tel.: +49 30 609176-493          Fax: +49 30 609176-498          Mail: kai.morrison@swissport.com</p>	<p><b>Export:</b>          Tel.: +49 30 609176-503          Fax: +49 30 609176-498          Mail: bercs.cargo@swissport.com</p> <p><b>Shift Leader:</b>          Frank Krüger          Tel.: +49 30 609176-493          Fax: +49 30 609176-498          Mail: frank.krueger@swissport.com</p> <p><b>Shift Leader:</b>          Thoralf Pink          Tel.: +49 30 609176-493          Fax: +49 30 609176-498          Mail: thoralf.pink@swissport.com</p>
<b>ADMIN CONTACTS</b>	<p><b>Station Manager:</b>          Robert Tegge          Tel.: +49 30 60 91 76 500          Fax: +49 30 60 91 76 498          Mobile: +49 176 1227 0472          Mail: robert.tegge@swissport.com</p>	<p><b>Station Admin Assistant:</b>          Jana Rodrigues          Tel.: +49 40 756649-100          Fax: +49 40 756649-111          Mail: ham.admin@swissport.com</p>

# OPENING HOURS

<b>OPENING HOURS</b>	<p><b>Import/Export Office:</b></p> <p>Mon - Fri: 06h00 – 22h00          Sat &amp; Sun: closed          Public Holidays: closed          Special Days: 09h00 – 13h00</p>	<p><b>Warehouse:</b></p> <p>Mon - Fri: 06h00 – 22h00          Sat &amp; Sun: closed          Public Holidays: closed          Special Days: 08h00 – 12h00</p>
	<p><b>Public Holidays:</b> 01.01.2024, 29.03.2024, 31.03.2024, 01.04.2024, 01.05.2024, 09.05.2024, 19.05.2024, 20.05.2024, 03.10.2024, 25.12.2024, 26.12.2024  <b>Special Days:</b> 24.12.2024, 31.12.2024</p>	