

Employee's Shipping Discount Policy

Owner: Director - Finance
Department: Finance

Brief	SMSA Express offers reduced shipping rates to eligible SMSA employees for personal shipping of selected products.
Purpose	<p>SMSA Express gives a discount facility to its employee as an appreciation being working with SMSA.</p> <p>SMSA Express controls the discount facility to prevent misuse.</p>
Responsibilities	<ul style="list-style-type: none"> – Retail Executive and Couriers are responsible to accept employees' personal shipments. – Retail and Station Management are responsible to ensure proper application of this policy.
Guidelines	<ol style="list-style-type: none"> 1. SMSA Employee discount shipping is available for most of the services of SMSA except SMSA 10 Kg Box; SMSA 25 Kg Box; SMSA Medium Box and SMSA Large Box. The discount by service are as follows: <ol style="list-style-type: none"> a. International Outbound Services: 50% b. International Inbound (RPI): 40% c. Domestic Services including Road Freight: 40% d. Store2Door: 25% maximum chargeable weight allowed 10 Kg. 2. The discounts are applicable on the list/ published rates. 3. The full rate applies to all surcharges, duties, taxes, additional declared value, or special handling charges. 4. Repair and return facility is included in the shipping discount. 5. The discounts being provided are a special privilege and employees are requested to maintain required trust and avoid any misuse. <p>Procedure</p> <ol style="list-style-type: none"> 1. Make sure the Sender is SMSA employee: Ask him to show SMSA Express Identification Card (see picture) 2. Air Way Bill (AWB) to be filled and signed by the employee. 3. Person accepting the shipment should fill the phrase (Employee) and the employee's ID number in the Sender section on the AWB. 4. Make sure the shipping documentation is complete and accurate. 5. Stick employee shipment label (see picture). 6. Do the other acceptance standard procedures.

