



SMSA Express Transportation Co., Ltd.  
P.O. Box 63529 Riyadh 11526, K.S.A.

## Employee's Shipping Discount Policy

Owner: Director - Finance

Department: Finance

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