

# Point of Sale (POS) Training



# □ Introduction

- My name is .....
- I'm from....
- I'm working at ..... branch
- My hobbies are ....
- My expectations....



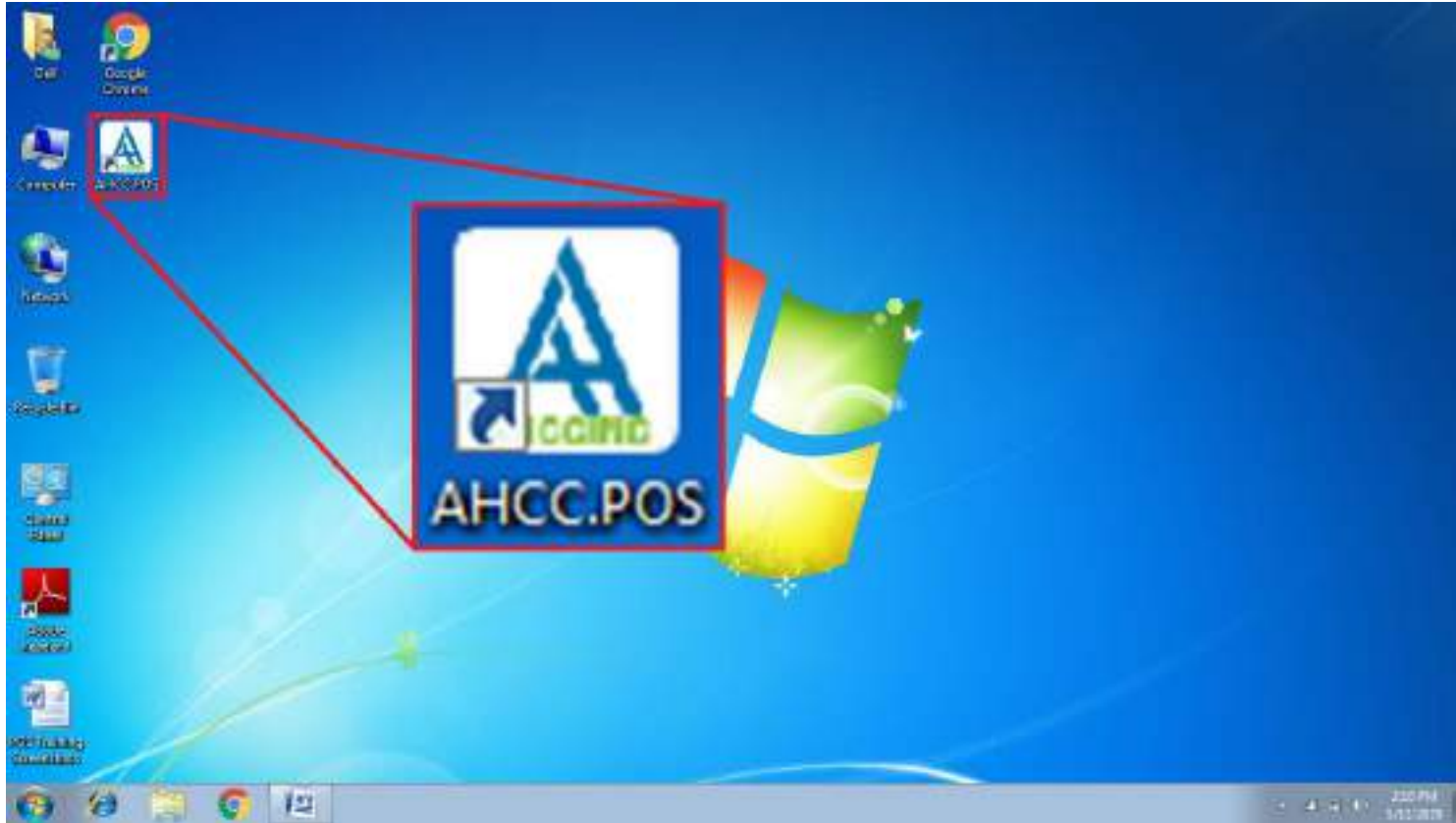
# □ Learning Objectives

- To learn how to Accessing & Signing in POS.
- To get familiarized in Starting a new session: Return from Break, Ending Session.
- To know how to accept shipments: Domestic & International.
- To understand how to Select a Service: General (Domestic & International), VISA Service (Domestic), & VISA Return (Domestic).
- To learn how to complete AWB Details filling: General to Confirm Checkout.
- To know how to apply Discounts.
- To learn how to select Payment Methods: Cash, Card, Customer Account, Cash on Delivery.
- To know how to Print the Thermal AWB, Receipt & associated documents as necessary.

# □ Accessing POS and Application Overview

An overview to the application and its various functions, and the initial steps to access the POS application

# Icon



- The application can be found on system which has been pre-installed with the POS software
- As pictured the icon
- The name of the application is AHCC.POS
- After clicking the application icon – “login screen” will be prompted to you

**If the software is not found,  
contact your supervisor.**

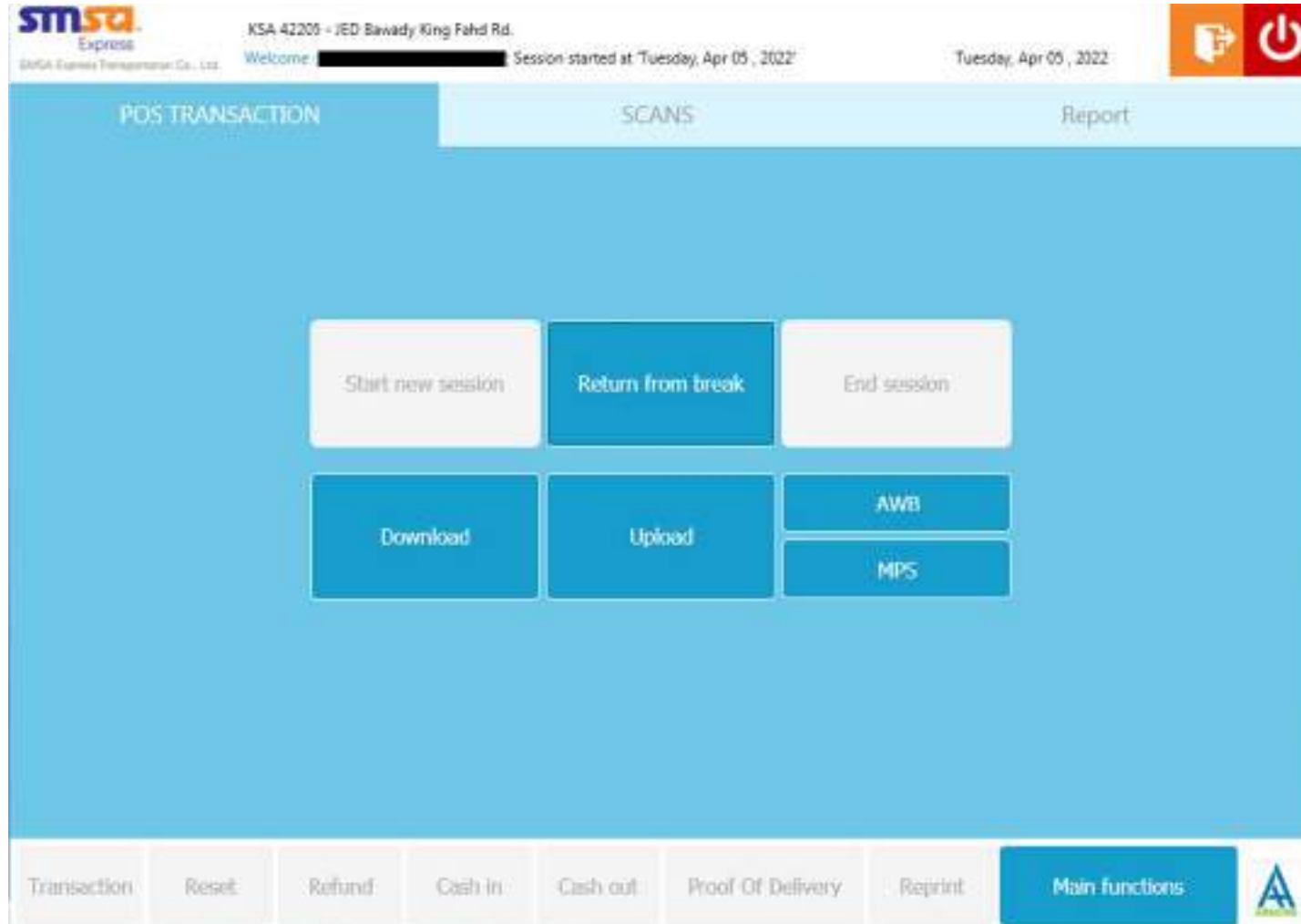


# □ Login Screen



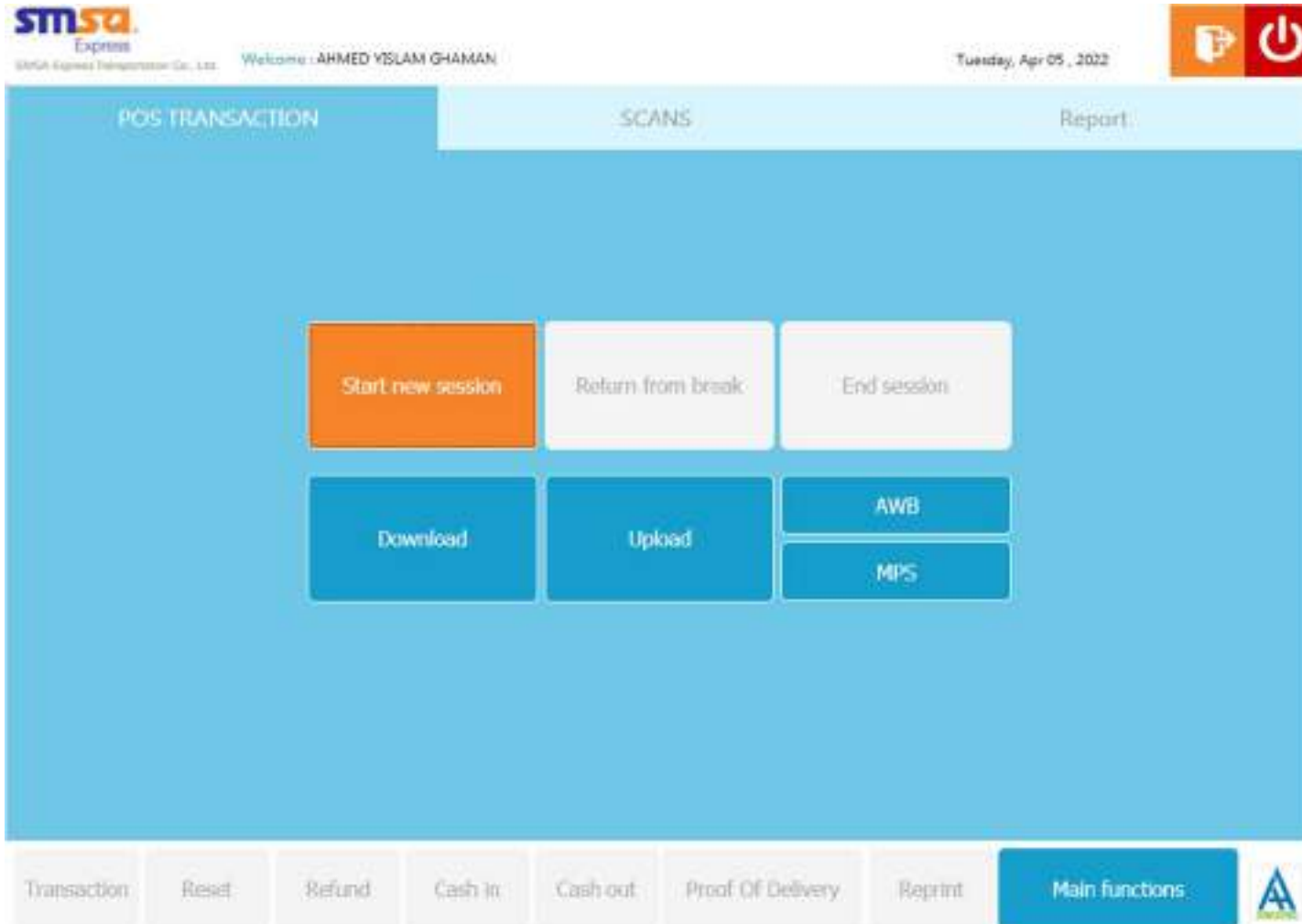
- Input your login credentials (the same as in CORE tracking system) then click on “Login”
- An added feature whereby employees can access the application via “Login with Finger scanner”
- Setup is for use by the department's administration only
- Employees who **can't access the application** have to contact their supervisor
- After logging in – you will be prompted to the “Main functions” content under the “POS Transaction” tab

# ☐ “POS Transaction” Tab



- The application has three main tabs:
  - “POS TRANSACTION” tab
  - “SCANS” tab
  - “Report” tab
- After logging in you will be prompted to “Main functions” content under the “POS Transaction” tab
- Notice that the other contents below i.e. Transaction, Reset, Refund, Cash In, Cash Out and etc. have been disabled – and will not be activated unless the employee start or resume session

# □ Starting your shift

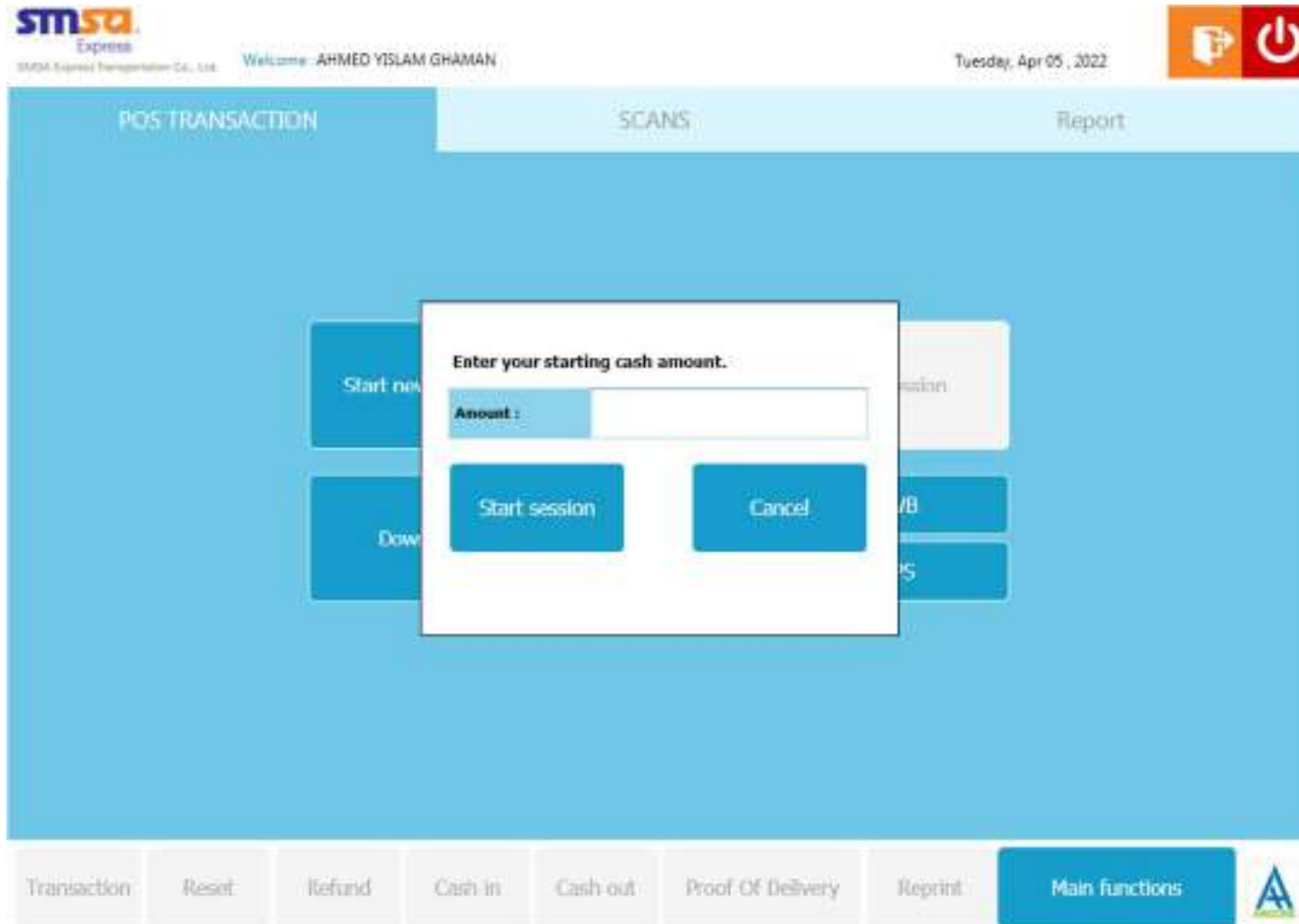


Therefore, the only available command button are:

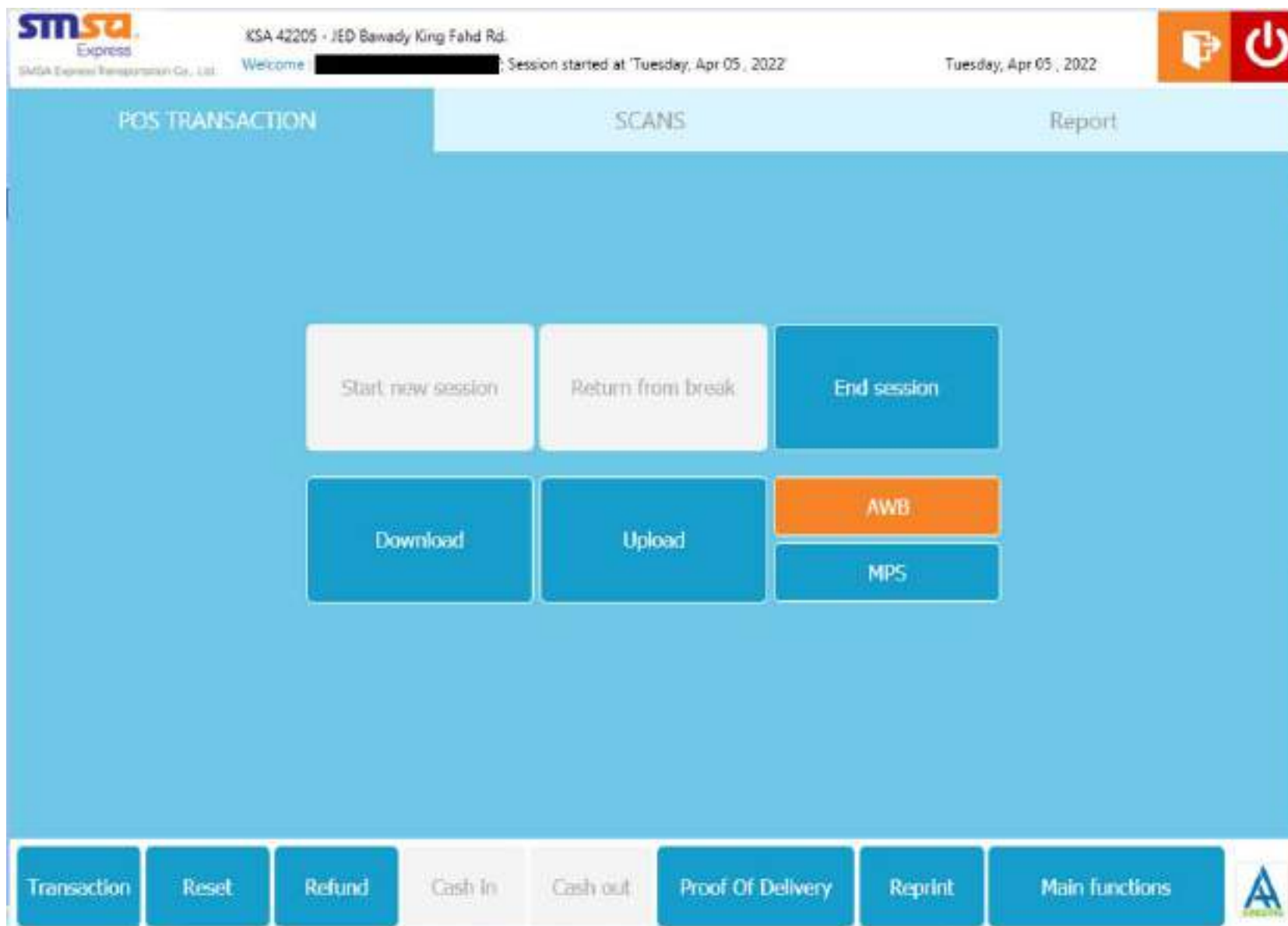
- Start new session – employee will click on it to start the shift (Note: after clicking this you will prompted to “Enter your starting cash amount” check next slide)
- Return from break – an option available for employee to resume his shift after taking a break
- End session – employee will click on it to end the shift (Note: ensure to click on Upload before ending session, check below)
- Download – to download any new updates (Note: you will get notified by your supervisor)
- Upload – to upload any pending transaction to the server (Note: ensure to click on this button before closing the application after ending the shift)
- AWB – To download airway bills when you are out of stock
- MPS – To download multiple piece shipment labels when you are out of stock



# ❑ Enter your starting cash amount



- This message will be prompted after clicking on “Start new session”
- The amount entered should be “0 (zero)”
- After this the contents below (Transaction, Reset, Refund and etc) option will be available – check next slide



# ❑ Transaction (POS TRANSACTION)

**POS TRANSACTION**

Domestic ☒ International ☐

Package service : SMSA Priority (SPO)

Packages count : 1

The price will be : 110

Weight : Length : Width : Height :

High value tag : HV123456

Note : 1 Saudi Passport (Original) + 1 Birth Certificate (Original)

Add single package Add all packages

Delete	Barcode	Weight	Length	Width	Height	Dim Weight	High value tag	Note
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**SCANS**

**Report**

Transaction type : Destination : Package service : Packaging : Total weight :

Barcode	Weight	Note
---------	--------	------

Service price : Insurance : Freight discount : Promotional discount : Discount : VAT value (5%) : Net value :

Prev Next

Transaction Reset Refund Cash in Cash out Proof Of Delivery Reprint Main functions

- The transaction option is the mostly used
- It eases the acceptance of shipments: Domestic or International
- It eases the pricing method
- It reduces the AWB miss information – required info are mandatory to fill
- It eases closing cash collection and generating revenue report
- Later slides will explain the methods and procedure of sales transaction

# ❑ Refund and POD (POS TRANSACTION)

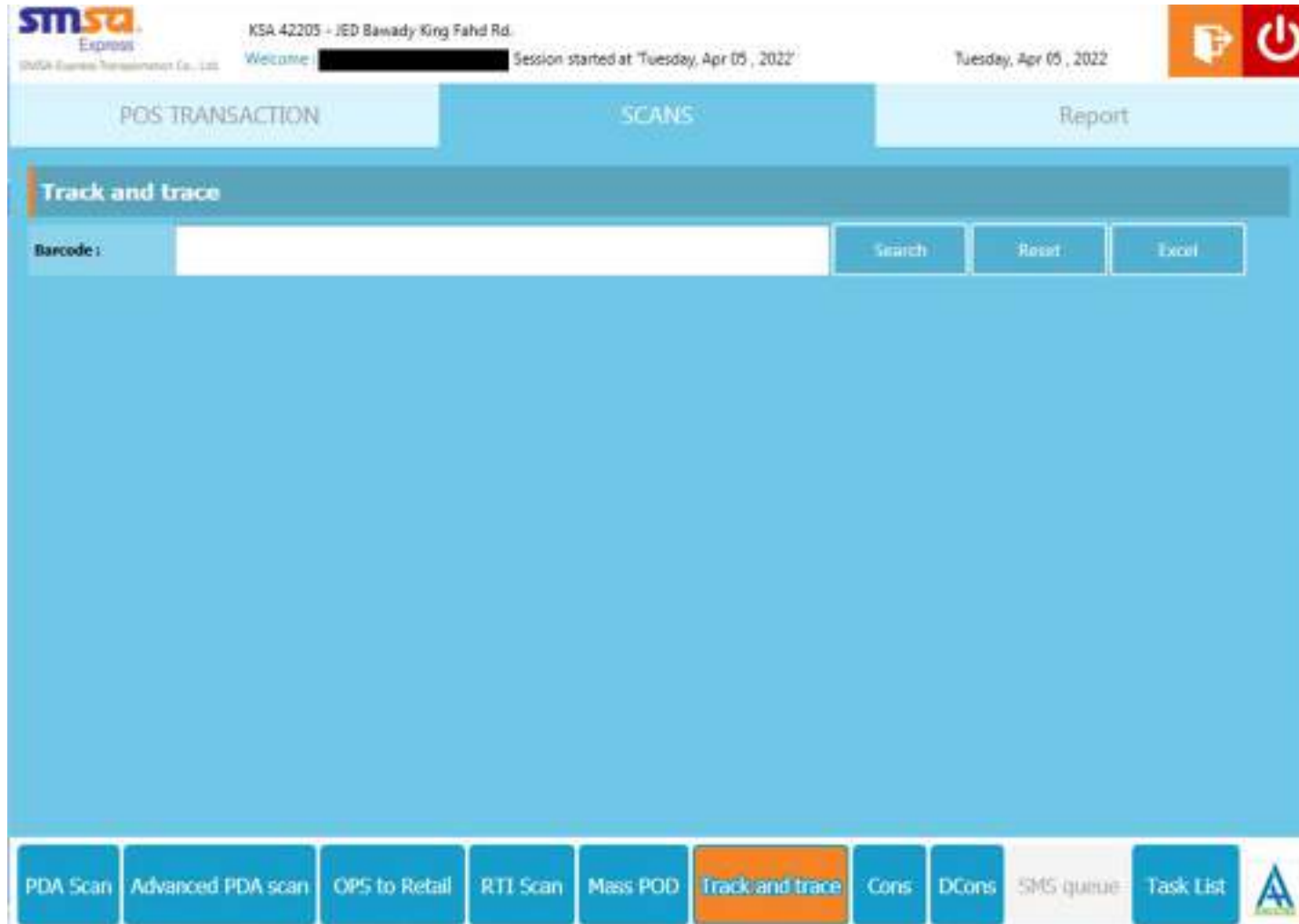
**Refund:** Allow customer to cancel the shipment and the paid amount to be reimbursed

The screenshot shows the SMSA Express POS TRANSACTION interface. The top bar includes the SMSA Express logo, session ID (K04 42205), user name (JED Elwanly King Fahd Rd.), session start time (Tuesday, Apr 05, 2022), and a power button. The main menu has three tabs: POS TRANSACTION (selected), SCANS, and Report. The Refund section is active, displaying a Barcode input field with a Validate button. Below this is a table with two columns: Barcode and Master Barcode. The bottom of the screen features a navigation bar with buttons for Transaction, Reset, Refund (highlighted in orange), Cash in, Cash out, Proof of Delivery, Reprint, and Main functions.

**POD:** An added feature for instant POD scan and displays any amount to be collected from recipient

The screenshot shows the SMSA Express POS TRANSACTION interface with the proof of Delivery section active. The top bar is identical to the previous screenshot. The main menu has three tabs: POS TRANSACTION (selected), SCANS, and Report. The proof of Delivery section displays a Barcode input field with a Validate button and a Track and trace button. Below this are fields for COD amount, Total return date, Total requested amount, and Consignee name. There are also fields for Received by and Receiver ID. A large blue box labeled MPS is visible. The bottom navigation bar includes buttons for Transaction, Reset, Refund, Cash in, Cash out, Proof of Delivery (highlighted in orange), Reprint, and Main functions.

# ☐ “SCANS” Tab



- The second homepage is “SCANS”
- The POS application is not only a “Point of Sale” but also “Point of Service”
- Under “SCANS” we can benefit from:
  - Updating shipments
  - Task List – resolve customer’s ticket

# ❑ PDA Scan and Advanced PDA Scan (SCANS)

**PDA scan:** allows employee to add the appropriate scans on the shipments

The screenshot shows the 'PDA scan' interface within the SMSA Express system. At the top, the header includes the SMSA Express logo, user information (ISA42205 - JED Beverly King Field Rd.), session start time (Tuesday, Apr 05, 2022), and a power button. Below the header, there are three tabs: 'POS TRANSACTION', 'SCANS', and 'Report'. The 'SCANS' tab is active. The main area is titled 'PDA scan' and contains a 'Barcode #' field, a 'PDA scan' dropdown menu set to 'Call Outcome Scan', and a 'Scan comment #' field. There are 'Add to grid', 'Reset all', and 'Save all' buttons. Below this is a table with columns 'Serial number', 'Bar code', and 'Delete'. The bottom of the screen features a navigation bar with buttons for 'PDA Scan', 'Advanced PDA scan', 'OPS to Retail', 'RTI Scan', 'Mass POD', 'Track and trace', 'Cons', 'DCons', 'SMS system', and 'Task List'.

**Advanced PDA scan:** is similar to PDA scan but with an added feature of updating the scan date/time

The screenshot shows the 'Advanced PDA scan' interface within the SMSA Express system. It has the same header and tabs as the PDA scan interface. The main area is titled 'Advanced PDA scan' and includes a 'Barcode #' field, a 'Scan date time' field, a 'PDA scan' dropdown menu set to 'Call Outcome Scan', and a 'Scan comment #' field. It also has 'Add to grid', 'Reset all', and 'Save all' buttons. Below this is a table with columns 'Serial number', 'Bar code', and 'Delete'. The bottom navigation bar is identical to the PDA scan interface.



# ☐ OPS to Retail Scan and RTI Scan (SCANS)

**OPS to Retail:** Applied to all inbound shipments received from couriers for SSC HAL

The screenshot shows the 'OPS To Retail' scan interface. At the top, there's a header with the SMTA logo, user information (ISA 42205 - JED Savady King Fahd Rd.), session start time (Tuesday, Apr 05, 2022), and a power button. Below the header are three tabs: 'POS TRANSACTION', 'SCANS', and 'Report'. The 'SCANS' tab is active, showing the 'OPS To Retail' section. It includes a 'Serial number' input field, a 'Connected' status indicator, and a 'Barcode' input field. There are buttons for 'Add to list', 'Reset all', and 'Save all'. Below these is a table with columns for 'Serial number', 'Barcode', and 'Status'. The bottom of the screen features a navigation bar with buttons for 'PDA Scan', 'Advanced PDA scan', 'OPS to Retail' (highlighted), 'RTI Scan', 'Mass POD', 'Track and trace', 'Cons', 'DCons', 'SMS status', and 'Task List'.

**RTI Scan:** Applied after the “OPS to Retail” scan – and inputs the rack location of the shipment

The screenshot shows the 'RTI Scan' interface. It has the same header and tabs as the previous screen. The 'SCANS' tab is active, showing the 'RTI Scan' section. It includes a 'Serial number' input field, a 'Location' input field, and buttons for 'Add to list', 'Reset all', and 'Save all'. Below these is a table with columns for 'Serial number', 'Barcode', and 'Status'. The bottom of the screen features a navigation bar with buttons for 'PDA Scan', 'Advanced PDA scan', 'OPS to Retail', 'RTI Scan' (highlighted), 'Mass POD', 'Track and trace', 'Cons', 'DCons', 'SMS status', and 'Task List'.

# ☐ Mass POD and Track & Trace (SCANS)

**Mass POD:** Is to update delivered shipments collectively

The screenshot shows the 'Mass POD scan' interface. At the top, there's a header with the SMSA Express logo, user information (KSA40205 - JED Beverly King Field Rd.), session start time (Tuesday, Apr 05, 2022), and a power button. Below the header, there are three tabs: 'POS TRANSACTION', 'SCANS', and 'Report'. The 'SCANS' tab is active. The main area is titled 'Mass POD scan' and contains a 'Scan date' dropdown menu and 'Reset' and 'Save' buttons. Below this is a table with columns for 'Scan date', 'Received by', 'Scan time (HH:MM)', and 'Comment'. The table is currently empty. At the bottom, there's a navigation bar with buttons for 'PDA Scan', 'Advanced PDA scan', 'OPS to Retail', 'RTI Scan', 'Mass POD' (highlighted in orange), 'Track and trace', 'Cons', 'DCons', 'SMS (user)', and 'Task List'.

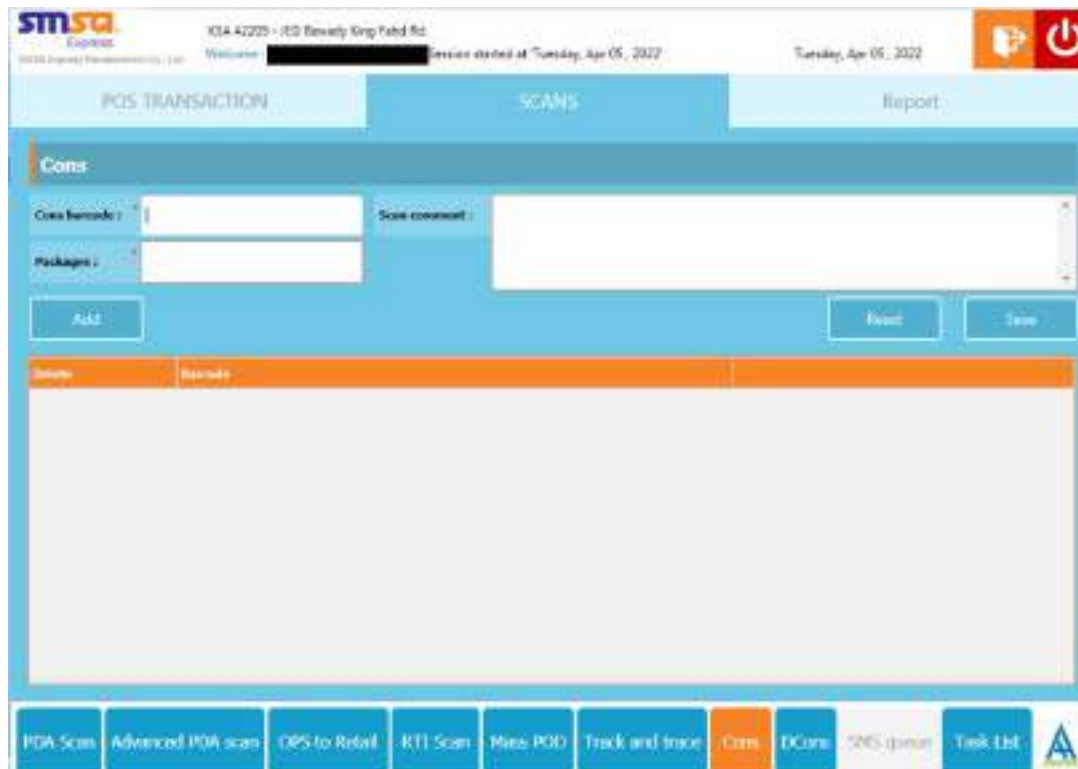
**Track and Trace:** To track the shipment and it's current status

The screenshot shows the 'Track and trace' interface. At the top, there's a header with the SMSA Express logo, user information (KSA40205 - JED Beverly King Field Rd.), session start time (Tuesday, Apr 05, 2022), and a power button. Below the header, there are three tabs: 'POS TRANSACTION', 'SCANS', and 'Report'. The 'SCANS' tab is active. The main area is titled 'Track and trace' and contains a 'Barcode' input field and 'Search', 'Reset', and 'Cancel' buttons. Below this is a large empty area for displaying shipment details. At the bottom, there's a navigation bar with buttons for 'PDA Scan', 'Advanced PDA scan', 'OPS to Retail', 'RTI Scan', 'Mass POD', 'Track and trace' (highlighted in orange), 'Cons', 'DCons', 'SMS (user)', and 'Task List'.



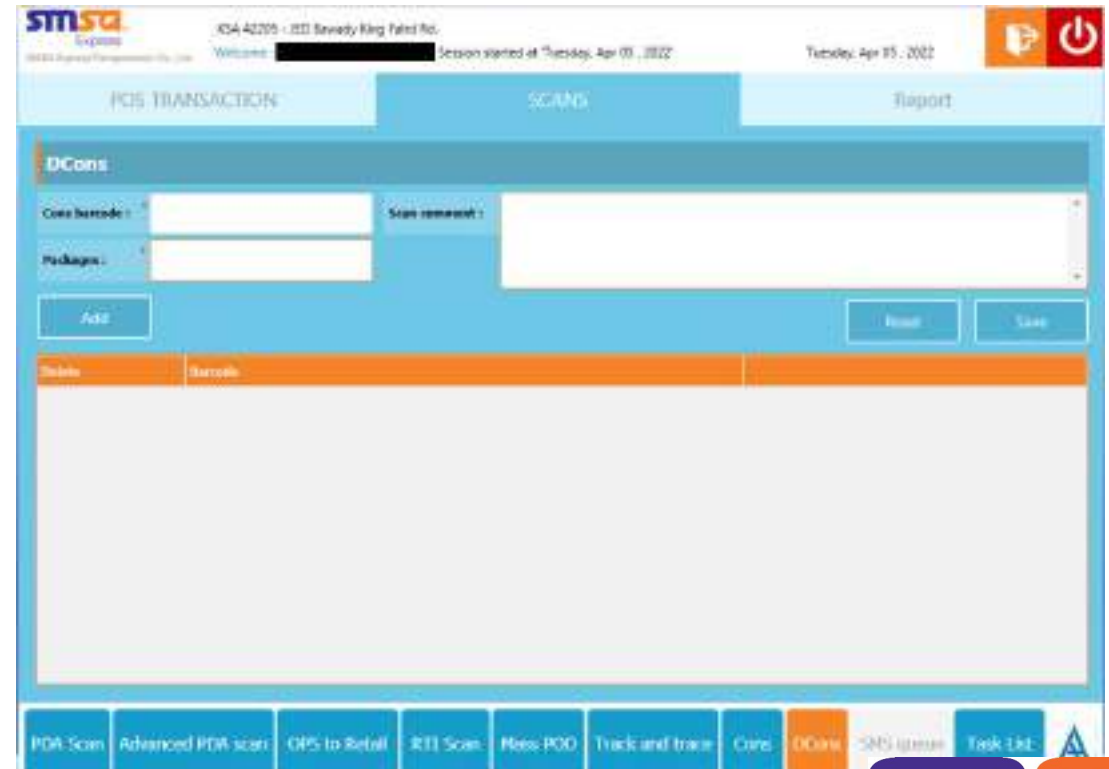
# □ Cons and Dcons (SCANS)

**Cons:** Is a scan to consolidate shipments under a single barcode



The screenshot shows the 'Cons' screen in the SMSA Express SCANS application. The interface includes a header with the SMSA Express logo, user ID (K04 42205), and session information. Below the header are three tabs: 'PCS TRANSACTION', 'SCANS', and 'Report'. The 'Cons' section has input fields for 'Cons barcode', 'Scan comment', and 'Packages'. There are 'Add', 'Print', and 'Save' buttons. At the bottom, there is a table with columns 'Delete' and 'Barcode'. The bottom navigation bar contains buttons for 'PDA Scan', 'Advanced PDA scan', 'GPS to Retail', 'RTI Scan', 'Miss POD', 'Track and trace', 'Cons', 'DCons', 'SMS system', and 'Task List'.


**Dcons:** Is similar to Cons but instead consolidation of shipment this option is to delete (D = Delete)



The screenshot shows the 'DCons' screen in the SMSA Express SCANS application. The interface is identical to the 'Cons' screen, with the same header, tabs, and input fields. The 'DCons' section has input fields for 'DCons barcode', 'Scan comment', and 'Packages'. There are 'Add', 'Print', and 'Save' buttons. At the bottom, there is a table with columns 'Delete' and 'Barcode'. The bottom navigation bar contains buttons for 'PDA Scan', 'Advanced PDA scan', 'GPS to Retail', 'RTI Scan', 'Miss POD', 'Track and trace', 'Cons', 'DCons', 'SMS system', and 'Task List'.

# □ SMS Queue and Task List (SCANS)

**SMS Queue:** To send SMS notification to customer to collect the HAL shipments



**Task List:** Integrated with Customer Service the CORE ticketing system to serve customer's request such as Reroute, Delivery request and etc.



Task number	Barcode	Country	City	New receiver address 1	New receiver address 2	Old receiver
244524	290277348318	Saudi Arabia	Jeddah	Saba 1 clinic al Sawad long Fahad road Jeddah Mallah	JEDDAH	Saba 1 cl
244332	290273496450	Saudi Arabia	Jeddah	Hakeer bin Al-Awad Street, Al-Nuzha District, Bui	Delivery Request	جدة 23
244052	290277871720	Saudi Arabia	Jeddah	DEI - Sawad Dist - Al-Farsh bin Bial Street	Near Al-Shifa Clinic	جدة 2
243927	290274385328	Saudi Arabia	Jeddah	Nozha District 2, Salama Bin Al Mujber Street behind Wisam Center, Nozha District 1, Salama Bin Al Mujber Street behind Wisam Center	Nozha District 2, Salama Bin Al Mujber Street behind Wisam Center, Nozha District 1, Salama Bin Al Mujber Street behind Wisam Center	Nozha D behind Salama
243901	290277944732	Saudi Arabia	Jeddah	Jeddah - Al-Nuzha District - Nara Street		
243823	290277662504	Saudi Arabia	Jeddah	Area Sawad, st 25, nearby salam hospital		
243782	215083873888	Saudi Arabia	Jeddah	KSA-42285 - SD Alawad Main Rd. (Miyah)		
243759	212176600077	Saudi Arabia	Jeddah	KSO 14 AL SHAWALI AREA, NR TD AL BAWAK STATION		
243509	217061000040	Saudi Arabia	Jeddah	div to Quratah area, Al-Musaidiyah Markets		
243228	290276216540	Saudi Arabia	Jeddah	Al-Sawad District, Abdul Rahman Bin	Next to Dunat Al Shams office	جدة

# □ “Report” Tab

The screenshot shows the SMSA Express POS Transaction Report interface. At the top, there is a header bar with the SMSA Express logo, address (KSA 42205 - JED: Sawady King Fahd Rd.), session information (Welcome: [redacted], Session started at Tuesday, Apr 05, 2022), and the date (Tuesday, Apr 05, 2022). Below the header, there are three tabs: POS TRANSACTION, SCANS, and Report. The Report tab is selected. Under the Report tab, there is a section titled "Cash collection report". This section contains several radio buttons for selecting the report type: Cash transaction (selected), Credit transaction, COD Cash payments, COD Credit payments, RTR-COD Cash, and RTR-COD Credit. Below the radio buttons, there is a "Click session" dropdown menu, a "Search" button, a "Print" button, and an "Excel" button. Below these buttons is a table with the following columns: Air Way Bill Number, Product, Destination City, Weight, Amount, VAT, Discount, and Date-Time. The table is currently empty. At the bottom of the interface, there are four buttons: Cash collection, Print AWB, Scan count, and shipment to return.

Air Way Bill Number	Product	Destination City	Weight	Amount	VAT	Discount	Date-Time
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- The final homepage is “Report”
- Under “Report” we can benefit from:
  - Cash collection
  - Print AWB
  - HAL overdue shipment

# ❑ Cash Collection and Print AWB (Report)

**Cash Collection:** Allows employee to prepare cash manifest and to handover to finance

The screenshot shows the 'Cash collection report' interface. At the top, there's a header with the SMTA logo, address 'KSA-42205 - JED Savady King Fahd Rd.', and date 'Tuesday, Apr 05, 2022'. Below the header, there are tabs for 'POS TRANSACTION', 'SCANS', and 'Report'. The 'Cash collection report' section has several radio buttons for transaction types: 'Cash transaction', 'Credit transaction', 'COD Cash payments', 'COD Credit payments', 'BTR-COD Cash', and 'BTR-COD Credit'. There's a 'Date range' dropdown menu and buttons for 'Search', 'Print', and 'Back'. Below this is a table with columns: 'No', 'Way Bill Number', 'Acct. code', 'Product', 'Destination City', 'Weight', 'Assess', 'VAT', 'Disc. rate', and 'Date Time'. The table is currently empty. At the bottom, there are buttons for 'Cash collection', 'Print AWB', 'Scan count', and 'shipment to return'.

**Print AWB:** Allows employee to print the AWB in A4 or Thermal adhesive (zebra)

The screenshot shows the 'Print AWB' interface. It has the same header as the previous screenshot. Below the header, there are tabs for 'POS TRANSACTION', 'SCANS', and 'Report'. The 'Print AWB' section has a 'Barcode' input field and two buttons: 'Print AWB (A4)' and 'Print AWB (Zebra)'. At the bottom, there are buttons for 'Cash collection', 'Print AWB', 'Scan count', and 'shipment to return'.

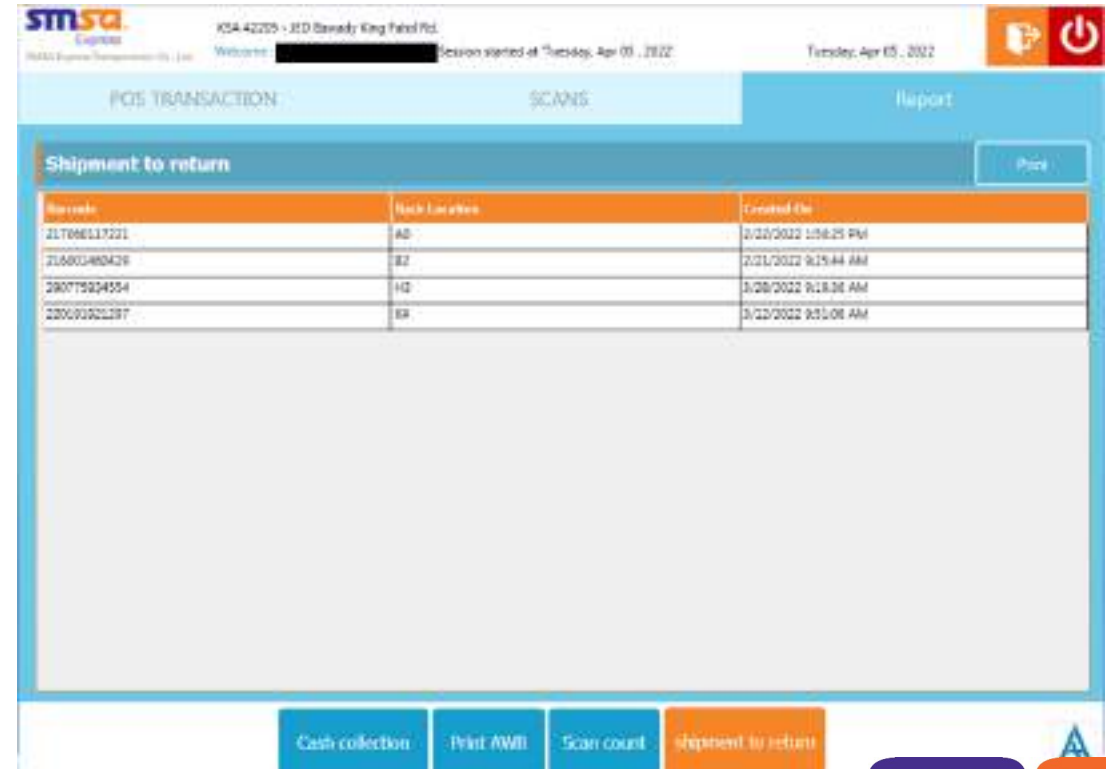
# ☐ Scan count and Shipment to Return (Report)

**Scan count:** logs on updates performed on the status of the shipment and disappear once the system is in-sync



Scan type	Count
Call Outcome Scan	1

**Shipment to return:** To display all overdue shipments – performed during the first shift



Barcode	Batch Location	Created On
217066117221	AD	3/22/2022 1:56:25 PM
216800480429	B2	2/21/2022 9:15:44 AM
280775924554	HQ	3/28/2022 9:18:04 AM
220003021197	BR	3/22/2022 9:51:08 AM

# POS selling transactions

The procedures for making a sale via the POS application: service selection, package selection, shipments to held at services centre, and application of discount



# □ Step 1 – Service Selection

The screenshot displays the SMSA Express POS TRANSACTION interface. At the top, it shows the company logo, address (KSA 42205 - JED Sawady King Fahd Rd.), and session information (Tuesday, Apr 05, 2022). The main interface is divided into three tabs: POS TRANSACTION, SCANS, and Report. The POS TRANSACTION tab is active, showing a form for service selection. The form includes radio buttons for Domestic and International, a dropdown for Package service (currently showing SMSA Priority (SPO)), and a list of other services like SMSA Freight Service (SFS), SMSA Priority (SPO), SMSA Boxes, SMSA Special Packaging (SSP), RTR-COD, STS, Intra-City Domestic, and SMSA Fresh Box. There are also fields for Actual weight, High value tag, and Note. At the bottom, there are buttons for Transaction, Reset, Refund, Cash in, Cash out, Proof Of Delivery, Reprint, and Main functions.

- Start with clicking on the “POS TRANSACTION” tab then on “Transaction” command button
- Select either domestic or international
- Select the destination
- Select the service requested by customer
- Select whether the shipment is document or non-document

**\*\*Refer to Shipment's Acceptance Policy Document No. 116 for more info.**

## ❑ Step 2 – No. of pieces, weight and etc.

The screenshot displays the SMSA Express POS Transaction interface. At the top, it shows the company logo, address (KSA 42205 - JED Sawady King Fahd Rd.), and session information (Tuesday, Apr 05, 2022). The interface is divided into three main sections: POS TRANSACTION, SCANS, and Report.

**POS TRANSACTION Section:**

- Domestic/International:** Radio buttons for Domestic (selected) and International.
- Package service:** Dropdown menu showing "SMSA Priority (SPO)".
- Packages count:** Input field showing "1".
- Destination:** Dropdown menu showing "Riyadh".
- Packaging:** Dropdown menu showing "Document".
- Total weight:** Input field showing "0.5".
- Total Dim weight:** Input field showing "0".
- Weight, Length, Width, Height:** Input fields for dimensions.
- High value tag:** Input field.
- Note:** Text area for additional information.
- Buttons:** "Add single package" and "Add all packages".
- Table:** A table with columns: Delete, Barcode, Weight, Length, Width, Height, Dim Weight, High value tag, Note. It contains one row with Barcode "217042188049", Weight "0", Length "0", Width "0", Height "0", Dim Weight "0", and High value tag "HV123456".

**SCANS Section:**

- Transaction type:** Dropdown menu showing "Domestic".
- Destination:** Input field.
- Package service:** Input field.
- Packaging:** Input field.
- Total weight:** Input field showing "0".
- Barcode, Weight, Note:** Table with columns for Barcode, Weight, and Note.
- Service price:** Input field showing "0".
- Insurance:** Input field showing "0".
- Print discount:** Input field showing "0".
- Promotional discount:** Input field showing "0".
- Discount:** Input field showing "0".
- VAT value (15%):** Input field showing "0".
- Net value:** Input field showing "0".
- Buttons:** "Prev" and "Next".

**Report Section:**

- Buttons:** "Transaction", "Reset", "Refund", "Cash in", "Cash out", "Proof Of Delivery", "Reprint", "Main functions".

- Select the number of shipment(s) to be sent
- Add the weight
- The shipping rate will appear (however, VAT exclusive)

**\*\*Refer to Dimensional Weight Policy Document No. 94 for more info.**



# □ Step 3 – Sender/Receiver Info

The screenshot displays the SMSA Express POS Transaction interface. At the top, it shows the company logo, location (KSA 42205 - JED Bawady King Fahd Rd.), date (Tuesday, Apr 05, 2022), and session start time. The main area is divided into three sections: POS TRANSACTION, SCANS, and Report. The POS TRANSACTION section is further divided into Sender Information and Receiver Information. The Sender Information section includes fields for Mobile number (0594880280), Name (AHMED YISLAM), Sender company (SMSA EXPRESS), Phone number, Address line 1 (JED TRAINING CENTER), Address line 2 (CJ0008), Country (Saudi Arabia), Sender ID (2132805264), Customer point (Jeddah), and Zip code. The Receiver Information section includes fields for Mobile number (0552751764), Name, Receiver company (SMSA), Phone number, Address line 1, Address line 2, Country (Saudi Arabia), Customer point, and Zip code. A dropdown menu is open for the Zip code field, showing a list of available branches. The bottom of the screen features a navigation bar with buttons for Transaction, Reset, Refund, Cash in, Cash out, Proof Of Delivery, Reprint, and Main functions.

Sender Information	
Mobile number	0594880280
Name	AHMED YISLAM
Sender company	SMSA EXPRESS
Phone number	
Address line 1	JED TRAINING CENTER
Address line 2	CJ0008
Country	Saudi Arabia
Sender ID	2132805264
Customer point	Jeddah
Zip code	

Receiver Information	
Mobile number	0552751764
Name	
Receiver company	SMSA
Phone number	
Address line 1	
Address line 2	
Country	Saudi Arabia
Customer point	
Zip code	

Barcode	Weight	Note
217042198049	0	

Branch
KSA 41115 - RUH Rabwa Omar Abdullaziz Rd. (Exit-14)
KSA 41119 - RUH Badi'ah Madinah Rd. (Exit-28)
KSA 41114 - RUH Ash Shifa Ibn Taymiyah Rd.
KSA 41136 - RUH Murooj Imam Saud Rd. (Exit-9)
KSA 41115 - RUH Hittus Pr. Mohd. Salomon Aziz Rd. (Hub)
KSA 41149 - RUH Hamra King Abdullah Rd.
KSA 41143 - RUH Nakhil Pr. Turki Awal Rd. (Exit-2)
KSA 41116 - RUH Ghubeira Unooz St.
KSA 41145 - RUH Nahdah Pr. Bandar Abdullaziz St.
KSA 41148 - RUH Ishbiliya King Abdullah Rd. (Exit-9)
KSA 41147 - RUH Falah Uthman Bin Affan Rd. (Exit-7)
KSA 41112 - RUH Sultanah Swaidi St.
KSA 41130 - RUH Nasim Saad Abi Waqas St. (40th)
KSA 41156 - RUH Qadisiyah Sheikh Jaber St.
KSA 41125 - RUH Rawdah Hassan Ibn Ali St.
KSA 41155 - RUH Shubra Aishah Bint Abu Bakr St.
KSA 41128 - RUH Olaya Uruba Rd.
KSA 41157 - RUH Qadisiyah Sheikh Jaber St.

- Complete both sender and receiver information (Name, Contact Number, Complete Address and etc)
- Spaces marked with asterisk (\*) are required
- For HAL service, select the box and a list of available branches will appear
- **\*\*Refer to Air Waybill (AWB) Completion Policy Document No. 90 for more info.**

# □ Packaging and Shipment Info.

The screenshot displays the SMSA Express POS TRANSACTION interface. At the top, it shows the company name 'SMSA Express', address 'KSA 42205 - JED Bawady King Fahd Rd.', and session information 'Session started at Tuesday, Apr 05, 2022'. The main interface is divided into three sections: POS TRANSACTION, SCANS, and Report.

**POS TRANSACTION Section:**

- Carriage value:** 1
- Has insurance:** (checkbox)
- Insurance value:** (0)
- Internal billing reference:** (empty)
- Currency:** Saudi Riyal
- Package type:** Other (dropdown menu open showing options: SMSA Envelope, SMSA 10Kg Box, SMSA 25Kg Box, SMSA Pak, SMSA 5KG Box, SMSA Unprinted 10KG Box, SMSA Unprinted 25KG Box, SMSA HV1 Pak, SMSA HV2 Pak, SMSA HV3 Pak, SMSA Small White Box, SMSA Medium White Box, SMSA Large White Box, SMSA Olive Oil Box, White Mother Bag, White Baby Bag, SMSA Honey Box - Small, SMSA Honey Box - Medium)
- Handling option:** Saturday Delivery (checkbox)
- Commodity details:**
  - Barcode:** 217042198049
  - Description:** (empty)
  - Harmonized code:** (empty)
  - Manufacture country:** (empty)
  - Count:** 1
  - Declared value:** (empty)
- Table:** A table with columns: Delete, Barcode, Manufacture country, Harmonized, Count, Custom duty, Description.
- Buttons:** Discount, Prev, Next.

**SCANS Section:** (Empty)

**Report Section:**

- Transaction type:** Domestic
- Destination:** Riyadh
- Package service:** SMSA Priority (SPO)
- Packaging:** Document
- Total weight:** 0.3
- Table:** A table with columns: Barcode, Weight, Note.
- Service price:** 110
- Insurance:** 0
- Preset discount:** 0
- Promotional discount:** 0
- Discount:** 0
- VAT value (15%):** 16.50
- Net value:** 126
- Buttons:** Prev, Next.

**Bottom Bar:** Transaction, Reset, Refund, Cash In, Cash out, Proof Of Delivery, Reprint, Main functions.

- Complete the content of the shipment
- **\*\*Refer to Air Waybill (AWB) Completion Policy Document No. 90 for more info.**
- Complete the selected packaging type
- **\*\*Refer to Packaging & Contents Policy Document No. 101 for more info.**

# ☐ Method of Payment

The screenshot displays the SMSA Express POS Transaction interface. At the top, it shows the company logo, address (KSA 42205 - JED Bawady King Fahd Rd.), and session information (Tuesday, Apr 05, 2022). The main interface is divided into three sections: POS TRANSACTION, SCANS, and Report.

**POS TRANSACTION Section:**

- Payment:** A section with a "Total amount" of 126. Below it, there are four radio buttons for payment methods: Cash (selected), Card, Customer account, and Cash on delivery.
- Cash:** A field for entering the cash amount, currently empty.
- Change:** A field for entering the change amount, currently 0.
- Check out:** A button to proceed with the transaction.

**Report Section:**

Barcode	Weight	Note
217042198049	0	

**Transaction Details:**

Field	Value
Transaction type	Domestic
Destination	Riyadh
Package service	SPSA Priority (SPO)
Packaging	Document
Total weight	0.5
Service price	110
Insurance	0
Print discount	0
Promotional discount	0
Discount	0
VAT value (15%)	16.50
Net value	126

**Bottom Navigation Bar:**

- Transaction
- Reset
- Refund
- Cash in
- Cash out
- Proof Of Delivery
- Reprint
- Main functions

- Methods to receive service charges from customers:

1. Cash
2. Card
3. COD (RTR only)
4. Customer account

# ❑ Discount (1)

The screenshot displays the SMSA Express POS Transaction interface. A 'Discount' dialog box is open, allowing users to input customer information and discount details. The background screen shows transaction details such as Carriage value, Currency (Saudi Royal), Handling option (Saturday Delivery), and Commodity details (Barcode, Harmonized code, Count, Declared value). A table on the right lists transaction details including Transaction type, Destination, Package service, and various prices and discounts.

**Discount Dialog Box Fields:**

- Customer Name
- Or
- Customer Code
- Emp. No.
- Discount %: 10 %
- Discount value: 0
- Buttons: Done, Reset, Cancel

**Background Screen Fields:**

- Carriage value: 1
- Has insurance: Insurance value: 0
- Internal billing reference:
- Currency: Saudi Royal
- Handling option: Saturday Delivery
- Commodity details: Barcode: 217042198049, Harmonized code, Count: 1, Declared value
- Transaction type: Domestic
- Destination: Riyadh
- Package service: SMSA Priority (SPO)
- Document
- Weight: 0.5
- Barcode: 217042198049
- Weight: 0
- Note
- Service price: 110
- Package price: 0
- Net discount: 0
- Motional discount: 0
- Count: 0
- Value (15%): 16.50
- Net value: 126

**Buttons at the bottom:** Transaction, Reset, Refund, Cash in, Cash out, Proof Of Delivery, Reprint, Main functions

- Discount can be provide to customers
- After completing all the above (i.e. sender info, receiver info, commodity detail and etc) click on “Discount”
- Insert the discount and click on “Done” then “Next”
- **\*\*Refer to SSC Discount Policy Document No. 2325 for more info.**



## ❑ Discount (2)

The screenshot displays the SMSA Express POS transaction interface. The top header includes the SMSA Express logo, address (KSA 42205 - JED Bawady King Fahd Rd.), session information (Welcome: [redacted], Session started at: Tuesday, Apr 05, 2022), and the date (Tuesday, Apr 05, 2022). The main interface is divided into three sections: POS TRANSACTION, SCANS, and Report.

**POS TRANSACTION Section:**

- Payment:** Total amount: 113.
- Payment Method:** Radio buttons for Cash (selected), Card, Customer account, and Cash on delivery.
- Cash:** Input field for cash amount.
- Change:** Input field for change amount, currently showing 0.
- Check out:** Button to proceed with the transaction.

**Report Section:**

Barcode	Weight	Note
217042198049	0	

Transaction type :	Domestic
Destination :	Riyadh
Package service :	SMSA Priority (SPO)
Packaging :	Document
Total weight :	0.5
Service price :	110
Insurance :	0
Print discount :	0
Promotional discount :	0
Discount :	11.8
VAT value (15%) :	14.85
Net value :	113

Navigation buttons: Prev, Next.

**Bottom Bar:** Transaction, Reset, Refund, Cash In, Cash out, Proof Of Delivery, Reprint, Main functions.

- After clicking on “Next” the payable amount will be displayed on (Total amount).
- The discounted amount will be displayed on the right under the charges fee detailed breakdown.

# ☐ Check out

The screenshot displays the SMSA Express POS transaction interface. At the top, the header includes the SMSA Express logo, the address 'KSA 42205 - JED Sawady King Fahd Rd.', a welcome message, the session start time 'Tuesday, Apr 05, 2022', and a power button icon.

The main interface is divided into three sections: 'POS TRANSACTION', 'SCANS', and 'Report'. The 'POS TRANSACTION' section is active and shows a 'Payment' screen with a 'Total amount' of 113. Below this, there are four payment method options: 'Cash' (selected), 'Card', 'Customer account', and 'Cash on delivery'. A 'Cash:' field also shows the amount 113.

A 'Confirmation' dialog box is overlaid on the screen, asking the user to confirm the shipment details. The dialog text reads: 'Please confirm that AWD '217042198049' will be shipped from 'AHMED YISLAM' to 'ARMIEL DEONDO' at retail 'KSA 41146 - RUH Fayha Pr Saad ARahman Rd.(Exit-15)' with price '113''. There are 'Yes' and 'No' buttons at the bottom of the dialog.

The 'Report' section on the right displays transaction details:

Barcode	Weight	Note
217042198049	0	

Transaction type :	Domestic
Destination :	Riyadh
Package service :	SMSA Priority (SPO)
Packaging :	Document
Total weight :	0.3
Service price :	110
Insurance :	0
Pre-set discount :	0
Promotional discount :	0
Discount :	11.0
VAT value (15%) :	14.85
Net value :	113

At the bottom of the 'Report' section are 'Prev' and 'Next' buttons.

The bottom of the screen features a row of function buttons: 'Transaction', 'Reset', 'Refund', 'Cash in', 'Cash out', 'Proof Of Delivery', 'Reprint', and 'Main functions', followed by a small 'A' logo.

- Once all shipment information has been updated and collected the payment from customer
- Click on “Check out” a “Confirmation” dialog box will appear
- Check the final info – if confirmed click on “Yes”, if information is incorrect click “No” and go back to update the information

# ☐ Shipping Document (A4 AWB)

## Shipping Document

**SMSA**

Express

SMSA Express Transportation Co., Ltd.

TIN: 300067428900003

From:

AHMED YISLAM  
2132805284

0594880280

SMSA EXPRESS  
JED TRAINING CENTER  
CJ0008  
Jeddah, Saudi Arabia  
JEDA

SHIP TO:

[HAL]: KSA 41146 - RUH Fayha Pr Saad ARahman Rd.(Exit-15)  
ARNIEL DEONDO

0552751764

SMSA

KSA 41146 - RUH Fayha Pr Saad ARahman Rd.(Exit-15)  
Riyadh, Saudi Arabia ,RUHA

Use of this shipping documents constitutes your agreement to the below mentioned terms and conditions.

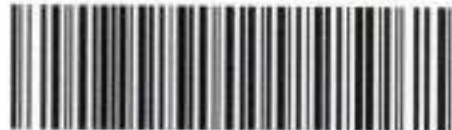
Sender Signature :

Date: 07/09/2020 1:00 PM  
Employee Number: 9183  
Origin RSC Account Number: CJ0008  
Total Packages: 1  
Total Weight: 0.5 Kg  
DIM: 0/0/0

Commodity Description: PASSPORT  
Insurance: No  
Declared value for custom: 1  
Carriage Value: 1  
High Value Tag Number: HV123456

Packaging Type: Other  
Hold At SMSA Location: Yes  
Location Held: KSA 41146 - RUH Fayha Pr Saad ARahman Rd.(Exit-15)  
Friday Holiday Delivery: No  
Transportation Payer Account No:  
Transportation Payer: None  
Cash Transportation Amount: 99.0  
VAT(15%):14.85  
Amount after VAT: 113  
Duty Payer Account No:  
Duty Payer: None  
Internal Billing Reference:

TRK#: 2170 4219 **8049 SMSA Priority (SPO) - DD**



- This shipping document or Airway Bill is generated after “check out” via Laser printers upon clicking “AWB A4”
- You will prompt with a print command window, select the correct printer and;
- Select the number of copies to print:
  - Domestic – print 2 copies (1 for SSC record and 1 for customer)
  - International – print 3 copies (1 for SSC record, 1 for customer and 1 attached with shipment)



**Do not forget to obtain customer signature and filing procedure**

**SMSA**

# ❑ Thermal VAT receipt



- This receipt is generated after “check out” via the thermal printer.
- This copy is given to the customer and contains the following info.:
  - SMSA’s TIN
  - Selected SSC address and employee
  - Unique Invoice Number
  - Customer’s name
  - Type of service
  - Transportation fee
  - Applied discount (if any)
  - VAT amount collected
  - Shipment Tracking Number
  - Date and Time of transaction



# □ Zebra printed AWB

KSA 42238 — JED Riyadh Mallinah Muzawarah Rd. AHMED YISLAM2132895254		<b>SMSA</b> Express	
0554880288 SMSA EXPRESS JED TRAINING CENTER CJ6088 Jeddah, Saudi Arabia JEDA		TIN: 308867426800003 SHIP DATE: 07/05/2023 12:54 PM ACTWGT: 0.5 KG DV: 8R 1 Pieces: 1	
To: KSA 41148 — RUH Fayha Pr Saad ARAhman Rd.(Exit-15) ARNIEL DEONDO		<b>H A L</b>	
0552751764 SMSA KSA 41148 — RUH Fayha Pr Saad ARAhman Rd.(Exit-15) Riyadh, Saudi Arabia RUHA			
<b>RUHA</b> SA			
PASSPORT SMSA Priority (SPD) DD HV: HV123456			
Amount before VAT:99.0 VAT (15%) amount:14.850 Amount after VAT:113			
Master#: 217042198049 1 of 1			
			
2170 4219 8049			

- This shipping document or Airway Bill is generated after “check out” via Laser printers upon clicking “AWB Label”
- You will prompt with a print command window, select the correct printer, and print
- Remove the non-adhesive part and **place the label on the designated side of the package or on a clear and visible side of the package**



POS TRANSACTION

SCANS

Report

Payment

Total amount : 113

Cash

Card

Cash : 113

Receipt

Commercial Invoice

AWB (A4)

AWB (Label)

IAF

Transaction

Reset

Refund

Cash in

Cash out

Proof Of Delivery

Reprint

Main functions

Print

Printer

Name: SHARP AR-5618

Properties...

Status: Fax

Type: Microsoft Office Document Image Writer

Type: Microsoft XPS Document Writer

Where: PDF Printer

Comment: PRP Thermal Printer

Comment: SHARP AR-5618

Comment: ZDesigner GK420d (Copy 1)

Print range

All

Pages from to

Selection

Copies

Number of copies: 1

Collate

OK

Cancel

Print type : Domestic

Print : Riyadh

Service : SMSA Priority (SPO)

Document

ht : 0.5

Weight

Note

0049 0

ce : 110

0

ount : 0

Promotional discount : 0

Discount : 22.0

VAT value (0.05%) 14.85

Net value : 113

Prev

Next

- Select the correct printer for each document

- Documents which can be printed

07-Apr-22

SMSA Express Transportation Co.  
Training & Org. Development

**SMSA**

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# Methods of Payment

Methods of receiving payments from customers:

Cash payment, Card payment, Customer Account, Cash On Delivery (COD)

# ☐ Cash Payment

The screenshot displays the SMSA Express POS Transaction interface. At the top, it shows the company logo, address (KSA 42205 - JED Bawady King Fahd Rd.), and session information (Tuesday, Apr 05, 2022). The main area is divided into sections: 'Payment' on the left, 'SCANS' in the middle, and 'Report' on the right. The 'Payment' section includes a 'Total amount' field with the value 113, a 'Cash' button, and a 'Cash' input field with the value 120. The 'SCANS' section shows a 'Barcode' field with the value 217042198049 and a 'Weight' field with the value 0. The 'Report' section displays transaction details: Transaction type: Domestic, Destination: Riyadh, Package service: SMSA Priority (SPO), Packaging: Document, Total weight: 0.5, Service price: 110, Insurance: 0, Preset discount: 0, Promotional discount: 0, Discount: 11.0, VAT value (15%): 14.85, and Net value: 113. A 'Check out' button is located at the bottom right of the 'Payment' section. The bottom of the interface features a navigation bar with buttons for Transaction, Reset, Refund, Cash in, Cash out, Proof Of Delivery, Reprint, and Main functions.

Barcode	Weight	Note
217042198049	0	

Field	Value
Transaction type	Domestic
Destination	Riyadh
Package service	SMSA Priority (SPO)
Packaging	Document
Total weight	0.5
Service price	110
Insurance	0
Preset discount	0
Promotional discount	0
Discount	11.0
VAT value (15%)	14.85
Net value	113

- The payable amount will appear under “Total amount”
- Whatever the amount you received in cash from the customer you can input it at “Cash”
- The application will automatically calculate the change to return back the balance to the customer
- **\*\*Refer to Cash Collection Business Rule Document No. 500 for more info. on handling cash**

# ☐ Cash On Delivery

The screenshot displays the SMSA Express POS Transaction interface. At the top, the header includes the SMSA logo, address (KSA 42205 - JED Bawady King Fahd Rd.), session information (Welcome: [redacted], Session started at Tuesday, Apr 05, 2022), and the date (Tuesday, Apr 05, 2022). The main interface is divided into three tabs: 'POS TRANSACTION', 'SCANS', and 'Report'. The 'POS TRANSACTION' tab is active, showing a 'Payment' section with a 'Total amount' of 161. Below this, four payment options are listed: 'Cash', 'Card', 'Customer account', and 'Cash on delivery', with 'Cash on delivery' selected. A 'Check out' button is visible. To the right, a 'Transaction type' section shows details: Domestic, Jeddah, RTR-COD, Parcel, and Total weight 5. Below this is a table with columns 'Barcode', 'Weight', and 'Note', containing one row with barcode 217041033660 and weight 0. Further down, a list of charges is shown: Service price (140), Insurance (0), Post account (0), Promotional discount (0), Discount (0), VAT value (15%) (21.00), and Net value (161). At the bottom, there are 'Prev' and 'Next' buttons. The footer contains a row of buttons: Transaction, Reset, Refund, Cash in, Cash out, Proof Of Delivery, Reprint, and Main functions, along with a small logo.

Barcode	Weight	Note
217041033660	0	

Service price :	140
Insurance :	0
Post account :	0
Promotional discount :	0
Discount :	0
VAT value (15%) :	21.00
Net value :	161

- Cash on delivery payment mode is only available for RTR-COD service
- Service fee will be collected from the recipient
- The service fee will not appear as outstanding payment when preparing cash collection



# ❑ Card payment

The screenshot shows the SMSA Express POS transaction interface. At the top, it displays the company logo, address (KSA 42205 - JED Bawady King Fahd Rd.), and session information (Tuesday, Apr 05, 2022). The main interface is divided into three sections: POS TRANSACTION, SCANS, and Report.

**POS TRANSACTION**

- Payment** section: Total amount is 126. Payment method options are Cash, Card (selected), Customer account, and Cash on delivery.
- Bank name**: [Empty field]
- Authorization code**: [Empty field]
- Card Type**: MADA (selected). A dropdown menu shows options: MADA, VISA, MASTER, AMEX.
- last 4 Digit of Card**: [Empty field]
- edit card machine** button.
- Check out** button.
- A red error message: "Credit card machine is disconnected".

**SCANS**

**Report**

Barcode	Weight	Note
217041033660	0	DOCUMENTS

Service price	1.10
Insurance	0
Product discount	0
Promotional discount	0
Discount	0
VAT value (15%)	16.50
Net value	126

Buttons at the bottom: Transaction, Reset, Refund, Cash in, Cash out, Proof Of Delivery, Reprint, Main functions.

- The payable amount will appear under "Total amount"
- Check that the POS machine is online
- Accept the card
- Verify the name and validity of the card
- Insert the card into the machine
- Insert the payable amount
- Request the customer to insert the PIN
- The machine will print receipt, Check for approval
- If not approved try again and check that their no lose connection
- If approved, keep copy for "Cash collection"

**\*\*Refer to MADA MACHINE BASIC USAGE - SSC JOB AID No. 3073 for more info. on handling cash**

# Cash Collection

To ease the cash collection process, the POS allows automated generation of cash manifests and this is to promote **policy number 500 – Cash Collection Business Rule**

# □ Ending your shift

The screenshot displays the SMTA Express POS system interface. At the top, the header includes the SMTA Express logo, the address 'KSA 42205 - JED Bawady King Fahd Rd.', a welcome message, the session start time 'Tuesday, Apr 05, 2022', and a power icon. The main menu has three tabs: 'POS TRANSACTION', 'SCANS', and 'Report'. A central dialog box titled 'Enter your ending cash amount.' is open, featuring a text input field with '0' and two buttons: 'End session' and 'Cancel'. The bottom of the screen shows a row of function buttons: 'Transaction', 'Reset', 'Refund', 'Cash in', 'Cash out', 'Proof Of Delivery', 'Reprint', and 'Main functions', followed by a small 'A' logo.

- The first step required to generate the cash collection report is to “end the session”
- Enter the ending cash amount – that have been collected during your shift
- Click on “End session” and proceed to “Cash collection” function under “SCANS” tab



# ❑ Cash transaction (1) – Cash Collection

The screenshot displays the SMSA Express POS Transaction interface. At the top, the header includes the SMSA Express logo, address (KSA 42205 - JED Sawady King Fahd Rd.), session information (Welcome: [redacted], Session started at: Tuesday, Apr 05, 2022), and the date (Tuesday, Apr 05, 2022). The main menu has three tabs: POS TRANSACTION, SCANS, and Report. The 'Cash collection report' section is active, showing a list of transaction types: Cash transaction (selected), Credit transaction, COD Cash payments, COD Credit payments, RTR-COD Cash, and RTR-COD Credit. Below this, there are fields for Date (09/07/2020) and Clerk session (9183 - Jul 9 2020 7:11AM), along with buttons for Search, Print, and Excel. A table displays the transaction details:

Air Way Bill Number	Service	Destination City	Weight	Amount	VAT	Discount	Date-Time
217042198038	SMSA Priority (SPD)	Ahmed Al Maserhah	0.10	120.00	15.75	4.55 %	7/9/2020 11:21:04 AM
217042198027	SMSA Priority (SPD)	Riyadh	4.54	140.00	18.30	0.00 %	7/9/2020 10:42:05 AM

At the bottom, there are buttons for Cash collection, Print AWB, Scan count, and shipment to return, along with a small logo.

- Click on “Cash transaction”
- Select the date and clerk session
- Click on “Search”
- The cash transaction(s) will be displayed then click on “Print”

# ❑ Cash transaction (2) – Cash Collection



**SMSA**  
Express

**RSC Daily Cash Collection Report**

National Manager -Retail

Department: Retail

Created Time: 09/07/2020  
Created By: 9183

Transactions Collection Manifest - Cash			
RSC finance code:	CJ0008	Start date and time:	09/07/2020 07:07
From RSC Name:	KSA 42238 - JED Rawdah Madinah Munawwarah Rd.	Session ID:	89950050817
End date and time:	09/07/2020 14:07	Employee ID:	9183

Serial	Air Way Bill Number	Service	Amount	VAT	Discount Percentage	Weight
1	 217042198038	SMSA Priority (SPO)	120.00	15.75	4.55 %	0.10
2	 217042198027	SMSA Priority (SPO)	140.00	18.30	0.00 %	4.54

<b>Grand Total:</b>	<b>260.00</b>
---------------------	---------------

For RSC Agent Use Only		Handover To		For Collector Use Only		For Cashier Use Only	
Name		Name		Name		Name	
Emp#		Emp#		Emp#		Emp#	
Sign		Sign		Sign		Sign	

- After clicking on “Print”
- The displayed report will be obtained “RSC Daily Cash Collection Report”
- Sign the report and submit to cash collectors



**Remember: employees proven to have failed to comply in the cash collection business rule based on the QRM investigation will be served with strict disciplinary action**


# ❑ Credit transaction (1) – Cash Collection

The screenshot displays the SMSA Express POS Transaction interface. At the top, the header includes the SMSA Express logo, address (KSA 42205 - JED Bawady King Fahd Rd.), session information (Welcome: [redacted], Session started at Tuesday, Apr 05, 2022), and the date (Tuesday, Apr 05, 2022). The main menu has three tabs: POS TRANSACTION, SCANS, and Report. The 'Report' tab is active, showing a 'Cash collection report' section. Below this, there are radio buttons for different transaction types: Cash transaction (selected), Credit transaction, COD Cash payments, COD Credit payments, RTR-COD Cash, and RTR-COD Credit. Below the radio buttons, there are input fields for 'Date' (09/07/2020) and 'Clerk session' (9183 - Jul 9 2020 7:11AM), followed by 'Search', 'Print', and 'Excel' buttons. A table displays transaction data with columns: Air Way Bill Number, Auth. code, Service, Destination City, Weight, Amount, VAT, Discount, and Date-Time. The table contains three rows of data. At the bottom of the interface, there are four buttons: 'Cash collection', 'Print AWB', 'Scan count', and 'shipment to return'.

Air Way Bill Number	Auth. code	Service	Destination City	Weight	Amount	VAT	Discount	Date-Time
217042198050	141955	International Priority	Cairo	0.10	193.00	0.00	0.00 %	7/9/2020 2:18:19 PM
217042198016	104896	SMSA Priority (SPO)	Doha (Huluf & Mubarrak)	0.10	120.00	15.75	4.55 %	7/9/2020 9:27:21 AM
217042198005	550007	SMSA Priority (SPO)	Najran	4.00	140.00	18.30	0.00 %	7/9/2020 8:25:05 AM

- Click on “Credit transaction”
- Select the date and clerk session
- Click on “Search”
- The cash transaction(s) will be displayed then click on “Print”




# ❑ Credit transaction (2) – Cash Collection



**RSC Daily Cash Collection Report**  
National Manager -Retail  
Department: Retail

Created Time: 09/07/2020  
Created By: 9183

Transactions Collection Manifest - Card			
RSC finance code:	CJ0008	Start date and time:	09/07/2020 07:07
From RSC Name:	KSA 42238 - JED Rawdah Madinah Munawarrah Rd.	Session ID:	89950050817
End date and time:	09/07/2020 14:07	Employee ID:	9183

Serial	Air Way Bill Number	Service	Amount	Auth. Code	VAT	Discount Percentage	Weight
1	 217042198050	International Priority	193.00	141955	0.00	0.00 %	0.10
2	 217042198016	SMSA Priority (SPC)	120.00	104896	15.75	4.55 %	0.10
3	 217042198005	SMSA Priority (SPC)	140.00	550007	18.30	0.00 %	4.00

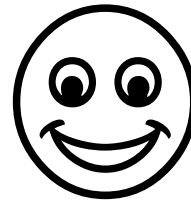
Grand Total: 453.00

For RSC Agent Use Only		Handover To		For Collector Use Only		For Cashier Use Only	
Name		Name		Name		Name	
Emp#		Emp#		Emp#		Emp#	
Sign		Sign		Sign		Sign	

- After clicking on “Print”
- The displayed report will be obtained “RSC Daily Cash Collection Report”
- Sign the report and submit to cash collectors along with the reconciliation slip



**Thank You**  
For your valuable time



**Any Questions?**