Overview	Daily pickup package is logged on a Courier Pickup Manifest and reported by the type of service to provide timely, accurate information for collecting actual report data.
Person Affected	Couriers in all operating cities and branches kingdom wide involved pickups/handing shipments.
Instruction	Purpose of the Pickup Manifest: The pickup manifest is used in the station to: • Report pickup exceptions, pickup volumes and other information to track activity and make possible route changes. • Report actual pickup volume, for Actual Volume Reports to Hub Control • Reconcile actual package pickup to packages shown on revenue documents. Important: Keep Pickup Manifest for at least 90 days for reference and information. Required Entries on the Pickup Manifest: The following totals from the Pickup Manifest are required for completing the Cosmos entry: • Employee Name • Employee Number • CORE ID • Courier's signature • Dispatch Number • Shipper or Company Name • Ready & Closing Time • Pickup Exception, if any • Service Type • Time Collected • Total regular stops and number of packages. • Total on call stops and number of packages • Total international packages

Important:

Courier MUST obtain a name, signature, employee number, date & time from Hub & LH staff after handing over of all the shipments to them for onward connection.

Other Pickup Manifest Uses:

International Pickup Manifest provide an excellent source of

- Trace information
- Sales information
- Route planning data
- Performance indicators

Guidelines for Auditing Pickup Manifest:

Required Audits

Station management must reconcile Pickup Manifest at least once a week.

Pickup Information Reconciliation

Pickup records for on-road employees are reconciled weekly, including reconciliations of actual packages to packages shown on:

- The pickup Manifest
- Revenue documents
- The daily cash Sales Report for the pickup routes

Audit Log Maintenance

Each station maintains audit logs for reconciliations with results. Each is kept in the station files for at least for 6 months after date of the log.

Pickup Manifest Audit Procedures:

Managers are responsible for making sure all pickup information is reconciled weekly and entered in audit logs, and that audit logs are kept in the station files for at least six months.
Employees are responsible for reconciling pickup information weekly and maintaining audit logs, when designated to perform those task by management.

Step 1. Reconcile all pickup information:

Reconcile totals of pickups for all on road employees, including:

- Actual packages
- Total of the types of packages shown pickup on the Manifest
- Total packages picked and total pieces indicated on the revenue   documents
- The daily Cash Sales Recap for the pickup routes.

Enter reconciliations with results in the appropriate audit log

Important:

Reconcile pickup documents and other pickup information at least once a week.

Step 2. Maintain Audit Logs:

- Maintain audit logs in location files for at least six months after the date of the log.
- After six months, maintain the log or destroy it at the discretion of location management.