

Declared Value Work Instructions

Owner: Directors, Operations & Sales & Marketing
Department: Operations & Retail

Overview	Unless the sender declares a higher value at the time of the shipment, SMSA limits its liability for customs and for carriage of IP shipments to default value of US \$ 100 or US \$ 9.07 a pound (whichever is greater). For IP shipments the maximum value that may be declared is US \$ 50,000 for each shipment. Declared value limit for customs and carriage may vary based on location, Refer to Service Reference Guide (Doc. 2902)
Person Affected	Managers and Supervisors in Retail, Operations, Hubs and Gateways where the handling & sorting of shipments occurs.
Instruction	<p>Declared Value (DV) for Customs:</p> <p>Declared value (DV) for customs is required by each destination country. Limits on declared value for customs vary by country. Refer to Service Reference Guide (Doc. 2902)</p> <p>Declared Value (DV) for Carriage:</p> <p>The actual value is the cost to repair or replace a shipment or its depreciated value, whichever is less. The declared value from the customer's point of view represents the monetary value of the item they are shipping. The declared value from SMSA's point of view is to limit of the Company's liability for the shipment when one of the following applies:</p> <ul style="list-style-type: none"> • A Shipment is delayed, damaged, lost or delivered to the wrong recipient • Incorrect information was given to the customer or information was not given to the customer. <p>If the actual value of the contents of a package is less than the declared value, SMSA is liable only for the actual value. When a value is declared more than the default value (US\$ 100), appropriate charges must be paid when the shipment is accepted.</p> <p>Items of Extraordinary Value:</p> <p>When the shipment contains items described in "Items of Extraordinary Value" in the Express SRG, the maximum value that can be declared value for carriage for the package is US\$ 500 or US\$9.07 per lb, whichever is more.</p> <p>When the value limit for customs in the destination country is less than US\$500, then that is the limit on the DV for carriage. For example, if the customs limit is US\$300, the highest DV for carriage is also US\$300.</p>

Declared Value Work Instructions

Owner: Directors, Operations & Sales & Marketing

Department: Operations & Retail

Items of extraordinary, Description, and Examples:

Items	Description and Examples
Artwork	Any work created or developed by the application of skill, taste, or creative talent for sale, display, or collection, such as paintings, drawings, vases, tapestries, limited edition, prints fine art statuary, sculpture, collector's items, photographic, negatives, photographic chromes, photographic slides and any other commodity that by its inherent nature is particularly susceptible to damage, or the market value of which particularly variable or difficult to ascertain.
Antiques	Any commodity which exhibits the style or fashion or a past era and whose history, age or rarity contributes to its value, such as furniture, tableware, glassware, collector's items (Such as coins, stamps, sports cards, souvenirs, and memorabilia)
Glassware	Items such as signs, mirrors, ceramics, porcelain, china, crystal, glass, framed, glass, and any other commodity with similarity fragile jewelry
Jewelry	Items such as watches and their parts, precious and semiprecious gems or stones, whether cut or uncut, industrial diamonds, and costume jewelry
Furs	Items such as fur clothing, fur-trimmed clothing, and fur pelts
Precious metals	Items such as gold and silver bullion, dust, precipitates, or platinum(except as on integral part of electronic machinery)

Declared Value Determination:

Step1: Be sure declared values on the air waybill do not exceed limits

- Be sure the shipper entered DV for customs.
- If no DV for carriage is declared, tell the sender SMSA liability for IP shipment

Declared Value Work Instructions

Owner: Directors, Operations & Sales & Marketing

Department: Operations & Retail

is limited to a default of US\$100 per package or US\$9.07lb whichever is high.

- Be sure the DV for carriage is not more than the DV for customs.
- Be sure the DV for carriage in the Total DV for carriage box is not more than SMSA maximum DV per-package and per-shipment limits as summarized in the table below.

For.....	Declared Value is Limited to....
SMSA Envelope (Priority Letter)	US\$ 100 or US\$9.07 lb, whichever is more
SMSA Pak	US\$ 100 or US\$9.07 lb, whichever is more
All other packaging	US\$ 50,000 or the value limit set by customs in destination country, whichever is less
A package containing item with extraordinary value	US\$ 500 or US\$9.07 lb, whichever is more
IP Shipments	US\$ 50,000

- Be sure the DV limit for the destination does not exceed limits.

Step2: Calculate declared value charges and write them on the air waybill

- Calculate the DV charges on a per-shipment basis (see below)
- Important: Before your calculate DV charges subtract the default amount of SMSA liability (US\$100 or US\$9.07/lb, whichever is more) from the amount the shipper declares.

If DV is ...	Then the charge is...
US \$ 100	None, There is no charges.
US \$ 101- US \$ 50,000	US \$ 0.40 for each US \$ 100(or fraction thereof)declared over the default over the default amount of US \$ 100

- Write the total charges on the air waybill in whole US dollars:
 - A)"Dec.Val.Chrg".- For SMSA USE ONLY section (Short Form)
 - B) "Declared Value" – TOTAL CHARGES section (Long form)
 - C) Appropriate box and section, depending on version(Long form)



Declared Value Work Instructions

Owner: Directors, Operations & Sales & Marketing

Department: Operations & Retail

	Important: always add the DV, charge to the base charge and other charges for the total shipment charges.
--	---