

Domestic Manifesting Work Instructions

Owner: Director, Operations
Department: Operations

Work Instruction	Domestic Manifesting
Overview	SMSA requires that the air waybill information for all SFO, SPO, SFS, SFSP, STS, SSD, SFD, SLB, and SMB shipments be keyed accurately into the MANIFEST (on Excel or Manual) transmitted to the appropriate billing locations for every day shipments mover from an origin location.
Person Affected	<p>Data Entry Encoder: responsible for entering data from Air waybills on a manifest</p> <p>Handlers: responsible for entering/filling data on manifest from Air waybills.</p> <p>Supervisors: ensure that all data entered is correct and valid.</p> <p>Manager: to set appropriate procedure in order to ensure each and every waybill is captured.</p>
Instruction	<p>Purpose of Manifesting:</p> <ul style="list-style-type: none"> • Security of shipments • Smooth movement of shipments from one hub to another or from one hub to another station, Vice-Versa • Capturing Revenue • Accuracy of Loads • Checking of Overage & Shortage. <p>Importance of Manifesting:</p> <ul style="list-style-type: none"> • Manifest if require at every transit points for a shipment to be cross checked and moved smoothly. • Shipments not manifested might get delayed in transit and or at destination. • Capturing of all multiple pieces in the manifest is mandatory as it will enable customer receiving correct number of pieces and no miss handling of pieces. • It is legal requirement that all shipments that travel on air/road be recorded on and travel with a manifest <p>Note: use appropriate/approved manifesting form for entering data (manual or electronic)</p>