

<b>Brief</b>	SMSA Express reports actual volume of all Inbound & Outbound Shipments every day.
<b>Purpose</b>	Volume Report is used to compare actual volumes to the business plan. It also provides historical information for future planning (route planning, determining vehicle/aircraft-capacity etc.)
<b>Person Affected</b>	Hub Manager, Line-haul & Gateway/Supervisor Hub & Line-haul in all operating cities and branches kingdom wide involved with processing and recording volumes of shipments for management Reports.
<b>Report Types</b>	<ol style="list-style-type: none"> <li>1. Daily Hub Volume Report (Document 278/279/280/281)</li> <li>2. Monthly Hub Volume Report (Document 292)</li> </ol>
<b>Responsibilities</b>	<p>Manager Hub, Line-haul &amp; Gateway/Supervisor Hub &amp; Line-haul has to designate an employee usually Data Encoder to collect information from all other concerned employees, from the system and compile it in one report on daily basis.</p> <p>Hub manager has to make sure that a proper record has been maintained of all reports.</p>
<b>Guidelines</b>	<p>Report contents:</p> <ul style="list-style-type: none"> <li>• Each hub with in the kingdom has to precisely record all information related to the movement of all Inbound and Outbound shipments in the Daily Hub Volume Report Form.</li> <li>• The report should cover all types of products referred to in Service Reference Guide (Doc 2902) and Domestic Service Reference Guide (Doc 2025)</li> <li>• The report should comprise of total number of shipments (AWB), number of pieces and weight.</li> <li>• Mode of transportation has to be clearly mentioned.</li> </ul> <p>Monthly Hub Volume Report:</p> <ul style="list-style-type: none"> <li>• Monthly Hub Volume Report is a summary of the whole month inbound and outbound daily volume reports.</li> <li>• It provides the information of total IB &amp; OB shipments of all types of product products referred to in IRSYAD (Doc 2902) and Domestic Service Reference Guide (Document 2025),comprises of total number of shipments (AWB), number of pieces and weight.</li> <li>• Any service concerns, special achievements, failure, trend, suggestion, special remarks/comments etc. have to be mentioned in the report.</li> <li>• Manager Hub, Line-haul &amp; Gateway/Supervisor Hub &amp; Line-haul in the regional hub has to send Monthly Hub Volume Report to National Manager Hubs, Line-haul &amp; Gateways NLT 1300 hrs by 3rd of every month.</li> </ul> <p>Record:</p>

	<p>The records of daily hub volume reports have to be maintained for one year.</p>
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