

## Job Aid for Generating International Shipments Manifest Through SMSA SPANEL System

<b>Description</b>	This job aid provides guidance on generating international shipment manifests and searching for manifests through the SMSA Spanel system. SMSA Spanel system is designed to streamline the manifesting process for the International Shipments.
<b>Responsibility</b>	All SMSA origins exporting International Shipments
<b>Purpose</b>	The purpose of this job aid is to guide staff on how to perform manifest international shipments. This updated Job Aid provides guidance on how to manifest transit shipments. The following step-by-step process outlines how to generate an international shipment manifest and how to search for it within the system.
<b>Individuals responsible</b>	HUB & Linehaul Managers, HUB & Linehaul Supervisors, Export Coordinators, Gateway Managers, Gateway Supervisors, Clearance Coordinators

The first and foremost important step before creating SPANEL manifest is to ensure that all shipments are 100% correctly scanned and tallied. Once the shipments are properly scanned, follow below step-by-step process:

### 1. Checking Data Availability:

First step is to create origin manifest for international shipments. For this purpose, do the following:

- a. Navigate to SPANEL → System Management → Generate Air Manifest
- b. Paste all export AWBs in the "Air Waybill" section and click "Check AWB Validity."

- c. Click on **Learn More** and then **Export to CSV**

- d. An Excel file will download. Open the file and filter by "Status" column, selecting "No data for this shipment."

	A	B
1	Waybill	Status
2	210219254388	No data for this shipment
3	210219254399	No data for this shipment
4	210219254405	No data for this shipment
5	210264681222	No data for this shipment
6	210264681410	No data for this shipment
7	210264681592	No data for this shipment

- e. These are the AWBs without Data in CORE. Origin is required to ensure that all AWBs have data in CORE before creating the SPANEL manifest. For data entry, follow the instructions in "AWB Manifestation Job Aid".

## 2. Creating the manifest

Now the next step is to create the SPANEL manifest.

- **MAWB From:** Select the origin location in this field. If the Origin name is not mentioned in the dropdown list, select “Other”
- **MAWB To:** This refers to the final destination country or service provider responsible for clearance and last-mile delivery. For example, if sending shipments to Dubai, it would be served by: SMSA DXB. In case if the destination name is not mentioned in the dropdown, select “Other”.
- **Mode:** Ensure that the correct shipping mode is selected (e.g., **Air** or **Road**)
- **Shipment Mode:** There are two options available: **Courier** or **Cargo**.
- **Loading Country:** This refers to the country of origin from where the shipment will be loaded. For example, loading from Saudi Arabia.
- **Loading Port Code:** This is the code for the origin port from where the shipment will be loaded. For example, loading from RUH King Khalid Int. Airport.
- **Destination Country:** This is the country where the shipment will be sent. For example, sending shipments to Bahrain.
- **Destination Port:** The port would be Bahrain Int. Airport if shipments are going to Bahrain.
- **Carrier Code:** This is the code for the carrier. For example, if shipping by air with Saudi Airlines, the carrier code would be SV.
- **Flight / Truck Number:** In case of flight: This will be the flight number. In case of truck: This will be the vehicle’s plate number.
- **Route Number:** For now, leave the route number blank as it will be automatically filled in.
- **Flight/Truck departure:** It is the actual date of Flight or Truck departure.
- **Flight/Truck departure time:** It is the actual time of Flight or Truck departure.
- **Flight/Truck Arrival:** It is the planned/ Estimate date of Flight or Truck Arrival to final destination.
- **Flight/Truck arrival time:** It is the planned/ Estimate time of Flight or Truck arrival to final destination.
- **Unload Date:** It is the date when shipments will be unloaded in the final destination or it can be arrival date in destination as well
- **Total Pieces:** It’s the total pieces giving to airlines not the total AWBs. In case of Trucks load, it will be the total number of pallets. In case of Van, this will be total number of bags and loose pieces loaded.
- **Actual Weight.** For Air loads, mention the **Gross Weight** which will be mentioned on the airline MAWB. For Land loads, it’ll be the total weight of the shipments as mentioned in the Pre-Alert.

- **DIM Weight:** In this field, mention the **Chargeable Weight** which will be mentioned on the airline MAWB. For Land loads, it'll be the total weight of the shipments as mentioned in the Pre-Alert.
- **Carrier Prefix,** is a three-digits identification by every Airline (Auto-filled)
- **BL Number:** In case of flight: it will be the airline MAWB number, In case of Truck: it will be HAWB number.
- **BL Date,** the actual date of making the Manifest.
- **Air Waybills:** All AWBs need to be entered into field **including Transit Shipments** and click submit.

Submit Details

MAWB From	--Select--	MAWB To	--Select--	Mode	--Select--	Shipment Mode	--Select--
Loading Country دولة التحميل	SAUDI ARABIA	Loading Port Code رمز ميناء التحميل	HBT::حظر الباطن				
Destination Country	UNITED STATES	Destination Port	CMH::COLUMBUS, OH				
Carrier Code رمز شركة النقل	SV	Flight/Truck Number رقم الرحلة		Route #			
Saudi Arabian Airlines							
Flight/Truck departure تاريخ مغادرة الرحلة		Flight/Truck Arrival تاريخ وصول الرحلة		Unload Date تاريخ التفريغ			
Flight/Truck departure time	⌚ 11:30	Flight/Truck arrival time	⌚ 11:30				
Total Pieces		Actual Weight		DIM Weight			
Carrier Prefix اختصار شركة النقل	065	BL Number رقم بوليصة الشحن		BL Date تاريخ بوليصة الشحن			
Final Port Type نوع الميناء النهائي	مخرج جوي	Final Port Code رمز الميناء النهائي	CMH				
Air Waybills	<div> <div></div> <div>Submit</div> </div>			<div> <div>Check AWB Validity</div> <div>Save As Draft</div> </div>			

**Note:** Origin need to just mention the Pre-Alert number in the Pre-Alert along with the number of shipments for each destination. No need to attach the SPANEL manifest.

### 3. Processing Transit Shipments at Transit point:

Since the origins will now be including transit shipments in the origin manifest, follow below process to search and download the transit manifest. Destination will just need to search the manifest number and download the final manifest.

- Search Manifest:** Navigate to Search Manifest Screen from System Management → Search Air Manifest
- Manifest Number:** In this field enter all the manifest numbers that contain transit shipments
- Filters:** You can also apply filters to search for a particular manifest

Search Manifest Details

From Date

To Date

Manifests Numbers

155350487  
539342008  
155350714

Route

Arrival Date

CONS Number

Served By

--Select--

Destination

Loading Country

--Select--

Loading Port Code

--Select Loading Country Before--

Search

- Search:** Once the manifest numbers are searched, a list of transit countries included in the manifest will be displayed. Select the country for which the transit manifest needs to be downloaded, then click on "**Export Transit (Multiple Manifests)**."

Reference	Flight Number	Manifest Number	Departure Date	Arrival Date	Origin	Origin Port Code	Destination	Generated By	CONS	Export Transit	Export	Export Customs Template	Archive Manifest
SMFS202410131339139572	999	155350714	13/10/2024	13/10/2024	SA	RUH	DXB	7820	320010651994	<input type="checkbox"/> BAHRAIN <input type="checkbox"/> GERMANY <input type="checkbox"/> EGYPT <input checked="" type="checkbox"/> INDIA <input type="checkbox"/> JORDAN <input type="checkbox"/> KUWAIT <input type="checkbox"/> OMAN	Export Non-Transit Export	Export Customs Template	Archive Manifest
SMFS202410131338213656	999	539342008	13/10/2024	13/10/2024	SA	RUH	DXB	7820	320010553196	<input type="checkbox"/> BAHRAIN <input type="checkbox"/> GERMANY <input type="checkbox"/> EGYPT <input checked="" type="checkbox"/> INDIA <input type="checkbox"/> JORDAN <input type="checkbox"/> KUWAIT <input type="checkbox"/> OMAN	Export Non-Transit Export	Export Customs Template	Archive Manifest

Showing 1 to 3 of 3 entries
10 records per page
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Next

Export Transit (Multiple Manifests)

- Export Manifest:** To create the export manifest for any final destination, download the manifest for that location by selecting all checkboxes for that country in each manifest. Once downloaded, use the AWBs from that manifest to generate the export manifest for the final destination, as outlined in section 2.

Value (SAR)	Phone	ConsigneeID	ID Name	COD	excesstax	clearancetbi	Expiry Date	DestIntcode	OriginCurrencyCode	Nationality	Parcels	ConsigneeCity	Account Number	VatType	DutyType	Final Destination
1	500000055			0	FALSE	FALSE		AE	SAR		1	Cairo	RX9996	DDU	DDU	EG
1	500000055			0	FALSE	FALSE		AE	SAR		1	Cairo	RX9996	DDU	DDU	EG
1	500000055			0	FALSE	FALSE		AE	SAR		1	Cairo	RX9996	DDU	DDU	EG

- f) Before sharing the manifest with the destination, its crucial to cross check the “Final Destination” country in SPANEL Transit Manifest and number of physical shipments.