



SMSA Express Transportation Co., Ltd.

S.O.P. for Shipping U.S. Embassy Riyadh

Diplomatic Pouches

Owner: Director

Department: Operations

Purpose	This document aims to provide the process in shipping the outbound U.S. Embassy Riyadh diplomatic shipments.
Scope	This SOP applies only to the diplomatic shipments shipped from the U.S. Embassy in Riyadh, Kingdom of Saudi Arabia, to the Department of State in Washington D.C., U.S.A..
Inputs	<ol style="list-style-type: none">1. Consignment Security Declaration (CSD) - Attachment A2. Cargo Shipper Acceptance - Attachment B3. Shipper's letter of instructions for issuing Air Waybill (Air Consignment Note) - Attachment C4. Master Air Waybill (MAWB) - Attachment D5. Embassy Security Exemption Letter - Attachment E
Responsibilities	<ol style="list-style-type: none">1. SMSA Clearance Coordinator - Swaleh Said Tel 011-220 1288; Fax 011-220 1266; Mobile 0555 221 273 It shall be the responsibility of the Clearance Coordinator every wednesday of the week to ask the embassy contacts if there are outbound shipments for pick-up on the next day, thursday. If a pick-up must occur outside of the scheduled day (thursday), or if a pick-up needs to be re-scheduled or cancelled due to an emergency, both SMSA and the U.S. Embassy mailroom inform the other party at least 24 hours in advance to ensure that there is sufficient time to plan accordingly.2. SMSA Gateway Courier It shall be the responsibility of the Gateway courier to do the pick-up of diplomatic shipments from the U.S. Embassy Riyadh every thursday at exactly 8:30 am.3. SMSA Gateway Clearance Agent Abdullah Abdul Aziz Al-Kulaib It shall be the responsibility of the Gateway Clearance agent to prepare and process the outbound documents required to tender the U.S. diplomatic pouches to British Airways airline in Saudia Cargo (SV).4. SMSA Hub & Line-haul Manager - Mohammad Nistar Mobile 0500 134 318 Email: ruhintl@smsaexpress.com It shall be the responsibility of the Hub & Line-haul manager to send an email to RiyadIRMMailandAPOservices@state.gov in advance with all SMSA driver and vehicle information so that U.S. Embassy mailroom officials can request employee/vehicle access for all pick-up staff for up to 2 months at a time (bi-monthly basis or on the 1st Sunday of every other month). Format of email as



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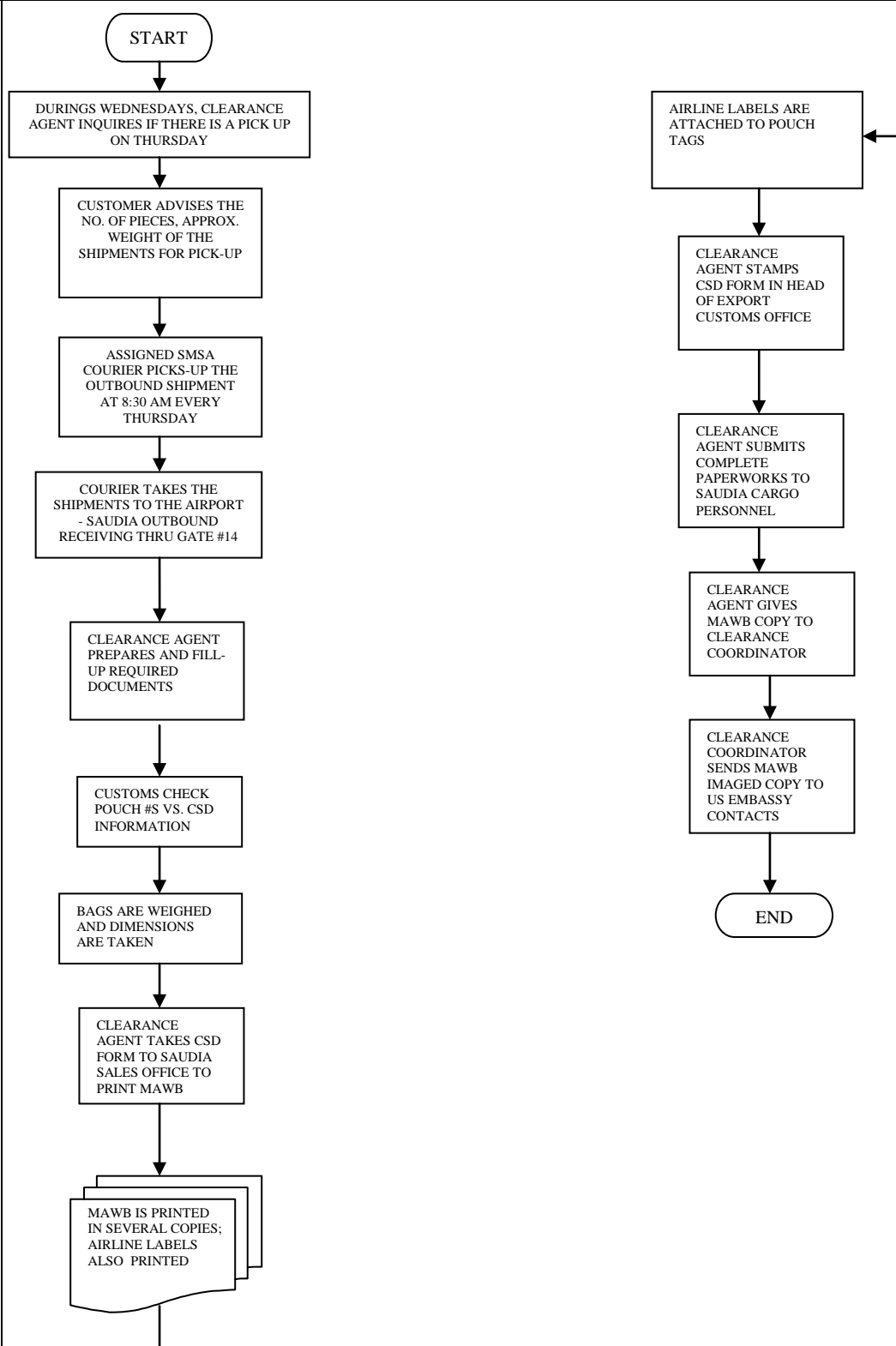
Owner: Director

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	<p>follows:</p> <p>For each employee - SMSA Employee Full Name - SMSA Employee Nationality - Clear photocopy of Iqama</p> <p>For each vehicle - Vehicle License Plate Number - Vehicle Model</p> <p>Note: Any additions to the given list shall be sent at least one week in advance before the intended delivery date.</p> <p>4. U.S. Embassy Riyadh Senior Mail Clerk - Jamal Hammoudeh (Customer) Embassy Switchboard +966 11-488 3800 Ext. 0 Mobile 0508 869 978 Email: HammoudehJ@state.gov</p> <p>It shall be the responsibility of the Senior Mail Clerk to send pre-alert every wednesday to SMSA (Email: dpa@smsaexpress.com) of pick-up details of the outgoing diplomatic bag shipments intended for the Department of State in Washington D.C., U.S.A..</p> <p>5. U.S. Embassy Riyadh Information Mngt. Specialist - Emanne Desjardins (Customer) Mobile 0500 420 0738 Email: desjardinsef@state.gov</p> <p>It shall be the responsibility of the IM Specialist to coordinate with Embassy security and secure security access for SMSA drivers/vehicles assigned to do the pick-up.</p>
Detailed Procedure/Steps	<p>1. Every wednesday morning, the Clearance agent sends an email to customer (RiyadhIRMMailandAPOServices@state.gov) to inquire if there are outbound diplomatic bag shipments for pick-up the next day, thursday.</p> <p>2. Customer to reply to (dpa@smsaexpress.com) and send the following details: no. of pieces and approximate weight. Customer further advises if a bigger vehicle is required for the pick-up; i.e., 4 tonner-truck or 10-tonner truck.</p> <p>3. During actual pick-up on every thursday, SMSA courier should be at the embassy mailroom loading/unloading premises at 8:30 am; after going through the security procedure at the embassy gates. He proceeds to load the diplomatic bags onto his SMSA vehicle.</p> <p>4. After the pick-up, the courier departs from the embassy and proceeds to Saudia Cargo, outbound receiving area. In the event of a vehicle breakdown or any other cause of delay on vehicle arrival, the Clearance Coordinator informs the U.S. Embassy Riyadh contacts of the same.</p>

	<p>5. Meanwhile, the SMSA Clearance Agent prepares and fills-up the following documents before the outbound diplomatic bag shipment arrives:</p> <ul style="list-style-type: none"> • Cargo Shipper Acceptance form (Saudia Cargo) • Consignment Security Declaration (CSD) • Shipper's letter of instructions for issuing Air Waybill (Air Consignment Note) • Embassy letter for Security Exemption <p>6. Upon arrival of the gateway vehicle, outbound shipments are taken inside the receiving area through Gate # 14</p> <p>7. Clearance agent proceeds on the acceptance process; asks the Customs Police to check on the cargo. Police checks the pouch numbers vs. the CSD information only. After checking and if correct, police signs on the CSD form. No x-ray or physical inspection on the items is done.</p> <p>8. Saudia agent proceeds to weigh the diplomatic bags to take the actual weight and also measure the bags to take the shipment dimensions and get the chargeable weight. Saudia Agent writes these details onto the Cargo Shipper Acceptance form.</p> <p>8. Clearance agent proceeds to take the Cargo Shipper Acceptance form to the Saudia Sales office in order to print the MAWB.</p> <p>9. MAWB and the Airline cargo labels are printed. The airline labels are then pasted/stuck/attached on the pouch tags (one label for each tag).</p> <p>10. Clearance agent takes the documents to the Head of Customs for International Export and have the Consignment Security Declaration (CSD) form stamped.</p> <p>11. Clearance agent detaches the Shipper's copy from MAWB; arranges the complete paper-works together and submit them to Saudia Cargo (SV) personnel.</p> <p>12. Clearance agent gives the MAWB Shipper copy to the Clearance coordinator.</p> <p>13. Clearance coordinator sends email pre-alert to U.S. Embassy Riyadh contacts (RiyadhIRMMailandAPOservices@state.gov) by giving the following information:</p> <ul style="list-style-type: none"> - MAWB copy; Flight Details; No. of pieces; Chargeable weight
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Flowchart



**Attachment A -
Consignment
Security
Declaration
(CSD)**

SAUDIA CARGO		التصريح الأمني للشحنات	
CONSIGNMENT SECURITY DECLARATION (CSD)			
SHIPPER التفحص الأمني للشحن الجوي (مباحث المطار) مطار الملك خالد الدولي بمدينة الرياض AIR CARGO SCREENING (GDI) KING KHALID INTERNATIONAL AIRPORT UAI (EE/ACC/SV/RI/H)		ID NO. AWB OTHER	
Content of consignment محتويات الشحنة		Pieces القطع Weight الوزن	
Origin محطة المنشأ	Destination محطة المقصد	Transit Points (if known) محطات الترانزيت	
Security Status الحالة الأمنية	Reasons (that the security status was issued) أسباب الإصدار Received from مستلمة من Screening Method طريقة فحص الشحن Grounds for Exemption أسباب الإعفاء		
Specify Other Screening Method (s) (if applicable)		تعدد أنواع الفحص الأخرى (إن وجدت)	
Name: _____ الاسم : PRN/ Employee ID _____ الرقم الوطني : Signature: _____ التوقيع : Cargo Operations الشحن الجوي Name: _____ الاسم : PRN/ Employee ID _____ الرقم الوطني : Signature: _____ التوقيع : Cargo Security الشحن Name: _____ الاسم : Badge # _____ رقم البطاقة الأمنية : Signature: _____ التوقيع : GDI مطار الملك خالد الدولي		تم التأكد من الحالة (الأمنية) في Security Status issued on التاريخ: ____/____/____ Date ____/____/____ الساعة : ____ Time : ____	
Additional Security Information		معلومات أمنية إضافية	

VERSION 1

01.07.2014

SE-RUH-001

**Attachment B -
Cargo Shipper
Acceptance
Form**

SAUDIA CARGO
Cargo Shipper Acceptance

For Office Use - Part 1 (See Part 2 Below)

Agent/Shipper	Driver's ID Number	Vehicle Reg'n
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Air Waybill Number	AOD	Carrier	No. PCS	SPX	SCO
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Special Handling Information

SEC ☐ HAZ ☐ PER ☐ AVI ☐ AOG ☐ VAL ☐ OTHER (SPECIFY Diplomatic pouch)

Signed _____ Name _____ Date _____ Time _____

For Warehouse Use

No. PCS	Checkweight	Location	2nd Signature Req'd	Remarks
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Volume/ Dimensions _____

IS THIS CONSIGNMENT LABELLED WITH ANY DANGEROUS GOODS LABEL YES / NO*

I certify goods are intact

Signed _____ Name _____ Date _____ Time _____

NB Cargo damaged or unsuitable packed must not be accepted

☒ X-Ray* ☐ Handsearch* ☐ Hold*

* Delete as applicable

I Certify that the above Air Waybill has been cleared as indicated and is authorized to travel

Signed _____ Name _____ Date _____ Time _____

For field Cargo Only

The above cargo was not X-rayed or Handsearched Because _____

Signed _____ Name _____ Date _____ Time _____

Date and Time/ Cleared _____

For Office Use - Part 2

IF CONSIGNMENT LABELLED AS DANGEROUS GOODS, AS INDICATED BY THE WAREHOUSE, IS CONSIGNMENT DECLARED ACCORDINGLY YES / NO*

Is form fully complete * This Question must be answered * YES / NO*

Signed _____ Name _____ Date _____ Time _____

Version: 1

AGP0018 CP028

VERSION:1 ISSUE DATE: 01/09/11 LF - 016 - 11

Attachment C -
Air Consignment
Note

Shipper's letter of instructions for issuing
Air Waybill (Air Consignment Note)

خطاب تعليمات الشاحن لإصدار بوليصة شحن جوي

SHIPPER Name: AMERICAN EMBASSY Address: RIYADH ACC0114450 Phone No.: 011 4883800		 الخطوط الجوية العربية السعودية SAUDI ARABIAN AIRLINES	
CONSIGNEE Name: DEPARTMENT OF STATE WASHINGTON, D.C. 20520 Address: DSWIAD Phone No.: 001-202-6474000		بموجب هذا ، نطلب منكم وتفويضكم . عند إستلامكم لتبليغ الموضحة هنا إعداد وتوقيع بوليصة الشحن الجوي والمستندات الأخرى اللازمة لتيارنا ، ومن ثم شحن البضاعة بناء على شروط عقدكم . You are hereby requested and authorized upon receipt of the consign- ment described herein to prepare and sign the Air Waybill and other necessary documents on our behalf and dispatch the consignment in accordance with your Conditions of Contract. نشهد بأن محتويات هذه الشحنة قد تم وصفها بإسمها الفعلي وفي حالة إحتواء أي جزء من الشحنة على مواد خطيرة فإن ذلك الجزء في حالة صلاحية للشحن الجوي ومطابقة لأنظمة نقل المواد الخطيرة المعمول بها . I certify that the contents of this consignment are properly identified by name. Insofar as any part of the consignment contains dangerous goods, such part is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.	
Airport of Departure RIYADH RUH	Airport of Destination WASHINGTON IAD	Requested Routing 	
Requested Booking 			
العلامات والأرقام Marks & Numbers	عدد ونوع الطرود No. & Kind of Packages	وصف الشحنة Description of Goods DIPLOMATIC MAIL رصيد سياسي	الوزن الإجمالي Gross Weight
AIR FREIGHT CHARGES PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/>		OTHER CHARGES AT ORIGIN PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/>	
(Mark one to apply) (If Service Available)		(Mark one to apply) (If Service Available)	
Declared Value For Carriage For Customs		Shipper's Signature Date: Time:	
Handling Information & Remarks			

1st copy - to Origin Station

النسخة ١ - إلى محطة الاصل



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Attachment D - MAWB

065 RUH 7162 0010 065-7162 0010

Shipper's Name and Address AMERICAN EMBASSY P.O. BOX 94903 DIPLOMATIC QUARTER 11693 RIYADH SAUDI ARABIA TEL: 00966114883800		Shipper's Account Number 14520		NOT NEGOTIABLE CONSIGNMENT NOTE AIR WAYBILL		Saudi Arabian Airlines CARGO الشحن	
Consignee's Name and Address DEPARTMENT OF STATE 2201 C ST. NW WASHINGTON, DC 20520 USA TEL: 2026471512-001202647400		Consignee's Account Number		JEDDAH - 21231 SAUDI ARABIA			
Issuing Carrier's Agent Name and Address SMSA CONTRACTING EST. RIYADH				Accounting Information			
Agent's IATA Code OT 14520/MAL		Account No. 14520					
Airport of Departure (Addr. of First Carrier) and Requested Routing RIYADH				Reference Number TURKI		Optional Shipping Information	
To IAD	By First Carrier SV	Routing and Destination	To SV	By SV	Currency SAR	Declared Value for Carriage NVD	Declared Value for Customs NCV
Airport of Destination WASHINGTON DULLES		Requested Flight/Date SV037/24		Amount of Insurance XXX		INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information							
For U.S.A. use only: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to USA law prohibited.							
No. of Pieces RCP	Gross Weight kg	Rate Class Commodity Item No.	Chargeable Weight kg	Rate Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)	
3	101.0	Q	300.0	14.50	4290.00	DIPLOMATIC MAIL DIMS / CM 70 X 70 X 63 X 2 100 X 90 X 90 X 1	
3	101.0				4290.00	DIP VOLUME: 1.427	
Prepaid 4290.00		Weight Charge		Collect		Other Charges	
		Valuation Charge		Tax		AWC 25.00 MYC 1200.00 SCC 120.00	
		Total Other Charges Due Agent				XBC 75.00	
		Total Other Charges Due Carrier				Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.	
		Total Prepaid 3710.00		Total Collect		FOR: AMERICAN EMBASSY	
Currency Conversion Rates		CC Charges in Dest. Currency				Signature of Shipper or his Agent	
For Carrier's Use only at Destination		Charges at Destination		Total Collect Charges		23 OCT 2016 RIYADH TURKI AL	
						Executed on (date) at (place) Signature of Issuing Carrier or its Agent	
						065-7162 0010	

SV 935-6723 www.security-label.com 11M2010 ORIGINAL 3 (FOR SHIPPER)

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**Attachment E -
Embassy
Security
Exemption
Letter**



Embassy of the United States of America

سفارة الأمريكية الولايات المتحدة

الرياض، المملكة العربية السعودية

سعادة مدير الامن

مطار الملك خالد الدولي

الرياض، المملكة العربية السعودية

.....تحية طيبة وبعد.....

ترجو سفارة الولايات المتحدة الأمريكية من سعادتكم التكرم بعدم فحص البريد السياسي الصادر .

وتؤكد السفارة بأن جميع محتويات الحقائب الدبلوماسية خالية من المتفجرات أو الأسلحة.

شاكرين لیسعادتكم حسن تعاونكم واهتمامكم وتفضلوا بقبول فائق الاحترام.


 ملاحق الإتصالات
 السفارة الأمريكية