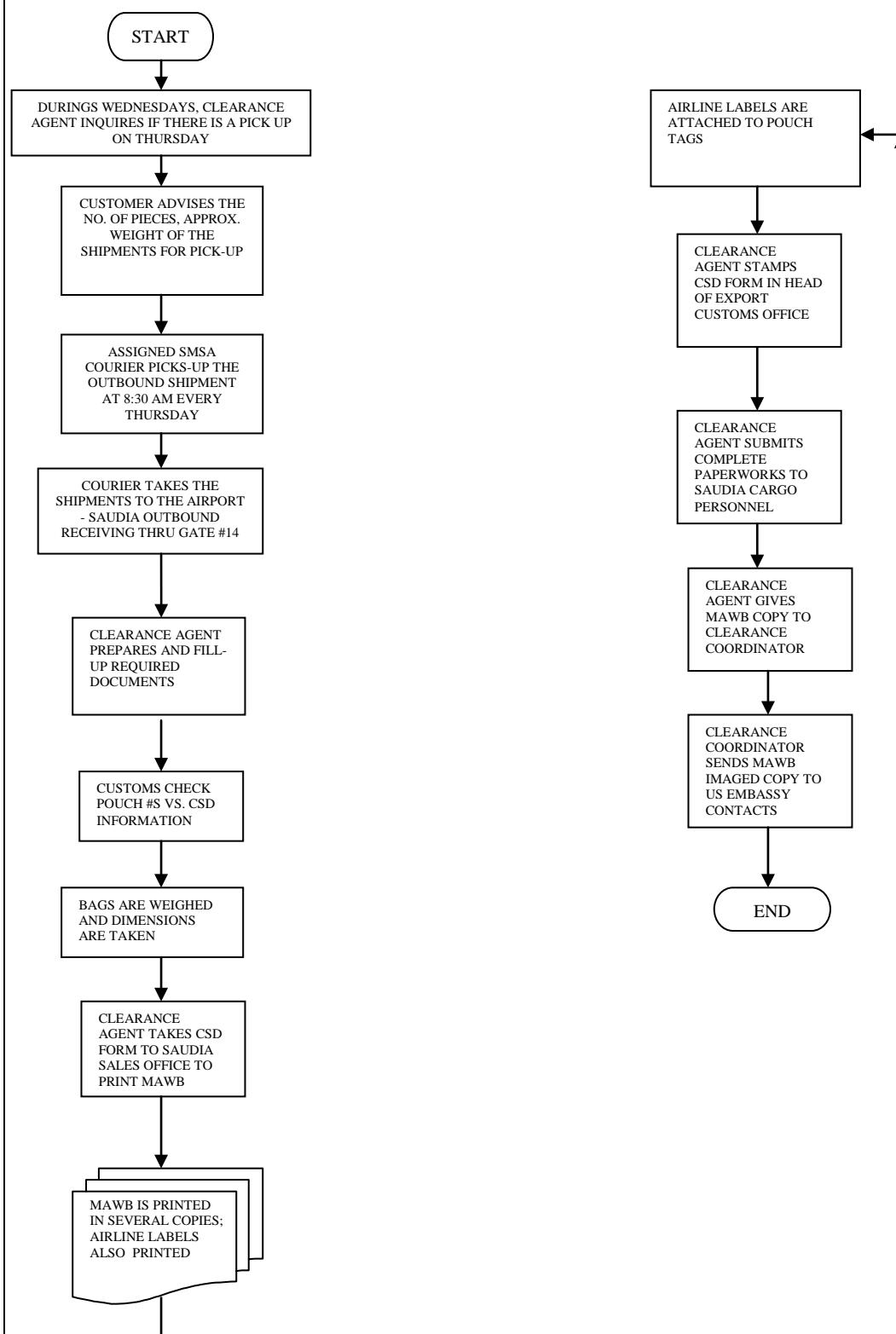


Purpose	This document aims to provide the process in shipping the outbound U.S. Embassy Riyadh diplomatic shipments.
Scope	This SOP applies only to the diplomatic shipments shipped from the U.S. Embassy in Riyadh, Kingdom of Saudi Arabia, to the Department of State in Washington D.C., U.S.A..
Inputs	<ol style="list-style-type: none"> 1. Consignment Security Declaration (CSD) - Attachment A 2. Cargo Shipper Acceptance - Attachment B 3. Shipper's letter of instructions for issuing Air Waybill (Air Consignment Note) - Attachment C 4. Master Air Waybill (MAWB) - Attachment D 5. Embassy Security Exemption Letter - Attachment E
Responsibilities	<p>1. SMSA Clearance Coordinator - Swaleh Said Tel 011-220 1288; Fax 011-220 1266; Mobile 0555 221 273</p> <p>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.</p> <p>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.</p> <p>2. SMSA Gateway Courier</p> <p>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.</p> <p>3. SMSA Gateway Clearance Agent</p> <p>Abdullah Abdul Aziz Al-Kulaib</p> <p>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).</p> <p>4. SMSA Hub & Line-haul Manager - Mohammad Nistar Mobile 0500 134 318 Email: ruhaintlib@smsaexpress.com</p> <p>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</p>

	<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 (RiyadhIRMMail and APOservices@state.gov) by giving the following information:</p> <ul style="list-style-type: none">- MAWB copy; Flight Details; No. of pieces; Chargeable weight
--	--

Flowchart



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

SAUDIA CARGO

CONSIGNMENT SECURITY DECLARATION (CSD)

SHIPPER	ID NO.
المقصن الامني لشئون الجوي (جهاز المطار) مطار الملك خالد الدولي بمنطقة الرياض AIR CARGO SCREENING (GDI) KING KHALID INTERNATIONAL AIRPORT	
UAI (BE/ACC3/SV/RUH)	
Content of consignment محتويات الشحنة	
Origin المنشأ <input type="checkbox"/> Destination المقصن <input type="checkbox"/> Transit Points (if known) مسارات التردد	
Security Status الحالة الامنية Reasons (that the security status was issued) تفاصيل من اصدرت الحالة الامنية	
Received from من اعطيت من <input type="checkbox"/> Screening Method طريقة المقصن الامني <input type="checkbox"/> Grounds for Exemption اسباب الاصحاح	
Specify Other Screening Method (s) (if applicable) تفاصيل اخراج المقصن الامني (ان وجدت)	
Name: الاسم: _____ PRN/ Employee ID: الرقم الوظيفي: _____ Signature: التوقيع: _____ Cargo Operations المقصن الجوي	
Name: الاسم: _____ PRN/ Employee ID: الرقم الوظيفي: _____ Signature: التوقيع: _____ Cargo Security المقصن	
Name: الاسم: _____ Badge #: رقم الطبقية الامنية: _____ Signature: التوقيع: _____ GDI جهاز المطار	
Additional Security Information معلومات امنية إضافية	

VERSION 1

01.07.2014

SE-RUH-001

**Attachment B -
Cargo Shipper
Acceptance
Form**

SAUDI CARGO
Cargo Shipper Acceptance

For Office Use - Part 1 (See Part 2 Below)					
Agent/Shipper	Driver's ID Number	Vehicle Regn			
Air Waybill Number		ACD	Carmer	No. PCS.	SPX
					SCO
Special Handling Information					
SEC	HAZ	PER	AVI	AOG	VAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (SPECIFY)					
<i>Diplomatic pouch</i>					
Signed _____		Name _____		Date _____	Time _____
For Warehouse Use					
No. PCS.	Checkweight	Location	2nd Signature & Regn	Remarks	
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					
<input type="checkbox"/> X-Ray*		<input type="checkbox"/> Handsearch*		<input type="checkbox"/> 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 Held 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 IDENTIFIED 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				ACER0018	GP028
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	ج.م.ع:
Address: RIYADH - ACC0114450	عنوان:
Phone No: 011 4883800	رقم الهاتف:

CONSIGNEE	
Arabic Name: DEPARTMENT OF STATE WASHINGTON, D.C.	ج.م.ع:
Address: 20520 DSWIAD	عنوان:
Phone No: 001-202-6474000	رقم الهاتف:

Airport of Departure: RIYADH	ج.م.ع: RIYADH	Airport of Destination: WASHINGTON	ج.م.ع: WASHINGTON
RUH	IAD		

Requested Routing: **ج.م.ع: رحله المسافر**

Requested Booking: **ج.م.ع: رحله المسافر**



يرجى هنا ، نطلب منكم وثائقكم . عند إسلامكم للمسافحة
المرخصة هنا إعداد وتوقيع بوليصة الشحن الجوي والمستندات
الآخرى الازمة نهاية عنا ، ومن ثم شحن البطاعة بناء على شروط
عذلكم .

You are hereby requested and authorized upon receipt of the consignment
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.

نثمن بان محتويات هذه البطاعة قد تم وصفها باسمها الفعلي وفي
حالة احتجاء اي جزء من البطاعة على مواد خطرة فإن ذلك اجراء
في حالة صادقة للشحن الجوي ومتباينة لأنظمة نقل المواد الخطرة
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.

العلامات والرقم Marks & Numbers	عدد ونوع البضاعة No. & Kind of Packages	وصف البضاعة Description of Goods	الوزن الإجمالي Gross Weight	الابعاد Dimensions
		DIPLOMATIC MAIL دبلوماسي		

AIR FREIGHT CHARGES	PREPAID <input type="checkbox"/> رسوم شحن مقدمة	OTHER CHARGES AT ORIGIN <input type="checkbox"/> رسوم شحن اصلية	PREPAID <input type="checkbox"/> رسوم شحن مقدمة	OTHER CHARGES AT DESTINATION <input type="checkbox"/> رسوم شحن اصلية
COLLECT <input type="checkbox"/> رسوم شحن مكتوب			COLLECT <input type="checkbox"/> رسوم شحن مكتوب	

(Mark one to apply) (If Service Available) **مثلك المدفوع في حال ارتباطها**

Declared Value For Carriage	القيمة المدفوع في حال ارتباطها	Declared Value For Customs	القيمة المدفوع في حال ارتباطها
--------------------------------	--------------------------------	-------------------------------	--------------------------------

Handling Information & Remarks **معلومات الشحن و الملاحظات**

Printed by ERICK

1st copy to Origin Station

Printed by ERICK
1st copy to Origin Station

**Attachment D -
MAWB**

065 RUH 7162 0010		065-7162 0010	
AMERICAN EMBASSY P.O.BOX 94903 DIPLOMATIC QUARTER 11693 RIYADH SAUDI ARABIA TEL: 00966114883800		NOT NEGOTIABLE CONSIGNMENT NOTE AIR WAYBILL  JEDDAH - 21231 SAUDI ARABIA	
Consignor Name and Address DEPARTMENT OF STATE 2201 C ST. NW WASHINGTON, DC 20520 USA TEL: 2026471512-001202647400		Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted on this consignment note) and are SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CARRIAGE INSTRUCTIONS ARE GIVEN BY THE SHIPPER. AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.	
Consignee Name and Address SMSA CONTRACTING EST. RIYADH		Accounting Information	
Agent's IATA Code OTT 14520/MAL Account No. 14520			
Airport of Departure (Addr. of First Carrier) and Requested Routing RIYADH		Reference Number TURKI Optional Shipping Information	
IAD By First Carrier Routing and Destination To By To By		Currency SAR Chrgs APO Wt/Val PRO One Two Three Four Five Declared Value for Carriage NVD Declared Value for Customs NCV	
WASHINGTON DULLES SV037724 Requested Flight/Date		Amount of Insurance INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereto, indicate amount to be insured in figures in box marked "Amount of Insurance".	
Handling Information			
<small>(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.</small>			
No. of Pieces RCP	Gross Weight 101.0K	Rate Class Commodity Item No.	Chargeable Weight 300.0
			Rate 14.30
			Total Charge 4290.00
			Nature and Quantity of Goods (incl. Dimensions or Volume) DIPLOMATIC MAIL DIMS / CM 70 X 70 X 63 X 2 100 X 90 X 90 X
3 101.0			VOLUME: 1.427
Prepaid 4290.00	Weight Charge 0.00	Collect 0.00	Other Charges AWC 25.00 MYC 1200.00 SCC 120.00 XBC 75.00
Valuation Charge 0.00			
Tax 0.00			
Total Other Charges Due Agent 0.00			
Total Other Charges Due Carrier 1420.00			
Total Prepaid 5710.00	Total Collect 0.00		
Currency Conversion Rates 11M2010	CC Charges in Dest. Currency 0.00		
For Carrier's Use only at Destination 0.00	Charge at Destination 0.00	Total Collect Charges 0.00	
<small>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.</small>			
FOR: AMERICAN EMBASSY <small>Signature of Shipper or his Agent</small>			
23 OCT 2016 RIYADH TURKI AL <small>Executed on (date) at (place)</small>			
<small>Signature of Issuing Carrier or its Agent</small> 065-7162 0010			

**Attachment E -
Embassy
Security
Exemption
Letter***Embassy of the United States of America*

سفارة الأمريكية الولايات المتحدة
الرياض، المملكة العربية السعودية

سعادة مدير الإقليم من
مستشار الملك خالد الدوسي

الرياض، المملكة العربية السعودية

تحية طيبة ويعمل

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

ونؤكد السفارة بأن جميع محتويات الحقائب الدبلوماسية حالياً من المتفجرات أو الأسلحة.
شكراً لكم لسعادتكم حسن تعاونكم واهتمامكم وتفضلاً بقبول فائق الاحترام.



السفارة الأمريكية
الإمارة