


Overview	To orient all personnel on the correct way to fill up an AWB
Person Affected	All Personnel who are using the Manual AWB
Instructions	Please refer below



SMSA Express Transportation Co., Ltd.

Dear Customer,
Filling in an Air Waybill correctly as shown below, will help us to deliver your shipment on time.

1. Air Waybill Number:

2. Sender's Information:

Please fill out SMSA Air Waybill using ballpoint pen.

When filling the SMSA Air Waybill, make sure the information below is included:

Calendar date should be used with the following format (Month, Day, Year MM/DD/YY).

Account number (applicable only for corporate).

Sender's name followed by sender's Mobile or Landline number and the ID No. (National ID, Passport No, license, etc.)

Address: Should be clear and included the following information:

- Work place (Govt., company, establishment, office, etc.)
- Building name (example: Alagayyah Bldg. No. 3000)
- Floor number (Example 5th Floor)
- Apartment or Office number (example: Apartment No. 8, Office No. 10)
- Street Name (Example: King Faisal St.)
- City Name and District Name (Example: Riyadh, Muntaba District)
- Postal Code (Example: 12345)

3. Recipient Information:

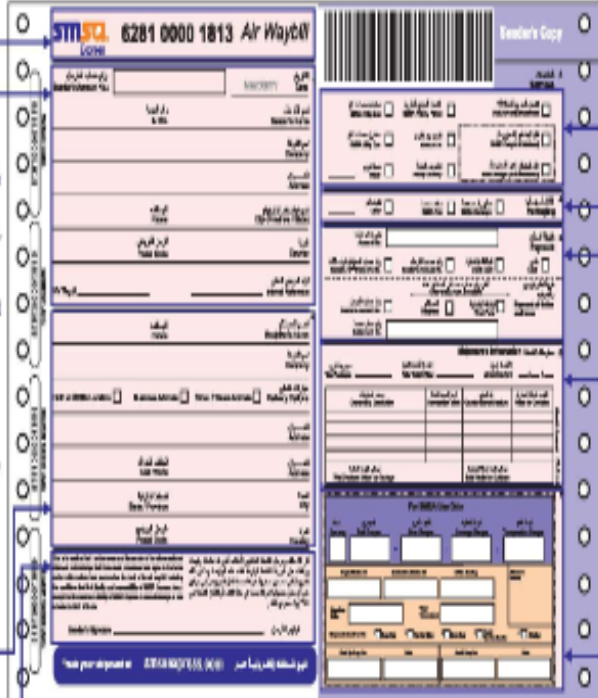
Please fill out SMSA Air Waybill using ballpoint pen.

Recipient name followed by mobile and fax. E-mail address.

Address: Should be clear and included the following information:

- Work place (Govt., company, establishment, office, etc.)
- Building name (example: Alagayyah Bldg. No. 3000)
- Floor number (Example 5th Floor)
- Apartment or Office number (example: Apartment No. 8, Office No. 10)
- Street Name (Example: King Faisal St.)
- City Name and District Name (Example: Riyadh, Muntaba District)
- Postal Code (Example: 12345)

4. A sender's signature is required to confirm the information and amount paid, and acknowledge the condition of carriage.



5. Services:

This section is designated for the type of service required. (A SMSA employee will explain the offered services to the customer.)

6. This section is designated for the type of packaging.

7. This section states the method of payment (e.g. on account for corporate and cash for walk-in customers). A SMSA employee will fill out this section as per customer request.

8. Shipment Information:

Please make sure the following information is provided. PRINT IN ENGLISH.

- Commodity Description in English
- Harmonize Code (required or clearance in customs destination)
- Country of Manufacture (when it was production model)
- Value for customs (value of shipment - currency is important to)

9. For SMSA Use Only

Important Information

- To deliver your shipment on time, the recipient address should be written clearly. All information related to recipient in the second section of the SMSA Air Waybill should be fully provided.
- In terms of the Civil Aviation requirements a copy of the sender's ID is required for all shipments traveling by air.
- For equipment, all contents of the shipment will be checked.
- International shipments might require certain document(s) as needed by government authorities (customs) at the destination country, such as (Certificate of Origin and/or other document), therefore the sender must tender these documents before shipping to avoid delays or destruction or return of the shipment by the customs authority at the destination country.

"If you face any difficulties in filling-in the air waybill, our employees will be happy to assist and support you."

92 000 9999
www.smsaexpress.com