



SMSA AWB- Imaging Process

	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	


Table of Contents

1. Purpose..... 3

2. Scope 3

3. Procedure 3

Imaging

	SMSA AWB- Imaging Process	Originator: SMSA PLANNING	
		REV. #1.1	
	Document No.	Date: 11/1/2016	

1. Purpose

The purpose of this document is to define the operating process for imaging of SMSA domestic/international AWBs.

2. Scope

Scope includes imaging of Pre-Printed AWBs and Automated AWBs.

3. Procedure

- 1. Before starting the imaging, AWBs should be segregated or divided into two groups before the scanning. Each group

Please Note: DO NOT SCAN - POS AWBs starting with AWB# "217", Reroute Shipments & RTS shipments with same AWB.

- a) Pre-Printed AWB one group

STMSA Express Air Waybill 2100 9629 9642

Manifest Billing Copy

Sender's Account No. RC 2361 25/09/16

1052591037 HASSAN

CLAYA HOUSE STAFF

A/c. R4-7669

Riyadh

KSA

01012123440 RAHMA MUHAMMAD

AL BASAR ALAENEE STREET

No. 46 CAIRO

GARDEN CITY

EGYPT

2100 9629 9642

Services: Domestic ☒ International ☒

STOX

R4 7669

Payment: Credit ☒ Debit ☐ Cash ☐

Shipper's Information: 01 0.30

DOCUMENTS


NOV

SA

For SMSA Use Only

RuH EG

3917 05/29/16 1310

	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	

b) Automated AWBs (SAM Light and SAM Heavy) into one group

- SAM Light AWB (AWB# starting with 215)

SMSA Express - SMSA Automation Manager Account Number 101110259 -- RU7537 FROM RUH 0500291777 Hasan Al Hazmi Electronics Seller Trading Al Ezdehar Area Behind Al Marai Co Exit 7 SAUDI ARABIA Riyadh		SMSA Express ShipData : May 04, 2016 Weight: 2KG PKG TYPE: Pieces: 1 Notes:	
SHIP TO: 0554259878 um Tuleen Al Andalus Area - Al Arbacen Street SAUDI ARABIA Majmaah		REF: Tools DESC Commodities Tools SIGN	
TRK #: 2150 0315 1377  CONSIGNEE COPY - PLEASE PLACE IN POUCH		SMSA Priority Parcels (SPOP) SA MJM	

PLEASE FOLD THIS SHIPPING DOCUMENT IN HALF AND PLACE IT IN A WAYBILL POUCH AFFIXED TO YOUR SHIPMENT SO THAT THE BARCODE PORTION OF THE LABEL CAN BE READ AND SCANNED. *** WARNING: USE ONLY THE PRINTED ORIGINAL LABEL FOR SHIPPING, USING PHOTOCOPY OF THIS LABEL FOR SHIPPING IS FRAUDULENT AND CAN RESULT IN ADDITIONAL BILLING CHARGES ALONG WITH THE CANCELLATION OF YOUR SMSA ACCOUNT NUMBER.

SMSA EXPRESS CONDITION OF CARRIAGE
Please read the complete version of our Condition of Carriage on www.smsaexpress.com

IMPORTANT NOTICE: These Conditions of Carriage EXCLUDE LIABILITY on the part of SMSA and its employees or agents for loss, damage and delay in certain circumstances; LIMIT LIABILITY to stated amounts where liability is accepted and REQUIRE NOTICE OF CLAIMS within strict time limits. Senders should note these Conditions carefully and where necessary obtain insurance cover in order to protect their interests.


1. Application 1.1 These Conditions apply to the carriage of Shipments from and between selected specified SMSA locations within selected countries, utilizing services or service options of SMSA (if and where available). These services may be modified by SMSA from time to time. Upon request, Customers can be informed about the areas that are served by SMSA. 1.2 In case of conflict between our Conditions of Carriage and the terms and conditions on any SMSA (Air) Waybill, manifest, shipping label or other transit documentation, our Conditions of Carriage control to the extent that they do not conflict with the mandatory rules relating to liability for international carriage; or, for Shipments carried from and between specified locations within one country, with the mandatory rules relating to liability for carriage prescribed by the laws of that country. 1.3 These Conditions (which term includes those agreements and conventions expressly referred to herein) represent the entire agreement between the parties and, subject to section 1.2, shall prevail over, exclude and supersede any other terms or conditions, oral or written, wherever appearing or made and, in particular, any terms or conditions sought to be incorporated by the Sender in any other written or oral statements concerning these Conditions. The Sender confirms that it does not rely upon or claim any other terms, warranties, conditions or representations relating to the use of the services under this Agreement.

3. Rates Rates applied shall be those rates applicable and in force at the time that the contract of carriage is made.

4. Billing 4.6 If applicable, duties and taxes may be assessed on the contents of Shipments. 4.7 REGARDLESS OF ANY PAYMENT INSTRUCTIONS OR PROVISIONS TO THE CONTRARY, THE SENDER SHALL ALWAYS REMAIN ULTIMATELY LIABLE FOR THE CHARGES INCLUDING ANY DUTIES AND TAXES, IF ANY. 4.8 For currency conversion, SMSA may apply a conversion fee. Please refer to our Conditions of Carriage.

5. Invoice Adjustments / Dimensional Weight 5.1 If the service selected or weight entered is incorrect, SMSA may make appropriate corrections to the (Air) Waybill and appropriate adjustments to the invoice at any time and will be entitled to charge a special handling fee for having to make such corrections and amendments. 5.3 Charges may be assessed based on dimensional weight.

6. Refusal or Rejection of Shipment(s) SMSA reserves the right to refuse, hold, cancel, postpone or return any Shipment at any time if such Shipment would in the opinion of SMSA be likely to cause delay to other Shipments, goods or persons, or the carriage of which is prohibited by law or is in violation of any of these Conditions, or the SMSA Account of the person or entity responsible for payment is in poor credit standing. The fact that SMSA accepts a Shipment does not mean that such Shipment conforms to applicable laws and regulations or to the present Conditions.

	SMSA AWB- Imaging Process	Originator: SMSA PLANNING	
	Document No.	REV. #1.1	
		Date: 11/1/2016	

- SAM Heavy AWB (AWB# starting with 222)

SMSA Automation Manager - AWB Act # : 101002170 -- RU6901 From : Origin: Riyadh 0535002148 Commercial Development Co. 100F Rabwa 0535002148 Riyadh Saudi Arabia		Field2 Ship Date : 05/05/2016 Pkg Type : Other ActWgt : 5.0 KG Pieces : 1 Insurance : 0 Notes : RE : 2000121209 خردوات DESC : ght		 CARRIAGE VALUE : 0 SAR CUSTOMS VALUE : 0 SAR	
SHIP TO : 0554946111 BILL SENDER هدي علي الشوي الناصي Namas Saudi Arabia		SIGN : SMSA Priority Parcels (SPOP) TRA # 2220 4825 0466 1/1  SA ANS		 1.032 222048250466	
Emp # Cash - CONSIGNEE COPY - PLEASE PLACE IN POUCH					

PLEASE FOLD THIS SHIPPING DOCUMENT IN HALF AND PLACE IT IN A WAYBILL POUCH AFFIXED TO YOUR SHIPMENT SO THAT THE BARCODE PORTION OF THE LABEL CAN BE READ AND SCANNED. *** WARNING: USE ONLY THE PRINTED ORIGINAL LABEL FOR SHIPPING. USING PHOTOCOPY OF THIS LABEL FOR SHIPPING IS FRAUDULENT AND COULD RESULT IN ADDITIONAL BILLING CHARGES ALONG WITH THE CANCELLATION OF YOUR SMSA ACCOUNT NUMBER.

SMSA EXPRESS CONDITION OF CARRIAGE

Please read the complete version of our Condition of Carriage on www.smsaexpress.com

IMPORTANT NOTICE: These Conditions of Carriage EXCLUDE LIABILITY on the part of SMSA and its employees or agents for loss, damage and delay in certain circumstances; LIMIT LIABILITY to stated amounts where liability is accepted and REQUIRE NOTICE OF CLAIMS within strict time limits. Senders should note these Conditions carefully and where necessary obtain insurance cover in order to protect their interests.

1. Application 1.1 These Conditions apply to the carriage of Shipments from and between selected specified SMSA locations within selected countries, utilizing services or service options of SMSA (if and where available). These services may be modified by SMSA from time to time. Upon request, Customers can be informed about the areas that are served by SMSA. 1.2 In case of conflict between our Conditions of Carriage and the terms and conditions on any SMSA (Air) Waybill, manifest, shipping label or other transit documentation, our Conditions of Carriage control to the extent that they do not conflict with the mandatory rules relating to liability for international carriage; or, for Shipments carried from and between specified locations within one country, with the mandatory rules relating to liability for carriage provided by the laws of that country. 1.3 These Conditions (which term includes those agreements and conventions expressly referred to herein) represent the entire agreement between the parties and, subject to section


1.2, shall prevail over, exclude and supersede any other terms or conditions, oral or written, whenever appearing or made and, in particular, any terms or conditions sought to be incorporated by the Sender or any other written or oral statements concerning these Conditions. The Sender confirms that it does not rely upon or claim any other terms, warranties, conditions or representations relating to the use of the services under this Agreement.

3. Rates Rates applied shall be those rates applicable and in force at the time that the contract of carriage is made.

4. Billing 4.6 If applicable, duties and taxes may be assessed on the contents of Shipments. 4.7 REGARDLESS OF ANY PAYMENT INSTRUCTIONS OR PROVISIONS TO THE CONTRARY, THE SENDER SHALL ALWAYS REMAIN ULTIMATELY LIABLE FOR THE CHARGES INCLUDING ANY DUTIES AND TAXES, IF ANY. 4.8 For currency conversion, SMSA may apply a conversion fee. Please read our Conditions of Carriage.

5. Invoice Adjustments / Dimensional Weight 5.1 If the service selected or weight entered is incorrect, SMSA may make appropriate corrections to the (Air) Waybill and appropriate adjustments to the invoice at any time and will be entitled to charge a special handling fee for having to make such corrections and amendments. 5.3 Charges may be assessed based on dimensional weight.

6. Refusal or Rejection of Shipment(s) SMSA reserves the right to refuse, hold, cancel, postpone or return any Shipment at any time if such Shipment would in the opinion of SMSA be likely to cause damage or delay to other Shipments, goods or persons, or the carriage of which is prohibited by law or is in violation of any of these Conditions, or the SMSA Account of the person or entity responsible for payment is not in good credit standing. The fact that SMSA accepts a Shipment does not mean that such Shipment conforms to applicable laws and regulations or to the present Conditions.

	SMSA AWB- Imaging Process	Originator: SMSA PLANNING	
	Document No.	REV. #1.1	
		Date: 11/1/2016	

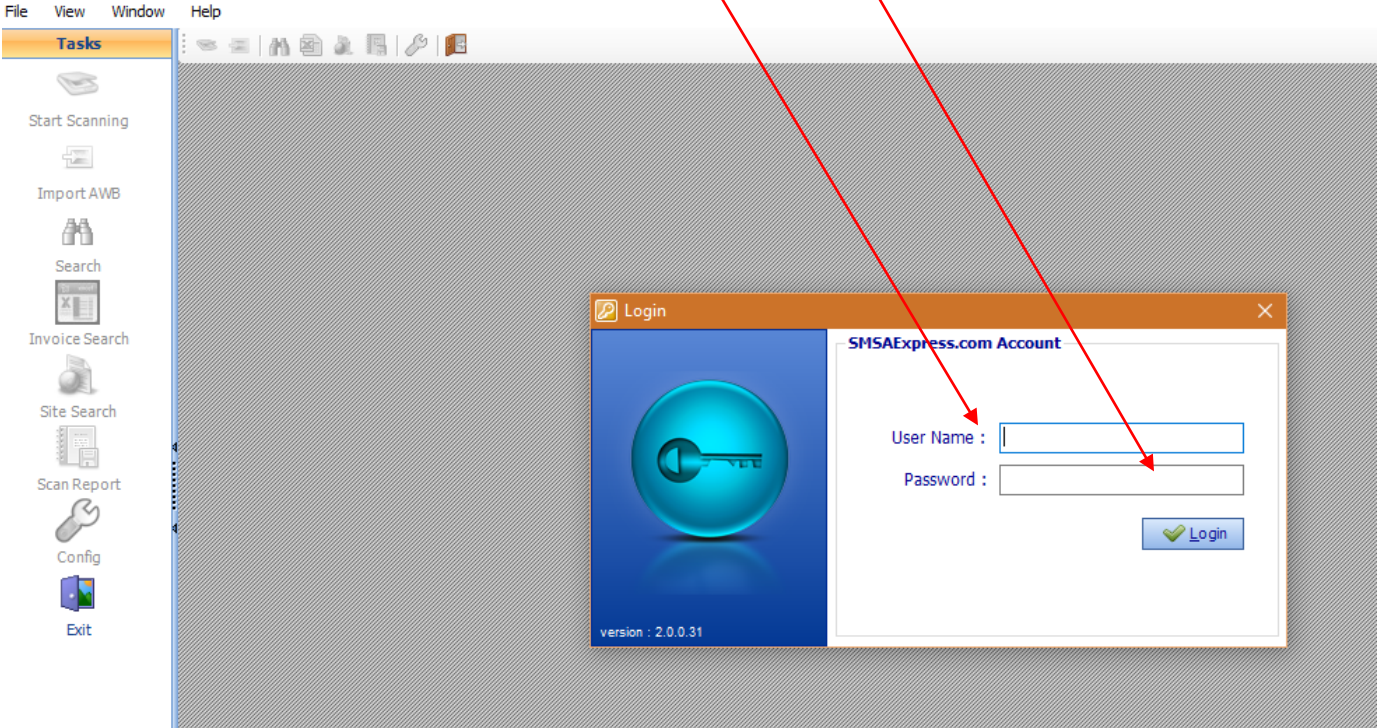
2. SMSA Station/Hub staff to follow the below given procedure for imaging of AWBs:

Step1: Prepare the separate batches for Pre-printed and Automated AWBs (**50AWB's per batch**).

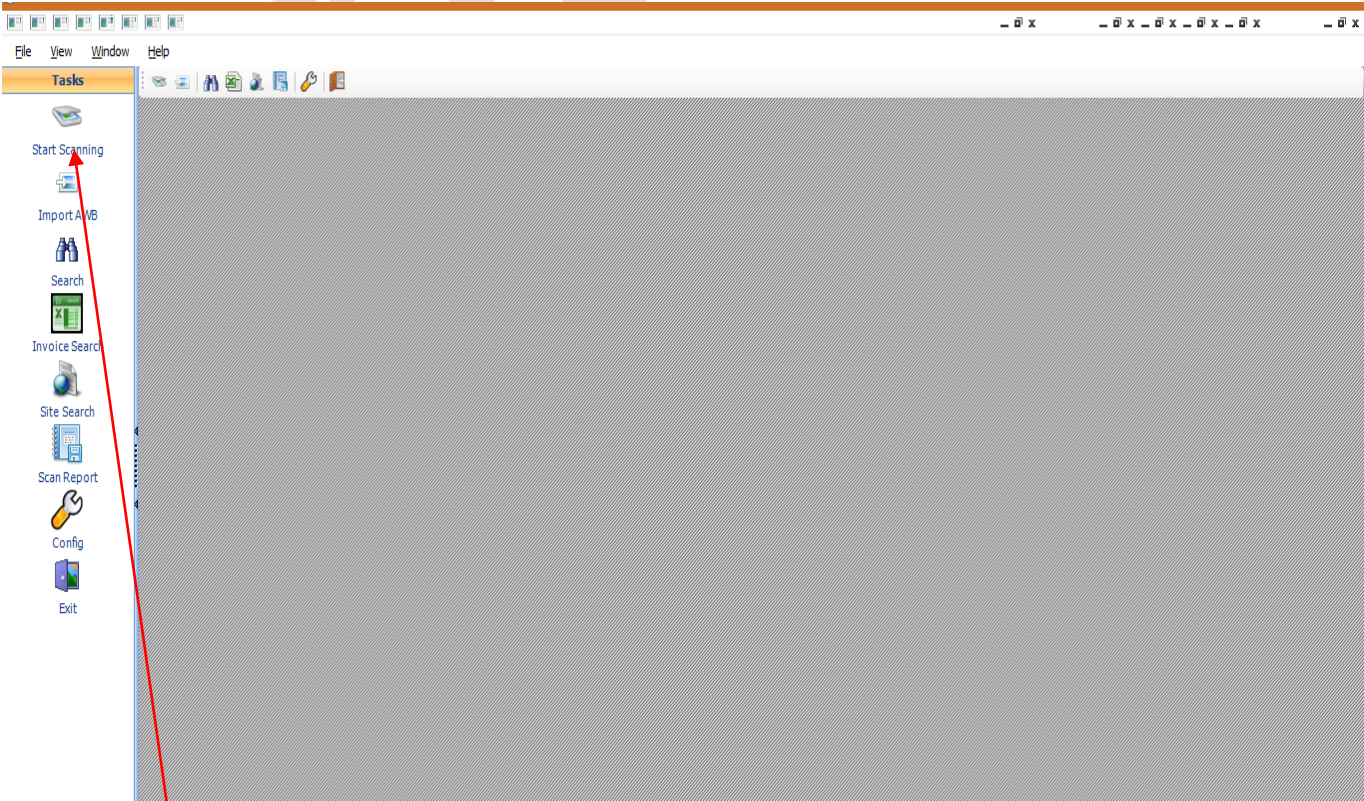
Step2: Click on the "SMSA Scanner" application which is available on the desktop. Please refer below icon:




Step3: Below screen will be displayed. Enter your user Id and password to login.



Step4: After login, below screen will be displayed.

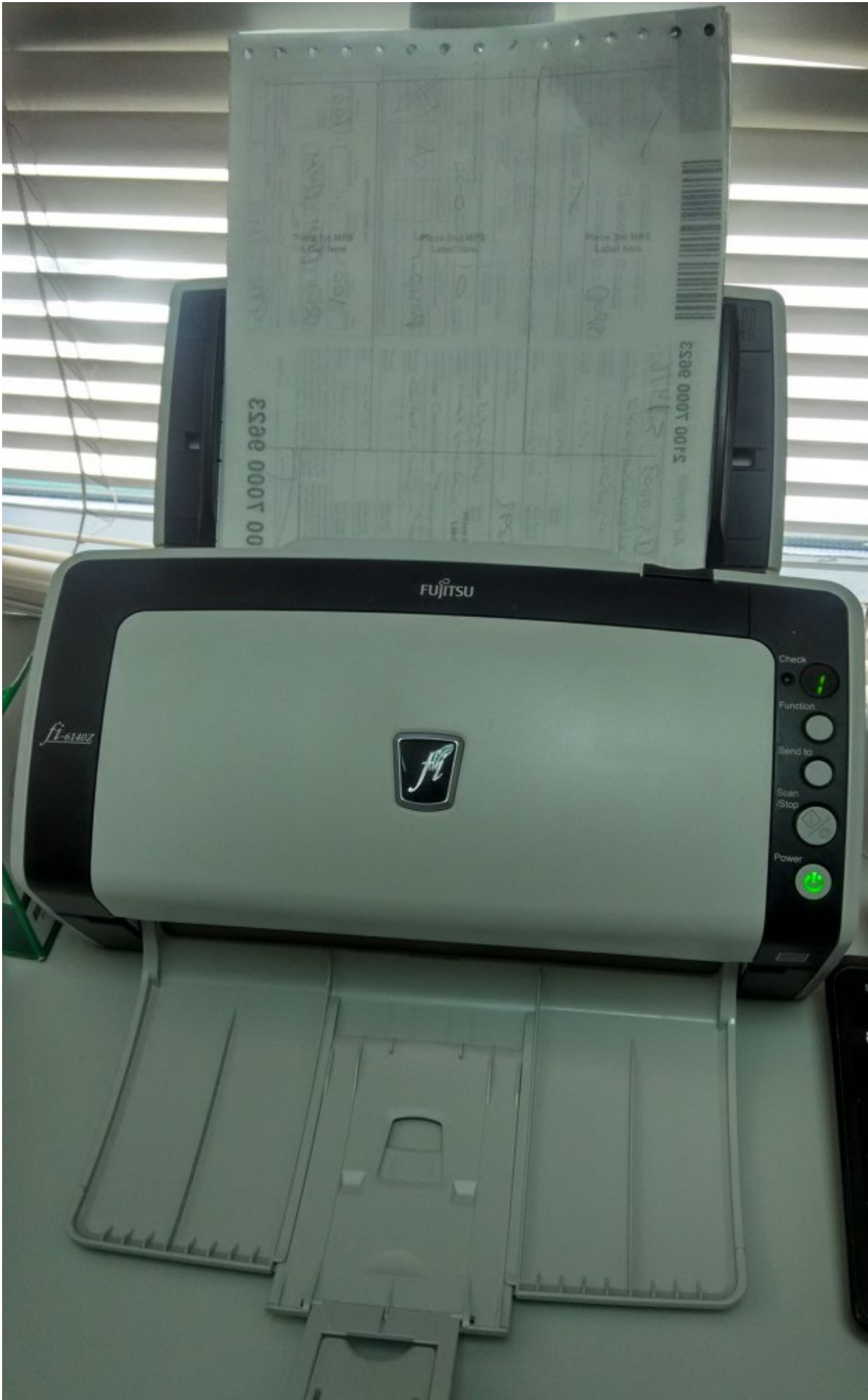



Click on start scanning

	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	

Step5: Place the SMSA AWBS into the scanner as shown below.


a. Pre-Printed AWB (50 AWBs per batch)



	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	

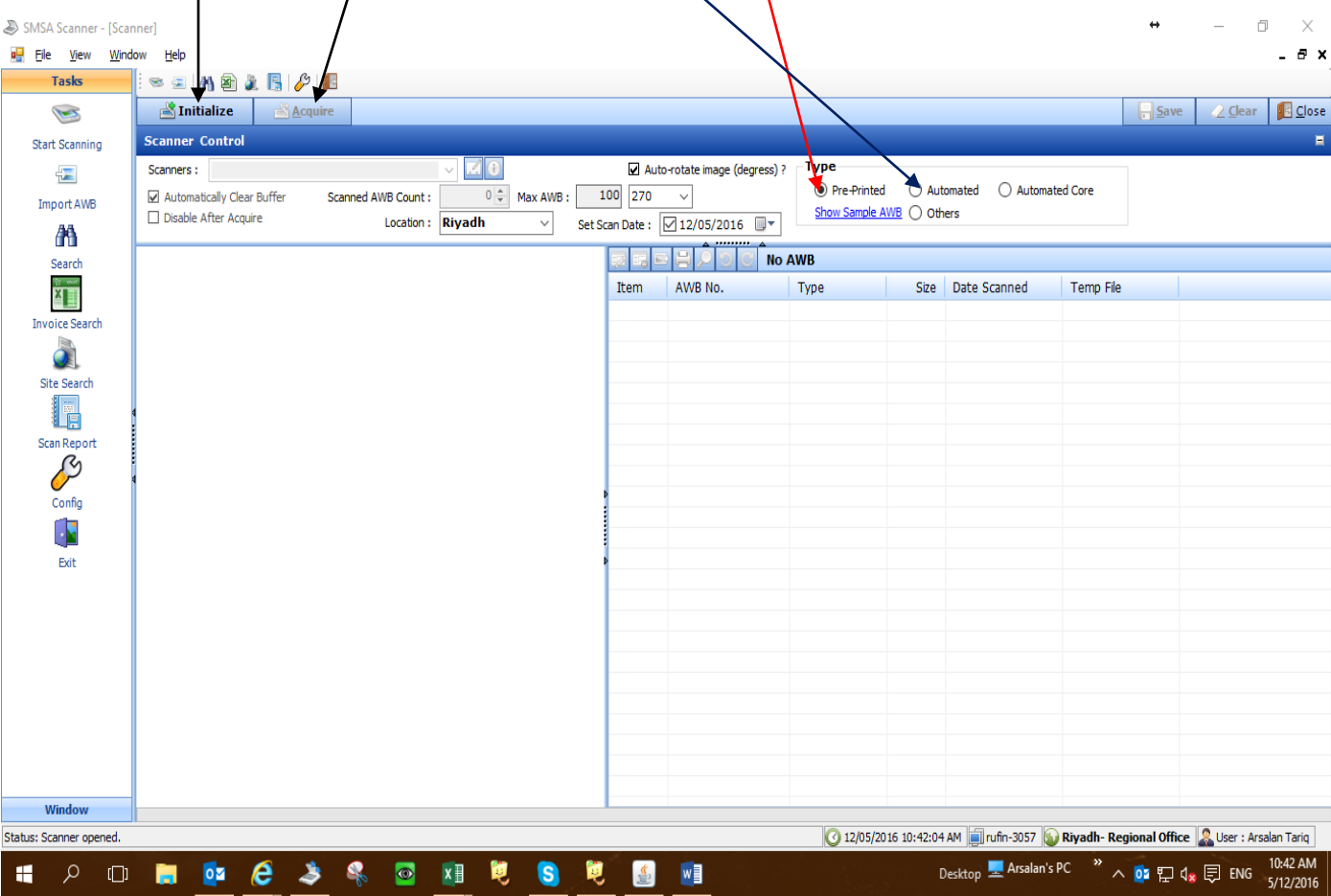
b. Automated AWB



	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	

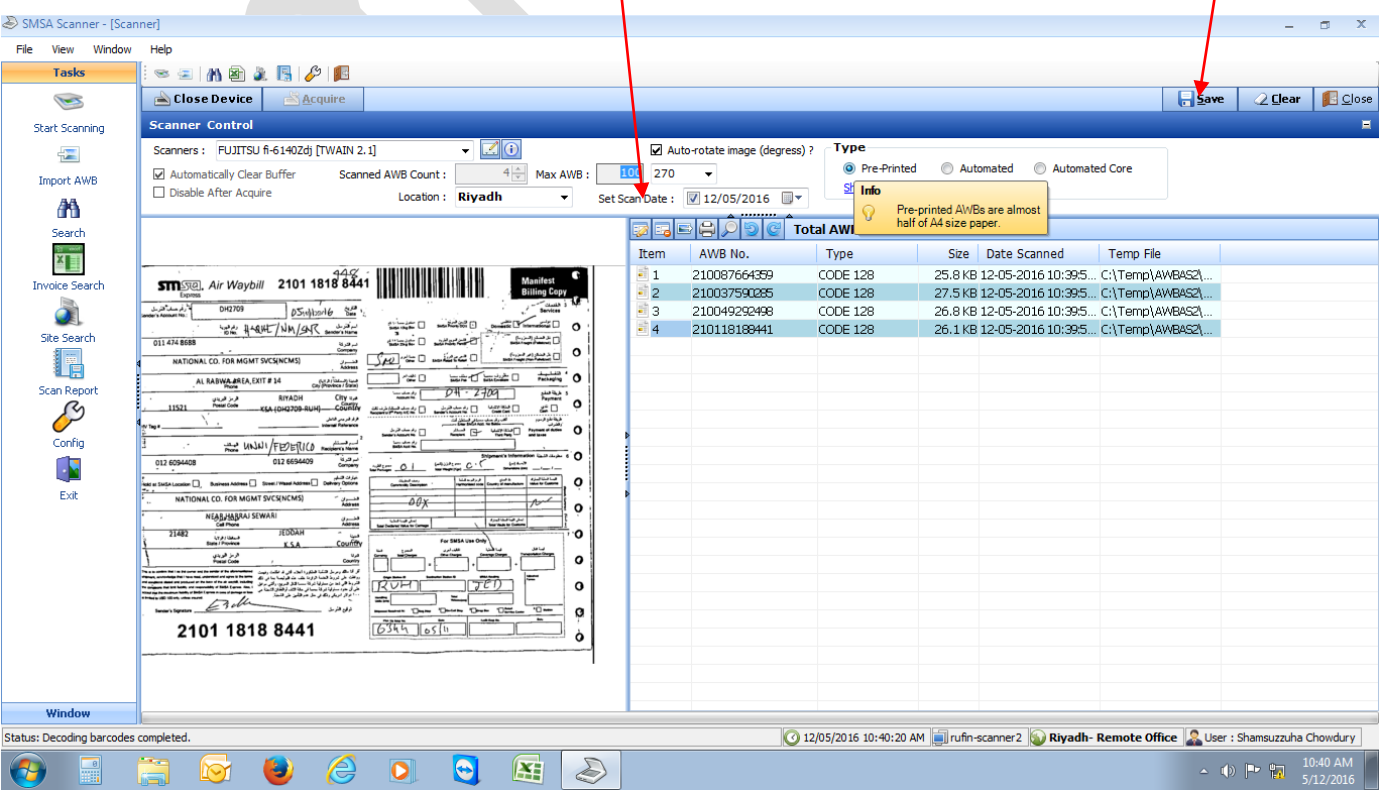
Step6:


- a. After AWBs are placed on the scanner, select **Pre-printed** icon for scanning pre-printed AWBs, if the AWBs are automated then select **Automated** Icon.
- b. Select **Initialize** and **Acquire** button to scan the ABWs



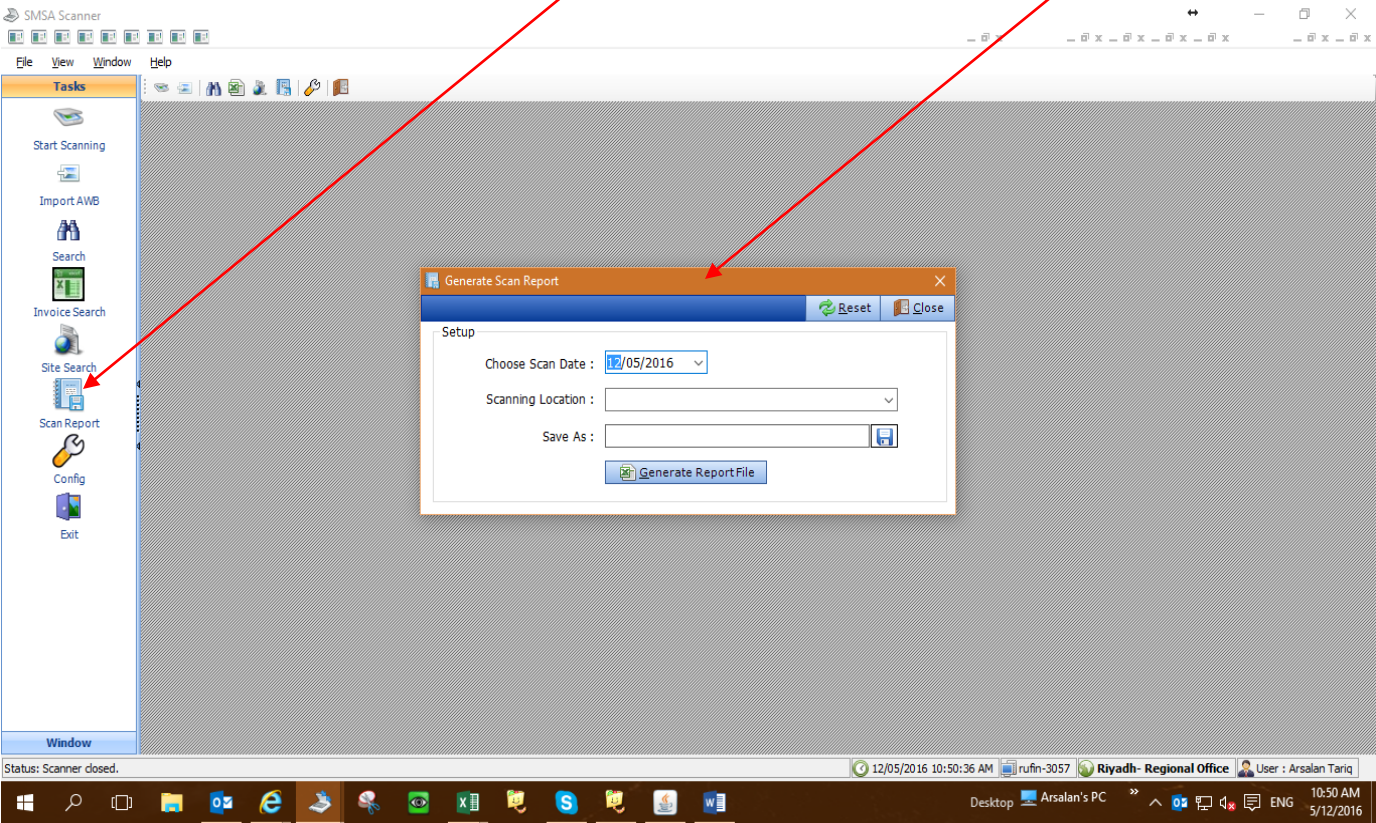
Note: Scan the AWB only which needs to be manifested, **do not scan hold shipments.**

Step7: After Scanning of AWB Please set scan date same as manifesting date and click on save button to complete scanning and send images to database.

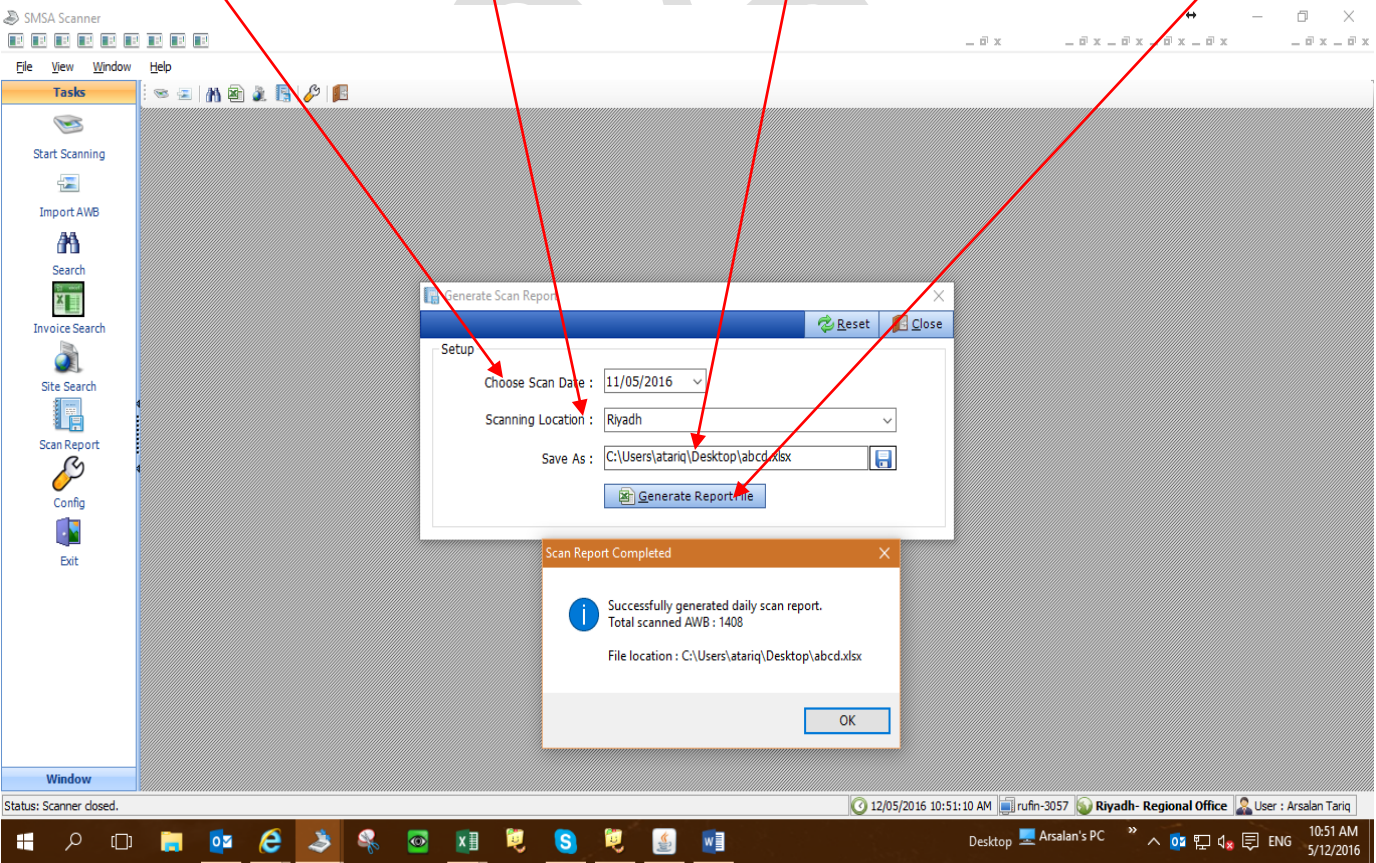



	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	

Step8: After the AWBs are Imaged, click on Scan Report to generate the report. Below table will be displayed.



Step9: Choose the scan date, scanning location and location to save the file and click on generate report.



	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	

Step10: Below report will be generated with AWB details.

FILEHOMEINSERTPAGE LAYOUTFORMULASDATA REVIEWVIEWACROBATDESIGN

ClipboardFontAlignmentNumberStylesCellsEditing

Calibri11A⁺A⁻Wrap TextB**I**UMerge & CenterConditional FormattingFormat as TableCell StylesInsertDeleteFormatAutoSumFillSort & Find & FilterClear

abcd - Excel

TABLE TOOLS

Arsalan Tariq

E6

Riyadh

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SNO	AWB No	AWB Type	Scanning Date	Scanning Location													
2	1	210004752950	Pre-Printed	5/11/2016 11:54	Riyadh													
3	2	210082013956	Pre-Printed	5/11/2016 11:54	Riyadh													
4	3	210063396060	Pre-Printed	5/11/2016 11:54	Riyadh													
5	4	210124124142	Pre-Printed	5/11/2016 11:54	Riyadh													
6	5	210047085356	Pre-Printed	5/11/2016 11:54	Riyadh													
7	6	210056514130	Pre-Printed	5/11/2016 11:54	Riyadh													
8	7	210061769963	Pre-Printed	5/11/2016 11:54	Riyadh													
9	8	210034606004	Pre-Printed	5/11/2016 11:54	Riyadh													
10	9	210055770602	Pre-Printed	5/11/2016 11:54	Riyadh													
11	10	210016215421	Pre-Printed	5/11/2016 11:54	Riyadh													
12	11	210056465640	Pre-Printed	5/11/2016 11:54	Riyadh													
13	12	210047064485	Pre-Printed	5/11/2016 11:54	Riyadh													
14	13	210095594660	Pre-Printed	5/11/2016 11:54	Riyadh													
15	14	210066066417	Pre-Printed	5/11/2016 11:54	Riyadh													
16	15	210084802654	Pre-Printed	5/11/2016 11:54	Riyadh													
17	16	210095558501	Pre-Printed	5/11/2016 11:54	Riyadh													
18	17	210095521896	Pre-Printed	5/11/2016 11:54	Riyadh													
19	18	210063459812	Pre-Printed	5/11/2016 11:54	Riyadh													
20	19	210063187432	Pre-Printed	5/11/2016 11:54	Riyadh													
21	20	210088028034	Pre-Printed	5/11/2016 11:54	Riyadh													
22	21	210062738949	Pre-Printed	5/11/2016 11:54	Riyadh													
23	22	210087671466	Pre-Printed	5/11/2016 11:54	Riyadh													
24	23	210087671466	Pre-Printed	5/11/2016 11:54	Riyadh													

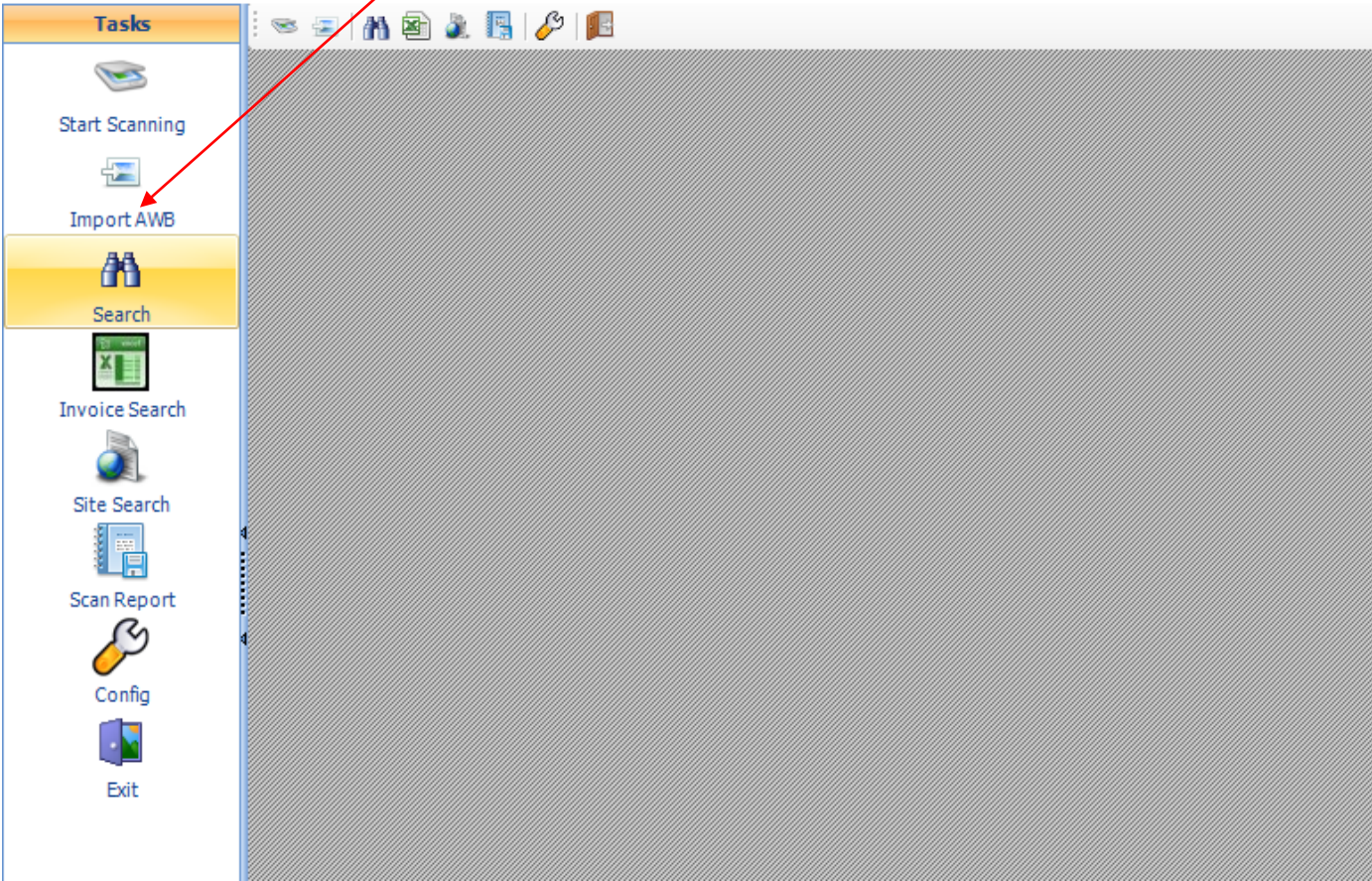
DailyScanReport


READY

Desktop Arsalan's PC10:52 AM5/12/2016

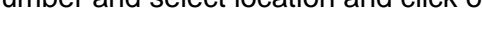
Step11:

a. To search any AWB click on search button.




	SMSA AWB- Imaging Process		Originator: SMSA PLANNING	
	Document No.		REV. #1.1	
			Date: 11/1/2016	

WB number and select location and click on Sea



The screenshot shows the top navigation bar of the SeaView website. The bar is blue and contains icons for Home, About, Contact, and a search icon. The text "SeaView" is visible on the right side of the bar. A red arrow points from the text "WB number and select location and click on Sea" to the search icon.

[illegible]

	SMSA AWB- Imaging Process	Originator: SMSA PLANNING	
	Document No.	REV. #1.1	
		Date: 11/1/2016	