SMSA Express Transportation Co., Ltd.
P.O. Box 63259 Riyadh 11526, K.S.A.

Title	Document ID
RECEIVING PROCESS	SMSA-01

REVIEW AND APPROVAL

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DOCUMENT CHANGE RECORD

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1.0   INTRODUCTION

1.1   The purpose of this document is to illustrate the process of receiving shipments in the RTS Section.

2.0   ABBREVIATIONS / DEFINITION

No.	Term	Description
2.1	RTS	Return To Shipper

3.0   RESPONSIBILITY

3.1   The RTS Handlers will receive the RTS shipments and apply the proper scans as per the operating procedure; the Agent will ensure the proper scans are applied.

3.2   The Handlers will be responsible for segregating, sorting, and preparing the shipments as per customer requirements, the Agent will be responsible to ensure the standard process is followed.

3.3   The Data Encoder will be responsible for checking the dates of the shipments, and compare it with the agreed duration with the customer.

3.4   The Supervisor will be responsible for receiving instructions from the customers regarding their respective shipments.

3.5   The Supervisor will be responsible for ensuring the tickets received from the customers are all resolved as per the standard procedure.

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RUH Linehaul

RUH Priority Station

RUH LMX

RTS Shipments are forwarded

RTS Shipments are received, CONS scanned, and unloaded onto the conveyor belt

RTS In Scan is applied on the CONS

Sort the shipment as per customer requirements

Apply under process scan

Does the customer require the shipment to be returned on the same day?

No → Sort the shipment as per customer requirements

Yes → sort and prepare the shipments

Awaiting customer request to return shipments

Customer requires return after a certain amount of time has passed

Will the packages be sorted into pallets?

No → Apply CONS scan on all received shipments

Yes → Segregate shipments based on how many days since shipping date on AWB

Apply CONS Scan, and Under Process Scan on all packages, and palletize

Put the pallet in the designated rack position

Segregate and sort packages per individual customer in ULDs

Returning Process