

	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID:	SMSA-HW02
	STANDARD OPERATING PROCEDURE OUTBOUND PROCESS	Revision No:	02
		Effective Date:	01/7/2026
		Next Revision Date:	30/06/2029
		Function:	Warehouse
		Page:	Page 1 of 9

1.0 PURPOSE

- 1.1 This document lays down to standardize the outbound operations of device spare parts, make sure there are legal and valid orders and evidence during the outbound, as well, outbound information can be accurately maintained to system/standing-book in time, guarantee the inventory's asset security and consistency between inventory and account.

2.0 SCOPE

- 2.1 This procedure is applicable to all SMSA warehouse personnel involved in the Outbound Process.

3.0 ABBREVIATIONS / DEFINITION

No.	Term	Description
3.1	SOP	Standard Operating Procedure
3.2	AWB	Air-waybill
3.3	No.	Number
3.4	SLA	Service Level Agreement
3.5	POD	Proof of Delivery
3.6	&	and
3.7	CWMS	Central Warehouse Management System

4.0 RESPONSIBILITY

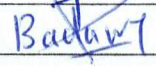
- 4.1 The SMSA Project Team Leader/Receiving shipping operator shall be responsible for the implementation and update of this procedure to fulfill operational and customer requirements.
- 4.2 The Receiving shipping operator/team leader shall be responsible for the execution and adherence to the procedure.
- 4.3 The Receiving shipping operator/team leader shall check the CWMS system for Orders before cut off time per agreed SLA.
- 4.4 All the items shall be checked and inspect by Receiving shipping operator/team leader prior dispatching to the customers.

	Name & Designation	Signature	Date
Author/Originator of the DOC change	Firthows Ahmed		01/07/26
Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

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5.0 PROCEDURE

- 5.1 Receiving shipping operator/team leader checks the CWMS for open Orders to be processed.
- 5.2 Receiving shipping operator/team leader shall check the sufficient quantities available in the CWMS for allocation or not. If not then the issue shall be raised to customer and wait for customer decision for cancel the order or to process the Order with available quantity.
- 5.3 If stock is sufficient the outbound team/clerk shall allocate orders in CWMS and print the Pick Ticket.
- 5.4 Receiving shipping operator/team leader picks the items found in the Pick Ticket from the shelves/bins/racks.
- 5.5 Picked items are then forwarded to the order processing area.
- 5.6 Receiving shipping operator/team leader shall check all picked items: Item code, Quantity, and physical damage against the Pick Ticket.
- 5.7 If receiving shipping operator/team leader finds out the picked items without item code label, then they need to print out the item code label, and then stick it on.
- 5.8 Once the all above parameters are well checking is complete, Receiving/shipping operator/team leader sign documents, that all shipments has passed quality procedures.
- 5.9 Receiving shipping operator/team leader then pack the shipment ready for delivery.
- 5.10 Receiving shipping operator/team leader then attaches the air-waybill with the shipment.
- 5.11 Receiving shipping operator/team leader scan all the AWB by entering the status of shipment that shipment is loaded into truck/van for delivery.
- 5.12 Receiving shipping operator/team leader now handover all the document containing AWB, to the driver for the deliveries.
- 5.13 The ready Shipments shall be loaded into Vehicle/trucks.
- 5.14 A copy of the AWB and Picking Ticket are filed in a labeled binder for archiving purposes.
- 5.15 Receiving shipping operator/team leader confirms the orders one by one in CWMS system.
- 5.16 Once the shipment is delivered to the customer driver/ receiving shipping operator/team leader shall confirm the POD by scanning and entering the name of recipient through pod scanner.

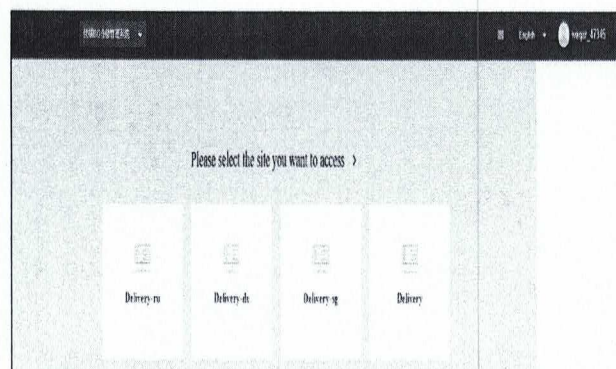
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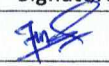
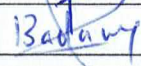
- 5.17 Receiving shipping operator/team leader shall sent confirmation to the Customer with POD for delivered shipments.
- 5.18 Receiving shipping operator/team leader shall check the inventory for the outbound transactions for each day after Shipped complete in the system for inventory accuracy.
- 5.19 Also if there any movement, Adjustment in the inventory receiving shipping operator/team leader shall include those transactions in daily inventory count.
- 5.20 Annexure-A for SOP SMSA-HW01 shall be used for inventory count.
- 5.21 During processing if there is any empty or leftover cartons, shrink wraps then it shall be send and stored in the cardboard or plastic recycling areas respectively.
- 5.22 During the movement of cartons it shall be noted that stacking of cartons shall be done properly to prevent the potential of fall down over handlers. Similarly manual lifting has to consider safe practices as outlined in the lifting and carrying method statement.

5.23 CWMS Procedure for Order Processing (HUAWEI)

- 5.23.1 Enter cwms.huawei.com in Internet explorer and enter the login interface of CWMS. Enter the account number and password to log in. Select the corresponding warehouse name.

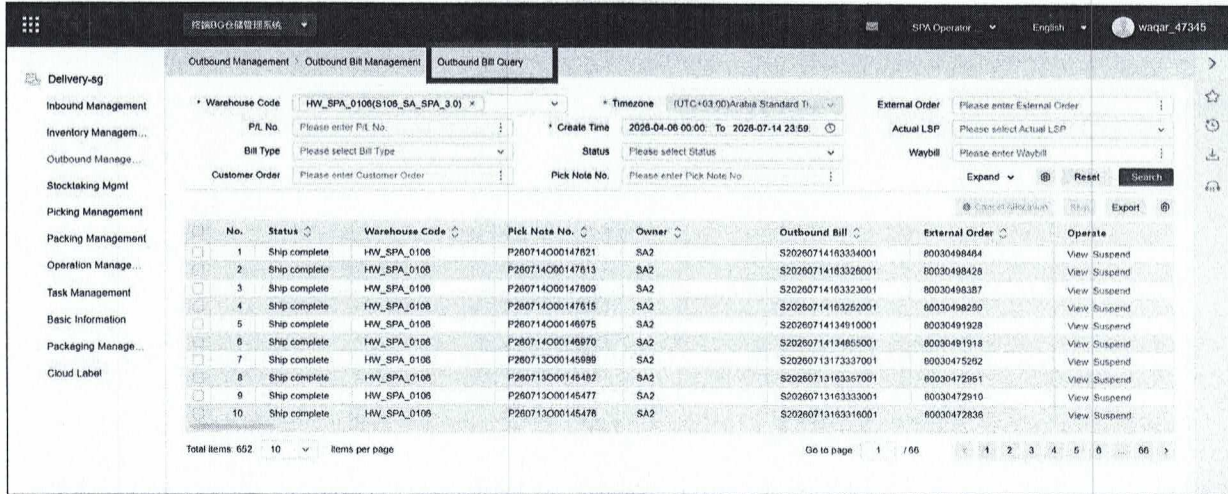


- 5.23.2 ASN Shipment Order- Path: WMS -> Outbound -> Shipment Order.

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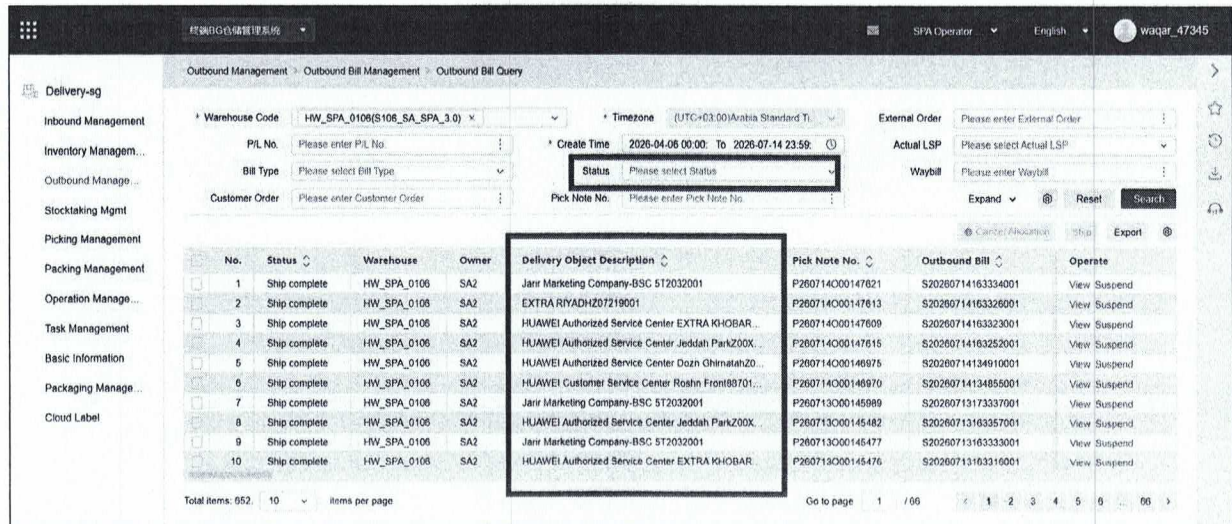
5.23.3 Click Search or enter a specific outgoing document number in the External Order.



The screenshot shows the 'Outbound Bill Management' interface. The 'Warehouse Code' is set to 'HW_SPA_0106(S106_SA_SPA_3.0)'. The 'Status' is 'Ship complete'. The 'External Order' field is empty. The 'Search' button is highlighted. The table below shows 10 items with their respective details.

No.	Status	Warehouse Code	Pick Note No.	Owner	Outbound Bill	External Order	Operate
1	Ship complete	HW_SPA_0106	P260714000147621	SA2	S20260714163334001	80030498464	View Suspend
2	Ship complete	HW_SPA_0106	P260714000147613	SA2	S20260714163326001	80030498426	View Suspend
3	Ship complete	HW_SPA_0106	P260714000147609	SA2	S20260714163323001	80030498387	View Suspend
4	Ship complete	HW_SPA_0106	P260714000147615	SA2	S20260714163325001	80030498250	View Suspend
5	Ship complete	HW_SPA_0106	P260714000146975	SA2	S20260714134910001	80030491928	View Suspend
6	Ship complete	HW_SPA_0106	P260714000146970	SA2	S20260714134855001	80030491918	View Suspend
7	Ship complete	HW_SPA_0106	P260713000145989	SA2	S20260713173337001	80030475292	View Suspend
8	Ship complete	HW_SPA_0106	P260713000145482	SA2	S20260713163357001	80030472981	View Suspend
9	Ship complete	HW_SPA_0106	P260713000145477	SA2	S20260713163333001	80030472910	View Suspend
10	Ship complete	HW_SPA_0106	P260713000145476	SA2	S20260713163316001	80030472836	View Suspend

5.23.4 Click on the leftmost side of the document to enter the detailed interface of the document. We can see the goods, drawings, quantities and sub stores under the current documents.



The screenshot shows the 'Outbound Bill Management' interface with a detailed view of a document. The 'Warehouse Code' is 'HW_SPA_0106(S106_SA_SPA_3.0)'. The 'Status' is 'Ship complete'. The 'External Order' field is empty. The 'Search' button is highlighted. The table below shows 10 items with their respective details.

No.	Status	Warehouse	Owner	Delivery Object Description	Pick Note No.	Outbound Bill	Operate
1	Ship complete	HW_SPA_0106	SA2	Jarr Marketing Company-BSC 5T2032001	P260714000147621	S20260714163334001	View Suspend
2	Ship complete	HW_SPA_0106	SA2	EXTRA RIYADH207219001	P260714000147613	S20260714163326001	View Suspend
3	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center EXTRA KHOBAR	P260714000147609	S20260714163323001	View Suspend
4	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center Jeddah Park200X	P260714000147615	S20260714163325001	View Suspend
5	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center Dozn Ghinatan20	P260714000146975	S20260714134910001	View Suspend
6	Ship complete	HW_SPA_0106	SA2	HUAWEI Customer Service Center Roshn Front88701	P260714000146970	S20260714134855001	View Suspend
7	Ship complete	HW_SPA_0106	SA2	Jarr Marketing Company-BSC 5T2032001	P260713000145989	S20260713173337001	View Suspend
8	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center Jeddah Park200X	P260713000145482	S20260713163357001	View Suspend
9	Ship complete	HW_SPA_0106	SA2	Jarr Marketing Company-BSC 5T2032001	P260713000145477	S20260713163333001	View Suspend
10	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center EXTRA KHOBAR	P260713000145476	S20260713163316001	View Suspend

	Name & Designation	Signature	Date
Author/Originator of the DOC change	Firthows Ahmed		01/07/26
Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

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5.23.5 Pick Note Print- Path: WMS -> Outbound -> Pick Note Print.

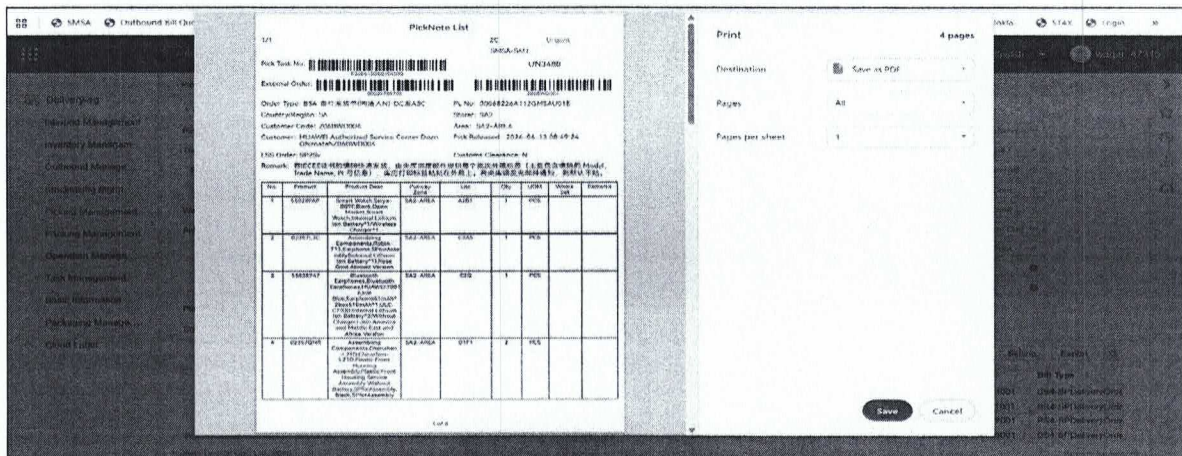
5.23.6 Select the corresponding state of the drop-down status and click Search for the search or enter a specific outgoing document number in the External Order No. column for the search.



No.	Status	Warehouse	Owner	Delivery Object Description	Pick Note No.	Outbound Bill	Operate
1	Ship complete	HW_SPA_0106	SA2	Jarir Marketing Company-BSC 5T2032001	P260714000147621	S20260714163334001	View Suspend
2	Ship complete	HW_SPA_0106	SA2	EXTRA RIYADHZ07219001	P260714000147613	S20260714163326001	View Suspend
3	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center EXTRA KHOBAR	P260714000147609	S20260714163323001	View Suspend
4	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center Jeddah Park200X	P260714000147615	S20260714163252001	View Suspend
5	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center Dozn OhirahatZ0...	P260714000146975	S20260714134910001	View Suspend
6	Ship complete	HW_SPA_0106	SA2	HUAWEI Customer Service Center Roahn Front00701...	P260714000146970	S20260714134956001	View Suspend
7	Ship complete	HW_SPA_0106	SA2	Jarir Marketing Company-BSC 5T2032001	P260713000145989	S20260713173337001	View Suspend
8	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center Jeddah Park200X	P260713000145482	S20260713163357001	View Suspend
9	Ship complete	HW_SPA_0106	SA2	Jarir Marketing Company-BSC 5T2032001	P260713000145477	S20260713163333001	View Suspend
10	Ship complete	HW_SPA_0106	SA2	HUAWEI Authorized Service Center EXTRA KHOBAR	P260713000145476	S20260713163316001	View Suspend

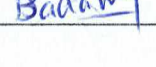
5.23.7 Check the number of the document you want to print, and click the Preview or Pick-Note Print button to preview or print. The warehouse can carry out the picking operation in the warehouse according to the goods, the storage position and the quantity on the picking list.

5.23.8 Need Pack 'Packing Confirmation', When Need Pack is Y, it means that the documents need to be 'Packing Confirmation' in the system.



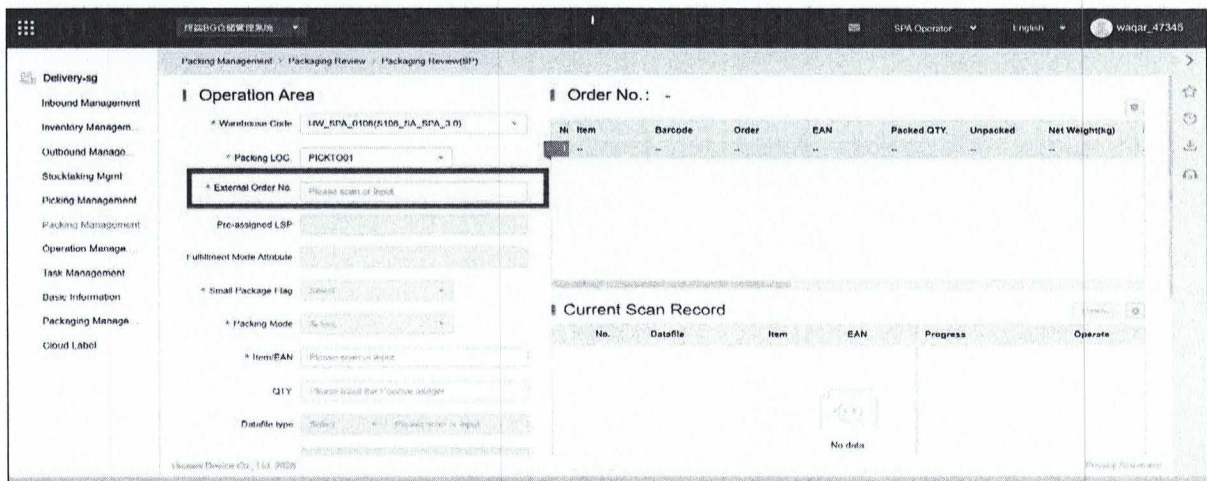
No.	Product	Product Desc	Qty	Unit	Status	Remarks
1	10020000	10020000	1	PCS	OK	
2	10020000	10020000	1	PCS	OK	
3	10020000	10020000	1	PCS	OK	
4	10020000	10020000	1	PCS	OK	

5.23.9 Packing Confirmation-Path: WMS -> Outbound -> Packing Confirmation.

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Approving Authority	Hussein Mustafa Badawy		01-07-26

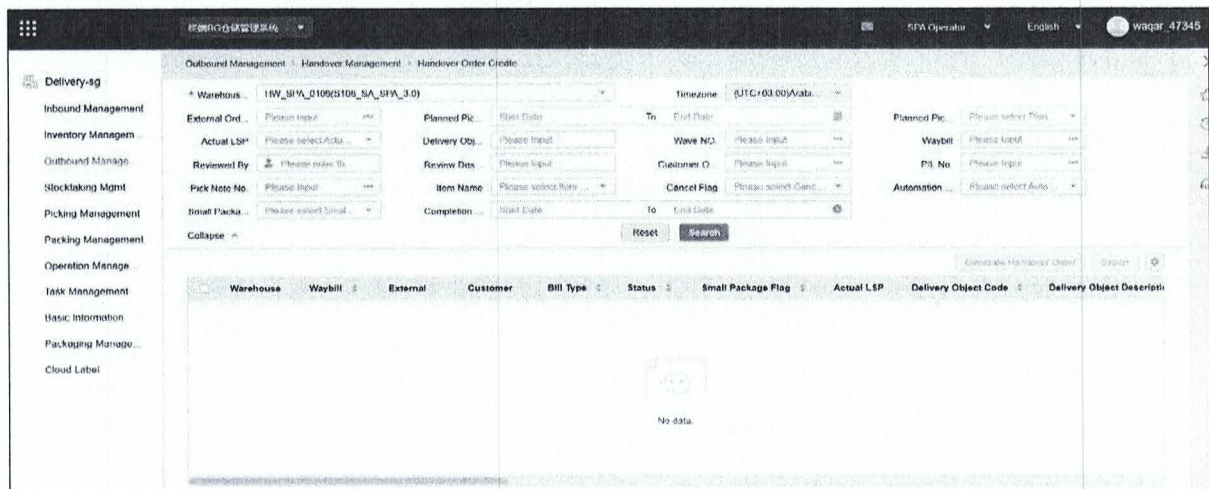
	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID:	SMSA-HW02
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5.23.10 Enter the Order number needed for packaging confirmation in External Order No., and click Search. Input volume and weight according to actual package data.



5.23.11 Decide whether to go HTM according to the actual business. If you provide tender through HTM, click "Save submit HTM".

5.23.12 "Save Do Not Submit HTM" Otherwise, click "Save Do Not Submit HTM".



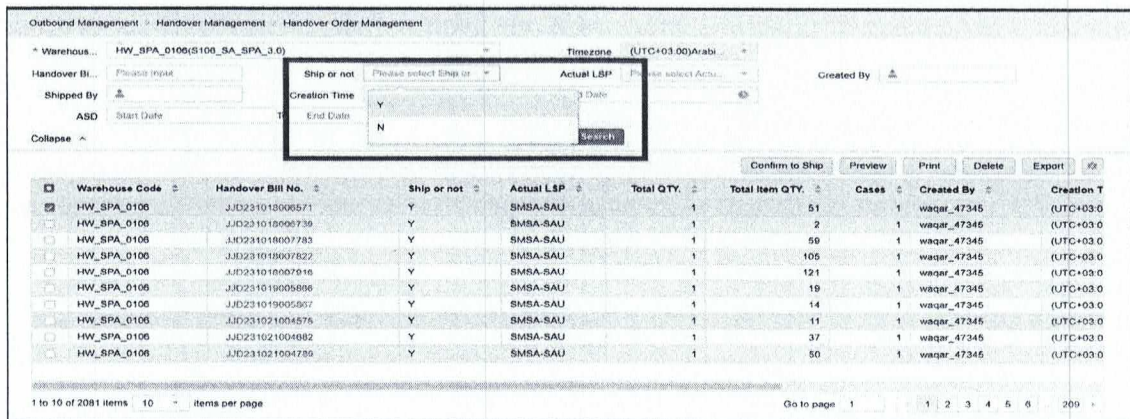
5.23.13 Handover Shipment- Path: WMS -> Outbound -> Handover Shipment.

	Name & Designation	Signature	Date
Author/Originator of the DOC change	Firthows Ahmed		01/07/26
Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

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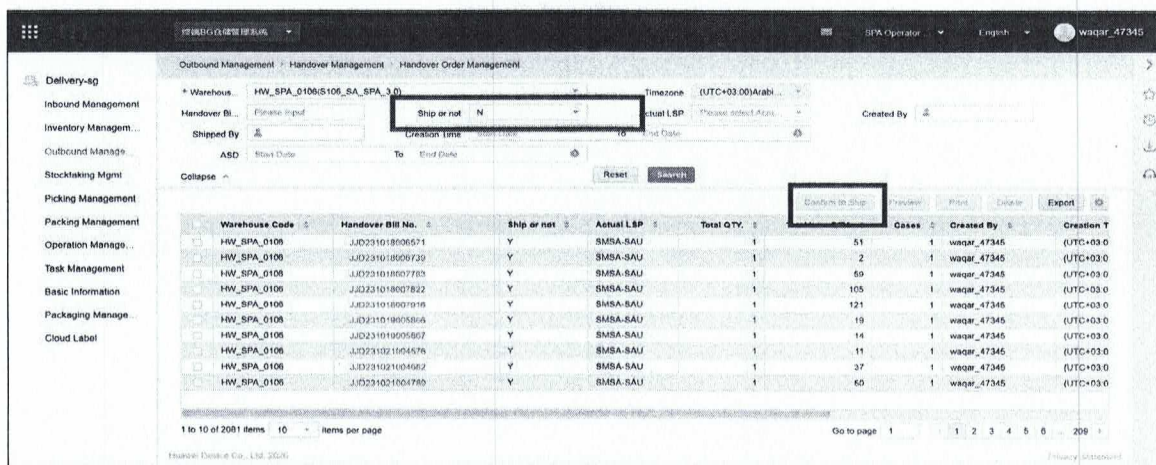
5.23.14 Enter the Order number required for shipping in External Order No., click Search, or Search according to shipping status.

5.23.15 Order type Scrap Requisition Application/ Subinv Transfer (Different Attribute)/ Mis-out (The order begins with 'ZC'), Need clear the pack date and inquire order.



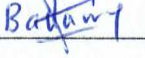
Warehouse Code	Handover Bill No.	Ship or not	Actual LSP	Total QTY	Total Item QTY	Cases	Created By	Creation T
HW_SPA_0106	JJD231018006571	Y	SMSA-SAU	1	51	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018006739	Y	SMSA-SAU	1	2	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018007783	Y	SMSA-SAU	1	59	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018007822	Y	SMSA-SAU	1	105	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018007916	Y	SMSA-SAU	1	121	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231019005896	Y	SMSA-SAU	1	19	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231019005907	Y	SMSA-SAU	1	14	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231021004576	Y	SMSA-SAU	1	11	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231021004982	Y	SMSA-SAU	1	37	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231021004789	Y	SMSA-SAU	1	50	1	waqar_47345	(UTC+03:00)

5.23.16 If the order is submitted to HTM, the system will automatically integrate Tender and Carrier Name; If the HTM does not go, the warehouse needs to manually maintain Carrier Name and Ship Order, and then click the Save button. When Can be shipped is 'yes', check the document number that needs to be shipped, and click shipped to deliver the goods.



Warehouse Code	Handover Bill No.	Ship or not	Actual LSP	Total QTY	Total Item QTY	Cases	Created By	Creation T
HW_SPA_0106	JJD231018006571	Y	SMSA-SAU	1	51	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018006739	Y	SMSA-SAU	1	2	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018007783	Y	SMSA-SAU	1	59	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018007822	Y	SMSA-SAU	1	105	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231018007916	Y	SMSA-SAU	1	121	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231019005896	Y	SMSA-SAU	1	19	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231019005907	Y	SMSA-SAU	1	14	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231021004576	Y	SMSA-SAU	1	11	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231021004982	Y	SMSA-SAU	1	37	1	waqar_47345	(UTC+03:00)
HW_SPA_0106	JJD231021004789	Y	SMSA-SAU	1	50	1	waqar_47345	(UTC+03:00)

5.23.17 Outbound KPI Monitoring query- WMS -> Outbound -> Outbound KPI Query.

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Approving Authority	Hussein Mustafa Badawy		01-07-26

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7.0 RECORD

Title of Record	Custodian	Retention Period
AWB	Team Leader	03 year
Picking Ticket	Team Leader	03 year
Annexure-A	Team Leader	03 year

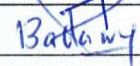
8.0 ATTACHMENT

8.1 ANNEXURE-A

9.0 DOCUMENT CHANGE RECORD

Rev no.	Effective Date	Nature of change	Document Change Request No.
0		New Document	
1		Periodic Review, No Change	

END OF DOCUMENT

	Name & Designation	Signature	Date
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Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

Annexure-A

(To be used in conjunction with SOP No. SMSA-HC18)

Training Document

SOP No.: SMSA-HW02 Revision No: 02

SOP Title: OUTBOUND PROCESS

Trainer: Frothows Ahamed Emp No: 2494 Sign: [Signature]

Place: Huawei WH Date: 01/07/2026 Duration (in hours): 00:45

The above subject information was preserved to me as part of SMSA training program. I have read and / or understand the material and have had the opportunity to discuss this material with trainer.

Trainees			
Emp. No.	Name	Signature	Date
9063	Aditya	<u>[Signature]</u>	01-07-2026
12664	Matheeu	<u>[Signature]</u>	1-07-2026
9858	Lotif	<u>[Signature]</u>	01-07-2026
8690	Jabir Hussain	<u>[Signature]</u>	01/07/2026
12547	M-FAISAL NADEEM	<u>[Signature]</u>	01/07/2026
10517	Erlindo	<u>[Signature]</u>	01/07/2026
12679	MEYAZHACEAN	<u>[Signature]</u>	01/07/2026
10460	YEASIN ARAFAT	<u>[Signature]</u>	01-07-2026

Annexure-B

(To be used in conjunction with SOP No. SMSA-HC18)

"Read and Understood"

I have read and under stood the following procedure:

SOP No. : SMSA-HW02

Revision No. : 02

SOP Title : OUTBOUND PROCESS

Name : Frothous Ahamed

Emp No : 8494

Sign : 

Date : 01/07/2026