



# Process of issuing General Invoice at Import Section

**Revisions**

<b>Name</b>	<b>Version</b>	<b>Author</b>	<b>Revision Date</b>
Process of issuing General Invoice at Import Section	1.0	Mohammad Junaid	16-02-2017

**NOTE: AWB status must be ARR**

AWB “Arrival” screen

Make sure the field “Rcv Agent” is updated with correct Agent Code

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery

Main Master Data Options Help

1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 6 View Delivery

AWB: 065 7485-1210 Issue Carrier: SV 12000955 6660741

Master AWB: [ ] [ ] [ ] ULID: [ ] Bond [ ]

Consignee: 00000009 Rcv Agent: 1300090-ODM Shipper: 0000001BH

Test CHAMP (Debit-JED) Walk in consignee for DOM (TIF) TNT EXPRESS (BAH)

TGC: [ ] Location: IMPORT Status: ARR Block DLV [ ]

Origin: JED Dest: TIF Nature Goods: TEST Bank: [ ]

Rcv Date: 01FEB17 Time: 08:00 Rcv Flight: SV 1111 01FEB17 Rcv From: JED Charges P P Docs [ ]

Pieces	Weight	SLAC Charge	Weight
AWB: 4	650		650.0
Received:			
Done:			
Remaining: 4	650.0		
Arrived: 4	650.0		

Ext Remark: [ ]

Int Remark: [ ]

NFD Date: 16FEB17 Time: 10:56 Send Arrival FSU [ ]

Prints FaxEmail Est Charges Discrepancy IRR Damage Free Msg Show Msgs History Notes Trace

FSU/AWR: No Flight Log found FSU was sent

Query (F7) Edit (F2) Add (Ins) Delete (Del) OK Exit Screen

Go to “Delivery” screen

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery

Main Master Data Options Help

1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 6 View Delivery

AWB: 065 7485-1210 Issue Carrier: SV 12000955 6660741 2833002

Master AWB: [ ] [ ] [ ] ULID: [ ] Bond [ ]

Consignee: 00000009 Rcv Agent: 1300090-ODM Person ID: [ ]

Test CHAMP (Debit-JED) Walk in consignee for DOM (TIF)

TGC: [ ] Location: IMPORT Status: ARR Block DLV [ ]

Origin: JED Dest: TIF Nature Goods: TEST SHC: [ ] Bank: [ ]

Delivery Pieces: 4 Weight: 650.0 Agent Ref: [ ]

Delivery Date: [ ] Time: [ ] Charges P P Receipt No: [ ]

Received By: [ ] ID Number [ ] Phone number [ ]

Account Date: [ ] Invoice #: [ ] Consignee Invoice [ ]

Ext Remark: [ ]

Int Remark: [ ]

NFD Date: 16FEB17 Time: 10:56 Send Delivery FSU [ ]

Prints Free Msg Show Msgs History Notes Add Services Gen Invoice

Record 1 of 1

Query (F7) Edit (F2) Add (Ins) Delete (Del) OK Exit Screen

Click “Edit (F2)”

Insert the following:

- “Delivery Date”
- “Time”
- “Received By”
- “ID Number”
- “Phone Number”

The screenshot shows the 'Arrival/Delivery' screen in the SVTrain application. The 'Delivery Date' is 09FEB17 and 'Time' is 11:02. The 'Received By' is Mohammed, with ID Number 1234567890 and Phone number 0505999999. The 'Gen.Invoice' button at the bottom is highlighted in yellow.

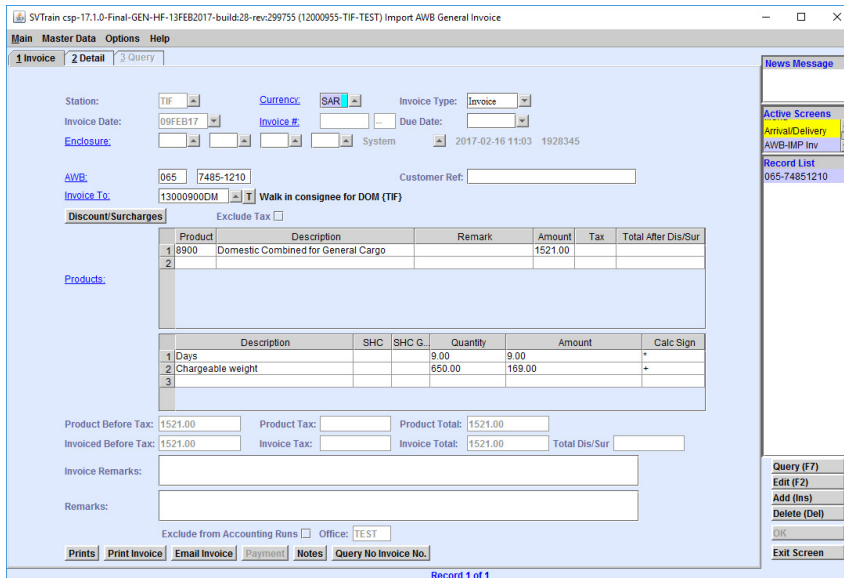
Click “OK”

**NOTE:** “General Invoice” button is now **Yellow**

The screenshot shows the 'Arrival/Delivery' screen after the 'Gen.Invoice' button was clicked. The 'Delivery Date' has changed to 18FEB17 and 'Time' to 10:58. The 'Received By' is Mohammed, with ID Number 1234567890 and Phone number 0505999999. The 'Gen.Invoice' button at the bottom is now highlighted in yellow.

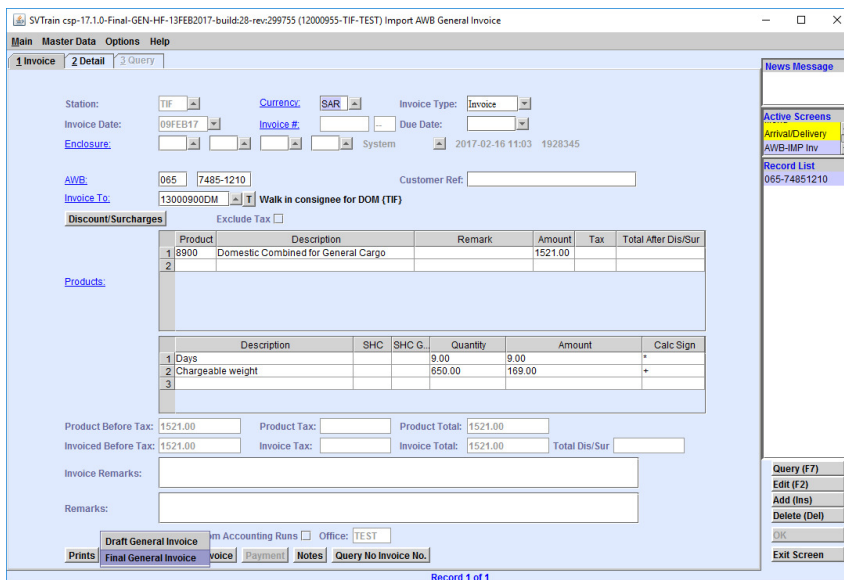
To review and print the General Invoice

Click on “Gen.Invoice”



Click on “Print”

Then, choose “Final General Invoice”



General invoice should be displayed for printing



# السعودية SAUDIA CARGO

**Invoice**

**FINAL**

Invoice Number : 21257747 Date / Time : 09 Feb 17 12:00 Place : Taif Printed By : Mohammed Junaid Collected By :	<b>SAUDI ARABIAN AIRLINES</b> Saudi Arabian Airlines Kingdom of Saudi Arabia Customer Care:+966920001668 Ext.1 Email: cargocic@saudiairlines.com
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<b>Agent</b> Walk in consignee for DOM TAIF TAIF - NA Saudi Arabia	<b>Shipper:</b> TNT EXPRESS P.O Box 20504, Building No.50 Gate No.23, Avenue 20, Block 224, Muharraq Kingdom Of Bahrain MUHARRAQ - 00973 BAHRAIN	<b>Consignee:</b> Test CHAMP KSA JED - NA Saudi Arabia
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**Flight Details**

Fit No.	Date	Customs Reference No.

**Shipment Details**

Air Waybill	House AWB	ORI / DEST	Pieces	Gross Wt (Kg)	Chargeable Wt (Kg)	Commodity	Charge Code
065-74851210		JED / TIF	4	650.0	650.0	TEST	

Storage Location History:

Location	Pieces	Date In	Time In	Date Out	Time Out
IMPORT	4	16 Feb 17	10:56		

Spl. Handling Codes:

	Charge Discount/Surcharge	Revised Charge
1. Domestic Combined for General Cargo	1,521.00	0.00
Sub-Total	1,521.00	0.00
VAT @ 0.0%		0.00
<b>TOTAL Due</b>		<b>SAR 1,521.00</b>

**NOTE:** After printing of General Invoice, system will issue an invoice number automatically, and “Payment” button will become active.

To process and record payment

Click on “Payment”

Make sure of “FOP” (Form of Payment)

Click “OK”

The screenshot shows the 'Gen Inv Payment' application window. The form contains the following data:

Station:	TIF	ExpImp:	Import	158193 12000955	
Invoice No:	21257747	Receipt No:	20372759		
Customer:	13000900DM	Amount No Tax:	1521.00	Tax:	
Payment Date:	16FEB17	Bank Code:			
Currency:	SAR	Expiry Date:			
FOP:	Cash	Confirm #:			
Cheque Number:					
Reference No:					

Buttons: [Prints](#), [Invoice Payment](#)

Record was added

To print payment receipt

Click on "Prints"

Choose "Payment Receipt"

This screenshot is identical to the first one, but the 'Prints' button in the bottom left of the form area is highlighted, and a sub-menu is visible with 'Payment Receipt' selected.

Buttons: [Prints](#) (highlighted), [Payment Receipt](#) (selected), [Invoice Payment](#)

Record 1 of 1

Payment Receipt should be displayed for printing



**السعودية SAUDIA CARGO**

**PAYMENT RECEIPT**

Received From: Walk in consignee for DOM  
 TAIF  
 NA TAIF  
 Saudi Arabia

NO. **20372759**  
 Date: 16-Feb-2017  
 Account:  
 Our Ref: 21257747

Ref.	Description	Tax Amount	Detail Amount
	AWB No <b>065-74851210</b> Description of Goods <b>TEST</b> Number of pieces received <b>4</b> Flight Number <b>SV 1111</b> Date of Arrival <b>01-Feb-2017</b>  Payment of <b>1,521.00 SAR</b> by <b>Cash</b>  has been received against invoice number <b>21257747</b> .  An amount of <b>0.00 SAR</b> is Outstanding on this invoice and subject to settlement		1,521.00
Amount in words: One Thousand Five Hundred and Twenty One			1,521.00

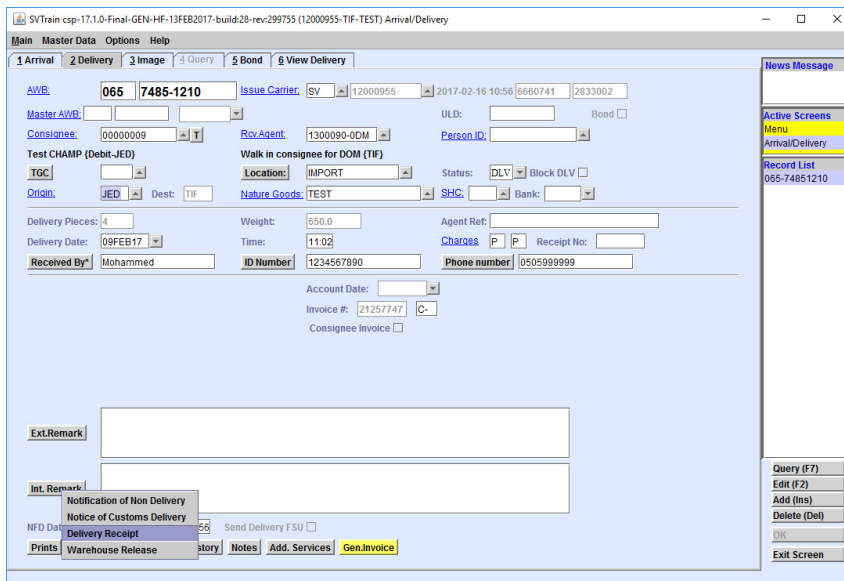
Operator: 12000955

To print the delivery receipt

Go to “Delivery” screen

Click on “Prints”

Choose “Delivery Receipt”



Delivery Receipt should be displayed for printing



### DELIVERY NOTIFICATION

Receiving Agent:

Test CHAMP  
KSA  
NA JED

Customer No.:

HAWB:

Receive Date: 01-Feb-2017 0800

Delivery Date: 09-Feb-2017 1102

Our Reference: 12000955 2833002


Receipt No: 70407833

Storage: IMPORT

AWB Number	Pieces	Weight	Origin / Dest	Nature of Goods	Arriving Flight Details	Customs
065-74851210	4	650.0 Kg	JED-TIF	TEST	SV 1111	

LOCAL CHARGES :

Bonded Warehouse



\* 7 0 4 0 7 8 3 3 \*

RECEIPT STATEMENT

The undersigned acknowledge the receipt of above mentioned consignment complete and in good condition.

Date: 09-Feb-2017.....

Time: 11:02.....

Driver: Mohammed.....

Registration: 1234567890.....

Signature: \_\_\_\_\_

**NOTE: “Delivery Receipt” is important for warehouse staff to deliver shipment to customers**

**NOTE: After printing of “Delivery Receipt”, system will issue a Delivery Receipt number automatically**

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (1200955-TIF-TEST) Arrival/Delivery

Main Master Data Options Help

1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 6 View Delivery

News Message

Active Screens

Main

Arrival/Delivery

Record List

065-74851210

Query (F7)

Edit (F2)

Add (Ins)

Delete (Del)

DK

Exit Screen

AWB: 065 7485-1210 Issue Carrier: SV 12000955 2017-02-16 10:56 6660741 2833002

Master AWB: ULD: Bond

Consignee: 00000009 Rcv Agent: 1300090-ODM Person ID:

Test CHAMP (Debit-JED) Walk in consignee for DOM (TIF)

TGC: Location: IMPORT Status: DLV Block DLV

Origin: JED Dest: TIF Nature Goods: TEST SHC: Bank:

Delivery Pieces: 4 Weight: 650.0 Agent Ref:

Delivery Date: 09FEB17 Time: 11:02 Charges P P Receipt No: 70407833

Received By: Mohammed ID Number: 1234567890 Phone number: 0505999999

Account Date: 16FEB17

Invoice #: 21257747

Consignee Invoice

Ext. Remark

Int. Remark

NFD Date: 16FEB17 Time: 10:56 Send Delivery FSU

Prints Free Msg Show Msgs History Notes Add. Services Gen.Invoice

In case customer didn't collect his shipment within the same day of delivery, additional charges should be applied

To collect additional charges for extra days, you have to issue:

- 1- Supplementary Invoice
- 2- New payment Receipt
- 3- New Delivery Receipt

To issue a "Supplementary Invoice"

Go to "Delivery Screen"

Click Edit (F2)

NOTE: System will ask you to generate a "Supplementary Invoice"

Click "Yes"

The screenshot shows the SVTrain software interface for a delivery screen. The main window displays various fields for a shipment, including AWB (065 7485-1210), Issue Carrier (SV), and Delivery Date (09FEB17). A dialog box is overlaid on the screen, asking: "This AWB was already invoiced via a general invoice. Do you want to create a supplementary invoice?" with "Yes" and "No" buttons. The dialog box is highlighted with a red rectangle. The interface also includes a menu bar (Main, Master Data, Options, Help) and a sidebar with options like News Message, Active Screens, Menu, Arrival/Delivery, and Record List.

Make sure to update "Delivery Date" & "Time"

Click "OK"

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build-28-rev-299755 (12000955-TIF-TEST) Arrival/Delivery

Main Master Data Options Help

1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 6 View Delivery

AWB: 065 7485-1210 Issue Carrier: SV 12000955 2017-02-16 11:29 0660741 2833002

Master AWB: [ ] [ ] [ ] ULID: [ ] Bond

Consignee: 00000009 [ ] [ ] [ ] ECV Agent: 1300090-ODM [ ] Person ID: [ ]

Test CHAMP (Debit-JED) Walk in consignee for DOM (TIF)

TGC: [ ] [ ] Location: IMPORT Status: DLV Block DLV

Origin: JED Dest: TIF Nature Goods: TEST SHC: [ ] Bank: [ ]

Delivery Pieces: 4 Weight: 650.0 Agent Ref: [ ]

Delivery Date: 10FEB17 Time: 13.00 Charges: [P] [P] Receipt No: 70407833

Received By: Mohammed ID Number: 1234567890 Phone number: 0505999999

Account Date: 10FEB17 Invoice #: 21257747 Consignee Invoice

Ext. Remark: [ ]

Int. Remark: [ ]

NFD Date: 10FEB17 Time: 10:56 Send Delivery FSU

Prints Free Msg Show Msgs History Notes Add. Services **Gen.Invoice**

Record 1 of 1

To review and print the General Invoice

Click on “Gen.Invoice”

NOTE: You will notice a new invoice listed in the “Record List”

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build-28-rev-299755 (12000955-TIF-TEST) Import AWB General Invoice

Main Master Data Options Help

1 Invoice 2 Detail 3 Query

Supplementary Invoice

Station: TIF Currency: SAR Invoice Type: Invoice

Invoice Date: 10FEB17 Invoice #: [ ] Due Date: [ ]

Enclosure: [ ] [ ] [ ] System: 2017-02-16 11:29 1928346

AWB: 065 7485-1210 Customer Ref: [ ]

Invoice To: 1300090DM [ ] [ ] [ ] Walk in consignee for DOM (TIF)

Discount/Surcharges Exclude Tax

Product	Description	Remark	Amount	Tax	Total After Dis/Sur
1	8900 Domestic Combined for General Cargo		169.00		
2					

Products:

	Description	SHC	SHC Q.	Quantity	Amount	Calc Sign
1	Days			1.00	1.00	+
2	Chargeable weight			650.00	169.00	+
3						

Product Before Tax: 169.00 Product Tax: [ ] Product Total: 169.00

Invoiced Before Tax: 169.00 Invoice Tax: [ ] Invoice Total: 169.00 Total Dis/Sur [ ]

Invoice Remarks: [ ]

Remarks: [ ]

Exclude from Accounting Runs  Office: TEST

Prints Print Invoice Email Invoice Payment Notes Query No Invoice No.

Record 2 of 2

To print the “Supplementary Invoice” and record the new “Payment” and new “Delivery Receipt”, please follow same steps illustrated above.