

**OUT-BOUND CARGO FLOW CHART**

CHECK / DOC’S

OTHER AIRLINES INT’L CARGO

(INT’L CARGO/ )

CHK WTH SHPR HUM/PER/DGR/NORMAL/PCS/WT/DIM

CUSTOM

(DOM CARGO)

CHK WTH SHPR PER/NORMAL/PCS/WT/DIM

CREDIT

CASH

CFM BKD

LABELING

GOVT A/C

COMAT

PROCESSING

SHPR LETTER

SEND LDM TLX

FILING

MAKE MNFST

COLLECT MONEY

MAKE AWB

SEPARATE MNFST WITH DOC’S OTHER AILINES ( JOB TICKET )

ON BOARD TLX FR CGO

SIGN TO SGS STAFF / RAMP AGNT



**IN-BOUND CARGO FLOW CHART**

CHK MNFST /DOCS NT RCVD CHK (DMG/SHRT/WRNG/DST /MSNG CGO)

INFORM TO CONSIGNEE

**FLT ARRVL ACCEPT IN SYS**

SHPT DLVRY TO CNEE

AWB ACCPT IN SYS

AWB DLVRY IN SYS

**PROCESSING**

CHK DOM CARGO PER /NORMAL

CHK INT’L CARGO HUM/PER/DGR/NORMAL (PUT W/H UNDER CUSTOM)

**WAREHOUSE**

**CHK IN SYS** ( AVILABILITY )

**CHECKING**

CHK MNFST /OTHER AIRLINES/DOCS

**CHK IN SYS** ( AVILABILITY )

SEND TLX

SEPARATE MNFST WITH DOC’S OTHER AILINES ( JOB TICKET )

STN RECORD FILE

IF DMG MAKE DMG IN SYS REPORT



MNFST SHOULD BE SIGN FORM, SGS STAFF/ RAMP AGENT

SEND ON BOARD MSG VIA E-MAIL OR TLX(AFTER FLT DEPARTED)

RECHK WITH MNFST MAIL

SEND LDM TLX

PRINT MNFST

PREPARE MNFST

MAIL ACCPTNCE SYS

MAKE AWB IN SYS

CHK PCS/WGT/TAG/DEST

CHK DOC’S SING/STMP

RCVD DOC’S FRM SHPR

DEST 01 CPY WITH MNFST CPY

01 CPY STN FILECPY

01 CPY SHPR

OUT-BOUND MAIL FLOW CHART

**TYPE OF MAIL ( SDI – GOV – COM – EMS – PRS )**

PHY CHECK / DOC’S

PROCESSING



**IN-BOUND MAIL FLOW CHART**

**TYPE OF MAIL ( SV – GOV – COM – EMS - PRS )**

**MAIL ACCEPTANCE IN SYS**

**AIR MAIL**

**MANIFEST**

**SYS REMARKS**

**PROCESSING**

**CHECKING**

**FLIGHT ARRVL ACCEPT** IN SYS

**CHK IN SYS** ( AVILABILITY )

**WAREHOUSE**

**DOCS/AWB**

**DLVRY MAIL IN SYS**

**MAIL DLVRY TO CNEE**

**FILING RECORD FOR MNFST/DOCS/DLVRY**

**FILL REQD FORM**



**CARGO CASH / CREDIT FLOW CHART**

**CUSTOM COLLECTION (DELIVERY ORDER)**

**CASH / CREDIT SALES**

**(DAILY CASH RECEIVED)**

**ALL GTR**

**ISSUED AWB DOM & INT’L** CASH SALES

**COMPANIES INVOICE**

**OAL**

SEND E-MAIL JED

QLTJEDMEDN@GMAIL.COM

SEND E-MAIL RAE/QLTY

QLTRAEMEDN@GMAIL.COM

ACNTMEDN@GMAIL.COM

CC (CUSTOM CLEARANCE ) INTERNATIONAL IN-BOUND CARGO

POD (PAYMENT OF DELIVERY) INTERNATIONAL IN-BOUND CARGO

STATION REVIEWED SALES REPORT & BDS

COPY TO BILLING CENTER

COPY TO INDIVIDUAL STATION

REVIEWED OF SALES REPORT AND BDS

IF THERE IS ANY DIFFERENCE IT CAN BD SEND EXPLANATION TO BILLING CENTER

IF THE DIFFERENCE CONFIRMED IT MUST BE PAID BY THE STATION AND SEND A COPY OF BDS TO THE BILLING CENTER



**PUBLIC RELATION**

**CARGO WORK FLOW CHARTS**

FIRE EXTINGUISHER

SAFETY FIRST AID BOX

PARKING AREA

CARGO DAMGE AREA

SAFETY WRAPING

MACHINERY SUPPORTING EQUIPMENTS

OFFICE

STATIONARY

OFFICE EQUIPTMENT

FURNITURE

 WEIGHT SCALE

WARE HOUSE

VALUABLE ITEMS AREA

DGR AREA

SV

OAL

COM DOM INT’L

GT DOM

**CARGO**

GT

COM

**MAIL**

SV

OAL

COM DOM INT’L

GT DOM

**CARGO**

GT

COM

COLD STORE

**MAIL**

**QUALITY & TRAINING COORDINATOR**

CUSTOMER

AGRICULTURE / AIRPORT AUTHORITY

**ADMIN**

CARGO SERVICE

* MGR
* SUPV

**OUT-BOUND**

**IN-BOUND**