

USPS Mail SOP



Ver. 1 NYCNF/JB

SAS Cargo

Ground Rules

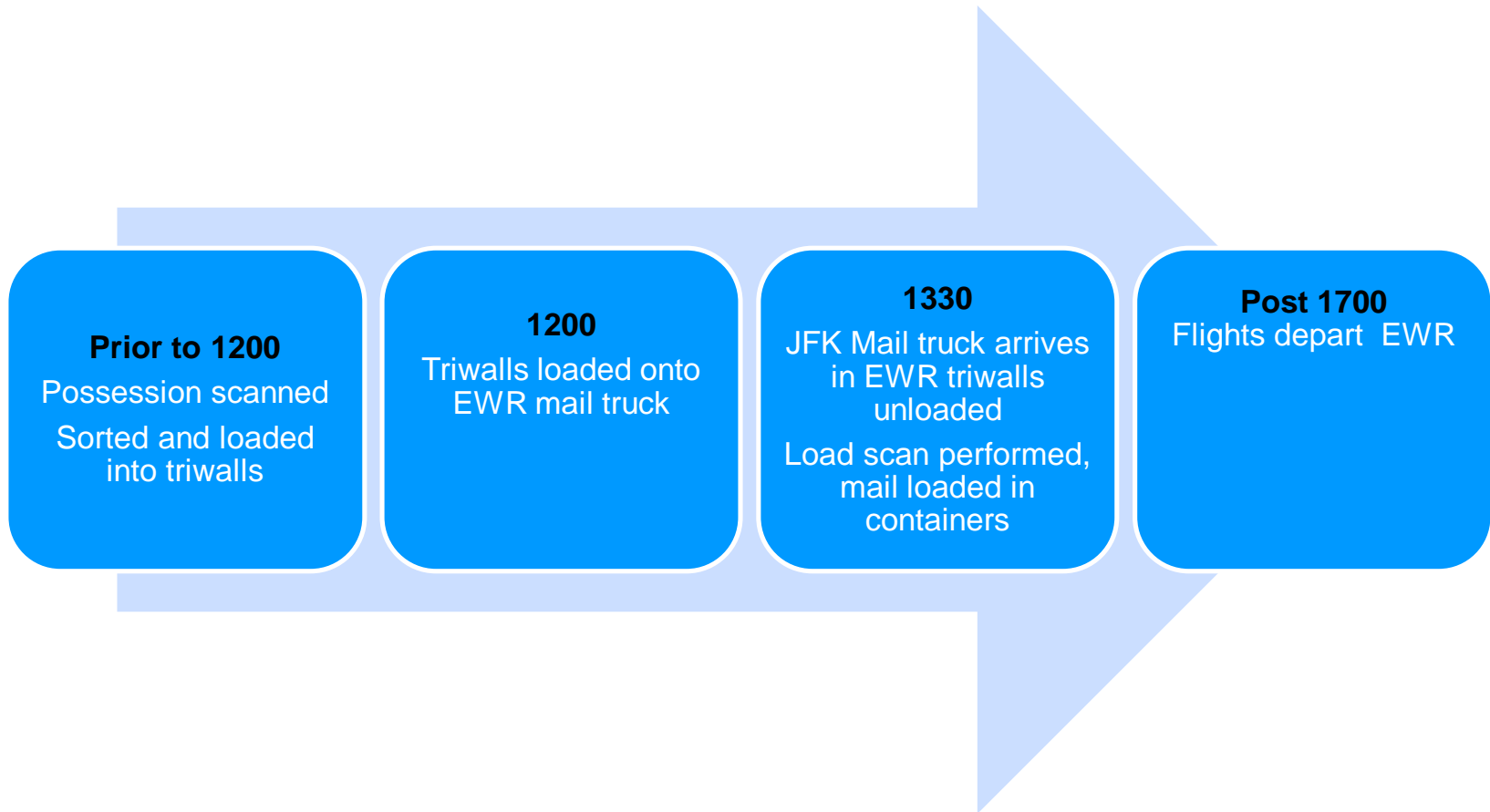
- The better our on-time performance the more mail we receive.
- A possession scan must be made for all USPS mail received.
- Each barcode must have an uplift (load) event.
- A delivery scan must be performed before Handover Time.
- Missing events must be manually entered.
- Mail may have advanced dates, but not past dated. Do not accept old mail.
- All exceptions must be reported to NYCNF/JB for follow-up with the USPS.

KPI – 95% on-time

Payment Scheme USPS

USPS		SCG				USPS		EFT payment made from USPS to SCG 3rd Friday of following month for the previous month
Monday Apr1	Tuesday Apr2 (a.m.)	Tuesday Apr2 (p.m.)	Wednesday Apr3	Wednesday Apr 4	Wednesday Apr 4	Friday Apr12	Friday Apr13	
Receptacle assigned to Carrier	Consignment completion date (Lock out).	Mail received from USPS	Transfers or Local Deliveries Performed	Handover Time Scandinavia	Required Delivery Time (RDT) some Eastern EU cities	Pay Calculation Date (RDT + 9 Days)	Pay Calculation Date (RDT + 9 Days)	
Cardits are sent and cancelled no mail has been physically delivered	USPS labels and issues CARDIT to SCG	Possession/Uplift/Transfer scans performed	Delivery or Transfer scan performed		Delivery Scan performed			
Multiple CARDITs sent		Resdits sent to USPS	Carrier sends INVOIC			Pay Adjustments made from subsequent INVOICs		

Mail JFK



Mail EWR

Prior to 1330

Mail truck arrives
Load scan performed, mail loaded in containers
Mail containers dragged and dropped into flight in Core

Post 1700 Flights depart EWR

Postal Service Station From To
USPS Intl JFK 02/03/2021 02/03/2021

Search Clear

On Hand

Carts & Containers To:

DN Total: 283 / 1,777.6 / 7 / 0

<input type="checkbox"/> CART	<input type="checkbox"/> 0130
EWR 32/199.3	EWR 7/47.2
<input type="checkbox"/> BULK0124	<input type="checkbox"/> BULK
EWR 24/157.9	EWR 146/895.4
<input type="checkbox"/> BULK0131	<input type="checkbox"/> BULK0127
EWR 71/462.6	EWR 1/2.3
<input type="checkbox"/> BULK	
EWR 2/12.9	

Flights

Departing To:

Flight No:

Total: 0 / 0.0 / 0 / 0

<input type="checkbox"/> BULK0127
EWR 1/2.3

Mail ORD (944)

Prior to 1700

ISC Mail truck arrives
Possession scan performed, mail loaded in containers
Containers dragged and dropped into flight in Core

Post 2200

944 departs ORD

The screenshot shows the SAS Cargo software interface. At the top, there are fields for Postal Service (USPS Intl), Station (JFK), From (02/03/2021), and To (02/03/2021). Below this, there are sections for 'On Hand' and 'Flights'. The 'On Hand' section is divided into 'Carts & Containers' and 'Departing'. The 'Carts & Containers' section shows a total of 283 / 1,777.6 / 7 / 0. The 'Departing' section shows a total of 0 / 0.0 / 0 / 0. A table of items is displayed, with a blue arrow pointing to the entry 'BULK0127 EWR 1/2.3'.

Item	Quantity	Weight
CART EWR	32	199.3
BULK0124 EWR	24	157.9
BULK0131 EWR	71	462.6
BULK EWR	2	12.9
0130 EWR	7	47.2
BULK EWR	146	895.4
BULK0127 EWR	1	2.3

Mail SFO (936)

Prior to 1200

ISC Mail truck arrives
Possession scan performed, mail loaded in containers
Containers dragged and dropped into flight in Core

Post 2200

936 departs ORD

Postal Service: USPS Intl | Station: JFK | From: 02/03/2021 | To: 02/03/2021

On Hand

Carts & Containers

DN Total: 283 / 1,777.6 / 7 / 0	
<input type="checkbox"/> CART EWR 32/199.3	<input type="checkbox"/> 0130 EWR 7/47.2
<input type="checkbox"/> BULK0124 EWR 24/157.9	<input type="checkbox"/> BULK EWR 146/895.4
<input type="checkbox"/> BULK0131 EWR 71/462.6	<input type="checkbox"/> BULK0127 EWR 1/2.3
<input type="checkbox"/> BULK EWR 2/12.9	

Flights

Departing

<input type="checkbox"/> BULK0127 EWR 1/2.3

Mail ARN

- All inbound mail is delivered by SAS Ground Handling (SGH) to the handling area at Spirit.
- Spirit scans all mail unload.
- All import mail is delivered right after scan to Swedish Post (PSE) in carts
- All transit mail is scanned out and loaded in carts or containers and send out to first available flights.
- **MRD**
- Import mail is scanned when delivered to PSE by SGH with the MRD device so we have the actual time of delivery.
- We are struggling to do this at every incoming flight. The device is newly up started in ARN, so a lot of staff needs to be informed

Mail CPH

- All inbound mail is delivered by SAS Ground Handling (SGH) to the mail handling area in hangar 1
- Spirit scans all mail unload.
- All import mail is delivered right after scan to Danish Post (INC) in carts
- All transit mail is scanned out and loaded in carts or containers and send out to first available flights.
- **MRD**
- Import mail is scanned when delivered by SGH with the MRD device so we have the actual time of delivery.

Mail OSL

- All inbound mail is delivered by SAS Ground Handling (SGH) to the handling area at Spirit. Norway Post (PNO) is taking hand of it from that point and all import mail is being considered delivered to Norway Post at that moment.
- No SAS scan is being done.
- Eventual transit mail is sending out on flights at some point. This we do not have a procedure on and it is not scanned by SAS in our system. Transit mail via Oslo is not optimal.
- **MRD**
- Import mail is scanned when delivered by SGH with the MRD device so we have the actual time of delivery.

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Process for DLK/DGM

Booking CSC

- Ensure that DGM and DLK allocations are fulfilled
- Space permissible, book the entire shipment
- If over the allocation, split the booking/inform the customer of the action
- If necessary offer space on alternative flight e.g. XDXXXX/SK904 iso SK946 or suggest customer makes their own trucking arrangements to the alternate city

Handling

- Ensure that DGM and DLK allocations are fulfilled
- Notify CPHFB (prior to departure) of all deviations from the booking
 - Send ULD pre-advice to CPH and STO mail
- OK to comingle mail products

Follow-up CPHFB

- Ensure that DGM and DLK allocations are fulfilled
- Action inventories book part shipments
 - discuss with US handling order of priority
- Plan trucks if necessary

Important to keep NYCNF/JB informed of backlogs/discrepancy

NYCNF/JB

2/8/2021

SAS Cargo

Mail Handling and Planning

