DS-452 Helper v0.6.3 — Quick Start

Where each entry comes from → which app step / field it goes in

ds452-helper.pages.dev · build v0.6.3-d7b170fd4d · offline PWA · New DS-452 = 5 steps + PDF · one AWB per DS-452 · Diplomatic Couriers, U.S. Embassy Bangkok

W 1 Air waybill	D 2 DS-7600(s)	T 3 Itinerary	R Pick-up sheet	P Passport	A App / Settings
Carrier, AWB no., flight, total other charges	Pieces + total weight (primary)	Ticket number only	Rate, week / revision	Upload only in Settings > Passports	No document needed

STOP ■ **Red field?** Fill or confirm every red (**• needed**) field. ■ **Online rate (red)?** Check it, tick "**I have checked this online rate…**", or no PDF. ■ **Expired passport?** Red box → **Open profile settings**, upload the current passport there; no PDF until fixed. ■ **DRAFT DS-7600** (shipment no. starts with **D**)? Amber warning: import the final copy (same no.) before submitting — it swaps in automatically. ■ **"The AWB may be wrong"?** DS-7600 pieces / weight differ from the AWB: the DS-7600 figures are used. ■ **Red waybill box?** The AWB math failed: fix the figures it lists.

Src	Where on the document	App step → field	Enter / check
STEP 1 of 5 · Carrier & flight (first: Upload or scan, in this order: 1 Air Waybill, 2 DS-7600(s), 3 Itinerary; no passport here)			
A	Documents list (also atop steps 2–4)	→ **Tap a name (first 30 characters)**	Opens the original in a new tab
W1	"Issued by" carrier / **Issuing Carrier's Agent Name and City**	→ **Company (carrier and agent, as on the AWB)**	As printed on the AWB
W11	**Requested Flight/Date** + routing boxes	→ **Final-destination flight → Flight No., Airline, Date, To**	Several flights? Pick the one reaching the final destination; none → type
T3	**Ticket number** (e-ticket receipt)	→ **Ticket No. · Scan itinerary for ticket number**	13 digits; rest discarded; blank → E-TICKET
STEP 2 of 5 · Courier			
P1	Settings > Passports · MRZ line 1: SURNAME<<GIVEN NAMES	→ **Name (from your profile passport)**	Passport is uploaded only in Settings > Passports
P2	Settings > Passports · MRZ line 2: first 9 characters (= **Passport No.**) + expiry	→ **Diplomatic passport No.**	Warns < 6 months; expired → profile settings
W2	**Shipper's Name and Address** (city, country)	→ **Payment will be made by U.S. Embassy/Consulate at**	e.g. Bangkok, Thailand; check on inbound legs
STEP 3 of 5 · Air waybill (one AWB and one AWB line per DS-452)			
W5	**Currency** box; **kg / lb** next to Gross Weight	→ **Weight unit · AWB currency**	THB – Thai Baht (฿) default
W4	**Airport of Departure / Airport of Destination**	→ **From · To**	3-letter IATA; To from AWB or typed
W3	AWB no. top left: prefix + 8 digits	→ **Air Waybill No.**	Wait for "✓ Check digit OK"
D1	DS-7600 shipment totals: **pouches**, **total weight**	→ **Pieces · Gross weight (DS-7600 check)**	DS-7600 wins; AWB flagged if it differs
W7	**Chargeable Weight** column	→ **Chargeable weight (kg)**	Cost uses chargeable weight
W8	**Rate / Charge** (+ **Rate Class**) columns	→ **Rate per kg (THB), or tick Flat / minimum charge**	Class M → enter the flat amount
STEP 4 of 5 · Charges & rate			
D2	Total weight of every DS-7600 for this AWB	→ **DS-7600 total weight (kg)**	Read-only, summed from the scans
W9	**Total Other Charges Due Agent + Due Carrier** (as one figure)	→ **Total other charges (THB)**	One figure per AWB, not itemized. No total box → lines added up + yellow warning
R2	Footer: "BRDCD <MONTH> RATE OF EXCHANGE: 33.48 = 1 USD"	→ **Exchange rate: THB per US$1**	Prints in bold red on the PDF
R3	**WEEK / REVISION** box, top left	→ **Exchange Rate Source (pick-up sheet week / revision)**	e.g. Week 41b original
W10	**Total Prepaid** (final total on the AWB)	→ **AWB total (THB), from the waybill**	"Waybill math checked" (green) or red box
STEP 5 of 5 · Review & sign			
A	Summary + Checks (no errors)	→ **Courier signature: Draw / Sign later with PIV (Acrobat) / Sign on paper**	Then **Preview & create PDF**

Another AWB? **Copy to a new DS-452** (Step 5) keeps carrier, flight, route, courier and exchange rate; **every cost, weight and piece count starts blank** and the AWB and DS-7600s are **not** copied: import the new ones. Importing a new AWB or DS-7600 set **replaces** the earlier ones on this DS-452 ("Previous AWB and DS-7600s replaced"); to add one DS-7600 later use **Add another DS-7600 to this AWB**.

Where to look on the documents

Badges match the Src column on page 1. Mock-ups only: every name and number (AWB, DS-7600, ticket, passport) is made up.

Air Waybill (mock-up, made-up AWB no., names replaced)

217 BKK 0000 0000 W3 AWB no. top left: prefix 217 + 8 digits			Issued by **EXAMPLE AIRWAYS** W1		
Shipper's Name and Address **EXAMPLE EMBASSY, SAMPLE CITY, THAILAND** W2			Issuing Carrier's Agent Name and City **SAMPLE CARGO AGENT, BANGKOK** W1		
Airport of Departure **BANGKOK (BKK)** W4	Airport of Destination **(CMB)** W4	Requested Flight/Date (+ routing) **XX000/05** W11		Currency **THB** W5	
No. of Pieces **10**	Gross Weight kg/lb **100.0 K**	Rate Class **Q** W8	Chargeable Weight **100.0** W7	Rate / Charge **50.00** W8	Total **5,000.00**
Weight Charge (Prepaid) **5,000.00**	Total Other Charges Due Agent **200.00** W9	Total Other Charges Due Carrier **800.00** W9		Total Prepaid **6,000.00** W10	

Checked silently: 100.0 × 50.00 = 5,000.00 + total other charges 1,000.00 = 6,000.00 = Total Prepaid → green **Waybill math checked**. Pieces / gross weight are checked against the DS-7600s; a failure shows a red box with expected vs found (**Show waybill details** to see all).

DS-7600 (mock-up) — pieces + weight

Shipment No.	Total weight	Pouches	CBM
BKK-XX-0001	**60.0 kg** D2	**6** D1	0.40
D-BKK-XX-0002 DRAFT	**40.0 kg**	**4**	0.30

Several DS-7600s per AWB are totalled (100.0 kg, 10 pcs). **D...** = draft: counted, flagged amber, replaced by the final copy on import.

Passport photo page (mock-up) — Settings > Passports only

PD<USACOURIER<<SAMPLE<<<<<<<<<< P1
900000000<0USA<<<<<<<M3001019<<<< P2

Uploaded only in Settings > Passports; read on the device, only number, name and expiry kept. Expired → open profile settings, PDF blocked.

Itinerary / e-ticket (mock-up)

Ticket number **000 0000000000** T3

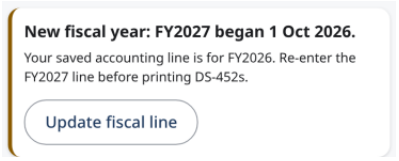
Only the ticket number is read; everything else is discarded.

BRDCD weekly pick-up sheet (mock-up) — use the LATEST revision

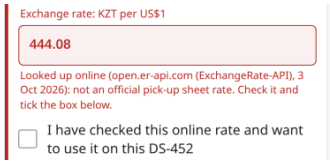
WEEK: 41 B REVISION: original R3 **BRDCD OCTOBER RATE OF EXCHANGE: 33.48 = 1 USD** R2

Other inputs (no document in the app)

- **A Settings (gear), once:** Courier profile, Passports (the only place to upload a passport), Fiscal year + Accounting classification → **Save fiscal line**; again every new FY.
- **R Settings > Defaults for new forms:** Exchange rate + Exchange Rate Source from each new pick-up sheet, or **Save as default** on Step 4.
- **A No sharing or import:** drafts stay on this device. Next trip: **Copy to a new DS-452** (costs, weights, pieces blank; no AWB or DS-7600).



Home · FY rollover banner



Step 4 · online rate (red)

Before you export (Preview & create PDF)

☐ **No red fields** — every · needed field filled; Step 5 Checks show no errors; passport not expired.
☐ **AWB** — "✓ Check digit OK", final-destination flight, From / To, chargeable weight, rate, total other charges; **Waybill math checked**.
☐ **DS-7600s** — all imported for this AWB; no DRAFT left; any "The AWB may be wrong" reviewed.
☐ **Rate** — latest pick-up sheet rate for the flight's month, source = WEEK / REVISION; online rate ticked.
☐ **Fiscal line** — current FY (no "New fiscal year" banner on the home screen).
☐ **SBU** — Preview shows SBU - PRIVACY OR PII top and bottom; handle and send the PDF as SBU (12 FAM 540).