POM Worksheet — Help (from live app)

Source: Live app Help UI for **POM Worksheet web v2.0-8c7819e5e8** (https://pom-worksheet.pages.dev/), exported 6 Nov 2026 (Asia/Singapore). Includes the in-app “New in v2.0” rules box and App notes, plus the embedded User Instructions document (source file still labeled v1.4 / edited 03 Oct 2026). Where they differ, the v2.0 box wins.

Unofficial personal tool · not a U.S. government product.

New in v2.0 (replaces matching parts of the older guide below)

Line 1 - minimum POM. If porter assistance is requested (default Yes), line 1 is at least 300 THB; on Sunday at least 500 THB (Sunday only, not Saturday/holidays). Answer No → no minimum. Weight still 1 THB/kg rounded up to nearest 100.

Line 2 - night differential (200 THB). Depends on SCHEDULED time (18:00–06:00). Still paid if the flight is scheduled in those hours but arrives early or late.

Line 4 - oversized (100 THB, once). Any single piece of 100 kg or more. Pieces/weight/oversize from the final DS-7600 (shipment number not starting with D).

Line 5 - forklift. No extra charge. If a forklift is used, the line 4 oversized amount is paid to the forklift driver (not charged twice).

Lines 6–7 - drivers. 100 THB per person for tug drivers and van drivers. Set the number on step 2 (default 1 each; 0 allowed).

Line 8 - tolls. 260 THB per large box truck. When several couriers travel together only the courier with the largest load pays; tick “Tolls paid by another courier with a larger load” on step 3 to set line 8 to 0.

BFS / Harper’s warehouse (outbound only). Outbound Qantas / Royal Brunei only. Lines 1–6 N/A; line 7 = special van 2,611 THB/leg + 100 tip (receipt required). Tolls (8) and permit (9) still paid. Inbound forces TG.

Inbound loads. Inbound loads pay all supplements too, not only the per-kg charge.

Over 700 kg outside 07:00–16:00. GSO/mailroom laborers requested in advance (overtime); app shows a note only.

Line 9 - temporary airport permit. 110 THB per permit (unchanged).

Embedded User Instructions (older base document)

The following is the Help document embedded in the live app (HELP_HTML). Header still says version 1.4. Prefer the v2.0 box above when they conflict.

Web app: https://pom-worksheet.pages.dev/ (version 1.4, shown at the bottom of the home screen)

Install the app so it opens like a regular app and works fully offline. In Chrome, Edge or on Android, tap Install app on the home screen. On an iPhone, open the site in Safari, tap Share, then Add to Home Screen.

I. What the app is for:

The POM Worksheet works out how much Thai baht you need to prepare for Porterage of Official Mail (POM) before a courier trip or escort at BKK. It calculates lines 1 to 9, the Sub Total (THB) on line 10 and the Sub Total in USD on line 11, and produces a PDF worksheet that the courier can verify and share.

• One worksheet covers one leg: one direction and one flight or shipment. If you have both an outbound and an inbound leg, make a separate worksheet for each.

• Hand carries get no POM. A hand carry goes through the passenger terminal only, so it needs no tug driver or van driver (lines 6 and 7) and no other POM charges. Don't create a worksheet for a hand carry unless you have responsibility for a cargo shipment on the same flight.

• Your data stays on your device. Worksheets are kept only in the browser on the device you use, and nothing is sent anywhere until you tap Share PDF. Once the page has loaded, the app also works offline.

II. What to have ready

Item

Used for

The latest BRDCD Bangkok weekly pick-up sheet

Date, route, flight(s), names, pieces, total weight (line 1) and the THB per USD rate

Form DS-7600 for the shipment.

Oversized pouches (line 4)

Vehicle type (Derived from the Vehicle number shown on the Pickup sheet T = Box Truck, V = Van)

Line 8: van only, or the number of large box trucks

Planned duty times, from show time to release

Line 2 (night differential) and line 3 (weekend/holiday)

Each escort's status: accredited, MFA-unaccredited

Line 9: only MFA-unaccredited couriers and EFMs need a temp permit

No DS-7600 yet? You can still fill in line 1 from the pick-up sheet, but you will need the Final DS-7600 before you finalize line 4.

III. Step by step

• Tap New worksheet. The app takes you through 4 steps and then a review screen (5 screens in all).

• Step 1, Duty details. Fill in the duty header:

• Date. Check the weekday shown under the field.

• Direction. Choose Outbound or Inbound. It starts on Outbound, so change it for arrivals.

• Route (e.g. BKK-CMB)

• Flight(s) (e.g. TG 307)

• Courier name. Only the courier named here can verify the worksheet.

• Escort name(s)

• Pieces. Take this from the pick-up sheet.

• Total weight (kg). Take this from the pick-up sheet. A box below then shows the line 1 amount.

• Next stays greyed out until you've entered the date, route, courier name and total weight.

• Step 2, Lines 2-7 - Charges. Answer Yes or No to each question:

• Will the duty run to or past 18:00, or start before 06:00? Answer Yes if it could, for example because of a late show time or a possible delay. This is line 2.

• Is the duty on a weekend or Thai public holiday? Saturdays and Sundays come pre-set to Yes. The app doesn't know about holidays, so check the official Thai holiday list. This is line 3.

• Is any piece over 100 kg? Check the DS-7600 for oversized pouches. A Yes adds a flat 100 THB per shipment, not per piece. This is line 4.

• Will a forklift be used? Answer No. Under the Bangkok rule, line 5 is 0.

• Lines 6 and 7 (tug driver and van driver) are added automatically.

• Step 3, Lines 8-9 - Vehicle & permits.

• Vehicle. Choose Van only (no tolls) or Large box truck(s). If you choose trucks, set the number in Trucks with the â■■ and + buttons.

• Permits. Enter 1 for each escort who needs a temporary airport permit. That means an MFA-unaccredited Bangkok courier or a Bangkok Eligible Family Member (EFM) working for BRDCD. Otherwise enter 0.

• Step 4, Exchange rate.

• THB per 1 USD. Enter the rate from the most recent pick-up sheet (line 12 on the old Excel sheet). The app may fill in the last rate you used in the same month, so always check it against the current sheet.

• Rate source (optional). For example, "Week 42 pick-up sheet".

• Tap Review.

• Review & verify.

• Check each line, the basis shown under it, and the totals on lines 10 (THB) and 11 (USD).

• To change an amount, tap the line, enter the Amount (THB) and a Reason / note, then tap Save. The line is then marked Adjusted, and the PDF lists it as adjusted. In the same window you can use Edit answer to go back to that question, or Revert to calculated to undo the change.

• To verify, go to Courier verification, select Verified, check the Courier name, and tick I have reviewed and verified these calculations. Your name and the date and time are then stamped on the worksheet. Changing anything afterwards sets it back to Not verified.

• Tap Preview PDF to check the PDF, or Share PDF to send it.

• Tap Save & close when you're done.

IV. Rules and defaults

Line

Item

Rule

Applied by the app?

1

Weight Charge

1.00 THB per kg of the pick-up sheet's total weight, rounded up to the nearest 100 THB

Automatic from the sheet weight you enter

2

Night Differential

200 THB if the duty could start before 06:00 or run to or past 18:00

You answer Yes or No. The app then adds 200.

3

Weekend/Holiday

200 THB

Weekends are suggested automatically. You check holidays.

4

Oversized Pieces (>100 kgs)

Flat 100 THB per shipment (DS-7600)

You answer Yes or No. The app then adds 100 once.

5

Forklift Driver

0 THB

You answer No. A Yes would add 100.

6

Tug Driver

100 THB. Not for hand carries.

Automatic. Always charged (see Hand carry).

7

Van Driver

100 THB. Not for hand carries.

Automatic. Always charged (see Hand carry).

8

Highway Tolls

260 THB per large box truck, 0 for a van

Automatic from the vehicle and number of trucks

9

Temporary Airport Permit

110 THB per escort who is an MFA-unaccredited Bangkok courier or a Bangkok EFM working for BRDCD; otherwise 0

You enter the number of permits (the default is 0). The app multiplies by 110.

10

Sub Total (THB)

Sum of lines 1-9, permits included

Automatic

11

Sub Total in USD

THB Ã· rate, to 2 decimals

Automatic once you enter the rate

Rate

THB per 1 USD ("line 12")

From the most recent pick-up sheet

You enter it in Step 4. It prints as "Rate used".

none

Hand carry

No POM. Passenger terminal only, so lines 6-7 don't apply.

You don't create a worksheet. The app would still add lines 6-7.

none

No DS-7600

Line 1 can still be done from the sheet. Get the DS-7600 before you finalize line 4.

You check. The app does not.

These amounts are set under Presets (the gear icon). Each worksheet keeps the presets it was created with. Changing presets will affect future worksheets so if you only need the adjustment for a specific trip, use the edit function during your review.

V. Saving, sharing and printing

• Saving. The app saves as you go. Save & close, the close (X) button and the back arrow all keep your work. The home list shows each worksheet's status: Incomplete draft, Not verified, or Verified by â■¦.

• Worksheet menu (â■®). Use Open, Edit (starts again at Step 1), Duplicate (copies a similar duty and clears the verification) or Delete.

• Preview PDF. Shows the PDF exactly as it will look, with â■■ / % / + zoom buttons.

• Share PDF. Opens your device's share sheet, so you can email it or save it to Files or Drive. If your browser can't share files, the PDF downloads instead and the app says so. The file is named POM Worksheet - YYYYMMDD Route Flight Surname.pdf. If Verified is selected, Share PDF stays greyed out until you tick the verification box.

• Printing. The app has no print button. Open the PDF you shared or downloaded and print it from your PDF viewer.

VI. Troubleshooting and FAQ

• Next is greyed out. You'll see "Answer every question on this screen to continue." In Step 1, you need a valid date, a route, the courier name and the total weight.

• I can't tick the verify box. The name you enter must match the Courier name on the worksheet. Capitals, punctuation and word order don't matter. Only that courier can verify.

• My "Verified" status disappeared. Any edit, adjustment or change of presets resets the worksheet to Not verified. Verify it again.

• "This worksheet uses the presets saved when it was created". Your current Presets differ from the ones the worksheet was made with. Tap Apply current presets only if you want the new values. This clears the verification.

• USD shows 0.00 or "rate not entered yet". Enter the rate in Step 4.

• I don't have the DS-7600 yet. Do line 1 from the pick-up sheet and save a draft. Get the DS-7600 before you finalize line 4. If its weight differs, use the sheet and flag it.

• My worksheets have disappeared. Worksheets are stored only in that browser on that device. A different browser or device, private browsing, or clearing your site data won't show them. Keep the PDF as your record.

App notes (v1.5–v2.0 features)

Version 2.0 (Nov 2026). Rules follow 19 Mar 2024 guidelines (see box above). Older worksheets open and are recalculated; forklift preset migrates to 0. Still offline; worksheets stay on the device.

POM Receipt (v1.9). Review-screen checkbox “POM Receipt (for travel voucher)”. Off = usual worksheet PDF. On = POM Receipt PDF with certification/approval signature fields.

Sharing worksheets removed (v1.8). Editable worksheet share/import removed. Share PDF and Preview PDF remain. Duplicate/copy of your own worksheets still works.

SBU marking (v1.8). PDF pages marked SBU - PRIVACY/PII when names present, otherwise SBU.

Help panel / Edit / numbering / payment breakdown / copy / delete. See in-app Help App notes for full feature history (v1.5–v1.7).

No separate POM Quick Start PDF for v2.0 was found locally or in OneDrive GrokBot Products as of this export.