# POM Worksheet v1.8 — Quick Start

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

pom-worksheet.pages.dev · offline PWA · New worksheet = 4 steps + Review ("Step 1 of 5 … last step: review") · for BRDCD couriers

| P Pick-up sheet | D Final DS-7600 | E Escort status | C Calendar | A App / fixed |
|---|---|---|---|---|
| Latest revision of the BRDCD weekly sheet | Trumps all · shipment no. w/o D | MFA accreditation / BRDCD EFM | Weekend / Thai public holiday | No document needed |

**STOP ■ Hand carry only?** No POM, no worksheet. ■ **No DS-7600?** Don't guess: ask. ■ **Sources disagree?** The final DS-7600 wins.

| Src | Where on the document | | App step → field / question | Enter |
|---|---|---|---|---|
| **STEP 1 of 5 · Duty details** | | | | |
| P1 | Day band above your row, e.g. "Monday, October 5, 2026" | → | **Date** | Check the weekday shown under it |
| P2 | **DEPARTURES** (left) or **ARRIVALS** (right) half | → | **Direction** | Outbound / Inbound (starts on Outbound) |
| P3 | **ROUTE#** + **DESTINATION** (out) / **FROM** (in) | → | **Route (e.g. BKK-CMB)** | Required |
| P4 | **FLIGHT** column (codeshare in brackets) | → | **Flight(s) (e.g. TG 307)** | As printed on the sheet |
| P5 | **COURIER** column | → | **Courier name** | Required; only this name can verify |
| P6 | **ESCORT** column | → | **Escort name(s)** | Leave blank if none |
| D2 | Final DS-7600: pouch count "… **of 23** sealed pouches" and **TOTAL WEIGHT** "… of **610.0**" | → | **Pieces** · **Total weight (kg)** | Final DS-7600 wins → Line 1 box appears |
| P7 | Fallback only, before the final DS-7600 exists: red **pcs/kg** after DESTINATION (out) / COURIER (in), e.g. 35/931 | → | **Pieces** · **Total weight (kg)** | Replace with final DS-7600 figures |
| **STEP 2 of 5 · Lines 2-7 - Charges** | | | | |
| P8 | **SHOW** + **DEPART** (out) / **SHOW** + **ARRIVAL** (in) times | → | "Will the duty run to or past 18:00, or start before 06:00?" | Yes / No |
| C | Duty date: Sat/Sun or official Thai holiday list | → | "Is the duty on a weekend or Thai public holiday?" | Sat/Sun pre-set Yes; holidays: you check |
| D3 | **WEIGHT (in kilograms)** column, every page (final DS-7600) | → | "Is any piece over 100 kg?" | Yes if any ONE piece >100 kg |
| D1 | "**Form DS-7600**" bottom-left (D4); **SHIPMENT #** not starting with D = final | → | (no field for the DS-7600) | Draft (D…) or none → ask, don't guess |
| A | — | → | "Will a forklift be used?" | Always **No** (Yes adds 100 THB) |
| A | — | → | **Lines 6-7 (automatic)**: Tug Driver, Van Driver | Nothing to enter |
| **STEP 3 of 5 · Lines 8-9 - Vehicle & permits** | | | | |
| P9 | **DRIVER** column code: **T####** = truck, **V####** = van | → | **Vehicle**: Van only / Large box truck(s) → **Trucks** | Truck = tolls (count T codes); van = none |
| E | Each escort: MFA accreditation / BRDCD EFM status | → | "How many temporary airport permits are required?" → **Permits** | 1 per qualifying escort (110 THB), else 0 |
| **STEP 4 of 5 · Exchange rate** | | | | |
| P10 | Footer, bottom right of the MOST RECENT sheet: "BRDCD <MONTH> RATE OF EXCHANGE: xx.xx = 1 USD" | → | **THB per 1 USD** | Overwrite a "Prefilled from your last entry" if it differs |
| P11 | **WEEK** / **REVISION** box, top left | → | **Rate source (optional, e.g. pick-up sheet week)** | e.g. Week 41B, original |
| **STEP 5 of 5 · Review (Review & verify)** | | | | |
| A | — | → | **Courier verification** → **Verified** → tick "I have reviewed and verified these calculations" | Then **Preview PDF** → **Share PDF** |

# Where to look on the documents

Badges match the Src column on page 1. Mock-ups only: every name, pouch and seal number is replaced.

## BRDCD weekly pick-up sheet (mock-up, names replaced) — use the LATEST revision

| WEEK: 41 B<br>REVISION: original P11 | BANGKOK REGIONAL DIPLOMATIC COURIER DIVISION (BRDCD) | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | DEPARTURES / ขาออก P2 | | | | | | | ARRIVALS / ขาเข้า P2 | | | | | | |
| ROUTE# | DESTINATION | COURIER | SHOW | FLIGHT | DEPART | DRIVER | ESCORT | ROUTE# | FROM | COURIER | FLIGHT | SHOW | ARRIVAL | DRIVER | ESCORT |
| MON | Monday, October 5, 2026 P1 | | | | | | | Monday, October 5, 2026 P1 | | | | | | | |
| 01.BKK.00 | Seoul/ Washington P3 35/931 P7 | COURIER A P5 | 1500 P8 | DL 7854 (KE 652) P4 | 2330 P8 | XX (V1109) P9 | Escort B P6 | 02.MNL.00 | MNL | COURIER C 5/78 | PR 730 | 0930 | 1210 | XX (T1131) | Escort D |

**P7 pcs/kg = fallback only (final DS-7600 wins).** Inbound: same items in the ARRIVALS half (FROM, COURIER + **pcs/kg**, FLIGHT, SHOW/ARRIVAL, DRIVER, ESCORT). Driver code: **T####** = large box truck, **V####** = van.

**Footer:** officers / escorts / phone numbers

**BRDCD OCTOBER RATE OF EXCHANGE: 33.48 = 1 USD P10**

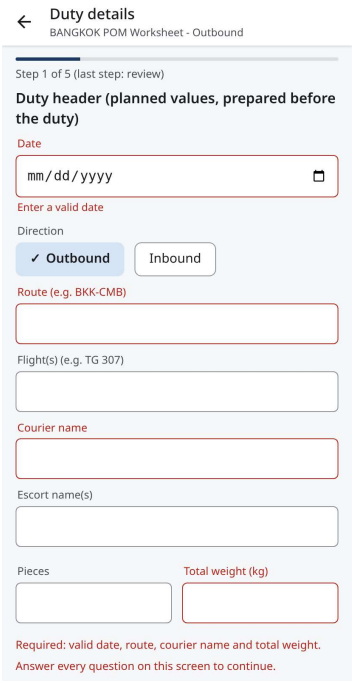
## FINAL Form DS-7600 (mock-up, pouch & seal nos. replaced)

| DIPLOMATIC POUCH CERTIFICATION AND RECEIPT<br>SHIPMENT #: BKKCL - 14755 D1 | | | | COURIER ROUTE:<br>Route to ... | |
|---|---|---|---|---|---|
| D1: final = no D (BKKCL - 14755) · **draft = starts with D (BKKCL - D15549): not final** | | | | | |
| NO | POUCH NO | FROM | TO | WEIGHT (kg) D3 | SEAL ID |
| 13 | XX-00000 | Hanoi | Washington | 11.5 | •••••• |
| 14 | XX-00000 | Manila | Washington | 17.0 | •••••• |
| 15 | XX-00000 | Vientiane | Washington | 152.0 >100! | •••••• |
| 16 | XX-00000 | Vientiane | Washington | 27.0 | •••••• |
| | | | TOTAL WEIGHT (this page of **total**): | 471.0 of **610.0** D2 | PAGE 1 OF 2 |
| ____, Diplomatic Courier ... in possession of the above 20 **of 23** sealed pouches D2 | | | | | |

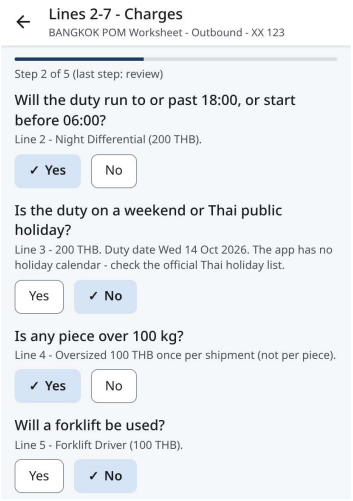
**Form DS-7600** D4 ← bottom-left of every page = this is the DS-7600

## Other inputs (no document in the app)

- **E** Escort status → Step 3 **Permits**: MFA-unaccredited escort or BRDCD EFM = 1 each
- **C** Calendar → Step 2 weekend/holiday question
- **A** Forklift = **No**; Lines 6-7 added automatically
- **D** Sources disagree → the **final** DS-7600 wins (pieces, weight, oversized). SHIPMENT # starting with D = draft




**Step 1 · Duty details**
(app screen, no names)




**Step 2 · Lines 2-7 - Charges**
(app screen, no names)

## Before you export (Share PDF)

- ☐ **Final DS-7600 used** — shipment no. not starting with D (D… = draft).
- ☐ **Pieces and weight match the final DS-7600** (pick-up sheet figures only as a fallback before it exists).
- ☐ **Latest revision** — pick-up sheet WEEK / REVISION box is the newest; re-check times, vehicle and escorts if a new revision came out.
- ☐ **Rate** — THB per 1 USD matches the footer of the **most recent** sheet (not just the prefill).
- ☐ **Verify** — check every line and lines 10-11 on Review; Courier verification → Verified → tick the box (name + date/time stamped).
- ☐ **Marking** — Preview PDF: top and bottom of every page read **SBU - PRIVACY/PII** (the worksheet carries names). Handle and send it as SBU.