POM Worksheet: User Instructions

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

1. **Tap New worksheet.** The app takes you through 4 steps and then a review screen (5 screens in all).
2. **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.
3. **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.
4. **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 − 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**.
5. **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**.
6. **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 ÷ 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 …*.
- **Worksheet menu (⋮).** 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 − / % / + 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.