POM Worksheet: User Instructions

Compatible with: POM Worksheet web v2.0-8c7819e5e8 · https://pom-worksheet.pages.dev/

Document revision: 6 Nov 2026 (Asia/Kuala_Lumpur) · Full guide for current v2.0 behaviour. App version ≠ document revision. Hub: brdcd-tools.pages.dev

Unofficial personal tool · not a U.S. Department of State product. Discussion: BRDCD WhatsApp group.

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 1–9, the **Sub Total (THB)** on line 10 and the **Sub Total in USD** on line 11, and produces a PDF worksheet (or optional **POM Receipt**) that the courier can verify and share.

- **One worksheet covers one leg:** one direction and one flight or shipment. Make separate worksheets for outbound and inbound.
- **Hand carries get no POM** unless you also have responsibility for a cargo shipment on the same flight.
- **Your data stays on your device.** Worksheets stay in this browser on this device. Nothing is sent until you tap **Share PDF**. After loading once, the app works offline.
- **Inbound loads pay all supplements** (night differential, weekend/holiday, oversized, forklift handling, drivers and tolls), not only the per-kg charge.
- **BFS / Harper's warehouse** is for outbound Qantas / Royal Brunei only; see section IV.

II. What to have ready

Item	Used for
Latest BRDCD Bangkok weekly pick-up sheet	Date, route, flight(s), names, THB per USD rate; pieces/weight only until a final DS-7600 exists
Final Form DS-7600 (shipment number **not** starting with D)	Pieces, total weight (line 1) and oversized (line 4). Final DS-7600 overrides every other source.
Vehicle type (T = box truck, V = van)	Line 8 tolls
Scheduled duty / flight times	Line 2 night differential (scheduled hours)
Escort status (accredited / MFA-unaccredited / EFM)	Line 9 permit count
Warehouse TG vs BFS (outbound Qantas/Royal Brunei)	BFS uses special-van rules on Step 2

A draft DS-7600 (shipment number starting with D) is not final. If sources disagree, the final DS-7600 wins.

III. Step by step

1. Tap **New worksheet** (blank, or **Copy a saved worksheet**). Four steps plus Review. A copy clears date, weekend/holiday answer, exchange rate and verification so you review them.

2. **Step 1 — Duty details.** Date, Direction (Outbound/Inbound), Route, Flight(s), Courier name, Escort name(s), Pieces, Total weight (kg). Outbound: warehouse **TG** (default) or **BFS (Harper's)**. Switching to Inbound forces TG. **Next** stays grey until date, route, courier and total weight are entered.

3. **Step 2 — Charges.**

TG warehouse — answer Yes/No:

- *Is the SCHEDULED time at or after 18:00 or before 06:00?* (Line 2 = 200 THB. Still paid if actual arrival differs but the schedule was in those hours.)
- *Is the duty on a weekend or Thai public holiday?* (Line 3 = 200 THB. Weekends suggested Yes; check the official holiday list.)
- *Any single piece of 100 kg or more?* (100 kg counts. Line 4 = 100 THB once. Use final DS-7600.)
- *Will a forklift be used?* (Line 5 = no extra charge. If Yes and oversized, line 4 is paid to the forklift driver.)
- *Will porter (laborer) assistance be requested?* (Default Yes → line 1 minimum 300 THB; Sunday 500. No → no minimum.)
- **Tug drivers (line 6)** and **Van drivers (line 7)**: steppers, default 1 each, 0 allowed, 100 THB per person.

BFS (Harper's) on Step 2: lines 1–6 are N/A. Enter special-van legs (1–9); tick **Receipt obtained**. Line 7 = 2,611 THB per leg + 100 THB tip.

4. **Step 3 — Vehicle & permits.** Choose **Van only** or **Large box truck(s)**. Optional **Tolls paid by another courier with a larger load** → line 8 = 0. Permit count × 110 THB.

5. **Step 4 — Exchange rate.** THB per 1 USD from the latest pick-up sheet → **Review**.

6. **Review & verify.** Check totals. Tap a line to adjust Amount + Reason. Optional **POM Receipt (for travel voucher)**. Verify as named courier → Preview/Share PDF / Save & close.

IV. Rules and defaults (v2.0 — 19 Mar 2024 guidelines)

Line	Item	Rule
1	Weight / minimum	1 THB/kg↑100. Porter Yes → min 300 (Sun 500). BFS: N/A
2	Night differential	200 if SCHEDULED ≥18:00 or <06:00. BFS: N/A
3	Weekend/holiday	200 THB. BFS: N/A
4	Oversized	100 once if ≥100 kg; to forklift driver if used. BFS: N/A
5	Forklift	No extra charge. BFS: N/A
6	Tug driver	100 THB/person. BFS: N/A
7	Van / special van	TG: 100/person. BFS: 2,611/leg + 100 tip
8	Highway tolls	260/truck; van 0; other-courier → 0
9	Temp. airport permit	110 each
10–11	Subtotals	Sum 1–9 THB; USD = THB ÷ rate

Advisory: over 700 kg outside 07:00–16:00 — GSO/mailroom overtime note (no cash POM). Pre-v2.0 sheets recalculate; old forklift preset 100 → 0.

V. Saving, sharing, Help, PDF options

- Saves as you go. Menu (three dots): Open, Edit, Duplicate, Delete. Saved sheets open read-only until Edit.

- **Share PDF** uses the device share sheet. Editable worksheet share/import removed in v1.8.
- PDF marking: **SBU - PRIVACY/PII** when names present, else **SBU**.
- Optional **POM Receipt** (v1.9) for travel voucher with empty PDF signature fields.
- Help (?) opens at the section for the current screen.
- Payment breakdown lists payees and THB note/coin suggestions.

VI. Install / offline

Open https://pom-worksheet.pages.dev/ once online. Optional Home Screen icon — hub iPhone guide. Version on home screen / Help → About.

VII. FAQ

- **Next greyed out:** complete required fields (Step 1: date, route, courier, weight).
- **Cannot verify:** name must match Courier name.
- **Verified cleared:** any edit resets verification.
- **Missing worksheets:** per browser/device; keep the PDF.
- **USD 0.00:** enter the rate in Step 4.

Source: live UI/model for POM Worksheet web v2.0-8c7819e5e8. Document revision: 6 Nov 2026 (Asia/Kuala_Lumpur). HTML guide: brdcd-tools .../pom-user-instructions.