	<h1 style="text-align: center;">Request Booking Allocation to Carrier</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<p><b>Document Number:</b></p> <p style="text-align: center;">2P-OPS-09.03</p>
	<p><b>Department:</b> F2 Logistics Philippines Inc.-Operations</p>	<p><b>Effective Date:</b> November 20, 2022</p>	<p><b>Revision No</b> 1</p>

## Scope

This document covers the policies and procedures of forecast preparation and booking requirement to carrier.

## Definition of Terms

ETD – Estimated Time of Departure

ETA – Estimated Time of Arrival

## Ownership

The Assistant Operations Manager/Operations Manager/Senior Operations Manager/Operations Head/ Assistant Vice President (AVP) – Operations is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


## Objective

To ensure 100% monitoring of slot allocations from carrier and to maximize utilization of available booking schedules per carrier.

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*Please refer to printed files for signatures of approvers.*

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## Policies

1. Sales shall provide weekly forecast to operations within business hours to contain the following information:

- Destination
- Carrier
- Quantity
- Size
- Account Name
- ETD/ETA
- Commodity

2. Information for booking to be relayed to carriers contain the following information:


- Equipment type
- Cargo type/Description
- Classification of container van
- Destination
- Requested schedule for departure to reflect vessels/voyage

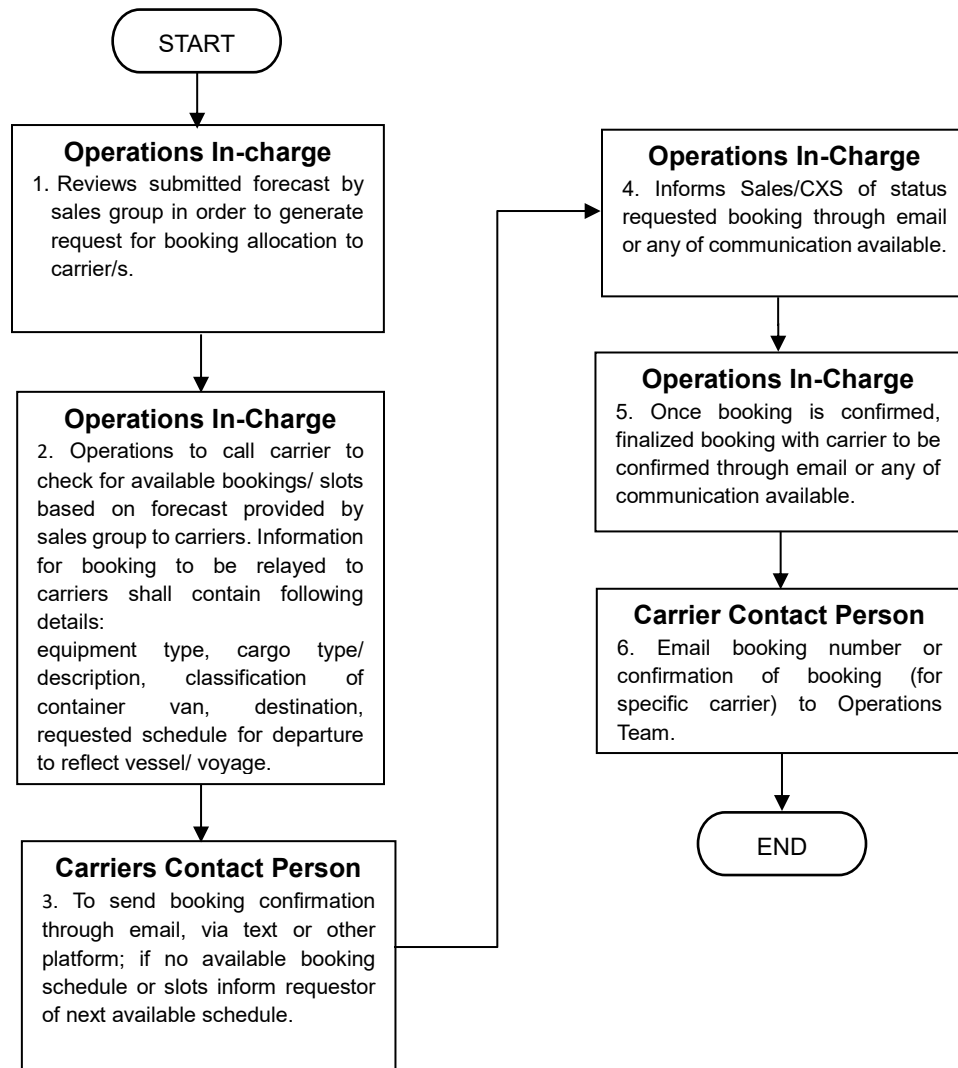
## Procedures

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