

	<h1 style="text-align: center;">Cargo Acceptance at Warehouse</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-OPS-09.04
	Department: F2 Logistics Philippines Inc.-Operations	Effective Date: November 20, 2022	Revision No 1

Scope

This document covers the policies and procedures in acceptance of cargo and staging prior to transfer at designated F2 warehouses.

Definition of Terms

PWB – Proforma Waybill

LCL – Less Container Load

SOP – Standard Operating Procedure

HWB – House Waybill

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% acceptance of cargo at F2 warehouses are complete and accurate based on documents.

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Policies

1. Client is required to fill out the following information on the PWB:

- Transaction date/pick up date
- Shipper's Name
- Shipper's Complete Address
- Shipper's Contact Number
- Consignee's Name
- Consignee's Complete Address
- Consignee's Contact Number
- Transaction Type
- Paymode
- Service Type
- Declared Value
- Destination Port
- Cargo Description

2. All LCL acceptance shall have cargo stickers attached to the cargo. Exemptions will be based on agreed SOP/s with shipper or client.

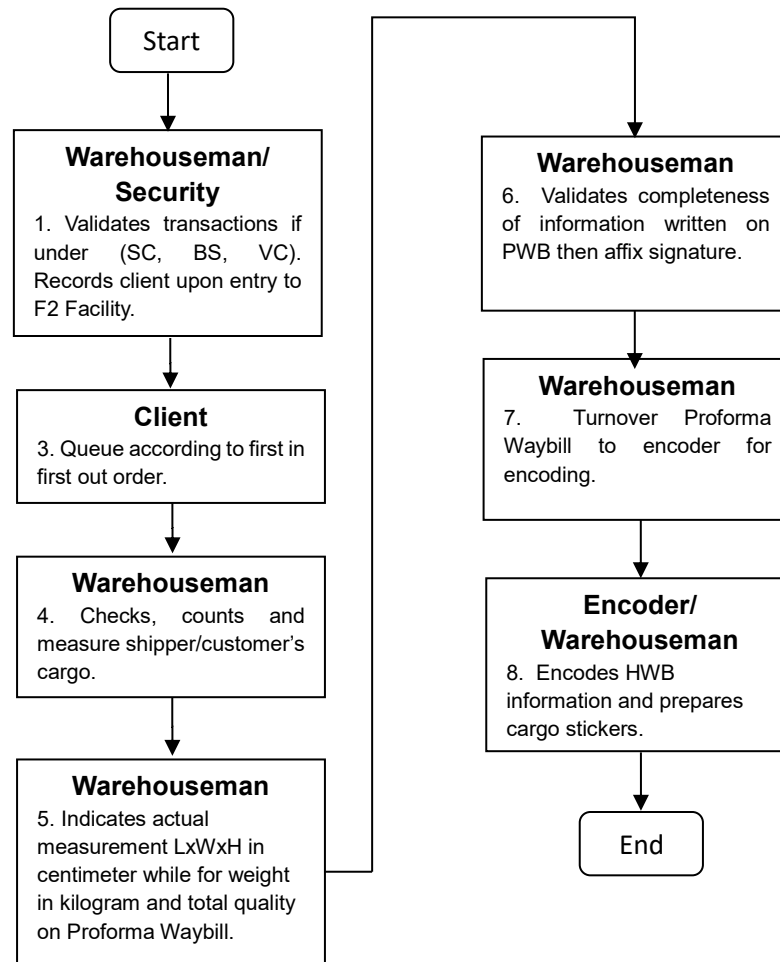
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Procedures



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