	<h1 style="text-align: center;">Sending of Pre-alert Policies and Procedures</h1>		Document Number: 2P-OPS-09.09
	Department: F2 Logistics Philippines Inc.-Operations	Effective Date: November 20, 2022	Revision No 1

Scope

This document covers the policies and procedures in generation of the final consol manifest up to during the actual sending of pre-alert.

Definition of Terms

ETD – estimated time of departure

ETA – estimated time of arrival

ATD – actual time of departure

ATA – actual 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% compliance of sending pre-alerts to branches and agents

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Policies

1. Pre-alert shall be sent to respective branches/agents


Note:

- Within 24hours for sea transactions upon transfer to carrier
 - Within 2hours for air transactions upon transfer to carrier
2. All pre-alerts shall be sent through email, or other communication platform and must have the following information:
 - Origin/Destination
 - Size/Quantity
 - ETD/ETA
 - ATD/ATA
 - Carrier
 - Booking/BL Number
 - Shipper/Consignee details
 - Service/Pay Mode
 - Vessel/Voyage/Flight Number

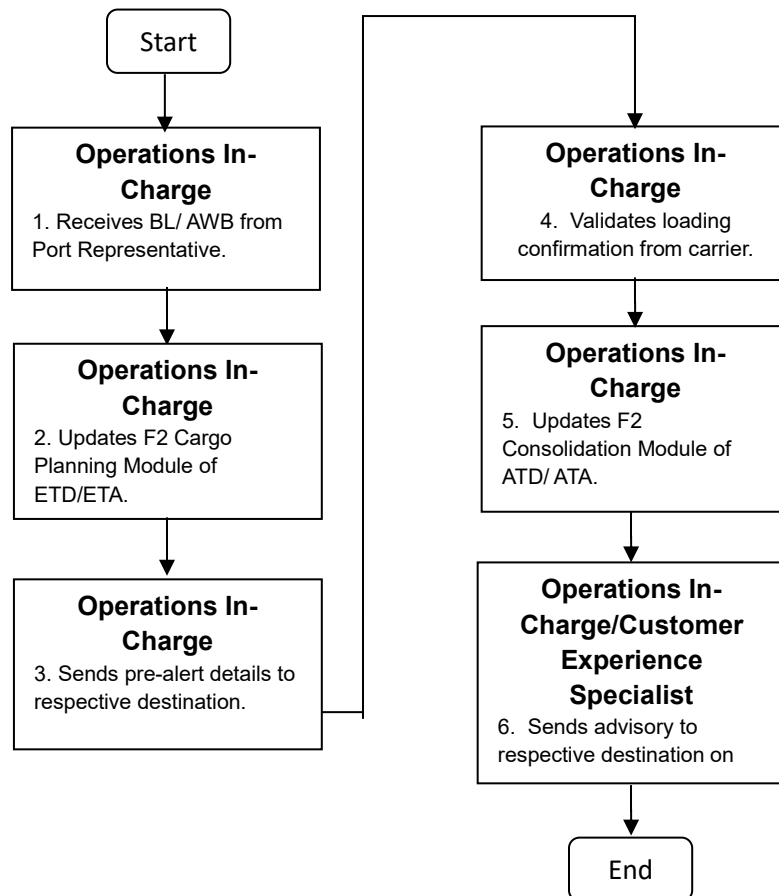
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Procedures



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