	<h1>Transportation Planning</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-OPS-09.11
	Department: F2 Logistics Philippines Inc.-Operations	Effective Date: November 22, 2022	Revision No 1

Scope

This document covers the policies and procedures in the combined summary of inbound and outbound cargo delivery that are extracted from the F2 Booking Module for pick-up and delivery schedules based on bookings.

Definition of Terms

FCL – Full Container Load

LCL – Less Container Load

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% planning for all FCL & LCL pickup and delivery of cargoes.

Policy

1. Booking cut-off will be at 1700H Monday to Friday except Saturday wherein booking cut-off will be 1200h. Any booking beyond cut-off will be considered as best effort or next day booking.

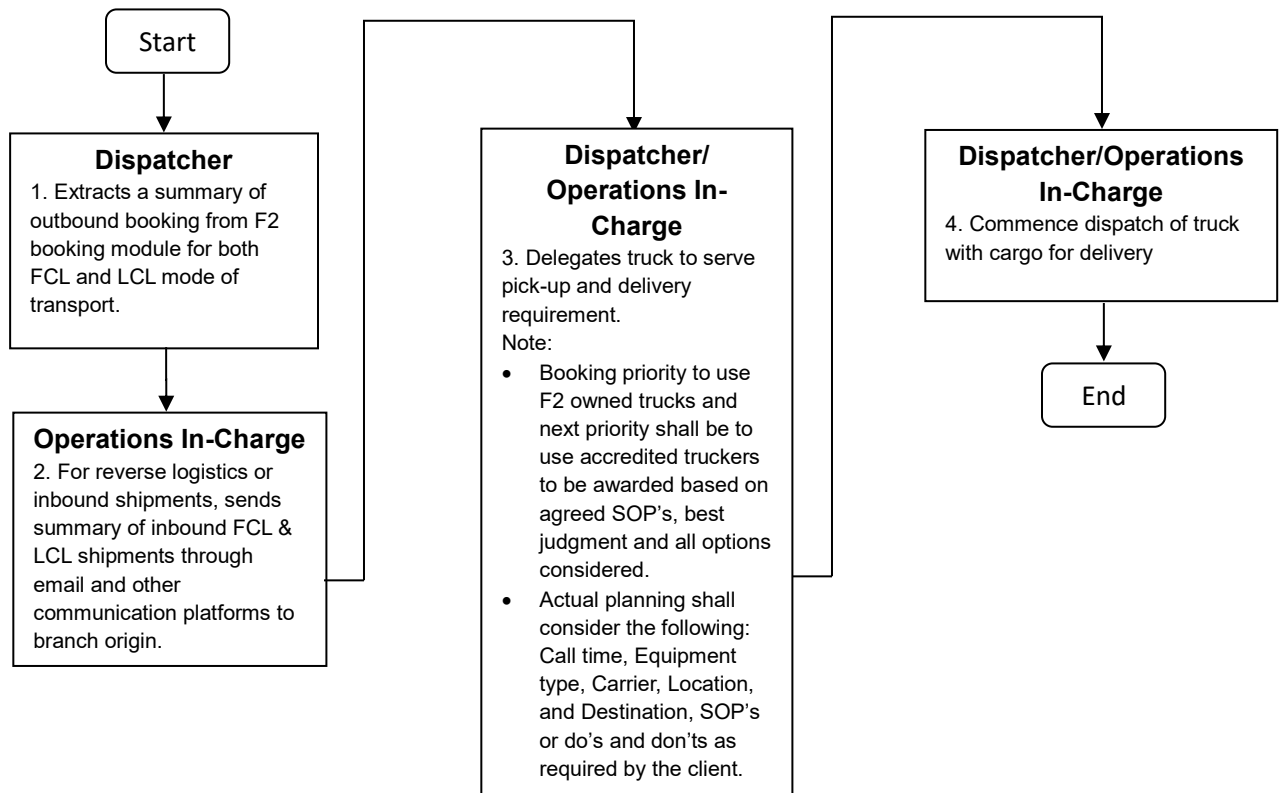
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