

# Pull Out of Containers from Carrier (Incoming)

**Policies and Procedures** 

Document Number:

2P-OPS-09.12

Department:

**Effective Date:** 

**Revision No** 

F2 Logistics Philippines Inc.-Operations

November 20, 2022

## Scope

This document covers the policies and procedures in sending of pre-alert from origin port up to turnover of signed POD and documents required to finance.

### **Definition of Terms**

POD – Proof of Delivery

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 facilitate pull out of incoming containers on-time.

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Please refer to printed files for signatures of approvers.



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#### **Policies**

- 1. Inbound in-charge/ Customer Experience In-Charge/ Operations In-Charge shall notify consignee of the arrival of the cargo prior to delivery.
- 2. Originating branch shall provide a pre-alert of their outgoing cargoes within 24hours upon transfer to carrier.
- 3. Summary of transaction for delivery shall be sent thru email and/or other communication platform 1 day before or on the delivery date.
- 4. Truckers to turnover signed POD within 24hours after delivery.

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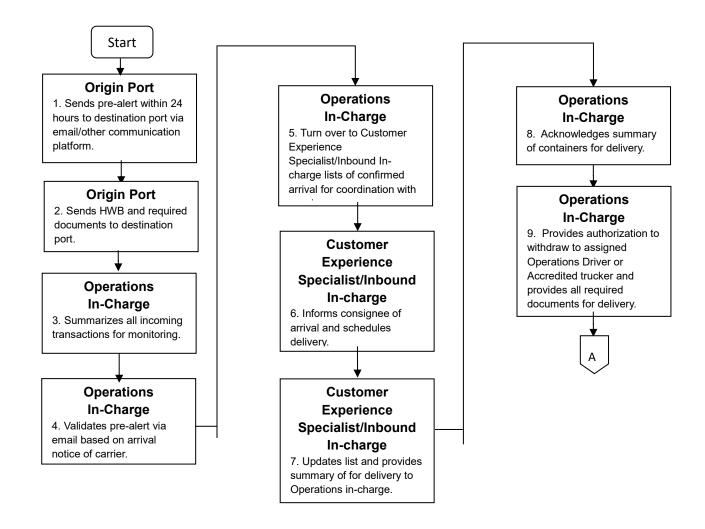
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#### **Procedures**



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**Operations Driver/Accredited Trucker** 10. Pulls out container from carrier. 11. Proceeds with delivery to consignee. 12. Ensures that proof of delivery is signed by consignee or authorized representative. 13. Returns signed proof of delivery to inbound in-charge. **Operations** In-Charge 14. Receives signed proof of delivery from trucker. **Operations** In-Charge 15. Validates completeness of document received. **Operations** In-Charge 16. Turns over signed proof of delivery to finance together with other requires documents of client. End

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