	<h1 style="text-align: center;">Pull Out of Containers from Carrier (Incoming)</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-OPS-09.12
	Department: F2 Logistics Philippines Inc.-Operations	Effective Date: November 20, 2022	Revision No 1

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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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.

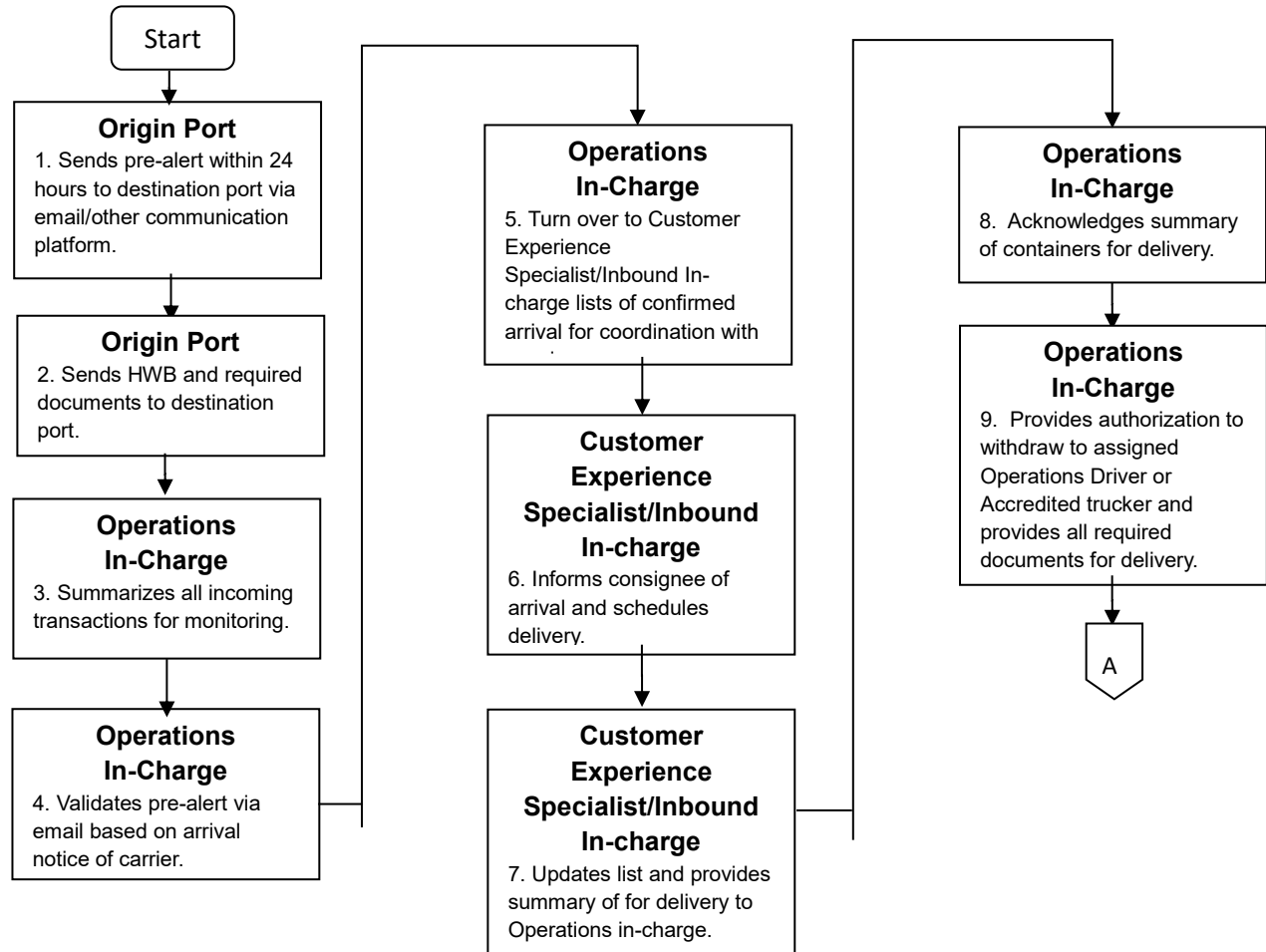
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Procedures

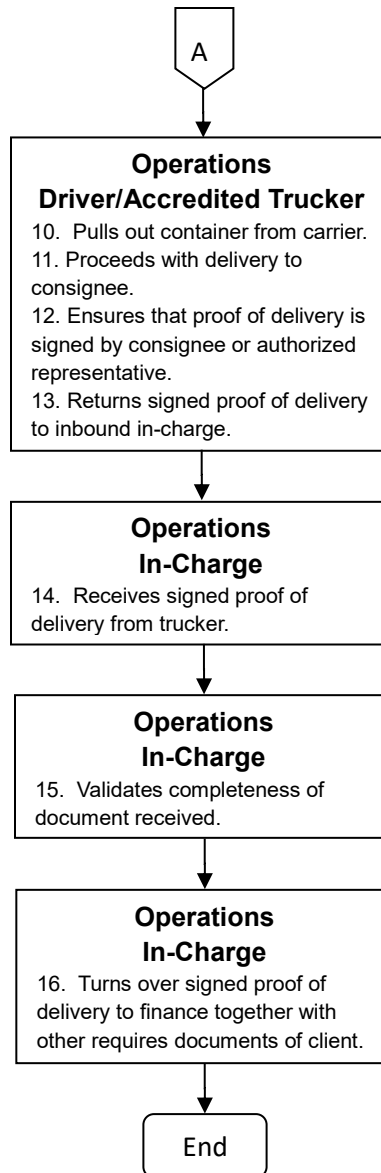


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