	Cargo Acceptance at Carrier Policies and Procedures		Document Number: 2P-OPS-09.16
	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 at pier/airport up to complete turnover of documents and/or collection to Central Documentation Department/Finance.

Definition of Terms

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% acceptance of cargo via Sea/Air.

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Policies

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

- Transaction date/pick up date
- Shipper's Name
- Shipper's complete address
- Shipper's contact no.
- Consignee's Name
- Consignee's complete address
- Consignee's contact no.
- Transaction type
- Pay mode
- Service type
- Declared value
- Destination port
- Shipper signature


2. All air LCL acceptance shall have F2 stickers attached to the cargoes.

3. Official Receipt (OR) shall be issued by Operations/Finance In-charge upon receipt of payment for Prepaid outbound transactions, and for Freight Collect for incoming transactions prior to release of cargo.

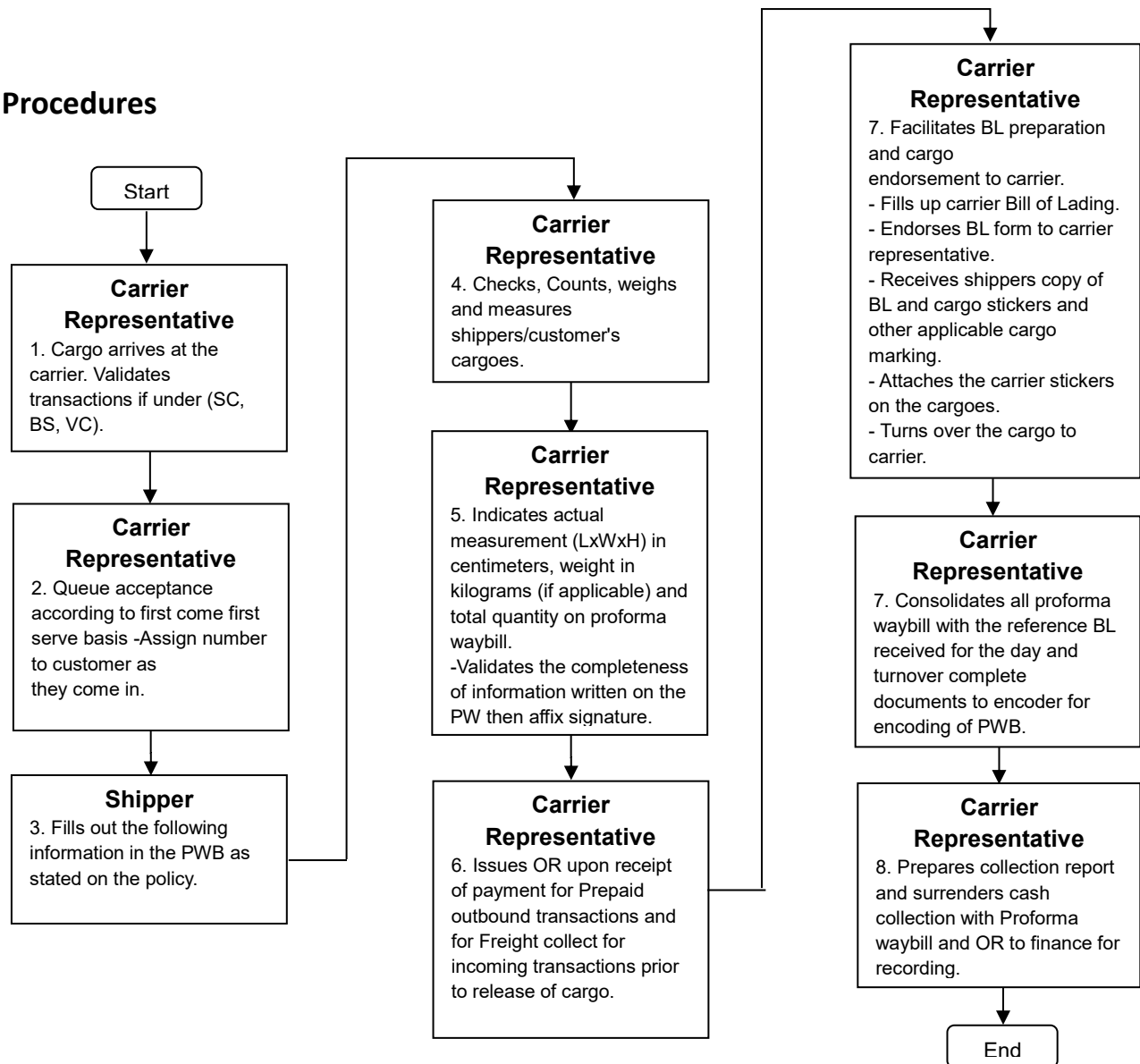
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Procedures



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