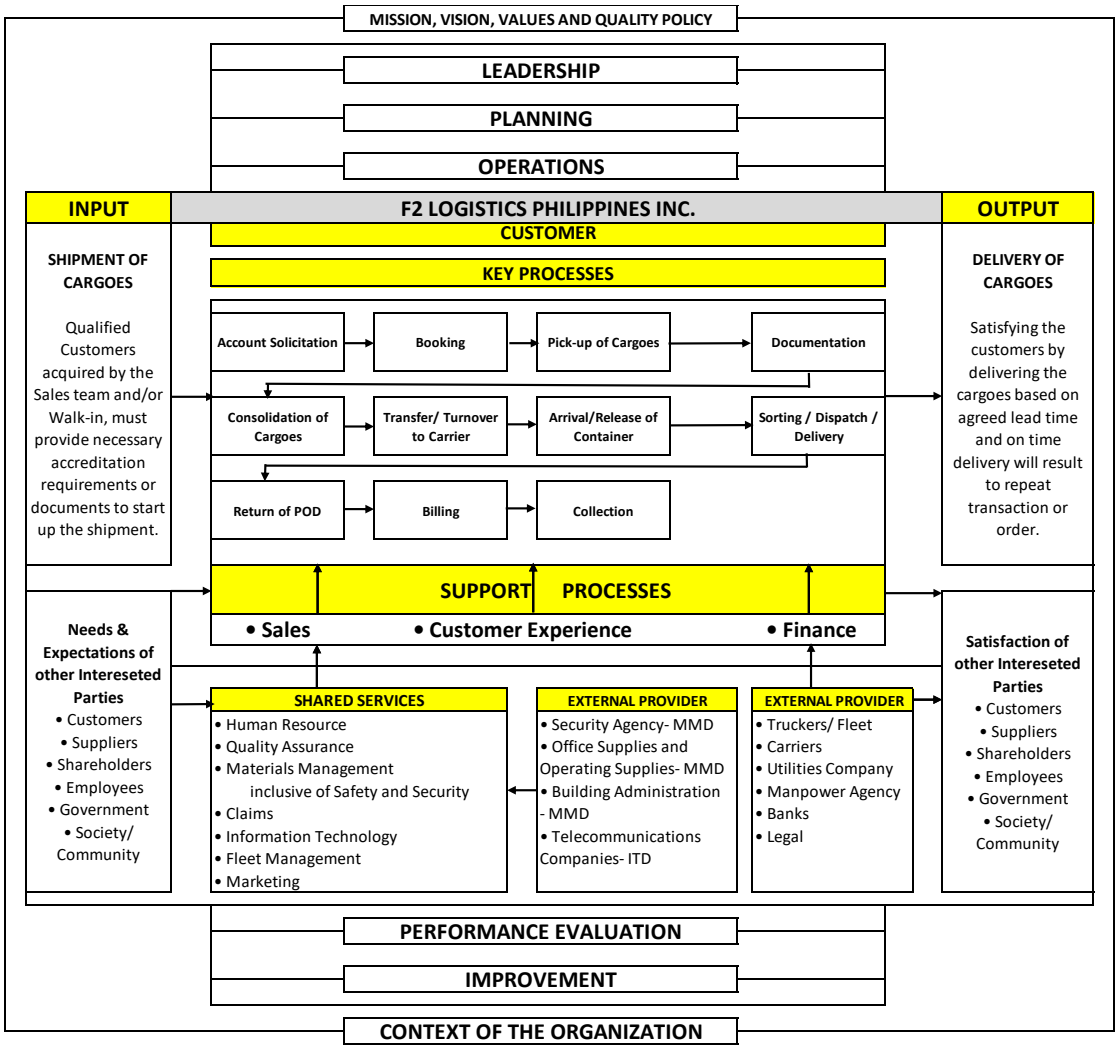
F2 LOGISTICS LET'S MOVE. NOW.	**Business Process - LCL** Quality Manual	**Document Number:** QM-11.12
Department: F2 Logistics Philippines Inc.	**Effective Date:** January 18, 2022	**Revision No** 3

Business Process (LCL)



DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

Input- Process- Output (IPO) Matrix

INPUT	KEY PROCESS	OUTPUT
Prospect Customer/ Submission of Proposal/ Quotations/ Contract/ SLA	Account Solicitation	Signed Proposal/ Quotations/ Contract/ SLA
Booking details from Customer	Booking	Booking Reference number
Proforma Waybill (PWB)	Pick- up of Cargoes	Filled up Proforma Waybill
Proforma Waybill transferred to Operations	Documentation	System Generated House Waybill
Consol Manifest	Consolidation of Cargoes	Gate Pass with Lot Number
Carrier Booking Reference Number and Equipment Inspection Report (EIR)	Transfer/ Turn-over to Carrier	Bill of Lading (BL)/ Air Waybill (AWB)
Van Number and Bill of Lading and or Pre- alert, if any	Arrival/Release of Container Van	Pull out of Laden
Consol Manifest	Sorting / Dispatch / Delivery	House Waybill for Consignee
Proof of Delivery (POD)	Return of POD	Transmittal of POD
Required Billing Attachment	Billing	Processing of Billing to Customer/ Supplier
Billing Invoice	Collection	Official Receipt

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled