**OPERATION PROCEDURE FOR AIR FREIGHT RATE TRACKER**

1. This process is applicable for all shipment related Air/Sea freight rates.
2. The negotiated rates of every shipment must be updated to the freight rate tracker for rate comparison purpose.
3. The tracker update should include the flight information and the price per weight breakdown.
4. The rates should be separately updated as per the shipment category ex: Live Fish, Live Plants, Etc.
5. The tracker should be sent to Marketing/Order entry/Sales team on each and every Monday for rate review.