**FIL-PORT EXPRESS BROKERAGE, INC.**

***PROCESS FLOW OF LDD/MTY MONITORING***

1. **Upon receiving of advance truck booking/tentative booking. Procedure will be as follows;**

**START:** Filport Coordinator will email/provide truck booking to dispatcher for truck allocation.

Joybelle/ Joseph/Jacky

Once receive confirmation from client on the advance truck booking, Coordinator will email final confirmation to Trucking Dispatcher and broker/processor at least 1 day before the target delivery date

Joybelle/ Joseph/ Jacky/Broker

If truck allocation is insufficient, ff options will be:

1. to outsource add’l truckers that will complete client requirements;
2. if no truck available-add’l 1day penalties will shoulder by Filport/Trucking

**END**

Booking Priority:

1. RED Cargo – Anthony
2. Eastern Trucking – Dandy
3. A. Javier Trucking
4. **Receiving of gatepass from brokers/processors, procedure will be as follows:**

**START:** Broker/Processor will coordinate to Truck Dispatcher gatepass availability

Broker/Joseph/Jacky

Upon receiving of gatepass, Truck Dispatcher has printed copy of Truck Booking to check & match the gatepass that he will receive

Joseph/Jacky

If gatepass is complete or incomplete or did not match the truck booking, he will inform Filport Coordinator on the no of gatepass actual receive on the same day. **END**

Joseph/Jacky/Joybelle

1. **Actual Dispatching of Gatepass, procedure will be as follows;**

**START:** Dispatcher-1 will coordinate to subcon’s operations team gatepass that will award to them with slip indicating the ff:

1. Client Name
2. Van no – indicate if with xray or DEA
3. Destination
4. Date & Time of delivery – 8AM-3PM only
5. Required Escort

Joseph/Jacky

Dispatcher-1 will endorse to Dispatcher-2 (night shift) list of van nos with assigned truckers & plate nos. Dispatcher-2 will heads-up Escort on the possible pull-out for that night

Dispatcher-1 & 2/

Escort

Dispatcher-2 (night shift) will call subcon & visit them to know actual location of trucks assigned. Escort will post at MICT to wait for the truck once gated out

Dispatcher-2 /Escort

Once truck gated out, Escort will inform Dispatcher-2 & Coordinator team to update the delivery status

Escort/ Dispatcher-2/

Joybelle

In the morning at 8:30AM, Coordinator will email update on truck delivery status with the ff info:

1. Van no
2. Trucker/Plate
3. Exact Location (in-line, gate-in at port, gated-out, in-transit or arrived at whse

And update client as well. **END**

Joybelle

1. **Arrival at Warehouse, procedure will be as follows;**

**START:** Escort will inform On-Site Coordinator on the containers that in-transit or incoming. He will arrange warehouse coordination such as:

1. Once truck arrived, he will be the one to counter the DR/Waybill of trucks to the whse guard-on duty;
2. He will direct the driver to wait on the waiting area & wait for his call to unload;
3. He will inform Dispatcher/Escort on the queuing of trucks to avoid congestion at whse;
4. Once unloaded, he will counter DR/Waybill to the guard-on duty

Escort/ On-Site

Coordinator

While truck is on queue, Dispatcher will coordinate to On-Site Coordinator and Truck Driver on the empty return location/CY.

It can be at:

1. Direct to shipping lines designated CY, or
2. Temporary grounding to owned lease CY

How to know?

By the time gatepass was received, Docs-2 will email automatically shipping lines informing that they will pull-out loaded on (date) and empty will be available on (date), ask where to return empties under Single (if you don’t have gatepass for the following day) or Double transaction if have gatepass for the following day). Always email list of van no/s and always note that all transactions will be coming from MICP. **END**

**END**

Dispatcher

Driver

On-Site Co

Coordinator

1. **Empty Returns, procedure will be as follows;**

**START:**

Once received confirmation from shipping lines on possible empty returns/acceptance, Docs-2 always copy furnish Filport Docs in communicating with shipping lines *(pls refer to item #4),* so Filport will heads-up client if with empty acceptance or not.

If no acceptance, Filport has a pre-agreement with clients on the options for temporary grounding of empties on leased CY. Fwdg will be the one to handle CY Mngt. Trucking Dept. will be the one to coordinate to Fwdg total volume for CY storage

Docs-2/ Filport Docs

Fwdg

Docs-2 will constantly email shipping line and Filport and update total vans returned and for return

Docs-2/ Filport

Fwdg will also update Trucking & Filport on the total vans delivered at CY

Fwdg/ Truck-Docs/

Filport

Trucking Docs-2 will update his/her masterfile (empty monitoring sheet) as well as Filport Docs. **END**

Trucking Docs-2/

Filport

Manpower:

1. Trucking Manager – will oversee all transactions and visit ports to verify actual situation
2. Joybelle – will handle booking for LDD deliveries & updates
3. Noel – will handle empty monitoring & receiving of supplier’s billing & brokers liq
4. Dispatcher-1 – will handle the receiving of gatepass & dispatching
5. Dispatcher-2 – will handle the monitoring of trucks for night trips/pull-outs (shifting 1 & 2)
6. On-Site Coordinator – to coordinate receiving at whse (Philip)

Existing Manpower: