

### **Guidelines for placement status reporting :-**

1. Please send the report everyday at 11am, 2 pm and 5 pm.
2. Please update previous day status in the report to be sent at 11 am next day morning.
3. This update has to be only in columns "Placement", "Remarks" and "Reason for Default". Other columns should not be changed.
4. Please do not delete previous day data. Please append the data everyday in the same file.
5. **Please do not leave a blank row between two dates.**
6. Please enter data in "Remarks" column only if applicable.
7. You have drop down lists in Column A, E & from G to N . Only A,D & E are to be typed manually.
8. Column O is for the use of Central Distribution.
9. If a 16/15 tonner truck is placed against two 9 MT orders, please consider both 9 MT as placed and update status in the file accordingly.
10. All new orders have to be marked as "Fresh" in order type
11. All orders which were defaulted and repeated on next day have to be marked as "Repeat" in order type
12. Any order which is defaulted 4 times, has to be transferred to alternate transporter for shared routes and has to be marked as "Transferred" in order type

### **Guidelines for ordering :-**

1. High number of orders for a route should be restricted unless it is unavoidable.
2. Orders placed after 11 am will not be considered for default penalty as well as placement efficiency calculation.