

# **DROP SHIPMENT APPOINTMENT ARRIVAL**

### STANDARD WORKFLOW FOR THE MAILING INDUSTRY

Shipment Arrives at Appointment Time

Driver Reports to Expeditor with Appointment #

Expeditor Records Arrival Time & Appointment #

Shipment Placed in Queue for Unloading Shipment is Unloaded & Containers Scanned

# **DETAILED WORKFLOW FOR THE MAILING INDUSTRY**

The purpose of this standard work flow is to provide visibility of dock arrival times. This new system of recording the arrival times will provide valuable information to the industry and USPS regarding appointment schedules and drop shipment time. The SV Mobile Appointment data is intended to record actual drop shipment yard arrival time separately from the trailer unload scan and acceptance process.



#### **Shipment Arrival**

- 1. Drop Shipment Driver checks in at Drop Shipment / Expediter desk (NDCs check in at gate)
- 2. Driver must provide USPS with proper Appointment Number



## **Appointment is recorded on SV Scanner**

- 3. The USPS Expediter records information on the SV scanner Drop Shipment Appointment Log
- 4. USPS advises driver of status of position in queue or provides a door assignment



#### Once into the dock

- 5. Confirmation of appointment number
- 6. Containers are unloaded and scanned



# Data is now available for analysis

- 7. Arrival times are posted in the elnduction Container Status Report
- 8. Delays or issues should be reported to the FAST Help Desk at **1-877-569-6614** or email FAST@usps.gov

Actual Arrival Date/Tin	ne Actual Entry Point Facility	Container Unload Date/Time
1/4/2016 10:03:25 AM	Y22387 - MIAMI	1/4/2016 10:04:23 AM
1/5/2016 10:59:23 AM	Y22125 - JACKSONVILLE NDC	1/5/2016 12:06:44 PM 1/5/2016 12:06:50 PM
1/6/2016 10:46:18 AM	004220 - PENNWOOD PLACE V10697 - NEW JERSEY NDC	1/6/2016 2:45:54 PM 1/6/2016 3:00:25 PM
	W22814 - AUSTIN	1/6/2016 12:11:25 PM
	W23331 - NORTH TEXAS W23426 - DALLAS	1/6/2016 3:26:50 PM 1/6/2016 3:19:22 PM
	W23427 - DALLAS NDC	1/6/2016 1:22:34 PM 1/6/2016 1:29:20 PM
	W24934 - NORTH HOUSTON	1/6/2016 2:22:49 PM
		1/6/2016 2:23:40 PM