

## STANDARD WORKFLOW FOR THE TRANSPORTATION COMPANY

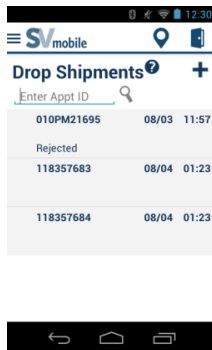


## DETAILED WORKFLOW FOR THE TRANSPORTATION COMPANY



### Shipment Arrival

1. Driver must have the appointment number
2. Park in designated area
3. Driver checks in at Drop Shipment / Expediter desk (NDCs check in at gate)
4. Driver must provide USPS with proper Appointment Number



### Appointment is recorded on SV Scanner

5. The USPS Expediter records the Drop Shipment Appointment number and arrival time on the SV scanner.
6. USPS advises driver of status of position in queue or provides a door assignment (ask how many trucks in Queue)
7. Your company may require you to check in with the dispatcher with wait time
8. Call dispatcher/tracer with arrival time and unload status



### Once into the dock

9. Confirmation of appointment number
10. As containers are unloaded ensure that the containers are being scanned



### Once unloaded

11. Once unloading is completed, please notify your dispatcher/tracer of the unload time. If you are on a multi stop load, please ensure that the dispatcher/tracer calls ahead with changes to the appointment
12. Delays or issues should be reported to the FAST Help Desk at **1-877-569-6614** please have your appointment number handy