



## PCC Logistics Order Requirements

Below is a list of the information we are requesting to process your order.

The fax should contain the following:

1. How order is arriving to PCC Logistics (via railcar or refrigerated trucks)
2. Customer Name
3. Steamship Line
4. Vessel and Voyage
5. Booking number
6. If booked with a gen set or not
7. How many containers the booking is for
8. Size of container
9. Type of container
10. Temperature setting of booking
11. Port of discharge
12. Last receiving on vessel
13. Customer order number
14. Commodity description – Break down by commodity if more than one commodity is shipped.
15. Product code number
16. Brand name if possible
17. Commodity case count – Break down by commodity if more than one commodity is shipped.
18. Commodity weight (this is very important due to weight issues when delivering loaded containers to the terminals)
19. Any shipping marks (including USDA number or any other marks) this information is very important if more than one booking number is used per order. We have no other way of verifying which USDA stamp is for each order without that information being given to us. Please note if there are multiple shipping marks, you will need to provide a breakdown of shipping marks by product code number along with case counts.
20. If booking is a CFS/CY or CY/CY booking
21. If booked CY/CY – who is the correct billing customer – If third party billing is requested, a fax confirming this must be sent from billable customer.
22. Any and all special instructions for handling of booking
23. Any and all special requirements which may be needed in order for us to invoice correctly for the service we are providing.

We realize that not all of the above information may be available to you, but please provide us with as much information as you are able to obtain.

If you are the customer or the freight forwarders and you would like us to fax a copy of the completed container load plan to your customer or freight forwarder. Please provide us with the name of the company, contact name, along with their fax number and we will provide this service on your behalf.

If there is anything else I could do to be of further assistance, please let me know. I can be reached at (510) 763-8991 ext. 250.

Thank you,

Ellie McWilliams  
Regional Support Team Manager  
PCC Logistics