

# Internal Standard Operating Procedure



## for WCC and Lift Vans

### Selection of Shipments for WCC and Lift Vans

- WCC Shipments to be registered as Container Moves under the 522 04 WCC Tariff OR using 87-02
  - o 87-04 and 87-05 can be used, provided you've checked on the WCC Calculator to ensure there is enough money to cover the OA and DA Labour and the hauling costs
  - o Occasionally Atlas Ops will select other shipments for WCC on an as needed basis
- Lift Van shipments will be decided as needed (typically overflows, when a driver fills out on a previous shipment, or no drivers available for a small shipment)
  - o Shipments can be sold as lift van shipments under tariff 85-2104
- When a shipment is registered as or assigned to WCC/Lift Vans – ensure an email notification is sent to both the OA and DA to ensure all parties are aware and to begin the chain of communication – ensure Connect is included
  - o Copy this email into Notes

### Procedures for Atlas Net

- For a containerized shipment, use Capacity Management (Atlas Net>Operations>Capacity Management) to determine availability of WCC Containers
- If agent has more WCC's than needed for the shipment, communicate with agent to determine which of the Containers will be used for the shipment
- 8008 must be entered as the Hauler on the Trip Manager screen for the main leg of the hauling
- Agents to fill out Container Info (On Edit Shipment Screen under Shipment Links select Container Info)
  - o Select WC300
  - o Enter 90\*60\*94 as dimensions (should automatically populate this info)
  - o Gross Weight (Gross = Estimated Weight – Tare Weight [700lbs])
  - o Container ID #
  - o Click Save and then Get Shipment
  - o When WCC or lift van is loaded and ready to be moved, agent to click "Ready to go" button
- On Edit Shipment Screen, click Containerized button under the Extra Information header
  - o This function will eventually be activated for use
    - For now, on the Trip Manager screen add crossdocks (G-11 & Set Off/Re-Del)
      - These cross-dock stops will need to be updated to "Non Paid Pickup" and "Non Paid Delivery"
      - For the pick up and delivery legs of the trip, 8008 needs to be entered as the Haul Comm Agent
    - Change the HDQ Mon Party for each leg
      - CNTR > Loading Leg
      - CNTRD > Delivery Leg
      - CNTRT > Once Carrier is assigned

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- CNTRP > Planned Status
- Enter Authorizations for OA and DA Labour
  - Will be a flat rate that is pre-determined
 

OA Rates:	DA Rates:
■ 1 WCC container - \$ 450.00	\$ 600.00
■ 2 WCC containers: \$ 700.00	\$ 900.00
■ 3 WCC containers: \$ 900.00	\$ 1100.00
■ 4 WCC containers: \$ 1100	\$ 1300.00
■ Spot pricing for any shipment over 4 WCC containers.	
■ The OA rates are low because the Booker/OA can add any amount they like for loading the WCC container. If a Bookers needs an OA Service done, the Booker must contact the OA for their additional load rates if any.	
  - Ensure Admin Fee is added
    - \$200 under Third Party Hauling – 8008 Provider – Provider “Admin Cost”
- Enter Authorizations for the Carrier
  - If booked by Atlas Operations:
    - Under Third Part Hauling – Payer: 8008 – Payee: Connect (or carrier, if booked directly)
  - If booked by agent:
    - the authorization for that would need to be entered with 8008 as the payer and the agent that secured the hauling as the payee
- Complete Manifesting of shipments within 2 business days after delivery
  - Ensure hauler info is correctly filled out

### Destination:

- Once a WCC container reaches its destination, the client has 5 business days to accept delivery. After 5-day business days a charge of \$ 50.00 per container per week will apply. This storage money will go to the DA to cover warehouse costs.

### Setting Up your Planning Board

- CAH as Division
- CNTR as HDQ Monitoring Party

### Communication with Connect

- Containerized shipments to be added to Ops/Connect spreadsheet under WCC Category (coloured Pink for easy recognition)
- Include relevant Connect emails in communications with agents (Krisalyn & Team 3 emails)
- When possible, seek to consolidate multiple WCC/ Lift Van shipments onto one third party truck
  - Look for enough to fill a FTL if possible

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- Once Connect has booked the carrier, they are to send Carrier BOL to OA and inform them of ETA for pick up
- Connect to advise Ops of ETA to DA, Ops will then ensure it gets communicated to the DA
- Connect to track shipments and advise of any changes to the ETA
- Connect to add the Cost for third party hauling to the spreadsheet
  - o If multiple shipment on the trailer, Ops to divide appropriately and add to authorizations

Once shipment delivers, ensure the manifest gets completed and authorizations for OA Labour, DA Labour and Third Party Hauling are entered into Authorizations

### **Current WCC Agents**

Highland – Vancouver

Salmons – Vancouver

Ellis – Vancouver

Dowells - Victoria

Sparta – Calgary

GLC/ Premiere – Edmonton

Jays – Regina (is the main location)

Globe/ Premiere – Winnipeg

Kings – Winnipeg

Kings – Mississauga

Sprint - London

Kings – Montreal

Premiere - Truro