

PROTRANS * Pick up process *

PLEASE READ CAREFULLY

The following instructions must be followed whenever Protrans is used to pick up a shipment.

1. Supplier must make sure to call or email the following in order to request a pick up:

Phone : 888-744-7669 **email: optimizOps@protrans.com**

When calling to request a pickup, please have the following information ready: Pallet quantity, pallet dimensions, total weight, whether the material is hazardous or not and if the material is stackable.

- Suppliers must call ProTrans not later than **12:00 p.m. (noon) Local Time From Monday to Friday** to be able to request same day pick-up, otherwise pick up will not be made until the next business day.
- Shipments **over 7,000 lbs or over 15 linear feet** must be scheduled 24 hours in advance. (From Monday to Friday).
- Please make sure to confirm with Protrans agent when (date and time) they will be picking up
- Please make sure to confirm with Protrans agent the tracking number assigned to the shipment
- Protrans will also ask you to email a copy of shipping documents so have them ready.

2. Supplier must fill in their own BOL (Bill of lading) and has to make sure to write the following on the BOL :

A. This data "legend" (see example on next slide too) :

For Protrans International Consolidation" Payment comments: "PREPAID – 3rd Party Billing to Protrans International PO Box 42069, Indianapolis, IN 46242"

- B. Tracking number given by Protrans agent when shipper called to set up the pickup call should be placed clearly on BOL (bill of lading).
- C. Exact weight, dimensions and quantity of packages (if shipping in pallets then you must specify quantity of boxes contained on such pallets, in example: 1 skid containing 10 boxes, etc)

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Example on how to write information previously mentioned on BOL (bill of lading)

STRAIGHT BILL OF LADING-SHORT FORM-Original-Not Negotiable						Shippers No. _____
(Name of Carrier) <u>Pro-Trans Int'l /</u>				SCAC. <u>PNII /</u>		Carrier's No. _____
Received, subject to the classifications and lawfully filed tariffs in effect on the date of the issue of this Bill of Lading						
at _____ date _____ from _____ the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.						
Consigned to _____						
Destination _____		State _____	County _____	Zip _____	Delivery Address* _____	
Route <u>ProTrans International Consolidation</u> * To be filled in only when shipper desires and governing lawfully filed tariffs provide for delivery thereat.)						
Delivering Carrier _____		Car or Vehicle Initials _____		NO. _____		
Number of Packages	* HM	Kind of Package, Description of Articles, Special Marks, and Exceptions	*Weight (Sub. to Cor.)	Class or Rate	Check Column	Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. (Signature of Consignor) _____ If charges are to be prepaid, write or stamp here, "To be Prepaid." Received \$ _____ to apply in prepayment of the charges on the property described hereon. Per _____ Agent or Cashier (The signature here acknowledges only the amount prepaid) Charges Advanced \$ _____
		"For ProTrans International Consolidation. Please Note: The tracking number given at the time of call should be placed on the bill of lading." PREPAID - "3rd Party Billing to ProTrans International PO Box 42069 Indianapolis, IN 46242"				
Collect On Delivery \$ _____	and remit to _____		C.O.D. Charge to be paid by _____	Shipper ☐ Consignee ☐		
"If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether "It is carrier's or shipper's weight." Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____						
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. Per _____						
Shipper: _____		Date: _____		Agent: _____ Per: _____ Date: _____		
Permanent post-office address of shipper Form# 1 (7/98)						