

PARCELFORCE WORLDWIDE – USE OF OPTIMISED MANIFEST

Valid from 25/03/20

The recent Government guidelines on social distancing are that people should stay two metres apart in order to prevent the spread of infection. Within PFW we have amended our outdoor and indoor operational processes so that we comply with this requirement. This is one of the many changes we are implementing.

To help create an environment where the recommended 2 meters (3 paces) "Social Distancing" gap is maintained all employed and agency drivers must now use the Optimised Manifest (shown as 'Auto' in the REX Console).

This will:-

- Eliminate the need for multi person use of the same PC / keyboard
- Stop queueing for the use of PCs which reduces the opportunity to congregate

The Optimised stop order must also be followed. The times created are passed directly to customers who in turn will plan their day accordingly.

REMINDER OF PROCESS

ID	Process	Function
1	Scan to Route	Nightshift / Driver
2	Run 'Grabber' (uploads manifest from Frontline to REX)	Prebriefer
3	Locate route in REX	Prebriefer
4	Choose manifest type - 'Auto'	Prebriefer
5	Check dispatch time (change if required and 'Recalculate')	Prebriefer
6	Finalise	Prebriefer
7	Print Manifest	Prebriefer
8	'Depart Depot' on PDA	Driver

- Pre 9am and 10am stops will now appear as 'AM' and are to be attempted before midday. The Optimisation will order these stops efficiently and maintain the before midday SLA. Customers have been informed
- Collection windows have been set to Midday to 5pm.
 - The only occasion where this will not be the case is where contracted window had a last collection time later than 5pm. In these cases, the window will still start at Midday but end at the later time, e.g. Midday to 6.00pm.
 - Customers have been informed
- It is expected collected volumes will reduce with many posting customers suspending their operations and closing.
 - These collections are to be suspended in Frontline which means they will not appear on the manifest.
 - Once these customers re-open, Frontline must be updated
 - Collection Managers should coordinate this procedure, running daily checks
- There may be some stops which have insufficient address detail sent by the posting customer. These will appear in the '???' box.

- o Drivers should review their manifest before leaving and slot these stops appropriately into the stop order whilst on route. Attempt these stops when closest before continuing with the Optimised order.
- Driver meal breaks are included in the Optimisation