

## **ORDER FOR TRANSPORT (OFT) INDEX**

1. **Company:** This is the entity in which your account is held as per your statements.
2. **Customer Account:** This is the account code of the company paying for transport which is located on your statements
3. **Transport Type:** Select the temperature from the drop down menu e.g. Freezer, Chiller etc.
4. **Means of Transport:** Select how you would like the freight to travel - Choose Road or Rail from the drop down menu
5. **Sender Address:** The sender of this freight. In most cases the sender will be the same as the Loading Address, if this is the case then you can copy and paste this address into the Load Address column. However, when it is not the same, this needs to be entered. E.g. If your freight is being dropped it into one of our depots, The Sender Address would be who is sending the freight, The Load address would be listed as our depot location
6. **Load Date:** The collection date
7. **From Time - Til Time:** Provide the booked timeslot for pickup or list the latest loading time window that collection can occur during trading hours
8. **Load Address:** The address that we are collecting the freight from or the depot address the freight is being dropped to
9. **Load Description:** Instructions for the pickup location
10. **Receiver Address:** The receiver of this freight. In most cases the receiver will be the same as the Unload (Delivery) Address, if this is the case then you can copy and paste this address into the Unload Address column. However, when it is not the same, this needs to be entered. E.g. If your freight is being collected from one of our depots, The receiver would be who is collecting the freight, The Unload address would be listed as our depot location
11. **Unload Date:** The delivery date
12. **From Time – Til Time:** Provide the booked timeslot for delivery or list the latest unloading time window that collection can occur during trading hours
13. **Unload Address:** The end address that we are delivering the freight to or our depot address the freight is being collected from
14. **Unload Description:** Instructions for the delivery location
15. **Invoice Reference:** Your reference that is required on your invoice in order for your company to make prompt payment
16. **Sender Reference:** Any references that are required by the sender of the freight
17. **Receivers Reference:** Any references that are required by the receiver of the freight
18. **Transport Quantity:** Quantity of Transport Unit that is being moved
19. **Transport Unit:** Select the type of freight you are moving. Most common will be Pallets. If you are moving produce, you are required to select the type of produce you are moving
20. **Space:** Quantity of Spaces travelling. Please note that the maximum weight restriction per space is 1000kg including wood.
21. **Modules:** Not required
22. **Weight:** Total gross weight including pallet weight in kg's
23. **Empties Quantity:** Total amount of empties units to transfer (empties = wood)
24. **Empties Unit:** Select the type of unit to exchange from the drop down menu e.g. CHEP, LOSCAM, OTHER
25. **Line Description:** The description of the goods that you are sending e.g. Frozen Prawns, Sweet Potato etc.

If you would like a customised form created for you, please contact order entry on [orders@scottsr.com.au](mailto:orders@scottsr.com.au)