



Glossary

Automated Guided Vehicle	A storage system under which a degree of automation is to be implemented to ensure precision accuracy and speed in performing storage and retrieval operation.
Arrangement Stations	A transshipment centre where transportation activities are authorized.
Broker	A middle man in bargains.
Bills Collection Statement	It is prepared by billing branch. Bill collection statement is prepared through MR raised for collection of bill.
Binning	In this method stacking of consignment are stack on the floor as per the requirement of the product.
Bonded Warehouse	A warehouse where consignment are store on which import duty is not paid.
Booking	When transport companies accept the consignment on certain terms and conditions agreed by both, i.e. transport company and party then this activity is called booking.
Carrier Risk	When the consignments are booked for transportation under carrier risk company is fully responsible for any loss / damages to the goods and transporter is bound to pay.
Consignor	A person who booked the consignment is known as a consignor.
Consignee	A person who takes the delivery of the consignment is known as consignee.
C.I.F	CIF is a contract for the sales of goods at a price which include the cost of goods insurance and freight charges and are paid by the buyer.
Containerization	Insulated containers for safe transit of perishable and temperature sensitive cargo.
Certificate of Fact	It is a document issued by the transport company in case of goods damage during transportation to the consignor for getting insurance claim.



Consignment Note	It is a booking document. The consignment note is issued by the booking authority to the consignor in evidence that the goods have been received for transportation on certain terms and conditions.
Challan	Challan is a document that provides the information about consignment which is being carried in the truck to a specific destination.
Cover Charge	It is insurance charges. The cover charge amount is applicable on consignment booked under carrier risk only.
Debit Voucher	It is a document of lorry hire system. Debit voucher is prepared in case of repayment of lorry hire amount previously deducted from the balance amount payable to the driver/ owner of the truck.
Demurrage	The demurrage charge is collected from the party by the delivery authority as warehouse charge of their goods beyond the free storage day (late delivery charge).
Delivery Register	It is maintained by the delivery branch in order to enter the unloading details it is prepared in booking station order.
Delivery Order	It is an order issued by the owner of goods to the warehouse owner for giving delivery.
Full Truck Load	When a cargo is sufficient by weight or volume to fill a 9 MT truck or more.
Goods Forwarding Note	It is a primary document of booking it is fill up by consignor at the time of booking.
Handling Charges	It is loading and unloading charges.
Invoice	Invoice is a booking document given by the seller to the purchaser of goods. In the document, seller mentions the name of consignor, value of items in the packages, no. of items etc.
Intimation to Party	It is a method to inform, the consignee party about the arrival of goods, to enable them to take the delivery.
Less than Truck Load	If the booking cargo is less than full truck load is known as a less than truck load.
Lorry Hire Contract	When a transport company hires a truck from the market, it is known as a lorry hire contract.



Multi Model Transport	It means using more than one mode of transport.
Material Handling System	Material handling system consists of discrete or continuous resources to move from one location to another.
Negotiation	The transacting of business.
Octroi	It is a duty on goods.
Owner Risk	When the transport company booked the consignment under owner risk, company is not liable to pay claims directly for any loss/ damages unless it is proved that the damage / loss is due to the negligence of the transport company.
Open Delivery	If the goods are received in damage condition or short as per the consignment note, in that condition open delivery is to be given to the party.
Octroi Payment Summary	This is a document prepared on the basis of the receipt given by municipal corporation.
Part Delivery	Delivery is to be given in installment due to short received of consignment.
Proof on Delivery (POD)	POD is an acknowledgement that consignee has received the cargo in good condition.
Quotation	Quotation is a direct result of the client enquiry and interest to use.
Sundry Booking	Consignment which is below 1 MT is known as a sundry booking.
Tender	Tender may be defined as an offer to supply certain goods or execute certain work at a specified cost.
Transshipment	A transit point where the material is consolidated & redirected is called transshipment.
Trip Contract Sheet	This document is made for movement of cargo through company own vehicle.
Trip Hire Contract	This document is prepared for hiring a vehicle for transportation of goods from one branch to another.
Warehouse	Warehouse is a place where goods are kept from the time of purchase until it need for consumption or sales.



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