

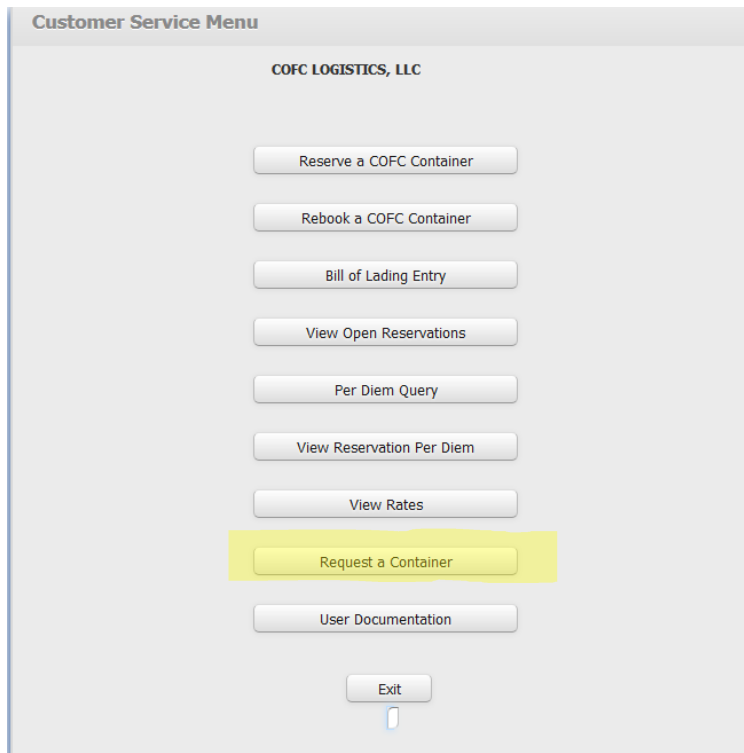
Request a Container Function

In our continued efforts to improve the ease of doing business with COFC Logistics, we have added a **Request a Container** function on our Customer Service Menu. This will allow you to forecast your equipment needs to us especially in areas with limited or no availability.

Things to remember when using this function:

- **REQUESTS DO NOT GUARANTEE EQUIPMENT**
- **UNFILLED REQUESTS WILL BE DELETED AFTER 5 CALENDAR DAYS**
- **PER DIEM RULES APPLY ONCE THE CONTAINER IS ASSIGNED (A RESERVATION EMAIL WILL BE SENT)**

When logged in to the Customer Service Menu, click on “Request a Container”:



You will be prompted to fill in the following fields:

1. "Requester Phone" – enter the contact phone number, press tab to advance to the next field
2. "Date Needed" - enter the date you need to pick up the container from the depot, press tab
3. "Origin Hub" - enter the 3-digit hub code, press tab
4. "Beneficial Owners Name" - enter the BFO, press tab to add additional requests or "Save" to complete the request

When the entry is complete, an email containing your request information will be sent. You are able to request up to five (5) containers at a time. You are also able to select multiple Origin Hubs.

Request Container

Customer Number: 00099999
Customer Name: COFC DEMO COMPANY
Location: TOLEDO OH
Requester Name: GARRY
Requester Email: GARRY.OLD@COFCLOGISTICS.COM
Requester Phone: 4197250700

Please complete request line for each container needed!

Date Needed (MMDDYY)	Origin Hub	Beneficial Owners Name	Request #:
080114	CHI	ABC CO	
080514	MEM	XYZ CO	
080514	LAX	123 CO	

Exit Save

After COFC Logistics assigns equipment to a Request, a system generated email with the Reservation information (container number and location) will be sent to the requesters email. Once the email is sent, the new reservation will populate under the "View Open Reservations" tab.

If you need assistance please contact:

operations@cofclogistics.com or call 419-725-0700