

Manhattan Associates Logistics Gateway Instruction Manual

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Document Revision History

Author	Date	Version	Notes
Ethan Smith	03/23/2015	1.0	Original document.
Sean Chua	03/12/2018	2.0	Updated screenshots and added sections

Introduction

Logistics Gateway ("LG") is Manhattan's carrier portal that allows carriers to respond to shipments tendered to them. This document outlines the steps required by a carrier company to configure LG for daily use. This document will cover how to process tenders as well as web offers, shipments offered out to many carriers. This application can only be used on the following web browsers: IE 9 and 10, Google Chrome, and Firefox.

Definitions

- Web Tender - A web tender is a shipment that is sent to only one carrier along with a set freight rate. Once the shipper has sent an offer, the carrier has a set amount of time to respond to the tender, usually about two hours. If the carrier accepts the shipment, it is considered an official agreement between the shipper and carrier that the carrier will handle the shipment from this point on. If the carrier declines the shipment, the shipper will be forced to find an alternate carrier.
- Web Offer - A web offer is a shipment that is sent to multiple carriers at the same time. Carriers have a set amount of time to respond to the tender (usually about 2 hours) with a spot charge for the total price of the shipment. After the allotted time period, the carrier that wins the bid will be awarded the shipment, and the load will be tendered to them through the Web Tenders window. A shipper can also award a bid to a carrier before the time expires.

Configuring LG

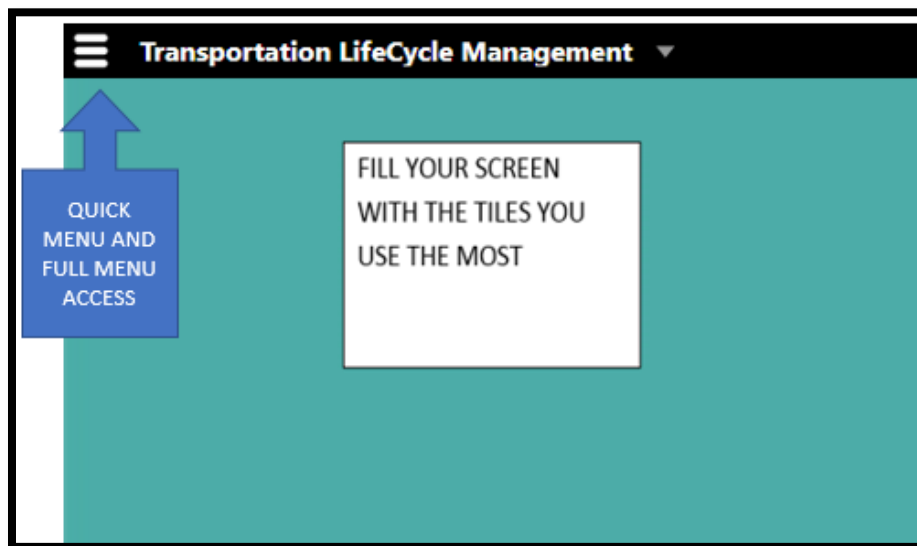
1.1 Pinning tiles

1. Using a web browser, go to <https://lg.logistics.com>. Enter username and password.

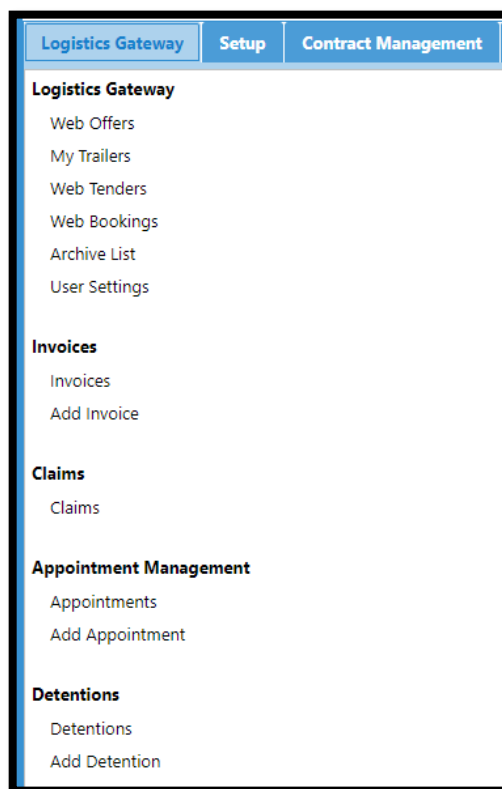


The image shows the Manhattan Associates login interface. At the top is the Manhattan Associates logo. Below it are two input fields labeled 'Username:' and 'Password:'. To the right of the password field is a yellow button with a right-pointing arrow. Below the input fields are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a copyright notice: '© Copyright 2017 Manhattan Associates, Inc. All rights reserved.' and a link to the 'Confidentiality Notice'.

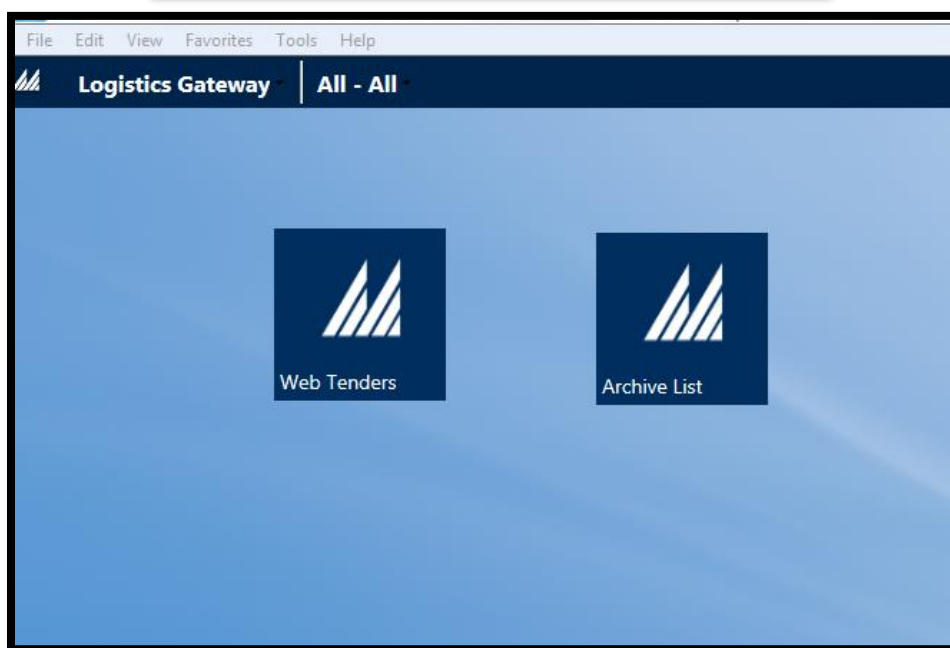
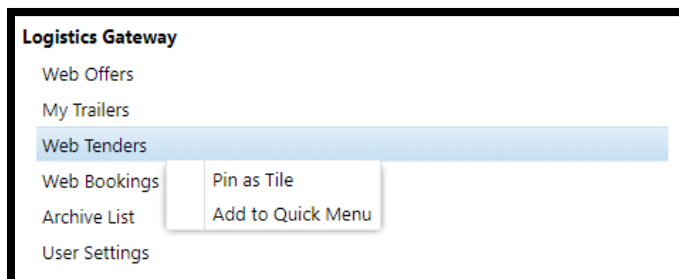
- Click on the search icon to access the menu



- Click Show All, and the below menu will be visible.

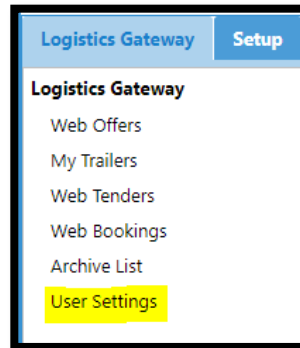


4. Hold your cursor over any link and right click. Choose Pin as Tile to pin tiles on the home screen. The home screen will now have tiles allowing you to easily access the applications.

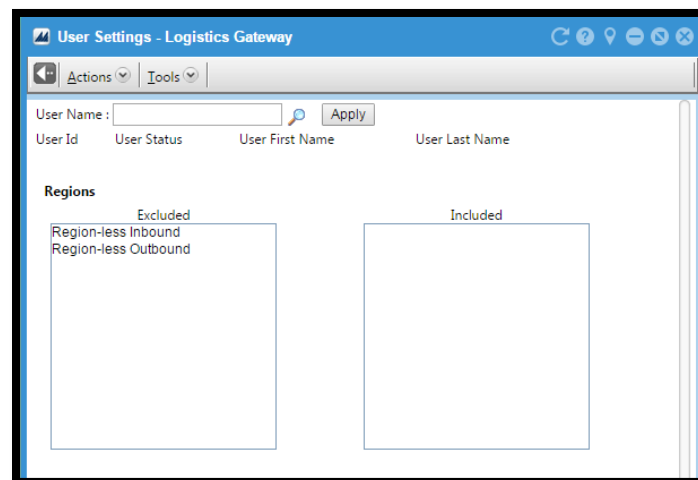


1.2 Adding email notifications

1. Click on User Settings under the Logistics Gateway tab in the menu.



2. In the User Name field, fill in your username and click Apply.



3. For the Regions section, **please do not move anything** (otherwise, you will not see your tenders).
4. For the Shippers section, move the shipper to the Included box by selecting it in the Excluded box and clicking the Add > button.
5. For the Alert Subscriptions and Email Notifications sections, please fill in the checkboxes as shown below and click Save:

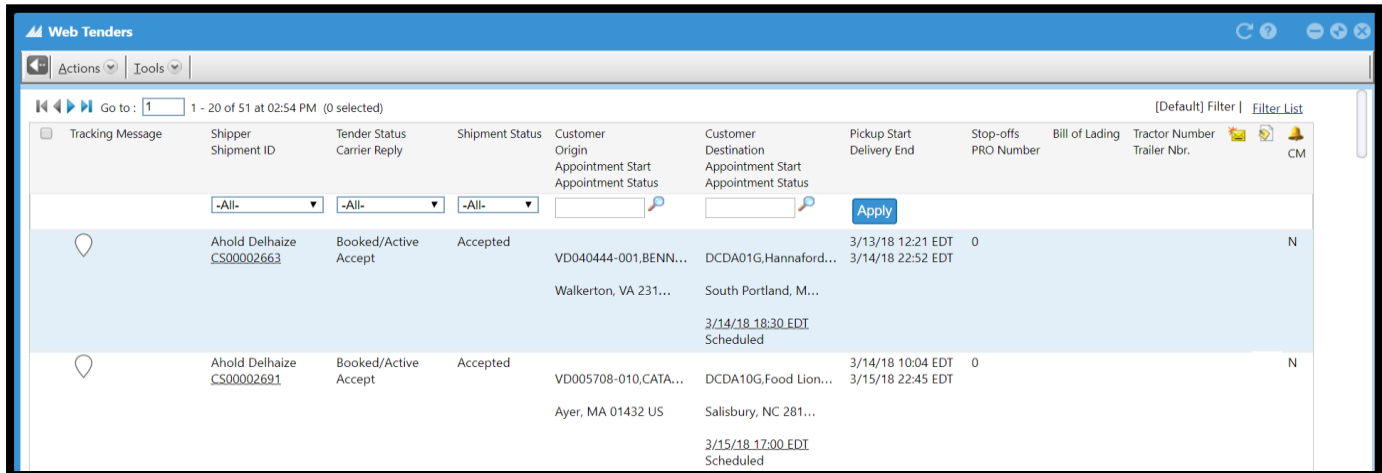
A screenshot of the 'Alert Subscriptions' and 'Email Notifications' sections. The 'Alert Subscriptions' section has a table with the following items: 'Update' (checked), 'Cancellation' (checked), 'Recall' (checked), 'Dock Appointment' (unchecked), 'Tracking Message Appointment' (unchecked), and 'Stop ETA' (unchecked). Below the table is a 'Select All' button. The 'Email Notifications' section has a table with the following items: 'New Web Offer' (checked), 'New Web Tender' (checked), 'New Web Alert' (checked), and 'New Driver Assigned' (unchecked). Below the table is a 'Select All' button.

Select "New Driver Assigned" if TMS Mobile is being used.

Processing Web Tenders

2.1 Viewing Tenders

Clicking on the Web Tenders link in the menu or the Web Tenders tile on the home screen will open a window that lists all of the shipments tendered to a carrier along with important information such as the shipment ID, the status of the shipment, pickup and delivery facilities as well as the dates of the delivery.



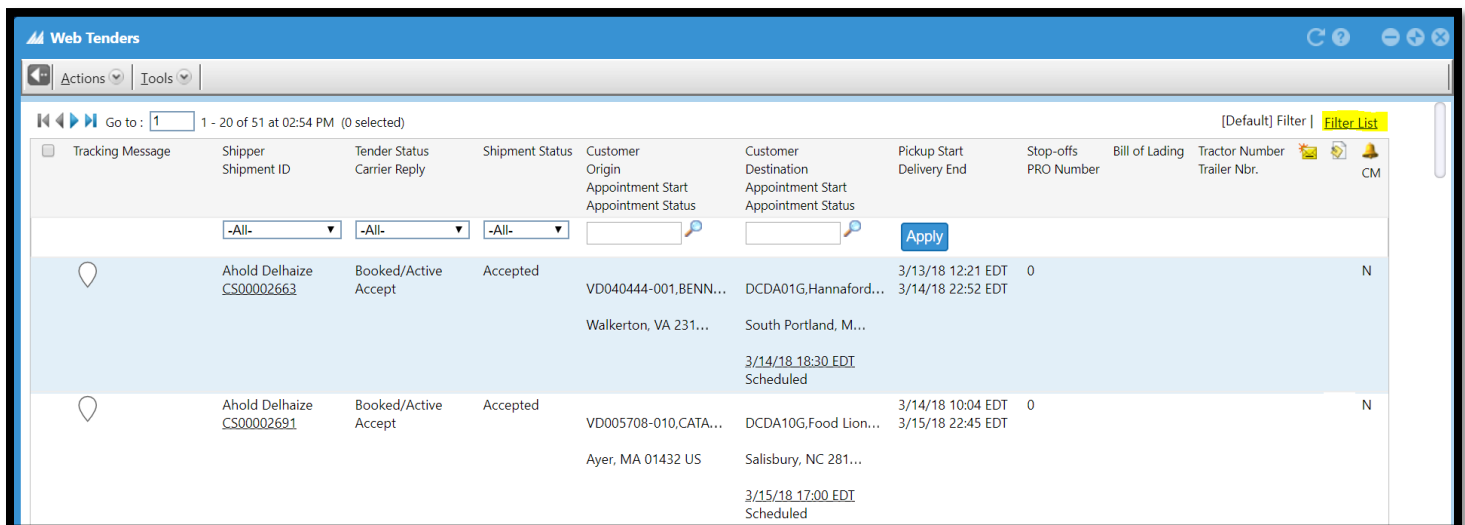
Tracking Message	Shipper Shipment ID	Tender Status Carrier Reply	Shipment Status	Customer Origin Appointment Start Appointment Status	Customer Destination Appointment Start Appointment Status	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.	CM
	Ahold Delhaize CS00002663	Booked/Active Accept	Accepted	VD040444-001,BENN... Walkerton, VA 231...	DCDA01G,Hannafor... South Portland, M...	3/13/18 12:21 EDT 3/14/18 22:52 EDT	0			N
	Ahold Delhaize CS00002691	Booked/Active Accept	Accepted	VD005708-010,CATA... Ayer, MA 01432 US	DCDA10G,Food Lion... Salisbury, NC 281...	3/14/18 10:04 EDT 3/15/18 22:45 EDT	0			N

A shipment can be in four statuses:

1. New tender – Carrier will need to either accept or decline the shipment.
2. Booked/Active – Carrier has accepted the shipment.
3. Declined – Carrier has declined the shipment. Any shipments in Declined status will move to the Archive List overnight.
4. Delivered – Carrier has sent all tracking message for the shipment. Any shipments in Delivered status will move to the Archive List after seven days from the delivery end.

2.2 Filtering Tenders

1. To find specific shipments, you can filter shipments by their shipment IDs, pick up or delivery times, shipment statuses, and more. To do so, while on the Web Tenders page, clicking on the Filter List will open a window in which filters can be inputted to find specific tenders.



Tracking Message	Shipper Shipment ID	Tender Status Carrier Reply	Shipment Status	Customer Origin Appointment Start Appointment Status	Customer Destination Appointment Start Appointment Status	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.	CM
	Ahold Delhaize CS00002663	Booked/Active Accept	Accepted	VD040444-001,BENN... Walkerton, VA 231...	DCDA01G,Hannafor... South Portland, M...	3/13/18 12:21 EDT 3/14/18 22:52 EDT	0			N
	Ahold Delhaize CS00002691	Booked/Active Accept	Accepted	VD005708-010,CATA... Ayer, MA 01432 US	DCDA10G,Food Lion... Salisbury, NC 281...	3/14/18 10:04 EDT 3/15/18 22:45 EDT	0			N

- The Filter List window will pop up. In this window, click “New Filter” to add conditions for finding specific tenders.

Filter List

Go to: 1 1 - 3 of 3 at 02:59 PM (0 selected)

[New Filter](#) | [Clear Filter](#)

		Filter Name	Default	Type	Owner	Description
<input checked="" type="checkbox"/>	Apply	Jazz	N	Public	JSinghAD	
<input checked="" type="checkbox"/>	Apply	Jazz	N	Public	JSinghAD	
<input checked="" type="checkbox"/>	Apply	Jazz	N	Public	JSinghAD	PO

[Cancel](#)

- The Add Filter window will open up, as shown below:

Add Filter

[Filter List](#)

Filter Details

Filter Name:

Description:

Default: ☐

Public: ☐

Owner: SLittAD

Optional Fields

Shipper name:

Shipment ID:

PO number:

BOL Number:

Reference number:

Origin region:

Origin city:

Origin state:

Destination region:

Destination city:

Destination state:

Pickup start date: From To

Delivery end date: From To

Status:

Shipment status:

[Apply](#) [Save](#) [Cancel](#)

4. Within the **Filter Details** section, you can enter some information for if you want to save this filter to use later:
- Filter Name: name for all the filter with all the conditions you want
 - Description: a more detailed explanation of what the filter does
 - Default: Check this box if you want this filter to be applied initially when you open Web Tenders
 - Public: Makes the filter open to other users in your company to use

The screenshot shows the 'Add Filter' dialog box with the 'Filter Details' tab selected. The 'Filter Name' field is empty. The 'Description' field is empty. The 'Default' checkbox is unchecked. The 'Public' checkbox is unchecked. The 'Owner' field is set to 'ieldredge'. A 'Filter List' link is visible in the top right corner.

- 4 (continued). Within the **Optional Fields**, you can set the conditions for your filter, like below:

The screenshot shows the 'Add Filter' dialog box with the 'Optional Fields' tab selected. The fields are organized into two columns. The left column lists various fields: Shipper name, Shipment ID, PO number, BOL Number, Reference number, Origin region, Origin city, Origin state, Destination region, Destination city, Destination state, Pickup start date, Delivery end date, and Status. The right column contains dropdown menus for each field, with some fields having additional date pickers. The 'Apply', 'Save', and 'Cancel' buttons are at the bottom right.

- 4 (continued). If you select from one of the filters listed, use "*" as a wildcard. It will only recognize exact matches when searching, so using a wild card is very helpful.

- Example: To find tenders from a company named "Test Shipper", click to the right of "Shipper name" and write "Test*". Omitting the wildcard "*" will result in the company "Test Shipper" not appearing. This is helpful in case the company is written with different capitalization (e.g. "TEST" vs "test" will not work). Once the filter is added, click "Apply".

2.3 Viewing Shipment Details

Clicking on the shipment ID from the Web Tenders page will open the Shipment Details Page. Here, you can view information about the shipment before you accept or decline it.

Shipment ID: CS00002663		Shipment Status	
Reference Number			
Shipper		Bill To	
Load At: VD040444-001 BENNETT MINERAL CO 1560 ROSEMOUNT RD Walkerton, VA 23177 United States		Consignee: DCDA01G Hannaford - South Portland GDC 54 Hemco Road South Portland, ME 04106 United States	
Carrier Charges	2300.00 USD	Product Class	I-Grocery
Equipment		PRO Number	
Service Level		PO Number	H-06321749
Mode		Distance	636.7 MI
Customer Code	ALLOWANCE	Weight	42,101 LBS
Commodity Class	Commodities	Quantity	20 VPLT
Special Handling	40-65	Volume	858.91 CUFT
Hazmat	No	Comments	No comments
Perishable	No	Event Indicator	
Billing Method	Collect		
Event Notification Indicator			
Detention List			
Qty/Discrepancy	false	Vendor_Ship_From	
Pickup_Date		Pickup_Number	
Driver			
Stops			
Stop	Customer	Address	
1	VD040444-001 BENNETT MINERAL CO	BENNETT MINERAL CO - 1560 ROSEMOUNT RD Walkerton VA 23177 United States	
2	DCDA01G Hannaford - South Portland GDC	Hannaford - South Portland GDC - 54 Hemco Road South Portland ME 04106 United States	

To accept or decline the shipment, click on the Accept or Decline buttons at the bottom of the Shipment Details Page.

2.4 Entering Tracking Messages

Tracking messages help shippers know where the shipment is during a delivery. Once a carrier picks up the shipment, tracking messages will need to be entered. Details are on the Shipment Details Page.

Tracking Messages											
	Message ID	Type	Message Source Type	Status	Time	Location	Reason Code	PRO Number	Handler	Comments	Created By
		Stop									Created On
<input type="checkbox"/>	151675567	Tender Offer		Current	6/23/17 16:03 CDT					No comments	ksander
<input type="checkbox"/>	151676544	Tender Accept		Current	6/23/17 16:11 CDT					Comments	ksander
<input type="checkbox"/>	151676547	Update		Updated	6/23/17 16:11 CDT					No comments	Manhattan Associates
<input type="checkbox"/>	151852211	Update		Updated	6/27/17 09:00 CDT					No comments	ksander
<input type="checkbox"/>	151943996	Update		Current	6/28/17 07:59 CDT					No comments	Manhattan Associates

Add Multiple
Add Single
View Tracking Messages

2.4.1 Adding Multiple Messages

1. Click on Add Multiple at the bottom of the Tracking Messages table. The below window will open:

Tracking

Shipment ID CS00002663

#	Type*	Stop*	Event Date/Time*	Handler	Reason Code	BOL #	PRO #	Loading Type #	Message Source Type
1	Appt.	1	03/12/18 07:00						
2	Arrival	1	03/12/18 07:00						
3	Depart	1	03/12/18 09:00						
4	Arrival	2	03/19/18 08:00						
5	Depart	2	03/18/18 11:00						

Add Delete Save Cancel

2. Add rows by clicking the Add button at the bottom of the window. This will allow you to submit multiple tracking messages at once.
 - a. Under the Type column, select the message type: appointment, arrival, or departure.
 - b. Under the Stop column, enter the stop number.
 - c. Under the Event Date/Time column, use the calendar button to select the date and time of each message.
3. Click Save to submit the tracking messages.

2.4.2 Adding Single Messages

1. Click on Add Single at the bottom of the Tracking Messages table. The below window will open:

Tracking

Message Type Check Call

Location* Atlanta, GA

Location Spic

Date/Time* 03/12/18 10:17

Location City

Location State

Location Postal Code

Location Country

Location Latitude

Location Longitude

Reason Code TRK-Carrier Tracking

Bill of Lading Nbr.

Time Zone* ((GMT-05:00) Eastern Time (US & Canada))

Document CutOff

Message Source Type

Comments Traffic is slow, running a little behind

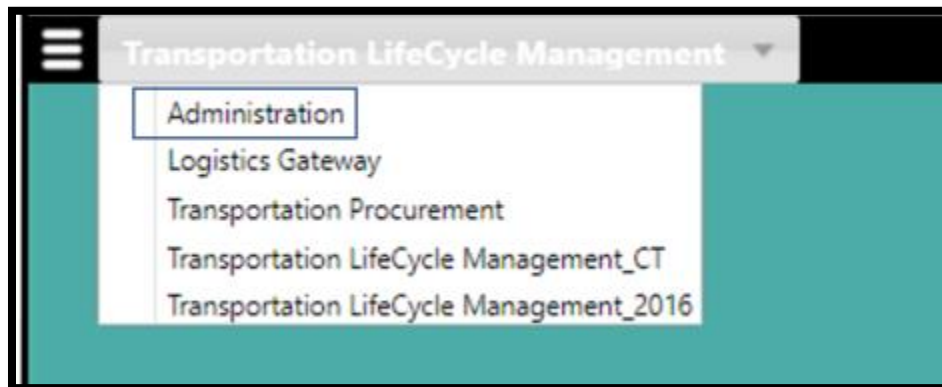
Save Cancel

2. Choose the correct Message Type, and fill in the required fields.
3. Click Save to submit the tracking message.

Entering arrival and departure messages for the first stop will put the shipment in In-Transit status. Entering the departure message for the last stop will put the shipment in Delivered status. This should be the last message you enter.

Adding Users

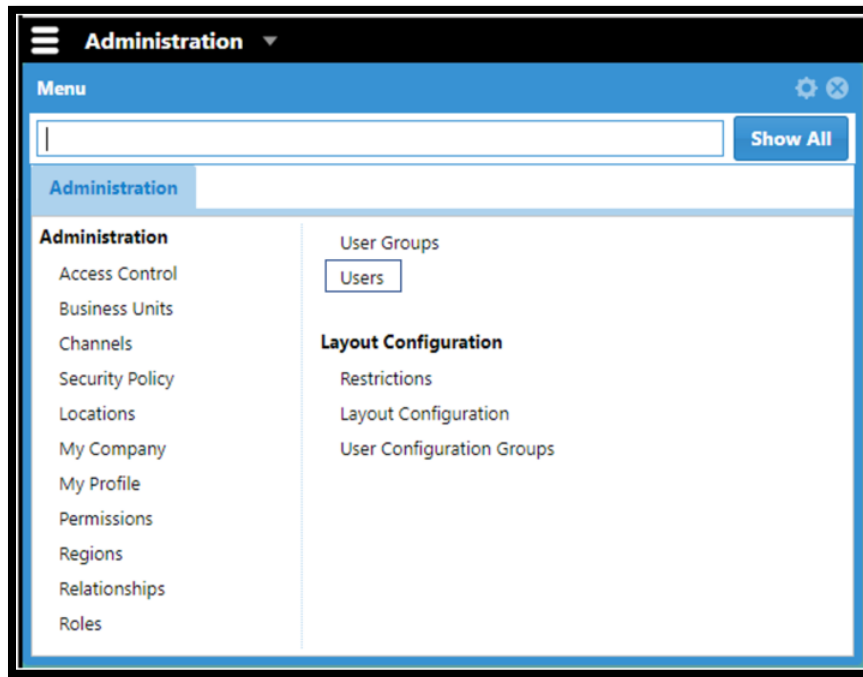
1. To add users, navigate to MDA by clicking on "Transportation LifeCycle Management in the top left corner. Then click on "Administration".



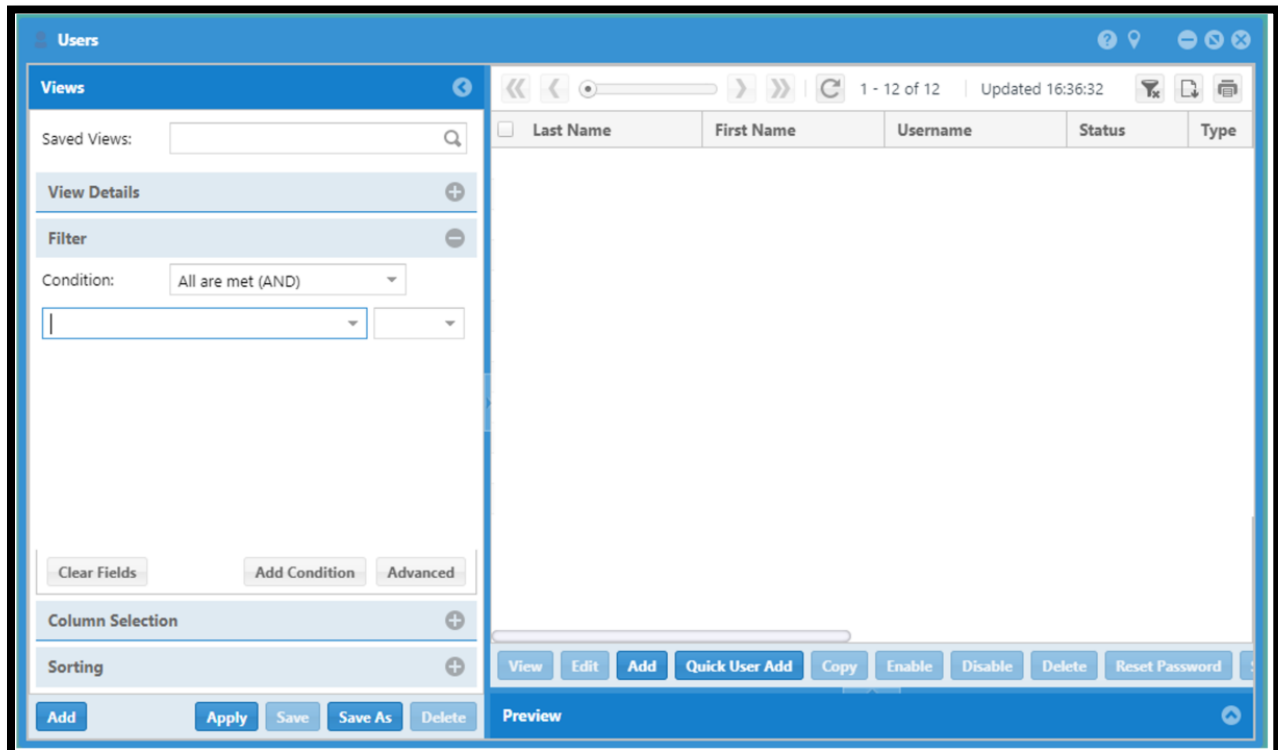
2. The following window will open:



- Click on the 3 lined search bar in the top left corner and click on "Users".



- The following window will come up:



5. Click on “Add” on the bottom:

The screenshot shows the 'Users' management interface. On the left sidebar, there are sections for 'Views' (with a search bar and 'View Details' button), 'Filter' (with a condition dropdown set to 'All are met (AND)' and two empty dropdowns), 'Column Selection', and 'Sorting'. The main area contains a table with the following columns: Last Name, First Name, Username, Status, and Type. Below the table, there is a row of action buttons: View, Edit, Add, Quick User Add, Copy, Enable, Disable, Delete, and Reset Password. The 'Add' button is highlighted with a red box. At the bottom of the interface, there are buttons for 'Add', 'Apply', 'Save', 'Save As', and 'Delete', followed by a 'Preview' section.

6. The following window will appear:

7. Enter the following information:

- First Name
- Last Name
- Type = "Corporate Administrator"
- Primary Email
- Username
- Password

8. After filling out all the user's information, click on "Data Access" in the top left of the window. The window should now look something like this:

The screenshot shows the 'Users' window with the 'Data Access' tab selected. The window has a blue header with 'Users' and a sub-header 'Add User'. Below the sub-header are three tabs: 'Details', 'Data Access', and 'Solutions and Defaults'. The 'Data Access' tab is active, showing a table with columns: Company Name, Role, Business Unit, and Region. Below the table, it says 'No records found. Select the add button to add a record.' At the bottom, there are 'Add', 'Edit', and 'Delete' buttons, and 'Save' and 'Cancel' buttons.

9. Click on "Add" in the bottom left of the screen, and a new window should pop up:

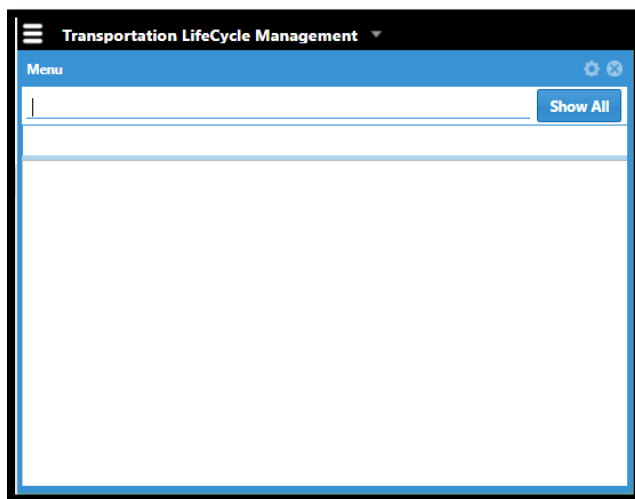
The screenshot shows the 'Configure Data Access' window. It has a blue header with 'Configure Data Access'. Below the header are four sections: 'Company Name' with a dropdown menu, 'Role' with a dropdown menu, 'Business Unit' with three radio buttons, and 'Region' with two radio buttons. Below the radio buttons are two sets of lists: 'Available' and 'Selected' for Business Units, and 'Available' and 'Selected' for Regions. There are arrows for moving items between the 'Available' and 'Selected' lists. At the bottom, there are 'OK' and 'Cancel' buttons.

10. Select the appropriate Company Name and Role, and then click "OK". Then click "Save" in the "Users" window.

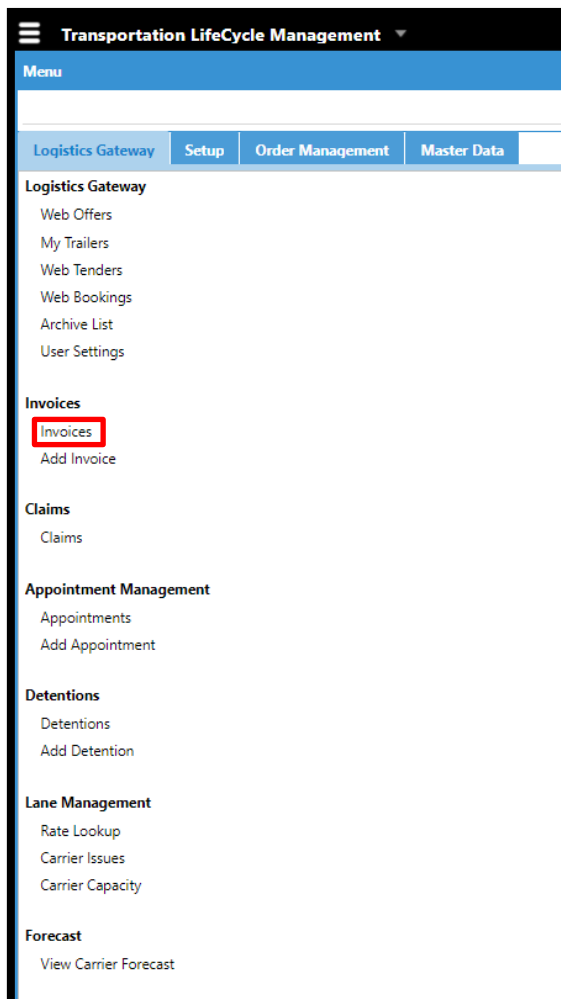
Viewing/Adding Invoices

2.1 Filtering Invoices

1. Click on the search bar and then “Show All”.



2. This will expand the window to include more options. In this window, click on “Invoices”.



3. The following Invoices window will appear:

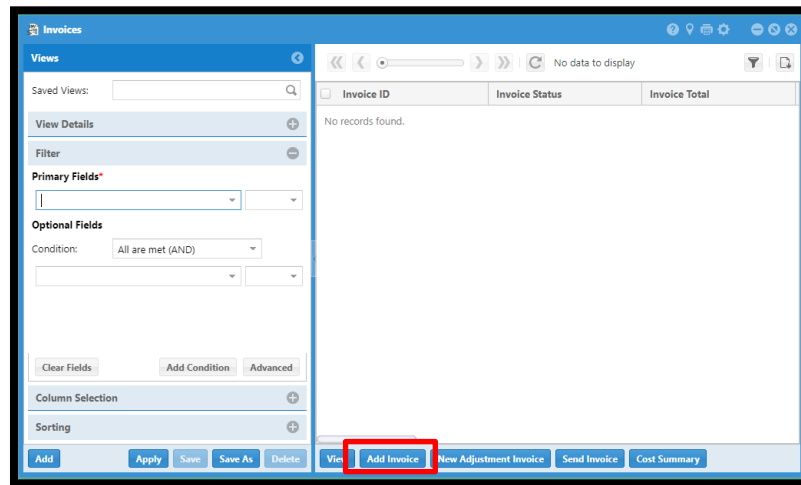
4. To find particular invoices, you can use both the primary fields and optional fields to do so. Some examples of useful filter parameters are:

- Payment Due Date*
- Shipment ID
- Invoice ID

*For any date filter, use the less than operator "<" for if the date is in the past and the greater operator ">" for if the date is in the future. For example, "Payment Due Date < Today" means that the payment due date must be before today.

2.2 Adding Invoices

1. To add an invoice, click on the “Add Invoice” button.



2. The “Add Invoice” window will pop up:

The 'Add Invoice' window is displayed, showing the 'Invoice Header' section. It contains the following fields and controls:

- Document ID:** Text input field.
- Invoice ID*:** Text input field.
- Shipper:** Dropdown menu (currently showing 'RITE AID Corp.').
- Carrier Code*:** Text input field.
- Invoice Date*:** Date picker (4/11/18).
- Invoice Receipt Date:** Date picker (4/11/18 10:27).
- Payment Due Date:** Date picker.
- Invoice Status:** Dropdown menu (currently showing 'Incomplete').
- Invoice Type*:** Dropdown menu (currently showing 'Original').
- Invoice For:** Dropdown menu (currently showing 'Shipment').
- Invoice Currency:** Dropdown menu (USD).
- Billing Facility:** Text input field.
- Billing Account Nbr.:** Text input field.
- Business Unit:** Dropdown menu.
- Shipment ID:** Text input field.
- PRO Nbr.:** Text input field.
- Master BOL Nbr.:** Text input field.
- Secondary Carrier:** Text input field.
- Invoiced Shipment Total*:** Text input field.

Below the 'Invoice Header' section is the 'Shipment Origin / Destination' section, which includes fields for 'Origin Facility ID', 'Name', 'Address', 'City', and 'Destination Facility ID', 'Name', 'Address', 'City'. At the bottom are 'Save', 'Reset', and 'Cancel' buttons.

3. Add the Shipper, Shipment ID, Invoice ID, and Carrier code

This screenshot shows the 'Add Invoice' window with some fields populated:

- Document ID:** 12345
- Invoice ID*:** 12345
- Shipper:** General Cable Corporation
- Carrier Code*:** ECHS
- Invoice Date*:** 4/11/18
- Invoice Receipt Date:** 4/11/18 11:05
- Payment Due Date:** 4/11/18 11:05
- Invoice Status:** Incomplete
- Invoice Type*:** Original
- Invoice For:** Shipment
- Invoice Currency:** USD
- Billing Facility:** (empty)
- Billing Account Nbr.:** (empty)
- Business Unit:** (empty)
- Shipment ID:** CS0000412231
- PRO Nbr.:** (empty)
- Master BOL Nbr.:** (empty)
- Secondary Carrier:** (empty)
- Invoiced Shipment Total*:** (empty)

The 'Shipment Origin / Destination' section remains empty. The 'Save', 'Reset', and 'Cancel' buttons are at the bottom.

- Click the “Populate Form” button and review information to see if correct. Then confirm the computed invoice total here:

The screenshot shows the 'Add Invoice' form with various fields for invoice creation. The 'Computed Invoice Total' field is highlighted with a red box and contains the value '1,975.00'.

- Then **copy/paste** this invoice total at the top:

The screenshot shows the 'Add Invoice' form with the 'Invoiced Shipment Total' field highlighted in red, containing the value '1,975.00'.

- Click “Save”. If there are no errors, a success confirmation will appear at the top like so:

The screenshot shows the 'Add Invoice' form with a success message at the top: 'Invoice 12345 is successfully created'. The message is highlighted with a red box.

- Next, the invoice needs to be sent to the shipper. To do this, click on the invoice number hyperlink in the confirmation notification.

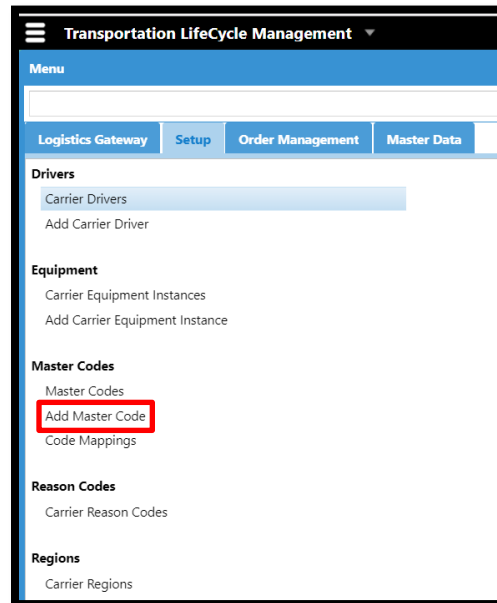
- Clicking the invoice number will take you to a separate “Shipment Invoice Details” window. If all the details are ensured to be correct, click “Send Invoice”.

Master Code Mapping

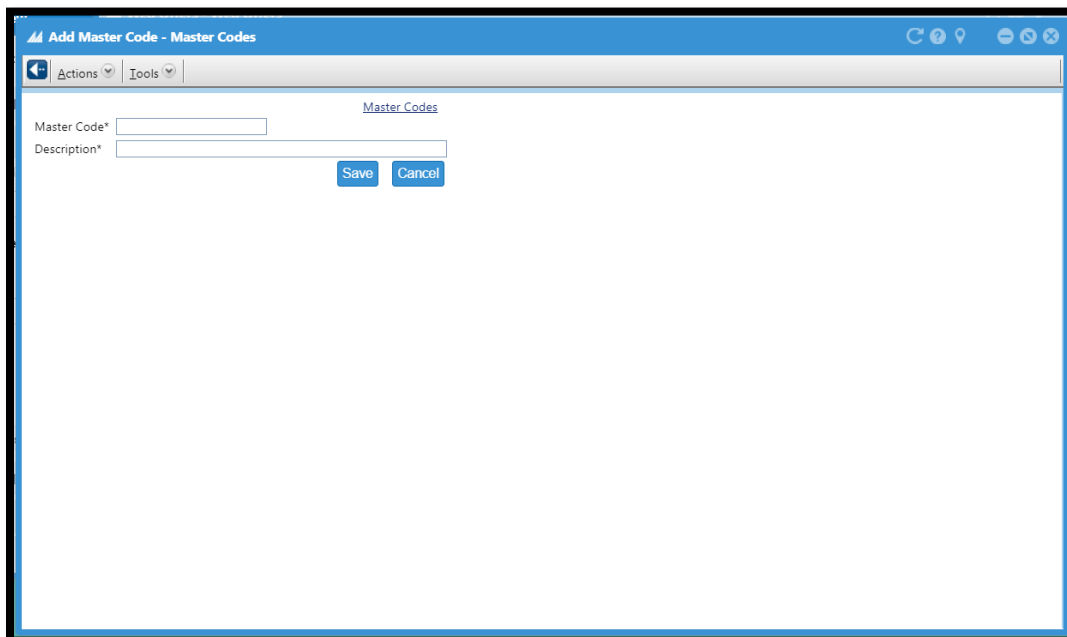
Master Code Mapping will allow you to use different SCACs with different shippers. This is especially helpful if you need different SCACs to have different parameters (modes of transportation, rates, etc.). This is a requirement for participating in Web Offers.

2.1 Setup

1. In order to add a new code mapping, open the search menu and click "Show All". Then navigate to "Setup" and click on "Add Master Code".

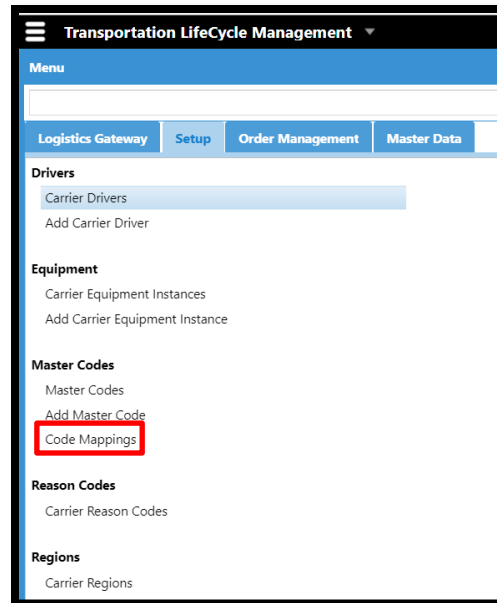


2. Add a new SCAC and save it. After this, you should be able to see the SCAC in the code mappings page. Enter the SCAC for master code/description.

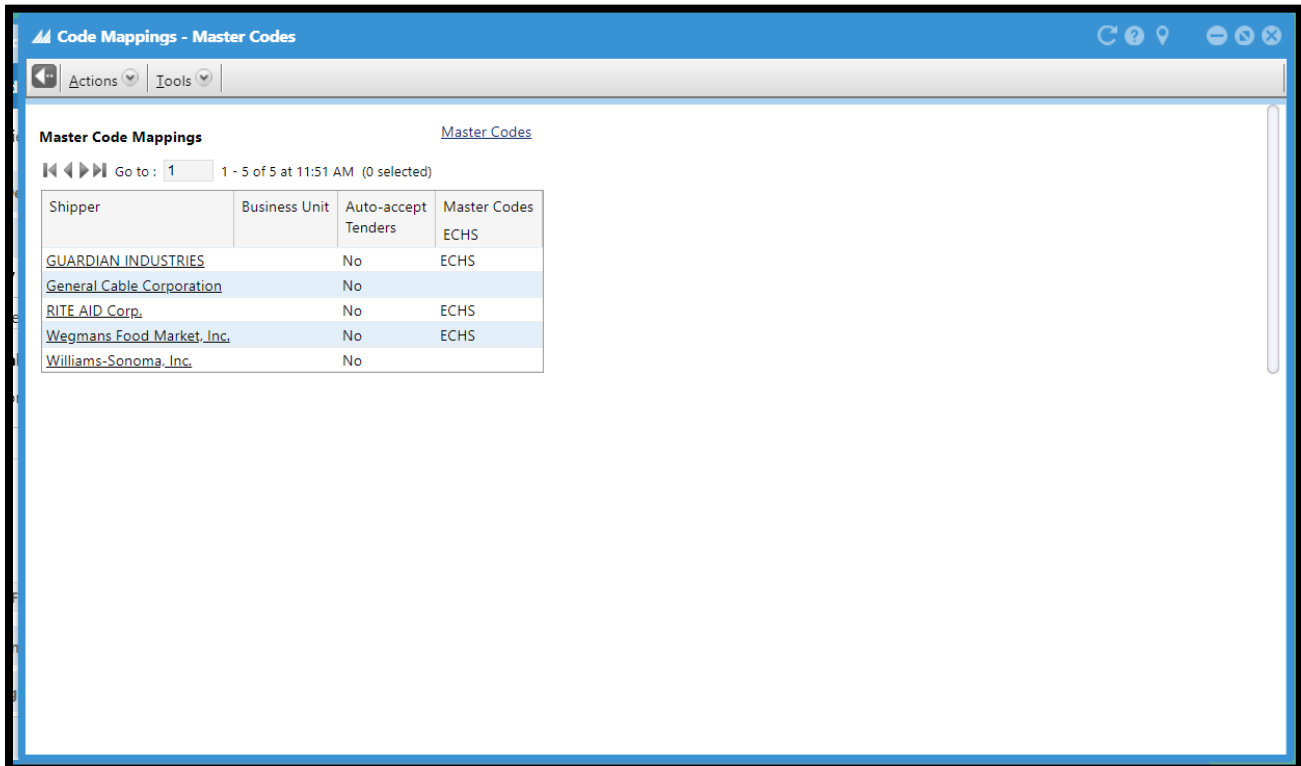


2.2 Code Mappings

1. In order to view the SCACs set up with each shipper, navigate to the “Setup” tab of the search menu. Click on “Code Mappings”.



2. The following “Code Mappings – Master Codes” window should pop up:



- To configure the setup with any company, click on the company name to bring up the following screen:

For any shipper, a master code needs be set up. To do so, choose the SCAC that should be mapped to each code for the companies that you are shipping to.

- Click the drop down for the SCAC set up with the shipper
- Left side = what carriers see (i.e. “ECHS”); right side = what shipper sees (i.e. whatever is chosen from the dropdown menu)
- Click “Save”

Adding detentions

When a trailer is detained at a facility for a certain time, detentions can be added to account for the time that the driver had to wait.

- First, navigate to the Detentions window. To do so, open the search menu and click “Show All”. Then click on “Detentions” on the bottom left of the screen.

2. The following Detentions window will open:

3. Click “Add Detention”. This will take you to the following screen:

4. Select the correct shipper from the drop down menu and click “Submit”.

5. Next, the following window will appear:

6. Add the Shipment ID and click “Populate Form”:

7. Edit the Detention Facility ID (which facility they were detained at).

Detentions - Add Detention

Actions

Shipment ID: CS25682706
 PO Number: 6976389
 Detention Facility ID: **USCOTTON_NM**
 Carrier Code: ECHS
 Supplier Name: 33003
 Mode: TL

Status: New
 BOL Number:
 Entry Type: Web
 Vendor ID: 33003
 Service Level: OTR
 Protection Level: Dry

Carrier Ref.:
 PRO Nbr.:
 Currency Code: USD
 Billing Method: Collect
 Business Unit: RITE AID Corp.

Populate Form

Carrier Times

Appointment: 2/17/17 13:00 MST
 Arrival: 2/17/17 10:46 MST
 Completion: 2/17/17 15:40 MST

Comments

Comment Type: Carrier Log
 Comment:

Save Cancel

8. Any further information about the detention can be entered in the comments section of the Carrier Log. In addition, the times will populate, so verify that these are correct. Once confirmed, click "Save". If successful, the "Detentions – Detention Details" window will show.

Detentions - Detention Details

Actions Tools

Detention ID: 25279135
 Shipment ID: CS25682706
 Assign:
 Business Unit: RITE AID Corp.
 Carrier Code: ECHS
 Vendor ID: 33003
 Mode: TL
 Invoice ID:

Status: **Not Approved**
 PO Number: 6976389
 Entry Type: Web
 Billing Method: Collect
 Service Level: OTR
 Supplier Name: 33003
 Protection Level: Dry

Reason Code:
 BOL Number:
 Carrier Ref.:
 Detention Type: Completed
 PRO Nbr.:
 Currency Code: USD
 In Progress

Detention Location and Contact Information

Facility ID: USCOTTON_NM
 Facility Name: USCOTTON_NM
 Address: 510 Laser Road
 City: Rio Rancho
 State/Province: NM
 Postal Code: 87124
 County:
 Country: United States

Contact Name:
 Contact Phone:
 Contact Email:
 Contact Fax:
 Facility Type: Standard
 Detention Stop: 1

Carrier Times

Appointment: 2/17/17 13:00 MST
 Arrival: 2/17/17 10:46 MST
 Completion: 2/17/17 15:40 MST

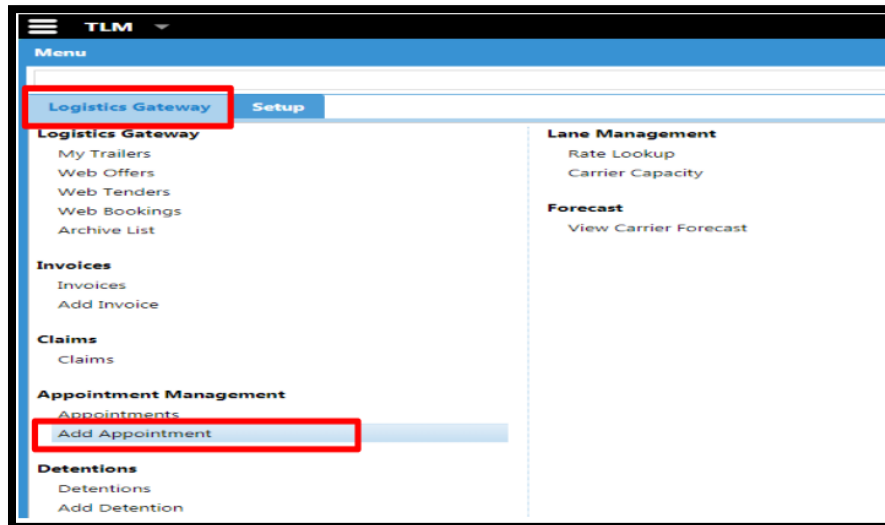
Supplier Times: Resolution
 Appointment: Appointment
 Arrival: Arrival
 Completion: Completion

Edit Detention

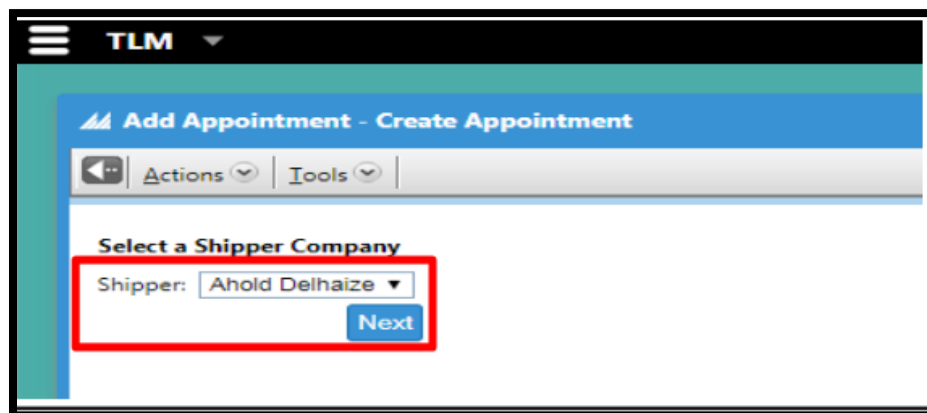
9. The detention will be moved to "Not Approved" status until the shipper approves of it.

Appointments

1. Left click once on the menu icon > Left click once on the Show All icon > Left click once on the Logistics Gateway tab. > Left click on "Add Appointment"



2. Left click once the drop down arrow to the right of the Shipper field. > Left click once on the appropriate shipper company in the drop down menu to select it. > Left click once on the Next icon.





- Left click once on the magnifying glass to the right of the Facility field.

Transportation LifeCycle Management ▾

Appointments - Add Appointment


Actions ▾ | Tools ▾

Facility:*  Load configuration:

Suggested start date/time:*  Estimated trailer duration (min):


Appointment type:* Estimated tractor duration (min):

Appointment ID: Estimated departure date/time:

Equipment code:  Appointment requested date/time:

Appointment Objects | **Additional Details**

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO Due Date
<input type="text"/>	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row **Add Multiple** **Delete Row**

Cancel **Recommend Time Slots** **Save** **Save with Best Fit** **Validate**

- The Find Facility box will open on the screen.
- Type the destination city in the City field. > Left click once on the Find icon. > Left click once on the desired destination to highlight it. > Left click once on the Select icon.

Find Facility

Business Unit:

Find Facility Primary Alias **Find**

City State/Province

DCDA04G (2940 Arrowhead Road, Highway 301 South, Dunn, NC, 28334, U)

DCDA04P (2940 Arrowhead Road, Highway 301 South, Dunn, NC, 28334, U)

Select

6. Left click once on the calendar icon to the right of the Suggested start date/time field. > Left click on the desired delivery date in the calendar that opens. > Left click once on the drop down arrow to the right of the Appointment Type field. > Left click once on Live Unload in the menu that appears. > Type the Purchase Order number in the Purchase Order field. > Click anywhere outside the Purchase Order field for it to populate.

Appointments - Add Appointment

Actions | Tools

Facility: DCDA04G Load configuration: None WPLT

Suggested start date/time: 04/11/18 16:13 Estimated trailer duration (min):

Appointment type: Live Unload Estimated tractor duration (min):

Appointment ID: Estimated departure date/time:

Equipment code: Appointment requested date/time:

Appointment Objects | Additional Details

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO Due Da
H-06022390				

Add Row Add Multiple Delete Row

Cancel Recommend Time Slots Save Save with Best Fit Validate

7. If the system finds more than 1 match for the Purchase Order number that was entered the Select PO for Appointment box will display on the screen:
8. Left click once on the desired Purchase Order to highlight it. > Left click once on the Select icon.

Add Appointment

Actions | Tools

Facility: DCDA01G Load configuration: None WPLT

Suggested start date/time: 02/04/18 15:58

Appointment type: Live Unload

Appointment ID:

Equipment code:

Appointment Objects | Additional Details

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment
1	

Add Row Add Multiple Delete Row

Select PO for Appointment

Purchase Order	Vendor Name
H-06081741	METRO WHOLESALE GROC
H-06092771	PURITY WHOLESALE

Select

9. If there are multiple Purchase Orders on the load left click once on the Add Row icon and repeat the steps for purchase orders above. > Left click once on WPLT (Warehouse Pallets) in the Load Configuration field to select it.
> Left click once on the Recommend Time Slots icon.

10. The Recommendations box will display on the screen. Left click once on the desired appointment date and time to highlight it. > Left click once on the Select icon.

11. Verify the appointment date and time shown in the Appointment Requested date/time field is correct. > Left click once on the Validate icon.

Appointments - Add Appointment

Facility*: DCD404G Load configuration: None WPLT

Suggested start date/time*: 04/11/18 16:13 Estimated trailer duration (min):

Appointment type*: Live Unload Estimated tractor duration (min):

Appointment ID: Estimated departure date/time:

Equipment code: Appointment requested date/time:

Appointment Objects Additional Details

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO Due Da
F-06022390				

Add Row Add Multiple Delete Row

Cancel Recommend Time Slot **Save** Save with Best Fit Validate

12. A message will display stating the validation was successful. Once this appears, left click once on the Save icon.

Add Appointment - Appointments

Quick filter: Appointment* 000002934 Suggested start date/time* From To Apply

Displaying 1 - 1 of 1 (0 selected)

Appointment ID	Suggested Start Date/Time	Appointment Type	Appointment Status	Shipment	Purchase Order	ASN	Facility	Trailer	BOL Number	Load Position
000002934	2/3/18 17:00	Live Unload	Scheduled		F-06022390		DCD404G			

Add Approve Edit Email

Appointment Details Appointment Objects Additional Details

Facility*: DCD404G Load configuration: WPLT

Facility Name: Food Lion - Dunn GDC Estimated trailer duration (min): 60

Suggested start date/time*: 2/3/18 17:00 Estimated tractor duration (min): 60

Appointment type*: Live Unload Estimated departure date/time: 2/3/18 19:00

Appointment ID: 000002934 Appointment requested date/time: 2/3/18 10:43

Equipment code: Actual checkin date/time:

Save

With this, the appointment process is complete.