

# Appointment Scheduling

Carrier User Guide



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#### Create user account

You need to request an account in i-3PL.

This can be achieved by sending an email to <a href="mailto:servicedesk@americold.com">servicedesk@americold.com</a> with the following information:

- First name
- Last name
- Carrier Name
- Carrier SCAC code
- Email address for appointment notification communication

Please include in your email that you would like to have access to "Carrier Appointment Scheduling".

# Login to i-3PL

Go to <a href="https://www.i-3pl.com/Login.aspx">https://www.i-3pl.com/Login.aspx</a> and enter your credantials





# **Access Facility (warehouse)**

From the drop down menu

# Appointment Management



Select the facility that you wish to create an appoinment or review existing appointments.

# 

Press continue to access the facility:

# Appointment Management





# **Create Appointment**

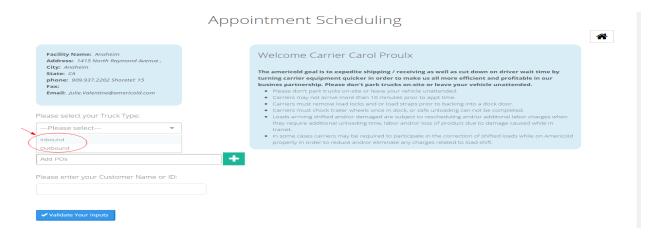
#### Step #1 --- select "+" sign

From the Appointment Management screen, select the plus "+" sign

		Appointmen	t Management		
ncility Name	~				+ 8
11/21/2016 <b>To</b>	10/25/2016		Filter By Type	*	Filter By Status 🕶

## Step #2 --- Select truck type

From the Appointment Scheduling screen, the scheduler needs to select from the drop down menu the truck type, which is either an Inbound or an Outbound appointment.



### Step #3 --- Enter PO information

When booking an appointment four scenarios can occur:

- Carrier wants to book an appointment without PO or load number
- Carrier wants to book an appointment with a PO that does not exist yet in Americold's system
- Carrier wants to book an appointment with multiple POs or a load number
- Carrier wants to book an appointment for a route with multiple stops



#### Appointment without PO or load number

In this scenario, the carrier can leave the PO field blank, but he will need to enter the customer name or ID.



If you know your customer ID, please use this information. If not, you can enter the first few characters of the customer name and the system will display a dropdown list of customer associated to these values (see example below).



Next step is to validate your inputs.

Based on facility/client configuration (agreement), you may or may not be able to move forward and book an appointment without PO.

If an appointment without PO is not allowed, we will display an error message (see below) and you will not be able to complete your appointment.





If this scenario occurs, appointments will not be authorized until we receive a valid PO in our system. You will need to go back to the home page, please use the home icon.

If appointments without a PO are allowed, then we can move on to the next stop, which will be to enter a service.



#### Appointment with a PO that does not exist in Americold's system

Enter your PO number in the PO field and validate your input.



If the PO does not exist in our system, you will be required to enter the client name or client ID.

If you know your customer ID, please use this information. If not, you can enter the first few characters of the customer name and the system will display a dropdown list of customer associated to these values (see example below).



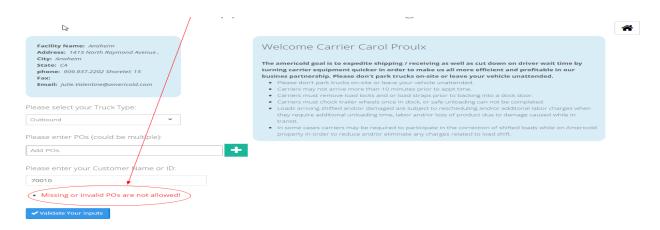
Next step is to validate your inputs.

✓ Validate Your inputs



Based on facility/client configuration (agreement), you may or may not be able to move forward and book an appointment without PO.

If an appointment without PO is not allowed, we will display an error messages (see below) and you will not be able to complete your appointment.



If this scenario occurs, appointment will not be authorized until we receive a valid PO in our system. You can either re-enter your information (to revalidate) or go back to the home page, please use the home icon.

If appointment without PO is allowed, then we will proceed to the next step, which is to select a service.





#### Book an appointment with multiple POs or a load number

To book an appointment with multiple POs, you can copy or enter one PO at the time and press enter to add POs.



#### Appointment for a route with multiple stops

When booking an appointment with multiple stops, please proceed with entering the POs for the first stop, in this example we entered POs 6293383 & 6282518.



#### Click on the plus sign





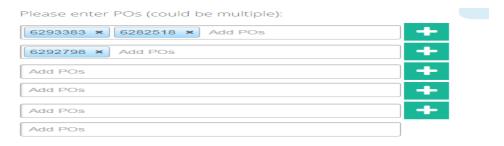
A new field will be created to capture POs for the second stop



Enter POs for the second stop, in this example I entered PO 6292798.



The current application allow you to create a route with a maximum of 6 stops.



# **Step #4 --- Enter service type**

The service is by definition, the type of load you are handling.

For example:

A service type can be:

- Inbound cooler
- Inbound freezer
- Outbound cooler
- Outbound freezer
- Floor load (none palletize)
- Rail Inbound
- Rail outbound

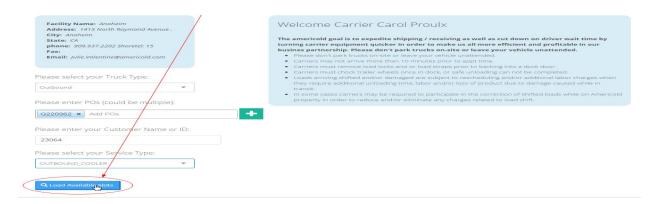
This service type will dictate the time slot availability and duration.



#### Select your service type



Then click on "load available slots" to view available slots for this service type:



The system will now search for slots availability

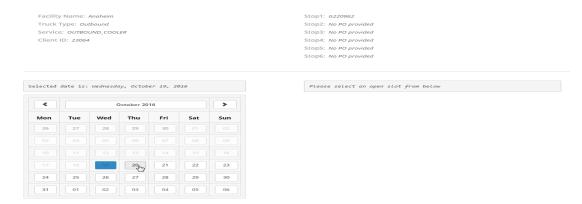




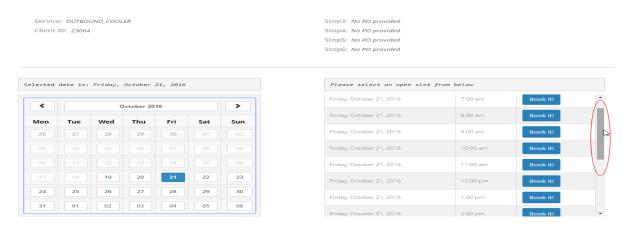
#### **Step #5 --- Select slot availability**

On the top of the page we display information related to your appointment

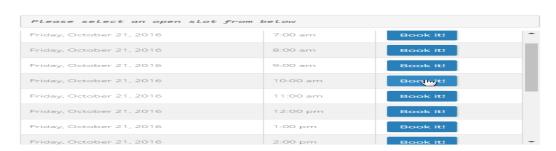
From the calendar, click on the date that you would like to book your appointment



You can scroll up and down to see all the available slots for the date selected



Select time and click on the "Book it!" button





Then click on "Book the appointment" button to confirm your appointment

Please confirm the following information.	
Warehouse	_
Anaheim Warehouse Address	
, Anaheim, CA,	
Date	
Friday, October 21, 2016	
Service Name	
OUTBOUND_COOLER Start Time	
10:00 am	
10.00 0.111	
Book the appointment Cancel	m
Caricer	
Fri Sat Sun Hiday, Getober 21, 2016	7:00 am
Til Sac Sun	

Your appointment will now be booked, and you will receive an email notification confirmation.

#### Email Example:

#### Carrier Name XXXX,

This is a confirmation to let you know that your reservation has been confirmed. If you need to cancel or reschedule your appointment, please call - (909)937-2221. Appt. Desk closes at 2:00PM (PT).

You are confirmed for the following appointment:

Warehouse: Anaheim

Service: OUTBOUND\_COOLER Date: Friday, October 21, 2016

Time: 10:00am

Calendar: CHILL-DOCK Stop #1: G220962

Confirmation Number: 8331

- 1. Upon arrival, the driver MUST have a valid Conf.# to check in. If not the driver will be turned away.
- 2. Trailer must arrive pre-cooled to 0 20°F for Frozen product and 34-36°F for Cooler product.
- 3. The following fees may apply: (To avoid late & reschedule fees, please notify us at least 2 hrs. prior to your scheduled appt. time.)
- ► ALL FEES ARE PAYABLE BY ELECTRONIC CHECK (Com-Check; T-Check, etc)
- ▶ We do not accept cash, money orders, personal checks, or debit/ credit cards.
- ▶ If you are more than 60 minutes late for your scheduled appointment a late fee will be applied.
- ► Your appointment then becomes a 'Work-In'.
- ▶ If you have scheduled a 'Same Day' appointment, a Same Day fee will be applied.



# **Appointment management**

# **View Appointments**

From the appointment management page, you will be able to manage your existing appointments.



You can select a facility where you want to view appointments

Use the drop down menu and select facility

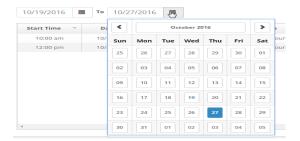


You can view appointments based on a date range:

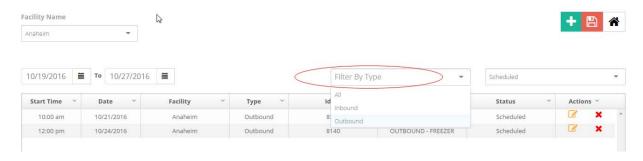


You either key in dates or click on calendar:

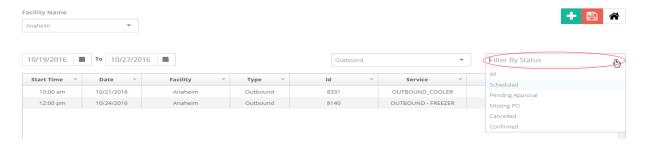




You can filter your appointments based on appointment type:



#### Or appointment status:



# **Update Appointments**

You can update existing appointments by clicking on the Edit button:

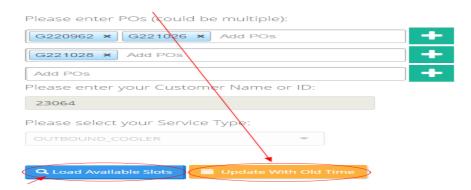




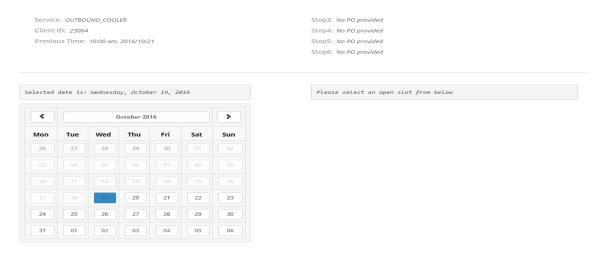
#### You can add or remove POs from your appointment:

Please enter POs (could be multiple):	
G220962 × Add POs	-
Please enter POs (could be multiple):	
G220962 x G221026 x Add POs	+
You can add stops to your appointment:	
Please enter POs (could be multiple):	
G220962 × G221026 × Add POs	+
G221028 × Add POs	-

If you want to add or remove POs without modifying the appointments, when updates are complete, click on the "update with old time" button to retain the existing slot reserve to your appointment.



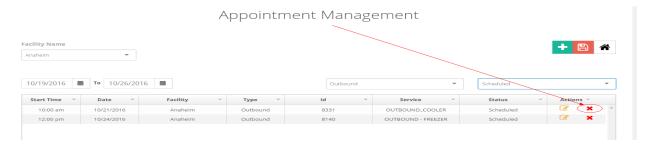
You can also modify your appointment time by clicking on "Load Available Slots" which will bring you to the calendar page.



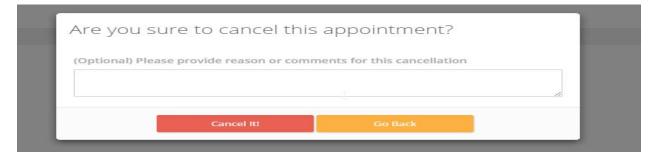


#### **Cancel Appointments**

To cancel an appointment, you just need to click on the "cancel" button.



The system will prompt you to confirm the cancellation.



Keep in mind as soon as an appointment is canceled you will not be able to reactivate this appointment. The time slot will be free up and available for other appointments.

# **Appointment confirmation status**

When appointments are confirmed appointments are now in our Warehouse Management System, you will no longer be able to update or cancel your appointment. If an appointment needs to be modified or cancelled, you will need to contact the facility.

