



# ALDI SUPPLIER ENABLEMENT/APPOINTMENT SCHEDULING (SE/AS) PORTAL GUIDE

V1 FEB 2024



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If you are unsure on what topic your question falls under, or if you cannot find the information you are looking for, please contact the Business Partner Enablement Team.

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**HOW TO CANCEL AN APPOINTMENT IN THE SE/AS PORTAL**



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# LPN LEVEL ASN OVERVIEW AND GUIDE

An Advanced Shipping Notice (ASN) is an electronic copy of a product delivery. It allows ALDI Distribution Centres to see in advance what will be arriving on each logistic truck. An LPN level ASN is a high detail ASN which is to be used by all Business Partners unless you supply Produce, Fresh Meat, Bakery or Cut Flowers, otherwise known as Pick to Zero (PTZ).



## STEP 1

**Search for the Purchase Order**



## STEP 2

**Set up the relevant amount of pallets for the 1st item line**



## STEP 3

**Set up the relevant amount of pallets for the 2nd item line**



## STEP 4

**Generate the LPNs and the ASN**



## STEP 5

**Take the ASN generated and ship the ASN from the ASNs UI**

### Within your company:

Please ensure that the relevant colleagues have an EmpowerID Login with a valid password.

Your Key User can arrange this. If you are unsure of who your Key User is, please reach out to the Business Partner Enablement Team.

# HOW TO CREATE AN LPN LEVEL ASN

THIS WALKTHROUGH GUIDE APPLIES TO ALL PRODUCTS WITH THE EXCEPTION OF PICK TO ZERO (PTZ).

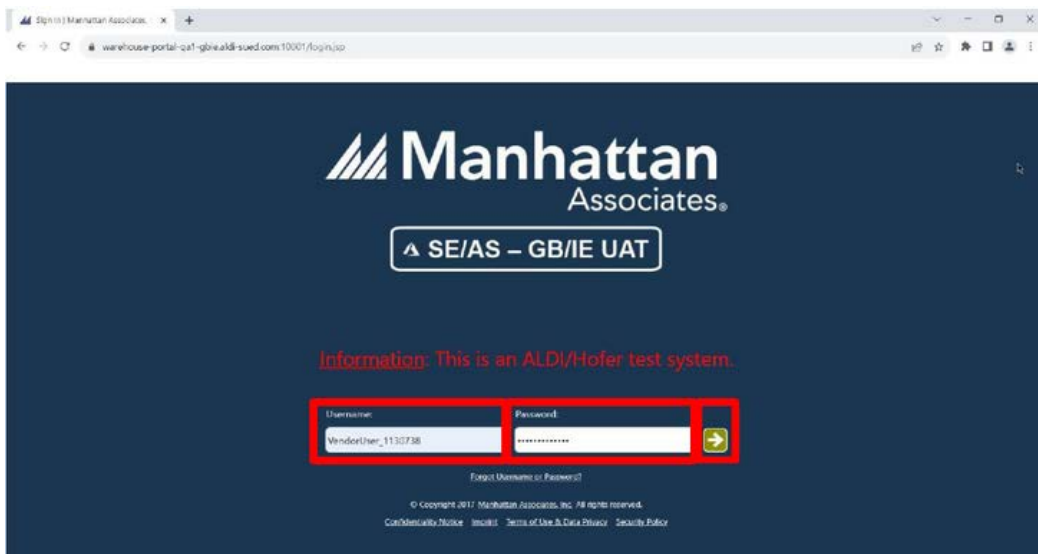
PTZ ARE ONLY FRESH PRODUCE, SHORT LIFE ARTICLES, FRESH CUT FLOWERS AND BAKERY. YOU WILL BE AWARE IF YOU ARE A PTZ BUSINESS PARTNER.

PRIOR TO FOLLOWING THE BELOW PROCESS, PLEASE ENSURE YOU HAVE FOLLOWED THE WALKTHROUGH GUIDE "SCHEDULING AN APPOINTMENT IN SUPPLIER ENABLEMENT/APPOINTMENT SCHEDULING (SE/AS)". AN APPOINTMENT IS REQUIRED FOR ALL LICENSE PLATE NUMBER (LPN) LEVEL ADVANCED SHIPPING NOTICES (ASNS).



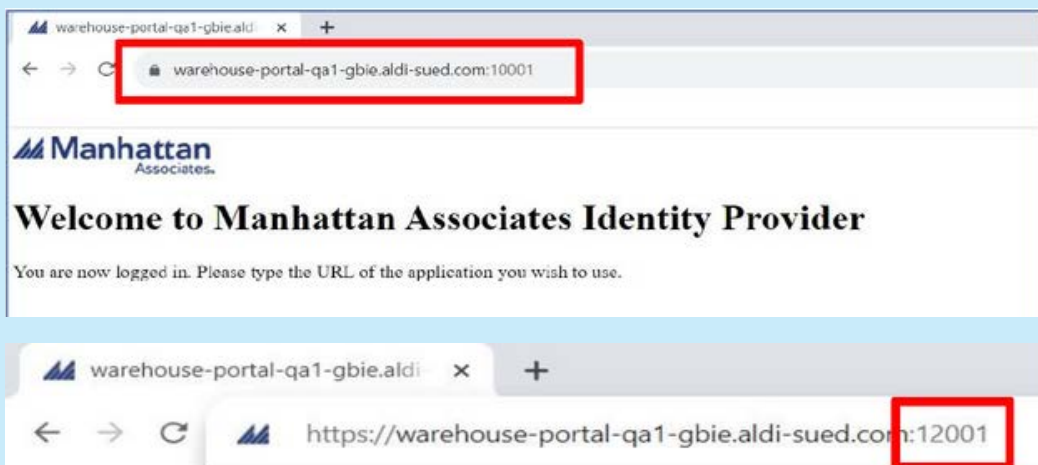
1

Log in to the SE/AS Portal using your EmpowerID username and password. Check the URL (red frames below).



2

Change the number at the end of the URL to '12001' and press enter to launch the amended URL.




Bookmark the page to create a link that can be used to skip this step in.

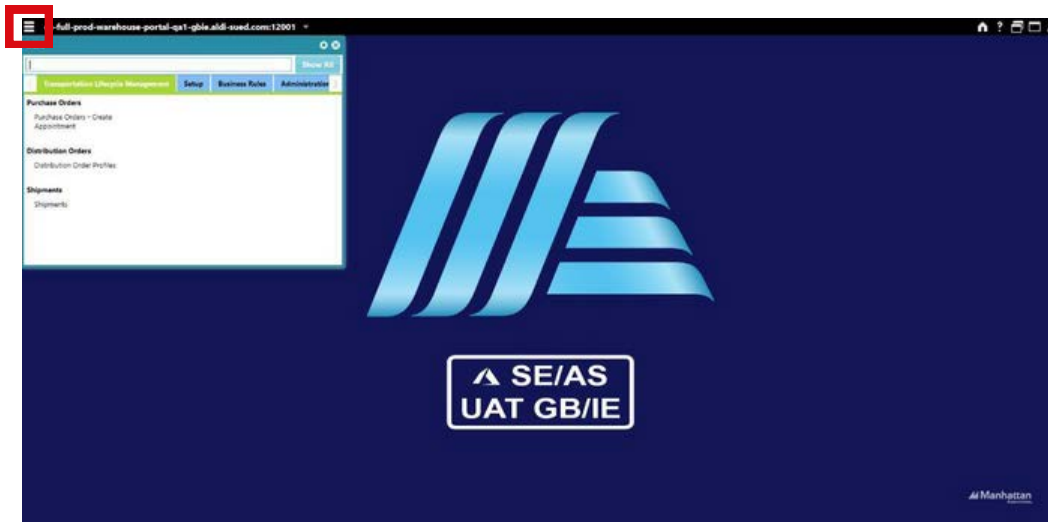


**NOTE: Ensure the bookmarked site is updated to the Live environment when this is released.**



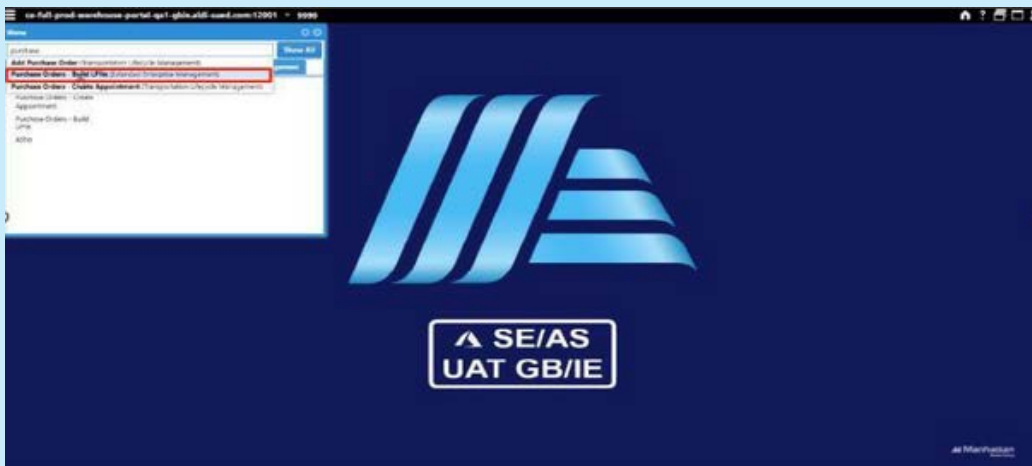
3

Click on the  menu (red frame) in the top left-hand corner to display the below:

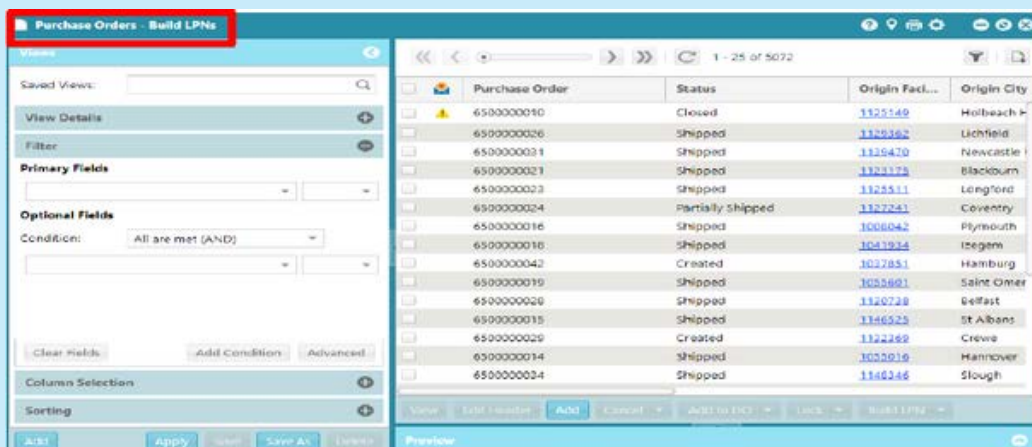


4

Start typing "Purchase Orders - Build LPNs" in the search bar:



Select 'Purchase Orders - Build LPNs' User Interface (UI) (red frame above) which opens the below UI:

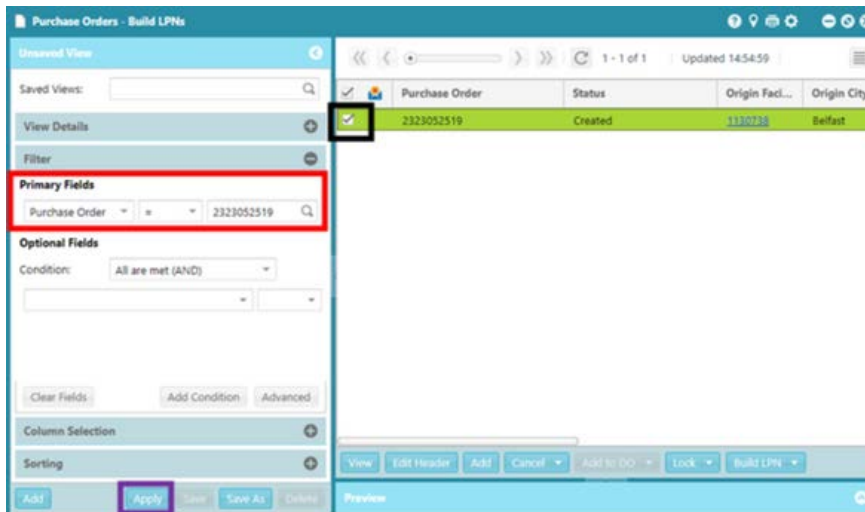




5A

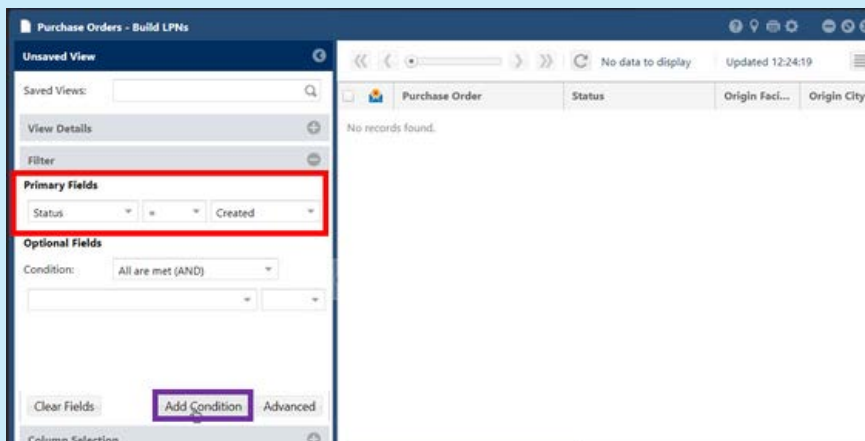
If you know the PO number, search for this directly by selecting the 'Purchase order' and '=' options (red frame).

Then input the known PO number and click 'Apply' (purple frame). This pulls up the PO on the right-hand side. Now click on the tick box next to the PO to highlight it (black frame) and proceed to step 6.



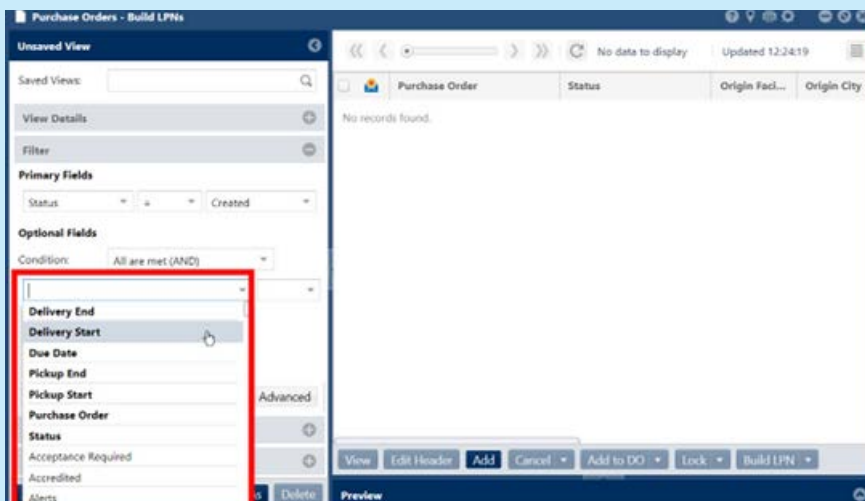
5B

If the PO number is not known, in 'Primary Fields' input "Status= Created" (red frame). Then add conditions by clicking the 'Add Condition' button at the bottom of the box (purple frame).



This reveals an extra drop-down box (red frame) for you to populate by clicking on the drop-down arrow. Multiple conditions can be added by clicking the 'Add Condition' button.

For this example, 'Delivery Start > Today' and 'Delivery End < Next Two Weeks' has been used (red frame) as appointments can only be booked within a 2-week window:



Click 'Apply' at the bottom of the screen (red frame). This will show all POs with 'Status=Created' within the 2-week search period to enable the correct PO to be identified:

Purchase Orders - Build LPNs

Unsaved View

Saved Views: [Search]

View Details [+]

Filter

Primary Fields

Status [v] = [v] Created [v]

Optional Fields

Condition: All are met (AND) [v]

Delivery Start [v] > [v] Today [v] [x]

Delivery End [v] < [v] Next Tw... [v] [x]

Clear Fields Add Condition Advanced

Column Selection [v]

Sorting [v]

Add Apply Save Save As Delete

Purchase Order	Status	Origin Fac...	Origin City
2323052519	Created	1130738	Belfast

View Edit Header Add Cancel Add to DO Lock Build LPN

Preview

**NB: For example 5b (PO number not known), make a note of the PO number and continue with steps.**



6

After clicking on the relevant PO (red frame) as detailed in point 5a, it will highlight the line corresponding to it. Click on 'Build LPN' (purple frame) at the bottom of the screen.

Purchase Orders - Build LPNs

Unsaved View

Saved Views: [Search]

View Details [v]

Filter

Primary Fields

Purchase Order [v] = [v] 2323052519 [v]

Optional Fields

Condition: All are met (AND) [v]

Clear Fields Add Condition Advanced

Column Selection [v]

Sorting [v]

Add Apply Save Save As Delete

Purchase Order	Status	Origin Fac...	Origin City
2323052519	Created	1130738	Belfast

View Edit Header Add Cancel Add to DO Lock Build LPN

Preview



7

This will take you to the below screen. Select 'Build single item LPNs, specify item quantities' (red frame) and then click 'Next' (purple frame) in the bottom left-hand corner:

Build LPN - Build Case LPN

Step 1: Select Order

- Build LPN(s) for PO 2323052519
- Build LPN(s) for DO

Build options:

- Build multi item LPNs
- Build single item LPNs - standard item quantities
- Build single item LPNs, specify item quantities
- SCSN PNLX
- Build Residual LPN

Buttons: Back, Next, Reset, Cancel

**NB: You should always select 'Build single item LPNs, specify item quantities' (red frame) on this screen before clicking 'Next' (purple frame).**



8

After clicking 'Next', you will be taken to the below screen:

Build LPN - Build Single Item LPNs, Specify Item Quantities

Order ID: 2323052519 | Origin: 101028 | Pickup date: | Status: Checked

Type: Purchase Order | Destination: (231) | Delivery end: 21/08/23 23:59:59

ASN: | New ASN: | ASN Estimated Delivery: | ASN Delivery Facility:

Item Label Of Label: | ASN Label Control: | Make Selected: | Build all remaining: |

LPN Detail List

Line Number	Item	Description	Destination	STN	Total Ordered	Unpacked Qty	Packed Qty	Build Remaining	Qty To Pack Per LPN	Number of LPNs	Equivalence Date	Weight/LPN	List
10	230151	Chia Oil Extra Virgin Olive			993 UNLS	993 UNLS	0 UNLS		UNLS	1			None
20	181002	Chia Oil			1222 UNLS	1222 UNLS	0 UNLS		UNLS	1			None

We recommend you maximise this screen with the icon in the top right-hand corner (red frame) of the screen.





9

Leave the ASN fields blank as for this example, we want the system to generate a new ASN. All fields in the title marked with an '\*' require information to be added.

In the 'ASN Estimated Delivery' field (red frame), enter the "Purchase Order Delivery end" (indicated by the purple frame). For this example, it is 21/08/23 23:59 BST.

In the 'ASN Delivery Facility' field, enter "CD11" (black frame) which is the Alpha-numeric name corresponding to the Sawley Distribution Centre.



10

To build the LPNs, go to Line Number 10, the 'Qty To Pack Per LPN' is the number of cases per pallet. In this example only, this is 60 cases per pallet. For 960 Units, this will require 16 LPNs (labels).

We will add an expiry date of 20/09/23 (expiry dates will only be required for relevant products). The Batch/ Lot Number would also be added here if relevant.

All figures and details only apply to this example.

For Line Number 20, copy the above process but this would require 17 LPNs. This is due to the fact there are 60 cases per pallet. For 1020 units, this will require 17 LPNs (labels). The expiry date can be the same as the previous line.

Note:  $16 + 17 = 33$ , this is the total number of Euro pallets (EUP) for a Standard Trailer. As both products are the same temperature zone, they can be sent on one ASN.

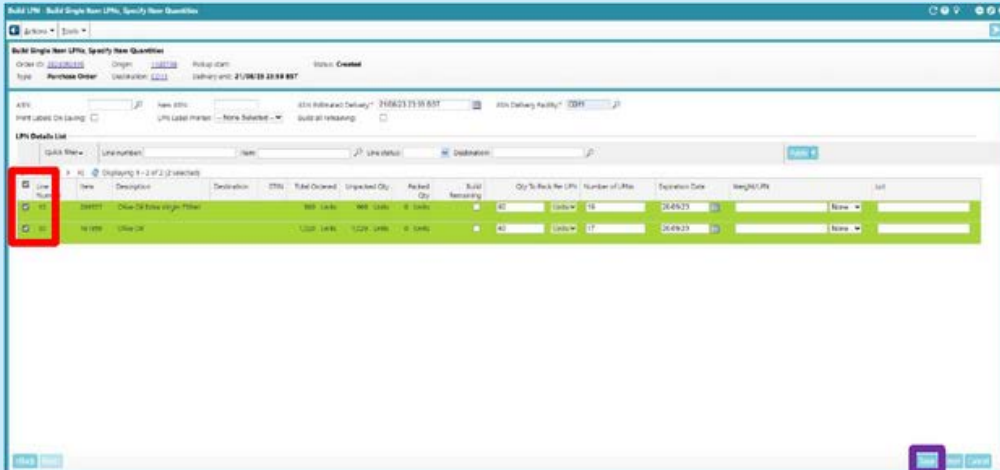
One trailer must have a minimum of one ASN.

Line Number	Item	Description	Destination	Qty	Total Ordered	Unpacked Qty	Packed Qty	Build Remaining	Qty To Pack Per LPN	Number of LPNs	Expiration Date	Unit
10	330101	Olive Oil (see origin 1204)		960	960	0	0	0	60	16	20/09/23	
20	301005	Olive Oil		1020	1020	0	0	0	60	17	20/09/23	



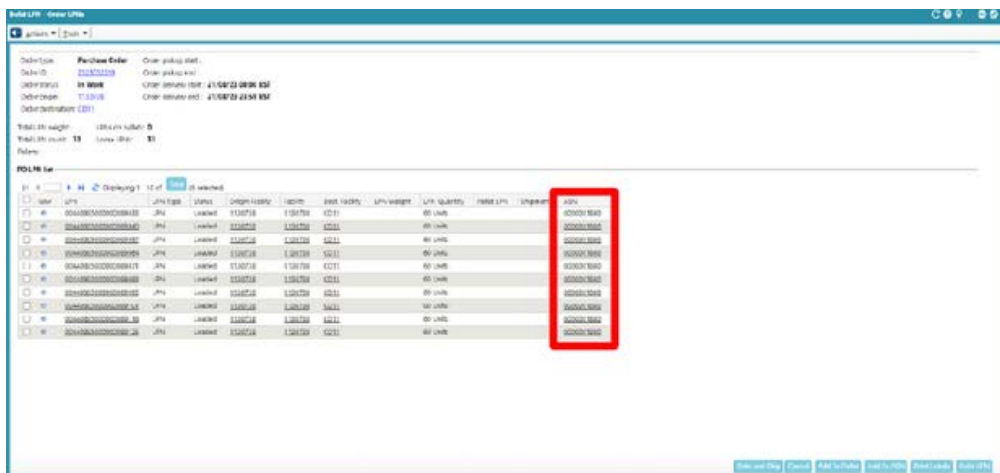
11

Once complete, select both lines (red frame). The lines will be highlighted as below. Then click 'Save' in the bottom right-hand corner (purple frame):



12

This will take you to the Purchase Order LPN list screen:



On this screen, all LPNs for that Purchase Order are detailed. In the right-hand column, the ASN number has been automatically generated (red frame). In this example only, it is 000001880.

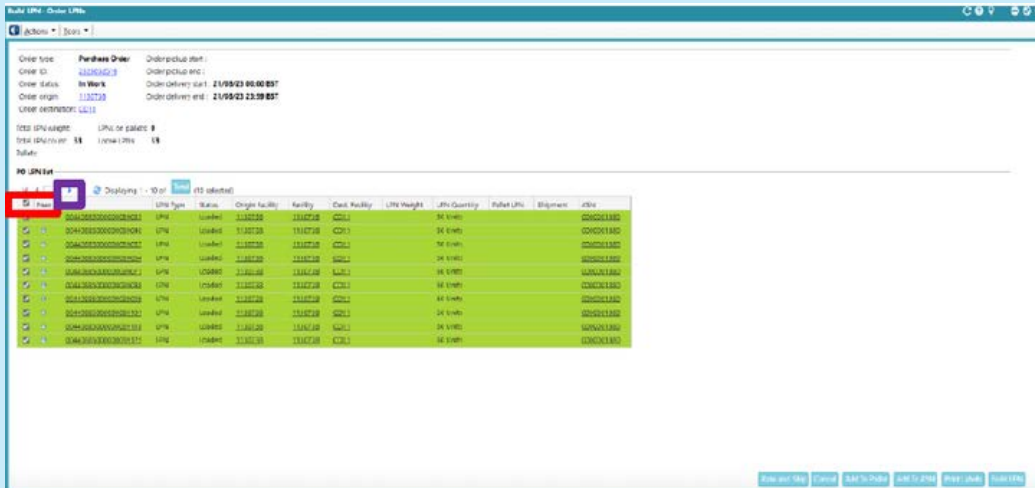
Please make a note of the ASN number you have generated specific to your PO.




13

At this point you can print your LPNs (labels). To do this, you will need to select all 33 rows.

Click the box at the top of the column next to 'New' (red frame), this highlights all rows on this page.

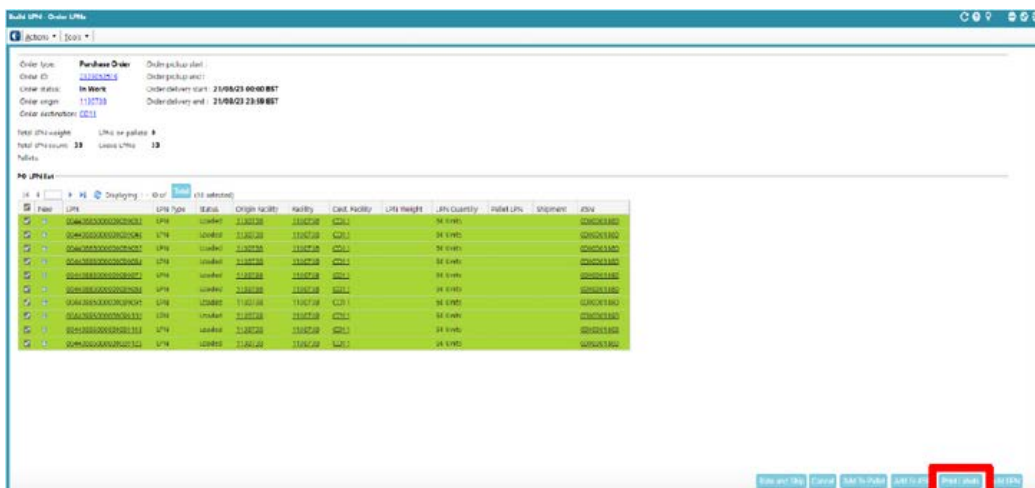


To print all LPNs, it is necessary to scroll through the pages and highlight all rows. Click  (purple frame) and go through each page highlighting all rows.



14

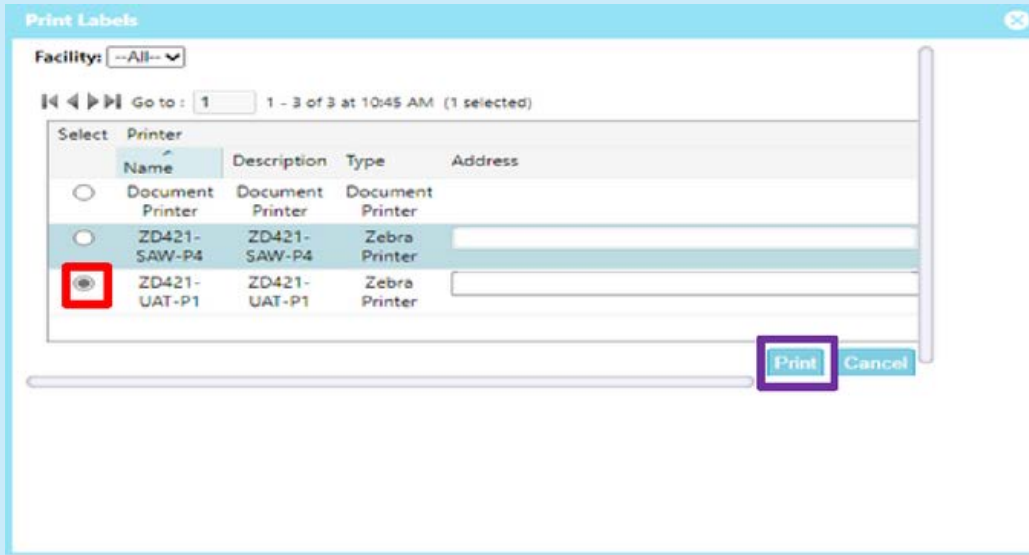
Once all rows are selected and highlighted click 'Print Labels' (red frame).





15

This pulls up the 'Printer' screen. Select the printer (red frame) and click 'Print' (purple frame). (Printers will need to be setup internally):




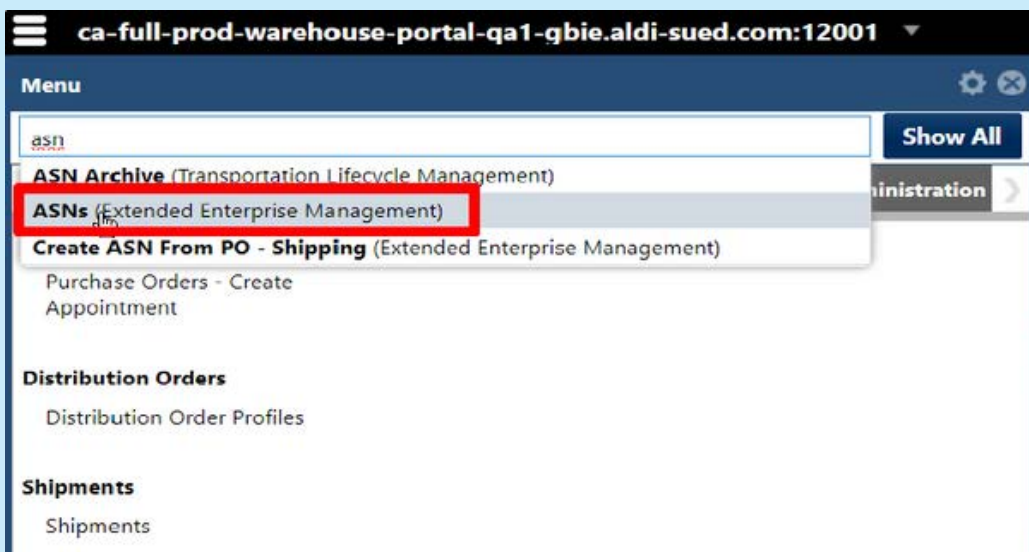
16

The ASN is now ready to be shipped. Please see steps below detailing how to ship the ASN.



17

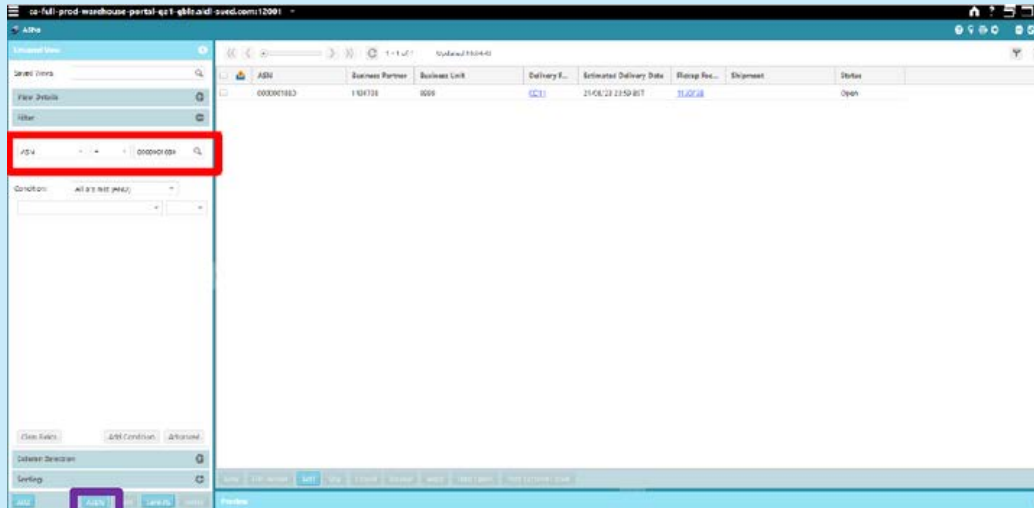
Click on the  menu and start typing "ASNs".



Then click on the 'ASN' UI (red frame) to open the ASNs UI.

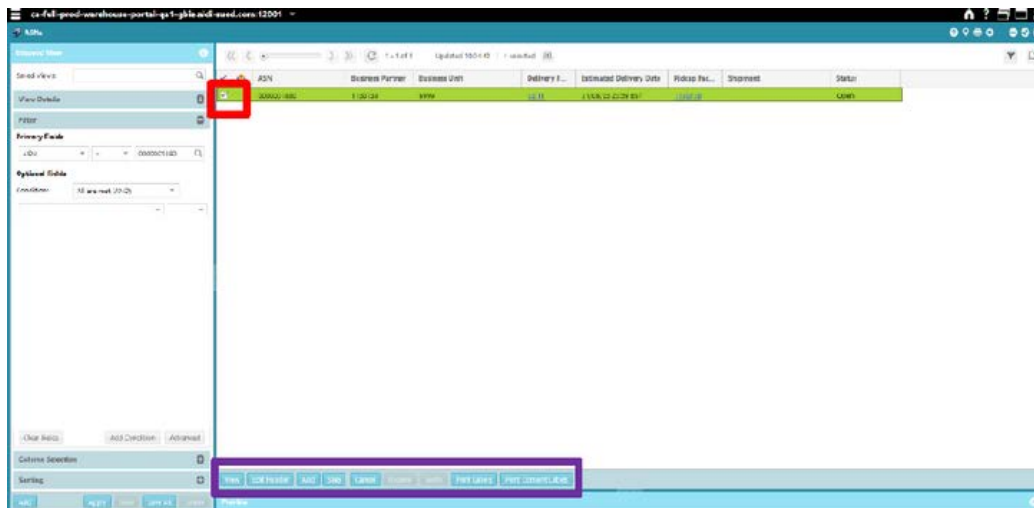
In Primary Fields, enter "ASN =" and "your ASN Number" (red frame). For this example only, ASN = 0000001880. As the Business Partner, you will use the ASN you generated in step 12.

Click 'Apply' (purple frame).



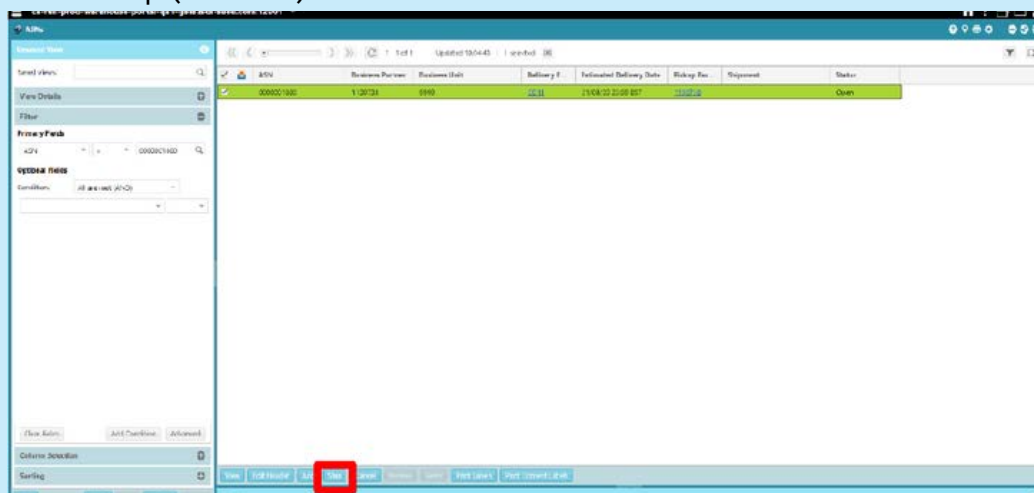
18

Click on the box at the start of the row (red frame) which then highlights it and activates the action button at the bottom of the page (purple frame):



19

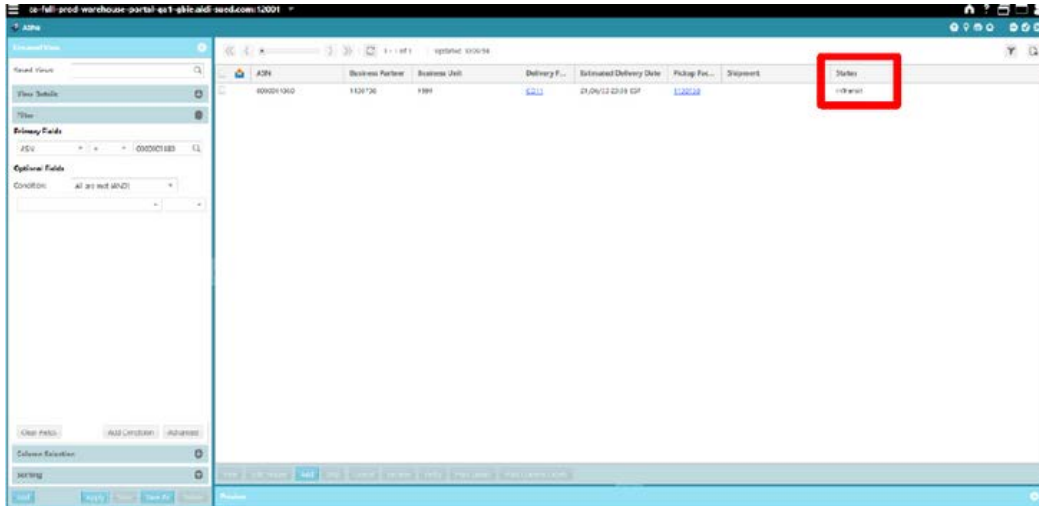
Click on 'Ship' (red frame) at the bottom of the screen:







The screen should now show the 'Status' as 'In Transit' as below (red frame):



**NB: ONCE AN ASN HAS BEEN SHIPPED IT IS NOT POSSIBLE TO MAKE ANY CHANGES TO THE ASN WITHIN THE SE/AS SYSTEM.**

To make changes after the ASN has been shipped it will be necessary to contact the Replenishment Team via; [ReplenishmentTeam@aldi.co.uk](mailto:ReplenishmentTeam@aldi.co.uk).



# ITEM LEVEL ASN OVERVIEW AND GUIDE

An Advanced Shipping Notice (ASN) is an electronic copy of a product delivery. It allows ALDI Distribution Centres to see in advance what will be arriving on each logistic truck. An Item Level ASN is a reduced form of ASN and is only to be used by Business Partners that supply Produce, Fresh Meat, Bakery or Cut Flowers, otherwise known as Pick to Zero (PTZ).



## STEP 1

**Search for the Purchase Order**



## STEP 2

**Generate an ASN**



## STEP 3

**Assign both the item lines from the Purchase Order to the ASN**



## STEP 4

**Ensure the full quantities have moved from the Purchase Order to the ASN**



## STEP 5

**Ship the ASN**

### Within your company:

Please ensure that the relevant colleagues have an EmpowerID Login with a valid password.

Your Key User can arrange this. If you are unsure of who your Key User is, please reach out to the Business Partner Enablement Team.



# HOW TO CREATE AN ITEM LEVEL ASN

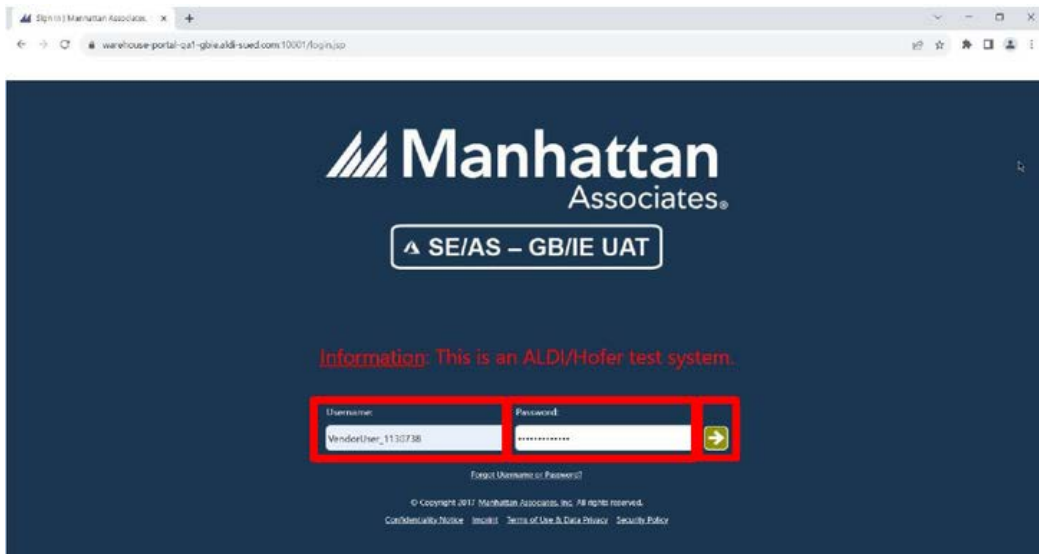
PLEASE NOTE: ITEM LEVEL ADVANCE SHIPPING NOTICES (ASNS) ARE USED FOR FRESH PRODUCE, SHORT LIFE ARTICLES, FRESH CUT FLOWERS AND BAKERY, TYPICALLY REFERRED TO AS PICK TO ZERO (PTZ).

NB: DELIVERY WINDOWS REMAIN UNCHANGED FOR PTZ PRODUCTS, IT IS NOT NECESSARY TO SCHEDULE AN APPOINTMENT.



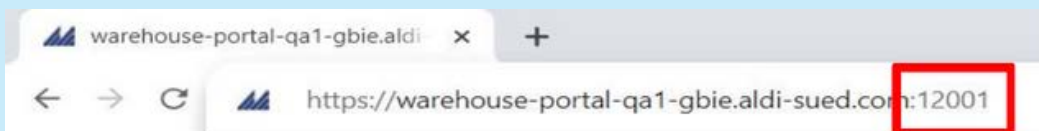
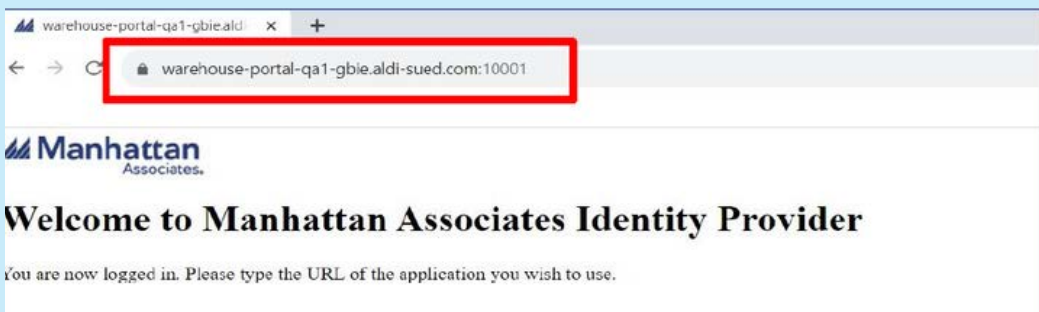
1

Log in to the Supplier Enablement/Appointment Scheduling (SE/AS) Portal using your EmpowerID username and password. Check the URL (red frames below).



2

Change the number at the end of the URL to "12001" and press enter to launch the amended URL.




Bookmark the page to create a link that can be used to skip this step in future.

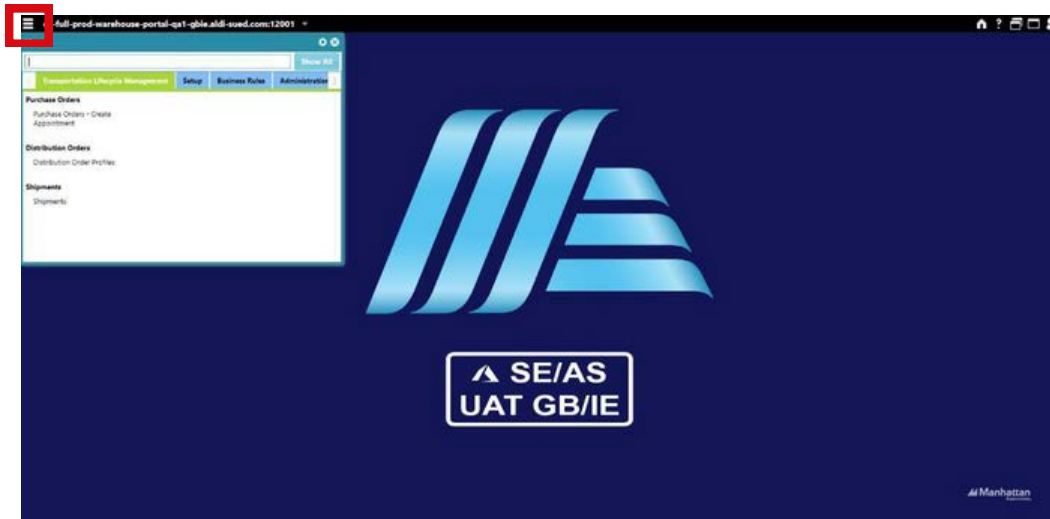


**NOTE: Ensure the bookmarked site is updated to the Live environment when this is released.**



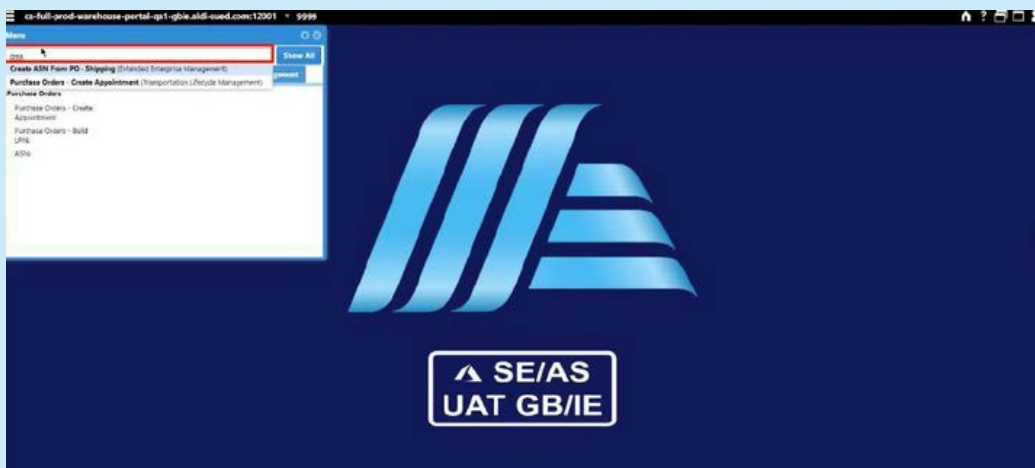
3

Click on the  menu (red frame) in the top left-hand corner to display the below:

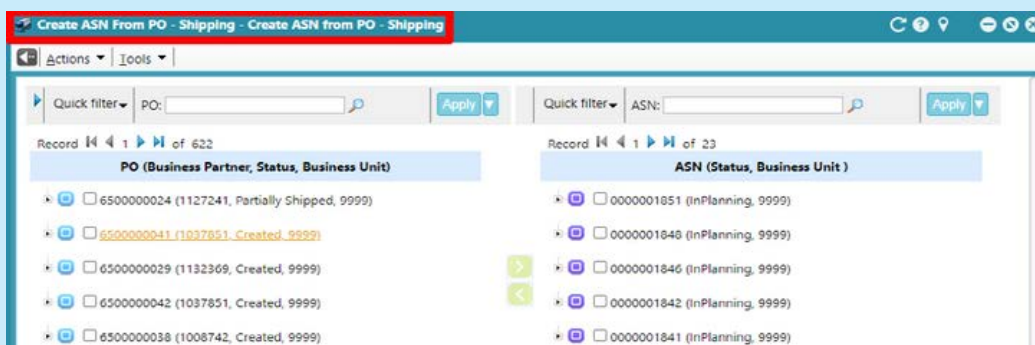


4

Start typing “Create ASN From PO” into the search bar:



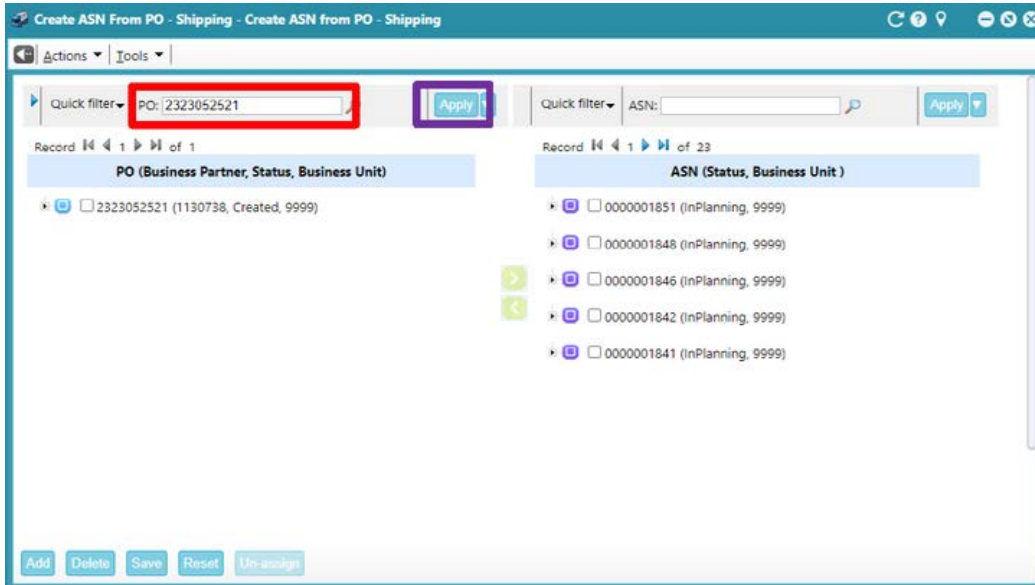
Click the “Create ASN From PO” User Interface (UI) to open the required UI:





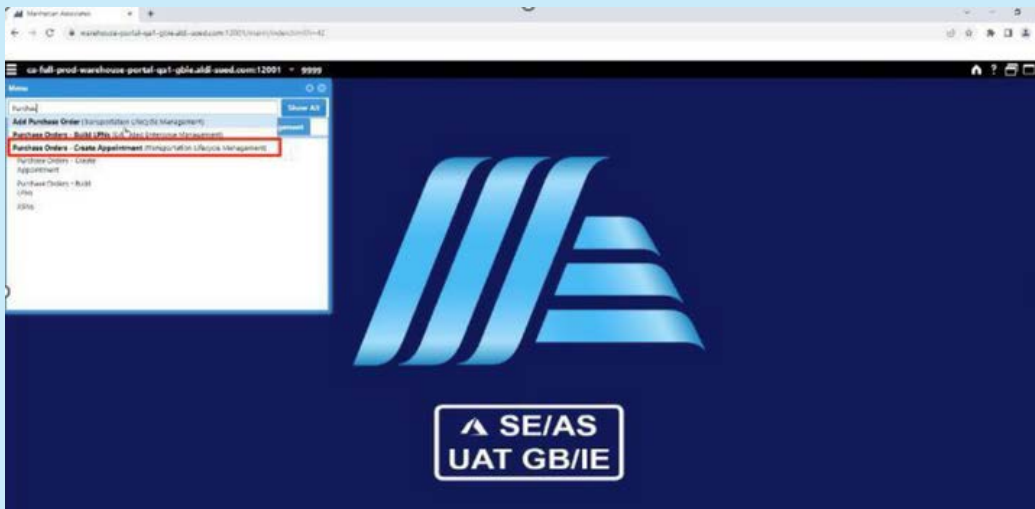
5A

If you know the Purchase Order (PO) number (red frame), input this into the PO field on the top left-hand side and then click 'Apply' (purple frame):

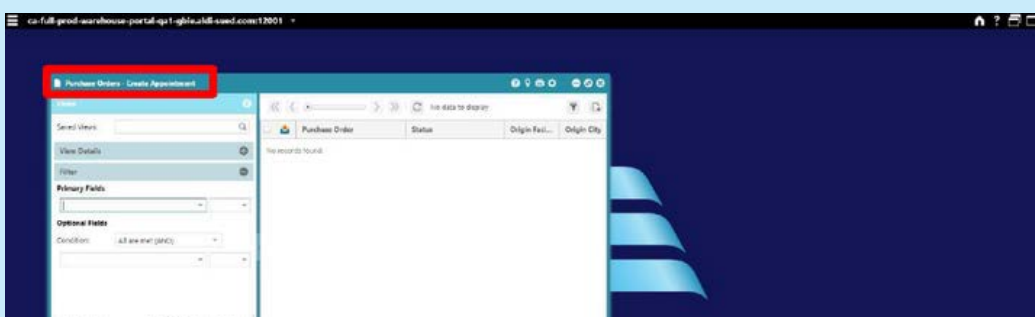


5B

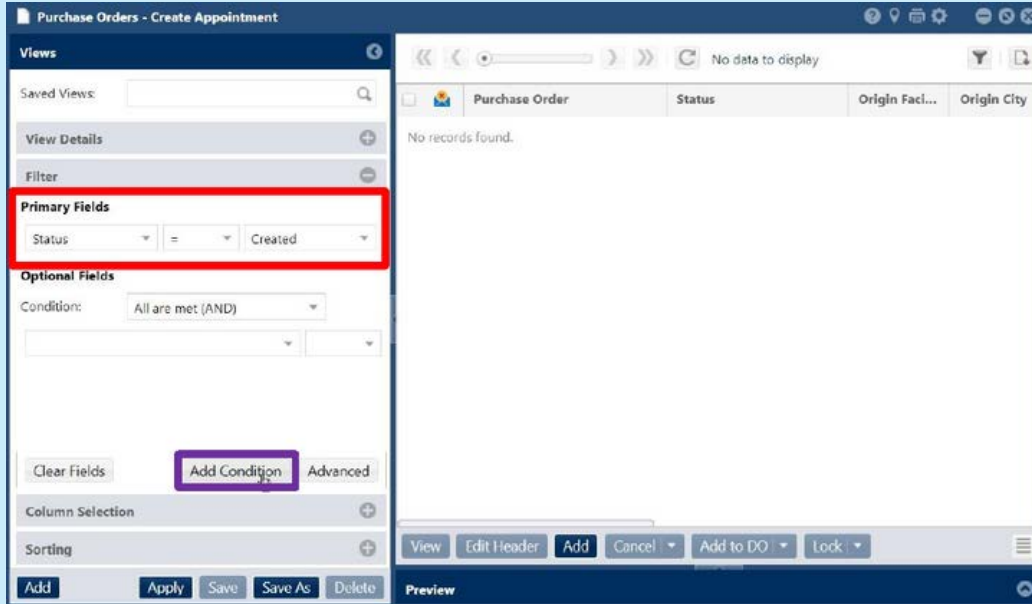
If you do not know the PO number (or Estimated Delivery Date which you will require in step 10), it is necessary to return to the main menu and start typing "Purchase Orders".



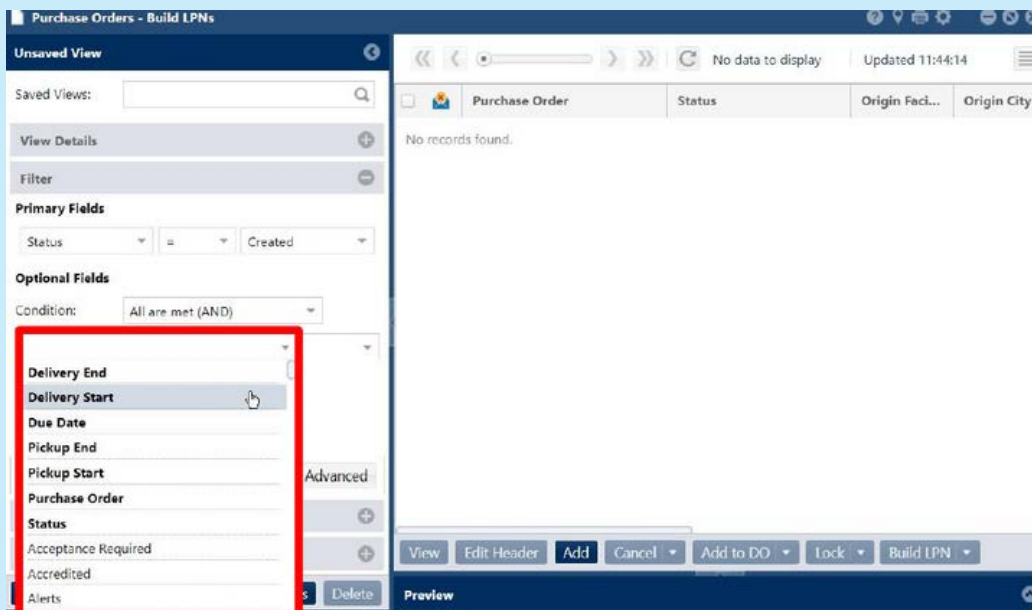
Select the 'Purchase Orders - Create Appointment' UI (red frame above) which will take you to the below screen:



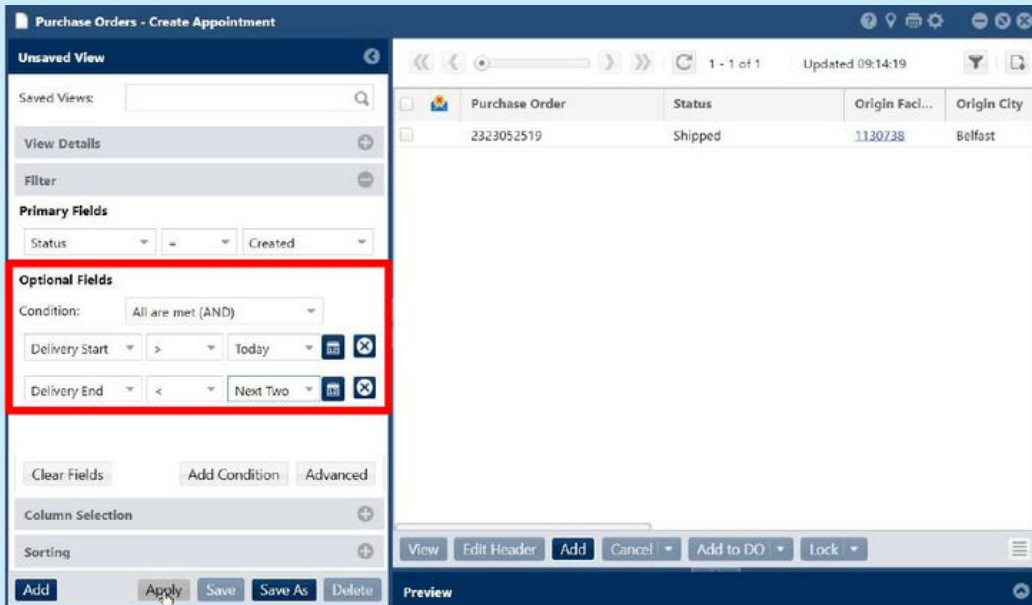
In 'Primary Fields', input "Status = Created" (red frame). Then add conditions by clicking the 'Add Condition' button at the bottom of the box (purple frame).



This reveals an extra drop-down (red frame) for you to populate by clicking on the drop-down arrow. Multiple conditions can be added by clicking the 'Add Condition' button.

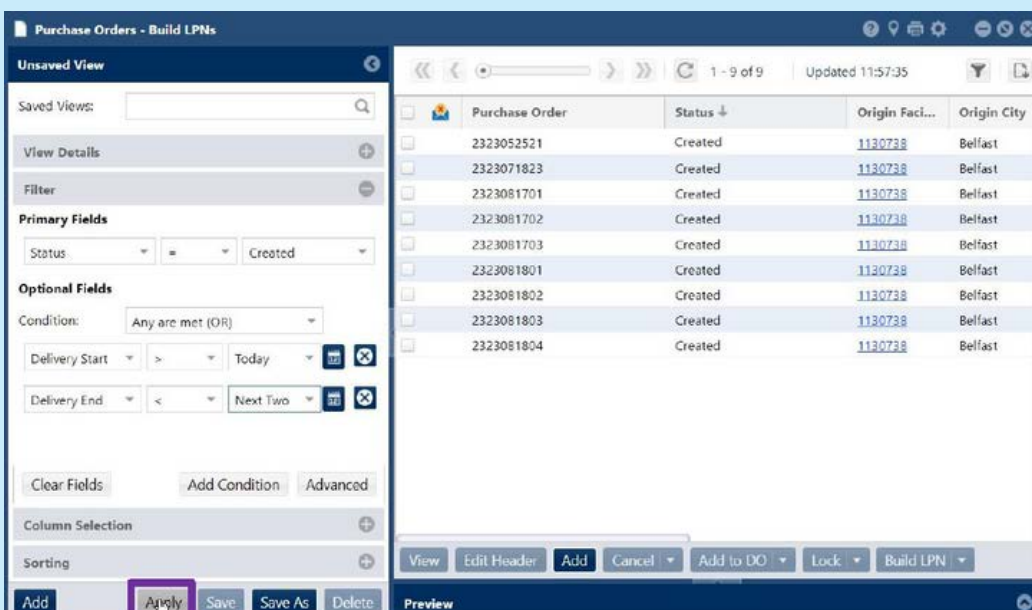


For this example, 'Delivery Start > Today' and 'Delivery End < Next Two Weeks' has been used (red frame) as appointments can only be booked within a 2-week window:



Click 'Apply' at the bottom of the screen, as above and below (purple frame).

For the purpose of this example, we will continue as if the PO number is not known. This will show all POs with 'Status=Created' within the 2-week search period to enable the correct PO to be identified:





6

Click on the tick box for the relevant PO (red frame) to highlight the line as below and click 'View' (purple frame):

PO Number	Status	Origin Facility	Origin City
2323052521	Created	1130738	Belfast
2323071823	Created	1130738	Belfast
2323081701	Created	1130738	Belfast
2323081702	Created	1130738	Belfast
2323081703	Created	1130738	Belfast
2323081801	Created	1130738	Belfast
2323081802	Created	1130738	Belfast
2323081803	Created	1130738	Belfast
2323081804	Created	1130738	Belfast

This opens the Purchase Order details screen, providing the date required in step 10 (red frame):

Purchase Order: 2323052521    Origin Facility: 1130738    Pickup End: [blank]  
Purchase Order Status: In Work    Destination Facility: CD11    Delivery Start: 21/08/23 00:00 BST  
Business Partner: 1130738    Pickup Start: [blank]    Delivery End: 21/08/23 23:59 BST

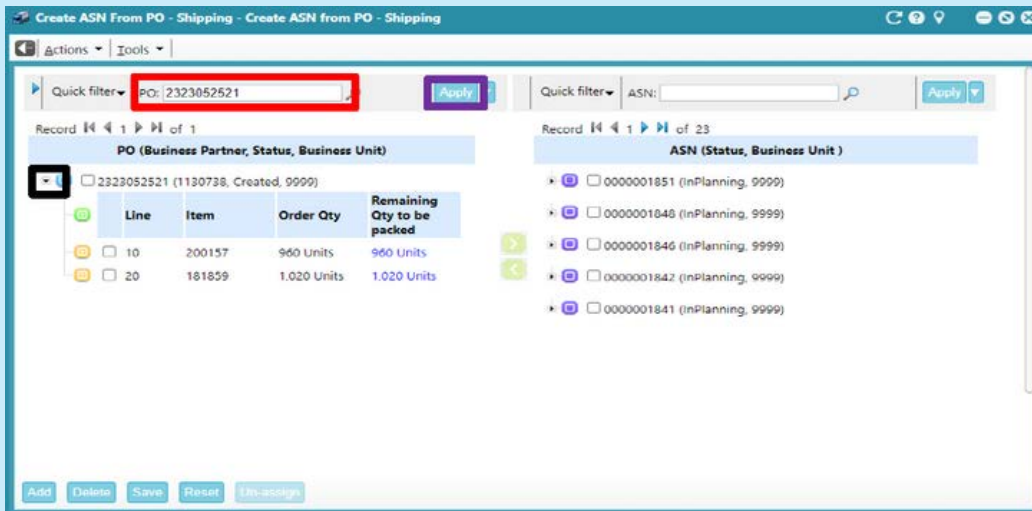
General	Lines	RTS	DOs	ASNs	LPNs	BPs	Documents	Events	Schedules	Notifications	Chargebacks	Audit
Business partner description: <b>Supplier</b>	Due date: 22/08/23 00:00	Perishable: No										
Merchandising department:	Cancel date:	Fulfillment mode: <b>Build &amp; ship</b>										
Transportation responsibility: <b>Business Partner</b>	Product class:	Received: No										
Canceled: No	Protection level: <b>AMB</b>	Designated voyage or flight number:										
Delivery channel:	Hazardous Materials: No	Ship Group:										
Business Unit: 9999	Auto-create Distribution Order: None	Routing Ship Group Number:										
Billing method: Prepaid	Lock status: No	Designated Carrier:										
Inbound Geo region: GB	Budgeted cost:	Designated Mode:										
Outbound Geo region: GB	Transportation planning direction:	Channel type:										
Accredited: No	Incoterm ID: DDP	Static route delivery type:										
Closed: No	External system Purchase Order:	Auto Appointment: No										
DO Created:	Incoterm location:	Priority Type: Normal										
PO Date: 12/06/23 23:59 UTC	Incoterm location availability date:	Customer Code:										

**NB: Make a note of the PO number and the Delivery End date (including time) specific to you.**



7

Return to step 5a to add the relevant PO number (red frame) and click 'Apply' (purple frame). Then click on the drop-down button (arrowhead) next to the bottom PO number (black frame):

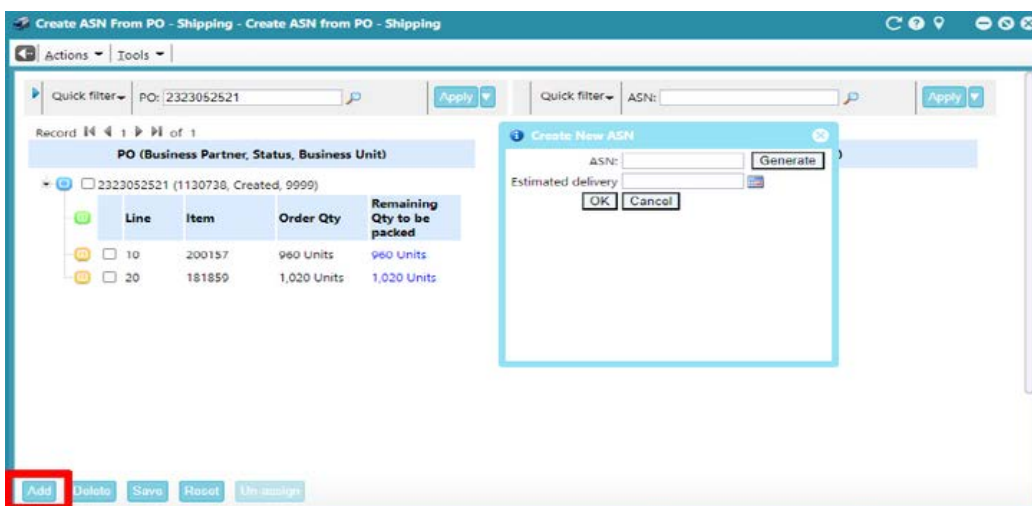


This details the available lines and quantity to be packed on the PO (left-hand side of screen).



8

For this example, we will generate a new ASN for this PO. To generate a new ASN, click 'Add' (red frame) in the bottom left-hand corner of the screen which pulls up a 'Create New ASN' pop up box as below:



For go live, if you need to add lines or quantities from a PO to an existing ASN at the above point before clicking 'Add', input the "ASN number" in the ASN field on the top right and click 'Apply' to load.



9

In the pop-up box, click 'Generate' (red frame) which will automatically assign an ASN number (make a note of this number).

Line	Item	Order Qty	Remaining Qty to be packed
10	200157	960 Units	960 Units
20	181859	1,020 Units	1,020 Units

You also need to add the Estimated Delivery (purple frame above) which can be found on the 'Purchase Orders - Create Appointment' UI, as detailed in steps 5b & 6, the date required is the Delivery End field (red frame) below:

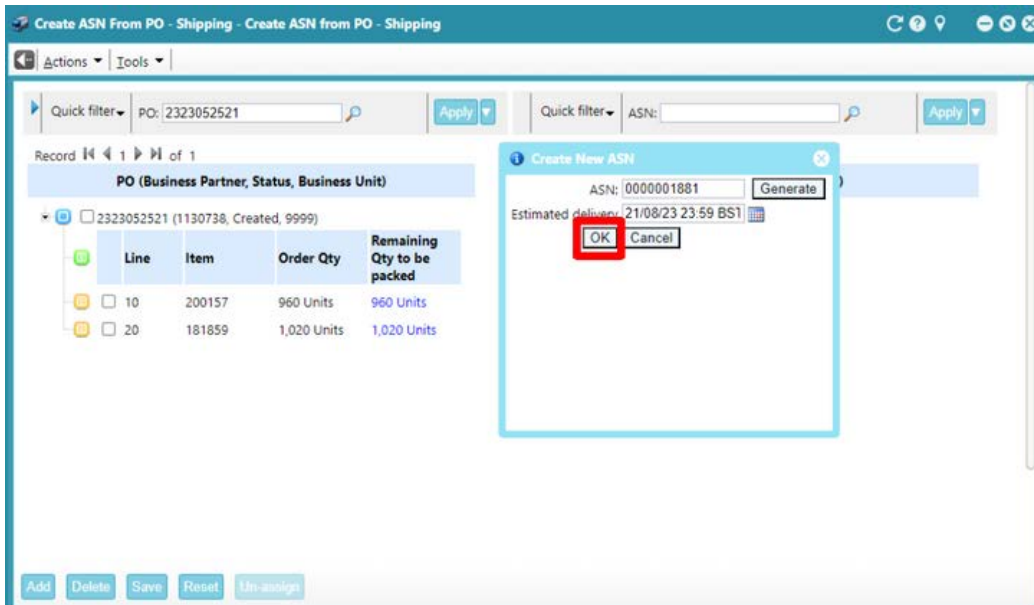
General	Lines	RIS	DOs	ASNs	LPNs	BPs	Documents	Events	Schedules	Notifications	Chargebacks	Audit
Business partner description:	Supplier	Due date:	22/08/23 00:00	Perishable:	No	Merchandising department:		Cancel date:		Fulfillment mode:	Build & ship	
Transportation responsibility:	Business Partner	Product class:		Received:	No	Canceled:	No	Protection level:	AMB	Designated voyage or flight number:		
Delivery channel:		Hazardous Materials:	No	Ship Group:		Business Unit:	9999	Auto-create Distribution Order:	No	Routing Ship Group Number:		
Billing method:	Prepaid	Lock status:	No	Designated Carrier:		Business Unit:	9999	Budgeted cost:		Designated Mode:		
Inbound Geo region:	GB	Transportation planning direction:		Channel type:		Billing method:	Prepaid	External system Purchase Order:		Static route delivery type:		
Outbound Geo region:	GB	Incoterm ID:	DDP	Auto Appointment:	No	Inbound Geo region:	GB	Incoterm location:		Priority Type:	Normal	
Accredited:	No	Incoterm location availability date:		Customer Code:		Outbound Geo region:	GB					
Closed:	No					Accredited:	No					
DO Created:						Closed:	No					
PO Date:	12/06/23 23:59 UTC					DO Created:						





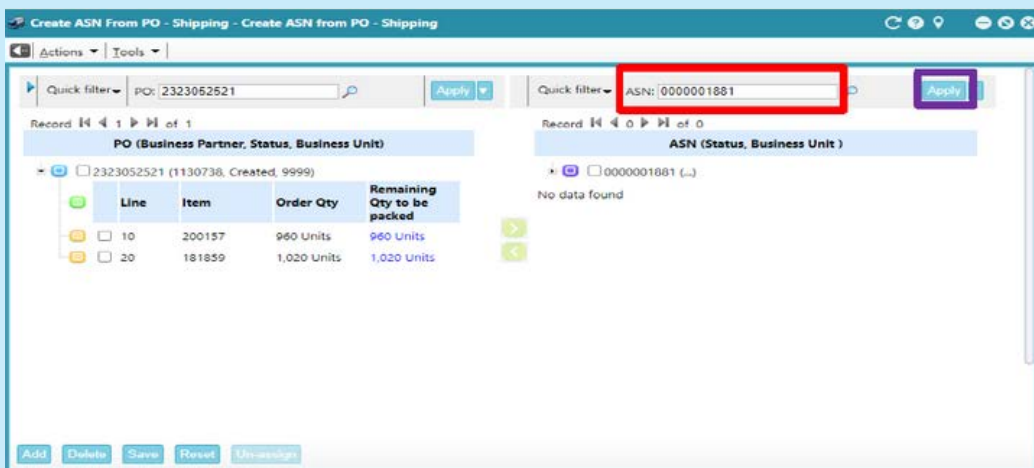
10

The pop-up box should now look similar to the below. The ASN number and Estimated Delivery will be different for your PO. Now click 'OK' (red frame) in the pop-up box.



11

Input the assigned ASN number into the ASN field on the top right-hand side (red frame) and then click 'Apply' (purple frame):





12

To build the ASN, it is necessary to move the PO lines over to the ASN (from the left-hand side to the right-hand side). There are 3 ways to do this:

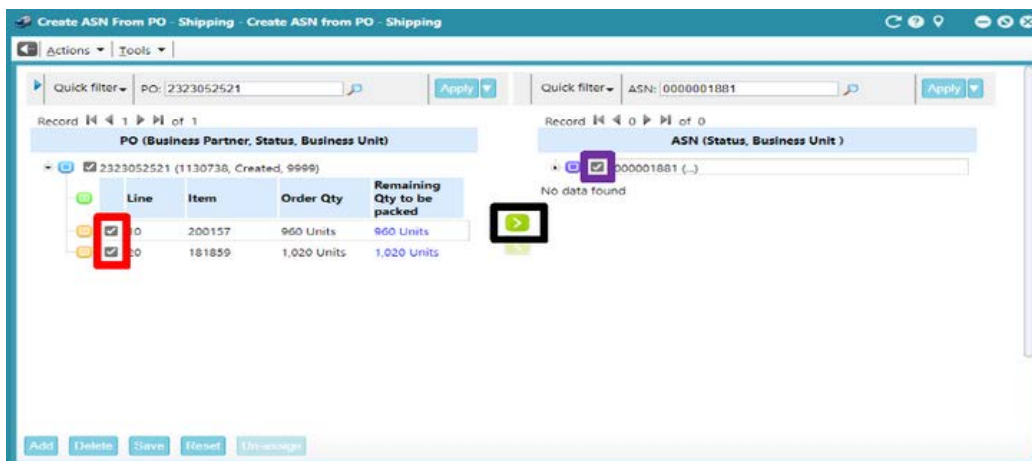
12a. Click the check box next to Lines 10 and 20 (red frame) and the check box next to ASN (purple frame) as per below image. The arrow in the middle will light up (black frame). Click the arrow and the lines will move across to the ASN (right-hand side).

12b. Drag and drop the line from left to right.

12c. Click on the 'Remaining Qty to be packed' (last column on the left-hand side). This acts as a hyperlink to a split quantity screen to amend the quantity.

NB: Always check the quantity has moved correctly to the ASN. The quantity can be manually over typed if the quantity needs to be amended or option 12c can be used.

For this example, we will use option 12a:

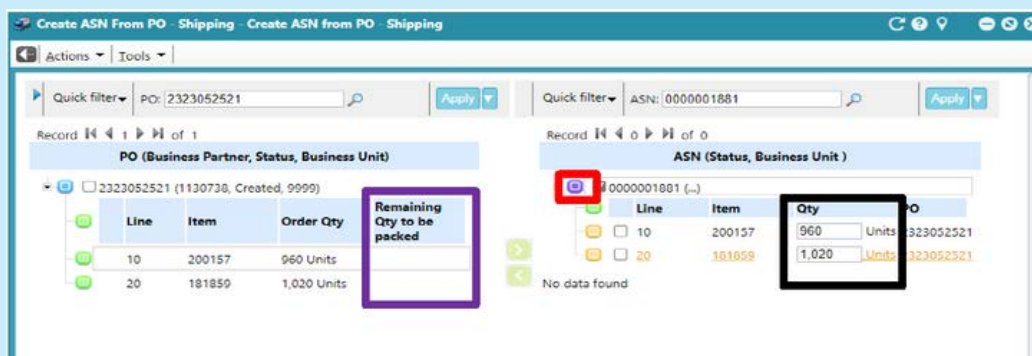


**Note: The central arrow (black frame) is now highlighted and active. Click this arrow to move any ticked lines across to the ASN side.**



13

Click on the drop-down arrow (red frame) next to the bottom ASN number where it shows on the above screen as 'No data found' to show the below:

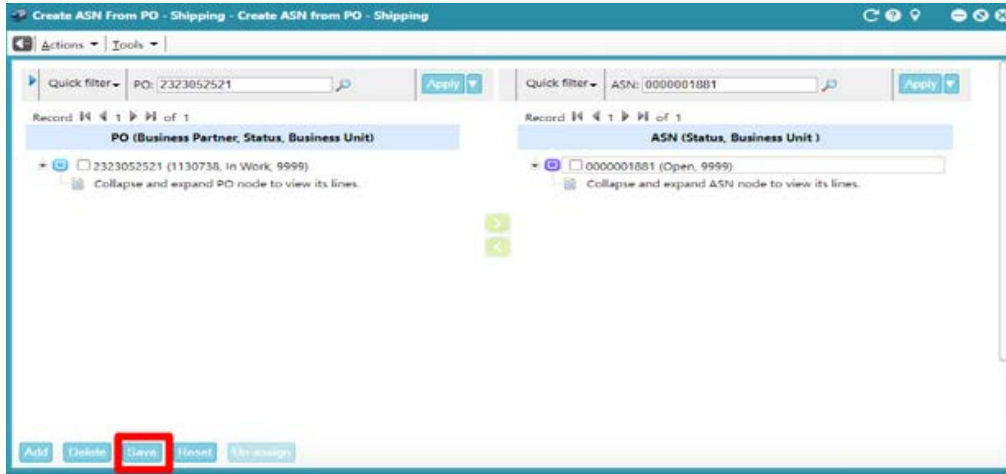


**Note: The 'Remaining Quantity to be packed' (purple frame) has gone from the left-hand side and is now under the ASN on the right-hand side (black frame). At this point, you can also click on the Qty box and amend the number if necessary.**



14

In this example, we will assume this is the equivalent of a full Standard Trailer, so the ASN is complete. At this point click 'Save' (red frame) at the bottom.




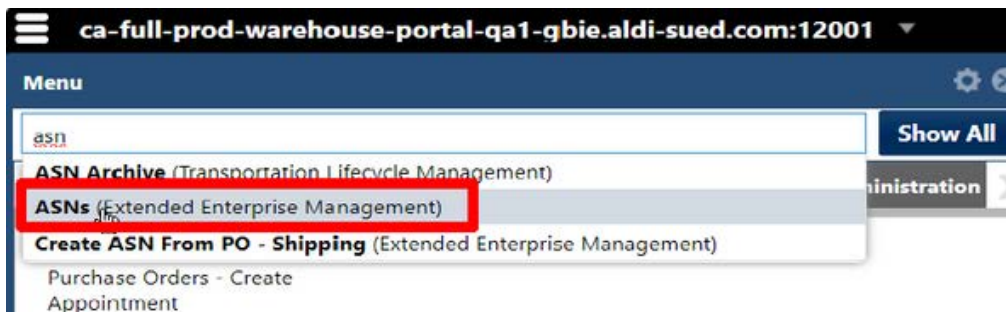
15

The ASN is now ready to be shipped. Please follow the steps below detailing how to ship the ASN.

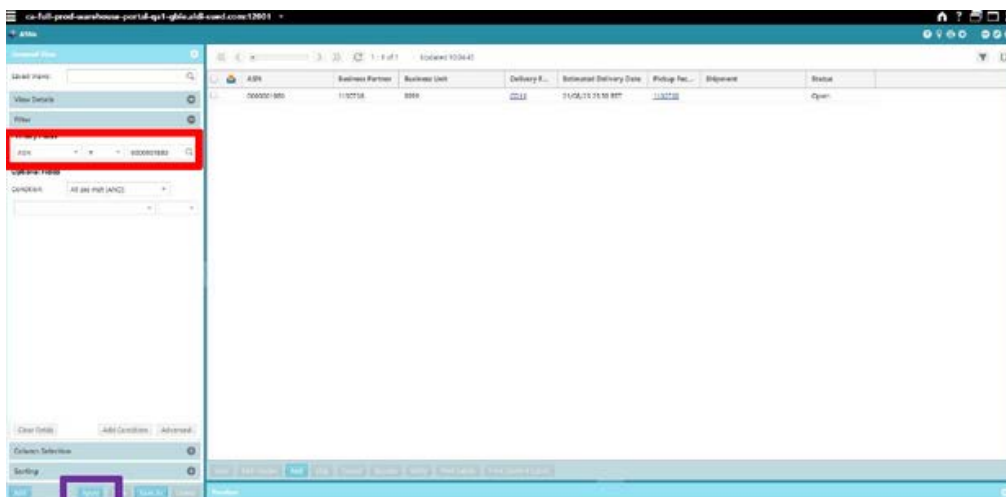


16

Click on the  menu and start typing "ASNs".



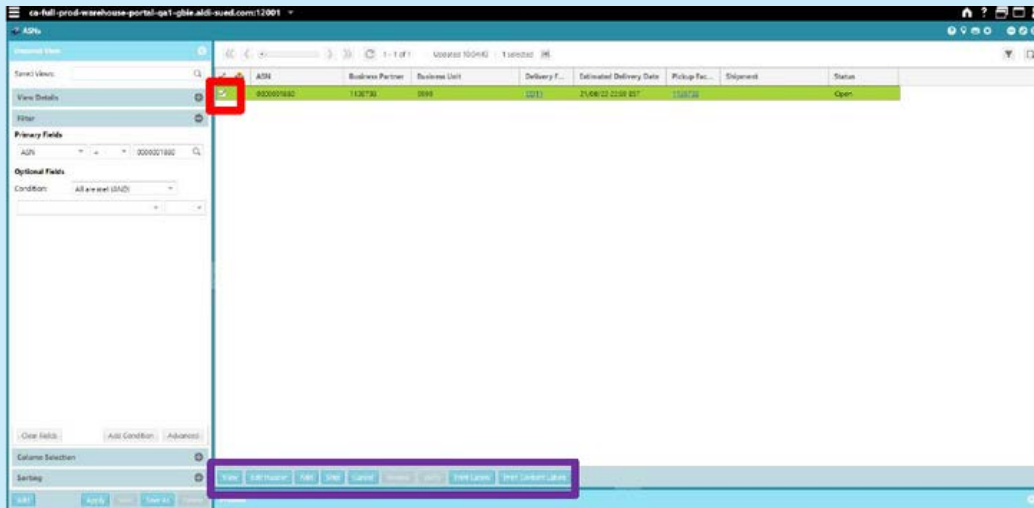
In Primary Fields, enter "ASN = your ASN Number" (red frame). Use the ASN number that you made a note of in step 9. Click apply (purple frame).





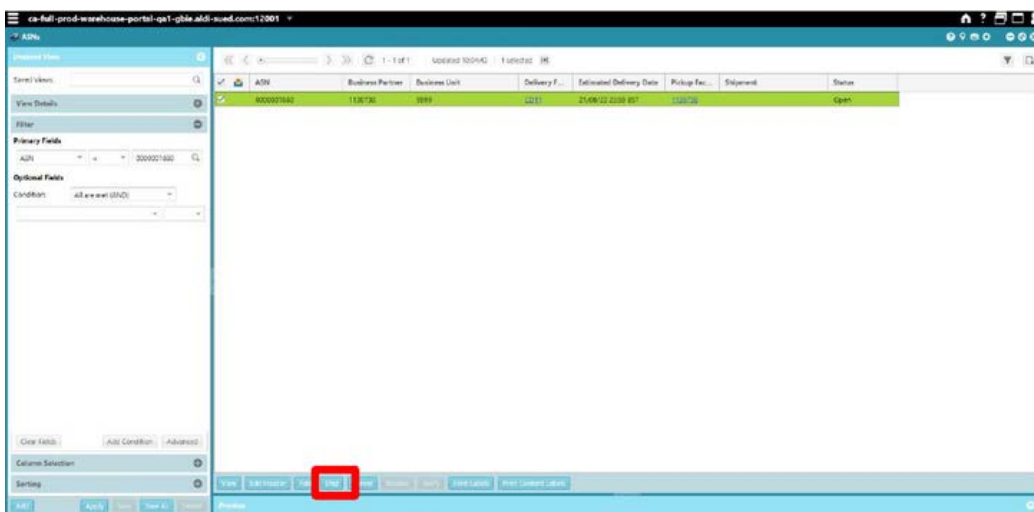
17

Click on the box at the start of the row (red frame) which will highlight it and light up the action buttons at the bottom of the page (purple frame):



18

Click on 'Ship' (red frame) at the bottom of the screen:



19

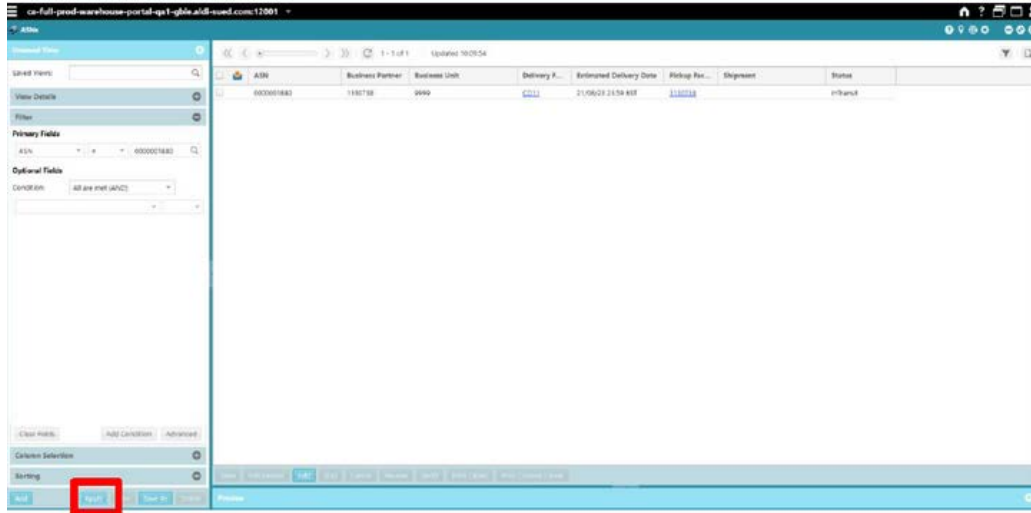
A pop-up box appears confirming the ASN has shipped successfully (red frame). The ASN has now been sent to the ALDI DC. The Status column still shows as 'Open' (purple frame), this is updated in step 20.





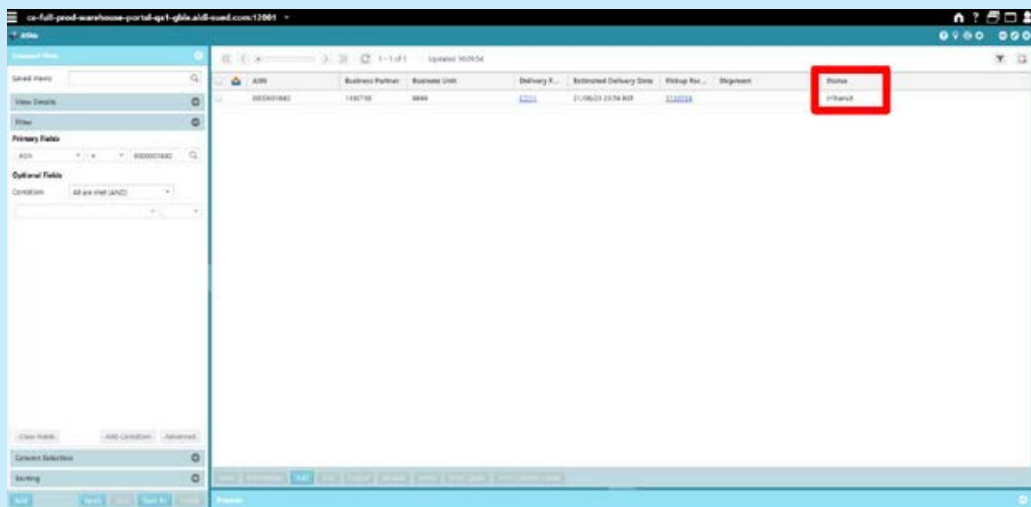
20

Click on 'Apply' (red frame) at the bottom on the left-hand side which will refresh the screen:



21

The screen now shows the Status is In Transit (red frame) as below:



**NB: ONCE AN ASN HAS BEEN SHIPPED IT IS NOT POSSIBLE TO MAKE ANY CHANGES WITHIN THE SE/AS SYSTEM.**

To make changes after the ASN has been shipped it will be necessary to contact the Replenishment Team via; [ReplenishmentTeam@aldi.co.uk](mailto:ReplenishmentTeam@aldi.co.uk).



# APPOINTMENT SCHEDULING OVERVIEW AND GUIDE

Appointment Scheduling is a key factor to ALDI's transformation project and will require Business Partners and Logistic Service Providers (LSPs) to schedule appointments via the Manhattan SE/AS portal before any deliveries into ALDI Distribution Centres (DCs).



## STEP 1

**Search for the Purchase Order**



## STEP 2

**Select an appointment for the Purchase Order**



## STEP 3

**Ensure the recommended timeslot generated is a 60-minute appointment**



## STEP 4

**Validate and save the Appointment Scheduled**

### **Within your company:**

Please ensure that the relevant colleagues have an EmpowerID Login with a valid password.

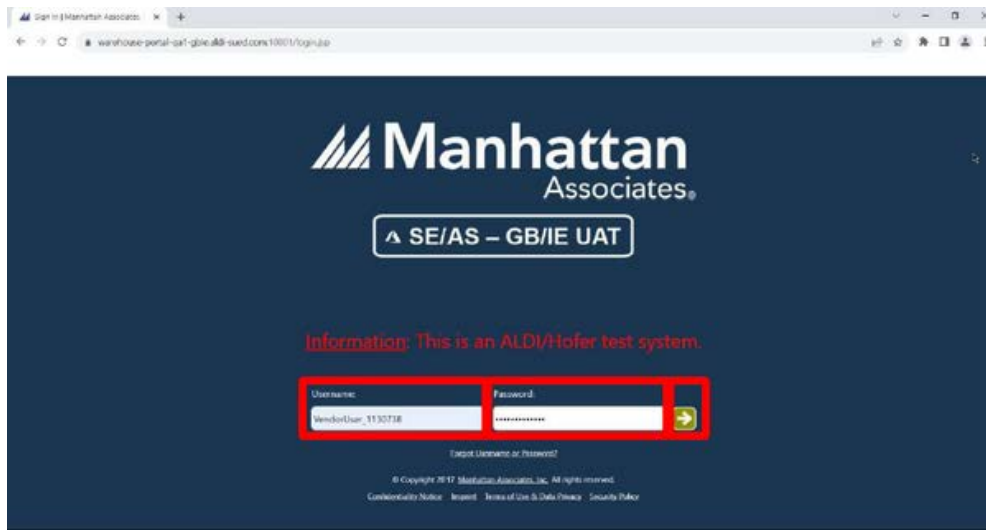
Your Key User can arrange this. If you are unsure of who your Key User is, please reach out to the Business Partner Enablement Team.

# HOW TO SCHEDULE AN APPOINTMENT GUIDE



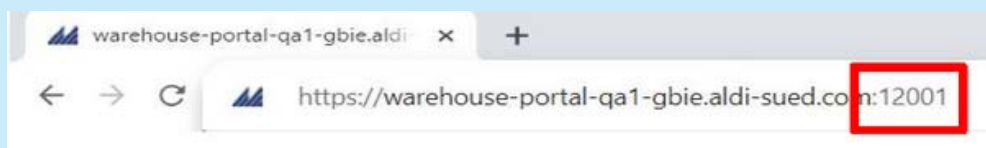
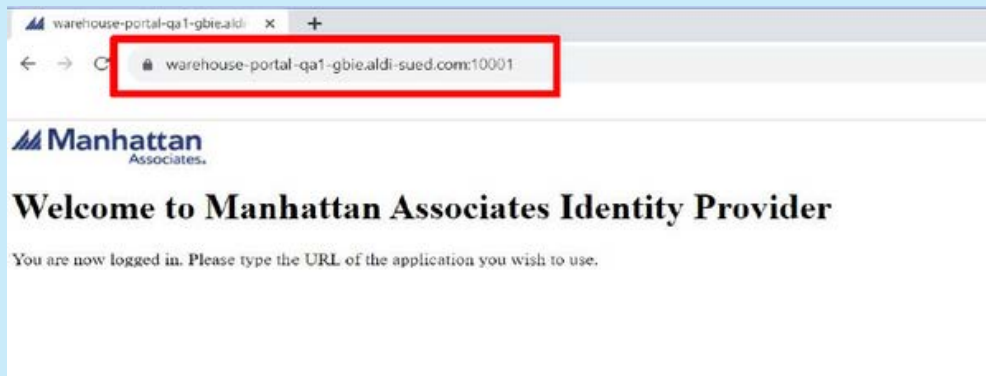
1

Log in to the Supplier Enablement/Appointment Scheduling (SE/AS) Portal using your EmpowerID username and password (red frames below).



2

Change the number at the end of the URL to '12001' and press enter to launch the amended URL.




Bookmark the page to create a link that can be used to skip this step in future.

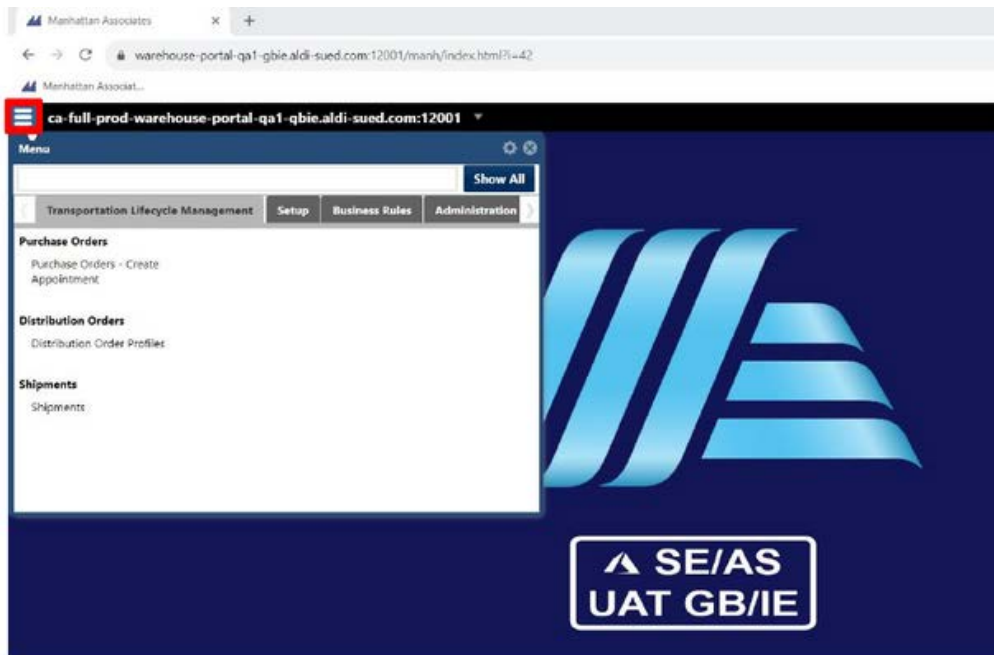


**NOTE: Ensure the bookmarked site is updated to the Live environment when this is released.**



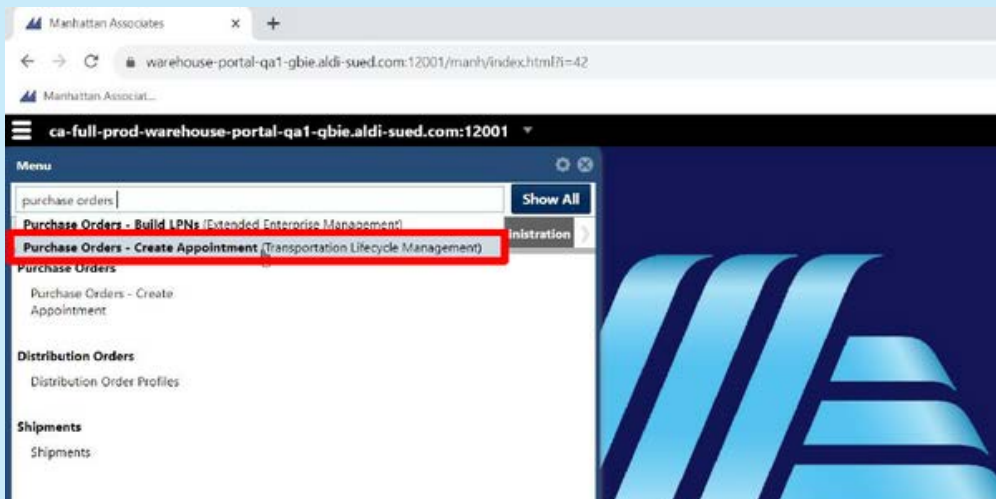
3

Click on the  menu (red frame) in the top left-hand corner to display the below:

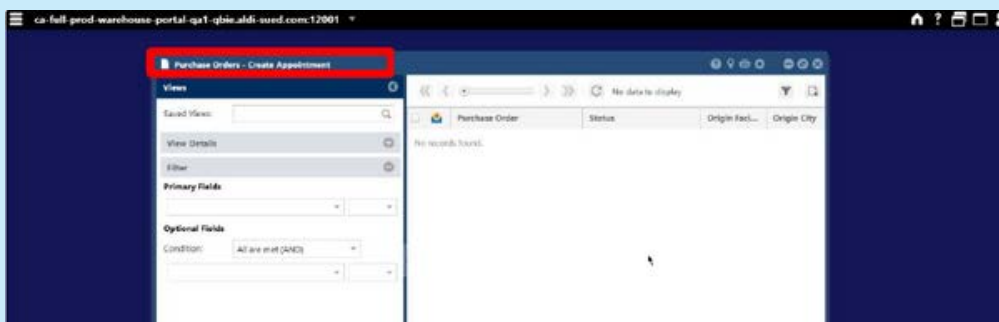


4

To book an appointment, start typing "Purchase Order" in the search bar at the top of the 'Menu' box. This will suggest multiple User Interfaces (UIs). Select 'Purchase Orders - Create Appointment' (red frame) to schedule a delivery.




The 'Purchase Orders - Create Appointment' UI will then open:

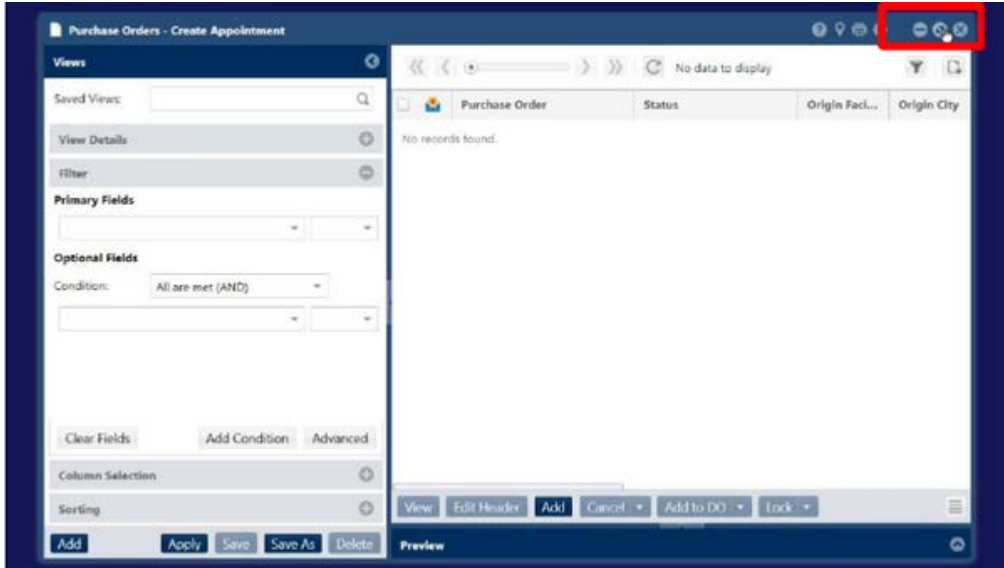






5

To enlarge this screen, click on  in the top right-hand corner. This icon will always maximise or minimise:



6

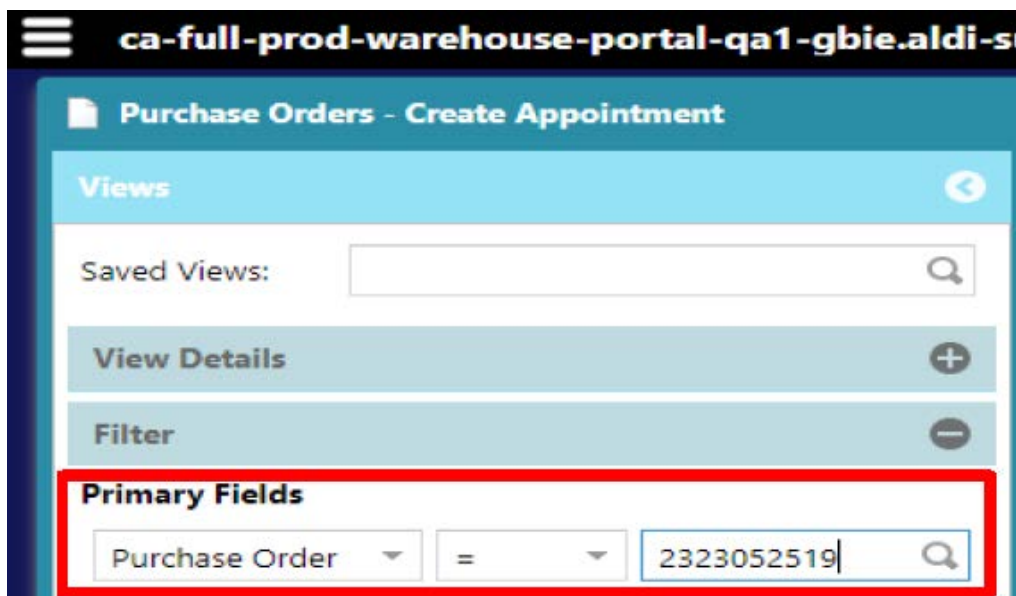
To enable an appointment to be scheduled, it is necessary to either input the Purchase Order number (PO) if known or search for it. Below will show both ways:



6A

If the PO is known, in 'Primary Fields' input "Purchase Order = PO number" (red frame below).

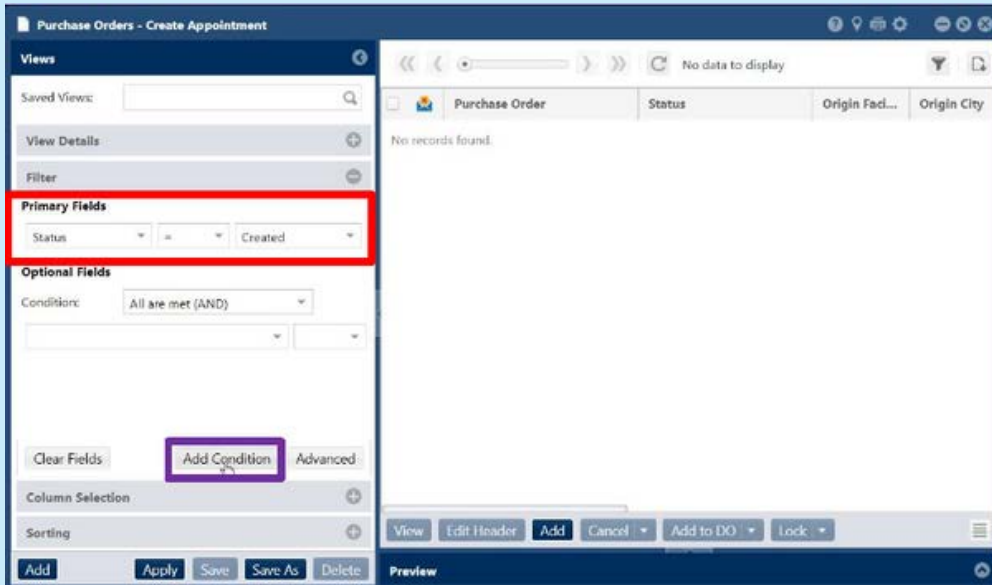
NB: The PO number below is for this example only. The PO numbers used for go live will be as supplied to you by ALDI.



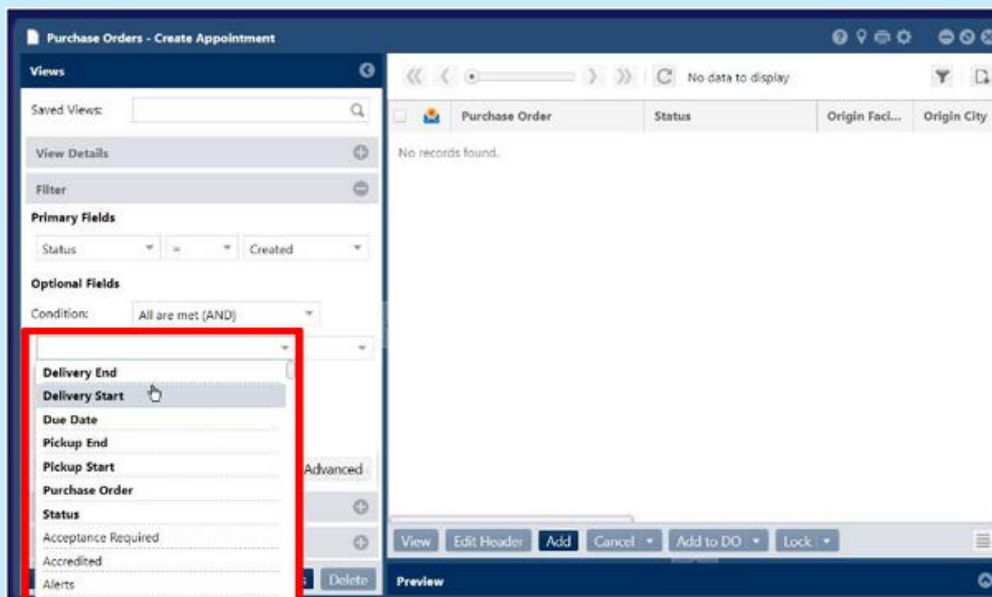


6B

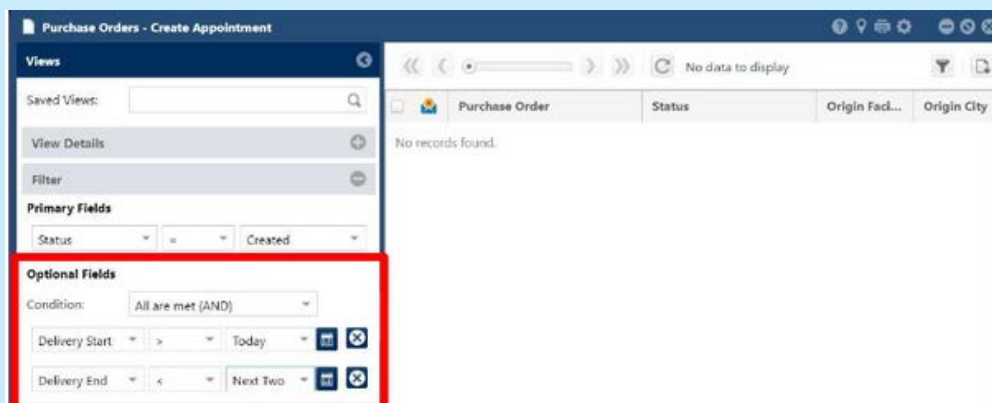
If the PO number is not known, in 'Primary Fields' input "Status = Created" (red frame). Then add conditions by clicking the 'Add Condition' button at the bottom of the box (purple frame).



This pulls up the below conditions box (red frame). You populate this by clicking on the drop-down arrow. Multiple conditions can be added by clicking the 'Add Condition' button again.



For this example, "Delivery Start > Today" and "Delivery End < Next Two Weeks" has been used (red frame) as appointments can only be booked within a 2-week window:



Click 'Apply' at the bottom of the screen, as below (purple frame). This will show all POs with 'Status=Created' within the 2-week period to enable the correct PO to be identified:

The screenshot shows the 'Purchase Orders - Create Appointment' interface. On the left, there is a filter panel with 'Primary Fields' set to 'Status = Created'. The main area displays a table of POs. At the bottom, the 'Apply' button is highlighted with a purple frame.

Purchase Order	Status	Origin Fac...	Origin City
1001130738	Created	1130738	Belfast
2001130738	Created	1130738	Belfast
2323071823	Created	1130738	Belfast
2323081701	Created	1130738	Belfast
2323081702	Created	1130738	Belfast
2323081703	Created	1130738	Belfast
2323081801	Created	1130738	Belfast
2323081802	Created	1130738	Belfast
2323081803	Created	1130738	Belfast
2323081804	Created	1130738	Belfast
4207760208	Created	1130738	Belfast
4207760209	Created	1130738	Belfast
4207760211	Created	1130738	Belfast
4207760212	Created	1130738	Belfast
4207760213	Created	1130738	Belfast
6414100509	Created	1130738	Belfast



7

As shown in example 6a, searching for the Purchase Order directly will show the PO on the right-hand screen as below. Click on the tick box on this line (red frame) which highlights the line.

The screenshot shows the 'Purchase Orders - Create Appointment' interface with a search filter applied: 'Purchase Order = 2323052519'. The table shows one result. A red box highlights the tick box in the first column of the table row.

Purchase Order	Status	Origin Fac...	Origin City
2323052519	Created	1130738	Belfast

For example, 6b (PO number not known), selecting any of the PO check boxes and using the 'view' button will allow the user to view the details of the PO. This should enable you to identify which PO you are scheduling the Appointment for.

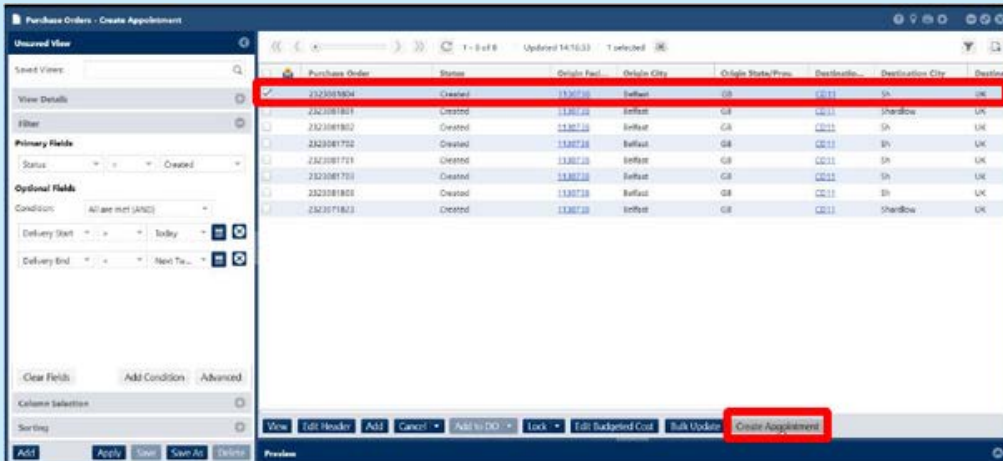
The screenshot shows the 'Purchase Orders - Create Appointment' interface with a search filter applied: 'Status = Created'. The table shows multiple results. A red box highlights the 'View' button at the bottom of the interface.

Purchase Order	Status	Origin Fac...	Origin City
2323081804	Created	1130738	Belfast
2323081801	Created	1130738	Belfast
2323081802	Created	1130738	Belfast
2323081702	Created	1130738	Belfast
2323081701	Created	1130738	Belfast
2323081703	Created	1130738	Belfast
2323081803	Created	1130738	Belfast
2323071823	Created	1130738	Belfast



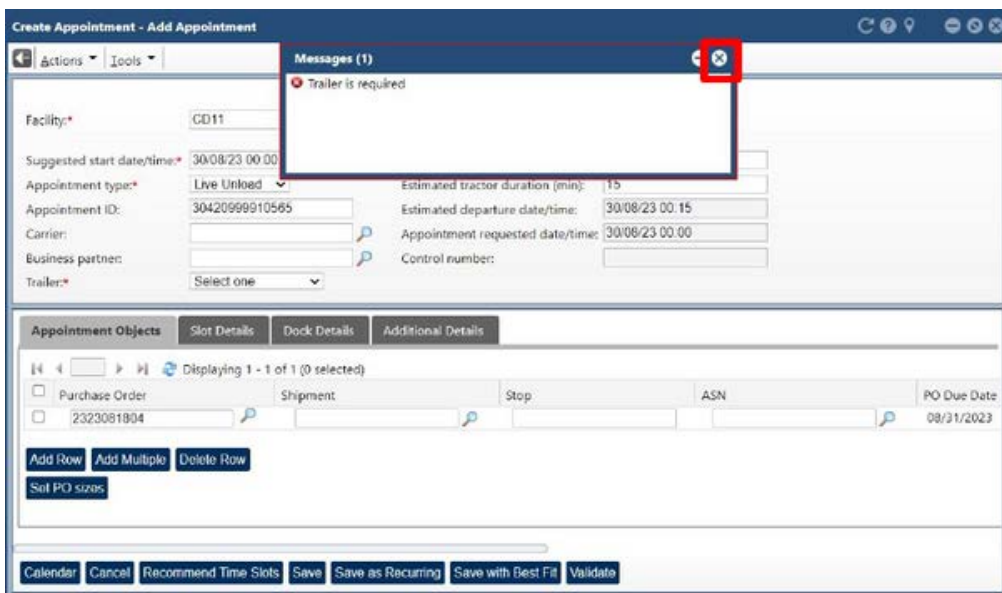
8

With a PO selected, select the 'Create Appointment' button at the bottom of the screen.



9

This opens the UI to specify the appointment details. You will be prompted with a warning message indicating 'Trailer is required' which refers to the type of trailer the delivery will arrive on. Close this message box to proceed.





10A

The system will automatically pull through specific details from the PO such as facility (CD11 - Sawley) and suggested start date/time etc. (red frame). The appointment type should be 'Live Unload'.

The screenshot shows the 'Create Appointment - Add Appointment' form. A red box highlights the following fields:

- Facility\*: CD11
- Suggested start date/time\*: 30/08/23 00:00
- Appointment type\*: Live Unload

Other visible fields include:

- Appointment ID: 3042090910568
- Carrier: [empty]
- Business partner: [empty]
- Trailer\*: Select one
- Load configuration: None, DDP, EUP
- Estimated trailer duration (min): 60
- Estimated tractor duration (min): 60
- Estimated departure date/time: 30/08/23 00:15
- Appointment requested date/time: 30/08/23 00:00
- Control number: [empty]

The 'Appointment Objects' section shows a table with one row:

Purchase Order	Shipment	Stop	ASN	PO Due Date
2323081804				08/31/2023

Buttons at the bottom include: Calendar, Cancel, Recommend Time Slots, Save, Save as Recurring, Save with Best Fit, and Validate.

**IMPORTANT: Points 10b and 10c need to be actioned before a slot can be booked.**



10B

Select the relevant 'Trailer' option. You will note that the drop-down box details 'Double Deck Trailer', 'Side Loaded Trailer', 'Standard Trailer' and 'Tall Trailer'.

As most of our deliveries are 'Standard Trailer', this is the option selected from the drop-down box in this example (red frame).

The screenshot shows the 'Create Appointment - Add Appointment' form. A red box highlights the 'Trailer\*' dropdown menu, which is open and shows the following options:

- Select one
- Double Deck Trailer
- Side Loaded Trailer
- Standard Trailer
- Tall Trailer

Other visible fields include:

- Facility\*: CD11
- Suggested start date/time\*: 30/08/23 00:00
- Appointment type\*: Live Unload
- Appointment ID: 3042090910565
- Carrier: [empty]
- Business partner: [empty]
- Load configuration: None, DDP, EUP
- Estimated trailer duration (min): 60
- Estimated tractor duration (min): 60
- Estimated departure date/time: 30/08/23 00:15
- Appointment requested date/time: 30/08/23 00:00
- Control number: [empty]

The 'Appointment Objects' section shows a table with one row:

Purchase Order	Shipment	Stop	ASN	PO Due Date
2323081804				08/31/2023

Buttons at the bottom include: Calendar, Cancel, Recommend Time Slots, Save, Save as Recurring, Save with Best Fit, and Validate.

**NB: ALDI do not use Side Loaded Trailers for delivery of sale stock.**



10C

The next check is for 'Load configuration'. This field will be automatically selected depending on what is specified in the PO but should be double checked to ensure accuracy. The options available are DDP (Dusseldorf pallet), EUP (Euro Pallet) and UKP (UK Pallet).

Purchase Order	Shipment	Stop	ASN	PO Due Date
2323081804				08/31/2023



11

Click "Recommended Time Slots" (red frame):

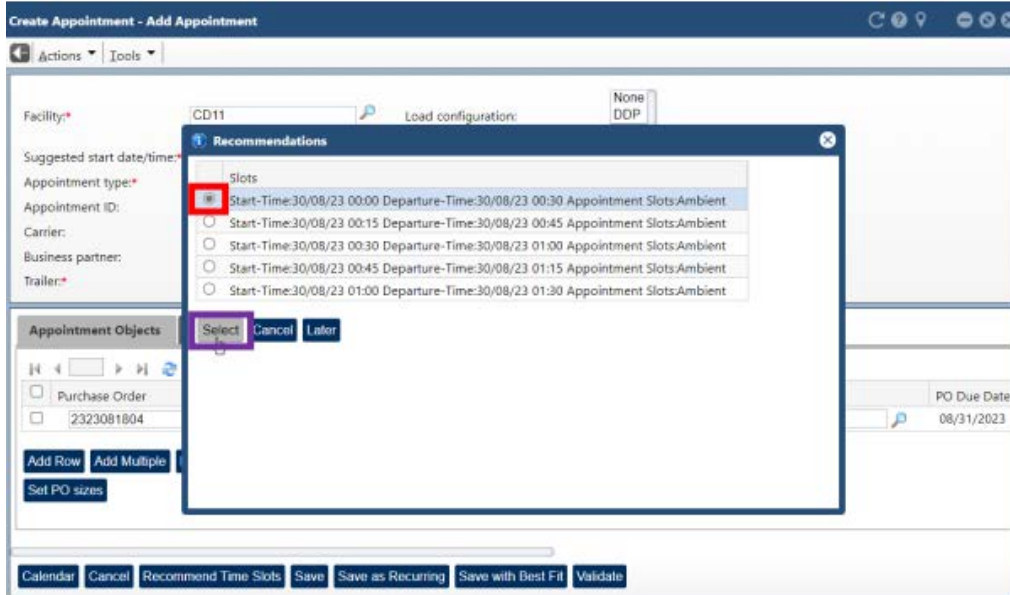
Purchase Order	Shipment	Stop	ASN	PO Due Date
2323081804				08/31/2023



12

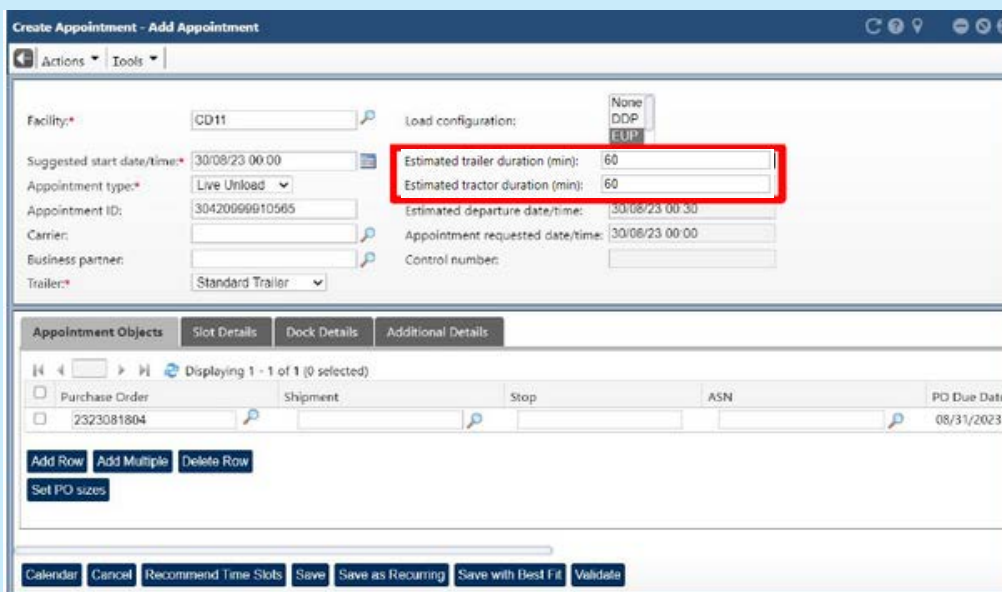
This opens the timeslot options. The system will always show the 5 earliest available appointments. There is an option to select later available appointments if required.

Click on an appointment time to highlight the line (red frame) and then click "Select" (purple frame).



13

The system has generated a 60-minute slot for this delivery as below (red frame). This is calculated based on the estimated number of pallets for the PO, factoring unloading time etc:





14

Click 'Validate' (red frame) for the system to check on the booking. The pop-up should show 'Validation is successful'. If a problem was identified, it would be shown here.

Messages (1)  
Validation successful.

Facility\* CD11  
Suggested start date/time\* 30/08/23 00:00  
Appointment type\* Live Unload  
Appointment ID: 3042099991  
Carrier: Appointment requested date/time: 30/08/23 00:00  
Business partner: Control number:  
Trailer\* Standard Trailer

Appointment Objects Slot Details Dock Details Additional Details

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO Due Date
<input type="checkbox"/> 2323081804				08/31/2023

Add Row Add Multiple Delete Row  
Set PO sizes

Calendar Cancel Recommend Time Slots Save Save as Recurring Save with Best Fit **Validate**



15

The final stage is to close the pop-up box (red frame) and click 'Save' (purple frame).

Messages (1)  
Validation successful.

Facility\* CD11  
Suggested start date/time\* 30/08/23 00:00  
Appointment type\* Live Unload  
Appointment ID: 3042099991  
Carrier: Appointment requested date/time: 30/08/23 00:00  
Business partner: Control number:  
Trailer\* Standard Trailer

Appointment Objects Slot Details Dock Details Additional Details

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO Due Date
<input type="checkbox"/> 2323081804				08/31/2023

Add Row Add Multiple Delete Row  
Set PO sizes

Calendar Cancel Recommend Time Slots **Save** Save as Recurring Save with Best Fit Validate





16

The 'Appointment Status' now show as 'Scheduled' (red frame) and the below screen appears with details of the appointment:

Appointment ID	Suggested Start Date/Time	Appointment Type	Appointment Status	Shipment	Purchase Order	ASN	Facility	Carrier	Pla
30420999910565	30/08/23 00:00	Live Unload	Scheduled		2323081805		CD11		

Appointment Details

Facility: CD11  
Facility Name: Sawley DC  
Suggested start date/time: 30/08/23 00:00  
Appointment type: Live Unload  
Appointment ID: 30420999910565  
Carrier:  
Business partner:  
Trailer: Standard Trailer

Load configuration: EUP  
Estimated trailer duration (min): 60  
Estimated tractor duration (min): 60  
Estimated departure date/time: 30/08/23 00:30  
Appointment requested date/time: 30/08/23 00:00  
Control number:  
Actual checkin date/time:



17

This appointment has now been updated in the ALDI warehouse management system and will be visible to the receiving Distribution Centre.

**NB: You may wish to make a note of the Appointment ID to use as a reference in communications regarding your appointment and potentially in delivery notes etc.**



# HOW TO CANCEL AN ASN

IMPORTANT: An Advance Shipping Notice (ASN) cannot be changed once it is in the "IN TRANSIT" Status in the SE/AS Portal.

## CIRCUMSTANCES

An ASN in 'In Transit' status should never be cancelled or changed. This will result in errors between systems and will compromise accurate invoicing.

An ASN can only be changed when it is in either 'Open' or 'In Planning' status. This means that the ASN has not yet been 'Shipped', allowing changes to still be made. A newly created ASN will be in the 'In Planning' status. ASNs that have had License Plate Number (LPN)/item lines added and saved but not shipped will be in 'Open' status.

ASN	Business Partner	Business Unit	Delivery F...	Estimated Delivery Date	Pickup Fac...	Shipment	Status
000001804	1130738	9999	CD11	08/06/23 16:26 BST	1130738		InPlanning
000001811	1130738	9999	CD11	24/06/23 11:52 BST	1130738		Open

When the status is 'Open', actions have been made affecting the ASN. This might be Item Lines that have been assigned to the ASN via the 'Create ASN from PO' User interface (UI). Alternatively, LPNs may have been built onto the ASN, using the 'Purchase Orders - Build LPN' UI.

## CANCELLING

If an error has been made, it may be necessary, or the simplest solution may be, to cancel the ASN (provided it is NOT in "In Transit" status) and then produce a new ASN with the correct information. To cancel an ASN, search for and identify the ASN that needs to be cancelled. Select the check box for the ASN and at the bottom of the interface, click the 'Cancel' action button.

ASN	Business Partner	Business Unit	Delivery F...	Estimated Delivery Date	Pickup Fac...	Shipment	Status
000001814	1130738	9999	CD11	24/06/23 12:00 BST	1130738		Open

This will provide a confirmation message acknowledging the ASN has been cancelled successfully.

LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status	Origin Facility	Current Facility	Dest. Facility	LPN Weight
0044088500000085219	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	
0044088500000085226	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	
0044088500000085233	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	
0044088500000085240	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	
0044088500000085257	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	
0044088500000085264	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	
0044088500000085271	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	
0044088500000085288	9999	1130738	LPN	Canceled	Canceled	1130738	1130738	CD11	



# HOW TO CANCEL AN APPOINTMENT IN THE SE/AS PORTAL



1

Log into the SE/AS Portal using your EmpowerID username and password.




2

Ensure the URL is 12001. Amend if necessary and bookmark the page for easier access for future circumstances.



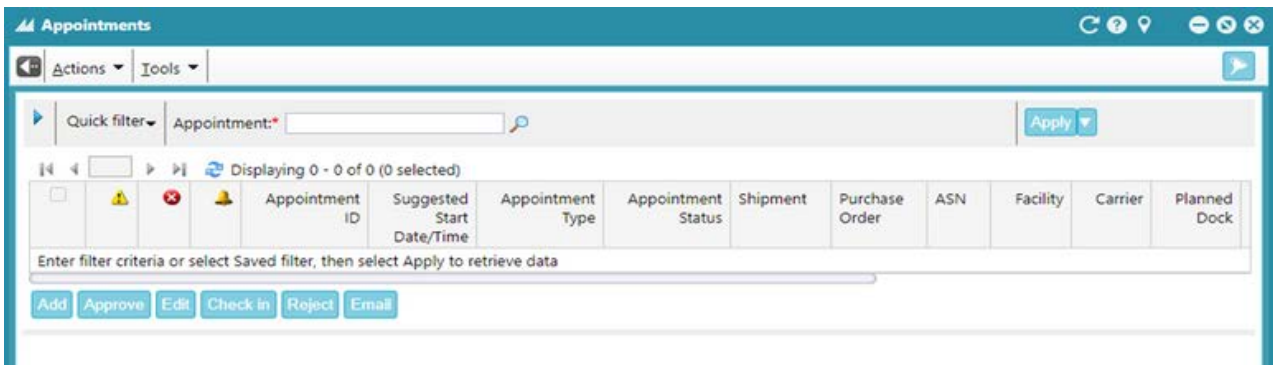
3

Click on the menu  (red frame) in the top left-hand corner which displays the below:



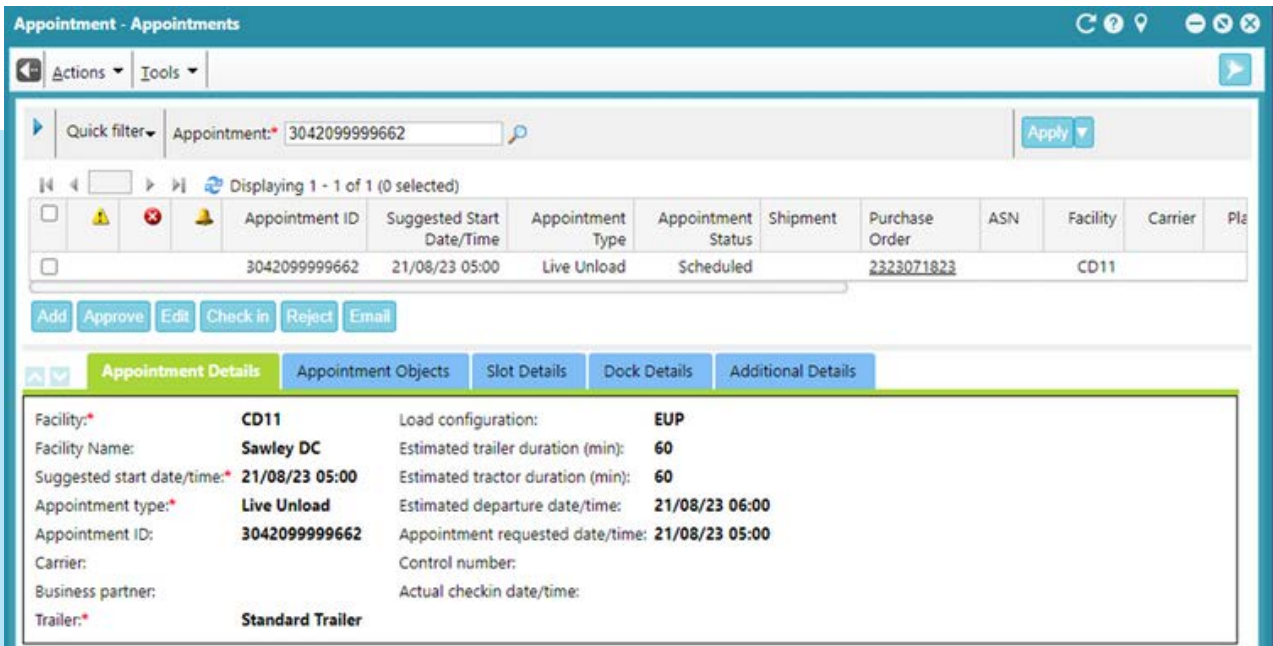
4

Click on the  menu as above and start typing "Appointments". Then, click on the 'Appointments' UI:



5

If you know your Appointment ID input, click 'Apply' to show the below screen which will be specific to your Appointment ID:

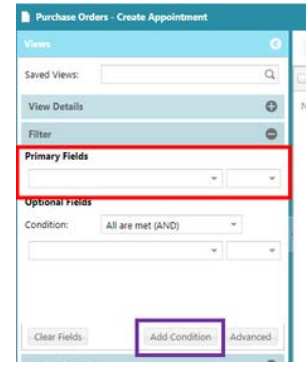




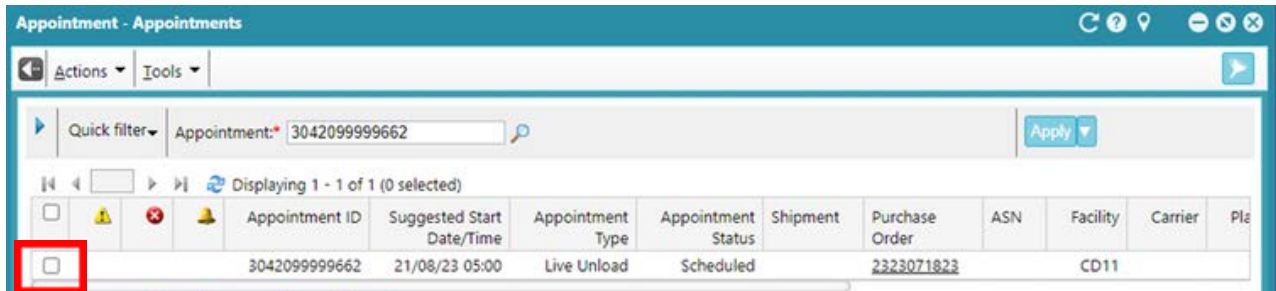
If you don't know the Appointment ID, click on the menu and click on the 'Purchase Orders - Create Appointment' UI:

6

Either enter your Purchase Order (PO) number by entering 'Purchase Order' in Primary Fields (red frame), or search for it using the 'Add Conditions' (purple frame). Once found, click on the relevant PO which highlights the line.

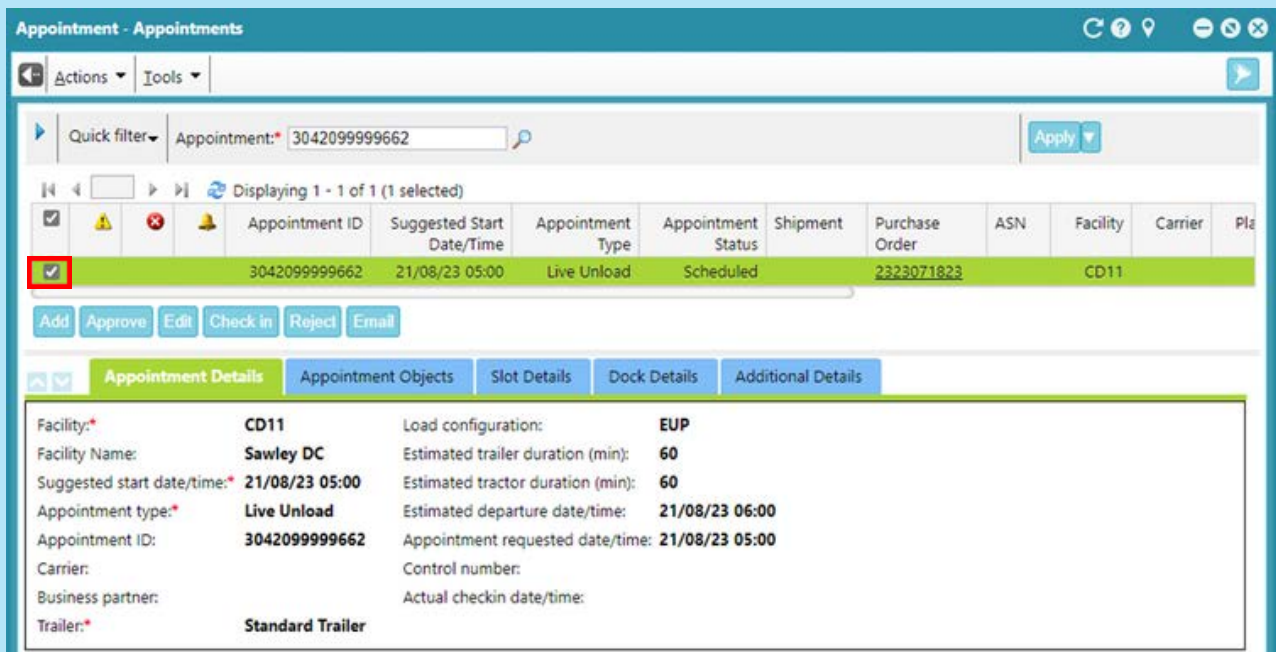


Under the Appointment Time column, there is a link with the date and time (red frame above). If you click on this, it takes you to the screen shown in step 7 (the details will be specific to your Appointment ID).



On this screen, click on the tick box (red frame above and below) which highlights the line:

7





Now click the 'Edit' button (red frame) underneath the highlighted line:

8



Click on the 'Additional Details' tab (red frame):

9



Scroll down the page and at the bottom just below the Driver details, there is a 'Cancelled' box and 'Cancel reason code' drop down box (red frame):

10



Complete these fields as relevant. For this example, we will pick the option 'Stock not ready/available' (red frame):

11



Click 'Save' (purple frame in the left hand image) and the appointment status will now show as 'Cancelled' (red frame):

12



# HOW TO CREATE A VIEW IN THE SE/AS PORTAL



Log into the SE/AS Portal using your EmpowerID username and password.

1



Ensure the URL is 12001. Amend if necessary and bookmark the page for easier access for future circumstances.

2



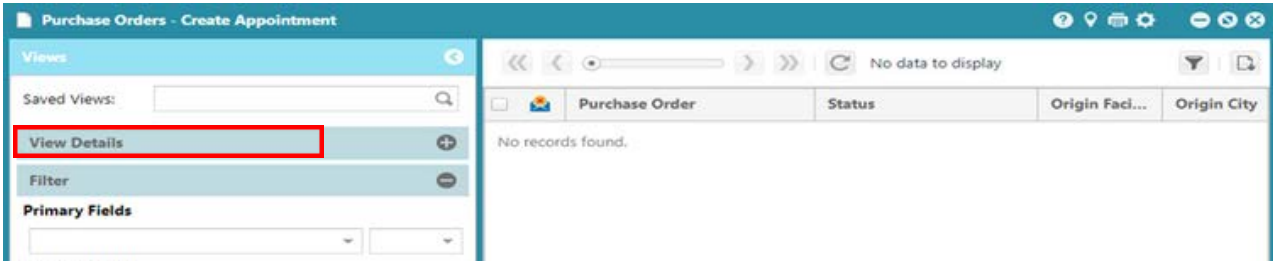
Click on the menu  (red frame) in the top left-hand corner which displays the below:

3



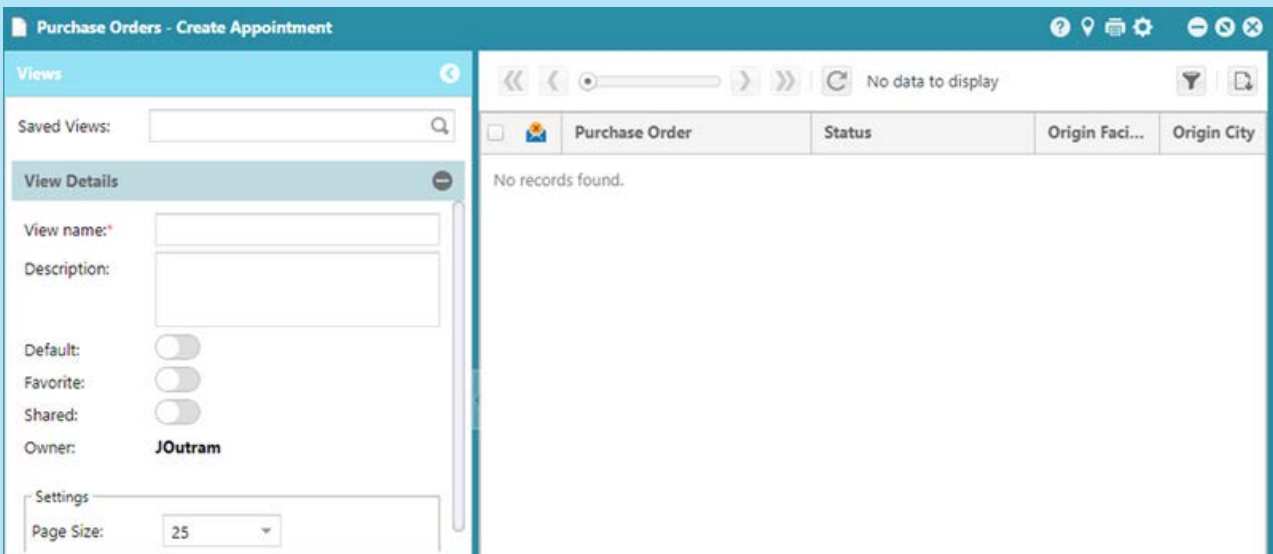
Click on the  menu (red frame above) and start typing "Purchase Orders". Then, click on the 'Purchase Orders - Create Appointment UI':

4



Click on '+' symbol next to view details to pull through the below:

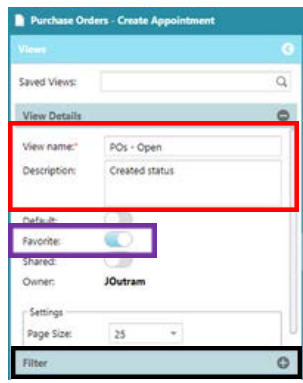
5





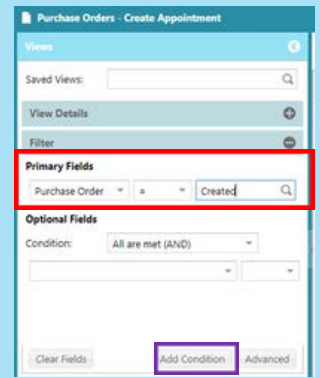
6

Name your 'View' and add a description. For this example only, the view is named 'POs - Open' and the description is 'Created Status' (red frame). Then click on 'Favourite' button (purple frame) to mark it as a favourite:



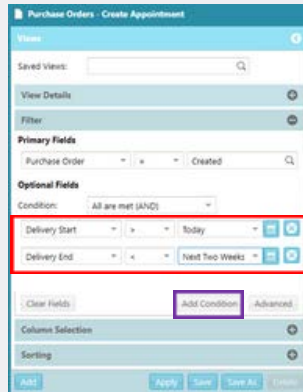
7

Click '+' symbol next to filter (black frame in the left hand image) to open the image to the right. In this example, in 'Primary Fields' we have input "Purchase Order = Created" (red frame):



8

Click 'Add Condition' (purple frame above) to refine the search. In this example, we have input "Delivery Start > Today (red frame), then click 'Add Condition' (purple frame) again and input "Delivery End < Next two weeks". After this, click 'Apply':



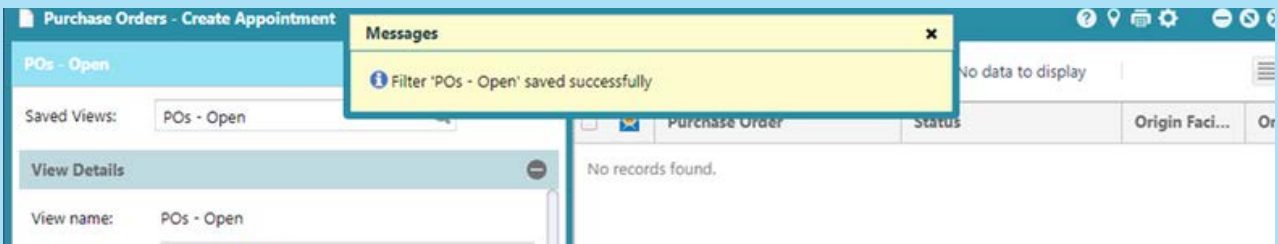
9

In this example, there are no POs in a 'Created' status within the two-week window. In a live environment, all created POs will show on the right-hand side. 'Additional Conditions' can be selected as required to tailor the information in the view.



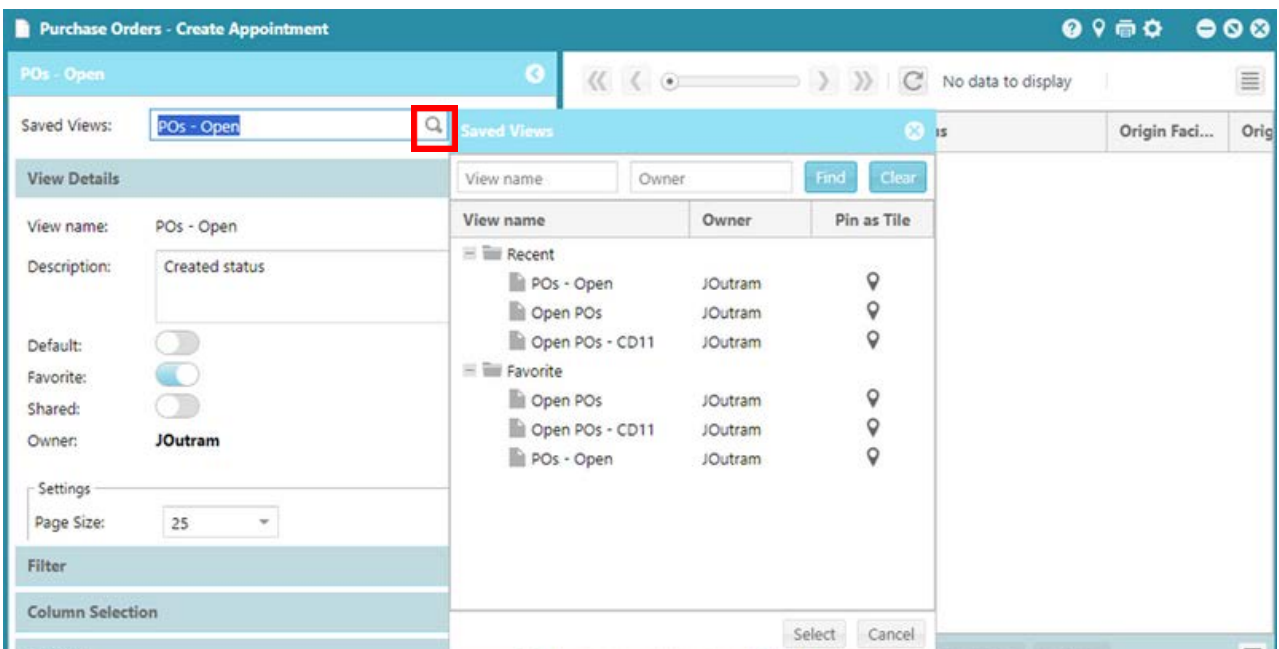
10

Once you have created the view you require, click 'Save'. A pop up box will confirm this has been successfully saved:




11

Click on the magnifying glass (red frame) next to saved views and it will show all your created views:





Click on  (pin as tile) in the top right-hand corner of the above screen and this will pin the view to your home screen as below (red frame):

12



When you click on the view, it will automatically take you to the view you created with the conditions already applied. Multiple views can be set up and pinned to the home screen if required. As each region goes live, you may want to choose to set up views for the POs created for each region.



It is also possible to pin any UIs to the home screen using the  symbol rather than searching for individual UIs in the menu.

13





# HOW TO ADD A PRINTER IN THE SE/AS PORTAL

In the SE/AS portal, it is possible to print labels via a PDF document printer of your choice or to print labels to a label printer.

You do not need to create the document printer separately in the portal as this will be the default option once set up.

The label printer must be added into SE/AS yourself. The system currently only supports label printers from Zebra and Monarch.

This guide details how to add a label printer in SE/AS and how to print labels with a document printer.

It is important to distinguish between the two different printer types:

**Document Printer** – A PDF output can be produced by selecting “Document Printer”. This option can be used to produce a label that meets ALDI’s requirements on a normal printer.

**Label Printer** – If the other option is selected as below (once the printer is set up in SE/AS) the output will be sent to the label printer and the label produced will meet ALDI’s requirements.

Select	Printer Name	Description	Type	Address	Nbr. Of Copies
<input checked="" type="radio"/>	Document Printer	Document Printer	Document Printer	<b>Manhattan PDF printer</b>	
<input type="radio"/>	My Printer	My Printer	Zebra Printer	10.251.156.30	1

The below process details how to set up a printer in SE/AS.



Log into the SE/AS Portal using your EmpowerID username and password.

1



Ensure the URL is 12001. Amend if necessary and bookmark the page for easier access for future circumstances.

2



Click on the menu  (red frame) in the top left-hand corner which displays the below:

3



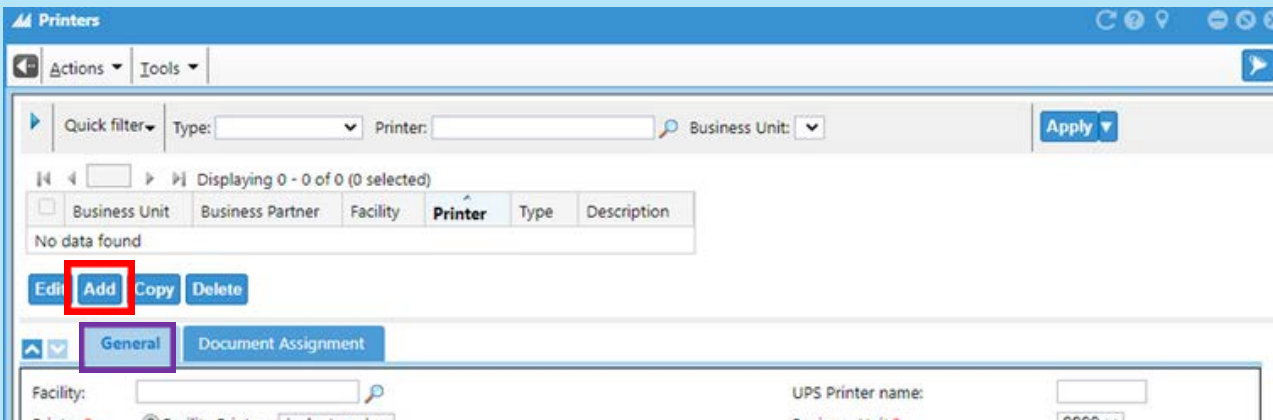
Click on the  menu (red frame above) and start typing "Printers". Then, click on the 'Printers' UI (red frame) as below:

4



If you are adding a label printer (e.g. Zebra printer), you must create it in the SE/AS portal. Once within the Printer UI, click 'Add' (red frame) and then select the 'General' tab (purple frame) as below:

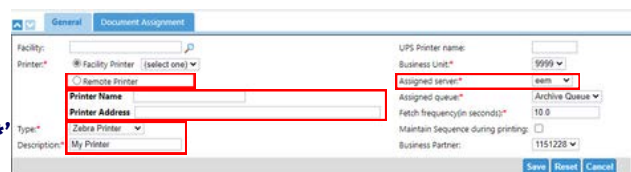
5



When creating a new label printer you must enter the settings precisely. You will need the IP address of the printer to be added. Input the below information into the above screen:

6

- Select 'Remote Printer' in the general tab
- Type the name of the printer in printer name
- Input the IP Address in printer address
- Select 'Zebra Printer' from the drop-down 'Type\*' field
- Add a description of your choice in the 'Description\*' field
- Set 'Assigned Server\*' to 'eem'

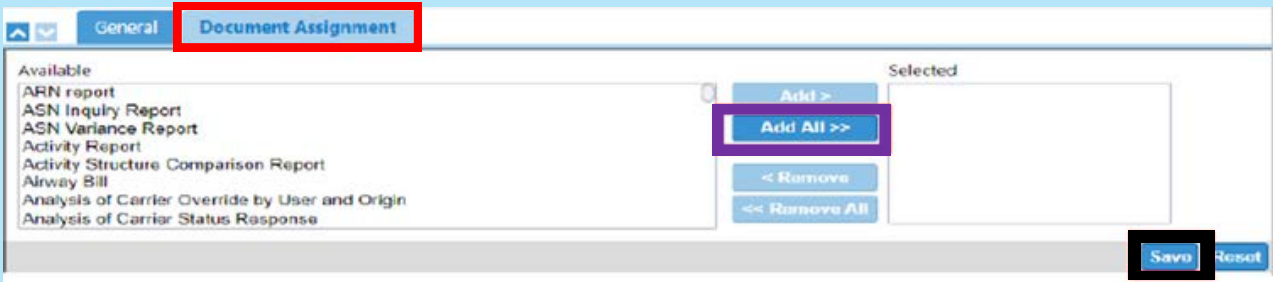


Once this information has been input in the general tab, it will appear similar to the above with your specific details including your own Business Partner number.



Click the 'Document Assignment' tab (red frame) next to the general tab you were just using, then click 'Add All' (purple frame) and then click the 'Save' button (black frame) as below:

7

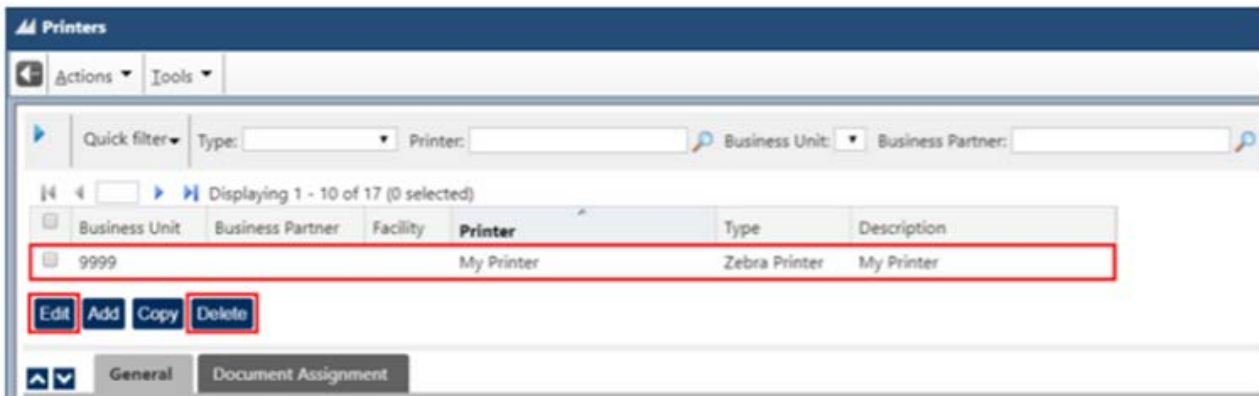


If you want to use a printer only in certain dialogues, hold down 'CNTRL' key and click on the individual dialogues for which the printer is to be released.



After clicking 'Save' in stage 7, the new printer will be viewable within the 'Printers' UI as below. It can be modified in the future if required via this UI, using the 'Edit' or 'Delete' tabs (in red frames at bottom of screen).

8





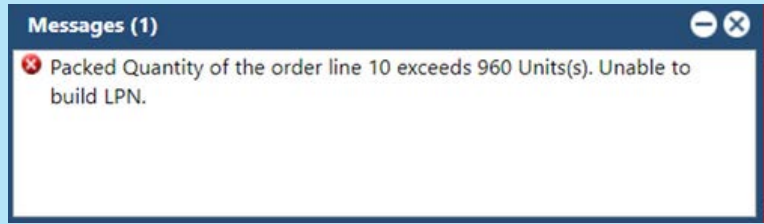
# LPN QUANTITY ERROR TROUBLESHOOTING

Changes cannot be made to an ASN in the "In transit" status.



1

In the event you see this error message, the item line quantity on the PO has already been fully packed. If this is unexpected, it may be necessary to delete the associated ASN to free up the packed quantity.



2

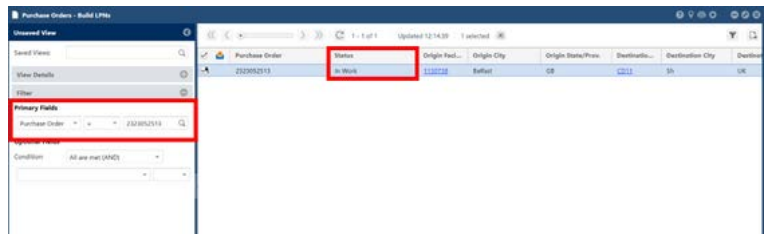
The quantity has already been packed to LPNs and the ASN generated. Note in the red box below we see that 'Unpacked Quantity' is zero and the 'Packed Quantity' is 960 (the full ordered amount).

Line Number	Item	Description	Destination	GTIN	Total Ordered	Unpacked Qty	Packed Qty
10	200157	Olive Oil Extra Virgin 750ml			960 Units	0 Units	960 Units
20	181859	Olive Oil			1,020 Units	0 Units	1,020 Units



3

Open the 'Purchase Orders - Build LPNs' UI and search for the relevant purchase order, using the filter options. Note the status of the purchase order is 'In Work'. This means at least 1 ASN has been created for this Purchase Order.



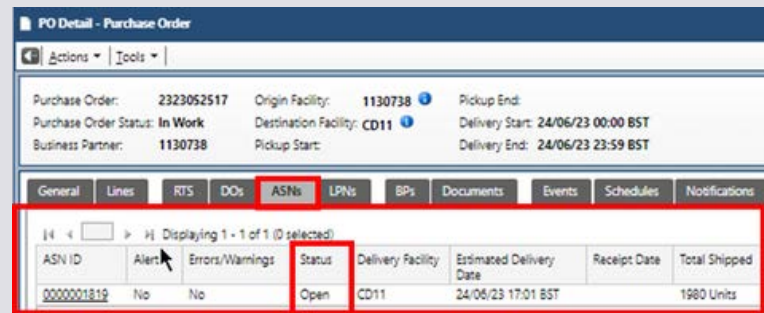
4

Select the PO using the tick box and then click the 'View' action button. This will open the PO details. Here, you can then select the ASNs tab to give an overview of what ASNs exist and are associated with the PO. The existing ASN for the PO has the PO line quantity assigned to it and is in 'Open' status, confirming it has not been shipped.



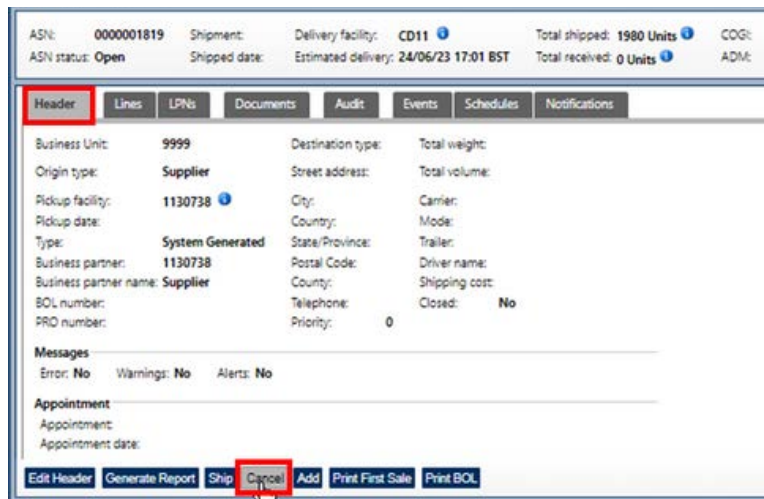
5

If these lines were packed incorrectly or unexpectedly at this stage, it would be possible to cancel the ASN by selecting the ASN hyperlink unless the status is 'In Transit'.



6

Once the ASN details opens, select the 'Header' tab and use the 'Cancel Action' button at the bottom of the window to cancel the ASN.





This will cancel the ASN and all the associated LPNs.

6

**PO Detail - Advance Ship Notice**

ASNs: **0000001819** Shipment: Delivery facility: **CD11** Total shipped: **1980 Units** COG  
 ASN status: **Canceled** Shipped date: Estimated delivery: **24/06/23 17:01 BST** Total received: **0 Units** ADM

Header | **Lines** | LPNs | Documents | Audit | Events | Schedules | Notifications

Quick filter Purchase Order: Origin facility:

Displaying 1 - 10 of 33 (0 selected)

LPN	Business Unit	Business Partner	LPN Type	LPN Status	Facility Status
00440885000000085622	9999	1130738	LPN	Canceled	Canceled
00440885000000085639	9999	1130738	LPN	Canceled	Canceled
00440885000000085646	9999	1130738	LPN	Canceled	Canceled
00440885000000085653	9999	1130738	LPN	Canceled	Canceled
00440885000000085660	9999	1130738	LPN	Canceled	Canceled
00440885000000085677	9999	1130738	LPN	Canceled	Canceled
00440885000000085684	9999	1130738	LPN	Canceled	Canceled
00440885000000085691	9999	1130738	LPN	Canceled	Canceled
00440885000000085707	9999	1130738	LPN	Canceled	Canceled
00440885000000085714	9999	1130738	LPN	Canceled	Canceled



The packed units will have reverted back to unpacked and so will be available to be packed to a new ASN.

6

Displaying 1 - 2 of 2 (0 selected)

Line Number	Item	Description	Destination	GTIN	Total Ordered	Unpacked Qty	Packed Qty
10	200157	Olive Oil Extra Virgin 750ml			960 Units	960 Units	0 Units
20	181859	Olive Oil			1,020 Units	1,020 Units	0 Units



# HOW TO SCHEDULE AN APPOINTMENT FOR MULTIPLE POS IN SE/AS



1

Log into the SE/AS portal using your EmpowerID username and password.




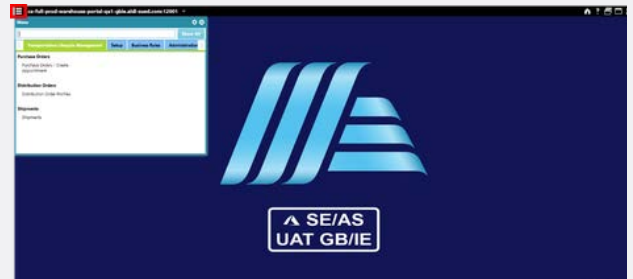
2

Ensure the URL is 12001. Amend if necessary and bookmark the page for easier access for future circumstances.



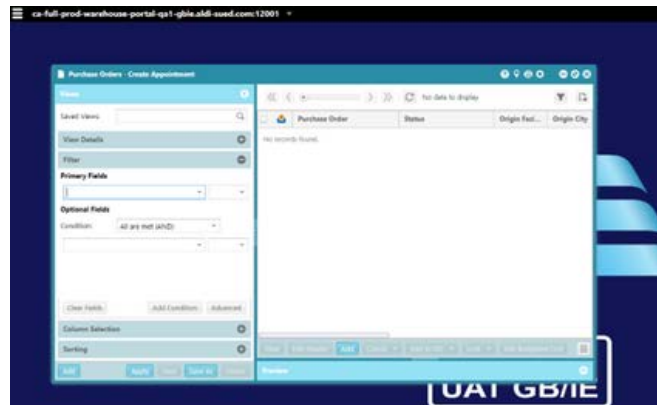
3

Click on the menu  (red frame) in the top left-hand corner which displays the below:




4

To book an appointment, start typing “Purchase Order” and select ‘Purchase Orders - Create Appointment’ to schedule a delivery which pulls through this screen:



5

To enlarge this screen, click on  (red frame) in the top right-hand corner. This icon will always maximise or minimise:



There are two ways to schedule an appointment for multiple POs. Please select the relevant option:

**OPTION 1 - Can be used to quickly create an appointment for multiple POs**

**OPTION 2 - Can be used to add additional POs to an existing appointment**

# OPTION 1



1

To enable an appointment to be scheduled for multiple POs, you need to identify the POs. You can do this by inputting "Status" in Primary Fields then "= Created" (red frame). Conditions can then be added, by clicking the 'Add Condition' button (purple frame) at the bottom of the box.

Multiple conditions can be added. For example, 'Delivery Start > Today' and 'Delivery End < Next Two Weeks' has been used as appointments can only be booked within a 2 week window:

**Purchase Orders - Create Appointment**

Views: Saved Views: [Search]

View Details: [View Details]

Filter:

**Primary Fields**

Status = Created

**Optional Fields**

Condition: All are met (AND)

Delivery Start > Today

Delivery End < Next Two Weeks

Clear Fields Add Condition Advanced

Column Selection

Sorting

Add Apply Save Save As Delete

Preview

Purchase Order	Status	Origin Fac...	Origin City	Origin State/Prov.	Destinatio...	Desti
No records found.						

View Edit Header Add Cancel Add to DO Lock Edit Budgeted Cost Bulk Update Create Appointment



2

This pulls through the below detailing all relevant POs on the right-hand side:

**Purchase Orders - Create Appointment**

Unsaved View

Views: Saved Views: [Search]

View Details: [View Details]

Filter:

**Primary Fields**

Purchase Order = 232401\*

**Optional Fields**

Condition: All are met (AND)

Delivery Start < Today

Delivery End < Next Two Weeks

Clear Fields Add Condition Advanced

Column Selection

Sorting

Add Apply Save Save As Delete

Preview

Purchase Order	Status	Origin Fac...	Origin City	Origin State/Prov.	Desti
2324011609	Created	1130738	Belfast	GB	CD11
2324011610	Created	1130738	Belfast	GB	CD11
2324011612	In Work	1130738	Belfast	GB	CD11
2324011611	Created	1146020	Bellshill	GB	CD11
2324011601	Created	1130738	Belfast	GB	CD11
2324011607	Created	1130738	Belfast	GB	CD11
2324011604	Created	1130738	Belfast	GB	CD11
2324011602	Created	1130738	Belfast	GB	CD11
2324011603	Created	1130738	Belfast	GB	CD11
2324011605	Created	1146020	Bellshill	GB	CD11
2324011606	Created	1130738	Belfast	GB	CD11
2324011608	Created	1130738	Belfast	GB	CD11

View Edit Header Add Cancel Add to DO Lock Edit Budgeted Cost Bulk Update Create Appointment



3

Then tick the tick boxes (red frame) next to the POs you want to include on one appointment. This will highlight the lines and click on 'Create Appointment':

**Purchase Orders - Create Appointment**

Unsaved View

Views: Saved Views: [Search]

View Details: [View Details]

Filter:

**Primary Fields**

Purchase Order = 232312\*

**Optional Fields**

Condition: All are met (AND)

Clear Fields Add Condition Advanced

Column Selection

Sorting

Add Apply Save Save As Delete

Preview

Purchase Order	Status	Origin Fac...	Origin City	Origin State/Prov.	Destination City	Destination State/Prov.	Business Partner	Appointment Time
2323121402	In Work	1130738	Belfast	GB	CD11	Shrewsbury UK	1130738	23/12/23 09:00 AM
2323121403	In Work	1130738	Belfast	GB	CD11	Shrewsbury UK	1130738	23/12/23 09:00 AM
2323121401	Created	1130738	Belfast	GB	CD11	Shrewsbury UK	1130738	Create Appointment
2323121301	Created	1130738	Belfast	GB	CD11	Shrewsbury UK	1130738	Create Appointment
2323121404	Partially Shipped	1130738	Belfast	GB	CD11	Shrewsbury UK	1130738	Create Appointment
2323121405	Created	1130738	Belfast	GB	CD11	Shrewsbury UK	1130738	Create Appointment

View Edit Header Add Cancel Add to DO Lock Edit Budgeted Cost Bulk Update Create Appointment



This pulls up the below box. Close the pop-up box reminding 'Trailer is required'.

**Create Appointment - Add Appointment**

Messages (1)  
 ✖ Trailer is required

Facility:\* CD11

Suggested start date/time:\* 12/02/24 04:00

Appointment type:\* Live Unload

Appointment ID: 30420999912816

Carrier:

Business partner:

Trailer:\* Select one

Estimated tractor duration (min): 60

Estimated departure date/time: 12/02/24 05:00

Appointment requested date/time: 12/02/24 00:00

Control number:

Appointment Objects | Slot Details | Dock Details | Additional Details

Displaying 1 - 3 of 3 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO C
<input type="checkbox"/> 2324013003				02/
<input type="checkbox"/> 2324013004				02/
<input type="checkbox"/> 2324013005				02/

Add Row Add Multiple Delete Row

Calendar Cancel Recommend Time Slots Save Validate



The system has automatically generated a 60-minute slot for these three POs (red frame). You need to complete the trailer (purple frame) and load configuration (black frame). For the below example, 'Standard Trailer' and 'EUP' have been selected. Click on 'Recommended Time Slots' (blue frame) on the bottom line.

All three POs are detailed (green frame).

**Create Appointment - Add Appointment**

Facility:\* CD11

Suggested start date/time:\* 12/02/24 04:00

Appointment type:\* Live Unload

Appointment ID: 30420999912816

Carrier:

Business partner:

Trailer:\* Select one

Load configuration: None DDP EUP

Estimated trailer duration (min): 60

Estimated tractor duration (min): 60

Estimated departure date/time: 12/02/24 05:00

Appointment requested date/time: 12/02/24 00:00

Control number:

Appointment Objects | Slot Details | Dock Details | Additional Details

Displaying 1 - 3 of 3 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO C
<input type="checkbox"/> 2324013003				02/
<input type="checkbox"/> 2324013004				02/
<input type="checkbox"/> 2324013005				02/

Add Row Add Multiple Delete Row

Calendar Cancel Recommend Time Slots Save Validate





This pulls through the available appointments as below. Click on an appointment slot (red frame) and then click on 'Select' (purple frame):

6

Facility: CD11 Load configuration: None DDP

Suggested start date/time: [ ]

Appointment type: [ ]

Appointment ID: [ ]

Carrier: [ ]

Business partner: [ ]

Trailer: [ ]

Appointment Objects [ ]

Recommendations

- Start-Time:12/02/24 04:00 Departure-Time:12/02/24 05:00 Appointment Slots:Chiller
- Start-Time:12/02/24 05:00 Departure-Time:12/02/24 06:00 Appointment Slots:Chiller
- Start-Time:12/02/24 06:00 Departure-Time:12/02/24 07:00 Appointment Slots:Chiller
- Start-Time:12/02/24 07:00 Departure-Time:12/02/24 08:00 Appointment Slots:Chiller
- Start-Time:12/02/24 08:00 Departure-Time:12/02/24 09:00 Appointment Slots:Chiller

Select Cancel Later



This takes you back to the below screen with the selected appointment time (red frame). Click 'Validate':

7

Facility: CD11 Load configuration: None DDP EUP

Suggested start date/time: 25/12/23 08:00 Estimated trailer duration (min): 60

Appointment type: Live Unload Estimated tractor duration (min): 60

Appointment ID: 30420999911617 Estimated departure date/time: 25/12/23 09:00

Carrier: [ ] Appointment requested date/time: 25/12/23 05:00

Business partner: [ ] Control number: [ ]

Trailer: Standard Trailer

Appointment Objects Slot Details Dock Details Additional Details

Displaying 1 - 3 of 3 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO Due Date
<input type="checkbox"/> 2323121401	[ ]	[ ]	[ ]	12/26/202
<input type="checkbox"/> 2323121301	[ ]	[ ]	[ ]	12/26/202
<input type="checkbox"/> 2323121405	[ ]	[ ]	[ ]	12/26/202

Add Row Add Multiple Delete Row

Set PO sizes

Calendar Cancel Recommend Time Slots Save Validate



The pop-up box confirms validation is successful. Close this pop-up box and click 'Save' (red frame):

8

Facility: CD11

Suggested start date/time: 12/02/24 04:00

Appointment type: Live Unload Estimated tractor duration (min): 60

Appointment ID: 30420999912816 Estimated departure date/time: [ ]

Carrier: [ ] Appointment requested date/time: 12/02/24 04:00

Business partner: [ ] Control number: [ ]

Trailer: Standard Trailer

Appointment Objects Slot Details Dock Details Additional Details

Displaying 1 - 3 of 3 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO Due Date
<input type="checkbox"/> 2324013003	[ ]	[ ]	[ ]	02/
<input type="checkbox"/> 2324013004	[ ]	[ ]	[ ]	02/
<input type="checkbox"/> 2324013005	[ ]	[ ]	[ ]	02/

Add Row Add Multiple Delete Row

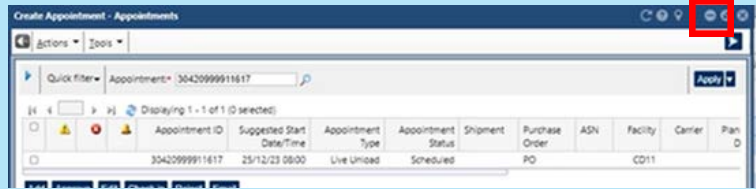
Calendar Cancel Recommend Time Slots Save Validate

Messages (1)

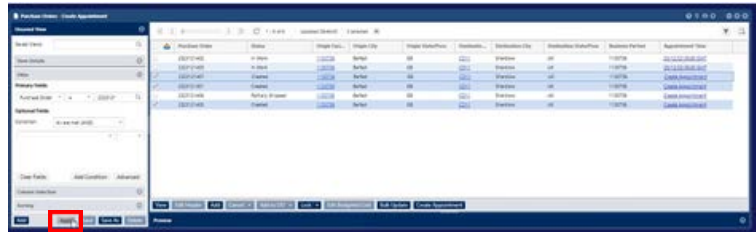
Validation successful.



This now shows the below screen detailing the appointment ID, time and PO numbers. You can now minimise this screen (red frame):



This returns you to the following screen. Click on 'Apply' (red frame) to update the screen:



This now shows the updated details for your selected POs with the appointment time (red frame):



## OPTION 2



1

To enable an appointment to be scheduled, it is necessary to either input the PO number if known, or search for it. Below will show both ways:

a. If the PO is known, input "Purchase Order" in Primary Fields then "=" and the PO number (red frame).

The PO number below is for this document only. In a live environment, the PO numbers will be supplied to you by ALDI:

b. If the PO number is not known, input "Status" in Primary Fields then "= Created" (red frame). Conditions can then be added, by clicking the 'Add Condition' button (purple frame) at the bottom of the box.

Multiple conditions can be added. For this example, 'Delivery Start > Today' and 'Delivery End < Next Two Weeks' has been used as appointments can only be booked within a 2-week window (black frame):



2

Click 'Apply' (red frame) at the bottom of the screen. For this example, we will use example '6a - PO number is known':

For example 1a, this will show only this PO whilst 6b will show all POs with 'Status = Created' within the 2-week search to enable the correct PO to be identified. Make a note of the other PO number you wish to add to the appointment.



3

This will show the PO on the right-hand screen. Click on the tick box (red frame) on this line which highlights it. For example 1b, click on the tick box on the line for one of the relevant POs:

Purchase Order	Status	Origin Fac...	Origin City	Origin State/Prov.	Destinatio...	Destination City	Destination State/Prov.	Business Partner	Appointment T
2323081803	Created	1180226	Belfast	GB	GB	SH	UK	1130718	Cash Associa



4

Go to the action buttons at the bottom of the screen and click 'Create Appointment' (purple frame above). This takes you to the following screen (you can also right click on the line to pull up the same options):

Purchase Order	Shipment	Stop	ASN	PO Date
<input type="checkbox"/> 2323081803				08/31

The pop-up warning box can be closed, and completion of this screen can commence.



5A

The system will automatically pull through specific details from the PO such as Facility (CD11 - Sawley), suggested start date/time, etc.

Points 5b and 5c need to be actioned before a slot can be booked:

Purchase Order	Shipment	Stop	ASN	PO Date
<input type="checkbox"/> 2323081803				

Trailer - the drop-down box details 'Double Deck Trailer', 'Side Loaded Trailer', 'Standard Trailer' and 'Tall Trailer'.

**5B** **ALDI do not use 'Side Loaded Trailers'.**

For this example, as most of our deliveries are 'Standard Trailer', this is the option selected (red frame).

The screenshot shows the 'Create Appointment - Add Appointment' interface. The 'Trailer' dropdown menu is highlighted with a red border and contains the text 'Standard Trailer'. Other fields include Facility: CD11, Suggested start date/time: 30/08/23 05:00, Appointment type: Live Unload, Appointment ID: 304209999768, Carrier, Business partner, Load configuration: DDP, EUP, UKP, Estimated trailer duration (min): 60, Estimated tractor duration (min): 60, Estimated departure date/time: 30/08/23 05:15, Appointment requested date/time: 30/08/23 00:00, and Control number.

The next check is for 'Load configuration'. The choices are DDP, EUP and UKP. For this example, EUP (Euro Pallets) is selected (red frame).

Your screen should now look as below (the only differences will be if a different Trailer is used or different pallets e.g. DDP or UKP and the auto-populated fields from the PO).

The screenshot shows the 'Create Appointment - Add Appointment' interface. The 'Load configuration' dropdown menu is highlighted with a red border and contains the text 'EUP'. Other fields are the same as in the previous screenshot.

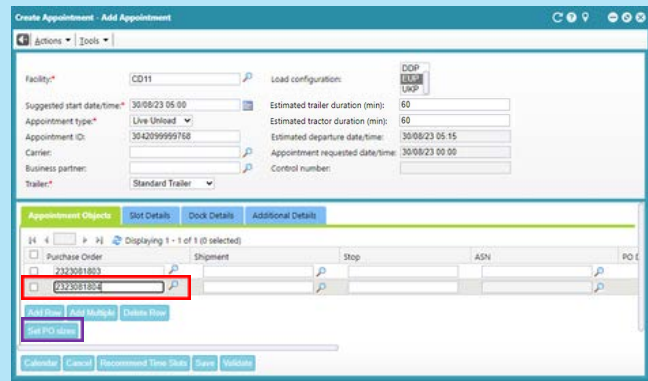
Click on the 'Add Row' button (black frame above) showing underneath the PO field to show the below:

The screenshot shows the 'Create Appointment - Add Appointment' interface. The 'Add Row' button is highlighted with a black border. Below it, the table with columns 'Purchase Order', 'Shipment', 'Stop', 'ASN', and 'PO D...' is highlighted with a red border. The table contains one row with the value '2323081803' in the 'Purchase Order' column.

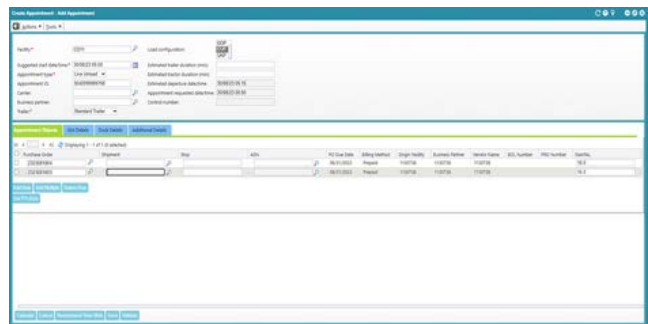


There is now an additional PO row which is blank (red frame above). In this blank field, enter the second PO number you wish to add to this appointment (red frame) as follows:

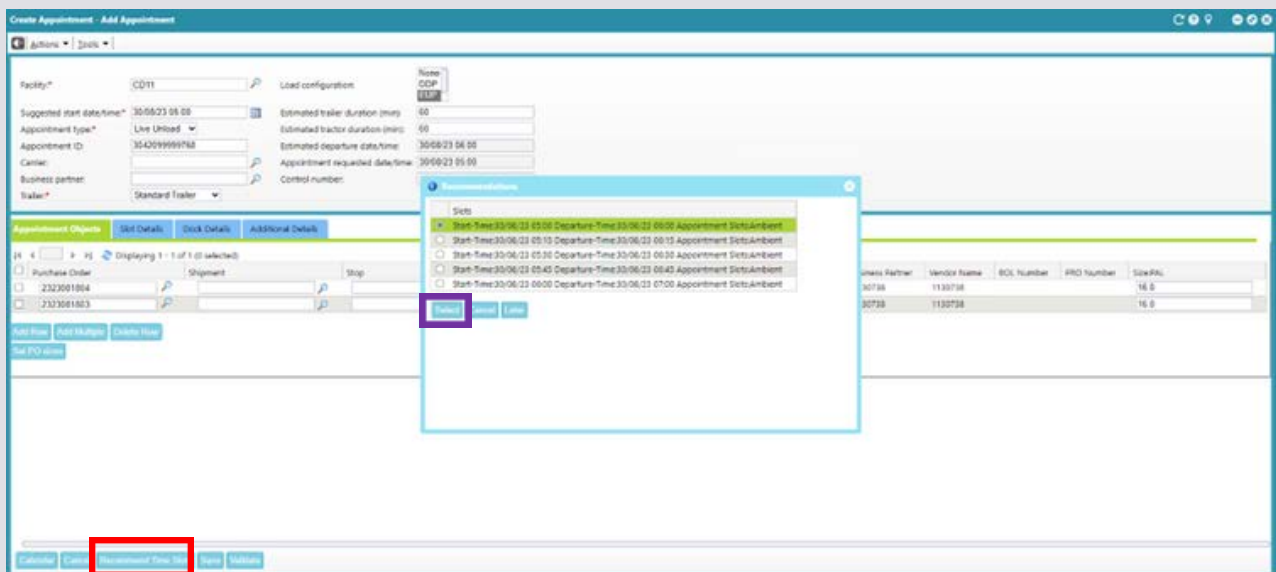
Both POs must be delivered on the same trailer.



Click 'Set PO sizes' (purple frame above) to populate the rest of the fields based on the PO criteria as follows:



Click 'Recommended Time Slots' (red frame) at the bottom which pulls up the below box:

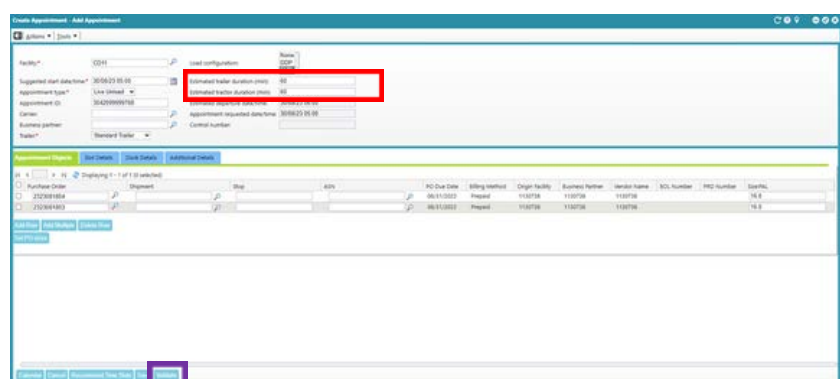


The system will always show the 5 earliest available appointments. There is an option to select later if required. Click on an appointment time and click 'Select' (purple frame).



The system has generated a 60-minute slot for this delivery as below (red frame):

You may wish to make a note of the appointment ID for communications, delivery notes, etc.





11

Click 'Validate' (purple frame above) to check the booking. The pop-up box shows validation is successful:

Messages (1)  
Validation successful.

Facility: CD11  
Suggested start date/time: 21/08/23 05:00  
Appointment type: Live Unload  
Appointment ID: 3042099999653  
Carrier:   
Business partner:   
Trailer: Standard Trailer  
Estimated tractor duration (min): 60  
Estimated departure date/time:   
Appointment requested date/time: 21/08/23 05:00  
Control number:



12

The final stage is to close the pop-up box and click 'Save' (button to the left of Validate in step 10). The appointment status now shows as 'Scheduled' (red frame) and the below screen appears with details of the appointment:

Appointment Status: Scheduled

Appointment Details  
Facility: CD11  
Facility Name: Sawley DC  
Suggested start date/time: 30/08/23 05:00  
Appointment type: Live Unload  
Appointment ID: 3042099999784  
Carrier:   
Business partner:   
Trailer: Standard Trailer  
Load configuration: EUP  
Estimated tractor duration (min): 60  
Estimated departure date/time: 30/08/23 06:00  
Actual checkin date/time:



13

This appointment has now been sent to ALDI.



# TROUBLESHOOTING SE/AS PORTAL ACCESS

In the event you experience issues accessing the Manhattan SE/AS portal, please follow the below steps:



1

Ensure the recommended browser, Microsoft Edge, is being used.



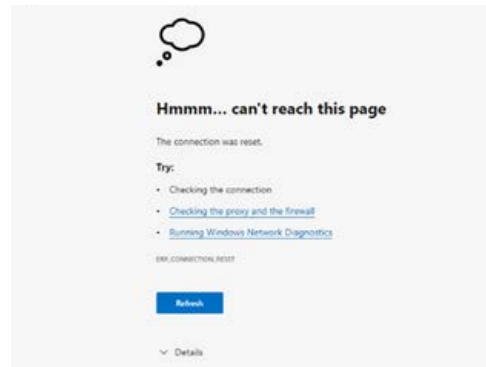
2

Check the correct access link is being used. Use the link [here](#). Any instances where a test link has been saved/bookmarked/favourited should now be removed.



3

If you are presented with this screen, there may be internal issues with the setup of firewalls, and it may be necessary to consult your internal IT department to ensure suitable access is provided for the Manhattan SE/AS portal.



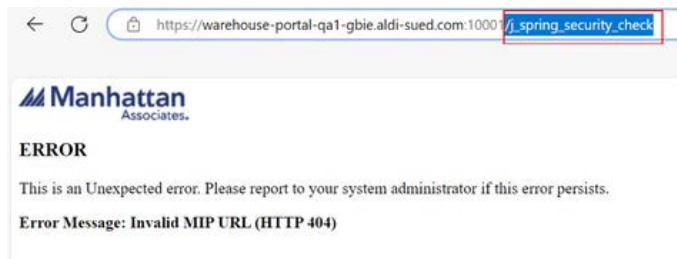
4

Check with your organisations EmpowerID Key User the correct account details are being used and the account has been setup correctly as well as having has the appropriate rights. In the event the Key User requires assistance with EmpowerID, they should reach out to the Business Partner Enablement Team via; [BPET.GBIE@aldi.co.uk](mailto:BPET.GBIE@aldi.co.uk).



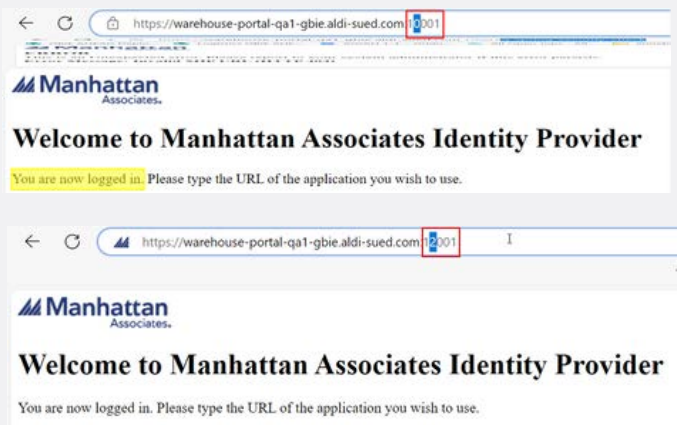
5A

Ensure the URL has the appropriate amendment made. If you can log in but can't navigate to the SE/AS portal homepage, you may be presented with the following error. If this is the case, delete the highlighted part of the URL below and press enter.



5B

Once you reach the following screen, note as highlighted in yellow, log in has been successful. At this stage it is necessary to amend the URL.



Change the 2nd digit of the number at the end of the URL to a 2 and press enter to load the SE/AS portal homepage.

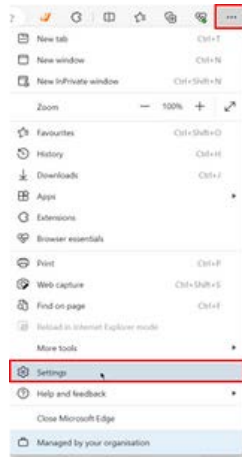




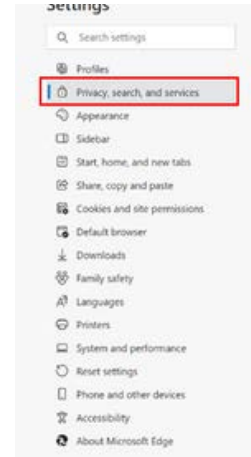
It may benefit you to try clearing your internet browser cache to expedite system log ins and avoid system timeouts.

6

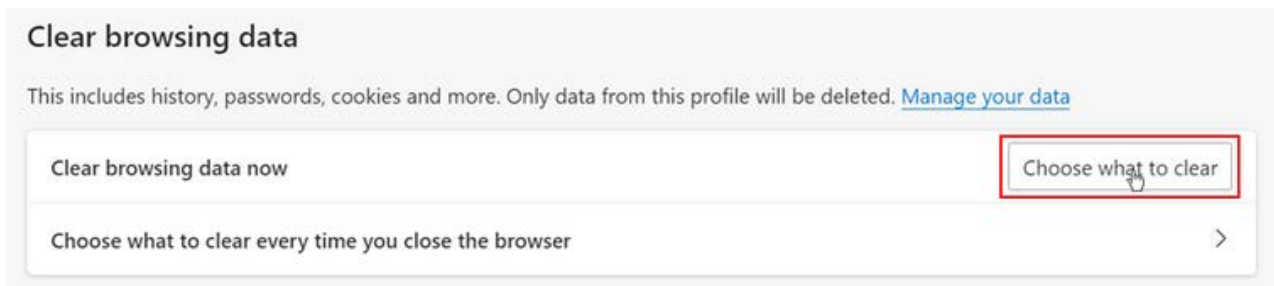
In your selected browser, locate the additional features menu and select the 'Settings' option.



Select the 'Privacy, search and services' option.

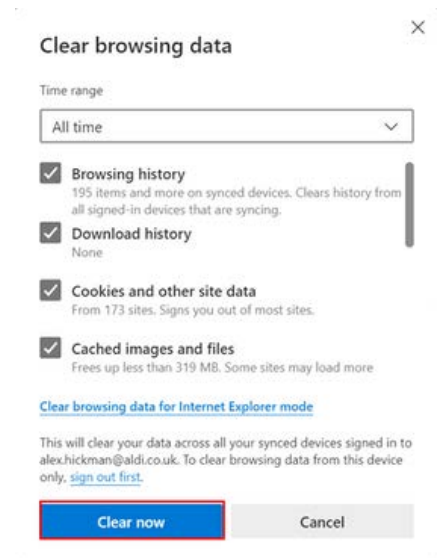


Locate the 'Clear browsing data' section and select 'Choose what to clear'.



Ensure the below options are selected and click the 'Clear now' option to action.

Once this action has been completed, close all browsers, reopen and attempt to login again.



7

If you are still unable to access the Manhattan SE/AS Portal after trying the above solutions, the next step would be to contact the Business Partner Enablement Team via; [BPET.GBIE@aldi.co.uk](mailto:BPET.GBIE@aldi.co.uk) where a ticket can be raised, and ALDI IT teams can investigate the problem.