# **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).



### If you use an ALDI approved LSP:

Your LSP will complete this task on your behalf.

To check if your LSP is ALDI approved please contact the Business Partner Enablement Team via;

#### 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**



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

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← → C a wavehouse-portal-gat-gbie.aldi-sued.com/10001/login.j	sp			12 x * 0 4	I
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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.

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← → C       warehouse-portal-qa1-gbie.aldi-sued.com:12001/manh/index.html?i=42	Ŕ	立	*		:
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NOTE: Ensure the bookmarked site is updated to the Live environment when this is released.

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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:

Purchase Orders - Create Appoint	ment				0900	000
Views		0	« < • • • • • •	>> C No data to display		Y D
Saved Views		Q,	🗆 🤮 Purchase Order	Status	Origin Faci	Origin City
View Details		0	No records found.			
Filter		0				
Primary Fields						
	*	v				
Optional Fields						
Condition: All are met (AND)	*					
	*	*		,		

To enlarge this screen, click on always maximise or minimise:

in the top right-hand corner. This icon will





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.

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Purchase Orders - Create Appointment	
Views	3
Saved Views:	Q,
View Details	e
Filter	•
Primary Fields	
Purchase Order 👻 = 👻 2323052519	Q,

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**6**a



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).

Purchase Orders - Create Appointment		0000000
Views 3		Y D
Saved Views: Q,	Durchase Order Status	Origin Faci Origin City
View Details	No records found.	
Filter		
Primary Fields Status		
Optional Fields		
Condition: All are met (AND) *		
· · ·		
Clear Fields Add Condition Advanced		
Sorting	View Edit Header Add Cancel • Add to DO • Lock	. =
Add Apply Save Save As Delete	Preview	۵

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.

Purchase Orders - Create Appointment					0 9 m ¢	• • •
Views	3 (( ( (	•	> >> (	No data to disp	lay.	Y D
Saved Views:	🗆 🙆 P	Purchase Order	s	tatus	Origin Faci	Origin City
View Details	No records f	found.				
Filter	>					
Primary Fields						
Status * = * Created						
Optional Fields						
Condition: All are met (AND)						
· ·						
Delivery End						
Due Date	1					
Pickup End						
Pickup Start Advance	e 1					
Purchase Order						
Status	2					
Acceptance Required	View Ed	fit Header Add	Cancel -	Add to DO	Lock 💌	=
Accredited						-
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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:

Purchase Ord	lers -	Create Ap	pointment					0 9 ē ¢	• • •
Unsaved View				0	<<	( .	>>>> C 1 - 25 of 47	Updated 14:08:20	Y D
Saved Views:				Q,		Purchase Order 1	Status	Origin Faci	Origin City
View Details				0		1001130738	Created	1130738	Belfast
view Details				0		2001130738	Created	1130738	Belfast
Filter				0		2323071823	Created	1130738	Belfast
Primary Fields						2323081701	Created	1130738	Belfast
Status			T Creater			2323081702	Created	1130738	Belfast
50005		-	creater	<u>u</u>		2323081703	Created	1130738	Belfast
<b>Optional Fields</b>						2323081801	Created	1130738	Belfast
Condition:	AI	are met (A	ND)			2323081802	Created	1130738	Belfast
			lle i			2323081803	Created	1130738	Belfast
Delivery Start	*	>	Today	· 🔟 🐼		2323081804	Created	1130738	Belfast
Delivery End	÷	× '	Next Tw	- 🖽 😣		4207760208	Created	1130738	Belfast
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chara Padda			Constant	Advand.		4207760212	Created	1130738	Belfast
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Sorting				0	View	Edit Header Ad	d Cancel 💌 Add to DO 💌	Lock 💌	=
Add		Apply	Save Save	As Delete	Previe	w			0

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As shown in example 6a, searching for the Purchase Order directly this 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.

Purchase Orders - Create Appointment				0964	• • •
Unsaved View	Ø	« < • > »	C 1-1 of 1 Updat	ted 14:12:52 1	selected
Saved Views:	Q,	🗹 🚊 Purchase Order	Status	Origin Faci	Origin City
View Details	0	2323052519	Created	1130738	Belfast
Filter	0				
Primary Fields					
Purchase Order * = * 2323052519	Q,				

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.

Purchase Ord	lers -	Create	Appoi	ntment							0 9 m ¢	• • •
Unsaved View						0	<( (			C 1-8 of 8	Updated 14:16:33 1 s	elected 🔳
Saved Views:						Q,		Purchase Orde	nr S	tatus	Origin Faci	Origin City
View Details						0	<u>ال</u>	2323081804	C	ireated	<u>1130738</u>	Belfast
						-		2323081801	c	reated	1130738	Belfast
Filter						0		2323081802	c	reated	1130738	Belfast
<b>Primary Fields</b>								2323081702	c	reated	1130738	Belfast
Status		-	*	Created		Ŧ		2323081701	c	reated	1130738	Belfast
								2323081703	c	reated	1130738	Belfast
<b>Optional Fields</b>								2323081803	c	reated	1130738	Belfast
Condition:	Al	l are me	t (AND	)	*			2323071823	c	reated	1130738	Belfast
Delivery Start	٣	>	٣	Today	- 11	⊗						
Delivery End	٣	<	¥	Next Tw	- 12	8						
Clear Fields		-	Add Co	ondition	Advan	ced						
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Sorting						0	View	Edit Header	Add Cancel -	Add to DO	Lock 💌	≡

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

Purchase Orders - Cri	aate Appointment									0000	000
Unsaved View		0			) )) C 1-8ef8	Updated 14.1633 1	selected (K				Y D
Smed Views		Q,		Purchase Order	Status	Origin Faci	Origin City	Orligin State/Prov.	Destinatio	Destination City	Destinat
View Detalls		0	2	2323061804	Created	1130738	(effect	68	CD11	55	UK
100			<u></u>	2323061801	Created	1336738	Lefast	08	CE11	Shardlow	UK
Futier				2323081802	Created	1130730	Belfast	68	0811	Sh	UK
<b>Primary Fields</b>			0	2323081702	Created	1120728	Belfast	68	CE11	sh	UK.
Štetus *	· · Created		0	2323081711	Created	1330730	Deifast	68	CE11	Sh	UK
			0	2323081703	Created	1130730	Belfast	GB	0011	Sh	UK
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Add Ad	ply Save Save	As Delete	Preview								۵

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.

					4 0		900
Actions   Icols		Trailer is requ	ired		<b>Ľ</b>		
Facility:*	CD11						
Suggested start date/time:*	30/08/23 00:00						
Appointment type:*	Live Unload	ţ	Estimated tractor	duration (min):	15		
Appointment ID:	304209999105	65	Estimated depart	ure date/time:	30/08/23 00:15		
Carrier:		P	Appointment req	uested date/time	30/08/23 00:00		
Business partner:		P	Control number:				
Trailer.*	Select one	~					
Appointment Objects	Slot Details Displaying 1 - 1	Dock Details	Additional Details				
Purchase Order		Shipment		Stop	ASN		PO Due Dat
2323081804	₽		<u>_</u>			P	08/31/2023
Add Row Add Multiple D Sol PO sizes	Jelete Row						



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'.

Facili	ty:*	CD11	٩	Load configuration	on:	DDP			
Sugg	ested start date/time.*	30/06/23 00:0	0 3	Estimated trailer	duration (min):	15			
Appo	intment type:*	Live Unload	*	Estimated tractor	duration (min):	15			
Арро	intment ID:	30420999910	568	Estimated depart	ure date/time:	30/08/23 00:15			
Carrie	81		P	Appointment req	uested date/time:	30/08/23 00:00			
Busin	ess partner:		P	Control number:					
fraile	<b>C*</b>	Select one	~						
App	ointment Objects	Slot Details	Dock Details	Additional Details	1				
н	4 💷 > >1 🕹	Displaying 1 - 1	of 1 (0 selected)						
0	Purchase Order		Shipment		Stop		ASN		PO Due Dat
-	2322094904	P		P				P	08/31/2023

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



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).

Facility:*	CD11	P	Load configuration	on:	DDP EUP			
Suggested start date/time:*	30/08/23 00:00		Estimated trailer	duration (min):	15			
Appointment type:*	Live Unload 🐱		Estimated tractor	duration (min):	15			
Appointment ID:	30420999910565		Estimated depart	ure date/time:	30/08/23 00:1	5		
Carrier:		P	Appointment req	uested date/time:	30/08/23 00:0	0		
Business partner:		P	Control number:					
Appointment Objects	Select one Select one Double Deck Trailer Side Loaded Trailer Standard Trailer Tall Trailer	ails scted)	Additional Details					
Purchase Order	Shipm	ent		Stop		ASN		PO Due Dat
2323081804	2		P				P	08/31/2023
Add Row Add Multiple D Set PO sizes	leleta Raw							

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

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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).

acility:*	CD11	٩	Load configurati	on:	None DOP EU2			
suggested start date/time:	30/06/23 00:0	0	Estimated trailer	15				
Appointment type:*	Live Unload	~	Estimated tractor	r duration (min):	15			
Appointment ID:	30420999910	565	Estimated departure date/time		30/08/23 00 15	5		
Carrier:		, P	Appointment rec	Appointment requested date/time:		30/08/23 00:00		
Business partner:	J.		Control number:					
Appointment Objects	Slot Details	Dock Details	Additional Details					
и ч 🧰 > м 💩	Displaying 1 - 1	of 1 (0 selected)						
Purchase Order		Shipment		Stop		ASN		PO Due Da
F GREENING SPECIFIC			0				Ø	00/01/2003



IMPORTANT: Always remove the 15 from both the estimated trailer duration (min) and estimated tractor duration (min) Boxes. The system automatically calculates the duration required based on the PO.

CD11	P	Load configurati	on:	None DDP EUP				
30/08/23 00:00		Estimated trailer	duration (min):					
Live Unload	*	Estimated tractor	r duration (min):			*		
304209999105	65	Estimated depart	ture date/time:	30/08/23 00:15				
	P	Appointment requested date/time:		30/08/23 00:00				
	P	Control number:						
Select one	~							
Slot Details	Dock Details	Additional Details						
Stot Details	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop		ASN			PO Due Dat
	CD11 30/09/23 00.00 Live Unload 304209999105 Select one	CD11 7 30/09/23 00:00 1 Live United V 30/20999910565 7 Select one V	CD11 P Load configuration 30/09/23 00:00 Estimated trailer Live Unload V Estimated tractor 30420990910565 P Appointment rec Control number: Select one V	CD11 Load configuration: 30/09/23 00:00 Estimated trailer duration (min): Live Unload v 30/20999910565 Estimated tractor duration (min): Estimated departure date/time: Appointment requested date/time: Control number:	CD11     P     Load configuration:     DDP       30/09/23 00:00     Estimated trailer duration (min):       Live Unload v     Estimated tractor duration (min):       30420999910565     Estimated departure date/time:     30/08/23 00:00       P     Appointment requested date/time:     30/08/23 00:00       Select one     v     Select one	CD11     Load configuration:     DDP       30/09/23 00.00     Estimated trailer duration (min):     Estimated trailer duration (min):       Live Unload v     Estimated tractor duration (min):       30/209999010565     Estimated departure date/time:     30/08/23 00.15       Appointment requested date/time:     30/08/23 00.00       Select one     v	CD11     Coad configuration:     DDP       30/09/23 00.00     Estimated trailer duration (min):     EUC       Live Unload     Estimated tractor duration (min):     Estimated tractor duration (min):       30/20999910565     Estimated departure date/time:     30/08/23 00 00       DP     Appointment requested date/time:     30/08/23 00 00       Select one	CD11     Cod configuration:     DDP       30/09/23 00.00     Estimated trailer duration (min):       Live Unload V     Estimated tractor duration (min):       30/20999910565     Estimated departure date/time:       30/08/23 00.00     Appointment requested date/time:       Select one     V

Your screen should now resemble the below. The red frame shows the 'Estimated Duration' fields are now blank.

Potential differences will be in the details of the appointment such as date. Also, if a different Trailer or pallet type is used e.g. DDP or UKP).

Facility:*	CD11	م	Load configuration	on:	None DDP			
uggested start date/time:*	30/08/23 00:0	0	Estimated trailer	duration (min):	-			
ppointment ID: arrier: lusiness partner: railer:*	30420999910 Standard Tra	0565	Estimated depart Appointment rec Control number:	ure date/time: uested date/time	30/08/23 00:15 30/08/23 00:00			
Appointment Objects	Slot Details	Dock Details	Additional Details					
	and a state of the	Shipment		Stop		ASN		PO Due D
Purchase Order			P				P	08/31/20
Purchase Order     2323081804	P							



Click "Recommended Time Slots" (red frame):

Create Appointment - Add Ap	ppointment						C 0 9	-00
Actions - Iools -								
Facility:*	CD11		P	Load configuration	on:	None DDP		
Suggested start date/time:*	30/08/23 00:0	0		Estimated trailer	duration (min):			
Appointment type:*	Live Unload	~		Estimated tractor	duration (min):			
Appointment ID:	30420999910	565		Estimated depart	ure date/time:	30/08/23 00:15		
Carrier:			P	Appointment req	uested date/time:	30/08/23 00:00		
Business partner:			P	Control number:				
Trailer.*	Standard Trai	ler 🗸						
Appointment Objects	Slot Details Displaying 1 - 1	Dock Detail	s ed)	Additional Details				
Purchase Order		Shipment			Stop	ASN		PO Due Date
2323081804	P			P		1	P	08/31/2023
Add Row Add Multiple D Sat PO sizes Calendar Cance Recomm	need Time Slot	Save Se	we as	Recurring Save W	th Best Fit Valid	ato		

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).

Create Appointment - Add	Appointment	C 🛛 🕯	• • •
Actions - Iools -			
Facility:*	CD11 P Load configuration: DDP	0	
Suggested start date/time: Appointment type:* Appointment ID: Carrier: Business partner: Trailer:*	slots slots start-Time:30/08/23 00:00 Departure-Time:30/08/23 00:30 Appointment Slots:Ambient Start-Time:30/08/23 00:15 Departure-Time:30/08/23 00:45 Appointment Slots:Ambient Start-Time:30/08/23 00:30 Departure-Time:30/08/23 01:00 Appointment Slots:Ambient Start-Time:30/08/23 01:00 Departure-Time:30/08/23 01:30 Appointment Slots:Ambient Start-Time:30/08/23 01:00 Departure-Time:30/08/23 01:30 Appointment Slots:Ambient		
Appointment Objects	Cancel Later	هر	PO Due Date 08/31/2023
Add Row Add Multiple Set PO sizes	۹		
Calendar Cancel Recor	nmend Time Slots Save Save as Recurring Save with Best Fit Validate		

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The system has generated a 30-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:

Facility:*	CD11	٩	Load configurati	on:	None DDP EUP		
Suggested start date/time:*	30/08/23 00:00	) 📑	Estimated trailer	duration (min):	30		
Appointment type:*	Live Unload	~	Estimated tractor duration (min		30		
Appointment ID:	304209999105	565	Estimated departure date/time:		30/08/23 00:30		
Carrier:		P	Appointment rec	quested date/time	30/08/23 00:00		
Business partner:		P	Control number:				
Trailer:*	Standard Trail	er 👻					
Appointment Objects	Slot Details	Dock Details	Additional Details	1			
Appointment Objects	Slot Details Displaying 1 - 1	Dock Details	Additional Details	1			
Appointment Objects	Slot Details Displaying 1 - 1	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop	ASN		PD Due I
Appointment Objects	Slot Details Displaying 1 - 1	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop	ASN	ع ا	PD Due 1 08/31/20

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.

[ad] hat	CD11	Messages (1)			00		
Facility:*	CDTT	Validation s	uccessful.				
Suggested start date/time:*	30/06/23 00:						
Appointment type:*	Live Unload						
Appointment ID:	3042099991						
Carrier:		2	Appointment re	quested date/time: 3	0/08/23 00:00		
Business partner:			Control number				
Trailer.*	Standard Tra	ier 🗸					
Trailer:*	Standard Tra	ier 🗸					
Trailer.*	Standard Tra	Dock Details	Additional Details	1			
Trailer.* Appointment Objects	Standard Tra Slot Details Displaying 1 - 1	Dock Details	Additional Details				
Appointment Objects	Standard Tra Slot Details Displaying 1 - 1	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop	ASN		PO Due Dat
Appointment Objects	Standard Tra Slot Details Displaying 1 - 1	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop	ASN	م	PO Due Da 08/31/202
Appointment Objects	Slot Details Displaying 1 - 1	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop	ASN	م	PO Due Da 08/31/202
Appointment Objects       H       Purchase Order       2323081604       Add Row       Add Rutiple	Standard Tra Slot Details Displaying 1 - 1	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop	ASN	م	PO Due Da 08/31/202
Trailer.*  Appointment Objects  Appointment Objects  Purchase Order  2323081604  Add Row Add Multiple D Sat PO szros	Standard Tra Slot Details Displaying 1 - 1 P Delete Row	Dock Details of 1 (0 selected) Shipment	Additional Details	Stop	ASN	٩	PO Due Da 08/31/202

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

Create Appointment - Add A	ppointment						c	00	• • •
Actions • Iools •									
Engline	CD11	Messages (1)				< 🛛			
Facility.	20106/22.001	Validation suc	cessful.			_			
Appointment type:*	Live Unload								
Appointment ID:	30420999910								
Carrier:		P	Appointment req	uested date/tin	ne: 30/08/23 00:00	)			
Trailer.*	Standard Tra	ler v	control number.						
Annal Annal Oktober	du puili	put put	Additional Data Re-					_	
Appointment Objects	Slot Details	DOCK Details	Additional Details						
	Displaying 1 - 1	of 1 (0 selected)		<b>C</b> 111		1.011			
2323081804	P	Shipment	P	stop		ASN		P	08/31/2023
Add Daw Add Mulliola	elate Dow								
Set PO sizes	Ciclo Row								
Calendar Cancel Recom	mend Time Slo	s Save Save a	s Recurring Save w	th Best Fit Va	ilidate				

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





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 CHANGE OR CANCEL AN APPOINTMENT





If you require any further support, please contact the Business Partner Enablement Team via; BPET.GBIE @aldi.co.uk