

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

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;
BPET.GRIE@aldi.co.uk.

Within your company:

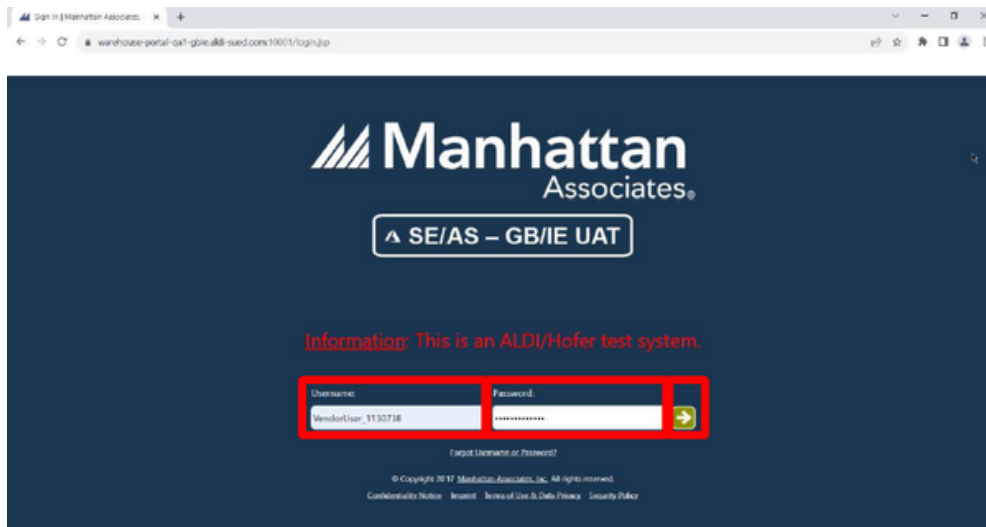
Please ensure that the relevant colleagues have an EmpowerID Login with a valid password.

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

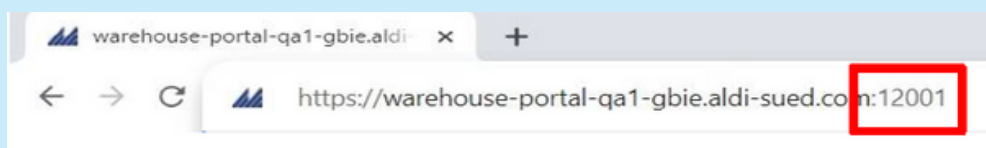
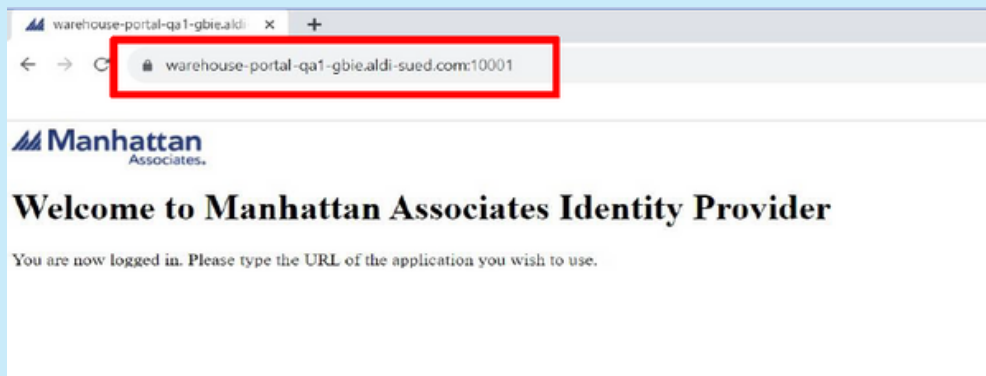
1

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.




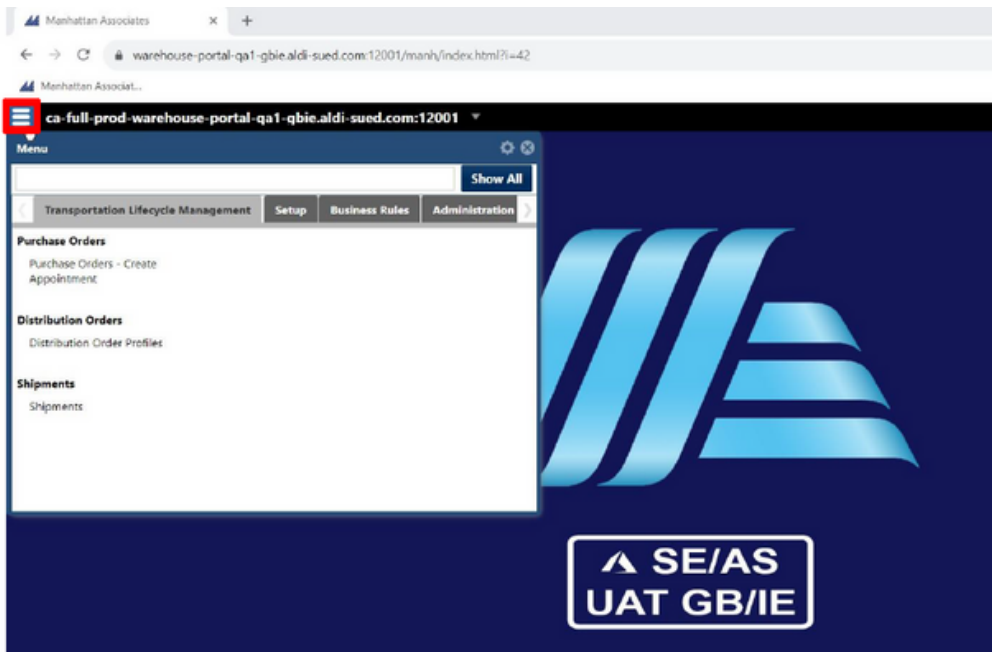
Bookmark the page to create a link that can be used to skip this step in future.



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

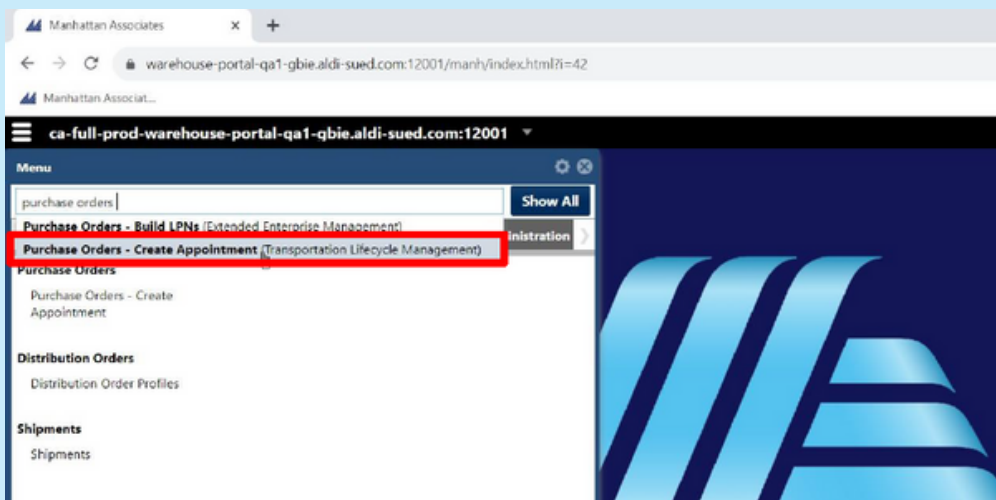
3

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

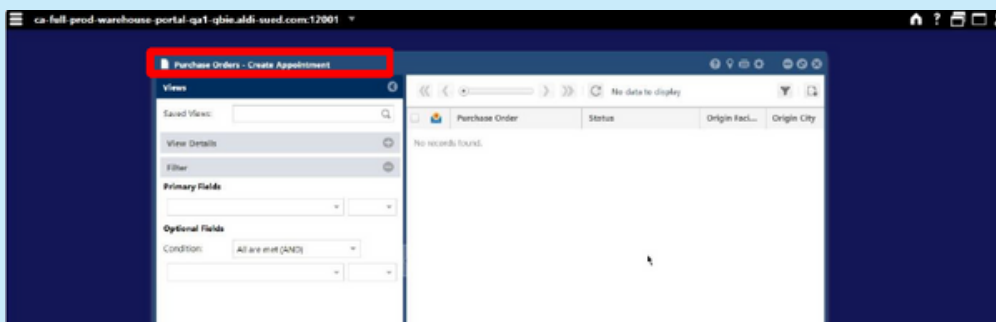


4


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.

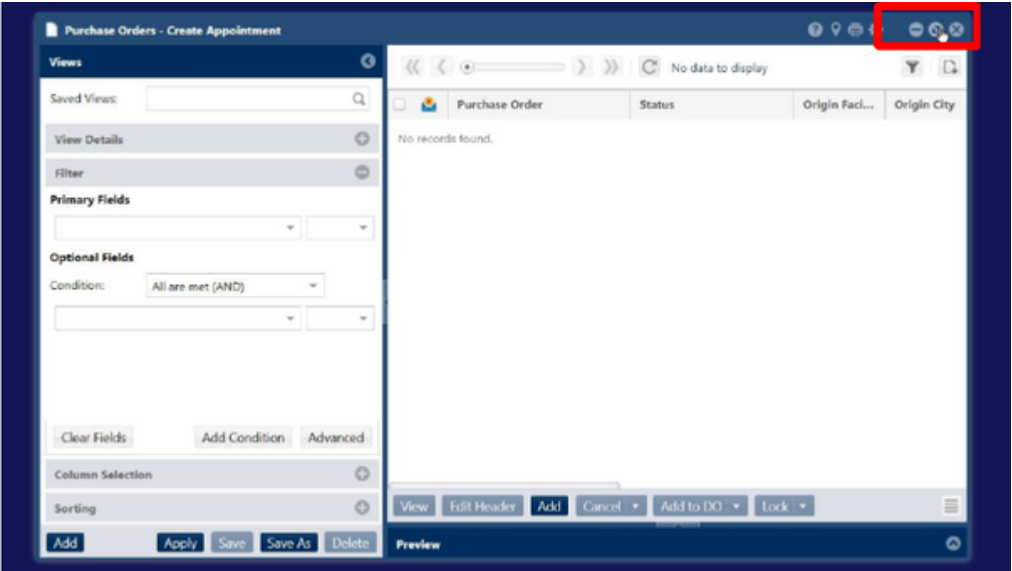


The 'Purchase Orders - Create Appointment' UI will then open:



5

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



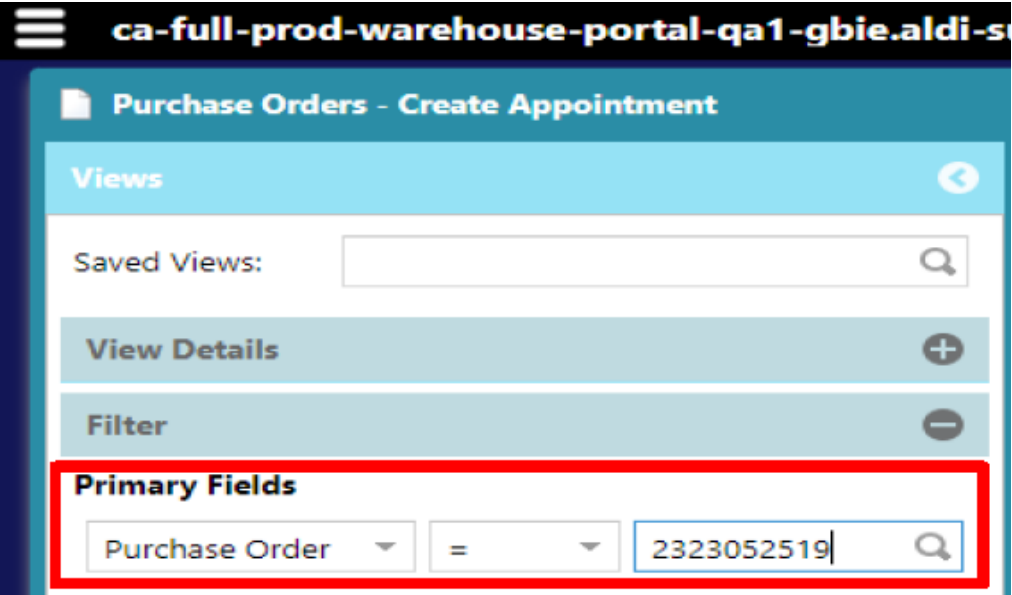
6

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

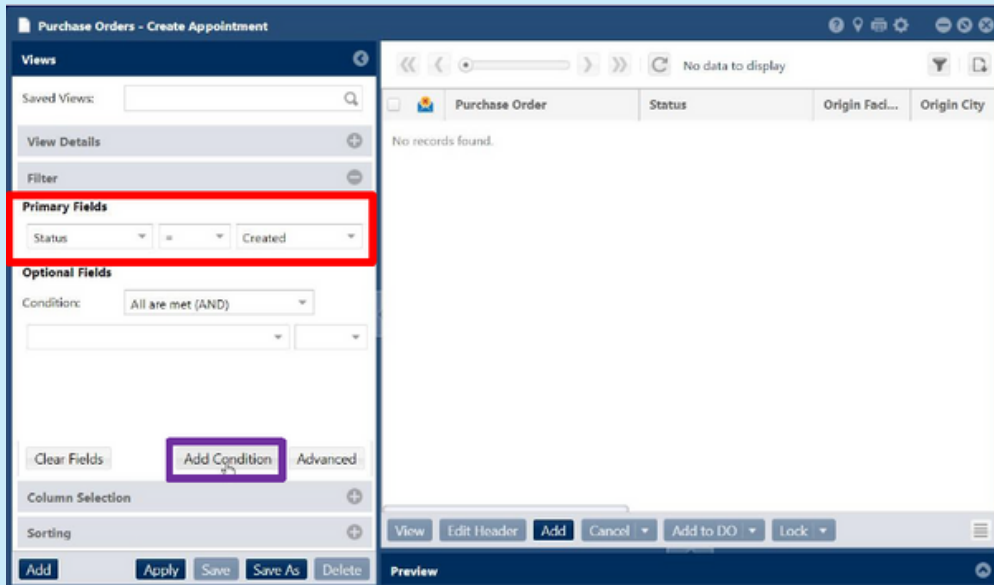
If the PO is known, in 'Primary Fields' input "Purchase Order = PO number" (red frame below).

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.

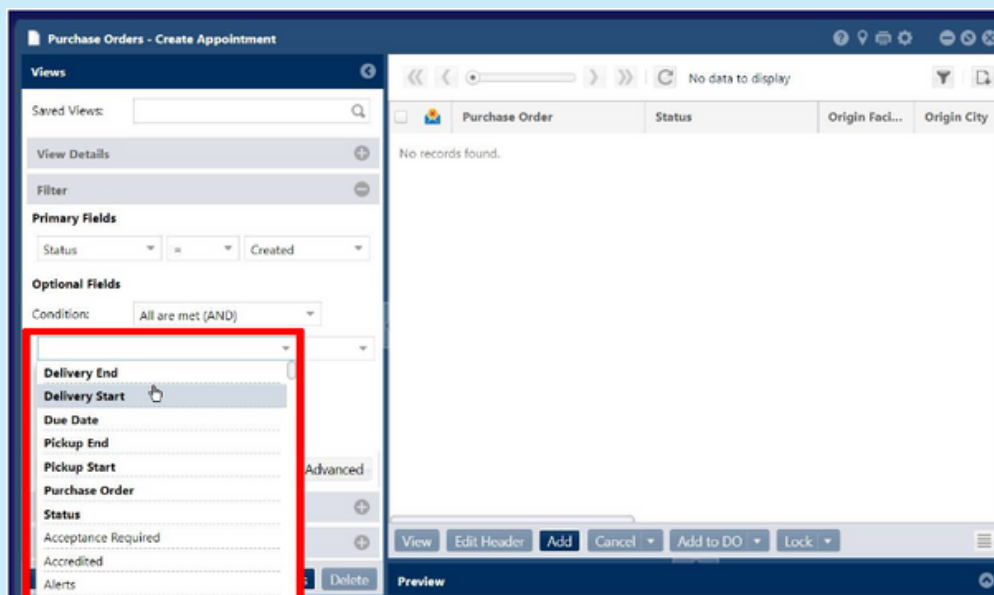


6b

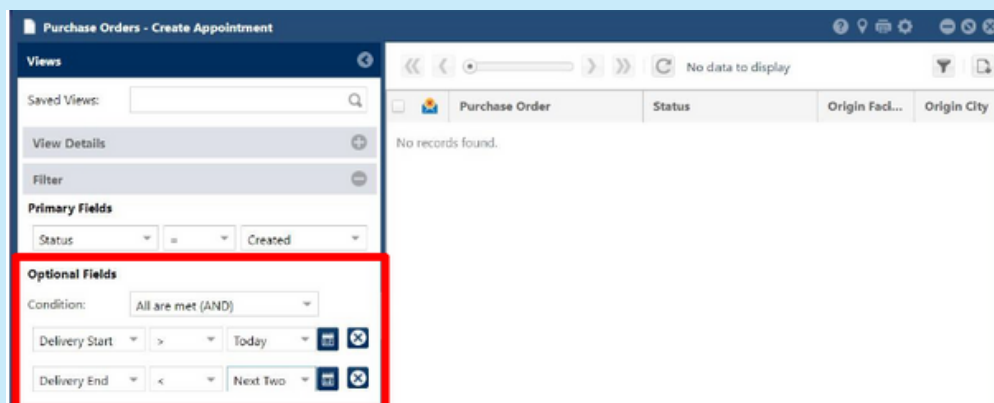
If the PO number is not known, in 'Primary Fields' input "Status = Created" (red frame). Then add conditions by clicking the 'Add Condition' button at the bottom of the box (purple frame).



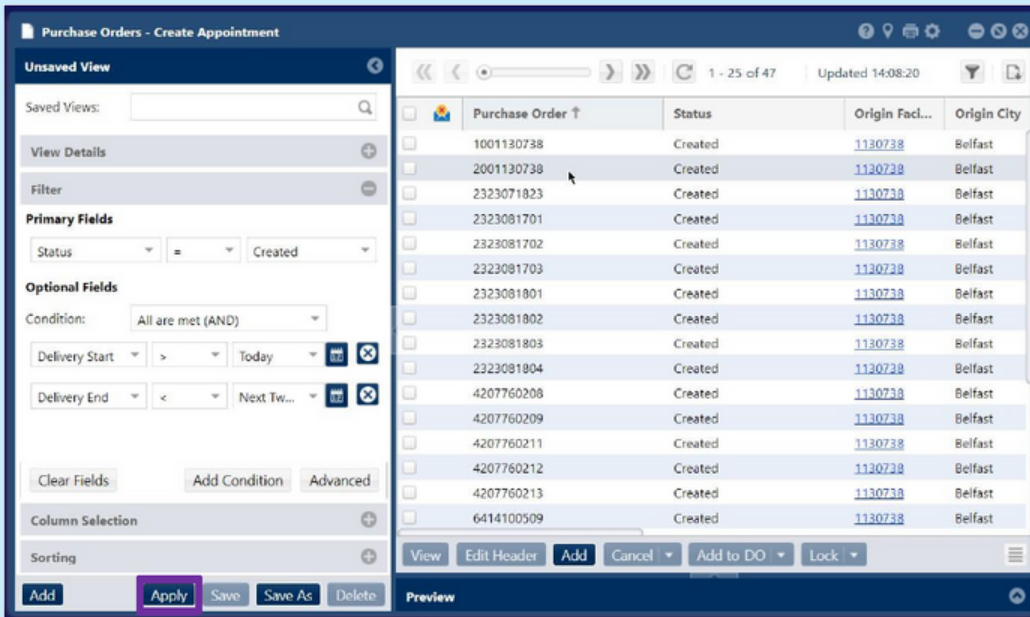
This pulls up the below conditions box (red frame). You populate this by clicking on the drop-down arrow. Multiple conditions can be added by clicking the 'Add Condition' button again.



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:

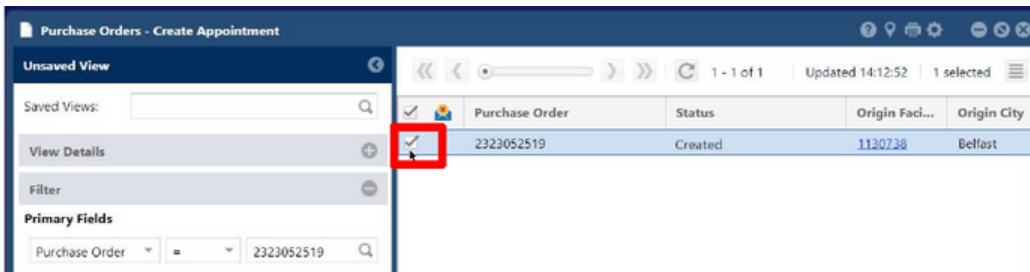


Click 'Apply' at the bottom of the screen, as below (purple frame). This will show all POs with 'Status=Created' within the 2-week period to enable the correct PO to be identified:

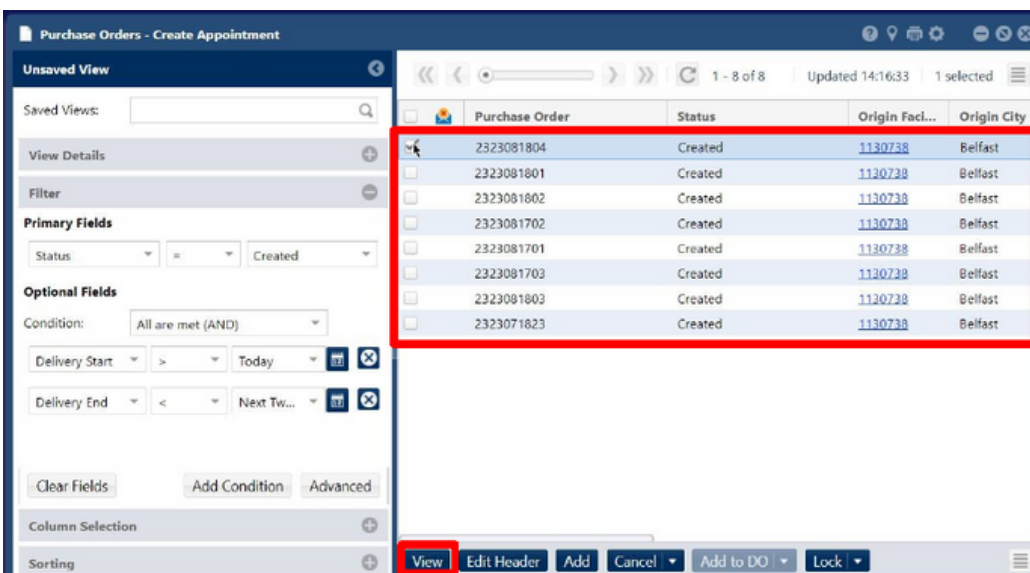


7

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.

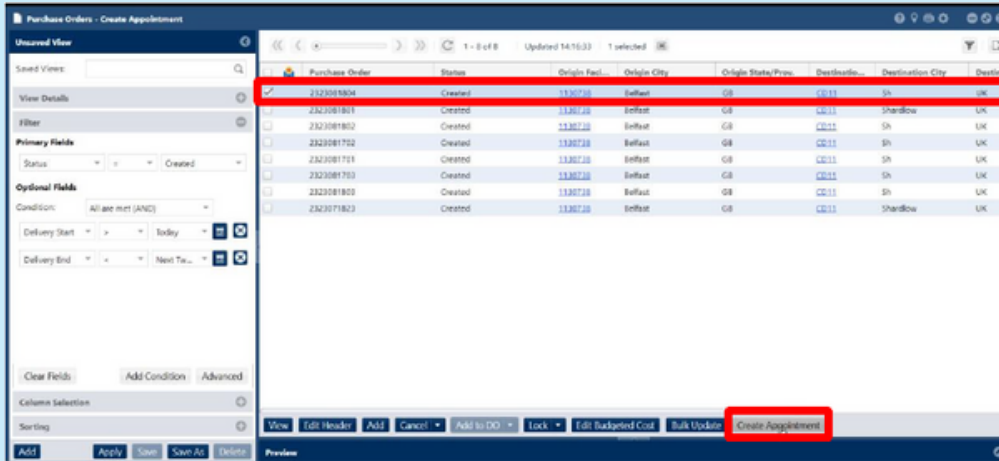


For example, 6b (PO number not known), selecting any of the PO check boxes and using the 'view' button will allow the user to view the details of the PO. This should enable you to identify which PO you are scheduling the Appointment for.



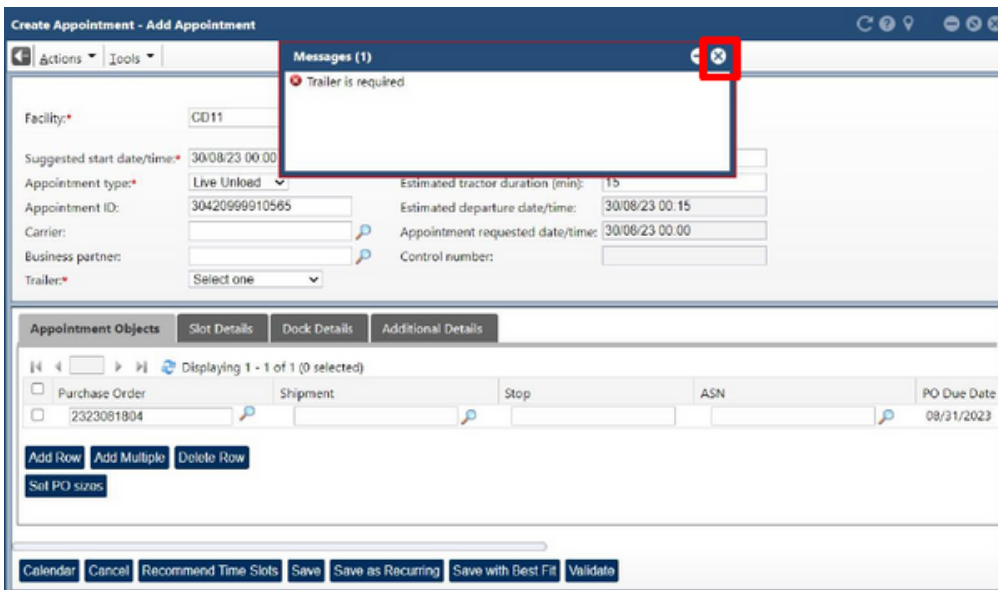
8

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



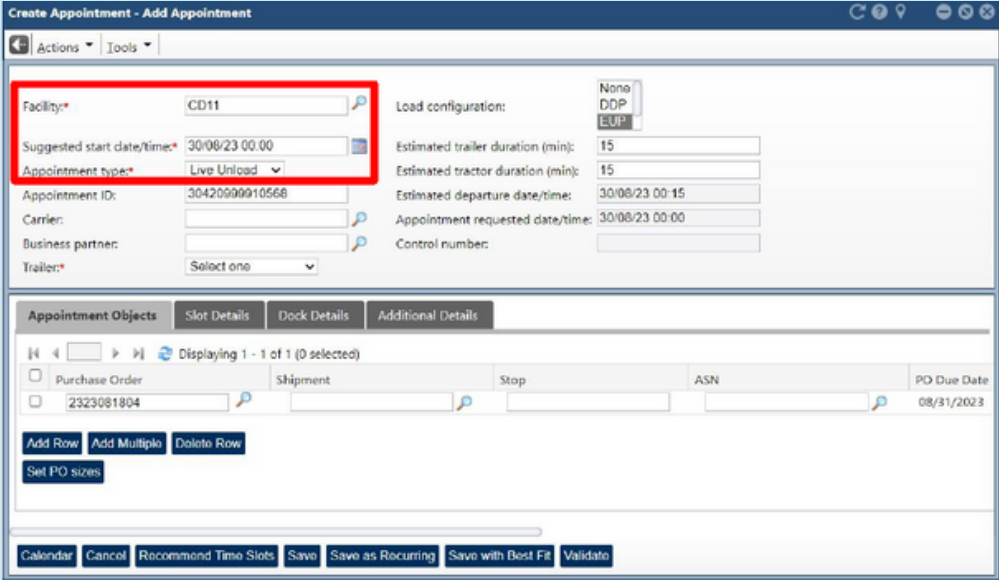
9

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'.

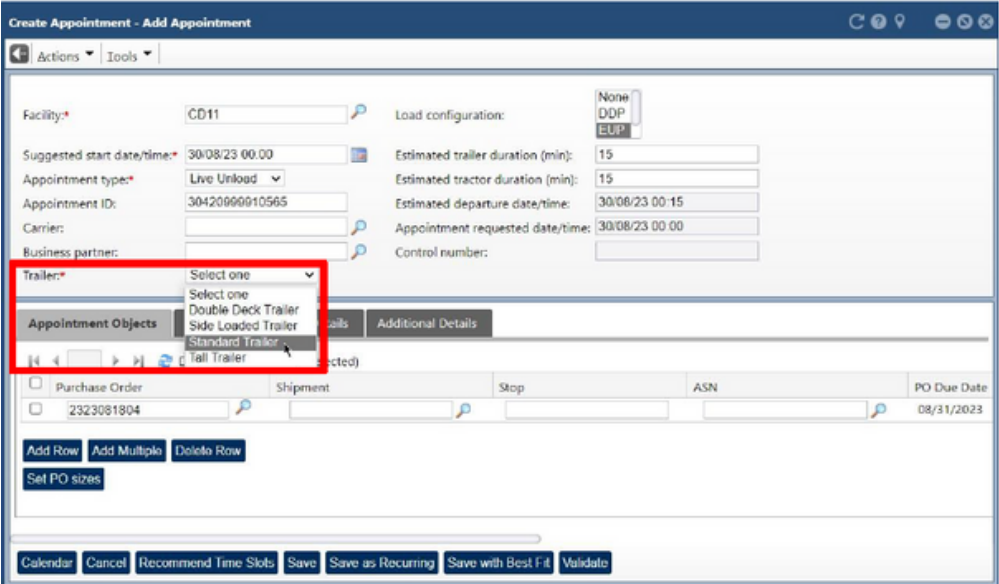


IMPORTANT: Points 10b, 10c and 10d need to be actioned before a slot can be booked.

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).



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).

Facility: CD11

Load configuration: None, DDP, EUP

Suggested start date/time: 30/08/23 00:00

Appointment type: Live Unload

Appointment ID: 30420999910565

Carrier:

Business partner:

Trailer: Select one

Estimated trailer duration (min): 15

Estimated tractor duration (min): 15

Estimated departure date/time: 30/08/23 00:15

Appointment requested date/time: 30/08/23 00:00

Control number:

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

10d



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.

Facility: CD11

Load configuration: None, DDP, EUP

Suggested start date/time: 30/08/23 00:00

Appointment type: Live Unload

Appointment ID: 30420999910565

Carrier:

Business partner:

Trailer: Select one

Estimated trailer duration (min):

Estimated tractor duration (min):

Estimated departure date/time: 30/08/23 00:15

Appointment requested date/time: 30/08/23 00:00

Control number:

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

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).

The screenshot shows the 'Create Appointment - Add Appointment' window. The 'Estimated trailer duration (min):' and 'Estimated tractor duration (min):' fields are highlighted with a red rectangle. The 'Load configuration' dropdown is set to 'None'. The 'Appointment type' is 'Live Unload'. The 'Suggested start date/time' is '30/08/23 00:00'. The 'Appointment ID' is '30420999910565'. The 'Estimated departure date/time' is '30/08/23 00:15'. The 'Appointment requested date/time' is '30/08/23 00:00'. The 'Trailer' is 'Standard Trailer'. The 'Purchase Order' is '2323081804'. The 'PO Due Date' is '08/31/2023'. The 'Recommend Time Slots' button is highlighted with a red rectangle.

11

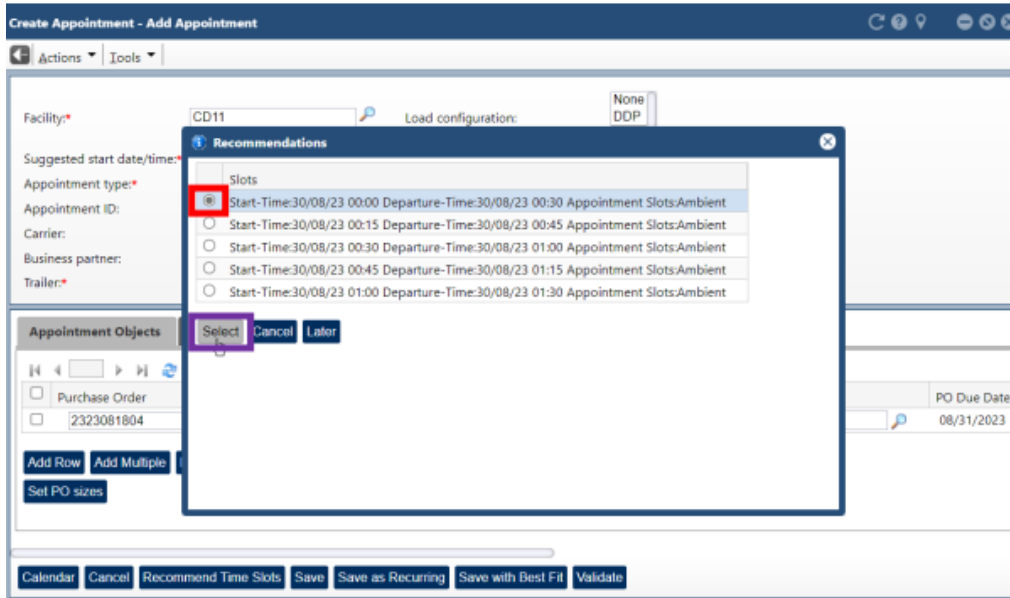
Click "Recommended Time Slots" (red frame):

The screenshot shows the 'Create Appointment - Add Appointment' window. The 'Recommend Time Slots' button is highlighted with a red rectangle. The 'Load configuration' dropdown is set to 'EUP'. The 'Appointment type' is 'Live Unload'. The 'Suggested start date/time' is '30/08/23 00:00'. The 'Appointment ID' is '30420999910565'. The 'Estimated departure date/time' is '30/08/23 00:15'. The 'Appointment requested date/time' is '30/08/23 00:00'. The 'Trailer' is 'Standard Trailer'. The 'Purchase Order' is '2323081804'. The 'PO Due Date' is '08/31/2023'. The 'Recommend Time Slots' button is highlighted with a red rectangle.

12

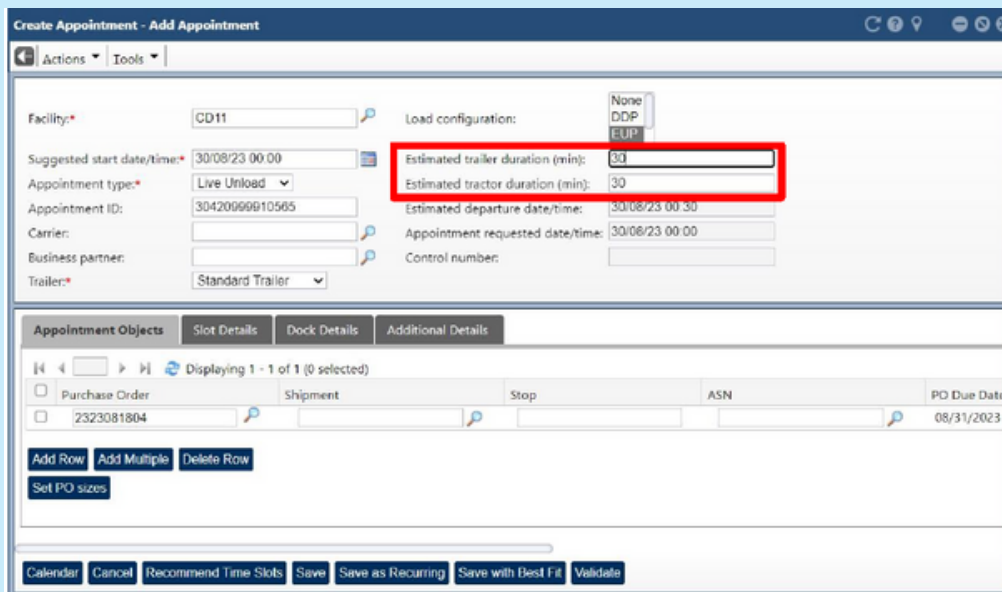
This opens the timeslot options. The system will always show the 5 earliest available appointments. There is an option to select later available appointments if required.

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



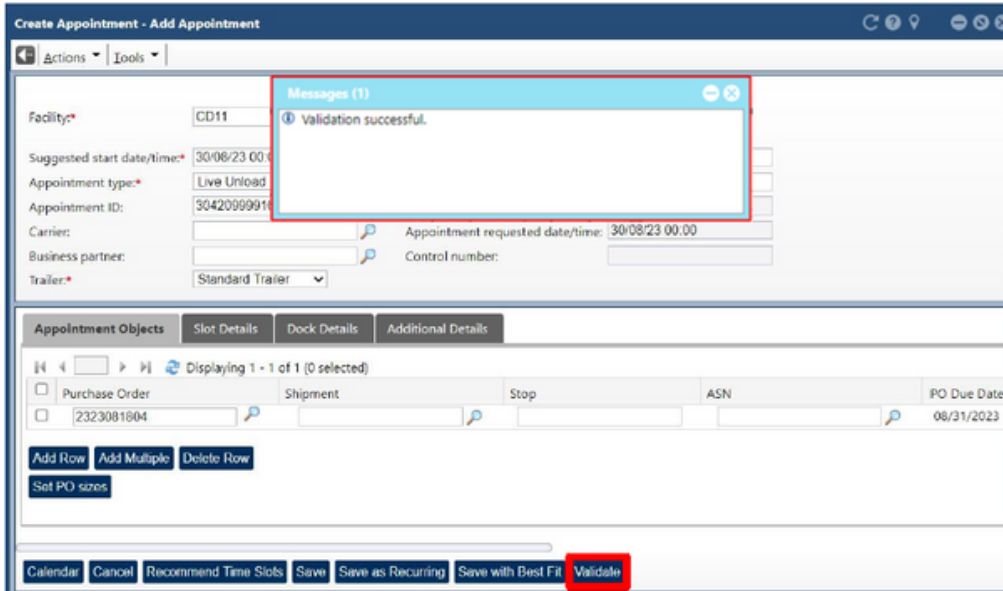
13

The system has generated a 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:



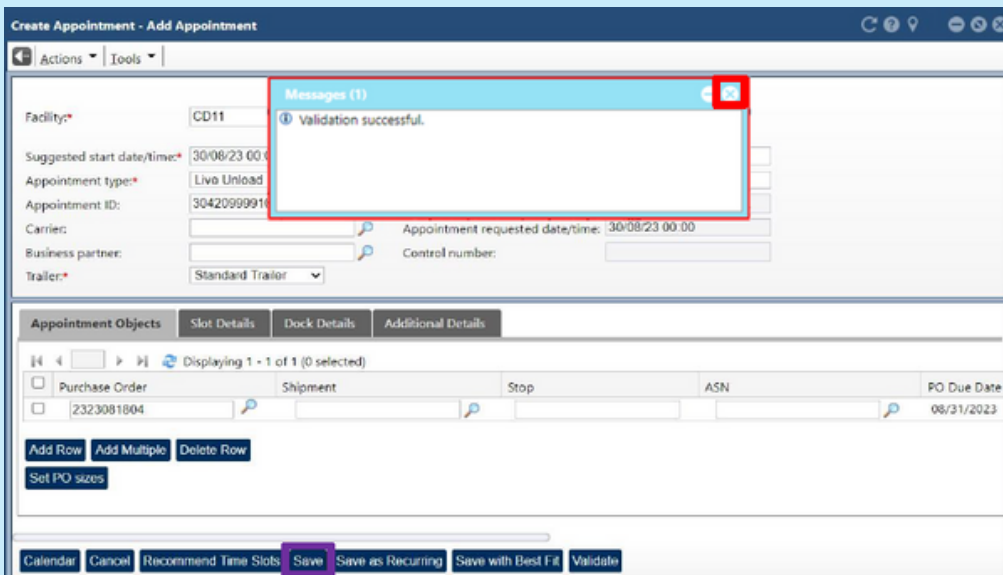
14

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.



15

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



16

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

Quick filter Appointment: 30420999910565 Apply

Displaying 1 - 1 of 1 (0 selected)

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		2323081804		CD11		

Add Approve Edit Check in Reject Email

Appointment Details Appointment Objects Slot Details Dock Details Additional Details

Facility: CD11 Load configuration: EUP
 Facility Name: Sawley DC Estimated trailer duration (min): 30
 Suggested start date/time: 30/08/23 00:00 Estimated tractor duration (min): 30
 Appointment type: Live Unload Estimated departure date/time: 30/08/23 00:30
 Appointment ID: 30420999910565 Appointment requested date/time: 30/08/23 00:00
 Carrier: Control number:
 Business partner: Actual checkin date/time:
 Trailer: Standard Trailer

Appointment Audit Trail

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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



STEP 1

Use the search bar to search for the 'Appointments' UI.

Either enter the "ID for the Appointment", or use the 'Quick Filter' (e.g. input date ranges to filter).



STEP 2

Select the 'check box' by the appointment you want to change, then click the 'Edit' button.

Click the 'Additional Details' tab.



STEP 3

Then, click 'Recommended Time Slots' and check the box next to your chosen time.

Click 'Select' and then 'Save'.



STEP 4

To cancel, scroll down and tick the 'Cancelled' check box.

Apply a 'Cancel Reason Code' from the drop down options.

Then, click 'Save'.

The status of appointment will be updated to 'Cancelled' confirming ALDI will receive the update.



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