

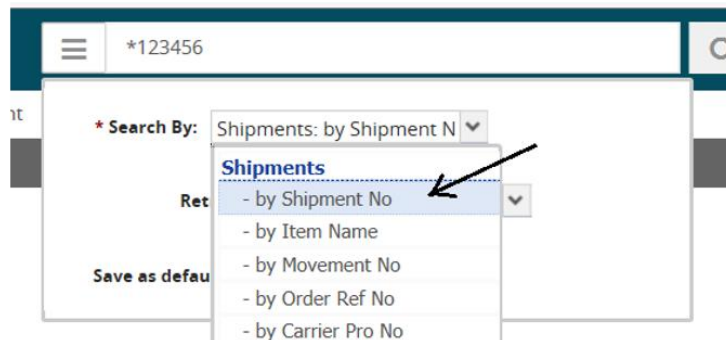
# Scheduling a Delivery Appointment Carriers / Vendors

## Introduction

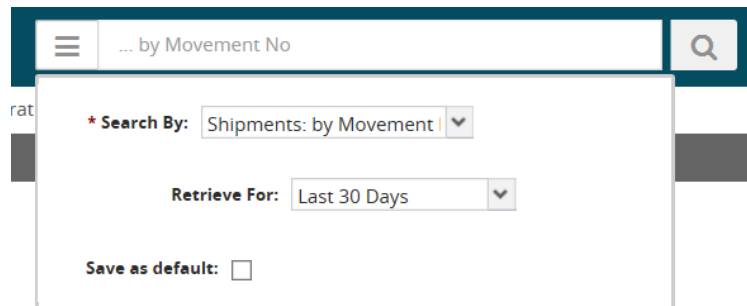
This document is a guide for Carriers and Vendors explaining how to schedule a delivery appointment using the One Network application.

## Appointment Scheduling

1. Login to the One Network application.
2. Use the search field to bring up your movement by using the movement, shipment or order number.
3. Enter the number and press enter on your keyboard or click on the magnifying glass icon to search for your movement.
4. If your search did not find your Shipment No, Order Ref No or Movement, check the following and retry:
  - Shipment and Order numbers are six-digit PO numbers and are required to have an asterisk (\*) in front of the number. Make sure the “Search By” field shows the correct type of number to be searched.



- If searching by movement number, make sure the nine-digit number is entered. The movement number is nine-digits starting with a zero, i.e. 012345678. An asterisk (\*) can be used in place of the zero.
- The search only looks for loads with a date within the last 30 days, unless you change the “Retrieve For” field to search further in the past.



## Scheduling a Delivery Appointment Carriers / Vendors

### Appointment Scheduling (continued)

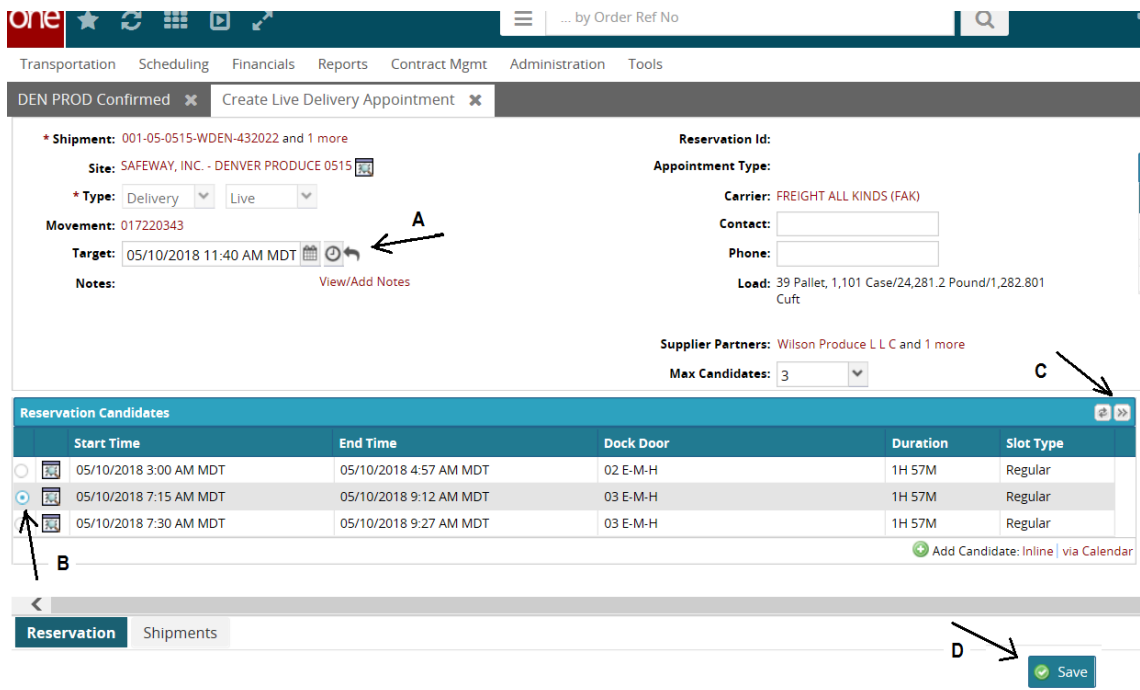
- Click directly on [ **Live** ] under the Delivery column to open the appointment scheduling screen (see example). If there is more than one PO on the load, you only need to click on Live once, not for each PO.

Movement	Shipment	Flags	Cost	Shipper	Consignee	Pickup	Delivery	Links	Order Ref No
016767196			No Cost	Rio Rico, AZ 85648	SAFEWAY, INC. - DENVER PRODUCE 0515 SAFEWAY, INC. DENVER, CO 80216	9/17/18 3:50 PM EDT - 9/18/18 3:59 AM EDT Appt Required	9/20/18 11:50 AM - 11:59 PM MDT Appt Required	HT	
001-05-0515-WDEN-396431				Rio Rico, AZ 85648	SAFEWAY, INC. - DENVER PRODUCE 0515 SAFEWAY, INC. DENVER, CO 80216	9/17/18 3:50 PM EDT - 9/18/18 3:59 AM EDT Appt Required	9/20/18 11:50 AM - 11:59 PM MDT <b>Create [ Live ]</b>	HT	544494/ 001-05-0515-WDEN-396431
001-05-0515-WDEN-397152				Rio Rico, AZ 85648	SAFEWAY, INC. - DENVER PRODUCE 0515 SAFEWAY, INC. DENVER, CO 80216	9/17/18 3:50 PM EDT - 9/18/18 3:59 AM EDT Appt Required	9/20/18 11:50 AM - 11:59 PM MDT <b>Create [ Live ]</b>	HT	544671/ 001-05-0515-WDEN-397152

- After clicking on [ **Live** ] the display will appear like the example below. If delivery appointments are available, then a list of available appointments will display under Reservation Candidates, see arrow “B”.

If one of the options is acceptable, click in the circle (known as a radio button) to select the desired start time, see arrow “B”. Next click the “Save” button, see arrow “D”. After clicking on “Save”, a success message will display with the reservation ID. The reservation ID is also known as the appt confirmation number. This indicates that the delivery appointment is scheduled.

- The Target Date and Time (to search for an available appointment) can be changed by clicking on the calendar icon and the clock icon, see arrow “A”.
- You can check for more available delivery appointments, in addition to what was displayed, by clicking on the button shown by arrow “C”. This will display the next group of appointment options, if there are any available.
- If no delivery appointment candidates are not available for the requested date/time, the display will not show any appointments. Step 7, will explain what to do in that case.



**one** ... by Order Ref No

Transportation Scheduling Financials Reports Contract Mgmt Administration Tools

DEN PROD Confirmed x Create Live Delivery Appointment x

\* Shipment: 001-05-0515-WDEN-432022 and 1 more  
 Site: SAFEWAY, INC. - DENVER PRODUCE 0515  
 \* Type: Delivery Live  
 Movement: 017220343  
 Target: 05/10/2018 11:40 AM MDT  
 Notes: View/Add Notes

Reservation Id:  
 Appointment Type:  
 Carrier: FREIGHT ALL KINDS (FAK)  
 Contact:  
 Phone:  
 Load: 39 Pallet, 1,101 Case/24,281.2 Pound/1,282.801 Cuft  
 Supplier Partners: Wilson Produce L L C and 1 more  
 Max Candidates: 3

Start Time	End Time	Dock Door	Duration	Slot Type
<input type="radio"/> 05/10/2018 3:00 AM MDT	05/10/2018 4:57 AM MDT	02 E-M-H	1H 57M	Regular
<input checked="" type="radio"/> 05/10/2018 7:15 AM MDT	05/10/2018 9:12 AM MDT	03 E-M-H	1H 57M	Regular
<input type="radio"/> 05/10/2018 7:30 AM MDT	05/10/2018 9:27 AM MDT	03 E-M-H	1H 57M	Regular

Add Candidate: Inline | via Calendar

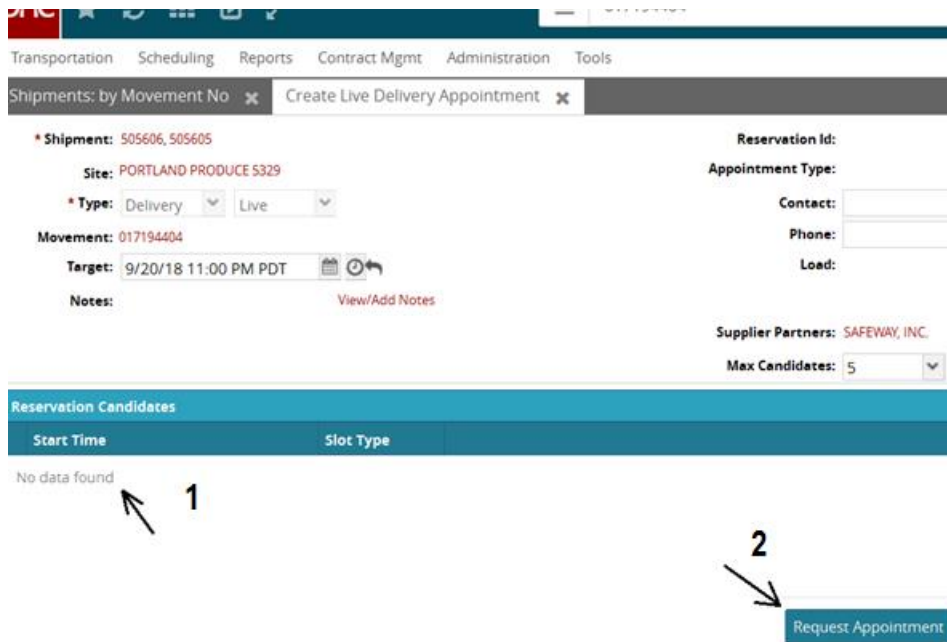
Reservation Shipment

Save

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### Appointment Scheduling (continued)

- If delivery appointments are not available, the display will not show any Reservation Candidates. A message stating "No data found" will show, see arrow "1". You will need to submit a request for a delivery appointment by clicking on the "Request Appointment" button, see arrow "2". **Note: If appointments are available for the target date and one of those is not chosen, by submitting a manual request using the "Request Appointment" button a \$100.00 fee will be charged per the Albertsons Vendor Compliance Program.**



Transportation Scheduling Reports Contract Mgmt Administration Tools

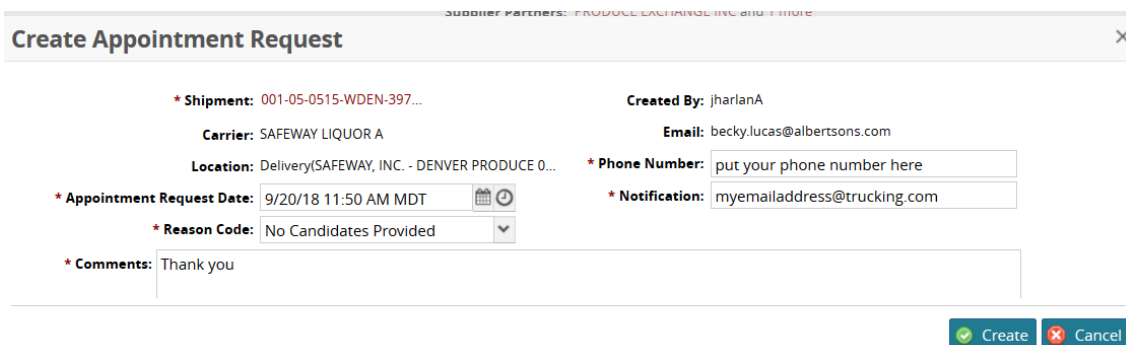
Shipments: by Movement No x Create Live Delivery Appointment x

\* Shipment: 505606, 505605 Reservation Id:  
Site: PORTLAND PRODUCE 5329 Appointment Type:  
\* Type: Delivery Live Contact:  
Movement: 017194404 Phone:  
Target: 9/20/18 11:00 PM PDT Load:  
Notes: View/Add Notes  
Supplier Partners: SAFEWAY, INC.  
Max Candidates: 5

Start Time	Slot Type
No data found	

Request Appointment

- When you click on the Request Appointment button, a pop-up display will appear. Most of the information needed will be auto-populated for you. Check it to make sure it is correct. The date and time for the delivery appointment can be changed by using the calendar and clock icons. Enter your phone number in the Phone Number field. Enter your email address in the Notification field. A "request submitted" email will go this email address. The comment field requires an entry, you may type anything in this field you would like for the appointment scheduler to know. Nothing specific goes in this field, a simple "Thank you" will work. Click on the "Create" button and a new pop-up "Success" will show stating a request has been sent. Click "OK" to complete.



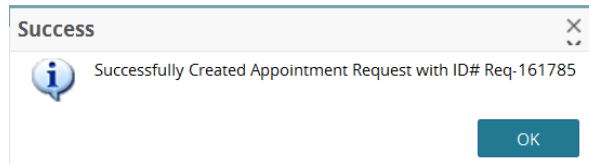
Supplier Partners: PRODUCE EXCHANGE INC and TIME

### Create Appointment Request

\* Shipment: 001-05-0515-WDEN-397... Created By: jharlanA  
Carrier: SAFEWAY LIQUOR A Email: becky.lucas@albertsons.com  
Location: Delivery(SAFEWAY, INC. - DENVER PRODUCE 0... \* Phone Number: put your phone number here  
\* Appointment Request Date: 9/20/18 11:50 AM MDT \* Notification: myemailaddress@trucking.com  
\* Reason Code: No Candidates Provided  
\* Comments: Thank you

Create Cancel

## Scheduling a Delivery Appointment Carriers / Vendors



### Appointment Scheduling (continued)

- After clicking "OK" on the successful request for a delivery appointment, an indicator will appear under the flag column on your shipment summary. If you hover the cursor over it, it will show that an appointment request has been sent. Only one appointment request can be sent per shipment, or movement/load.

Movement	Shipment	Flags	Cost	Shipper
94404		* x	No Cost	WENATCHEI 98802


Appointment Request

- The appointment request will show under History. Click on the "H" under the column heading Links. You will see a record of the request as "Appointment Request Created" under the Action Name heading. See the examples below.

Cost	Shipper	Consignee	Pickup	Delivery	Links	Order Ref
	016893-0501 Rio Rico, AZ 85648	SAFeway, INC. - DENVER PRODUCE 0515 SAFeway, INC. DENVER, CO 80216	9/17/18 3:50 PM EDT - 9/18/18 3:59 AM EDT Appt Required	9/20/18 11:50 AM - 11:59 PM MDT Appt Required	<b>H T</b>	
	016893-0501	SAFeway, INC. -	9/17/18 3:50 PM EDT	9/20/18 11:50 AM -	<b>H T</b>	544494/

Shipments: by Movement No Movement History

Filters (edit): None

Action Name	Message	Creation Date	Last
Appointment Request Created	Appointment Request Req-161796 was created on Shipment 001-05-0515-WDEN-397153 with comments "Thank you"	5/3/18 1:47 PM EDT	jharle
ErrorTrackingEvent *	[1000 : Number is required.]	5/2/18 12:39 PM EDT	Trans



## Scheduling a Delivery Appointment Carriers / Vendors

### Appointment Scheduling (continued)

11. An email notification will be sent by the DC scheduler once the delivery appointment is scheduled with your confirmation detail. Please see the example email notification below.



notifications@onenetwork.com

EXTERNAL: Notification of a Live Delivery Appointment for SAFEWAY, INC. - PHOENIX PRODUCE 1725 at 4:15 AM MST on 05/23/2018

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**Appointment No:**

833335960

**Appointment Time:**

05/23/2018 4:15 AM MST - 05/23/2018 6:15 AM MST

**Dock Door:**

PHOENIX PRODUCE 1725 -> PROD 01

**Site:**

SAFEWAY, INC. - PHOENIX PRODUCE 1725  
SAFEWAY, INC., SAFEWAY, INC., SAFEWAY, INC. - PHOENIX PRODUCE 1725  
1115 WEST ALAMEDA  
17-PHOENIX  
WPHX  
TEMPE, AZ 85282  
US

**Movement No on Appointment:**

014243786

**Shipment No(s) on Appointment:**

001-17-1727-WPHX-672801

**Notes:**

END