



Module 3 - Dock Appointment Scheduling



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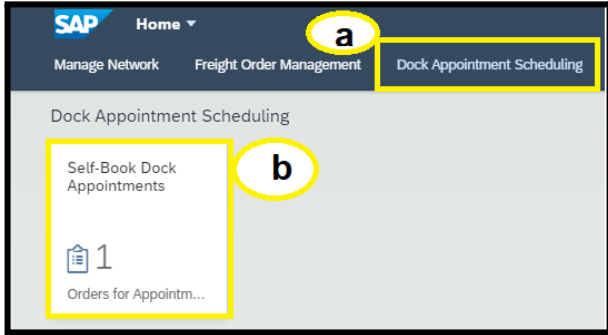
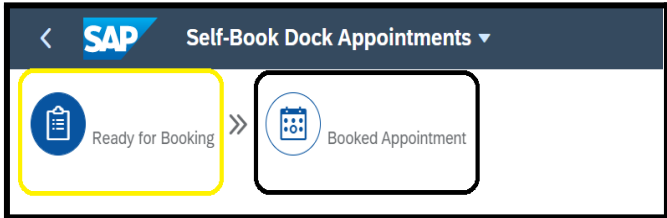
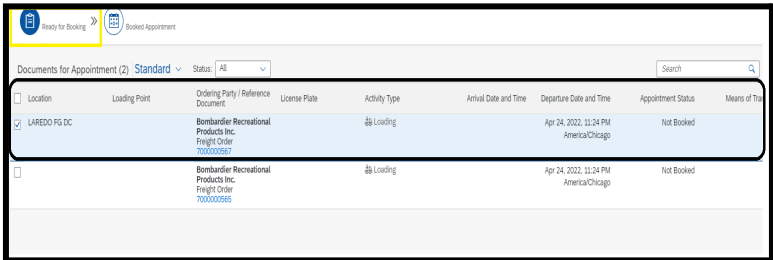
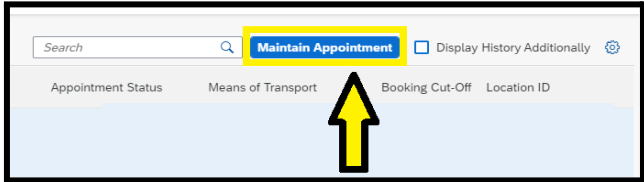
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Reference Guide – TM Units Logistics Business Network – Dock Appointment Scheduling

Use this procedure to book pick up & delivery appointments with BRP Facilities and to modify or cancel dock appointments

How to access the Dock Appointment tool

Steps	Screens
<p>1) Once a Freight Order has been confirmed.</p> <p>You will be able to book the appointment through LBN using (a) the Dock Appointment Scheduling Module.</p> <p>Once you have clicked on this module you need to click on (b) the Self-Book Dock Appointments tile.</p>	 <p>The screenshot shows the SAP Home page. The 'Home' dropdown menu is open, and 'Dock Appointment Scheduling' is highlighted with a yellow box and labeled 'a'. Below the menu, the 'Self-Book Dock Appointments' tile is highlighted with a yellow box and labeled 'b'. The tile shows a calendar icon and the number '1'.</p>
<p>Now at this stage, you can see a list of appointments that are ready for booking or a list of the appointments that have already been booked.</p> <p>2) To book an appointment, you must click on the (a) Ready for Booking tab.</p> <p>3) Then select the Freight Order for which you want to book an appointment and click on (b) Maintain Appointment.</p>	 <p>The screenshot shows the 'Self-Book Dock Appointments' page. The 'Ready for Booking' tab is highlighted with a yellow box. The 'Booked Appointment' tab is also visible.</p> <p>a)</p>  <p>The screenshot shows the 'Documents for Appointment' table. The table has columns: Location, Loading Point, Ordering Party / Reference Document, License Plate, Activity Type, Arrival Date and Time, Departure Date and Time, Appointment Status, and Means of Transport. The first row is highlighted with a yellow box.</p> <p>b)</p>  <p>The screenshot shows the 'Maintain Appointment' button highlighted with a yellow box. A yellow arrow points to the button.</p>



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How to book an appointment - Loading point, Date and Time

Steps

1) From the **Scheduling Tab**, you need to select a **Loading Point** from the drop down list as well as the **date** of the appointment. These fields are **mandatory** as you can see an asterisk * next to them.

Screens

The screenshot displays the SAP 'Self-Book Dock Appointments' interface. At the top, the 'SAP' logo and 'Self-Book Dock Appointments' title are visible. Below this, the 'Maintain Appointment' section shows details for 'Ordering Party: Bombardier Recreational Products Inc.', 'Location: LAREDO FG DC', and 'Address: 20951 MINES ROAD SUITE #1, 78045-9557 LAREDO Texas United States (the)'. A horizontal tab bar includes 'Scheduling' (highlighted with a yellow box), 'Information', 'Reference Documents', 'Stops', 'Cargo', 'Notes', and 'Attachments'. The main content area features two input fields: 'Loading Point: *' with a dropdown menu showing 'DOCK 1 -' and 'DOCK 1 -' (with a blue arrow pointing to the dropdown arrow), and 'Date: *' with a date picker set to 'Apr 24, 2022'. Below the date field, 'Business Hours: Non-Working day' is displayed.



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Steps

2) Once you have selected the Loading Point and the Date. You need to select the (a) **Time Slot** by checking the box to the left. Note that the **Time Slots that are accessible** have the (b) **available** green icon next to them in the **Time Slot Availability column**. Once you have made your selection, you must click on the (c) **maintain** icon.

Screens

a)


	Start Time (America/Phoenix)	End Time (America/Phoenix)
<input type="checkbox"/>	8:00 AM	8:30 AM
<input checked="" type="checkbox"/>	8:30 AM	9:00 AM
<input type="checkbox"/>	9:00 AM	9:30 AM

b)

Start Time (America/Phoenix)	End Time (America/Phoenix)	Time Slot Availability
8:00 AM	8:30 AM	Available
8:30 AM	9:00 AM	Available
9:00 AM	9:30 AM	Available

c)

<input checked="" type="checkbox"/>	1:30 PM	2:30 PM	Available
<input type="checkbox"/>	2:30 PM	3:30 PM	Available

Maintain Cancel



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How to search for an appointment (Freight Orders that are in the past)

- 1) Via the **Self-Book Dock Appointments** app/tile.

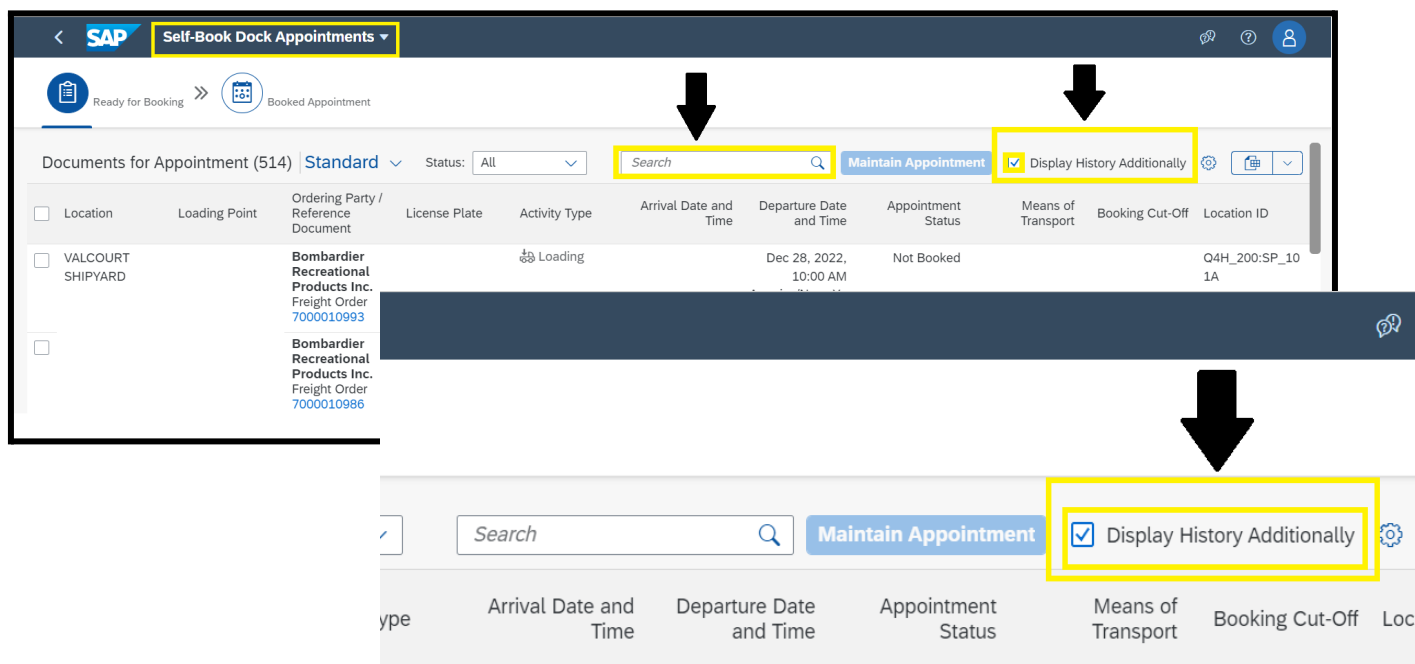
You can search for **appointments that are ready for booking** or the **appointments that have already been booked**.



- 2) Depending on the tab you have selected between **Ready for Booking** or **Booked Appointment**.

A list of appointments will be displayed. You can also type a **specific Freight Order number** in the **Search** field as shown below.

- 3) To see an appointment for a **Freight Order that is in the past**. You need to check the **Display History Additionally** box located to the right of the **Maintain Appointment** button in blue.





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How to modify a booked appointment

Steps

1) To modify a booked appointment. You must select the **Booked appointment** Tab. Then select the **Appointment** you wish to (a) **modify**. Once your selection is made, the **Appointment** will be highlighted in blue. Then you need to click on (b) **Edit**.

Screens

a)

SAP Self-Book Dock Appointments

Ready for Booking >> Booked Appointment

Appointments (2) Standard

Loading Point	Ordering Party / Appointment	License Plate
DOCK 1	Bombardier Recreational Products Inc. 242629	
SHIPPING 1	Bombardier Recreational Products Inc. 242247	

b)

SAP Self-Book Dock Appointments

Edit Cancel Appointment

Driver Details

Driver Name / Language:
|

Additional Driver Name:

License Plate / Country or Region of Registration:

Phone Number:



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Steps

2) Now on this screen you will be able to change the **Date**, the **Loading Point** and check another **Time Slot** you had previously selected. Please note that you will not be able to change the Date if the Due Date is over. Once you have made the modification click on the **Save** icon

Save

Screens

Scheduling

Information

Reference Documents

Stops

Cargo

Notes

Attachments

Location:
LAREDO FG DC

Address:
20951 MINES ROAD SUITE #1, 78045-9557 LAREDO Texas United States (the)

Loading Point: *
DOCK 1 -

Date: *
Apr 25, 2022

Remarks:

Business Hours:
08:00 To 18:00

Time Slots

	Start Time (America/Chicago)	End Time (America/Chicago)	Time Slot Availability
<input type="checkbox"/>	8:00 AM	9:00 AM	Available
<input checked="" type="checkbox"/>	9:00 AM	10:00 AM	Available
<input type="checkbox"/>	10:00 AM	11:00 AM	Available
<input type="checkbox"/>	11:00 AM	12:00 PM	Available
<input type="checkbox"/>	12:00 PM	1:00 PM	Available
<input type="checkbox"/>	1:00 PM	2:00 PM	Available
<input type="checkbox"/>	2:00 PM	3:00 PM	Available
<input type="checkbox"/>	3:00 PM	4:00 PM	Available
<input type="checkbox"/>	4:00 PM	5:00 PM	Available
<input type="checkbox"/>	5:00 PM	6:00 PM	Available



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How to cancel a booked appointment

Steps

- 1) To cancel a booked appointment, select (a) the **Booked appointments** Tab after you have selected the **Self-Book Dock Appointments** tile.
- 2) Then select the appointment you wish to cancel and click on (b) **Cancel Appointment**. When you press the Cancel Icon, a pop-up window will appear.
- 3) The system will ask you to **confirm** if you really want to cancel the appointment. Click on (c) **OK** if you wish to proceed and click on **Cancel** to resume.

Screens

a)

Loading Point	Ordering Party / Appointment	License Plate
DOCK 1	Bombardier Recreational Products Inc. 242629	
SHIPPING 1	Bombardier Recreational Products Inc. 242247	

b)

Driver Details

Driver Name / Language:
|

Additional Driver Name:

License Plate / Country or Region of Registration:

Phone Number:



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c)

EditCancel Appointment

and Time :
America/Chicago

Active Vehicle Resource

Means of Transport:

Vehicle Category Code:

Vehicle Type Code:

Driver Details

Driver Name / Language:

Additional Driver Name:

License Plate / Country or Region of Registration:

Number:

Changed By:
ana.orozco@brp.com

Changed On:
Apr 22, 2022, 9:23 AM America/Chicago

Cancel Appointment

Are you sure you want to cancel the appointment?

Comments (Optional)

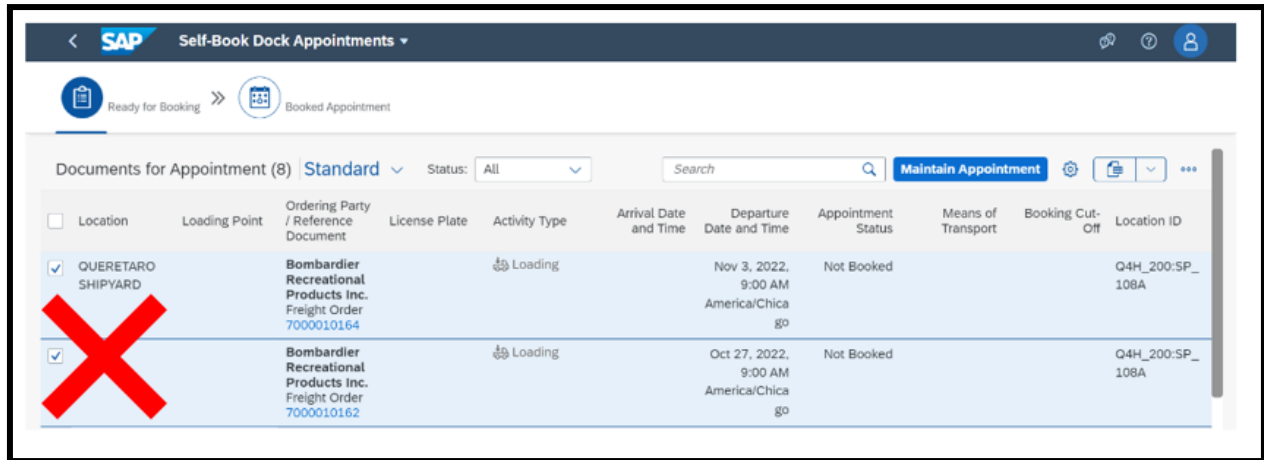
OKCancel



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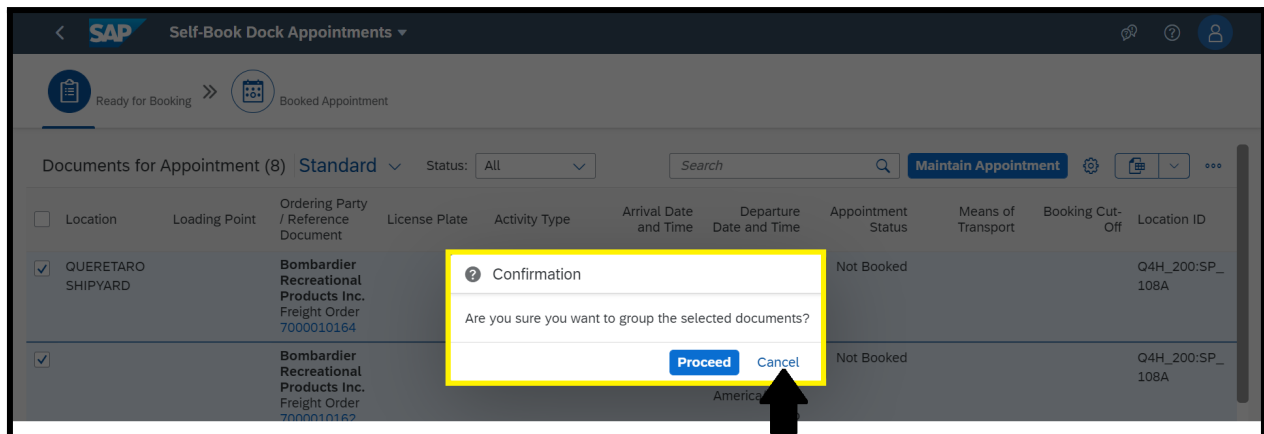
Key elements to consider when taking or modifying an appointment

- ★ It is not possible to take appointments in a **batch** for now in LBN. Therefore, do not select more than one Freight Order at the time when taking an appointment as shown below.



If you select more than one Freight Order at the time by mistake or inadvertence, you will see a **pop-up window** as shown below.

It will ask you to confirm if you want to **group the selected documents**. Please click on **Cancel**. We cannot use the **grouped appointment** functionality. Please select **ONLY 1 Freight Order** at the time.





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★ For **same day** appointment changes (time change):

- Use the **Edit** button as shown on page 7 of this document.

You must also contact the **carrier management team** to notify them of this change.

★ To **modify an appointment** (postpone or advance):

- You wish to change the time slot ONLY, please use the **Edit** button as shown on page 7 of this document.
- You wish to change the date of the appointment. You must cancel the initial appointment (page 9 of this document) and take a new appointment (page 4 of this document).

If it is not possible for you to reschedule, you must **contact** the **carrier management team** to request a date change on the Freight Order.



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★ Please note that the **Start Time** equals the **Appointment Time**.

As it is shown in the example below, the appointment time is **12:00 AM**. The truck needs to show up at 12:00 AM and not between 12:00 and 12:30 AM.

The period of time between the Start and End Time represents the **Time Slot duration**, which in this case is 30 minutes.

SAP Self-Book Dock Appointments

Maintain Appointment

Ordering Party: **Bombardier Recreational Products Inc.** Location: **CLINT FG DC** Address: **13010 A GATEWAY EAST, 79836 CLINT Texas USA**

Scheduling Information Reference Documents Stops Cargo Notes Attachments

Remarks: Business Hours: 00:00 To 24:00

Time Slots

	Start Time (America/Phoenix)	End Time (America/Phoenix)	Time Slot Availability
<input checked="" type="checkbox"/>	12:00 AM	12:30 AM	Available
<input type="checkbox"/>	12:30 AM	1:00 AM	Available
<input type="checkbox"/>	1:00 AM	1:30 AM	Available
<input type="checkbox"/>	1:30 AM	2:00 AM	Available



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- ★ Please remember that there can be multiple docks per loading/unloading point. Every time you take an appointment, you must **select the dock** according to the equipment type and the movement.

Under the **Scheduling** tab, as shown below, you will need to select your loading point (dock) by clicking on the **arrow** and a drop down list will appear.

The screenshot shows the SAP Self-Book Dock Appointments interface. The header includes the SAP logo and the title 'Self-Book Dock Appointments'. Below the header, the 'Maintain Appointment' section displays the following information:

- Ordering Party: Bombardier Recreational Products Inc.
- Location: CLINT FG DC
- Address: 13010 A GATEWAY EAST, 79836 CLINT Texas USA

The 'Scheduling' tab is selected, and the following fields are visible:

- Loading Point:** A dropdown menu is open, showing 'Clint Loading 1'. A yellow box highlights the dropdown arrow.
- Date:** Dec 13, 2022
- Business Hours:** 00:00 To 24:00