



## Module 3 - Dock Appointment Scheduling



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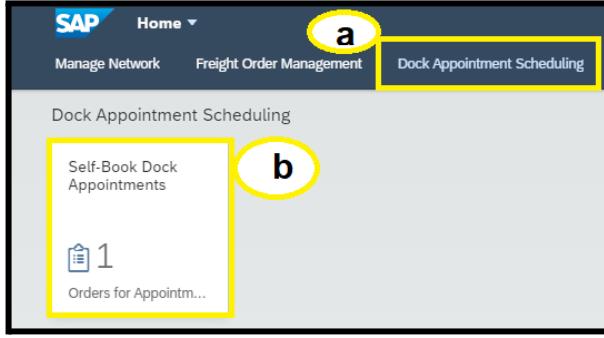
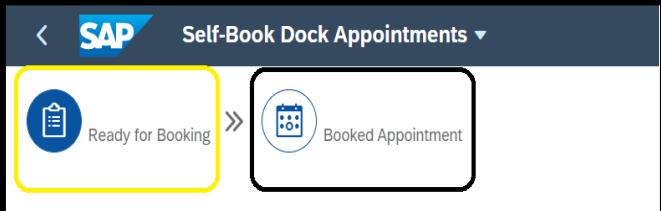
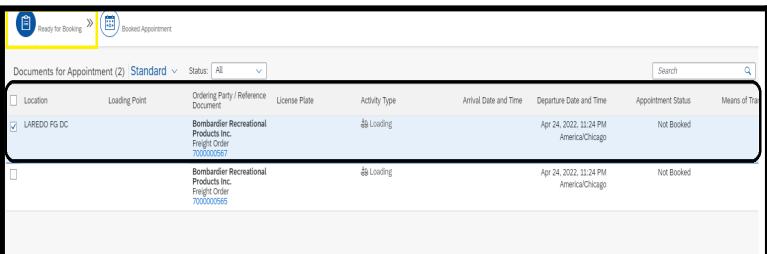
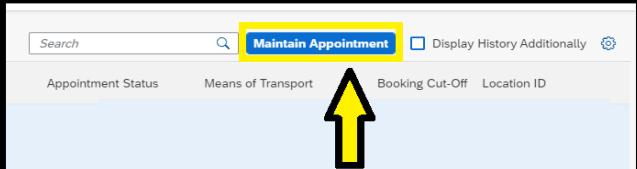
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## Reference Guide – TM Units Logistics Business Network – Dock Appointment Scheduling

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 <b>Dock Appointment Scheduling Module</b>.</p> <p>Once you have clicked on this module you need to click on (b) the <b>Self-Book Dock Appointments</b> tile.</p>	 <p>The SAP Home screen shows the Dock Appointment Scheduling module highlighted with a yellow box and circled with 'a'. The Self-Book Dock Appointments tile is also highlighted with a yellow box and circled with 'b'.</p>
<p>Now at this stage, you can see a list of <b>appointments that are ready for booking</b> or a list of the <b>appointments that have already been booked</b>.</p>	 <p>The Self-Book Dock Appointments screen shows the Ready for Booking tab highlighted with a yellow box.</p>
<p>2) To book an appointment, you must click on the (a) <b>Ready for Booking</b> tab.</p> <p>3) Then select the <b>Freight Order</b> for which you want to book an appointment and click on (b) <b>Maintain Appointment</b>.</p>	<p>a)</p>  <p>The Documents for Appointment screen shows a list of appointments. The first appointment for 'LAREDO FG DC' is selected, and the 'Ready for Booking' tab is highlighted with a yellow box.</p> <p>b)</p>  <p>The Maintain Appointment screen shows the 'Maintain Appointment' button highlighted with a yellow box and a large yellow arrow pointing to it.</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

SAP Self-Book Dock Appointments ▾

Maintain Appointment

Ordering Party: Bombardier Recreational Products Inc. Location: LAREDO FG DC Address: 20951 MINES ROAD SUITE #1, 78045-9557 LAREDO Texas United States (the)

Scheduling Information Reference Documents Stops Cargo Notes Attachments

Loading Point: \* DOCK 1 - DOCK 1 -

Date: \* Apr 24, 2022

Business Hours: Non-Working day



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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
<input checked="" type="checkbox"/>	8:30 AM
<input type="checkbox"/>	9:00 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
 <span>Maintain</span> <span>Cancel</span>			

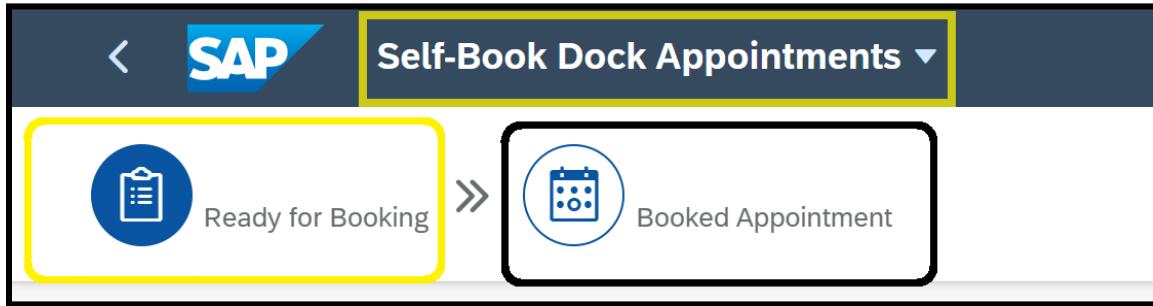


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### How to search for an appointment (Freight Orders that are in the past)

- 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.

Documents for Appointment (514) | Standard | Status: All | Search | Maintain Appointment |  Display History Additionally

Location	Loading Point	Ordering Party / Reference Document	License Plate	Activity Type	Arrival Date and Time	Departure Date and Time	Appointment Status	Means of Transport	Booking Cut-Off	Location ID
VALCOURT SHIPYARD		Bombardier Recreational Products Inc. Freight Order 7000010993		Loading	Dec 28, 2022, 10:00 AM		Not Booked		Q4H_200:SP_10	1A
		Bombardier Recreational Products Inc. Freight Order 7000010986								

Search | Maintain Appointment |  Display History Additionally

Type	Arrival Date and Time	Departure Date and Time	Appointment Status	Means of Transport	Booking Cut-Off	Loc



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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)

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:



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

### 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: \*  ▼

Date: \*  ▼

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)

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:

Comments (Optional)

OK Cancel

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)

OK Cancel



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

### 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.

The screenshot shows the SAP Self-Book Dock Appointments interface. The table lists two Freight Orders. The first order is selected with a checked checkbox. The second order is also selected with a checked checkbox, which is incorrect. A large red 'X' is overlaid on the second row to highlight this mistake. The columns in the table are: Location, Loading Point, Ordering Party / Reference Document, License Plate, Activity Type, Arrival Date and Time, Departure Date and Time, Appointment Status, Means of Transport, Booking Cut-Off, and Location ID.

Location	Loading Point	Ordering Party / Reference Document	License Plate	Activity Type	Arrival Date and Time	Departure Date and Time	Appointment Status	Means of Transport	Booking Cut-Off	Location ID
<input checked="" type="checkbox"/> QUERETARO SHIPYARD	Bombardier Recreational Products Inc.	Freight Order 7000010164		Loading	Nov 3, 2022, 9:00 AM	America/Chicago	Not Booked		Q4H_200:SP_108A	
<input checked="" type="checkbox"/>	Bombardier Recreational Products Inc.	Freight Order 7000010162		Loading	Oct 27, 2022, 9:00 AM	America/Chicago	Not Booked		Q4H_200:SP_108A	

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.

The screenshot shows the SAP Self-Book Dock Appointments interface with a confirmation dialog box overlaid. The dialog box has a yellow border and contains the text: "Confirmation" and "Are you sure you want to group the selected documents?". At the bottom of the dialog box are two buttons: "Proceed" and "Cancel". A blue arrow points to the "Proceed" button, indicating that the user should click "Cancel" to prevent the grouping of selected documents. The table below the dialog box shows the same two Freight Orders as the previous screenshot, with the second order still selected.

Location	Loading Point	Ordering Party / Reference Document	License Plate	Activity Type	Arrival Date and Time	Departure Date and Time	Appointment Status	Means of Transport	Booking Cut-Off	Location ID
<input checked="" type="checkbox"/> QUERETARO SHIPYARD	Bombardier Recreational Products Inc.	Freight Order 7000010164		Loading	Nov 3, 2022, 9:00 AM	America/Chicago	Not Booked		Q4H_200:SP_108A	
<input checked="" type="checkbox"/>	Bombardier Recreational Products Inc.	Freight Order 7000010162		Loading	Oct 27, 2022, 9:00 AM	America/Chicago	Not Booked		Q4H_200:SP_108A	



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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.

The screenshot shows the SAP Self-Book Dock Appointments interface. At the top, it displays the SAP logo and the title 'Self-Book Dock Appointments'. Below this, the sub-page title 'Maintain Appointment' is shown. Under 'Ordering Party', it lists 'Bombardier Recreational Products Inc.' as the location 'CLINT FG DC' with the address '13010 A GATEWAY EAST, 79836 CLINT Texas USA'. The 'Scheduling' tab is selected, showing a table of time slots. A yellow callout bubble with the text 'Start Time = Appointment Time' points to the first row of the table, which is highlighted with a yellow box. The table columns are 'Start Time (America/Phoenix)', 'End Time (America/Phoenix)', and 'Time Slot Availability'. The data in the table is as follows:

Start Time (America/Phoenix)	End Time (America/Phoenix)	Time Slot Availability
12:00 AM	12:30 AM	Available
12:30 AM	1:00 AM	Available
1:00 AM	1:30 AM	Available
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 interface for 'Self-Book Dock Appointments'. The title bar says 'Self-Book Dock Appointments'. The main area is titled 'Maintain Appointment'. It shows ordering party information: 'Bombardier Recreational Products Inc.' and location 'CLINT FG DC'. The address is '13010 A GATEWAY EAST, 79836 CLINT Texas USA'. Below this, the 'Scheduling' tab is selected, indicated by a yellow box. Other tabs include 'Information', 'Reference Documents', 'Stops', 'Cargo', 'Notes', and 'Attachments'. The 'Scheduling' tab contains a section for 'Loading Point: \*' with a dropdown menu. The dropdown menu is open, showing two options: 'Clint Loading 1' and 'Clint Loading 1'. A yellow box highlights the dropdown arrow icon. To the right of the dropdown, there is a 'Date: \*' field with 'Dec 13, 2022' and a 'Business Hours' field showing '00:00 To 24:00'.