



C3 Reservations Guide for Suppliers

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1 Logging in

1.1 Before You Begin

Browsers: C3 Reservations can be used from any browser supporting Flash Player 12 and above (e.g. Internet Explorer 8 or later, Firefox 17 or later, Chrome, Opera 11, Safari 5 or later)

Flash Player: version 12.0 or higher is required (must be installed from each browser used)

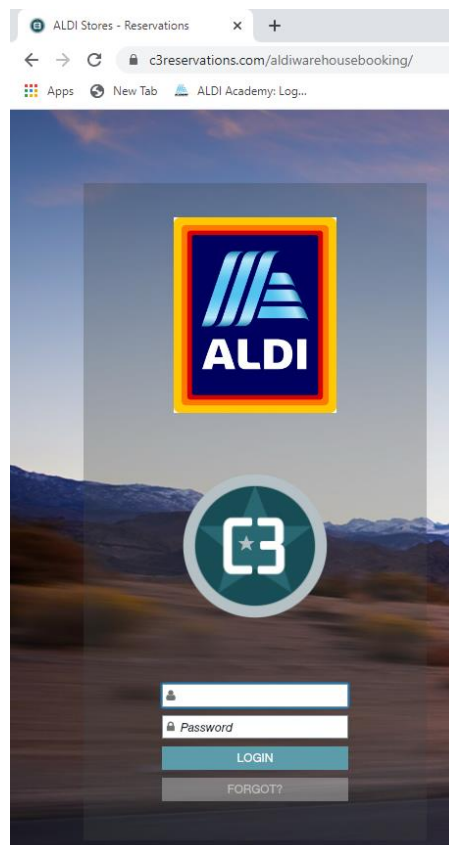
- Use this link to verify which version is installed, if any: <http://www.adobe.com/software/flash/about/>

1.2 First Time Login

To login for the first time please use the User Name and password provided (sent separately). If you don't know your user name you can contact an ALDI C3 Administrator (contact details Section 7 of this document). The password provided will expire upon the initial login and you will be prompted to enter and confirm a new password. After this you will be prompted to accept the terms and conditions.

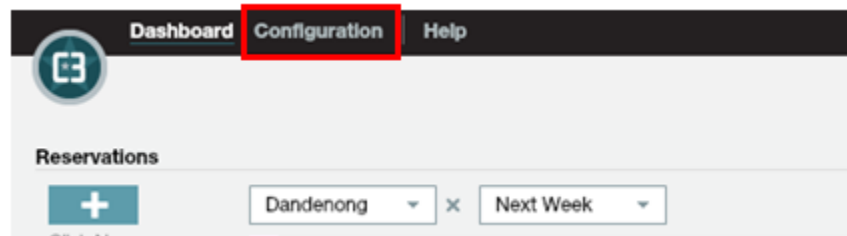
1. Go to: <https://www.c3reservations.com/aldiwarehousebooking/>
2. Enter the **User Name** and **Password** you were provided (note that passwords are case-sensitive).
3. Click the **Login** button.

⚠ **Forgot your password?** Click the *Forgot?* link, enter your username and email address to receive a temporary password by email.



1.3 Updating Account Details

Before you create any reservations, please ensure your supplier details are up to date.



Selecting 'Configuration' will open the Supplier Details dialog.

A screenshot of the 'Carrier Details' dialog box. The dialog has a dark header with the title 'Carrier Details' and a close button. On the left, there is a sidebar with three options: 'DETAILS' (selected), 'USERS', and 'ASSOCIATED SUPPLIERS'. The main area is titled 'Details' and contains several input fields: 'Name' (pre-filled with 'c3carrier'), 'External Reference' (pre-filled with 'c3carrier'), 'Email' (with a dropdown menu showing 'replaceclientname@gmail.com' and a trash icon), 'Address' (two stacked input fields), 'ZIP Code' (one input field), 'Country' (one input field), 'Contact Name' (one input field), and 'Phone' (one input field). At the bottom right, there are two buttons: 'SAVE' and 'CANCEL'.

1.3.1 Supplier Details

Please Note: updating details on C3 Reservations will not affect the details within ALDI's central information. Likewise, changing information centrally with ALDI will not update the C3 Reservations site.

Whenever necessary, information can be modified in this section with the exception of the Supplier Name and External Reference.

The email field supplied for the supplier (not individual users) is where confirmation emails will be sent. Please ensure this is a valid, in use email address. It is possible to use multiple email addresses for the notification message by adding extra addresses in this field, separating the addresses with a semi-colon - ; - . There should be no spaces in this field.

It is also possible to change this so an email is sent only to the requesting user (and not the central email address), to do so please contact an ALDI C3 Administrator (contact details Section 7 of this document).

1.3.2 Supplier Users

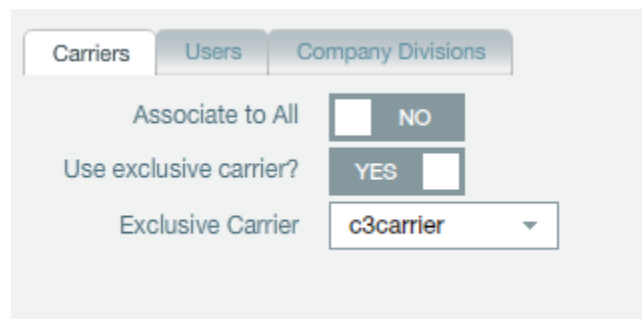
Please see Section 5 of this document for more details.

1.3.3 Associated Carriers

If you use a third party for transport, they can be maintained in the 'Carriers' section.

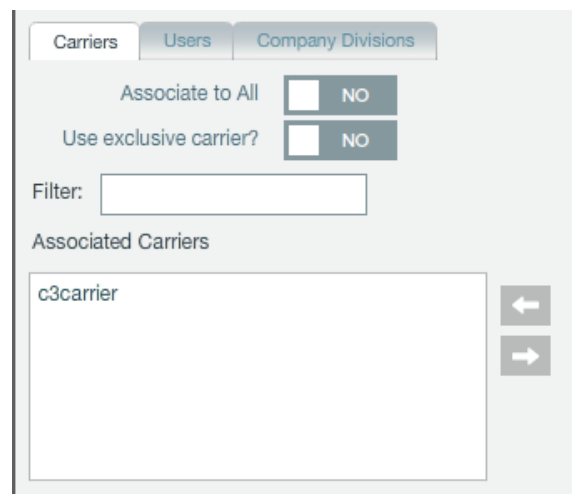
Please note: It is strongly recommended that when a carrier is used, the carrier creates the reservation. This is because a carrier has the ability to (and often does) consolidate your delivery with other suppliers' deliveries. It is possible that a reservation which has been created by a supplier but delivered by a carrier could be 'Rejected' and added to the actual reservation.

If you only use one carrier you can select 'Yes' for 'Use exclusive carrier?' and then select the appropriate carrier. This will allow the carrier to view your open purchase orders and create bookings on your behalf.



The screenshot shows the 'Carriers' tab with three settings: 'Associate to All' (unchecked), 'Use exclusive carrier?' (checked), and 'Exclusive Carrier' (set to 'c3carrier').

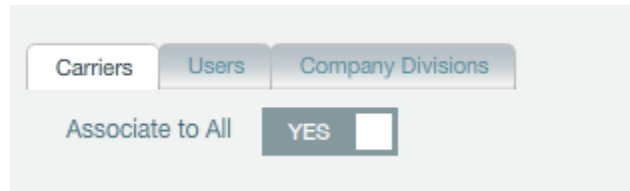
If you would not like the carrier to see your open purchase orders or if you use multiple carriers they can still make the booking on your behalf. Change the setting 'Use exclusive carrier?' to 'No'. Then add the relevant carrier/s from the list provided. You can provide the carrier with the PO via communication outside of C3 Reservations. They can manually enter the PO you have provided and make the reservation.



The screenshot shows the 'Carriers' tab with 'Associate to All' (unchecked) and 'Use exclusive carrier?' (unchecked). Below these is a 'Filter' input field. The 'Associated Carriers' section shows a list with 'c3carrier' and arrows for adding or removing carriers.

If you would like to make the booking and still use a carrier this is possible however not recommended as per above. Simply make the booking and select the relevant carrier during the 3 step process (see below).

You can also set the Carriers 'Associate to All' to 'Yes' - **this is not recommended**, if you do use multiple carriers it is suggested the 'Associated Carriers' option is used and any relevant carriers added.



The screenshot shows a settings interface with three tabs: 'Carriers', 'Users', and 'Company Divisions'. The 'Carriers' tab is selected. Below the tabs, there is a label 'Associate to All' followed by a button labeled 'YES' and an unchecked checkbox.

Carriers	Users	Company Divisions
Associate to All	YES	<input type="checkbox"/>

1.4 Dashboard

The dashboard is the main dialog for viewing booked and unbooked purchase orders. An explanation of the layout of the Dashboard is shown below.

The screenshot shows the C3 Dashboard interface. At the top, there's a navigation bar with 'Dashboard', 'Configuration', and 'Help' links, a search bar with a red '3' next to it, and a 'Logout' button. Below the navigation bar, the 'Reservations' section is active. It features a sidebar with a '+', a filter icon (funnel), and a 'Type to filter...' input field with a red '4' next to it. The main area displays a list of reservations with columns for status (SCHEDULED, APPROVED), date/time, PO#, location, and delivery status. A red '2' is next to the second reservation. Below the Reservations section, the 'Purchase Orders' section is visible. It has a sidebar with a '+', a red '1' next to it, and a 'Type to filter...' input field with a red '5' next to it. The main area displays a list of purchase orders with columns for PO#, location, and EDD. A red '6' is next to the second purchase order.

Section	Item	Status	Date/Time	PO#	Location	Delivery Status	Other Info
Reservations	1	SCHEDULED	03/10/2014 05:30 AM	c3po	Dandenong - Ambient	Delivery	10001451 Pallets: 15 D-Pallets:
	2	SCHEDULED	03/10/2014 05:30 AM	c3po	Dandenong - Ambient	Delivery	10001469 Pallets: 15 D-Pallets:
		APPROVED	03/10/2014 06:00 AM	71112	Dandenong - Cold Handling	Delivery	10001527 Pallets: 1 D-Pallets: 0
		APPROVED	03/10/2014 06:15 AM	C3-Test-01	LOD Dandenong - Ambient	Delivery	10001402 Pallets: 2 D-Pallets: 0
		SCHEDULED	03/10/2014 06:15 AM	c3po	Dandenong - Ambient	Delivery	10001477 Pallets: 15 D-Pallets:
		APPROVED	03/10/2014 06:20 AM			Delivery	10001519
Purchase Orders	1	+	80001	Dandenong - Ambient		EDD: 01/10/2014	
		+	71115	Dandenong - Ambient		EDD: 01/10/2014	
		+	71113	Dandenong - Ambient		EDD: 02/10/2014	
		+	n2	Dandenong - Ambient		EDD: 02/10/2014	
		+	n3	Dandenong - Ambient		EDD: 02/10/2014	

1 - Action button to request an appointment for the selected PO(s).

2 - your active appointments.

3 - Search feature

Type in a PO#/reference # to find an appointment (including past and cancelled ones).

4 - Filters feature

Click the Filter icon (▼) for more criteria (e.g. Date Range, Scheduled/Approved, etc.)

5 - Quick Find Filter

Type in characters to narrow down the list of POs or Appointments (e.g. PO#, Appointment Number, etc.) or click on the graph bar.

6 - Your Unbooked POs

Select one or multiple PO(s) and click the blue + sign above the graph to book them.

2 Requesting an Appointment

2.1 The Three Step Process

C3 Reservations uses a simple three step process to request an appointment: **What, Where, When**

The image displays three overlapping screenshots of the 'Delivery&PU' software interface, illustrating the three-step process for requesting an appointment.

Top Screenshot (WHAT): Shows the 'Purchase Orders' section. It includes a table of product details:

Product Description	Prod Code	Order Qty	Order Unit
Choc Muesli Bars 5pk	36509	200	Cases
Yoghurt Muesli Bar Multipack	36540	140	Cases
Bubble Bars 5pk	40146	140	Cases
Extra Cereals 400g	41244	650	Cases
Nut Bars 225g 5pk	4154	350	Cases

Below the table, there are fields for 'Pallets' (10), 'D-Pallets' (4), 'Trailer Type' (B-Double), 'PU Needed' (Yes), and a 'Comment' field.

Middle Screenshot (WHERE): Shows the 'Sites' and 'Warehouses' selection screen. The 'Sites' list includes:

- Brendale: 68 Krenshaw Road, Brendale QLD 4500
- Dandenong: 41 Colemans Road, Dandenong South VIC 3175
- Derrimut: 80 Swan Dr, Derrimut VIC 3030
- Jandakot: 21 Orion Road, Jandakot WA 6154
- Minshibury: 4 Burroughs Rd, Minshibury NSW 2170

The 'Warehouses' list includes:


- Ambient
- Cold Handling
- Cold Handling
- Produce

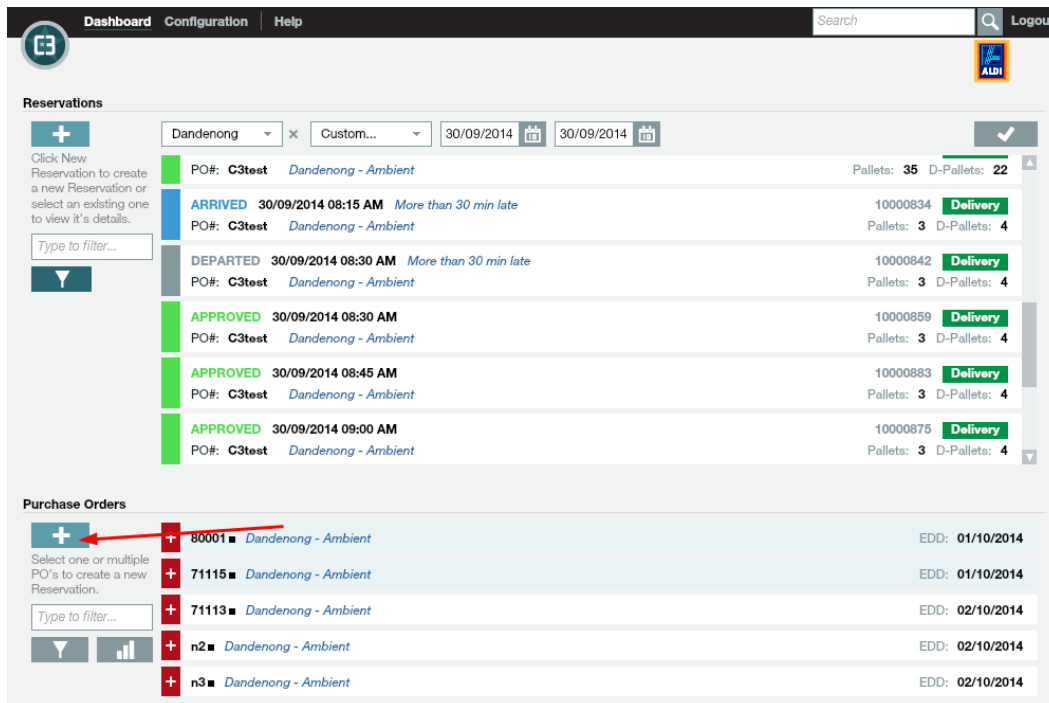
Bottom Screenshot (WHEN): Shows the 'Select Requested Date & Time' screen. It includes a calendar for April 2016 and a list of available time slots from 06:00 AM to 08:45 AM. The time slots are color-coded: green for 'Available', red for 'Not Available', and orange for 'Limited'. A 'Summary of your request' section at the bottom shows the selected date and time, and a 'REQUEST' button.

There are two types of reservations possible; the most common type being 'Delivery&PU'. There is also a 'Pickup/No PO Del' type for whenever you will be picking up stock from an ALDI region or making a delivery without a purchase order.

2.2 Delivery&PU

The delivery & pickup option requires a purchase order to proceed.


To request a delivery appointment select one or multiple (CTRL-click) POs in the Purchase Orders list (bottom half of the screen) and click on  button above the Purchase Orders grid.

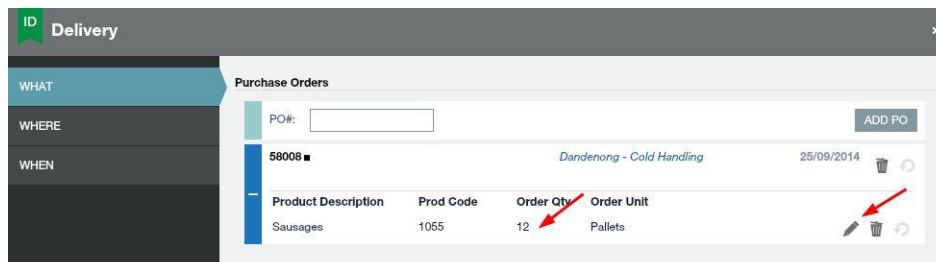






You will then be guided through the three step process.

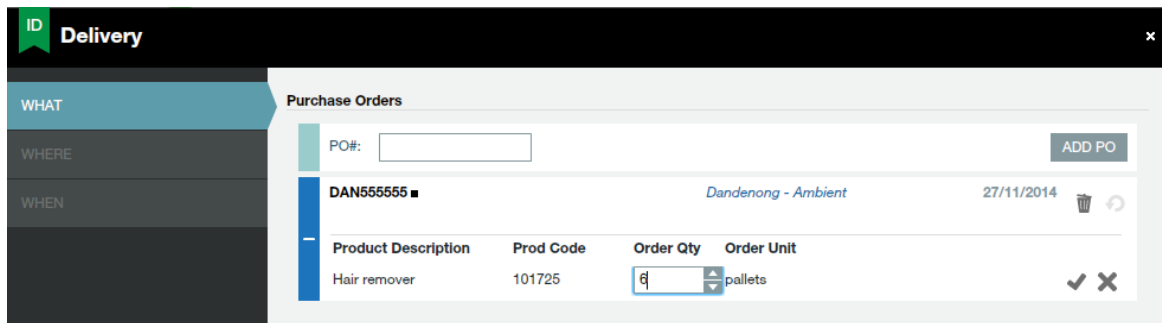
Step 1 – What

Fill in the required information

- **PO Details:**
 - **Order quantity per product must be confirmed and updated if applicable using the edit icon.** It is also possible to add other POs in this dialog by typing the PO number into the 'PO#:' field and selecting 'Add PO'. **Please note:** this is more easily achieved through selecting multiple POs from the Dashboard. It is also possible to remove POs from this dialog by using the  option.



Using the  will allow the number of ordered quantity to be amended. Then use the  to confirm the changes. The  will revert any changes you have made. This is particularly relevant for POs which are going to be delivered on multiple loads. The quantity entered for a particular product on one delivery will subtract from the total ordered. The next request will show the remaining quantity, if necessary this can also be amended until the whole ordered quantity is delivered. It is also possible to remove a product from the booking if it will not be shipped on this delivery by using the .

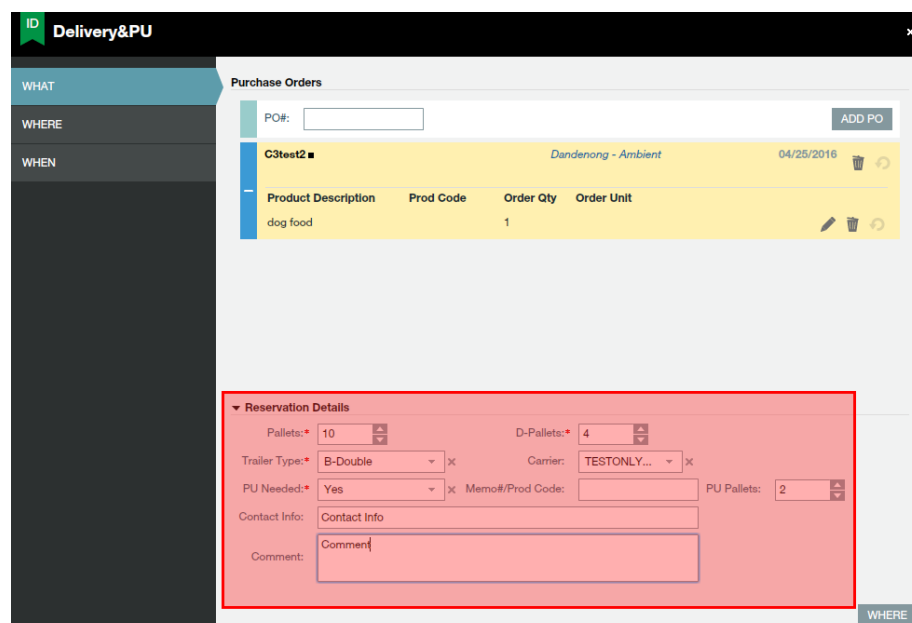


The screenshot shows a 'Delivery' window with a sidebar on the left containing 'WHAT', 'WHERE', and 'WHEN'. The main area is titled 'Purchase Orders' and includes a 'PO#' field with an 'ADD PO' button. Below this, a table lists the order details:

Product Description	Prod Code	Order Qty	Order Unit
Hair remover	101725	1	pallets

Additional information at the top right includes 'Dandenong - Ambient', the date '27/11/2014', and icons for deleting and refreshing the order.

- **Reservation Details:**
 - Number of Pallets - either this **or** Number of D-Pallets is required
 - Number of D-Pallets - either this **or** Number of Pallets is required (both can be entered if necessary)
 - Trailer Type - this is required and crucial to assigning you the correct dock please ensure this is entered correctly. If you are aware the entered trailer type has changed after completing this process please ensure you Amend the reservation (see below).
 - Carrier - if known please enter, blank if not known or not applicable
 - PU Needed - Select If a pickup is needed (Yes, No)
 - Memo#/Prod Code - Please enter the reference number, if unsure contact the relevant department
 - PU Pallets - Enter number of pallets to pick up (input a zero if there is nothing to pick up)
 - Contact Info - optional
 - Comment - optional



The screenshot shows a 'Delivery&PU' window with a sidebar on the left containing 'WHAT', 'WHERE', and 'WHEN'. The main area is titled 'Purchase Orders' and includes a 'PO#' field with an 'ADD PO' button. Below this, a table lists the order details:

Product Description	Prod Code	Order Qty	Order Unit
dog food		1	

Additional information at the top right includes 'Dandenong - Ambient', the date '04/25/2016', and icons for deleting and refreshing the order.

The 'Reservation Details' section is highlighted with a red box and contains the following fields:

- Pallets: 10
- D-Pallets: 4
- Trailer Type: B-Double
- Carrier: TESTONLY...
- PU Needed: Yes
- Memo#/Prod Code:
- PU Pallets: 2
- Contact Info:
- Comment:

- Click on the **Where** button

Step 2 - Where: No action required – step used to confirm region name and delivery address based on selected orders.

- Click on the **When** button.

Step 3 - When:

- Use the **Calendar** to select a date.
 - Booking times available for that date will be listed on the right
 - A blue time slot is a standing appointment - dedicated for you to book into (it is recommended this slot is used if it is available)

Delivery

WHAT

WHERE

WHEN

MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select Requested Date & Time

- 06:30 AM Available
- 07:30 AM Available
- 08:00 AM Available
- 08:30 AM Available
- 09:00 AM Standing
- 09:30 AM Available

Summary of your request

Dandenong - Cold Handling Carrier: Pallets: 5 D-Pallets:


WHERE REQUEST

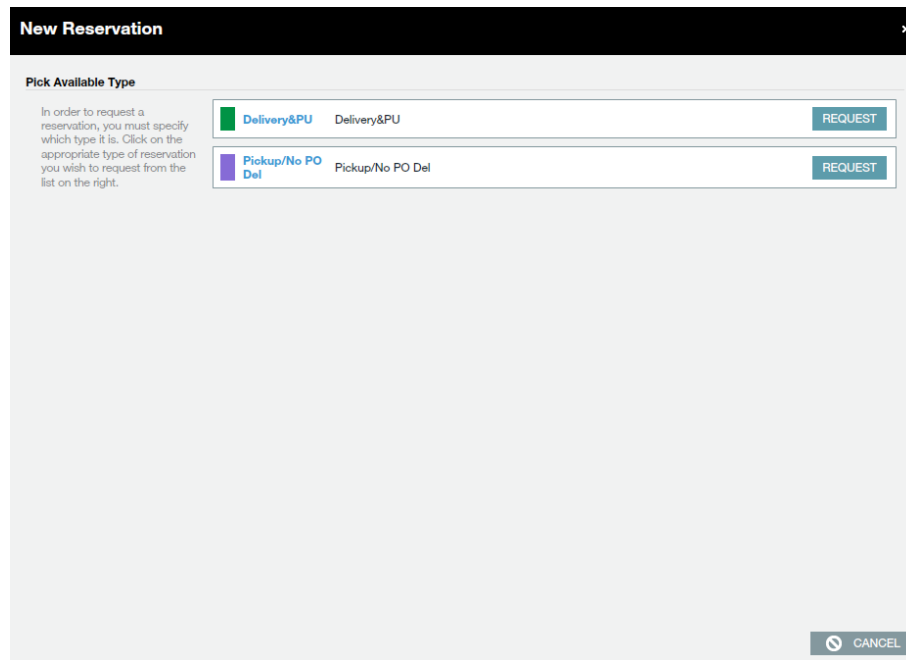
- Select a date and time and click on the **Request** button.
 - Back in the home screen, the booking request appears in the list at the top.

2.3 Pickup or Delivery without a Purchase Order Number



To create a pickup the Memo No/s or Product Code/s you are picking up should be known. If you are performing a delivery and you do not have a purchase order number, you will need to enter any relevant details.

If your delivery has a Purchase Order you do not use this option.

Selecting the  in the Reservations area (top half of the screen) will open the following dialog, select Pickup/No PO Del.



The dialog box is titled "New Reservation" with a close button (X) in the top right corner. Below the title bar, there is a section titled "Pick Available Type". To the left of the selection area, there is instructional text: "In order to request a reservation, you must specify which type it is. Click on the appropriate type of reservation you wish to request from the list on the right." To the right of this text, there are two selection options, each with a colored square icon, a label, and a "REQUEST" button. The first option has a green square icon, the label "Delivery&PU", and a "REQUEST" button. The second option has a purple square icon, the label "Pickup/No PO Del", and a "REQUEST" button. At the bottom right of the dialog box, there is a "CANCEL" button with a circular arrow icon.

Pick Available Type	
 Delivery&PU	Delivery&PU REQUEST
 Pickup/No PO Del	Pickup/No PO Del REQUEST

CANCEL

You will then be guided through the three step process.

Step 1 – What

Fill in the required information

- **Memo#/Prod Code:**
 - Please enter the reference for the pickup - this will usually be a memo number/s or a product code or a description of the delivery.
- Number of Pallets
 - If you are unsure please contact the ALDI section who requested the pickup
- Trailer Type - required
- Carrier - optional
- Contact Info - optional
- Comment - optional

PU Pickup

Reservation Details

Memo#/Prod Code: Pallets:

Carrier: Trailer Type:

Contact Info:

Comment:

- Click on the **Where** button

Step 2 - Where:

- Select the region and warehouse applicable for pickup. If you are unsure please contact the ALDI section who requested the pickup

PU Pickup

Where

Sites

Please select the site where this reservation should be scheduled. Note that it may be preselected for you based on the information you entered in the previous step.

Warehouses

Ambient

Cold Handling

Produce

- Click on the **When** button.

Step 3 - When:

- Use the **Calendar** to select a date.
 - Booking times available for that date will be listed on the right

ID Delivery&PU

When

Select Requested Date & Time

Calendar

Available Times

06:00 AM Available

06:20 AM Available

06:40 AM Available

07:00 AM Available

07:20 AM Available

07:40 AM Available

08:00 AM Available

08:20 AM Available

08:40 AM Available

09:00 AM Available

09:20 AM Available

09:40 AM Available

10:00 AM Available

10:20 AM Available

Summary of your request

Dandenong - Ambient Carrier: Pallets: 1 D-Pallets: 0

WHERE **REQUEST**

- Select a date and time and click on the **Request** button.
 - Back in the home screen, the booking request appears in the list at the top.

2.4 Approval Process

- Your booking request will be sent to the booking team and automatically approved.
 - Your booking will turn green.
 - You will receive an email confirmation.

The system generates a unique reservation number.

The reservation number will appear on your email confirmations and can be used to search for a reservation.

2.5 Email Notifications

Email notifications will be sent to the main supplier email address maintained in the Supplier Details in the Configuration menu.

Notifications will automatically be triggered when;

- A request (delivery or pickup) is approved
- A reservation (delivery or pickup) has one of the following states applied;
 - No show
 - Cancelled
 - Rejected
- A status update is requested
- An unplanned arrival occurs - no reservation prior to arrival
- An amendment was performed on an already booked reservation

Below is an example of an email generated for an approved booking.

Subject: ALDI - Reservation Approved Notification: 10001234 on 05/11/2015 08:49 AM for Regency Park - Cold Handling



Hi ALDI Stores,

This is to confirm the appointment you have requested for the **Regency Park - Cold Handling** has been approved.

Appointment Details:

Appointment time:	05/11/2015 08:49 AM
Site:	Regency Park
Warehouse:	Cold Handling
Delivery Address:	84 Gallipoli Dr, Regency Park SA 5101
Carrier:	Leo Catas Transport
Supplier:	NIKA USV
PO#:	bsutnaf
Pallets:	3,955
D-Pallets:	7,230
Trailer Type:	B-Double Dropdeck
Appointment #:	10001234
Contact Info:	dfsgxfquqngq
Comment:	wsuvcocjsjxyfmpqujb



10001234

Drivers should arrive 15 mins prior to the start of the reservation and no later than 10 mins after the start of the reservation.

Vehicles must be unloaded and removed from the dock door by the close of the delivery slot.

Drivers must observe Heavy Vehicle Fatigue regulations. Driver work diaries may be inspected by ALDI employees.

Parking is not available within ALDI premises for vehicles prior to their reservation.

Suppliers or carriers must notify ALDI if the delivery is delayed so a new reservation can be booked rather than trying to reach the Distribution Centre for the original reservation.

Please ensure all Chiller and Freezer deliveries are made in rear loading trucks only.

If necessary, amendments can be made to reservations prior to the day of the booking.

Please ensure two copies of the delivery docket with the ALDI purchase order number is provided upon delivery as well as two copies of the pallet transfer docket.

Drivers must be inducted before entering an ALDI Distribution Centre and then comply with all site safety requirements; including hi-vis and steel cap boots.

This docket can be presented upon arrival to facilitate entry to the site.

Please note a dock number will be assigned upon arrival at the gatehouse.

<https://www.c3reservations.com/aldiwarehousebooking>

Best regards,
ALDI Stores

3 Exceptions

3.1 Desired time slot unavailable

Delivery must be made on the specified date as per the purchase order. For products that have a delivery window (ie specials products) delivery must be made during the delivery window.

In the event C3 Reservations shows no available time slots for the specified day of delivery please use the 'Request date only' functionality within C3 Reservations.

To use the option 'Request date only' - select the specified day of delivery on the When step and select request.

The screenshot shows the 'Delivery&PU' dialog box. On the left, there's a sidebar with 'WHAT', 'WHERE', and 'WHEN' steps. The 'WHEN' step is active, showing a calendar for April 2016. The date 25th is selected. To the right of the calendar, there's a list of time slots from 06:00 AM to 10:20 AM, all marked as 'Available'. Above the list is a 'SHOW EARLIER TIME' button and below is a 'SHOW LATER TIME' button. At the bottom, there's a 'Summary of your request' section showing 'Dandenong - Ambient' and 'Carrier:'. To the right of the summary, it says 'Pallets: 1 D-Pallets: 0'. At the bottom right, there are 'WHERE' and 'REQUEST' buttons.


The dialog box below will open and the reason 'No available slots' must be selected as well as a desired delivery time (this will be used as a guide only). This will send a task through to ALDI to process. Once processed an email confirmation will be sent.

The screenshot shows the 'Request Date Only' dialog box. It has a title bar with 'ID' and 'Request Date Only'. The main content area has a text prompt: 'Please enter the following information in order to execute the transition'. Below this, there are three fields: 'Reason Code:' with a dropdown menu, 'Req Date:' with a date input showing '28/11/2014' and a calendar icon, and 'Comment:' with a text area. At the bottom, there are two buttons: 'REQUEST DATE ONLY' with a checkmark icon and 'CANCEL' with a close icon.

In the event you require further assistance please call the C3 administrator (8.30am-5pm weekdays) in the relevant region;

		C3 Admin: Office Hours 8:30am-5pm
NSW	MIN	02 9675 9125
	PRE (6:30am-5pm)	02 8783 3411
VIC	DAN	03 9904 3134
	DER	03 8369 3117
QLD	BRE	07 3481 7420
	STP	07 3451 3410
SA	RGY	08 8249 8000
WA	JKT	08 6174 6230

3.2 Amending an Appointment

1. Select the appointment in the list.
2. Click on the **Amend** button ().
 - To amend PO or Appointment information, click on 'What' and perform the required modifications
 - To amend the Appointment Date / Time, click on 'When' and select the required date/time.
3. Enter a reason code when required.

Please note: Adding a comment only, does not create an amendment. The Comments field is a text field to explain the reason for the amendment. Step 3.2.2 must be used in conjunction with a comment.

Amendment

Purchase Orders

PO#: **ADD PO**

C3test: *Dandenong - Ambient* 04/25/2016

Product Description	Prod Code	Order Qty	Order Unit
Tissues	test	2	

Reservation Details

Pallets: D-Pallets:

Trailer Type: Carrier:

Memo#/Prod Code:

Contact Info:

Comment:

WHERE

- ✓ Back in the home screen, the appointment now appears in green.
- ✓ The scheduling team will have visibility on your request.
- ✓ You will receive an email notification indicating the amendment details.

It is possible that when an amendment has been requested that the original reservation time is no longer available. This is due to the fact the length of the reservation and/or the assigned dock type needs to change and an available slot can found for the new modifications.

3.3 Cancelling an Appointment

1. Select the appointment in the list.
2. Click on the **Cancel Reservation** button (**CANCEL RESERVATION**).
3. Select a Reason Code and enter a comment to justify your cancellation.
4. Click on the **Cancel Reservation** button to confirm your action.
 - ✓ An email confirmation will be sent to you and the scheduling team and the appointment will no longer be listed on your home screen.

4 Rules and best practice

To better understand the logic and processes of C3 Reservations please note following points;

When requesting a booking C3 Reservations will automatically assign a dock number and duration of booking for the request. These will be based on rules for types of docks and the expected duration will take into account the number of pallets and POs on the booking. Available time slots this will be shown on the When step. Once a time slot is selected this request will be approved and confirmed by an email.

When arriving on site the driver must have a copy (hard copy or soft copy) of their appointment details. These details can be retrieved via the email notification. Drivers must continue to bring the usual delivery and pallet dockets as per current goods in process.

Deliveries will be given the status 'Arrived' when an ALDI operator checks in the appointment number provided by the driver. The 'Departed' status will be applied when the driver leaves the site.

5 Creating additional users

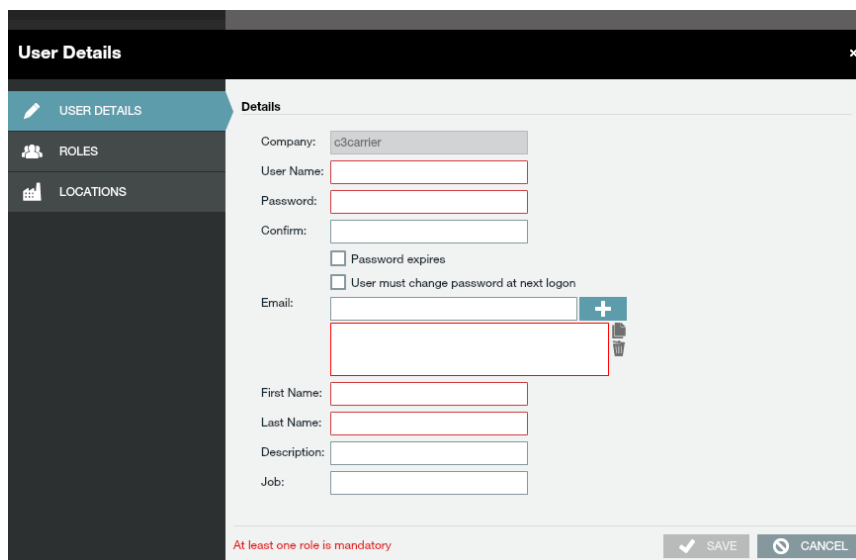
If your organisation requires additional user accounts for creating reservations, these can be created in the configuration menu.

After opening the configuration menu and accessing the user menu, you will see a list of existing users with the fields; User Name, First Name, Last Name, Email and Roles. Individual user accounts can be created and managed in this section.

USER NAME	FIR...	LAST NA...	EMAIL	ROLES
c3testsupplier2user	Test	User	test@test.com	

To add a new user select the '+ New' icon and you will see the following dialog. The fields highlighted in red are required fields. The email address for the user is used for sending a password reset if required, it is not the address email notifications are sent to. User Name and Password are required for login and should be supplied to the user.

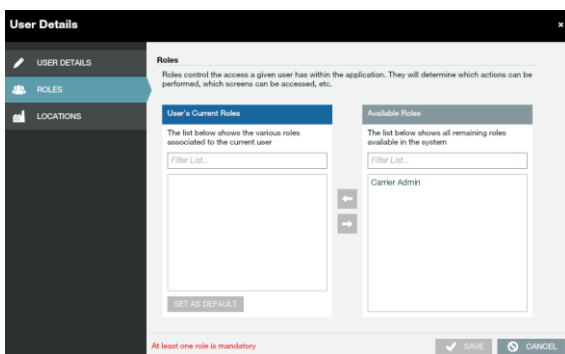
There are also two password options; firstly you can force the user to change the password when they logon next.



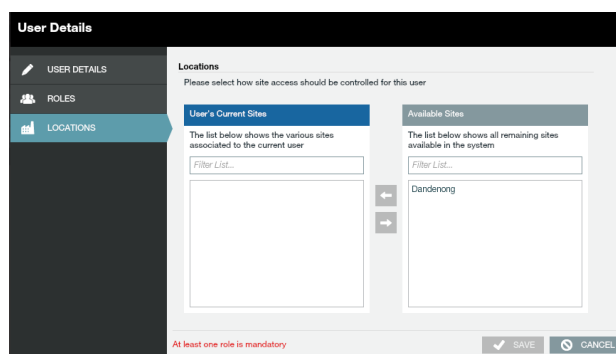
The 'User Details' form has a sidebar with 'USER DETAILS', 'ROLES', and 'LOCATIONS'. The 'Details' section contains the following fields: Company (c3carrier), User Name, Password, Confirm, Password expires (checkbox), User must change password at next logon (checkbox), Email, First Name, Last Name, Description, and Job. A red box highlights the Password and Confirm fields. A red message at the bottom states 'At least one role is mandatory'. 'SAVE' and 'CANCEL' buttons are at the bottom right.

Secondly, it is possible to make the password expire if desired. The user will be forced to change the password after a set period of time.

Each user must have at least one role assigned to them. This can be done via the 'Roles' tab and selecting a role from the Available Roles list and moving to the Selected Roles list by using the arrow. A 'Supplier User' will be able to see the menu option Dashboard when they login and a 'Supplier Admin' will be able to see both Dashboard and Configuration. Likewise, each user must have a site (an ALDI region) assigned to them. Under the tab 'Sites' the desired sites can be added for each user. Once this is saved the user can login to the C3 Reservations site.





The 'Roles' tab shows 'User's Current Roles' and 'Available Roles'. The 'Available Roles' list includes 'Carrier Admin'. A red message at the bottom states 'At least one role is mandatory'. 'SAVE' and 'CANCEL' buttons are at the bottom right.



The 'Locations' tab shows 'User's Current Sites' and 'Available Sites'. The 'Available Sites' list includes 'Dandenong'. A red message at the bottom states 'At least one role is mandatory'. 'SAVE' and 'CANCEL' buttons are at the bottom right.

6 Reservation Colour Coding

The following examples show the colour coding for the different statuses available in C3 Reservations.

APPROVED	03/10/2014 06:00 AM
PO#: 71112	Dandenong - Cold Handling
SCHEDULED	03/10/2014 05:30 AM
PO#: c3po	Dandenong - Ambient
AMENDED	06/10/2014 07:30 AM
PO#: C3-Test-01	LOD Dandenong - Ambient
REJECTED	03/10/2014 05:30 AM
PO#: C3-Test-01	Dandenong - Ambient
CANCELLED	25/09/2014 10:30 AM
PO#: 26153	c3carrier Dandenong - Ambient
ARRIVED	
PO#: po1	c3carrier Dandenong - Cold Handling
DEPARTED	
PO#: 123	Dandenong - Ambient

7 Support

A dedicated contact exists in each region to administer the C3 Reservations system. Please contact the C3 Administrator (8.30am-5pm weekdays) in the relevant region if you require assistance;

		C3 Admin: Office Hours 8:30am-5pm
NSW	MIN	02 9675 9125
	PRE (6:30am-5pm)	02 8783 3411
VIC	DAN	03 9904 3134
	DER	03 8369 3117
QLD	BRE	07 3481 7420
	STP	07 3451 3410
SA	RGY	08 8249 8000
WA	JKT	08 6174 6230