

USER GUIDE

C3 Reservations for Suppliers and Carriers

16/10/23



Table of Contents

1.	INTRODUCTION
1.1	Technical Requirements
1.3	Username and Password Login
1.4	Display Options
1.5	Homepage Overview
2.	REQUESTING AN APPOINTMENT 5
2.1	Approval Process7
2.2	Confirming a Standing Appointment7
3.	EXCEPTIONS 8
3.1	Amending an Appointment (change POs, add info or Reschedule).8
4.	COLOR CODES 8
5.	SEARCHING FOR AN APPOINTMENT 10
6.	LOGGING OUT
7.	ALDI CONTACTS



1. INTRODUCTION

1.1 Technical Requirements

Browsers:

The two latest major versions of the following browsers are supported:

- Chrome
- Edge/Edge (Chromium)
- Firefox
- Safari

For security reasons, C3 recommends staying on the latest version of any browser you use. *Subject to change.

1.2 Single Sign-On Login

The recommended login to C3 is Single Sign-On. If you have a SSO account set up, please use the following guide. If you require a SSO account to be created, call the number listed in the C3 Admin office section in page 11.

- 1. Go to:https://www.c3reservations.com/aldiwarehousebooking
- 2. Click on $\boldsymbol{SSO'}$ in the homepage which will open a new window for login
- 3. Enter your email address associated to your user account in the 'User Name' field.
- 4. Click on 'Enter Password' to continue for password entry.

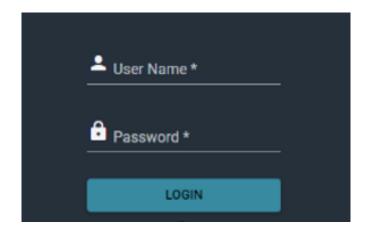
User Name * Password * LOGIN Or SS0	User Name
Or	est.c3@aldi.com.au
	Enter Password
	or ————————————————————————————————————
Forgot your password?	Remember My Login Preference



1.3 Username and Password Login

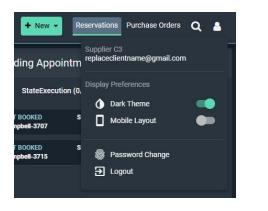
If you do not have a SSO account, you are still able to log into C3 using your Username and Password account.

- 1. Enter the **Username** and **Password** you were provided (note that passwords are case-sensitive).
- 2. Click the Login button to access the C3 application.



1.4 Display Options

Once in C3 Hub, you will have the option to personalize your layout and theme:



-	Supplie	r C3	
m	replace	clientname@gmail.c	com
(0,	Display	Preferences	
	٥	Dark Theme	
s	Mobile Layout		
s	Ō	Password Change	
-	∋	Logout	



1.5	Homepage	Overview
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			+ New - Reservations Purchase Orders Q
Pending Reservations (2) Q 🗿 🔻 🗄	Incoming Reservations (4) Q T :	On Site Reservations (3) Q T i	Standing Appointments (2) Q T :
Filters: StateExecution (0/6) Type (0/6)	Filters: StateExecution (0/6) Type (0/6)	Filters: StateExecution (0/6) Type (0/6)	Filters: StateExecution (0/6) Type (0/2)
SCHEDULED 10065662 Strip Delivery PO #: 871264 Carrier: DHL Scheduled Date: 10/26/2020 06:15 AM	APPROVED 10064780 Site 2-RSVN Delivery PO 8: 392939 Carrier Own Fleet Scheduled Date: 10/27/2820 08:00 AM	CANCELLED 10062867 Site 1- YARD [Delivery] PD # 848935 Carrier: Scheduled Date: 10/20/2020 09:00 AM	NOT BOOKED Site 2 - RSVN - Main Whee Standing Appointment Campbell-3707 10/26/2020 D6:15 AM
SCHEDULED 10065670 Sife 2 - RSVN Delivery PO # 937282 Carrier: Scheduled Date: 10/45/2020 06:15 AM	K The state of the sta	COMPLETED 10062990 Site 2 - RSVN Delivery PO # 849782 . Carrier: J.B. Hunt Scheduled Date: 10/20/2020 07:00 AM	NOT BOOKED Site 2 - RSVN - Main Whee Standing Appointment Campbell-3715 10/28/2020 06:45 AM
	2 AMEND Scheduled Date: 10/26/2020 06:15 AM	ARRIVED 10064806 Site 2 - RSVN Delivery P0 # 660453 Carrier Knight Transportation Scheduled Date: 10/20/2020 0	
	APPROVED 10065696 Site 2 - RSVN Delivery P0 # 251706 Carrier: Scheduled Date: 10/26/2020 07:15 AM		

- 1. Your active appointments and unconfirmed standing appointments (today and next month).
- 2. Action buttons to amend or cancel the selected appointment.
- 3. Filter fields type in characters to narrow down the list of appointments or POs (e.g. supplier, Ref#, SITE) Click the () icon next to a column name for more criteria (e.g. by date range)
- 4. Search feature Type in a PO# to find an appointment (including past and cancelled ones).

2. REQUESTING AN APPOINTMENT

			+ Add
Clear Builder	Assemble	New F	

Pre-select one or multiple POs from the bottom portion of the screen and click on Assemble > New Reservation.

Or Click on the **New button** of the bottom left section (to start with a blank screen and select POs from there).

) what	🖉 Details	🖉 Where	(3) When				
Header Information	Delivery : Site 2 - RSVN			×			
	Vitel	 Ovtails 	Ø Where	🕑 When			
	Reservation Details	Delivery : Site 2 - RSVN			x		
	Conter J.B. Hunt	🖉 What	🖉 Details	S Where	S When		
	Load Type Floor Loaded	Sites		Warehouses			
	connent			Delivery : Site 2 - RSVN			
				- 🖉 What	🖉 Details	🧭 Where	
					Time Slice Selector		Summary of request
ADD PD				OCTOBER 20 -	Available Time Slices	View Availability Color Codes	Carrier J. D. Humt
her Options					DEXID AM CDT	Limited Availability	
€ Add a file					07:00 AM CDT	Available	
					DBIOD AM CDT	Available	Commodity Dry
				10 10 20 21 22 28 24 15 (96) 27 28 (20) 30 31	09.00 AM CDT	Available	
					10:00 AM CD1	Available	Quantity Last Convert
					11:00 AM CDT	Available	comment
					12:00 PM CDT	Limited Availability	
					D1:00 PM CDT	Limited Availability	Data salected 10/29/2020

Step 1 - What: whether you had selected POs before entering the screen, you can add them here.

- Shipment Details: Type in a PO # and click the Add PO button. --- Repeat for all POs on the same trailer.
- **Reservation Details**: optionally select a Carrier and add comments. Please ensure to add all known relevant information e.g. Trailer number. (You can always add information at a later time; however this information will help the SITE's in through the receiving process)
- Click on the **Next Step** arrow button.

Step 2 - Where: No action required - step to confirm SITE name and delivery address based on selected POs.

• Click on the Next Step arrow button.

Step 3 - When:

- Use the **Calendar** button to select a date.
 - o Times available for that date will be listed on the right; each with a status: 'Available', 'Standing Appointment' or 'Limited Availability'. If the schedule is full for the date you wish to request, there will be no appointment times showing available.
- Select on a time and click on the **Request** button.
 - o Back in the home screen, the appointment.



2.1 Approval Process

Your appointment request will be sent to the scheduling in team for approval and will appear with a 'Pending Approval' (yellow) status on the list.

Once it is approved:

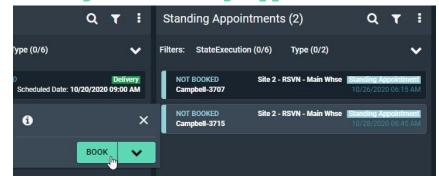
- Your appointment will turn green.
- You will receive an email confirmation.
- The system generates a unique 'Reference #' for each appointment. It will appear on your email confirmations and can be used as a search filter.
- If your request is rejected by the scheduling team, you will receive an email with instructions.

Subject: Reservation Approval: on for	Reservations
Hi, This is to confirm the appointment you have requested for the site has bee	n approved.
Appointment Details:	
Date:	
Site:	7.906496
Delivery Address: 1751 Richardson, Montreal, QC, H3K 1G6	
Carrier:	l∎l@3r2
Supplier:	
Appointment #:	
Pallets:	
Cases:	
Units:	
Comment:	
https://rsvntest.c3solutions.com/galderma	
Best regards,	
Company	

▲ If your request is approved for a different date/time than what you had requested, the email confirmation will clearly indicate the new proposed time.

Sample Approval Email 1

2.2 Confirming a Standing Appointment



- 1. Select the standing appointment (from the standing appointment list) and click on the **Book** button.
- 2. Fill out the PO and appointment details as described in the section above.
- 3. When done, click on the **Request** button.
- 4. Back in the home screen, the appointment will show as Requested (yellow) with a reference # and will be reviewed by the scheduling team.
 - a. You will receive an email notification indicating whether it was accepted or rejected.
 - b. You can also cancel a standing appointment by selecting the Cancel button.



3. EXCEPTIONS



3.1 Amending an Appointment (change POs, add info or Reschedule)

- Select the appointment in the list.
- Click on the Amend button.

To make changes to the POs

From the What step: adjust the list of POs and pallet counts.

From the When step:

- Slide the Select Requested Date & Time button from No to Yes.
- Select the new date and time for the delivery appointment.

 o As for the new appointment process, times will be listed with an
 availability status.
- When done making all your changes, click on the Amend button (bottom right).
- Select a reason code and enter a comment to justify your change request.
- Click on the Amend button to save your request.
- Back in the home screen, the appointment now appears with an orange status bar.
- The scheduling team will have visibility on your change request.

You will receive an email notification indicating whether it was accepted or rejected.

4. COLOR CODES

Scheduled Appointment SCHEDULED 10065670 : PO #. 937282 Carrier: Yellow status bar Appointment waiting for the scheduling team's approval.



Approved Appointment	APPROVED 10065696 : P0 #: 251706 Carrier:	Green status bar (and reference #) Approved appointment			
Amended Appointment	PENDING APPROVAL 10065712 PO #: 1453094 Carrier: DHL	Pale Orange status bar Change requested for approved appointment (pending approval).			
Unconfirmed Standing Appointment	NOT BOOKED Campbell-3707	Blue status bar Standing appointment that still needs to be confirmed or cancelled.			
Approved Standing Appointment	BOOKED Campbell-3707	Green status bar (with blue line) Standing appointment that has been confirmed.			
Completed Appointment (Arrived)	ARRIVED 10064806 PO #: 660453 Carrier	Dark Blue status bar Appointment that has been flagged as Arrived (by the SITE)			
Custom State	UNLOADED 10064806 PO #: 660453 Carrier: 1	Light purple status bar Appointment that has been flagged as Late (by the SYSTEM)			
At-Door Appointment	AT DOOR 10064806 PO #: 660453 Carrier	Light teal status bar Appointment that has been flagged as At Door (by the SITE)			
Completed Appointment (Received)	COMPLETED 10062990 PO #: 849782 Carrier: J.B	Grey status bar Appointment that has been flagged as Received (by the SITE)			
Cancelled or `No Show' Appointment	CANCELLED 1 PO #: 848935	Red status bar Cancelled by vendor/scheduling team or one that has been flagged as No Show. Double-click appointment for details.			

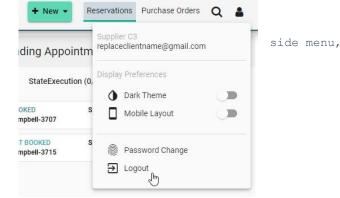


5. SEARCHING FOR AN APPOINTMENT

	Q						
1.	Click on the () icon to open the search	bar.					
2.	Select a search mode:						
	(🗮) to search 🕒	Ô					
	for the PO itself or () to search for an appointment.	100647	80				۹ 🕲
3.	Type in a reference/PO# and hit ENTER to initiate the search. (You can use *		Ĩ	₩₽	(ii)	Ū	
	as a wild card if you only have the beginning/ending of your number i.e: *3030 OR 10* to find the below		OVED 1000 obell PO #: :			10/2	7/2020 08:00 AM Delivery Carrier: Own Fleet
	reservation).						
	The matching POs or appointment(s) will	be lis	sted.				
	Double-click on a PO/Appointment (or set	lect it	and c	click o	n the	0 () icon)	to view
	its details.					., ,	

6. LOGGING OUT

To log out of the application, open the click on ${\rm v}$ and then Logout:





Should you have an issue with a login or a Carrier who needs to be set up to access C3 Reservations, please email C3@aldi.com.au or contact the relevant region:

State	Region	C3 Admin: Office Hours 8:30am-5:00pm
NSW	MIN	(02) 9677 4730
	PRE	(02) 9677 4730
VIC	DER	(02) 9677 4730
	DAN	(02) 9677 4730
QLD	STP	(02) 9677 4730
	BRE	(02) 9677 4730
SA	RGY	(02) 9677 4730
WA	JKT	(02) 9677 4730

