

Instructions for Carriers/Vendors using RetalixTraffic.com to make appointments or appointment requests

Set-Up Requirements

- The carrier must have Internet access.
- If the carrier uses any kind of email filters, they will need to add NoReply@retalix.com to the safe senders list.
- There is a portion of the web site that will not operate if a user has the popup blocker turned on.
- Adobe Acrobat Reader must be installed on the PC.
- The carrier can log onto the website RetalixTraffic.com. In the upper left corner they can create a new account by clicking the Register button and completing the following table. When all required fields have been entered select the Submit button.

Account Registration	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Company Name *	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip/Postal Code *	<input type="text"/>
Telephone	<input type="text"/>
Email/Login *	<input type="text"/>
Password *	<input type="password"/>
Password must contain 6 to 10 characters, at least 1 letter, and at least 1 number.	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

- From the following screen, log onto the site using the Email/Login and Password you entered on the Account Registration screen.

Retalix Web Scheduling
Web Tendering

[Log In](#)

New User? Create a new account here: [REGISTER](#)

EMAIL / LOGIN:

PASSWORD:

[ENTER](#)

Forgot your password? Please reset it here: [RESET](#)

Forgot your email / login? Please contact your customer.

Note: Your customer is in ultimate control of your access to this web site. If you are having technical difficulties please notify your customer who will in turn notify the website administrators, if necessary.

Thank you for using retalixtraffic.com web services.

- From the following screen select Web Scheduling.

Retalix Web Scheduling
Web Tendering

www.retalix.com [FEEDBACK](#) [MY ACCOUNT](#) [LOG OUT](#) [HOME](#) [REFERRALS](#)

[My Services](#)

[Web Tendering](#) [Web Scheduling](#)

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- You will be directed to the Add Web Scheduling For A Customer screen.

Retalix Web Scheduling

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[Request An Appointment](#) [View My Current Appointments](#) [Add Web Scheduling For A Customer](#) [How Do I Use Web Scheduling?](#)

Add Web Scheduling For A Customer

Authorization Requests Sent:
Retalix (v7.5 Testing) (request submitted 10:20 AM on Friday 3/7/2008)

Request Web Scheduling authorization from:

Retalix (Plano Testing)
Retalix (SQL QA vNewDev)
Retalix (v7.4 Testing)
Retalix Demo (Andrew)

To select more than one company, hold down the Ctrl key and select the companies using the left mouse button.

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- Highlight the customer you wish to make appointments with in the Request Web Scheduling authorization from: box.
- Select the Submit button.
- You will now need to wait until the customer finishes the setup process by approving this request. Once approved when you select Web Scheduling on the My Services screen you will be directed to the Request An Appointment screen.

Note: If you do not receive approval within 24 to 48 hours, contact the customer scheduling department directly to inquire about the status of your approval.

Accessing the Website to Make Appointment or Appointment Request

- Enter the following web address: RetailixTraffic.com
- The following web site login screen appears:

Retailix Web Scheduling
Web Tendering

[Log In](#)

New User? Create a new account here:
[REGISTER](#)

EMAIL / LOGIN:

PASSWORD:

[ENTER](#)

Forgot your password? [Click here](#) to reset it.

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[Retailix Homepage](#)

- Enter the Email/Login and Password. The password is case sensitive.
- Click the Enter button or the Enter key on the keyboard.



Note: If you forget your password follow these steps:

- Move the cursor over [Click here](#) found below the Enter button
 - When the cursor arrow changes into a hand, click the left mouse button
 - Enter your email address in the LOGIN: field
 - Select the Reset button.
 - Your new password will be sent in an email to the entered email address.
- The following screen appears:

Retalix Web Scheduling
Web Tendering

www.retalix.com FEEDBACK MY ACCOUNT LOG OUT HOME REFERRALS

My Services

[Web Tendering](#) [Web Scheduling](#)

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- Select the Web Scheduling option. The following screen appears:

Retalix Web Scheduling

www.retalix.com FEEDBACK MY ACCOUNT LOG OUT HOME REFERRALS

[Request An Appointment](#) [View My Current Appointments](#) [Add Web Scheduling For A Customer](#) [How Do I Use Web Scheduling?](#)

Request An Appointment

Step 1 - Enter Orders >> Step 2 - Change Orders >> Step 3 - Final Review >> Step 4 - Request Received >>

Customer

PO #

Orders On This Load:	PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin (City, State)
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[Add Web Scheduling For A Customer](#) | [View My Current Appointments](#) | [How Do I Use Web Scheduling?](#)

Making a Web Appointment or Appointment Request

Follow these 4 steps to make a 'Web Appointment' or a 'Web Appointment Request'

Step 1 - Enter Orders: From the 'Request an Appointment' screen enter data for the following:

The screenshot shows the Retalix Web Scheduling interface. At the top left is the Retalix logo. To the right, it says 'Web Scheduling'. Below the logo is a navigation bar with links: www.retalix.com, FEEDBACK, MY ACCOUNT, LOG OUT, HOME, and REFERRALS. Underneath that is another navigation bar with links: Request An Appointment, View My Current Appointments, Add Web Scheduling For A Customer, and How Do I Use Web Scheduling?. The main heading is 'Request An Appointment'. Below that are four steps: Step 1 - Enter Orders >>, Step 2 - Change Orders >>, Step 3 - Final Review >>, and Step 4 - Request Received >>. The 'Step 1 - Enter Orders' section contains a 'Customer' dropdown menu, a 'PO #' input field with an 'Add' button, and a table with columns: Orders On This Load, PO #, Order Date, Due Date, Cases, Weight, Pallets, Cube, Vendor, and Origin (City, State). At the bottom of the form are 'Next' and 'Reset' buttons. The footer contains the text 'Copyright © 2007 Retalix Ltd. All Rights Reserved'.

- **Customer:** Use the combo box to select your delivery company.
- **PO #:** Enter the purchase order number of the first order you will be delivering. Select the Add button or use the Enter key to move the order to the Orders On This Load group.

Retalix Web Scheduling

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Request An Appointment View My Current Appointments Add Web Scheduling For A Customer How Do I Use Web Scheduling?

Request An Appointment

Step 1 - Enter Orders >> Step 2 - Change Orders >> Step 3 - Final Review >> Step 4 - Request Received >>

Customer

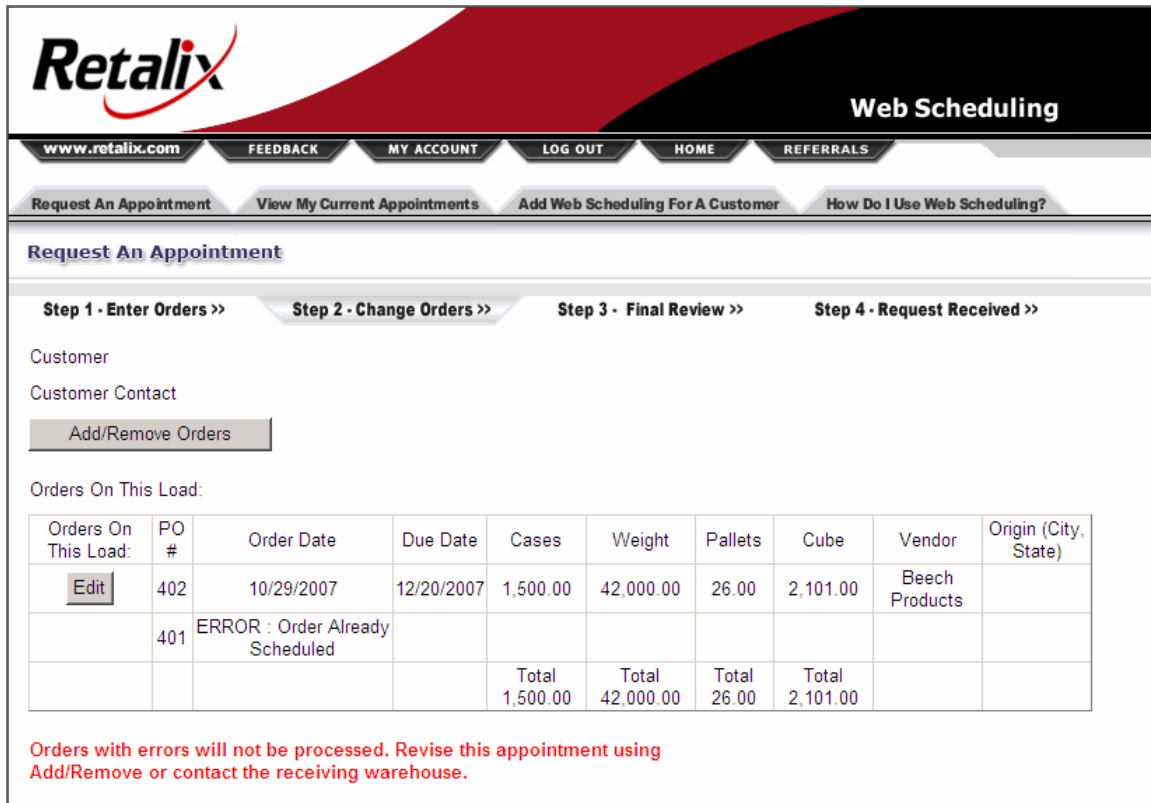
PO # Add

Orders On This Load:	PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin (City, State)
<input type="button" value="Remove"/>	402								
<input type="button" value="Remove"/>	401								
				Total 0.00	Total 0.00	Total 0.00	Total 0.00		

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Repeat the above process for each order you will be delivering. When all orders have been entered, select the Next button found at the bottom of the screen. Selecting this option takes you to Step 2.

Step 2 - Change Orders: The current status of each entered order in the Dock Scheduling database of the delivery customer is shown on this screen.



Retalix Web Scheduling

www.retalix.com FEEDBACK MY ACCOUNT LOG OUT HOME REFERRALS

Request An Appointment View My Current Appointments Add Web Scheduling For A Customer How Do I Use Web Scheduling?

Request An Appointment

Step 1 - Enter Orders >> Step 2 - Change Orders >> Step 3 - Final Review >> Step 4 - Request Received >>

Customer
Customer Contact

Add/Remove Orders

Orders On This Load:

Orders On This Load:	PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin (City, State)
Edit	402	10/29/2007	12/20/2007	1,500.00	42,000.00	26.00	2,101.00	Beech Products	
	401	ERROR : Order Already Scheduled							
				Total 1,500.00	Total 42,000.00	Total 26.00	Total 2,101.00		

Orders with errors will not be processed. Revise this appointment using Add/Remove or contact the receiving warehouse.

An order will be rejected from web scheduling and you will not be able to request a web appointment for an order if any of the following conditions exist:

- The order number is not found
- There are multiple unscheduled instances of the order number
- The order's delivery customer does not match your entered delivery customer
- The order is already scheduled

If any of the above conditions exist you will need to call your delivery company to make the appointment.

You can do any of the following from the top portion if this screen.

- **Add/Remove Orders:** Returns you to the Step 1 - Enter Orders screen where you can add or remove orders.
- **Edit:** By selecting the edit button you can edit cases, weight, pallets, cube and the origin city and state. After editing the desired fields, select the Save button.

From the bottom portion of the screen you can do the following:

- **Make an appointment now: ***Applicable only if not grayed out***** View the screen that will permit you to make a web appointment.

Make an appointment now

Available Appointment Date

5:00 AM

6:00 AM

7:00 AM

Note: Available appointments are time sensitive. Avoiding delays once you have reached this step will ensure the best chance of reservation of your preferred appointment.


Use the combo button to select the available date you want to make an appointment on. The available times for that date will appear in the box directly below the date. Click on the time you want for the appointment.

To confirm chose the Reserve this appointment button. You will be taken to Step 4: Request Received.

An Appointment Summary will appear on the screen. Additionally an email will be sent to you with all the appointment details and a confirmation number.

- **Submit a request for review:** Select the Requested Delivery Date: Use the calendar icon to select the desired date. Select the Requested Delivery Time. Your four options for Request Delivery Time are: Anytime, Before Noon, Noon - 6PM and After 6PM.

Submit a request for review

Requested Delivery Date 

Requested Delivery Time

Anytime

Before Noon

Noon - 6pm

After 6pm

Note: Your request will be added to the appointment queue. Once your appointment has been scheduled, you will be notified by email of the appointment time.

To send the request, select the Request Appointment button. When the appointment has been made you will be notified by the Dock Scheduling user as to the date and time.

Repeat the above process for each order you will be delivering. When all orders have been entered, select the Next button found at the bottom of the screen. Selecting this option takes you to Step 2.

- **Comments:** You can enter any comments you would like to share with the person making the actual appointment.

Step 3 - Final Review: This step is used only when the Submitting a request for appointment, as opposed to 'making an appointment now'. From this screen you can review the Appointment request and do the following using the buttons at the bottom of the screen:

The screenshot shows the 'Request An Appointment' screen in the Retalix Web Scheduling system. The page has a red and black header with the Retalix logo and 'Web Scheduling' text. Below the header is a navigation bar with links: www.retalix.com, FEEDBACK, MY ACCOUNT, LOG OUT, HOME, and REFERRALS. A secondary navigation bar contains: Request An Appointment, View My Current Appointments, Add Web Scheduling For A Customer, and How Do I Use Web Scheduling?. The main content area is titled 'Request An Appointment' and shows a progress bar with four steps: Step 1 - Enter Orders >>, Step 2 - Change Orders >>, Step 3 - Final Review >> (highlighted), and Step 4 - Request Received >>. Below the progress bar, the 'Request Appointment' form is displayed. It includes fields for 'Customer', 'Customer Contact', and 'Requested Delivery Date' (set to 12/20/2007). A table lists order details:

PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin (City, State)
402	10/29/2007	12/20/2007	1,500.00	42,000.00	26.00	2,101.00	Beech Products	
			Total 1,500.00	Total 42,000.00	Total 26.00	Total 2,101.00		

Below the table is a 'Load Comments' section with a text area containing 'Preferred Delivery Time: Before Noon.' At the bottom of the form are three buttons: 'Request Appointment', 'Make Changes', and 'Cancel'. The footer of the page reads 'Copyright © 2007 Retalix Ltd. All Rights Reserved'.

- **Request Appointment:** Submits the request. Select this option to go to Step 4.
- **Make Changes:** Returns you to the Step 2 - Change Orders screen where you can make changes.

Cancel: Select to cancel your appointment request.

Step 4 - Request Received: When you are on Step 4 your appointment has been accepted. An Appointment Summary will appear on the screen. Additionally an email will be sent to you with all the appointment details and a confirmation number.

From this screen you can do the following:

The screenshot shows the Retalix Web Scheduling interface. At the top, the Retalix logo is on the left and 'Web Scheduling' is on the right. Below the logo is a navigation bar with links: www.retalix.com, FEEDBACK, MY ACCOUNT, LOG OUT, HOME, and REFERRALS. Underneath is another navigation bar with links: Request An Appointment, View My Current Appointments, Add Web Scheduling For A Customer, and How Do I Use Web Scheduling?. The main content area is titled 'Request An Appointment' and shows a progress bar with four steps: Step 1 - Enter Orders >>, Step 2 - Change Orders >>, Step 3 - Final Review >>, and Step 4 - Request Received >>. Below the progress bar, a message states: 'Your appointment has been scheduled. Please print this out and note your confirmation number. Any web scheduled appointment is subject to change. You will be notified via email if any adjustments are made to a web-scheduled appointment. Thank you.' This is followed by an 'Appointment Summary' section with the following details: Confirmation Number: 10259, Customer: (blank), Customer Contact: (blank), Destination: Efficient Distribution, Location: St. Thomas, Appointment Time: Friday 12/21/2007 6:00 AM, Appointment Duration: 60 minutes. Below this is a table with columns: PO #, Order Date, Due Date, Cases, Weight, Pallets, Cube, Vendor, and Origin (City, State). The table contains one row for PO # 403, Order Date 10/26/2007, Due Date 12/21/2007, Cases 1,900.00, Weight 43,000.00, Pallets 19.00, Cube 2,600.00, Vendor Bordina Foods, and Origin (blank). A total row shows: Total 1,900.00, Total 43,000.00, Total 19.00, Total 2,600.00. Below the table, a link says 'To view your current requests, click 'View My Current Appointments''. At the bottom of the main content area are two buttons: 'Print' and 'Request Another Appointment'. The footer contains the text 'Copyright © 2007 Retalix Ltd. All Rights Reserved'.

- **Print:** Select to print the screen.
- **Request Another Appointment:** Select to return to the Enter Orders screen.