

Quick Guide to a Supplier Confirming a Soft Appointment Made by the Shipper



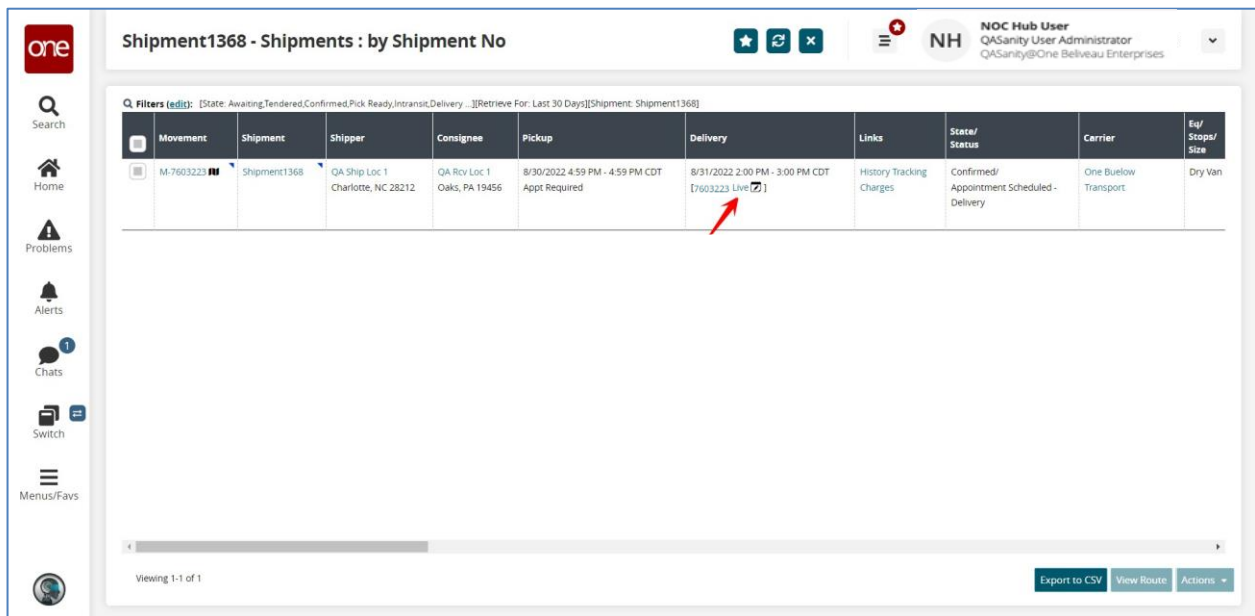
Introduction

This document provides a quick guide for Supplier explaining how to confirm a soft appointment that was made by your Shipper using the One Network system.

Appointments are typically scheduled by Carriers or Suppliers, but the Shipper has the ability to schedule as well. The Shipper can schedule a soft appointment which is used to “reserve” an appointment date/time slot for the Carriers or Suppliers. This soft appointment will last for a defined period of time before the appointment’s start time. Before that time expires, the Carriers or Suppliers would need to confirm the soft appointment to a regular/confirmed type of appointment – if that is not done, when the time expires, the soft appointment would be cancelled.

Confirming a Soft Appointment

1. Login to the One Network system as a Supplier.
2. Find the Shipment or Movement where the Shipper has scheduled a soft appointment that you wish to confirm.

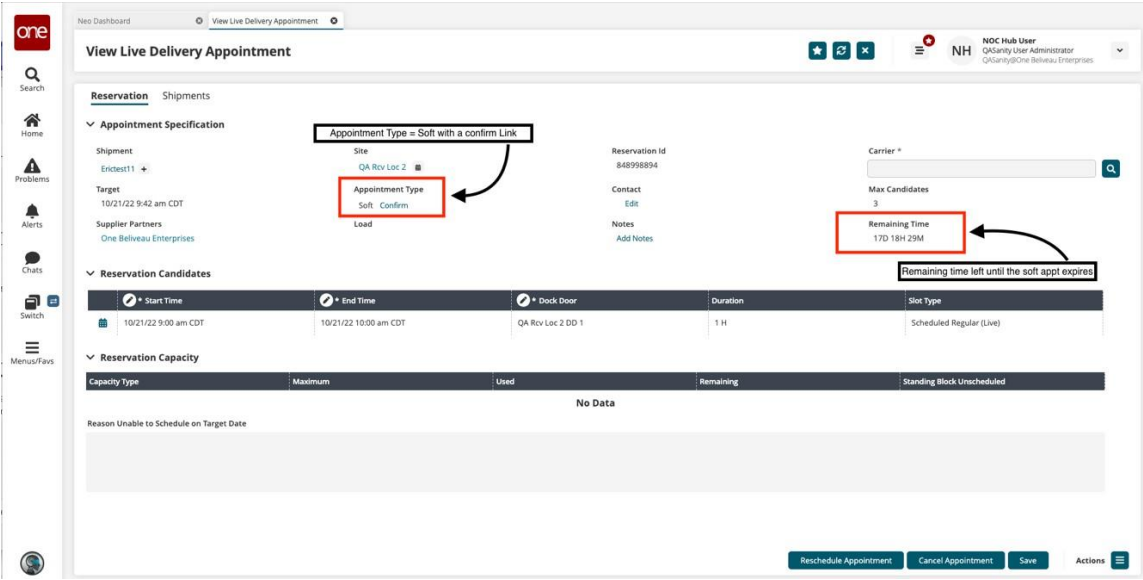


3. Select the **Live** link, and the **Appointment Reservation** screen displays.

Under **Appointment Type**, it will show **Soft** indicating this is a soft appointment and next to that will be a **Confirm** link.

Under **Remaining Time**, it displays the amount of time before the soft appointment expires – if a soft appointment expires, it will then be cancelled.

Under the **Reservation** section, you can see the start date/time for the soft appointment that was made by the Shipper.



4. To confirm this soft appointment, select the **Confirm** link under **Appointment Type**.

Once done, a success message displays and under **Appointment Type** it will show **Confirmed** indicating that this soft appointment has now been moved to a regular/confirmed appointment.

Neo Dashboard View Live Delivery Appointment

View Live Delivery Appointment

Success Message

✓ Appointment confirmed successfully.

Reservation Shipments

Appointment Specification

Shipment: Ericest11

Target: 10/21/22 9:42 am CDT

Supplier Partners: One Beliveau Enterprises

Site: QA Rcv Loc 2

Appointment Type: Confirmed, Load

Appl Type = Confirm

Reservation Id: 848998894

Carrier: Carrier B

Max Candidates: 3

Reservation Candidates

Start Time	End Time	Dock Door	Duration	Slot Type
10/21/22 9:00 am CDT	10/21/22 10:00 am CDT	QA Rcv Loc 2 DD 1	1 H	Scheduled Regular (Live)

Reservation Capacity

Capacity Type	Maximum	Used	Remaining	Standing Block Unscheduled
No Data				

Reason Unable to Schedule on Target Date

Reschedule Appointment Cancel Appointment Save Actions