

Creating initial appointment

- Log into CVS eAPPT using log in and password supplied
- On Dashboard screen—Click “Create appointment request”

Dock Appointments / Dashboard

Dashboard Created (Draft) Submitted Refused/Cancelled Approved Arrived Departed De

Summary

Approval# [] FIND

APPOINTMENT COUNT 7

Created (Draft): 0

Submitted: 0

Refused/Cancelled: 0

Approved: 0

Arrived: 0

Departed: 6

Delivery Failure: 1

CREATE APPOINTMENT REQUEST

LEGEND

Tammy Bee
Status

hit create appointment button for new request form

Appointment request form will load—follow the diagram to fill in appropriate areas of form—

Fill in below fields on form

Track as hot appointment Yard Drop Use standing appointment

Requested Date/Time: []

Trailer #: [] Select Equipment Type: []

Carrier: []

Driver: []

CVS Routing #: [] Supplier: []

Preferred Carrier: []

Ship To: DSGweDC

enter carrier name in drop down

use calendar box to enter rst date and time

If supplier name is found in supplier drop down--select it--if not found leave field empty--if CVS managed collect load--enter routing number in CVS routing area

enter ship to in drop down--you can check the address underneath to make sure you pick correct one

hit new button for every additional PO you need to add

enter first PO number and hit tab--supplier name should populate--if not type it in--enter pro number if you want--select floor or pallets--add number cases--if you have pallets count, it helps DC to know

comment section very important--always check for comments and add new ones if needed--to add a new comment--click new button

PO # [] Supplier Name [] Quantity []

Cases [] Pallets []

Comments []

STA COLOR LEGEND: Requested, Exception, On Time, Late, Exception, Requested

when all fields needed are filled in, hit submit button

SAVE DRAFT SUBMIT CANCEL

Yard Drop Use standing appointment

SUGGEST

Appointment Details Appointment History

UPDATE AUTO-APPROVE

Track as hot appointment Yard Drop

Status: Submitted

Request Number: 2868233

Requested Date/Time: 10/14/2016 8:00 AM

Trailer #: Select Equipment

Carrier: CHTL Logistics (CHTL) - CHTL Logistics

Address: 8814 Dietz Avenue, Hickory, NC 28602, US
Contact: Chris Olsen kik@chtllogistics.com , Phone: 8 28-485-5098, Fax: 828-397

Driver: Select Driver...

When status shows as submitted you know DC sees the request--You will see a 7 digit request number--When DC approves or refuses request you will receive an email notification If approved the request number will change to an approval number and status will say approved