

Scheduling trailers with freight for DCs with multiple delivery addresses:

- 1) Each CVS distribution location will need a separate appointment request submitted through the CVS scheduling system
- 2) Create the appointment request for the first stop with all Purchase orders that will deliver to first stop on request form.
- 3) Add a comment in the bottom right hand column on online detail form similar to comment in picture below noting that it is stop 1 of a 2 stop load.
- 4) Submit the appointment request for the first stop.

Always make sure to submit both requests at approximately the same time so the DC will be able to review and select the most appropriate appointment date/time for each stop.

Comment Saved By

This is stp 1 of a two stop load-stop 2 will deliver to (add street address with PO) and will be submitted on a separate request sheet

Private:

NEW

comment to add

- 5) Now create the request for the second stop and put a similar comment noting that it is stop 2 for a two stop load. And submit when ready

Comment Saved By

This is the second stop riding with PO (enter PO number) Stop 1 was submitted on a separate request form.

Private:

NEW

- 6) The DC will approve the appointments for the same day a few hours apart so that you can deliver on the same day