Instructions for Carriers/Vendors using ncrpowertraffic.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@ncrpowertraffic.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 login to the website **ncrpowertraffic.com** They can create a new account by clicking the **New User? Click Here** link below the login fields and completing the following table. When all required fields have been entered select the Submit button.
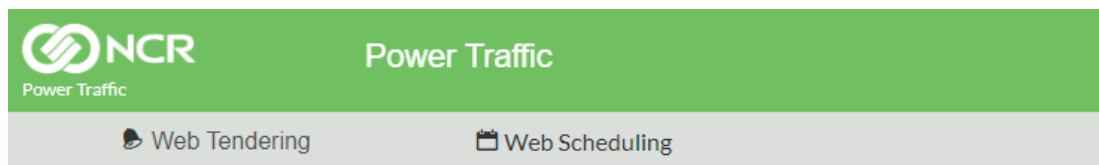

- From the following screen, log onto the site using the Email/Login and Password you entered on the Account Registration screen.

- Once logged in, you will be taken to the homepage. From here click **Web Scheduling** at the top menu as shown below.

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

NCR Power Traffic — Customers

📅 Web Scheduling

Authorization Requests Sent:

You have no outstanding authorizations pending approval.

Request Web Scheduling authorization from:

```
Ace Endico
Alpine Food Dist. / Alpine Carriers
Associated Grocers New England
```

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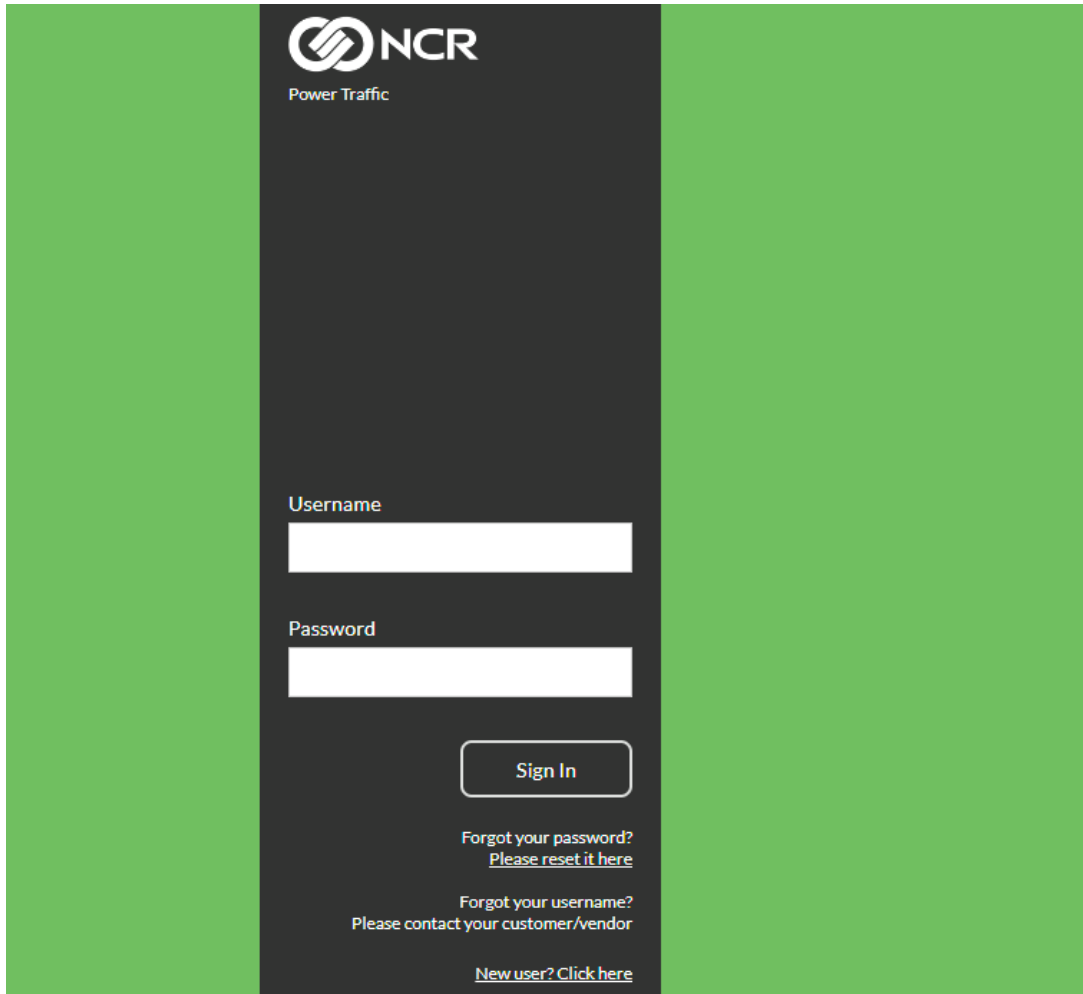
[Submit]   [Cancel]

- 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.

Contact: Jodie Giusto   Email: jgiusto@alpinefoods.com

Accessing the Website to Make Appointment or Appointment Request

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

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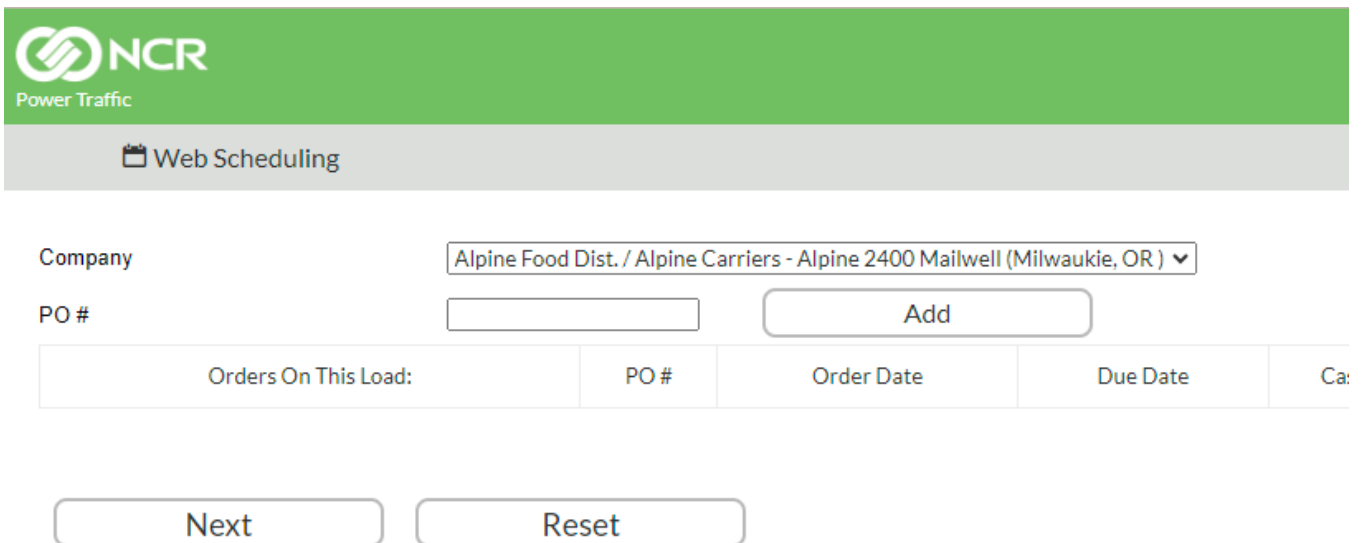- Click the Enter button or the Enter key on the keyboard.

Note: If you forget your password follow these steps:

- Under "Forgot Your Password", click **Please reset it here**
- You will be prompted to enter your email address
- Click the **Reset** button after entering your email and you will receive and email with a link to reset your password.

Please

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

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:

- **Customer:** Use the dropdown 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.

Company	Alpine Food Dist. / Alpine Carriers - Alpine 2400 Mailwell (Milwaukie, OR) ⌄				
PO #	[ ]	Add			
Orders On This Load:		PO #	Order Date	Due Date	Cases
Remove		7282023-1			
					Total 0.00

Next Reset

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.

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 a live appointment now

Available Appointment Date [Monday, July 31, 2023 ▾]

```
7:00 AM
8:00 AM
9:00 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.

[Reserve Appointment]   [Cancel]

Use the dropdown 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.

Requested Appointment Date [7/31/2023] 🗓
Requested Appointment Time [Anytime ▾]
```
Anytime
Before Noon
Noon - 6pm
After 6pm
```

Note: Your request will be plac[ed in appointm]ent queue. Once your appointment has been scheduled, you will be notified [of the a]ppointment time.
Your request may be rejected without including reason in comments box below.

[Request Appointment]   [Cancel]

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:

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Your request has been placed in the appointment queue.
Once your appointment has been scheduled, you will be notified by email of the appointment time.
Appointment Summary

Company	Alpine Food Dist. / Alpine Carriers
Company Contact	Jodie Giusto;;jgiusto@alpinefoods.com
Requested Appointment Date	Monday, July 31, 2023 Lumper is not requested Appointment Type: Live

PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin (City, State)	Pallet Type
7282023-1	7/28/2023	7/31/2023	100.00	3,100.00	2.78	145.56	ALPINE FOOD DISTRIBUTING, INC		
			Total 100.00	Total 3,100.00	Total 2.78	Total 145.56			

To view your current requests, click 'View My Current Appointments'

| Print | | Request An Appointment |

- **Request An Appointment:** Submits the request. Select this option to go to Step 4.
- **Print:** Print a copy for your records

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:

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