



SERVING THE WESTERN
FOOD INDUSTRY SINCE 1983



Instructions for Carriers/Vendors using RetailixTraffic.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 RetailixTraffic.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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[Retalix Homepage](#) | [Feedback](#) | [My Account](#)

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

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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.

Submit Cancel

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

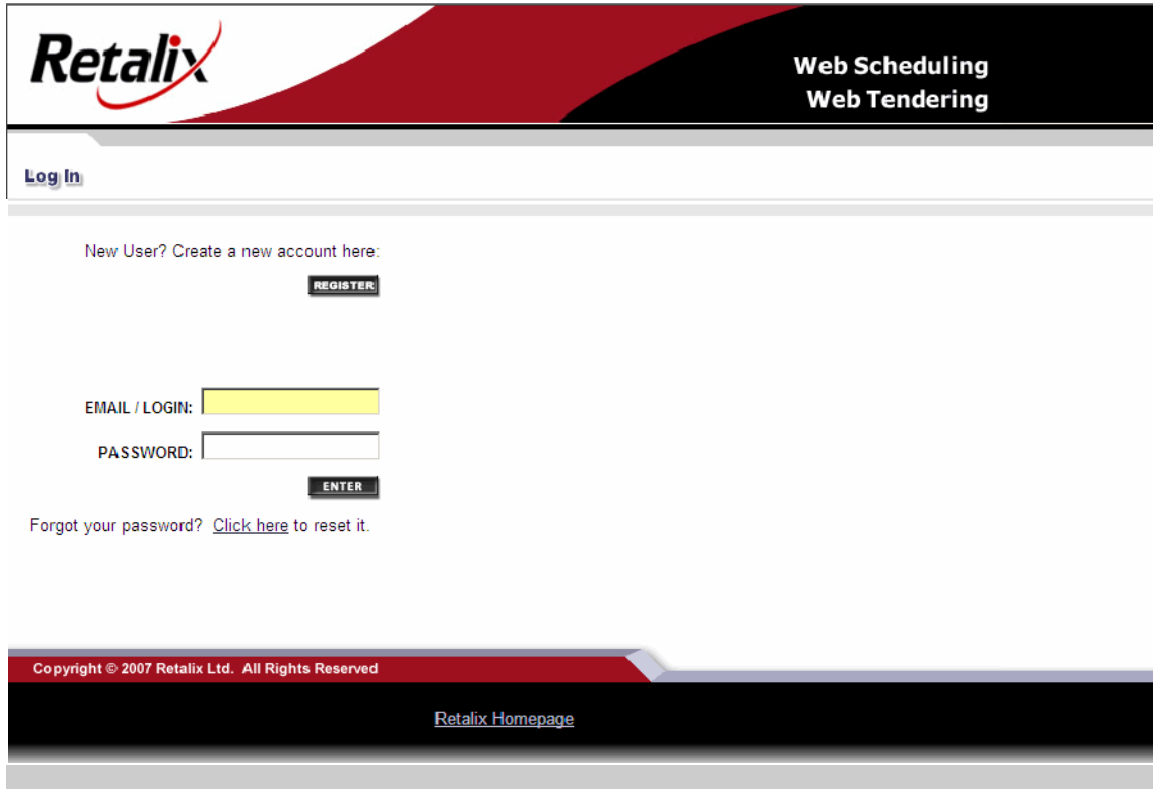
- Highlight the customer you wish to make appointments with in the Request Web Scheduling authorization from: box.
- Select the Submit button.
- You will now need to wait until the customer finishes the setup process by approving this request. Once approved when you select Web Scheduling on the My Services 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: RetalixTraffic.com
- The following web site login screen appears:



Retalix

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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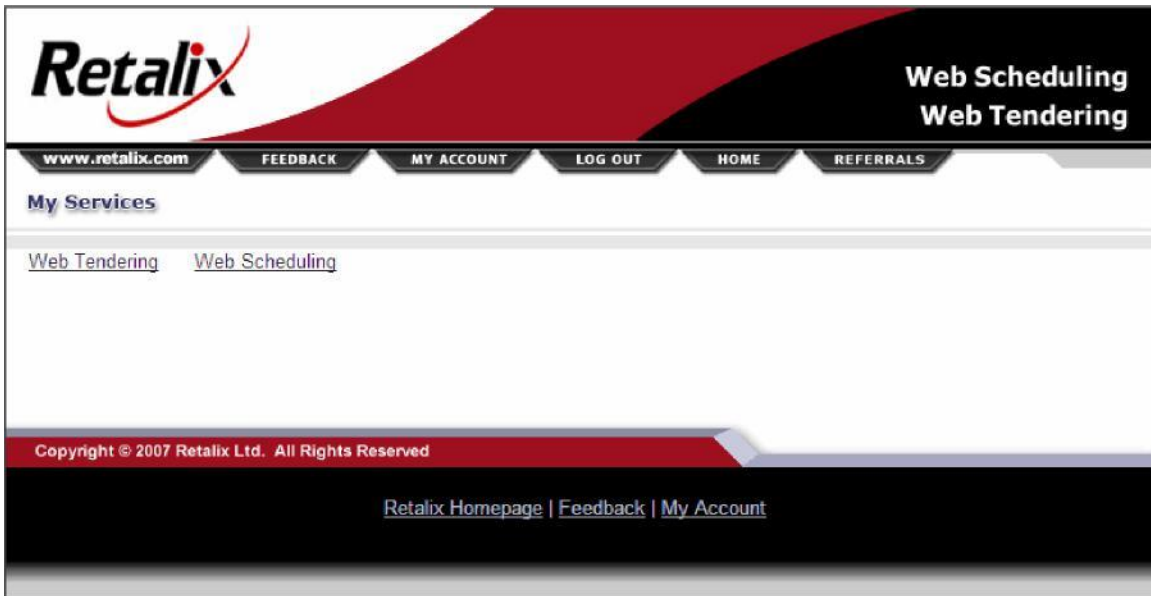
[Retalix Homepage](#)

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

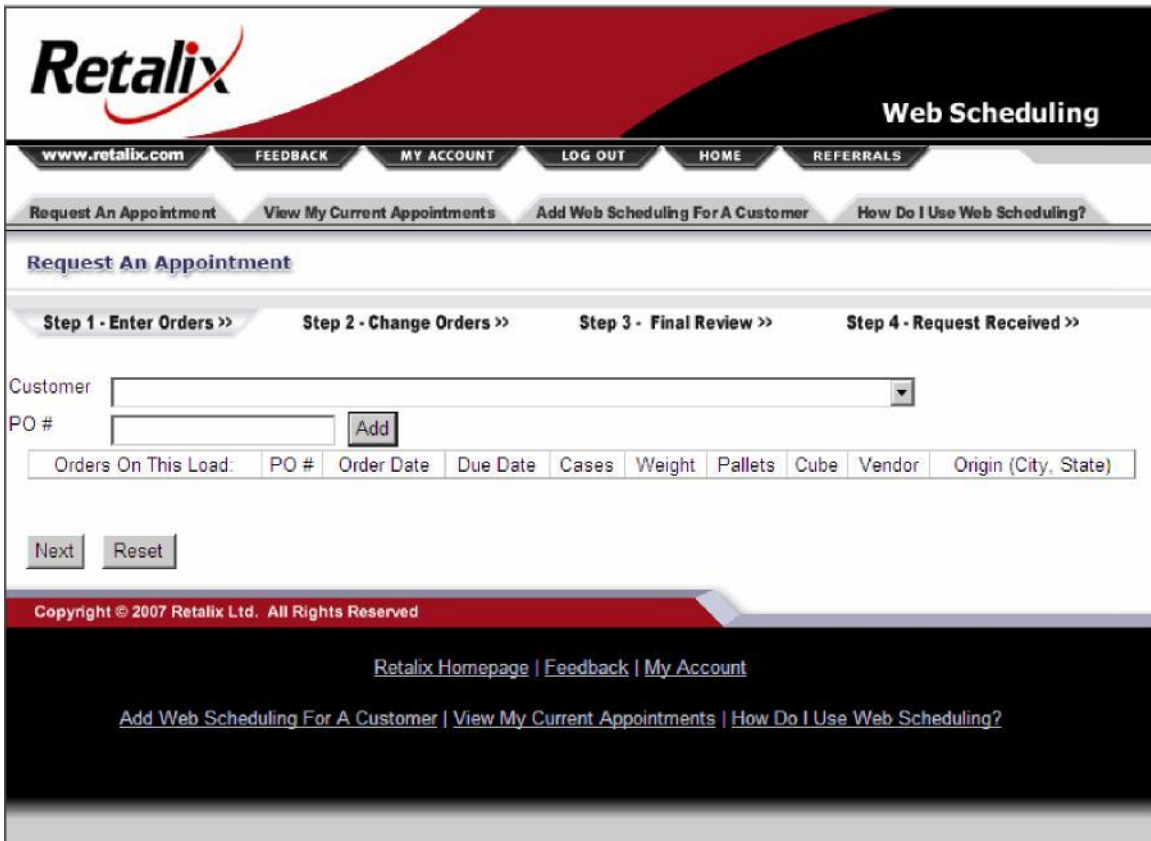


Note: If you forget your password follow these steps:

- 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:



- 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:

The screenshot shows the 'Request An Appointment' page on the Retalix website. 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. Underneath are four tabs: 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 features a progress bar with 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 #' text 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.

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Request An Appointment

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

Customer

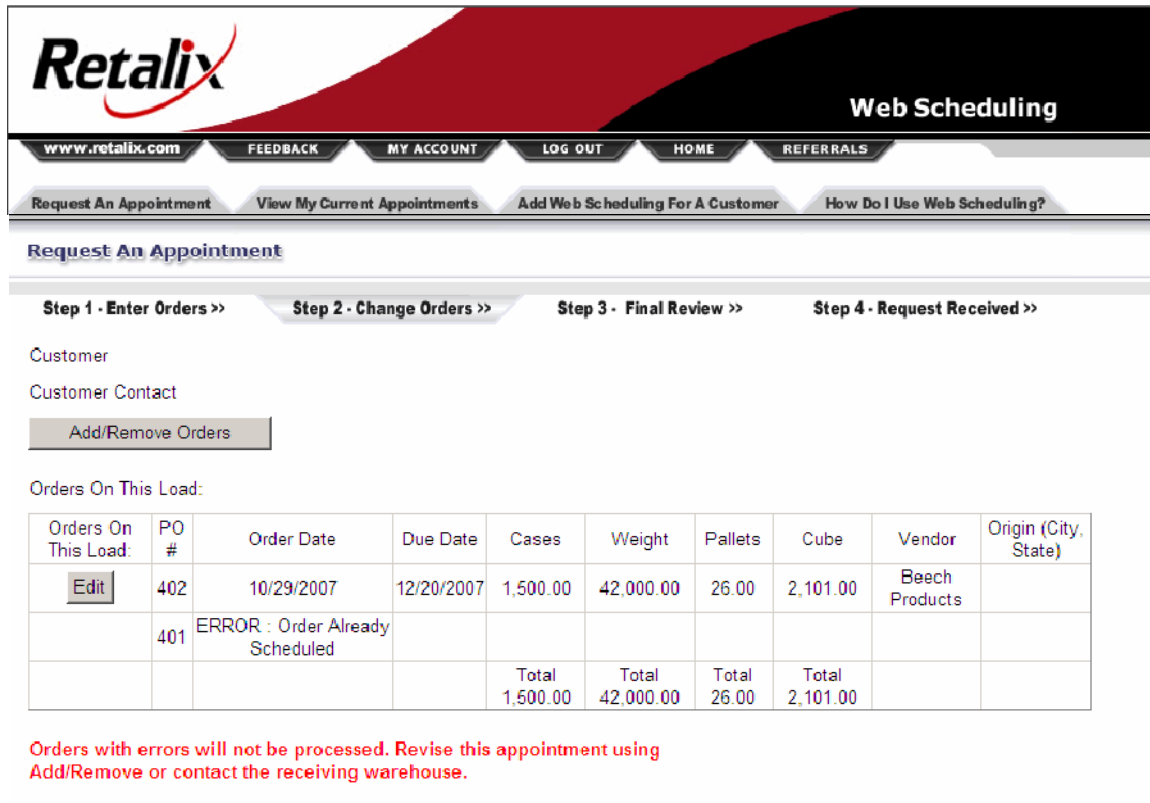
PO #

Orders On This Load:	PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin (City, State)
<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.



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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:

Request An Appointment

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

Request Appointment

Customer

Customer Contact

Requested Delivery Date: 12/20/2007

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		

Load Comments

Preferred Delivery Time: Before Noon.

Request Appointment Make Changes Cancel

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- **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:

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Request An Appointment

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

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.

Appointment Summary

Confirmation Number	10259
Customer	
Customer Contact	
Destination	Efficient Distribution
Location	St. Thomas,
Appointment Time	Friday 12/21/2007 6:00 AM
Appointment Duration	60 minutes

PO #	Order Date	Due Date	Cases	Weight	Pallets	Cube	Vendor	Origin (City, State)
403	10/26/2007	12/21/2007	1,900.00	43,000.00	19.00	2,600.00	Bordina Foods	
			Total 1,900.00	Total 43,000.00	Total 19.00	Total 2,600.00		

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

Print Request Another Appointment

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