

# Carrier Scheduling

## Carrier Procedures

Carrier Scheduling is a function in Portal.

### Scheduling Appointments

Only carriers with specific access in Portal can schedule loading appointments.

1. Go to Carrier Tendering.
2. In the search box, change Status to ACCEPTED and enter the transfer number in the Ticket # field. Then click Search.

NSC Scheduled Report | Locations | Carrier Tendering

Search: Search, Reset, Carrier: [dropdown], Status: ACCEPTED, Ticket #: 50031545, Shipment Date From: [calendar], Shipment Date To: [calendar], Date: [calendar], Assigned Driver: [dropdown]

Origin Facility Name: [dropdown], Destination: [dropdown], Origin: [dropdown], Customer Ticket Number: [text], Origin Pool: [dropdown], Origin Route: [dropdown]

Destination Facility Name: [dropdown], User: [dropdown], Un-assigned Loads: [checkbox]

Tender List: 1 record(s) found Response Time: 3.333s

Action	Ticket #	Start Time	Status	Carrier Name	Sub Carrier	Shipment Date	Customer	Operator
Accept Reject Driver	50031545	09/23/2016 11:32 AM	ACCEPTED	CUSTOMER PIC...		09/27/201...	HIPRO FEEDS LP	NSC MINERALS LTD

3. Right click on the shipment and click on Pick Origin Loadout.

NSC Scheduled Report | Locations | Carrier Tendering

Search: Search, Reset, Carrier: [dropdown], Status: ACCEPTED, Ticket #: 50031545, Shipment Date From: [calendar], Shipment Date To: [calendar], Date: [calendar], Assigned Driver: [dropdown]

Origin Facility Name: [dropdown], Destination: [dropdown], Origin: [dropdown], Customer Ticket Number: [text], Origin Pool: [dropdown], Origin Route: [dropdown]

Destination Facility Name: [dropdown], User: [dropdown], Un-assigned Loads: [checkbox]

Tender List: 1 record(s) found Response Time: 3.333s

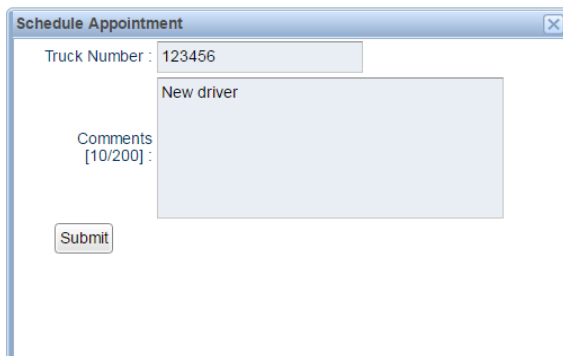
Action	Ticket #	Start Time	Status	Carrier Name	Sub Carrier	Shipment Date	Customer	Operator
Accept Reject Driver	50031545	09/23/2016 11:32 AM	ACCEPTED	CUS...		09/27/201...	HIPRO FEEDS LP	NSC MINERALS LTD

- Export PDF
- Reject All
- Accept All
- Pick Origin Loadout
- Pick Destination Loadout
- Assign Sub Carrier

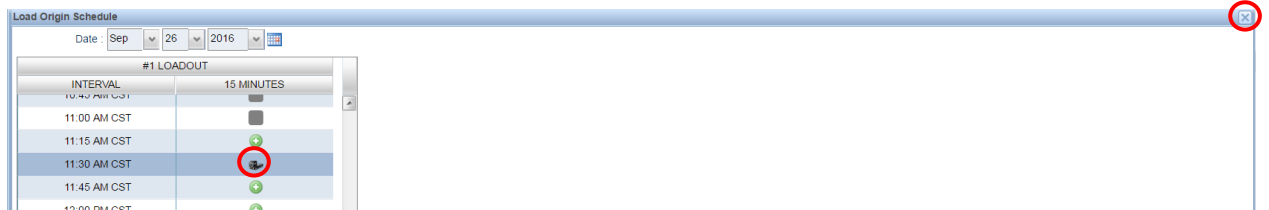
- The available loadouts (based on origin and product) will appear on the screen. It will default to today's date; you can change the date using the dropdowns or by selecting a date on the calendar. Click on the green plus sign to select the appointment. (The greyed-out boxes indicate the appointment is in the past, so the system will not allow you to schedule those times.)



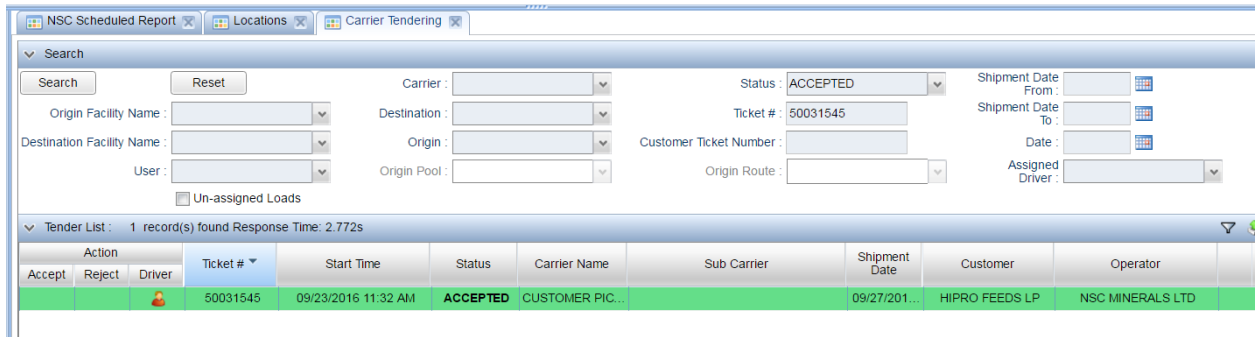
- Enter the truck number and any applicable comments. Then click Submit.



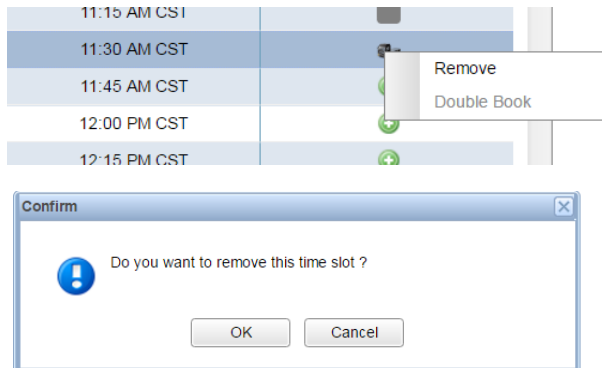
- Notice that the booked appointment is now signified by a truck icon. Click the x in the top right-hand corner to exit out of the appointment window.



- The shipment is now highlighted in green in the Carrier Tendering window to indicate that the shipment has a loading time scheduled.



- To reschedule the shipment, right click it and select Pick Origin Loadout again. Right click on the appointment time (the truck icon) and select Remove. Click OK to confirm.



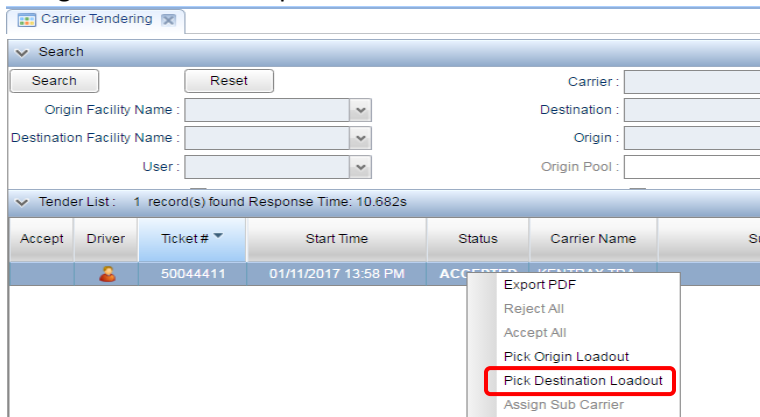
- Select the new appointment (repeat steps 4-6 above.)

## Destination Loadout

If you are delivering a load to an NSC storage facility or plant you will also need to book a destination loadout. This is to schedule a delivery time.

Follow steps 1 and 2 from Scheduling Appointments.

- Right click on the shipment and select Pick Destination Loadout



#### 4. Book load time as usual.

**Load Destination Schedule**

Date: Jan 24 2017

**SASKATOON**

INTERVAL 60 MINUTES

07:00 AM CST	+
08:00 AM CST	+
09:00 AM CST	+
10:00 AM CST	+
11:00 AM CST	+
12:00 PM CST	+
01:00 PM CST	+
02:00 PM CST	+
03:00 PM CST	+

**Schedule Appointment**

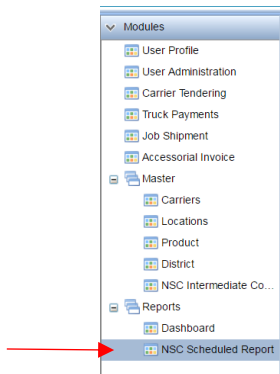
Truck Number: TRUCK 123

Comments [0/200]:

Submit

## NSC Scheduled Report

1. To view the scheduled loading appointments, go to Reports > NSC Scheduled Report.



2. Select the Dates and Location that you wish to view, then click Search.

NSC Scheduled Report Locations

Find

Search Reset

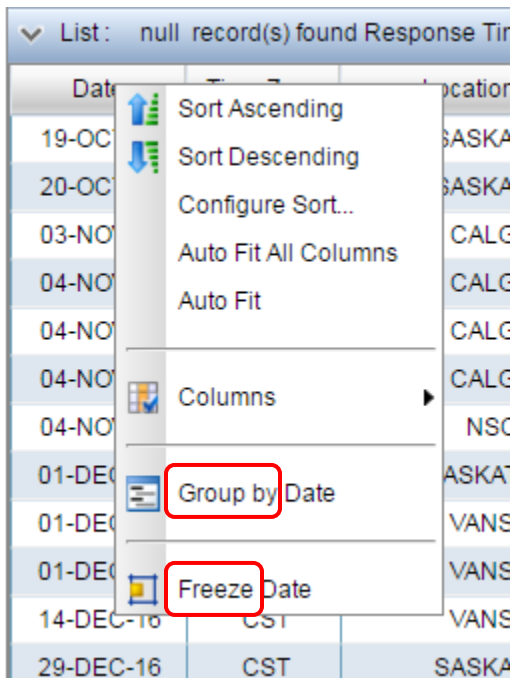
Date From: 09/17/2016 Date To: 09/17/2016

Product Type: Location: VANSCOY Loadout: Load Out Type:

List: null record(s) found Response Time: nulls

Date	Time Zone	Location Name	Loadout Name	Company Name	Product Type	Product Alias	Truck Type	Booked By
17-SEP-16	CST	VANSCOY	#1 LOADOUT	CUSTOMER PICKUP	VANSCOY STANDARD	FEED SALT	CDN-PICKUP	Jaime DeKerker
17-SEP-16	CST	VANSCOY	#1 LOADOUT	CUSTOMER PICKUP	VANSCOY STANDARD	FEED SALT	CDN-PICKUP	Jaime DeKerker

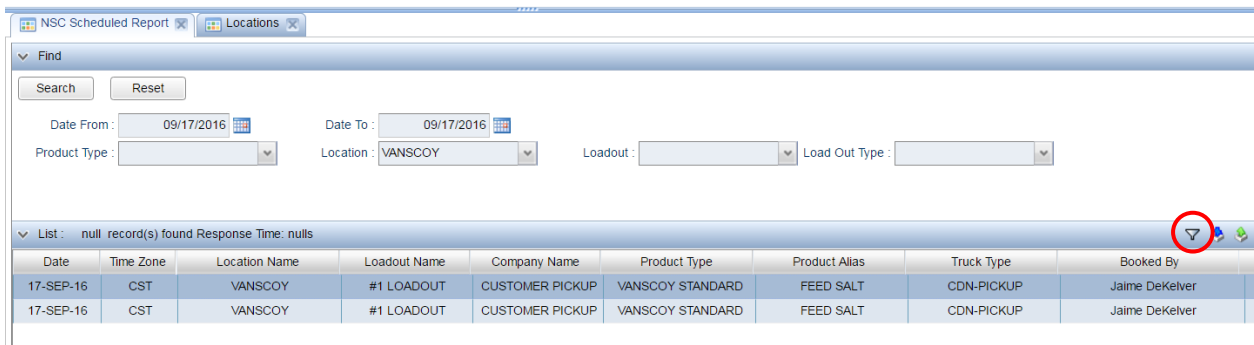
- To add or remove columns in the report, right-click on any column heading and then click Columns. Check or uncheck the columns according to your preference.
- You can also change the order in which the columns appear. To move a column, click on the column heading then drag and drop it to the desired location
- To sort the report, click on a column heading to sort by that column in ascending order, or click it twice to sort in descending order. You can also right-click any column heading for more sorting options.
- You can also group your report, or freeze columns. Right-click on any column heading to group or freeze columns. Right-click the column heading again to ungroup or unfreeze.



## Report Format

The order and sorting/grouping/freezing of the columns in the report can be saved for future use.

- First, get the report into your preferred format. Then, click on the Filter icon.



2. Type the name of your template (you can call it whatever you wish) and then click Add. Check the Is Default checkbox. Note that you can make more than one template if desired.

Name	Fields	Sorting Field	Is Default
No items to show.			

Template Name: JAJIME Add

Is Default

3. To use the template, click on the Filter icon, select the template from the drop-down box, and then click Load.
4. To delete the template, click on the Filter icon, right-click on the template name and click delete. Then click OK.

If you have any questions please contact our order desk:

Christina Kuin

Customer Service Representative – Trucks

306-934-3930 or 1-888-668-7258

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