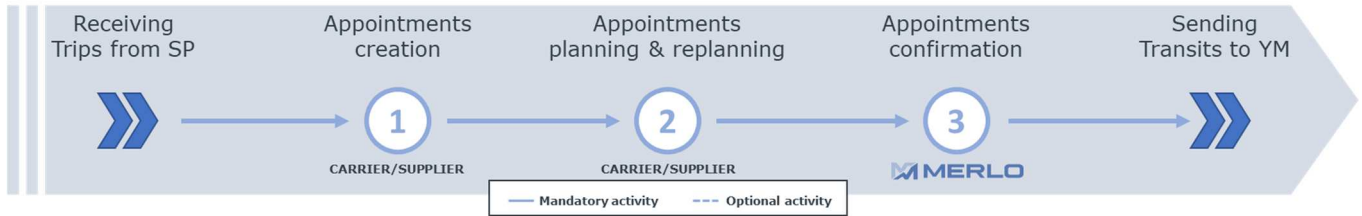


| | |
|---|---|
| DOCK SCHEDULING PORTAL - User Manual..... | 2 |
| DS PROCESS..... | 2 |
| CREATION OF APPOINTMENTS..... | 3 |
| SCHEDULING AND REPLANNING APPOINTMENTS..... | 6 |
| CONFIRMING APPOINTMENTS..... | 8 |

DOCK SCHEDULING PORTAL - User Manual

DS PROCESS

The process managed by Dock Scheduling deals with appointment taking for unloading/loading activities at the Merlo site.



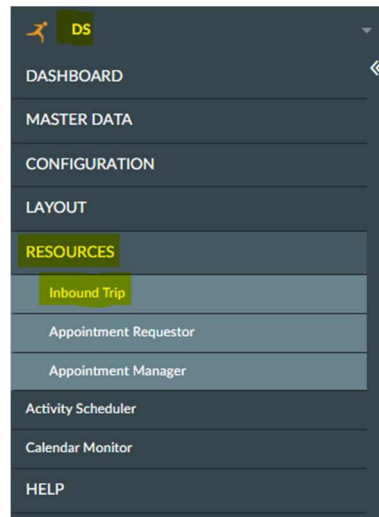
1. **Appointment creation:** this step allows carriers to generate appointments from trips (or trip aggregations) on the Supplier Portal (previously assigned by Suppliers). It is possible to aggregate trips in order to better organize shipments.
2. **Appointment planning and replanning:** it is possible to plan/re-plan calendar appointments. The system attempts to automatically schedule appointments on the requested day.
3. **Appointment confirmation:** this functionality allows Merlo to confirm appointments that have been planned.

CREATION OF APPOINTMENTS

Following the assignment of trips, the Supplier Portal synchronizes with Dock Scheduling in order to generate the respective trips on the second system.

The process step described in the following section has the objective of creating appointments and related tasks. This phase is performed via web.

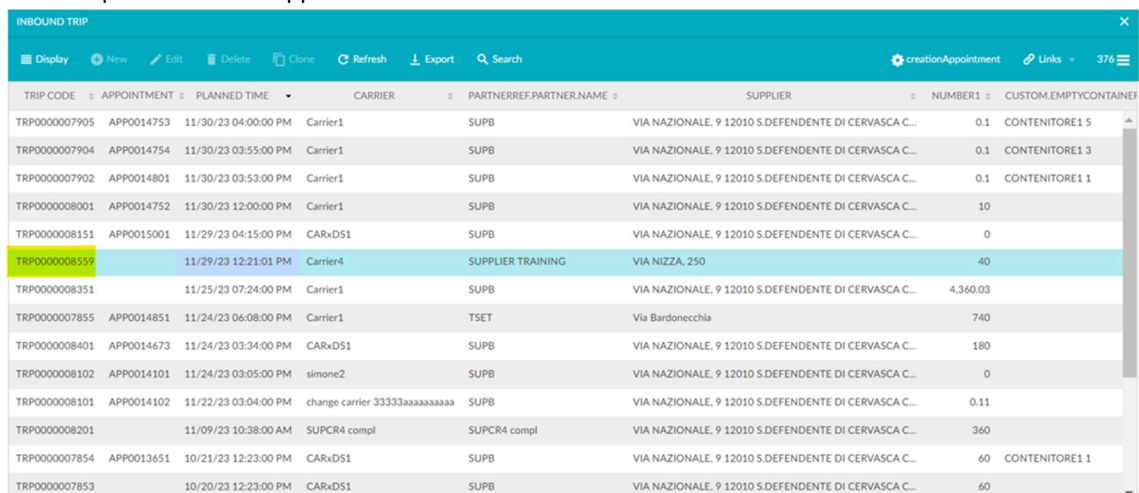
To carry out these operations, proceed via Resources menu → Inbound Trip.



It is possible to create an appointment starting from received/generated trips. If the requestor does not exist, it will be created at the moment.

The process involves:

1. Select trips for which an appointment should be created



| TRIP CODE | APPOINTMENT | PLANNED TIME | CARRIER | PARTNERREF.PARTNER.NAME | SUPPLIER | NUMBER1 | CUSTOM.EMPTYCONTAINER |
|--------------|-------------|----------------------|------------------------------|-------------------------|--|----------|-----------------------|
| TRP000007905 | APPO014753 | 11/30/23 04:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 5 |
| TRP000007904 | APPO014754 | 11/30/23 03:55:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 3 |
| TRP000007902 | APPO014801 | 11/30/23 03:53:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 1 |
| TRP000008001 | APPO014752 | 11/30/23 12:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 10 | |
| TRP000008151 | APPO015001 | 11/29/23 04:15:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008559 | | 11/29/23 12:21:01 PM | Carrier4 | SUPPLIER TRAINING | VIA NIZZA, 250 | 40 | |
| TRP000008351 | | 11/25/23 07:24:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 4,360.03 | |
| TRP000007855 | APPO014851 | 11/24/23 06:08:00 PM | Carrier1 | TSET | Via Bardonecchia | 740 | |
| TRP000008401 | APPO014673 | 11/24/23 03:34:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 180 | |
| TRP000008102 | APPO014101 | 11/24/23 03:05:00 PM | simone2 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008101 | APPO014102 | 11/22/23 03:04:00 PM | change carrier 33333aaaaaaaa | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.11 | |
| TRP000008201 | | 11/09/23 10:38:00 AM | SUPCR4 compl | SUPCR4 compl | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 360 | |
| TRP000007854 | APPO013651 | 10/21/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | CONTENITORE1 1 |
| TRP000007853 | | 10/20/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | |

2. Click on "Create Appointment". (SEE [WARNING](#) AT THE BOTTOM OF THE PAGE)

| TRIP CODE | APPOINTMENT | PLANNED TIME | CARRIER | PARTNERREF.PARTNER.NAME | SUPPLIER | NUMBER1 | CUSTOM.EMPTYCONTAINER |
|--------------|-------------|----------------------|-------------------------------|-------------------------|--|----------|-----------------------|
| TRP000007905 | APPO014753 | 11/30/23 04:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 5 |
| TRP000007904 | APPO014754 | 11/30/23 03:55:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 3 |
| TRP000007902 | APPO014801 | 11/30/23 03:53:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 1 |
| TRP000008001 | APPO014752 | 11/30/23 12:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 10 | |
| TRP000008151 | APPO015001 | 11/29/23 04:15:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008559 | APPO014752 | 11/29/23 12:21:01 PM | Carrier4 | SUPPLIER TRAINING | VIA NIZZA, 250 | 40 | |
| TRP000008351 | APPO014801 | 11/25/23 07:24:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 4,360.03 | |
| TRP000007855 | APPO014851 | 11/24/23 06:08:00 PM | Carrier1 | TSET | Via Bardonecchia | 740 | |
| TRP000008401 | APPO014673 | 11/24/23 03:34:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 180 | |
| TRP000008102 | APPO014101 | 11/24/23 03:05:00 PM | simone2 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008101 | APPO014102 | 11/22/23 03:04:00 PM | change carrier 33333aaaaaaaaa | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.11 | |
| TRP000008201 | APPO013651 | 11/09/23 10:38:00 AM | SUPCR4 compl | SUPCR4 compl | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 360 | |
| TRP000007854 | APPO013651 | 10/21/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | CONTENITORE1 1 |
| TRP000007853 | APPO013651 | 10/20/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | |

3. Enter the attributes relating to the appointment. In particular:

Mandatory:

- **Scheduled date:** the scheduled delivery date is pre-populated with the lesser of the “preferred delivery dates” of the trips included in the appointment. The planned date cannot be less than the lesser of the preferred delivery date.

Optional:

- Driver’s licence
- Notes
- Truck plate number
- Trailer plate number
- Truck type: truck type used
- Urgent flag

4. Click on "Execute" to confirm the entered attributes.

The appointment will be generated in a “TO BE PLANNED” status and, at the same time, the associated activities to be planned/performed.

5. The generated appointment will be associated with the previously selected trip.

| TRIP CODE | APPOINTMENT | PLANNED TIME | CARRIER | PARTNERREF.PARTNER.NAME | SUPPLIER | NUMBER1 | CUSTOM.EMPTYCONTAINER |
|--------------|-------------|----------------------|-------------------------------|-------------------------|--|----------|-----------------------|
| TRP000007905 | APP0014753 | 11/30/23 04:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 5 |
| TRP000007904 | APP0014754 | 11/30/23 03:55:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 3 |
| TRP000007902 | APP0014801 | 11/30/23 03:53:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 1 |
| TRP000008001 | APP0014752 | 11/30/23 12:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 10 | |
| TRP000008151 | APP0015001 | 11/29/23 04:15:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008559 | | 11/29/23 12:21:01 PM | Carrier4 | SUPPLIER TRAINING | VIA NIZZA, 250 | 40 | |
| TRP000008351 | | 11/25/23 07:24:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 4,360.03 | |
| TRP000007855 | APP0014851 | 11/24/23 06:08:00 PM | Carrier1 | TSET | Via Bardonecchia | 740 | |
| TRP000008401 | APP0014673 | 11/24/23 03:34:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 180 | |
| TRP000008102 | APP0014101 | 11/24/23 03:05:00 PM | simone2 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008101 | APP0014102 | 11/22/23 03:04:00 PM | change carrier 33333aaaaaaaaa | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.11 | |
| TRP000008201 | | 11/09/23 10:38:00 AM | SUPCR4 compl | SUPCR4 compl | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 360 | |
| TRP000007854 | APP0013651 | 10/21/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | CONTENITORE1 1 |
| TRP000007853 | APP0015051 | 10/20/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | |

Warning

If the user selects trips referring to different:

- Carriers
- Requestors

the system blocks the process by signalling the error to the user.

| TRIP CODE | STRING6 | PLANNED TIME | CARRIER | PARTNERREF.PARTNER.NAME | SUPPLIER | NUMBER1 | CUSTOM.EMPTYCONTAINER |
|--------------|------------|----------------------|-------------------------------|-------------------------|--|----------|-----------------------|
| TRP000007905 | APP0014753 | 11/30/23 04:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 5 |
| TRP000007904 | APP0014754 | 11/30/23 03:55:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 3 |
| TRP000007902 | APP0014801 | 11/30/23 03:53:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.1 | CONTENITORE1 1 |
| TRP000008001 | APP0014752 | 11/30/23 12:00:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 10 | |
| TRP000008151 | APP0015001 | 11/29/23 04:15:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008559 | | 11/29/23 12:21:01 PM | Carrier4 | SUPPLIER TRAINING | VIA NIZZA, 250 | 40 | |
| TRP000008351 | | 11/25/23 07:24:00 PM | Carrier1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 4,360.03 | |
| TRP000007855 | APP0014851 | 11/24/23 06:08:00 PM | Carrier1 | TSET | Via Bardonecchia | 740 | |
| TRP000008401 | APP0014673 | 11/24/23 03:34:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 180 | |
| TRP000008102 | APP0014101 | 11/24/23 03:05:00 PM | simone2 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0 | |
| TRP000008101 | APP0014102 | 11/22/23 03:04:00 PM | change carrier 33333aaaaaaaaa | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 0.11 | |
| TRP000008201 | | 11/09/23 10:38:00 AM | SUPCR4 compl | SUPCR4 compl | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 360 | |
| TRP000007854 | APP0013651 | 10/21/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | CONTENITORE1 1 |
| TRP000007853 | APP0015051 | 10/20/23 12:23:00 PM | CARxDS1 | SUPB | VIA NAZIONALE, 9 12010 S.DEFENDENTE DI CERVASCA C... | 60 | |

SCHEDULING AND REPLANNING APPOINTMENTS

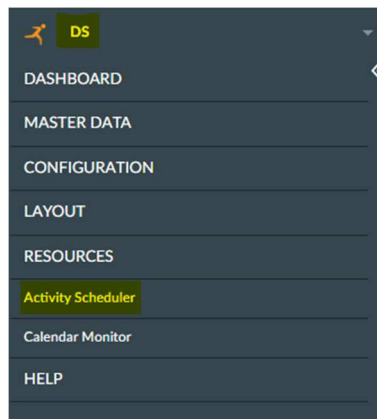
The activities, that make up the created appointments, will automatically be scheduled in the first available slot from the one indicated in the “Scheduled Arrival Time” field.

The system will schedule each activity, on the docks compatible with it. In the case of no time slot being available for such docks, the appointment will remain in the “TO BE PLANNED” status, pending manual planning.

In case of an appointment resulting from a trip assigned to a carrier that is not active on the DS, at the time of scheduling, an e-mail will be sent with details of the appointment.

| CODE | STATUS | CARRIER | ELAPSED FROM | ELAPSED TO | PLANNED GATE ARRIVAL | REGISTRATION TIME | CHECK IN TIME | CHECK OUT TIME | NUMBERPLATE | NUMBER |
|------------|---------|---------------------|----------------------|----------------------|----------------------|-------------------|---------------|----------------|-------------|--------|
| APP0014963 | TO PLAN | CARxDS1 CARxDS1 | | | | | | | | |
| APP0014971 | TO PLAN | CARxDS CARxDS | | | | | | | | |
| APP0014962 | TO PLAN | CARxDS1 CARxDS1 | | | | | | | | |
| APP0014970 | TO PLAN | CARxDS CARxDS | | | | | | | | |
| APP0014969 | PLANNED | CARxDS CARxDS | 12/08/23 05:00:00 PM | 12/08/23 06:00:00 PM | 12/08/23 04:30:00 PM | | | | | |
| APP0014961 | PLANNED | CARxDS1 CARxDS1 | 12/08/23 05:00:00 PM | 12/08/23 06:00:00 PM | 12/08/23 04:30:00 PM | | | | | |
| APP0014955 | PLANNED | CARxDS1 CARxDS1 | 12/08/23 04:00:00 PM | 12/08/23 05:00:00 PM | 12/08/23 03:30:00 PM | | | | | |
| APP0014960 | PLANNED | CARxDS1 CARxDS1 | 12/07/23 05:00:00 PM | 12/07/23 06:00:00 PM | 12/07/23 04:30:00 PM | | | | | |
| APP0014968 | PLANNED | CARxDS CARxDS | 12/07/23 05:00:00 PM | 12/07/23 06:00:00 PM | 12/07/23 04:30:00 PM | | | | | |
| APP0014954 | PLANNED | CARxDS1 CARxDS1 | 12/07/23 04:00:00 PM | 12/07/23 05:00:00 PM | 12/07/23 03:30:00 PM | | | | | |
| APP0014706 | PLANNED | Carrier4 Carrier4 | 12/07/23 04:00:00 PM | 12/07/23 05:00:00 PM | 12/07/23 03:30:00 PM | | | | Motrice0012 | Rimord |
| APP0014671 | TO PLAN | SUPCR4 SUPCR4 compl | | | | | | | AAAAAA | BBBBB |
| APP0014959 | PLANNED | CARxDS1 CARxDS1 | 12/06/23 05:00:00 PM | 12/06/23 06:00:00 PM | 12/06/23 04:30:00 PM | | | | | |
| APP0014666 | TO PLAN | CARxDS CARxDS | | | | | | | test1 | test1 |

To view scheduled appointments, proceed via the Activity Scheduler Menu.



| Activities to be planned | November 29, 2023 | D002 (1) | D001 (1) | ACC (1) | ITEMCLASS1 (1) | ITEMCLASS2 (1) | DOCK3 (2) |
|-----------------------------|-------------------|--------------------------|----------------------|----------------------|----------------|----------------|--------------------------|
| Select a Date 29/11/2023 | 12pm | | | | | | |
| 11-29-23 | 12:30pm | | | | | | |
| APP0014607 | 1pm | | | | | | |
| APP0014607-UNLOADING | 1:30pm | | | | | | |
| APP0014608 | 2pm | | | | | | |
| APP0014606 | 2:30pm | | | | | | |
| APP0014601 | 3pm | | | | | | |
| APP0014851 | 3:30pm | | | | | | |
| APP0014673 | 4pm | APP0014603-UNLOADING | APP0014906-ACC | | | | APP0015001-UNLOADING (1) |
| APP0014616 | 4:30pm | | | | | | |
| APP0014504 | 5pm | APP0014618-LOADING_EMPTY | APP0014610-UNLOADING | APP0014651-UNLOADING | | | |
| APP0014614 | 5:30pm | | | | | | |
| APP0014470 | 6pm | | | | | | |
| | 6:30pm | | | | | | |

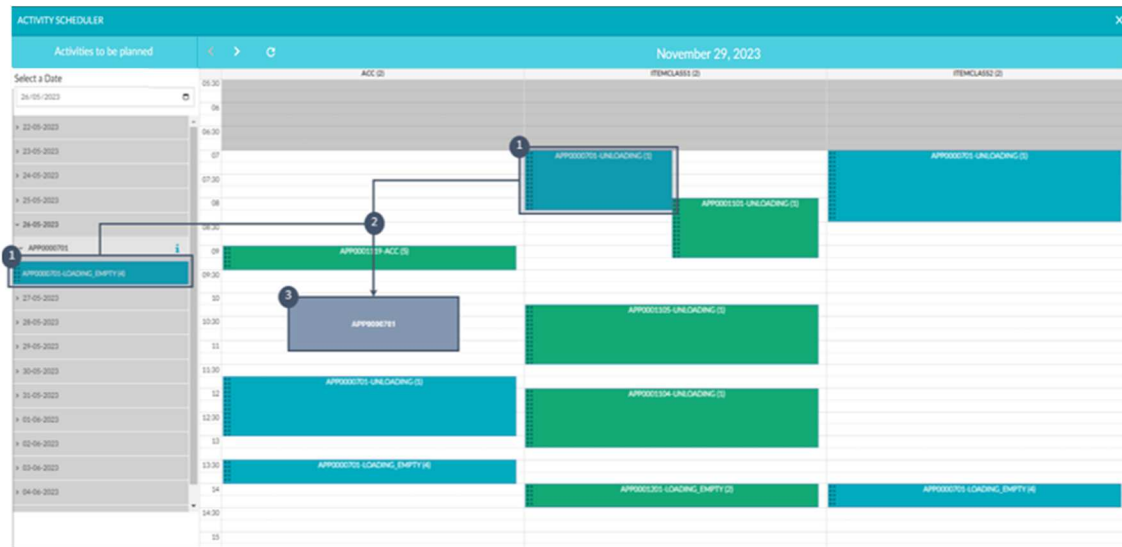
As long as the appointment is not in “CONFIRMED” status, it can be re-planned respecting the constraints imposed. Manual re-planning is an optional process step and has the following objectives:

- Change the scheduling of already planned tasks, if necessary by smoothing them out.
- Manually plan appointments that could not be planned automatically.

It will be possible to carry out the activity through Drag & Drop operations.

The following steps must be followed for manual re-planning:

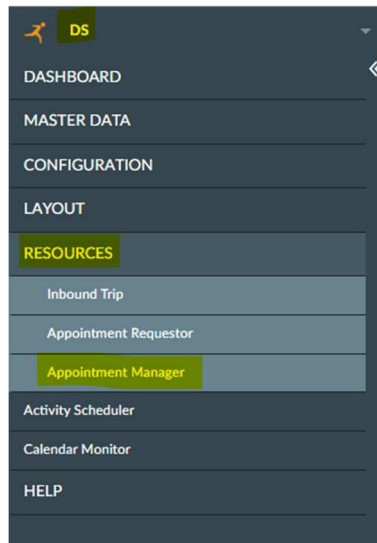
1. Take the appointment to be scheduled/replanned using the dotted bar.
2. Drag the task to the slot where you want to schedule/reschedule (the system shows where you cannot place the task).
3. Release the activity in the time slot you have chosen to schedule it.



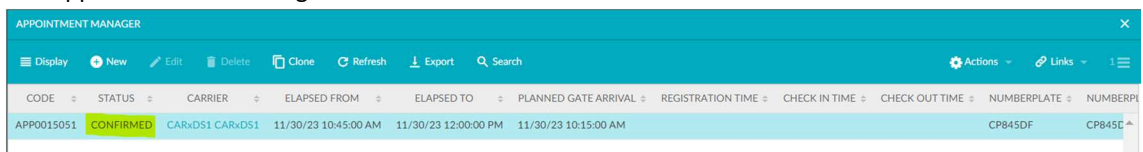
The activity will be planned/replanned in its new time slot.

CONFIRMING APPOINTMENTS

Once the appointment is confirmed, its composition (and those of related trips) can no longer be changed. To check the status of the appointment, use the menu item Resources → Appointment Manager.



1. The appointment will change its status to “CONFIRMED”.



The image shows a screenshot of a table titled 'APPOINTMENT MANAGER'. The table has a teal header with various action icons (Display, New, Edit, Delete, Clone, Refresh, Export, Search) and a 'Links' icon. The table columns are: CODE, STATUS, CARRIER, ELAPSED FROM, ELAPSED TO, PLANNED GATE ARRIVAL, REGISTRATION TIME, CHECK IN TIME, CHECK OUT TIME, NUMBERPLATE, and NUMBERPI. The first row of data is: APP0015051, CONFIRMED, CARxDS1 CARxDS1, 11/30/23 10:45:00 AM, 11/30/23 12:00:00 PM, 11/30/23 10:15:00 AM, CP845DF, CP845E.

| CODE | STATUS | CARRIER | ELAPSED FROM | ELAPSED TO | PLANNED GATE ARRIVAL | REGISTRATION TIME | CHECK IN TIME | CHECK OUT TIME | NUMBERPLATE | NUMBERPI |
|------------|-----------|-----------------|----------------------|----------------------|----------------------|-------------------|---------------|----------------|-------------|----------|
| APP0015051 | CONFIRMED | CARxDS1 CARxDS1 | 11/30/23 10:45:00 AM | 11/30/23 12:00:00 PM | 11/30/23 10:15:00 AM | | | | CP845DF | CP845E |

Via “Actions” it will be possible to print out the summary.