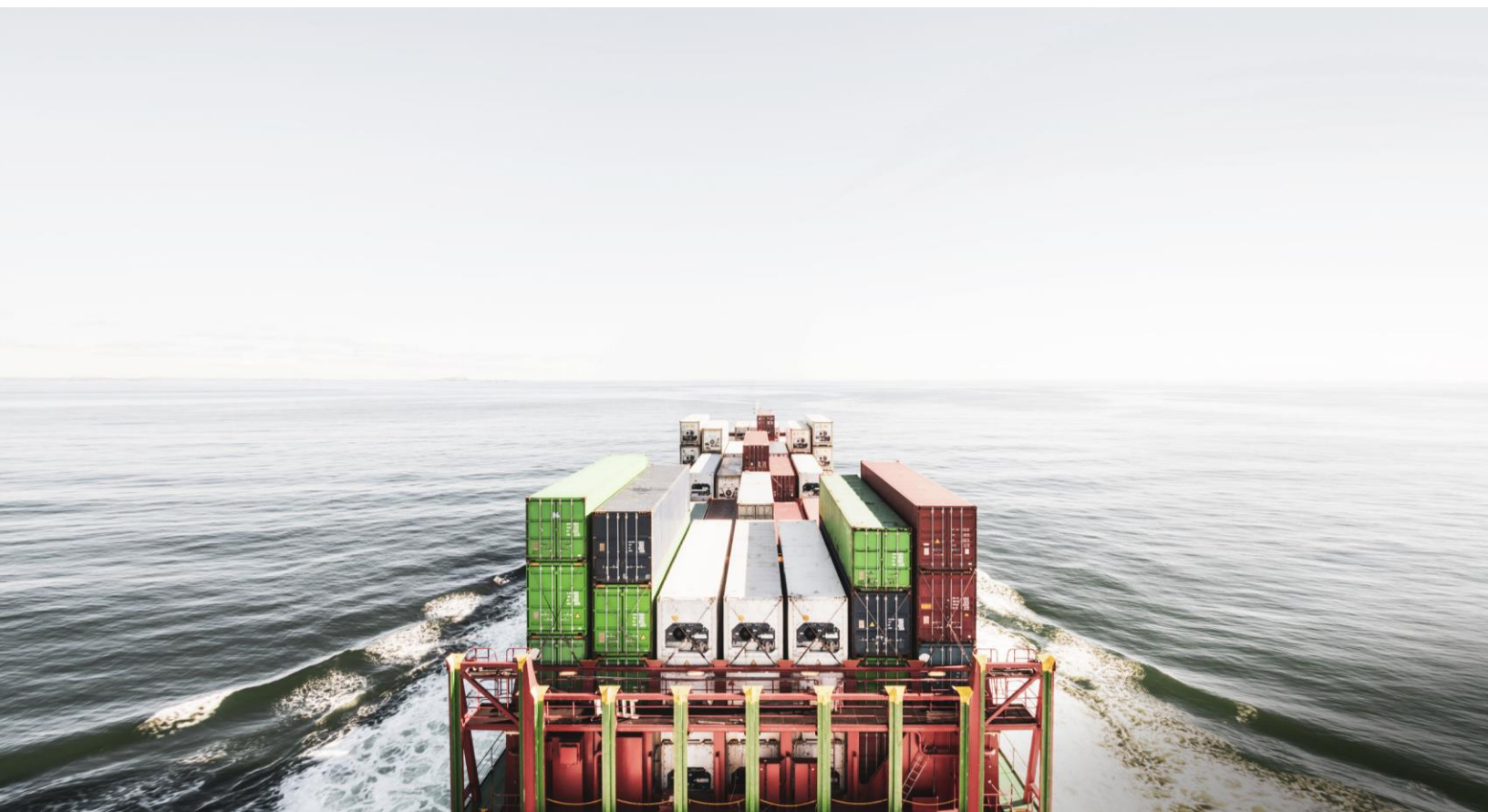


Arconic Standard Operator Procedure (SOP)

3rd Party Inbound Dock Scheduling





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Document Purpose

Arconic is implementing e2open's Appointment Scheduling Tool for scheduling 3rd party inbound appointments at our Lancaster facility. This will help streamline communications, provide timely information and increase supply chain efficiency.

Contact Information

Suppliers can contact ArconicCentralDispatch@arconic.com with questions relating to Appointment Scheduling requirements and expectations.

Account Creation & Access

- Suppliers will need a TMS account to schedule Arconic loads through the TMS.
- To create Username and Password, please follow instructions below:
 - Third Party Access
 - Open an internet browser and navigate to [Transportation Management - User Login \(blujaysolutions.net\)](https://blujaysolutions.net)
 - Click "Third Party Registration."



- Fill in all info with an "*" and select "Time Zone."
- Check box to "Receive Advisor Emails."
- Click "I'm not a robot."
- Click "I accept the Terms of Service."
- Click "Save."

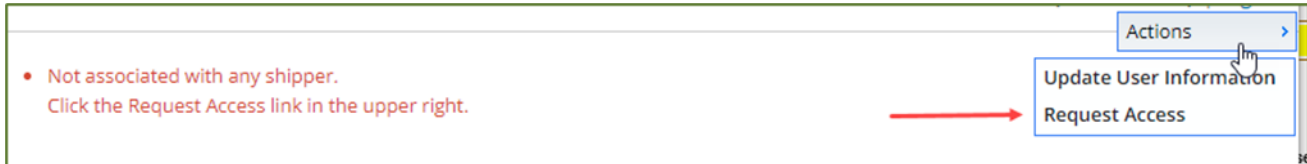
User Information

Username	<input type="text"/>	*
First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email Address	<input type="text"/>	*

Third Party Company Information

Company Type	-- Choose --	*
Company	<input type="text"/>	*
Title	<input type="text"/>	
Phone Number	<input type="text"/>	
Extension	<input type="text"/>	
Fax Number	<input type="text"/>	
Mobile/Pager Number	<input type="text"/>	
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
Address 3	<input type="text"/>	
Country	United States	*
City	<input type="text"/>	*
State/Province	<input type="text"/>	*
Postal Code	<input type="text"/>	*
Time Zone	(GMT-05:00) America/New_York	<input type="checkbox"/> View All
Receive Advisor Email?	<input type="checkbox"/> Checking this box will allow you to receive advisory information for Supplier Portal and Client Portal operations via email	
Display Units of Measure	Weight: Pounds	Dimension: Feet
	Volume: Cubic Feet	Temperature: Fahrenheit
	Distance: Miles	Density: Pounds per Cubic Foot
Display Data Formats	Date: MM/DD/YYYY	
	Number: ##.#0.##	
Display Language	English	
Validation	<input type="checkbox"/> I'm not a robot	
	reCAPTCHA Privacy - Terms	
Acceptance of Terms	<input type="checkbox"/> I accept the Terms of Service	
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- You will receive an automated email to activate your account.
- Once account is activated, log in. Click “Accept” on e2open’s Privacy Policy.
- You will need to click on “Actions” and then “Request Access”.



- Select “Arconic” in Company drop-down menu and press “Search.”
- Press “Request Access.”
- Arconic will approve your access request by the end of the next business day.

How to Login to the TMS:

- Open an internet browser and navigate to [Transportation Management - User Login \(blujaysolutions.net\)](https://blujaysolutions.net).
- Enter your Username and Password and click “Login”.
- Once logged in, select the “Appointment Scheduling” option

Appointment Scheduling Portal Usage

Appointing Shipments:

- When ready to use the Appointment Scheduling Portal, select the “Actions” menu in the top right corner and then select “Miscellaneous Appointment”

BECOME USER ADMINISTRATION

User: Tim_Arconic
Admin: Tim_Arconic | [Close Window](#)

Account : ARCONIC CORP Operation : **Appointment Scheduling**

Appointment Scheduling Shipment Search

Appointment Stop Type

Pick-up Delivery

Actions >
Advisor Management
Miscellaneous Appointment
Shipment Appointment
Clear

Search by a Reference Number(s)

Shipper ref #

Customer PO

Search by Appointment(s)

Confirmation #

My Appointments ?

A red arrow points from the 'Miscellaneous Appointment' option in the 'Actions' dropdown menu to the 'Appointment Stop Type' section.

- A new window will appear. Select “Create Miscellaneous Appointment”

[BECOME USER ADMINISTRATION](#)

Account : **ARCONIC CORP** Operation : [Appointment Scheduling](#)

User: Tim_Arconic
Admin: Tim_Arconic | [Close Window](#)
Actions [>](#)

Miscellaneous Appointment Search

[+ Create Miscellaneous Appointment](#)

Shipper ARCONIC CORP ▾ Ref # _____ Stop Type <input type="checkbox"/> Pick <input type="checkbox"/> Drop	Appointment Date -- Choose -- ▾ Start _____ End _____	Location Name Country _____ ▾ City _____ State/Province _____ ▾ Postal Code _____	Search Clear
---	---	--	---

- A new window will appear. Enter the city that your shipment will be delivering into and click “Search”

Miscellaneous Appointment Dock Search

Shipper ARCONIC CORP ▾ Location Name _____	Country _____ ▾ City Lancaster _____ State/Province _____ ▾ Postal Code _____ <input checked="" type="radio"/> Live Load <input type="radio"/> Drop Trailer	Search Clear
---	---	---

- The available dock will appear below. Select the dock location, enter the delivery date of your shipment, select “Drop” and lastly select “View Appointments”

Miscellaneous Appointment Dock Search

Shipper
ARCONIC CORP ▾

Country _____ ▾

City Lancaster _____

State/Province _____ ▾

Postal Code _____


Live Load Drop Trailer

Search **Clear**

Location Name

Location Name	Address	Dock	Select
LANCASTER SHEET DOCK	1480 MANHEIM PIKE, PO BOX 3167 LANCASTER, PA 17601 US	LAN INBOUND DOCK	<input checked="" type="radio"/>

1 result found.

Appointment Date 08/15/2022  Pick Drop **VIEW APPOINTMENTS**



- The available appointments for that day will appear.
 - Select your desired appointment,
 - Enter your PO # in the “Ref #” field
 - Enter the shipment weight, as well as the pallet and piece count (if applicable)
 - Enter your company name, carrier SCAC, and shipment commodity details in the “Comments” field. Please use the format shown in the screenshot below.

Schedule Miscellaneous Appointment

Appointment Information

Location	LANCASTER SHEET DOCK 1480 MANHEIM PIKE, PO BOX 3167 LANCASTER, PA 17601 US	Stop Type	Drop
		Trailer Loading Type	Live Load

Enter Live Information

Available Times - Please click on "Next Day" OR "Previous Day" or enter a date to retrieve available times and select an available time

<<Previous Day Date 08/15/2022 **SHOW OPEN APPOINTMENTS** Next Day>>

Monday 08/15/2022

08:00
 09:00
 10:00
 11:00
 12:00
 13:00
 14:00
 15:00
 16:00
 17:00
 18:00
 19:00
 20:00

Attributes

Ref #	123456	Supplier PO #	Weight	38150 lb
Trailer #			Volume	
Driver			Pallets	30
Vehicle #			Pieces	30
Container #				
Carrier				
Comments	ABC METAL COMPANY Supplier Company Name RBTW Carrier SCAC ALLOY 6601 Shipment Commodity(s), Separated by Commas			

- Click “Submit Request” to finalize your appointment. You should receive the confirmation shown below:

Schedule Miscellaneous Appointment

Appointment Information

Location	LANCASTER SHEET DOCK 1480 MANHEIM PIKE, PO BOX 3167 LANCASTER, PA 17601 US	Stop Type	Drop
		Trailer Loading Type	Live Load

Appointment Requested 08/15/2022 10:00

CLOSE

Modifying Appointments:

- The appointment time and/or the appointment information you enter can be modified after you submit your appointment. To do this
 - Navigate back to the “Miscellaneous Appointment Search” page (shown at the top of page 5)
 - Enter your PO number
 - Click “Search” to bring up the appointment
 - Click the “Modify” button to make adjustments
 - Click “Submit Request” once you’ve completed your changes

BECOME USER ADMINISTRATION

User: Tim_Arconic
Admin: Tim_Arconic | [Close Window](#)

Account : ARCONIC CORP Operation : [Appointment Scheduling](#) Actions >

Miscellaneous Appointment Search + Create Miscellaneous Appointment

Shipper
ARCONIC CORP ▾

Ref #
123456

Stop Type
 Pick Drop

Appointment Date
-- Choose -- ▾

Start

End

Location Name

Country

City

State/Province

Postal Code

Search

Clear

Ref #	Location	Appointment Start Time	Stop Type	Trailer Loading Type	Actions
123456	LANCASTER SHEET DOCK 1480 MANHEIM PIKE, PO BOX 3167 LANCASTER, PA 17601 US	08/15/2022 10:00	Drop	Live Load	Modify Cancel

1 result found.

e2open[®]

e2open[®]

Moving as one.[™]