

How to Book Appointments in Descartes (DAS) – Ver 1.1

Key Features of DAS

- Auto-scheduling feature (instant approvals), Auto scheduling is only available for Brown Goods (BG) appointments.
- Tip: Leaving the request time to default (midnight) will give the most visibility to the available timeslots for the requested date.
- Provides a reference number upon approval.
- Modifications to an appointment can be made by the requestee.
- Any appointment that is resubmitted will lose its original timeslot. If an appointment needs to be escalated, please contact your Category Leader (buyer).

Appointment Request Layout

5. Go to “PO-SKU ENTRY” to enter the PO information.

WG Vendor Fulfill	PO #	SKU Description	Supplier #	Supplier Name	Comments	Brown Cartons	ASN	White	PO Type / Shipment Type	Qty Validation	Case Conversion

Dropdown Selections

Carrier:

- Choose the carrier delivering the appointment, If you do not see your carrier, email [Supply Chain Operations](#).

Supplier:

- For vendors: You should only see yourself as a vendor.
- For carriers: If you're submitting an appointment on behalf of your vendor, choose the vendor that you're delivering for.

Ship to:

- Select the DC that the appointment is going to. **Requested Date:** Select the date and time that you would like your appointment to be delivered.
- If your requested appointment date and time is not available, you will be presented with an alternate date and time.
- Leaving the time as midnight will give you the most options for available delivery time on the date you want it delivered.
- Please double confirm the Not Before Date (NBD) before submitting the appointment. If the appointment needs to come in before the NBD, contact your buyer to have the date revised before you submit the appointment.

Unload Method: Select the unload method that fits your appointment.

Unload Method	Description
ASN xDock (please provide # of Pallets = ASN Count)	When shipment is an ASN xDock
Regular (please provide # of Pallets)	Brown Goods that are shipped in Pallets WG accessories
WG Large Appliances / Furniture (Pls put 0 for Pallet / Clamp)	White Goods Appliances, Furniture, Exercise Equipments
WG TV / Stands (Pls provide # of Pallets)	White Goods TV and Stands
Courier (<= 20 Cartons) (Pls put 0 for Pallet / Clamp)	Brown Goods <= 20 Cartons
BBY/Pref Carrier (Pls provide # of Pallets)	Appointments for Best Buy Preferred Carrier
Callbacks/Adjustments	Appointments for Inventory adjustments and callbacks (BBY Use only)
Devan (Ocean Container) (Pls put 0 for Pallet / Clamp and Ocean Container #)	Ocean Containers
Vendor Credit (Pls put 0 for Pallet / Clamp)	Vendor Credit products

- **Validation Note:** Confirm that the case pack matches the case pack in Best Buy's system.
- **Pallet/Clamp Stack:** Provide the # of pallet/clamp stack this appointment will have.

Note:

If the appointment is a Courier (<=20 Cartons), please disregard the instruction in the drop down and put in "0" as the pallet quantity.

Inputting PO SKU Quantity

1. Click on “PO – SKU Entry”
2. You will be redirected to Candidate PO page
3. Input the PO, SKU and Carton Quantity detail in the below format:

- Please use the PO_SKU_QTY Format Generator in the [Inbound Routing Shipping Guide](#).
- Format needs to be in 'PO|SKU|Carton QTY'.
- Note that each PO SKU combination needs to be a separate line.

4. Click “Validate” once you have completed all your PO-SKU entries
 - Validated PO-SKU will have *
 - For any errors will show a different symbol – Refer to 8.5
5. Click “Save” to go back to complete appointment request.
6. Once all the information is filled, click “submit”.

Non – Auto Approved Appointments (Submitted Status)

If your appointment is not auto approved, it will remain in submitted status for the reason(s) below, but not limited to:

- Requested date and time is not available.
- It is a WG appointment.
- Manual approval needs to be reviewed by our appointment desk and will provide a response within 1 business day.

Changing Appointments

You can change your appointment to add lines, delete lines or change the date of an existing appointment:

- **Deleting lines:** highlight the line you want to remove and hitting delete on the Appointment Details screen.
- **Adding lines:** go back to the PO-SKU entry and adding and validating the additional lines.
- **Changing the date:** the requested date can be changed in the appointment details screen and the appointment resubmitted for approval.

Common Mistakes, Errors/Issues, and Validation Fails

When PO-SKU validation fails, please refer to the codes legend.

Brown Goods (BG) and White Goods (WG) need to have separate appointment numbers

- A single appointment number cannot have both Brown Goods and White Goods.

WG Accessories

- WG Accessories need to be indicated by selecting the regular unload method

Not Before Date (NBD)

- If you request a delivery date before the NBD on any of your requested lines, there will be an error message when you submit the appointment.
- Please contact your buyer if you need to bring it in before the NBD

For Appointments with BG and WG TVs

- For the most efficient process, do not get pre-approved appointment for BG.
- If delivering the BG and WG on the same day, please request the BG appointment time to be earlier than the WG with a 30-minute gap.
- Leave a comment in the comment section with the WG and BG appointment #'s delivering on the same day.

WG Vendor Fulfilled (WG VF) Appointments

- To ensure WG VF appointments can be prioritized, avoid including non WG VF and non-priority PO-SKU line items in the same appointment. Shorter appointment times are easier to accommodate.
- If there are multiple WG VF items, consolidating the WG VF PO-SKU to a single appointment request will help the appointment desk accommodate escalation and appointment request.

Appointment Submission Cutoff

- Please submit your appointment 1 day before the requested date.
- Each DC has a submission cutoff time:
 - Brampton: 1 Day before at 10 AM Pacific Time
 - Langley: 1 Day before at 12 PM Pacific Time
 - KNN Montreal: 1 Day before at 10 AM Pacific Time
 - KNN Edmonton: 1 Day before at 10 AM Pacific Time

Rebooking missed appointments or delivering remaining PO-SKU quantities (partially delivered appointments)

- Any missed PO-SKU for an appointment can be booked using the same PO-SKU information with a new appointment number.
- If the PO is closed, contact your buyer to reinstate your PO to create the appointment.
- The quantity cannot exceed the original total quantity the PO was cut for.

Codes	
VALIDATION CODES	
*	GOOD: PO-SKU and Qty are valid
**	Not Applicable to BBYC
!!!	Not Applicable to BBYC
+++	WARNING: PO-SKU not found
\$\$\$	WARNING: Brown Carton or ASN Count or ASN Carton Count is not numeric
###	WARNING: Appointment ship to DC not = PO ship to DC
///	WARNING: Book Qty exceeded available to book
^^^	WARNING: Mixing of Non ASN string with ASN string or Mix of Product Type is not allowed
x	Quantity is over the remaining PO units