

Booking In Website Help & Support

Thank you for using the Booths Distribution Booking-In Website.
Help and assistance can be found within this document or one of our Logistics colleagues will be happy to assist you during office hours.

Office Hours

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Fresh Food	07:00- 15:30	07:00- 17:30	07:00- 17:30	07:00- 17:30	07:00- 17:30	07:00- 17:30	07:00- 15:30
Ambient	Closed	06:30- 22:00	06:30- 22:00	06:30- 22:00	06:30- 22:00	06:30- 22:00	06:30- 15:00

Fresh Food

Telephone 01772 483526

Email freshfood@booths.co.uk

Ambient

Telephone 01772 483509

Email goodsin@booths.co.uk

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FAQs

Q. What is a lift?

A **lift** is a pallet or stack of pallets; the **number of lifts** is the number of stacks of pallets.

Q. What is a scissor-lift?

We have a **specially adapted scissor-lift** for use with smaller vehicles (e.g. Transit / Sprinter Vans). There is a narrow plate which will lower onto the rear of the vehicle allowing goods to be pulled off on a pallet. Please note: All goods must be on pallets. If you are delivering Fresh items and require a scissor answer 'yes' when prompted, this will select the correct bay for you to deliver to.

Q. I am having difficulty making the booking or my driver is delayed, what can I do?

Please call the relevant office during the office hours and one of our Logistics colleagues will aim to assist you.

Q. I need to change my booking but the system is only able to offer me a later date after 18:55hrs, what can I do?

If you re-arrange your booking onto another date you automatically lose your priority booking. Therefore it is important to double-check your booking before you confirm it.

Q. The message 'No distributor ID has been found for the supplier' is being displayed, what can I do?

Please double check your supplier number. If you are sure if you have entered the correct number please call the relevant office during the office hours and we will aim to assist you.

Q. How do I find the information I need?

The information is available on the Purchase order. If you are a haulier and don't have this information please contact the supplier who will provide you with it.

The image shows a screenshot of a purchase order form with several fields. Arrows point from labels to specific fields:

- Supplier number** points to the 'To: 000000' field.
- Purchase Order Number** points to the 'Order No' field, which contains '00000'.
- Required delivery date** points to the 'Required delivery' field, which contains '00/00/00'.
- Fixed booking time (if applicable)** points to the 'Time' field, which contains '00:00'.

The form content is as follows:

To: 000000 YOUR COMPANY NAME YOUR ADDRESS LINE 1 YOUR ADDRESS LINE 2 YOUR ADDRESS LINE 3 YOUR POST CODE Fax : 00000 000000	Invoice Address: CENTRAL OFFICE LONGRIDGE ROAD RIBBLETON PRESTON PR2 5BX Tel : 01772 693800 Fax : 01772 693883	Delivery Address: ***** AMBIENT * PURCHASE * DISTRIBUTION WAREHOUSE AMBI* ORDER * BLUEBELL WAY RIBBLETON ***** PRESTON LANCs PR2 5PY Tel : 08445 575128 Fax : 01772 483503	
Order Date	Required delivery	Time	Order No
00/00/00	00/00/00	00:00	00000

Making a Booking

To make a booking you will need to know the following information:

- The relevant supplier number
- The purchase order numbers for each order you will be booking in
- Whether you have a fixed booking slot with us
- The number of lifts that will be required for each purchase order
- A contact email address in which we can send the booking confirmation

From the home screen <http://distribute.booths.co.uk> select the option 'Make a Booking' and follow the information below depending on the type of booking you are making.

Suppliers

Please note:

Multiple purchase orders must have the same supplier number on them. If they are different, but need to be delivered on the same vehicle, book in as if a haulier and select 'Own Transport'.

You will be asked to enter your supplier number and you must select whether you have a fixed booking or not. This must be entered accurately or the system will be unable to proceed with your booking at a later stage. If you are booking a delivery to our fresh warehouse, please also select whether you will require a scissor lift. Click [Next >>] to proceed.

Enter all relevant purchase order numbers. Please select the number of purchase orders from the drop-down list and proceed to enter each purchase order number and the number of lifts required for that purchase order (on separate lines). Once this information has been completed the total number of lifts will be displayed at the bottom of the page. You need to enter an email address in which we can email you a confirmation. Once you are happy that the details are correct click [Next >>] to proceed.

The delivery-time windows will then be displayed. Please select your preference (not available if booking a fixed window). The system will automatically search for the earliest possible time available in this time frame and click [Next >>] to proceed.

You will be offered a delivery time. Please double check you are happy with this time slot before you confirm. If you are happy with this delivery time select [confirm]. If you are not happy select [back<<], this will amend your booking.

Hauliers

You will be asked to select your haulier name from a drop down list, you must select if you have a fixed booking or not. This must be entered accurately or the system will be unable to proceed with your booking at a later stage. If this is not listed please call us and we can add you onto the system. If you are booking a delivery to our fresh warehouse, please also select whether you will require a scissor lift. Click [Next >>] to proceed.

You will then be asked to enter all relevant purchase order numbers. Please select the number of purchase orders from the drop-down list then proceed to enter each purchase order number and the number of lifts required for that purchase order (on separate lines). Once this information has been completed the total number of lifts will be displayed at the bottom of the page. You need to enter an email address in which we can email you a confirmation. Once you are happy that the details are correct click [Next >>] to proceed.

The delivery-time windows will then be displayed. Please select your preference (not available if booking a fixed window). The system will automatically search for the earliest possible time available in this time frame and click [Next >>] to proceed.

You will be offered a delivery time, please double check you are happy with this time slot before you confirm. . If you are happy with this delivery time select [confirm]. If you are not happy select [back<<], this will amend your booking.

Couriers

You will be asked to enter your supplier number and the name of the courier you are using for the delivery.

You will then be asked to enter all relevant purchase order numbers. Please select the number of purchase orders from the drop-down list then proceed to enter each purchase order number (on separate lines). You need to enter an email address in which we can email you a confirmation. Once you are happy that the details are correct click [Next >>] to proceed.

Please specify whether the courier will be delivering in the morning or afternoon and click [Next >>] to proceed.

Your booking will now be displayed. Please double check you are happy with the details. If you are happy with this delivery time select [confirm]. If you are not happy select [back<<], this will amend your booking.

Manage a Booking

Please note: This is for bookings to the ambient warehouse. If you are a Fresh supplier you will be instructed to contact one of our team by phone.

To manage a booking you will need to know the following information

- Supplier Number
- Booking Reference number (ABC1234 – No Spaces)
- Reason for change – Should you wish to change your booking, you will need to select the reason that you are changing the booking (you need to enter this regardless of whether you intend on going ahead with a change).

Once you have entered this information click [Next >>] to proceed.

You will then have your current booking displayed with an alternative booking option, to confirm the change to the booking click [confirm>>] and a new booking reference number will be emailed to you.

If you do not wish to change the booking, simply click [<<back] to keep your current booking.