

Dock Appointment System

Vendor Portal Guide

- Landing Page
- Vendor Registration
- Forgot Password
- Dashboard
- Book Appointment
- Raise Query
- Add/Remove FC
- Bulk Appointment

Vendor Portal – Landing Page



DAS
Dock Appointment System

Welcome Back!

To keep connected with us
please login with your personal info

2 Sign In

New User? [Register](#)

1

3

[Forgot Password](#)

1

New user need to **Register** in the portal and create an account before Sign In.

2

Registered user can use their existing credentials to **Sign In**.

3

Registered user can also reset their login credentials by clicking **Forgot Password**.

Vendor Portal will be an external facing website accessible through the internet. The URL for the portal will be shared with all the external stakeholders. This would be the default landing page for the user when they enter the URL in the web browser.

URL -
<https://vendor-das.ril.com>

Vendor Portal – Vendor Registration



Reliance RETAIL | DAS New Dock Appointment System

Step 1 Vendor Details | Step 2 Vendor Contacts | Step 3 OTP Verification | Step 4 Set Credentials

Vendor Registration

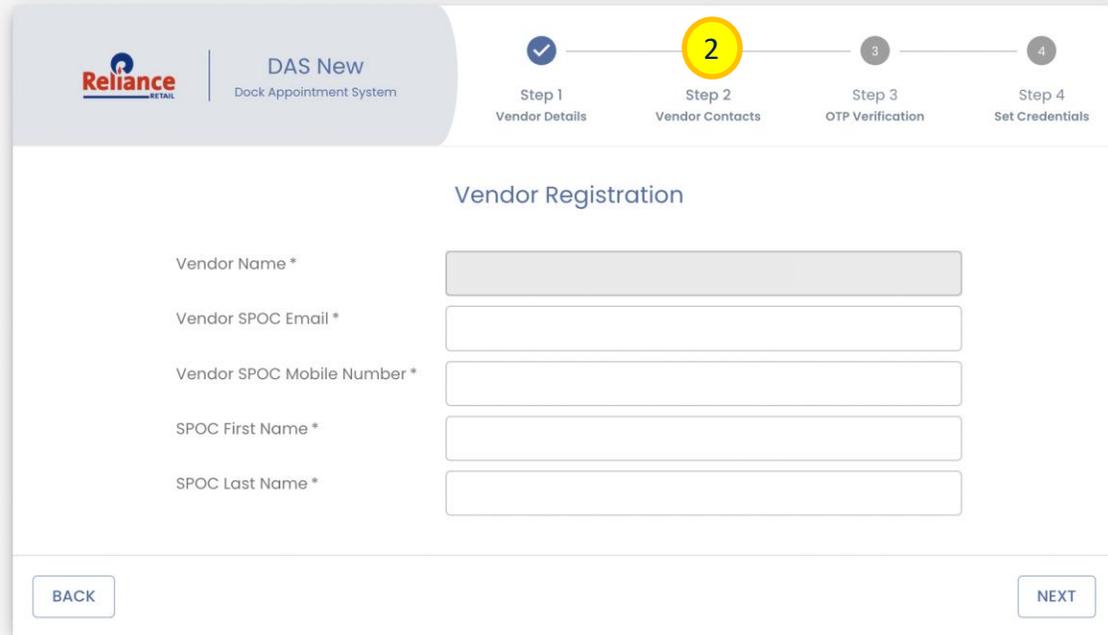
Vendor Code *

GSTIN *

CANCEL NEXT

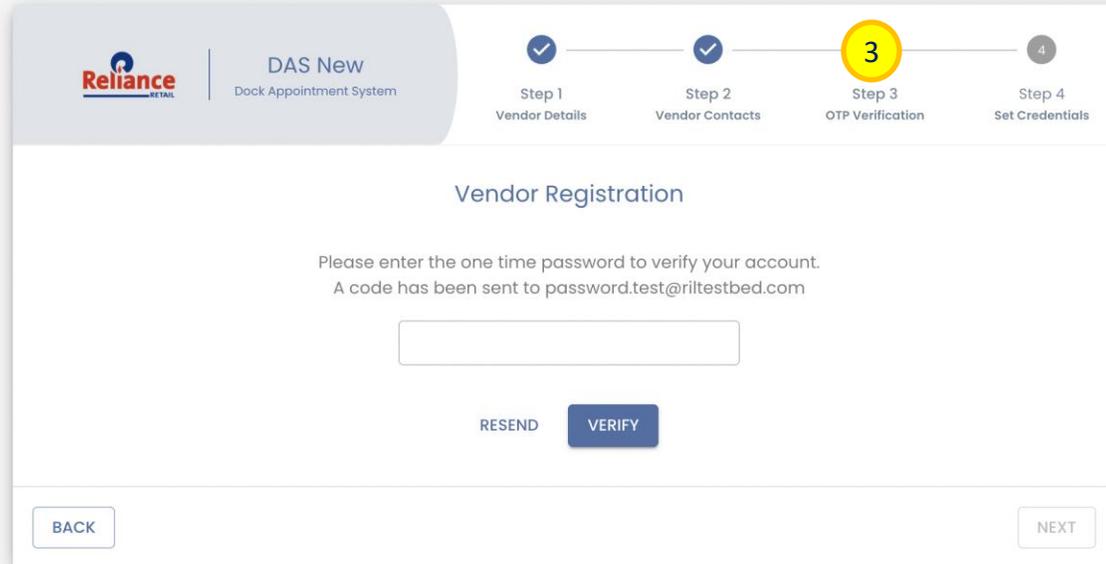
1 User need to provide **Vendor Code** shared by Reliance Retail Team and their **GSTIN** details.

New user need to register in the Dock Appointment System by providing the necessary details for Vendor Registration. User will be asked to share Vendor Details and Contact Details. System will verify the given details and allow user to set login credentials.



2 User will then need to share **Phone No** and **Email Address** for verification.

New user need to register in the Dock Appointment System by providing the necessary details for Vendor Registration. User will be asked to share Vendor Details and Contact Details. System will verify the given details and allow user to set login credentials.



Reliance RETAIL | DAS New
Dock Appointment System

Step 1 ✓ Vendor Details | Step 2 ✓ Vendor Contacts | **Step 3 3** OTP Verification | Step 4 4 Set Credentials

Vendor Registration

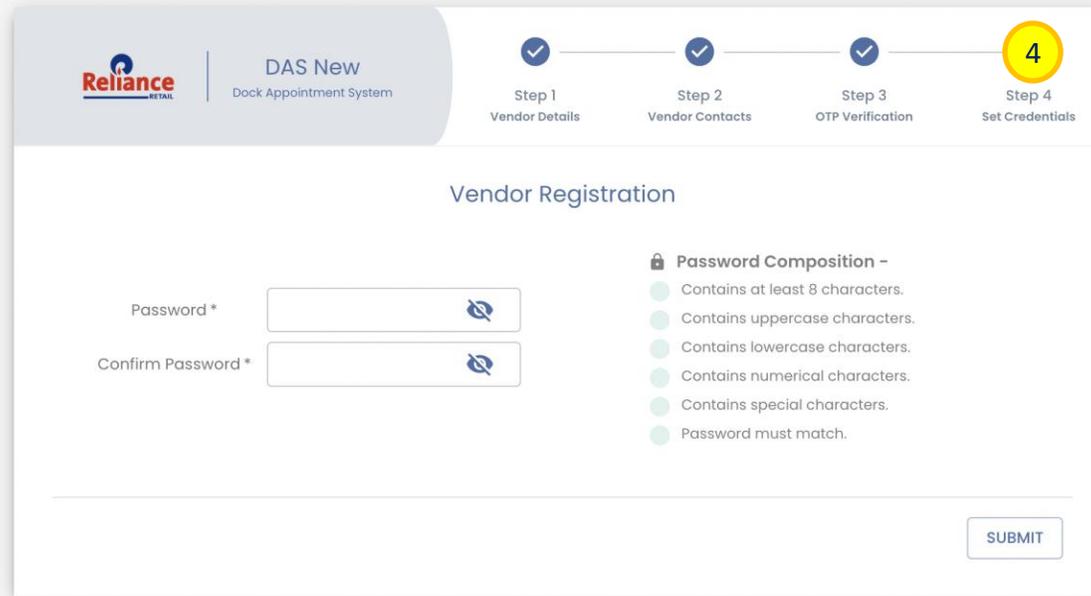
Please enter the one time password to verify your account.
A code has been sent to password.test@riltestbed.com

RESEND **VERIFY**

BACK NEXT

3 System will ask the user to verify the Phone No by entering a **One Time Password (OTP)** sent at the given contact.

New user need to register in the Dock Appointment System by providing the necessary details for Vendor Registration. User will be asked to share Vendor Details and Contact Details. System will verify the given details and allow user to set login credentials.



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Dock Appointment System

Step 1 Vendor Details ✓
Step 2 Vendor Contacts ✓
Step 3 OTP Verification ✓
Step 4 Set Credentials 4

Vendor Registration

Password *

Confirm Password *

Password Composition -

- Contains at least 8 characters.
- Contains uppercase characters.
- Contains lowercase characters.
- Contains numerical characters.
- Contains special characters.
- Password must match.

SUBMIT

4

User will then need to set a **Password** which would be used for logging into the portal.

New user need to register in the Dock Appointment System by providing the necessary details for Vendor Registration. User will be asked to share Vendor Details and Contact Details. System will verify the given details and allow user to set login credentials.



DAS
Dock Appointment System

Welcome Back!

To keep connected with us
please login with your personal info

1

UserId *

Forgot Password

CANCEL

SUBMIT

1

User need to provide **Vendor Code** to reset their login credentials.

Registered user will have the option to reset their login credentials if they are unable to Sign In. After submitting the required details, system will send a notification to the registered email address with steps to set a new password.

Vendor Portal – Forgot Password



RIL Dock Appointment System



Forgot Password

Dear Test

User Name :- 2303000025

Please click on below link to change your password.

URL:- <https://vendor-das.uat.ril.com/reset-password/RFcDWAN9GzshR2FEp5Vc5fu-2Bel-2BnHL2hGL00LUWUM5WZNaH8WTIp0NUCEEzRbZPag-2FDFzvhuji9 vHMqFLm-2FWPaYZEj3dlb0T0yK-2BN2a8qc-3D>

2

Thank You

JioMart B2B Team

This is system generated email. Please do not reply.

Registered user will have the option to reset their login credentials if they are unable to Sign In. After submitting the required details, system will send a notification to the registered email address with steps to set a new password.

2

User need to click on the **URL** to reset their login credentials.



🔒 Password Composition -

- Contains at least 8 characters.
- Contains uppercase characters.
- Contains lowercase characters.
- Contains numerical characters.
- Contains special characters.
- Password must match.

3 User need to provide a new **Password** to reset their login credentials.

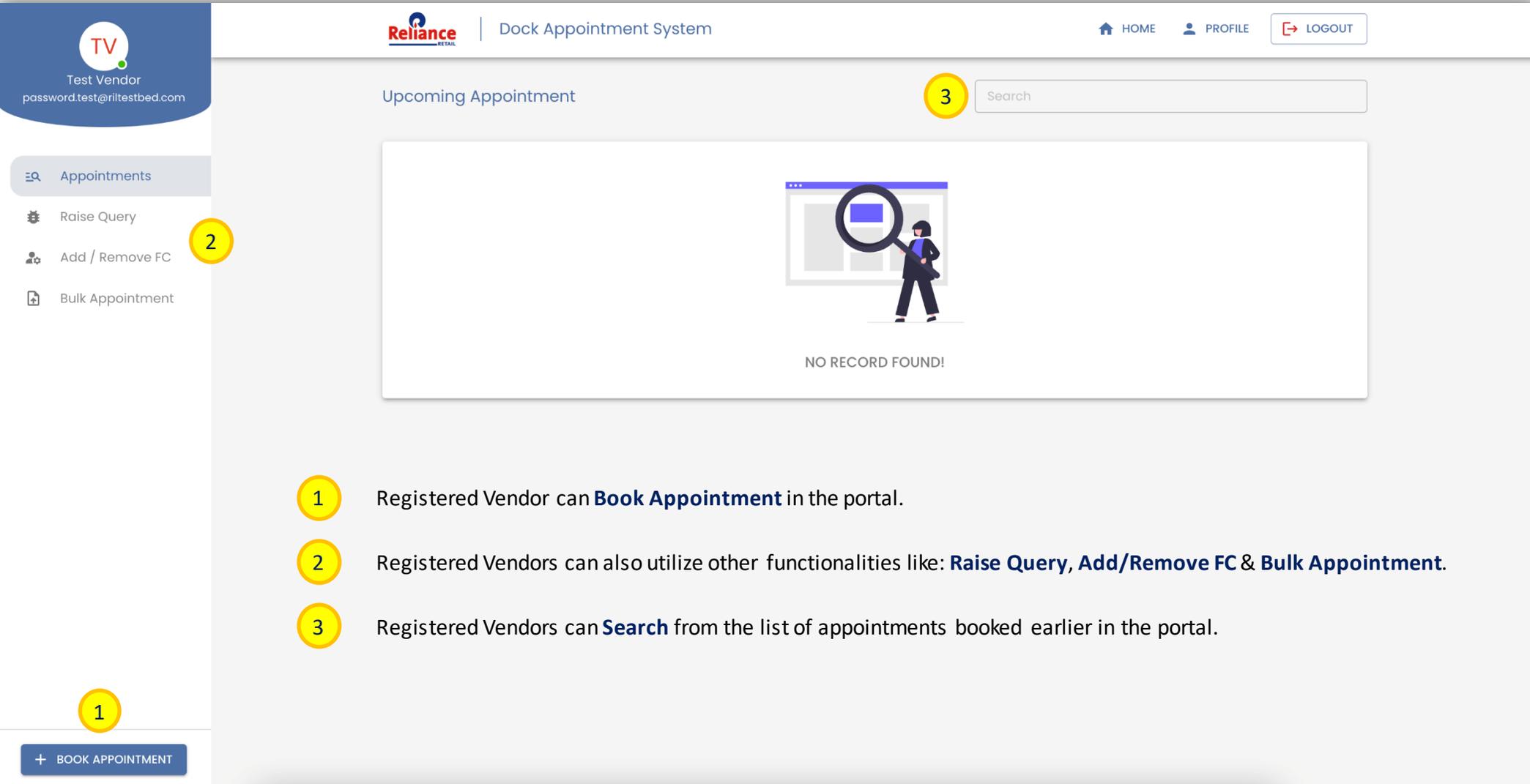
3 Change Password

[Back to Sign In](#)

Registered user will have the option to reset their login credentials if they are unable to Sign In. After submitting the required details, system will send a notification to the registered email address with steps to set a new password.

Vendor Portal – Dashboard

Vendor Dashboard will enable the users to be able to execute multiple functionalities. Vendors will be able to book individual & bulk appointments, raise query and search appointments to take appropriate actions.



The screenshot shows the Vendor Portal Dashboard interface. At the top left, there is a user profile section for 'Test Vendor' with the email 'password.test@riltestbed.com'. Below this is a navigation menu with options: 'Appointments', 'Raise Query', 'Add / Remove FC', and 'Bulk Appointment'. At the bottom left, there is a '+ BOOK APPOINTMENT' button. The main header includes the 'Reliance RETAIL' logo, 'Dock Appointment System', and navigation links for 'HOME', 'PROFILE', and 'LOGOUT'. The main content area is titled 'Upcoming Appointment' and features a search bar with a '3' callout. Below the search bar is a large white box containing an illustration of a person with a magnifying glass over a computer screen, with the text 'NO RECORD FOUND!' below it. A '2' callout is positioned near the 'Add / Remove FC' menu item, and a '1' callout is near the '+ BOOK APPOINTMENT' button.

- 1 Registered Vendor can **Book Appointment** in the portal.
- 2 Registered Vendors can also utilize other functionalities like: **Raise Query, Add/Remove FC & Bulk Appointment.**
- 3 Registered Vendors can **Search** from the list of appointments booked earlier in the portal.

Vendor Portal – Book Appointment



1 Registered Vendor can **Book Appointment** in the portal by sharing PO and material details.

Vendor Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vendor and PO details to suggest an appointment slot based on dock availability.

Vendor Portal – Book Appointment (Multiple PO)



Vendor Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vendor and PO details to suggest an appointment slot based on dock availability.

2

Registered Vendors can add multiple POs to **Book Appointment** for a Vendor.

Vendor Portal – Book Appointment (Vehicle Details)



Reliance RETAIL | Dock Appointment System

HOME PROFILE LOGOUT

TV
Test Vendor
password.test@riltestbed.com

Appointment Booking

step 1 PO Details step 2 Vendor Details step 3 Select Appointment step 4 Preview

Vendor Details

Vendor Code * 0000010010

Vendor Name * Fruit Ecom Vendor

Destination Site/ Warehouse * CM08 - Reliance Retail Limited

GSTIN * 5CU6192735134271

Vehicle Details

Count of Vehicle * 1

1

Vehicle Type LIGHT COMMERCIAL VEHICLE

Vehicle Registration Number MH01RR1234

Driver Names Sumit

Driver Contact Number 9898996644

+ BOOK APPOINTMENT BACK NEXT

Site/Warehouse Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vehicle and PO details to suggest an appointment slot based on dock availability.

3

Registered Vendors also need to provide Vendor details to **Book Appointment**.

Vendor Portal – Book Appointment (Select Appointment)



Site/Warehouse Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vendor and PO details to suggest an appointment slot based on dock availability.

The screenshot shows the 'Dock Appointment System' interface. At the top, there is a navigation bar with the Reliance logo, the text 'Dock Appointment System', and links for HOME, PROFILE, and LOGOUT. On the left, a sidebar identifies the user as 'Test Vendor' with the email 'password.test@riltestbed.com' and lists menu items: Appointments, Raise Query, Add / Remove FC, and Bulk Appointment. The main content area features a progress indicator with four steps: 'step 1 PO Details', 'step 2 Vendor Details', 'step 3 Select Appointment' (highlighted with a yellow circle), and 'step 4 Preview'. Below the progress bar, there are two input fields: 'Appointment Date *' with the value '11/04/2023' and a calendar icon, and 'Time Slot *' with the value '07:00'. At the bottom of the form area, there are 'BACK' and 'NEXT' buttons. A blue button labeled '+ BOOK APPOINTMENT' is located at the bottom left of the sidebar.

4 Registered Vendors can then select an appointment date to **Book Appointment**.

Vendor Portal – Book Appointment (Max Appointment)



Site/Warehouse Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vendor and PO details to suggest an appointment slot based on dock availability.



Registered Vendors can then only request three appointments per day for a Site/Warehouse to **Book Appointment**.

Vendor Portal – Book Appointment (Preview)



Reliance | Dock Appointment System

HOME PROFILE LOGOUT

TV
Test Vendor
password.test@riltestbed.com

Appointments
Raise Query
Add / Remove FC
Bulk Appointment

Vendor Appointment Preview

step 1 PO Details | step 2 Vendor Details | step 3 Select Appointment | **step 4 Preview**

Appointment Details

Appointment Date 11-APR-2023	Appointment Time 07:00- 07:30	Site/ Warehouse Name Reliance Retail Limited	GSTIN 5CU6192735134271
---------------------------------	----------------------------------	---	---------------------------

PO Details

PO Number 1 0460101514	No Of Cases 1 100	Count of SKUs 1 50	Incoming Material 1 DAIRY PRODUCTS
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Vehicle Details

Vehicle Type 1 LIGHT COMMERCIAL VEHICLE	Vehicle Registration Number 1 MH01RR1234	Driver Names 1 Sumit	Driver Contact Number 1 9898996644
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BACK CONFIRM

+ BOOK APPOINTMENT

Site/Warehouse Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vendor and PO details to suggest an appointment slot based on dock availability.

6 Registered Vendors will be suggested a time slot and can preview details to **Book Appointment**.

Vendor Portal – Confirm Appointment



Site/Warehouse Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vendor and PO details to suggest an appointment slot based on dock availability.

Vendor Portal – Successful Appointment



Site/Warehouse Portal will enable the users to be able to request an appointment by providing necessary details regarding a PO. System will validate the submitted vendor and PO details to suggest an appointment slot based on dock availability.

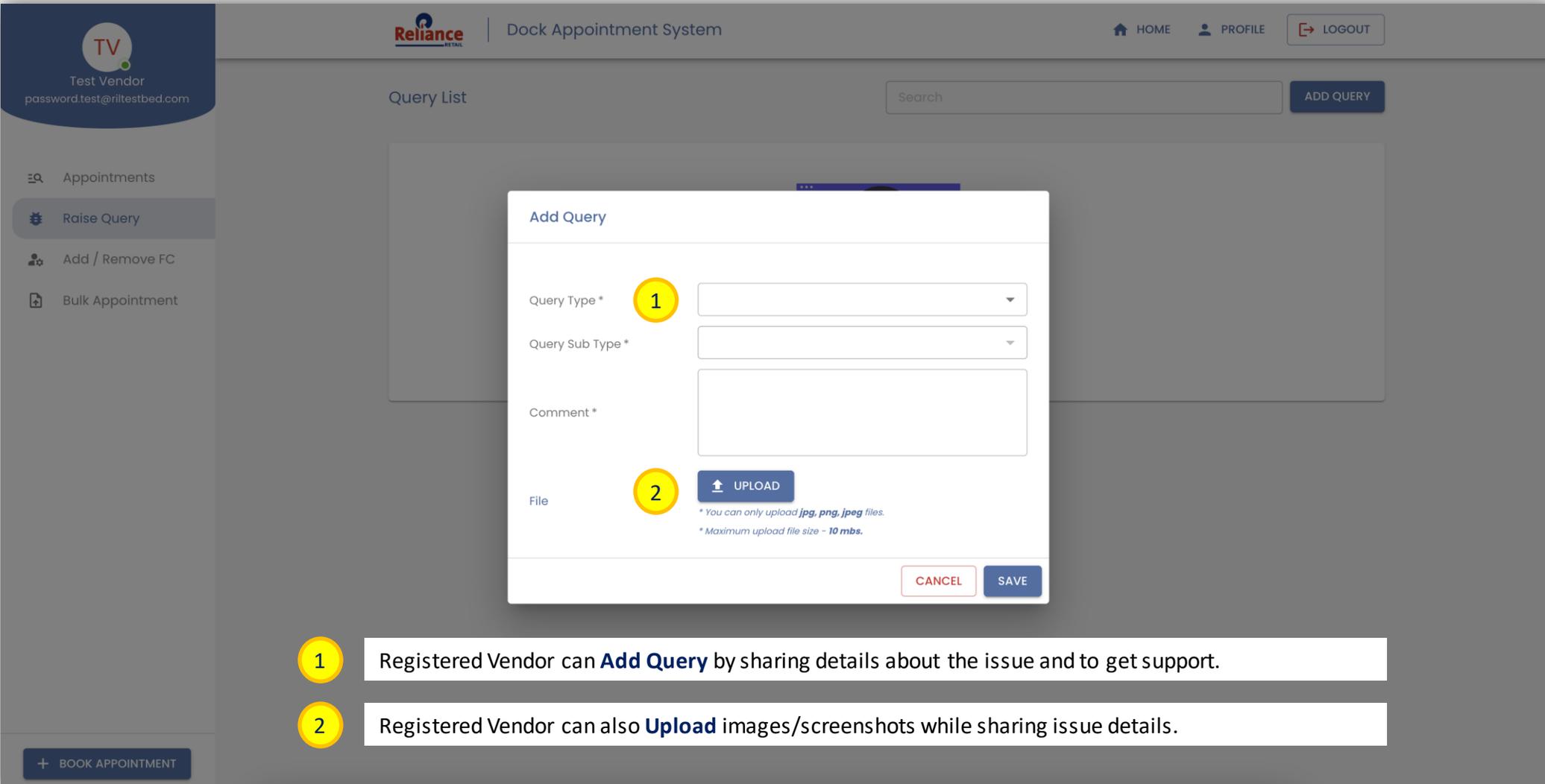
8

Registered users will get booking confirmation on **Successful Appointment** request.

CONFIRM

Vendor Portal – Raise Query

Vendor Portal will enable the users to be able to raise an issue by providing the necessary details. System will capture the query and inform the support teams depending on the query type. Vendor can converse with support team using the chat functionality.



Query List

Search

ADD QUERY

TV
Test Vendor
password.test@riltestbed.com

Appointments

Raise Query

Add / Remove FC

Bulk Appointment

HOME PROFILE LOGOUT

Reliance RETAIL Dock Appointment System

1

Query Type *

Query Sub Type *

Comment *

2

File

UPLOAD

* You can only upload jpg, png, jpeg files.
* Maximum upload file size - 10 mbs.

CANCEL SAVE

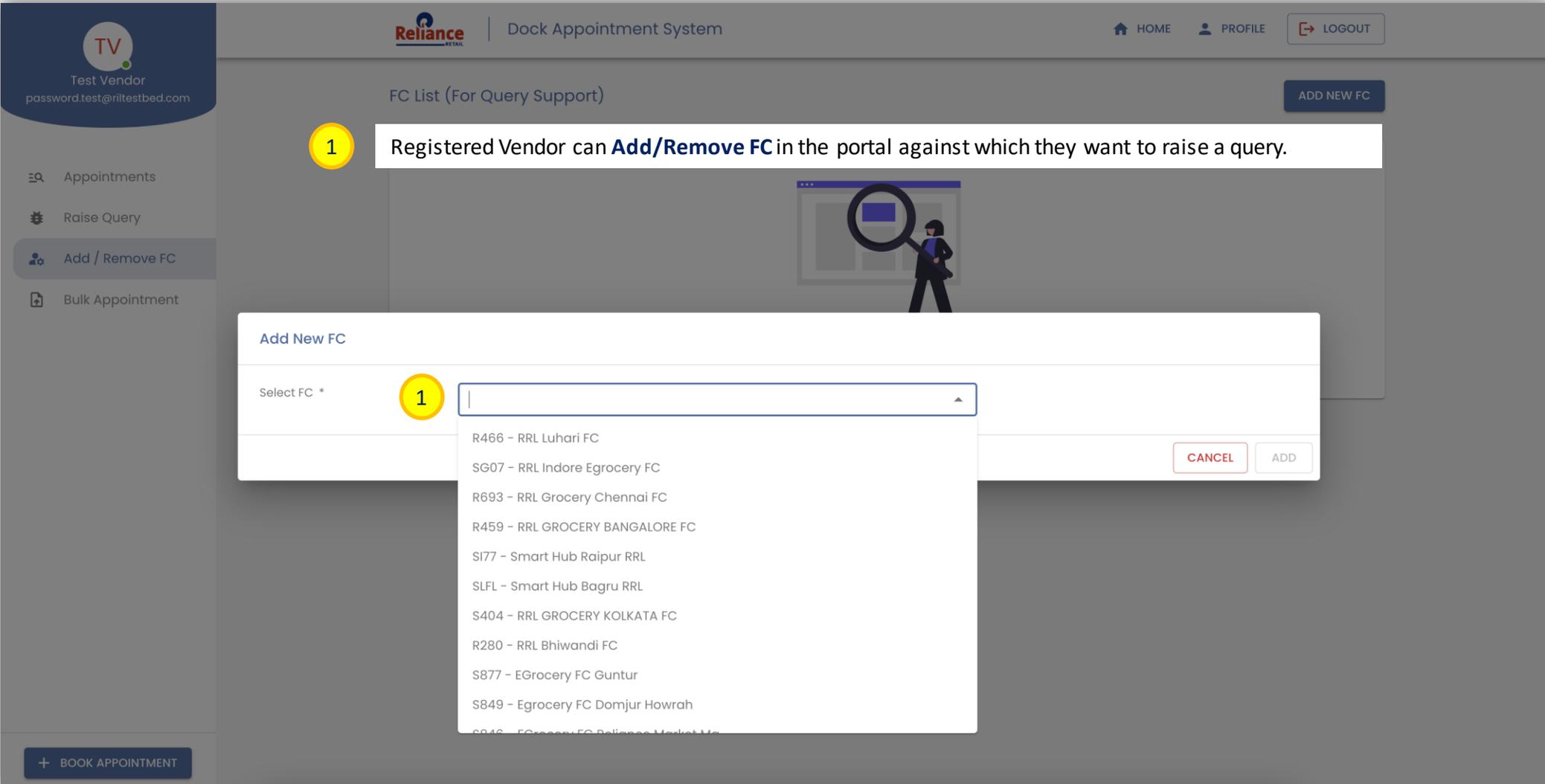
1 Registered Vendor can **Add Query** by sharing details about the issue and to get support.

2 Registered Vendor can also **Upload** images/screenshots while sharing issue details.

+ BOOK APPOINTMENT

Vendor Portal – Add/Remove FC

Vendor Portal will enable the users to be able to select an FC against which they want to book an appointment or request support.



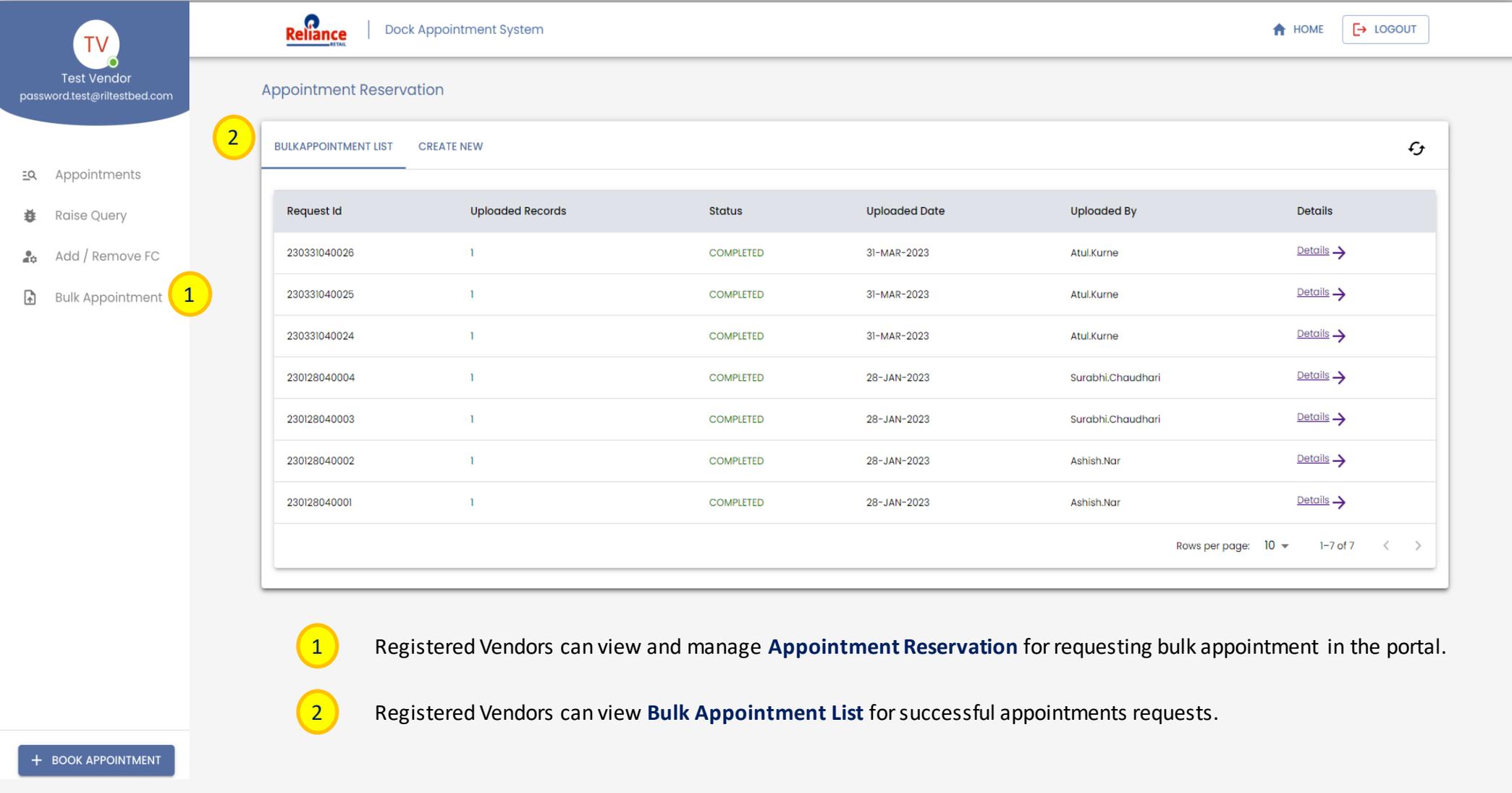
The screenshot displays the Vendor Portal interface. At the top, the Reliance logo and 'Dock Appointment System' are visible, along with navigation links for HOME, PROFILE, and LOGOUT. The main heading is 'FC List (For Query Support)' with an 'ADD NEW FC' button. A yellow circle with the number '1' highlights a text box stating: 'Registered Vendor can Add/Remove FC in the portal against which they want to raise a query.'

The 'Add New FC' modal is open, showing a dropdown menu for 'Select FC *'. A yellow circle with the number '1' highlights the dropdown. The list of FCs includes:

- R466 - RRL Luhari FC
- SG07 - RRL Indore Egrocery FC
- R693 - RRL Grocery Chennai FC
- R459 - RRL GROCERY BANGALORE FC
- SI77 - Smart Hub Raipur RRL
- SLFL - Smart Hub Bagru RRL
- S404 - RRL GROCERY KOLKATA FC
- R280 - RRL Bhiwandi FC
- S877 - EGrocery FC Guntur
- S849 - EGrocery FC Domjur Howrah
- SR46 - EGrocery FC Reliance Market Ma

Buttons for 'CANCEL' and 'ADD' are located at the bottom right of the modal. A '+ BOOK APPOINTMENT' button is visible at the bottom left of the page.

Vendor Portal – Bulk Appointment



TV
Test Vendor
password.test@riltestbed.com

Reliance RETAIL | Dock Appointment System

HOME LOGOUT

Appointment Reservation

BULKAPPOINTMENT LIST CREATE NEW

Request Id	Uploaded Records	Status	Uploaded Date	Uploaded By	Details
230331040026	1	COMPLETED	31-MAR-2023	Atul.Kurne	Details →
230331040025	1	COMPLETED	31-MAR-2023	Atul.Kurne	Details →
230331040024	1	COMPLETED	31-MAR-2023	Atul.Kurne	Details →
230128040004	1	COMPLETED	28-JAN-2023	Surabhi.Chaudhari	Details →
230128040003	1	COMPLETED	28-JAN-2023	Surabhi.Chaudhari	Details →
230128040002	1	COMPLETED	28-JAN-2023	Ashish.Nar	Details →
230128040001	1	COMPLETED	28-JAN-2023	Ashish.Nar	Details →

Rows per page: 10 1-7 of 7

+ BOOK APPOINTMENT

- Registered Vendors can view and manage **Appointment Reservation** for requesting bulk appointment in the portal.
- Registered Vendors can view **Bulk Appointment List** for successful appointments requests.

Vendor Portal will enable the users to be able to request bulk appointment by uploading necessary PO. System will validate the submitted vendor and PO details to book appointment slots based on dock availability.

Vendor Portal – New Appointment Reservation



Site/Warehouse Portal will enable the users to be able to request bulk appointment by adding necessary PO details. System will validate the submitted PO and Vendor details to book appointment slots based on dock availability.

Reliance RETAIL | Dock Appointment System

HOME LOGOUT

Appointment Reservation

BULKAPPOINTMENT LIST CREATE NEW **3**

Vendor Code	Dock Name	Appointment Date	Start Time	End Time	
0000003257 - RRL Reliar	Select Dock	dd/mm/yyyy	hh:mm (alp)m	hh:mm (alp)m	
Select Vendor	Select Dock	dd/mm/yyyy	hh:mm (alp)m	hh:mm (alp)m	
Select Vendor	Select Dock	dd/mm/yyyy	hh:mm (alp)m	hh:mm (alp)m	

+ ADD

SUBMIT

+ BOOK APPOINTMENT

3 Registered user can create new **Appointment Reservation** by filling the required PO and Vendor details.

Vendor Portal – Success Appointments



Site/Warehouse Portal will enable the users to be able to request bulk appointment by adding necessary PO details. System will validate the submitted PO and Vendor details to book appointment slots based on dock availability.

The screenshot shows the 'Vendor Portal' interface. At the top, there is a navigation bar with the 'Reliance RETAIL' logo, 'Dock Appointment System', and buttons for 'HOME' and 'LOGOUT'. Below this is a breadcrumb trail: 'Home / Appointment Reservation / Vendor Booking List'. A yellow circle with the number '4' highlights the 'SUCCESS APPOINTMENTS' tab. The main content area displays a table with the following data:

Appointment ID	Appointment Date	Appointment Start Time	Appointment End Time	Vendor Code	Remark
230331040015	07-APR-2023	11:00:00	11:30:00	0000003257	Reservation successful

At the bottom right of the table, it says 'Rows per page: 10' and '1-1 of 1'. On the left side, there is a sidebar with a 'TV' icon and the text 'Test Vendor password.test@riltestbed.com'. Below this are menu items: 'Appointments', 'Raise Query', 'Add / Remove FC', and 'Bulk Appointment'. At the bottom left, there is a '+ BOOK APPOINTMENT' button.

4 System will show a list of **Success Appointments** which were booked for the given PO and Vendor details.

Vendor Portal – Failed Appointments



TV
Test Vendor
password.test@riltestbed.com

Reliance RETAIL | Dock Appointment System

HOME LOGOUT

Home / Appointment Reservation / Vendor Booking List

SUCCESS APPOINTMENTS FAILED APPOINTMENTS 5

Appointment Date	Vendor Code	Remark
15-JULY-12	000000000-	Invalid Data

Rows per page: 10 1-1 of 1

+ BOOK APPOINTMENT

5 System will show a list of **Failed Appointments** which were booked for the given PO and Vendor details.

Site/Warehouse Portal will enable the users to be able to request bulk appointment by adding necessary PO details. System will validate the submitted PO and Vendor details to book appointment slots based on dock availability.

THANK YOU!