

Welcome to the New Booking Portal!

A simpler, faster, and more flexible way to manage your appointments.

Key Enhancements

- **Smart & Simple:** An intelligent, user-friendly interface to find the best delivery slots.
- **Instant Confirmation:** No more waiting. Your appointments are confirmed instantly.
- **Full Control:** Easily reschedule or cancel appointments directly within the portal.
- **Stay Informed:** Receive automatic email notifications for every booking, change, or cancellation.

Step 1: Finding Your Pending POs

- Navigate to **Fulfillment > PO Appointments**
- You will land on the Pending POs tab, which lists all appointments that need to be scheduled.
- You can easily search by **PO number** or filter by **vendor name** and **warehouse**

The screenshot shows the Instamart For Business interface. At the top, there's a navigation bar with the Instamart logo, 'For Brands' and 'For Supply' tabs, and a search field for 'Brand Company ID'. Below this is a sidebar with navigation options: Performance, Fulfillment, Purchase Orders, PO Appointments (highlighted), F9 PO Scheduling, Goods Received, Returns, Inventory, and Finance. The main content area is titled 'PO Appointments' and has a 'Download Appointment Data' button. Below the title, there are tabs for 'View List by: Pending POs' (selected) and 'Scheduled Appointments', along with a 'Club selected POs & Book' button. A table lists three pending PO appointments with columns for PO#, Facility Name, Vendor Name & code, Expires on, and Enter Booking/ Pending QTY below. Each row has a checkbox, a quantity input field, and a 'Pick slot/s' button.

PO#	Facility Name	Vendor Name & code	Expires on	Enter Booking/ Pending QTY below
<input type="checkbox"/> GRNmoQlssueRetest06	AHM Delivery	RKV INDUSTRIES + 76070900	18-Aug-2025 (6 days left)	Enter Qty / 100 <input type="button" value="Pick slot/s"/>
<input type="checkbox"/> GRNmoQlssueRetest07	AHM Delivery	RKV INDUSTRIES + 76070900	18-Aug-2025 (6 days left)	/ 100 <input type="button" value="Pick slot/s"/>
<input type="checkbox"/> nonGRN-11aug04	AHM MOQCHECK	RKV INDUSTRIEstest + 87340436	22-Aug-2025	Enter Qty / 10 <input type="button" value="Pick slot/s"/>

Step 2: How to Schedule an Appointment

- **1. Select PO:** Check the box next to the PO you want to schedule.
- **2. Enter Quantity:** Input the quantity you will be delivering.
- **3. Pick Slot:** Click 'Pick slot/s' to see available times.
- **4. Confirm:** Once a slot is chosen, click 'Schedule Appointment' to get instant confirmation.

The screenshot shows the 'Instamart FOR BUSINESS' interface for scheduling appointments. The top navigation bar includes 'For Brands' and 'For Supply' tabs, a 'Brand Company ID' dropdown, and an 'Apply' button. Below this is a search bar for 'Search by vendor name' and a 'Select Warehouse' dropdown. The main content area is titled 'PO Appointments' and features a 'Download Appointment Data' button. A 'View List by:' section has 'Pending POs' selected. The table below lists three pending purchase orders with columns for PO#, Facility Name, Vendor Name & code, Expires on, and a quantity input field. Each row has a 'Pick slot/s' button.

PO#	Facility Name	Vendor Name & code	Expires on	Enter Booking/ Pending QTY below
<input type="checkbox"/> GRNm0QlssueRetest06	AHM Delivery	RKV INDUSTRIES • 76070900	18-Aug-2025 (6 days left)	Enter Qty / 100 <input type="button" value="Pick slot/s"/>
<input type="checkbox"/> GRNm0QlssueRetest07	AHM Delivery	RKV INDUSTRIES • 76070900	18-Aug-2025 (6 days left)	Enter Qty / 100 <input type="button" value="Pick slot/s"/>
<input type="checkbox"/> nonGRN-11aug04	AHM MOQCHECK	RKV INDUSTRIES • 87340436	22-Aug-2025	Enter Qty / 10 <input type="button" value="Pick slot/s"/>

Feature: Club Multiple POs

- Have multiple POs for the same delivery? You can now **club them** into a single appointment.
- Select the POs you want to combine and click the '**Club selected POs & Book**' button.
- *Note: This feature is subject to your vendor type (Direct/Indirect/Courier).*

The screenshot shows the 'Instamart FOR BUSINESS' interface for 'For Supply'. The left sidebar contains navigation options: Performance, Fulfillment, Purchase Orders, PO Appointments (selected), F9 PO Scheduling, Goods Received, Returns, and Inventory. The main content area is titled 'PO Appointments' and includes a 'Download Appointment Data' button. Below the title, there are filters for 'View List by:' (Pending POs, Scheduled Appointments) and 'Booking / Available Capacity' (200 / 200 Units). A 'Club 2 selected POs & Book' button is visible. The table below lists POs with columns for PO#, Facility Name, Vendor Name & code, Expires on, and a quantity field. The first two rows have checkboxes checked and 'Club 2 POs' buttons. The third row has an unchecked checkbox and an 'Enter Qty / 43' field with a 'Pick slot/s' button.

PO#	Facility Name	Vendor Name & code	Expires on	Enter Booking / Pending QTY below
<input checked="" type="checkbox"/> CADXYZ12	AHM Delivery	RKV INDUSTRIES + XYZ12	19-Jun-2024	100 / 100 Club 2 POs
<input checked="" type="checkbox"/> GRNmoQ11Aug07	AHM Delivery	RKV INDUSTRIES + 76070900	18-Aug-2025 (6 days left)	100 / 100 Club 2 POs
<input type="checkbox"/> GRNmoQ11Aug10	AHM Delivery	RKV INDUSTRIES + 76070900	18-Aug-2025 (6 days left)	Enter Qty / 43 Pick slot/s

Step 3: View Your Scheduled Appointments

- Click on the 'Scheduled Appointments' tab to see a full list of all your confirmed bookings.
- This view provides all the details you need, including Appointment ID, date, time, and booked quantity.
- Use Download Appointment Data to download report in excel.

The screenshot displays the 'PO Appointments' interface. On the left is a navigation sidebar with options: Performance, Fulfillment, Purchase Orders, PO Appointments (selected), P9 PO Scheduling, Goods Received, Returns, Inventory, and Finance. The main content area has a search bar for 'Search by vendor name', a 'Select Warehouse' dropdown, and a 'Reset' button. Below this is the 'PO Appointments' title and a 'Download Appointment Data' button. The 'View List by:' section shows 'Pending POs' and 'Scheduled Appointments' (selected). A table lists the appointments:

Appt. ID	Appointment date	Facility Name	Vendor Name & Code	POs#	Booked Quantity	
2f3eef0c	16/08/25 (Sat) 9:00 AM - 11:00 AM	11Aug_01	Test BillName: 76070900	GRNmoQ11Aug10	24	⋮
58f9575d	15/08/25 (Fri) 11:00 AM - 1:00 PM	11Aug_01	Test BillName: 76070900	GRNmoQ11Aug10	10	⋮
2469a4ac	14/08/25 (Thu) 11:00 AM - 1:00 PM	11Aug_01	-1	nonGRN-11aug08	2	⋮

Step 4: Reschedule or Cancel an Appointment

- Need to make a change? You can **reschedule or cancel** appointments up to **24 hours** before the delivery time.
- Go to the 'Scheduled Appointments' tab, click the three dots next to the appointment, and select the desired option.

The screenshot displays the 'Instamart FOR BUSINESS' interface for 'For Supply'. The left sidebar contains navigation options: Performance, Fulfillment, Purchase Orders, PO Appointments (selected), F9 PO Scheduling, Goods Received, Returns, Inventory, and Finance. The main content area is titled 'PO Appointments' and includes a 'Download Appointment Data' button. Below the title, there are tabs for 'View List by: Pending POs' and 'Scheduled Appointments' (which is active). A table lists three appointments with columns for Appt. ID, Appointment date, Facility Name, Vendor Name & Code, POs#, and Booked Quantity. A context menu is open over the first appointment, showing 'Reschedule' and 'Cancel' options.

Appt. ID	Appointment date	Facility Name	Vendor Name & Code	POs#	Booked Quantity	
2f3eef0c	16/08/25 (Sat) 9:00 AM - 11:00 AM	T1Aug_01	Test BillName-76070900	GRNmoQ11Aug10	24	⋮
58f9575d	15/08/25 (Fri) 11:00 AM - 1:00 PM	T1Aug_01	Test BillName-76070900	GRNmoQ11Aug10	10	⋮
2469c4ac	14/08/25 (Thu) 11:00 AM - 1:00 PM	T1Aug_01	-1	nonGRN-11Aug08	2	⋮

Stay Notified Automatically

- For every action you take, the system will keep you informed.
- An automatic email will be sent to you for every:
 - New Appointment Booked
 - Appointment Cancellation
 - Appointment Reschedule

Thank You