Vendor eBooking Guide

This guide provides the main steps to ensure the creation of your eBooking.

1. **Access the eBooking**

   Go to: https://alpiportal.imovenext.com/

   Click on the red icon in the top right **🔴 LOGIN** and insert your e-mail and password.

2. **Search your PO**

   Click on *PO List* on the left, insert the PO number and click on *Search* in the top right. Then click on the icon 📝 to edit them.

3. **Fill out the PO information**

   In the Edit Purchase Order section, enter the following information:
   - A) Terms
   - B) Volume [m3]
   - C) Gross Weight [kg]
   - D) Outer/External Packages:
     Pallets
     Cartons
     GOH - Garments On Hanger
     Special Packages (Rolls, Cages, GOH Sets, etc.)

   - E) Options:

Option	Description	USA	CA	AU	TJX EU
VGM	Flag it if you provide the Verified Gross Mass document. This is for sea-freight only. Alternatively, do not flag, ALPI will weight the goods.	✓	✓	✓	✗
P2	Flag it in case of wheat pasta shipment. You will need to provide the P2 form at the time of the booking or later.	✓	✗	✗	✗
Hazmat	Flag it in case of Dangerous Material shipment. You will need to provide the Hazardous Material document at the time of the booking or later.	✓	✓	✓	✓
FDA	Food and Drug Administration related. Flag it if you provide the FDA certificate at the time of the booking or later.	✓	✗	✗	✗
WPM	Wood Package Material. Flag it if you provide the Certificate of fumigation at the time of the booking or later.	✓	✓	✓	✗
FW	Fish and Wildlife. Flag it if you provide the Certificate FW at the time of the booking or later.	✓	✓	✓	✗
CETA	Flag it if you provide the CETA certificate at the time of the booking or later.	✗	✓	✗	✗
Reefer	Flag it if you need a reefer type container or trailer. You need to specify the temperature.	✓	✓	✓	✓
CITES	If you ship CITES product you have to flag the PO as CITES. You have to provide the CITES Doc at the time of the booking or later.	✓	✓	✓	✓ (only PO #50)

F) Booked Units

You must enter the booked units.

For Pos TJX EU prefix #55 enter this information at header level in the *Total Booked* Units box (on the top of the page).

For Pos TJX EU prefix #50 enter this information for each style in the *PO details* section (column *Booked Units*).

For USA/CA/AU enter this information for each style in the *PO details* section (column *Booked Units*).

Note: you will be able to edit the booked units at the time of the eBooking completion.

G) Commodity Type Field (Only for Australia POs):

Edit the *Commodity Type* Field to add a specific description of the goods.

Note: The *Commodity Type* is NOT Mandatory.

H) Document upload

USA / CA / AU
The Documents needed for the shipping are at least, invoice and packing list (both mandatory).

TJX EU Prefix 55
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TJX EU Prefix 50
The Documents needed for the shipping are at least, invoice and packing list (both mandatory), that must be uploaded on the portal maximum 24h after the eBooking confirmation. We might need additional documents (e.g., Food Detail Checklist for dpt. 81, Footwear Classification Sheet for dpt. 25, 26, 27, 28, 38, 39 & 77).

There are 2 options for uploading the documents.

OPTION 1 (Upload per single PO)

Steps:

Click on *Add File* (the green button on the left) and select the document you want to upload. Also choose the *Document Type*.

You can upload more documents, clicking again on *Add File*.

If you have multiple documents joint in a single PDF, choose Miscellaneous Documentation as *Document Type*.

Click the *Save* button to save the PO edits.

OPTION 2 (Upload per eBooking): this can be done once an ebooking has been created, see section 4.

Steps:

1. Select *eBooking list*, search the eBooking and click on *Edit*

2. Click on *Add File* (lower left), select the documents that need to ✏️ be upload and click *Continue*.

If you upload the documents with the below file naming, the type and number of PO will automatically be recognized by the system: [document type]_[number of PO].pdf (for example INV_50123456.pdf, Packing_50987656.pdf, etc.)

Note: If you want to see the entire list of documents and the respective assignable names, contact: helpdesk@alpiworld.com.

In case the file naming is not recognized by the system, these fields must be inserted manually:

Type: select from the drop-down menu the document type (Invoice, Packing List…)
Number of PO: select from the drop-down menu the PO on which the document needs to be uploaded.

Note: selecting more documents, it is possible to associate the same type or Number of PO.

3. Click on *Upload* when the column *Status* contains "*Ok*" on all the field related to the documents.

The system will provide a first notification regarding the success of the uploads, after that it will send a summary e-mail containing the details of the operation.

4. **Create your eBooking**

Click on the left on + *New eBooking.*
Search the POs you previously edited and select the box located in the in the first column (flag it).
You can also select one or more POs.
The system will propose only the POs that can be booked together, if you do not see all Pos, it means that it will be needed more eBooking due to different shipping windows/destination.

If a PO is not selectable, the gray box shows which information is missing.

NOTE: in case of a PO with a volume ≥ 62 m3, it will not be possible to select another PO, even if compatible with the one already selected.

Then, click on the *Create eBooking* in the top right.

5. **Complete the eBooking**

In the *eBooking Details* section you need to insert:

A. eBooking Type: CFS/CT (or CL/VL)
The system determines automatically the ebooking type based on these rules:

Sea/Air freight - CFS when the volume is ≤ 40 m³; CY when the volume ≥ 55 m³.
Land freight - CL when the volume is ≤ 25 m³; VL when the volume is ≥ 55 m³

B. If the eBooking type = CY (or VL), select the *Container type.*

C. On Pickup or Delivery Options, enter the *Ready Date* and time
D. Choose:
   -Pickup: if you want the goods to be collected by ALPI. You can select one of the existing addresses or modify it by clicking the icon [icon] next to the address.

   -Delivery: if you will deliver the goods to an ALPI Warehouse.

E. You can add your notes in the *Note* field (on the right).
F. To submit the eBooking, click on the arrow next to the *Action* button in the top right and press *Save*. Now the eBooking cannot be modified via the portal.

The eBooking will be sent to the Origin Office to be properly checked.

6. **POs with high volume**

In the case of POs with volume ≥ 62 m³, the shipment could be divided over several Containers/Trailers. Alpi will notify this request by e-mail after the confirmation of the deal.

Therefore, it will be necessary to decide together with the origin how to divide the goods into each Container/Trailer.

To load the necessary documentation for each Container/Trailer:

A. Access the *PO list*.
B. Search for the PO and click on *Edit*.
C. In the *e-Docs* section *e-Docs SET* will be enabled as many as Containers/Trailers. For each of them it is necessary to load the documentation following the same rules described in section 3H).

Should you have any further questions, we are pleased to assist you.
You can contact us at:
Email: helpdesk@alpiworld.com Phone: (+39) 0574 521480