



Oct 1st, 2018

Mosaic Potash Canada has initiated a program to schedule all inbound truck deliveries through the ***Appointment- Plus*** website.

The website may be accessed at:

<https://booknow.appointment-plus.com/1x7r7emq/>

The goals of the ***Appointment-Plus*** truck scheduling program are to:

- decrease trucker wait times
- ease congestion of trucks onsite
- increase the fluidity of the truck loading/unloading process
- allow for material to be received in a more timely manner
- facilitate earlier payment to vendors
- reduce demurrage occurrences

Inbound Truck Delivery

Trucks will be able to schedule a fifteen (15) minute delivery or a thirty (30) minute time slot for flat decks and larger orders.

Through the *Appointment-Plus* truck scheduling program, Mosaic will be able to block out scheduled maintenance times and contact scheduled trucks during unscheduled maintenance outages. Scheduled trucks are expected to be checked in by their scheduled loading times and will be given unloading priority over unscheduled trucks with rare exceptions due to special operations circumstances.

Please see the attachment to this letter for further instructions for creating a login and scheduling loads at Mosaic Potash Canada. We look forward to your feedback as we continue to improve the truck loading process at the Mosaic Potash facilities in Canada.

Sincerely,

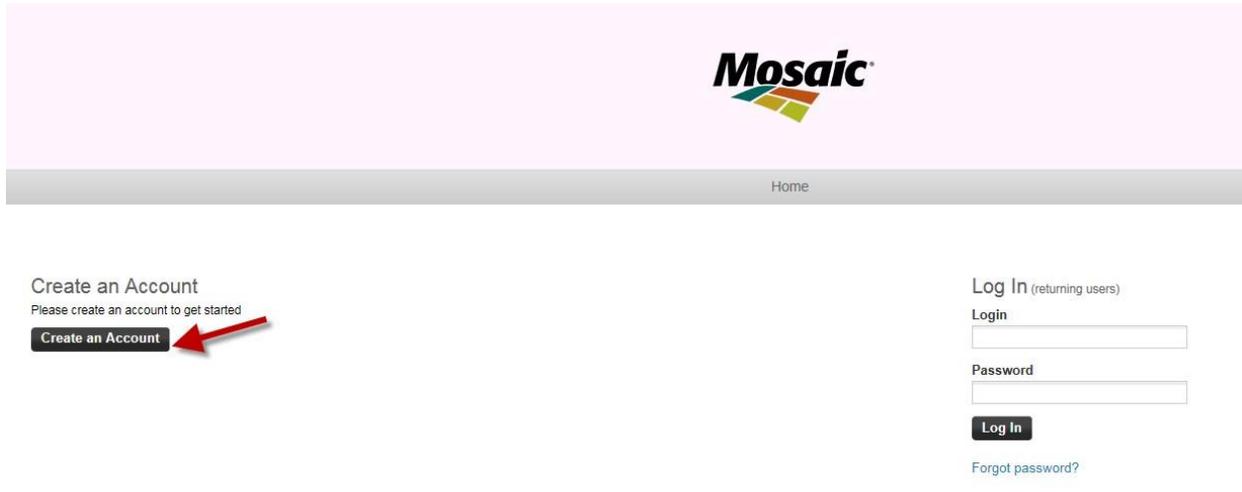
Mosaic Potash

INSTRUCTIONS FOR TRUCKERS / TRUCKING COMPANIES:

To access the **Appointments Plus** website:

<https://booknow.appointment-plus.com/1x7r7emq/>

The homepage for Mosaic Truck Scheduling will appear as follows:



The screenshot shows the Mosaic website homepage. At the top center is the Mosaic logo. Below the logo is a navigation bar with a "Home" link. On the left side, there is a "Create an Account" section with the text "Please create an account to get started" and a "Create an Account" button. A red arrow points to this button. On the right side, there is a "Log In (returning users)" section with "Login" and "Password" input fields, a "Log In" button, and a "Forgot password?" link.

A link will soon be available at: [Pending Link Coming Soon](#)

Steps

1. Click "**Create an Account**" to create a Login or sign in using your existing login and password.

Should you forget your Login you can click on "*Forgot password?*" where you will be prompted to enter your email address. Your login id will be sent to you along with a password reset function.



The screenshot shows the "Create an Account" form on the Mosaic website. The form includes the following fields: Carrier, Contact Name, Address, City, Province or State, Postal or Zip Code, Phone, Cell Phone, E-mail, Login, Password, and Retype Password. A red asterisk indicates required fields. A "Create Account" button is located at the bottom of the form.

2. To schedule a delivery

- a. Select the appropriate *Plant, Dock, Product and Date and Time of Delivery*:

Appointment Locator

Plant
Belle Plaine

Plant Address
KALIUM ROAD
BELLE PLAINE, SK S0G 0G0
Gate Security phone: 306-345-8644

Select Dock
CENTRAL STORES RECEIVING

Select Product
Delivery

Number in Group
1

Date

January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select the Dock

Select Product

Select Date of Delivery

Select the date and time you would like to reserve for the delivery to site.

Note Anything in grey is not available for booking

Note Flat Deck Truck is a 30 minute time slot so can be selected when large orders are being delivered to site. Does not need to be a flat deck to select this option.

1. Select Plant 2. Select Product 3. Select Date **4. Select Time** 5. Finalize Appointment

Appointment Locator

Plant
Belle Plaine

Plant Address
KALIUM ROAD
BELLE PLAINE, SK S0G 0G0
Gate Security phone: 306-345-8644

Select Dock
CENTRAL STORES RECEIVING

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Date
January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select Appointment Time

	Mon Jan 22	Tue Jan 23	Wed Jan 24	Thu Jan 25	Fri Jan 26	Sat Jan 27	Sun Jan 28
7:30am							
7:45am							
8:00am							
8:15am							
8:30am							
8:45am							
9:00am							
9:15am							
11:15am							
12:00pm							
12:15pm							
12:30pm							
12:45pm							
1:00pm							
1:15pm							
1:30pm							
1:45pm							
2:15pm							
2:30pm							
2:45pm							
3:00pm							
3:15pm							
3:30pm							

Product

- select -

Delivery - Flat Deck Truck ← 30 min time slot

Delivery ← 15 min time slot



After selecting the **Product**, Delivery or Delivery - Flat Deck Truck, a calendar will appear with the available unloading dates and times. Available dates/times will show in white, while dark grey indicates that the date/time is **not** available. Please contact local site Receiving if you require a time that appears as unavailable in the booking schedule as more than one truck can be added into a time slot.

3. Fill in the final information:

- a. The **Mosaic PO#** number or the **Customer PO #**.
- b. The **Order Quantity** / # of skids etc. and any **Special Instructions** or requirements for offloading (eg. Crane).
- c. The SCAC field is not required for inbound trucks.
- d. The **email addresses** that confirmations and reminders should be sent to.

Select "**Finalize Appointment**" when complete.

Selected Appointment

Plant Belle Plaine
Plant Address KALIUM ROAD
 BELLE PLAINE, SK S0G 0G0
Dock CENTRAL STORES RECEIVING
Product Delivery
Date Monday, January 22, 2018
Start Time 8:30am

Please complete the following information to finalize your appointment.

* **Mosaic Order # or PO #**

Order Quantity (Please indicate MT or STN) & Special Instructions

SCAC

E-mail Confirmation and Reminders
 Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):

Finalize Appointment

Please enter PO#'s if available

Please enter in qty of pallets or qty of packages being delivered on the truck.

eg. 5 Pallets or 10 boxes



4. After you click “Finalize Appointment” you will see the following:
- a. The **top right box** shows you the *appointment you just created*.
 - b. The **upper middle right box** shows and *confirms appointment*.
 - c. The **lower middle right box** shows *all of your existing appointments*.
 - d. The **lower right box** shows all of your *past appointments*.

Selected Appointment

Plant Belle Plaine

Plant Address KALIUM ROAD
BELLE PLAINE, SK S0G 0G0

Dock BP WAREHOUSE DELIVERY

Product Small Order Deliveries- 15 Min Time Slot

Date Wednesday, September 5, 2018

Start Time 9:00am



Thank you for scheduling your truck loading online!

We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

7404629

[Print Confirmation](#)

5. To continue booking additional appointments, simply click on the “**Open Date**” on the left hand side in the Calendar and begin the process again.
- a. You will not need to log in again.
 - b. You will only need to enter the following information:
 - i. Mosaic Order # or Customer PO #
 - ii. Order Quantity and Special Instructions

Updating Account Information

By clicking the *Account tab*, you are able to change/update your log in and contact information.

Managing Appointments:

You can go into your scheduled appointments any time before the delivery to site and add comments if there were delays etc.

REMINDER: PLEASE ENSURE YOUR DRIVERS ARE EQUIPPED WITH THE PROPER PPE TO DELIVER ON SITE