

Inbound Scheduler Tool Instruction

Inbound Scheduler is a booking tool where sellers/3PLs can self-book available slots in a more effective way.

Sellers/3PLs have been granted access to log-in and schedule a delivery via the tool.

1. Qty restriction: Sellers/3PLs can ONLY be allowed and has to book the slot for ≤ 500 items for a single PO, for PO which item qty is ≥ 500 need to book by sending pre-alert to WHS representatives. There are some scenarios which are not permitted to book:

1.1 PO qty created on the system is more than 500 items.

1.2 PO qty created on the system is ≤ 500 items, but physical sent is more than 500 items.

1.3 PO qty created on the system and physical sent are both more than 500 items.

1.4 PO qty created on the system and physical sent are both not greater than 500 items but discrepancy is higher than 20%. (e.g. System:500, Physical:350, these two quantities have a gap of 150 items by contrast, which discrepancy rate is higher than 20%, that's not allowed)

2. Country WHS Links and Name


Country	Link	WHS to Select	Working Hours
NG	https://tools.jumia.com/inbound-scheduler#/vendor/1CNc570c2c1Y2PGW-tA0eDo3	warehouse_1 (small item WH) warehouse_2 (medium item WH) warehouse_3 (large item WH)	8:00am-5:00pm
KE	https://tools.jumia.com/inbound-scheduler#/vendor/sDfvASDR52d-hSgpyQingD32	Integrated WH, Cabanas Bus stop - Msa Road	8:00am-4:00pm Tue. & Thu For Global
MA	https://tools.jumia.com/inbound-scheduler/ven	MA Warehouse	9:00am - 6:00pm

	dor/#/vendor/5fDhchSQsh-iaptySr5378vn		
CI	https://tools.jumia.com/inbound-scheduler#/vendor/hoxprSDFdggd7gJ25-Vf573g	Entrepôt Koumassi - Zone industrielle	9:00am - 5:00pm
EG	https://tools.jumia.com/inbound-scheduler#/vendor/dbglDv7g4n79hfr2-4DFH435	Main WH	9:00am - 5:00pm
GH	https://tools.jumia.com/inbound-scheduler#/vendor/4SpyedVrsc-Fdcg3d2Sftsc5	GH-Spintex-Warehouse	8:30am- 5:30pm
UG	https://tools.jumia.com/inbound-scheduler#/vendor/0DSwgplnF3-Esf74Vdxftsc4	Jumia Ntinda Factory Close Industrial Area	8:00am- 4:00pm (Mon to Fri) 9:00am - 2:00pm (Saturday)
SN	https://tools.jumia.com/inbound-scheduler/vendor/#/vendor/6fDFdge5dh-PoPiptfxcxfw0	SN,Thiaroye	9:00am - 5:00pm
ZA	https://tools.jumia.com/inbound-scheduler#/vendor/5Gjhbvhtfh-T5gnTfhtfyhh5	Zando	9:00am - 5:00pm

3. Booking Flow

3.1 Login Page

A PO number and its Jumia registered email are required.




Inbound Scheduler - ZZ

Po# * Registered Email * Search

3.2 Drop off Warehouse Selection

There will be a dashboard with PO details and selectable warehouses appear when logged in, select the proper drop off warehouse



Inbound Scheduler - KE

Full #
Registered Email
Search

Select warehouse
Integrated WH, Cabanas B...
Available Slot

PO # M221 **Created At** Aug 29, 2022, 5:40:45 PM
Vendor Name **Vendor Email**
Vendor Phone **Vendor Address**


PO Item details

Sku Simple	Brand	Category (2)	Quantity	Cost
OP	Oppo	Mobile Phones	100	
OP	Oppo	Mobile Phones	100	

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3.3 Warehouse Available Slot

Clicking on the button Available Slot There will be a dashboard displaying all available slots of the week. Select a slot and input the exact item qty when you wanna deliver, then click on Book




Inbound Scheduler - GH

Available slots for PO#
Required Capacity
Number of units
Book
Search Po

Date	Time	Warehouse	Available Capacity	Selected Slots	Number of units
2022-09-02	09:00	GH-Sprint-Warehouse	500	<input checked="" type="checkbox"/>	<input type="text" value="35"/>
2022-09-02	11:30	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-02	14:00	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-05	09:00	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-05	11:30	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-05	14:00	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-06	09:00	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-06	11:30	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-06	14:00	GH-Sprint-Warehouse	500	<input type="checkbox"/>	
2022-09-07	09:00	GH-Sprint-Warehouse	500	<input type="checkbox"/>	

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3.4 Slot confirmation and notification

A window will pop up to confirm the drop off information, if someone need to be informed about the delivery, please add the email id in the line and separate by comma “,” then confirm by clicking on 

Please Confirm

Are you sure, you want to book following slot

Warehouse - GH-Spintex-Warehouse

Date - 2022-09-02

Time - 09:00

enter email ids for notification (separated by ,)

e jumia,@com

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3.5 Slot Booked Successfully

A slot booked successfully when you see this window pops up.

Slot Booked successfully

Following are details about booking -

Warehouse - GH-Spintex-Warehouse

Date - 2022-09-02

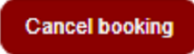
Time - 09:00



4. Slot Cancellation Flow

4.1 Login

PO scheduled information will display when you logged in, then click on



and wait for a few seconds.

JUMIA Inbound Scheduler - GH

PO # [redacted] Registered Email [redacted] Search

PO is already booked for: Warehouse - GH-Spintex-Warehouse Date - 2022-09-02 Time - 09:00 **Cancel booking**

PO # [redacted] Created At Jun 16, 2022, 1:42:51 PM
 Vendor Name [redacted] Vendor Email [redacted]
 Vendor Phone [redacted] Vendor Address [redacted]

PO Item details

Sku Simple	Brand	Bi Category (2)	Quantity	Cost
LE [redacted] 75	[redacted]	iPod & MP3 Players	25	[redacted]

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4.2 Slot Canceled

Slot will be canceled successfully 24 hours ahead of scheduled time.

JUMIA Inbound Scheduler - GH

PO # [redacted] Registered Email [redacted] Search Available Slot

Warehouse: GH-Spintex-Warehouse

PO # [redacted] Created At Aug 4, 2022, 11:59:13 AM
 Vendor Name [redacted] Vendor Email [redacted]
 Vendor Phone [redacted] Vendor Address [redacted]

PO Item details

Sku Simple	Brand	Bi Category (2)	Quantity	Cost
QT [redacted] 10	Generic	Motorcycles	50	[redacted]

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Slot is cancelled successfully **Dismiss**

Notes:

Nigeria has three warehouses for POs drop off, warehouse_1 is for small size items, warehouse_2 is for medium size, warehouse_3 is for large size; **DO NOT** book slots in wrong warehouses, you can find [here](#) to check what size of your product.

At present, slots(all countries) can only be booked for POs which item quantity is below 500, **DO NOT** book if a single PO is greater than 500

items. For POs greater than 500 items, please follow the process we used to do, send pre-alert emails to each country.

Kenya only opens slots on Tuesday and Thursday for Global shipments, **DO NOT** book slots except these two days of the week.

Slots cancel must be **24 hours ahead of your scheduled time**, please send emails to the country mail group if you don't have access to cancel.

Some countries perhaps have more than one warehouse option on the tool, please follow my instruction to select the correct warehouse to drop off, **DO NOT** mix up, you'll be rejected otherwise.

This tool is inapplicable to Blocked Space Seller whose name ends up with "CODx" in Nigeria, please **DO NOT** book slots for those Sellers/POs.