

## Customer Notice – CityDepot Vehicle Booking System

12<sup>th</sup> January 2018

As advised late last year we are on track to implement a truck Vehicle Booking System (via the 1-Stop system) at our City Depot site from 20<sup>th</sup> February 2018.

We will shortly be ready to start some hands on training for trucking companies on how to use the VBS and would like to start scheduling training sessions so there is plenty of time to get used to the system before we go live.

The training will consist of 1 hour workshops and will be hands on making and changing bookings and gaining an overall understanding of how the system works. It is aimed towards a trucking company despatcher level but you are welcome to also send your supervisors etc. as required. Materials will be provided to each participant to take back to the office and use as a reference once we go live.

**The training session times are listed below and you will need to book in to a session as there are limited spots in each to ensure everyone gets a computer to use.**

We would like to ask all trucking companies that presently use City Depot to send us your training time preferences, including the names and positions of participants, from the below selection as soon as possible to Abbey Ray on email [vbs@lpc.co.nz](mailto:vbs@lpc.co.nz)

We will respond with confirmation of the exact details and appreciate your flexibility if some of the sessions are already booked out.

Day	Location	Session Times	
Tuesday 30 <sup>th</sup> January	41 Chapmans Road, Woolston	9:00am	10:30am
Wednesday 31 <sup>st</sup> January	41 Chapmans Road, Woolston	9:00am	10:30am
Thursday 1 <sup>st</sup> February	Ashburton TBC	9:00am	10:30am
Friday 2 <sup>nd</sup> February	41 Chapmans Road, Woolston	1:00pm	2:30pm
Monday 5 <sup>th</sup> February	41 Chapmans Road, Woolston	1:00pm	2:30pm
Wednesday 7 <sup>th</sup> February	41 Chapmans Road, Woolston	1:00pm	2:30pm
Thursday 8 <sup>th</sup> February	41 Chapmans Road, Woolston	9:00am 1:00pm	10:30am 2:30pm
Tuesday 13 <sup>th</sup> February	41 Chapmans Road, Woolston	9:00am	10:30am
Wednesday 14 <sup>th</sup> February	Ashburton TBC	9:00am	10:30am

If you are unable to fit within any of these times, please let us know and we will discuss alternative dates with you.

We can also confirm that LPC will levy a charge of **\$5.50** per timeslot (container) to the transport carrier for use of the VBS. Further details of our tariffs and Terms & Conditions will be available on our website in the next couple of weeks.

We will update our website with ongoing updates about the VBS on the following page:

<http://www.lpc.co.nz/our-services/vehicle-booking-system-vbs/>

Please feel free to contact our VBS Coordinator Abbey Ray if you have any queries on email: [vbs@lpc.co.nz](mailto:vbs@lpc.co.nz)