

8 February 2019

CUSTOMER NOTICE

LPC CITYDEPOT VBS MODIFICATIONS

As we prepare for VBS at LCT we will be starting to make some changes to the existing model that is currently in place at CityDepot.

On the 16th of February after CityDepot has closed for the day, 1-Stop will be modifying the current Vehicle Booking System. The modifications that will be of significance to VBS users are:

- Additional field to add truck drivers to the VBS
- A change to fleet lists. Registration numbers will now be required as well as fleet numbers.
- Drivers must be added to a manifest

From Monday 18th February 2019, you will be unable to manifest bookings unless you have selected a valid driver and vehicle that has had the additional information added.

To ensure a smooth transition, we ask that you send us a full list of your drivers by 5PM on Thursday 14th February 2019. The list should include both first and last names, drivers license number and the drivers proximity card number (the card they use to gain entry to LCT). This will ensure that we have ample time to update our internal systems in preparation for this release. Please email these details to vbs@lpc.co.nz

We will send through some further instructions on how these additional fields will look and the new process involved by Wednesday 13th February.

If you have any questions please don't hesitate to call VBS Co-ordinator Abbey Ray 03 328 7982 or VBS Administrator Rebecca Griffin 03 328 7976.