

Vehicle Booking System

User Guide for

LPC City Depot



Contents

| | |
|--|--------|
| ➤ VBS quick guide | Pg. 3 |
| ➤ Register for VBS | Pg. 4 |
| ➤ Logging into VBS | Pg. 5 |
| ➤ Adding multiple users to your organisation | Pg. 6 |
| ➤ List your truck fleet | Pg. 8 |
| ○ Change vehicles in your fleet | Pg. 10 |
| ➤ Checking an incoming container | Pg. 11 |
| ➤ Checking a release for pick up | Pg. 12 |
| ➤ Booking a timeslot | Pg. 13 |
| ➤ Confirm a Booking | Pg. 17 |
| ➤ Return a booking | Pg. 19 |
| ➤ Retrieve a booking | Pg. 21 |
| ➤ Manifest a booking to a truck | Pg. 23 |
| ➤ Cancel a manifest | Pg. 27 |
| ➤ Fees and Charges | Pg. 29 |
| ➤ Frequently Asked Questions | Pg. 30 |

Using VBS – Quick Guide

1. **Register for VBS** – Go to <https://www.1-stop.biz/signup/vbs> to get started. You will only need to register your organisation once. Your request will take around three business days to process. If we accept your registration request, you can add multiple users to your organisation's account. Go to page 4 for further information.
2. **Login to VBS** – Go to <http://vbs.1-stop.biz/> . Enter your username and password into the login box on the top right-hand side of the screen. The username and password will have been sent to you when you registered. Go to page 6 for further information.
3. **List your truck fleet** – You will only need to do this the first time you make a booking and as you add vehicles to or remove vehicles from your fleet. It is important you use both the vehicle's fleet number and registration number unless there is no fleet number. Go to page 8 for further information.
4. **Book a timeslot** – You need to book a time slot to either drop off or pick up containers. Book the time slot for the date and time you need to deliver or pick up a container. Remember, one booking is for one container for one hour. For instance, if you wish to drop off one container and pick up another two, then three booking's will be required. Go to page 13 for further information.
5. **Confirm your booking** – Enter either the container number (drop off) or release number (pick up) to confirm your booking **OR** list your booking to put it back on the data base for another company to pick up should you no longer need it. However, a listing fee will be applied to all listed bookings. Go to page 17 for further information.
6. **Manifest** – You must select the vehicle and allocate the VBS booking to the correct position of the truck and select the correct door direction. Go to page 23 for further information.
7. **Reminder** – As a final step, drivers will need to provide the LPC Container Controller with either the container number for drop off or release number for pick up.

Register for VBS

You will only need to register your organisation once. After you have registered your organisation, you will then be able to add multiple users to your account.

1. Go to <https://www.1-stop.biz/signup/vbs>
2. Register by completing the form below. All sections must be filled in.

First name

Joe

Last name

Blogs


Company's location

New Zealand

Phone

+64 33287987

Email

 vbs@lpc.co.nz

NZ Business Number


Business Number

How did you hear about us?

Other

Tick the checkbox below to continue

☒ I'm not a robot


reCAPTCHA
[Privacy - Terms](#)

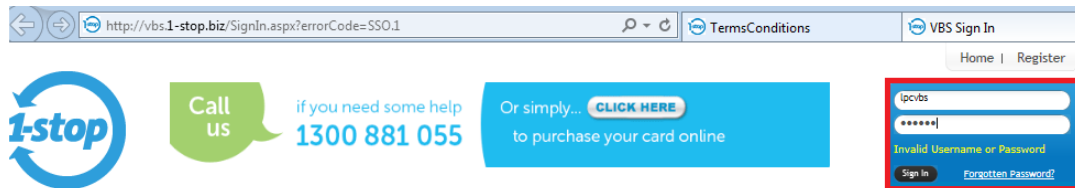
Get started

By clicking on "Get started", you agreed to the [Terms & Conditions](#)

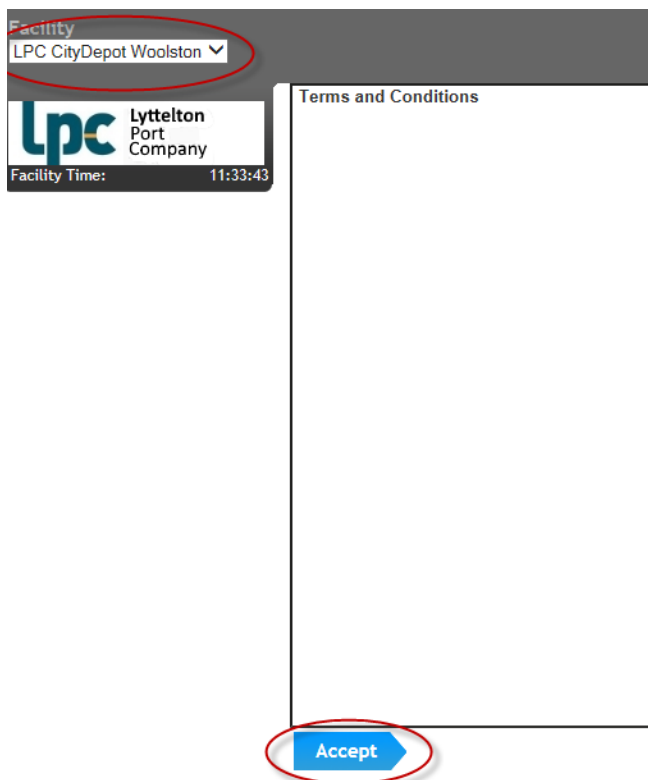
Your request will be processed in around three business days and, if we accept your registration request, you will receive an email confirming your username and password. If you don't receive the email, please contact the VBS team at vbs@lpc.co.nz or phone 03 328 7976.

Login to VBS

1. Go to <http://vbs.1-stop.biz/>
2. Enter your username and password. (You would have received this after you registered)



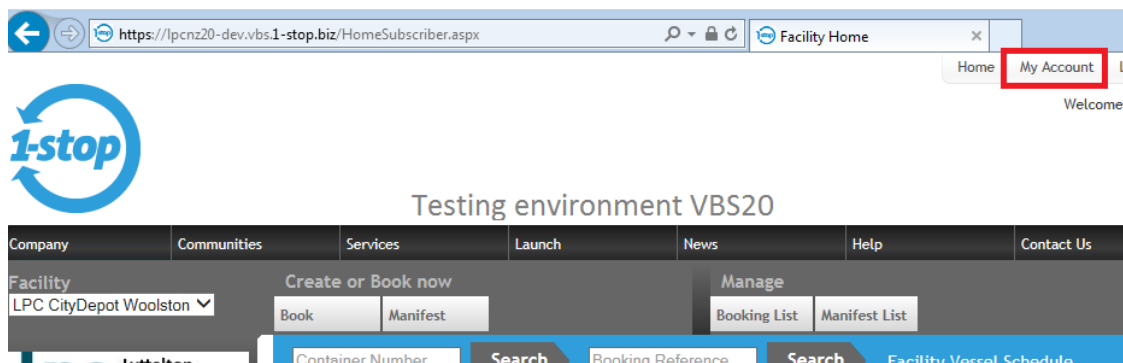
3. Select '**LPC CityDepot Woolston**' in the 'Facility' drop-down box in the top left hand corner. You will be presented with terms and conditions which you must accept in order to use the system.



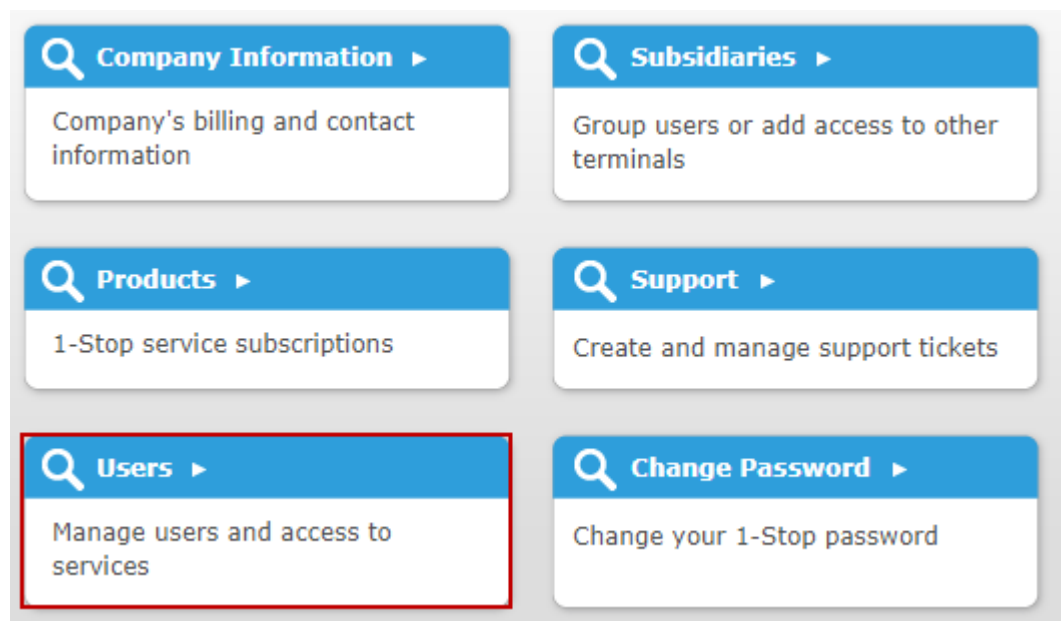
Adding Users to Your Organisation

If your registration is approved, you may need to add more than one user to your organisation. A user is anyone that will be accessing your organisations VBS. For instance, each dispatcher should have an individual user log in. Although you may have multiple users for your organisation only one user will be able to book a slot for an organisation at any given time. To add additional users, follow the steps below.

1. Login to the VBS system as per instructions on the previous page.
2. Click on the 'My Account' section of the website. (This is in the top right corner)



3. Click the 'Users' icon on the page presented.



- Click on the 'Add Person' icon at the bottom right-hand side of the screen.

Organisation Users

Filter

Product
-- Select Product --

Role
-- Select Role --

Status
Active

| People | Username | Subsidiary | Active | Locked | Action |
|----------------------|----------|------------------------|-------------------------------------|--------------------------|----------------------|
| Ms Abbey Ray | aray | Lyttelton Port Company | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Edit |
| Mr Barry Vorster | bvorster | Lyttelton Port Company | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Edit |
| Ms Laurie Gould | lxl | Lyttelton Port Company | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Edit |
| Mr Peter Woltersdorf | pyw | Lyttelton Port Company | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Edit |
| Mr T Test | lpc | Lyttelton Port Company | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Edit |

Add a Person

- Complete the information requirements in the screen presented and press 'Save'.

Note: Not all items are compulsory – the website will tell you if you have missed any of the compulsory items out.

User Details

* Subsidiary

Lyttelton Port Company

Contact details

* Title

Mr

Job Title

* First Name

* Last Name

* Email Address

* Office Phone

Mobile Number

Fax

State

Northland

Credentials

* Username

Temporary password

xpdl2zs

[\(Generate new password\)](#)

Save

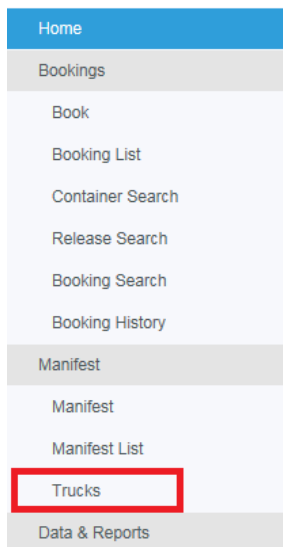
Page | 7

List or Change Your Truck Fleet

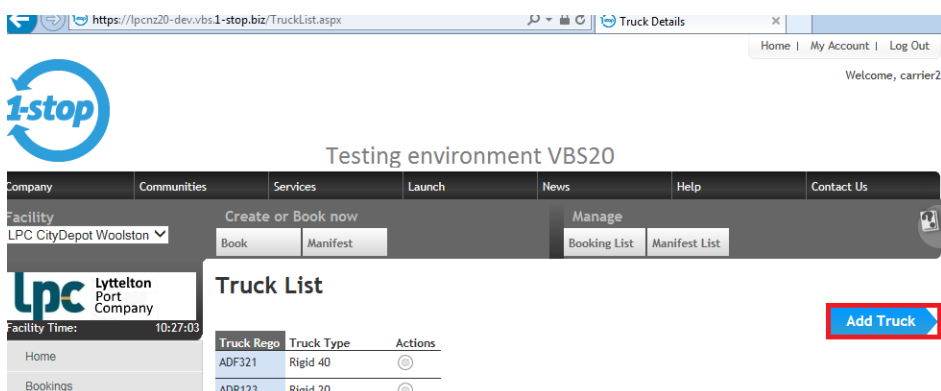
List your truck fleet

You will only need to do this when you first register or when you make changes to your truck fleet. This is a requirement so that when you go to manifest your bookings to a vehicle you can select the correct vehicle.

1. Click on 'Manifest' on the left-hand menu. Select the 'Trucks' tab on the left-hand menu.



2. Select 'Add Truck'.



3. Enter the Fleet number and truck type in the slots as per below and then click 'Add'.


✖

Add Truck

Truck Rego *
 Default Truck Type * Semi Trailer ▼

Add

<-- Please use the vehicles **FLEET** number instead of Truck Registration number.



4. Repeat steps 2 and 3 until your fleet is entered into the one-stop system.

Note: If you often have another carrier working for you it may be beneficial to include the vehicle(s) in your truck list for your VBS as well. Perhaps use their company name and then fleet number in the Truck Rego field above so that it is easy for you to recognise them when manifesting e.g. LPC123.

Changing your fleet

We realise that from time to time your vehicle combinations may change. If you need to change the combination type, follow the below instructions.

1. Click on 'Manifest' on the left-hand menu. Select the 'Trucks' tab on the left-hand menu. (As per instruction 1 on page 9).
2. Click on the 'Actions' dot and select 'Edit'.

Truck List

| Truck Rego | Truck Type | Actions |
|------------|-------------|--|
| ADF321 | Rigid 40 | ⊙ |
| ADR123 | Rigid 20 | ⊙ |
| BGF432 | Other | ⊙ |
| FDR765 | B-Double | ⊙ Edit |
| GFT432 | Dog Trailer | ⊙ Remove |

3. Select the new Truck Type using the drop down and click 'Save'.

✖

Edit Truck

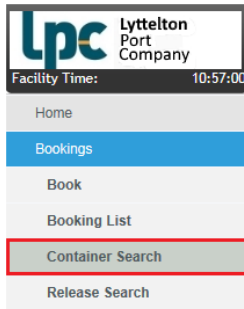
Truck Rego *
 Truck Type * B-Double ▼

Save

Checking an Incoming Container

We suggest that you check an incoming container has been pre-advised to LPC before making a booking. If a container has not been properly pre-advised it will not be accepted by LPC City Depot, but you may still be required to pay for the booking. Follow the below steps to do this.

1. Click on 'Bookings' on the left-hand menu. Select 'Container Search'.



2. Enter the incoming container number and click 'Search'.

Create or Book now

Book Manifest

Container Number

3. If the container has been pre-advised into the system, it will show as below, and you can make a booking.

Container Number

Container Details

| | | | |
|-------------------|--------------------------------|---------------|--------|
| Container | HASU1391375 | ISO Code | 2210 |
| Full/Empty | Empty | Type | DRY GP |
| Acceptance Number | 210917HSD | Length | 20' |
| Depot Code | CITYDEPOT | Height | 8.5 |
| Depot Name | Lyttelton Port of Christchurch | Quality/Grade | GP |
| TEST | | | |
| Shipping Line | HSD | Lessee | |
| Acceptance Date | 21/09/2017 00:00 | Expiry Date | |

4. If the container has not been pre-advised into the system, it will show as below, and you will need to contact the shipping company to get them to advise the depot it will be coming in.

Create or Book now

Book Manifest

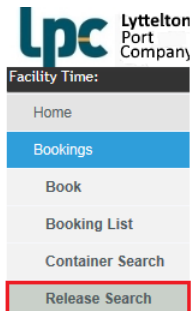
Container Number

Container not found.

Checking a Release for Pickup

We suggest that you check LPC has received the necessary container release instruction before making a booking to pick-up the container. If LPC has not received the necessary, release instructions you will be unable to confirm your booking with LPC and you may still be required to pay for the booking. Follow the below steps to do this.

1. Click on 'Bookings' on the left-hand menu. Select 'Release Search'.



2. Enter the release number and click 'Search'.

Create or Book now

Book Manifest

Release Number *

3. If the depot has been sent the release and it is valid the below will appear. You will be able to check that the size, type, grade, and quantity of containers are correct. If anything is incorrect, please contact the shipping company directly to make changes.

Release Number *

Release Details

| | | | |
|----------------|--------------------------------|---------------|------------|
| Release Number | 6BNE000206 | Shipping Line | HSD |
| Depot Code | CITYDEPOT | Lessee | |
| Depot Name | Lyttelton Port of Christchurch | | |
| TEST | | | |
| Effective Date | 21/11/2017 00:00 | Expiry Date | 21/03/2018 |

| ISO | Size | Type | Height | Quality / Grade | Full / Empty | Original Qty | Qty Released | Qty Booked | Qty Remaining |
|------|------|--------|--------|-----------------|--------------|--------------|--------------|------------|---------------|
| 4510 | 40 | DRY GP | 9.5 | GP | Empty | 10 | 0 | 0 | 10 |

4. If the depot does not have the release or it is not valid then the below will appear. You will need to contact the shipping company to get them to send the release instruction through to the depot.

Create or Book now

Book Manifest

Release Number *

Container not found.

Booking a Time Slot

Before you begin

Before you can make a booking, you need to know what time slot(s) you want the booking for. You will also need to know what type of booking you are wanting, either a drop off, a pickup or both.

Please note, once you have entered the booking screen, you have 3 minutes to complete the booking to ensure others who want to use the system in your business can access it.

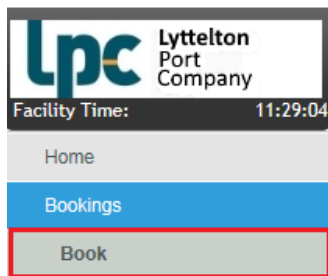
How does a time zone work?

The below will help you to understand how a time zone works for a booking. We have used a 13:00hrs time zone slot as an example.

- Bookings can be made up to 30 minutes before the end of the time zone (up to 13:30hrs in our example).
- The time zone will be open for vehicle acceptance at the start of the zone hour (13:00hrs in our example).
- The time zone will close for vehicle acceptance at 14:00hrs which will give the vehicle a 1 hr window for arrival at the depot.
- If the vehicle arrives between 0 and 30 minutes after the end of the time zone i.e. 14:00hrs or after in our example but before 14:30hrs, the booking will still be accepted but an additional late arrival fee will be incurred.
- If the vehicle has not arrived within 30 minutes of the end of the time zone (by 14:30hrs in our example) then the booking will be deemed as a “no-show” and a new booking will need to be made for the pick-up or drop off.
- If the vehicle is a no-show, then a R&D Levy will still be incurred.

Making a Booking

1. Click on 'Bookings' on the left-hand menu and then click 'Book'.



2. Select the type of booking you want to make. Either pickup or drop off and then the day you would like to make the booking for and then click 'Search'.

3. The bookings screen will then appear. The booking system covers the 24-hour clock; however, bookings are only available during LPC City Depot operating hours. Zones that have no drop-down box available are closed bookings and you can no longer book for that time zone.

4. Find the time zone you wish to book into. Below we have used the 13:00hrs time slot. This means we can bring the container in from 13:00hrs until 14:00hrs **without** incurring additional charges. Select how many slots you would like to book remembering one container is one slot and then click 'Book'.

Pick Up Slots, Wed, Jan 10, 2018

Refresh

| Timezone | Slots Available | Require |
|----------|-----------------|----------------------|
| 0 | 0 | |
| 1 | 0 | |
| 2 | 0 | |
| 3 | 0 | |
| 4 | 0 | |
| 5 | 0 | |
| 6 | 0 | |
| 7 | 0 | |
| 8 | 0 | |
| 9 | 0 | |
| 10 | 0 | |
| 11 | 8 | <input type="text"/> |

| Timezone | Slots Available | Require |
|----------|-----------------|--|
| 12 | 7 | <input type="text"/> |
| 13 | 10 | <input type="text" value="1"/> Book |
| 14 | 10 | <input type="text"/> |
| 15 | 10 | <input type="text"/> |
| 16 | 10 | <input type="text"/> |
| 17 | 10 | <input type="text"/> |
| 18 | 10 | <input type="text"/> |
| 19 | 10 | <input type="text"/> |
| 20 | 10 | <input type="text"/> |
| 21 | 10 | <input type="text"/> |
| 22 | 10 | <input type="text"/> |
| 23 | 10 | <input type="text"/> |

Summary

Time left to book

 0:28

5. The below screen will appear confirming your booking(s). This will show you the date, time zone, type of booking (pickup or drop off) and the number of slots booked. From here click either 'Summary' to complete the booking confirmation process (go to step 3 of confirming a booking), or 'Continue booking' to add more bookings (repeat above steps).

NOTE: If you click summary, you will be able to go straight to the next step and confirm the bookings made in the screen presented.

Booking Result For **Wed, Jan 10, 2018**

Booked 1 Slots

Summary **Continue booking**

| Zone | Booking Ref | Type | Expire on |
|------|-------------|---------|-----------|
| 13 | 13P078859 | Pick Up | |

6. Prior to the start of your booking, you need to either:

- 'Confirm' the booking, OR
- Return ('List') the booking.

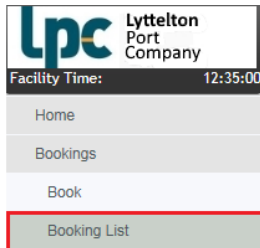
Important Information:

- *If a booking is not used or listed, then a R&D Levy will be incurred.*
- *When you return a booking One-stop will make the booking available on the portal again. This means that another transport company may be able to utilise it. **NOTE:** if a booking is listed, it will incur a listing fee.*
- *If the booking is listed 0-4 hours prior to the booking start time and another transport company utilises the booking, then there is no R&D Levy incurred but the listing fee still applies. However, if the re-listed booking is not utilised by anyone else, then both a R&D Levy and a listing fee will apply.*
- *One-stop is designed so that when a carrier is trying to book a container a listed/returned booking will be utilised before a new booking. This maximises the chance for a listed booking to be utilised by another carrier.*
- *It is the responsibility of the carrier to list the booking.*

Confirm, Return or Retrieve Your Booking

Confirming a booking

1. Click on 'Bookings' on the left-hand menu and then click 'Booking List'.



2. Select the date and time zone you have made the booking for and then click 'Search'.

3. The below will then pop up. Click the dot below Action and then click 'Edit'.

Note: If you have made more than one booking for the time zone selected, they will list one after the other. Be sure to check the booking type (pick up or drop off) before proceeding.

Booking List

Email Print

Refresh

| Bookings | | | | | | | | |
|-----------|------|---------------------------|---------|----------------|---------|-----------------------------|--------|-----------------------|
| Slot Date | Zone | Booking Ref | Type | Slot Attribute | Status | Container/ERN | Expire | Action |
| 10/01/18 | 13 | 13P078859 | Pick Up | | Arrived | 960540074 | | |
| 10/01/18 | 13 | 13P883673 | Pick Up | | Booked | No Container - Edit Booking | | Edit |
| 10/01/18 | 13 | 13P915238 | Pick Up | | Arrived | 960540074 | | List |
| | | | | | | | | Email |

4. A) For pickups, enter the release number in the reference number slot and then press the Tab button on your keyboard. If you do not press Tab, the container type will not populate. Once it has populated click 'Confirm'.

✖

Print

Booking Details

Pick Up Ref: **13P524869** Date: **10/01/2018** Zone: **13** Status: **Booked**

☐ Container Number
 ☒ Empty Release Number

Booking Type: **Pick Up** ▼
 Reference No: **6BNE000206** <-- Ensure you click the TAB button once you have entered the booking number
 Container Type: **40' 4510 DRY GP (10)** ▼

Retrieve List Clear **Confirm**

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

[< Previous](#)
[Next >](#)

- B) For drop offs, enter the container number in the Container No slot and then press the Tab button on your keyboard. As above, the container details will not populate if you do not press the Tab button. Once it has populated click 'Confirm'.

✖

Print

Booking Details

Drop Off Ref: **13D962779** Date: **10/01/2018** Zone: **13** Status: **Booked**

☒ Container Number
 ☐ Empty Release Number

Booking Type: **Drop Off** ▼
 Container No: **HASU1391375**
 Length *: **20'** ▼
 Commodity *: **DRY GP** ▼
 Full / Empty *: **Empty** ▼
 ISO: **2210**

Retrieve List Clear **Confirm**

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

[< Previous](#)
[Next >](#)

5. Once you have confirmed the booking the below will show at the top of the screen.

✖

✓

Updated Successfully

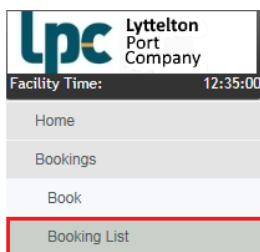
✖

Returning a booking (Listing)

If you have made a booking and it is no longer needed, you are able to return the booking to the listing of available bookings.

- If a booking is not used or listed, then the R&D Levy will be incurred.
- When you return a booking One-stop will make the booking available on the portal again. This means that another transport company may be able to utilise it if it is listed within the applicable booking timeframe for a time zone.
- If another transport company utilises the booking, then there is no R&D Levy incurred. However, if the re-listed booking is not utilised by anyone else, then both the R&D Levy and listing fee will apply.
- One-stop is designed so that when a carrier is trying to book a container a listed/returned booking will be utilised before a new booking.

1. Click on 'Bookings' on the left-hand menu and then click 'Booking List'.



2. Select the date and time zone you have made the booking for and then click 'Search'.

 A screenshot of the 'Search Bookings' form on the LPC website. The form has a blue background. At the top, there are tabs for 'Create or Book now' (with sub-tabs 'Book' and 'Manifest') and 'Manage' (with sub-tab 'Booking List'). Below the tabs, there's a 'Search Bookings' section with a link to 'Show Advanced Search'. Under 'Options', the 'Search' radio button is selected. The form contains several input fields: 'Date' (set to '10/01/18'), 'Zone' (dropdown set to '13'), 'Pool' (dropdown set to 'All'), 'Vessel' (dropdown set to 'All'), 'Type' (dropdown set to 'All'), 'Status' (dropdown set to 'All'), 'Late Reival' (checkbox), and 'Early Reival' (checkbox). A red box highlights the 'Date' field, the 'Zone' dropdown, and the 'Search' button at the bottom right.

3. The below will then appear on your screen. Click the dot below Action and then click 'List'.

Booking List

| Bookings | | Location | Container Dates | | | | | |
|-----------|------|-------------|-----------------|----------------|--------|-----------------------------|--------|--|
| Slot Date | Zone | Booking Ref | Type | Slot Attribute | Status | Container/ERN | Expire | Action |
| 10/01/18 | 14 | 14P326382 | Pick Up | | Booked | No Container - Edit Booking | | <div><div><input type="radio"/> Edit</div><div><input checked="" type="radio"/> List</div><div><input type="radio"/> Email</div></div> |
| 1 of 1 | | | | | | | | |

4. The below will then appear. Select 'Yes'.

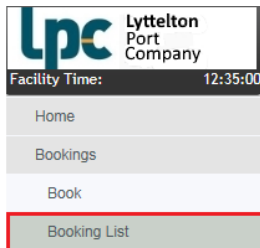
List Booking?

Are you sure you want to list this slot? You will not be able to retrieve your slot until 10 minutes has passed.

Retrieving a booking

If you have returned (listed) a booking and then decide you would like to use it follow the below steps. Only one R&D Levy will be applied.

1. Click on 'Bookings' on the left-hand menu and then click 'Booking List'.



2. Select the date and time zone you have made the booking for and then click 'Search'.

3. The below will then pop up. Find the booking with the status 'Listed' and select the Action dot and then select 'Edit'.

Booking List

| Bookings | | | | | | | | | |
|-----------|------|---------------------------|---------|----------------|--------|-----------------------------|--------|--------|---|
| Location | | Container Dates | | | | | | | |
| Slot Date | Zone | Booking Ref | Type | Slot Attribute | Status | Container/ERN | Expire | Action | |
| 10/01/18 | 14 | 14P326382 | Pick Up | | Listed | No Container - Edit Booking | | | Edit Email |

1 of 1

4. Select 'Retrieve'.

✖

Print

Booking Details
[Pick Up](#) Ref: **14P326382** Date: **10/01/2018** Zone: **14** Status: **Listed**

☐ Container Number
 ☒ Empty Release Number

Reference No

Container Type

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

< Previous
Next >

5. Enter your release number and click the Tab button. Click 'Confirm' and proceed as normal.

✖

Print

Booking Details
[Pick Up](#) Ref: **14P326382** Date: **10/01/2018** Zone: **14** Status: **Booked**

☐ Container Number
 ☒ Empty Release Number

Booking Type

Reference No

Container Type

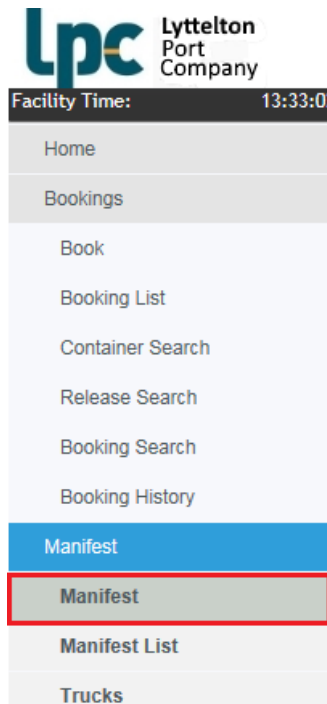
The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

< Previous
Next >

Manifest a Booking to a Truck

You must have a confirmed booking(s) with container(s) already assigned to them to be able to manifest a booking.

1. Select the 'Manifest' drop down on the main screen and then click 'Manifest' in the sub-section.




2. Enter the appropriate search criteria for the booking(s) you wish to manifest to a truck and then click 'Search'.

NOTE: Select Dual Run if you are going to drop off and pick up containers on the same trip on the same vehicle. You only need to change the date and time if you are searching for a specific date and time zone. If you want to manifest a few different time zones at once, then leave the zone area to say All Zones.

The screenshot shows the 'Create a Manifest' form. It has a blue header with the title 'Create a Manifest'. Below the header are several fields: 'AutoGate' with a dropdown arrow, 'Dual Run' with a dropdown arrow, 'All Pools' with a dropdown arrow, a date field containing '10/01/2018', a calendar icon, and 'All Zones' with a dropdown arrow. There is also a checkbox labeled 'Preview Containers'. At the bottom right is a large 'Search' button with a right-pointing arrow. The 'Dual Run' dropdown, the date field, the 'All Zones' dropdown, and the 'Search' button are highlighted with red boxes.

3. Click on the 'Select' from 'Truck Fleet' button. This will bring up your fleet list.

Select Truck & Driver





Truck Rego *  [Select from Truck Fleet](#)

Truck Type ▼

4. Click the '+' next to the truck you want to create the manifest for.


Truck Fleet

WHIPLASH TRANSPORT

| Rego | Truck Type | Action |
|--------|------------|---|
| ADF321 | Rigid 40 |  |
| ADR123 | Rigid 20 |  |
| BGF432 | Other |  |
| FDR765 | B-Double |  |

5. The below screen will appear. Note that the trucks fleet number and truck type will now appear at the top left hand side of the screen.

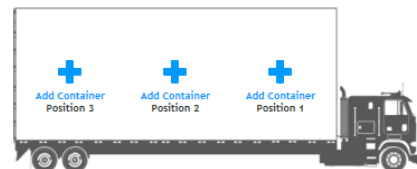
Select Truck & Driver

Truck Rego *  [Select from Truck Fleet](#)

Truck Type ▼

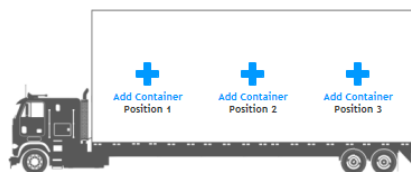
Add Containers to Truck

Direction: [Drop-off](#)



Total Declared Weight: 0 kilos

Direction: [Pick Up](#)



Total Declared Weight: 0 kilos

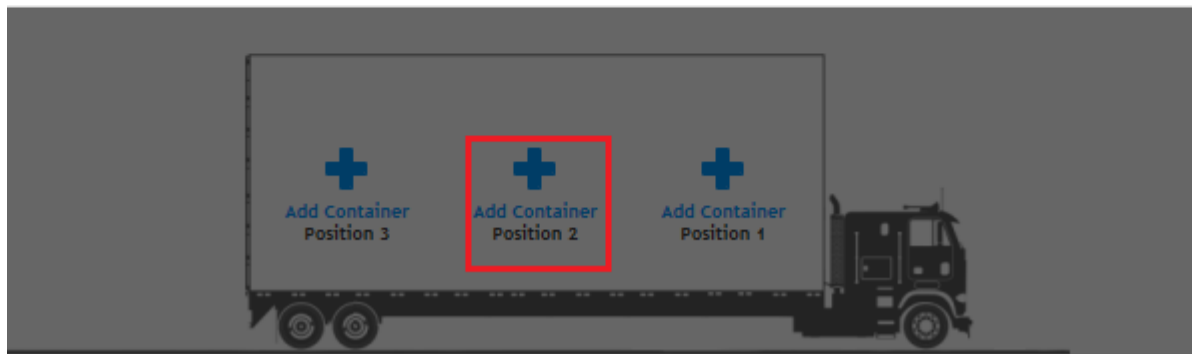
[Create Manifest](#)

6. So that you can manifest a truck that is dropping off and picking up all at the same time, a 'drop off' and 'pick up' section will appear each time you select a vehicle. To begin manifesting the inbound trip click on a container position (Front = 1, Middle = 2 or Rear = 3). Your valid bookings for the time zone you searched will then appear. Click on the '+' button next to the booking you wish to select.

Add Container

Drop-off, Trailer 1 Position 2

| Zone | Booking Ref | Container/ERN | Size | Select |
|------|-------------|---------------|------|--------|
| 13 | 13D962779 | HASU1391375 | 20 | + |



7. The below screen will pop up. For incoming containers the door direction does not matter so just leave it as any. Select 'Add'.

Add Container

Drop-off, Trailer 1 Position 2

| Zone | Booking Ref | Container/ERN | Size | Select |
|------|-------------|---------------|------|--------|
| 13 | 13D962779 | HASU1391375 | 20 | + |

Container/ERN HASU1391375
Door Any
Commodity DRY GP

Add

8. Follow Step 6 again for the pick up. This time you will need to select a door direction. Once you have done that click 'Add'.

Add Container

Pick Up, Trailer 1 Position 2

| Zone | Booking Ref | Container/ERN | Size | Select |
|------|-------------|---------------|------|--------|
| 13 | 13P524869 | 6BNE000206 | 40 | + |

Container/ERN 6BNE000206
Door Forward
Commodity DRY GP

Add

9. Once you have allocated your bookings to the trucks click 'Create Manifest'.

■ **LPC CityDepot Woolston** Company: **WHIPLASH TRANSPORT** Date: **10/01/2018** Zones: **All** Run: **Dual** Gate: **AutoGate** Adjacent Zones: **No**

Select Truck & Driver

Truck Rego *  [Select from Truck Fleet](#)

Truck Type

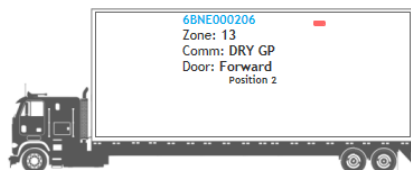
Add Containers to Truck

Direction: [Drop-off](#)



Total Declared Weight: 0 kilos

Direction: [Pick Up](#)



Total Declared Weight: 0 kilos

[Create Manifest](#)

10. The below notification will appear on your screen. This means the truck has successfully been manifested and is now able to go to the depot for their VBS booking once the time zone is open. Click 'Finish'.

✓ Truck Manifest Confirmation

Movement Id: **8631094**

Manifest Details

Company: WHIPLASH TRANSPORT
Date/Zone: 10/01/2018, All
Gate: AutoGate
Run Number: 26

Truck Details

Rego: ADF321

Containers

Drop off: HASU1391375
Pick up: 6BNE000206 40' DRY GP

[Finish](#)

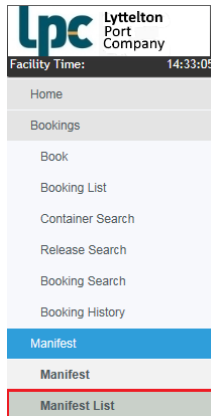
[Continue Manifesting](#)

[Update Search Options >](#)

Cancelling a Manifest

Due to a break down or some other incident, you may wish to cancel a manifest for a truck and re manifest the relevant booking to another vehicle. To cancel a manifest, follow the steps below.

1. Select the 'Manifest' button from the main screen and then click 'Manifest List' in the sub-section.



2. Enter the appropriate search criteria for the booking(s) you wish to cancel the manifest for and then click 'Search'.

The screenshot shows the 'Check Manifest' search form. The 'Search' button is highlighted with a red box.

3. Click on the dot under Actions and select 'Cancel'.

| Type | Run Date | Run | Movement ID | Rego | Info | Status | Truck Visit Num | Created | Actions |
|------|------------|-----|-------------|--------|------|--------|-----------------|------------------------|---|
| A | 10/01/2018 | 27 | 8631095 | BGF432 | i | OK | 14P326382 | 10/01/2018 02:03:22 PM | <div> <div></div> <div>Edit Truck View</div> <div>Cancel</div> </div> |

4. Click 'Yes'. The manifest will be cancelled.

The screenshot shows the 'Cancel Manifest?' confirmation dialog. The 'Yes' button is highlighted with a red box.

Fee Schedule

| Fee Type | Description | Fee (rate per container) |
|-------------------------|--|--------------------------|
| R&D Levy | Every booking made will incur a R&D Levy. This will be charged to whomever has made the booking. 1 Container = 1 timeslot. | \$40.00 |
| Other Charges | | |
| Late Arrival Fee | An additional charge for when the transport operator has turned up after the end of the booked time zone, but less than 30 minutes outside of the booked time zone. | \$30.00 (+ R&D Levy) |
| Listing Fee | <p>Applied to any booking that is listed at any time.</p> <p>A R&D Levy will be applied in conjunction with this fee if the booking is listed 4 or less hours prior to the booked zone start time. However, if another carrier utilises the booking, only the listing fee will be applied.</p> | \$20.00 (+R&D Levy) |

Above rates are subject to periodic review.

Above rates are exclusive of GST.

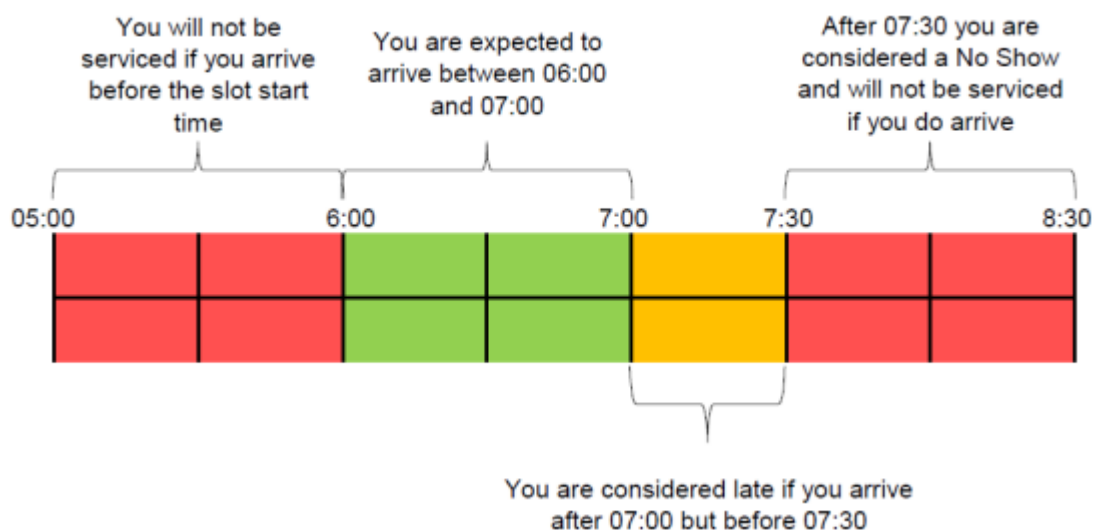
Vehicle Booking System – FAQ for LPC City Depot

Q. How do the time zones work?

A. The time zones will be hour to hour and be numbered from 0 to 23. For example, if you make a booking for zone 6 then the booking slot is any time between 06:00hrs and 07:00hrs. If you make a booking for zone 13 then the booking slot will be between 13:00hrs and 14:00hrs.

The diagram on the following page will help you to understand how a time zone works for a booking. We have used a 06:00hrs time zone slot as an example.

- Bookings can be made up to 30 minutes before the end of the time zone (up to 06:30hrs in our example).
- The time zone will be open for vehicle acceptance at the start of the zone hour (06:00 in our example).
- The time zone will close for vehicle acceptance at 07:00hrs which will give the vehicle a 1 hr window for arrival at the depot.
- If the vehicle arrives between 0 and 30 minutes after the end of the time zone, i.e. 07:00hrs or after in the below example but before 07:30hrs, the booking will still be accepted but an additional late arrival fee will be incurred.
- If the vehicle has not arrived within 30 minutes of the end of the time zone (by 07:30hrs in our example) then the booking will be deemed as a “no-show” and a new booking will need to be made for the pick-up or drop off.
- If the vehicle is a no-show, then a R&D Levy will still be incurred for this.



Q. How far in advance will bookings be released?

- A. Bookings will be released 2 days prior to the date of the timeslot. E.g. Monday at 10AM bookings will be released for Wednesday that week. Speak with the VBS team to find out the right days and times for your tier.

Q. Can you have more than one booking per truck per hour?

- A. Yes however, one booking is for one container. If you have multiple containers, then you will need to create multiple bookings. When you manifest the vehicle, you will select what container(s) it will be dropping off and what release(s) it will be collecting.

Q. Can you book for a time zone that is already active?

- A. Yes. You can book a slot for a time zone up until 30 minutes before the time zone ends. E.g. for a 13:00hrs booking you can book a slot any time before 13:30hrs.

Q. What can you do if there are no slots left?

- A. Continue to search the system for available time slots, there may be bookings that get listed by other carriers that you will be able to use. Also consider using another time slot for your booking.

Q. The system is rejecting your inbound container or release. What can you do?

- A. For inbound containers, go to www.track-trace.com and double check the container is destined for dehire at LPC City Depot. If the container is destined for dehire at City Depot, you will need to get in touch with the shipping company to inform the depot that the container is ok to accept.

For container releases, if the VBS system is rejecting the release then you will need to speak to the shipping company and have them send the release through to LPC City Depot.

NOTE: LPC suggest that prior to making a booking for receival or pick up you utilise the container search or release search field in the One-stop system to avoid any additional fees.

Q. What happens if you get to the depot and no stock is available?

- A. LPC City Depot will do their best to advise you in ample time if there are shortages of stock. In the occurrence that your vehicle arrives, and no stock is available then you will be given the option of cancelling the booking (with no charges incurred) or you may choose to collect something else in place of the original booking.

Q. What happens during a wind event?

- A. If LPC City Depot must close due to high wind we will still process your booking. Should you choose to wait, no late arrival fee will apply for time zones during the closure period. If you are unable to wait, please contact vbs@lpc.co.nz and LPC will re book a time slot at no extra charge.

Please note that LPC will always work with you to get through these tricky periods. It is in all our interests to make the disruptions as pain free as possible and the VBS will allow us to better plan and coordinate.

Q. What information do truck drivers now need to bring to the container controllers?

- A. Drivers will need to provide the Container Controllers with their Transport Company name and fleet number on arrival. The driver will also need to still bring their container number(s) and/or release number(s) in for confirmation as well.

Q. How can I check what charges I have been billed for past bookings?

- A. To reconcile actual container numbers against your own system or your VBS invoice follow the below steps.
- Go to 'Booking List'.
 - Search by date and leave zone as 'All'.
 - Print or email the list of containers to yourself.
 - Containers will be listed for the day. Anything showing 'No Show' or 'Wrong Zone' may have an additional charge.

*If you have any questions, please contact the R&D Team on
03 328 7976 or, vbs@lpc.co.nz*