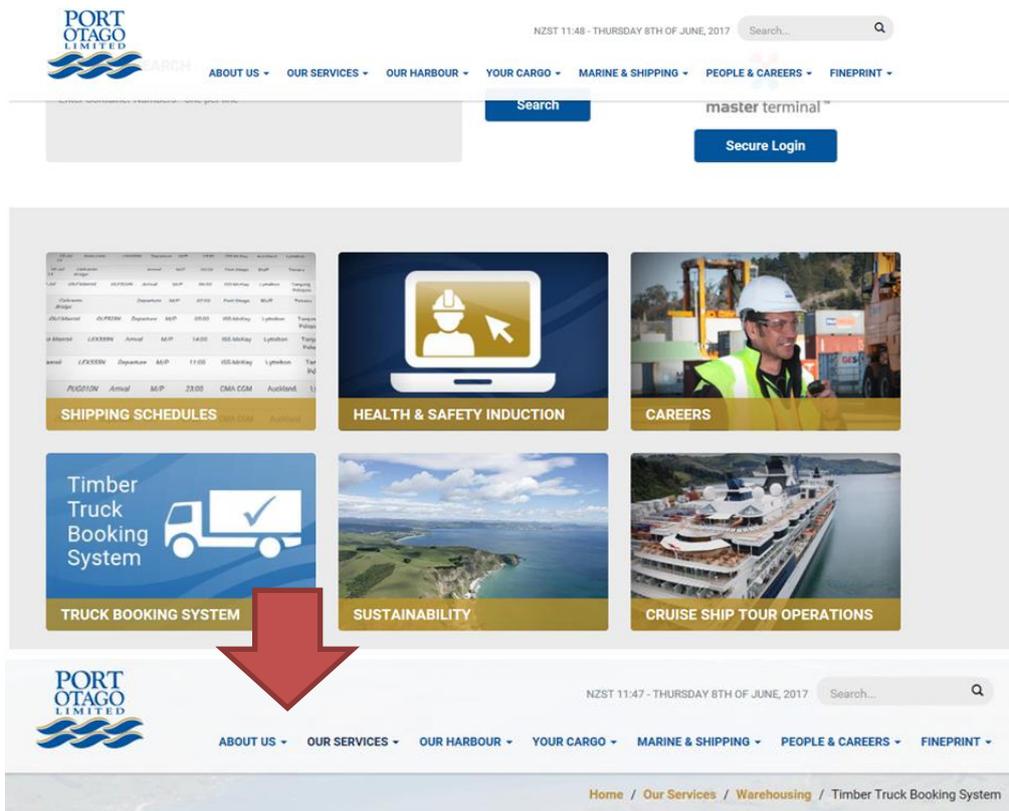


Timber Truck Booking System Guide

Making a Booking

1. Go to the Port Otago truck booking system page. This can be done through the main Port Otago website, or via a direct [link](#)
 - a. Hint: it may be useful to bookmark the page if making regular bookings.



Our Services

- Our Services
- Berth Facilities
- Cold-stores
- Container Depots
- Container Terminal
- Fiordland Pilot Services
- Log Storage
- Marine Services
- Port Security
- Rail Services
- Warehousing
- | **Timber Truck Booking System**

Timber Truck Booking System

Port Otago has introduced a booking system to better manage traffic involved in timber delivery to our "A Shed" warehouse in Port Chalmers. The system is simple to use and will provide predictable scheduling for all parties.

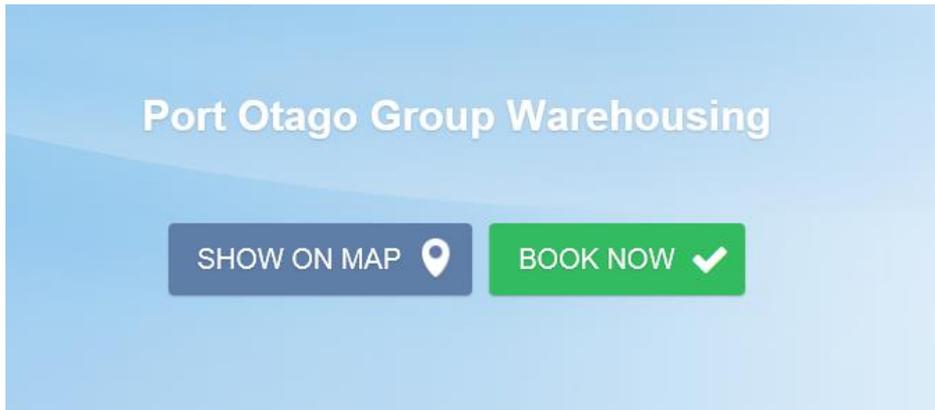
- All truck arrivals for unpacking and packing of timber must be pre-booked using Port Otago's Truck Booking system.
- Failure to pre-book will result in the delivery being serviced at the next available booking (if available)
- For further information please refer to our [Timber Truck Booking System FAQs](#)
- Please note that trucks delivering and picking up shipping containers to or from the Port must NOT use this system
- For all inquiries please contact bjinnie@portotago.co.nz

Accessing the booking system

Access the booking system by clicking on the following button:



2. Click Book Now

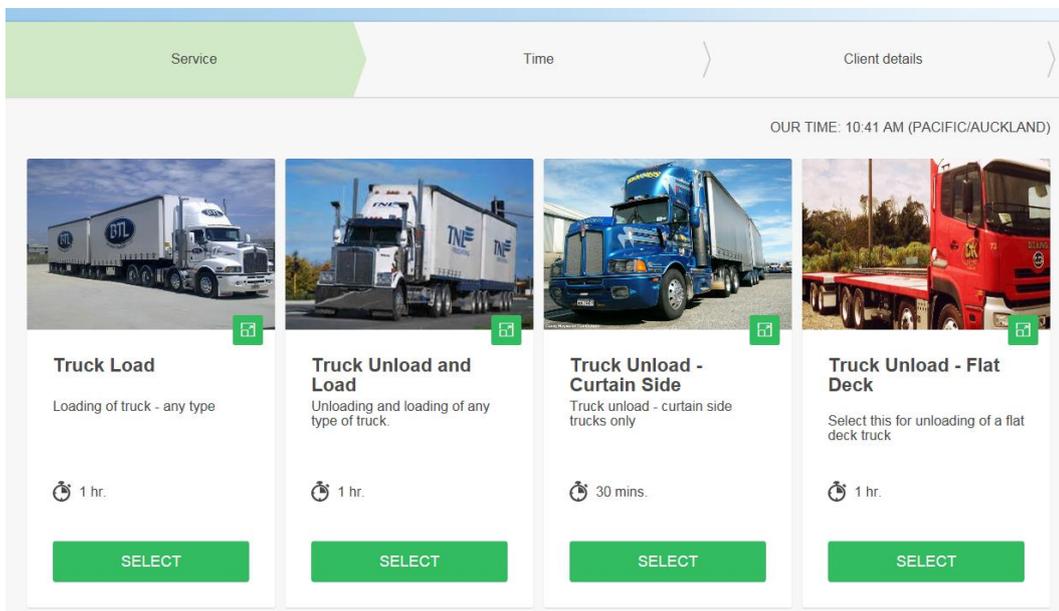


Port Otago Group Warehousing

SHOW ON MAP 

BOOK NOW 

3. Select the service you are making an appointment for.



Service Time Client details

OUR TIME: 10:41 AM (PACIFIC/AUCKLAND)

Service	Time	Client details	
 <p>Truck Load Loading of truck - any type</p> <p>🕒 1 hr.</p> <p>SELECT</p>	 <p>Truck Unload and Load Unloading and loading of any type of truck.</p> <p>🕒 1 hr.</p> <p>SELECT</p>	 <p>Truck Unload - Curtain Side Truck unload - curtain side trucks only</p> <p>🕒 30 mins.</p> <p>SELECT</p>	 <p>Truck Unload - Flat Deck Select this for unloading of a flat deck truck</p> <p>🕒 1 hr.</p> <p>SELECT</p>

- Select an available slot by selecting the date and available time. Please note that bookings can only be made up to 10 days in advance.

The screenshot shows a booking interface. At the top, there is a calendar for June 2017. The date 19th is selected. Below the calendar, there is a section titled "Available start times" with four buttons: 10:00 AM, 1:30 PM, 3:30 PM, and 4:30 PM. To the left of the start times, there is a red truck image and a section titled "Truck Unload - Flat Deck" with a description: "Select this for unloading of a flat deck truck" and a duration of "1 hr.".

- You will be prompted to complete the below details to confirm the booking.

PLEASE, CONFIRM DETAILS

<p>Name: * Enter your name</p> <p>Email: * Enter email address</p> <p>Phone: * +64</p> <p>Registration Number: Registration Number</p> <p>Customer Name: Customer Name</p> <p>Trucking Company: Trucking Company</p> <p>Customer Order Number: Customer Order Number</p> <p>Customer Booking Number: Customer Booking Number</p>	<p>Truck Unload - Curtain Side</p> <p>Date: 12-06-2017</p> <p>Starts at: 7:00 AM</p> <p>Service provider: Port Otago Group Warehousing</p> <p><small>When you click on the button, you agree to SimplyBook.me terms & conditions</small></p> <p style="text-align: center;">BOOK NOW ✓</p>
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- Name - use Trucking Company and Fleet Number (e.g. Dynes 92) for easy identification
- Email Address – preferred contact email address
- Contact phone number – If preferred use the despatcher or office number.
- Name of customer whose goods you are carrying
- Trucking Company
- Customer order number
- Customer shipping booking reference
- There is a optional comment field for any other relevant information to share.

6. Once you hit book, this will confirm the booking, and both yourself and Port Otago will be notified. You can also add a calendar appointment for your convenience.

Truck Unload - Curtain Side

Date:	12-06-2017	JUN
Starts at:	7:00 AM	12
Ends at:	7:30 AM	
Service provider:	Port Otago Group Warehousing	
Additional fields:	Registration Number: TEST22	
	Customer Name: Pan Pac	
	Trucking Company: Dynes	
	Customer Order Number: 125488	
	Customer Booking Number: 956669823	
Booking code:	brweoqu	
Status:	Confirmed	

[Cancel](#) [Book More](#)

[Add To Calendar](#)

Editing a Booking

If you wish to change a booking, you can do so quite easily.

1. Go to the online booking page and click on the My Bookings button

HOME MY BOOKINGS ✓

Port Otago Group Warehousing

[SHOW ON MAP](#) [BOOK NOW](#) ✓

2. Select the booking you wish to edit and click Book More. This will let you pick a new time slot, and retain the same customer details (or you can change them if details have changed).

[Cancel](#) [Book More](#)

3. Then, make sure you cancel the original booking. We will be tracking all appointments and vehicles that do not show up at booked appointments may face financial penalties in the future.

