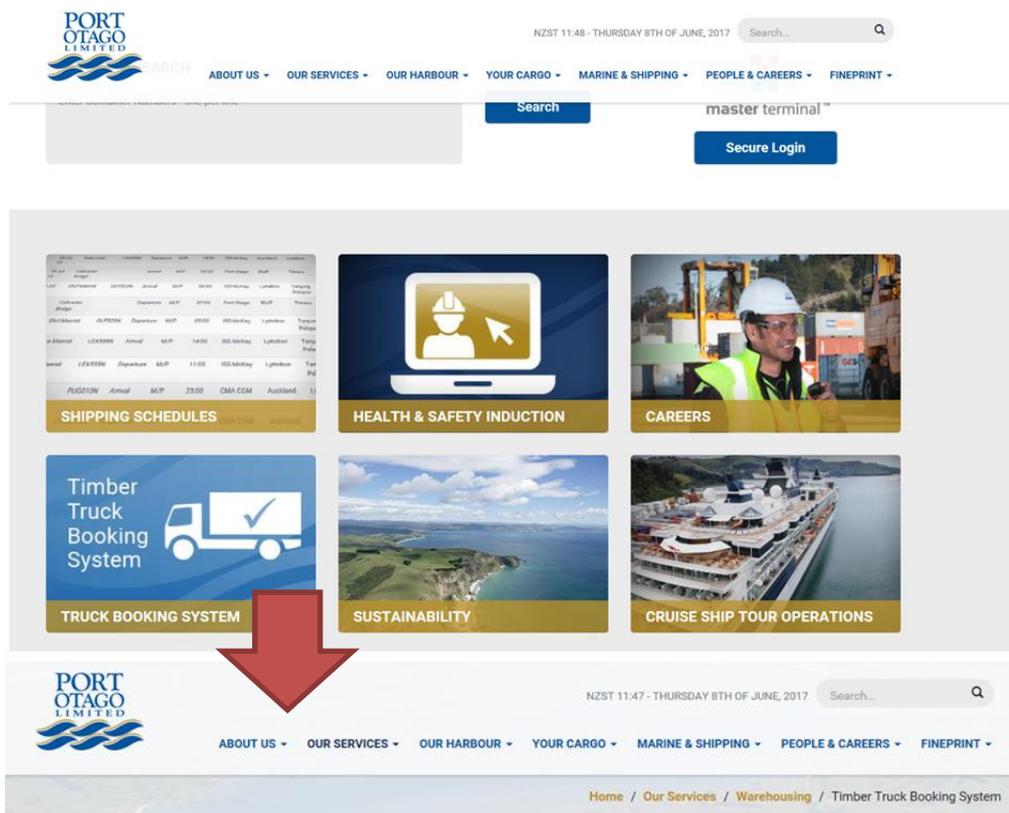


Timber Truck Booking System Guide

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.

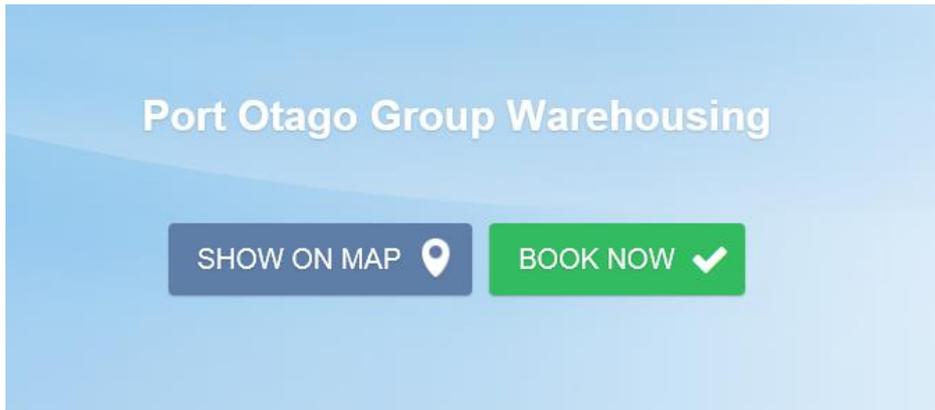
- All truck arrivals for unpacking and packing of timber must be pre-booked using Port Otago's Truck Booking system.
- Failure to pre-book will result in the delivery being serviced at the next available booking (if available)
- For further information please refer to our [Timber Truck Booking System 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 jbinnie@portotago.co.nz

Accessing the booking system

Access the booking system by clicking on the following button:



2. Click Book Now



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

Service Time Client details

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

 <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>
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4. 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.

< Prev Month JUNE 2017 Next Month >

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8



Truck Unload - Flat Deck

Select this for unloading of a flat deck truck

 1 hr.

Available start times

10:00 AM 1:30 PM 3:30 PM 4:30 PM

5. You will be prompted to login to complete the booking details. If you do not have a login, you can sign up on the right hand side of the page.

PLEASE SIGN IN TO CONTINUE

Existing clients: please sign in here

Email

Password

[Remind password](#)

Sign In And Continue

New clients: please sign up here

Name

Email

Phone

Password

Sign Up And Continue

Or sign up via

6. Populate the booking form to confirm your booking. You will need to provide:
 - a. Registration/Fleet number
 - b. Name of customer whose goods you are carrying
 - c. Customer order number
 - d. Customer shipping booking reference

PLEASE, CONFIRM DETAILS

You are logged in as **Test Driver**

[Logout](#)

Fleet Number:

Cargo Owner Name:

Cargo Owner Order Number:

Shipping Booking Reference:

Additional Comments:

Truck Unload - Flat Deck

Date: **19-06-2017**

Starts at: **3:30 PM**

Service provider: **Port Otago Group Warehousing**

When you click on the button, you agree to [SimplyBook.me terms & conditions](#)

[**BOOK NOW** ✓](#)

7. 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**

Starts at: **7:00 AM**

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**

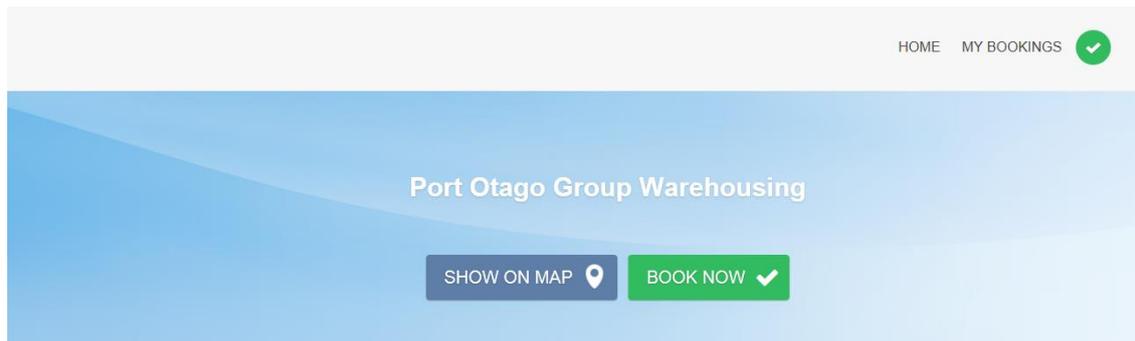
[Cancel ✕](#) [Book More ↻](#)

[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



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).



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.

