



# BPJV LOGISTICS

## Website and Service Tutorial for End Users

[www.bpjv-logistics.com](http://www.bpjv-logistics.com)

This document will walk you through on how to use the service we can provide

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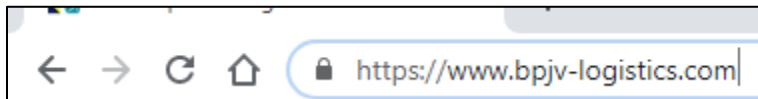
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## Getting Started

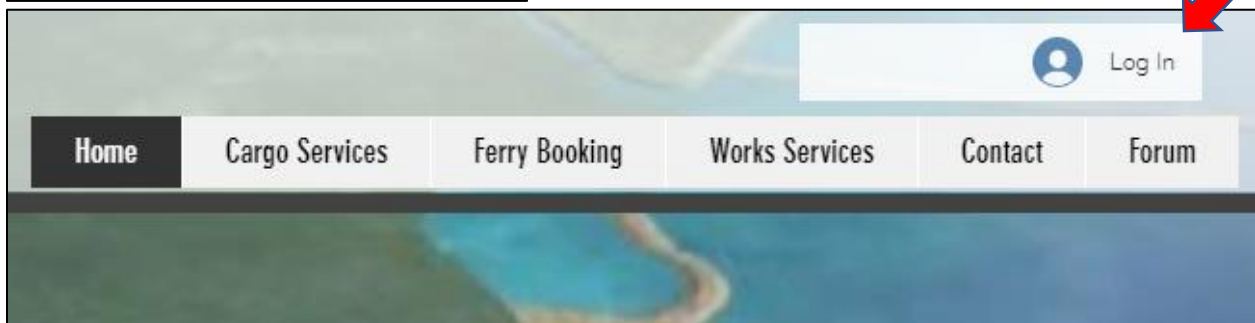
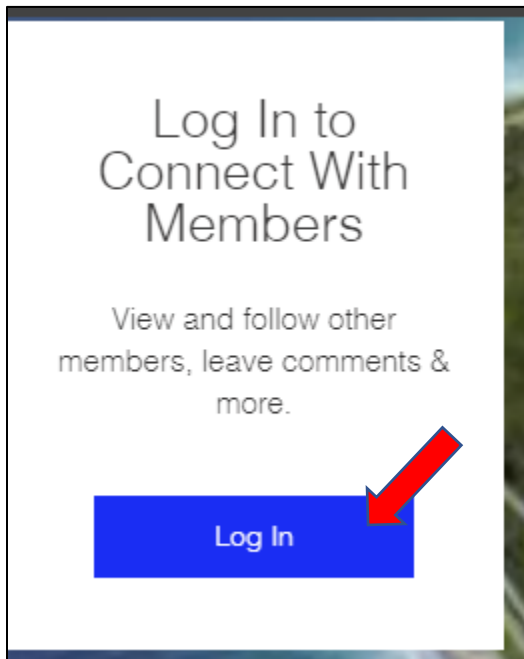
### Accessing the Website

Open up your internet browser (internet Explorer/Safari/Google Chrome/Firefox)

Go to [www.bpjv-logistics.com](https://www.bpjv-logistics.com)

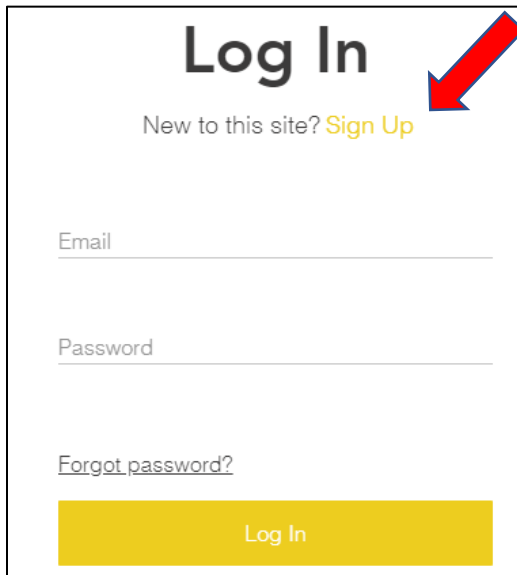


Click on the “Log In” button



## [Signing Up](#)

Click on “Sign up” if you are a new user



**Log In**

New to this site? [Sign Up](#)

Email

Password

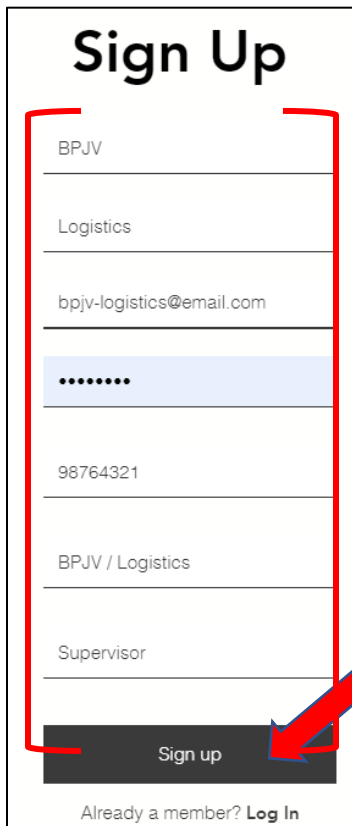
[Forgot password?](#)

Fill in the details in all the fields accurately and click “Sign up”.

For BPJV Users, please indicate department. E.g. “BPJV / Logistics”

**Please fill up all the fields in the form as required.**

**Any fields intentionally filled blank or inaccurate will have your sign up revoked and you will need to sign up and re-book all your service requests and bookings again.**



**Sign Up**

BPJV

Logistics

bpjv-logistics@email.com

.....

98764321

BPJV / Logistics

Supervisor

Already a member? [Log In](#)

## [Logging In](#)

Go to the “Log In” page again to log in with the email address and password which you have input during the Signing Up

# Log In

New to this site? [Sign Up](#)

Email


bpjv-logistics@email.com

Password

●●●●●●●●●●●●●●●●

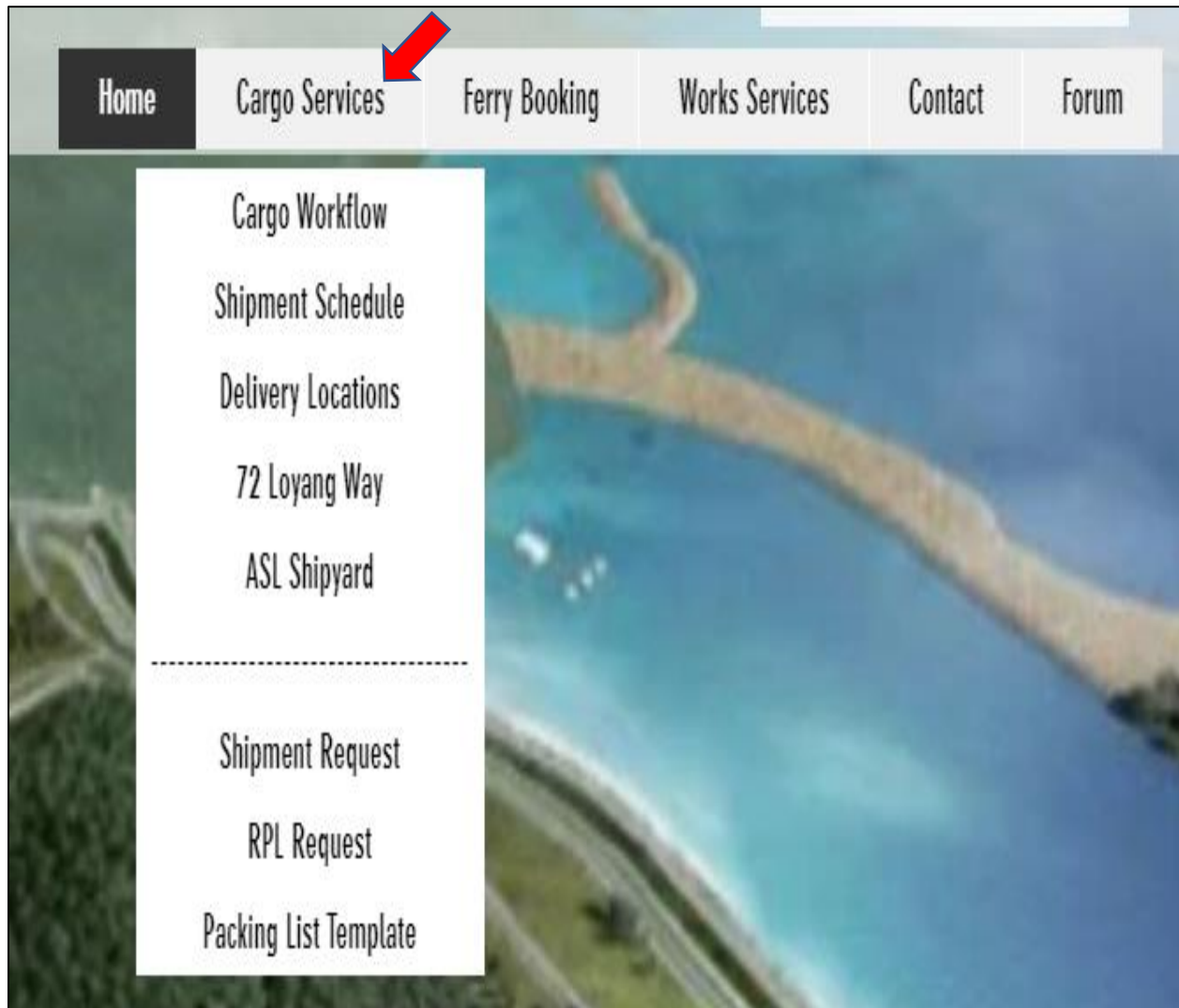
[Forgot password?](#)

Log In



## Cargo Services

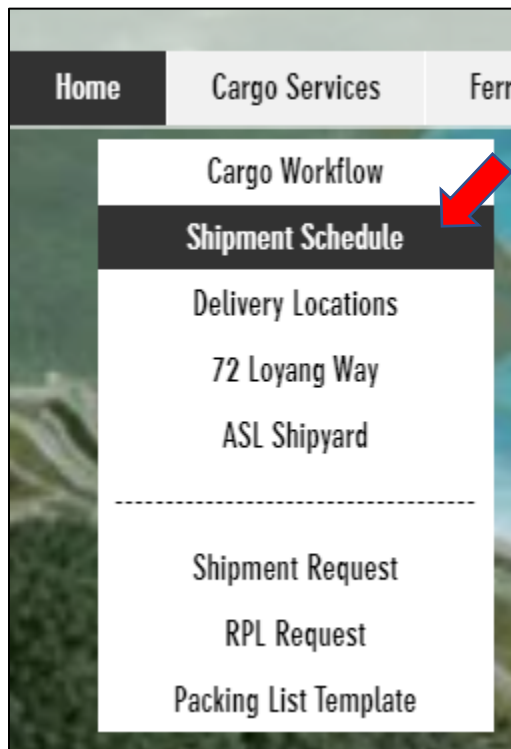
Hover your mouse to the menu at the top right of the page



- Logistics Department provides shipping and cargo services for your needs.
- Please go through the tabs if you require shipping and cargo services.

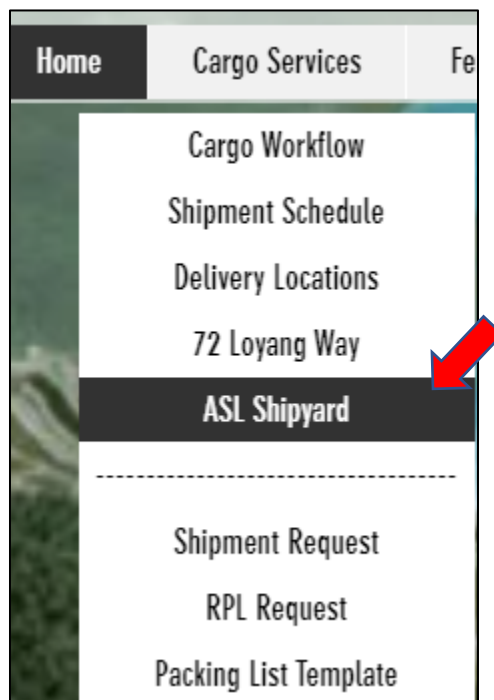
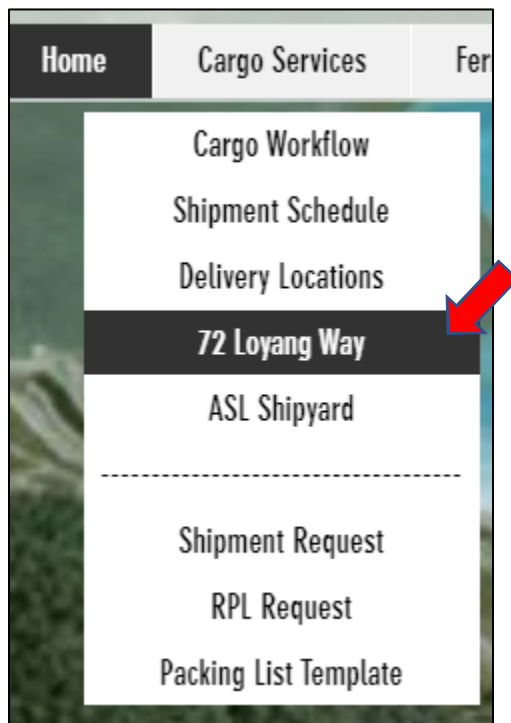
## [Shipment Schedules](#)

Click on “Shipment Schedule” to access latest updates for all shipment schedules



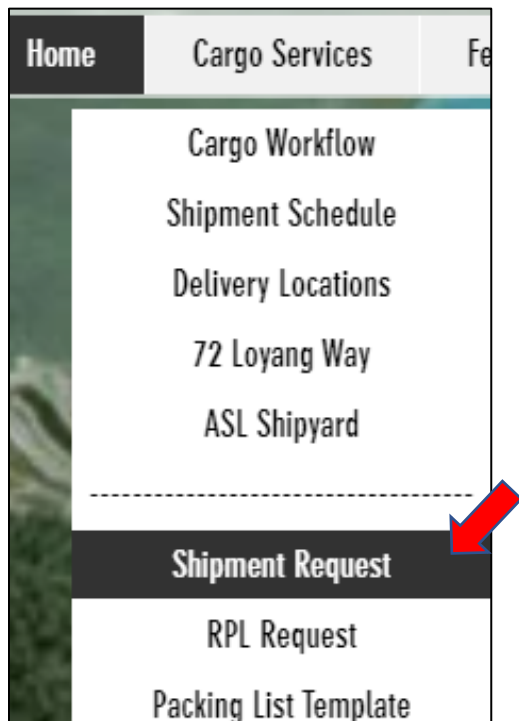
## [Delivery Locations & Details](#)

Click on “72 Loyang Way” and “ASL Shipyard” for locations, receiving timings and details



## [Shipment Request](#)

Click on “Shipment Request”



We have regular shipments going in and out of Tekong on a regular basis.

Please check the shipment schedule for the latest updates.

Please contact us separately if:

- If you require special arrangements outside of the schedule;
- If you require space for a whole barge;
- Your cargo is oversized type which is unable to roll on/roll off via our ramp door.  
*Our ramp width access is 4.7mtr.*



## Filling in of Shipment Request Form

### Shipment Request

**A**

Requestor Name \*

Email \*

Requestor Phone \*

Company \*

Position \*

**B**

Movement Request \*

☒ Inward MAINLAND→TEKONG

☐ Outward TEKONG→MAINLAND

☐ Internal TEKONG

**C**

Cargo Arrival \*

11:35

Select a date \*

16/10/2020

Place of Loading (Mainland) \*

Place of Loading

▼

Loading PIC \*

Name

Contact Number

Place of Unloading (Tekong) \*

Place of Unloading

▼

Unloading PIC \*

Name

Contact Number

Dimensions (cm)							Unit Weight
Item Description	Length	Width	Height	Qty	U...	▼	KG
Item Description	Length	Width	Height	Qty	U...	▼	KG
Item Description	Length	Width	Height	Qty	U...	▼	KG
Item Description	Length	Width	Height	Qty	U...	▼	KG
Item Description	Length	Width	Height	Qty	U...	▼	KG

**D**

Remarks

Any other special remarks/requests

**E**

Photo Reference, if any.

+ Upload File

Upload supported file (Max 15MB)

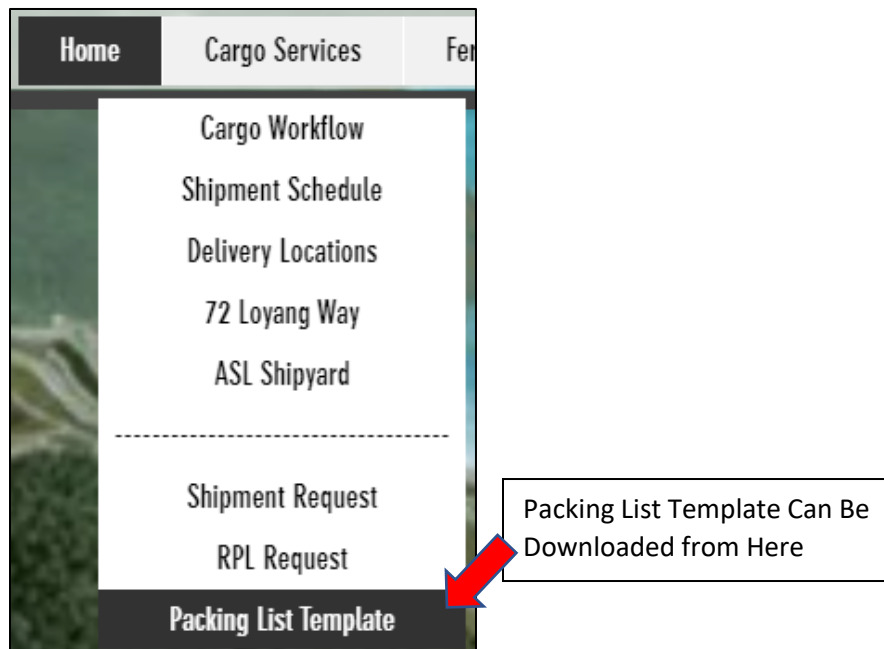
Upload Packing List if >05 items

+ Upload File

Upload supported file (Max 15MB)

**F**

- A : Requestor Details Sector (Your Details)  
- Company Field, for BPJV, please fill in your department e.g “BPJV / Logistics”
- B : Requested Movement  
- Inward means from Mainland Singapore to Tekong Island  
- Outward means from Tekong Island to Mainland Singapore  
- Internal means within Tekong Island (i.e. Area A to/from Area C)
- C :  
- Cargo Arrival Date & Time to fill in the timing of your cargo arrival at loading area  
- Loading PIC means the person who will be delivering the cargo at the place of loading  
- Unloading PIC means the person who will be receiving the cargo at the place of unloading
- D : Cargo Details  
- Dimensions units based on centimeters(cm)  
- Dimensions to fill in based on your final packing product  
- Weight to fill in based on Unit Weight (Per Piece/Unit)
- E : Remarks  
- For you to input any other matters which you want to inform or highlight
- F : Image/Document Uploading  
- Photo Reference, to upload if you want to make it clearer what items you are sending  
- Packing List, to **upload only if your list consists of more than 5 items**  
If packing list is uploaded, there will be no need to fill in the cargo details in D



## Additional Details

Shipment	Timing On/Before		
	Booking Submission	Cargo On Site for Loading	
		72 Loyang Way	Tekong Island
Monday	1600HRs, Friday	1 Hour Before Shipment ETD	1600HRs, Saturday
Tuesday	1600HRs, Monday		1600HRs, Monday
Wednesday	1600HRs, Tuesday		1600HRs, Tuesday
Thursday	1600HRs, Wednesday		1600HRs, Wednesday
Friday	1600HRs, Thursday		1600HRs, Thursday
Saturday	1600HRs, Friday		1600HRs, Friday
Sunday	1600HRs, Friday		1600HRs, Saturday

**H**

- ☐ I have organised with BPJV Safety Department for my cargoes which require RFI/PMI.
- ☐ I acknowledge that I am not to wash my vehicles/equipment at the premises of 72 Loyang Way.
- ☐ I will arrange for the unloading person in charge to standby for unloading at the stipulated ETA timing.
- ☐ I will submit machineries request separately if I require further assistance from BPJV Logistics for transport of my cargoes to my work area.
- ☐ I declare that the above information furnished is accurate to my best knowledge.

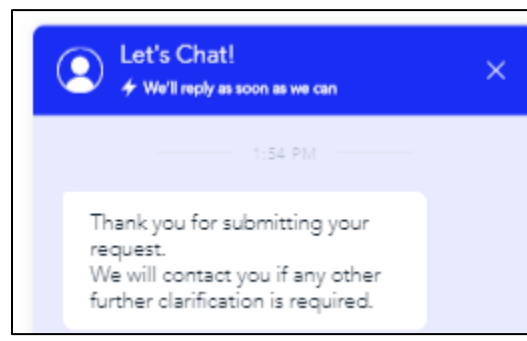
- G** Timings to adhere to
- Incompliance to the timings will have your cargo process brought forward to next shipment
  - Any difference in timings will be superseded by the info published on the website.
- H** Responsibilities of the Requestor
- It is your responsibility to arrange RFI/PMI with the Safety Department. Non-compliance might have your cargo delayed.
  - We are renting the premises of 72 Loyang Way, whereby the Landlord disallow any washing at their premises. You are to wash your vehicle/equipment thoroughly before going to 72 Loyang Way by land/sea.
  - If no arrangements for unloading is made, you will delay the next shipment and/or other users from unloading/loading their cargo, which you will not want to happen to yourself.
  - This shipment request is for the barge services inward and outward only. If you require additional assistance for your onward transport, please book through the Machineries Request page.
  - We declare and submit all packing list to Maritime Port Authority (MPA) for their approval on all cargo loading/unloading. Therefore, the accuracy of your information submitted is crucial to avoid any disputes.
  - As space is limited at all unloading area (Mainland/Tekong), please arrange to clear your cargo within 24 hours of arrival.

**As much as we try to load all your cargoes, our barge has limited space, resulting in cargo priorities in loading.**

## Successful Submission



This message will be shown upon successful submission.

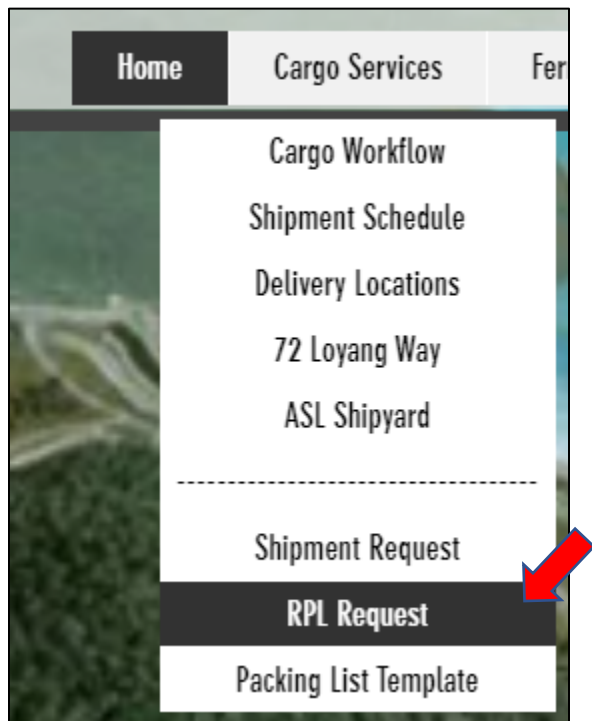


This message will be shown in the Chat Inbox upon successful submission.

**Please fill up all the fields in the form correctly.**

**Any fields intentionally not filled or inaccurate might have your booking cancelled.**

## [RPL Request](#)



- The RPL is a service provided by MINDEF, which they have their priorities and is shared with other companies/users.
- The confirmation for approval of the RPL will require time to process by MINDEF.
- Any changes or cancellation needs to be informed as soon as possible.

## Filling in of RPL Request Form

### RPL Request

**A**

Requestor Name

Email

Phone

Company

Position

**B**

Movement Request \*

☐ Inward MAINLAND→TEKONG

☐ Outward TEKONG→MAINLAND

☐ Inward & Outward MAINLAND→TEKONG→MAINLAND

Requested Date \*

22/10/2020

Inward Timing

Outward Timing

				Overall Dimensions (cm) Gross Wt			
Driver's Name	Driver's NRIC/FIN	Vehicle No.	Item Description	L	W	H	KG
Driver's Name	Driver's NRIC/FIN	Vehicle No.	Item Description	L	W	H	KG
Driver's Name	Driver's NRIC/FIN	Vehicle No.	Item Description	L	W	H	KG
Driver's Name	Driver's NRIC/FIN	Vehicle No.	Item Description	L	W	H	KG
Driver's Name	Driver's NRIC/FIN	Vehicle No.	Item Description	L	W	H	KG

**C**

Remarks

Any other special remarks/requests

**E**

Photo Reference, if any.

+ Upload File

Upload supported file (Max 15MB)

Document Reference, if any.

+ Upload File

Upload supported file (Max 15MB)

**D**

1. Please make the booking 3 working days in advance.

2. Confirmation of the booking will be after the RPL side confirms.

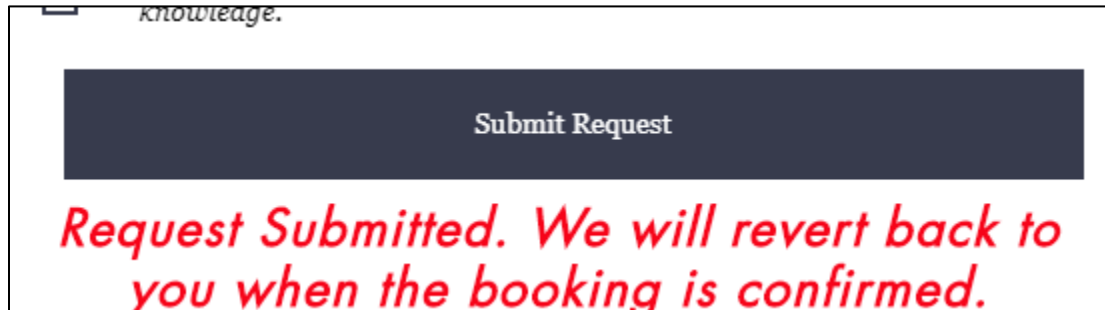
3. Any cancellation has to be inform to Mr Yapa by WhatsApp +65 8748 6279

☐ I declare that the above information furnished is accurate to my best knowledge.

Submit Request

- A : Requestor Details Sector (Your Details)  
- Company Field, for BPJV, please fill in your department e.g “BPJV / Logistics”
- B : Requested Movement  
- Inward means from Mainland Singapore to Tekong Island  
- Outward means from Tekong Island to Mainland Singapore  
- Inward & Outward means from Mainland Singapore to Tekong Island, and return on same day.
- C : Vehicle Details  
- Name of Driver as written on NRIC/SPass/WP  
- Dimensions to fill in based on your overall, including cargo if any.  
- Weight to fill in based on Gross Weight in “KG” units
- D : Remarks  
- For you to input any other matters which you want to inform or highlight
- E : Image/Document Uploading  
- Photo & Document Reference, to upload if you want to make it clearer what items you are sending

#### Successful Submission



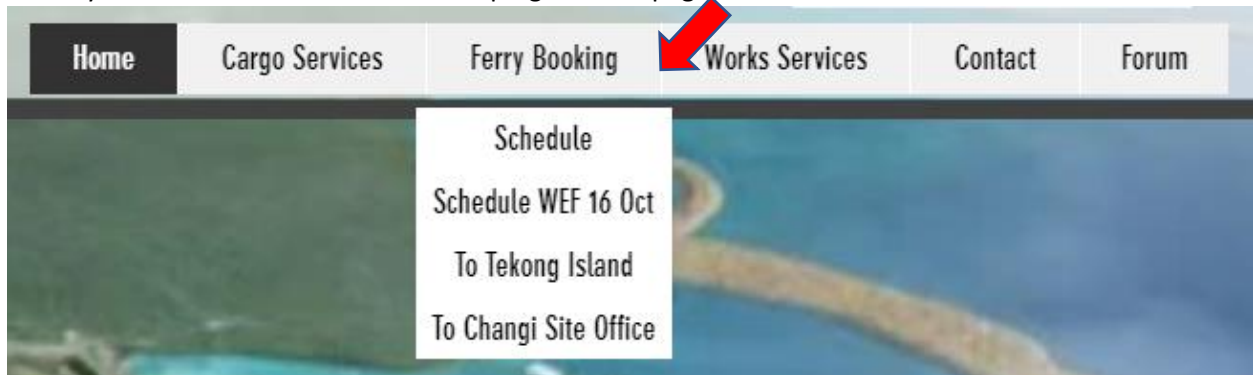
This message will be shown upon successful submission.

**Please fill up all the fields in the form correctly.**

**Any fields intentionally not filled or inaccurate might have your booking cancelled.**

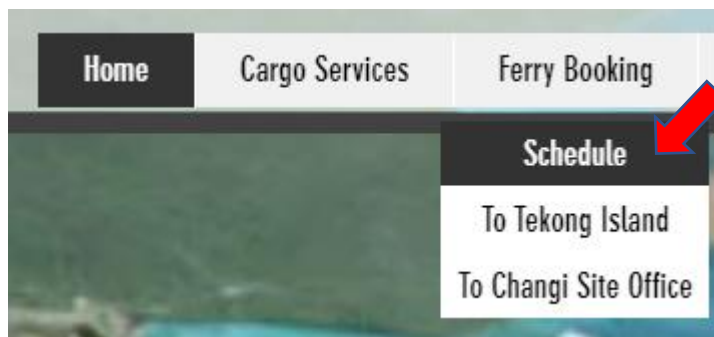
## Ferry Booking

Hover your mouse to the menu at the top right of the page



## Ferry Schedule

Click on “Schedule” to access latest updates for the daily ferry schedule



- Ferry slots are available for booking 7 days in advance.
- Ferry bookings need to be done based on single session, this is to allow us to manage our resources better as you will be reviewing your number of users on a regular basis.
- Please produce the booking confirmation to our jetty controller at the security turnstile for boarding.
- Booking confirmation can be printed or shown via mobile.
- Priority of boarding will be given to personals with booking confirmation.
- Bookings with no-show will be recorded and penalized with lesser priority.



## Making a Ferry Booking

### Ferry Booking - Changi Site Office to Tekong

Oct 18 - Oct 24

	SUN	MON	TUE	WED	THU	FRI	SAT	
<	18	19	20	21	22	23	24	>

---

6:15 AM

CSO→TEKONG AREA A2 : i MARLIN

Book Now

30 min

I MARLIN

10 spots available

After selection of the date and time, fill up the forms in all fields.

#### CSO→TEKONG AREA A2 : i MARLIN

Name \*

Tan Ah Meow

Email \*

██████████@gmail.com

🔒

Phone Number \*

98765432

Number of Participants

1

▼

Company \*

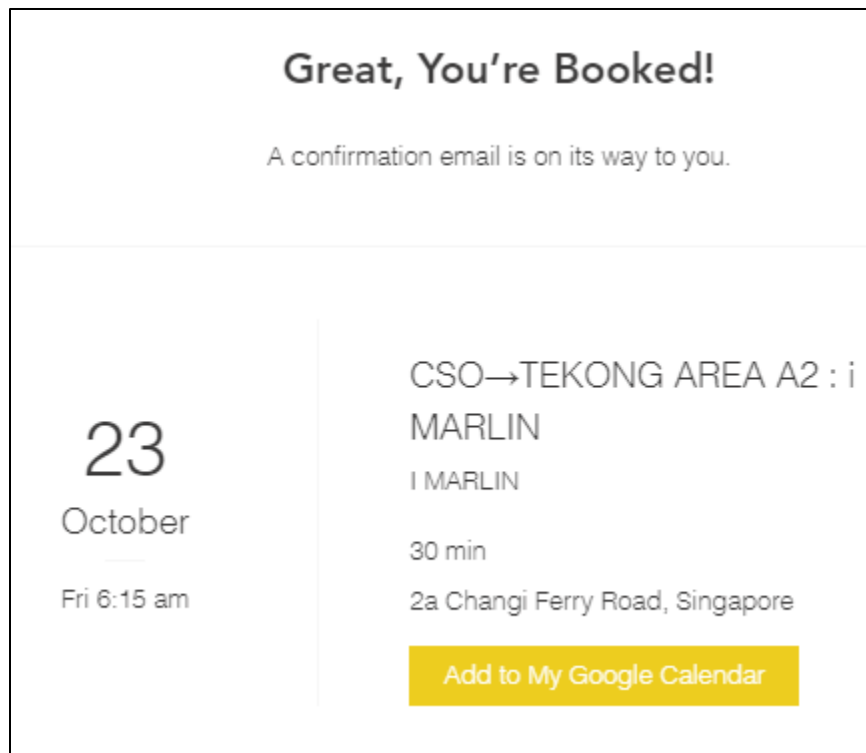
BPJV / Logistics

Position \*

Supervisor

\* Required Info

For BPJV members, please indicate your department e.g. "BPJV / Logistics"



After the booking process, you will receive a confirmation via email.

**Booking slots close 2 hours before ferry departure timing;**

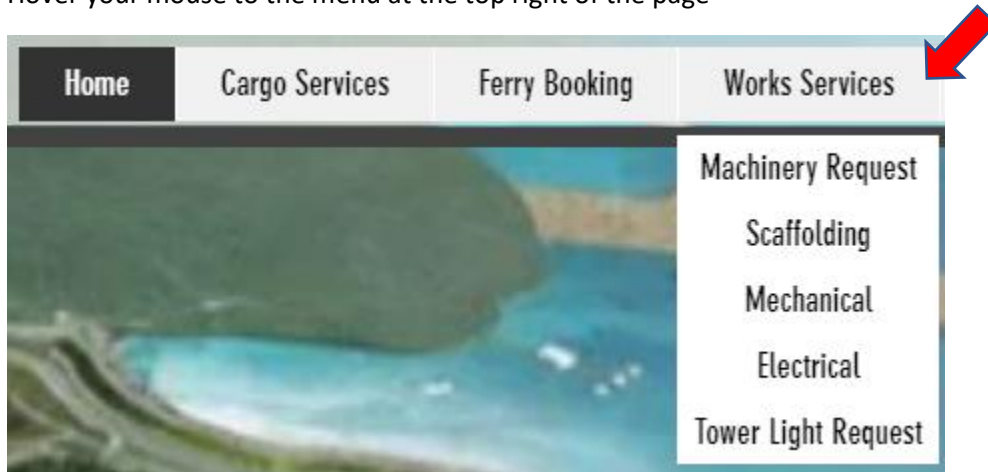
**Amendments/Cancellation will be allowed at least 4 hours in advance.**

**Please fill up all the fields in the form correctly.**

**Any fields intentionally not filled or inaccurate might have your booking cancelled.**

## Works Services

Hover your mouse to the menu at the top right of the page



- Here you can find a list of services which can be provided by Logistics department.
- However, it will be based on availability and subject to back-charging.
- Regarding back-charging, please refer to our QS Department as Logistics department is not aware of the contract details between BPJV and Sub-contractor.

### Machinery Request

- We have in possession machineries which can be found in the “Machinery Request” tab.
- You can browse through and check the available timeslots.
- If the timeslot is not available, means it’s booked.
- The booking system is based on hourly sessions, if you want to book for a half day or full day session, please check with respective person-in-charge if we are able to cater to you.
- Even after if you have booked an available timeslot, Logistics Department reserves the right to cancel/amend according to work priorities.

### Scaffolding Request

- We have a team of qualified scaffolding erectors who are able to erect scaffoldings, barricades, safety access, etcetera.
- All works request will need to be submitted online.
- Attendance of works will be based on availability and priorities.

### Mechanical/Electrical Attendance Request

- We have a team of mechanics and electricians if you require mechanical or electrical attendance.
- Submission of an online request with specific and detailed information will allow us to understand the problem and try to solve your problem in the shortest possible time.

### Tower Lights Request

- If you require lightings, please submit a request here.
- Tower Lights deployment will be based on suitability.
- If solar-powered lightings or there's electrical source nearby the requested area, we will not deploy tower lights and use solar-powered lights or cable-pulled floodlights for economic reasons.

### Submission of Forms

Company *
<input type="text"/>
Designation *
<input type="text"/>
Tekong Area A / Area C / Other *
<input type="text"/>
Description of Work Required *
<input type="text"/>
<input type="text"/>

#### Company Field

- For BPJV, please fill in your department e.g “BPJV / Logistics”

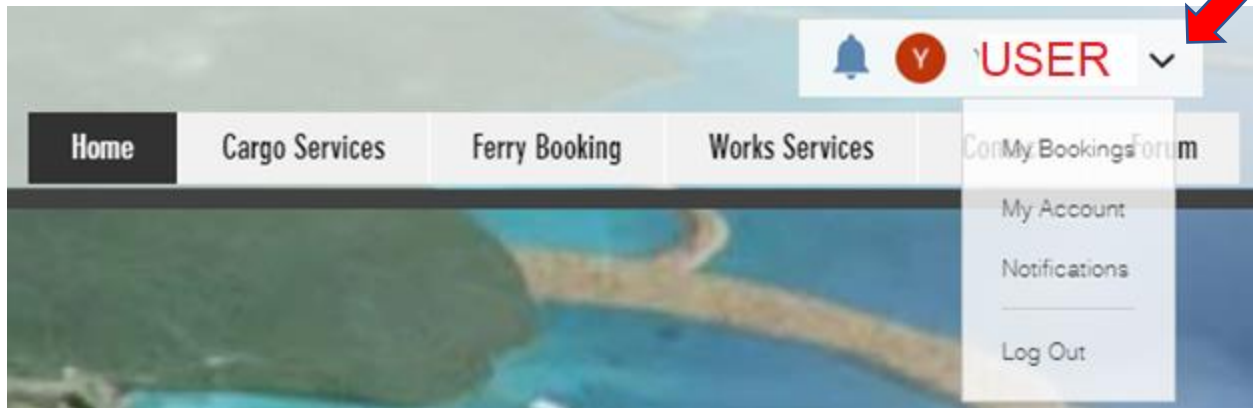
#### Description of Work Required/Scope of Work

- Please be as specific as possible, so that less clarifications will be required in order to complete the task.

**Please fill up all the fields in the form correctly.**

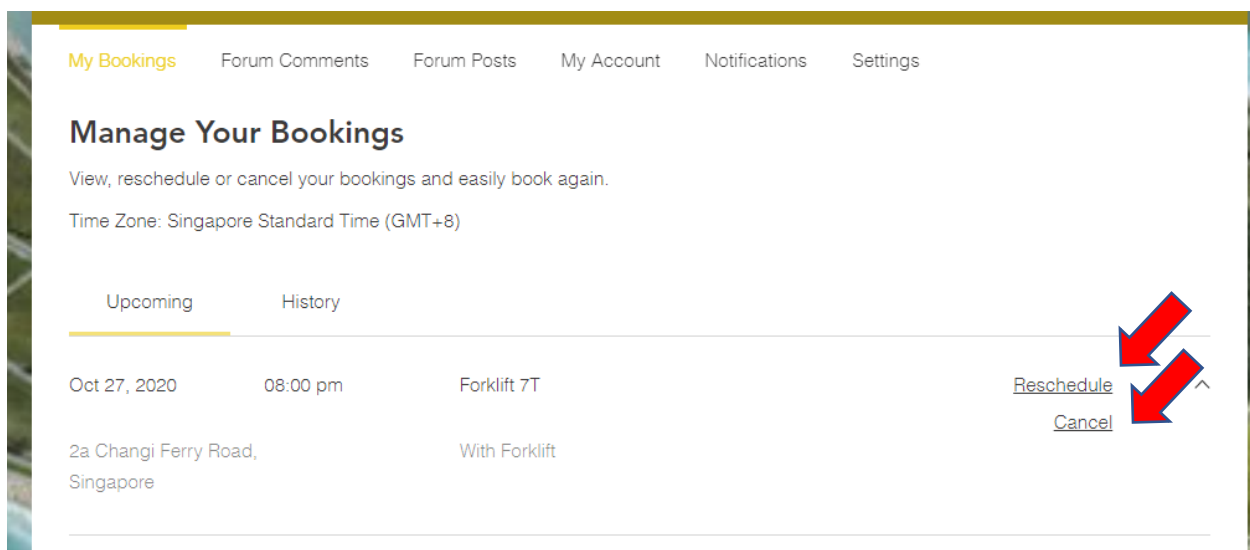
**Any fields intentionally not filled or inaccurate might have your booking cancelled.**

## User Menu



## My Bookings (Amendments/Cancellations)

- You can make changes or cancel your ferry bookings or machinery request booking here.
- Any amendments/cancellation needs to be done 4 hours in advance.
- If due to unexpected matters which cannot be foreseen, please inform us immediately of the amendments so that we can reflect the same in the system and make the timing available for other personals/works.



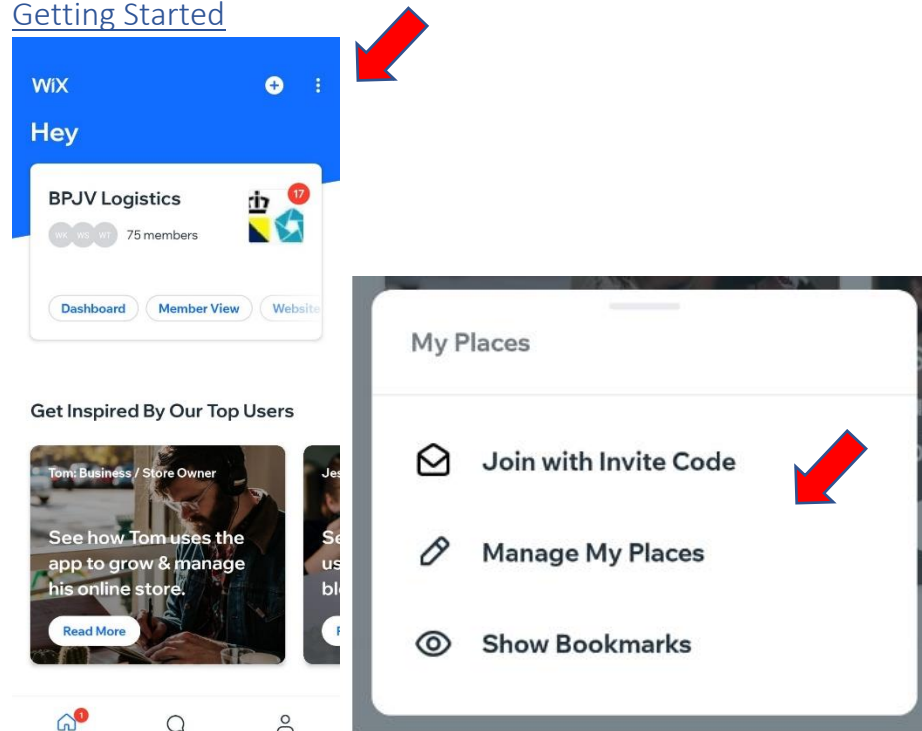
## Mobile Application

The Wix mobile app allows you to access some of the services without going in to the website. However, there will be some restrictions and limitations compared to accessing the website.

Search for Wix in the App Store or Google Play, or use the links below:

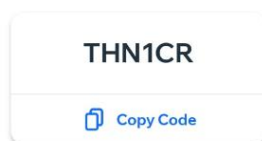
- iPhone Download Link: <https://apps.apple.com/app/wix/id1099748482>
- Android Download Link: <https://play.google.com/store/apps/details?id=com.wix.android>

### Getting Started



#### Copy Invite Code

People who already have the Wix app can join BPJV Logistics by entering this code in My Account > Join with an invite Code.



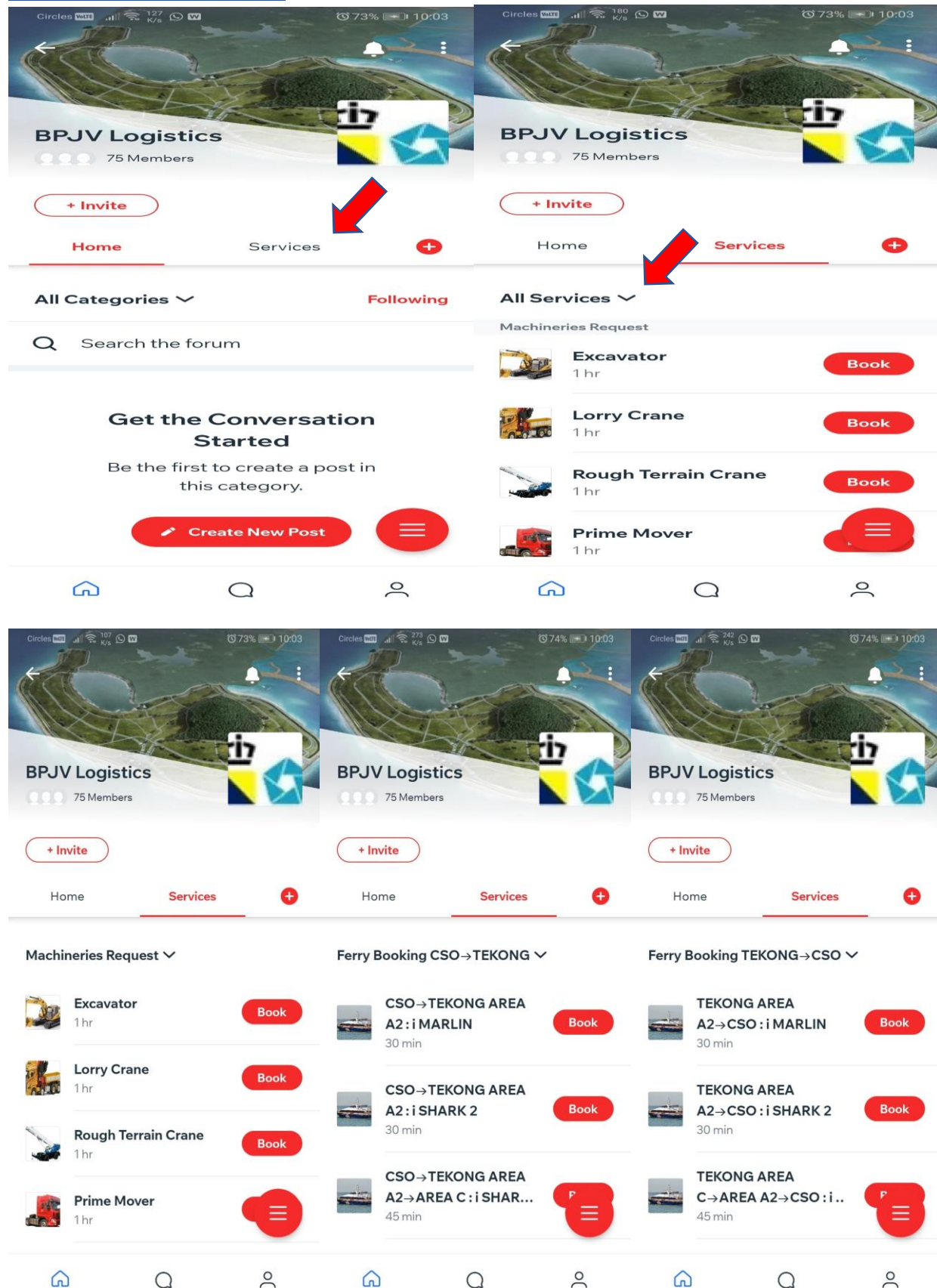
#### Got an Invite Code?

Join by entering your code below.

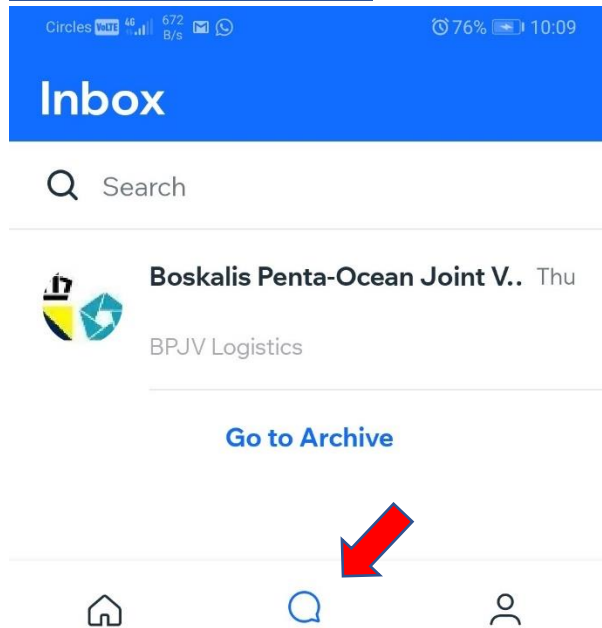
Enter code

Key in the invite code **THN1CR** to link your Wix Mobile App to the website

## Booking Services Available



## Accessing your Chat Inbox



## Booking Cancellation

- Only cancellation is allowed at the moment.
- Amendments is not available via the Wix App currently.

