

VEHICLE ENTRY PERMIT – VENDOR USER GUIDE

Application Delivery



Vehicle Entry Permit – Accessing the Site

Vehicle Entry Permit – Accessing the site

- Click the following link to access the Marina Bay Sands “Vehicle Entry Permit” page:

[MBS Sands Expo & Convention Centre VEP](#)

- On clicking, the user will be directed to the “Vehicle Entry Permit” page.

Vehicle Entry Permit – Creating a New Request

Vehicle Entry Permit – Creating a New Request

1. Specify the name of the company for whom the vehicle entry permit is requested in the “Company” field.
2. Specify email details of the requestor, MBS Manager and any other contact person.
3. Next specify the name of the “Person in charge”.
4. Specify the name of the event for which the vehicle entry permit is needed.
5. Provide a “Contact Number” on which the person-in-charge can be contacted.

Vehicle Entry Permit Request form (Vendors, Contractors and Delivery Agents to fill-up)

| | |
|---|---|
| <p>* Company</p> <p>ABC Limited 1</p> | <p>* Requestor's Email</p> <p>abc@companyname.com</p> |
| <p>* Person in charge</p> <p>AB Lim 3</p> | <p>MBS Event Manager's email 2</p> <p>mgr_first.lastname@marinabaysands.co</p> |
| <p>* Event Name</p> <p>Year End Appreciation 4</p> | <p>Other's email</p> <p>.</p> |
| <p>* Contact Number</p> <p>12345678 5</p> | |

Vehicle Entry Permit – Creating a New Request

1. Next specify details on the vehicle. Note that private vehicles are not allowed.
2. Specify the vehicle number.
3. Next, specify the estimated date and time when the vehicle will arrive. Note that the arrival date should be later than today's date.
4. You can either type the date and time, or select using the date picker. To select the date, click the Date Picker.
5. Select an appropriate date.
6. Enter a time in the Time box.
7. Click the green check box to confirm your selection.
8. The exit date will auto-populate once an entry date has been specified.

Vehicle Entry Detail (Private vehicles are not allowed) 1

* Vehicle No 2

S1234

* Entry Date/Estimate Time Of Arrival 4

2016-Jan-20 13:52:03

3

<< January 2016 >> 7

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 27 | 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 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

5

Go to Today

Time: : : 6

ers

* Vehicle No

* Entry Date/Estimate Time Of Arrival

* Vehicle Size (in footers)

Exit Date/Estimate Time Of Departure 8

Vehicle Entry Permit – Creating a New Request

1. Select the vehicle size by clicking the “Vehicle Size” drop-down menu.
2. Select the type of vehicle from the drop-down list.
3. On selecting the vehicle type as “Others”, another mandatory field is displayed to enable you to enter the type of vehicle.
4. Specify the driver contact details.

* Vehicle Size (in footers)

10

-- None --

10

14

20

24

40

* Vehicle Type

-- None --

-- None --

Crane Lorry

Container

Lorry

Trailer

Van

Others

2

| Estimated time of arrival | Estimated time of departure | Vehicle Type | Vehicle Size | Driver's Contact Detail | Others | Available Actions |
|---------------------------|-----------------------------|--------------|--------------|-------------------------|--------|-------------------|
| | | | | | | |

* Vehicle Type

Others

3

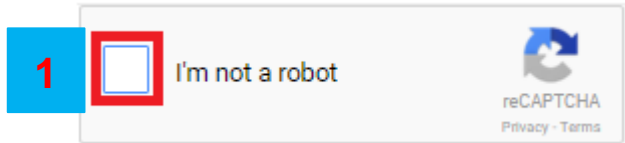
* Driver's Contact Details

4

* Others

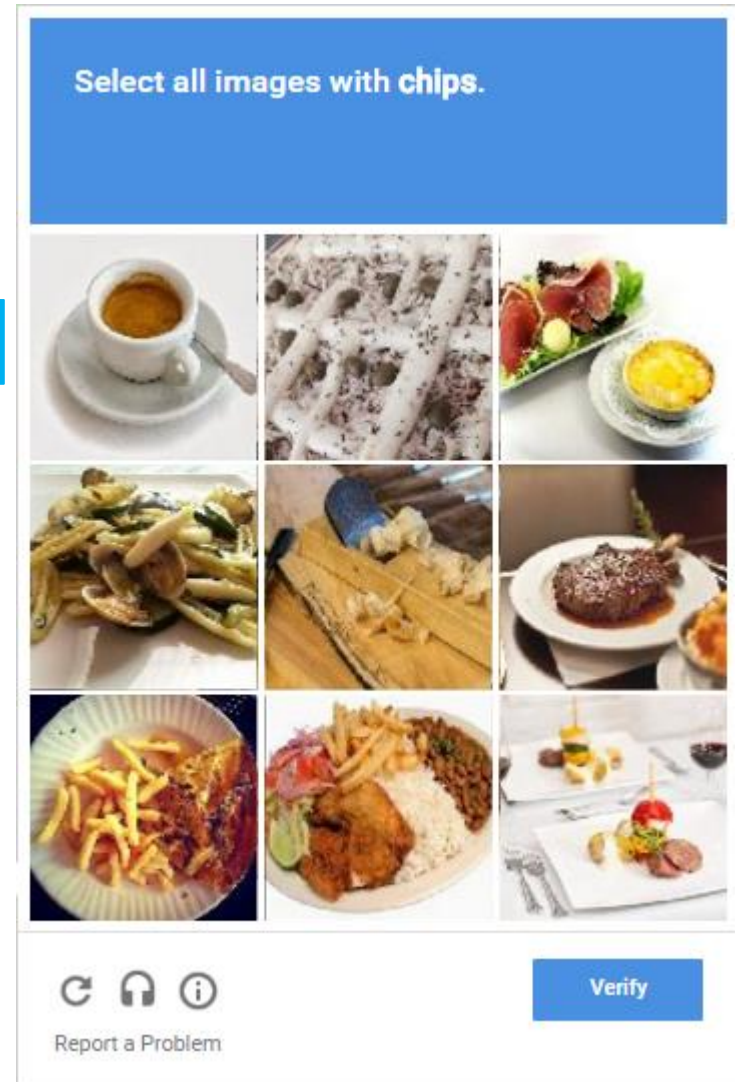
Vehicle Entry Permit – Creating a New Request

1. Select “I’m not a robot” check box.



2. Answer the verification question and click “Verify”.

2



Vehicle Entry Permit – Creating a New Request

1. Click “Save vehicle detail’ to add the details that were just entered.

Vehicle added:

| Vehicle # | Vehicle No | Estimated time of arrival | Estimated time of departure | Vehicle Type | Vehicle Size | Driver's Contact Detail | Others | Available Actions |
|-----------|------------|---------------------------|-----------------------------|--------------|--------------|-------------------------|--------|-------------------------------------|
| | | | | | | | | Save vehicle detail |

2. The vehicle details is saved and two additional links “Edit” and “Delete’ appear next to the saved vehicle details.
3. Click the “Add vehicle” button to add details for another vehicle.

Vehicle added:

| Vehicle # | Vehicle No | Estimated time of arrival | Estimated time of departure | Vehicle Type | Vehicle Size | Driver's Contact Detail | Others | Available Actions |
|-----------|------------|---------------------------|-----------------------------|--------------|--------------|-------------------------|--------|---|
| 1 | S1234 | 2016-Jan-20 13:52:03 | 2016-Jan-20 15:52:03 | Container | 10 | 12345678 | | Edit Delete |
| | | | | | | | | Add vehicle |

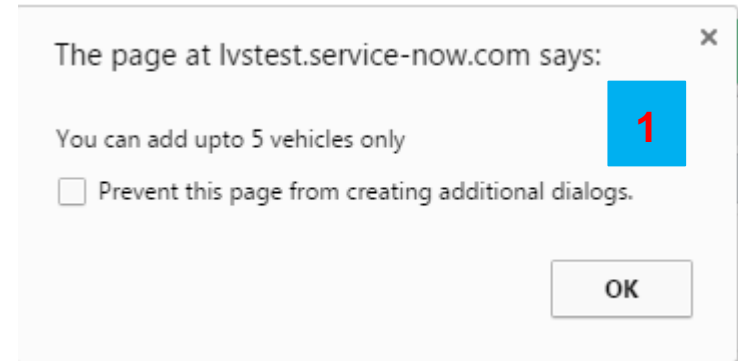
Vehicle Entry Permit – Creating a New Request

1. You can enter details for another vehicle under the same company and person in charge. Specify the details under the “Vehicle Entry Detail”.

| | |
|--|--|
| * Company | * Requestor's Email |
| <input type="text"/> | <input type="text"/> |
| * Person in charge | MBS Event Manager's email |
| <input type="text"/> | <input type="text"/> |
| * Event Name | Other's email (Please separate by comma) |
| <input type="text"/> | <input type="text"/> |
| * Contact Number | |
| <input type="text"/> | |
| Vehicle Entry Detail (Passenger vehicles are not allowed and permit will be rejected) | |
| * Driver's Name | * Driver's Number |
| <input type="text"/> | <input type="text"/> |
| * Vehicle No | * Vehicle Size (in footers) |
| <input type="text"/> | -- None -- ▼ |
| * Entry Date/Estimated Time Of Arrival | * Vehicle Type |

Vehicle Entry Permit – Creating a New Request

1. You can enter up to a maximum of five vehicles under one request. Once you have entered details for five vehicles, you will get a notification stating that you can add only up to a maximum of 5 vehicles.
2. In addition, the “Add vehicle” button is disabled.



Vehicle added:

| Vehicle # | Vehicle No | Estimated time of arrival | Estimated time of departure | Vehicle Type | Vehicle Size | Driver's Contact Detail | Others | Available Actions |
|-----------|------------|---------------------------|-----------------------------|--------------|--------------|-------------------------|--------|---|
| 1 | S1234 | 2016-Jan-20 13:52:03 | 2016-Jan-20 15:52:03 | Container | 10 | 12345678 | | Edit Delete |
| 2 | A1234 | 2016-Jan-21 14:21:36 | 2016-Jan-21 16:21:36 | Container | 14 | 12345678 | | Edit Delete |
| 3 | B1234 | 2016-Jan-23 14:24:03 | 2016-Jan-23 16:24:03 | Lorry | 20 | 87654321 | | Edit Delete |
| 4 | C1234 | 2016-Jan-22 10:24:25 | 2016-Jan-22 12:24:25 | Lorry | 20 | 87654321 | | Edit Delete |
| 5 | D1234 | 2016-Jan-25 09:25:04 | 2016-Jan-25 11:25:04 | Lorry | 40 | 12345678 | | Edit Delete |

[Add vehicle](#) 2

Vehicle Entry Permit – Creating a New Request

Familiarize yourself with the rules and regulations for vehicle entry permit.

Rules and Regulations

- **No Passenger Vehicle is allowed access into the Centre's Loading Docks / Halls.**
- This Entry Permit is entitled to a single Goods Vehicle entry only.
- For consignments requiring mechanical aids, MICE Logistics needs to be informed in-advance.
- **The Goods Vehicle must be removed from the Centre's Loading Docks / Halls immediately upon loading / unloading operations. No parking in the Centre's Loading Docks / Halls is allowed.**
- MICE Logistics will not be responsible for any missing or damaged goods, or whatsoever, whilst storage or handling of the goods in the property by the delivery agents.
- **All debris and waste materials must be removed by the respective delivery agents.**
- **Strictly no dumping is allowed in the Centre's premise.**
- Cash card Gantry system is in operational, when accessing the Centre's Loading Dock / Halls Charges
 - (1) **First 45mins no charges**
 - (2) Next 15mins S\$8.00
 - (3) Per half hour block thereafter S\$10.00
 - (4) Maximum per 24hrs S\$26.00

Note:

- This Entry Permit should be submitted to MICE Logistics, at least a day prior to the required date. The cut-off time is 1700 hrs.
- In case of any queries or assistance, kindly contact MICE Logistics @ 81389867.
- The Entry Permit will be emailed back to the delivery agents.
- The endorsed Entry Permit must be prominently displayed at the vehicle windshield prior to entry
- MICE Logistics reserves the right to change Loading Docks subject to operation needs without prior notice to vendors

Height Limit at the Centre is 4.20 metres

Vehicle Entry Permit – Creating a New Request

1. The “Contactor Work Ethics” section provides guidelines that must be followed by the contractor.
2. By default, the check box for compliance with the rules and regulations, contractor work ethics and notes is checked.
3. Click “Submit” once you have entered the required details.

Sands Expo & Convention Centre
Contractor Work Ethics

1. Be properly attired and minimize noise
2. Strictly no smoking and littering, unless in designated smoking areas
3. Must always use Back-Of-House (Staff Corridors) for materials deliveries/collections, unless special approval is given by MBS for Front-Of-House access
4. All equipment and items delivered to the venue, must be free of pests
5. Adequate and proper carpet protection must be observed, when moving heavy items on carpets
6. No moving of materials on trolleys or bulky items, using venue's guest lifts and escalators
7. No illegal storage in AV closets, fire cabinets, fire staircases, airwall pockets and in any other parts of the property.
8. Set-up materials should be free standing, and note leaning or stowed against walls, airwalls and furniture
9. Food wastes must be disposed of in a proper manner at the Back-Of-House designated bins
10. No blocking of corridors, fire access points, doorways and freight lifts at ALL times
11. No idling, resting or sleeping on pre-function/foyer sofas
12. No sitting and resting on carpeted areas.

****Severe action will be taken against any contractor caught flouting the above regulations****

Thanks for your co-operation.
MICE Management Team

I agree with the Rules & Regulations and Contractor Work Ethics

Submit

Vehicle Entry Permit – Creating a New Request

1. On clicking “Submit”, you will receive a receipt that has the request number, in this example, VEP0001051.
2. Note down the receipt number for later reference.

Thank you for using the Vehicle Entry form. Please remember your vehicle request number VEP0001051.



Vehicle Entry Permit – Email Notifications

Vehicle Entry Permit – Email Notification

Hi,

Summary of the submitted Vehicle Entry Permit is as follows:

| | |
|-------------------|--------------------------|
| Request Number: | VEP0001009 |
| Company Name: | DEF Pte Ltd |
| Person in Charge: | Faizal Asmawi |
| Contact Number: | 83397306 |
| Event Name: | Captain America Premiere |

A confirmation email sent to the requestor once a request has been successfully submitted.

Vehicle Details:

| Vehicle No | Estimated Time Of Arrival | Estimated Time Of Departure | Vehicle Size | Vehicle Type | Others | Driver's Name | Driver's Number |
|------------|---------------------------|-----------------------------|--------------|--------------|-------------|---------------|-----------------|
| XN8116M | 2016-04-19 03:00:00 | 2016-04-19 03:45:00 | 40 | Container | | Faie | 987654321 |
| XD8116M | 2016-04-19 03:00:00 | 2016-04-19 03:45:00 | 24 | Lorry | | Kaden | 89635214 |
| YL8116M | 2016-04-19 03:00:00 | 2016-04-19 03:45:00 | 14 | Lorry | | Sri | 987654321 |
| XA8116M | 2016-04-19 08:00:00 | 2016-04-19 08:45:00 | 20 | Others | Car Carrier | Noh | 87654321 |
| GBB8116M | 2016-04-19 03:00:00 | 2016-04-19 03:45:00 | 10 | Van | | Rizal | 89876543 |

Note:

- **This Entry Permit should be submitted to MICE Logistics, at least a day prior to the required date. The cut-off time is 1700 hrs.**
- **In case of any queries or assistance, kindly contact MICE Logistics @ 81389867.**
- The Entry Permit will be emailed back to the delivery agents.
- The endorsed Entry Permit must be prominently displayed at the vehicle windshield prior to entry
- MICE Logistics reserves the right to change Loading Docks subject to operation needs without prior notice to vendors

Height Limit at the Centre is 4.20 metres

Vehicle Entry Permit – Email Notification

Hi,
Please print and produce a copy of our permit/show the E-permit to our guards at level 1 gantry.
Vehicle Entry Permit Request VEP0001049 has been approved by: Prasanna Jayaraman (Prasanna) with below comments:

Comments:

Summary of the approved VEP is as follows:



| | |
|-------------------|-----------------------|
| Request Number: | VEP0001049 |
| Company Name: | ABC Limited |
| Person in Charge: | AB Lim |
| Contact Number: | 12345678 |
| Event Name: | Year End Appreciation |

A sample email notification that will be sent to the requestor once a request has been approved.

Vehicle Details

| Vehicle No | Estimated time of arrival | Estimated time of departure | Vehicle Size | Vehicle Type | Others | Driver's Contact Details |
|------------|---------------------------|-----------------------------|--------------|--------------|--------|--------------------------|
| A1234 | 2016-01-21 06:21:36 | 2016-01-21 08:21:36 | 14 | Container | | 12345678 |
| S1234 | 2016-01-20 05:52:03 | 2016-01-20 07:52:03 | 10 | Container | | 12345678 |
| C1234 | 2016-01-22 02:24:25 | 2016-01-22 04:24:25 | 20 | Lorry | | 87654321 |
| D1234 | 2016-01-25 01:25:04 | 2016-01-25 03:25:04 | 40 | Lorry | | 12345678 |
| B1234 | 2016-01-23 06:24:03 | 2016-01-23 08:24:03 | 20 | Lorry | | 87654321 |

Rules and Regulations

No Passenger Vehicle is allowed access into the Centre's Loading Docks / Halls
This Entry Permit is entitled to a single Goods Vehicle entry only.

Vehicle Entry Permit – Email Notification

A sample email notification that will be sent to the requestor once a request has been rejected.

Hi,

Vehicle Entry Permit Request VEP0001047 has been rejected by: Prasanna Jayaraman (Prasanna) with below comments:

Comments: Please add more details

Summary of the rejected VEP is as follows:

| | |
|-------------------|------------|
| Request Number: | VEP0001047 |
| Company Name: | ABC |
| Person in Charge: | BRUCE LEE |
| Contact Number: | 12345678 |
| Event Name: | KUNG FU |

Vehicle Details

| Vehicle No | Estimated time of arrival | Vehicle Size | Vehicle Type | Others | Driver's Contact Details |
|------------|---------------------------|--------------|--------------|--------|--------------------------|
| hj3456 | 2016-01-18 09:42:55 | 40 | Van | | 43534534 |
| gj546 | 2016-01-20 09:43:50 | 14 | Trailer | | +97325 |
| drg34 | 2016-01-16 02:42:21 | 20 | Trailer | | 46541235 |
| po89 | 2016-01-19 09:45:02 | 40 | Container | | 7856325 |
| pz123 | 2016-01-15 14:40:01 | 40 | Crane Lorry | | 1234568 |

Ref:MSG8902132

Questions and Clarifications

Any issues or queries on the Vehicle Entry Permit, please email MICE_LOGISTICS@marinabaysands.com or contact us at 81389867.

Thank You