

SKANSKA



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HS2

SCS – VMPS USER GUIDE Supplier / Driver Information Pack

Document no: *****

Revision	Author	Reviewed by	Approved by	Date approved	Reason for revision

SCS – Supplier / Driver Information Pack

Document No: ?

Revision:

Purpose

- This document contains essential information relating to SCS/Datascope supplier portal and booking process.

Scope

- This pack is for use by all organisations operating road-based deliveries or collections to/from SCS worksites. This includes all subcontractors, suppliers and other HS2 contractors and those organisations operating under their instruction.

PLEASE ENSURE YOU READ ALL OF THE INFORMATION IN THIS GUIDE

New Users Requests:

Only SCS Contractors or Suppliers can send new user requests.

Information required:

- Supplier / Contractor Name
- Username:
- User Email Address:
- User Company:
- User Company Relationship to Contractor / Supplier
- SCS Site Access Required:

Requests to be sent to logistics@scsrailways.co.uk, user will be created 48hrs from receipt. Email will be received from autoemail@datascopeplc.com and Username will start with SCS.

Follow instruction on email to set password and log in for first time.

NOTE: You must not share your login credentials with anyone, please request additional logins for other users.

Logistics System Logon:

Go to: datascopeplc.com/clientlogin

The screenshot shows the Datascope Logistics System Logon page. On the left is the Datascope logo. On the right is a login form with the following elements:

- A red box with the number '1' highlights the 'Username' input field.
- A red box with the number '2' highlights the 'Password' input field.
- Below the password field is a purple 'Sign In' button.
- Below the button is a blue link for 'Forgot Password?'.

At the bottom of the page, the following contact information is displayed:

Tel: +44 1244 504947
Email: helpdesk@datascopeplc.com

1. Enter username.
2. Enter password.

SCS – Supplier / Driver Information Pack

Document No: ?

Revision:

Reset password functionality available from this page also.

Delivery Management Home Screen

Victoria Road Crossover Box		Delivery Management	
Arriving Today	0	Company Management	Directions to Site
Accepted This Week	1	Vehicle Management	Route and Site Constraints
Accepted This Month		Driver Management	User Guide
Pending This Week		Make a Booking	
Pending This Month	25	View / Amend / Cancel Booking	
		Home	

1. Vehicle Management

Edit vehicles which exist in system, to add vehicles please follow instructions in Make a Booking.

2. Driver Management

Edit Drivers registered in the system, to add drivers please follow instructions in Make a Booking.

SCS – Supplier / Driver Information Pack

Document No: ?

Revision:

Make a Booking / Delivery Management Main Menu.

The screenshot shows the main menu of the SCS Supplier/Driver Information Pack. The menu is divided into three main sections: a summary table for 'Victoria Road Crossover Box', a 'Delivery Management' section, and a 'Directions to Site' section.

Victoria Road Crossover Box	
Arriving Today	0
Accepted This Week	1
Accepted This Month	9
Pending This Week	24
Pending This Month	1

The 'Delivery Management' section contains the following options:

- Company Management
- Vehicle Management
- Driver Management
- Make a Booking** (highlighted with a red box and the number 1)
- View / Amend / Cancel Booking
- Home

The 'Directions to Site' section contains the following options:

- Directions to Site
- Route and Site Constraints
- User Guide

1. Select Make a Booking

Vehicle and Driver Management

The screenshot shows the 'Delivery Booking' form in the Datascope system. The form is divided into several sections. On the left, there are fields for 'Application Date' (01/04/2021), 'Booking Site' (Adelaide Road Vent), 'Delivery Date', 'Delivery Time' (Select...), 'Delivery Duration' (Select...), and 'Nights'. Below these are options for 'Vehicle > 3.5 Tonnes?' (Yes/No), 'FORS No.', 'FORS Colour' (Bronze/Silver/Gold), and 'Haulage Company' (Select...), which is highlighted with a red box containing the number '1'. Other fields include 'Driver', 'Vehicle Reg', and 'Delivery Vehicle'. On the right, there are fields for 'Contractor / Supplier' (L Lynch Plant Hire & Haulage Ltd), 'Contact Name' (Select a Contractor...), 'Contact Number', 'Exempt' (checkbox), 'Dispatch Postcode', 'Departure Postcode', 'Mileage (There & Back)', 'CO₂(kg)', and 'CO₂Class' (Select...).

1. Select your haulier company from the drop-down menu.

Add new driver:

The screenshot shows the 'Delivery Booking' form with an 'Add New Driver' modal window open. The modal has a title bar and a close button. Below the title bar is a message: 'Please note that a driver should only be added if they are not currently available to be selected.' The form contains fields for 'Family Name', 'First Name', 'Second Name', 'Is a Hiab Operator?' (Yes/No radio buttons), 'Driver H&S Passport Number', 'Training Registration', and 'Can Drive > 3.5T?' (checkbox). A red box with the number '1' highlights the 'Family Name' field. At the bottom of the modal are 'Close' and 'Submit' buttons, with a red box containing the number '2' highlighting the 'Submit' button.

1. Enter driver's details.
2. Submit form once approved by SCS this driver will then be listed on the drop-down menu for the Haulier.

Add New Vehicle:

The screenshot shows a web application interface with a dark blue header containing the 'datascope' logo and navigation links for 'Home' and 'Willesden Euroterminal'. The main content area is titled 'Delivery Booking' and contains a form with various fields. A modal dialog box titled 'Add New Vehicle Reg' is open in the center. The dialog box has a teal header and a white body. It contains a message: 'Please note that a vehicle reg should only be added if it is not currently available to be selected. The new reg will be added to the currently selected haulier.' Below the message is a text input field labeled 'New Vehicle Reg' with a blue arrow pointing to it. There are 'Close' and 'Submit' buttons at the bottom of the dialog box. A red box with the number '1' is placed over the 'Submit' button. The background form includes fields for Application Date (01/04/2021), Booking Site (Adelaide Road), Delivery Date, Delivery Time, Delivery Duration, Nights, Vehicle > 3.5 Tonnes? (Yes/No), FORS No., FORS Colour (Bronze/Silver/Gold), Haulage Company (SCS Railways), Driver, Vehicle Reg, and Delivery Vehicle.

1. Enter the registration of the vehicle to be added and press submit. The system will check that it complies with the emission standards for the project and once approved this vehicle will appear on the drop-down menu for the haulier selected.

SCS – Supplier / Driver Information Pack

Document No: ?

Revision:

Step 1 – Dates and vehicle.

The screenshot shows the 'Delivery Booking' form in the Datascope system. The form is divided into two main sections. The left section contains fields for 'Application Date' (01/04/2021), 'Booking Site' (Wilsden European), 'Delivery Date', 'Delivery Time', 'Delivery Duration', 'Nights', 'Vehicle > 3.5 Tannes?' (Yes/No), 'FORS No.', 'FORS Colour' (Bronze/Silver/Gold), 'Haulage Company', 'Driver', 'Vehicle Reg', and 'Delivery Vehicle'. The right section contains fields for 'Contractor / Supplier' (L Lynch Plant Hire & Haulage Ltd), 'Contact Name', 'Contact Number', 'Exempt', 'Mileage (There & Back)', 'CO2(kg)', and 'CO2Class'. Five red boxes with numbers 1-5 are placed over the form: 1 is over the 'Application Date' field; 2 is over the 'Block Booking' button; 3 is over the 'Vehicle > 3.5 Tannes?' field; 4 is over the 'Haulage Company' dropdown; and 5 is over the 'Driver' dropdown.

1. Select the delivery date from the calendar and click check date to view the availability for that day / site.
2. Select the delivery time and duration from the drop down menus. Click the block booking button if you wish to make multiple bookings and select the dates and days required.
3. Select vehicle weight.
4. Select Haulier form drop down menu.
5. Once haulier is selected driver and vehicle options can be viewed / selected.

Step 2 – Materials

The screenshot shows the 'Materials' form in the Datascope system. The form contains fields for 'Materials', 'Quantity' (1), 'Load Type', 'Hazardous', 'Fragile' (checkbox), 'Handling Requirements', 'Departure Load Type', and 'Add Materials/NRMM' button. Three red boxes with numbers 1-3 are placed over the form: 1 is over the 'Materials' text input field; 2 is over the 'Load Type' dropdown menu; and 3 is over the 'Add Materials/NRMM' button. Below the form is a table with columns: Material / NRMM, Packaging, Booking Type, Handling, Hazardous, Load Type, and Dep. Load Type.

1. Enter brief description of materials being delivered / collected.
2. Select quantity and load type from drop down menus.
3. Once complete select "Add materials/NRMM"

Step 3 – Arrival

Arrival	
Arrival Gate	Select...
Laydown Area	Select...
Departure Gate	Select...

1 Movement Order Required

Movement Order Number

Movement Order Document

Unloading	
<input checked="" type="radio"/> Site Unloading <input type="radio"/> Self Unloading	
Book Resources Check Resources	
Edge Protection	Select...
Utilisation, %	Select...
Departure Utilisation, %	Select...

2

1. Select arrival gate, laydown area and departure gate from the drop-down menus.
2. Select unloading method and utilisation.

Step 4 – Submit booking

1. When all mandatory fields are completed and checked select the submit tab.

Arrival	
Arrival Gate	WET1
Laydown Area	WET1
Departure Gate	WET1

Movement Order Required

Movement Order Number

Movement Order Document

Unloading	
<input checked="" type="radio"/> Site Unloading <input type="radio"/> Self Unloading	
Book Resources Check Resources	
Edge Protection	Barriers
Utilisation, %	50
Departure Utilisation, %	0

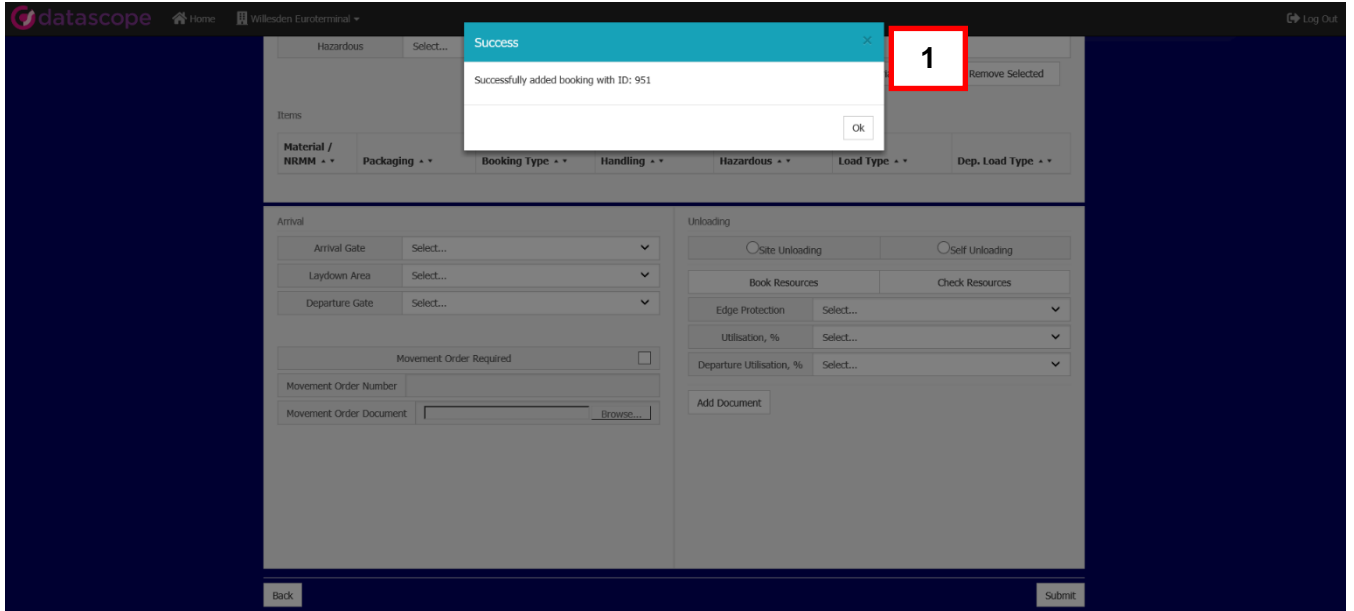
1

SCS – Supplier / Driver Information Pack

Document No: ?

Revision:

1. A pop-up box will appear indicating that your request has been submitted and is pending approval by SCS.
2. Once approved you will be sent confirmation and a booking reference number.



HS2 Vehicle Identifier

Logo to be on A4 size paper and displayed in the windscreen. Not to be an obstruction to the driver's visibility.

The image displays the logo 'HS2' in a large, bold, dark blue sans-serif font. The letters are thick and blocky, with a consistent stroke width. The 'H' is composed of two vertical bars and a horizontal bar. The 'S' is a single continuous curve. The '2' has a curved top and a flat base. The entire logo is centered horizontally on the page.

