

Javits Center Freight Management Third Party Carrier Registration Guide



Carrier Registration Form

Carriers who wish to make a delivery to the facility will be able to access a public form posted to the Javits Center website. By filling out the form, a request is sent to the active General Contractor managing logistics for the event.

JAVITS CENTER
CARRIER REGISTRATION FORM

Carrier Information

Company Name

Company Email

EIN

Sole Proprietorship

Event

Primary Contact Info

Contact Name

Contact Email

Contact Phone

Job Info

Space

Direction

Exhibitor

Exhibitor Contact Name

Exhibitor Cell

Exhibitor Email

Booth

+ Add Job

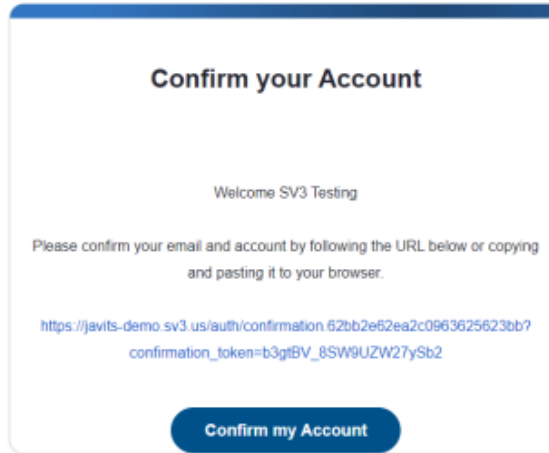
The user will provide detailed information regarding the Carrier and await approval from the General Contractor. Upon approval, an invitation to join SV3 will be sent to the primary contact that was provided on the carrier registration form.

Required Fields:

- Company Name
- Company Email
- Event
- Primary Contact Name
- Primary Contact Email
- Primary Contact Phone Number
- Direction (Inbound or Outbound)
- Exhibitor
- Exhibitor Contact Name
- Exhibitor Contact Email
- Exhibitor Contact Phone Number
- Booth

Optional Fields

- Space (Delivery Location, if known)
- Sole Proprietorship
- EIN
- Additional "Jobs" or deliveries (for multiple shipment bookings)



In some cases, the invitation email may be blocked, please check your spam folder if you do not receive the invitation email right away.

Setting an Initial Password

Once you click the Confirmation link in the email, a web browser will open with either Google Chrome, Firefox, or Safari and prompt you to set a password for your account. Passwords must be at least 8 characters long, contain capital and lower-case letters, and at least one number and one symbol.

Enter your chosen password into the Password field, then enter it again in the Confirm new password field and click Activate.

Signing In

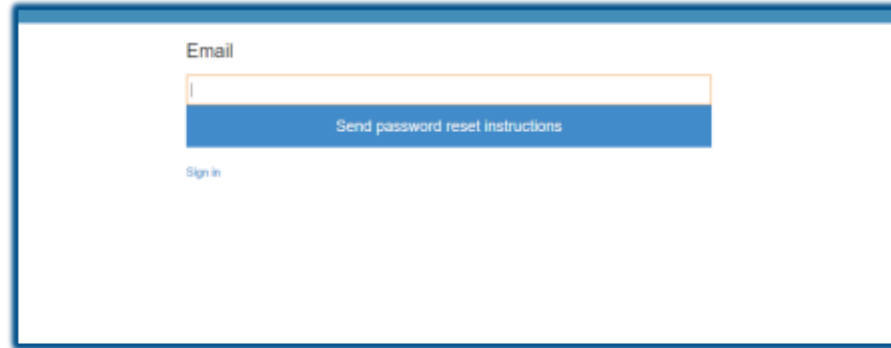


In a web browser:

1. Go to the login page.
2. Enter your account email address.
3. Enter your password.
4. Click Sign in.

Forgot Password

From the log in page click on the link **Forgot your password.**



A screenshot of a web form for password recovery. It features a text input field labeled "Email" with a cursor inside. Below the input field is a blue button with the text "Send password reset instructions". At the bottom left of the form area, there is a "Sign in" link.

Open your email from SV3 and click on the link to reset your password. The link will bring you to a page to enter a new password twice and then click **Change Password.**



An email template for password change. At the top center is a shield-shaped logo. Below it is a white box with a blue border containing the following text: "Change your Password", "Hello Glennys Abreu, someone on your account has requested a password change. You can do this by using the link below.", "If you didn't request this, please ignore this email.", and "Your password will remain the same until you create a new one." Below this box is a blue button labeled "Change my Password". At the bottom of the email, it says "Or copy and paste this URL into your browser" followed by the URL: https://111eighth.sv3.com/auth/password.60ca62e23dc8086f67c048af?reset_password_token=K4R1DneTxRUq1Jnv4c

Event Management Portal

After logging in, you will enter the SV3 Event Management Portal or "EMP." Here the Carrier user will be able to view events past, ongoing, and upcoming for which they have delivery requests approved. In the portal, users will be able to manage and update vehicles, drivers, and freight bookings.

Welcome, Javits Admin

CONTRACTOR

- Events
- Carriers
- Drivers
- Vehicles

SUPPORT

- Hide Tutorial
- Documentation

Download the stakeholder guide
The stakeholder guide helps you navigate through the system.
[Download the guide](#)

Approximate Event Date: 07/22/2022

Enter Search/Filter Terms

CHOOSE EVENT

COMPLETED ONGOING UPCOMING

Event Name	Date Range	Advanced Freight	3rd Party Carrier	FCC
Dixon Security TRST	07/18/2022 - 07/22/2022			
Cultivated Receiving	07/14/2022 - 07/22/2022			
House Receiving	07/14/2022 - 07/22/2022			

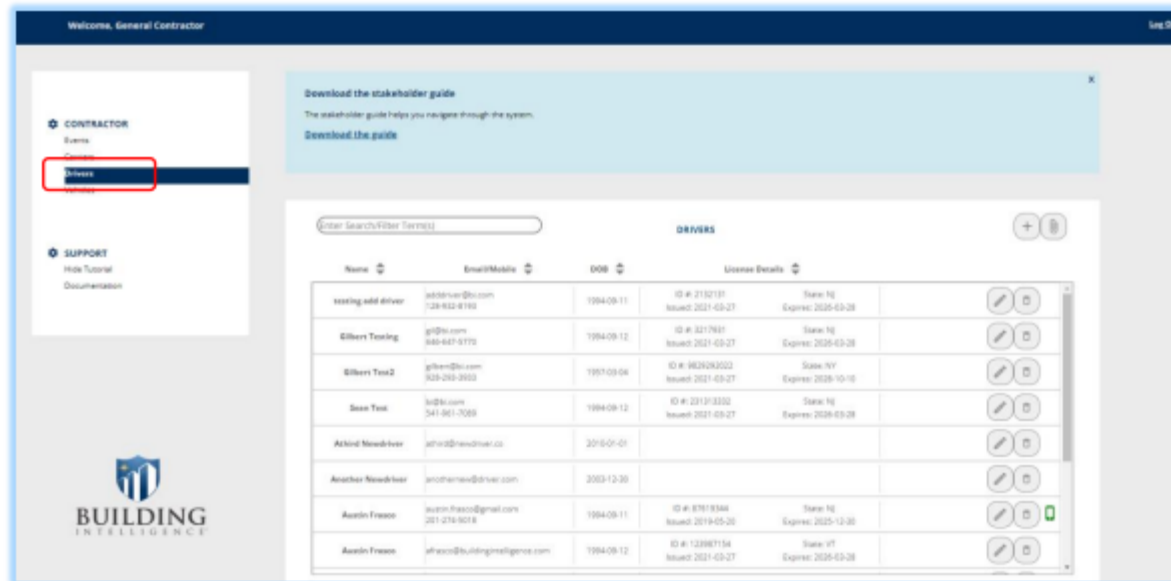
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Manage Vehicles and Drivers

The drivers and vehicles managed in SV3 will be permitted on the Campus. Add all the information for drivers and vehicles that will be handling the delivery. You will be asked to enter the following information so that the freight booking is ready to be assigned.

Driver Information:

1. Driver name
2. Email
3. Mobile Number
4. DOB
5. License Issuing State (optional)
6. License Issued Date (optional)
7. License Expiration Date (optional)



The screenshot displays the SV3 system interface. On the left, a navigation menu includes 'CONTRACTOR' (with sub-items 'Events' and 'Contracts'), and 'SUPPORT' (with sub-items 'Help Tutorial' and 'Documentation'). The 'Contracts' item is highlighted with a red box. The main content area features a 'Welcome, General Contractor' header and a 'Download the stakeholder guide' notification. Below this is a search bar labeled 'Enter Search/Filter Terms' and a table titled 'DRIVERS'. The table has columns for Name, Email/Mobile, DOB, and License Details. The table contains several driver records, each with edit and delete icons.

Name	Email/Mobile	DOB	License Details	
testing add driver	test@sv.com (204) 624-8193	1994-08-11	ID #: 2112131 Issued: 2021-03-27 State: NJ Expires: 2025-03-28	[edit] [delete]
Elbert Tensing	gt@sv.com 540-647-9770	1994-08-12	ID #: 3217631 Issued: 2021-03-27 State: NJ Expires: 2025-03-28	[edit] [delete]
Elbert Tens2	gt@sv.com 628-263-2652	1991-03-04	ID #: 982626202 Issued: 2021-03-27 State: NY Expires: 2025-10-10	[edit] [delete]
Sean Test	st@sv.com 341-961-7069	1994-08-12	ID #: 23131310 Issued: 2021-03-27 State: NJ Expires: 2025-03-28	[edit] [delete]
Atkind Newdriver	atkind@newdriver.ca	2010-01-01		[edit] [delete]
Another Newdriver	jacobmew@driver.com	2003-12-30		[edit] [delete]
Austin Franco	austin.franco@gmail.com 201-276-8018	1994-08-11	ID #: 87618346 Issued: 2019-05-20 State: NJ Expires: 2025-12-30	[edit] [delete] [checkbox]
Austin Franco	af@sv.com@buildingintelligence.com	1994-08-12	ID #: 123887134 Issued: 2021-03-27 State: VT Expires: 2025-03-28	[edit] [delete]

Vehicle Information (Tractor and Trailer):

1. License Plate Number
2. Issuing State
3. VIN number
4. Description of vehicle fields

Click on the **Tractor** and **Trailer** tabs to manage this information.

Welcome, General Contractor

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[Download the guide](#)

CONTRACTOR
Events
Carnets
Vehicles
SUPPORT
Hide Tutorial
Documentation

(Enter Search/Filter Terms)

VEHICLES
TRACTORS TRAILERS

License Plate	State	VIN	Description
Y22VPF	NJ	WAU5HA4G9V018006	Make: Audi Color: Grey Model: A4 Year: 2019
VHEA201	NC	102387440	Make: Honda Color: Magenta Model: Civic Year: 1996
VHEA0123	NJ	VHEA0123	
TSTIN	NJ	823981238031	Make: g Color: e Model: d Year: 1990

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