

Register your deliveries


From 1st August 2023, all deliveries & collections to 155 Bishopsgate, including the ones coming to etc.venues, will need to be recorded using the Fulcrum system following a change in loading bay operations

To register your deliveries, please follow the following steps:

1 - Go to <https://wj-fulcrum.co.uk/login>


2 - Fill the below form:


- Please note the Project should be “155 Bishopsgate - etc venues”





Registration


Please fill in and submit your application

 First Name *

 Last Name *

 E-mail (username) *

 Password *

 Confirm Password *

Your Company name *

Project - delivery site, occupier, tenant *

Add extra project

☐ By checking this box, you are acknowledging that you have read, understood, and accept our [Terms and Conditions](#) . How we use your personal data is described in our [Privacy Notice](#) by checking this box you are also acknowledging you have read and understood this notice.

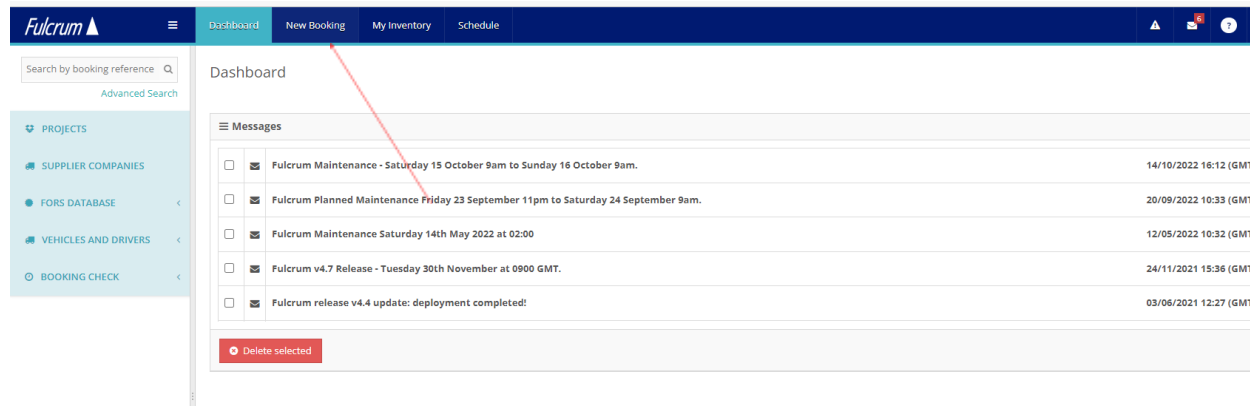
Submit

After registering your account it will be submitted for approval. If approved, you will receive a confirmation e-mail.

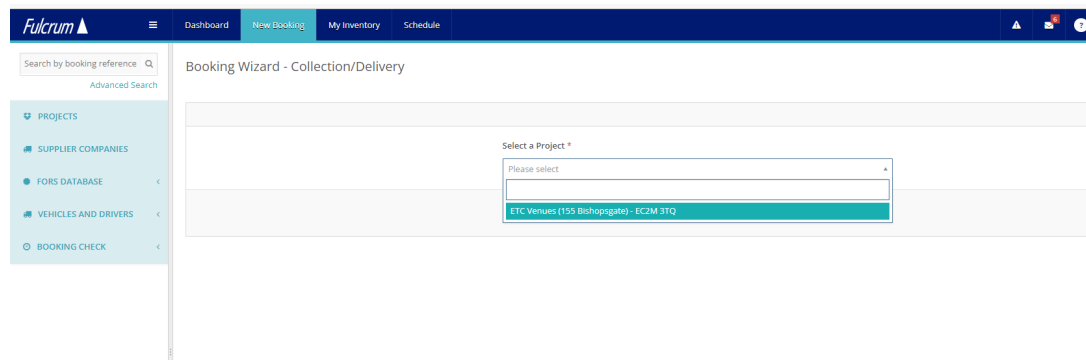
3 - Submit your account for approval - once approved, you will receive a confirmation email.

4 - Once your account is approved and confirmation email is received, please go to <https://www.wj-fulcrum.co.uk/login> and login to your account

5 - Click on New booking at the top



6 - Select the project and click on Continue



7 - Select the booking type (only one option), select a site (155 Bishopsgate), whether it is a delivery or collection, and enter the contact name & number (please indicate your etc.venues Event Manager as the contact person) - Then click on continue

Fulcrum | Dashboard | **New Booking** | My Inventory | Schedule


Search by booking reference
 [Advanced Search](#)

PROJECTS
 SUPPLIER COMPANIES
 FORS DATABASE
 VEHICLES AND DRIVERS
 BOOKING CHECK

Booking Wizard - Collection/Delivery

Basic Information

Select a Project *
 ETC Venues (155 Bishopsgate) - EC2M 3TQ

Select a Booking Type *
 ☐ 
 Touch and Go

Site Contact Name

Site Contact Mobile Number

[If you would like to know why and how we use this data, please read our Privacy Policy.](#)

[Continue >](#)

8- Enter the vehicle registration number and place of origin of the delivery. Then click continue

Fulcrum | Dashboard | **New Booking** | My Inventory | Schedule

Search by booking reference
 [Advanced Search](#)

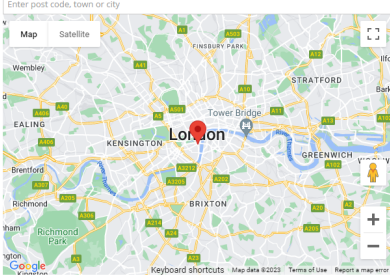
PROJECTS
 SUPPLIER COMPANIES
 FORS DATABASE
 VEHICLES AND DRIVERS
 BOOKING CHECK

1 Basic Information | **2 Vehicle and driver selection** | 3 Delivery container selection | 4 Consignment details | 5 Booking summary | 6 Select

Select a Vehicle *
 Please select OR [Unknown Vehicle](#) [Add New Vehicle](#)

Search using the vehicle registration number.

Place of origin of the delivery *
 Enter post code, town or city



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9 - Select what you are delivering/collecting

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PROJECTS

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- BOOKING CHECK

Booking Wizard - Collection/Delivery

Delivery container selection - Step 3 of 6

1 Basic Information | 2 Vehicle and driver selection | **3 Delivery container selection** | 4 Consignment details | 5 Booking summary | 6 Select time

Select Delivery Container and Choose Number of Consignments *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1	1	1
Food and Drink - TEMPERATURE CONTROLLED	Food and Drink - NON-TEMPERATURE CONTROLLED	Consumables / Janitorial	Retail Merchandise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1	1	1
Stationery	Post and Parcels	Mechanical and Electrical	IT Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1	1	1
Events Equipments	Furniture	Laundry	Chemicals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10 - Provide any relevant details

Fulcrum | Dashboard | **New Booking** | My Inventory | Schedule

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PROJECTS

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- BOOKING CHECK

Booking Wizard - Collection/Delivery

Booking summary - Step 5 of 6

1 Basic Information | 2 Vehicle and driver selection | 3 Delivery container selection | 4 Consignment details | **5 Booking summary**

Furniture 1 1.0 P.E.U. | 0.00 m²

Project: ETC Venues (155 Bishopsgate) - EC2M 3TQ

Description: test

Total P.E.U. 1.0

Booking Details:

Handling Instructions:

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11- Select a date & time (please estimate the time as best you can) and press Submit

Search by booking reference: Q

Advanced Search

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- BOOKING CHECK

Booking Wizard - Collection/Delivery

- Step 6 of 6

- 1Basic information
- 2Vehicle and driver selection
- 3Delivery container selection
- 4Consignment details
- 5Booking summary

Select a Date *

19/06/2023

Select a Time Slot

Start Time	Select a Slot
12:45	Available
13:00	Available
13:15	Available
13:30	Available
13:45	Available
14:00	Available
14:15	Available
14:30	Available
14:45	Available
15:00	Booked
15:15	Available
15:30	Available
15:45	Available
16:00	Available
16:15	Available
16:30	Available