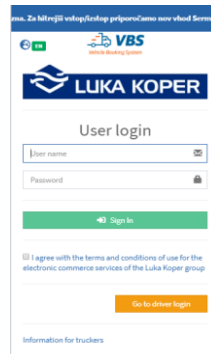# VBS Instructions for Container Handling booking

1. Log-in into the VBS system

1.1. Sign in the VBS: enter user name and password, and confirm the general terms https://vbs.luka-kp.si

Picture no. 1: Login window

1.2. Before or after you log in to the VBS, you can also change the language by clicking on the **World** (Picture no. 2).
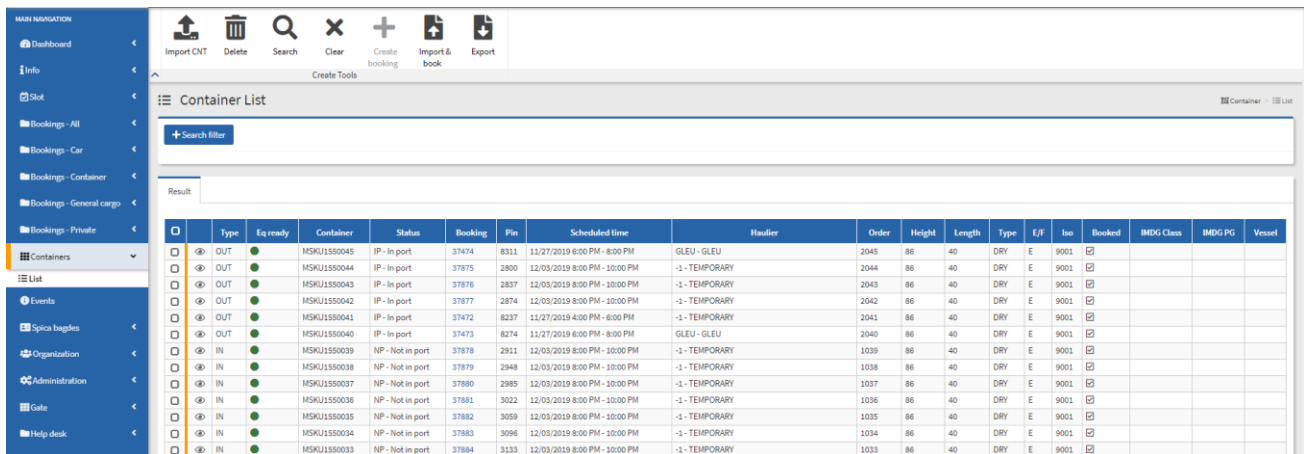

Picture no. 2: Change language

2. Booking of time-slot at Container Terminal (CT)

There are two possible options for booking container trucks (CNT) handling operations.
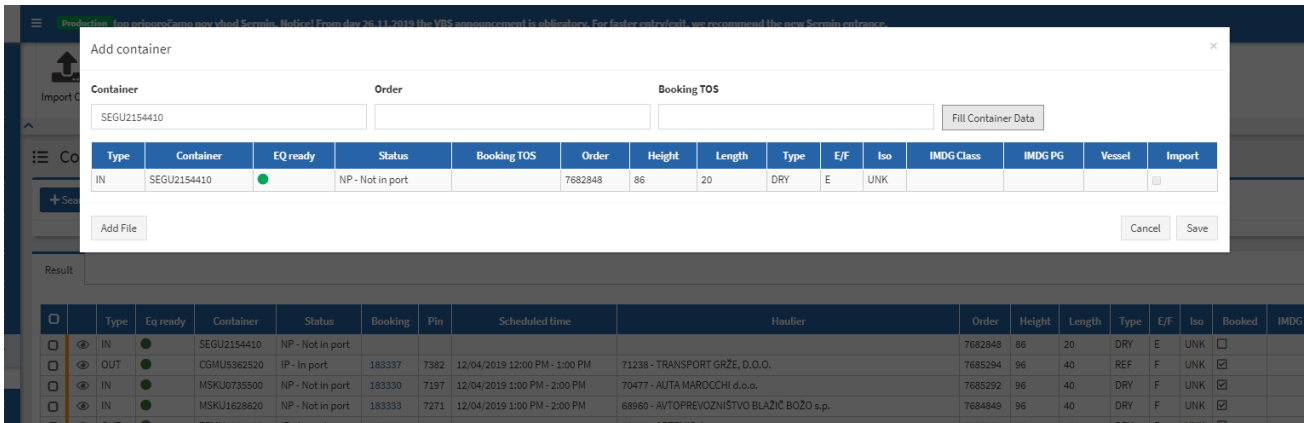
2.1. Booking – first option

As a first step, the freight forwarder or haulier import the CNTs into the VBS system by clicking **Containers -> List** (Picture no. 3) tab. The import is accomplished after selecting **Import CNT** function. The precondition for importing CNT into the VBS system is a warehouse document (DVH – entrance disposition or DIZ – exit disposition) prepared by freight forwarder, or a container number.
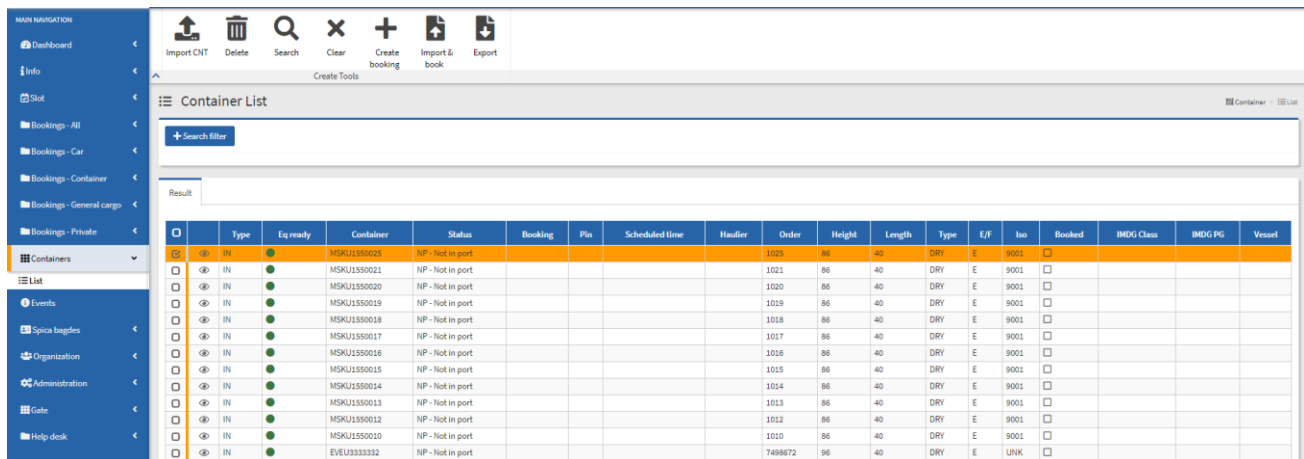
Picture no. 3: List of imported containers

After clicking **Import CNT**, a new window opens (Picture no. 4) in which you have to insert the container number and disposition number (under "Container" and "Order"). Under »Booking« you do not have to insert any data. After entering the requested information, click **Fill Container Data** and wait until the selected container appears on the screen. Complete the container import process in the VBS system by clicking the box **Import** than **Save**. Importing large number of containers is possible by simply entering the disposition number (entrance or exit).
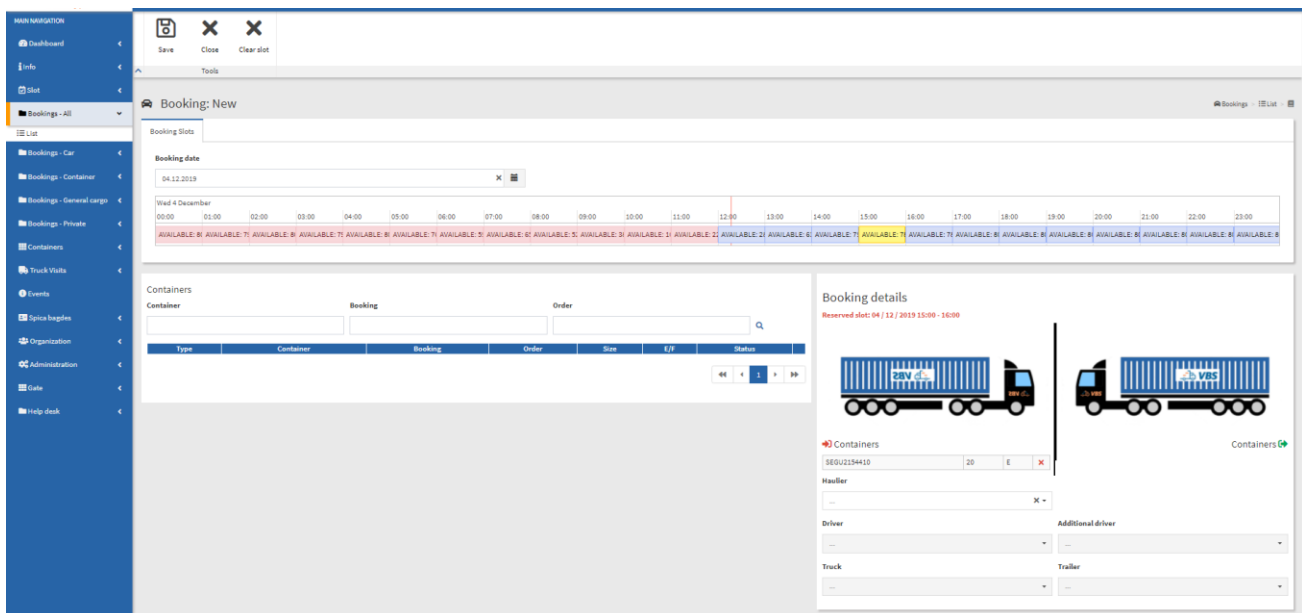

Picture no. 4: Importing of containers

Once that the container is imported, the time-slot can be booked: select the container listed in the first column by clicking the box in front of it (Picture no. 5) and click **Create booking** (above).

Picture no. 5: Selection of containers for booking

At this point, a new screen will open which allows you to create the booking (Picture no. 6). First, select the desired/available time-slot of truck entrance (only the slots marked with blue are available), and define the haulier, the driver and the plate number of the truck and trailer.

Picture no. 6: Creating booking – part one

On the same screen, you can find and select other CNTs, which will be handled at the same time during the vehicle's appointment (Picture no. 7). These containers must be previously imported into the VBS system by following the same procedure (as described under point 2.1.). Once you have specified all data necessary for the booking, click **Save** (above, on the left). The booking of the container truck is done and the booking status is **Booked**.
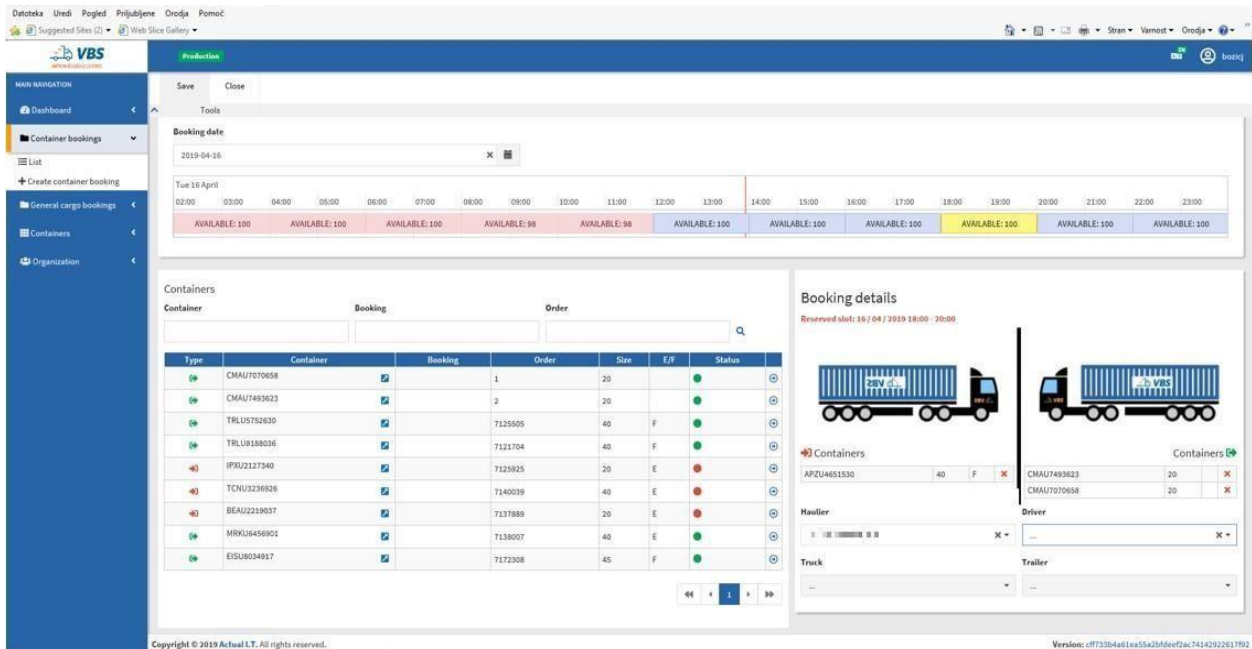
Picture no. 7: Creating booking – part two

2.2. Booking – second option

First, import the container into the VBS system (follow the same procedure as described under the point 2.1.). When the import is accomplished, complete the booking by selecting the tab **Bookings - Container -> Create container booking**. Further steps are the same as described under the point
2.1. (Pictures no. 6 and no. 7).

3. Viewing and editing of booking for Container Terminal (CT)

You can access the container booking list by selecting the menu **Bookings – Container => List** (Picture no. 8)
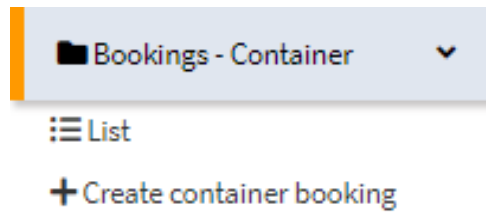
Picture no. 8: Menu for review and creation of CT booking
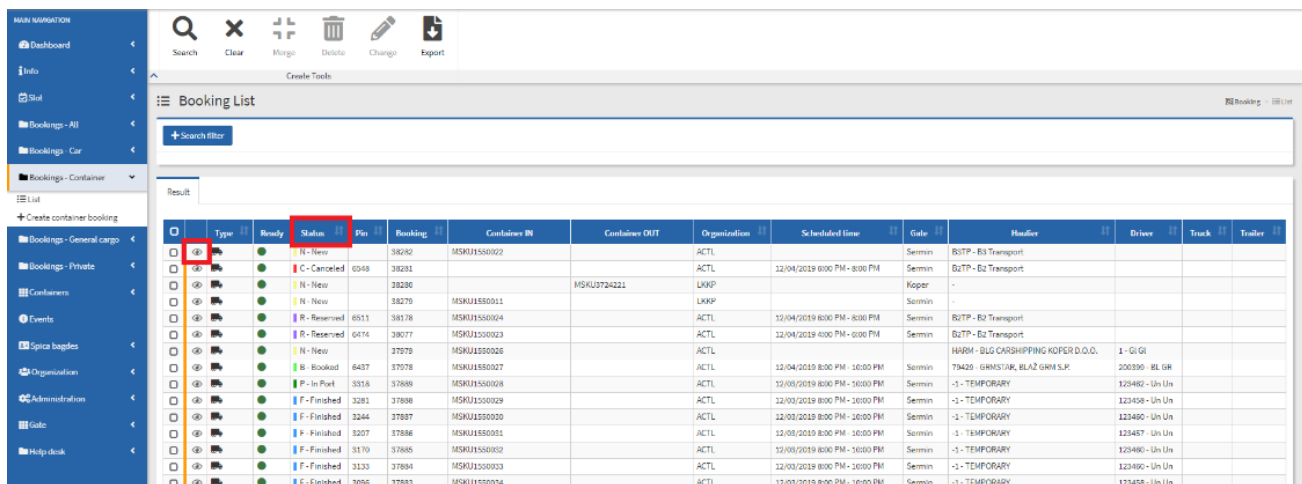
Demonstration of fields appearing during the creation of booking is presented in the Picture no. 9.

Picture no. 9: Demonstration and explanation of fields displayed during the CTN booking process

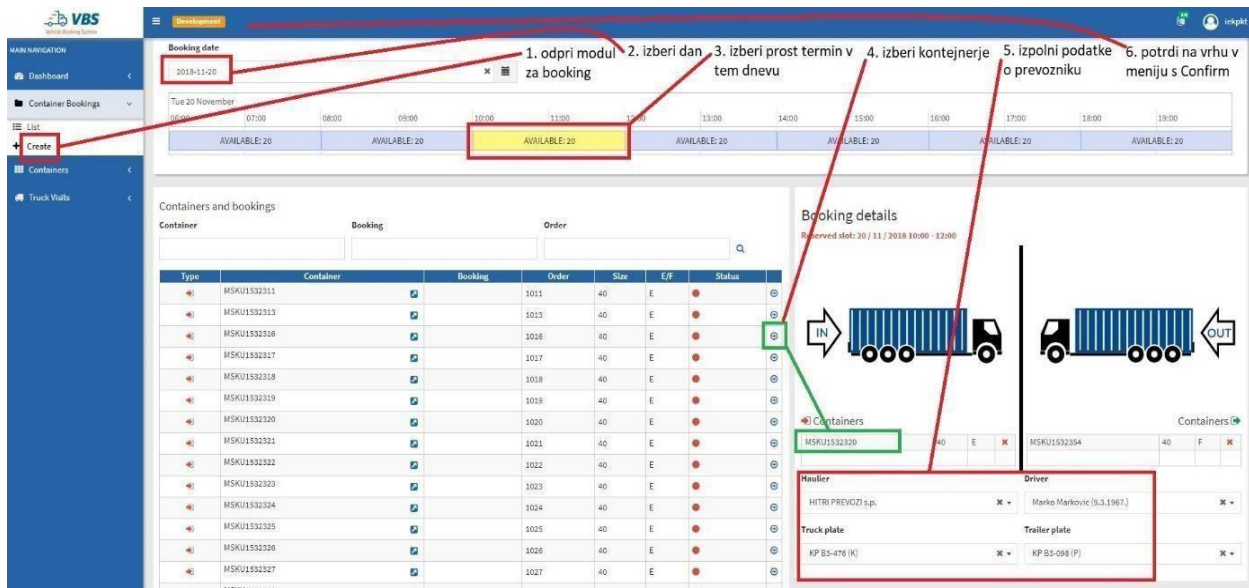You can follow the status of each booking process by clicking the tab: **Booking – Container -> List** There, you can complete or edit the booking details by clicking the icon (eye) in the second column (Pictures no. 10 and no. 11). The VBS system allows you to monitor the exact time and date of trucks arrivals.

Picture no. 10: Edit booking

Picture no. 11: Edit booking and Responsible haulier/Actual haulier

3.1. Responsible haulier/Actual haulier

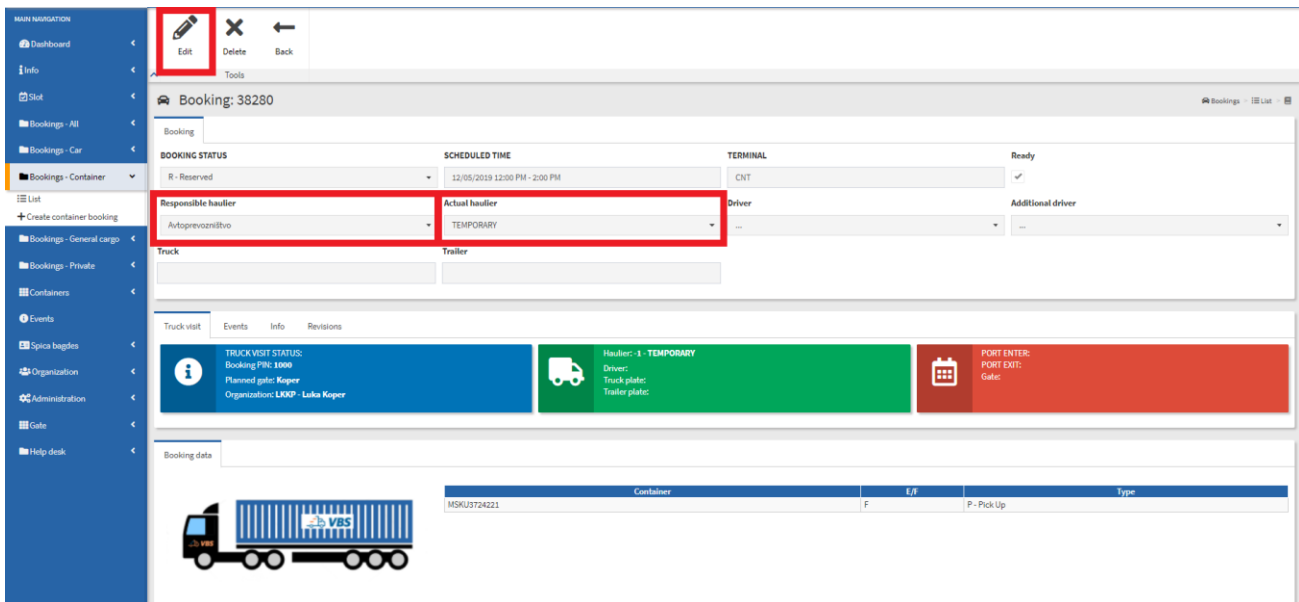Access to the details of the booking will have the **Organization** that created the booking, the **Responsible haulier**, which was nominated by the Organization and **Actual haulier** who can also be the Responsible haulier or some other haulier which the Responsible haulier gave the booking to (Picture no. 11). If the Actual hauler gives the booking to the third haulier, he will no longer have access to the booking.

4. Additional possibilities

By selecting **Merge** option (Picture no. 12), the haulier can merge two bookings of different freight forwarders into one unique booking.
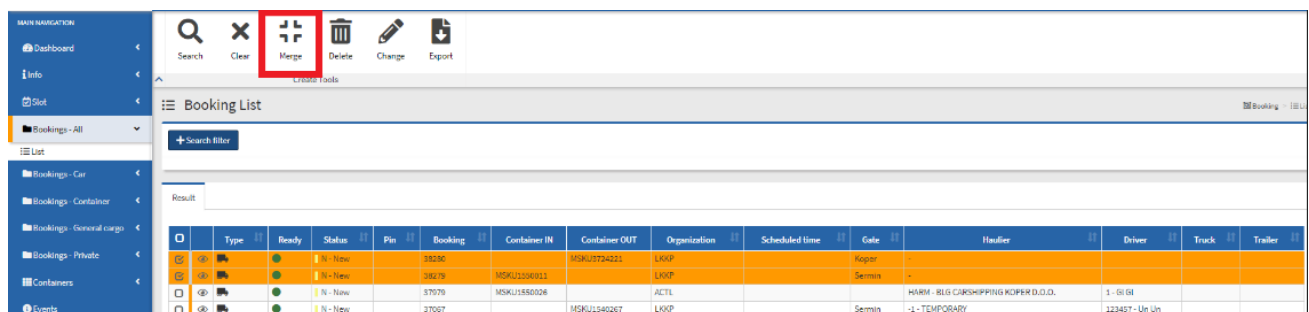
Picture no. 12: Merging two bookings

By selecting **Events** tab (Picture no. 13), the haulier can follow the time and location (gate) of truck's entering or exiting the port. In this manner, the haulier can have the whole process under control.
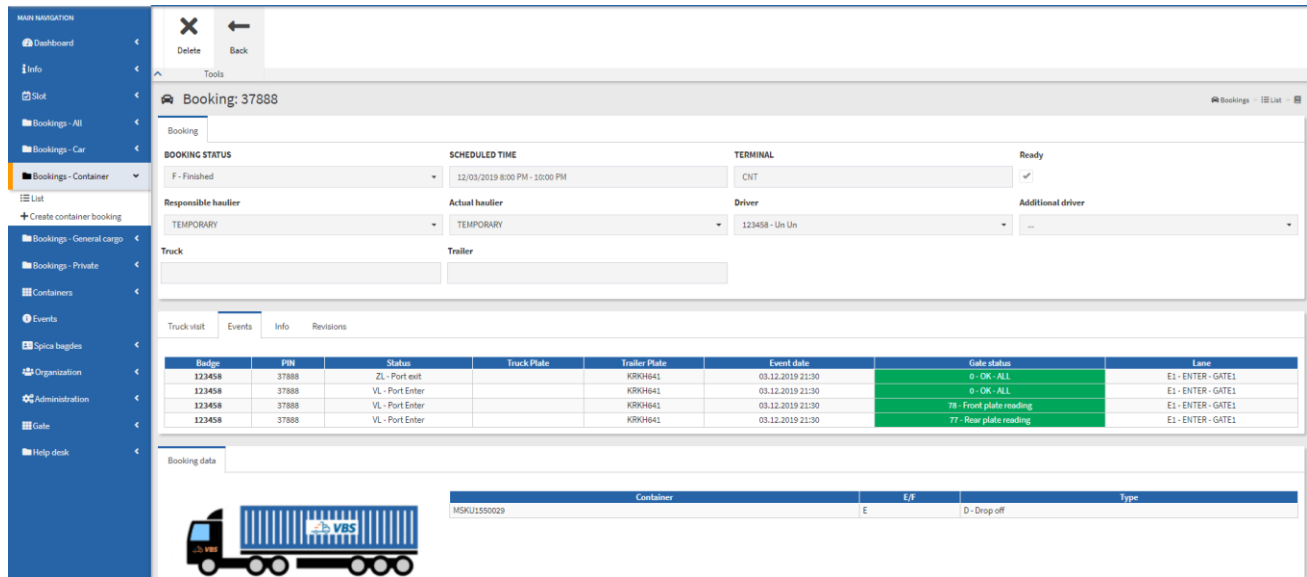
Picture no. 13: Display of truck's entering/exiting time and location

4.1. <u>Mass import od containers into the VBS system and automatic booking creation</u>

To implement a mass import, first prepare a CSV excel file and insert data in the following four columns:

1. Container code (obligatory data)
2. Haulier's code (not obligatory data)
3. Driver's permit code (not obligatory data)
4. Group booking code (not obligatory data)

Additional explanation:

- Haulier's code should only be entered if you already know to which haulier the booking will be transmitted (in the opposite case, leave the cell empty);
- Driver's permit code should only be entered if you already know which driver will come to collect the cargo (in the opposite case, leave the cell empty);
- Group booking code is an information which tells us when there will be two or more containers handled as part of the same booking (if you leave this cell empty, each container will be handled separately, as part of its own booking).

Step-by-step procedure:

1. Open a CSV file and insert data in it, separated by semicolon. Example:

   a. Prepare an excel document (Picture no. 14):

Picture no. 14: Example of data inserted in an excel file

   b. Save as CSV (MS-DOS) – separated by semicolon (Picture no. 15)
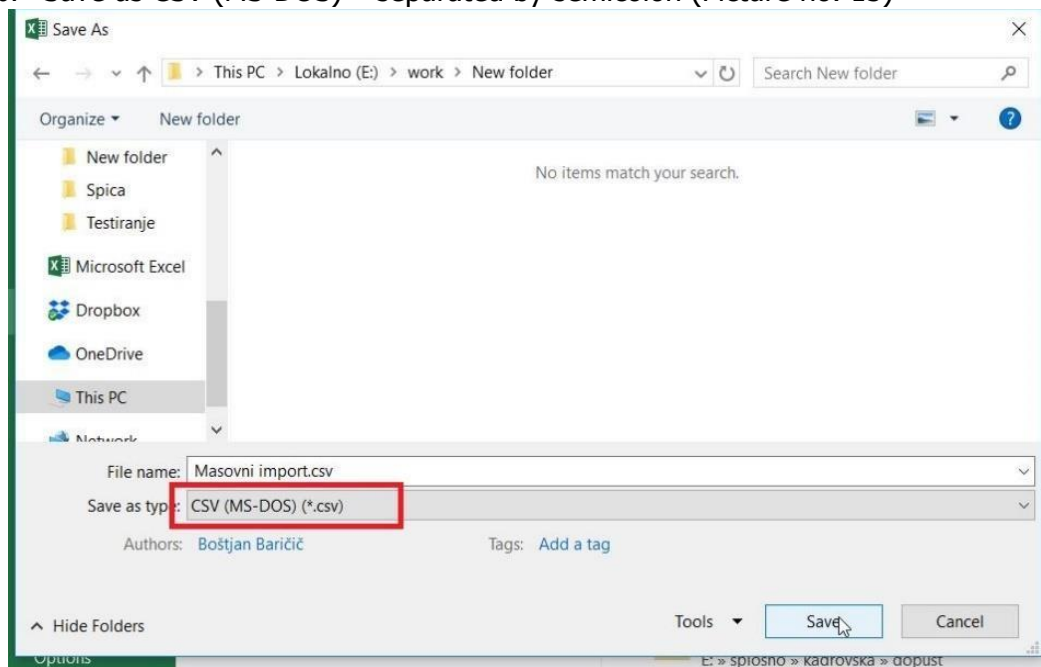
Picture no. 15: Correct selection of file type

c. Confirm the existing file format (see Picture no. 16)
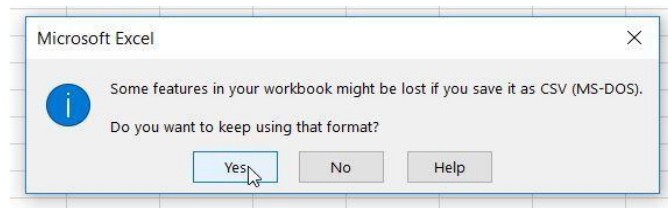
Picture no. 16: Confirmation of the existing file format.

2. In your directory, now there is a file with data separated with semicolons (see Picture no. 17)
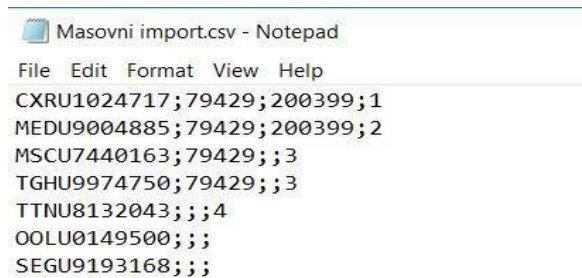
Picture no. 17: File with data

3. In the VBS system, click **Containers -> List** and select the option **Import and book** (Picture no. 18):
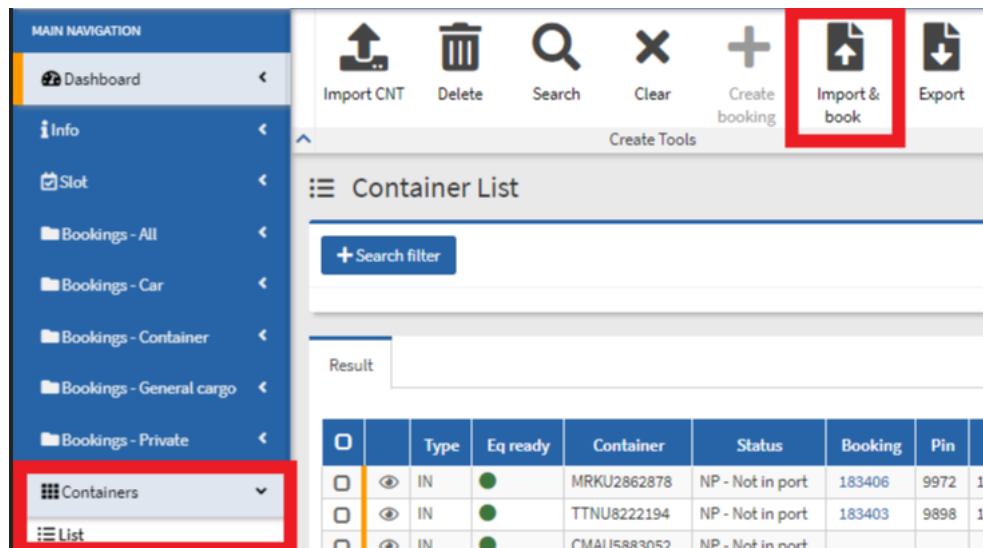
Picture no. 18: Select the option Import and book

4. Find and select the CSV file that was prepared for import (Picture no. 19):
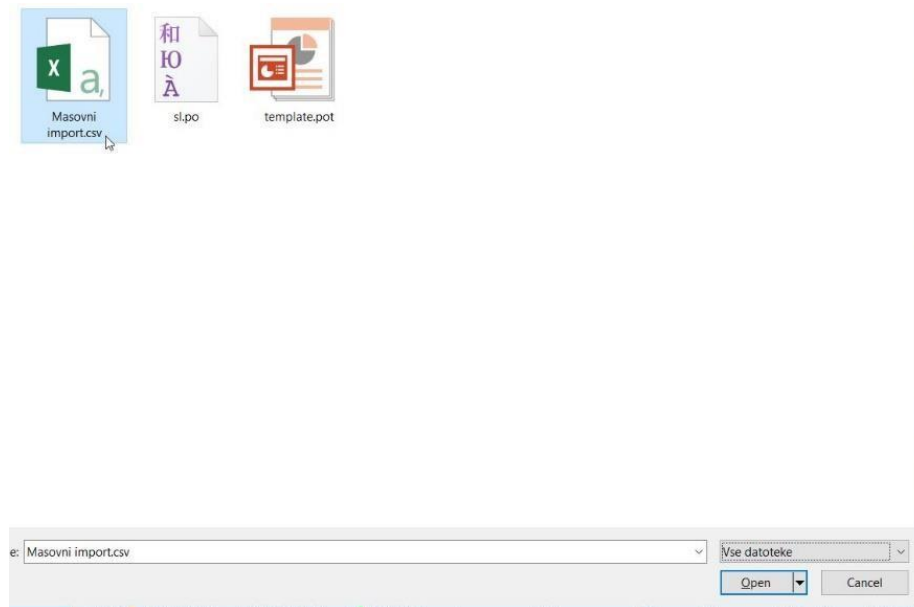
Picture no. 19: Selection of completed file

5. The VBS system displays the imported result (Picture no. 20):

Picture no. 20: Display of containers imported into the VBS system

Status diagram for the Container terminal

Start

— CNT entry →

IP – In port / NP – Not in port

— Determination of the carrier →

N - New

Slot reservation

Canceled

R - Reserved
- Create PIN
- It is possible to change all data
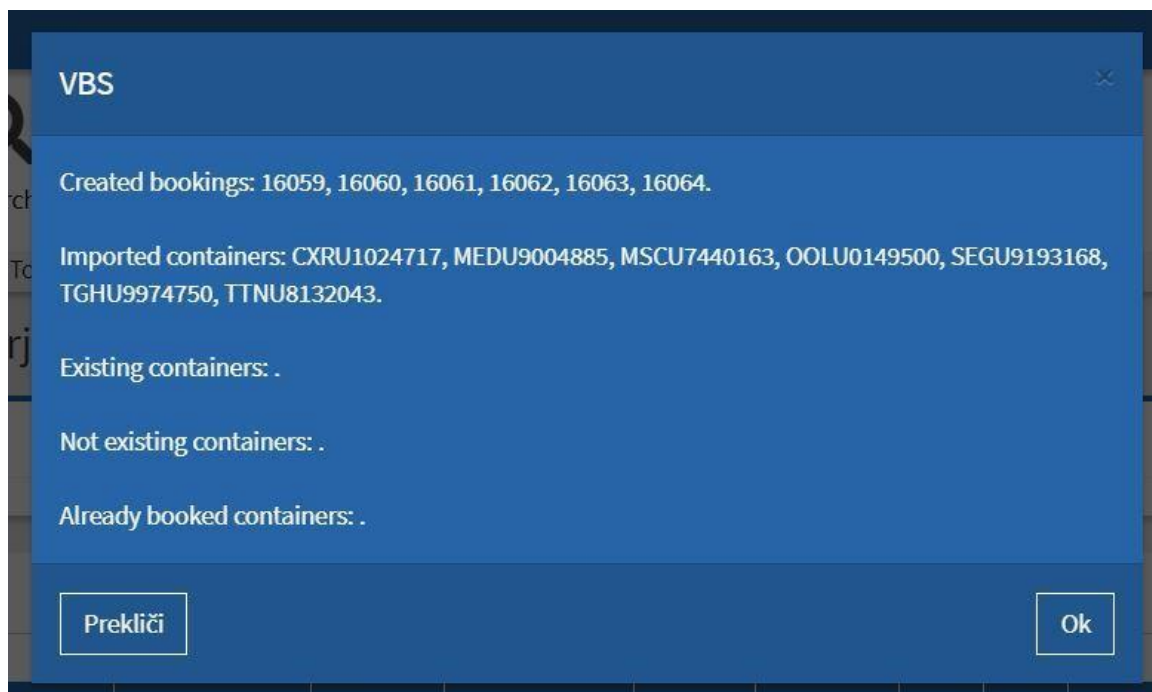- The slot can be changed until the buffer

— Unmerge →

— Merge →

The time to enter has expired

— Canceled →

C - Canceled

E - Expired

Determination of driver and truck

B - Booked
- The slot can be changed until the buffer
- Possibility of changing driver and truck

The time to enter has expired

— Canceled →

Merged

— Merge →

Entering the port

In port with delay

P – In port

D – In port delayed

Exiting the port

Exiting the port with delay

F - Finished

S – Finished delayed