

VBS Instructions for <u>Car Handling</u> booking

1. Log-in into the VBS system

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

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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).

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Select language	
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SI - Slovenščina	

Picture no. 2: Change language

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

As a first step, the freight forwarder enters the desired time-slot (= time of trucks' entrance to the port) in the ACAR system. The Port of Koper staff confirms the booking and the time-slot is automatically transferred to the VBS system of the freight forwarder. At this point, a PIN/BOOKING number is created which serves to identify the truck's entrance. The booking status is now classified as **Reserved**. After clicking **Bookings – Car -> List**, a list of bookings is displayed (Picture no. 3):



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Picture no. 3: List of created bookings

On the list, you can search for your time-slot by limiting your search to specific criteria, as for instance the booking status, PIN, time of arrival, etc. After clicking **Reserved** and after clicking the icon in the second column (eye), you can select a determined booking and you can view it and edit it by clicking **Edit** (Picture no. 4).

2.1. 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. 4). If the Actual hauler gives the booking to the third haulier, he will no longer have access to the booking.

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Picture no. 4: Booking status window



After clicking **Edit**, a window opens which allows the freight forwarder to complete the booking with required information: the haulier, the driver and the plate number of the truck and trailer (if these data are available to him) and saves the data (Picture no. 5).



Picture no. 5: Booking editing – part one

When the freight forwarder only enters the haulier in the booking and confirms it by clicking **Save**, the booking status in the VBS application of the selected haulier is displayed as **Reserved**. Once that the freight forwarder also enters the driver, the truck and the trailer, the booking status is defined as **Booked** and the booking of the time-slot is completed.

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

By clicking **Edit** again, the haulier can edit the existing booking (referring to the loading process) by also including the cars of another client that will be unloaded during the same time. The haulier can import the list of cars by entering the ID (VIN) number of only one car and he can confirm the searching process by clicking the magnifying-glass icon. As a next step, the haulier allocates the cars to the truck by clicking the arrow on the right, and saves the booking (Picture no. 6). The prerequisite for importing cars into the VBS system is a completed entrance disposition. In the opposite case, the VBS system will not recognize the cars.



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Picture no. 6: Booking editing - part two

4. Booking completed

Once that the booking status changes to **Booked**, the booking process is completed. At this point, the truck can enter the port, providing that all other conditions are fulfilled (confirmed time-slot of truck entrance, truck's arrival in the agreed timeframe, valid driver's access pass (annual or one-time), settled road charge (pre-paid or one-time purchase)). The time-slot for each truck covers 6 hours, with possibility of entering 2 hours before or 2 hours after the fixed time-slot (10 hours in total) -> **Buffer zone**. If it becomes evident that the truck will not be able to enter the port in the given time-slot, the booking must be cancelled and a new booking arranged.

Please note: The booking of truck loading (with cars) can only be done by the freight forwarder, whereas the booking of truck unloading can also be done by the haulier.

5. Additional possibilities

By selecting **Merge** option (which merges two bookings into one), the haulier can merge two bookings of different freight forwarders for the loading/unloading of cars in the same day (Picture no. 7).



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Picture no. 7: Merging two bookings

By selecting **Events** tab, the haulier can follow the time and the location (gate) of the truck's entering or exiting the port.

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Picture no. 8: View of truck's entering/exiting time and location

6. BOOKING FOR CAR UNLOADING

For car unloading freight forwarder does not have to enter the desired time-slot in ACAR but the precondition for creating the booking in VBS is a warehouse document (DVH – entrance disposition) prepared by freight forwarder.

Booking for car unloading can create the freight forwarder OR the haulier himself by the following steps (Picture no. 9):



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Picture 9: Booking for car unloading

To create a booking for car unloading you have to go under **Booking – Car -> Create car booking.** A window will open where you can insert all the data to create a booking. First you have to insert a **VIN** number of one car or a **Service request** (DVH) and than press enter (or click on Search). All cars with the same service request will appear bellow. With a click on any arrow you will sign all visible units to the booking details on the right side. To complete the booking you have to insert the time of arrival (**Date from**), **Haulier**, **Driver** and **Truck/Trailer plate numbers**. When the booking has all the important data you can complete it by clicking **Save**.

The booking is properly complete when the status of the booking is **Booked**.



Status diagram for General cargo and Car terminal

