VBS Instructions for Container Handling booking

1. Log-in into the VBS system

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

![Login window](Picture no. 1: Login window)

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. 2) 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.

![List of imported containers](Picture no. 2: List of imported containers)
After clicking **Import CNT**, a new window opens (see Picture no. 3 below). There, a container number and disposition number (under “Container” and “Order”) have to be entered. No data should be entered under »Booking«. 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 **Save**. Importing large number of containers is possible by simply entering the disposition number (entrance or exit).

**Picture no. 3: Importing of containers**

Once that the container is imported, the time-slot can be booked: select the container listed in the first column by ticking the box in front of it (as shown in Picture 4 below) and click **Create booking** (above).

**Picture no. 4: Selection of containers for booking**
At this point, a new screen opens which allows you to create the booking (see Picture no. 5). 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.

On the same screen, you can find and select also other CNTs that will be handled at the same time during the vehicle’s appointment (see the picture below). 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**.
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 (see the Pictures no. 5 and no. 6).

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. 7)

![Picture no. 7: Menu for review and creation of CT booking](image)

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 (see the Picture no. 9). The VBS system allows you to monitor the exact time and date of trucks arrivals.
4. **Additional possibilities**

By selecting **Merge** option (see Picture no. 10), the haulier can merge two bookings of different freight forwarders into one unique booking.

![Picture no. 9: Editing of booking data](image)

![Picture no. 10: Merging of two bookings](image)
By selecting **Events** tab (see the Picture no. 11), the haulier can follow the time and location (gate) of the truck’s entering or exiting the port. In this manner, the haulier can have the whole process under control.

![Picture no. 11: Display of truck’s entering/exiting time and location](image)

4.1 **Mass import of containers into the VBS system and automatic booking creation**

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 we 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 we 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 we 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 (see Picture no. 12):

   ![Excel data](image12)

   Picture no. 12: Example of data inserted in an excel file

   b. Save as CSV (MS-DOS) – separated by semicolon (see Picture no. 13)

   ![CSV save](image13)

   Picture no. 13: Correct selection of file type
c. Confirm the existing file format (see Picture no. 14)

![Picture no. 14: Confirmation of the existing file format.](image)

2. In your directory, now there is a file with data separated with semicolons (see Picture no. 15)

![Picture no. 15: File with data](image)

3. In the VBS system, click **Containers -> List** and select the option **Import and book** (see Picture no. 16):

![Picture no. 16: Select the option Import and book](image)
4. Find and select the CSV file that was prepared for import (see Picture no. 17):

![CSV file selection](image)

Picture no. 17: Selection of completed file

5. The VBS system displays the imported result (see Picture no. 18):

![VBS display](image)

Picture no. 18: Display of containers imported into the VBS system
Booking process status diagram

Statusni diagram za Kontejnerski terminal

Začetek

Vnos zabojnika (CNT)

IP - V luki/ NP - Ni v luki

Določitev prevoznika

N - Nov

Rezervacija termina

R - Rezerviran

- Kreika se PIN
- Omogočeno spreminjanje vseh podatkov
- Slot se lahko spremira do buffer vstopa

Definiranje voznika in kamiona

E - Potekel

Čas za vstop potekel

Izvedena razdušitev

Združen

Čas za vstop potekel

Izvedena združitev

B - Potrjen

- Slot se lahko spremira do buffer vstopa
- Možnost spremembe voznika in kamiona

Vstop v pristanišče

V pristanišču z zamudo

Izveden merge

P - V luki

Izstop iz pristanišča

F - Zaključen

D - V luki z zamudo

Izstop iz pristanišča z zamudo

C - Preklican

Stornacija

S - Zaključen z zamudo

Port of Koper