VBS Instructions for »Container - Booking«

1. **Log in the VBS system**

Sign in to the VBS: enter user name and password, and confirm the general terms.

https://vbs.luka-kp.si

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

2. **Book your time-slot at the Container Terminal**

There are two possible options for creating the booking of container trucks (CNT).

2.1 **Booking – first option**

The booking of container trucks for CNT handling begins with the import of CNT into the VBS system. The import is done by freight forwarders or hauliers by clicking the tab »Containers« - »List« (picture below). The import is accomplished by selecting the »Import CNT« function. The prerequisite for importing CNT into the VBS is a completed warehouse document (DVH - entrance disposition or DIZ – exit disposition) or the container number.

![List of imported containers](Picture no. 2: List of imported containers)
After clicking »Import CNT«, a window appears (see Picture 3 below) where a container number (Container) or disposition number (Order) have to be entered. After entering the requested data, click »Fill container data« and wait until the selected container appears on the screen. Complete the container import process by clicking »Save«. Importing large number of containers is possible by simply entering the disposition number (entrance or exit). A prerequisite for importing a container is the existence of disposition where the container is located.

![Picture 3: Importing of containers](image)

After importing the container, you can immediately book the slot: select the container listed in the first column by ticking the box in front of it (as shown in the picture below) and click »Create booking« above.

![Picture 4: Selection of container for booking creation from the container list](image)
At this point, a new screen opens which allows you to create the booking. First, select the desired/available time-slot of entrance (only the slots marked with blue are available) and then select the haulier, the driver and the plate number of the truck and trailer.

On the same screen, you can search for and select also other CNTs that will be handled at the same time during the vehicle’s visit (see the picture below). Once you have specified all data necessary for the booking, click »Save«. The booking of the container truck is done.
2.2 Booking – second option

First, import the container into VBS (follow the same procedure as presented under point 2.1.). Complete the booking by selecting the tab »Booking – Container« -> »Create container booking«. Further steps are the same as described under point 2.1 (see pictures no. 5 and no. 6).

3. Review and creation of booking for Container Terminal

You can access the container booking list by selecting the menu: Bookings – Container => List

![Menu for review and creation of KT booking](image)

Picture no. 7: Menu for review and creation of KT booking

A display of fields appearing during the creation of booking (i.e. announced arrival of container truck to the Container Terminal) is presented in the Picture no. 8.

![Display of fields appearing on the creation of booking](image)

Picture no. 8: Display of fields appearing on the creation of booking (i.e. announced arrival of container trucks to the Container Terminal)

You can follow the status of each booking by clicking the tab »Booking – Container« -> »List«. There you can complete or edit the booking details (see the Picture no. 9). The VBS system allows to monitor the exact time and date of trucks arrivals.
By selecting »Merge« option (see Picture no. 10 below), the haulier can merge two bookings of different freight forwarders in one unique booking.