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

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

2. Booking of time-slot at General Cargo Terminal / Dry Bulk Terminal / Liquid Cargoes Terminal

Booking of truck un/loading operations involving general cargo, dry bulk and liquefied cargoes is done by freight forwarders on daily basis via the communication software (Lunaris, Trinet, etc.), more precisely, by selecting Vehicle Booking tab. There, specific data need to be entered. Based on these data, the staff at the Port of Koper finalises the booking. The booking, marked as Reserved, is then automatically transferred to the VBS system of the freight forwarder together with a PIN which is created when the truck’s time of arrival is specified. After clicking Bookings – General cargo -> List, a list of all bookings is displayed (see Picture no. 2 below).

![List of created bookings](Picture no. 2: 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 finding the relevant booking, you can click on the icon in the second column (eye) and select a specific Booking which can be examined and edited by clicking Edit (see Picture no. 3).

After clicking Edit, a window opens which allows the freight forwarder to complete the booking with the missing information: the haulier, the driver and the plate number of the truck and trailer (if these data are available to him). When the freight forwarder saves the data (see Picture no. 4), the status of the booking changes to Booked.
If the freight forwarder enters only the haulier and confirms it by clicking **Save**, the booking status in the VBS application of the selected haulier is displayed as **Reserved**. After also entering the driver, the truck and trailer, the booking status changes to **Booked**.

3. **Viewing and editing of booking**

By clicking **Edit** again, the freight forwarder/haulier can view and edit the booking if changes have occurred in the meantime. The booking can be cancelled with **Delete** function (see Picture no. 5). The haulier is free to change the driver and the vehicle as long as the status of the booking is **Booked** and until the vehicle enters the port. The VBS system does not allow to change the time of entry. If the time allocated for entering the port expires, the freight forwarder is obliged to arrange a new work order and a new booking.

![Image](image-url)

Picture no. 5: Delete - as cancellation function

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 have been fulfilled (confirmed time-slot of truck entrance, truck's arrival in the agreed timeframe, valid driver's pass (annual or one-time), settled road charge - pre-paid or one-time purchase). The time-slot for each truck's entrance, as determined by the Port of Koper staff, lasts from 1 to 8 hours, with possibility of entering 1 hour earlier and exiting 1 hours later than fixed - > **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.
5. Additional possibilities

By selecting **Events** tab, the haulier can view the time and the location (gate) of the truck’s entering or exiting the port. This allows the haulier to have the entire process under control.

Picture no. 6: View of truck’s entering/exiting time and location
Booking process status diagram:

1. Začetek
   - Izvedba planiranja naročil VIN v Luki Koper z definiranjem termina

2. R - Rezerviran
   - Kreira se PIN
   - Omogočeno nominiranje prevoznika
   - Najava postane vidna prevozniku
   - Čas za vstop potekel

3. E - Potekel
   - Izvedena razdružitev
   - Izvedena združitev

4. Združen
   - Izvedena združitev
   - Čas za vstop potekel

5. B - potrjen
   - Omogočeno spreminjanje voznika
   - Določitev voznika in kamiona

6. C - Preklican
   - Stornacija
   - Vstrop v pristanišče
   - V pristanišču z zamudo

7. IN PORT DELAY
   - Izstop iz pristanišča
   - Izstop iz pristanišča z zamudo

8. P - V luki
   - Izveden merge
   - Izvedena združitev

9. F - Zaključen
   - Izstop iz pristanišča

10. S - Zaključen z zamudo