VBS Instructions for General Cargo – Dry Bulk – Liquid Cargoes 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 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 finalizes 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 (Picture no. 3).

![Picture no. 3: List of created bookings](image)

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** (Picture no. 4).

![Picture no. 4: Booking status window](image)
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 (Picture no. 5), the status of the booking changes to **Booked**.

**Picture no. 5: Booking editing**

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**.

### 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. 5). If the Actual hauler gives the booking to the third haulier, he will no longer have access to the booking.
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 (Picture no. 6). 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 of the booking system interface](image)

**Picture no. 6:** 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. 7: View of truck’s entering/exiting time and location
Status diagram for General cargo and Car terminal

Implementation of VIN procurement planning in Luka Koper by defining the slot

R - Reserved
- Create PIN
- Allowed carrier nomination - notice becomes visible to the carrier

B - Booked
- Allowed to change the driver

C - Canceled
- Canceled

Merged

E - Expired
- The time to enter has expired

P - In port
- Exiting the port

D - In port delayed
- Exiting the port with delay

F - Finished
- Exiting the port with delay

S - Finished delayed
- In port with delay

The time to enter has expired

Merge

Unmerge

Entering the port