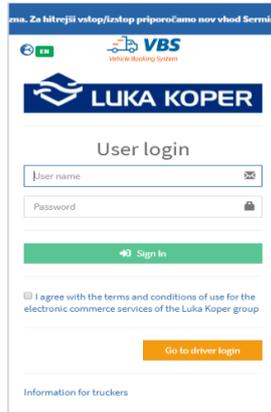


## VBS Instructions for General Cargo – Dry Bulk – Liquid Cargoes booking

### 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>

The screenshot shows the VBS (Vessel Booking System) login page. At the top, there is a blue header with the LUKA KOPER logo and the text "VBS Vessel Booking System". Below the header, the page is titled "User login". There are two input fields: "User name" and "Password". A green "Sign In" button is positioned below the password field. Underneath the button, there is a checkbox for "I agree with the terms and conditions of use for the electronic commerce services of the Luka Koper group". At the bottom of the form, there is an orange button labeled "Go to driver login" and a link for "Information for truckers".

Picture no. 1: Login window

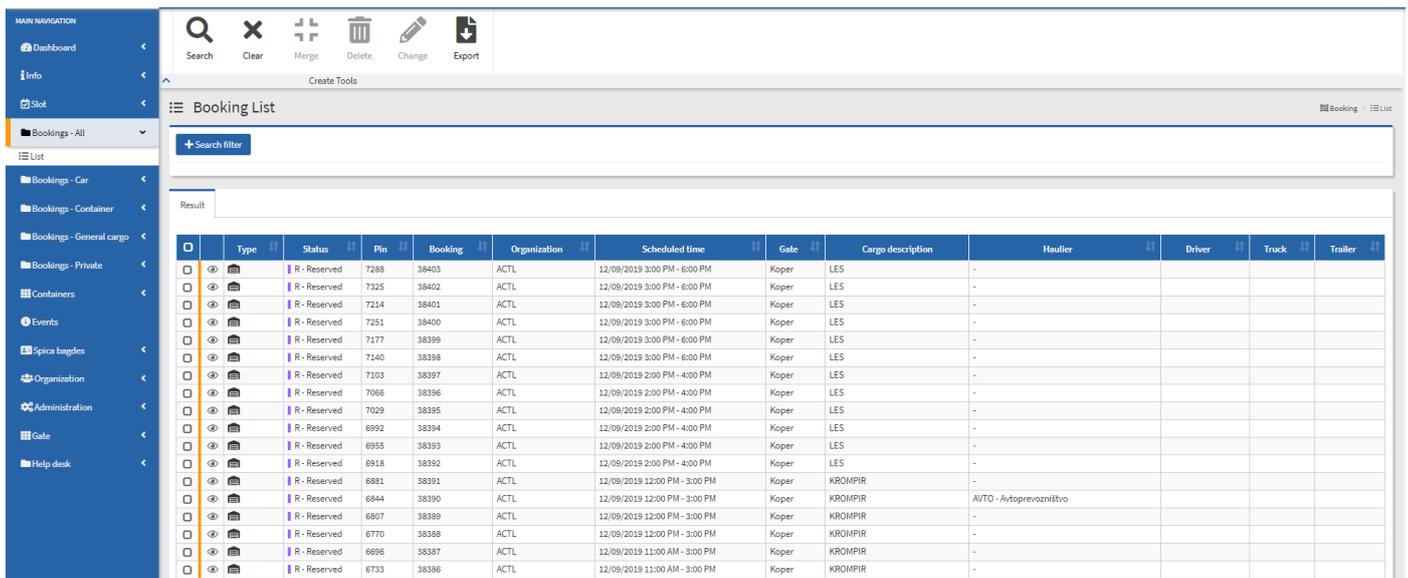
- 1.2. Before or after you log in to the VBS, you can also change the language by clicking on the **World** (Picture no. 2).

The screenshot shows a language selection dropdown menu. The menu is open, displaying the text "Select language". There are two options: "EN - English" with a checked checkbox, and "SI - Slovenščina" with an unchecked checkbox. The menu is set against a blue background with a globe icon in the top right corner.

Picture no. 2: Change language

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

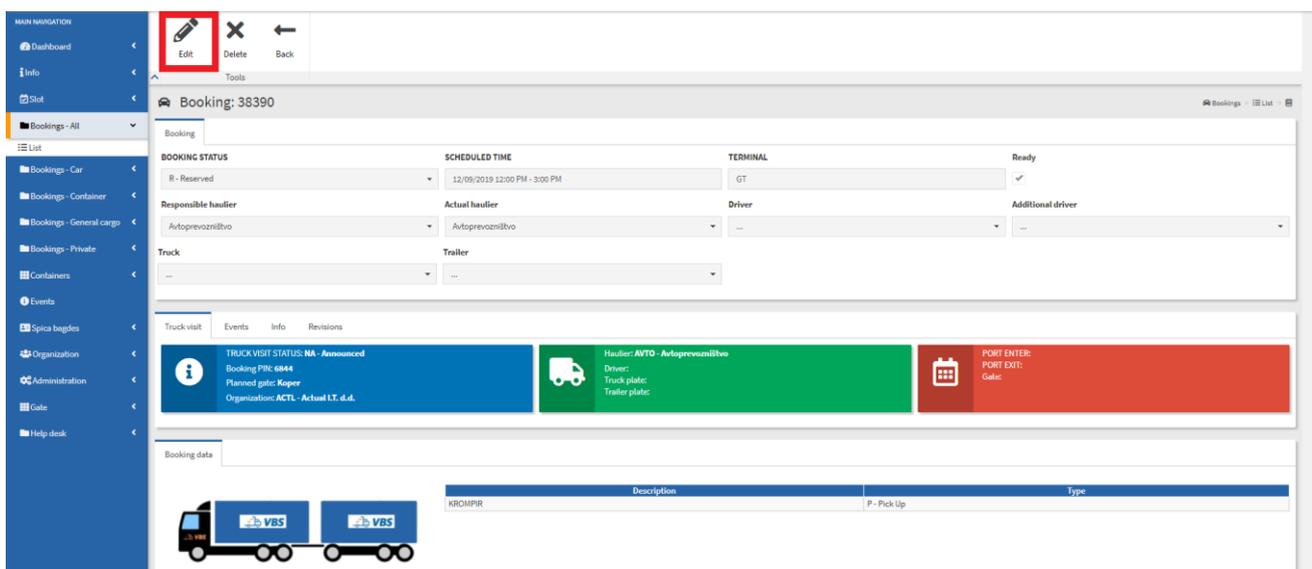
Booking of truck un/loading operations involving general cargo, dry bulk and liquefied cargoes is done by freight forwarders on daily basis via the communication software (Lunaris, Trinet, etc.), more precisely, by selecting **Vehicle Booking** tab. There, specific data need to be entered. Based on these 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).



Type	Status	Pin	Booking	Organization	Scheduled time	Gate	Cargo description	Hauler	Driver	Truck	Trailer
R - Reserved	7288	38403	ACTL	12/09/2019 3:00 PM - 6:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7325	38402	ACTL	12/09/2019 3:00 PM - 6:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7214	38401	ACTL	12/09/2019 3:00 PM - 6:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7251	38400	ACTL	12/09/2019 3:00 PM - 6:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7177	38399	ACTL	12/09/2019 3:00 PM - 6:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7140	38398	ACTL	12/09/2019 3:00 PM - 6:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7103	38397	ACTL	12/09/2019 2:00 PM - 4:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7066	38396	ACTL	12/09/2019 2:00 PM - 4:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	7029	38395	ACTL	12/09/2019 2:00 PM - 4:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	6992	38394	ACTL	12/09/2019 2:00 PM - 4:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	6955	38393	ACTL	12/09/2019 2:00 PM - 4:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	6918	38392	ACTL	12/09/2019 2:00 PM - 4:00 PM	Koper	LES	-	-	-	-	-
R - Reserved	6881	38391	ACTL	12/09/2019 12:00 PM - 3:00 PM	Koper	KROMPIR	-	-	-	-	-
R - Reserved	6844	38390	ACTL	12/09/2019 12:00 PM - 3:00 PM	Koper	KROMPIR	AVTO - Avtoprevozništvo	-	-	-	-
R - Reserved	6807	38389	ACTL	12/09/2019 12:00 PM - 3:00 PM	Koper	KROMPIR	-	-	-	-	-
R - Reserved	6770	38388	ACTL	12/09/2019 12:00 PM - 3:00 PM	Koper	KROMPIR	-	-	-	-	-
R - Reserved	6696	38387	ACTL	12/09/2019 11:00 AM - 3:00 PM	Koper	KROMPIR	-	-	-	-	-
R - Reserved	6733	38386	ACTL	12/09/2019 11:00 AM - 3:00 PM	Koper	KROMPIR	-	-	-	-	-

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 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).



**Booking: 38390**

**BOOKING STATUS:** R - Reserved  
**SCHEDULED TIME:** 12/09/2019 12:00 PM - 3:00 PM  
**TERMINAL:** GT  
**Ready:**

**Responsible hauler:** Avtoprevozništvo  
**Actual hauler:** Avtoprevozništvo  
**Driver:** --  
**Additional driver:** --

**Truck:** --  
**Trailer:** --

**TRUCK VISIT STATUS:** NA - Anomond  
**Booking PIN:** 6844  
**Planned gate:** Koper  
**Organization:** ACTL - Actual I.T. d.o.o.

**Hauler:** AVTO - Avtoprevozništvo  
**Driver:** --  
**Truck plate:** --  
**Trailer plate:** --

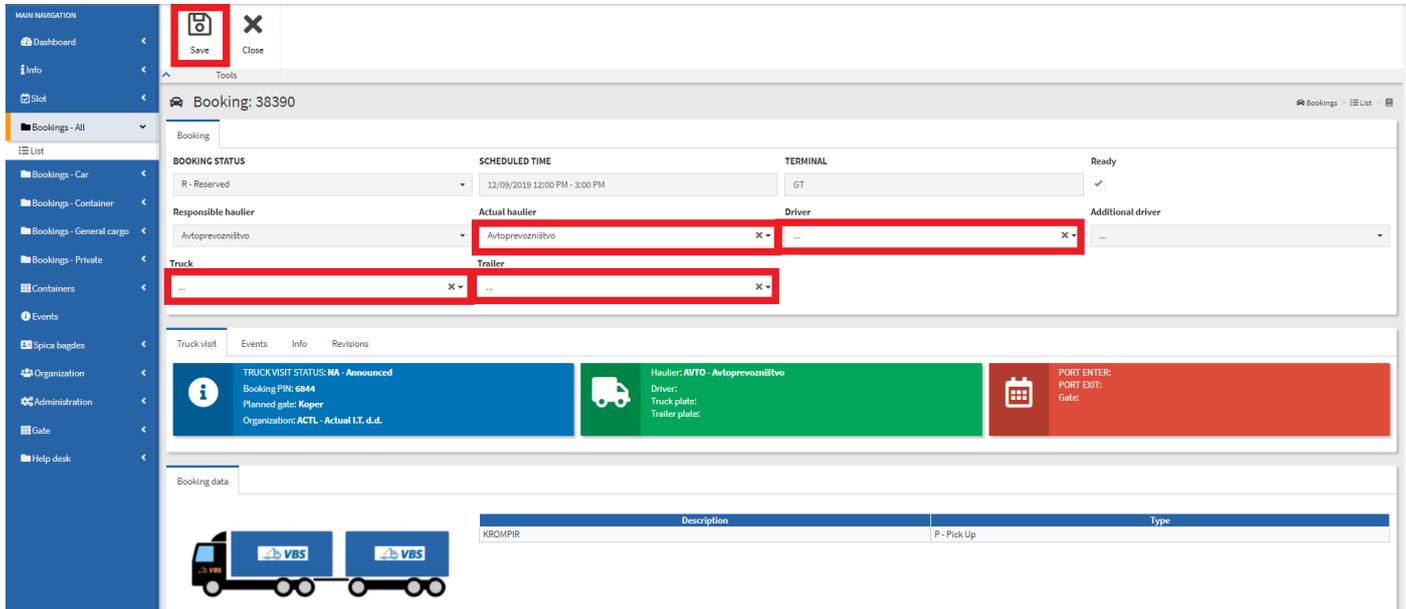
**PORT ENTER:** --  
**PORT EXIT:** --  
**Gate:** --

**Booking data:**

Description	Type
KROMPIR	P - Pick Up

Picture no. 4: Booking status window

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

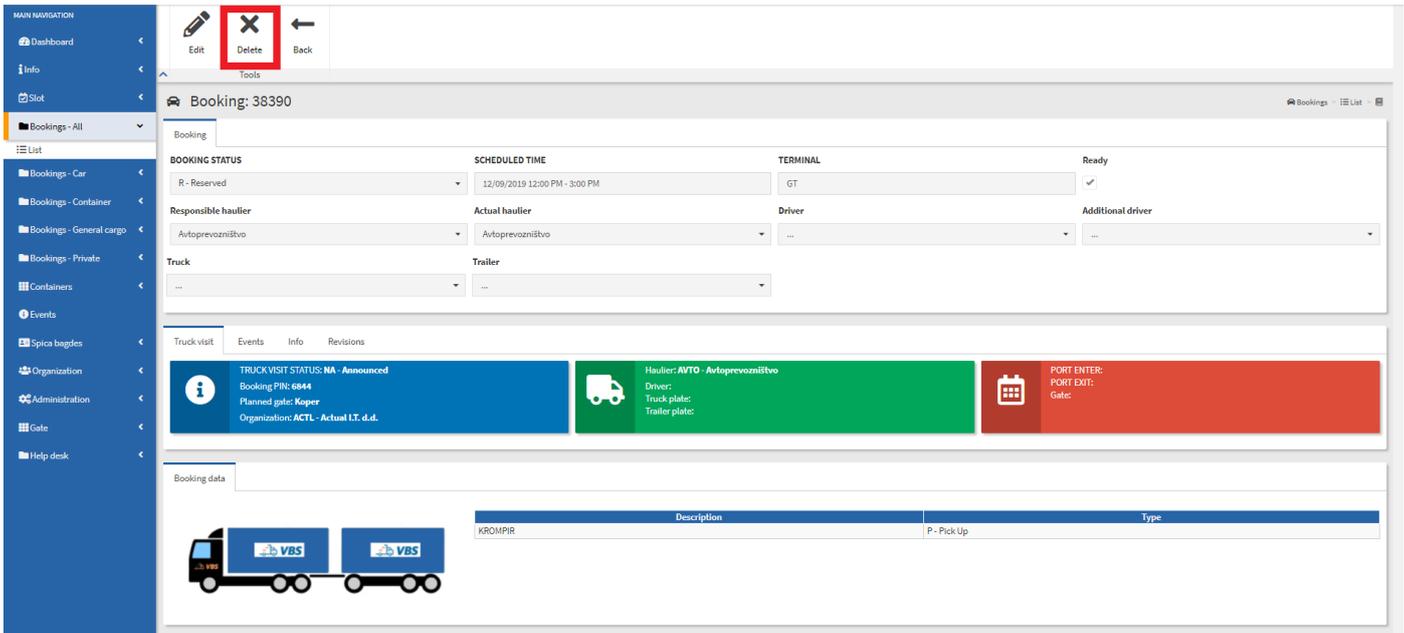
If the freight forwarder enters only the haulier and confirms it by clicking **Save**, the booking status in the VBS application of the selected haulier is displayed as **Reserved**. After also entering the driver, the truck and trailer, the booking status changes to **Booked**.

## 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 haulier 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.



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.

Booking: 185513

Booking: F - Finished | SCHEDULED TIME: 12/06/2019 6:00 AM - 2:00 PM | TERMINAL: TTT | Ready:

Responsible haulier: MARKETING, D.O.O. | Actual haulier: MARKETING, D.O.O. | Driver: 322895 | Additional driver: --

Truck: CEPL156 (K) | Trailer: CERV464 (P)

Truck visit: Events | Info | Revisions

Badge	PIN	Status	Truck Plate	Trailer Plate	Event date	Gate status	Lane
322695	185513	ZL - Port exit	CEPL156	CERV464	06.12.2019 07:41	76 - Left the gate	I1 - EXIT - GATE SERMIN 1
322695	185513	ZL - Port exit	CEPL156	CERV464	06.12.2019 07:41	77 - Rear plate reading	I1 - EXIT - GATE SERMIN 1
322695	185513	ZL - Port exit	CEPL156		06.12.2019 07:41	78 - Front plate reading	I1 - EXIT - GATE SERMIN 1
322695	185513	ZL - Port exit			06.12.2019 07:41	0 - OK - ALL	I1 - EXIT - GATE SERMIN 1
322695	185513	VL - Port Enter	CEPL156	CERV464	06.12.2019 05:54	76 - Left the gate	E1 - ENTER - GATE1
322695	185513	VL - Port Enter	CEPL156	CERV464	06.12.2019 05:54	79 - Gate open	E1 - ENTER - GATE1
322695	185513	VL - Port Enter	CEPL156	CERV464	06.12.2019 05:54	0 - OK - ALL	E1 - ENTER - GATE1

Booking data



Description	Type
PLINSKO OLJE	P - Pick Up

Picture no. 7: View of truck's entering/exiting time and location

**Status diagram for General cargo and Car terminal**
