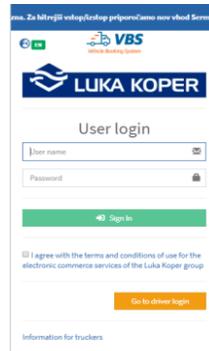


VBS Instructions for Container Handling booking

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 login interface. At the top, there is a header with the VBS logo and the text 'VBS'. Below this is the 'LUKA KOPER' logo. The main heading is '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, there is an orange 'Go to driver login' button 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 titled 'Select language'. There are two options: 'EN - English' with a checked checkbox, and 'SI - Slovenščina' with an unchecked checkbox.

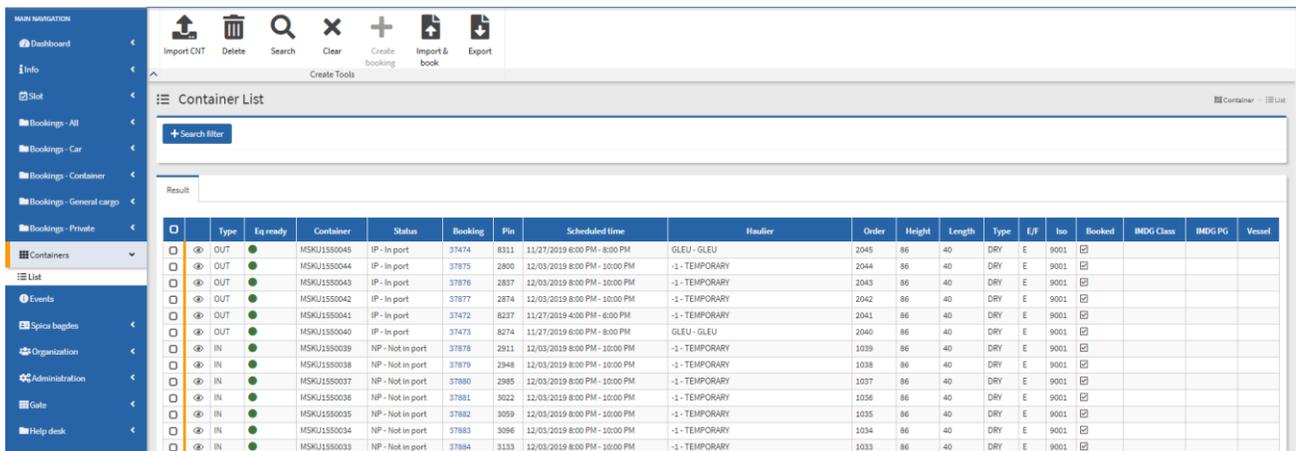
Picture no. 2: Change language

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

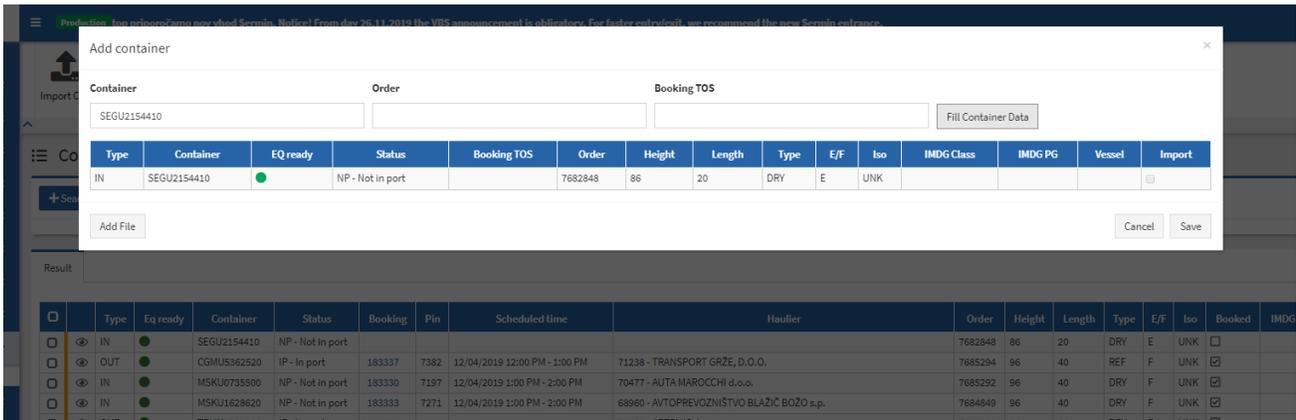
As a first step, the freight forwarder or haulier import the CNTs into the VBS system by clicking **Containers -> List** (Picture no. 3) tab. The import is accomplished after selecting **Import CNT** function. The precondition for importing CNT into the VBS system is a warehouse document (DVH – entrance disposition or DIZ – exit disposition) prepared by freight forwarder, or a container number.



	Type	Eq ready	Container	Status	Booking	Pin	Scheduled time	Hauler	Order	Height	Length	Type	E/F	Iso	Booked	IMDG Class	IMDG PG	Vessel
<input type="checkbox"/>	OUT	●	MSKU1550045	IP - In port	37474	8311	11/27/2019 6:00 PM - 8:00 PM	GLEU - GLEU	2045	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	OUT	●	MSKU1550044	IP - In port	37875	2800	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	2044	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	OUT	●	MSKU1550043	IP - In port	37876	2837	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	2043	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	OUT	●	MSKU1550042	IP - In port	37877	2874	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	2042	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	OUT	●	MSKU1550041	IP - In port	37472	8237	11/27/2019 4:00 PM - 6:00 PM	-1 - TEMPORARY	2041	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	OUT	●	MSKU1550040	IP - In port	37473	8274	11/27/2019 6:00 PM - 8:00 PM	GLEU - GLEU	2040	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	IN	●	MSKU1550039	NP - Not in port	37878	2911	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	1039	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	IN	●	MSKU1550038	NP - Not in port	37879	2948	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	1038	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	IN	●	MSKU1550037	NP - Not in port	37880	2985	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	1037	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	IN	●	MSKU1550036	NP - Not in port	37881	3022	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	1036	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	IN	●	MSKU1550035	NP - Not in port	37882	3059	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	1035	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	IN	●	MSKU1550034	NP - Not in port	37883	3096	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	1034	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	IN	●	MSKU1550033	NP - Not in port	37884	3133	12/03/2019 8:00 PM - 10:00 PM	-1 - TEMPORARY	1033	86	40	DRY	E	9001	<input checked="" type="checkbox"/>			

Picture no. 3: List of imported containers

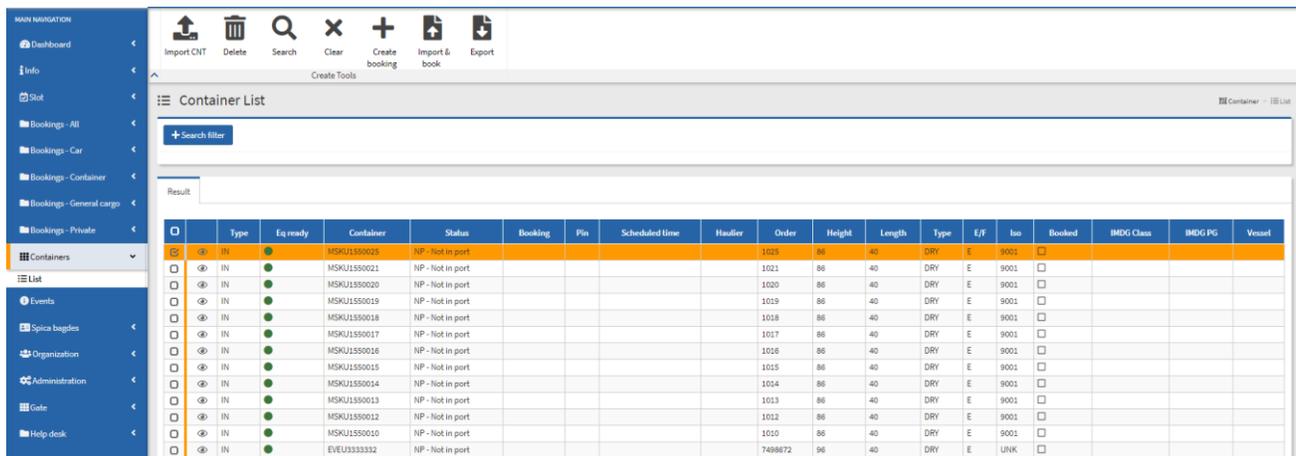
After clicking **Import CNT**, a new window opens (Picture no. 4) in which you have to insert the container number and disposition number (under "Container" and "Order"). Under »Booking« you do not have to insert any data. After entering the requested information, click **Fill Container Data** and wait until the selected container appears on the screen. Complete the container import process in the VBS system by clicking the box **Import** than **Save**. Importing large number of containers is possible by simply entering the disposition number (entrance or exit).



Type	Container	EQ ready	Status	Booking TOS	Order	Height	Length	Type	E/F	Iso	IMDG Class	IMDG PG	Vessel	Import
IN	SEGU2154410	●	NP - Not in port		7682848	86	20	DRY	E	UNK				<input type="checkbox"/>

Picture no. 4: Importing of containers

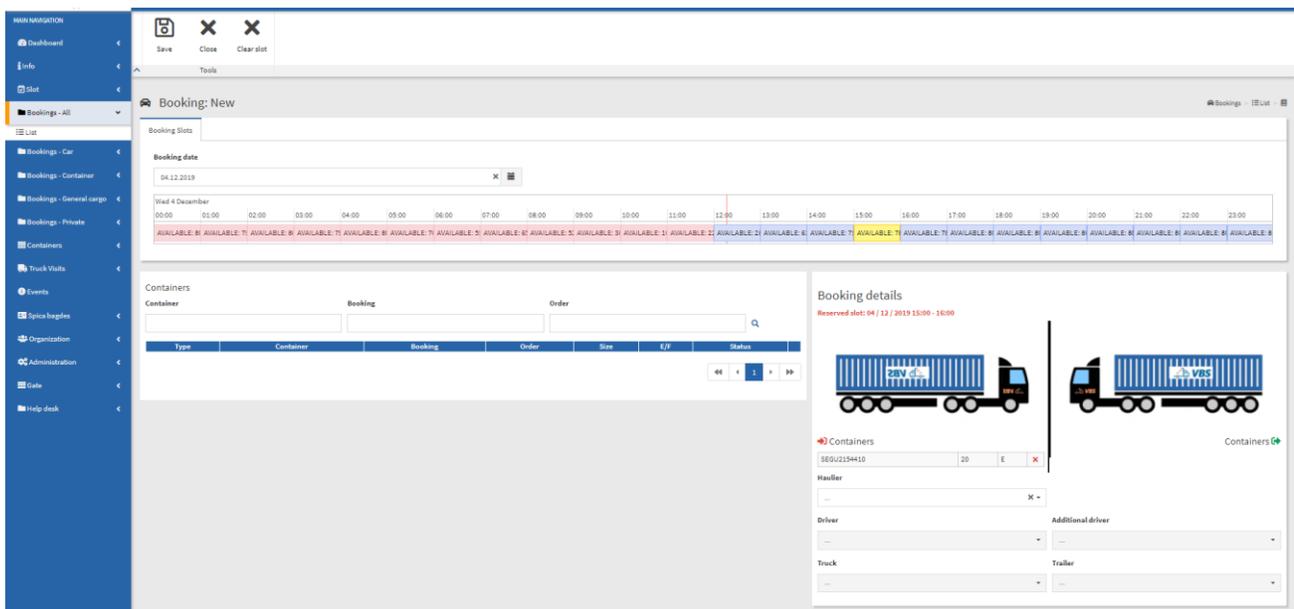
Once that the container is imported, the time-slot can be booked: select the container listed in the first column by clicking the box in front of it (Picture no. 5) and click **Create booking** (above).



Type	Eq ready	Container	Status	Booking	Pin	Scheduled time	Haulier	Order	Height	Length	Type	E/F	Iso	Booked	IMDG Class	IMDG PG	Vessel
IN	●	MSKU1550021	NP - Not in port					1025	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550021	NP - Not in port					1021	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550020	NP - Not in port					1020	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550019	NP - Not in port					1019	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550018	NP - Not in port					1018	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550017	NP - Not in port					1017	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550016	NP - Not in port					1016	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550015	NP - Not in port					1015	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550014	NP - Not in port					1014	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550013	NP - Not in port					1013	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550012	NP - Not in port					1012	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	MSKU1550010	NP - Not in port					1010	86	40	DRY	E	9001	<input type="checkbox"/>			
IN	●	EVEU3333332	NP - Not in port					749872	96	40	DRY	E	UNK	<input type="checkbox"/>			

Picture no. 5: Selection of containers for booking

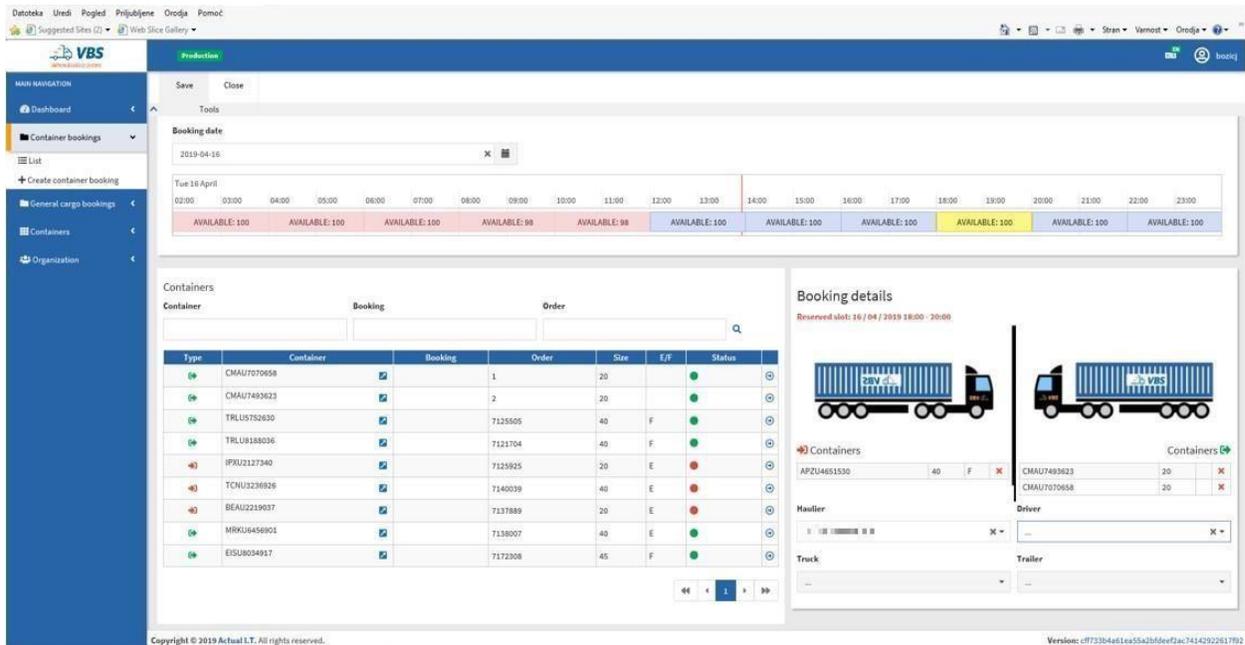
At this point, a new screen will open which allows you to create the booking (Picture no. 6). First, select the desired/available time-slot of truck entrance (only the slots marked with blue are available), and define the haulier, the driver and the plate number of the truck and trailer.



The screenshot shows the 'Booking: New' screen. At the top, there are 'Save', 'Close', and 'Clear slot' buttons. Below is a 'Booking date' field set to '04-12-2019'. A time slot grid for 'Wed 4 December' is displayed, with slots from 02:00 to 23:00. Slots from 12:00 to 16:00 are highlighted in blue, indicating they are available. Below the grid is a 'Containers' table with columns for Type, Container, Booking, Order, Size, E/F, and Status. To the right, the 'Booking details' form includes a 'Reserved slot' of '04 / 12 / 2019 15:00 - 16:00', a 'Containers' field with 'SEOU2194110' and '20' units, and dropdown menus for 'Haulier', 'Driver', 'Truck', and 'Trailer'.

Picture no. 6: Creating booking – part one

On the same screen, you can find and select other CNTs, which will be handled at the same time during the vehicle's appointment (Picture no. 7). 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**.



Picture no. 7: Creating booking – part two

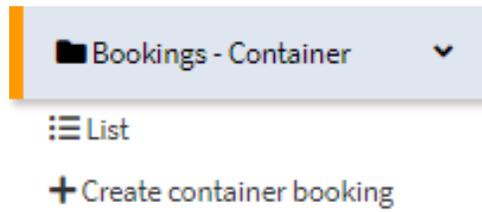
2.2. Booking – second option

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. (Pictures no. 6 and no. 7).

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. 8)



Picture no. 8: Menu for review and creation of CT booking

Demonstration of fields appearing during the creation of booking is presented in the Picture no. 9.

1. odpri modul za booking
 2. izberi dan
 3. izberi prost termin v tem dnevu
 4. izberi kontejnerje
 5. izpolni podatke o prevozniku
 6. potrdi na vrhu v meniju s Confirm

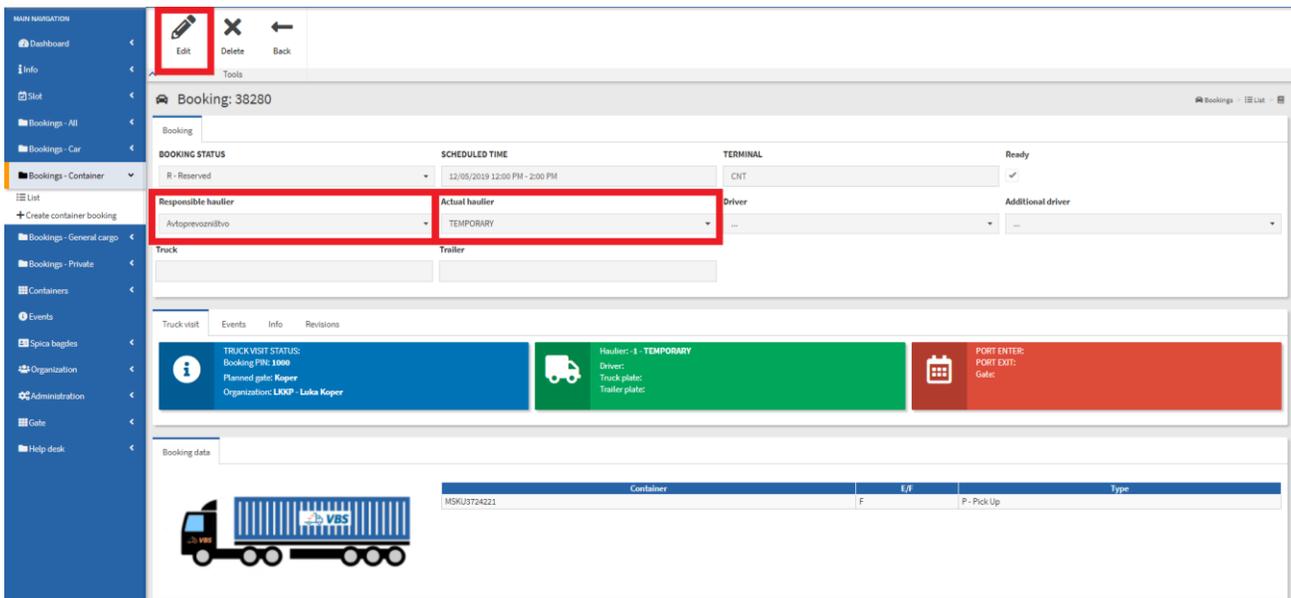
Type	Container	Booking	Order	Size	E/F	Status
MSKU1532311			1021	40	E	
MSKU1532313			1023	40	E	
MSKU1532316			1028	40	E	
MSKU1532317			1027	40	E	
MSKU1532318			1028	40	E	
MSKU1532319			1029	40	E	
MSKU1532320			1020	40	E	
MSKU1532321			1021	40	E	
MSKU1532322			1022	40	E	
MSKU1532323			1023	40	E	
MSKU1532324			1024	40	E	
MSKU1532325			1025	40	E	
MSKU1532326			1026	40	E	
MSKU1532327			1027	40	E	

Picture no. 9: Demonstration and explanation of fields displayed during the CTN booking process

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 (Pictures no. 10 and no. 11). The VBS system allows you to monitor the exact time and date of trucks arrivals.

Type	Ready	Status	Pin	Booking	Container IN	Container OUT	Organization	Scheduled time	Gate	Haulier	Driver	Truck	Trailer
🔍	🟢	N - New		38292	MSKU1530022		ACTL		Sermin	BZTP - B3 Transport			
🔍	🟡	C - Cancelled	0548	38293		MSKU2724221	AKKP	12/04/2019 09:00 PM - 09:00 PM	Sermin	BZTP - B2 Transport			
🔍	🟢	N - New		38290			LKKP		Sermin				
🔍	🟢	N - New		38279	MSKU1530011		LKKP		Sermin				
🔍	🟢	R - Reserved	6513	38178	MSKU1530024		ACTL	12/04/2019 09:00 PM - 09:00 PM	Sermin	BZTP - B2 Transport			
🔍	🟢	R - Reserved	6476	38077	MSKU1530023		ACTL	12/04/2019 09:00 PM - 09:00 PM	Sermin	BZTP - B2 Transport			
🔍	🟢	N - New		37979	MSKU1530026		ACTL		Sermin	HARR - BUL CARSHIPPING KOPER D.O.O.	1 - GI GI		
🔍	🟢	B - Booked	6437	37978	MSKU1530027		ACTL	12/04/2019 8:00 PM - 10:00 PM	Sermin	79429 - GRMSITAK, BLAZ GRM S.R.	200390 - BL GR		
🔍	🟢	P - In Port	3318	37889	MSKU1530028		ACTL	12/03/2019 08:00 PM - 10:00 PM	Sermin	-1 - TEMPORARY	123456 - Un Un		
🔍	🟢	F - Finished	3281	37898	MSKU1530029		ACTL	12/03/2019 08:00 PM - 10:00 PM	Sermin	-1 - TEMPORARY	123456 - Un Un		
🔍	🟢	F - Finished	3244	37897	MSKU1530030		ACTL	12/03/2019 08:00 PM - 10:00 PM	Sermin	-1 - TEMPORARY	123456 - Un Un		
🔍	🟢	F - Finished	3207	37896	MSKU1530031		ACTL	12/03/2019 08:00 PM - 10:00 PM	Sermin	-1 - TEMPORARY	123457 - Un Un		
🔍	🟢	F - Finished	3170	37895	MSKU1530032		ACTL	12/03/2019 08:00 PM - 10:00 PM	Sermin	-1 - TEMPORARY	123460 - Un Un		
🔍	🟢	F - Finished	3133	37894	MSKU1530033		ACTL	12/03/2019 08:00 PM - 10:00 PM	Sermin	-1 - TEMPORARY	123460 - Un Un		
🔍	🟢	F - Finished	3096	37893	MSKU1530034		ACTL	12/03/2019 08:00 PM - 10:00 PM	Sermin	-1 - TEMPORARY	123458 - Un Un		

Picture no. 10: Edit booking



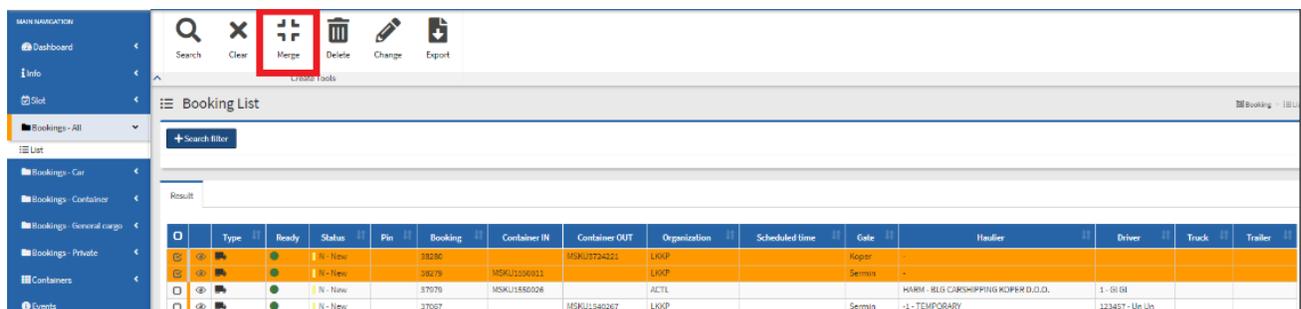
Picture no. 11: Edit booking and Responsible haulier/Actual haulier

3.1. 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. 11). If the Actual haulier gives the booking to the third haulier, he will no longer have access to the booking.

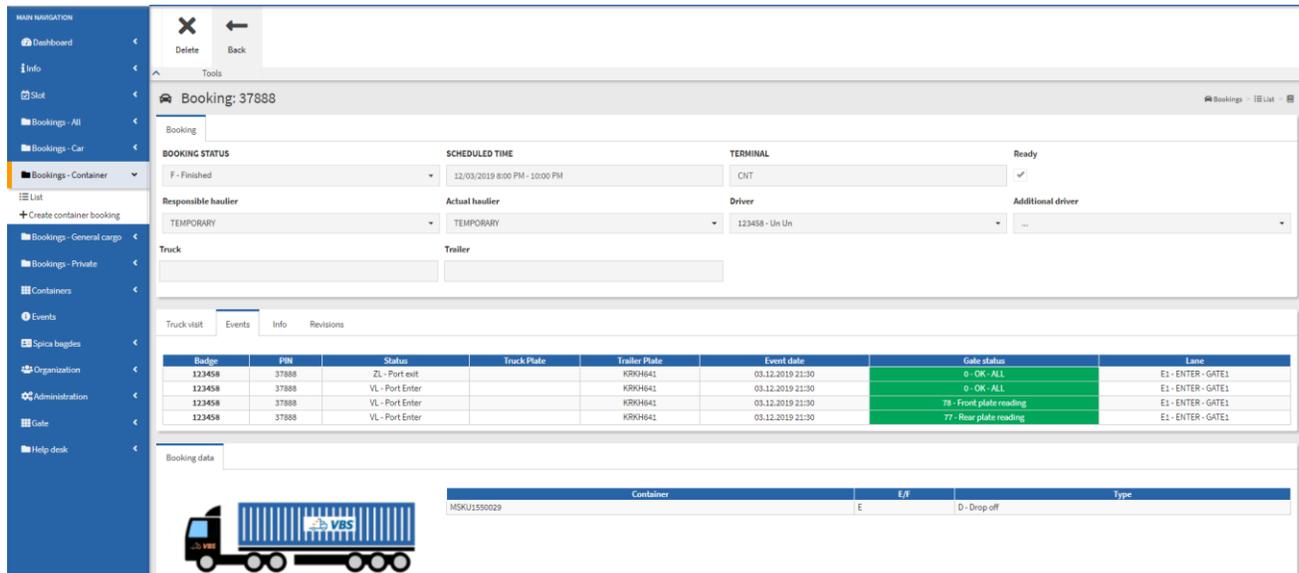
4. Additional possibilities

By selecting **Merge** option (Picture no. 12), the haulier can merge two bookings of different freight forwarders into one unique booking.



Picture no. 12: Merging two bookings

By selecting **Events** tab (Picture no. 13), the haulier can follow the time and location (gate) of truck's entering or exiting the port. In this manner, the haulier can have the whole process under control.



Picture no. 13: Display of truck's entering/exiting time and location

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 you 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 you 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 you leave this cell empty, each container will be handled separately, as part of its own booking).

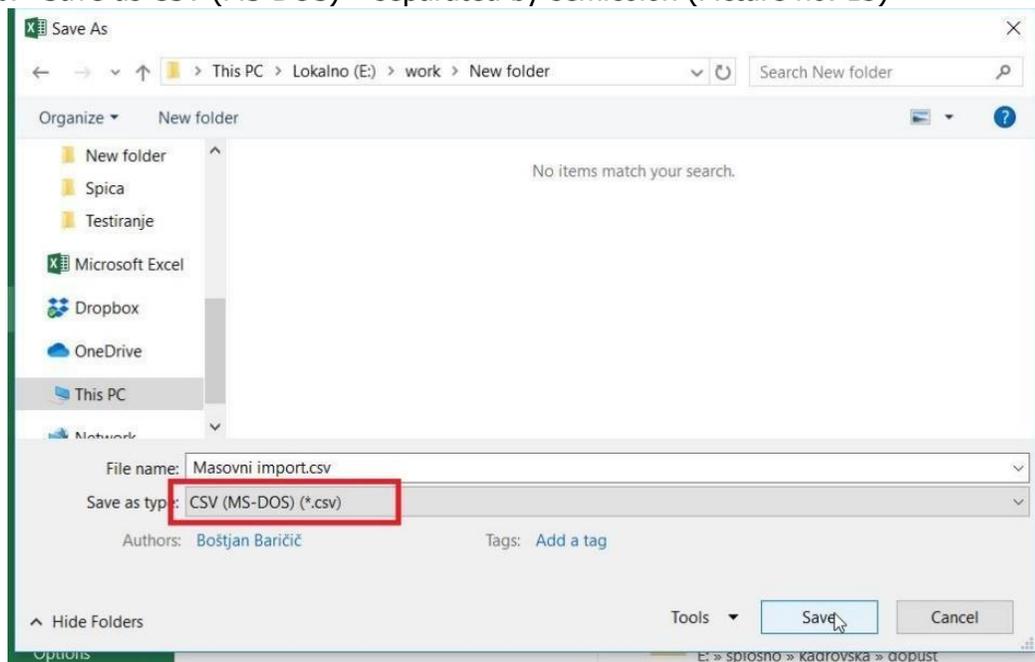
Step-by-step procedure:

1. Open a CSV file and insert data in it, separated by semicolon. Example:
 - a. Prepare an excel document (Picture no. 14):

	A	B	C	D
1	CXRU1024717	79429	200399	1
2	MEDU9004885	79429	200399	2
3	MSCU7440163	79429		3
4	TGHU9974750	79429		3
5	TTNU8132043			4
6	OOLU0149500			
7	SEGU9193168			
8				

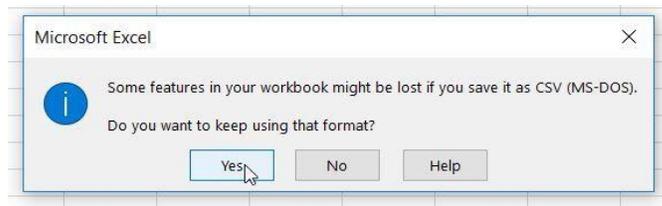
Picture no. 14: Example of data inserted in an excel file

- b. Save as CSV (MS-DOS) – separated by semicolon (Picture no. 15)



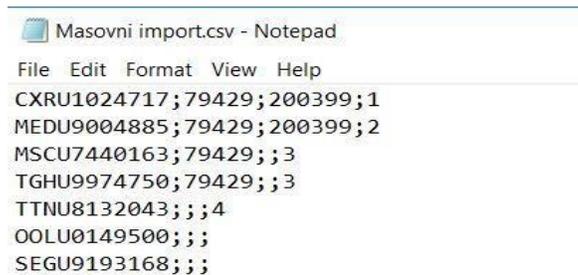
Picture no. 15: Correct selection of file type

- c. Confirm the existing file format (see Picture no. 16)



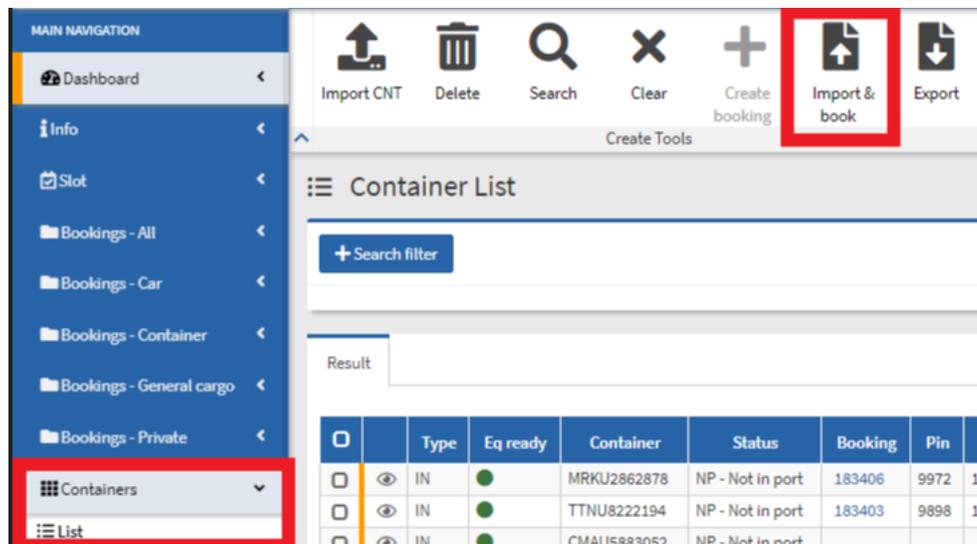
Picture no. 16: Confirmation of the existing file format.

- 2. In your directory, now there is a file with data separated with semicolons (see Picture no. 17)



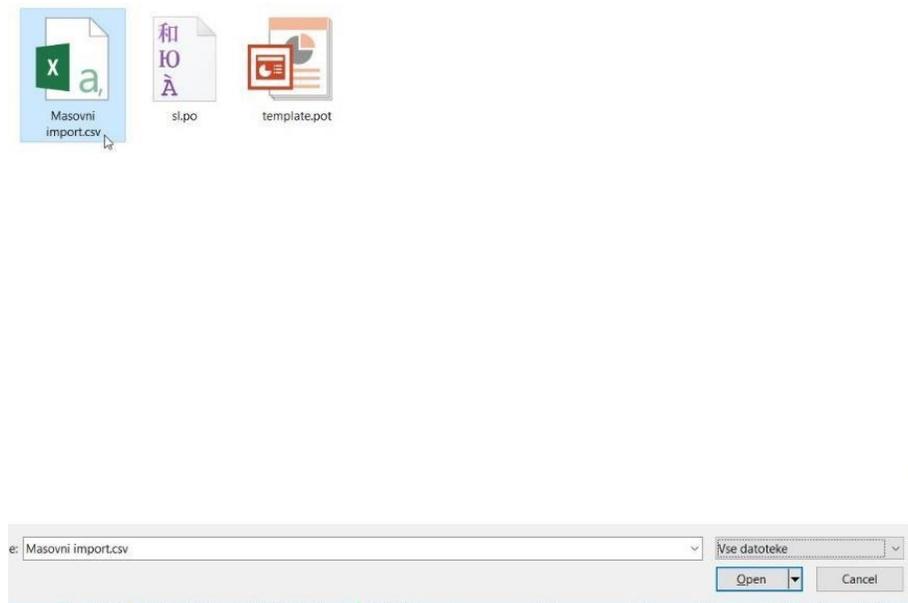
Picture no. 17: File with data

- 3. In the VBS system, click **Containers -> List** and select the option **Import and book** (Picture no. 18):



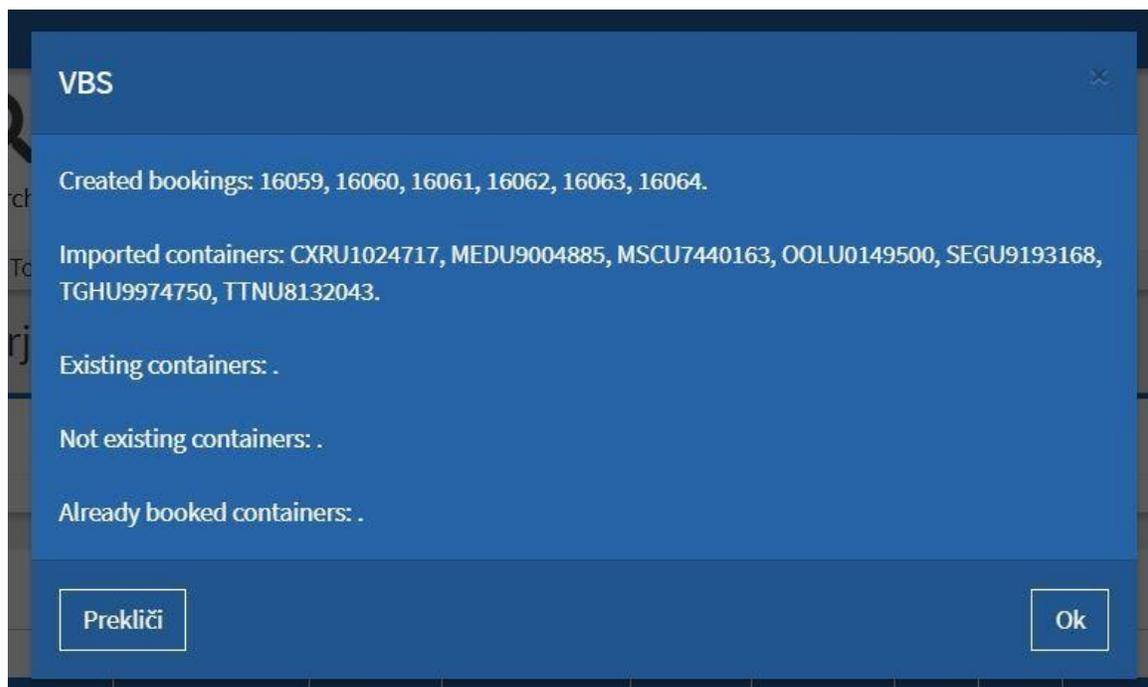
Picture no. 18: Select the option Import and book

4. Find and select the CSV file that was prepared for import (Picture no. 19):



Picture no. 19: Selection of completed file

5. The VBS system displays the imported result (Picture no. 20):



Picture no. 20: Display of containers imported into the VBS system

Status diagram for the Container terminal

