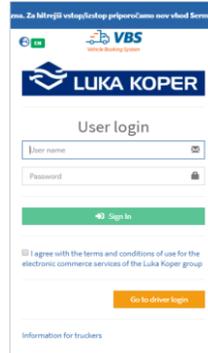


## VBS Instructions for Car Handling booking

### 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>



Picture no. 1: Login window

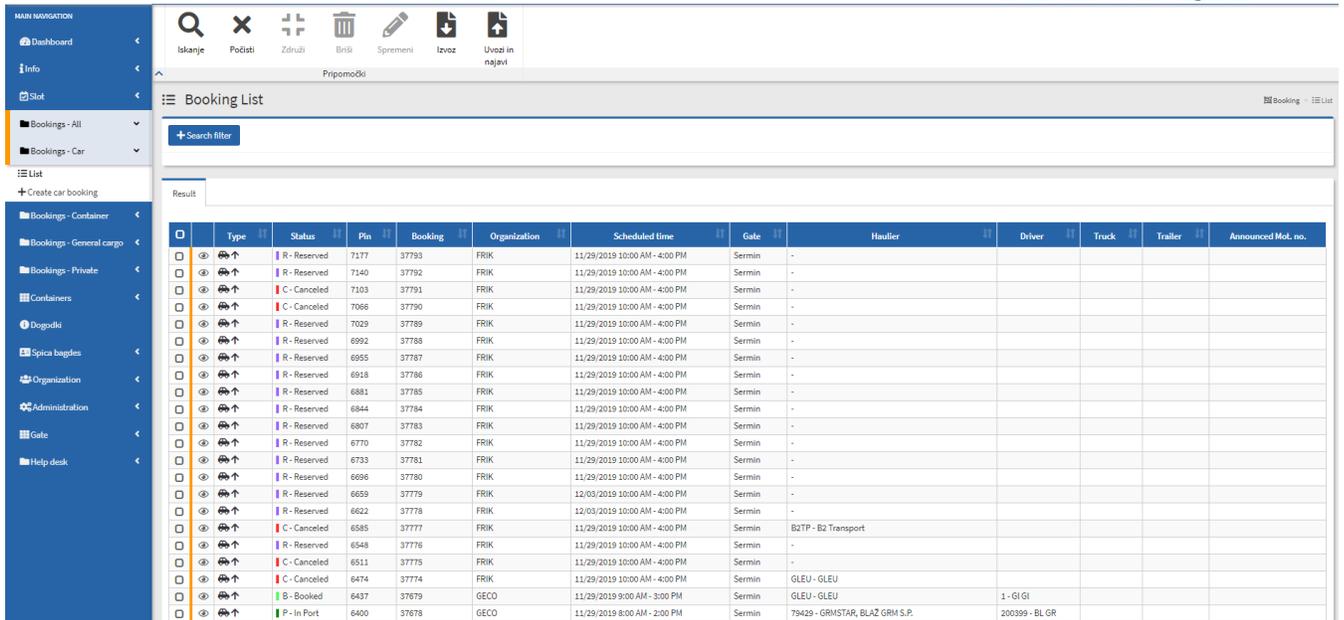
- 1.2. Before or after you log in to the VBS, you can also change the language by clicking on the **World** (Picture no. 2).



Picture no. 2: Change language

### 2. Booking of time-slot at Car Terminal (CT)

As a first step, the freight forwarder enters the desired time-slot (= time of trucks' entrance to the port) in the ACAR system. The Port of Koper staff confirms the booking and the time-slot is automatically transferred to the VBS system of the freight forwarder. At this point, a PIN/BOOKING number is created which serves to identify the truck's entrance. The booking status is now classified as **Reserved**. After clicking **Bookings – Car -> List**, a list of bookings is displayed (Picture no. 3):



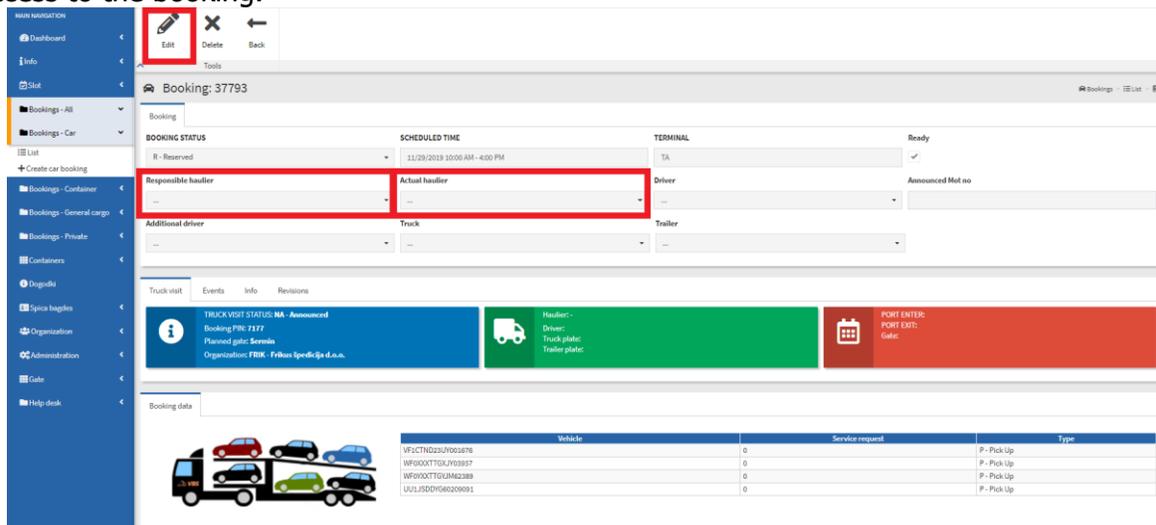
Type	Status	Pin	Booking	Organization	Scheduled time	Gate	Haulier	Driver	Truck	Trailer	Announced Mot. no.
R - Reserved	7177	37793	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	7140	37792	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
C - Canceled	7103	37791	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	7066	37790	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	7029	37789	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6992	37788	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6955	37787	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6918	37786	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6881	37785	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6844	37784	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6807	37783	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6770	37782	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6733	37781	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6696	37780	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6659	37779	FRIK	12/03/2019 10:00 AM - 4:00 PM	Sermin	-					
R - Reserved	6622	37778	FRIK	12/03/2019 10:00 AM - 4:00 PM	Sermin	-					
C - Canceled	6585	37777	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	B2TP - B2 Transport					
R - Reserved	6548	37776	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
C - Canceled	6511	37775	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	-					
C - Canceled	6474	37774	FRIK	11/29/2019 10:00 AM - 4:00 PM	Sermin	GLEU - GLEU					
B - Booked	6437	37679	GECCO	11/29/2019 9:00 AM - 3:00 PM	Sermin	GLEU - GLEU		1 - GI GI			
P - In Port	6400	37678	GECCO	11/29/2019 8:00 AM - 2:00 PM	Sermin	79429 - GRMSTAR, BLA2 GRM S.P.		200399 - BL GR			

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 clicking **Reserved** and after clicking the icon in the second column (eye), you can select a determined booking and you can view it and edit it by clicking **Edit** (Picture no. 4).

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



**Booking: 37793**

BOOKING STATUS: R - Reserved | SCHEDULED TIME: 11/29/2019 10:00 AM - 4:00 PM | TERMINAL: TA | Ready:

Responsible haulier: [Redacted] | Actual haulier: [Redacted] | Driver: [Redacted] | Announced Mot no: [Redacted]

Additional driver: [Redacted] | Truck: [Redacted] | Trailer: [Redacted]

TRUCK VISIT STATUS: NA - Announced  
 Booking PIN: 7177  
 Planned gate: Sermin  
 Organization: FRIK - Frikes Speedija d.o.o.

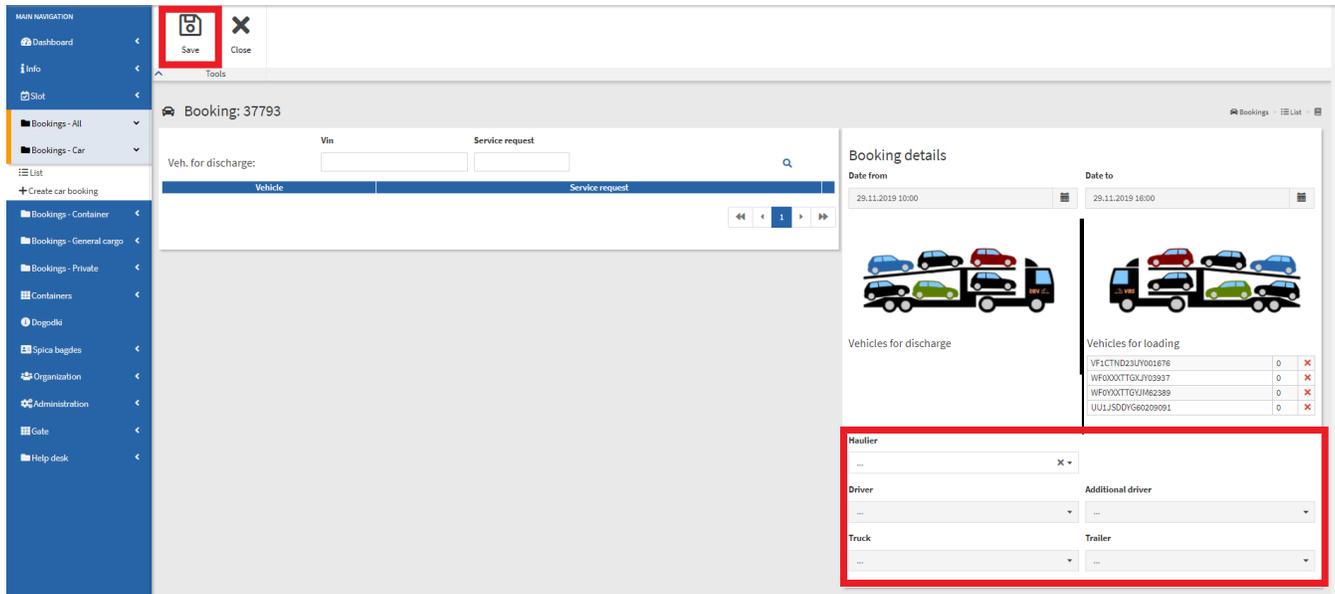
Haulier:  
 Driver: Truck public  
 Trailer: public

PORT ENTER: Gate  
 PORT EXIT: Gate

Vehicle	Service request	Type
WFOCTM22J7020178	0	P - Pick Up
WFOX027GJ702017	0	P - Pick Up
WFOX027GJ702017	0	P - Pick Up
UULJ5DDY6A0200091	0	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 required information: the haulier, the driver and the plate number of the truck and trailer (if these data are available to him) and saves the data (Picture no. 5).

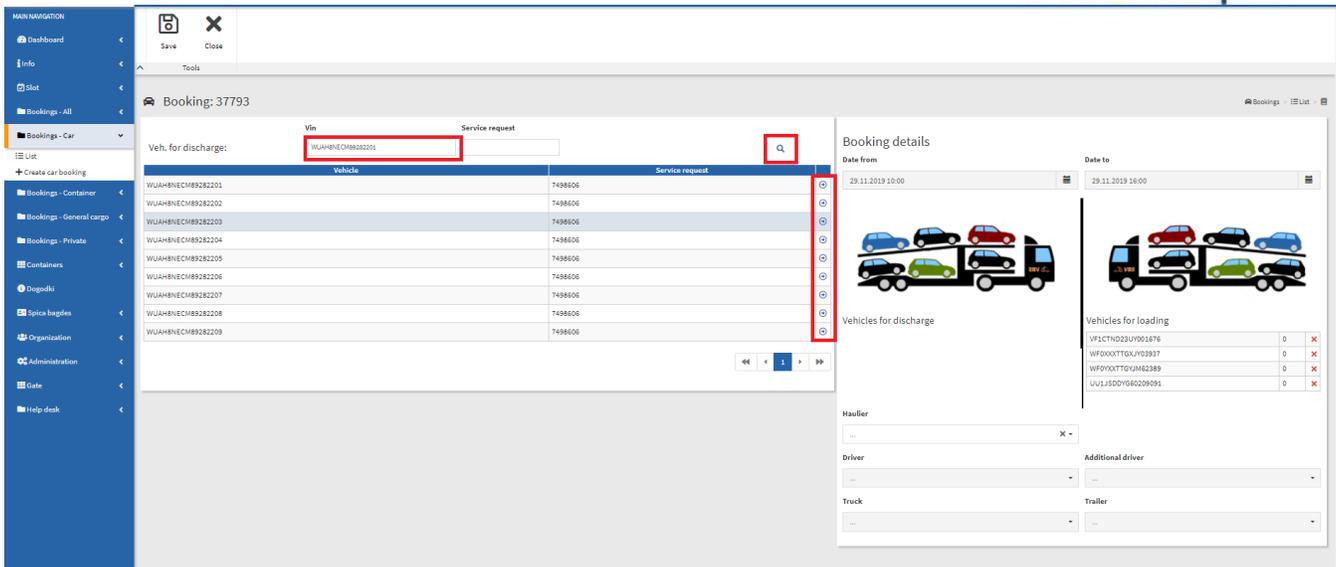


Picture no. 5: Booking editing – part one

When the freight forwarder only enters the haulier in the booking and confirms it by clicking **Save**, the booking status in the VBS application of the selected haulier is displayed as **Reserved**. Once that the freight forwarder also enters the driver, the truck and the trailer, the booking status is defined as **Booked** and the booking of the time-slot is completed.

### 3. Viewing and editing of booking for Car Terminal (CT)

By clicking **Edit** again, the haulier can edit the existing booking (referring to the loading process) by also including the cars of another client that will be unloaded during the same time. The haulier can import the list of cars by entering the ID (VIN) number of only one car and he can confirm the searching process by clicking the magnifying-glass icon. As a next step, the haulier allocates the cars to the truck by clicking the arrow on the right, and saves the booking (Picture no. 6). The prerequisite for importing cars into the VBS system is a completed entrance disposition. In the opposite case, the VBS system will not recognize the cars.



Picture no. 6: Booking editing – part two

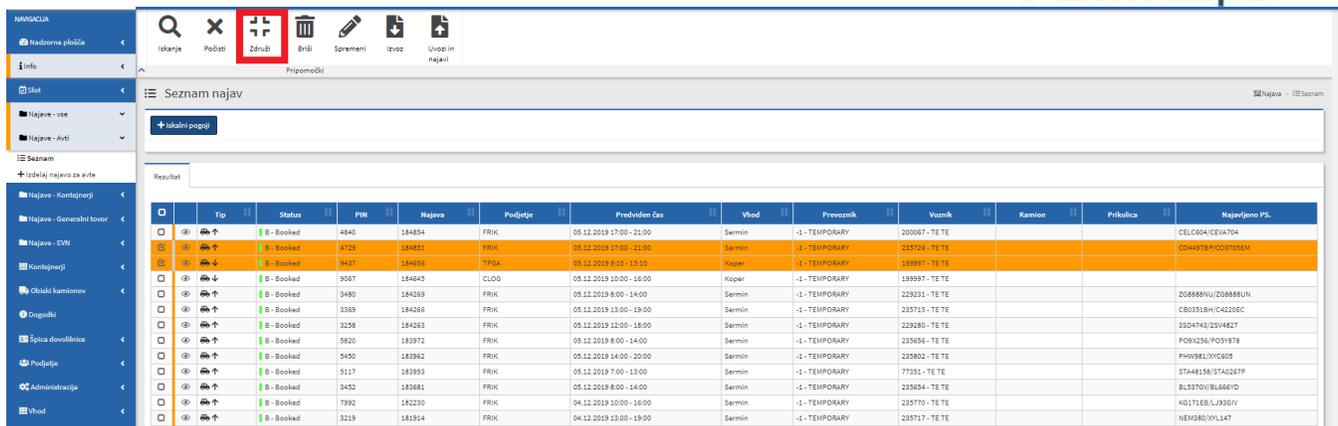
#### 4. Booking completed

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 are fulfilled (confirmed time-slot of truck entrance, truck's arrival in the agreed timeframe, valid driver's access pass (annual or one-time), settled road charge (pre-paid or one-time purchase)). The time-slot for each truck covers 6 hours, with possibility of entering 2 hours before or 2 hours after the fixed time-slot (10 hours in total) -> **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.

**Please note:** The booking of truck loading (with cars) can only be done by the freight forwarder, whereas the booking of truck unloading can also be done by the haulier.

#### 5. Additional possibilities

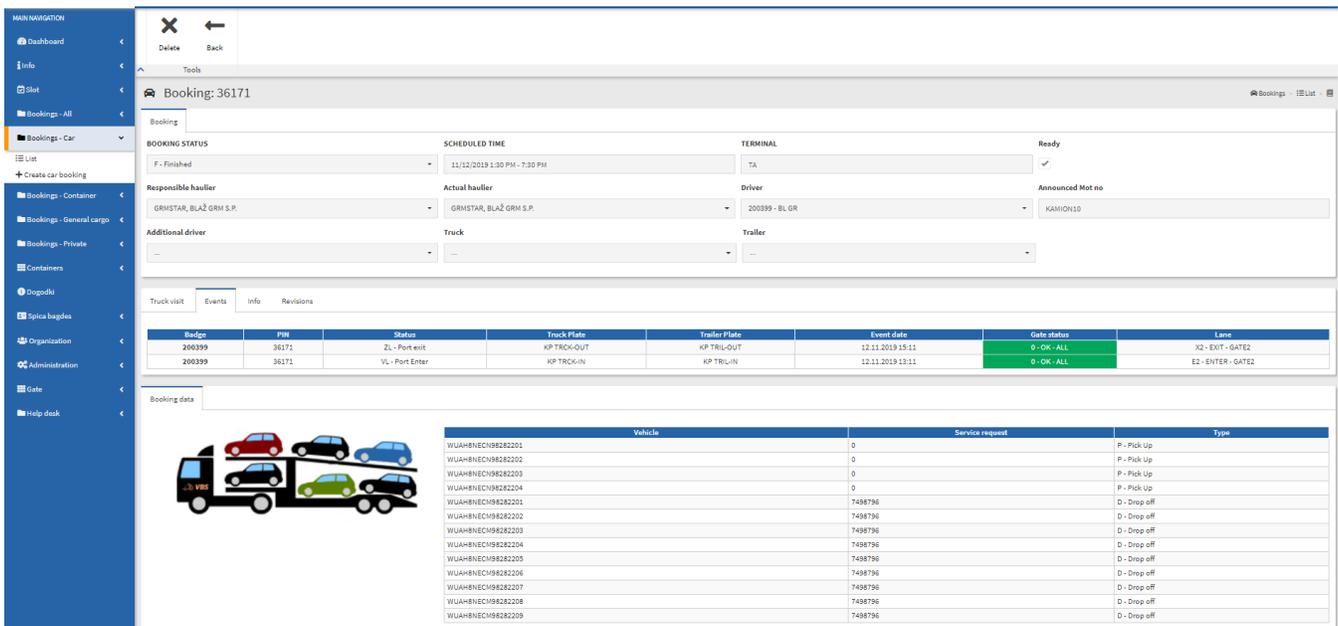
By selecting **Merge** option (which merges two bookings into one), the haulier can merge two bookings of different freight forwarders for the loading/unloading of cars in the same day (Picture no. 7).



Tip	Status	FIN	Najava	Podjetje	Predviden čas	Vhod	Prevoznik	Voznik	Kamion	Prikolica	Najavljeno PS.
B - Booked	4840	184854	FRIK	05.12.2019 17:00 - 21:00	Sermin	-1 - TEMPORARY	200067 - TE TE				CEL0404/CEVA704
B - Booked	4729	184851	FRIK	05.12.2019 17:00 - 21:00	Sermin	-1 - TEMPORARY	233728 - TE TE				GD4487FKC00355H
B - Booked	3437	184856	TPGA	05.12.2019 9:10 - 15:10	Koper	-1 - TEMPORARY	199997 - TE TE				
B - Booked	9067	184645	CLOG	05.12.2019 10:00 - 16:00	Koper	-1 - TEMPORARY	199997 - TE TE				
B - Booked	3480	184269	FRIK	05.12.2019 8:00 - 14:00	Sermin	-1 - TEMPORARY	229231 - TE TE				Z08888N/Z08888UN
B - Booked	3389	184266	FRIK	05.12.2019 13:00 - 19:00	Sermin	-1 - TEMPORARY	233715 - TE TE				
B - Booked	3258	184263	FRIK	05.12.2019 12:00 - 18:00	Sermin	-1 - TEMPORARY	229280 - TE TE				3504743/2014827
B - Booked	3620	183972	FRIK	05.12.2019 8:00 - 14:00	Sermin	-1 - TEMPORARY	233636 - TE TE				P09K234/P09P978
B - Booked	3400	183962	FRIK	05.12.2019 14:00 - 20:00	Sermin	-1 - TEMPORARY	233662 - TE TE				P09H94L/P09C003
B - Booked	5117	183959	FRIK	05.12.2019 7:00 - 13:00	Sermin	-1 - TEMPORARY	77351 - TE TE				ST448156/ST44207P
B - Booked	3452	183884	FRIK	05.12.2019 8:00 - 14:00	Sermin	-1 - TEMPORARY	233654 - TE TE				BL33701/BL6661D
B - Booked	7992	183230	FRIK	04.12.2019 10:00 - 16:00	Sermin	-1 - TEMPORARY	233770 - TE TE				K02171ER/LJ935H
B - Booked	3219	181914	FRIK	04.12.2019 13:00 - 19:00	Sermin	-1 - TEMPORARY	233717 - TE TE				NEM380/KL147

Picture no. 7: Merging two bookings

By selecting **Events** tab, the haulier can follow the time and the location (gate) of the truck's entering or exiting the port.



Badge	FIN	Status	Truck Plate	Trailer Plate	Event date	Gate status	Lane
200399	36171	ZL - Port exit	KP TRUCK-OUT	KP TRIL-OUT	12.11.2019 13:11	0 - OK - ALL	32 - EXIT - GATE2
200399	36171	VL - Port enter	KP TRUCK-IN	KP TRIL-IN	12.11.2019 13:11	0 - OK - ALL	E2 - ENTER - GATE2

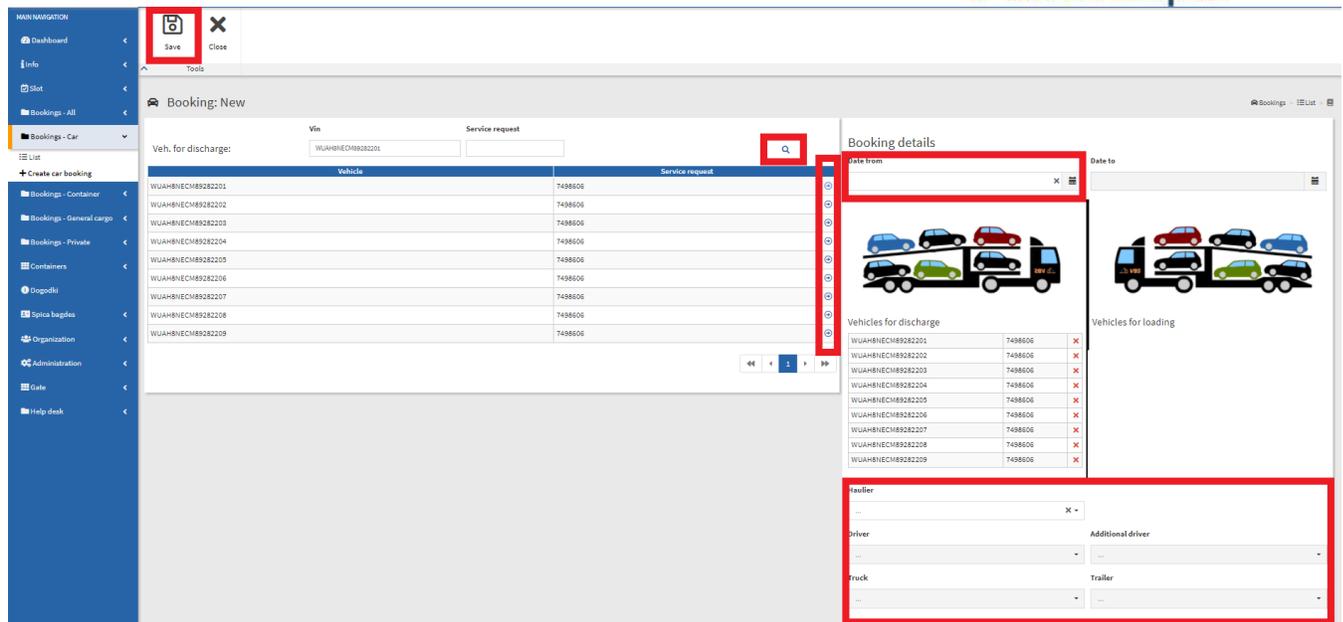
Vehicle	Service request	Type
WUAHBNECH98282201	0	P - Pick up
WUAHBNECH98282202	0	P - Pick up
WUAHBNECH98282203	0	P - Pick up
WUAHBNECH98282204	0	P - Pick up
WUAHBNECH98282201	7498796	D - Drop off
WUAHBNECH98282202	7498796	D - Drop off
WUAHBNECH98282203	7498796	D - Drop off
WUAHBNECH98282204	7498796	D - Drop off
WUAHBNECH98282205	7498796	D - Drop off
WUAHBNECH98282206	7498796	D - Drop off
WUAHBNECH98282207	7498796	D - Drop off
WUAHBNECH98282208	7498796	D - Drop off
WUAHBNECH98282209	7498796	D - Drop off

Picture no. 8: View of truck's entering/exiting time and location

## 6. BOOKING FOR CAR UNLOADING

For car unloading freight forwarder does not have to enter the desired time-slot in ACAR but the precondition for creating the booking in VBS is a warehouse document (DVH – entrance disposition) prepared by freight forwarder.

Booking for car unloading can create the freight forwarder OR the haulier himself by the following steps (Picture no. 9):



Picture 9: Booking for car unloading

To create a booking for car unloading you have to go under **Booking – Car -> Create car booking**. A window will open where you can insert all the data to create a booking. First you have to insert a **VIN** number of one car or a **Service request** (DVH) and then press enter (or click on Search). All cars with the same service request will appear below. With a click on any arrow you will sign all visible units to the booking details on the right side. To complete the booking you have to insert the time of arrival (**Date from**), **Haulier**, **Driver** and **Truck/Trailer plate numbers**. When the booking has all the important data you can complete it by clicking **Save**.

The booking is properly complete when the status of the booking is **Booked**.

Status diagram for General cargo and Car terminal

