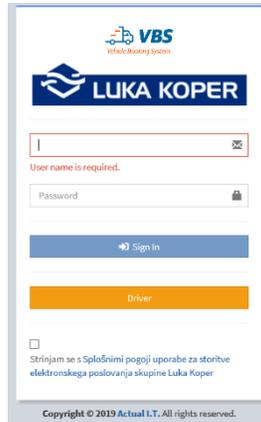


VBS instructions "Car booking"

1. Login to VBS

Entry into the VBS: ID and password + accepting general terms and conditions

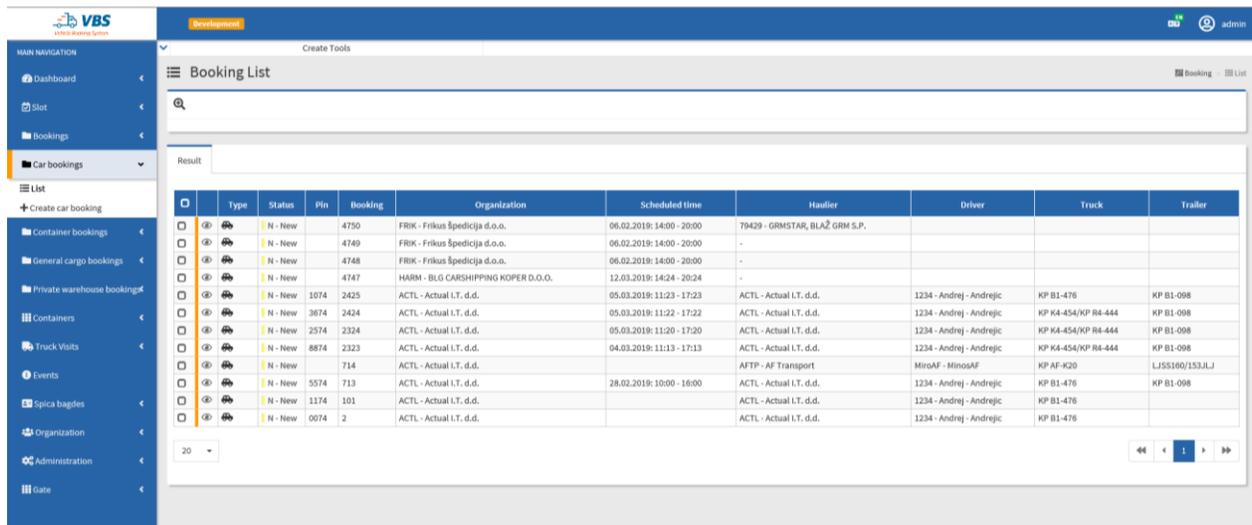
<https://vbs.luka-kp.si>



Picture 1: LogIn form

2. Announcement for the car terminal (TA)

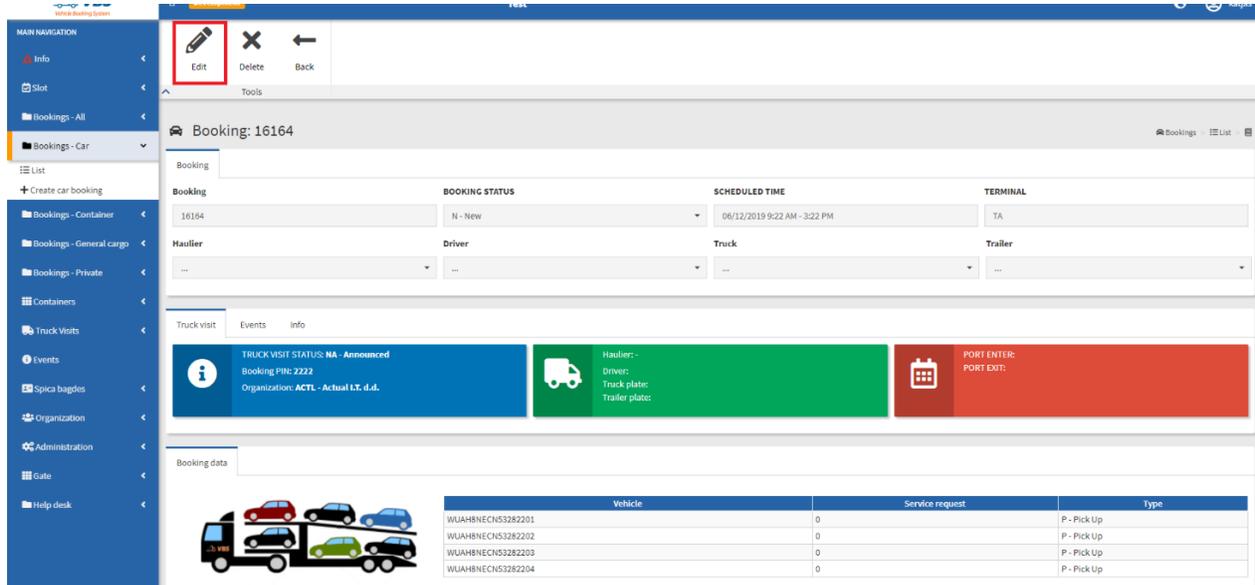
The freight forwarder enters a booking in the ACAR system, selecting the desired truck arrival times. The Luka Koper scheduler confirms the booking, whereupon a booking is created in the forwarder's system, with a unique PIN to identify the truck's scheduled time. The status of the booking at this stage is "N – New". Bookings may be accessed in the "Car bookings/List" tab.



| Type | Status | Pin | Booking | Organization | Scheduled time | Haulier | Driver | Truck | Trailer |
|---------|--------|-------------------------------------|---------------------------|---------------------------------|-------------------------|--------------------------|---------------------|----------------|---------|
| N - New | 4750 | FRIK - Frikus Špedicija d.o.o. | 06.02.2019: 14:00 - 20:00 | 79429 - GRHSTAR, BILAŽ GRH S.P. | - | | | | |
| N - New | 4749 | FRIK - Frikus Špedicija d.o.o. | 06.02.2019: 14:00 - 20:00 | - | | | | | |
| N - New | 4748 | FRIK - Frikus Špedicija d.o.o. | 06.02.2019: 14:00 - 20:00 | - | | | | | |
| N - New | 4747 | HARM - BLG CARSHIPPING KOPER D.O.O. | 12.03.2019: 14:24 - 20:24 | - | | | | | |
| N - New | 1074 | 2425 | ACTL - Actual I.T. d.d. | 05.03.2019: 11:23 - 17:23 | ACTL - Actual I.T. d.d. | 1234 - Andrej - Andrejic | KP B1-476 | KP B1-098 | |
| N - New | 3674 | 2424 | ACTL - Actual I.T. d.d. | 05.03.2019: 11:22 - 17:22 | ACTL - Actual I.T. d.d. | 1234 - Andrej - Andrejic | KP K4-454/KP B4-444 | KP B1-098 | |
| N - New | 2574 | 2324 | ACTL - Actual I.T. d.d. | 05.03.2019: 11:20 - 17:20 | ACTL - Actual I.T. d.d. | 1234 - Andrej - Andrejic | KP K4-454/KP B4-444 | KP B1-098 | |
| N - New | 8874 | 2323 | ACTL - Actual I.T. d.d. | 04.03.2019: 11:13 - 17:13 | ACTL - Actual I.T. d.d. | 1234 - Andrej - Andrejic | KP K4-454/KP B4-444 | KP B1-098 | |
| N - New | 714 | | ACTL - Actual I.T. d.d. | | AFTP - AF Transport | MinqAF - MinqAF | KP AF-K20 | LJSS160/153.LJ | |
| N - New | 5574 | 713 | ACTL - Actual I.T. d.d. | 28.02.2019: 10:00 - 16:00 | ACTL - Actual I.T. d.d. | 1234 - Andrej - Andrejic | KP B1-476 | KP B1-098 | |
| N - New | 1174 | 101 | ACTL - Actual I.T. d.d. | | ACTL - Actual I.T. d.d. | 1234 - Andrej - Andrejic | KP B1-476 | KP B1-098 | |
| N - New | 0074 | 2 | ACTL - Actual I.T. d.d. | | ACTL - Actual I.T. d.d. | 1234 - Andrej - Andrejic | KP B1-476 | KP B1-098 | |

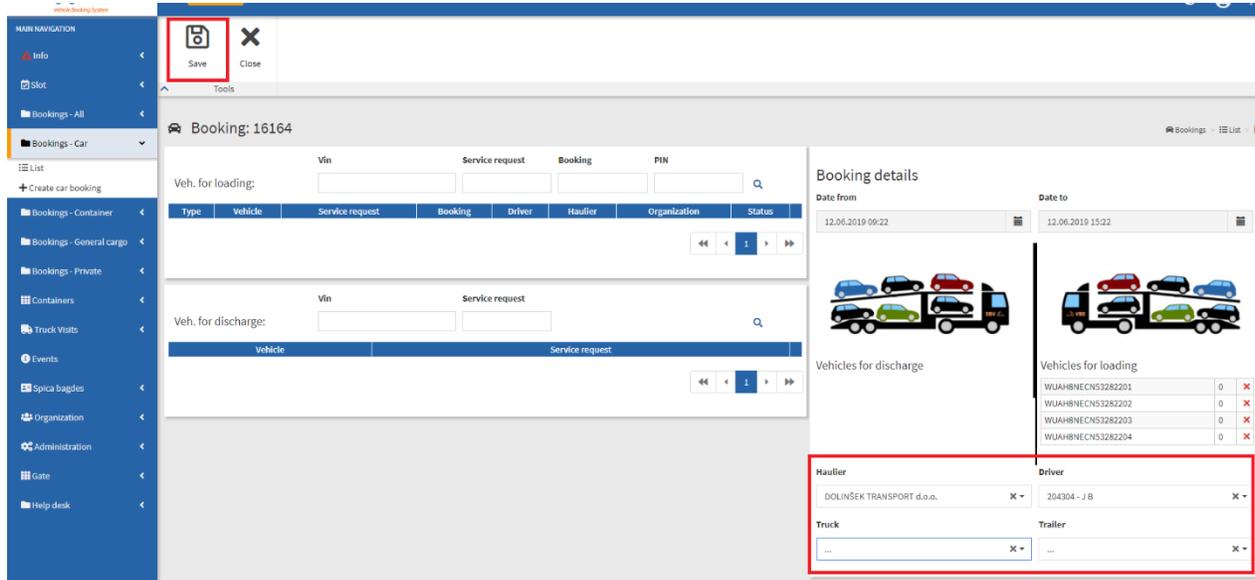
Picture 2: Bookings list

In the "New" status, pressing the "eye" button in the second column will allow selecting an individual booking to view details.



Picture 3: View booking

Selecting the "Edit" option will open the booking for editing.



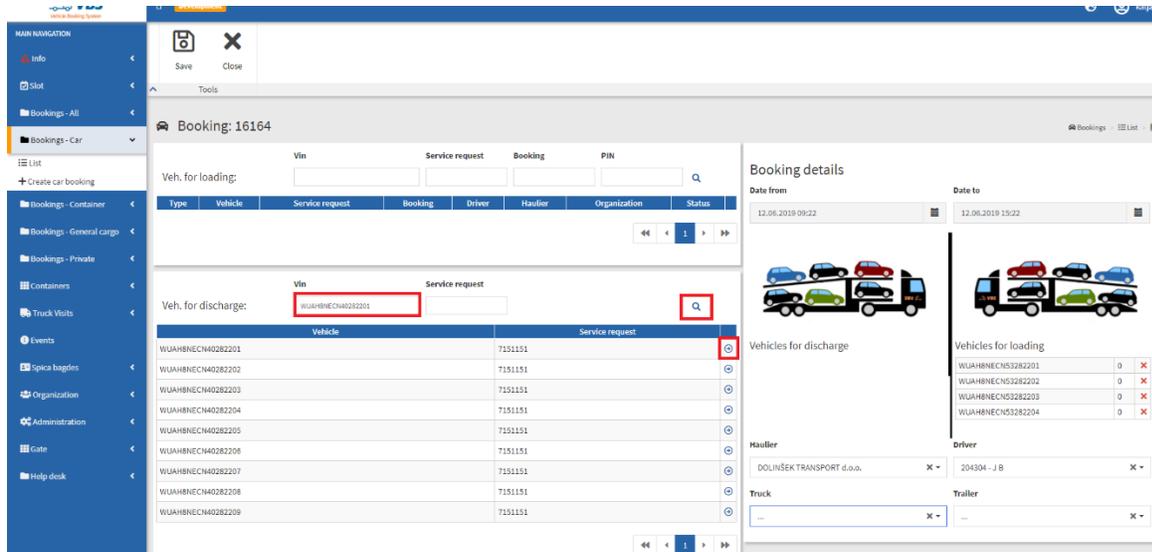
Picture 4: Edit booking – first part

Should the freight forwarder only determine the haulier and confirm the entry using "Save", the booking will become visible in the VBS application of the designated haulier. Once the forwarder or haulier

designate the driver and vehicle, the status of the booking will change to "Booked". The booking has been created.

3. Review and editing of announcements for the car terminal (TA)

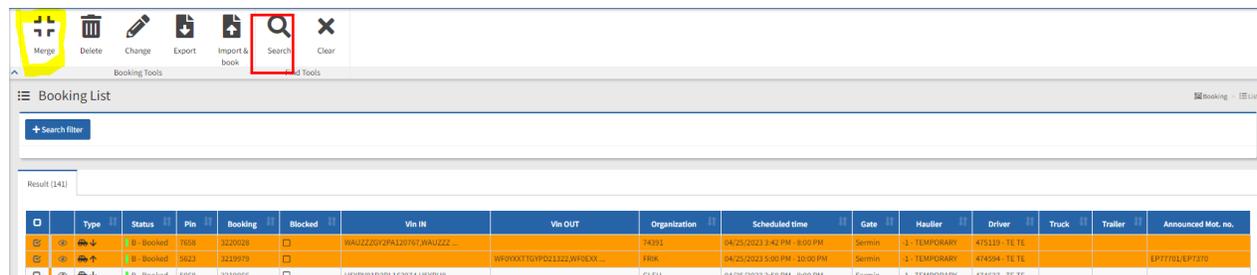
By using "Edit" again, the haulier may add vehicles of another client to the existing booking. A list of vehicles is imported by entering the vehicle ID number, the search confirmed by hitting the looking glass icon. Vehicles are allocated to trucks, and the booking is saved.



Picture 5: Edit booking – second part

4. End of announcement

If receiving two bookings by different freight forwarders for loading and discharging vehicles in the same day, a haulier may use the "Merge" option to merge two bookings into one. An example of merging a booking:



Picture 6: Merge bookings

The "Events" tab provides the haulier an insight into the truck's status in the port.

| Truck visit | | Events | Info | Revisions | | | |
|-------------|---------|-----------------|-------------|---------------|------------------|---------------------------|----------------------------|
| Badge | PIN | Status | Truck Plate | Trailer Plate | Event date | Gate status | Lane |
| 474591 | 3219138 | ZL - Port exit | | | 25.04.2023 15:25 | 0 - OK - ALL | I1 - EXIT - GATE SERMIN 1 |
| 474591 | 3219138 | ZL - Port exit | | | 25.04.2023 15:25 | 75 - Received badge event | I1 - EXIT - GATE SERMIN 1 |
| 474591 | 3219138 | VL - Port Enter | NMEP865 | NM4P890 | 25.04.2023 12:05 | 76 - Left the gate | S1 - ENTER - GATE SERMIN 1 |
| 474591 | 3219138 | VL - Port Enter | NMEP865 | NM4P890 | 25.04.2023 12:05 | 79 - Gate open | S1 - ENTER - GATE SERMIN 1 |
| 474591 | 3219138 | VL - Port Enter | NMEP865 | NM4P890 | 25.04.2023 12:05 | 77 - Rear plate reading | S1 - ENTER - GATE SERMIN 1 |
| 474591 | 3219138 | VL - Port Enter | NMEP865 | | 25.04.2023 12:05 | 0 - OK - ALL | S1 - ENTER - GATE SERMIN 1 |

| Booking data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------|-----------------|------|-----------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|-------------------|---------|--------------|------|
|  | <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Service request</th> <th>Type</th> <th>Forwarder</th> </tr> </thead> <tbody> <tr> <td>VF1AH000070962529</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1AH000270830338</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1AH000370782462</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1AH000970781526</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1AH000X70836131</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1RJAO0371112594</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1RJAO0471009068</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1RJAO0571049059</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> <tr> <td>VF1RJAO0771078823</td> <td>9833406</td> <td>D - Drop off</td> <td>FRIK</td> </tr> </tbody> </table> | Vehicle | Service request | Type | Forwarder | VF1AH000070962529 | 9833406 | D - Drop off | FRIK | VF1AH000270830338 | 9833406 | D - Drop off | FRIK | VF1AH000370782462 | 9833406 | D - Drop off | FRIK | VF1AH000970781526 | 9833406 | D - Drop off | FRIK | VF1AH000X70836131 | 9833406 | D - Drop off | FRIK | VF1RJAO0371112594 | 9833406 | D - Drop off | FRIK | VF1RJAO0471009068 | 9833406 | D - Drop off | FRIK | VF1RJAO0571049059 | 9833406 | D - Drop off | FRIK | VF1RJAO0771078823 | 9833406 | D - Drop off | FRIK |
| Vehicle | Service request | Type | Forwarder | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1AH000070962529 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1AH000270830338 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1AH000370782462 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1AH000970781526 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1AH000X70836131 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1RJAO0371112594 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1RJAO0471009068 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1RJAO0571049059 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VF1RJAO0771078823 | 9833406 | D - Drop off | FRIK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Picture 7: Events on selected booking