

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.

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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.

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Picture 3: View booking

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

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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.

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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:

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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		ĺ	25.04.2023 15:25	0 - OK - ALL		11 - EXIT - GATE SERMIN 1
474591	3219138	ZL - Port exit			25.04.2023 15:25	75 - Received badge ev	ent	11 - 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 readir	lg	S1 - ENTER - GATE SERMIN 1
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			VF1AH000370782462		9833406		D - Drop off	FRIK
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			VF1AH000X70836131		9833406		D - Drop off	FRIK
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			VF1RJA00471009068		9833406		D - Drop off	FRIK
			VF1RJA00571049059		9833406		D - Drop off	FRIK

Picture 7: Events on selected booking