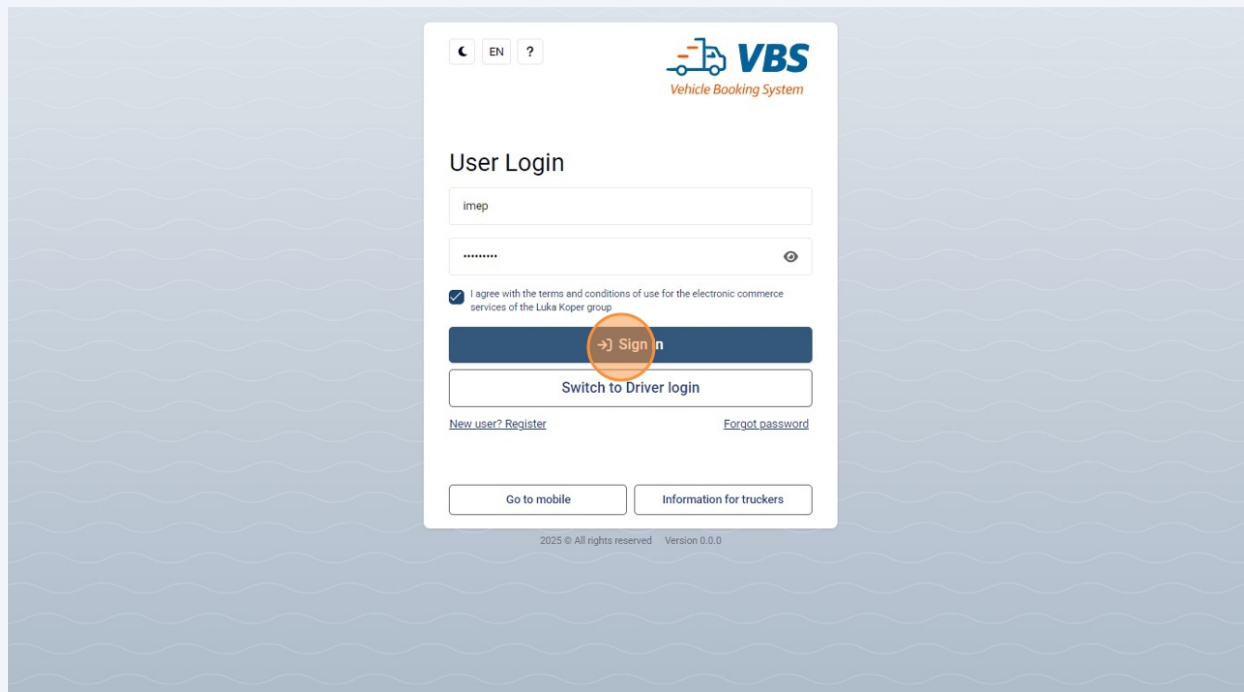


# VBS Instructions for General Cargo – Dry Bulk – Liquid Cargos booking

1

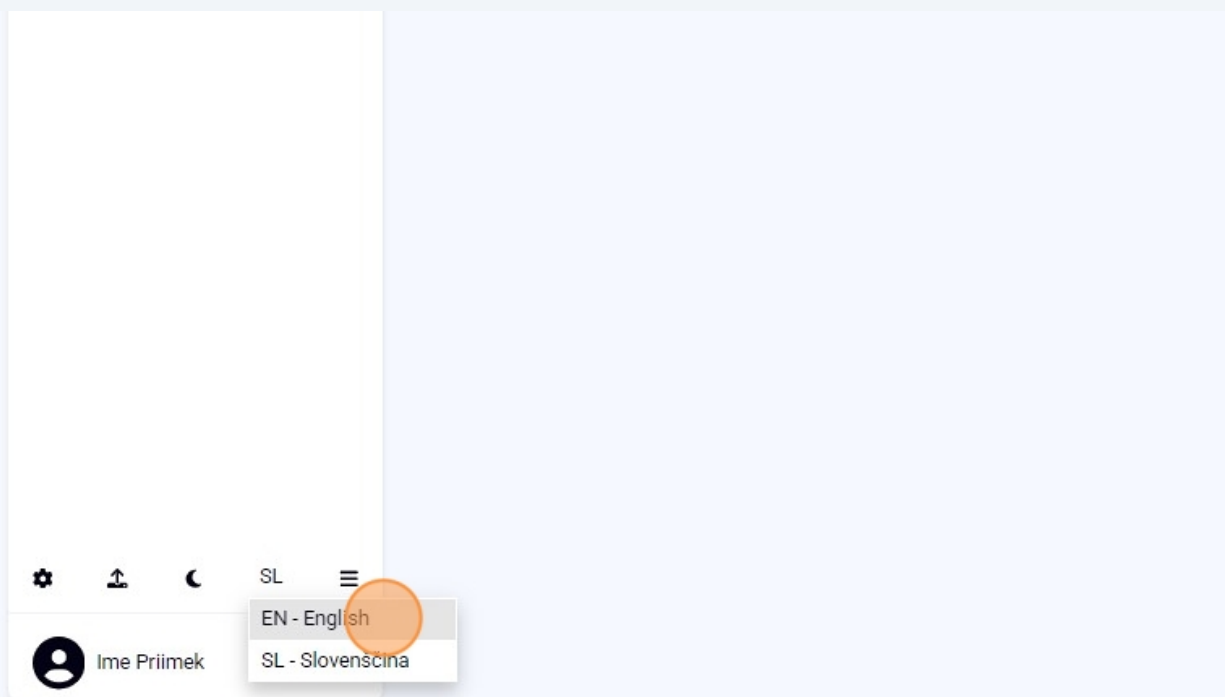
Sign in the VBS: enter user name and password, and confirm the general terms  
<https://vbs.luka-kp.si>



The screenshot shows the VBS (Vehicle Booking System) User Login page. At the top, there are links for 'EN' and '?'. The VBS logo is displayed. The main heading is 'User Login'. Below it, there are input fields for 'imep' (username) and a password field with a toggle icon. A checkbox is checked, indicating agreement with the terms and conditions. A large blue button with a right arrow and the text 'Sign in' is prominent. Below this is a button labeled 'Switch to Driver login'. At the bottom of the login section, there are links for 'New user? Register' and 'Forgot password'. At the very bottom of the page, there are buttons for 'Go to mobile' and 'Information for truckers', and a footer with '2025 © All rights reserved' and 'Version 0.0.0'.

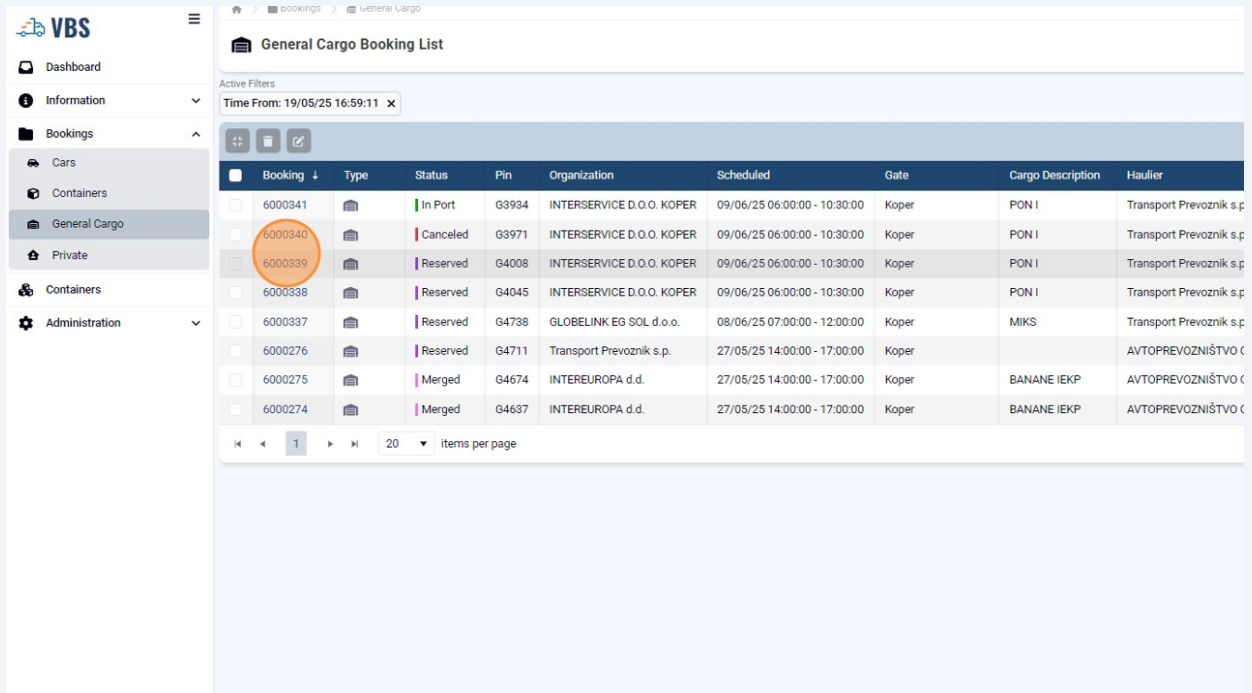
2

Before or after you log in to the VBS, you can also change the language b



3

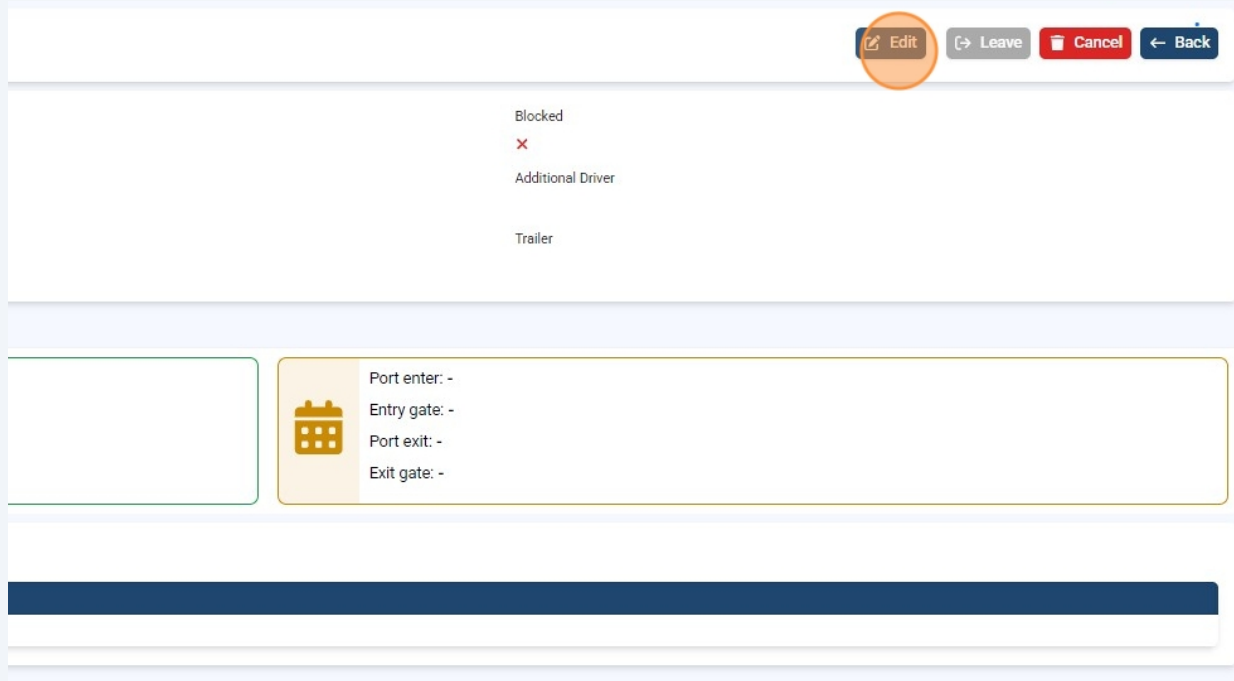
**Booking of time-slot at General Cargo Terminal / Dry Bulk Terminal / Liquid Cargoes Terminal:** Booking of truck un/loading operations involving general cargo, dry bulk and liquefied cargoes is done by freight forwarders on daily basis via the communication software (Lunaris, Trinet, etc.), more precisely, 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, a list of all bookings is displayed



| Booking | Type | Status   | Pin   | Organization              | Scheduled                    | Gate  | Cargo Description | Haulier                  |
|---------|------|----------|-------|---------------------------|------------------------------|-------|-------------------|--------------------------|
| 6000341 |      | In Port  | G3934 | INTERSERVICE D.O.O. KOPER | 09/06/25 06:00:00 - 10:30:00 | Koper | PON I             | Transport Prevoznik s.p. |
| 6000340 |      | Canceled | G3971 | INTERSERVICE D.O.O. KOPER | 09/06/25 06:00:00 - 10:30:00 | Koper | PON I             | Transport Prevoznik s.p. |
| 6000339 |      | Reserved | G4008 | INTERSERVICE D.O.O. KOPER | 09/06/25 06:00:00 - 10:30:00 | Koper | PON I             | Transport Prevoznik s.p. |
| 6000338 |      | Reserved | G4045 | INTERSERVICE D.O.O. KOPER | 09/06/25 06:00:00 - 10:30:00 | Koper | PON I             | Transport Prevoznik s.p. |
| 6000337 |      | Reserved | G4738 | GLOBELINK EG SOL d.o.o.   | 08/06/25 07:00:00 - 12:00:00 | Koper | MIKS              | Transport Prevoznik s.p. |
| 6000276 |      | Reserved | G4711 | Transport Prevoznik s.p.  | 27/05/25 14:00:00 - 17:00:00 | Koper |                   | AVTOPREVOZNIŠTVO C       |
| 6000275 |      | Merged   | G4674 | INTEREUROPA d.d.          | 27/05/25 14:00:00 - 17:00:00 | Koper | BANANE IEKP       | AVTOPREVOZNIŠTVO C       |
| 6000274 |      | Merged   | G4637 | INTEREUROPA d.d.          | 27/05/25 14:00:00 - 17:00:00 | Koper | BANANE IEKP       | AVTOPREVOZNIŠTVO C       |

4

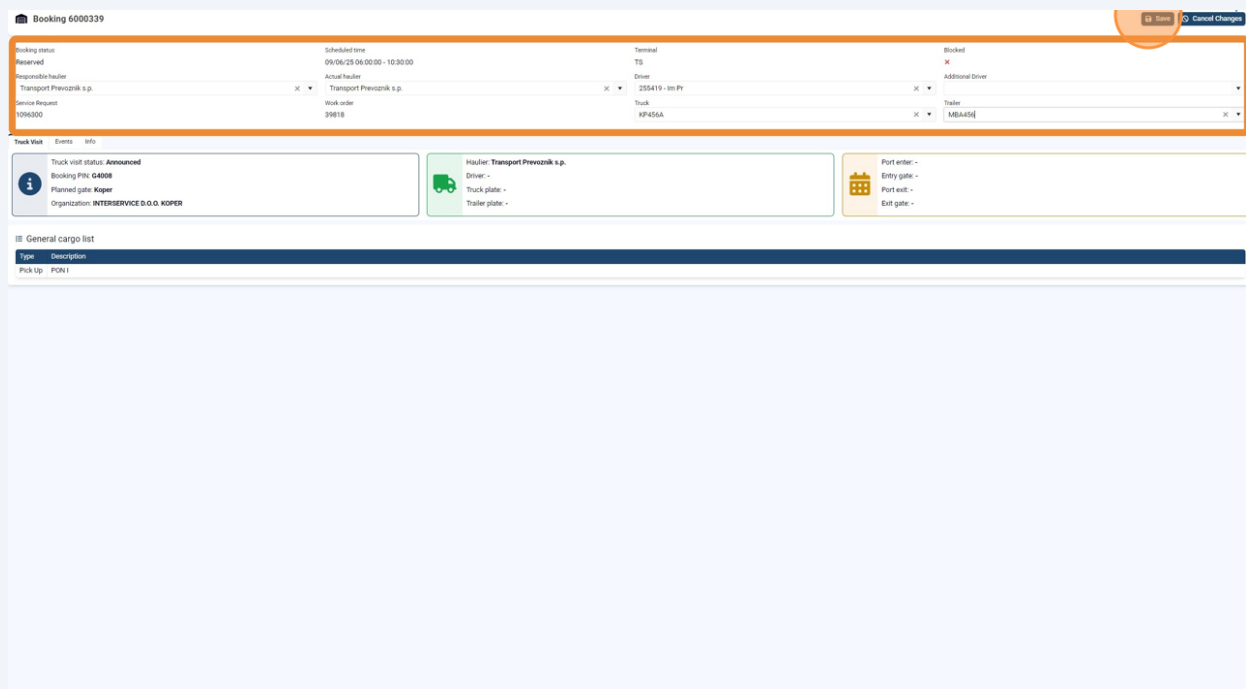
On the list, you can search for your time-slot by limiting your search to specific criteria, as for instance the booking status, PIN, time of arrival, etc. After finding the relevant booking, you can click on the booking number in the second column and select a specific Booking which can be examined and edited by clicking Edit



The screenshot shows a table with booking information. At the top right, there are buttons: 'Edit' (highlighted with an orange circle), 'Leave', 'Cancel', and 'Back'. The table has columns for 'Blocked' (with a red 'X'), 'Additional Driver', and 'Trailer'. Below the table, there is a form section with a calendar icon and fields for 'Port enter: -', 'Entry gate: -', 'Port exit: -', and 'Exit gate: -'. A dark blue bar is visible at the bottom of the form section.

5

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, the status of the booking changes to Booked.



The screenshot shows the 'Booking 6000339' edit window. At the top right, there are buttons: 'Save' and 'Cancel Changes'. The window is divided into several sections:

- Booking status:** Reserved
- Scheduled time:** 09/06/25 06:00:00 - 10:30:00
- Terminal:** TS
- Blocked:** X
- Responsible haulier:** Transport Preveznik s.p.
- Actual haulier:** Transport Preveznik s.p.
- Driver:** 255419 - Ivo Pi
- Additional Driver:** X
- Service Request:** 1096300
- Work order:** 39818
- Truck:** KP456A
- Trailer:** M8A456
- Trailer plate:** X

Below the main form, there are three tabs: 'Truck Visit', 'Events', and 'Info'. The 'Truck Visit' tab is active, showing:

- Truck visit status:** Announced
- Booking PIN:** G4008
- Planned gate:** Koper
- Organization:** INTERSERVICE D.O.O. KOPER

Below the truck visit section, there is a 'General cargo list' section with a table:

| Type    | Description |
|---------|-------------|
| Pick Up | PON I       |



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.



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

6

The booking can be cancelled with "Cancel" function. Only booking organization can cancel the booking.



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 timeslot of truck entrance, truck's arrival in the agreed timeframe, valid driver's pass (annual or onetime), 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.

7

**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.

**VBS**

Dashboard

Information

Bookings

Cars

Containers

General Cargo

Private

Containers

Administration

**Booking 6000341**

Booking status  
In Port  
Responsible haulier  
Service Request

Scheduled time  
09/06/25 06:00:00 - 10:30:00  
Actual haulier  
Transport Prevoznik s.p.  
Work order  
39818

Transport Prevoznik s.p.  
1096300

Truck Visits **Events** Info

| Badge  | PIN     | Status     | Truck plate | Trailer plate | Event date    | Gate status     | Lane |
|--------|---------|------------|-------------|---------------|---------------|-----------------|------|
| 255419 | 6000341 | Port Enter | GOCPS83     | GOBT371       | 08/06/25 1... | Front plate ... | E1   |
| 255419 | 6000341 | Port Enter | GOCPS83     | GOBT371       | 08/06/25 1... | Rear plate r... | E1   |
| 255419 | 6000341 | Port Enter | GOCPS83     | GOBT371       | 08/06/25 1... | Left the gate   | E1   |
| 255419 | 6000341 | Port Enter | GOCPS83     | GOBT371       | 08/06/25 1... | OK - ALL        | E1   |

**General cargo list**

| Type    | Description |
|---------|-------------|
| Pick Up | PON I       |