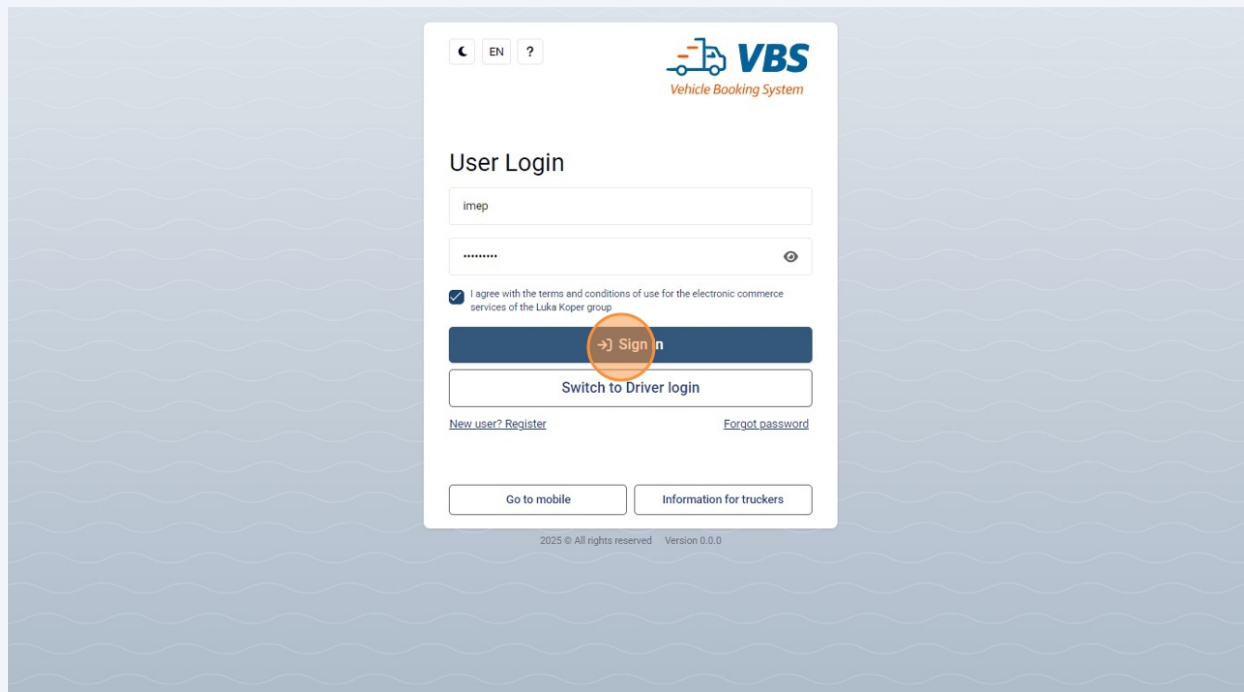# VBS Instructions for General Cargo – Dry Bulk – Liquid Cargos booking

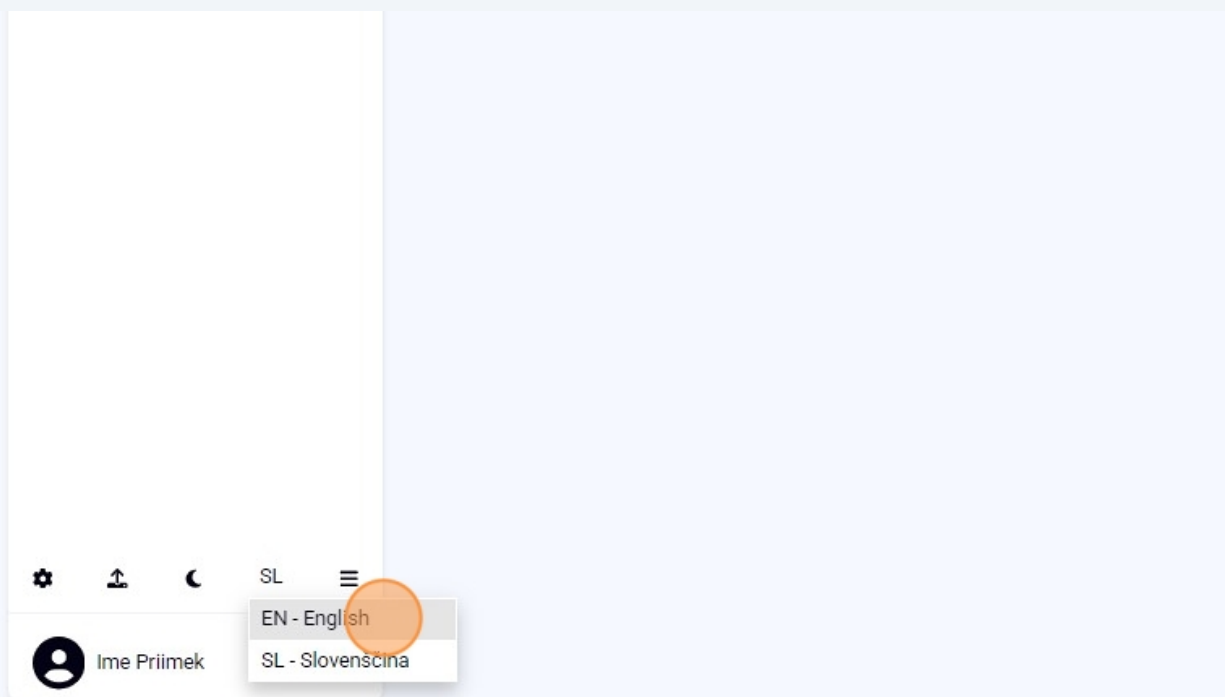**1** Sign in the VBS: enter user name and password, and confirm the general terms
https://vbs.luka-kp.si

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

⚙ ⬆ 🌙   SL ☰

EN - English

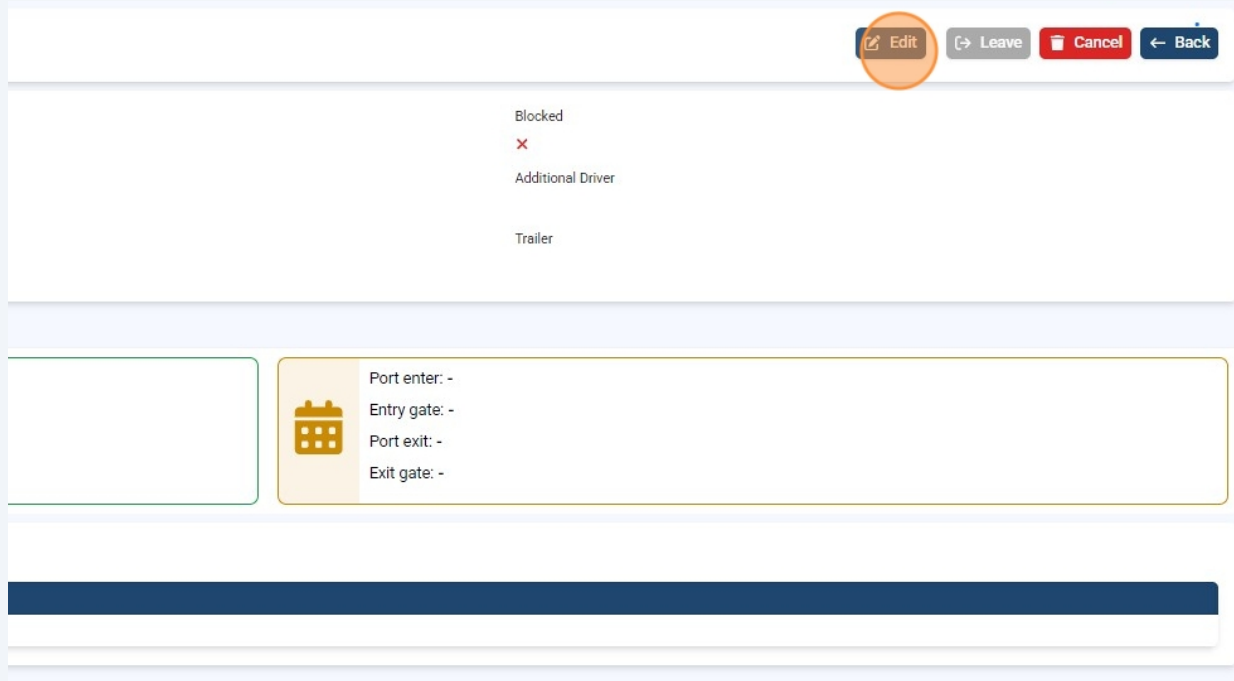👤 Ime Priimek   SL - Slovenscina

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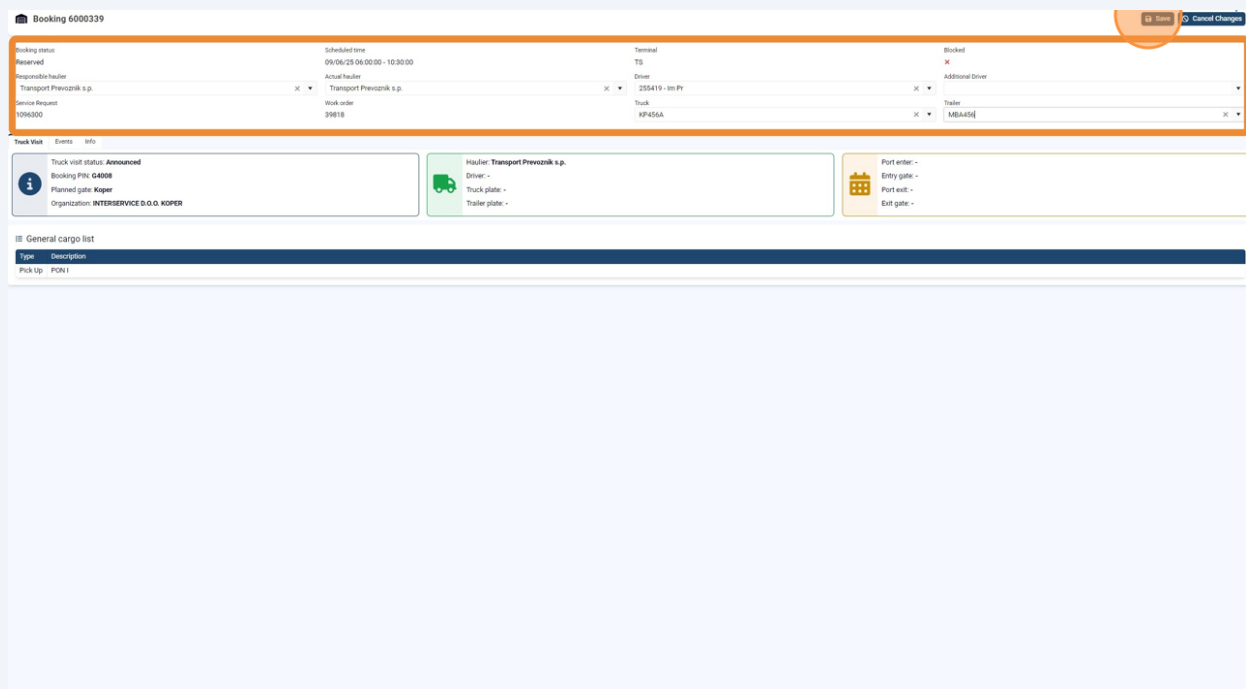
4 On the list, you can search for your time-slot by limiting your search to specific criteria, as for instance the booking status, PIN, time of arrival, etc. After finding the relevant booking, you can click on the booking number in the second column and select a specific Booking which can be examined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

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.

⚠ 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 hauler 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.