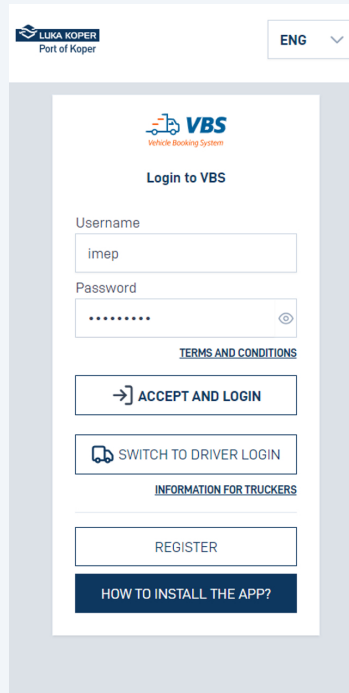


# VBS Mobile instructions

1

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

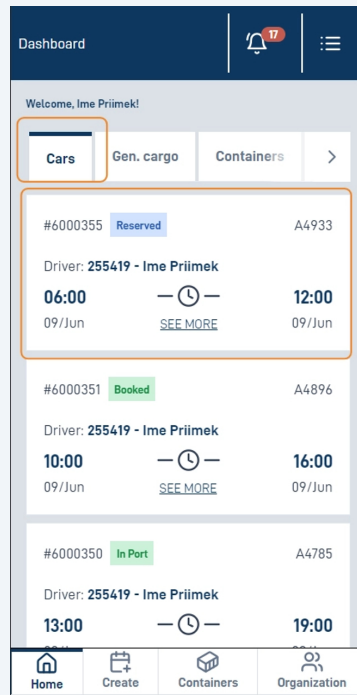


The screenshot shows the VBS mobile login interface. At the top, there is a header with the LUKA KOPER logo and a language dropdown menu set to 'ENG'. Below the header, the VBS logo is displayed. The main section is titled 'Login to VBS' and contains a 'Username' field with the text 'imep' and a 'Password' field with masked characters. Below the password field is a link for 'TERMS AND CONDITIONS'. There are three buttons: 'ACCEPT AND LOGIN' with a right arrow icon, 'SWITCH TO DRIVER LOGIN' with a truck icon, and 'REGISTER'. At the bottom, there is a link for 'HOW TO INSTALL THE APP?'.

## Booking for car terminal (TA)

2

**Loading:** The freight forwarder must first enter the booking into the ACAR system with the desired truck arrival time slots. Then, the planner at the Port of Koper confirms the announcement, which is automatically transferred into the freight forwarder's VBS. A booking is created with a PIN number that identifies the truck's entry time slot. At this stage, the booking status is 'RESERVED'. Bookings are displayed in the list when clicking on 'Cars' on the Dashboard. By clicking on the booking card, the details of the individual booking are opened.



3

In the list, we search for the booking, and the search can be narrowed at the beginning by criteria such as booking status, PIN number, arrival time, etc. When the status is 'Reserved', we can view the booking by tapping anywhere on the card and edit it by clicking 'Edit'.

Booking Details - Cars

#6000355 **Reserved** PIN: A4933

Organization  
**Transport Prevoznik s.p.**

Responsible Haulier  
**Transport Prevoznik s.p.**

Actual Haulier  
Transport Prevoznik s.p.

Time From  
**09/Jun 06:00**

Time To  
**09/Jun 12:00**

Truck

Trailer

Driver

**REVOKE** **EDIT**

Home Create Containers Organization

4

Using the 'Edit' function, editable field will activate which can be updated with the required information. The freight forwarder adds the haulier, the driver, the co-driver (if applicable), and the license plate number of the truck and trailer (if all this information is available) and then saves it.

Booking Details - Cars

Actual Haulier  
Transport Prevoznik s.p.

Time From  
**09/Jun 06:00**

Time To  
**09/Jun 12:00**

Truck

Trailer

Driver  
255419 - Im Pr

Additional Driver

Announced MOT No.

**CANCEL** **SAVE**

Home Create Containers Organization

5

By clicking 'Edit' again, the haulier can add additional vehicles from another client to an existing booking — in this case, we are dealing only with vehicle loading. These additional vehicles will be unloaded. The list of vehicles is imported by entering the ID (VIN) number of one vehicle and confirming the search by clicking 'Search'. Vehicles are assigned by selecting one of the vehicles and then ADD. A prerequisite for importing vehicles into the system is a prepared disposition; otherwise, the vehicles will not appear in the system.

The same procedure applies for creating a booking for vehicle **unloading**, except that in this case, the user must manually select the entry time slot within the VBS system.

The screenshot shows a mobile application interface for managing bookings. The top section is titled 'Driver' and contains three input fields: 'Driver' (with the value '255419 - Im Pr'), 'Additional Driver', and 'Announced MOT No.' (with the value '--'). Below this is a section titled 'Cargo Data' which contains a dropdown menu with the value 'Pick Up (6)'. To the right of the 'Cargo Data' section is a button labeled '+ ADD'. At the bottom of the form are two buttons: 'CANCEL' (red) and 'SAVE' (green). The bottom of the screen features a navigation bar with four icons: 'Home', 'Create', 'Containers', and 'Organization'.

6

The user can also remove vehicles for unloading from the booking by selecting the vehicle and select Remove:

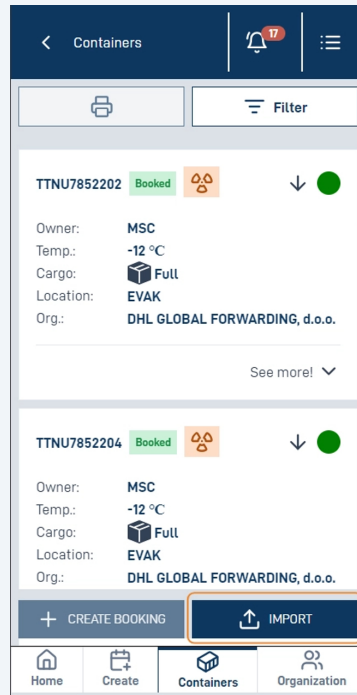
The screenshot shows a 'Cargo Data' interface. At the top right is a '+ ADD' button. Below it, the text 'Drop Off (4)' is followed by a 'REMOVE' button (highlighted with an orange box) and an upward arrow. Below this is a table with two columns: 'Vehicle' and 'SR'. The first row has a checked checkbox (highlighted with an orange box) next to the vehicle ID 'KMHB15113SW077434' and the SR '10200522'. The following three rows have unchecked checkboxes and the same vehicle IDs and SR.

Vehicle	SR
<input checked="" type="checkbox"/> KMHB15113SW077434	10200522
<input type="checkbox"/> KMHB15113SW077435	10200522
<input type="checkbox"/> KMHB15113SW077436	10200522
<input type="checkbox"/> KMHB15113SW077437	10200522

## Bookings containers (KT)

## 7 Import Containers:

As a first step, the freight forwarder or haulier import the CNTs into the VBS system by clicking Containers tab. The import is accomplished after selecting Import Containers function. The precondition for importing CNT into the VBS system is a Service Request (DVH – entrance disposition or DIZ – exit disposition) prepared by freight forwarder, or a container number.



8

After clicking Import containers, a new window opens in which you have to insert the container number and disposition number (under “Code” and “Service Request”). After entering the requested information, click Search and wait until the selected container appears on the screen. Complete the container import process in the VBS system by on the containers and ADD. Importing large number of containers is possible by simply entering the disposition number (entrance or exit).

9

### Create booking from Containers list:

Select the container by clicking on it, then click **Create booking**. A **Create booking** window will appear where the user enters the missing data, such as:

- Haulier
- Driver
- Truck plate number
- Trailer plate number (if applicable)
- Time slot

After filling in the required information, click **Create** to confirm the booking.

10

### Create booking - other option

First, the container must be imported into the VBS system using the same procedure as described earlier. Once the import is completed, the user proceeds to the "Create" tab and selects "Container" to continue the process. The user then adds the relevant containers to the booking and completes it by entering all required data. The rest of the process remains unchanged from the previously described steps.

## General Cargo – Dry Bulk – Liquid Cargoes booking (GT)

- 11 Bookings for truck loading and unloading operations involving general cargo, dry bulk, and liquid cargoes are displayed by selecting "**Gen. cargo**" either on the **Dashboard** or via the **Sidebar** menu (under **Cargo list**). This allows users to view and manage relevant bookings quickly and efficiently.

- 12 The booking can be cancelled with "Revoke" function. Only booking organization can cancel the booking.

Booking Details - Gen. Cargo

#6000338 Reserved PIN: G4045

Organization  
**INTERSERVICE D.O.O. KOPER**

Responsible Haulier  
**Transport Prevoznik s.p.**

Actual Haulier  
Transport Prevoznik s.p.

Time from  
**09/Jun 06:00**

Time to  
**09/Jun 10:30**

Truck

Trailer

Driver

**REVOKE** **EDIT**

Home Create Containers Organization

## Merge bookings



13

If a haulier receives two bookings from different freight forwarders for both unloading and loading vehicles on the same day, they can use the 'Merge' option, which combines the two bookings into one.

Merge option is on each booking details. By clicking Merge booking a new winfoe appears where user selects desired booking for merge:

Booking Details - Cars

Trailer

Driver

255419 - Im Pr

Additional Driver

Announced MOT No.

--

MERGE BOOKINGS

Cargo Data

Pick Up (6)

REVOKE EDIT

Home Create Containers Organization

Booking Details - Cars

Merge Booking

ID PIN

CLEAR SEARCH

Status	Pin	Booking
B	A4896	6000351
Driver 255419 - lme Priimek		

SELECT BOOKING

CANCEL MERGE

REVOKE EDIT

Home Create Containers Organization