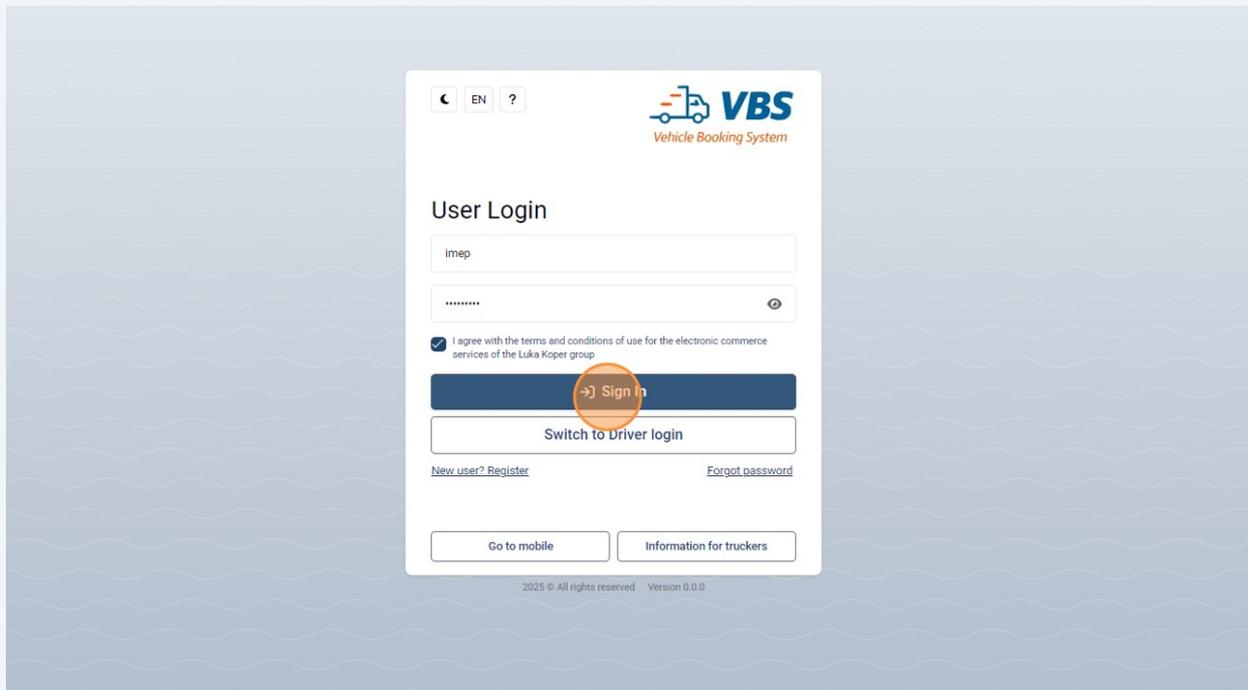


# VBS instructions "Car booking"

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 left, there are navigation icons for a home page, language (EN), and help (?). The VBS logo, featuring a truck icon and the text "VBS Vehicle Booking System", is at the top right. The main heading is "User Login". Below this, there are two input fields: the first contains the username "imep" and the second contains a masked password "\*\*\*\*\*" with an eye icon for toggling visibility. A checked checkbox below the password field indicates agreement with the terms and conditions of use for the electronic commerce services of the Luka Koper group. A prominent blue "Sign In" button with a right-pointing arrow is highlighted with a red circle. Below it is a "Switch to Driver login" button. At the bottom of the form area, there are two links: "New user? Register" and "Forgot password". At the very bottom of the page, there are two buttons: "Go to mobile" and "Information for truckers". The footer text reads "2025 © All rights reserved Version 0.0.0".

## 2 Booking for car terminal (TA)

**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 'Bookings – Cars'. By clicking on the booking number, the details of the individual booking are opened.

Active Filters  
Time From: 19/05/25 17:11:15

Booking	Type	Status	Pin	Bloc...	SD	DM	Vin IN	Vin OUT	Service
6000351	↓	Booked	A4896				KMHB15113SW077434, KMH... (4)		10200
6000350	↑	In Port	A4785					WFOEXXTTRESB81007, WFOF... (7)	
6000349	↑	Merged	A4748					WFOXXXTA0XSP47410, WFOV... (4)	
6000348	↑	Merged	A4711					WFOEXXTTRESB81007, WFOF... (3)	
6000347	↑	Reserved	A4674					WFOXXXTRKSB86830, WFOV... (3)	
6000346	↑	Reserved	A4637					WFOXXXTRKSB883530, WFOV... (3)	

1 20 Items per page

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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 select an individual booking by clicking the selection button in the second column (booking number), which can then be viewed and edited by clicking 'Edit'.

The screenshot shows a table with columns for 'Terminal', 'Blocked', 'Damage discharge', and 'Damage load'. The 'Terminal' column contains 'TA'. The 'Blocked' column has a red 'X'. The 'Damage discharge' column has a red 'X'. The 'Damage load' column has a red 'X'. Below the table, there are fields for 'Port enter', 'Entry gate', 'Port exit', and 'Exit gate', all with a '-' value. A blue bar is visible at the bottom of the interface.

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Using the 'Edit' function, a window opens in which the booking 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.

The screenshot shows the 'Booking details' form. It includes fields for 'Date from' (09.06.2025 06:00) and 'Date to' (09.06.2025 12:00). The 'Responsible haulier' is 'Transport Prevoznik s.p.'. The 'Actual haulier' is 'Transport Prevoznik'. There are fields for 'Driver', 'Truck', and 'Trailer'. Below the form, there are sections for 'Vehicles' with 'For discharge' (No vehicles for discharge) and 'For loading' (WFO00XTRK3B6, WFO00XTA3V3B6, WFO00XTAX3SB6).



If the freight forwarder assigns only the haulier on the booking and confirms it by clicking 'Save', the booking becomes visible in the VBS application of the selected haulier with the status 'Reserved'. When the freight forwarder or the haulier also assigns the driver, truck, and trailer, the booking changes to the status 'Booked'. The entry booking is thus completed.

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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 clicking the plus sign next to the truck, and the booking is then saved. 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.

Car Booking 6000347

Search vehicles

Vin: KMHB15113SW077435 Service request: [ ] [Q Search]

Vehicle	Service request	Forwarder	Add Car
KMHB15113SW077434	10200522	BLG CA...	+
KMHB15113SW077435	10200522	BLG CA...	+
KMHB15113SW077436	10200522	BLG CA...	+
KMHB15113SW077437	10200522	BLG CA...	+

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The user can also remove vehicles for unloading from the booking by clicking on the 'x'.

### Booking details

Date from  
09. 06. 2025 06:00

Date to  
09. 06. 2025 12:00

Responsible haulier  
Transport Prevoznik s.p.

Actual haulier  
Transport Prevoznik s.p. x

Driver

Additional Driver

Truck

Trailer  No Trailer

### Vehicles

For discharge		For loading	
Vehicle	SR	Vehicle	SR
KMHB15113SW077434	10200522 <span style="color: red;">x</span>	WFOKXXTRKSB6830	10263804
KMHB15113SW077435	10200522 <span style="color: red;">x</span>	WFOVXXTA3VSB61257	10261898
KMHB15113SW077436	10200522 <span style="color: red;">x</span>	WFO5XXTAXSSB62534	10261898
KMHB15113SW077437	10200522 <span style="color: red;">x</span>		



When the booking status changes to 'Booked', it means that the booking is complete and the truck can enter the port — but only if all conditions are met (confirmed entry time slot, arrival within the agreed timeframe, valid driver pass (annual or one-time), and paid road charge – either prepaid or one-time purchase). The truck's entry time slot is 6 hours, with the possibility of entering 2 hours before or 2 hours after the assigned slot (a total of 10 hours) – referred to as the 'buffer zone'. If the truck is unable to enter within the assigned slot, the booking must be cancelled and a new one created.

It is important to note that the vehicle loading booking must be created by the freight forwarder, whereas the booking for vehicle unloading can be created by the driver.

## Additional possibilities

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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.

The screenshot shows the 'Car Booking List' in the VBS system. The interface includes a sidebar with navigation options like Dashboard, Information, Bookings, Cars, Containers, General Cargo, Private, Administration, and a main content area. The main area displays a table of bookings with columns for Booking ID, Type, Status, Pin, Bloc..., SD, DM, Vin IN, Vin OUT, and Service. A 'Merge' button is circled in orange above the table. The table contains several rows, with some marked as 'Merged' and others as 'Reserved'.

Booking	Type	Status	Pin	Bloc...	SD	DM	Vin IN	Vin OUT	Service
6000351	↓	Booked	A4896				KMHB15113SW077434, KMHL...	(4)	102005
6000350	↑	In Port	A4785					WF0EXXTTRESB81007, WF0F... (7)	
6000349	↑	Merged	A4748					WF0XXTA0XSP47410, WF0V... (4)	
6000348	↑	Merged	A4711					WF0EXXTTRESB81007, WF0F... (3)	
6000347	↑	Reserved	A4674					WF0KXXTRKSB86830, WF0V... (3)	
6000346	↑	Reserved	A4637					WF0KXXTRKSB883530, WF0V... (3)	

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The 'Events' tab provides the haulier with an overview of the truck's entry into and exit from the port — specifically, when it entered/exited, which truck it was, and at which gate.

The screenshot shows the 'Car Booking 6000350' details in the VBS system. The interface includes a sidebar with navigation options and a main content area. The main area displays booking status, scheduled time, responsible haulier, and announced mot no. Below this, there is a 'Truck Visit' section with an 'Events' tab circled in orange. The 'Events' tab shows a table of truck visits with columns for Badge, PIN, Status, Truck plate, Trailer plate, Event date, Gate status, and Lane. Below the truck visit table, there is a 'Vehicles list' section with a table of vehicles and their service requests.

Badge	PIN	Status	Truck plate	Trailer plate	Event date	Gate status	Lane
255419	6000350	Port Enter	NM78SD	MBA456	08/06/25 1...	OK - ALL	E1
255419	6000350	Port Enter	NM78SD	MBA456	08/06/25 1...	Front plate ...	E1
255419	6000350	Port Enter	NM78SD	MBA456	08/06/25 1...	Rear plate r...	E1

Vehicle	Service request	Type	Forwarder
WF0EXXTTRESB81007	10267885	Pick Up	Frikus špedicija d.o.o.
WF0FXXTTRFSB00558	10267885	Pick Up	Frikus špedicija d.o.o.
WF0RXXTA0RSP30618	10267885	Pick Up	Frikus špedicija d.o.o.
WF0XXTA0XSP47410	10258506	Pick Up	Frikus špedicija d.o.o.
WF0VXXTA1VSB62097	10263804	Pick Up	Frikus špedicija d.o.o.
WF0SXXTABSSB55713	10263804	Pick Up	Frikus špedicija d.o.o.
WF0RXXTA6RSB50115	10263804	Pick Up	Frikus špedicija d.o.o.