

OneStop.

VBS User Guide for Carrier Dispatcher

Version 2

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Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
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Intended Audience

NAME	ROLE
Carriers / Trucking Companies	Dispatcher / Carrier
Facility user	Depot Managers

Document Ownership

OWNER
1-Stop Connections Pty Ltd

Glossary and Definitions

NAME – Definition	
Trucking Company or Carrier	The Carrier is the trucking company that makes VBS bookings and transports containers to and from the facility.
Acceptance No	Associated to Dropoff Containers
Release No	This number is entered by Carriers in Pickup bookings in VBS. This is associated to one or many containers.
SiteCodeID	Facility Site Code and will be used in VBS as the VBS ACOS Code.
VBS	OneStop’s Vehicle Booking System
VBS Coordinator or Depot/Park user	This is the Depot/Park VBS user who can configure and coordinate Bookings inside VBS
Zone	The VBS Zone is equivalent to the 24 hour clock. e.g. Zone 0 = 0001 to 0159, Zone 01 = 0100 to 0159 etc

1. QUICK GUIDE

1.1 Registration for VBS

1. Go to <https://vbs.1-stop.biz/> and click on “Register”



2. You will only need to register your organisation once.
3. Your request will take around three business days to process. An email will be sent on activation.
4. After your registration is activated, you can add multiple users to your organisation’s account.

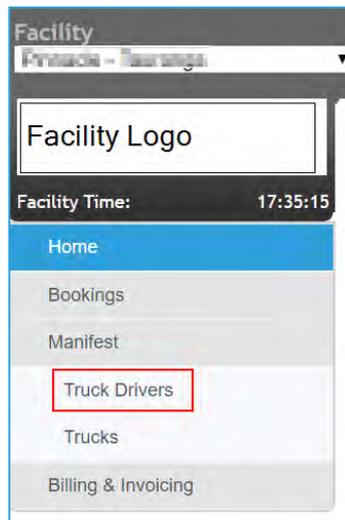
1.2 Login to VBS

5. Go to <https://vbs.1-stop.biz/> .
6. Enter your username and password and click “Login”.
7. The username and password were setup as part of the registration process.
8. Once you login and accept the Terms and Conditions you will be on the Home page...

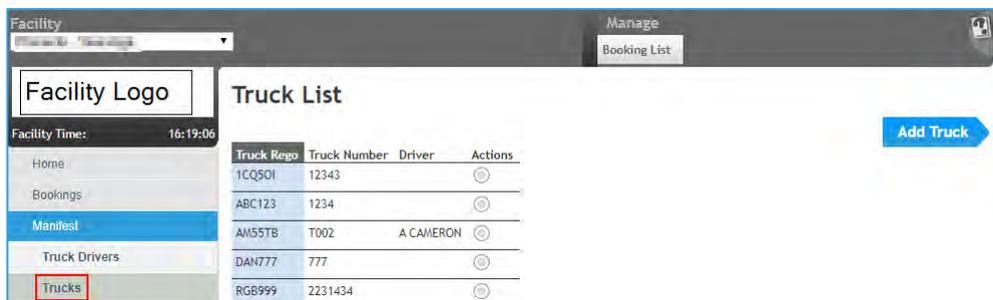
1.3 How to add your Truck Drivers and Trucks

1.3.1 Truck Drivers

A Driver must be added to the Truck Drivers list to be able to be used on a Booking. From inside the Manifest section, select “Truck Drivers”.

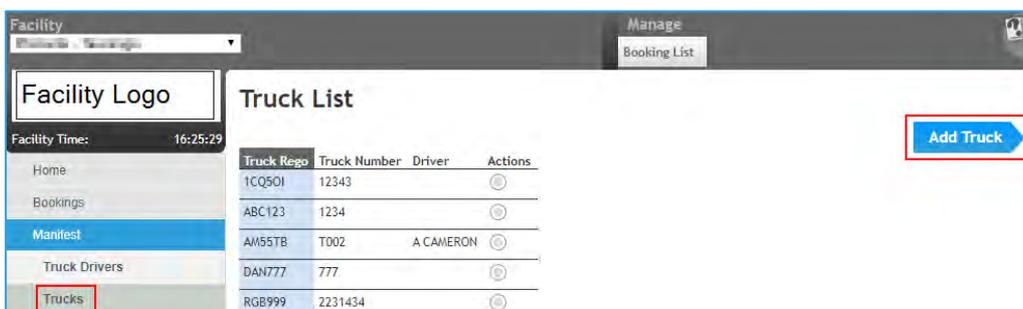


This will bring you to the below Truck Drivers List



1.3.1.1 How to add a Truck Driver

Select “Add Truck” to show the Add Driver popup.



Minimum fields required to “Add” a Truck Driver =

- First Name
- Last Name
- Drivers Licence

Once these details have been entered, then the Driver can be successfully added.

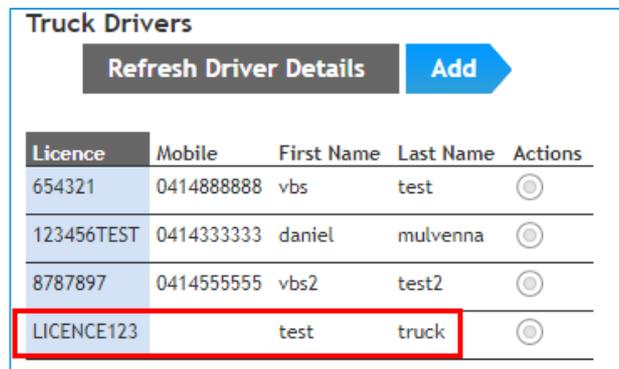


The screenshot shows a web form titled "Add Driver" with a success message at the top: "Truck driver has been added successfully". The form fields are as follows:

First Name	test
Last Name	truck
Email Address	
Driver's Mobile	
Licence Number	licence123
State or Region	Auckland
Country	New Zealand

An "Add" button is located at the bottom right of the form.

Then the new Truck Driver is now available in the “Truck Drivers” list.



The screenshot shows a table titled "Truck Drivers" with a "Refresh Driver Details" button and an "Add" button. The table contains the following data:

Licence	Mobile	First Name	Last Name	Actions
654321	0414888888	vbs	test	⊙
123456TEST	0414333333	daniel	mulvenna	⊙
8787897	0414555555	vbs2	test2	⊙
LICENCE123		test	truck	⊙

The row for "LICENCE123" is highlighted with a red border.

1.3.1.2 How to Edit or Delete a Truck Driver

Edit or Delete is available from the “Actions” tab.

Truck Drivers				
Refresh Driver Details				Add
Licence	Mobile	First Name	Last Name	Actions
654321	0414888888	vbs	test	⊙
123456TEST	0414333333	daniel	mulvenna	⊙
8787897	0414555555	vbs2	test2	⊙
LICENCE123		test	truck	⊙ Edit Delete

Below is the edit Truck Driver screen.

test truck

Email Address:

Driver's Mobile:

Licence Number: LICENCE123

State or Region *: Auckland ▾

Country *: New Zealand ▾

Save

When Edit is complete, “Save” will update the Truck Driver record as shown below.

Truck driver has been updated successfully

test truck

Email Address: **test@email.com**

Driver's Mobile:

Licence Number: LICENCE123

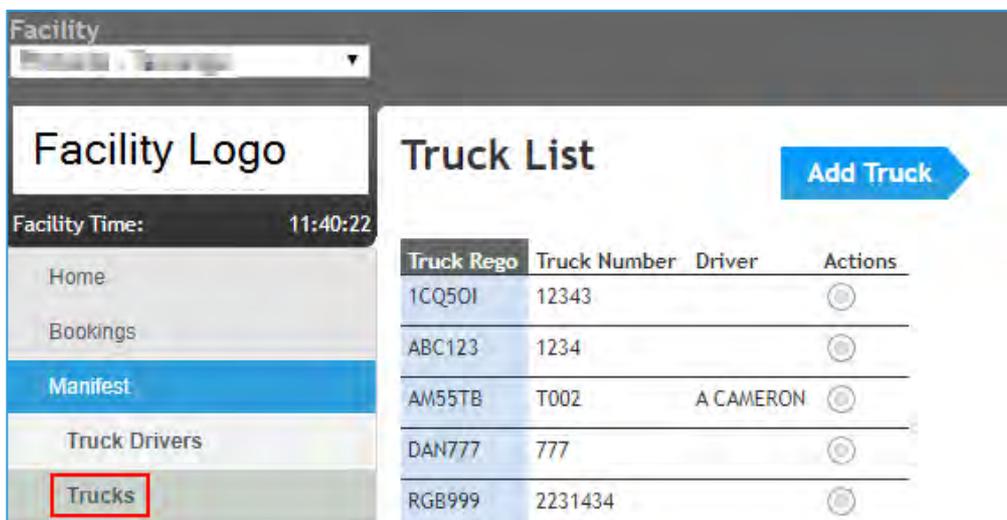
State or Region *: Auckland ▾

Country *: New Zealand ▾

Save

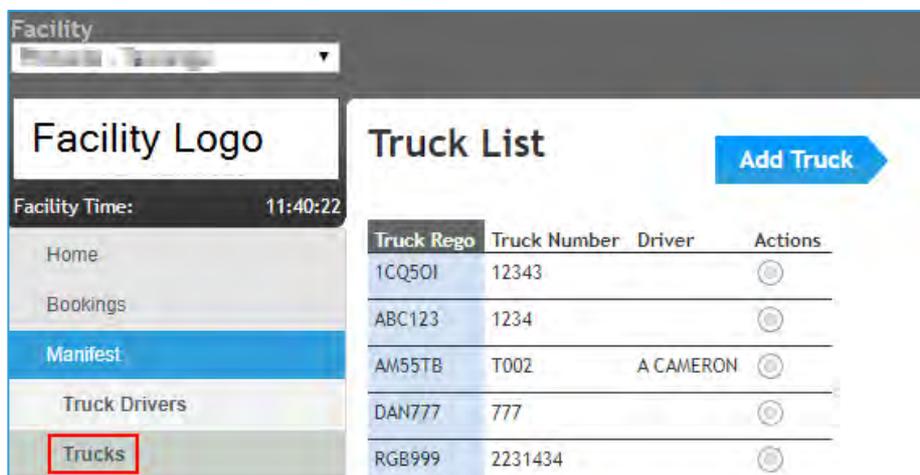
1.3.2 Trucks

A Truck must be added to the Trucks list to be able to be used on a Booking. From inside the Manifest section, select “Trucks” to access the “Truck List”.



1.3.2.1 How to add a Truck

To add a Truck, then select “Add Truck” at the top of the page.



This will bring you to the “Add Truck” popup as shown below.



Add Truck

Truck Rego * 1STOP0

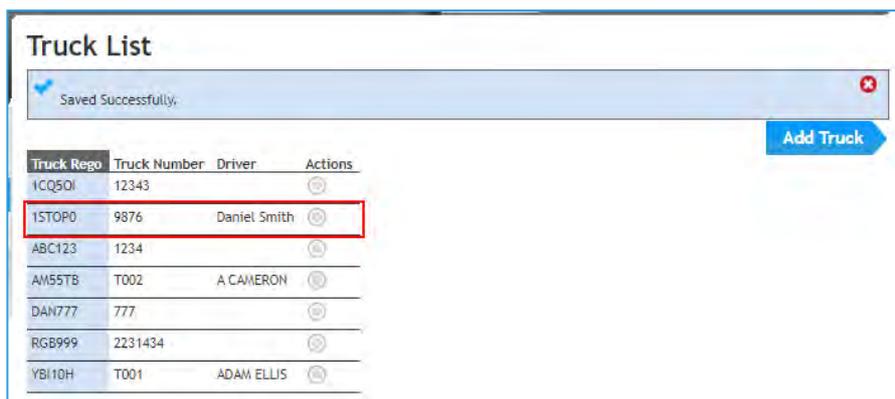
Truck Number * 9876

Driver Daniel Smith - 123987

Add

Once you have entered a Truck Rego and Truck Number, select “Add” to save the Truck.

Note = you can also allocate a Driver to a Truck so that when a Truck is selected in the Booking process, then the Driver will automatically prepopulate.



Truck List

Saved Successfully.

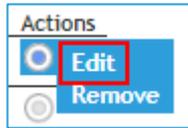
Add Truck

Truck Rego	Truck Number	Driver	Actions
1STOP0	9876	Daniel Smith	
ICQ50I	12343		
ABC123	1234		
AM55TB	T002	A. CAMERON	
DAN777	777		
RGB999	2231434		
YBI10H	T001	ADAM ELLIS	

1.3.2.2 How to Edit or Remove a Truck

Edit

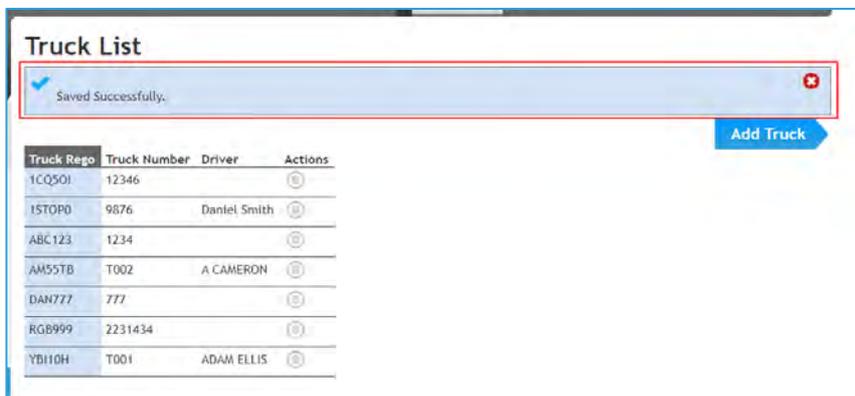
Select the Edit from the Actions Menu as shown below.



Which will bring you to the below Edit Truck popup.

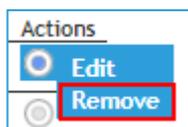


Once the changes have been done, then select "Save" which will update the Truck List and show the below message.



Remove

Select the Remove from the Actions Menu as shown below.



Which will bring you to the Remove Truck popup.



Select Yes to Remove which will update the Truck List as shown below.



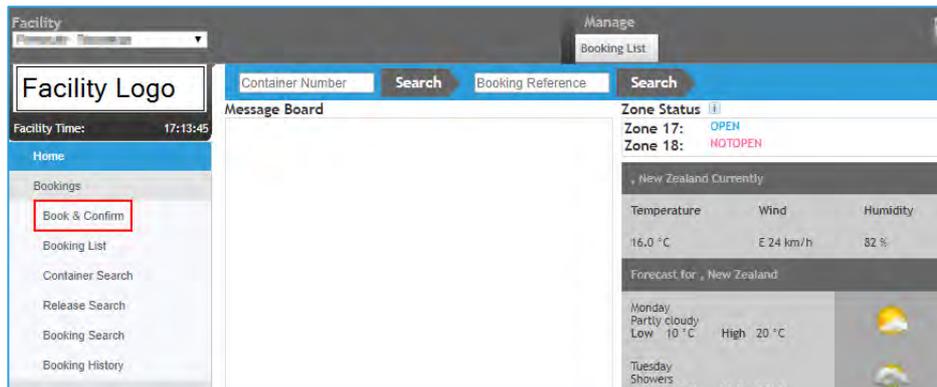
A screenshot of a 'Truck List' table. The table has four columns: 'Truck Rego', 'Truck Number', 'Driver', and 'Actions'. Each row represents a truck with its respective details and a circular icon in the 'Actions' column.

Truck Rego	Truck Number	Driver	Actions
1CQ50I	12346		⊙
1STOP0	9876	Daniel Smith	⊙
ABC123	1234		⊙
AM55TB	T002	A CAMERON	⊙
RGB999	2231434		⊙
YBI10H	T001	ADAM ELLIS	⊙

1.4 How to Book & Confirm a Time Slot

1.4.1 Dropoff

To Book & Confirm a Dropoff Slot, a Carrier will select “Book & Confirm” from the side menu as shown below.



This will bring them to the below screen.

A screenshot of the booking form in the OneStop system. The form fields include: 'Ref:', 'Date:', 'Zone:', 'Status:', 'Company Name' (Whiplash Transport), 'Booking Date*' (2/04/2020), 'Booking Type*' (a dropdown menu with 'Drop Off' selected and highlighted in a red box), 'Site/Pool*', 'Zone*', 'Truck Rego*', 'Truck Driver*', and 'Comment'. A blue 'Confirm' button is located at the bottom left of the form.

Once the user has selected a Booking Date, then type Dropoff, this will then show the required fields for a Dropoff Booking.

A screenshot of the booking form after selecting 'Drop Off'. The form now includes additional fields: 'Container*', 'Acceptance No Received?', 'ISO', and 'Customer'. The 'Booking Type*' dropdown is set to 'Drop Off'. The 'Confirm' button remains at the bottom left.

1.4.1.1 Dropoff Booking fields explained

*** = Mandatory**

Company Name * = Defaulted to the Company name of the logged in user.

Booking Date * = required date of the VBS Booking - i.e. Date "2020-02-24".

Ref: Date: Zone: Status: Whiplash Transport

Company Name
Booking Date* 2/04/2020
Booking Type *
Container*
Acceptance No Received?
ISO
Customer
Site/Pool *
Zone *
Truck Rego *
Truck Driver *
Comment

Confirm

Select here to display the calendar

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select

Booking Type * = Dropoff - default is blank - then will be selected by the user.

Booking Type *
Container*
Acceptance No Received?

Drop Off ▼
Select
Pick Up
Drop Off

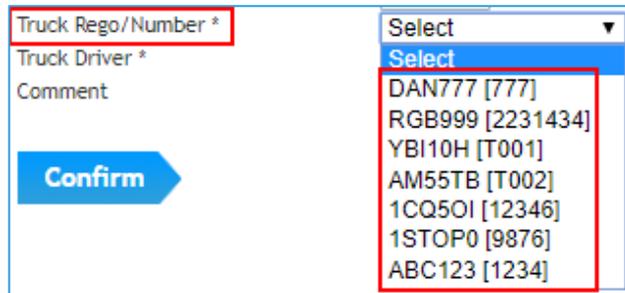
Container No * = entered by the Carrier and once the user tabs into next field VBS checks the Container information with the Container Park.

Container* GENS9856417

Acceptance No Received = This field will display as either YES or NO. Not required for Booking & Confirm but is required before gate in at Container Depot. If the Container is known in the Container Park then this will display as YES. If this is an unknown Container then this will display as NO.

Acceptance No Received? YES

Truck Rego/Number * = The Truck List is maintained in VBS as shown earlier in the User guide. These Trucks can be selected from the dropdown as shown below. All Trucks must be in the Truck List to be used for a booking.



The screenshot shows a form with three fields: "Truck Rego/Number *", "Truck Driver *", and "Comment". A blue "Confirm" button is located below the "Truck Rego/Number *" field. A dropdown menu is open for the "Truck Rego/Number *" field, displaying a list of truck registration numbers with their corresponding codes in brackets. The list includes: DAN777 [777], RGB999 [2231434], YBI10H [T001], AM55TB [T002], 1CQ5OI [12346], 1STOP0 [9876], and ABC123 [1234].

Truck Rego/Number *
DAN777 [777]
RGB999 [2231434]
YBI10H [T001]
AM55TB [T002]
1CQ5OI [12346]
1STOP0 [9876]
ABC123 [1234]

Truck Driver * = Truck Driver List is maintained in VBS as shown earlier in the User Guide. These Truck Drivers can be selected from the dropdown as shown below. A Truck Driver must be in the Truck List to be used for a Booking.



The screenshot shows a form with two fields: "Truck Driver *" and "Comment". A blue "Confirm" button is located below the "Truck Driver *" field. A dropdown menu is open for the "Truck Driver *" field, displaying a list of truck driver names with their corresponding IDs in parentheses. The list includes: Adam Ellis (12345678), Bien Parel (12345), and Daniel Smith (123987). The "Daniel Smith (123987)" option is highlighted in blue.

Truck Driver *
Adam Ellis (12345678)
Bien Parel (12345)
Daniel Smith (123987)

Comment = a free text field for Carriers to enter comments against a Booking. Max Characters = 320.



The screenshot shows a text input field labeled "Comment". The text "top of container is damaged" is entered into the field.

Comment: top of container is damaged

Then once the Confirm button is selected the below screen will be displayed showing the Booking status is now Confirmed.

Time Slot booked & confirmed successfully

Drop-Off Ref: **15D507314** Date: **03/04/2020** Zone: **15** **Status: CONFIRMED**

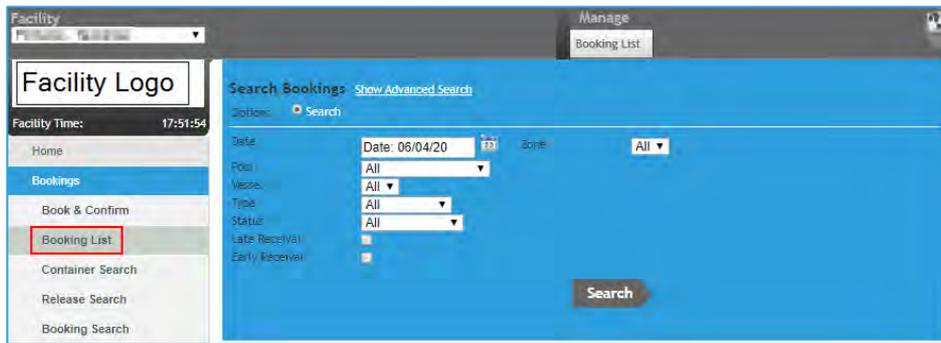
Company Name	Whiplash Transport
Booking Date*	3/04/2020 
Booking Type*	Drop Off ▾
Container*	GENS6585442
Acceptance No Received?	YES
ISO	2510
Customer	GENERAL SALES
Site/Pool*	A-Sulphur Points: A ▾
Zone*	15:(2) ▾
Truck Rego/Number*	DAN777 [777] ▾
Truck Driver*	Daniel Smith (123987) ▾
Comment	door broken



1.4.1.2 Once the Booking Status = Confirmed

Fields that CANNOT be updated

Once a Booking is “Confirmed” the user will need to access the Booking through the Booking List to Edit or List.



Booking List Email Print Refresh

Bookings	Location	Container Dates									
Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	ERN	Expire	Pool Group	Pool Name	Action
03/04/20	05	<u>05P391279</u>	Pick Up		No Show		GENR012345C		Standard	C- Waimarie Street	⊙
03/04/20	05	<u>05P586464</u>	Pick Up		No Show		GENR012345B		Standard	B-Triton Ave	⊙
03/04/20	14	<u>14D240866</u>	Drop Off		Confirmed	GENS9852354			Standard	A-Sulphur Points	⊙
03/04/20	17	<u>17P004134</u>	Pick Up		Confirmed		GENR442136		Standard	C- Waimarie Street	⊙ Edit List Email
03/04/20	18	<u>18D242415</u>	Drop Off		Confirmed	WRONG1234			Standard	A-Sulphur Points	⊙
03/04/20	18	<u>18D984469</u>	Drop Off		Confirmed	ZXCV009876			Standard	C- Waimarie Street	⊙
03/04/20	18	<u>18P505784</u>	Pick Up		Confirmed		GENR652145844		Standard	D-Cross Roads	⊙

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Once a Booking is “Confirmed” - then the following fields can’t be updated and will be **read only** =

- Booking Date
- Container No
- Acceptance No Received
- ISO
- Customer
- Site/Pool
- Zone

The screenshot shows a 'Booking Details' form with the following information:

- Drop Off Ref: 15D507314 Date: 03/04/2020 Zone: 15 Status: Confirmed
- Company Name: Whiplash Transport
- Booking Date*: 3/04/2020
- Container No: GENS8585442
- Acceptance No Received?: YES
- ISO: 2510
- Customer: GENS
- Site/Pool: A-Sulphur Points: A
- Zone*: 15
- Truck Rego/Number*: DAN777 [777]
- Truck Driver*: Daniel Smith (123987)
- Comment: door broken

Buttons: List, Update

If any of the above mentioned fields need to be changed then the user will need to =

1. Select “List” (as shown in the previous screenshot) which will change the booking status to Listed in VBS and cancel the booking in the Container Park.
2. Book & Confirm with the new details.

Note - Listed Bookings will be placed back into the field for other Carriers to Book. Normal Listing rules will apply as per the Container Park Listing configuration.

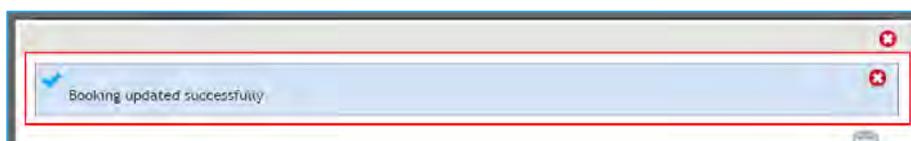
Fields that CAN be Updated

On the Booking Details screen the following fields CAN be updated =

- Truck Rego / Truck Number (Fleet Number)
- Truck Driver
- Comment

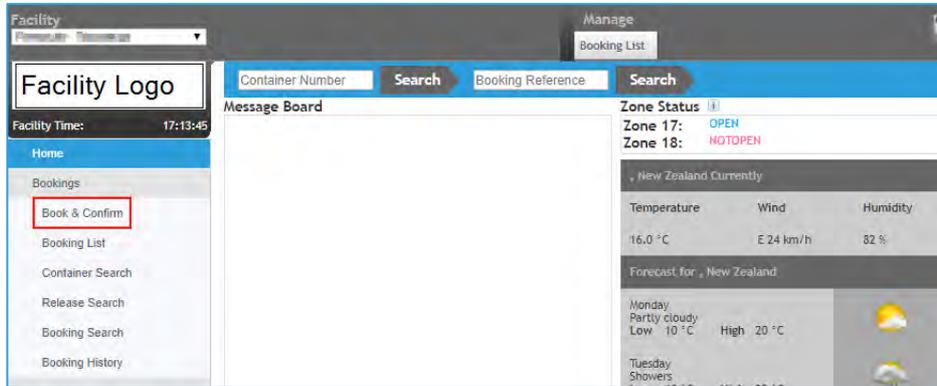
The screenshot shows a 'Booking Details' form with the following information: Drop Off, Ref: 15D507314, Date: 03/04/2020, Zone: 15, Status: Confirmed. Below this, there are fields for Container Number and Facility Reference Number. The main form contains: Company Name: Whiplash Transport; Booking Date*: 3/04/2020; Container No: GENS6585442; Acceptance No Received?: YES; ISO: 2510; Customer: GENS; Site/Pool+: A-Sulphur Points: A; Zone*: 15. A red box highlights the following fields: Truck Rego/Number*: DAN777 [777]; Truck Driver*: Daniel Smith (123987); Comment: door broken. At the bottom right, there are 'List' and 'Update' buttons.

Once the field has been changed, then select “Update” to save the information and the below will be displayed to the user.



1.4.2 Pickup

To Book and Confirm a slot the Carrier user will select “Book & Confirm” from the side menu.



which will bring them to the below screen.

Ref:	Date:	Zone:	Status:
Company Name	Whiplash Transport		
Booking Date*	3/04/2020		
Booking Type *	Select		
Site/Pool *	Select		
Zone *	Pick Up		
Truck Rego/Number *	Drop Off		
Truck Driver *	Select		
Comment			

Confirm

Once the user has selected a Booking Date, then Booking Type “Pickup”, this will then display the required fields for a Pickup Booking as shown below.

Ref:	Date:	Zone:	Status:
Company Name	Whiplash Transport		
Booking Date*	3/04/2020		
Booking Type *	Pick Up		
Release*			
Container Type*			
Site/Pool *	Select		
Zone *	Select		
Door Facing	Any		
Trailer Position	Select		
Trailer Slot Position	Select		
Truck Rego/Number *	Select		
Truck Driver *	Select		
Comment			

Confirm

OneStop.

1.4.2.1 Pickup Booking fields explained

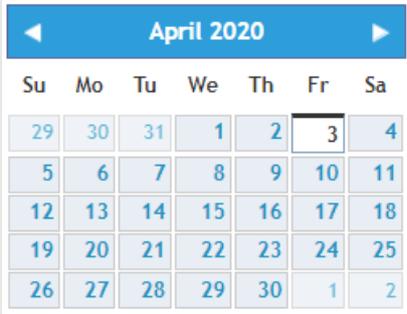
(* = Mandatory)

Company Name * = Defaulted to the Company name of the logged in user.

Company Name	Whiplash Transport
--------------	--------------------

Booking Date * = required date of the VBS Booking - i.e. Date "3/04/2020"

Booking Date*	3/04/2020
Booking Type *	
Release*	
Container Type*	
Site/Pool *	
Zone *	
Door Facing	
Trailer Position	
Trailer Slot Position	



Select here to open the calendar and select required Date

Booking Type * = Pickup - default is "Select" and Pick Up can be selected by the user.

Booking Type *	Pick Up ▾
----------------	-----------

Release* = entered by user - when the user tabs into next field VBS checks the information with the container park to retrieve the release information. If invalid/unknown – the user will be unable to Confirm the Booking. The user will be advised to contact the Park/Depot to resolve.

Release*	GENR442136
----------	------------

Container Type * = This is prepopulated after the user tabs out of the "Release" field. This displays a dropdown list of container types in the Release as received by the Container Park, as shown below. Select the required Container Type for your Booking.

Container Type*	Select ▾
Site/Pool *	Select
Zone *	20' 2210 DRY I (1)
Door Facing	20' 2232 REFFER L (0)
	20' 2532 REFFER Z (3)

Container Type Fields as per the above example =

- Size = 20'
- ISO = 2210
- Type = DRY
- Grade = I
- Qty remaining to be booked = (1)

If “Qty Remaining” displays as (0) then VBS and the Container Park should not allow the Booking to be confirmed.

Site/Pool* This is prepopulated after the user tabs out of the “Release” field and is Read only.

Site/Pool * C-Waimarie Street: C ▾

Zone* = required Time Zone of the VBS Booking - this will show the Zones and available slots in each zone as per the date and pool/site that were selected in the 2 previous fields - i.e. 14:(2) = Zone 14 & 2 slots available.

Zone * Select ▾
Select
14:(2)
15:(2)
16:(2)
17:(2)
18:(2)

Door Facing = Optional and can be selected from the Dropdown. Options = Any or Front or Aft.

Door Facing Any ▾
Any
Forward
Aft

Trailer Position = Optional and can be selected from the Dropdown. Options = Any or 1 or 2 or 3

Trailer Position Select ▾
Select
1
2
3

Trailer Slot Position = Optional and can be selected from the Dropdown. Options = Any or 1 or 2 or 3

A screenshot of a form with four fields: "Trailer Slot Position", "Truck Rego/Number *", "Truck Driver *", and "Comment". The "Trailer Slot Position" field is highlighted with a red box. To its right is a dropdown menu with a "Select" button and a list of options: "Select", "1", "2", and "3". The "1" option is highlighted with a red box.

Truck Rego/Number * = The Truck List is maintained in VBS as shown earlier in the User guide. These Trucks can be selected from the dropdown as shown below. All Trucks must be in the Truck List to be used for a booking.

A screenshot of a form with three fields: "Truck Rego/Number *", "Truck Driver *", and "Comment". The "Truck Rego/Number *" field is highlighted with a red box. To its right is a dropdown menu with a "Select" button and a list of truck registration numbers: "DAN777 [777]", "RGB999 [2231434]", "YBI10H [T001]", "1CQ5OI [12343]", "ABC123 [1234]", and "AM55TB [T002]". The dropdown menu is highlighted with a red box. Below the fields is a blue "Confirm" button.

Truck Driver * = Truck Driver List is maintained in VBS as shown earlier in the User Guide. These Truck Drivers can be selected from the dropdown as shown below. A Truck Driver must be in the Truck List to be used for a Booking.

A screenshot of a form with two fields: "Truck Driver *" and "Comment". The "Truck Driver *" field is highlighted with a red box. To its right is a dropdown menu with a "Select" button and a list of truck driver names and IDs: "ADAM BROWN (DB108632)", "ADAM BROWN (DA349334)", "ADAM BROWN (BK286866)", "Bien Parel (12345)", "BRYANT HELLER (BL155290)", "Daniel Smith (123987)", "DANIEL SMITH (BJ627506)", "DANIEL SMITH (AY410390)", "ELENA COLLINGS (DI017282)", and "JOHN DOE (AA123456)". The "Daniel Smith (123987)" option is highlighted with a blue background. Below the fields is a blue "Confirm" button.

Comment = a free text field for Carriers to enter comments against a Booking. Max Characters = 320.

A screenshot of a text input field labeled "Comment". The text "Container door broken" is entered into the field.

Once a Booking is “Confirmed” - then the following fields can’t be updated and will be **read only** =

- Booking Date
- Release
- Container Type
- Site/Pool
- Zone

Booking Details
Pick Up Ref: 17P004134 Date: 03/04/2020 Zone: 17 Status: Confirmed

Container Number Facility Reference Number

Company Name Whiplash Transport

Booking Date* 3/04/2020

Release* GENR442136

Container Type* [v]

Site/Pool* C-Waimarie Street: C [v]

Zone* 17 [v]

Door Facing Forward [v]

Trailer Position 1 [v]

Trailer Slot Position 2 [v]

Truck Rego/Number* DAN777 [777] [v]

Truck Driver* Daniel Smith (123987) [v]

Comment Container door broken

List Cancel Update

If any of the above-mentioned fields need to be updated then the user will need to =

1. Select “List” (as shown above) - which will change the booking status to Listed in VBS and cancel it in CC2
2. Book with the new details

Note - **Listed** Bookings will be placed back into the field for other Carriers to Book. Normal Listing rules will apply as per what is set for the Listing GP’s.

Fields that CAN be Updated

Once a Booking is “Confirmed” - the following fields CAN be updated =

- Door Facing
- Trailer Position
- Trailer Slot Position
- Truck Rego/Number
- Truck Driver
- Comment

Booking Details
Pick Up Ref: 17P004134 Date: 03/04/2020 Zone: 17 Status: Confirmed

Container Number Facility Reference Number

Company Name Whiplash Transport
Booking Date* 3/04/2020
Release* GENR442136
Container Type*
Site/Pool* C-Waimarie Street: C
Zone* 17

Door Facing Forward
Trailer Position 1
Trailer Slot Position 2
Truck Rego/Number * DAN777 [777]
Truck Driver * Daniel Smith (123987)
Comment Container door broken

List Update

Once the field has been changed, then select “Update” to save the information and the below will be displayed if successful.

Booking updated successfully

Booking Details
Pick Up Ref: 18P030158 Date: 07/04/2020 Zone: 18 Status: Confirmed

Container Number Facility Reference Number

Company Name Whiplash Transport
Booking Date* 7/04/2020
Booking Type* Pick Up
Release* GENR652145844
Container Type* 40' 4510 DRY I (36)
Site/Pool* D-Cross Roads: D
Zone* 18

Door Facing Aft
Trailer Position 2
Trailer Slot Position 3
Truck Rego/Number * RGB999 [2231434]
Truck Driver * Daniel Smith (123987)
Comment TEST

List Update

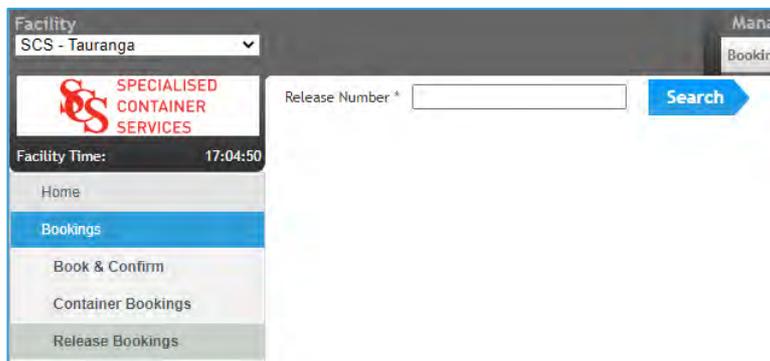
1.5 Release Bookings for Pickups

1.5.1 What are Release Bookings?

Release Bookings is used by Carriers who wish to book many pickup bookings at once from a single release. To use this option, select “Release Bookings” from inside the Bookings menu, as shown below.



Once “Release Bookings” has been selected, the below will display for the user to enter the Release number.

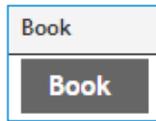


As shown below, enter the Release Number then select “Search”.



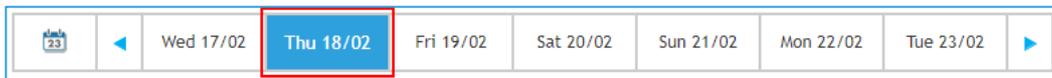
The Release details will be displayed as shown below.

- The Book button



1.5.2 How to Book using Release Bookings

From the below screen, first select the date for your bookings for as shown below.



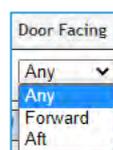
Once you have selected your date, next select the Container type you wish to book for. A release may have 1 or many container types as shown below.

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
2210	20	DRY		I	Empty	20	0	0	20
Site		Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *		Book
A-Sulphur Points		Any	Select	Select	Select	Select	Select		Book
2210	20	DRY		I	Empty	20	0	0	20
Site		Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *		Book
B-Triton Ave		Any	Select	Select	Select	Select	Select		Book
4510	40	DRY		I	Empty	20	0	0	20
Site		Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *		Book
C-Waimarie Street		Any	Select	Select	Select	Select	Select		Book
4510	40	DRY		I	Empty	20	0	0	20
Site		Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *		Book
D-Cross Roads		Any	Select	Select	Select	Select	Select		Book
4510	40	DRY		I	Empty	20	0	0	20
Site		Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *		Book
E-Totara Street		Any	Select	Select	Select	Select	Select		Book

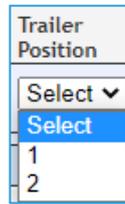
To book a container type you will need to select the following optional and mandatory fields.

Optional fields include =

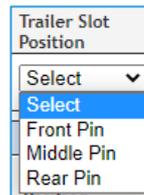
- Door Facing: Any (default), Forward, Aft



- Trailer Position: 1 or 2

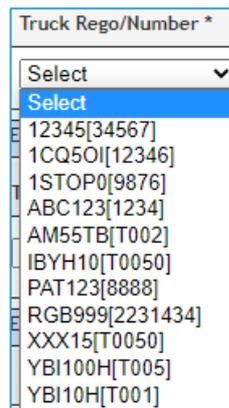


- Trailer Slot Position: Front Pin, Middle Pin, Rear Pin

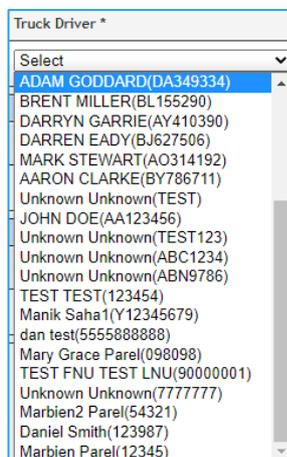


Mandatory fields include =

- Truck Rego/Number: list retrieved from the Truck List



- Truck Driver: list retrieved from the Truck Driver List (if the driver is associated to a Truck, then the Driver will auto populate)



- Zone: where the first number is the Zone and in brackets is how many slots are available

Zone *

Select ▼

Select

18 (1)

19 (0)

20 (0)

21 (0)

22 (0)

23 (0)

Once all the necessary fields have been selected, as shown below, then select “Book”.

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
2210	20	DRY		I	Empty	20	0	0	20

Site	Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *	Book
A-Sulphur Points	Aft ▼	1 ▼	Rear Pin ▼	PAT123[8888] ▼	JOHN DOE(AA123456) ▼	8 (2) ▼	Book

When the booking is confirmed, the details will show at the bottom of the container type section as shown below. On the right hand side, you can now see the “Booking Ref” and the Booking Status.

Note – your Truck Rego/Number and Truck Driver will auto populate ready for the next booking.

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
2210	20	DRY		I	Empty	20	0	1	19

Site	Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *	Book
A-Sulphur Points	Aft ▼	1 ▼	Rear Pin ▼	PAT123[8888] ▼	JOHN DOE(AA123456) ▼	8 (1) ▼	Book

Site	Door	Trailer	Slot	Truck	Driver	Zone	Booking Ref	Status	Actions
A-Sulphur Points	Aft	1	Rear Pin	PAT123	JOHN DOE(AA123456)	8	08P698411	Confirmed	⊙

1.5.3 Actions menu

Once a booking is Confirmed, then the “Actions” menu will be available as shown below.

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
2210	20	DRY		I	Empty	20	0	1	19
Site	Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *	Book		
A-Sulphur Points	Aft	1	Rear Pin	PAT123[8888]	JOHN DOE(AA123456)	8 (1)	Book		
Site	Door	Trailer	Slot	Truck	Driver	Zone	Booking Ref	Status	Actions
A-Sulphur Points	Aft	1	Rear Pin	PAT123	JOHN DOE(AA123456)	8	08P698411	Confirmed	<input type="radio"/> Edit <input type="radio"/> List <input type="radio"/> Email
2210	20	DRY		I	Empty	20	0	0	20

From this menu, a user can select =

- Edit – which will show the booking as a popup. Here they can either List or Update the booking details

Pick Up Ref: 08P698411 Date: 18/02/21 Zone: 08 Status: Confirmed

Container Number Facility Reference Number

Reference No: 140121

Container Type: 2210 DRY I (A)

Site/Pool *: A-Sulphur Points: A

Door Facing: Aft

Trailer Position: 1

Trailer Slot Position: Rear Pin

Truck Rego/Number *: PAT123: [8888]

Truck Driver *: JOHN DOE(AA123456)

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

- List – which will give them the option to List the booking

List Booking?

Are you sure you want to list this booking?

- Email – which will give them the option of sending the booking information to an email

Send Email

Email Address *

1.6 Container Bookings for Drop-offs

1.6.1 What are Container Bookings?

Container Bookings are used by Carriers who wish to book many Container drop off bookings at once from a single release. To use this option, select “Container Bookings” from inside the Bookings menu, as shown below.

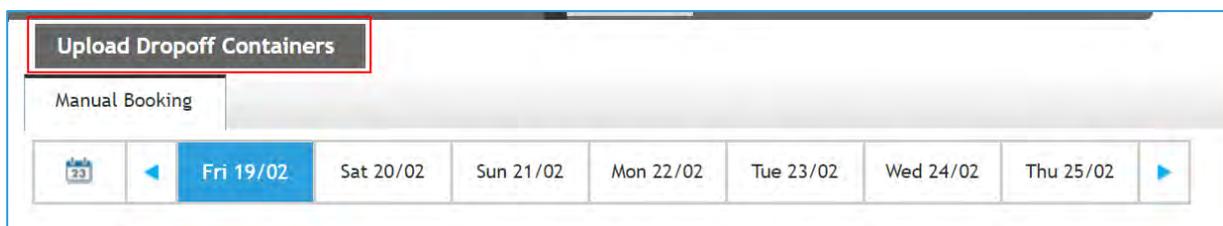


Once “Container Bookings” is selected, the below will be displayed.

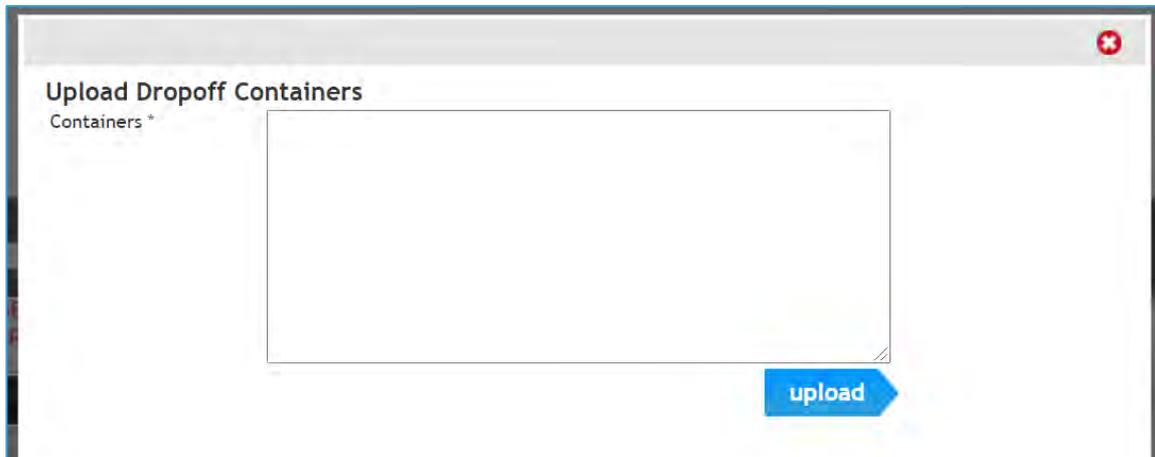


1.6.2 How to Upload Dropoff Containers

To upload drop off containers for Booking, select “Upload Dropoff Containers”.



This will bring you to the below page



Add the containers here remembering to separate the containers. Examples of how to separate the containers include =

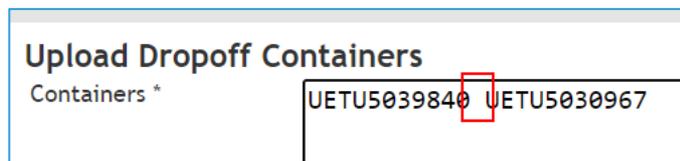
comma



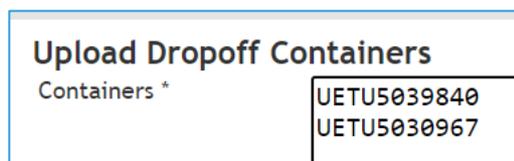
semi colon



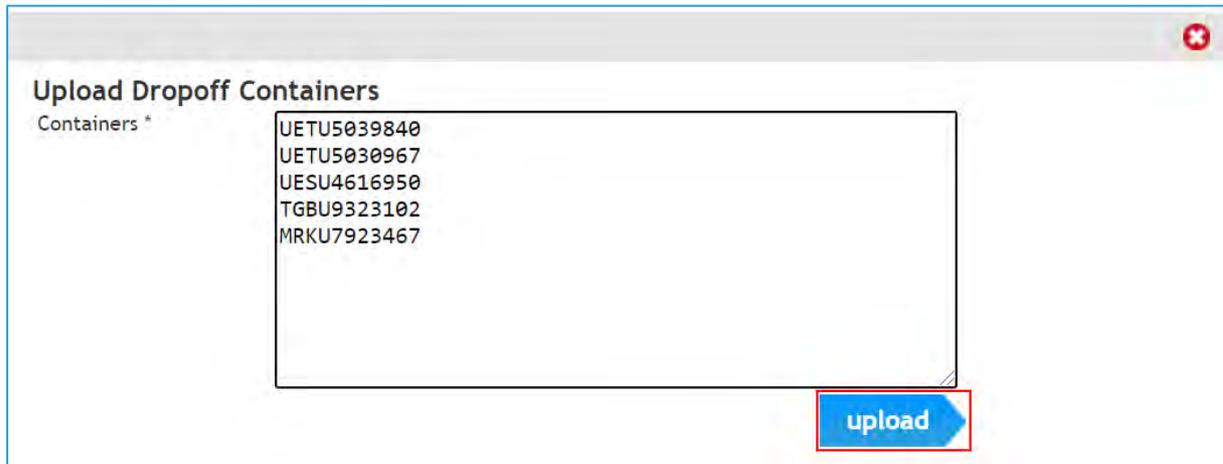
space



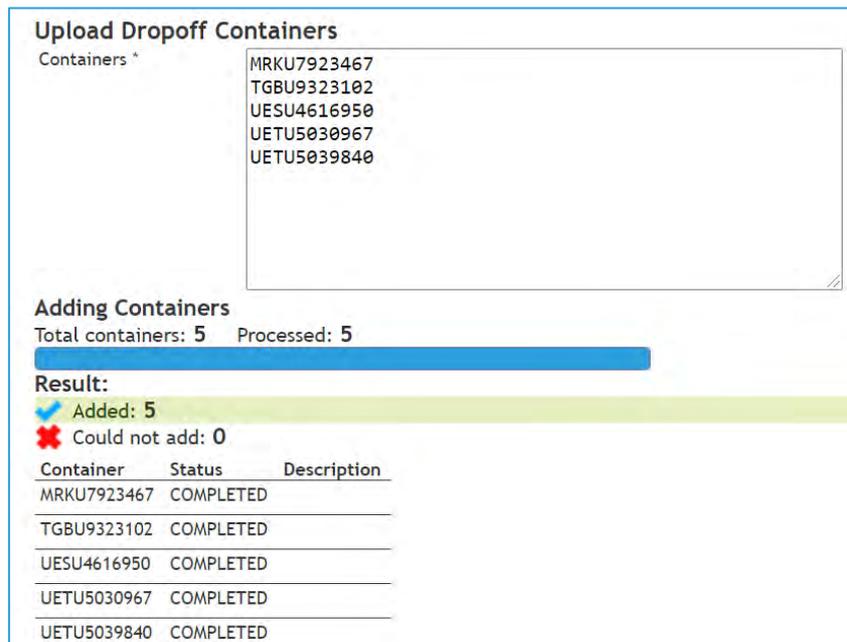
line



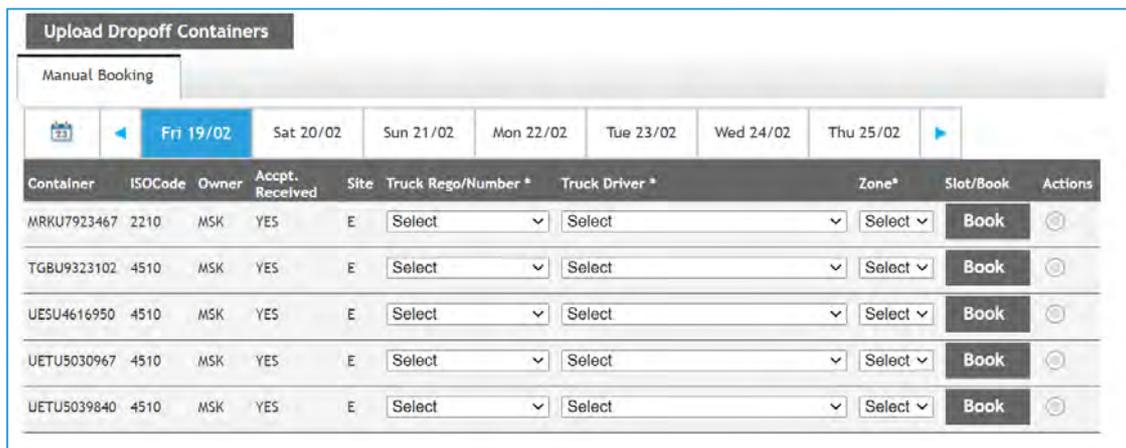
Once the containers have been added, then select "Upload".



Whilst this upload is in progress, the user may see the below status screen.



Once the upload is a success, the user will see the uploaded containers as shown below.



1.6.3 How to Book uploaded Containers with Acceptance = YES

Once you have successfully uploaded the containers, next you can select your date. In the below example I have selected “Fri 19/02” as my Booking Date.

Container	ISOCode	Owner	Acpt. Received	Site	Truck Rego/Number *	Truck Driver *	Zone*	Slot/Book	Actions
MRKU7923467	2210	MSK	YES	E	Select	Select	Select	Book	⊙
TGBU9323102	4510	MSK	YES	E	Select	Select	Select	Book	⊙
UESU4616950	4510	MSK	YES	E	Select	Select	Select	Book	⊙
UETU5030967	4510	MSK	YES	E	Select	Select	Select	Book	⊙
UETU5039840	4510	MSK	YES	E	Select	Select	Select	Book	⊙

Next you will need to enter the following **mandatory (*)** fields to “Book” =

- Truck Rego/Number: list retrieved from the Truck List

Truck Rego/Number *

- Select
- 12345[34567]
- 1CQ5O[12346]
- 1STOP0[9876]
- ABC123[1234]
- AM55TB[T002]
- IBYH10[T0050]
- PAT123[8888]
- RGB999[2231434]
- XXX15[T0050]
- YBI100H[T005]
- YBI10H[T001]

- **Truck Driver:** list retrieved from the Truck Driver List (if the driver is associated to a Truck, then the Driver will be auto populated)

- **Zone:** where the first number is the Zone and in brackets is how many slots are available

Once the above fields have been entered, then select Book.



Once the container is booked, then the Booking Ref will be displayed in place of the Book button and a message will be displayed at the top of the page, as shown below.

Container	ISOCode	Owner	Acpt. Received	Site	Truck Rego/Number *	Truck Driver *	Zone*	Slot/Book	Actions
MRKU7923467	2210	MSK	YES	E	1STOP0[9876]	JOHN DOE(AA123456)	18	18D868063	⊙
TGBU9323102	4510	MSK	YES	E	Select	Select	Select	Book	⊙
UESU4616950	4510	MSK	YES	E	Select	Select	Select	Book	⊙
UETU5030967	4510	MSK	YES	E	Select	Select	Select	Book	⊙
UETU5039840	4510	MSK	YES	E	Select	Select	Select	Book	⊙

1.6.4 How to Book uploaded Containers with Acceptance = NO

If the Containers are unknown or have yet to be assigned an acceptance number in the container park system, then they will be displayed as shown below. Here you can see the ISO, Owner, and Acceptance Received = Blank.

Also to note - the Zone and Book options will remain blank till the Site has been selected.

Container	ISOCode	Owner	Accept. Received	Site	Truck Rego/Number *	Truck Driver *	Zone*	Slot/Book	Actions
AAAU1234885			NO	Select	Select	Select			
AAAU1234890			NO	Select	Select	Select			

Here you can see that once the Site was selected, then the Zone and Book button can be selected.

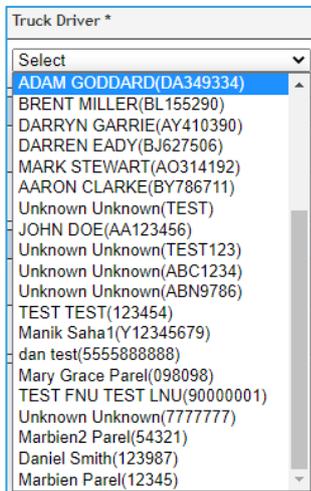
NOTE – if a user selects the incorrect site in the above process, then the user will need to delete the container via the Actions menu and reupload.

Container	ISOCode	Owner	Accept. Received	Site	Truck Rego/Number *	Truck Driver *	Zone*	Slot/Book	Actions
AAAU1234885			NO	C	Select	Select	Select	Book	
AAAU1234890			NO	Select	Select	Select			

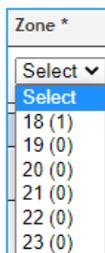
Next you will need to enter the following **mandatory (*)** fields to “Book” =

- Truck Rego/Number: list retrieved from the Truck List

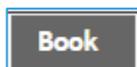
- Truck Driver: list retrieved from the Truck Driver List (if the driver is associated to a Truck, then the Driver will be auto populated)



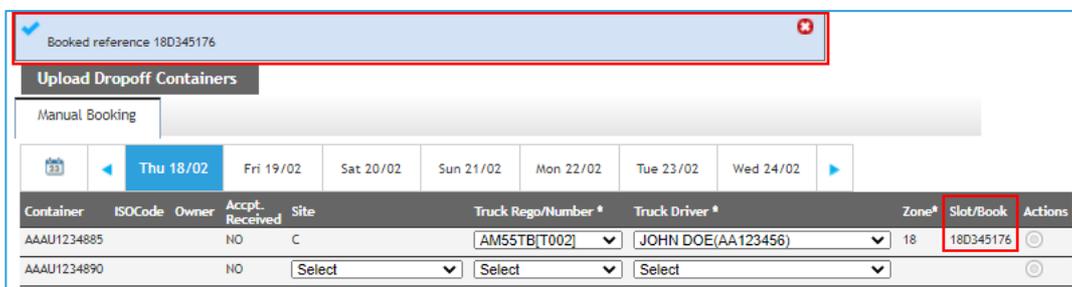
- Zone: where the first number is the Zone and in brackets is how many slots are available



Once the above fields have been entered, then select Book.

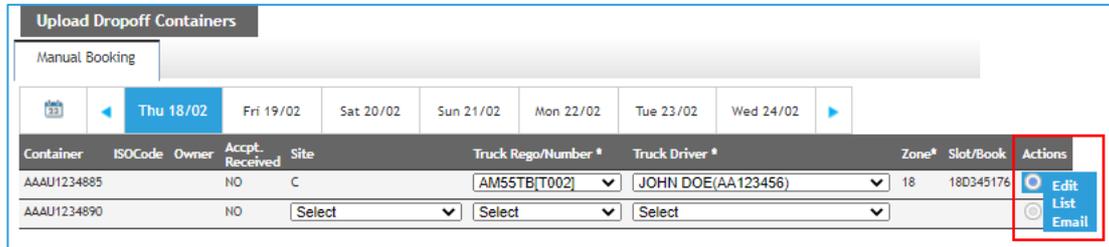


Once the container is booked, then the Booking Ref will be displayed in place of the Book button and a message will be displayed at the top of the page, as shown below.



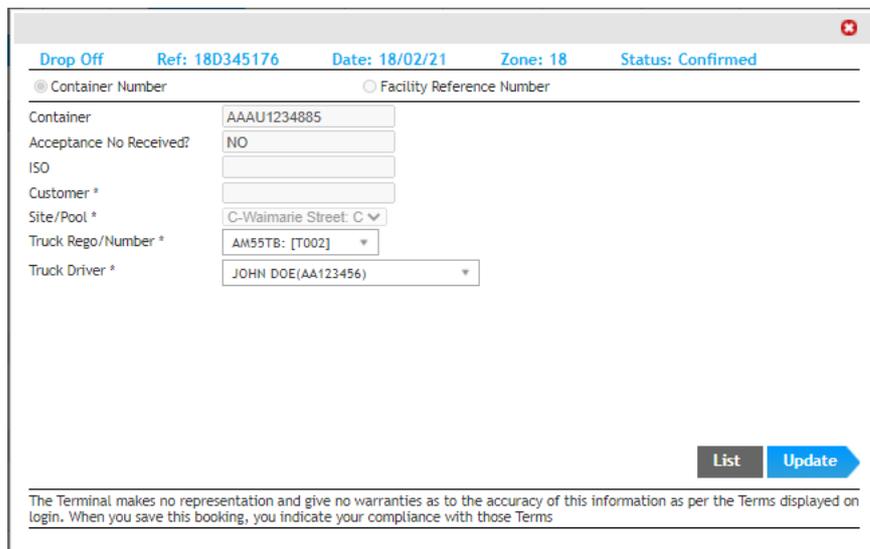
1.6.5 Actions Menu

Once a booking is Confirmed, then the “Actions” menu will be available as shown below.

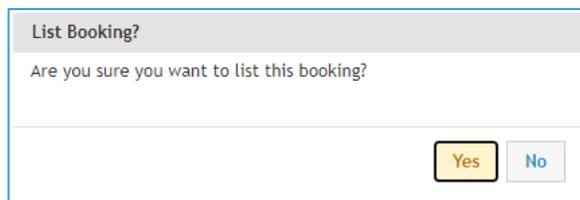


From this menu, a user can select =

- Edit – which will show the booking as a popup. Here they can either List or Update the booking details.



- List – which will give them the option to List the booking



- Email – which will give them the option of sending the booking information to an email



1.7 Confirming a Company Slot Booking

A Depot user / VBS Coordinator may Book a Company Slot on behalf of the Carrier as shown below.

The Slot Date, Zone, Booking Type and Site/Pool will be selected by the VBS Depot User so these fields cannot be edited by the Carrier.

The screenshot displays the VBS interface for 'Pinnacle - Tauranga'. The left sidebar contains navigation options, with 'Booking List' highlighted. The main area shows search filters for Date (10/04/20), Zone (All), Site/Pool (All), Type (All), and Status (All). Below the search filters, the 'Booking List' section is active, showing a table of bookings. The 'Slot Attribute' column is highlighted in red in the table.

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
10/04/20	10	10D210384	Drop Off	Company	Booked			10/04/2020 10:59	A-Sulphur Points		
10/04/20	10	10P453546	Pick Up	Company	Booked			10/04/2020 10:59	A-Sulphur Points		

NOTE = When the Company Slot has a status of Booked = then the Booking only exists in VBS and does NOT exist in the Container Park yet – the Booking will only exist in the Container Park once the Booking status is “Confirmed”.

1.7.1 How to Confirm a Company Dropoff Booking

Open the Booking by clicking on the Booking Ref or select Edit from the Action menu.

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
10/04/20	10	10D210384	Drop Off	Company	Booked			10/04/2020 10:59	A-Sulphur Points		Edit List Email
10/04/20	10	10P453546	Pick Up	Company	Booked			10/04/2020 10:59	A-Sulphur Points		

As shown above, the Slot attribute shows this is a Company Slot and the status is currently Booked. Either the Carrier or VBS Coordinator can Confirm the Booking.

In the Booking Details screen, as noted above, the Booking Date, Booking Type, Site/Pool and Zone have been selected when the Company slot was created by the Depot user. The only fields that are available to be selected before Confirm =

- Container No*
- Truck Rego/Number*
- Truck Driver*
- Comment

Booking Details
Drop Off Ref: 10D210384 Date: 10/04/2020 Zone: 10 Status: Booked

Container Number Facility Reference Number

Company Name Whiplash Transport
 Booking Date* 8/04/2020
 Booking Type * Drop Off
 Container No *
 Acceptance No Received?
 ISO
 Customer
 Site/Pool * A-Sulphur Points: A
 Zone * 10
 Truck Rego/Number * Select
 Truck Driver * Select
 Comment

List Confirm

NOTE = Only valid/Known Containers can be entered for a Company Slot. The below is what is displayed to the user if an invalid/unknown container is entered.

✖ Could not find the container details. ✖

 Print

Booking Details

Drop Off Ref: **10D210384** Date: **10/04/2020** Zone: **10** Status: **Booked**

Container Number Facility Reference Number

Company Name	Whiplash Transport
Booking Date*	8/04/2020
Booking Type *	Drop Off ▼
Container No *	WRONG CONTAINER
Acceptance No Received?	
ISO	
Customer	
Site/Pool *	A-Sulphur Points: A ▼
Zone *	10 ▼
Truck Rego/Number *	Select ▼
Truck Driver *	Select ▼
Comment *	

List Confirm

Once the correct container has been entered and the other details have been entered, then select Confirm.

Booking Details

Drop Off Ref: **10D210384** Date: **10/04/2020** Zone: **10** Status: **Booked**

Container Number Facility Reference Number

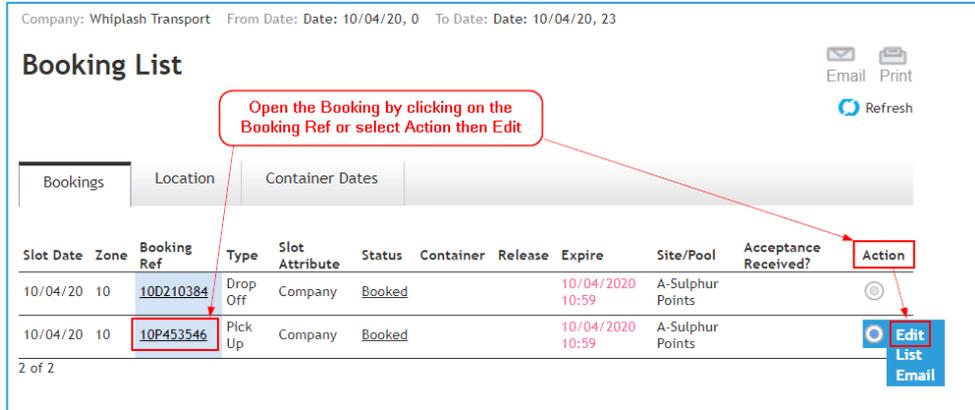
Company Name	Whiplash Transport
Booking Date*	8/04/2020
Booking Type *	Drop Off ▼
Container No *	GENS9852354
Acceptance No Received?	YES
ISO	4532
Customer	GENS
Site/Pool *	A-Sulphur Points: A ▼
Zone *	10 ▼
Truck Rego/Number *	RGB999 [2231434] ▼
Truck Driver *	Daniel Smith (123987) ▼
Comment *	Broken door

List Confirm

When the Booking is Confirmed, then the normal Booking rules apply as stated earlier in the user guide.

1.7.1 How to Confirm a Company Pickup Booking

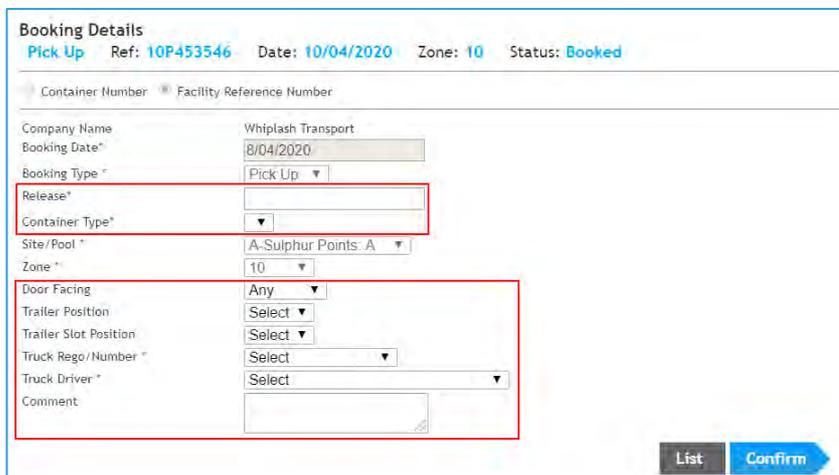
Open the Booking by clicking on the Booking Ref or select Edit from the Action menu.



As shown above, the Slot attribute shows this is a Company Slot and the status is currently Booked. Either the Carrier or VBS Coordinator can Confirm the Booking.

In the Booking Details screen, as noted above, the Booking Date, Booking Type, Site/Pool and Zone have been selected when the Company slot was created by the Depot user. The only fields that are available to be selected before Confirm =

- Release*
- Container Type*
- Door Facing
- Trailer Position
- Trailer Slot Position
- Truck Rego/Number*
- Truck Driver*
- Comment



NOTE = Only a valid Release can be entered for a Company Slot. The below is an example of what is displayed to the user if an invalid/unknown Release is entered.

The Release entered is invalid. Please check the Release and confirm the details with the facility.

Booking Details
Pick Up Ref: 10P453546 Date: 10/04/2020 Zone: 10 Status: Booked

Container Number Facility Reference Number

Company Name Whiplash Transport
Booking Date* 8/04/2020
Booking Type*
Release* wrongrelease

Once the Container has been entered, then on tab the Acceptance No, ISO and Customer will be prepopulated, then select your Truck, Truck Driver and comment (optional). Then select Confirm.

Booking Details
Drop Off Ref: 10D210384 Date: 10/04/2020 Zone: 10 Status: Booked

Container Number Facility Reference Number

Company Name Whiplash Transport
Booking Date* 8/04/2020
Booking Type* Drop Off
Container No* GENS6585442
Acceptance No Received? YES
ISO 2510
Customer GENS
Site/Pool* A-Sulphur Points: A
Zone* 10
Truck Rego/Number* RGB999 [2231434]
Truck Driver* Marbien2 Parel (54321)
Comment Roof damaged

List Confirm

Once the Booking status has updated to "Confirmed", then the normal Update and Listing rules apply as described earlier in the user guide for a "Confirmed Booking".

Booking Details
Drop Off Ref: 10D210384 Date: 10/04/2020 Zone: 10 Status: Confirmed

Container Number Facility Reference Number

Company Name Whiplash Transport
Booking Date* 8/04/2020
Booking Type* Drop Off
Container No* GENS6585442
Acceptance No Received? YES
ISO 2510
Customer GENS
Site/Pool* A-Sulphur Points: A
Zone* 10
Truck Rego/Number* RGB999 [2231434]
Truck Driver* Marbien2 Parel (54321)
Comment Roof damaged

List Update

1.8 When a Truck Arrives at the Depot

When VBS receives the gate arrival message for a Truck arrival Pickup or Dropoff, VBS will then update the Booking Status to Arrived as shown below.

Search Bookings [Show Advanced Search](#)

Options: Search

Date: Zone:

Pool:

Type:

Status:

Late Receptal:

Early Receptal:

Search Details [Edit Search](#)

Company: Whiplash Transport From Date: Date: 07/04/20, 0 To Date: Date: 07/04/20, 23

Booking List

Bookings	Location	Container Dates								
Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Action
07/04/20	18	18D488961	Drop Off		Arrived	TYP0000560			B-Triton Ave	<input type="button" value="ⓘ"/>
07/04/20	18	18P030158	Pick Up		Arrived		GENR652145844		D-Cross Roads	<input type="button" value="ⓘ"/>

2 of 2

Once a Booking Status converts to Arrived then the Booking will be Read Only, the user will not be able to List or Update and the Buttons will be removed as shown below.

Booking Details Ref: [18P030158](#) Date: [07/04/2020](#) Zone: [18](#) Status: [Arrived](#)

Container Number Facility Reference Number

Company Name: Whiplash Transport

Booking Date*:

Release*:

Container Type*:

Site/Pool*:

Zone*:

Door Facing:

Trailer Position:

Trailer Slot Position:

Truck Rego/Number*:

Truck Driver*:

Comment:

Cannot edit a timeslot with a status of Arrived.

Buttons removed once "Arrived"

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

[< Previous](#) [Next >](#)

1.9 Viewing Bookings in the Booking List

Carriers can view their bookings in the Booking List page as shown below. Here Carriers can search Bookings and view the high level details of the Booking.

Facility: [Dropdown] Manage Booking List

Facility Logo Facility Time: 16:22:29

Search Bookings [Show Advanced Search](#)

Options: Search

Date: 10/04/20 Zone: All

Site/Pool: All Type: All Status: All

Late Receiving: Early Receiving:

Search

Search Details [Edit Search](#)

Company: Whiplash Transport From Date: 10/04/20, 0 To Date: 10/04/20, 23

Booking List Email Print Refresh

Note: You have up to 00:00, 0 business days before the timeslot date, to un-retain any unwanted Company Slots.

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
10/04/20	10	10D210384	Drop Off	Company	Booked			10/04/2020 10:59	A-Sulphur Points		
10/04/20	10	10P453546	Pick Up	Company	Booked			10/04/2020 10:59	A-Sulphur Points		
10/04/20	18	18P749222	Pick Up		Confirmed	GENR012345D			D-Cross Roads		

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If a Carrier needs to see more details then click on the Booking Ref or Select "Edit" from the Action menu.

Booking List Email Print Refresh

Note: You have up to 00:00, 0 business days before the timeslot date, to un-retain any unwanted Company Slots.

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
10/04/20	10	10D210384	Drop Off	Company	Booked			10/04/2020 10:59	A-Sulphur Points		Edit
10/04/20	10	10P453546	Pick Up	Company	Booked			10/04/2020 10:59	A-Sulphur Points		
10/04/20	18	18P749222	Pick Up		Confirmed	GENR012345D			D-Cross Roads		

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