# VBS User Guide for Carrier Dispatcher

Version 2

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# **Version Control**

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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
	The VBS Zone is equivalent to the 24 hour clock.
Zone	e.g. Zone 0 = 0001 to 0159, Zone 01 = 0100 to 0159 etc

# 1. QUICK GUIDE

### **1.1 Registration for VBS**

1. Go to <a href="https://vbs.1-stop.biz/">https://vbs.1-stop.biz/</a> and click on "Register"

1-S	top
	WBS
Usenome	
Password	
1	Login
Forgat	your password?

- 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 <u>https://vbs.1-stop.biz/</u>.
- 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

Facility	•				Manage Booking List	
Facility Logo	Truck	List				_
Facility Time: 16:	19:06					Add Truck
Home	Truck Rego	Truck Number	Driver	Actions		
	1CQ501	12343		$\odot$		
Bookings	ABC123	1234		0		
Manifest	AM55TB	T002	A CAMERON	0		
Truck Drivers	DAN777	777	-	0		
Trucks	RGB999	2231434		0		

1.3.1.1 How to add a Truck Driver

Select "Add Truck" to show the Add Driver popup.

Facility	•				Manage Booking List	
Facility Logo	Truck	List				
Facility Time: 16:25:2	9					Add Truck
Home	Truck Reg	Truck Number	Driver	Actions		
Tionis	1CQ50I	12343				
Bookings	ABC123	1234		0		
Manifest	AM55TB	T002	A CAMERON	0		
Truck Drivers	DAN777	777		0		
Trucks	RGB999	2231434		0		

### 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.

Truck driver h	as been added successfully	e
Add Driver		_
First Name	test	
Last Name	trück	
Email Address		
Driver's Mobile	·	
Licence Number	licence123	
State or Region	Auckland	
Country	New Zealand V	

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

Truck Driv	rs			
Ref	resh Drive	r Details	Add	
Licence	Mobile	First Name	Last Name	Actions
654321	0414888888	vbs	test	۲
123456TEST	0414333333	daniel	mulvenna	۲
8787897	0414555555	vbs2	test2	۲
LICENCE123		test	truck	0

**1.3.1.2 How to Edit or Delete a Truck Driver** Edit or Delete is available from the "Actions" tab.

Refresh Driver Details Add					
Licence	Mobile	First Name	Last Name	Actions	
654321	0414888888	vbs	test	$\odot$	
123456TEST	0414333333	daniel	mulvenna	٢	
8787897	0414555555	vbs2	test2	0	
LICENCE123		test	truck	O Fr	

Below is the edit Truck Driver screen.

		0
test truck Email Address		
Driver's Mobile.	-	
Licence Number	LICENCE123	1
State or Region *	Auckland	
Country *	New Zealand 🔻	
	Save	S

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



### **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".

Facility				
Facility Logo	Truck	List		Add Truck
Facility Time: 11:40:22	2			
Home	Truck Rego	Truck Number	Driver	Actions
	1CQ50I	12343		$\odot$
Bookings	ABC123	1234		0
Manifest	AM55TB	T002	A CAMERON	0
Truck Drivers	DAN777	777		0
Trucks	RGB999	2231434		0

1.3.2.1 How to add a Truck

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

Facility				
Facility Logo	Truck	List		Add Truck
Facility Time: 11:40:2	2			
Home	Truck Rego	Truck Number	Driver	Actions
Tomo	1CQ501	12343		$\odot$
Bookings	ABC123	1234		0
Manifest	AM55TB	T002	A CAMERON	0
Truck Drivers	DAN777	777		0
Trucks	RGB999	2231434		0



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

Add Truck		
Thuck Rego	1STOP0	
Truck Number 1	9876	
Driver	Daniel Smith - 123987	- 71-
	Ad	

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

<u>Note =</u> 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.

Saved	Successfully,			
Truck Reg	Truck Number	Driver	Actions	Add Tri
ICQ501	12343		0	
1STOP0	9876	Daniel Smith	0	
ABC123	1234		0	
AM55TB	T002	A CAMERON	0	
DAN777	777		0	
RGB999	2231434	1.00	0	
YBI10H	T001	ADAM ELLIS	0	

### 1.3.2.2 How to Edit or Remove a Truck

### <u>Edit</u>

Select the Edit from the Actions Menu as shown below.



Which will bring you to the below Edit Truck popup.

Edit Truck			
Truck Rego *	1STOP0		
Truck Number*	9876		
Driver	Daniel Smith - 123987	× •	
		Save	

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

Saved S	uccessfully.			0
Truck Rego	Truck Number	Driver	Actions	Add Truck
1CQ501	12346		0	
ISTOPO	9876	Daniel Smith	0	
ABC 123	1234	-	0	
AM55TB	T002	A CAMERON	0	
DAN777	777		0	
RG8999	2231434		0.	
YBIIOH	T001	ADAM ELLIS	(D)	

### <u>Remove</u>

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.

Truck	List		
Truck Rego	Truck Number	Driver	Actions
1CQ50I	12346		0
1STOP0	9876	Daniel Smith	0
ABC123	1234		۲
AM55TB	T002	A CAMERON	0
RGB999	2231434		۲
YBI10H	T001	ADAM ELLIS	0

# 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.

Facility			Ma Boot	nage king List		1
Facility Logo	Container Number	Search	Booking Reference	Search		
Facility Time: 17:13:45	Message Board			Zone Status I Zone 17: OP Zone 18: NO	en Topen	
Bookings				, New Zealand Cu	mently	
Book & Confirm				Temperature	Wind	Humidity
Booking List				16.0 °C	E 24 km/h	82 %
Container Search				Forecast for , Nev	v Zealand	
Release Search Booking Search				Monday Partly cloudy Low 10 °C H	ligh 20°C	•
Dooking matory				Showers		5

This will bring them to the below screen.

Ref: Company Name	Date:	Zone: W	Status: hiplash Transp	ort	
Booking Date*		2	/04/2020		23
Booking Type *		5	Select •		
Site/Pool *			Select		
Zone *		F	Pick Up		
Truck Rego *			Drop Off		
Truck Driver *		5	Select		
Comment					
					11
O	_				
Connirm	2 C				

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

Pooking Dato*	data
Booking Date	2/04/2020
Booking Type *	Drop Off 🔻
Container*	
Acceptance No Received?	
ISO	
Customer	
Site/Pool *	Select •
Zone *	Select •
Truck Rego *	Select •
Truck Driver *	Select •
Comment	1
	2

1.4.1.1 Dropoff Booking fields explained

### \* = Mandatory

**<u>Company Name</u>** \* = 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:	Whinla	Statu	s:	S	elect th	here f e cale	to disp ndar	olay
Booking Date*		2/04/2	2020	пэрог			23		_
Booking Type *				Ар	ril 20	20		•	
Container*		Su	Мо	Tu	We	Th	Fr	Sa	
Acceptance No Received?		29	30	31	1	2	3	4	
ISU Customer		5	6	7	8	9	10	11	
Site/Pool *		12	13	14	15	16	17	18	
Zone *		19	20	21	22	23	24	25	
Truck Rego *		26	27	28	29	30	1	2	
Truck Driver *		Selec	ct					•	,
Comment									
						//			
Confirm									

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

Booking Type *	Drop Off 🔻
Container*	Select
Acceptance No Received?	Pick Up

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

Container*	GENS9856417

<u>Acceptance No Received</u> = 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
-------------------------	-----

<u>ISO Code</u> = Prepopulated if known by the Container Park). If container is unknown then this will display as blank. Read only.



<u>Customer</u> = Prepopulated if known by the Container Park. If container is unknown then this will display as "Unknown". Read Only.

Customer	GENS

<u>Site/Pool</u> \* = If container is known in the Container Park, then this will prepopulate after Container No is entered and the user tabs to the next field and will be Read Only.

If Container is unknown in the Container Park, then the dropdown will be open to allow the user to select the Site/Pool.

G-Waimarie Street: C	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. 8:(2) = Zone 8 & 2 slots available.

Zone *	Select r
Truck Rego *	Select 5
Truck Driver *	5:(2)
Commont	6:(2)
comment	7:(2)
	8:(2)
Confirm	9:(2)
Confirm	10:(2)
	11:(2)
	12:(2)
	13:(2)
	14:(2)
	15:(2)
	16:(2)
	17:(2)
	18:(2)

<u>Truck Rego/Number \*</u> = 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.

Truck Rego/Number *	Select	•
Truck Driver *	Select	
Comment	DAN777 [777]	
	RGB999 [2231434]	
	YBI10H [T001]	
Confirm	AM55TB [T002]	
	1CQ50I [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.



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



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

ompany Name	Whiplash Transport		- man and a start start of
ooking Date*	3/04/2020	23	
ooking Type *	Drop Off •	_	
ontainer*	GENS6585442		
cceptance No Received?	YES		
50	2510		
ustomer	GENERAL SALES		
ite/Pool *	A-Sulphur Points: A *		
one *	15:(2) •		
ruck Rego/Number *	DAN777 [777] •		
ruck Driver *	Daniel Smith (123987)		
omment	door broken	4	

### **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.

Facility F f T	1.			Manage Booking List	2
Facility Logo	Search Bookin	gs Show Advanced Sear	<u>ch</u>		
Facility Time: 17:51:54	Dotton: Searc				
Home	Date	Date: 06/04/20	22 20H	All 🔻	
Bookings	Vesse.	All			
Book & Confirm	Type Status	All			
Booking List.	Late Receival				
Container Search Release Search	Early Réceival	•		Search	
Booking Search					

Booking	List								Ema	) 📇 ail Print
									C	Refresh
Bookings	Location		Container Da	ates	Select eit the Action Book	ther here or "Edi ns menu to oper ing Details page	t" in h the			
Slot Date Zone	Booking Ref	Туре	Slot Attribute	Status	Container	ERN	Expire	Pool Group	Pool Name	Action
03/04/20 05	05P391279	Pick Up		No Show		GENR012345C		Standard	C- Waimarie Street	٢
03/04/20 05	05P586464	Pick Up		No Show		GENR012345B		Standard	B-Triton Ave	
03/04/20 14	14D240866	Drop Off		<u>Confirmed</u>	GENS9852354			Standard	A-Sulphur Points	
03/04/20 17	<u>17P004134</u>	Pick Up		<u>Confirmed</u>		GENR442136		Standard	C- Waimarie Street	O Edit List
03/04/20 18	<u>18D242415</u>	Drop Off		<u>Confirmed</u>	WRONG1234			Standard	A-Sulphur Points	Email
03/04/20 18	18D984469	Drop Off		Confirmed	ZXCV009876			Standard	C- Waimarie Street	٢
03/04/20 18	<u>18P505784</u>	Pick Up		<u>Confirmed</u>		GENR652145844		Standard	D-Cross Roads	٢

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

Container Number Facil	ity Reference Number		
Company Name	Whiplash Transport	X	
Booking Date*	3/04/2020		
Container No	GENS6585442		
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		

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.

<u>Note - Listed</u> 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

Reference Number			
Whiplash Transport			
3/04/2020			
GENS6585442			
YES			
2510			
GENS			
A-Sulphur Points: A .			
15 *			
DAN777 [777]		1	
Daniel Smith (123987)	*		
door broken			
	Whiplash Transport 3/04/2020 GENS6585442 YES 2510 GENS A-Sulphur Points: A. * 15 * DAN777 [777] * Daniel Smith (123987) door broken	Whiplash Transport 3/04/2020 GENS6585442 YES 2510 GENS A-Sulphur Points: A * 15 * DAN777 [777] * Daniel Smith (123987) * door broken	Whiplash Transport 3/04/2020 GENS6585442 YES 2510 GENS A-Sulphur Points: A * 15 * DAN777 [777] * Daniel Smith (123987) * door broken

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: Company Name	Zone: Status: Whiplash Transport	
Booking Date*	3/04/2020	23
Booking Type *	Select •	
Site/Pool *	Select	1
Zone *	Pick Up	
Truck Rego/Number *	Select V	
Truck Driver *	Select	•
Comment		11
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.

Booking Date*	3/04/2020	2.9
Booking Type *	Pick Up 🔹	
Release*		
Container Type*	T	
Site/Pool *	Select •	
Zone *	Select •	
Door Facing	Any 🔻	
Trailer Position	Select •	
Trailer Slot Position	Select •	
Truck Rego/Number *	Select •	
Truck Driver *	Select	
Comment		
	1	

1.4.2.1 Pickup Booking fields explained

### (\* = Mandatory)

**<u>Company Name \*</u>** = 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*	3/04/2	2020				23			Select
Booking Type *			Ap	oril 20	20		►	•	here to open the
Container Type*	Su	Мо	Tu	We	Th	Fr	Sa		calendar and
Site/Pool *	29	30	31	1	2	3	4		select required
Zone *	5	6	7	8	9	10	11		Date
Door Facing	12	13	14	15	16	17	18		
Trailer Position	19	20	21	22	23	24	25		
Trailer Slot Position	26	27	28	29	30	1	2		

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

Booking Type *	Pick Up 🔻
----------------	-----------

<u>**Release**</u><sup>\*</sup> = 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
----------	------------

<u>Container Type</u> \* = 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)
Door racing	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.

<u>Site/Pool\*</u> This is prepopulated after the user tabs out of the "Release" field and is Read only.



**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 •
Door Facing	Select
Trailer Position	14:(2)
Trailer Slot Position	15:(2) 16:(2)
Truck Rego/Number *	17:(2)
Truck Driver *	18:(2)

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

Door Facing	Any 🔻
Trailer Position	Any
Trailer Slot Position	Forward
Truck Rego/Number *	Aft

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

Trailer Position	Se	lect •
Trailer Slot Position	Se	lect
Truck Rego/Number *	1	-
Truck Driver *	2	

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

Trailer Slot Position	Select	7
Truck Rego/Number *	Select	
Truck Driver *	1	
Comment	2	

<u>Truck Rego/Number \* =</u> 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.

Truck Rego/Number *	Select •
Truck Driver *	Select
Comment	DAN777 [777]
connene	RGB999 [2231434]
	YBI10H [T001]
Confirm	1CQ5OI [12343]
Commin	ABC123 [1234]
	AM55TB [T002]

**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.

Truck Driver *	Select	•
Comment	(DB108632)	-
	(DA349334)	
	(BK286866)	
Confirm	Bien Parel (12345)	
	(BL155290)	
	Daniel Smith (123987)	
	(BJ627506)	
	(AY410390)	
	(DI017282)	
	JOHN DOE (AA123456)	

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

Comment	Container	door	broken
			/

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

Time Slot booked & confirmed succe	sfully		
Pick-Up Ref: 17P004134	Date: 03/04/2020	Zone: 17	Status: CONFIRMED
Company Name	Whiplash Transport		
Booking Date*	3/04/2020	23	
Booking Type *	Pick Up 🔹		
Release*	GENR442136		
Container Type*	20' 2532 REFFER Z (3)	•	
Site/Pool *	C-Waimarie Street: C •		
Zone *	17:(2) •		
Door Facing	Forward •		
Trailer Position	1 •		
Trailer Slot Position	2 •		
Truck Rego/Number *	DAN777 [777] 🔹		
Truck Driver *	Daniel Smith (123987)	•	]
Comment	Container door broke	n //	

1.4.2.2 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							<b>E</b> ma	i 🕋 ail Print
								C	Refresh
Bookings	Location	Container	Dates	Select eit the Action Book	her here or "Edit is menu to open ing Details page	" in the			
Slot Date Zone	Booking Ref	Type Slot Attribute	Status	Container	ERN	Expire	Pool Group	Pool Name	Action
03/04/20 05	05P391279	Pick Up	No Show		GENR012345C		Standard	C- Waimarie Street	0
03/04/20 05	05P586464	Pick Up	No Show		GENR012345B		Standard	B-Triton Ave	
03/04/20 14	<u>14D240866</u>	Drop Off	<u>Confirmed</u>	GENS9852354			Standard	A-Sulphur Points	
03/04/20 17	<u>17P004134</u>	Pick Up	<u>Confirmed</u>		GENR442136		Standard	C- Waimarie Street	O Edit List
03/04/20 18	<u>18D242415</u>	Drop Off	<u>Confirmed</u>	WRONG1234			Standard	A-Sulphur Points	Email
03/04/20 18	18D984469	Drop Off	<u>Confirmed</u>	ZXCV009876			Standard	C- Waimarie Street	
03/04/20 18	18P505784	Pick Up	<u>Confirmed</u>		GENR652145844		Standard	D-Cross Roads	

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

Container Number 🕛 Fac	ility Reference Number		
Company Name	Whiplash Transport		
Booking Date"	3/04/2020		
Release*	GENR442136		
Container Type*	D.		
Site/Pool *	C-Waimarie Street: C •		
Zone	17 *		
Door Facing	Forward •		
Trailer Position	3		
Trailer Slot Position	2 •		
Truck Rego/Number *	DAN777 [777]		
Truck Driver *	Daniel Smith (123987)	•	
Comment	Container door broken		

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

<u>Note</u> - <u>Listed</u> 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

Container Number 🔮 Facil	lity Reference Number
Company Name	Whiplash Transport
Booking Date <sup>®</sup>	3/04/2020
Release*	GENR442136
Container Type*	
ite/Pool *	C-Waimarie Street: C *
lone *	17 •
Door Facing	Forward •
frailer Position	3 v
frailer Slot Position	2 •
fruck Rego/Number *	DAN777 [777]
fruck Driver *	Daniel Smith (123987)
Comment	Container door broken

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

Booking updated successfull	/		0
			Print
Booking Details	Date: 07/04/2020	Zana IR Status Carlinged	
Ріскор кет. тарозотра	Date: 0770472020	zone: 18 Status: confirmen	
Container Number Facility Re	eference 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 🔻		
Waller Position	2 •		
Trailer Slot Position	3 *		
Truck Rego/Number *	RGB999 [2231434] •		
Truck Driver *	Daniel Smith (123987)	· · ·	

# **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.

Facility SCS - Tauranga	~	Manar Booking
SPECIALISED CONTAINER SERVICES	Release Number *	Search
Facility Time: 17:04	50	
Home		
Bookings		
Book & Confirm		
Container Bookings		
Release Bookings		

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



The Release details will be displayed as shown below.

Release Details Release Number Depot Code Customer Desc Effective Date Manual Booking	140121 SCSTAU MAERSK NEW ZEAL 14/01/2021 16:51	AND LTD	Shipping Line Customer Code Depot Name Expiry Date	MSK MSK SCSTAU 14/04/202	1 00:00			
23 < We	d 17/02 Thu	18/02 Fri 19	/02 Sat 20/02	Sun 21/02	Mon 22/02	Tue 23/02		
ISO Size Type 2210 20 DRY	Height Qual	ity / Grade	Full / Empty O Empty 20	riginal Qty	Qty Released 0	Qty Booked 0	Qty Re 20	maining
Site Door Faci	ing Position	Trailer Slot Position	Truck Rego/Numbe	r * Truck Driv	er *		Zone *	Book
A-Sulphur Points Any	▼ Select ▼	Select V	Select	▼ Select		~	Select ¥	Book
2210 20 DRY	I		Empty 20	)	0	0	20	
Site Door Facin	Trailer <sup>g</sup> Position	Trailer Slot Position	Truck Rego/Number	r * Truck Driv	er *		Zone *	Book
B-Triton Ave	▼ Select ▼	Select V	Select	▼ Select		~	Select ¥	Book

Here you can see =

- The Release details at the top of the page;

Release Number *	140121	Search				
Release Details						
Release Number	140121	Shipping Line	MSK			
Depot Code	SCSTAU	Customer Code	MSK			
Customer Desc	MAERSK NEW ZEALAND LTD	Depot Name	SCSTAU			
Effective Date	14/01/2021 16:51	Expiry Date	14/04/2021 00:00			

- The date you wish to make a Booking;

	Wed 17/02	Thu 18/02	Fri 19/02	Sat 20/02	Sun 21/02	Mon 22/02	Tue 23/02		
--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	--	--

- The Container details per container type;

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

- The Site that the Container type is to be picked up from;



- The Booking details for the user to select which include =

Door Facing	Trailer Position	Trailer Slot Position	Truck Rego/Number *	Truck Driver *	Zone *
Any 🗸	Select ¥	Select V	Select V	Select	✓ Select ✓

- o **Optional Fields** = Door Facing, Trailer Position, Trailer Slot Position
- Mandatory Fields (\*) = Truck Rego/Number, Truck driver, Zone



- 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 2210	Size	e Type DRY	Height	Qua	lity / Grade		Full / Empty Empty	Origina 20	ıl Qty	Qty Released 0	Qty Bo 0	oked	Qty Re 20	maining
Site		Door Facing	Trail <sup>g</sup> Posif	er tion	Trailer Slot Position		Truck Rego/N	umber *	Truck Drive	er *			Zone *	Book
A-Sulph Points	nur	Any 🔨	<ul> <li>Sel</li> </ul>	ect 🗸	Select	~	Select	~	Select			~	Select ¥	Book
2210	20	DRY		I			Empty	20		0	0		20	
Site	0	Door Facing	Trailer Positio	r on	Trailer Slot Position		Truck Rego/N	umber *	Truck Drive	er *			Zone *	Book
B-Trito Ave	1	Any 🗸	Sele	ct 🗸	Select	~	Select	~	Select			~	Select ¥	Book
4510	40	DRY		I			Empty	20		0	0		20	
Site		Door Facin	g Trail Posi	ler tion	Trailer Slot Position		Truck Rego/Nu	imber *	Truck Drive	*			Zone *	Book
C- Waima Street	rie	Any	✓ Sel	lect 🗸	Select	~	Select	~	Select			~	Select ¥	Book
4510	40	DRY		I			Empty	20		0	0		20	
Site		Door Facing	Traile Positi	r ion	Trailer Slot Position		Truck Rego/N	umber *	Truck Drive	er *			Zone *	Book
D-Cross Roads	<b>i</b> (	Any 🗸	Sele	ect 🗸	Select	~	Select	~	Select			~	Select ¥	Book
4510	40	DRY		I			Empty	20		0	0		20	
Site		Door Facing	Traile Posit	er ion	Trailer Slot Position		Truck Rego/N	umber *	Truck Drive	er*			Zone *	Book
E-Totar Street	a	Any 🗸	Sele	ect 🗸	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





- <u>Trailer Position</u>: 1 or 2



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



### Mandatory fields include =

- <u>Truck Rego/Number</u>: list retrieved from the Truck List



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

Truck Driver *	
Select	~
ADAM GODDARD(DA349334)	*
BRENT MILLER(BL155290)	
DARRYN GARRIE(AY410390)	
DARREN EADY(BJ627506)	
MARK STEWART(AO314192)	
AARON CLARKE(BY786711)	
Unknown Unknown(TEST)	
JOHN DOE(AA123456)	
Unknown Unknown(TEST123)	
Unknown Unknown(ABC1234)	
Unknown Unknown(ABN9786)	
TEST TEST(123454)	
Manik Saha1(Y12345679)	
dan test(5555888888)	
Mary Grace Parel(098098)	
TEST FNU TEST LNU(90000001)	
Unknown Unknown(7777777)	
Marbien2 Parel(54321)	
Daniel Smith(123987)	
Marbien Parel(12345)	+

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



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

ISO	Size	Туре	Height Qu	ality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Re	maining
2210	20	DRY	I		Empty	20	0	0	20	
Site		Door Facin	Trailer Position	Trailer Slot Position	Truck Rego/Nu	mber * Truck	Driver *	7	Zone *	Book
A-Sulp Points	hur	Aft	<b>v</b> 1 <b>v</b>	Rear Pin 🗸	PAT123[8888	B] 🗸 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.

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

ISO	Size	Туре	Height	Quali	ty / Grade	Full / Em	pty Original (	ty Qty Relea	ised Qty Bo	ooked Qty F	Remaining
2210	20	DRY		I		Empty	20	0	1	19	
Site		Door Facin	g Traile Positi	r on	Trailer Slot Position	Truck R	lego/Number * 1	ruck Driver *		Zone *	Book
A-Sulp Points	hur	Aft	✔ 1	~	Rear Pin	✓ PAT12	23[8888] 🗸	JOHN DOE(AA12	3456)	▼ 8(1) ▼	Book
Site			Door	Trailer	Slot	Truck	Driver	Zone	Booking Ref	Status	Actions
A-Sulp	ohur Po	oints	Aft	1	Rear Pin	PAT123	JOHN DOE(AA1234	56) 8	08P698411	Confirmed	0

### 1.5.3 Actions menu

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

ISO	Size	Туре	Height	Quali	ty / Grade	Full / Er	mpty Original	Qty Qty R	eleased Qty	Booked Qty Re	emaining
2210	20	DRY		I		Empty	20	0	1	19	
Site		Door Facir	ng Traile Positi	r on	Trailer Slot Position	Truck	Rego/Number *	Truck Driver *		Zone *	Book
A-Sulp Points	hur	Aft	♥ 1	~	Rear Pin	► PAT1	23[8888] 🗸	JOHN DOE(A	A123456)	♥ 8(1) ♥	Book
Site			Door	Trailer	Slot	Truck	Driver	Zo	one Booking Ref	Status	Actions
A-Sulp	ohur Po	oints	Aft	1	Rear Pin	PAT123	JOHN DOE(AA123	3456) 8	08P698411	Confirmed	O Edit
											List .
2210	20	DRY		1		Empty	20	0	0	20	Email

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 IID Pot: 0	80608411	Date: 18/02/21	Zone: 08	Status: Confirmed	
Container Number	01070411	Facility Refe	ence Number	Status, commed	
Reference No	140121				
Container Type	2210 DRY I	(A) 🗸			
ite/Pool *	A-Sulphur P	pints: A 🗸 🗸			
oor Facing	Aft 🗸				
railer Position	1 🗸				
railer Slot Position	Rear Pin 🔹	·			
ruck Rego/Number *	PAT123: [88	38] v			
ruck Driver *	JOHN DOE	A123456)	-		
				List U	date
					Juare

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

List Booking?	
Are you sure you want to list this booking?	
	Yes No

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

	0
Send Email	
Email Address *	Send

# **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.

lome
ookings
Book & Confirm
Container Booking
Release Bookings

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

SPECIALISED CONTAINER	Uploa	d Dro	poff Containe	ers						
Facility Time: 13:42:37	Manual	l Bookir	g							
Home	23		Fri 19/02	Sat 20/02	Sun 21/02	Mon 22/02	Tue 23/02	Wed 24/02	Thu 25/02	
Bookings		-								
Book & Confirm										
Container Bookings										

### **1.6.2 How to Upload Dropoff Containers**

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

Uploa	d Drop	off Containe	rs						
Manual	Bookin	Ig							
alasta.		Eri 10/02	Sat 20/02	Sup 21/02	Mon 22/02	Tuo 23/02	Wed 24/02	Thu 25/02	

This will bring you to the below page

upload

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

comma

Upload Dropoff Co	ntainers
Containers *	UETU5039840,UETU5030967

semi colon

Upload Dropoff Co	ntainers
Containers *	UETU503984 <mark>0;U</mark> ETU5030967

space

Upload Dropoff Co	ntainers		_
Containers *	UETU5039846	) (	UETU5030967

line

Upload Dropoff Co	ntainers
Containers *	UETU5039840
	UETU5030967



E

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

Containers *	UETU5039840 UETU5030967 UESU4616950 TGBU9323102 MRKU7923467	

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

Upload Dro	poff Conta	liners	
Containers *	MR TG UE UE UE	KU7923467 8U9323102 SU4616950 TU5030967 TU5039840	
Adding Cont	tainers		1
Total containe	ers: 5 Proc	essed: 5	
Result:			
Added: 5 Could not	add: 0		
Container	Status	Description	
MRKU7923467	COMPLETED		
TGBU9323102	COMPLETED		
UESU4616950	COMPLETED		
UETU5030967	COMPLETED		
UETU5039840	COMPLETED		

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

	-	_		- 1				1				
1	FIT	19/02	Sat 20/02		Sun 21/02	Mon 22/0	02 Tue 23/02	Wed 24/02	Thu	25/02	•	
Container	ISOCode	Owner	Accpt. Received	Site	Truck Rego/N	lumber *	Truck Driver *			Zone*	Slot/Book	Actions
MRKU7923467	2210	MSK	YES	Ε	Select	~	Select		*	Select ~	Book	0
TGBU9323102	4510	MSK	YES	Ε	Select	v	Select		~	Select ~	Book	0
UESU4616950	4510	MSK	YES	E	Select	*	Select		~	Select ~	Book	0
UETU5030967	4510	MSK	YES	E	Select	~	Select		~	Select ~	Book	٢
UETU5039840	4510	MSK	YES	E	Select	~	Select		Y	Select ~	Book	0

### **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.

Manual Boo	king												
23	Fri	19/02	Sat 20/0	2	Sun 21/02	Mon 22/0	02 Tue 23/02	Wed 24/02	Thu	1 25/02	۲	1	
Container	ISOCode	Owner	Accpt. Received	Site	Truck Rego/N	umber *	Truck Driver *			Zone*	SI	ot/Book	Actions
ARKU7923467	2210	MSK	YES	E	Select	~	Select		~	Select >	•	Book	0
GBU9323102	4510	MSK	YES	E	Select	~	Select		~	Select N	-	Book	0
JESU4616950	4510	MSK	YES	E	Select	~	Select		~	Select >	•	Book	0
JETU5030967	4510	MSK	YES	E	Select	~	Select		~	Select >	-	Book	0
JETU5039840	4510	MSK	YES	E	Select	~	Select		~	Select >	-	Book	0

Next you will need to enter the following mandatory (\*) fields to "Book" =

- <u>Truck Rego/Number</u>: list retrieved from the Truck List



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



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

1	Zone *
I	Select 🗸
H	Select
Π	18 (1)
Н	19 (0)
	20 (0)
Ц	21 (0)
	22 (0)
	23 (0)
	21 (0) 22 (0) 23 (0)

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

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.

Booked refe	erence 180	0868063								0		
Upload Dro	opoff Co	ontaine	rs								-	
Manual Book	ding											
23	Thu	18/02	Fri 19/02	2	Sat 20/02	Sun 21/02	Mon 22/02	Tue 23/02	Wee	1 24/02	•	
Container	ISOCode	Owner	Accpt. Received	Site	Truck Rego/N	umber * Tr	uck Driver *			Zone*	Slot/Book	Actions
MRKU7923467	2210	MSK	YES	E	1STOP0[98]	76] 🗸 J	OHN DOE(AA12	3456)	~	18	18D868063	0
TGBU9323102	4510	MSK	YES	Е	Select	• 8	elect		~	Select V	Book	۲
UESU4616950	4510	MSK	YES	Е	Select	• 9	elect		~	Select V	Book	۲
UETU5030967	4510	MSK	YES	Е	Select	• 8	elect		~	Select V	Book	۲
UETU5039840	4510	MSK	YES	E	Select	• 8	elect		~	Select V	Book	0

### **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.

Upload Manual B	Dro ooki	poff Coi	ntaine	rs											
23	•	Thu 1	8/02	Fri 19/	02	Sat 20/02	Sun 2	21/02	Mon 22/02	Tue 23/02	Wed 24/02	•			
Container	K	60Code (	Dwner	Accpt. Received	Site			Truck R	ego/Number *	Truck Driver	•		Zone*	Slot/Book	Actions
AAAU123488	35			NO	Sele	ect	~	Select	~	Select		~	0		0
AAAU123489	90			NO	Sele	ect	~	Select	~	Select		~	•		0

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.* 

Upload Manual B	Drop ookir	ooff Co	ontaine	rs												
23	•	Thu 1	18/02	Fri 19/	02	Sat 20/02	Sun 3	21/02	Mon 22/02	Tue 23/02	Wed 24/02	•				
Container	IS	OCode	Owner	Accpt. Received	Site			Truck R	ego/Number *	Truck Driver	•			Zone#	Slot/Book	Actions
AAAU123488	5			NO	c			Select	~	Select			~	Select 🗸	Book	$\odot$
AAAU123489	ю			NO	Sele	ct	~	Select	<b>~</b>	Select			~			0

Next you will need to enter the following mandatory (\*) fields to "Book" =

- <u>Truck Rego/Number</u>: list retrieved from the Truck List



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



- <u>Zone</u>: 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 the above fields have been entered, then select Book.

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.

Booked reference 18D345176		O	
Upload Dropoff Containe	ers		
Manual Booking			
🛅 ┥ Thu 18/02	Fri 19/02 Sat 20/02	Sun 21/02 Mon 22/02 Tue 23/02 Wed 24/02	
Container ISOCode Owner	Accpt. Site Received	Truck Rego/Number * Truck Driver *	Zone* Slot/Book Actions
AAAU1234885	NO C	AM55TB[T002] V JOHN DOE(AA123456)	✓ 18 18D345176 ○
AAAU1234890	NO Select	▼ Select V Select	▼ ◎

### 1.6.5 Actions Menu

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

Upload Dropoff Containe	ers									
🗐 ┥ Thu 18/02	Fri 19/02	Sat 20/02	Sun 21/02	Mon 22/02	Tue 23/02	Wed 24/02	•			
Container ISOCode Owner	Accpt. Received Site		Truck R	ego/Number *	Truck Driver			Zone®	Slot/Book	Actions
AAAU1234885	NO C		AM551	rb[t002] ▼	JOHN DOE	(AA123456)	~	• 18	18D345176	O Edit
AAAU1234890	NO Sel	ect	✓ Select	~	Select		``	•		C List Email

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.

Container Number		C Facility Defe	rence Number		
			rence number		
Container	AAAU1234885				
Acceptance No Received?	NO				
50					
ustomer *					
ite/Pool *	C-Waimarie Str	reet: C 🗸			
ruck Rego/Number *	AM55TB: [T002	.] *			
ruck Driver *	JOHN DOE(AA1	23456)	Ŧ		
				List	Update

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

List Booking?	
Are you sure you want to list this booking?	
	Yes No

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

		0
Send Email		
Email Address *	Send	

# **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.

Facility Pinnacle - Tauranga						Man Booki	age ng List				<b>R</b>
SPECIALISED CONTAINER SERVICES	Search Book	tings <u>Show</u> earch	Advanc	ed Search							
Home	Date	Dat	te: 10/0	4/20	Zan	e	All	•			
Bookings	Site/Pool	All		•							
Book & Confirm	Type Status	All	-	•							
Booking List	Late Receival										
Container Search	Early Receivat	-				_					
Release Search						Se	arch				
Booking Search											
Booking History	Search Detail	S 👂 Edit Se	arch								
Manifest	Company: Whipla	sh Transport	From	Date: Date: 1	0/04/20,	0 To Date:	Date: 10/	04/20, 23			
Billing & Invoicing	Booking	List									Email Print
	Matas Yau k									Sinte	🖸 Refresh
	Bookings	Location		Container D	ates	ie timesiot c	iate, to u	n-recain any c	inwanted cor	iipaily sides.	
	Slot Date Zone	Booking Ref	Туре	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	1000	0
	10/04/20 10	10P453546	Pick Up	Company	Booked	1		10/04/2020 10:59	A-Sulphur Points		0
	2 of 2		1440								

**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 <u>"Confirmed"</u>.

### **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.

Booki	ing	List								C E	🔽 📇 Email Print
				Open th Booking I	e Bookir Ref or s	ng by clicki elect Action	ng on the n then Ec	lit			💭 Refresh
Booking	gs	Location		/ Container Da	ates						
Slot Date	Zone	Booking Ref	Туре	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
10/04/20	10	<u>10D210384</u>	Drop Off	Company	Booked			10/04/2020 10:59	A-Sulphur Points		
10/04/20	10	<u>10P453546</u>	Pick Up	Company	<u>Booked</u>			10/04/2020 10:59	A-Sulphur Points		Email

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

Container Number Fac	lity Reference Number	
Company Name	Whiplash Transport	
Booking Date*	8/04/2020	
Booking Type *	Drop Off 🔻	
Container No "		
Acceptance No Received?		
SO		
Customer		
Site/Pool *	A Sulphur Points: A	
Zone *		
Truck Rego/Number*	Select 🔻	
Truck Driver *	Select	
Comment		

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 contain	er details.	C
		Pan
ooking Details Drop Off Ref: 10D2103	84 Date: 10/04/2020 Zone: 10 Status: Booked	
Container Number Facility	Reference Number	
ompany Name	Whiplash Transport	
ooking Date*	8/04/2020	
ooking Type *	Drop Off 🔻	
ontainer No "	WRONG CONTAINER	
cceptance No Received?		
50		
ustomer		
ite/Pool *	A-Sulphur Points: A	
one *	10 7	
ruck Rego/Number *	Select	
ruck Driver *	Select •	
omment		

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

Container Number Facil	ity 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)	Ţ		
Comment	Broken door			

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.

company. •	wnipta	sn fransport	From I	Date: Date: D	0/04/20,	0 TO Date:	Date: 10/	04/20,23			
Booki	ng	List								E F	☑ 📇 Email Print
Open the Booking by clicking on the Booking Ref or select Action then Edit										💭 Refresh	
Bookings Location				Container Da	ates						
			1								
Slot Date	Zone	Booking Ref	Туре	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
Slot Date	Zone	Booking Ref 10D210384	<b>Type</b> Drop Off	Slot Attribute Company	Status Booked	Container	Release	Expire 10/04/2020 10:59	Site/Pool A-Sulphur Points	Acceptance Received?	Action

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

Container Number 👘 Fac	ility Reference Number	
Company Name	Whiplash Transport	
Booking Date*	8/04/2020	
Booking Type *	Pick Up 🔻	
Release*		
Container Type*	•	
Site/Pool *	A-Sulphur Points: A	
Zone *	10 *	
Door Facing	Any 🔻	
Trailer Position	Select V	
Trailer Slot Position	Select V	
Truck Rego/Number *	Select	
Truck Driver *	Select	
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 inval	d. Please check the Relea	se and confirm	the details with the facility.	G
				Print
Booking Details				
Pick Up Ref: 10P453546	Date: 10/04/2020	Zone: 10	Status: Booked	
Container Number Facility R	eference Number			
Booking Date*	whiptasir fransport	state		
	8/04/2020	(22)		
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.

Container Number Facil	ity 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	

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".

Container Number Facil	ty 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	

# 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.

Date	Date	: 07/04/20	20 Z	one	A				
Pool	All		•						
Туре	All	•							
Status	Arriv	ved 🔻							
Late Receival									
	_								
earch Detai	<b>ls 🦸 Edit Sea</b> Ish Transport	<b>rch</b> From Date: <b>D</b> a	ate: 07/04/2	0,0 Ta	Date: Date: 0	7/04/20, 23			
earch Detai ompany: Whiple Booking	Is ØEdit Sea Ish Transport List	<b>rch</b> From Date: <b>D</b> a	ate: 07/04/2	0, 0 To	Date: Date: 0	7/04/20, 23			Email
earch Detai ompany: Whipla Booking	ls ØEdit Sea ish Transport List	<b>rch</b> From Date: Da	ate: 07/04/2	0,0 Ta	Date: Date: O	7/04/20, 23			Email
earch Detai Company: Whipla Booking	ls PEdit Sea Ash Transport List	rch From Date: Da	ate: 07/04/2	0, 0 Ta	Date: Date: 0	7/04/20, 23			Email
earch Detai Company: Whipla Booking Bookings	Is FEdit Sea ash Transport List Location	rch From Date: Da	ate: 07/04/2 ner Dates	0, 0 To	Date: Date: C	7/04/20, 23			Email
earch Detai Company: Whipla Bookings	ls / Edit Sea ash Transport List Location	rch From Date: Da	ate: 07/04/2 ner Dates	0, 0 To	Date: Date: C	7/04/20, 23			Email
earch Detai ompany: Whiple Bookings Bookings	Is Fedit Sea Ash Transport List Location Booking Ref	rch From Date: Di Contair Type Slo	ate: 07/04/2 ner Dates ot Attribute	0, 0 To Status	Date: Date: 0	7/04/20, 23 Release	Expire	Site/Pool	Email O F
earch Detai Company: Whiple Bookings Bookings Iot Date Zone 17/04/20 18	Is Fedit Sea ash Transport List Location Booking Ref 18D488961	rch From Date: Di Contair Type Slo Drop Off	ate: 07/04/2 ner Dates ot Attribute	0, 0 To Status Arrived	Date: Date: 0 Container TYP0000560	7/04/20, 23 Release	Expire	Site/Pool B-Triton Ave	Email • F Action

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.

Cannot edit a timeslot with	a status of Arrived.	© Print
Pick Up Ref: 18P03015	Date: 07/04/2020 Zone: 18 Status:	Arrived
Container Number 👘 Facility	Reference Number	
Company Name Booking Date*	Whiplash Transport	
Deleses	7/04/2020	
Release	GENR652145844	
Lontainer Type:	40' 4510 DRY I (36) V	
Zono *	D-Closs Roads D	
Door Eacing		
Trailer Position	Select V	
Trailer Slot Position	Select V	Buttons removed once "Arrived"
Truck Rego/Number *	RGB999 [2231434]	
Truck Driver *	Daniel Smith (123987)	
Comment		
	1	A State
The Terminal makes no representation his booking, you indicate your compli	and give no warranties as to the accuracy of this information a ance with those Terms	is per the Terms displayed on login. When you save

# **1.9 Viewing Bookings in the Booking List**

3 of 3

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						Mana Bookin	ge g List				2
Facility Logo	Search Book	tings <u>Show.</u> earch	Advanc	ed Search							
Home Bookings	Date Site/Pool Type	Date All	e: 10/0	4/20	Zone		All 🔻				
Book & Confirm	Status Late Receival	All		<b>Y</b>							
Booking List	Early Receival										
Container Search						Sea	rch				
Release Search											
Booking Search	Search Detai	ls 👂 Edit Sea	arch								
Booking History	Company: Whipla	sh Transport	From	Date: Date:	10/04/20, 0	To Date: D	ate: 10/04/20,	23			
Manifest	Booking	List								Ema	i 😬 ail Print
Billing & Invoicing	Note: You h	ave up to 00:	00, O b	ousiness day	s before the	timeslot da	ate, to un-retain	n any unwant	ted Compan	y Slots.	) Refresh
	Bookings	Location		Container l	Dates						
	Slot Date Zone	Booking Ref	туре	Slot Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
	10/04/20 10	<u>10D210384</u>	Drop Off	Company	Booked			10/04/2020 10:59	A- Sulphur Points		0
	10/04/20 10	10P453546	Pick Up	Company	Booked			10/04/2020 10:59	A- Sulphur Points		0
	10/04/20 18	18P749222	Pick Up		Confirmed		GENR012345D		D-Cross Roads		0

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

Booking List											) 😑 ail Print
Note: You have up to 00:00, 0 business days before To open the Booking click on the Booking Ref or select											) Refresh
Bookings Location Container Dates Edit" from the Action menu											
				/							
Slot Date	Zone	Booking Ref	туре	Sløt Attribute	Status	Container	Release	Expire	Site/Pool	Acceptance Received?	Action
10/04/20	10	10D210384	Drop Off	Company	<u>Booked</u>			10/04/2020 10:59	A- Sulphur Points		O Edit List
10/04/20	10	10P453546	Pick Up	Company	<u>Booked</u>			10/04/2020 10:59	A- Sulphur Points		© Email
10/04/20	18	18P749222	Pick Up		<u>Confirmed</u>		GENR012345D		D-Cross Roads		0
3 of 3											