



1-Stop Connections Pty Ltd

[www.1-stop.com](http://www.1-stop.com)

# VBS Generic User Guide Carrier Dispatcher (Modal Depot sites) V1.2

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### Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
30/04/2021	Daniel Mulvenna	1.0	DRAFT
17/05/2021	Tony Latella	1.1	Final - Reviewed
21/07/2021	Tony Latella	1.2	Clarified section 2.1-Registration for VBS on page 5 regarding the activation process for Container Parks.

### Intended Audience

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

### Document Ownership

OWNER
1-Stop Connections Pty Ltd

### Glossary and Definitions

NAME – Definition	
Trucking Company, Carrier or Transport Operator	The Carrier is the trucking company that makes VBS bookings and transports containers to and from a facility.
Acceptance No	Associated to Dropoff Containers in Modal
Release No	This number is entered by Carriers in Pickup bookings in VBS. This is associated to one or many container types.
SiteCodeID	The Site Code ID is used in VBS as the VBS ACOS Code.
VBS	1-Stop’s Vehicle Booking System
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. INTRODUCTION

### 1.1 Purpose of the Vehicle Booking System

The VBS will enable all Transport Operators (Carriers) to make a booking appointment for every container that they need to pick up or dropoff and will subsequently streamline various processes and improve efficiency for the whole supply chain.

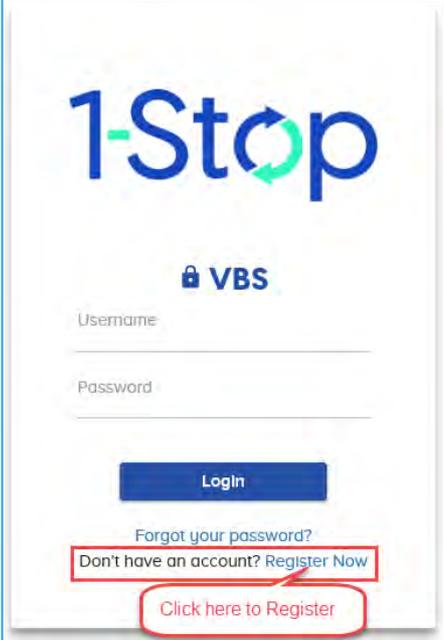
Carrier will use the VBS to book a time slot to pickup/dropoff a Container at a facility. The VBS will result in benefits for all parties in the supply chain by: -

- sharing information,
- improving data quality,
- transparency of information,
- reduce congestion,
- smooth out traffic flows,
- reduce futile truck trips,
- improve truck utilisation.

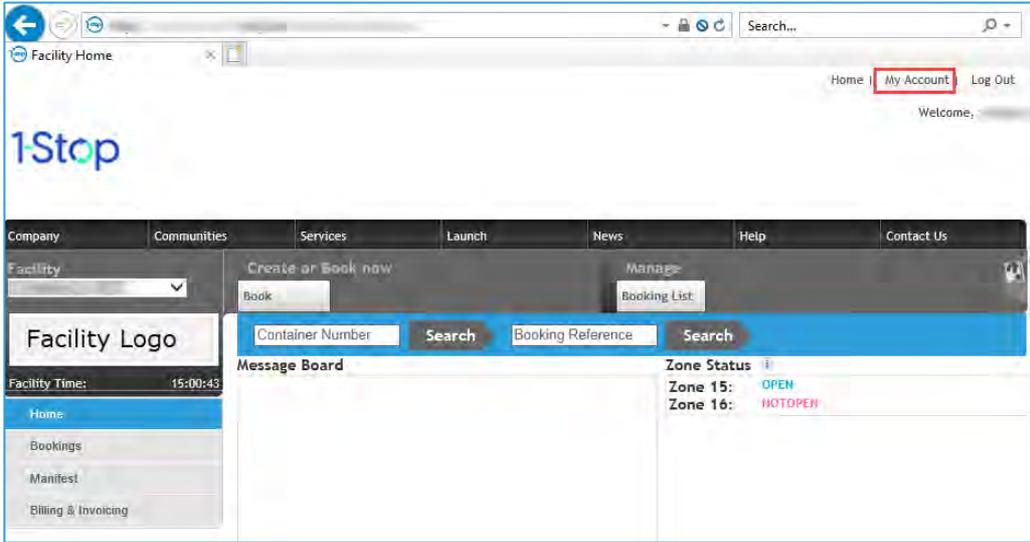
## 2. QUICK GUIDE

### 2.1 Registration for VBS

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

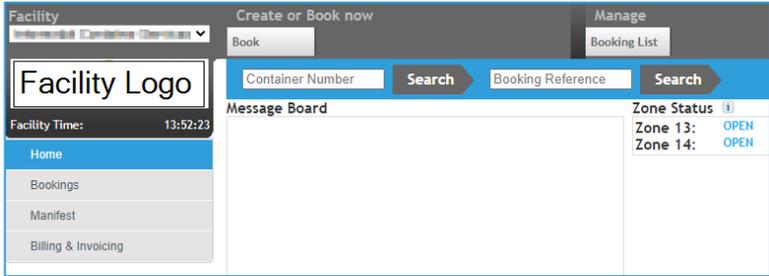


- You will only need to register your organisation once.
- If you are registering for a **Container Terminal**, then your request can take around three business days to process.
- If you are registering for a **Container Park** in Australia, then your registration will be activated automatically, and you will be able to access VBS as soon as you receive the confirmation email.
  - Note: (Please wait up to 30 seconds and check your email Junk Folder as some email systems will put automatic response emails there.)
- After your registration is activated, after you have logged in to VBS, you can add multiple users to your organisation’s account through the **My Account** menu.



## 2.2 Login to VBS

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



## 2.3 How to add your Truck Drivers and Trucks

### 2.3.1 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.

**Note:** Disregard “Linked To 1-Stop” unless you’re contacted about using the 1-Stop driver app.

**Truck Drivers**

Refresh Driver Details
Add

Drivers are required to be linked with their 1-Stop Id to be able to use the driver app

Licence	Mobile	First Name	Last Name	Linked To 1-Stop	Actions
207213445		BILLONESTOP	TESTONESTOP	No	⊙
223344		daniel	Testing	No	⊙
7654321	0978918777	BILL	KOUKOUTSIS	No	⊙
MMP456		MMPDriver	Share	No	⊙
SHARE123		Share	Driver	No	⊙
ST123		Samad	Tahir	No	⊙

**2.3.1.1 How to add a Truck Driver**

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



- Then the below popup will be displayed.

**Add Driver**

First Name \*

Last Name \*

Email Address

Username

Driver's Mobile

Licence Number \*

State or Region

Country

**Add**

**Minimum fields required to “Add” a Truck Driver:**

- First Name
- Last Name
- Drivers Licence
- Once these details have been entered, then select “Add” and you will see the below message once the Driver has been successfully added.

Truck driver has been added successfully

**Add Driver**

First Name \*

Last Name \*

Email Address

Username

Driver's Mobile

Licence Number \*

State or Region

Country

**Add**

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

### Truck Drivers

Refresh Driver Details

Add

Drivers are required to be linked with their 1-Stop Id to be able to use the driver app

Licence	Mobile	First Name	Last Name	Linked To 1-Stop	Actions
207213445		BILLONESTOP	TESTONESTOP	No	
223344		daniel	Testing	No	
444555888		Test	Driver	No	
7654321	0978918777	BILL	KOUKOUTSIS	No	
MMP456		MMPDriver	Share	No	
SHARE123		Share	Driver	No	
ST123		Samad	Tahir	No	

### 2.3.1.2 How to Edit or Delete a Truck Driver

- Edit or Delete is available from the “Actions” tab. Disregard “Link” unless you’re contacted about using the 1-Stop driver app.

**Truck Drivers**

Refresh Driver Details Add

Drivers are required to be linked with their 1-Stop Id to be able to use the driver app

Licence	Mobile	First Name	Last Name	Linked To 1-Stop	Actions
207213445		BILLONESTOP	TESTONESTOP	No	
223344		daniel	Testing	No	
444555888		Test	Driver	No	<span>Edit</span>
7654321	0978918777	BILL	KOUKOUTSIS	No	<span>Link</span> <span>Delete</span>
MMP456		MMPDriver	Share	No	
SHARE123		Share	Driver	No	
ST123		Samad	Tahir	No	

- Below is the edit Truck Driver screen.

**Test Driver** ✖

Email Address

Username

Driver's Mobile

Licence Number \*

State or Region \*  ▼

Country \*  ▼

Save

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

Truck driver has been updated successfully

### Test Driver

Email Address: test@test.com

Username:

Driver's Mobile:

Licence Number \*: 444555888

State or Region \*: Bay of Plenty

Country \*: New Zealand

[Save](#)

### 2.3.2 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 Logo

Facility Time: 11:40:22

- Home
- Bookings
- Manifest
- Truck Drivers
- Trucks**

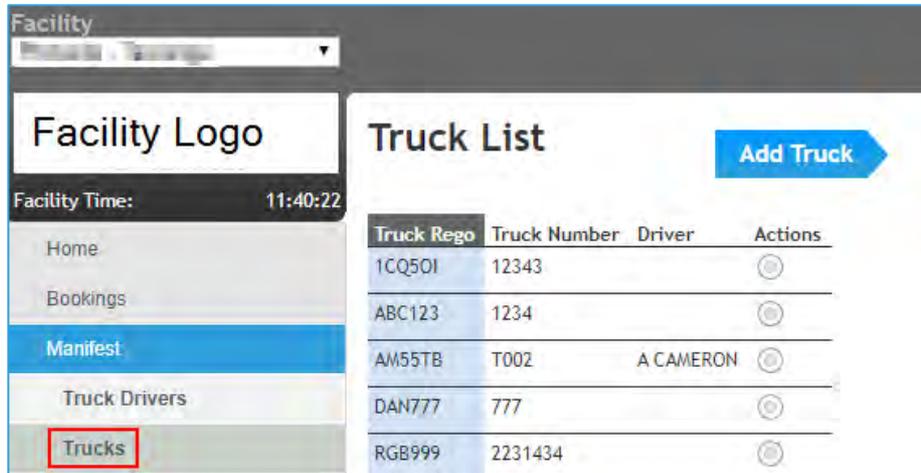
### Truck List

[Add Truck](#)

Truck Rego	Truck Number	Driver	Actions
1CQ50I	12343		
ABC123	1234		
AM55TB	T002	A CAMERON	
DAN777	777		
RGB999	2231434		

### 2.3.2.1 How to add a Truck

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

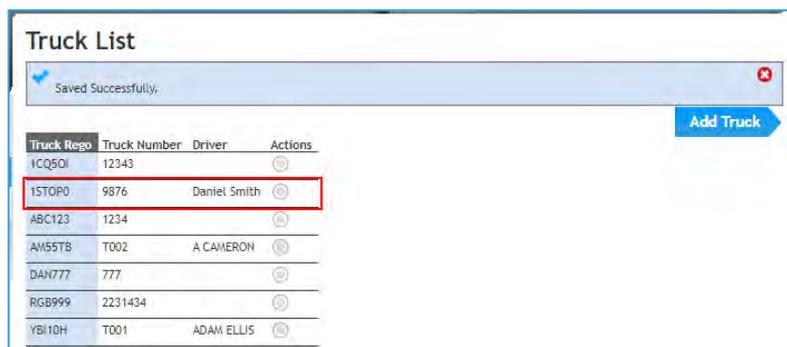


- This will bring you to the “Add Truck” popup as shown below.



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

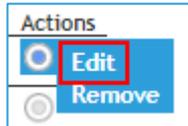
**Note:** you can also allocate a Driver to a Truck so when a Truck is selected in the Booking process, the associated Driver will automatically populate in the booking.



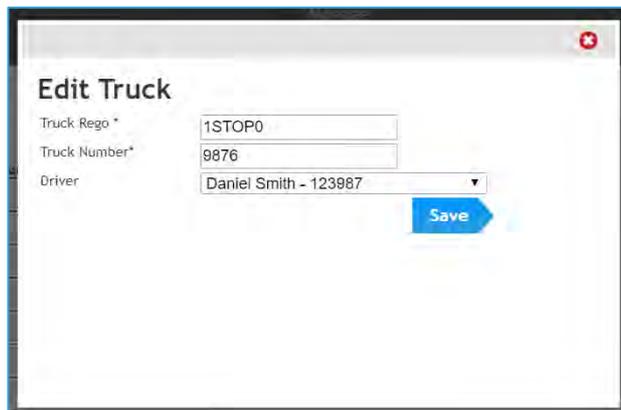
### 2.3.2.2 How to Edit or Remove a Truck

#### Edit

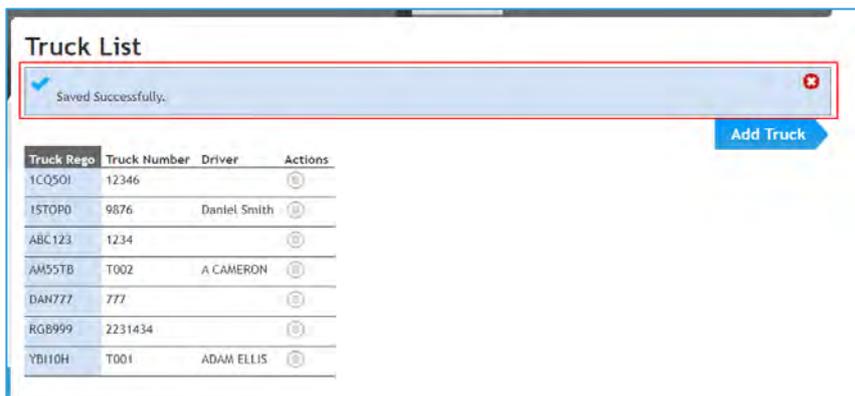
- Select the Edit from the Actions Menu as shown below.



- Which will bring you to the below Edit Truck popup.

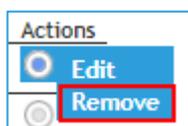


- Once the changes have been done, then select "Save" which will update the Truck List and show the below message.



#### Remove

- Select the Remove from the Actions Menu as shown below.



- Which will bring you to the Remove Truck popup.



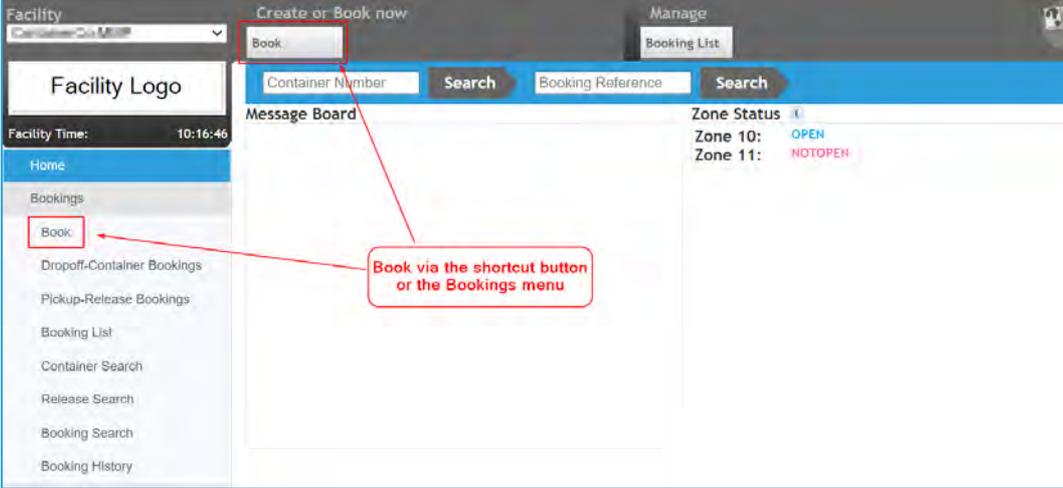
- Select Yes to remove which will update the Truck List as shown below.

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.

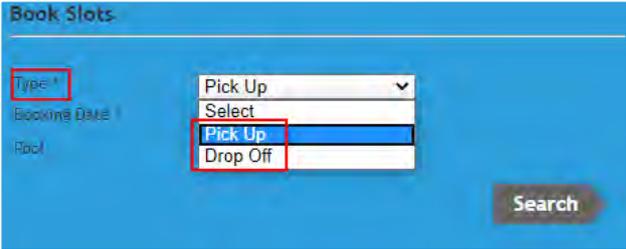
Truck Rego	Truck Number	Driver	Actions
1CQ50I	12346		⊙
1STOP0	9876	Daniel Smith	⊙
ABC123	1234		⊙
AM55TB	T002	A CAMERON	⊙
RGB999	2231434		⊙
YBI10H	T001	ADAM ELLIS	⊙

## 2.4 Book a Time Slot

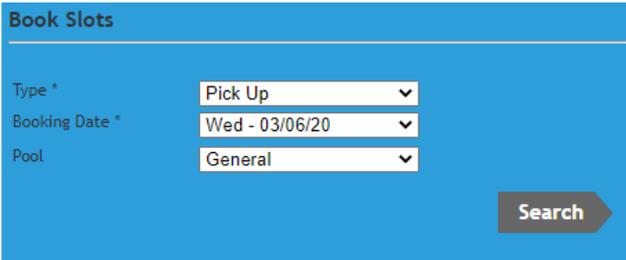
- Click on “Book” button...



- Select the Booking Type...



- Search for available booking days (Pool will be prepopulated)



- Select the number of bookings required in a Zone and click **Book**. One booking is required for each container.

Home | 1. Search | 2. Book Slots | 3. Booking Summary | Facility Time: 10:52:03 | Facility Logo

Your Search Details | Edit Search

Company: Whiplash Transport | Booking Type: Pick Up | Pool: General

Wed 03/06 | Thu 04/06 | Fri 05/06 | Sat 06/06 | Sun 07/06 | Mon 08/06 | Tue 09/06

Pick Up Slots, Wed, Jun 3, 2020

Timezone	Slots Available	Require
0	0	
1	0	
2	0	
3	0	
4	0	
5	0	
6	0	
7	0	
8	0	
9	0	
10	2	
11	2	
12	2	
13	2	
14	2	1
15	2	
16	2	
17	2	
18	0	
19	0	
20	0	
21	0	
22	0	
23	0	

Time left to book: 2:24

- Click on **Summary** or **Continue Booking...**

Booking Result For Wed, Jun 3, 2020

Booked 1 Slots

Summary | Continue booking

Zone	Booking Ref	Type	Expire on
16	03167724	Pick Up	03/06/2020 13:00

Summary will take you to the below page where you can select a booking to confirm or "Finish".

Home | 1. Search | 2. Book Slots | 3. Booking Summary | Facility Time: 11:03:52 | Facility Logo

Booking Summary

Bookings made for Whiplash Transport

Click on the Booking Ref to add details and Confirm the Booking

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Pool Name	Action
03/06/20	16	03167724	Pick Up		Booked			03/06/2020 13:00	General	

Finish

## 2.5 Confirm your Booking

### 2.5.1 Dropoff

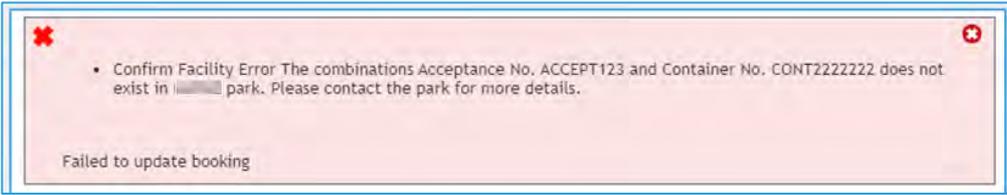
Confirm the booking by entering the details into the below fields:

- **Service Type:** Mandatory - Defaults to Empty (Other not used – disregard)
- **Container No:** Mandatory – If the container does not exist in Modal or is invalid, below is an example of the warning and error messages displayed to the user.

Warning on tabbing out of Container field:

Error message stopping the Booking from being Confirmed:

- **Acceptance No:** Not Mandatory – If the Acceptance No and Container entered doesn't match the information in Modal, below is an example of the message displayed to the user from Modal.



- **ISO Code:** Mandatory – If the Container is known then the ISO Code will prepopulate. The user can edit this field. If the ISO is updated to an invalid or incorrect ISO code, the user will still be able to Confirm the Booking. Once the Gate message has been received in VBS from the Container park, VBS will update the incorrect/invalid ISO Code to the correct ISO Code as received from Modal.
- **Owner:** Mandatory – List prepopulated from Modal.
- **Full / Empty:** Mandatory - this is prepopulated when a container is entered.
- **Truck Rego/Number:** Mandatory – Trucks populated from the “Trucks” list in VBS.
- **Truck Driver:** Optional (Mandatory in some facilities) – Truck Drivers populated from the “Truck Drivers” list in VBS.
- **Comment:** Optional – 320-character limit.

Alternatively, “List” the booking if you no longer require it and the booking will be returned into the system for another carrier to take.

A booking fee may be payable for listed bookings unless that booking is taken by another transport operator. Please refer to the **Terms and Conditions** when you login to VBS so you are aware of the rules and billing implications regarding Listing.

### 2.5.1.1 Confirmed Booking fields that *cannot* be updated

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

The screenshot shows the 'Booking List' page with search filters set to Date: 03/06/20, Status: Confirmed. The table below shows two bookings:

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Pool Name	Action
03/06/20	17	03171919	Pick Up		Confirmed	RADHIKA1	RADHIKA1		General	Edit, List, Email
03/06/20	17	03177084	Drop Off		Confirmed	TCU12345601			General	Edit, List, Email

Once a Booking is “Confirmed” - then the following fields cannot be updated and will be **read only**:

The 'Booking Details' page shows the following information:

**Drop Off** Ref: 14167866 Date: 14/05/2021 Zone: 16 Status: Confirmed

Container Number  Facility Reference Number

Company Name: Whiplash Transport

Service Type: Empty

Container No: MSKU2354252

Acceptance No Received: [Empty]

ISO Code: 22G1

Owner: MSK-MAERSK LINE

Full / Empty: Empty

Truck Rego/Number: TRK333 [3333]

Truck Driver: daniel Testing-223344

Comment: [Empty]

Buttons: Retrieves, List, Clear, Confirm, Update

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

1. Select Clear to change the Booking status back to “Booked” and remove the Booking details.
- OR
2. Select “List” which will change the booking status to Listed in VBS and cancel the booking in the Container Park.
  3. Book & Confirm with the new details.

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

### 2.5.1.2 Fields that *can* be Updated

On the Booking Details screen the following fields *can* be updated:

- Truck Rego
- Truck Driver
- Comment

**Booking Details**  
Drop Off Ref: 14167866 Date: 14/05/2021 Zone: 16 Status: Confirmed

Container Number  Facility Reference Number

Company Name Whiplash Transport  
Service Type \* Empty  
Container No \* MSKU2354252  
Acceptance No Received?   
ISO Code \* 22G1  
Owner \* MSK-MAERSK LINE  
Full / Empty Empty  
Truck Rego/Number \* TRK333 [3333]  
Truck Driver \* daniel Testing-223344  
Comment

Retrieve List Clear Confirm Update

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



## 2.5.2 Pickup

Confirm the booking by entering the following details into the below fields:

**Booking Details**  
Pick Up Ref: 14164278 Date: 14/05/2021 Zone: 16 Status: Booked

---

Container Number     Facility Reference Number

---

Company Name: Whiplash Transport  
 Booking Type: Pick Up ▾  
 Service Type \*: Empty ▾  
 Release \*:   
 Container Type: Release not found ▾  
 Door Facing: Any ▾  
 Trailer Position: Select ▾  
 Trailer Slot Position: Select ▾  
 Truck Rego/Number \*: Select ▾  
 Truck Driver \*: Select ▾  
 Comment:

Retrieve
List
Clear
Confirm

- **Service Type:** Mandatory - Defaults to Empty (Other not used – disregard)
- **Release Number:** Mandatory – checked against Release Number in Modal. If invalid/incorrect the below message will be displayed to the user and the Booking will be unable to be Confirmed.

✘ The Facility Release No entered is invalid. Please check and/or confirm the details with the Facility. ✘

Print

**Booking Details**  
Pick Up Ref: 14164278 Date: 14/05/2021 Zone: 16 Status: Booked

---

Container Number     Facility Reference Number

---

Company Name: Whiplash Transport  
 Booking Type: Pick Up ▾  
 Service Type \*: Empty ▾  
 Release \*: PICKUPVBSXX

- **Container Type:** Mandatory and prepopulated after a valid Release Number is entered and release details received from Modal. A user can select the Container type they require to Pick up. The container type fields are explained below.
  - 1: ISO Group, ISO Code and Grade (if available)
  - 2: Container units, of the specific type, remaining to be booked

**Booking Details**  
**Pick Up** Ref: **14164278** Date: **14/05/2021** Zone: **16** Status: **Booked**

Container Number  Facility Reference Number

Company Name Whiplash Transport  
 Booking Type Pick Up ▾  
 Service Type \* Empty ▾  
 Release \* PICKUPVBS  
 Container Type **22GP 22G1 (10)** ▾

- **Door and Trailer Positions:** These fields refer to the Container and how/where it is requested to be placed on the Truck:

Door Facing: Any, Forward, Aft

**Door Facing** ▾ Any ▾  
 Trailer Position  
 Trailer Slot Position

Trailer Position: 1, 2, 3

**Trailer Position** ▾ Select ▾  
 Trailer Slot Position  
 Container No  
 Truck Rego \*

Trailer Slot Position: 1, 2, 3

**Trailer Slot Position** ▾ Select ▾  
 Container No  
 Truck Rego \*  
 Truck Driver

- **Truck Rego:** Mandatory – Truck Registration Plate.
- **Truck Driver:** Optional – Truck Drivers populated from the “Truck Drivers” list in VBS.
- **Comment:** Optional – 320-character limit.

Alternatively, “List” at the bottom of the page if you no longer require the booking and it will be returned into the system for another carrier to take.

**Booking Details**  
Pick Up Ref: 14164278 Date: 14/05/2021 Zone: 16 Status: Booked

Container Number  Facility Reference Number

Company Name Whiplash Transport  
Booking Type Pick Up  
Service Type \* Empty  
Release \*  
Container Type Release not found  
Door Facing Any  
Trailer Position Select  
Trailer Slot Position Select  
Truck Rego/Number \* Select  
Truck Driver \* Select  
Comment

Retrieve List Clear Confirm

A booking fee may be payable for listed bookings unless that booking is taken by another transport operator. Please refer to the **Terms and Conditions** when you login to VBS so you are aware of the rules and billing implications regarding Listing.

### 2.5.2.1 Confirmed Booking 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**

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Pool Name	Action
03/06/20	17	03171919	Pick Up		Confirmed	RADHIKA1	RADHIKA1		General	Edit List Email
03/06/20	17	03177084	Drop Off		Confirmed	TCU12345601			General	

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

**Booking Details**  
 Pick Up Ref: 03171919 Date: 03/06/2020 Zone: 17 Status: Confirmed

Company Name: Whiplash Transport

Service Type: Empty

Release Number: RADHIKA1

Container Type: 20' 22GP

Door Facing: Any

Trailer Position: Select

Trailer Slot Position: Select

Container No: [Read Only]

Truck Rego: DDDDD

Truck Driver: first last - 333444555

Buttons: List, Clear, Update

If any of the above fields need to be updated, then the user will need to:

1. Select Clear to change the Booking status back to “Booked” and remove the Booking details.

OR

2. Select “List” which will change the booking status to Listed in VBS and cancel the booking in the Container Park.
3. 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 what is set for the Listing parameters for the site.

### 2.5.2.2 Confirmed Booking fields that *can* be Updated

Once a Booking is “Confirmed” - the following fields *can* be updated:

The screenshot shows a 'Booking Details' form for a 'Confirmed' booking. The form includes fields for 'Pick Up', 'Ref: 03171919', 'Date: 03/06/2020', 'Zone: 17', and 'Status: Confirmed'. Below these are sections for 'Container Number' and 'Facility Reference Number'. The main form fields include: 'Company Name' (Whiplash Transport), 'Service Type' (Empty), 'Release Number' (RADHIKA1), 'Container Type' (20' 22GP), 'Door Facing' (Any), 'Trailer Position' (Select), 'Trailer Slot Position' (Select), 'Container No', 'Truck Rego' (DDDD), 'Truck Driver' (first last - 333444555), and 'Comment'. A red box highlights the 'Door Facing', 'Trailer Position', 'Trailer Slot Position', 'Truck Rego', and 'Truck Driver' fields. At the bottom right, there are buttons for 'List', 'Clear', and 'Update'.

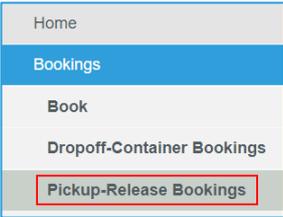
Once the field has been changed, then select “Update” to save the information and the below will be displayed if successful.



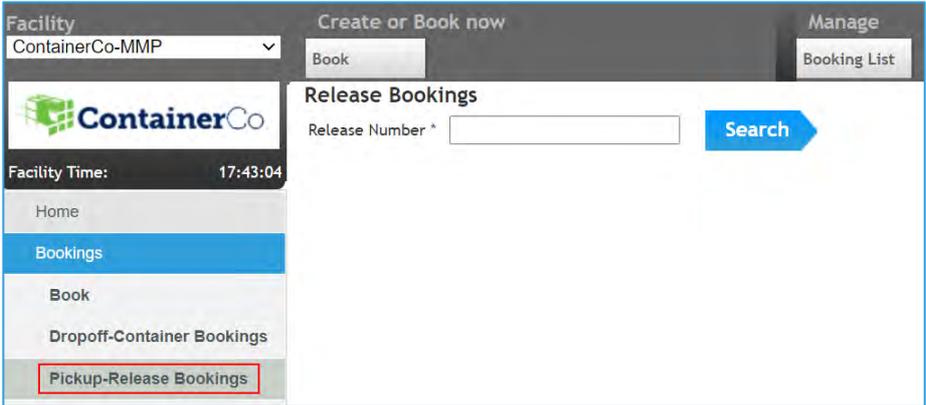
## 2.6 Release Bookings for Pickups

### 2.6.1 What are Pickup - Release Bookings?

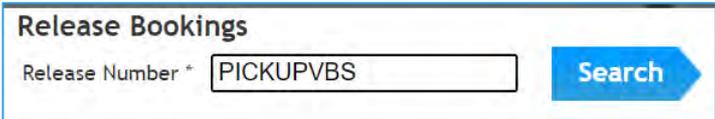
Release Bookings is used by Carriers who wish to book many pickup bookings at once from a single release. To use this option, select “Pickup-Release Bookings” from inside the Bookings menu, as shown below...



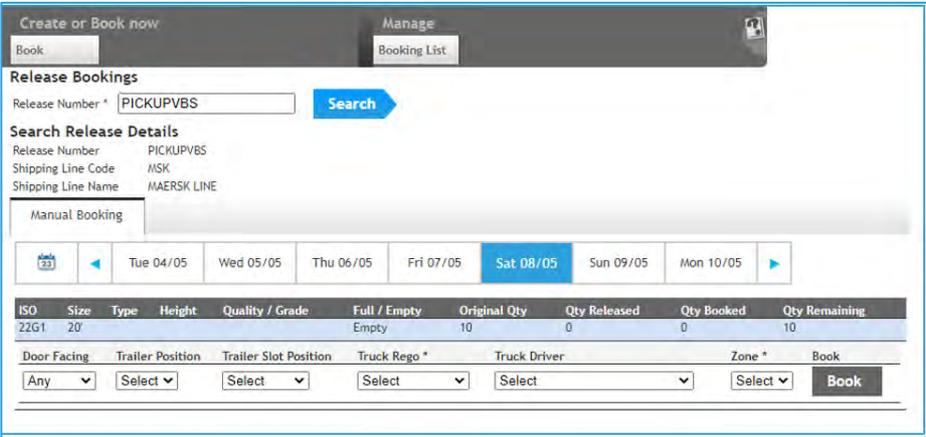
- Once “Pickup-Release Bookings” has been selected, enter the Release number...



- then select “Search”...



- The Release details will be displayed...



- The Release details are displayed at the top of the page...

**Release Bookings**

Release Number \*  Search

**Search Release Details**

Release Number	PICKUPVBS
Shipping Line Code	MSK
Shipping Line Name	MAERSK LINE

Manual Booking

23
◀
Tue 04/05
Wed 05/05
Thu 06/05
Fri 07/05
Sat 08/05
Sun 09/05
Mon 10/05
▶

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
22G1	20'				Empty	10	0	0	10

Door Facing	Trailer Position	Trailer Slot Position	Truck Rego *	Truck Driver	Zone *	Book
<input type="text" value="Any"/>	<input type="text" value="Select"/>	Book				

- the date required for the Booking is displayed...

23
◀
Tue 04/05
Wed 05/05
Thu 06/05
Fri 07/05
Sat 08/05
Sun 09/05
Mon 10/05
▶

- Note the container details per container type displayed in the blue row...

*Note: if there is more than 1 container type, then they will be shown here as multiple lines*

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
22G1	20'				Empty	10	0	0	10

- The Booking details include:

Door Facing	Trailer Position	Trailer Slot Position	Truck Rego	Truck Driver	Zone	Book
<input type="text" value="Any"/>	<input type="text" value="Select"/>	Book				

- **Optional Fields:** Door Facing, Trailer Position, Trailer Slot Position,
- **Mandatory Fields (\*):** Truck Rego/Number, Truck Driver, Zone
- The **Book** button



## 2.6.2 How to Book using Pickup - Release Bookings

From the below screen:

- select the date for the booking as shown below. In this example, Sat 08/05 has been selected.

**Release Bookings**

Release Number \*  Search

**Search Release Details**

Release Number PICKUPVBS  
 Shipping Line Code MSK  
 Shipping Line Name MAERSK LINE

Manual Booking

23
◀
Tue 04/05
Wed 05/05
Thu 06/05
Sat 08/05
Sun 09/05
Mon 10/05
▶

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
22G1	20'				Empty	10	0	0	10

Door Facing	Trailer Position	Trailer Slot Position	Truck Rego *	Truck Driver	Zone *	Book
<input type="text" value="Any"/>	<input type="text" value="Select"/>	<input type="button" value="Book"/>				

- next decide which Container Type will be booked. A release may have 1 or many container types.

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
22G1	20'				Empty	10	0	0	10

Door Facing	Trailer Position	Trailer Slot Position	Truck Rego	Truck Driver	Zone	Book
<input type="text" value="Any"/>	<input type="text" value="Select"/>	<input type="button" value="Book"/>				

- To book a container type select the following optional and mandatory fields.

**Optional fields include:**

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

Door Facing

Any ▼

Any

Forward

Aft

- Trailer Position: 1 or 2

Trailer Position

Select ▼

Select

1

2

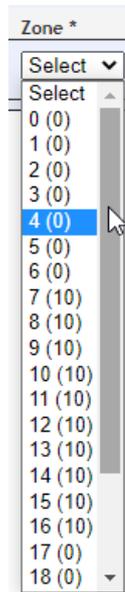
- Trailer Slot Position: Front Pin, Middle Pin, Rear Pin

**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 be auto populated once the Truck is selected)

- Zone: 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, select “Book”.

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining		
22G1	20'				Empty	10	0	0	10		
Door Facing		Trailer Position		Trailer Slot Position		Truck Rego *		Truck Driver		Zone *	Book
Forward		1		Front Pin		AYY13P[T002]		daniel Testing-223344		14 (10)	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, the “Booking Ref” and the Booking Status are displayed.

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

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining		
22G1	20'				Empty	10	0	1	9		
Door Facing		Trailer Position		Trailer Slot Position		Truck Rego *		Truck Driver		Zone *	Book
Forward		1		Front Pin		AYY13P[T002]		daniel Testing-223344		14 (9)	Book
Door		Trailer	Slot	Truck	Driver	Zone	Booking Ref	Status	Actions		
Forward		1	Front Pin	AYY13P	daniel Testing-223344	14	08142827	Confirmed	⊙		

### 2.6.3 Actions menu

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

**Release Bookings**

Release Number \*  Search

**Search Release Details**

Release Number PICKUPVBS  
 Shipping Line Code MSK  
 Shipping Line Name MAERSK LINE

Manual Booking

23
◀
Tue 04/05
Wed 05/05
Thu 06/05
Sat 08/05
Sun 09/05
Mon 10/05
▶

ISO	Size	Type	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Booked	Qty Remaining
22G1	20'				Empty	10	0	1	9

Door Facing	Trailer Position	Trailer Slot Position	Truck Rego *	Truck Driver	Zone *	Book
Forward	1	Front Pin	AYY13P[T002]	daniel Testing-223344	14 (9)	Book

Door	Trailer	Slot	Truck	Driver	Zone	Booking Ref	Status	Actions
Forward	1	Front Pin	AYY13P	daniel Testing-223344	14	08142827	Confirmed	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 5px;">Edit</span> <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 5px;">List</span> <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 5px;">Email</span>

From the Actions menu select:

- **Edit** – which will show the booking as a popup where the booking can either **List** or be **Update...**

Pick Up

Ref: 08142827    Date: 08/05/21    Zone: 14    Status: Confirmed

Container Number     Facility Reference Number

Reference No

Container Type

Site/Pool \*

Door Facing

Trailer Position

Trailer Slot Position

Truck Rego/Number \*

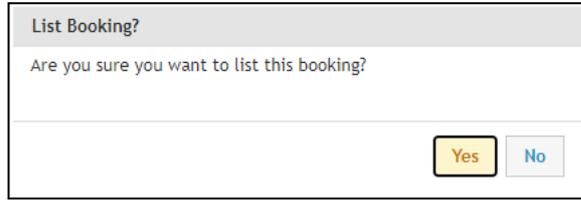
Truck Driver

List
Update

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

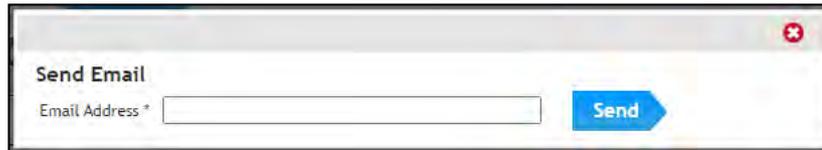
Note: only certain fields can be updated.

- **List** – to List the booking...



A dialog box titled "List Booking?" with the text "Are you sure you want to list this booking?". At the bottom right, there are two buttons: "Yes" (highlighted in yellow) and "No".

- **Email** – for sending the booking information to an email address...



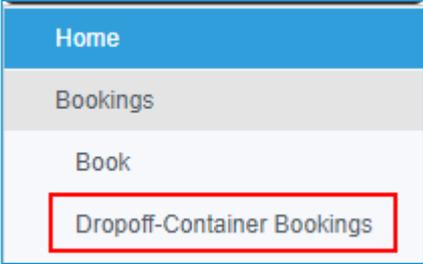
A dialog box titled "Send Email" with a close button (red X) in the top right corner. It contains a text input field labeled "Email Address \*" and a blue "Send" button with a right-pointing arrow.

## 2.7 Container Bookings for Drop-offs

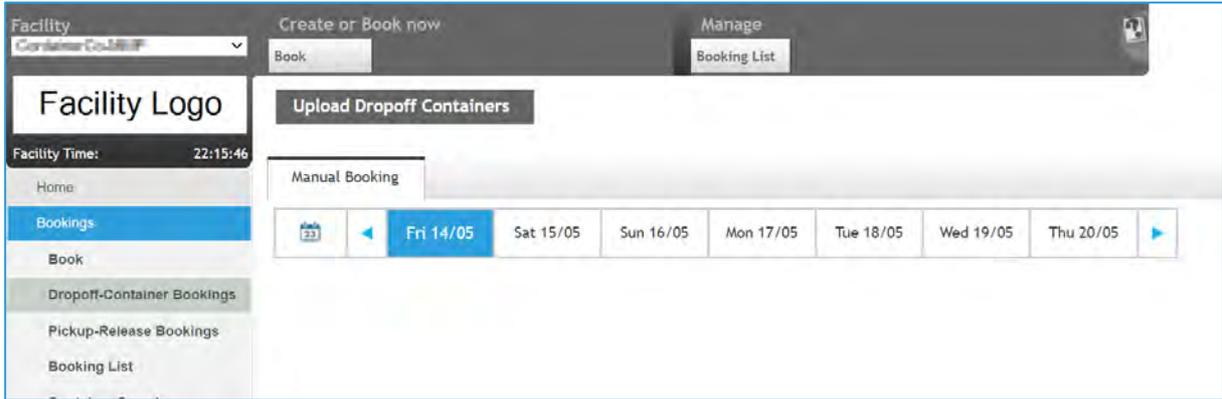
### 2.7.1 What are Dropoff - Container Bookings?

**Dropoff-Container Bookings** are used by Carriers to book many Container drop off bookings at once. To use this option:

- select “**Dropoff-Container Bookings**” from inside the Bookings menu, as shown below.



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



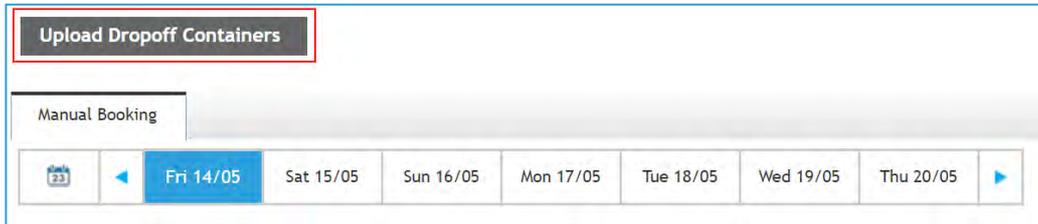
- Click **Upload Dropoff Containers**.

The next section of this document will explain how to “Upload Dropoff Containers”.

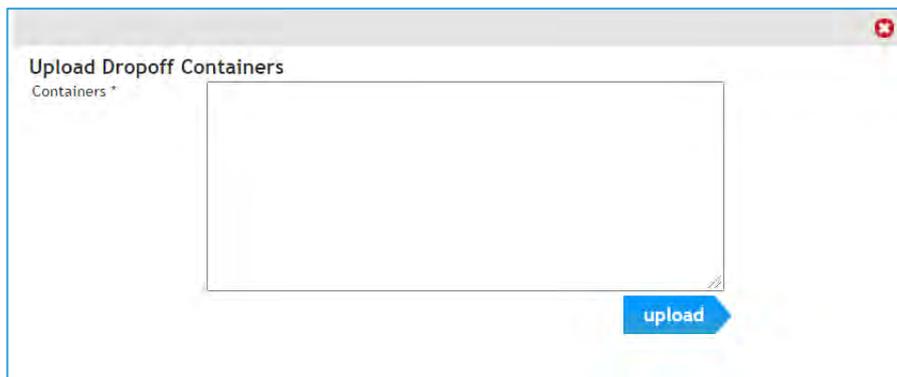
## 2.7.2 How to Upload Dropoff Containers

To upload a list of containers to be booked for dropoff:

- select “Upload Dropoff Containers”.



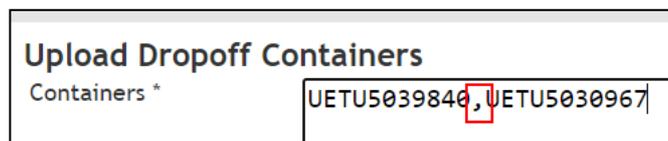
- the below page will appear.



- Add the containers here remembering to separate the containers by a delimiter:

Examples of how to separate the containers include:

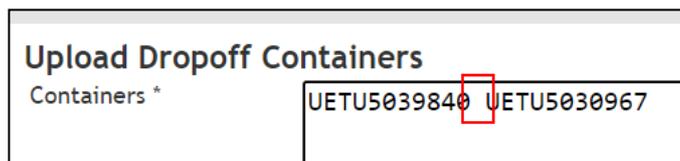
- comma



- semi colon



- space



- line

Upload Dropoff Containers	
Containers *	UETU5039840 UETU5030967

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

- During the upload process the below status screen is displayed.

**Adding Containers**  
Total containers: 2    Processed: 2

**Result:**  
✔ Added: 2  
✘ Could not add: 0

Container	Status	Description
MSKU2354289	COMPLETED	
MSKU2354290	COMPLETED	

- After the upload is completed select  at the top of the screen to close the window.

- the uploaded containers are displayed as shown...

The screenshot shows the 'Upload Dropoff Containers' interface. At the top, there is a 'Manual Booking' section with a date picker. The date 'Fri 14/05' is selected. Below the date picker is a table with the following columns: Container, ISOCode, Owner, Acpt. Received, Pool \*, Truck Rego/Number, Truck Driver \*, Zone \*, Slot/Book, and Actions. Two rows of container data are visible:

Container	ISOCode	Owner	Acpt. Received	Pool *	Truck Rego/Number	Truck Driver *	Zone *	Slot/Book	Actions
MSKU2354289	22G1	MSK	No	General (GEN)	Select	Select	Select	Book	
MSKU2354290	22G1	MSK	No	General (GEN)	Select	Select	Select	Book	

### 2.7.3 How to Book Uploaded Containers that are *known* in the container park system

- Once the containers have been successfully uploaded, select the date. In the below example "Fri 14/05" has been selected as the Booking Date.

This screenshot is identical to the one above, showing the 'Upload Dropoff Containers' interface with 'Fri 14/05' selected in the date picker and the container table displayed below.

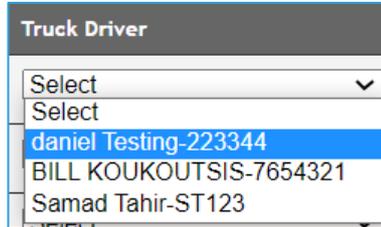
- Next, enter the following **mandatory (\*)** fields to "Book":

**Note:** some facilities may have the Truck Driver as optional

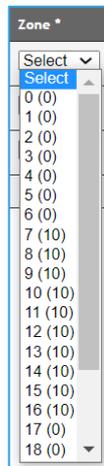
- Truck Rego/Number: list retrieved from the Truck List...

The screenshot shows a dropdown menu for 'Truck Rego/Number'. The menu is open, showing a list of options: 'Select', 'Ayy13P[T002]', 'BWR123[888]', 'TEST55[4444]', 'TTT55[T003]', and 'YBI10H[T001]'. The 'Select' option is currently selected.

- 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 with the Booking Reference...

Booked reference 14227246

Upload Dropoff Containers

Manual Booking

Calendar: Fri 14/05, Sat 15/05, Sun 16/05, Mon 17/05, Tue 18/05, Wed 19/05, Thu 20/05

Container	ISOCode	Owner	Acpt. Received	Pool *	Truck Rego/Number	Truck Driver *	Zone *	Slot/Book	Actions
MSKU2354289	22G1	MSK	No	General (GEN)	TRK333 [3333]	daniel Testing-223344	22	14227246	[Book]
MSKU2354290	22G1	MSK	No	General (GEN)	Select	Select	Select	[Book]	[Book]

VBS Booking Ref

### 2.7.4 Uploaded Containers that are *not known* in the container park system

**Note: if the container is unknown, then the user will be unable to Book the Container in the “Dropoff-Container Bookings” page and VBS will display the below error message when attempting to Book.**

If the Containers are unknown in the container park system, then they will be displayed as shown with the ISO and Owner as ‘Blank’ and Acceptance Received as “No”.

Note: the Zone and Book options will remain blank till the Site has been selected...

Upload Dropoff Containers

Manual Booking

Wed 05/05

Thu 06/05

Fri 07/05

Sat 08/05

Sun 09/05

Mon 10/05

Tue 11/05

Container	ISOCode	Owner	Acpt. Received	Site *	Truck Rego/Number *	Truck Driver	Zone *	Slot/Book	Actions
DROP1234567	22G1	MSK	No	General (GEN)	Select	Select	Select	Book	
DROP1234568	22G1	MSK	No	General (GEN)	Select	Select	Select	Book	
DROP1234581	22G1	MSK	No	General (GEN)	Select	Select	Select	Book	
TEST1234567			No	Select	Select	Select			

- once the Site is selected, then the Zone and Book button can be selected...

Upload Dropoff Containers

Manual Booking

Wed 05/05

Thu 06/05

Fri 07/05

Sat 08/05

Sun 09/05

Mon 10/05

Tue 11/05

Container	ISOCode	Owner	Acpt. Received	Site *	Truck Rego/Number *	Truck Driver	Zone *	Slot/Book	Actions
DROP1234567	22G1	MSK	No	General (GEN)	AYY13P[T002]	daniel Testing-223344	10	08100559	
DROP1234568	22G1	MSK	No	General (GEN)	Select	Select	Select	Book	
DROP1234581	22G1	MSK	No	General (GEN)	Select	Select	Select	Book	
TEST1234567			No	General (GEN)	Select	Select	Select	Book	

After entering the Truck Rego/Number, Truck Driver and Zone then selected “Book”, VBS will display a message from the container park advising whether the container can be accepted or not...

✖

Confirm Facility Error The container DROP1234568 cannot return to this park. Please contact the Park for more details

✖

## 2.7.5 Actions Menu

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

Upload Dropoff Containers									
Manual Booking									
<div style="display: flex; justify-content: space-between;"> <span>Calendar icon</span> <span>Thu 18/02</span> <span>Fri 19/02</span> <span>Sat 20/02</span> <span>Sun 21/02</span> <span>Mon 22/02</span> <span>Tue 23/02</span> <span>Wed 24/02</span> <span>Next icon</span> </div>									
Container	ISOCode	Owner	Accept-Received	Site	Truck Rego/Number *	Truck Driver *	Zone*	Slot/Book	Actions
AAAU1234885			NO	C	AM55TB[T002]	JOHN DOE(AA123456)	18	18D345176	<input checked="" type="radio"/> Edit <input type="radio"/> List <input type="radio"/> Email
AAAU1234890			NO	Select	Select	Select			

- From this menu select:
- Edit** – which will show the booking as a popup where the booking can either **List** or be **Update**...

Drop Off
Ref: 18D345176
Date: 18/02/21
Zone: 18
Status: Confirmed

Container Number
  Facility Reference Number

Container

AAAU1234885

Acceptance No Received?

NO

ISO

Customer \*

Site/Pool \*

C-Waimarie Street: C

Truck Rego/Number \*

AM55TB: [T002]

Truck Driver \*

JOHN DOE(AA123456)

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Note: only certain fields can be updated.

- List** – to List the booking...

List Booking?

Are you sure you want to list this booking?

- Email** – for sending the booking information to an email address...

Send Email

Email Address \*

## 3. BOOKING PROCESS DETAILS

### 3.1 Normal Booking Process

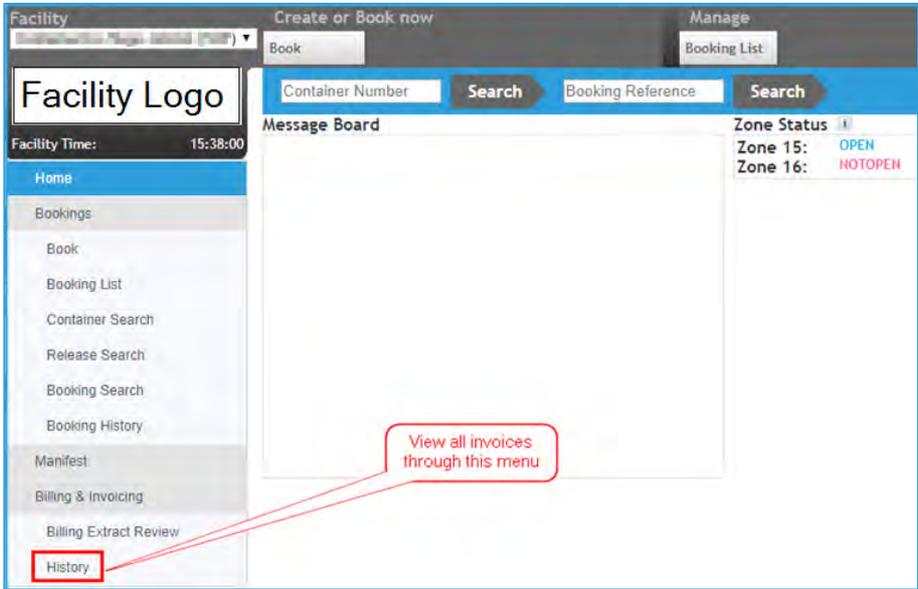
1. Carrier creates a Pick-Up/Dropoff booking in VBS;
2. Carrier confirms the booking by entering required details as shown in the previous “Confirm Your Booking” section;
3. Validation will be made on the fields as mentioned in “Confirm Your Booking” section;
4. Carrier enters Truck Rego (mandatory);
5. The Carrier can optionally select a Driver and Comment;
  - a. The Carrier can select from a list of drivers they previously entered;
6. Then the Carrier Confirms the Booking and the status updates to “Confirmed”;
7. Container Park and Carrier users can modify some details on a Confirmed Booking screen as explained earlier in this document.
8. Carrier arrives at the facility and provide VBS booking ref;
9. The Container Park system (MODAL) arrives the Booking and a Gate message is sent to VBS. When received in VBS the Booking status to changes to ARRIVED and this will become the Arrive time for purposes of billing.

### 3.2 Alternative Booking scenarios

- 1) If booking details are not correct or require changes, Container Park staff can edit most details in a booking.
- 2) Container Park staff can also create Company Bookings on behalf of a Carrier – these bookings will be Confirmed as explained in “Confirm your Booking”.
- 3) If the Booking is not ARRIVED after a specific period after end of zone, then the booking is automatically changed to “NOSHOW”.
  - a) If the truck arrives after the booking has changed to “NOSHOW” then Container Park staff can still arrive the Booking as long as the associated Booking has not been cancelled in the Container Park system (MODAL) once it turned to “NO SHOW”.

# 4. VBS INVOICING

Invoices will be available on-line as a PDF file.  
 You can find the invoices at any time through the **Billing & Invoicing** menu...



This menu will take you out of VBS and into the Invoice site where you can search and view individual invoices.

**HINT:** Right click on the menu and “Open in a New Tab” so that you can have both the VBS and the Invoice site open at once.

