

1-Stop Connections Pty Ltd

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
	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-Stop

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

1-Stop

< ∂⊘⊚	_	-			- 🔒 🛛 C	Search	۰ ۵,
i Facility Home	8.						Home My Account Log Out
1-Stop							welcome,
Company	Communities	Services	Launch	News		Help	Contact Us
Facility	~	Create or Book now Book		Mai	ing List		2
Facility L	ogo	Container Number	Search	Booking Reference	Search		
Enclider Timor	45-00-12	Message Board			Zone Stat	us I	
Home	19:00:45				Zone 15: Zone 16:	NOTOPEN	
Bookings	-						
Manifest							
Billing & Invoicing							

2.2 Login to VBS

- Go to <u>http://vbs.1-stop.biz</u>.
- 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...

Facility	Create or Book now Book		Mana Bookir	age ng List	
Facility Logo	Container Number	Search	Booking Reference	Search	
Fa-21/ha Timor 43-53-2	Message Board			Zone Status	1
Facility Time: 13:52:2	3			Zone 13: Zone 14:	OPEN
Home					
Bookings					
Manifest					
Billing & Invoicing					

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".



Home		
Bookin	gs	
Manife	st	
Truck	Drivers	
Truck	(S	
Billing	& Invoicing	

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.

Re	fresh Drive	er Details	Add		
)rivers are 1	required to be	linked with th	eir 1-Stop ld to	be able to use the c	driver app
Licence	Mobile	First Name	Last Name	Linked To 1-Stop	Actions
207213445	1	BILLONESTOP	TESTONESTOP	No	
223344		daniel	Testing	No	۲
7654321	0978918777	BILL	KOUKOUTSIS	No	۲
MMP456		MMPDriver	Share	No	0
SHARE123		Share	Driver	No	۲
		Samad	Tahir	No	0

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.



		0
Add Driver		
First Name *		
Last Name *		
Email Address		
Username		
Driver's Mobile	-	
Licence Number *		
State or Region	Select	•
Country	New Zealand ~	

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 ha	s been added successfully	0
Add Driver		
First Name *	Test	
Last Name *	Driver	
Email Address		
Username		
Driver's Mobile		
Licence Number *	444555888	
State or Region	Select ~	
Country	New Zealand V	

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



Re	fresh Drive	er Details	Add		
rivers are I	required to be	linked with th	eir 1-Stop ld to	be able to use the c	lriver ap
icence	Mobile	First Name	Last Name	Linked To 1-Stop	Actions
207213445		BILLONESTOP	TESTONESTOP	No	٢
223344		daniel	Testing	No	0
144555888		Test	Driver	No	0
7654321	0978918777	BILL	KOUKOUTSIS	No	0
MMP456		MMPDriver	Share	No	۲
SHARE123		Share	Driver	No	۲
		1000	1.1.1	NO.	0



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.

ruck Dr	ivers fresh Drive	er Details	Add		
rivers are I	required to be	linked with th	eir 1-Stop ld to	be able to use the o	driver app
Licence	Mobile	First Name	Last Name	Linked To 1-Stop	Actions
207213445	-	BILLONESTOP	TESTONESTOP	No	
223344		daniel	Testing	No	0
444555888		Test	Driver	No	O Ec
7654321	0978918777	BILL	KOUKOUTSIS	No	O Li
MMP456	12.	MMPDriver	Share	No	0
SHARE123		Share	Driver	No	٢
		Contract The	2 1 1 1 m	3.00	-

• Below is the edit Truck Driver screen.

		0
Test Driver Email Address		
Username		
Driver's Mobile		
Licence Number *	444555888	
State or Region *	Bay of Plenty 🗸	
Country *	New Zealand ∨	
	Save	

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



		0
Truck driver ha	s been updated successfully	0
Test Driver		
Email Address	test@test.com	
Username		
Driver's Mobile		
Licence Number *	444555888	
State or Region *	Bay of Plenty 🗸	
	New 7 device	

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				
Facility Logo	Truck	List		Add Truck
Facility Time: 11:40:22				
Home	Truck Rego	Truck Number	Driver	Actions
nome	1CQ501	12343		
Bookings	ABC123	1234		0
Manifest	AM55TB	T002	A CAMERON	0
Truck Drivers	DAN777	777		0
Trucks	RGB999	2231434		0



2.3.2.1 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: 11:40:22				
Home	Truck Rego	Truck Number	Driver	Actions
Tome	1CQ50I	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		
Truck Rego	1STOP0	
Truck Number 1	9876	
Driver	Daniel Smith - 123987	
	and the set of a	Add

• 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 when a Truck is selected in the Booking process, the associated Driver will automatically populate in the booking.

Saved	Successfully,			C
Truck Rego	Truck Number	Driver	Actions	Add Truck
1002501	12343		0	
1STOP0	9876	Daniel Smith	0	
ABC123	1234		0	
AM55TB	T002	A CAMERON	0	
DAN777	777		0	
RGB999	2231434		0	
YBI 10H	T001	ADAM ELLIS	0	



2.3.2.2 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.

Truck Rego *	ISTOPO	
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	iuccessfully.			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	(1)	

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.

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



2.4 Book a Time Slot

• Click on "Book" button...



• Select the Booking Type...

ype *	Pick Up	~	
IOOKIWE DAVE	Select		
	Pick Up		
(00)	Drop Off		

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

B 1 1 11		
Pick Up	~	
Wed - 03/06/20	~	
General	~	
		Search
	Pick Up Wed - 03/06/20 General	Pick Up ✓ Wed - 03/06/20 ✓ General ✓



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

Home	1. Sear	ch 2.	Book Slots	3. Booking	g Summary			Facility Ti	me: 10:	52:03	Facility Logo
Your Se	earch D	etails	🖉 Edit Searc	h			T 011				
• Loberto	noder 0		0800088	Company:	Whiplash Irar	isport Booking	g Type: Pick	Up Pool: Ge	neral		
23		Wed 03/	06 Thu 04/	/06 Fi	ri 05/06	Sat 06/06	Sun 07/0	06 Mon (08/06 Tue 0	9/06	•
Pick Up	Slots,	Wed, Ju	un 3, 2020						💋 Re	efresh	
	1	Timezone	Slots Available	quire		Timezone	Slots Available	Require		Sel	ect the number of okings required in
	(D	0			12	2	~		th	e Timezone and select "Book"
	1	1	0			13	2	~			
	2	2	0			14	2	1 🗸	Book		
	3	3	0			15	2	~			
	4	4	0			16	2	~			
		5	0			17	2	~			
	(6	0			18	0	-			here are 24 Time nes = one for each
	1	7	0			19	0			L	hour of the day
	8	В	0			20	0				
	9	9	0			21	0				Complete your
	1	10	2	~		22	0				the time runs out
	1	11	2	~		23	0				7/
	-								Time left	to book 2:24	
							S	ummary	Q		

• Click on Summary or Continue Booking...



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

Home	1. Se	arch	2. Book Slo	ts 3. Bookin	g Summa			Facility	Time:	11:03:52	Facility l	_ogo 🕙
Booking Bookings m	Sum ade fo	mary r Whiplas	ih Transport	Click on Ref to ad Confirm	the B d deta the B	ooking ails and ooking)					Email Print
Slot Date	Zone	Booking	Ref Type	Slot Attribute	Status	Container	Release	Expire	Pool Name	Action		
03/06/20	16	<u>0316772</u>	4 Pick U	p	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:

Container Number	acility Reference Number		
Company Name	The Party of the P		
Booking Type	Drop Off *		
Service Type "	Empty *		
Container Na -			
Acceptance No	-	1	
SO Code *		1	
Dwner *	Select *		
Full / Empty	•		
Truck Rego			
Truck Driver	Select	×	
Comment			

- <u>Service Type</u>: Mandatory Defaults to Empty (Other not used disregard)
- <u>Container No</u>: 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:

Could not find the container	details.	0
Booking Details	Date: 06/02/2020 Zone: 16 Status: Boo	Print.
Container Number - Facility R	oference Number	
Company Name	NZ FREIGHTERS	
Booking Type	Drop Off 🔻	
Service Type *	Empty *	
Container No	WRONG123456	

Error message stopping the Booking from being Confirmed:

X O
 Confirm Facility Error The container WRONG123456 cannot return to this park. Please contact the Park for more details
Failed to update booking

 <u>Acceptance No:</u> 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.
- **<u>Owner</u>**: 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.
- <u>Truck Driver</u>: Optional (Mandatory in some facilities) Truck Drivers populated from the "Truck Drivers" list in VBS.
- **<u>Comment:</u>** 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.

Container Number F	cility Reference Number	
Company Name	in the second second	
Booking Type	Drop Off *	
Service Type *	Empty •	
Container No	Contract of the second	
Acceptance No		
ISO Code "		
Owner *	Select. •	
Full / Empty	•	
Truck Rego *		
Truck Driver	Select	~
Comment	A CONTRACTOR OF A CONTRACTOR OFTA CONT	

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.

Facility	Create or Book now	Manage Booking List	1
Facility Logo	Search Bookings Show Advanced Search		
Facility Time: 14:46:38 Home	Date Date: 03/06/20	22 Zano All V	
Eoolangs	Vessel All 🗸		
Book	Type All		
Dropoff-Container Bookings	Late Receival		
Pickup-Release Bookings	Early Receival		
Booking List		Search	
Container Search			
Release Search	Search Details @Edit Search		
Booking Search	Company: Whiplash Transport From Date: Date	te: 03/06/20, 0 To Date: Date: 03/06/20, 23	
Booking History	Booking List	Select the Booking Ref	
Manifest	5	or "Edit" via the Actions	Email Print
Billing & Invoicing	Bookings Location Containe	ar Dates Booking Details page	Neiresi
	Slat Date Zone Rocking Ref. Tube Slat	Attribute Statur Container Balance Evoles I	Daal Name Action
	03/06/20 17 03171919 Pick Up	Confirmed RADHIKA1 RADHIKA1	General O Edit
	03/06/20 17 03177084 Drop Off	Confirmed TCU12345601	General 💿 Email
	2 of 2		

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

🖲 Container Number 🦳 Facil	ity Reference Number		
Company Name	Whiplash Transport		
Service Type *	Empty ~		
Container No *	MSKU2354252		
Acceptance No Received?			
SO Code *	22G1		
Owner *	MSK-MAERSK LINE	~	
Full / Empty	Empty ~		
Truck Rego/Number *	TRK333 [3333] 🗸		
Truck Driver *	daniel Testing-223344	~	
Comment			



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.

<u>Note - Listed</u> 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

Container Number Facility	ity 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			

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

	0
Booking updated successfully	0
	8



2.5.2 Pickup

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

🗌 Container Number 🔎 Fac	ility Reference Number	
Company Name	Whiplash Transport	
Booking Type	Pick Up	
Service Type *	Empty V	
Release *		
Container Type	Release not found 🛩	
Door Facing	Any 🗸	
Trailer Position	Select ~	
Trailer Slot Position	Select V	
Truck Rego/Number *	Select V	
Truck Driver *	Select	
Comment		

- <u>Service Type</u>: Mandatory Defaults to Empty (Other not used disregard)
- <u>Release Number:</u> 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 enter	ed is invalid. Please check and/or confirm	the details with the Facility.
		(CC) Print
Booking Details		
Pick Up Ref: 14164278	Date: 14/05/2021 Zone: 16 St	atus: Booked
🔍 Container Number 🏾 🝧 Facility R	ference Number	
Company Name	Whiplash Transport	
Booking Type	Pick Up 🗸	
Service Type *	Empty 🗸	
Release *	PICKUPVBSXX	

- <u>Container Type:</u> 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.
 - <u>1: ISO Group, ISO Code and Grade (if available)</u>
 - <u>2: Container units, of the specific type, remaining to be booked</u>



Booking Details Pick Up Ref: 14164278	Date: 14/05/2021	Zone: 16	Status: Booked
🔘 Container Number 🔘 Facility F	eference 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	Any
	Trailer Slot Position	Forward Aft
Trailer P	osition: 1, 2, 3	
	Trailer Position Trailer Slot Position Container No Truck Rego *	Select V Select 1 2 3
Trailer S	ot Position: 1, 2, 3	
	Trailer Slot Position	Select 🔻
	Container No	Select
	Truck Rego *	1 = 2
	Truck Driver	3



- <u>Truck Rego</u>: Mandatory Truck Registration Plate.
- <u>Truck Driver</u>: Optional Truck Drivers populated from the "Truck Drivers" list in VBS.
- **<u>Comment:</u>** 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.

Container Number 👘 Fac	tility 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 V		
Truck Rego/Number *	Select ~		
Truck Driver *	Select	~	
Comment			

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.

Facility	Create or Book now Manage
internoda Epidena Torritari	Book Booking List
Facility Logo	Search Bookings Show Advanced Search
Facility Time: 14:46:38	Options O Search O Swap
Home	Date Date: 03/06/20 20 Zone All V
Bookings	Vessel All 🗸
Book	Type All 🗸
Desking List	Status Confirmed V
Booking List	Late Receival
Container Search	Early Receival
Release Search	Search
Booking Search	
Booking History	Search Details & Edit Search
Manifest	Company: Whiplash Transport From Date: Date: 03/06/20, 0 To Date: Date: 03/06/20, 23
Billing & Invoicing	Booking List Select the Booking Ref
	or "Edit" via the Actions
	menu to open the
	Bookings Location Container Dates Booking Details page
	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 O Edit
	03/06/20 17 03177084 Drop Off Confirmed TCU12345601 General CEmail
	2 of 2

Once a Booking is "Confirmed" then the following fields can't be updated and will be **read only**:

Reference Number			
Whiplash Transport			
Empty *			
RADHIKA1			
20122GP 🏎			
Any 🖌			
Select 🛩			
Select 🗸			
DDDDD			
first last - 333444555	~		
	Whiplash Transport Empty & RADHIKA1 207 22GP ~ Any ¥ Select ¥ Select ¥ DDDDD first last - 333444555	Whiplash Transport Empty & RADHIKA1 207 22GP ~ Any Y Select V Select V DDDDD first last - 333444555 Y	Whiplash Transport Empty RADHIKA1 Dr 22GP Select Select DDDDD first last - 333444555

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.

<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 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:

Pick op Rel. 03171919	Date, 03/00/2020 2	one. n	Status. Committee	
Container Number Facility R	eference Number			
Company Name	Whiplash Transport			
Service Type "	Empty Y			
Release Number *	RADHIKA1			
Container Type	20 22GP ¥			
Door Facing	Any 🕶			
Trailer Position	Select 🕶			
Trailer Slot Position	Select 🗸			
Container No				
Truck Rego *	DDDDD			
Truck Driver	first last - 333444555	~		
Comment				

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...

Home
Bookings
Book
Dropoff-Container Bookings
Pickup-Release Bookings

• Once "Pickup-Release Bookings" has been selected, enter the Release number...

Facility	Create or Book now	Manage
ContainerCo-MMP ~	Book	Booking List
ContainerCo	Release Bookings Release Number *	Search
Facility Time: 17:43:04		
Home		
Bookings		
Book		
Dropoff-Container Bookings		
Pickup-Release Bookings		

• then select "Search"...

Release Booki	ngs	
Release Number *	PICKUPVBS	Search

• The Release details will be displayed...

Create o Book	or Boo	ok now		В	Manage ooking List					
Release I	Booki	ngs								
elease Nur earch R Release Nur Shipping Lir	mber eleas mber ne Code	e Details PICKUPVBS NSK		Search						
Manual	ne Name Bookin	e MAERSK LII	NE.							
Manual	Bookin	Tue 04/05	Wed 05/05	Thu 06/05	Fri 07/05	Sat 08/05	Sun 09/05	Mon 10	/05	
Manual (33) (50 S 22G1 2)	Bookin	e MAERSK LI ng Tue 04/05 Type Height	Wed 05/05 Quality / Grav	Thu 06/05 de Full / Empty	Fri 07/05 Empty Orig / 10	Sat 08/05 ginal Qty	Sun 09/05 Qty Released 0	Mon 10 Qty Boo 0	1/05 • oked Q	Dty Remaining
Manual Manual SO SC SC SC 22G1 2/ Door Fact	Bookin	e MAERSK LI Ig Tue 04/05 Type Height Trailer Position	Wed 05/05 Quality / Grav Trailer Slot Po	Thu 06/05 de Full / Empty osition Truck	Fri 07/05 Empty Ori; / 10 & Rego *	Sat 08/05 jinal Qty Truck Driver	Sun 09/05 Qty Released 0	Mon 10 Qty Boo	v/05 oked Q 1 Zone *	Qty Remaining 0 Book



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

Release Bookings				
Release Number * PICKUPVBS	Search			
Search Release Details Release Number PICKUPVBS Shipping Line Code MSK Shipping Line Name MAERSK LIN	IE			
Manual Booking				
23 4 Tue 04/05	Wed 05/05 Thu 06/05	Fri 07/05 Sat 08/05	Sun 09/05 Mon 1	0/05
ISO Size Type Height 22G1 20'	Quality / Grade Full / Empty	Empty Original Qty 10	Qty ReleasedQty B00	ooked Qty Remaining 10
Door Facing Trailer Position	Trailer Slot Position Truck	Rego * Truck Driver	r	Zone * Book
Any V Select V	Select V Sele	ect V Select	~	Select V 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	Туре	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
Any ~	Select ~	Select ~	Select ~	Select ~	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.

gs							
PICKUPVBS		Search					
Details PICKUPVBS MSK MAERSK LIN	E						
Tue 04/05	Wed 05/05	Thu 06/05	Fri 07/05	Sat 08/05	Sun 09/05	Mon 10/05	•
rpe Height	Quality / Gra	de Full / Empty	Empty Ori	iginal Qty	Qty Released 0	Qty Booked 0	Qty Remaining 10
railer Position Select 🗸	Trailer Slot Po	v Sele	k Rego * ect 🗸	Truck Driver Select		Zon V Se	te * Book elect ✔ Book
	gs PICKUPVBS Details PICKUPVBS MSK MAERSK LIN Tue 04/05 Tue 04/05 PPE Height railer Position Select	gs PICKUPVBS Details PICKUPVBS MSK MAERSK LINE Tue 04/05 Wed 05/05 Tue 04/05 Wed 05/05 Tue 04/05 Wed 05/05 Trailer Position Trailer Slot Pi Select ✓ Select	gs PICKUPVBS Search Details PICKUPVBS MSK MAERSK LINE Tue 04/05 Wed 05/05 Thu 06/05 Thu 06/05 Thu 06/05 Thu 06/05 Thu 06/05 Thu 06/05 Thu 06/05 Select ✓ Select ✓ Select Select ✓ Select ✓ Select	gs PICKUPVBS Search Details PICKUPVBS MSK MAERSK LINE Tue 04/05 Wed 05/05 Thu 06/05 Fri 07/05 rpe Height Quality / Grade Full / Empty Ori Empty 10 railer Position Trailer Slot Position Truck Rego * Select ▼ Select ▼	gs PICKUPVBS Search Details PICKUPVBS MSK MAERSK LINE Tue 04/05 Wed 05/05 Thu 06/05 Fri 07/05 Sat 08/05 Tue 04/05 Wed 05/05 Thu 06/05 Fri 07/05 Sat 08/05 rpe Height Quality / Grade Full / Empty Original Qty Empty 10 railer Position Trailer Slot Position Truck Rego * Truck Driver Select ♥ Select ♥ Select ♥ Select	gs PICKUPVBS Search Details PICKUPVBS MSK MAERSK LINE Tue 04/05 Wed 05/05 Thu 06/05 Fri 07/05 Sat 08/05 Sun 09/05 Tue 04/05 Wed 05/05 Thu 06/05 Fri 07/05 Sat 08/05 Sun 09/05 Select Victorial Qty Qty Released Empty 10 0 railer Position Trailer Slot Position Truck Rego * Truck Driver Select V Select V Select Victorial Qty Oty Released	gs PICKUPVBS Search Details PICKUPVBS MSK MAERSK LINE Tue 04/05 Wed 05/05 Thu 06/05 Fri 07/05 Sat 08/05 Sun 09/05 Mon 10/05 rpe Height Quality / Grade Full / Empty Original Qty Qty Released Qty Booked Empty 10 0 0 railer Position Trailer Slot Position Truck Rego * Truck Driver Zor Select ▼ Select ▼ Select ▼ Select ▼ Select

 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 Booke	ed Qty Remaining
22G1	20'			Empty	10	0	0	10
Door I	Facing	Trailer Position	Trailer Slot Position	Truck Rego	Truck Driv	/er	7	lone Book
Any	~	Select ~	Select ~	Select	✓ Select		~	Select V Book

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

Optional fields include:

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



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





- <u>Trailer Slot Position:</u> 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 be auto populated once the Truck is selected)

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)	Ē
Unknown Unknown(TEST123)	
Unknown Unknown(ABC1234)	
Unknown Unknown(ABN9786)	
TEST TEST(123454)	
Manik Saha1(Y12345679)	
dan test(5555888888)	H
Mary Grace Parel(098098)	
TEST FNU TEST LNU(9000001)	
Unknown Unknown(7777777)	
Marbien2 Parel(54321)	
Daniel Smith(123987)	
Marbien Parel(12345)	Ŧ



- 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".

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	ISO	Size	Туре	Height	Quality / Grade	Full / Empty	Original Qty	Qty Released	Qty Bool	ked Qty Remaining	
Door Facing Trailer Position Truck Rego* Truck Driver Zone * Book Forward V 1 V Front Pin V AYY13P[T002] V daniel Testing-223344 V 14 (10) V Book	22G1	20'				Empty	10	0	0	10	
Forward V 1 V Front Pin AYY13P[T002] V daniel Testing-223344 V 14 (10) V Book	Door	Facing	Traile	r Position	Trailer Slot Position	Truck Rego *	Truck Dri	ver	:	Zone * Book	
	For	ward 🗸	1	~	Front Pin 🗸	AYY13P[T002] 🗸 🛛 daniel T	esting-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.

ISO Size 22G1 20'	Туре	Height	Quality / Grade	Full / Empty Empty	Original (10)ty Qty O	y Released	Qty E 1	Booked	Qty Remaining 9
Door Facing Forward ✔	Trailer 1	Position	Trailer Slot Position	Truck Rego * AYY13P[T002]	Tru V da	ck Driver niel Testing-	223344	~	Zone * 14 (9)	Book Book
Door	Trailer	Slot	Truck	Driver		Zone	Booking Ref		Status	Actions
Forward	1	Front Pi	n AYY13P	daniel Testing-2233	44	14	08142827		Confirmed	۲

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



2.6.3 Actions menu

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

Release Bool	kings									
Release Number	* PICK	UPVBS		Search						
Search Relea Release Number Shipping Line Coo Shipping Line Nat	ase Det F de // me //	tails PICKUPVBS WSK WAERSK LIN	IE							
Manual Book	Tue	04/05	Wed 05/05	Thu 06/05	Fri 07/05	Sat 08/05	Sun 09/05	Mon 10/05		
ISO Size	Туре	Height	Quality / Gra	de Full / I	Empty Ori	ginal Qty ()ty Released	Qty Booked	Qty	Remaining
ZZGT ZU	Trailor	Desition	Trailor Slot De	Empty	Page *	Truck Driver)	700	7	Peak
Forward V	1	▼	Front Pin	AYY	13P[T002] ¥	daniel Testin	g-223344	✓✓	(9) v	Book
Door	Trailer	Slot	Truc	k Driver		Zone	Booking Ref	Statu	5	Actions
Forward	1	Front	Pin AYY1	3P daniel To	esting-223344	14	08142827	Confi	rmed	O Edit List Email

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 Ref	erence Number		
Reference No	PICKUPV	BS			
Container Type	22G1 (GE	N) 🗸			
Site/Pool *	General:	GEN 🗸			
Door Facing	Forward	•			
Trailer Position	1 🗸				
Trailer Slot Position	Front Pin	~			
Fruck Rego/Number *	AYY13P [TO 🔻			
Fruck Driver	daniel Te	sting-223344 🔹			
				List	pdate

Note: only certain fields can be updated.



• List – to List the booking...

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

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

		Θ
Send Email	and the second se	
Email Address *	Send	



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.

Ноте
Bookings
Book
Dropoff-Container Bookings

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

Facility ContainerCo-Milliff	Create Book	or Boo	ik now		B	Manage Booking List								
Facility Logo	Uploa	Upload Dropoff Containers												
Facility Time: 22:15:46 Home	Manual	Bookir	g											
Bookings	23	-	Fri 14/05	Sat 15/05	Sun 16/05	Mon 17/05	Tue 18/05	Wed 19/05	Thu 20/05					
Book	-	-												
Dropoff-Container Bookings														
Pickup-Release Bookings Booking List														

• 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".

		Son Containe	15				
Manual	Bookir	ıg					
			1.2.2.2.2	20.00	Same and the start		 1

• the below page will appear.

pload Dropof	Containers	1
ontainers *		
		ii.
		upload

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

Examples of how to separate the containers include:

Е

- comma

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

- semi colon

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

- space

Upload Dropoff Co	Upload Dropoff Containers											
Containers *	UETU5039840) ι	JETU5030967									



- line

Upload Dropoff (Containers
Containers *	UETU5039840
	UETU5030967

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

ntainers *	MSKU2354290 MSKU2354289	

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

opioad biop	on containers		
Containers *	MSKU2354290 MSKU2354289		
Adding Contai	ners		
Adding Contai Total containers	ners : 2 Processed: 2	//	
Adding Contai Total containers Result:	ners : 2 Processed: 2		
Adding Contai Total containers Result:	ners : 2 Processed: 2		
Adding Contai Total containers Result: Added: 2 Could not ad	ners : 2 Processed: 2 id: 0		
Adding Contai Total containers Result: Added: 2 Could not au Container Si	ners : 2 Processed: 2 id: 0 :atus Description		

• After the upload is completed select ³ at the top of the screen to close the window.



• the uploaded containers are displayed as shown...

Upload I	Dro	opoff C	ontaine	ers									
Manual Bo	ooki	ing											
23	•	Fri	14/05	Sat 15/	/05	Sun 16/05	Mon 17/05	Tue 18/05	Wed 19/05	Thu 20/05	•		
ontainer	Ľ	SOCode	Owner	Accpt. Received	Pool *	Truck Rego/	Number Truck I)river *		7	lone *	Slat/Book	Actions
ASKU235428	9 2	22G1	MSK	No	General (GEN)	Select	✓ Select	t		~	Select ~	Book	۲
ASKU2354290	0 2	22G1	MSK	No	General (GEN)	Select	∽ Selec	t		~	Select V	Book	۲

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.

Upload	Dre	opoff C	ontain	ers											
Manual E	look	king									-	1	1		
23	-	Fri	14/05	Sat 15/	/05	Sun 16/05	Mon 1	7/05	Tue 18/05	Wed 19/05	Thu 20/05				
ontainer		ISOCode	Owner	Accpt. Received	Pool *	Truck Rego/	Number	Truck D)river *		3	Zone *		Slat/Book	Actions
ASKU23542	89	22G1	MSK	No	General (GEN)	Select	~	Selec	t		~	Select	~	Book	۲
NSKU23542	90	22G1	MSK	No	General (GEN)	Select	~	Selec	t		~	Select	×	Book	۵

• 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...



_



- <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)...

٦	Truck Driver	
ſ	Select Select	~
Π	daniel Testing-223344	
	Samad Tahir-ST123	

- 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 ref	erence 14	227246 ontain	ers								0		
Manual Boo	king Fri	14/05	Sat 15/	/05	Sun 16/05	Mon 17	7/05	Tue 18/05	Wed 19/05	Thu 20/05		VBS Bo	ioking Re
Container	ISOCode	Owner	Accpt. Received	Pool *	Truck Rego/	Number	Truck	Driver *			Zone *	Slot/Book	Actions
ASKU2354289	22G1	MSK	No	General (GEN)	TRK333 [333	3]	daniel	Testing-223344			22	14227246	D
A5KU2354290	22G1	MSK	No	General (GEN)	Select	~	Selec	at		*	Select ¥	Book	0



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 D	ropoff C	ontaine	ers											
Manual Boo	wed	05/05	Thu 06	/05	Fri 07/0	5	Sat 08/05	Sur	n 09/05	Mon 10/05	Tue 11/	05		
Container	ISOCode	Owner	Accpt. Received	Site *			Truck Rego/Nur *	nber	Truck Dri	ver		Zone *	Slot/Book	Actions
DROP1234567	22G1	MSK	No	Genera	l (GEN)		Select	~	Select		~	Select 🗸	Book	\odot
DROP1234568	22G1	MSK	No	Genera	l (GEN)		Select	~	Select		~	Select 🗸	Book	\odot
DROP1234581	22G1	MSK	No	Genera	l (GEN)		Select	~	Select		~	Select 🗸	Book	\odot
TEST1234567			No	Selec	t	~	Select	~	Select		~			0

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

Upload D Manual Boo	ropoff C	ontaine	ers								
23	Wed	05/05	Thu 06	/05 Fri 07/05	Sat 08/05	Sun 09/05	Mon 10/05	Tue 11/	05		
Container	ISOCode	Owner	Accpt. Received	Site *	Truck Rego/Nur *	mber Truck Dr	iver		Zone *	Slot/Book	Actions
DROP1234567	22G1	MSK	No	General (GEN)	AYY13P[T002]	daniel Te	esting-223344		10	08100559	\odot
DROP1234568	22G1	MSK	No	General (GEN)	Select	 ✓ Select 		~	Select 🗸	Book	١
DROP1234581	22G1	MSK	No	General (GEN)	Select	✓ Select		~	Select 🗸	Book	۲
TEST1234567			No	General (GEN) 🗸	Select	 ✓ Select 		~	Select ~	Book	0

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

Θ



2.7.5 Actions Menu

• Once a booking is Confirmed, then the "Actions" menu will be available...

Upload Manual	l Droj Booki	poff Containe	ers									
23	•	Thu 18/02	Fri 19/0	2 Sat 20/02	Sun 21/02	Mon 22/02	Tue 23/02	Wed 24/02	•			
Container	IS	SOCode Owner	Accpt. Received	Site	Truck R	tego/Number *	Truck Driver			Zone*	Slot/Book	Actions
AAAU12348	85		NO (c	AM55	TB[T002] 🗸	JOHN DOE	AA123456)		✔ 18	18D345176	O Edit
AAAU12348	90		NO (Select	✓ Select	• •	Select			•		Email

- 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: 10	8D345176	Date: 18/02/21	Zone: 18	Status: Confirmed	
Container Number		Facility Refer	ence Number		
Container	AAAU123488	5			
cceptance No Received?	NO				
SO					
Customer *					
ite/Pool *	C-Waimarie S	Street: C 🗸			
ruck Rego/Number *	AM55TB: [T0	02] *			
ruck Driver *	JOHN DOE(A	A123456)	r		
				List	Update

Note: only certain fields can be updated.

- List – to List the booking...

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

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

.0
Send



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...

Facility) •	Create or Book now	Mai	Manage Booking List			
Facility Logo	Container Number Search	Booking Reference	Search			
, ,	Message Board		Zone Status			
Facility Time: 15:38:00 Home			Zone 15: OPEN Zone 16: NOTOPEN			
Bookings						
Book						
Booking List						
Container Search						
Release Search						
Booking Search						
Booking History	C A Record Manual Anna	5-				
Manifest	through this menu					
Billing & Involcing						
Billing Extract Review						
History						

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

<u>HINT</u>: 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.

History	Right click a in a new tab	nd ope
	Open	1
	Open in new tab	
	Open in new window	
	Save target as	
	Print target	

Invoice History									
Biller	Long-mark	~							
Billing Type	VBS Invoice	~							
Customer	The second s	~							
Invoice Number									
Financial Code			Involce Status	ALL		~			
From (Date-bsued)	06/11/2019	1000	To (Date Issued)	27/11/2019	ALC: N				
	CI	ick here to view the	e Invoice		Submit				
Biller	Custamer		Invoice No	Date Issued	Date From	Date To	Date Paid	Payment Type	Sta
Tonigeneer (1)	14 Traditional		VF2336	27/11/2019 9:00:24 AM	17/11/2019	23/11/2019			SEN