



FORTH PORTS

VBS

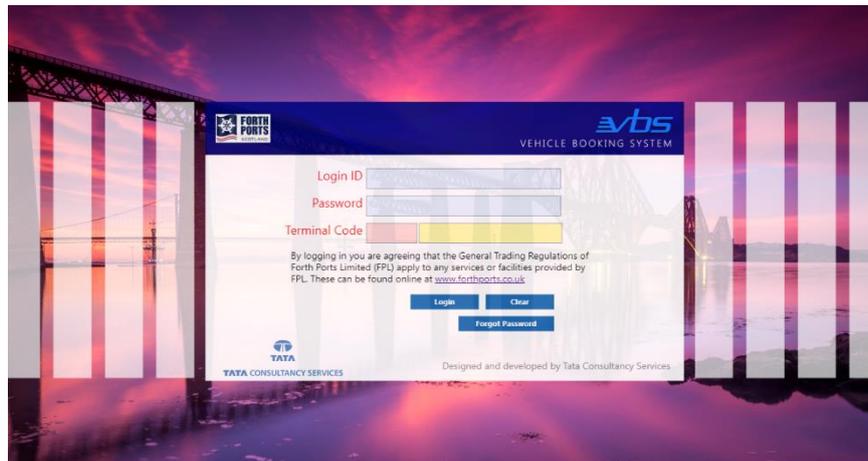


PORT OF
TILBURY
LONDON

Haulier User Guide

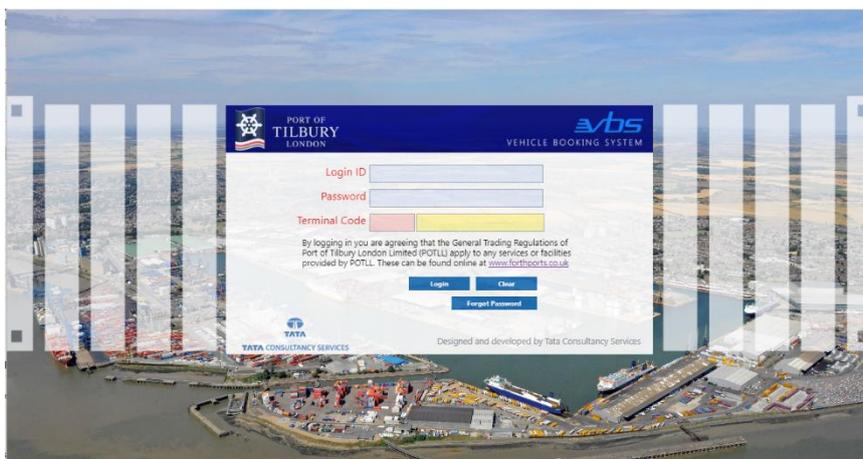
Forth Ports Ltd

vbs.forthports.co.uk



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Introduction to VBS

Vehicle Booking System (VBS) is a web based platform that allows for our terminals to manage haulier traffic arriving at the terminal in line with manageable service levels. For the haulier it provides an opportunity to manage their operations to minimise times waiting at terminals due to issues with manifest, customs clearance and release pins.

VBS is accessible through a web page which is covered under this user guide and also via a Mobile App available on both Apple App Store and Google Play Store for free download

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Login & Passwords

VBS is a web based application that runs in your browser. Forth Ports recommends using **Google Chrome** to access the VBS application however it is also supported in latest versions of Microsoft Edge

On connecting to the application, the VBS login prompt will be displayed in your browser window.

1. In the **Login ID** field, enter the username provided. (**In Uppercase**)
2. In the **Password** field, enter your password. (**Case Sensitive**)
3. In the **Terminal Code** field, enter the required terminal.
4. Press **Login** to confirm the details and access the application

The **Clear** button can be used to clear the Login ID and Password fields.

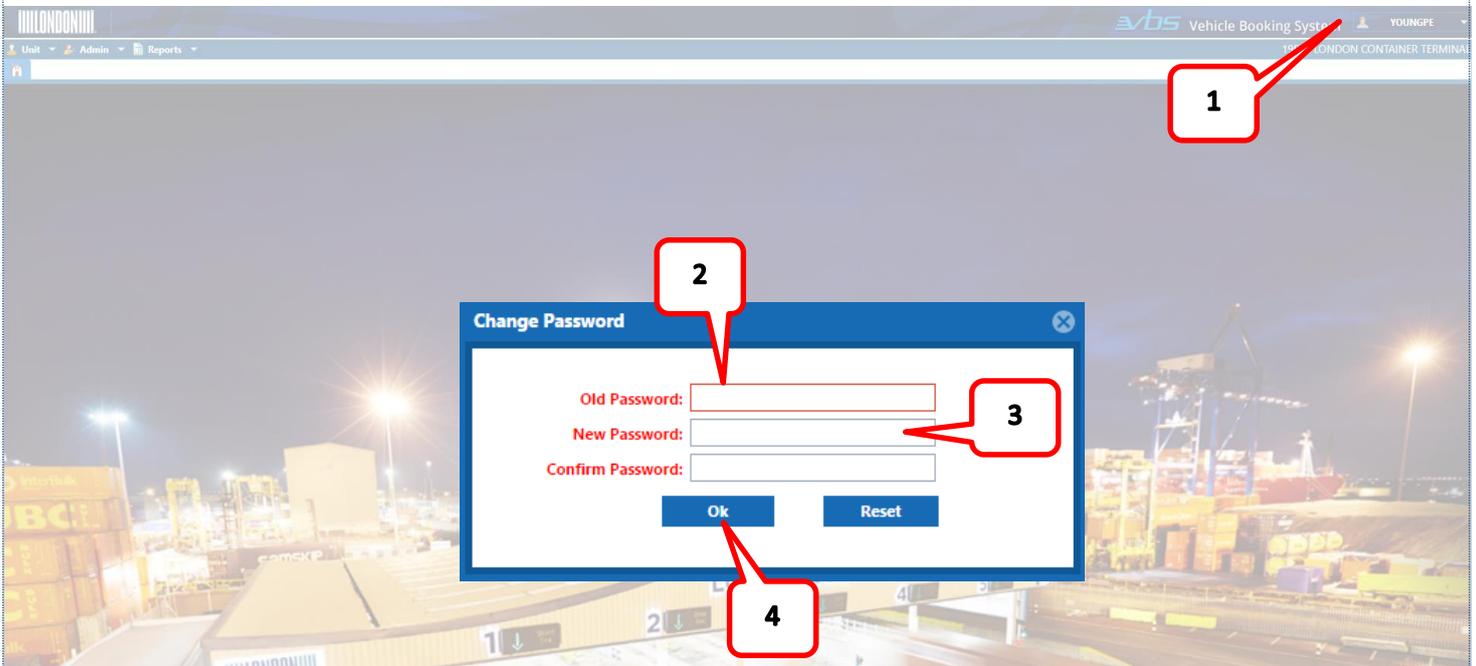
Password Policy

For security purposes, the following conditions are applied to a VBS password: -

- Password **must be greater than twelve characters**
- Password **is recommended to consist of unique unrelated words**
- Password **must not match any of the previous ten passwords**
- Password **expires after 90 days**

Changing Password

A password can be changed at any time from the application once logged in



1. In the header area of the screen, on the drop down menu, click on the **Change Password** option which will launch a new pop up screen
2. In **the Old Password** field, enter your existing password (or, if you are using the forgot password feature, use the temporary password issued via email)
3. In the **New Password** field, enter a new password, ensuring that it complies with the policy above. Repeat the password in the Confirm Password field
4. Press **OK**

On confirming your new password, you will be logged out of the application. Log in again using your new password

Using Forgot Password

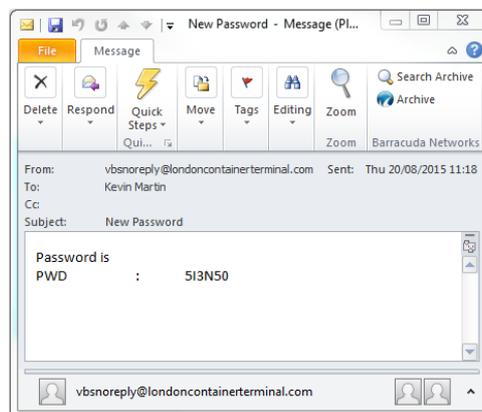
If you have forgotten your password, or caused the account to be locked, the **Forgot Password** function can be used to reset the password (and re-activate in the case of a locked account).

On the VBS Login page, click on the **Forgot Password** button to begin the reset/re-activation process.

1. In the **Login ID** field, enter your username (**In Uppercase**)
2. In the **Email** field, enter the email address that the new password should be sent to.
3. Press **OK** to send the new password

NOTE: The email address entered in the Email field must match the email address held against the user account in VBS. In the event of a mismatch, the new password will not be sent.

The new password should arrive in your e-mail within five minutes (see example below)



If no email is received in that time, check your spam folders before contacting the Terminal Admin Team for assistance.

Use the new password to access your account. On successful login, the application will force a password change.

Getting Around VBS

Main Menu

Access to transactions screens in VBS is via a fixed menu bar at the top of the window, as demonstrated in the screenshot below.



Depending on the type of account (Administrative or Standard User) and permissions assigned to the account, some of the options mentioned in this section may not be available. Within each of these menu options, a list of related transaction screens is available.

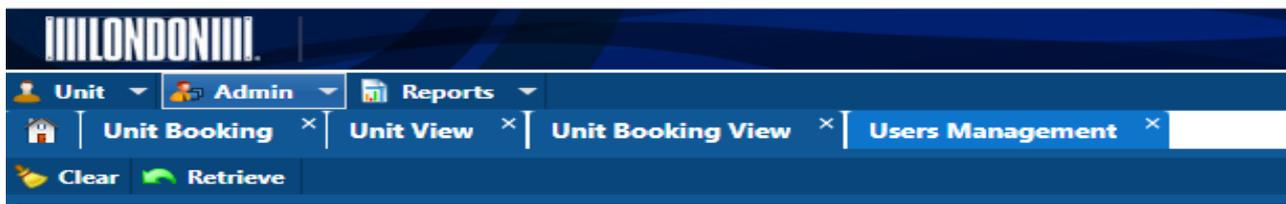
Unit: The Unit menu provides access to the main operational transaction screens. From this menu, users can access the booking transactions and central workspaces for unit and booking management.

Admin: The Admin menu provides access to the management screens, where user accounts and password management can be performed

Reports: The Reports menu provides access to the report generation area, where information can be obtained on VBS usage at summary and detail level

Screen Navigation

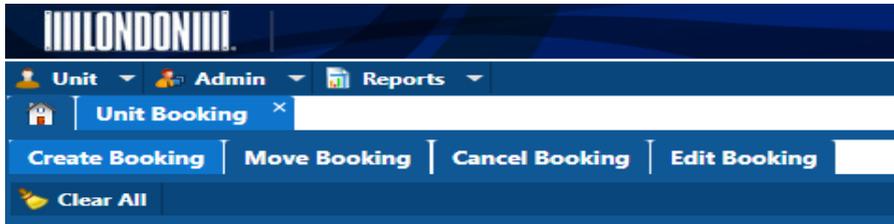
When selecting an option from the drop down menus, the screen will open in a tabbed window. The tabs are visible below the fixed menu bar, as shown in the screenshot below: -



It is possible to have multiple tabs open at the same time. However, only one occurrence of each tab can be opened. Navigate around the open transactions by clicking on the appropriate tab.

The Active tab will be highlighted in a contrasting colour.

Within the Unit Booking tab, a further set of navigational tabs are available, allowing you to move quickly between any of the operational transactions (Create, Move, Cancel and Edit Booking), as shown in the screenshot below: -



Field Interaction

Within the application, there are a number of ways in which you can interact with the fields. Fields are colour coded, and have additional icons to indicate the type of interaction. This section explains the different types of field and field behaviour

Free Text field: Fields with a white background are free text fields. It is possible to add and edit text in these fields. There may be restrictions on the values that can be inserted in these fields (e.g. alphanumeric characters only, maximum number of characters, etc)

Unit ID

Pin No

Non-Editable Field: Fields with a yellow background are display only. It is not possible to enter or edit the text displayed in these fields. These fields are used to display mandatory information associated with the account, or code descriptions associated with selected codes (e.g. Booking Category)

Terminal Code

Lookup Field (no icon): Fields with a pink background and no icon are supported by a lookup table.

Delivery/Receipt

COA

To activate the lookup, place the cursor in the field (field will turn green to indicate active field), and press the **↓** cursor key. These lookup tables can be filtered to narrow the results by typing into the field. As characters are entered into the field, the lookup table will update to find all occurrences of the string of characters

Lookup Field (with icon): Fields with a pink background and an icon are also supported by a lookup table.

These lookup tables only contain a restricted set of options, and it is not possible (nor required) to search the list for a string of characters.

To activate these lookup fields, it is only necessary to click on the field. The lookup table will open immediately.

Code	Description	Not
B	BOTH	
R	RECEIPT	
D	DELIVERY	

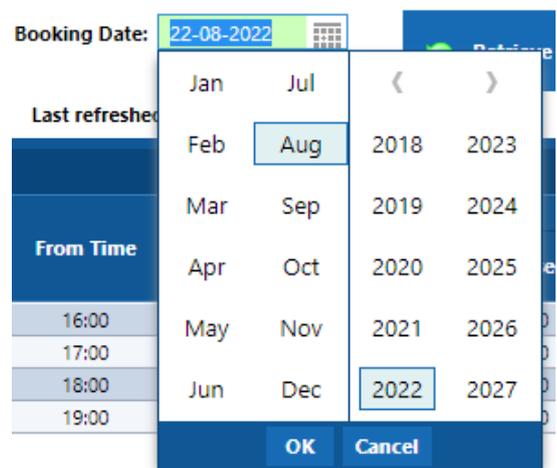
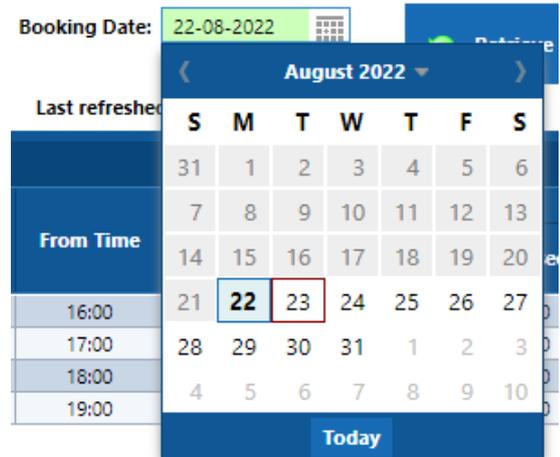
Date Field: Date fields have a white background and a calendar icon to the right of the field.

These fields can be populated either by direct input of the date, or by clicking on the calendar icon to select the required date from the popup calendar window.

All calendar windows have a **Today** button at the bottom of the table that will automatically close the window and populate the field with the current date

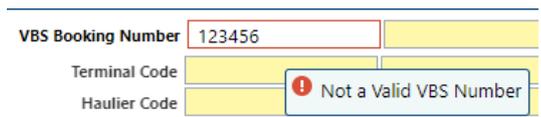
In the calendar popup, navigate to a different month using the Forward (>) and Back (<) buttons at the top of the window.

Alternatively, click on the ▼ character beside the Month/Year indicator at the top of the popup window to select a month/year directly. Press **OK** to confirm your selection, or **Cancel** to return to the normal calendar window



Entering an Invalid Value in a Field

When an invalid value is recorded in a field, the system will highlight the field with a red border. Move the cursor over the field to see the error description.





Unit Menu

The Unit Menu provides access to the key screens required by hauliers to manage VBS bookings. Three options are available from this drop down menu: -

Unit Booking: This option provides access to all the booking transactions as a set of individual tabbed windows giving easy access to allow bookings to be **Created, Moved, Cancelled and Edited**.

Unit View: This option provides access to the Unit View screen, where the most up-to-date information on a unit's status is displayed. From this screen, Units can be selected and VBS Bookings made quickly.

In addition Terminal Deliveries added to the haulier account can be assigned 'Best Pick' references that in turn allows VBS Bookings to be made for a group of units allowing improved truck turnarounds as terminal will select the most available unit at gate arrival

Unit Booking View: This option provides access to the Unit Booking View screen, where an overview of all bookings (past, present and future) is available to the haulier

Future VBS Bookings can be quickly managed using right click options to take you quickly to Edit, Move and Cancel Booking screens

Unit EIR Enquiry:

To allow hauliers to obtain interchange receipts and reduce the need for onsite printing and paper usage a facility is available to obtain this electronically through VBS

Unit Booking

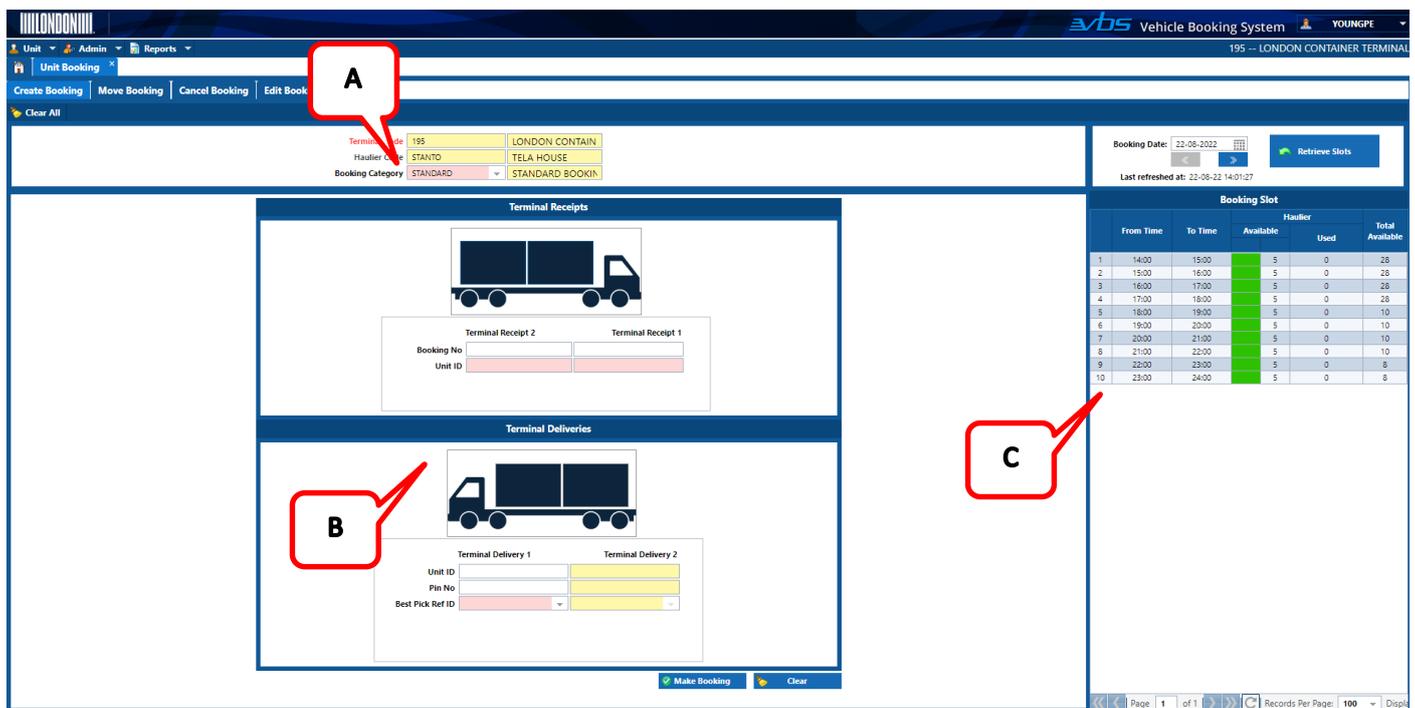
To access the operational Unit Booking screens, from the drop down menu, select the **Unit Booking** option.

The Unit Booking tab will open. Within the Booking tab, transactions are available, each within their own tab. This allows users to move efficiently between each transaction.

By default, when the Booking Tab is opened, the Create Booking transaction will be displayed. The transactions can be summarised as follows: -

- Create Booking:** Bookings can be created for vehicles delivering or collecting units from the terminal
- Move Booking:** Existing bookings can be moved to an alternative time slot
- Edit Booking:** Existing Bookings Units can be modified whilst retaining the VBS Booking Slot
- Cancel Booking:** Existing bookings can be cancelled

Each of the options have a similar layout to ensure ease of use



- A. Selection of a VBS Booking Category or input of an existing VBS Booking Reference to manage an existing booking
- B. Details of Inbound Units to the terminal (Terminal Receipt) or Outbound Units (Terminal Delivery) from the terminal are entered.
- C. Booking Slot Panel showing the available Booking Slots for the selected Booking Category

Create a New Booking

The steps below outline the process for creating a new VBS booking.

A. Booking Category

Booking Categories are used to manage the quantity and duration of Booking Slots available for the handling of certain types of unit. The Booking Slot panel will display available slots for the selected category.

These controls are required to ensure that the terminal operates at peak efficiency for all.

Haulier Code	STANTO	TELA HOUSE
Booking Category	STANDARD	STANDARD BOOKIN

1. The **Haulier Code** field is non-editable. This field will display the internal VBS Haulier code associated with your login. The full haulier name will be displayed in the adjacent field
2. The **Booking Category** field is use to define the type of slot that will be booked. By default, the field will be populated with the category code **STANDARD**. The adjacent field will display a description associated with the category code.

To select an alternative booking category, click on the field to open a lookup table (see screenshot below): -

In the lookup table, use the cursor to navigate or click to select the appropriate booking category.

NOTE: *Each terminal manages its own VBS Booking Categories and these are made available to those hauliers that require them. Booking Categories available in your list may differ to those shown. If the Booking Category you require is not available, contact the Terminal Operations Admin Team for assistance.*

Terminal Code	195	LONDON CONTAIN
Haulier Code	STANTO	TELA HOUSE
Booking Category	STANDARD	STANDARD BOOKIN

Booking Category	Booking Category Name
MT RECEIPT	MT RECEIPT ONLY
STANDARD	GENERAL PURPOSE USE
IMPORT	IMPORT COLLECTION ONLY

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B. Unit Nomination Panels

Hauliers can nominate units directly from this screen for Terminal Receipt (Inbound) or Terminal Deliveries (Outbound). VBS will perform validation on Unit Numbers, Best Pick references and Release Order References as required

Unit Nomination (Terminal Receipts)

The upper panel is used for nominating a unit for Inbound to the terminal (Terminal Receipt): -

1. In the **Unit ID** field, add the unit number(s) that will be delivered on the vehicle. The vehicle graphic will be updated to show the position of the unit on the vehicle (as demonstrated in screenshots below)
2. Or in the **Booking No** field, type a booking number then select the **Unit ID** field to select a Unit that relates to the Booking Number

1 x 40 Foot Unit

Terminal Receipts

	Terminal Receipt 2	Terminal Receipt 1
Booking No	<input type="text"/>	<input type="text"/>
Unit ID	<input type="text"/>	<input type="text" value="OGB07187420"/>

2 x 20 Foot Units

Terminal Receipts

	Terminal Receipt 2	Terminal Receipt 1
Booking No	<input type="text"/>	<input type="text"/>
Unit ID	<input type="text" value="FCIU2141203"/>	<input type="text" value="CPWU2153308"/>

NOTE: Where a 40' unit has been nominated, the second Unit No field will be disabled.

Unit Nomination (Terminal Deliveries)

The lower panel is used for nominating a unit for outbound from the terminal (Terminal Delivery): -

	Terminal Delivery 1	Terminal Delivery 2
Unit ID	<input type="text"/>	<input type="text"/>
Pin No	<input type="text"/>	<input type="text"/>
Best Pick Ref ID	<input type="text"/>	<input type="text"/>
Release Order No	<input type="text"/>	<input type="text"/>

1. In the **Unit No** field, add the unit number(s) that will be delivered on the vehicle. The vehicle graphic will be updated to show the position of the unit on the vehicle (as demonstrated in screenshots below)
2. In the **PIN No** field, enter the PIN supplied by the Unit Operator.

NOTE: The application will validate the PIN number against the value provided by the Community System. Where the PIN number does not match, it will not be possible to proceed with the booking, and the system will launch an appropriate error message

3. **Best Pick Ref ID** (for Laden Deliveries)
As an alternative to direct unit nomination, a **Best Pick Ref ID** can be used (These are managed in Unit View by the haulier assigning to groups of units). To populate the Best Pick Ref, key the value in directly (if known) or press the ↓ cursor key to access a lookup table for all available Best Picks for your Haulier

In the lookup table, use the cursor to navigate or click to select the required Best Pick Ref ID. The table includes some additional information including Size group, No of Units assigned and number of eligible units

4. **Release Orders** (Empty Deliveries)**
Subject to Shipping line providing release order requests to the terminal, then these can be used to make a VBS Booking to receive a specified Shipping Line, Size and Type Unit without needing to specify an actual Unit Number. The terminal then dynamically selects an available Empty Unit as part of the Truck loading process

Release Order Capabilities are subject to Terminal operating processes and may not be available for all terminals

C. Booking Slot Panel

After completing the Terminal Receipts and Terminal Deliveries panel, a Booking Slot can be selected from the Booking Slot Panel on right hand side

The number of booking slots available may vary, depending on the Booking Category that has been selected and currently used Booking slots across all hauliers

1. By default, the **Booking Date** field will be populated with the current date. The date can be modified by: -

- Typing the required date directly into the field
- Clicking on the Calendar icon to the right of the field, and select the date from a popup calendar window
- Using the Previous (<<) and Next (>>) navigation buttons to move between previous and next days (it is not possible to select a date and time earlier than current date and time)

Press **Retrieve Slots** to display available slots for the chosen day

2. **Time** periods are displayed for the selected Booking Category and day as per the parameters defined by the Terminal Operations team. In the example opposite hourly windows are defined.

3. The **Haulier Available Slots** section has a colour coding indicator which displays at a glance time periods where the haulier can make a booking.

- **Green** is available
- **Red** - No slots are available (either as a result of the haulier using all their allocation or due to the overall quantity of slots for the time period being used)

4. The **Haulier Available Slots** section also shows the number of slots that are available to the haulier for the time period. In the example above, 4 slots (10% of the total available slots) are available to the haulier

5. The **Haulier Used Slots** section displays the number of slots in the time period already used by the haulier

6. The **Total Available** section of the panel displays the overall number of slots that are available for all parties for the time period

	From Time	To Time	Haulier		Total Available
			Available	Used	
1	14:00	15:00	5	0	28
2	15:00	16:00	5	0	28
3	16:00	17:00	5	0	28
4	17:00	18:00	5	0	28
5	18:00	19:00	5	0	10
6	19:00	20:00	5	0	10
7	20:00	21:00	5	0	10
8	21:00	22:00	5	0	10
9	22:00	23:00	5	0	8
	23:00		5	0	8

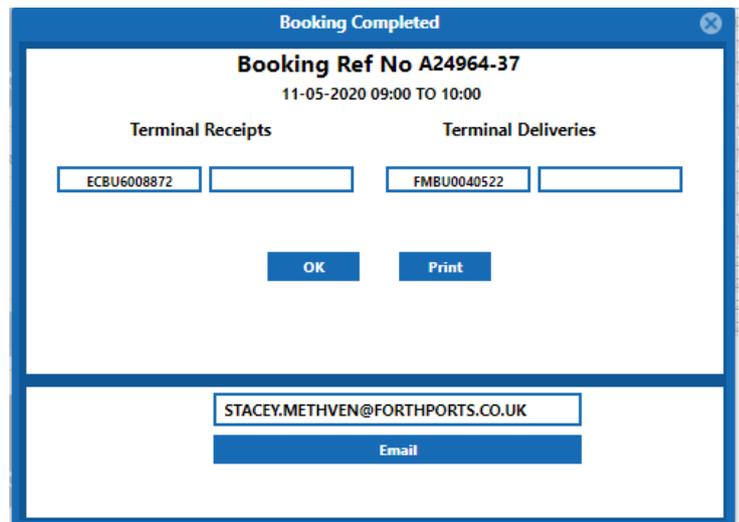
Booking Slot Selection and Creation of Booking

To select a booking slot and confirm the booking for the vehicle: -

1. In the Booking Slot panel, click on the desired slot. The time period will be highlighted in Yellow
2. Press the **Make Booking** button at bottom of screen to confirm the details and create the booking.

The Booking Confirmation popup message will be displayed. The confirmation message includes: -

- The Booking Reference Number (including the two security check digits)
- The date and time period of the booking
- Units to be delivered to the terminal (Terminal Receipts)
- Units to be collected from the terminal (Terminal Deliveries) or applicable Best Pick Reference
- Additional warnings if either weight checks or DG checks are required



From the Booking Complete popup window, it is possible to print a copy of the booking or e-mail a copy of the booking to a specified e-mail address.

The e-mail address will default to that assigned to user ID, However, the mail address is editable and can be changed if required.

The Print option will launch a PDF report to the screen. From here the report can be printed or saved as required. Appendix 1 at the end of this manual contains an example of the report.

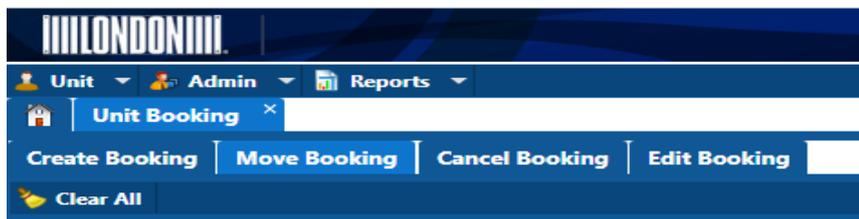
3. If prior to confirming the booking, you decide not to proceed, press the **Clear** button to clear the screen

Note: - Alternatively once the Booking is created you can go to the Booking View Screen, right click and re-print or re-mail the Booking details as required.

Move a Booking

The steps below outline the process for changing the time of a VBS booking.

The transaction is accessed by clicking on the **Move Booking** tab at the top of the screen: -

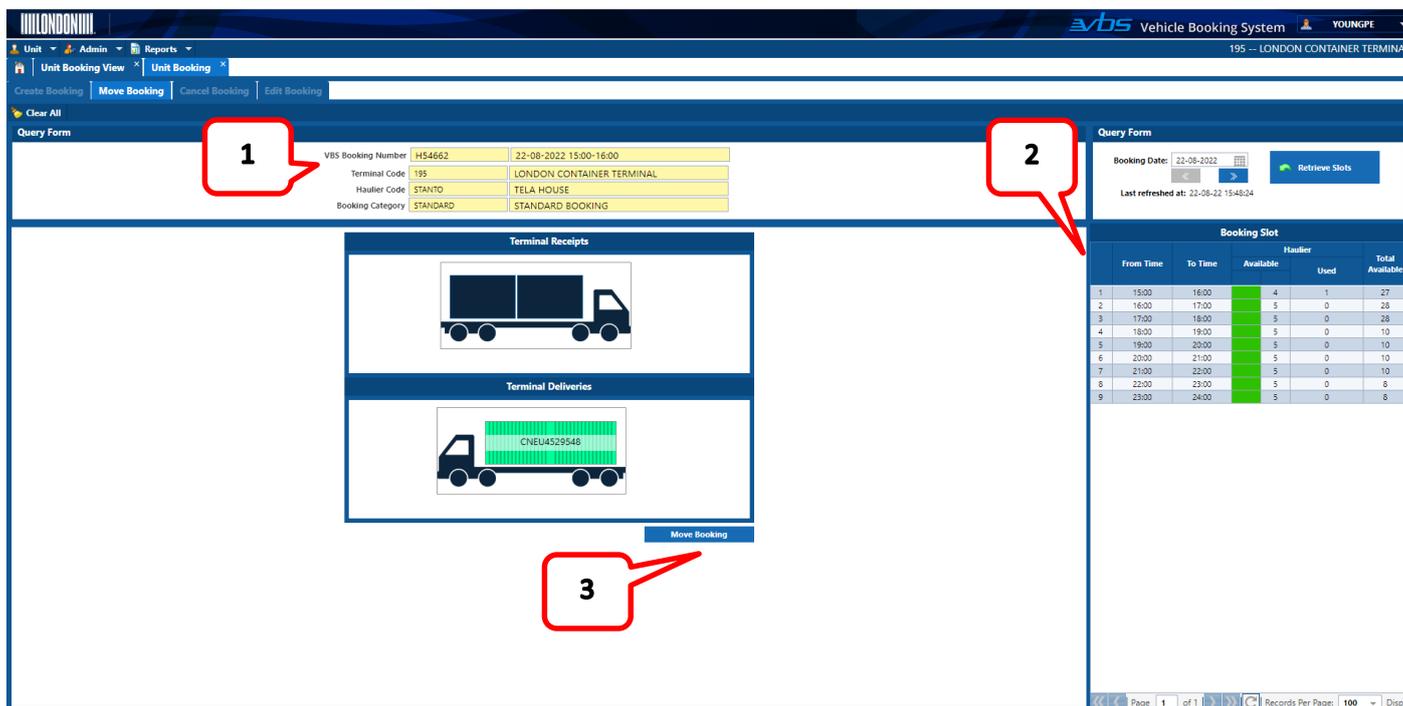


The Move Booking transaction can only be used to modify the time slot for a booking. It is not possible to change any other aspect of the booking from this transaction.

NOTE: When a booking is moved, a new Booking Reference is generated.

There is no restriction on the number of times a booking can be moved. However, a booking cannot be moved any more than six hours from the ORIGINAL time.

Charges may apply if the freed slot is not re-used by another Haulier.



1. In the **VBS Booking Number** field, key in the six-digit Booking Reference (there is no requirement to enter the 7th and 8th “check-digits” within the application)



2. In the **Booking Slot** panel, select the new date and time for the booking (bookings can only be moved up to six hours from the ORIGINAL booking date and time)
3. Press **Move Booking** to confirm the details and update the booking

The Booking Move Confirmation message will be displayed. The confirmation message includes: -

- The NEW Booking Reference Number (including the two security check digits)
- The updated date and time period of the booking
- Units to be delivered to the terminal (Terminal Receipts)
- Units to be collected from the terminal (Terminal Deliveries) or applicable Best Pick Reference

From the Booking Move Completed popup window, it is possible to print a copy of the booking or e-mail a copy of the booking to a specified e-mail address.

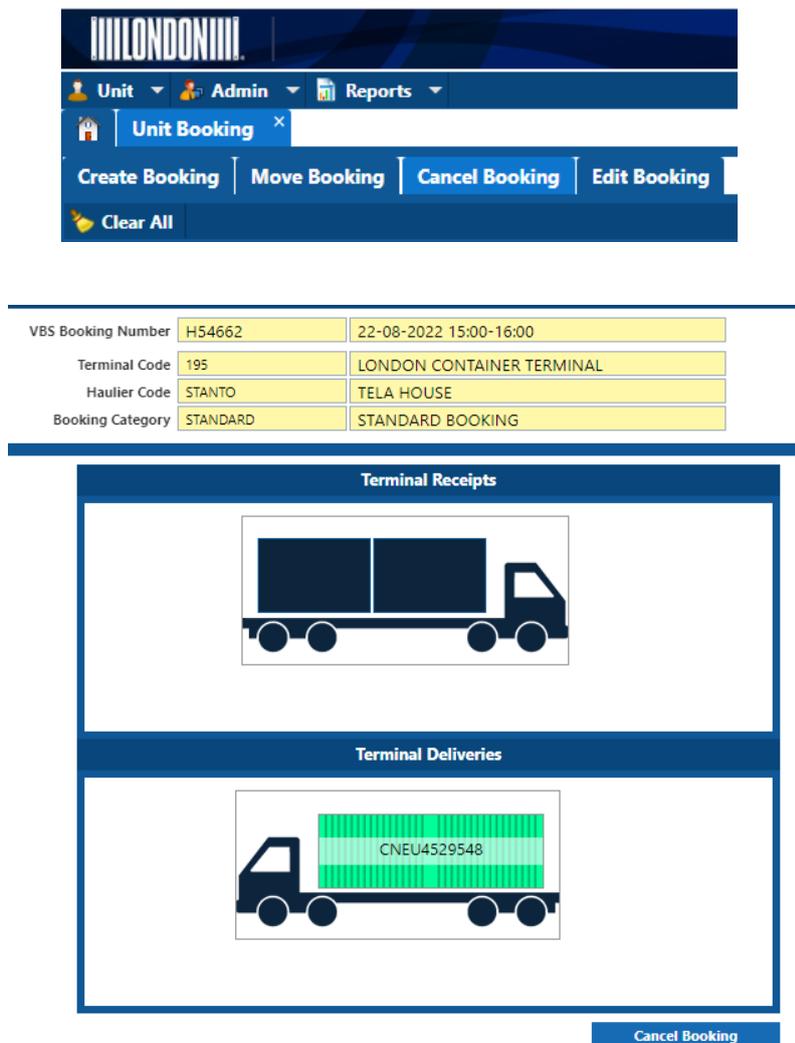
The Print option will launch a PDF report to the screen. From here the report can be printed or saved as required. Appendix 1 at the end of this manual contains an example of the report.

The E-mail option will automatically populate with the address held against the VBS user account. However, this can be modified if required.

Cancel a Booking

The Cancel Booking transaction is used to delete a VBS booking. The steps below outline the process for cancellation of a booking.

The transaction is accessed by clicking on the **Cancel Booking** tab at the top of the screen: -



1. In the **VBS Booking Number** field in the upper panel of the screen, enter the six-digit Booking Reference Number (there is no requirement to enter the 7th and 8th “check-digits” within the application). The booking details will be displayed in the vehicle details, terminal receipts and terminal deliveries panel.

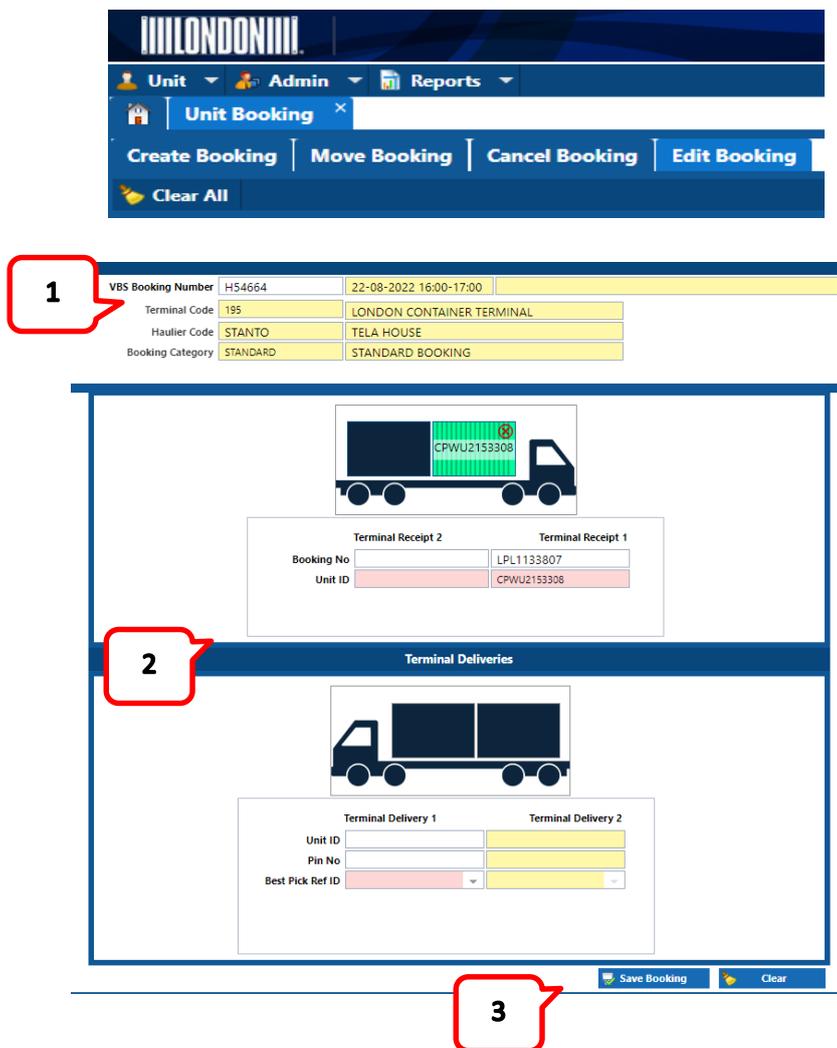
The current Booking Slot date and time will be displayed in the adjacent field

2. Press the **Cancel Booking** button to confirm the cancellation and delete the booking

Edit a Booking

The Edit Booking transaction is used to modify the details of a booking. The steps below outline the process for editing a booking.

The transaction is accessed by clicking on the **Edit Booking** tab at the top of the screen: -



1

VBS Booking Number	H54664	22-08-2022 16:00-17:00
Terminal Code	195	LONDON CONTAINER TERMINAL
Haulier Code	STANTO	TELA HOUSE
Booking Category	STANDARD	STANDARD BOOKING

2

3

1. In the **VBS Booking Number** field in the upper panel of the screen, enter the six-digit Booking Reference Number.
2. It is now possible to Edit the existing booking by adding a Receipt/ Delivery, Amending an existing Receipt/ Delivery or Removing an existing Receipt/ Delivery
3. Press the **Save Booking** button to confirm changes and save the booking.

Unit View

The VBS system includes a Unit View screen, providing up to date status information on units. Units can appear on this screen via these potential routes: -

- Creating a VBS Booking automatically adds the unit to Unit View
- Using Unit View > Add Unit (Self Nomination)

Haulier Nomination allows hauliers to add units directly to their VBS account so that up to date status information can be displayed for these units. Subsequently, the haulier, via right click option, can directly add these to a booking

NOTE: for Import Units, the PIN recorded at the time of adding the unit is stored in VBS. Where the PIN is updated in the Terminal Operating System by Unit Booking View the community system prior to creation of a booking from the Unit View screen, a mismatch would occur and booking will not be created. The PIN can be over-written with the updated details directly on the Booking screen.

Screen Functional Overview

The Unit View screen is a centralised workspace providing an overview of the status of all units under the control of the haulier. Hauliers can also use this screen to self-nominate additional units as required.

The Unit View screen is accessed from the Unit drop-down menu.

The Unit View screen is split into three key sections: -

The screenshot shows the VBS Unit View interface. At the top, there's a navigation bar with 'Unit View' selected. Below it, the 'Unit View Query Form' (labeled 1) contains various filters like Terminal Code, Haulier Code, Unit ID, Best Pick Ref Id, Booking No, and checkboxes for 'Not Booked', 'Best Pick', 'Planned', and 'Active'. To the right is the 'Add Unit' section (labeled 3) with a 'Delivery/Receipt' dropdown, 'Unit ID', and 'Pin No' fields, and 'Clear' and 'Add Unit' buttons. The main area (labeled 2) is a table titled 'Unit View Details' with columns for Haulier Code, D/R Ind, Unit ID, Booking No, Base Status, COA, F/E, Unit Size, Unit Weight, Rtr, Haz, OOG, Location Status, Yard Status, Booking Status, Booking Ref No, Booking window, RIA, ETA, ATA, Driver Id, and Best Pick Ref Id. The table contains several rows of unit data. At the bottom, there's a footer with 'Page 1 of 1' and 'Records Per Page: 100'.

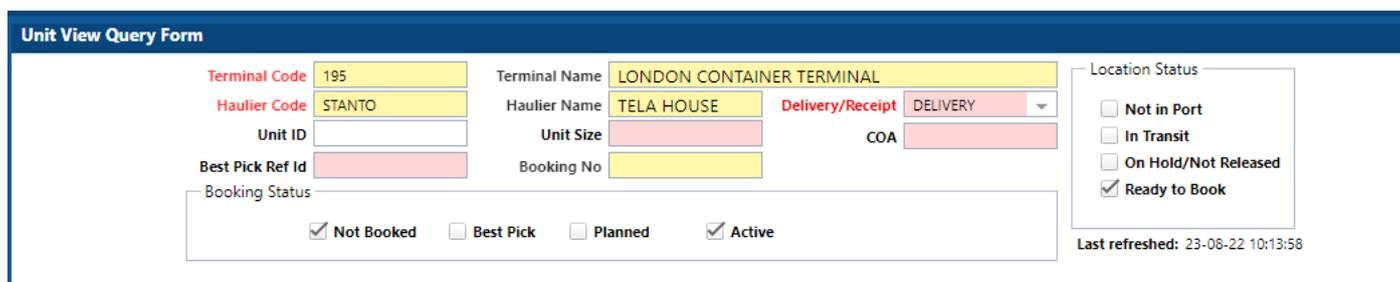
1. The filters in this upper panel are used to control the display of records in the main Unit View panel. Filters can be applied to show individual units, units for a specific Base Status, Unit Operator or Size, or

units associated with a unique Best Pick Reference. Additional filters can further refine results by Booking Status or Location

2. The main Unit View panel displays all relevant information for each unit, including Location and Booking details (current and most recent booking). Colour coding of the Location Status field provides at-a-glance confirmation of whether a unit is available for collection from the terminal. VBS bookings and Best Pick groups can be managed directly from the screen by right-clicking on a record in this panel to access a shortcut menu
3. The Add Unit panel can be used to self-nominate units in order that they appear in the main Unit View panel

The following pages explain the fields and features of the Unit View screen.

Search Capabilities & Filter Panel



The screenshot shows the 'Unit View Query Form' with the following fields and options:

- Terminal Code:** 195
- Terminal Name:** LONDON CONTAINER TERMINAL
- Haulier Code:** STANTO
- Haulier Name:** TELA HOUSE
- Delivery/Receipt:** DELIVERY (dropdown menu)
- Unit ID:** (empty text field)
- Unit Size:** (empty text field)
- COA:** (empty text field)
- Best Pick Ref Id:** (empty text field)
- Booking No:** (empty text field)
- Booking Status:**
 - Not Booked
 - Best Pick
 - Planned
 - Active
- Location Status:**
 - Not in Port
 - In Transit
 - On Hold/Not Released
 - Ready to Book
- Last refreshed:** 23-08-22 10:13:58

In the **Haulier Code** field, the Internal VBS Party Code associated with your login will be displayed by default.

The **Unit No** field is a free text field. Use this field to filter the display panel to the specific unit

The **D/R Ind:** field is used to filter the main display panel to show **Terminal Deliveries**, **Terminal Receipts** or **Both**. The filter can be applied either by typing the character D, R or B directly into the field, or by selecting from a lookup table. To access the lookup table, place the cursor in the field and press the **↓** cursor key. The lookup table will open and the required status can be selected.

The **COA** field is a free text field. To filter the main display panel to only show units for a specific Unit Operator (e.g. Maersk, CMA), enter the MACH VBS Party Code associated with that operator.

The **Best Pick Ref** field is a free text field. This filter can be used to only display unit associated with a unique Best Pick Reference ID in the main display panel.

The **Unit Size** field is a free text field. This filter can be used to only display units of a specific size in the main display panel.

The **Booking Status** section contains three filters – **Not Booked**, **Best Pick**, **Planned** and **Active**. These filters can be used to restrict the results in the unit view panel to only show units that are: -

- Not currently linked to a VBS booking



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- Allocated to a Best Pick Group
- Linked for a future booking, or
- Linked to a booking where the vehicle is already arrived on the terminal

Any combination of the filters can also be applied.

The **Location Status** section of the screen contains four filters relevant to the status of a unit – Not In Port, In Transit, On Hold/Not Released and Ready To Book. These filters can be used to restrict the results in the unit view panel to only show units that are: -

	Terminal Receipts	Terminal Deliveries
Not In Port	Not in Port	Vessel not Arrived – ETA of Vessel Vessel Arrived – Unit not planned Planned time of Discharge
In Transit	N/A	Being Discharged
On Hold/Not Released	Under Hold /Not Released	Under Hold /Not Released
Ready to Book	Not In Port	In Yard

Any combination of the filters can also be applied. When the required set of filters have been defined, press the **Retrieve** button at the top of the screen to apply to the Unit View panel

Main Unit View Panel

The **Haulier Code** field displays the VBS party code of the haulier associated with the unit

The **D/R Ind:** field contains a text indicator that relates directly to the Base Status of the Unit (i.e. Import **Delivery** or Export **Receipt**)

The **Unit No** field displays the full unit ID

The **Base Status** field indicates whether the unit is an Import or an Export unit

The **COA** field displays the MACH VBS Party Code for the Unit Operator

The **Unit Size** field indicates unit length (20, 30, 40, 45)

The **Unit Weight** field displays the Gross Weight of the unit

The **Location Status** field will display the current status of each unit, alongside a graphical representation of the status. Colour coding in the field indicates when the unit is ready to be included in a booking: -

- **BLACK** – Delivery units not in Port
- **RED** – In Port but not available for booking
- **GREEN** – Delivery units in Port and ready to book OR Receipt units not already in port

The adjacent **Description** field will indicate the current position of the unit. Where the graphical indicator is set to BLACK or RED, there can be multiple reasons for unavailability of a unit. For example, where the indicator is black, the vessel may not yet have arrived, or has arrived and discharge is pending. Similarly, for a red indicator, the unit may not be available because delivery approval has not been received, or the unit is on hold. These descriptions can be grouped and multiple descriptions can be displayed when individual Location Status filters are applied (e.g. Discharged Hold/Not Released).

The **Yard Status** field indicates the most up to date position of a unit. Where a unit is not yet in port, the field will display the most up to date information on the arrival of the unit. Possible Yard Status messages are: -

- Vessel Not At Berth – Vessel ETA DD-MM-YYYY HH:MM
- Vessel At Berth – Estimated Discharge DD-MM-YYYY HH:MM
- Discharged in Stack – In Yard

The **Booking Status** field will display the status of the current or most recent booking for a unit. Valid unit booking statuses are: -

- **BLANK** – the unit is not associated with a booking
- **PLANNED** – a current booking for a future date/time. Vehicle not yet arrived
- **ACTIVE** – a current booking – Vehicle arrived on Terminal

The **Booking Ref No** field will display the current or most recent booking associated with the unit (field will only display the six character booking ID – does not display the security check digits).

The **Booking Window** field will display the Date and From/To Time of the current or most recent booking associated with the unit

The **Best Pick Ref** field will display the current (user defined) Best Pick ID associated with the unit.

Sort Order

The data displayed in the Unit View panel can be sorted in ascending or descending order by clicking directly on the appropriate field header.

For example, to sort in ascending unit number order (A-Z), click once on the Unit No field header. To change the sort to descending order (Z-A), click on the field header again.

Alternatively, hover over the field header to activate a drop down menu. Click on the ▼ character to open the menu and select Sort Ascending or Sort Descending as required

<input type="checkbox"/>	Haulier Code	D/R Ind	Unit ID ▼	Booking No	Base S
<input type="checkbox"/>	STANTO	Delivery	ACLU97458		
<input type="checkbox"/>	STANTO	Delivery	ACLU97575		
<input type="checkbox"/>	STANTO	Delivery	BSIU40634		
<input type="checkbox"/>	STANTO	Delivery	CNEU45295		
<input type="checkbox"/>	STANTO	Delivery	INBU54488		
<input type="checkbox"/>	STANTO	Delivery	SANU75292		
<input type="checkbox"/>	STANTO	Delivery	TCLU4818966		

Field Layout

It is possible to change the layout of the panel. Fields can be moved or added/removed as required.

To move a field, click and hold on the field, and drag to the required position. Release the mouse button to drop the field in the new position.

To increase/decrease the size of a field, click on the right-most field border in the header area and drag. Release when the field is of the required size.

To add or remove columns, hover over any of the field headers to activate a drop-down menu. Click on the ▼ character to open the menu and

<input type="checkbox"/>	Haulier Code	D/R Ind	Unit ID ▼	Booking No	Base Status	COA
<input type="checkbox"/>	STANTO	Delivery	ACLU97458			
<input type="checkbox"/>	STANTO	Delivery	ACLU97575			
<input type="checkbox"/>	STANTO	Delivery	BSIU40634			
<input type="checkbox"/>	STANTO	Delivery	CNEU45295			
<input type="checkbox"/>	STANTO	Delivery	INBU54488			
<input type="checkbox"/>	STANTO	Delivery	SANU75292			
<input type="checkbox"/>	STANTO	Delivery	TCLU4818966			
<input type="checkbox"/>	STANTO	Delivery	TCLU8351967			

hover over the **Columns** option to open a sub-menu.

In the **Columns** sub-menu, to select or de-select columns click on the checkboxes as required.

NOTE: Changes applied to the Unit View panel will only be retained until the View screen is closed.

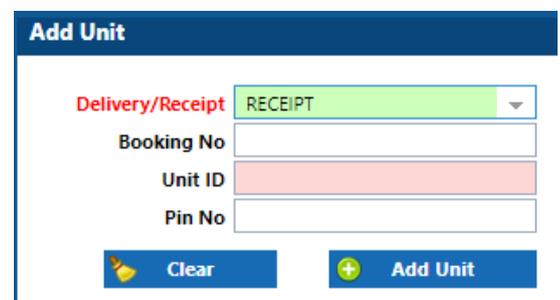
Haulier Nomination Panel

If a unit is not available in the Unit View Panel, it can quickly be added using the **Add Unit** Pane. Different criteria are required depending on whether you are adding a Terminal Receipt unit (unit for delivery to the terminal) or a Terminal Delivery unit (unit for collection from the terminal).

To add a **Terminal Receipt** Unit: -

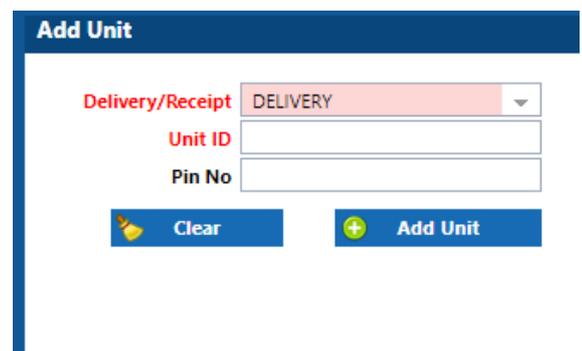
1. Place the cursor in the **Delivery/Receipt** field, Select **RECEIPT** from the lookup.
2. In the **Unit ID** field, enter the Unit Number
3. Press **Add Unit**

The unit will now be available in the main Unit View panel.



To add a **Terminal Delivery** Unit: -

1. Place the cursor in the **Delivery/Receipt** field, Select **DELIVERY** from the lookup.
2. In the **Unit No** field, enter the Unit Number
3. In the **Pin No** field, enter the PIN provided by the Unit Operator
4. Press **Add Unit**



The system will validate the PIN against the value provided by the Community System. If the PIN matches, the unit will be added to the list and available to allocate to a vehicle.

In the event of a mismatch, an error will be displayed, and the unit will not be added to the list

NOTE: for Import Units, the PIN recorded at the time of adding the unit is stored in VBS. Where the PIN is updated in the LCT Terminal Operating System by the community system prior to creation of a booking from the Unit View screen, a mismatch would occur and booking will not be created. The PIN can be over-written with the updated details directly on the Booking screen

Unit View Panel – Shortcuts

It is possible to create, move and cancel bookings from the Unit View screen. These transactions can be accessed directly by right-clicking on a unit record to open up a short-cut menu. On selecting the required action from the menu, the screen will open up and the unit details will be inserted.

Unit View Details					
<input type="checkbox"/>	Haulier Code	D/R Ind	Unit ID	Booking No	Base Status
<input type="checkbox"/>	STANTO	Delivery	ACLU9745800		Import
<input type="checkbox"/>	STANTO	Delivery	ACLU9757545		Import
<input checked="" type="checkbox"/>	STANTO	Delivery	BSIU4063410		
<input type="checkbox"/>	STANTO	Delivery	CNEU4529548		
<input type="checkbox"/>	STANTO	Delivery	INBU5448893		
<input type="checkbox"/>	STANTO	Delivery	SANU7529232		
<input type="checkbox"/>	STANTO	Delivery	TCLU4818966		
<input type="checkbox"/>	STANTO	Delivery	TCLU8351967		

-  Unit Details
-  Create Booking
-  Move Booking
-  Cancel Booking
-  Create Best Pick
-  Add Best Pick
-  Remove Best Pick
-  Remove Unit

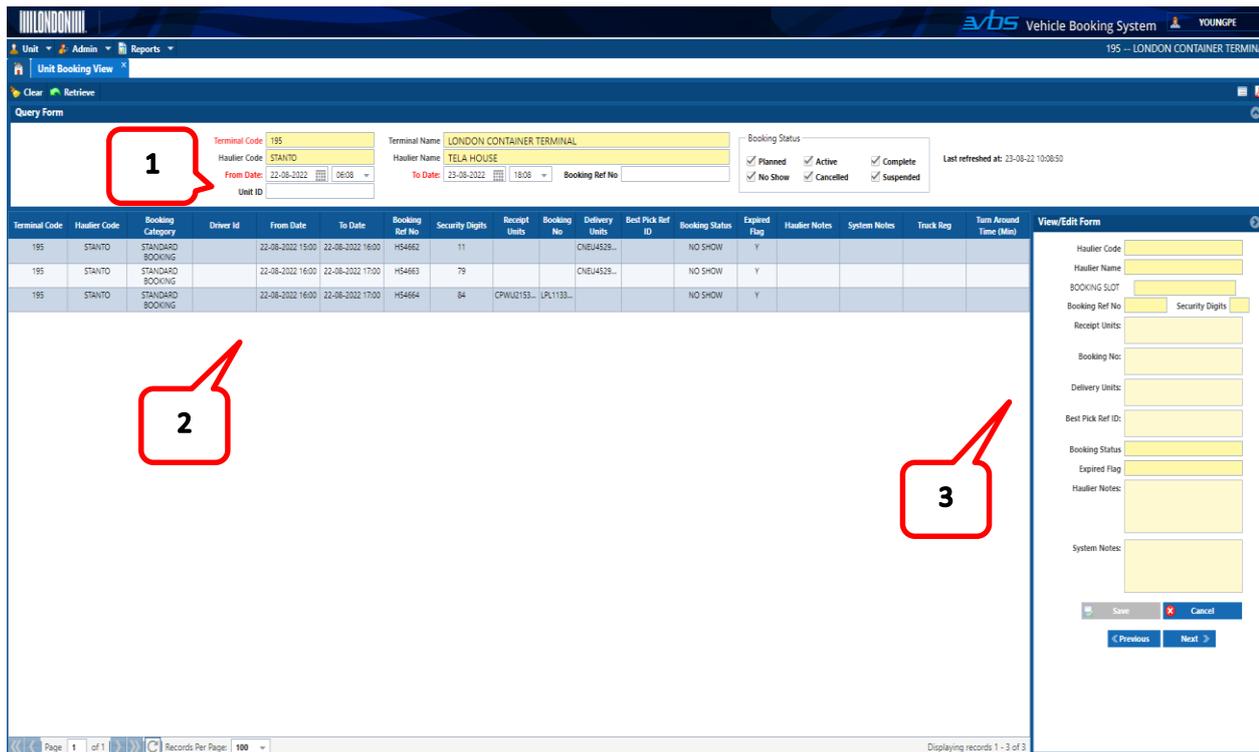
The short-cut menu also allows units to be added and removed from Best Pick Lists (see later section on Best Pick for full details of this functionality).

Unit Booking View

The Unit Booking View screen, allows quick access, via a variety of filters, to individual or multiple bookings for both current and past timeframes, as well as the ability to directly select and edit future bookings

The Unit Booking View screen is accessed from the Unit drop-down menu.

The Booking View screen is split into three key sections: -



1. The filters in this upper panel are used to control the display of records in the main Booking View panel. Filters can be applied to show individual bookings, search for bookings based on the unit associated with the booking, or display bookings within a given date range (past, present and future). Additional filters can further refine results by Booking Status
2. The main Booking View panel displays all relevant information for each booking, including Booking Time, reference, associated units or Best Pick ID, status of the booking, Expiry flag and any notes recorded against the booking. VBS bookings can be managed directly from the screen by right-clicking on a record in this panel to access a shortcut menu. Booking details can also be printed and e-mailed directly from the screen
3. The View/ Edit panel can be used to add haulier specific notes against the booking. These notes will appear in the Booking View panel, and in the printed reports/e-mail output generated from the screen.

Overview

The following pages explain the fields and features of the Booking View screen.

Filter Panel

Query Form

Terminal Code	195	Terminal Name	LONDON CONTAINER TERMINAL	Booking Status		Last refreshed at: 23-08-22 10:08:50	
Haulier Code	STANTO	Haulier Name	TELA HOUSE	<input checked="" type="checkbox"/> Planned	<input checked="" type="checkbox"/> Active		<input checked="" type="checkbox"/> Complete
From Date	22-08-2022 06:08	To Date	23-08-2022 18:08	<input checked="" type="checkbox"/> No Show	<input checked="" type="checkbox"/> Cancelled		<input checked="" type="checkbox"/> Suspended
Unit ID		Booking Ref No					

In the **Haulier Code** field, the Internal VBS Party Code associated with your login will be displayed by default.

The **From Date** field will default to the current date. The date field can be modified by typing the date directly into the field or by clicking on the icon to the right of the field and selecting the required date from the popup calendar window.

The **From Time** will default to four hours earlier than the time that the screen was opened. The time can be changed by typing directly into the field or by clicking on the ▼ icon to the right of the field to access a lookup table. The desired time can be selected from the lookup table

The **To Date** and **To Time** fields will be populated by default to the current date and time + 8 hrs when the screen is opened.

The **Booking Ref No** field is a free text field. It can be used to filter the results in the table to show a specific booking

The **Unit No** field is a free text field. It can be used to filter the results in the table to show the specific booking associated with the unit.

The **Booking Status** filters will display current bookings by default (Planned and Active status marked). Past bookings can be displayed by marking any or all of the other status flags. Valid booking statuses are: -

- **PLANNED** – a current booking for a future date/time. Vehicle not yet arrived
- **ACTIVE** – a current booking – Vehicle arrived on Terminal
- **COMPLETE** – a current booking - unit has been delivered and vehicle has departed terminal
- **NO SHOW** – a previous booking where the vehicle did not arrive during the allocated time slot
- **CANCELLED** – a previous booking that was cancelled in the Booking Cancel window
- **SUSPENDED** – a booking where Unit details have been modified, rendering the booking invalid for the time slot. In the case of a suspended booking an e-mail alert will be sent to the Haulier, notifying the reason for the suspension and the requirement to re-book the unit.

A booking can be suspended if any of the following are changed: -



- Hazardous Flag
- OOG Flag
- Reefer Flag
- Hold Flag
- COA Change
- Bundle Indicator
- Unit Height
- Unit Type
- Unit Size
- Full / Empty Indicator
- PIN change
- Exit Mode Change (e.g. if unit is changed from Import to Transhipment)
- Change of Unit Number
- Deletion of Unit
- Change to IMO Class or Reefer Temperature details

From: vbsnoreply@londoncontainerterminal.com
To: MACH Support
Cc:
Subject: Booking 106971 has been suspended

This mail is to inform that the above booking has been suspended due to changes to the container details invalidating the Booking.

The container number in question is **TREC1000103** and the reason is **Container not suitable for Booking Category (Size)**.

In order to reactivate the booking please edit the booking as necessary or alternatively contact the VBS help desk for further assistance.

The **Expired** Flag will display bookings that have formally expired (bookings do not expire until a specified time AFTER the slot time plus any extended minutes recorded by the Operations Admin Team.

[Booking View Panel](#)

Haulier Code	Booking Category	From Date	To Date	Booking Ref No	Receipt Containers	Delivery Containers	Best Pick Ref ID	Booking Status	Expired Flag	Haulier Notes	System Notes
ACADEM	STANDARD BOOKING	19-10-2015 16:00	19-10-2015 17:00	107550	MWCU123... MWCU123...			PLANNED	N		
ACADEM	STANDARD BOOKING	19-10-2015 17:00	19-10-2015 18:00	107551		MWCU222... MWCU333...		PLANNED	N		
ACADEM	STANDARD BOOKING	19-10-2015 21:00	19-10-2015 22:00	107546	MWCU617...	SANU7521...		PLANNED	N		
ACADEM	STANDARD BOOKING	19-10-2015 23:00	20-10-2015 00:00	107543	MWCU618...			PLANNED	N		
ACADEM	STANDARD BOOKING	19-10-2015 23:00	20-10-2015 00:00	107545	MWCU562... MWCU574...	TRLU94112... MEDU1710...		PLANNED	N		

Page 1 of 1 Displaying records 1 - 5 of 5

The **Haulier Code** field displays the VBS party code of the haulier associated with the booking

The **From Date** field displays the start date and time of the booking. It is possible for the Terminal Operations team to modify a booking slot to allow a vehicle to arrive before the start of a booking period. In these situations, the extended period will be displayed in brackets after the time. In the screenshot above, the booking at the bottom of the screen has been modified to allow the vehicle to arrive 15 minutes early (before minutes).

The **To Date** field displays the end date and time of the booking. It is possible for the Terminal Operations team to modify a booking slot to allow a vehicle to arrive after a booking period has expired. In these situations, the extended period will be displayed in brackets after the time. In the screenshot above, the booking at the bottom of the screen has been modified to allow the vehicle to arrive up to 30 minutes late (after minutes).

The **Booking Ref No** field displays the short booking reference for the booking (but does not display the security check digits)

The **Receipt Units** field displays all units defined as a **Terminal Receipt** for the booking (i.e. units being delivered to the terminal)

The **Delivery Units** field displays all units defined as a **Terminal Delivery** for the booking (i.e. units being collected from the terminal)

The **Best Pick Ref ID** field will display the unique customer defined Best Pick reference

The **Booking Status** field will show the most up-to-date status of the booking

The **Expired** flag will indicate whether the booking has expired. A booking will expire 60 minutes after the end of the booking slot and any VBS after minutes have passed. The booking can be copied to another slot at any time prior to expiration

The **Haulier Notes** field will display any user defined notes that have been recorded for the booking (notes can be added in the adjacent panel)

The **System Notes** field will display explanatory remarks in the event of changes affecting the validity of the booking (i.e. when the booking is moved to a SUSPENDED state)

Booking View Panel – Sort Order

The data displayed in the Booking View panel can be sorted in ascending or descending order by clicking directly on the appropriate field header.

For example, to sort in ascending Booking Reference number order, click once on the **Booking Ref No** field header. To change the sort to descending order, click on the field header again.

Booking View Panel – Field Layout

It is possible to change the layout of the panel. Fields can be moved or added/removed as required.

To move a field, click and hold on the field, and drag to the required position. Release the mouse button to drop the field in the new position.

To increase/decrease the size of a field, click on the right-most field border in the header area and drag. Release when the field is of the required size.

To add or remove columns, hover over any of the field headers to activate a drop-down menu. Click on the ▼ character to open the menu and hover over the **Columns** option to open a sub-menu.

Booking Category	Driver Id	From Date	To Date	Booking Ref No	Security Digits	Receipt Units
STANDARD BOOKING		22-08-2022 15	↑ Sort Ascending	#54662	11	
STANDARD BOOKING		22-08-2022 16	↓ Sort Descending	#54663	79	
STANDARD BOOKING		22-08-2022 16	Columns			

Filters

- Terminal Code
- Haulier Code
- Booking Category
- Driver Id
- From Date
- To Date
- Booking Ref No
- Security Digits
- Receipt Units

In the **Columns** sub-menu, to select or de-select columns click on the checkboxes as required.

NOTE: Changes applied to the Booking View panel will only be retained until the Booking screens are closed.

Booking View Panel – Navigation

Where the number of bookings in a list exceeds 100, the list will extend over multiple pages. Use the navigation buttons at the bottom of the Booking View panel to move through the pages.

View/ Edit Form

The **View/ Edit Form** panel displays all the information associated with the booking, including the **two security check digits** of the booking reference number (these check digits are not displayed in any other screens, but are required at the time of arrival at the terminal)

The System Notes field is a non-editable field. This field will display remarks to indicate the reason why a booking has been moved to a SUSPENDED state. These notes are displayed in the main Booking View panel

Unit Booking View Panel – Shortcuts

It is possible to copy, move, edit and cancel bookings from the Unit Booking View screen. These transactions can be accessed directly by right-clicking on a booking record to open up a short-cut menu. On selecting the required action from the menu, the screen will open up and the booking details will be inserted.

It is also possible to print the booking details directly from the screen (output to a PDF report that can be printed to your local printer) or send the booking details directly to the email account associated with the current VBS login.

Terminal Code	Haulier Code	Booking Category	Driver Id	From Date	
195	STANTO	STANDARD BOOKING		22-08-2022 15:00	22
195	STANTO	STANDARD BOOKING			22
195	STANTO	STANDARD BOOKING			22

- Copy Booking
- Move Booking
- Edit Booking
- Cancel Booking
- Print Booking
- Mail Booking

Booking View Panel – Summary Report

A summary report can be generated in a PDF format, based on the contents of the main Booking View panel.

To generate the report, click on the button at the top right of the screen (button annotated with the Adobe logo)



Unit EIR Enquiry

The EIR Enquiry Screen is accessed through the Unit drop-down menu

The EIR Enquiry screen is split into two key sections: -

Query Panel

1. Specific gate passes can be retrieved using a number of search fields, **Enter the required data in the required field and click retrieve** this will return all gate passes in the shown date range that match the query for both delivery and receipt containers.

By Date Range - Defaults to the previous 7 days and can retrieve for a maximum of 31 days at a time.

By COA - Selecting a COA will display all gate passes within the selected date range where a unit is associated with that Container Operator.

By Unit ID - Entering a unit ID will display all gate passes within the selected date range where that unit is associated with a gate pass.

By Booking Ref No - Entering a VBS number will display the gate pass that is associated to that booking

By Truck Reg - Entering a Truck reg will display all gate passes within the selected date range where that vehicle registration is present.

2. **Click on the Blue Hyperlink** in the unit ID or Gate Pass Number Column. The gate pass will **open as a PDF in a new window** that can then be save or printed as required.
3. Clicking the **PDF icon** in the top right will produce a PDF report of what is currently retrieved on the screen.

Invoicing



As an integral part of a VBS, charges for the use of the system and the benefits it provides are managed in line with each business needs. To allow hauliers to also manage and track any charges being incurred by them then there some screens are provided to allow this

The functionality is very simple to use and the following pages provide an explanation of the functionality.

Potential Charges

Booking Fees

For each booking made, a nominal fee may be charged

No Show Charges

No show charges occur as a result of several situations with bookings. These different situations are differentiated for clarity and will be displayed on charge summaries and invoices as follows:

NO SHOW

Standard no show situation where booking made and haulier does not arrive by end of slot

NO SHOW- CANCEL:

A booking has been cancelled and no subsequent booking for that Category for that slot has taken place to relieve liability

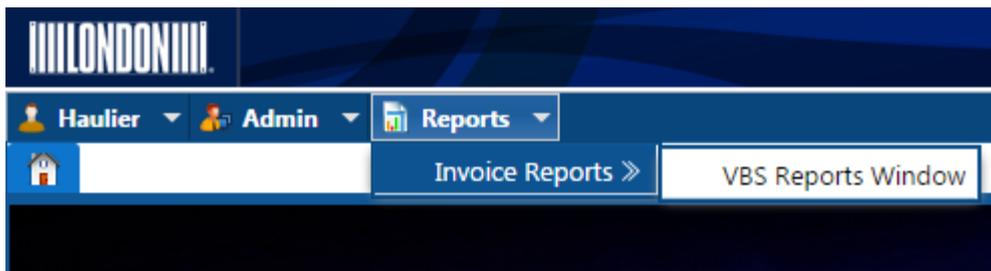
NO SHOW – MOVE / LATE MOVE PENALTY

This is where a booking is moved to a new booking slot leaving the original booking slot vacant. If the original booking slot isn't re-used then a penalty is applied

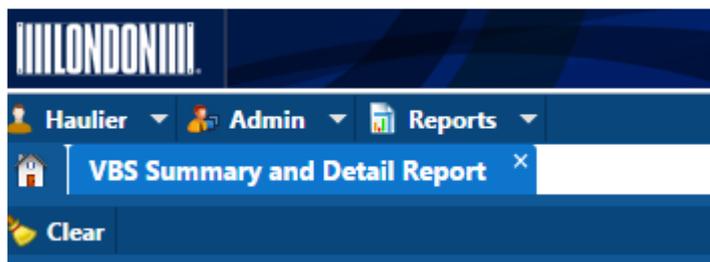
Invoicing Reports

The VBS Invoicing Reports can be used to review charges from the terminal prior to the issue of the monthly invoice. After charges have been finalised and the invoice has been raised, copy invoices are available. This section explains how to generate the reports used to review charges and the copy invoices.

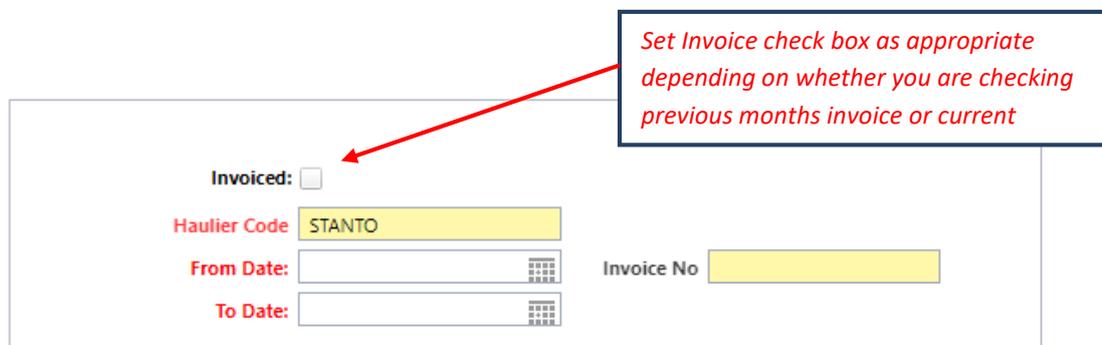
The Report Generation transaction is accessed from the Reports drop-down menu: -



The Report Generation transaction will open in a new tab at the top of the screen: -



The Report Generation transaction is a simple screen with various options to filter the report. The screen is used differently to generate reports depending on whether the report is being run for the current period or a previous period



Summary and Detailed reports can be run at any time for the current monthly period. However, at the end of each monthly period, after the Terminal Admin staff have finalised the data for invoicing, it will only be

possible to generate copy invoices for the previous period, and the screen must be populated in a different manner.

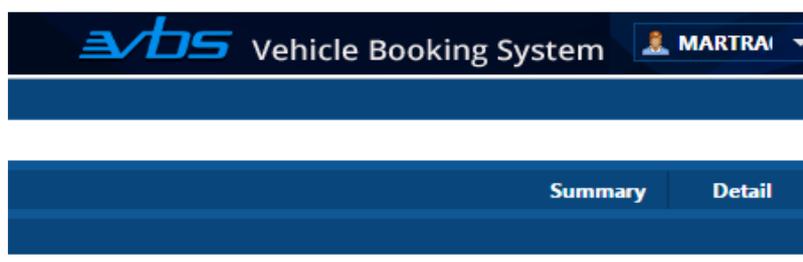
To assist with the correct population of the fields, the colouring of the field labels will indicate whether the field is a mandatory requirement. The colouring will change depending on whether the Invoiced flag is marked (the Invoiced flag should only be marked when generating a report for a previous period).

Generating a Report for a Current Period

To generate a report for any date range within the current period, the following process should be followed: -

- The **Haulier** field will be populated by default with the Haulier Code associated with the User ID
- The **From Date** field is a standard Date field. Type the start date of the report in to the field directly, or click on the Calendar icon to the right of the field to select the date from the calendar popup window
- The **To Date** field is a standard Date field. Type the end date of the report into the field directly or click on the Calendar icon to the right of the field to select the date from the calendar popup window

Two reports are available from the screen – a **Summary Report** showing the number of chargeable bookings of each Booking Type, and a **Detailed Report** showing the individual booking details within each category. These reports can be generated by clicking on the respective button at the top right hand corner of the screen: -



Generating a Report for a Previous Period

To generate a report for a previous period, the following process should be followed: -

- Mark the **Invoiced** flag
- The **Haulier** field will be populated by default with the Haulier Code associated with the User ID



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- The **From Date** field is a standard Date field. Type the start date of the required period in to the field directly, or click on the Calendar icon to the right of the field to select the date from the calendar popup window
- The **Invoice No** field is supported by a LOV table that will contain past invoice numbers related to the Haulier account and associated with the From Date. Select the invoice number from the table
- Press the **Summary** button to generate a copy invoice for the period. Press the **Detail** button to see the Invoice Backup document containing all the background detail for the invoice