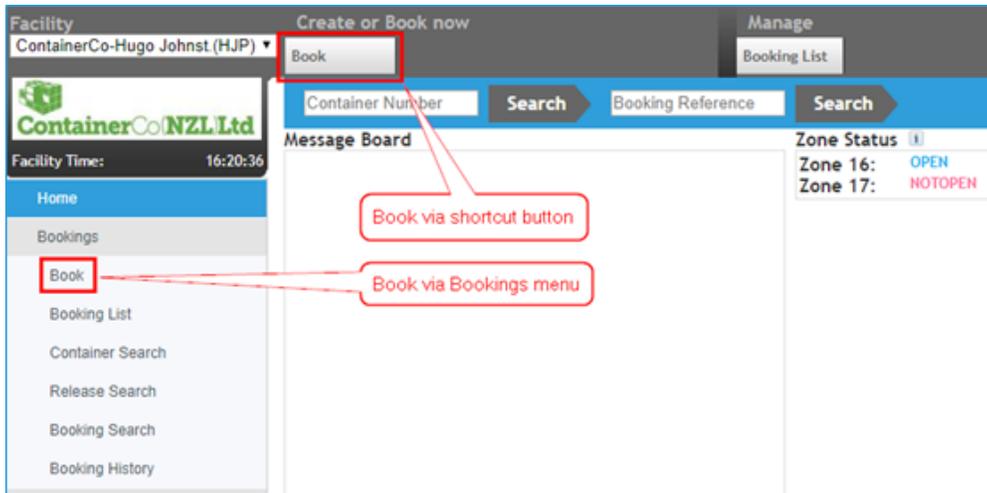


How to make a Booking

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Carriers can make bookings for time slots in order to move containers to the facility (Drop-off) or collect containers from facilities (Pick-up).

Click on the 'Book' link in the Main Menu - shown under the 'Bookings' section.



In order to book slots, you must find which slots are available. You'll be directed to the **Search Book Slots** screen.

Search Book Slots Screen

NOTE: Only one user per carrier is allowed in the **Search Book Slots** screen at any time for a timed period of three minutes. This restriction ensures access is equal for all carriers.

The **Search Book Slots** screen enables users to make bookings for the following types:

- **Pick up** – to collect containers from the facility
- **Drop off** – to move containers to the facility

Select the **Type** of booking – Pick-up, Drop-off. It is essential the type of booking is selected first. The next search field, **Booking Date**, will show only dates with open zones for the type of booking selected. This field will only show the dates if the Booking Type has been selected - otherwise it will be blank.

Select the required **Booking Date** from the drop-down menu. Note that the booking Date configurations may vary between facilities and between the booking types; facilities can apply different rules for how many days ahead of a date you can make a booking.

This is set by the specific facility you are looking for.

The VBS provides a **Look Ahead** feature which allows you to search for slots close to the slot you wish to book. The facility sets the number of time zones that the system will look ahead to: usually it is two or three. This speeds up the booking process if no slots are available in the zone you originally selected (due to other carriers completing their bookings before you).

Click the **Search** button. The screen will show you the 24 zones available on the chosen booking date for the type of booking selected.

Book Slots screen

You will see a listing of slots per timezone.

The 'Require' drop down list is where you go to select how many slots you want for that timezone. The number you see here is the number available for the specific type of booking you selected in the Search criteria (Pick up, Drop off, Dual or Unspecified).

Note: you have three minutes to complete a booking. This is indicated by the timer appearing in the bottom right hand side of the Book Slots screen.

If you do not complete the booking within this time, you can click the clock image to restart the timer at 3:00minutes.

Tue 21/09
Wed 22/09
Thu 23/09
Fri 24/09
Sat 25/09
Sun 26/09
Mon 27/09

Pick Up Slots, Tue, Sep 21, 2021 Refresh

Timezone	Slots Available	Require	Timezone	Slots Available	Require
0	0		12	2	<input type="text"/>
1	0		13	2	<input type="text"/>
2	0		14	2	<input type="text" value="1"/> Book
3	0		15	2	<input type="text"/>
4	0		16	2	<input type="text"/>
5	0		17	0	
6	0		18	0	
7	0		19	0	
8	0		20	0	
9	2	<input type="text"/>	21	0	
10	2	<input type="text"/>	22	0	
11	2	<input type="text"/>	23	0	

Summary
Time left to book 2:26

1. Select the number of bookings required.
 2. Click 'Book'

Select the number of slots from the drop-down list in the 'Required' column. A 'Book' button will then appear on the right hand side of the 'Require' drop down list.

A Booking Result pop up window will appear once the 'Book' button is pressed.

NOTE: You can only book slots for one zone at a time.

Booking Result Screen

Once you have booked slots the below Booking Result screen will appear. This screen shows you the number of slots that have been booked along with the booking reference details.

Continue Booking button - this will take you back to the Book Slots screen to continue to book further slots

Summary button - this will take you to the Booking Summary screen

Calendar navigation: Tue 21/09, Wed 22/09, Thu 23/09, Fri 24/09, Sat 25/09, Sun 26/09, Mon 27/09

Pick Up Slots, Tue, Sep 21, 2021 Refresh

Timezone	Slots Available	Require
0	0	
1	0	
2	0	
3	0	
4	0	
5	0	
6	0	
7	0	
8	0	
9	2	<input type="checkbox"/>
10	2	<input type="checkbox"/>
11	2	<input type="checkbox"/>

Booking Result For Tue, Sep 21, 2021

✔ Booked 1 Slots

Summary Continue booking

Zone	Booking Ref	Type	Expire on
16	21169103	Pick Up	21/09/2021 09:43

Time left to book: 0:15

Summary

Booking Summary

This screen allows you to EDIT the Booking Reference and attach a container and other booking details if required - this can be done via the radio button in the 'Action' column. You will also be able to email and print bookings information from this screen by just clicking on the [Email](#) and [Print](#) icon.

NOTE: When you press the [Finish](#) button it will take you to the Booking List screen.

Booking Summary
Bookings made for Whiplash Transport

Email Print
Refresh

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Truck Rego	Container	Release	Expire	Pool Name	Action
21/09/21	16	21169103	Pick Up		Booked				21/09/2021 09:43	General	<input type="radio"/>

1. Click here to edit

2. Click to Finish

Finish

Edit Booking Details

Within this screen, you can List, Clear and Attach booking details to your booking reference.

The Drop-off and Pick-up booking edit screens are similar.

Edit Drop-Off Booking Details

When you enter the container in the '**Container No**' field and press the tab key or move your cursor out of that field, the ISO Code, Owner, Full/Empty status will automatically be filled in based on details which are provided by Shipping Line/Container Park customers.

 Print

Booking Details

Drop Off Ref: 05125073 Date: 05/02/2020 Zone: 12 Status: Booked

Container Number Facility Reference Number

Company Name	Whiplash Transport
Booking Type	Drop Off ▼
Service Type *	Empty ▼
Container No *	ZMSK5010010
Acceptance No	
ISO Code *	2200
Owner *	MSK-MAERSK LINE ▼
Full / Empty	Empty ▼
Truck Rego *	
Truck Driver	Select ▼
Comment	

Retrieve
List
Clear
Confirm

The third-party transport carrier makes booking need to define the Owner of the box in the "Owner" field and Service Type is "Other"

The carrier can also confirm the booking using the Acceptance No that obtains from the Shipping Lines/Parks.

Enter the relevant details and then press the [Confirm](#) button.

✔ Updated Successfully

 Print

Booking Details

Drop Off Ref: 05125073 Date: 05/02/2020 Zone: 12 Status: Confirmed

Container Number Facility Reference Number

Company Name	Whiplash Transport
Service Type *	Empty ▼
Container No *	ZMSK5010010
Acceptance No	
ISO Code *	2200
Owner *	MSK-MAERSK LINE ▼
Full / Empty	Empty ▼
Truck Rego *	TEST
Truck Driver	Test Driver ▼
Comment	

Retrieve
List
Clear
Confirm
Update

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

✓ Updated Successfully✕

 Print

Booking Details

Drop Off Ref: **05125073** Date: **05/02/2020** Zone: **12** Status: **Confirmed**

Container Number Facility Reference Number

Company Name	Whiplash Transport
Service Type *	Empty ▾
Container No *	ZMSK5010010
Acceptance No	
ISO Code *	2200
Owner *	MSK-MAERSK LINE ▾
Full / Empty	Empty ▾
Truck Rego *	TEST
Truck Driver	Test Driver ▾
Comment	

Retrieve List Clear Confirm Update

Select "List" if you no longer require the Booking

A booking fee may be payable for listed bookings unless that booking is taken by another transport operator.

Redirection

When a transport carrier tries to make a booking where a park has a redirection. They will get the following error message

✖
✖

• Confirm Facility Error Booking can not be made. Redirection is in place for MSK 22GP containers from CLINKMEL to QUBE starting at 03/02/2020 05:00 PM until 07/02/2020 04:00 PM.

Failed to update booking



Print

Booking Details

Drop Off
 Ref: **04230462**
 Date: **04/02/2020**
 Zone: **23**
 Status: **Booked**

Company Name	WHIPLASH TRANSPORT
Booking Type	Drop Off <input type="button" value="v"/>
Service Type *	Dehire Empty <input type="button" value="v"/>
Container No *	<input type="text" value="MSKU1234567"/>
Acceptance No	<input type="text"/>
ISO Code *	<input type="text" value="22G1"/>
Owner *	MSK-MAERSK LINE <input type="button" value="v"/>
Full / Empty	Empty <input type="button" value="v"/>
Truck Rego *	<input type="text" value="Test Truck"/>
Truck Driver	Select <input type="button" value="v"/>
Comment	<input type="text"/>

For redirection into the park, in order to make a drop off booking, the carrier will need to make a booking with Acceptance No. Please look for the Acceptance No in the VBS notification or contact the park to get the Acceptance No.

Edit a Pick-Up Booking Details

Within this screen, you can List, Clear and Attach booking details to your booking reference.

When you enter the Release Number the '**Release Number**' field and press the tab key or move your cursor out of that field, the Container type will automatically be filled in based on details that are provided by Shipping Line/Container Park customers.



Booking Details

Pick Up Ref: **05123121** Date: **05/02/2020** Zone: **12** Status: **Booked**

Container Number Facility Reference Number

Company Name	Whiplash Transport
Booking Type	<input type="text" value="Pick Up"/>
Service Type *	<input type="text" value="Empty"/>
Release Number *	<input type="text" value="WPLERN1"/>
Container Type	<input type="text" value="22GP (95)"/>
Door Facing	<input type="text" value="Any"/>
Trailer Position	<input type="text" value="Select"/>
Trailer Slot Position	<input type="text" value="Select"/>
Container No	<input type="text"/>
Truck Rego *	<input type="text"/>
Truck Driver	<input type="text" value="Select"/>
Comment	<input type="text"/>

Enter the relevant details and then press the **Confirm** button.