

VBS Transport Operators Guide

June 2015

Version 150615

OVERVIEW

Purpose of the vehicle booking system

Napier Port now has an online vehicle booking system (VBS) that transport operators use to book a timeslot for the pick-up and delivery of containers to the container terminal. VBS will help to cater for the increasing truck volumes to the Port, and ensure turnaround times are as fast as possible by better managing terminal capacity and demand.

Using VBS – the steps

1. **Register for VBS.** Go to <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/> to get started. You only need to register once for your organisation. Your request will take around three business days to process. After that, you can add multiple users to your organisation's account.
2. **Login to VBS:** Go to <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/> to access VBS or go straight to <http://vbs.1-stop.biz/>. Enter your user name and password in the box at the top on the right hand side of your screen. The user name and password was sent to you when you registered.
3. **List your truck fleet.** You only need to do this the first time you make a booking and as you add trucks to your fleet.
4. **Book a timeslot** for the date and time you need to deliver or pick up a container. Remember one booking is for one container for one hour.
5. **Confirm your booking** by entering the container number; **or return** the booking.
6. **Manifest** the confirmed booking to a truck
7. Tell the driver their appointment number so they can let Napier Port gate staff know when they arrive.

Home | Register

Username
Password
Sign In Forgot Your Password?

Company Communities Services News Help MSIC

1-stop Be noticed. Advertise with 1-Stop. Call 1300 881 055 LEARN MORE

VBS
Vehicle Booking System

About VBS Terms and Conditions User Guide

By 22 June 2015 you need to register for VBS as we are planning to go-live with VBS on 6 July. When the system is live: **no booking = no entry.**

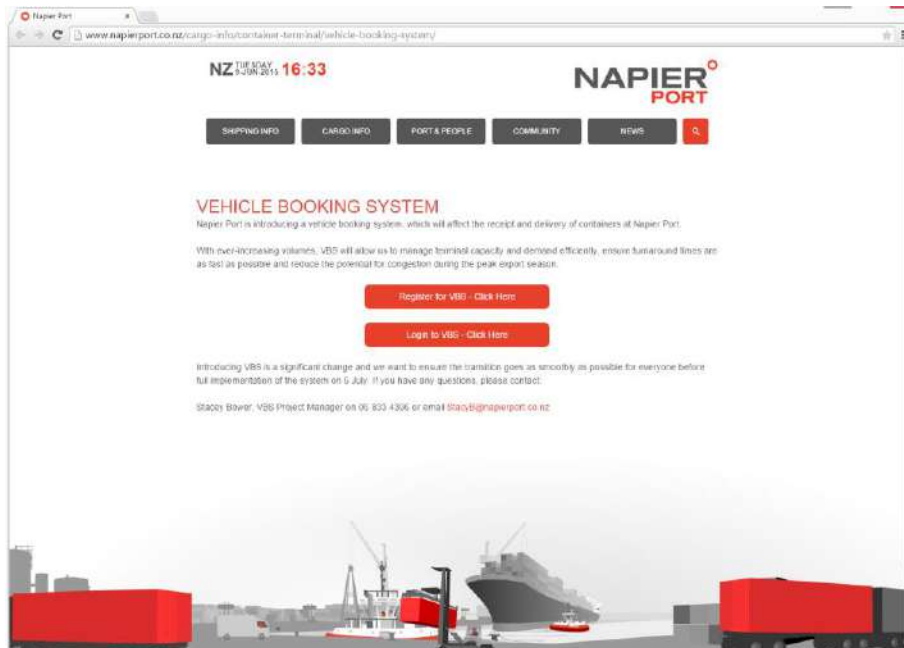
CONTENTS: STEP-BY-STEP GUIDE TO GETTING STARTED

1. Register for VBS.....	4
2. Login to VBS.....	5
Adding multiple users to your account	5
3. List your truck fleet	6
4. Book a timeslot.....	9
5. Confirm or return your booking	11
Confirm your booking.....	10
Return your booking.....	12
Retrieve a booking	16
6. Manifest a booking to a truck.....	18
Cancel a manifest.....	22

I. REGISTER FOR VBS

You only need to register once for your organisation. After you have registered your organisation, you can add multiple users to your account.

1. Go to <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/>.



2. Click on the 'Register for VBS' button.
3. Now register by completing the form that the website directs you to (pictured below).

You are not signed-in. Sign In

NAPIER PORT

Add VBS Business Details

Please enter your business details

Business Name:

Telephone:

Email:

Postal Address:

Postal Code: City:

First Name:

Last Name:

Mobile Number:

REGISTER CANCEL

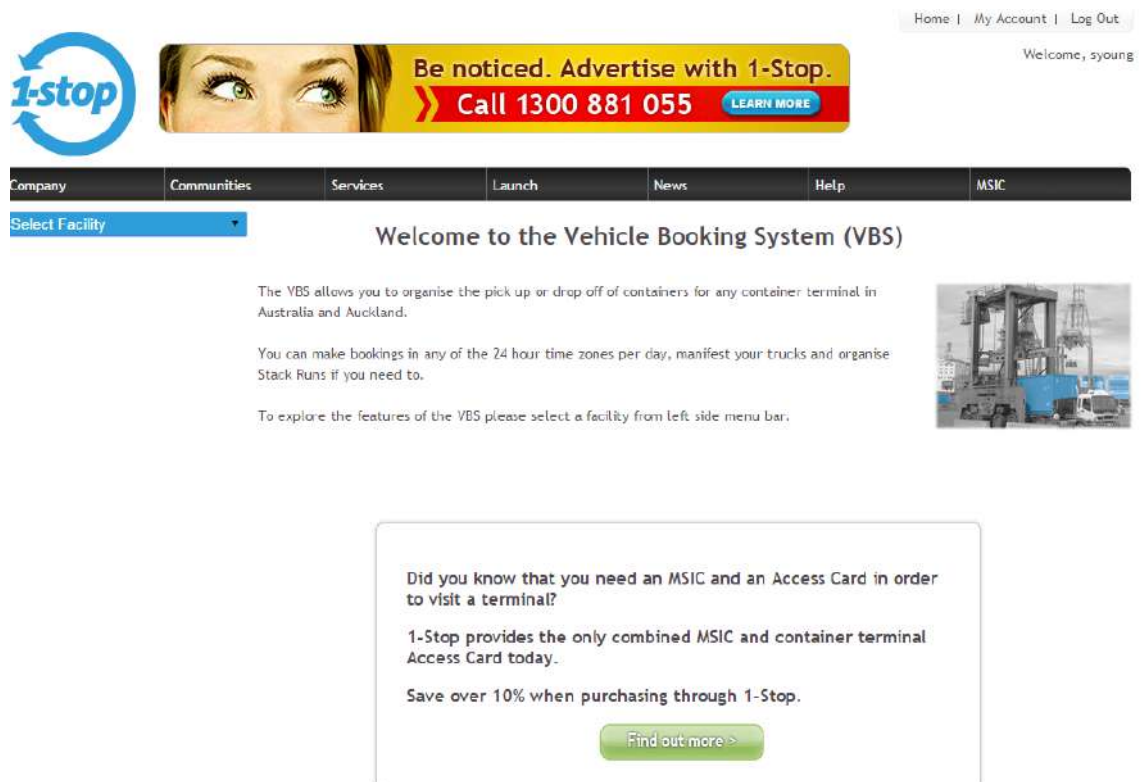
Your request will be processed in around three business days and you will receive an email confirming your user name and password. If you don't receive the email, please contact Stacy Bower at stacyb@napierport.co.nz or phone 06 83 4396.

2. LOGIN TO VBS

1. Go to: <http://vbs.1-stop.biz/> or log in via the Napier Port website <http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/>.
2. Enter your username and password, which you will have received after you registered.



3. Select 'Napier Port' in the 'Facility' drop-down box in the top left hand corner. You may be presented with Terms and Conditions, which you must accept in order to use the system.



Adding users to your organisation

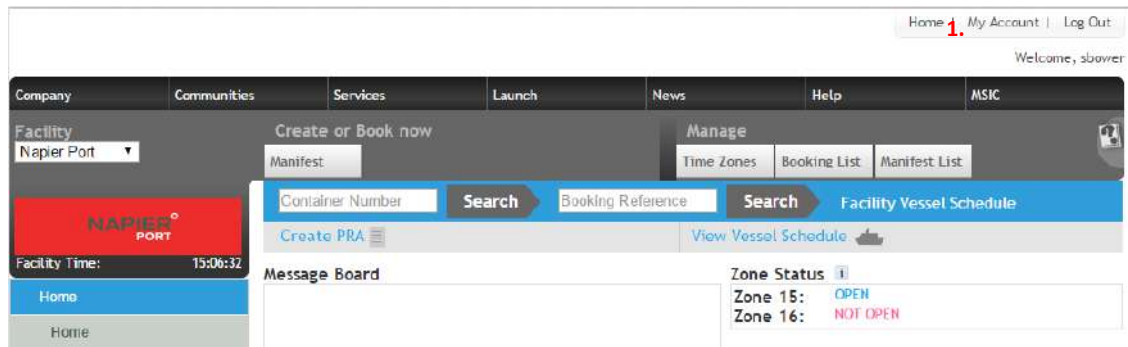
Before you begin

Ensure you have logged into the VBS system

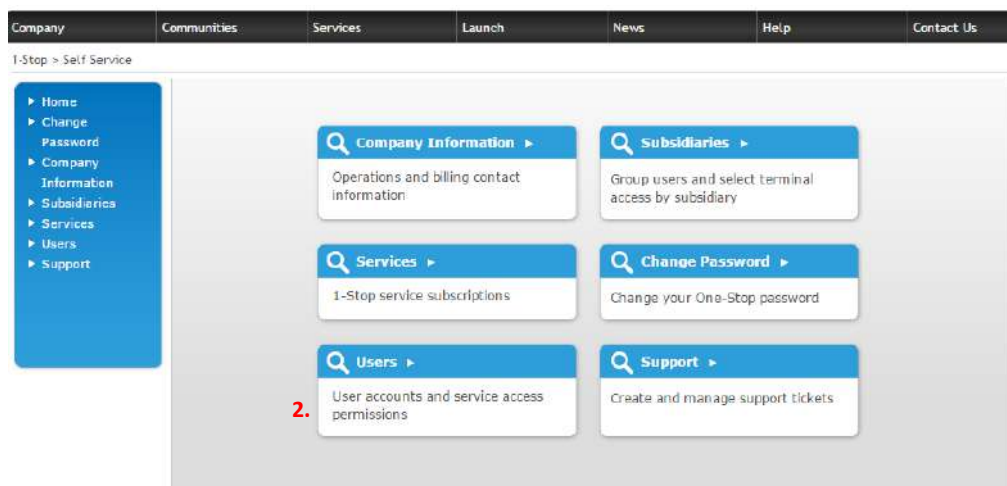
What to do

1. Click on the “My Account” section of the website.

This is in the top right corner of the website.



2. Click on the “Users” icon on the page presented



Proceed to step 4.

- Click on the “Add Person” icon on at the bottom right hand side of the screen.

Home | My Account | Log Out
Welcome, sbower

Freight & Trade Alliance (FTA) Border Compliance Program 2015

Company | Communities | Services | Launch | News | Help | Contact Us

1-Stop > Self-Service > Users

Organisation Users

Filter

Service: -- Select Service --
Role: -- Select Role --
Status: -- Select Status --

People	Username	Subsidiary	Active	Locked	Action
Mr Andrew Donnelly	andrewdd	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Chris Wylie	cwylie	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Ian Rakuraku	irakuraku	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mrs Leanne Sutherland	lsutherland	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mrs Mel Stothers	mstothers	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Napier Port	napier	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mrs Rose Whitichelo	rwhitichelo	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr shekinah Napier	shenapz	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Stacy Bower	sbower	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Steve Watson	swatson1	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Test Test	napierctest	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Trevor Wylie	twylie	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Warren Young	wyoung	NAPIER PORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Chris Wylie	cwylie1	NAPIER PORT	<input type="checkbox"/>	<input type="checkbox"/>	Edit

[Add a Person](#) 4.

- Complete the information requirements in the screen presented.
Note: Not all items are compulsory – the website will tell you if you have missed any of the compulsory items out.
- Press “Save”.

Home | My Account | Log Out
Welcome, sbower

Freight & Trade Alliance (FTA) Border Compliance Program 2015

Company | Communities | Services | Launch | News | Help | Contact Us

1-Stop > Self-Service > Users > Details

User Details

* Subsidiary: NAPIER PORT

Contact details

* Title: Mr

Job Title:

* First Name:

* Last Name:

* Email Address:

* Office Phone:

Mobile Number:

Fax:

Credentials

* Username:

* Password:

* Confirm Password:

Security Questions

* Date of Birth:

* Password Hint: What was the ABN you used to use when logging in?

* Password Answer:

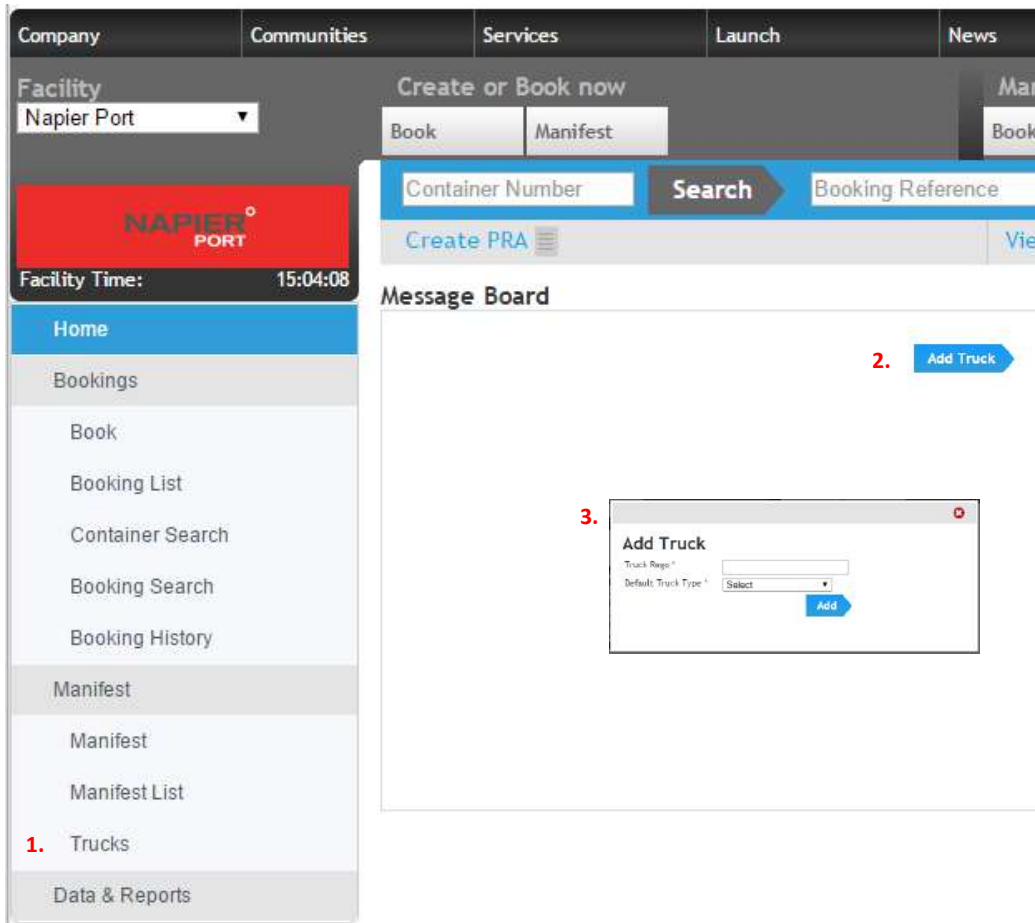
5.

6. [Save](#)

3. LIST YOUR TRUCK FLEET

You only need to do this when you first register or when you change your truck fleet. This is so you can select the truck when it comes to manifesting.

1. Click on 'Manifest' on the left hand menu. Then select the 'Trucks' tab on the left hand menu .



2. Select 'Add Truck'.
3. Enter the truck registration and truck type in the form that is presented.
4. Repeat steps 2 and 3 for each truck in your fleet.

4. BOOK A TIMESLOT

Before you begin

Before you can make a booking you need to know what timeslot/s you want a booking for and know what type of booking you want (drop off , or pick up).

Please note: once you have entered the booking screen, you have 3 minutes to complete the booking to ensure others who want to use the system in your business can access it.

What to do

6. Go to booking screen. Select 'Bookings' then 'Book'.
Use either the menu on the left of the web page, or the shortcut link at the top.
7. Select whether you are picking up or dropping off a container and then the day you would like to book.
8. Press 'Search'.

The screenshot displays the Napier Port web application interface. At the top, there are navigation tabs: Company, Communities, Services, Launch, and News. Below these, there are buttons for 'Create or Book now' (with sub-buttons 'Book' and 'Manifest') and 'Manage' (with sub-button 'Booking List'). The left sidebar menu includes 'Home', 'Bookings', '1. Book', 'Booking List', 'Container Search', 'Booking Search', 'Booking History', 'Manifest', 'Manifest List', and 'Trucks'. The main content area is titled 'Book Slots' and features a form with the following fields: 'Pick Up' (set to 'Thu - 04/06/2015'), 'Length', 'Commodity', and 'Full/Empty'. A '3. Search' button is located at the bottom right of the form. Red numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Book' menu item, 2 points to the 'Pick Up' dropdown, and 3 points to the 'Search' button.

9. You will then be taken to a booking screen.

Company Communities Services Launch News Help

Home 1. Search 2. Book Slots 3. Booking Summary Napier Port Facility Time: 15:52

Your Search Details Edit Search

Napier Port Company: TOMOHANA WAREHOUSING LTD. Booking Type: Pick Up

Thu 4/6 Fri 5/6 Sat 6/6 Sun 7/6 Mon 8/6 Tue 9/6 Wed 10/6 Refresh

Pick Up Slots, Thu, Jun 4, 2015

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

Book 6. and 7.

10. Find the 'Zone' you wish to make a booking in. The booking system covers the 24 hour clock, but bookings are only available during container terminal operating hours. Zones that have no drop-down box available are closed for bookings.
11. Select the drop-down box in the zone you require a booking and choose the number of bookings you need.
12. Press the 'Book' icon. A pop-up box will then appear.
13. Select either 'Summary' to complete the booking process, or 'Continue booking' to add more bookings.

TIP: If you select summary, you will be able to go straight to the next step and confirm the bookings made in the screen presented.

Booking Result For Thu, Jun 4, 2015

Booked 2 Slots 8.

Summary Continue booking

Zone	Booking Ref	Type	Expire on
16	04162246	Pick Up	
16	04163609	Pick Up	

What's next?

20 minutes prior to the start of your booking you need to either:

- 'Confirm' the booking; OR
- Return ('List') the booking.

5. CONFIRM, RETURN OR RETRIEVE YOUR BOOKING

CONFIRM YOUR BOOKING BY ENTERING THE CONTAINER NUMBER

You need to confirm your booking (or return/list it – see the following section) 20 minutes prior to the start of the booked appointment time.

What to do

1. Go to booking screen. Select 'Bookings' then 'Book'

Note: You can do this from the left hand menu, or the shortcut at the top of the screen

The screenshot shows the Napier Port system interface. The top navigation bar includes 'Company', 'Communities', 'Services', 'Launch', 'News', and 'Help'. Below this, the 'Facility' is set to 'Napier Port'. The 'Create or Book now' section has 'Book' and 'Manifest' buttons. The 'Manage' section has 'Booking List' and 'Manifest List' buttons. The main area is titled 'Search Bookings' and features a 'Show Advanced Search' link. Under 'Options', there is a radio button for 'Search'. The search criteria include: 'Date' (04/06/15), 'Zone' (All), 'Vessel' (All), 'Type' (All), and 'Status' (All). A 'Late Reveal' checkbox is also present. A 'Search' button is at the bottom right. Red numbers 1, 2, and 3 are overlaid on the image: '1' points to the 'Booking List' button in the top right; '2' points to the 'Date' and 'Zone' dropdowns; '3' points to the 'Search' button.

2. Select the date and zone you want to manage your existing bookings in
NOTE: There are other dropdown boxes that you can also define your search criteria 'Type' and 'Status' filters may be useful depending on what type of booking you are looking to manage.

3. Press 'Search'.

4. Your bookings will then appear.

Your Search Details [Edit Search](#)
Company: TOMOANA WAREHOUSING LTD. From Date: Date: 04/06/15, 17 To Date: Date: 04/06/15, 17

Bookings List

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Haz Doc	Vsl/Voy	Holds	Service	Expire	CTS Edit	Retain	Action
04/06/15	17	04170640	Pick Up	Company	Booked	No Container	-	Edit Booking			04/06/2015 16:40	04/06/2015 17:59	Yes	Edit List
04/06/15	17	04171130	Drop Off	Company	Booked	No Container	-	Edit Booking			04/06/2015 16:40	04/06/2015 17:59	Yes	Edit List

5. Find the booking that you want to confirm and select 'Edit' under the 'Action' column.

Tip: you can also select 'List' at this stage if you do not need the booking and it will be returned to the pool of bookings for other operators to pick up.

A pop-up box will appear.

Booking Details
Drop Off Ref: [04171130](#) Date: 04/06/2015 Zone: 17 Status: Booked

Container Number Facility Reference Number

Booking Type:

Container No: **6.**

Length:

Vsl / Voy:

Commodity:

Full / Empty:

ISO:

Declared Weight:

Holds:

7.

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

6. You need to enter the container number into this.

7. If the container is already pre-advised, all container details will appear. You can press 'Confirm'.

If the container has not been pre-advised, or is not a container that is currently in the Napier Port system you will be able to proceed, but will need to provide more information – proceed to step 8.

8. If the container is not pre-advised, enter the following additional information about the container to complete the confirmation form.

Information required includes:

- Length
- Commodity
- Full / Empty

✖✖ Container not known contact your customer

Booking Details
Drop Off Ref: **04171130** Date: **04/06/2015** Zone: **17** Status: **Booked**

Container Number Facility Reference Number

Booking Type

Container No * 8.

Length *

Vsl / Voy

Commodity *

Full / Empty *

ISO
Declared Weight
Holds

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms

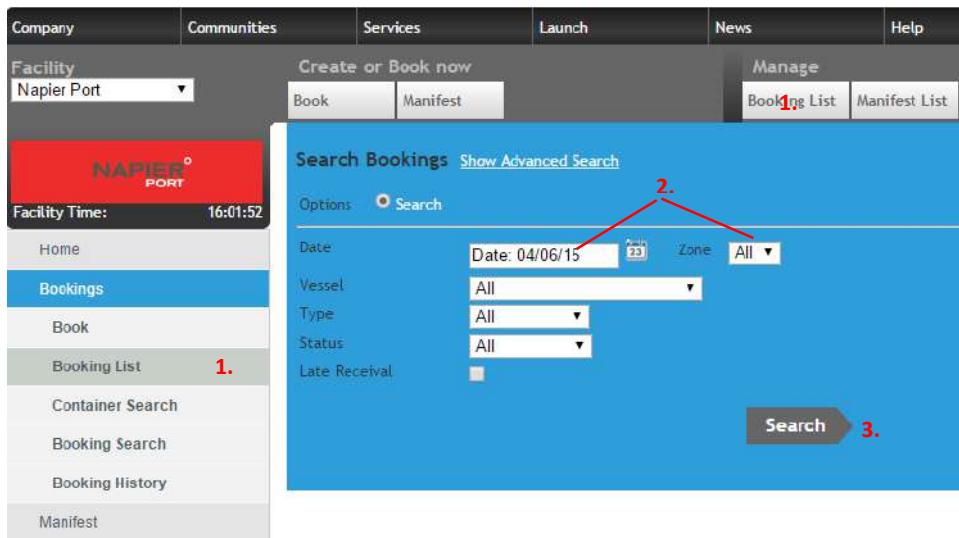
RETURN ('LIST') AN UNWANTED BOOKING

If you don't want to confirm your booking, you need to return/list the booking 20 minutes prior to the start of the booked appointment time.

What to do

1. Go to booking menu. Select 'Booking List'.

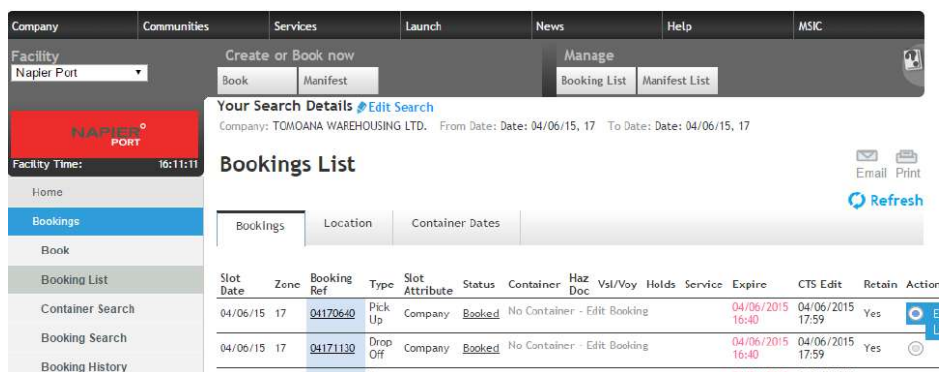
Note: You can do this from the left hand menu, or the shortcut at the top of the screen.



2. Select the date and zone you want to manage your existing bookings in.

NOTE: There are other dropdown boxes that you can also define your search criteria. 'Type' and 'Status' filters may be useful depending on what type of booking you are looking to manage.

3. Press 'Search'.



4. Find a booking that you want to list with and select 'List' under the 'Action' column.

Tip: you can list a booking regardless of whether it has a booked or confirmed status with or without a container number in it. A pop-up box will appear.

5. Select 'List' from the button options at the bottom of the pop-up box.

IMPORTANT: Listing a booking returns it to the pool for other operators to book. Listed bookings are the first to be selected from the pool – the earlier the booking is returned – the earlier it will be selected by another operator.

Booking Details
Drop Off Ref: 04171130 Date: 04/06/2015 Zone: 17 Status: Booked

Container Number Facility Reference Number

Booking Type: Drop Off
Container No: CBHU4023351
Length: 20'
Vsl / Voy: 9297840,,JPO LIBRA,433S
Commodity: General
Full / Empty: Full
ISO: 2200
Declared Weight: 24108.0 kg
Holds: Clear

5.

Retrieve List Clear Confirm

The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms.

6. A dialogue box will appear. Press 'Yes' to confirm you want to list the booking. Press 'No' if you have changed your mind.

Note: You will not be able to retrieve your booking until 5 minutes has elapsed.

Are you sure you want to list this slot? You will not be able to retrieve your slot until 5 minutes has passed.

6. Yes No

RETRIEVE A 'LISTED' BOOKING

If you have returned (listed) a booking but want it back, go to the 'Booking List' search screen and complete the following.

What to do

1. Find a booking in the zone you require. It will have the status of 'listed'.
2. Select 'Edit' in the action column.

Note: A new pop-up window will appear.

The screenshot shows the 'Bookings List' interface. The table below is a representation of the data shown in the image:

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Has Date	Vsl/Voy	Holds	Service	Expire	CTS	Edit	Retain	Action
05/06/15	10	05100167	Drop Off	Company	Booked	No Container	-	-	-	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	
05/06/15	10	05100823	Drop Off	Company	Listed	No Container	-	-	-	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	Edit
05/06/15	10	05100998	Pick Up	Company	Booked	No Container	-	-	-	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	
05/06/15	10	05101134	Pick Up	Company	Booked	No Container	-	-	-	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	
05/06/15	10	05101147	Drop Off	Company	Booked	No Container	-	-	-	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	
05/06/15	10	05101870	Drop Off	Company	Confirmed	PCU0607418 GEN	STADT COBURG 018	Clear	018	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	
05/06/15	10	05102950	Pick Up	Company	Booked	No Container	-	-	-	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	
05/06/15	10	05103822	Drop Off	Company	Confirmed	TRU0608822 GEN	STADT COBURG 018	Clear	018	-	05/06/2015 09:40	05/06/2015 10:59	Yes	⊙	

3. Select 'Retrieve'.

The screenshot shows the 'Booking Details' pop-up window. The form contains the following fields and options:

- Container Number:
- Facility Reference Number:
- Container No:
- Length:
- Vsl / Voy:
- Commodity:
- Full / Empty:
- ISO:
- Declared Weight:
- Holds:

Buttons: **Retrieve**, List, Clear, Confirm

Proceed to step 4

4. **Press the refresh button**

Important: DO NOT try entering new container information into the booking until the booking status has changed to 'Booked'. Pressing the 'refresh' button will ensure you receive the update from 'Pending Booking at Facility' to 'Booked' as soon as the system has updated the booking.

The screenshot shows a web application interface for booking details. At the top, a blue banner displays 'Updated Successfully' with a checkmark icon on the left and a red 'x' icon on the right. Below this, the 'Booking Details' section shows 'Drop Off Ref: 05100823 Date: 05/06/2015 Zone: 10 Status: Pending Booking at Facility' and a 'Refresh' button with a circular arrow icon. A radio button selection is present for 'Container Number' (selected) and 'Facility Reference Number'. The form fields include: 'Container No.' (text input), 'Length' (dropdown menu), 'Yst / Vey' (dropdown menu), 'Commodity' (dropdown menu), and 'Full / Empty' (dropdown menu). Other fields like 'ISO', 'Declared Weight', and 'Holds' are present but not filled. A red '6.' is placed to the right of the 'Refresh' button. A red '4.' is placed above the 'Refresh' button. A red '5.' is placed to the right of the 'Container No.' input field. At the bottom, a small disclaimer reads: 'The Terminal makes no representation and give no warranties as to the accuracy of this information as per the Terms displayed on login. When you save this booking, you indicate your compliance with those Terms'.

6.

5. Enter the container details for the booking if you have them, as per the 'Confirm a booking' process. Or...

6. Press the red 'x' on the top right corner of the screen if you do not have the information needed to confirm the booking at this time. This will return you to the main booking list screen.

Note: The booking will now appear in the booking list with a status of 'booked'.

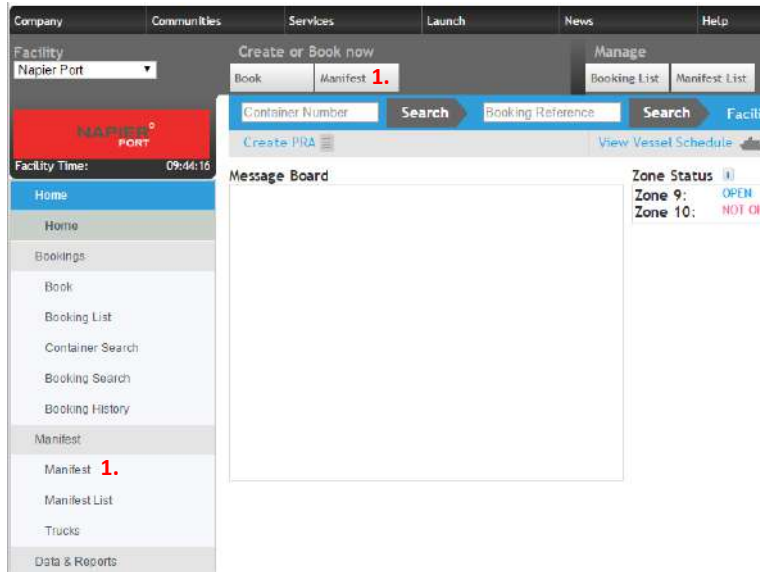
6. MANIFEST A BOOKING TO A TRUCK

You must have confirmed bookings with containers in them to be able to manifest a booking.

What to do

1. Select the 'Manifest' button from the main menu screen.

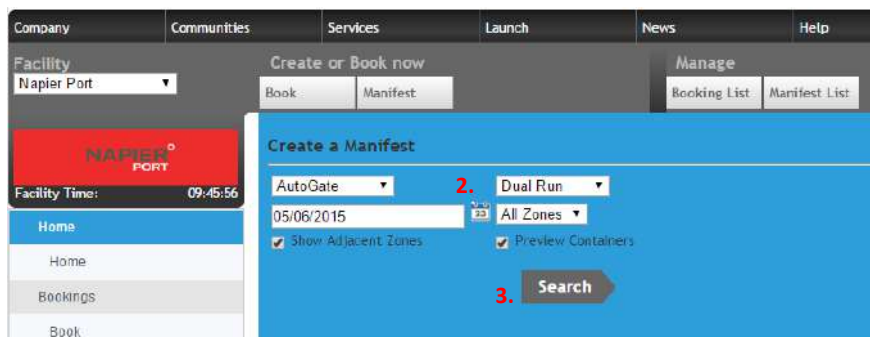
Note: This can be done from either the left hand side menu or the quick access buttons at the top of the main page



2. Enter the appropriate search criteria for the booking/s you wish to manifest to a truck.

*Note – DO NOT worry about changing the 'Autogate' selection – it does not affect the search for Napier Port. Ensure you have selected the two check boxes 'show adjacent zones' and 'preview containers'.
Dual run = a pick up and a drop off on the same truck visit.
Drop off = the truck is only dropping off a container at the Port.
Pick up = the truck is only picking up a container from the Port.*

3. Press 'Search.'



You will be directed to a list of containers that meet your criteria that are ready to be manifested. If the booking you wish to manifest is not in the list – check your criteria (it may be for a different zone), or may not have been 'confirmed' yet.

- Select the containers you wish to manifest by 'ticking' the box in the select column.
- Press the 'Select Containers' button.

Slot Date	Zone	Booking Ref	Type	Container	Haz Doc	Vsl/Voy	Location	Weight	Holds	Select
05/06/2015	10	05103822	Drop Off	TRU8068222 GEN 40'			STADT COBURG/018		Clear	<input checked="" type="checkbox"/> 4.
05/06/2015	10	05101870	Drop Off	PCIU6067418 GEN 40'			STADT COBURG/018	27905.0 kg	Clear	<input type="checkbox"/>

- Select a truck from your predefined fleet or type in the registration of a truck that has not yet been entered into your fleet list.
Note: It saves time and reduces typing errors if you take the time to set up your truck fleet before manifesting containers.

- Select the position on the truck that the container will be placed in by 'clicking' on the '+' in the appropriate position on the truck pictured.

- Select the container from the list presented by clicking on the '+' in the select column.

✖

Add Container

Drop-off, Trailer 1 Position 2

Slot Date	Zone	Booking Ref	Container	Size	Weight	Haz Doc	Select
05/06/2015	10	05103822	TRIU8068822	40			+ 8.

- Press the 'Add' container button.

✖

Add Container

Drop-off, Trailer 1 Position 2

Slot Date	Zone	Booking Ref	Container	Size	Weight	Haz Doc	Select
05/06/2015	10	05103822	TRIU8068822	40			+

Container: TRIU8068822

Door:

Holds: Clear

Commodity: GEN

Vessel: STADT COBURG

Lloyds: 9450923

Voyage: 018

9. Add

- Press 'Create Manifest'

Company
Communities
Services
Launch
News
Help
ASAC

Home
1. Search
2. Add Manifest Details
3. Manifest Created

Napier Port
Facility Time: 10:12:13
Add Manifest

Your Search Details # Edit Search

■ Napier Port Company: TONGATA WAREHOUSING LTD, Date: 05/06/2015, Zones: All, Run: Dropoff, Gates: AutoGate, Adjacent Zones: Yes


Select Truck & Driver

Truck Rego: Select from Truck Fleet

Truck Type:

Add Containers to Truck

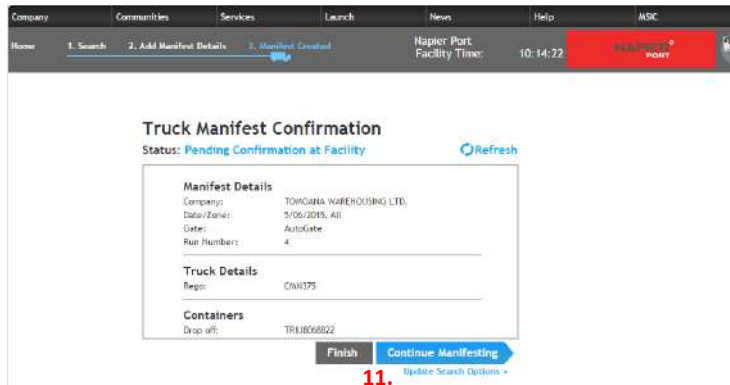
Direction: Drop-off



Total Declared Weight: 0 kilos

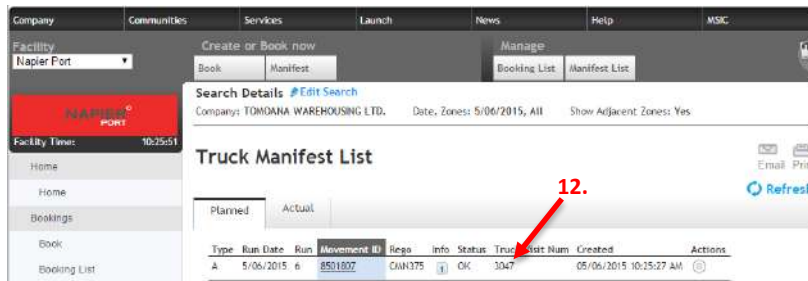
10. Create Manifest

- Press either 'Finish' or 'Continue Manifesting' depending on what task you want to perform next.



- When you finish manifesting, you will be returned to the Manifest List screen. The 'Truck visit number' will be displayed. This **must be given to your driver** in order for then to provide the Napier Port gate staff.
TIP : Get your drivers 'trained' to always ask for the booking number when they are heading to the Port – this will help your dispatcher remember to manifest the booking prior to arrival.

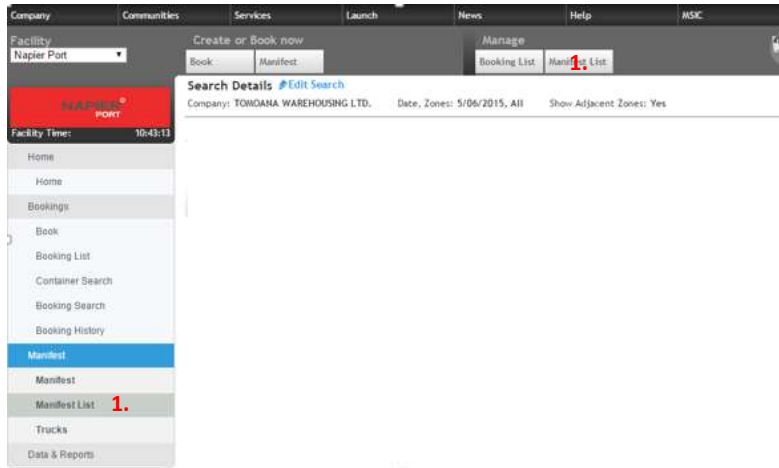
IMPORTANT: Ensure drivers organise their cabs to ensure 'old' appointment numbers are not accidentally used, or confused with the appointment number for the current visit. Providing a used or incorrect appointment number will result in the driver and truck being refused entry, or the incorrect container information being processed by the port.



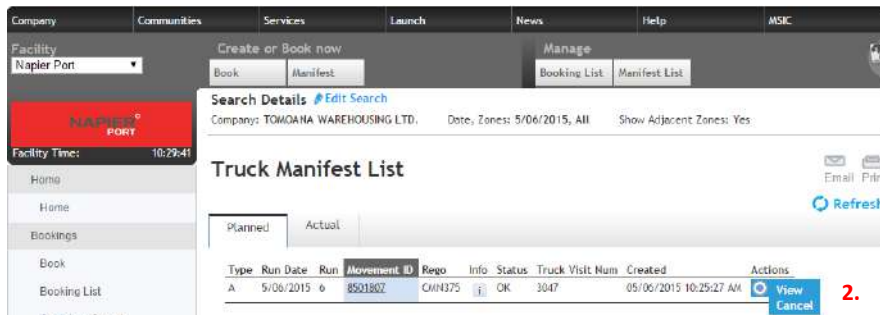
Cancel a manifest

What to do

1. Select the manifest list from the main menu either by using the menu on the left of the screen or the quick link at the top.



2. Select the manifest you would like to cancel by clicking 'cancel' in the actions column.



3. Press 'Yes' to cancel the manifest.

Note: This will not cancel the booking itself. But will allow you to manifest the booking onto a different truck.

If you wish to cancel the booking, you will need to proceed to the Booking list screen and follow the 'cancel a booking'.

