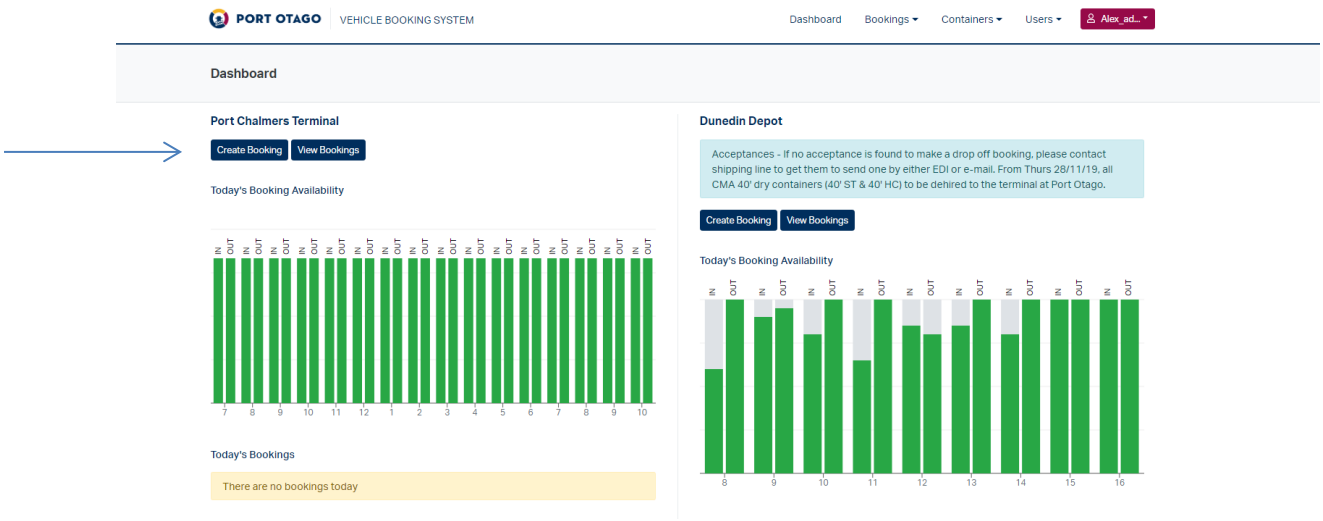
# Creating a IN booking (Full or Dehire Container)

Step 1: At the VBS home page select which depot you wish to create a booking for:

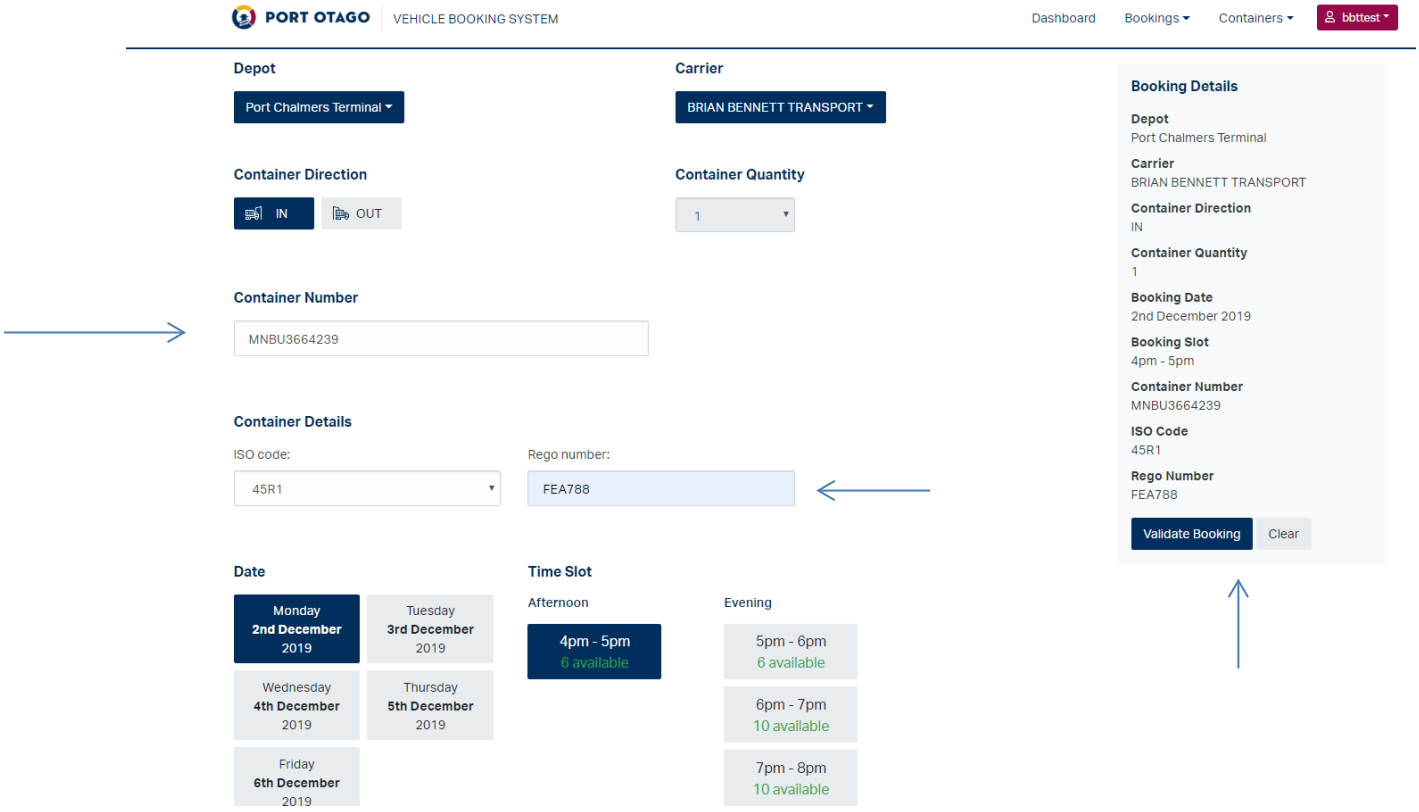


Step 2: In Create Booking – select IN

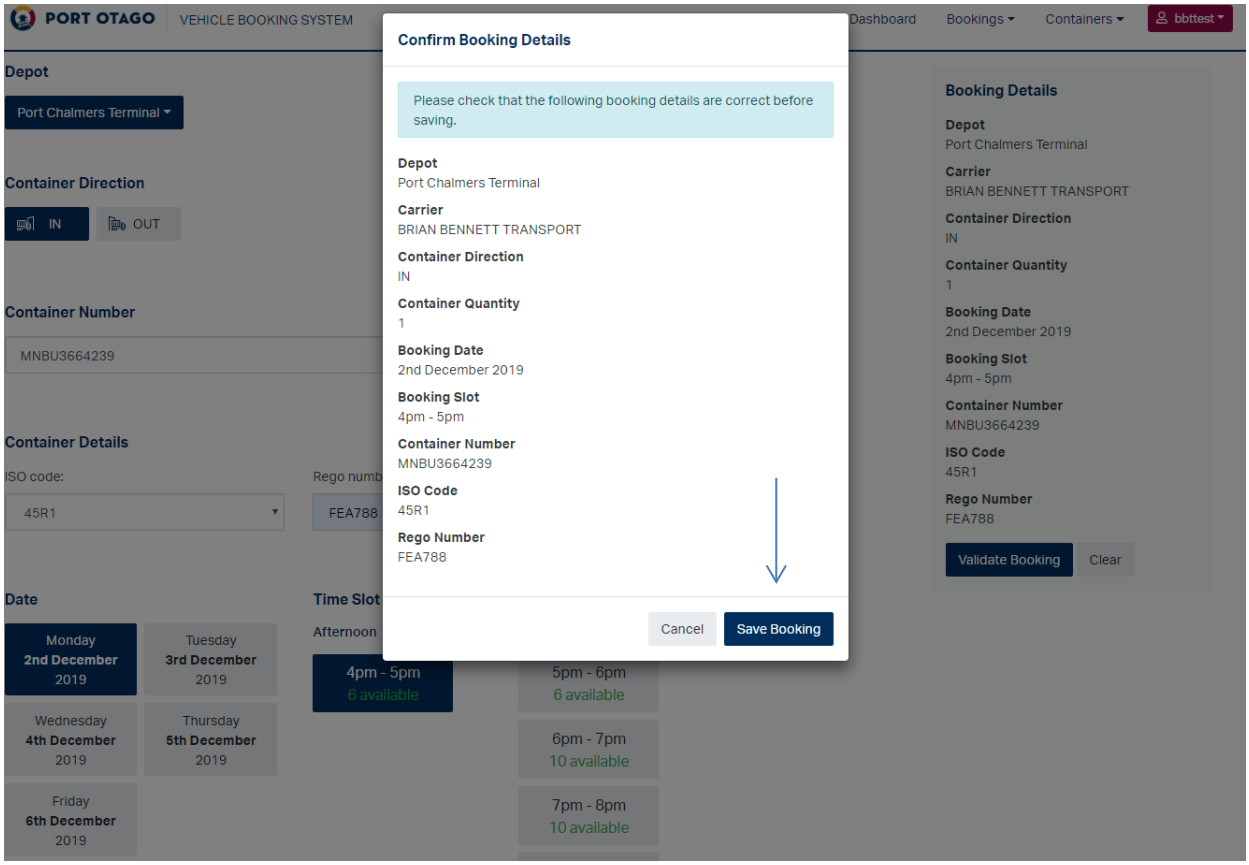
Enter the container number. The following criteria must be met for a valid VBS booking to be made:

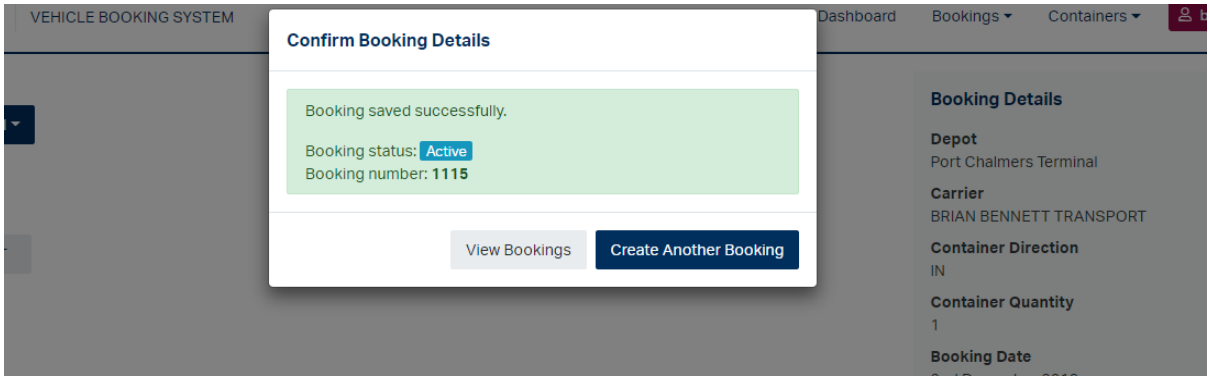
- Container must be pre-noted in Master Terminal (Empty and Full)
- Dunedin Depot, Acceptances by the shipping line must have been received by the depot

Select an available date and time slot. Enter a valid truck registration number.



Step 3: Select Validate Booking and confirm booking details and finalise by clicking on Save Booking.




A booking number (VBS pin used for gate entry) will be generated and ready for use.