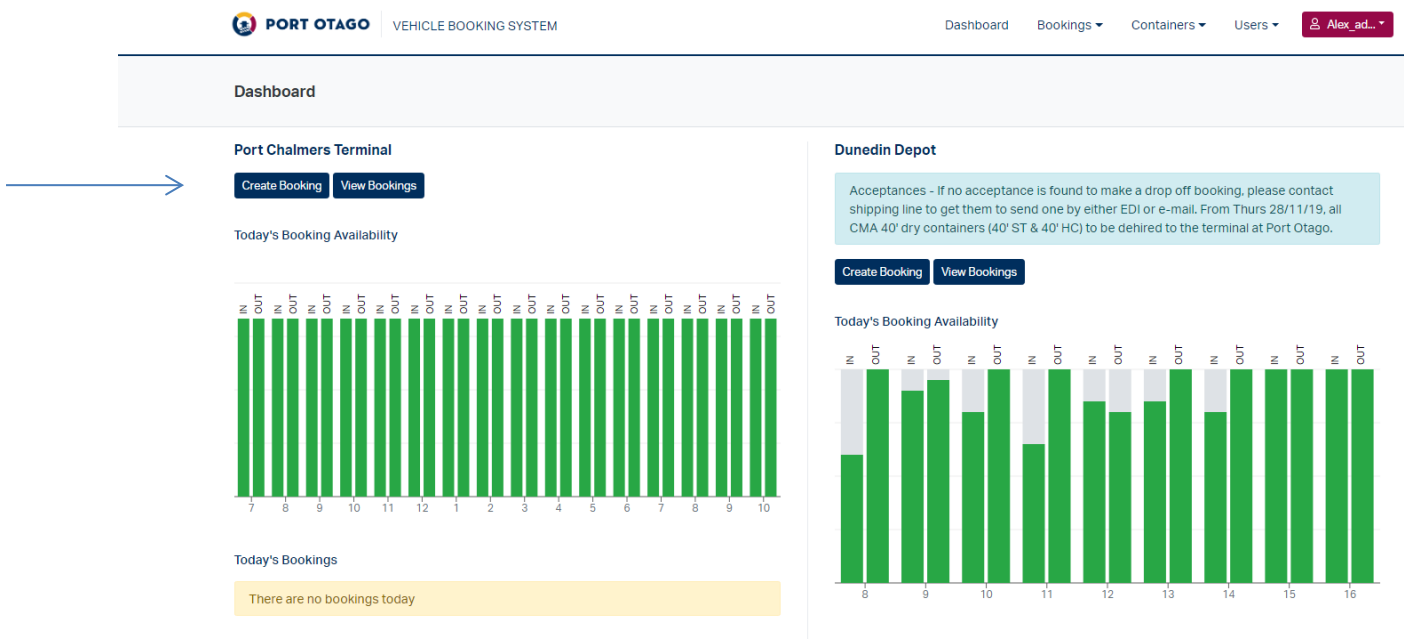
Creating an OUT booking (Full or Empty)

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



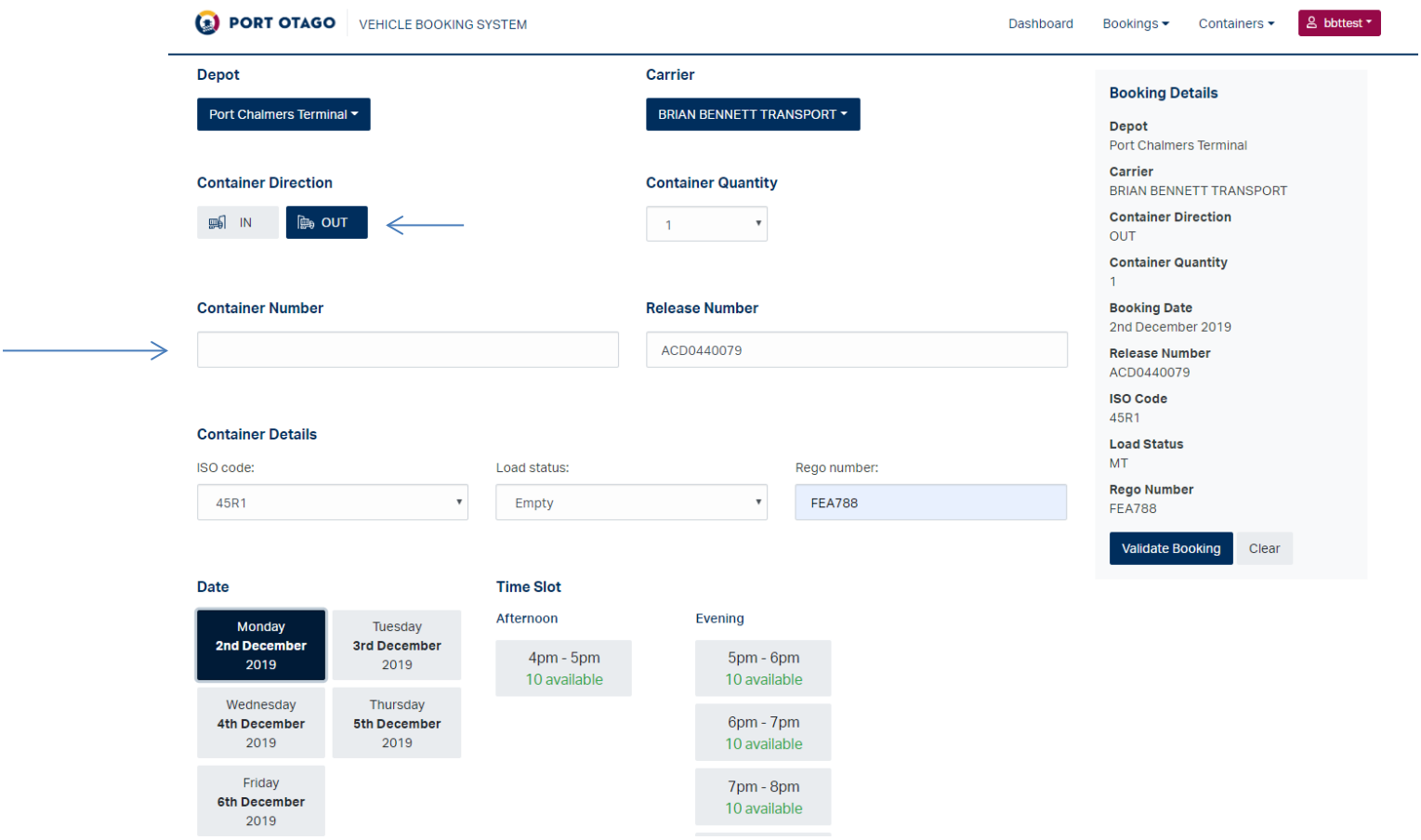
Step 2: In Create Booking – select OUT

Enter the container or Release number. Container quantity up to 6 can be selected for Releases.

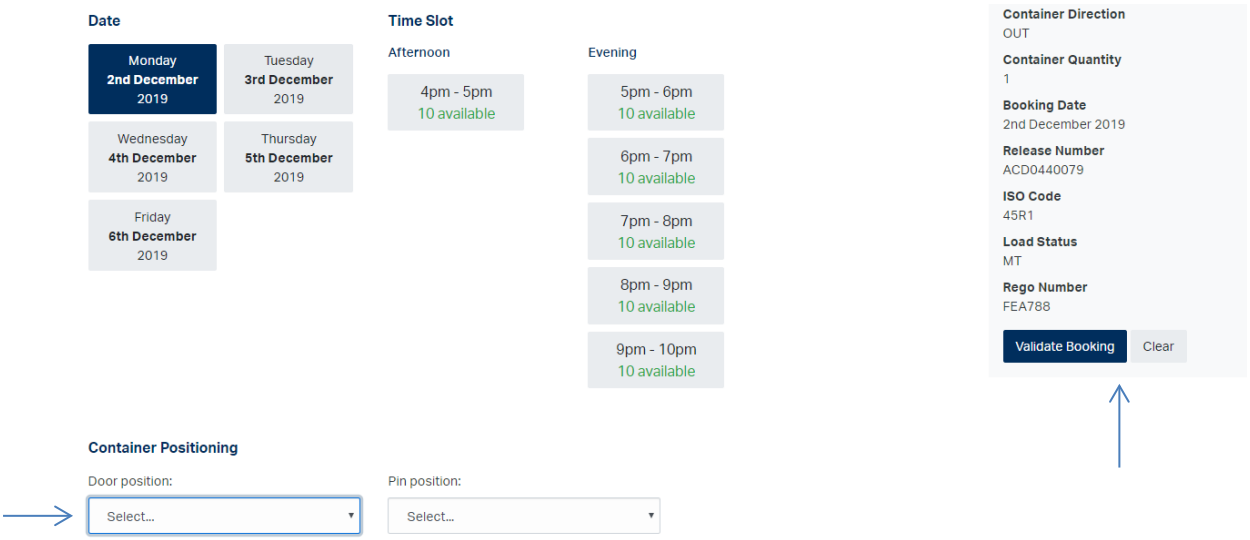
The following criteria must be met for a valid VBS booking to be made:

- Import containers must be pinned in Jade Master Terminal
- Releases must be active and have AV stock (Port Chalmers and Dunedin Depot)

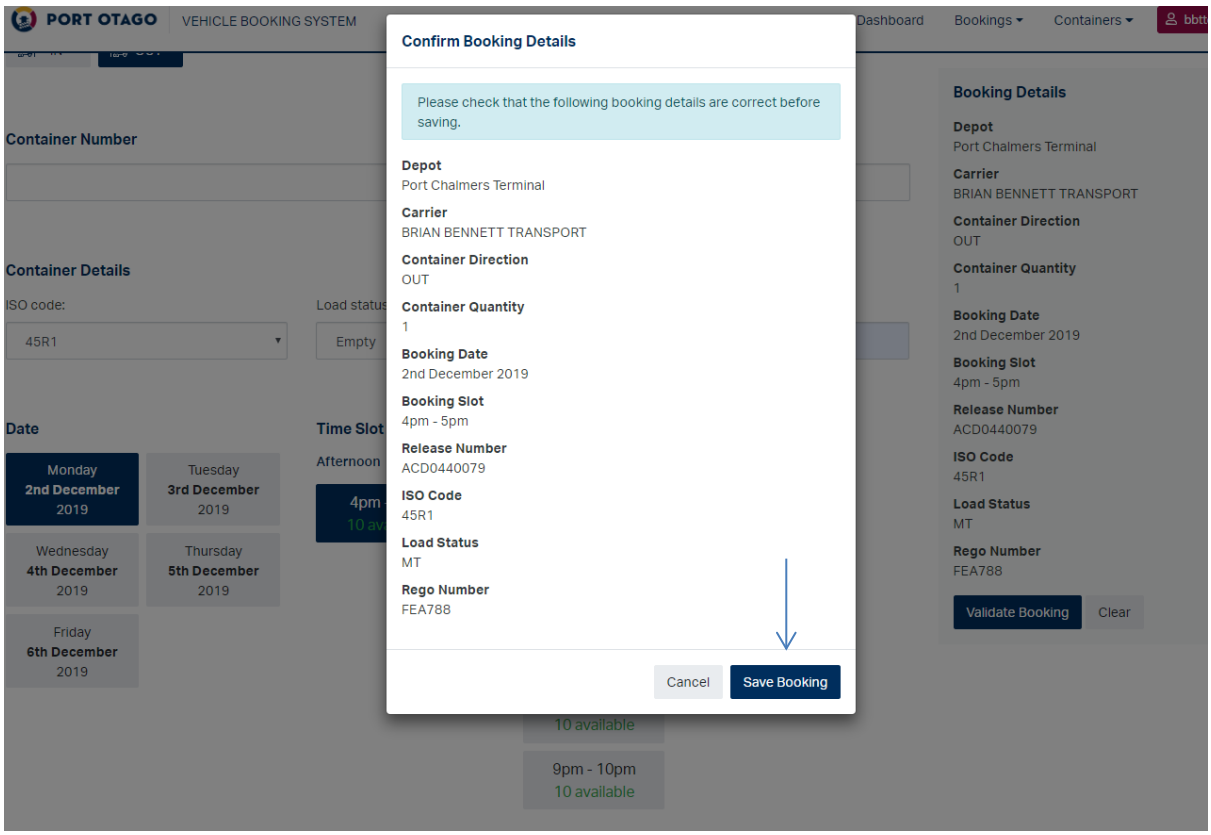
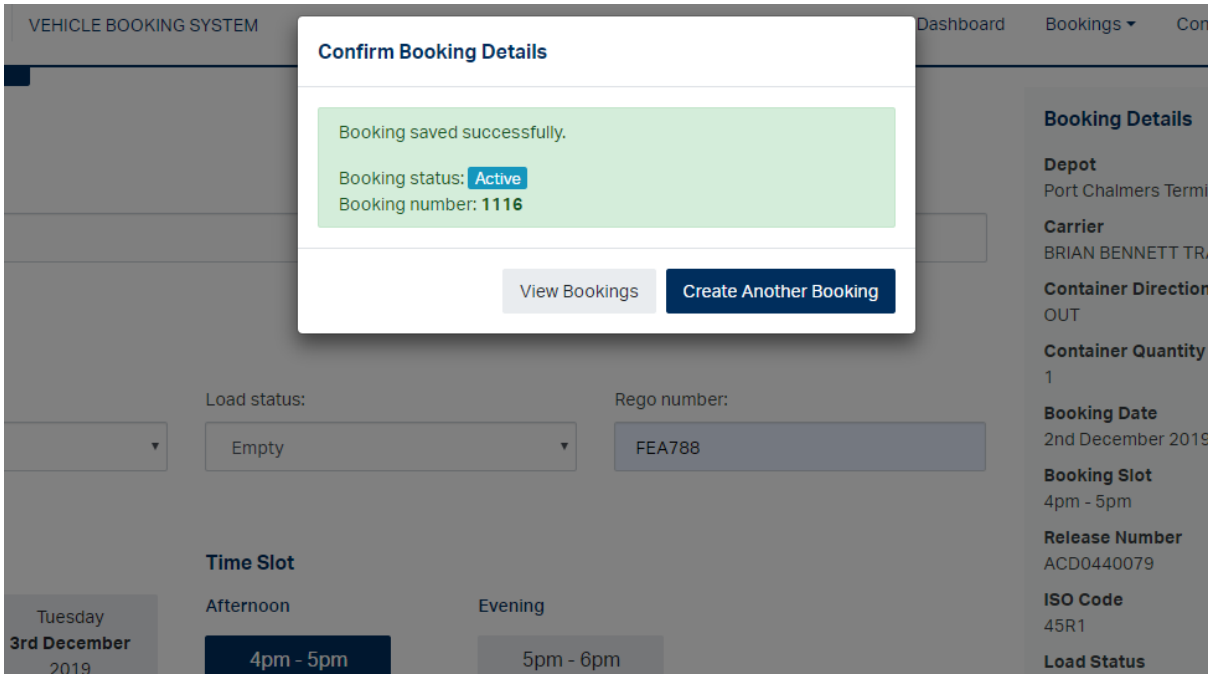
Select an available date and time slot. Enter a valid truck registration number.



Step 3: Select door and pin position (This is optional).



Step 4: Select Validate Booking and confirm booking details and finalise by clicking on Save Booking.



Step 5: A booking number (VBS pin used for gate entry) will be generated and ready for use.