



HOW TO BATCH UPLOAD APPOINTMENTS TO VBS

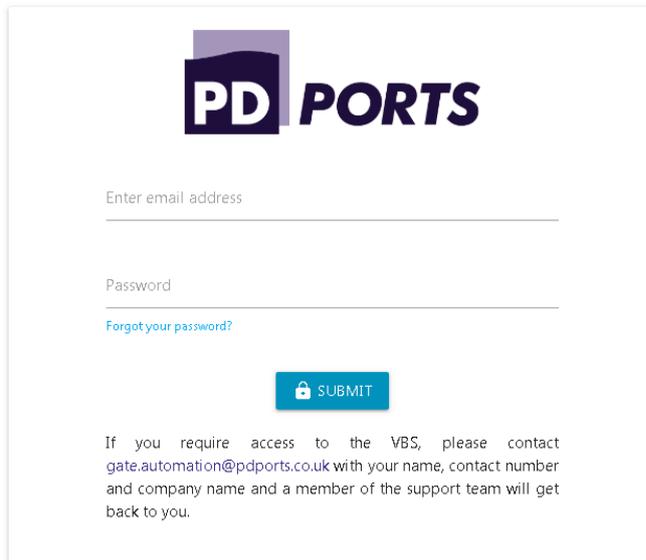


Contents

Accessing the VBS and Batch Upload section	2
Using the Template file	3
Adding appointments to the template	4
Saving the sheet	7
Uploading the sheet into the VBS	9

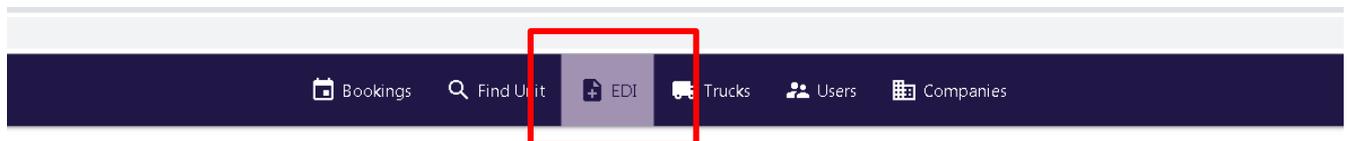
Accessing the VBS and Batch Upload section

To access the VBS go to <https://vbs.pdports.co.uk/> and enter your credentials on the login page



The image shows the PD PORTS login page. At the top is the PD PORTS logo. Below it are two input fields: 'Enter email address' and 'Password'. A blue link 'Forgot your password?' is positioned below the password field. A blue 'SUBMIT' button with a lock icon is centered below the fields. At the bottom, there is a paragraph of text: 'If you require access to the VBS, please contact gate.automation@pdports.co.uk with your name, contact number and company name and a member of the support team will get back to you.'

When you have accessed the VBS home page, go to the 'EDI' section on the top menu



Welcome to the VBS home page

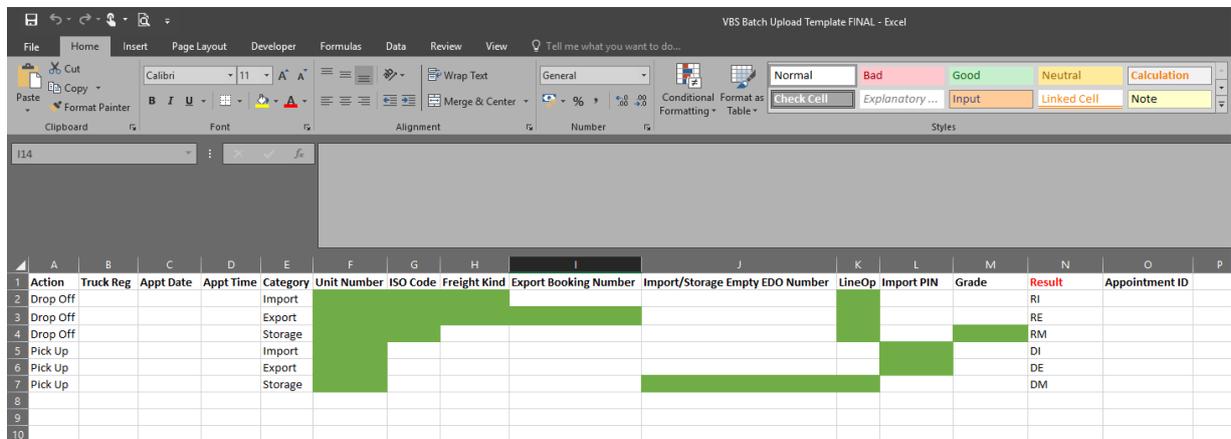
Please navigate to the bookings tab to get information on all bookings

The EDI section allows you to use an excel sheet saved in .csv format to upload multiple appointments at once. This means that you can prepare your appointments in excel, and when you're happy with them you only have to do one upload.

There is a template available for uploading to the VBS. It is very important that you use the file provided, and that you ensure that you have followed the instructions so that the appointments are created correctly.

Using the Template file

When you open the template file, it will look like the below image



There are a number of columns that you need to fill in to complete your appointment.

There are different requirements for information depending on the appointment type that you want to make:-

Pick up / Drop off	Truck Info Required	Type	Unit Info Required
Pick up	Truck reg, appointment date, appointment time	Import	Unit number, Import PIN
		Export	Unit Number, Import PIN
		Storage	Unit Number, EDO Number, Line Operator
Drop off	Truck reg, appointment date, appointment time	Import	Unit Number, ISO Code, Freight Kind, Line Operator
		Export	Unit Number, ISO Code, Freight Kind, Booking number, Line Operator
		Storage	(Unit Number), ISO Code, Line Operator, Grade

In all cases you need to provide the truck information, but the unit information required will change depending on the type of job you want to do. The sheet will highlight in green the content that you need to provide.

Adding appointments to the template

Open the template file and complete the fields as required

Field Name	Description	Comment
Action	Select from: <ul style="list-style-type: none"> Drop off Pick up 	
Truck Reg	Registration of truck completing appointment	<ul style="list-style-type: none"> Do not include spaces
Appt Date	Date of appointment	<ul style="list-style-type: none"> Must be in dd/mm/yyyy format Cannot be more than 5 days in the future
Appt Time	Start time of hourly slot required	<ul style="list-style-type: none"> Must be in HH:MM format If your truck is planned to arrive in the 10-11am timeslot, type 10:00
Category	Select from: <ul style="list-style-type: none"> Import Export Storage 	
Unit Number	Unit number	<ul style="list-style-type: none"> As preadvised by line in Navis
ISO Code	ISO code for unit	<ul style="list-style-type: none"> As preadvised by line in Navis
Freight Kind	Select from: <ul style="list-style-type: none"> FCL Empty 	<ul style="list-style-type: none"> FCL is laden, Empty is empty
Export Booking Number	Booking reference for unit	<ul style="list-style-type: none"> As preadvised by line in Navis
Import / Storage Empty EDO Number	EDO (Equipment Delivery Order) reference for unit	<ul style="list-style-type: none"> As preadvised by line in Navis
LineOp	Select from: <ul style="list-style-type: none"> A2B APT AWA BGF CMT COS COT DBS ECS ESL EVE FLS HJN HLI HSL HYW INT 	Customer list as per below:- <ul style="list-style-type: none"> A2B A2B Online APT APL AWA Containerships / CMA CGM GmbH BGF BGF CMT CMA-CGM COS Coscon COT Con-ships DBS DB Cargo (UK) Ltd ECS ECS Containers ESL ESL EVE Evergreen FLS Freightliner Services HJN Hanjin Shipping HLI Hapag Lloyd AG HSL Hamburg SUD

	<ul style="list-style-type: none"> • KARL SCHMIDT • KKM • LOT • MDT • MIE • MOD • MSM • NYE • ODR • ONE • P&O • PD LOGISTICS • PDT • SAM • SCI • SEJ • UAS • UBL • WEC 	<ul style="list-style-type: none"> • HYW • INT • KARL SCHMIDT • KKM • LOT • MDT • MIE • MOD • MSM • NYE • ODR • ONE • P&O • PD LOGISTICS • PDT • SAM • SCI • SEJ • UAS • UBL • WEC 	<ul style="list-style-type: none"> Hyundai Interbulk Karl Schmidt K Line Lotte Chemicals UK MSC Mitsui Oriental Lines Ministry of Defence Maersk Nippon Yusen Kabushiki Kaisha (NYK) OPDR Ocean Network Express P&O NSF PD Logistics PD Ports Samskip SCI DKT Allseas Shipping Limited Seago Line United Arab Shipping Line Unifeeder WEC
Import PIN	PIN release for unit	<ul style="list-style-type: none"> • As preadvised by line in Navis 	
Grade	<p>Select from:</p> <ul style="list-style-type: none"> • 2XL • 8 YEAR • DAM • ECS • FM • FOD • H FRAMES • None 	<p>Grade list as per below</p> <ul style="list-style-type: none"> • 2XL • 8 YEAR • DAM • ECS • FM • FOD • H FRAMES 	

2XL	2XL Unit – P&O
8 YEAR	Over 8 years old - CMA
DAM	Damaged
ECS	ECS Unit – P&O
FM	P&O Ferrymasters Unit
FOD	FOOD GRADE CONTAINER - Containerships
H FRAMES	Hanging Frames

- Once you have completed your spreadsheet, it will look something like the below

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Action	Truck Reg	Appt Date	Appt Time	Category	Unit Number	ISO Code	Freight Kind	Export Booking Number	Import/Storage Empty EDO Number	LineOp	Import PIN	Grade	Result	Appointment ID	
2	Drop Off	NV54CZH	17/04/2019	13:00	Export	CLXU4515790	LEG1	FCL	TEE1903315		COT			RE		
3	Drop Off	JH175TB	17/04/2019	10:00	Import	MRKU4588581		FCL			MSM			RI		
4	Drop Off	YR684FG	17/04/2019	15:00	Export	PVDU1099264	LEG1	FCL	TEE1903354		COT			RE		
5	Drop Off	MK07WSE	17/04/2019	13:00	Storage	CXDU1818820	45G1				MDT		None	RM		
6	Pick Up	MK07WSE	17/04/2019	13:00	Import	ILMH6574839						12		DI		
7	Pick Up	JH175TB	17/04/2019	10:00	Import	TEMU6666290					KNA53			DI		
8	Pick Up	YR684FG	18/04/2019	17:00	Export	FMBK0012011						1234		DE		

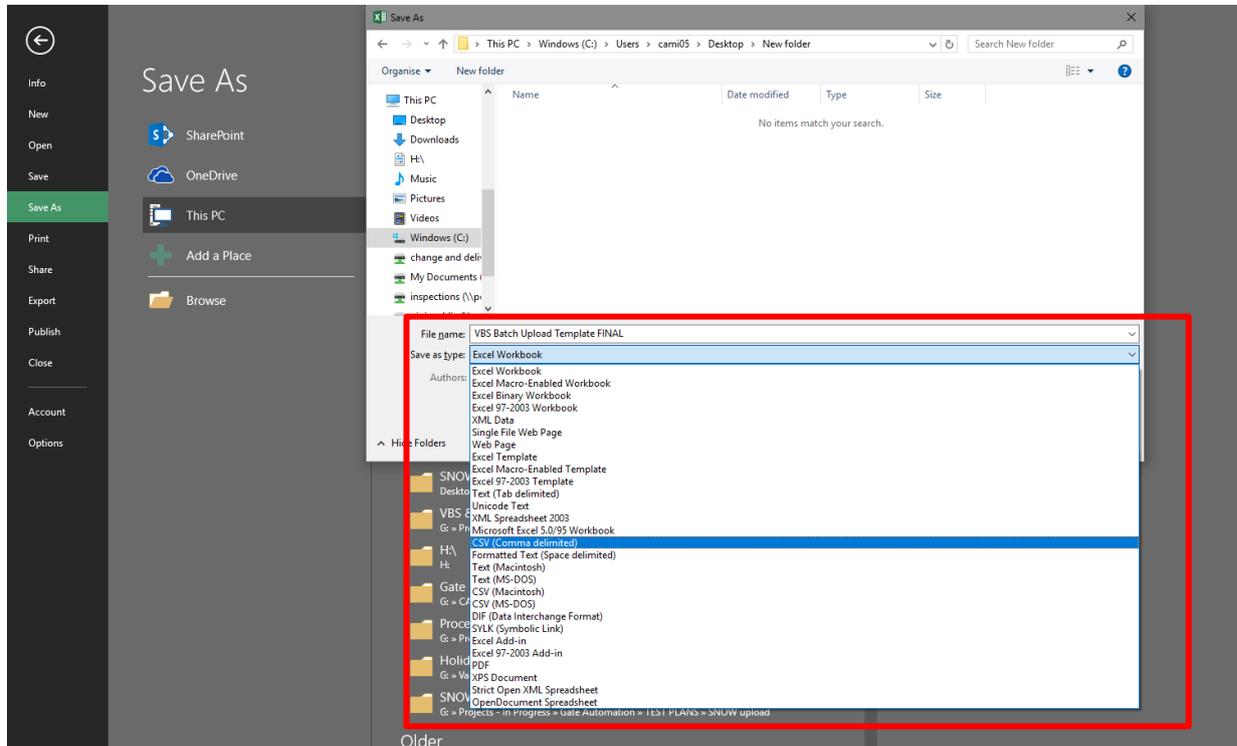
- In the 'Result' column, you will see that a code is generated that tells you the type of transaction it is. There is a column called 'Appointment ID' which will be used to hold the appointment reference when it has been submitted to the VBS.
- In order for the VBS to know which units are linked to which truck appointment, you need to insert a blank line between them so that it groups it accordingly.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Action	Truck Reg	Appt Date	Appt Time	Category	Unit Number	ISO Code	Freight Kind	Export Booking Number	Import/Storage Empty EDO Number	LineOp	Import PIN	Grade	Result	Appointment ID	
2	Drop Off	NV54CZH	17/04/2019	13:00	Export	CLXU4515790	LEG1	FCL	TEE1903315		COT			RE		
3																
4	Drop Off	JH175TB	17/04/2019	10:00	Import	MRKU4588581		FCL			MSM			RI		
5	Pick Up	JH175TB	17/04/2019	10:00	Import	TEMU6666290						KNA53		DI		
6																
7	Drop Off	YR684FG	17/04/2019	15:00	Export	PVDU1099264	LEG1	FCL	TEE1903354		COT			RE		
8																
9	Drop Off	MK07WSE	17/04/2019	13:00	Storage	CXDU1818820	45G1				MDT		None	RM		
10	Pick Up	MK07WSE	17/04/2019	13:00	Import	ILMH6574839						12		DI		
11																
12	Pick Up	YR684FG	18/04/2019	17:00	Export	FMBK0012011						1234		DE		

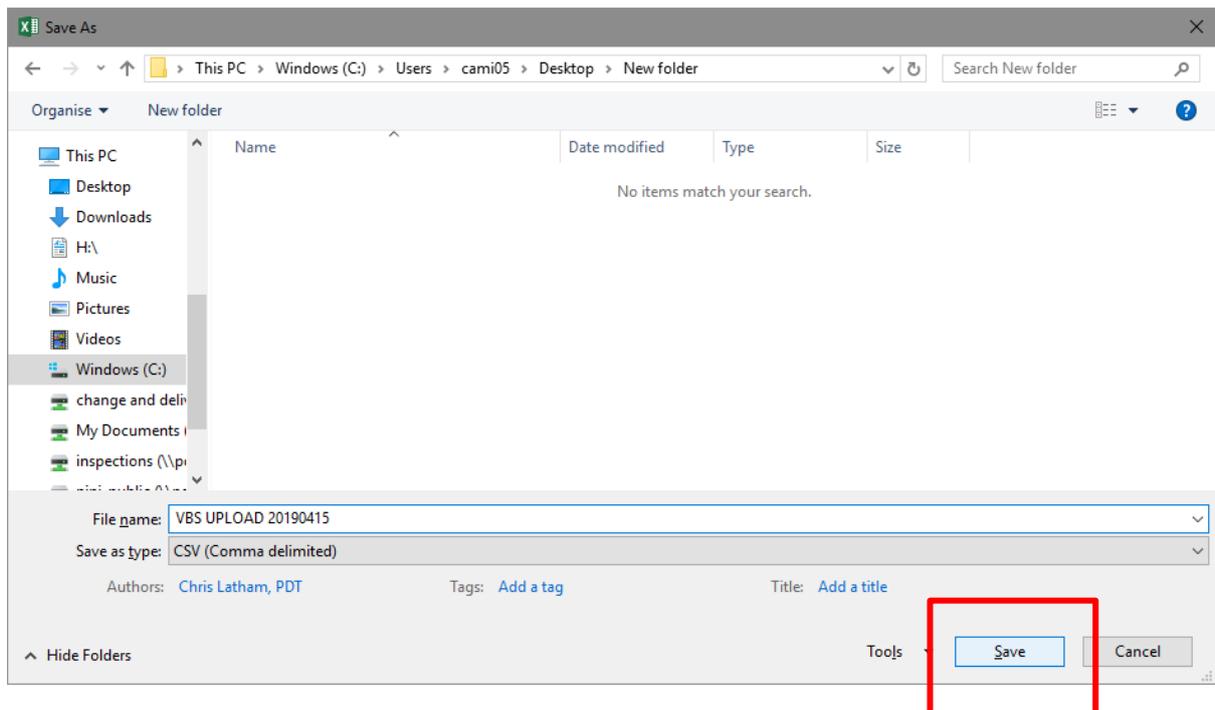
- This is so that if you want to make more than one appointment for the same truck in an hourly timeslot, you can do so without all the units linking to one appointment.
- Once you have inserted lines, delete the data from the 'RESULT' column. The green shaded cells will go back to white.

Saving the sheet

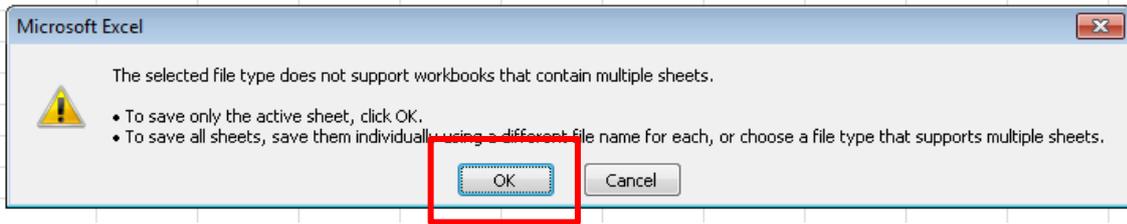
- Once you have completed setting up your sheet you need to save the sheet in the correct format for uploading into the VBS
- In your spreadsheet go to FILE>SAVE AS and select a folder to save to
- Change the file name as required
- Change the 'save as type' drop down to .csv



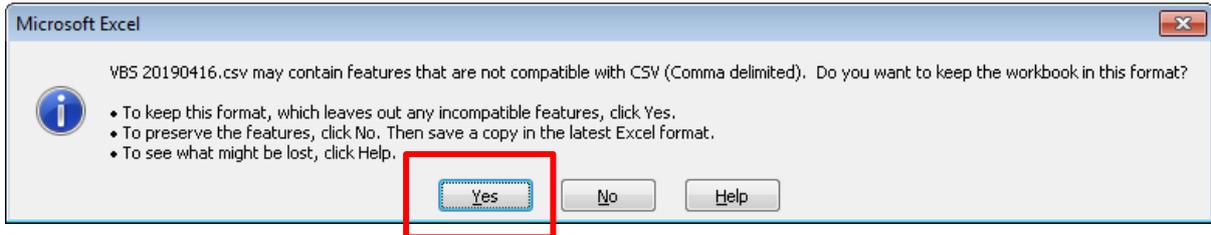
- Click SAVE



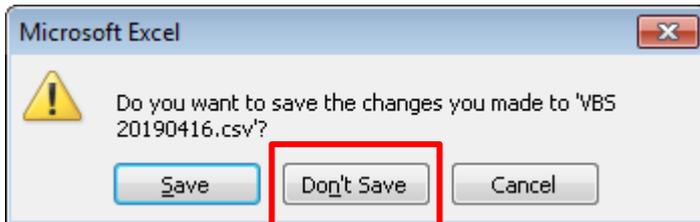
- When you click save the following alert will be displayed. Click OK



- After clicking OK the following alert will be displayed. Click YES



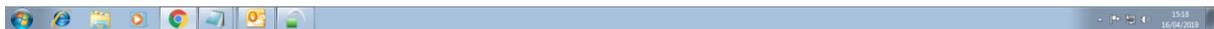
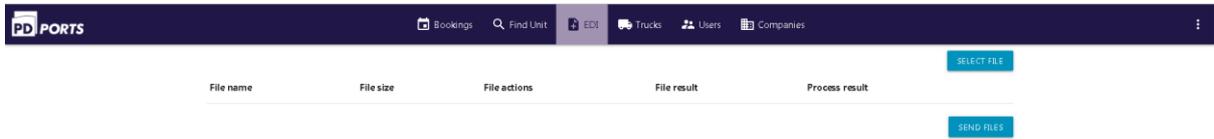
- Next, close the excel file. You will be prompted to save the changes. Click DON'T SAVE.



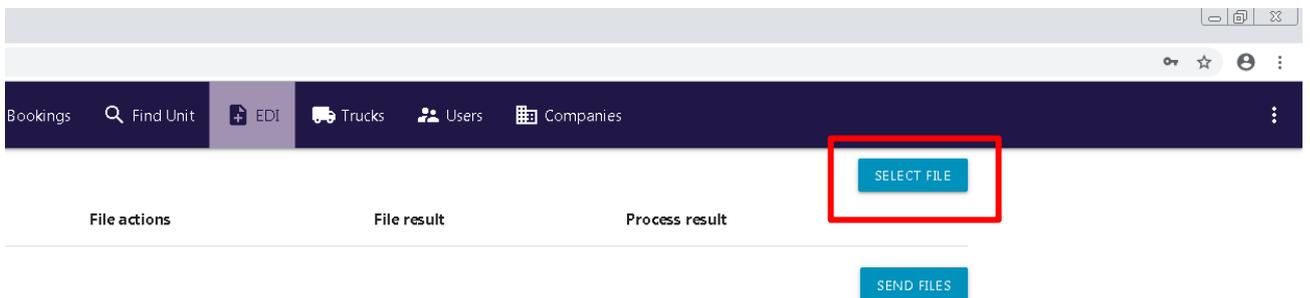
If you need to re-open the file for any reason please note that Excel will remove any leading 0's in a cell. If this happens you will need to add these back in before saving the file again.

Uploading the sheet into the VBS

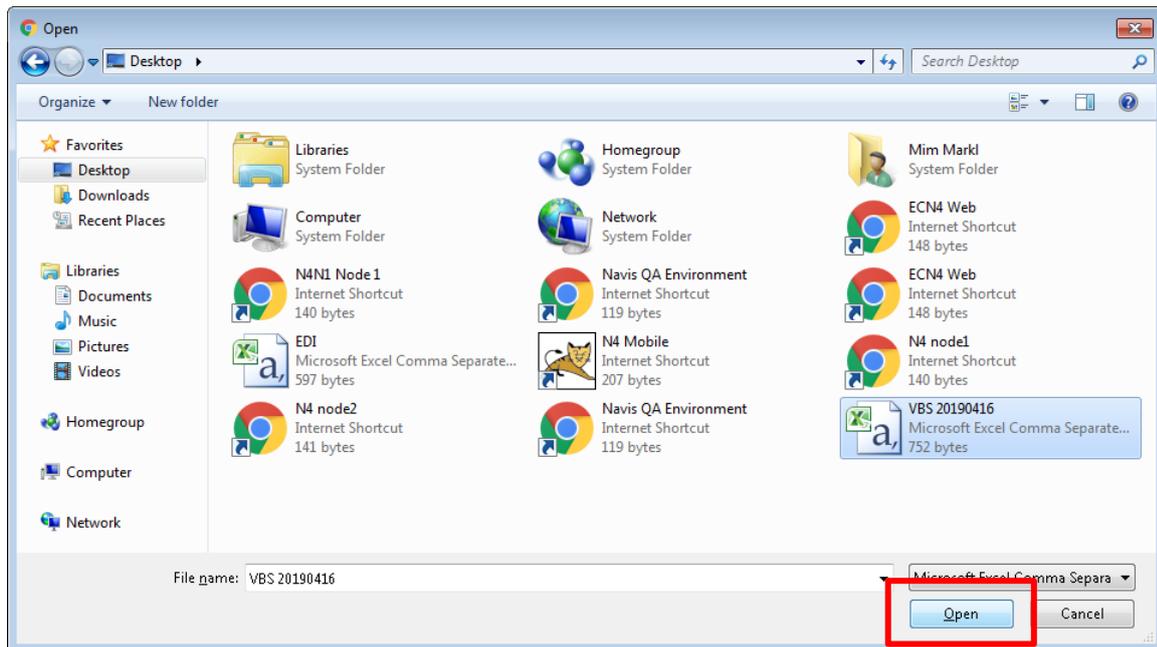
- Navigate to the EDI section of the VBS. The home screen looks like the one below.



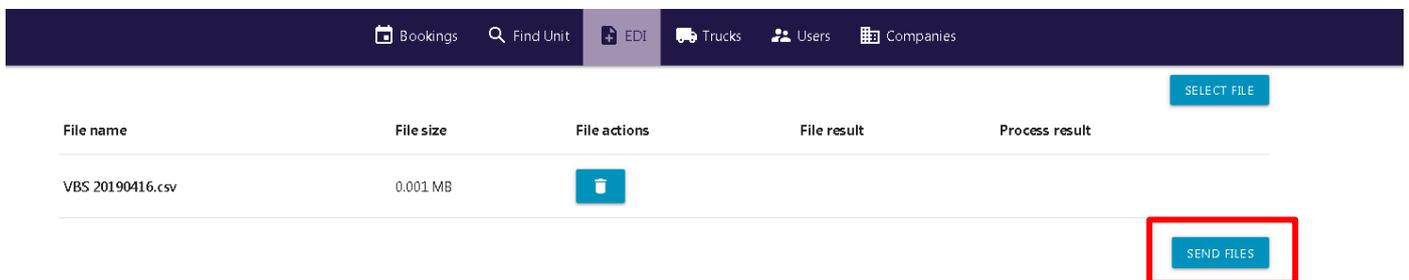
- Click on the SELECT FILE button



- The VBS will display a windows menu asking you to select a file. Navigate to the location that you saved your .csv file, and click on it. Next click the OPEN button



- In the VBS you will see that the file now appears in the upload section.
- You can click the bin icon to delete the file if you need to
- To upload the file, click on the SEND FILE button



- At this point, the VBS will process the file and create your appointments
- When your file is processed, the result of the upload will appear in the FILE RESULT column
- If there is an error, you will see an exclamation point in the PROCESS RESULT column. If this occurs you should open the FILE RESULT .csv that will appear in the FILE RESULT column
- Opening the file result column will show you for each line in the file what the nature of the problem was. For example, if the PIN you have provided is wrong, it will show you on the line that has the incorrect PIN that this is the problem.
- You need to fix the errors in the file, and then try to upload it again. You may find it is easier to simply remove any lines with errors, and try again with the upload, and manually create any appointments that were not uploaded later when you have the issue resolved.