HOW TO BATCH UPLOAD APPOINTMENTS TO VBS



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Accessing the VBS and Batch Upload section

PI	PORTS
Enter email address	
Password Forgot your password?	
	SUBMIT
If you require gate.automation@p and company name back to you.	access to the VBS, please contact dports.co.uk with your name, contact number and a member of the support team will get

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

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

Ö	Bookings Q	Find UI it	EDI	Trucks	🚨 Users	Companies

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

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2 Drop Off				Export										DE		
4 Drop Off				Storage										RM		
5 Pick Up				Import										DI		
6 Pick Up				Export										DE		
7 Pick Up				Storage										DM		
8																
9																
10																

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

Field Name	Description	Comment				
	Select from:					
Action	Drop off					
	Pick up					
Truck Reg	Registration of truck	 Do not include spaces 				
	completing appointment					
		Must be in dd/mm/yyyy				
Appt Date	Date of appointment	format				
		Cannot be more than 5 days in the future				
		In the luture				
	Start time of hourly slot	Indust be in AR.MM format				
Appt Time	required	• If your truck is plained to arrive in the 10-11am				
		timeslot, type 10:00				
	Select from:					
	Import					
Category	Export					
	Storage					
Unit Number	Unit number	As preadvised by line in Navis				
ISO Code	ISO code for unit	As preadvised by line in Navis				
	Select from:					
Freight Kind	FCL	FCL is laden, Empty is empty				
	Empty					
Export Booking	Booking reference for unit	• As preadvised by line in Navis				
Number	EDQ (Equipment Delivery					
FDO Number	Order) reference for unit	As preadvised by line in Navis				
	Select from:	Customer list as per below:-				
	• A2B	A2B A2B Online				
	• APT					
	AWA	Containerships /				
	BGF	AWA CMA CGM GmbH				
	CMT	BGF BGF				
	COS	CMT CMA-CGM				
	• COT	COS Coscon				
LineOn	DBS	COT Con-ships				
	• ECS	DBS DB Cargo (UK) Ltd				
	• ESL	ECS ECS Containers				
	• EVE	ESL ESL				
	FLS	EVE Evergreen				
	• HJN	FIS Freightliner Services				
	HLI USI	HIN Haniin Shinning				
		HIL Hanag Lloyd AG				
		HSI Hamburg SUD				

Open the template file and complete the fields as required

	KARL SCHMIDT	HYW	Hyundai
	• KKM	INT	Interbulk
	 LOT 	KARL	
	• MDT	SCHMIDT	Karl Schmidt
	• MIE	ККМ	K Line
	• MOD	LOT	Lotte Chemicals UK
	• MSM	MDT	MSC
	• NYE	MIE	Mitsui Oriental Lines
	• ODR	MOD	Ministry of Defence
	• ONE	MSM	, Maersk
	• P&O		Nippon Yusen
	PD LOGISTICS		Kabushiki Kaisha
	• PDI	NYE	(NYK)
		ODR	OPDR
			Ocean Network
	• SEJ	ONE	Express
		P&O	P&O NSF
	• WEC	PD	
		LOGISTICS	PD Logistics
		PDT	PD Ports
		SAM	Samskip
		CCI.	SCI DKT Allseas
		SCI	Shipping Limited
		SEJ	Seago Line
			United Arab Shipping
			Line
			WEC
Import DIN	PIN release for unit		WEC
		• As p Grade list as	ner below
			2XI Unit – P&O
		2/12	
			Over 8 years old -
	Select from:	8 YEAR	CMA
	• 2XL	DAM	Damaged
	8 YEARDAM	ECS	ECS Unit – P&O
Grade	• ECS		P&O Ferrymasters
	• FM	FM	Unit
	• FOD		-
	H FRAMES		FOOD GRADE
	None		CONTAINER -
		FOD	Containerships
		Н	
		FRAMES	Hanging Frames

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

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	File H	lome Ins	ert Pagel	.ayout D	eveloper	Formulas	Data R	eview View									
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	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		
	Drop Off	NV54CZH	17/04/2019	13:00	Export	CLXU4515790	LEG1	FCL	TEE1903315		сот			RE			
	Drop Off	JH175TB	17/04/2019	10:00	Import	MRKU4588581		FCL			MSM			RI			
	Drop Off	YR684FG	17/04/2019	15:00	Export	PVDU1099264	LEG1	FCL	TEE1903354		сот			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			
	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			
9																	
13																	

- 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.

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4	A	В	с	D	E	F	G	н	1	L	K L	M	N	0	Р
	Action	Truck Reg	Appt Date	Appt Time	Category	Unit Number	ISO Code	Freight Kind	Export Booking Number	Import/Storage Empty EDO Number	LineOp Import P	IN Grade	Result	Appointment ID	
	Drop Off	NV54CZH	17/04/2019	13:00	Export	CLXU4515790	LEG1	FCL	TEE1903315		COT		RE		
4	Drop Off	JH175TB	17/04/2019	10:00	Import	MRKU458858	1	FCL			MSM		RI		
	Pick Up	JH175TB	17/04/2019	10:00	Import	TEMU6666290)				KNA53		DI		
	Drop Off	YR684FG	17/04/2019	15:00	Export	PVDU1099264	LEG1	FCL	TEE1903354		COT		RE		
8															
	🥩 p Off	MK07WSE	17/04/2019	13:00	Storage	CXDU1818820	45G1				MDT	None	RM		
	Pick Up	MK07WSE	17/04/2019	13:00	Import	ILMH6574839						12	DI		
	Pick Up	YR684FG	18/04/2019	17:00	Export	FMBK001201	L					1234	DE		
14															
16															

- 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

Microsoft Excel		x
VBS 20190416.csv may contain featu • To keep this format, which leaves o • To preserve the features, click No. • To see what might be lost, click Hel	res that are not comp ut any incompatible fe Then save a copy in th 	atible with CSV (Comma delimited). Do you want to keep the workbook in this format? atures, click Yes. he latest Excel format.

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

Microso	oft Excel			×
⚠	Do you want to 20190416.csv'?	save the changes	; you made to 'VBS	
	<u>S</u> ave	Do <u>n</u> 't Save	Cancel	

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.

PD PORTS	Ċ	Bookings 🔍 Find Unit 🖪	EDI 🥽 Trucks 🎿 Users 🖩	Companies	:
				SELECT F	LE
File nam	e File size	File actions	File result	Process result	_
				SEND FI	65
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Click on the	SELECT FILE bu	tton			
					er 🔶 🖡
Bookings 🔍 Find Unit 🗜	EDI 🦲 Trucks	😕 Users 🛛 🔠 Com	npanies		
				SELECT FILE	
File actions	File res	ult	Process result		
				SEND FILES	

• 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

📀 Open							
🔾 🗢 💻 Desktop 🕨	 ✓ ✓ 						
Organize 🔻 New folder							
Favorites	Libraries System Folder	Homegroup System Folder	Mim Markl System Folder				
Uownloads	Computer System Folder	Network System Folder	ECN4 Web Internet Shortcut 148 bytes				
 Libraries Documents Music 	N4N1 Node 1 Internet Shortcut 140 bytes	Navis QA Environment Internet Shortcut 119 bytes	ECN4 Web Internet Shortcut 148 bytes				
Pictures Videos	EDI Microsoft Excel Comma Separate 597 bytes	N4 Mobile Internet Shortcut 207 bytes	N4 node1 Internet Shortcut 140 bytes				
🤣 Homegroup	N4 node2 Internet Shortcut 141 bytes	Navis QA Environment Internet Shortcut 119 bytes	VBS 20190416 Microsoft Excel Comma Separate 752 bytes				
1 Computer							
🗣 Network							
File <u>r</u>	ame: VBS 20190416		Microsoft Evcel Comma Separa ▼ Qpen Cancel ad				

- 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

	🖬 Bookings 🛛 C	🕻 Find Unit 📑 EDI 💭 Truc	:ks 🎿 Users 🛅 Companies		
					SELECT FILE
File name	File size	File actions	File result	Process result	
VBS 20190416.csv	0.001 MB				
					SEND FILES

- 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.