



CSP Zeebrugge Terminal NV

The Ports for ALL

CSP Zeebrugge Terminal Preannouncement

Contact info: : Zeebrugge.tas@cspterminals.com

Tel: 0032 50 50 26 26 0032 50 50 26 01

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1 SIGN IN

- <https://tas.cspterminals.be> (The link only works properly with Google chrome)



Enter email address

Password

[Forgot your password?](#)

 LOG IN

If you require access to the VBS, please contact zeebrugge.gate@cspterminals.com with your name, contact number and company name and a member of the support team will get back to you.

- A smartphone application will be made available in a later stage. Instructions and information will be communicated as soon as this is operational.

1.1 VBS STEPS



Welcome to the VBS home page

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

Truck appointment steps:

1. Log into the VBS application to book truck appointments.
2. Reserve a timeslot to drop/collect a shipping container.
3. Provide the appointments details.
4. Confirm the appointment.
5. Assign truck and driver.
6. Inform the truck driver of the appointment and ask them to activate the appointment at the proper time or activate it yourself.

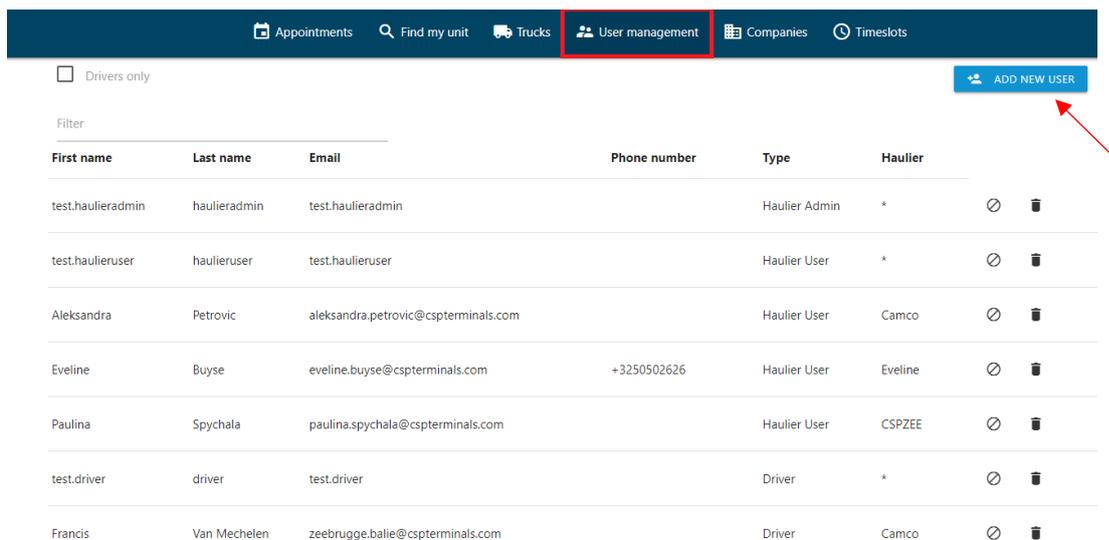
2 USER MANAGEMENT

2.1 DIFFERENT USER ROLES

- Haulier Admin
 - This person is the administrator of his own company
 - Can make changes to the profile of the company
 - Can view and add trucks of own company
 - All actions of preannouncements within own company (Create, Read, Update, Delete, Activate & Deactivate)
- Haulier User
 - This person can manage all drivers for his own company
 - View his own company details, so can't make any changes to the profile of the company
 - Can view, add and edit trucks of his own company
 - All actions of preannouncements within own company (Create, Read, Update, Delete, Activate & Deactivate)
- Driver
 - Haulier Driver
 - Sees appointments that are assigned to him
 - Create, activate & deactivate bookings
 - Can only see the trucks of his own company, cannot edit these

2.2 CREATE NEW USER

Before you can provide VBS access to users, you must create the users and add them to the appropriate user group. This is done in the Users menu. To add a user:



The screenshot shows the 'User management' menu in a software application. The 'User management' tab is highlighted in red. Below the navigation bar, there is a table of users with columns for First name, Last name, Email, Phone number, Type, and Haulier. A blue button labeled 'ADD NEW USER' is located in the top right corner, with a red arrow pointing to it.

First name	Last name	Email	Phone number	Type	Haulier		
test.haulieradmin	haulieradmin	test.haulieradmin		Haulier Admin	*	⊗	🗑
test.haulieruser	haulieruser	test.haulieruser		Haulier User	*	⊗	🗑
Aleksandra	Petrovic	aleksandra.petrovic@cspterminals.com		Haulier User	Camco	⊗	🗑
Eveline	Buyse	eveline.buyse@cspterminals.com	+3250502626	Haulier User	Eveline	⊗	🗑
Paulina	Spychala	paulina.spychala@cspterminals.com		Haulier User	CSPZEE	⊗	🗑
test.driver	driver	test.driver		Driver	*	⊗	🗑
Francis	Van Mechelen	zeebrugge.balle@cspterminals.com		Driver	Camco	⊗	🗑

1. In the Users menu, click ADD NEW USER.
2. In the user creation screen, enter the details for the new user account, such as name, phone, email, language, etc

- a **Every driver needs an own e-mail address** in order to be able to activate appointment for and link the appointment to the proper driver.
3. Select the user group to which this new user must be added
 - a When Creating a **Driver, CORRECT Alfapass Number is Mandatory**, otherwise the driver won't be able to enter the terminal.
 - b When creating a **Haulier Admin or Haulier User alfapass is required, but can be any random number** (not all admins or planners have an alfapass).
 - c In case the **Haulier Admin or Haulier User is the same as the Driver then Alfapass is mandatory.**
4. Select the company associated with this new user
5. Click CONFIRM

Create a new user

First name *	Last name *
Phone number	Alfa pass*
Email address *	Language Please select an option ▼
Groups *	Company Please select an option ▼

✕ CANCEL
➕ CONFIRM

The user account will be created, and the user will receive an email with further instructions, amongst which the request to set his password.

2.3 EDIT USER DETAILS

Administrators can modify user details, such as name, phone, email, language, or change the role of a specific user in the Users menu. To modify user details:

1. In the Users menu, select the user from the list.
2. In the user details screen, click EDIT USER on top of the screen.
3. In the edit screen, update the details and finally click UPDATE USER. The user will be informed by email on the changes.

2.4 REVOKE AND RESTORE ACCESS

Administrators can temporarily revoke VBS access for a specific user.

1. In the Users menu, find the user in the list.
2. Click the revoke access icon.
3. Confirm that you want to block this user from VBS. Revoked users will appear in red.

Similarly, you can restore access by clicking the restore access icon.

2.5 REMOVE A USER ACCOUNT

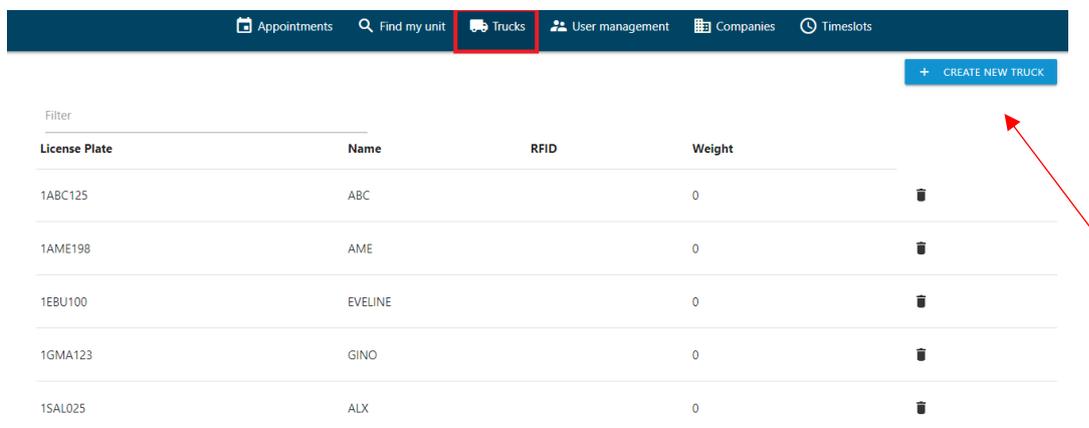
Administrators can permanently remove a user account.

1. In the Users menu, find the user in the list.
2. Click the delete icon.

Confirm that you want to permanently remove this user account.

3. Beheer Wagenpark

3.1 Aanmaken van een truck



License Plate	Name	RFID	Weight
1ABC125	ABC		0
1AME198	AME		0
1EBU100	EVELINE		0
1GMA123	GINO		0
1SAL025	ALX		0

To add a truck to the truck fleet list, go to the Trucks menu and click CREATE NEW TRUCK.

1. Enter the License plate.
2. Enter the name.
3. The RFID tag not mandatory
4. Enter the weight. (not applicable)
5. Click CREATE TRUCK to complete the process, the newly created truck will be added

Create truck

Licence plate * Name

RFID Weight

X CANCEL + CREATE TRUCK

3.2 EDIT TRUCK

To update the details of a truck, select the truck from the truck fleet list.

In the edit form, update the details and click UPDATE TRUCK to save the changes.

3.3 REMOVE TRUCK

To permanently delete a truck from the truck fleet list, click the corresponding Delete icon. The truck will be removed from the list.

3.4 FILTER TRUCK LIST

To quickly find a truck in the list of trucks, use the Filter option on the top left. The list will be filtered based on the string you enter in the Filter text box.

4 APPOINTMENT MENU

The appointment menu allows you to create, activate and follow up on truck appointments to drop and collect shipping containers.

The screen gives an overview of previously created appointments:

- **Appointments that require attention:** these are truck appointments that are not yet complete nor validated against the TOS (*status: pending*)
- **Confirmed appointments:** these are truck appointments that are complete and validated against the TOS, but not yet activated (*status: created*) . Multiple appointments are possible per driver.
- **Active appointments:** these are truck appointments that are already activated (*status: active*) . Only one active appointment is possible per driver.
- **Closed appointments:** these are truck appointments that have been fully handled (*status: closed*). *Closed appointments are removed after 12 hours. With closed appointments we mean those that are consumed (finished) or expired (time slot).*

In the list, each appointment is shown with info such as the appointment time, license plate, number of units to drop/collect and appointment reference.

The screenshot shows the 'Appointments' menu interface. At the top, a dark blue navigation bar contains several icons and labels: 'Appointments' (highlighted with a red box), 'Find my unit', 'Trucks', 'User', 'Companies', and 'Timeslots'. Below the navigation bar, there is a checkbox labeled 'Select all appointments'. The main content area is divided into four sections:

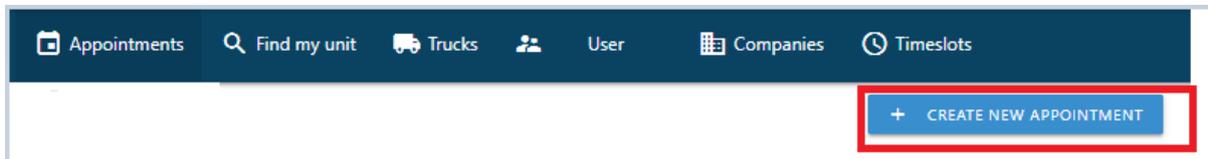
- Appointments that require attention:** This section contains a table with one row of data. The table has columns for 'N4 Appointment Number', 'Appointment Date & Time', 'Appointment Licence Plate', 'Number of collect units', and 'Number of dropoff units'. The data row shows 'June 7th 2019 14:00', '0' collect units, and '1' dropoff units. There are three action icons (edit, delete, and checkmark) to the right of the row.
- Confirmed appointments:** This section contains a table with four rows of data. The table has columns for 'N4 Appointment Number', 'Appointment Date & Time', 'Appointment Licence Plate', 'Number of collect units', and 'Number of dropoff units'. The data rows show appointment numbers 7541, 7550, 7556, and 7575, all with a date of 'June 7th 2019 14:00' and license plate '1AME198'. The 'Number of collect units' and 'Number of dropoff units' vary across rows. Each row has three action icons (edit, delete, and checkmark) to the right.
- Active appointments:** This section contains the text 'There are no active appointments'.
- Closed appointments:** This section contains a table header with columns for 'N4 Appointment Number', 'Appointment Date & Time', 'Appointment Licence Plate', 'Number of collect units', and 'Number of dropoff units', but no data rows are visible.

Actions:

- To delete a truck appointment, find it in the list and click the corresponding delete icon.
- To activate a truck appointment, select it from the list and choose **ACTIVATE APPOINTMENT** (see page 16)
- To assign a truck appointment to a driver, select it from the list, select the driver and choose **ASSIGN**.
- To reschedule a truck appointment, select it from the list and choose **RESCHEDULE APPOINTMENT** (see page 17). Reschedule can only be done as long as time slot has not expired.

- To remove the link between a truck appointment and the timeslot, select it from the list and choose CANCEL APPOINTMENT (see page 17)
- To create a new truck appointment, select CREATE NEW APPOINTMENT. See below.

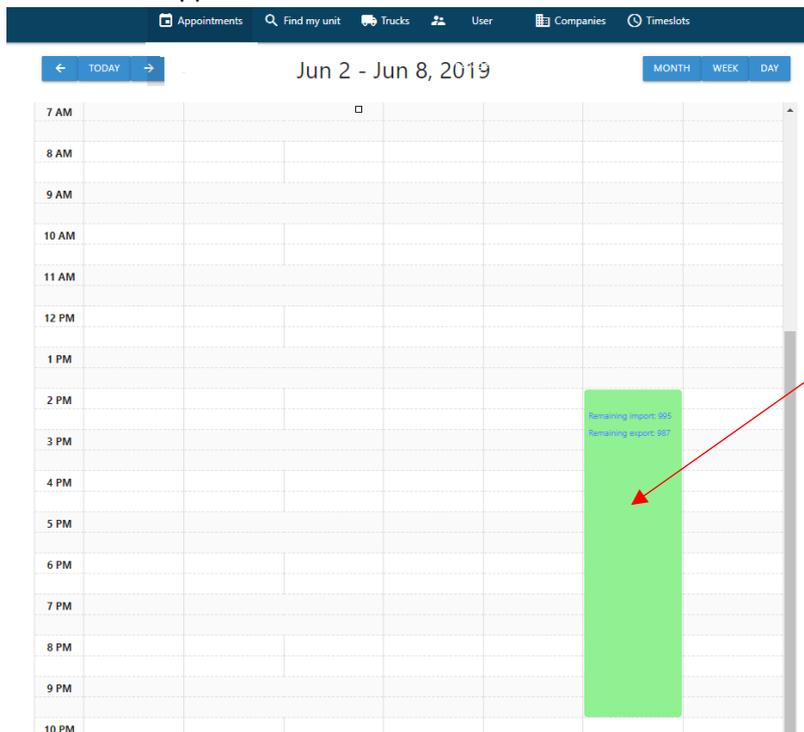
4.1 CREATE NEW APPOINTMENTS



When you create a new appointment, you first reserve a timeslot and afterwards follow the wizard to provide the appointment details.

Step 1: Reserve timeslot for new appointment

1. In the Appointment menu, choose CREATE NEW APPOINTMENT.
The appointment calendar is shown. Note that this calendar can be viewed by month / week / day.
2. Select an available timeslot from the calendar for the new appointment. The Timeslot details screen appears.



Click on the timeslot

3. Click ASSIGN TIMESLOT to reserve this timeslot.

The appointment details screen appears, listing the selected timeslot.

Timeslot details

Start hour:	14:00
End hour:	22:00
Start date:	June 7th 2019
End date:	June 7th 2019
Import capacity:	1000
Export capacity:	1000
Used import:	6
Used export:	13
Price:	0

X CLOSE ASSIGN TIMESLOT

When you click ASSIGN TIMESLOT, you will get following appointment details overview.

Appointment details

Assign appointment

Select a haulier
* ▼

Select a driver
No driver ▼

ASSIGN

Select a truck
Please select an option ▼

ASSIGN TRUCK

Appointment number:

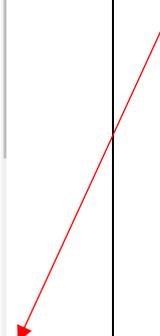
Truck licence plate:

Appointment state: PENDING

X CLOSE CONTINUE APPOINTME.

You don't have to fill in any information.

Click 'CONTINUE APPOINTMENT'



⚠ - Appointments can be used one day in advance until the end of the time slot for which the appointment has been made. Note that this is temporary and will be changed in the future.

Step 2: Enter the container unit details

Click ADD UNIT to start with the first container.

The screenshot shows a software interface with a dark blue navigation bar at the top containing icons and labels for 'Appointments', 'Find my unit', 'Trucks', 'User', 'Companies', and 'Timeslots'. Below the navigation bar, the main content area is divided into two sections. On the left, under the heading 'Containers', there is a blue button with a white plus sign and the text '+ ADD UNIT', which is highlighted with a red rectangular border. On the right, there are sections for 'Truck licence plate:', 'Timeslot details', and 'Unit details'. The 'Timeslot details' section shows a 'Start:' time of 'June 7th 2019 14:00' and an 'End:' time of 'June 7th 2019 22:00'.

In the next screens, you need to provide details on the containers that will be dropped and/or collected.

The screenshot shows a software interface with a white background. At the top, the heading 'Containers' is centered. Below it, there is a large white rectangular area containing two blue text options: 'Collect unit' and 'Drop off unit'. Below this area, there is a grey button with the text 'CONFIRM INFORMATION' and a downward-pointing arrow. At the bottom of the interface, there is a blue button with a white 'X' icon and the text 'REMOVE UNIT'.

Select 'Collect unit': when you want to pick up a container.

Select 'Drop Off unit': when you want to drop off a container.

Possible transactions

1. Drop off unit

1.1 These are the requirements for dropping off an empty unit

Containers

Assigned Move type
Drop off unit

CONFIRM INFORMATION

REMOVE UNIT

Click CONFIRM INFORMATION

Dropoff container

Assigned Move type
Drop off unit

Container number

Dropoff type
Please select an option

CONFIRM INFORMATION

REMOVE UNIT

Fill in the container number

Dropoff container

Assigned Move type
Drop off unit

Container number
HLBU1206731

Full

Empty

CONFIRM INFORMATION

REMOVE UNIT

Select EMPTY and click CONFIRM INFORMATION

Fill in ERO and click CONFIRM INFORMATION

Transaction type

Assigned Move type
Drop off unit ▼

Container number
EVEU1234567

Dropoff type
Empty ▼

Transaction type
Drop Off Empty Storage ▼

ERO
EVE1262019

CONFIRM INFORMATION
▼

✕ REMOVE UNIT

1.2 These are the requirements for dropping off a full unit

Containers

Assigned Move type
Drop off unit ▼

CONFIRM INFORMATION
▼

✕ REMOVE UNIT

Fill in the container number

Dropoff container

Assigned Move type
Drop off unit ▼

Container number
CMAU1234567

Dropoff type
Please select an option ▼

CONFIRM INFORMATION
▼

× REMOVE UNIT

Fill in the container number

Dropoff container

Assigned Move type
Drop off unit ▼

Container number
CMAU1234567

Full
Empty

CONFIRM INFORMATION
▼

× REMOVE UNIT

Select FULL and click CONFIRM INFORMATION

Confirm unit

Assigned Move type
Drop off unit ▼

Container number
CMAU1234567

Dropoff type
Full ▼

Transaction type
Drop Off Export ▼

Booking number
TEST001

[CONFIRM UNIT](#)

[✕ REMOVE UNIT](#)

Transaction Type will be filled in automatically.

Fill in BOOKING NUMBER and click CONFIRM INFORMATION

2. Collect unit

2.1 These are the requirements to collect an empty unit

Containers

Assigned Move type
Collect unit ▼

[CONFIRM INFORMATION](#)
▼

[✕ REMOVE UNIT](#)

Select COLLECT UNIT and click CONFIRM INFORMATION

Pickup container

Assigned Move type
Collect unit

Unit number known
Please select an option

CONFIRM INFORMATION

REMOVE UNIT

If container number is known, select YES and fill in the number.

If container number is not known, select NO

Pickup container

Assigned Move type
Collect unit

Unit number known
No

EDO

CONFIRM INFORMATION

REMOVE UNIT

Fill in EDO, this is your booking reference.

Confirm unit

Assigned Move type
Collect unit

Unit number known
No

EDO
TEST002

Line operator
COS

Equipment type
45G1

CONFIRM UNIT

REMOVE UNIT

2.2 These are the requirements to collect a full unit

Containers

Assigned Move type

Collect unit

CONFIRM INFORMATION

REMOVE UNIT

Select COLLECT UNIT and click CONFIRM INFORMATION

Pickup container

Assigned Move type

Collect unit

Unit number known

Please select an option

CONFIRM INFORMATION

Click YES and fill in the container number

REMOVE UNIT

Fill in container number and click CONFIRM INFORMATION

Pickup container

Assigned Move type

Collect unit

Unit number known

Yes

Container number

DRYU9347631

CONFIRM INFORMATION

REMOVE UNIT

Fill in the PIN number if applicable, click CONFIRM UNIT

Confirm unit

Assigned Move type
Collect unit

Unit number known
Yes

Container number
DRYU9347631

Transaction type
Pickup Import

PIN number
DRYU9347631

CONFIRM UNIT

X REMOVE UNIT

⚠ When you want to drop off and pick up at the same time you click ADD UNIT in the following screen.

Confirmed unit overview

Assigned Move type
Collect unit

Unit number known
Yes

Container number
DRYU9347631

Transaction type
Pickup Import

PIN number
DRYU9347631

+ ADD UNIT

DONE WITH UNITS >

Click ADD UNIT if you want to drop off and pick up at the same time

Click DONE WITH UNITS if you want to finish your appointment

After you click DONE WITH UNITS you can enter the truck details.

Step 3: Enter the truck details

Select a Truck from the drop-down menu and click DONE WITH TRUCK

Truck

Select a truck

1EVE123

Licence plate

1EVE123

DONE WITH TRUCK >

3. Step 4: Select a driver

Select a driver and click DONE WITH DRIVER

Driver

Select a driver

eveline.buyse@cspterminals.com

DONE WITH DRIVER >

4. Step 5: Submit the appointment

After entering all container unit details, the Appointment overview screen sums up all appointment details.

Click SUBMIT to save the appointment.

Appointment overview

Truck licence plate: 1EVE123

Timeslot details

Start: June 14th 2019 05:45

End: June 14th 2019 17:45

Unit details

Unit number: DRYU9347631

Unit handling type: OUT

ISO code: 45G1

Line Operator: MSC

PIN: DRYU9347631

SUBMIT

Following screen will appear

Appointment succesfully created	
CREATE NEW APPOINTMENT	

Appointment number:	7812
Truck licence plate:	1EVE123
Timeslot details	
Start:	June 14th 2019 05:45
End:	June 14th 2019 17:45
Unit details	
Unit number:	DRYU9347631
Unit handling type:	OUT
ISO code:	45G1
Line Operator:	MSC
PIN:	DRYU9347631

In the APPOINTMENT menu, the newly created appointment will be added to the list of confirmed bookings. It needs to be activated (by the driver) (see page 16) before the driver arrives at the terminal gates.

⚠ Once the appointment is successfully created, you won't be able to edit this appointment. You will have to cancel it and make a new appointment.

4.2 ACTIVATE AN APPOINTMENT

It's important that the truck appointment is activated before the truck driver arrives at the terminal gates. Activating an appointment can be done by the driver or trucking company.

i Note that this is only possible for appointments that include all necessary information and are thus shown in the APPOINTMENT menu in the list of Confirmed Appointments. To activate an appointment:

1. In the APPOINTMENT menu, open the appointment by selecting it from the list of confirmed appointments.
2. Click ACTIVATE APPOINTMENT.

Confirmed appointments

Filter

N4 Appointment Number	Appointment Date & Time	Appointment Licence Plate	Number of collect units	Number of dropoff units	
7769	June 13th 2019 05:45	1GMA123	0	1	 
7812	June 14th 2019 05:45	1EVE123	1	0	 

Select a truck

1EVE123

ASSIGN TRUCK

Appointment number: 7812

Truck licence plate: 1EVE123

Appointment state: CREATED

Unit details

Unit number: DRYU9347631

Unit handling type: Collect

ISO code: 45G1

Line Operator: MSC

ACTIVATE APPOINTMENT

4.3 CANCEL AN APPOINTMENT

To remove the link between a truck appointment and the assigned timeslot:

select it from the list and choose.

1. In the Appointment menu, find the appointment that you want to cancel.
2. In the edit screen, select CANCEL APPOINTMENT
3. Optionally assign another timeslot.

The screenshot shows a web interface for editing an appointment. At the top, there is a dropdown menu labeled 'Select a truck' with the value '1EVE123'. Below this is a blue button labeled 'ASSIGN TRUCK'. The main content area is divided into two sections: 'Appointment details' and 'Unit details'. The 'Appointment details' section includes fields for 'Appointment number: 7812', 'Truck licence plate: 1EVE123', and 'Appointment state: CREATED'. The 'Unit details' section includes fields for 'Unit number: DRVU9347631', 'Unit handling type: Collect', 'ISO code: 45G1', and 'Line Operator: MSC'. At the bottom of the form, there are four buttons: 'CLOSE' (with an 'X' icon), 'RESCHEDULE APPOINTMENT', 'CANCEL APPOINTMENT' (highlighted with a red border), and 'ACTIVATE APPOINTMENT'.

4.

4.4. DELETE AN APPOINTMENT

To permanently remove a previously created truck appointment:

1. In the Appointment menu, find the appointment that you want to delete.
2. Click the corresponding delete icon.
3. Confirm that you want to permanently delete this appointment.

⚠ Appointments nearing their execution date can no longer be deleted or deactivated.

4.5 RESCHEDULE AN APPOINTMENT

In case a truck appointment must be rescheduled for a different time, you can simply assign another timeslot to the appointment.

1. In the Appointment menu, open the appointment by selecting it from the list of confirmed appointments.
2. Click RESCHEDULE APPOINTMENT.
3. Select another timeslot.
4. Click ASSIGN TIMESLOT.

Select a truck
1EVE123

ASSIGN TRUCK

Appointment number: 7812

Truck licence plate: 1EVE123

Appointment state: CREATED

Unit details

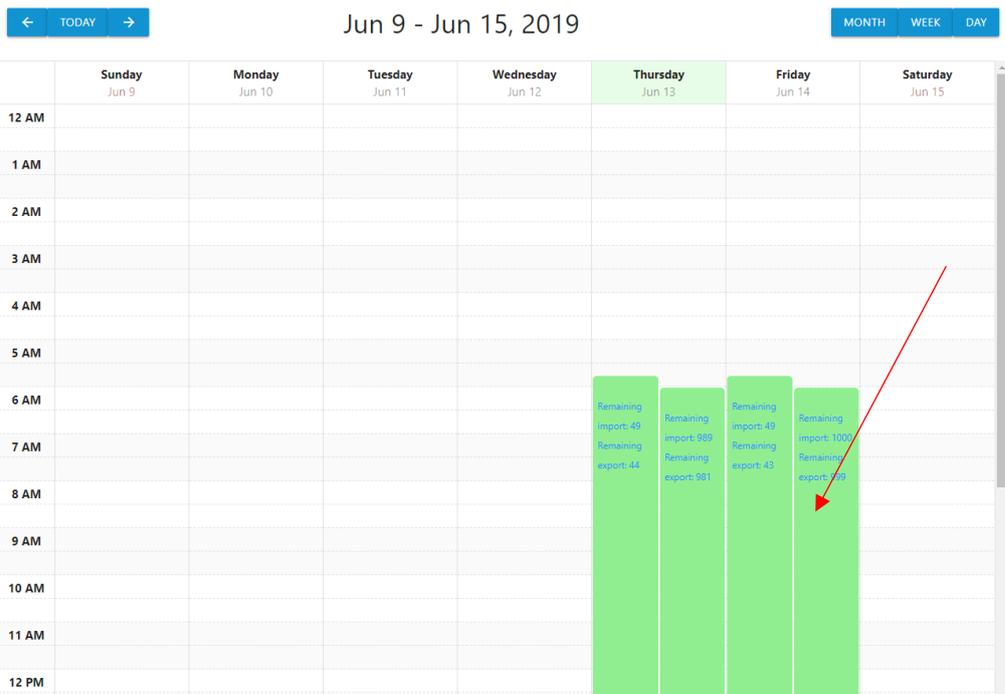
Unit number: DRYU9347631

Unit handling type: Collect

ISO code: 45G1

Line Operator: MSC

X CLOSE **RESCHEDULE APPOINTMENT** CANCEL APPOINTMENT ACTIVATE APPOINTMENT



4.6 EDIT APPOINTMENT DETAILS

It is possible to edit an appointment and assign a different driver to an appointment BEFORE the appointment activation. It is possible to assign a new driver or assign another truck.

Go to Confirmed appointments and click the appointment that needs editing.

Assign appointment

Select a haulier

Seaport

Select a driver

Paranagama Chaminda

ASSIGN

Select a truck

1CPA123

ASSIGN TRUCK

Appointment number: 4024

Truck licence plate: 1CPA123

Appointment state: CREATED

X CLOSE RESCHEDULE APPOINTME... CANCEL APPOINTMENT ACTIVATE APPOINTMENT

4.7 VIEW APPOINTMENT DETAILS / MANAGE APPOINTMENTS

The Appointment menu allows you to view details of previously made truck appointments.



5 FIND MY UNIT

The Find Unit menu allows trucking companies to quickly find a specific container unit and view the associated appointment details.

Click FIND MY UNIT, enter the container unit number and select SEARCH

 Appointments

 Find my unit

 Trucks

 User management

 Companies

 Timeslots

Unit number

✕ CLEAR RESULTS

 SEARCH