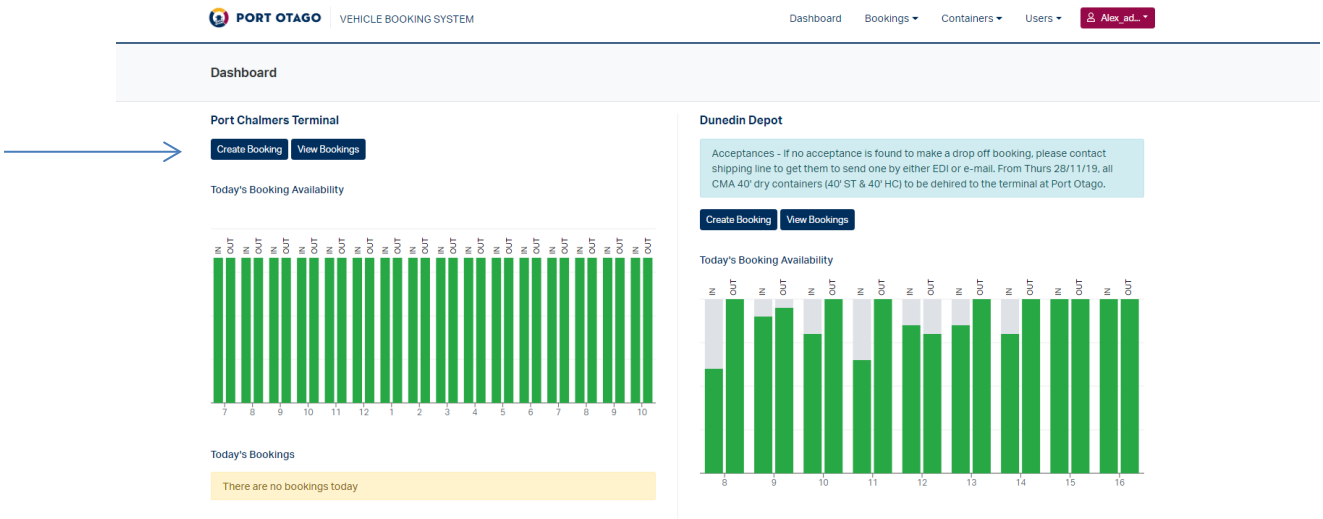
Creating a Pending OUT booking and Updating a Pending booking

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

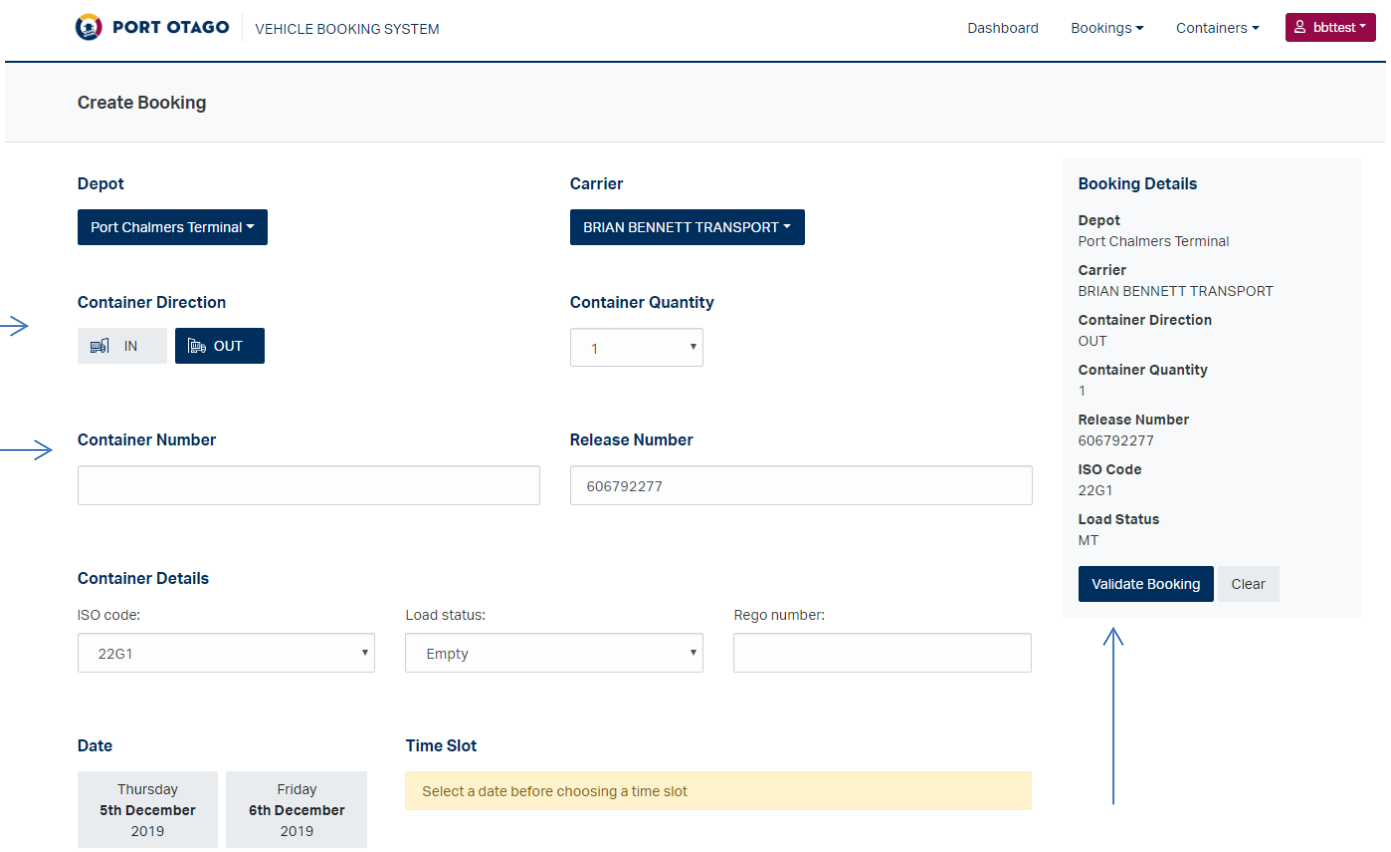


Step 2: In Create Booking – select OUT

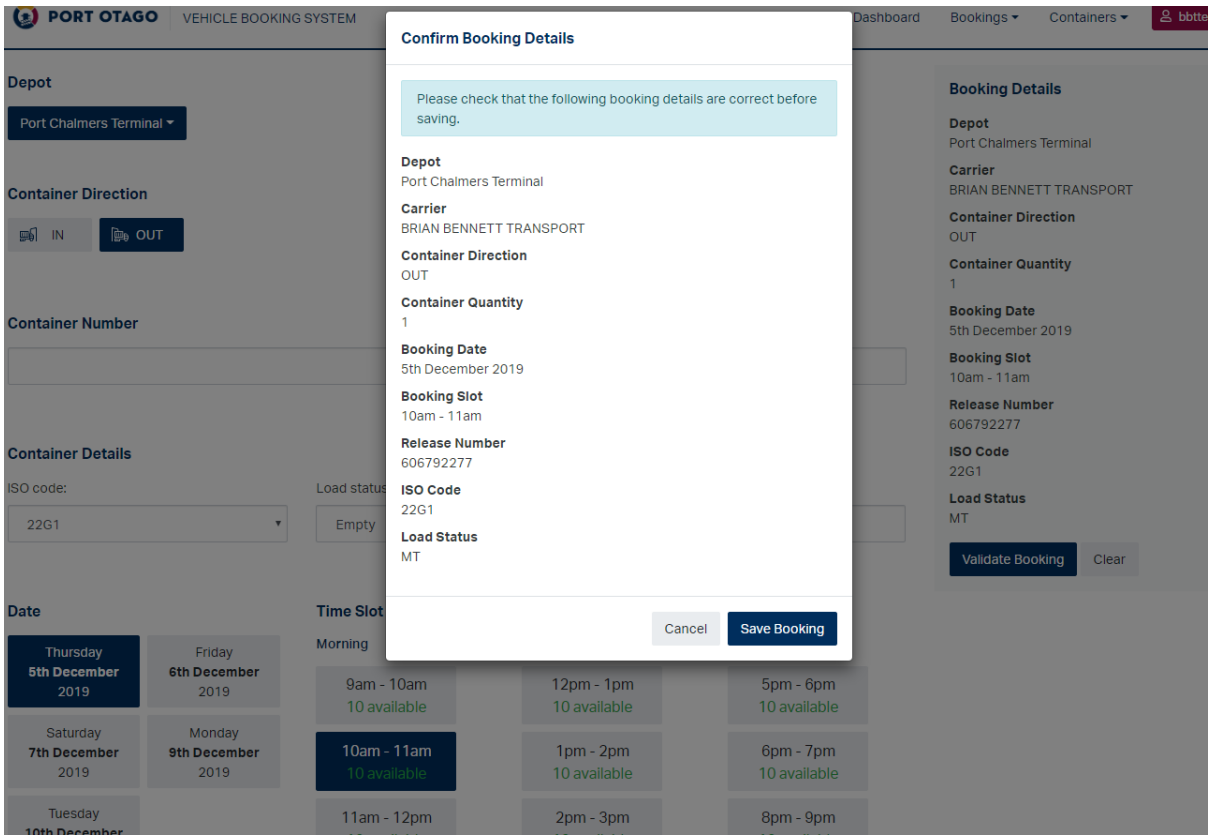
If you would like to book a slot to collect a container but do not yet know which truck registration you can still book a slot by making a Pending booking.

<u>An active release (Empty) or Full container (Import with Jade pin) will still be required.</u>

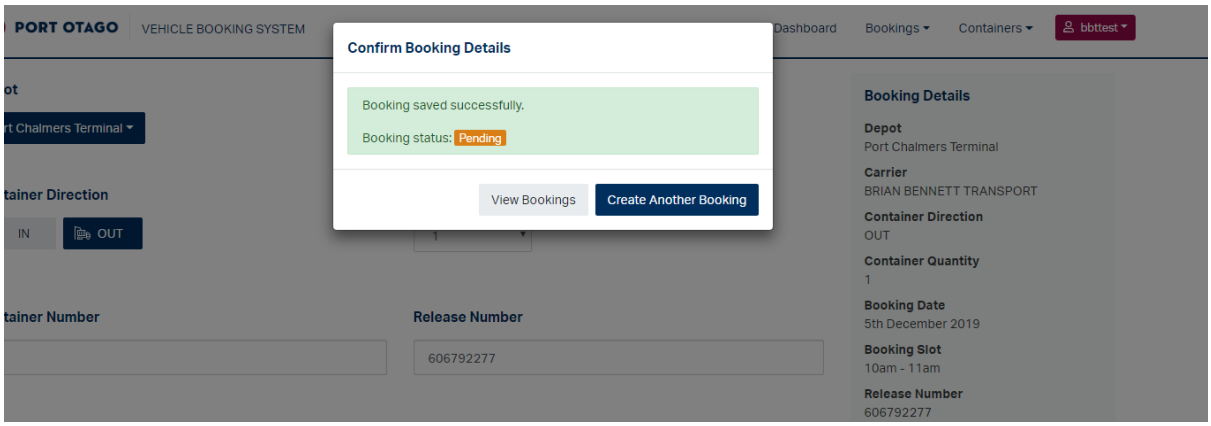
Select OUT and choose an available date and time slot. The truck registration fields can be left blank.



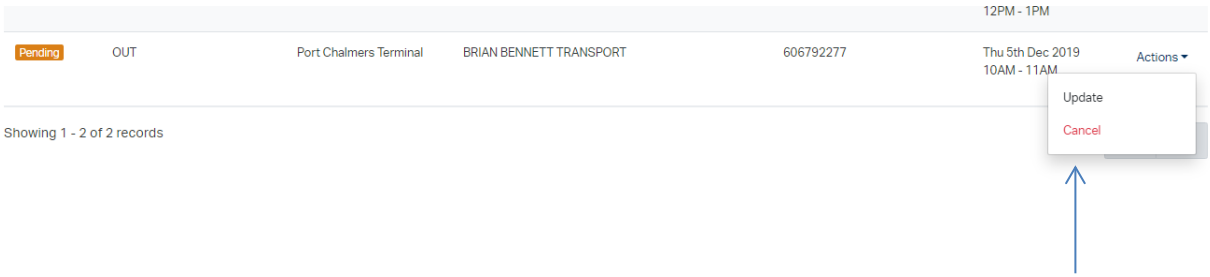
Step 3: Select Validate Booking and confirm booking details then finalise by selecting Save Booking.



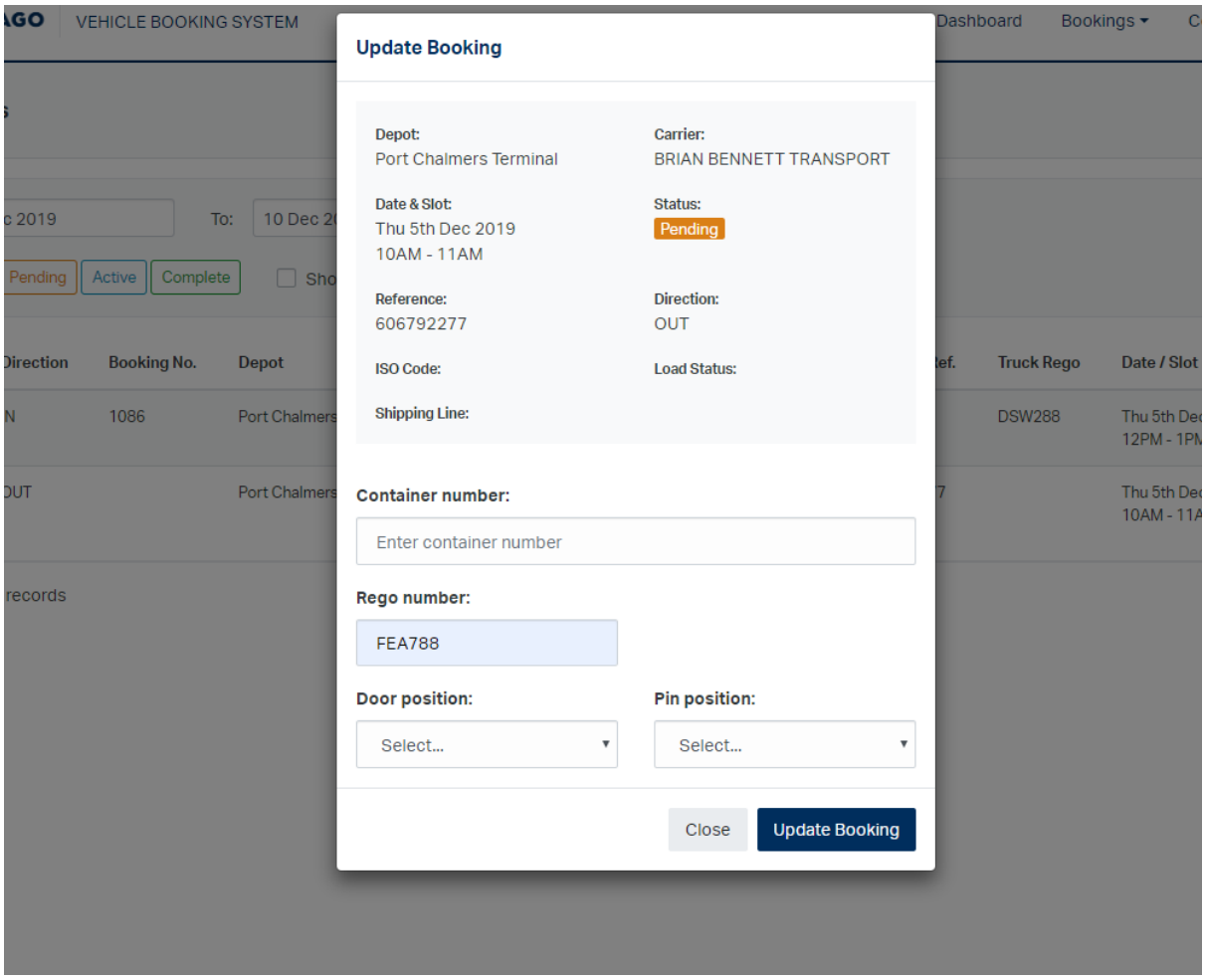
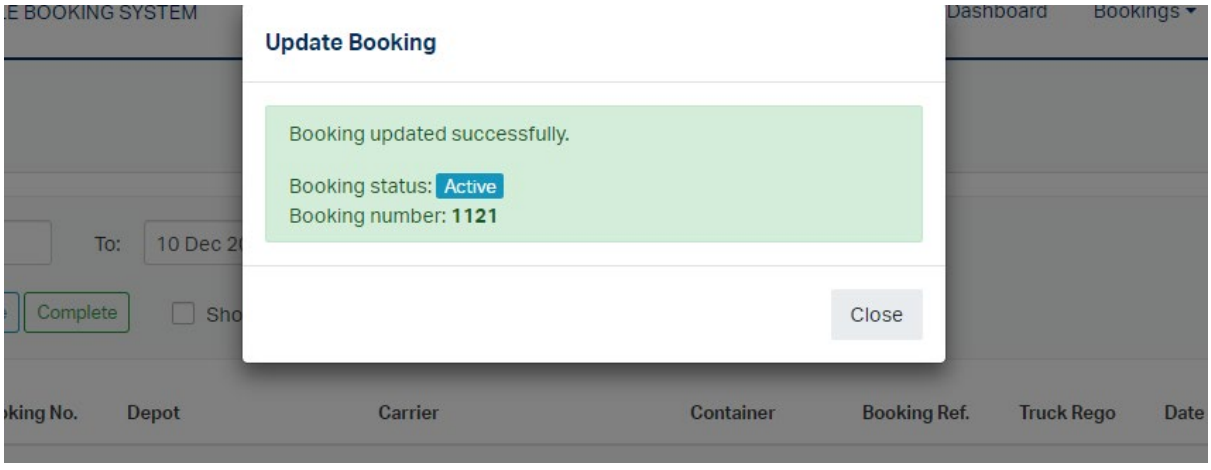
Step 4: The booking will be confirmed as Pending but a VBS pin number will not be provided.



Step 5: Under View Bookings, click on Actions and select Update



Step 6: In Update Booking, enter a valid Truck Registration then Select Update Booking. Door and Pin position is optional.



Step 7: The booking has now been updated to Active and VBS pin provided.