



Transport Company Registration Guide in VBS System at Baltic Hub

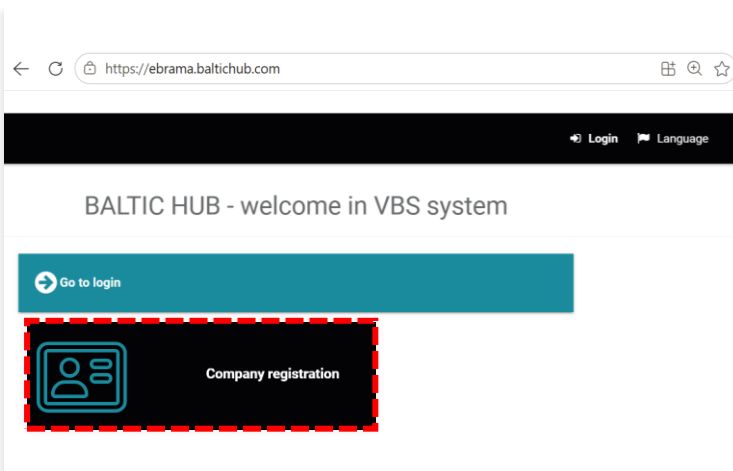


Transport Company Registration in the VBS System

1. How to register a transport company registered in Poland

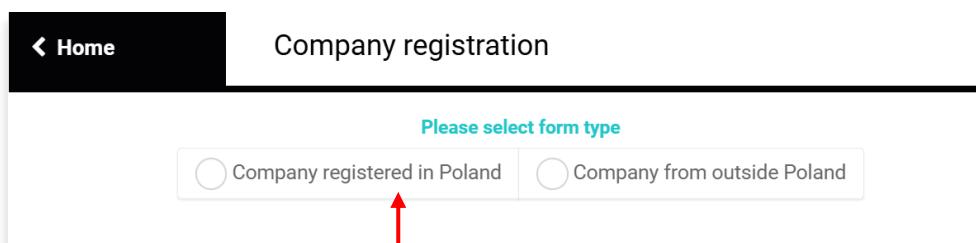
Step 1

Go to the VBS homepage.



Step 2

Select "Company registration"

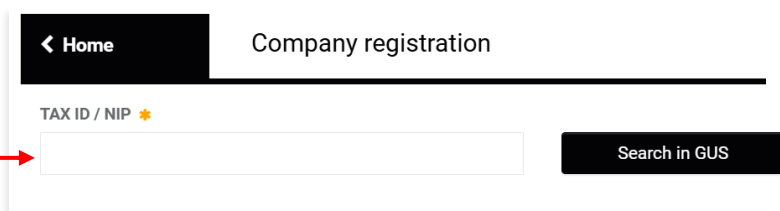
A screenshot of the 'Company registration' form. It has a 'Home' link and a title 'Company registration'. Below the title, it says 'Please select form type' and has two radio buttons: 'Company registered in Poland' (selected) and 'Company from outside Poland'.

Step 3

Select "Company registered in Poland"

Step 4

Enter the company TAX ID and click "Search in GUS".

A screenshot of the 'Search in GUS' form. It has a 'Home' link and a title 'Company registration'. Below the title, it says 'TAX ID / NIP' with a star icon. There is a text input field and a 'Search in GUS' button.

If an incorrect NIP number is entered, the following message will be displayed:



No company with the given NIP was found.



[Home](#)

Company registration

TAX ID / NIP ✓

1234567890

Search in GUS

Company name

COMPANY XYZ

REGON

123456789

Street (name and number of building / apartment)

UL. KONTENER 7

City

LONDON

Post code

SW1A 1AA

Country

GB

Full name of the person registering the company ✓

JOHN SMITH

Contact phone ✓

+48123456789

Contact e-mail ✓

EMAIL@EMAIL.COM

☒ I accept the regulations and terms of cooperation available at: [\(Link\)](#) ★

Attachment

You can add up to 5 attachments if necessary (e.g. KRS, licenses)

Drag and drop files here or select

Submit

Cancel

After entering the TAX ID and searching the GUS database, the following company details will be filled in automatically: Company Name, REGON, Street, City, Postal Code, and Country.

Step 5

Complete all required fields.

Step 6

Accept the Terms and Conditions.

Optional Step

Add supporting documents (attachments).

Step 7

Confirm the entered information.

After clicking "**Confirm**", you will receive a verification code via SMS or email.
Enter the received code in the field below.



"Hello,
Your verification code for the company registration request in the VBS system is: **123456**"

Step 8

Enter the verification code received via SMS or email.

Do not close the site! Enter the application confirmation code received via email/SMS. Please do not close this window until the confirmation code has been entered and confirmed.

After clicking "Confirm", you will receive an SMS or email confirming that your application has been submitted. The message will include the application ID number and information that the application will be reviewed by Pre-Gate.

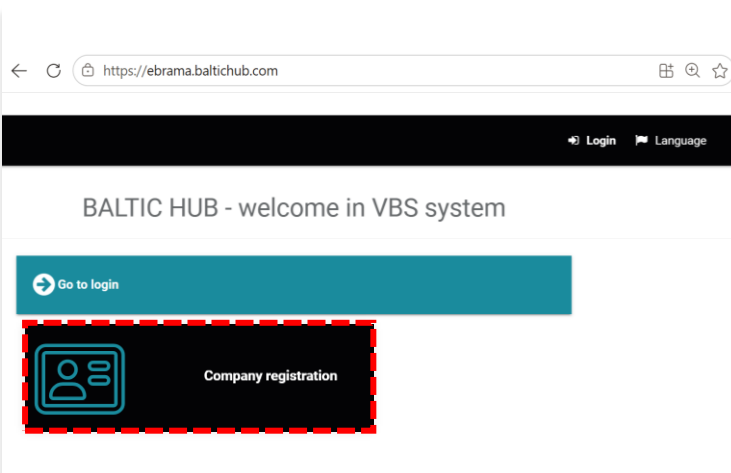


"Hello,
Your company registration application has been submitted and will be reviewed by the terminal administration. Your application ID is 1234567890."

2. How to Register a Transport Company Outside Poland?

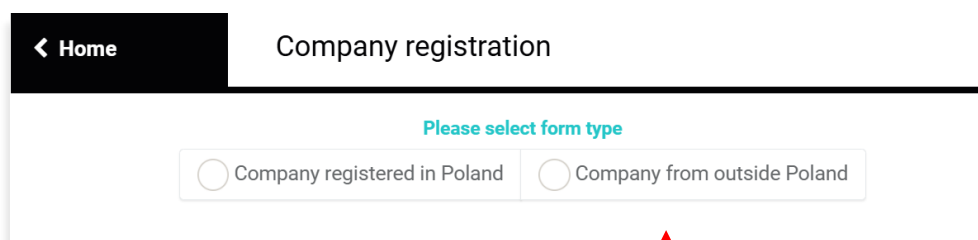
Step 1

Go to the VBS homepage.



Step 2

Select "Company registration"

A screenshot of the 'Company registration' form. At the top left is a 'Home' link. The title is 'Company registration'. Below it, a teal text prompt says 'Please select form type'. There are two radio button options: 'Company registered in Poland' and 'Company from outside Poland'. A red arrow points from the 'Step 3' instruction box to the 'Company from outside Poland' option.

Step 3

Wybierz "Company from outside Poland"

[Home](#)

Company registration

Company name ✓

COMPANY XYZ

Full name of the person registering the company ✓

JOHN SMITH

Tax ID ✓

1234567890

Street (name and number of building / apartment) ✓

10 DOWNING STREET

City ✓

LONDON

Post code ✓

SW11AA

Country

GB

Contact phone ✓

+442079460018

Contact e-mail ✓

EMAIL@EMAIL.COM

Step 4

Complete all required fields.

Step 5

Accept the Terms and Conditions

☒ I accept the regulations and terms of cooperation available at: [\(Link\)](#) ✨

Optional Step

Add supporting documents (attachments).

Attachment

You can add up to 5 attachments if necessary (e.g. KRS, licenses)

Drag and drop files here or [select](#)

Step 6

Confirm the entered information.

Submit

Cancel

After clicking "Confirm", you will receive a verification code via SMS or email.
Enter the received code in the field below.

✉

"Hello,
Your verification code for the company registration request in the VBS system is: **123456**"

Step 7

Enter the verification code received via SMS or email.

Do not close the site! Enter the application confirmation code received via email/SMS. Please do not close this window until the confirmation code has been entered and confirmed.

123456

Confirm

Resend the code (14:10)

After clicking "Confirm", you will receive an SMS or email confirming that your application has been submitted. The message will include the application ID number and information that the application will be reviewed by Pre-Gate.

✉

"Hello,
Your company registration application has been submitted and will be reviewed by the terminal administration. Your application ID is 1234567890."