



START

END

Welcome to the
VBS system



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2



We are giving you a tool that will help you plan your visit to **Baltic Hub Gdańsk** for dropping off or picking up containers

VBS is a tool dedicated to drivers, transport companies, and freight forwarders.

VBS allows you to schedule visits to BHCT Gdańsk in a way that is optimal for all parties and improves the logistics chain.

VBS is an IT solution integrated with the Navis Terminal System, allowing you to independently schedule visits to the terminal.

Remember that:



Import containers can be collected only after they have been **discharged** from the vessel.



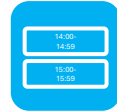
The date from which export containers can be delivered for an ocean vessel call should be verified in the vessel schedule under the “*Begin receive*” column. The vessel schedule is available on the [VBS homepage](#).



Our helpline staff are available 24 hours a day, seven days a week, at +48 58 737 79 33 or by email at the e-brama@baltichub.com



To collect a container, it must be customs (no “STOP” notification in **VBS**)



Until the start time of your booked slot, you can change the date and time of your arrival to any other available slot



Detailed gate operation rules using the **VBS** system are specified in the **VBS** system Terms of Use

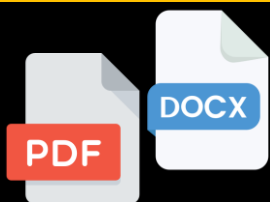
To start using the **VBS system**, download the registration form available on the website



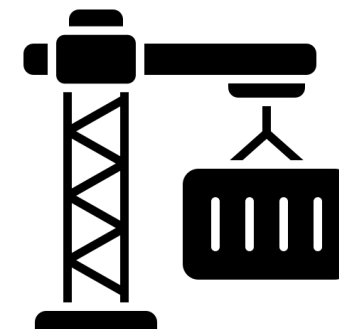
Download the form
Scan the QR code



REJESTRACJA W SYSTEMIE



Files are available for download in *.docx i *.pdf formats.
Send the completed form to the following email address
e-brama@baltichub.com.



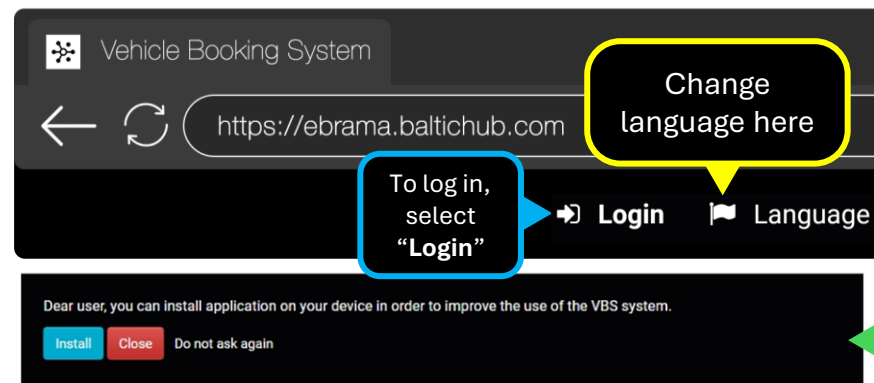
1 After your registration form data is entered into the terminal system by a BHCT employee, you will receive two emails: The first will confirm that your company has been added to the terminal system, and the second will contain your login and temporary password for accessing the **VBS system**.



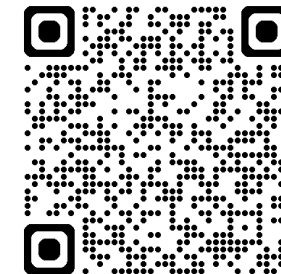
Use the provided credentials to log in at <https://ebrama.baltichub.com> The system is accessible from any device, using any web browser with an internet connection.

2

Once you have received the message, visit **ebrama.baltichub.com** and click “**Go to login**”.



A notification appears with the option to download the application to your device



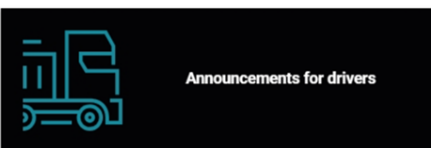
VBS System
Scan the QR code

Welcome in VBS system

 **Go to login**

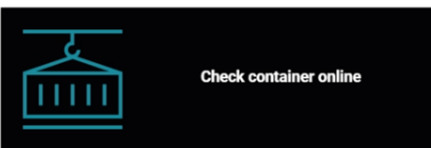
Select “**Go to login**” to sign in

All driver notifications are displayed here, such as information about weather conditions or any other messages related to terminal operations.



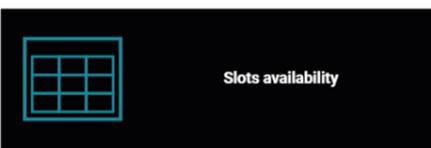
Option to check vessel calls to the port, including details such as status, vessel name, ETA, ETD, voyage number, container delivery and receiving dates and times, as well as the berth where the vessel will be moored.

After entering the container number, its specifications will be displayed.



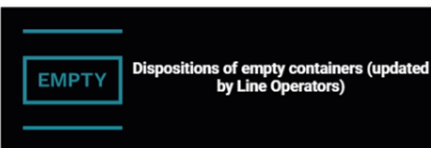
Option to check Baltic Hub gate complex working hours, view a terminal overview map, and access links to the VBS registration page and the user manual.

View of available slots and access to the calendar.

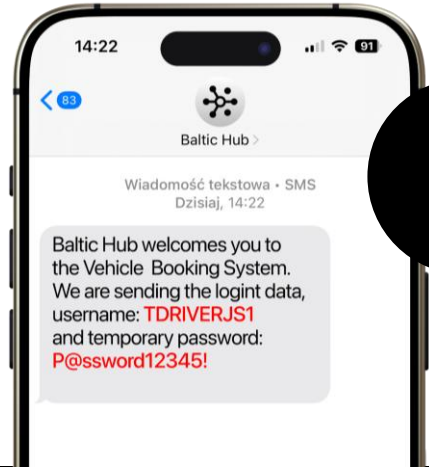


Displays the average truck handling time – calculated as the average for all trucks currently being processed at the Baltic Hub terminal.

Option to check the empty container drop-off instructions, displayed according to the shipping line's disposition.



Contact details for the VBS Call Center, including the phone number, general email address, and a dedicated email address for claims.

**1**

After a driver is added to the company in the VBS system, the driver will receive an SMS containing a temporary password required for the first login.

The **password** must contain at least 10 characters, including an uppercase letter, a lowercase letter, a number, and a special character.

10 **Aa**
95 **@!**

Example password
Driver!123

**2**

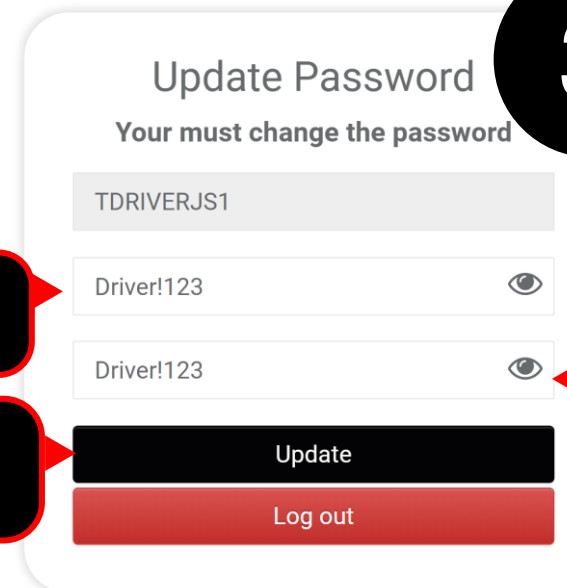
Enter
password

Reset your
password here

Enter
username

Confirm
entered data

On the displayed page, enter your **username** and **temporary password**. After **the first** login, you will be required to **update your password**.

**3**

Enter new
password

Confirm
entered data

Re-enter new
password

After logging in, the main dashboard will appear on the screen, displaying the functions assigned to your role.

IMPORTANT!

As a Driver, always select the company you are providing services for after login in.

Select Trucking Company

BHCT

X


JOHN SMITH
Trucking Company Admin
SMITH
v. 3.0.1.36
VBSGPSTEST

 Home

 Manage Profiles

 Truck Sets

 TV Appointments


JOHN SMITH
Driver
SMITH
v. 3.0.1.36
VBSGPSTEST

 Home

 Driver card

 TVA QR

 Truck Sets

 TV Appointments

 Terminal

15/10/2025 14:32:14

Select Trucking Company

Language

Profile

Time Slots

Today

STANDARD

EMPTY

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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2	3	4	5	6	7	8

00:00-00:59	01:00-01:59	02:00-02:59
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09:00-09:59	10:00-10:59	11:00-11:59
12:00-12:59	13:00-13:59	14:00-14:59 0/8
15:00-15:59 0/5	16:00-16:59 0/2	17:00-17:59 0/60
18:00-18:59 0/65	19:00-19:59 0/90	20:00-20:59 0/110
21:00-21:59 0/120	22:00-22:59 0/110	23:00-23:59 0/110

* Receive Domestic containers and pick up priority containers are excluded from VBS

Announcements

Today

No announcements in VBS system.

Berthing Vessels

Today



CMA CGM BENJAMIN FRANKLIN

Vessel

13.10.2025 17:30

ATA

WORKING

Phase

16.10.2025 12:00

ETD



MSC MARTINA MARIA

Vessel

14.10.2025 18:00

ATA

WORKING

Phase

16.10.2025 10:00

ETD

TC Admin

Driver

7

In the upper right corner, you will find the “**Profile**” function, where you can change your password, email address, or phone number associated with the profile. The Log out button will exit the system and return you to the login page. Automatic logout will occur after 15 minutes of inactivity.



JOHN SMITH
Driver
SMITH

v. 3.0.1.36
VBSGPSTEST

Home

Driver card

TVA QR

Truck Sets

TV Appointments

Terminal

15/10/2025 14:32:14

Select Trucking Company

Language

Profile

Time Slots

Today

STANDARD

EMPTY

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
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09:00-09:59	10:00-10:59	11:00-11:59
12:00-12:59	13:00-13:59	14:00-14:59 0/8
15:00-15:59 0/5	16:00-16:59 0/2	17:00-17:59 0/60
18:00-18:59 0/65	19:00-19:59 0/90	20:00-20:59 0/110
21:00-21:59 0/120	22:00-22:59 0/110	23:00-23:59 0/110

* Receive Domestic containers and pick up priority containers are excluded from VBS

Announcements

No announcements

Berthing Vessels

Today



CMA CGM BENJAMIN FRANKLIN

Vessel

13.10.2025 17:30

ATA

WORKING

Phase

16.10.2025 12:00

ETD



MSC MARTINA MARIA

Vessel

14.10.2025 18:00

ATA

WORKING

Phase

16.10.2025 10:00

ETD

Profile settings

Change password

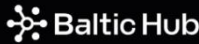
Notifications

Report Error

Log out

8

In the profile settings, you can change **your email address or phone number**. You can allow device tracking within the container terminal area — if you **disable** this option, **you will not be able to use the interactive terminal map**. You can also view the driver’s status and driver card number. After making changes, select “**Save**” to confirm the entered data.



JOHN SMITH
Driver
SMITH

v. 3.0.1.36
VBSGPSTEST

Home

Driver card

TVA QR

Truck Sets

TV Appointments

Terminal

15/10/2025 14:32:14

Select Trucking Company

Language

Profile

Time Slots

Today

STANDARD

EMPTY

October 2025

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2	3	4	5	6	7	8

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09:00-09:59	10:00-10:59	11:00-11:59
12:00-12:59	13:00-13:59	14:00-14:59 0/8
15:00-15:59 0/5	16:00-16:59 0/2	17:00-17:59 0/60
18:00-18:59 0/65	19:00-19:59 0/90	20:00-20:59 0/110
21:00-21:59 0/120	22:00-22:59 0/110	23:00-23:59 0/110

★ Receive Domestic containers and pick up priority containers are excluded from VBS

Announcements

No announcements

Berthing Vessels

Today



CMA CGM BENJAMIN FRANKLIN

Vessel

13.10.2025 17:30

ATA

MSC MARTINA MARIA

Vessel

14.10.2025 18:00

ATA

WORKING

Phase

16.10.2025 12:00

ETD

WORKING

Phase

16.10.2025 10:00

ETD

Profile settings

Change password

Notifications

Report Error

Log out

JOHN

First name

JOHN

Last name

SMITH

E-mail

Mobile Phone

+48123456789

Status

OK

Card ID

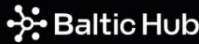
1234567

Allow device tracking within the container terminal area

Save

Cancel

To change your password, enter your current password in field “1”, and then enter a new password in field “2”. The new password **must be at least 10 characters long and include an uppercase letter, a lowercase letter, a number, and a special character**. Next, re-enter the new password from field “2” in field “3”. To confirm the entered data, select “Update”.



JOHN SMITH

Driver

SMITH

v. 3.0.1.36

VBSGPSTEST

Home

Driver card

TVA QR

Truck Sets

TV Appointments

Terminal

15/10/2025 14:32:14

Select Trucking Company

Language

Profile

Time Slots

Today

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October 2025

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03:00-03:59	04:00-04:59	05:00-05:59
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12:00-12:59	13:00-13:59	14:00-14:59 0/8
15:00-15:59 0/5	16:00-16:59 0/2	17:00-17:59 0/60
18:00-18:59 0/65	19:00-19:59 0/90	20:00-20:59 0/110
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★ Receive Domestic containers and pick up priority containers are excluded from VBS

Announcements

No announcements

Berthing Vessels

Today



CMA CGM BENJAMIN FRANKLIN

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13.10.2025 17:30

ATA

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Vessel

14.10.2025 18:00

ATA

WORKING

Phase

16.10.2025 12:00

ETD

WORKING

Phase

16.10.2025 10:00

ETD

Profile settings

Change password

Notifications

Report Error

Log out



Change Password

Current Password

New password

Repeat password

Update

Cancel

In the notification settings, you can customize SMS and PUSH notifications according to your preferences.



JOHN SMITH

Driver

SMITH

v. 3.0.1.36

VBSGPSTEST

Home

Driver card

TVA QR

Truck Sets

TV Appointments

Terminal

15/10/2025 14:32:14

Select Trucking Company

Language

Profile

Time Slots

Today

STANDARD

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12:00-12:59	13:00-13:59	14:00-14:59 0/8
15:00-15:59 0/5	16:00-16:59 0/2	17:00-17:59 0/60
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Announcements

No announcements

Berthing Vessels

Today



CMA CGM BENJAMIN FRANKLIN

Vessel

13.10.2025 17:30

ATA

WORKING

Phase

16.10.2025 12:00

ETD



MSC MARTINA MARIA

Vessel

14.10.2025 18:00

ATA

WORKING

Phase

16.10.2025 10:00

ETD

Profile settings

Change password

Notifications

Report Error

Log out

Notifications settings

Notifications history

Check the notifications you want to receive below

Consent to send notifications

Enable on this device

SMS notifications settings

Create or edit appointment

Deleted appointment by user

Seals check reminder

Appointment deleted automatically

Push notifications settings

New driver announcement

Create or edit appointment

Deleted appointment by user

Seals check reminder

Appointment deleted automatically

Notifications about long parking time under RTG

Save

Help us improve VBS. If you notice an error or any malfunction in the system, please use the feedback form to report it.



JOHN SMITH

Driver

SMITH

v. 3.0.1.36

VBSGPSTEST

Home

Driver card

TVA QR

Truck Sets

TV Appointments

Terminal

15/10/2025 14:32:14

Select Trucking Company

Language

Profile

Time Slots

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09:00-09:59	10:00-10:59	11:00-11:59
12:00-12:59	13:00-13:59	14:00-14:59 0/8
15:00-15:59 0/5	16:00-16:59 0/2	17:00-17:59 0/60
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16.10.2025 12:00

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Phase

16.10.2025 10:00

ETD

Profile settings

Change password

Notifications

Report Error

Log out

Report Error

JOHN SMITH

Area

Error Type

Describe Issue

What did you do when the error occurred?

Data Used

When did the error occur?

How often does the error occur?

Załącznik

Choose File

No file chosen

Contact details (mobile phone/ e-mail address)

+48123456789

Submit date & time

17.10.2025 08:16

Full user name

JOHN

SMITH

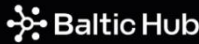
User Role

Driver

Submit

Cancel

Log out will sign you out of the system and return you to the login page.



JOHN SMITH

Driver

SMITH

v. 3.0.1.36

VBSGPSTEST

Home

Driver card

TVA QR

Truck Sets

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Select Trucking Company

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09:00-09:59	10:00-10:59	11:00-11:59
12:00-12:59	13:00-13:59	14:00-14:59 0/8
15:00-15:59 0/5	16:00-16:59 0/2	17:00-17:59 0/60
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Announcements

No announcements

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Berthing Vessels

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MSC MARTINA MARIA

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WORKING

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16.10.2025 10:00

ETD

Welcome in VBS system

Go to login



Announcements for drivers



Ship Calendar



Check container online



Terminal map/ Informations



Slots availability



Avg turnaround time
33 min.

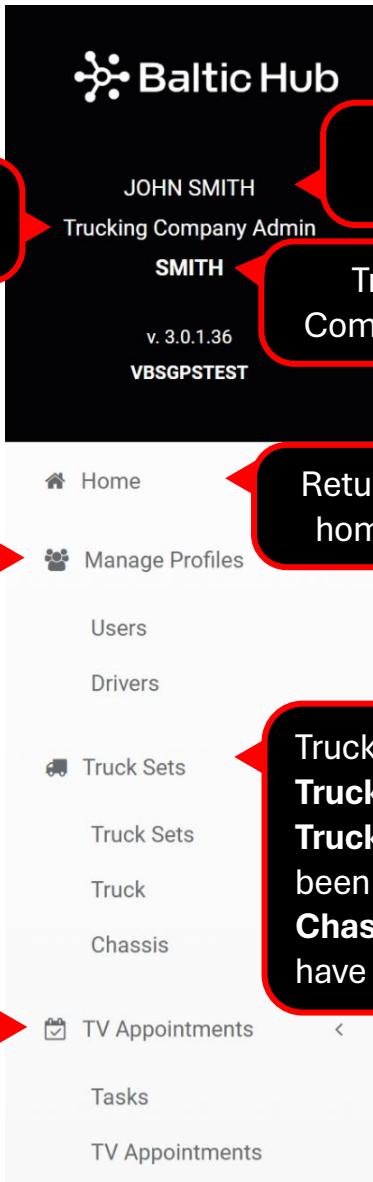


Dispositions of empty containers
(updated by Line Operators)



Contact

The basic functions of the VBS system are located in the side menu. The available functions depend on the user's role.



The screenshot shows the Baltic Hub interface. The top header displays the user's name (JOHN SMITH), role (Trucking Company Admin), and company name (SMITH). Below this, the version (v. 3.0.1.36) and a test identifier (VBSGPSTEST) are shown. The side menu on the left lists several options: Home, Manage Profiles, Truck Sets, and TV Appointments. Each menu item has a corresponding sub-menu. Callouts provide detailed explanations for these menu items.

User role

User's first and last name

Transport Company name

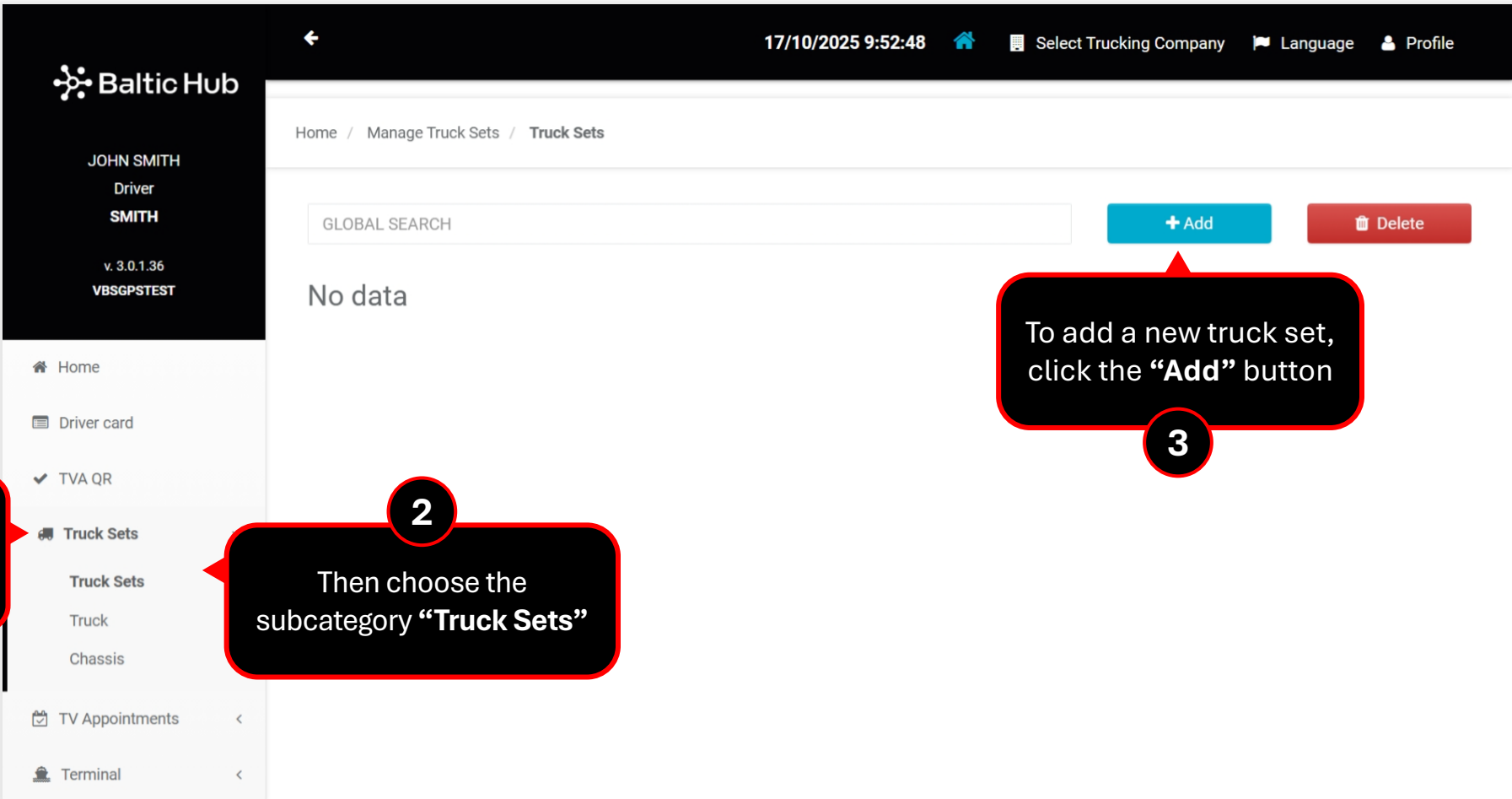
Return to the home page

Profiles:
Users – here you can add a dispatcher
Drivers – here you can add a driver

Truck Sets:
Truck Sets – here you can add a truck set
Truck – here you can view all trucks that have been added to Truck Sets
Chassis – here you can view all chassis that have been added to Truck Sets

TV Appointments:
Tasks – here you can add containers
TV Appointments – here you can schedule an appointment

To add a vehicle to the system, it **must first be registered in the terminal's operational system**. Therefore, if you are unable to add a vehicle, **please send a scan of the vehicle registration certificate to e-brama@baltichub.com**. Once you receive confirmation that the vehicle has been added to the system, **you will be able to add it to a Truck Sets** and proceed with the TV Appointment. Please note that adding a vehicle by a BHCT employee **does not mean** it will automatically appear in the **Trucks units** or **Chassis** tabs. A vehicle will only appear in the appropriate tab after a Truck Sets has been created.



The screenshot displays the Baltic Hub web application interface. The top navigation bar includes the date and time (17/10/2025 9:52:48), a home icon, and links for 'Select Trucking Company', 'Language', and 'Profile'. The left sidebar shows the user profile (JOHN SMITH, Driver, SMITH) and a menu with options: Home, Driver card, TVA QR, Truck Sets (selected), TV Appointments, and Terminal. The main content area shows the 'Truck Sets' subcategory with a 'GLOBAL SEARCH' bar, '+ Add' button, and 'Delete' button. The text 'No data' is displayed below the search bar. Three numbered callouts provide instructions: 1. 'In the side menu, select **Truck Sets**' (pointing to the 'Truck Sets' menu item); 2. 'Then choose the subcategory "**Truck Sets**"' (pointing to the 'Truck Sets' subcategory in the main content area); 3. 'To add a new truck set, click the "**Add**" button' (pointing to the '+ Add' button).

Add Truck Set
Please, complete all fields to add a new truck set

1 Select the driver from the drop-down list

2 Enter the truck registration number

3 Enter the chassis registration number

4 Create a custom name for the truck set

5 Confirm the entered data

Confirm the entered data

Confirm the entered data

Confirm the entered data

Confirm the entered data

Add Cancel

Confirm Driver

First name
JOHN

Last name
SMITH

Card ID
1234567

PESEL / Passport Number
12345678900

Confirm Cancel

Clicking the **“Search”** button will display the details of the selected driver.

6 Select **“Yes”** to create the **truck set**

Yes Cancel

Are you sure?

The truck set will be added.

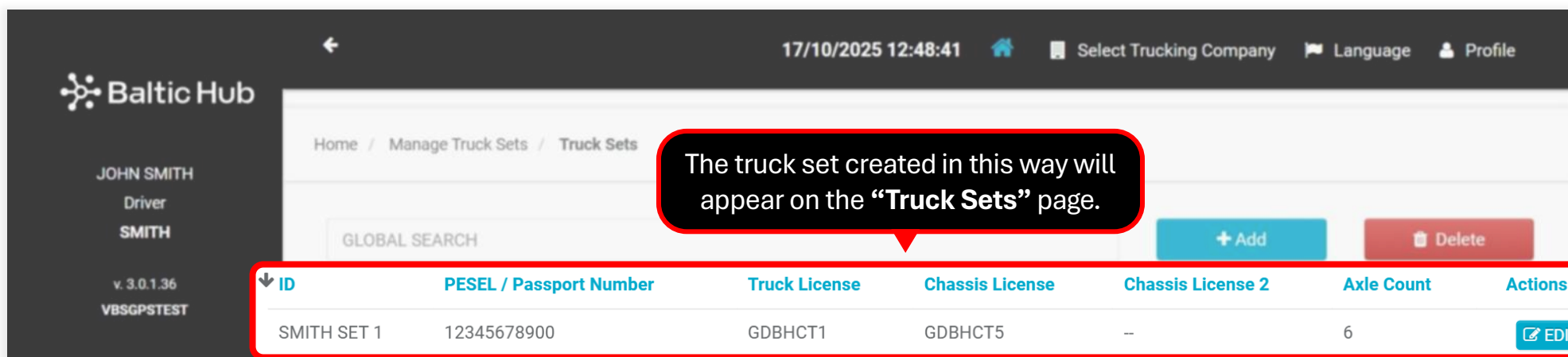
Added!

The truck set has been added.

Ok

Q Search

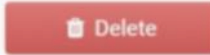
After filling in each field, click the **“Select”** button to confirm the correctness of the entered data. If there is any discrepancy or the **“Select”** button is not used, the system will prevent the truck set from being saved.



17/10/2025 12:48:41   Select Trucking Company  Language  Profile

Home / Manage Truck Sets / Truck Sets

GLOBAL SEARCH

ID	PESEL / Passport Number	Truck License	Chassis License	Chassis License 2	Axle Count	Actions
SMITH SET 1	12345678900	GDBHCT1	GDBHCT5	--	6	

Select a different driver from the drop-down list

Edit Truck Set

Please, complete all fields to edit the truck set

Driver 

JOHN SMITH 1234567

 Select

 Search

Input a truck license 

GDBHCT1

 Select

 Search



To change the registration number, click the  then enter the new registration number.

Chassi 

GDBHCT5

 Select

 Search



Chassi 2

INPUT A CHASSIS LICENSE

 Select

 Search



Input a descriptive ID 

SMITH SET 1

Enter a new description for the truck set

After making changes, click "OK" to confirm the entered data

OK

Cancel

To edit a truck set, click "Edit"

After making changes, confirm the entered data using the **OK** button. Each time, the system will ask whether you want to apply the changes. Click "Yes" to confirm or "Cancel" to discard the changes.



Are you sure?

The truck set will be edited.

Yes

Cancel

Select "Yes"

To permanently delete a truck set, click the **“Delete”** button. A checkbox will then appear to the right of each set. From the list of vehicles, select the ones you want to remove and confirm by clicking the **“Confirm”** button. The system will display a message asking you to confirm the deletion of the truck set.

GLOBAL SEARCH						
↓ ID	PESEL / Passport Number	Truck License	Chassis License	Chassis License 2	Axle Count	Actions
SMITH SET 1	12345678900	GDBHCT1	GDBHCT5	--	6	EDIT
SMITH SET 2	12345678901	GDBHCT2	GDBHCT7	--	6	EDIT

To delete a truck set,
click **“Delete”**

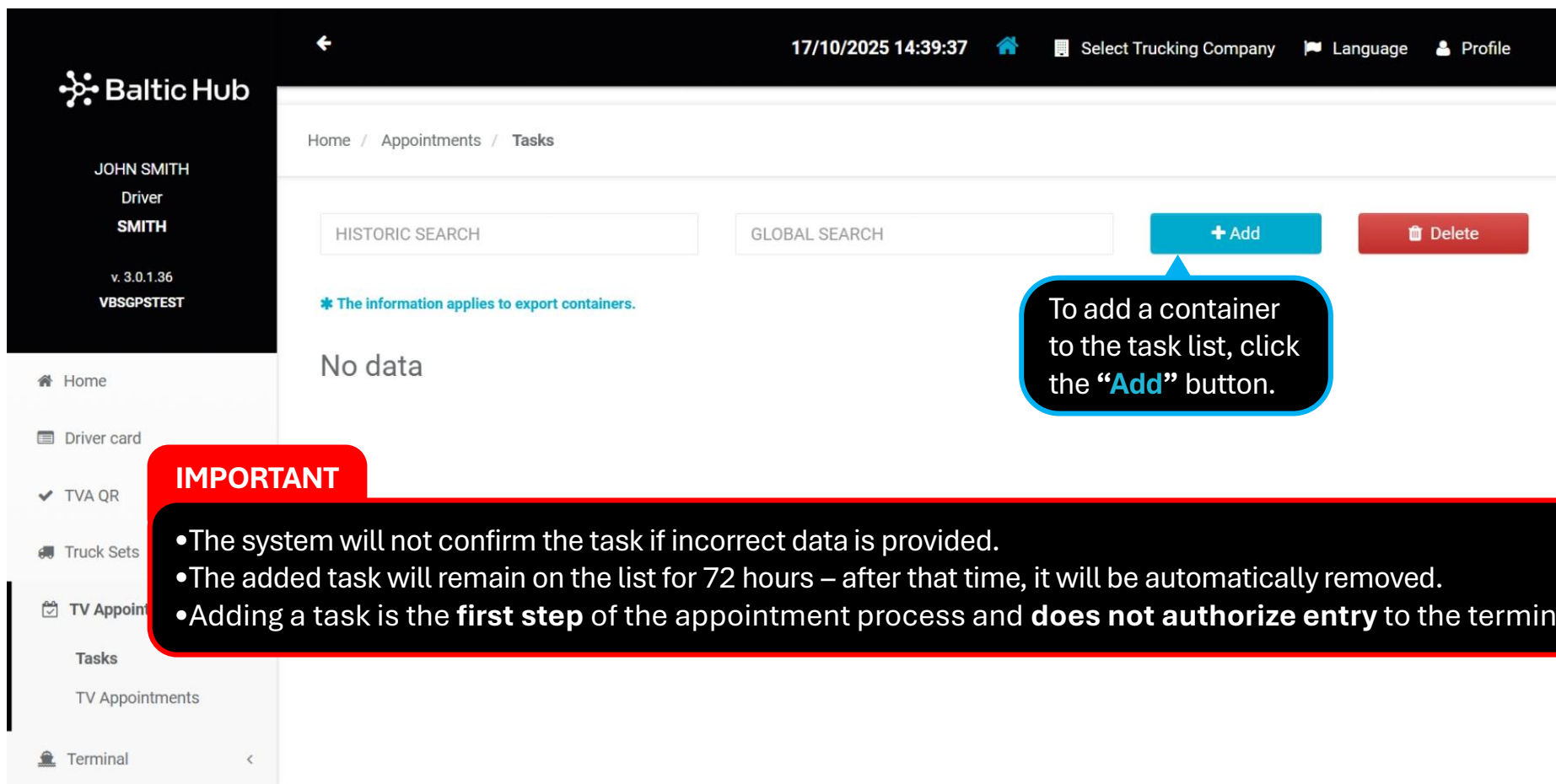
GLOBAL SEARCH						
↓ ID	PESEL / Passport Number	Truck License	Chassis License	Chassis License 2	Axle Count	Actions
SMITH SET 1	12345678900	GDBHCT1	GDBHCT5	--	6	☐
SMITH SET 2	12345678901	GDBHCT2	GDBHCT7	--	6	☒

Click
“Confirm”

Select the truck set
you want to remove

To add a task, you must have:

1. Container number
2. The PIN or Booking/EDO/ERO number for the corresponding transaction



17/10/2025 14:39:37

Select Trucking Company Language Profile

Home / Appointments / Tasks

HISTORIC SEARCH GLOBAL SEARCH

+ Add Delete

* The information applies to export containers.

No data

IMPORTANT

- The system will not confirm the task if incorrect data is provided.
- The added task will remain on the list for 72 hours – after that time, it will be automatically removed.
- Adding a task is the **first step** of the appointment process and **does not authorize entry** to the terminal.

Add task
Please, complete all fields to add a new task

1 **Select “Drop Off Export”**

2 **Enter the booking number**

3 **Enter the container number**

4 **Enter the seal number**

5 **Click “Add”**

Buttons: Drop Off Export, Drop Off Empty, Through Container, Pick Up Empty, Pick Up Export, Add, Add multiple tasks, Cancel

Fields: Booking/Order num. (ABC0123456), Container ID (BHCT1234567), Operator seal (1234), Shipper seal (1234), Customs seal (1234), Vet seal (1234)

6 **Click “Yes”**

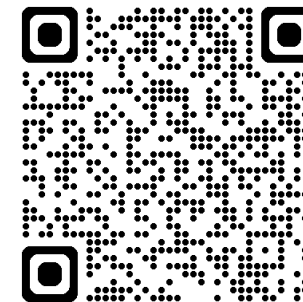
Are you sure?
The task will be added.

Buttons: Yes, Cancel

After confirming the data, the system will ask whether you want to add the container. Click **“Yes”** to confirm or **“Cancel”** to reject.

!IMPORTANT: To schedule an appointment for the delivery of an **export container**, it must first **be pre-advised by the shipping line** in the Navis system. Only then will you receive the booking number required to add the container to the Task List.

When delivering an export container for an ocean vessel, check the date from which containers can be delivered for that specific ship. You can find this information in the vessel schedule on the Baltic Hub website.



Vessel schedule
Scan the QR code

!IMPORTANT: You can add a task for delivering an export container **without entering seal numbers**. However, remember that the **seals** must be provided no later than 10 minutes before the start of the reserved time slot. Otherwise, your appointment will be **automatically deleted**, regardless of the number or type of transactions assigned to it.

After confirmation, the system will assign a transaction number to the container. You will also have the option to **add another task.***

***Add another task**

7 **Click “OK”**

Added!
The task with ID: 89900500 has been added.

Buttons: Ok, Add next task

**Seal added**

HISTORIC SEARCH

GLOBAL SEARCH

+ Add

Delete

* The information applies to export containers.

State	Task Nbr.	Linked TV App.	Requested Date	Date and time of TVA	Type	VGM weight	Vessel Visit*	Container ID	ISO	Events	Actions
Created	89900500	--	2025-10-20	--	DROP OFF EXPORT	15258	ABCDEFGH12345	BHCT1234567	45G1		

**Seal not added**

HISTORIC SEARCH

GLOBAL SEARCH

+ Add

Delete

* The information applies to export containers.

State	Task Nbr.	Linked TV App.	Requested Date	Date and time of TVA	Type	VGM weight	Vessel Visit*	Container ID	ISO	Events	Actions
Created	89900500	--	2025-10-20	--	DROP OFF EXPORT	15258	ABCDEFGH12345	BHCT1234567	45G1		

The created task will appear in the table. If you did **not add the seal numbers** when creating the export container delivery task, you can do so by clicking the **padlock icon**. A **red padlock** indicates that the operator or shipper seal has not been entered - without these seals, the appointment will be automatically deleted 10 minutes before its start. A **green padlock** indicates that the operator or shipper seal has been entered (the appointment will not be deleted).

Seals must be entered using letters and numbers according to their type, as follows:

Operator Seal- only the shipping line's seal, e.g. **PL1234567**

Shipper Seal – only if there is no operator seal, e.g. **SL12345**

Customs Seal – always, if visible on the container, e.g. **UCSPU1234**

Veterinary Seal – always, if visible on the container, e.g. **IW12345678900** (Note: Veterinary seals usually have a number on both sides of the seal.) Confirm the entered data by clicking **“Add”**.

IMPORTANT! Enter seal numbers as a continuous string without any special characters (e.g. -, /).

Add seals

Please enter seal numbers

Operator seal	Shipper seal
PL1234567	SL12345
Customs seal	Vet seal
UCSPU1234	IW12345678900

Save
Cancel

Add task
Please, complete all fields to add a new task

Click **"Pick Up Import/Domestic"** **1**

Drop Off Export Pick Up Import/Domestic **i**

Drop Off Empty Pick Up Empty

Through Container Pick Up Export **i**

Container ID

BHCT1234567 **2** Enter the container number

PIN Number

12345 **3** Enter the PIN number received from the shipping line*

4 Click **"Add"**

Add Add multiple tasks Cancel

*In the case of picking up a container under the **Domestic** category, the PIN is assigned by the terminal at the request of the forwarding agent who pre-advised the container in the Navis system.

To add an import container to the task list, after clicking "Add", **select "Pickup Import/Domestic"** (this task type also applies when picking up a container in the Domestic category).

In the displayed window, fill in the following fields:

- Container number
 - PIN number received from the shipping line*
- Confirm the data by clicking **"Add"**.

IMPORTANT!

- Entering the wrong PIN number three times will block the option to add a container **for 15 minutes**.
- For **import containers**, it is possible to add the container to the task list even before it is discharged from the vessel or when a customs hold has been placed on it. The status of such a container will be visible in the task list under the **"Notifications"** column.

Events

Yard

Hold

5 Click **"Yes"**

Are you sure?
The task will be added.

Yes Cancel

After confirming the data, the system will ask whether you want to add the container. Click **"Yes"** to confirm or **"Cancel"** to reject.

After confirmation, the system will assign a transaction number to the container. You will also have the option to **add another task**.*

*Add another task

Added!
The task with ID: 89900500 has been added.

6 Click **"Ok"**

Ok Add next task

Dodaj zadanie
Uzupełnij wszystkie pola, aby dodać nowe zadanie

Złożenie (export)	Podjęcie Import/Domestic <i>i</i>
Złożenie Pusty	Podjęcie Pusty
Tranzyt (kontener obcy)	Podjęcie Export <i>i</i>

Nr kontenera
BHCT1234567

PIN
12345

1 Click "Pick Up Export"

2 Enter the container number

3 Enter the PIN number received from the shipping line*

4 Click "Add"

Dodaj Dodaj wiele zadań Anuluj

•To add an export container returning to the shipper to the task list, after clicking **"Add"**, select **"Pickup Export"**.

In the displayed window, fill in the following fields:

- Container number
 - PIN number received from the shipping line
- Confirm the data by clicking **"Add"**.

5 Wybierz "Tak"

Are you sure?
The task will be added.

Yes Cancel

After confirming the data, the system will ask whether you want to add the container. Click **"Yes"** to confirm or **"Cancel"** to reject.

After confirmation, the system will assign a transaction number to the container. You will also have the option to **add another task**.*

*Add another task

Added!
The task with ID: 89900500 has been added.

Ok

6 Click "Ok"

Add next task

Add task
Please, complete all fields to add a new task

Drop Off Export

Pick Up Import/Domestic

Click "Through Container"

Pick Up Empty

Through Container

Pick Up Export

Container ID

BHCT1234567

Enter the container number

Please note that a transit task can only be created for a 20' container

Weight (kg)

2200

Enter the weight

Add

Wybierz "Dodaj"

Add multiple tasks

Cancel

The system also allows adding Through Containers to the task list -these are containers that remain on the trailer when entering the terminal and are not planned for delivery to BHCT. Adding a Through Container and its weight is intended to verify the total weight of the truck set against the Gross Vehicle Weight Limit (GVW). To add a Through Container to the task list, after clicking "Add", select "Through Container".

In the displayed window, fill in the following fields:

- Container number
- Weight in kilograms Confirm the data by clicking "Add"

IMPORTANT!

When entering the weight of a Through Container, you must include both the container and cargo weight, and enter the total value in the "Weight" field. The declared weight also serves as the user's statement confirming the accuracy of the entered data. BHCT bears no responsibility for any exceedance of the Gross Vehicle Weight Limit (GVW) resulting from incorrect weight entry. Full responsibility lies with the user who adds the transaction to the system. BHCT reserves the right to review transport documents specifying the container's weight. If such documents are not provided, BHCT may weigh the truck set to determine the actual weight of the Through Container. In the event of significant discrepancies between the declared and verified weight, the user who created the transaction will be charged for any weighing costs, and the driver's access to the terminal may be blocked in accordance with the applicable tariff.

!

Wybierz "Tak"

5

Are you sure?

The task will be added.

Yes

Cancel

After confirming the data, the system will ask whether you want to add the container. Click "Yes" to confirm or "Cancel" to reject.

✓

Added!

The task with ID: 89900500 has been added.

Ok

Click "OK"

After confirmation, the system will assign a transaction number to the container. You will also have the option to **add another task**.*

*Add another task

Add task
Please, complete all fields to add a new task

Drop Off Export

Pick Up Import/Domestic *i*

Drop Off Empty

Pick Up Empty

Select "Add multiple tasks"

Pick Up Export *i*

Add multiple tasks

Cancel

1

Select "Add multiple tasks"

Enter the transaction type, container number, PIN, and Booking

Enter comma separated values.
Start entries with a new line.
Format is as follows: Transaction type, Container_ID, Pin, Booking number
Examples:
DOE,APZU3003403,702291891
PUI,MSKU7784682,86324651,
ATTENTION! It is possible to add seals for the export container already at the "add multiple tasks" stage. An entry after each decimal point indicates the appropriate type of seal.
Format is at it follows:
DOE,Container_Id,Booking_Nbr,operator_seal,shippers_seal,customs_seal,vet_seal
Examples:
A. If you want to add only an operator seal, use the following format:
DOE,Container_Number,Booking_Nbr,operator_seal,,
B. If you want to add only the shipper's seal, use the format:
DOE,Container_Number,Booking_Nbr,shippers_seal,,

4 Click "Add"

Add

Cancel

The data entered in the field should follow this format: **Transaction type, Container number, PIN, Booking**. The transaction type may use the following abbreviations:

DOE – Drop Off Export

PUI – Pick Up Import/Domestic

PUE – Pick Up Export

All data **must be separated by commas**, and each new entry should start **on a new line**. If a transaction does not require one of the listed data items, skip it - **but remember to include the comma**, for example:

DOE	,	BHCT1234567	,	,	BOOKING1234
PUI	,	BHCT1234567	,	PIN1234	,

IMPORTANT!

It is possible to **add seals** for an export container already at the "Add multiple tasks" stage. Each entry after a comma represents a specific type of seal.

Entry format:

DOE	,	BHCT1234567	,	BOOKING1234	,	OPERATOR SEAL	,	SHIPPER SEAL	,	CUSTOMS SEAL	,	VETERINARY SEAL
-----	---	-------------	---	-------------	---	---------------	---	--------------	---	--------------	---	-----------------

If any seal is missing, skip it — but remember to **keep the commas in place**.

5 Click "Yes"

Are you sure?
The task will be added.

Yes

Cancel

After confirming the data, the system will ask whether you want to add the container. Click **"Yes"** to confirm or **"Cancel"** to reject.

After confirmation, the system will assign a transaction number to each container.

6

Click "OK"

Result:

BHCT1234567 - OK 89900500
BHCT1234566 - OK 89900501
BHCT1234565 - OK 89900502

OK

Add task
Please, complete all fields to add a new task

1 Select "Drop Off Empty"

2 Select "Receive ERO"

3 Enter the ERO number

4 Select the ISO type

5 Enter the number of tasks

6 Click "Add"

ERO Number: ERONUMBER1

ISO Type: 22G1

Number of containers: 2

Buttons: Add, Add multiple tasks, Cancel

IMPORTANT! : To schedule an appointment for the delivery of an empty container using an ERO number, it must first be pre-advised by the shipping line in the Navis system. Only then will you receive the ERO number required to add containers to the Task List.

In the displayed window, fill in the following fields:

- ERO Number
- Specify the ISO type
- Enter the number of tasks

7 Click "Yes"

Are you sure?
The task will be added.

Buttons: Yes, Cancel

After confirming the data, the system will ask whether you want to add the container. Click "Yes" to confirm or "Cancel" to reject.

After confirmation, the system will assign a transaction number to the container. You will also have the option to **add another task**.*

*Add another task

8 Click "OK"

Added!
2/2 tasks have been added

Buttons: Ok, Add next task

Add task
Please, complete all fields add a new task

1 Select "Drop Off Empty"

2 Select "Container number"

3 Enter the container number

4 Click "Add"

Container ID ✓
BHCT1234567

Add

Add multiple tasks

Cancel

IMPORTANT!: To schedule an appointment **using a container number**, the container must first be **pre-advised by the shipping line** in the **Navis** system.

In the displayed window, fill in the following field:

- Container number

5 Click "Yes"

Are you sure?
The task will be added.

Yes

Cancel

After confirming the data, the system will ask whether you want to add the container. Click "Yes" to confirm or "Cancel" to reject.

After confirmation, the system will assign a transaction number to the container. You will also have the option to **add another task**.*

*Add another task

6 Click "Ok"

Added!
The task with ID: 89900500 added.

Ok

Add next task

Add task
Please, complete all fields to add a new task

Drop Off Export

Drop Off Empty

Through Container

Select "Pick Up Empty"

Pick Up Empty

Pick Up Export

EDO Number/Booking ✓
EDONUMBER1

ISO Type
22G1

Enter the EDO/Booking number

Select the ISO type

Numbers of containers ✓
2

Enter the number of tasks

Add

Add multiple tasks

Cancel

Click "Add"

IMPORTANT!: To schedule an appointment for the **pickup of an empty container using an ERO/Booking number**, it must first be **pre-advised by the shipping line** in the Navis system. Only then will you receive the EDO/Booking number required to add containers to the Task List.

In the displayed window, fill in the following fields:

- EDO/Booking number
- Specify the ISO type
- Enter the number of tasks

!

Click "Yes"

Are you sure?

The task will be added.

Yes

Cancel

After confirming the data, the system will ask whether you want to add the container. Click **"Yes"** to confirm or **"Cancel"** to reject.

After confirmation, the system will assign a transaction number to the container. You will also have the option to **add another task**.*

*Add another task

✓

Added!

2/2 tasks have been added

Ok

Add next task

Click "OK"

By default, the table view sorts the list by the most recently added containers.
If you want to change the range of displayed data, adjust the history settings.

Click the History window to change the range of displayed data.

HISTORIC SEARCH

Last 7 days

Last 30 days

Just created

Custom Range

✓

✕

To search for a single container without browsing through multiple pages, enter its number in the Search field. You can also use it to display a group of containers, e.g. containers for pickup.

GLOBAL SEARCH

+ Add

🗑️ Delete

State	Task Nbr.	Linked TV App.	Requested Date	Date and time of TVA	Type	VGM weight	Vessel Visit*	Container ID	ISO	Events	Actions
Created	89900500	--	2025-10-21	--	DROP OFF EXPORT	14700	ABCDEFGH12345	BHCT1234565	22G1		🔒
Created	89900501	--	2025-10-21	--	PICK UP IMPORT/DOMESTIC	9967	--	BHCT1234566	45G1	Yard Hold	A container with the messages “Yard” and “Hold” indicates that the container is on the terminal and has a hold.
Created	89900502	--	2025-10-21	--	PICK UP IMPORT/DOMESTIC	10950	--	BHCT1234567	45G1	Yard Hold	

Task number – assigned when the task is created.

If a container is linked to an appointment, the appointment number will appear here. The value “--” means that the container is not linked to any appointment.

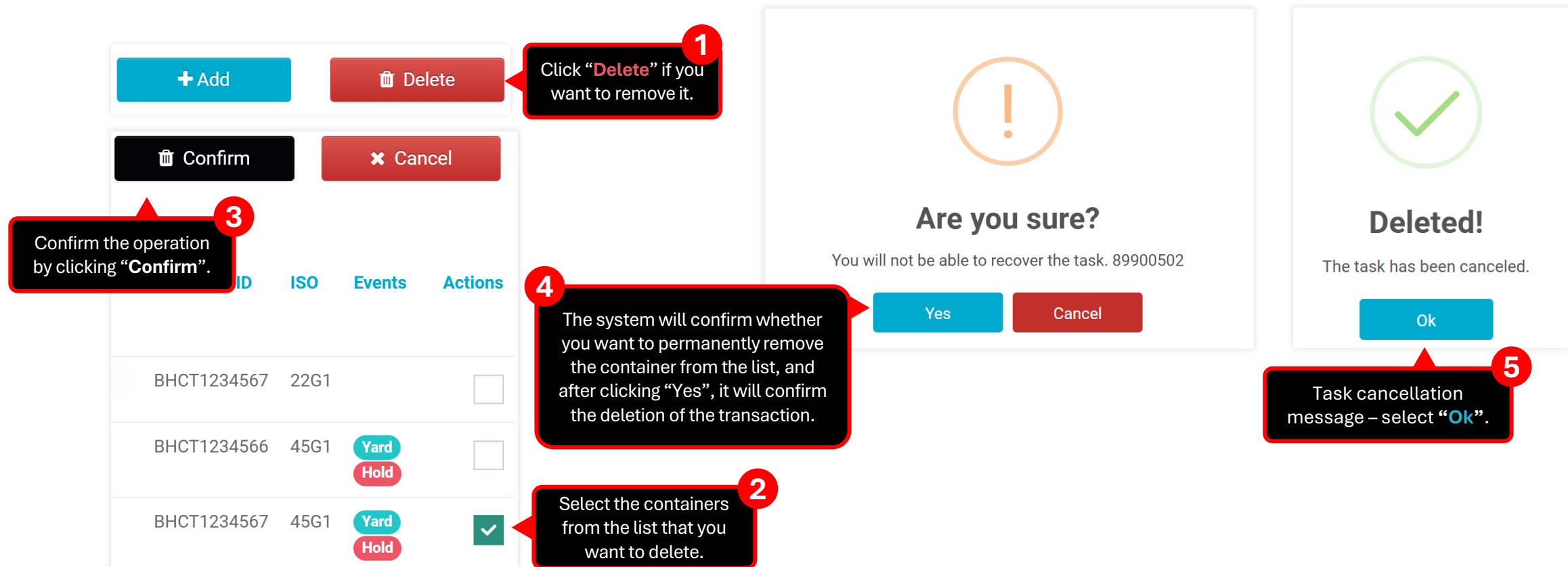
Vessel visit ID – indicates the vessel voyage for which the container has been pre-advised by the shipping line.

Notifications – provide additional information, e.g. whether the container is on the terminal or has a hold

To delete a container from the Task List view, use the “Delete” option. After selecting it, an **checkbox** will appear - once checked, it **will turn green**. In this way, select the containers **you want to delete**. A task can be removed from the Task List only if it **is not linked to an appointment**. If you want to delete a task that is already linked to an appointment, you must first delete or edit the appointment and unlink the container from it.

IMPORTANT!

A deleted container can be added back to the task list.



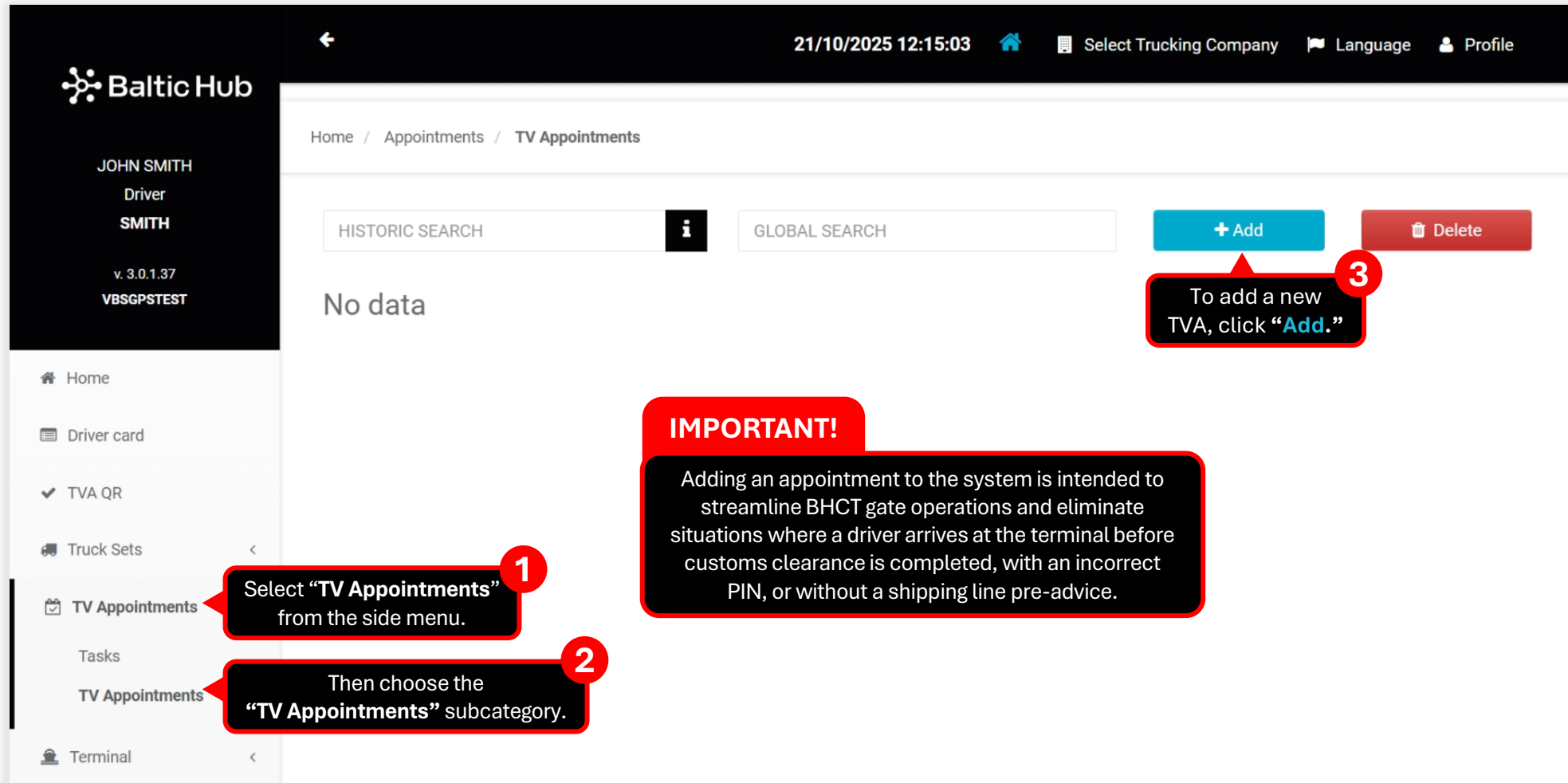
The diagram illustrates the process of deleting a container from the task list through five numbered steps:

- Click “Delete” if you want to remove it.** The user clicks the red “Delete” button in the top right of the task list interface.
- Select the containers from the list that you want to delete.** The user selects the checkbox in the “Actions” column for the container BHCT1234567 (45G1). The checkbox turns green.
- Confirm the operation by clicking “Confirm”.** The user clicks the black “Confirm” button in the top left of the task list interface.
- The system will confirm whether you want to permanently remove the container from the list, and after clicking “Yes”, it will confirm the deletion of the transaction.** A confirmation dialog box appears with the text “Are you sure? You will not be able to recover the task. 89900502”. The user clicks the blue “Yes” button.
- Task cancellation message – select “Ok”.** A “Deleted!” message box appears with the text “The task has been canceled.”. The user clicks the blue “Ok” button.

The task list interface shows the following data:

ID	ISO	Events	Actions
BHCT1234567	22G1		☐
BHCT1234566	45G1	Yard Hold	☐
BHCT1234567	45G1	Yard Hold	☒

An appointment links the driver, truck, and trailer with containers, and then allows you to reserve a time slot during which the driver can enter the BHCT terminal. **Remember!** The system only allows creating appointments for containers **that are ready for delivery or pickup**. It is not possible to make an appointment for a container that **has a customs hold** or when the weight of the container and truck set exceeds the **Maximum Permissible Gross Weight**. You can schedule an appointment to pick up an import container once it has been **unloaded** from the vessel and is available in the yard.



The screenshot shows the Baltic Hub interface for TV Appointments. The top navigation bar includes the date and time (21/10/2025 12:15:03), a home icon, and links for 'Select Trucking Company', 'Language', and 'Profile'. The left sidebar displays the user profile (JOHN SMITH, Driver, SMITH, v. 3.0.1.37, VBSGPSTEST) and a menu with options: Home, Driver card, TVA QR, Truck Sets, TV Appointments (selected), Tasks, TV Appointments (sub-category), and Terminal. The main content area shows the breadcrumb 'Home / Appointments / TV Appointments', search bars for 'HISTORIC SEARCH' and 'GLOBAL SEARCH', and buttons for '+ Add' and 'Delete'. A 'No data' message is displayed. Three numbered callouts provide instructions: 1. 'Select “TV Appointments” from the side menu.' (pointing to the TV Appointments menu item), 2. 'Then choose the “TV Appointments” subcategory.' (pointing to the TV Appointments sub-category item), and 3. 'To add a new TVA, click “Add.”' (pointing to the + Add button). An 'IMPORTANT!' box contains the text: 'Adding an appointment to the system is intended to streamline BHCT gate operations and eliminate situations where a driver arrives at the terminal before customs clearance is completed, with an incorrect PIN, or without a shipping line pre-advise.'

1 Select “TV Appointments” from the side menu.

2 Then choose the “TV Appointments” subcategory.

3 To add a new TVA, click “Add.”

IMPORTANT!

Adding an appointment to the system is intended to streamline BHCT gate operations and eliminate situations where a driver arrives at the terminal before customs clearance is completed, with an incorrect PIN, or without a shipping line pre-advise.

Choose from two options:

1. Use a previously created Truck Set, marked by default with a green circle icon.
2. Select the second option to create a one-time set consisting of a driver, truck, and chassis.

To create a Truck Set, go back to the previous step.

Proceed to Step 4

Truck Visit Appointment
Please, complete all fields to add a new truck visit appointment

☒ Select a truck set ☐ Combined Transport Cancel Validate

☐ Wybierz kierowcę ☐ NR REJESTRACYJNY NACZEPY/PIG ☐ NR REJESTRACYJNY NACZEPY/PIG

2

Truck Visit Appointment
Please, complete all fields to add a new truck visit appointment

☐ Wybierz zestaw pojazdów ☒ Combined Transport Cancel Validate

☒ SELECT A DRIVER ☐ INPUT A TRUCK LICE ☐ INPUT A CHASSIS LICENSE ☐ INPUT A CHASSIS LICENSE

IMPORTANT!

When using the combined transport option, please note that full responsibility for the accuracy of the entered data rests with the user creating the appointment. BHCT does not take responsibility for any incorrectly entered data. BHCT reserves the right to inspect transport documentation to verify the accuracy of the provided information and to request the signing of appropriate declarations. In the event that BHCT detects unauthorized use of the right to transport a container under the combined transport scheme, the user who created the transaction will be charged for any fines imposed on BHCT by the Road Transport Inspection, as well as subject to a driver entry ban in accordance with the tariff.

Select the containers you want to assign to the chosen set and drag them into the appropriate fields. You can also click on the selected container in the Task List, and the system will automatically place the task in the correct field. Then, choose the date and time of the visit and save the transaction by clicking “OK.”

Truck Visit Appointment
Please, complete all fields to add a new truck visit appointment

☐ Select a truck set ☐ Combined Transport Cancel OK

☒ JAN KOWALSKI

Task List

SEARCH...

BHCT1234567 [2200 kg] 22G1	89900500	DOM
ERONUMBER1 [2200kg] 22G1	89900501	DOM
ERONUMBER1 [2200 kg] 22G1	89900502	DOM
EDONUMBER1 [2200 kg] 22G1	89900504	PUM
EDONUMBER1 [2200 kg] 22G1	89900504	PUM

Selected drop off tasks

Selected pick up tasks

TV Appointment Information

- Truck set ID:
 - Driver: 1234567
 - Truck: GDBHCT1
 - Chassis: GDBHCT7
- Axle Count: 5
- Selected Slot: -

Here you can find a list of containers that can be **delivered** or **picked up** with the selected **truck set**. **Click** on the chosen container or **drag** it to the appropriate field.

IMPORTANT!

Here you can find the slot calendar. To display it, you must select at least one task from the list so that the system can determine whether the appointment is for **full** or **empty containers**. In the case of a mixed transaction (empty + full), the “**STANDARD**” slot calendar will be displayed.

A graphical preview of how the selected containers **for delivery** are arranged on the chassis.

A graphical preview of how the selected containers **for pickup** are arranged on the chassis.

This table will display the selected containers **for delivery**.

This table will display the selected containers **for pickup**.

Here you can find a summary of the created TVA

BHCT7654321 [8200 kg] 22G1
89900505 PUI

After selecting a container from the task list, you need to specify the door direction and its position on the chassis.

Complete the container position and door direction

Container position

☐ Front ☐ Center ☒ Back

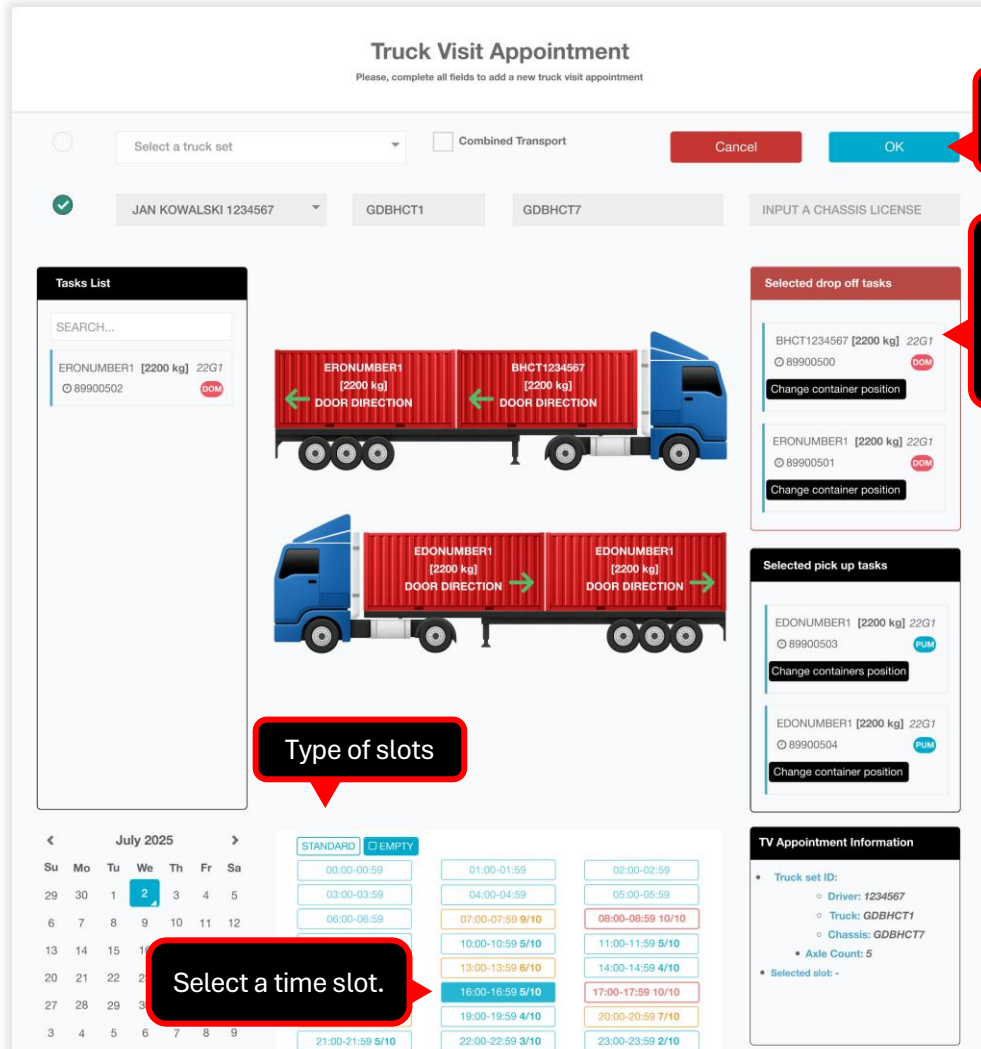
Container door direction

☒ Backwards ☐ To the cabin

Save

Cancel

Select the containers you want to assign to the chosen truck set and drag them to the appropriate fields. You can also double-click on a selected container from the task list, and the system will automatically place the task in the correct field. Then, choose the date and time of the appointment and save the transaction using the OK button.



Truck Visit Appointment
Please, complete all fields to add a new truck visit appointment

Select a truck set ☐ Combined Transport

☒ JAN KOWALSKI 1234567

Tasks List

SEARCH...

ERONUMBER1 [2200 kg] 22G1
89900502

Selected drop off tasks

BHCT1234567 [2200 kg] 22G1
89900500

ERONUMBER1 [2200 kg] 22G1
89900501

Selected pick up tasks

EDONUMBER1 [2200 kg] 22G1
89900503

EDONUMBER1 [2200 kg] 22G1
89900504

TV Appointment Information

- Truck set ID:
 - Driver: 1234567
 - Truck: GDBHCT1
 - Chassis: GDBHCT7
- Axle Count: 5
- Selected slot: -

Here you can confirm the entered data.

If you want to change the container's position, select the black "Change container position" button.

Type of slots

Select a time slot.

Legend:

16:00-16:59

Completed

16:00-16:59 25/50

< 50%

16:00-16:59 25/50

Selected

16:00-16:59 35/50

> 50%

16:00-16:59 50/50

100%



Are you sure?

The truck visit appointment set will be added.

After confirming the data, the system will ask whether you want to create the TVA. Click **"Yes"** to confirm or **"Cancel"** to reject.

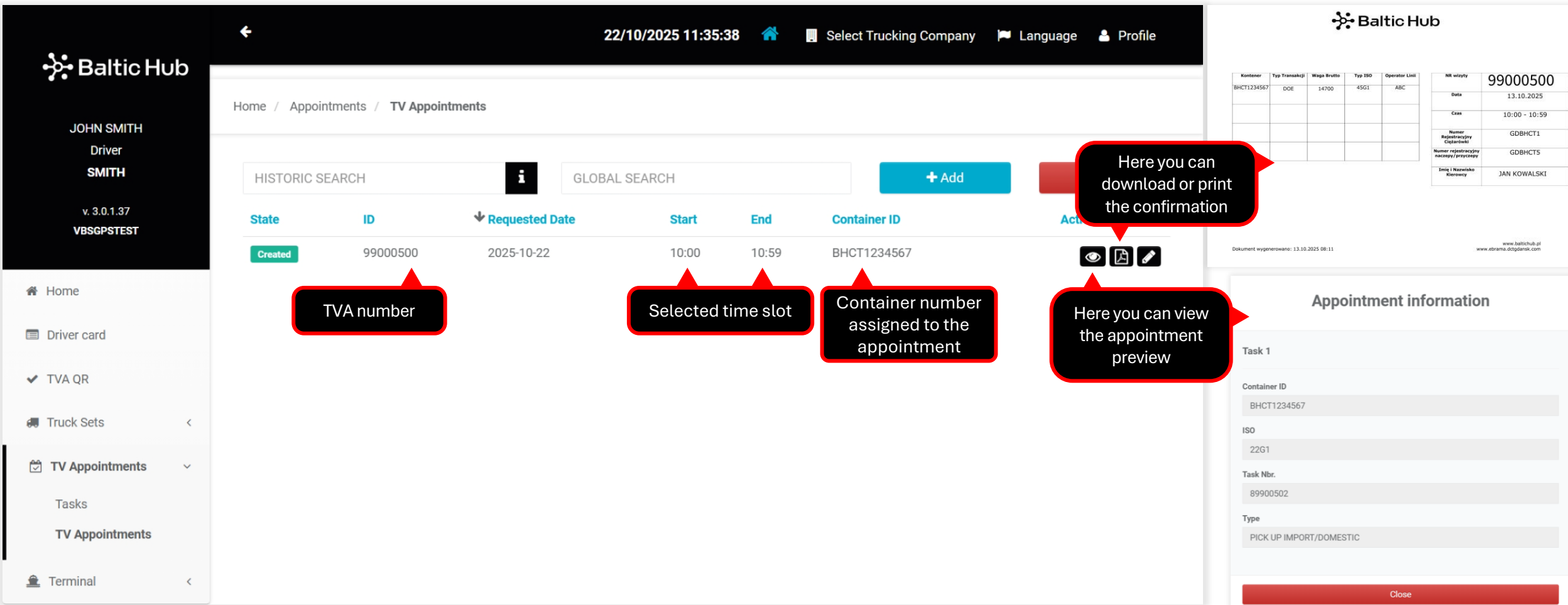


Information

Appointment with number 99000500 was created. A report was sent to the driver.

*Add next appointment

The appointment created in this way will appear in the table. You will receive the appointment details - number, date, and time - by email and SMS. Enter the assigned appointment number at the self-service kiosks.



The screenshot displays the 'TV Appointments' section of the Baltic Hub application. The interface includes a sidebar with user information (JOHN SMITH, Driver SMITH, v. 3.0.1.37, VBSGPSTEST) and navigation options (Home, Driver card, TVA QR, Truck Sets, TV Appointments, Tasks, TV Appointments, Terminal). The main area shows a table of appointments with columns for State, ID, Requested Date, Start, End, and Container ID. A table of appointment details is also visible on the right, including container information, date, time, and operator details. Callouts highlight specific features: 'TVA number' points to the ID field, 'Selected time slot' points to the Start and End time fields, 'Container number assigned to the appointment' points to the Container ID field, and 'Here you can view the appointment preview' points to the 'View' icon. Another callout states 'Here you can download or print the confirmation' pointing to the 'Download' and 'Print' icons.

Baltic Hub

22/10/2025 11:35:38   Select Trucking Company  Language  Profile

Home / Appointments / TV Appointments

HISTORIC SEARCH  GLOBAL SEARCH 

State	ID	Requested Date	Start	End	Container ID	Act
Created	99000500	2025-10-22	10:00	10:59	BHCT1234567	  

Appointment details:

Container	Typ Transakcji	Waga Brutto	Typ ISO	Operator Limit
BHCT1234567	DOE	14700	45G1	ABC

Nr wizyty	99000500
Data	13.10.2025
Czas	10:00 - 10:59
Numer Rejestracyjny Ciężarówki	GDBHCT1
Numer rejestracyjny naczepy/przyczepy	GDBHCT5
Imię i Nazwisko Kierowcy	JAN KOWALSKI

Dokument wygenerowano: 13.10.2025 08:11 www.balticHub.pl
www.ebrama.dctgdansk.com

Appointment information

Task 1

Container ID
BHCT1234567

ISO
22G1

Task Nbr.
89900502

Type
PICK UP IMPORT/DOMESTIC

Close

If you want to change the **date or time of an appointment**, **add a container to an existing visit**, or **change the driver, truck, or chassis**, you can do this using the Edit function. To do so, in the appointment list view, click the **pencil icon** on the right side of the appointment table. After the system confirms that you want to edit the appointment, the appointment window will appear, allowing you to make the desired changes.



JOHN SMITH
Driver
SMITH
v. 3.0.1.37
VBSGPSTEST

Home

Driver card

TVA QR

Truck Sets

TV Appointments

Tasks

TV Appointments

Terminal

22/10/2025 11:35:38

Select Trucking Company

Language

Profile

Home / Appointments / TV Appointments

Truck Visit Appointment

Please, complete all fields to add a new truck visit appointment

SMITH SET 1

Combined Transport

JOHN SMITH 1234567

GDBHCT1

GDBHCT5

INPUT A CHASSIS LICENSE

Cancel

OK

Task List

SEARCH...

BHCT1234566 [2200 kg]

22G1

DOM

BHCT1234567 [14700 kg]

45G1

DOM

BHCT1234567 [14700 kg]

DOOR DIRECTION



Selected drop off tasks

BHCT1234567 [4000 kg]

45G1

DOM

Change container position

Selected pick up tasks

Delete

Actions

Eye icon

Image icon

Pencil icon

2

After making the changes, click "OK". The system will send a new SMS notification with the updated appointment details.

1

Click to edit the appointment.

Before the start of the time slot, you can change the date and time of the appointment, change the driver, truck, or chassis, add a container to the appointment, or completely delete it.

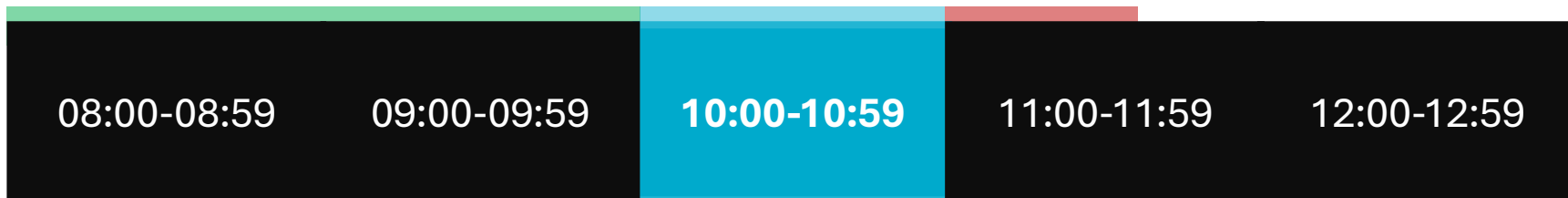
Until the end of the time slot, you can create a new appointment, change the driver, truck, or trailer, or add a container to an existing TVA. You can also delete the TVA.

In the buffer, it is possible to change the driver, truck, and trailer.

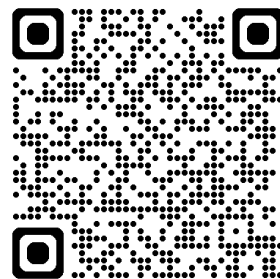
IMPORTANT!

It is not possible to **change or remove** containers that are already included in an appointment.

A created appointment **can be edited throughout the entire duration of its time slot.**



All regulations and documents can be found **HERE** ►



Dokumenty i Regulaminy
Zeskanuj kod QR

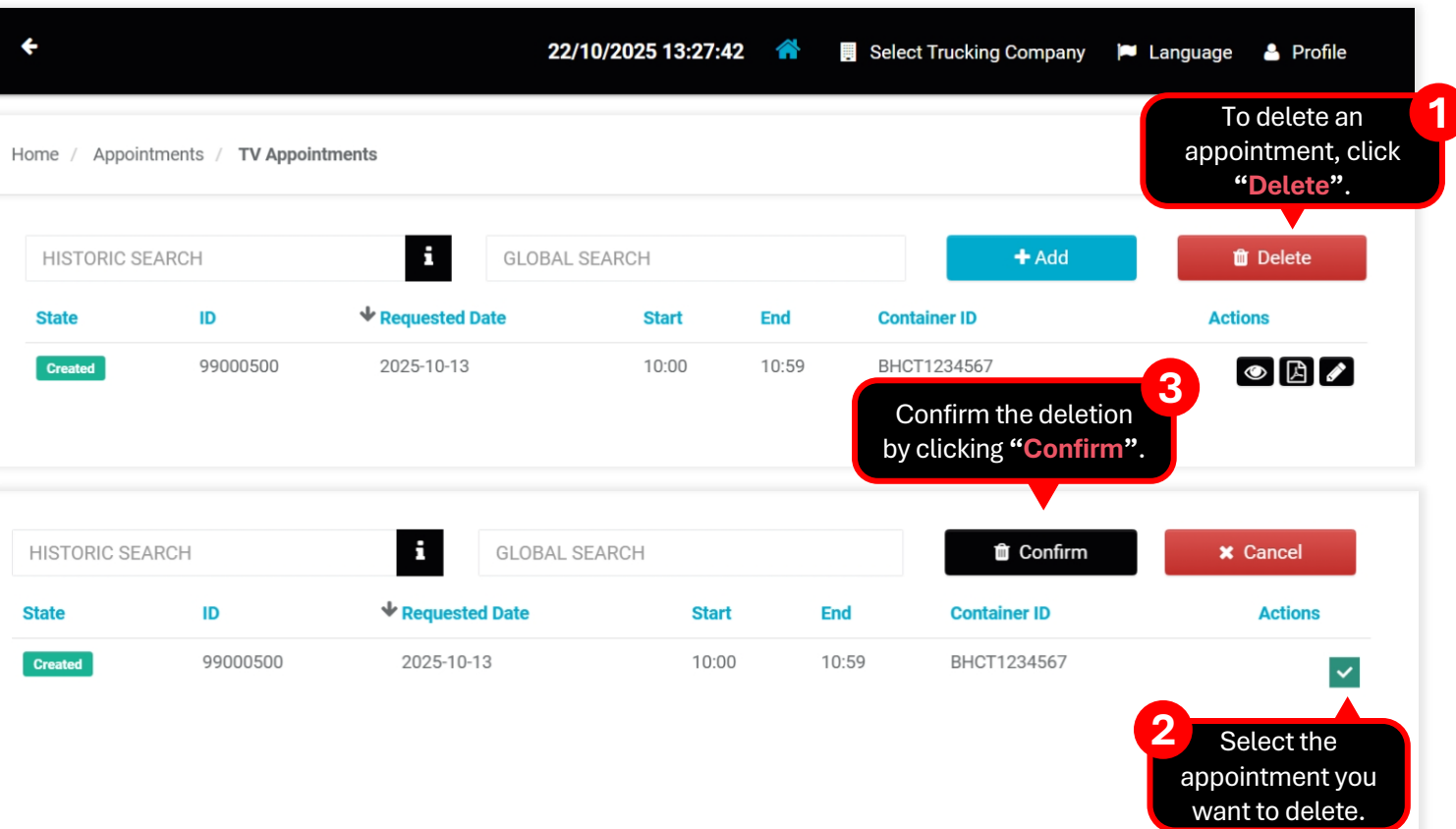
Road operations

Terms and conditions for the use of the VBS

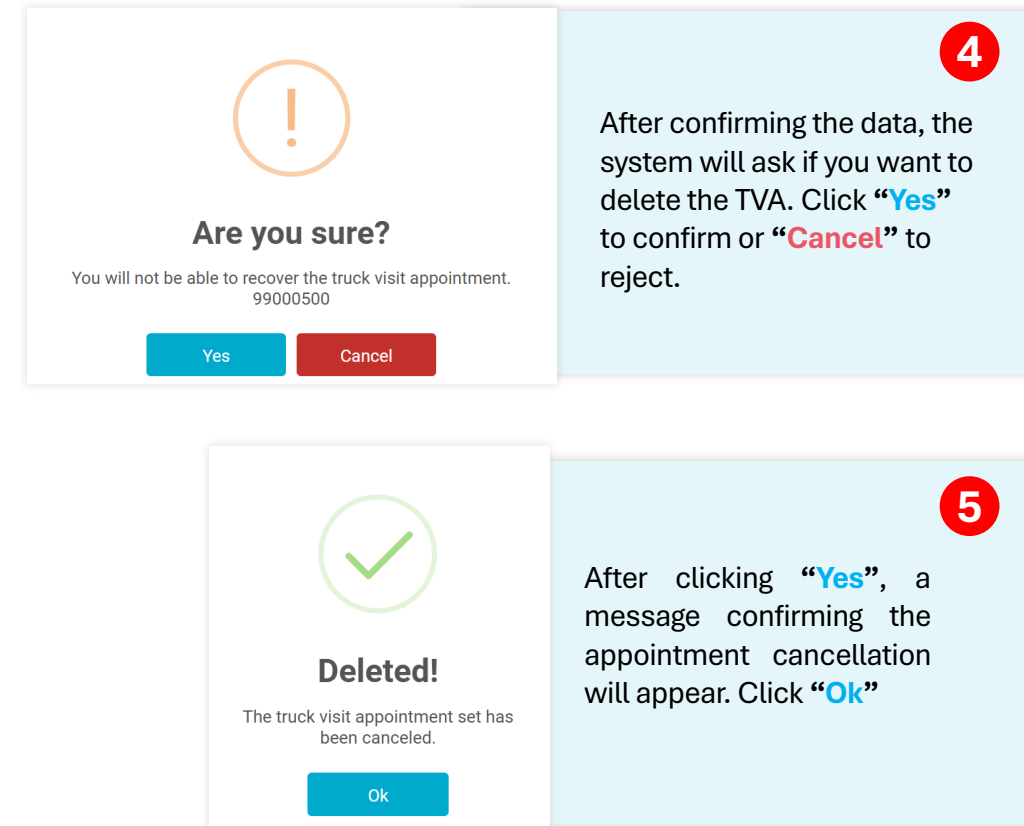
PDF / 715.56 Kb



To delete an appointment, click “**Delete**” in the appointment list view. Deleting an appointment may result in the loss of the reserved time slot. If you know that the visit will not take place, delete it this will free up the slot for another driver.



The screenshot shows the 'TV Appointments' list view. At the top, there's a navigation bar with a back arrow, the date and time '22/10/2025 13:27:42', and links for 'Select Trucking Company', 'Language', and 'Profile'. Below the navigation bar, there's a breadcrumb trail: 'Home / Appointments / TV Appointments'. The main content area features a table with columns: 'State', 'ID', 'Requested Date', 'Start', 'End', 'Container ID', and 'Actions'. A single appointment is listed with the state 'Created', ID '99000500', requested date '2025-10-13', start time '10:00', end time '10:59', and container ID 'BHCT1234567'. Above the table, there are search filters ('HISTORIC SEARCH', 'GLOBAL SEARCH'), an '+ Add' button, and a 'Delete' button. A red callout box with the number '1' points to the 'Delete' button, containing the text: 'To delete an appointment, click “Delete”.' Below the table, there are two buttons: 'Confirm' and 'Cancel'. A red callout box with the number '3' points to the 'Confirm' button, containing the text: 'Confirm the deletion by clicking “Confirm”.' At the bottom right of the table, there is a green checkmark icon. A red callout box with the number '2' points to this checkmark, containing the text: 'Select the appointment you want to delete.'



The first dialog box (callout 4) has a yellow warning icon and the title 'Are you sure?'. The text inside says: 'You will not be able to recover the truck visit appointment. 99000500'. It has two buttons: 'Yes' and 'Cancel'. A red callout box with the number '4' points to the 'Yes' button, containing the text: 'After confirming the data, the system will ask if you want to delete the TVA. Click “Yes” to confirm or “Cancel” to reject.'

The second dialog box (callout 5) has a green checkmark icon and the title 'Deleted!'. The text inside says: 'The truck visit appointment set has been canceled.' It has one button: 'Ok'. A red callout box with the number '5' points to the 'Ok' button, containing the text: 'After clicking “Yes”, a message confirming the appointment cancellation will appear. Click “Ok”'

A user with **Dispatcher or Transport Company Administrator** permissions can add drivers to their company, thereby creating driver profiles.

IMPORTANT!

A driver cannot be added to the company if their data has not been previously registered by BHCT in the Navis system. If you are unable to add a driver, contact the VBS Call Center.

Enter the PESEL
number / Passport
number.

Add a new Driver

Please, complete all fields to add a new driver.

Click
“Search”

1234569

Search

Cancel

Add a new Driver

Please, complete all fields to add a new driver.

1234569

Search

First name

JOHN

Last name

NEWMAN

E-mail

EMAIL@EMAIL.COM

Mobile Phone

+48123456785

PESEL / Passport Number

1234569

Click
“Ok”

OK

Cancel

Are you sure?

The driver will be added.

Yes

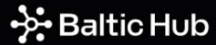
Cancel

Added!

The driver has been added.

Ok

Click
“Ok”



JOHN SMITH
Trucking Company Admin
SMITH

v. 3.0.1.37

Manage Profiles

Users

Drivers

Truck Sets

TV Appointments



22/10/2025 15:07:45



Language



Profile

Home / Manage Profiles / Drivers

GLOBAL SEARCH

+ Add

Delete

JOHN BEAN

TSTMIHJB1



+481234568

1234568

OK

JOHN SMITH

TSMITHJS1



EMAIL@EMAIL.COM



+48123456785



1234569

OK

Click
“Add”

In the side menu,
click “Profiles”

Select
“Drivers”

Click “Yes” to
confirm the
entered data.

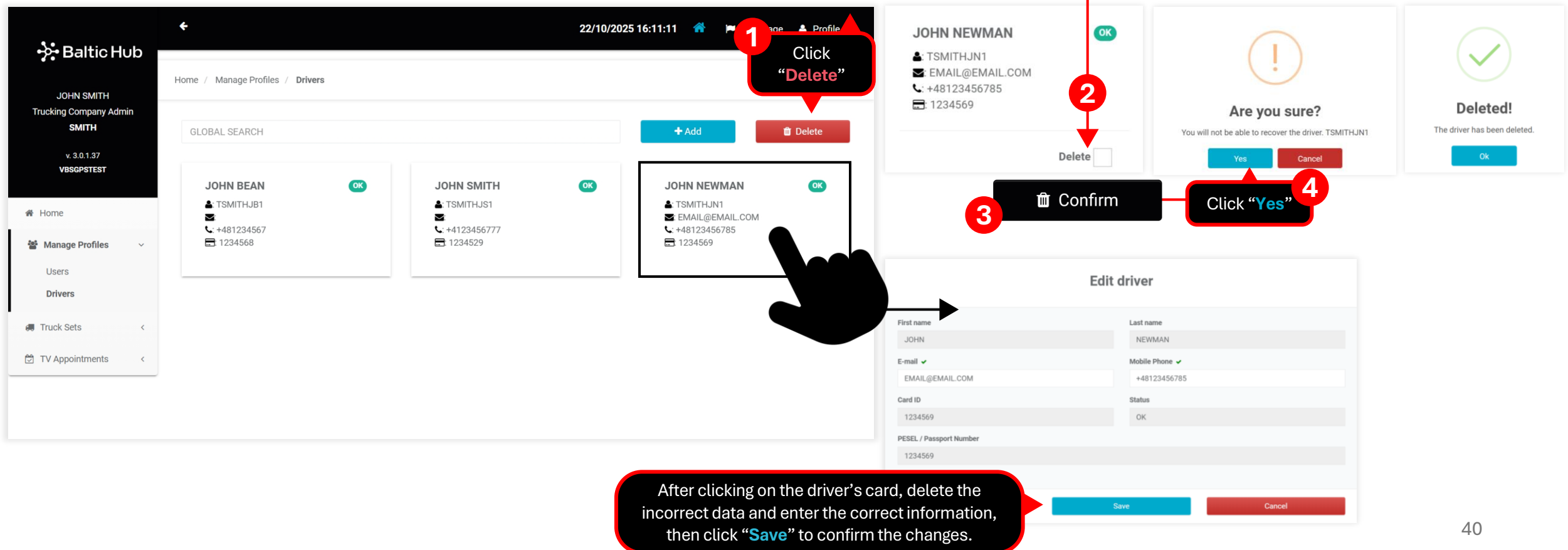
To edit a driver's information, click on the driver's card located in the **"Profiles – Drivers"** tab.

In the displayed form, you can make changes to the **phone number** or **email address**.

To delete a driver, and thus remove the user profile, click **"Delete"**. Then, for the selected name, uncheck the **Delete** box and click **"Confirm"**

IMPORTANT!

Deleting a driver will remove any truck sets created with that driver and also remove the driver from any appointments.



1 Click "Delete"

2

3 Confirm

4 Click "Yes"

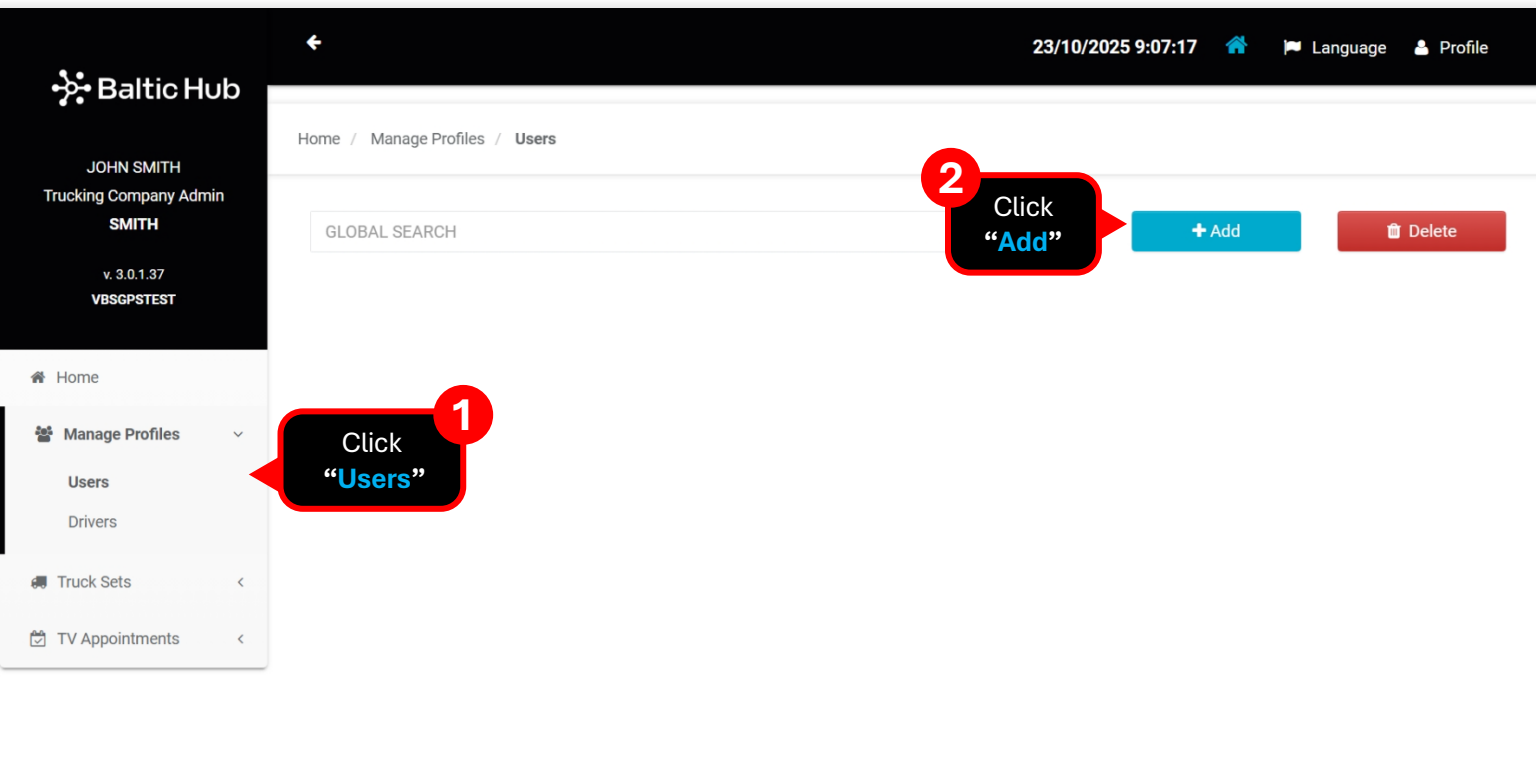
Edit driver

First name: JOHN
Last name: NEWMAN
E-mail: EMAIL@EMAIL.COM
Mobile Phone: +48123456785
Card ID: 1234569
PESEL / Passport Number: 1234569

Save Cancel

After clicking on the driver's card, delete the incorrect data and enter the correct information, then click **"Save"** to confirm the changes.

As a Company Administrator, **you are responsible** for adding your employees, known as **dispatchers**. Adding an employee from the administrator account will automatically create a user account. Remember that the **administrator is also responsible for deleting an employee's account in case of termination of employment**. To add a dispatcher, select the “**Users**” function located under **Profiles** in the side menu, and then click “**Add**.”



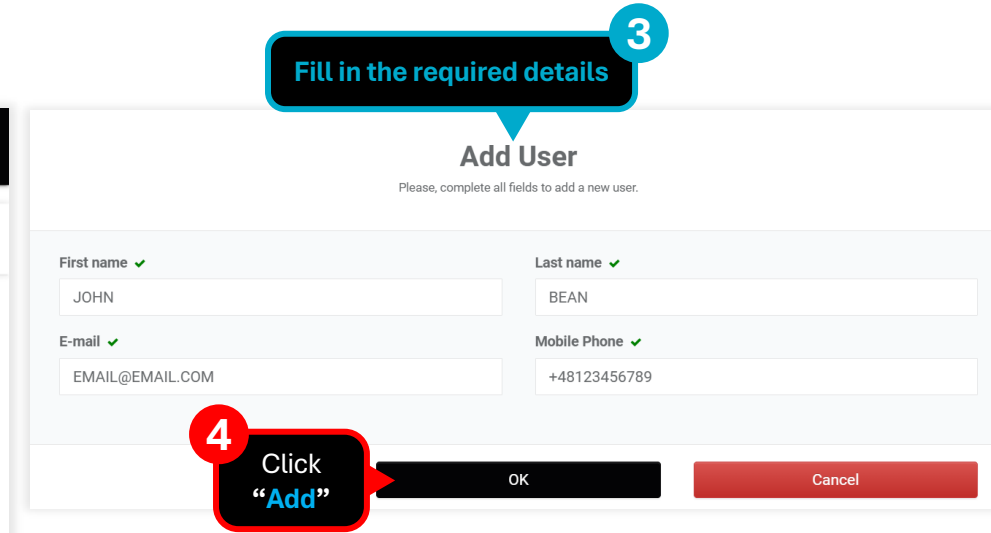
← 23/10/2025 9:07:17 🏠 🚩 Language 👤 Profile

Home / Manage Profiles / Users

GLOBAL SEARCH

Click “Add”

Click “Users”



3 Fill in the required details

Add User

Please, complete all fields to add a new user.

First name ✓	Last name ✓
JOHN	BEAN
E-mail ✓	Mobile Phone ✓
EMAIL@EMAIL.COM	+48123456789

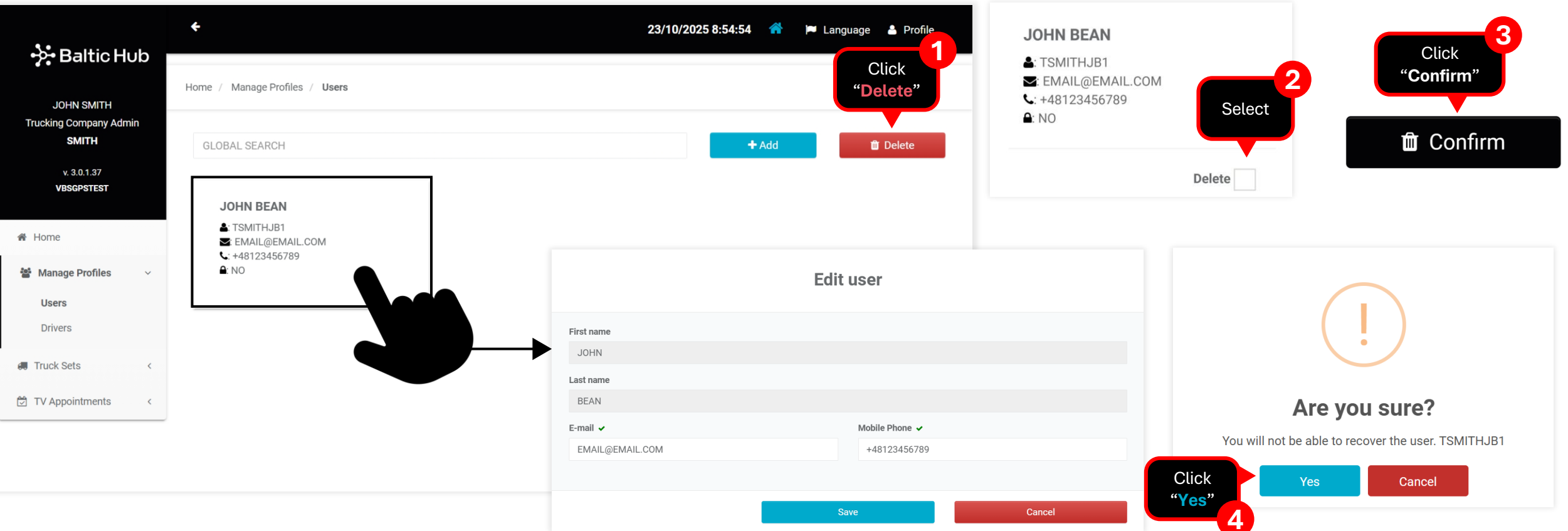
4 Click “Add”

OK Cancel

IMPORTANT!

After entering the details, click “**OK**.” The system will automatically send the login credentials to the provided email address.

To edit a user's details, click on the user's profile card located in the **“Profiles – Users”** tab. In the form that appears, you can update the **phone number** or **email address**.



The screenshot displays the Baltic Hub interface for a Transport company administrator. The top navigation bar includes the date and time (23/10/2025 8:54:54), a home icon, and links for Language and Profile. The left sidebar shows the user's name (JOHN SMITH) and the company name (Trucking Company Admin SMITH). The main content area is titled 'Manage Profiles / Users' and features a 'GLOBAL SEARCH' bar, an '+ Add' button, and a 'Delete' button. A user profile card for 'JOHN BEAN' is highlighted with a red box and a hand icon pointing to it. The card displays the user's details: TSMITHJB1, EMAIL@EMAIL.COM, +48123456789, and NO. A red callout bubble with the number 1 points to the 'Delete' button on the card. A red callout bubble with the number 2 points to the 'Select' button on the card. A red callout bubble with the number 3 points to the 'Confirm' button. A red callout bubble with the number 4 points to the 'Yes' button in the confirmation dialog.

Click “Delete” 1

Select 2

Click “Confirm” 3

Click “Yes” 4



[Back to Menu](#)

[END](#)

