eBRAMA USER MANUAL

1. Registration of a Transport Company:

- You can register on the website: [Vehicle Booking System - Baltic Container Terminal Gdynia](#)

1.1. Register a company:

- Choose the option 'register new company';

Welcome in VBS system

Go to login

Register new company

- Fill in all the required fields - make sure they are correct;

< Home **Register new company**

Company name *

Full name of the person registering the company *

NIP / Tax ID *

REGON

Street (name and number) *

City *

Post code *

Country

PL

Contact phone *

Contact e-mail *

☐ 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

Powered by PQiNA

Additional notes

Submit   Cancel

- Accept the terms and conditions.
- In the attachment in .doc or .pdf format, include only the NIP and/or KRS;
- Do not close the page – you need to enter the confirmation code for your application, which will be sent via email and/or SMS.

Enter the application confirmation code received via email/SMS.

Confirmation code	Confirm	Resend the code

- Enter the code and wait for an email and/or SMS with your login and temporary password (you will receive them once the company is verified, if the data is incorrect, you will receive an email and/or SMS with a link to correct it);
- Log in and change the temporary password to the final one;
- If you forget your password, select the option 'forgot password'.

and enter all the required information, then you will receive a temporary password again.

2. Logging into the system:

For each transport or freight forwarding company, the system generates a main user profile as the Administrator of the company. The profile is held by the owner of the company or a person designated to manage the account on his/her behalf. After the BCT employee generates the user profile for a transport company, they receive login details via email and SMS provided in the registration form. Each profile Administrator is responsible for creating accounts for their employees, i.e., Dispatchers or Drivers. After creating accounts, each user will receive a unique login and temporary access password at the email address and/or phone number specified in the system, which will enable the first login: Login Temporary password.

2.1. Upon first login, a password change is required. A window will appear in which you will need to enter your individual password twice. Remember that the password must consist of at least 8 characters, including at least one capital letter, one lowercase letter, a digit, and a special character, e.g. (:;",./?!@#$%^&*). After filling in the new password, the system will ask for your login details again.

To log in to your account, go to the starting page and click on the box - go to login.
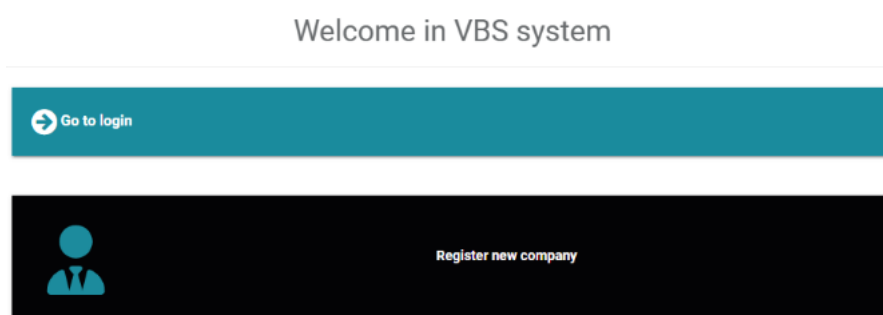
In the upper right corner, you have the option to change the language to:
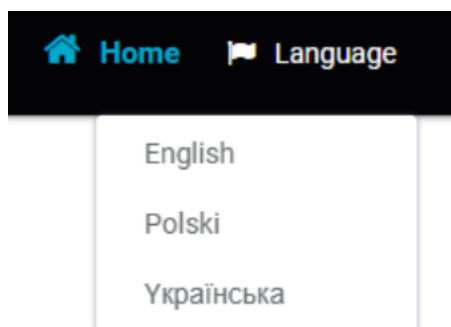
A window will then appear as below:
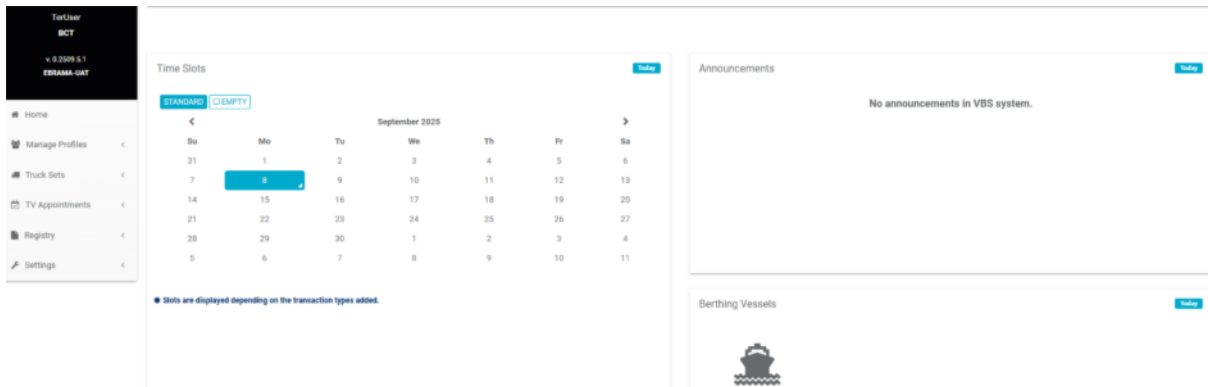

Enter the username you received during registration and the password you changed, then click the login box.

2.2 Start screen

After logging in, the main desktop will appear as below:

On the main desktop, there is information about time slots, current messages, and the ships currently served by the BCT terminal.

In the upper right corner, there is a Profile section where you can change the password, email address, or phone number associated with the profile. The Logout button will log you out of the system and return you to the login page.
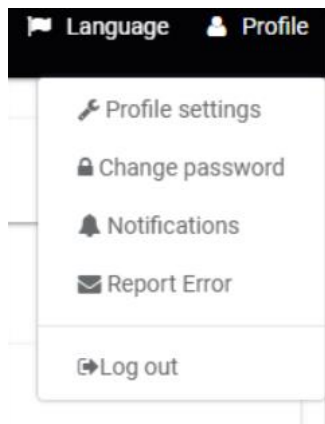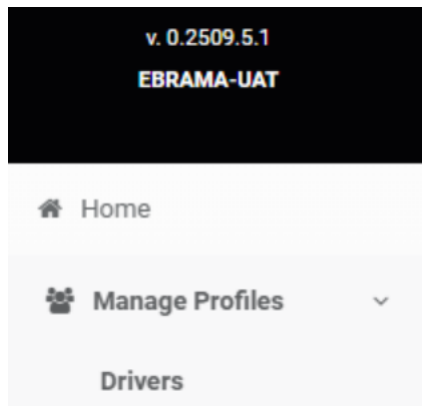

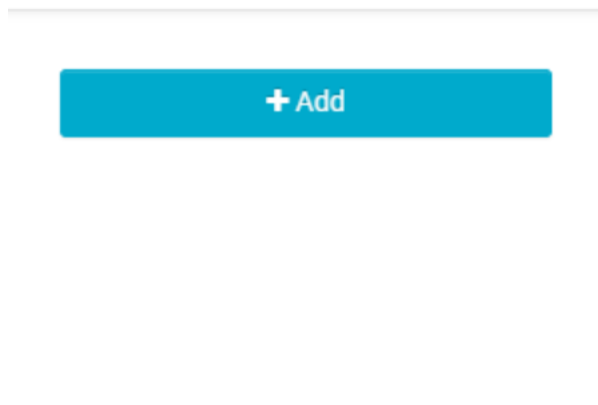Additionally, on the left side, there is a sidebar menu.
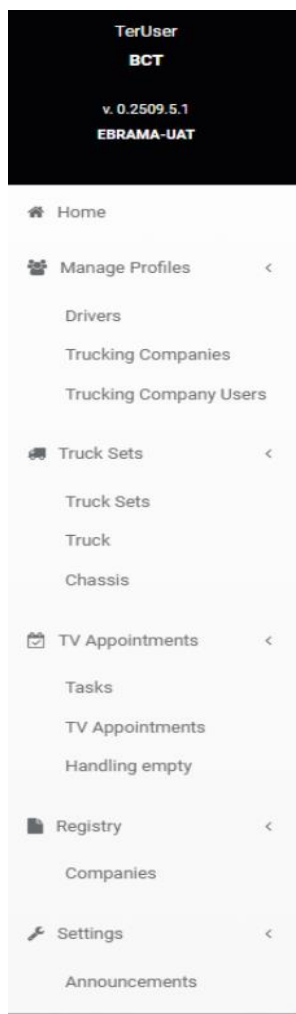
The side menu contains data of the logged-in person, a return to the homepage, user profiles: dispatcher and driver, vehicle sets, and notifications.

3. Adding drivers:

- Expand 'profiles' on the left side -> select 'drivers':

- Select the option "+ add" on the right side;

- Enter your ID card number or passport number (make sure they are valid);

-> select 'search' -> fill in all fields correctly;

Add a new Driver

Please, complete all fields to add a new driver.

| XYZ 12345 | Search |

Driver not found. Enter details and accept the form to add a driver.   ✕

First name

Last name

E-mail

Document expiration date

INVALID DATE

Mobile Phone

identity card / Passport Number

XYZ 12345

OK   Cancel

-> press "ok" -> the driver has been added;

- By accessing the driver's data, you can change the email address and mobile number -> the driver receives a temporary login and password to the provided contact details;

- You can remove the driver by first selecting "remove" from the right side and then checking the box under the driver's data and selecting the "confirm" option.