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eBRAMA USER MANUAL

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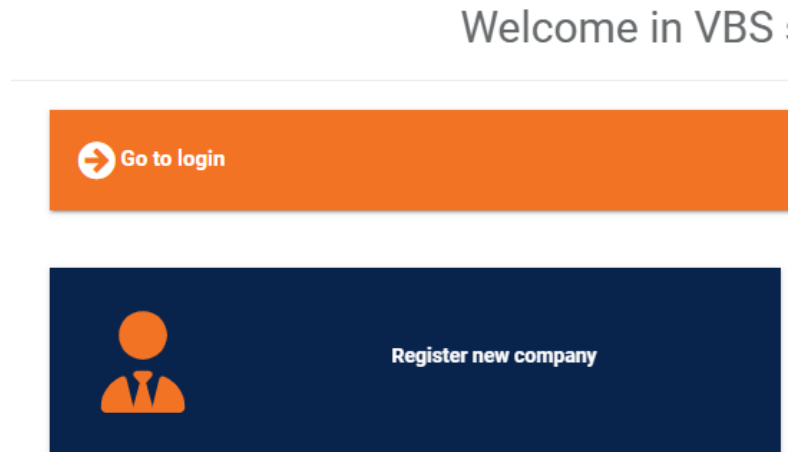
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1. Registration of a Transport Company:

- You can register on the website: <https://ebrama.bct.ictsi.com/>

1.1. Register a company:

- Choose the option „Register new company”:



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

← Home Company registration

Company name *	Full name of the person registering the company *
<input type="text"/>	<input type="text"/>
NIP / Tax ID *	REGON
<input type="text"/>	<input type="text"/>

Street (name and number) *

City *	Post code *	Country
<input type="text"/>	<input type="text"/>	PL ▼

Contact mobile phone	Contact e-mail *
<input type="text" value="+48"/>	<input type="text"/>

☐ 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 PQ2/NA

Additional notes

Submit Cancel

- Accept the terms and conditions;
- In the attachment in .doc or .pdf format, include only the NIP and/or KRS;

- Select „Submit” and confirm the request with „Yes”:



Are you sure?

Are you sure you want to submit your application to create a transport company? After confirmation, a confirmation code will be sent to your email and phone number, which you will need to enter in the form.

Yes

Cancel

- Do not close the page – you need to enter the confirmation code for your application, which will be sent via email and/or SMS:

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.

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?”:



An ICTSI Group Company

Username

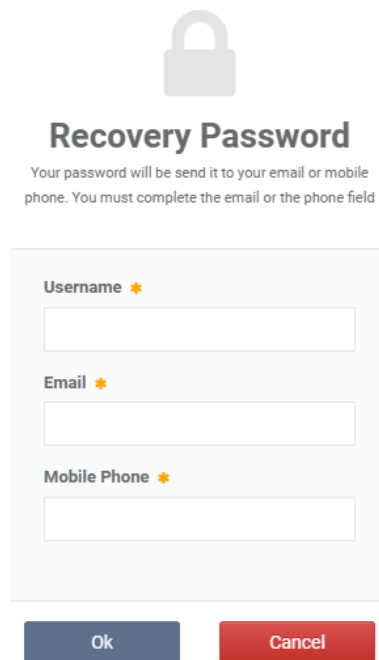
Password



Login

[Forgot password?](#)

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



The image shows a 'Recovery Password' form. At the top is a grey padlock icon. Below it, the title 'Recovery Password' is centered. Under the title, a message states: 'Your password will be send it to your email or mobile phone. You must complete the email or the phone field'. The form itself is a light blue box containing three input fields, each with a label and a yellow asterisk: 'Username', 'Email', and 'Mobile Phone'. Below the form are two buttons: a blue 'Ok' button and a red 'Cancel' button.

2. Logging into the system:

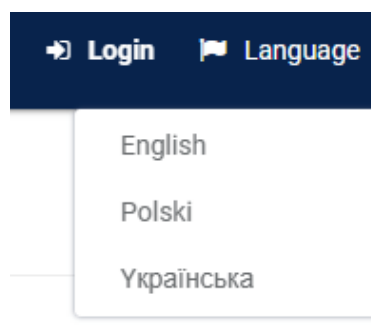
For each transport or freight forwarding company, the system generates a main user profile as the Administrator of the company. The profile is held by the owner of the company or a person designated to manage the account on his/her behalf. After the BCT employee generates the user profile for a transport 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.

- 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 website: <https://ebrama.bct.ictsi.com/> click the box “Go to login”:

Welcome in VBS system



- In the upper right corner, you have the option to change the language to:



- A window will then appear as below:

The login window features the BCT logo (Baltic Container Terminal Gdynia) and the text 'An ICTSI Group Company'. It includes a 'Username' input field, a 'Password' input field with a toggle eye icon, and an orange 'Login' button. A 'Forgot password?' link is located below the button.

- Enter the username you received during registration and the password you changed, then click „Login”.

2.1 Start screen

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

Time Slots

STANDARD ☐ EMPTY

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

00:00-00:59	01:00-01:59	02:00-02:59	03:00-03:59
04:00-04:59	05:00-05:59	06:00-06:59	07:00-07:59
08:00-08:59	09:00-09:59	10:00-10:59	11:00-11:59
12:00-12:59	13:00-13:59	14:00-14:59 28/50	15:00-15:59 11/50
16:00-16:59 3/50	17:00-17:59 15/50	18:00-18:59 13/50	19:00-19:59 8/50
20:00-20:59 10/50	21:00-21:59 3/50	22:00-22:59 3/50	23:00-23:59 3/50

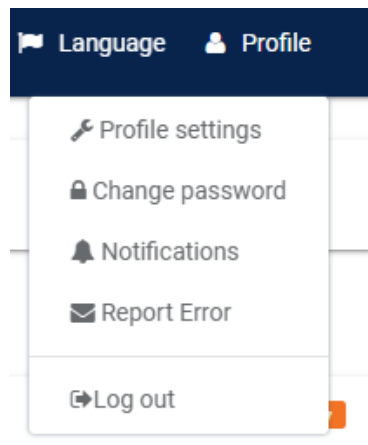
* Slots are displayed depending on the transaction types added.

Announcements

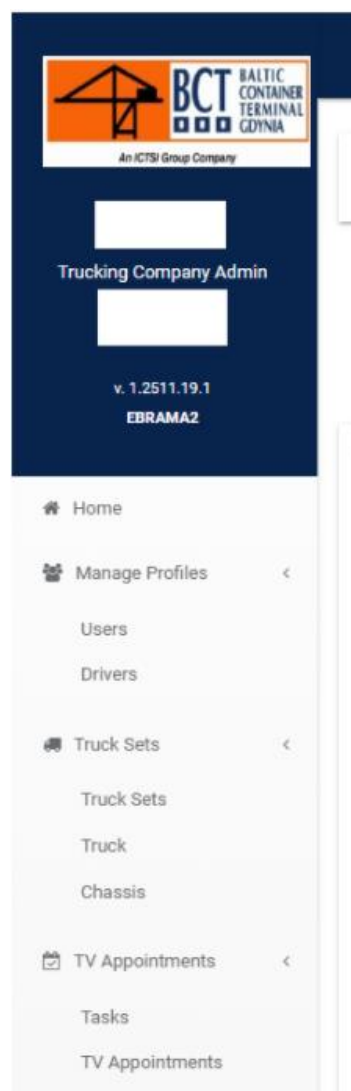
Podstawowe zasady procesowania awizacji i zadań:

1. Kierowca w procesie kontenerowym ma możliwość wjazdu na terminal na 24 godziny przed i 24 godziny po wybranym timeslocie dla awizacji w systemie eBrama. Dla przykładu, tworząc awizację na środę g. 12-13, kierowca może zrealizować awizację od wtorku g. 12 do czwartku g. 13.
2. W procesie drobnicowym awizacja musi zostać zrealizowana tego samego dnia, co wybrany timeslot na etapie tworzenia awizacji.
3. Zadanie w procesie kontenerowym musi zostać dowiązane do awizacji i zrealizowane w ciągu 7 dni od daty jego utworzenia. Po tym czasie przejdzie w status wygasły i należy dodać je ponownie oraz utworzyć nową awizację.
4. Zadanie w procesie drobnicowym musi zostać dowiązane do awizacji i zrealizowane w ciągu 3 dni od daty jego.

- On the main desktop, there is information about: time slots, annoucments;
- In the top right corner, there is a "Profile" section where you can change: the password, email address, or phone number associated with the profile. If you need to change your company information, please contact us at: ebrama@bct.ictsi.com You can also set up the „Notifications” you are interested in receiving in the "Notifications" tab. The "Log Out" button will log you out of the system and return you to the login page:



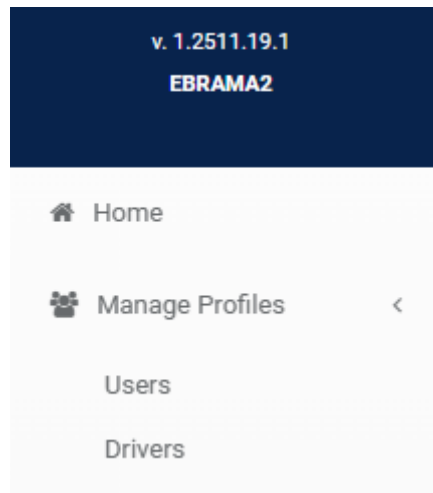
- Additionally, on the left side, there is a sidebar menu, where after expanding it you can perform necessary actions, such as: adding drivers, users, vehicle sets, and creating notifications:



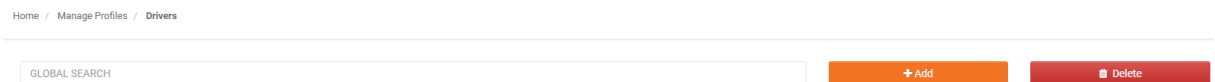
3. Adding and deleting users and drivers:

3.1. Adding users:

- Expand "Manage Profiles" on the left side -> select "Users":



- Select the '+ Add' option on the right side:



- Enter the required information: first name, last name, email, and mobile phone number:

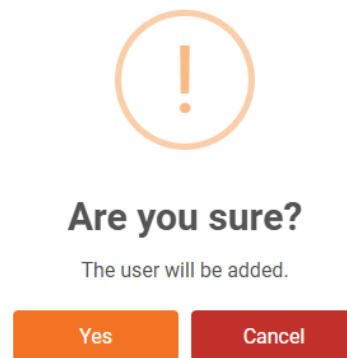
Add User

Please, complete all fields to add a new user.

First name *	Last name *
<input type="text"/>	<input type="text"/>
E-mail *	Mobile Phone *
<input type="text"/>	<input type="text"/>

OKCancel

- After entering, select "OK", and then confirm the request with "Yes":

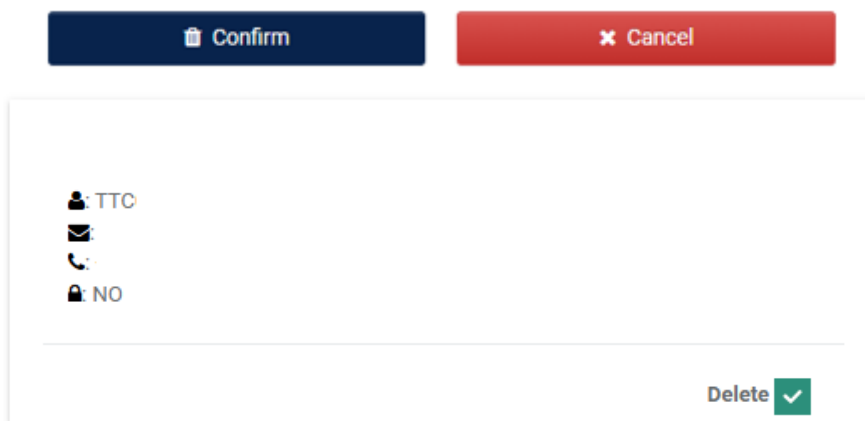


3.2. Deleting users:

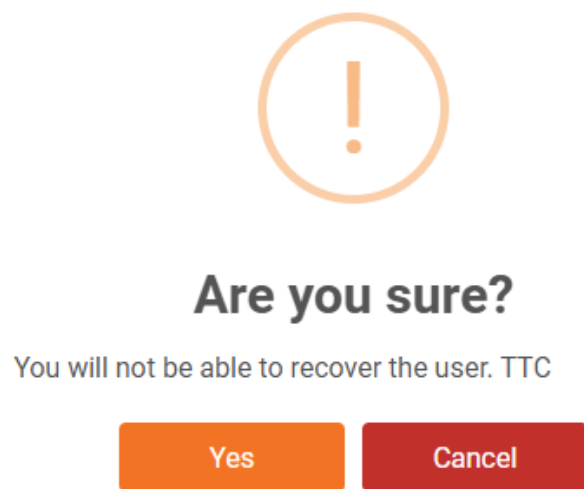
- You can delete the user by first selecting "Delete" on the right-hand side:



- Then check the box under the user's information and select the "Confirm" option:

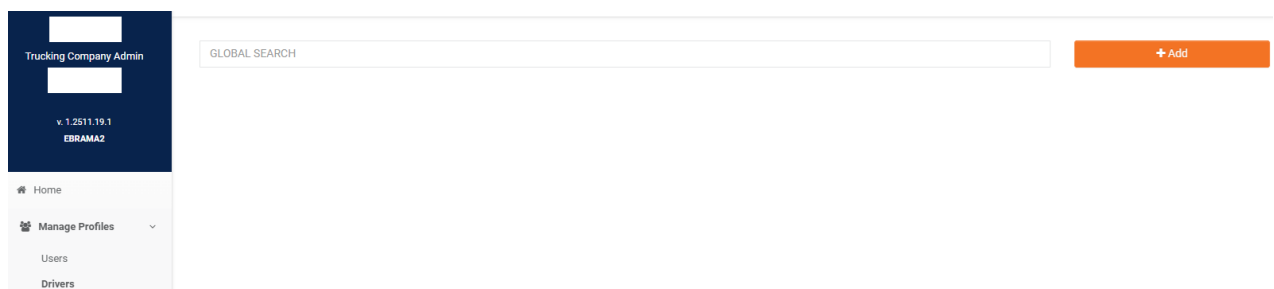


- Confirm deletion, and the user will be removed from your company:

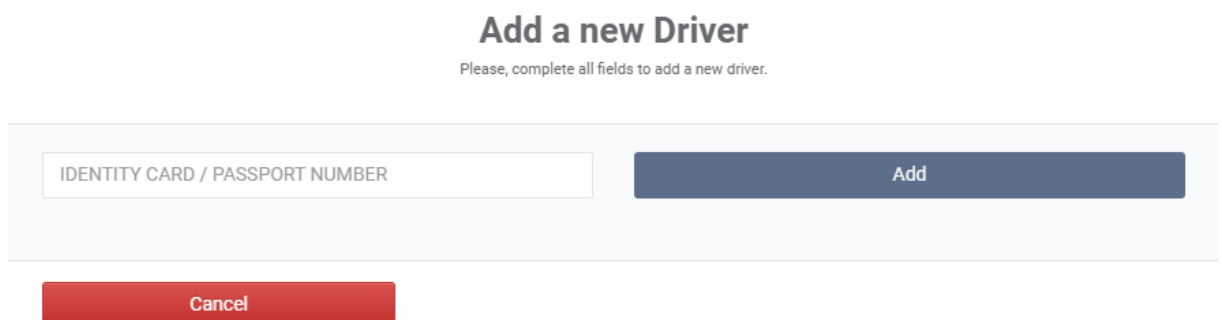


3.3. Adding and looking for drivers:

- Expand “Manage Profiles” on the left side, next select “Drivers”, then select the option “+ Add” on the right side:



- Enter your ID card number or passport number (make sure the information is correct) and select “Add”:



- If the driver already exists in the driver database, the system will display their information. If the driver is not in the system, fill in the required fields and add them by clicking “OK”:

Add a new Driver

Please, complete all fields to add a new driver.

Enter details and accept the form to add a driver. ×


First name

Last name

Mobile Phone

identity card / Passport Number

- The driver's contact information (phone and email) can be edited by the driver, who receives a temporary login and password on their phone;
- After entering the information, select “OK” and then confirm the request with “Yes”:

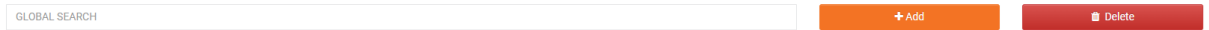


Are you sure?

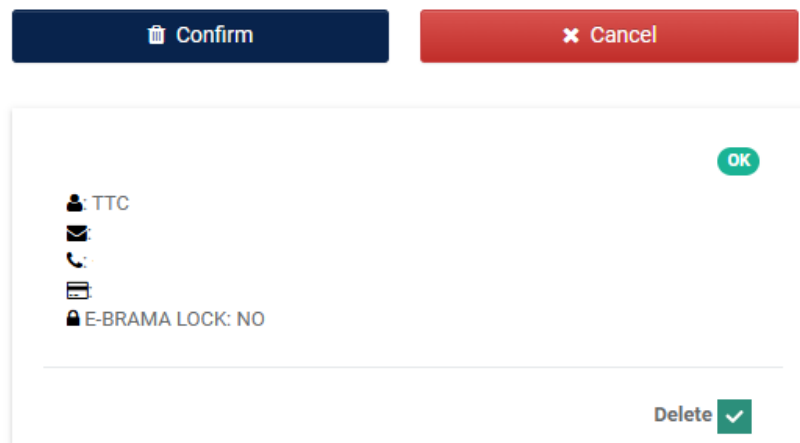
The driver will be added.

3.4. Deleting drivers:

- You can remove the driver by first selecting "Remove" from the right side:



- Next, check the box under the driver's information and select the "Confirm" option:



- Confirm deletion, and the driver will be removed from your company:



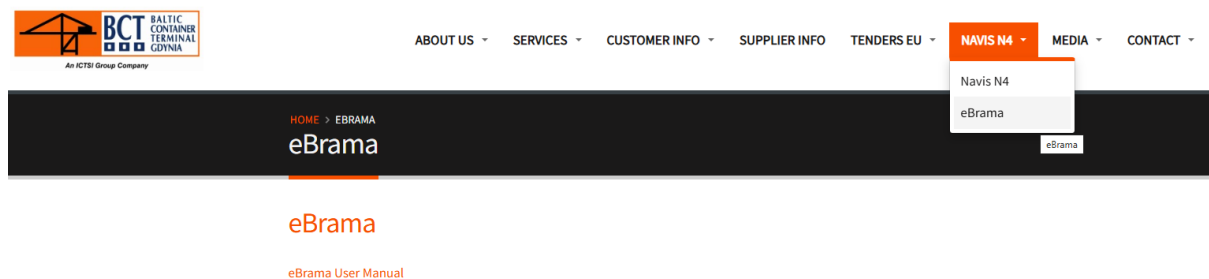
Are you sure?

You will not be able to recover the driver.



4. Additional information:

- You can find all other information in the user manual – along with instructional videos, on the website: www.bct.gdynia.pl in the Navis N4 -> eBrama section:



05.11.2025 r. – eBrama - instrukcje i informacje

[PDF](#)

eBrama BCT kontenery i drobica - Instrukcja użytkownika

[Pobierz](#)

Plik: eBrama BCT kontenery i drobica - Instrukcja uzytkownika.pdf • 5040 KB

Filmy instruktażowe

1. Złożenie pełnego
2. Podjęcie pełnego
3. Złożenie pustych kontenerów na podstawie ERO
4. Złożenie pustych kontenerów numerycznie
5. Podjęcie pustego kontenera
6. Podjęcie drobnicy
7. Złożenie drobnicy
8. Awizacja kontenerów
9. Awizacja drobnicy
10. Rejestracja firmy
11. Rejestracja kierowcy oraz truck setu