1-Stop Connections Pty Ltd

www.1-stop.com

CONTAINERCO
1-Stop VBS User Guide

CONTENTS

Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
30/01/2020	Daniel Mulvenna	0.1	DRAFT

Intended Audience

NAME	ROLE
Carriers / Trucking Companies	Dispatcher / Carrier
ContainerCo	Depot Managers

Document Ownership

OWNER
1-Stop Connections Pty Ltd

Glossary and Definitions

NAME – Definition	
Trucking Company or Carrier	The Carrier is the trucking company that makes VBS bookings and transports containers to and from ContainerCo sites.
Acceptance No	Associated to Dropoff Containers in Modal -
Release No	This number is entered by Carriers in Pickup bookings in VBS. This is associated one or many containers.
SiteCodeID	ContainerCo Site Code and will be used in VBS as the VBS ACOS Code.
VBS	1-Stop's Vehicle Booking System
Zone	The VBS Zone is equivalent to the 24 hour clock. e.g. Zone 0 = 0001 to 0159, Zone 01 = 0100 to 0159 etc

1. INTRODUCTION

1.1 Purpose of the Vehicle Booking System

ContainerCo has engaged 1-Stop Connections to implement the 1-Stop Vehicle Booking System (VBS) at its container parks.

This will enable all transporters (Carriers) to make a booking appointment for every container that they need to pick up or dropoff and will subsequently streamline various process and improve efficiency for the whole supply chain.

Transport operators will use the VBS to book a time slot to pick up/dropoff a Container at all ContainerCo facilities. The VBS will result in benefits for all parties in the supply chain by improving information data quality, reducing congestion and smoothing out traffic flows.

ContainerCo is aware that the introduction of a VBS will mean some changes to processes within the supply chain, however, we are confident that there will be a significant operational improvement for all users, and ContainerCo is committed to working through these changes alongside all stakeholders.

2. QUICK GUIDE

2.1 Registration for VBS

1. Go to https://conconz.vbs.1-stop.biz/ and click on "Register"
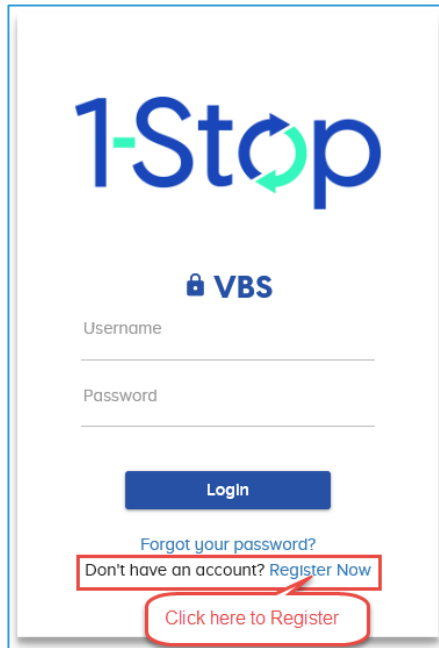
2. You will only need to register your organisation once.

3. Your request will take around three business days to process. An email will be sent on activation.

4. After your registration is activated, you can add multiple users to your organisation's account.
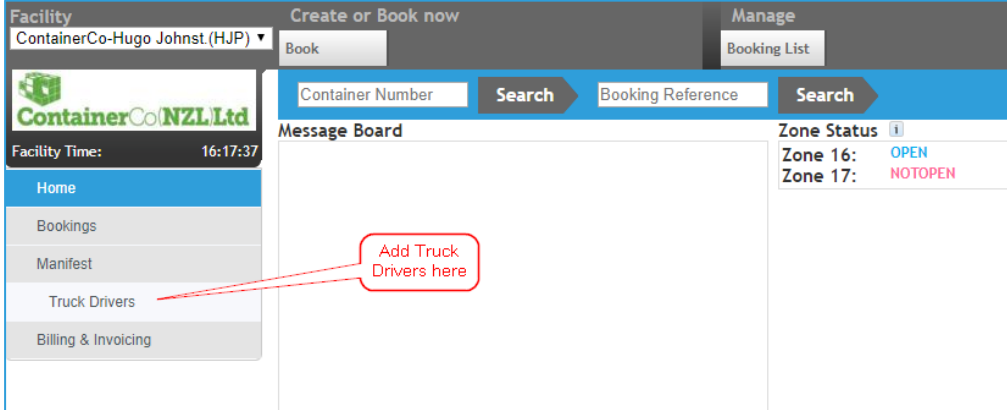
2.2 Login to VBS

5. Go to http://conconz.vbs.1-stop.biz/ .

6. Enter your username and password and click "Login".

7. The username and password were setup as part of the registration process.

8. Once you login and accept the Terms and Conditions you will be on the Home page…
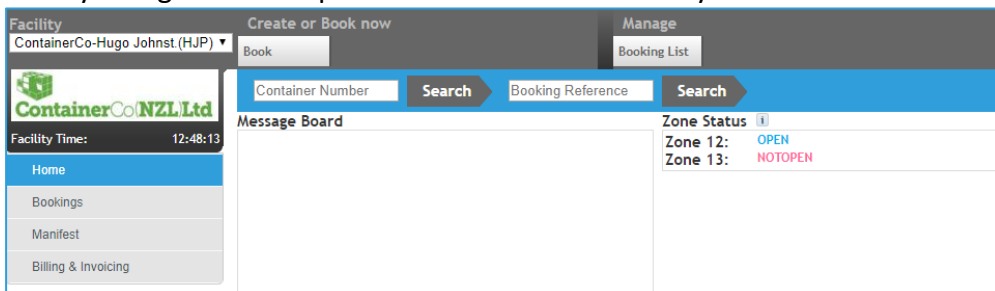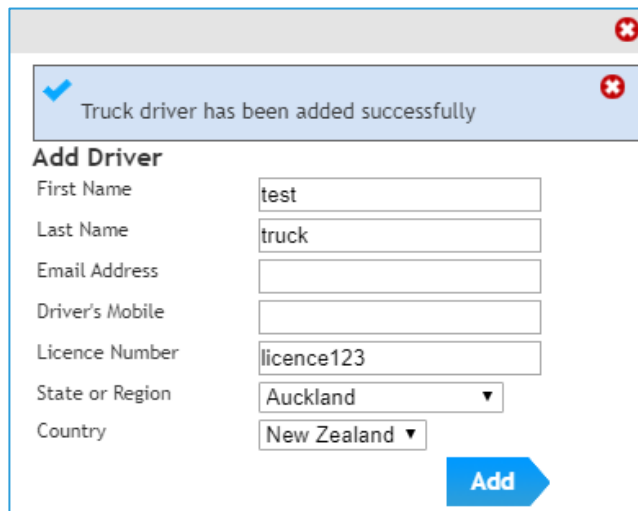
2.3 Add your Truck Drivers

This step is optional but will assist when confirming a booking.

Minimum fields required to "Add" a Truck Driver = First Name, Last Name, Drivers Licence
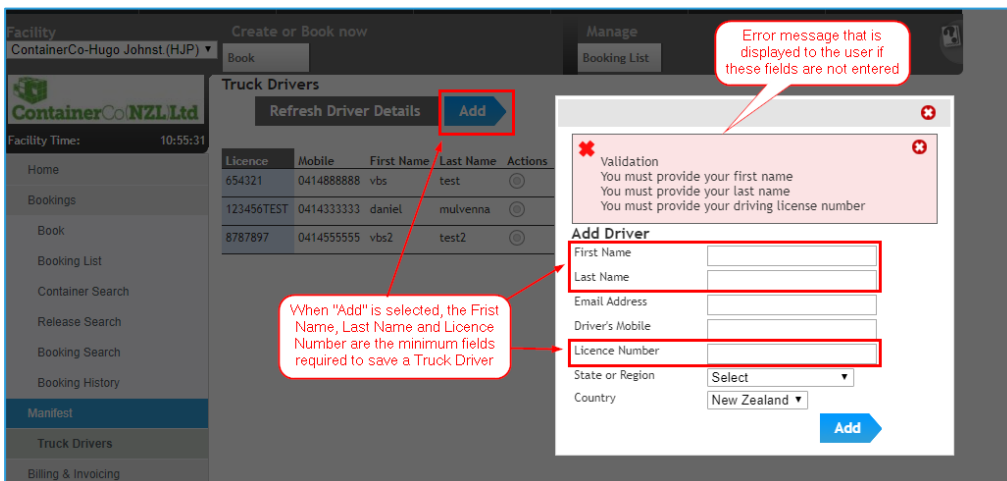
Once these details have been entered, then the Driver can be successfully added.

Then the new Truck Driver is now available in the "Truck Drivers" list.

Edit or Delete is available from the "Actions" tab.

Below is the edit Truck Driver screen.

When Edit is complete "Save" will update the Truck Driver record as shown below.

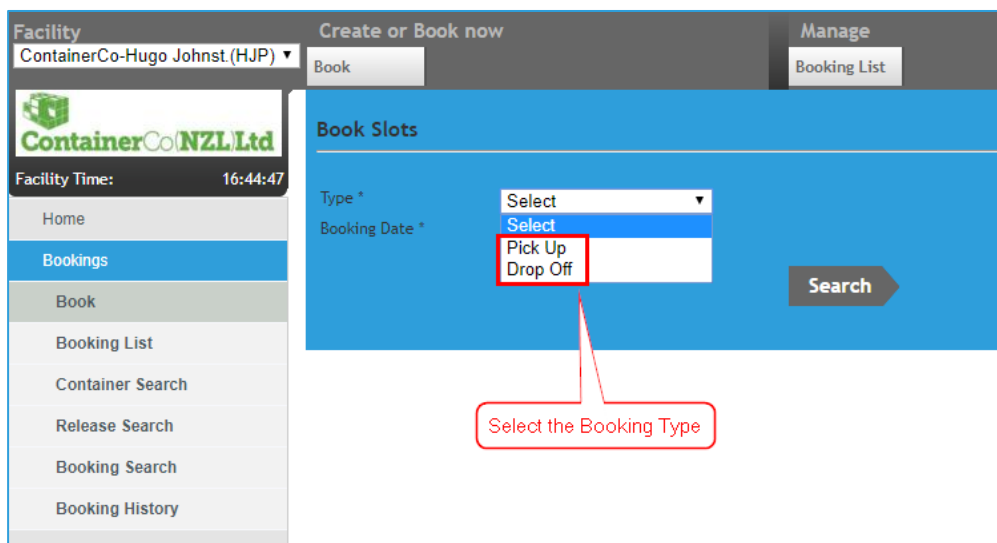## 2.4 Book a Time Slot

9. Click on "Book" button…
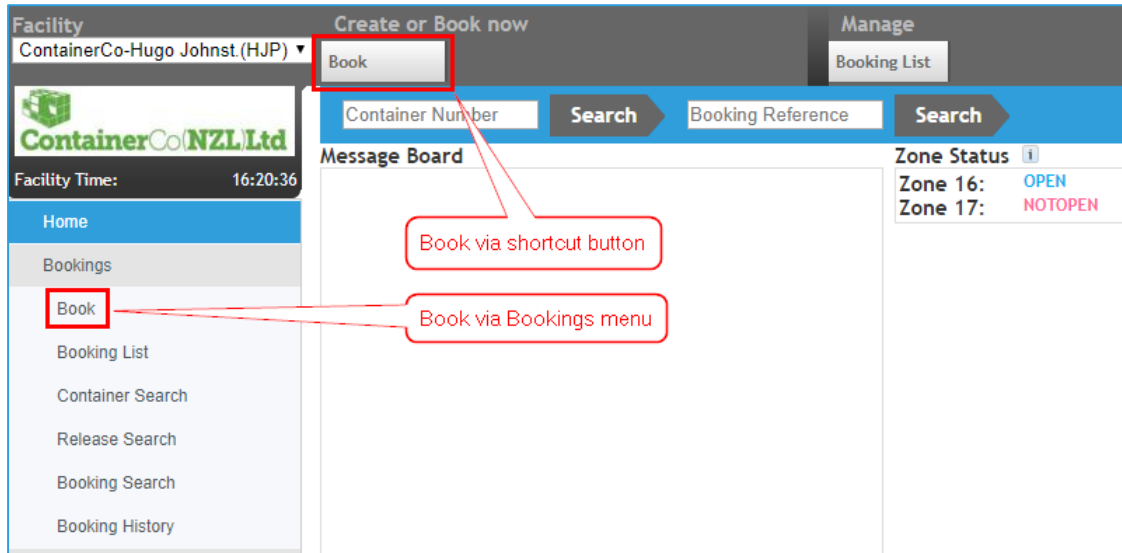
10. Select the Booking Type…

11. Search for available booking days…

12. Select the number of bookings required…

13. One booking is required for each container.

14. Click on Summary or Continue Booking…

Summary will take you to the below page where you can select a booking to confirm or "Finish".

2.5 Confirm your Booking

2.5.1 Dropoff

Confirm the booking by entering the details into the below fields:

- **Service Type** = Mandatory - Defaults to Empty (Other not used – disregard)

- **Container No** = Mandatory – If the container doesn't exist in Modal or is invalid, below is an example of the warning/error messages displayed to the user.

   Warning on tabbing out of Container field =

   Error message stopping the Booking from being Confirmed =

- **Acceptance No** = Not Mandatory – If the Acceptance No and Container entered doesn't match the information in Modal, below is an example of the message displayed to the user from Modal.
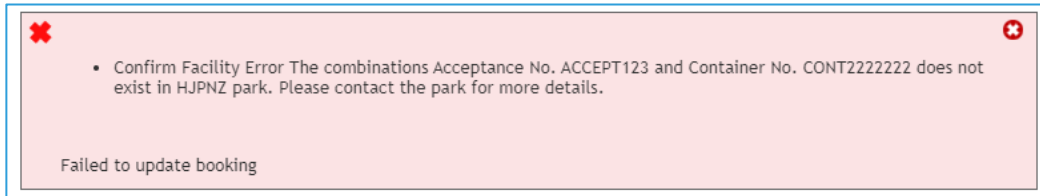
- **ISO Code** = Mandatory – If the Container is known then the ISO Code will prepopulate. The user can edit this field. If the ISO is updated to an invalid or incorrect ISO code, the user will still be able to Confirm the Booking. Once the Gate message has been received in VBS from the Container park, VBS will update the incorrect/invalid ISO Code to the correct ISO Code as received from Modal.

- **Owner =** Mandatory – currently the only customer is "Maersk Line" and this will be the only option available.

- **Full / Empty =** Mandatory - this is prepopulated when a container is entered.

- **Truck Rego** = Mandatory – Truck Registration Plate.

- **Truck Driver =** Optional – Truck Drivers populated from the "Truck Drivers" list in VBS.

- **Comment =** Optional – 320-character limit.

Alternatively, "List" the booking if you no longer require it and the booking will be returned into the system for another carrier to take.

A booking fee may be payable for listed bookings unless that booking is taken by another transport operator.

2.5.2 Pickup

Confirm the booking by entering the details into the below fields:

- **Service Type** = Mandatory - Defaults to Empty (Other not used – disregard)

- **Release Number =** Mandatory – checked against Release Number is Modal. If invalid/incorrect the below message will be displayed to the user and the Booking will be unable to be Confirmed.

- **Container Type =** Mandatory and prepopulated after a valid Release Number is entered and release details received from Modal. A user can select the Container type they require to Pick up. The container type fields are explained below.
    - 1 = ISO Group
    - 2 = ISO Code
    - 3 = Grade
    - 4 = Remaining Containers left on the Release to be booked

- **Door and Trailer Positions =** These fields refer to the Container and how/where it is requested to be placed on the Truck =

    Door Facing = Any, Forward, Aft

    Trailer Position = 1, 2, 3

    Trailer Slot Position = 1, 2, 3

- **Container No =** This can be entered by the Carrier if they would like to request to pick up a certain container. This field will be updated after the Gate message is received from Modal with the actual container that was given to the Carrier.

- **Truck Rego** = Mandatory – Truck Registration Plate.

- **Truck Driver =** Optional – Truck Drivers populated from the "Truck Drivers" list in VBS.

- **Comment =** Optional – 320-character limit.

Alternatively, "List" the booking if you no longer require it and the booking will be returned into the system for another carrier to take.

A booking fee may be payable for listed bookings unless that booking is taken by another transport operator.

3. BOOKING PROCESS DETAILS

3.1 Normal Booking Process

1. Carrier creates a Pick-Up/Dropoff booking in VBS;
2. Carrier confirms the booking by entering required details as shown in the previous "Confirm Your Booking" section;
3. Validation will be made on the fields as mentioned in "Confirm Your Booking" section;
4. Carrier enters Truck Rego (mandatory);
5. The Carrier can optionally select a Driver and Comment;
   a. The Carrier can select from a list of drivers they previously entered;
6. Then the Carrier Confirms the Booking and the status updates to "Confirmed";

7. Container Park and Carrier users can modify some details on a Confirmed Booking screen =

   a. <u>Pickup =</u> Carrier and Container Park users can update = Door Facing, Trailer/Slot Positions, Truck Rego, truckdriver, Comment. Any other fields requiring to be edited will need to select "Clear" on the Booking and re-enter the Booking details then Confirm again.

   b. <u>Dropoff =</u> Carrier and Container Park users can update = Truck Rego, truckdriver, Comment. Any other fields requiring to be edited will need to select "Clear" on the Booking and re-enter the Booking details then Confirm again.

8. Carrier arrives at the facility and provide VBS booking ref;

9. Modal arrives the Booking and a Gate message is sent to VBS. When received in VBS the Booking status to changes to ARRIVED and this will become the Arrive time for purposes of billing.

3.2 Alternative Booking scenarios

1) If booking details are not correct or require changes, Container Park staff can edit all details in a booking.

2) If the Booking is not ARRIVED after a specific period after end of zone, then the booking is automatically changed to "NOSHOW".

   a) If the truck arrives after the booking has changed to "NOSHOW" then Container Park staff can still arrive the Booking as long as the associated Booking has not been cancelled in the CPMS once it turned to "NO SHOW".

4. INVOICING

Invoices will be available on-line as a PDF file.
You can find the invoices at anytime through the **Billing & Invoicing** menu…
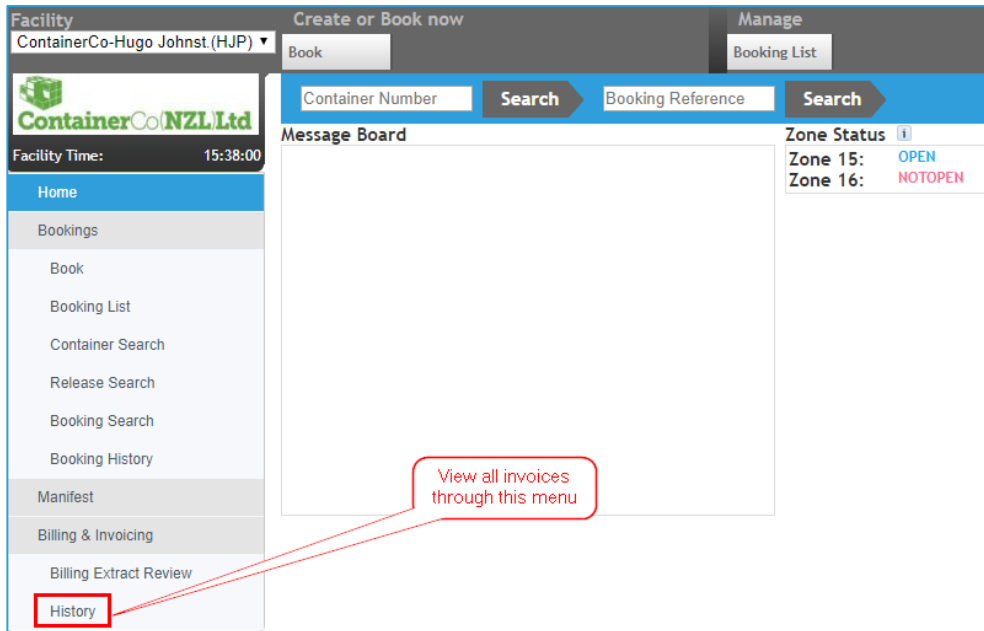
This menu will take you out of VBS and into the Invoice site where you can search and view individual invoices.

HINT: Right click on the menu and "Open in a New Tab" so that you can have both the VBS and Invoice site open at once.