

How to pay VBS Invoices ?

In order to pay VBS Invoices, you will need to ensure you are registered to ComPay. Find out how to [register](#) for ComPay

Once the account has been set up, you can follow the below steps to make payment depending on the terminal you are paying for.

- [Patrick Terminal and Cargolink Invoices](#)
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- [DPW/AAT/VICT Invoices](#)
- [Payment Notification](#)

Patrick Terminal and Cargolink Invoices

You will be able to make Invoice payment from the 1-Stop Invoicing Platform from **15th July 2019**.

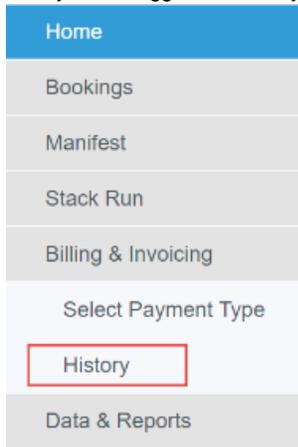
Please make sure that you have linked your VBS account with ComPay [Linking your VBS account with ComPay](#)

Accessing the outstanding invoices

There are 2 ways you can access Patrick VBS invoices.

1. VBS

Once you are logged into VBS you can select any option under Billing & Invoicing option to get to the invoices



2. Click on the below link. You will also find this link on the bottom of the invoice.

<https://geni.1-stop.biz/>

Once you get to the Invoicing platform, you will be required to login with your VBS username and password. On successful login you will be able to proceed to make payment.

Making Payment

1. Click on the 'Outstanding Invoices' option

- ▶ Outstanding Invoices
- ▶ Invoice History
- ▶ Credit Notes
- ▶ Report
- ▶ Customer's In progress
- ▶ Payment Type

2. You will get a list of all outstanding invoices from Patrick

Home > Outstanding Invoices

Outstanding Invoices from Patrick

Biller:
 Billing Type:
 Invoice Number:
 From (Date Issued): To (Date Issued):

Outstanding Invoices

	Billor	Invoice Number	Date Issued	Due Date	Billing Type	Status	Amount \$
<input type="checkbox"/>	PATRICK NS PORT BOTANY	VPBP	21/01/2019	04/02/2019	OPM_FEES_TO_CARRIER	OVERDUE	990.00
<input type="checkbox"/>	PATRICK NS PORT BOTANY	VPB71E	21/01/2019	04/02/2019	VBS_BILLING	OVERDUE	16,830.88
<input type="checkbox"/>	PATRICK CARGOLINK SYDNEY	CLS00	21/01/2019	04/02/2019	VBS_BILLING	OVERDUE	114.40

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** PENDING_SETTLEMENT indicates that the payment has been submitted and waiting for the funds to transfer.

3. Select the invoices you wish to pay. As you select the invoices you will notice that the Total amount will be updated.

Outstanding Invoices

	Billor	Invoice Number	Date Issued	Due Date	Billing Type	Status	Amount \$
<input checked="" type="checkbox"/>	PATRICK NS PORT BOTANY	VPBPC	21/01/2019	04/02/2019	OPM_FEES_TO_CARRIER	OVERDUE	990.00
<input type="checkbox"/>	PATRICK NS PORT BOTANY	VPB71E	21/01/2019	04/02/2019	VBS_BILLING	OVERDUE	16,830.88
<input type="checkbox"/>	PATRICK CARGOLINK SYDNEY	CLS00	21/01/2019	04/02/2019	VBS_BILLING	OVERDUE	114.40

990.00
 -
 990.00

** PENDING_SETTLEMENT indicates that the payment has been submitted and waiting for the funds to transfer.

4. If there are no credits available in your account then you will see "Pay Now" button instead of the 'Proceed' button to make payment
5. If you have credits in your account, you will be presented with the credits with either a tick or without a tick
 - a. Ticked - These credits are being applied to the current transaction. The credits are preselected based on the total amount of the invoices selected
 - b. Unticked - These credits are available in your account but you cannot use them with the current transaction.

Would you like to apply below credits?

	Reference	Date Issued	Amount \$
<input checked="" type="checkbox"/>	VPBPR004	19/11/2018	715.00
<input checked="" type="checkbox"/>	CPB10	10/01/2019	55.00
<input checked="" type="checkbox"/>	CPB1005	03/01/2019	55.00
<input type="checkbox"/>	VPBPR004	31/12/2018	2,337.50
<input type="checkbox"/>	VPBPR004600	26/11/2018	440.00
<input type="checkbox"/>	VPBPR0046	17/12/2018	1,182.50

In regards to using the credits, please note :

- The total credits selected must always be less than the total invoices selected.
- Credits cannot be partially used

6. Once you click on 'Yes', you will be taken back to the previous screen. You will see a pay now button this time. Click on this button to make the payment.

Total Amount \$	990.00
Total Credit \$	825.00
Total Payable \$	165.00

7. You will see a payment summary once the payment has been created. In the case of any failed payments, you will be given details of the failed payments.

Payment Summary

Total Invoices selected: 2
 Successful payments: 2
 Failed payments: 0

After clicking on the close button, you will be taken back to the outstanding screen. You will notice that the invoices you paid will disappear from the outstanding screen or will have status called "PENDING SETTLEMENT". This status indicates that the payment has been made successfully and is waiting for the funds to be transferred.

DPW/AAT/VICT Invoices

These invoices can be paid directly in ComPay

1. Log into Compay <https://compay.1-stop.biz/Login/Login.aspx?B=COMPAY>
2. Enter your Client ID, username and password
3. Click on "New Adhoc Payment " menu on the left-hand side

1-Stop

WELCOME TEST

Payments

- New Adhoc Payment
- Authorise Payments
- Advance Payments
- Cancel Payment

Invoicing

Reporting

Support

Log Off

NEW ADHOC PAYMENT

To find out when funds will be received, refer to our FAQ.

Account Details

Pay From Account: 1-Stop Connections Pty Ltd (600-000-040005)

Client Selection

Registered User Anyone (Direct Debit only)

Quick List: DP WORLD (FREMANTLE) LTD [201532] [Show All Clients](#) [Search](#)

CCN: 201532

Client: DP WORLD (FREMANTLE) LTD

Remittance Advice Email: Payment Authoriser

Remittance Advice CC Email:

Transaction Details

Document Type	Invoice #	Secondary Ref	Currency	Amount
INVOICE			AUD	

INVOICE [Add Line Item](#)

Advance Payment Options

Payment Date: 26 June 2019

[Submit](#) [Cancel](#)

- You will need to select the terminal from the drop-down list and Select invoice as the line item
- In the "Invoice#" field, enter the invoice number. Rest of the details will be automatically populated for you.

Payment Notification

You will receive a tax invoice in the email address set up in ComPay. The tax invoice will be sent from Compay.

This email is a CONFIRMATION that a payment was made to
PATRICK TERMINAL-PORT BOTANY
by AST SERVICES PTY LTD

Payment Date: 12/03/2019 15:30 AEST
Authorisation Date: 11/03/2019 21:35

Payer Contact Details:
Email: PKAUL@1-STOP.BIZ
PH: 61-02-96667736
Credit Card Payer: Ph: 61-0297213022, Comment: VBS Invoice VPBPC0051863

Reference Transaction ID: CC186806

ComPay

Invoice Payment Confirmation

Invoice Number	Reference	Comments	Amount Paid
VPBPC0051863	19340	Ph: 61-0297213022, Comment: VBS Invoice VPBPC0051863	AUD 1870.00
VPBPR0045855	19340	Ph: 61-0297213022, Comment: Credit Note VPBPR0045855	AUD -715.00
Sub Total			AUD 1155.00

1-Stop Transaction Tax Invoice

Date: 12/03/2019 15:30
ABN: 58102573544
1-STOP CONNECTIONS - ADMIN
1-STOP CONNECTION PTY LTD
PO BOX 204

ROCKDALE NSW 2216
Ph: 13-0-0881055
Fax:

TransactionID	Amount Paid
CC186806	AUD 0.00
Sub Total	AUD 0.00
GST	AUD 0.00
Total(GST Incl)	AUD 0.00
Credit Card Processing Fee	AUD 22.29
TOTAL*	AUD 1177.29

* Total includes all fees and payment amounts in AUD

