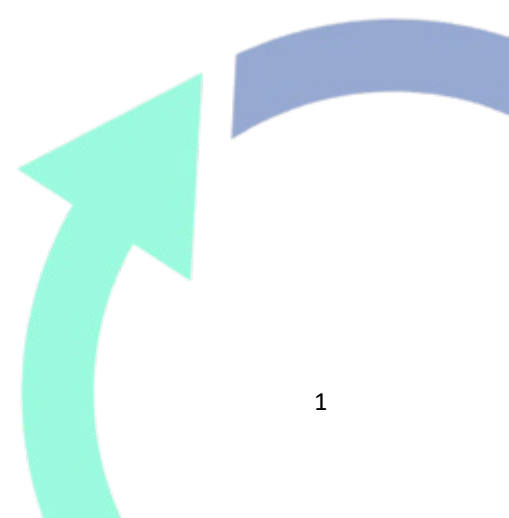




1-Stop

ContainerCo VBS Registration Guide

V0.1



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Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
22/01/20	Daniel Mulvenna	0.1	DRAFT

Intended Audience

NAME	ROLE
Daniel Mulvenna	Business Analyst
ContainerCo	ContainerCo Staff

Document Ownership

OWNER
1-Stop Connections Pty Ltd

Related Documents

TITLE	LOCATION AND FILENAME

Glossary and Definitions

NAME – Definition	
CARRIER TRANSPORT CARRIER (T/O)	THE TRUCK CARRIER IS THE TRUCKING COMPANY THAT MAKES VBS BOOKINGS AND TRANSPORTS CONTAINERS TO AND FROM THE FACILITY.
Rego	The Truck Registration Plate normally on the front of the prime mover and normally assigned by government.
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 Summary

This Registration User Guide explains how Transport Carriers register to use the VBS system and the process that the VBS Co-ordinator follows to activate them.

2. VBS USER REGISTRATION – USER GUIDE

1. Go to 1-Stop Website...

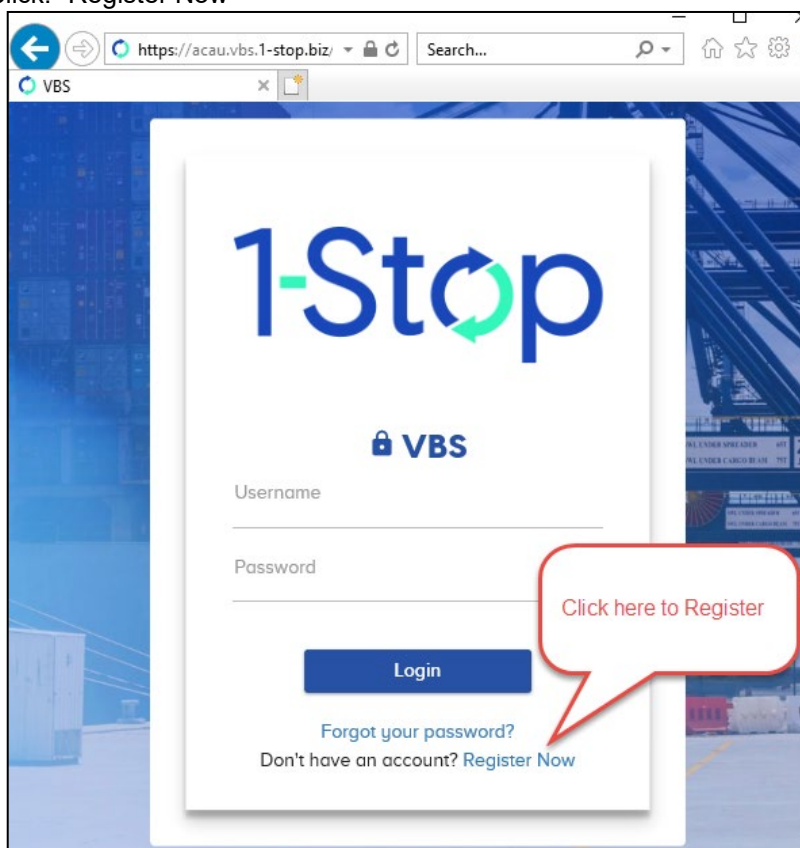
PRODUCTION Site: [https:// conconz.vbs.1-stop.biz/](https://conconz.vbs.1-stop.biz/)

Alternative sites:

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

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

2. Click: “Register Now”



3. Fill in the follow form with your details and click "Get Started" button...

Get started with a 1-Stop account

Vehicle Booking System (VBS)

Organise your pick-ups and drop-offs at a facility.

Create PPA Home Help

Title

Mr

First Name **Last Name**

First Name Last Name

VBS Location

New Zealand

Timezone

(UTC+12:00) Auckland, Wellington

Phone

+64 Phone

Email

Email

Business Number


Business Number

How did you hear about us?

--Please select--

Tick the checkbox below to continue

I'm not a robot


reCAPTCHA
Privacy - Terms

Get Started


By clicking on "Get Started", you agreed to the [Terms and Conditions](#)

After filling in the form above follow the instruction on this screen...

Get started with a 1-Stop account

Vehicle Booking System (VBS)

Organise your pick-ups and drop-offs at a facility.



Thank you, please check your email.


We have sent a confirmation email to dmulvenna@1-stop.biz

Click on the activation link in the email to get started with 1-Stop.

(If you do not see the email in your inbox, please check your junk or spam folder)

5. Look for this email and click on the link provided...

1-Stop Email Verification



noreply@1-stop.biz
To Daniel Mulvenna

← Reply ↶ Reply All → Forward ⋮

Thu 30-Jan-20 9:00 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi test,

You or someone with your email address signed up to our website.

We need to verify this email address before we activate the account. Please click on the link below:

[Verify your email address](#)

Or just copy and paste the following URL into your browser <https://www-20.1-stop.biz/signup2/activation/XB8akQkSd6Qmkjw9P7Tu9Q2>

If you have any problems or questions, please contact our Sales team via sales@1-stop.biz; ghepburn@1-stop.biz; dmulvenna@1-stop.biz.

Thank you.

1-Stop Connections Pty Ltd

✖

P+61 2 9588 8939

F+61 (2) 9567 9967

E sales@1-stop.biz; ghepburn@1-stop.biz; dmulvenna@1-stop.biz

W www.1-stop.biz

6. The email will take you back to the registration site to complete your details. Be sure to select “the ContainerCo facilities relevant to your company...

The screenshot shows the 1-Stop website header with a search bar. Below is a green banner with the text "Complete your account" and "Vehicle Booking System (VBS) Organise your pick-ups and drop-offs at a facility." The main content area is titled "Create your account" and contains three input fields: "Create a username" (with the value "regtest"), "Enter a new password (minimum 7 characters)" (with masked characters "....."), and a "Show Password" checkbox. Below this is a grey section titled "Tell us about yourself" with four input fields: "First name" (value "test"), "Last name" (value "tester"), "Mobile (Optional)" (value "Mobile"), and "Email" (value "dmulvenna@1-stop.biz").

The screenshot shows a page titled "Select the facility(s) you need access to". It features a dropdown menu for "State/Region/Area" set to "AUK, CAN, NZ". Below is a list of facilities, each with a checkbox and a link to "Terms & Conditions":

- Auckland Bledisloe
- Auckland Fergusson
- Napier Port
- LPC CityDepot Woolston
- LPC Container Terminal
- LPC Midland Port Rolleston
- ContainerCo-Chapmans, (WCP)
- ContainerCo-Hugo Johnst.(HJP)
- ContainerCo-Napier (NCP)
- ContainerCo-Oak Road, (OCP)
- ContainerCo-Station Road(MCP)
- ContainerCo-The Point (TCP)
- ContainerCo-The Mount (MMP)

A red callout box with a white background and red border points to the checked checkbox for "ContainerCo-Hugo Johnst.(HJP)". The text inside the callout box reads: "Only select the relevant ContainerCo sites you need access to." At the bottom of the page, it states: "By clicking on checkbox, you agreed to the Terms & Conditions of the facility(s) selected."

Once all details have been entered, select "Finish" to complete your registration.

About your company

Company name
TESTCOM LIMITED

Business type
Road Carrier

Company size
Medium (6 to 20 trucks)

Company address

Country
New Zealand

Address
1, Test Street

City/Town
Oamaru

State/Region/Area
Auckland

Post Code/ID/Zip
9400

Business Number
9429031671637

Phone
+64 6543211

Tick here if your billing details are different to your company details.


Finish

© 2017 1-Stop Connections Pty Ltd A.B.N. 58 102 573 544 Disclaimer | Privacy Policy | Refund Policy | Terms and Conditions

7. Your registration is complete. Your access request has been sent to ContainerCo for approval...

Complete your account

Vehicle Booking System (VBS)
Organise your pick-ups and drop-offs at a facility.


 **You are now a registered 1-Stop member.**
Welcome, test tester

The facility/facilities you selected will now review your request.
Once we have their approval, your VBS account will be activated. We'll be in touch.

If you have any questions you can refer to the [FAQ](#) or [contact us](#).

8. Once ContainerCo has reviewed and activated your account you will receive this email to let you know about it...

1-Stop VBS Registration - Pending Activation

 noreply@1-stop.biz
To Daniel Mulvenna

[Reply](#) [Reply All](#) [Forward](#) [...](#)






Thu 30-Jan-20 9:33 AM

Hi daniel,

Thank you for expressing your interest in the Vehicle Booking System (VBS).


The terminals you selected will now review your details before approving your access to VBS. We will notify you as soon as they approve.

In the meantime, you can

-  [Read our online user guide](#)
Find useful things like how to make a booking and manifest your truck. There are video tutorials too.
-  [Learn how to add users](#)
So that your colleagues have their own logins.
-  [Get your MSIC and Access card](#)
You'll need it to drive your truck into the terminal.
-  [Register for Compay](#)
To make payments easily across the supply chain.
-  [Link your VBS account with Compay](#)
So that you can pay VBS invoices from the Invoicing Platform.

If you require any further assistance, please contact us directly using the details below.

Best Regards,



Customer Service
1-Stop Connections Pty Ltd
P1300 881 055
F+61 (2) 9567 9967
E mgarces@1-stop.biz
W www.1-stop.biz

Every 6 months the VBS system will ask you to review your details...

To ensure that you stay up to date with any news or important changes to your account, please take a moment to check and update your contact information.

User Details

* Title

Job Title

* First Name

* Last Name

* Email Address

* Office Phone

Mobile Number

Fax

State

Lastly, please check and update your company information. Thank you.

Not registered in Australia

Business Name

* Business Type

Primary Billing Address

Contact

* Email Address

* Address 1 / PO Box

Address 2

* City

* Post Code

* State

Country

* Telephone

Fax

Website

Operational address is same as the billing address

Operational address

Contact

* Email Address

* Address 1 / PO Box

Address 2

* City

* Post Code

* State

* Country

* Telephone

Fax

Website