



1-Stop Connections Pty Ltd

www.1-stop.com

1-Stop VBS User Guide for Carrier

V1.0

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Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
02/06/2020	Daniel Mulvenna	1.0	DRAFT

Intended Audience

NAME	ROLE
Carriers / Trucking Companies	Carrier / Dispatcher
Facility Managers	Depot Managers / Coordinators

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 a facility.
Acceptance No	Associated to Dropoff Containers in Modal
Release No	This number is entered by Carriers in Pickup bookings in VBS. This is associated to one or many containers.
SiteCodeID	The Site Code and that 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

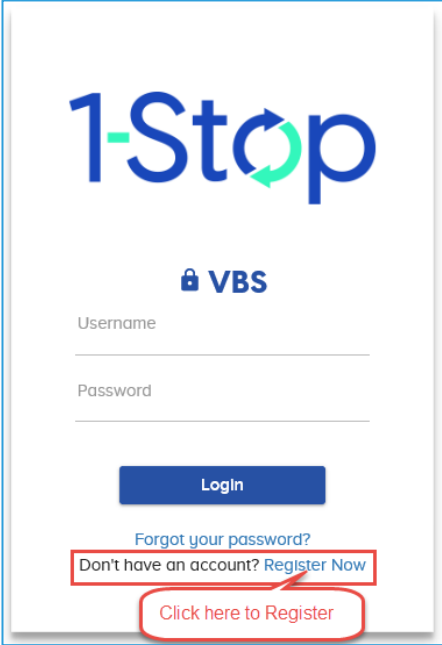
The VBS will enable all transporters (Carriers) to make a booking appointment for every container that they need to pick up or dropoff and will subsequently streamline various processes and improve efficiency for the whole supply chain.

Transport operators will use the VBS to book a time slot to pick up/dropoff a Container at a facility. 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.

2. QUICK GUIDE

2.1 Registration for VBS

1. Go to <https://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 (For “Modal Centralised Invoicing Sites”, this activation will be automatic if the Site has set the registration to Auto activation).
4. After your registration is activated, you can add multiple users to your organisation’s account.

2.2 Login to VBS

1. Go to <http://vbs.1-stop.biz>.
2. Enter your username and password and click “Login”.
3. The username and password were setup as part of the registration process.
4. Once you login and accept the Terms and Conditions you will be on the Home page...



Facility Informational Container Details

Create or Book now Manage

Book Booking List

Facility Logo

Facility Time: 13:52:23

Home

Bookings

Manifest

Billing & Invoicing

Container Number **Search** Booking Reference **Search**

Message Board

Zone Status ⌵

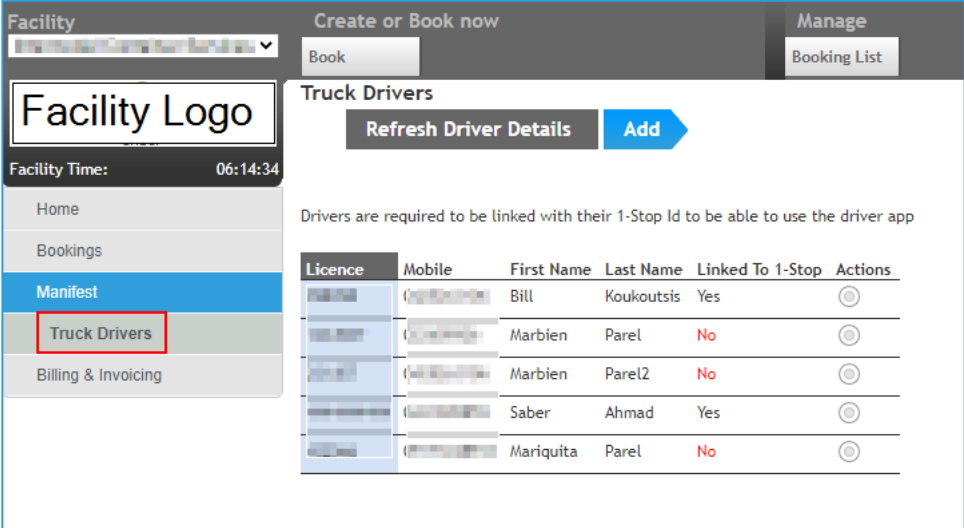
Zone 13: OPEN

Zone 14: OPEN

2.3 Add your Truck Drivers

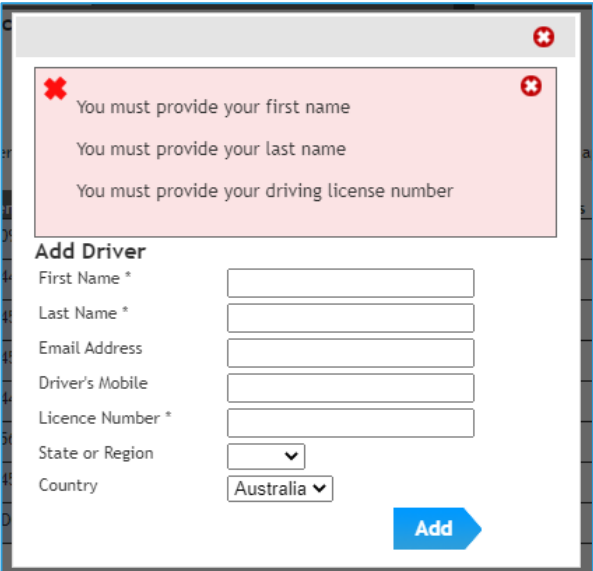
This step is optional but will assist when confirming a booking if a Truck Driver is needed to be added to the Booking.

Select “Truck Drivers” below to arrive on the Truck Drivers Page.



To add a new Truck Driver, select “Add”.

The 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.

Truck driver has been added successfully

Add Driver

First Name *

Last Name *

Email Address

Driver's Mobile

Licence Number *

State or Region

Country

Add

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

Truck Drivers

Refresh Driver Details **Add**

Drivers are required to be linked with their 1-Stop Id to be able to use the driver app

Licence	Mobile	First Name	Last Name	Linked To 1-Stop	Actions
098098	0425263106	Bill	Koukoutsis	Yes	
12344567		ffggd	ffg	No	
1234567	022605926	Marbien	Parel	No	
231457	0425263106	Marbien	Parel2	No	
333444555		first	last	No	
4444444444	0431695859	Saber	Ahmad	Yes	
432566	09177248933	Mariquita	Parel	No	
12345		daniel	test	No	
DFFDGFDFG		daniel	mulvenna	No	

Edit or Delete is available from the “Actions” tab.

Truck Drivers

Refresh Driver Details **Add**

Licence	Mobile	First Name	Last Name	Actions
654321	0414888888	vbs	test	
123456TEST	0414333333	daniel	mulvenna	
8787897	0414555555	vbs2	test2	
LICENCE123		test	truck	Edit Delete

Below is the edit Truck Driver screen.

test truck

Email Address

Driver's Mobile

Licence Number LICENCE123

State or Region * Auckland ▾

Country * New Zealand ▾

Save

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

Truck driver has been updated successfully

test truck

Email Address test@email.com

Driver's Mobile

Licence Number LICENCE123

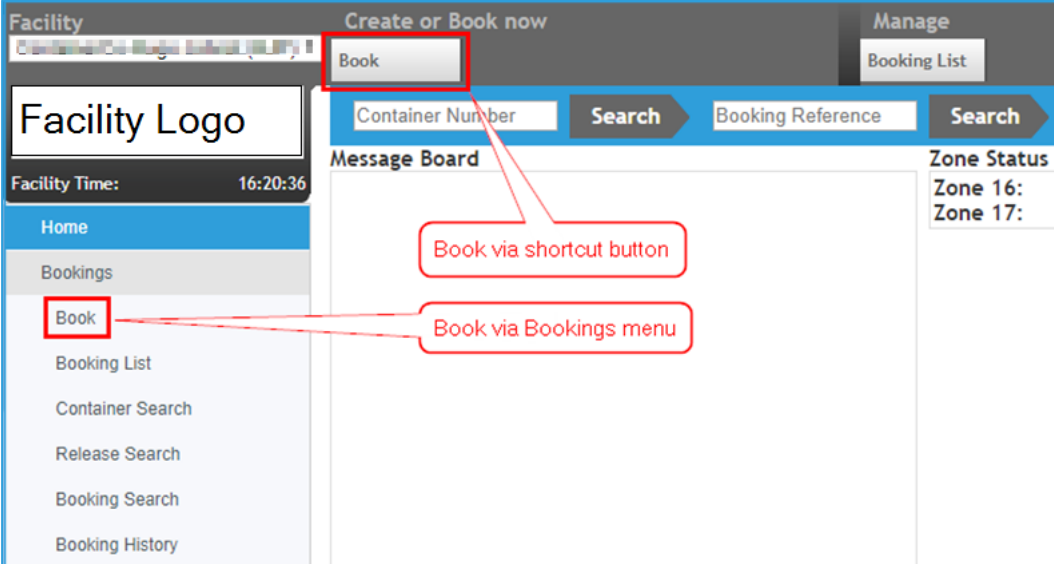
State or Region * Auckland ▾

Country * New Zealand ▾

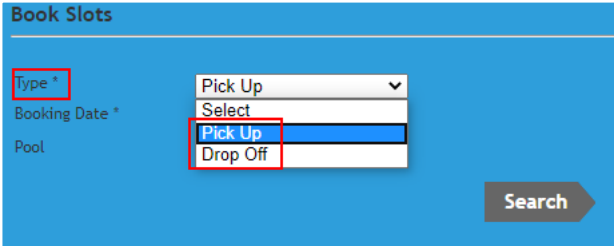
Save

2.4 Book a Time Slot

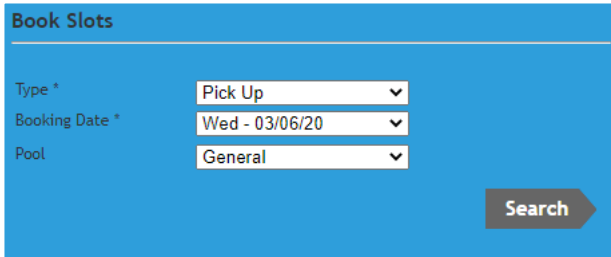
1. Click on "Book" button...



2. Select the Booking Type...



3. Search for available booking days (Pool will be prepopulated)



4. Select the number of bookings required...

Home 1. Search 2. Book Slots 3. Booking Summary Facility Time: 10:52:03 Facility Logo

Your Search Details Edit Search

Company: Whiplash Transport Booking Type: Pick Up Pool: General

Wed 03/06 Thu 04/06 Fri 05/06 Sat 06/06 Sun 07/06 Mon 08/06 Tue 09/06

Pick Up Slots, Wed, Jun 3, 2020 Refresh

Timezone	Slots Available	Require
0	0	
1	0	
2	0	
3	0	
4	0	
5	0	
6	0	
7	0	
8	0	
9	0	
10	2	
11	2	
12	2	
13	2	
14	2	1
15	2	
16	2	
17	2	
18	0	
19	0	
20	0	
21	0	
22	0	
23	0	

Time left to book 2:24

Summary

5. One booking is required for each container.

6. Click on Summary or Continue Booking...

Booking Result For Wed, Jun 3, 2020

✓ Booked 1 Slots

Summary Continue booking

Zone	Booking Ref	Type	Expire on
16	03167724	Pick Up	03/06/2020 13:00

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

Home 1. Search 2. Book Slots 3. Booking Summary Facility Time: 11:03:52 Facility Logo

Booking Summary
Bookings made for Whiplash Transport

Email Print Refresh

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Pool Name	Action
03/06/20	16	03167724	Pick Up		Booked			03/06/2020 13:00	General	

Finish

2.5 Confirm your Booking

2.5.1 Dropoff

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

Booking Details
Drop Off Ref: 06165782 Date: 06/02/2020 Zone: 16 Status: Booked

Container Number Facility Reference Number

Company Name: NZ FREIGHTERS
 Booking Type: ▾
 Service Type *: ▾
 Container No *:
 Acceptance No:
 ISO Code *:
 Owner *: ▾
 Full / Empty: ▾
 Truck Rego *:
 Truck Driver: ▾
 Comment:

- **Service Type** = Mandatory - Defaults to Empty (Other not used – disregard)
- **Container No** = Mandatory – If the container does not exist in Modal or is invalid, below is an example of the warning and error messages displayed to the user.

Warning on tabbing out of Container field =

❗ Could not find the container details. ✖

Print

Booking Details
Drop Off Ref: 06165782 Date: 06/02/2020 Zone: 16 Status: Booked

Container Number Facility Reference Number

Company Name: NZ FREIGHTERS
 Booking Type: ▾
 Service Type *: ▾
 Container No *:

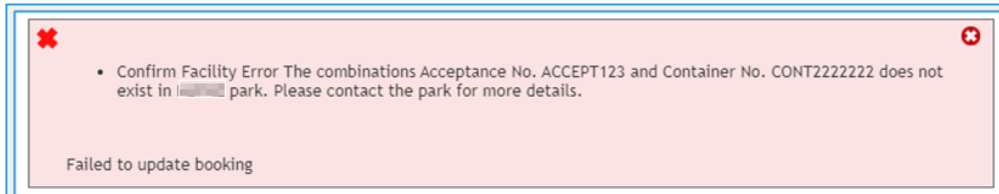
Error message stopping the Booking from being Confirmed =

❗

- Confirm Facility Error The container WRONG123456 cannot return to this park. Please contact the Park for more details

Failed to update booking

- **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 – List prepopulated from Modal.
- **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.

2.5.1.1 Confirmed Booking fields that CANNOT be updated

Once a Booking status is “Confirmed” the user will need to access the Booking through the Booking List to Edit or List.

The screenshot shows the 'Booking List' page with search filters for Date (03/06/20), Zone (All), Vessel (All), Type (All), and Status (Confirmed). The table below shows two confirmed bookings:

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Pool Name	Action
03/06/20	17	03171919	Pick Up		Confirmed	RADHIKA1	RADHIKA1		General	Edit, List, Email
03/06/20	17	03177084	Drop Off		Confirmed	TCU12345601			General	Edit, List, Email

Once a Booking is “Confirmed” - then the following fields can't be updated and will be **read only** =

The 'Booking Details' page shows the following information:

Drop Off Ref: **03177084** Date: **03/06/2020** Zone: **17** Status: **Confirmed**

Container Number (selected) / Facility Reference Number

Company Name: Whiplash Transport

Service Type *: Empty (dropdown)

Container No *: TCU12345601

Acceptance No: 12345677

ISO Code *: 2200

Owner *: CMA-CMA CGM (dropdown)

Full / Empty: Empty (dropdown)

Truck Rego *: DAN555

Truck Driver: first last - 333444555 (dropdown)

Comment: door broken

Buttons: Retrieve, List, Clear, Confirm, Update

If any of the above mentioned fields need to be changed then the user will need to =

1. Select Clear to change the Booking status back to “Booked” and remove the Booking details.
- OR
2. Select “List” which will change the booking status to Listed in VBS and cancel the booking in the Container Park.
 3. Book & Confirm with the new details.

Note - Listed Bookings will be placed back into the field for other Carriers to Book. Normal Listing rules will apply as per the Container Park Listing configuration.

2.5.1.2 Fields that CAN be Updated

On the Booking Details screen the following fields CAN be updated =

- Truck Rego
- Truck Driver
- Comment

Booking Details
Drop Off Ref: 03177084 Date: 03/06/2020 Zone: 17 Status: Confirmed

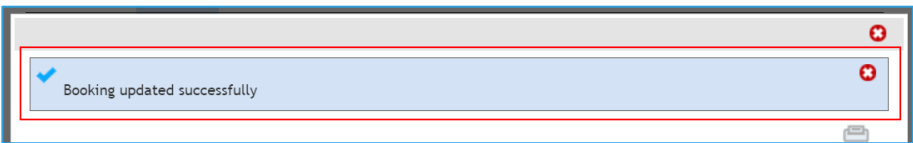
Container Number Facility Reference Number

Company Name: Whiplash Transport
Service Type *: Empty
Container No *: TCU12345601
Acceptance No: 12345677
ISO Code *: 2200
Owner *: CMA-CMA CGM
Full / Empty: Empty

Truck Rego *: DAN555
Truck Driver: first last - 333444555
Comment: door broken

Retrieve List Clear Confirm Update

Once the field has been changed, then select “Update” to save the information and the below will be displayed to the user.



2.5.2 Pickup

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

Booking Details
Pick Up Ref: **07182216** Date: **07/02/2020** Zone: **18** Status: **Booked**

Container Number Facility Reference Number

Company Name: NZ FREIGHTERS
Booking Type:
Service Type *:
Release Number *:
Container Type:
Door Facing:
Trailer Position:
Trailer Slot Position:
Container No:
Truck Rego *:
Truck Driver:
Comment:

- **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.

The Facility Release No entered is invalid. Please check and/or confirm the details with the Facility.

Booking Details
Pick Up Ref: **07182216** Date: **07/02/2020** Zone: **18** Status: **Booked**

Container Number Facility Reference Number

Company Name: NZ FREIGHTERS
Booking Type:
Service Type *:
Release Number *

- **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

Booking Details
 Pick Up Ref: 07182216 Date: 07/02/2020 Zone: 18 Status: Booked

Container Number Facility Reference Number

Company Name: NZ FREIGHTERS
 Booking Type: Pick Up
 Service Type *: Empty
 Release Number *: WHIPLASH
 Container Type: 22GP 22G1 GEN (97)
 Door Facing: 22GP 22G1 GEN (97)
 Trailer Position: 45GP 45G1 (100)

- **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

Door Facing: Any
 Trailer Position: Any
 Trailer Slot Position: Forward
 Container No: Aft

Trailer Position = 1, 2, 3

Trailer Position: Select
 Trailer Slot Position: Select
 Container No: 1
 Truck Rego *: 2
 3

Trailer Slot Position = 1, 2, 3

Trailer Slot Position: Select
 Container No: Select
 Truck Rego *: 1
 Truck Driver: 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.

Container No: testcontainer

- **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.

Booking Details
Pick Up Ref: 07182216 Date: 07/02/2020 Zone: 18 Status: Booked

Container Number Facility Reference Number

Company Name: NZ FREIGHTERS
Booking Type: Pick Up ▼
Service Type *: Empty ▼
Release Number *:
Container Type: ▼
Door Facing: Any ▼
Trailer Position: Select ▼
Trailer Slot Position: Select ▼
Container No:
Truck Rego *:
Truck Driver: Select ▼
Comment:

Retrieve **List** Clear Confirm

Alternatively select "List" if you no longer require the Booking

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

2.5.2.1 Confirmed Booking fields that CANNOT be updated

Once a Booking is “Confirmed” the user will need to access the Booking through the Booking List to Edit or List.

The screenshot shows the 'Booking List' page with search filters for Date (03/06/20), Vessel (All), Type (All), and Status (Confirmed). The search results table is as follows:

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Release	Expire	Pool Name	Action
03/06/20	17	03171919	Pick Up		Confirmed	RADHIKA1	RADHIKA1		General	Edit, List, Email
03/06/20	17	03177084	Drop Off		Confirmed	TCU12345601			General	Edit, List, Email

Once a Booking is “Confirmed” then the following fields can’t be updated and will be **read only** =

The 'Booking Details' page shows the following information:

- Pick Up Ref: 03171919, Date: 03/06/2020, Zone: 17, Status: Confirmed
- Company Name: Whiplash Transport
- Service Type: Empty (read-only)
- Release Number: RADHIKA1 (read-only)
- Container Type: 20' 22GP (read-only)
- Door Facing: Any
- Trailer Position: Select
- Trailer Slot Position: Select
- Container No: (read-only)
- Truck Rego: DDDDD
- Truck Driver: first last - 333444555
- Comment: (text area)

Buttons at the bottom: Retrieve, List, Clear, Confirm, Update.

If any of the above fields need to be updated then the user will need to =

1. Select Clear to change the Booking status back to “Booked” and remove the Booking details.

OR

2. Select “List” which will change the booking status to Listed in VBS and cancel the booking in the Container Park.
3. Book & Confirm with the new details.

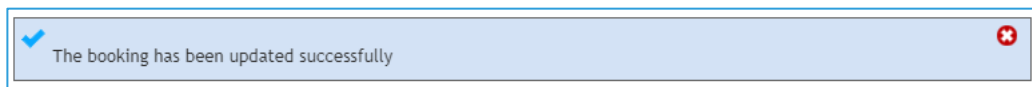
Note - **Listed** Bookings will be placed back into the field for other Carriers to Book. Normal Listing rules will apply as per what is set for the Listing GP’s.

2.5.2.2 Confirmed Booking fields that CAN be Updated

Once a Booking is “Confirmed” - the following fields CAN be updated =

The screenshot shows a 'Booking Details' form for a 'Confirmed' booking. The form includes fields for Company Name (Whiplash Transport), Service Type (Empty), Release Number (RADHIKA1), Container Type (20' 22GP), Door Facing (Any), Trailer Position (Select), Trailer Slot Position (Select), Container No, Truck Rego (DDDDD), Truck Driver (first last - 333444555), and a Comment field. A red box highlights the 'Door Facing', 'Trailer Position', 'Trailer Slot Position', 'Truck Rego', and 'Truck Driver' fields, indicating they can be updated. At the bottom right, there are buttons for 'Retrieve', 'List', 'Clear', 'Confirm', and 'Update'.

Once the field has been changed, then select “Update” to save the information and the below will be displayed if successful.



3. BOOKING PROCESS DETAILS

3.1 Normal Booking Process

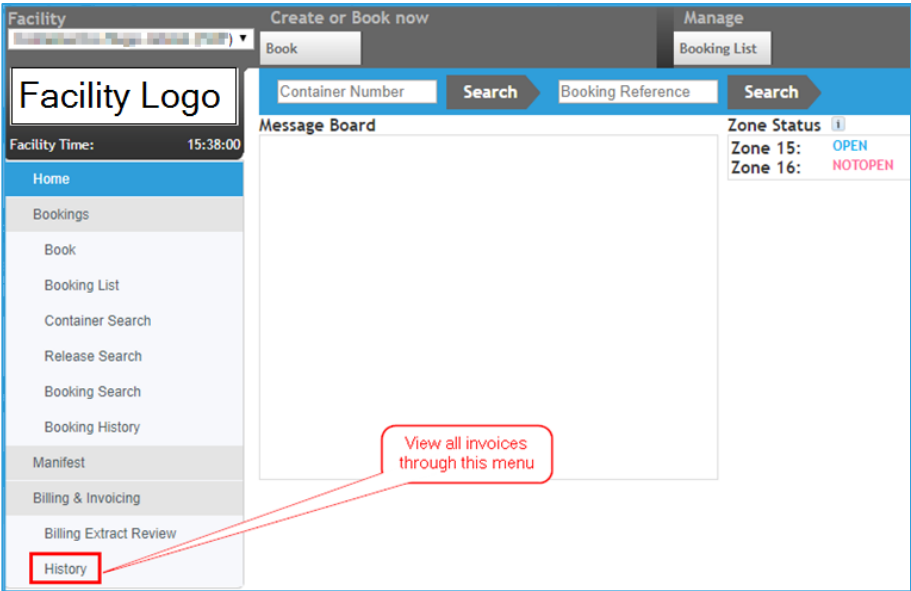
1. Carrier creates a Pick-Up/Dropoff booking in VBS;
2. Carrier confirms the booking by entering required details as shown in the previous “Confirm Your Booking” section;
3. Validation will be made on the fields as mentioned in “Confirm Your Booking” section;
4. Carrier enters Truck Rego (mandatory);
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 as explained earlier in this document.
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) Container Park staff can also create Company Bookings on behalf of a Carrier – these bookings will be Confirmed as explained in “Confirm your Booking”.
- 3) 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.

