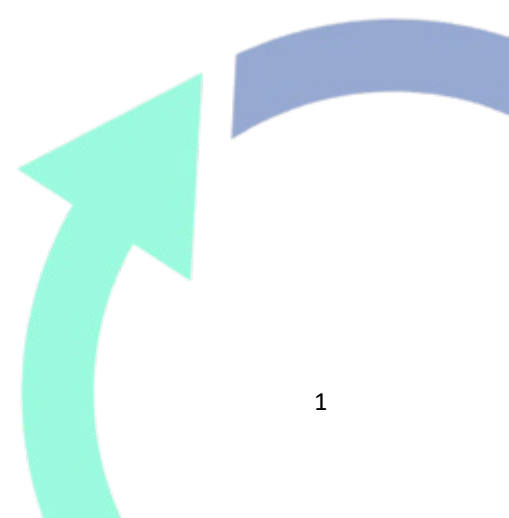




1-Stop

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
New VBS Registration	New Company

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

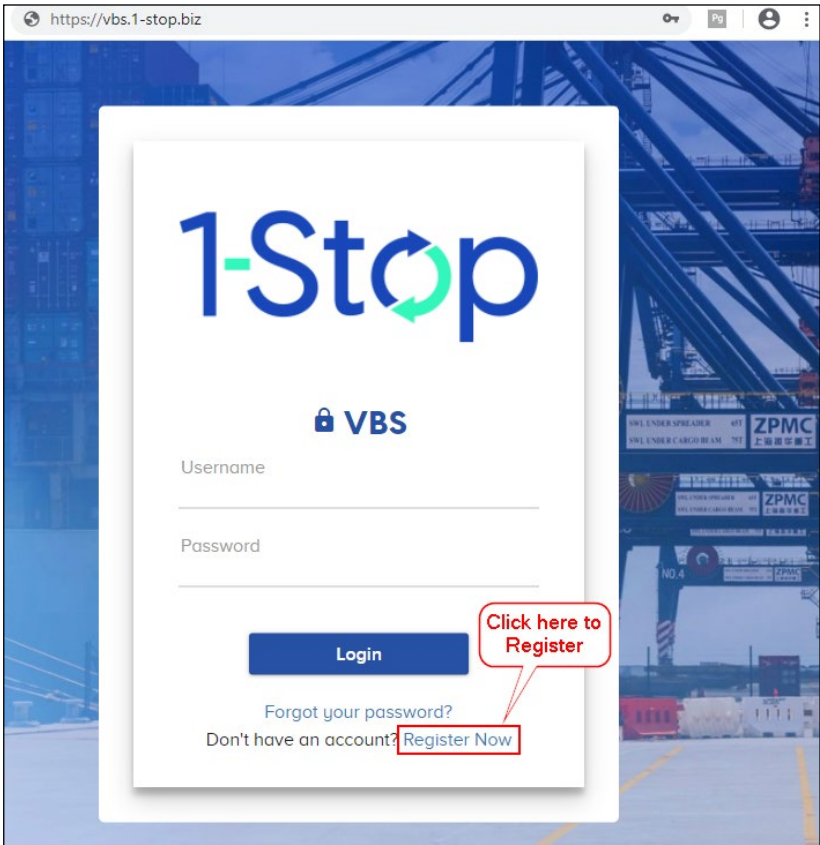
1. Go to 1-Stop Website...

PRODUCTION Site: <https://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 PRA 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 (also check JUNK/SPAM Folder) 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 facilities relevant to your company...

The screenshot shows the 'Complete your account' page for the Vehicle Booking System (VBS). The page has a blue header with the 1-Stop logo and a search bar. Below the header 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 divided into two sections: 'Create your account' and 'Tell us about yourself'. The 'Create your account' section includes a 'Create a username' field with the value 'regtest', a 'Enter a new password (minimum 7 characters)' field with a masked password '.....', and a 'Show Password' checkbox. The 'Tell us about yourself' section includes fields for 'First name' (test), 'Last name' (tester), 'Mobile (Optional)' (Mobile), and 'Email' (dmulvena@1-stop.biz).

The screenshot shows the 'Select the facility(s) you need access to' page. It features a 'State/Region/Area' dropdown menu with 'Queensland, QLD' selected. Below the dropdown is a list of 13 facilities, each with an unchecked checkbox and a link to 'Terms & Conditions'. A red callout box with a white background and a red border points to the list, containing the text 'Only select the facilities you need access to'. At the bottom of the page, there is a note: 'By clicking on checkbox, you agreed to the Terms & Conditions of the facility(s) selected.'

Select the facility(s) you need access to

State/Region/Area
CAN, NZ, WGN

- Auckland Bledisloe [Terms & Conditions](#)
- Auckland Fergusson [Terms & Conditions](#)
- Napier Port [Terms & Conditions](#)
- LPC CityDepot Woolston [Terms & Conditions](#)
- LPC Container Terminal [Terms & Conditions](#)
- LPC Midland Port Rolleston [Terms & Conditions](#)
- SCS - Tauranga** [Terms & Conditions](#)

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

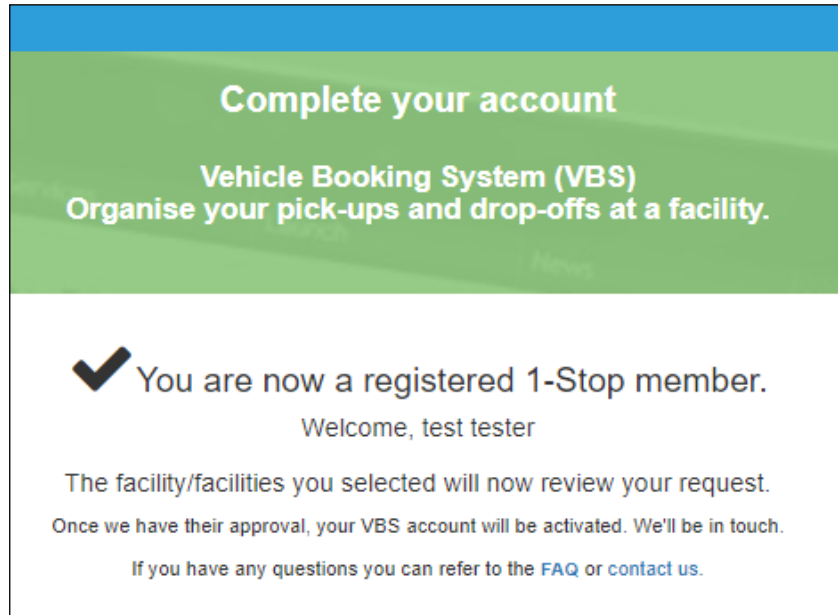
Phone
+64 6543211

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 the facility/facilities for approval...



The image shows a confirmation message within a rectangular frame. At the top, there is a blue horizontal bar. Below it is a green section with white text. The bottom section is white with black text and a checkmark icon.

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 the facility 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
P 1300 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

3. VBS CO-ORDINATOR PROCESS

Information about new VBS Transport Operator registrations will be emailed to someone at the facility, normally a VBS Co-ordinator. An example of how the email address has been setup in 1-Stop is shown below.

The screenshot shows the 'Facilities' management interface. On the left, there is a table with columns for 'ACOS Code' and 'Name'. A table with 5 rows is visible, with the first row containing some text. To the right of the table is a 'Status' column with blue checkmarks. A modal form is open on the right side of the screen, titled 'Facilities' with a close button (red X). The form contains the following fields:


- ACOS Code *
- Name *
- Invoice No. Prefix *
- Time Zone Name *
- ABN
- Status (Active)
- Facility Owner
- Facility Owner ID *
- Terms and Conditions URL
- Port Code
- Business Unit
- Department ID
- Operating Unit
- Email Address (highlighted with a red box and containing 'test@email.com')

A red callout box points to the 'Email Address' field with the text: 'Usually set with an Alias email which has multiple recipients so the Facility can control who receives the Registration email'.

After the email is setup (above) the VBS Co-Ordinator will receive the following email whenever a Transport Operator registers for VBS.

1. The VBS Co-Ordinator at receives the registration email from VBS that looks like this...

VBS Company Registration

 helpdesk@1-stop.biz
To Tony Latella; Daniel Mulvenna

TEST ASSURED LIMITED has just registered for VBS.

Please

1. Log in to VBS
2. Go to "Company Search" screen
3. Look Up company and activate or reject.

Business Number: ██████████
Main Office Contact: Mr daniel mulvenna
Main Office Address 1: 20, Teal Crescent
Main Office Address 2:
Main Office Suburb: Auckland
Main Office Post Code: 0626
Main Office Country: New Zealand
Main Office State: AUK
Main Office Phone: 64-3213232231
Main Office Fax:
Main Office Email: dmulvenna@1-stop.biz

Registered ██████████ Terminals:
Terminal: ██████████

Transport Company Type: Medium
Agree to allow the information to be given to the stevedores? Yes
Agree to ██████████ Service Agreement? Yes

Operational Details:
Operational Contact Name: Mr daniel mulvenna
Operational Address 1: ██████████
Operational Address 2:
Operational Suburb: Auckland
Operational Country: New Zealand
Operational State: AUK
Operational Post Code: 0626
Operational Phone Number: 64-3213232231
Operational Fax Number:
Operational Email: dmulvenna@1-stop.biz

Billing Details:
Billing Contact Name: Mr daniel mulvenna
Billing Address 1: 20, Teal Crescent
Billing Address 2:
Billing Suburb: Auckland
Billing Country: New Zealand
Billing State: AUK
Billing Post Code: 0626
Billing Phone Number: 64-3213232231
Billing Fax Number:
Billing Email: dmulvenna@1-stop.biz

Name of company

List of sites they have registered for VBS access

2. VBS Co-Ordinator checks that the company is ok to access the facility.

3. Login to VBS, select the relevant facility then go to the Company Search screen and search for the company using information from the email E.g. the company name...

Facility: [Dropdown]

Create or Book now

Manage: Time Zones, Booking List

Facility logo

Facility Time: 14:03:39

Home

1-Stop Admin

Tracking

Setup

Global Parameters

Pool Parameters

Access Classes

Company Search

Company Audit

Shift Configuration

Edit Search

Search by Company

Options: Company User

Company Name: test ABN: [Input]

Carrier Code: [Input] Status: [Dropdown]

Financial Code: [Input] Carrier Class: All [Dropdown]

Search

Parent / Subsidiary Company Name	Status
<u>TEST ASSURED LIMITED</u>	INACTIVE
<u>TESTCOM LIMITED</u>	INACTIVE

6. Click search, find the company and drill down to the details...

7. Enter the matching AS400 Carrier Code and matching Oracle Financial Code into the screen and click ACTIVATE

The screenshot displays a web interface for managing a facility. The top navigation bar includes 'Facility', 'Create or Book now', and 'Manage' (with sub-links for 'Time Zones' and 'Booking List'). A left sidebar contains a 'Facility logo' and a menu with categories like 'Home', '1-Stop Admin', 'Tracking', 'Setup', 'Planning', 'Bookings', 'Manifest', 'Truck Drivers', and 'Billing & Invoicing'. The main content area is divided into three sections: 'Subsidiary Details', 'Operational Details', and 'Billing Details'. Below these is the 'Facility Details' form.

Subsidiary Details:

- Status: INACTIVE (To activate the company, enter the carrier code)
- Role Group Type: STD
- Subsidiary Name: TEST ASSURED LIMITED
- Organisation ID: 307441120
- ABN: 9429041726648

Operational Details:

- Operational Contact Name:
- Operational Address 1: 20, Teal Crescent
- Operational Address 2:
- Suburb: Auckland
- Country: NZ
- State: AUK
- Post code: 0626
- Operational Phone Number: 64-3213232231
- Operational Fax Number:
- Operational Email: dmulvenna@1-stop.biz

Billing Details:

- Billing Contact Name:
- Billing Address 1: 20, Teal Crescent
- Billing Address 2:
- Suburb: Auckland
- Country: NZ
- State: AUK
- Post Code: 0626
- Billing Phone Number: 64-3213232231
- Billing Fax Number:
- Primary Billing Email Address: dmulvenna@1-stop.biz

Facility Details Form:

- Facility: [Dropdown]
- Class: * [L1 L1] *Enter the Facility Class, Carrier Code and Financial Code*
- Line Operator Code:
- Carrier Code: * [TEST]
- Guaranteed Slots:
- Financial Code: * [TEST-1] Tick here if you do not want to bill the company
- Subscription Date:
- Bookings Restricted (Black listed):
- Not Paid Booking Restricted: Paid
- GST:
- Auto Gate Runs:
- Authorise Container Storage Payment:
- Is Carrier for Stack Run In Empty:
- Is Carrier for Stack Run In Full:
- Is Carrier for Stack Run Out:
- Operate as Empty Container Park:
- Rejected Reason:

At the bottom of the form are two buttons: 'Reject' and 'Activate'. A red callout points to the 'Activate' button with the text 'Then Select "Activate"'. The 'Activate' button is highlighted in blue.

Then the below Carrier is now "ACTIVE" in VBS.

Facility
Create or Book now
Manage

Facility logo

Facility Time: 14:16:21

- Home
- 1-Stop Admin
- Tracking
- Setup
 - Global Parameters
 - Pool Parameters
 - Access Classes
 - Company Search
 - Company Audit
 - Shift Configuration
- Planning
- Bookings
- Manifest
 - Truck Drivers
 - Billing & Invoicing

[Back To Search](#)
[Go to Parent Company >](#)
[Manage Users >](#)

Subsidiary Details

Status:	ACTIVE	De-activate
Role Group Type:	<input type="text" value="STD"/>	
Subsidiary Name:	<u>TEST ASSURED LIMITED</u>	
Organisation ID:	307441120	
ABN:	9429041726648	

Save

Operational Details

Operational Contact Name:	
Operational Address 1:	20, Teal Crescent
Operation Address 2:	
Suburb:	Auckland
Country:	NZ
State:	AUK
Post code:	0626
Operational Phone Number:	64-3213232231
Operational Fax Number:	
Operational Email:	dmulvenna@1-stop.biz

Billing Details

Billing Contact Name:	
Billing Address 1:	20, Teal Crescent
Billing Address 2:	
Suburb:	Auckland
Country:	NZ
State:	AUK
Post Code:	0626
Billing Phone Number:	64-3213232231
Billing Fax Number:	
Primary Billing Email Address:	dmulvenna@1-stop.biz

Facility
Create or Book now

Facility logo

Facility Time: 14:19:29

[Edit Search](#)

Parent / Subsidiary Company Name	Status
<u>TEST ASSURED LIMITED</u>	ACTIVE