

OneStop.

VBS Registration Guide

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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 OneStop Website...

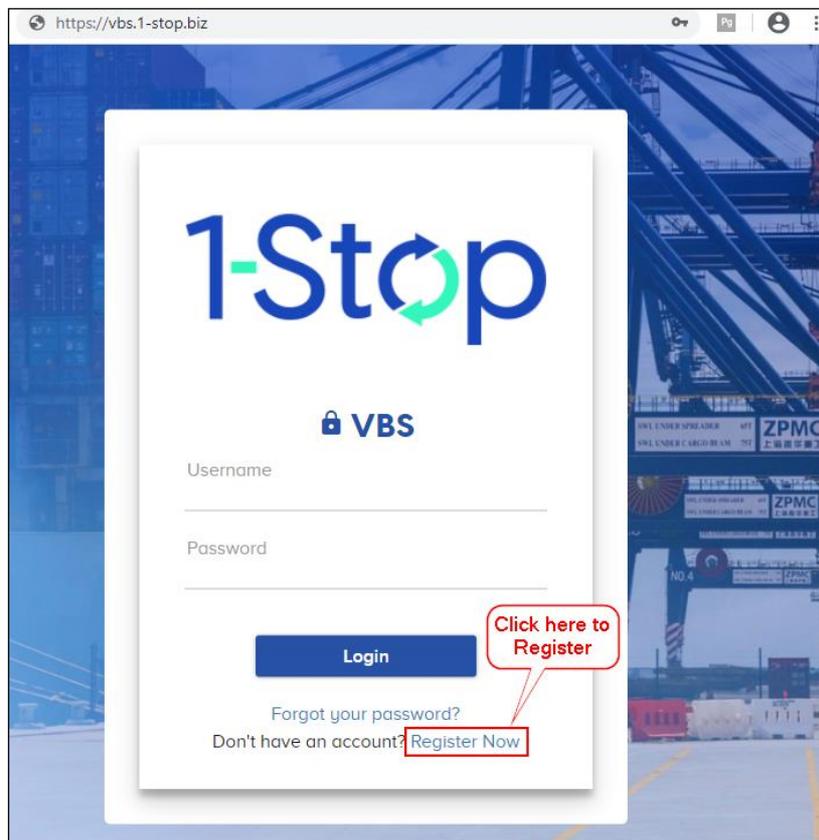
PRODUCTION Site: <https://vbs.1-stop.biz/>

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>

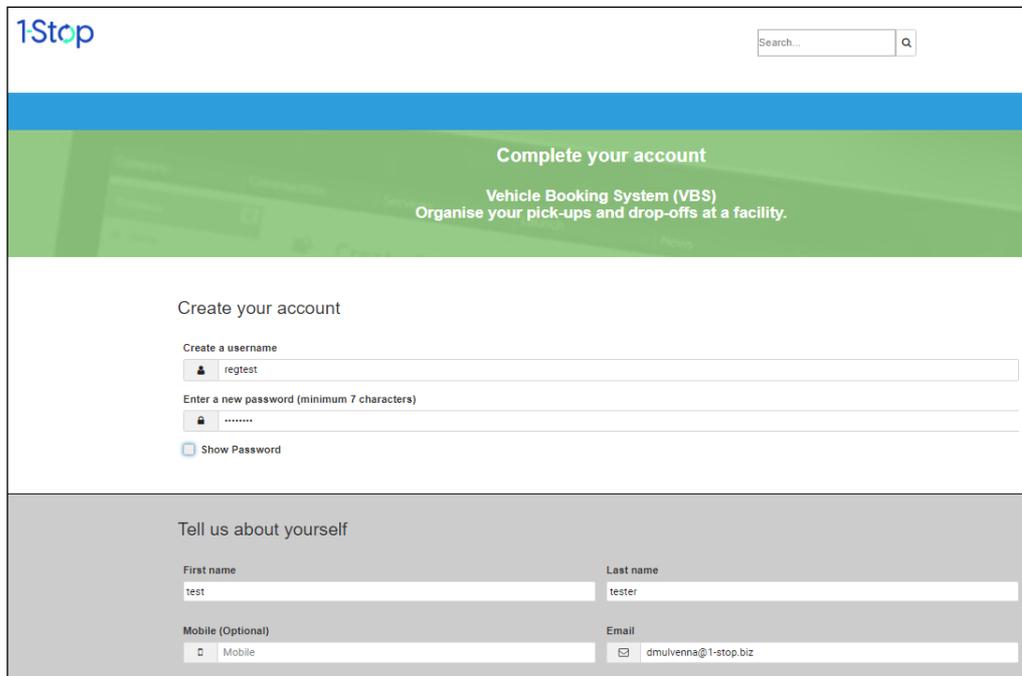
If you have any problems or questions, please contact our Sales team via sales@1-stop.biz; ghepburn@1-stop.biz; dmulvenna@1-stop.biz.

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...



1Stop

Search...

Complete your account

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

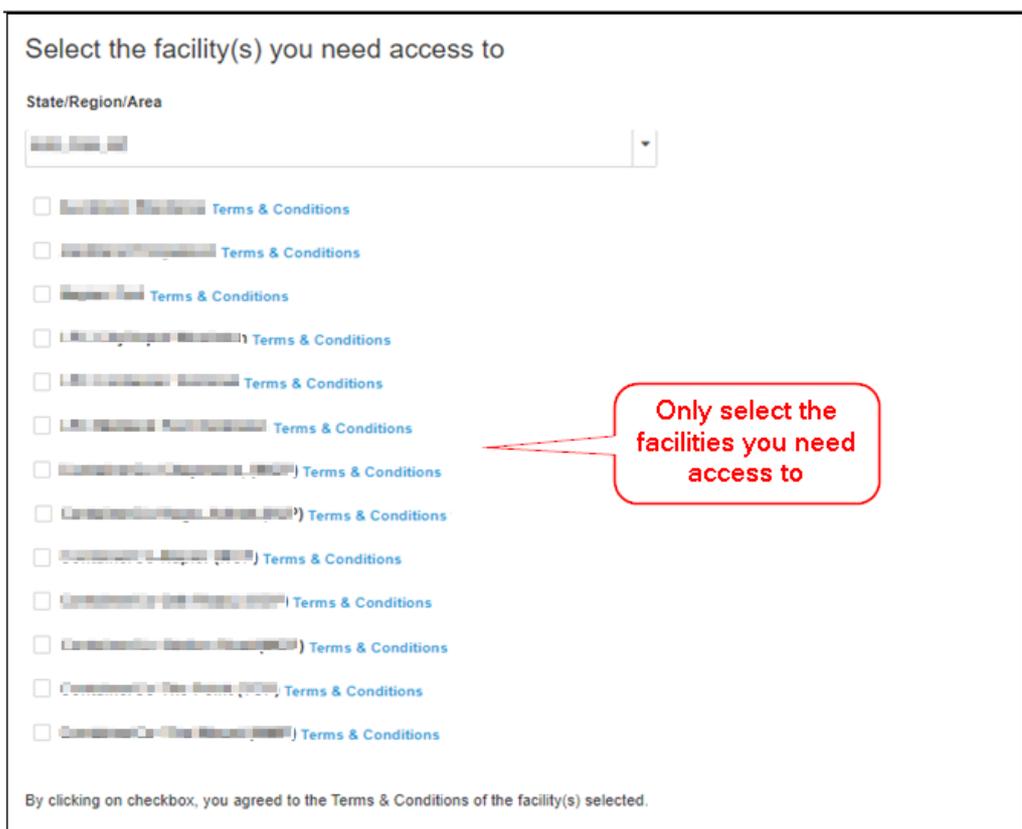
Create your account

Create a username
regtest

Enter a new password (minimum 7 characters)
.....
 Show Password

Tell us about yourself

First name: test
Last name: tester
Mobile (Optional): Mobile
Email: dmulvenna@1-stop.biz



Select the facility(s) you need access to

State/Region/Area

- [Facility Name] Terms & Conditions

Only select the facilities you need access to

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

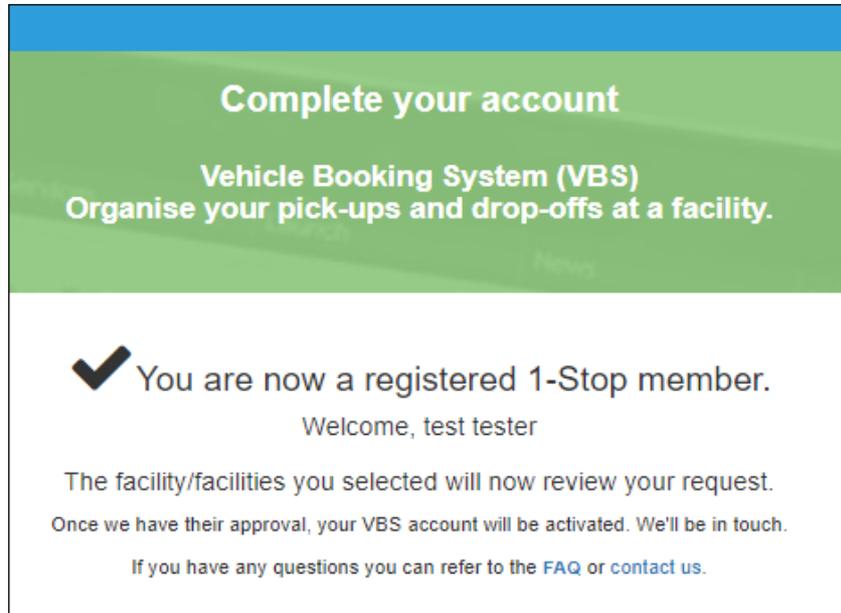
Phone
+64 6543211

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 from OneStop. It features a blue header bar at the top, followed by a green section with white text. Below this is a white section with a black checkmark icon and black text. The text in the green section reads: "Complete your account", "Vehicle Booking System (VBS)", and "Organise your pick-ups and drop-offs at a facility." The text in the white section reads: "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.", and "If you have any questions you can refer to the [FAQ](#) or [contact us](#)."

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
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

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 OneStop is shown below.

The screenshot displays 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 (X). The form contains various fields: 'ACOS Code *', 'Name *', 'Invoice No. Prefix *', 'Time Zone Name *', 'ABN', 'Status' (set to 'Active'), 'Facility Owner', 'Facility Owner ID *', 'Terms and Conditions URL', 'Port Code', 'Business Unit', 'Department ID', 'Operating Unit', and 'Email Address'. The 'Email Address' field is highlighted with a red box and contains the text 'test@email.com'. A red callout box with a white background and a red border points to the 'Email Address' field, containing 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: ~~57425012720070~~
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...

The screenshot displays the 'Search by Company' interface. On the left is a sidebar with a 'Facility' dropdown, 'Facility logo', 'Facility Time: 14:03:39', and a menu with items: Home, 1-Stop Admin, Tracking, Setup (highlighted), Global Parameters, Pool Parameters, Access Classes, Company Search (highlighted), Company Audit, and Shift Configuration. The main content area has a top bar with 'Create or Book now' and 'Manage' (containing 'Time Zones' and 'Booking List'). Below this is an 'Edit Search' section with 'Options' for 'Company' (selected) and 'User'. Search fields include 'Company Name' (with 'test' entered), 'ABN', 'Carrier Code', 'Status' (dropdown), 'Financial Code', and 'Carrier Class' (with 'All' selected). A 'Search' button is on the right. Below the search area is a table with the following data:

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

Facility Create or Book now Manage
Time Zones Booking List

Facility logo Back To Search Go to Parent Company > Manage Users >

Facility Time: 14:06:50

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
 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 Details

Facility:
 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

Then Select "Activate"

Reject Activate

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

The screenshot shows the 'Subsidiary Details' page for 'TEST ASSURED LIMITED'. The 'Status' is 'ACTIVE', highlighted with a red box. A 'De-activate' link is visible next to it. The page includes sections for 'Operational Details' and 'Billing Details'.

Subsidiary Details	
Status:	ACTIVE De-activate
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
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

The screenshot shows a search result for 'TEST ASSURED LIMITED'. The 'Status' is 'ACTIVE', highlighted with a red box. The page includes a search bar and a table of results.

Parent / Subsidiary Company Name	Status
TEST ASSURED LIMITED	ACTIVE