

OneStop.

**VBS - How to View
Invoices Guide**

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Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
01/01/21	Tony Latella	0.1	FINAL

Intended Audience

NAME	ROLE
VBS Carriers	Transport Operators, Dispatchers, Accounts Payable Clerk

Document Ownership

OWNER
1-Stop Connections Pty Ltd

Related Documents

TITLE	LOCATION AND FILENAME

Glossary and Definitions

NAME – Definition	
CARRIER- TRANSPORT OPERATOR (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

1. INTRODUCTION

1.1 Summary

This “How to View Invoices Guide” explains how a Transport Operator VBS Admin user setup their users to view the VBS invoices and download current and historical copies of invoices as PDF files.

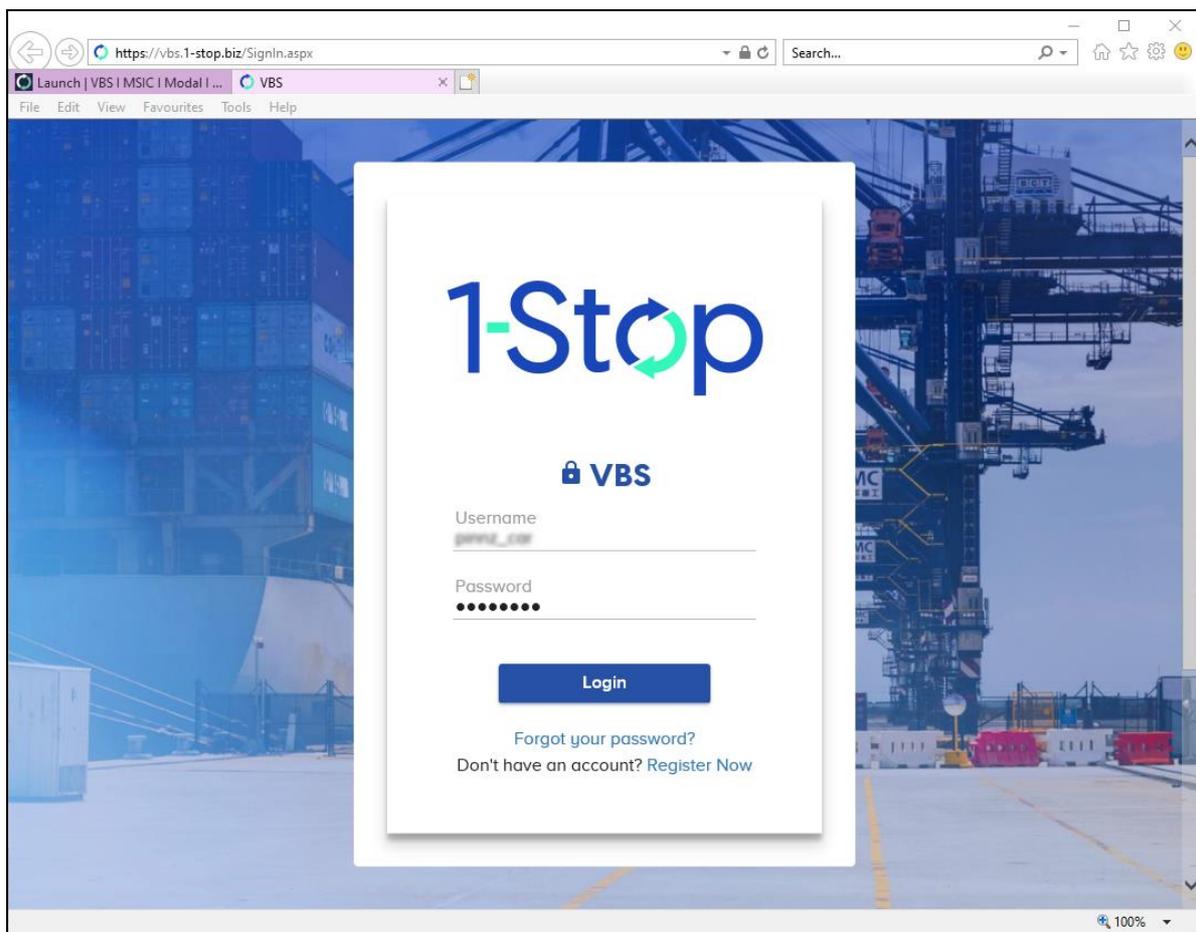
2. SETUP USERS TO ACCESS INVOICE HISTORY 2.1

Go to OneStop Website...

PRODUCTION Site: <https://www.1-stop.biz> and click Launch then Vehicle Booking System.

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

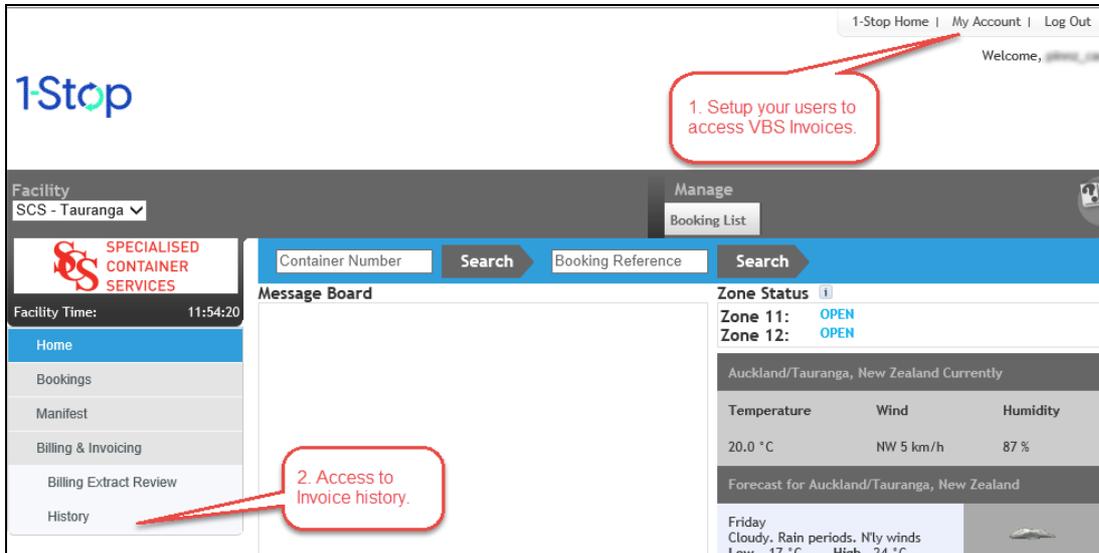
2.2 Login to VBS...



2.3 Click on “My Account”

Setup your users to access the Invoice History.

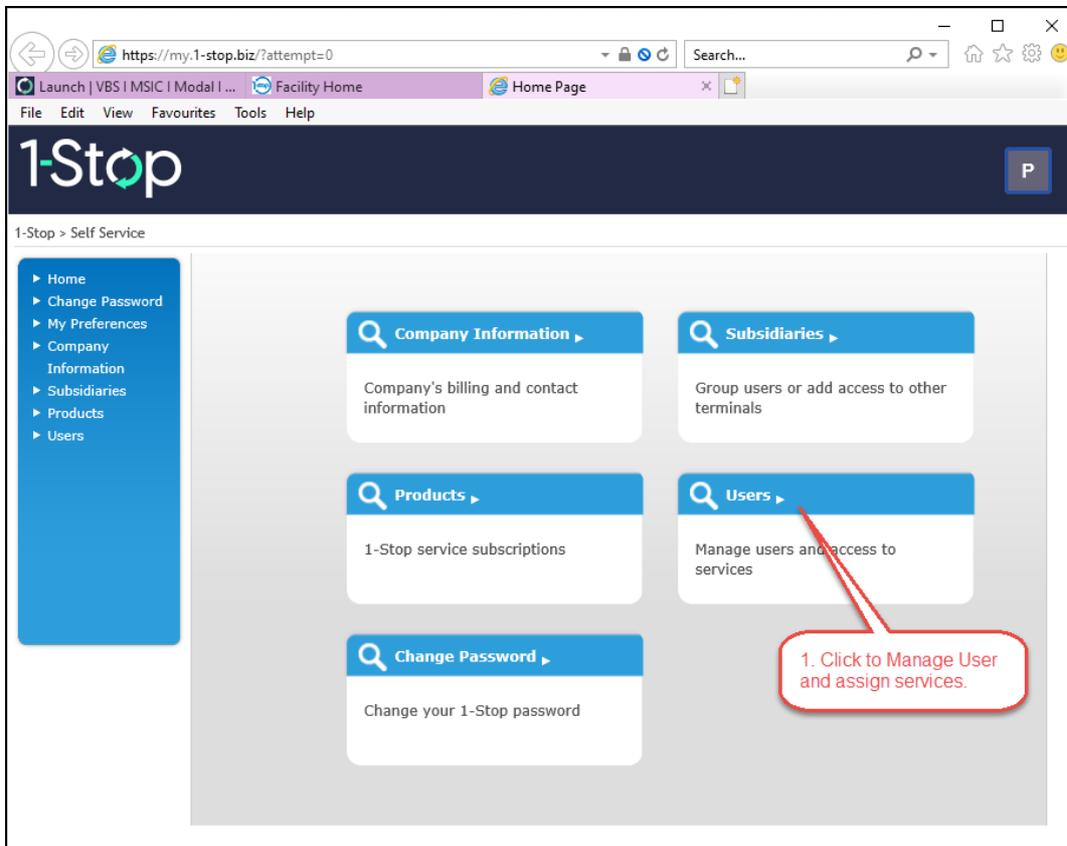
HINT: Hold down the CTRL button to open the page in a new browser tab.



2.4 Click on Users

Click on Users to assign services.

NOTE: Only those with Administrator rights can see this screen and make changes.



2.5 Click on Edit...

1-Stop > Self Service > Users

- ▶ Home
- ▶ Change Password
- ▶ My Preferences
- ▶ Company Information
- ▶ Subsidiaries
- ▶ Products
- ▶ Users

Organisation Users

Filter

Product:

Role:

Status:

People	Username	Subsidiary	Active	Locked	Action
Mr David Williams	dwilliams	HARVEYCALSON ON WHEELS LIMITED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Mr Tony Lattella	tlattella	HARVEYCALSON ON WHEELS LIMITED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit

[Add a Person](#)

Click "Edit"

2.6 Click on “Invoicing Customer”

Click on the checkbox “Invoicing Customer” to give this user access to Invoice History.

Repeat Steps 2.5 and 2.6 for each user that you want to have access to Invoice History.

1-Stop > Self Service > Users > Edit

- ▶ Home
- ▶ Change Password
- ▶ My Preferences
- ▶ Company Information
- ▶ Subsidiaries
- ▶ Products
- ▶ Users

User Details

Subsidiary: [HARVEYCALSON ON WHEELS LIMITED](#)

[Change Subsidiary >](#)

Contact Details

Status:

Is Active?

Is Locked?

* Title:

Job Title:

* First Name:

* Last Name:

* Email Address:

* Office Phone:

Mobile Number:

Fax:

State:

Credentials

* Username:

[Change Password >](#)

[Save](#)

Product Access

Self Service

Organisation Administrator

1-Stop Invoicing

Invoicing Customer

VBS Web Application

For VBS access

VBS Carrier Report

VBS Carrier Report access

1. Select Invoicing Customer to give this user access to Invoice History

2. Save

3. VIEW INVOICE HISTORY

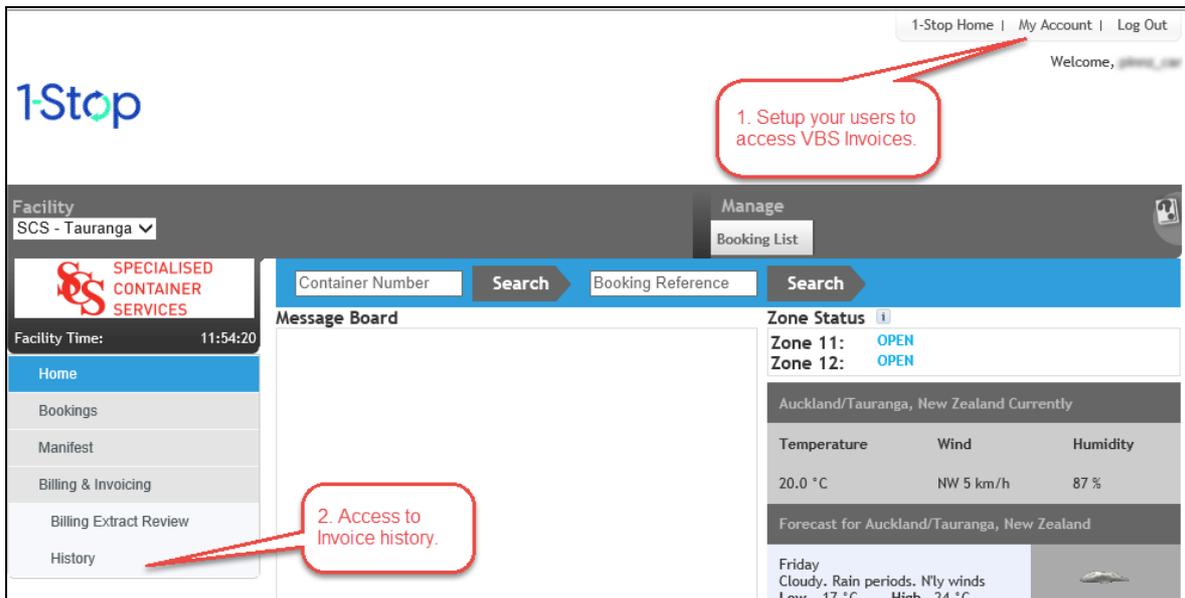
Once the users have been given access to “Invoicing Customer” they can view the Invoices through the VBS “History” menu...

Note: The user may need to log out and log back in for the change to take effect.

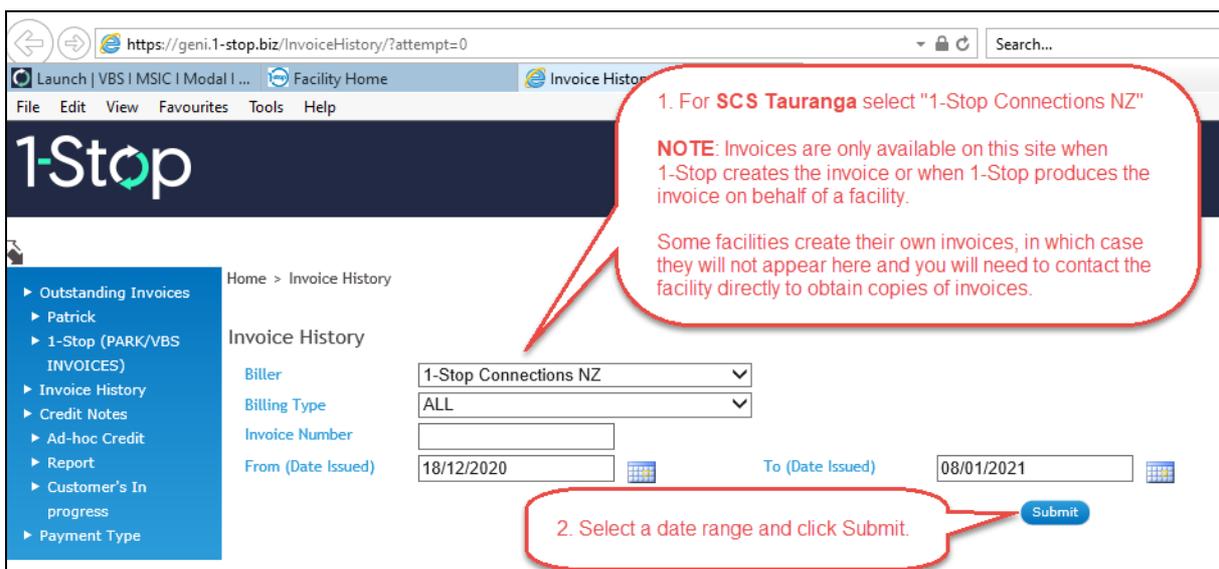
3.1 Click on History

Click in the “History” sub-menu within the “Billing & Invoicing” menu to access the invoice History...

HINT: Hold down the CTRL button to open the page in a new browser tab.



Next select “1-Stop Connections NZ” to view invoices for SCS Tauranga...



3.2 View the Invoice

Click on the Invoice Number and the invoice will open in a new browser tab.

The PDF document can be downloaded or printed using the default browser functions...

TAX INVOICE

1STOP Connections Pty Ltd
 ABN 58 102 573 544
 619 Elizabeth Street
 Redfern NSW 2016
 IRD Number: 132-892-040
 Fax: +61 2 9567 9967
 Remittance Email: ar@1-stop.biz
 Website: www.1-stop.biz

Customer Name:	AL THANE	Invoice No:	NZ000073
Customer Address:	PO Box 10000 Redfern NSW 2016	Date:	05-Jan-2021
		Customer No:	12345
		Due Date:	26-Jan-2021

Invoice Summary - for details see following pages **Period 01-Dec to 31-Dec**

Tariff Item	Description	Quantity	Tariff Rate	Subtotal ex GST	GST
EARLY	Early Arrival Fee (SCSTAU)	1	\$8.25	\$8.25	\$1.24
LATE	Late Arrival Fee (SCSTAU)	2	\$8.25	\$16.50	\$2.48
NOSHOW	No Show Charge (SCSTAU)	3	\$8.25	\$24.75	\$3.71
SLOT	Slot Fee (SCSTAU)	32	\$8.25	\$264.00	\$39.60
	SUBTOTAL	38			\$47.03
	TOTAL OF INVOICE				\$360.53

NOTES: 1-Stop Connections is only a collection and invoicing agent for the related 1-Stop Depot VBS booking fees on behalf of a container facility. 1-Stop is not a party in any form of the transaction between the operator and the applicable container facility. As per the carrier access agreement, fees are due and payable within 21 days of invoice date. If the balance of fees is not paid within 21 days of invoice date, 1-Stop will suspend all bookings and no bookings will then be possible. Access will be suspended until the balance is paid.