VBS - How to View Invoices Guide

1.INTRODUCTION	•
1.1 Summary5	;
2.SETUP USERS TO ACCESS INVOICE HISTORY 5)
2.1 Go to OneStop Website5	>
2.2 Login to VBS5	;
2.3 Click on "My Account"6	5
2.4 Click on Users6	;
2.5 Click is Edit	,
2.6 Click on "Invoicing Customer"	,
3.VIEW INVOICE HISTORY	}
3.1 Click on History	3
3.2 View the Invoice)

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.

					1-Stop Home M	y Account Log Out
						Welcome,
1-Stop			1. ac	Setup your users cess VBS Invoic	s to es.	
Facility SCS - Tauranga 🗸			Man	age		2
eee raaranga e			Booki	ng List		
SPECIALISED CONTAINER	Container Number	Search	Booking Reference	Search		
SERVICES	Message Board			Zone Status 🗉		
Facility Time: 11:54:20				Zone 11: 0	PEN	
Home				Zone T2:	-CN	
Bookings				Auckland/Tauran	nga, New Zealand Cur	rrently
Manifest				Temperature	Wind	Humidity
Billing & Invoicing				20.0 °C	NW 5 km/h	87 %
Billing Extract Review	2. Access to Invoice history.			Forecast for Auc	kland/Tauranga, New	v Zealand
History				Friday Cloudy. Rain perio	ods. N'ly winds	

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...

 ▶ Home ▶ Change Password 	🐝 Organisation U	sers		_		
 My Preferences Company Information Subsidiaries 	Product Role Status	Select Product Select Role Active	✓✓✓	Click "E	idit"	
 Products Users 	People	Username	Subsidiary	Active	Locked	Action
P Users	Mr .	photochranter	NAREARESSERS ON WHEELS LINETED	\checkmark		Edit
	Mr	hpart"tm.	NARDRESSERS ON WHEELS LINETED	\checkmark		Edit
					Q	Add a Person

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 > Use	ers > Edit	
 Home Change Password My Preferences Company Information Subsidiaries Products Users 	User Details Subsidiary Change Subsidiary > Contact Details Status: Status: Status: Is Active? Is Locked? * Title Mr Job Title First Name Last Name	Product Access Self Service ✓ Organisation Administrator 1-Stop Invoicing ✓ Invoicing Customer VBS Web Application ✓ For VBS access VBS Carrier Report ✓ VBS Carrier Report access
	Email Address Office Phone Mobile Number Fax State Bay of Plenty ✓ Credentials Username 2. Save Change Password > 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.

					1-Stop Home N	y Account Log Out
1-Stop			1. ac	Setup your use ccess VBS Invo	ers to bices.	Welcome,
Facility SCS - Tauranga 🗙			Man	age		
000 Hadranga v			Booki	ng List		
	Container Number	Search	Booking Reference	Search		
SERVICES	Message Board			Zone Status	1	
Facility Time: 11:54:20				Zone 11:	OPEN	
Home				Zone 12:	OPEN	
Bookings				Auckland/Tau	ranga, New Zealand Cu	rrently
Manifest				Temperature	Wind	Humidity
Billing & Invoicing				20.0 °C	NW 5 km/h	87 %
Billing Extract Review	2. Access to Invoice history.			Forecast for A	uckland/Tauranga, Nev	w Zealand
History				Friday Cloudy, Rain p	eriods. N'ly winds	<u> </u>

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

🖉 🗇 🏉 🌈 https://geni.1	I-stop.biz/InvoiceHistory/?at	tempt=0		→ 🗎 🖒 Search	
Launch VBS MSIC Mod File Edit View Favourite	al I 🕞 Facility Home	🧟 Invoice Histor	1. For SCS Tauranga select	t "1-Stop Connections I	NZ"
1-Stop			NOTE : Invoices are only avail 1-Stop creates the invoice or invoice on behalf of a facility.	ilable on this site when r when 1-Stop produces	; the
 Outstanding Invoices Patrick 1-Stop (PARK/VBS INVOICES) 	Home > Invoice History		Some facilities create their o they will not appear here and facility directly to obtain copie	wn invoices, in which ca I you will need to contac es of invoices.	ase t the
 Invoice History Credit Notes Ad-hoc Credit Report 	Billing Type Invoice Number From (Date Issued)	1-Stop Connections NZ ALL 18/12/2020	To (Date Issued)	08/01/2021	
 Customer's In progress Payment Type 		2. Select a	a date range and click Submit.	Submit	

3.2 View the Invoice

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

Outstanding Invoices Patrick I-Stop (PARK/VBS INVOICES) Invoice History Credit Notes Ad-hoc Credit Report Customer's In progress Payment Type	Home > Invoice History Invoice History Biller Billing Type Invoice Number From (Date Issued)	1-Stop Connec ALL 18/12/2020	ions NZ	To (Date)	t of invoices t cted date rar k on the Invoi py of the invo ument.	will appear for ge. ce Number to ice as a PDF 1/2021 Submit	the see			
	Biller	Customer	Invoice No	Date Issued	Date From	Date To	Date Paid	Payment Type	Status	Action
	1-Stop Connections NZ	46.78,4952	NZ000073	5/01/2021 1:42:05 PM	1/12/2020	31/12/2020			SENT	SEND

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

				- iii C	Searchin	
VBS MSIC Modal	🕞 Facility Home	Invoice History	6	geni.1-stop.biz	× 📑	
1-Stop			TAX II	NVOICE	1STOP Conne ABN 5 619 E Red IRD Numbe Fax: +0 Remittance Email Website:	ctions Pty Lt 58 102 573 54 Elizabeth Strea fern NSW 201 er: 132-892-04 51 2 9567 996 : ar@1-stop.b www.1-stop.b
Customer Name:			Invoice No:	120007	1	
	Customer Address:			Date:	Date: 05-Jan-2	
Customer Ad	dress:	tox 10428		Dute.	05-341-20	21
Customer Ac	dress:	dan 10428 dan 3041 Tel		Customer No	D:	
Customer Ac	dress:	ter 1943 Hen 1041 Tell		Customer No Due Date:	26-Jan-20	21
Customer Ac	dress:	e following pages	Quantity	Customer No Due Date:	26-Jan-20 Period 01-D Subtotal ex GST	21 Dec to 31-Dec GST
Customer Ac	dress:	e following pages ription SCSTAU)	Quantity 1	Customer No Due Date: Tariff Rate \$8.25	26-Jan-20 26-Jan-20 Period 01-E Subtotal ex GST \$8.25	21 Dec to 31-Dec GST \$1.24
Customer Ac Invoice Sun Tariff Item EARLY LATE	dress: mary - for details see Early Arrival Fee (S Late Arrival Fee (S	e following pages ription SCSTAU) SCSTAU)	Quantity 1 2	Customer No Due Date: Tariff Rate \$8.25 \$8.25	26-Jan-20 Period 01-E Subtotal ex GST \$8.25 \$16.50	21 Dec to 31-Dec GST \$1.24 \$2.48
Customer Ac Invoice Sun Tariff Item EARLY LATE NOSHOW	dress: mary - for details see Desc Early Arrival Fee (S Late Arrival Fee (S No Show Charge (e following pages ription SCSTAU) SCSTAU) SCSTAU) SCSTAU)	Quantity 1 2 3	Customer No Due Date: Tariff Rate \$8.25 \$8.25 \$8.25	26-Jan-20 Period 01-E Subtotal ex GST \$8.25 \$16.50 \$24.75	21 Dec to 31-Dec GST \$1.24 \$2.48 \$3.7
Customer Ac Invoice Sun Tariff Item EARLY LATE NOSHOW SLOT	dress: mary - for details see Desc Early Arrival Fee (S Late Arrival Fee (S No Show Charge (Slot Fee (SCSTAL	e following pages ription SCSTAU) SCSTAU) SCSTAU) J)	Quantity 1 2 3 32	Customer No Due Date: Tariff Rate \$8.25 \$8.25 \$8.25 \$8.25 \$8.25	26-Jan-20 Period 01-E Subtotal ex GST \$8.25 \$16.50 \$24.75 \$264.00	21 Dec to 31-Dec GST \$1.24 \$2.48 \$3.71 \$39.60
Customer Act Invoice Sum Tariff Item EARLY LATE NOSHOW SLOT	dress: mary - for details see Early Arrival Fee (S Late Arrival Fee (S No Show Charge (Slot Fee (SCSTAL SUBTOTAL	e following pages ription SCSTAU) SCSTAU) SCSTAU) J)	Quantity 1 2 3 32 38	Customer No Due Date: Tariff Rate \$8.25 \$8.25 \$8.25 \$8.25	26-Jan-20 Period 01-E Subtotal ex GST \$8.25 \$16.50 \$24.75 \$264.00	21 Dec to 31-Dec GST \$1.24 \$3.71 \$39.60 \$47.03