



1-Stop Connections Pty Ltd

www.1-stop.com

VBS – How to Register Guide Carrier Dispatcher (Modal Depot sites) V1.0

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Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
14/03/2022	Tony Latella	1.0	Final - Reviewed

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, Carrier or Transport Operator	The Carrier is the trucking company that makes VBS bookings and transports containers to and from a facility.
SiteCodeID	The Site Code ID is used in VBS as the VBS ACOS Code.
VBS	1-Stop's Vehicle Booking System

1. INTRODUCTION

1.1 Purpose of the Vehicle Booking System

The VBS will enable all Transport Operators (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.

Carrier will use the VBS to book a time slot to pickup/dropoff a Container at a facility. The VBS will result in benefits for all parties in the supply chain by: -

- sharing information,
- improving data quality,
- transparency of information,
- reduce congestion,
- smooth out traffic flows,
- reduce futile truck trips,
- improve truck utilisation.

2. HOW TO REGISTER - OVERVIEW

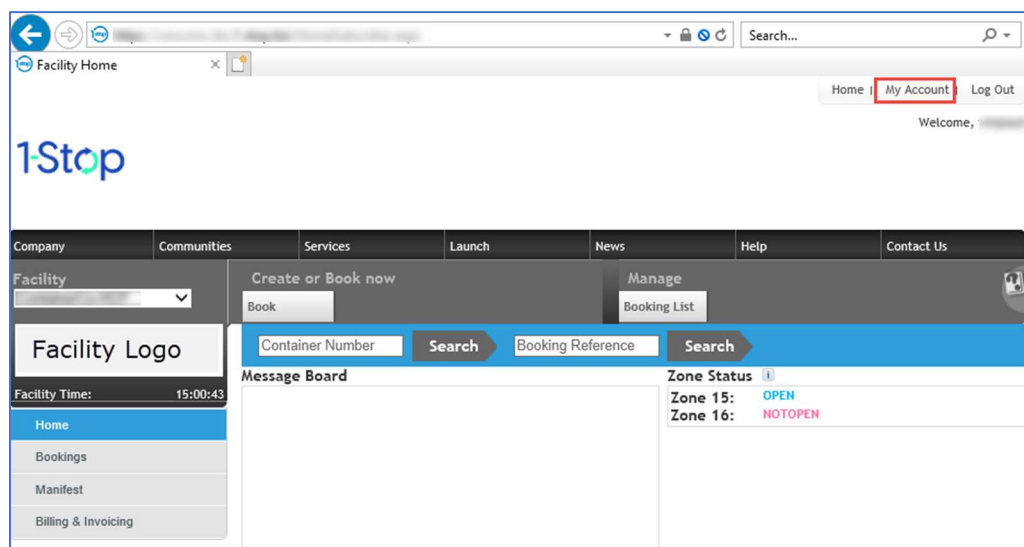
2.1 Registration for VBS

- Go to <https://vbs.1-stop.biz> and click on “Register”



The image shows the VBS login and registration page. At the top is the 1-Stop logo. Below it is a lock icon followed by 'VBS'. There are input fields for 'Username' and 'Password'. A blue 'Login' button is below the password field. Below the login button are three links: 'Forgot your password?', 'Don't have an account? Register Now', and 'Click here to Register'. The 'Click here to Register' link is highlighted with a red box and a red arrow pointing to it.

- You will only need to register your organisation once.
- Your request will take around three business days to process. An email will be sent on activation.¹
- After your registration is activated and after you have logged in to VBS, you can add multiple users to your organisation's account through the **My Account** menu.



¹ (For “Modal Centralised Invoicing Sites”, this activation will be automatic if the Site has set the registration to Auto activation (GP241)).

3. HOW TO REGISTER – STEP BY STEP

3.1 VBS User Registration – Detailed User Guide

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.

1. Go to 1-Stop Website...

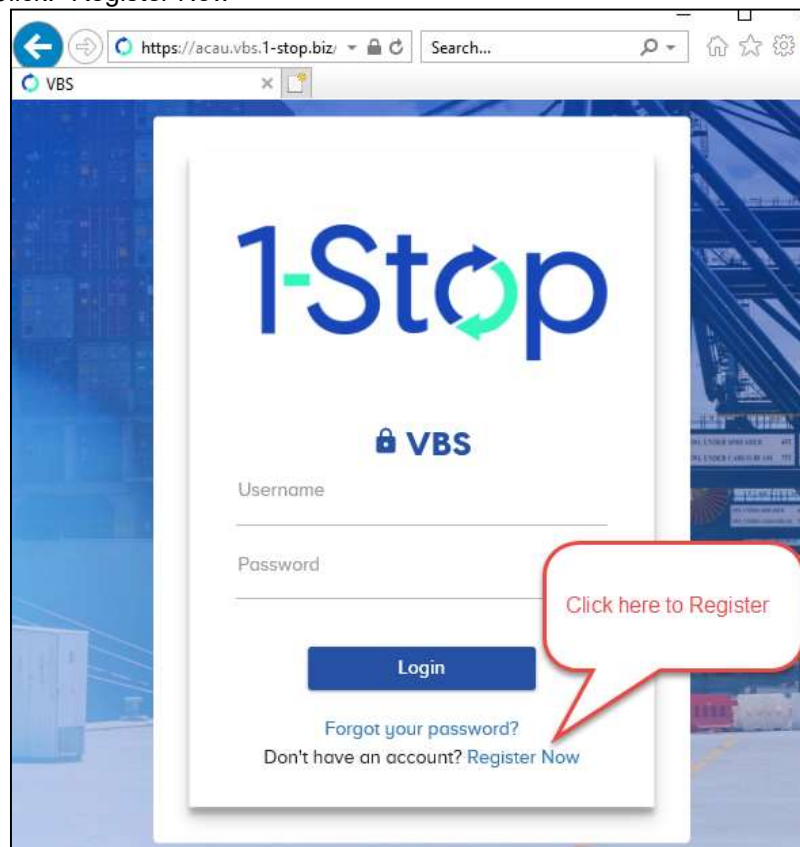
PRODUCTION Site: [https:// conconz.vbs.1-stop.biz/](https://conconz.vbs.1-stop.biz/)

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.

Title

Mr

First Name

First Name

Last 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 and click on the link provided...

1-Stop Email Verification

T

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

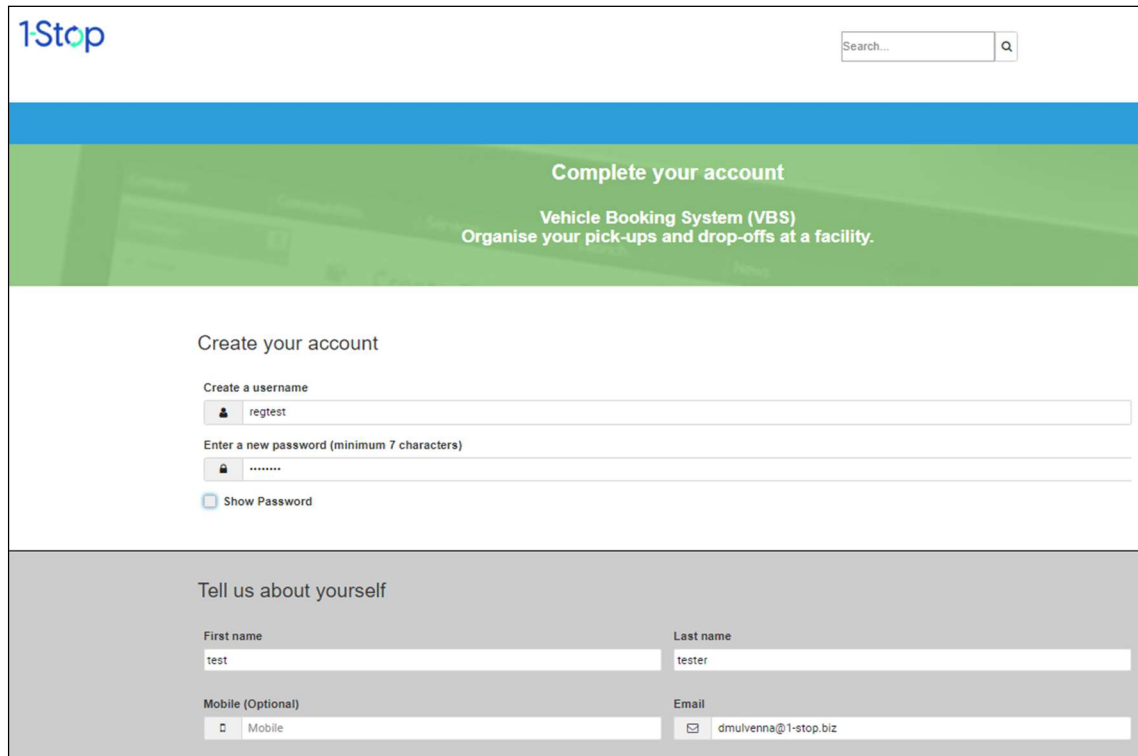
E sales@1-stop.biz; ghepburn@1-stop.biz; dmulvenna@1-stop.biz

W www.1-stop.biz

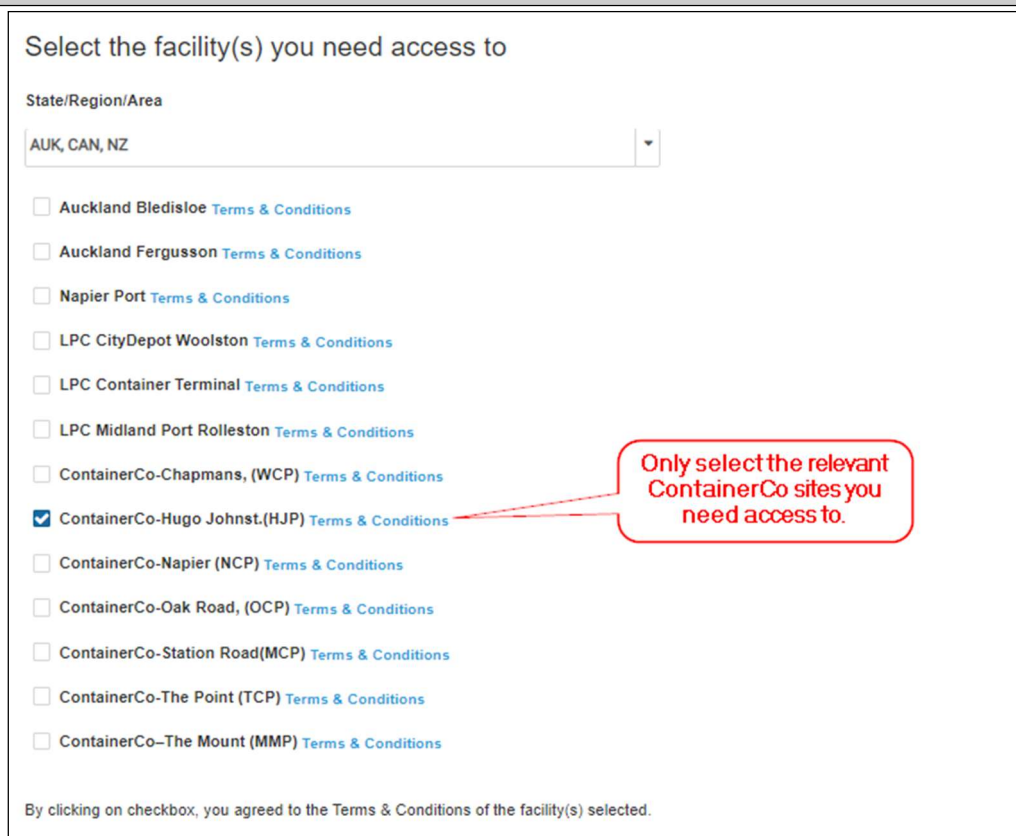
1-Stop

8

6. The email will take you back to the registration site to complete your details. Be sure to select “the ContainerCo facilities relevant to your company...



The screenshot shows the 1-Stop registration page. At the top, there is a search bar and a navigation bar. Below the navigation bar, a green banner reads "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. The first section, "Create your account", contains fields for "Create a username" (with the value "regtest") and "Enter a new password (minimum 7 characters)" (with the value "*****"). There is a "Show Password" checkbox. The second section, "Tell us about yourself", contains fields for "First name" (with the value "test"), "Last name" (with the value "tester"), "Mobile (Optional)" (with a dropdown menu showing "Mobile"), and "Email" (with the value "dmulvenna@1-stop.biz").



The screenshot shows the "Select the facility(s) you need access to" page. At the top, there is a dropdown menu for "State/Region/Area" with the value "AUK, CAN, NZ". Below this, there is a list of facilities with checkboxes and links to "Terms & Conditions". The facilities are: Auckland Bledisloe, Auckland Fergusson, Napier Port, LPC CityDepot Woolston, LPC Container Terminal, LPC Midland Port Rolleston, ContainerCo-Chapmans, (WCP), ContainerCo-Hugo Johnst.(HJP), ContainerCo-Napier (NCP), ContainerCo-Oak Road, (OCP), ContainerCo-Station Road(MCP), ContainerCo-The Point (TCP), and ContainerCo-The Mount (MMP). The checkbox for "ContainerCo-Hugo Johnst.(HJP)" is checked. A red callout box points to this checkbox with the text "Only select the relevant ContainerCo sites you need access to." At the bottom, there is a note: "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

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[Disclaimer](#) |
 [Privacy Policy](#) |
 [Refund Policy](#) |
 [Terms and Conditions](#)

7. Your registration is complete. Your access request has been sent to ContainerCo for approval...

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 ContainerCo 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

[Next](#)

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

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

[Done](#)