

Vehicle Booking System Billing Guide



Overview

A function has been released to all users which enables the user capabilities to check what booking time slot fees have been charged for a particular day and also what extra charges may have been applied. It is the responsibility of the transport users to monitor all charges to ensure invoices will be processed correctly first time.

LPC will be invoicing VBS charges on a weekly (Monday to Sunday inclusive) basis and request that all waiver requests are submitted in One-Stop by **5PM Monday for the week prior**.

The following pages will show you how to search charges in One-Stop, and how to request a fee waiver.

Fee schedule

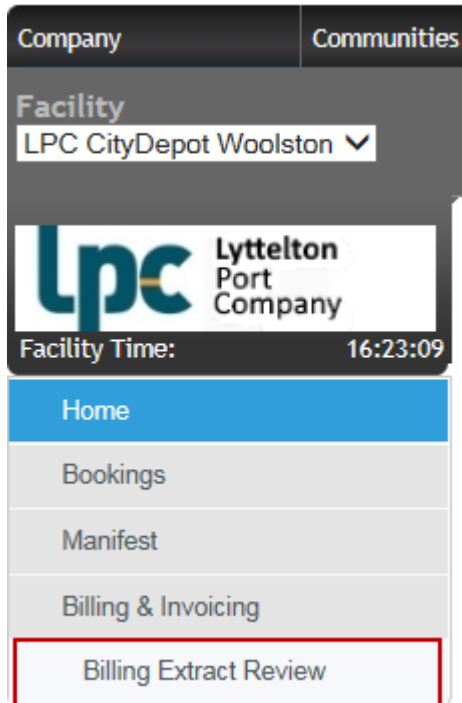
Fee Type	Description	Fee (rate per container)
R&D Levy	Every booking made will incur a R&D Levy. This will be charged to whomever has made the booking. 1 Container = 1 timeslot.	\$40.00
Other Charges		
Late Arrival Fee	An additional charge for when the transport operator has turned up after the end of the booked time zone, but less than 30 minutes outside of the booked time zone.	\$30.00 (+ R&D Levy)
Listing Fee	Applied to any booking that is listed at any time. A R&D Levy will be applied in conjunction with this fee if the booking is listed 4 or less hours prior to the booked zone start time. However, if another carrier utilises the booking, only the listing fee will be applied.	\$20.00 (+R&D Levy)

Above rates are subject to periodic review.

Above rates are exclusive of GST.

Searching Charges

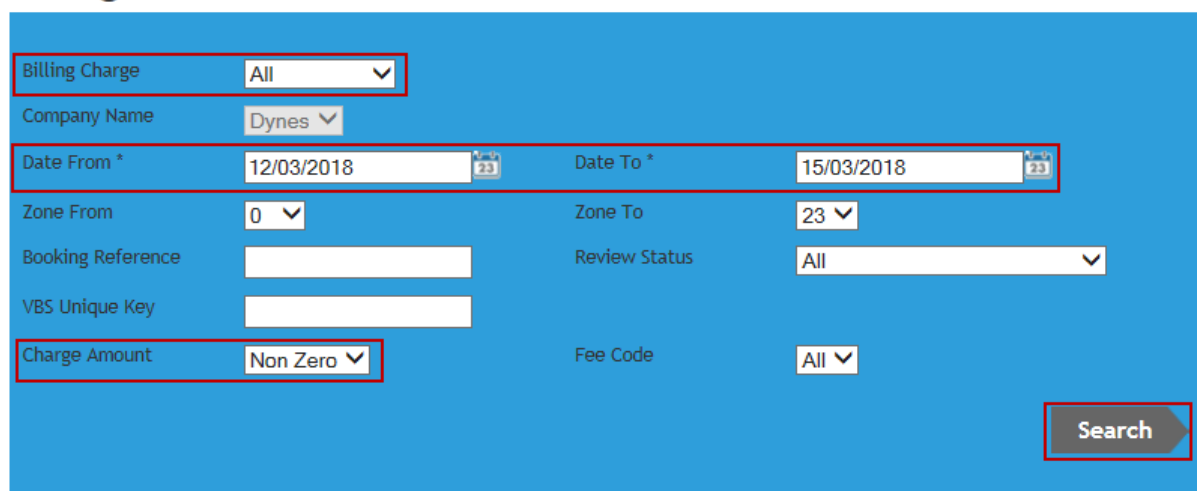
1. On the menu on the left-hand side of your screen in 1-Stop click on 'Billing & Invoicing' and then 'Billing Extract Review'



The screenshot shows the 1-Stop application interface. At the top, there are tabs for 'Company' and 'Communities'. Below these, a 'Facility' dropdown menu is set to 'LPC CityDepot Woolston'. The Lyttelton Port Company logo is displayed, along with the 'Facility Time: 16:23:09'. A vertical menu on the left contains the following options: 'Home', 'Bookings', 'Manifest', 'Billing & Invoicing', and 'Billing Extract Review'. The 'Billing Extract Review' option is highlighted with a red rectangular border.

2. To see all charges, leave 'Billing Charge' as 'All'. Otherwise, to see specific charges choose the type of charge you wish to see. Change your from and to dates to the date range you wish to see. You can also filter by charge amount. (If you filter by all this will show the total of all charges including the charges that have been waived. To see just the bookings there is a legitimate charge for select 'non-zero' in this field.) Click 'Search'

Billing Extract Review



The screenshot shows the 'Billing Extract Review' search form. It includes the following fields and filters:

- Billing Charge:** A dropdown menu set to 'All'.
- Company Name:** A dropdown menu set to 'Dynes'.
- Date From *:** A date input field set to '12/03/2018'.
- Date To *:** A date input field set to '15/03/2018'.
- Zone From:** A dropdown menu set to '0'.
- Zone To:** A dropdown menu set to '23'.
- Booking Reference:** A text input field.
- Review Status:** A dropdown menu set to 'All'.
- VBS Unique Key:** A text input field.
- Charge Amount:** A dropdown menu set to 'Non Zero'.
- Fee Code:** A dropdown menu set to 'All'.
- Search:** A button highlighted with a red rectangular border.

- A list of charges will appear. You will see the 'Fee Code', 'Charge Amount' and if the charge has been waived. To view the history of the booking you can click on the 'Booking Reference' number for that line and an additional screen will appear with all of that booking's history.

Billing Extract Review

Billing Charge

All

Company Name

Dynes

Date From *

05/03/2018

23

Date To *

12/03/2018

23

Zone From

0

Zone To

23

Booking Reference

Review Status

All

VBS Unique Key

Charge Amount

Non Zero



Fee Code

All

Search

 CSV
  Email
  Print

Total Charges 3 Total Amount 61.00

Slot/Event Date	Zone	Company	Charge Type	Booking Reference	VBS Unique Reference	Slot Type	Fee Code	Charge Amount	Waived	Carrier Comment	Facility Comment	Action
09/03/2018	15	Dynes	NOSHOW	15D364128	136836194	Drop Off	NOSHOW	50	N			
09/03/2018	15	Dynes	SLOT	15D364128	136836194	Drop Off	Slot Fee	5.50	N			

How to request a Fee Waiver

1. To request a fee waiver, follow the previous steps to search charges.
2. For the line you wish to request a fee waiver on click the dot under the 'Action' column and then click 'Review'.

Total Charges		5		Total Amount		116.50						
Slot/Event Date	Zone	Company	Charge Type	Booking Reference	VBS Unique Reference	Slot Type	Fee Code	Charge Amount	Waived	Carrier Comment	Facility Comment	Action
09/03/2018	14	Dynes	NOSHOW	14P300095	136836108	Pick Up	NOSHOW	50	Y			
09/03/2018	14	Dynes	SLOT	14P300095	136836108	Pick Up	Slot Fee	5.50	Y			
09/03/2018	15	Dynes	SLOT	15D364128	136836194	Drop Off	Slot Fee	5.50	N			Review
09/03/2018	15	Dynes	SLOT	15D729537	136836190	Drop Off	Slot Fee	5.50	N			
09/03/2018	15	Dynes	NOSHOW	15D364128	136836194	Drop Off	NOSHOW	50	N			

3. To request that a particular fee is waived, type in your reasoning for the request in the 'Carrier Comment' and then click 'Save'. The R&D team will then review and either accept or decline the waiver request. If the fee is waived a 'Y' will appear under the 'Waived' column. If the request is declined a comment will appear under 'Facility Comment' and a 'N' will remain under the 'Waived' column.

✖

Company

Slot Date

Booking Ref

Zone

VBS Unique Key

SlotType

Slot Status

Container Number

Fee Code

Amount

Carrier Comment

Charge Waived

Reviewed By

Review Date

Dynes

09/03/2018

15D364128

15

136836194

EXPORT

NOSHOW

TRHU2098683

Slot Fee

5.50

Depot closed for wind. Didn't Dehire

⬆ ⬇ ⬆

No ▾

Save