

Vehicle Booking System Billing Guide



Overview

Transport users can use OneStop to view Road R&D Charges and any additional charges applied to their bookings.

To ensure invoices are processed correctly, transport users are responsible for reviewing all charges and submitting any fee waiver requests within the required timeframe.

LPC invoices VBS charges weekly for the period Monday to Sunday (inclusive). Fee waiver requests for the previous week's charges must be submitted in OneStop by **5:00 PM each Monday**.

The following pages outline the process for:

- Searching charges in One-Stop.
- Reviewing applicable fees and charges.
- Requesting a fee waiver.

Fee schedule

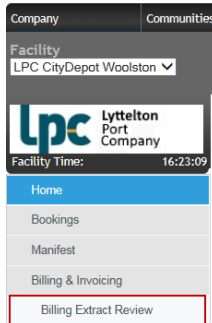
Fee Type	Description	Fee (rate per container)
Road R&D Charge LCT	Charged per container to trucking companies for all road R&D movements via VBS. Applies to Lyttelton Container Terminal.	\$95.00 per container <i>Cost breakdown:</i> VBS Usage Charge – \$15.00 All other R&D costs – \$80.00
Road R&D Charge Inland Ports	Charged per container to trucking companies for all road R&D movements via VBS. Applies to CityDepot and MidlandPort (empties).	\$80.00 per container <i>Cost breakdown:</i> VBS Usage Charge – \$15.00 All other R&D costs – \$65.00
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. An R&D Levy will be applied in conjunction with this fee if the booking is listed 4 or less hours before the booked zone start time. However, if another carrier utilises the booking, only the listing fee will be applied.	\$20.00 (+R&D Levy)

The above rates are subject to periodic review.

The above rates are exclusive of GST.

Searching Charges

- From the menu on the left-hand side of the OneStop screen, select Billing & Invoicing, then click Billing Extract Review.



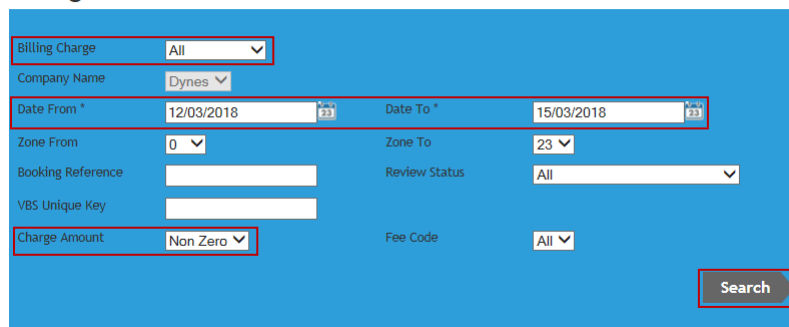
- To view all charges, leave the Billing Charge field set to All. To view specific charge types, select the relevant charge from the drop-down list.

Update the From and To date fields to specify the date range you want to review. You can also filter the results by Charge Amount.

Note: Selecting All in the Charge Amount field will display all charges, including those that have been waived. To view only charges that remain payable, select Non-Zero.

Click Search to display the results.

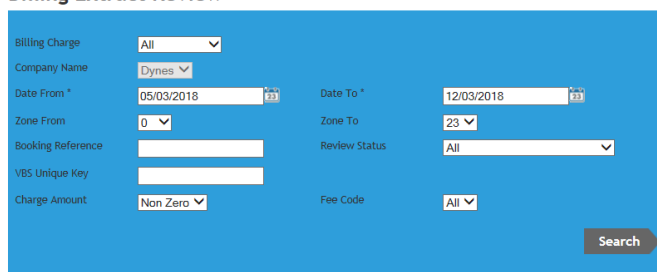
Billing Extract Review



- A list of charges matching your search criteria will be displayed. The results include details such as the Fee Code, Charge Amount, and whether the charge has been waived.

To view the history of a booking, click the Booking Reference for the relevant charge. A separate window will open displaying the booking's history and associated activity.

Billing Extract Review



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	NOSHOU	150364128	136836194	Drop Off	NOSHOU	50	N			
09/03/2018	15	Dynes	SLOT	150364128	136836194	Drop Off	Slot Fee	5.50	N			

How to request a Fee Waiver

1. Follow the steps in the Searching Charges section to locate the charge for which you would like to request a fee waiver.
2. For the applicable charge, click the radio button (dot) in the Action column, then select 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. In the Carrier Comment field, enter the reason for your waiver request and click Save.
The request will be reviewed by the R&D team, who will either approve or decline the waiver.
 - If the waiver is approved, a Y will appear in the Waived column.
 - If the waiver is declined, the reason for the decision will be displayed in the Facility Comment field and an N will remain in the Waived column.

Company

Dynes

Slot Date

09/03/2018

Booking Ref

15D364128

Zone

15

VBS Unique Key

136836194

SlotType

EXPORT

Slot Status

NOSHOW

Container Number

TRHU2098683

Fee Code

Slot Fee

Amount

5.50

Carrier Comment

Depot closed for wind. Didn't Dehire

Charge Waived

No

Reviewed By

Review Date

Save