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## Preface

- This user guide is designed to provide documentation for Diabos internal users who will use the application on a day-to-day basis, who will also have access to the features documented here.
- This user manual is specially designed to detail the application's functions & features for the operators.
- The user manual supplied may vary depending on the user.
- The user manual describes procedures for using the Diabos 3.0 Suite namely, Disbursement Accounting (DA).
- No part of this manual may be reproduced, distributed, translated, or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or storing in any information storage and retrieval system, without the prior written permission of Diabos.

## Abbreviations

- AF: Additional Funding
- AIS: Automatic Identification System
- APDA: Additional Proforma Disbursement Accounting
- DA: Disbursement Accounting
- DIY: Do It Yourself
- DMS: Document Management System
- Docs: Documents
- ETA: Estimated Time of Arrival
- ETD: Estimated Time of Departure
- FDA: Final Disbursement Accounting
- IDA: Intermediate Disbursement Accounting
- Info: Information
- No.: Number
- NES: Non-Essential Services
- OTP: One Time Password
- PC: Portcall
- PDA: Proforma Disbursement Accounting
- SDA: Supplementary Disbursement Accounting
- SLA: Service Level Agreement
- UOM: Units of Measurement
- VI: Vendor Invoice
- VMS: Vessel Management System
- Voy.: Voyage
- WIP: Work In Progress



## Legends

Icons	Description
	<b>Add Icon</b> Click to add particulars to any field
	<b>Automated Mail Settings Icon</b> Click to send an automatic mail to the user
	<b>Calendar Icon</b> Click to pick a relevant date
	<b>Checkbox Icon</b> Click to select the checkbox
	<b>Collapse Icon</b> Click to collapse the row
	<b>Collapse Icon</b> Click to collapse the column
	<b>Convert to Standard Reference Call Icon</b> Click to convert it to a standard reference call
	<b>Critical Portcall Icon</b> Click to view critical portcall filtered in WIP
	<b>Cross Icon</b> Click to close the screen/popup
	<b>Dropdown Icon</b> Click to pick from dropdown
	<b>Edit Icon</b> Click to edit any field





#### Expand Icon

Click to expand the row



#### Expand Icon

Click to expand the column



#### Export Icon

Click to export the files to the device



#### Filter Icon

Click to find the filter options



#### First Page | Previous Page Icon

Click to move to first page

Click to move forward to the previous page



#### Hide Password Icon

Click to hide password



#### Intuitive Search Icon

Click to search anything related to the application



#### Mandatory Icon

The fields are marked mandatory



#### Next Page | Last Page Icon

Click to move forward to next page

Click to move to the last page



#### Notification Bell Icon

Click to view the latest notification



#### Show Password Icon

Click to show password



#### Show/Hide Column Icon

Click to select the column names for display



#### Toggle Button Icon

Turn it ON/OFF to switch between fields

Turn it ON/OFF to regulate the status



#### Upload Icon

Click to upload any file



#### User Profile Icon

Click to view the user profile



#### Variance Icon

Displays indicative raise or fall on ROE



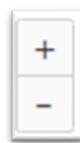
#### Waffle Menu Icon

Click to view Diabos Tool



#### Warn Icon

User is intimated about the warning message



#### Zoom in/Zoom out Icon

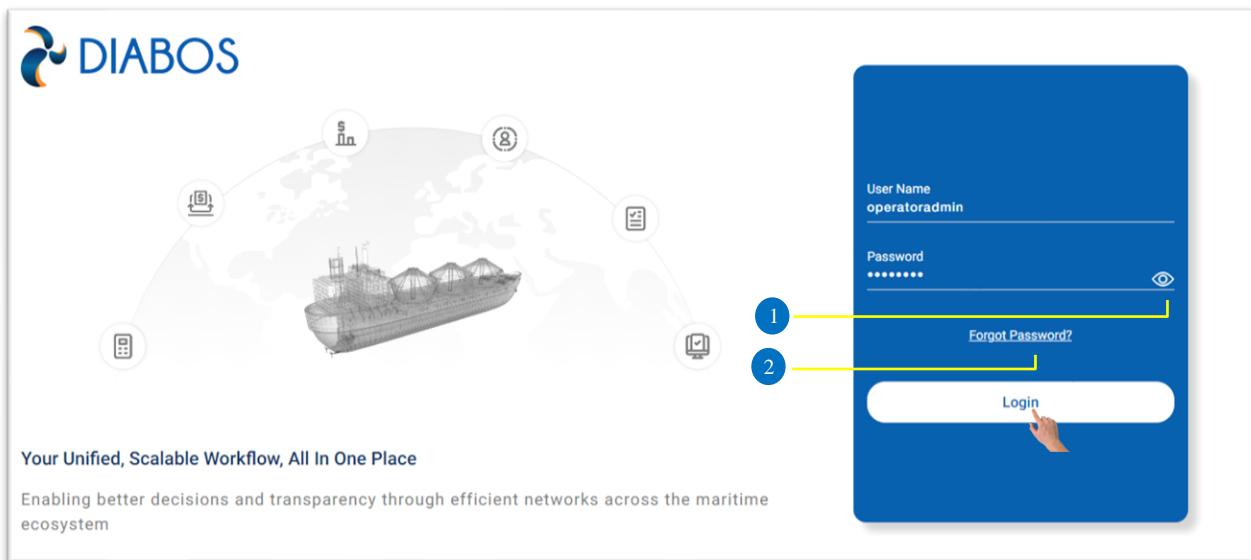
Click to zoom in and zoom out the screen

## 1. Getting Started

- Click on <https://uat-da-login.diabosapp.biz/#/login>

### 1.1 Login

- Log into the application to explore the features.



- Enter the username and password.
- Click on '**Login**' to log into the application.

1. The enables to view the password in text form and enables to hide the password from the user.

## 1.2 Password Update

### Login → Forgot Password

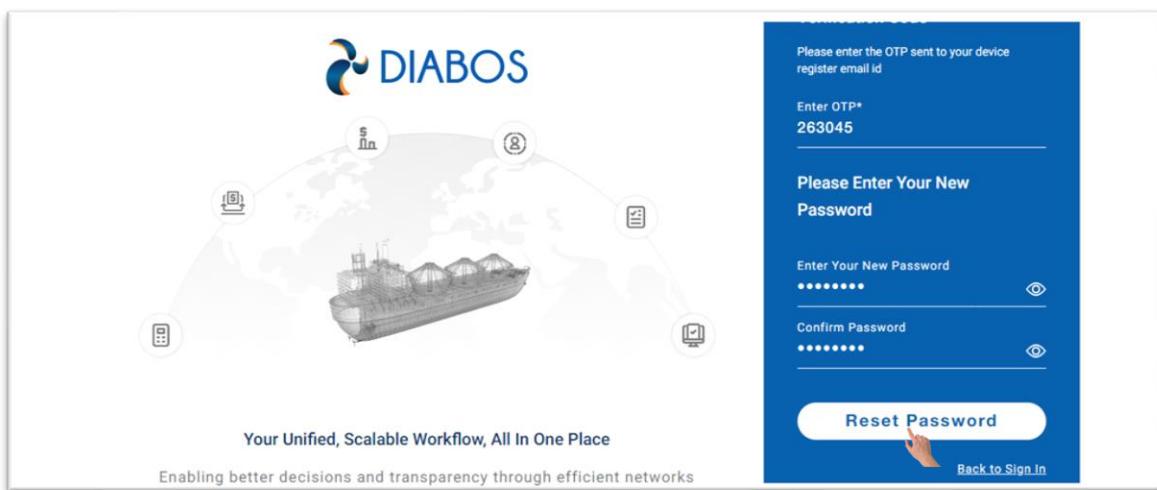
- Application allows the user to reset/update new password in case the old password is non traceable.

### Forgot Password?



- Enter the registered email address and click on 'Get One Time Password (OTP)'.
  - Get 6-digit OTP is sent to the registered mail ID.
- Click on 'Back to Sign In' to redirect to login page.

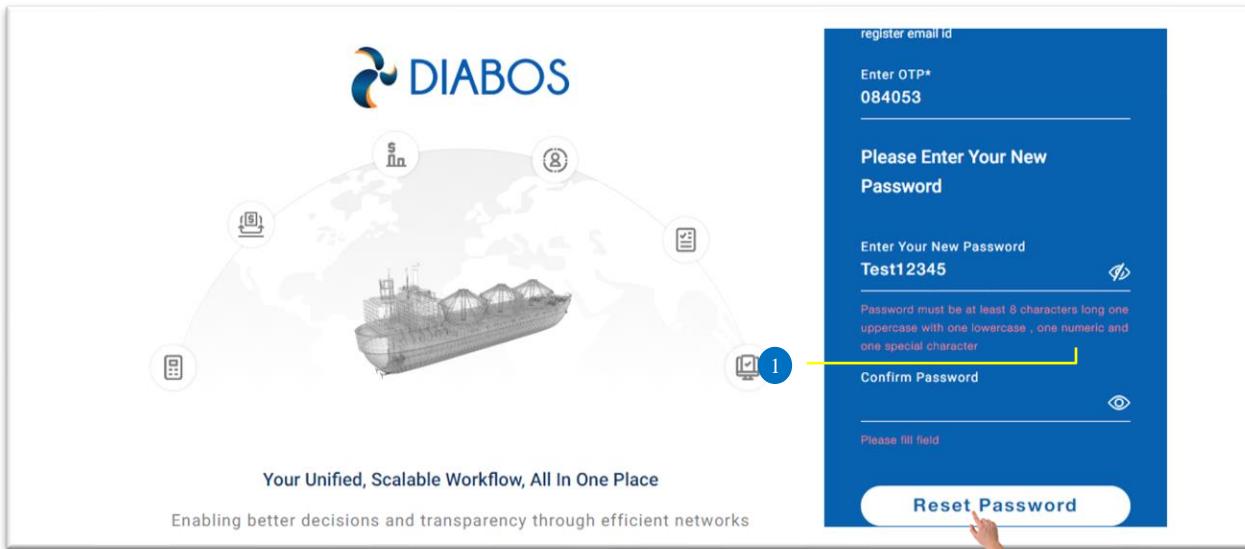
### Reset Password:



- Enter the 6-digit OTP sent to the registered mail ID of the user.
- Enter the new password and re-enter the same for confirmation.
- Click 'Reset Password' to reset new password.

**Note:** Password must be at least 8 character long, one uppercase, one numeric and one special character along with lower case.

#### Incorrect Password:



#### 1. Password should meet the following requirement:

It must be at least 8 character long, one uppercase, one numeric and one special character along with lower case.

**Note:** In case the password requirements are not met then system doesn't allow to reset the password.

#### Password Mismatch:

- Enter similar characters in the space provided for '**Confirm Password**' that matches the space provided for '**Enter Your New Password**'.
- In case the text doesn't match, then system doesn't allow to reset the password.

## Password Update:



- After successfully resetting the password, an intimation regarding the change is shown on the screen.

## 2. Landing Page - DA Module

The screenshot shows the DIABOS DA Module landing page with various sections and interactive elements:

- 1.** Logo and DA Module selection.
- 2.** Greeting message "Good Afternoon".
- 3.** Search bar and notification center.
- 4.** Notifications and tasks count (0).
- 5.** CMS link.
- 6.** Filter icons for date range, customer, and port.
- 7.** Portcall Management, WIP, Masters, Settings, Tools, Reports navigation.
- 8.** Portcall Management link.
- 9.** Dashboard summary cards for PC Under Creation, PDA / APDA, IDA, FDA / SDA, VI, and REMITTANCE.
- 10.** Awaiting Vessel Arrival and Awaiting Vessel Departure status indicators.
- 11.** Performance trends and historical data for DA and VI.

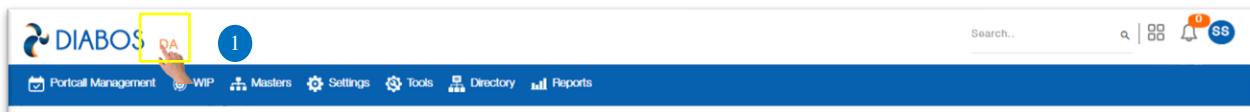
**Note:** The access to dashboard widgets will be role based.

## 2.1 DA - Dashboard

**Login → Diabos Suite of Applications → Disbursement Accounting**

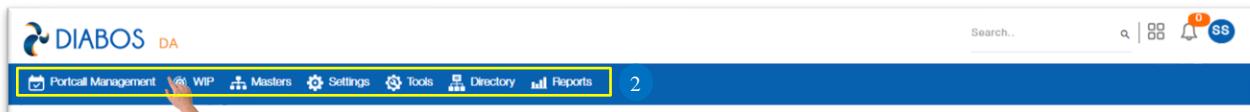
- Dashboard consists of menu and icons with appropriate functions.

### 1. Module Name:



- ❖ Post login, the module name is displayed on the top left of the landing page.

### 2. Main Navigation Bar:



- ❖ The main navigation bar consists of menu. Refer [section 3](#) for detailing of menu.

### 3. Search:



- ❖ A global search is provided for the users to seek any assistance during the process of portcall creation. This also helps the users to search any information regarding the principal, legal entities, portcall queries etc...

A screenshot of the global search results for the query 'GLD2301390'. The search interface has a 'Global Search for GLD2301390' header and a search input field. On the left, a 'Filter' section with checkboxes for 'Portcall' and 'Danumber' is shown. The main area displays a table with one row of data:

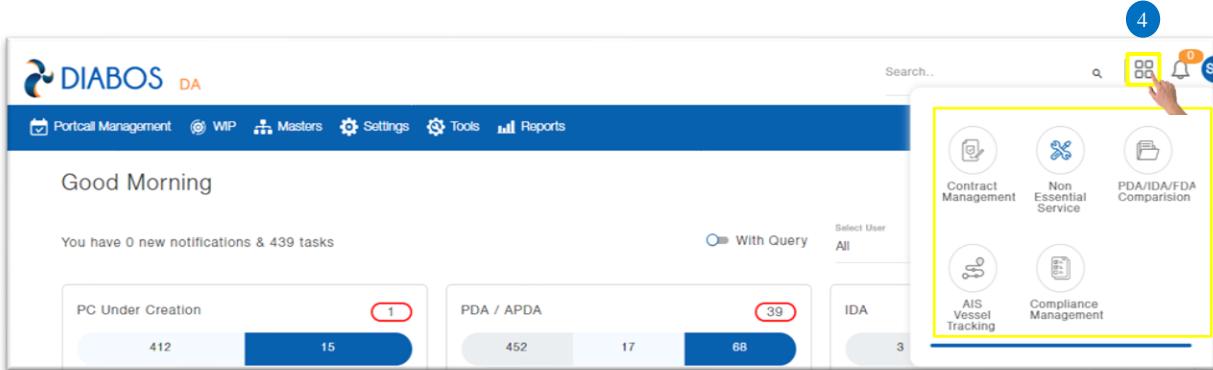
Portcall	Portcall No	Portcall Date	Country	Portcall Status
Portcall	GLD2301390	12/04/2023, 11:13 AM	Denmark	open

Below the table, there is a smaller section with the same data:

Portcall	DA No	Portcall Date	Country	DA Status
GLD2301390-CRW	-	-	-	FDA Pending

- ❖ The result for the global search is viewed.

#### 4. Waffle Menu – Diabos Tools:



- ❖ The waffle menu on top right enlists **Diabos Tools** namely:
  - Contract Management
  - Non-Essential Services (NES) - Refer [section 7.4.1](#).
  - Proforma Disbursement Accounting (PDA)/Intermediate Disbursement Accounting (IDA) /Final Disbursement Accounting (FDA) Comparison - Refer [section 7.4.2](#).
  - Automatic Identification System (AIS) Vessel Tracking - Refer [section 7.2](#).
  - Compliance management - **Coming soon!**

##### a) Contract Management

- Contract between Diabos and its client are managed in this module.

Name ↑	CRM ID	Count ry	Trade	Client Source	Services	Actions	Status
shipping pvtl	2459	-	Bul k Tank er	Manual Entry	CM S Port DA		Contract Creation - In Process
IKEA	6794	Bahrain		Manual Entry	SAAS		Contract Creation - In Process
PIPL	3095	Romania	Bulk	Manual Entry	VI		Contract Creation - In Process
sagar 2	4803	Gabon	Bulk	Manual Entry	Port DA		Contract Creation - In Process
sion 2	5559	Belarus		Manual Entry	CP		Contract Creation - In Progress

**Note:** Click on the Waffle menu and select DA to trace back to DA module.

## 5. Notifications:

The screenshot shows the DIABOS Portcall Management dashboard. At the top, there's a header with the DIABOS logo, 'DA | TIL maritime LLC', and navigation links for Portcall Management, WIP, Masters, Settings, Tools, Directory, and Reports. Below the header, a 'Good Morning' greeting is displayed, followed by a message stating 'You have 85 new notifications & 181 tasks'. There are three main status boxes: 'PC Under Creation' (54 MANUAL, 24 VMS), 'PDA / APDA' (74 Pending, 10 Processing, \$500.00), and 'FDA / SDA' (0). To the right, a 'Notifications' sidebar is open, showing a list of notifications under 'Today's'. The first item is 'Agent Appointment for / {vessel} / {voyage} / Brazil / {portName} / {portcallNo} has been Send.' Below it is '{query}# has been open to you for {portcallname}/{dataType}'. A third item is 'Please Note PDA for {agentName} / {voyage} / {vessel} / Singapore / {portName} / {portcallNo} has been submitted for'. A 'View More' button is at the bottom of this list. A yellow box highlights the notification bell icon in the top right corner of the header, which has a red badge with the number 85. A blue circle with the number 1 points to the 'View More' link in the notifications sidebar.

- Click on (notification bell icon) to view latest notifications.
- Click on 'View More' to view all the notifications.

## 6. Floating Menu:

The screenshot shows the DIABOS Portcall Management dashboard with a floating menu on the right side. The menu includes icons for Document Management System (DMS), Chat, Switch Theme, Currency Converter, and Help & Support. A yellow box highlights the floating menu icons on the right side of the screen, which include DMS, Chat, Switch Theme, Currency Converter, and Help & Support. A blue circle with the number 1 points to the DMS icon.

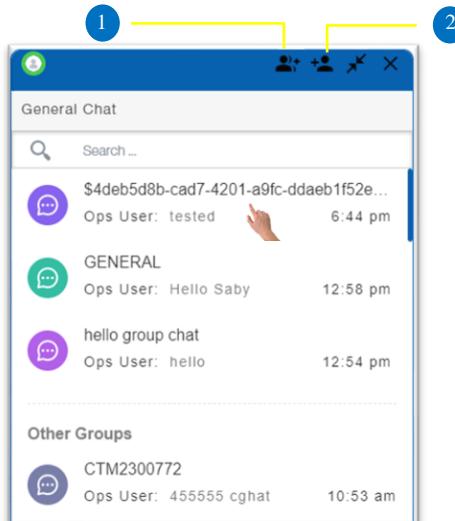
- ❖ The floating menu consists of:
  - Document Management System (DMS)
  - Chat
  - Switch Theme
  - Currency Converter
  - Help & Support

### a) Document Management System (DMS):

Refer [section 7.6.](#)

b) Chat:

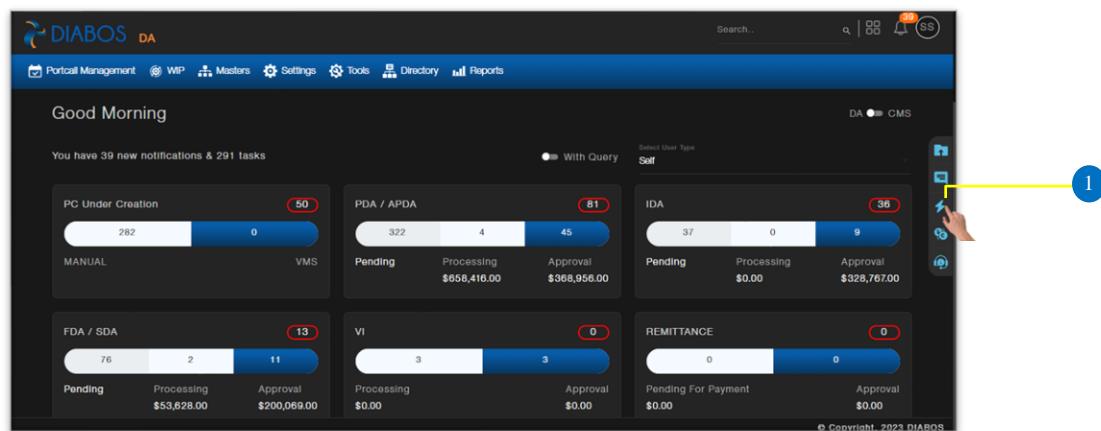
- Chat enables users to communicate with operator and other Diabos users. Users can initiate a conversation with a single or a group of users with group chat/creating a new group chat. Chat history is recorded for reference.



- Click on '**New Group**', create a new group, and start conversation in the group.
- Click on '**New User**' and start conversation with a new Diabos user.

c) Switch Theme:

- Switch theme facilitates to switch to dark theme that is beautiful and coherent. This dark theme is very convenient for eye during the night.



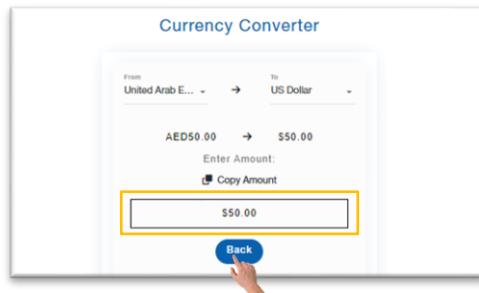
- Click on to switch to dark theme.
- Click again to switch to light theme.

#### d) Currency Converter:

- Currency converter allows for quick conversion of one currency to another.



- Select the '**From**' & '**To**' currencies using the dropdown.
- Enter the amount in the checkbox.
- Click on '**Convert**'.



- Click on '**Back**' to convert again.

#### e) Help & Support:

- Help & Support connects the user to access user manual, video tutorials, ticketing.

Coming soon!

## 7. Navigation – DA ↔ CMS:

### DA to CMS:

- The user is in DA module.

**DA | TIL maritime LLC**

Good Afternoon

You have 97 new notifications & 186 tasks

Search..

With Query

Select User Type  
Self

PC Under Creation (24)

54	VMS
MANUAL	

PDA / APDA (13)

74	11	6
Pending \$500.00	Processing \$804.00	Approval \$8.00

IDA (0)

24	0	3
Pending \$1,200.00	Processing \$0.00	Approval \$20.00

FDA / SDA (0)

24	7	2
Pending \$10.00	Processing \$510.00	Approval \$30.00

VI (0)

0	2
Processing \$0.00	Approval \$0.00

REMITTANCE (0)

0
Approval \$0.00

- Click on the **Toggle** to switch from DA to CMS module.

### CMS to DA:

- The user is in CMS module.

**DIABOS CMS**

Good Afternoon

You have 3 new notifications & tasks

Search

WIP | In Transit | Completed | Reports | Masters | Tools

Reports / Financial Dashboard

Trust account: DIABOS USD | Trust account currency: USD

1 day | 5 days | 10 days

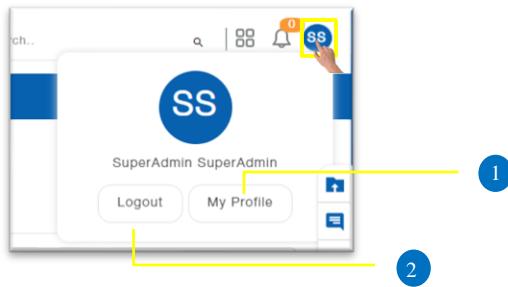
\$44,651.46 | \$92.00 | \$44,651.46 | \$0.00

Opening Balance | Payment processed, YTB cleared | Available Balance | 1-Day Forecast Balance

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- Click the **Toggle** to switch from CMS to DA module.

## 8. Diabos User Profile:



❖ Click on user profile to:

1. **My Profile:** This will be redirected the user to view the profile settings. Refer [Section 3.2](#).
2. **Logout:** The user logs out from the application.

## 2.2 User Profile

**Operator Profile Icon → My Profile → General Settings**

**General Settings:**

- General Settings details on contact information, company information and password for the user.

My User Profile

General Settings    My Preference    Notification Settings

operator admin  
Operator Admin

Contact Information

Email ID\*  
operatoradmin@yopmail.com

Contact Number\*  
9876543210

Company

Legal Entity\*  
TIL Maritime Pte Ltd

Department\*  
Tier  
Default DA

Change Password

Save Changes

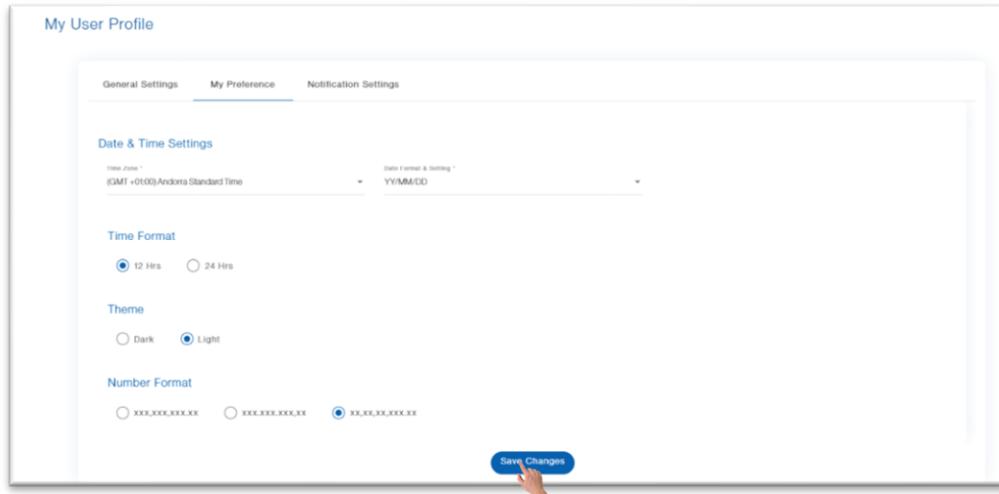
- Diabos user edits the information.
- Click on '**Save Changes**' to save the details.



## Operator Profile Icon → My Profile → General Settings

### My Preference:

- My Preference details on date&time settings, time format, theme and number format for user.

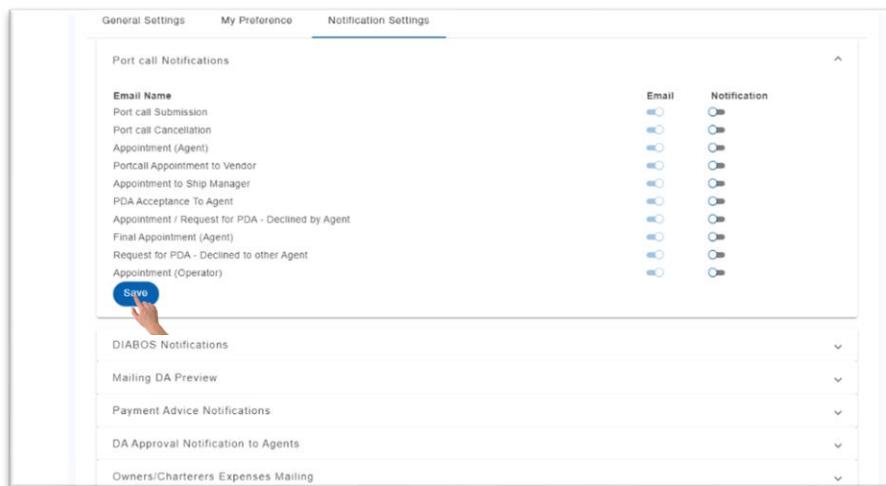


- Diabos user edits the information.
- Click on '**Save Changes**' to save the details.

## Operator Profile Icon → My Profile → General Settings

### Notification Settings:

- Notification Settings enables the user to customise and manage notifications.

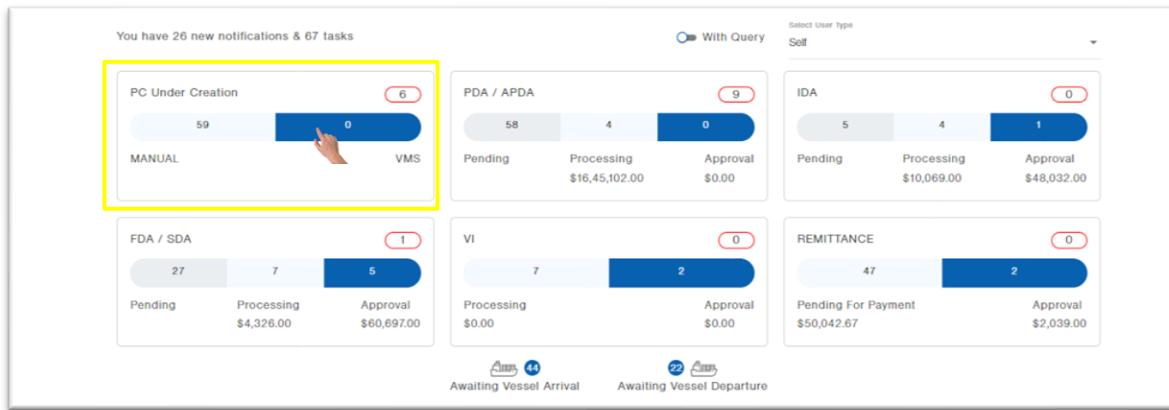


- Diabos user edits the information.
- Click on '**Save Changes**' to save the details.

## 2.3 Dashboard – User Actionable Cockpit View

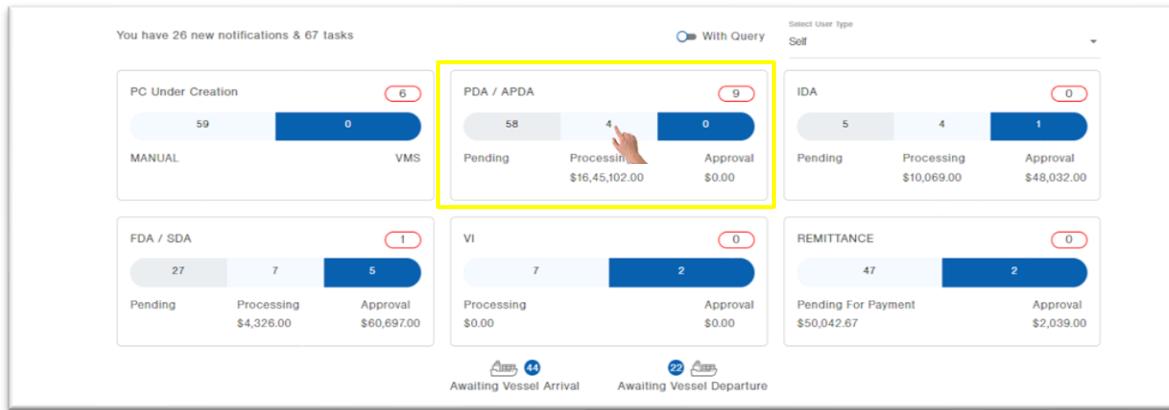
### 9. User Actionable Cockpit View:

#### Portcall (PC) Under Creation:



- The tab '**PC Under Creation**' lists the portcalls with status. Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 4](#).
- Click on the bar to left to view manual portcalls under creation in the WIP screen.
- Click on the bar to right to view Vessel Management System (VMS) portcalls under creation in the Work In Progress (WIP) screen.

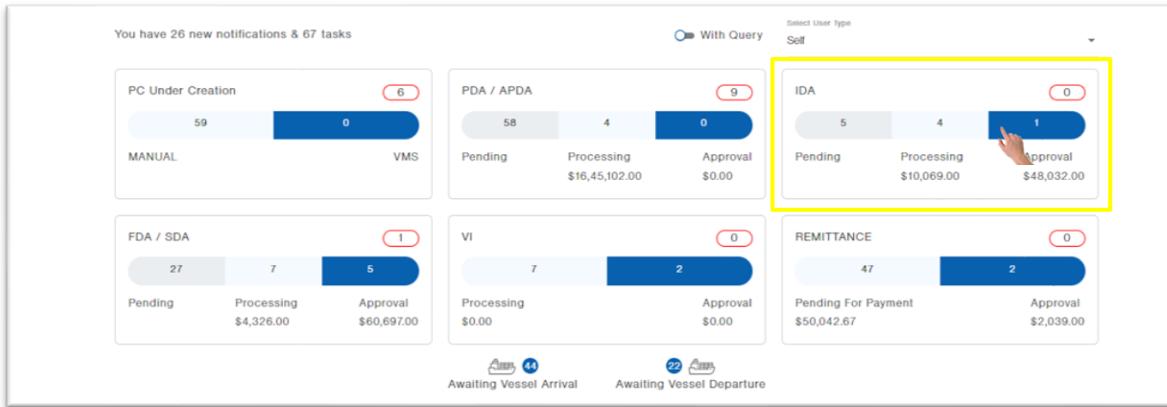
#### PDA/Additional Proforma Disbursement Accounting (APDA):



- The tab '**PDA/APDA**' lists the portcalls with status. Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 4](#).
- Click on the bar to left to view PDA/APDA pending submission from agent in the WIP screen.
- Click the middle of the bar to view PDA/APDA under processing by diabos in the WIP screen.
- Click the bar to the right to view PDA/APDA which are pending approval from the operator in the WIP screen.

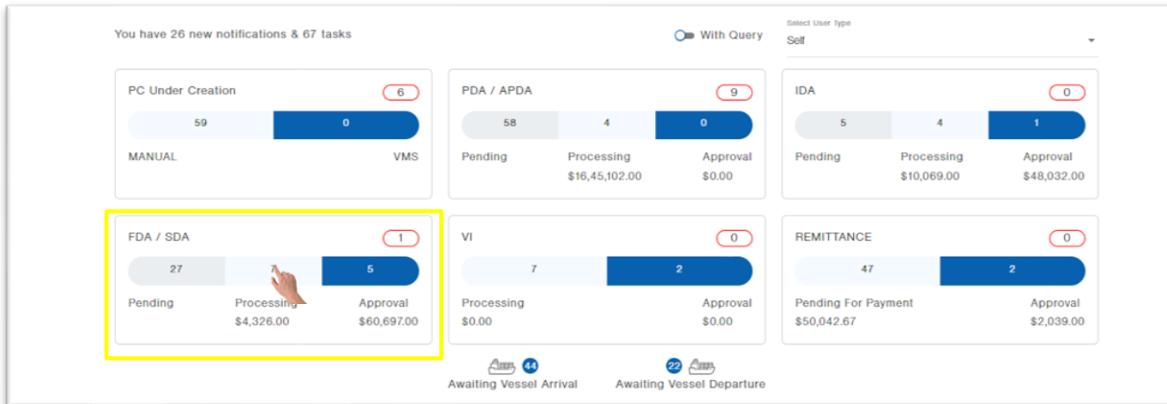


## IDA:



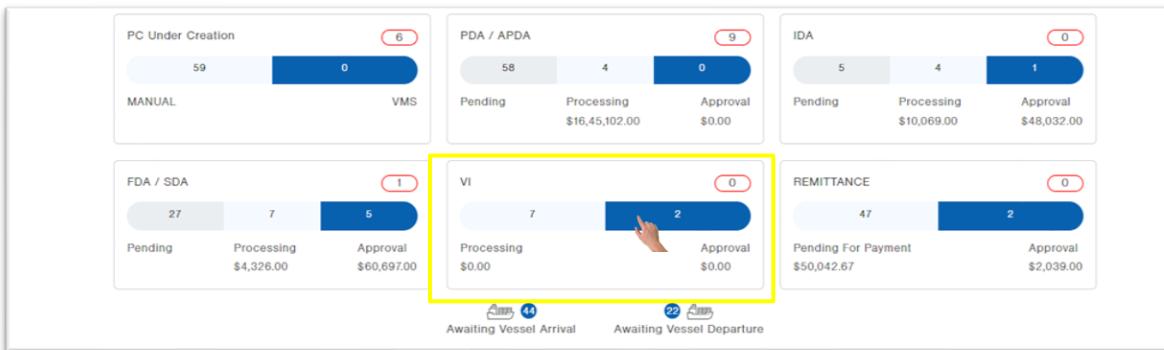
- The tab '**IDA**' lists the portcalls with status. Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 4](#).
- Click on the bar to left to view IDA pending submission from agent in the WIP screen.
- Click the middle of the bar to view IDA under processing by diabos in the WIP screen.
- Click the bar to the right to view IDA which are pending approval from the operator in the WIP screen.

## FDA:



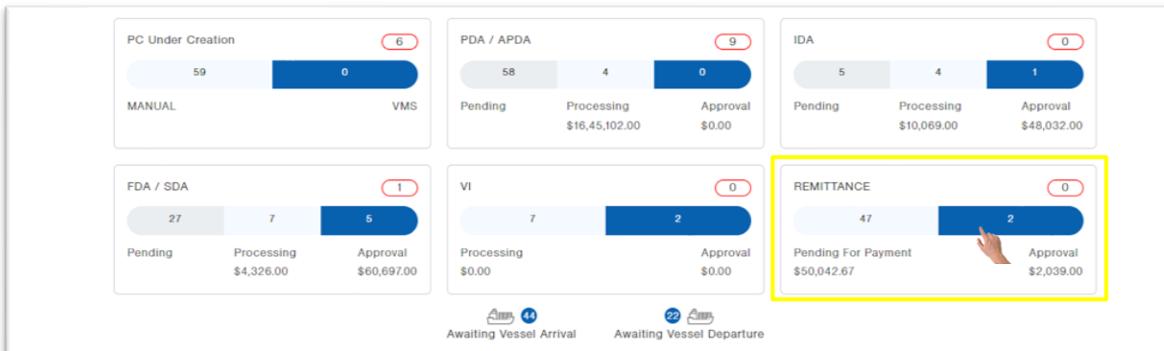
- The tab '**FDA**' lists the portcalls with status. Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 4](#).
- Click on the bar to left to view FDA pending submission from agent in the WIP screen.
- Click the middle of the bar to view FDA under processing by diabos in the WIP screen.
- Click the bar to the right to view FDA which are pending approval from the operator in the WIP screen.

## Vendor Invoice (VI):



- The tab 'VI' lists the portcalls with status. Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 4](#).
- Click on the bar to left to view VI processing from vendor in the WIP screen.
- Click the bar to the right to view VI which are pending approval from the operator in the WIP screen.

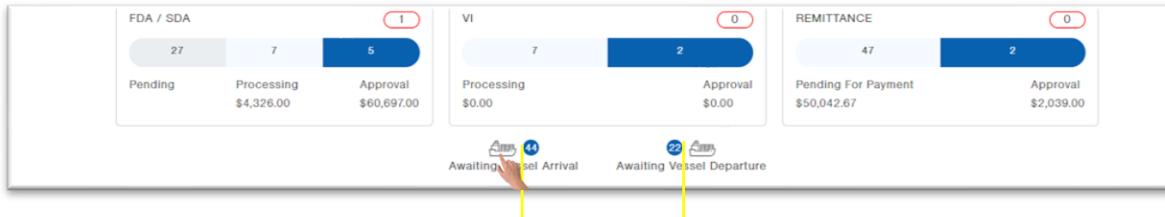
## Remittance:



- The tab 'Remittance' lists the portcalls with status. Upon clicking the horizontal bar, the screen is redirected to CMS module to view the payment invoices for the respective portcalls.



- This gives a pictorial representation of portcalls waiting for arrival/departure around the world.

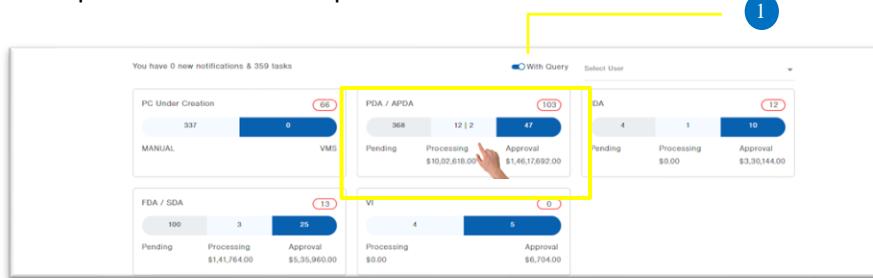


1                          2

1. **Awaiting Vessel Arrival:** Total number of portcalls for which vessel arrival is awaited are displayed.
2. **Awaiting Vessel Departure:** Total number of portcalls for which vessel departure is awaited are displayed.

#### With Query:

- The count of portcalls with raised queries are listed.



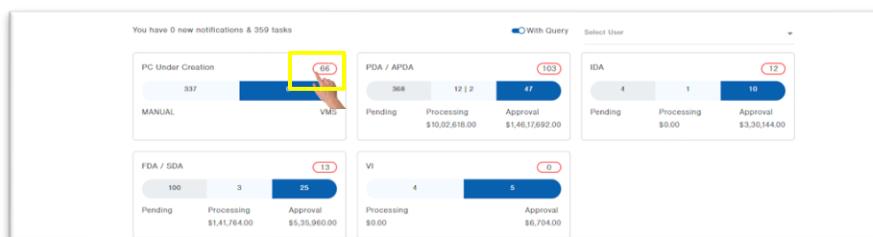
1

1. Click on **Toggle (With Query)** to view portcalls with query.
  - Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 4](#).

**For example:** In PDA/APDA tab, processing bar shows **12|2** which defines total 12 processing portcalls of which queries are raised for 2 portcalls.

#### Critical Portcalls:

- If the SLA of the particular portcall/DA stage is breached, then those DAs/portcall are indicated as critical portcalls.

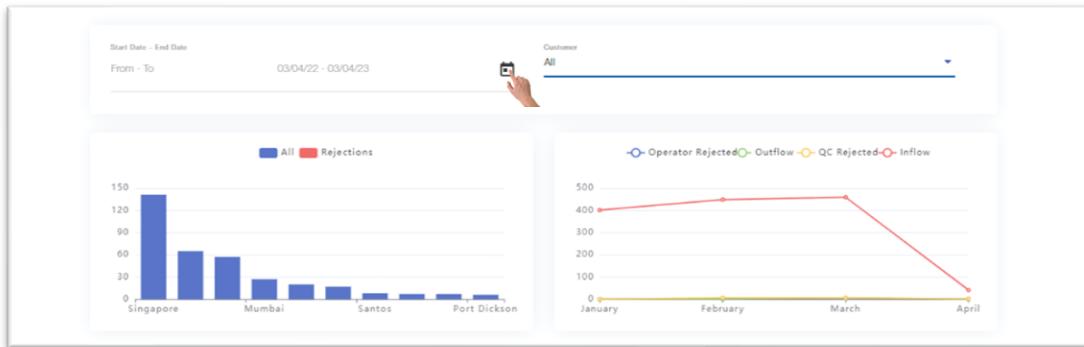


- Click on red bordered space with number to view critical portcalls in WIP screen. Refer [section 4](#).

## 2.4 Dashboard - DA Flow Trends

### 10. Trend lines logic:

- **Outflow Target** - Total DAs targeted to be processed in that duration.
- **Inflow**: Total number of DAs received in the selected duration.
- **Outflow**: Total number of DAs processed in the selected duration.
- **Operator Rejections**: Total number of DAs rejected in the duration.
- **QC Rejections**: Total number of Diabos QC rejections in the duration.



- Select a duration using the calendar icon.
- Select a customer from the dropdown.
- Trend graphs are displayed for the selected parameters.

**Note:** Current year and previous year trend graphs for total DAs/CMS Transactions/CP/Demurrage/VIs processed.

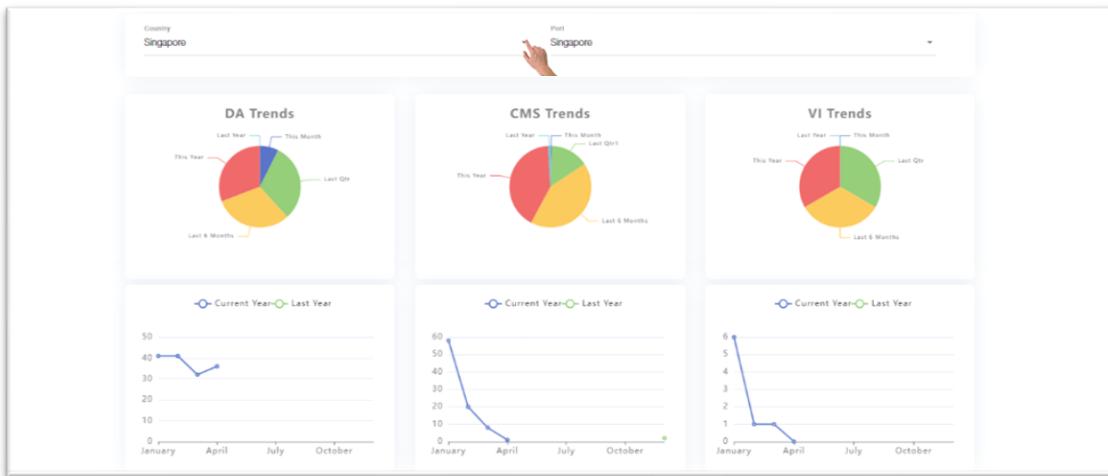
**Note:** Use the filters namely, Date, County, Port, Agent & Vessel provided on the top for deriving the corresponding graphs.



## 2.5 Dashboard - DA Pie Chart

### 11. Pie Chart:

- DA, CMS and VI trends are demonstrated for the selected port in a country.



- Select country from the dropdown.
- Select port from the dropdown.
- Pie charts are displayed for the selected parameters.

**Note:** For Pie charts- Total no. of DAs/CMS Transactions/VIs processed/CP/Demurrage - today/this month (till date)/quarter (till date)/6 months (till date)/year (till date)/last year (previous Diabos financial year).

**Note:** Use the filters namely, Date, County, Port, Agent & Vessel provided on the top for deriving the corresponding graphs.

### 3. Portcall Management

#### 3.1 Standard Reference Portcall

##### Portcall Management → Standard Reference Portcall

- Standard Reference Portcalls are some portcalls that are marked as standard for reference.

Standard Reference Portcall						
Portcall No	Country	Port	Terminal	Berth	Vessel Type	Status
GLD2300343	Canada	Arctic Bay			Liquid Cargo Ships	Valid
GLD2300345	Netherlands	Rotterdam			Liquid Cargo Ships	Valid
TIL2300456	Singapore	Singapore			Liquid Cargo Ships	Valid
CTM2301014	Netherlands	Rotterdam			Chemical Carrier	Valid

- Portcall can be edited.

##### Edit Standard Reference Portcall:

Standard Reference Portcall

New Portcall Ref	GLD2300343
PortcallNo	GLD2300343
Country	Canada
Port	Arctic Bay
Terminal	
Berth	
Vessel Type	Liquid Cargo Ships
Vessel Category	Medium Range
Expiry Date*	31/01/2025

**Save** **Cancel**

- Click on 'Edit Icon' to edit the portcall.
- Click on 'Save' to save the changes.
- Click on 'Cancel' to not save the changes.

## 3.2 Manual Allocation

### Portcall Management → Manual Allocation

- Manual allocation of portcall for respective Diabos user can be done. Allocated portcalls can be re-allocated or de-allocated.

#### DA Allocations:

Manual Allocation

DA Allocations DA Allocated

Search...  
Select User User : UserCEO

Portcall No	VMS No	Vessel	Port	Agent	Status
<input checked="" type="checkbox"/> CTM2301134	2001	Chemical Tanker 1	Mumbai		Agent Appointment In Progress
<input type="checkbox"/> CTM2301134	2001	Chemical Tanker 1	Mumbai		Agent Appointment In Progress
<input type="checkbox"/> 2300902	3456789876	Darya Padma	Abashiri	Sharad0578	Agent Appointment In Progress

Allocate

- Select the Diabos user from the dropdown.
- Check the portcall using the checkbox against the portcall.
- Click on 'Allocate' to allocate the portcall to the Diabos user.

#### DA Allocated:

Manual Allocation

DA Allocations DA Allocated

Search...  
Select Reason Reason : Processor on leave  
Select User User : shubhangi

Re Allocate De Allocate

Portcall No	VMS No	Vessel	Port	ETA	Status
<input checked="" type="checkbox"/> CTM2301152	10002	Chemical Tanker 2	Alta	23/03/14 02:51 PM	FDA Pending
<input type="checkbox"/> SCM2301123	800	MT Jasmine	Brisbane	23/02/01 04:44 PM	SDA for Approval

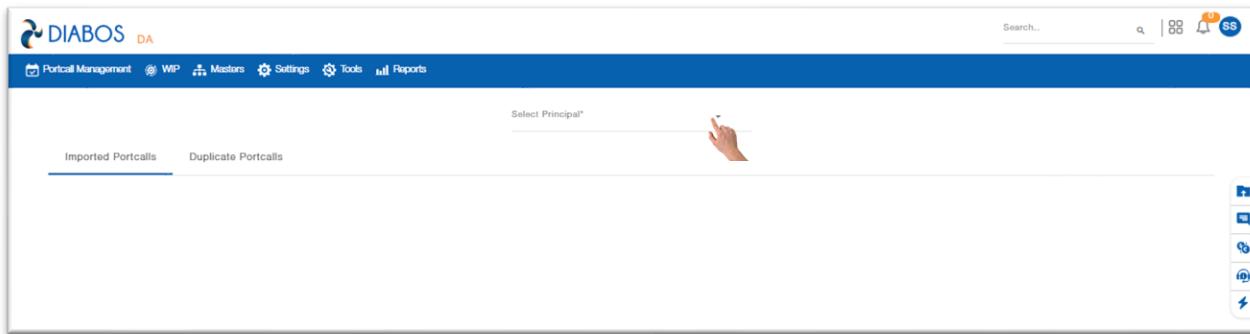
- Select reason from the dropdown.
- Select the Diabos user from the dropdown.
- Check the portcall using the checkbox against the portcall.
- Click on 'Re-Allocate' to re-allocate the portcall to another Diabos user.
- Click on 'De-Allocate' to de-allocate the portcall from the Diabos user.

**Note:** Multiple allocation for a Diabos user is possible.

### 3.3 Create New Voyage/Portcall

#### Portcall Management → Create New Voyage/Portcall

- New voyage can be created by from VMS imported portcalls, duplicating the existing portcalls or creating a new one manually.



**Step 1:** Select Principal Name from the dropdown.

##### 1. Imported Portcall:

- Portcalls are created on respective VMS service used by the operator – IAMOS, DANOS, Veslink, Shipnet. Refer [section 3.7](#)

Portcall VMS ID	Vessel Name	Port	ETA	Country	Action
GLD2301223	SFC Tanker	Alta	2023-03-26T06:07:00.000Z	Norway	<button>Open</button>
GLD2301226	SFC Tanker	Alta	2023-03-26T06:07:00.000Z	Norway	<button>Open</button>
GLD2301227	SFC Tanker		2023-03-31T07:09:14		<button>Open</button>
GLD2301229	SFC Tanker	Alta	2023-03-25T06:07:00.000Z		<button>Open</button>
GLD2301230	SFC Tanker	Alta	2023-03-25T06:07:00.000Z	Norway	<button>Open</button>
GLD2301273	SFC Tanker	Alta	2023-03-25T06:07:00.000Z	Norway	<button>Open</button>
GLD2301299	SFC Tanker	Woodlands	2023-03-31T07:09:14	Singapore	<button>Open</button>

Items per page: 20 | 1–7 of 7 | < > >>

Skip & Create Manually

**Step 1:** Select Principal from the dropdown.

**Step 2:** Click on Imported Portcalls tab to view imported portcalls.

## 2. Duplicate Portcall:

- The portcalls imported from IAMOS, DANOS, Veslink, Shipnet can be duplicated on Diabos platform.

A screenshot of a web application interface titled "Duplicate Portcalls". At the top, there is a dropdown menu labeled "Select Principal" with "Goldstar Tankers AS" selected. Below the dropdown is a search bar with the placeholder "Search...". The main area contains a table with the following columns: Portcall ID, Vessel Name, Port, ETA, and Country. The table lists six rows of data. To the right of each row is a blue button labeled "Duplicate". A yellow box highlights the "Duplicate" button for the first row. A blue circle with the number "1" is located in the top right corner of the screenshot.

Portcall	Vessel Name	Port	ETA	Country	
GLD2300253	BOW SPRING	Singapore	12/01/2023, 12:00 PM	Singapore	<button>Duplicate</button>
GLD2300269	BOW SPRING	Singapore	12/01/2023, 12:00 PM	Singapore	<button>Duplicate</button>
GLD2300272	BOW SPRING	Singapore	25/02/2023, 6:30 PM	Singapore	<button>Duplicate</button>
GLD2300274	BOW SPRING	Singapore	18/01/2023, 12:00 PM	Singapore	<button>Duplicate</button>
GLD2300275	BOW SPRING	Rotterdam	11/01/2023, 12:00 PM	Netherlands	<button>Duplicate</button>
GLD2300289	Bow Flora	Felstowe	05/01/2023, 12:00 PM	United Kingdom	<button>Duplicate</button>

**Step 1:** Select Principal from the dropdown.

**Step 2:** Navigate to **Duplicate Portcalls** tab.

**Step 3:** Click on '**Duplicate**'.

**Step 4:** Proceed with portcall creation. Refer section [Manual Portcall](#).

- Click on 'See All Duplicate Portcalls' to view all the duplicate portcalls in the completed section. Refer [section 3.6](#)

## 3. Manual Portcall:

A screenshot of a web application interface titled "Imported Portcalls". At the top, there is a dropdown menu labeled "Select Principal" with "Goldstar Tankers AS" selected. Below the dropdown is a search bar with the placeholder "Search...". The main area contains a table with the following columns: Portcall VMS ID, Vessel Name, Port, ETA, and Country. The table displays the message "Relevant data not found". Below the table is a pagination control with "Items per page: 5" and "0 of 0". At the bottom of the page is a blue button labeled "Skip & Create Manually". A yellow box highlights this button. A blue circle with the number "1" is located in the top right corner of the screenshot.

**Step 1:** Click on '**\_skip & Create Manually**'.



## General Details:

Create New Portcall : Goldstar Tankers AS

Vessel Name \*

Filter here...

BOW SPRING

Bow Flora

Bow Fortune

SFC Tanker

Ship 1

General Details      Port Details

Vessel Subtype

Voyage Number

**Step 2:** Select the 'Vessel Name' using the dropdown.

**Step 3:** Enter the 'Voyage Number'.

## Port Details

Create New Portcall : Goldstar Tankers AS

General Details      Port Details

\*\* Maintain Voyage Sequence

Previous Port

Port/Canal Name\*      Terminal/Canal Direction      ETA\*      ETD

Select Port/Canal \*      Select Terminal/Canal \*      Choose date \*      Choose date

Filter here...

Aalborg - Denmark

Aarhus - Denmark

Abadan - Iran

View Port Instructions      Cargo Details

Add Port      Save      View Port Instruction      Enter Details

**Step 4:** Select 'Port Name' using the dropdown.

**Step 5:** Enter 'Estimated Time of Arrival (ETA) & Estimated Time of Departure (ETD)' using the calendar.

**Note:** Backdated Portcalls can be created by picking past date.

## View Port Instructions:

Port Instructions

Instructions	Date
Testing purpose only	06/02/2023, 1:21 PM

**Step 6:** Click on 'View Port Instructions' to view port instructions.

## Cargo Details:

The screenshot shows a modal window titled "Enter Cargo Detail" for port "Aalborg". The form includes fields for Activity (dropdown), Cargo (dropdown), Quantity (0), Measurement (dropdown), Tolerance, HS Code, Charterer, CP Date, Laycan Start, Laycan End, CP Terms, Berthing Terms, and a Time Bar. There is also an "Enter Additional Details" text area with a character limit of 4000 characters. A file upload section with a placeholder "Drag And Drop File or Click here to Browse File" is highlighted with a dashed blue border. At the bottom left is an "Add" button.

**Step 7:** Pick '**Activity**' from the dropdown. The user to add activity and cargo details (if applicable).

**Step 8:** Click on '**Save**' button to save the details.

**Step 9:** Click on '**Add**' button to add another activity.

## Create Voyage:

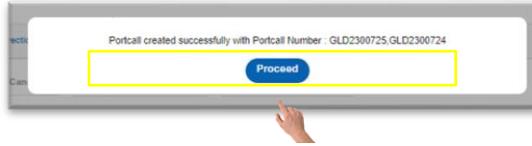
The screenshot shows a "Create New Portcall" page for "Goldstar Tankers AS". It has tabs for "General Details" and "Port Details". Under "General Details", there is a "Previous Port" dropdown and a table for adding ports. The table has columns for Port/Canal Name, Terminal/Canal Direction, ETA, ETD, View Port Instructions, and Cargo Details. The first row shows "Aalborg - Denmark" with ETAs of 24/02/2023, 17:19:29 and 28/02/2023, 17:19:34. The second row shows "Abo FPSO - Nigeria" with ETAs of 01/03/2023, 17:20:53 and 31/03/2023, 17:21:05. A blue "+ Add Port" button is highlighted with a hand cursor at the bottom left.

**Step 10:** Click on '**Add Port**' to create a new voyage.

**Step 11:** Follow Step 7 to Step 9 described in Cargo Details.

**Step 12:** Click on '**Save**' to proceed.





**Step 13:** Portcall Number is generated.

**Step 14:** Click on 'Proceed' to complete the portcall creation.

**Note:** If multiple ports are selected then multiple portcall numbers are generated for respective ports.

#### NES Comparison:

Port/Canal Name	Amount
Singapore	0

Port	Rate in USD	Unit of Measurement	Compulsory/Non Compulsory
Singapore			C

**Step 15:** View NES Comparison. Refer [section 7.4.1](#).

**Step 16(a):** Select 'All good I will continue as originally planned' and Click 'Proceed'.

**Note:** NES Comparison is the comparison of husbandry services at ports which might be/might not be compulsory at every port.

**Step 16(b):** Select 'I will edit my activity list and then proceed' to edit the activity.

**Step 16(c):** Follow Step 7 to Step 15. Refer cargo details mentioned in [section 4](#).

**Note:** The status of portcall is described as 'PC under creation'.

The screenshot shows a port call entry form for voyage number 7890. The vessel is BOW SPRING, owned by Chemical Carriers. The port is Aalborg, and the portcall type is Non-Commercial. The legal entity is Goldstar Legal Sub, and the Portcall VMS ID is listed. Below the vessel details, there's a section for short sea calls, with a blue button labeled "1001- Not Shortlisted Appoint Agent/Vendor". To the right of this button is a dashed box containing a plus sign and the text "Add Agent/Vendor". At the bottom of the screen, there are several checkboxes for PDA, IDA, Free DA, and Zero DA requirements.



1. **PDA Checking Required:** Turn **Toggle** for undergoing Diabos audit while approving PDA. If not, then Diabos audit is skipped. Refer [section 3.3.6](#).
2. **IDA Checking Required:** Turn **Toggle** for enabling IDA creation. If not, then IDA creation is skipped. Refer [section 3.3.14](#).
3. **Zero DA:** Turn **Toggle** to enable Zero DA. If not, then Zero DA is not made. Refer [section 3.3.1](#).
4. **Free DA:** Turn **Toggle** to enable Free DA. If not, then Free DA is not made. Refer [section 3.3.2](#).
5. **Short Sea Call:** Turn **Toggle** to enable Short Sea Call. If not, then normal portcall is made. Refer [section 3.3.3](#)

### 3.3.1 Zero DA

- Zero DA enables to complete PDA and stage moves to IDA/FDA pending when enabled.
- Follow Step 1 to Step 16. Refer [Step 1](#).

The screenshot shows a port call number GLD2301308. In the center, there is a blue button labeled "1001 Not Shortlisted Appoint Agent/Vendor". To its right is a dashed box labeled "Add Agent/Vendor". Below these are two checkboxes: "Is this a short sea call? (Q)" and "Zero DA? (P)". A hand cursor is hovering over the "Zero DA?" checkbox. Other fields include "Vessel Name: Autogig", "Port Name: Autogig", "Agent Name: Goldstar Legal Sub", "Portcall VMS ID", "ETA: 04/04/2023, 3:29 PM | ETD: 11/04/2023, 3:29 PM", and "World Scale Application Q".

**Step 17(a): Turn the Toggle for Zero DA.**

#### General Details:

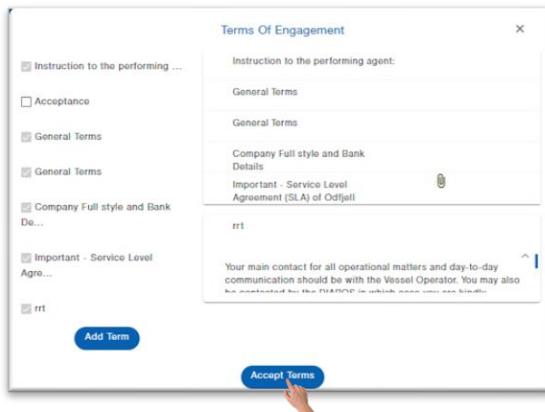
The screenshot shows the "General Details" tab of a form. It includes sections for "Select Agent" (radio buttons for "Agent" and "Vendor", with "Agent" selected), "Select which activity you would like this agent to work with" (checkbox for "Loading" checked), "Where would you like to start this DA from?" (radio buttons for "PDA", "IDA", "FDA", and "VI", with "PDA" selected), and "Special Instructions" (text area containing "ryan - Accounts" and "SUPERVISOR User Name: SuperAdmin"). A hand cursor is clicking the "Submit" button at the bottom.

**Step 17(b): Fill in the general details.**

#### Select Agent:

The screenshot shows the "Select Agent" tab of a form. It includes sections for "Appointment Type" (radio buttons for "Appointment Letter" and "RFQ", with "Appointment Letter" selected), "Please Specify Agent Category" (radio buttons for "Charterer's Nominated Agent", "Owner's Nominated Agent", "Owner's Protective Agent", and "Provided Competitive", with "Charterer's Nominated Agent" selected), "Select Letter Type" (dropdown menu showing "Appoint Agent"), and "Agent Details" (table showing one row for "Alliance Shipping Services Co..."). A hand cursor is clicking the "Submit" button at the bottom.

**Step 17(c): Select the agent for appointment.**



**Step 17(d):** Agree to the terms.

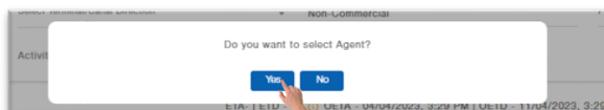
1. **Add Term:** Click on '**Add New**' to add new terms to the portcall.

#### Special Instructions:

**Step 17(e):** Add special instructions (If any).

**Step 17(f):** Click on '**Save**' to save the details.

**Step 17(g):** Click on '**Submit**' to submit the portcall.



**Step 17(h):** Click on '**Yes**' to submit the portcall and complete the DA.

**Step 17(i):** Click on '**No**' to cancel zero DA.

**Note:** Agent is supposed to submit the DA by not entering agent quotes. This doesn't involve operator as no cost is incurred by operator. In case the agent enters the quote then the cost is incurred by the Vessel Owner.

**Note:** The status of portcall is described as '**FDA Pending**'.

### 3.3.2 Free DA

- Free DA enables to complete the DA (FDA Complete) when enabled.
- Follow Step 1 to Step 16. Refer [Step 1](#).

The screenshot shows a port call number GLD2301305. The interface includes fields for Voyage No (7800), Berth (OCN (SPRINGS)), Service Type (Chemical Carriers), and Agent Name (Goldstar Legal Sub). Below these are fields for Port (Autobog), Select Terminal/Canal Direction, Portcall Type (Non-Commercial), and Portcall VMS ID. A central panel displays "1001 Not Shortlisted" and "Appoint Agent/Vendor". At the bottom, there are buttons for "Is this a short sea call? (PDA checking required)", "IDA checking required?", "Free DA?", and "Save DA?". A hand cursor is hovering over the "Free DA?" button.

**Step 17(a): Turn the Toggle for Free DA.**

#### General Details:

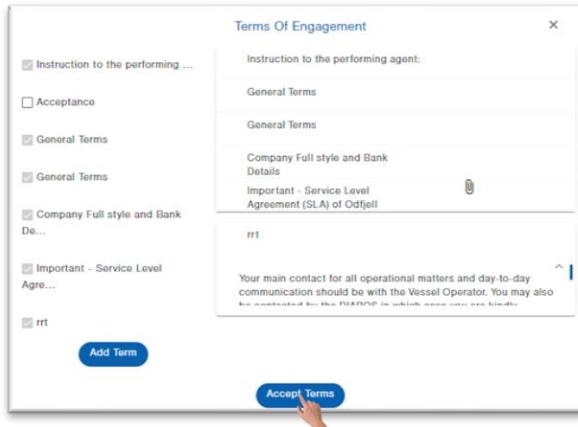
The screenshot shows the "General Details" tab of the appointment form. It includes sections for "Select" (Agent selected), "Select which activity you would like this agent to work with" (Loading selected), "Where would you like to start this DA from?" (PDA selected), and "Special Instructions". A hand cursor is hovering over the "Submit" button at the bottom right.

**Step 17(b): Fill in the general details.**

#### Select Agent:

The screenshot shows the "Select Agent" tab. It includes sections for "Appointment Type" (Appointment Letter selected), "Please Specify Agent Category" (Charterer's Nominated Agent selected), "Select Letter Type" (Appoint Agent selected), and a note about appointing local sub-agents. A large search bar is present. Below it is a table listing agents, with one entry for "Alliance Shipping Services Co. Ltd." and a "Search..." input field. A hand cursor is hovering over the "Submit" button at the bottom right.

**Step 17(c): Select the agent for appointment.**



**Step 17(d): Agree to the terms.**

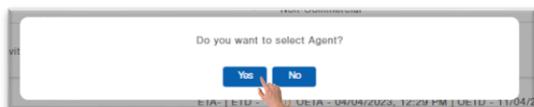
1. **Add Term:** Click on '**Add New**' to add new terms to the portcall.

#### **Special Instructions:**

**Step 17(e): Add special instructions (if any).**

**Step 17(f): Click on '**Save**' to save the details.**

**Step 17(g): Click on '**Submit**' to submit the portcall.**



**Step 17(h): Click on '**Yes**' to submit the portcall and complete the DA.**

**Step 17(i): Click on '**No**' to cancel zero DA.**

**Note:** Appointment is sent without login credentials to the agent. Diabos to submit the DA on behalf of the agent. This also doesn't involve operator.

**Note:** The status of portcall is described as '**FDA Complete**'.

### 3.3.3 Short Sea Call

- Follow Step 1 to Step 16. Refer [Step 1.](#)

The screenshot shows the 'Port Call No : GLD2301310' section. It includes fields for 'Vessel No' (7889), 'Vessel' (BOWSPRING), 'Vessel Rating' (Chemical Carriers), 'Port Name' (Aalborg), 'Agent' (Goldstar Legal Sub), 'Select Terminal/Canal Direction', 'Portcall Type' (Non-Commercial), 'World Scale Applicable' (Yes), 'Activity' (Loading), and 'ETA - | ETD - | OETA - 04/04/2023, 4:10 PM | OETD - 11/04/2023, 4:10 PM'. A tooltip '1001- Not Shortlisted' appears over the 'Appoint Agent/Vendor' button. Below the form, there are checkboxes for PDA, IDA, Free DA, and Zero DA, with the 'Is this a short sea call?' checkbox being highlighted by a hand cursor.

**Step 17 (a): Turn Toggle ON for short sea call.**

**Note:** If short sea portcall is opted, DA will be processed as set in '**Portcalls with Agreed Terms**' for the agent and port. Refer [section 8.14](#)

The screenshot shows a modal dialog titled 'Select Agents With Agreed PDA'. It lists three agents: BH Shipping Agencies, Alliance Shipping Services Co Ltd, and another entry for Alliance Shipping Services Co Ltd. The third entry is selected, indicated by a checked checkbox. At the bottom right of the dialog, a hand cursor is hovering over the 'Appoint Agent' button.

**Step 17(b): Select the Agent with Agreed PDA. Refer [section 7.14](#)**

**Step 17(c): Click on 'Appoint Agent'.**

The screenshot shows the 'General Details' section of a form. It includes fields for 'Select' (Agent is selected), 'Where would you like to start this DA from?' (PDA is selected), 'Operate User Name' (operatoradmin), and two buttons at the bottom: 'Save' and 'Submit'. A hand cursor is hovering over the 'Save' button.

**Step 17(d): Click on 'Save' to save the details.**

**Step 17(e): Click on 'Submit' to submit the PDA for Short Sea Call.**

**Note:** Post submission DA payment advice will be sent to CMS if opted.

### 3.3.4 Agent Appointment

**Note:** The Toggle is OFF for Short Sea Call.

General Details    Select Agent    Special Instructions

Select :  
 Agent  Vendor

Select which activity you would like this agent to work with \*

Loading

Where would you like to start this DA from ?\*

PDA  IDA  FDA  VI

Operator User Name\*  
ryan - Accounts

DIABOS User Name  
SuperAdmin

Next    Submit

**Step 18:** Select 'Agent/Vendor'.

**Step 19:** Select the 'Type of DA – DA stage for which the portcall has to be created'.

**Step 20:** Select the checkbox against the activity.

**Step 21:** Select the 'Operator Username' using the dropdown.

**Step 22:** Click on 'Next' button.

**Note:** Vendor is selected by default in case of Portcall for VI.

General Details    Select Agent    Special Instructions

Appointment Type  
 Appointment Letter  RFQ

Please Specify Agent Category  
 Charterer's Nominated Agent  Owner's Nominated Agent  Owner's Protective Agent  Provided Competitive

Select Letter Type

Letter Heading \*  
Kindly Accept our appointment

Search...  
Agent Name  Agreement  Cargo Types Handled  Portcalls Handled  Ratings  Agent Count

Agent Name	Agreement	Cargo Types Handled	Portcalls Handled	Ratings	Agent Count
Alliance Shipping Services Co ...	<input type="checkbox"/>			★★★★☆	23

Items per page: 5    1 - 1 of 1    < > >>

Next

**Step 23:** Select 'Appointment Type' as Appointment Letter.

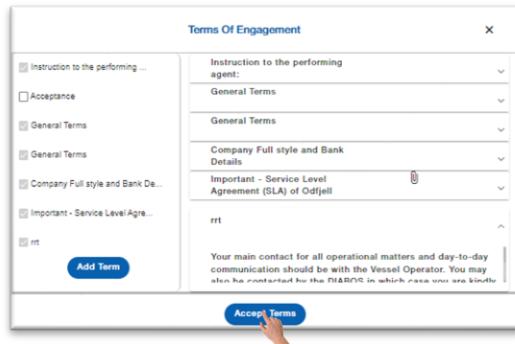
**Step 24:** Select 'Agent Category'.

**Step 25:** Select 'Letter Type' from the dropdown.



**Step 26:** Select the checkbox against the **Agent Name** to select the agent.

**Step 27:** Click on ‘Next’ button.



**Step 28:** Click on ‘Accept Terms’ to accept the terms and proceed.

**Note:** The user can select Terms of Engagement by clicking on the checkbox provided against the terms.

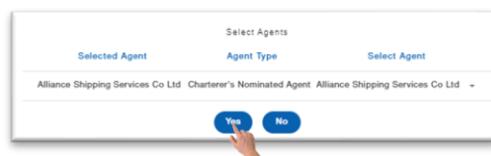
**Note:** The user can add new term by clicking on ‘Add Term’ button.

#### **Special Instructions:**

**Step 29:** Enter Special Instructions (if any).

**Step 30:** Attach files in the provision provided.

**Step 31:** Click on ‘Save’ to save the details.



**Step 32:** Click on ‘Submit’.



**Step 33(a):** Click on 'Yes' to send the appointment letter to the selected agent.

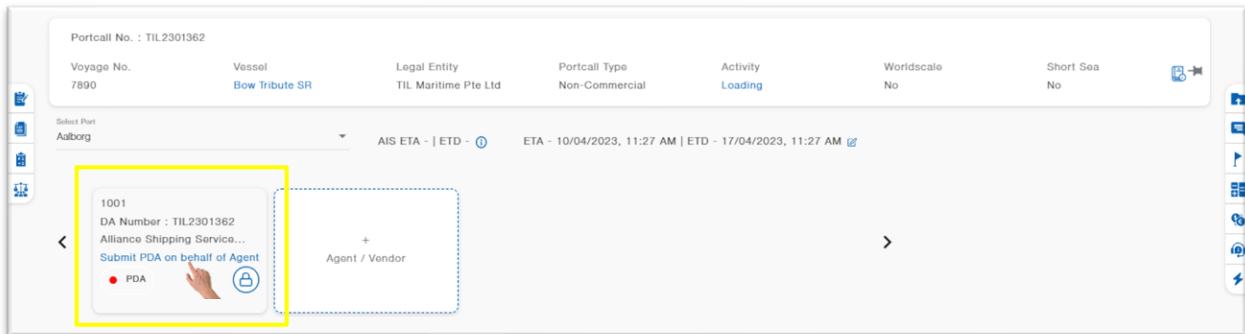
**Step 33(b):** Click on 'No' to cancel the PDA.

**Note:** The PDA request is sent to the agent along with the appointment letter for getting the PDA quote. After the PDA request is accepted by the agent, the agent will submit the PDA to Diabos for auditing. Post Diabos audit the PDA will be submitted for to the operator for approval.

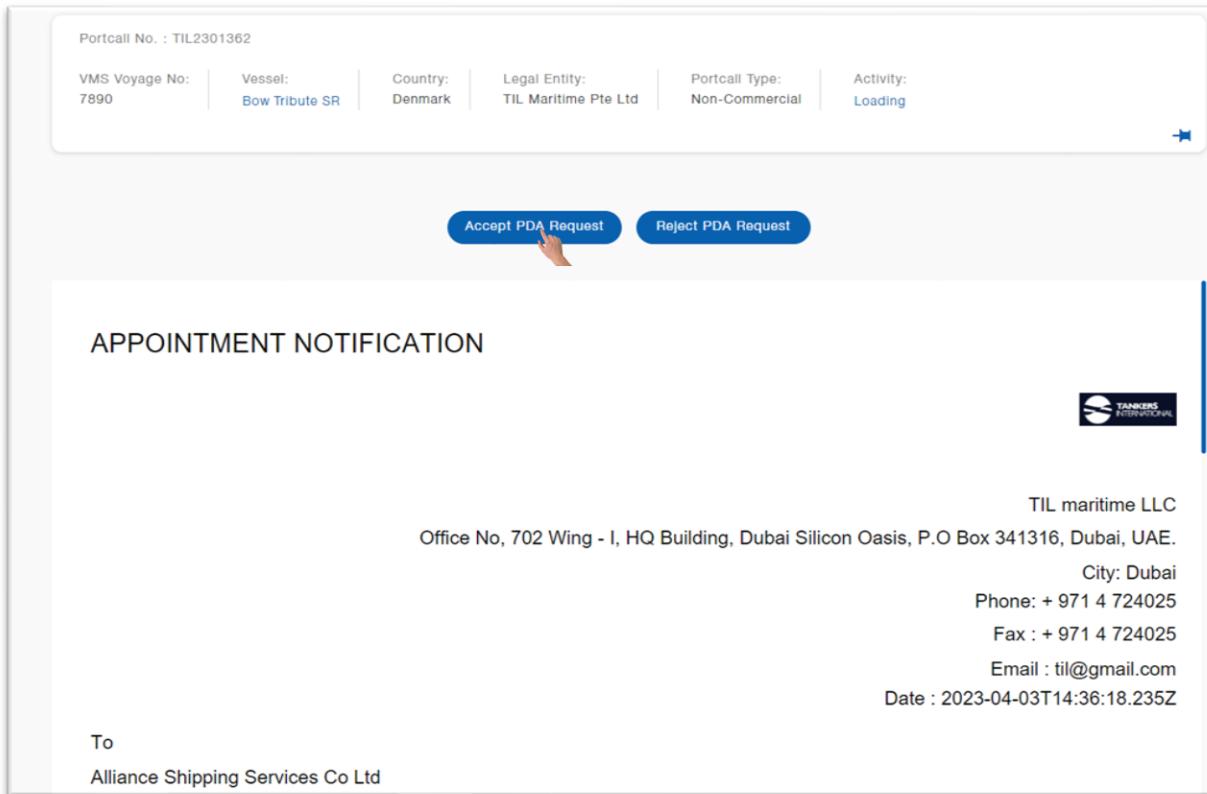
**Note:** The status of portcall is described as '**Agent Appointment in Progress**'.

### 3.3.5 Submit PDA on Behalf of Agent

**Note:** Diabos can submit the PDA on behalf of any agent.



**Step 34(a):** Click on '**Submit PDA on behalf of Agent**' on the Agent Card.



**Step 34(b):** Click on '**Accept PDA Request**' to proceed the submission of PDA.

**Step 34(c):** Click on '**Reject PDA Request**' to reject the PDA and change the agent for next time.

Portcall No. : TIL2301362

VMS Voyage No:	Vessel:	Country:	Legal Entity:	Portcall Type:	Activity:
7890	Bow Tribute SR	Denmark	TIL Maritime Pte Ltd	Non-Commercial	Loading

Port Name: Aalborg      ETA - 10/04/2023, 11:27 AM    ETD - 17/04/2023, 11:27 AM

Select Terminal Berth AALBORG PORTLAND	No.of days * 6	No.of Hours * 23	Total 30
Quoted Currency EUR	View Currency EUR	Base ROE 3 EUR = 1 ( CNY ) 0.333	Agent Ex. Rate 1 EUR = 0.333 CNY

**DA Details**      Other Details

	Remarks	Terminal - Berth	Amount (EUR)
≡+ 20' Dry Containers ( €30.00 )		Select Terminal Berth AALBORG PORTLAND	30.00
(Nautical) Charts & Publications	1	AALBORG PORTLAND	30.00
≡+ Accounts ( €0.00 )			0.00
(Nautical) Charts & Publications	vms9898	AALBORG PORTLAND	0.00
250T Mobile Crane	VMS4548	AALBORG PORTLAND	0.00
≡+ Admin Related Expenses ( €0.00 )		Select Terminal Berth AALBORG PORTLAND	0.00
Accommodation	234	AALBORG PORTLAND	0.00
Administrative Dues	12	AALBORG PORTLAND	0.00
Agency Miscellaneous	23	AALBORG PORTLAND	0.00
Agent Car Hire	43	AALBORG PORTLAND	0.00
≡+ Agency Cost ( €0.00 )			0.00
Agency Communication	T666	AALBORG PORTLAND	0.00
Agency Transportation	T666	AALBORG PORTLAND	0.00
Baggage Clearance	T666	AALBORG PORTLAND	0.00
Total			€30.00

**Save**      **Submit**

**Step 34(d): Enter the PDA quotes on behalf of agent.**

The screenshot shows a user interface for managing port call details. The 'Other Details' tab is active. The form is divided into several sections:

- Port Information/Tariffs:** Includes fields for Document Name (Port Tariff Document) and a file upload area with a cloud icon, 'Drag And Drop File', and a link to 'Click here To Browse File (max 10MB)'. A table below shows no documents found.
- Bank Account Details:** Shows Agent Bank Account Number (52232487-USD), currency (USD), and a checked checkbox for 'Confirm Bank Account'.
- Portcall Advance Details:** Displays Advance % specified by the Principal (90) and Advance % requested by the Agent (80).
- Invoice Document:** Includes fields for Invoice Number (10/04/2023), Document Name (Invoice Document), and a file upload area with a cloud icon, 'Drag And Drop File', and a link to 'Click here To Browse File (max 10MB)'. A table below shows no documents found.

At the bottom are 'Save' and 'Submit' buttons.

**Step 34(e):** Enter port tariff, agent's bank account, PDA advance, invoice documents.

**Step 34(f):** Upload necessary documents.

**Step 34(g):** Click on 'Save' to save the details of PDA.

**Step 34(h):** Click on 'Submit' to submit the PDA on behalf of the agent.

Note: The status of portcall is described as '**PDA-Diabos Audit in Progress**'.



### 3.3.6 PDA Audit

**Note:** DA type is selected as **PDA** while portcall creation. Refer [Step 19](#)

**Note:** The PDA request is accepted by the agent. The agent fills the quote and sends for Diabos audit.

**Note:** The portcall is picked from the WIP screen and click to further process it.

**Note:** The status of portcall is described as '**PDA-Diabos Audit in Progress**'.

The screenshot shows the Portcall Details screen with various fields and buttons highlighted by yellow boxes and numbered callouts. The highlighted areas include:

- Voyage No.: 4547890
- Vessel: BOW SPRING
- Legal Entity: Goldstar Legal Sub
- Portcall Type: Non-Commercial
- Activity: Loading
- Worldscale: No
- Short Sea: No
- Submit Port: Aalborg
- AIS ETA - | ETD -
- ETA - 23/03/27 02:59 PM | ETD - 23/03/31 02:59 PM
- 1061 DA Number : GLD2901183-ACC Alliance Shipping Service...
- + Agent / Vendor
- 13-14 (top right corner)
- 1: Agency Expenses €7.00
- 2: Agency Communication AG-999
- 3: Select Terminal Berth
- 4: Agent ROE 1 USD = 4 EUR
- 5: Base ROE EUR = 1 (USD) =
- 6: Quot Currency EUR
- 7-9: Agent ROE 1 USD = 4 EUR
- 8: New Currency EUR
- 9: Indicative ROE 1 USD = EUR
- 10: Total €7.00
- 11: Cost Saving €0.00
- 12: Charterers Expenses €0.00
- 13: Cargo Dues CHI-999
- 14: Dockage CHI-999
- 15: Total
- 16: + Add Cost Head
- 17: Remarks
- 18: Terminal - Berth
- 19: PDA
- Buttons: Save, Submit, Print PDF, Back

**Step 35:** Diabos to review the quotes provided by Agent.

**Note:** Please refer the table to know the description of the icons in the DA Details.

Sr. No.	ICONS	DESCRIPTION
1.		<b>Add Cost Item Icon</b> Click to add new cost item under a cost head
2.		<b>Chat Icon</b> Click to interact among users/with Diabos one on one or in group
3.		<b>Checklist</b> Click to view the checklist.
4.		<b>Compare DA Icon</b> Click to compare DA based on portcalls
5.		<b>Consolidated DA Icon</b> Click to view consolidated DA
6.		<b>Customer Specific Instruction Icon</b> Click to view customer specific instructions
7.		<b>DA Level Query Icon</b> Click to raise DA level queries
8.		<b>DA Level Remark Icon</b> Click to enter DA level remarks
9.		<b>DA Preview Icon</b> Click to view the DA preview
10.		<b>Edit Icon</b> Click to edit any field
11.		<b>Information Icon</b> Click to view information displayed



<i>Sr. No.</i>	<i>ICONS</i>	<i>DESCRIPTION</i>
12.		<b>Move Cost Item Icon</b> Click to move the cost item to other cost head
13.		<b>Pin Icon</b> User can pin the portcall info box
14.		<b>Port instructions Icon</b> Click to view port instructions
15.		<b>Query for Cost Item Icon</b> Click to raise query for the cost item
16.		<b>Reference Icon</b> Click to view Vendor/Agent agreements
17.		<b>Remarks for Cost Item Icon</b> Click to drop remarks for the cost item
18.		<b>Split Cost Item Icon</b> Click to split the cost item
19.		<b>World Scale Icon</b> Click to view world scale value

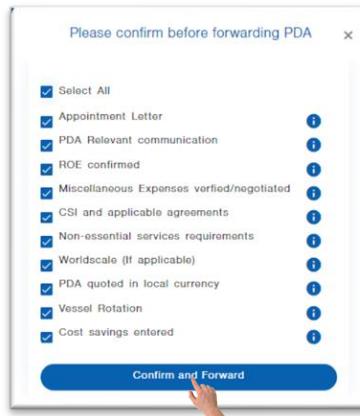


The screenshot shows a web-based form for creating a Port Call Detail (PDA). At the top, there are tabs for 'DA Details' and 'Other Details', with 'Other Details' being the active tab. Below the tabs, there are fields for 'Agent Bank Account Number' (52232487), currency ('USD'), and a checkbox for 'Confirm Bank Account'. There are also sections for 'Instructions' and 'OG Remarks' with character limits of 4000 each. At the bottom of the form, there are three buttons: 'Save', 'Submit', and 'Reopen PDA', with a hand cursor pointing over the 'Save' button.

**Step 37:** Click on '**Save**' to save the PDA.

**Step 38(a):** Click on '**Accept**' to accept the PDA.

**Step 38(b):** Click on '**Reopen PDA**' to request the agent to rework on the PDA. Refer [section 3.3.7.](#)



**Step 39:** Verify and select items from the checklist using the checkbox.

**Step 40:** Click on '**Confirm and Forward**' to submit the PDA.

**Note:** The status of portcall is described as '**PDA in QC**'.

## Send to Operator:

**Step 41(a):** Click on '**Save**' to save the PDA.

**Step 41(b):** Click on '**Send to Operator**' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**PDA Submitted for Approval**'.

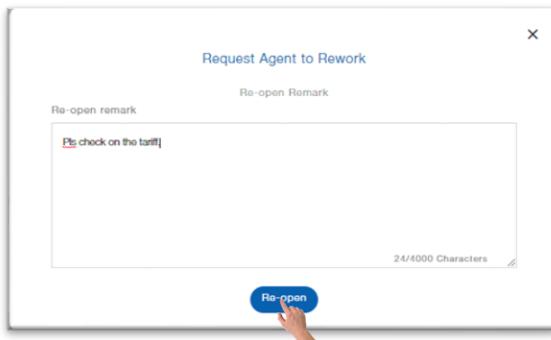
**Note:** Operator receives the PDA, reviews and acts on it.

**Step 41(c):** Click on '**Modify**' to enable '**Reopen PDA**' button.

**Step 41(d):** Click on '**Reopen PDA**' to request the agent to rework on the PDA. Refer [section 3.3.7](#).

**Step 41(e):** Click on '**QC Reject**' to reject the PDA. Refer [section 3.3.8](#).

### 3.3.7 Modify/Reopen PDA



**Step 41(d.1):** Enter remarks for the Agent.

**Step 41(d.2):** Click on 'Reopen PDA'.

**Note:** The status of portcall is described as '**PDA Rejected**'.

### 3.3.8 PDA QC Reject

Portcall No.: GLD2301183

Voyage No.: 4567890      Vessel: BOW SPRING      Legal Entity: Goldstar Legal Sub      Portcall Type: Non-Commercial      Activity: Loading      Worldscale: No      Short Sea: No

Select Port: Aalborg      AIS ETA - | ETD -      ETA - 23/03/27 02:59 PM | ETD - 23/03/31 02:59 PM

**1001 DA Number : GLD2301183-ACC**  
Alliance Shipping Service...  
**PDA**

+ Agent / Vendor

Select Terminal Berth      No. days/Hrs: 3 days/23 hrs      Total: €6.00      Cost Saving: €0.00      Variance: €0.00

Quoted Currency: EUR      New Currency: EUR      Indicative ROE: 1 USD = EUR

Date: 29/03/2023      Base ROE: 5  
EUR = 1 (USD) 0.2

**DA Details**      Other Details

Remarks	Terminal - Berth	PDA
+ Add Cost Head	Select Terminal Berth	Agent Quote      System Quote      Diabos Quote      Cost Saving
Agency Expenses: €6.00	Select Terminal Berth	7.00      0      6.00
Agency Communication AG-999	Select Terminal Berth	0.00      0      0.00
Agency Fees AG-999	Select Terminal Berth	0.00      0      0.00
Charterers Expenses: €0.00	Select Terminal Berth	0.00      0      0.00
Cargo Dues CHR-999	Select Terminal Berth	0.00      0      0.00
Dockage CHR-999	Select Terminal Berth	0.00      0      0.00
Total		€7.00      €0.00      €6.00

[Back](#)      **Save**      **Send to Operator**      **Reopen PDA**      **Modify**      **QC Reject**

**Step 41(e.1): Click on 'QC Reject'.**

QC Remarks  
Pls rework on the portcall.

4000 Characters  
397/1000 Characters

[Back](#)      **Save**      **Send to Operator**      **Reopen PDA**      **Modify**      **QC Reject**

**Step 41(e.2): Enter QC Remarks.**

**Step 41(e.3): Click on 'QC Reject'.**

**Note:** The status of portcall is described as '**PDA Rejected by QC**'.

**Note:** Pick the portcall from WIP Screen and modify the portcall.

### 3.3.9 Accept PDA on Behalf of Operator

The screenshot shows the Portcall interface for accepting a PDA. At the top, it displays portcall details: Portcall No.: TIL2301418, Voyage No., Vessel: Box Olympus, Legal Entity: TIL Maritime Pte Ltd, Portcall Type: Commercial, Activity: Loading, Worldscale No., Short Sea No., Timbar 20. Below this, the status bar shows: Select Port: Ningbo, AIS ETA - | ETD - | ETA - 19/04/2023, 2:02 PM | ETD - 26/04/2023, 2:02 PM. A message box on the left indicates: DA Number : TIL2301418, China Ocean Shipping Agent..., PDA. To the right, there's a section for 'Agent / Vendor'. The main area shows a summary table with columns: Remarks, Terminal - Berth, PDA, Agent Quote, System Quote, Diabos Quote, Operator Quote, Cost Saving. The table includes rows for '20' Dry Containers: \$40.00 and '(Nautical) Charts & Publications: 1'. At the bottom, there are buttons for 'Accept on behalf of Operator' and 'Reject PDA'.

**Step 59:** Click on ‘Accept on behalf of Operator’ to accept the PDA.

**Note:** The status of portcall is described as ‘PDA Accepted’.

### 3.3.10 Raise APDA

**Note:** Diabos can raise APDA on behalf of the operator.

The screenshot shows the Portcall interface for raising an APDA. It has a similar layout to the previous screenshot, with portcall details at the top and a message box indicating: DA Number : GLD2301126-OPS, Alliance Shipping Service..., PDA. The main area shows a summary table with columns: Remarks, Terminal - Berth, PDA, Agent Quote, System Quote, Diabos Quote, Operator Quote, Cost Saving. The table includes rows for '20' Dry Containers: \$40.00 and '(Nautical) Charts & Publications: 1'. At the bottom, there are buttons for 'Raise Additional Funding' and 'Raise APDA'. A hand cursor is hovering over the 'Raise APDA' button.

**Step 42:** Click on ‘Raise APDA’ to raise APDA.

**Note:** Upon approval of one APDA, another APDA can be raised.

### 3.3.11 APDA Audit

The screenshot shows the APDA Audit interface. At the top, there are fields for Portcall No., Voyage No., Vessel, Legal Entity, Portcall Type, Activity, Workscale, and Short Sea. Below this, a message from 'Alliance Shipping Service' says 'Submit IDA on behalf of Agent'. A 'PDA' button is shown. The main area displays a table of costs:

Cost Category	Description	Terminal - Berth	PDA	APDA - T	
Agency Expenses	€90.00	Select Terminal Berth	Operator Quote	System Quote	Amount (EUR)
Agency Communication	AG-999	Select Terminal Berth	6.00111	0.00	90.00
Agency Fees	AG-999	Select Terminal Berth	6.00111	0.00	0.00
Charterers Expenses	€0.00	Select Terminal Berth			
Cargo Dues	CHI-999	Select Terminal Berth	0.00111	0.00	0.00
Dockage	CHI-999	Select Terminal Berth	0.00111	0.00	0.00
Shifting Expenses	CHI-999	Select Terminal Berth	0.00111	0.00	0.00
Total	123			€0.00	€90.00

Buttons at the bottom include 'Back', 'Save', and 'Submit'.

**Step 43:** Diabos to enter APDA quote.

The screenshot shows the APDA quote entry interface. It includes fields for Agent Bank Account Number (5223248-USD), Instructions, QC Remarks, and a 'Confirm Bank Account' checkbox. Buttons at the bottom are 'Save' and 'Submit'.

**Step 44:** Click on 'Save' to save the APDA.

**Step 45:** Click on 'Accept' to accept the APDA.

**Note:** The status of portcall is described as '**APDA in QC**'.

## Send to Operator:

The screenshot shows a software interface for managing port calls. At the top, there's a header with port call details: Portcall No.: GLD230121B, Voyage No.: 890890, Vessel: BOW SPRING, Legal Entity: Goldstar Legal Sub, Portcall Type: Non-Commercial, Activity: Loading, and Worldscale No. Short Sea No. Below this is a section for 'Select Port' with 'Aalborg' selected. It also shows 'AIS ETA - | ETD -' and 'ETA - 23/03/29 10:46 AM | ETD - 23/03/31 10:46 AM'. A blue box highlights 'APDA'.

In the center, there's a table for 'Agent / Vendor' with a single row. Below it, a table for 'Select Terminal Berth' shows a single entry: 'No. days/Hrs' (1 days/23 hrs), 'Total' (€90.00), and currency conversion rates (Base ROE: 7, EUR = 1 USD = 0.143). Buttons for 'Save' and 'View Ex. Rate' are present.

A large table below lists various expenses with their descriptions, amounts, and terminal berth selection fields. The table includes columns for Remarks, Terminal - Berth, PDA, APDA - 1, Operator Quote, System Quota, and Amount (EUR). The expenses listed are:

- Agency Expenses €90.00
- Agency Communication AG-999
- Agency Fees AG-999
- Charterers Expenses €0.00
- Cargo Dues CHR-999
- Dockage CHR-999
- Shifting Expenses CHR-999

Total 123

At the bottom right of the main form area, there are buttons: 'Save', 'Send to Operator' (which is highlighted with a red circle), 'Modify', and 'QC Reject'.

**Step 46(a):** Click on 'Send to Operator' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**APDA Request Submitted**'.

**Note:** Operator receives the APDA, reviews and acts on it.

**Step 46(b):** Click on '**Modify**' to modify the APDA and submit it again for QC. Refer [section 3.3.11.](#)

**Step 46(c):** Click on '**QC Reject**' to reject the APDA. Refer [section 3.3.12.](#)

### 3.3.12 Modify APDA

The screenshot shows the APDA modification screen. At the top, there are fields for Portcall No., Voyage No., Vessel, Legal Entity, Portcall Type, Activity, and Worldscale No. Below this, a section for 'Agent / Vendor' is shown with a dropdown menu. The main area contains a table of charges:

	Remarks	Terminal - Berth	PDA	APDA - 1
+ Add Cost Head			Operator Quote	System Quota
Agency Expenses €90.00	Select Terminal Berth	6.00111	0.00	90.00
Agency Communication AG-999	Select Terminal Berth	6.00111	0.00	0.00
Agency Fees AG-999	Select Terminal Berth	6.00111	0.00	0.00
Charterers Expenses €0.00	Select Terminal Berth	6.00111	0.00	0.00
Cargo Dues CHI-999	Select Terminal Berth	6.00111	0.00	0.00
Dockage CHI-999	Select Terminal Berth	6.00111	0.00	0.00
Shifting Expenses CHI-999	Select Terminal Berth	6.00111	0.00	0.00
Total 123		€6.00	€0.00	€90.00

At the bottom, there are buttons for Back, Save, Send to Operator, Modify (which has a red arrow pointing to it), and QC Reject.

**Step 46(b.1):** Modify the quotes for APDA.

**Step 46(b.2):** Click 'Save' to save the APDA.

**Step 46(b.3):** Click on 'Send to Operator' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**APDA Request Submitted**'.

**Note:** Operator receives the APDA, reviews and acts on it.

### 3.3.13 APDA QC Reject

**Step 46(c.1): Click on 'QC Reject'.**

**Step 46(c.2): Enter QC Remarks.**

**Step 46(c.3): Click on 'QC Reject'.**

**Note:** The status of portcall is described as '**APDA Rejected by QC**'.

**Note:** Pick the portcall from WIP Screen and modify the portcall.

### 3.3.14 Accept APDA on Behalf of Operator

The screenshot shows the Portcall Management System interface for accepting APDA. At the top, it displays portcall details: Portcall No.: TIL2301418, Voyage No.: 78909876, Vessel: Bow Olympus, Legal Entity: TIL Maritime Pte Ltd, Portcall Type: Commercial, Activity: Loading, Worldscale: No, Short Sea: No, Timbar: 20. Below this, the Agent/Vendor card is selected, showing the APDA status. The main panel shows a table of charges with a total of \$20.00. At the bottom right, there is a blue button labeled 'Accept on behalf of Operator'.

**Step 59:** Click on '**Accept on behalf of Operator**' to accept APDA.

**Note:** The status of portcall is described as '**APDA Accepted**'.

### 3.3.15 Submit IDA on Behalf of Agent

The screenshot shows the Portcall Management System interface for submitting IDA on behalf of the agent. At the top, it displays portcall details: Portcall No.: TIL2301367, Voyage No.: 78909876, Vessel: Bow Olympus, Legal Entity: TIL Maritime Pte Ltd, Portcall Type: Non-Commercial, Activity: Loading, Worldscale: No, Short Sea: No. Below this, the Agent/Vendor card is selected, showing the IDA status. A yellow box highlights the 'Submit IDA on behalf of Agent' button, which is being clicked by a cursor. The main panel shows a table of charges with a total of \$20.00. At the bottom right, there is a blue button labeled 'Accept on behalf of Operator'.

**Step 47(a):** Click on '**Submit IDA on behalf of Agent**' on the Agent Card.

Portcall No. : TIL2301367

VMS Voyage No: 78909876	Vessel: Bow Olympus	Country: Denmark	Legal Entity: TIL Maritime Pte Ltd	Portcall Type: Non-Commercial	Activity: Loading
----------------------------	------------------------	---------------------	---------------------------------------	----------------------------------	----------------------

**Accept IDA Request**  **Reject IDA Request**

**APPOINTMENT NOTIFICATION**



TIL maritime LLC  
Office No, 702 Wing - I, HQ Building, Dubai Silicon Oasis, P.O Box 341316, Dubai, UAE.  
City: Dubai  
Phone: + 971 4 724025  
Fax : + 971 4 724025  
Email : til@gmail.com  
Date : 2023-04-03T14:36:18.235Z

To  
Alliance Shipping Services Co Ltd

**Step 47(b):** Click on '**Accept IDA Request**' to proceed the submission of IDA.

**Step 47(c):** Click on '**Reject IDA Request**' to reject the IDA and change the agent for next time.

Portcall No. : TIL2301367

VMS Voyage No: 78909876	Vessel: Bow Olympus	Country: Denmark	Legal Entity: TIL Maritime Pte Ltd	Portcall Type: Non-Commercial	Activity: Loading
----------------------------	------------------------	---------------------	---------------------------------------	----------------------------------	----------------------

Port Name  
Aalborg      ETA - 10/04/2023, 1:01 PM ETD - 17/04/2023, 1:01 PM

Select Terminal Berth	No.of days *	No.of Hours *	Total
	6	23	0
Quoted Currency	View Currency	Base ROE 1 = 1 ( CNY ) 1	Agent Ex. Rate 1 = 1 CNY

**DA Details**      General      Advance

	Remarks	Terminal - Berth	Amount ()
≡+ 20' Dry Containers ( \$0.00 )		Select Terminal Berth	
(Nautical) Charts & Publications 1	<input type="button" value=""/>	Select Terminal Berth	0.00 <input type="button" value=""/>
≡+ Accounts ( \$0.00 )			
(Nautical) Charts & Publications vms9898	<input type="button" value=""/>		0.00 <input type="button" value=""/>
250T Mobile Crane VMS4548	<input type="button" value=""/>		0.00 <input type="button" value=""/>
≡+ Admin Related Expenses ( \$0.00 )		Select Terminal Berth	
Accommodation 234	<input type="button" value=""/>	Select Terminal Berth	0.00 <input type="button" value=""/>
Administrative Dues 12	<input type="button" value=""/>	Select Terminal Berth	0.00 <input type="button" value=""/>
Agency Miscellaneous 23	<input type="button" value=""/>	Select Terminal Berth	0.00 <input type="button" value=""/>
Agent Car Hire 43	<input type="button" value=""/>	Select Terminal Berth	0.00 <input type="button" value=""/>
≡+ Agency Cost ( \$0.00 )			
Agency Communication T666	<input type="button" value=""/>		0.00 <input type="button" value=""/>
Agency Transportation T666	<input type="button" value=""/>		0.00 <input type="button" value=""/>
Baggage Clearance T666	<input type="button" value=""/>		0.00 <input type="button" value=""/>
Total			\$0.00
Advance			\$0.00
Balance			\$0.00

**Save**      **Submit**

**Step 47(d): Enter the IDA quotes on behalf of agent.**

DA Details      **General**      Advance

Proceed with upload of full DA(Single File)     Proceed with upload of invoices against respective cost

Upload Document

- ^ 20' Dry Containers
- (Nautical) Charts & Publications
- ^ Accounts
- (Nautical) Charts & Publications
- 250T Mobile Crane
- ^ Admin Related Expenses
- Accommodation
- Administrative Dues
- Agency Miscellaneous
- Agent Car Hire
- ^ Agency Cost
- Agency Communication
- Agency Transportation
- Baggage Clearance

**Add**

Costitem Name:   
 (Nautical) Charts & Publications  
 (Nautical) Charts & Publications  
 250T Mobile Crane  
 Accommodation  
 Baggage Clearance

Drag And Drop File  
Or  
[Click here](#)  
To Browse File  
(max 10MB)

Document Name	Date	
<a href="#">Diabos User Manual Diabos 3.0 (DA) (30Mar23).pdf</a>	Apr 10, 2023	

^ Upload SOF

Vessel Arrived	Pilot on Board Inward	Vessel Berthed	Vessel Sailed
Choose date 10/04/2023, 14:29:05	Choose date 11/04/2023, 14:29:08	Choose date 13/04/2023, 14:29:12	Choose date 15/04/2023, 14:29:16

Number of legs Inward: 3      Number of legs Outward: 5

SOF Document

Drag And Drop File  
Or  
[Click here](#)  
To Browse File  
(max 10MB)

**Save**

**Submit**

**Step 47(d): Enter the IDA quotes on behalf of agent.**



Invoice Document

Invoice Number \*  
45678

Invoice Date \*  
10/04/2023

Advance  
0

Balance  
40

Advance (EUR)  
Date  
10/04/2023

[Upload Document](#)

[Add](#)

DA Stage	Advance (EUR)	Date	Document	Actions
Total Remittance	0.00			

Confirm No Remittance

Bank Account Details

Agent Bank Account Number \*  
52232487-USD

USD

Confirm Bank Account

[View Account details](#)

Portcall Advance Details

Advance % specified by the Principal for the Portcall : 100

Advance % requested by the Agent for the Portcall : 65

Agent remarks for Principal

0 / 4000

[Save](#)

[Submit](#)

**Step 47(e):** Enter port tariff, agent's bank account, IDA advance, invoice documents.

**Step 47(f):** Upload necessary documents.

**Step 47(g):** Click on '**Save**' to save the details of IDA.

**Step 47(h):** Click on '**Submit**' to submit the IDA on behalf of the agent.

**Note:** The status of portcall is described as '**IDA Received**'.

### 3.3.16 IDA Audit

**Note:** IDA is raised on the Agent side and is submitted for Diabos audit.

**Note:** The status of portcall is described as '**IDA Received**'.

**Note:** Pick the portcall from WIP screen and proceed.

Remarks	Terminal - Berth	PDA + APDA	IDA	Agent Quotes	System Quote	Diabos Quotes			
						Quantity	Rate	Amount	Cost Saving
+ Add Cost Head						1	10.00	10.00	
Agency Expenses €10.00	Select Terminal Berth	96.00	10.00	0.00		1	10.00	10.00	
Agency Communication AG-999	Select Terminal Berth	96.00	0.00	0.00		1	0.00	0.00	
Agency Fees AG-999	Select Terminal Berth	0.00	0.00	0.00		1	0.00	0.00	
Charterers Expenses €0.00	Select Terminal Berth	0.00	0.00	0.00		1	0.00	0.00	
Cargo Dues CHR-999	Select Terminal Berth	0.00	0.00	0.00		1	0.00	0.00	
Total 123		€96.00	€10.00	€0.00					€10.00

**Step 48:** Review the IDA quotes submitted by the agent.

DA Details Other Details SOF

Advance: 0.00 Balance: 0 Agent Inv No.:  
Agent Inv Date: 30/03/2023 No. of Dispositions PIA: 1 Days / 23 Hrs PIA Inv No: 8

Payment Remarks

Agent Bank Account Number: 52232487 USD  Confirm Bank Account

View Account details

DA Stage Date Upload Document Add

DA Stage	Adv Rec'd by Agent (EUR)	Adv Remitted by Operator (EUR)	Date	Actions
No documents found.				

Instructions

QC Remarks

[Back](#) Save Submit Reopen IDA

**Step 49:** Review the other details submitted by the agent.

DA Details Other Details SOF

General Activity Details Shifting Details Detentions Upload SOF

Vessel Arrived\* Pilot On Board Inward\*  
Choose date Choose date

Vessel Berthed\* Vessel Sailed\*  
Choose date Choose date

Arrival Draft (FWD - mts) Departure Draft (AFT - mts) B/L Quantity

Owners / Disponent Owners \* Charterers name\*  
Test Charterers name\*  
Equipment (Ship/Shore) Test

Master Name Vessel Arrived from No. Of Tugs inward  
Test

Escort Tugs Tugs Used for Shifting No. Of Tugs outward

[Save](#)

[Back](#) Save Submit Reopen IDA

**Step 50:** Review the SOF submitted by the agent.

**Step 51:** Click 'Save' to save the IDA.

**Step 52(a):** Click 'Submit' to submit the IDA.

**Note:** The status of portcall is described as 'IDA in QC'.

**Step 52(b):** Click on 'Reopen IDA' to request the agent to rework on the IDA.



## Send to Operator:

The screenshot shows the IDA submission interface. At the top, it displays portcall details: Portcall No.: GLD2301218, Voyage No.: 890890, Vessel: BOW SPRING, Legal Entity: Goldstar Legal Sub, Portcall Type: Non-Commercial, Activity: Loading, Worldscale No., and Short Sea No. Below this, there's a section for 'Agent / Vendor' with a placeholder 'Agent / Vendor'. The main table lists costs: Agency Expenses €10.00, Agency Communication AG-999, Agency Fees AG-999, Charterers Expenses €0.00, and Cargo Dues CHR-999. The total cost is €96.00. At the bottom, there are buttons for 'Save', 'Send to Operator' (which is highlighted with a red box), 'Reopen IDA', 'Modify', and 'QC Reject'.

**Step 53(a):** Click on 'Save' to save the IDA.

**Step 53(b):** Click on 'Send to Operator' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**IDA Submitted for Approval**'.

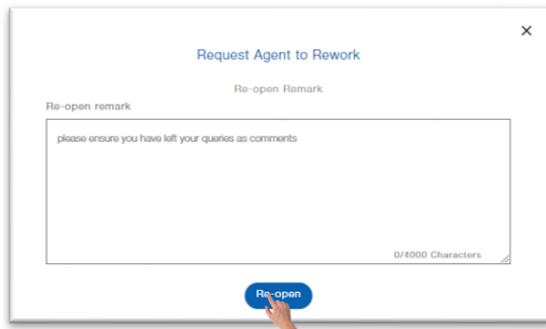
**Note:** Operator receives the IDA, reviews and acts on it.

**Step 53(c):** Click on 'Modify' to enable 'Reopen IDA' button.

**Step 53(d):** Click on 'Reopen IDA' to request the agent to rework on the IDA. Refer [section 3.3.15](#).

**Step 52(e):** Click on 'QC Reject' to reject the IDA. Refer [section 3.3.16](#).

### 3.3.17 Modify/Reopen IDA



**Step 53(c.1):** Enter remarks for the Agent.

**Step 53(c.2):** Click on 'Reopen'.

**Note:** The status of portcall is described as '**IDA Rejected**'.

### 3.3.18 IDA QC Reject

Portcall No.: GLD2301218  
Voyage No.: 8910890 Vessel: BOW SPRING Legal Entity: Goldstar Legal Sub Portcall Type: Non-Commercial Activity: Loading  
Worldscale: No Short Sea: No

Select Port: Aalborg AIS ETA - | ETD - 23/03/29 10:46 AM | ETD - 23/03/31 10:46 AM

1001 DA Number: GLD2301218-OPG Alliance Shipping Service... + Agent / Vendor

Select Terminal Berth: No. days/Hrs: 1 days/23 hrs Total: €10.00 Cost Saving: €0.00 Variance: €0.00

Quot Currency: EUR Now Currency: EUR Indicative ROE: 1 USD = EUR Date: 29/03/2023 Base ROE: 7 EUR = 1 (USD) 0.143 Save Agent ROE: 1 USD = 8 EUR View Ex. Rate

**DA Details** Other Details SOF

	Remarks	Terminal - Berth	PDA + APDA +	IDA	Agent Quote	System Quote	Diabos Quote
+ Add Cost Head							Quantity Rate Amount Cost Saving
Agency Expenses: €10.00		Select Terminal Berth	96.00	10.00 0.00 1 10.00 10.00			
Agency Communication AG-999		Select Terminal Berth	96.00	10.00 0.00 1 10.00 10.00			
Agency Fees AG-999		Select Terminal Berth	0.00	0.00 0.00 1 0.00 0.00			
Charterers Expenses: €0.00		Select Terminal Berth					
Cargo Dues CHI-999		Select Terminal Berth	0.00	0.00 0.00 1 0.00 0.00			
Total 123			€96.00	€10.00 : €0.00			€10.00

Back Save Send to Operator Reopen IDA Modify QC Reject

**Step 53(e.1): Click on 'QC Reject'.**

QC Remarks  
Pts rework on the portcall.

Save Send to Operator Reopen PDA Modify QC Reject

**Step 53(e.2): Enter QC Remarks.**

**Step 53(e.3): Click on 'QC Reject'.**

**Note:** The status of portcall is described as '**IDA Rejected by QC**'.

**Note:** Pick the portcall from WIP Screen and modify the portcall.

### 3.3.19 Accept IDA on Behalf of Operator

The screenshot shows the Portcall software interface for accepting an IDA. At the top, it displays portcall details: Portcall No.: TIL2301418, Voyage No.: 7689087, Vessel: Bow Olympus, Legal Entity: TIL Maritime Pte Ltd, Portcall Type: Commercial, Activity: Loading, Worldscale No., Short Sea No., and Timbar 20. Below this, the 'Select Port' dropdown is set to Aalborg, and the 'AIS ETA - | ETD -' dropdown shows ETA: 19/04/2023, 2:02 PM | ETD: 26/04/2023, 2:02 PM. The main area shows a card for IDA Number: TIL2301418, issued by China Ocean Shipping Agency, with a green 'IDA' button. To the right, there's a section for 'Agent / Vendor'. Below the card, a table shows cost details: Total \$10.00, Cost Saving \$0.00, Variance \$0.00. It includes currency conversion from USD to CNY (Base ROE: 3, USD = 1 | CNY 0.333) and Agent ROE (1 CNY = 3 USD). A 'View Ex. Rate' link is also present. At the bottom, there are tabs for 'DA Details', 'Other Details', and 'SOF'. A large table below lists items: '20' Dry Containers \$10.00' with a quantity of 1 and a rate of 10.00, totaling \$10.00. The table has columns for Remarks, Terminal - Berth, PDA + APDA +, IDA, Agent Quote, System Quote, and Details Quote. At the bottom right of the table are buttons for 'Save', 'Submit', 'Accept behalf of Operator' (which is highlighted in blue), and 'Report IDA'. A 'Back' button is at the bottom left.

**Step 59:** Click on ‘Accept on behalf of Operator’ to accept IDA.

**Note:** The status of portcall is described as ‘IDA Accepted’.

### 3.3.20 Submit FDA on Behalf of Agent

The screenshot shows the Portcall software interface for submitting an FDA. At the top, it displays portcall details: Portcall No.: TIL2301368, Voyage No.: 7689087, Vessel: Bow Tribute JR, Legal Entity: TIL Maritime Pte Ltd, Portcall Type: Non-Commercial, Activity: Loading, Worldscale No., Short Sea No., and Timbar 20. Below this, the 'Select Port' dropdown is set to Aalborg, and the 'AIS ETA - | ETD -' dropdown shows ETA: 10/04/2023, 2:58 PM | ETD: 17/04/2023, 2:58 PM. The main area shows a card for IDA Number: TIL2301368, issued by Alliance Shipping Service, with a red 'FDA' button. To the right, there's a section for 'Agent / Vendor'. A yellow box highlights the 'Submit FDA on behalf of Agent' button, which is being clicked. Below the card, a table shows cost details: Total \$64.00, Cost Saving \$10.00, Variance \$0.00, and a total amount of \$10.00. The table has columns for Remarks, Terminal - Berth, PDA + APDA +, IDA, Agent Quote, System Quote, and Details Quote. At the bottom right of the table are buttons for 'Save', 'Submit', 'Accept behalf of Operator', and 'Report IDA'. A vertical toolbar on the right side contains various icons for file management and communication.

**Step 47(a):** Click on ‘Submit FDA on behalf of Agent’ on the Agent Card.

Portcall No. : TIL2301368

VMS Voyage No: 7689087	Vessel: Bow Tribute JR	Country: Denmark	Legal Entity: TIL Maritime Pte Ltd	Portcall Type: Non-Commercial	Activity: Loading
---------------------------	---------------------------	---------------------	---------------------------------------	----------------------------------	----------------------

[Accept FDA Request](#) [Reject FDA Request](#)



**APPOINTMENT NOTIFICATION**



TIL maritime LLC  
Office No, 702 Wing - I, HQ Building, Dubai Silicon Oasis, P.O Box 341316, Dubai, UAE.  
City: Dubai  
Phone: + 971 4 724025  
Fax : + 971 4 724025  
Email : til@gmail.com  
Date : 2023-04-03T14:36:18.235Z

To  
Alliance Shipping Services Co Ltd

**Step 47(b):** Click on '**Accept FDA Request**' to proceed the submission of FDA.

**Step 47(c):** Click on '**Reject FDA Request**' to reject the FDA and change the agent for next time.



Portcall No. : TIL2301368

VMS Voyage No: 7689087	Vessel: Bow Tribute JR	Country: Denmark	Legal Entity: TIL Maritime Pte Ltd	Portcall Type: Non-Commercial	Activity: Loading
---------------------------	---------------------------	---------------------	---------------------------------------	----------------------------------	----------------------

Port Name  
Aalborg

ETA - 10/04/2023, 2:58 PM ETD - 17/04/2023, 2:58 PM

Select Terminal Berth AALBORG PORTLAND	No.of days * 6	No.of Hours * 23	Total 50
Quoted Currency EUR	View Currency EUR	Base ROE 1 EUR = 1 ( CNY ) 1	Agent Ex. Rate 1 EUR = 1 CNY

**DA Details**    General    Advance

	Remarks	Terminal - Berth	Amount (EUR)	FDA
				Invoice No. Amount
≡+ 20' Dry Containers ( €50.00 )		Select Terminal Berth		
(Nautical) Charts & Publications 1	☒	AALBORG PORTLAND	50.00	50.00
≡+ Accounts ( €0.00 )				
(Nautical) Charts & Publications vms9898	☒		0.00	0.00
250T Mobile Crane VMS4548	☒		0.00	0.00
≡+ Admin Related Expenses ( €0.00 )		Select Terminal Berth		
Accommodation 234	☒	AALBORG PORTLAND	0.00	0.00
Administrative Dues 12	☒	AALBORG PORTLAND	0.00	0.00
Agency Miscellaneous 23	☒	AALBORG PORTLAND	0.00	0.00
Agent Car Hire 43	☒	AALBORG PORTLAND	0.00	0.00
≡+ Agency Cost ( €0.00 )				
Agency Communication T666	☒		0.00	0.00
Agency Transportation T666	☒		0.00	0.00
Baggage Clearance T666	☒		0.00	0.00
Total			€50.00	
Advance			€0.00	
Balance			€50.00	

**Save**    **Submit**

**Step 47(d): Enter the FDA quotes on behalf of agent.**



DA Details      **General**      Advance

Proceed with upload of full DA(Single File)     Proceed with upload of invoices against respective cost

Amount	Invoice No.	Document	Select	Action
50.00		Diabos User Manual Diabos 3.0 (DA) (30Mar23).pdf	<input checked="" type="checkbox"/>	

Drag And Drop File  
Or  
[Click here](#)  
To Browse File  
(max 10MB)

**Upload SOF**

Vessel Arrived Choose date * 10/04/2023, 15:01:28	Pilot on Board Inward Choose date * 11/04/2023, 15:01:31	Vessel Berthed Choose date * 13/04/2023, 15:01:36	Vessel Sailed Choose date * 15/04/2023, 15:01:44
Number of tugs Inward 2	Number of tugs Outward 4		

SOF Document

Drag And Drop File  
Or  
[Click here](#)  
To Browse File  
(max 10MB)

Document Name Date

**Step 47(d): Enter the FDA quotes on behalf of agent.**

DA Details General Advance

Invoice Document

Invoice Number \* 23456789

Invoice Date \* 11/04/2023

Advance (EUR)

Date 10/04/2023

[Upload Document](#)

Add

DA Stage	Advance (EUR)	Date	Document	Actions
Total Remittance	0.00			

Confirm No Remittance

Bank Account Details

Agent Bank Account Number \* 52232487-USD

Currency: USD

Confirm Bank Account

[View Account details](#)

Agent remarks for Principal

0 / 4000

Save Submit

**Step 47(e):** Enter port tariff, agent's bank account, FDA advance, invoice documents.

**Step 47(f):** Upload necessary documents.

**Step 47(g):** Click on 'Save' to save the details of FDA.

**Step 47(h):** Click on 'Submit' to submit the FDA on behalf of the agent.

**Note:** The status of portcall is described as '**FDA Received**'.

### 3.3.21 FDA Audit

**Note:** IDA is raised on the Agent side and is submitted for Diabos audit.

**Note:** The status of portcall is described as '**FDA Received**'.

**Note:** Pick the portcall from WIP screen and proceed.

The screenshot shows the Portcall WIP screen with the following details:

- Portcall No.:** GL02301218
- Voyage No.:** 890890
- Vessel:** BOW SPRING
- Legal Entity:** Goldstar Legal Sub
- Portcall Type:** Non-Commercial
- Activity:** Loading
- Worldscale No:** No
- Short Sea:** No

**Portcall Status:** Select Port: Aalborg | AIS ETA - | ETD - | ATA - 23/03/29 09:00 PM | ATD - 23/03/31 09:01 PM

**Agent / Vendor:** 1001 DA Number : GLD2301218-OPS Alliance Shipping Service...

**Cost Details:**

Select Terminal Berth	No. days/hrs	Total	Cost Saving	Variance
1 day/23 hrs	1 days/23 hrs	DKK0.00	DKK0.00	DKK0.00

**Currency:** DKK | View Currency: DKK | Indicative ROE: 1 USD = DKK

**Date:** 29/03/2023 | Base ROE: 4 | Agent ROE: 1 USD = 8 DKK | View Ex. Rate

**Buttons:** Save, SOF, DA Details, Other Details

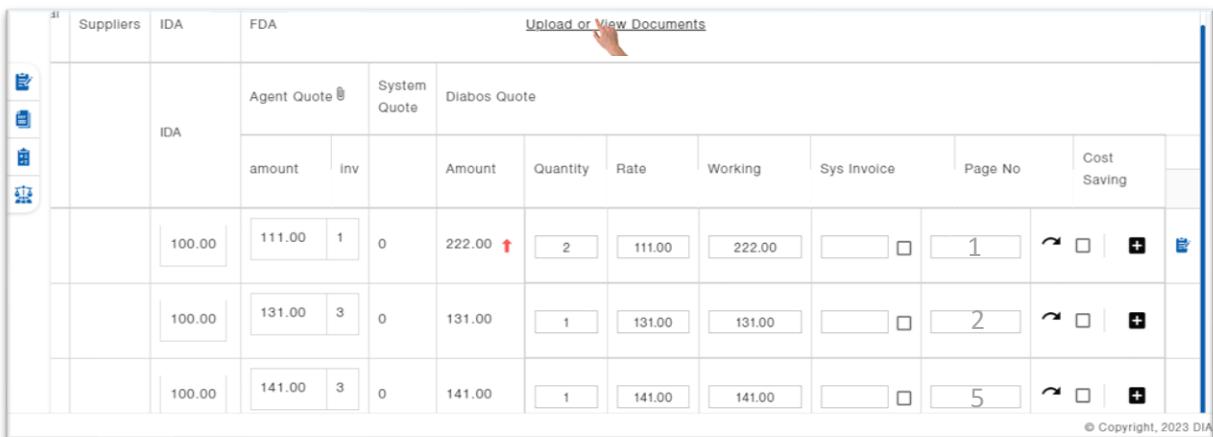
**DA Details:**

Remarks	Terminal - Berth	Suppliers	PDA + APDA +	IDA	FDA	Upload or View Documents						
+ Add Cost Head	Select Terminal Berth			IDA	Agent Quote	System Quote	Diabos Quote					
Agency Expenses DKK80.00	Select Terminal Berth				amount	inv	Amount	Quantity	Rate	Working	Sys Invoice	Page No.
Agency Communication AG-999	Select Terminal Berth		6.00	10.00	80.00	1	80.00	1	80.00	80.00		
Agency Fees AG-999	Select Terminal Berth		0.00	0.00	0.00	0	0.00	1	0.00	0.00		
Charters Expenses DKK0.00	Select Terminal Berth		0.00	0.00	0.00	0	0.00	1	0.00	0.00		
Cargo Dues CHI-999	Select Terminal Berth		0.00	0.00	0.00	0	0.00	1	0.00	0.00		

**Buttons:** Back, Save, Submit, Reopen FDA, Scan

**Step 53:** Review the FDA quotes submitted by the agent.

## Upload & View Document:



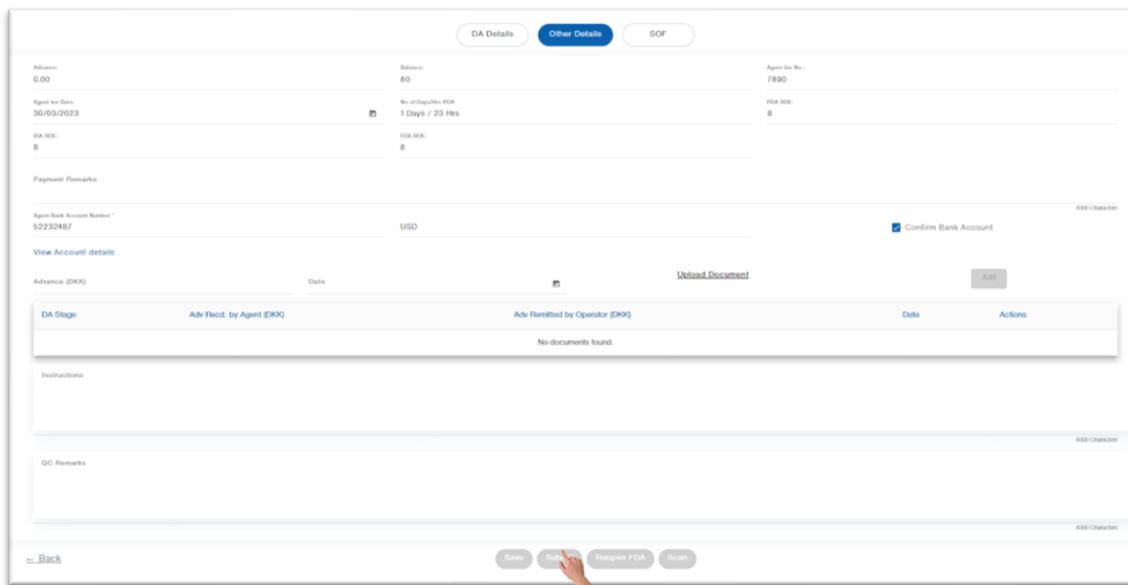
The screenshot shows a software interface for managing invoices. At the top, there are tabs for 'Suppliers', 'IDA', and 'FDA'. Below these, there are sections for 'Agent Quote' and 'System Quote', and a specific section for 'Diabos Quote'. The main area is a grid of invoices. Each invoice row contains columns for 'amount', 'Inv', 'Amount', 'Quantity', 'Rate', 'Working', 'Sys Invoice', 'Page No', and 'Cost Saving'. The first invoice has values: amount 100.00, Inv 111.00, 1, Amount 222.00, Quantity 2, Rate 111.00, Working 222.00, Sys Invoice 1, Page No 1, and Cost Saving +. The second invoice has values: amount 100.00, Inv 131.00, 3, Amount 131.00, Quantity 1, Rate 131.00, Working 131.00, Sys Invoice 2, Page No 2, and Cost Saving +. The third invoice has values: amount 100.00, Inv 141.00, 3, Amount 141.00, Quantity 1, Rate 141.00, Working 141.00, Sys Invoice 5, Page No 5, and Cost Saving +. At the bottom right of the grid, it says '© Copyright, 2023 DIA'.

**Step 53(a):** Click on 'Upload & View Document' to upload the invoice.

**Step 53(b):** Enter the page number (from the invoice) against the cost item.

**Step 53(c):** Select the checkbox against the page number.

**Step 53(d):** Click on 'Scan' the document.



The screenshot shows a software interface for managing agent bank accounts. It includes sections for 'DA Details', 'Other Details', and 'SOF'. Under 'DA Details', there are fields for 'Advance', 'Balance', 'Agent Inv No.', and 'POA Inv No.'. Under 'Other Details', there are fields for 'Agent Bank Account Number', 'Bank Name', and 'Confirm Bank Account'. There is also a 'View Account details' section with a table for 'DA Stage', 'Adv Recd. by Agent (D90)', 'Adv Remitted by Operator (D90)', 'Date', and 'Actions'. The table shows 'No documents found.' Under 'Instructions' and 'Q/C Remarks', there are text input fields. At the bottom, there are buttons for 'Save', 'Print', 'Reopen FDA', and 'Scan'. A red arrow points to the 'Scan' button.

**Step 54:** Review the other details submitted by the agent.

The screenshot shows the eFMS software interface for managing FDA submissions. The top navigation bar includes 'DA Details', 'Other Details', and 'SOF'. The main form contains fields for Advance (0.00), Balance (80), Agent Inv Date (30/03/2023), No. of Days/Hrs (1 Days / 23 Hrs), Agent Inv No. (T890), PDA ID (8), Payment Remarks, Agent Bank Account Number (52232487), View Account details, and USD currency. Below these are sections for DA Stage, ADR Recd. by Agent, ADR Remitted by Operator, Date, Actions, Instructions, QC Remarks, and document upload (Upload Document, Attach). At the bottom right, there are buttons for 'Save', 'Submit', 'Reopen FDA', and 'Scan'. A hand cursor is hovering over the 'Save' button.

**Step 55:** Review the SOF submitted by the agent.

**Step 56:** Click ‘Save’ to save the FDA.

**Step 57(a):** Click ‘Submit’ to submit the FDA.

**Note:** The status of portcall is described as ‘FDA in QC’.

**Step 57(b):** Click on ‘Reopen FDA’ to request the agent to rework on the FDA.

## Send to Operator:

The screenshot shows the Portcall software interface for managing Forwarder Disbursement Agreements (FDAs). The top header includes fields for Portcall No., Voyage No., Vessel, Legal Entity, Portcall Type, Activity, Worldscale No., and Short Sea No. Below the header, a sub-header shows 'Salvage Plan' set to 'Aalborg', 'AIS ETA - | ETD -', and 'ATA - 23/03/29 09:00 PM | ATD - 23/03/31 09:01 PM'. A central panel displays a '1001 DA Number : GLD2301218-OPB' entry from 'Alliance Shipping Service...' with a green 'FDA' button. To the right, a dashed box highlights the 'Agent / Vendor' section. The main content area contains a table for cost heads, with one row selected for 'Agency Expenses DKK0.00'. The table includes columns for Remarks, Terminal / Berth, Suppliers, PDA + APDA +, IDA, FDA, and various quote options. At the bottom, there are buttons for 'Save', 'Send to Operator' (which is being clicked by a cursor), 'Reopen FDA', 'Modify', 'QC Reject', and 'Back'.

**Step 58(a):** Click on 'Save' to save the FDA.

**Step 58(b):** Click on 'Send to Operator' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**FDA Submitted for Approval**'.

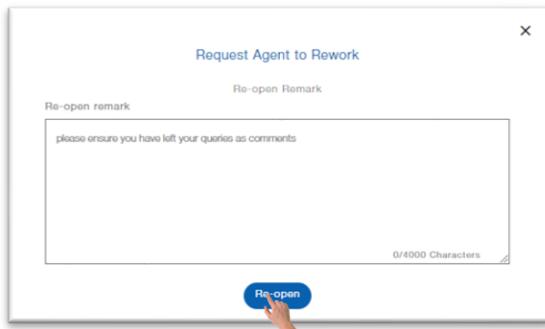
**Note:** Operator receives the FDA, reviews and acts on it.

**Step 58(c):** Click on 'Modify' to enable 'Reopen FDA' button.

**Step 58(d):** Click on 'Reopen FDA' to request the agent to rework on the FDA. Refer [section 3.3.19](#).

**Step 58(e):** Click on 'QC Reject' to reject the FDA. Refer [section 3.3.20](#).

### 3.3.22 Modify/Reopen FDA



**Step 58(d.1):** Enter remarks for the Agent.

**Step 58(d.2):** Click on 'Reopen'.

**Note:** The status of portcall is described as '**FDA Rejected**'.



### 3.3.23 FDA QC Reject

The screenshot shows the Portcall WIP screen. At the top, it displays portcall details: Portcall No.: GLD2301218, Voyage No.: 899990, Vessel: BOW SPRING, Legal Entity: Goldstar Legal Sub, Portcall Type: Non-Commercial, Activity: Loading, and Worldscale No.: No. Below this, it shows the port call from Aalborg to Aalborg with AIS ETA/ETD/ATA/ATD information. A modal window titled '1001 DA Number : GLD2301218-0P6' is open, showing 'Alliance Shipping Service...' and a green 'FDA' button. The main WIP screen shows a table of costs with columns for Remarks, Terminal - Berth, Suppliers, PDA + APDA +, IDA, FDA, and Upload or View Documents. The bottom right of the table has buttons for Agent Quote, System Quote, and Diabos Quote. The cost table includes rows for Agency Expenses (DKK0.00), Agency Communication (AG-000), Agency Fees (AG-999), and Charterers Expenses (DKK0.00). The bottom navigation bar includes Back, Save, Send to Operator, Reopen PDA, Modify, QC Reject, and Reset. A hand cursor is hovering over the 'QC Reject' button.

**Step 58(e.1): Click on 'QC Reject'.**

The screenshot shows the QC Remarks screen. It has a text area for 'QC Remarks' containing the text 'pls rework on the portcall.' and a character limit of 4000 characters. Below the text area are buttons for Back, Save, Send to Operator, Reopen PDA, Modify, and QC Reject. A hand cursor is hovering over the 'QC Reject' button.

**Step 58(e.2): Enter QC Remarks.**

**Step 58(e.3): Click on 'QC Reject'.**

**Note:** The status of portcall is described as '**FDA Rejected by QC**'.

**Note:** Pick the portcall from WIP Screen and modify the portcall.

### 3.3.24 Accept FDA on Behalf of Operator

The screenshot shows a portcall management interface for a vessel named 'Vessel' (Voyage No. 7689087) at terminal 'Aalborg'. The portcall type is 'Non-Commercial' and the activity is 'Loading'. The legal entity is 'TSL Maritime Pte Ltd'. The portcall number is 1001, and the DA Number is 10L2301368. The AIS ETA is 10/04/2023, 3:01 PM, and the ATD is 15/04/2023, 3:01 PM.

The main section displays a table of costs and fees:

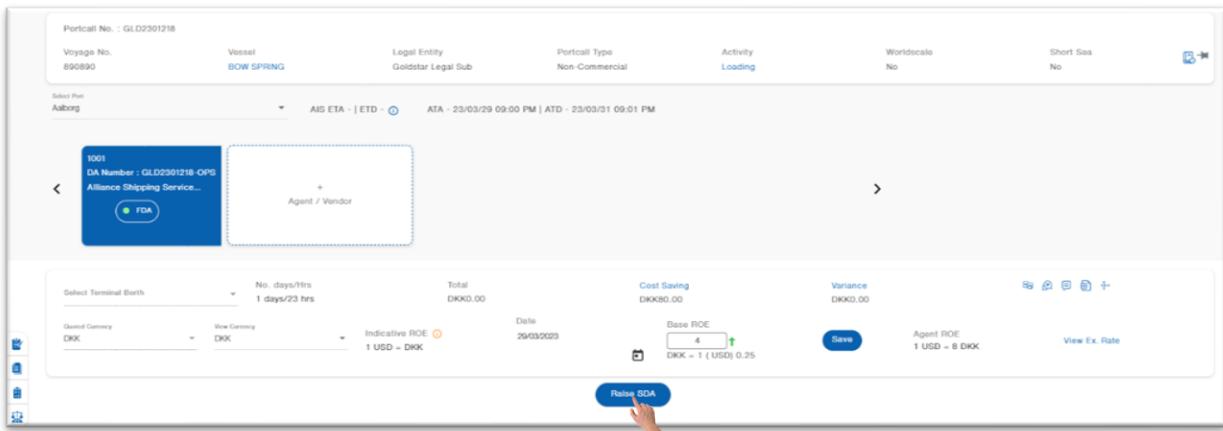
Remarks	Terminal - Berth	Suppliers	FDA	Upload or View Documents										
+ Add Cost Head			Agent Quote	System Quote	Diabos Quote									
20' Dry Containers €50.00	Select Terminal Berth		amount	inv	Amount	Quantity	Rate	Working	Sys Invoice	Page No	Cost Saving			
(Nautical) Charts & Publications 1	Select Berth	AALBORG PORTLAND	50.00		0	50.00	1	50.00	50.00	1	50.00			
Total			€50.00	0.00	€50.00									
Advance Paid			€0.00	0.00	€0.00									
Balance			€50.00	0.00	€50.00									

At the bottom right of the table, there are buttons for 'Save', 'Submit', 'Accept behalf of Operator' (which is highlighted with a cursor), 'Reserve FDA', and 'Scan'.

**Step 59:** Click on ‘Accept on behalf of Operator’ to accept the FDA.

**Note:** The status of portcall is described as ‘FDA Accepted’.

### 3.3.25 Raise Secondary Disbursement Accounting (SDA)



The screenshot shows the Portcall software interface for raising Secondary Disbursement Accounting (SDA). The top header displays Portcall No.: GLD2301218, Voyage No.: 890890, Vessel: BOW SPRING, Legal Entity: Goldstar Legal Sub, Portcall Type: Non-Commercial, Activity: Loading, Worldscale: No, and Short Sea: Yes.

The main area shows a list of entries, with the first entry highlighted. The entry details are: ID: 1061, DA Number: GLD2301218-OPG, Alliance Shipping Service..., and Agent / Vendor: FDA.

Below the list, there are input fields for Select Terminal Berth (DKK), No. days/Hrs (1 days/23 hrs), Total (DKK0.00), Cost Saving (DKK0.00), Variance (DKK0.00), and a currency converter section for Quoted Currency (DKK) and View Currency (DKK) with an Indicative ROE (1 USD = DKK).

The bottom right corner features a large blue button labeled "Raise SDA" with a hand cursor icon pointing at it. Other buttons include "Save", "Agent ROE", and "View Ex. Rate".

**Step 60:** Click on 'Raise SDA' to raise SDA.

### 3.3.26 SDA Audit

Portcall No. : GLD230121B  
Voyage No. : 890890  
Vessel : BOW SPRING  
Legal Entity : Goldstar Legal Sub  
Portcall Type : Non-Commercial  
Activity : Loading  
Worldscale : No  
Short Sea : No

Select Port : Aalborg AIS ETA - ETD : ATA - 23/03/29 09:00 PM | ATD - 23/03/31 09:01 PM

1001 DA Number : GLD230121B-OPG Alliance Shipping Service... FDA

+ Agent / Vendor

Select Terminal Berth : No. days/Hrs : 1 days/23 hrs Total : \$0.00

Quoted Currency : View Currency : Indicative ROE : 1 USD = Date : 29/03/2023 Base ROE : 4 Agent ROE : 1 USD = 8

Save View Ex. Rate

**DA Details** Other Details

Remarks	Terminal - Berth	Suppliers	IDA +	FDA +	SDA - 1	Upload or View Documents
Miscellaneous Expenses OWN-999	Select Terminal Berth		0.00	0.00	0.00 0.00	0.00 0.00
Port Expenses	Select Terminal Berth		0.00	0.00	0.00 0.00	0.00 0.00
Anchorage Dues PORT-999	Select Terminal Berth		0.00	0.00	0.00 0.00	0.00 0.00
Berth Dues PORT-999	Select Terminal Berth		0.00	0.00	0.00 0.00	0.00 0.00
Clearance Expenses PORT-999	Select Terminal Berth		0.00	0.00	0.00 0.00	0.00 0.00

Back Save Submit Cancel

**Step 60:** Diabos to enter SDA quote.

**Step 61:** Upload the invoice.

## Upload & View Document:

All	Suppliers	IDA	FDA	Upload or View Documents												
				Agent Quote		System Quote	Diabos Quote									
				amount	Inv		Amount	Quantity	Rate	Working	Sys Invoice	Page No	Cost Saving			
				100.00	111.00	1	0	222.00	↑		2	111.00	222.00		1	↔ □ + ↗
				100.00	131.00	3	0	131.00		1	131.00	131.00		2	↔ □ + ↗	
				100.00	141.00	3	0	141.00		1	141.00	141.00		5	↔ □ + ↗	

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**Step 61(a):** Click on ‘Upload & View Document’ to upload the invoice.

**Step 61(b):** Enter the page number (from the invoice) against the cost item.

**Step 61(c):** Select the checkbox against the page number.

**Step 61(d):** Click on ‘Scan’ the document.

DA Details      Other Details

Advance: 0.00      Balance: 0      Agent Inv No.:

Agent Inv Date:      Value Transfer On:      Inv No.: 8

ISB No.: 8      FOB No.: 8

Payment Remarks

Agent Bank Account Number: 522204601 USD      Confirm Bank Account

View Account details

Advance (USD)      Date      Upload Document

DA Stage	Adv Recd. by Agent (USD)	Adv Remitted by Operator (USD)	Date	Actions
No Records found.				

Instructions

QC Remarks

Back      Save      Submit      Scan

**Step 62:** Click on ‘Save’ to save the SDA.

**Step 63:** Click on ‘Scan’ to scan the invoice.

**Step 64:** Click on ‘Submit’ to submit the SDA.

**Note:** The status of portcall is described as ‘SDA in QC’.

## Send to Operator:

The screenshot shows the Portcall software interface for managing shipping documents. At the top, it displays portcall details: Portcall No.: GLD230121B, Voyage No.: 690890, Vessel: BOW SPRING, Legal Entity: Goldstar Legal Sub, Portcall Type: Non-Commercial, Activity: Loading, Worldscale No., and Short Sea No. Below this, it shows the port call point: Aalborg, with AIS data: ETA - 23/03/29 09:00 PM | ETD - 23/03/31 09:01 PM.

In the center, there's a section for 'Agent / Vendor' with a note: 'DA Number : GLD230121B-S1 Alliance Shipping Service...'. To the right, there's a 'Base ROE' calculator showing 4 (EUR = 1 USD) 0.25. Below this, there are buttons for 'DA Details' and 'Other Details'.

The main area features a table for 'Cost Heads' with columns for Remarks, Terminal - Berth, Suppliers, IDA +, FDA +, SDA - 1, and 'Upload or View Documents'. The table includes rows for Agency Expenses, Agency Communication AG-999, Agency Fees AG-999, Charterers Expenses, and Cargo Dues CHR-999. Each row has a 'Select Terminal Berth' dropdown and a grid for entering amounts, quantities, rates, working days, and system invoices.

At the bottom, there are buttons for 'Back', 'Save', 'Send to Operator' (which is highlighted with a red arrow), 'Modify', 'QC Reject', and 'Print'.

**Step 65(a):** Click on '**Send to Operator**' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**SDA Request Submitted**'.

**Note:** Operator receives the SDA, reviews and acts on it.

**Step 65 (b):** Click on '**Modify**' to modify the SDA and submit it again for QC. Refer [section 3.3.24.](#)

**Step 65 (c):** Click on '**QC Reject**' to reject the SDA. Refer [section 3.3.25.](#)

### 3.3.27 Modify SDA

The screenshot shows the Portcall software interface for modifying an SDA (Supplier Daily Agreement). The top navigation bar includes fields for Portcall No., Voyage No., Vessel, Legal Entity, Portcall Type, Activity, and Worldscale. Below this, a header section shows the DA Number (GLD2301218-S1) and the vessel name (BOW SPRING). The main content area is divided into sections for Agent / Vendor and Terminal Berth. The Agent / Vendor section shows a base ROE of 4 (1 USD = 0.25 EUR). The Terminal Berth section lists various expense categories (Agency Expenses, Agency Communication, Agency Fees, Charterers Expenses, Cargo Dues) with their respective amounts and rates. At the bottom, there are buttons for Back, Save, Send to Operator (highlighted with a red arrow), Modify (also highlighted with a red arrow), QC Reject, and Close.

**Step 65(b.1):** Modify the quotes for SDA.

**Step 65(b.2):** Click 'Save' to save the SDA.

**Step 65(b.3):** Click on 'Send to Operator' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**SDA Request Submitted**'.

**Note:** Operator receives the SDA, reviews and acts on it.

### 3.3.28 SDA QC Reject

Portcall No. : GLD2301218  
Voyage No. 899890 Vessel BOW SPRING Legal Entity Goldstar Legal Sub Portcall Type Non-Commercial Activity Loading Worldscale No Short Sea No

Select Port: Aalborg AIS ETA - | ETD - ATA - 23/03/29 09:00 PM | ATD - 23/03/31 09:01 PM

1001 DA Number : GLD2301218-S1 Alliance Shipping Service... Agent / Vendor

Select Terminal Berth No. days/Hrs Total  
1 days/23 hrs EUR 1 day/0.25 hrs

Base ROE 4 EUR = 1 ( USD ) 0.25 Save Agent ROE 1 USD = 8 EUR View Ex. Rate

DA Details Other Details

Remarks	Terminal - Berth	Suppliers	IDA +	FDA +	SDA - 1	Upload or View Documents
+ Add Cost Head	Select Terminal Berth					System Quote Diabos Quote
Agency Expenses	Select Terminal Berth					Amount Quantity Rate Working Sys Invoice Page No
Agency Communication AG-999	Select Terminal Berth		10.00	80.00	0.00	50.00
Agency Fees AG-999	Select Terminal Berth		0.00	0.00	0.00	1.00
Charterers Expenses	Select Terminal Berth		0.00	0.00	0.00	0.00
Cargo Dues CHI-999	Select Terminal Berth		0.00	0.00	0.00	0.00

Back Save Send to Operator Modify QC Reject Close

**Step 46(c.1): Click on 'QC Reject'.**

QC Remarks  
Pts rework on the portcall.

Save Send to Operator Reopen PDA Modify QC Reject Close

**Step 46(c.2): Enter QC Remarks.**

**Step 46(c.3): Click on 'QC Reject'.**

**Note:** The status of portcall is described as '**SDA Rejected by QC**'.

**Note:** Pick the portcall from WIP Screen and modify the portcall.

### 3.3.29 Accept SDA on Behalf of Operator

The screenshot shows the Portcall software interface for accepting an SDA (Supplier Data Agreement) on behalf of the operator. At the top, it displays port call details: Portcall No.: TIL2301418, Voyage No.: Vessel Rio Olympus, Legal Entity: TIL Maritime Pte Ltd, Portcall Type: Commercial, Activity: Loading, and Short Sea: No. The timeline shows AIS ETA - 19/04/2023, 4:16 PM | ATO - 22/04/2023, 4:16 PM.

In the center, there's a section for '1001 DA Number : TIL2301418-51 China Ocean Shipping Agent... Submit FDA on behalf of Agent'. Below this, there are fields for 'Select Terminal Berth' (set to '6 days/29 hrs'), 'Base ROE' (set to '3 USD = 1 CNY 0.333'), and currency conversion rates ('Indicative ROE' 1 CNY = 0 USD). Buttons for 'Save', 'Accept', and 'Close' are visible.

The main table area shows a list of items, including '20' Dry Containers' with a quantity of 1. The table includes columns for Remarks, Terminal Berth, Suppliers, IDA +, FDA +, SDA - 1, and various status indicators. A 'Remarks' row for '20' Dry Containers' has a note about '(Nautical) Charts & Publications'.

At the bottom, a large blue button labeled 'Accept on behalf of Operator' is highlighted with a hand cursor, indicating the action to be taken.

**Step 59:** Click on ‘Accept on behalf of Operator’ to accept the SDA.

**Note:** The status of portcall is described as ‘SDA Accepted’.

### 3.3.30 Create Portcall for VI

**Step 1:** Create voyage as described in Step 1 – Step 16. Refer [section 3.1](#).

The screenshot shows the Portcall software interface for creating a new portcall. It includes fields for Port Call No.: GLD2301126, Voyage No., Vessel: Rio Fortune, Vessel Manager: Cruise Carriers, Legal Entity: Silver Star Test, Port: Singapore, Select Terminal/Canal Direction, Portcall Type: Non-Commercial, Portcall VMS ID, and Activity: Loading\_Canal Transit.

The timeline shows ETA - | ETD - | OETA - 16/03/23 05:09 PM | OETD - 23/03/23 05:17 PM |

Below this, there are two boxes: '1001-OP9 AGENT Alliance Shipping Services Co Ltd - (Agent Appointed)' and '1002-CW1 Not Identified - Agent/Agent/Vendor'. A 'Next' button is visible at the bottom of the screen.

**Step 2:** Select ‘Vendor’.

**Step 3:** Select the ‘Type of DA as VI’.

**Step 4:** Select the checkbox against the activity.

**Step 5:** Select the **Operator Name** using the dropdown.

**Step 6:** Click on ‘Next’ button.

#### Select Vendor:

The screenshot shows a user interface for selecting a vendor. At the top, there are three tabs: 'General Details', 'Select Vendor' (which is currently selected), and 'Special Instructions'. Below the tabs is a search bar labeled 'Search...'. Underneath the search bar is a table with columns: 'Vendor Name', 'Agreement', 'Cargo Types Handled', 'Port Calls Handled', and 'Status'. Two rows are visible: 'British Defence Singapore Supp...' and 'Dan-Bunkering Ltd'. The row for 'Dan-Bunkering Ltd' has a hand cursor hovering over its checkbox. At the bottom of the table, there are pagination controls: 'Items per page: 5', '1–2 of 2', and navigation arrows. A large blue rectangular box surrounds the entire vendor selection section.

**Step 7:** Select Vendor.

#### Special Instructions:

The screenshot shows a user interface for entering special instructions. At the top, there are three tabs: 'General Details', 'Select Vendor' (selected), and 'Special Instructions'. Below the tabs, the 'Vendor Name' field contains 'Dan-Bunkering Ltd'. Under 'Special Instructions (Optional)', there is a file upload area with a dashed border and a cloud icon, containing the placeholder text 'Drag and Drop File or [Click here](#) to Browse File'. To the right of the upload area is a table with columns: 'Doc. Name', 'Date and Time', and 'Action'. At the bottom of the screen are two buttons: a blue 'Save' button with a hand cursor hovering over it, and a blue 'Submit' button below it. A large blue rectangular box surrounds the entire special instructions section.

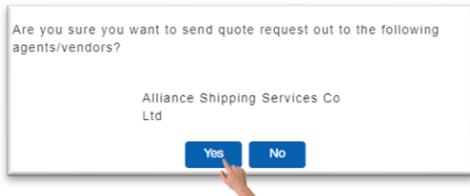
**Step 8:** Click on ‘Save’ to save the details.

**Step 9:** Click on ‘Submit’ to submit the portcall for VI

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### Submission of VI:



**Step 10(a):** Click on ‘Yes’ to submit the portcall for VI.

**Step 10(b):** Click on ‘No’ to submit the portcall for VI.

**Note:** The VI is sent to the vendor for knowing the tariff. Post Diabos acceptance the VI is sent to the operator for review and acceptance.

### VI Receipt:

**Note:** Find the Portcall for VI from the VI Receipt and Move it to Allocation.

**Step 11:** For steps refer [section 3.8.3](#)

## Vendor Quotes:

Portcall No. : GLD2301382

Voyage No.	Vessel	Legal Entity	Portcall Type	Activity	Worldscale	Short Sea
5579	BOW SPRING	Goldstar Legal Sub	Non-Commercial	Crew Change	No	No

Select Port: Qingdao      AIS ETA - | ETD - ⓘ      ETA - 11/04/2023, 10:54 AM | ETD - 18/04/2023, 10:54 AM ⓘ

1001  
 DA Number : GLD2301382-VI-CRW

+
   
 Agent / Vendor

< >

Select Terminal Berth      Total \$3.00

Quoted Currency: USD
View Currency: USD
Base ROE: 1

USD = 1 ( USD)

DA Details
Other Details

Remarks	Terminal - Berth	VI							<a href="#">Upload or View Documents</a>			
1st Head		System Quote		Diabos Quote ⓘ								
		Amount	Quantity	Rate	Working	Sys Invoice	Page No					
: OWNR-1	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Select Terminal Berth</span> </div> <div style="border: 1px solid #ccc; padding: 5px; border-top: none;"> <span>Select Terminal Berth</span>  <span>BERTH # 68</span> </div>	0.00	3.00	1	3	3.00	23	<input checked="" type="checkbox"/>	1			
: OFF OWNR-1	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Select Terminal Berth</span> </div> <div style="border: 1px solid #ccc; padding: 5px; border-top: none;"> <span>Select Terminal Berth</span>  <span>BERTH # 68</span> </div>	0.00	0.00	0	0.00	0.00	0	<input type="checkbox"/>				
: OWNR-1	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Select Terminal Berth</span> </div> <div style="border: 1px solid #ccc; padding: 5px; border-top: none;"> <span>Select Terminal Berth</span>  <span>BERTH # 68</span> </div>	0.00	0.00	0	0.00	0.00	0	<input type="checkbox"/>				
: Paid		0.00	\$3.00	<span></span> <span></span> <span></span>								
: Paid		0.00	\$0.00	<span></span> <span></span> <span></span>								

[← Back](#)
Save
Submit
Scan

**Step 12:** Enter vendor invoice quotes and other details.



### Upload & View Document:

The screenshot shows a software interface for managing documents. At the top, there are two tabs: 'DA Details' (highlighted in blue) and 'Other Details'. Below these tabs is a table with several columns. The first column is 'Remarks' and the second is 'Terminal - Berth'. The third column is 'VI' which contains a link labeled 'Upload or View Documents' with a red hand cursor pointing at it. The fourth column is 'System Quote' and the fifth is 'Diabos Quote'. The sixth column is 'Amount' and the seventh is 'Quantity'. The eighth column is 'Rate' and the ninth is 'Working'. The tenth column is 'Sys Invoice' and the eleventh is 'Page No'. At the bottom of the table, there is a row for 'OWNR-1' with a 'Scan' icon. The 'BERTH # 68' field contains 'Select Terminal Berth'. The 'Amount' field has '0.00', 'Quantity' has '3.00', 'Working' has '1', 'Sys Invoice' has '3', and 'Page No' has '23'. There are also checkboxes next to '1', '3', and '23'. To the right of these fields are icons for 'Scan', 'Print', and 'Delete'.

**Step 13(a):** Click on '**Upload & View Document**' to upload the invoice.

**Step 13(b):** Enter the page number (from the invoice) against the cost item.

**Step 13(c):** Select the checkbox against the page number.

**Step 13(d):** Click on '**Scan**' the document.

**Send to Operator:**

The screenshot shows the 'DA Details' tab selected in a software interface. At the top, there are tabs for 'DA Details' and 'Other Details'. Below the tabs is a table with columns for Remarks, Terminal - Berth, VI, and 'Upload or View Documents'. The 'VI' column contains several rows of data, each with a 'System Quote' section and a detailed breakdown of amounts, quantities, rates, and working details. The rows include 'Crewing', 'Crew Expenses OWNR-1', 'Crew Sign on/off OWNR-1', 'Fresh Water OWNR-1', 'Total', and 'Advance Paid'. At the bottom of the table, there are buttons for 'Save', 'Send to Operator' (which has a red arrow pointing to it), 'Modify', 'QC Reject', and 'Scan'.

**Step 14(a):** Click on '**Save**' to save the VI.

**Step 14(b):** Click on '**Send to Operator**' to send it to the operator for acceptance.

**Note:** The status of portcall is described as '**VI Submitted for Approval**'.

**Note:** Operator receives the VI, reviews and acts on it.

**Step 14(c):** Click on '**Modify**' to modify VI. Refer [section 3.3.27](#)

**Step 14(d):** Click on '**QC Reject**' to reject the PDA. Refer [section 3.3.28](#)

### 3.3.31 Modify VI

DA DetailsOther Details

	Remarks	Terminal - Berth	VI		Upload or View Documents					
+ Add Cost Head			System Quote	Diabos Quote						
					Amount	Quantity	Rate	Working	Sys Invoice	Page No
Crewing		Select Terminal Berth								
Crew Expenses	OWNR-1	BERTH # 68	0.00	3.00	1	3	3.00	23	0	1
Crew Sign on/off	OWNR-1	BERTH # 68	0.00	0.00	0	0.00	0.00		0	
Fresh Water	OWNR-1	BERTH # 68	0.00	0.00	0	0.00	0.00		0	
Total			0.00	\$3.00						
Advance Paid			0.00	\$0.00						

[← Back](#) Save Send to Operator Modify QC Reject Scan



**Step 14(c.1):** Click on 'Modify' to modify the portcall and save the details.

### 3.3.32 VI QC Reject

The screenshot shows a software interface for managing portcalls. At the top, there are tabs for 'DA Details' and 'Other Details'. Below this is a table with the following data:

	Remarks	Terminal - Berth	VI	Upload or View Documents						
+ Add Cost Head			System Quote	Diabos Quote 0						
					Amount	Quantity	Rate	Working	Sys Invoice	Page No
Crewing		Select Terminal Berth								
Crew Expenses	OWNR-1	BERTH # 68	0.00	3.00	1	3	3.00	23	0	1
Crew Sign on/off	OWNR-1	BERTH # 68	0.00	0.00	0	0.00	0.00		0	
Fresh Water	OWNR-1	BERTH # 68	0.00	0.00	0	0.00	0.00		0	
Total			0.00	\$3.00						
Advance Paid			0.00	\$0.00						

At the bottom of the table, there are several buttons: 'Back', 'Save', 'Send to Operator', 'Modify', 'QC Reject' (which has a hand cursor over it), and 'Scan'.

**Step 14(d.1):** Click on 'QC Reject'.

**Step 14(d.2):** Enter QC Remarks.

**Step 14(d.3):** Click on 'QC Reject'.

**Note:** The status of portcall is described as '**VI Rejected by QC**'.

**Note:** Pick the portcall from WIP Screen and modify the portcall.

### 3.3.33 Additional Funding

The screenshot shows the Portcall software interface for managing additional funding. At the top, it displays port call details: Portcall No.: GLD2301201, Voyage No.: yulop, Vessel: BOW SPRING, Legal Entity: Goldstar Legal Sub, Portcall Type: Non-Commercial, Activity: Loading, and Worldscale: No. Below this, it shows the port: Aalborg and the ETA/ETD: ETA - 27/03/2023, 3:50 PM | ETD - 31/03/2023, 3:50 PM. A sidebar on the left lists 'DA Number: GLD2301201-ACC' and 'Alliance Shipping Service...'. In the center, there's a section for 'Agent / Vendor' with a 'PDA' button. Below this, there are fields for 'Select Terminal Berth', 'No. days/hr', 'Total', 'Cost Saving', 'Variance', and currency conversion rates (Base ROE: EUR = 1 (USD) 0.333, Agent ROE: 1 USD = 6 EUR). At the bottom, there are two buttons: 'Raise Additional Funding' (which has a hand cursor over it) and 'Raise APDA'.

**Step 1:** Click on 'Raise Additional Funding' to raise additional funding.

This is a modal dialog titled 'Raise Additional Funds'. It contains fields for 'Select DA': IDA, 'View Currency': EUR, and a note: '8 EUR = 1 (USD) Indicative based on Interbank Rate'. Below these are tables for 'Total DA Amount' (€10.00), 'Advance' (€1.00 (90%)), and 'Balance' (€9.00). At the bottom, there's a field for 'Additional Fund % of total DA amount' with a value of 100%, and a 'Save & Send for approval' button (which has a hand cursor over it).

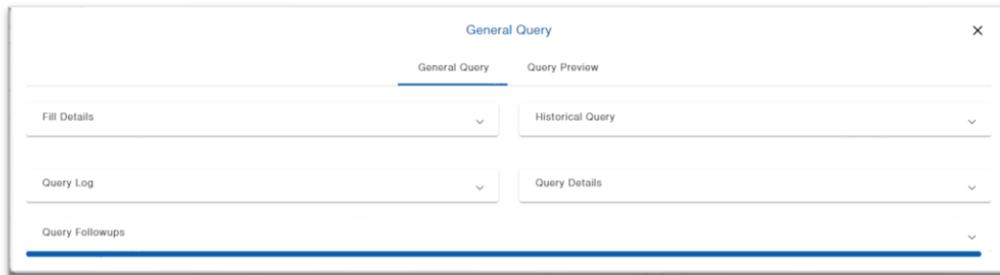
**Step 2:** Enter additional fund % of total DA amount.

**Step 3:** Click on 'Save & Send for Approval'.

**Note:** The approval is sent to the operator for approval.

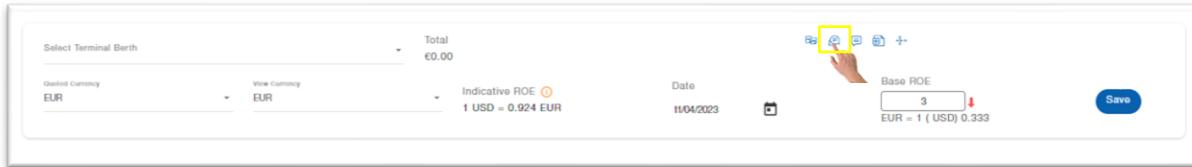
### 3.3.34 DA Level Query

- DA Level Query consists of general query details, historical queries, query log and query follow ups.



#### Raise DA Level Query:

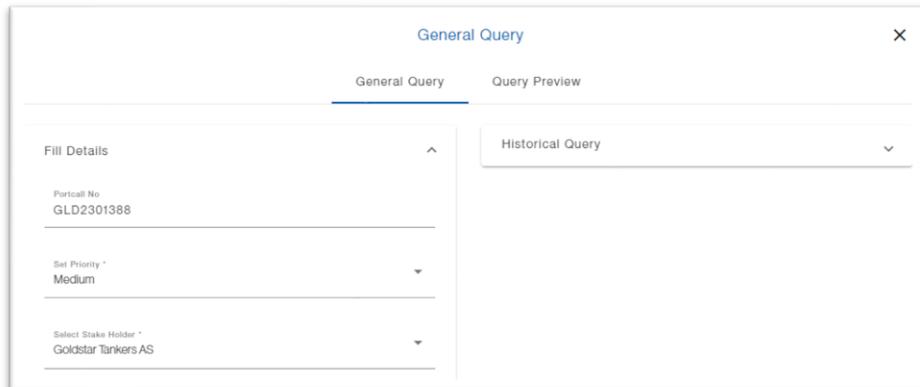
- The queries regarding the entire portcall/DA can be raised.



**Step 1:** Click on icon to raise a DA Level Query.

#### General Query:

- Details with regard to the portcall, concerned stakeholder, it's priority and description is detailed.



General Query

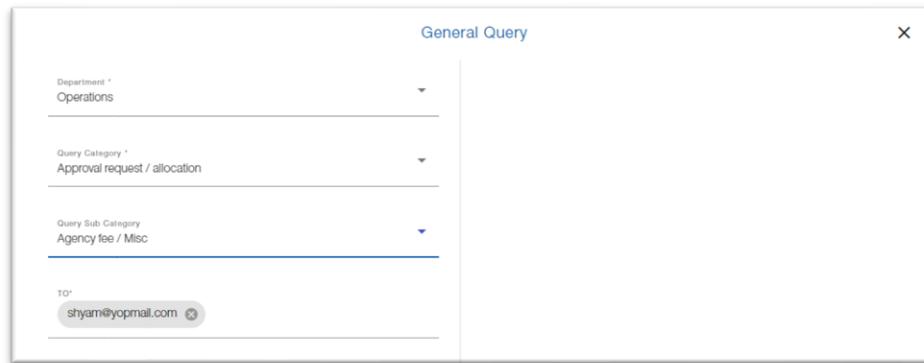
Department : Operations

Query Category : Approval request / allocation

Query Sub Category : Agency fee / Misc

TO : shyam@yopmail.com

X



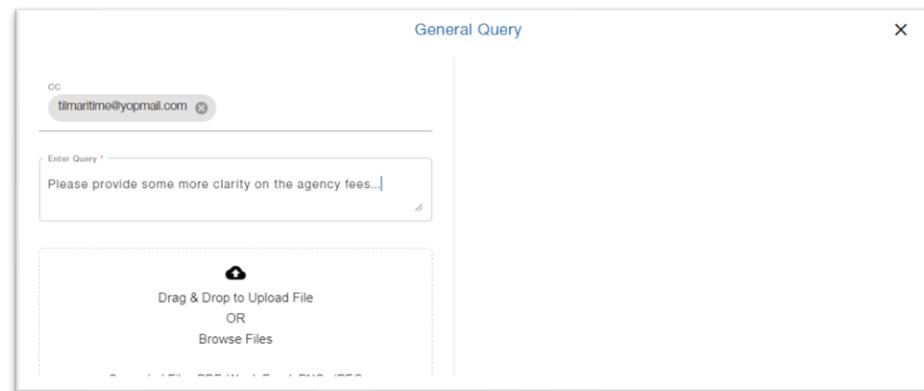
General Query

CC : timartime@yopmail.com

Enter Query : Please provide some more clarity on the agency fees...

Drag & Drop to Upload File  
OR  
Browse Files

X



General Query

Browse Files

Supported File : PDF, Word, Excel, PNG, JPEG

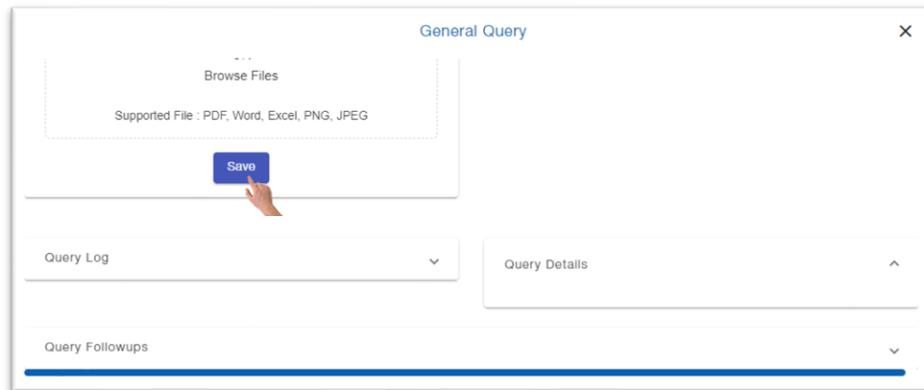
Save

Query Log

Query Details

Query Followups

X



**Step 2:** Fill in the general query details.

**Step 3:** Enter the query description in the space.

**Step 4:** Attach required document.

**Note:** Raising multiple queries for the same portcall at the same time is also possible.

### **Response:**

- Responding to the query is the response to the query.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'tryulakpolysgf'. Below it is another input field labeled 'Enter Reply \*'. At the bottom of this section are several buttons: 'Requery' (highlighted with a red circle), 'Response' (highlighted with a blue circle), 'Resolved', 'Withdraw', 'Accept', 'Reject', and 'Standard Response'. On the right, under 'Historical Query', there is a table with three rows of data. The columns are 'Sr.No.', 'Portcall', 'Country', 'Port', 'Agent/Operator', and 'Actions'. The first row shows: Sr.No. 1, Portcall SCM290157, Country Malaysia, Port Pasir Gudang, Agent/Operator Transmarine Nav., Actions View. The second row shows: Sr.No. 2, Portcall SCM290157, Country Malaysia, Port Pasir Gudang, Agent/Operator Transmarine Nav., Actions View. The third row shows: Sr.No. 3, Portcall SCM2901057, Country Malaysia, Port Pasir Gudang, Agent/Operator Inchcape Shipp., Actions View. Below the table are dropdown menus for 'Select Agent/Operator', 'Select Vessel', and 'Select Time Period', and a pagination control 'Items per page: 10 | 1-3 of 3 | < < > >'.

**Step 7(a):** Enter the response to the query in the space.

**Step 7(b):** Click on '**Response**' to reply for the query.

### **Re-query:**

- Raising query on the response to any previous query is called re-query.

This screenshot is identical to the one above, showing the 'General Query' interface. The 'Response' button has been clicked, changing its color to red. The rest of the interface, including the historical query table and other buttons, remains the same.

**Step 8(a):** Click on '**Requery**' to raise a query against the response.

A modal dialog box titled 'Requery Query' is shown. It contains a single text input field with the placeholder 'Please detail on agency cost'. At the bottom is a blue 'Requery' button, which is highlighted with a red circle.

**Step 8(b):** Enter requery description.

**Step 8(c):** Click on '**Requery**' to sent the query to an agent or a operator.

**Note:** After raising requery for a response, the icon changes to **red color**.

## Resolved:

- The query is closed by marking it as resolved.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'tryuakppokgl'. Below it is a 'Enter Reply' text area. At the bottom of this section are several buttons: 'Requery', 'Response', 'Resolved' (which is highlighted with a yellow box and a cursor), 'Withdraw', 'Accept', 'Reject', and 'Standard Response'. On the right, under 'Historical Query', there is a table listing three port calls. The first row shows: Sr.No. 1, Portcall SCM2301357, Country Malaysia, Port Pasir Gudang, Agent/Operator Transmarine Nav., and a 'View' link. The second row is similar. The third row shows: Sr.No. 3, Portcall SCM2301057, Country Malaysia, Port Pasir Gudang, Agent/Operator Inchcape Shipl., and a 'View' link. Below the table are buttons for 'Items per page' (set to 10) and navigation arrows (1-3 of 3).

**Step 9(a):** Click on '**Resolved**' to close the query.

The screenshot shows the 'DA Level Query' interface. It includes sections for 'Select Terminal Berth', 'No. days/Hrs' (1 day/0 hrs), 'Total MYR20,597.41', 'Cost Saving MYR0.00', 'Variance MYR0.00', and currency conversion fields ('Quoted Currency MYR', 'View Currency MYR', 'Indicative ROE 1 USD = MYR'). A date field shows '10/03/2023'. On the right, there is a 'Save' button with a yellow box and a cursor, and a 'View Ex. Rate' link. There are also icons for a magnifying glass, a document, and a plus sign.

**Note:** After closing the DA Level Query, the icon changes to **green color**.

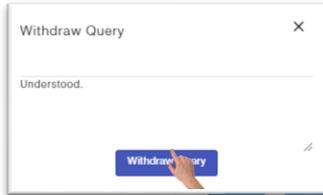
**Note:** The status of portcall is described as '**DA Type (PDA/IDA/FDA/SDA/APDA) Resolved**'.

## Withdraw:

- To pull out the query is called withdrawal of query.

The screenshot shows the 'General Query' interface, identical to the one in Step 9(a) but with the 'Withdraw' button highlighted with a yellow box and a cursor. The rest of the interface and data are the same as in the previous screenshot.

**Step 10(a):** Click on '**Withdraw**' to take back the query.

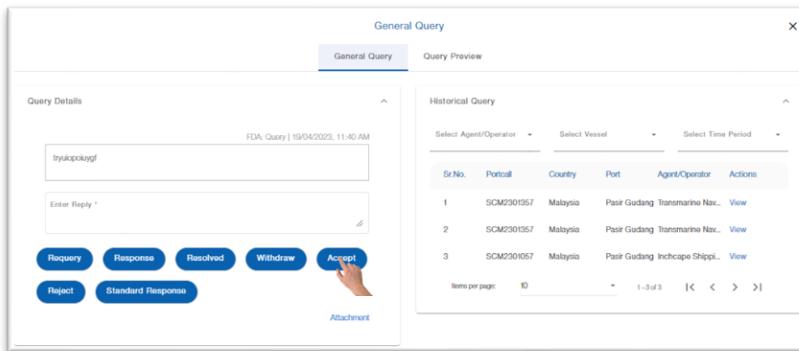


**Step 10(b):** Enter remarks.

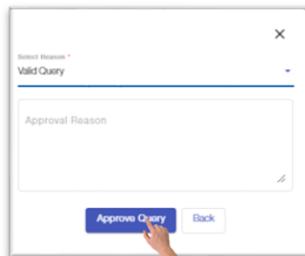
**Step 10(c):** Click on '**Withdraw Query**' to take back the query.

**Accept:**

- In case of a valid query, the query is accepted.



**Step 11(a):** Click on '**Accept**' to accept the query.



**Step 11(b):** Enter remarks.

**Step 11(c):** Click on '**Accept Query**' to accept the query.

## Reject:

- In case of an invalid query, the query is rejected.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'trytucopolygl' and a 'Reply' button. On the right, under 'Historical Query', there is a table with three rows of data. At the bottom of the screen, there is a row of buttons: 'Reject' (highlighted with a hand cursor), 'Standard Response', 'Resolved', 'Withdraw', and 'Accept'. The 'Reject' button is the one being clicked.

**Step 12(a):** Click on '**Reject**' to reject the query.



**Step 12(b):** Enter remarks.

**Step 12(c):** Click on '**Reject Query**' to reject the query.

## Standard Response:

- The response for a particular query is taken as a standard response.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'trytucopolygl' and a 'Reply' button. On the right, under 'Historical Query', there is a table with three rows of data. At the bottom of the screen, there is a row of buttons: 'Reject' (highlighted with a hand cursor), 'Standard Response', 'Resolved', 'Withdraw', and 'Accept'. The 'Standard Response' button is the one being clicked.

**Step 13(a):** Click on '**Standard Response**' to create a standard response for the query.



**Step 13(b):** Enter the details.

**Step 13(c):** Click on 'Save' to mark the response as a standard response for the query.

#### Query Preview:

- This displays the list of queries to be selected and sent to the concerned stakeholder.

**Step 14:** View query preview and select the query to be sent.

**Step 15:** Click on 'Send' to send the query to the agent/operator.

**Note:** After raising the DA Level Query, the icon changes to red color.

**Note:** The status of portcall is described as '**DA Type (PDA/IDA/FDA/SDA/APDA) RA(Response Awaited)**'.

**Note:** The respective stakeholder posts a reponse for the query.

**Note:** After responding to the DA Level Query, the icon changes to **yellow color**.

**Note:** The status of portcall is described as '**DA Type (PDA/IDA/FDA/SDA/APDA) RR(Received Response)**'.

### Historical Query:

- This lists down the queries raised in the past concerned to the stakeholder.

The screenshot shows the 'General Query' interface. On the left, there is a sidebar titled 'Fill Details' with fields for Portcall No (CNR2301290), Set Priority (Medium), Select Stake Holder, Department, and Query Category. On the right, under 'Query Preview', there is a section titled 'Historical Query' with a yellow border. It shows a table with two rows of historical queries. The columns are Sr.No., Portcall, Country, Port, Agent/Operator, and Actions. The first row has Portcall CNR2301137, Country Singapore, Port Singapore, Agent/Operator Alliance Shipp..., and Actions View. The second row has Portcall SCM2301267, Country Singapore, Port Singapore, Agent/Operator Inchcape Shipp..., and Actions View. Below the table are buttons for 'Items per page' (set to 10), '1-2 of 2', and navigation arrows.

Sr.No.	Portcall	Country	Port	Agent/Operator	Actions
1	CNR2301137	Singapore	Singapore	Alliance Shipp...	<a href="#">View</a>
2	SCM2301267	Singapore	Singapore	Inchcape Shipp...	<a href="#">View</a>

**Note:** Dropdowns are provided to select stakeholder and time period in order to filter the queries.

### Query Log:

- This lists the logs of queries raised for the cost item

The screenshot shows the 'General Query' interface. On the left, there is a sidebar titled 'Query Log' with a yellow border. It shows a table with one row of query log data. The columns are Sr.No., Query No, Raised By, and Raised To. The row has Sr.No. 1, Query No \_0170, Raised By SuperAdmin, and Raised To TIL\_maritime LL... On the right, there is a 'Query Details' section with a text input field containing 'what is the escalation status?' and a timestamp 'FDA: Query | 10/04/2023, 5:51 PM'. Below it is a 'Test' section with a timestamp 'Query undefined | 10/04/2023, 6:21 PM'. At the bottom, there is a 'Resolved<br>' section with a timestamp 'Query SuperAdmin | 10/04/2023, 6:22 PM' and an 'Attachment' button.

- The queries raised are logged here.



## Follow up:

- A track on the raised query is listed under the query follow up. The information regarding the sender and receiver of the query is reflected with the last follow up date along with a manual follow up information will be fetched from the timelines an action is done by the users.

Follow up Type	Sent By	Sent On	Query Sent To	Query Status
Email	Super/Admin	operator	NA	Scheduled

## Manual Follow up:

General Query

General Query      Query Preview

Query Details

Vt: Query | 11/04/2023, 12:55 PM

Please provide some more clarity on the agency fees...

Query undefined | 11/04/2023, 1:23 PM

PFA

Requery    Resolve    **Followup**    Standard Response

Attachment

**Step 16(a):** Click on '**Followup**' to create a manual follow up.

Create Manual Follow Up

Follow Up Type Date & Time Follow up To Follow up Status

Select Follow Up Type... Choose a date... Select Follow Up To... Select Department... Select Status...

Email 11/04/2023 Operator Operations Sent

To\*: shyam@yopmail.com

CC\*: tilmartim@yopmail.com

Add Description\*

Follow up!

Save

**Step 16(b):** Enter details and set timing for the follow up.

**Step 16(c):** Click on '**Save**' to activate the follow up.

Follow up Type	Sent By	Sent On	Query Sent To	Query Status
Email	Super/Admin	operator	NA	Scheduled



### 3.3.35 DA Cost Item Level Query

- DA Cost Item Level Query refers to the queries concerned to any cost item. DA Cost Item Level Query consists of general query details, historical queries, query log and query follow ups subjected to concerned stakeholder viz. Agent/Operator.

#### Agent Query Details:

The screenshot shows a 'Query Details' window for an Agent. It has three tabs at the top: 'Agent' (selected), 'Operator', and 'Query Preview'. Below the tabs are four expandable sections: 'Query Details', 'Historical Query', 'Query Log', and 'Query Followups'. A blue horizontal bar highlights the 'Query Followups' section.

#### Operator Query Details:

The screenshot shows a 'Query Details' window for an Operator. It has three tabs at the top: 'Agent', 'Operator' (selected), and 'Query Preview'. Below the tabs are four expandable sections: 'Fill Details', 'Historical Query', 'Query Log', and 'Query Details'. A blue horizontal bar highlights the 'Query Details' section.

#### Raise DA Cost Item Level Query:

- The queries regarding to cost item can be raised.

The screenshot shows a 'DA Details' screen for raising a DA Cost Item Level Query. At the top are tabs: 'DA Details' (selected), 'Other Details', and 'SOF'. Below is a table with columns: Remarks, Suppliers, PDA + APDA +, FDA, Agent Quote, System Quote, and Diabos Quote. The 'Agent Quote' column contains sub-columns: amount, inv, Amount, Quantity, Rate, Working, and Sys Invoice. A row for 'Dockage' is selected, indicated by a checked checkbox and a yellow box around the question mark icon next to it. Other rows include 'Vessel Expenses' and 'Other Port Charges'.

**Step 1:** Click on icon to raise a DA Cost Item Level Query.

## General Query:

- Details regarding any cost item, concerned stakeholder, it's priority and description is detailed.

The screenshot shows the 'Query Details' interface. On the left, under 'Fill Details', there are fields for 'Bill No.' (SCM2301057), 'Not Priority' (Medium), 'Select Stake Holder' (Techscape Shipping Services Sdn Bhd), 'Department' (N/A), 'Cost Head' (Vessel Expenses), 'Cost Item' (Dockage), 'Query Category' (Missing supportings), 'Query Sub Category' (Fare), 'M/T' (gish@ymail.com), and 'CC'. On the right, under 'Historical Query', there is a table header with columns: Sr.No, Portcall, Cost Item, Cost Head, Country, Port, Agent, and Actions. Below the table, it says 'No data found'. At the bottom, there is a pagination control with 'Items per page: 10' and navigation arrows.

The screenshot shows the 'Query Details' interface. On the left, there is a text input field labeled 'Enter Query' containing the text 'How to calculate cost per nautical miles?'. Below this is a dashed box with instructions: 'Drag & Drop to Upload File OR Browse Files'. It also specifies 'Supported File : PDF, Word, Excel, PNG, JPEG'. A blue 'Save' button is at the bottom of this section, with a red arrow pointing to it from the right.

**Step 2:** Fill in the general query details.

**Step 3:** Enter the query description in the space.

**Step 4:** Attach required document.

**Note:** Raising multiple queries for the same cost item at the same time is also possible.

## Response:

- Responding to the query is the response to the query.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'tryutopologf' and a text area labeled 'Enter Reply'. Below these are several blue rounded rectangular buttons with white text: 'Requery', 'Response', 'Resolved', 'Withdraw', 'Accept', 'Reject', and 'Standard Response'. A hand cursor is hovering over the 'Response' button. On the right, the 'Historical Query' section displays a table with three rows of data. The columns are 'Sr.No.', 'Portcall', 'Country', 'Port', 'Agent/Operator', and 'Actions'. The first row shows 'SCM230157' from 'Malaysia' at 'Pasir Gudang Transmarine Nav.' with a 'View' link. The second row shows 'SCM230157' from 'Malaysia' at 'Pasir Gudang Transmarine Nav.' with a 'View' link. The third row shows 'SCM230157' from 'Malaysia' at 'Pasir Gudang Inchcape Shipp...' with a 'View' link. Below the table are dropdown menus for 'Select Agent/Operator', 'Select Vessel', and 'Select Time Period', and a pagination control showing '1-3 of 3'.

**Step 7(a):** Enter the response to the query in the space.

**Step 7(b):** Click on ‘Response’ to reply for the query.

**Re-query:**

- Raising query on the response to any previous query is called re-query.

This screenshot is similar to the one above, showing the 'General Query' interface. The 'Query Details' and 'Historical Query' sections are identical. However, the row of response buttons at the bottom has been rearranged: 'Requery' and 'Reject' are now on the left, while 'Response', 'Resolved', 'Withdraw', and 'Accept' are on the right. A hand cursor is hovering over the 'Requery' button.

**Step 8(a):** Click on ‘Requery’ to raise a query against the response.

A modal dialog box titled 'Requery Query' is shown. It contains a single text input field with the placeholder 'Please detail on agency cost.' and a blue 'Requery' button at the bottom. A hand cursor is hovering over the 'Requery' button.

**Step 8(b):** Enter requery description.

**Step 8(c):** Click on ‘Requery’ to sent the query to an agent or a operator.

**Note:** After raising requery for a response, the icon changes to red color.

## Resolved:

- The query is closed by marking it as resolved.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'tryuakppokgl'. Below it is a 'Enter Reply' text area. At the bottom of this section are several buttons: 'Requery', 'Response', 'Resolved' (which is highlighted with a yellow box and a cursor), 'Withdraw', 'Accept', 'Reject', and 'Standard Response'. On the right, there is a 'Historical Query' section with a table showing three rows of data. The table columns are 'Sr.No.', 'Portcall', 'Country', 'Port', 'Agent/Operator', and 'Actions'. The first row shows 'SCM2301357' from 'Malaysia' at 'Pasir Gudang Transmarine Nav.' with a 'View' link. The second row shows 'SCM2301357' from 'Malaysia' at 'Pasir Gudang Transmarine Nav.' with a 'View' link. The third row shows 'SCM2301057' from 'Malaysia' at 'Pasir Gudang Inchcape Shipl...' with a 'View' link. Below the table are buttons for 'Items per page' (set to 10) and navigation arrows.

**Step 9(a):** Click on '**Resolved**' to close the query.

The screenshot shows the 'DA Level Query' interface. It includes sections for 'Select Terminal Berth', 'No. days/Hrs' (1 day/0 hrs), 'Total MYR20,597.41', 'Cost Saving MYR0.00', 'Variance MYR0.00', and currency conversion fields ('Quoted Currency MYR', 'View Currency MYR', 'Indicative ROE 1 USD = MYR'). There is also a date field ('Date 10/03/2023') and a 'Save' button. On the right, there is a 'Base ROE 4.2705' with a downward arrow and the text 'MYR = 1 (USD) 0.234'. Below these are 'Agent ROE 1 USD = 0.232 MYR' and a 'View Ex. Rate' link. A yellow box highlights the 'Withdraw' button at the bottom of the main query area.

**Note:** After closing the DA Level Query, the icon changes to **green color**.

**Note:** The status of portcall is described as '**DA Type (PDA/IDA/FDA/SDA/APDA) Resolved**'.

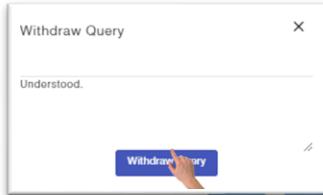
## Withdraw:

- To pull out the query is called withdrawal of query.

The screenshot shows the 'General Query' interface, similar to the one above. It has 'Query Details' with a text input 'tryuakppokgl' and a 'Enter Reply' area. Below are buttons: 'Requery', 'Response', 'Resolved' (yellow box), 'Withdraw' (highlighted with a yellow box and cursor), 'Accept', 'Reject', and 'Standard Response'. To the right is a 'Historical Query' table with three rows of portcall data. The bottom of the screen shows 'Items per page' and navigation buttons.

**Step 10(a):** Click on '**Withdraw**' to take back the query.



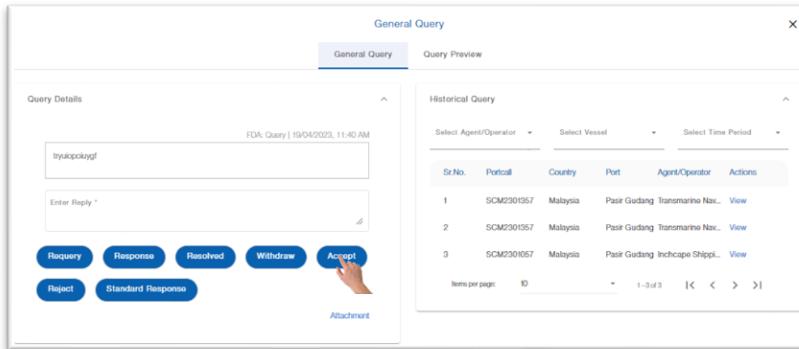


**Step 10(b):** Enter remarks.

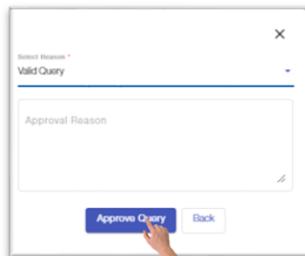
**Step 10(c):** Click on '**Withdraw Query**' to take back the query.

**Accept:**

- In case of a valid query, the query is accepted.



**Step 11(a):** Click on '**Accept**' to accept the query.



**Step 11(b):** Enter remarks.

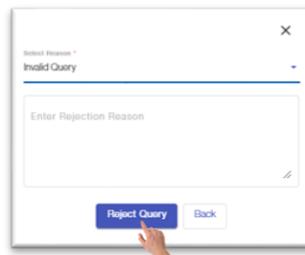
**Step 11(c):** Click on '**Accept Query**' to accept the query.

## Reject:

- In case of an invalid query, the query is rejected.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'trytucopolygl' and a 'Reply' button. On the right, under 'Historical Query', there is a table listing three entries. At the bottom of the screen, there is a row of buttons: 'Reject' (highlighted with a hand cursor), 'Standard Response', 'Resolved', 'Withdraw', and 'Accept'. The 'Reject' button is the one being interacted with.

**Step 12(a):** Click on '**Reject**' to reject the query.



**Step 12(b):** Enter remarks.

**Step 12(c):** Click on '**Reject Query**' to reject the query.

## Standard Response:

- The response for a particular query is taken as a standard response.

The screenshot shows the 'General Query' interface. On the left, under 'Query Details', there is a text input field containing 'trytucopolygl' and a 'Reply' button. On the right, under 'Historical Query', there is a table listing three entries. At the bottom of the screen, there is a row of buttons: 'Reject' (highlighted with a hand cursor), 'Standard Response', 'Resolved', 'Withdraw', and 'Accept'. The 'Standard Response' button is the one being interacted with.

**Step 13(a):** Click on '**Standard Response**' to create a standard response for the query.



**Step 13(b):** Enter the details.

**Step 13(c):** Click on 'Save' to mark the response as a standard response for the query.

#### Query Preview:

- This displays the list of queries to be selected and sent to the concerned stakeholder.

**Step 14:** View query preview and select the query to be sent.

**Step 15:** Click on 'Send' to send the query to the agent/operator.

**Note:** After raising the DA Cost Item Level Query, the icon changes to red color.

**Note:** The status of portcall is described as '**DA Type (PDA/IDA/FDA/SDA/APDA) RA(Response Awaited)**'.

**Note:** The respective stakeholder posts a response for the query.

**Note:** After responding to the DA Level Query, the icon changes to **yellow color**.

**Note:** The status of portcall is described as '**DA Type (PDA/IDA/FDA/SDA/APDA) RR(Received Response)**'.

#### **Historical Query:**

- This lists down the queries raised in the past concerned to the stakeholder.

The screenshot shows the 'Query Details' interface. On the left, there's a 'Query Details' panel with a text area containing 'How to rate per nautical miles?' and a 'Reply' button. Below it are buttons for 'Reject', 'Response', 'Resolved', 'Withdraw', 'Accept', and 'Standard Response'. On the right, there's a 'Historical Query' section with a table and a search bar. A yellow box highlights the table header and the first row of data.

Sr.No	Portcall	Cost Item	Cost Head	Country	Port	Agent
1	SCM2301057	Dockage	Vessel Expenses	Malaysia	Pasir Gudang	Inchcape

#### **Query Log:**

- This lists the logs of queries raised for the portcall.

The screenshot shows the 'Query Details' interface. On the right, there's a 'Query Log' section with a table and a search bar. A yellow box highlights the table header and the first row of data.

Sr.No.	Query No	Cost Item	Cost Head	Raised By	Raised To
1	_0174	Dockage	Vessel Expenses	SuperAdmin	Inchcape S

- The queries raised are logged here.



## Follow up:

- A track on the raised query is listed under the query follow up. The information regarding the sender and receiver of the query is reflected with the last follow up date along with a manual follow up information will be fetched from the timelines an action is done by the users.

Follow up Type	Sent By	Sent On	Query Sent To	Query Status
Email	Super/Admin	operator	NA	Scheduled

## Manual Follow up:

General Query

General Query      Query Preview

Query Details

Vt: Query | 11/04/2023, 12:55 PM

Please provide some more clarity on the agency fees...

Query undefined | 11/04/2023, 1:23 PM

PFA

Requery    Resolve    **Followup**    Standard Response

Attachment

**Step 16(a):** Click on '**Followup**' to create a manual follow up.

Create Manual Follow Up

Follow Up Type Date & Time Follow up To Follow up Status

Select Follow Up Type... Choose a date... Select Follow Up To... Select Department... Select Status...

From: shyam@yopmail.com

To: shyam@yopmail.com

CC: tilmartim@yopmail.com

Add Description \* Follow up!

Save

**Step 16(b):** Enter details and set timing for the follow up.

**Step 16(c):** Click on '**Save**' to activate the follow up.

Follow up Type	Sent By	Sent On	Query Sent To	Query Status
Email	Super/Admin	operator	NA	Scheduled

## 3.4 Transfer Portcall

### Portcall Management → Transfer Portcall

- Portcall can be transferred from one user to another user of that principal.

The screenshot shows the 'Transfer PortCall' page. At the top, there are dropdown menus for 'Select Principal' (set to Goldstar Tankers AS) and 'Select Principal User' (set to Otto). Below this is a search bar with icons for filter, search, and refresh. A table lists five portcalls:

	Portcall No	Voyage	Vessel	Country	Status
<input checked="" type="checkbox"/>	GLD2301019	001	Bow Fortune	Canada	PDA- Diabos Audit in Progress
<input type="checkbox"/>	GLD2301047		BWEK Diamond	United States	Agent Appointment in Progress
<input type="checkbox"/>	GLD2301081		Bow Fortune	United States	VI Received
<input type="checkbox"/>	GLD2301121	23456	BWEK Diamond	Japan	Agent Appointment in Progress
<input type="checkbox"/>	GLD2301122	67890	BOW SPRING	Denmark	PDA Submitted for Approval

At the bottom, there are buttons for 'Items per page: 20', navigation arrows (1 - 5 of 5), and a 'Selected: 1' indicator. On the right, there is a 'Transfer to' dropdown set to 'john' and a blue 'Transfer' button with a hand cursor icon pointing at it.

- Select the **Principal Name** from the dropdown.
- Select the **User** from the dropdown for the selected principal.
- Check the checkbox provided against the portcall.
- Select the **Transfer to** username from the dropdown.
- Click on '**Transfer**'.

**Note:** Multiple portcalls can be transferred to the user.

### 3.5 Cancelled / Archived Portcall

#### Cancelled Portcall:

Portcall Management → Cancelled/Archived Portcall → Cancelled Portcall

- View the portcalls cancelled in this screen.

The screenshot shows a search interface for 'Cancelled Portcalls'. At the top, there are tabs for 'Cancelled Portcall' (which is selected) and 'Archived Portcall'. Below the tabs is a search bar with icons for filter, search, and refresh. The main area has columns for 'Portcall No', 'Vessel', 'VMS No', 'Country', and 'Port'. A message 'No data found' is displayed. At the bottom, there are buttons for 'Items per page' (set to 5), '0 of 0', and navigation arrows. A status bar at the bottom left says 'Selected: 0'. On the right side, there is a prominent blue button labeled 'Reinitiate' with a hand cursor icon pointing at it.

- Select the portcall using the checkbox.
- Click on 'Reinitiate' to reinitiate the processing of selected cancelled portcall.

**Note:** User can transfer multiple portcalls for reinitiation.

**Note:** There are no cancelled portcalls, hence the screen appears blank.

#### Archived Portcall:

Portcall Management → Cancelled/Archived Portcall → Archived Portcall

- View the portcalls archived in this screen.

This screenshot is identical to the one above, showing the 'Cancelled Portcalls' screen with a blank list and a 'Reinitiate' button highlighted.

- Select the portcall using the checkbox.
- Click on 'Reinitiate' to reinitiate the processing of selected archived portcall.

**Note:** There are no archived portcalls, hence the screen appears blank.

## 3.6 Completed Portcall

### Portcall Management → Completed (Portcall)

- View the portcalls completed with their status/details in this screen.

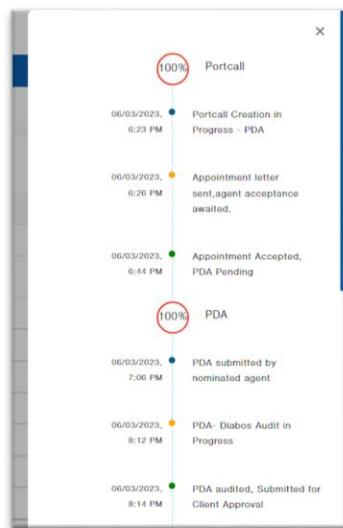
Portcall No	VMS No	Vessel			
CTM2301014	202301	Chemical Tanker 1			
ETA:2023-03-07T12:52:46.000Z Milestone: View	Legal Entity: Chemical Tankers - Singapore Completed Date:	User: opuser	ETD: 2023-03-08T12:52:53.000Z		
CTM2301072	WE32312	Monday			
CTM2301035	202204	Monday			
CTM2300951	RT2323	Monday			

- Click on 'View' against the Milestone to view milestone for the portcall.
- Click on to move to agreed terms.
- Click on to convert to standard reference call.

#### 1. View Milestone:

### Portcall Management → Completed (Portcall) → View Milestone

- Milestone provides complete information on the status of the portcall and the actions performed by the user on the portcall.

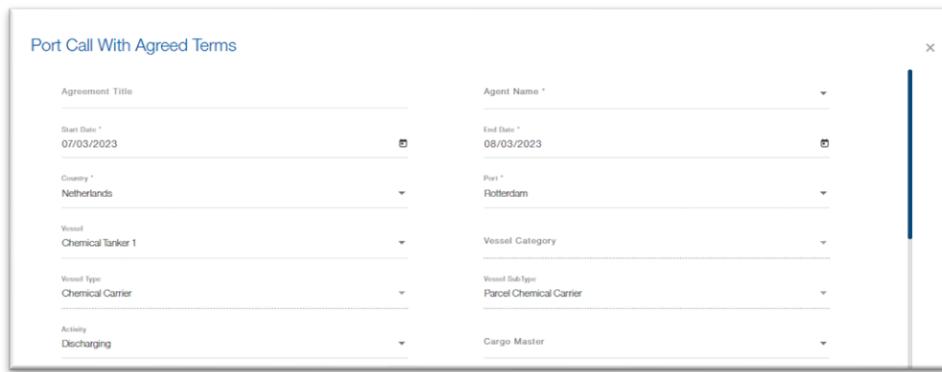


- Scroll to view the complete milestone.

## 2. Move to Agreed Terms:

Portcall Management → Completed (Portcall) → Click on 

**Note:** Move to agreed terms is to make the portcall as a short sea portcall. Refer [section 7.14](#)



The dialog box titled "Port Call With Agreed Terms" contains the following fields:

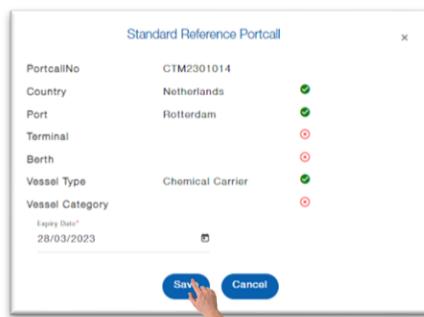
Field	Value
Agreement Title	
Start Date *	07/03/2023
Country *	Netherlands
Vessel	Chemical Tanker 1
Vessel Type	Chemical Carrier
Activity	Discharging
Agent Name *	
End Date *	08/03/2023
Port *	Rotterdam
Vessel Category	
Vessel Subtype	Parcel Chemical Carrier
Cargo Master	

1. User to fill the details related to **Portcall with Agreed Terms**.
2. Scroll & click on '**Save**' to save the details.

## 3. Convert to Standard Reference Portcall:

Portcall Management → Completed (Portcall) → Click on 

**Note:** The portcall is converted to a standard reference until the validity expires.



The dialog box titled "Standard Reference Portcall" contains the following fields:

Field	Value
PortcallNo	CTM2301014
Country	Netherlands
Port	Rotterdam
Terminal	
Berth	
Vessel Type	Chemical Carrier
Vessel Category	
Expiry Date*	28/03/2023

A hand cursor is hovering over the "Save" button at the bottom left of the dialog.

1. Pick the expiry date.
2. Click on '**Save**' to convert it to standard reference portcall.

## 3.7 VMS Portcall

### 1. Imported Portcalls

Portcall Management → VMS Portcall → Imported Portcalls

- Portcalls are created on respective VMS service used by the operator – IAMOS, DANOS, Veslink, Shipnet.

Portcall VMS Id	Vessel Name	Port	ETA	Country	
TIL2301219	Bow Tribute JR	Kepel	2023-02-26T06:07:00.000Z	Singapore	<button>Open</button>
TIL2301220	Bow Tribute JR	Kepel	2023-02-26T06:07:00.000Z	Singapore	<button>Open</button>
GLD2301223	SFC Tanker	Alta	2023-03-26T06:07:00.000Z	Norway	<button>Open</button>
GLD2301226	SFC Tanker	Alta	2023-03-26T06:07:00.000Z	Norway	<button>Open</button>

### 2. Integration Failure Portcalls

Portcall Management → VMS Portcall → Integration Failure Portcalls

- User gets to view the portcalls failed due to integration from IAMOS, DANOS, Veslink, Shipnet.

Portcall VMS Id	VMS Master	Error Message	XML Payload	Send Email
PSC2300002	DANOS	Port KEP27 not found in the DIABOS systemAgent inf...	<a href="#">XML</a>	<a href="#">Send Email</a>
PSC2300002	DANOS	Port KEP27 not found in the DIABOS systemAgent inf...	<a href="#">XML</a>	<a href="#">Send Email</a>
PSC2300002	DANOS	Port KEPPEL not found in the DIABOS systemAgent in...	<a href="#">XML</a>	<a href="#">Send Email</a>
PSC2300002	DANOS	Agent information is not found in Diabos system	<a href="#">XML</a>	<a href="#">Send Email</a>



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### **3. Completed Portcalls**

**Portcall Management → VMS Portcall → Completed portcalls**

- User gets to view the portcalls completed from IAMOS, DANOS, Veslink, Shipnet.

**Coming soon!**

## 3.8 DA Receipt

**Portcall Management → DA Receipt**

### 3.8.1 FDA Receipt

**Portcall Management → DA Receipt → FDA Receipt**

- After FDA is received from Agent, Diabos uploads the FDA invoice copy and moves the portcall to FDA allocation.

FDA Receipt

Portcall No : TIL2300195 Port : Singapore	Vessel : TIL Mexico ETA : 23/01/10 12:00 PM	VMS Voyage No. : jk7tt ETD : 23/01/12 12:00 PM	DA No : TIL2300195 Activity : Loading
--	--	---	--

Upload Documents

FDA Upload Invoice

Drag & Drop to Upload File  
OR

Browse Files  
(Max size: 10MB)

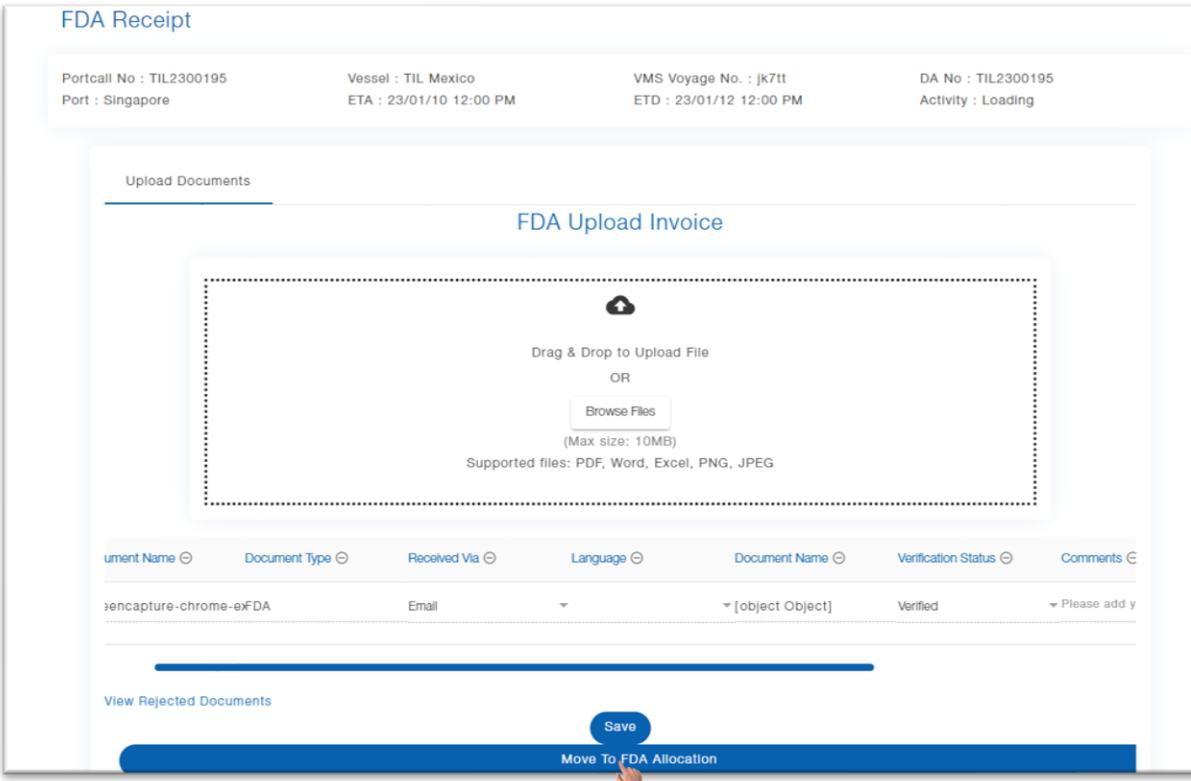
Supported files: PDF, Word, Excel, PNG, JPEG

Document Name	Document Type	Received Via	Language	Document Name	Verification Status	Comments
encapture-chrome-exFDA	Email	▼	▼ [object Object]	Verified	▼ Please add y	

View Rejected Documents

Save

Move To FDA Allocation



- Upload the FDA invoice in the space.
- Click on 'Save' to save the details.
- Click on 'Move to FDA allocation' to move the portcall.

**Note:** On moving the FDA allocation, the portcall is picked from WIP screen. Refer [section 4](#)

### 3.8.2 SDA Receipt

#### Portcall Management → DA Receipt → SDA Receipt

- After SDA is received from Agent, Diabos uploads the SDA invoice copy and moves the portcall to SDA allocation.

SDA Receipt

Portcall No : TIL2300224 Port : Singapore	Vessel : TIL Mexico ETA : 23/01/12 12:00 PM	VMS Voyage No. : sfvwr24 ETD : 23/01/14 12:00 PM	DA No : TIL2300224-V1 Activity : Loading
--	--	---	---

Upload Documents

SDA Upload Invoice

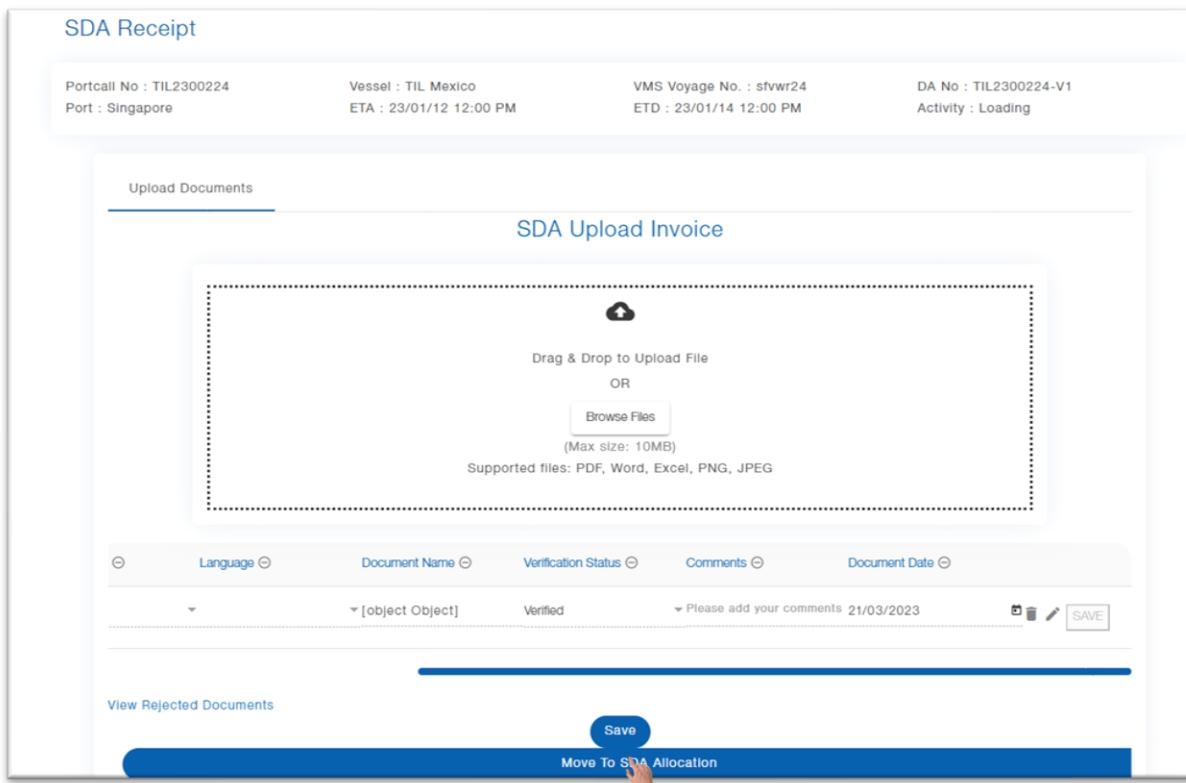
Drag & Drop to Upload File  
OR  
  
(Max size: 10MB)  
Supported files: PDF, Word, Excel, PNG, JPEG

⊖ Language ⊖      Document Name ⊖      Verification Status ⊖      Comments ⊖      Document Date ⊖

⊖ [object Object]      Verified      ⊖ Please add your comments 21/03/2023     

View Rejected Documents

**Save**      **Move To SDA Allocation**



- Upload the SDA invoice in the space.
- Click on 'Save' to save the details.
- Click on 'Move to SDA allocation' to move the portcall.

**Note:** On moving the FDA allocation, the portcall is picked from WIP screen. Refer [section 4](#)

### 3.8.3 VI Receipt

#### Portcall Management → DA Receipt → VI Receipt

- After VI is received from Agent, Diabos uploads the SDA invoice copy and moves the portcall to VI allocation.

The screenshot shows the 'VI Receipt' screen. At the top, there are details: Portcall No : TIL2300216, Vessel : TIL Mexico, VMS Voyage No. : vms212, DA No : TIL2300216-V1; Port : Singapore, ETA : 23/01/11 12:00 PM, ETD : 23/01/15 12:00 PM, Activity : Loading. Below this is a section titled 'Upload Documents' with a sub-section 'VI Upload Invoice'. It features a large dotted square area for file upload, a 'Drag & Drop to Upload File' placeholder with a cloud icon, an 'OR' button, a 'Browse Files' button, and a note '(Max size: 10MB) Supported files: PDF, Word, Excel, PNG, JPEG'. Below this is a table with columns: Language (dropdown), Document Name (dropdown set to 'British Defence SingaporeVerified'), Verification Status (dropdown), Comments (dropdown set to 'Please add your comments 21/03/2023'), and Document Date (dropdown). At the bottom of the table are save buttons: 'Save' (highlighted with a red circle), 'Move to VI Allocation' (with a hand cursor over it), and other standard save options.

- Upload the VI invoice in the space.
- Click on 'Save' to save the details.
- Click on 'Move to VI allocation' to move the portcall.

**Note:** On moving the FDA allocation, the portcall is picked from WIP screen. Refer [section 4](#)

## 3.9 DA Dispatch

### Portcall Management → DA Dispatch

- Post FDA approval, dispatch documents are uploaded.

The screenshot shows the 'Exceptions' section of the Portcall Management system. A dropdown menu 'Select Principal' is set to 'Goldstar Tankers AS'. Below it, two tabs are visible: 'DA Dispatch' (which is selected) and 'Dispatch Complete'. A search bar with placeholder text 'Search...' is present. The main table displays vessel information:

Vessel	DA Number	Port	Country
SFC Tanker		Rotterdam	Netherlands
ETA	Agent	Owners Expense	
ETD	Activity	Letterhead	
Type FDA	Owners PDF: <a href="#">View</a>	Charters PDF: <a href="#">View</a>	

A blue button labeled 'Add Dispatch' is highlighted with a hand cursor icon.

- Select the **Principal** from the dropdown.
- Fill in the details.
- Click on '**Add Dispatch**' to add dispatch documents.

### Add Dispatch Details:

The screenshot shows the 'Add Dispatch Details' form. It includes fields for 'AWB No', 'Date \*', 'Courier', and 'Comments'. Below these is a table with columns 'NO', 'Type', and 'Name'. To the right is a dashed box for file uploads with a placeholder 'Drag And Drop File or [Click here](#) to Browse File'. A blue 'Submit' button is at the bottom.

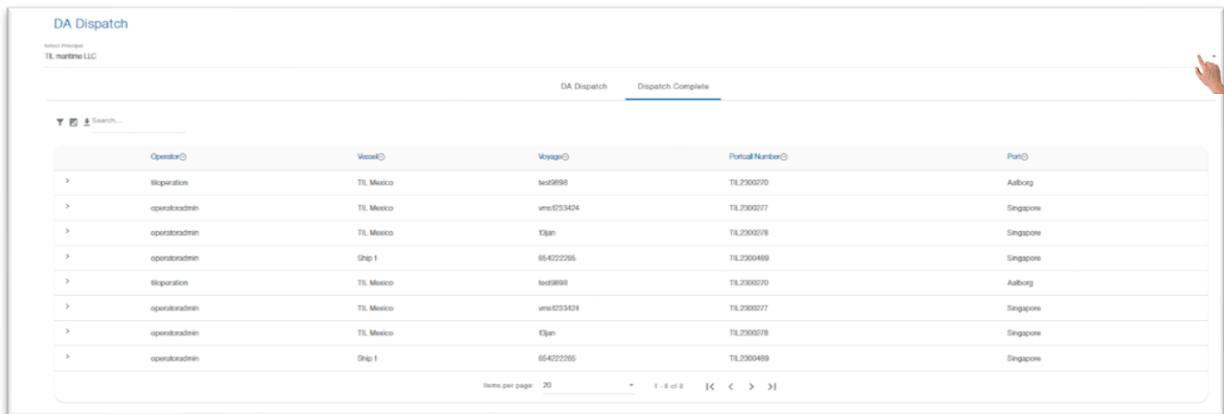
- Upload the dispatch details.
- Click on '**Submit**'.

**Note:** After FDA approved, the dispatch documents are uploaded.

## Dispatch Complete:

### Portcall Management → DA Dispatch → Dispatch Complete

- The portcalls with uploaded dispatch documents are listed.



Operator	Vessel	Voyage	Portcall Number	Port
> operation	TIL Mexico	test998	TIL2900270	Aalborg
> operatoradmin	TIL Mexico	vme023424	TIL2900277	Singapore
> operatoradmin	TIL Mexico	EJapan	TIL2900278	Singapore
> operatoradmin	Ship 1	65422295	TIL2900469	Singapore
> operation	TIL Mexico	test999	TIL2900270	Aalborg
> operatoradmin	TIL Mexico	vme023424	TIL2900277	Singapore
> operatoradmin	TIL Mexico	EJapan	TIL2900278	Singapore
> operatoradmin	Ship 1	65422295	TIL2900469	Singapore

- Select **Principal** from the dropdown.
- View the completed dispatch details.

## 4. Work in Progress

### Actionable Task:

#### WIP (Main Navigation Menu) → Actionable Task

- This screen lists down the portcalls that are in progress state and on which further action can be performed by the user with respective status.

Work In Progress							
Portcall No	VMS No	Vessel	Port	Agent/Vendor	ETA/ATA	ETD/ATD	Status : All
CTM2301065	202204	Chemical Tanker 1	Rotterdam	Euro Nordic Logistics B.V.	01/03/2023, 6:43 PM	02/03/2023, 6:43 PM	FDA Submitted for Approval
Country: Netherlands		Status Date: 14/03/2023, 10:42 AM					
User: opuser		Legal Entity: Chemical Tankers - Singapore		Diabos User: UserDiabos_1		Open Queries: 0	
CTM2300767	202301	Monday	Houston Texas City	Suderman & Young Towing Company	27/02/2023, 10:39 AM	28/02/2023, 10:40 PM	VI Submitted for Approval
CTM2301072	WE32312	Monday	Rotterdam	Euro Nordic Logistics B.V.	14/03/2023, 9:27 PM	16/03/2023, 9:27 PM	FDA Submitted for Approval
CTM2301070	11032023	Chemical Tanker 2	Chennai		21/03/2023, 5:17 PM	28/03/2023, 5:17 PM	Portcall Under Creation
CTM2301069	WE45634	Chemical Tanker 2	Houston Texas City	Suderman & Young Towing Company	14/03/2023, 3:46 PM	17/03/2023, 3:46 PM	VI Submitted for Approval

- Select User Type:** A dropdown provision provided to view team/self portcalls.
- Click on the 'Portcall Number (No.)/Status of the portcall'** to act on the portcall.

**Note:** If the user is a team leader, the user can view the team and individual portcalls with the dropdown.

### All task:

#### WIP → All Task

- This screen lists down all the portcalls with respective status.

Work In Progress							
Portcall No	VMS No	Vessel	Port	Agent/Vendor	ETA/ATA	ETD/ATD	Status
CTM2301014-V1-OPS	202301	Chemical Tanker 1	Rotterdam	Boluda Towage	07/03/2023, 6:22 PM	08/03/2023, 6:22 PM	VI Approved
CTM2301014-OPS	202301	Chemical Tanker 1	Rotterdam	Euro Nordic Logistics B.V.	07/03/2023, 6:22 PM	08/03/2023, 6:22 PM	IDA Pending
CTM2301086-OPS TB : 26d	202204	Thursday	Santos	Agencia Maritima Granel Ltd - Santos	07/03/2023, 9:39 PM	10/03/2023, 9:39 PM	Agent Appointed
CTM2301084-OPS	ODT2203231	Chemical Tanker 1	Rotterdam	Euro Nordic Logistics B.V.	01/02/2023, 6:30 PM	02/02/2023, 6:30 PM	Agent Appointed
CTM2300767-OPS	202301	Monday	Houston Texas City	Odfljell USA (Houston) Inc	27/02/2023, 10:39 AM	28/02/2023, 10:40 PM	Agent Appointment in Progress
CTM2301083-OPS	WE3442	Monday	Houston Texas City	Odfljell USA (Houston) Inc	08/03/2023, 5:30 PM	09/03/2023, 5:30 PM	IDA Received

- Click on the 'Portcall No./Status of the portcall' to act on the portcall.

## 5. Masters

### 5.1 Country – Currency

Masters → Country-Currency

#### 5.1.1 Country

Masters → Country-Currency → Country

- This consists of countries added to the system.

Country	Country Flag	Country Code	Region	Status
China		CH	Asia & Pacific	<input checked="" type="checkbox"/> <input type="checkbox"/>
United Arab Emirates		AEE	Middle east	<input checked="" type="checkbox"/> <input type="checkbox"/>
Isle Of Man		IS		<input checked="" type="checkbox"/> <input type="checkbox"/>
Ireland		IE	Europe	<input checked="" type="checkbox"/> <input type="checkbox"/>
United Kingdom		GBR	Europe	<input checked="" type="checkbox"/> <input type="checkbox"/>

- Edit country details.
- Click on 'Add New' to add a new country.

Edit Country:

The dialog box contains the following fields:  
Country\*: China  
Country Flag: China  
Calling Code\*: +86  
ISO Country Code\*: CH  
Region: Asia & Pacific  
Country Currency\*: Chinese Yuan  
GMT Offset\*: (GMT +08:00) China Standard Time  
UTC offset\*: (UTC +08:00) China Standard Time  
DST: Yes (radio button selected)  
Status:   
Buttons: Update (highlighted with a cursor), Cancel, OK

- Click on 'Update' to update the details.

## Add Country:

The screenshot shows a modal dialog titled "Add New Country". It contains the following fields:

- Country\*: Macao
- Calling Code\*: +853
- ISO Country Code\*: MAC
- Region: Asia & Pacific
- Country Currency\*: Lek
- GMT Offset\*: (GMT +01:00) Andorra Standard Time
- UTC offset\*: (UTC +04:00) Cote D'Ivoire (Ivory Coast)
- DST: Yes (radio button selected)
- Status: Yes (radio button selected)

A blue "Save" button is at the bottom, with a hand cursor hovering over it.

- Fill in the details.
- Click on 'Save' button.

### 5.1.2 Currency

#### Masters → Country-Currency → Currency

- This consists of currencies added to the system.

Currency Master						
		Currency Name	Short Name	Symbol	Type	Transit Time
Currency Name	x	United Arab Emirates Dirham	AED	₾	G10	T+2
Short Name	x	Chinese Yuan	CNY	¥	G10	T
Status	x	Brazilian Real	BRL	R\$	Exotics	T+2
		Namibia Dollar	NAD	\$	Exotics	T
		Rupiah	IDR	Rp	Exotics	T

Items per page: 5 | 1 - 5 of 147 | < > >>

A hand cursor is pointing at the "Add New" button in the top right corner of the table header.

- Edit currency details.
- Click on 'Add New' to add a new country.

#### Edit Currency:

The screenshot shows a modal dialog titled "Edit Currency". It contains the following fields:

- Currency Name\*: United Arab Emirates Dirham
- Short Name\*: AED
- Symbol\*: ₾
- Type\*: G10
- Transit Time\*: T+2
- Status: Yes (radio button selected)

A blue "Save" button is at the bottom, with a hand cursor hovering over it.

- Click on 'Save' to update the details.



### Add Currency:

The screenshot shows a modal window titled "Add Currency". Inside, there are several input fields: "Currency Name" with "Rupee" typed in, "Short Name" with "RUP", "Symbol" with "₹", "Type" with "Non G10", "Transit Time" with "T+2", and "Status" with "On". At the bottom right of the modal is a blue "Save" button, which has a hand cursor pointing at it.

- Fill in the details.
- Click on 'Save' button.

### 5.1.3 Currency Type Master

#### Masters → Country-Currency → Currency Type Master

- This consists of currency types are added to the system.

The screenshot shows a table titled "Currency Type Master". The columns are: "Search...", "Currency Type", "Spread", "Status", and "Edit". There are three rows in the table, each containing the value "Currencytypemaster" in the "Currency Type" column, "0.5", "On", and a pencil icon in the "Edit" column. At the top right of the table, there is a blue button labeled "Add New" with a hand cursor pointing at it.

Search...	Currency Type	Spread	Status	Edit
>	Currencytypemaster	0.5	On	
>	Currencytypemaster	1.2	On	
>	Currencytypemaster	2.5	On	

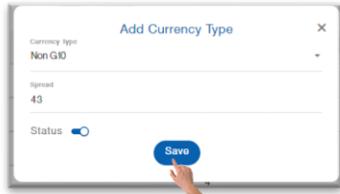
- Edit currency type details.
- Click on 'Add New' to add a new country.

#### Edit Currency Type:

The screenshot shows a modal window titled "Edit Currency Type". Inside, there are three input fields: "Currency Type" with "G3", "Spread" with "0.5", and "Status" with "On". At the bottom right of the modal is a blue "Save" button, which has a hand cursor pointing at it.

- Click on 'Save' to update the details.

## Add Currency Type:



- Fill in the details.
- Click on 'Save' button.

**Note:** Toggle buttons are provided to activate the country, currency, and currency type.

**Note:** After saving new country, currency, and currency type, turn Toggle ON to activate the data.

## 5.2 Fleet List

### Masters → Fleet List

- This consists of fleets for a principal are added to the system.

Fleet List								
MV/MT	Vessel	IMO No	SDWT	Company Name	Vessel Flag	Sanction Flag	Verify	Status
MT	Bow Fortune	9168635		Goldstar Legal Sub			verify	
MT	SFC Tanker	9945047		Goldstar Tankers AS			verify	
MV	BWEK Diamond	9403786	9999	Goldstar Tankers As			verify	
MV	Ship 1	9934567	56056	Goldstar Tankers As			verify	
MT	SFC Tanker	9645047		Goldstar Tankers As			verify	
MT	Bow Flora	9143207	37369	Goldstar Tankers As			verify	
MT	BOW SPRING	9215256	49429	Goldstar Tankers As			verify	

- Select **Principal Name** from the dropdown.
- Click on '**Add New Vessel**' to add details about new vessel.
- Click on '**Replicate Vessel**' to replicate the details about the vessel.

### Replicate vessel:

Replicate Vessel

Select Principal \*  
Acrobot Shipping Company

Select Legal Entity  
Acrobot Shipping Company

Replicate Vessel to Above Principal \*  
Odfjell container

**Save**

- Select the **Principal Name** from the dropdown.
- Select the **Legal Entity** from the dropdown.
- Select the **Vessel** to be replicated from the dropdown.
- Click on '**Save**' to replicate the details.

## Add Vessel:

### General:

#### General Details:

General		Vessel Owner	Vessel Emails	Advance Percentage
<b>General Details</b>				
Builder	Motor Vessel	Name	MV Mesaba	Flag / IMO No.
Cat / Age	MVMA	Year	2011	Flag
Vessel Category	Medium Range	Owner	Dry Cargo Ships	Manager
IMO Number	456789	Interest Bank Account	Port of Registry	ISPS
Imp Manager	Aseing Shipmanagement Singapore Pte Ltd	Goldstar Legal Sub	Port Name	PSC Code
<input checked="" type="checkbox"/> Is Active?		<b>Save</b>		
Tonnage Details				
Dimension Details				
Main Details				
Ship Particulars				
Communication Details				
Outlay Commission				
Recent Sanction Details				
Upload Documents				

- Fill in the general details.
- Click on 'Save' to save the details.

#### Tonnage Details:

General		Vessel Owner	Vessel Emails	Advance Percentage
<b>General Details</b>				
<b>Tonnage Details</b>				
GT (Gross Tonnage)	50000	Net (Net Tonnage)	45000	RGT (Reduced GT)
NET	6	Panama GT	Panama NT	Gross GT
Sister NT		Winni IHL Insured	Insured IHL Insured	Insured IHL Insured
		40000	35	30
<b>Save</b>				
Dimension Details				
Main Details				
Ship Particulars				
Communication Details				
Outlay Commission				
Recent Sanction Details				
Upload Documents				

- Fill in the tonnage details.
- Click on 'Save' to save the details.

## Dimension Details:

The screenshot shows a form for entering vessel dimension details. At the top, there are tabs for General, Vessel Owner, Vessel Emails, and Advance Percentage. Below these are sections for General Details, Tonnage Details, and Dimension Details. In the Dimension Details section, fields include: LOA (m) 45, LBP (m) 285, Beam (m) 60, and MLOA (m) 40. A blue 'Save' button is located at the bottom right of the form.

- Fill in the dimension details.
- Click on 'Save' to save the details.

## Main Details:

The screenshot shows a form for entering vessel main details. At the top, there are tabs for General, Vessel Owner, Vessel Emails, and Advance Percentage. Below these are sections for General Details, Tonnage Details, Dimension Details, and Main Details. In the Main Details section, fields include: Engine Type LM2500, No. of Engines 4, Propulsion Type Gas Turbines, and No. of Main Diesel 2. A blue 'Save' button is located at the bottom right of the form.

- Fill in the main details.
- Click on 'Save' to save the details.

## Ship Particulars:

The screenshot shows a form titled 'Ship Particulars' with several sections: General, Vessel Owner, Vessel Emails, and Advance Percentage. Under the 'General' section, there are tabs for General Details, Tonnage Details, Dimension Details, Main Details, and Ship Particulars. In the Ship Particulars tab, fields include No. of Compartments (2), No. of Hatchways (7), No. of Hold/Deck (7), No. of Stays (4), Gross Tonnage (35000), and Capacity in Compartments (60000). A blue 'Save' button is located at the bottom right of this section. A hand cursor is shown pointing at the 'Save' button.

- Fill in the particulars of ship.
- Click on 'Save' to save the details.

## Communication Details:

The screenshot shows a form titled 'Communication Details' with sections: General, Vessel Owner, Vessel Emails, and Advance Percentage. It includes tabs for General Details, Tonnage Details, Dimension Details, Main Details, and Ship Particulars. Below these are tabs for Communication Details, Outlay Commission, Recent Sanction Details, and Upload Documents. In the Communication Details tab, fields include Satellite Phone (116893909), Satellite Fax (4567357), Cell Phone (3456789), and E-mail (vksrghn@msc.co.in). Other fields include Index No. (3456789) and Master Name (Capt. Rahul Narang). A blue 'Save' button is located at the bottom right of this section. A hand cursor is shown pointing at the 'Save' button.

- Fill in the communication details.
- Click on 'Save' to save the details.

## Outlay Commission:

General	Vessel Owner	Vessel Emails	Advance Percentage
General Details			
Tonnage Details			
Dimension Details			
Main Details			
Ship Particulars			
Communication Details			
Outlay Commission			
<input checked="" type="checkbox"/> Owner's PDF <input checked="" type="checkbox"/> Charterer's PDF			
Default % 60 70			
			
Recent Sanction Details			
Upload Documents			

- Fill in the communication details.
- Click on 'Save' to save the details.

## Recent Sanction Details:

Coming soon!

## Upload Documents:

The screenshot shows a form titled 'Upload Documents'. It includes sections for General Details, Tonnage Details, Dimension Details, Main Details, Ship Particulars, Communication Details, Outlay Commission, and Recent Sanction Details. Below these is a section for 'Upload Documents' with four input fields. Each field has a cloud icon and the text 'Drag And Drop File or Click here to Browse File'. Under each field, there is a 'File Name' label and a corresponding file name: 'Q88', 'Baltic Q', 'ESI Certificate', and 'International Tonnage Certificate'. Each field also has a 'Valid Till' date input field. At the bottom left is a 'Save' button, which is highlighted with a hand cursor.

- Upload the necessary documents.
- Click on 'Save' to save the details.

## Vessel Owner:

The screenshot shows a form titled 'Vessel Owner'. It includes sections for General, Vessel Owner, Vessel Emails, and Advance Percentage. In the 'Vessel Owner' section, there is a dropdown menu set to 'Anglo Eastern Shipmanagement Singapore Pte Ltd' with a 'Set Effect Date' of '01/04/2023'. There is also an 'Add' button. Below this is a table with columns for 'Vessel Owner', 'Effective Date', and 'Status'. The table contains one row for 'Anglo Eastern Shipmanagement (Singapore) PTE LTD' with an effective date of '05/04/2023, 12:00 AM' and a status of 'Active'. At the bottom of the page, there are sections for 'Owner's PDF' and 'Charterer's PDF', both with a 'Max Character allowed 0 / 4000' limit. A 'Save' button is highlighted at the bottom of the page.

- Fill in the vessel owner details.
- Click on 'Save' to save the details.

## Vessel Emails:

Principal Role	Email
Accounts	accounts@msc.co.in
Administrator	admin@msc.co.in
Crewing	staff@msc.co.in
Operations	operations@msc.co.in
Technical	tech@msc.co.in

**Save**

- Fill in the vessel contact details.
- Click on 'Save' to save the details.

## Advance percentage:

PDA Advance Percentage	APDA Advance Percentage	IGA Advance Percentage
80	85	70

**Save**

- Fill in the advance percentage details for the vessel.
- Click on 'Save' to save the details.

## 5.3 Vendor

### Masters → Vendor

- This consists of vendors added to the system.

Vendor Settings			
<input type="button" value="Add New Vendor"/> 			
VendorName <sup>①</sup>	Country <sup>②</sup>	Rating <sup>③</sup>	Status
Boluda Towage - Netherlands	Netherlands		
Boluda Towage - Mexico	Mexico		
Suderman & Young Towing Company	United States		
Shikamaru Nara	Singapore		
Fairplay Towage Group	Germany		

- Click on the **Vendor Name** to view complete details about the vendor.
- Click on '**Add New Vendor**' to add new vendor.



## Add New Vendor:

### Company details:

Profile and Company Details

Prashant Tayde

Company Details		Bank Details		Port	Activities	Branch Office
Vendor Name *	Prashant Tayde	Country *	India			
State	Maharashtra	City	Mumbai			
Postal code/Zip code	400022	Address *	Godrej Colegium, Sion			
Primary phone no.*	Country Code * + 91	Area Code * 022	Number * 12345678	Secondary phone no.	Country Code + 91	Area Code 022
Fax Number.	Country Code + 91	Area Code	Number	24*7 Phone No.	Country Code + 91	Area Code 022
Website	www.sailers.com			Primary Email ID *	prashanttayde@gmail.com	
Secondary Email ID				Commercial Registration Number	234545675678765432	
TIN No. *	456789767			Time Zone	(GMT +05:30) India Standard Time	
TIN ID	4567865			SEZ Unit Address	JNPT, Mumbai	
PNC type *	Master			PNC First Name *	Ram Kapoor	
PNC Country Code *	+ 91	PNC Mobile *	456789098	PNC Email ID *	ramkapoor@msc.co.in	

**Save**

- Fill in the company details.
- Click on 'Save' to save the details.

## Bank details:

The screenshot shows the 'Vendor Master' interface with the 'Bank Details' tab selected. The page includes sections for Company Details, Port, Activities, and Branch Office. A search bar is at the top, followed by fields for Name, Account No, Swift Code, Branch, Country, Currency, and Status. A message 'No data found' is displayed below the table.

- Click 'Add New Bank' to add a new bank account.

## Add Bank Details:

This screenshot shows the 'Add Bank Details' form. It includes fields for: Secondary Name (Charles Hardy), Account No (12345678900987654), IBAN ID (3456789), BIC / Swift Code (4567890), ABA Routing Number (0987654), Bank Name (Axis Bank), Address (Sion, Mumbai), City (Mumbai), and Country (India). The currency is set to INR.

This screenshot shows the 'Add Bank Details' form with sections for First Correspondent, Second Correspondent, and Remarks. The First Correspondent section includes fields for First Correspondent Details, Swift Code, and ABA Routing No. The Second Correspondent section includes fields for Second Correspondent Details, Swift Code, and ABA Routing No. The Remarks section contains a text area.

This screenshot shows the 'Add Bank Details' form with more advanced options. It includes fields for Working Hours (24x7), On Status, Is Primary, and a Drag And Drop File or Click here to Browse File input field. There is also a One Time Password(OTP) field (456789), Generate OTP, Verify OTP buttons, and an Agree to terms and conditions checkbox. A Save button is at the bottom.



- Fill in the new bank details.
- Click ‘**Generate OTP**’ button.
- Enter the OTP sent to the registered mail address of the user.
- Click ‘**Verify OTP**’ button.
- Accept the ‘**Terms & Conditions**’.
- Click ‘**Save**’ button.

#### **Port details:**

The screenshot shows the 'Vendor Master' interface with the 'Port' tab selected. The page includes tabs for 'Company Details', 'Bank Details', 'Port' (which is active), 'Activities', and 'Branch Office'. Below these tabs is a search bar with placeholder text 'Search...'. The main content area has columns for 'Country Name', 'Port Name', 'Status', and 'Edit'. A message 'No data found' is displayed. At the top right of the content area, there is a blue button labeled 'Add New' with a hand cursor icon pointing at it.

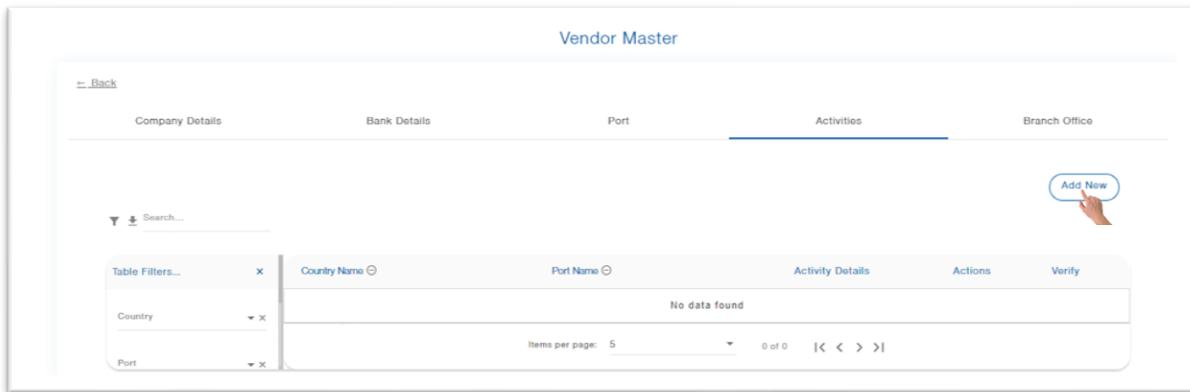
- Click on ‘**Add New**’ to add a new port.

#### **Add port details:**

The screenshot shows a 'Port Details' modal window. It contains two dropdown fields: 'Country' set to 'India' and 'Port' set to 'Mumbai'. Below these fields is a button labeled 'Upload Docs' with an upward arrow icon. At the bottom of the modal, there is a link '+ Add another' and a blue 'Save' button with a hand cursor icon pointing at it.

- Fill in the port details.
- Click on ‘**Save**’ button.

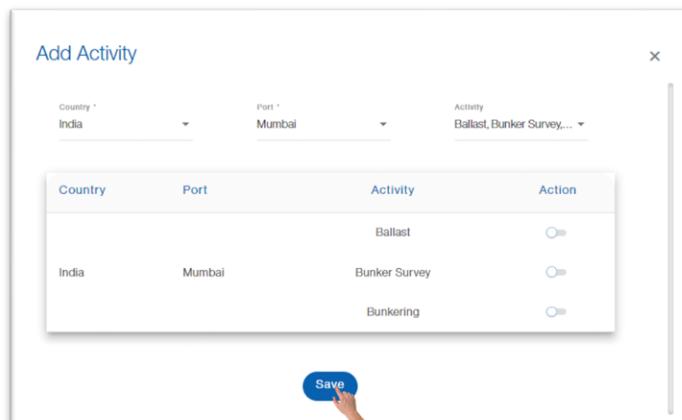
## Activities:



The screenshot shows the 'Vendor Master' application interface. The top navigation bar includes links for 'Company Details', 'Bank Details', 'Port', 'Activities' (which is the active tab), and 'Branch Office'. Below the navigation is a search bar with a placeholder 'Search...'. A 'Table Filters...' button is available for refining results. The main content area displays a table with columns: 'Country Name', 'Port Name', 'Activity Details', 'Actions', and 'Verify'. A message 'No data found' is displayed. At the bottom of the table are pagination controls for 'Items per page' (set to 5) and '0 of 0' items, along with navigation arrows. A prominent blue button labeled 'Add New' is located in the top right corner of the table area.

- Click on '**Add New**' to add a new activity.

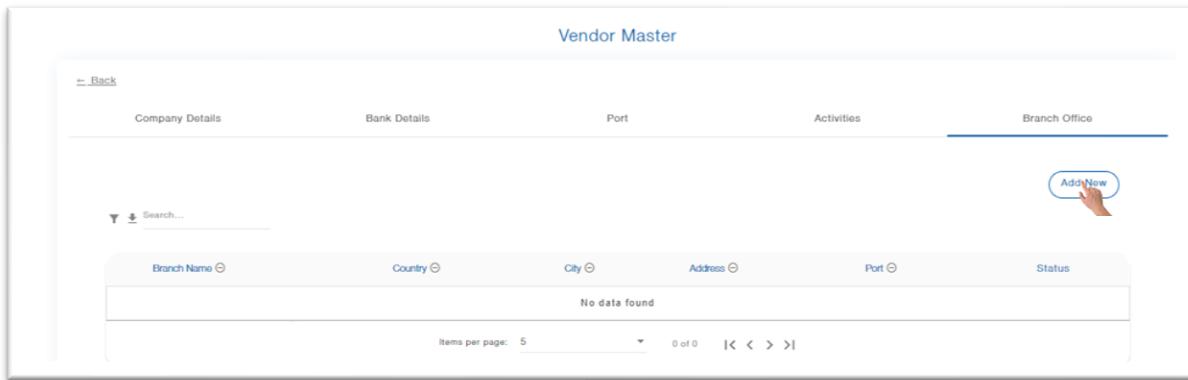
## Add new activity:



The screenshot shows the 'Add Activity' dialog box. It has fields for 'Country' (set to India) and 'Port' (set to Mumbai). An 'Activity' dropdown menu lists 'Ballast, Bunker Survey...' and other options. Below this is a table with columns: 'Country', 'Port', 'Activity', and 'Action'. The table contains three rows: 'India', 'Mumbai', 'Ballast', 'Action'; 'India', 'Mumbai', 'Bunker Survey', 'Action'; and 'India', 'Mumbai', 'Bunkering', 'Action'. A blue 'Save' button is at the bottom of the dialog.

- Fill in activity details.
- Click on '**Save**' button.

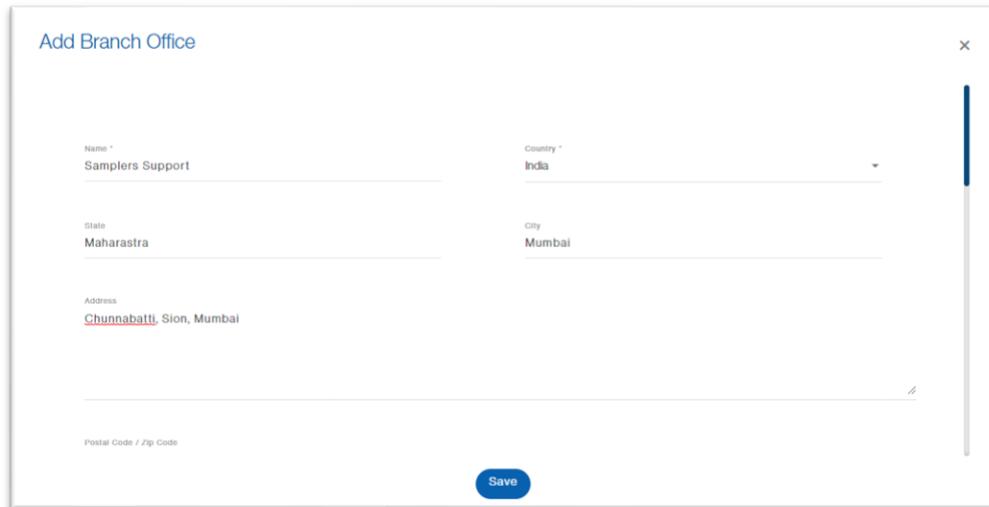
## Branch Office:



The screenshot shows the 'Vendor Master' interface with the 'Branch Office' tab selected. The page includes tabs for 'Company Details', 'Bank Details', 'Port', 'Activities', and 'Branch Office'. A search bar at the top allows for searching by 'Branch Name', 'Country', 'City', 'Address', 'Port', and 'Status'. Below the search bar, a message says 'No data found'. At the bottom, there are buttons for 'Items per page' (set to 5), '0 of 0', and navigation arrows. A prominent blue button labeled 'Add New' with a hand cursor icon is located in the top right corner.

- Click on 'Add New' to add a new branch office.

## Add branch office:



The screenshot shows the 'Add Branch Office' modal window. It contains fields for 'Name \*' (Samplers Support), 'Country \*' (India), 'State' (Maharashtra), 'City' (Mumbai), 'Address' (Chunnabatti, Sion, Mumbai), and 'Postal Code / Zip Code'. A vertical scroll bar is visible on the right side of the modal. At the bottom, there is a blue 'Save' button.

Add Branch Office

PDA will be forwarded by HO for estimates

Maintaining IDA/FDA/SDA by default

Contact Person.* First Name * Ramesh	Last Name * Wagh	Primary phone no.* Country Code * 91	Area Code * 022	Number 4567890
Secondary phone no. Country Code 91	Area Code 022	Number 3456789	Fax Number Country Code 91	Area Code Number
24*7 phone no. Country Code 91	Area Code 022	Number 5678906	Mobile Number. Country Code 91	Area Code Mobile 567900987
Email ID 1 * ramesh@gmail.com			Email ID 2	

**Save**

Add Branch Office

Ports \*  
Mumbai

Department \*  
Agency Account Dept., Agency Operations dept.

Contact Person.\*  
First Name \*  
Ram

Last Name \*  
Sitalia

Primary phone no.* Country Code * 91	Area Code * 022	Number 56789009
Secondary phone no. Country Code 91	Area Code Number	Fax Number Country Code 91
24*7 phone no. Country Code 91	Area Code Number	Mobile Number. Country Code 91

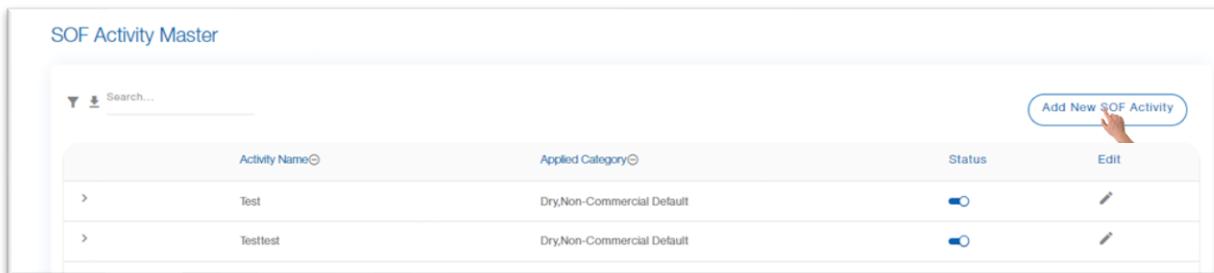
**Save**

- Fill the branch office details.
- Click on 'Save' button.

## 5.4 SOF Activity Master

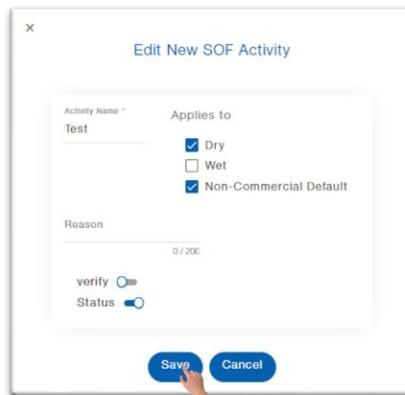
### Masters → SOF Activity Master

- This consists of list of activities added to the system.



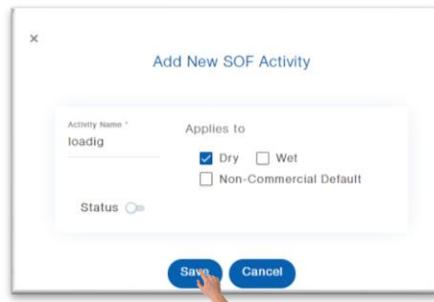
- Edit SOF activity.
- Click on '**Add New SOF Activity**' to add new SOF Activity.

### Edit SOF Activity:



- Edit the details.
- Click on '**Save**' button.
- Click on '**Cancel**' button for not saving the activity.

## Add new SOF activity:



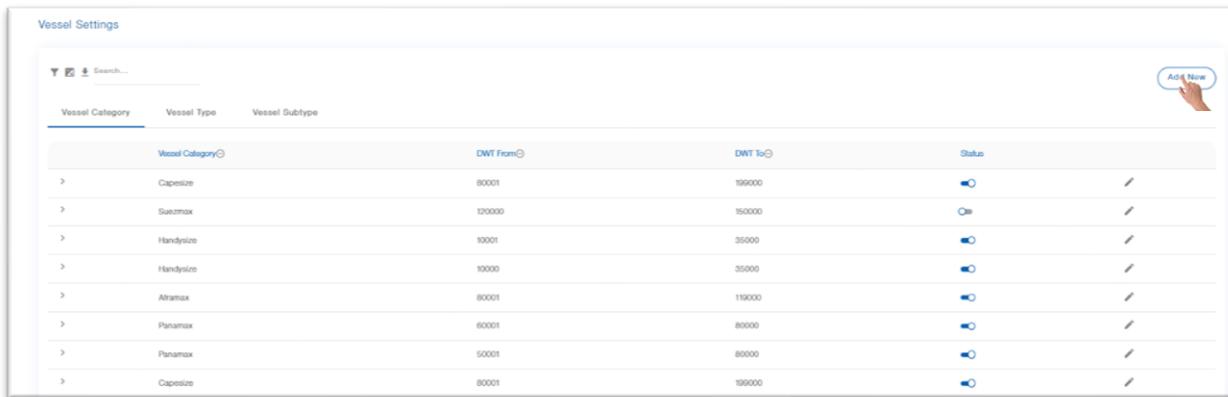
- Fill in the details.
- Click on '**Save**' button.
- Click on '**Cancel**' button for not saving the activity.

## 5.5 Vessel Setting

### Masters → Vessel Setting

- This describes the vessel category, type and subtype here.

#### Vessel Category:

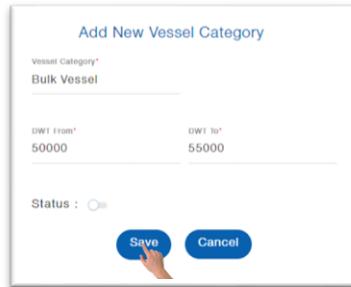


The screenshot shows a table titled 'Vessel Settings' with columns: Vessel Category, Vessel Type, Vessel Subtype, DWT From, DWT To, and Status. The 'Add New' button is highlighted with a hand cursor icon.

Vessel Category	Vessel Type	Vessel Subtype	DWT From	DWT To	Status
> Capesize			8000t	199000	On
> Suezmax			120000	150000	On
> Handysize			1000t	35000	On
> Handymax			10000	35000	On
> Alramax			8000t	119000	On
> Panamax			6000t	80000	On
> Panamax			5000t	80000	On
> Capesize			8000t	199000	On

- Edit Vessel Category
- Click on 'Add New' to add new vessel category.

#### Add New Vessel Category:



The dialog box has fields for Vessel Category (Bulk Vessel), DWT From (50000), DWT To (55000), and Status (On). The 'Save' button is highlighted with a hand cursor icon.

Add New Vessel Category

Vessel Category\*  
Bulk Vessel

DWT From\*  
50000

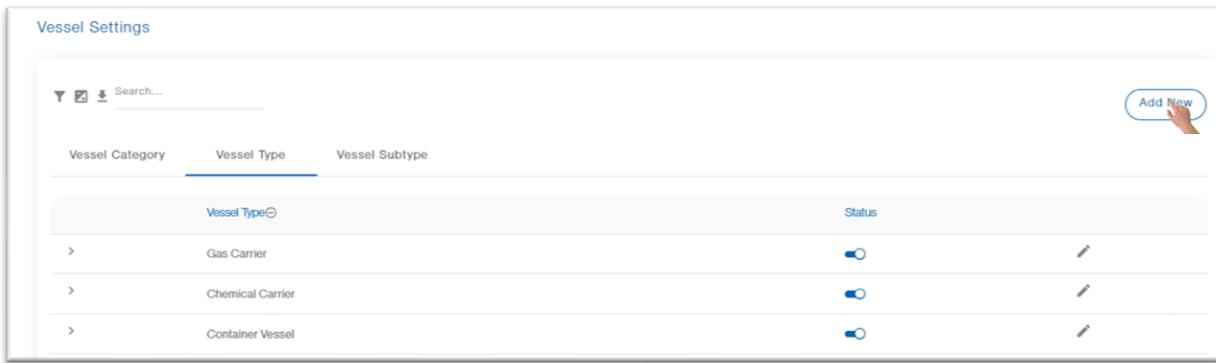
DWT To\*  
55000

Status : On

Save Cancel

- Fill in the details.
- Click on 'Save' button to save the details.
- Click on 'Cancel' button for not saving the details.

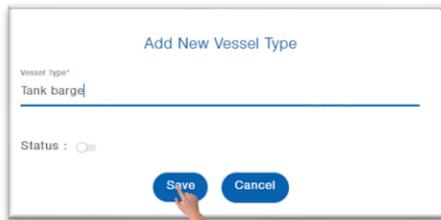
## Vessel Type:



The screenshot shows a 'Vessel Settings' interface. At the top, there are buttons for 'Add New' (with a hand cursor icon), 'Edit', and 'Delete'. Below this is a search bar with placeholder text 'Search...'. The main area has three tabs: 'Vessel Category', 'Vessel Type' (which is selected and highlighted in blue), and 'Vessel Subtype'. Under 'Vessel Type', there is a table with columns 'Vessel Type' and 'Status'. The table contains three rows: 'Gas Carrier' (status: off), 'Chemical Carrier' (status: off), and 'Container Vessel' (status: off). Each row has edit and delete icons.

- Edit Vessel Type.
- Click on 'Add New' to add new vessel type.

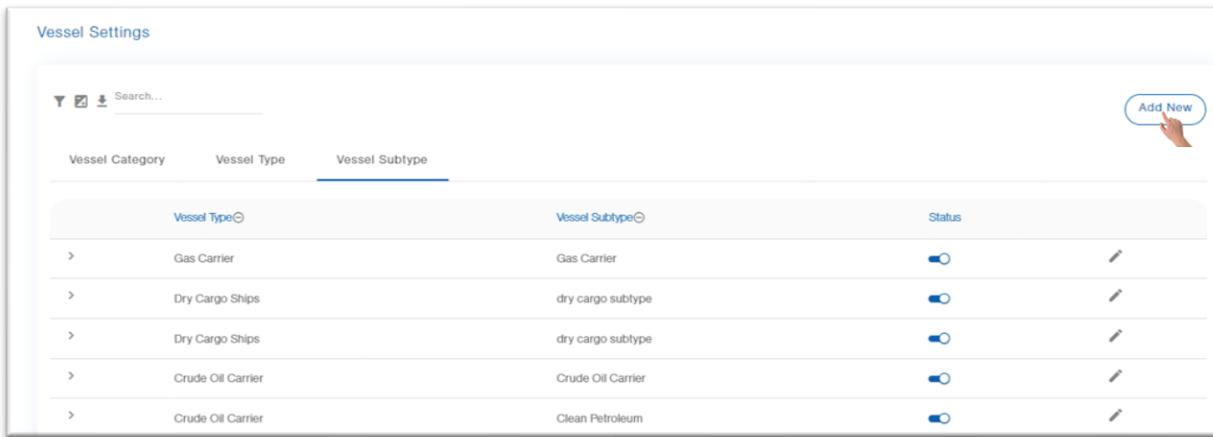
## Add New Vessel Type:



The dialog box is titled 'Add New Vessel Type'. It has a 'Vessel Type\*' field containing 'Tank barge'. Below it is a 'Status : ' field. At the bottom are 'Save' and 'Cancel' buttons, with a hand cursor icon over the 'Save' button.

- Fill in the details.
- Click on 'Save' button to save the details.
- Click on 'Cancel' button for not saving the details.

## Vessel Subtype:

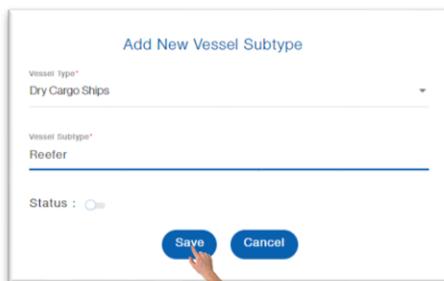


The screenshot shows a table titled 'Vessel Settings' with three columns: 'Vessel Category', 'Vessel Type', and 'Vessel Subtype'. The 'Vessel Subtype' column is currently selected. A search bar at the top right has the placeholder 'Search...'. An 'Add New' button is located in the top right corner of the table area.

Vessel Category	Vessel Type	Vessel Subtype	Status
>	Gas Carrier	Gas Carrier	<input checked="" type="checkbox"/>
>	Dry Cargo Ships	dry cargo subtype	<input checked="" type="checkbox"/>
>	Dry Cargo Ships	dry cargo subtype	<input checked="" type="checkbox"/>
>	Crude Oil Carrier	Crude Oil Carrier	<input checked="" type="checkbox"/>
>	Crude Oil Carrier	Clean Petroleum	<input checked="" type="checkbox"/>

- Edit Vessel Subtype.
- Click on '**Add New**' to add new vessel subtype.

## Add New Vessel Subtype:



The dialog box is titled 'Add New Vessel Subtype'. It contains two dropdown menus: 'Vessel Type\*' set to 'Dry Cargo Ships' and 'Vessel subtype\*' set to 'Reefer'. Below the dropdowns is a 'Status : ' field. At the bottom are 'Save' and 'Cancel' buttons, with 'Save' being highlighted by a hand cursor.

- Fill in the details.
- Click on '**Save**' button to save the details.
- Click on '**Cancel**' button for not saving the details.

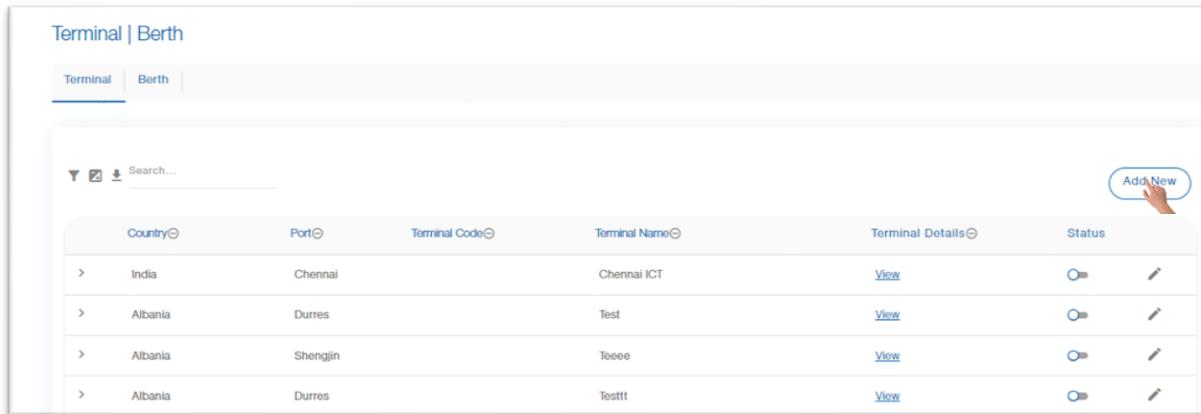
## 5.6 Port – Canal

### 5.6.1 Terminal | Berth

Masters → Port-Canal → Terminal | Berth → Terminal

- This describes the terminal and berth details.

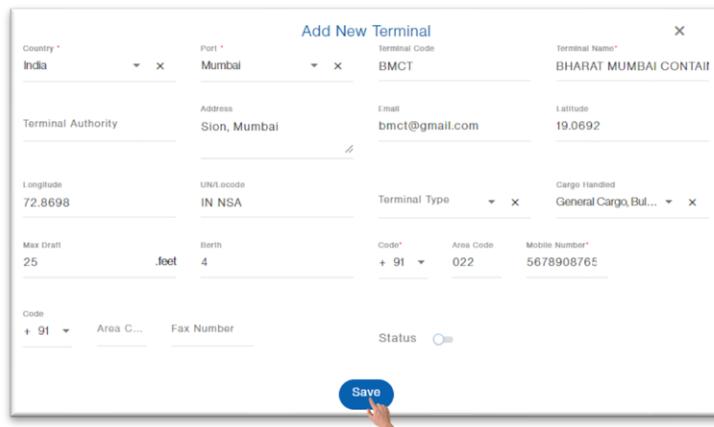
**Terminal:**



Country	Port	Terminal Code	Terminal Name	Terminal Details	Status
> India	Chennai		Chennai ICT	<a href="#">View</a>	
> Albania	Durres		Test	<a href="#">View</a>	
> Albania	Shengjin		Teeee	<a href="#">View</a>	
> Albania	Durres		Testtt	<a href="#">View</a>	

- Edit Terminal details.
- Click on '**Add New**' to add new terminal.

**Add New Terminal:**



The form contains the following fields:

Country *	India	Port *	Mumbai	Terminal Code	BMCT	Terminal Name *	BHARAT MUMBAI CONTAI
Terminal Authority	Address		Sion, Mumbai	Email	bmct@gmail.com	Latitude	19.0692
Longitude	72.8698	UN/Locode	IN NSA	Terminal Type		Cargo Handled	General Cargo, Bul...
Max Draft	25	.feet	4	Code*	+ 91	Area Code	022
Code	+ 91	Area C...	Fax Number	Status		Mobile Number*	5678908765

- Fill in the details.
- Click on '**Save**' button to save the details.
- Click on '**Cancel**' button for not saving the details.



## Masters → Port-Canal

### Masters → Port-Canal → Terminal | Berth → Berth

#### Berth:

Terminal   Berth					
Terminal		Berth			
<input type="button"/> <input type="button"/> <input type="button"/> Search...					
Country	Port	Terminal Name	Berth Name	Cargo Type Handle	Status
> India	Chennai	Chennai ICT	3443	<a href="#">View</a>	<input checked="" type="checkbox"/> <input type="button"/>
> Vietnam	Ho Chi Minh Cit...		Thieng Lieng Buoys	<a href="#">View</a>	<input checked="" type="checkbox"/> <input type="button"/>
> Vietnam	Dung Quat		Hoa Phat Dung Quat	<a href="#">View</a>	<input checked="" type="checkbox"/> <input type="button"/>
> United Arab Emi...	Sharjah		Port Khalid	<a href="#">View</a>	<input checked="" type="checkbox"/> <input type="button"/>

- Edit Berth details.
- Click on 'Add New' to add new berth.

#### Add New Berth:

Add New Berth

Country*	India		
Port*	Mumbai		
Terminal Name	JNPT	Berth Name*	Nhava Sheva
Cargo Type Handled	General Cargo,Bulk Cargo	Status	<input checked="" type="checkbox"/>

- Fill in the details.
- Click on 'Save' button to save the details.
- Click on 'Cancel' button for not saving the details.

## 5.6.2 Port Master

### Masters → Port-Canal → Port Master

- This describes the port and canal details.

Port Master							
Port Name / Canal Name		Port Code / UN/Locode	Country	GMT Offset	EST Rebate Applicable	Status	Remark
>	Mumbai	INBOM	India	5.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
>	Mokpo	KRMOK	South Korea		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
>	Yeosu	KRYOS	South Korea		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
>	Kwangyang	KRKAN	South Korea		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
>	Kunsan	KRKUV	South Korea		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- Click on 'Add New' to add new port master.

#### Add New:

Details      Port Instructions

Port     Canal

+

Port / Canal Details

General Details

Harbor Characteristics

Entrance Restrictions

Water Depth

Pilotage

Tugs

Quarantine

Communications

Loading & Unloading

Lifts & Cranes

Port Services

Supplies

Repair, Drydock, Railway & Other Services

Holiday List

Non-Essential Services

- Fill in port and canal details.



### 5.6.3 Port Tariff

#### Masters → Port-Canal → Port Tariff

- This describes the port and canal details.

Port Tariff					
Port	Document Name	Validity	Status	Actions	
Rotterdam	Port Tariffs and conditions - Port of Rotterdam 2023.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Singapore	AppointmentLetter.pdf	<input type="checkbox"/>	<input type="checkbox"/>		
Suez Canal		<input type="checkbox"/>	<input type="checkbox"/>		

- Edit Port Tariff details.
- Click on 'Add New' to add new port tariff.

#### Add New:

Select Country and Port

India      Alang

Add New Documents

Upload Document \*      Upload Supporting

Drag & Drop to Upload File  
or  
Browse File  
(Max size : 10MB)  
Supported Files : PDF, Word, PNG, JPEG

Document Name: Screenshot\_2023-04-05\_09-09-02.png      Port Tariff: Port Tariff

Document Source: Device      Website URL: https://ipaindia.com/

Validity: Start Date: 05/04/2023      End Date: 27/04/2023      No Validity

Tags: Port Tariff, India, Alang      Cost Item: 12.36% Service tax on Charge...      + Add Clauses

Document Name: Action

Screenshot\_2023-04-05\_07-31-06.png

Save Changes

- Fill in port and canal details.
- Click on 'Save' button to save the details.
- Click on 'Cancel' button for not saving the details.

## 5.7 Agent

### Masters → Agent

- This describes the agent details.

The screenshot shows a table titled "Agent Settings" with columns for Agent Name, Country, Rating, and Status. There is a search bar at the top left and an "Add New Agent" button at the top right, which is highlighted with a red hand cursor icon. The data in the table is as follows:

Agent Name	Country	Rating	Status
Madara	India	5.0	Active
Inchcape Shipping Services Sdn Bhd	Malaysia	5.0	Active
Hyop Woon Shipping Ltd (Only for SCM)	South Korea	5.0	Active
Handsome Express Co Ltd	Taiwan	5.0	Active
GAC Shipping (India) Pvt Ltd - Mumbai	India	5.0	Active

- Click on 'Add New Agent' to add new agent.



## Add New Agent:

### Company Details:

Profile and Company Details

Agent Name \* Kamesh Rao

State Maharashtra

Postal code/Zip code 400022

Primary phone no.\*  
Country Code + 91 Area Code 022 Number 567898

Fax Number.  
Country Code + 91 Area Code 022 Number 5678987987

Secondary phone no.  
Country Code + 91 Area Code 022 Number 5678998790

24\*7 Phone No.  
Country Code + 91 Area Code 022 Number 5678998790

Website www.flamingoes.com

Secondary Email ID

DLR No. \* 345678987

TIN No. 456789878

PIC type \* Captain  
Country Code + 91 PIC Mobile \* 4588029875

PIC First Name \* Praveen  
PIC Last Name \* Sandu  
PIC Email ID \* praveens@gmail.com

Time Zone (GMT +05:30) India Standard Time

SEZ Unit Address JNPT, Mumbai

Save

- Fill in company details.
- Click on 'Save' button to save the details.

### Bank Details:

Agent Master

Company Details Bank Details Port Activities Branch Office

Add Bank

Name	Account No	Deff. Code	Branch	Country	Currency	Status
No data found						

- Click on 'Add New Agent' to add a new agent.

## Add Bank Details:

Add Bank Details

Inventory Name *	Charles Hardy	Account No *	1234567890987654
ISBN NO	3456789	BIC / Swift Code *	4567890
ABA Routing Number	0987654	Bank Name *	Axis Bank
Branch	Mumbai	Address	Sion, Mumbai
City	Mumbai	Country *	India
Currency *	INR		

Add Bank Details

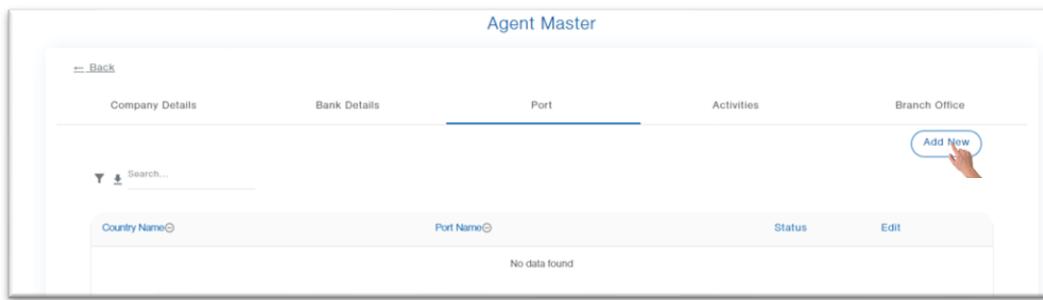
First Correspondent	First Correspondent Details	First Correspondent Swift Code	First Correspondent ABA Routing No
Second Correspondent	Second Correspondent Details	Second Correspondent Swift Code	Second Correspondent ABA Routing No
Holiday List	Sankaranti		
Remark			

Add Bank Details

Working Hours	From	To	On Status	<input checked="" type="checkbox"/> Is Primary
<input checked="" type="checkbox"/> 24x7				
<input type="button" value="Drag And Drop File or Click here to Browse File"/>		One Time Password(OPT) * 456789 <input type="button" value="Generate OTP"/> <input style="background-color: #007bff; color: white; border-radius: 5px; border: none; padding: 5px 10px; font-weight: bold;" type="button" value="Verify OTP"/>		
<input checked="" type="checkbox"/> I agree to terms and conditions *				
<input type="button" value="Save"/>				

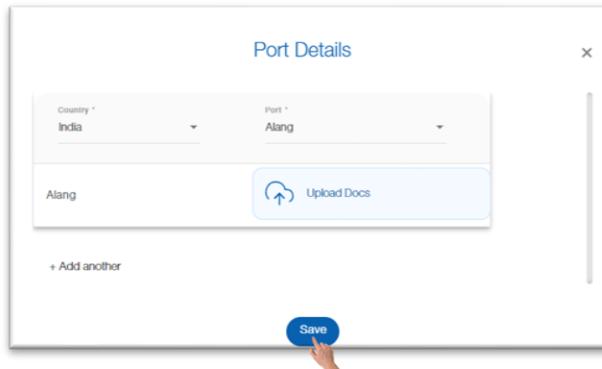
- Fill in the new bank details.
- Click ‘Generate OTP’ button.
- Enter the OTP sent to the registered mail address of the user.
- Click ‘Verify OTP’ button.
- Accept the ‘Terms & Conditions’.
- Click ‘Save’ button.

## Port:



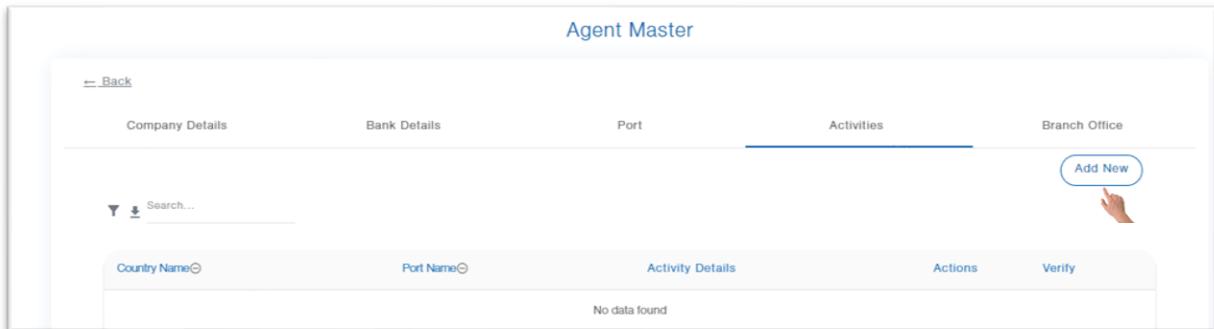
- Click on '**Add New Agent**' to add a new agent.

## Add New Port:



- Fill in port details.
- Click on '**Save**' button to save the details.

## Activities:



- Click on '**Add New Agent**' to add a new agent.

## Add New Activity:

The screenshot shows a modal window titled 'Add Activity'. At the top, there are dropdown menus for 'Country' (India), 'Port' (Chennai), and 'Activity' (Ballast, Bunker Survey, Bunkering). Below these is a table with columns: Country, Port, Activity, and Action. The table contains three rows: Ballast, Bunker Survey, and Bunkering. A hand cursor is hovering over the 'Save' button at the bottom.

Country	Port	Activity	Action
India	Chennai	Ballast	<input type="radio"/>
		Bunker Survey	<input type="radio"/>
		Bunkering	<input type="radio"/>

**Save**

- Fill in activities details.
- Click on 'Save' button to save the details.

## Branch Office:

The screenshot shows the 'Agent Master' page with a navigation bar including 'Back', 'Company Details', 'Bank Details', 'Port', 'Activities', and 'Branch Office'. The 'Branch Office' tab is active, indicated by a blue underline. A 'Search...' input field is present. Below the tabs, there is a table with columns: Branch Name, Country, City, Address, Port, and Status. A hand cursor is hovering over the 'Add Now' button in the top right corner of the table area.

Branch Name	Country	City	Address	Port	Status
					No data found

**Add Now**

## Add New Branch Office:

The screenshot shows the 'Add Branch Office' modal. It includes fields for 'Name' (Samplers Support), 'Country' (India), 'State' (Maharashtra), 'City' (Mumbai), 'Address' (Chunabatti, Sion, Mumbai), and 'Postal Code / Zip Code'. A 'Save' button is located at the bottom.

Name	Samplers Support	Country	India
State	Maharashtra	City	Mumbai
Address	Chunabatti, Sion, Mumbai	Postal Code / Zip Code	

**Save**

Add Branch Office

PDA will be forwarded by HO for estimates

Maintaining IDA/FDA/SDA by default

Maintaining Operation by default

Contact Person.\*  
First Name \* Ramesh Last Name \* Wagh

Primary phone no.\*  
Country Code \* 91 Area Code \* 022 Number 4567890

Secondary phone no.  
Country Code 91 Area Code 022 Number 3456789

Fax Number  
Country Code 91 Area Code Number

24\*7 phone no.  
Country Code 91 Area Code 022 Number 5678906

Mobile Number.  
Country Code 91 Area Code Mobile 567900987

Email ID 1 \* ramesh@gmail.com Email ID 2

**Save**

Add Branch Office

Ports \* Mumbai

Department \* Agency Account Dept., Agency Operations dept.

Contact Person.\*  
First Name \* Ram Last Name \* Sitta

Primary phone no.\*  
Country Code \* 91 Area Code \* 022 Number 56789009

Secondary phone no.  
Country Code 91 Area Code Number

Fax Number  
Country Code 91 Area Code Number

24\*7 phone no.  
Country Code 91 Area Code Number

Mobile Number.  
Country Code 91 Area Code Mobile 456789009

**Save**

- Fill in branch details.
- Click on 'Save' button to save the details.

## 5.8 Activity Master

### Masters → Activity Master

- This describes the activity details.

Activity						
	Activity Type	Activity Name	Cargo Impact	Apply Laden/Ballast	Remarks	Status
>	Commercial	Loading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	Non Commercial	Loading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	Commercial	Fresh Water Testing1289	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	Commercial	Fresh Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Edit Activity:

Edit Activity

Activity Name\*  
Loading  
7/Only 50 Characters Allowed

Activity Type\*  Commercial (C)  Non Commercial (NC)

Cargo Impact  Laden/Ballast Applicable

Status

**Save**

- Click on 'Save' button to save the details.

### Add New Activity:

Add Activity

Activity Name\*  
Bunkering  
9/Only 50 Characters Allowed

Activity Type\*  Commercial (C)  Non Commercial (NC)

Cargo Impact  Laden/Ballast Applicable

Status

**Save**

- Fill in activity details.
- Click on 'Save' button to save the details.



## 5.9 Cargo Master

### Masters → Cargo Master

- This describes the cargo details.

Cargo Master				
<input type="button" value="Add New"/>				
Cargo Name	HS Code	Unit Of Measurement	Remarks	Status
> CANOLA OIL	15141120	Metric Ton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
> SOYA BEAN OIL	1507	Metric Ton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
> PALM OIL IN REF...	15119010	Metric Ton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
> SULFURIC ACID	2807	Metric Ton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
> ASCC Heptane	29012920	Metric Ton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
> ASCC White Spir...	27101221	Metric Ton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Add New Cargo:

Add Cargo

Cargo Name\*  
Pineapple Fibre  
Max Characters allowed 15/50

HS Code\*  
080430  
Max Characters allowed 6/13

Unit Of Measurement\*  
Bundles

Status

- Fill in cargo details.
- Click on 'Save' button to save the details.



## 5.10 World Scale

### Masters → World Scale

- This describes the world scale details.

The screenshot shows a list of port locations in Ecuador. The interface includes a search bar, a dropdown for the year (set to 2023), and buttons for 'Add New' and 'View Documents'. A hand cursor is hovering over the 'Add New' button. The list itself is organized by country (Ecuador) and then by port name. The ports listed include: Andíport, Bahía De Caráquez, Balao Terminal, Durán, Esmeraldas, Guayaquil, La Libertad, Manabí, Puerto Bolívar, Punta Arenas (Ecuador), Quito, Río Guayas, San Lorenzo, Tepro Terminal, and Malta (Grand Harbour).

### Edit World Scale:

The screenshot shows the 'Edit World Scale' form. It includes fields for Country (Ecuador), Port (selected as Bahía De Caráquez, Durán, Esmeraldas, Guayaquil, La Libertad, Manabí, Quito, San Lorenzo), Cost Item, Terminal, and Status (set to blue). There is also a 'World Scale Statement' section with a note about lighthouse dues. A hand cursor is hovering over the 'Update' button at the bottom right of the form.

- Click on 'Update' to save the details.

## Add New World Scale:

Add New World Scale

Country India	World Scale Statement <small>Enter Here only 4000 characters</small> Careful
Select Port * Alang	
Select Cost Item * 12.36% Service tax on Chagency Fee, 14% Service tax on Agency Fee	
Select Terminal	
Created By: SuperAdmin SuperAdmin	
Date: 05-04-2023	
Status <input checked="" type="radio"/>	<a href="#">Add Another</a>
<a href="#">Save</a>	

- Fill in World Scale details.
- Click on '**Save**' button to save the details.



## 5.11 Ship Manager

### Masters → Ship Manager

- This describes the ship manager details.

Ship Manager			
Company	City	Country	Status
> Disclaimer : S...			
> Zodiac Maritime...		Monaco	
> VShips Asia gr...	Singapore	Singapore	
> Unix Line Pte L...	Singapore	Singapore	
> UACC		United Arab Emirates	
> Thome Ship Mana...		Singapore	
> Team Tankers Re...		Bermuda	

### Add New Ship Manager:

Add Ship Manager

Company Name*	Address*
MSC	Switzerland
Country*	11 / 1000 Characters allowed
Switzerland	City
	Bern
Contact Person	
Harini Muthusubramanian	
Primary Phone number	
Country Code*	Area code*
+ 41	41
Number*	
6789098767	
	<b>Save</b>

Add Ship Manager

Phone number

Country Code  
+ 41

Area code

Number

Fax Number

Country Code  
+ 41

Area code

Number

Email To\*  
harinim@gmail.com

Email Cc

**Save**

Add Ship Manager

harinim@gmail.com

Telex

Due days

Send Appointment    Owners Pdf

Status

Principal Mapping

Operator \*  
BMS Inc

Manager type \*  
Ship Manager

Add Principal mapping +

Operator	Manager Type	Status

**Save**

- Fill in ship manager details.
- Click on '**Save**' to save the details.

## 5.12 Cost-Head Master

### Masters → Cost-Head Master

- This describes the cost-head master details.

Cost Head			
Cost Head	Remarks	Status	Edit
> V Ship	test	○●	
> Cost Head Testing	test	○●	
> Asdighjkld		○●	
> Charterers Expen		○●	
> Agency Commission		○●	
> Agency Commission		○●	
> Port Costs	Test	○●	

#### Edit Cost Head:

Edit Cost Head

Cost Head Name\*  
V ship

Status ○●

Save Cancel

- Click on 'Save' to save the details.

#### Add New Cost Head:

Add Cost Head

Cost Head Name\*  
Port dues

Status ○●

Save Cancel

- Fill in cost head details.
- Click on 'Save' button to save the details.



## 5.13 Department Master

### Masters → Department Master

- This describes the department details.

#### Department:

The screenshot shows a table with columns: Department, Short Name, and Status. The data is as follows:

Department	Short Name	Status
Crewing	CRW	On
Technical	TOH	On
Accounts	ACC	On
Operations	OPS	On
Administrator	ADMIN	On

An 'Add New' button is highlighted with a hand cursor icon.

#### Edit Department:

The dialog box has the following fields:

- Department Type: operator
- Select Principal: Goldstar Tankers AS
- Department Name: Crewing
- Short Name: CRW
- Department Email: crew@yopmail.com
- Operation Dept: (radio button)
- Select Chat Access Type: (dropdown menu)
- Status: On
- Save button (highlighted with a hand cursor icon)

- Click on 'Save' button to save the details.

#### Add Department:

The dialog box has the following fields:

- Department Type: operator
- Select Principal: Goldstar Tankers AS
- Department Name: Accounts
- Short Name: ACC
- Department Email: accounts@gmail.com
- Operation Dept: (radio button)
- Status: On
- Save button (highlighted with a hand cursor icon)

- Fill in department details.
- Click on 'Save' button to save the details.

## Dept-Activity Mapping:

The screenshot shows the 'Department Master' interface with the 'Dept - Activity Mapping' tab selected. At the top, there is a search bar and a dropdown for 'Select Principal' set to 'Acrobot Shipping Company'. Below the tabs, there is a table with columns: 'Department', 'Activity', and 'Status'. Two entries are listed: 'Administrator' with activities 'Armed guards, Armed guards, Ballast, Bunker Survey, Bunkering, Bunkering,' and 'HSE Department' with the same activities. The 'Status' column for both rows has a blue circular icon with a white checkmark.

## Edit Department Activity:

The screenshot shows the 'Edit Department Activity' dialog box. It includes fields for 'Select Principal' (set to 'Acrobot Shipping Company'), 'Department Name' (set to 'Administrator'), 'Select Activity' (set to 'Armed guards, Armed guards, Ballast, Bunker Survey...'), and 'Status' (set to 'On'). A large blue 'Save' button is at the bottom.

- Click on 'Save' button to save the details.

## Add Department Activity:

The screenshot shows the 'Add Department Activity' dialog box. It includes fields for 'Select Principal' (set to 'Acrobot Shipping Company'), 'Department Name' (set to 'Administrator'), 'Select Activity' (set to 'Armed guards, Armed guards, Armed gu...'), and 'Status' (set to 'On'). A large blue 'Save' button is at the bottom.

- Fill in department activity details.
- Click on 'Save' button to save the details.

## 5.14 Charterer

### Masters → Charterer

- This describes the charterer details.

Charterer				
Charterer	Common Name	Remark	Status	
> YPF	YPF		✓	/
> Yellow Rock SA	Yellow Rock SA		✓	/
> Yara	Yara		✓	/
> XO Shipping A/S	XO Shipping A/S		✓	/
> Xcoal Energy An...	Xcoal Energy An...		✓	/

### Add New Charterer:

Add New Charterer

Charterer*	Common Name*
Marcopolo	MCP
Address*	Country*
Marol Naka, Mumbai	India
City	Postcode
Mumbai	400098
Contact Person	General Email*
Rohini Nene	rohinin@gmail.com
Primary Phone number	
Country Code*	Area code*
+ 91	22
Number*	
67890998	
<b>Save</b>	

Add New Charterer

Fax Number	Area code			
Country Code				
+ 91	22			
Number				
4567890876				
Telex	Status :			
<input checked="" type="checkbox"/> Display on Appointment Letter				
Principal Mapping				
Add Principal mapping +				
Principal	VMS Code	Charter VMS Name	Instructions	Status
<b>Save</b>				

- Fill in charterer details.
- Click on 'Save' button to save the details.



## 5.15 Cost-Item Master

### Masters → Cost-Item Master

- This describes the cost item details.

Cost Item		Remarks	Status	Edit
>	Water Treatment Chemical		<input checked="" type="checkbox"/>	/
>	Travel For Officers And Crew		<input checked="" type="checkbox"/>	/
>	Travel Visiting Ships - Shore Personnel		<input checked="" type="checkbox"/>	/
>	Transportation Spares		<input checked="" type="checkbox"/>	/
>	Water Treatment Chemical		<input checked="" type="checkbox"/>	/
>	Slop Chest		<input checked="" type="checkbox"/>	/
>	Sludge Expense		<input checked="" type="checkbox"/>	/

### Edit Cost Item:

Edit Cost Item

Cost Item Name\*  
Water Treatment Chemical  
24/Only 250 Characters Allowed

Status

**Save** **Cancel**

- Click on 'Save' button to save the details.
- Click on 'Cancel' to not save the details.

### Add Cost Item:

Add Cost Item

Cost Item Name\*  
Transportation Spares  
24/Only 250 Characters Allowed

Status

**Save** **Cancel**

- Fill in Cost Item details.
- Click on 'Save' button to save the details.
- Click on 'Cancel' to not save the details.



## 5.16 Unit Of Measurement (UOM)

### Masters → UOM

- This describes the UOM details.

Unit of Measurement Master				
Measurement Code		Measurement	Remarks	Status
>	INC	INRC		<input checked="" type="checkbox"/> <input type="checkbox"/>
>		Id		<input checked="" type="checkbox"/> <input type="checkbox"/>
>	BDL	Bundles		<input checked="" type="checkbox"/> <input type="checkbox"/>
>	KGS	Kilograms		<input checked="" type="checkbox"/> <input type="checkbox"/>

### Update UOM:

Update Unit of Measurement

Measurement Code*	INC	3 / only 3 character
Measurement*	INRC	4 / only 20 character
Remarks	/ 0 / 6000	
Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Click on the **Toggle** to activate the UOM.



## Add New UOM:

Add Unit of Measurement

Measurement Code\*  
CC  
2 / only 3 character

Measurement\*  
Cubic Centimeter  
16 / only 20 character

Remarks

0 / 4000

Status

Principal Mapping

Principal: Goldstar Tankers AS

VMS Code: CC

UOM VMS Name: Cubic Centimeter

Add Principal mapping +

Principal	Vms Code	UOM VMS Name	Status
-----------	----------	--------------	--------

Save Cancel

- Fill in UOM details.
- Click on the **Toggle** to activate the UOM.

## 5.17 Dropdown Parameters

### Masters → Dropdown Parameters

- This describes the dropdown parameter details.

#### CSI Category:

Parameter Master			
CSI Category	Cost Saving Category	Reasons For Feedback	Reasons of Re-allocation
<input type="text"/> Search...			<a href="#">Add New</a>
CSI Category		Status	Remarks
> General-CRM-Reporting		<input checked="" type="checkbox"/>	
> Queries		<input checked="" type="checkbox"/>	
> Contracts		<input checked="" type="checkbox"/>	
> Cash Management		<input checked="" type="checkbox"/>	
> DA Processing		<input checked="" type="checkbox"/>	

#### Add New CSI Category:

Add New CSI Category

CSI Category\*  
CSI Manager  
11/Only 50 Characters Allowed

Status :  (By Default Active)

[Save](#) [Cancel](#)

- Fill in CSI Category.
- Click on 'Save' button to save the details.
- Click on 'Cancel' to not save the details.

## Cost Saving Category:

Parameter Master

CSI Category	Cost Saving Category	Reasons For Feedback	Reasons of Re-allocation	Reason for Blacklisting	
Search...					
Cost Saving Category	Sub Category	Description	Status	Remarks	Edit
> Agents errors and omissions	Agents errors and omissions	Agents errors and omissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
> Uncertain Costs	Uncertain Costs	Uncertain Costs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
> Not in line with agreement	Not in line with agreement	Not in line with agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
> Not in line with Tariff	Not in line with Tariff	Not in line with Tariff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
> Non-Contractual Savings	Non-Contractual Savings	Non-Contractual Savings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

## Add New Cost Saving Category:

Add New Cost Saving Category

Cost Saving Category*	Commercial	10/Only 50 Characters Allowed
Cost Saving Subcategory*	Commercial	10/Only 50 Characters Allowed
Description*	Commercial	10/Only 100 Characters Allowed
Status :	<input checked="" type="radio"/>	(By Default Active)
<b>Save</b>		

- Fill in Cost Saving Category details.
- Click on '**Save**' button to save the details.
- Click on '**Cancel**' to not save the details.

## Reasons for feedback:

The screenshot shows a software interface titled "Parameter Master". At the top, there are tabs: "CSI Category", "Cost Saving Category", "Reasons For Feedback" (which is highlighted in blue), "Reasons of Re-allocation", and "Reason for Blacklisting". Below the tabs, there are five categories: PDA, IDA, FDA, SDA, and VI. A search bar labeled "Search..." is present. On the right side, there is a button labeled "Add New" with a hand cursor icon hovering over it. The main content area displays a table with columns: "Reasons for Feedback", "Status", "Remarks", and "Edit". A message "No data found" is shown at the bottom of the table.

## Add Reasons for Feedback:

The screenshot shows a modal dialog box titled "Add Reasons for Feedback". It has a dropdown menu for "OA type" set to "APDA". The main input field contains the text "Cost heads missing". Below the input field, a note says "(18/Only 200 Characters Allowed)". Underneath, there is a status section with the text "Status : (By Default Active)" and a "Save" button with a hand cursor icon hovering over it.

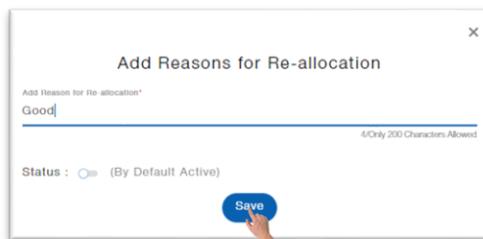
- Fill in Reasons for Feedback.
- Click on 'Save' button to save the details.



## Reasons for Re-allocation:

The screenshot shows the 'Parameter Master' interface with the 'Reasons of Re-allocation' tab selected. The main area displays a table with columns: 'Reasons for Re-allocation', 'Status', 'Remarks', and 'Edit'. A search bar at the top left and an 'Add New' button at the top right are also visible.

## Add Reasons for Re-allocation:

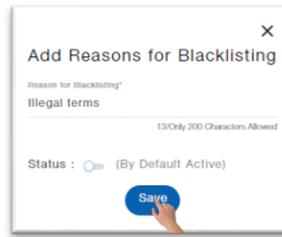


- Fill in Reasons for Re-allocation details.
- Click on 'Save' button to save the details.

## Reason for blacklisting:

The screenshot shows the 'Parameter Master' interface with the 'Reason for Blacklisting' tab selected. The main area displays a table with columns: 'Reasons for Blacklisting', 'Status', 'Remarks', and 'Edit'. A search bar at the top left and an 'Add New' button at the top right are also visible.

## Add Reasons for blacklisting:



- Fill in Reasons for Blacklisting details.
- Click on 'Save' button to save the details.

## 5.18 DA Checklists

### Masters → DA Checklists

- This describes the DA checklist details.

The screenshot shows a software interface for managing DA (Detailed Agreement) checklists. At the top, there's a horizontal bar with three blue double-headed arrows indicating scrollable content. Below this is a section titled "Confirmation Checks" with a "PDA" tab selected. The PDA tab contains a list of items with checkboxes:

- Appointment Letter:
- PDA Relevant communication:
- ROE confirmed:
- Miscellaneous Expenses verified/negotiated:
- CSI and applicable agreements:
- Non-essential services requirements:
- Worldscale (If applicable):
- PDA quoted in local currency:
- Vessel Rotation:
- Cost savings entered:

Below the PDA tab, there are "+add PDA confirmation check" and "Verify" buttons. Underneath the PDA tab, there are two other tabs: "IDA" and "FDA". The IDA tab has a "Verify" button, and the FDA tab has a lock icon.

- Collapsible tabs are provided to add and delete DA confirmation checks.

## 5.19 Tax Master

### Masters → Tax Master

- This describes the tax details.

Tax Master			
<input type="text"/> Search...			
Country	Taxes	Status	
> South Korea	test	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
> South Korea	test222	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
> India	Rahul2	<input type="checkbox"/>	<input type="button" value="Edit"/>

### Edit Tax Master:

Edit Tax Master

Country \*

Tax-header\*

Status

Tax-header\*

Status



- Click on 'Save' button to save the details.

### Add Tax Master:

Add Tax Master

Country \*

Tax-header\*

Status



- Fill in Tax Master details.
- Click on 'Save' button to save the details.



## 5.20 Master Feedback Form

### Masters → Master Feedback Form

- This describes the feedback given.

The screenshot shows a 'Feedback Template' interface. At the top, there are two dropdown menus: 'Select From' set to 'Diabos' and 'Select To' set to 'Operator'. Below these are two sections: 'Note' and 'Rating'. A hand cursor is hovering over the 'Rating' section. At the bottom left, there is a link '+ Add Section'.

- Select From User from the dropdown.
- Select To User from the dropdown.
- Enter the ratings as a form of feedback.

## 5.21 International Holidays

### Masters → International Holidays

- This describes the international holiday details.

Holiday Master					
Country	Date	Day	Holiday Name	Holiday Type	Action
Singapore	2023/04/Th	Mon	Good Friday	Public,Bank	
Singapore	2023/04/Su	Mon	Labour day	Public,Bank	
India	2023/01/Su	Mon	Sankaranti	Public	

### Update Holiday List:

Drag And Drop File or [Click here](#) to Browse File(Upload only .csv,.xls,.xlsx format)

Excel Format

Header ->	Country	Date	Day	Holiday Name	Holiday Type
Values ->	Maldives(Mandatory)	mm/dd/yyyy(Mandatory)	Mon or Tue or Wed or Thurs or Fri or Sat(Mandatory)	Labour Day(Mandatory)	Public or Bank or Public,Bank

### Add New Holiday:

Add New Holiday

Country*	Day*
India	Sat
Choose a Date*	
01/05/2023, 12:00 AM	
Holiday Name*	Holiday Type
May Day	Public

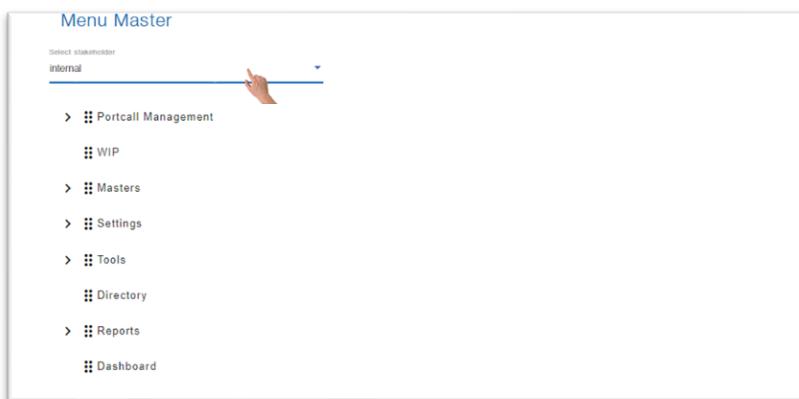
- Fill in Holiday details.
- Click on 'Save' button to save the details.

## 5.22 System Master

### 5.22.1 Menu Master

#### Masters → System Master → Menu Master

- This describes the menu details.



- Select stakeholder from the dropdown.
- View the menu visible to the stakeholder.

### 5.22.2 Role Access

#### Masters → System Master → Role Access

- This describes the roles and their access.

Type	Role	Description	Status	Edit	Duplicate Role
> internal	CEO	CEO	■		
> operator	Ship Operator Chem	Chemical Tanker...	■		
> operator	Chemical Tankers - Admin	Super Admin	■		
> internal	CMS-Authorizer	Testing	○		
> operator	Operator Admin	Operator Manage...	■		



## Edit Role:

The screenshot shows the 'Edit Role' interface. At the top, there are fields for 'Role Type' (Internal), 'Role Name' (CEO), and 'Status' (On). Below is a search bar and a table of features and their permissions.

Features	Add	Update	Delete	View	Export-Import	Verify	Print	Stage
Payments	<input type="checkbox"/>	<input type="checkbox"/>						
Payment_CMS	<input type="checkbox"/>	<input type="checkbox"/>						
Report_CMS	<input type="checkbox"/>	<input type="checkbox"/>						
query-moderator	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
query-processor	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

On the right side of the table, there is a list of checkboxes for specific query actions:

- Query Raised
- Query Open
- Query Responded
- Query Resolved
- Query Requery
- Query Withdraw
- Query Raised
- Query Open
- Query Responded
- Query Resolved
- Query Requery
- Query Withdraw

At the bottom, there is a note: "Note: click on feature name to toggle the selection". A hand cursor is hovering over the 'Save' button.

- Edit role details.
- Click on 'Save' to save the details.

## Duplicate Role:

The screenshot shows the 'Duplicate Role' dialog box. It has fields for 'Role Name' (CEO) and 'Role Description' (CEO). At the bottom is a 'Save' button, which has a hand cursor hovering over it.

- Click on 'Save' to save the details.

## Add New Role:

The screenshot shows the 'Add New Role' page. At the top, there are fields for 'Role type' (operator), 'Role Name' (CEO), and 'Status' (radio button for 'Active'). Below this is a search bar labeled 'Search...'. The main area is a grid titled 'Features' with columns for 'Add', 'Update', 'Delete', 'View', 'Export-Import', 'Verify', 'Print', and 'Stage'. The rows list various features like 'query-operator', 'Principal Profile - Agreement', etc. Most features have checkboxes for each permission column. A vertical scroll bar is on the right side of the grid. At the bottom right of the grid is a blue 'Save' button with a hand cursor icon pointing at it. Below the grid, a note says 'Note: click on feature name to toggle the selection'.

- Fill in role details.
- Click on 'Save' to save the details.

### 5.22.3 Milestone Master

#### Masters → System Master → Milestone Master

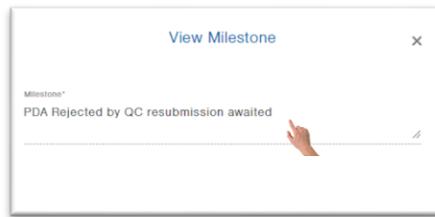
- This describes the milestone details.

The screenshot shows the 'Milestone Master' page. At the top, there is a dropdown menu labeled 'Select Stakeholders' with 'Operator' selected. A hand cursor is shown pointing at the dropdown arrow. Below this is a navigation bar with tabs: PDA (selected), APDA, IDA, SDA, FDA, VI, and PC for VI. There is also a search bar labeled 'Search...'. The main content area displays a table with columns for 'Milestone', 'Milestone Operator', and 'Actions'. The table contains three rows: 'PDA Rejected by QC' (operator: PDA- Diabos Audit in Progress), 'PDA Re-Query (PR)' (operator: PDA in query, DIABOS audit in progress), and 'Shortsea Portcall' (operator: Shortsea Portcall Appointment accepted).

- Select Stakeholder from the dropdown.
- View Milestones for the DA.



### **View Milestone:**



- View Milestones for the DA.

### **5.22.4 VMS Master**

#### **Masters → System Master → VMS Master**

- This describes the VMS details.

### **Edit VMS Master:**

- Click on 'Save' to save the details.

## Add VMS Master:

VMS Name\*  
SHIPNET

Remarks\*  
SHIPNET

Status  Only 4000 Characters Allowed

**Save**

- Fill in VMS Master details.
- Click on 'Save' to save the details.

## 5.22.5 Menu Mapping

### Masters → System Master → Menu Mapping

- This describes the menu mapping details.

Search... Filter here... Search... Save

Feature

agent

No data found

Items per page: 20

Menu

query-agent

Agent DA

SOF

APDA

PDA

AF

IDA

FDA

SDA

Items per page: 20

1 - 9 of 9 | < > |

Items per page: 20

Vessel API Data

Other VMS Details

SOF Activity Master

International Holidays

Customer Specific Instructions

Vendor

Cargo Master

Vessel Settings

Fleet List

Roles - Access

DA Checklists

Dropdown Parameters

Cost Item Master

Cost head Master

Activity Master

Locked Users

Operator WIP

Agent WIP

Department Settings

Ship Manager

Items per page: 20

1 - 20 of 104 | < > |

Items per page: 20

- Select Stakeholder from the dropdown.
- Map the menu for the stakeholder.
- Click on 'Save' to save the details.



## 5.22.6 Manage Users-Diabos

Masters → System Master → Manage Users-Diabos

- This manages users and Diabos relations.

Manage Users					
		Search...			
First Name	Middle Name	Last Name	Phone No	Role	Status
>		Ekanayake		Administrator	
>		diabos		Administrator	
> shubhangi		palkar		CEO	
> UatUser		Uatuser		Diabos Admin	
> UserCEO		CEO		CEO	
> DaHOD		HOD		HOD - Operations	

Edit User:

Edit User

First Name*	shubhangi	Middle Name		Last Name*	palkar
Country*	Afghanistan	Email*	shubhangi@yopmail.com	Login ID*	shubhangi
Phone No	Country Code	Phone Area Code	Phone No.		
Fax No.	Country Code	Fax Area Code	Fax No		
Phone No 2	Country Code	Phone No.2 Area Code	Phone No 2		

**Update**

- Edit User details.
- Click on 'Update' to save the details.

## Reset Password:

The screenshot shows a user management interface titled "Manage Users". It displays a table with columns: First Name, Middle Name, Last Name, Phone No, Role, and Status. There are three rows of data. In the last row, there is a "Reset Password" button with a hand cursor icon pointing at it.

- Reset Password for the users.

## Add User:

This screenshot shows the "Add User" form for basic contact information. It includes fields for First Name (Pawan Kumar), Middle Name, Last Name (Shinde), Country (India), Email (pawan456@gmail.com), Login ID (pawan01), Phone No (Country Code 91, Area Code 22, Number 78909567), Fax No (Country Code 91), and Phone No 2 (Country Code 91, Area Code).

This screenshot shows the "Add User" form for mobile and reporting details. It includes fields for Mobile (Country Code 91, Area Code 22, Number 9047130164), Residence No (Country Code 91, Area Code 22, Number 567890876), Department (Account DA), Reporting To (SuperAdmin SuperAdmin), and a checkbox for QC Mandatory. Other fields include Suffix, Role (TL - Tables), Default Module, Status, Locked Status, and Allow chat.

**Add User**

Query review Mandatory

Status	Locked Status	Allow chat
CMS Access	Contract Access	

Exceptions

Vessel	Voyage	Port	ETA
ETD	Unique Id	Softmar VMS Id	LetterheadType
Agent	Cargo Details	PDA checking	IDA Checking
Short Sea	Portcall Type	(New) To insert instructions to agent	Currency
Received Date	FDA pending to DA complete	IDA pending to FDA pending	FDA pending to IDA pending
FDA Received at DIABOS to	Quality check to DA	DA Complete to Quality	Cancel APDA

**Add User**

FDA Received at DIABOS to earlier stage	Quality check to DA complete	DA Complete to Quality check	Cancel APDA
Bring DA back to processing by DIABOS	Reinstate SDA from cancelled stage	Change advance percentage & amount	Make DA available for approval of previous tier/sequence
Cost Reallocation	APDA, FDA, SDA & VI XML Reversal	Vendor invoice cancellation	Quality check to VI approved
Invoice number	PDA XML	Additional Fund XML	PDA Reversal XML
PDA + Additional Fund Only XML	APDA XML	IDA XML	FDA XML
SDA XML	VI XML	Change base ROE	Generate payment advice
Update internal level remarks	Bank account change	Modify timebar	

**Save**

- Fill in User details.
- Click on 'Save' to save the details.

## 5.22.7 Feature Master

Masters → System Master → Feature Master

- This describes the feature details.

**Feature Master**

Type	Feature Code	Menu Name	Status	Edit
> Principal Profile - Agreement	OP14	Principal Profi...	<input checked="" type="checkbox"/>	
> Create Port Call - Imported Port call	OPC03		<input checked="" type="checkbox"/>	
> Principal Profile - Admin Profile	OP11	Principal Profi...	<input checked="" type="checkbox"/>	

**Add New**

## Edit Feature:

The screenshot shows the 'Edit Feature' dialog box. It includes fields for Feature Name ('Principal Profile - Agreement'), Feature Code ('OP14'), Module ('Disbursement Accounting (DA)'), User Type ('operator'), Access Levels (checkboxes for add, update, delete, view, export-import, verify, print, Status), Stages (Stage Name field), and a 'Save' button. A hand cursor is hovering over the 'Save' button.

- Edit Feature details.
- Click on 'Save' to save the details.

## Add Feature:

The screenshot shows the 'Add Feature' dialog box. It includes fields for Feature Name ('Quarantine'), Feature Code ('QU90'), Module ('Disbursement Accounting (DA)'), User Type ('operator'), Access Levels (checkboxes for add, update, delete, view, export-import, verify, print, Status), Stages (Stage Name field), and a 'Save' button. A hand cursor is hovering over the 'Save' button.

- Fill in Feature details.
- Click on 'Save' to save the details.

## 6. Settings

### 6.1 Vendor Agreement

#### Settings → Vendor Agreement

- Vendor Agreement lists down the vendor agreements made and its detail.

Vendor Name	Operator Name	Country	Port	Cost Item	Start Date	End Date
Antwerp Towage NV	Goldstar Tankers AS	Singapore	Tanjong Pagar,Tanjong Penjuru	12.36% Service tax on Port Charges	3/2/23	3/28/23
Suderman & Young Towing Company	Aladdin Shipping Company	United States	Beaumont,Houston	Towage	1/1/22	12/31/22

- Click on 'Add New Agreement' to add new agreement.

#### Add New Agreement:

The screenshot shows the 'Add New Vendor Agreement' form. It includes fields for Vendor Name (All Marine Surveyors, Inc.), Country (Angola), Start Date (05/04/2023), End Date (15/04/2023), Auto approval, Auto renewal, Verify, Amt. Letter Head, Amt. Letter Text, Remitter Date (16 Days), and Remark. There is a 'Upload Document' section with a placeholder for a file. At the bottom, there is a 'Select Port and Select Cost Item' section with a dropdown for Port (Gibbs) and Cost Item (12.36% Service tax on Port Charges). Below these are 'Save' and 'Save and Add Clauses' buttons.

- Fill the agreement details.
- Click on 'Save' to save the details.
- Click on 'Save and add clauses' to add clauses to the agreement.

## 6.2 Blacklist Stakeholders

### Settings → Blacklist Stakeholders

- The list of blacklisted stakeholders is displayed.

Black List / Locked User Account

Stakeholder Type	Agent			
Stakeholder Type	Stakeholder Name	Stakeholder Id	Created By	Created Date
Agents	BH Shipping	49dc7e6b-2492-44c6-bd4f-47ffa65165ba	jwalker@yopmail.com	22/11/22 10:59 AM

- Select Stakeholder Type from the dropdown.
- Click on 'Add New' to blacklist new stakeholder.

#### Add New:

Add New Blacklist Stakeholder

Stakeholder Type\* Agent Stakeholder Name\* Star Global Agency Pte Ltd

Do you want to blacklist the stakeholder across diabos platform?  On Behalf of Stakeholder

On Behalf of Stakeholder Name\* Star Global Agency

Do you want to blacklist the Stakeholder accross all countries?  Yes  No

Please select countries where blacklist is applicable.

Country Central African Republic

Reason Reason One

Reason\* Reason One

Reason\* Illegal terms

Save Cancel

Add New Blacklist Stakeholder

Star Global Agency

Do you want to blacklist the Stakeholder accross all countries?  Yes  No

Please select countries where blacklist is applicable.

Country Central African Republic

Reason Reason One

Reason\* Reason One

Reason\* Illegal terms

1000 Only 1000 Characters Allowed

Drag And Drop File or Click here to Browse File

Save Cancel

- Fill in the details.
- Click on 'Save' to blacklist the stakeholder.
- Click on 'Cancel' to not blacklist the stakeholder.



## 6.3 Customer Specific Instructions (CSI)

### Settings → Customer Specific Instructions

- The specific instructions are displayed.

Title	Cost Head	Actions	Status
> CSI test 123			

- Select the principal name from the dropdown provided.
- List of customer specific instructions are displayed.
- Click to view the customer specific instructions.
- Click to edit the customer specific instruction.
- Click **Toggle** to activate the instruction.
- Click 'Add new' to add new rule.

#### View / Add new rule:

Add a new rule

Select Principal: Acrobot Shipping Company

Select Legal Entity: Acrobot Shipping Company

Title: Operator

Enter Note: Enter PDA advance below the quoted one

CSI Category: Cash Management

Select Department: Administrator, HSE Department, testing

The image consists of three vertically stacked screenshots of a software interface titled "Add a new rule".

- Screenshot 1:** Shows configuration for a "PDA" stage. It includes fields for "Ports\*" (Include), "Select country" (India), "Select port to include" (Alang), and "Vessel Ownership" (Owned). There are dropdowns for "Select Vessel Name", "Select Vessel Type", "Select Vessel Subtype", and "Select Vessel Category". A blue circular button is located in the top right corner of this section.
- Screenshot 2:** Shows configuration for an "Agent". It includes fields for "Agent Name" (Star Global Agency Pte Ltd) and "Vendor" (Don-Bunkering Ltd). Below these is a "Upload Document" section with a placeholder message: "Drag And Drop File or Click here to Browse File".
- Screenshot 3:** Shows configuration for a document upload. It includes a "Upload Document" section with the same placeholder message. At the bottom are "Validate Upto" (05/04/2023), a checked checkbox for "Apply to existing portcalls", "Select Date" (05/04/2023), and a "Status" toggle switch. A large blue "Save" button is at the bottom center, with a hand cursor icon pointing to it.

- Fill in the details.
- Click '**Save**' to save the details.

## 6.4 Vendor Mapping

**Settings → Vendor Mapping**

- The vendor is mapped to the port.

The screenshot shows a 'Vendor Mapping' page with two dropdown menus at the top: 'Select Principal' set to 'Goldstar Tankers AS' and 'Select Country' set to 'Singapore'. Below these are two rows of data in a table:

Diabos Vendor Name	Country	Port	Principal Vendor Name	Vendor Short Name	Vendor Code
> British Defence...	Singapore				
> Dan-Bunkering L...	Singapore				

A hand icon with a hammer and wrench is positioned over the last row of the table.

- Select principal from the dropdown provided.
- Select country from the dropdown provided.
- Edit vendor mapping.

**Edit Vendor Mapping:**

The dialog box is titled 'Edit Vendor Mapping'. It contains the following fields:

- Port: Tanjong Pagar
- Principal Vendor Name\*: British Defence Company
- Vendor Short Name\*: BDC
- Vendor Code\*: 998767

Buttons at the bottom include 'Save' and 'Cancel'. A hand icon points to the 'Save' button.

- Edit the vendor mapping.
- Click on 'Save' to save the details.
- Click on 'Cancel' to not save the details.

## 6.5 Agent Agreement

### Settings → Agent Agreement

- Agent Agreement lists down the vendor agreements made and its detail.

Agent Agreement			
Agent Name	Operator Name	Country	Port ↑
Handsome Express Co. Ltd	Aladdin Shipping Company	Taiwan	Taichung
Horizon Shipping Agencies Pte Ltd	Aladdin Shipping Company	Singapore	Singapore

- Click on 'Add New Agreement' to add new agreement.

### Add New Agreement:

Back

Add New Agent Agreement

Country * Singapore	Agent Name * BHS Shipping Agencies	Start Date * 06/04/2023	End Date * 30/04/2023
Auto approval ? <input checked="" type="checkbox"/>	Auto renewal ? <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Verify	Doc. Usage * 45
Appt. Letter Head	Appt. Letter Text	Reimburse Amt * 5 Days	Remark
Upload Document			
<input type="button" value="Drag And Drop File or Click here to Browse File"/>	Document <input type="text"/>	Date <input type="text"/>	Actions
Select Port and Select Cost Item			
Port * Singapore	Cost Item * 0.30% Service Tax on Chayancy Fee, 0.30% Service Tax on Port Charges	View Classes	
<input type="button" value="Save"/> <input type="button" value="Save and Add Clauses"/>			

- Fill the agreement details.
- Click on 'Save' to save the details.
- Click on 'Save and add clauses' to add clauses to the agreement.



## 6.6 Principal Profile

**Settings → Principal Profile → Admin profile**



Customer Profile : TIL Maritime LLC

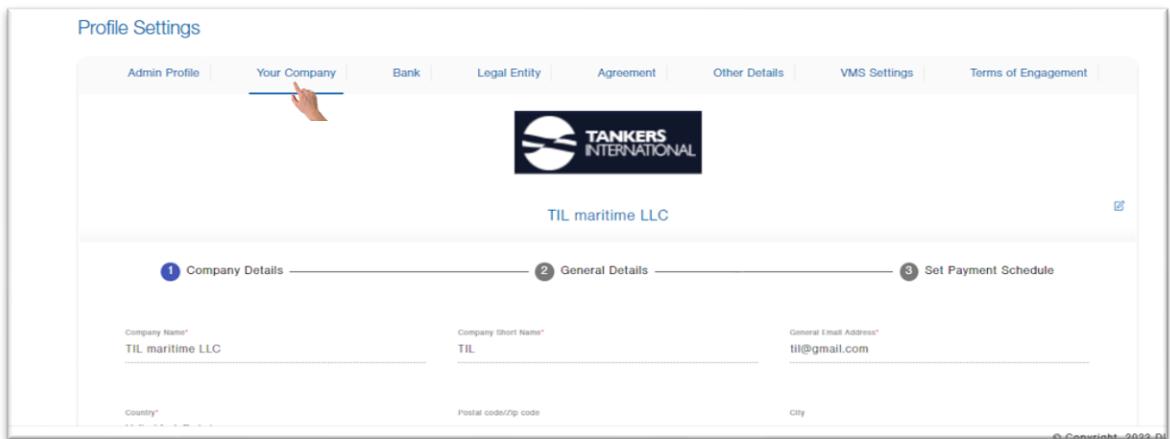
Admin Profile Your Company Bank Legal Entity Agreement Other Details VMS Settings Terms of Engagement

First Name\*  
Test Test 9 / 50 characters allowed

Middle Name 0 / 50 characters allowed

1. Fill in the admin profile.

**Settings → Principal Profile → Your Company**



Profile Settings

Admin Profile Your Company Bank Legal Entity Agreement Other Details VMS Settings Terms of Engagement

TANKERS INTERNATIONAL

TIL maritime LLC

① Company Details ————— ② General Details ————— ③ Set Payment Schedule

Company Name\*  
TIL maritime LLC

Company Short Name\*  
TIL

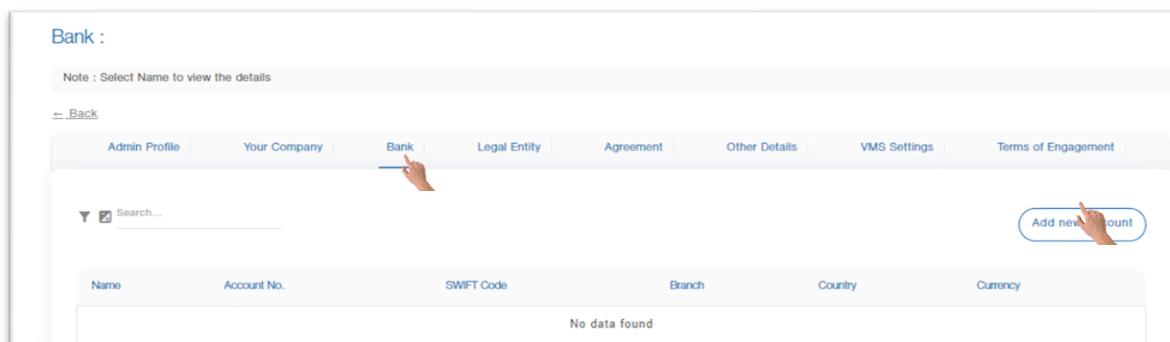
General Email Address\*  
til@gmail.com

Country\*  
Postal code/zip code  
City

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2. Fill in the company details.

**Settings → Principal Profile → Bank**



Bank :

Note : Select Name to view the details

← Back

Admin Profile Your Company Bank Legal Entity Agreement Other Details VMS Settings Terms of Engagement

Search... Add new account

Name	Account No.	SWIFT Code	Branch	Country	Currency
No data found					

3. Fill in the bank details.

## Add new account:

The screenshot shows a modal window titled "Add New Account For". It contains several input fields with validation stars (\*). The fields include: Country\* (with a dropdown menu), Currency (dropdown), Bank Name\* (text input), Account No.\* (text input), Beneficiary Name\* (text input), Branch\* (text input), City (text input), Address\* (text input), SWIFT Code\* (text input), Routing No. (text input), and IBAN No. (text input). At the bottom left of the form, it says "1st Correspondent Details".

- Fill in the details.
- Click on 'Save' to save the details.

## Settings → Principal Profile → Legal Entity

The screenshot shows a table titled "Legal Entity" under the "Principal Profile" settings. The table has columns: Office Name, Display Name, Address, Country, City, and Status. There are two rows of data:  
1. TIL Maritime Pte Ltd, TIL, Sin, Level 42, Suntec Tower Three, 8 Temasek Blvd, Singapore 038988, Singapore, Singapore, Active (indicated by a blue toggle switch)  
2. TIL Singapore, TILS, Singapore, Singapore, Singapore, Active (indicated by a blue toggle switch).  
An "Add New" button is located at the top right of the table area, with a hand cursor pointing at it.

4. User views the list of legal entities with the status.
5. Turn Toggle ON to activate the legal entity and vice versa.

## Add new legal entity:

The screenshot shows a modal window titled "Add New Legal Entity For". It contains various input fields with validation stars (\*). The fields include: Office Name\* (with a dropdown menu), Display Name (text input), Company Code\* (text input), Country\* (dropdown), Postal code/Zip code (text input), State (text input), City (text input), Address\* (text input), Primary Phone No.\* (with dropdowns for Country Code, Area Code, and Number), Fax Phone No. (text input), Operational Email\* (text input), Account Email\* (text input), Dispatch Copy (dropdown), and Bank Account\* (dropdown).

- Fill in the details.
- Click on 'Save' to save the details.



## Settings → Principal Profile → Agreement

The screenshot shows the 'Agreement' tab selected in a navigation bar. Below the tabs, there are three numbered steps: 1. Agreement, 2. Services, and 3. SLA. Step 1 is highlighted with a blue circle and a hand cursor icon. The main area contains fields for 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), 'Notice Period (Days)' (set to 30), 'Services' (dropdown), 'Currency' (dropdown), 'Billing Cycle' (dropdown), and 'Billing On' (dropdown). A message 'No data found' is displayed below these fields. In the bottom right corner, there is a 'Next' button.

6. Fill in the following tabs, namely:

- Agreement
- Services
- Service Level Agreement (SLA)

## Settings → Principal Profile → Other Details

The screenshot shows the 'Other Details' tab selected in a navigation bar. Below the tabs, there are three numbered steps: 1. General Details, 2. Appointment Letter, and 3. Additional Settings. Step 2 is highlighted with a blue circle and a hand cursor icon. The main area contains fields for 'Base Currency' (set to CNY) and 'Max days for issue resolve' (set to 2). Below these, there are two pairs of fields: 'Default advance for PDA %' (set to 2) and 'Default advance for APDA %' (set to 2); 'Default advance for IDA %' (set to 2) and 'IDA Reminder days' (set to 2). In the bottom right corner, there is a 'Next' button.

7. Fill in the other details.

## Settings → Principal Profile → VMS Settings

The screenshot shows the 'VMS Settings' page with several input fields:

- Integration Method(VMS Name)\*: IMOS
- DIABOS Error email\*: xmerrors@yopmail.com
- Principal Error email: xmerrors@yopmail.com
- Company Name\*: IMOS
- Company Code\*: 2222
- VMS URL\*: www.imos.com

A blue toggle button labeled "VMS Applicable" is visible above the fields. A hand cursor icon is positioned over the "VMS Settings" tab at the top.

8. Fill in the VMS Setting.

**Note:** When the **Toggle** is turned on, then VMS settings are applicable for the user.

## Settings → Company/User Management Settings → Principal Profile → Terms of Engagement

The screenshot shows the 'Terms of Engagement' page with a search bar and a table:

Letter Type	Heading	Record Rank	Country	Port	Terms of Engagement	Action
Appoint Agent	Appoint Agent template 1	1	Singapore,Netherlands,Belgium, Egypt	Singapore Rotterdam Antwerp Suez Canal	We are operating the below-mentioned vessel on behalf of Tankers International Limited and we are pleased to appoint you as agents and would like to request from you a proforma disbursement account.	

Buttons at the top include "Back", "Letter Type" (highlighted), and "Terms". A "Search..." field and an "Add new Letter Type" button are also present.

9. Fill in the Terms of Engagement.

## 6.7 Agent Mapping

### Settings → Agent Mapping

- The agent is mapped to the port.

The screenshot shows a web-based application titled "Agent Mapping". At the top, there are two dropdown menus: "Select Principal" set to "Goldstar Tankers AS" and "Select Country" set to "Singapore". Below these is a search bar with placeholder text "Search...". The main area displays a table with columns: "Diabos Agent Name", "Country", "Port", "Principal Agent Name", "Agent Short Name", and "Agent Code". There are four rows of data, each with an edit icon (pencil) next to the "Agent Code" column. The data in the table is as follows:

Diabos Agent Name	Country	Port	Principal Agent Name	Agent Short Name	Agent Code
Alliance Shippi...					
Gulf Agency Com...					
GAC Shipping an...					
Trinity Shippin...	Singapore				

- Select principal from the dropdown provided.
- Select country from the dropdown provided.
- Edit agent mapping.

### Edit/Delete Agent Mapping:

The screenshot shows a modal dialog box titled "Add Agent Mapping". It contains four input fields: "Port" (set to "Singapore"), "Principal Agent Name" (set to "Gulf Agency Company"), "Agent Short Name" (set to "GAC"), and "Agent Code" (set to "789908"). Each field has a character limit note: "15 Only 15 Characters Allowed" for the first three, and "6 Only 6 Numbers Allowed" for the last one. At the bottom right of the dialog is a blue "Cancel" button, which is being clicked by a hand cursor.

- Edit:** The user can edit the agent details.
- Delete:** The user can delete the agent details.



## 6.8 SLA Configuration

### Settings → SLA Configuration

- The SLAs are displayed.

SLA Configuration				
Search...				
SLA Type	SLA Name	Application To	Status	Edit
> Principal	Chemical Carrier 1	Portcall		
> Principal	PDA Timeline	DA		
>				

- Click on 'Add New' to add new SLA.

### Add New:

#### Add SLA Configuration

Select SLA Type

Select SLA Type  Status

Enter SLA Name  Select Applicable To  Enter Frequency

SLA Name  Applicable To  Frequency

Pre Conditions

Milestone status  Select Pre Condition  Select Milestone

+ Add Another

If  Select Condition  these condition are  Select True/False

Conditions

Current Time  Conditions  No. of HRS  Hrs/Days/Min  from  Vessel/ETA

Add Another

Action

Select Action  Stake Holder  Select Template Id  Value

+ Add Another

Save

- Fill in the details.
- Click on 'Save' to save the details.



## 6.9 SOF Activity Mapping

### Settings → SOF Activity Mapping

- The activity is mapped to the principal.

The screenshot shows a table titled "SOF Activity Mapping" with columns: Activity Name, Applied Category, Mandatory Port, Status Date, Created/Updated By, and Status All. There are two rows of data: one for "Test" at Pasir Panjang and another for "TestTest" at Keppel. At the top, a dropdown menu shows "Select Operator: Goldstar Tankers AS". On the right, there is a blue button labeled "Add New Mapping" with a hand cursor icon pointing at it.

Activity Name	Applied Category	Mandatory Port	Status Date	Created/Updated By	Status All
Test		Pasir Panjang	2023/02/Sa 03:11 PM	uatuser@yopmail.com	<input checked="" type="checkbox"/>
TestTest		Keppel	2023/03/Tu 11:01 AM	SuperAdmin@yopmail.com	<input checked="" type="checkbox"/>

### Add new SOF mapping:

The dialog box has sections for "Select Operator" (dropdown), "Activity\*" (dropdown), "Select Country\*" (dropdown), "Select Port" (dropdown), "Mandatory at Port\*" (radio buttons Yes/No), "Mandatory\*" (radio buttons Yes/No), and an "Add" button. Below is a table with columns: Countries Selected, Ports Selected, Activity Name, and Operator. A message "No data found" is displayed with a hand cursor icon pointing at it.

Countries Selected	Ports Selected	Activity Name	Operator
No data found			

- Fill in the details.
- Click on 'Save' to save the details.

## 6.10 Preferred Agent

### Settings → Preferred Agent

- The preferred agent details are listed.

Preferred Agent

Select Principal\*  
Goldstar Tankers AS

Preferred Agent      Notification Setting

Country\*  
Singapore

Port\*  
Jurong Port

Search...

Preferred Agent	Agent Name	Port,Country	PDA Advance %	APDA Advance %	Bank
<input type="checkbox"/>	> Horizon Shipping Agencies Pte Ltd	, Singapore			<a href="#">View</a> <a href="#">Edit</a>

- Select Country.
- Select Port.
- View the preferred agents there.

### Edit/View Bank Account:

Edit Preferred Agent

Agent Name\*  
Horizon Shipping Agencies Pte Ltd

PDA Advance\*

APDA Advance\*

IDA Advance\*

XML currency\*

FDA Reminder Days\*

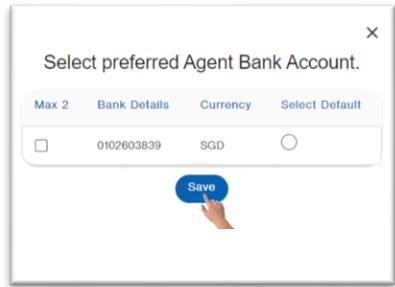
IDA Reminder Days\*

Remark\*

[Save](#) [Cancel](#)

- Edit preferred agent details.





- The preferred agent's bank account can be viewed by the user.

#### **Notification Setting:**

**Settings → Agent Management settings → Notification Setting**

- User gets the access to modify the notification settings for the preffered agent selected.

## 6.11 Department Settings

- The department settings for a particular DA is displayed.

**Organise Departments:**

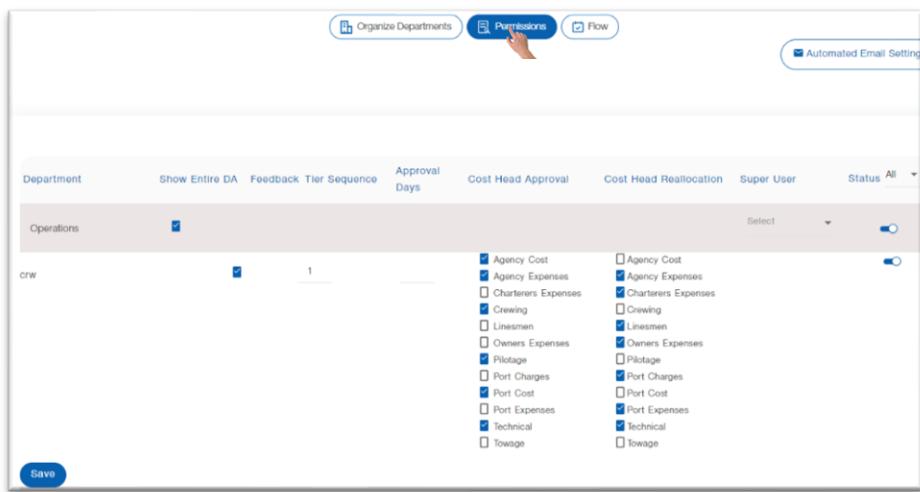
**Settings → Department Settings → Organise Departments**

The screenshot shows the 'Department Settings' interface under 'Organise Departments'. At the top, there are dropdown menus for 'Select Principal' (Goldstar Tankers AS), 'Select Legal Entity' (Goldstar Legal Sub), and 'Select DA Type' (PDA). A button 'Apply To Other DA's' is also present. Below these are three buttons: 'Organize Departments' (highlighted in blue), 'Permissions', and 'Flow'. On the right, there is a link 'Automated Email Settings'. The main area contains a table with columns: Department, Masking Name, Tier Count, Tier Name, and Action. One row is shown: Department 'Operations', Masking Name 'ops', Tier Count '1', Tier Name 'crw', and Action buttons 'Save' (highlighted with a cursor) and 'Delete'. There is also a checkbox for 'Value Based Approvals' and a link '+ Add Another'.

- Select principal name from the dropdown provided.
- Select the legal entity from the dropdown provided.
- Select DA type from the dropdown provided.
- Map department and users.
- Click on '**Save**' to save the details.
- Click on '**Delete**' to delete the details.

## Permissions:

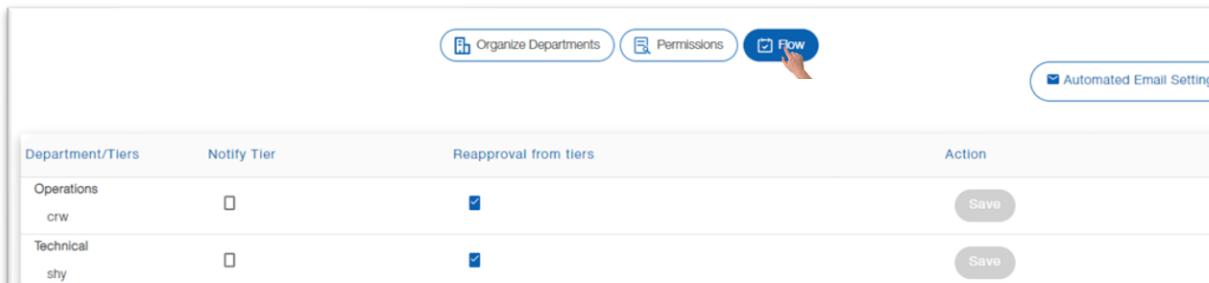
Settings → Department Settings → Permissions



- Select cost head approval and reallocation using the checkbox provided.
- Click on 'Save' to save the details.

## Flow:

Settings → Department Settings → Flow



- Select reapproval for the departments.
- Click on 'Save' to save the details.

## 6.12 Manage Users Operator

**Settings → Manage Users Operator**

- Diabos can manage the users for the selected principal.

The screenshot shows a 'Manage Users' page. At the top, a dropdown menu is set to 'Goldstar Tankers AS'. Below it is a search bar and an 'Add New' button. A table lists two users: 'Obito' and 'Shyam'. The columns are labeled 'First Name', 'Middle Name', 'Email ID', 'Vessel Name', and 'Status'. Each user has edit and delete icons next to their row.

- Select principal name from the dropdown provided.
- Edit user details.
- Click Toggle to activate the user.
- Click on to reset password and to add footer.

**Reset Password:**

The screenshot shows a 'Verification Code' dialog box. It contains instructions: 'Please enter the OTP sent on your registered email id.' Below is an input field labeled 'Enter OTP' and a 'Submit >' button. A hand cursor is pointing at the 'Submit >' button.

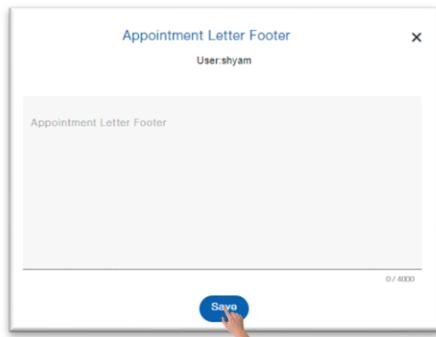
- An OTP is sent to the registered email ID of the user.
- Click on '**Submit**'.

The screenshot shows a 'Change Password' dialog box. It has two input fields: 'New Password' and 'Confirm Password', each with an eye icon placeholder. Below them is a 'Save' button. A hand cursor is pointing at the 'Save' button.

- Enter new password and re-enter password.
- Click on '**Save**' to reset the password.



### Appointment Letter Footer:



- Enter the message for the footer on appointment letter.
- Click on 'Save'.

### Add user:

A screenshot of a software window titled "Add User". The window contains multiple input fields for user information, including First Name\*, Middle Name, Last Name\*, Country\*, Email ID\*, Login ID\*, Phone No., Phone Area Code, Phone No., Residence No., Residence Area Code, Residence No., Fax No., Fax Area Code, Fax No., Phone No 2, Phone 2 Area Code, Phone No 2, Country Code, Mobile\*, and VMS Operator Name. A blue "Save" button at the bottom is being clicked by a cursor.

- Fill in the details.
- Click on 'Save'.

## 6.13 Cost Head Configuration

### Settings → Cost Head Configuration

- Cost head for the principal are configured.

Cost Head Configuration

Select Principal: Goldstar Tankers AS

Cost Head	Owners PDF	Keyword Entry	Supplier Entry	Terminal/Berth Entry	Charterer's PDF	Exclude PDA Advance	Type	Record Rank	Allow Vendor Selection
Agency Cost	<input checked="" type="checkbox"/>	Charterer's Cost	10	<input checked="" type="checkbox"/>					
Agency Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Charterers Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Crewing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	<input type="checkbox"/>
Linesmen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Owners Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Plotage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Port Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Port Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Port Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>
Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	<input type="checkbox"/>
Towage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>

Items per page: 20 | 1 - 12 of 12 | < > >>

Outlay Commission

<input checked="" type="checkbox"/> Owner's	Default %: 2.5
<input checked="" type="checkbox"/> Charterer's	Default %: 2.5

**Save**

- Configure the cost head using the checkboxes provided against the cost head.
- Click on 'Save'.

## 6.14 Port – Canal – Terminal – Berth Mapping

### Settings → Port – Canal – Terminal – Berth Mapping

- Port, canal, terminal and berths are mapped for the principal.

#### Port Mapping:

The screenshot shows the 'Port Mapping' section of a software application. At the top, there are dropdown menus for 'Select Principal' (set to 'Guldbær Tankers AS') and 'Select Country' (set to 'Singapore'). Below these are tabs for 'Port', 'Terminal', and 'Berth'. The 'Port' tab is selected, showing a table with columns: Port Name, Principal Port Name, Port / Vessel Code, Country, Name, and Status. A search bar is at the top left of the table area. A hand cursor is hovering over one of the status toggle icons in the last column.

Port Name	Principal Port Name	Port / Vessel Code	Country	Name	Status
Jurong Port			Singapore		<input checked="" type="checkbox"/>
Kepel			Singapore		<input checked="" type="checkbox"/>
Port Tanjong			Singapore		<input checked="" type="checkbox"/>
Port Kallang			Singapore		<input checked="" type="checkbox"/>
Port Brani			Singapore		<input checked="" type="checkbox"/>
Port Satay			Singapore		<input checked="" type="checkbox"/>
Sembawang			Singapore		<input checked="" type="checkbox"/>

- Select Principal Name and Country from the dropdown.
- Click **Toggle** to activate the port mapping.

#### Terminal Mapping:

The screenshot shows the 'Terminal Mapping' section of the software. The interface is similar to the Port Mapping screen, with 'Select Principal' set to 'Guldbær Tankers AS' and 'Select Country' set to 'Singapore'. The 'Terminal' tab is selected, displaying a table with columns: Terminal Name, Principal Terminal Name, Country, Port Name, Name, and Status. A search bar is present. A hand cursor is hovering over a status toggle icon in the last column.

Terminal Name	Principal Terminal Name	Country	Port Name	Name	Status
Buoy Terminal		Singapore			<input checked="" type="checkbox"/>
Hilox Terminal		Singapore			<input checked="" type="checkbox"/>
Sembawang Terminal		Singapore			<input checked="" type="checkbox"/>
Evaen-Mell Jurong		Singapore			<input checked="" type="checkbox"/>
Chevron Satis		Singapore			<input checked="" type="checkbox"/>
ExxonMobil PDC		Singapore			<input checked="" type="checkbox"/>
Hil Leasing Tax Jetty		Singapore			<input checked="" type="checkbox"/>
Ajung Aramitaka Corporation (AAC) Terminals		Singapore			<input checked="" type="checkbox"/>

#### Berth Mapping:

The screenshot shows the 'Berth Mapping' section. The layout is identical to the previous screens, with 'Select Principal' set to 'Guldbær Tankers AS' and 'Select Country' set to 'Singapore'. The 'Berth' tab is selected, showing a table with columns: Berth Name, Principal Berth Name, Country, Port, Terminal, Name, and Status. A search bar is included. A hand cursor is hovering over a status toggle icon in the last column.

Berth Name	Principal Berth Name	Country	Port	Terminal	Name	Status
AKOAS Anchorage		Singapore				<input checked="" type="checkbox"/>
Chevron Petreco (COPRO) 1		Singapore				<input checked="" type="checkbox"/>
Chevron Petreco (COPRO) 2		Singapore				<input checked="" type="checkbox"/>
Chevron Petreco (COPRO) 3		Singapore				<input checked="" type="checkbox"/>
Chevron Petreco (COPRO) 4		Singapore				<input checked="" type="checkbox"/>
Chevron Petreco (COPRO) 5		Singapore				<input checked="" type="checkbox"/>
Chevron Petreco (COPRO) 6		Singapore				<input checked="" type="checkbox"/>

- Click **Toggle** to activate berth and terminal mapping.



## 6.15 Activity – Cost Head – Cost Item Mapping

### Settings → Activity – Cost Head – Cost Item Mapping

- Cost head and cost item are mapped for the activity.

#### Cost Head:

Diabos Cost Head Name	Principal Cost Head Name
> 20' Dry Containers	20' Dry Containers
> 40' Dry Containers	40' Dry Containers
> Accident (Vessel)	Accident (Vessel)
> Accounts	Accounts

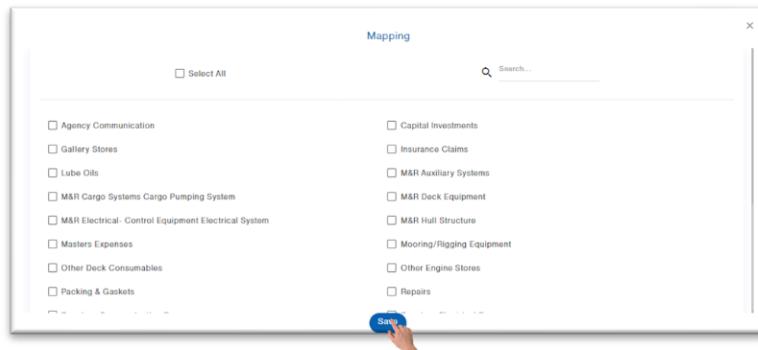
- Select the Principal Name from the dropdown.
- The cost head for the principal are listed.

#### Cost Item:

Diabos Cost Item Name	Principal Cost Item Name	Remarks	Status
> (Nautical) Charts & Publications	(Nautical) Charts & Publications	remarks	lock
> 1.5% Bank Charge on Port Expenses	1.5% Bank Charge on Port Expenses	remarks	lock
> 12.36% Service tax on Agency Fee	12.36% Service tax on Agency Fee	remarks	lock
> 12.36% Service tax on Ch agency Fee	12.36% Service tax on Ch agency Fee	remarks	lock

- The cost item for the principal are listed.
- Click on '**Add Cost Item**' to add new cost items.

## Add cost item:



- The user can add new cost item to the list.

## Activity:

The screenshot shows the 'Mapping' interface with the 'Activity' tab selected. It lists activities for a principal named 'Goldstar Tankers AS'. The columns are 'Diabos Activity Name', 'Principal Activity Name', and 'Principal VMS Code'. Activities listed include Accounting Only, Armed guards, Ballast, and Armed guards. An 'Add Activity' button is located in the top right corner of the data grid area.

- The activity for the principal are listed.

## Cost Item to Cost Head:

The screenshot shows the 'Mapping' interface with the 'Cost Item to Cost Head' tab selected. It lists cost heads for a principal named 'Goldstar Tankers AS'. The columns are 'Cost Head Name', 'Cost Head Description', and 'Cost Head Type'. Cost heads listed include 20' Dry Containers, 40' Dry Containers, and Accident (Vessel). Three 'Add Cost Item' buttons are located at the bottom right of the data grid area.

- Click on 'Add Cost Item' to add new cost item.

## Add Cost Item:

Cost Head Name\*: 20' Dry Containers

Cost Item Name: (Nautical) Charts & Publications, 15% Bank Charge on Port Expenses

Cost Item	VMS Code	Include in PDA Template	Delete
(Nautical) Charts & Publications		<input checked="" type="checkbox"/>	<input type="checkbox"/>
15% Bank Charge on Port Expenses		<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Save**

- Select Cost Item from the dropdown provided.
- Click on '**Save**' to save the details.

## Activity to Cost Head:

Mapping

Select Principal: Goldstar Tankers AS

Cost Head Cost Item Activity Cost Item to Cost Head Activity To Cost Head

Activity Name: Accounting Only, Armed guards, Armed guards

Map Cost Head

Map Cost Head

Map Cost Head

- Click on 'Map Cost Head' to add new cost head.

## Map Cost Head:

Activity Name\*: Accounting Only

Cost Head Name\*: 20'Dry Containers

Cost Head Name\*: 40'Dry Containers

+ Add Cost Head Name

**Save**

- Select Cost Head from the dropdown provided.
- Click on '**Add Cost Head Name**' to add new cost head.
- Click on '**Save**'.

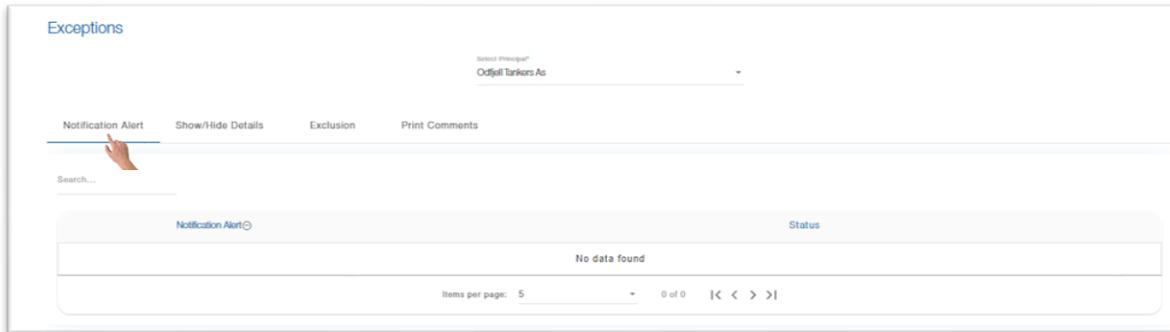


## 6.16 Exceptions

### Settings → Exceptions

- The exceptions in the application are listed.

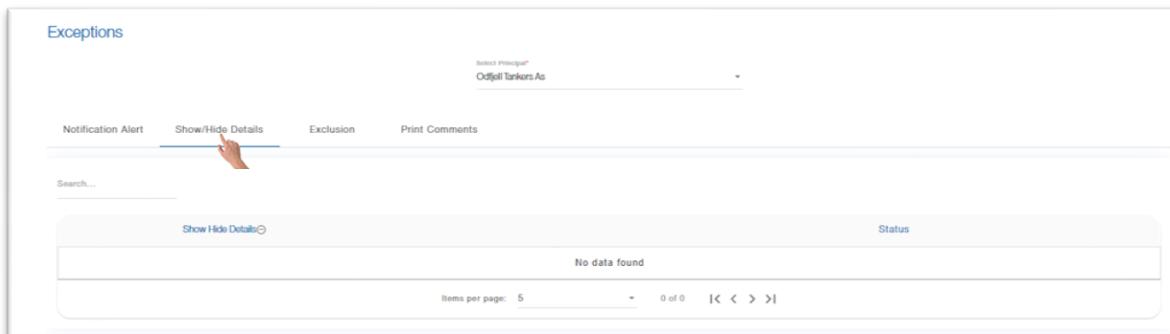
#### Notification Alert:



A screenshot of a web-based application interface titled 'Exceptions'. At the top, there is a dropdown menu labeled 'Select Principal' with 'Odjell Tankers As' selected. Below the title, there are four tabs: 'Notification Alert' (which is highlighted with a blue underline and has a hand cursor icon), 'Show/Hide Details', 'Exclusion', and 'Print Comments'. A search bar labeled 'Search...' is present. The main content area shows a table with two columns: 'Notification Alert' and 'Status'. The table displays the message 'No data found'. At the bottom, there are pagination controls: 'Items per page: 5', '0 of 0', and navigation arrows. The entire interface is contained within a light gray box.

- Select the principal name from the dropdown provided.
- View the corresponding notification alert.

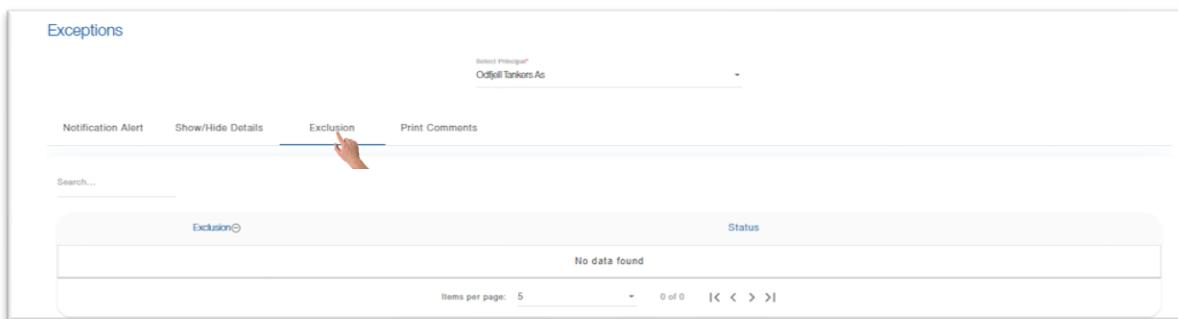
#### Show/Hide Details:



A screenshot of the same 'Exceptions' page as the previous image, but with the 'Show/Hide Details' tab selected (highlighted with a blue underline and a hand cursor icon). The rest of the interface is identical to the first screenshot, including the principal dropdown, search bar, table, and pagination controls.

- View the show/hide details.

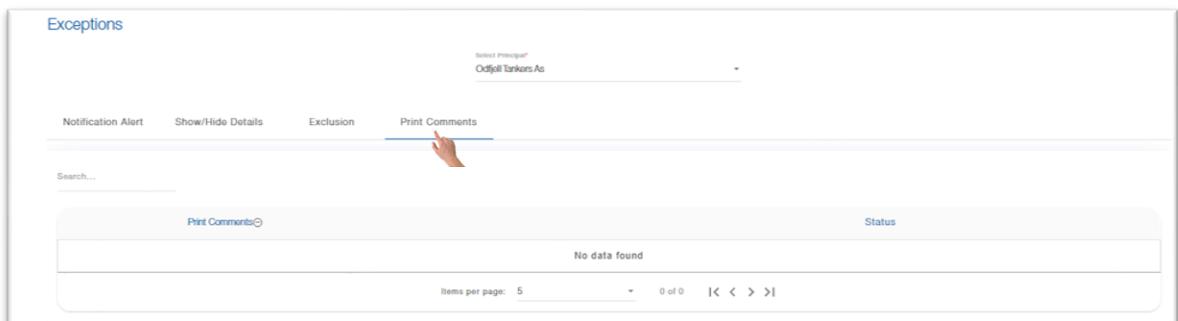
## **Exclusion:**



The screenshot shows a web-based application interface titled 'Exceptions'. At the top, there is a dropdown menu labeled 'Select Principal' with 'Ordfjell Tankers AS' selected. Below the menu, there are four tabs: 'Notification Alert', 'Show/Hide Details', 'Exclusion' (which is highlighted with a blue underline and a hand cursor icon), and 'Print Comments'. A search bar labeled 'Search...' is positioned below the tabs. The main content area is titled 'Exclusion' and displays a message 'No data found'. At the bottom, there are pagination controls: 'Items per page: 5', '0 of 0', and navigation arrows.

- View the corresponding exclusion.

## **Print Comments:**



This screenshot is identical to the one above, showing the 'Exceptions' page with the 'Print Comments' tab selected (highlighted with a blue underline and a hand cursor icon). The rest of the interface, including the principal selection, search bar, and data table, remains the same.

- View the corresponding print comments.

## 6.17 Email Settings

### Settings → Email Settings

- Email settings are enlisted.

The screenshot shows the 'Email Settings' page. At the top, there are dropdown menus for 'Principal' (set to 'Acrobot Shipping Company') and 'Legal Entity' (also set to 'Acrobot Shipping Company'). A hand cursor is hovering over the 'Legal Entity' dropdown. Below these are several collapsible horizontal tabs: 'Port call Notifications', 'DIABOS Notifications', 'Mailing DA Preview', 'Payment Advice Notifications', 'DA Approval Notification to Agents', and 'Owners/Charterers Expenses Mailing'. To the right of these tabs is a large table titled 'Email Settings' with columns for 'Send To', 'To', 'CC', 'PC', 'Include Mail IDs to', and 'Include Mail IDs to CC'. The table lists various recipient categories with checkboxes for each. At the bottom right of the table is a 'Save' button.

Send To	To	CC	PC	Include Mail IDs to	Include Mail IDs to CC
<input type="checkbox"/> Comm. To Vessel ID	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Vessel Users	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Vessel Email	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Agents	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Vendors	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Other Emails					
<input type="checkbox"/> Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> HSE Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Select the legal entity from the dropdown provided.
- Use the collapsible horizontal tabs provided to select the entity.
- Click  to enable the email settings.

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## 6.18 VMS Management

**Settings → VMS Settings**

- VMS Settings are enlisted.

**Coming soon!**

## 6.19 Locked User Account

### Settings → Locked User Account

- Locked user accounts are enlisted. The users can be unlocked.

Locked User Account / Black List				
	User Name	User Type	Email Id	Status
<input checked="" type="checkbox"/>	Ekanyake		lathuse@yopmail.com	
<input type="checkbox"/>	diabos		diabosadmin@yopmail.com	
<input type="checkbox"/>	ops admin		lloperation@yopmail.com	
<input type="checkbox"/>	finance admin		lffinanceadmin@yopmail.com	
<input type="checkbox"/>			anthony@yopmail.com	
<input type="checkbox"/>			frank@yopmail.com	
<input type="checkbox"/>	Fin		anthony@yopmail.com	
<input type="checkbox"/>			anthony@yopmail.com	
<input type="checkbox"/>			anthony@yopmail.com	
<input type="checkbox"/>			anthony@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			austen@yopmail.com	
<input type="checkbox"/>			shubhangi.palkar	
<input type="checkbox"/>	admin		operatoradmin@yopmail.com	
<input type="checkbox"/>			Alliance@yopmail.com	
<input type="checkbox"/>			Alliance@yopmail.com	
<input type="checkbox"/>			Alliance@yopmail.com	

- Select the username using the checkbox against the username.
- Click on '**Unlock**' to unlock the username.

## 7. Tools

### 7.1 Address Book

Tools → Address Book

**Agent:**

- This is the repository of the agent details for the user.

The screenshot shows a grid view of agent details. Each row contains a logo, company name, email, contact number, head office, working days, and working hours. A hand cursor is hovering over the 'Agent' tab at the top right of the interface.

Logo	Company Name	Email	Contact No	Head Office	Working Days	Working Hours
	BH Shipping Agencies	bhshipping@yopmail.com	64654841	Singapore		
	Star Global Agency Pte Ltd	star@yopmail.com	67208728	Meissa		
	Star Global Agency	star@yopmail.com	9876543210	Singapore city		
	Aregius Maritime Pte Ltd	services@yopmail.com	4410934			
	Agios Nikolaos Shipping Services Pte Ltd	agiosoperations@yopmail.com				
	Aaudaz Maritime Pte Ltd	abhay@yopmail.com	123			

- Click **Toggle** to view agent details in the **List View**.

The screenshot shows a list view of agent details. Each row includes a search bar, a 'Grid View' button, and columns for Logo, Country, Company Name, Email, Contact No, Head Office, Working Days, and Working Hours. A hand cursor is hovering over the 'Grid View' button.

Logo	Country	Company Name	Email	Contact No	Head Office	Working Days	Working Hours
		BH Shipping Agencies	bhshipping@yopmail.com	64654841	Singapore		
		Star Global Agency Pte Ltd	star@yopmail.com	67208728	Meissa		
		Star Global Agency	star@yopmail.com	9876543210	Singapore city		

**Vendor:**

- This is the repository of the vendor details for the user.

The screenshot shows a grid view of vendor details. Each row contains a logo, company name, email, contact number, head office, working hours, and working days. A hand cursor is hovering over the 'Vendor' tab at the top right of the interface.

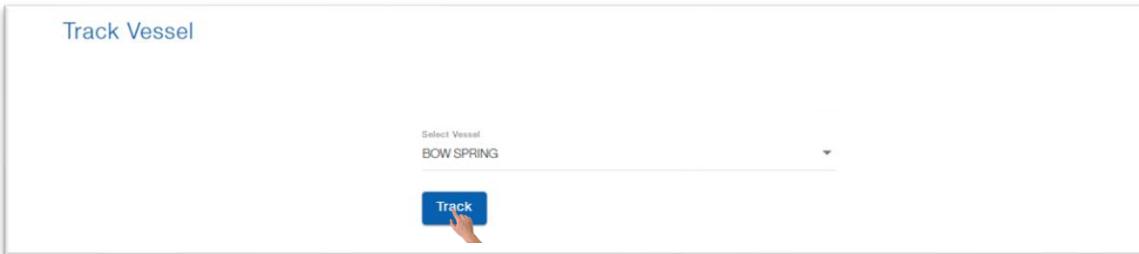
Logo	Company Name	Email	Contact no	Head Office	Working hours	Working days
	Dan-Bunkering Ltd	dan@yopmail.com	53535353535	Head Office		
	Optimum Voyage ApS	info@optimumvoyage.com		Head Office		
	Belgian P & I	Marie-Rose.Verwerft@belgianpandi.com		Head Office		
	Al Marine Surveyors, Inc.	accounts@aimsurveyors.com		Working hours		
	Svitzer	philis.buchanan@svitzer.co		Working days		
	Ausport Services					

- Click **Toggle** to view agent details in the **List View**. Refer [screen](#).

## 7.2 AIS Tracking Vessel

Tools → AIS Tracking Vessel

- AIS Vessel Tracking tracks the vessel status for the operator.



- Select **Vessel Name** using the dropdown.
- Click on '**Track**' to view the tracking.

## 7.3 Exceptional Handling

### Tools → Exceptional Handling

- Exceptions for corresponding portcalls are enlisted.

Exceptional Handling List					
Portcall	Exception Name	User	Time	Details	
2300902	PDA checking	SuperAdmin SuperAdmin	23/03/17 10:48 AM	<button>Details</button>	
SCM2301091	ETO	SuperAdmin SuperAdmin	23/03/16 11:50 AM	<button>Details</button>	
SCM2301091	ETA	SuperAdmin SuperAdmin	23/03/16 11:49 AM	<button>Details</button>	
SCM2301057	Change base ROE	SuperAdmin SuperAdmin	23/03/15 06:42 PM	<button>Details</button>	
SCM2301057	Change base ROE	SuperAdmin SuperAdmin	23/03/15 06:41 PM	<button>Details</button>	
SCM2301049	Change base ROE	SuperAdmin SuperAdmin	23/03/15 06:40 PM	<button>Details</button>	
SCM2301034	Change base ROE	SuperAdmin SuperAdmin	23/03/15 06:39 PM	<button>Details</button>	
SCM2301071	Change base ROE	SuperAdmin SuperAdmin	23/03/15 06:22 PM	<button>Details</button>	
SCM2301046	Change base ROE	SuperAdmin SuperAdmin	23/03/15 06:20 PM	<button>Details</button>	
GTM2300897	Cancelling APGA	captain.viz	23/03/01 07:31 PM	<button>Details</button>	
GLD2300072	ETA	UserUser Useruser	23/02/25 06:56 PM	<button>Details</button>	
	Change base ROE	UserCEO CEO	23/02/14 07:09 PM	<button>Details</button>	
	Agent	UserCEO CEO	23/02/14 07:07 PM	<button>Details</button>	
	Agent	UserCEO CEO	23/02/14 07:04 PM	<button>Details</button>	
	Agent	UserCEO CEO	23/02/14 07:02 PM	<button>Details</button>	
	Change base ROE	UserCEO CEO	23/02/14 06:22 PM	<button>Details</button>	
	Change base ROE	James Washington	23/02/10 05:54 PM	<button>Details</button>	

- The exceptions for portcalls are listed.
- Click on 'Details'.

### Exception Log:

Exception Log

pdacheckingrequiredcall	CHANGED
00 -0,0 +1,1 00	
	1 + true

- The exception logs are recorded.

### New Exception Handling:

Back

Exception Handling

Select Principal

Select Portcall

- Click on 'New Exception Handling' to add exceptions for any portcall (If any).



## 7.4 Compare Tool

Tools → Compare Tool

### 7.4.1 NES

- NES displays four kinds of services:
  - a. Sludge disposal
  - b. Slops disposal
  - c. Garbage disposal
  - d. Fresh water intake

NES - Comparison

Ports Name : Rotterdam

NES	Port	Rate in USD	Unit of Measurement	Compulsory/Non Compulsory
	Rotterdam			NC
Fresh Water	Rotterdam	250	LT	C
Sludge Disposal	Rotterdam	100	MTS	C

Items per page: 5    0 of 0    |< < > >|

- Select **port** from the dropdown provided.
- This screen displays the NES Comparison for selected port describing the rate for the service, unit of measurement and compulsory/non-compulsory details.

**Note:** Compulsory/non-compulsory is applicable to only three disposal categories.

### 7.4.2 PDA/IDA/FDA Comparison

- PDA/IDA/FDA Comparison draws a comparison between PDA/IDA/FDA for different portcalls.

PDA/IDA/FDA Comparison

Select Status :  PDA  APDA  IDA  FDA  SDA  VI

Portcall No	Vessel	voyageNo	Port	Country	Agent	ETA
CTM2301073	Monday	WE98985	Houston Texas City	United States	Odfjell USA (Houston) Inc	2023-03-06T04:49:04.000Z
CTM2301058	Friday	WE7676	Houston Texas City	United States	Odfjell USA (Houston) Inc	2023-03-13T08:56:27.000Z

- Pick **DA type**.
- Draw comparison between the portcalls.



## 7.5 Master Feedback Form

Tools → Master Feedback Form

Feedback Form

Select From  Select To

Select Operator

Note

Rating

Portcall No

Vessel

Sailing Date

Voyage No

Port

Port Agent

Comments and Observations for Improvement - Please be Specific:

Agent Total Score

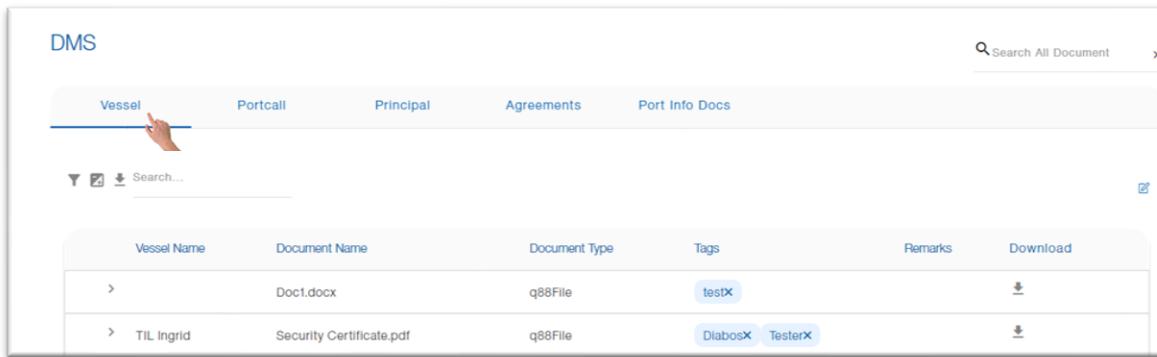
- Fill in the feedback form.

**Note:** Feedback can be shared among agents, operators and Diabos users.

## 7.6 DMS

### Tools → DMS

- DMS is a document repository for vessel, portcall, principal, agreement and port info docs for the user. The horizontal tabs are collapsable and user gets to view the upload, update and validity details.



The screenshot shows the DMS application interface. At the top, there is a navigation bar with five tabs: 'Vessel' (which is highlighted with a blue underline and has a hand cursor icon pointing at it), 'Portcall', 'Principal', 'Agreements', and 'Port Info Docs'. To the right of the tabs is a search bar with the placeholder 'Search All Document' and a magnifying glass icon. Below the tabs is a toolbar with icons for search, filter, and download, followed by a 'Search...' input field. The main content area is a table with columns: 'Vessel Name', 'Document Name', 'Document Type', 'Tags', 'Remarks', and 'Download'. There are two rows of data: the first row shows 'Vessel Name' as '>', 'Document Name' as 'Doc1.docx', 'Document Type' as 'q88File', 'Tags' as 'testX', and 'Remarks' as ''; the second row shows 'Vessel Name' as '> TIL Ingrid', 'Document Name' as 'Security Certificate.pdf', 'Document Type' as 'q88File', 'Tags' as 'DiabosX TesterX', and 'Remarks' as ''.

- ❖ User can navigate across the menu over the navigation menu bar to view the documents with respect to the selected category.
  - **Vessel:** The list of Vessel Name, Document Name, Document Type & Remarks are displayed. The user can tag users against the Vessel Name and take further actions.
  - **Portcall:** The list of Portcall ID, Voy. Number, Vessel Name, Document Name & Remarks are displayed. The user can tag users against the Vessel Name and take further actions.
  - **Principal:** The list of Legal Entity, Document Name, Document Type & Remarks are displayed. The user can tag users against the Vessel Name and take further actions.
  - **Agreements:** The list of Agent/Vendor Type, Name, Country, Port, Document Name & Remarks are displayed. The user can tag users against the Vessel Name and take further actions.
  - **Port info Docs:** The list of Country, Port, Document Name, Document Type & Remarks are displayed. The user can tag users against the Vessel Name and take further actions.

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## 7.7 DA Owners Cost PDF

### Tools → DA Owners Cost PDF

- The cost corresponding to ship owner is enlisted in PDF format is set to the owner via an email.

**Coming Soon!**

## 7.8 Shift Registry & Allocation

### Tools → Shift Registry & Allocation

- This documents the shift timings and productivity for the users.

Name	First Logged In	Last Logged Out	Hours Worked	DA	DA Productivity	DA Productivity / Hrs Worked	Status	DA / Day	Rating
Joseph Ridge	9:10	19:10	8hrs 20min	4	4	4	Active	4	☆ ☆ ☆ ☆ ☆
Rubina Swan	9:10	19:10	8hrs 20min	4	4	4	Active	4	☆ ☆ ☆ ☆ ☆
Jack Mathew	9:10	19:10	8hrs 20min	4	4	4	Active	4	☆ ☆ ☆ ☆ ☆
Sam Mill	9:10	19:10	8hrs 20min	4	4	4	Active	4	☆ ☆ ☆ ☆ ☆

- Rate the user on the scale of 5.
- Click on ‘Download Report’ to download the report.
- Click on Toggle to activate the user.

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## 7.9 Port Tariff Calculator

**Tools → Port Tariff Calculator**

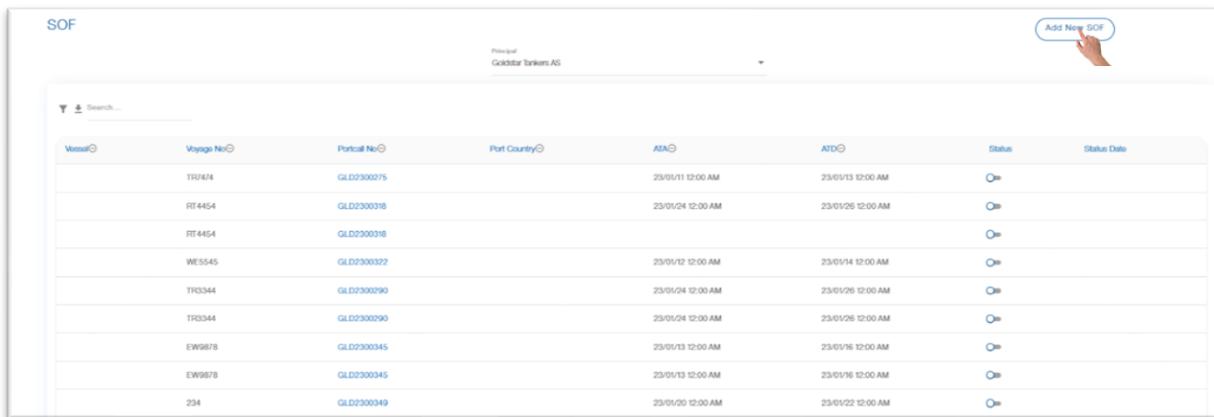
- This enables the operator to calculate port tariff at the port.

**Coming soon!**

## 7.10 SOF

### Tools → SOF

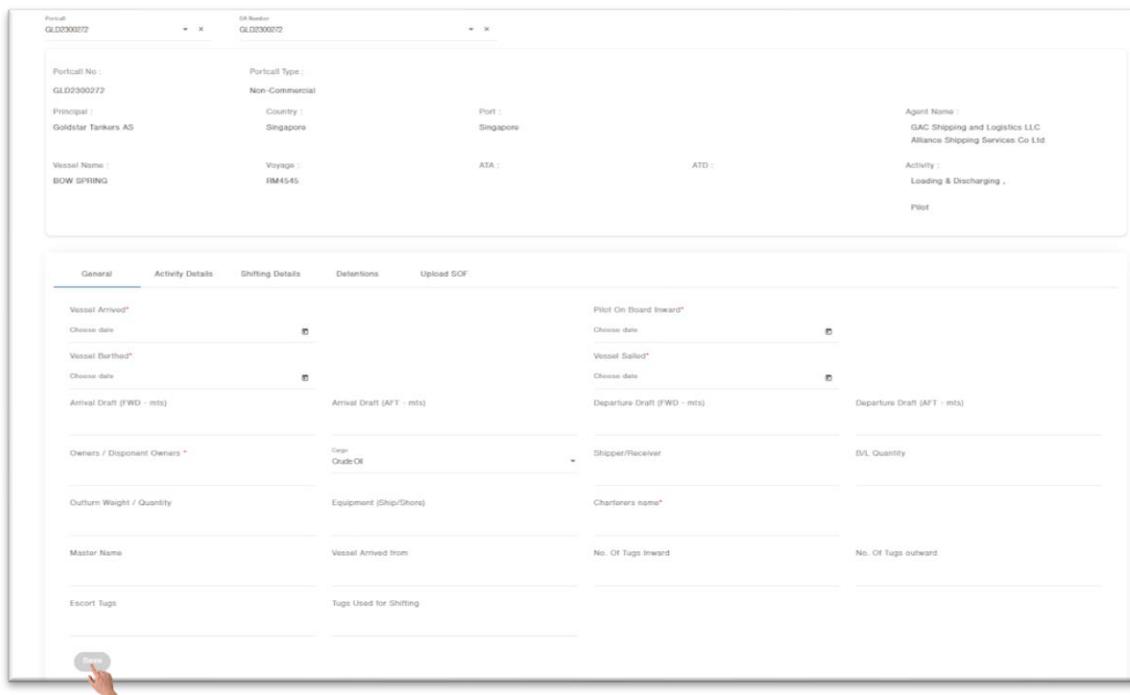
- The SOF related to the vessel are recorded.



Vessel	Voyage No	Portcall No	Port Country	ATA	ATD	Status	Status Date
TIU7474	GL02300275			23/01/13 12:00 AM	23/01/13 12:00 AM	Open	
RT4454	GL02300318			23/01/24 12:00 AM	23/01/26 12:00 AM	Open	
RT4454	GL02300318					Open	
WE5545	GL02300322			23/01/12 12:00 AM	23/01/14 12:00 AM	Open	
TR3344	GL02300290			23/01/24 12:00 AM	23/01/26 12:00 AM	Open	
TR3344	GL02300290			23/01/24 12:00 AM	23/01/26 12:00 AM	Open	
EW9878	GL02300345			23/01/13 12:00 AM	23/01/16 12:00 AM	Open	
EW9878	GL02300345			23/01/13 12:00 AM	23/01/16 12:00 AM	Open	
234	GL02300349			23/01/20 12:00 AM	23/01/22 12:00 AM	Open	

### Add New SOF:

#### General Details:



Portcall : GL02300272 DA Number : GL02300272

Portcall No :	Portcall Type :	Agent Name :	
GL02300272	Non-Commercial	GAC Shipping and Logistics LLC Alliance Shipping Services Co Ltd	
Principal :	Country :	Activity :	
Goldstar Tankers AS	Singapore	Loading & Discharging ,	
Vessel Name :	Voyage :	ATA :	ATD :
BOW SPRING	RM545		

General Activity Details Shifting Details Detentions Upload SOF

Vessel Arrived\* Choose date Pilot On Board Inward\* Choose date

Vessel Berthed\* Choose date Vessel Sailed\* Choose date

Arrival Draft (FWD - mts) Arrival Draft (AFT - mts) Departure Draft (FWD - mts) Departure Draft (AFT - mts)

Owners / Consignee Owners \* Consignee Oil/Type Shipper/Receiver IML Quantity

Outbound Weight / Quantity Equipment (Ship/Shore) Charterers name\*

Master Name Vessel Arrived from No. Of Tugs Inward No. Of Tugs outward

Escort Tugs Tugs Used for Shifting

**Save**

- Fill in general details.
- Click on 'Save' to save the details.

## Activity Details:

- Fill in activity details.
- Click on 'Save' to save the details.

## Shifting Details:

- Fill in shift details.
- Click on 'Save' to save the details.

## Detention:

Portcall  
GLD2300272

Portcall Type : Non-Commercial

Principal : Goldstar Tankers AS

Vessel Name : BOW SPRING

Voyage : RM4545

ATA :

ATD :

Agent Name : GAC Shipping and Logistics LLC  
Alliance Shipping Services Co Ltd

Activity : Loading & Discharging ,

Pilot

General Activity Details Shifting Details **Detentions** Upload SOF

Pilot

Vessel

- Expand the tabs to fill in detention details.
- Click on '**Save**' to save the details.

## Upload SOF:

Portcall  
GLD2300272

Portcall Type : Non-Commercial

Principal : Goldstar Tankers AS

Vessel Name : BOW SPRING

Voyage : RM4545

ATA :

ATD :

Agent Name : GAC Shipping and Logistics LLC  
Alliance Shipping Services Co Ltd

Activity : Loading & Discharging ,

Pilot

General Activity Details Shifting Details **Detentions** **Upload SOF**

Upload Documents

Document Data Shared Actions

Items per page: 20 0 of 0 |< < > >|

- Upload SOF details.
- Click on '**Save**' to save the details.

## 7.11 Capture Payments

### Tools → Capture Payments

- The payments done are captured and recorded.

The screenshot shows a web-based application titled "Capture Payments". At the top, there is a dropdown menu labeled "Select Principal" with "Goldstar Tankers As" selected. Below the menu is a search bar with the placeholder "Search...". The main area displays a table of payment records:

Portcall Number	DA Type	Payment Amount	Currency	Bank Currency	Exchange Rate	Amount Debited	Edit
> GLD2300253	VI	1	AED	AED	1	1	
> GLD2300253	APDA	2000	AED	AED	2.23	2000	

In the top right corner of the table area, there is a blue button labeled "Add New" with a hand cursor icon pointing at it.

- Click on 'Add New' to add new payment.

### Add New Payment:

The screenshot shows a modal dialog box titled "Add new payment". It contains the following fields:

- Select Principal: Acrobat Shipping Company
- Select Portcall No: (dropdown)
- Select DA: AF
- Amount Paid: (input field)
- Currency Used: AED
- Amount debited: (input field)
- Bank Account Currency: AED
- Exchange Rate: (dropdown)
- Payment Date: (date input field)
- Upload documents: A drag-and-drop area with a cloud icon and the text "Drag And Drop File or Click here to Browse File".

At the bottom of the dialog are two buttons: "Save" (highlighted with a hand cursor) and "Cancel".

- Fill in the payment details.
- Upload the necessary documents.
- Click on 'Save' to save the details.
- Click on 'Cancel' to not save the details.

**Note:** The payments recorded in CMS module is auto captured and reflected here.

---

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## 7.12 Modify Timebar

**Tools → Modify Timebar**

- The time taken from portcall creation till DA has certain benchmark. The time frame (benchmark) can be modify as needed.

**Coming soon!**

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## 7.13 Keyword Corrections

**Tools → Keyword Corrections**

- A keyword for any cost head or cost item is framed and entered here.

**Coming soon!**

## 7.14 Portcall with Agreed Terms

### Tools → Portcall with Agreed Terms

- Portcall with Agreed Terms displays the list of principals and agents agreed for short sea portcall.

Principal Name	Agent Name	Country	Port	Start Date	End Date	Actions
TIL maritime LLC	Alliance Shipping Services Co Ltd	Singapore	Singapore	02/18/2023	02/18/2033	
TIL maritime LLC	Alliance Shipping Services Co Ltd	Singapore	Singapore	02/28/2023	02/28/2033	
TIL maritime LLC	BH Shipping Agencies	Singapore	Singapore	12/01/2022	12/01/2022	
TIL maritime LLC	BH Shipping Agencies	Malaysia	Pengerang	02/01/2023	12/31/2026	

- View and edit portcall with agreed terms.

### Add New:

### Settings → Process Management Settings → Portcall with Agreed Terms → Add New

Port Call with Agreed terms

Agreement Title

Agent Name \*

Start Date \*  End Date \*

Country \*  Port \*

Vessel  Vessel Category \*

Vessel Type \*  Vessel SubType \*

Activity  Cargo Master

Remark

Edit PDA

Upload Documents

Drag And Drop File or [Click here to Browse File](#)

Select All Documents Date Shared

No data found

Save

- Enter new agreed terms.
- Click on 'Save' to save the details.

## 7.15 Draft DA Comments

### Tools → Keyword Corrections

- Comments associated with certain cost item, country and port are written here.

Draft DA Comments	Cost Item	Remark	Status
> Test Comments for Fresh Water	View		
> Test Comments for Fresh Water	View		
> Test 2 for FW	View		

- Edit DA comments.
- Delete DA comments.
- Preview DA comments.
- Click on '**Add New Draft**' to add new DA comments.

### Add DA Draft Comments:

Add Draft DA Comments

Draft DA Comments\*

Select country

Select Ports

Cost Item \*

Preview Text

Save Cancel

- Enter new DA comments.
- Select country from the dropdown.
- Select port from the dropdown.
- Select cost item from the dropdown.
- Click on '**Save**' to save the details.
- Click on '**Cancel**' to not save the details.

---

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## 8. Directory

**Directory → Address Book → Agent → Grid View**

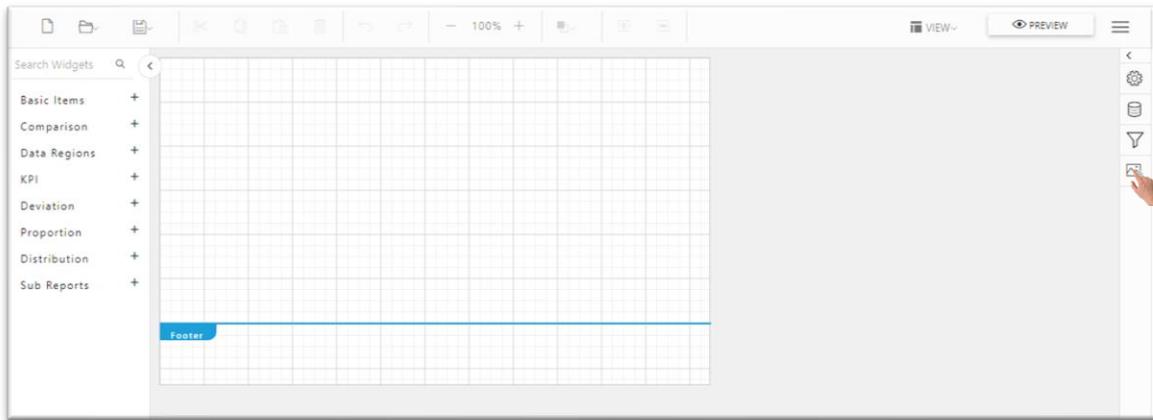
Refer [section 7.1.](#)

## 9. Reports

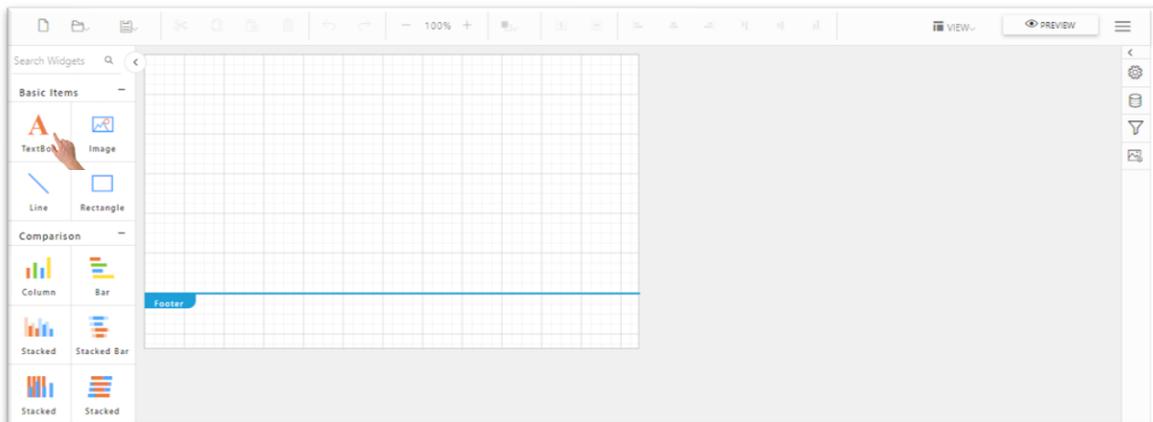
### 9.1 Do It Yourself (DIY) Reporting Tool

#### Reports → DIY Reporting Tool

- Tools and widgets are provided to help the user to draft a new report.



- The tools are provided on the left side bar (collapsible) by expanding the tabs.
- The table below enlists the description of the icons used to draft the report.



The necessary icons for drafting the report are listed below:

ICON	DESCRIPTION
	Add Dataset Icon Click to add dataset for the report
	<b>Image Manager Icon</b> Click to add images to the report
	<b>New Report Icon</b> Click to open a new report
	<b>Open Report Icon</b> Click to open any existing report
	<b>Parameter Icon</b> Click to set the parameters for the report
	<b>Properties Icon</b> Click to view the properties of the report
	<b>Save Report Icon</b> Click to save the report

## 9.2 My Reports

### Reports → My Reports

- List of all reports displayed for the user to view.

The screenshot shows a software interface titled 'Portcall Management'. The top navigation bar includes 'Portcall Management', 'WIP', 'Masters', 'Settings', 'Tools', 'Directory', and 'Reports'. Below the navigation is a search bar labeled 'Search...'. A large button on the right says 'Add a New Reports' with a hand cursor icon. To its right is a small 'Add' button. The main area is titled 'Reports List' and contains four items:

Report Name	Edit	Delete
Port call created		
Port call cancelled		
Port call without VI report		
ODT In process DA		

### Add reports:

### Reports → My Reports → Add reports

The dialog box is titled 'Add Reports'. It has three input fields: 'Report Name:' containing 'Port call cancelled', 'Port call Id:' containing 'e874c9ef-a001-4227-bfcc-4c0fb84271', and a 'Save' button at the bottom which has a hand cursor icon.

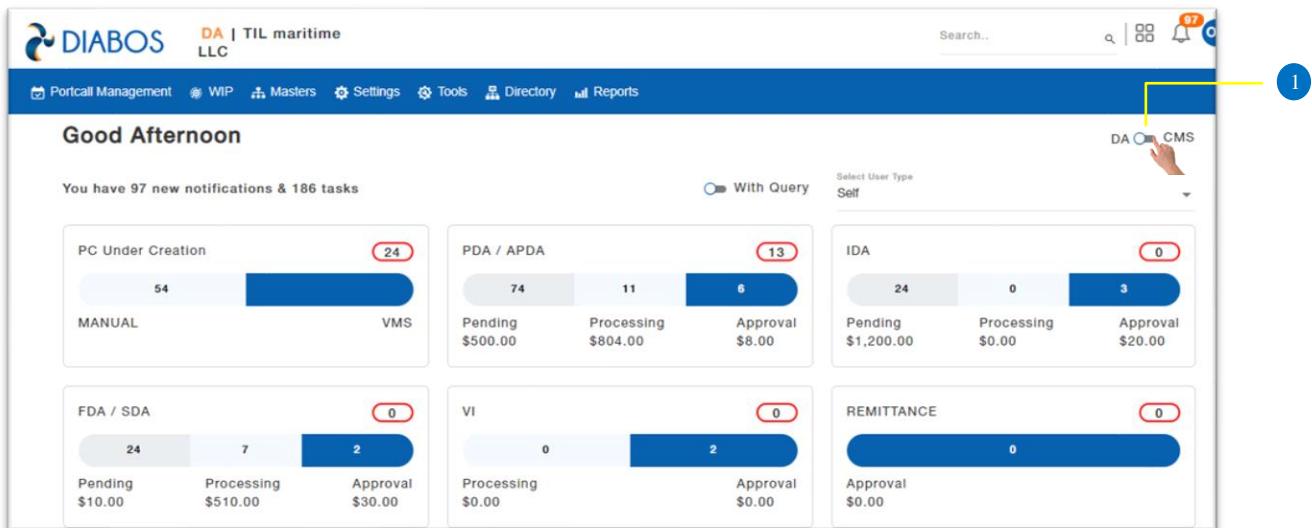
1. Fill the details of new report.
2. Click on 'Save' to save the report.
3. Reports can be edited.
4. Reports can be deleted.

## 10. Landing Page - CMS

**Navigation – DA ↔ CMS:**

**DA to CMS:**

- The user is in DA module.



2. Click on the **Toggle ON** to switch from DA to CMS module.

## 11. CMS – Dashboard

1 Reports / Financial Dashboard

Good Afternoon  
You have 0 new notifications & tasks

Trust account: DIABOS USD | Trust account currency: USD

1 day 5 days 10 days

**Opening Balance:** \$89,190.24 | **Payment processed, YTB cleared:** \$2,041.00 | **Available Balance:** \$29,730.08 | **1-Day Forecast Balance:** \$29,730.08

Delayed Payment (PDA)

Mar	Friday 17	Saturday 18	Sunday 19	Monday 20	Tuesday 21	Wednesday 22	Thursday 23
PDA	\$22,708.570						
IDA	\$3,487,765						
FDA	\$3,241,614						
SDA	\$1,666						
VI	\$2,168						
APDA	\$0						
AF	\$574						

[View All Tasks →](#)

2 Savings

FX Savings: \$0.00 | Bank Charges: \$250 | No. of transaction: 10

SGD

Cash flow sheet

80% Avg. Prefunding

3 Funding Snapshot

Agent Name	Amt.(O/F)	Agent Name	Amt.(U/F)	Country	Amt.(O/F)
Boyd Steamship Corporation	\$236.00	A Mateos Sons Ltd	\$0.00	Afghanistan	\$0.00
3 Oceans SAS	\$642.00	A Mateos Sons Ltd Algeciras ...	\$0.00	Albania	\$0.00
A M Portillo Cadiz SL	\$644.00	A Perez y Cia Algeciras	\$0.00	Algeria	\$0.00
A C T Intraport LTD	\$172.00	A V Bhanojirow Garuda Patta...	\$0.00	American Samoa	\$0.00
Alliance Shipping Services C...	\$543.00	AAL Australia	\$0.00	Andorra	\$0.00

4 Remittance Analysis

Agent	Net Paid	Vessel	Net Paid	Port	Net Paid
Boyd Steamship Corp...	\$0.00	TIL Mexico	\$40.00	Singapore	\$0.00
3 Oceans SAS	\$0.00	Bow Olympus	\$0.00	Rotterdam	\$0.00
A M Portillo Cadiz SL	\$0.00	Odfjell container	\$0.00	Singapore	\$0.00
A C T Intraport LTD	\$0.00	Odfjell container	\$0.00	Singapore	\$0.00
Alliance Shipping Servi...	\$40.00	ODF Containers	\$0.00	Singapore	\$0.00

## Module | Principal Name:



- Post login, the user can view module name and principal's name on the top left of the landing page.

## Main Navigation Bar:



- The user views menu provided on the main navigation bar.

## Search:



- A global search is provided to assist the user at any step while navigation.

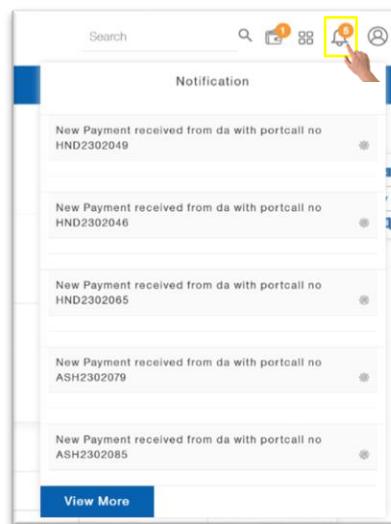
## Waffle Menu – Diabos Suite of Products



4. The waffle menu on top right enlists **Diabos suite of product** namely:

- Disbursement Accounting (DA)

## Notifications:



- Click on  (notification bell icon) to view latest notifications.
- Click on 'View More' to view all the notifications.

## Operator Profile:



- ❖ Click the user profile to:

1. **My Profile:** This will be redirected the user to view the profile settings.
2. **Logout:** The user logs out from the application.

### 11.1 My Profile

Operator Profile Icon → My Profile → Profile

#### Profile:

- Profile details on contact information, company information and password for the user.

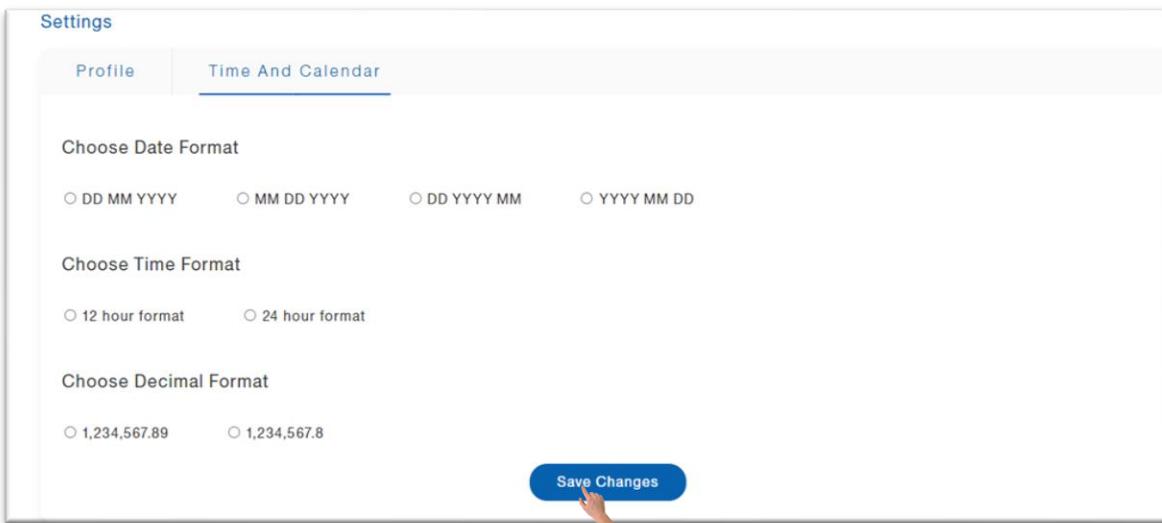
A screenshot of the 'Profile' settings page. It shows a user profile for 'operatoradmin' (Administrator). The page includes sections for 'Contact Information' (Username / Email ID: operatoradmin, Contact: + 91), 'Address', 'Country', 'City', 'Contact', 'Fax', and 'Postal Code'. At the bottom, there is a 'Change Password' link and a note about changing a unique password to protect the account. A large blue 'Save Changes' button at the bottom is being clicked by a hand cursor.

- User edits the information.
- Click on 'Save Changes' to save the details.

## Operator Profile Icon → My Profile → Time And Calendar

### Time And Calendar:

- My Preference details on date&time settings, time format, theme and number format for user.



- User edits the information.
- Click on '**Save Changes**' to save the details.

### Floating Menu:



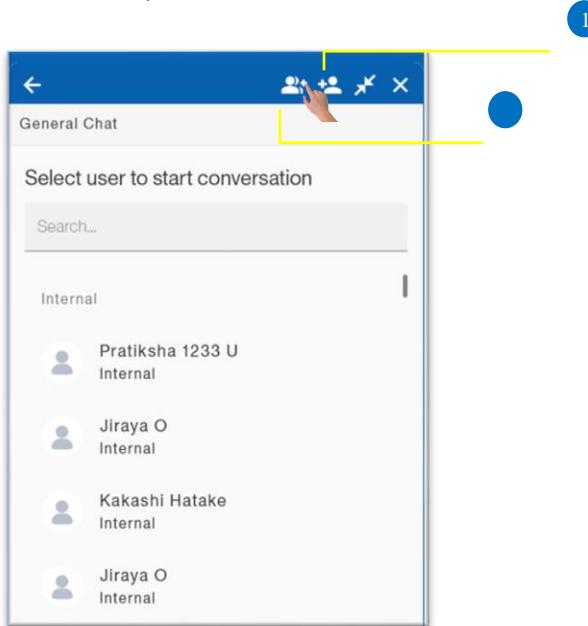
- The floating menu consists of:
  - a) Upload
  - b) Chat
  - c) Change Theme

#### a) **Upload:**

**Coming soon!**

b) Chat:

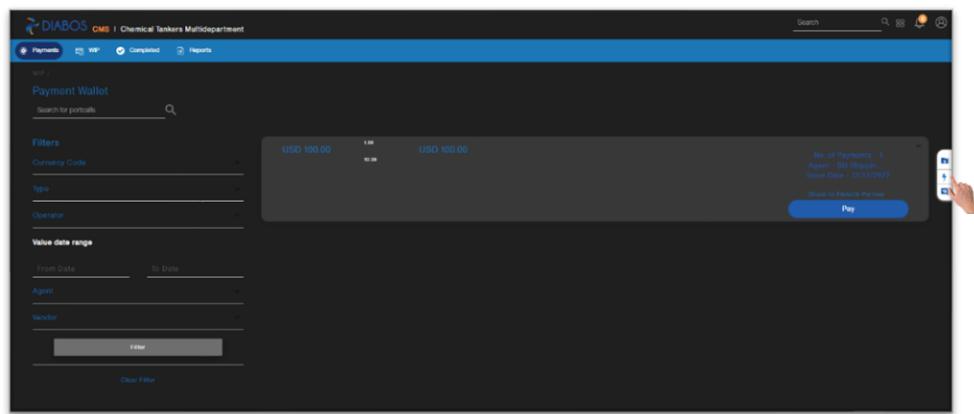
- Chat enables the CMS users to communicate among themselves. This enables the user to initiate a conversation with new user and initiate a conversation with group of users by creating a new chat group. The user views chat history on this screen.



- Click on '**New Group**', create a new group, and start conversation in the group.
- Click on '**New User**' and start conversation with a new Diabos user.

c) Switch Theme:

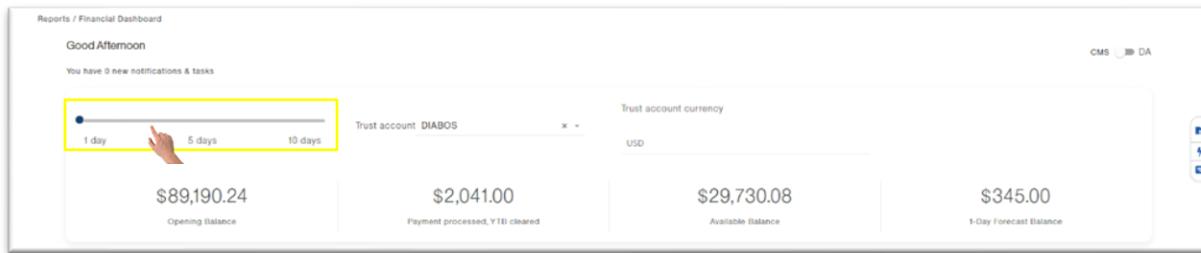
- Switch theme facilitates the user to switch to dark theme that is beautiful and coherent. This dark mode theme is very convenient for eye strain during the night.



- Click on (**Switch theme**) to switch to dark theme.
- Click on again to switch back to light theme.

## 11.2 Balance Forecast

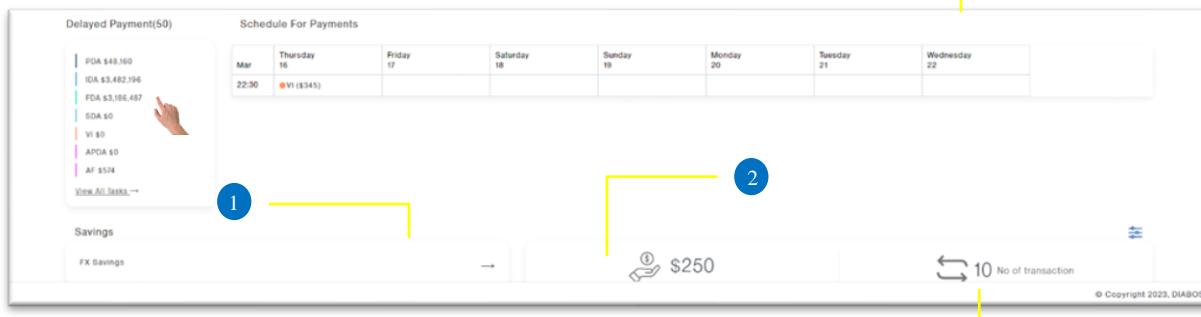
- The balance forecast forecasts opening balance for:
  - 1 day
  - 5 days
  - 10 days



- Select '**Trust Account**' from the dropdown.
- Scroll the **slider** to predict the forecast for 1 day, 5 days and 10 days.

## 11.3 Schedule for Payments

- The schedule for payments enlists the payments that are scheduled.



1. **Calendar:** The payment advice scheduled for the week would be displayed in the calendar.
2. **Savings:** The savings displays the FX Savings for Major, Minor and Exotic currencies.
3. **Bank Charges:** Bank Charges are displayed.
4. **No. of Transactions:** This provides the count of transactions.

## 11.4 Funding Snapshot

- This displays the funding details for **Top 5 Agents and Country** in a snapshot.

Funding Snapshot		* Top 5 Values	
Agent Name	Amt.(O/F)	Agent Name	Amt.(U/F)
Boyd Steamship Corporation	\$236.00	A Mateos Sons Ltd	\$0.00
3 Oceans SAS	\$642.00	A Mateos Sons Ltd Algeciras ...	\$0.00
A M Portillo Cadiz SL	\$644.00	A Perez y Cia Algeciras	\$0.00
A C T Infraport LTD	\$172.00	A V Bhanojirow Garuda Pattab...	\$0.00
Alliance Shipping Services C...	\$543.00	AAL Australia	\$0.00

[View More](#) [View More](#) [View More](#)

- Click '**View More**' to view the funding details for all the CMS users.

## 11.5 Remittance Analysis

- The Remittance Analysis for **Top 5 Agents, Vessel and Port** are displayed.

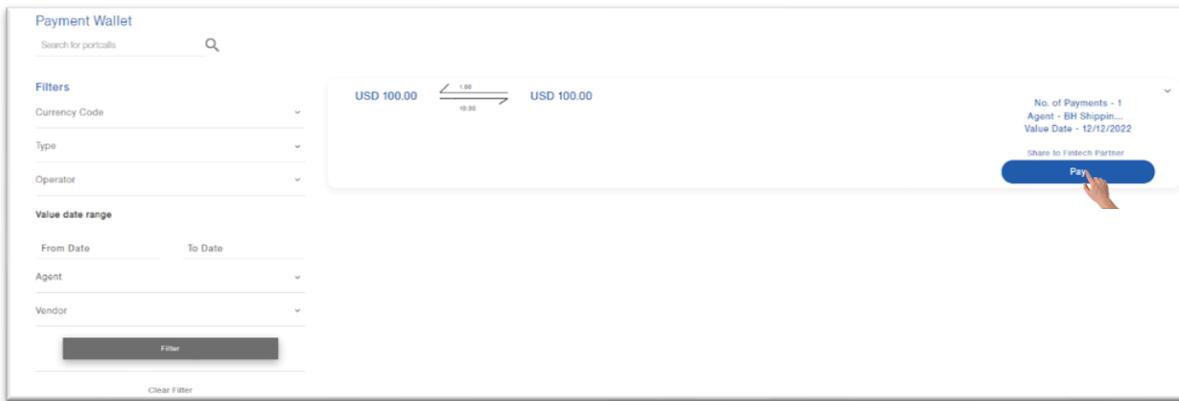
Remittance Analysis		* Top 5 Values	
Agent	Net Paid	Vessel	Net Paid
Boyd Steamship Corp...	\$0.00	TIL Mexico	\$40.00
3 Oceans SAS	\$0.00	Bow Olympus	\$0.00
A M Portillo Cadiz SL	\$0.00	Odfjell container	\$0.00
A C T Infraport LTD	\$0.00	Odfjell container	\$0.00
Alliance Shipping Servl...	\$40.00	ODF Containers	\$0.00

[View More](#) [View More](#) [View More](#)

- Click '**View More**' to view the complete remittance analysis for all agents, vessel and port are displayed for all the CMS users.

## 12. Payments

- Payments tab enable the user to make payment.



- The payments to be made are viewed by the user.
- Click 'Pay'.
- Payment is created on the Ebury/Moneycorp end.

**Note:** Use the filters provided to ease the search.

## 13. WIP

- WIP enables internal transfer request between two trust accounts.
- Internal transfer of funds can be done by three means:
  - Internal transfer
  - Partial payment
  - Full fund transfer

The screenshot shows a web-based application for managing payment approvals. At the top, there's a search bar labeled 'Search by Portal No.' and a magnifying glass icon. Below the header, there are tabs for 'Fund Approvals' and 'Beneficiary/Vessel Issue'. The main area displays a table with columns for 'Account No.', 'Balance', 'No. of Approvals', and 'No. of Requests'. A note at the top says, 'Choose an option for payments effected due to less balance. You can see the details and take required action'. Below this, there are three tabs: 'Internal Transfer', 'Partial Payment', and 'Full Fund transfer'. The 'Internal Transfer' tab is selected and highlighted with a yellow box. It contains fields for 'Beneficiary', 'Debit Amount', 'Suggested Payment date', 'Local Amount', and 'Type'. A sub-section titled 'Internal Transfer' shows 'No. of Portcalls: 0' and 'Amount USD: 0'. It also includes fields for 'Suggested Account no.', 'Balance', 'Payables for this account', 'Buffer Percentage', 'Buffer Amount', and 'Total Amount'. At the bottom of the main table, there are 'View', 'Approve', and 'Reject' buttons. The 'Approve' button is highlighted with a blue box and a hand cursor pointing to it.

- Select the means of fund transfer.
- Click on 'View'
- Enter the buffer percentage / buffer amount.
- Click on 'Approve' to complete the fund transfer.

**Example:** The user wish to choose full fund transfer, then click on 'View' provided in the tab and enter the details. Click on 'Approve' to complete the fund transfer.



## 14. Completed

- After the payments are processed, Completed Payments enables the user to download various types of payment receipts.

The screenshot shows a completed payment search results page. On the left, there are filters for Currency Code, Type, Operator, Value date range, From Date, To Date, Agent, and Vendor. Below these is a 'Filter' button and a 'Clear Filter' link. The main area displays two payment records:

Portcall ID	Operator	Beneficiary	Payment Date	Payable Amount	Type
CTM2300944	Chemical Tankers Multidepartment	DIABOS S...	03/03/2023	USD 31	PDA
CTM2301073	Chemical Tankers Multidepartment	DIABOS S...	13/03/2023	USD 2004	PDA

At the bottom right of the table, there are navigation links: 'Previous', '1', 'Next', and a refresh icon.

- User views details after processing the payments.

This screenshot shows the same completed payment search results page as the previous one. The filters and table structure are identical. A hand cursor is hovering over the three-dot menu icon next to the 'Type' column for the second payment record. A dropdown menu appears, listing the following receipt types:

- Transaction Receipt
- Payment Receipt
- Payment Instruction
- Refinitiv Check
- Share Receipt
- Payment Breakdown Receipt

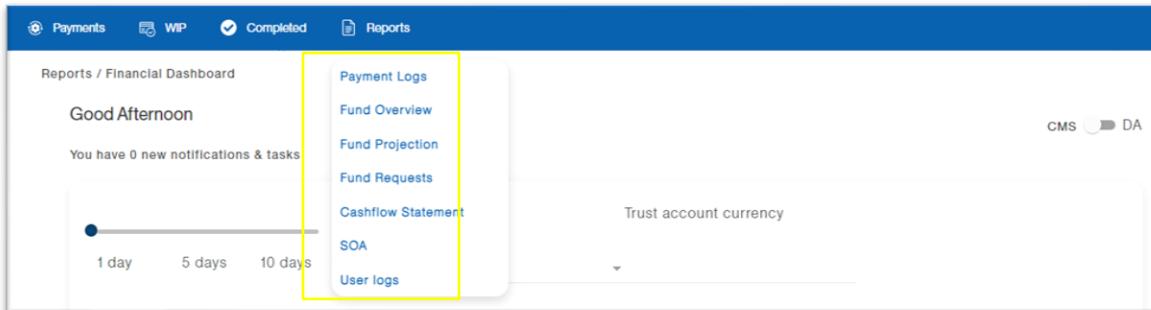
At the bottom right of the table, there are navigation links: 'Previous', '1', 'Next', and a refresh icon.

- Click to view the list of receipts after processing the payment.
- The receipts can be downloaded for reference. They are:
  - Transaction Receipt
  - Payment Receipt
  - Payment Instruction
  - Refinitiv Check
  - Share Receipt
  - Payment Breakdown Receipt

**Note:** Receipts can't be downloaded in Sandbox environment.



## 15. Reports



### 15.1 Statement of Account (SOA)

- The user can view the SOA.

The screenshot shows the 'Reports / SOA' section. It has fields for 'Operator' (Chemical Tankers Multidepart), 'Letterhead' (Chemical Tankers - Singapore), 'Country' (Singapore), and 'Ports' (x). Below these are 'From' (3/16/2023) and 'To' (3/18/2023) date fields. On the right, there is a blue button labeled 'Generate Report' with a hand cursor icon pointing at it. The main area displays a table of transaction data:

Agent Name	Vessel	Voyage	Country	Port	Currency	Advance	Payment	DA Balance	Approved DA	Outstanding
Agencia Maritima Cargonave Ltda - Paranagua										
	ODT2203520	Bow Triumph	202301 Brazil	Paranagua	USD	00	38,770	4,942.88	43,712.88	0
Agencia Maritima Granel Ltd - Santos										
	ODT220249I	Sagami	202205 Brazil	Santos	USD	00	47,206.9	12,281.89	11,483.47	-48,005.32
	ODT2202989	Bow Prosper	202205 Brazil	Suape	USD	00	31,496.62	10,566.55	10,945.06	-31,118.11
	ODT2203064	Bow Agathe	202205 Brazil	Santos	USD	00	67,620.42	1,714.75	69,335.17	0

- Select the **Operator**.
- Select the **Letterhead**.
- Select the **Country** and **Port**.
- Select **From** and **To** date.
- Click '**Generate Report**' to view the SOA.

## 15.2 Cash Flow Statement

- The user can view the Cash Flow Statement.

The screenshot shows the 'Cash Flow Statement' page. At the top, there are dropdown menus for 'Operator' (Chemical Tankers Multidepartment), 'Letterhead' (Chemical Tankers - Singapore), 'Trust Account' (DIABOS), 'Agent' (Star Global Agency), 'From' (3/16/2023), and 'To' (3/17/2023). Below these are two buttons: 'Generate Report' (highlighted with a red box and a cursor) and 'Add Transaction'. A message at the bottom says 'DIABOS - Account No: GB11BARC20038076384144'. The main area displays a table of transactions:

Principal	Owner Account Number	Diabos Reference No	Vessel	Port	Port Call Arranged By	PDA Full Amount	Currency	Remitted Currency	Payment Required In	Balance Amount Due To Agent	Value Date	Agent Name	Payment Advice Type
Chemical Tankers Multidepartment	23434354564646	CTM2301073	Monday	Houston, Texas City	ravindra@ymail.com	2510	USD	USD	USD	0	2023/03/13	Odfjell USA (Houston) Inc	PDA
Chemical Tankers Multidepartment	23434354564646	CTM2300944	Chemical Tanker 1	Houston, Texas City	ravindra@ymail.com	62	USD	USD	USD	0	2023/03/03	Odfjell USA (Houston) Inc	PDA

At the bottom right of the table, there are navigation links: '< Previous', '1', 'Next >'.

- Select the **Operator**.
- Select the **Letterhead**.
- Select the **Trust Account**.
- Select the **Agent**.
- Select **From** and **To** date.
- Click '**Generate Report**' to view the Cash Flow Statement.
- Click '**Add Transaction**' to add new transaction.

**Note:** **Add Transaction** is to update the external transactions made by the operator.

### Add Transaction:

The screenshot shows the 'Add Transaction' dialog box. It has sections for 'Date' (3/16/2023), 'Partial' (checkbox), 'Stage' (dropdown), 'Type' (VAT ID), 'Voyage' (dropdown), 'Trust Account' (dropdown), 'Principals' (dropdown), and 'Principals Trust Account' (dropdown). Below these are sections for 'Principal's Trust Account Transaction' (checkboxes for Credited and Debited, currency, amount), 'Agent Account Details' (currency, amount), 'Bank Charges' (currency, percentage, amount), and a 'Tell us more...' text area with an 'Insert Attachment' button. A cursor is pointing at the 'Add' button at the bottom right.

- Fill the details regarding the transaction.
- Click '**Add**' to add the transaction to the Cash Flow Statement.

## 15.3 Fund Overview

- The user can view the Fund Overview.

Fund Overview

Operator	Fintech partner*	Trust Account
Chemical Tankers Multidepar... x	Ebury	x v DIABOS x v
Department	From	To
x Technical x v	3/9/2023	3/16/2023

Generate Report (i)

Fund Overview

Particulars	Odfjell Tankers (USD)	Chempool 25 (USD)	Odfjell Tankers (EUR)	Chempool 40 (USD)	Handy Pool (USD)	MRPool (USD)	Chempool 33 (USD)
Actual Account Balance on 22nd February 2023	1,280,330.86	30,304.41	144,196.22	15,432.37	11,115.96	10,423.43	372,793.51
Approved PDA & IDA Advances as on 22nd February 2023	758,936.00	205,000.00	-	-	-	-	-
Approved IDA Balances as on 22nd February 2023 (Unsettled)	641,373.73	132,059.21	30,185.36	265.00	435.00	95.00	19,358.14
Total Approved Payables on 22nd February 2023	1,400,609.73	337,062.21	30,185.36	265.00	435.00	95.00	19,358.14
Actual account balance after catering to approved payables	(118,978.75)	(308,757.80)	113,950.86	16,167.37	10,680.96	10,328.43	353,435.37

- Select the **Operator**.
- Select the **Letterhead**.
- Select the **Trust Account**.
- Select the **Department**.
- Select **From** and **To** date.
- Click '**Generate Report**' to view the Fund Overview.

## 15.4 Fund Projection

- The user can view the Fund Projection.

Fund Projection

Operator	Fintech partner*	Trust Account
Chemical Tankers Multidepar... x	Ebury	x v DIABOS x v
Department	From	To
x Technical x v	3/17/2023	3/20/2023

Generate Report (i)

Particulars Odfjell Tankers Chempool25 Chempool40 Handy Pool

PDA's approved - Department	985,697.97	923,415.33	62,854	485,697.97
Standing Deposit	985,697.97	923,415.33	62,854	485,697.97
Total funds required	985,697.97	923,415.33	62,854	485,697.97
Funding Received	985,697.97	923,415.33	62,854	485,697.97

- Select the **Operator**.
- Select the **Letterhead**.
- Select the **Trust Account**.
- Select the **Department**.
- Select **From** and **To** date.

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- Click '**Generate Report**' to view the Fund Projection.