



Agent User Guide

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Preface

- This guide is created to offer instructions for agents of Diabos who will utilize the application daily and have access to the listed features.
- The user manual is specifically designed to explain the functions and features of the application for the agents.
- The manual's content may vary based on the user. The manual details the methods for using the Diabos 3.0 Suite, particularly Disbursement Accounting (DA).
- No part of this manual may be copied, distributed, translated, or transmitted in any way, including photocopying, recording, or storing in any information retrieval system, without the prior written consent of Diabos.

Abbreviations

AF:	Additional Funding
APDA:	Additional Proforma Disbursement Accounting
DA:	Disbursement Accounting
FDA:	Final Disbursement Accounting
IDA:	Intermediate Disbursement Accounting
No.:	Number
OTP:	One Time Password
PC:	Portcall
PDA:	Proforma Disbursement Accounting
SDA:	Supplementary Disbursement Accounting
WIP:	Work In Progress

Legends

<i>Icons</i>	<i>Description</i>
	Add Icon Click to add particulars to any field
	Calendar Icon Click to pick a relevant date
	Checkbox Icon Click to select the checkbox
	Cross Icon Click to close the screen/popup
	Dropdown Icon Click to pick from dropdown
	Edit Icon Click to edit any field
	Expand Icon Click to expand the row
	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



Upload Icon

Click to upload any file



User Profile Icon

Click to view the user profile



Warn Icon

User is intimated about the warning message



Zoom in/Zoom out Icon

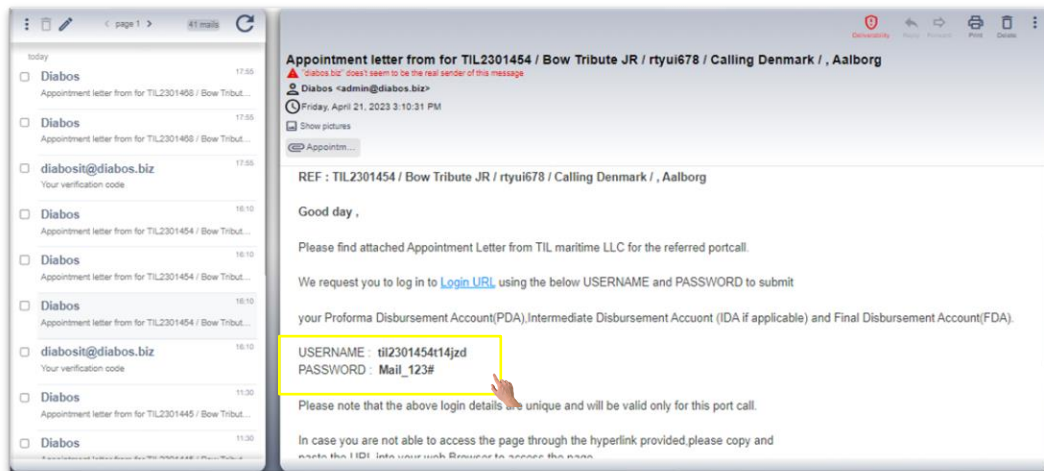
Click to zoom in and zoom out the screen

1. Getting Started

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

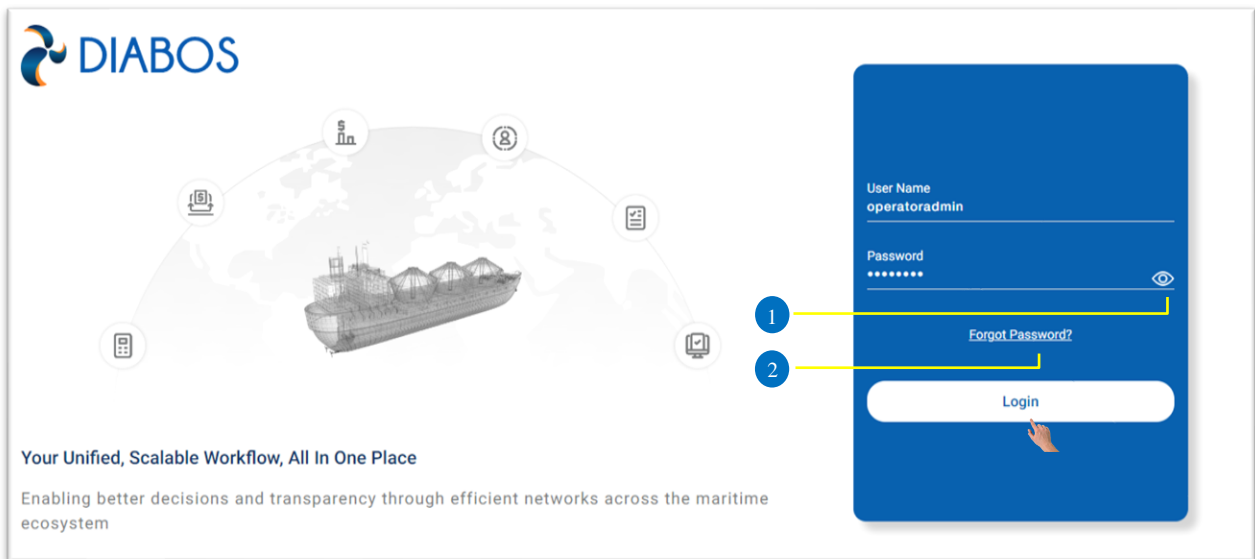
1.1 Login Credentials

- Login credentials of the Agent would be shared over the registered mail ID for the respective portcall.





1.2 Login

- Log into the application to explore the features.



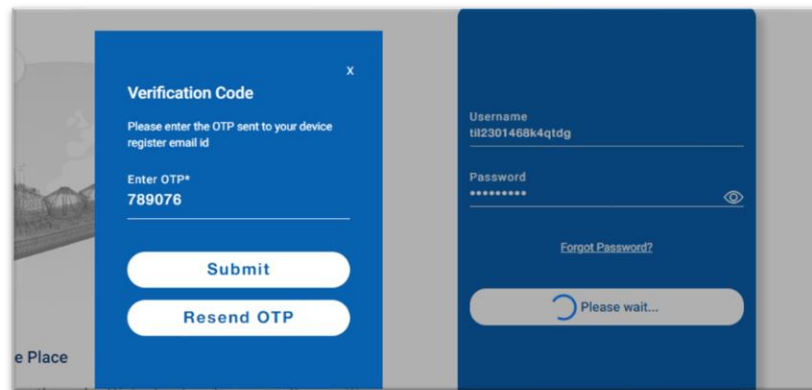
- Enter username and password.
- Click on '**Login**' to log into the application.

View Password:

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

1.2 Two Step Verification

- A verification code is generated and to agent's registered mail ID post login with given credentials.



- Enter the One Time Password (OTP).
- Click on **'Submit'** to log into the application.

Resend OTP:

- Click on **'Resend OTP'** to get another OTP.
- Enter the new OTP.
- Click on **'Submit'** to log into the application.

1.3 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.

Back to Login Screen:

1. Click on **'Back to Sign In'** to redirect to login page.

Reset Password:

DIABOS

Please enter the OTP sent to your device register email id

Enter OTP*
263045

Please Enter Your New Password

Enter Your New Password

Confirm Password

Reset Password

Back to Sign In

- 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:

DIABOS

register email id

Enter OTP*
084053

Please Enter Your New Password

Enter Your New Password
Test12345

Password must be at least 8 characters long one uppercase with one lowercase , one numeric and one special character

Confirm Password

Please fill field

Reset 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.

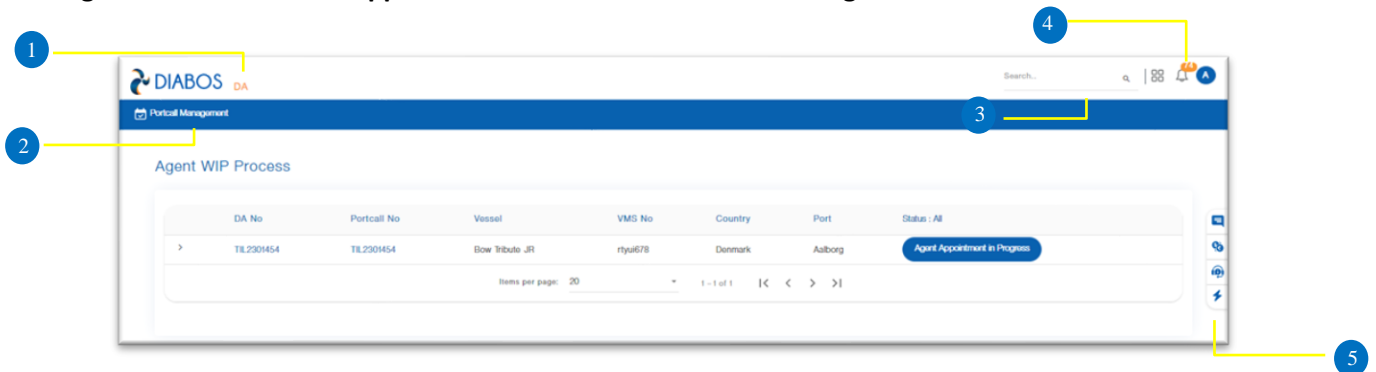
Password Update:



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

2. Dashboard

Login → Diabos Suite of Applications → Disbursement Accounting



- Dashboard consists of menu and icons with appropriate functions.

1. Module Name:



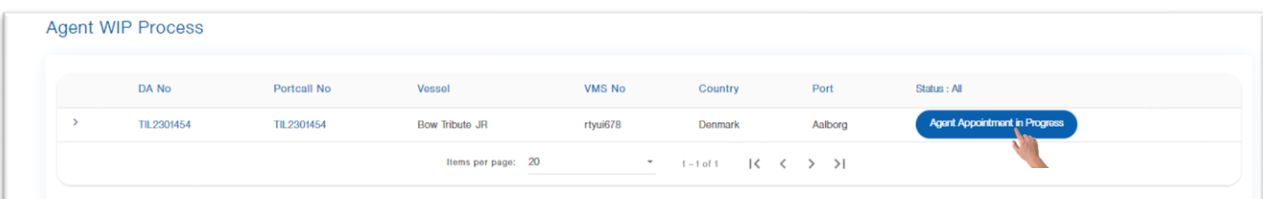
- ❖ Post login, the module name is displayed on the top left of the landing page.

2. Main Navigation Bar:



- ❖ The main navigation bar consists of Agent WIP Process.

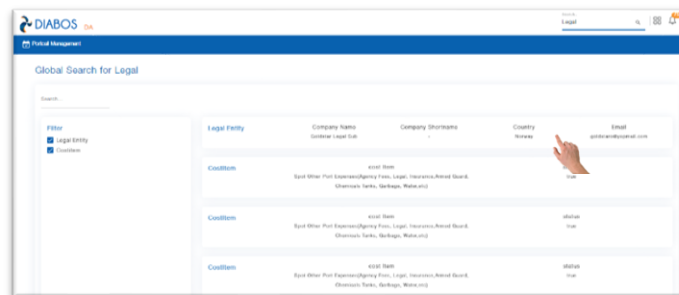
Agent WIP Process:



3. Search:

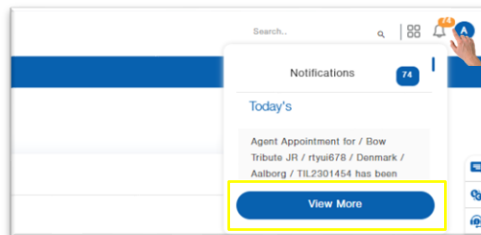



- ❖ A global search is provided for the users to seek any assistance during the process of portcall creation. This also helps the users to search any information regarding the principal, legal entities, portcall queries etc...

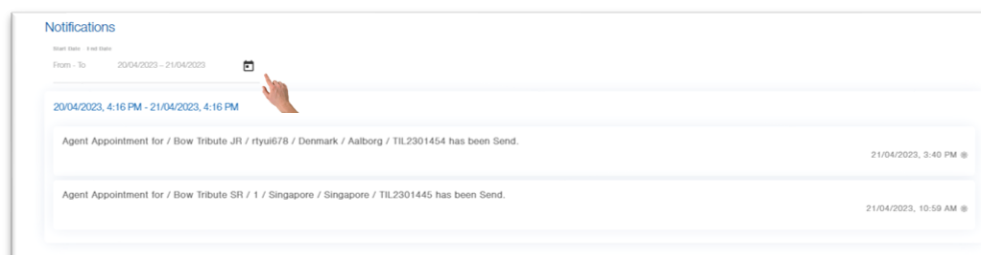


- ❖ The result for the global search is viewed.

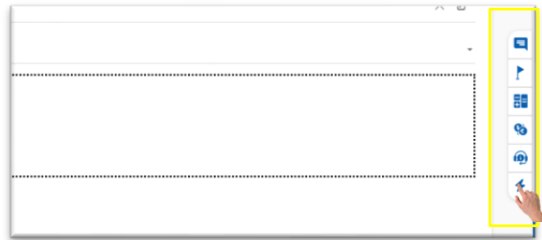
4. Notifications:



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



5. Floating Menu:

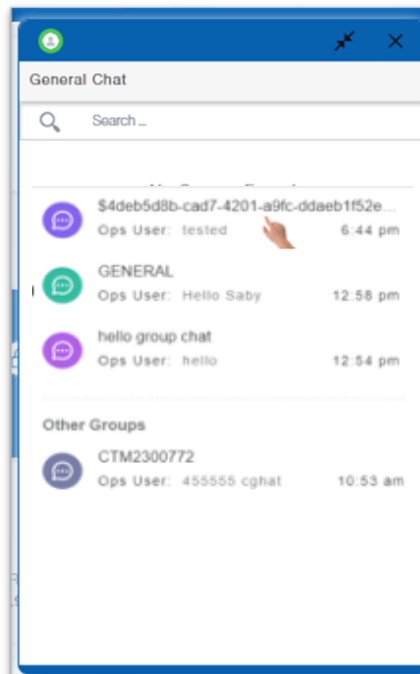


❖ The floating menu consists of:

- a) Chat
- b) Milestone
- c) Calculator
- d) Currency Converter
- e) Help & Support
- f) Switch Theme

a) 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.



Note: Agent doesn't have the access to initiate a chat/group chat.

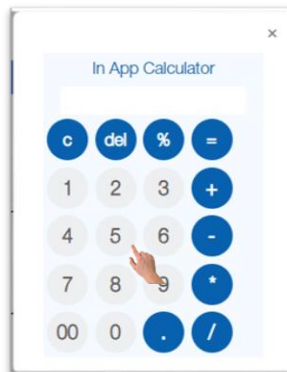
b) **Milestone:**

- Significant stages of portcall are displayed.



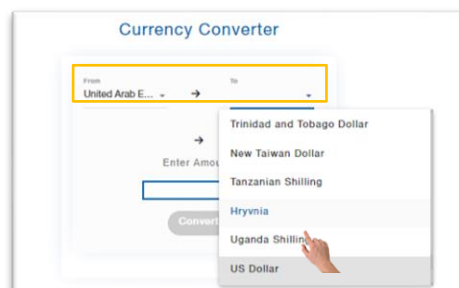
c) **Calculator:**

- An interactive software tool that is designed to process a predefined set of mathematical functions in order to simulate a business process.



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.

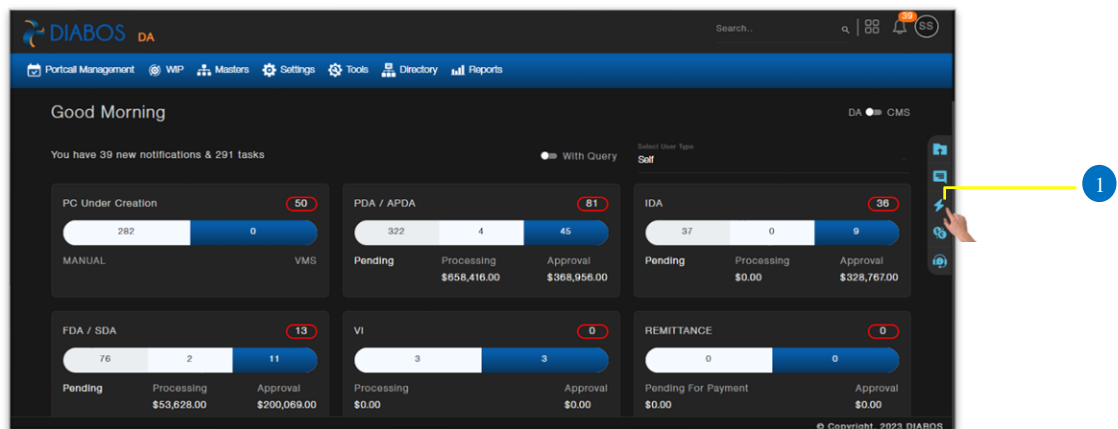
e) **Help & Support:**


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

Coming soon!

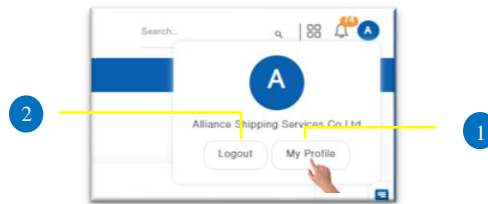
f) **Switch Theme:**

- 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.

3. Agent 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.

3.1 My Profile

Agent Profile Icon → My Profile → General Settings

General Settings:

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

A screenshot of the 'My User Profile' page. The page has three tabs: 'General Settings', 'My Preference', and 'Notification Settings'. The 'General Settings' tab is active. It displays a user profile card with a placeholder image and the text 'operator admin' and 'Operator Admin'. Below this, there are sections for 'Contact Information' (Email ID: operatoradmin@yopmail.com, Contact Number: 9876543210), 'Company' (Legal Entity: TIL Maritime Pte Ltd, Department, Tier, Default DA), and 'Change Password' (Password). A 'Save Changes' button is at the bottom right, with a hand cursor clicking on it.

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

Agent Profile Icon → My Profile → General Settings

My Preference:

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

My User Profile

General Settings | **My Preference** | Notification Settings

Date & Time Settings

Time Zone: GMT +0500/Andorra Standard Time | Date format & setting: YY/MM/DD

Time Format

☒ 12 Hrs ☐ 24 Hrs

Theme

☐ Dark ☒ Light

Number Format

☐ XXX,XXX,XXX ☐ XXX,XXX.XXX ☒ XXX,XXX.XXX

Save Changes

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

Agent Profile Icon → My Profile → General Settings

Notification Settings:

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

General Settings | My Preference | **Notification Settings**

Port call Notifications

Email Name	Email	Notification
Port call Submission	<input type="checkbox"/>	<input type="checkbox"/>
Port call Cancellation	<input type="checkbox"/>	<input type="checkbox"/>
Appointment (Agent)	<input type="checkbox"/>	<input type="checkbox"/>
Portcall Appointment to Vendor	<input type="checkbox"/>	<input type="checkbox"/>
Appointment to Ship Manager	<input type="checkbox"/>	<input type="checkbox"/>
PDA Acceptance To Agent	<input type="checkbox"/>	<input type="checkbox"/>
Appointment / Request for PDA - Declined by Agent	<input type="checkbox"/>	<input type="checkbox"/>
Final Appointment (Agent)	<input type="checkbox"/>	<input type="checkbox"/>
Request for PDA - Declined to other Agent	<input type="checkbox"/>	<input type="checkbox"/>
Appointment (Operator)	<input type="checkbox"/>	<input type="checkbox"/>

Save

DIABOS Notifications

Mailing DA Preview

Payment Advice Notifications

DA Approval Notification to Agents

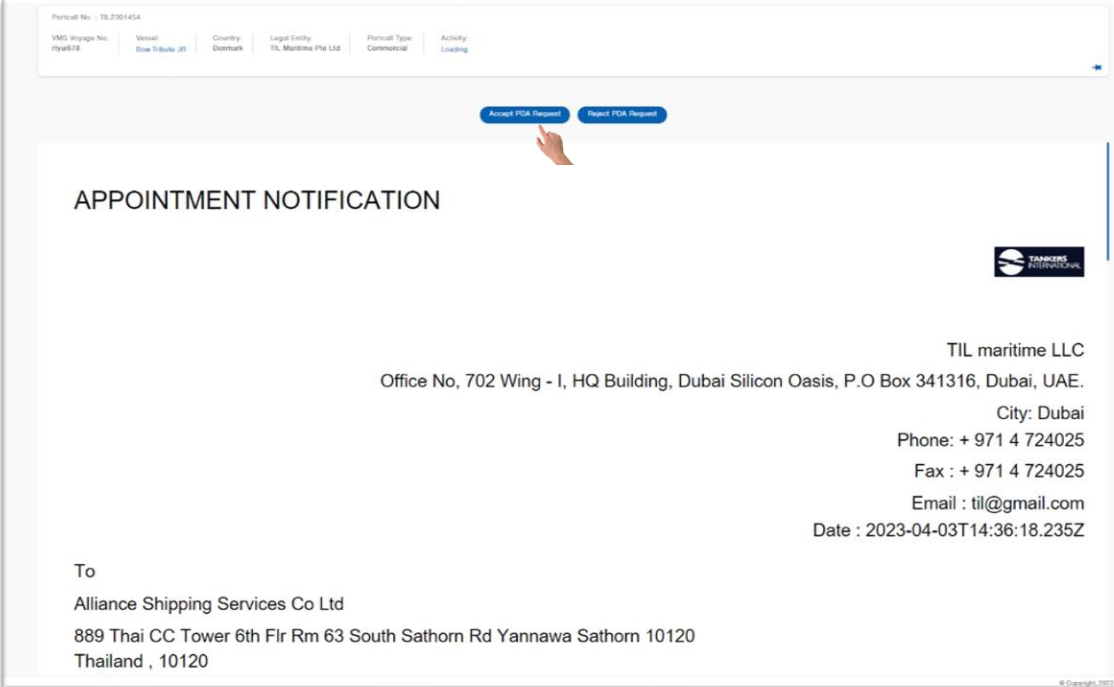
Owners/Charterers Expenses Mailing

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

4. PDA Quote Update by Agent

Accept PDA Request:

- Post portcall creation, agent receives the portcall for the input of quotes.



Portcall No. : TL2301454

VMS Image No. mya018	Vessel Blue Trident JR	Country Denmark	Legal Entity TIL Maritime Pte Ltd	Portcall Type Commercial	Activity Loading
-------------------------	---------------------------	--------------------	--------------------------------------	-----------------------------	---------------------

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

APPOINTMENT NOTIFICATION

TANKERS INTERNATIONAL

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

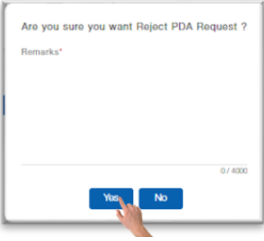
To
Alliance Shipping Services Co Ltd
889 Thai CC Tower 6th Flr Rm 63 South Sathorn Rd Yannawa Sathorn 10120
Thailand , 10120

© Copyright 1993

Step 1(a): Click on 'Accept PDA Request' to accept the PDA.

Step 1(b): Click on 'Reject PDA Request' to reject the PDA.

Reject PDA Request:



Are you sure you want Reject PDA Request ?

Remarks*

0 / 6000

[Yes](#) [No](#)

Step 1(b)(1): Enter remarks.

Step 1(b)(2): Click on 'Yes' to reject the PDA.

Step 1(b)(3): Click on 'No' to cancel the rejection.

PDA Quotes:

DA Details:

Portcall No. : TL2301454

VMS Voyage No: RY98178

Vessel: Blue Tribute JH

Country: Denmark

Legal Entity: TIL Maritime Pte Ltd

Portcall Type: Commercial

Activity: Loading

Port Name: Aalborg

ETA : 21/04/2023, 3:38 PM

ETD : 28/04/2023, 3:38 PM

Selected Terminal: AALBORG PORTLAND

No. of Stages: 6

No. of Berths: 23

Hotel: 244

Quoted Currency: USD

New Currency: USD

Base ROE: 3

USD = 1 (CNY) 0.333

Agent Ex. Rate: 1 USD = 0.333 CNY

DA Details

Other Details

Save


Submit


Step 2: Select the Terminal from the dropdown.

Step 3: Select the Quoted Currency from the dropdown.

Step 4: Enter Base ROE.

Step 5: Enter rates against individual cost items.

Step 6: Click on  to split the cost item rate.

Note: Agent can click on  to add new cost item under the cost head.

Other Details:

Portcall No. : TL2301454

VMS Voyage No. : rya678 | Vessel : Bow Tribute JH | Country : Denmark | Legal Entity : TL Maritime Pte Ltd | Portcall Type : Commercial | Activity : Loading

Port Name : Aalborg | ETA : 21/04/2023, 9:38 PM | ETD : 28/04/2023, 9:38 PM

Agent Name : Aalborg Portland | Agent No. : 6 | Agent Ex. Rate : 1 USD = 0.333 CNY

Base Rate : USD = 1 (CNY) 0.333

DA Details | **Other Details**

Port Information/Tariffs

Document Name : | Document Type : |

Drag And Drop File
OR
Click To Browse File
(max 10MB)

Agent Remarks For Principal

No.	Doc. Name	Doc. Type	Actions
1	Aalborg Invoicing	Port tariff Document	

Bank Account Details

Agent Bank Account Number : 522280 USD | Currency : USD | Cardless Bank Account

Portcall Advance Details

Advance % specified by the Principal for the Portcall : 90
Advance % requested by the Agent for the Portcall : 95

Invoice Document

Invoice Number : 900576 | Invoice Date : 21/04/2023 | Invoice Type : Invoice Document

Gray and Purple Minimal Business Project Report.pdf

Gray and Pur...

Save **Submit**

Step 7: Enter invoice details.

Step 8: Enter bank details.

Step 9: Enter advance details.

Step 10: Click on **'Save'** to save the details.

Step 11: Click on **'Submit'** to submit the PDA for Diabos review.

Note: Remarks can be entered in the space provided.

Note: Upon PDA submission by agent the status of the portcall changes to **'PDA - Diabos Audit in Progress'**.

5. Raise APDA

1001
DA Number : GLD2301126-OPS
Alliance Shipping Service...
PDA

+
Agent / Vendor

Select Terminal Berth	No. days/Hrs	Total	Cost Saving	Variance
	3 days/22 hrs	10	0.00	0.00

Quoted Currency: SGD
View Currency: SGD

Base ROE: 3
SGD = 1 (USD) 0.333

Agent ROE: 1 USD = 3 SGD

Raise Additional Funding Raise APDA

Step 1: Click on 'Raise APDA' to raise APDA.

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

6. Raise Additional Funding

The screenshot shows a web application interface for managing shipping operations. At the top, a header bar contains several fields: Portcall No. (GLD2001201), Voyage No. (yulop), Vessel (BOW SPRING), Legal Entity (Goldstar Legal Sub), Portcall Type (Non-Commercial), Activity (Loading), Worldwide (No), and Short Sea (No). Below this, a section for 'Status Port' shows 'Aalborg' and 'AIS ETA - | ETD -' with dates and times for ETA (27/03/2023, 3:50 PM) and ETD (31/03/2023, 3:50 PM). A central area displays a '1001 DA Number : GLD2001201 AGC Alliance Shipping Service...' button and a dashed box for 'Agent / Vendor'. The bottom section contains a table with columns for 'Select Terminal Berth', 'No. days/hrs', 'Total', 'Cost Saving', 'Variance', 'Base ROE', and 'Agent ROE'. The 'Base ROE' column shows a value of 3, and the 'Agent ROE' column shows 1 USD = 6 EUR. At the bottom right, there are two buttons: 'Raise Additional Funding' and 'Raise APCA'. A hand icon is pointing at the 'Raise Additional Funding' button.

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

7. IDA Quote Update by Agent

DA Details:

Portcall No. : TL2301454
VMS Voyage No: rlyall78 Vessel: Bow Tribute JRI Country: Denmark Legal Entity: TL Maritime Pte Ltd Portcall Type: Commercial Activity: Loading

Port Name: Aalborg ETA - 21/04/2023, 3:38 PM ETD - 28/04/2023, 3:38 PM

PDA DA Number : TL2301454 Total: \$344.00 BankAcc: 52232487
APDA Request for APDA
IDA IDA processing
FDA Request for FDA
SDA Request for SDA
APDA1 Request for APDA1

Select Terminal Berth: No. of Days: 6 No. of Weeks: 23 Total: 323
Quoted Currency: USD New Currency: USD Base ROE: USD = 1 (CNY) 0.333 Agent Ex. Rate: 1 USD = 0.333 CNY

DA Details General Advance

	Remarks	Terminal - Berth	PDA + APDA	IDA Amount (USD)
20' Dry Containers (\$1.00)		Select Terminal Berth		
Neutral Charts & Publications 1		AALBORG PORTLAND	23.00	1.00
40' Dry Containers (\$18.00)		Select Terminal Berth		
Neutral Charts & Publications		AALBORG PORTLAND	9.00	2.00
16T Forklift - ONWH 13		AALBORG PORTLAND	5.00	3.00
2nd Hand Container Storage Charge 14		AALBORG PORTLAND	3.00	4.00
7% Special Charge Paid to Morningside Port Trust 15		AALBORG PORTLAND	1.00	7.00
Admin Related Expenses (\$304.00)		Select Terminal Berth		
Accommodation 234		AALBORG PORTLAND	10.00	67.00
Administrative Fees 12		AALBORG PORTLAND	13.00	78.00
Agency Miscellaneous 23		AALBORG PORTLAND	80.00	69.00
Agent Car Hire 43		AALBORG PORTLAND	200.00	90.00
Total			\$344.00	\$323.00
Advance				\$0.00
Balance				\$323.00

Save Submit

Step 1: Select the Terminal from the dropdown.


Step 2: Select the Quoted Currency from the dropdown.

Step 3: Enter Base ROE.

Step 4: Enter rates against individual cost items.

Step 5: Click on  to split the cost item rate.

Step 6: Click on  to delete the cost item separation.

Note: Agent can click on  to add new cost item under the cost head.

General:

Proceed with upload of full DA:

Portcall No.: TL2301454

VMS Voyage No.: rhyal819 | Vessel: Blue Tribute JR | Country: Denmark | Legal Entity: TIL Maritime Pte Ltd | Portcall Type: Commercial | Activity: Loading

Port Name: Aalborg | ETA: 21/04/2023, 3:38 PM | ETD: 26/04/2023, 3:38 PM

Progress: PDA (TL2301454) | APDA (Request for APDA) | **ICA (DA processing)** | FDA (Request for FDA) | SDA (Request for SDA) | APDA1 (Request for APDA1)

Select Terminal Berth: | No. of Stages: 6 | No. of Stages: 23 | No. of Stages: 323

Invoice Currency: USD | Invoice Currency: USD | Base ROE: USD = 1 (CNY) 0.333 | Agent Ex. Rate: 1 USD = 0.333 CNY

DA Details | **General** | Advance

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

Gray and P. ✓

Upload S.O.F

Vessel Name	Invoice Date	Not on Board Inward	Invoice Date	Vessel Name	Invoice Date	Vessel Name	Invoice Date
	21/04/2023, 16:29:09		22/04/2023, 16:29:13		23/04/2023, 16:29:18		24/04/2023, 16:29:22
Number of Invoices	5	Number of Invoices	7				

SOF Document

Drag And Drop File Or Click Here To Browse File (max 10MB)

Document Name: Updated_CM5Guide.docx | Date: 21/04/2023 04:30:01 PM

Save Submit

Step 7(a): Select 'Proceed with upload of full DA'.

Step 7(a)(1): Upload the DA copy.

Step 7(a)(2): Fill in the SOF details.

Proceed with upload of invoices against respective cost:

Portcall No.: F1ZJ301454
VMS Voyage No:
rhyal7B

Vessel:
Boe T1641c_2R

Country:
Denmark

Legal Entity:
TIS Maritime Pte Ltd

Portcall Type:
Commercial

Activity:
Loading

From Name:
Aalborg

ETA : 21/04/2023, 3:38 PM ETD : 26/04/2023, 3:38 PM

PDA
DA Number :F1ZJ301454
Total:344.00
BallastAcct:52232487

APDA
Request for APDA

DA
DA processing

FDA
Request for FDA

SDA
Request for SDA

APDA1
Request for APDA1

Select Terminal Birth:

Next stop: 1
6

Next stop: 1
23

Total
323

Invoice currency:
USD

Base REX:
USD → 1 (CNY) 0.323

Agent Ex. Rate
1 USD = 0.353 CNY

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
☐ (Neutral) Charts & Publications

^ 40' Dry Containers
☐ (Neutral) Charts & Publications
☐ 1ET Forklift - CRW411
☐ 2nd Hand Container Storage Charge
☐ 7% Special Charge Paid to Mortgages Port Trust

^ Admin Related Expenses
☐ Accommodation
☐ Administrative Dues
☐ Agency Miscellaneous
☐ Agent Car Hire

Add

Customized
(Neutral) Charts & Publications
2nd Hand Container Storage Charge
Agency Miscellaneous
Agent Car Hire

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

Document Name
notice_CGLE_00042023.pdf

Date
Apr 21, 2023

^ Upload SOP

Vessel Arrived
Arrival date:
21/04/2023, 16:29:09

First on Board Inward
Onboard date:
22/04/2023, 16:29:13

Vessel Departed
Onboard date:
23/04/2023, 16:29:16

Vessel Sailed
Onboard date:
24/04/2023, 16:29:22

Number at high water:
5

Number at low water:
7

SOP Documents

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

Document Name
Updated_CMSSGuide.docx

Date
21/04/2023 04:30:01 PM

Save Submit

Step 7(b): Select 'Proceed with upload of invoices against respective cost items.'

Step 7(b)(1): Select the cost items.

Step 7(b)(2): Upload the invoice copy against the cost item.

Step 7(b)(3): Fill in the SOF details.

Advance:

Portcall No. : TL2301454

VMS Voyage No. : rlyu078 | Vessel : Bow Trade JRI | Country : Denmark | Legal Entity : TL Maritime Pte Ltd | Portcall Type : Commercial | Activity : Loading

Port : Aalborg | ETA : 21/04/2023, 3:38 PM | ETD : 28/04/2023, 3:38 PM

DA Number : TL2301454 | Total : 344.00 | BankAcc : 5222487

AFDA : Request for AFDA | IDA : IDA processing | FEPA : Request for FEPA | SDA : Request for SDA | APDA1 : Request for APDA1

Select Terminal : 6 | DA Number : 23 | Agent Ex. Rate : 1 USD = 0.333 CNY

Advance (\$USD) : 10.00 | Date : 21/04/2023, 4:05 PM

DA Stage	Advance (\$USD)	Date	Document	Actions
IDA	10.00	21/04/2023, 4:05 PM		
Total Remittance	10.00			

Confirm No Remittance

Bank Account Details

Agent Bank Account Name : 5222487 USD | Confirm Bank Account : ☒

View Account details

Portcall Advance Details

Advance % specified by the Principal for the Portcall : 80

Advance % requested by the Agent for the Portcall : 95

Agent remarks for Principal

Save Submit

Step 8: Enter invoice details.

Step 9: Enter advance details.

Step 10: Verify bank details.

Step 11: Click on 'Save' to save the details.

Step 12: Click on 'Submit' to submit the PDA for Diabos review.

Note: Remarks can be entered in the space provided.

Note: Upon IDA submission by agent the status of the portcall changes to 'IDA - Diabos Audit in Progress'.

8. FDA Quote Update by Agent

DA Details:

Portcall No.: TL2201454
VMS Voyage No.: RY4678
Vessel: Blue Tribute JR
Country: Denmark
Legal Entity: TL Maritime Pte Ltd
Portcall Type: Commercial
Activity: Loading

Port Name: Aalborg
ATA: 21/04/2023, 4:29 PM
ATD: 24/04/2023, 4:29 PM

PDA: DA Number: TL2201454
Total: 544.00
BankAcc: 52292487

APDA: Request for APDA

IDA: IDA - accepted
Total: 203.00
BankAcc: 52292487

FDA: FDA processing

SDA: Request for SDA

APDA1: Request for APDA1

Select Terminal Birth: 6
Select ROE: DKK
Base ROE: DKK = 1 (CNY) 6.333

DA Details | General | Advance

Remarks	Terminal	Birth	PDA + APDA	IDA	Amount (DKK)	Invoice No.	Amount
20' Dry Containers (DKK123.00)	Select Terminal Birth						
(Nautical) Charts & Publications 1	AALBORG PORTLAND		23.00	1.00	173.00	2000	123.00
40' Dry Containers (DKK140.00)	Select Terminal Birth						
(Nautical) Charts & Publications	AALBORG PORTLAND		9.00	2.00	53.00	2000	23.00
	Select Terminal Birth			2.00		2000	30.00
16T Forklift - ONW11 12	AALBORG PORTLAND		5.00	3.00	23.00	2000	23.00
2nd Hand Container Storage Charge 14	AALBORG PORTLAND		3.00	4.00	34.00	2000	34.00
7% Special Charge Paid to Morningside Port Trust 15	AALBORG PORTLAND		1.00	7.00	30.00	6680	30.00
2% Admin Related Expenses (DKK1,140.00)	Select Terminal Birth						
Accommodation 234	AALBORG PORTLAND		10.00	67.00	70.00	6680	70.00
Administrative Date 12	AALBORG PORTLAND		13.00	78.00	890.00	6780	890.00
Agency Miscellaneous 23	AALBORG PORTLAND		80.00	69.00	90.00	6780	90.00
Agent Car Hire 43	AALBORG PORTLAND		200.00	90.00	90.00	6780	90.00
Total			DKK344.00	DKK 323.00	DKK1,403.00		
Advance					DKK0.00		
Balance					DKK1,403.00		


Save | Submit

Step 1: Select the Terminal from the dropdown.


Step 2: Select the Quoted Currency from the dropdown.

Step 3: Enter Base ROE.

Step 4: Enter rates against individual cost items.

Step 5: Click on  to split the cost item rate.

Step 6: Click on  to delete the cost item separation.

Note: Agent can click on  to add new cost item under the cost head.

General:

Proceed with upload of full DA:

Portcall No.: TL2301454

VMS Voyage No.: rhyal819 | Vessel: Blue Tribute JR | Country: Denmark | Legal Entity: TL Maritime Pte Ltd | Portcall Type: Commercial | Activity: Loading

Port Name: Aalborg | ETA: 21/04/2023, 3:38 PM | ETD: 26/04/2023, 3:38 PM

PDA: DA Number: TL2301454 | Total: 344.00 | BankAcc: 52252487

APDA: Request for APDA

FDA: Request for FDA

SDA: Request for SDA

APDA1: Request for APDA1

Select Terminal Berth: | Invoice Currency: USD | Base ROE: USD = 1 (CNY) 6.333 | Agent Ex. Rate: 1 USD = 6.333 CNY

DA Details | **General** | Advance

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

Gray and P.

Upload SOF

Vessel Name	Vessel Type	Vessel Size	Vessel Status
21/04/2023, 16:29:09	22/04/2023, 16:29:13	23/04/2023, 16:29:18	24/04/2023, 16:29:22

Document Name: Updated_CMSGuides.docx | Date: 21/04/2023 04:30:01 PM

Save Submit

Step 7(a): Select 'Proceed with upload of full DA'.

Step 7(a)(1): Upload the DA copy.

Step 7(a)(2): Fill in the SOF details.

Proceed with upload of invoice against respective cost item:

Portcall No. : TL2301454

VMS Voyage No. : rlyu678

Vessel : Bow Trade JR

Country : Denmark

Legal Entity : TL Maritime Pte Ltd

Portcall Type : Commercial

Activity : Loading

Port Name : Aalborg

ATA - 21/04/2023, 4:29 PM

ATD - 24/04/2023, 4:29 PM

PDA

DA Number : TL2301454

Total : 044.00

BankAcc : 52732487

APDA

Request for APDA

IDA

IDA : accepted

Total : 323.00

BankAcc : 52732487

PDA

PDA processing

SDA

Request for SDA

APDA1

Request for APDA1

Select Terminal Berth

No. of Steps : 6

No. of Bays : 23

Total : 1493

Harbour Currency : DKK

New Currency : DKK

Base ROE : DKK = 1 (CNY) 0.533

Agent Ex. Rate : 1 DKK = 0.533 CNY

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
125.00	2000	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
23.00	2000	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
30.00	2000	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
23.00	2000	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
34.00	2000	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
30.00	1600	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
20.00	1600	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
890.00	6780	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
90.00	6780	notice_CGLE_03040323.pdf	<input type="checkbox"/>	
90.00	6780	notice_CGLE_03040323.pdf	<input type="checkbox"/>	

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

Upload SOF

Vessel Arrived

21/04/2023, 16:29:09

Number of legs inward : 5

22/04/2023, 16:29:13

Number of legs outward : 7

Vessel Departed

25/04/2023, 16:29:18

Vessel Sailed

24/04/2023, 16:29:22

SOF Document

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

Document Name

Date

Updated_CM5Guide.docx

21/04/2023 04:30:01 PM

Save

Submit

Step 7(b): Select 'Proceed with upload of invoices against respective cost items.

Step 7(b)(1): Select the cost items.

Step 7(b)(2): Upload the invoice copy against the cost item.

Step 7(b)(3): Fill in the SOF details.

Advance:

Portcall No. : TL2301454

VMS Voyage No. : rlyall78 | Vessel : Bow Trade JR | Country : Denmark | Legal Entity : TL Maritime Pte Ltd | Portcall Type : Commercial | Activity : Loading

Port Name : Aalborg | ATA - 21/04/2023, 4:29 PM | ATD - 24/04/2023, 4:29 PM

PDA : DA Number : TL2301454 | Total : 344.00 | BankAcc : 52232487

APDA : Request for APDA

IDA : accepted | Total : 323.00 | BankAcc : 52232487

FDA : FDA processing

SDA : Request for SDA

APDA1 : Request for APDA1

Select Terminal Berth : | No. of Stages : 6 | No. of Stages : 23 | Date ROE : DKK = 1 (CNY) 0.333 | Agent Ex. Rate : 1 DKK = 0.333 CNY

Invoice Document : Invoice Number : 2345678 | Invoice Date : 21/04/2023 | Upload Document

DA Stage	Advance (DKK)	Date	Document	Actions
FDA	100.00	21/04/2023, 4:40 PM		
Total Remittance	100.00			

☐ Confirm No Remittance

Bank Account Details : Agent Bank Account Number : 52232487 USD | Confirm Bank Account

Agent remarks for Principal :

Save Submit

Step 8: Enter invoice details.

Step 9: Enter advance details.

Step 10: Verify bank details.

Step 11: Click on 'Save' to save the details.

Step 12: Click on 'Submit' to submit the PDA for Diabos review.

Note: Remarks can be entered in the space provided.

Note: Upon FDA submission by agent the status of the portcall changes to 'FDA - Diabos Audit in Progress'.

9. Raise SDA

Portcall No. : GLD2301218

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 : GLD2301218-OPS
Alliance Shipping Service...
+
Agent / Vendor

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

Guest Currency : DKK View Currency : DKK Indicative ROE : 1 USD = DKK Date : 29/03/2023 Base ROE : 4 DKK = 1 (USD) 0.25 Save Agent ROE : 1 USD = 8 DKK View Ex. Rate

Raise SDA

Step 1: Click on 'Raise SDA' to raise SDA.

10. SDA Quote Update by Agent

DA Details:

Portcall No.: TL2201476

VMS Voyage No.: 1

Vessel: SS VISAKHAPATNAM

Country: Singapore

Legal Entity: TL Maritime Pte Ltd

Portcall Type: Commercial

Activity: Loading

Port Name: Singapore

ATA: 03/05/2023, 7:26 PM

ATD: 06/05/2023, 7:26 PM

PDA
Request for PDA

APDA
Request for APDA

IDA
Request for IDA

FDA
FDA : accepted
Total :\$6.00
BankAcc: 32722487

SDA
Request for SDA

SDA1
Request for SDA1

Select Terminal Berth

Base Currency: SGD

Unit: /37

Base RCE: 1.00

Base RCE: SGD = 1 (CNY) 0.962

Agent Ex. Rate: 1 SGD = 0.962 CNY

DA Details

General


Advance

	Remarks	Terminal - Berth	FDA	Amount (SGD)	SDA Invoice No.	Amount
Bill 20' Dry Containers (SGD737.00)		Select Terminal Berth				
14% Service fee on Agency Fee			10.00	15.00		15.00
2WD Tug Master			20.00	22.00		22.00
(Neutral) Charts & Publications 1			30.00	700.00		700.00
Total				SGD737.00		
Advance				SGD0.00		
Balance				SGD737.00		

Save

Submit

Step 1: Enter SDA quotes against the cost item.

Note: Agent can click on  to add new cost item under the cost head.

General:

Proceed with upload of full DA:

DA Details General Advance

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

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

Upload SOF

Vessel Arrival
05/05/2023, 19:26:23

Vessel On Board Inward
04/05/2023, 19:26:26

Vessel Berthed
05/05/2023, 19:26:29

Vessel Sailed
06/05/2023, 19:26:32

Number of logs received
5

Number of logs forwarded
5

SOF Document

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

Document Name
Diabos 3.0 Release Note_UAT_1_06_20230322.pdf

Date
05/05/2023 07:26:55 PM

Dispatch Details

Save Submit

Step 2(a): Select 'Proceed with upload of full DA'.

Step 2(a)(1): Upload the DA copy.

Step 2(a)(2): Fill in the SOF details.

Proceed with upload of invoices against respective cost items.

The screenshot shows a software interface with a 'General' tab selected. At the top, there are two radio buttons: 'Proceed with upload of full DA(Single File)' and 'Proceed with upload of invoices against respective cost', with the second one being selected. Below this is a table with columns: Select, Amount, Invoice No., Document, and Action. The table contains three rows with amounts 15.00, 22.00, and 700.00. To the right of the table is a box for uploading a file, with a 'Click here To Browse File (max 10MB)' link. Below the table is a section for 'Upload SOF' with four sub-sections: 'Vessel Arrived', 'Vessel on Board Inward', 'Vessel Departed', and 'Vessel Sailed'. Each sub-section has a 'Choose date' field and a 'Number of logs received' field. Below this is a section for 'SOF Document' with a 'Document Name' field and a 'Date' field. The 'Document Name' field contains the text 'Disbois 3.0 Release-Note_UAT_1_06_20230327.pdf' and the 'Date' field contains '05/05/2023 07:26:55 PM'. At the bottom of the interface are 'Save' and 'Submit' buttons.

Select	Amount	Invoice No.	Document	Action
<input type="checkbox"/>	15.00			
<input type="checkbox"/>	22.00			
<input type="checkbox"/>	700.00			

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

Upload SOF

Vessel Arrived
Choose date: 03/05/2023, 19:26:23
Number of logs received: 5

Vessel on Board Inward
Choose date: 04/05/2023, 19:26:26
Number of logs received: 5

Vessel Departed
Choose date: 05/05/2023, 19:26:29

Vessel Sailed
Choose date: 06/05/2023, 19:26:32

SOF Document

Document Name: Disbois 3.0 Release-Note_UAT_1_06_20230327.pdf
Date: 05/05/2023 07:26:55 PM

Dispatch Details

Save Submit

Step 2(b): Select 'Proceed with upload of invoices against respective cost items'.

Step 2(b)(1): Select the cost items.

Step 2(b)(2): Upload the invoice copy against the cost item.

Step 2(b)(3): Fill in the SOF details.

Advance:

Invoice Document

DA Details General **Advance**

Invoice Number * Invoice Date *

Advance (USD) Date Upload Document

DA Stage	Advance (USD)	Date	Document	Actions
Total Resittance	0.00			

☐ Confirm No Remittance

Bank Account Details

Agent Bank Account Number * USD Confirm Bank Account ☒

View Account details

Agent remarks for Principal

Save Submit

Step 3: Enter invoice details.

Step 4: Enter advance details.

Step 5: Verify bank details.

Step 6: Click on **'Save'** to save the details.

Step 7: Click on **'Submit'** to submit the PDA for Diabos review.

Note: Remarks can be entered in the space provided.

Note: Upon SDA submission by agent the status of the portcall changes to **'SDA - Diabos Audit in Progress'**.