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1. Getting Started

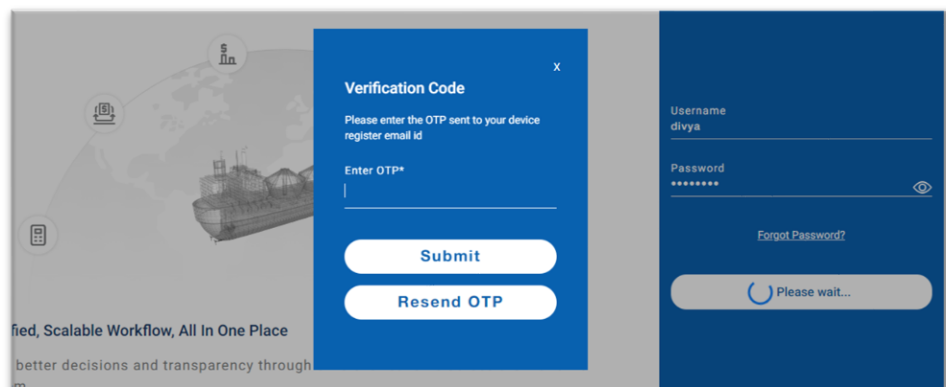
- Click <https://uat-da-login.DIABOSapp.biz/#/login>

1.1 Login



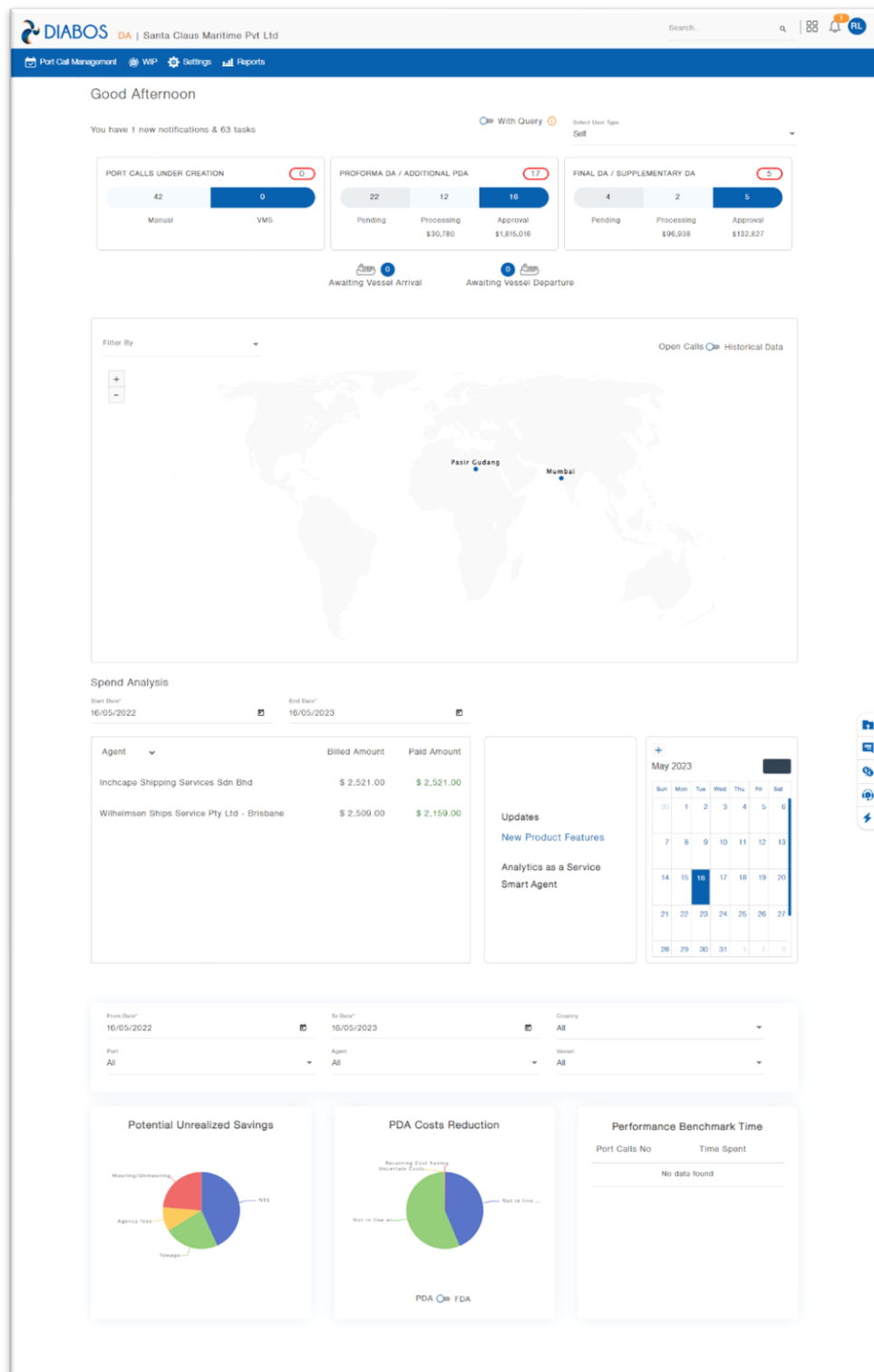
- Enter the user username and password.
- Click on '**Login**' to log into the application.

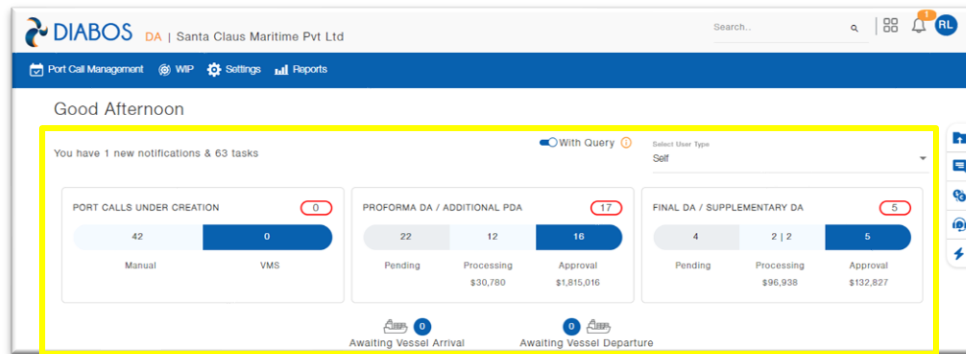
- Show/Hide Password:** The  enables to view the password in text form and  enables to hide the password from the user.



Note: When the operator **logs in for the first time**, a One Time Password (OTP) is sent to the registered mail ID.

- User lands to the dashboard post login





Portcalls 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 3](#).
- 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.

Proforma Disbursement Account (PDA)/Additional Proforma Disbursement Account (APDA):

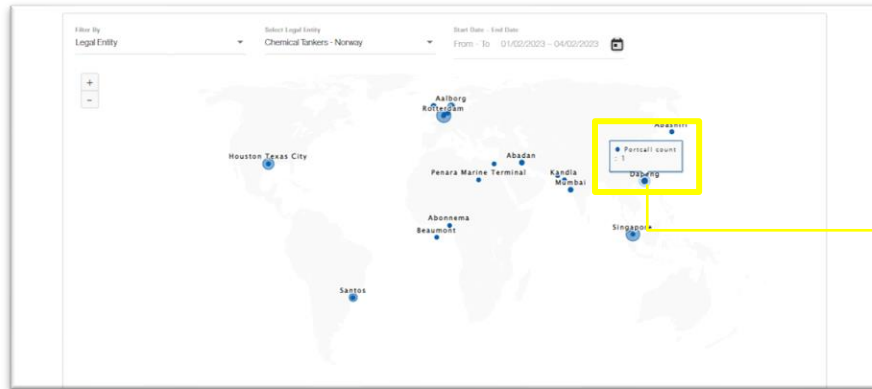
- The tab **'PDA/APDA'** lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 3](#).
- Click on the bar to left to view PDA/APDA pending submission from agent in the WIP screen.
- Click the middle 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.

Final Disbursement Account (FDA)/Supplementary Disbursement Account (SDA):

- The tab **'FDA/SDA'** lists the portcalls with respective status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view portcalls submitted. Refer [section 3](#).
- 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.

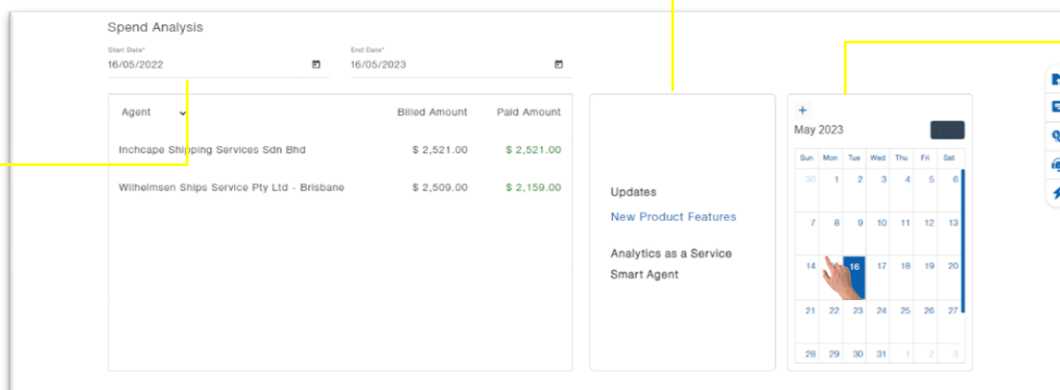
Note: Turn of the **'With Query'** toggle to view the count of queries raised on the portcall.

Example: In the FDA/SDA, Processing tab **2 | 2** means there are 2 portcalls to be processed and 2 queries raised.

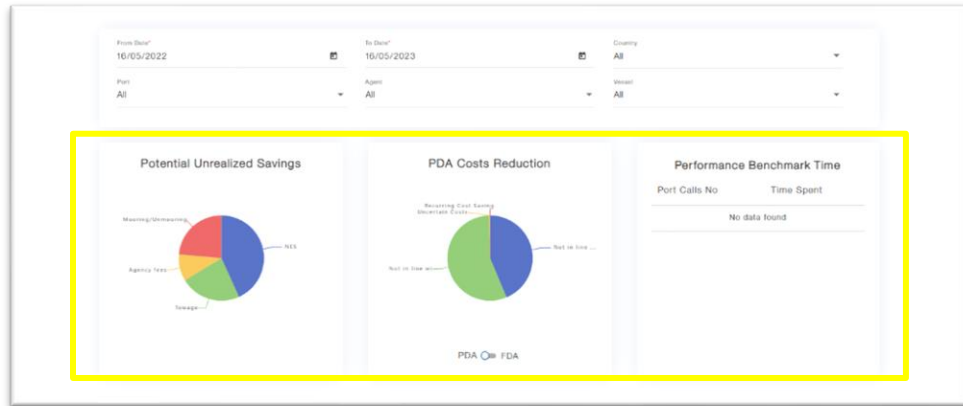


Example: Select filter by **Legal Entity** → **Pick the Legal Entity** → **Select the duration**

- Filtered portcall count across the world gets displayed.



1. **Spend analysis:** The spend analysis corresponding to top 5 agents are listed in the tab. View more to view all the list of agents. Bill amount is given against paid amount. The user can pick duration from the calendar.
2. **Updates:** New product features/updates to be released by DIABOS in near future will be displayed in this section.
3. **Task manager:** Task manager is provided for the user can log and track day to day activities.



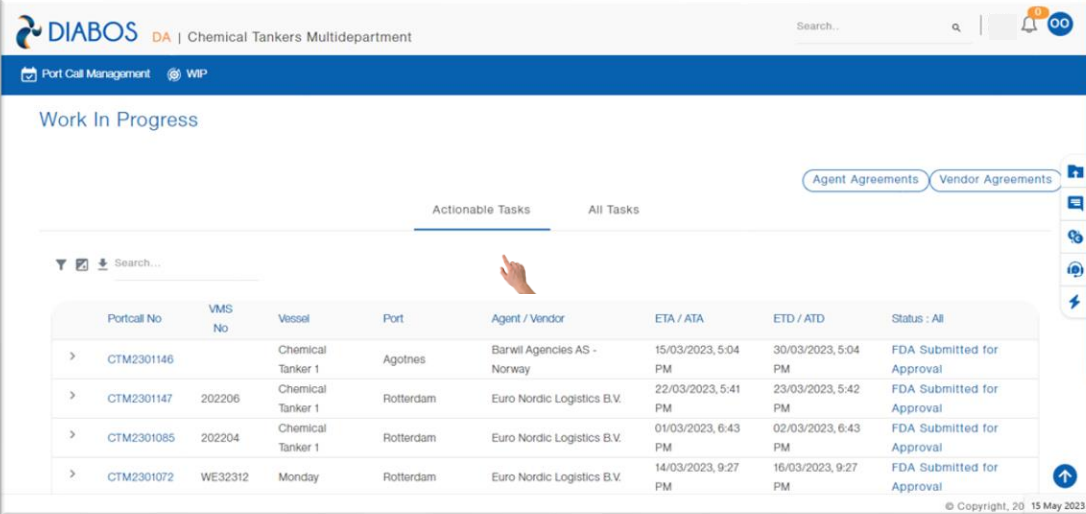
1. **Potential Unrealized Savings:** The pie-chart estimates total amount of savings category wise. The user is unrealised by these saving.
2. **PDA Cost Reduction:** The pie-chart estimates total PDA cost reduction category wise.
3. **Time spent in Portcalls:** The board stipulates the time dedicated for an individual portcall by the user.

Note: A PDA↔FDA toggle button enables the user to view cost reductions of PDA and FDA.

3. Work in Progress

Actionable Task:

- This screen lists down the portcalls submitted for approval.



DIABOS DA | Chemical Tankers Multidepartment

Port Call Management WIP

Work In Progress

Agent Agreements Vendor Agreements

Actionable Tasks All Tasks

Search...

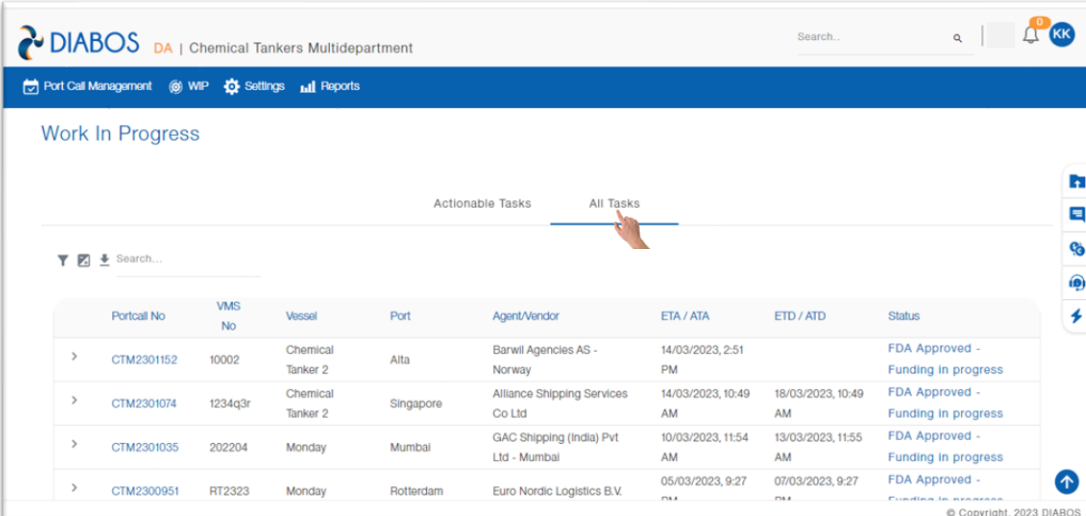
Portcall No	VMS No	Vessel	Port	Agent / Vendor	ETA / ATA	ETD / ATD	Status : All
> CTM2301146		Chemical Tanker 1	Agotnes	Barwil Agencies AS - Norway	15/03/2023, 5:04 PM	30/03/2023, 5:04 PM	FDA Submitted for Approval
> CTM2301147	202206	Chemical Tanker 1	Rotterdam	Euro Nordic Logistics B.V.	22/03/2023, 5:41 PM	23/03/2023, 5:42 PM	FDA Submitted for Approval
> CTM2301085	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
> 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

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- Click on the **'Portcall No.'** to view and act on the portcall.

All task:

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



DIABOS DA | Chemical Tankers Multidepartment

Port Call Management WIP Settings Reports

Work In Progress

Actionable Tasks All Tasks

Search...

Portcall No	VMS No	Vessel	Port	Agent/Vendor	ETA / ATA	ETD / ATD	Status
> CTM2301152	10002	Chemical Tanker 2	Alta	Barwil Agencies AS - Norway	14/03/2023, 2:51 PM		FDA Approved - Funding in progress
> CTM2301074	1234q3r	Chemical Tanker 2	Singapore	Alliance Shipping Services Co Ltd	14/03/2023, 10:49 AM	18/03/2023, 10:49 AM	FDA Approved - Funding in progress
> CTM2301035	202204	Monday	Mumbai	GAC Shipping (India) Pvt Ltd - Mumbai	10/03/2023, 11:54 AM	13/03/2023, 11:55 AM	FDA Approved - Funding in progress
> CTM2300951	RT2323	Monday	Rotterdam	Euro Nordic Logistics B.V.	05/03/2023, 9:27 PM	07/03/2023, 9:27 PM	FDA Approved - Funding in progress

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- Click on the **'Portcall No.'** to view the portcall.

Search Portcall:

- The portcall can be searched using the portcall number using the search option.

The screenshot shows the DIABOS Port Call Management interface. The top navigation bar includes the DIABOS logo, 'DA | Chemical Tankers Multidepartment', and a search bar. Below the navigation bar, there are tabs for 'Port Call Management' and 'WIP'. The main content area is titled 'Work In Progress' and features a search bar with the text 'CTM2300463' entered. Below the search bar, there is a table with columns: Portcall No, VMS No, Vessel, Port, Agent / Vendor, ETA / ATA, ETD / ATD, and Status. The table contains one row with the following data: Portcall No: CTM2300463, VMS No: 131dqs, Vessel: Chemical Tanker 1, Port: Santos, Agent / Vendor: Agencia Maritima Blazquez SA, ETA / ATA: 03/02/2023, 8:00 PM, ETD / ATD: 06/02/2023, 8:01 PM, Status: FDA Submitted for Approval. The table also includes a pagination bar at the bottom showing 'Items per page: 10' and '1 - 1 of 1'.

- Enter the portcall number in the search bar.
- Click on the '**Portcall No.**' to act on the portcall.

The screenshot shows the DIABOS Global Search interface. The top navigation bar includes the DIABOS logo, 'DA | Chemical Tankers Multidepartment', and a search bar with the text 'CTM2301774' entered. Below the navigation bar, there are tabs for 'Port Call Management' and 'WIP'. The main content area is titled 'Global Search for CTM2301774'. On the left side, there is a filter section with checkboxes for 'Portcall' and 'Danumber'. The main content area displays a table with columns: Portcall, Portcall No, Portcall Date, Country, and Portcall Status. The table contains one row with the following data: Portcall: CTM2301774, Portcall No: CTM2301774, Portcall Date: 15/05/2023, 4:37 PM, Country: Singapore, Portcall Status: completed. Below this table, there is another table with columns: Portcall, DA No, Portcall Date, Country, and DA Status. The table contains one row with the following data: Portcall: CTM2301774-V1, DA No: -, Portcall Date: -, Country: -, DA Status: VI Submitted for Approval.

- The user can use the global search bar for search.

4. Accept PDA

Note: The PDA request is accepted by the agent. The agent fills the quote and sends for DIABOS audit. Post DIABOS audit, the PDA quote is sent to the operator for approval.

Note: The user finds the portcall in the WIP and clicks it to further process it.

Portcall No. : GLD2301126					
Voyage No.	Vessel				
	Bow Fortune				
Legal Entity	Portcall Type				
Silver Star Test	Non-Commercial				
Activity	Worldscale				
Canal Transit	No				
Short Sea	No				
Select Port Singapore	AIS ETA - ETD - ETA - 16/03/2023, 5:09 PM ETD - 23/03/2023, 5:17 PM				
1001 DA Number : GLD2301126-OPS Alliance Shipping Service...	Agent / Vendor				
Select Terminal Berth	No. days/Hrs 3 days/22 hrs				
Total	10				
Cost Saving	0.00				
Variance	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					
Line Of Approval					
Tier 1 : Operations					
Approved					
DA Details Approvals					
Remarks	Terminal - Berth	PDA			Cost Saving
		Agent Quote	Diabos Quote	Operator Quote	
Port Expenses SGD10.00	Select Terminal Berth				
Anchorage Dues PORT-999	Select Terminal Berth	10.00	10.00	10.00	NA
Berth Dues PORT-999	Select Terminal Berth	0.00	0.00	0.00	NA
Clearance Expenses PORT-999	Select Terminal Berth	0.00	0.00	0.00	NA
Garbage Removal (Compulsory) PORT-999	Select Terminal Berth	0.00	0.00	0.00	NA
ISPS Security Charges PORT-999	Select Terminal Berth	0.00	0.00	0.00	NA
Total		SGD10.00	SGD10.00	SGD10.00	

Step 1: User to review the quotes provided by Agent and DIABOS.

Step 2: Click on 'Operator Quote' to edit the quotes.

DA Details

Approvals

Advance Percentage req. by Agent 80	Advance Percentage * 90	Adv.Amount(Round Off) * 9
Adv.Amount(Round Off) in (USD) 3.00	Payment Required in SGD	Value date 16/03/2023
Value Transfer On * 16/03/2023	Portcall unique ID	<input type="checkbox"/> Additional Notification to Agent
Payment Remark		
Agent Bank Account Number * 52232487	USD	<input checked="" type="checkbox"/> Confirm Bank Account
View Account details		
Operator Internal Remarks (not visible to agent)		

[Back](#)

Save

Accept

Reject

Step 3: Click on **'Save'** to save the PDA.

Step 4(a): Click on **'Accept'** to accept the PDA.

5. Reject PDA

Portcall No. : TIL2300719

Voyage No.
1234rt
Vessel
Legal Entity
TIL Maritime Pte Ltd
Portcall Type
Commercial
Activity
Loading
Worldscale
No
Short Sea
No
Timebar
0

Select Port
Aalborg
AIS ETA - | ETD -
ETA - 24/02/2023, 3:03 PM | ETD - 28/02/2023, 3:03 PM

1001
DA Number : TIL2300719-OPS
Alliance Shipping Service...
PDA
Cancel DA

+
Agent / Vendor

Select Terminal Berth
No. days/Hrs
3 days/23 hrs
Total
4.00
Cost Saving
\$0.00
Variance
\$0.00
Base ROE
3
USD = 1 (AED) 0.333
Agent ROE
1 AED = 1 USD

Line Of Approval
Tier 1 : Tier1
Yet To Be

DA Details
Approvals

	Remarks	Terminal - Berth	PDA			
			Agent Quote	Diabos Quote	Operator Quote	Cost Saving
<input type="checkbox"/> 40' Dry Containers \$4.00		Select Terminal Berth				
<input checked="" type="checkbox"/> (Nautical) Charts & Publications 12		Select Terminal Berth	2.00	2.00	2.00	NA
<input type="checkbox"/> 16T Forklift - ONWH1 13		Select Terminal Berth	2.00	2.00	2.00	NA
Total			\$4.00	\$4.00	\$4.00	

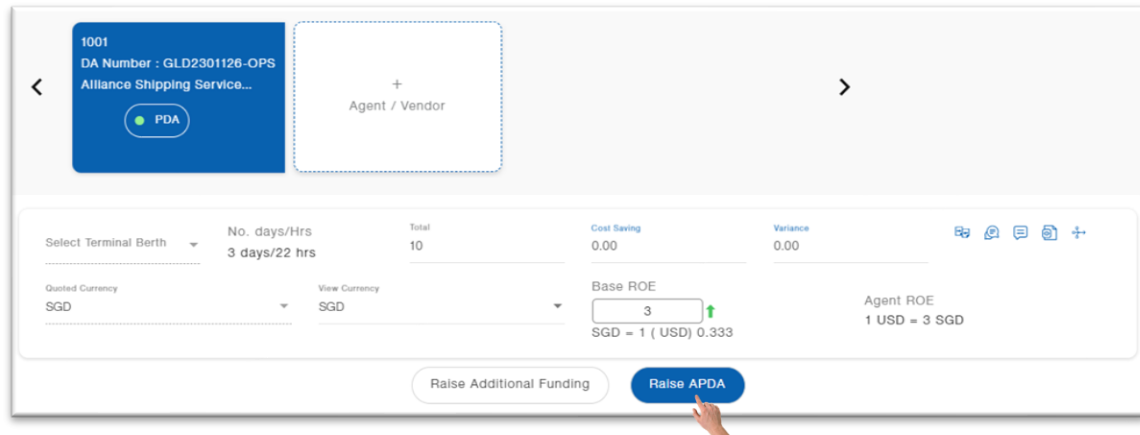
Back
Save
Accept
Reject

Step 4(b): Uncheck cost item (irrelevant).

Step 4(c): Click on 'Reject' to reject the PDA.

6. Raise Additional Proforma Disbursement Accounting (APDA)

Note: Post login, user (operator) can raise APDA.



The screenshot shows a web interface for raising APDA. At the top left, there is a blue box with the text '1001 DA Number : GLD2301126-OPS Alliance Shipping Service...' and a 'PDA' button. To the right is a dashed box labeled 'Agent / Vendor'. Below these are several input fields: 'Select Terminal Berth', 'No. days/Hrs' (3 days/22 hrs), 'Total' (10), 'Cost Saving' (0.00), 'Variance' (0.00), 'Quoted Currency' (SGD), 'View Currency' (SGD), 'Base ROE' (3), and 'Agent ROE' (1 USD = 3 SGD). At the bottom, there are two buttons: 'Raise Additional Funding' and 'Raise APDA'. A hand icon is pointing at the 'Raise APDA' button.

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

7. Accept APDA

Portcall No. : GLD2301126

Voyage No.
Bow Fortune

Legal Entity
Silver Star Test

Portcall Type
Non-Commercial

Activity
Canal Transit

Worldscale
No

Short Sea
No

Select Port
Singapore

AIS ETA - | ETD -

ETA - 16/03/23 05:09 PM | ETD - 23/03/23 05:17 PM

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

+
Agent / Vendor

Select Terminal Berth

No. days/Hrs
3 days/22 hrs

Total
0

Cost Saving
0.00

Variance
0.00

Quoted Currency

View Currency

Base ROE
= 1 (USD)

Save

View Ex. Rate

^ Line Of Approval
Tier 1 : Operations
Yet To Be

DA Details

Approvals

	Remarks	Terminal - Berth	PDA	APDA - 1	+
			Operator Quote	Amount ()	
<input checked="" type="checkbox"/> Port Expenses \$0.00		Select Terminal Berth			
<input checked="" type="checkbox"/> Anchorage Dues PORT-999		Select Terminal Berth	10.00		0.00
<input checked="" type="checkbox"/> Berth Dues PORT-999		Select Terminal Berth	0.00		0.00
<input checked="" type="checkbox"/> Clearance Expenses PORT-999		Select Terminal Berth	0.00		0.00
<input checked="" type="checkbox"/> Garbage Removal (Compulsory) PORT-999		Select Terminal Berth	0.00		0.00
<input checked="" type="checkbox"/> 1000 Security Charges PORT-999		Select Terminal Berth	0.00		0.00
Total			\$10.00		\$0.00

Step 1: User to review the quotes provided by agent and DIABOS.

DA Details
Approvals

Advance Percentage *	Adv Amount(Round Off) *	Adv Amount(Round Off) in USD	Value date *
100	23	7.67	16/03/2023
Payment Required in	Value Transfer On *	<input type="checkbox"/> Additional Notification to Agent	
EUR	23/03/2023	Portcall unique ID	
Agent Bank Account Number *	USD	<input checked="" type="checkbox"/> Confirm Bank Account	
View Account details			
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Operator Internal Remarks (not visible to agent) </div>			
4000 Characters			

[Back](#)

Save
Accept
Reject

Step 2: Click on **'Save'** to save the APDA.

Step 3(a): Click on **'Accept'** to accept the APDA.

8. Reject APDA

Port Call No. : TIL2301700

Voyage No. 780	Vessel SSL BENGALURU	Legal Entity TIL Maritime Pte Ltd	Port Call Type Commercial	Activity Loading	Worldscale No	Short Sea No	Timebar 20
-------------------	----------------------------	--------------------------------------	------------------------------	---------------------	------------------	-----------------	---------------

Select Port
Aalborg

AIS ETA - | ETD -
ETA - 11/05/2023, 8:16 PM | ETD - 18/05/2023, 8:16 PM

1001
DA Number : TIL2301700-P1
Alliance Shipping Service...
APDA
Cancel DA

+
Agent / Vendor

Select Terminal Berth
No. Days/Hrs
6 days/23 hrs
Total
1000.00
Quoted Currency
USD
View Currency
USD
Base ROE
3
USD = 1 (CNY) 0.333
View Ex. Rate

^ Line Of Approval
Tier 1 : Tier 1
Yet To Be

DA Details Approvals

	Remarks	Terminal - Berth	PDA	APDA - 1
<input type="checkbox"/> 20' Dry Containers \$ 1,000.00			Operator Quote	Amount (USD)
<input type="checkbox"/> (Nautical) Charts & Publications 1			10.00	1000.00
Total			\$ 10.00	\$ 1,000.00

Back Save Accept Reject

Step 3(b): Uncheck cost item (irrelevant).

Step 3(c): Click on 'Reject' to reject the APDA.

9. Accept FDA

Portcall No. : GLD2301126

Voyage No.
Vessel
Bow Fortune
Legal Entity
Silver Star Test
Portcall Type
Non-Commercial
Activity
Canal Transit
Worldscale
No
Short Sea
No

Select Port
Singapore
AIS ETA - | ETD -
ATA - 16/03/23 06:40 PM | ATD - 18/03/23 06:41 PM

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

+
Agent / Vendor

Select Terminal Berth
No. days/Hrs
3 days/22 hrs
Total
280
Cost Saving
0.00
Variance
0.00

Quoted Currency
SGD
View Currency
SGD
Base ROE
7
SGD = 1 (USD) 0.143
Agent ROE
1 USD = 3 SGD
View Ex. Rate

Line Of Approval
Tier 1 : Operations
Yet To Be

DA Details
Approvals

	Remarks	Terminal - Berth	PDA + APDA	APDA 1	IDA	FDA Agent	FDA Diabos	
				Amount (EUR)	IDA	Amount	Amount	Working
<input checked="" type="checkbox"/> Port Expenses SGD0.00		Select Terminal Berth						
<input checked="" type="checkbox"/> Anchorage Dues PORT-999		Select Terminal Berth	10.00	3.00	80.00	200.00	200.00	200.00
<input checked="" type="checkbox"/> Berth Dues PORT-999		Select Terminal Berth	0.00	20.00	90.00	80.00	80.00	80.00
<input checked="" type="checkbox"/> Clearance Expenses PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Garbage Removal (Compulsory) PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> ISPS Security Charges PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Pilotage PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	0.00	0.00

Step 1: User to review the quotes provided by Agent and DIABOS.

DA Details

Approvals

Advance 0.00	Balance 280	Agent Inv No: 345678	Agent Inv Date 17/03/2023
-----------------	----------------	-------------------------	------------------------------

Value date * 16/03/2023	Payment Required in SGD	Value Transfer On * 23/03/2023	<input type="checkbox"/> Additional Notification to Agent
----------------------------	----------------------------	-----------------------------------	-----------------------------------------------------------

Portcall unique ID

Agent Bank Account Number *
52232487

USD

☒ Confirm Bank Account

[View Account details](#)
[View Remittance details](#)

Operator Internal Remarks (not visible to agent)

4000 Characters

[Back](#)

Save

Accept

Reject

Step 2: Click on **'Save'** to save the FDA.

Step 3(a): Click on **'Accept'** to accept the FDA.

10.Reject FDA

Portcall No. : TIL2300585

Voyage No. Vessel Legal Entity Portcall Type Activity Worldscale Short Sea Timebar
TIL Maritime Pte Commercial Loading No No 0

Select Port
Singapore

AIS ETA - | ETD - ATA - 15/02/2023, 2:42 PM | ATD - 18/02/2023, 2:42 PM

1001
DA Number : TIL2300585-undefined(1)
Alliance Shipping Service...
FDA

+
Agent / Vendor

Select Terminal Berth No. days/Hrs
4 days/4 hrs Total
30.00 Cost Saving
€0.00 Variance
€0.00

Quoted Currency View Currency Base ROE Agent ROE
EUR EUR 1.5 1 USD = 1.5 EUR
EUR = 1 (USD) 0.667

^ Line Of Approval
Tier 1 : Tier 1 Yet To Be

DA Details Approvals

	Remarks	Terminal - Berth	FDA Agent	FDA Diabos	Working	Inv No.	Supplier
<input type="checkbox"/> 20' Dry Containers €0.00		Select Terminal Berth					
<input checked="" type="checkbox"/> (Nautical) Charts & Publications CH989		Select Terminal Berth	0.00	10.00	10.00		2
<input type="checkbox"/> Accommodation AH98		Select Terminal Berth	0.00	20.00	20.00		3
Total			€30.00	€30.00			
Advance Paid			€100.00	€0.00			
Balance			-€70.00	€30.00			

Back Save Accept Reject

Step 3(b)(1): Uncheck cost item (irrelevant).

Step 3(b)(2): Click on 'Reject' to reject the FDA.



11.Accept SDA

Portcall No. : GLD2301126

Voyage No.
Vessel
Bow Fortune
Legal Entity
Silver Star Test
Portcall Type
Non-Commercial
Activity
Canal Transit
Worldscale
No
Short Sea
No

Select Port
Singapore
AIS ETA - | ETD -
ATA - 16/03/23 06:40 PM | ATD - 18/03/23 06:41 PM

1001
DA Number : GLD2301126-S1
Alliance Shipping Service...
SDA

+
Agent / Vendor

Select Terminal Berth
No. days/Hrs
3 days/22 hrs
Total
700
Cost Saving
0.00
Variance
0.00

Quoted Currency
SGD
View Currency
SGD
Base ROE
5
SGD = 1 (USD) 0.2
Agent ROE
1 USD = 3 SGD
View Ex. Rate

Raise APDA

Line Of Approval
Tier 1 : Operations
Yet To Be

DA Details
Approvals

	Remarks	Terminal - Berth	IDA	FDA	SDA Agent	SDA Diabos	Working Sys Inv N
<input checked="" type="checkbox"/> Port Expenses		Select Terminal Berth					
<input checked="" type="checkbox"/> Anchorage Dues PORT-999		Select Terminal Berth	80.00	200.00	0.00	700.00	700.00
<input checked="" type="checkbox"/> Berth Dues PORT-999		Select Terminal Berth	90.00	80.00	0.00	0.00	
<input checked="" type="checkbox"/> Clearance Expenses PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/> Garbage Removal (Compulsory) PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/> ISPS Security Charges PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	
<input checked="" type="checkbox"/> Pilotage PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	

Step 1: User to review the quotes provided by Agent and DIABOS.

DA Details
Approvals

Advance 0.00	Balance 700	PDA ROE: 3	
IDA ROE: 3	FDA ROE: 3		SDA ROE: 3
Agent Inv No:	Agent Inv Date	Value date 16/03/2023	Payment Required in SGD
Value Transfer On	<input type="checkbox"/> Additional Notification to Agent	Portcall unique ID	
Agent Bank Account Number 52232487	USD		<input checked="" type="checkbox"/> Confirm Bank Account
View Account details	View Remittance details		

Operator Internal Remarks (not visible to agent)

4000 Characters

[← Back](#)

Save
Accept
Reject

Step 2: Click on **'Save'** to save the SDA.

Step 3(a): Click on **'Accept'** to accept the SDA.



12.Reject SDA

Portcall No. : TIL2301575

Voyage No.
Vessel
Legal Entity
Portcall Type
Activity
Worldscale
Short Sea

SSL
TIL Maritime Pte Ltd
Non-Commercial
Armed guards
No
No

VISAKHAPATNAM

Select Port
Singapore
AIS ETA - | ETD -
ATA - 07/05/2023, 3:34 PM | ATD - 10/05/2023, 3:35 PM

1001
DA Number : TIL2301575-S1
Alliance Shipping Service...
SDA
Cancel DA

+
Agent / Vendor

Select Terminal Berth
No. days/Hrs
23 days/23 hrs
Total
2.00

Quoted Currency
USD
View Currency
USD
Base ROE
2
Agent ROE
1 CNY = 0.012 USD
View Ex. Rate

Line Of Approval
Tier 1 : Tier 1
Yet To Be

DA Details
Approvals

	Remarks	Terminal - Berth	FDA	SDA Diabos	Working	Inv No.	Supplier
<input type="checkbox"/> Accounts							
<input type="checkbox"/> (Nautical) Charts & Publications vms9898			100.00	2.00	2.00		1
Total			\$100.00	\$2.00			
Advance Paid			\$0.00	\$0.00			
Balance			\$100.00	\$2.00			

Back
Save
Accept
Reject

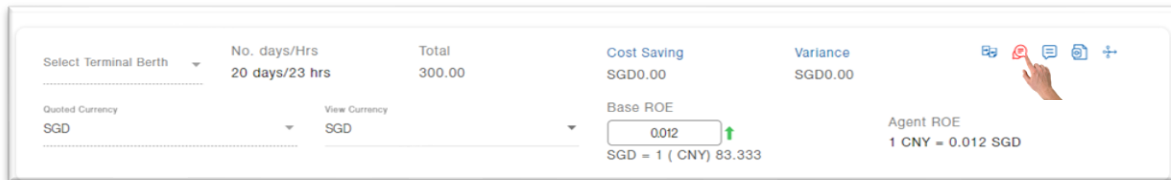
Step 3(b)(1): Uncheck cost item (irrelevant).

Step 3(b)(2): Click on 'Reject' to reject the SDA.




13. Response to Raised DA Level Query

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

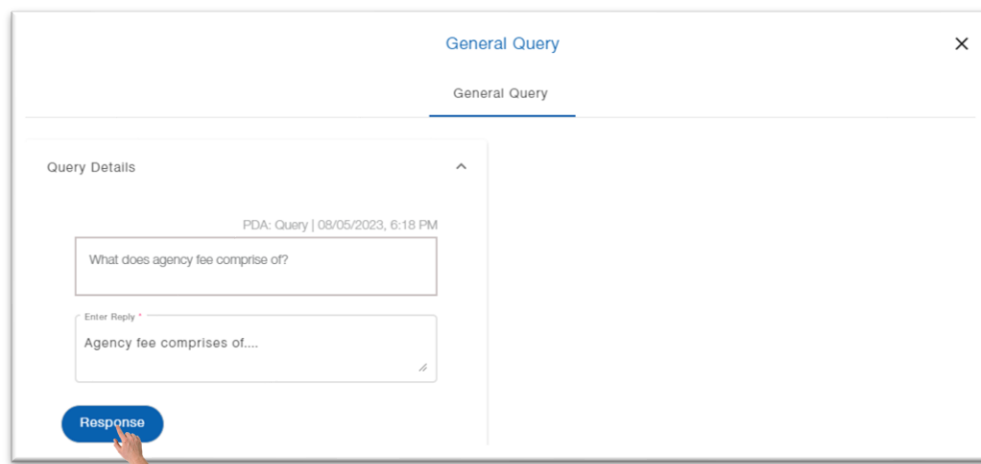


The screenshot shows a dashboard with several data points: 'Select Terminal Berth' (dropdown), 'No. days/Hrs' (20 days/23 hrs), 'Total' (300.00), 'Cost Saving' (SGD0.00), 'Variance' (SGD0.00), 'Quoted Currency' (SGD), 'View Currency' (SGD), 'Base ROE' (0.012), 'Agent ROE' (1 CNY = 0.012 SGD), and a conversion rate (SGD = 1 (CNY) 83.333). A red query icon is highlighted with a hand cursor.

Note: In case the query is raised then, the query icon is highlighted in **red color**.

- Click on  to respond to the query.

Query Response:



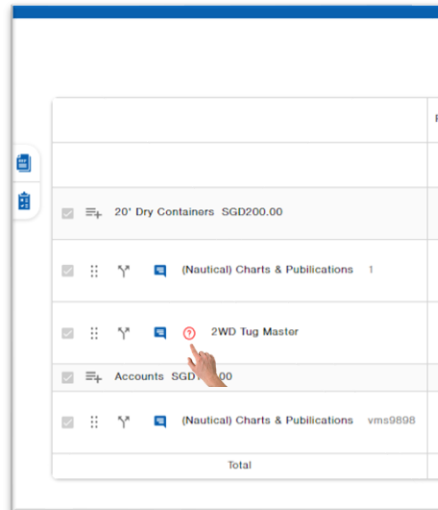
The screenshot shows a 'General Query' window with a 'Query Details' section. It contains a text box with the question 'What does agency fee comprise of?' and a 'Response' button. A hand cursor is pointing at the 'Response' button.

- Enter the response to the query in the space provided.
- Click on '**Response**' to send the response.

Note: After responding to the query, the icon changes to **yellow color**.

14. Response to Raised Cost Item Level Query

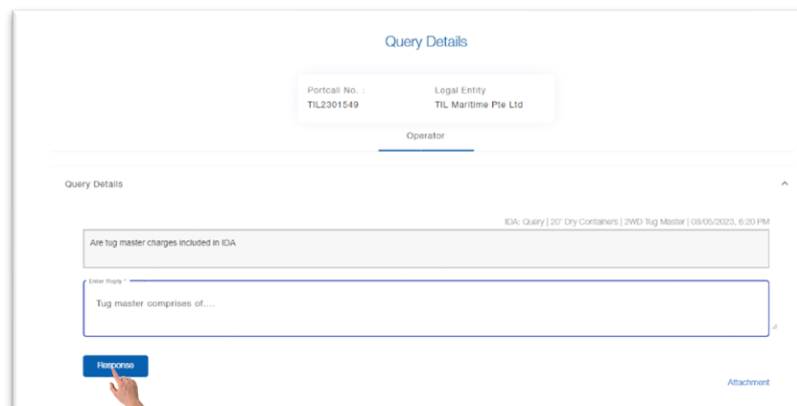
- DA Cost Item Level Query refers to the queries concerned to any cost item. DA Cost Item Level Query consists of general query details, historical queries, query log and query follow ups subjected to concerned stakeholder viz. Agent/Operator.



Note: In case the query is raised then, the query icon is highlighted in **red color**.

- Click on  to respond to the query.

Query Response:

A screenshot of a 'Query Details' form. At the top, it shows 'Portal No. TIL2301549' and 'Legal Entity TIL Maritime Pte Ltd'. Below this is a tab labeled 'Operator'. The main section is titled 'Query Details' and contains a text area with the query: 'Are tug master charges included in IDA'. Below the text area is a large input field for the response, with the placeholder text 'Tug master comprises of...'. At the bottom left of the form is a blue button labeled 'Response', and at the bottom right is a link labeled 'Attachment'. A hand cursor is pointing at the 'Response' button.

- Enter the response to the query in the space provided.
- Click on '**Response**' to send the response.

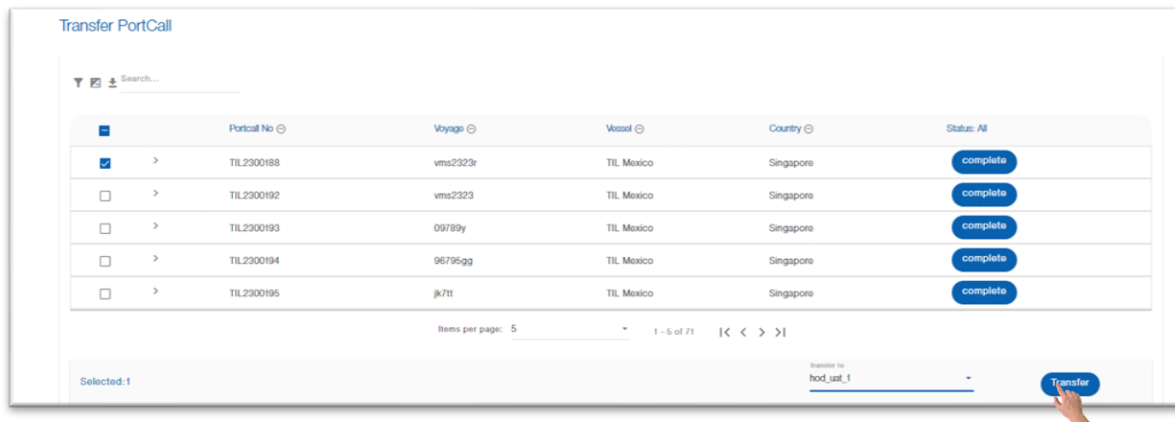
Note: After responding to the query, the icon changes to **yellow color**.

15.Portcall Management

15.1 Transfer Portcall

Portcall Management → Select Transfer Portcall

- Transfer portcall facilitates the user to transfer one/multiple portcalls to another user.



- Select the portcall using the checkbox provided.
- Select the user name from the dropdown provided at the right bottom.
- Click on '**Transfer**' to transfer the selected portcall.

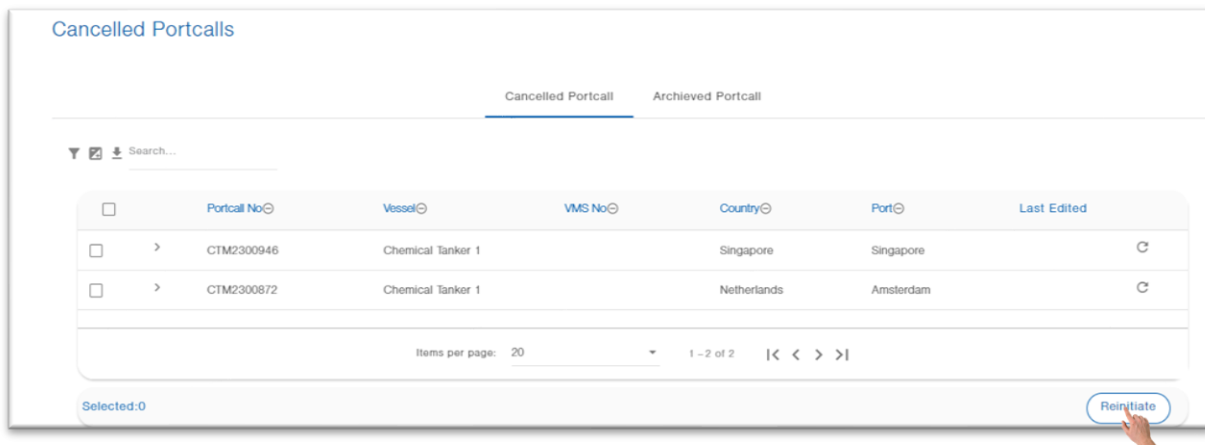
Note: User can transfer multiple portcalls to one user.

15.2 Cancelled / Archived Portcall

Cancelled Portcall:

Portcall Management → Select Cancelled/Archived Portcall

- User gets to view the portcalls cancelled in this screen.



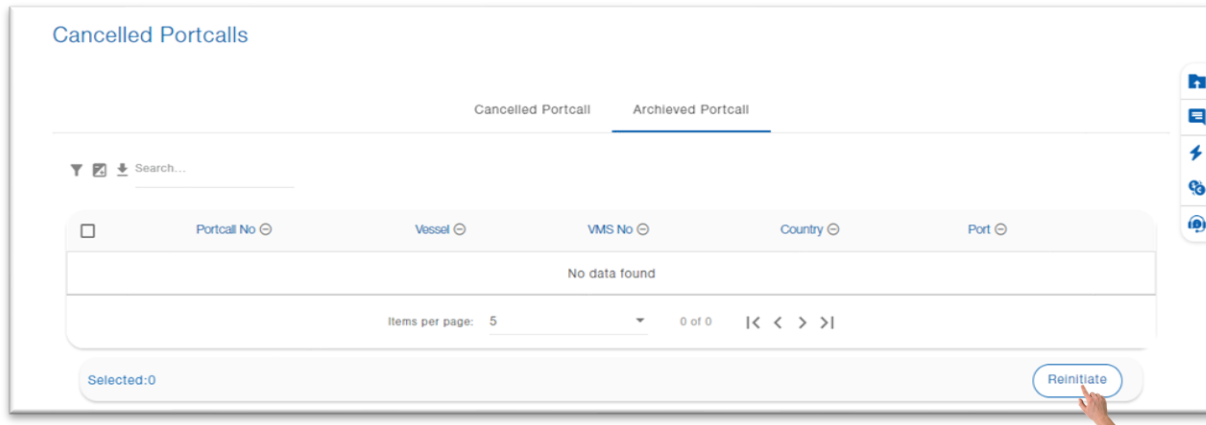
- Select the portcall using the checkbox provided.
- Click on '**Reinitiate**' to reinitiate the processing of selected cancelled portcall.

Note: User can transfer multiple portcalls for reinitiation.

Archived Portcalls:

Portcall Management → Select Cancelled/Archived Portcall → Click on Archived Portcall

- User gets to view the portcalls archived in this screen.

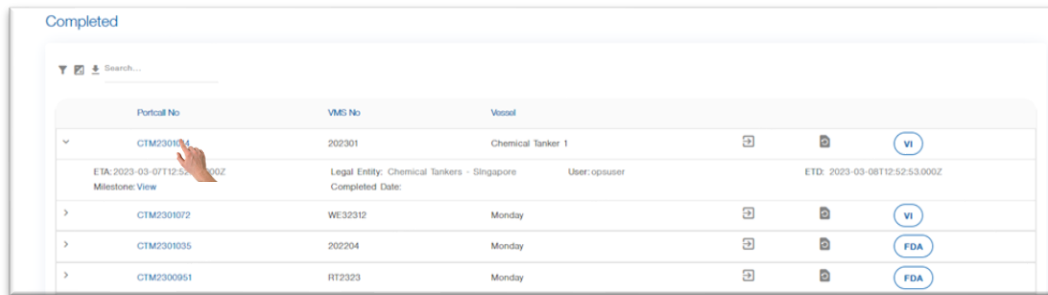


- Select the portcall using the checkbox provided.
- Click on '**Reinitiate**' to reinitiate the processing of selected archived portcall.

15.3 Completed Portcall

Portcall Management → Select Completed (Portcall)

- User gets to view the portcalls completed with status/details are displayed in this screen.



Portcall No	VMS No	Vessel	
CTM2301014	202301	Chemical Tanker 1	VI
ETA: 2023-03-07T12:52:53.000Z Milestone: View			
CTM2301072	WE32312	Monday	VI
CTM2301035	202204	Monday	FDA
CTM2300951	RT2323	Monday	FDA