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Preface

- This user guide is designed to provide documentation for operators 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) & Cash Management System (CMS).
- 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

- AIS: Automatic Identification System
APDA: Additional Proforma Disbursement Accounting
CMS: Cash Management System
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
SOA: Statement of Account
SOF: Statement of Facts
VI: Vendor Invoice
VMS: Vessel Management System
Voy.: Voyage
WIP: Work In Progress

Legends

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

1.1 Login



The screenshot shows the DIABOS login interface. At the top left is the DIABOS logo. Below it is a banner with the text "Your Unified, Scalable Workflow, All In One Place" and "Enabling better decisions and transparency through efficient networks across the maritime ecosystem". The banner features a 3D ship model and icons representing various maritime operations. To the right is the login form. It contains fields for "User Name" (operatoradmin) and "Password" (*****). There is a "Forgot Password?" link and a "Login" button. A hand icon is shown clicking the "Login" button. Two numbered callouts point to the password field: callout 1 points to the eye icon (password visibility toggle), and callout 2 points to the password field itself.

- Click <https://uat-da-login.diabosapp.biz/#/login>
 - Enter the user 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

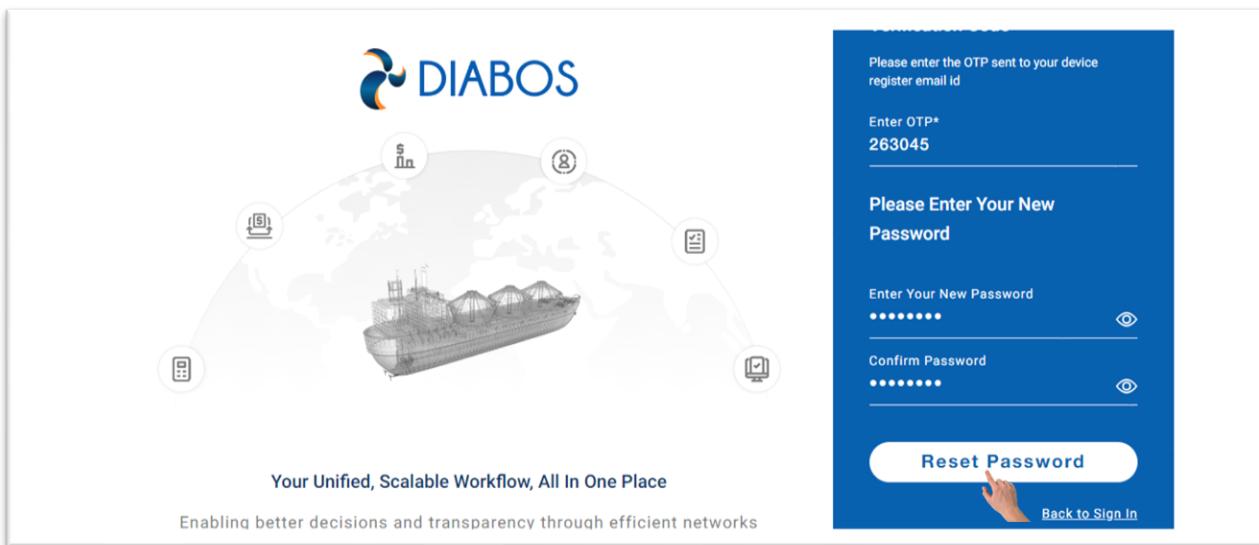
Forgot Password?



The screenshot shows the DIABOS forgot password page. It features the same banner as the login page, with the DIABOS logo at the top left. The main form asks "Forgot your Password ?" and instructs the user to "Enter your email address below and we'll get you back on track." It has a "Enter username*" field with "operatoradmin" entered and a "Get OTP" button. A hand icon is shown clicking the "Get OTP" button. A numbered callout 1 points to the "Get OTP" button.

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

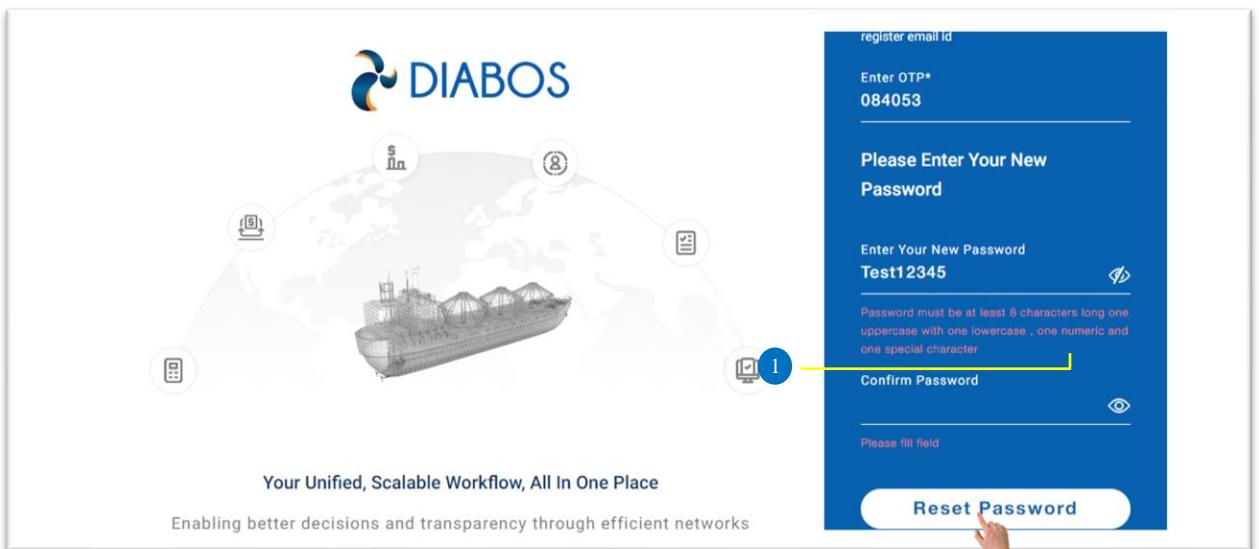
Reset Password:



- 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 set a new password.

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

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

Password Mismatch:

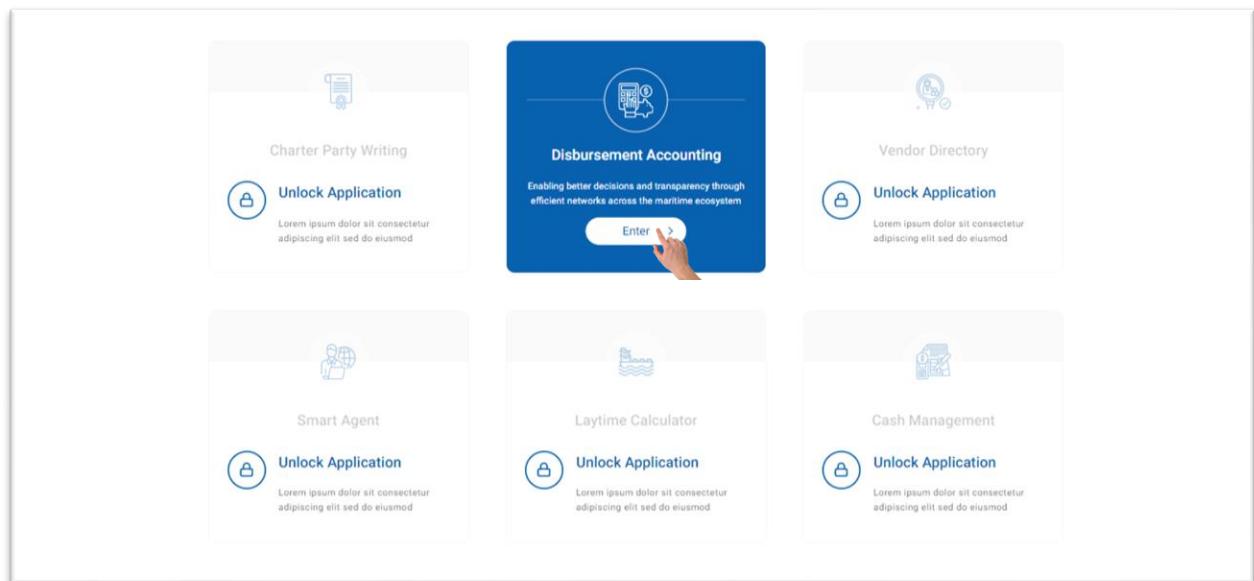
- Enter similar characters in the space provided for '**Confirm Password**' that matches the space provided for '**Enter Your New Password**'.
- In case the text doesn't match, then system doesn't allow the user to set the password.

Password Update:



- After successfully resetting the password, the user gets an intimation regarding the change.

2. Diabos Suite of Applications



- User gets a view of Diabos Applications which gets unlocked upon user subscription.
- Click '**Enter**' to land on the landing page.

3. Landing Page – DA Module

The screenshot shows the DIABOS DA module landing page with several key features highlighted by numbered callouts:

- 1. Top Navigation Bar:** Includes the DIABOS logo, navigation links for Portal Management, WMS, Settings, and Reports, and a search bar.
- 2. Notifications and Task Overview:** A summary of new notifications and tasks across various categories: PC Under Creation, PDA / APDA, IDA, FDA / SDA, VI, and REMITTANCE.
- 3. Global Map:** A world map showing port locations like Aalborg, Mumbai, Singapore, and Abu Dhabi.
- 4. Spend Analysis:** A table showing agent spend analysis for Alliance Shipping Services Co Ltd.
- 5. Calendar:** A calendar for March 2023 with specific dates highlighted.
- 6. Port Call Log:** A log of port calls with filters for date, agent, vessel, and country.
- 7. Performance Metrics:** Various charts and tables including Realized Saving, Activity, Potential Unrealized Saving, Performance Benchmarks-Cost, Performance Benchmark-Volume, and a table of port call times.

3.1DA - Dashboard

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:



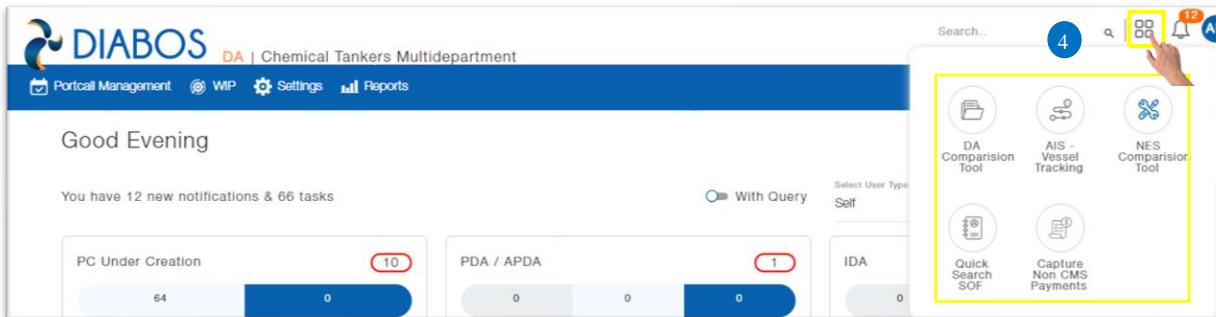
- The user views menu provided on the main navigation bar. Refer [section 4](#).

Search:



- A global search is provided to assist the user at any step while navigation.

Waffle Menu – Diabos Tools:



- The waffle menu on top right enlists **Diabos Tools** namely:

- DA Comparison Tool
- Automatic Identification System (AIS) Vessel Tracking
- Non-Essential Services (NES) Comparison Tool
- Quick Search Statement Of Facts (SOF)
- Capture Non-CMS payment.

a) DA Comparison Tool:

- 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.

b) AIS Vessel Tracking:

- AIS Vessel Tracking tracks the vessel status for the operator.

Track Vessel

Select Vessel : Amila

Track

- Select Vessel Name using the dropdown.
- Click on 'Track' to view the tracking.

c) Non-Essential Services:

- NES displays four kinds of services:
 - Sludge disposal
 - Slops disposal
 - Garbage disposal
 - Fresh water intake

NES - Comparision

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.

d) Quick Search of SOF:

- SOF displays the statement of facts.

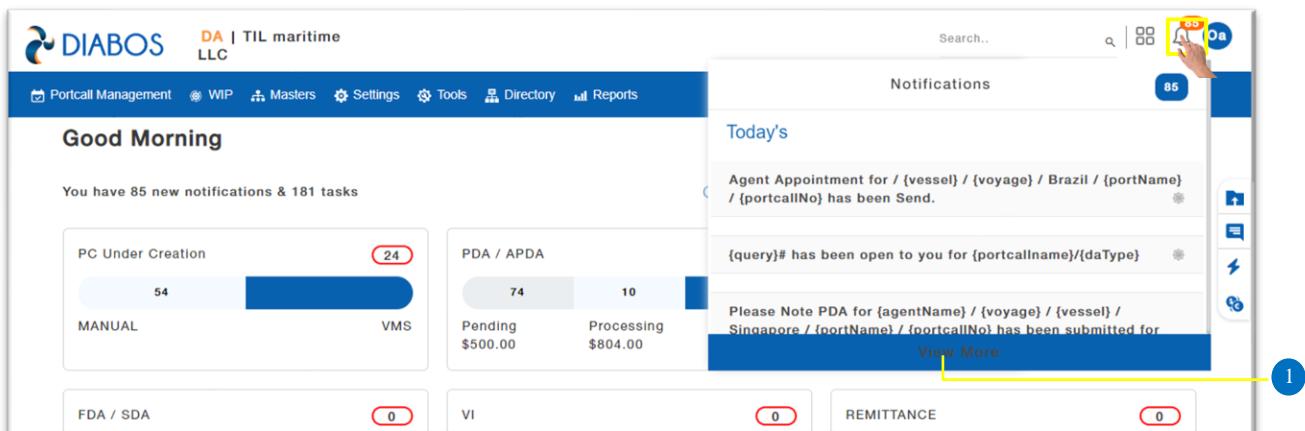
SOF							
<input type="button" value="Search..."/>							
Vessel	Voyage No	Portcall No	Port Country	ATA	ATD	Status	Status Date
131dqs				Fri Feb 03 2023 00:00:00 GMT+0530 (India Standard Time)	Thu Feb 16 2023 00:00:00 GMT+0530 (India Standard Time)	<input type="radio"/>	
202203				2023-02-24T06:19:36.000Z	2023-02-26T06:19:48.000Z	<input type="radio"/>	
TR4474				2023-02-23T13:18:42.000Z	2023-02-24T13:19:24.000Z	<input type="radio"/>	
uy8877				2023-02-25T13:20:59.000Z	2023-02-27T13:21:15.000Z	<input type="radio"/>	
yt6665				2023-02-25T10:41:01.447Z	2023-02-27T10:41:17.000Z	<input type="radio"/>	

e) Capture Non-CMS Payments:

- This captures the non-CMS transactions done by the users.

Capture Payments							
<input type="button" value="Search..."/>							
Portcall Number	DA Type	Payment Amount	Currency	Bank Currency	Exchange Rate	Amount Debited	Edit
No data found							

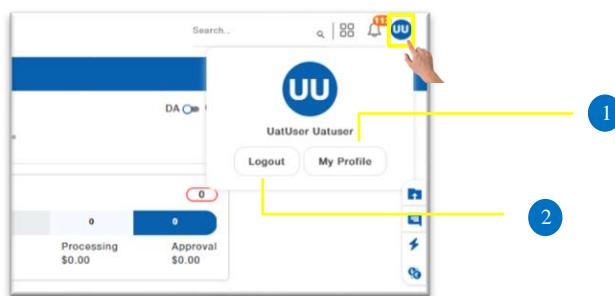
Notifications:



The screenshot shows the DIABOS Notifications dashboard. At the top, there's a header with the DIABOS logo and navigation links for Portcall Management, WIP, Masters, Settings, Tools, Directory, and Reports. A search bar and a notifications icon (with a red badge showing 85) are also present. The main area is titled "Good Morning" and displays "You have 85 new notifications & 181 tasks". Below this, there are four main notification boxes: "PC Under Creation" (24 notifications), "PDA / APDA" (74 Pending, 10 Processing), "FDA / SDA" (0 notifications), and "VI" (0 notifications). To the right, a sidebar titled "Notifications" shows "Today's" notifications, including messages about agent appointments, PDA submissions, and a general note about PDA processing. A "View More" button is highlighted with a yellow box. A blue circular badge with the number 1 is visible on the right side of the screen.

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

Operator's Profile:



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

3.2 My 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

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

- 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.

The screenshot shows the 'My User Profile' interface with the 'My Preference' tab active. Under 'Date & Time Settings', the time zone is set to '(GMT +01:00) Andorra Standard Time'. Under 'Time Format', '12 Hrs' is selected. Under 'Theme', 'Light' is selected. Under 'Number Format', the format 'xxx,xxx,xxx,xxx' is selected. A 'Save Changes' button is located at the bottom right.

- 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.

The screenshot shows the 'General Settings' interface with the 'Notification Settings' tab active. Under 'Port call Notifications', there is a list of events: Port call Submission, Port call Cancellation, Appointment (Agent), Portcall Appointment to Vendor, Appointment to Ship Manager, PDA Acceptance To Agent, Appointment / Request for PDA - Declined by Agent, Final Appointment (Agent), Request for PDA - Declined to other Agent, and Appointment (Operator). Each event has an 'Email' and 'Notification' column with checkboxes. A 'Save' button is highlighted with a hand cursor icon. Below this, there are sections for 'DIABOS Notifications' (Mailing DA Preview, Payment Advice Notifications, DA Approval Notification to Agents, Owners/Charterers Expenses Mailing) and a sidebar with icons for file management.

- User edits the information.
- Click on 'Save Changes' to save the details.

Navigation – DA ↔ CMS:

DA to CMS:

- The user is in DA module.

Good Afternoon

You have 97 new notifications & 186 tasks

With Query Select User Type Self

Category	Pending	Processing	Approval
PC Under Creation	54	24	0
PDA / APDA	74	11	6
IDA	24	0	3
FDA / SDA	24	7	2
VI	0	2	0
REMITTANCE	0	0	0

- Click on the **Toggle ON** to switch from DA to CMS module. Refer [section 10](#).

CMS to DA:

- The user is in CMS module.

Good Afternoon

You have 3 new notifications & tasks

Search

WIP In Transit Completed Reports Masters Tools

Trust account: DIABOS USD Trust account currency: USD

1 day 5 days 10 days

Category	Value	Description
Opening Balance	\$44,651.46	
Payment processed, YTB cleared	\$92.00	
Available Balance	\$44,651.46	
1-Day Forecast Balance	\$0.00	

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- Click the **Toggle ON** to switch from CMS to DA module. Refer [section 3](#).

Note: The user with CMS subscription will be able to navigate to the CMS module.

Floating Menu:



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

a) Document Management System (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.

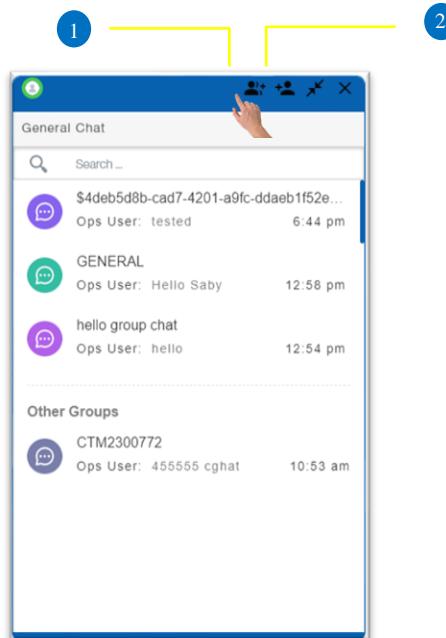
The screenshot shows the DMS interface with a navigation bar at the top. The "Vessel" tab is active and highlighted with a hand cursor. Other tabs include "Portcall", "Principal", "Agreements", and "Port Info Docs". Below the tabs is a search bar with placeholder text "Search...". The main area displays a table with columns: Vessel Name, Document Name, Document Type, Tags, Remarks, and Download. Two rows are visible: one for "Doct.docx" (Document Type: q88File, Tags: testX, Remarks: , Download:) and another for "TIL Ingrid Security Certificate.pdf" (Document Type: q88File, Tags: DiabosX TesterX, Remarks: , Download:).

- 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.

Example: Vessel tab Lists down the documents with respect to Vessel, Portcall, Principal, Agreements, Port info Docs.

b) Chat:

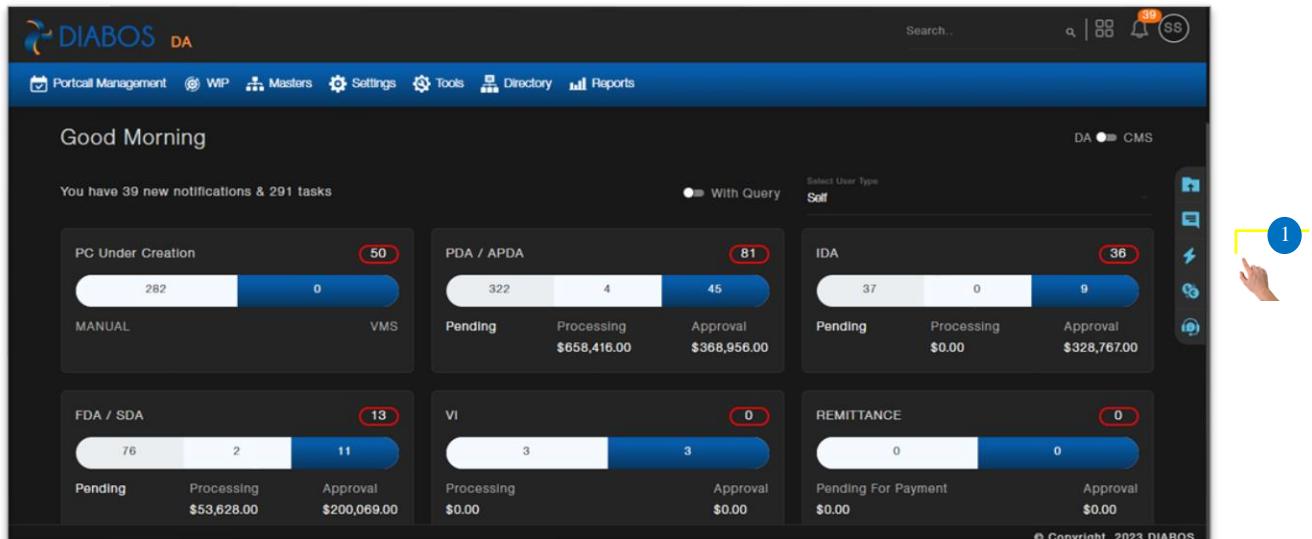
- Chat enables the users to communicate among themselves and with Diabos users. This enables the user to initiate a conversation with new user and initiate a conversation with group of users by creating a new chat group. The user views chat history on this screen.



- 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:

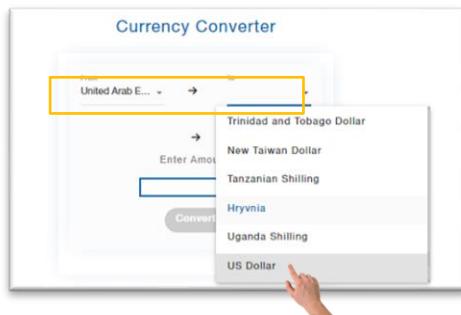
- Switch theme facilitates the user to switch to dark theme that is beautiful and coherent. This dark mode theme is very convenient for eye strain during the night.



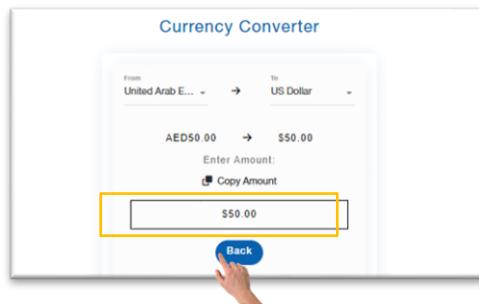
- Click on (**Switch theme**) to switch to dark theme.
- Click on button again to switch back to light theme.

d) **Currency Converter:**

- Currency converter allows for the quick conversion of any currency into any other currency.



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



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

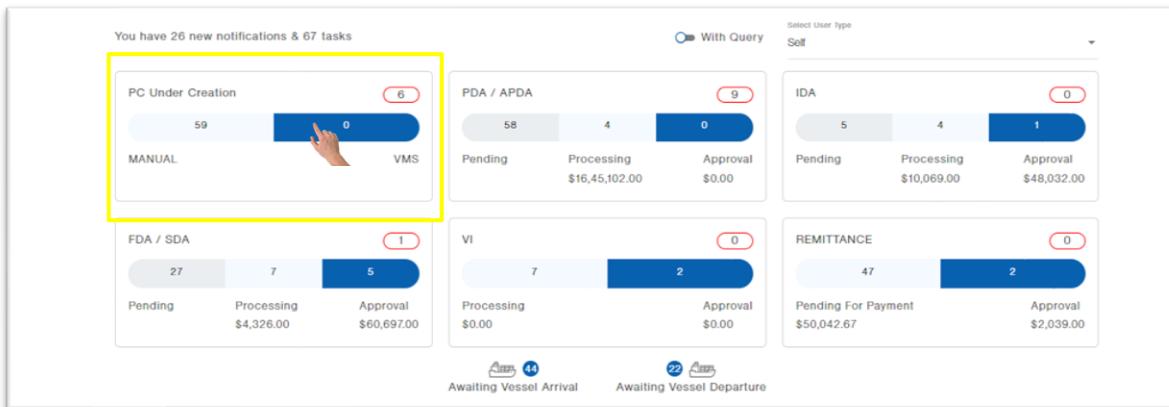
f) **Help & Support:**

- Help & Support connects the user to access user manual, video tutorials, ticketing. This also engages user to have an interaction with Diabos.

Coming soon!

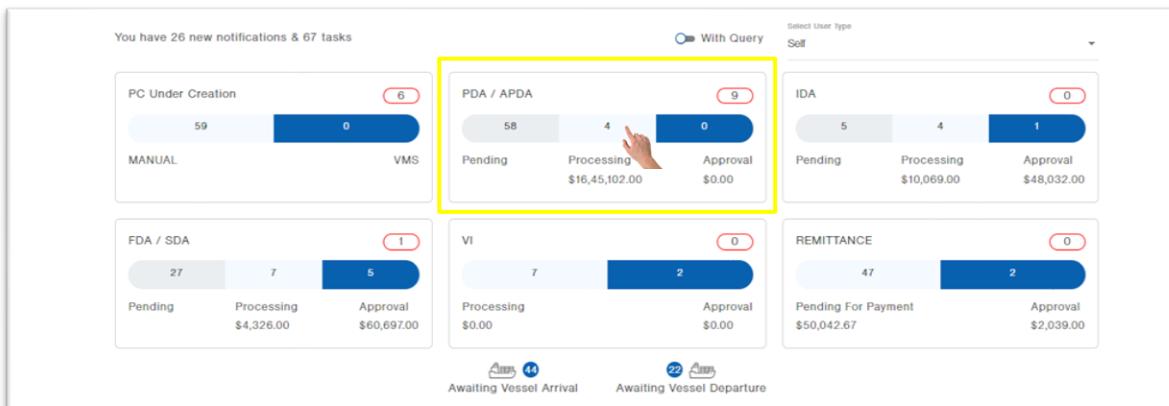
3.3 Dashboard – User Actionable Cockpit View

Portcall (PC) Under Creation:



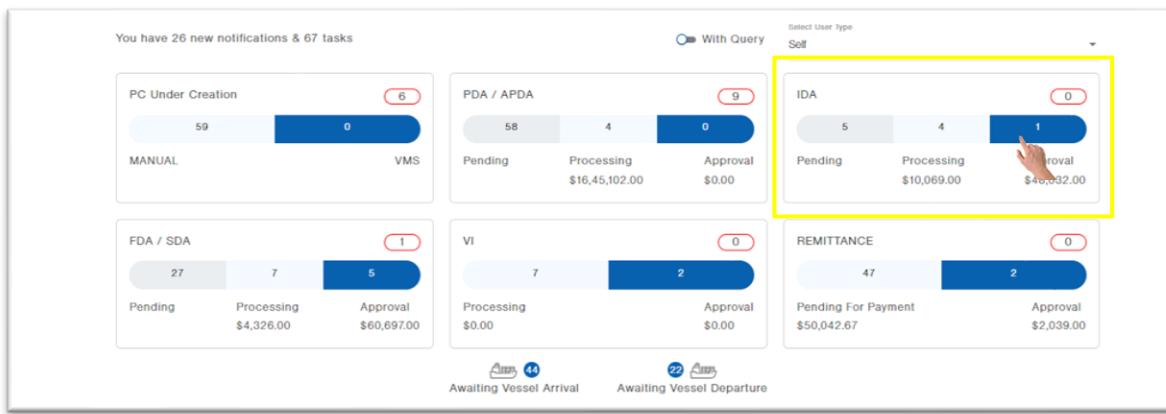
- The tab '**PC Under Creation**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view manual portcalls under creation in the WIP screen.
- Click on the bar to right to view Vessel Management System (VMS) portcalls under creation in the Work In Progress (WIP) screen.

PDA/APDA:



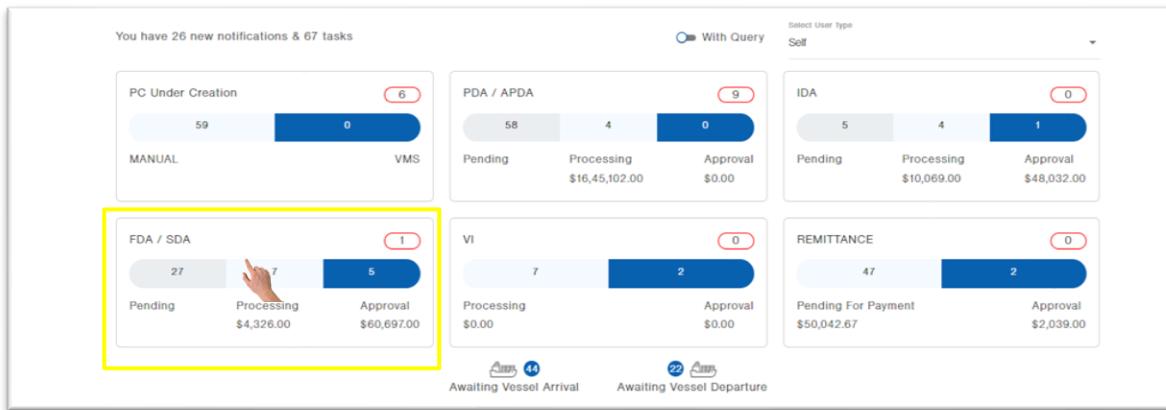
- The tab '**PDA/APDA**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view PDA/APDA pending submission from agent in the WIP screen.
- Click the middle 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:



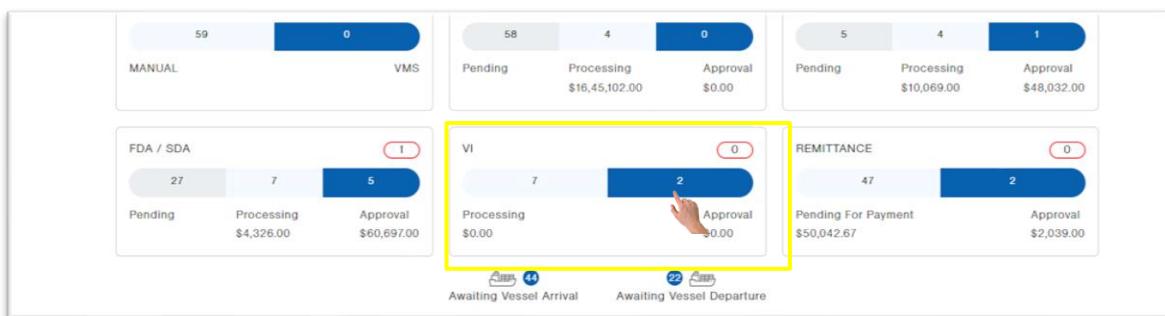
- The tab 'IDA' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view IDA pending submission from agent in the WIP screen.
- Click the middle of the bar to 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:



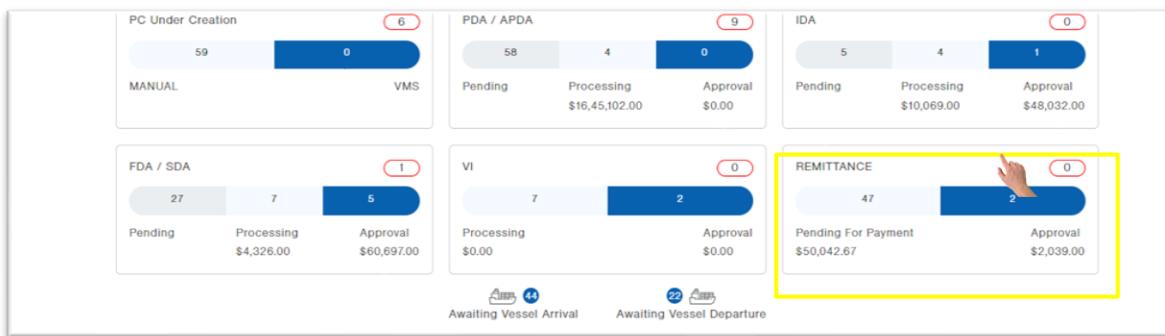
- The tab 'FDA' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view FDA pending submission from agent in the WIP screen.
- Click the middle of the bar to 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):



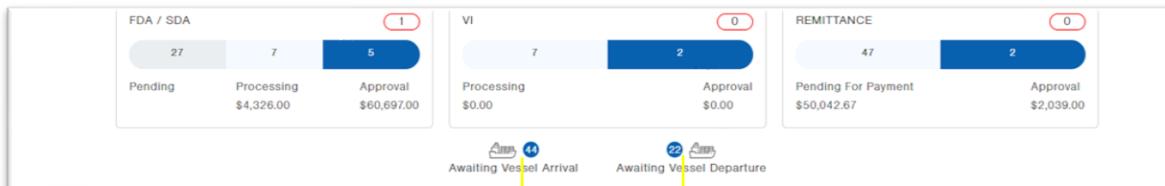
- The tab '**VI**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view VI processing from vendor in the WIP screen.
- Click the bar to the right to view 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. Refer [section 11](#).
- Approvals – Payment approval pending.
- Funding in progress – Payment pending post approval.

Note: This would be visible for users who have subscribed to Diabos CMS.



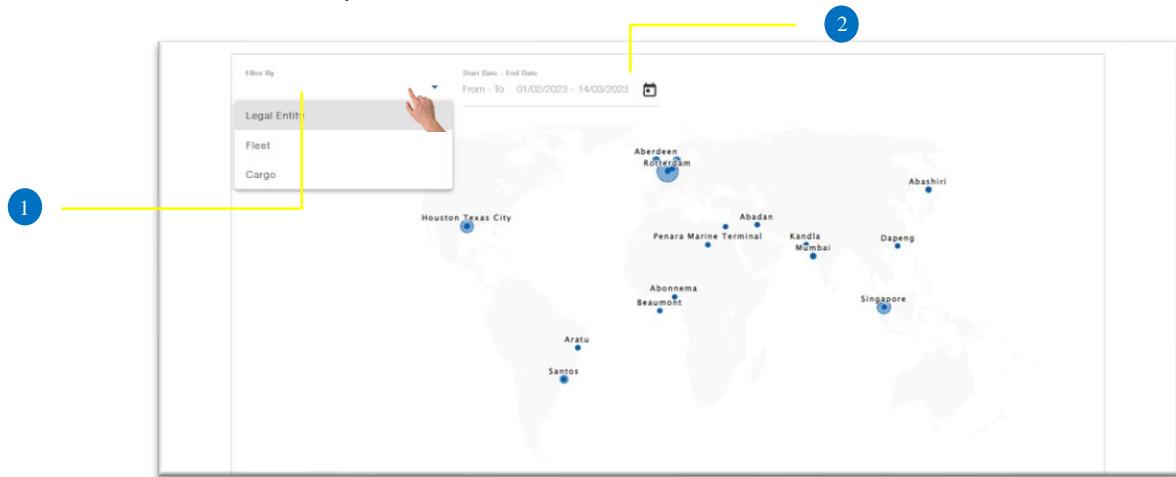
1

This gives a pictorial representation of portcalls around the world for the user.

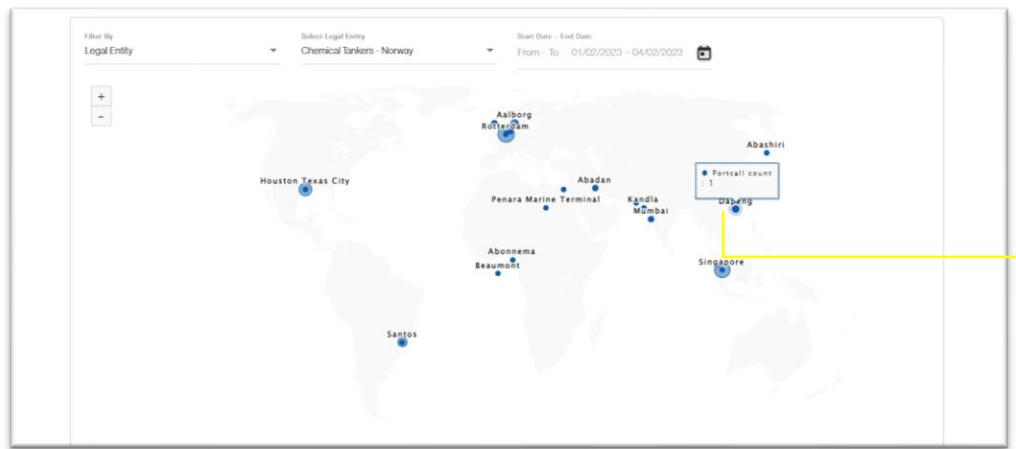
1. **Awaiting Vessel Arrival:** Total number of portcalls for which vessel arrival is awaited are displayed.
2. **Awaiting Vessel Departure:** Total number of portcalls for which vessel departure is awaited are displayed.

2

3.4 Dashboard – Map View



1. **Filter By:** The dropdown enables user to filter the portcalls by:
 - a) Legal Entity
 - b) Fleet
 - c) Cargo
2. **Start & End Date:** Click on to select duration.



Example: Select filter by **Legal Entity** → Pick the **Legal Entity** → Select the duration
Filtered portcall count across the world gets displayed.

3.5 Dashboard – Spend Analysis

The dashboard consists of two main sections. On the left, a table titled 'Spend Analysis' shows a single row for 'Alliance Shipping Services Co Ltd' with a Billed Amount of \$3,271.00 and a Paid Amount of \$100.00. A yellow line connects the table to a blue circle labeled '1'. On the right, there is a 'Updates' section with links to 'New Product Features' and 'Analytics as a Service Smart Agent', and a 'Task manager' section featuring a calendar for February 2023. A yellow line connects the calendar to a blue circle labeled '2', and another yellow line connects the calendar to a blue circle labeled '3'.

- 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.
- Updates:** New product features/updates to be released by Diabos in near future will be displayed in this section.
- Task manager:** Task manager is provided for the user can log and track day to day activities.

3.6 Dashboard – Performance Analysis

The dashboard has several filter options at the top: 'Choose a From Date' (22/02/2022), 'Choose a To Date' (22/02/2023), 'Country' (All), 'Port' (All), 'Agent' (All), and 'Vessel' (All). A yellow line connects the 'Agent' filter to a blue circle labeled '2'. Below the filters are three charts: 'Realized Saving' (a pie chart with segments for 'incorrect Exc...', 'Contractual ...', and 'Cost not a...'), 'Activity' (a bar graph showing 'Loading' activity reaching 500), and 'Potential Unrealized Saving' (a pie chart with segments for 'DIABOS Negotiation - Confirmed Savin...' and 'DIABOS Negotiation...'). A yellow line connects the 'Realized Saving' chart to a blue circle labeled '1', and another yellow line connects the 'Potential Unrealized Saving' chart to a blue circle labeled '3'. At the bottom right, there is a copyright notice: '© Copyright 2023 Diabos - version 0.1'.

- Realized Savings:** The pie-chart is total amount (actual) of savings captured category wise.
- Activity:** The bar graph plots the top activities at any specific port.
- Potential Unrealized Savings:** The pie-chart estimates total amount of savings category wise. The user is unrealised by these saving.



1. **Performance Benchmarks-Cost:** The performances of the individual user, market insight (contractual) and market insight (non-contractual) are plotted against the activities performed at the port.
2. **Performance Benchmark-Volume:** The performances of the individual user, market insight (contractual) and market insight (non-contractual) are plotted against the volume of portcalls handled.
3. **Time spent in Portcalls:** The board stipulates the time dedicated for an individual portcall by the user.

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

4. Portcall Management

4.1 Create New Voyage/Portcall

Portcall Management → Create New Voyage/Portcall



Step 1: Click 'Create New Voyage/Portcall' to start the portcall creation.

A screenshot of the 'Imported Portcalls' tab. At the top, there are two tabs: 'Imported Portcalls' (highlighted with a yellow underline and a hand cursor icon) and 'Duplicate Portcalls'. Below the tabs is a search bar labeled 'Search...'. The main content area shows a table with columns: 'Portcall VMS ID', 'Vessel Name', 'Port', 'ETA', and 'Country'. A message 'Relevant data not found' is displayed. At the bottom, there is a pagination section with 'Items per page: 5' and '0 of 0' followed by navigation arrows. A large blue button at the bottom right is labeled 'Skip & Create Manually'. Three numbered callouts point to the tabs: '1' points to the 'Imported Portcalls' tab, '2' points to the 'Duplicate Portcalls' tab, and '3' points to the 'Skip & Create Manually' button.

1. Imported Portcall:

Step 1: Portcalls are created on respective VMS service used by the operator – IAMOS, DANOS, Veslink, Shipnet. Refer [section 4.20](#).

Step 2: Portcalls appear on Imported Portcalls tab.

2. Duplicate Portcall:

A screenshot of the 'Duplicate Portcalls' tab. At the top, there are two tabs: 'Imported Portcalls' and 'Duplicate Portcalls' (highlighted with a yellow underline). Below the tabs is a search bar labeled 'Search...'. On the right, there is a link 'See All Duplicate Portcalls'. The main content area shows a table with columns: 'Portcall', 'Vessel Name', 'Port', 'ETA', and 'Country'. Each row has a blue button on the far right labeled 'Duplicate' with a hand cursor icon. The table contains five rows of data, each representing a duplicate portcall for the vessel 'TIL Mexico'.

Step 1: Click 'Duplicate'.

Step 2: Proceed with portcall creation.

3. Manual Portcall:

Imported Portcalls Duplicate Portcalls

Search...

Portcall VMS ID Vessel Name Port ETA Country

Relevant data not found

Items per page: 5 0 of 0 |< < > >|

Skip & Create Manually

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 provided.

Step 3: Enter the 'Voyage Number' in the space provided.

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 View Port Instructions Cargo Details

Select Port/Canal Select Terminal/Canal Choose date Choose date View Port Instruction Enter Details

Filter here...
Aalborg - Denmark
Aarhus - Denmark
Abadan - Iran

Save

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

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

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

View Port Instructions:



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

Cargo Details:

The screenshot shows a form titled 'Enter Cargo Detail' for port 'Aalborg'. It 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, Time Bar, and an 'Enter Additional Details' section with a file upload area. A hand cursor is pointing at the 'Add' button at the bottom left.

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 'Port Details', there are two entries: 'Aalborg - Denmark' and 'Abo FPSO - Nigeria'. Each entry has fields for Port/Canal Name, Terminal/Canal Direction, ETA, ETD, View Port Instructions, and Enter Details. A hand cursor is pointing at the '+ Add Port' button at the bottom left and the 'Save' button at the bottom right.

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**' button to complete the portcall creation.

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

NES Comparison:

The screenshot shows a software interface titled 'Estimation' with a sub-section 'NES - Comparison'. At the top, there's a table for 'Port/Call Name' and 'Amount' with one entry for 'Singapore' and a value of '0'. Below this is a note about non-essential service activities. A disclaimer states that the information is for quick reference and to request agent quotes for latest and precise information. The main section, 'NES - Comparison', displays a table with columns: NES, Port, Rate in USD, Unit of Measurement, and Compulsory/Non Compulsory. One row is shown for 'Singapore' with a 'C' in the last column. At the bottom, there are radio buttons for 'All good I will continue as originally planned' and 'I will edit my activity list and then proceed', with the latter being selected. A 'Proceed' button is at the bottom right, with a hand cursor pointing at it.

Step 15: View NES Comparison. Refer [section 3.1](#).

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 from Cargo details. Refer [section 4](#).

Note: The status changes to '**PC under creation**'.

4.2 Agent Appointment

This screenshot shows the 'Port Call No : TIL2301102' section. Below it, there's a form for port details like 'Vessel Name' (Bow Tribute JR), 'Vessel Type' (Container Vessel), and 'Port Name' (Singapore). A central box displays 'ETA - | ETD - | OETA - 22/03/2023, 4:26 PM | OETD - 29/03/2023, 4:26 PM'. At the bottom, there's a blue button labeled '1001-OPS Not Shortlisted' and a dashed box containing '+ Add Agent/Vendor'. A hand cursor is hovering over the 'Is this a short sea call?' toggle, which is currently off.

- PDA Checking Required:** Turn **Toggle ON** for undergoing Diabos audit while approving PDA and **Toggle OFF** to skip Diabos audit.
- IDA Checking Required:** Turn **Toggle ON** for enabling IDA creation and **Toggle OFF** to skip IDA creation. Refer [section 4.8](#).
- Short Sea Call:** Fill in the details of the call in the **Portcalls with Agreed Terms** section.
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.

This screenshot shows a modal 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 under 'Short sea'. The third entry has its checkbox checked. A hand cursor is pointing at the 'Appoint Agent' button at the bottom.

Step 17(b): Select the **Agent with Agreed PDA**. Refer [section 6.4.1](#).

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

This screenshot shows the 'General Details' page. It includes fields for 'Select' (Agent or Vendor), 'Activity' (Loading), and 'Where would you like to start this DA from?' (PDA, IDA, FDA, VI). The 'Agent' radio button is selected. A hand cursor is pointing at the 'Save' button, and another hand cursor is pointing at the 'Submit' button below it.

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.

Agent Appoint

Note: The Toggle 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 *
 Husbandry Matters

Where would you like to start this DA from ?*
 PDA IDA FDA VI

Operator User Name*
brian

Submit

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

Step 19: Select the '**Type of DA as PDA**'.

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... Own All Add New Agent Terms Of Engagement

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

Terms Of Engagement

<input type="checkbox"/> Instruction to the performing agent	Instruction to the performing agent:
<input type="checkbox"/> Acceptance	General Terms
<input type="checkbox"/> General Terms	General Terms
<input type="checkbox"/> General Terms	Company Full style and Bank Details
<input type="checkbox"/> Company Full style and Bank Details	Important - Service Level Agreement (SLA) of Odjell
<input type="checkbox"/> rrt	rrt

Your main contact for all operational matters and day-to-day communication should be with the Vessel Operator. You may also be contacted by the IT&RVC in which case you are kindly requested to respond to them.

Add Term Accept Terms

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:

Agent Name
Alliance Shipping Services Co Ltd

Special Instructions (Optional)

Drag and Drop File or [Click here](#) to Browse File

Doc. Name	Date and Time	Action

Save

Submit

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**'.

Select Agents

Selected Agent Agent Type Select Agent

Alliance Shipping Services Co Ltd Charterer's Nominated Agent Alliance Shipping Services Co Ltd

Yes No

Are you sure you want to send quote request out to the following agents/vendors?

Alliance Shipping Services Co Ltd

Yes No

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

Step 34(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.

4.3PDA Acceptance

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.

The screenshot shows a web-based application for managing port calls. At the top, there's a header with port call number GLD2301126, voyage number, vessel name Bow Fortune, legal entity Silver Star Test, portcall type Non-Commercial, activity Canal Transit, worldscale No, and short sea No. Below the header, it shows the port as Singapore with AIS data (ETA - 16/03/2023, 5:09 PM | ETD - 23/03/2023, 5:17 PM). A central panel displays a PDA card for DA Number GLD2301126-OPS Alliance Shipping Service... with a PDA button. To the right is a placeholder for Agent / Vendor. Below this, there are sections for terminal berth selection (Select Terminal Berth), cost saving (Cost Saving 0.00), and currency conversion (Quoted Currency SGD, View Currency SGD, Base ROE 3, Agent ROE 1 USD = 3 SGD). Buttons for 'Raise Additional Funding' and 'Raise APDA' are present. Under 'Line Of Approval', it shows Tier 1: Operations Approved. At the bottom, there's a table for quote details with columns for Remarks, Terminal - Berth, PDA, Agent Quote, Diabos Quote, Operator Quote, and Cost Saving. The table lists various charges like Port Expenses, Anchorage Dues, Berth Dues, Clearance Expenses, Garbage Removal, and ISPS Security Charges, each with a 'Select Terminal Berth' dropdown and a hand icon pointing to the 'Operator Quote' column. The total row shows SGD10.00 for all columns except Cost Saving which is SGD10.00.

	Remarks	Terminal - Berth	PDA	Agent Quote	Diabos Quote	Operator Quote	Cost Saving
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		SGD10.00

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

Step 36: Click on '**Operator Quote**' to edit the quotes.

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

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

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

ICONS	DESCRIPTION
	Add Cost Item Icon Click to add new cost item under a cost head
	Attachment Icon Click to view the attachment
	Card Lock Icon Click to unlock portcall details sent to agent
	Chat Icon Click to interact among users/with Diabos one on one or in group
	Compare DA Icon Click to compare DA based on portcalls
	Consolidated DA Icon Click to view consolidated DA
	Customer Specific Instruction Icon Click to view customer specific instructions
	DA Level Query Icon Click to raise DA level queries
	DA Level Remark Icon Click to enter DA level remarks

	DA Preview Icon Click to view the DA preview
	Edit Icon Click to edit any field
	Information Icon Click to view information displayed
	Move Cost Item Icon Click to move the cost item to other cost head
	Move to Agreed Terms Icon Click to view the agreed terms
	Pin Icon User can pin the portcall info box
	Port instructions Icon Click to view port instructions
	Query for Cost Item Icon Click to raise query for the cost item
	Ratings Icon Click to rate on a scale of 5
	Reference Icon Click to view Vendor/Agent agreements
	Remarks for Cost Item Icon Click to drop remarks for the cost item
	Split Cost Item Icon Click to split the cost item

4.4 Reject PDA

Step 38(b): Uncheck cost item (irrelevant).

Step 38(c): Click on '**Reject**' to reject the PDA.

4.5 Raise Additional Proforma Disbursement Accounting (APDA)

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

The screenshot shows a software interface for raising APDA. At the top left, there's a blue header bar with the text '1001 DA Number : GLD2301126-OPS Alliance Shipping Service...' and a 'PDA' button. To the right of the header is a dashed box labeled 'Agent / Vendor'. Below the header are several input fields: 'Select Terminal Berth' dropdown (set to 'No. days/Hrs 3 days/22 hrs'), 'Total' field (set to '10'), 'Cost Saving' field (set to '0.00'), and 'Variance' field (set to '0.00'). There are also dropdowns for 'Quoted Currency' (set to 'SGD') and 'View Currency' (set to 'SGD'). A 'Base ROE' section shows '3' with an upward arrow and 'SGD = 1 (USD) 0.333'. To the right, an 'Agent ROE' section shows '1 USD = 3 SGD'. At the bottom, there are two buttons: 'Raise Additional Funding' and a larger blue 'Raise APDA' button, which is being clicked by a cursor. Above the buttons are icons for print, copy, and other actions.

Step 39: Click on '**'Raise APDA'** to raise APDA.

4.6Accept APDA

Portcall No. : GLD2301126

Voyage No.	Vessel	Legal Entity	Portcall Type	Activity	Worldscale	Short Sea
	Bow Fortune	Silver Star Test	Non-Commercial	Canal Transit	No	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: 3 days/22 hrs Total: 0 Cost Saving: 0.00 Variance: 0.00

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

DA Details **Approvals**

Line Of Approval

Tier 1 : Operations Yet To Be

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

Step 40: User to review the quotes provided by agent and Diabos.

The screenshot shows a form for creating an Advance Payment Demand (APDA). The 'Approvals' tab is active. The form includes fields for Advance Percentage (100), Adv. Amount (Round Off) (23), Adv. Amount (Round Off) in USD (7.67), Value date (16/03/2023), Payment Required in (EUR), Value Transfer On (23/03/2023), Agent Bank Account Number (52232487-USD), Currency (USD), and various checkboxes for notifications and bank account confirmation. A note about operator internal remarks is present. At the bottom, there are 'Save', 'Accept' (highlighted with a hand cursor), and 'Reject' buttons.

Step 41: Click on '**Save**' to save the APDA.

Step 42(a): Click on '**Accept**' to accept the APDA.

4.7 Reject APDA

Step 42(b): Uncheck cost item (irrelevant).

Step 42(c): Click on '**Reject**' to reject the APDA.

4.8Accept IDA

Note: IDA is raised on the Agent side and is submitted for Diabos audit. Post Diabos audit the IDA is sent to the operator for approval.

	Remarks	Terminal - Berth	PDA + APDA	APDA 1	IDB - Agent	IDB - Diabos	IDB - Operator
Port Expenses SGD170.00	Select Terminal Berth		Amount	Amount (EUR)	Amount	Amount	Amount
Anchorage Dues PORT-999	Select Terminal Berth	10.00	3.00	80.00	80.00	80.00	+ [button]
Berth Dues PORT-999	Select Terminal Berth	0.00	20.00	90.00	90.00	90.00	+ [button]
Clearance Expenses PORT-999	Select Terminal Berth	0.00	0.00	0.00	0.00	0.00	+ [button]
Garbage Removal (Compulsory) PORT-999	Select Terminal Berth	0.00	0.00	0.00	0.00	0.00	+ [button]

Step 43: User to review the quotes provided by agent and Diabos.

The screenshot shows a software interface for managing Direct Advance (DA) details. At the top, there are tabs for 'DA Details' and 'Approvals'. The 'Approvals' tab is currently active, indicated by a blue background and white text. The main area displays various fields: Address (0.00), Balance (170), Address Period (90), Address % req by agent (80); Adr. Amount(Round Off) (155), Adr. Amount(Round Off) in USD (30.60), Agent Inv No. (56789), Agent Inv Date (17/03/2023); Value date (16/03/2023), No of Days(Excl. PDA) (3 Days / 22 Hrs), Payment Required in (USD), Value Transfer On (23/03/2023); Agent Bank Account Number (52232487), Portcall unique ID (View Account details), Confirm Bank Account (View Remittance details); Operator Internal Remarks (not visible to agent) (Text area). At the bottom, there are three buttons: 'Back', 'Save' (highlighted with a red box and a hand cursor), and 'Reject'.

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

Step 45(a): Click on '**Accept**' to accept the IDA.

4.9 Reject IDA

Step 45(b): Uncheck cost item (irrelevant).

Step 45(c): Click on '**Reject**' to reject the IDA.

4.10 Accept FDA

Portcall No. : GLD2301126

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

+

Agent / Vendor

Select Terminal Berth	No. days/Hrs	Total	Cost Saving	Variance
	3 days/22 hrs	280	0.00	0.00
Quoted Currency	View Currency	Base ROE	Agent ROE	
SGD	SGD	7	Agent ROE SGD = 1 (USD) 0.143	
			View Ex. Rate	

Line Of Approval

Tier 1 : Operations Yet To Be

Description	Remarks	Terminal - Berth	PDA + APDA	APDA 1	IDA	FDA Agent	FDA Diabos	Workin
			Amount (EUR)	IDA	Amount	Amount	Amount	Workin
<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	
<input checked="" type="checkbox"/> Berth Dues PORT-999		Select Terminal Berth	0.00	20.00	90.00	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	
<input checked="" type="checkbox"/> Garbage Removal (Compulsory) PORT-999		Select Terminal Berth	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	
<input checked="" type="checkbox"/> Pilotage PORT-999		Select Terminal Berth	0.00	0.00	0.00	0.00	0.00	

Step 46: User to review the quotes provided by Agent and Diabos.

The screenshot shows a software interface for managing a Freight Despatch Advice (FDA). At the top, there are two tabs: 'DA Details' and 'Approvals'. A hand cursor is hovering over the 'Approvals' tab. Below the tabs, there are several input fields and dropdown menus:

- DA Details:**
 - Advance: 0.00
 - Balance: 280
 - Value date: 16/03/2023
 - Payment Required in: SGD
 - Agent Inv No: 345678
 - Agent Inv Date: 17/03/2023
 - Value Transfer On: 23/03/2023
 - Additional Notification to Agent
- Portcall unique ID:** 52232487
- Currency:** USD
- Checkboxes:** Confirm Bank Account
- Links:** View Account details, View Remittance details
- Text Area:** Operator Internal Remarks (not visible to agent) with a character limit of 4000 Characters.
- Buttons at the bottom:** Back, Save, Accept (highlighted with a hand cursor), Reject.

Step 47: Click on '**Save**' to save the FDA.

Step 48(a): Click on '**Accept**' to accept the FDA.

4.11 Reject FDA

Step 48(b): Uncheck cost item (irrelevant).

Step 48(c): Click on '**Reject**' to reject the FDA.

4.12 Accept Supplementary Disbursement Accounting (SDA)

The screenshot shows the Portcall SDA interface. At the top, it displays voyage information: Portcall No.: GLD2301126, Voyage No.: 1001, Vessel: Bow Fortune, Legal Entity: Silver Star Test, Portcall Type: Non-Commercial, Activity: Canal Transit, Worldscale: No, Short Sea: No. Below this, the port is selected as Singapore, and the AIS ETA/ETD and ATA/ATD times are shown.

In the center, there's a summary section for a Disbursement Authorization (DA) with number GLD2301126-S1. It includes fields for Select Terminal Berth (3 days/22 hrs), Total (700), Cost Saving (0.00), Variance (0.00), Quoted Currency (SGD), View Currency (SGD), Base ROE (5), Agent ROE (1 USD = 3 SGD), and a link to View Ex. Rate. A blue button labeled "Raise APDA" is visible.

Below this is a "Line Of Approval" section for Tier 1: Operations, with a status of "Yet To Be".

The main table lists various disbursement items with checkboxes and dropdowns for selection:

	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		

A yellow box highlights the "SDA Agent" column in the table.

Step 49: User to review the quotes provided by Agent and Diabos.

The screenshot shows a software interface for managing SDA (Sales Development Authorization) requests. At the top, there are two tabs: 'DA Details' and 'Approvals'. The 'Approvals' tab is highlighted with a blue background and has a hand cursor pointing at it. Below the tabs, there are several data entry fields and buttons. On the left, there's a section for 'Advance' (0.00), 'Balance' (700), and 'PDA ROE' (3). In the center, there's a section for 'IDA ROE' (3), 'FDA ROE' (3), and 'SDA ROE' (3). On the right, there's a section for 'Agent Inv No.', 'Agent Inv Date' (16/03/2023), 'Value date' (16/03/2023), and 'Payment Required in' (SGD). Below these are buttons for 'View Account details' and 'View Remittance details'. There's also a checkbox for 'Additional Notification to Agent' and another for 'Portcall unique ID'. A 'Confirm Bank Account' checkbox is checked. At the bottom, there's a large text area for 'Operator Internal Remarks (not visible to agent)' with a character limit of 4000. At the very bottom, there are three buttons: 'Save' (blue), 'Accept' (blue with a hand cursor), and 'Reject' (grey).

Step 50: Click on '**Save**' to save the SDA.

Step 51(a): Click on '**Accept**' to accept the SDA.

4.13 Reject SDA

Step 51(b): Uncheck cost item (irrelevant).

Step 51(c): Click on '**Reject**' to reject the SDA.

4.14 Create Portcall for VI

Step 1: Create voyage as described in Step 1 – Step 16. Refer [section 4.1.](#)

The screenshot shows the 'Port Call' creation page. At the top, it displays 'Port Call No : GLD2301126' and 'Vessel Name: Bow Fortune'. Below this, the 'Port' is set to 'Singapore' and 'Port Type' is 'Non-Commercial'. The 'Port Name' dropdown is set to 'Singapore'. The 'Save' button is visible at the bottom left. In the center, there are two blue boxes labeled '1001-OPS' and '1002-CRW'. The '1001-OPS' box contains 'Alliance Shipping Services Co Ltd' and 'Agent Appointed'. The '1002-CRW' box contains 'Not Shortlisted' and 'Appoint Agent/Vendor'. To the right of these boxes is a dashed box labeled '+ Add Agent/Vendor'. Below these boxes, there are checkboxes for 'Is this a short sea call?' and 'PDA checking required?' followed by 'IDA checking required?'. The 'General Details' tab is selected. Under 'Select Vendor', the 'Vendor' radio button is selected. Under 'Select which activity you would like this agent to work with', the 'Loading' checkbox is checked. Under 'Where would you like to start this DA from?', the 'VI' radio button is selected. A 'Next' button is highlighted with a hand cursor. The bottom right corner of the screen shows a copyright notice: '© Copyright 2023'.

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 the 'Select Vendor' page. It features a search bar at the top with the placeholder 'Search...'. Below 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 'Dan-Bunkering Ltd' row has a checkmark in the 'Agreement' column and a hand cursor is hovering over the 'Status' column. At the bottom of the table, there are pagination controls: 'Items per page: 5', '1 - 2 of 2', and navigation arrows. The 'Select Vendor' tab is currently active.

Step 7: Select **Vendor**.

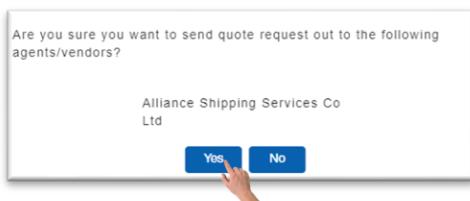
Special Instructions:

The screenshot shows a user interface for entering vendor details and special instructions. At the top, there are three tabs: 'General Details', 'Select Vendor', and 'Special Instructions'. The 'Special Instructions' tab is selected. Below the tabs, there is a section for 'Vendor Name' with 'Dan-Bunkering Ltd' entered. A large text area for 'Special Instructions (Optional)' is present, with a placeholder 'Drag and Drop File or Click here to Browse File' and a note '0/4000 characters'. To the right of this is a table header row with columns for 'Doc. Name', 'Date and Time', and 'Action'. Below the table header, there is a 'Save' button with a hand cursor icon pointing at it, and a 'Submit' button below it.

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

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

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.

4.15 Transfer Portcall

Portcall Management → Select Transfer Portcall

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

The screenshot shows a table titled 'Transfer PortCall' with columns: Portcall No, Voyage, Vessel, Country, and Status. There are five rows of data, each with a checkbox in the first column and a status button labeled 'complete' in the last column. A hand cursor is hovering over the 'Transfer' button at the bottom right of the interface.

	Portcall No	Voyage	Vessel	Country	Status
<input checked="" type="checkbox"/>	TIL2300188	vms2323r	TIL Mexico	Singapore	complete
<input type="checkbox"/>	TIL2300192	vms2323	TIL Mexico	Singapore	complete
<input type="checkbox"/>	TIL2300193	09789y	TIL Mexico	Singapore	complete
<input type="checkbox"/>	TIL2300194	96795gg	TIL Mexico	Singapore	complete
<input type="checkbox"/>	TIL2300195	jk7t1	TIL Mexico	Singapore	complete

Items per page: 5 1 - 5 of 71 |< < > >|

Selected: 1 Transfer to: hod_usr_1 Transfer

- 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.

4.16 Cancelled / Archived Portcall

Cancelled Portcall:

Portcall Management → Select Cancelled/Archived Portcall

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

The screenshot shows a table with columns: Portcall No, Vessel, VMS No, Country, Port, and Last Edited. Two rows are listed:

Portcall No	Vessel	VMS No	Country	Port	Last Edited
CTM2300946	Chemical Tanker 1		Singapore	Singapore	C
CTM2300872	Chemical Tanker 1		Netherlands	Amsterdam	C

At the bottom, there is a 'Selected:0' label and a 'Reinitiate' button. A hand cursor is pointing at the 'Reinitiate' button.

- 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.

The screenshot shows a table with columns: Portcall No, Vessel, VMS No, Country, Port. A message 'No data found' is displayed below the table. At the bottom, there is a 'Selected:0' label and a 'Reinitiate' button. A hand cursor is pointing at the 'Reinitiate' button. To the right of the table, there is a vertical toolbar with icons for search, refresh, and other functions.

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

4.17 Completed Portcall

Portcall Management → Select Completed (Portcall)

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

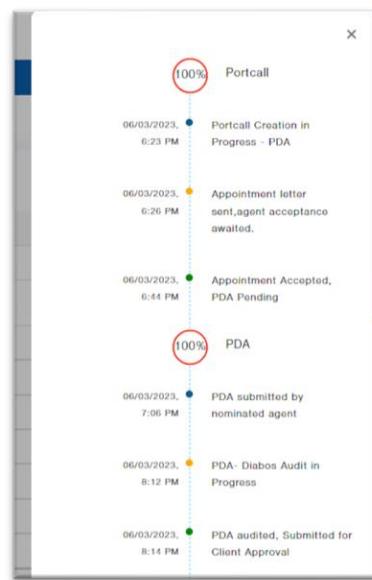
Completed					
		VMS No	Vessel		
<	CTM2301014	202301	Chemical Tanker 1		VI
	ETA: 2023-03-07T12:52:46.000Z Milestone: View	Legal Entity: Chemical Tankers - Singapore Completed Date:	User: opuser	ETD: 2023-03-08T12:52:53.000Z	
>	CTM2301072	WE32312	Monday		VI
>	CTM2301035	202204	Monday		FDA
>	CTM2300951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

- 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.

View Milestone:

Portcall Management → Select Completed (Portcall) → View Milestone

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

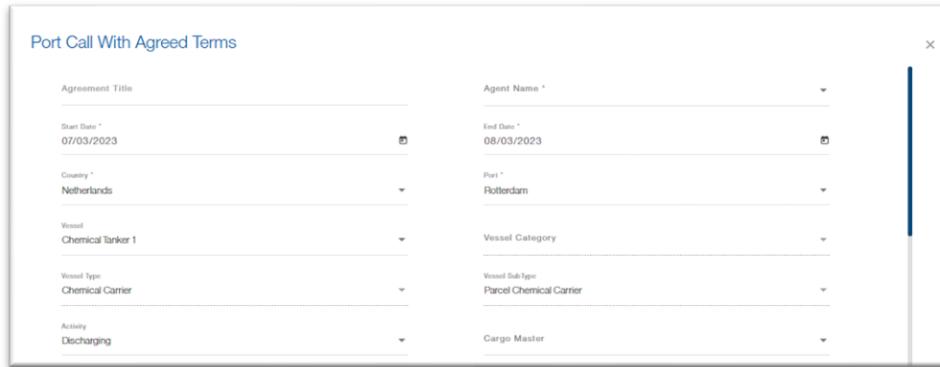


- Scroll to view the complete milestone.

Move to Agreed Terms:

Portcall Management → Select Completed (Portcall) → Click on 

Note: Move to agreed terms is to make the portcall as a short sea portcall. Refer [section 6.4.1.](#)



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

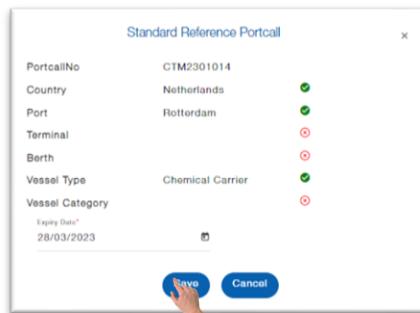
Agreement Title		Agent Name *	
Start Date *	07/03/2023	End Date *	08/03/2023
Country *	Netherlands	Port *	Rotterdam
Vessel	Chemical Tanker 1	Vessel Category	
Vessel Type	Chemical Carrier	Vessel Sub-type	Parcel Chemical Carrier
Activity	Discharging	Cargo Master	

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

Convert to Standard Reference Portcall:

Portcall Management → Select 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:

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

At the bottom, there are two buttons: **Save** (highlighted with a hand cursor) and **Cancel**.

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

5. 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.

The screenshot shows a table of portcall information. The columns include Portcall No, VMS No, Vessel, Port, Agent/Vendor, ETA/ATA, ETD/ATD, and Status. A dropdown menu for 'Select User Type' is set to 'Self'. A hand cursor is hovering over the 'Actionable Task' tab at the top of the table header. The table contains several rows of portcall data, each with a status button indicating its current state (e.g., 'FDA Submitted for Approval', 'VI Submitted for Approval', 'Portcall Under Creation').

Portcall No	VMS No	Vessel	Port	Agent/Vendor	ETA/ATA	ETD/ATD	Status : All
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
Country: Netherlands				Status Date: 14/03/2023, 10:42 AM			
User: opuser				Legal Entity: Chemical Tankers - Singapore			
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

1. **Select User Type:** A dropdown provision provided to view team/self portcalls.
2. Click on the '**Portcall No./Status of the portcall**' to act on the portcall. Refer [section 4](#).

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.

The screenshot shows a table of portcall information. The columns include Portcall No, VMS No, Vessel, Port, Agent/Vendor, ETA/ATA, ETD/ATD, and Status. A dropdown menu for 'Select User Type' is set to 'Self'. A hand cursor is hovering over the 'All Task' tab at the top of the table header. The table contains several rows of portcall data, each with a status button indicating its current state (e.g., 'VI Approved', 'IDA Pending', 'Agent Appointed', 'Agent Appointment in Progress', 'IDA Received').

Portcall No	VMS No	Vessel	Port	Agent/Vendor	ETA/ATA	ETD/ATD	Status
CTM2301014-VI-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	Odfjell 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	Odfjell USA (Houston) Inc	08/03/2023, 5:30 PM	09/03/2023, 5:30 PM	IDA Received

3. Click on the '**Portcall No./Status of the portcall**' to act on the portcall. Refer [section 4](#).

6. Settings

6.1 Vendor Management Settings



6.1.1 Vendor Agreement

Settings → Vendor Management settings → Vendor Agreement

- Vendor Agreement lists down the vendor agreements made and its detail.

Vendor Agreement							
<input type="text"/> Search...							
Vendor Name	Operator Name	Country	Port	Cost Item	Start Date	End Date	
Boluda Towage	Chemical Tankers Multidepartment	Netherlands	Amsterdam,Beverwijk,Bollek,Breskens,Europoort,Rotterdam,Terneuzen	Berth 1,Berth 10,Berth 11,Berth 12,Berth 2,Berth 3,Berth 4,Berth 5,Berth 6,Berth 7,Berth 8,Berth 9	1/1/23	12/31/24	
Boluda Towage	Chemical Tankers Multidepartment	Netherlands	Amsterdam,Beverwijk,Bollek,Breskens,Europoort,Rotterdam,Terneuzen	Berth 1,Berth 10,Berth 11,Berth 12,Berth 2,Berth 3,Berth 4,Berth 5,Berth 6,Berth 7,Berth 8,Berth 9	1/1/23	12/31/24	
Suderman & Young Towing Company	Chemical Tankers Multidepartment	United States	Beaumont,Bolivar Roads,Freeport TX,Houston,Houston Texas City,Marcus Hook	Berth 1,Berth 10,Berth 11,Berth 12,Berth 2,Berth 3,Berth 4,Berth 5,Berth 6,Berth 7,Berth 8,Berth 9	1/1/23	12/31/24	

6.2 Agent Management Settings

6.2.1 Agent Agreement

Settings → Agent Management settings → Agent Mapping

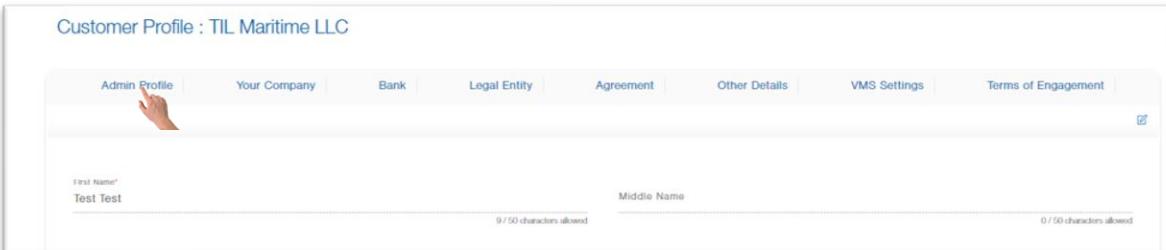
- Agent Agreement lists down the vendor agreements made and its detail.

Agent Agreement							
<input type="text"/> Search...							
Agent Name	Operator Name	Country	Port	Cost Item	Start Date	End Date	
Ben Line Agencies - Singapore	Chemical Tankers Multidepartment	Singapore	Jurong Port,Keppel,Pasir Panjang,Pulau Bukom,Pulau Sebarok,Seletar,Sembawang,Singapore,Tanjong Pagar,Tanjong Penjuru,Tuas,Woodlands	Agency Communication,Agency Cost,Agency Fee,Agency Fees,Agency Misc,Agency Miscellaneous	1/1/23	12/31/24	
Euro Nordic Logistics B.V.	Chemical Tankers Multidepartment	Netherlands			1/1/23	12/31/24	
Euro Nordic Logistics B.V.	Chemical Tankers Multidepartment	Netherlands	Amsterdam,Rotterdam	Agency Fees,CTM Bank Charges	1/1/23	12/31/24	
Agencia Marítima Granel Ltd - Santos	Chemical Tankers Multidepartment	Brazil	Itajai,Maceio,Monaus,Paranaguá,Rio Grande,Rio de Janeiro,Salvador,Santos,Sao Sebastiao,Suape,Vitoria	Agency Fee,Agency Fee - Owners Costs,Agency Fees,Agency Fees - All inclusive,Agency Fees Voyage,Agency Misc,Agency Miscellaneous	1/1/23	12/31/23	
Odfjell USA (Houston) Inc	Chemical Tankers Multidepartment	United States	Beaumont,Bolivar Roads,Freeport TX,Houston,Houston Texas City	Agency Cost,Agency Fee,Agency Fees,Agency Fees & Commissions,Agency Fees - All inclusive,Agency Misc,Agency fees Lumpsum for Miscellaneous	1/1/23	12/31/23	

6.3 Company / User Management Settings

6.3.1 Principal Profile

Settings → Company/User Management Settings → Principal Profile → Admin profile



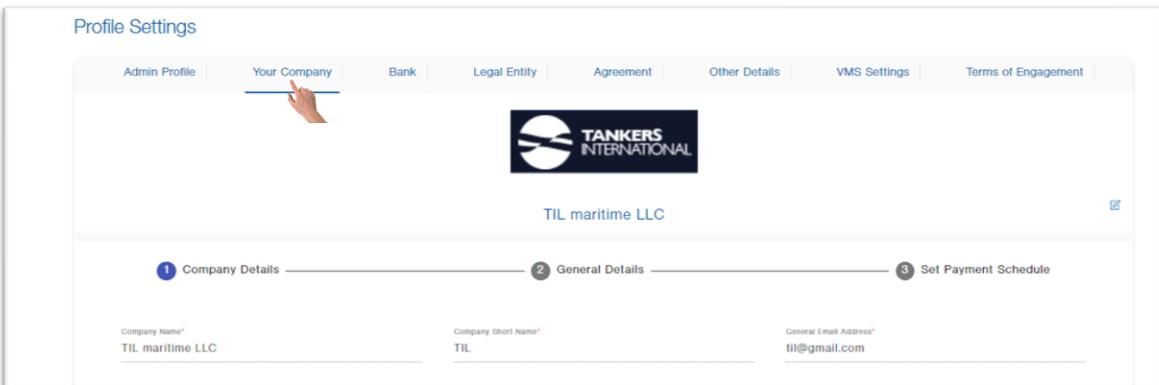
Customer Profile : TIL Maritime LLC

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. User can view the admin profile.

Settings → Company/User Management Settings → Principal Profile → Your Company



Profile Settings

Admin Profile Your Company Bank Legal Entity Agreement Other Details VMS Settings Terms of Engagement

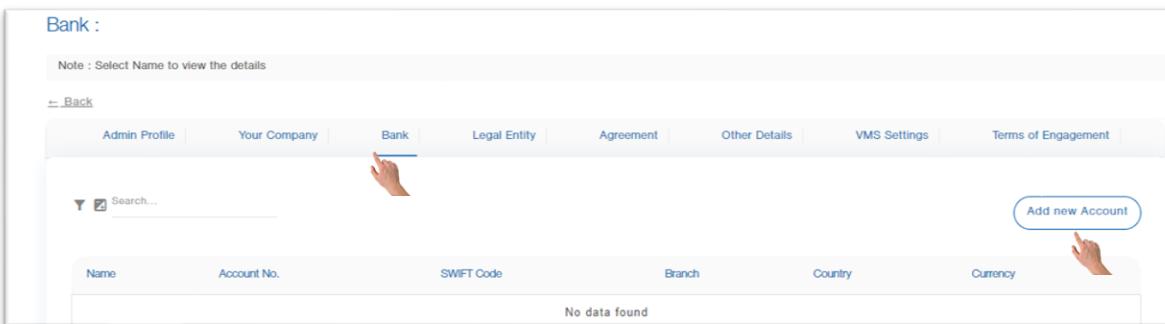
 TIL maritime LLC

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

2. User can view the company details.

Settings → Company/User Management 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. User can view the bank details.

Settings → Company/User Management Settings → Principal Profile → Legal Entity

The screenshot shows a table of legal entities with columns: Office Name, Display Name, Address, Country, City, and Status. Three entries are listed:

Office Name	Display Name	Address	Country	City	Status
TIL Maritime Pte Ltd	TIL Sin	Level 42, Suntec Tower Three, 8 Temasek Blvd, Singapore 038988	Singapore	Singapore	<input checked="" type="checkbox"/>
TIL Singapore	TILS	Singapore	Singapore	Singapore	<input checked="" type="checkbox"/>
test	test	fdgdfh	India	India	<input checked="" type="checkbox"/>

A search bar and an 'Add New' button are at the top right.

4. User views the list of legal entities with the status.
5. Turn Toggle ON to activate the legal entity and vice versa.

Settings → Company/User Management Settings → Principal Profile → Agreement

The screenshot shows three tabs: Agreement (selected), Services, and SLA. The 'Agreement' tab displays fields for Start Date, End Date, and Notice Period (Days) set to 30. Below these are dropdowns for Services, Currency, Billing Cycle, and Billing On, all currently showing 'No data found'. A 'Next' button is at the bottom right.

6. User can view three tabs for agreement, namely:
 - Agreement
 - Services
 - Service Level Agreement (SLA)

Settings → Company/User Management Settings → Principal Profile → Other Details

Other Details :

Base Currency CNY	Max days for issue notice 2
Default advance for PDA % 2	Default advance for APDA % 2
Default advance for IDA % 2	IDA Reminder days 2

7. User can view other details.

Settings → Company/User Management Settings → Principal Profile → VMS Settings

VMS Settings

Integration Method(VMS Name)* IMOS	DIABOS Error email* xmlerrors@yopmail.com
Principal Error email xmlerrors@yopmail.com	Company Name* IMOS
Company Code* 2222	VMS URL* www.imos.com

8. User can view 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

Terms of Engagement :

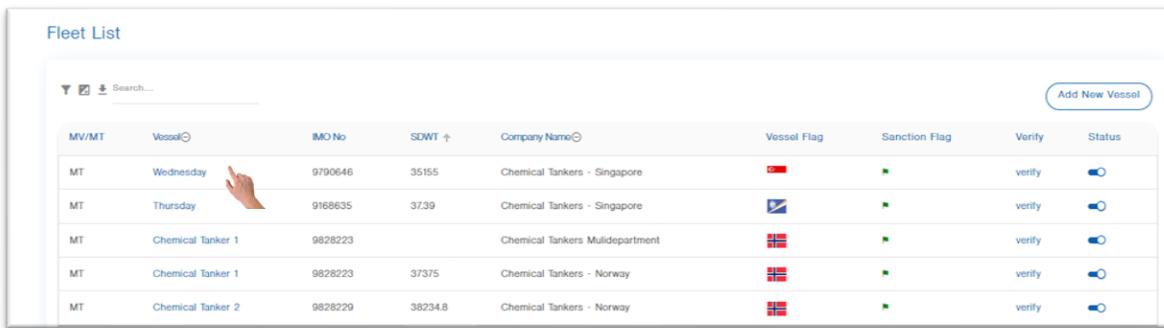
Letter Type	Heading	Record Rank	Country	Port	Terms of Engagement	Action
Appoint Agent	Appoint Agent template 1	1	Singapore,Netherlands,Belgium, Egypt	Singapore Rotterdam Antwerp Suez Canal	We are operating the below-mentioned vessel on behalf of Tankers International Limited and we are pleased to appoint you as agents and would like to request from you a proforma disbursement account.	

9. User can view Terms of Engagement.

6.3.2 Fleet List

Settings → Company/User Management Settings → Fleet List

- The fleet list displays the fleet details.



Fleet List									
MV/MT	Vessel	IMO No	SQWT ↑	Company Name	Vessel Flag	Sanction Flag	Verify	Status	Add New Vessel
MT	Wednesday	9790646	35155	Chemical Tankers - Singapore		<input checked="" type="checkbox"/>	verify	<input checked="" type="button"/>	
MT	Thursday	9168635	37.39	Chemical Tankers - Singapore		<input checked="" type="checkbox"/>	verify	<input checked="" type="button"/>	
MT	Chemical Tanker 1	9828223		Chemical Tankers Multidepartment		<input checked="" type="checkbox"/>	verify	<input checked="" type="button"/>	
MT	Chemical Tanker 1	9828223	37375	Chemical Tankers - Norway		<input checked="" type="checkbox"/>	verify	<input checked="" type="button"/>	
MT	Chemical Tanker 2	9828229	38234.8	Chemical Tankers - Norway		<input checked="" type="checkbox"/>	verify	<input checked="" type="button"/>	

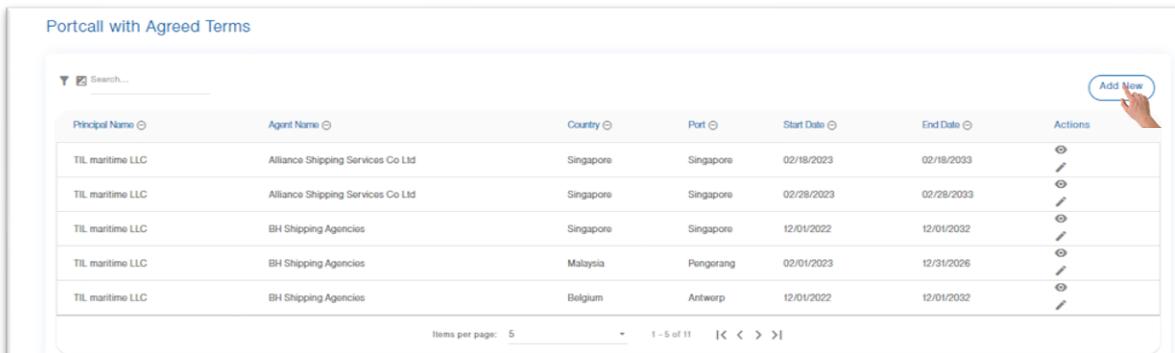
- User to view fleet details.

6.4 Process Management Settings

6.4.1 Portcall with Agreed Terms

Settings → Process Management Settings → Portcall with Agreed Terms

- Portcall with Agreed Terms displays the list of principals and agents agreed for short sea portcall.



Portcall with Agreed Terms						
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	12/01/2032	
TIL maritime LLC	BH Shipping Agencies	Malaysia	Pengorang	02/01/2023	12/31/2026	
TIL maritime LLC	BH Shipping Agencies	Belgium	Antwerp	12/01/2022	12/01/2032	

- User can view and edit the portcalls 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](#)

<input type="checkbox"/> Select All	Documents	Date Shared	Download	Delete
No data found				

[Save](#)

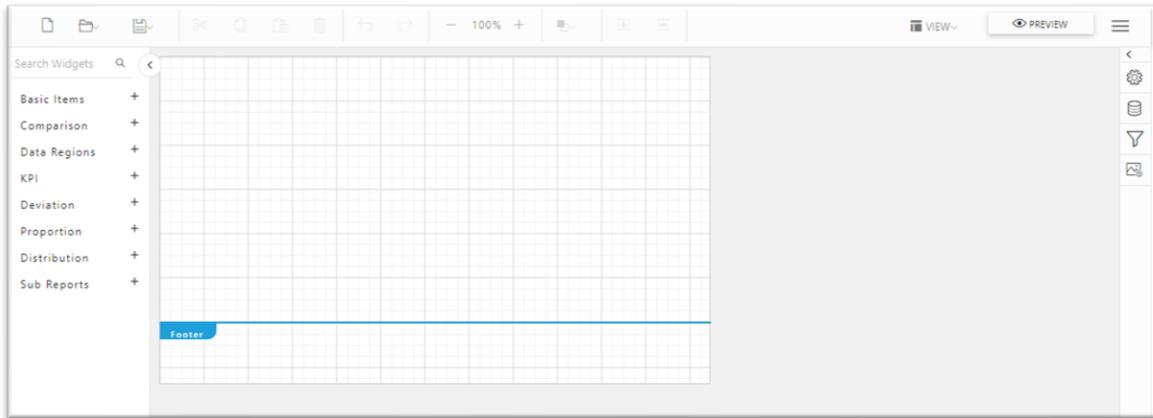
1. User to fill in the details for new agreed terms.

7. Reports

7.1 Do It Yourself (DIY) Reporting Tool

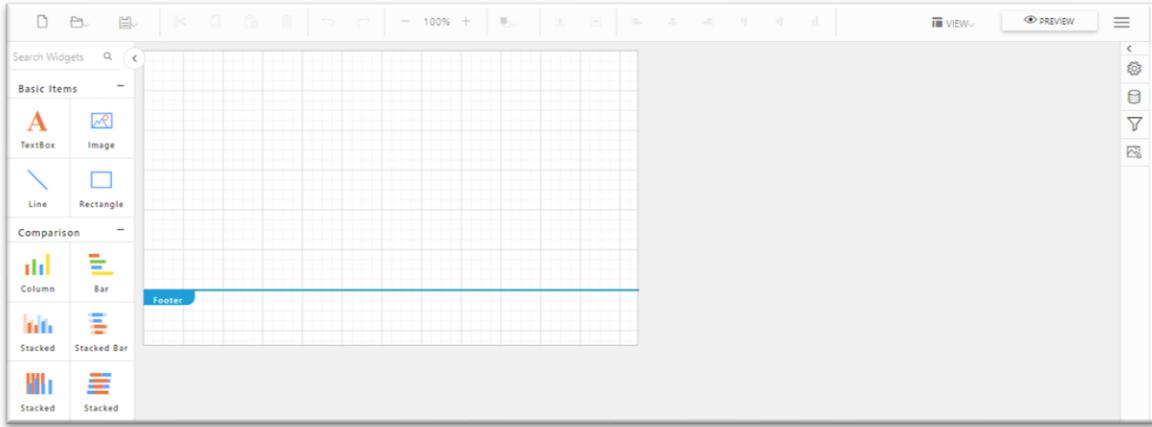
Reports → DIY Reporting Tool

- 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.

ICON	DESCRIPTION
	Add Dataset Icon Click to add dataset for the report
	Image Manager Icon Click to add images to the report
	New Report Icon Click to open a new report
	Open Report Icon Click to open any existing report
	Parameter Icon Click to set the parameters for the report
	Properties Icon Click to view the properties of the report
	Save Report Icon Click to save the report



7.2 My Reports

Reports → My Reports

- List of all reports displayed for the user to view.

A screenshot of the "My Reports" page. At the top, there's a navigation bar with links: Portcall Management, WIP, Masters, Settings, Tools, Directory, and Reports. Below the search bar, there's a "Reports List" section containing five items: "Port call created", "Port call cancelled", "Port call without VI report", and "ODT In process DA". Each item has a pencil icon for editing and a trash bin icon for deleting.

Add reports:

Reports → My Reports → Add reports

A screenshot of the "Add Reports" dialog box. It has two input fields: "Report Name:-" and "Report Id:-". A "Save" button is located at the bottom right.

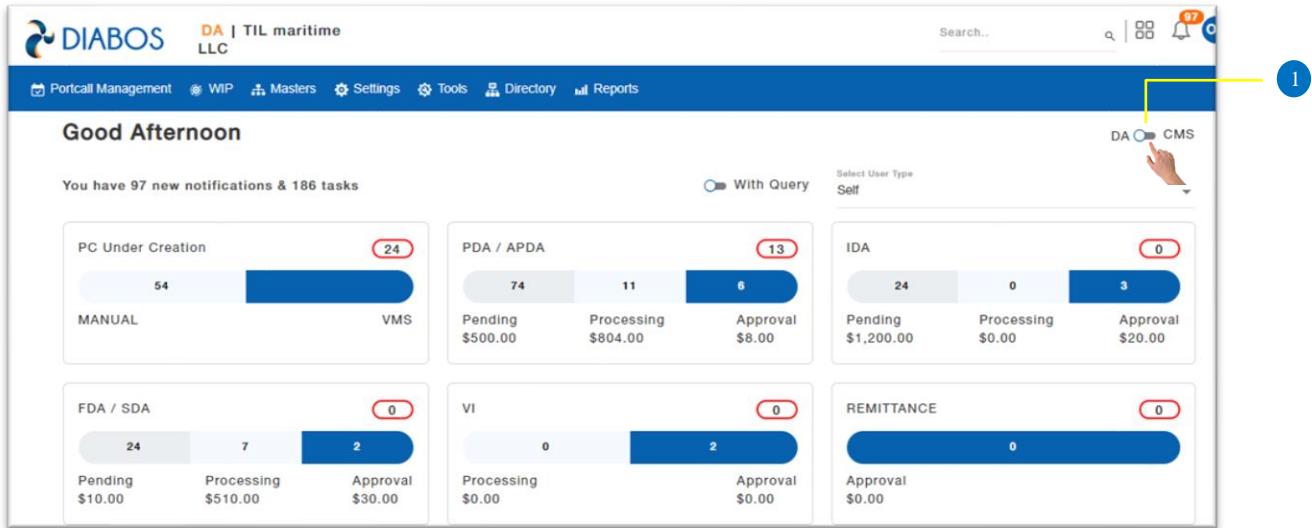
1. Fill the details of new report.
2. Click 'Save' button.
3. Click icon against the report.
4. Click icon against the report.

8. Landing Page - CMS

Navigation – DA ↔ CMS:

DA to CMS:

- The user is in DA module.



The screenshot shows the DIABOS CMS landing page. At the top right, there is a toggle switch labeled "DA" and "CMS". A yellow arrow points to this switch, and a blue circle with the number "1" is placed next to it, indicating the step to click. The main dashboard displays various modules and their status counts. The "DA" section includes "PC Under Creation" (24), "PDA / APDA" (13), "IDA" (0), "FDA / SDA" (0), "VI" (0), and "REMITTANCE" (0). The "CMS" section is currently inactive. The top navigation bar includes links for Portcall Management, WIP, Masters, Settings, Tools, Directory, and Reports. The top right also features a search bar, notification icons, and a user selection dropdown.

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

9. CMS – Dashboard

The screenshot shows the DIABOS CMS Dashboard with several key sections highlighted by numbered callouts:

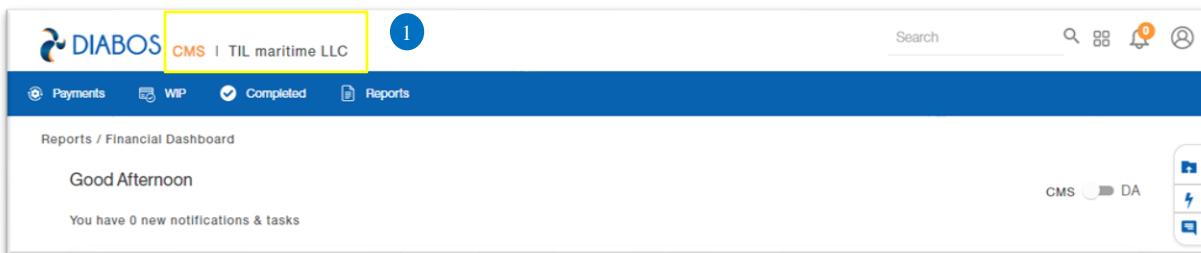
- 1. Reports / Financial Dashboard:** This section displays a summary of financial metrics. It includes a timeline selector from "1 day" to "10 days", showing "DIABOS USD" as the Trust account currency. The dashboard shows an "Opening Balance" of \$89,190.24, a "Payment processed, YTB cleared" amount of \$2,041.00, an "Available Balance" of \$29,730.08, and a "1-Day Forecast Balance" of \$29,730.08.
- 2. Delayed Payments (\$60):** This section lists delayed payments with their amounts and codes: PDA (\$22,708.570), IDA (\$3,487,765), FDA (\$3,241,614), SDA (\$1,666), VI (\$2,168), APDA (\$0), and AF (\$574). A link "View All Tasks →" is provided.
- 3. Savings:** This section shows FX Savings of \$0.00, Bank Charges of \$250, and 10 transactions. It also includes a "Cash flow sheet" button and an "Avg. Prefunding" of 80%.
- 4. Funding Snapshot:** This section provides a "Top 5 Values" table of funding sources. The data includes:

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 Infraport LTD	\$172.00	A V Bhanjirow Garuda Pattab...	\$0.00	American Samoa	\$0.00
Alliance Shipping Services C...	\$543.00	AAL Australia	\$0.00	Andorra	\$0.00

- 5. Remittance Analysis:** This section provides a "Top 5 Values" table of remittance details. The data includes:

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	Odfljell container	\$0.00	Singapore	\$0.00
A C T Infraport LTD	\$0.00	Odfljell 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:



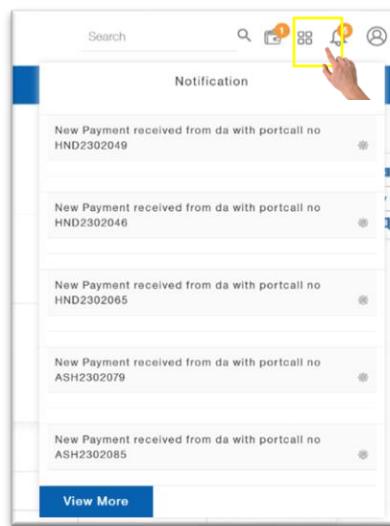
- A global search is provided to assist the user at any step while navigation.

Waffle Menu – Diabos Suite of Products



- 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.

9.1 My Profile

Operator Profile Icon → My Profile → Profile

Profile:

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

Settings

Profile Time And Calendar

 operatoradmin
Administrator

Contact Information

Username / Email ID: operatoradmin Contact: + 91 User Contact

Company

Address

Country City

Contact Fax

Postal Code

Change Password

Change a unique password to protect your account
Last changed:

Save Changes

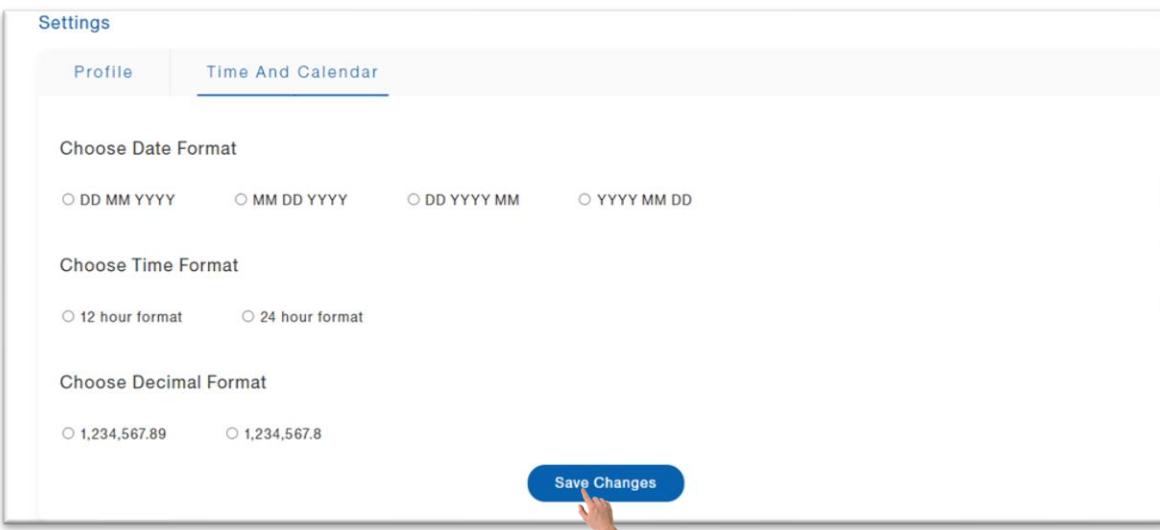


- User edits the information.
- Click on '**Save Changes**' to save the details.

Operator Profile Icon → My Profile → Time And Calendar

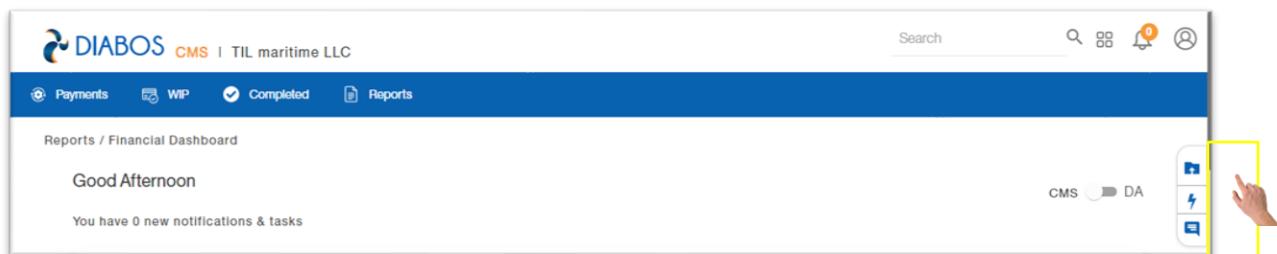
Time And Calendar:

- 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:



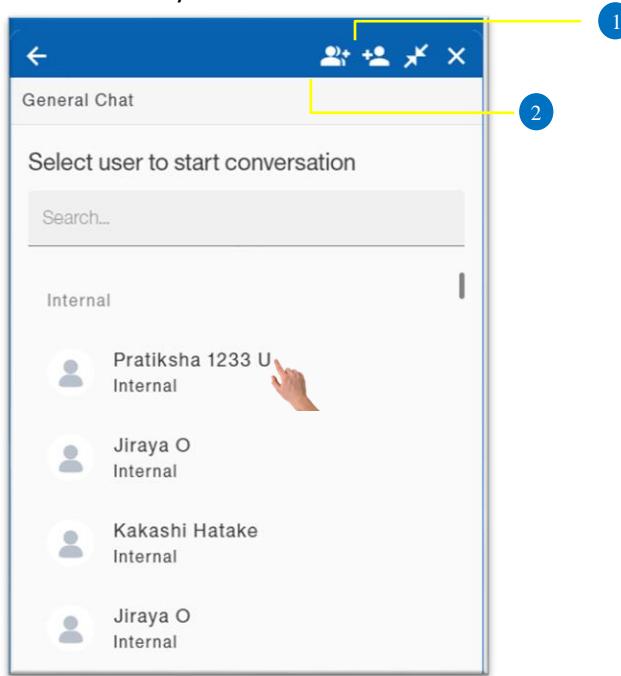
- The floating menu consists of:
 - a) Upload
 - b) Chat
 - c) Change Theme

a) Upload:

Coming soon!

b) Chat:

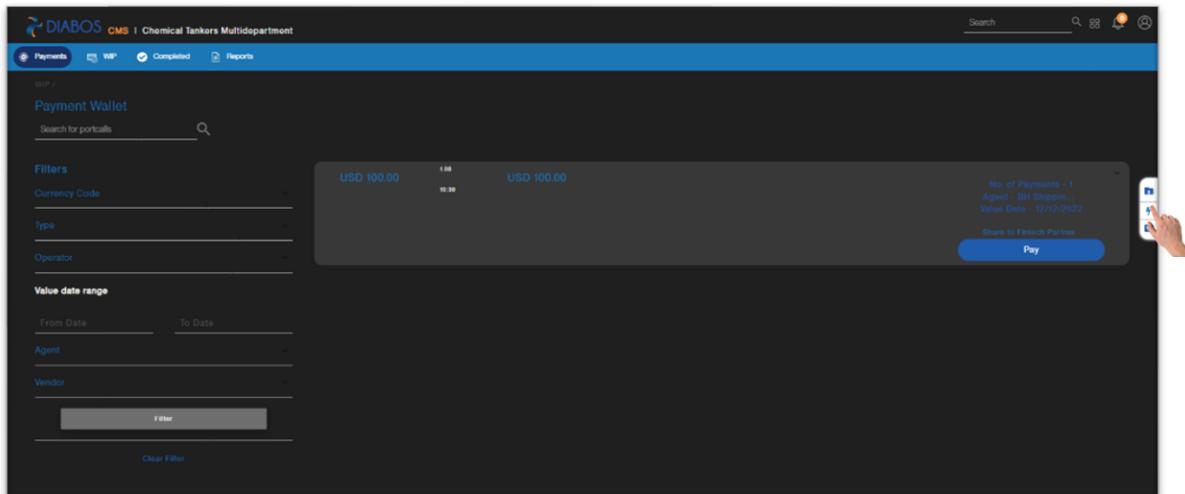
- Chat enables the CMS users to communicate among themselves. This enables the user to initiate a conversation with new user and initiate a conversation with group of users by creating a new chat group. The user views chat history on this screen.



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

c) Switch Theme:

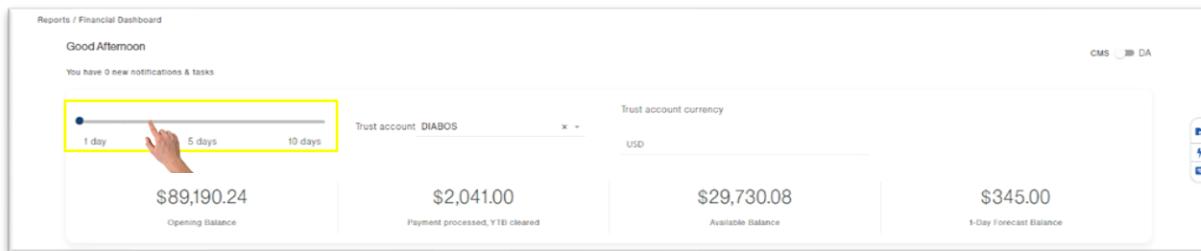
- Switch theme facilitates the user to switch to dark theme that is beautiful and coherent. This dark mode theme is very convenient for eye strain during the night.



- Click on (**Switch theme**) to switch to dark theme.
- Click on again to switch back to light theme.

9.2 Balance Forecast

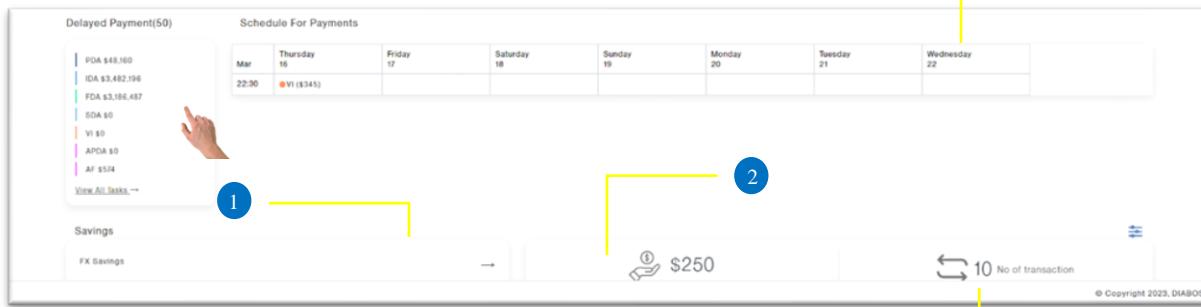
- The balance forecast forecasts opening balance for:
 - 1 day
 - 5 days
 - 10 days



- Select 'Trust Account' from the dropdown.
- Scroll the **slider** to predict the forecast for 1 day, 5 days and 10 days.

9.3 Schedule for Payments

- The schedule for payments enlists the payments that are scheduled.



9.4 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.

9.5 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 Servi...	\$40.00	ODF Containers	\$0.00

[View More](#) 

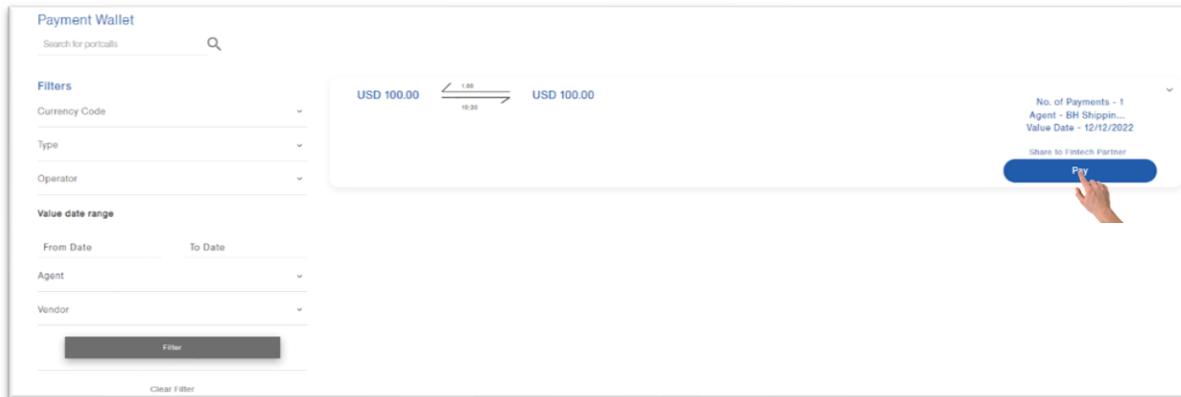
Port	Net Paid
Singapore	\$0.00
Rotterdam	\$0.00
Singapore	\$0.00
Singapore	\$0.00
Singapore	\$0.00

[View More](#)

- Click '**View More**' to view the complete remittance analysis for all agents, vessel and port are displayed for all the CMS users.

10. 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.

11. 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 the 'Payment Under Verification' interface with the 'Fund Approvals' tab selected. At the top, there are fields for 'Account No.' (76384144), 'Balance - No. of Approvals' (USD 0), and 'No. of Requests' (0). Below this, a message says 'Choose an option for payments effected due to less balance. You can see the details and take required action'. There are three tabs: 'Internal Transfer' (selected), 'Partial Payment', and 'Full Fund Transfer'. The 'Internal Transfer' tab shows a table with columns for 'No. of Portcalls', 'Total Amount USD', 'No. of Portcalls', 'Total Amount USD', 'No. of Portcalls', and 'Total Amount USD'. Each row has 'View', 'Approve', and 'Reject' buttons. Below the table, there are fields for 'Beneficiary', 'Debit Amount', 'Suggested', 'Payment date', 'Local Amount', and 'Type'. A large yellow box highlights the 'Internal Transfer' section, which includes fields for 'No. of Portcalls', 'Amount USD', 'Suggested Account no.', 'Balance', 'Payables for this account', 'Buffer Percentage', 'Buffer Amount', and 'Total Amount'. At the bottom, there are 'Reject' and 'Approve' buttons, with a hand cursor pointing over the 'Approve' button. The footer shows 'Account No.' (76384144), 'Balance - No. of Approvals' (USD 0), and 'No. of Requests' (0).

- 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.

12. Completed

- After the payments are processed, Completed Payments enables the user to download various types of payment receipts.

The screenshot shows a table of completed payments. Each row contains a Portcall ID, Operator, Beneficiary, Payment Date, Payable Amount, and Type. The first row has Portcall ID CTM2300944, Operator Chemical Tankers Multidepartment, Beneficiary DIABOS S..., Payment Date 03/03/2023, Payable Amount USD 31, and Type PDA. The second row has Portcall ID CTM2301073, Operator Chemical Tankers Multidepartment, Beneficiary DIABOS S..., Payment Date 13/03/2023, Payable Amount USD 2008, and Type PDA. To the right of the table, there is a navigation bar with 'Previous', '1', and 'Next' buttons.

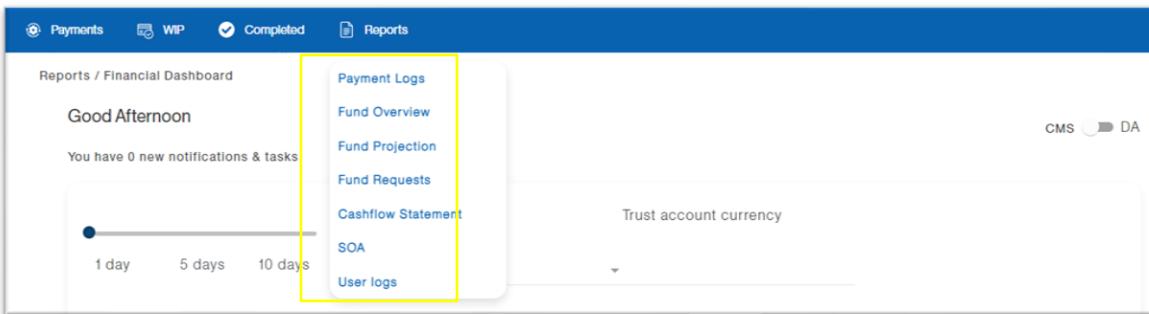
- User views details after processing the payments.

The screenshot shows the same table of completed payments as the previous screenshot. The second record's Type column now displays a dropdown menu with several options: Transaction Receipt, Payment Receipt, Payment Instruction, Refinitiv Check, Share Receipts, and Payment Breakdown Receipt. The 'Payment Breakdown Receipt' option is highlighted with a blue border. The rest of the interface remains consistent with the first screenshot.

- 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.

13. Reports



13.1 Statement of Account (SOA)

- The user can view the SOA.

The screenshot shows a 'Reports / SOA' page. At the top, there are filters for 'Operator' (set to 'Chemical Tankers Multidepar...'), 'Letterhead' (set to 'Chemical Tankers - Singapore'), 'Country' (set to 'Singapore'), and 'Ports' (set to 'x'). Below these are 'From' (3/16/2023) and 'To' (3/18/2023) date fields. On the right, a large blue button labeled 'Generate Report' has a hand cursor icon hovering over it. The main area displays a table of SOA data with columns: Agent Name, Vessel, Voyage, Country, Port, Currency, Advance, Payment, DA Balance, Approved DA, and Outstanding. The table contains four rows of data.

Agent Name	Vessel	Voyage	Country	Port	Currency	Advance	Payment	DA Balance	Approved DA	Outstanding
Agencia Maritima Cargoneve Ltda - Paranagua	ODT2203520	Bow Triumph	202301 Brazil	Paranagua	USD	00	38,770	4,942.88	43,712.88	0
Agencia Maritima Granel Ltd - Santos	ODT2202491	Sagami	202205 Brazil	Santos	USD	00	47,206.9	12,281.89	11,483.47	-48,005.32
	ODT2202889	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.

13.2 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), and 'Trust Account' (DIABOS). Below these are fields for 'Agent' (Star Global Agency) and date range 'From' (3/16/2023) to 'To' (3/17/2023). A hand cursor is hovering over the 'Generate Report' button. 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@yopmail.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@yopmail.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', and 'Last'.

- 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 a 'Add Transaction' dialog box with the following fields:

- Date*
- Portcall
- Stage
- Type
- VMS ID
- Voyage
- Trust Account
- Principal*
- Principal's Trust Account*
- Principal's Trust Account Transaction:
 - The amount in Principal's Trust Account Is * Credited Debited
 - Currency*
 - Amount*
- Agent Account Details:
 - Currency*
 - Amount*
- Bank Charges:
 - Currency *
 - Percentage *
 - Amount *
- Tell us more *
Write additional comments
- Add Attachment
- Add button (highlighted with a hand cursor)

- Fill the details regarding the transaction.
- Click 'Add' to add the transaction to the Cash Flow Statement.

13.3 Fund Overview

- The user can view the Fund Overview.

Fund Overview

Operator	Fintech partner*	Trust Account
Chemical Tankers Multidepar... x	Ebury x	x DIABOS x
Department	From	To
x Technical x	3/9/2023	3/16/2023

Generate Report 

Fund Overview

Particulars	Odftjell Tankers (USD)	Chempool 25 (USD)	Odftjell Tankers (EUR)	Chempool 40 (USD)	Handy Pool (USD)	MRPool (USD)	Chempool 33 (USD)
Actual Account Balance on 22nd February 2023	1,280,130.98	30,304.41	144,116.22	15,432.37	11,115.96	10,423.43	372,793.51
Approved PDA & IDA Advances as on 22nd February 2023	758,936.00	205,003.00	-	-	-	-	-
Approved FDA Balances as on 22nd February 2023 (Unsettled)	641,373.73	132,059.21	30,165.36	265.00	435.00	95.00	19,358.14
Total Approved Payables on 22nd February 2023	1,400,109.73	337,062.21	30,165.36	265.00	435.00	95.00	19,358.14
Actual account balance after catering to approved payables	(119,978.76)	(306,757.80)	113,950.86	15,167.37	10,880.96	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.

13.4 Fund Projection

- The user can view the Fund Projection.

Fund Projection

Operator	Fintech partner*	Trust Account
Chemical Tankers Multidepar... x	Ebury x	x DIABOS x
Department	From	To
x Technical x	3/17/2023	3/20/2023

Generate Report 

Fund Projection

Particulars	Odftjell Tankers	Chempool25	Chempool40	Handy Pool
FDA's approved - Department	985,697.97	923,415.33	62,654	485,697.97
Standing Deposit	985,697.97	923,415.33	62,654	485,697.97
Total funds required	985,697.97	923,415.33	62,654	485,697.97
Funding Received	985,697.97	923,415.33	62,654	485,697.97

- 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 Projection.