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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

Your Unified, Scalable Workflow, All In One Place
Enabling better decisions and transparency through efficient networks across the maritime ecosystem

User Name
operatoradmin

Password

Forgot Password?

Login

1. Click on the eye icon to view the password.
2. Click on the shield icon to hide the password.

- 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?

Forgot your Password ?
Enter your email address below and we'll get you back on track.

Enter username*
operatoradmin

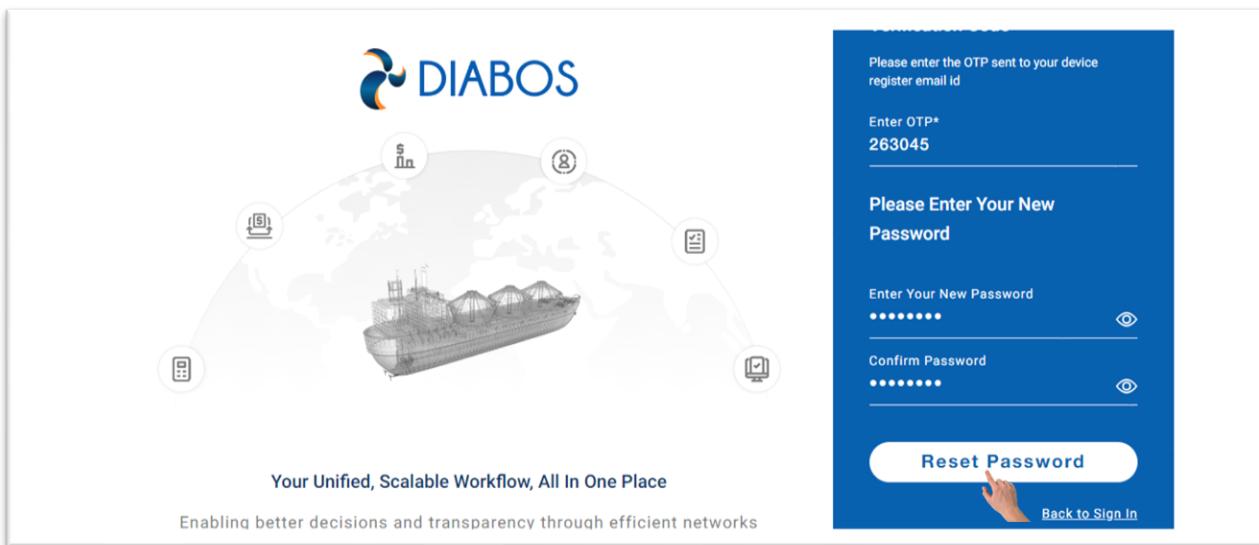
Get OTP

Back to Sign In

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

- 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.

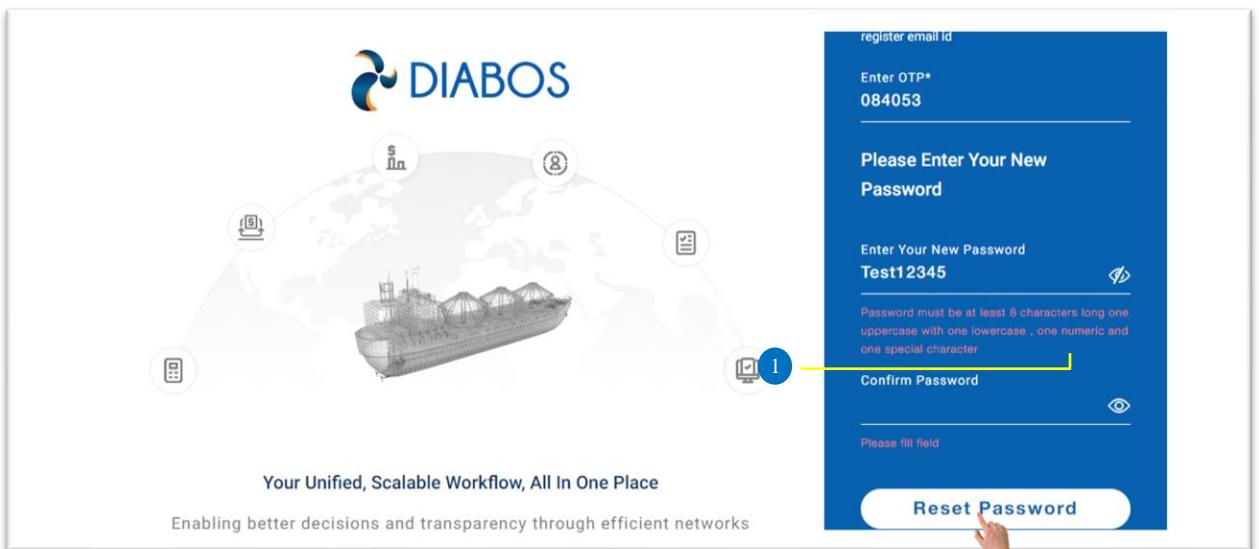
Reset Password:



- 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:

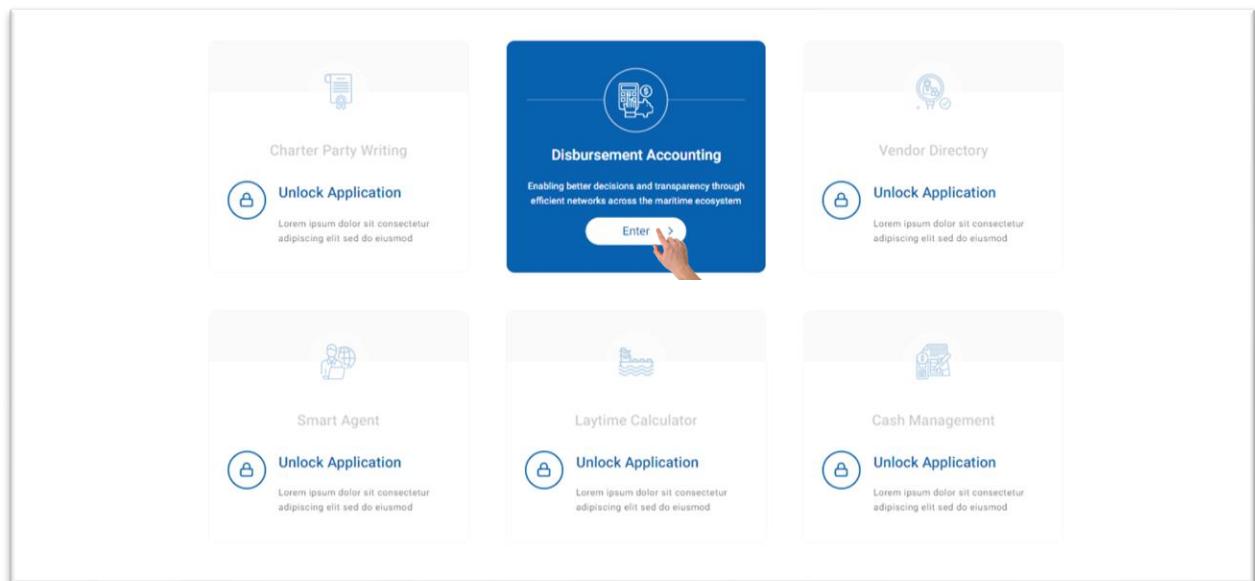
- Enter similar characters in the space provided for '**Confirm Password**' that matches the space provided for '**Enter Your New Password**'.
- In case the text doesn't match, then system doesn't allow the user to set the password.

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 such as Aalborg, Mumbai, Singapore, and Abu Dhabi. It includes a filter bar for date range and a sidebar with port and vessel filters.
- 4. Spend Analysis:** A table showing agent-wise spend analysis for a specific period. It includes filters for date range and port/vessel.
- 5. Calendar and Updates:** A calendar for March 2023 with highlighted dates. It also displays news items like "New Product Features" and "Analytics as a Service Smart Agent".
- 6. Performance Metrics:** A section containing four charts: Realized Saving (Pie chart), Activity (Bar chart), Potential Unrealized Saving (Pie chart), and Performance Benchmarks-Cost (Bar chart).
- 7. Port Call Data:** A table showing port call numbers and their time spent compared to usual levels.

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:



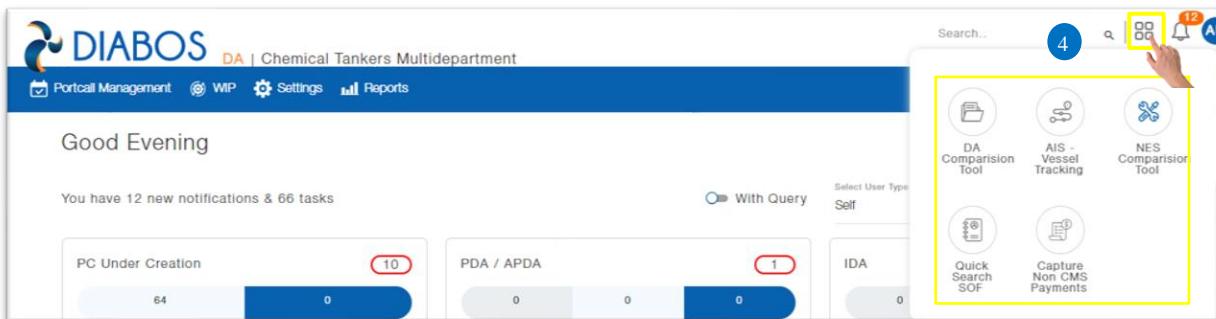
- The user views menu provided on the main navigation bar. Refer [section 4](#).

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.

The screenshot shows a web-based application titled "PDA/IDA/FDA Comparison". At the top, there is a "Select Status :" dropdown menu with several options: PDA (selected), APDA, IDA, FDA, SDA, and VI. Below the dropdown is a search bar with placeholder text "Search...". The main area displays a table with columns: Portcall No, Vessel, voyageNo, Port, Country, Agent, and ETA. Two rows of data are visible:

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.

The screenshot shows a web-based application titled "Track Vessel". It features a dropdown menu labeled "Select Vessel :" containing the option "Amila". Below the dropdown is a blue "Track" button, which is highlighted with a hand cursor icon.

- 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

The screenshot shows a web-based application titled "NES - Comparision". At the top, there is a "Ports Name :" dropdown menu with the option "Rotterdam" selected. Below the dropdown is a table with columns: NES, Port, Rate in USD, Unit of Measurement, and Compulsory/Non Compulsory. Three rows of data are visible:

NES	Port	Rate in USD	Unit of Measurement	Compulsory/Non Compulsory
Fresh Water	Rotterdam	250	LT	C
Sludge Disposal	Rotterdam	100	MTS	C

At the bottom of the table, there is a pagination control with "Items per page: 5" and arrows for navigating through the data.

- 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.

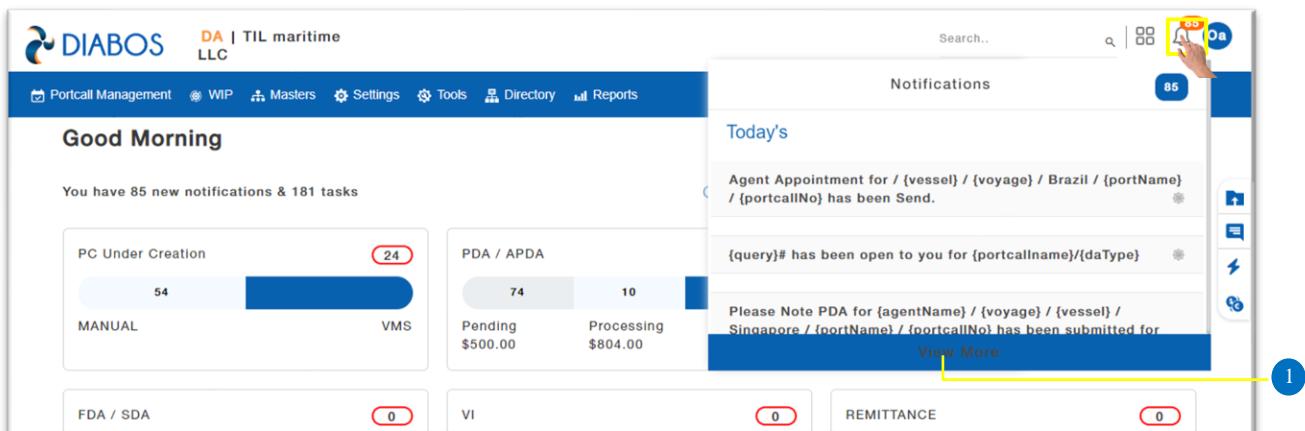
SOF							
<input type="button" value="Search..."/>							
Vessel	Voyage No	Portcall No	Port Country	ATA	ATD	Status	Status Date
131dqs				Fri Feb 03 2023 00:00:00 GMT+0530 (India Standard Time)	Thu Feb 16 2023 00:00:00 GMT+0530 (India Standard Time)	<input type="radio"/>	
202203				2023-02-24T06:19:36.000Z	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							

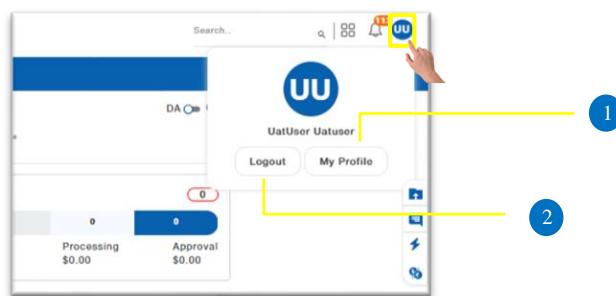
Notifications:



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 task for a vessel in Singapore. A blue button labeled 'View More' is highlighted with a yellow box. A small blue circle with the number '1' is located at the bottom right 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.

The screenshot shows the 'My User Profile' page with the 'General Settings' tab selected. The page includes sections for 'Contact Information' (Email ID: operatoradmin@yopmail.com, Contact Number: 9876543210), 'Company' (Legal Entity: TIL Maritime Pte Ltd), and a 'Change Password' section. At the bottom is a 'Save Changes' button, which is highlighted with a yellow box and a hand cursor.

- 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 selected. It includes sections for Date & Time Settings, Time Format (12 Hrs selected), Theme (Light selected), and Number Format (xxx,xxx,xxx,xxx selected). A 'Save Changes' button is at the bottom.

- 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' page with the 'Notification Settings' tab selected. Under 'Port call Notifications', there is a list of events (Port call Submission, Port call Cancellation, etc.) each with an 'Email' and 'Notification' toggle switch. A 'Save' button is highlighted with a hand cursor icon. Below this 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, message, user, and lightning.

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

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.

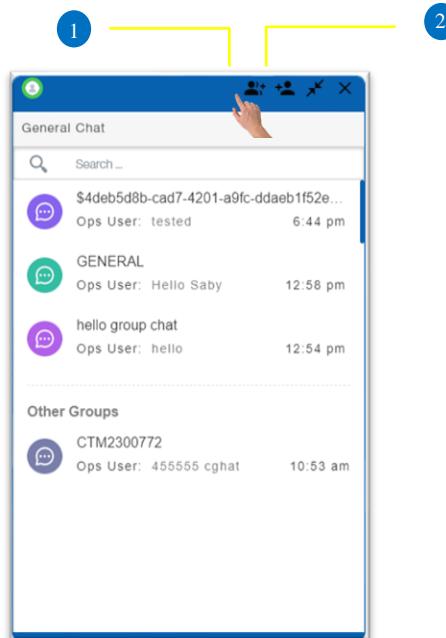
The screenshot shows the DMS interface with a navigation bar at the top. The "Vessel" tab is active and highlighted with a blue underline. A hand cursor is pointing at the "Portcall" tab. To the right is a search bar with placeholder text "Search All Document". Below the tabs is a table with columns: Vessel Name, Document Name, Document Type, Tags, Remarks, and Download. Two rows are visible: one for "Doct.docx" (Document Type: q88File, Tags: testX, Remarks: empty, Download icon) and another for "TIL Ingrid Security Certificate.pdf" (Document Type: q88File, Tags: DiabosX, TesterX, Remarks: empty, Download icon).

- 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:

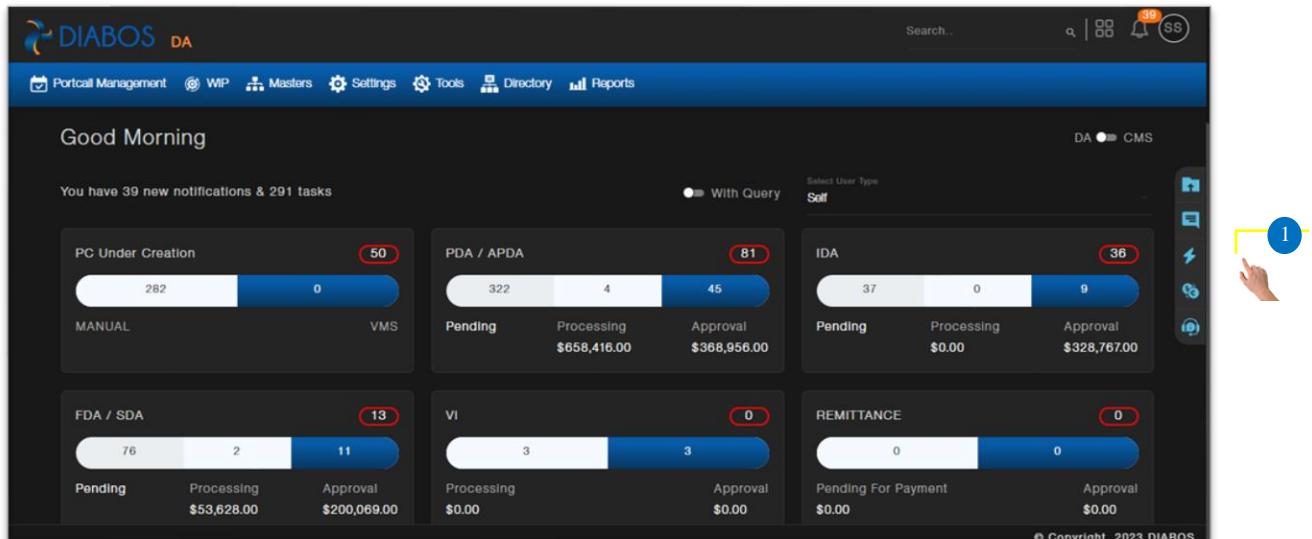
- Chat enables the users to communicate among themselves and with Diabos users. This enables the user to initiate a conversation with new user and initiate a conversation with group of users by creating a new chat group. The user views chat history on this screen.



- 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:

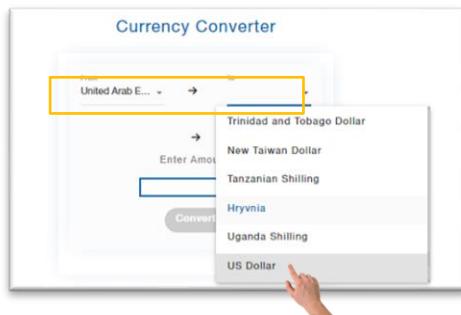
- Switch theme facilitates the user to switch to dark theme that is beautiful and coherent. This dark mode theme is very convenient for eye strain during the night.



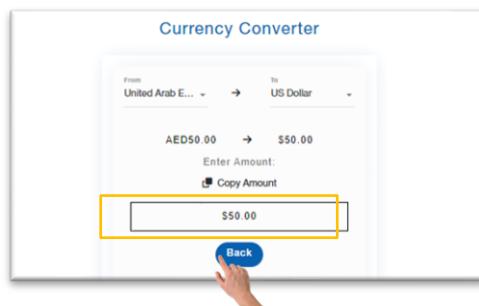
- Click on (**Switch theme**) to switch to dark theme.
- Click on button again to switch back to light theme.

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.

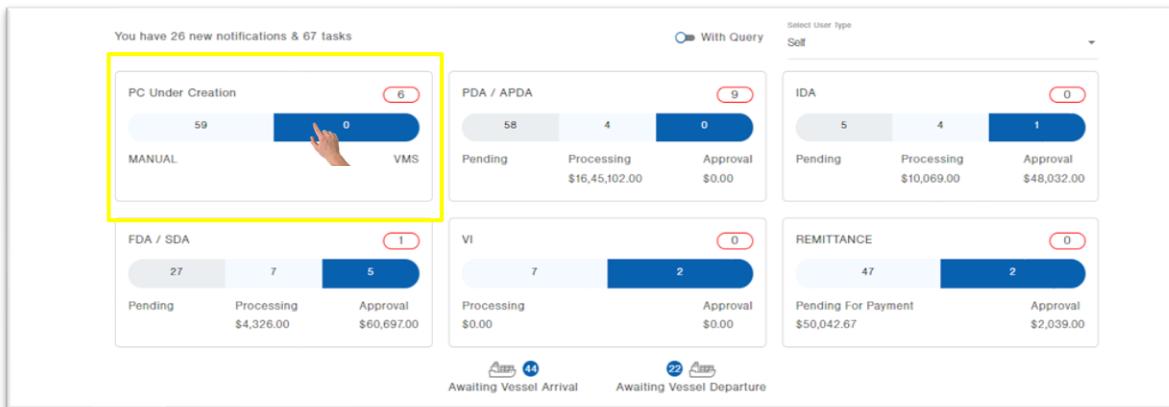
f) **Help & Support:**

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

Coming soon!

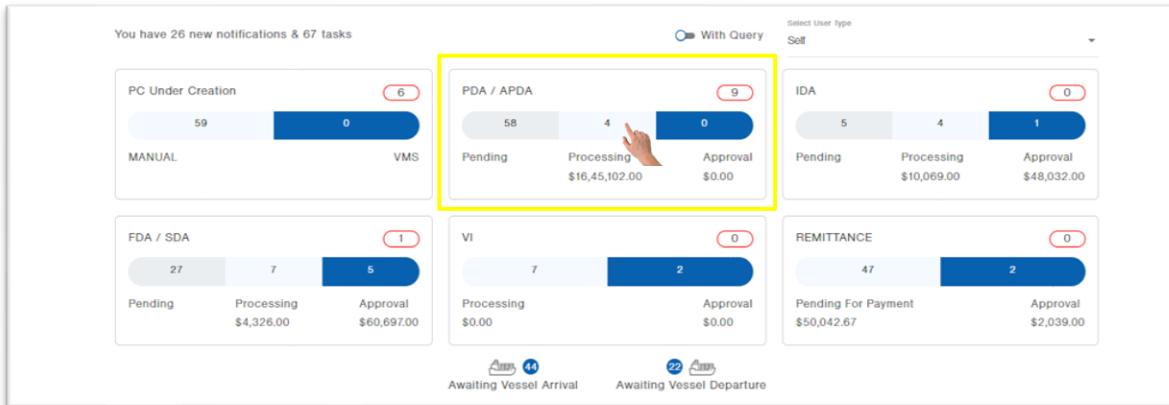
3.3 Dashboard – User Actionable Cockpit View

Portcall (PC) Under Creation:



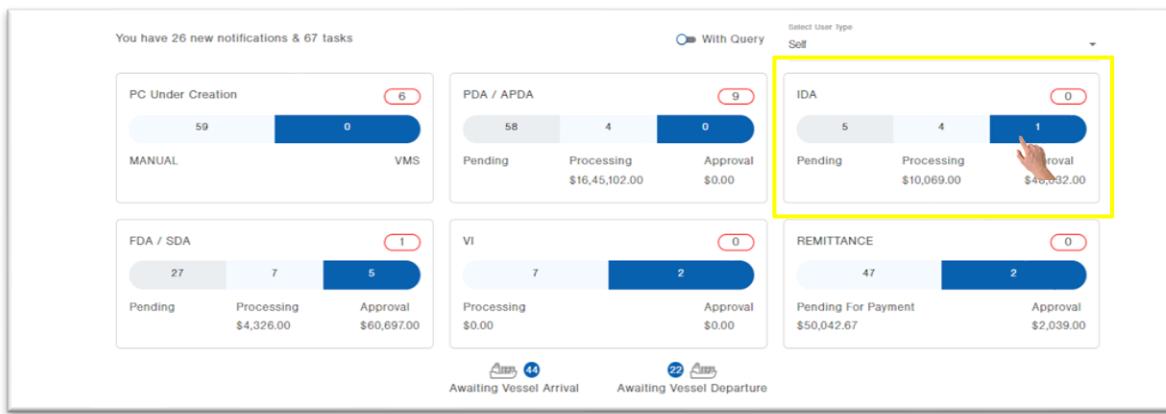
- The tab '**PC Under Creation**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view manual portcalls under creation in the WIP screen.
- Click on the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

PDA/APDA:



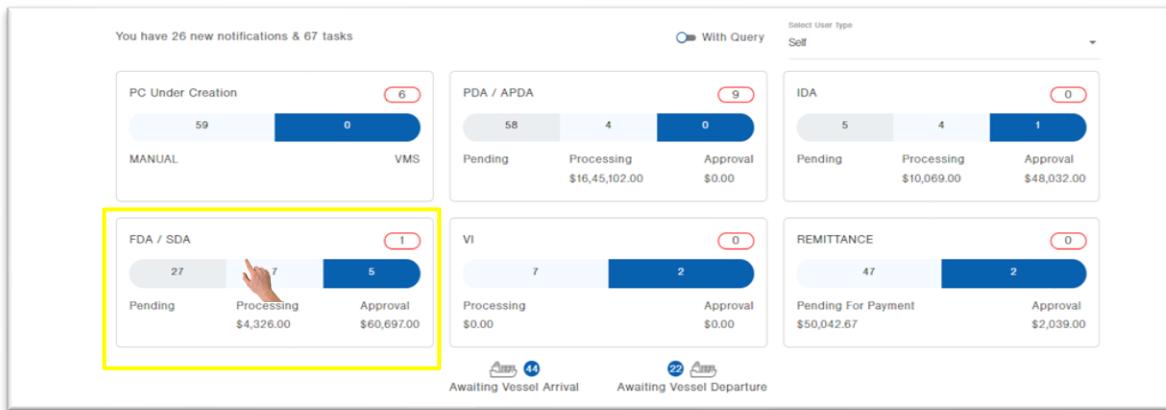
- The tab '**PDA/APDA**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view PDA/APDA pending submission from agent in the WIP screen.
- Click the middle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



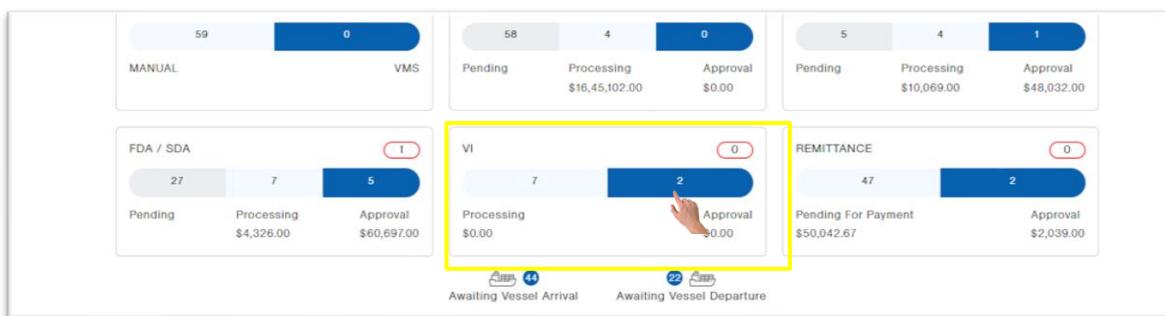
- The tab '**IDA**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view IDA pending submission from agent in the WIP screen.
- Click the middle of the bar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



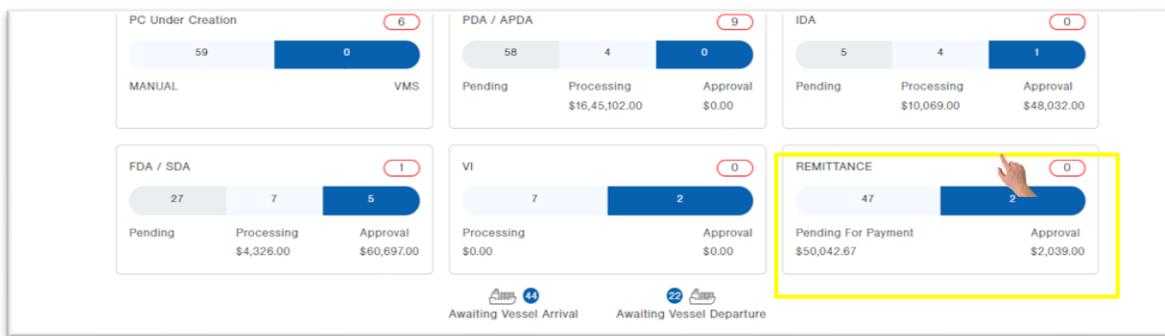
- The tab '**FDA**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view FDA pending submission from agent in the WIP screen.
- Click the middle of the bar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



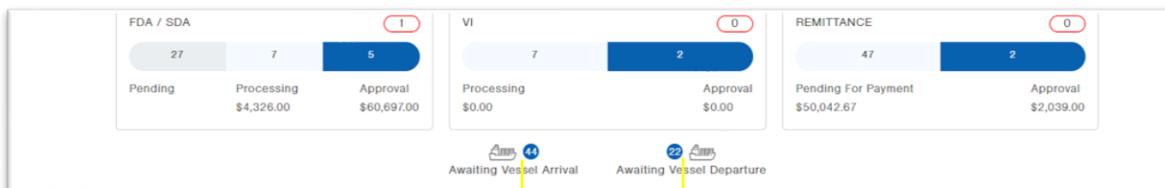
- The tab '**VI**' lists the portcalls with status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view filtered list of portcalls. Refer [section 5](#).
- Click on the bar to left to view VI processing from vendor in the WIP screen.
- Click the bar to the right to view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



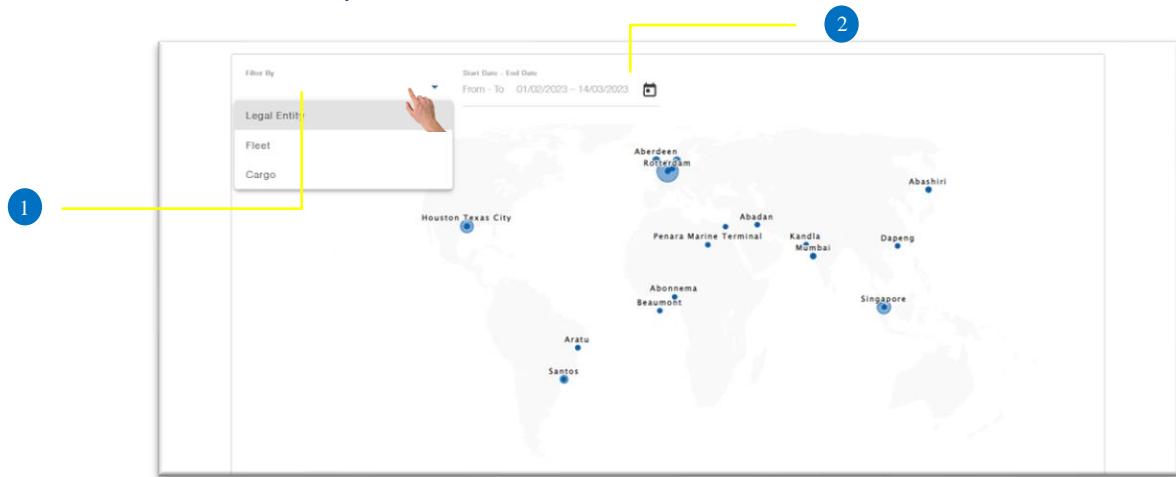
1

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

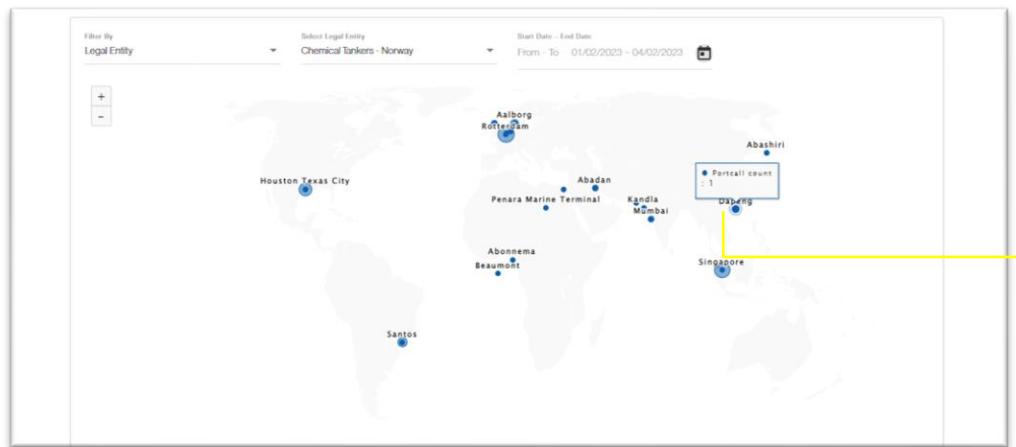
1. **Awaiting Vessel Arrival:** Total number of portcalls for which vessel arrival is awaited are displayed.
2. **Awaiting Vessel Departure:** Total number of portcalls for which vessel departure is awaited are displayed.

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

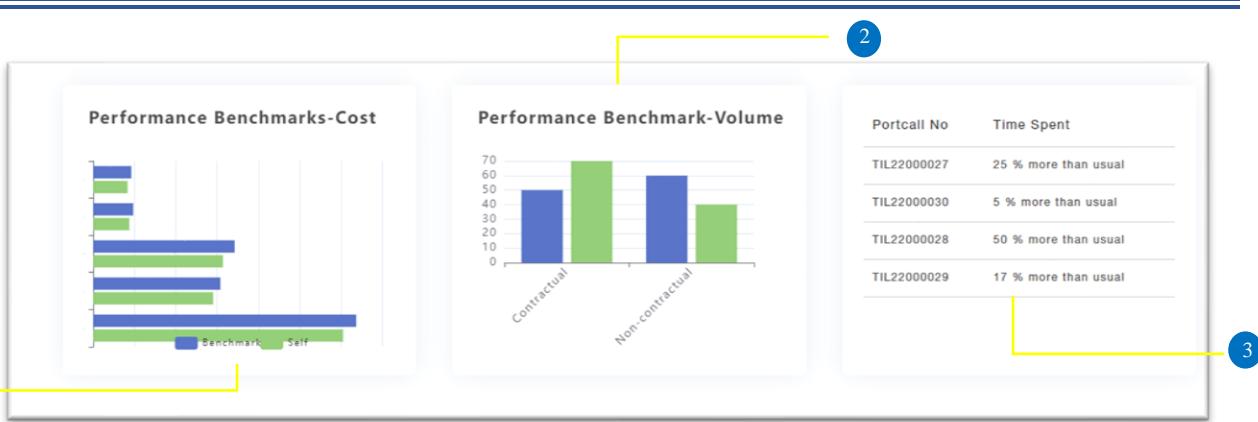
The dashboard consists of two main sections. On the left, a table titled 'Spend Analysis' shows a single row for 'Alliance Shipping Services Co Ltd' with 'Billed Amount' at \$3,271.00 and 'Paid Amount' at \$100.00. A yellow line connects the table to a blue circle labeled '1'. On the right, there is 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 three main sections. Top left: 'Realized Saving' pie chart with segments for 'incorrect Exc...', 'Contractual ...', and 'Cost not a...'. Top middle: 'Activity' bar graph showing 'Loading' with a value of approximately 450. Top right: 'Potential Unrealized Saving' 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'. A yellow line connects the 'Activity' bar graph to a blue circle labeled '2'. A yellow line connects the 'Potential Unrealized Saving' chart to a blue circle labeled '3'.

- 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 'Skip & Create Manually' button is located at the bottom right. 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 contains a blue 'Duplicate' button with a hand cursor icon. The table data is as follows:

Step 1: Click 'Duplicate'.

Step 2: Proceed with portcall creation.

3. Manual Portcall:

Imported Portcalls Duplicate Portcalls

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 Vessel Subtype

Filter here... Voyage Number

BOW SPRING
Bow Flora
Bow Fortune
SFC Tanker
Ship 1

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 red arrow points to the 'Add' button at the bottom left of the form.

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 Cargo Details. A red arrow points to the '+ Add Port' button at the bottom left. Another red arrow points to 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 is a table for 'Port/Call Name' and 'Amount'. Below it, a note states: 'The historical averages indicate that your portcall spends for this voyage will be approximate:'. A table titled 'NES - Comparison' lists services for Singapore, categorized by 'Compulsory/Non Compulsory'. The table has columns for 'NES', 'Port', 'Rate in USD', 'Unit of Measurement', and 'Compulsory/Non Compulsory'. The entry for Singapore is marked with a 'C' under 'Compulsory/Non Compulsory'. At the bottom, there are two radio button options: 'All good I will continue as originally planned' and 'I will edit my activity list and then proceed'. A 'Proceed' button is at the bottom right, with a hand cursor icon pointing to 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. It includes fields for Voyage No, Vessel (Bow Tribute JR), Vessel Category (Container Vessels), Port Name (Singapore), Port ID (TIL Maritime Pte Ltd), and other details like IML Score (97) and World Scale Applicable (Yes). Below this, a message box displays '1001-OPS Not Shortlisted' and an 'Appoint Agent/Vendor' button. At the bottom, there are checkboxes for 'Is this a short sea call?' (which is checked), 'PDA checking required?', and 'IDA checking required?'. A hand cursor is pointing at the 'Is this a short sea call?' checkbox.

- 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 a checked checkbox. At the bottom, there is an 'Appoint Agent' button, which is being clicked by a hand cursor.

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' section. It includes fields for 'Select' (Agent is selected), 'Where would you like to start this DA from?' (PDA is selected), and 'Operate User Name' (operabadmin). Below these are 'Save' and 'Submit' buttons, with a hand cursor pointing at the 'Submit' button.

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

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

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

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 checked="" 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&RMC in which case you are kindly

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:

The screenshot shows a user interface for entering special instructions. At the top, there are three tabs: 'General Details', 'Select Agent', and 'Special Instructions', with 'Special Instructions' being the active tab. Below the tabs, there is a field labeled 'Agent Name' containing 'Alliance Shipping Services Co Ltd'. Under the 'Special Instructions' tab, there is a section titled 'Special Instructions (Optional)' with a placeholder text 'Drag and Drop File or [Click here](#) to Browse File'. To the right of this section is a table header row with columns 'Doc. Name', 'Date and Time', and 'Action'. Below the table header, there are two blue buttons: 'Save' and 'Submit'. A hand cursor is hovering over the 'Save' button.

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**'.

The screenshot shows a 'Select Agents' interface. At the top, there are three tabs: 'Selected Agent', 'Agent Type', and 'Select Agent'. Below the tabs, there is a dropdown menu showing 'Alliance Shipping Services Co Ltd Charterer's Nominated Agent Alliance Shipping Services Co Ltd'. At the bottom of the interface, there are two blue buttons: 'Yes' and 'No'. A hand cursor is hovering over the 'Yes' button. Below the main interface, there is a separate dialog box with the title 'Are you sure you want to send quote request out to the following agents/vendors?'. This dialog also contains the 'Yes' and 'No' buttons, with a hand cursor hovering over the 'Yes' button.

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), short sea (No), and a map icon. Below the header, it says "Select Port: Singapore" and shows AIS ETA/ETD information. A central panel displays a "1001 DA Number: GLD2301126-OPS Alliance Shipping Service..." card with a "PDA" button. To its right is a dashed box labeled "+ Agent / Vendor". Below this is a section for "Select Terminal Berth" (set to "3 days/22 hrs"), currency conversion (SGD to SGD), and financial metrics (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" with an "Approved" status. At the bottom, tabs for "DA Details" and "Approvals" are visible, followed by a table for entering quotes for various expenses. The table has columns for Remarks, Terminal - Berth, PDA, Agent Quote, Diabos Quote, Operator Quote, and Cost Saving. Hand-drawn arrows point to the "Operator Quote" column and the "Cost Saving" column for the last row.

	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	

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

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

DA Details Approvals

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

← Back Save Accept Reject

Step 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 this is a dashed box labeled 'Agent / Vendor'. Below this, there 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'). On the right side, there are icons for print, copy, email, and add. In the center, there are currency dropdowns for 'Quoted Currency' (SGD) and 'View Currency' (SGD), with a note below stating 'Base ROE 3 SGD = 1 (USD) 0.333'. To the right, it says 'Agent ROE 1 USD = 3 SGD'. At the bottom, there are two buttons: 'Raise Additional Funding' and a larger blue button labeled 'Raise APDA' which has a hand cursor pointing at it.

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	No. days/Hrs	Total	Cost Saving	Variance
	3 days/22 hrs	0	0.00	0.00

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

Save View Ex. Rate

^ Line Of Approval

Tier 1 : Operations Yet To Be

DA Details
Approvals

Remarks	Terminal - Berth	PDA	APDA - 1	Amount ()
		Operator Quote	+ 	
<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' (which has a hand cursor icon over it), 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.

The screenshot shows the Portcall software interface for creating an Inter-Declaration Agreement (IDA). The top header displays portcall number GLD2301126, voyage number, vessel name Bow Fortune, legal entity Silver Star Test, portcall type Non-Commercial, activity Canal Transit, and worldscale No. The short sea status is marked as 'No'.

The 'Select Port' dropdown shows Singapore, and the time range is AIS ETA - | ETD - | ATA - 16/03/23 06:40 PM | ATD - 18/03/23 06:41 PM.

The main area shows a summary of charges: Total 170, Cost Saving 0.00, Variance 0.00. It includes currency conversion from SGD to SGD at a rate of 5 (Base ROE) and 1 USD = 3 SGD (Agent ROE).

A blue box on the left indicates '1001 DA Number : GLD2301126-OPS Alliance Shipping Service...' with a green 'IDA' button. A dashed box on the right is labeled '+ Agent / Vendor'.

Below the summary, there are tabs for 'DA Details' (selected) and 'Approvals'. The 'DA Details' tab shows a table for port expenses, anchorage dues, berth dues, clearance expenses, and garbage removal. The 'Approvals' tab shows a grid for IDA-Agent, IDA-Diabos, and IDA-Operator, with amounts listed for each category.

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. PTA) (3 Days / 22 Hrs), Payment Required in (USD), Value Transfer On (23/03/2023); Agent Bank Account Number (52232487), Portcall unique ID (View Remittance details); View Account details, Confirm Bank Account (checkbox); Operator Internal Remarks (not visible to agent) (text area, 4000 Characters). At the bottom, there are three buttons: 'Back', 'Save' (highlighted with 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

DA Details
Approvals

Remarks	Terminal - Berth	PDA + APDA	APDA 1	IDA	FDA Agent	FDA Diabos
		Amount (EUR)	IDA	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) (4000 Characters)
- Buttons:** 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 set to Singapore, and the AIS ETA/ETD/ATA/ATD times are listed.

In the center, there's a summary box for DA Number: GLD2301126-S1, Alliance Shipping Service..., with a green 'SDA' button. To the right is a placeholder for 'Agent / Vendor'. Below this is a table for calculating costs:

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

Currency settings show Quoted Currency: SGD, View Currency: SGD, Base ROE: 5 (with a downward arrow), and Agent ROE: 1 USD = 3 SGD. A link to 'View Ex. Rate' is also present.

Below the table is a 'Raise APDA' button. The 'Line Of Approval' section shows 'Tier 1 : Operations' and 'Yet To Be'. A hand cursor is hovering over the 'DA Details' tab.

The main table area shows various disbursement items with checkboxes and dropdowns for selecting terminal berths. A yellow box highlights the columns for SDA Agent, SDA Diabos, and Working Sys Inv N.

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

Step 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 white text. Below the tabs, there are several input fields and dropdown menus. 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' (set to 16/03/2023), 'Value date' (set to 16/03/2023), and 'Payment Required in' (set to SGD). There are also checkboxes for 'Additional Notification to Agent' and 'Portcall unique ID'. Below these, there are links to 'View Account details' and 'View Remittance details'. A large text area labeled 'Operator Internal Remarks (not visible to agent)' is present, with a character limit of 4000 characters. At the bottom right, there are three buttons: 'Save' (blue), 'Accept' (blue), 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'. A 'Save' button is visible at the bottom left. In the center, there's a section for 'Agent/Vendor' selection. It shows two options: '1001-OPS' (Alliance Shipping Services Co Ltd, Agent Appointed) and '1002-CRW' (Not Shortlisted, Appoint Agent/Vendor). A 'Next' button is highlighted with a hand cursor. Below this, there are tabs for 'General Details', 'Select Vendor', and 'Special Instructions'. Under 'General Details', the 'Select' dropdown is set to 'Vendor'. Under 'Select Vendor', the 'Where would you like to start this DA from?' dropdown is set to 'VI'. A 'Next' button is also present here, also highlighted with a hand cursor. At the bottom right, there's 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' interface. It has tabs for 'General Details', 'Select Vendor', and 'Special Instructions'. The 'Select Vendor' tab is active. A search bar is at the top. Below it is a table with columns: 'Vendor Name', 'Agreement', 'Cargo Types Handled', 'Port Calls Handled', and 'Status'. Two rows are shown: 'British Defence Singapore Supp...' and 'Dan-Bunkering Ltd'. A hand cursor is pointing at the checkbox next to 'Dan-Bunkering Ltd'. At the bottom, there are pagination controls: 'Items per page: 5', '1 - 2 of 2', and navigation arrows.

Step 7: Select **Vendor**.

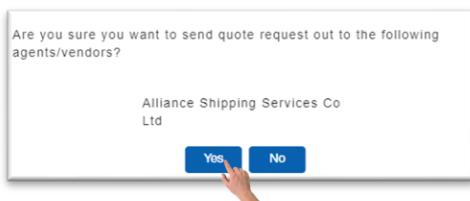
Special Instructions:

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 the entry 'Dan-Bunkering Ltd'. Underneath this, there is a 'Special Instructions (Optional)' field containing a placeholder text 'Drag and Drop File or Click here to Browse File'. To the right of this field is a note indicating '0/4000 characters'. Below the input fields is a table with columns 'Doc. Name', 'Date and Time', and 'Action'. A single row is visible in the table. At the bottom of the form are two buttons: 'Save' and 'Submit', with a hand cursor pointing to the 'Save' button.

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 web-based application titled 'Transfer PortCall'. At the top, there are search and filter options. Below is a table listing five portcalls:

	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

At the bottom, there are pagination controls ('Items per page: 5', '1 - 5 of 71', navigation arrows), a dropdown for 'Transfer to' (set to 'hod_usr_1'), and a prominent blue 'Transfer' button which is being clicked by a hand cursor.

- 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.

Cancelled Portcalls

Cancelled Portcall Archived Portcall

Search...
Portcall No Vessel VMS No Country Port Last Edited

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

Items per page: 20 1 - 2 of 2 |< < > >|

Selected: 0 Reinitiate

- 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.

Cancelled Portcalls

Cancelled Portcall Archived Portcall

Search...
Portcall No Vessel VMS No Country Port

No data found

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

Selected: 0 Reinitiate

- 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.

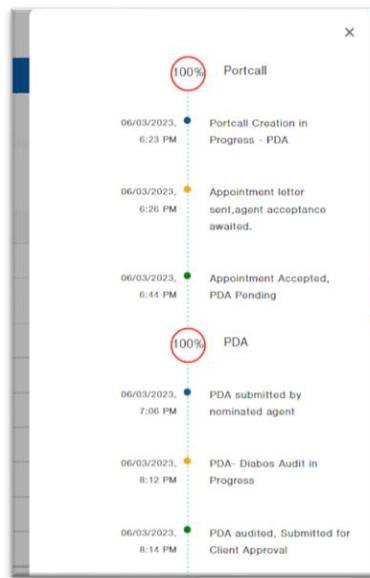
Completed					
		VMS No	Vessel		
▼	CTM2301014	202301	Chemical Tanker 1		VI
	ETA: 2023-03-07T12:52:46.000Z Milestone: View	Legal Entity: Chemical Tankers - Singapore Completed Date:	User: opuser	ETD: 2023-03-08T12:52:53.000Z	
➤	CTM2301072	WE32312	Monday		VI
➤	CTM2301035	202204	Monday		FDA
➤	CTM2300951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

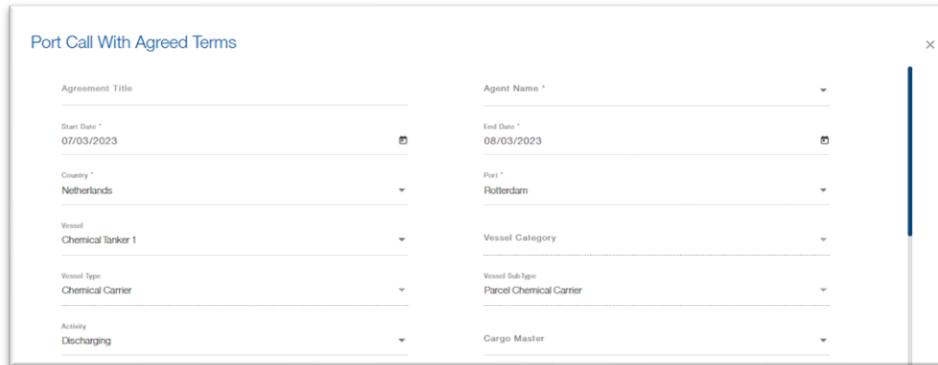


- Scroll to view the complete milestone.

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.](#)



Port Call With Agreed Terms

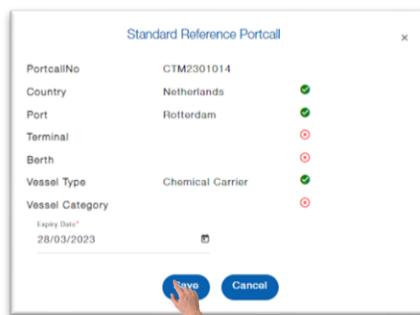
Agreement Title	Agent Name *
Start Date *	End Date *
07/03/2023	08/03/2023
Country *	Port *
Netherlands	Rotterdam
Vessel	Vessel Category
Chemical Tanker 1	Vessel Sub-type
Vessel Type	Parcel Chemical Carrier
Chemical Carrier	
Activity	Cargo Master
Discharging	

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.



Standard Reference Portcall

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

Save **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'. Two tabs at the top are 'Actionable Task' (highlighted with a cursor) and 'All Task'. Below the table, there are several rows of portcall data with status buttons like 'FDA Submitted for Approval', 'VI Submitted for Approval', 'FDA Submitted for Approval', 'Portcall Under Creation', and 'VI Submitted for Approval'.

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'. Two tabs at the top are 'Actionable Task' (highlighted with a cursor) and 'All Task'. Below the table, there are several rows of portcall data with status buttons like 'VI Approved', 'IDA Pending', 'Agent Appointed', 'Agent Appointed', 'Agent Appointment in Progress', and '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	
(Nautical) Charts & Publications,250T Mobile Crane,Accommodation,Additional Hotel Expenses,Agency Communication,Agency Fees,Agency Fees - All inclusive,Agency Gratuities,Postage,Sundries,Agency Transportation,Anchorage Dues,Assessment,Baggage							

6.2 Agent Management Settings

6.2.1 Agent Agreement

Settings → Agent Management settings → Agent Mapping

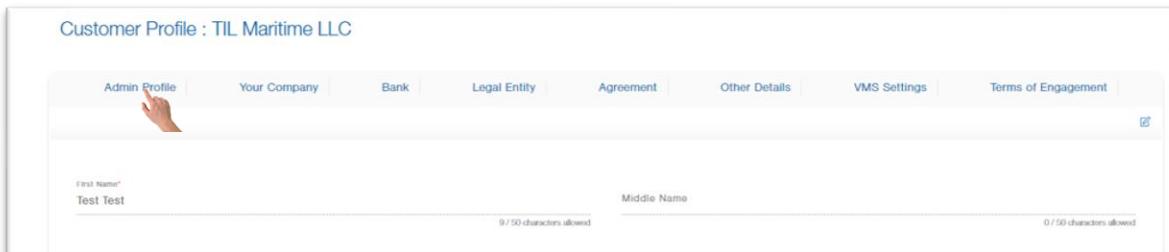
- Agent Agreement lists down the vendor agreements made and its detail.

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 Maritima Granel Ltd - Santos	Chemical Tankers Multidepartment	Brazil	Itajai,Maceio,Manaus,Paranagua,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



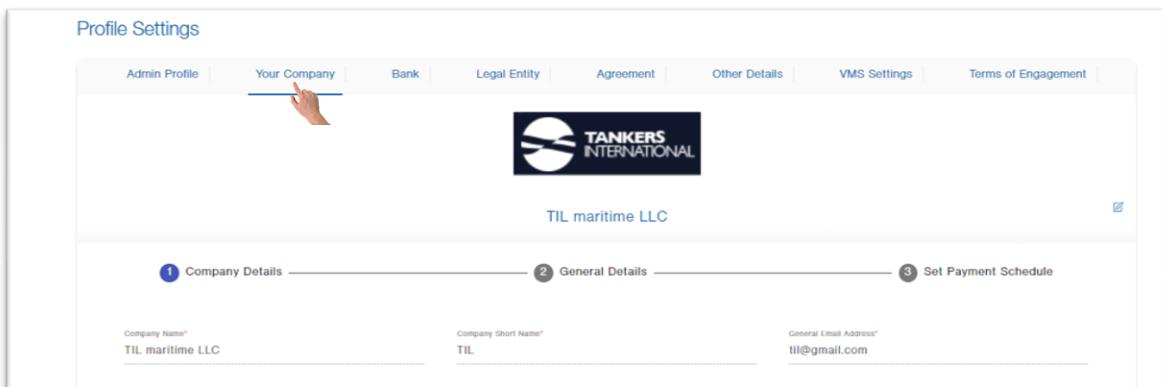
Customer Profile : TIL Maritime LLC

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

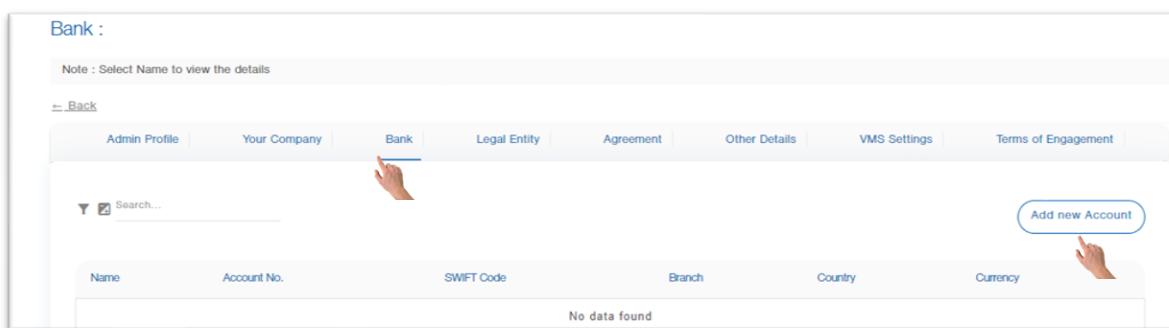
 TIL maritime LLC

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 with columns: Office Name, Display Name, Address, Country, City, and Status. Three rows are visible:

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		<input checked="" type="checkbox"/>
test	test	fdgdfh	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. Under the Agreement tab, there are 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](#)

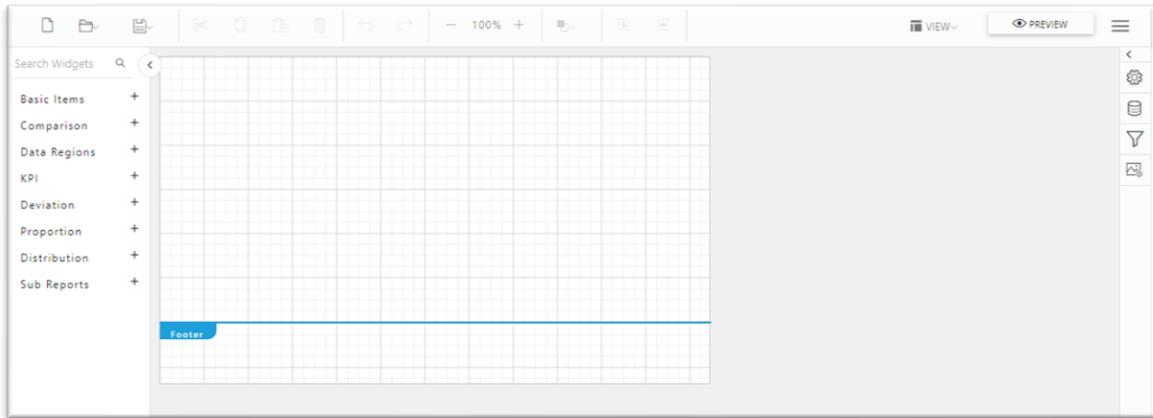
1. User to fill in the details for new agreed terms.

7. Reports

7.1 Do It Yourself (DIY) Reporting Tool

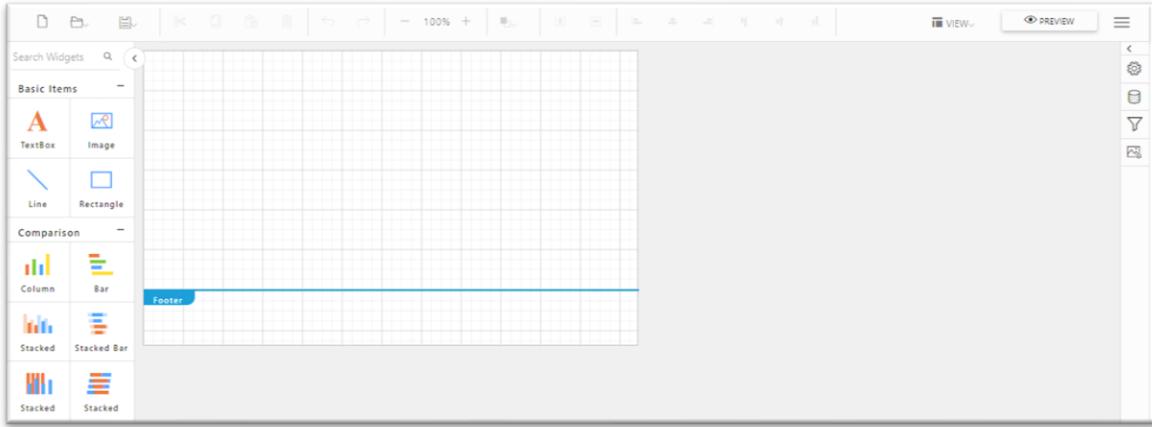
Reports → DIY Reporting Tool

- 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 like 'Portal Management', 'WIP', 'Masters', 'Settings', 'Tools', 'Directory', and 'Reports'. Below that is a search bar and two buttons: 'Add a New Reports' and 'Add'. The main area is titled 'Reports List' and contains a table with four rows:

Report Name	Edit	Delete
Port call created		
Port call cancelled		
Port call without VI report		

Add reports:

Reports → My Reports → Add reports

A screenshot of a modal dialog box titled 'Add Reports'. It has two input fields: 'Report Name:-' and 'Report Id:-'. At the bottom right is a blue 'Save' button.

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