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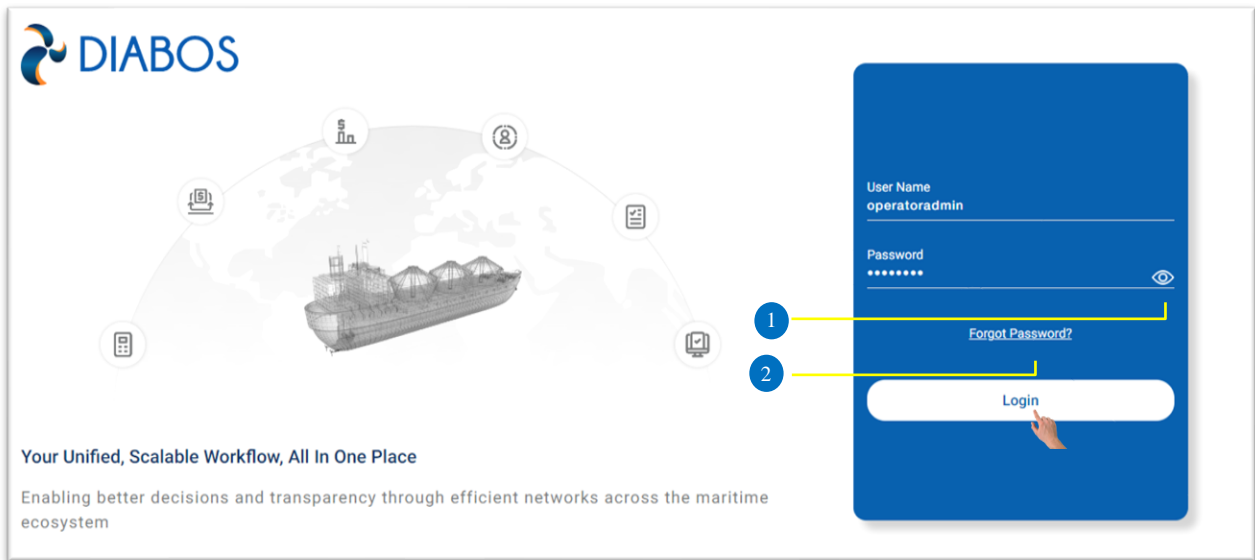
Preface

- 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).
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1. Getting Started

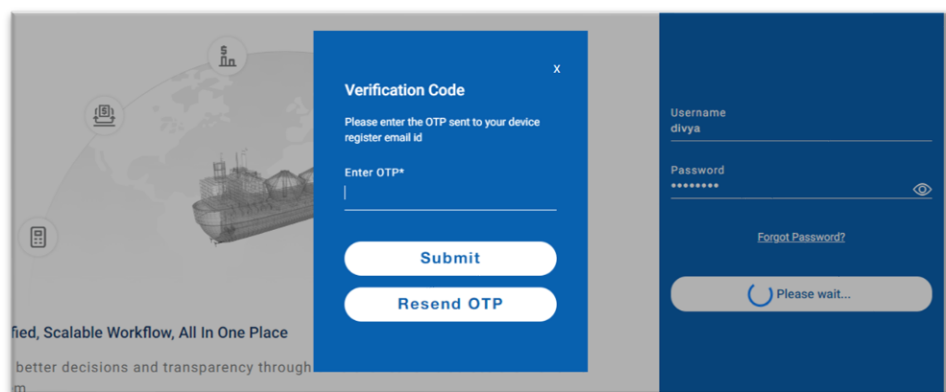
- Click <https://uat-da-login.DIABOSapp.biz/#/login>

1.1 Login



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

- Show/Hide Password:** The  enables to view the password in text form and  enables to hide the password from the user.
- Forgot Password:** Refer [section 10](#).

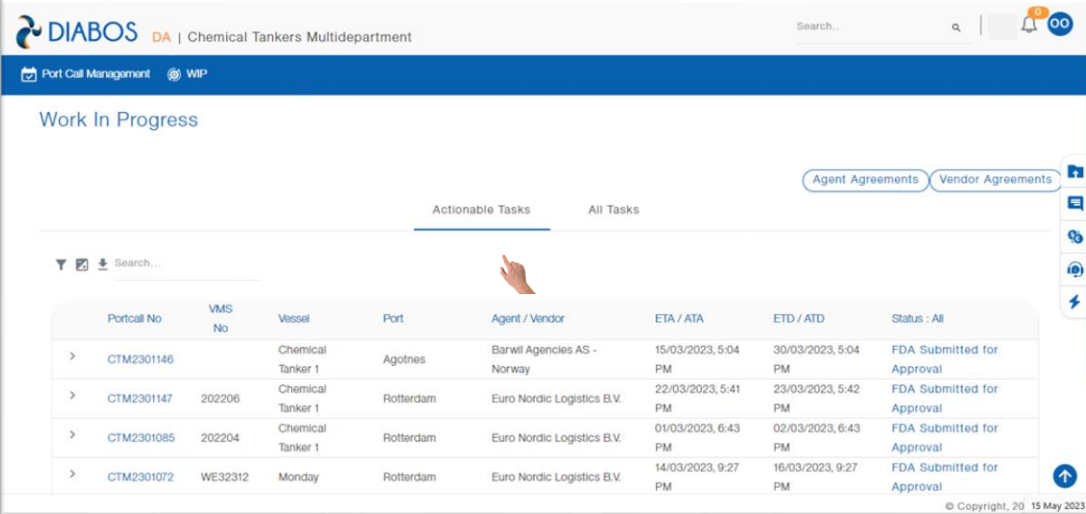


Note: When the operator **logs in for the first time**, a One Time Password (OTP) is sent to the registered mail ID.

2. Work in Progress

Actionable Task:

- This screen lists down the portcalls submitted for approval.



DIABOS DA | Chemical Tankers Multidepartment

Port Call Management WIP

Work In Progress

Agent Agreements Vendor Agreements

Actionable Tasks All Tasks

Search...

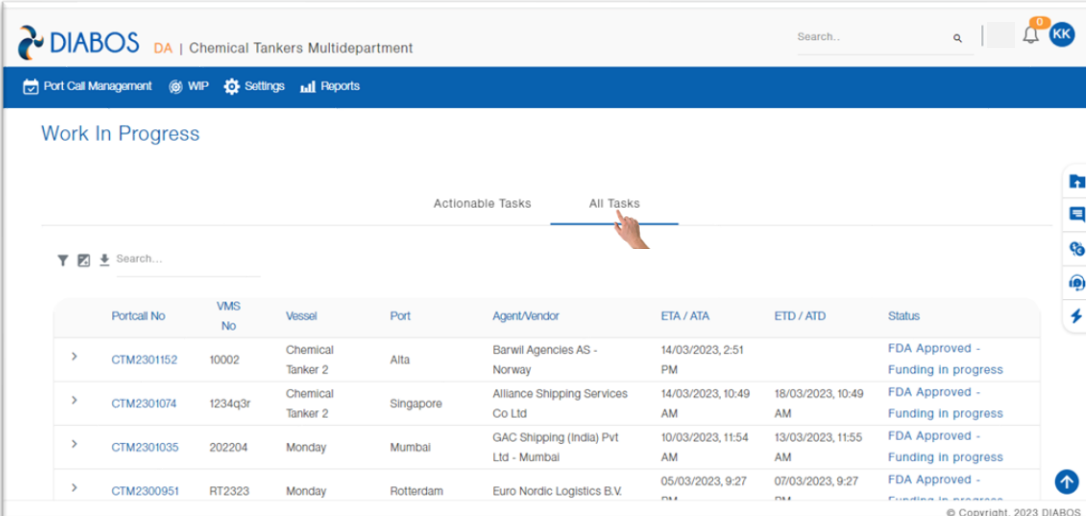
Portcall No	VMS No	Vessel	Port	Agent / Vendor	ETA / ATA	ETD / ATD	Status : All
> CTM2301146		Chemical Tanker 1	Agotnes	Barwil Agencies AS - Norway	15/03/2023, 5:04 PM	30/03/2023, 5:04 PM	FDA Submitted for Approval
> CTM2301147	202206	Chemical Tanker 1	Rotterdam	Euro Nordic Logistics B.V.	22/03/2023, 5:41 PM	23/03/2023, 5:42 PM	FDA Submitted for Approval
> CTM2301085	202204	Chemical Tanker 1	Rotterdam	Euro Nordic Logistics B.V.	01/03/2023, 6:43 PM	02/03/2023, 6:43 PM	FDA Submitted for Approval
> CTM2301072	WE32312	Monday	Rotterdam	Euro Nordic Logistics B.V.	14/03/2023, 9:27 PM	16/03/2023, 9:27 PM	FDA Submitted for Approval

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

All task:

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



DIABOS DA | Chemical Tankers Multidepartment

Port Call Management WIP Settings Reports

Work In Progress

Actionable Tasks All Tasks

Search...

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

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

Search Portcall:

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

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

Portcall No	VMS No	Vessel	Port	Agent / Vendor	ETA / ATA	ETD / ATD	Status : All
> CTM2300463	131dqs	Chemical Tanker 1	Santos	Agencia Maritima Blazquez SA	03/02/2023, 8:00 PM	06/02/2023, 8:01 PM	FDA Submitted for Approval

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

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

Portcall	Portcall No	Portcall Date	Country	Portcall Status
CTM2301774	CTM2301774	15/05/2023, 4:37 PM	Singapore	completed

Portcall	DA No	Portcall Date	Country	DA Status
CTM2301774-V1	-	-	-	VI Submitted for Approval

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

3. Accept Final Disbursement Account (FDA)

Portcall No. : GLD2301126

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

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

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

+
Agent / Vendor

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

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

Line Of Approval
Tier 1 : Operations
Yet To Be

DA Details
Approvals

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

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

DA Details
Approvals

Advance 0.00	Balance 280	Agent Inv No: 345678	Agent Inv Date 17/03/2023
Value date * 16/03/2023	Payment Required in SGD	Value Transfer On * 23/03/2023	<input type="checkbox"/> Additional Notification to Agent
Portcall unique ID			
Agent Bank Account Number * 52232487		USD	
View Account details		View Remittance details	
Operator Internal Remarks (not visible to agent)			
4000 Characters			

[Back](#)

Save
Accept
Reject

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

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

Note: A table is provided describing the icon descriptions. Refer [Table 2](#).

4. Reject FDA

Portcall No. : TIL2300585

Voyage No.

Vessel

Legal Entity
TIL Maritime Pte
Ltd

Portcall Type
Commercial

Activity
Loading

Worldscale
No

Short Sea
No

Timebar
0

Select Port
Singapore

AIS ETA - | ETD -

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

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

+
Agent / Vendor

Select Terminal Berth

No. days/Hrs
4 days/4 hrs

Total
30.00

Cost Saving
€0.00

Variance
€0.00

Quoted Currency
EUR

View Currency
EUR

Base ROE
1.5
EUR = 1 (USD) 0.667

Agent ROE
1 USD = 1.5 EUR

Line Of Approval

Tier 1 : Tier 1

Yet To Be

DA Details

Approvals

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

Back

Save

Accept

Reject

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

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

5. Accept Supplementary Disbursement Accounting (SDA)

Portcall No. : GLD2301126

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

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

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

+
Agent / Vendor

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

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

Raise APDA

Line Of Approval
Tier 1 : Operations
Yet To Be

DA Details
Approvals

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

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

DA Details

Approvals

Advance

0.00

Balance

700

PDA RDE:

3

IDA RDE:

3

FDA RDE:

3

SDA RDE:

3

Agent Inv No:

Agent Inv Date

Value date

16/03/2023

Payment Required in

SGD

Value Transfer On

Additional Notification to Agent

Portcall unique ID

Agent Bank Account Number

52232487

USD

Confirm Bank Account

View Account details

View Remittance details

Operator Internal Remarks (not visible to agent)

4000 Characters

Back

Save

Accept

Reject

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

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

Note: A table is provided describing the icon descriptions. Refer [Table 2](#).



6. Reject SDA

Portcall No. : TIL2301575

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

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

VISA KHAPATNAM

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

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

Select Terminal Berth
No. days/Hrs
23 days/23 hrs
Total
2.00
Quoted Currency
USD
View Currency
USD
Base ROE
2
Agent ROE
1 CNY = 0.012 USD
View Ex. Rate
USD = 1 (CNY) 0.5

Line Of Approval
Tier 1 : Tier 1
Yet To Be

DA Details
Approvals

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

Back
Save
Accept
Reject

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

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

7. Accept Vendor Invoice (VI)

Port Call No. : CTM2301774

Voyage No.

Vessel

Legal Entity

Port Call Type

Activity

Worldscale

Short Sea

Chemical Tanker 1

Chemical Tankers - Singapore

Non-Commercial

Bunkering

No

No

Select Port

Singapore

AIS ETA - | ETD -

ETA - 15/05/2023, 4:36 PM | ETD - 20/05/2023, 4:36 PM

1001

DA Number : CTM2301774-V1

VI

+

Agent / Vendor

Select Terminal Berth

Total

100.00

Quoted Currency

GBP

View Currency

GBP

Base ROE

5

GBP = 1 (USD) 0.2

^ Line Of Approval

Tier 1 : 1

Yet To Be

DA Details

Approvals

	Remarks	Terminal - Berth	VI Diabos	Amount	Working	Inv No.	Supplier
<input checked="" type="checkbox"/> Owners Expenses Crew -PHIL		Select Terminal Berth					
<input checked="" type="checkbox"/> Crew Sign on/off OWNERREB-1		Select Terminal Berth		100.00	100.00	1	
Total				£ 100.00			
Advance Paid				£ 0.00			
Balance				£ 100.00			

Back

Save

Accept

Reject

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

DA Details

Approvals

Advance 0	Balance 100	Advance Percentage 0	Adv.Amount(Round Off) 0
--------------	----------------	-------------------------	----------------------------

Adv.Amount(Round Off) in USD	Vendor Inv No:	Vendor Inv Date	Value date
			15/05/2023

Payment Required in USD	Value Transfer On * *	Portcall unique ID
	17/05/2023	

Vendor Bank Account Number *		SGD	<input checked="" type="checkbox"/> Confirm Bank Account
916010084710238-SGD			

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

Operator Internal Remarks (not visible to agent)

4000 Characters

[Back](#)

Save

Accept

Reject

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Step 2: Click on ‘Save’ to save the VI.

Step 3(a): Click on ‘Accept’ to accept the VI.

Note: A table is provided describing the icon descriptions. Refer [Table 2](#).

8. Reject VI

Port Call No. : CTM2301774

Voyage No.
Vessel
Chemical Tanker 1
Legal Entity
Chemical Tankers - Singapore
Port Call Type
Non-Commercial
Activity
Bunkering
Worldscale
No
Short Sea
No

Select Port
Singapore
AIS ETA - | ETD -
ETA - 15/05/2023, 4:36 PM | ETD - 20/05/2023, 4:36 PM

1001
DA Number : CTM2301774-V1
VI

+
Agent / Vendor

Select Terminal Berth
Total
100.00
Quoted Currency
GBP
View Currency
GBP
Base ROE
5
GBP = 1 (USD) 0.2

Line Of Approval
Tier 1 : 1
Yet To Be

DA Details
Approvals

	Remarks	Terminal - Berth	VI Diabos	Amount	Working	Inv No.	Supplier
<input type="checkbox"/>	Owners Expenses Crew -PHIL	Select Terminal Berth					
<input type="checkbox"/>	Crew Sign on/off OWNERREB-1	Select Terminal Berth		100.00	100.00	1	
	Total			£ 100.00			
	Advance Paid			£ 0.00			
	Balance			£ 100.00			

Back
Save
Accept
Reject

© Copyright, 2023 DIABOS

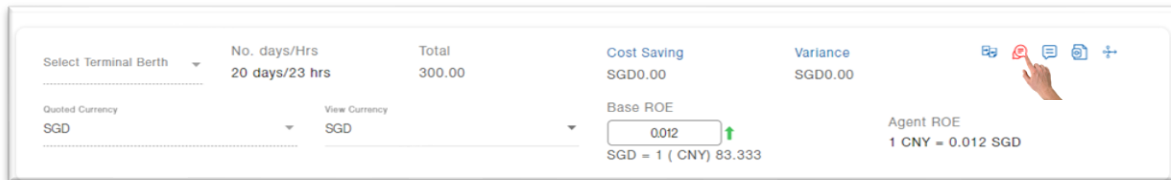
Step 3(b)(1): Uncheck cost item (irrelevant).

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




9. Response to Raised DA Level Query

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

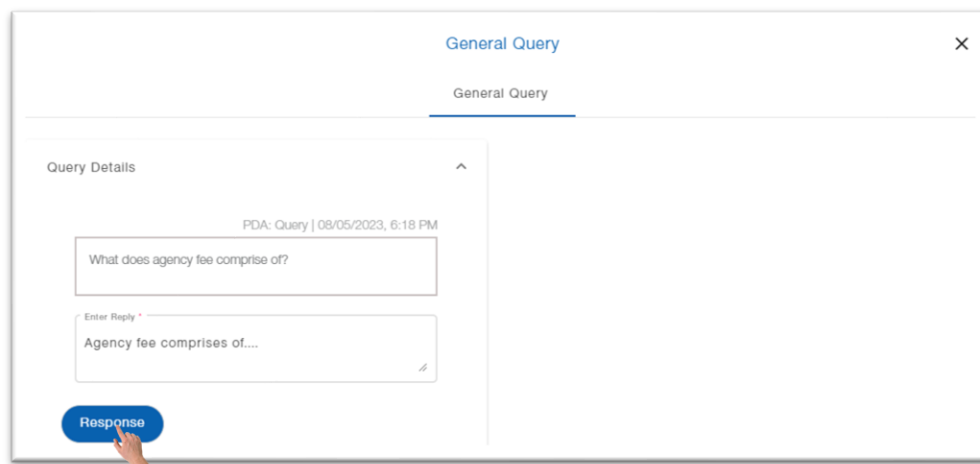


The screenshot shows a dashboard with several data points: 'Select Terminal Berth' (dropdown), 'No. days/Hrs' (20 days/23 hrs), 'Total' (300.00), 'Cost Saving' (SGD0.00), 'Variance' (SGD0.00), 'Quoted Currency' (SGD), 'View Currency' (SGD), 'Base ROE' (0.012), 'Agent ROE' (1 CNY = 0.012 SGD), and a conversion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

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

- Click on  to respond to the query.

Query Response:



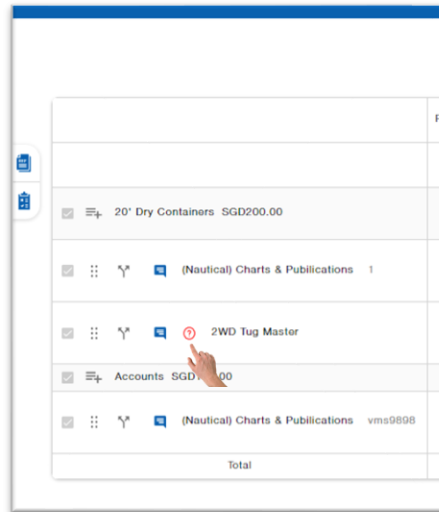
The screenshot shows a 'General Query' window with a 'Query Details' section. It contains a text box with the question 'What does agency fee comprise of?' and a 'Response' button. A hand cursor is pointing at the 'Response' button.

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

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

10. Response to Raised Cost Item Level Query

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



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

- Click on  to respond to the query.

Query Response:

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

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

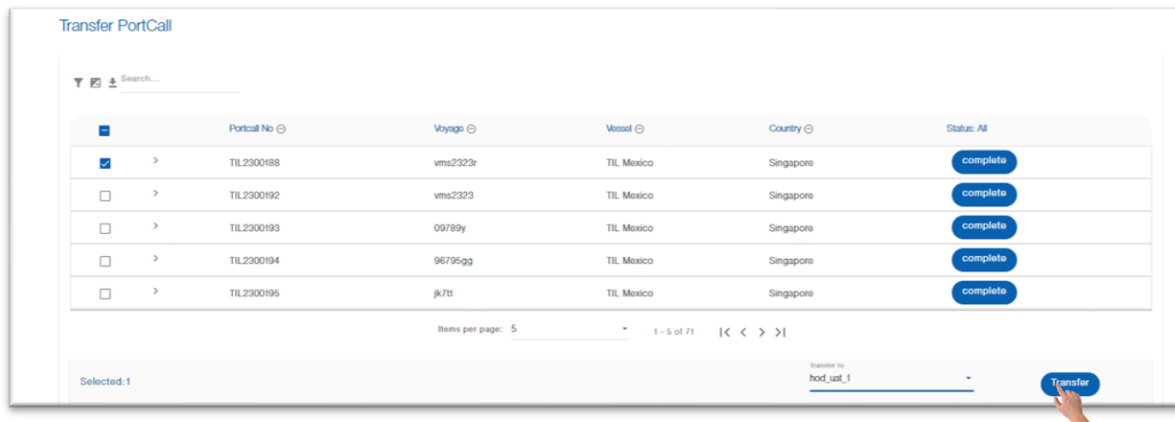
Note: After responding to the query, the icon changes to **yellow color**.

11.Portcall Management

11.1 Transfer Portcall

Portcall Management → Select Transfer Portcall

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



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

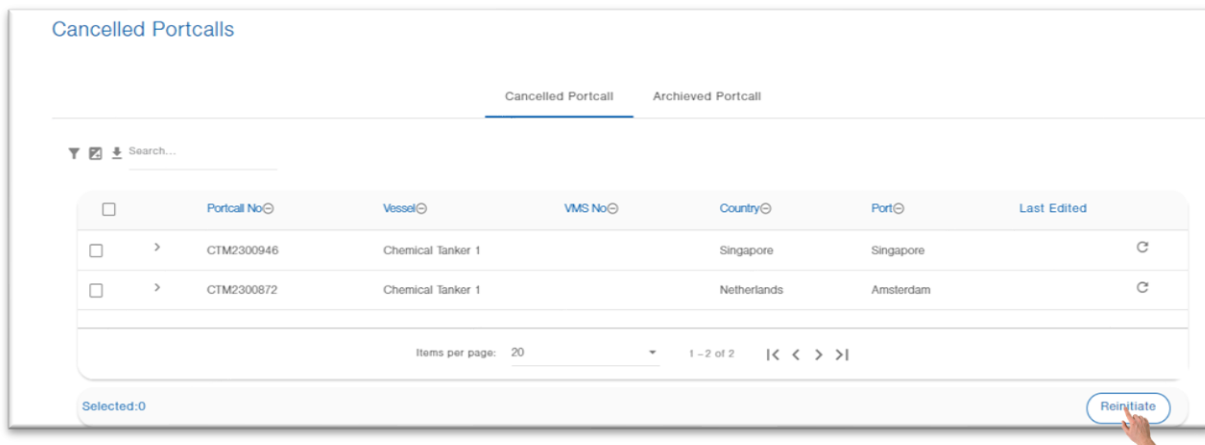
Note: User can transfer multiple portcalls to one user.

11.2 Cancelled / Archived Portcall

Cancelled Portcall:

Portcall Management → Select Cancelled/Archived Portcall

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



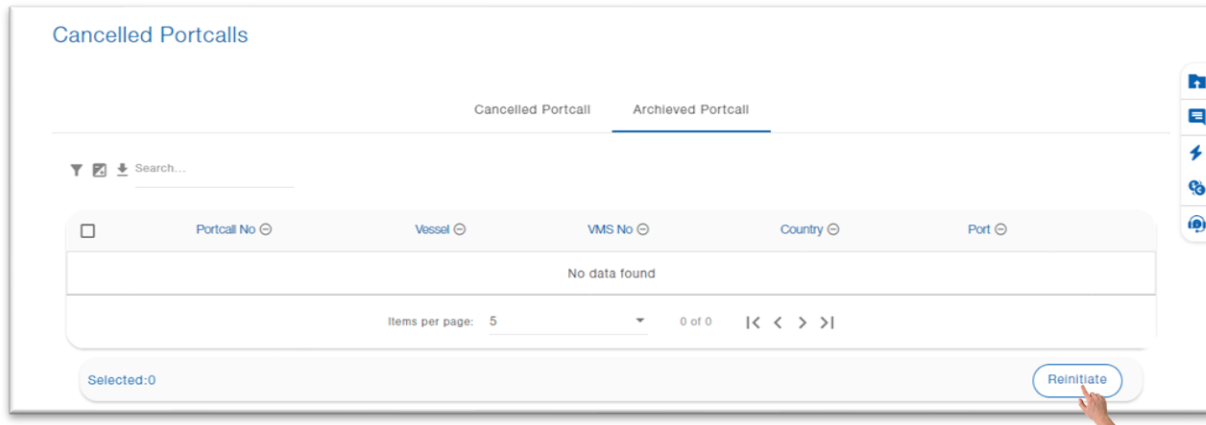
- Select the portcall using the checkbox provided.
- Click on '**Reinitiate**' to reinitiate the processing of selected cancelled portcall.

Note: User can transfer multiple portcalls for reinitiation.

Archived Portcalls:

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

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

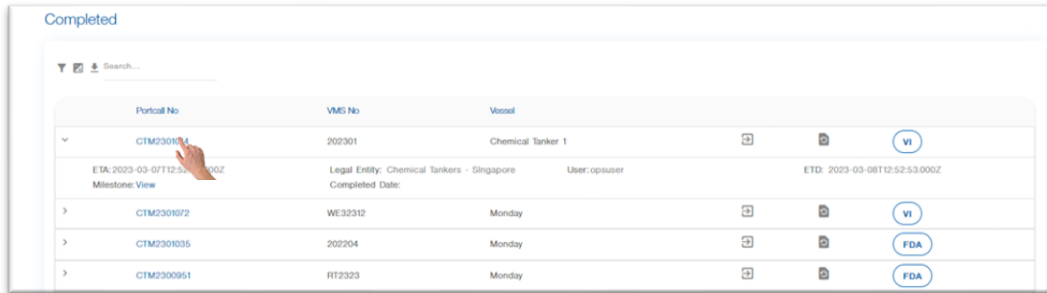


- Select the portcall using the checkbox provided.
- Click on '**Reinitiate**' to reinitiate the processing of selected archived portcall.

11.3 Completed Portcall

Portcall Management → Select Completed (Portcall)

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



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

12. Password Update

Forgot Password?



- Enter the registered email address and click on **'Get 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:



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.

Abbreviations

DA:	Disbursement Accounting
Docs:	Documents
ETA:	Estimated Time of Arrival
ETD:	Estimated Time of Departure
FDA:	Final Disbursement Accounting
Info:	Information
No.:	Number
OTP:	One Time Password
PC:	Portcall
SDA:	Supplementary Disbursement Accounting
VI:	Vendor Invoice
Voy.:	Voyage
WIP:	Work In Progress

Legends

Table 1:

<i>Icons</i>	<i>Description</i>
	Add Icon Click to add particulars to any field
	Checkbox Icon Click to select the checkbox
	Collapse Icon Click to collapse the row
	Collapse Icon Click to collapse the column
	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



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



Warn Icon

User is intimated about the warning message











Zoom in/Zoom out Icon

Click to zoom in and zoom out the screen

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

Table 2:

<i>ICONS</i>	<i>DESCRIPTION</i>
	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

