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1. Getting Started

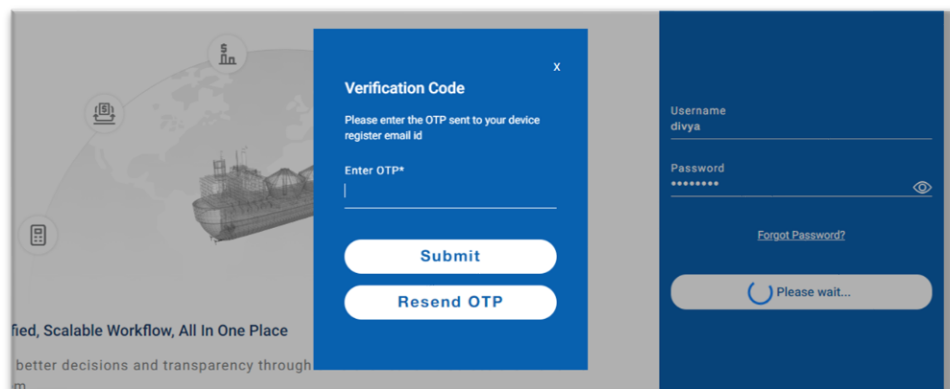
- Click <https://uat-da-login.DIABOSapp.biz/#/login>

1.1 Login



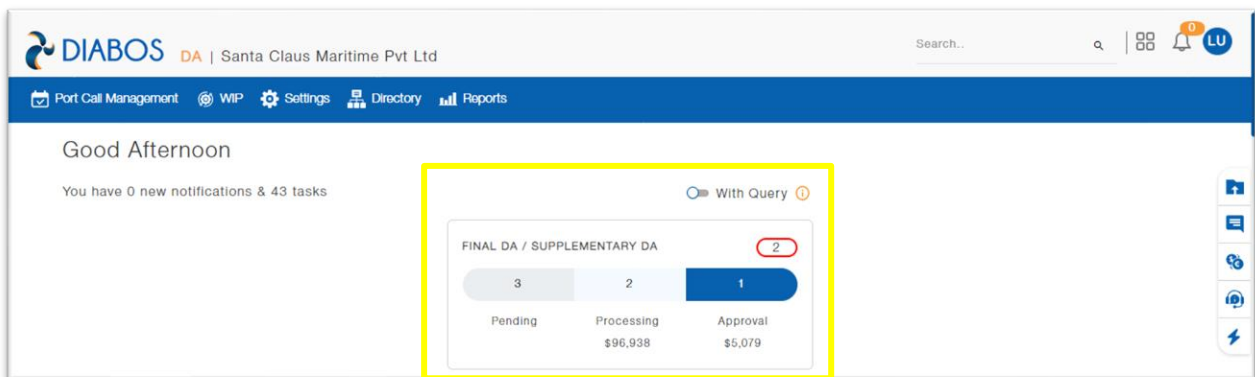
- Enter the user username and password.
- Click on '**Login**' to log into the application.

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

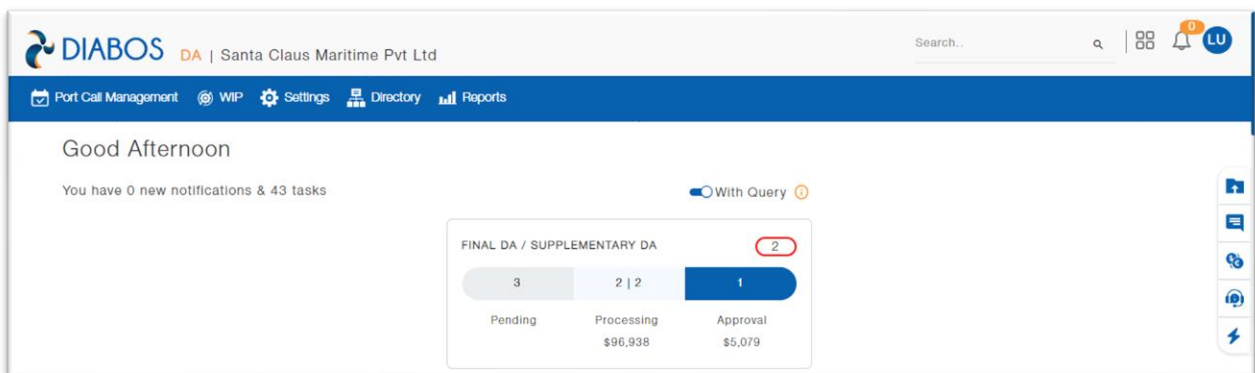


Note: When the operator **logs in for the first time**, a One Time Password (OTP) is sent to the registered mail ID.

2. Dashboard



- The tab 'Final Disbursement Account (FDA)/Supplementary Disbursement Account (SDA)' lists the portcalls with respective status.
- Upon clicking the horizontal bar, the screen is redirected to WIP screen to view portcalls submitted. Refer [section 3](#).
- Click on the bar to left to view FDA pending submission from agent in the WIP screen.
- Click the middle of the bar to view FDA under processing by DIABOS in the WIP screen.
- Click the bar to the right to view FDA which are pending approval from the operator in the WIP screen.



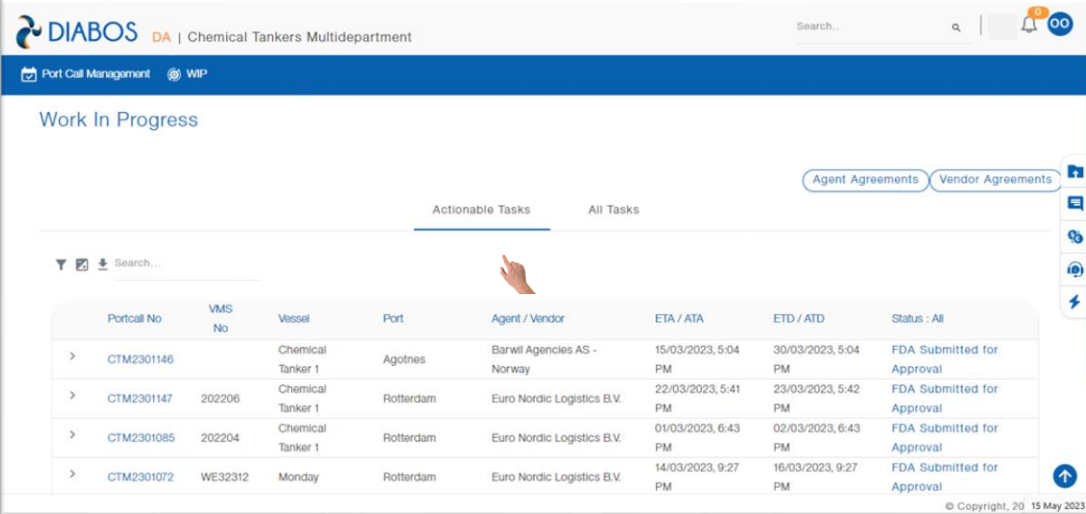
Note: Turn of the 'With Query' toggle to view the count of queries raised on the portcall.

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

3. Work in Progress

Actionable Task:

- This screen lists down the portcalls submitted for approval.



DIABOS DA | Chemical Tankers Multidepartment

Port Call Management WIP

Work In Progress

Agent Agreements Vendor Agreements

Actionable Tasks All Tasks

Search...

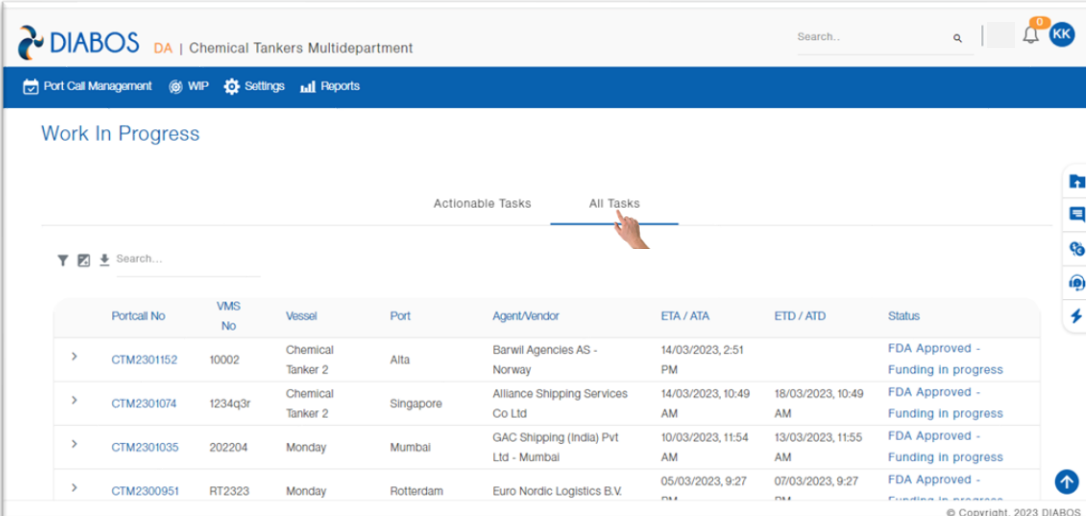
Portcall No	VMS No	Vessel	Port	Agent / Vendor	ETA / ATA	ETD / ATD	Status : All
> CTM2301146		Chemical Tanker 1	Agotnes	Barwil Agencies AS - Norway	15/03/2023, 5:04 PM	30/03/2023, 5:04 PM	FDA Submitted for Approval
> CTM2301147	202206	Chemical Tanker 1	Rotterdam	Euro Nordic Logistics B.V.	22/03/2023,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

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

All task:

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



DIABOS DA | Chemical Tankers Multidepartment

Port Call Management WIP Settings Reports

Work In Progress

Actionable Tasks All Tasks

Search...

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

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

Search Portcall:

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

The screenshot shows the DIABOS Port Call Management interface. The top navigation bar includes the DIABOS logo, 'DA | Chemical Tankers Multidepartment', a search bar, and user profile 'KK'. The main header has 'Port Call Management' and 'WIP' tabs. Below this, there's a 'Work In Progress' section with tabs for 'Agent Agreements' and 'Vendor Agreements'. The main content area has 'Actionable Tasks' and 'All Tasks' tabs. A search bar is highlighted with a yellow box, containing the text 'CTM2300463'. Below the search bar is a table with the following data:

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

At the bottom of the table, it says 'Items per page: 10' and '1 - 1 of 1'. The footer of the interface says '© Copyright, 2023 DIABOS'.

- 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', a search bar, and user profile 'KK'. The main header has 'Port Call Management' and 'WIP' tabs. Below this, there's a 'Global Search for CTM2301774' section. A search bar is highlighted with a yellow box, containing the text 'CTM2301774'. Below the search bar is a table with the following data:

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

Below this table is another table with the following data:

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

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

4. Accept FDA

Portcall No. : GLD2301126

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

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

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

+
Agent / Vendor

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

Line Of Approval
Tier 1 : Operations
Yet To Be

DA Details
Approvals

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

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

DA Details

Approvals

Advance 0.00	Balance 280	Agent Inv No: 345678	Agent Inv Date 17/03/2023
Value date * 16/03/2023	Payment Required in SGD	Value Transfer On * 23/03/2023	<input type="checkbox"/> Additional Notification to Agent

Portcall unique ID

Agent Bank Account Number *
52232487 USD

☒ Confirm Bank Account

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

Operator Internal Remarks (not visible to agent)

4000 Characters

[Back](#)

Save

Accept

Reject

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

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

5. 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.

6. Accept SDA

Portcall No. : GLD2301126

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

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

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

+
Agent / Vendor

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

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

Raise APDA

Line Of Approval
Tier 1 : Operations
Yet To Be

DA Details
Approvals

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

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

DA Details

Approvals

Advance 0.00	Balance 700	FDA ROE: 3
IDA ROE: 3	FDA ROE: 3	SDA ROE: 3

Agent Inv No:	Agent Inv Date	Value date 16/03/2023	Payment Required in SGD
---------------	----------------	--------------------------	----------------------------

Value Transfer On	<input type="checkbox"/> Additional Notification to Agent	Portcall unique ID
-------------------	---	--------------------

Agent Bank Account Number 52232487	USD	<input checked="" type="checkbox"/> Confirm Bank Account
---------------------------------------	-----	--

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

Operator Internal Remarks (not visible to agent)

4000 Characters

[← Back](#)
[Save](#)
[Accept](#)
[Reject](#)

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

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



7. Reject SDA

Portcall No. : TIL2301575

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

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

VISAKHAPATNAM

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

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

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



8. 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 and a hand icon pointing to a red query icon. The data points are:

Select Terminal Berth	No. days/Hrs	Total	Cost Saving	Variance
.....	20 days/23 hrs	300.00	SGD0.00	SGD0.00

Below the table, there are two dropdown menus for "Quoted Currency" and "View Currency", both set to "SGD". To the right, there is a "Base ROE" field with a value of "0.012" and a green upward arrow, and a "Variance" field with a value of "SGD = 1 (CNY) 83.333". Further right, there is an "Agent ROE" field with a value of "1 CNY = 0.012 SGD".

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:

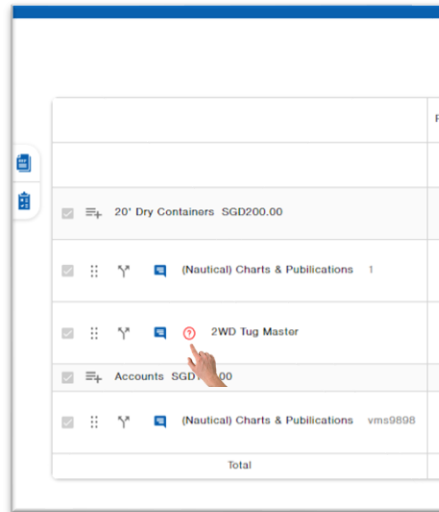
The screenshot shows a "General Query" window with a "General Query" tab. The "Query Details" section is expanded, showing a query from "PDA: Query | 08/05/2023, 6:18 PM" with the text "What does agency fee comprise of?". Below this, there is a text input field with the placeholder "Enter Reply" and the text "Agency fee comprises of....". At the bottom left, there is a blue "Response" button with a hand icon pointing to it.

- 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**.

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

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

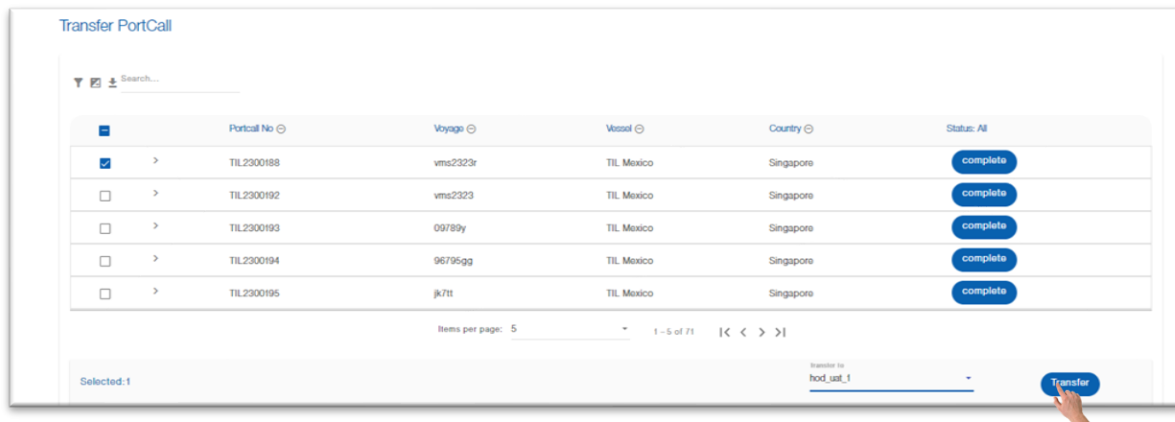
Note: After responding to the query, the icon changes to **yellow color**.

10.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.

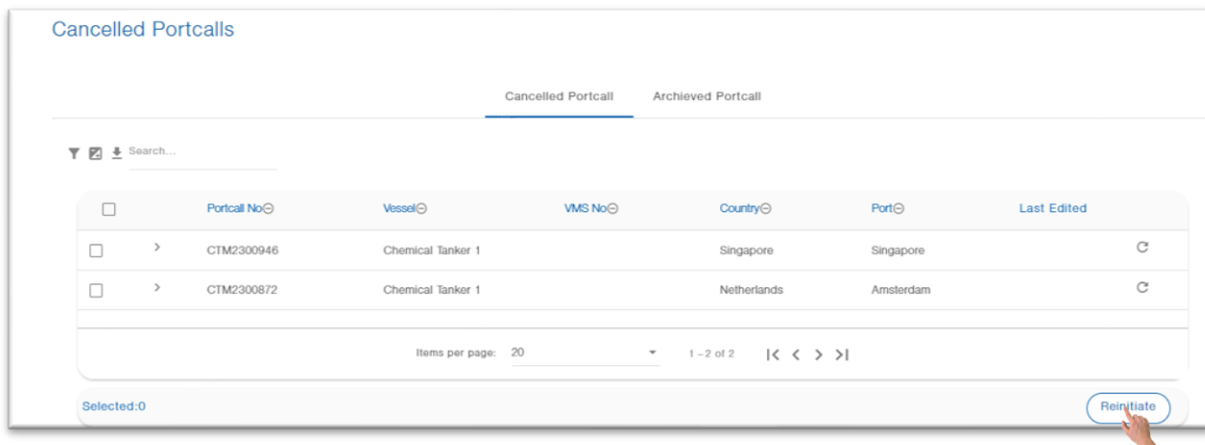
Note: User can transfer multiple portcalls to one user.

11.2 Cancelled / Archived Portcall

Cancelled Portcall:

Portcall Management → Select Cancelled/Archived Portcall

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



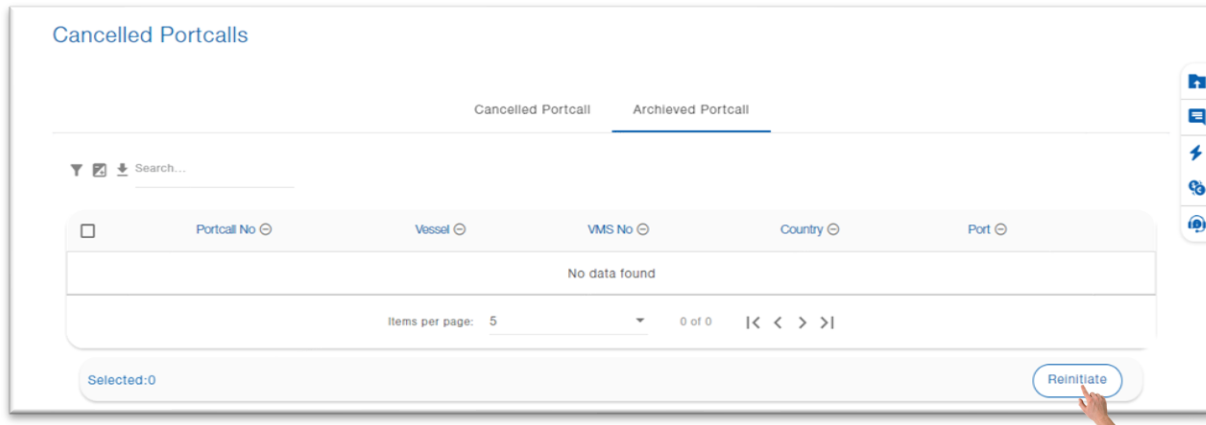
- Select the portcall using the checkbox provided.
- Click on '**Reinitiate**' to reinitiate the processing of selected cancelled portcall.

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.

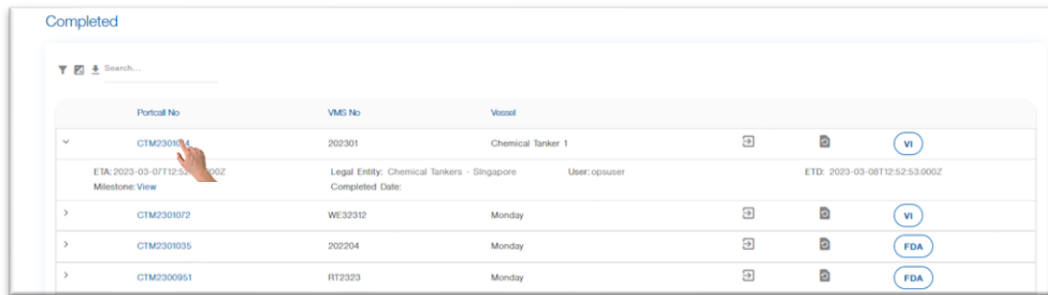


- Select the portcall using the checkbox provided.
- Click on '**Reinitiate**' to reinitiate the processing of selected archived portcall.

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			
Legal Entity: Chemical Tankers - Singapore User: opsuser ETD: 2023-03-08T12:52:53.000Z			
CTM2301072	WE32312	Monday	VI
CTM2301035	202204	Monday	FDA
CTM2300951	RT2323	Monday	FDA