

## Key processes

Base data

Services and duties

Invoicing

Document  
management

Project follow-up

Web registration

Resource handling



### Port Call

This is where all information about the individual port call is registered, e.g. data about arrival and departure (date, time, quay, last/next port, etc.), information about loading and discharging (port, nature of goods and quantity), shipping actions etc. This can also take place through web registration, electronic data transfer or generated automatically through the built-in journey/route specification. The port call functionality includes handling of quay booking conflict, crane reservation, manpower, services and calculation of fees, and it forms the basis for calculating all port disbursements.

### Base Data

Port calls can handle large amounts of data for vessels, ports, quays, routes, type of cargo, purpose of call etc. This means that information are entered only once and then reused from the relevant records.

### Duties

Predefined Port tariffs (e.g. vessel duty, dockage, wharf age and freshwater deliveries) are registered and used for standard calculation of vessels calling expenses

### Services

You can manage, calculate and invoice fees and services assigned to a port call. The services can be physical actions as well as different types of fees e.g. for vessels, pilot, tug, line handlers, use of cranes, manpower, etc. More than 100 calculation methods can be combined with advanced tariff setup to calculate cost and revenue.

Using templates the system can automatically suggest a set of services to be carried out in connection with the port call in question as well as relevant resources. More sets of services (e.g. dispatch note or work order) can be created for each individual port call, each with its own unique service/ dispatch number.

This makes it possible to create an unlimited number of work orders per port call. For each service line it is possible to attach an unlimited number of resources.

### Invoicing

The recorded duties and services on the port call forms the basis for invoicing. The system has a number of inquiries for non-invoiced transactions that gives an overall view of bookings and calls. Depending on the parameter set-up and approval procedures, single or multiple invoices are generated by a single keystroke! You can split the fees and services and invoice multiple customers.

### Project Follow-up

All port calls can be attached to a specific project. It is possible to create a port call in connection with a customer inquiry and use this as basis for quoting. You can create forecast lines on the port call, and transfer these figures (cost, revenue and hours) to the project when the port call has been confirmed. Furthermore it is possible to transfer actual company and vendor cost and actual hours from payroll and machine hours costs to the project. When the port call is invoiced actual revenue can be transferred to the project. Project follow up can be performed at any given time during the process.

## Resource handling

Through resource handling you can define, maintain, schedule and display usage of resources. Resources could be machines, personnel, tools, vessels, cranes, quays, trucks, railway wagons etc. Resources can be attached to a task or service and be a part of the resource scheduling.

## Document management

On basis of the recorded information about the port call, it is possible to generate a number of documents, e.g. Pro forma Disbursements account, Statement of facts etc. These documents are created on the basis of pre-defined Microsoft Word templates and are saved with references to the actual port call and therefore always easily accessible. The document management functionality can also be used to attach incoming documents and files to the task.

## Web registration

Web functionality can be made available for internal use as well as for customers, brokers or suppliers. For instance customers and brokers can see the status on existing calls, report new ones, request services and see booked cranes and quays directly via the Internet.

## Feature Highlights

- Base data
- Services and duties
- Invoicing
- Document management
- Project follow-up
- Web registration
- Resource handling

## Port call

- Vessel information
- Arrival and departure information and Port Call information in general
- Handling of shifting
- Agent/customer information
- Shipping details and actions
- Status handling

## Services

- Fees and Duties
- Service set/templates
- Tariffs, calculation methods and calculation
- Contribution
- Invoicing

## Document management

- Word integration and templates
- Pro forma Disbursements account
- Statement of facts

## Project management

- Forecast cost, revenue and hours
- Actual cost, revenue and hours
- Transfer forecast from Port Call
- Transfer actual company and vendor cost to the project
- Transfer actual hours from payroll and cost of machine hours to the project.
- Project follow up
- Compare forecast and actual

## Web registration

- For internal use as well as for customers, agents or suppliers
- See the status on existing Port calls
- Register new Port calls
- Register duties
- Calculate services
- See booked cranes and quays

## Benefits

- Information is only entered once and then reused throughout the system
- More than 100 calculation methods
- Single or multiple invoices are generated by a single keystroke
- Documents created on the basis of pre-defined Microsoft Word templates
- Email messaging
- Project follow-up at any given time

## Resource handling

- Scheduling including Gantt chart
  - Calculating hours
  - Forecast and actual hours
- Cranes, Personnel, Vessels, Quays, Trucks, Railway wagons, Machines etc

## Base data

- Vessels
- Ports and location codes
- Terminals, Port areas, Countries, Quays etc.
- Agents and contacts
- Resources