WALLEM

Port DA
User Guide for Agent

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2 To Access Wallem Port DA Platform

Thank you for using Wallem Port DA Platform.

You should have received an ‘Agent Code’ from Wallem Group at port call nomination. If not, please enquire your Wallem Group contact person or the Wallem Finance Team for such before proceeding with the following.

1. Start Chrome browser and access https://portda.wallem.com/
2. Fill in Username and Password and click [LOG IN].
   a. If you do not have a user account in this platform, please register; steps are in next section.

3 Register a User Account

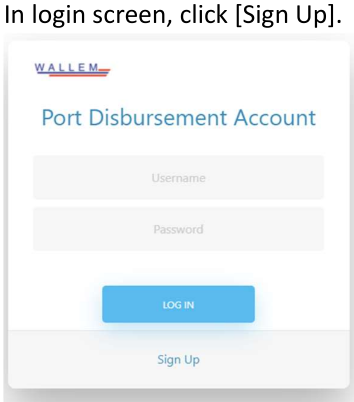
3.1 To register an agent account

User Account Registration is required once only. You will use the same user account for port DA submissions for all port calls that nominated by Wallem Group in the future.

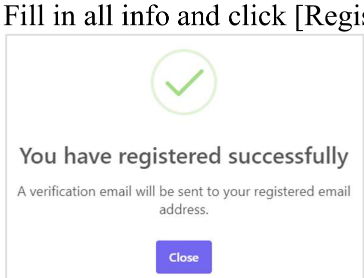
NOTE: You need below information to proceed with account registration.

- Email Address
- Agent Code (you should have received ‘Agent Code’ from Wallem Group)
- Bank Account No. (your bank account number that already provided to Wallem Group)
- Contact Name

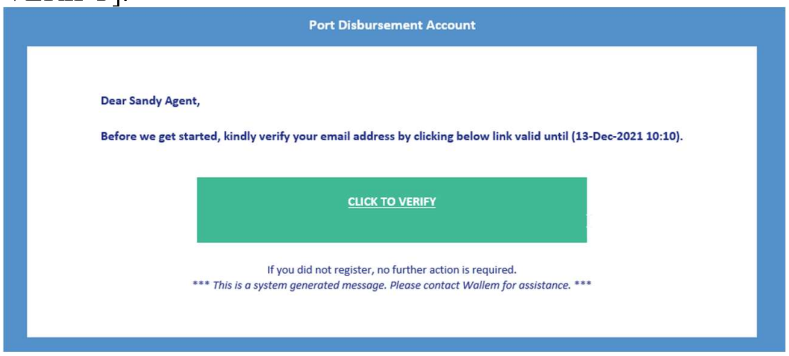
1. In login screen, click [Sign Up].



2. Fill in all info and click [Register], below message is displayed.



3. An email is sent to your registered email address. Sample as below. Click [CLICK TO VERIFY].



4. Verification message is displayed in your browser. Account registration is completed. Click [LOG IN] to go to Port DA login screen.

IMPORTANT: please keep your user account information safe.

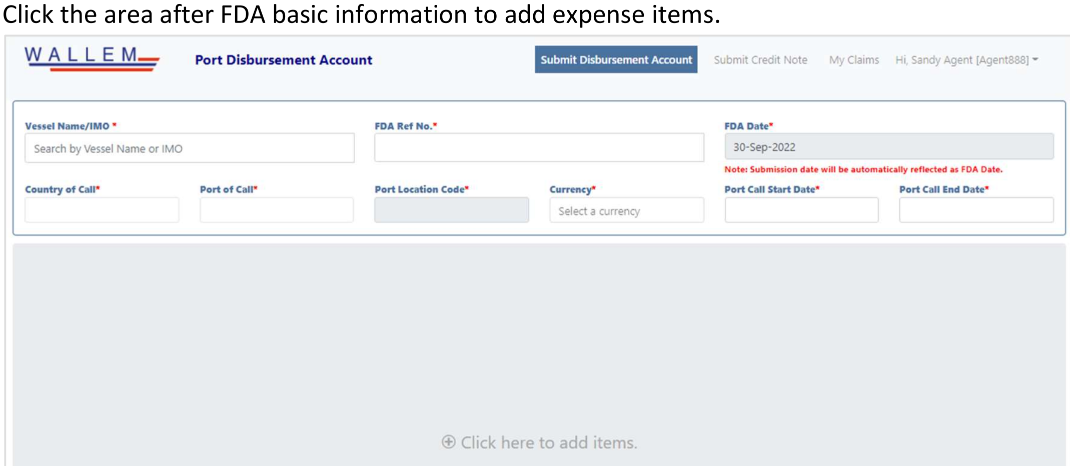
4 SUBMIT FDA / CREDIT NOTE

4.1 TO SUBMIT FDA

1. After logged in, click [Submit Disbursement Account] at menu bar.
2. Fill in FDA basic information:
    a. Vessel Name
    b. FDA Ref No.
    c. Country of Call
    d. Port of Call
    e. Currency
    f. Port Call Start Date
    g. Port Call End Date

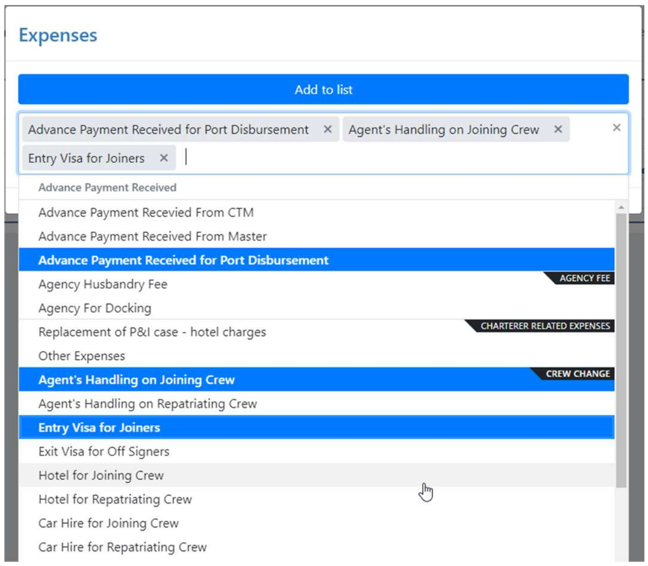
    NOTE: FDA date will be automatic filled by submission date. For example, if you saved the Draft FDA on 29-Sep-2022, the initial FDA date is also 29-Sep-2022. Afterwards, when you submit the FDA on 30-Sep-2022, the FDA date will be changed to 30-Sep-2022.

3. Click the area after FDA basic information to add expense items.

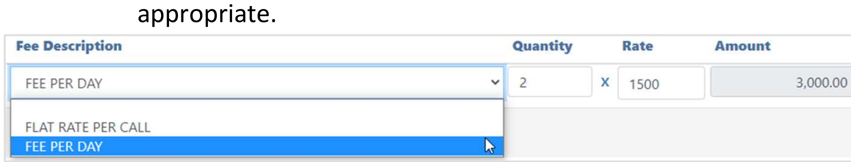


4. “Expenses” selection list is pop up.

5. Select one or more items and click [Add to list] to add expenses into your FDA.
   CTRL+A to Select ALL



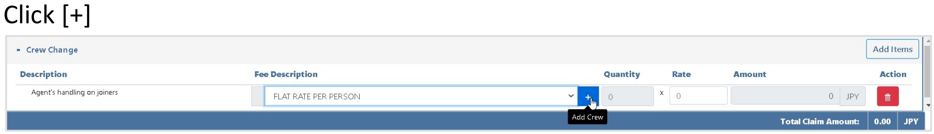
6. According to different expense items, fill in details for the amount.
   a. Example 1, add basic item:
      i. Select Fee Description, fill in Quantity, Rate and/or Amount wherever appropriate.



   b. Example 2, add CTM:
      i. Input Currency, Original Amount, ROE, Date of receipt by Master.

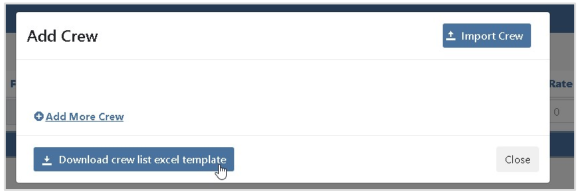
   c. Example 3, add CTM related item:
      i. Select Fee Description, fill in Percentage and/or Amount wherever appropriate.

   d. Example 4, add crew related item:
      i. Select Fee Description, fill in Quantity, Rate and/or Amount wherever appropriate.
      ii. Click [+]

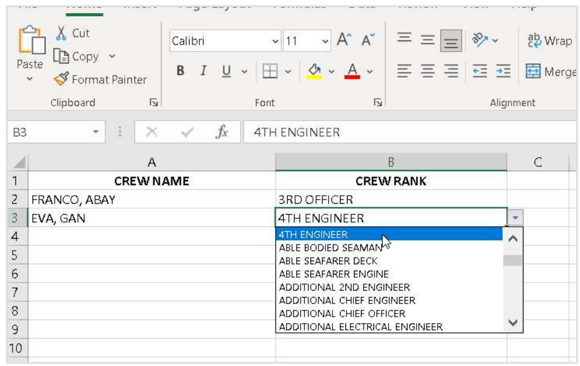


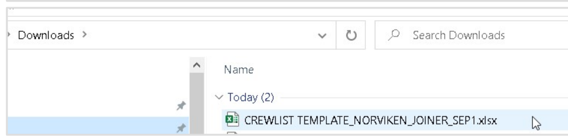
      iii. “Add Crew” pop up is displayed.
      iv. Click [Add More Crew], fill in Crew Name and Crew Rank
      v. Optionally, you can upload crew list (names and ranks).

1. Click [Download crew list excel template].

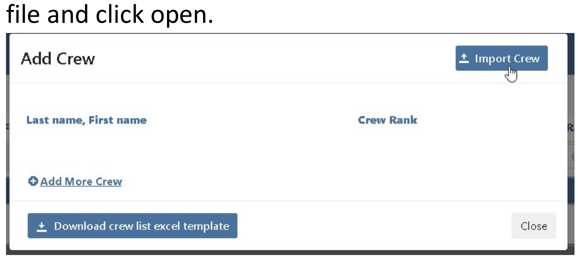


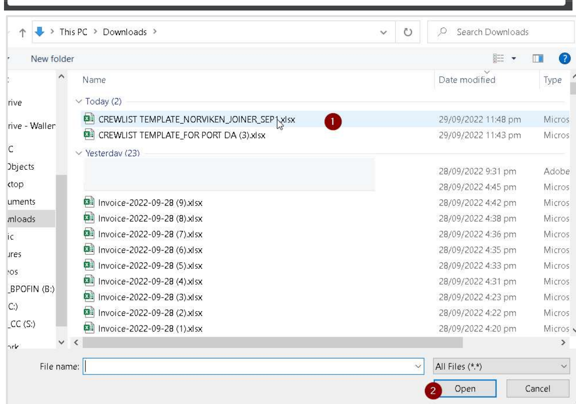
2. Open the downloaded template (usually in your folder "Downloads"). Input crew names (in format of LAST NAME, FIRST NAME). Select the rank on the pick list then save the file.





3. Click [Import Crew] on the Add Crew screen. Select the saved crew list file and click open.



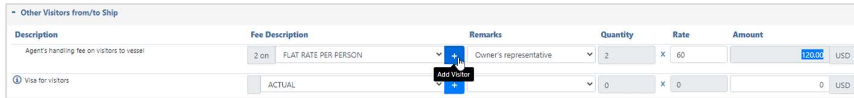


4. Crew names and ranks are listed based on the information on the saved file.

vi. Add more or delete any names if needed.

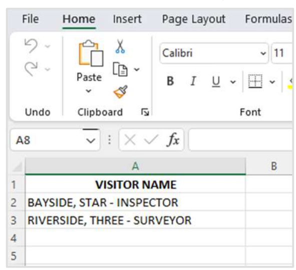
vii. Click [Close]

e. Example 5, add visitor related item:
   i. Select Fee Description, fill in Quantity, Rate and/or Amount wherever appropriate.
   ii. Click [+]

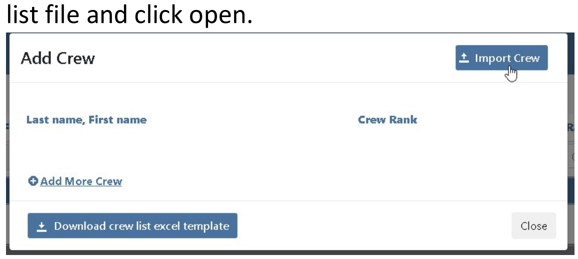


   iii. "Add Visitor" pop up is displayed.
   iv. Click [Add More Visitor], fill in Visitor Name/Title.
   v. Optionally, you can upload visitor list.
      1. Click [Download visitor list excel template].

      2. Open the downloaded template (usually in your folder "Downloads"). Input visitor names/titles. Then, save the file.

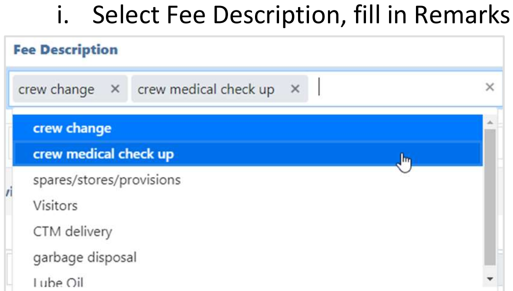


      3. Click [Import Visitor] on the Add Visitor screen. Select the saved visitor list file and click open.



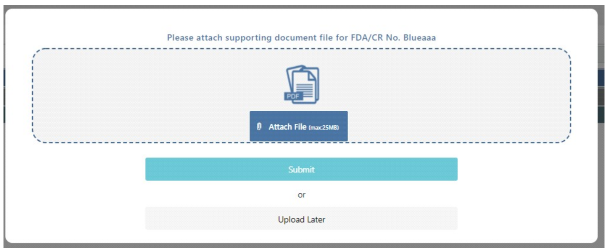
      4. Visitor names are listed based on the information on the saved file.
   vi. Add more or delete any names if needed.
   vii. Click [Close]

f. Example 6, add launch hire related item:
   i. Select Fee Description, fill in Remarks and/or Amount wherever appropriate.



7. Click [Save as Draft] if you want to save the claim to be edited later, it will be marked as Draft. To edit the Claim, go to My Claims and Click Edit. There are no validations during saving but Header details should be filled out.

8. For Claim Submission, click [Next], Click Attach File to Submit the Claim or Upload Later (this will mark the Claim as No Attachment and a File needs to be uploaded under My Claims for it to be marked as Submitted.

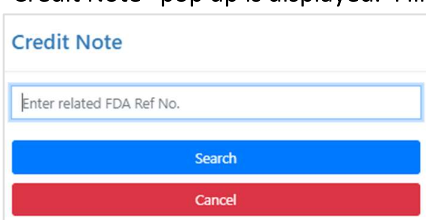


NOTE: once the FDA is submitted, no changes can be made.

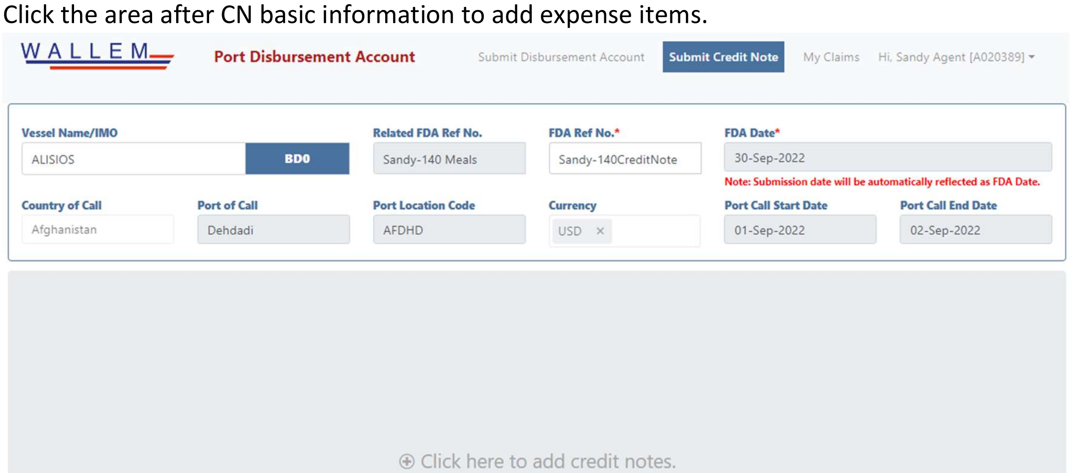
9. A successful submission message is pop up if information provided are sufficient. Otherwise, various fields on screen are highlighted. Please correct all missing/invalid information and submit again.

4.2 To Submit Credit Note

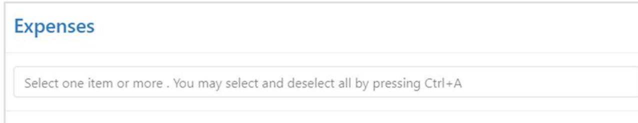
1. After logged in, click [Submit Credit Note] at menu bar.
2. “Credit Note” pop up is displayed. Fill in the related FDA Reference Number and click [Search].



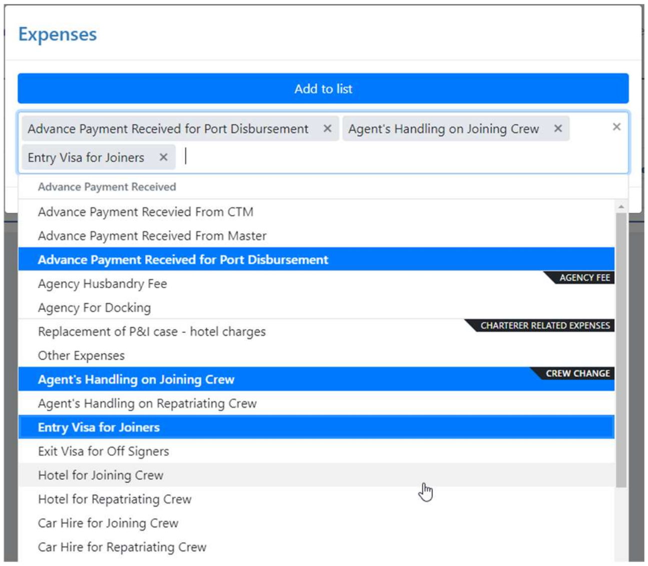
3. The related FDA basic information are displayed. Fill in Credit Note information such as Reference Number (Credit Note Number).
4. Click the area after CN basic information to add expense items.



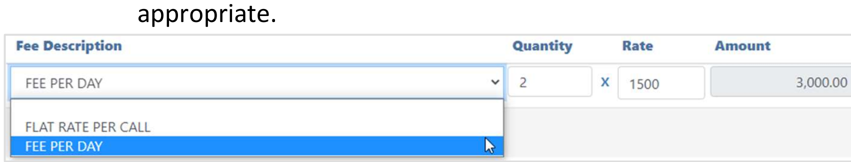
5. “Expenses” selection list is pop up.



6. Select one or more items and click [Add to list] to add expenses into your FDA.
   CTRL+A to Select ALL



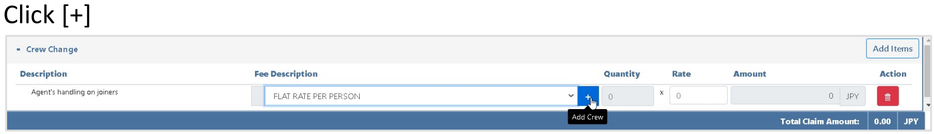
7. According to different expense items, fill in details for the amount.
   a. Example 1, add basic item:
      i. Select Fee Description, fill in Quantity, Rate and/or Amount wherever appropriate.



   b. Example 2, add CTM:
      i. Input Currency, Original Amount, ROE, Date of receipt by Master.

   c. Example 3, add CTM related item:
      i. Select Fee Description, fill in Percentage and/or Amount wherever appropriate.

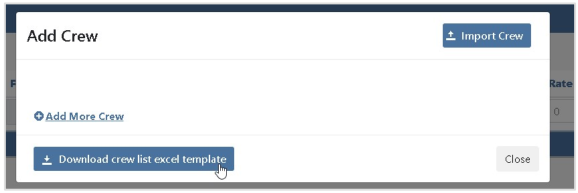
   d. Example 4, add crew related item:
      i. Select Fee Description, fill in Quantity, Rate and/or Amount wherever appropriate.
      ii. Click [+]



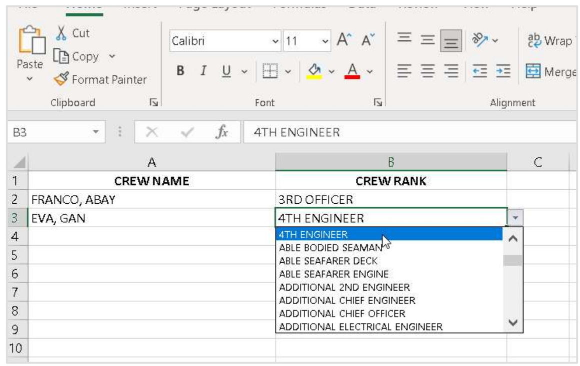
      iii. “Add Crew” pop up is displayed.
      iv. Click [Add More Crew], fill in Crew Name and Crew Rank

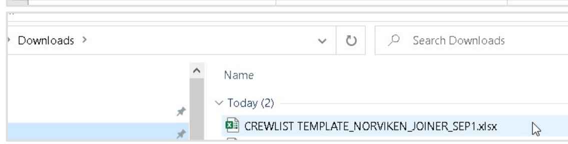
v. Optionally, you can upload crew list (names and ranks).

1. Click [Download crew list excel template].

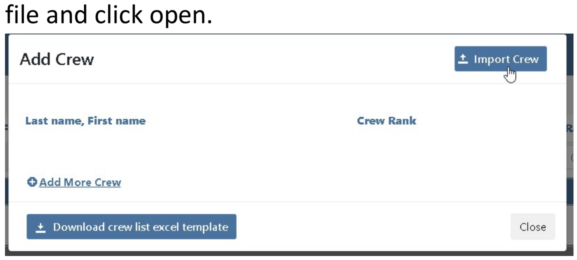


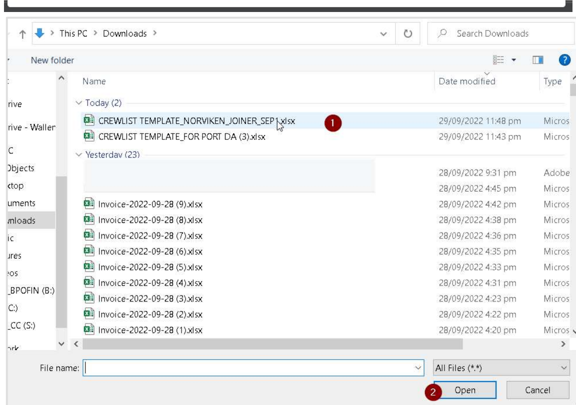
2. Open the downloaded template (usually in your folder "Downloads"). Input crew names (in format of LAST NAME, FIRST NAME). Select the rank on the pick list then save the file.





3. Click [Import Crew] on the Add Crew screen. Select the saved crew list file and click open.



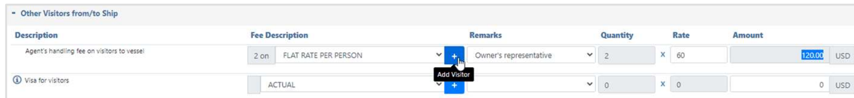


4. Crew names and ranks are listed based on the information on the saved file.

vi. Add more or delete any names if needed.

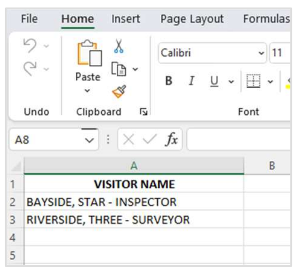
vii. Click [Close]

e. Example 5, add visitor related item:
    i. Select Fee Description, fill in Quantity, Rate and/or Amount wherever appropriate.
    ii. Click [+]

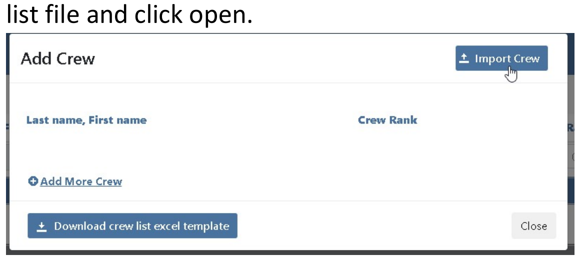


    iii. "Add Visitor" pop up is displayed.
    iv. Click [Add More Visitor], fill in Visitor Name/Title.
    v. Optionally, you can upload visitor list.
        1. Click [Download visitor list excel template].

        2. Open the downloaded template (usually in your folder "Downloads"). Input visitor names/titles. Then, save the file.

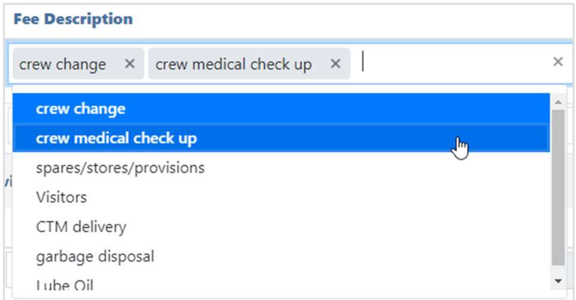


        3. Click [Import Visitor] on the Add Visitor screen. Select the saved visitor list file and click open.

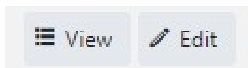


        4. Visitor names are listed based on the information on the saved file.
    vi. Add more or delete any names if needed.
    vii. Click [Close]

f. Example 6, add launch hire related item:
    i. Select Fee Description, fill in Remarks and/or Amount wherever appropriate.



8. Click [Save as Draft] if you want to save the claim to be edited later, it will be marked as Draft. To edit the Claim, go to My Claims and Click Edit. There are no validations during saving but Header details should be filled out.



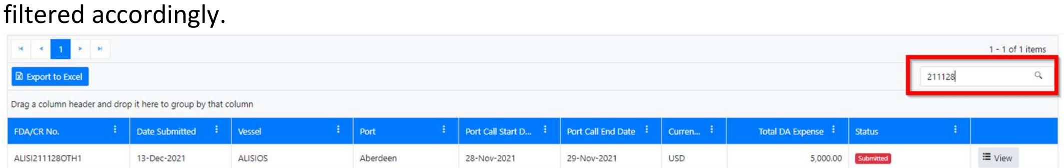
9. For Claim Submission, click [Next], Click Attach File to Submit the Claim or Upload Later (this will mark the Claim as No Attachment and a File needs to be uploaded under My Claims for it to be marked as Submitted.

NOTE: once the FDA is submitted, no changes can be made.

10. A successful submission message is pop up if information provided are sufficient. Otherwise, various fields on screen are highlighted. Please correct all missing/invalid information and submit again.

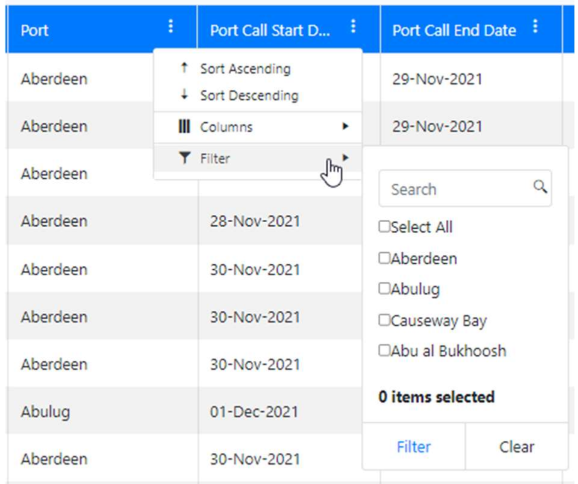
5 VIEW SUBMITTED FDA / CREDIT NOTE

1. After logged in, click [My Claims] at menu bar.
2. All submitted FDA and CN are displayed.
3. To search a document, fill in keyword whatever you need to search in the [Search…] box. List is filtered accordingly.

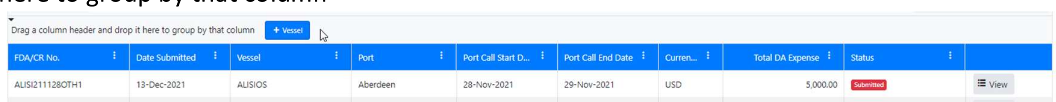


   a. To list all documents again, remove the keyword in the [Search…] box.

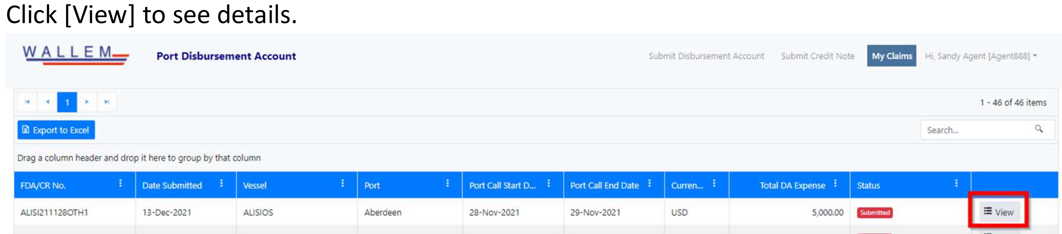
4. To add filter to a column, click 3 dots at column heading, select [Filter].



5. To sort a column, click 3 dots at column heading, select [Sort Ascending] or [Sort Descending].
6. To group data, click and drag a column heading into area "Drag a column header and drop it here to group by that column"



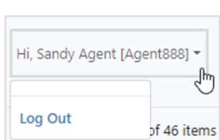
7. Click [View] to see details.



8. To view uploaded file, click [View attachment].

6 LOGOUT

At top right corner of the screen, click your logged in name and select [Log Out].

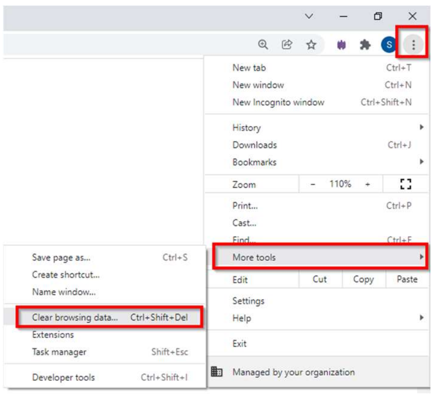


7 TROUBLESHOOTING

7.1 BROWSER ISSUES

Most browser issues can be resolved by deleting cookies and cache and/or using a private browser or incognito mode. Please follow below steps to delete cookies and cache.

1. Start Chrome
2. At top right of the screen, click Chrome Control ⋮ .
3. Click More tools and then Clear browsing data.



4. Select a time range. To delete everything, select All time.
5. Check the boxes for "Cookies and other site data" and "Cached images and files".
6. Click [Clear data].