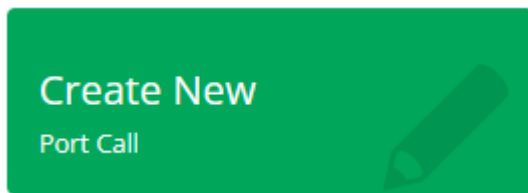
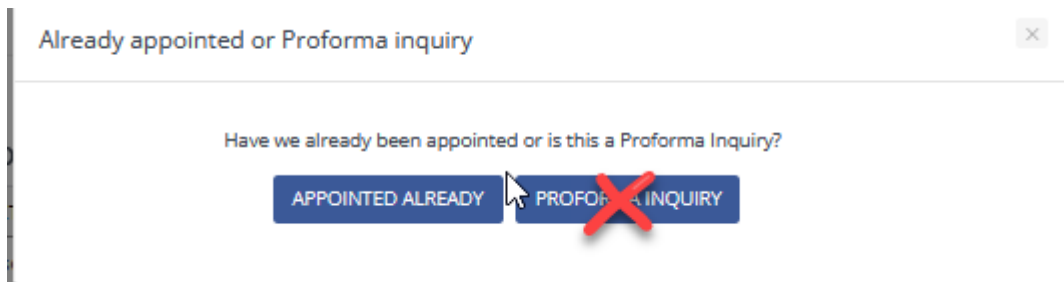


Create Port Call

From the Main Dashboard click the green button Create New Port Call.

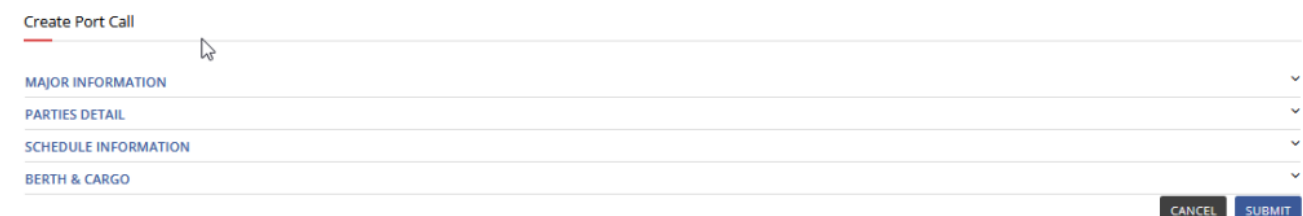
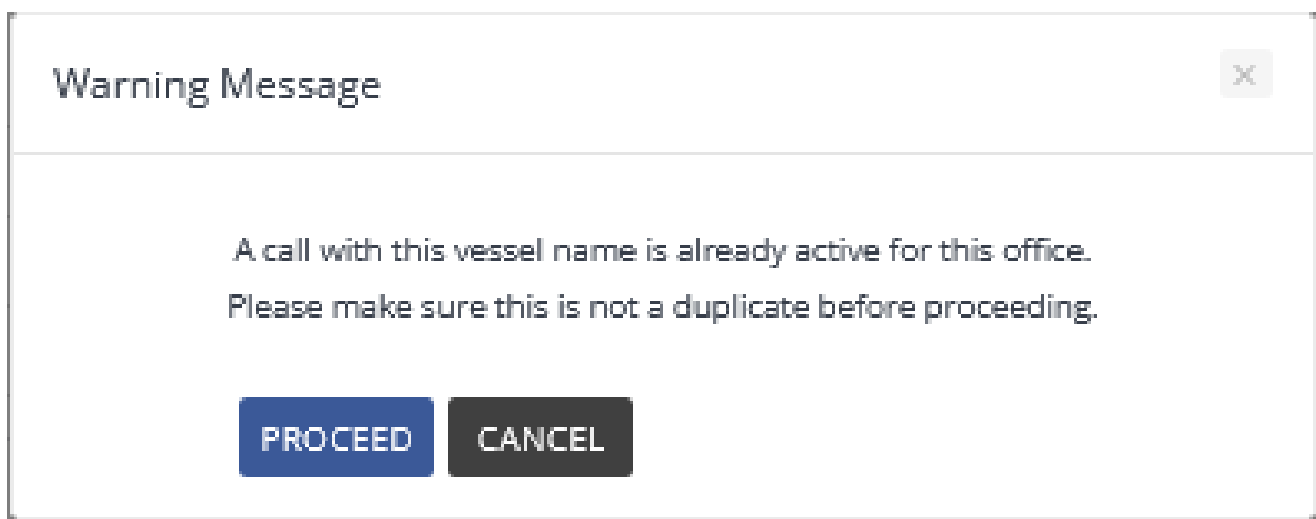


Choose Appointed Already from the Pop Up.



The Create Port Call screen is broken down into the below 4 panels. Each panel will require information to be entered to create the Port Call. On the first 3 panels you will see red asterisks identifying the required fields. After entering all of the required fields and any additional fields as instructed click the Submit button.

Important: When the Submit button is clicked, if the below pop up appears it is critical to check for the duplication and if the call is already created CANCEL the New Port Call creation.



Create Port Call

MAJOR INFORMATION

Call Type *	PWA	AN Call#	Anow Call Number
Entity *	NLI	Port *	USMOB-MOBILE
Office *	USMOB - MOBILE	Prior Port *	MXZLO-MANZANILLO MX
Vessel *	TEST VESSEL 101-TSTVSL99	Business Type *	Container
Voyage # *	123	Captain Name	Captain Name
Charterers Agent	Select Charter Agent	Reference Number	Reference Number
Sub Agent	Select Sub Agent	On Duty Agent *	Mike George
Tug Company	--Select Tug Companies--		

Call Type is set by Fairwater, the user does not edit this field.

The screen includes "New+" and "Info" buttons to assist the user.

Major Information Panel

PARTIES DETAIL

Principal Party *	TEST PRINCIPAL -40198	Responsible Party *	TEST PRINCIPAL -40198
Agent Type *	FULL AGENT	File Type *	Primary (P)
☒ Proforma Required		Credit Category	B

Warning Message

Separate Owner DA Required for this Principal. If owner items are expected, please create a W file for them.

OK

This box tells you if an additional file needs to be created for Owners items. This pops up, if it applies, after entering the Principal Party.

The additional file is added after the Port Call is created by going to the Mange Tab and adding another Party.

ATA and ATD cannot be completed here. These must be done through Port Activity Log after the Port Call is created.

SCHEDULE INFORMATION

ETA *	03/22/2023 08:00	ATA	MM/DD/YYYY HH:MM
ETD *	03/23/2023 15:00	ATD	MM/DD/YYYY HH:MM

BERTH & CARGO

Click insert row to add a Terminal and Berth

+ INSERT ROW Cancel changes

Terminal	Berth	Commodity	ETB	ETC	ETD	
ALABAMA BULK TERMINAL	ALABAMA BULK TERMINAL					X Delete

+ Add new record Cancel changes

Cargo Details	Operation	Weight	UOM	Piece	
COAL	LOADING				X Delete

1 10 1 - 1 of 1 items

Items per page

Click Add new record to add commodities and operations.

After the Port Call is successfully created, Fairwater will open the Port Call to the Manage Tab as shown below. Depending on the user permissions various tabs are shown in the Port call for managing the Port Call.

Agent Detail ETA: 3/22/2023 8:00:00 AM Arriving

Call Dashboard Manage Port Activity Log Arrival Sail Details Crew Management Package Management Documents Pro Forma Agency Fee & Services Agency Fee Emails

TEST VESSEL 101
NLI - USMOB - MOBILE
AN Call #
FW Call #2300139

MAJOR INFORMATION

Call Type *	PWA	AN Call#	Anow Call Number
Entity *	NLI	Port *	USMOB-MOBILE NEW+ INFO
Office *	USMOB-MOBILE	Prior Port *	MANZANILLO MX NEW+
Vessel *	TEST VESSEL 101-TSTVSL99 NEW+ INFO	Business Type *	Container
Voyage # *	123	Captain Name	Captain Name
Charterers Agent	Select Charter Agent INFO	Reference Number	Reference Number
Sub Agent	Select Sub Agent INFO	On Duty Agent *	Mike George
Tug Company	--Select Tug Companies--		