

PROCEDURE FOR HANDLING CHARTERER'S AGENT DA'S

When a Charterer's Agent is appointed by NLI or on behalf of NLI, the agent will send NLI their PDA. The Port office will enter one service item, 5010 – "Charterer Agents Account" **using the vendor number in the system for the agent** (not the vendor number for the individual vendor invoices in their FDA as you want to pay the agent). If this service item is not available for this vendor, you should contact purchasing@nortonlilly.com requesting to have service item 5010 added for vendor ????? for your port office. Once the service item has been added be sure to generate the PO within 3 days of sailing per the procedure for vessel file validation.

Add NLI's agency fees in the agency fee section and save. You can then submit your PDA from Fairwater to the principal. Some offices prefer to attach the PDA details from the Charterer's agent in their email to the principal and list NLI's fees and any other necessary information. (NOTE: For any client that requires PDA entry in their portal please continue to enter the expense details in their portal).

When the FDA is received from the Charterer's agent you should review for accuracy and send to the scan-center. Once the invoice appears in your queue process as any other vendor invoice. When you select "submit" you will receive a message to "Enter the Actual Vendor". Select "save" and choose the below in the PO grid.

#	2212802004		\$45,799.80	USD	IMC Shipping Company Pte Ltd c/o Wan Bang Chartering Co Ltd 422373 - P	TBC PASSEION	05/14/22	Add Actual Vendor	N		USLGB - LONG BEACH		
	Service Item	Gross Buy A...	Prin Disc	File Amt	Agent Disc	Net Buy Amt	Gross Buy A...	Prin Disc	File Amt	Agent Disc	Net Buy Amt	Actual Vendor	Selected
#	CHARTERER'S AGENT ACCOUNT 5010	\$45,799.80		\$45,799.80	\$00.00	\$45,799.80	\$45,799.80	\$00.00	\$45,799.80	\$00.00	\$45,799.80	TRANSMARINE	☒

In the next screen enter the name of the agent in the column "actual vendor" as shown and then "save changes". Then select "submit".

Update Actual Vendor

PONumber	Service Item	Actual Vendor
2212802004	CHARTERER'S AGENT ACCOUNT-5010	TRANSMARINE