

PROCEDURE FOR HANDLING SUBAGENT DA's

Sub Agent Definition - A Vendor that is a Vessel Agent and provides Agency Services when we Appoint them as Agent. These Vendors send us Disbursement Accounts and we are required to enter the Actual Vendor Name for each Service provided (replacing the Sub Agent Name in our DA's) when processing their DA Invoices.

When NLI appoints a Subagent, the agent will send their PDA to NLI. The Port office will need to enter one service item for every expense included on the PDA, for example, customs, pilotage, towing, etc. **under the vendor number for the agent** (not the vendor number for the individual vendor invoices included in their FDA as you want to pay the agent). If these service items are not available for this vendor, you should contact purchasing@nortonlilly.com requesting to have each service item added for vendor ????? for your port office. Be sure to include service item 5021 "Subagent Agent Fees". The Subagent's agency fee and any other charges that we should not pass on to the principal should be entered under 5021 as lumpsum. Charges under 5021 will appear as a reduction in your revenue under "Subagent fees" and will NOT appear in NLI's DA. Once service items are entered generate the PO within 3 days of sailing per procedure for the vessel file validation.

Add NLI's agency fees in the agency fee section and save. Submit your PDA from Fairwater to the principal. NOTE: (The Subagent fees under service item 5021 will not appear on your PDA).

When the FDA is received from the Subagent 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.

PO Number	PO Date	PO Amount	CUR	Principal	Vessel Name	ATA	Actual Vendor	In Sub Contract Vendor			
2218082003		\$34,877.42	USD	TEXAS A & M UNIVERSITY AT GALVESTON18475 - A	TS KENNEDY	06/25/22	Add Actual Vendor	N			
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
LINES UNMOORING-1042	\$318.11	\$00.00	\$318.11	\$00.00	\$318.11	\$318.11	\$00.00	\$318.11	\$00.00	\$318.11	REKKNINGUR
TRANSPORT / TWIC ESCORT-2070	\$6,735.50	\$00.00	\$6,735.50	\$00.00	\$6,735.50	\$6,735.50	\$00.00	\$6,735.50	\$00.00	\$6,735.50	TAXI
TRANSPORT / TWIC ESCORT-2070	\$7,366.96	\$00.00	\$7,366.96	\$00.00	\$7,366.96	\$7,366.96	\$00.00	\$7,366.96	\$00.00	\$7,366.96	TAXI
COURIER/DELIVERY SERVICE-2110	\$30.98	\$00.00	\$30.98	\$00.00	\$30.98	\$30.98	\$00.00	\$30.98	\$00.00	\$30.98	LYSING
SLOP AND GARBAGE REMOVAL-2210	\$2,661.26	\$00.00	\$2,661.26	\$00.00	\$2,661.26	\$2,661.26	\$00.00	\$2,661.26	\$00.00	\$2,661.26	TERRA
SUBAGENT FEES (not included in PDA/FDA)-5021	\$1,575.00	\$00.00	\$1,575.00	\$00.00	\$1,575.00	\$1,575.00	\$00.00	\$1,575.00	\$00.00	\$1,575.00	MS ARMANN

In the next screen enter the name of the vendor for each invoice in the column "actual vendor" as shown and then "save changes". Once done then select "submit".

Update Actual Vendor		
<input checked="" type="button" value="Save changes"/> Cancel changes		
PONumber	Service Item	Actual Vendor
2218082003	SUBAGENT FEES (not included in PDA/FDA)-5021	MS ARMANN
2218082003	TOWAGE - OUT-1022	REIKNINGUR
2218082003	SLOP AND GARBAGE REMOVAL-2210	TERRA
2218082003	TRANSPORT / TWIC ESCORT-2070	TAXI
2218082003	COURIER/DELIVERY SERVICE-2110	LYSING
2218082003	TRANSPORT / TWIC ESCORT-2070	TAXI
2218082003	PILOTAGE - OUT-1022	REIKNINGUR
2218082003	LINES-UNMOORING-1042	REIKNINGUR
2218082003	TOWAGE - IN-1031	REIKNINGUR
2218082003	LINES UNMOORING-1041	REIKNINGUR

The DA Staff will exclude the cover page and invoices for the Subagents fee by using the PDF Editor prior to billing.

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 PARESON	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

☒ Save changes ☐ Cancel changes

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