

Rendering Guidelines/Billing Instructions

Billing Instructions get added to the Principal Master (Principal Management) using the Rendering Guidelines. These are available in the DA Processing screen under DA Notes/Rendering Guidelines. They are also available on the Agency Fee & Services Tab.

Effective From: 01/01/2026

Comment:

Invoice requirement - Must be followed

1. **One expense per line**
 - Do not combine multiple charges into 1 line
 - Each charge must be listed as its own line item.
2. **Correct expense type**
 - Each line must use the correct expense type
 - Incorrect expense types will result in rejection
3. **Vendor comments are mandatory**
 - Every line must include a clear vendor comment explaining the charge
 - The comment must include a reference to the backstop page number where the charge can be found.

This is a perfect example of how expenses are divided into multiples lines with the correct vendor comment, however, this is missing the correct reference PAGE #

Attachment: Select files...

Please select file having size less than 25MB and format .txt, .doc, .docx, .rtf, .xls, .xlsx, .jpg, .jpeg, .png, .gif, .pdf, .rar, .zip, .mng

Active: ☒

Close Save

Common to All Entities	Variable by Entities
WIP Processing	Service Hierarchy
Trading Partners	Work Instructions
Principal Tariff	AR Parameters
Principal Performance	Entry Personnel
Rendering Guidelines	Agency Agreement
AR Comments	Call Parties

Address Book Rendering Guidelines For : PRINCESS CRUISES - PORT/OWNER EXPENSE (2959)

Copy To Entity

Select All	Created By	Created Date	Updated By	Updated Date	Effective From	Active	Comments	Documents	Action
☐	mgeorge	01/28/2026 11:14:33			01/01/2026	☒	Invoice requirement - Must be followed One expense per lineDo not combine multip...	No Doc	

Disbursement Account

File No. 2409091 Entity: PAN Branch: PAPCN - PANAMA CANAL Business Type: Cruise Date Created: 03/07/2024

Principal: 2959 - PRINCESS CRUISES - PORT/OWNER EXPENSE Prin File PO: Ref No: DA Curr: USD Duty Emp.: Abdel Naar

Port: PAPCS - PANAMA CANA Billing Method: Standard Vessel: CARIBBEAN PRINCESS Voy No: TBA DA Due Date: 3/30/2026 Supp. DA Due Date:

Arrival: Sailed: Ship Type: Exchange Rate:

Sub Agent: Charterer Agent: P - 2959 - PRINCESS CRUISES - PORT/OWNER EXPENSE Resp. Prty: 1057 - PRINCESS

Alternate Da Address: Select Alternate Da Address Agent Type: CANAL TRANSIT SS Call Number:

Disbts: \$1,003.93 Receipts: \$0.00 Balance: \$1,003.93 Paid Disbts: \$1,003.93 Funds: -\$1,003.93 Princ.OverAll Funds: \$1,024,603.97 DA Status: Select DA Status

Save Header Info View Payments Party Entity Personnel MGNOTES /ADD/EDIT DA Problems /Add/ Edit

Rendering Guidelines Agency Agreements Miscellaneous DA Problem Type Financial Hubbing Group Guidelines Branch Guidelines Deleted/ Invalid Documents Alternate DA Address

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Point Person: Leidy Rodriguez

Collection Contact:

AGENCY FEE

Revenue Vendor

Norton Lily Panama

☐ No Agency Fee Applicable

Templates

RETRIEVE TEMPLATE

SAVE AS TEMPLATE

SAVE

TRANSFER ITEM

AGENCY FEE AGREEMENT

RENDERING GUIDELINES

CANCEL

* Approved Agencyfees * DA Issued Agencyfees

+ INSERT ROW

Cancel changes

☐ Show Revoked Items

Revenue...	Code	Description	Tarif...	Unit ...	Uni...	Local C...	Voucher No	Profit C...	Remar...	Profor...	Revoke...	Revoke...	Actions	AXSym
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