

Port Call - Accounting Documents

This describes only documents that support the Accounting processes. Other Operational documents may also be uploaded to the Port Calls. All documents for Accounting must be in .pdf format.

Documents Tab

Document Types that are uploaded through the Documents Tab:

1. Appointment Message
2. Service Purchase Order (SPO)
3. Statement of Facts (SOF)

Uploading these document types through the Documents Tab.

1. Click the button Add Documents.
2. Complete the information in the pop-up window and click Submit
 1. Note that the above four document types will require you to enter the File Type or Types that the document is associated with.

Agency Fee & Services Tab

Services

Document Types that are uploaded to Service Items:

1. U.S. Customs Receipts (Vendor Invoices)
2. Cash To Master (CTM) Receipts
3. Disbursement Account (DA) Supports

Uploading these document types through the Agency Fee & Services Tab.

1. Select the check boxes for the Service Items that are included with your document.
2. Click the button for Upload Service Item Docs. This is located above the Service Items grid.
3. Select your file and complete the information in the pop-up window and click Submit.

Agency Fees

Document Types that can be uploaded to Agency Fee Items:

1. Agency Fee Support

Uploading these document types through the Agency Fee & Services tab.

1. Agency Fee row Upload Supporting Document.
 1. Click the button on the Agency Fee row for your document. This is only allowed for Approved

Agency Fee Items.

2. Select your file and complete the information in the pop-up window and click Save.