

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 GALVESTON(18475) - 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
1 LINES-UNMOORING-1042	\$318.11	\$00.00	\$318.11	\$00.00	\$318.11	\$318.11	\$00.00	\$318.11	\$00.00	\$318.11	REIKNINGUR
2 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
3 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
4 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
5 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
6 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.