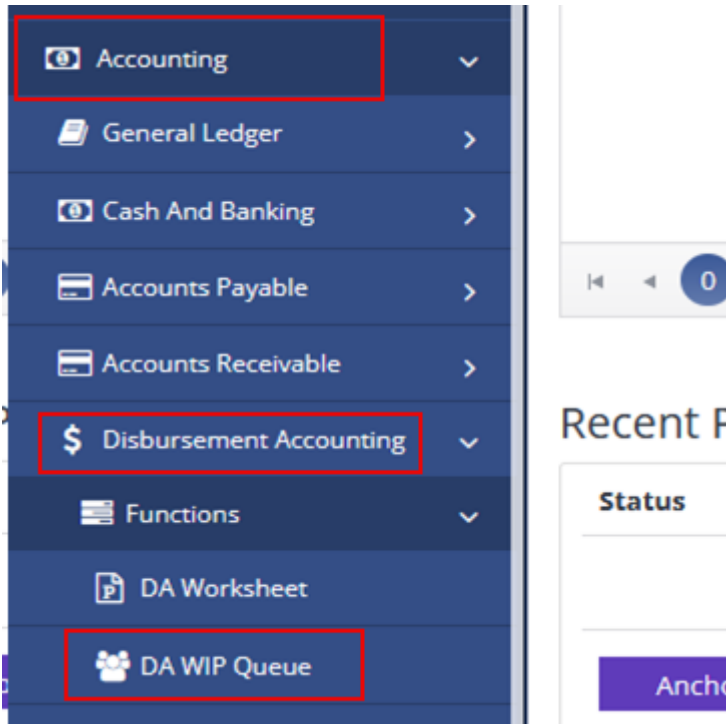


Vessel File Validation

This process is being implemented in order to ensure that all required steps are performed after vessel sailing, in order to expedite issuance of Disbursement Accounts to our customers in a timely manner, and to ensure a high quality of invoicing.

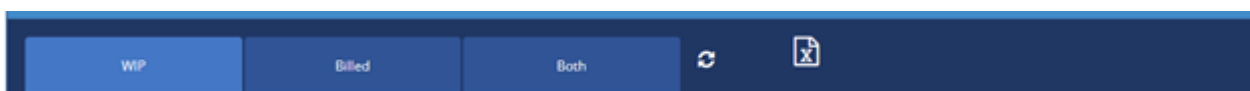
Navigate to DA WIP Queue by going to Accounting, Disbursement Accounting, Functions, and DA WIP Queue



Enter Entity, Office, and No for File Validated

A screenshot of a 'Selection Criteria' form. The form has a blue header and a white body. It contains several dropdown menus and checkboxes. The 'Entity' dropdown is set to 'NLI'. The 'Office' dropdown is set to 'CORPUS CHRISTI'. The 'File Validated' dropdown is set to 'No'. The 'Views' section has three radio buttons: 'All Files', 'Open WIP', and 'Funds Available'. The 'Include Auto Bill DA's' checkbox is checked. On the right side, there is a 'DA Types' section with three radio buttons: 'All', 'Original', and 'Supplemental'. Below this is a 'From ATD' button.

Click to refresh



This will bring up ALL Files that have not been validated for the selected office; this can then be filtered by ATD to see only the files XX days or older (KPI is to validate within 10 days)

ATD	Validated	Ready To Bill	DA Due Date	DA Cl
24	05/17/2024	Sort Ascending	06/16/2024	donna
		Sort Descending	06/23/2024	tamma
24	05/21/2024	Columns		tamma
24		Filter	Show items with value that:	janice t
24			Is before or equal to	shannn
22	05/19/2022		5/14/2024	launc
			May 2024	ichell
24			Su Mo Tu We Th Fr Sa	nicie t
			28 29 30 1 2 3 4	
			5 6 7 8 9 10 11	ny m
21	05/28/2021		12 13 14 15 16 17 18	ckie d
			19 20 21 22 23 24 25	onna
24			26 27 28 29 30 31	launc
24			2 3 4 5 6 7 8	ny m
			Tuesday, May 21, 2024	

Click on the Vessel Name to go into Agency Fee & Services Tab; from here you can scroll down to bottom of the page to validate the file.

File Number	File Type ...	SS File Number	Vessel Name	Billing Party	DA Proble...	Problem Code W
2415650	W		TRAIANO KNUTSEN	KNUTSEN GAS SHIPPING AS		
2417246	T	USCRP24013260	STENA PRO PATRIA	NORTHERN MARINE MANAGEMENT LTD (S5)		
2416708	T	USCRP24012766	GLOBAL SEALINE	NAKILAT S.M. (S5)		
2415314	T		AVENTICUM	Reederel Zurich		
2409265	T		MV YILDIZLAR 4	YILDIZLAR DENİZ İŞLETMECİLİĞİ A.Ş.		
2212673	U		NORTH SEA	MARMEDSA (REPSOL VESSELS)		
2414964	P		MARAN GAS SPETSES	MARAN GAS MARITIME INC.		
2415314	P		AVENTICUM	Reederel Zurich		
				COSCO SHIPPING		

VALIDATE FILE:

1. Within 10 days after vessel sailing, please go to “Agency Fee & Services” tab of the call. At bottom-right of screen, you will see new button labeled “Validate File”. Click on this button to see the Validation Results box as shown below.

AGENCY FEE

Revenue Vendor: NORTON LILLY INTERNATIONAL

* Approved Agencyfees * DA Issued Agencyfees

+ INSERT ROW Cancel changes Show Revoked Items

Revenue V...	Code	Description
NORTON LILLY INTERNATIONAL	4130	COMMUNICATIONS LUMP SUM FEE
NORTON LILLY INTERNATIONAL	4010	AGENCY FEE (COMMERCIAL)
NORTON LILLY INTERNATIONAL	4034VBLS	AMS - B/L'S FILED
NORTON LILLY INTERNATIONAL	4121	AGENTS TRANSPORTATION/MILEAGE

Total: 1,225.00

1 - 4 of 4 Items

FINANCIAL SUMMARY TABLE

VALIDATE FILE CLEAR

2. If any test result in the Validation Results box is showing value as “FAIL”, then please take the necessary action. Then click “Validate File” button again to re-run tests.

3. Once the Validation Results box is showing “PASS” for all tests, then please review test item 7, which reads “All Support Documents uploaded to Agency Fee & Service items requiring supports”. Please be sure that for all service items that would require DA Supports (such as crew transport, medical, hotel, etc.), that you have uploaded the support documents to each such line item.

4. After you have confirmed that support documents have been uploaded, then click the “Validate File” button again, and tick the #7 box to confirm that you have done this. Also tick this box if none of the Service Items required DA Supports.

5. For test #8, if advance has not been received for a “P” file (for Principals that are required to advance), you will see a red asterisk (*) beside this item. If red asterisk appears, then you must enter reason for having not received advance. Please enter a valid reason, since this will be reviewed by our auditors. If no red asterisk appears, then this box can be left blank.

VALIDATION RESULT

1. All Service Items in "PO" or greater status : PASS

2. Customs & CTM Receipts uploaded : PASS

3. Blank Checks are Posted / Voided : PASS

4. Agency Fees Approved : PASS

5. DBA Invoices Approved : PASS

6. SPO Uploaded : PASS

7. All Supporting Documents uploaded to Agency Fee & Service Items requiring supports ☒

8. Advance Not Received Remarks (P files only) :

SAVE

CLOSE

6. After "Validation Results" box shows "PASS" for all tests, and you have ticked box to indicate that support documents have been uploaded, then a message will appear at bottom left of screen to indicate that validation was successful (as shown below).

Last Validated By IraRudnick on 5/20/2022 9:39:24 PM

VALIDATE FILE

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7. Please repeat this process for every file type (billing party) within the vessel call. You must get every file type for the call to show the "Validated" message at bottom of screen.

8. We will monitor this, and will issue reports to indicate any vessel files which sailed over 10 days ago for which the validation process has not been completed.