

FAIRWATER SUPPORTING DOCUMENTS QUICK GUIDE

There are 3 types of Support Documents, and the procedure for uploading each of these 3 types for an FWA call is shown below.

1. Adding Support Document related to specific service(s)

See below screenshot for uploading a support document related to a specific service or services. Examples would be email request from Principal requesting crew transport or medical services. Save the message as a .pdf document, and then upload to the related service line item as shown below from the "Agency Fee & Services" tab of your vessel call.

The support document will appear behind the vendor invoice(s) related to the service(s) when the DA is issued.

LA SEINE
FREEPORT
AN Call #
FW Call #2009779

MAJOR INFORMATION

SERVICE ITEMS

To add a Supporting Document related to a specific service or services, tick the service item or items, and then click "Upload Service Item Docs"

These supports will then appear in the DA, behind the vendor invoices for those services

Service Items
SAVE DELETE SELECTED

Templates
RETRIEVE TEMPLATE SAVE AS TEMPLATE

Workflow
START WORKFLOW RESEND EMAIL CANCEL SERVICE GENERATE PO

Payments
GENERATE CHECK(S) PAID WITH CREDIT CARD/CASH VIEW PAYMENTS

Post/Void Blank Check
POSTVOID BLANK CHECK(S)

DBA Invoice
APPROVE REVOKE

File Type: TMS CARDIFF GAS LTD - W

	Code	Vendor Name	Use S...	Sub Contract Vendor	Sales A...	Cur	Billing Par...	ProForma...	WF Ac...	WF Status	Local Payment	Payments
☐	LAUNCH SERVICE (1070)	FREEPORT LAUNCH, LP (4107)	☐		\$3,500.00	US Dollar			12/11/2020 13:15:47	Vendor Accepted		
☐	HOTEL & ACCOMMODATIONS (2060)	SHERATON HOUSTON BROOKHOLLOW HOTEL (6500)	☐		\$8,500.00	US Dollar		8 joiners for 6 nights	12/11/2020 13:15:47	Service Request Not Sent		
☒	TRANSPORT / TWIC ESCORT (2070)	GREENWAVE (60891)	☐		\$1,800.00	US Dollar			12/11/2020 13:15:47	Service Requested		
☒	MEDICAL EXPENSES (2080)	CENTRAL HEALTHCARE SERVICES, INC. (1528)	☐		\$3,300.00	US Dollar		covid-19 test	12/11/2020 13:15:48	Vendor Accepted		

2. Adding Support Document related to specific agency fee

See below screenshot for uploading support document related to a specific agency fee or fees. Examples would be email request from Principal requesting crew change or spares delivery. Save the message as a .pdf document, and then upload to the related agency fee line item as shown below from the "Agency Fee & Services" tab of your vessel call.

The support document will appear behind the Agency Invoice when the DA is issued.

LA SEINE
FREEMPORT
AN Call #
FW Call #2009779

MAJOR INFORMATION

SERVICE ITEMS

AGENCY FEE

Revenue Vendor

ADDING SUPPORT DOCUMENT RELATED TO SPECIFIC AGENCY FEES

To add a Supporting Document related to a specific fee, click on the "upload supporting document" icon to the right of the line item for that fee.

These supports will then appear in the DA, behind the agency invoice for that fee.

APPROVE REVOKE SAVE AGENCY FEE AGREEMENT RENDERING GUIDELINES CANCEL

* Approved Agencyfees * DA Issued Agencyfees

Revenue Vendor	Code	Description	Tariff Type	Unit Rates	Units	Local Curr.	Voucher No	Profit Center	Remarks	Proforma...	Revoked Vo...	
NORTON LILLY INTERNATIONAL	4071	CREW CHANGE FEES	Units	65.00	15.00	975.00		HOUSTON, TX	15.00 @ 65.000	15.00 @ 65.000		Upload Supporting Document X Delete
NORTON LILLY INTERNATIONAL	4070	MEDICAL COORDINATION FEE	Units	65.00	8.00	520.00		HOUSTON, TX	8 joiner covid-1 ...	8 joiner covid-1 ...		X Delete
NORTON LILLY INTERNATIONAL	4011	AGENCY FEE (OWNERS)	Fixed			500.00		HOUSTON, TX				X Delete
NORTON LILLY INTERNATIONAL	4999	OTHER AGENCY EXPENSE	Fixed			130.00		HOUSTON, TX	launch coordinat ...	launch coordinat ...		X Delete

3. Adding Support Document NOT related to specific service or agency fee

See below screenshot for uploading support document which is NOT related to a specific service or agency fee, examples would be your signed and stamped SPO or copy of the Appointment Message. Save the document as a .pdf, and then go to the "Documents" tab of your vessel call, and use the "Add Documents" button to upload.

The "Courier Support" document type should be used very rarely, since these supports should be related to either a service or a fee, and uploaded as per items 1 or 2 above.

The SPO and Appointment Message will appear at the front of the DA issued, and any Accounting Supports at the end of the DA.

Agent Detail

ATD: 12/15/2020 3:00:00 PM Sailed

Call Dashboard

Manage

Port Activity Log

Arrival Sail Details

Crew Management

Package Management

Documents

Pro Forma

Agency Fee & Services

Agency Fee

Emails

LA SEINE
NLI - USHOU - FREEPORT
AN Call #
FW Call #2009779

ADDING SUPPORT DOCUMENT NOT RELATED TO SPECIFIC SERVICE OR FEE

GENERATE FORMS

ADD DOCUMENTS

Drag a column header and drop it here to group by that column

	Document Name	File Name	Type	Size	File Type Code	Category	Action
☒	La Seine Notice of Readiness	La Seine Notice of Readiness	.pdf	61			
☒			.pdf	41			
☒			.pdf	11			
☒			.pdf	91			

To add a Supporting Document that is not related to a specific service or fee, use the "Documents" tab. Select your .pdf file, and then choose either "SPO", "Appointment Message", or "Courier Support".

Upload Document

File Type
Select File Type

File Name - Appointment Message for P File.p

Document Name *
Appointment Message for P File

Category *
Select Category
Vessel Communications
Courier Support
BDN
Pictures
Appointment Message
Mates Receipts
Cargo Documents
Customs/ISO Forms
Letters of Protest
NOR
SPO
Bill of Lading

1 - 4 of 4 items