



Process Flow for Assessment of Vessel Charges Vessel Invoice and Cargo Invoice (Doc Ref Code: QP-VEC-SUG-AC-FC-01)

Flowchart

Description

Responsible

Flowchart	Description	Responsible
Entrance Documents		
Updating of Vessel Movement	1.1.1 Updates vessel movements, if necessary	HM/HOO
Accomplishment of Dockage Report	1.1.2 Accomplishes the Dockage Report and submits to the HOO.	Ship's Agent
Checking of DR	1.1.3 Verifies and checks the Dockage Report.	HM/HOO
Presentation of Dockage Report	1.1.4 Presents duly accomplished DR to the <u>Sr. Cashier/Cashier A/Cashier B</u>	Ship's Agent
Assessment and Generation of Computation	1.1.5 Generates Computation Sheet (CS) 1.1.5.1 For cash transactions: 1.1.5.1.1 Issues CS to SA 1.1.5.2 If the Shipping Line has a Revolving Fund Deposit (RFD) 1.15.2.1 Charges the CS against the RFD and generates Vessel Invoice thru the oracle system and issues receipt copy to SA	Sr. Cashier/Cashier A/ Cashier B
Return of Documents	1.1.6 Returns the DR and set of documents to the Ship's Agent	Sr. Cashier/Cashier A/ Cashier B