Softship.SAPAS

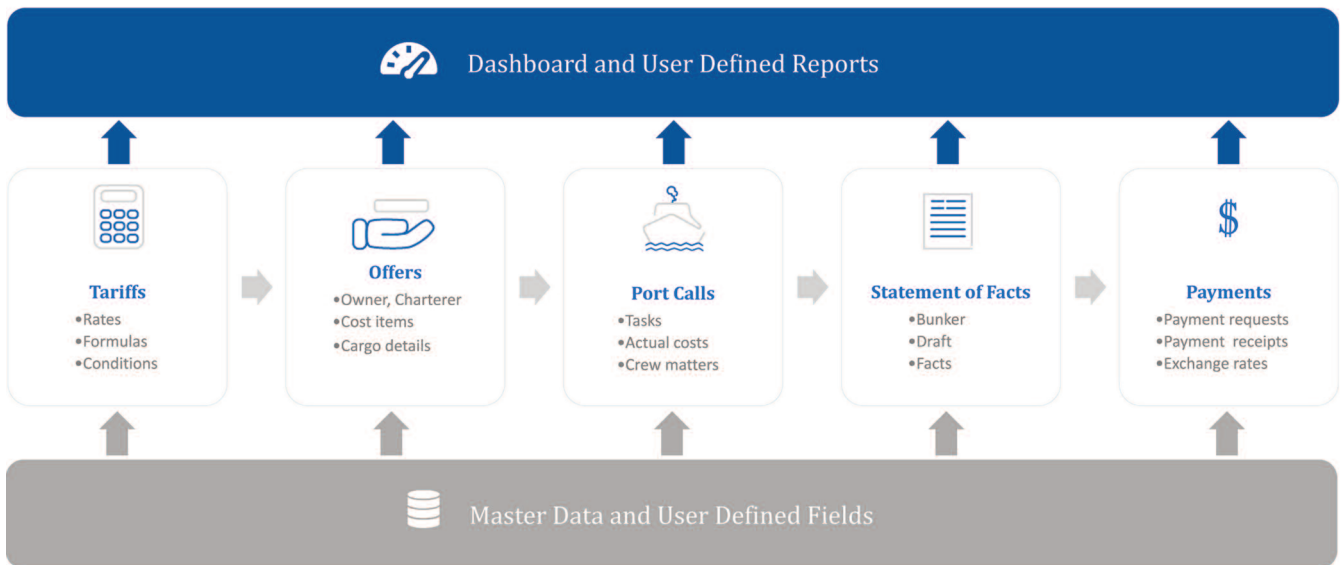## Softship Advanced Port Agency Solution

The one-stop solution for port agents

Softship.SAPAS
is a unique, pay-as-you-go,
innovative solution giving your
entire organisation complete
visibility over all your port agency
and husbandry activities.
Easy-to-use tools let you maintain
and organise company and
customer information, create offers
for customers, manage port calls,
keep track of all your disbursement
accounts, and create and submit
your statements of fact.

Dashboard and User Defined Reports

Tariffs	Offers	Port Calls	Statement of Facts	Payments
•Rates	•Owner, Charterer	•Tasks	•Bunker	•Payment requests
•Formulas	•Cost items	•Actual costs	•Draft	•Payment receipts
•Conditions	•Cargo details	•Crew matters	•Facts	•Exchange rates

Master Data and User Defined Fields

Use Softship.SAPAS to:

• Easily create your offers
• Manage the full port call process
• Handle simple and complex tariffs
• Keep control of your tasks, costs, SOF and payments
• Create bespoke reports
• Store, organise and recall private company information

• Pay-as-you-go
• No upfront investment
• Accessed through a standard web browser from any computer or tablet
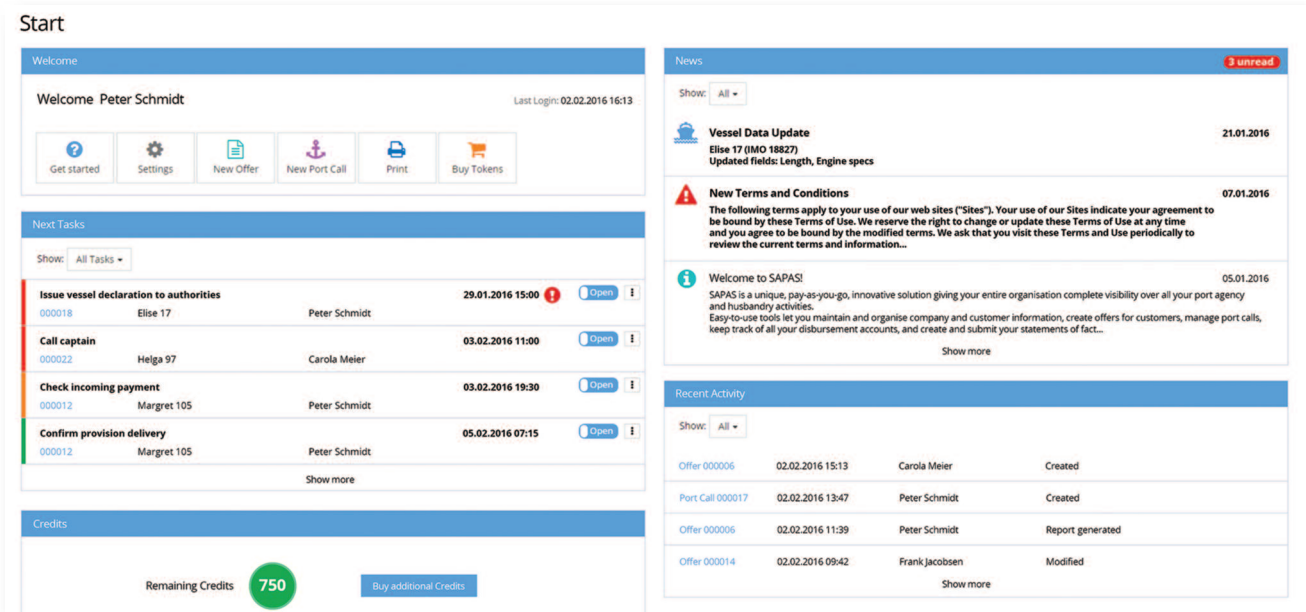• Fully flexible and customisable with no IT knowledge required

Flexibility

Softship.SAPAS is accessed from any internet computer or tablet over a standard web browser. You register online via a simple process and then authorise any number of your staff to join you in the Softship.SAPAS environment with no further charge.

Our pay-as-you-go model ensures you only pay for what you use. There are no signing-on fees or upfront investment.

Because we recognise that each agent has different requirements, Softship.SAPAS gives you the option of customising each section so that each screen contains the information you require in the format of your choosing.

Dashboard

When logging into Softship.SAPAS, you are shown a dashboard that gives instant visibility over the progress of your offers, port calls, task list and news. This provides an up-to-the-minute report for you and your colleagues on the status of all your activities.

Master data

This is the heart of your Softship.SAPAS and contains preloaded data alongside your own proprietary information which is then used throughout the system. Sections include information on countries, ports and berths; vessels and their characteristics; your business partners including customers, owners and charterers; tariffs and other financials; and any other information you would like to capture.

User defined fields

Importantly, this facility allows you to add a range of user defined fields to those we already offer. This is allowed for any screen in Softship.SAPAS giving you the option to customise Softship.SAPAS to suit your individual business requirements without needing specialist technical knowledge. Six field types (eg date, text, checkboxes etc) give full flexibility and customisation allowing your own information to be captured, organised and retrieved. User defined fields can be hidden if required and then made visible again at a later date. Your own information and personal data is always kept private and is only accessible to you and your company colleagues.

A comprehensive search facility provides fast and accurate data mining as well as a quick look at your most recently requested searches.
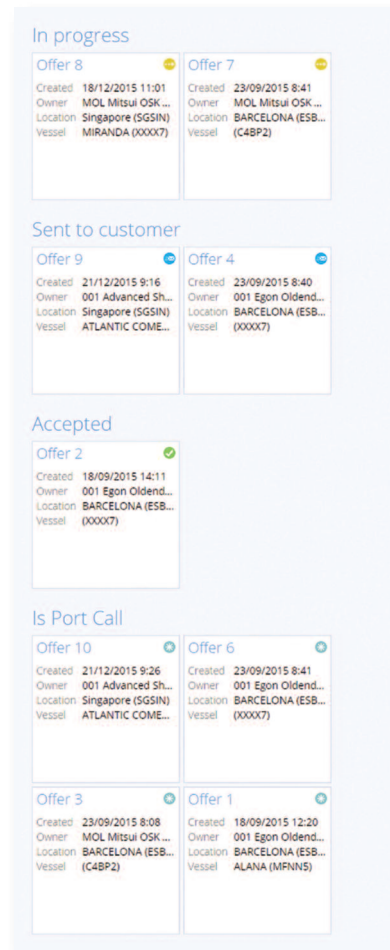
Offers

On accessing this section, Softship.SAPAS provides a quick overview of your offers that are in progress, sent to client, accepted, rejected, or being converted to a port call.

A comprehensive screen gives easy-to-view information on the relevant owner, charterer, location, vessel, cargo and other general data defined by you. This is married with cost items such as pilotage, berthing, bunkering etc. A status section tells you exactly where you are in the process alongside other useful information such as exchange rates and your own notes and remarks. Information is initially taken from your Master Data and is then edited and customised by you, if required.

Port call costs are calculated from the cost item section of the offer screen. Items are easily created (or copied from a previous offer) and organised. Actual costs are either entered manually or taken automatically from the inbuilt tariff facility. Any currency may be used and Softship.SAPAS will convert all amounts to your standard currency using pre-defined exchange rates. Offers can be viewed by all those authorised by you.
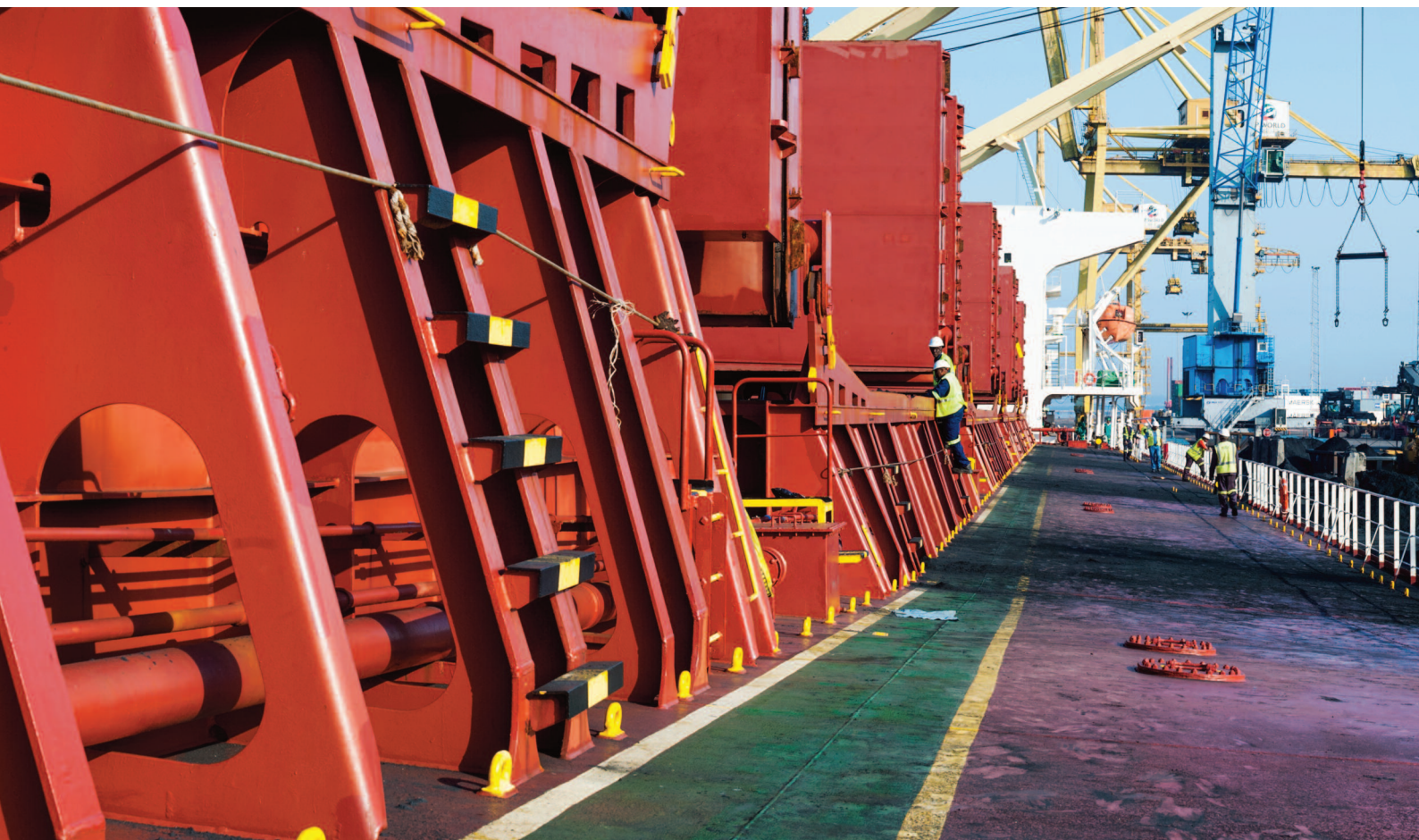
Once your offer is complete, our report writer – using inbuilt templates, or a bespoke template designed by you – will organise your offer into a professional PDF document for you to send to your customer. Fields are pre-populated and can be edited, hidden or highlighted.

In progress

Offer 8	Offer 7
Created 18/12/2015 11:01	Created 23/09/2015 8:41
Owner MOL Mitsui OSK ...	Owner MOL Mitsui OSK ...
Location Singapore (SGSIN)	Location BARCELONA (ESB...
Vessel MIRANDA (XXXX7)	Vessel (C4BP2)

Sent to customer

Offer 9	Offer 4
Created 21/12/2015 9:16	Created 23/09/2015 8:40
Owner 001 Advanced Sh...	Owner 001 Egon Oldend...
Location Singapore (SGSIN)	Location BARCELONA (ESB...
Vessel ATLANTIC COME...	Vessel (XXXX7)

Accepted

Offer 2
Created 18/09/2015 14:11
Owner 001 Egon Oldend...
Location BARCELONA (ESB...
Vessel (XXXX7)

Is Port Call

Offer 10	Offer 6
Created 21/12/2015 9:26	Created 23/09/2015 8:41
Owner 001 Advanced Sh...	Owner 001 Egon Oldend...
Location Singapore (SGSIN)	Location BARCELONA (ESB...
Vessel ATLANTIC COME...	Vessel (XXXX7)

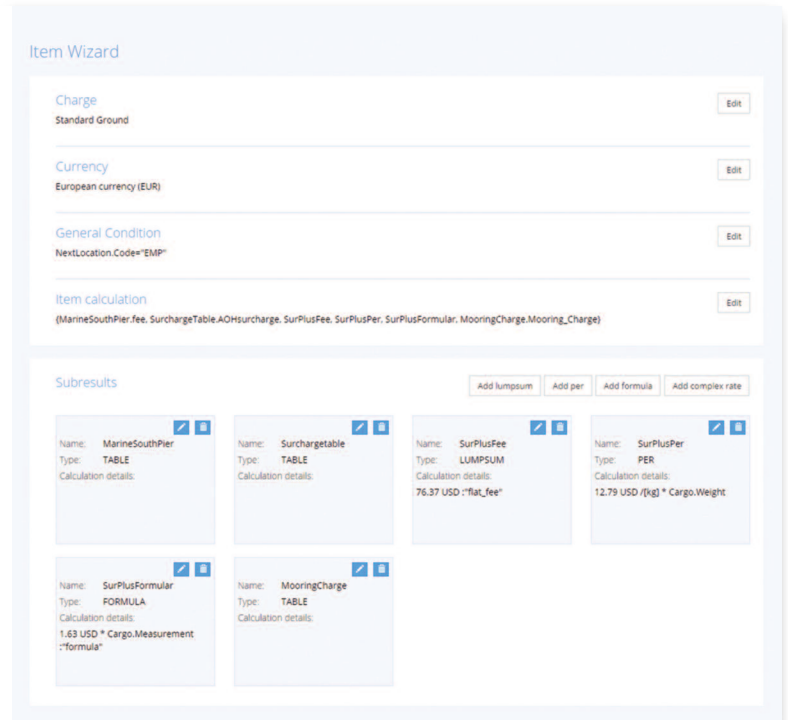| Offer 3	Offer 1
Created 23/09/2015 8:08	Created 18/09/2015 12:20
Owner MOL Mitsui OSK ...	Owner 001 Egon Oldend...
Location BARCELONA (ESB...	Location BARCELONA (ESB...
Vessel (C4BP2)	Vessel ALANA (MFNN5)

Tariffs

Softship.SAPAS allows you to maintain a range of simple and complex tariffs for each port location or individual berth. You can create any number of tariffs which may include any number of items, these are then automatically transferred to your offer document. Charges can be added in any currency and the final tariff calculated in your chosen currency.

Items can be applied to the tariff as a single lumpsum; as an amount per tonne, per TEU, per metre length or other measure; or as a more complex calculation. For example, you may create formulae containing sub-results from your other cost items together with information from your Master Data. Any number of tariffs - simple or complex – can be registered in Softship.SAPAS and large tariff tables containing rates for various cargo types can also be maintained and used as a look-up facility to auto-populate your tariff calculation.

Once the tariffs are registered they will be automatically "looked-up" for each offer you create. This reduces the workload required to prepare offers and increases accuracy. An accurate offer is one of the most important criteria used by owners to award a port call.

Item Wizard

Charge
Standard Ground   Edit

Currency
European currency (EUR)   Edit

General Condition
NextLocation.Code="EMP"   Edit

Item calculation   Edit
(MarineSouthPier.fee, SurchargeTable.AOHsurcharge, SurPlusFee, SurPlusPer, SurPlusFormular, MooringCharge.Mooring_Charge)

Subresults   Add lumpsum   Add per   Add formula   Add complex rate

Name: MarineSouthPier
Type: TABLE
Calculation details:

Name: Surchargetable
Type: TABLE
Calculation details:

Name: SurPlusFee
Type: LUMPSUM
Calculation details:
76.37 USD :"flat_fee"

Name: SurPlusPer
Type: PER
Calculation details:
12.79 USD /[kg] * Cargo.Weight

Name: SurPlusFormular
Type: FORMULA
Calculation details:
1.63 USD * Cargo.Measurement :"formula"

Name: MooringCharge
Type: TABLE
Calculation details:

Port calls

Once an offer is created and accepted Softship.SAPAS will take all relevant information to generate a corresponding port call to handle all activities relating to the vessel, crew and passengers, port authorities, customs, suppliers and others.

Port calls are initiated in two ways: converted from an existing offer or created from scratch.
Port call functionality includes:

Task list

This facility ensures you include and complete all the activities related to the port call. Template task lists are provided which you may modify as required. The status of each task is clearly shown and those that are overdue or not complete are highlighted. Reminders and priorities can also be set.

Crew handling

The crew handling facility within Softship.SAPAS enables management of crew and passenger lists. Softship.SAPAS will also generate the documentation you require such as crew and passenger lists by using the internal report designer. Crew and passenger related tasks such as visa arrangements, scheduling medical appointments, hotel and travel arrangements can all be scheduled using the Softship.SAPAS task list. Related documentation such as crew's effect declaration or health declaration can be attached to your port call record. Costs associated with crew matters can be added manually using the item handling facility and this will be reflected in the financial overview.

Statement of facts (SoF)

A statement of facts is generally required on completion of each port call. Softship.SAPAS includes SoF templates – which you may modify- to record all relevant information as the port call progresses. Your SoF can be easily reported with the Softship.SAPAS report writer and emailed direct to the recipient.

Disbursement accounting

A Departure Disbursement Account (DDA) is automatically created from the statement of facts and includes estimated and actual costs for each line item.From this, Softship.SAPAS will generate a Final Disbursement Account (FDA). This will include attached copies of all supplier invoices.

While creating the FDA, Softship.SAPAS will check that all items listed have been flagged as actual costs and will highlight if any invoices have not yet been received. Once complete, you can "lock" the FDA and create a final report for your principal.

Financial Overview

At any stage of the port call, all costs and received payments are visible making it easy to identify underpayments and ensure agreed financial terms are met.

Report designer

The integral report designer uses a set of pre-defined (but user modified) templates enabling you to create professional, bespoke documents which can be sent on as PDF files. These include offers, statement of facts, disbursement accounts, or any other required document.

Information is automatically populated into the relevant fields before you personalise each report and "drag & drop" information to create the look and feel you require. Your modified templates are saved for future use and a print preview button ensures your finished document matches your requirements.

Registration and billing

You use Softship.SAPAS services by "pay-as-you-go". This gives you full flexibility and means there is no upfront investment. You use as much or as little of the service as you wish.

Registering with Softship.SAPAS is easy. Simply go to http://sapas.softship.com and click "register". Once you've entered the required information you will be up and running.

Once your company is registered you then choose who within your company is authorised to use the system. You may authorise as many of your staff as you wish – there is no per-person fee.

Softship.SAPAS charges for offers or port calls only. For example, when you create an offer, Softship.SAPAS will charge you five credits; for a complete port call, Softship.SAPAS will charge you fifty credits.

Your company can purchase credits online at any time – these are credited to your company account. Your credits will never expire and remain in your account until you are ready to use them.

Key features

- Pay-as-you-go
- No upfront investment
- Accessed through a standard web browser from any computer or tablet
- Management of simple and complex tariffs
- Easy creation of offers
- Manage the full port call process
- Manages tasks, costs, SOF and payments
- Creates bespoke reports
- Fully flexible and customisable with no IT knowledge required
- Stores, organises and recalls private company information

Business benefits

- Easy creation of offers will simplify and speed up your daily tasks
- High accuracy of offers will make you a trusted partner with your clients and increases chances to win their business
- Customising Softship.SAPAS to your business needs will give you the edge over your competitors and will ensure that vital information is retained and reused when required
- Manage all aspects of port calls so that agreed procedures are followed, all required tasks are monitored and transparent to the management and your clients
- Presents professional reports to your customers

Visit us and register today **www.softship.com/sapas**