INTRODUCTION

GACship Agent is a business application over INTERNET to automate the Hub Agency operations of GAC Group. It defines easy interface to create the Proforma, SOF, and Final D/A.

This document, through subsequent topics will cover the entire business flow of GACship. For a better understanding, it is highly recommended to read this document from beginning till end. Intended audience of this document is those Port Agents who would use GACship to track their Port calls.

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INTERFACE

- The Title Bar displays the Application and Module name
- The Job pane displays the last accessed job details
- The Menu provides you access to different modules

ICONS

- **Search**: To search for port, service description and currency
- **Information**: Available only on the Dashboard, provides further information about a Port and PPL company
- **Calendar**: To search and select/enter the date and time

LOGIN TO GACSHIP AGENT

Click on this link [www.gacship.gac.com](http://www.gacship.gac.com) to open the GACship Agent login page.

Enter your user name and password and click **Sign In**.
**DASHBOARD**

Once you sign in you will immediately be taken to the Dashboard where you will see a list of jobs with action required.

To search for specific job(s) OR to do a more detailed search, click on the plus sign at the top right. You can search for a job with Job no, Vessel name, Status, Port, Principal and Arrival. The results will be displayed just below the search screen.

Click on the Job number or on the Action Status to work with the job.

More...
- The jobs on the Dashboard are sorted as per Action Needed and ETA. If you need to sort this list according to the Job number or Vessel etc just click on the title. For example, if you want to sort (ascending or descending) the list based on Vessel, click on the title. 
- You can navigate through the Dashboard job list by using the page navigation available at the bottom right.
- Click on the vessel name to find out further information about a job (like Principal, IMO number) is presented at the bottom of the screen.
ACKNOWLEDGEMENT

Click on [Acknowledgement] to either accept or decline the appointment. In order to access the PDA, SOF or FDA you must first acknowledge the job. The ETA, ETD, Vessel name and IMO number is displayed as entered by the hub office.

- Enter your [Acknowledgement] remarks and your reference no (if available) in [Agent Reference], tick mark the Disclaimer and click on the button [Accept]. This will send out an email to the hub office with your acknowledgement remarks, change the job status to Acknowledged by PA, fill the Acknowledged on date and tick mark the ACK (as complete) on the Dashboard.
- If you wish decline the appointment, enter your remarks in Acknowledgement/Decline Remarks and click on the button [Decline]. This will send out an email to the hub office with your decline remarks.
- Click on [Cancel] to go back to the Dashboard.
PDA / PROFORMA DA

Click on PDA to enter the Proforma. You must enter the ETA (Estimated Time of Arrival), if not already entered. If ETA is missing, you will be prompted to enter ETA and continue.

Once ETA is saved you can now enter the PDA.

How to add services on the Proforma?

- **Add new version**: To add a new Proforma line
- **Default**: Load the default set of services for this PPL
- **Import from Job**: Import PDA from a previous job. This list of jobs presented is based on matching PPL and port name.
- **Select Services**: This will open a pop-up window where you can search and select service(s) that you require from ‘All services’ and add it to ‘Select services’ using this Add button. You can add several services at a time using this option.
- **Import from Template**: Import PDA from a saved template. The list of saved templates will be listed based on PPL of the job.

- **Search icon**: This search icon is available on each service line. This icon will open a pop-up window where you can search and select service that you require using the Select button. This will add only one service.

Press **down arrow key** : On the last service line press the down arrow key and this will create a new blank line on the PDA. You can type in the service description directly or use this search icon.

Click on Add New Version button to add new PDA for the job. Add the PDA line using the above options.
Now that you have added services on your Proforma, you can enter your estimates
- Choose Provider (E.g.: Port Agent) from drop-down list.
- Choose Paid By from drop-down list.
- Change Currency and Exchange Rate, if required. contact your Operator, if you do not have the rights to do so.
- Enter Quantity
- Enter Unit Price. GACship will automatically calculate he Amount, USD Unit Price and USD Amount.
- Enter remarks for a service in Agent Remarks.
- Enter PO Number, if applicable
- Enter Inv Ref number, if applicable

Note – If you want to delete a service click on the Delete icon
Tick under R to mark the service as Rebillable.

You have entered the Proforma, you can now click –
- Save: To save your Proforma. This will show the Total USD Amount.
- Submit: To submit your Proforma. This will change the job status to PDA submitted and send an email notification to the hub. This will also tick mark the PDA (as complete) on the Dashboard.
- Export to Excel: To take a print of your Proforma.
- Cancel: To cancel any changes that you have made to the Proforma and go back to the Dashboard.

Once the first PDA is approved you can add additional cost by clicking ADD new version and it will act as 2nd PDA or Supplementary PDA.
From the above screenshot Proforma Disbursement (PDA) Version 2 is now added and will act as separate PDA with version number apart from the main PDA. New version of PDA should have only the difference of the main PDA lines and additional lines if any. Enter the DA lines and submit to hub for approval. Similarly you can add another version of PDA by clicking again Add new version button after the approval of PDA from hub.

**SOF / STATEMENT OF FACTS**

Click **SOF** to enter Statement of Facts. These are the mandatory fields on the SOF –
- ETA (Estimated Time of Arrival)
- Notice of Readiness
- Anchored
- All Fast
- Commenced Cargo
- Completed Cargo
- HSSE Incident

If this mandatory information is not available (except for HSSE Incident), you can click on **NA** (Not Applicable).

How to add services on the **SOF**?

Enter manually:
1. Enter and select the Description of the SOF event.
2. Enter the Event date
3. Enter the Unit. For example: Date, Nos, etc
4. Enter the Quantity, if applicable
5. Enter Remarks, if any

On the last line, press down arrow key to add a new blank line.
You have entered the SOF, you can now click on –

- **Save**: To save your SOF. You can partially save your SOF i.e. you don’t need to update all mandatory information or all SOF even information. You can just enter the service and update it at a later time.

- **Submit**: To submit the SOF for the hub office to review. This will also validate if all mandatory SOF information is updated and also if there is any missing info for e.g. validation for not entering date/time for ‘Arrival Tugs made fast’.

  If the mandatory services are entered, the SOF will be tick marked on the Dashboard as completed.

  For Transit and Off port jobs, you need to enter Arrival and Departure times for the SOF to be considered as complete.

- **Export to Excel**: To take a print of your SOF.

- **Upload Document**: To upload SOF related documents.

  On the pop-up window, enter description, search for the file saved on your computer and click **Upload**.

- **View Document**: To view uploaded SOF documents.

- **Cancel**: To cancel any changes that you have made to the SOF and go back to the Dashboard.

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**FDA / FINAL DA**

Click on **FDA** to enter the Final DA. You must enter the ATD (Actual Time of Departure), if not already entered. If ATD is missing, you will be prompted to enter ATD and continue.

To compare, Final D/A will show Proforma services on the screen. To insert same PDA services, just click **Unit Price-FDA** or **Local AMT-FDA** columns. Change the figures, if necessary. Difference between Proforma and Final DA should not exceed 5%. If it exceeds, the system will force you to enter comments.

How to add services on the **FDA**?
Load the default set of services for this PPL. This will add the services only if the FDA is blank.

Import PDA from a previous job. This list of jobs presented is based on matching PPL and port name. This will add the services only if the FDA is blank.

This will open a pop-up window where you can search and select service(s) that you require from ‘All services’ and add it to ‘Select services’ using this Add button. You can add several services at a time using this option.

Import PDA from a saved template. The list of saved templates will be listed based on PPL of the job. This will add the services only if the FDA is blank.

On the last service line press the down arrow key and this will create a new blank line on the PDA. You can type in the service description directly or use this search icon. This search icon is available on each service line. This icon will open a pop-up window where you can search and select service that you require using the button. This will add only one service.

Now that you have added services on your Final DA, you can enter your estimates

- Choose Provider (E.g.: Port Agent) from drop-down list.
- Choose Paid By from drop-down list.
- Change Currency and Exchange Rate, if required. Contact your Operator, if you do not have the rights to do so.
- Enter Quantity
- Enter Unit Price. GACship will automatically calculate the Amount, USD Unit Price and USD Amount.
- Enter remarks for a service in Agent Remarks.
- Enter PO Number, if applicable
- Enter Inv Ref number, if applicable
Note –

- The Provider, Paid by, Currency change is be disabled for services that have been used or continued from the Proforma.
- If you want to delete a service click on the Delete icon. This will be disabled for services that have been used or continued from the Proforma.
- Tick mark under R to mark service as Rebillable.

You have entered the Final DA, you can now click –

- To save your FDA. This will show the Total FDA amount.
- To submit your Final DA. This will change the job status to FDA submitted and send an email notification to the hub. This will also tick mark the FDA (as complete) on the Dashboard.
- To take a print of your FDA.
- To cancel any changes that you have made to the FDA and go back to the Dashboard.

**CARGO DETAILS**

Click **Cargo Details** to go to Cargo details module. Cargo details are allowed for **Port** and **Off Port Jobs** only.

Enter Terminal, Berth, Cargo Type, Cargo Description, Quantity, Unit, Call Purpose etc. Cargo Type is a mandatory field.

Press down arrow to add more Cargo details.

To save changes to your Cargo details, click on the button **Save**.

To go back to the Dashboard, click on the button **Cancel**.