

Disbursement Account Administration



PDA



Proforma Disbursement Account (PDA)

Please submit the PDA using the system.

The PDA should be submitted in the currency which most of the cost items will be invoiced. To reduce the number of queries, please always state the basis of calculation for each cost item.

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Documentation

As a result of accounting and anti-money laundering regulations, amongst others, our customers do not accept any costs not supported by third party invoices. Moreover, any charges submitted on agency letterhead should be agreed prior to the vessel call. All invoices/vouchers must be in English or with keywords translated into English.

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Rate of Exchange (ROE)

To ensure that the ROE applied to pay the relevant disbursement account is fair and transparent to all parties, please use the inward remittance advice of your bank for the advance. This shows the exact amount received, the conversion rates and any applicable bank charges. In countries with less liquid currencies, we will use the rate published by that country's Central Bank during the vessels stay in port. If the ROE is unsubstantiated, we will apply the ROE from www.oanda.com at the time of the port call.

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FDA



Final Disbursement Account (FDA)

Please upload vouchers and submit the FDA using the system.

The FDA should be uploaded as a single pdf file. This should be done as soon as possible to enable us to prepare and issue any claims, rebillable expenses and settle any balances quickly. We do not accept hard copies of any document. Please do not dispatch any original documents or any cargo-related documents to our office, unless requested.

If you face any difficulties uploading the vouchers, please contact us.

