

# Every port call, from the nomination to the **closed account**.

One file per vessel call: nomination, proforma and final disbursement accounts, funds, statement of facts, laytime, crew changes and documents, with the books and tax invoices behind it. AI where it saves time, and a person always confirming.

## **One file per call**

Everything about a vessel call in one place

## **Facts that cannot be rewritten**

Statement of facts is append-only

## **Money that balances**

Funds, final account and the finance books agree

## OVERVIEW

# How a port call moves through the agency

### 1 Nomination

Appointment arrives; the call is opened with a numbered file and a checklist

### 2 Proforma

Estimate of port costs and the agency fee, sent to the principal

### 3 Funds

Funds received are held against the call, in any currency

### 4 Arrival and berthing

Pilot, notice of readiness, all fast: recorded in the statement of facts

### 5 Operations and sailing

Cargo or crew work, documents, clearance, sailing

### 6 Final account

Actual costs with supplier invoices, variance to the proforma, balance collected or refunded

Each step adds to the same record. The status moves with the work, the checklist shows what is left, and the timeline shows who did what and when. A call cannot be closed while money is outstanding unless a person confirms it.



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### Good afternoon, Administrator

Wednesday 21 October 2026 · JEDDAH

30 days 90 days This year **All time** Port calls

**Needs your attention** Counted live, most urgent first
 

- 1 sailed more than 14 days ago with no final account issued [Open](#)
- 2 vessels arriving within a week whose proforma is not yet covered by funds [Open](#)
- 1 port calls where the vessel is on demurrage [Open](#)
- 1 final accounts issued with a balance still due from the principal [Open](#)
- 2 open jobs with charges not yet invoiced [Open](#)

|                                              |                                                                       |                                                  |                                                      |                                  |                                                      |
|----------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------|----------------------------------|------------------------------------------------------|
| Open port calls<br><b>8</b><br>2 in port now | Final account turnaround<br><b>10.5</b><br>days on average, target 14 | Final accounts to issue<br><b>1</b><br>1 overdue | To collect<br><b>22,791</b><br>SAR, 1 call(s)        | To refund<br><b>0</b><br>SAR     | Demurrage running<br><b>91,088</b><br>SAR, 1 call(s) |
| Revenue<br><b>372,000</b><br>SAR, before VAT | Cost<br><b>301,000</b><br>SAR                                         | Margin<br><b>71,000</b><br>19.1% of revenue      | Invoiced<br><b>111,500</b><br>2 invoices, VAT 14,500 | Jobs<br><b>3</b><br>2 still open | Closed after review<br><b>1</b><br>33.3% of jobs     |

**Revenue and cost by month (SAR)**

Revenue
  Cost

No charges booked yet. This fills in as jobs get income and cost lines.

**Jobs by type**

No jobs yet.

**Where the port calls stand** [All port calls](#)

|                 |             |   |
|-----------------|-------------|---|
| Nominated       | <div></div> | 1 |
| Proforma issued | <div></div> | 2 |
| Funded          | <div></div> | 1 |

**Arriving next and in port**

|                                                     |       |                                        |
|-----------------------------------------------------|-------|----------------------------------------|
| AURORA BULK<br>PC-2026-00004 · Atlas Grain Trading  | SAJED | <b>ALONGSIDE</b><br>sails 22 Oct 12:00 |
| GULF SPIRIT<br>PC-2026-00005 · Gulf Tankers Company | SADMM | <b>ARRIVED</b><br>sails 24 Oct 10:00   |

The overview: what needs attention, vessels in port and arriving next, and the key figures. Sample data.

## PORT CALLS

# The call file, the checklist and the timeline

### Numbered call file

Vessel, principal, port, terminal, berth, voyage, purpose of call, cargo, expected and actual times.

### Checklist that fits the call

Steps before arrival, on arrival, alongside, at sailing and after. Cargo, crew change, bunker and repair calls add their own steps. Who ticked each one and when is kept.

### Vessels

Each vessel is kept once with IMO, flag, type, tonnage and owner. Tonnage drives the agency fee.

### Status flow

Nominated, proforma issued, funded, arrived, alongside, sailed, final account issued, closed. Cancelled is available before arrival.

### Timeline

Status changes, funds, accounts, statement-of-facts entries, crew and documents, all in one running record. Add your own notes.

### Documents

Store the nomination, charter party, notices, supplier invoices and receipts against the call.

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Call no., vessel or principal

New port call

Open 8

Nominated 1

Proforma issued 2

Funded 1

Arrived 1

Alongside 1

Sailed 1

Final account issued 1

Closed 1

All

| Call                            | Vessel                        | Port                     | Principal               | ETA                      | ETD                      | Checklist                       | Status     |      |
|---------------------------------|-------------------------------|--------------------------|-------------------------|--------------------------|--------------------------|---------------------------------|------------|------|
| PC-2026-00004<br>Discharge      | AURORA BULK<br>Voyage AB-244  | Jeddah<br>Grain terminal | Atlas Grain Trading     | 16 Oct 05:00<br>arrived  | 22 Oct 12:00<br>expected | <div><div></div></div> 8 of 23  | ALONGSIDE  | Open |
| PC-2026-00001<br>Discharge      | AURORA BULK<br>Voyage AB-231  | Jeddah<br>Grain terminal | Oceanic Shipping Ltd    | 11 Sep 05:30<br>arrived  | 15 Sep 17:00<br>sailed   | <div><div></div></div> 23 of 23 | CLOSED     | Open |
| PC-2026-00002<br>Load+discharge | NORDIC PEARL<br>Voyage NP-77  | Dammam<br>Grain terminal | Nordlys Ship Management | 1 Oct 07:00<br>arrived   | 5 Oct 19:00<br>sailed    | <div><div></div></div> 22 of 23 | FDA ISSUED | Open |
| PC-2026-00003<br>Discharge      | SEA FALCON<br>Voyage SF-14    | Yanbu<br>Grain terminal  | Meridian Bulk Carriers  | 27 Sep 09:00<br>arrived  | 2 Oct 15:00<br>sailed    | <div><div></div></div> 18 of 23 | SAILED     | Open |
| PC-2026-00005<br>Discharge      | GULF SPIRIT<br>Voyage GS-09   | Dammam<br>Grain terminal | Gulf Tankers Company    | 20 Oct 17:00<br>arrived  | 24 Oct 10:00<br>expected | <div><div></div></div> 6 of 23  | ARRIVED    | Open |
| PC-2026-00006<br>Load+discharge | CAPE MERIDIAN<br>Voyage CM-52 | Jeddah<br>Grain terminal | Meridian Bulk Carriers  | 23 Oct 07:00<br>expected | 24 Oct 19:00<br>expected | <div><div></div></div> 7 of 23  | FUNDED     | Open |
| PC-2026-00007<br>Discharge      | NORDIC PEARL<br>Voyage NP-79  | Jeddah<br>Grain terminal | Nordlys Ship Management | 25 Oct 09:00<br>expected | 28 Oct 12:00<br>expected | <div><div></div></div> 3 of 23  | PDA ISSUED | Open |

Port calls by status, with checklist progress. Sample data.

## ACCOUNTS AND FUNDS

# Proforma and final disbursement accounts

### Service catalogue

Port dues, pilotage, towage, mooring, husbandry, crew and other services, each with its group and whether it is billed on at cost.

### Proforma versions

Priced from the catalogue. An issued account is never changed; a new version replaces it and the old one is kept.

### Final account with variance

Drawn from the proforma. Each line shows the estimate beside the actual and the supplier invoice number, and lines with no supporting number are flagged before issue.

### Agency fee rules

Flat, per gross ton, per day in port, or a percentage of disbursements, with a minimum and maximum. The most specific rule wins: principal, then port, then type of call.

### Funds in any currency

Funds received and refunded are held per call and converted to the currency of the accounts. The call becomes Funded when the proforma is covered.

### Balance

Final account minus funds held: still due from the principal, or still to refund.



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AURORA BULK

PC-2026-00004 · Jeddah, Grain terminal · for Atlas Grain Trading

Move to: Sailed

Back to port calls

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Funds

Record funds

|                   |                     |
|-------------------|---------------------|
| Proforma issued   | 17,550.00 USD       |
| Received          | 17,500.00           |
| Net held          | 17,500.00 USD       |
| Short of proforma | 50.00               |
| 12 Oct 2026       | Received · TT-91108 |
|                   | 17,500.00 USD       |

Accounts

New proforma

Continue final account

| Account | Status | Total         |          |
|---------|--------|---------------|----------|
| PDA v1  | ISSUED | 17,550.00 USD | Open PDF |
| FDA v1  | DRAFT  | 18,340.00 USD | Open PDF |

Final account v1 DRAFT

PDF Close

| # | Description                | Supplier        | Invoice no. | Qty | Rate | Cur. | Amount   | Proforma | Billed on          |        |
|---|----------------------------|-----------------|-------------|-----|------|------|----------|----------|--------------------|--------|
| 1 | Port dues                  | Jeddah Port S   | JP-4410     | 1   | 4620 | USD  | 4,620.00 | 4,500.00 | Principal, at cost | Remove |
| 2 | Berth hire and wharfage    | Jeddah Port S   | JP-4411     | 1   | 3100 | USD  | 3,100.00 | 3,100.00 | Principal, at cost | Remove |
| 3 | Pilotage in                | Gulf Pilot Serv | GP-889      | 1   | 1250 | USD  | 1,250.00 | 1,250.00 | Principal, at cost | Remove |
| 4 | Pilotage out               | Gulf Pilot Serv | GP-890      | 1   | 1250 | USD  | 1,250.00 | 1,250.00 | Principal, at cost | Remove |
| 5 | Towage in                  | Red Sea Towag   | RT-2231     | 1   | 2750 | USD  | 2,750.00 | 2,600.00 | Principal, at cost | Remove |
| 6 | Towage out                 | Red Sea Towag   | RT-2232     | 1   | 2600 | USD  | 2,600.00 | 2,600.00 | Principal, at cost | Remove |
| 7 | Mooring and unmooring      | Jeddah Port S   |             | 1   | 850  | USD  | 850.00   | 850.00   | Principal, at cost | Remove |
| 8 | Garbage and waste dispo    | Clean Port Wa   | CW-77       | 1   | 320  | USD  | 320.00   | 320.00   | Principal, at cost | Remove |
| 9 | Launch hire, extra attend. | Harbour Launc   | HL-304      | 2   | 180  | USD  | 360.00   | new      | Principal, at cost | Remove |

A final account in draft, with the proforma amount beside each line. Sample data.

## STATEMENT OF FACTS AND LAYTIME

## A record that cannot be rewritten, and the laytime it gives

## Append-only entries

Pilot on board, notice of readiness, all fast, operations, stoppages, completion, sailing. Entries are never edited or deleted.

## Times follow the facts

Actual arrival, berthing and sailing, and the call status, follow the entries.

### Demurrage and despatch

Time used against time allowed, with the amount at the agreed daily rate. A switch for once on demurrage, always on demurrage.

## Corrections on the record

A mistake is fixed by a new entry that replaces the old one. Both stay visible, so the history stands up to a dispute.

## Laytime calculation

Start after the notice period or a fixed time, excluded time such as rain or shore breakdown, half time, and the entry that ends laytime.

### Every step shown

The working lists each period with its hours, so the figure can be checked line by line. Printable.

## A CALCULATION AID

The charterparty wording decides. The system works from the terms entered for the call, says so on the screen, and a person confirms the figure with the principal before it is claimed.

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AURORA BULK

ALONGSIDE

PC-2026-00004 · Jeddah, Grain terminal · for Atlas Grain Trading

Move to:

Sailed

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Statement of facts

PDF

Add entry

Entries are never edited or deleted. To fix a mistake, use Correct: the new entry replaces the old one and both stay on record.

► Read a statement of facts with AI

| When         | Event                                                                      | Laytime       |         |
|--------------|----------------------------------------------------------------------------|---------------|---------|
| 16 Oct 05:00 | Arrived at the pilot station / anchorage                                   | counts        | Correct |
| 16 Oct 06:00 | Notice of readiness tendered                                               | counts        | Correct |
| 16 Oct 06:30 | Notice of readiness accepted                                               | counts        | Correct |
| 16 Oct 22:00 | All fast alongside                                                         | counts        | Correct |
| 17 Oct 07:00 | Cargo operations commenced AI                                              | counts        | Correct |
| 18 Oct 04:00 | Operations stopped: shore equipment breakdown<br>Grab crane out of service | excluded      | Correct |
| 18 Oct 14:00 | Cargo operations resumed                                                   | counts        | Correct |
| 19 Oct 02:00 | Operations stopped: rain<br>Rain                                           | excluded      | Correct |
| 19 Oct 06:00 | Cargo operations resumed                                                   | counts        | Correct |
| 21 Oct 14:00 | Cargo operations completed                                                 | counts - ends | Correct |

Laytime and demurrage

PDF

Laytime allowed (hours)

60.00

Notice after NOR (hours)

6.00

Fixed start (if the contract names one)

mm/dd/yyyy, --:-- --

Demurrage per day

12000.00

Despatch per day

6000.00

Currency

USD

Once on demurrage, always on demurrage

No

Reversible (load plus discharge)

No

Charterparty wording (for reference)

Laytime 60 running hours SHINC. Demurrage USD 12,000 per day pro rata; despatch

Save terms and work it out

Laytime starts

2026-10-16 12:00

Laytime ends

2026-10-21 14:00

Allowed / elapsed / excluded

60 / 122 / 14 h

Used

108 h

Time on demurrage

48 h

Demurrage payable

24,000.00 USD

Demurrage began

2026-10-19 00:00

Laytime starts 6 hours after the notice of readiness was tendered.

Statement of facts with the laytime result beside it. Sample data.

## CREW CHANGES AND HUSBANDRY

# Crew changes, documents and day-to-day handling

### Crew change per person

Sign-on or sign-off, rank, nationality, passport, travel date and flight or transfer.

### Costs on the account

Crew handling, transport, medical, launch hire and communications are catalogue services that go on the proforma and the final account.

### Progress per person

Planned, documents ready, visa done, travelling, done, or cancelled.

### Documents per call

Crew lists, notices and receipts are stored on the call and can be opened from the file.


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### Vessels

Keep each vessel once. The gross tonnage (GRT) drives port dues and the agency fee; the IMO number is how a nomination is matched to a vessel.

Add vessel

| Vessel                                  | IMO     | Type          | GRT    | DWT    | Owner                   | Port calls |      |
|-----------------------------------------|---------|---------------|--------|--------|-------------------------|------------|------|
| <b>AURORA BULK</b><br>Panama            | 9411201 | BULK CARRIER  | 32,450 | 56,800 | Oceanic Shipping Ltd    | 2          | Edit |
| <b>NORDIC PEARL</b><br>Marshall Islands | 9533712 | GENERAL CARGO | 9,800  | 12,400 | Nordlys Ship Management | 2          | Edit |
| <b>GULF SPIRIT</b><br>Liberia           | 9387045 | TANKER        | 29,900 | 49,500 | Gulf Tankers Company    | 1          | Edit |
| <b>CAPE MERIDIAN</b><br>Cyprus          | 9622318 | CONTAINER     | 17,800 | 21,700 | Meridian Bulk Carriers  | 1          | Edit |
| <b>SEA FALCON</b><br>Malta              | 9298456 | BULK CARRIER  | 21,000 | 35,200 | Meridian Bulk Carriers  | 1          | Edit |

The vessel list. Sample data.

## MONEY AND REPORTING

# From the final account to the books

### Finance job

Issuing the final account posts it to a finance job: each recharged cost is a cost line and an income line at the same amount, the agency fee is income, and costs the agency absorbs are cost only.

### Vendor bills and payments

Record supplier bills, read them with AI if you wish, and pay them. Receipts and payments are matched to invoices and bills.

### Ledger and reports

Chart of accounts, vouchers and financial reports in the company's base currency, with exchange rates for foreign currency.

### Tax invoices

Invoice the principal with VAT and the ZATCA Phase 1 QR code.

### Ageing and job matching

Receivables and payables by age. Compare what a job earned with what it cost, then close it.

### Overview figures

Open calls, final account turnaround, accounts to issue, balances to collect and refund, and demurrage running on open calls.



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### Services and fees

The services are the lines you pick from on a disbursement account. A fee rule prices the agency fee: the rule that fits the principal, then the port, then the type of call wins.

| Agency fee rules       |               |              |                   |                                         | Add rule |
|------------------------|---------------|--------------|-------------------|-----------------------------------------|----------|
| Rule                   | Basis         | Amount       | Min / max         | Applies to                              |          |
| Standard agency fee    | Per gross ton | 0.03 USD     | 1,200 / 6,000 USD | any principal · any port · any call     | Edit     |
| Atlas Grain agreed fee | Flat fee      | 2,400.00 USD | - / - USD         | Atlas Grain Trading · SAJED · Discharge | Edit     |

| Services |                                           |                 |                    |                 | Add service |
|----------|-------------------------------------------|-----------------|--------------------|-----------------|-------------|
| Code     | Service                                   | Group           | Billed on          | On new proforma |             |
| PORTDUES | Port dues                                 | Port Dues       | Principal, at cost | Yes             | Edit        |
| PILOTIN  | Pilotage in                               | Marine Services | Principal, at cost | Yes             | Edit        |
| TUGIN    | Towage in                                 | Marine Services | Principal, at cost | Yes             | Edit        |
| MOORING  | Mooring and unmooring                     | Marine Services | Principal, at cost | Yes             | Edit        |
| GARBAGE  | Garbage and waste disposal                | Husbandry       | Principal, at cost | Yes             | Edit        |
| CREWCHG  | Crew change handling, transport and hotel | Crew            | Principal, at cost |                 | Edit        |
| AGENCY   | Agency fee                                | Agency          | Our cost           |                 | Edit        |

Services and fee rules. Sample data.

## AI IN THE AGENCY

# AI, data and safeguards

AI is optional and off until an administrator switches it on and stores a key. It reads and suggests; people decide.

### Nominations

Paste the appointment email or attach the PDF or a photo. The AI fills the new port call form: vessel, principal, port, cargo, dates. Unmatched vessels, ports and principals are flagged, and nothing is saved until you open the call.

### Supplier invoices

Read a supplier invoice into the vendor bill form, with the job matched from the references on it.

### Statements of facts

Attach the statement or paste its text. The AI lists the events; you tick the ones to record. Entries already recorded are marked, stoppages are suggested as excluded time, and each AI entry is labelled as such.

### Free-tier models only

Only Google Gemini models that have a free tier are used.

### DATA

Text or files sent for AI reading go to Google's Gemini service. Switch AI off and every screen works without it. Users need the AI permission to use it.

## SETUP

# Setup, access and scope

## Access and roles

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- Separate permissions to view, to edit calls and the statement of facts, and to prepare and issue accounts and fees.
- Port operations and Accountant starting roles, editable under Roles and permissions.
- Every change is recorded in a tamper-evident audit log.

## Technology

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- Web application: runs in any current browser, on a PC, tablet or phone.
- Laravel API with an Angular front end; MySQL database; PDF output for accounts, statements of facts and laytime.
- Its own database and site: it shares no data with any other Yaguar product.

## Getting started

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- Load your services and agency fee rules, and your principals and suppliers.
- Add the vessels you look after.
- Open the first port call, price a proforma, and try the statement of facts on a live call.

## Good to know

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- The system records and calculates; it does not file with any port, customs or immigration authority.
- VAT treatment of agency services is set by the company under Masters; confirm it with your tax adviser.

### TALK TO US

**Book a demo:** Mahadhi Technologies · [mahadhi.com](https://mahadhi.com)