



IMOS V.5

Integrated Maritime Operations System

Demurrage Quick Start Guide

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IMOS Demurrage

To access IMOS Demurrage, click the **Demurrage** tab. The Demurrage Center appears.

Demurrage Summary



- In the **Demurrage Center**, click  [Demurrage Summary](#).

Demurrage Claim




1. On the Demurrage Summary, click .
2. Select a **Vessel** from the selection list.
3. Select a **Voyage** from the selection list.
4. Select the type of claim:
 - To Receiver
 - To Supplier
 - To Owner
5. The next field name changes to the claim type. Select the receiver, supplier, or owner from the selection list.
6. Enter the **Date**.
7. Enter the **Invoice Number**.
8. Enter the **Demurrage Amount**.
9. To save the record, click .
10. To begin processing the claim, click . Its status changes to **In Progress**.

FOB/Delivered Cargo

Opening a Cargo Details form




1. Click  [FOB/Delivered Cargo \(new/edit\)](#).
2. On the Cargo Details form, click , enter selection criteria, and click **OK**.

Creating a Cargo Details Form



1. Click  **FOB/Delivered Cargo (new/edit)**.
2. On the Cargo Details form, select the **FOB/Delivered Cargo check box**. Several fields in the bottom right corner change.
3. Complete the cargo details and the FOB/Delivered Cargo fields.
4. To save the information, click .
5. To close the form, click .



Calculating Laytime

Opening the Laytime Calculator


1. To open the Laytime Calculator for an existing laytime calculation, use one of these methods:
 - On the Demurrage console, click  **Laytime Calculator**. To find an existing Laytime Calculation, select a **Vessel** from the selection list and then select a **Voyage** from the selection list.
 - On the Demurrage Summary, click .
 - On the Voyage Manager, click . The Laytime Calculator displays the calculations for the current voyage.
 - On the Vessel Schedule, right-click the voyage bar and click **Laytime Calculator**. The Laytime Calculator displays the calculations for the current voyage.
2. To view or update an existing laytime calculation, right-click the calculation and click **Details** on the shortcut menu.

Creating a Laytime Calculation

1. To open the Laytime Calculator to create a new calculation, use one of these methods:
 - On the Demurrage console, click  **Laytime Calculator**.
 - On the Demurrage Summary, click .

- On the Voyage Manager, click . The Laytime Calculator displays the calculations for the current voyage.
 - On the Vessel Schedule, right-click the voyage bar and click **Laytime Calculator**. The Laytime Calculator displays the calculations for the current voyage.
2. On the toolbar, click .
 3. Set up the laytime calculation.

New Laytime Calculation Setup

1. To set up a Laytime Calculation, use one of these methods:
 - On the Laytime Calculator toolbar, click .
 - For a claim with **Estimated** status, on the Demurrage Summary, click the status link.
2. On the New Calculation Setup form, select the type of vendor:
 - **To Charterer**
 - **To Receiver**
 - **To Supplier**
 - **To Owner** (This can only be selected if the voyage operation type is Relet.)
3. Select one:
 - **Single customer:** To do one calculation per customer.
 - **All customers:** To do one calculation and distribute by quantity to multiple customers.
4. Select the port and cargo type:
 - Single Port/Single Cargo
 - Multiple Ports/Cargos

5. For **Reversible Selected Ports**:

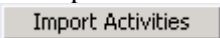
- If you want to compare total allowed laytime to total used laytime, select this check box.

Note: You must also select the **Reversible All Ports** check box in CP Terms Details.

- If you want to compare each port's individual allowed and used laytime, clear this check box.
6. If you want to include a transit port time in the Laytime Calculation, select the **Include Transit Ports** check box.
7. If you want to deduct the Broker Commission from the Laytime Calculation, select the **Include Broker Commission** check box.
8. If you want to deduct the Address Commission from the Laytime Calculation, select the **Include Address Commission** check box.
9. In the Charterer Selection table, to select a charterer to include in the calculation, click the **S** column to select **Y** for Yes or **N** for No.
10. In the Port/Cargo Selection table, to select a port to include in the calculation, click the **S** column to select **Y** for Yes or **N** for No.
11. Click **OK**. The Laytime Calculation form opens, and the claim's status on the Demurrage Summary changes to **In Progress**.


Laytime Calculation

When you complete the New Laytime Calculation Setup form, the Laytime Calculation form appears.


1. To enter port activities, you can:
 - Enter port activities in the Voyage Manager and import them by clicking .
 - Create a local list of port activities in the Laytime Calculator.

User-defined standard cargo activity sequences are used for loading, discharging, and other functions. These activities are displayed automatically. The standard activity lists can be modified by inserting new activities selected from the master Port Activities List.

Note: This represents a copy of the port activities. Changes made in the Demurrage module are not reflected back to the Operations module.

2. In the Charterer table, distribute the percentage of the Demurrage or Despatch amount among the Charterers. You can make adjustments directly on the Deductions grid. Remember that positive numbers are deductions.
3. To post a Laytime Calculation to Accounting, select the **Settled** checkbox and complete the **Settled USD** amount. Then click  to save. IMOS creates a record of the invoice and puts it in a file of items that are ready to post to Financials so you can view this invoice and post the results.

Demurrage Allocation

1. On the Laytime Calculation, click . The **Total Demurrage** amount appears at the top of the Demurrage Allocation form.
2. For each business unit:
 - a. Select the **Cargo** from the list. IMOS enters the **Reference Number** and **Port**.
 - b. Select the Business Unit.
 - c. Select the Root Cause for the demurrage.
 - d. Enter either an **Amount** or a **Percentage** of the Total Demurrage. IMOS completes the other field.

The **Total Allocation** amount appears at the bottom of the form.

3. To save and close the form, click .