



IMOS V.5

Integrated Maritime Operations System

Chartering Quick Start Guide

September 5, 2008

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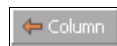
IMOS Chartering

To access the IMOS Chartering Center, click the **Chartering** tab.

To create a Fixture Note and then schedule a voyage, use one of these paths:

- Create a **Voyage Estimate** and then fix the estimate to create a Fixture Note.
- Create **Cargo** and then create a Fixture Note from the cargo.
- Create a **Fixture Note**.

Voyage Estimate



For a voyage with a single cargo, a single loading port, and a single discharging port, use Column view.



For a voyage with more than one cargo, more than one loading port, and/or more than one discharging port, begin in Column view. To add more cargo, ports, or details, expand to Details view and enter additional information.

Voyage Estimate, Column View


1. To create a Voyage Estimate, click **Voyage Estimating** or **Voyage Estimating** in the Chartering Center. A Voyage Estimate appears with your next consecutive **Estimate ID**, which you can change.
2. Enter the **Vessel Name**; IMOS displays the **Vessel Code**.
3. Enter additional fields as appropriate: **Cargo**; **Charterer** (if this is a charter); cargo **Quantity/Units**; **Ballast Port** (if appropriate); **Load Port**; **Discharge Port**; **Reposition Port** (if appropriate); **Freight Type** and **Rate, Percentage, or Amount**; **Commission %**; and **Ballast Bonus**.
4. IMOS proposes bunker prices based on purchase history, but you can change them. To work with bunkers, click and then click **Bunker Planning**.
5. To save the estimate, click and then click **Save Estimate**.
6. Do any of the following:
 - To compare estimates, click and then click **New Estimate**, **Find Estimate**, or **Copy Estimate** and work with different estimates side by side.
 - To add more details, click to change to Details view.
 - To create a Fixture Note from the estimate, click and then click **Fix Estimate**. (In Details view, click .)

Voyage Estimate, Details View

In Details view, you can enter **Miscellaneous Vessel Expenses per day**, a **Default Weather Factor**, price and consumption information in the **Fuel Table**, and additional **Cargoes** (**Add Cargo**) and **Ports**. The **Voyage Itinerary** has tabs for **Cargo View**, **Port/Date View**, and **Draft/Restrictions View**. In the **Estimate Summary**, you can view and enter information about income and expenses.




Cargo Details

To view cargoes on the Cargo Schedule, click [Cargo Planning](#) in the Chartering Center.

1. To create cargo, do one of the following:
 - In the Chartering Center, under Cargo, click **Cargo (new/edit)**.
 - On the Cargo Schedule, click .
2. On the Cargo Details form, select a **Cargo Group**.
3. Complete the other required fields:
 - Charterer
 - Laycan From and To
 - Port Function
 - Load and Discharge Ports








Note: You can create templates that contain information about the types of cargo you typically carry and use them to complete the Cargo Details form to create Cargo Units:



click .

4. Enter any additional appropriate information. If this is a relet, click  and complete the Purchase Detail form.
5. Click the corresponding radio button, according to whether this is an Inquiry, Confirmed cargo, or Withdrawn. A cargo of any status can be added to an estimate. When it is confirmed, the Cargo Unit will appear on the list of Cargo Units that can be added to an estimate.
6. To save the Cargo Unit, click . It appears on the Cargo Schedule according to its Laycan dates.
7. To create a Fixture Note, click .


Fixture Note

To view Fixture Notes in the Fixture Note Summary, or to schedule unscheduled Fixture Notes, click [Fixtures](#) in the Chartering Center.




1. To create a Fixture Note, do one of the following:
 - In the Chartering Center, click  [Fixture Note](#).
 - In the Fixture Note Summary, click .
 - Create a Fixture Note from another form. The relevant information from the other form is copied to the Fixture Note.
 - From a Voyage Estimate, in Details view, click .
 - From cargo, on the Cargo Details form, click .
2. Check the information and complete the fields as appropriate, including at least the **Date**, **Operation Type**, and **Performing Vessel**.
3. To add cargo, click . Complete the CP Terms Details form and click .
4. To view or enter other revenues or expenses for the voyage, click .

5. In the CP Terms Details and Voyage Itinerary tables, to view or enter additional information, right-click a line to open a menu.
6. To save the Fixture Note, click .
7. To schedule the voyage, click  and complete the New Voyage Setup form.

New Voyage Setup





1. To create a voyage, do one of the following:
 - From a Fixture Note or a Time Charter Out voyage, click .
 - From the Fixture Note Summary, click the [Schedule](#) link.
2. On the New Voyage Setup form, enter the **Vessel Name**; IMOS displays the **Vessel Code**.
3. To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage before. IMOS gives this voyage that number. To have IMOS automatically assign the next voyage number, select the **Assign voyage number automatically** check box. Otherwise, enter a **Voyage Number**.
4. A consecutive voyage starts immediately after the previous voyage of the same vessel. To schedule the voyage immediately after the last scheduled voyage for the vessel, select the **Consecutive voyage** check box. Otherwise, enter a **Commencing** date and time.
5. To create the voyage from a Fixture Note, select the **Create voyage from fixture note** check box. The Fixture Note must already exist. If there are multiple Fixture Notes, select the **Fixture Note** from the list that appears.
6. Select an **Operation Type**.
7. Click **OK**. If this is not a consecutive voyage, complete the Initial Bunkers form. The Voyage Manager appears.

Cargo COA


1. To create a Cargo COA, do one of the following:
 - In the Chartering Center, under Cargo, click **Cargo COA (new/edit)**.
 - In Cargo Planning, click .
2. Enter the **Contract ID**, **Charterer**, **Period From** and **To**, **C/P Quantity**, and any other appropriate information.
3. To create cargo, click  and complete the **Trade Unit(s)** fields.
4. To save the Cargo Contract, click . To confirm the save, click **Yes**.

Vessel COA

1. To create a Vessel COA, in the Chartering Center, under Cargo, click **Vessel COA (new/edit)**.
2. Enter the **Contract ID**, **Owner**, **Period From** and **To**, **C/P Quantity**, and any other appropriate information.
3. To fix cargo to the COA:
 - a. In the Trade unit(s) list, right-click a trade unit line and click **View TU**.


- b. On the Cargo Details form, click .
- c. On the Purchase Detail form, select the **Vessel COA**. IMOS asks if you want to link to it. Click **Yes** and select either **Link to COA** or **Link to COA and copy information (will overwrite local changes)**.
- d. To save the Purchase Detail form, click .
4. On the Vessel COA, click . The trade unit appears on the COA.
5. To save the Vessel COA, click . To confirm the save, click **Yes**.

Master Contract



1. To create a Master Contract to group Cargo COAs, in the Chartering Center, under Cargo, click **Master Contract (new/edit)**.
2. Enter a **Contract Number** and press **Enter**.
3. A confirmation message asks if you want to create a new contract. Click **Yes**.
4. Enter the **Charterer** and other appropriate information.
5. To save and close the form, click .

Time Charters








Time Charter In Fixture

1. To create a Time Charter In Fixture, do one of the following:
 - In the Chartering Center, under Time Charter, click **TC In Fixture**.
 - In the Operations Center, under Time Charter, click **TC-In Manager**.
2. Enter the **CP Date** and **Chartered From**.
3. Enter the required information: **Vessel, Duration, Billing Period, Delivery Port, Redelivery Port, CP Delivery GMT**, and **CP Delivery** fuel quantities and prices.
4. Enter **Hire Information**. This information makes it possible to enter different daily hires for a period and is used to create the Hire Statement. **From GMT** and **To GMT** are needed to calculate the period the vessel is on hire. Actual redelivery information is retrieved from the Voyage Manager.
5. Specify **Broker** Commissions, if any. IMOS asks if the commissions count towards Time Charter Billing.
 - **Yes** = The commission will be deducted from the payment, and you will pay less hire.
 - **No** = The commission will not be deducted, and you must pay the commission separately.
6. To save your changes, click .
7. When the vessel is delivered, select the **Delivered** check box and enter the **Actual Delivery** time; complete the fields on the **Delivery/Redelivery** tab.
8. The vessel appears on the Time Charter Payment Schedule.
9. When the voyage commences, in the Voyage Manager, select the **Commenced** check box. The information is copied to the Time Charter In Manager.
10. When the vessel is redelivered, select the **Redelivered** check box and enter the **Actual Redelivery** time; complete the fields on the **Delivery/Redelivery** tab.

Time Charter Out Fixture

1. To create a Time Charter Out Fixture, do one of the following:
 - In the Chartering Center, under Time Charter, click **TC Out Fixture**.
 - In the Operations Center, under Time Charter, click **TC-Out Manager**.
2. Enter the **CP Date** and **Chartered By**.
3. Enter the required information: **Vessel**, **Duration**, **Billing Period**, **Delivery Port**, **Redelivery Port**, **CP Delivery GMT**, and **CP Delivery** fuel quantities and prices.
4. To estimate a Time Charter Out, click ; see below.
5. Enter **Hire Information**. This information makes it possible to enter different daily hires for a period and is used to create the Hire Statement. **From GMT** and **To GMT** are needed to calculate the period the vessel is on hire. Actual redelivery information is retrieved from the Voyage Manager.
6. Specify Broker **Commissions**, if any. IMOS asks if the commissions count towards TC Billing:
 - **Yes** = The commission will be deducted from the hire, and you will receive less hire.
 - **No** = The commission will not be deducted, and you must pay the commission.
7. To save your changes, click .
8. When the vessel is delivered, select the **Delivered** check box and enter the **Actual Delivery** time; complete the fields on the **Delivery/Redelivery** tab.
9. When the voyage commences, in the Voyage Manager, select the **Commenced** check box. The information is copied to the Time Charter Out Manager. The vessel appears on the Time Charter Billing Schedule.
10. When the vessel is redelivered, select the **Redelivered** check box and enter the **Actual Redelivery** time; complete the fields on the **Delivery/Redelivery** tab.

Time Charter Out Estimate

1. To create a Time Charter Estimate, in the Time Charter Out Manager, click .
2. Enter the **Vessel Name**; IMOS displays the **Vessel Code**.
3. Enter additional fields as appropriate: **TCI Ballast Bonus**, **Position Port**, **Delivery Port**, **Redelivery Port**, **Reposition Port**, **TCO Hire/Day**, **TCO Ballast Bonus**.
4. IMOS proposes bunker prices based on purchase history, but you can change them. To work with bunkers, click  and then click **Bunker Planning**.
5. To save the estimate, click  and then click **Save Estimate**.
6. Do any of the following:
 - To compare estimates, click  and then click **New TCO Estimate**, **Find Estimate**, or **Copy Estimate** and work with different estimates side by side.
 - To add more information, click  to change to Details view, where you can enter information about **TCO Brokers** and **TCI and TCO Broker and Address Commissions**.
 - To create a Fixture Note from the estimate, click  and then click **Fix Estimate**. (In Details view, click .)