

# Port Costs Job Aid

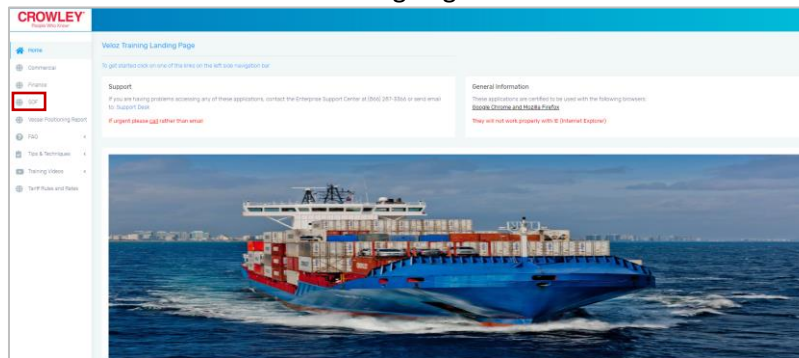
## Business Purpose

Use this job aid to:

- Access Port Costs
- Search for Port Costs
- Add additional Port Costs

## 1. Access Port Costs

- a. Click on SOF on the Veloz Landing Page.

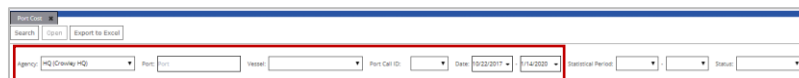


- b. Click on the Port Cost tab to open the statement of facts.




## 2. Search for Port Costs

- a. Search for port costs by agency, port, vessel, port call ID or date range.

A screenshot of the search form for port costs. The form has a blue header with the text 'Port Costs'. Below the header, there is a search bar with a 'Search' button and an 'Export to Excel' button. The search criteria are highlighted with a red box. The criteria include: Agency: HQ Crowley HQ, Port: [empty], Vessel: [empty], Port Call ID: [empty], Date: 0/22/2017, and 1/4/2020. There are also dropdown menus for Statistical Period and Status.

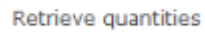
- b. Click the Search button for results.



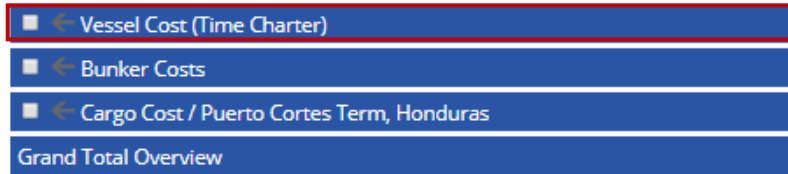
c. To open the Statement of Facts (SOF), click the calculator icon. 

### 3. Add Port Costs

a. Click on the Retrieve Quantities button.



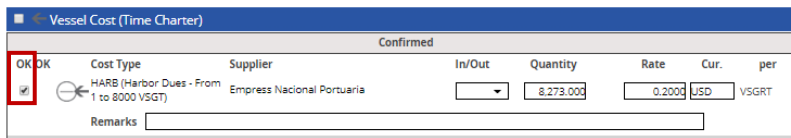
b. Click Vessel Cost (Time Charter) to open the vessel costs.



Navigation menu with the following items: Vessel Cost (Time Charter) (highlighted), Bunker Costs, Cargo Cost / Puerto Cortes Term, Honduras, and Grand Total Overview.

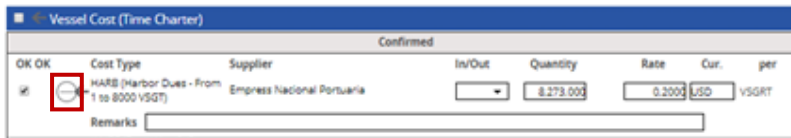
c. Review the charges displayed.

d. To hide values, un-check the OK checkbox.



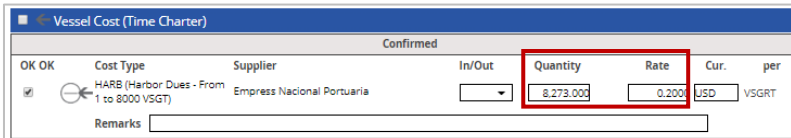
OK	OK	Cost Type	Supplier	In/Out	Quantity	Rate	Cur.	per
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HARB (Harbor Dues - From 1 to 8000 VSGT)	Empress Nacional Portuaria		8.273.000	0.2000	USD	VSGRT

e. To delete the values, click on the minus button.



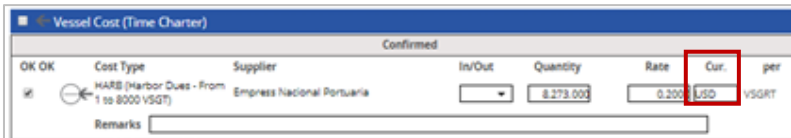
OK	OK	Cost Type	Supplier	In/Out	Quantity	Rate	Cur.	per
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HARB (Harbor Dues - From 1 to 8000 VSGT)	Empress Nacional Portuaria		8.273.000	0.2000	USD	VSGRT

f. To change the quantity and rate, click in the appropriate box and begin typing.



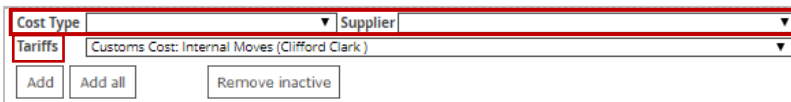
OK	OK	Cost Type	Supplier	In/Out	Quantity	Rate	Cur.	per
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HARB (Harbor Dues - From 1 to 8000 VSGT)	Empress Nacional Portuaria		8.273.000	0.2000	USD	VSGRT

g. To change the currency, select the drop-down box and choose the appropriate currency.



OK	OK	Cost Type	Supplier	In/Out	Quantity	Rate	Cur.	per
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HARB (Harbor Dues - From 1 to 8000 VSGT)	Empress Nacional Portuaria		8.273.000	0.2000	USD	VSGRT

h. To add additional charges, select a Tariff from the drop-down list. Select Add. NOTE: to filter the list, select a Cost Type.

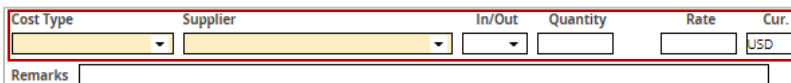


Cost Type: [dropdown] | Supplier: [dropdown]  
Tariffs: Customs Cost: Internal Moves (Clifford Clark) [dropdown]  
Buttons: Add, Add all, Remove inactive

i. To add a new cost item, click the Add Other Costs button.



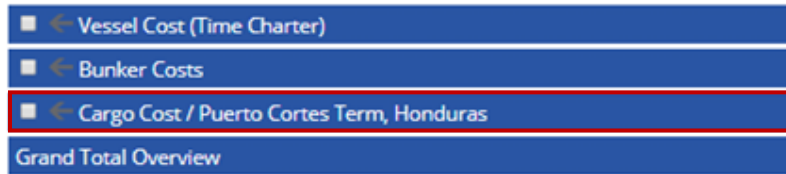
j. Complete the Cost Type, Supplier, Quantity, Rate and Currency fields.




Cost Type	Supplier	In/Out	Quantity	Rate	Cur.
[dropdown]	[dropdown]	[dropdown]	[input]	[input]	USD

Remarks: [input]

- k. Select Cargo Cost to open the section.



- l. A list of all cargo costs will appear. To delete a cost, select the minus button next to the cost type. 

- m. To add the cost, select the OK checkbox.



- n. Enter the quantity and rate.

Quantity	Bkg	Rate
10.000	>	5.7500

- o. Click the Save button.



- p. Once all costs have been added and reviewed, review the total Vessel Cost, Cargo Cost and Grand Total Cost to ensure its accuracy.

 Vessel Cost (Time Charter)	3,889.34 USD
 Bunker Costs	0.00 
 Cargo Cost / Puerto Cortes Term, Honduras	160.94 USD
Grand Total Overview	4,050.28 USD

- q. Select the Finalize button to finalize the statement of facts.

