



DA

MANAGEMENT

SOLUTION

Simple • Secure • Digital





DA MANAGEMENT SOLUTION

Mitigate risks, save time and money with a solution that combines technology with personalised services powered by industry experts, a global network and strong compliance.

CENTRALISED & DIGITAL DA PROCESSES

Managing DAs since 1847

Disbursement accounting is a time-consuming process that can be very costly, and it adds to the complexity of a port call, affecting profitability and operations efficiency worldwide.

The number of parties involved means a high volume of DAs to verify, negotiate and validate. Different invoices mean multiple currencies and bank accounts to pay leading to cost of transactions, risk of potential fraud and phishing emails.

To pay the right part at the right time seems simple but it is a challenge. It is key to have a secure payment system that works and people that understand charterers costs and ensure they are split in DAs.

The Global Hub

Our Finance Hub is formed by a team of experts focused on security and compliance, DA turnaround and cost savings. They centralise and manage all DAs in Optic, a digital port call platform designed by the industry for the industry.

The digital management of DAs, from appointment to settlement, gives you full visibility, transparency and the control that you need to remain compliant, secure and competitive worldwide.

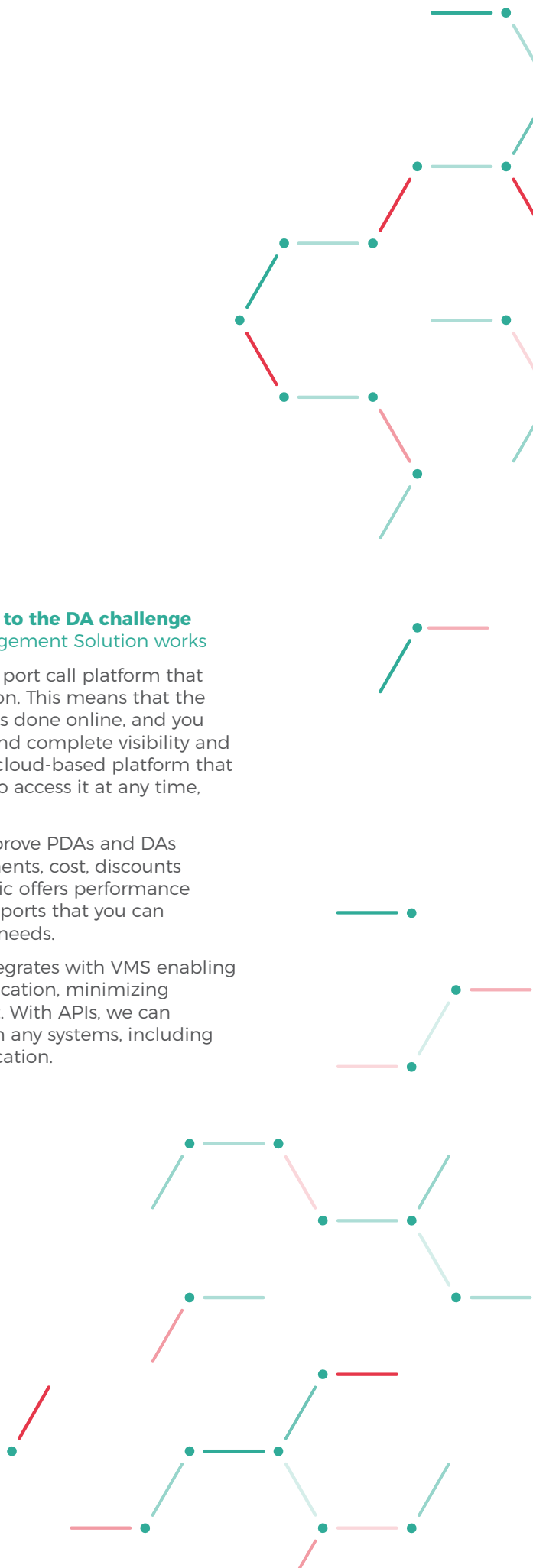
A Digital Solution to the DA challenge

How the DA Management Solution works

Optic is our digital port call platform that support this solution. This means that the entire DA process is done online, and you have easy access and complete visibility and control. Optic is a cloud-based platform that allows your team to access it at any time, from anywhere.

Your team can approve PDAs and DAs online, view comments, cost, discounts and contracts. Optic offers performance dashboards and reports that you can customise to your needs.

Optic platform integrates with VMS enabling two-way communication, minimizing manual data input. With APIs, we can connect Optic with any systems, including local agents' application.





**“COMPETITIVE FX PRICES
VIA EXTERNAL PARTNERSHIP
WITH MONEYCORP”
INTERNATIONAL ENERGY
CARRIER COMPANY**

KEY FEATURES

- ❖ **Instant and real time access** to all DA information, end-to-end, with complete transparency.
- ❖ Access to proforma disbursement accounting (PDA), cost estimation (CE), DA, SDA, **all in one place** with built-in revision control and variance calculations.
- ❖ **Centralised communication** with full visibility of all comments/queried messages against each service line, eliminating tedious email searching.
- ❖ **Segregated finance invoices** against each service line, easily previewed from within Optic.
- ❖ **Easy access to operational events** (i.e. Timelog, Statement of Facts) and operational documents (i.e. Receipts, VAR).
- ❖ Flexibility to **control and manage User** and Groups
- ❖ **Built-in reporting** application (ReportService). You own your data.
- ❖ **Performance dashboards** for benchmark and better data-driven decision
- ❖ **Out-of-the-box integration** with IMOS, VMS and open-APIs
- ❖ Android **mobile app** with real-time push notifications





DA MANAGEMENT

Reduced annual port call costs by up to **10%**

95% of FDAs within 25 days

Over USD **20 million** Saved in 2020

Less than **1%** of supplementary DAs

IT IS NOT JUST THE DA

What do you get with this Solution?

The DA Management solution can be tailored to your business needs and processes, but in a nutshell, this is what you can expect:

Operations

- One point of contact (global finance hub team) to manage your communication with local agent
- Verification, negotiation and validation of PDAs and FDAs
- Vetting and monitoring of vendors and agents
- Quarterly business reviews

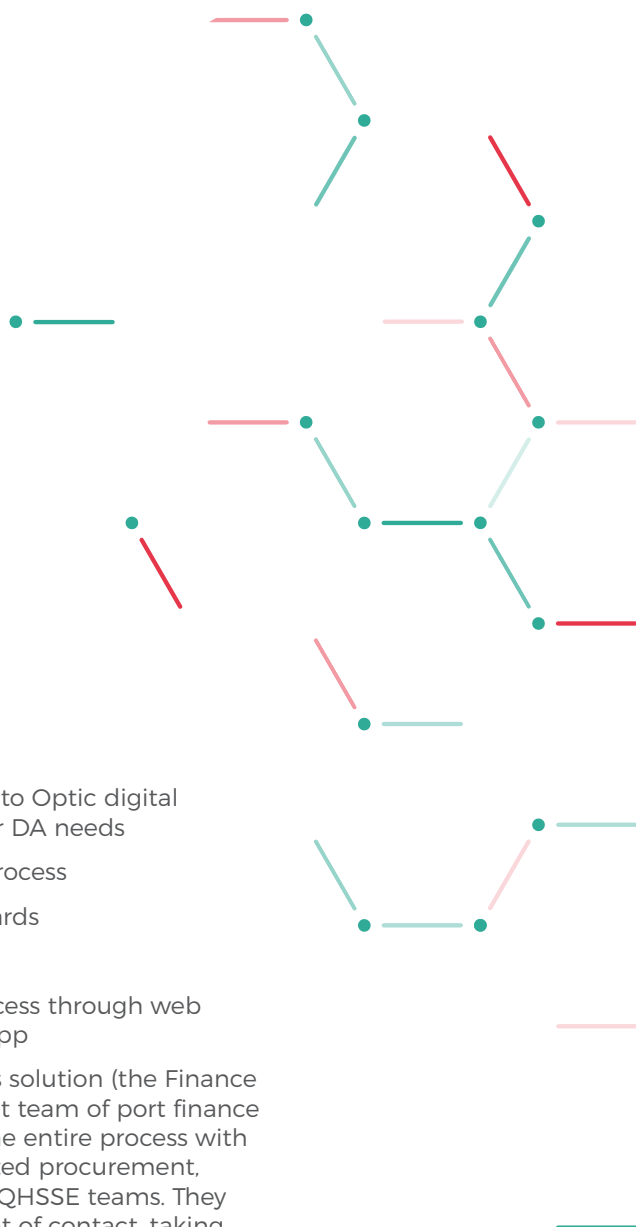
Finance

- Strategic procurement
- Cost optimization program
- Pre-funding management
- Single place of remittance. One invoice and one currency
- Competitive fees vs volume
- Possibility to have credit facility

Digitalisation

- KPI's are integrated into Optic digital platform to meet your DA needs
- Digital DA approval process
- Performance dashboards
- Reports
- Visibility of entire process through web interface or android app

The people behind this solution (the Finance Hub) is an independent team of port finance experts that simplify the entire process with the help of our dedicated procurement, legal, compliance and QHSSE teams. They will be your single point of contact, taking over admin tasks and risks so your team can concentrate on the core business.



“DUE TO HOW EASY IT IS TO NAVIGATE OPTIC, MORE OF THE OPS TEAM ARE NOW CHECKING AND APPROVING THE DAS.”
GLOBAL CUSTOMER

SIMPLE DA PROCESS

Simple DA process

Step #1
We identify your needs and requirement and integrated your processes and KPI's into Optic platform.

Step #2
Your team appoint the local agent via email, VMS or in Optic itself

Step #3
The Finance Hub team receive the PDA from agent, they verify and query/negotiate with your agent.

Step #4
Your team receive a notification that approval is pending. They login to Optic web interface, check the information and comments, and approve the PDA

Step #5
The Finance Hub will do the compliance checks and manage the pre-funding

Step #6
Agent submit FDA. The Finance Hub will verify, query/negotiate and then request your final approval

Step #7
Agent submit FDA. The Finance Hub will verify, query/negotiate and then request your final approval

Step #8
our team receive a notification that approval is pending. They login to Optic web interface, check the information and comments, and approve the FDA

Step #9
The Finance Hub process the payment and you will receive a SOF monthly, a single invoice in one currency to pay a dedicated bank account that the team will set up for you



Appoint agent



PDA



FDA



Payment
One Currency
One Invoice
One bank account



Reports & Quarterly Business Performance Review



The Results
Mitigate risks and save time with cost-efficient DA management

- ✓ **Reduced risks**
- ✓ **Increased efficiency**
- ✓ **Cost-effective**
- ✓ **DAs**
- ✓ **Business transparency**

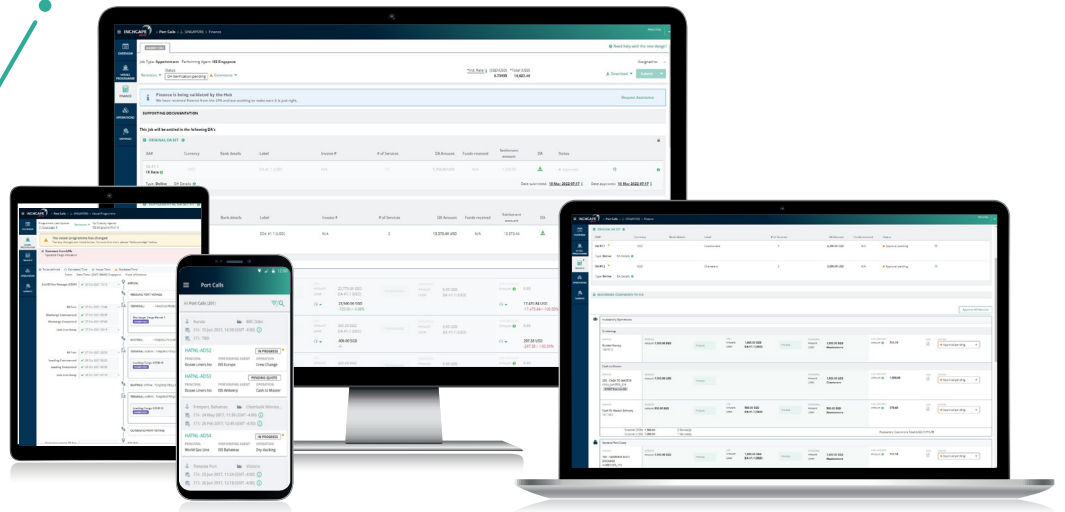


DA MANAGEMENT

“COMMITMENT TO SOX COMPLIANCE” CHARTERER

THE SOLUTION CORE PILLARS

Pillars	Mitigate Risks	Save Time	Reduce Costs
Challenges	High volume of DAs, different ports and regions means high risk of supply chain compliance, risk of banking scams and phishing emails due to number of vendors and invoices.	Time-consuming DA management tasks, such as communication with different agents, can lead to errors and long DA turnaround time.	Limited access to better prices vs volume, FX exchange and rebates. Multi-currency and multi-bank accounts payments adding to cost. Amount of resources need to get the job done.
Solutions	<ul style="list-style-type: none"> • Vetted and monitored vendors • Simplified and secure payment through one dedicated bank account. One counterparty, one invoice • Access to complete audit trail, reports 	<ul style="list-style-type: none"> • Digital and automated management of DAs • Integration with VMS and APIs for easy connection with other systems. • One point of contact to manage all your DAs 	<ul style="list-style-type: none"> • Access to a global network and supplier discounts. • Reduced financial transactions with one currency, favourable FX rates and one bank account to pay • A dedicated team to offload your operations, delivering full transparency, no hidden costs or discounts
Benefits	<ul style="list-style-type: none"> • Reduced risks • Strong compliance • Secure payments with dedicated bank account • Full visibility and transparency 	<ul style="list-style-type: none"> • Minimised errors • Reduced man hours and supplementary DAs • Faster DA turnaround time • Increased efficiency and make data-driven decisions 	<ul style="list-style-type: none"> • Control and reduce costs • Supplier discounts and rebates • Improved cashflow and working capital • Full visibility and transparency



WHY INCHCAPE

Your goal. Our mission.

We manage all aspects of disbursement accounting based on expertise rooted since 1847, which enable us to foresight, prevent and solve problems cost-effectively. Charged by passion and local knowledge, we develop and employ solutions that leverage the benefits of a global network to meet customer needs, no matter who is the local port agent so you can benefit from:

- Strict governance and strong compliance, same degree of integrity and reliability no matter who the appointed agent is.
- Access to better discounts and rebates based on our global network, local knowledge and negotiation power.
- Reduced numbers of supplementary DAs
- A digital platform designed by the industry for the industry
- Out-of-the-box integrations (IMOS, VSM, APIs)
- Cost optimisation programs
- Full data visibility and business transparency.

**“STRONG PERSONAL AND
PROFESSIONAL RELATIONSHIPS”**





**For more information, contact us or visit
our website to check other services**

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