



HELP SHEET

Berth Application Module

Application : **Voyager**

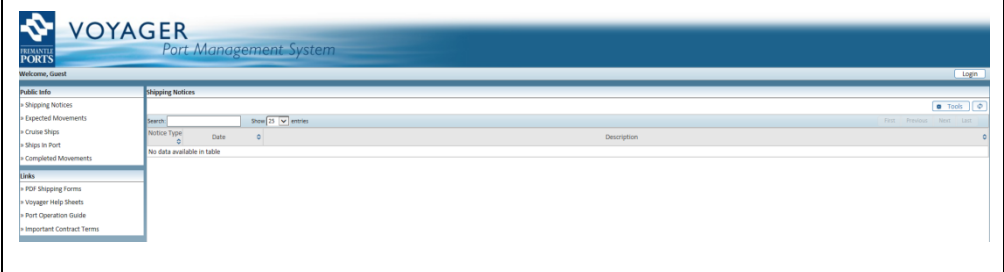
Release Date : **May 2015**

Version : **1.0**

Steps Screen Shots

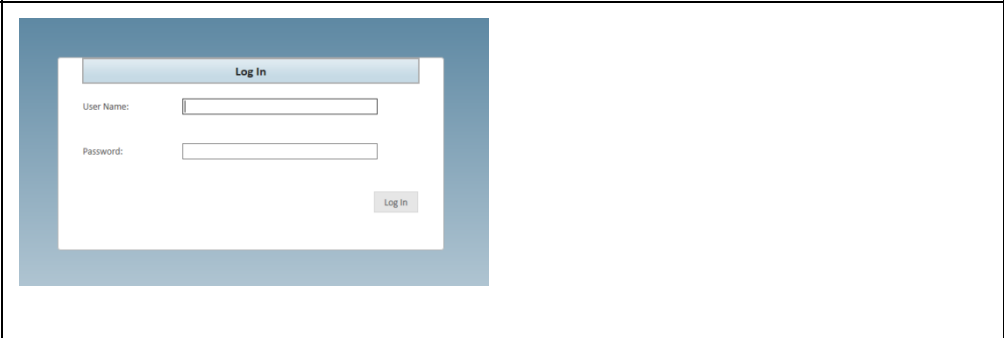
Access Voyager via the Fremantle Ports website at www.fremantleports.com.au

Use the Quick Link to Voyager located halfway down the right margin.



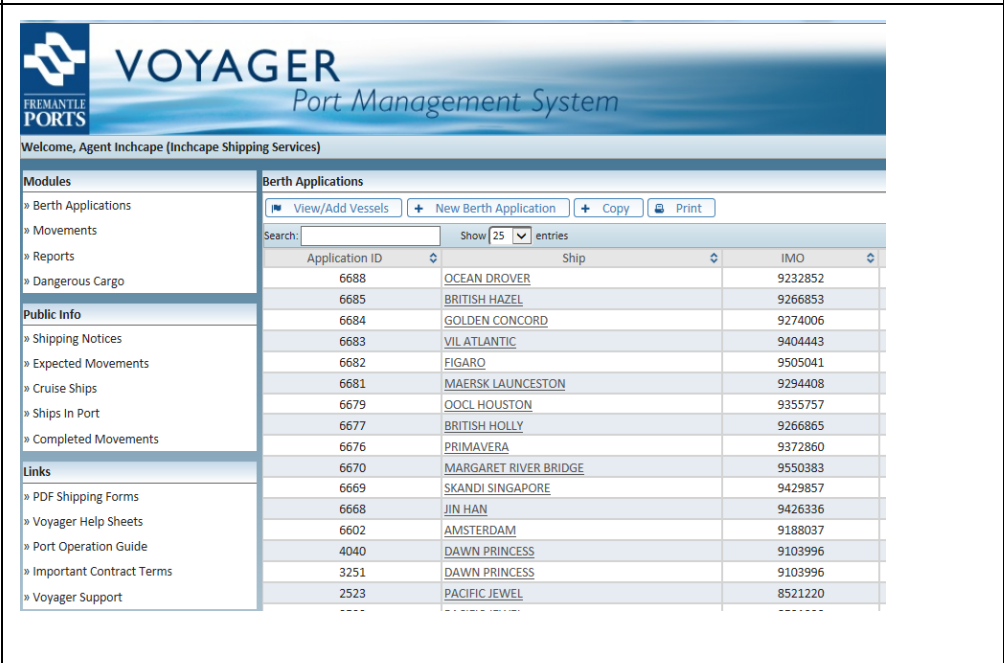
Provide your user name and password to login to Voyager.

Note : passwords are case-sensitive, so you may need to check if CAPS lock is off.

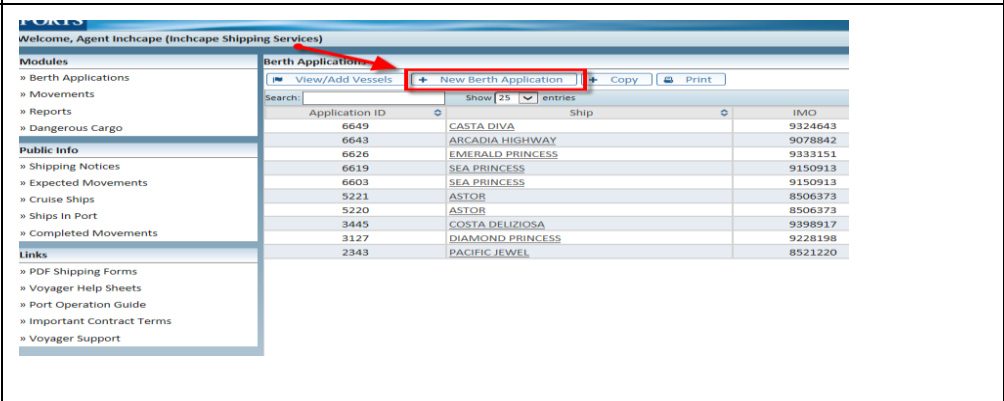


For shipping agents, this is your main area for managing visits and movement details.

You can also manage requests for services, (such as tugs, lines boats, mooring, pilot, etc), and activities, (such as fresh water, hot works, bunkering, repairs, etc).



To add a new berth application, click the **+ New Berth Application** button, located in the top, right-hand corner of the screen.



Voyager Help Sheet - New Berth Application

Items marked with a small red asterisk are mandatory fields, and cannot be left empty.

Enter **IMO of Vessel** and press **Get Vessel** for Ship particulars to appear.

If your vessel is first going to anchorage this will need to be entered first, then the berth location.

If vessel is going directly to berth - anchorage location is to be left blank.

Once all Ship Visit particulars are entered in to the application press execute.

An error will occur if all required information is not supplied and you will be unable to save visit until this is corrected.

Berth Application

General

*Ship Name **IMO**

*Last Port Country

*Next Port Country

*Shipping Agent *Invoicing Body

Inchcape Shipping Services Agent's Voyage ref#

Agent Contact Name

*Has Cargo Declaration Operation Package Group

Estimated Amount Commodity

Dangerous Cargo

Please enter details in Voyager Dangerous Cargo if you check this box.

Arrival Details

Anchorage Location Arrival Date/Time

Anchorage Reason Anchorage Only Visit

Berth Location Scheduled Date/Time

Side to *Fore Draft *Aft Draft *Displacement

Remarks

Resources

All resources will require a selection of Yes/No and then the particulars.

It is now possible to order tugs from two different service providers on the same move and also assist tugs.

*Resources:

These will apply to the movement to Berth and to "Anchorage only visit" arrivals.

Berthing Tugs	<input type="text"/>	Grouping 1	<input type="text"/>	Tug Company 1	<input type="text"/>	Remarks	<input type="text"/>
		Grouping 2	<input type="text"/>	Tug Company 2	<input type="text"/>		<input type="text"/>
Lines Boat	<input type="text"/>	Count	<input type="text"/>	Lines Boat Company	<input type="text"/>		<input type="text"/>
Mooring	<input type="text"/>			Mooring Company	<input type="text"/>		<input type="text"/>
Assist Tugs	<input type="text"/>	Grouping 1	<input type="text"/>	Tug Company 1	<input type="text"/>		<input type="text"/>
		Grouping 2	<input type="text"/>	Tug Company 2	<input type="text"/>		<input type="text"/>
Pilot Boat	<input type="text"/>			Pilot Boat Company	<input type="text"/>		<input type="text"/>
Pilot	<input type="text"/>	Pilot Type	<input type="text"/>				<input type="text"/>

or Exempt Master(PEC) or Exempt Movement

Departure Details

Time, Date and Drafts will all be required.

And resources will also need to be selected.

Activities

Some activities require you to fill out additional forms that will need to be forward to our tower. (eg. engine immobilisation,

To finalise the berth application you will need to press the execute button. Please ensure that the 'I have read and agreed to the contract terms...' is ticked as you can not save berth application with out checking it.

Departure Details

Departure Date/Time *Fore Draft *Aft Draft

Remarks

*Resources:

Berthing Tugs	<input type="text"/>	Grouping 1	<input type="text"/>	Tug Company 1	<input type="text"/>	Remarks	<input type="text"/>
		Grouping 2	<input type="text"/>	Tug Company 2	<input type="text"/>		<input type="text"/>
Lines Boat	<input type="text"/>	Count	<input type="text"/>	Lines Boat Company	<input type="text"/>		<input type="text"/>
Mooring	<input type="text"/>			Mooring Company	<input type="text"/>		<input type="text"/>
Assist Tugs	<input type="text"/>	Grouping 1	<input type="text"/>	Tug Company 1	<input type="text"/>		<input type="text"/>
		Grouping 2	<input type="text"/>	Tug Company 2	<input type="text"/>		<input type="text"/>
Pilot Boat	<input type="text"/>			Pilot Boat Company	<input type="text"/>		<input type="text"/>
Pilot	<input type="text"/>	Pilot Type	<input type="text"/>				<input type="text"/>

or Exempt Master(PEC) or Exempt Movement

Activities

<input type="checkbox"/> Bunkers	<input type="checkbox"/> Fresh Water	Amount	<input type="text"/>
<input type="checkbox"/> Immobilise Engines	<input type="checkbox"/> Quarantine Waste Removal		<input type="text"/>
<input type="checkbox"/> Survey			
<input type="checkbox"/> Lifeboat Drills	<input type="checkbox"/> Fenders		
<input type="checkbox"/> Diving	<input type="checkbox"/> Gangways		
<input type="checkbox"/> Shipside Painting	<input type="checkbox"/> Shore Based Mobile Cranes		
<input type="checkbox"/> Repairs	<input type="checkbox"/> Working in Confined Spaces		
<input type="checkbox"/> Hold Cleaning	<input type="checkbox"/> Hot Work		
<input type="checkbox"/> Fumigation	<input type="checkbox"/> Compass Adjustment		
<input type="checkbox"/> Pontoons			
<input type="checkbox"/> Stores			

Remember to submit the online PDF form where required to provide further details.

By submitting this Berth Application I acknowledge that I have read and agree to the Important Contract Terms.

END OF PROCESS