



Documentation

Overview

A3 comes with ability to create all manner of Shipping and Disbursement related Documentation, all documents are output as a PDF and can be downloaded or printed from A3 or inserted into a SEDNA message for emailing.

Included in the system setup are a Standard set of documents with multiple options and customisable fields that can change the appearance and content of the Document. We also have an extended list of documents that have been built according to regional and customer requests which can be included. Where a Document is needed that doesn't exist in A3, these may be added at a cost under our Professional Services.

Standard Documentation

Documents included in a Standard setup.

Document Name	
B/L Congenbill 2007	B/L Congenbill 94
Cargo Manifest (Detailed)	Cargo Manifest (Summary)
Letter of Authority	Letterhead
Mates Receipt	Notice of Readiness
Sea Waybill	Statement of Facts
Stowage Plan	

Extended Documentation

Documents already built and available for addition if requested.

Document Name	Region	Requested (check as appropriate)
A6 Canadian General Dec.	Canada	
A6A Canadian Manifest	Canada	
AANZFTA Certificate of Origin	Australia	
AMSA 268 Shippers Declaration	Australia	
AUSGRAIN B/L	Australia	
AUSTWHEAT B/L	Australia	
Baltimore Form C B/L	USA	
BP Chemicals B/L	N/A	
Canadian Pre-Arrival Notice	Canada	
Cargo Manifest Packing List	N/A	
CBP 1300	USA	
CBP 3171	USA	
Certificate of Australian Origin	Australia	
Certificate of Origin (Requires customisation per customer that may be subject to Professional Services)	N/A	
Certificate of Quantity	N/A	
Certificate of Weight	N/A	
DA1 Report Inwards Outwards	South Africa	

DA3 Certificate of Clearance	South Africa	
DA4 Transire	South Africa	
Double Taxation	South Africa	
Gas Oil Form	N/A	
Harbour Clearance	N/A	
Hydrobill	N/A	
ID100	South Africa	
Legal Protection Letter	N/A	
Master's Receipt	N/A	
Norgrain B/L	N/A	
Odfjell B/L	N/A	
OKTB	N/A	
Packing List	N/A	
Phytosanitary Certificate	Australia	
Sailing Notice	N/A	
Sanitation Exemption	N/A	
Shippers Declaration	USA	
Tanker B/L	N/A	
US Baltimore Form C	USA	
US Certificate of Origin	USA	

Additional Documentation

If a new document is needed we can build this under a professional services engagement, normally the document built would then be made available for general use in A3.

However, we understand you may have Principal's with individual requirements or you provide a specific service not common to all Agents, if that's the case we can arrange for those documents to be built for your bespoke use in A3 and not shared with other A3 customers.

To make the addition of documents easier we have a standard pricing table.

Document Complexity	Price
Simple	USD 1000
Medium	USD 1750
Complex	USD 2500

An example of each Document Complexity is included at the end of the document to help you visualise which bracket your document may fall within. Note: *The User Interface required to create the document may also have a bearing on the complexity.*

If you have any Documents that you would like including in your A3 instance please do not hesitate to contact us on sales@my-a3.com to discuss your needs and a timeline.

Simple Document



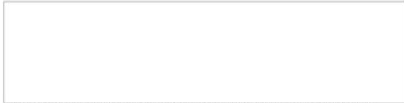
ORIGINAL

CERTIFICATE OF ORIGIN

VESSEL: A3
B/L NO: 123456
B/L DATE: 01-JAN-2018
PORT OF LOADING: LONDON, UK
PORT OF DISCHARGE: VANCOUVER, CA
DESCRIPTION: A3 DOCUMENTATION
QUANTITY: 999,999 MTS

THIS IS TO CERTIFY THAT THE PRODUCT AS DESCRIBED HEREIN WAS MANUFACTURED IN AUSTRALIA BY ALCOA OF AUSTRALIA LIMITED

AGENCY SYSTEM. FOR AGENTS, BY AGENTS.



SIGNED BY CALLISTO AGENCY SYSTEMS , PRODUCER DATE: 01-JAN-2018

Medium Document

CARGO MANIFEST



Vessel	A3	Voyage No.	400
Name Of Master	JOHN SMITH	Nationality of Ship	BRITISH
Port Of Loading	LONDON, UK	Port Of Discharge	VANCOUVER, CA
Date Of Completion	01-JAN-2018	Date Of Sailing	01-JAN-2018

ORIGINAL

Shipper	Description of Goods	Gross Weight	Units
Morbi fringilla convallis sapien, id pulvinar odio volutpat. Cum sociis natoque penatibus et magnis dis parturient.	A3 DOCUMENTATION	999,999	MTS
B/L Number		Remarks	
123456		A communi observantia non est recedendum.	
Loaded On Board		Quam temere in vitiis, legem sancimus haerentia. Quis aute iure reprehenderit in voluptate velit esse.	
01-JAN-2018			
Consignee			
Excepteur sint obcaecat cupiditat non proident culpa. Unam incolunt Belgae, aliam Aquitani, tertiam.			
Notify	Marks & Numbers	Freight Terms	
AS PER CONSIGNEE	Ut enim ad minim veniam, quis nostrud exercitation.		

Complex Document

VESSEL ARRIVAL NOTIFICATION (ID 100)					
AGENCY NAME:	CALLISTO AGENCY SYSTEMS		Telephone:	+ 44	
AGENCY REPRESENTATIVE NAME	A3	CELL NUMBER	FAX	+ 44	
VESSELS DETAILS					
Vessel Name	A3	Voy No.	400	Call Sign	
E.T.A.	01/01/2018 00:00	E.T.D.	01/01/2018 00:00	Off no. (IMO No.)	9999999
LOA	249.98	Beam	43	AGENCY No.	
Arr Draft		Dep Draft		Country of Reg.	SINGAPORE
GRT	56893	D. WEIGT.	100172	Nomination Date	01/01/2018
Last Port of Call	VANCOUVER, CA	Next Port of Call	LONDON, UK		
VESSEL TYPE - PLEASE SELECT		REASON FOR VISIT		SPECIFY QUANTITIES OF COMMODITIES - LOAD, DISCHARGE, TRANSHIP, BUNKERS	
CAR CARRIER		LOAD	X	CONTAINERS - LOAD TEU	
CONTAINER		DISCHARGE		CONTAINERS - DISCHARGE TEU	
BULK CARRIER	X	TRANSHIP		CONTAINERS - TRANSHIP TEU	
TANKER - LPG		BUNKERS		FRUIT - Tons	
TANKER - PRODUCT		LAY-UP		BREAK-BULK - Tons	
TANKER - OTHER (Specify)		REPAIRS		DRY-BULK - Tons	
PASSENGER		STORES		FISH - Tons	
FISHING		PASSENGER		BUNKERS - Mt	
GENERAL CARGO		OTHER - Specify		LIQUID-BULK - Mt	
NAVAL				OTHER - Specify	
OTHER - Specify					
TERMINAL THROUGH WHICH CARGO WILL BE HANDLED:			LOADING TERMINAL		
BERTH AND OTHER REQUIREMENTS					
PREFERRED SIDE TO DOCK?		PREFERRED BERTH 1		PREFERRED BERTH 2	
WILL VESSEL BE SHIFTING - Y/N	No	IF YES: PREFERRED BERTH		PREFERRED SIDE AT NEW BERTH	
SPECIAL REQUIREMENTS	TIDAL - Y/N	No	IF YES: WHY?		
	DAYLIGHT RESTRICTED - Y/N	No	IF YES: WHY?		
	EXCEED PORT RESTRICTIONS - Y/N	No	IF YES: WHY?		
INFORMATION ABOUT VESSEL					
OPERATIONAL INFORMATION					
PLAN DATE & TIME AT BERTH	01/01/2018 00:00	PLAN DATE & TIME START CARGO OPS	01/01/2018 00:00	PLAN DATE & TIME COMPLETE CARGO OPS	01/01/2018 00:00
PLAN DATE & TIME VACATE BERTH	01/01/2018 00:00				
DANGEROUS GOODS INFORMATION AND DECLARATION					
ANY DANGEROUS GOODS ONBOARD - Y/N	No	IF YES: ATTACH A LIST OF IMDG CARGO SEPARATELY - ALL CLASSES MUST BE DECLARED - RULE 20 OF PORT RULES			
FOR CLASSES 1 & 7:	DO YOU HAVE ALL RELEVANT PERMITS? - Y/N	No	SUBMITTED TO TNPA? - Y/N	No	
	DO YOU HAVE ALL RELEVANT CERTIFICATES? - Y/N	No	SUBMITTED TO TNPA? - Y/N	No	
	ARE ALL RELEVANT AUTHORITIES AWARE? - Y/N	No			
	HAS TERMINAL BEEN MADE AWARE? - Y/N	No	WHICH TERMINAL?		
ANY IMPORTANT INFORMATION REGARDING IMDG WE NEED TO KNOW? Y/N	No	IF YES: PROVIDE DETAILS			
LAY BY AND REPAIR INFORMATION					
PLANNED DURATION OF LAY UP OR REPAIRS - in days		DATE FROM		DATE TO	
REPAIRS - PROVIDE DETAILS					
BUNKER INFORMATION			WASTE TO DECLARE		
BUNKERS REQUIRED - SPECIFY TYPE		BUNKER METHOD - SPECIFY		TYPE	AMOUNT
DISTANCE FROM STERN TO BUNKER POINT - in m		TONS - in mt			
ANY IMPORTANT INFORMATION WE NEED TO KNOW - PLEASE DETAIL					
ISPS INFORMATION					
HAVE APPLIED FOR ISPS CLEARANCE? - Y/N	No	IF YES: DATE APPLIED		ISPS REFERENCE NUMBER?	
SPECIAL NOTES - ID100					
* TANKER NOMINATION MUST BE COMPLETED SEPARATELY AND ALL RELEVANT INFORMATION TO BE SUPPLIED IN FULL INCLUDING Q88 WHERE NECESSARY					
* ALL SPECIAL NATURE CALLS AND LAYBE VESSELS MUST BE APPROVED BY THE DEPUTY HARBOUR MASTER.					
* FORMS INCORRECTLY AND LACK SUBSTANTIAL INFORMATION WILL BE RETURN TO THE ORIGINATOR FOR FURTHER COMPLETION.					
* ALL FORMS MUST BE SUBMITTED BY EMAIL AND ADDITIONALLY BY FAX 031-361 8300 TO PORT CONTROL					
* ALL VESSELS CALLING FOR DRY DOCK MUST ENSURE THAT THEY HAVE SECURED A BERTH BEFORE AND AFTER THE DOCK					
* ALL BACKUP SPACES REQUIRED DURING THE CALL AT THE PORT FOR LAY-BY AND REPAIR VESSELS MUST BE APPROVED BY PROPERTY MANAGER					
* ALL FORMS MUST BE SUBMITTED AS REQUIRED BY RULE 18 OF PORT RULES - AT LEAST 72 HOURS BEFORE ARRIVAL					
* ISPS CLEARANCES WHERE APPLICABLE ARE THE RESPONSIBILITY OF AN APPLICANT AS PER MARITIME SECURITY REGULATIONS					