

Feesable Manual for Correspondent Users

*fees*able

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Introduction

This document provides an overview of the Feesable offline tool (FOL) and Internet Repository.

Feesable is a system which allows correspondents, lawyers and other suppliers around the world to invoice P&I Clubs for work they have done on behalf of the Club. In this manual the term 'correspondents' is used to include all types of suppliers including lawyers.

The system comprises 4 areas, namely:

- A public webpage accessible to all
- A website accessible only by registered users
- Client software installed on the correspondent's computers (FOL)
- Client software installed on the Club's computers

The client software is used by the correspondents to generate and upload invoices to the Club mailbox hosted on the website. Clubs can then use their own version of the software to download invoices from the mailbox of the same website.

The Correspondent's client software is only available in one version, namely 'the DotNet version'.

[Please Note – Previously, the original Excel macro version was available but updates to the Windows O/S by Microsoft in 2012 rendered this version unusable and unmaintainable. Therefore, the IG have decided to de-commission this version.]

The Dot.Net version allows Correspondents to include attachments with their invoices. It also allows Correspondents to use UTBMS codes and import LEDES 98, 98Bi and 2000 which will be explained later in this document.

This user manual describes how to:

- Section 1 Using the FOL tool
- Section 2 Use the Internet Repository
- Section 3 Register to use Feesable
- Section 4 Install the Dot.Net Framework (if required)
- Section 5 Install the Dot.Net version of the FOL tool
- Section 6 Install the Excel version of the FOL tool (No longer required)
- Section 7 Regional settings
- Section 8 Uninstalling Feesable
- Section 9 Frequently Asked Questions
- Section 10 Version Control

Glossary of terms

1. User

Correspondent or Supplier to the International Group of P&I Clubs. One user name and password will exist per Correspondent's office or location.

2. Crimson

The independent company that supports Feesable.

3. Internet Repository

www.igfeesable.net

4. Club Post Box

An exclusive area for each Club in the Internet Repository. No Club can access another Club's area.

5. User's Folder

An exclusive area in a Club's post box. No other User can access this area. A Club can access all User Folders in their area.

6. Authorised Contacts List (ACL)

A list of authorised Club contacts (name and email) that can approve new User registrations. Each Club must nominate at least two people that can approve or reject User registrations.

7. Club Contact List (CCL)

A list of Club contacts (email addresses) to receive an email from Feesable when a new User is created. The Club will need to login into Feesable to grant access to the User. Granting access will create a User's Folder.

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SECTION 1 - USING THE FOL

1 GETTING STARTED

1.1 Prerequisites

1.1.1 Operating System

Windows XP / Vista / 7 with DotNet Framework 2.0 or higher installed

Please note the application is best viewed on a monitor with 1024 x 768 screen resolution.

Internet Connection

FOL submits fees via the internet. Your PC must have standard access to the internet. Please note FOL may not connect to the internet if you use special configuration files. Please seek advise from your Network Administrator.

1.1.2 Internet Explorer 7.0 or later

FOL and the Internet Repository use standard Internet Explorer 7.0 or later components. This software is free to download from Microsoft.

1.1.3 Username and Password

In order to send information to a Club, you must have a Feesable service username and password which has to have been issued from the new Feesable site. In addition, the Club will need to grant you access to their Club post box. If you do not have a user name you should register (see section 3) or if you have forgotten your password see Section 2 paragraph 1; this will only work where a User has already been registered and approved to use Feesable.

1.2 Installing the software

See section 5 for the installation process.

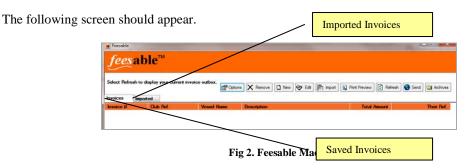
1.2.1 Starting FOL for the first time

Double click on the FOL shortcut.

A splash screen should appear showing details of the current version. At this time the software performs version management tasks. Any issues will be displayed in a message box.



Fig 1. Feesable Macro



1.2.2 Version Control

From time to time newer versions of FOL will be released. The 'Send' process automatically checks for updates and newer versions of FOL. If a new version has been released a message will advise you what to do. Upgrades will not cause data to be lost. It is your responsibility to ensure you are using the latest version of the software. Older versions may not be supported.

1.3 Website address

Information on the Feesable service can be found at <u>www.igfeesable.net</u>.

2 CREATING AN INVOICE

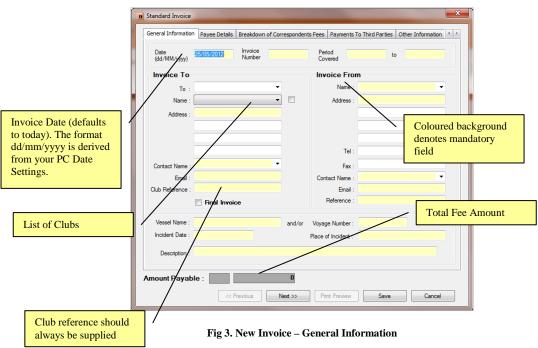
FOL is designed to make data entry as easy as possible. Regular information such as remittance details, payee, contractor, etc will be preserved for future reuse.

Press the 'New' button'.

This will open a form with six tabs:

- 1. General Information
- 2. Payee Details
- 3. Breakdown of Correspondent Fees
- 4. Payments to Third Parties
- 5. Other information
- 6. Summary

2.1 General Information



2.1.1 Invoice Date

This defaults to today's date and cannot be in the future. The format is derived from your PC's Date Settings (See Appendix). For example UK settings may be dd/mm/yyyy whereas in the US they may be mm/dd/yyyy. In either case the date must be delimited with /. For example valid date entries for 20th June 2012 for a date format of dd/mm/yyyy include;

- 20/06/2012
- **20/6/2012**
- **20/6/12**

2.1.2 Invoice Number

Your invoice number. This number must be unique. The invoice number can be changed to another number providing it is unique.

2.1.3 Period Covered

Enter a period from and period to date. Dates must be valid.

2.1.4 Invoice To

i) To

In the 'To' line enter the Member name, if required. A button will appear to allow address and VAT information to be added where necessary. In addition the 'Name' label below becomes 'c/o' – care of.

eneral Information	Payee Details	Breakdown	of Corresponder	nts Fees	Paym	ents To Third Par	ties (Other Information
Date (dd/MM/yyyy)	25/05/2 <mark>012</mark>	Invoice Number	Test2012	Perio		01/05/2012	to	31/05/2012
Invoice To				Invo	oice	From		
To :	Test user		र् 🖂		Na	me:		•
c/o : [Britannia				Addr	ess :		

Fig 4. New Invoice – General Information – address button

address details

ſ	🙍 Invoice To	×
	To :	Test user 🗸 🗸
	Address :	
	VAT Number :	
		OK Cancel

Fig 5. New Invoice – Address Window

ii) Name

In the 'Name' line choose a Club from the drop down list. You cannot change the Club name.

iii) Address

On selecting a Club the address information will appear automatically. You can change the address information and these will be saved with the invoice but NOT saved for future use for that Club.

iv) Contact Name and email

Enter the Club contact and their email address. Values entered here are coupled and saved for future use. Latest contact details will be available from the website at www.igfeesable.net

2.1.5 Club Reference

The Club Reference should be entered correctly at all times. This is used by the Club to reconcile fees to claims.

2.1.6 Invoice From

When you create a 'New' invoice, the information listed in the 'Invoice From' column is duplicated from the last invoice created. If any of the information is incorrect you can overwrite it. A reference must be supplied each time.

2.1.7 Final Invoice

Check (Tick) the box if to the best of your knowledge this is the last invoice for a claim. This is purely informational and does not prevent any more invoices being raised against the claim.

2.1.8 Additional Reference Information

This information is used to help Clubs reconcile fees with claims. In most cases the Club reference will suffice but this additional information will help remove any doubt.

i) Vessel Name/Voyage number

Enter the vessel name and/or the voyage number.

ii) Incident Date

Enter the incident date or nearest known date.

iii) Place of Incident

Enter place where the incident happened. If unknown, then enter the port of discharge.

iv) Incident Description

Enter a short description, Damage to Cargo etc.

2.2 Payee Details

General Information	Payee Details	Breakdown of C	orrespondents Fees	Payments To	Third Parties	Other Information	• •
Payee			Remitta	nce Instruc	tions		
Payee Name :	Payee name tes	ting	▼ Ac	count Name :			•
Address :	PO Box 1111			Bank Name :			
				Address :			
			Account / I	BAN Number:			
Registration :				Sort Code :			
VAT Number :	95-123456			Swift :			
Invoice Currency :	Euro (EUR)					selected sh	own
mount Payable	EUR		0				

Fig 6. New Invoice - Payee Information

2.2.1 Payee

You will need to enter this information for each unique 'Payee'. The address, registration and VAT information will be saved against the Payee name. The last one used will become the default.

2.2.2 Remittance Instructions

You will need to enter this information for each unique 'Remittance Instruction'. The Bank Name, Address and account details will be saved against the Account Name. The last one used will become the default.

2.2.3 Invoice Currency

Select the currency in which the fee is to be paid.

2.3 Breakdown of Correspondent's Fees

Standard Invoice	-						×
General Information	Payee Details	Breakdown of Cor	rrespondents Fees	Payments T	o Third Parties	Other Information	4 🕨
Fees							
Date	Contractor	Unit Measure	Unit Cost	Quantity	Fee Amount	Work performed	
•		III				,	
Add	Edit	Delete		Total P	ayments :	0	1
							-
Disburseme	ents	Amount (Comments				
Туре			comments				
•		III				,	•
Add	Edit	Delete	To	tal Disbur	sements :	0	
Taxes							
Total Local Ta	axes :	0					
Total	VAT :	0		Tot	al Taxes :	0	1
Amount Payabl	le: EUR		0				
	<	Previous	Vext >> Pri	nt Preview	Save	Cancel	

Fig 7. New Invoice - Breakdown of Correspondent Fees

2.3.1 New Fee Item

Press the Fee 'Add' button

Breakdown of (orrespondents Fees - Edit	
	25/05/2012 (dd/MM/yyyy)	Contractor name saved for convenience
Contractor	Test user	
Unit of Measure	Rate (hourly)	Rate or Fixed Amount
Unit Cost	500.00	
Quantity		Fee Amount automatically
Fee Amount	3 75.00	automatically
Work Performed	Follow up call with other test user regarding proposed I	handling of draft
Characters	528	OK Cancel

Fig 8. New Invoice - New Fee Item

i) *Date*

Enter a valid date. Cannot be a future date.

ii) Contractor

Enter the contractor name. Each new value will be saved for future use and convenience.

iii) Unit of Measure

• **Rate** – For example hourly or daily. You may wish to qualify the rating in the work performed field.

For example: 1½ hour works at €50 per hour are expressed as...

Unit of Measure = Rate Unit cost. = 50 Quantity = 1 Fee Amount = 50

• **Fixed Amount** – This will force the Quantity to be 1.

For example a fixed fee of €100 is expressed as...

Unit of Measure = Fixed Amount Unit cost. = 100 Quantity = 1 Fee Amount = 100

iv) Unit Cost

Enter the unit cost such as the hourly rate or the fixed amount

v) Quantity

Enter the number of units. If the 'Unit of Measure' = 'Fixed Amount' then 'Quantity' always = 1.

vi) Fee Amount

Sum of Unit cost amount and Quantity.

vii) Work Performed

Enter up to 600 characters. This information should be kept as short and as concise as possible. Any surplus information should be added in the 'Other Information' section.

When ready press 'OK' to confirm or Cancel

2.3.2 New Disbursement

Press the Disbursement 'Add' button to reveal the screen below.

ſ	Disbursements		×
Ŀ	Type :	Copying E101	
	Gross Amount : Comments :	Copying E101 Outside printing E102 Word processing E103 Facsimile E104	
		Telephone E105 Online research E106 Delivery services/messengers E107 Postage E108 Local travel E109 Out-of-town travel E110	-
	Characters :	Meals E111 Court fees E112 Subpoena fees E113 Witness fees E114 Deposition transcripts E115 Trial transcripts E116	Cancel
1		Trial exhibits E117 Litigation support vendors E118	
		Experts E119 Private investigators E120 Arbitrators/mediators E121 Local counsel E122 Other professionals E123 Other E124	

Fig 9. New Invoice - New/Edit Disbursement

i) Type

In this new version of the FOL we have introduced 'Uniform Task-Based Management System' (UTBMS) codes which are revealed when you click on the 'Type' pull down arrow. These codes end with an 'E' numbers. You can use these standard 'Disbursement' descriptions or select 'Other E124' and use the comments box below to describe the nature of the Disbursement.

ii) Gross Amount

Enter in the gross amount of the disbursement

iii) Comments

A short description

2.3.3 Taxes

i) Total Local Taxes

Enter the local taxes incurred.

ii) Total VAT

Enter the VAT applied where applicable

Adjustment Amount		Totals automat calculated	tically					
👔 Standard Invoic	2							
General Informati	on Payee Details Breakdown of Corre	acondents Fees Payments To	Third Parties Other	Information				
Date 25/05/2012 25/05/2012	Test user Fixed Amount	Unit Cost Quantity 500.00 75 350.00 1.00	375.00 Folio	w up call with				
Add	III Edit Delete	Total Pa	iyments :	725.00				
Disburser Type Telephone E	Amount Co	mments Is made						
	III Edit Delete	Total D <u>isburs</u>	sements :	► 25.30				
Taxes Total Local	Taxes : 0				e			
Tot	al VAT : 0	Tota	I Taxes :	.00				
Amount Paya		.30 xt >> Print Preview	Save	Cancel				
Invoice Total updat automatically	ed /		d ments To Third Parties Other Is formation Total Payments : 725.00 Fee Item added. Use the Edit or Disbursements : 25.30 Disbursement Item added. Use the Edit or Delete button Total Taxes :00					

Fig 10. New Invoice - Breakdown of Correspondent Fees with values

2.4 Payments to Third Parties

This works in exactly the same way as the previous section with the exception that the Contractor history is saved separately.

2.5 Other Information

2.5.1 Other Information (optional):

Use this tab to enter other information. A maximum of 2500 characters is permitted.

	Breakdown of Correspondents Fees Payments To Third Parties Other Information Summary	4
Other	nformation (optional)	
Please o	nly include information relating to the invoice.	
attachm	ent A	
Characte	rs Remaining : 2490	
Attach	dd Remove View	
Feesabl UTBMS Feasabl	sRegProv1.1.pdf eUserManualv1.3.pdf codes.doc eChangeControl05.2007.pdf eChangeControl05.2007.pdf	
Feesabl UTBMS Feasabl Feasabl	e UserManualv1.3 pdf codes doc cChangeControl06 2007 pdf cChangeControl05 2007 pdf 	

Fig 11. New Invoice – Other Information

2.5.2 Attachments:

Allows you to attach files with the files extensions as shown:-

.PDF - Portable Document Format

.TIFF – TIFF Image File

.TIF – TIFF Image File (Scanned Image)

.DOC and .DOCX - Word documents

.XLS and .XLSX - Excel documents

.JPG - Photograph

.JPEG – JPEG image files

.RTF - Rich Text Format

The system limits the amount of space taken up by the attachments to 1Mb per invoice which could be reached by one file of 1Mb or say 4 files of 250kb each.

2.6 Summary

This tab provides a summary of amounts entered in each section.

1	Standard Invoice	×
	Payee Details Breakdown of Correspondents Fees Payments To Third Parties Other Information Summary	4 >
	Total Fees - 725.00	
	Total Fees : 725.00	
	Total Disbursements : 25.30	
	Total Taxes :	
	Total Third Party Fees :	
	Total Third Party Disbursements : .00	
	Total Third Party Taxes : .00	
	Amount Payable : EUR 750.30	
	<< Previous Next >> Print Preview Save Cancel	

Fig 12. Summary

3 MANAGING INVOICES

3.1 Printing an Invoice

Invoices can be printed. The 'Print Preview' button displays a preview of the invoice.

Use your browser print option to print the contents.

'Print Preview' needs the users default browser to be IE, without this default setting 'Print Preview' will not work likewise the print function will not work.

These functions will not work with Firefox and possibly other browsers such as Chrome or Opera.

A DECISION OF THE OWNER				-		
C100 Feesable\Data\Lookup\TempPage.htm	al	. D = G X 🥥 Invoice Number: 1	esti234 = ×	10000	• * •	
The Edit View Provites Tools Help				1		
: 🔛 Snagit 🛗 🖽				X 🗣	Convert * 📸 Select	
Tes	ster				-	
Invo	pice					
Section 1: General Information						
Date: 25-May-2012 Invoice Number: Test12	234 Period : 01-May-2012 Ti	31-May-2012				
Final Invoice: NO						
DO DESERVE						
ow The Britannia Steam Ship	Invoice From: Testur					
Insurance Association Ltd						
Address Regis House	Address Paek House 20 Eastcheap					
ASK by William Street	A DESTRUCTION OF				1	
EC4R SAN, UK		_				
Contact Rame: Test receiver	Tec 020 7929 3544					
Email: lisa casey@internationalgroup.org.uk	Fax			_		
VAT Number: 244 4393 61	Contact Name: Lisa Casey					
	Emait lisa.casey@internatio	nalgroup org.uk			Corresponde	ent ('Invoic
Club 1234	Sapplier 6678					
Vessel Name: Test ship	Voyage Number:				From') show	vn clearly a
	Place of Incident UK				top of the pa	
Description: Wrecked vessel					top of the pa	ige.
ection 2: Payee Details				L		
Payee Name: Tester	Account Name: Tester					
Address: Peek House	Bank Name: Test bank					
29 Eastcheap	Bank Address: Test address					
Registration: A	Locount / IBAN Number: GB1234G85678					
VAT Number:	Sort Code: 00 00 00					
Invoice Currency: EUR	Swift Code: GBUK25					
Section 3. Invoice Summary						
	Total Fees	375.00				
	Total Disbursements:	25.30				
	Total Taxes:	0.00				
	Total Third Party Fees	0.00				
	Total Third Party Disbursements:	0.00				
	Total Third Party Taxes:	0.00				
	Amount Payable:	EUR : 400.30				

Fig 13. Print Preview

3.2 Sending Invoices

Press the 'Send' button. This will display the Invoice Selection window.

🔟 Invoices			x	
✓ Receive Syst	em Data			
Send Invoices				
Club List :				
Britannia			•	
Select invoices yo	u wish to sen	id:		
Invoice	Currency	Fee Amount		
Test1234	EUR	400.30		
	(All OK Canc	e	

Fig 14. Sending Fees: Invoice Selection

Select the Club to whom you want to send invoices. A list of invoices addressed to the Club will appear. Select the invoices you want to send or press 'All' button to select all. Press OK to continue.

You will be asked to login. Enter your username and password and press OK. The selected invoices will be sent to the selected Club. Copies of the invoices are saved to the Archive folder and will disappear from the listing above.

3.3 Archives

Copies of all sent invoices are placed in an Archive. You can recover archived invoices by pressing the Archive button.

Invoice number	Club ref	Description	
2 242 INV999 I TESTINV1 I TESTINV2 I TESTINV3 I TESTINV4 I TESTJAN26	31241 JB1 40018509/04/RRO 40018509/04/RRO 40018509/04/RRO TESTIC	Isfadi YYYYYYYYYYY INJURY TO L/S INJURY TO L/S INJURY TO L/S WWWWWWWWWW	Search By : C Invoice No. C Vessel C Reference C Club Invoice Number Find Show a



The form will allow you to search by partial invoice number, vessel name, and reference number and/or by Club. The invoice can be moved back to the pending view by selecting the invoice(s) and pressing the 'Restore' button. **Please note the Club's inbox can detect duplicate or similar invoices.**

3.4 Deleting Invoices

Invoices may be deleted from the list by selecting the invoice and pressing the 'Delete' button. A confirm prompt will appear. Press 'Yes' to delete or 'No' to cancel.

Confirm Invoice Delete	\times
Are you sure you want to delete the selected invoic	es?
Yes <u>N</u> o	

Fig 16. Delete Invoice

NB: The invoice is deleted from your PC. You can restore the invoice from your PC's Recycle Bin in the usual way.

3.5 Housekeeping

Over time your inbox may become cluttered and take some time to load. The invoices can simply be 'archived' by going into //Feesable /Data/Invoices folder and moving files ending with .xml to the Archive folder. In addition you may want to clear files in your archive folder. See 3.4 Deleting Invoices.

4 EDIT BUTTON

4.1 Edit invoices

Click on the edit button to make any necessary additions or amendments to invoices before submitting them to Clubs.

5 USER OPTIONS

5.1 Edit My Ref. Data

The application preserves values of a number of commonly used fields/sections.

- Invoice From Company
- Payee
- Bank Account
- Contractors
- Third Party Contractors

These values are presented in a drop down list with the last one used selected as the default. The values in a list can be removed. Select the list type. This will load the list values into a list box. Select the one you want remove and press the 'Remove from List' button.

Doptions	
Edit My Ref. Data About Help Proxy	
Contractors Test user	
Remove From List	
Close	

Fig 17. User Options: Edit My Ref. Data

5.2 About

T Options	×
Edit My Ref. Data About Help Proxy	
Version <u>4 Release 1 - V4R1</u>	Product version. This refers
Microsoft Windows NT 6.1.7601 Service Pack 1	whereas the software version refers to this and
Assembly Version 4.1.0.0	soft data.
Current Invoice Path C:\Users\pete.fitzpatrick\AppData\Local\Feesable DotNet\\Data\Invoices\	
More	
Close	

Fig 18. User Options: About

This tab displays system and version information.

5.3 Help

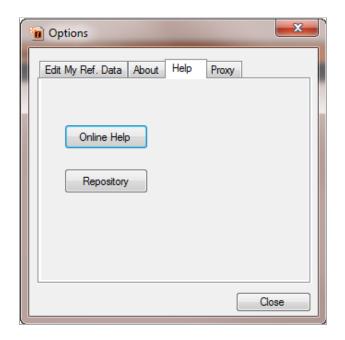


Fig 19. User Options: Help

5.3.1 Online Help

Click on this button to take you to the online help. You must be connected to the Internet.

5.3.2 Repository

Click on this button to take you to the on-line repository. You must be connected to the Internet.

5.4 Proxy

Doptions
Edit My Ref. Data About Help Proxy
Proxy Settings
Use Proxy Server
Address :
Port :
Password Required
User Name :
Password :
OK Close

Fig 20. User options: Proxy

A proxy server may be used by your company through which all internet access will be routed. To check if a proxy server is used establish an internet connection using your favoured internet browser. Having confirmed that you can connect to the internet check the 'connectivity' settings in your browser. To do this using Microsofts Internet Browser (IE) select 'Tools' menu item as shown below:-

Amazon () BLM Ship	Dalata knowsing history-	Code Shift- Out	Account Step .	- B-B-C-#-D-9-0-9-	
	InProde Browsing	Citrl+Shift+2	press seat -	MISION AND AND AND AND AND AND AND AND AND AN	-
Search Images Maps Pl	Tracking Petrection			Sign in	۰
	ActiveEFittering				
	Disprove connection problems				
	Reopen last browsing session				
	Add site to Start menu		1000	~	
	View downloads	Ctri+J	1.		
	Pep-sp Bocker		CT-T-III		
	SmartScreen Filter		XIC		
	Manage edd-cars				
	Competibility Vices				
	Compatibility Vew sattings				
	Subscribe to this lead				
	Feed discovery				
	Windows Update				
	F12 developer tools		a feating Lashy		
	Add to TOSHBA Bulletin Board				
	OneNets Linked Notes				
	Send to OneNote		v homeoace		
	Internet options				

Fig 21. Internet browser: Tools menu

and scroll down the list and select Internet Options, see below:-

Internet Options					
General Security Privacy Content Connections Programs Advanced					
Home page					
To create home page tabs, type each address on its own line.					
http://www.google.com/					
Use current Use default Use blank					
Browsing history					
Delete temporary files, history, cookies, saved passwords, and web form information.					
Delete browsing history on exit					
Delete Settings					
Search					
Change search defaults. Settings					
Tabs					
Change how webpages are displayed in Settings tabs.					
Appearance					
Colors Languages Fonts Accessibility					
OK Cancel Apply					

Fig 22. Internet browser: Internet options

and then select the tab labelled 'Connection'

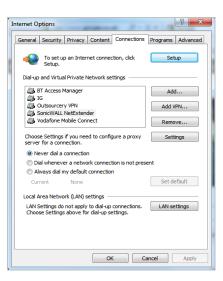


Fig 23. Internet browser: Connection

and click on the button marked 'Settings' to show

	Automatic configu	ration	
		ration may override manual tings, disable automatic con	
	Automatically	letect settings	
	Use automatic		
	Address		
	Proxy server		
	Use a proxy se apply to other	rver for this connection (Th connections).	ese settings will not
Ν	Address:	Port: 4	30 Advanced
	Bypass pro	xy server for local address	25
	Dial up settings		
	User name:		Properties
	Password		Advanced
	1 022110101		
	Domain:		

Fig 24. Internet browser: SonicWALL NetExtender settings

If the proxy server box is ticked (in our example it is unticked) then we recommend you contact your IT support team as they will need to provide you with the address, port number, user name and password for the server; alternatively if blank then you can ignore the Proxy tab as referred to in paragraph 5.4 above.

6 QUITTING FEESABLE

When you close down the FOL, the application saves the last used data to the user's refdata.xml file.

7 LEGAL ELECTRONIC DATA EXCHANGE STANDARD (LEDES)

7.1 LEDES Imports

The LEDES import function in this version of the FOL has been extended to not only support the LEDES 2000 standard (which imports XML files) but also the LEDES 98B and 98BI standards (which import csv, pipe delimited and text files).

By selecting the button from the menu bar shown below a LEDES import screen will be displayed, see below.

Feesable	-			
	able™			
Select Refre	esh to display your current	invoice outbox.	ions 🗙 Remove 🗋 New 🤣 Edt 🕅 Imp	cot 🔊 Print Preview 👔 Refresh 🥥 Send 🖾 Archives
Invoices	Imported			
Invoice II	Club Ref.	Vessel Name	Description	Total Amount Their Bef.
123456	1234567	Unlucky 1	Rammed jetty	5,720.00 abcdefg

Fig 25. Feesable screen

🔟 Ledes Data Imp	ort		×
	LEDES 98B or 98BI	EDES 2000	
Ledes File :	C:\igfeesable csp Excel\Fee	esable\Data\Ledes\Test.XML	Browse
Invoice Currency :	US Dollar (USD)	•	
		Import	Cancel

Fig 26. LEDES Data Import screen

7.2 Imported invoices

In the above screen select which standard of LEDES is to be used, in this example we have chosen LEDES 2000. Click on the **______** to import the LEDES file 'Test.xml''.

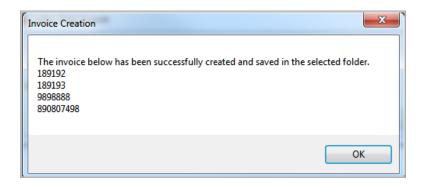


Fig 27. LEDES Invoice Creation confirmation screen

The previous screen is displayed to confirm what invoices have been created. Click on $\bigcirc \kappa$ to continue which will take you back to Figure 27 above. Click on the 'Imported' tab to reveal the list of invoices imported from the LEDES file.

ielect Refresh to display your current invoice outbor.						
woices Im	ported					
nvoice #	Club Ref.	Vessel Name	Description	Total Amount	Their Re	
19193	40018509/04/RRO	M/V	INJURY TO L/S Steven	515.70	4267-	
90807498	40018509/04/RRO	M/V	INJURY TO L/S Steven 2	218.70	4267-	
898888	40018509/04/RRO	Test	INJURY TO L/S Mark 2	376.20	4267-	

Fig 28. LEDES Imported invoice screen

SECTION 2 - USING THE INTERNET REPOSITORY

1 Forgotten password

Log on via http://repository.igfeesable.net

Enter your user name and password to log on. If you have forgotton your password then use the 'Forgot Password' option to have a new password sent to your email address.

thtp://www.com/thttp://www.com/thttp://
Log On
Account Information
User name
Password
E Remember mo?
Log On
Feroit Password .

Fig 29. Log on screen – Internet Repository

2 Home Page for www.repository.igfeesable.net

ND CH	I.	http://v	νń	ES OCT		and the second s
Welcome						
Introduction						
You can return to the Fees						
			ted at	nd those that have been processed.		
Club		Manager		Email Ei Janden Sederle com	٠	
	•		٠	Email Så london@ctoclc.com John MacedBintemationalGroup.org.uk	٠	

Fig 30. Home Page

Options available in the menu bar are:

- Home (to return to this page)
- Downloads
- Change Password
- Log Out

The Home Page lists the Clubs to whom the User has permission to submit invoices.

3 Correspondents invoices

Clicking on a Club from the list above will lead you to the folders containing the invoices you have submitted (sent via the FOL) and those that have been processed (retrieved by the Club), see below.

fee	Sable TM Hone Downloads Change Password Log out
Resto	http://www
We	elcome
Vie	w Correspondents' Invoices
Click	on the folder you require for submitted or processed invoices.
	dard Europe P&I
Fold	
	Submitted
	Processed

Fig 31. Club Inbox

Click on the 'Submitted' folder to see the list of invoices sent by the Correspondent, as below:

20 Mill		0281		
Welcome				
View Correspondents' Invo	bices			
Click on the folder you require for submitted	d or processed invoices.			
Standard (Europe) - Submitted	Invoice No.	•		Date
PE0905X1-12052012113713.xml	and a sec	•	12 Jun 2012 11:37	Late
PF 1806x1-18062012082740 mm			18 Jun 2012 08:27	

Fig 32. Submitted invoices

To review invoices retrieved by the Club, click on the 'processed' folder in the 'View Correspondents Invoices', see figure 31.

Welcome				
View Corresponde	nts' Invoices			
<u>8</u> .				
	for submitted or processed involces.			
Standard (Europe) - Proces	ssed Invoice No.	•	Date	
PE2DI4-180420120935	15 em)		3 Apr 2012 09:35	
PF2DH-180420121002		1	Apr 2012 10:02	
PF190N-19042012164	221 xml	1	Apr 2012 16:42	



4 Downloads

Select the menu item 'Downloads' to see the page below through which you can access the latest software and documentation available for Correspondents.

	and a star	
	ownloads	
Br	owse Correspondent Downloads	
Brow	vse for files to download for Correspondents.	
Do	vnloads	
Des	cription	Date
<u>_</u>	Documents	25 May 2010 15:28
100	Software	25 May 2010 15 28
-		

Fig 34. Downloads

Selecting the Documents Folder above reveals the following:

		ntes P 💌 🖻 😚 🗙 🎯 Effectable Repository	×		
Downloads Browse Correspondent Downloads Browse for files to download for Correspondents. Promotionals - Documents Description • Down O Security Links, Str • 09 Aug 2012 12 00	feesable™				
Browse Correspondent Downloads Broke for ties to duritoad for Correspondents. Downloads - Documents Description O Security Falloy, Str 09 Aug 2012 12:00	thtp://www	ADE I SEN	1	Acto S	Ì
Browse Correspondent Downloads Broke for ties to duritoad for Correspondents. Downloads - Documents Description O Security Falloy, Str 09 Aug 2012 12:00	Downloads				
Browse for files to download for Correspondents.					
Description • Determined Description • Date Security Print, Int Pr	Browse Correspondent Downloads				
Description Descriptin Description Description Description Description Descrip					
C Sisturby Policy, M 09 Aug 2012 12:00					
	Sector and a sector sector sector and sector				

Fig 35. Downloads – Documents

Double click on the required file to download it, see below.

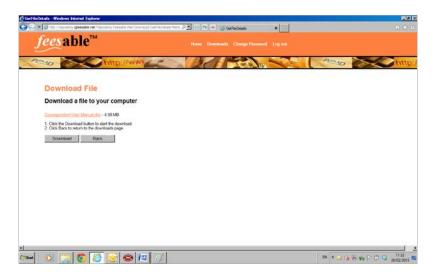


Fig 36. Downloads - Correspondent User Manual - Download File

Click on 'Download' above to download the document.

Do	wnloads	
Bro	wse Correspondent Downloads	
	se for files to download for Correspondents.	
	ription	Dute
	Documenta	25 May 2010 15:28
	Software	25 May 2010 15:28

Fig 37. Downloads - Software

Click on the 'Software Folder' to access the files available.

le Repostery - Wedews leteret Explorer	ne kan Talari da Talarina D 🖬 🖯 🕫 🗶 🥑 Ede	essable Reportory X		Ċ
eesable™		Change Penneord Log out		
to the first of the second sec	AL DAT		new X	2
Downloads				
Browse Correspondent Download	is 📕			
Browse for files to download for Correspondents.				
Downloada - Software	Description		Date	
Emails CSP VARLup	Last apon	20 Feb 2013 09:02		

Fig 38. Downloads - Software - Download

Click on the file to download.

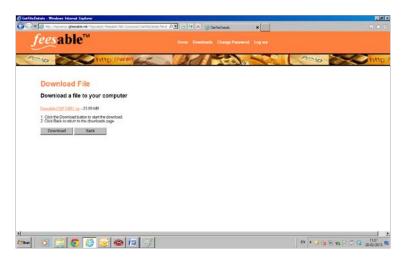


Fig 39. Downloads - Software - Download

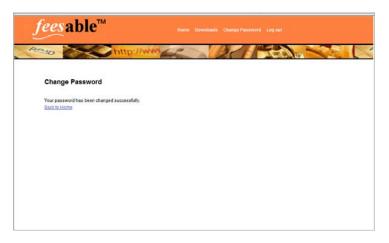
Click on the 'Download' above to start the download.

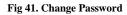
5 Change Password

eesable™		
to the http://	INNI	Dell'Anna and
Change Password		
Use the form below to change your password.		
New passwords are required to be a minimum	of 6 characters in length.	
Account Information		
Current password		
New password		
New password		
Confirm new password		

Fig 40. Change Password

Enter your existing password and then enter your new password and again in the 'Confirm Password' screen and click on 'Change Password'.





The above screen confirms your password has been changed successfully.

SECTION 3 - REGISTER TO USE FEESABLE

1 Correspondent Registration Request

Go to the home page of <u>www.igfeesable.net</u> and select 'Register' which will show the screen below.



Fig 42. Register link

Click as shown above to reveal



Fig 43. Registration agreement

Read the entire screen and click on 'I agree ...'

			DAT	and the track of		ACO	
Desistration	- Stage 3 of 4						
Registration	- Stage 5 01 4						
Please ensure the following	g details are entered correctly. Mandat	tory teles are indicate	dwth "				
Company Details							
Company Name:							
Contact Name:							
Email Address:							
Address 1:							
Address 2:							
Address 3:							
Address 4:							
City:							
Country:							
Zip Codec							
Tolephone:							
Fac							
Choose Club:	Please selectyour preferred	Club to process your	application. Once a	gpraved, all other Clubs	will be solited. Please do	sot register more that	10 00CE
10000000000	- Select One -						

Fig 44. Correspondent Access Request Screen

Complete all the above form, the fields marked with * are compulsory.

The email address that you provide above will be your company's future logon to Feesable (this is a change from the old system which did not use an email address as the 'logon; name).

The more information you provide the more likely it is that your request will be approved with the minimum of delay. Click on 'Submit' to continue.

<i>fees</i> able [™]	Norme Coverstands - Champer Personnell, Log and
And http://www	ttp://www.com/http://w
Registration - Stage 4 of 4	
Thank you for your registration. Your registration has been p	cased to the choses. Club. If successful you will receive a password via email with details on how to download the software.
What should you expect to receive?	
All other IG clubs will be notified if your registration success agreeing to accept Feesable invoices from your company	M. Where the other Clubs grant you access to their electronic mail box you will receive an email confirming this. By granting this access these Clubs are
What if you hear nothing?	
If you have not received confirmation after 7 days please con	stact the Club you nominated. Clubs are not obliged to grant access nor are they obliged to give any reason for not granting access.
Byou have heard nothing after 14 days email supportigority	don co uk
PLEASE DO NOT REGISTER AGAIN AS THIS MAY DE	LAY THE PROCESS FURTHER.

Fig 45. Registration final stage

The above screen confirms your application has been accepted by the system and your request to use Feesable has been routed to the Britannia representatives on the Access Control List (ACL).

Feesable will automatically send a message to Britannia similar to that below.

From: IGPortal@crimson.co.uk

Can you please verify the user as soon as possible using the guidelines in the user registration process document. The user and other clubs cannot benefit from the service until the user has been verified. Your prompt response will be greatly appreciated.

Yours truly,

Feesable Administrator

*** Note: This e-mail has been sent from an automated mail box. Please do not reply to this message as you will not receive a response. ***

*** For more information please visit http://www.IGfeesable.net ***

Assuming the Club approves your request to use Feesable the system will generate a password for you which will be inserted into a message similar to that below which Feesable will send to you.

2 Welcome to User

Where a Club approves a User's application the following message will be issued by Feesable.

From: IGPortal@crimson.co.uk

Dear XXXXX,

Welcome to Feesable. Please note the details below.

User name: office@yourname.com, Password: VpVNe+J

Please keep these details in a safe place. You can access the secure area (Log on to my data) of the site http://www.igfeesable.net using for the latest version of the software. Each club will advise you by email when you can access their electronic post box. If you have any queries please refer to the software's user manual or the online help.

Yours truly,

Feesable Administrator

*** Note: This e-mail has been sent from an automated mail box. Please do not reply to this message as you will not receive a response. ***

*** For more information please visit http://www.IGfeesable.net ***

3 Message to other Clubs

At the same time as generating the message above, Feesable automatically sends the following message to the other Club contacts on the Club Contacts List (CCL).

From: IGPortal@crimson.co.uk

Dear [name on CCL],

Please note the following person has been set up to use Feesable. Name: Office Company: Your_our_name.com

If you wish to grant them access to your electronic post box please go to your secure area of the www.igfeesable.net and follow the documented procedures.

Yours truly,

Feesable Administrator

*** Note: This e-mail has been sent from an automated mail box. Please do not reply to this message as you will not receive a response. ***

*** For more information please visit http://www.IGfeesable.net ***

4 Message from other Clubs

From: <u>IGPortal@crimson.co.uk</u>

Dear XXXXX,

This is to inform you that The Britannia Steam Ship Insurance Association Ltd. has given you the permission for submitting invoices.

Yours truly,

Feesable Administrator

*** Note: This e-mail has been sent from an automated mail box. Please do not reply to this message as you will not receive a response. ***

*** For more information please visit http://www.IGfeesable.net ***

5 User registration rejected message

IMPORTANT - In the event that an approving Club rejects a User's application, it is at the discretion of the Club as to whether they send the following message or variation thereof.

From: IGPortal@crimson.co.uk

Dear xxxxxxxx,

Please note your registration to Feesable was unsuccessful because we could not verify your details. Please note the service is only available to suppliers to the International Group of P&I Clubs. If you wish to register again please ensure you nominate a club contact that knows you or your company.

Yours truly,

Feesable Administrator

*** Note: This e-mail has been sent from an automated mail box. Please do not reply to this message as you will not receive a response. ***

*** For more information please visit http://www.IGfeesable.net ***

6 User already exists message

In the event that an Approving Club detects that a User already exists then the may decide to send the following message, or variation thereof.

From: IGPortal@crimson.co.uk

Dear xxxxxxxx,

Please note that according to our records your company has already registered. Please use the username and password supplied.

Yours truly,

<Club contact>

SECTION 4 – INSTALLING THE DOTNET FRAMEWORK

1 Why do I need the Dot.Net Framework?

The type of FOL the IG recommend Correspondents to use is the latest version developed using Microsoft's Dot.Net. Before you can install and run this version of the FOL you must have the Dot.Net Framework installed on the PC (normally servers have it installed by default, as do modern PCs) on which you intend to install the Dot.Net version of the FOL.

2 How do I know if the Dot.Net Framework is already installed?

Microsoft's answer to this question is?

'You can check to see if you already have the .NET Framework installed by clicking Start on your Windows desktop, selecting Control Panel, and then double-clicking the Add or Remove Programs icon. When that window appears, scroll through the list of applications. If you see Microsoft .NET Framework 1.1 (*or higher*) listed then you do not need to install it again.

If you are using Windows Server 2003 the .NET Framework 1.1 is installed by default.'

The above answer is correct for Windows XP but the icon has changed in Vista and Windows 7 and unless you are familiar with checking what programs are installed using this process then we suggest:-

Go ahead and try installing the Dot.net Framework. If it alreadys exists the installation process will tell you whereupon you can cancel the installation.

Seek help from your IT team

3 How to install the Dot.Net Framework?

Ask your IT support team if they have a copy of the Framework on a CD, DvD, or if they have a copy stored on the network that you can install from. The Dot.Net FOL will work with any version of the .Net Framework.

Or

Download it from http://www.microsoft.com/download/en/details.aspx?id=24872

The file size is 41Mb. We recommend you save the downloaded file to you PC, or directory on your file server, and then install it using 'Control Panel/Add Programs'.

SECTION 5 – INSTALLATION OF THE DOT .NET FOL

1 Where to install

FOL should be installed on each PC that will use it. The FOL can be installed on a network server but in separate directories; one per user user. This is because FOL retains 'last used' information which may not be useful if shared between different users.

The installation package will specify a default directory for the installation but you can change this to any location of your choice. If you do choose to alter the installation directory then we recommend that you amend it to something like c:\igfeesable\

2 Where to get the software

Connect to

http://repository.igfeesable.net/Repository.Feesable.Net/Download/FolderInfo?folderName=S oftware

Which will bring up the following screen. (Alternatively connect to <u>www.igfeesable.net</u> and select 'Log on to my data'. Enter your logon email address and password provided during the registration process.

feesable™					
	ID:JIMMA	DET	testo and	Reado	http://w
Log On					
Account Information					
User same					
1					
Password					
🗆 Remember me?					
Log Cn					
Ecrad Passeord					

Fig 46. Logon

Once logged on, select the 'Downloads' option and then the 'Software' folder which will take you to:

able Reportory - Windows Internet Explorer	al Contagl Fadards Toporta D 🖬 🔂 👫 🗴 🍯	E-faculté Recettry X		6
feesable™		n Charge Personnell Logant		
thtp://	were Dell	100	ABO	O n
Downloads				
Browse Correspondent Downl	oads			
Erowe for files to cowitsed for Convegondents				
Dominada - Software	Description		Eve	
D Feesable CSP WERLap		20 Feb 2013-09		
S 20 0 0 0			10 1 3 G T 10 -	

Fig 47. Downloads

There is now only one FOL available called Feesable CSP V4R1. Click on the zip file and follow the process to download the file to a location of your choice but we suggest either:-

Downloads or C:\temp

During the download process you maybe asked if you want to open or save the downloaded file. We recommend you select the 'save' option to one of the locations above..

At completion of the download either browse to the location in which you save the file or, if invited to do so, select 'Open the downloaded file'.

Double click on the downloaded file. The first process will unzip the file and expose all the components of the installation pack as follows:

Name ^	Date modified	Туре	Size
ISSetupPrerequisites	20/02/2013 11:39	File folder	
퉬 LocalAppData	20/02/2013 11:39	File folder	
👜 0x0409.ini	23/03/2010 16:44	Configuration settings	22 KB
📳 Feesable.msi	01/02/2013 11:43	Windows Installer Pa	868 KB
🗞 INSTALL Feesable CSP.bat	01/02/2013 15:05	Windows Batch File	3 KB
setup.exe	01/02/2013 11:43	Application	1,437 KB
🖉 Setup.ini	01/02/2013 11:43	Configuration settings	6 KB

Fig 48. Installation file components

Double click on the Windows Installation .bat file named 'INSTALL Feesable CSP' (see Fig 48 above) to start the installation process. The first screen you will see will be:

🙀 Feesable - Install Shield Wiz	ard	×
24	Welcome to the InstallShield Wizard for Feesable	٦
	The InstallShield(R) Wizard will install Feesable on your computer. To continue, dick Next.	
2	WARNING: This program is protected by copyright law and international treaties.	
	< Back Next > Cancel	

Fig 49. Setup wizard

Click on 'Next' above to see the following screen.



Fig 50. Setup wizard licence agreement

Read the licence agreement, select the 'I accept...' option if you are happy with the agreement and then select 'Next' to see the following screen.

Destinati	e - InstallShield Wizard ion Folder xt to install to this folder, or click Change to install to a different folder.	×
	Install Feesable to: C:\Users\pete.fitzpatrick\AppData\Local\Temp\ Change]
InstallShield -	< Back Next > Cancel	_

Fig 51. Setup wizard browse folders

The screen shows the default installation directory which we recommend to use. If you wish to change this, simply click the 'Change' button and enter the installation directory of your choice. We recommend something like C:\igfeesable or C:\temp

(If either directory does not exist then use the ^{to} to create the required directory)

Click on 'Next' to see the following screen:

🐺 Feesable - InstallShield Wizard	×
Ready to Install the Program The wizard is ready to begin installation.	
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. Current Settings:	
Setup Type: Typical	
Destination Folder: C:\Users\pete.fitzpatrick\AppData\Local\Temp\	
User Information: Name: PF	
Company: Home	
InstallShield < Back State Cancel Cancel	

Fig 52. Setup wizard confirm installation

This screen confirms the setup options. Press 'Back' if you wish to alter anything or 'Cancel' to abort the installation. Press 'Install' to allow the installation to complete.

You may be prompted by your workstation to permit the installation program to update your system. Please click 'Yes' when asked this to complete the installation. If you are unsure, click 'No' and the installation will be aborted.

Once complete, the installation will display a final screen below:

🐺 Feesable - Install Shield Wizard				
	InstallShield Wizard Completed			
<u>ی</u>	The InstallShield Wizard has successfully installed Feesable. Click Finish to exit the wizard.			
2				
	< Back Finish Cancel			

Fig 53. Setup wizard installation complete

The DotNet version of Feesable has now been installed and is ready for use.

On your desktop will be an icon to allow you to start the FOL quickly via a double-click. It will look like this:



Fig 54. Feesable Desktop Icon

<u>SECTION 6 – INSTALLATION OF THE EXCEL FOL (N/A)</u>

**** EXCEL FOL NO LONGER AVAILABLE ****

SECTION 7 – REGIONAL SETTINGS

1. Date Settings

These can be found in the Control Panel, Regional Options.

Date settings are assigned to the location settings.

Regional and Language Options					
Regional Options Languages Advanced					
Language for non-Unicode programs					
This system setting enables non-Unicode programs to display menus and dialogs in their native language. It does not affect Unicode programs, but it does apply to all users of this computer.					
Select a language to match the language version of the non-Unicode programs you want to use:					
English (United Kingdom)					
Code page conversion tables					
 ✓ 10000 (MAC - Roman) ✓ 10001 (MAC - Japanese) 					
10002 (MAC - Traditional Chinese Big5)					
✓ 10003 (MAC - Korean) 10004 (MAC - Arabic)					
10005 (MAC - Hebrew)					
Default user account settings Apply all settings to the current user account and to the default user profile					
OK Cancel Apply					

Fig 55. Regional Options: Advanced tab

These can be individually changed in the Date tab.

Customize Regional	Options	?×
Numbers Currency	Time Date	
Calendar When a two-digit ye	var is entered, interpret it as a year between:	
Short date Short date sample:	08/08/2012	
Short date format:	dd/MM/yyyy	•
	/ ~	
Date separator:		
Long date		
Long date sample:	08 August 2012	
Long date format:	dd MMMM yyyy	~
	OK Cancel A	pply

Fig 56. Regional Options: Date Tab

SECTION 8 – UNINSTALLATION PROCESS FOR FEESABLE

1. Uninstall routine for the FOL

Using the 'Add/Remove' functionality found in 'Control Panel' select the Feesable application and select Uninstall

	Programs and Features			
C	🗸 🗟 🔸 Control Panel 🔸 Pi	ograms - Programs and Features -	Search Programs and Features	2
	Control Panel Home	Uninstall or change a program		
	View installed updates	To uninstall a program, select it from the list and then click Unir	nstall, Change, or Repair.	
0	Turn Windows features on or off			
1	Install a program from the network	Organize 🕶 Uninstall Change Repair	85	- 🕐
	. 5	Name	✓ Publisher	- In ▲
		Teesable	Crimson Ltd	2(
		🖊 Adobe Flash Player 11 ActiveX	Adobe Systems Incorporated	18
		😽 Entity Framework Designer for Visual Studio 2012 - enu	Microsoft Corporation	04
		💱 Dropbox	Dropbox, Inc.	28
		📑 Microsoft SQL Server 2012 Data-Tier App Framework	Microsoft Corporation	15
		🖟 Microsoft SQL Server Data Tools - enu (11.1.20627.00)	Microsoft Corporation	15
		Microsoft SQL Server 2012 Management Objects (x64)	Microsoft Corporation	15
		Microsoft System CLR Types for SQL Server 2012 (x64)	Microsoft Corporation	15
		😽 Microsoft Web Deploy db Sql Package Provider - enu	Microsoft Corporation	15
		Microsoft Web Platform Installer 4.0	Microsoft Corporation	15
		Microsoft System CLR Types for SQL Server 2012	Microsoft Corporation	15
		🥪 Microsoft Silverlight 5 SDK	Microsoft Corporation	15
		Hicrosoft ASP.NET MVC 3	Microsoft Corporation	15
		Microsoft SQL Server 2012 Management Objects	Microsoft Corporation	15
		Microsoft .NET Framework 4 Multi-Targeting Pack	Microsoft Corporation	15
		Microsoft SQL Server 2012 Transact-SQL Compiler Service	Microsoft Corporation	15
		🏘 Microsoft Web Deploy 3.0	Microsoft Corporation	12
		Microsoft COL Conver System CL P Types	Microsoft Composition	
		Crimson Ltd Product version: 4.0 Help link: www.igfeesable.net/	downloads	

Fig 57. Uninstall the FOL

When challenged as below check the program selected for uninstallation is what you intended and then click on 'Yes'.

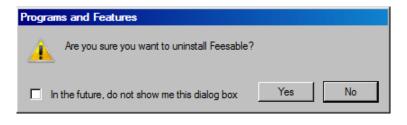


Fig 58. Uninstallation check

Click 'Yes'.

Depending on what Operating System you are using you may receive an additional dialogue box asking if you want to allow an unapproved .msi uninstall program to go ahead and uninstall Feesable to which you say 'Yes'.

And that completes the uninstall.

SECTION 9

1 FREQUENTLY ASKED QUESTIONS

Frequently asked questions can be found on the <u>www.igfeesable.net</u> website. Any contributions to this section will be greatly appreciated.

SECTION 10

1 Version Control

This page sets out the changes between editions of the manual

Date	Version	Replacing	Changes
9 th August 2012	1.0	All previous	Consolidation and updating all previous
20 th February 2013	4.1 (Renamed as such to correspond with the version of the Feesable FOL)	All previous	New version of the DotNet FOL has been issued. This redefines the new installation process.

2 Acknowledgment

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