



Cloud Fleet Manager

MANUAL

CFM CHARTER

2024-01-12

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1. About This Guide

This user guide provides an introduction to CFM Charter and describes how you can leverage the application to meet your business needs.

CFM Charter allows you to conveniently set up, maintain, and track your vessels' charter contracts. Regardless of whether they are time charters, voyage charters, or direct continuations of existing time charters. CFM Charter empowers you to independently customize your organization's charterers, brokers, and cost types to meet your individual needs. In addition, a dedicated invoicing section facilitates the option to create invoices and track corresponding payments. A calendar provides you with approaching charter events, such as the start of a charter period. Further, the cash flow forecast visualizes your expected and received payments.

CFM Charter consists of the following tabs:

- [Dashboard](#)
- [Charter Contracts](#)
- [Calendar](#)
- [Cash Flow](#)
- [Reports](#)
- [Settings](#)



NOTE

If you cannot access the [Charter](#) tile from the Cloud Fleet Manager (CFM), please contact your system administrator to assign the relevant permissions to your users in CFM Users.

This user guide describes the features and functions available to a user with full access to the application. If you're expecting rights that your user currently doesn't have, get in contact with your system administrator.

2. Initial Setup

Before you can start to use CFM Charter, certain prerequisites must be met.

1. Create users for CFM in CFM Users.
2. Assign users the relevant permission roles for CFM Charter.
3. Specify global settings for CFM Charter.
4. Configure general settings for CFM Charter.
5. Set up notifications (optional).

2.1. Charter - Global Settings

Global settings are applied to your entire organization and the associated fleet. These settings can only be managed by Hanseaticsoft. Contact our Helpdesk to request the (de-)activation of the available specifications to meet your organization's requirements.

The following global settings are available:

1. **Edit Invoice Sum** (default: Active)
Activate this setting to enable users to edit the sum of an invoice.
Otherwise, the sum of an invoice cannot be edited and is automatically calculated based on the considered invoice positions.
2. **Calculation of Hire Statement Number** (default: Inactive)
Activate this setting to consider only regular invoices to increase the hire statement number.
Otherwise, the hire statement number increases, regardless of the invoice type.
3. **Cancelled hire invoices** (default: Inactive)
Activate this setting to include the cancellation date of hire invoices in the generated invoice number.
Otherwise, the current day's date is included in the invoice number.
4. **Manual Start Date of Invoice** (default: Inactive)
Activate this setting to enable users to manually specify the start date of a contract's first invoice.
Otherwise, the start date of a contract's first invoice cannot be specified manually.
5. **Integrate Invoices from CFM Off-hire & Claims** (default: Inactive)
Activate this setting to enable the integration of invoices from CFM Off-hires & Claims.
Otherwise, invoices from CFM Off-hires & Claims cannot be integrated.
6. **First Invoice Number** (default: 1)

Define the number by which charter invoices of the system first start counting.

7. **Template for Invoice Number** (default: All)

Define the content and order of invoice numbers. The following parameters can be specified:

- Account booking code

Define whether to include the account booking code of a vessel in the invoice number.



NOTE

Account booking codes are defined in CFM Particulars > **General** > **Finances**.

- Date

Define whether to include the month, year, or both (e.g. 082023) in the invoice number.

- Voyage number

Define whether to include the voyage number of the contract in the invoice number.

- Current number

Define the most recent invoice number. The following generated invoice number is consecutively increased by one.

8. **Work Days per Year** (default: 360)

Define the number of working days per year.

3. Glossary

This glossary provides users with a reference tool to help them understand and navigate the technical terminology, abbreviations, acronyms, and special characters used in this document. It supports ensuring that technical terms are clearly and consistently defined and explained. As a result, users and readers have a consistent definition and shared understanding of the terms used throughout the application.

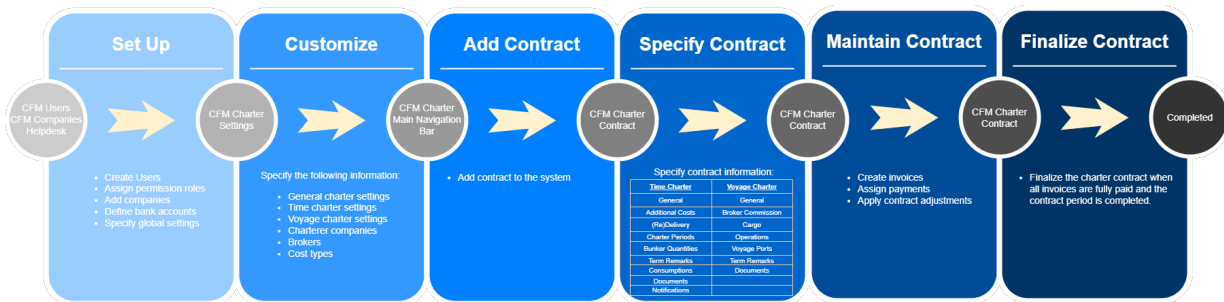
Term	Description
Address Commission	The address commission is a type of commission that is paid to a broker or agent involved in negotiating a charter contract. It is a fee that is paid to the broker or agent by the vessel owner or charterer upon completion of the charter contract. The address commission is typically a percentage of the total value of the charter contract, and it is intended to compensate the broker or agent for their role in facilitating the transaction. The commission is usually split equally between the broker or agent representing the vessel owner and the one representing the charterer.
Broker Commission	The broker commission is a type of fee that is paid to a broker or agent who helps to facilitate a charter contract between a vessel owner and a charterer. The broker commission is typically a percentage of the total value of the charter contract, and it is paid by the party that hired the broker.
Canceling Day	In addition to the lay day, the canceling day refers to the final lay day and the date beyond which, if the chartered vessel was not presented for loading, the contract may be rejected and canceled.
Cashflow	Displays a timeline overview of the expected and received payments per vessel and allows you to add payments to your charter contracts.
CFM	Cloud Fleet Manager Installed in offices; counterpart to CSM
Charter Period	Reflects a time charter contract's duration and corresponding daily rate or split rates. Multiple charter periods can make up a time charter contract.
Cost Types	Cost types can be assigned to invoices and are intended to reflect additionally incurred costs, besides the contract's hire rate.
CSM	Cloud Ship Manager Installed on vessels; counterpart to CFM
Delivery Day	The delivery day refers to the date and time when the vessel is delivered to the charterer.
Demurrage	Demurrage refers to the payment of the charterer to the vessel owner if the laytime due to loading / discharging is longer than expected.
Despatch	Despatch refers to the payment of the vessel owner to the charterer if the laytime due to loading / discharging is shorter than expected.
Direct Continuation	Allows you to set up a follow-up contract of an existing time charter contract and thus extend its initial duration.
Invoice Interval	Invoice intervals control the length of an invoice period. You can define a default in the settings. In addition, multiple individual intervals can be defined for a particular time charter contract.
Invoices	Invoices allow you to request payment for costs incurred concerning your charter contracts.

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Term	Description
Lay Day	The lay day refers to the date and time when the vessel must be presented for loading.
Laytime	Laytime refers to a voyage charter contract's scheduled time to load / discharge cargo.
Split Rates	Split rates are useful when the daily rate of a charter period is not constant but changes over time instead. Split rates are equally applicable to both contractual index rates and frequently modified rates that are unrelated to the period's duration. By using split rates, you can assign as many different rates to a charter period as you like. Specify for each individual split rate the time period to ensure an accurate invoice for the charter period.
TCE	Time Charter Equivalent - Calculates the average daily revenue of a vessel. <i>(Voyage revenues - voyage expenses) / total duration = TCE</i>
Time Charter	Time charter contracts refer to the hiring of a vessel for a specified period of time; the vessel owner provides the vessel and crew, and the charter party selects the ports, route, and speed of the vessel. The charter party bears the costs for all fuel used by the vessel, port charges, and commissions. Additionally, a daily hire is paid to the vessel owner. Therefore, the charterer takes full commercial control of the vessel during the time charter period.
Voyage Charter	Voyage charter contracts refer to the hiring of a vessel and crew for a voyage between a port of loading port and a port discharge. The charter party pays the vessel owner either on a per-ton or lump-sum basis. The vessel owner bears the costs for port, fuel, and crew. The fee for the use of the vessel is known as <i>freight</i> . The voyage charter party specifies a period, known as <i>laytime</i> in which cargo is loaded and discharged. The charter party must pay demurrage if laytime is exceeded. On the other hand, if laytime is saved, the charter party may require the vessel owner to pay <i>despatch</i> .

4. Process Visualization

The chart below visualizes a simplified summary of the charter contract process in CFM Charter.

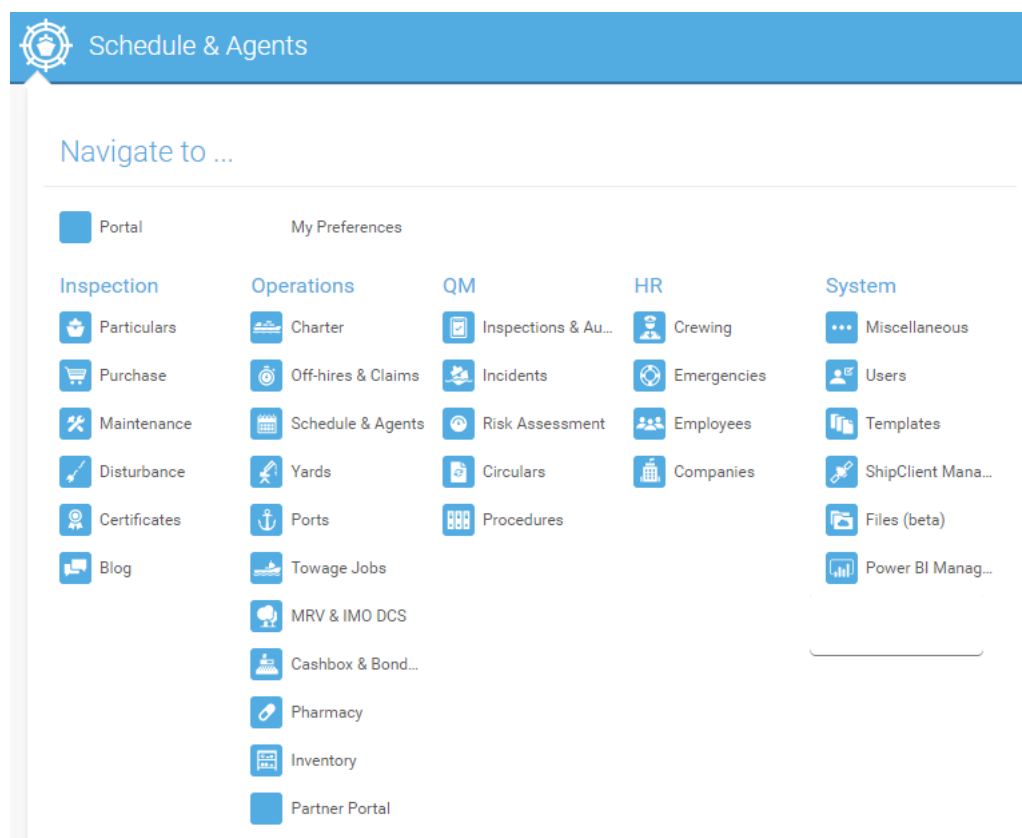


5. General Features

The following general features are available from the main navigation bar in CFM Charter.

- **Navigation**

You can directly navigate to other CFM apps by choosing the CFM logo (🔗) from the main navigation bar. Then choose the respective app that you want to launch and the app automatically opens in another tab.





- **Add Entry**

The **+** plus icon in the main navigation bar allows you to add a time charter contract, direct continuation, voyage charter contract, or owner contract at any time. You can also use this option to copy a time charter contract. For more information, refer to the following chapters:

- [Add Time Charter Contracts \[12\]](#)
- [Copy Time Charter Contracts \[15\]](#)
- [Add Direct Continuations \[16\]](#)
- [Add Voyage Charter Contracts \[19\]](#)

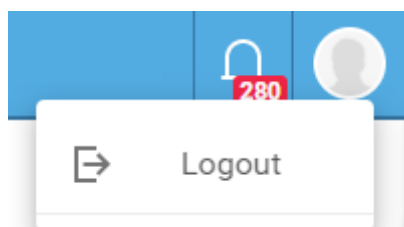
- **Notifications**

The  **bell** icon indicates whether any notifications from the current app and other apps within CFM are available. This allows you to get relevant information without the need to open all apps.

Choose the  **cogwheel** icon to define for which applications and their actions you want to receive notifications.

- **User Menu**


To log out of CFM Charter, choose the user avatar and then **Logout**.



5.1. Add Time Charter Contracts

A time charter contract refers to the hiring of a vessel for a specified period of time; the vessel owner provides the vessel and crew, and the charter party selects the ports, route, and speed of the vessel. The charter party bears the costs for all fuel used by the vessel, port charges, and commissions. Additionally, a daily hire is paid to the vessel owner. Therefore, the charterer takes full commercial control of the vessel during the time charter period.

To add a time charter contract for a vessel of your fleet, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Choose the  plus icon in the main navigation bar and select **Time Charter**.
3. Provide the requested information in each tab:
 - **General**
 - **Vessel**
Select the vessel that is chartered from the drop-down menu.
 - **Final Charterers not Known Yet**
Select this checkbox if the vessel's charterer is unknown yet. This allows you to select the charterer at a later point in time.
 - **Contract Date**
Select the date picker to specify the start date of the charter contract.
 - **Currency**
Select the currency in which the charter will be paid from the drop-down menu.
 - **Charterer**
Select the chartering company from the drop-down menu.



NOTE

You can add a new charterer via CFM Charter > [Settings](#) > [Miscellaneous](#) > [Charterers](#).

- **Charter Name**
The charter name automatically populates, based on the selected vessel but you can still apply changes.
- **Activity Region**
Enter the region in which the chartered vessel operates during the charter period.
- **Maximal Consecutive Off-Hire Days**
Specify the maximal number of consecutive days the vessel can be off-hire.
- **Invoice Company**
Select the contract's invoicing company from the drop-down menu.
- **Invoice Bank Account**
Select the applicable bank account of the invoicing company from the drop-down menu.
- **Remark**
Provide any additional remarks relevant to the time charter.
- **Delivery**
 - **Lay Day UTC**
Select the date picker to specify the date and time when the vessel must be presented for loading.
 - **Cancelling Day UTC**
Select the date picker to specify the final lay day and the date beyond which, if the chartered vessel was not presented for loading, the contract may be rejected and canceled.
 - **Delivery Date UTC**
Select the date picker to specify the date and time when the vessel is delivered to the charterer.
 - **Lay Day LT**
Select the date picker to specify the date and time when the vessel must be presented for loading in local time.
 - **Canceling Day LT**
Select the date picker to specify the final lay day and the date beyond which, if the chartered vessel was not presented for loading, the contract may be rejected and canceled in local time.
 - **Delivery Date LT**
Select the date picker to specify the date and time when the vessel is delivered to the charterer in local time.
 - **Time Mode**

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Select the applicable time mode from the drop-down menu. Selecting the local time mode populates the related fields.

- **Schedule for Delivery**

Select a schedule for the delivery of the vessel from the drop-down menu.



NOTE

Schedules for the vessel must be submitted via CFM Schedule & Agents.

- **Port / Range for Delivery**

Specify the port or range to which the vessel is expected to be delivered.

- **Charter Period**

- **Use Split Rates**

Select the checkbox to define split rates. Split rates allow you to define multiple rates for one time charter period.



NOTE

Once the charter contract is completely set up, individual rates can be specified. For more information, see [Charter Periods \[33\]](#).

- **Split Rate Percentage**
Enter the split rate's percentage.
- **Daily Rate (Currency)**
Enter the daily incurring cost for chartering the vessel.
- **Employment Number**
Enter your internal charter's voyage number. Selecting a schedule for the delivery will pre-fill this field with its employment number.
- **Address Commission**
Specify the percentage of the daily rate respectively split rate that is charged as commission.
- **Inc. Adr. Commission in Invoices**
Select the checkbox to include the defined address commission in the related invoices.
- **Use Exact Dates**
Select the checkbox to specify an exact start and end date instead of variables.
 - **Minimum End Date UTC**
Select the date picker to specify the charter period's exact start date.
 - **Maximum End Date UTC**
Select the date picker to specify the charter period's exact end date.
- **From (Months)**

CFM Charter

Specify the minimum accepted duration in months. This will affect the contract's earliest end date.

- From (Days)
Add days to the minimum accepted duration in months, defined in *From (Months)*. This will affect the contract's earliest end date.
- Optional Days -
Specify how many days prior to the earliest end date the contract can end.
- To (Months)
Specify the maximum accepted duration in months. This will affect the contract's latest end date.
- To (Days)
Add days to the maximum accepted duration in months, defined in *To (Months)*. This will affect the contract's latest end date.
- Optional Days +
Specify how many days the contract's latest end date can be exceeded.

Example

Exact Dates: Your contractual agreed-upon time charter exact start date is on 01.04.23 and lasts 4 months. Therefore, the exact end date would be 01.08.23.

Variables: The 01.04.23 as start date applies as well. However, you have specified the following variables:

	From (months)	From (days)	Optional Days (-)	To (months)	To (days)	Optional Days (+)
Variable	1	15	5	4	15	5
Earliest End Date	01.05.20 23	16.05.2 023	11.05.20 23			
Latest End Date				01.08.20 23	16.08.2 023	21.08.20 23

4. Choose **Finish** to confirm your settings.

You have successfully added a time charter contract to the system. Navigate through each subtab of the contract to specify further details, such as terms, consumptions, or additional costs.

5.2. Copy Time Charter Contracts

Create a copy of an existing time charter contract and assign it to another vessel. Apply the necessary changes to ensure the accuracy of the contract. This is a convenient procedure if certain information from an existing contract can be adopted and thus reduces the manual effort for the user.

To copy an existing time charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.

3. Choose the **+** plus icon in the main navigation bar.
4. Choose **Copy Time Charter** and provide the requested information:
 - Vessel
Select the vessel whose time charter contract you want to copy from the drop-down menu.
 - Charter
Select the contract you want to copy from the drop-down menu.
5. Choose **Save** to confirm your settings.

You have successfully created a copy of an existing time charter contract. Navigate through each subtab of the contract and apply necessary changes to ensure its accuracy.

5.3. Add Direct Continuations

A follow-up contract of an existing time charter contract may be necessary for various reasons. This allows you to extend its initial duration and is referred to as a *direct continuation*.

To add a direct continuation of an existing time charter contract for a vessel of your fleet, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Choose the **+** plus icon in the main navigation bar and select **Direct Continuation**.
3. Provide the requested information in each tab:
 - **General**
 - Vessel
Select the vessel for which you want to create a direct continuation.
 - Charter
Select the time charter contract which is extended from the drop-down menu.
 - Final Charterers not Known Yet
Select this checkbox if the vessel's charterer is unknown yet. This allows you to select the charterer at a later point in time.
 - Contract Date
Select the date picker to specify the start date of the direct continuation.
 - Currency
Select the currency in which the direct continuation will be paid from the drop-down menu.
 - Charterer
Displays the charterer of the charter contract on which the direct continuation is based.

**NOTE**

You can edit the charterer of an existing charter contract. For more information, see [Time Charter - General \[26\]](#).

- **Charter Name**
The charter name automatically populates, based on the chartered vessel.
- **Activity Region**
Enter the region in which the chartered vessel operates during the charter period.
- **Maximal Consecutive Off Hire Days**
Specify the maximal number of consecutive days the vessel can be off-hire.
- **Invoice Company**
Select the contract's invoicing company from the drop-down menu.
- **Invoice Bank Account**
Select the applicable bank account of the invoicing company from the drop-down menu.
- **Remark**
Provide any additional remarks relevant to the direct continuation of the charter contract.
- **Delivery**
 - **Delivery Date UTC**
Select the date picker to specify the date and time when the vessel is delivered to the charterer.
 - **Time Mode**
Select the applicable time mode from the drop-down menu. Selecting the local time mode populates the related fields.
 - **Schedule for Delivery**
Select a schedule for the delivery of the vessel from the drop-down menu.
 - **Port / Range for Delivery**
Specify the port or range to which the vessel is expected to be delivered.
- **Charter Period**
 - **Use Split Rates**
Select the checkbox to define split rates. Split rates allow you to define multiple rates for one time charter period.

**NOTE**

Once the charter contract is completely set up, individual rates can be specified. For more information, see [Charter Periods \[33\]](#).

- **Split Rate Percentage**

CFM Charter

Enter the split rate's percentage.

- **Daily Rates (Currency)**
Enter the daily incurring cost for chartering the vessel.
- **Employment Number**
Enter your internal charter's voyage number. Selecting a schedule for the delivery will pre-fill this field with its employment number.
- **Address Commission**
Specify the percentage of the daily rate respectively split rate that is charged as commission.
- **Inc. Adr. Commission in Invoices**
Select the checkbox to include the defined address commission in the related invoices.
- **Use Exact Dates**
Select the checkbox to specify an exact start and end date instead of variables.
 - **Minimum End Date UTC**
Select the date picker to specify the charter period's exact start date.
 - **Maximum End Date UTC**
Select the date picker to specify the charter period's exact end date.
- **From (Months)**
Specify the minimum accepted duration in months. This will affect the contract's earliest end date.
- **From (Days)**
Add days to the minimum accepted duration in months, defined in *From (Months)*. This will affect the contract's earliest end date.
- **Optional Days -**
Specify how many days prior to the earliest end date the contract can end.
- **To (Months)**
Specify the maximum accepted duration in months. This will affect the contract's latest end date.
- **To (Days)**
Add days to the maximum accepted duration in months, defined in *To (Months)*. This will affect the contract's latest end date.
- **Optional Days +**
Specify how many days the contract's latest end date can be exceeded.

Example

Exact Dates: Your contractual agreed-upon time charter exact start date is on 01.04.23 and lasts 4 months. Therefore, the exact end date would be 01.08.23.

Variables: The 01.04.23 as start date applies as well. However, you have specified the following variables:

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	From (months)	From (days)	Optional Days (-)	To (months)	To (days)	Optional Days (+)
Variable	1	15	5	4	15	5
Earliest End Date	01.05.2023	16.05.2023	11.05.2023			
Latest End Date				01.08.2023	16.08.2023	11.08.2023

4. Choose **Finish** to confirm your settings.

You have successfully added a follow-up contract of an existing charter contract to the system. Navigate through each subtab of the contract to specify further details, such as terms, consumptions, or additional costs.

5.4. Add Voyage Charter Contracts

A voyage charter contract refers to the hiring of a vessel and crew for a voyage between a port of loading port and a port discharge. The charter party pays the vessel owner either on a per-ton or lump-sum basis. The vessel owner bears the costs for port, fuel, and crew. The fee for the use of the vessel is known as *freight*. The voyage charter party specifies a period, known as *laytime* in which cargo is loaded and discharged. The charter party must pay demurrage if laytime is exceeded. On the other hand, if laytime is saved, the charter party may require the vessel owner to pay *despatch*.

To add a voyage charter contract for a vessel of your fleet, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Choose the **+** plus icon in the main navigation bar and select **Voyage Charter**.
3. Provide the requested information in each tab:
 - **General**
 - Charterer
Select the chartering company from the drop-down menu.
 - Address Commission
Enter the fee percentage that is paid to the broker or agent by the vessel owner or charterer upon completion of the charter contract.
 - Final Charterers not Known Yet
Select this checkbox if the vessel's charterer is unknown yet. This allows you to select the charterer at a later point in time.
 - Include in Invoices
Select the checkbox if the commission should be available to be assigned to an invoice.
 - Contract Date
Select the date picker to specify the start date of the charter contract.
 - Time Mode

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Select the applicable time mode from the drop-down menu. Selecting the local time mode populates the related fields.

- **Employment Number**
Enter your internal charter's employment number.
- **Vessel**
Select the vessel that is chartered from the drop-down menu.
- **Currency**
Select the currency in which the charter will be paid from the drop-down menu.
- **Lay Day**
Select the date picker to specify the date and time when the vessel must be presented for loading.
- **Cancelling Day**
Select the date picker to specify the final lay day and the date beyond which, if the chartered vessel was not presented for loading, the contract may be rejected and canceled.
- **Invoice Company**
Select the contract's invoicing company from the drop-down menu.
- **Invoice Bank Account**
Select the applicable bank account of the invoicing company from the drop-down menu.
- **First Invoice %**
Enter the percentage by which the first invoice is expected to be paid. This is pre-filled with the default percentage, defined in the settings.



TIP

The voyage charter settings allow you to define a default value. For more information, see [Voyage Charter Settings \[121\]](#)

- **In Lieu of Weighting %**
Enter the In Lieu of Weighing (ILOW) percentage that may be rightfully deducted from the cargo's Bill of Lading (B/L)
- **TC Equivalent**
Enter your voyage charter's time charter equivalent (TCE) which reflects your net profit or loss based on your daily vessel operation.
- **Remark**
Provide any additional remarks that are relevant to the voyage charter contract.
- **Operations**
 - **Estimated Start of Voyage**
Select the date picker to specify the estimated start date of the voyage charter.
 - **Estimated End of Voyage**

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Select the date picker to specify the estimated end date of the voyage charter.

- Start of Voyage

Select the date picker to specify the actual start date of the voyage charter.

- End of Voyage

Select the date picker to specify the actual end date of the voyage charter.

4. Choose **Finish** to confirm your settings.

You have successfully added a voyage charter contract to the system. Navigate through each subtab of the contract to specify further details, such as terms, consumptions, or additional costs.

6. Dashboard

The dashboard tab acts as your central operations center, providing you with an overview of charter contracts that require your immediate attention. Statistics are visualized and show the most important key figures at a glance.

Each entry from every card can be selected and will take you to the respective charter contract. You can then add or edit the underlying information to resolve the issue at hand.



NOTE

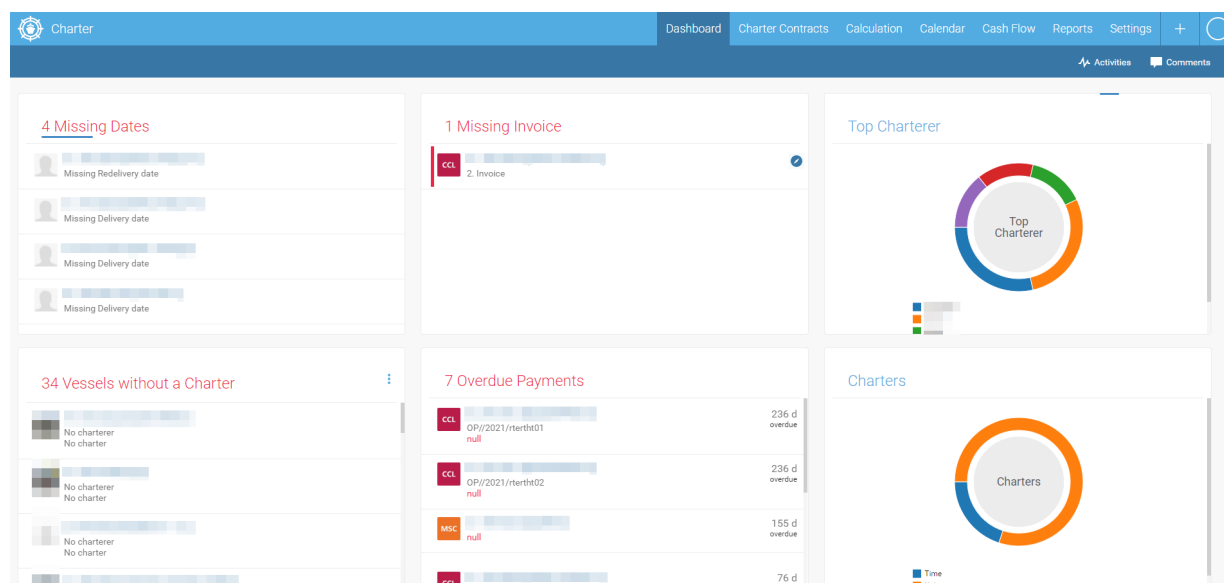
Dashboard cards are only displayed if a corresponding entry is available.

The following general features are to your avail:

- **Activities**

Choose [Activities](#) to view a log of actions performed on contracts for each vessel of your fleet. The list of activities is sorted chronologically. Every entry is accompanied by the action performed, the contract affected, the timestamp, and the user who performed the action.


To see more details on applied changes, just select [Show Changes](#) at the end of each entry. You can filter the activity log by entering a keyword. The first 50 entries that are loaded are filtered accordingly.



The dashboard consists of the following cards:

- **Upcoming Events**

Displays an overview of charter-related events that occur within the next 14 days. These events can include cargo operations, edited time periods, or (re-)delivery dates. The total number of upcoming events is shown in the header of the card. The entries are grouped per day of occurrence.

A filter icon above the card allows you to include events of vessels in your backup responsibility. Select the  filter icon and the checkbox **Include Backup** to do so.

These events are visualized on the **Calendar** tab. For more information, see [Calendar \[100\]](#).

- **Overlapping Charters**

Displays an overview of vessels which has multiple charter contracts with colliding periods. The total number of overlapping charters is shown in the header of the card.

Resolve these entries by editing the causing date ranges. An entry vanishes from the card if its date ranges no longer collide.

- **Exceeded Periods**


Displays an overview of un-finalized charter contracts whose specified latest end dates lie in the past. The total number of exceeded contact periods is shown in the header of the card.

- **Missing Dates**

Displays an overview of charter contracts that either lacks the delivery date, redelivery date, or both. The required type of date, local time or UTC, depends on the contract's time mode. The total number of missing dates is shown in the header of the card.

- **Vessels without a Charter**



Displays an overview of vessels that are currently not under a charter contract. The total number of vessels without a charter contract is shown in the header of the card.

Select the  three-dot menu and then **Export** to create a Microsoft Excel file that contains these vessels.

- **Missing Invoices**

Displays an overview of charter contracts' invoices that are due and were not added to the system yet. Each entry displays, depending on the charter contract type, which invoice is missing, respectively the missing invoice's time period. The total number of missing invoices is shown in the header of the card.

Every entry is accompanied by an icon that indicates the charter contract type.

-  - A compass icon indicates a voyage charter contract's invoice.
-  - A stopwatch icon indicates a time charter contract's invoice.



NOTE

Hover the cursor across an entry's ribbon to see how many days the invoice is overdue.

- **Overdue Payments**

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Displays an overview of charter contract's unsettled invoices. The total number of overdue payments is shown in the header of the card. Each entry displays the vessel, invoice number, outstanding payment, and the number of overdue days.

- **Top Charterer**

Visualizes your 5 most used charterers in a donut chart. Hover across a segment to read out its exact value. A legend is provided underneath the chart.

- **Charters**

Displays a donut chart with your charter types. Hover across a segment to read out its exact value. A legend is provided underneath the chart.

7. Charter Contracts

On the charter contracts tab, you are provided with an exhaustive overview of your fleet's charter contracts. A panel on the left-hand side lists all vessels, according to the responsibility type of the currently logged-in user. **My Vessels** are displayed first, followed by **Backup** and **Other** vessels. Select a vessel to see its current, open, and finalized charters.

A text filter above the list allows you to enter a vessel's name to quickly narrow the list down.

The screenshot shows the 'Charter Contracts' tab in the CFM Charter application. The interface is divided into several sections:

- Navigation:** A top navigation bar with 'Charter' and 'Charter Contracts' (selected) tabs, along with 'Dashboard', 'Calculation', 'Calendar', 'Cash Flow', 'Reports', 'Settings', and a search icon.
- Vessels Panel:** A left-hand sidebar titled 'Vessels' with a search filter and a 'Collapse All' button. It lists various vessel types under 'My Vessels', such as 'Other / Unknown - Heavylift', 'General Cargo Vessel - Container Ship', 'Tanker - LPG Ethylene', and 'Tanker - Chemical Tanker'.
- Current Charter:** A section at the top right showing details for the currently selected vessel's charter, including Charter Name, Contract Date, Employment Number, Daily Rate (0,00 USD), Balance, Delivery Date (04.04.2022), and Estimated Redelivery Date.
- Open Charters:** A section below 'Current Charter' showing a list of open charters. It includes a 'Show Cancelled' checkbox and a table with columns for Charter Name, Delivery Date, Redelivery Date, Employment Number, Contract Date, Avg. Charter Rate, and Balance. The table shows three entries for 2022 and one for 2021.
- Finalized Charters:** A section at the bottom showing a list of finalized charters, also with a 'Show Cancelled' checkbox and a table with similar columns to the Open Charters section.

The tab consists of the following cards:

- Current Charter**
 Displays basic information on the currently ongoing charter, such as charter type, charterer, or charter rate.
There is no current charter is shown if the vessel is currently not chartered.
- Open Charters**
 Displays a list of charters that were ongoing but not finalized yet. Select the checkbox **Show Cancelled** above the list to include canceled charters as well.
- Finalized Charters**
 Displays a list of charters that are finalized. Select the checkbox **Show Cancelled** above the list to include canceled charters as well.

**NOTE**

Open a charter contract by double-clicking to be redirected to the detailed view of the contract. The detailed views of time charters and voyage charters differ from one another.

For more information, see either [Time Charter Contract - Detail View \[26\]](#) or [Voyage Charter Contract - Detail View \[68\]](#).

7.1. Time Charter Contract - Detail View

You can access the detail view of a time charter contract to view or manage its individual pieces of information. These are structured according to the subject matter in respective subtabs. The detailed view of a time charter contract consists of the following subtabs:

- **General**
- **Terms**
- **Operations**
- **Invoices**
- **Notifications**
- **Results**

7.1.1. Time Charter - General

A time charter's general subtab provides you with the contract's master data and allows you to manage these.

The general subtab consists of the following cards:

- **General**

Allows you to edit general information, such as contract date, currency, or invoice company. You can also **Cancel** a contract if it did not materialize or **Finalize** it if the contract is completed and all invoices are fully paid. For more information, see [Time Charter - General - General \[27\]](#).

- **Additional Costs**

Allows you to add new additional costs, such as hire or charter expenses, to the charter contract. For more information, see [Additional Costs \[29\]](#).

- **Delivery**

Allows you to manage the vessel's delivery-related information that must be met for the contract to come to fruition. For more information, see [Delivery \[31\]](#).

- **Redelivery**

Allows you to manage the vessel's redelivery-related information, such as the latest redelivery date. For more information, see [Redelivery \[32\]](#).

- **Charter Periods**

Allows you to add new and manage existing charter periods, such as the daily rate or cancel the period. For more information, see [Charter Periods \[33\]](#).

- **Bunker Quantities**

Allows you to manage bunker terms and bunker-related quantities during the vessel's (re-)delivery.

- **Delivery Bunker Quantities**
Specify bunkered quantities at delivery.
- **Redelivery Bunker Quantities**
Specify bunkered quantities at redelivery.

7.1.1.1. Time Charter - General - General

The general card of a time charter contract provides you with basic information that was defined when the contract was initially added to the system. You can edit information as long as the contract is neither canceled nor finalized yet.



IMPORTANT

Cancel a contract from this card if it did not materialize.

Finalize a contract if it is completed, lies in the past and all invoices are fully paid.

Both options result in the entire contract being read only. However, you can always **Reopen** a charter contract and apply the necessary changes.

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The screenshot shows the 'General' card in the CFM Charter system. At the top, there are buttons for 'Edit', 'Finalize', and 'Cancel'. Below the header is a red banner image with a blue refresh icon and a date '27.12.2021'. The card contains several fields: 'Vessel' (blurred), 'Currency' (USD), 'Activity Region' (blurred), 'Maximal Consecutive Off Hire Days' (blurred), 'Invoice Company' (blurred), 'Invoice Bank Account' (Deutsche Bank), and a 'Remark' field with the text 'No direct continuation afterwards.'

To apply changes to the information on the general card, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **General** subtab and navigate to the **General** card.
5. Selecting **Edit** allows you to apply changes to the following information:
 - Charterer
Select the chartering company from the drop-down menu.



TIP

You can add chartering companies via CFM Charter > **Settings** > **Miscellaneous** > **Charterers**.

- Final Charterers not Known Yet
Select this checkbox if the vessel's charterer is unknown yet. This allows you to select the charterer at a later point in time.
- Contract Date
Select the date picker to specify the date the charter was contracted.
- Currency
Select the currency in which the invoice will be paid from the drop-down menu.
- Charter Name
Enter the name under which the vessel is chartered.
- Vessel
Select the chartered vessel from the drop-down menu.



TIP

If the applicable vessel is not available, reach out to users with access to CFM Particulars to have the vessel added accordingly.

- **Activity Region**
Enter the region in which the chartered vessel operates during the charter period.
- **Maximal Consecutive Off-Hire Days**
Specify the contractual agreed-upon maximal number of consecutive days the vessel may be off-hire during the charter period.
- **Invoice Company**
Select the invoicing company from the drop-down menu.



TIP

Reach out to users with access to CFM Companies if the applicable company is not available to have it added accordingly.

If you are not using CFM Companies, you are still able to create charter contracts but cannot create invoices.

- **Invoice Bank Account**
Select the corresponding bank account in use.



TIP

If the applicable bank account is not available, reach out to users with access to CFM Companies to have the bank account added to the respective company accordingly.

- **Remarks**
Provide any additional remarks that are relevant to the time charter contract.

6. Choose **Save** to confirm your settings.

You have successfully edited your time charter contract's master data.

7.1.1.2. Additional Costs

The additional costs card provides you with an overview of pre-defined additional cost positions of the currently selected time charter contract. You can add new additional costs or manage existing additional costs as long as the corresponding contract is neither canceled nor finalized. These additional costs can then be invoiced accordingly.

**NOTE**

You can define additional costs as default in the settings. These will be added to every time charter contract and cannot be deleted.

For more information, see [Set Up Owner's Expenses \[122\]](#).

Additional Costs[Add](#) | [Edit](#) | [Delete](#)

Description	Price	Account Nu...
C/V/E	1500 USD	-
H/C per Hold (Intermediate hold cleaning (...))	751 USD	-
ILOHC (In Lieu of Hold Cleaning)	5000 USD	-

To add additional costs to your time charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **General** subtab and navigate to the **Additional Costs** card.
5. Select **Add** and provide the requested information:

**NOTE**

You can also edit or remove an additional cost if it was not pre-defined in the settings. To do so, select the additional cost and then either **Edit** or **Delete**.

- **Expense Type**
Select who is bearing the additional costs. This is either the *owner's expense* or the *charterer's expense*.
- **Cost Event Type**
Select the applicable cost event type from the drop-down menu.

**TIP**

If your applicable cost type is not available, navigate to **Settings > Miscellaneous > Cost Types** and add it accordingly. For more information, see [Set Up Owner's Expenses \[122\]](#).

- **Description**
Enter a description of the additional cost.
- **Price**

Enter the total price of the additional cost.

- Choose **Save** to confirm your settings.

You have successfully added additional costs to your time charter contract. These can now be assigned to invoices.

7.1.1.3. Delivery

The delivery card provides you with the vessel's delivery-related dates, such as lay day, cancelling day, or delivery day. Certain dates must be met for the contract to come to fruition. You can edit these dates and assign a schedule to the vessel's delivery.

You can also select **Show Schedule** to view the available schedules that can be assigned to the delivery.

Delivery		Edit Show Schedule
Lay Day UTC	Lay Day LT	
11.10.2024, 12:49	-	
Cancelling Day UTC	Cancelling Day LT	
11.10.2024, 12:49	-	
Delivery Date UTC	Delivery Date LT	
25.03.2022, 00:00	14.03.2022, 00:00	
Time Mode		
LT (Local Time)		
Schedule for Delivery		
Aabenraa (Denmark) ETA 02.11.2021, 00:00 - ETD 31.03.2022...		
Port/Range for Delivery		
Aabenraa		

To apply changes to this information, proceed as follows:

- Open CFM Charter from your CFM instance.
- Open the **Charter Contracts** tab.
- Select the vessel and desired time charter contract.
- Open the **General** subtab and navigate to the **Delivery** card.
- Selecting **Edit** allows you to apply changes to the following information:
 - Lay Day UTC**
Select the date picker to specify the date and time when the vessel must be presented for loading.
 - Cancelling Day UTC**
Select the date picker to specify the final lay day and the date beyond which, if the chartered vessel was not presented for loading, the contract may be rejected and canceled.
 - Delivery Date UTC**
Select the date picker to specify the date and time when the vessel is delivered to the charterer.
 - Lay Day LT**

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Select the date picker to specify the date and time when the vessel must be presented for loading in local time.

- **Canceling Day LT**

Select the date picker to specify the final lay day and the date beyond which, if the chartered vessel was not presented for loading, the contract may be rejected and canceled in local time.

- **Delivery Date LT**

Select the date picker to specify the date and time when the vessel is delivered to the charterer in local time.

- **Time Mode**

Select the time mode from the drop-down menu.

- **Schedule for Delivery**

Select the applicable schedule for the delivery of the vessel from the drop-down menu.



TIP

The list of provided schedules is limited to those whose estimated time of arrival lies within 7 days of the defined start date of the charter contract.

If the applicable schedule is not available, reach out to users with access to CFM Schedule & Agents to have the schedule added accordingly.

- **Port/Range for Delivery**

Specify the port or range to which the vessel is expected to be delivered.

6. Choose **Save** to confirm your settings.

You have successfully edited the delivery-related information of your time charter contract.

7.1.1.4. Redelivery

The redelivery card provides you with the date range concerning the vessel's redelivery after the charter contract is completed.

Redelivery		Edit
Schedule for Redelivery		
Aaheim (Norway) ETA 01.10.2020, 00:00 - ETD 01.02.2023, 00:00		
Port/Range for Redelivery		
Porto		
Earliest Redelivery Date	Earliest Redelivery Date LT	
10.01.2023, 00:00	30.12.2022, 00:00	
Latest Redelivery Date	Latest Redelivery Date LT	
09.06.2023, 00:00	29.05.2023, 00:00	
Estimated Redelivery Date	Estimated Redelivery Date LT	
26.03.2022, 00:00	-	
Earliest Possible Date		
10.01.2023, 00:00		
Redelivery Date UTC	Redelivery Date LT	
-	-	

To apply changes to this information, proceed as follows:

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **General** subtab and navigate to the **Redelivery** card.
5. Selecting **Edit** allows you to apply changes to the following information:
 - **Schedule for Redelivery**
Select the applicable schedule for the redelivery of the vessel from the drop-down menu.



TIP

The list of provided schedules is limited to those whose estimated time of arrival lies within 7 days of the defined end date of the charter contract.

If the applicable schedule is not available, reach out to users with access to CFM Schedule & Agents to have the schedule added accordingly.

- **Port/Range for Redelivery**
Specify the port or range to which the vessel is expected to be redelivered.
 - **Earliest Redelivery Date**
Select the date picker to specify the earliest, contractual agreed-upon redelivery date.
 - **Latest Redelivery Date**
Select the date picker to specify the latest, contractual agreed-upon redelivery date.
 - **Estimated Redelivery Date**
Select the date picker to specify when the vessel is estimated to be redelivered.
 - **Redelivery Date UTC**
Select the date picker to specify the vessel's actual redelivery date.
 - **Earliest Possible Redelivery Date**
Select the date picker to specify the vessel's earliest possible redelivery date
6. Choose **Save** to confirm your settings.

You have successfully edited the redelivery-related information of your time charter contract.

7.1.1.5. Charter Periods

The charter periods card displays the contractual agreed-upon time periods in which the vessel is chartered. You specify either a daily rate for an entire charter period or define split rates. Split rates allow you to define multiple rates for one time charter period and thus design a dynamic invoice. Broker commission can be specified for each individual charter period as well after it was saved first. You can add as many charter periods as necessary to properly reflect the applicable charter periods and incurred costs.

Adding new or managing existing charter periods and the corresponding information is only possible if the related charter contract is neither canceled nor finalized.

CFM Charter

Charter Periods

Add | Edit | Delete | ...

Earliest Start Date	Earliest End Date
25.03.2022,00:00	10.01.2023,00:00
Latest End Date	
09.06.2023,00:00	
Optional Days	Daily Rate
+15 / -15	11.000,00

Besides the date-related information, every charter period is accompanied by icons and additional information. The following may be displayed:

- Ribbon - Charter periods may display a color-coded ribbon. You can identify a charter period's status, based on the color:
 - Green - A green color-coded ribbon indicates that the charter period is currently ongoing
 - Grey - A grey color-coded ribbon indicates that the charter period is canceled. Additionally, the charter period displays **Not Declared**.
- Employment number - The charter period's defined employment number is displayed in the upper right-hand corner.
- 🕒 - A clock icon indicates that at least one invoice is pending.
- 📊 - A graph icon indicates that the charter period uses split rates instead of daily rates. Click on the icon to add new or edit existing split rates.
- ! - An exclamation mark icon indicates that an invoice extends the actual end date of the charter period.
- ○ - An empty circle icon indicates that no invoice exists for the charter period.
- ⊗ - A circled x icon indicates that an invoice for the charter period was canceled.
- ● - An overlapping circles icon indicates that at least two invoices for the charter period cover the same time period.
- ✓ - A check mark icon indicates that the entire time period was invoiced.

To add a new charter period to the time charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **General** subtab and navigate to the **Charter Periods** card.
5. Select **Add** and provide the requested information:

**NOTE**

You can also edit or delete a charter period. To do so, select one and then either [Edit](#) or [Delete](#).

You can only delete a charter period if no invoice was created for the period yet.

- Use Split Rates

Select the checkbox to use split rates instead of daily rates. Split rates allow you to define multiple rates for one time charter period and thus design a dynamic invoice. For more information, see [Split Rates \[37\]](#).

- Split Rate Percentage

Enter the percentage by which the cost is split.

- Daily Rate

Enter the daily costs for chartering the vessel during the defined period.

- Employment Number

Enter the charter period's employment number.

- Address Commission

Specify the percentage of the daily rate respectively split rate that is charged as commission.

- Start Date

The period's start date is automatically pre-filled. By default, the start date is one day after the prior charter period's end date.

- Earliest - Latest End Date

This date is automatically calculated, based on the defined deviations.

**TIP**

To change this information, apply adjustments to the values for [From](#) and [To](#).

Alternatively, you can select the checkbox [Use Exact Dates](#) instead to enter a particular date range.

- End of Period Date UTC

Select the date picker to specify the exact end date of the charter period and enter the time.

Entering an end-of-period date of the last charter period sets the start date of the next newly added charter period to the previous end date. This ensures that no gaps in the charter periods occur.

The vessel's redelivery UTC is also automatically set if the end-of-period date of the last charter period is specified.

- Inc. Adr. Commission in Invoices

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Select the checkbox to include the defined address commission in the related invoices.

- Period was Cancelled

Select the checkbox to indicate that the entire charter period was canceled.

- Period is Optional

Select the checkbox to indicate that the entire charter period is optional and may not take place.

- Latest Declaration UTC

Select the date picker to specify the latest day on which the charter can be claimed.

- Start Date UTC

Select the date picker to specify the start date of the optional charter period.

- Minimum Days to Declare in Advance UTC

Specify the number of days that are at least required before the vessel can be declared for the charter period.

- Use Exact Dates

Select the checkbox to specify an exact start and end date instead of variables.

- Minimum End Date UTC

Select the date picker to specify the charter period's exact start date.

- Maximum End Date UTC

Select the date picker to specify the charter period's exact end date.

- From (Months)

Specify the minimum accepted duration in months. This will affect the contract's earliest end date.

- From (Days)

Add days to the minimum accepted duration in months, defined in *From (Months)*. This will affect the contract's earliest end date.

- Optional Days -

Specify how many days prior to the earliest end date the contract can end.

- To (Months)

Specify the maximum accepted duration in months. This will affect the contract's latest end date.

- To (Days)

Add days to the maximum accepted duration in months, defined in *To (Months)*. This will affect the contract's latest end date.

- Optional Days +

Specify how many days the contract's latest end date can be exceeded.

Example

Exact Dates: Your contractual agreed-upon time charter exact start date is on 01.04.23 and lasts 4 months. Therefore, the exact end date would be 01.08.23.

Variables: The 01.04.23 as start date applies as well. However, you have specified the following variables:

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	From (months)	From (days)	Optional days (-)	To (months)	To (days)	Optional days (+)
Variables	1	15	5	4	15	5
Earliest End Date	01.05.2022	16.05.2022	11.05.2022			
	3	23	3			
Latest End Date				01.08.2022	16.08.2022	21.08.2022
				3	23	3

- Remark

Provide any additional remarks relevant to the charter period.


6. Choose **Save** to confirm your settings.

You have successfully added a charter period to your contract. You can also add a broker commission to a single charter period when editing it. For more information, see [Broker Commissions \[38\]](#).

Split Rates

Split rates are useful when the daily rate of a charter period is not constant but changes over time instead. Split rates are equally applicable to both contractual index rates and frequently modified rates that are unrelated to the period's duration. By using split rates, you can assign as many different rates to a charter period as you like. Specify for each individual split rate the time period to ensure an accurate invoice for the charter period.


To add split rates to a charter period, proceed as follows.

1. Open CFM Charter from your CFM instance.
 2. Open the **Charter Contracts** tab.
 3. Select the vessel and desired time charter contract.
 4. Open the **General** subtab.
 5. Navigate to the **Charter Periods** card.
 6. Select the charter period and then **Edit**.
- The procedure can also be followed if you **Add** a new charter period.
7. Select the checkbox **Use Split Rates**.
 8. Select the  graph icon to define split rates.
 9. Select **Add Split Rate** as often until all necessary rates can be properly reflected.

Then specify the following information per rate:



NOTE

Select the  icon to remove a split rate.

- Type

Select the type of split rate from the drop-down menu. The following options can be selected:

- Index-linked / Calendar Days

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Select this option to consider all days, regardless of whether weekends or holidays.

- Index-Linked / Working Days

Select this option to consider only working days for your split rate. This will ignore split rates, marked as *holiday* accordingly.

- Split Rate / Valid Until Update

Select this option to consider only your specified split rates per period.

- Only Recalculate Last Estimated / Valid Until Update

- Retroactive Index Rates

- Unknown

Select this option if there is any uncertainty about the handling of split rates for this charter period.

You can change the split rate type when the correct type is known.

- History Length Days



NOTE

You can edit this field only if there is no more than one invoice. This ensures a correct hire calculation.

- Apply Only for Regular Invoices

Select this checkbox to calculate the hire, based on split rates, only for regular invoices.



NOTE

You can edit this field only if there is no more than one invoice. This ensures a correct hire calculation.

- Date

Select the date picker to specify the rate's start date and time of validity.

- Rate

Enter the rate for this duration.

- Is Holiday

Select this checkbox if the split rate's period is a non-working day.

10. Choose **Save** to confirm your settings.

You have successfully defined an individual split rate for a time charter period.

Broker Commissions

To add a broker commission to a charter period, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.

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3. Select the vessel and desired time charter contract.
4. Open the **General** subtab and navigate to the **Charter Periods** card.
5. Select a charter period and then **Edit**
6. Choose **Add** and provide the requested information:
 - **Commission Rate**
Specify the percentage of the charter rate that the broker receives
 - **Include in Invoices**
Select the checkbox if the commission should be available to be assigned to an invoice.
 - **Broker**
Select the broker from the drop-down menu.
7. Choose **Save** to confirm your settings.

You have successfully added a broker commission to your charter contract. Assign the broker commission to an invoice which is eventually settled by a payment.

7.1.1.6. Bunker Quantities

The bunker quantities card allows you to accurately record a charter's bunkered fuels, their quantities, and prices at the time of delivery and redelivery.

Bunker Quantities [Edit](#)

Bunker Terms
Pay for estimated/actual consumption
Bunker Remark

Delivery Bunker Quantities

Type	Quantity in Metric Ton	Price per Metric Ton
LNG	12,00	-

Survey Date
03/28/2022
Remark

Redelivery Bunker Quantities

Type	Quantity in Metric Ton	Price per Metric Ton
MDOLS	254,00	0

Survey Date
-
Remark

To specify a time charter's bunkered quantity, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **General** subtab.
5. Navigate to the **Bunker Quantities** card.
6. Select **Edit** and specify the bunkered quantities either in the **Delivery** or **Redelivery** section.

The following instructions apply to both options.



NOTE

You can also edit the bunker terms. To do so, simply select the relevant option from the drop-down menu.

7. Choose **Add** and select the bunkered fuel.



NOTE

To edit existing quantities or prices, just overwrite them.

Select the × icon at the end of a row to remove the bunkered quantity entirely.

8. Provide the requested information:
 - Quantity in Metric Ton
Enter the fuel's bunkered quantity in metric tons.
 - Price per Metric Ton
Enter the fuel's price per metric ton.
 - Total
The total is automatically calculated, based on the prior entered values.
9. Choose **Save** to confirm your settings.

You have successfully specified the bunkered quantities at the time of delivery and redelivery.

7.1.2. Time Charter - Terms

A time charter's terms subtab allows you to gather all relevant pieces of contract-related information in one central view. You can add new term remarks and documents at any time. Additionally, the vessel's consumption during ballasting and loading can be specified as well.

CFM Charter

The terms subtab consists of the following cards:

- **Term Remarks**
Allows you to add new term-related remarks or manage existing ones. For more information, see [Term Remarks \[41\]](#).
- **Ballast Consumption**
Allows you to add your vessel's consumptions during ballast or manage the existing ones. For more information, see [Ballast Consumptions \[42\]](#).
- **Loading Consumption**
Allows you to add your vessel's consumption during loading or manage existing ones. For more information, see [Loading Consumptions \[43\]](#).
- **Documents**
Allows you to add new documents or manage existing ones. For more information, see [Term Documents \[44\]](#).

7.1.2.1. Term Remarks

The term remarks card allows you to define new term remarks concerning your contract or manage existing ones.

To add term remarks to your time charter contract, proceed as follows.

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1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Terms** subtab.
5. Navigate to the **Term Remarks** card.
6. Select **Add** and provide the requested information:



NOTE

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

- **Clause**
Enter a name for the new clause.
- **Term**
Select the applicable term category from the drop-down menu.
- **Description**
Provide the actual remark that describes the clause in detail.

7. Choose **Save** to confirm your settings.


You have successfully added term remarks to your charter contract.

7.1.2.2. Ballast Consumptions

The ballast consumptions card allows you to manage your vessel's consumptions while carrying ballast during the time charter period.



TIP

You can also conveniently copy this vessel-specific information from CFM Particulars. To do so, select the  three-dot menu and then **Copy From...** to specify the source of information. The following options are available:

- Ballast (Vessel's Particulars)
- Design (Vessel's Particulars)
- Scantling (Vessel's Particulars)

A vessel's consumptions must be specified via CFM Particulars before they can be copied. If no consumptions were specified, reach out to users with access to CFM Particulars to have them added accordingly.

Ballast Consump... [Add](#) | [Edit](#) | [Delete](#) | 

Speed	Power	Aux. E...	Main Eng.
10 kn	0 kW	21.5 t...	22.6 t/d
10.5 kn	0 kW	22.7 t...	23.9 t/d
11 kn	0 kW	25.2 t...	26.5 t/d
11.5 kn	0 kW	27.5 t...	28.9 t/d
12 kn	0 kW	30.6 t...	32.2 t/d
12.5 kn	0 kW	32.9 t...	34.6 t/d
13 kn	0 kW	36.8 t...	38.7 t/d
13.5 kn	0 kW	41.4 t...	43.6 t/d
14 kn	0 kW	44.8 t...	47.2 t/d

To manually add ballast consumption to your vessel, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **Terms** subtab.
5. Navigate to the **Ballast Consumption** card.
6. Select **Add** and provide the requested information:

**NOTE**

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

- Speed (kn)
- Power (kW)
- MDO (t/d)
- HFO (t/d)


7. Choose **Save** to confirm your settings.

You have successfully specified the vessel's consumption during ballasting.

7.1.2.3. Loading Consumptions

The loading consumptions card allows you to manage your vessel's consumption while loading during the time charter period.

**TIP**

You can also conveniently copy this vessel-specific information from CFM Particulars. To do so, select the  three-dot menu and then **Copy From...** to specify the source of information. The following options are available:

- Ballast (Vessel's Particulars)
- Design (Vessel's Particulars)
- Scantling (Vessel's Particulars)

A vessel's consumptions must be specified via CFM Particulars before they can be copied. If no consumptions were specified, reach out to users with access to CFM Particulars to have them added accordingly.

To manually add loading consumptions to your vessel, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **Terms** subtab.
5. Navigate to the **Loading Consumptions** card.
6. Select **Add** and provide the requested information:

**NOTE**

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

- Speed (kn)
- Power (kW)
- MDO (t/d)
- HFO (t/d)

7. Choose **Save** to confirm your settings.

You have successfully specified the vessel's consumption during loading.

7.1.2.4. Term Documents


The documents card allows you to add new term-related documents or manage existing documents at any time.

To add documents to your terms, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Terms** subtab.
5. Navigate to the **Documents** card.
6. Select **Add** and choose your desired file.



NOTE

Choose the  download icon to locally store an attachment.

To remove an attachment, select it and choose **Delete**.

7. Provide a description of the document and confirm by choosing **Save**.

You have successfully added term-related documents to your charter contract.

7.1.3. Operations

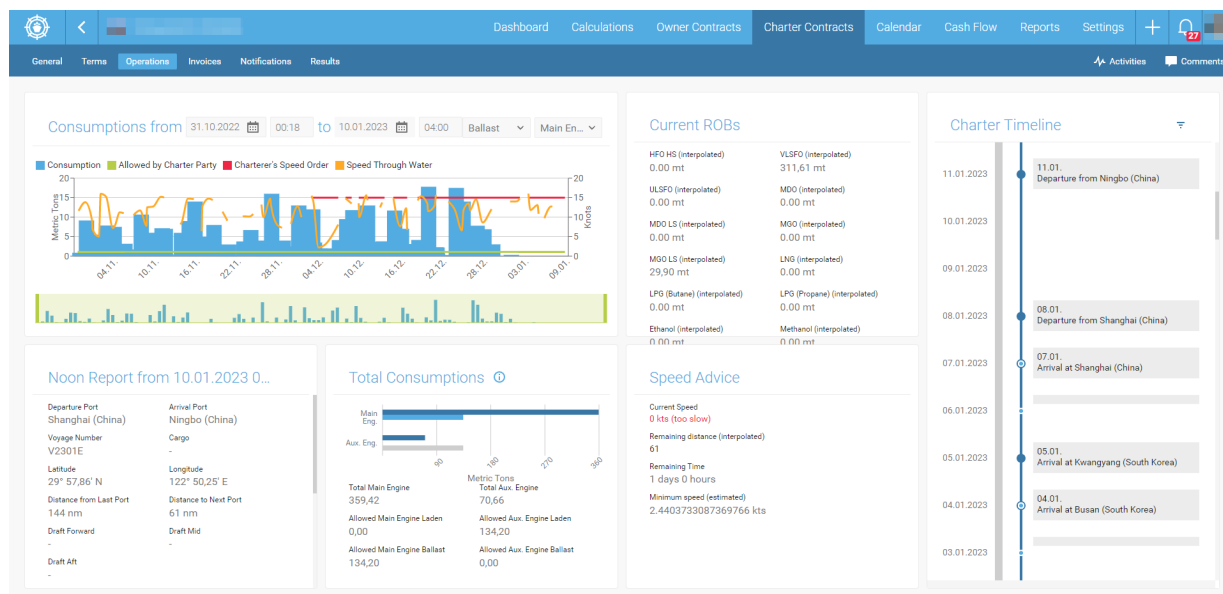
The operations subtab provides you with a variety of insights regarding the vessel's operational performance during the charter period according to related event reports, such as Noon Reports, Arrival Reports, and Departure Reports. This includes the consumption for a specified time period according to the mode of the vessel, such as loading or ballast, and the currently remaining fuel types on board. The total consumption, as well as the Noon Report, are provided in addition to the speed advice and charter timeline.



IMPORTANT

This subtab provides this information in read-only mode and does not allow you to edit these. Operations-related information originates from CSM Event Reporting and CSM Bunker which is entered onboard the vessel.

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The operations subtab consists of the following cards:

- **Consumptions**

Displays a clustered column chart, visualizing the vessel's consumption for a specified time period per engine and consumption mode. Additionally, the allowed consumption by the charterer is visualized as well as the charterer's speed order and speed through the water.

Select the consumption mode, such as loading or ballast, from the drop-down menu. To specify the start and end date for which the consumptions should be visualized, select the date pickers.

A legend, explaining the applied color code is provided above the chart.

Hover across the chart to read out its exact values.

- **Current ROB's**

Displays a list of fuel types and the quantity remaining on board, according to the latest **ROB Statement** which is within your specified time period. A vessel's ROB Statements are added via CSM Bunker.

- **Noon Report**

Displays the vessel's latest noon report which is in your specified time period. This card displays the port of departure and arrival, the voyage number, latitude, and longitude as well as distances from the last port and to the next port.

- **Total Consumptions**

Displays a clustered bar chart, visualizing the vessel's total consumption for the specified time period. All engines and consumption modes are taken into account. The consumptions are separated per engine and consumption mode below the chart.

Select the **i** info icon to view a legend, explaining the chart's applied color codes.

- **Speed Advice**

Displays your vessel's current speed, the remaining distance to the next port of call, and the remaining time based on the estimated time of arrival. CFM Charter calculates the estimated minimum speed to reach the next port of call in time, based on this information.



NOTE

The information originates from arrival and departure reports.

• Charter Timeline

Displays a vertical, chronological timeline of the vessel's operations, such as loading or bunkering, that were conducted in ports. By default, ports of arrival and departure are displayed for the time period, specified on the consumptions card.

Indicating icons are added whenever one of the following operations was conducted:

- - Indicates that the vessel was bunkered.
- - Indicates that the vessel was discharged.
- - Indicates that the vessel was loaded.

To adjust the displayed time period, select the filter icon. Then select the date pickers to specify the dates for *From* and *To* and choose **Apply**.

7.1.4. Time Charter - Invoices

The invoices subtab provides you with a complete overview of the charter contract's invoices and corresponding payments. Additionally, incurred expenses are provided as well. These are separated according to the bearer of the cost, either the vessel owner or vessel charterer.

Furthermore, an integration between CFM Off-hire & Claims and CFM Charter can be set up to provide you with confirmed invoices of off-hires and claims.

You can add new invoices, payments, and expenses at any time.

The screenshot displays the 'Invoices' subtab within the 'Owner Contract' interface. It features a navigation bar with tabs for 'General', 'Terms', 'Operations', 'Invoices', 'Notifications', and 'Results'. The main content area is divided into four panels:

- Open Invoices:** Shows two invoice cards. The first is for the period 20.08.2021 to 04.09.2021, with a billed amount of 244,177.23 USD and a balance of -219,177.23 USD. The second is for 05.08.2021 to 20.08.2021, with a billed amount of 296,187.50 USD and a balance of -241,187.50 USD.
- All Payments:** A table listing payments with columns for Date, Received Invoice, and Amount. It shows several entries from 04/24/2022 to 09/09/2021.
- Unassigned Charterer Expenses:** A table with columns for Expense, Exp. Due Date, and Amount. It shows a total of 0.00 USD.
- Off-Hires:** A section with a 'Show Assigned' button and an 'Assign' button, currently empty.

At the bottom, summary statistics are provided: 'Balance (including unassigned payments)' of -460,364.73 USD, 'Invoice Interval' of every 15 days, 'Total Unassigned Payments' of 0.00, and 'Total Unassigned Owner Expenses' of 0.00 USD.

The invoices subtab consists of the following cards:

- Invoices

Manage your time charter's regular, special, and voucher invoices. For more information, see [Invoices \[48\]](#).

- **Payments**

Manage all issued payments for a time charter contract.

Select the  arrowhead icon to switch between the following views:

- **All Payments**

Displays all payments made, regardless of whether they were assigned to an invoice or not.

- **Unassigned Payments**

Displays only issued payments that are not assigned to an invoice yet.

For more information, see [Payments \[60\]](#).

- **Charterer Expenses**

Manage all incurred expenses that are caused by the vessel charterer.

Select the  arrowhead icon to switch between the following views:

- **All Charterer's Expenses**

Displays all charterer expenses, regardless of whether they were assigned to an invoice or not.

- **Unassigned Charterer's Expenses**

Displays only charterer expenses that are not assigned to an invoice yet.

For more information, see [Charter Expenses \[61\]](#).

- **Owner Expenses**

Manage all incurred expenses that are caused by the vessel owner.

Select the  arrowhead icon to switch between the following views:

- **All Owner Expenses**

Displays all owner expenses, regardless of whether they were assigned to invoice or not

- **Unassigned Owner Expenses**

Displays only owner expenses that are not assigned to an invoice yet.

For more information, see [Owner Expenses \[63\]](#).

- **All Invoices / Off-Hires / Claims**

Select the arrowhead icon to switch between these views.

7.1.4.1. Invoices

The invoices card by default, provides an overview of invoices in status **Proforma**, **Paid Partially**, or **No Payment Assigned**. These are listed in descending order, based on the invoice's booking date.

The total balance including your unassigned payments is provided as well as the current invoice intervals at the bottom of the card.





CFM Charter allows you to add different types of invoices. For more information, see either [Add Regular Invoices \[51\]](#), [Add Special Invoices \[54\]](#), or [Add Voucher Invoices \[55\]](#).

**NOTE**

You can also edit or delete invoices. To do so, select an invoice and then either **Edit** or **Delete**. However, you cannot delete finalized invoices. You can **Reverse** a finalized invoice instead. The reversed invoice's amount is then pending again and payments must be re-assigned.

All Invoices ▾ Add ▾ | Edit | Reverse | ⋮

Show Cancelled Invoices

 Regular Invoice OP/150/2022/2301 25.04.2022, finalized on 25.04.2022 1 payments assigned	Billed 244.177,23 USD Paid 25.000,00 USD <hr/> Balance -219.177,23 USD
from 05.08.2021 to 20.08.2021  Regular Invoice OP/150/2021/2305 06.08.2021, finalized on 06.08.2021 1 payments assigned	Billed 256.187,50 USD Paid 15.000,00 USD <hr/> Balance -241.187,50 USD
from 21.07.2021 to 05.08.2021  Regular Invoice OP/150/2021/2304 16.07.2021, finalized on 16.07.2021 1 payments assigned	Billed 246.187,50 USD Paid 246.187,50 USD <hr/> Balance 0,00 USD
from 06.07.2021 to 21.07.2021  Regular Invoice OP/150/2021/2303 07.07.2021, finalized on 16.07.2021 1 payments assigned	Billed 246.187,50 USD Paid 246.187,50 USD <hr/> Balance 0,00 USD
Balance (Including unassigned payments) Invoice Intervals	-460.364,73 USD every 15 days

The following information per invoice is provided:


- **Time Range**
Displays the time range in which the invoice is expected to be paid.
- **Invoice Type**
Displays the type of invoice. This is either a regular, special, or voucher invoice.
- **Invoice ID**
Displays the automatically generated invoice ID.



NOTE

An invoice ID is automatically generated when an invoice is finalized.

- **Creation Date**
Displays the date on which the invoice is generated.
- **Finalization Date**
Displays the date on which the invoice was marked as finalized.
- **Assigned Payments**
Displays how many payments were assigned to the invoice ID.
- **Billed**
Displays the total amount that was billed in the invoice.
- **Paid**
Displays the total amount that was on the invoice.
- **Balance**
Displays the balance of the billed and paid amount.

In addition, you can select the  filter icon to narrow down the list of displayed invoices by specifying the following criteria:

- **Invoice Number**
Enter the invoice number you are looking for. Invoice numbers are created when an invoice is fully paid and marked as **Finalized**.
- **Type**
Select the checkboxes of the desired invoice type. The following invoice types are available:
 - **Regular**
 - **Voucher**
 - **Special**
- **State**
Select the checkboxes of the desired invoice's state. The following states are available:
 - Proforma
 - Paid Entirely
 - Paid Partially
 - No Payment Assigned
- **Year**
Select the checkboxes of the desired year when the invoice was created.
- **Period**
Select the checkboxes of the desired charter periods.
- **Sort by Creation**

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Select the sorting order in which the invoices will be listed from the drop-down menu.

- **Contains Bunker**

Select the checkbox to include invoices that contain bunker positions.

- **Show Cancellations**

Select the checkbox to include finalized invoices that were eventually canceled.

- **Contains Off-hire**

Select the checkbox to include off-hire invoices.

The ... three-dot menu provides more options. The following options are available:

- **Export**

Create an export of your invoice according to your defined templates from CFM Templates.

- **Export HS**

Create an export of your invoice according to your defined hire statement templates from CFM Templates.

- **Show Invoice Intervals**

Display your invoice's intervals. Invoice intervals control the length of an invoice period. You can define a default in the settings. In addition, multiple individual intervals can be defined for one time charter contract. For more information, see [Add Invoice Intervals \[57\]](#).

- **Finalize**

Finalize an invoice if it is completely settled. An invoice number will then be created by the system.



NOTE

You cannot delete a finalized invoice. However, you can **Reverse** it instead. The canceled invoice's amount is then pending again and payments must be re-assigned.

Add Regular Invoices

To add a regular invoice to a time charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **Invoices** subtab and navigate to the **Invoices** card.
5. Select **Add** and then **Regular Invoice**.

**NOTE**

You can also edit or delete invoices. To do so, select an invoice and then either **Edit** or **Delete**. However, you cannot delete finalized invoices. You can **Reverse** a finalized invoice instead. The reversed invoice's amount is then pending again and payments must be re-assigned.

6. Provide the requested information:

The requested information is separated into 5 tabs. You can use the **Next** and **Previous** buttons to navigate between the tabs.

• **Main Data**

Specify the general information of the invoice.

• Recipient

The invoice's recipient is pre-filled with the contract partner. You can, however, apply changes to the recipient's information.

• Booking Date

Enter the invoice's issuing date.

• Period of Payment in Days

Enter the number of days the recipient has time to pay the invoice.

• Charter Period

Select the invoiced charter period from the drop-down menu.

• From - To

The *From* date is automatically fetched by the system and cannot be edited. This date is based on the last invoice's *To* date. If it is the first invoice, the vessel's delivery date will be used. The *To* date is calculated based on the *From* date plus the applicable invoice interval. However, you can apply changes to the invoice's end date. The here specified duration will be reflected on the *hire days* accordingly.

• Hire Days

The number of hire days reflects the currently applied invoice interval, by default. Adjusting the invoice's *To* date affects it accordingly.

• Daily Charter Rate

The daily charter rate is pre-filled, based on the selected charter period. However, you can edit the invoiced amount to your wish.

• Hire Total

The hire total is automatically calculated, based on the daily charter rate multiplied by the hire days.

• Include Bunkers

Select this checkbox to enable the tab **Bunkers to Include**. You can then select bunkered fuel types that you want to include in the invoice.

• Remark

Enter any additional remarks that are of relevance to the invoice.

Remarks will be included in export files.

- **Invoice Note**

Enter any additional notes that are of relevance to the invoice.

Invoice notes are for internal purposes and will not be included in export files.

- **Bunkers to Include**

Select the checkboxes of bunkered fuel types during (re-)delivery that you want to include in the invoice.

Bunkered fuel types must be added in the **General** subtab to include these in an invoice.



IMPORTANT

This tab only is enabled if the checkbox **Include Bunkers** in the **Main Data** tab was selected.

- **Charterer's Expense**

You are provided with an overview of all unassigned charterer's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned charterer's expense moves the expense from the **Unassigned Charterer's Expenses** card to the **All Charterer's Expenses** card.



TIP

Select the **+** plus icon to add a new charterer expense if the desired expense is not available.

You can also select an existing charterer's expense and choose **Edit** to apply necessary adjustments.

- **Owner's Expense**

You are provided with an overview of all unassigned owner's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned owner's expense moves the expense from the **Unassigned Owner's Expenses** card to the **All Owner's Expenses** card.



TIP

Select the **+** plus icon to add a new owner expense if the desired expense is not available.

You can also select an existing owner's expense and choose **Edit** to apply necessary adjustments.

- **Commissions**

You are provided with an overview of broker commissions of the selected charter period. Select the checkboxes of commissions you want to include in the regular invoice.

7. Choose **Finish** to confirm your settings.

You have successfully added an invoice to the charter contracts. Add payments and assign these to the invoice until it is fully settled.

Add Special Invoices

To add a special invoice to your time charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **Invoices** subtab and navigate to the **Invoices** card.
5. Select **Add** and then **Special Invoice**.



NOTE

You can also edit or delete invoices. To do so, select an invoice and then either **Edit** or **Delete**. However, you cannot delete finalized invoices. You can **Reverse** a finalized invoice instead. The reversed invoice's amount is then pending again and payments must be re-assigned.

6. Provide the requested information:
The requested information is separated into 4 tabs. You can use the **Next** and **Previous** buttons to navigate between the tabs.
 - **Main Date**
Specify the general information of the invoice.
 - Recipient
The invoice's recipient is pre-filled with the contract partner. You can, however, apply changes to the recipient's information.
 - Booking Date
Enter the invoice's issuing date.
 - Period of Payment in Days
Enter the number of days the recipient has time to pay the invoice.
 - Charter Period
Select the invoiced charter period from the drop-down menu.
 - Include Bunkers
Select this checkbox to enable the tab **Bunkers to Include**. You can then select bunkered fuel types that you want to include in the invoice.
 - Remark
Enter any additional remarks that are of relevance to the invoice.
Remarks will be included in export files.
 - Invoice Note
Enter any additional notes that are of relevance to the invoice.

Invoice notes are for internal purposes and will not be included in export files.

- **Bunkers to Include**

Select the checkboxes of bunkered fuel types during (re-)delivery that you want to include in the invoice.

Bunkered fuel types must be added in the **General** subtab to include these in an invoice.



IMPORTANT

This tab only is enabled if the checkbox **Include Bunkers** in the **Main Data** tab was selected.

- **Charterer's Expense**

You are provided with an overview of all unassigned charterer's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned charterer's expense moves the expense from the **Unassigned Charterer's Expenses** card to the **All Charterer's Expenses** card.



TIP

Select the **+** plus icon to add a new charterer expense if the desired expense is not available.

You can also select an existing charterer's expense and choose **Edit** to apply necessary adjustments.

- **Owner's Expense**

You are provided with an overview of all unassigned owner's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned owner's expense moves the expense from the **Unassigned Owner's Expenses** card to the **All Owner's Expenses** card.



TIP

Select the **+** plus icon to add a new owner expense if the desired expense is not available.

You can also select an existing owner's expense and choose **Edit** to apply necessary adjustments.

7. Choose **Finish** to confirm your settings.

You have successfully added an invoice to the charter contracts. Add payments and assign these to the invoice until it is fully settled.

Add Voucher Invoices

To add a voucher invoice to a time charter contract, proceed as follows.

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1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Open the **Invoices** subtab and navigate to the **Invoices** card.
5. Select **Add** and then **Voucher Invoice**.



NOTE

You can also edit or delete invoices. To do so, select an invoice and then either **Edit** or **Delete**. However, you cannot delete finalized invoices. You can **Reverse** a finalized invoice instead. The reversed invoice's amount is then pending again and payments must be re-assigned.

6. Provide the requested information:
The requested information is separated into 4 tabs. Utilize the **Next** and **Previous** buttons to navigate between the tabs.
 - **Main Data**
Specify the general information of the invoice.
 - Recipient
The invoice's recipient is pre-filled with the contract partner. You can, however, apply changes to the recipient's information.
 - Booking Date
Enter the invoice's issuing date.
 - Period of Payment in Days
Enter the number of days the recipient has time to pay the invoice.
 - Charter Period
Select the invoiced charter period from the drop-down menu.
 - Include Bunkers
Select this checkbox to enable the tab **Bunkers to Include**. You can then select bunkered fuel types that you want to include in the invoice.
 - Remark
Enter any additional remarks that are of relevance to the invoice.
Remarks will be included in export files.
 - Invoice Note
Enter any additional notes that are of relevance to the invoice.
Invoice notes are for internal purposes and will not be included in export files.
 - **Bunkers to Include**
Select the checkboxes of bunkered fuel types during (re-)delivery that you want to include in the invoice.
Bunkered fuel types must be added in the **General** subtab to include these in an invoice.

**IMPORTANT**

This tab only is enabled if the checkbox **Include Bunkers** in the **Main Data** tab was selected.

- **Charterer's Expense**

You are provided with an overview of all unassigned charterer's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned charterer's expense moves the expense from the **Unassigned Charterer's Expenses** card to the **All Charterer's Expenses** card.

**TIP**

Select the **+** plus icon to add a new charterer expense if the desired expense is not available.

You can also select an existing charterer's expense and choose **Edit** to apply necessary adjustments.

- **Owner's Expense**

You are provided with an overview of all unassigned owner's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned owner's expense moves the expense from the **Unassigned Owner's Expenses** card to the **All Owner's Expenses** card.

**TIP**

Select the **+** plus icon to add a new owner expense if the desired expense is not available.

You can also select an existing owner's expense and choose **Edit** to apply necessary adjustments.

7. Choose **Finish** to confirm your settings.

You have successfully added an invoice to the charter contracts. Add payments and assign these to the invoice until it is fully settled.

Add Invoice Intervals

Invoice intervals control the length of an invoice period. You can define a default in the settings. In addition, multiple individual intervals can be defined for a particular time charter contract.

To a new invoice interval, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.

3. Select the vessel and desired time charter contract.
4. Open the **Invoices** subtab.
5. Navigate to the **Invoices** card.
6. Select the **⋮** three-dot menu and then **Show Invoice Intervals**.
7. Select **Add** and provide the requested information:



NOTE

You can also edit or delete invoice intervals. To do so, select the interval and either **Edit** or **Delete**.

Invoice intervals cannot be deleted if an invoice is already created based on the selected intervals.

- **Valid From**
Select the date from which the interval will be considered.
- **Fixed Day of Month**
Select the checkbox to specify a particular day of the month instead of an interval.
 - **Day of Month**
Enter the day of the month
 - **Interval (Days)**
Enter the interval

8. Choose **Save** to confirm your settings.

You have successfully defined an invoicing interval for your time charter contract. Repeat this procedure as often as necessary until your invoice's periods are correctly set up.

Attach Documents To Invoices

CFM Charter allows you to attach documents to invoices. This ensures that all invoice-relevant documents can be stored in the system. The system differentiates between 3 document types. The procedure to attach documents to invoices depends on the document type.

However, you can attach documents to invoices for both, time charter and voyage charter contracts.

Open an invoice and navigate to the **Attachments** tab to find the thematically-separated list of document types. The following 3 document types are available:

- **Invoice Documents**

Refers to documents that are attached directly to invoices.

To add an invoice document, proceed as follows.

1. Open the invoice.
2. Open the **Attachments** tab.
3. Select **Add** in the **Invoice Documents** area.

4. Select the attachment and enter a description of the attachment.
5. Choose **Save**.
You have successfully added an invoice document to an invoice.



TIP

To remove the attachment, select it from the **Invoice Documents** area and choose **Delete**.

• **Position Documents**

Refers to documents that are attached to expense types, such as charterer's or owner's expenses.

To add a position document, proceed as follows.

1. Add an expense type and attach a document.
2. Add an invoice and include the expense type.
3. Choose **Finish**.

You have successfully added a position document to an invoice.

Open the invoice, select the **Attachments** tab, and navigate to the **Position Document** area to find the attachment.



TIP

Alternatively, you can add attachments to expense types that are already included in invoices.

To remove the attachment, select it from the **Position Documents** area and choose **Delete**. Removing the attachment from the expense also removes it from the invoice.

• **Payment Documents**

Refers to documents that are attached to payments.

To add a payment document, proceed as follows.

1. Add a payment and select an associated invoice.
2. Choose **Save**.
3. Open the payment and open the **Document** tab.
4. Select **Add**, attach a document, and enter a description of the attachment.
5. Choose **Save**.

You have successfully added a payment document to an invoice.


Open the invoice, select the **Attachments** tab, and navigate to the **Payment Documents** area to find the attachment.

**TIP**

Alternatively, you can add attachments to payments that are already assigned to invoices.

To remove the attachment, select it from the **Payment Documents** area and choose **Delete**. Removing the attachment from the payment also removes it from the invoice.

7.1.4.2. Payments

The payments card provides you by default with a complete overview of **All Payments** made for a selected charter contract in chronological order, based on the payment date. Select the  arrowhead icon to change the card's view to display only **Unassigned Payments**. Unassigned payments refer to payments that are not allocated to a particular invoice.

The total of unassigned payments is provided at the bottom of the card, regardless of the selected view.

To add a payment to your charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Invoices** subtab and navigate to the **Payments** card.
5. Select **Add** and provide the requested information:

**NOTE**

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

The requested information is separated into 2 tabs.

- **General**

- **Date**
Select the date picker and specify the date when the payment was made.
- **Amount**
Enter the paid amount.
- **Show Full Paid Invoices**
Select this checkbox to assign the payment to an already fully paid invoice.
- **Associated Invoice**
Select the invoice to which your payment should be assigned from the drop-down menu. The payment will be reflected in the **All Payments** card as well as the **Unassigned Payment** card if you do not select an invoice.

- **Remark**
Enter any additional remark that is of relevance to the payment.
- **Document**
Select **Add** and upload your desired file.



IMPORTANT

You have to **Save** the settings in the **General** tab first to access the **Document** tab.

6. Choose **Save** to confirm your settings.

You have successfully assigned a payment to an invoice. Repeat this procedure until the invoice is settled. You can then **Finalize** the invoice.

7.1.4.3. Charter Expenses

The charter expenses card displays all incurred expenses that are caused by the vessel charterer. Unassigned charterer's expenses are displayed by default.

Select the  arrowhead icon to switch between the following views:

- **All Charterer's Expenses**
Displays all charterer expenses, regardless of whether they were assigned to an invoice or not.
- **Unassigned Charterer's Expenses**
Displays only charterer expenses that are not assigned to an invoice yet.

The total of unassigned charterer's expenses is displayed at the bottom of the card, regardless of the selected view.

To add a charterer's expense, proceed as follows:

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Invoices** subtab.
5. Navigate to the **Unassigned Charterer's Expenses** card.
6. Select **Add** and provide the requested information:

**NOTE**

Create an invoice and include an unassigned charterer's expense to move it from the *unassigned charterer's expenses* card to the *all charterer's expenses* card.

Expenses can only be edited or deleted if it is not assigned to an invoice yet. To do so, choose the unassigned expense and then either **Edit** or **Delete**.

You cannot delete an expense that is assigned to an invoice already. However, you can edit an assigned expense to attach new documents, respectively remove existing ones.

- **General**

- Cost Type

Select the cost type from the drop-down menu.

**NOTE**

If your applicable cost type is not available, navigate to **Settings > Miscellaneous > Cost Types** and add it accordingly. For more information, see [Set Up Owner's Expenses \[122\]](#).

- Description

Enter a description of the cost type for this particular charter contract.


- Total

Enter the expense's total.

- **Document**

Select **Add** and then choose the document to attach it to the expense.

**NOTE**

Choose the  download icon next to an already attached document to initiate the download.

You can also choose **Delete** to remove a document from the expense.

- Description

Enter a description of the document.

Select **Save** to attach the document.

7. Choose **Save** to confirm your settings.

You have successfully added a charterer's expense to the system. Assign the charterer's expense to an invoice which is eventually settled by a payment.

7.1.4.4. Owner Expenses

The owner expenses card displays all incurred expenses that are caused by the owner charterer. Unassigned owner's expenses are displayed by default.

Select the  arrowhead icon to switch between the following views:

- **All Owner's Expenses**
Displays all owner expenses, regardless of whether they were assigned to an invoice or not.
- **Unassigned Owner's Expenses**
Displays only owner expenses that are not assigned to an invoice yet.

The total of unassigned owner's expenses is displayed at the bottom of the card, regardless of the selected view.

To add an owner's expense, proceed as follows:

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Invoices** subtab.
5. Navigate to the **Unassigned Owner's Expenses** card.
6. Select **Add** and provide the requested information:
 - **General**
 - Cost Type
Select the cost type from the drop-down menu.




NOTE

If your applicable cost type is not available, navigate to **Settings > Miscellaneous > Cost Types** and add it accordingly. For more information, see [Set Up Owner's Expenses \[122\]](#).

- Description
Enter a description of the cost type for this particular charter contract.
 - Total
Enter the expense's total.
- You have to **Save** the settings in the **General** tab first to access the **Document** tab.
- **Document**
Select **Add** and then choose the document to attach it to the expense.

**NOTE**

Choose the  download icon next to an already attached document to initiate the download.

You can also choose **Delete** to remove a document from the expense.

- **Description**
Enter a description of the document.
Select **Save** to attach the document.

7. Choose **Save** to confirm your settings.

You have successfully added an owner's expense to the system. Assign the owner's expense to an invoice which is eventually settled by a payment.

7.1.4.5. All Invoices / Off-Hires / Claims

The all invoices / off-hires / claims card displays all relevant invoices from CFM Off-hires & Claims. Invoices from CFM Off-hire & Claims must be assigned to a charter invoice in order to finally process them.

**IMPORTANT**

Contact our Helpdesk to activate the corresponding global setting to enable this feature.

Select the  arrowhead icon to switch between the following views:

- **All Invoices**
Displays both, confirmed invoices of off-hires and claims during the affected charter period.
- **Off-Hires**
Displays confirmed invoices of off-hires during the affected charter period.
- **Claims**
Displays confirmed invoices of claims during the affected charter period.

The invoices' total sum for the selected view is displayed at the bottom of the card.

The following options are to your avail:

- **Show Assigned**
By default, all invoices that are pending to be assigned to a charter invoice are displayed. Select the checkbox to see all CFM Off-hire & Claims invoices that are already assigned to a charter invoice.
- **Show**

Select **Show** to find an exhaustive overview of details of the CFM Off-hire & Claims invoice.


- **Assign**

Select a CFM Off-hire & Claims invoice and select **Assign** to allocate the incurred costs to a proforma charter invoice.

You can assign a CFM Off-hire & Claims invoice only to one charter invoice.

7.1.5. Notifications

On the notifications subtab, you can set up a variety of individual notifications concerning your vessel's delivery and redelivery dates. Thus, allowing you to ensure that certain tasks are performed before the given date occurs.

The notifications must be enabled via the  bell icon to notify users accordingly.

To add a notification, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired time charter contract.
4. Navigate to the **Notifications** subtab.
5. Navigate to the **Delivery Notifications** or **Redelivery Notifications** subtab.



NOTE

The notification regarding your delivery, respectively redelivery depends on your specified data in the **General** subtab of the associated time charter contract.

Conditions	Delivery Notifications	Redelivery Notifications
1st condition	Delivery date	Redelivery date
2nd condition	Lay day	Estimated redelivery date
3rd condition	Canceling day	Earliest redelivery date

6. Choose **Add** and provide the requested information:



NOTE

You can edit or delete a notification at any time. To do so, select the desired notification and choose either **Edit** or **Delete**.

Edit a notification and set the checkbox *confirmed* to mark it as done.


- **Days in Advance**

Enter how many days in advance you want to be notified.

- **Is Approximate**


Select this checkbox to receive notifications until it is marked as *confirmed*.

CFM Charter

- **Date of Notice**
Select the date picker to specify the notice's date.
- **Is Confirmed**
Select this checkbox to mark the notification as done.
You will not be notified regarding notifications marked as confirmed. A green color-coded  thumbs-up icon accompanies confirmed notifications. The confirmation date and user that marked the notification as confirmed are shown.



TIP

To confirm a notification, choose the grey color-coded  thumbs-up icon and **Confirm**.

Alternatively, select **Edit**, and the checkbox *Is Confirmed*.

- **Remark**
Enter any additional remarks relevant to the notification.

7. Choose **Save** to confirm your settings.

You have successfully set up your individual notifications for your charter contract.

7.1.6. Results

On the results subtab, you can enter hypothetical time periods and daily hire rates to calculate the profitability of your charter contract. Change these as often as you like until you reach your desired results.

The results subtab consists of the following two cards:

- **Voyage**
Allows you to specify the port of departure and arrival as well as duration. Your charter contract's income will then be automatically calculated based on the given information. To do so, provide the following information:
 - **From**
Select the arrival port from the drop-down menu.
 - **Arrival**
Select the date picker to specify the date of arrival.
 - **To**
Select the departure port from the drop-down menu.
 - **Departure**
Select the date picker to specify the date of departure.
 - **Charter Duration**
The charter's duration is automatically calculated based on the date and time of arrival and departure.
 - **Total Duration**

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The total duration includes potentially specified previous voyages. It shows the total duration from the date of the previous port departure date until the final date of departure.

- Include Previous Voyage in Calculation

Select this checkbox to include a previous voyage in your calculation.



NOTE

Your charter duration and the total duration of the voyage will be calculated based on this information. Adding a previous voyage to the calculation will affect the total duration only.

- From

Select the departure port from the drop-down menu.

- Previous Port Departure

Select the date picker to specify the date of departure. This date must be prior to the above-specified arrival date and the duration will be automatically calculated based.

- **Income**

Automatically calculates your total hire and commission based on the specified information from the *Voyage* card and your charter's daily hire.

However, you can apply changes to the following information and thus control the calculation for your total hire and commissions:

- Hire per Day
- Total CVE
- ILOHC and Intermediate HC
- Waiting Time Bunkers
- Commission Percentage

- **Results**

Automatically calculates your total break-even point, based on the daily break-even point, specified by you. Additionally, the daily, and total net income is calculated as well as the daily, and total shortfall. The specified break-even point per day and the information specified in the *Voyage* and *Income* card will be taken into account accordingly.

However, you can apply changes to the following information and thus control the calculation accordingly:

- Break Even per Day

Enter your daily break-even point.



NOTE

Choose **Export** to create a Microsoft Excel file of your results.

7.2. Voyage Charter Contract - Detail View

You can access the detail view of a voyage charter contract to view or manage its individual pieces of information. These are structured according to the subject matter in respective subtabs. The detailed view of a voyage charter contract consists of the following subtabs:

- **General**
- **Terms**
- **Operations**
- **Invoices**
- **Laytime**

7.2.1. Voyage Charter - General

A voyage charter's general subtab provides you with the contract's master data and allows you to manage these.

The general subtab consists of the following cards:

- **General**
Allows you to edit general information, such as contract date or invoice company. You can also **Cancel** a contract if did not materialize or **Finalize** it if the contract is completed and all invoices are fully paid. For more information, see [Voyage Charter - General - General \[68\]](#).
- **Broker Commissions**
Allows you to add broker commissions to a voyage charter contract which then can be invoiced. For more information, see [Voyage Charter - Broker Commissions \[71\]](#).
- **Cargo**
Allows you to add the transported cargo during the voyage charter period. You can also keep track of your vessel's laytime and specify despatch and demurrage. For more information, see [Cargo \[72\]](#).
- **Operations**
Allows you to manage your operations-related information, such as the estimated start and end of the voyage. Additionally, you can document your fuel types' bunker prices. For more information, see [Voyage Charter - General - Operations \[76\]](#).
- **Voyage Ports**
Allows you to add port of calls during your voyage charter period. For more information, see [Voyage Ports \[77\]](#).

7.2.1.1. Voyage Charter - General - General

The general card of a voyage charter contract provides you with basic information that was defined when the contract was initially added to the system. You can edit information as long as the contract is neither canceled nor finalized yet.

**IMPORTANT**

Cancel a contract from this card if it did not materialize.

Finalize a contract if it is completed, lies in the past and all invoices are fully paid.

Both options result in the entire contract being read only. However, you can always **Reopen** a charter contract and apply the necessary changes.

General
Edit | Finalize | Cancel

07.03.2022

Vessel	Currency
	EUR
Lay Day	Cancelling Day
08.03.2022, 00:00	08.03.2022, 00:00
Invoice Company	Invoice Bank Account
First Invoice %	In Lieu of Weighing %
95%	0%
Time Charter Equivalent	Address Commission
0 EUR	1.125%
Remark	
-	

Broker Commissions
Add | Edit | Delete

?		1,275% <input checked="" type="checkbox"/> Include In Invoices
---	--	--

To apply changes to the information on the general card, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **General** subtab.
5. Navigate to the **General** card.

6. Selecting **Edit** allows you to apply changes to the following information:

- Charterer

Select the chartering company from the drop-down menu.



TIP

You can add chartering companies via CFM Charter > [Settings](#) > [Miscellaneous](#) > [Charterers](#).

- Address Commission %

Enter the fee percentage that is paid to the broker or agent by the vessel owner or charterer upon completion of the charter contract.

- Final Charterers not Known Yet

Select this checkbox if the vessel's charterer is unknown yet. This allows you to select the charterer at a later point in time.

- Include in Invoice

Select the checkbox if the commission should be available to be assigned to an invoice.

- Contract Date

Select the date picker to specify the date the charter was contracted.

- Time Mode

Specify the contract's time mode, either local time or UTC.

- Employment No.

Enter your internal charter's employment number.

- Vessel

Select the chartered vessel from the drop-down menu.



TIP

If the applicable vessel is not available, reach out to users with access to CFM Particulars to have the vessel added accordingly.

- Currency

Select the currency in which the invoice will be paid from the drop-down menu.

- Lay Day

Select the date picker to specify the date and time when the vessel must be presented for loading.

- Cancelling Day

Select the date picker to specify the final lay day and the date beyond which, if the chartered vessel was not presented for loading, the contract may be rejected and canceled.

- Invoice Company

Select the contract's invoicing company from the drop-down menu.



TIP

Reach out to users with access to CFM Companies if the applicable company is not available to have it added accordingly.

If you are not using CFM Companies, you are still able to create charter contracts but cannot create invoices.

- Invoice Bank Account

Select the corresponding bank account in use.



TIP

If the applicable bank account is not available, reach out to users with access to CFM Companies to have the bank account added to the respective company accordingly.

- First Invoice %

Enter the percentage by which the first invoice is expected to be paid. This is pre-filled with the default percentage, defined in the settings.



TIP

The voyage charter settings allow you to define a default value. For more information, see [Voyage Charter Settings \[121\]](#)

- In Lieu Of Weighting %

Enter the In Lieu of Weighing (ILOW) percentage that may be rightfully deducted from the cargo's Bill of Lading (B/L)

- TC Equivalent

Enter your voyage charter's time charter equivalent (TCE) which reflects your net profit or loss based on your daily vessel operation.

- Remark

Provide any additional remarks that are relevant to the voyage charter contract.

7. Choose **Save** to confirm your settings.

You have successfully edited your voyage charter contract's master data.

7.2.1.2. Voyage Charter - Broker Commissions

On the broker commissions card, you can add broker commissions to your voyage charter contract or manage existing ones. These broker commissions then can be invoiced later.

You will not be able to add new commissions or manage existing ones if the contract is canceled or finalized.

Broker Commissions

Add | Edit | Delete

+	1,275%	<input checked="" type="checkbox"/> Include In Invoices
---	--------	---

To add broker commissions to your voyage charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **General** subtab.
5. Navigate to the **Broker Commissions** card.
6. Select **Add** and provide the requested information:

**NOTE**

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

- **Commission Rate**
Enter the broker's commission rate in percent.
- **Include in Invoices**
Select the checkbox if the commission should be available to be assigned to an invoice.
- **Broker**
Select the broker from the drop-down menu.

**TIP**

If your applicable broker is not available, navigate to **Settings > Miscellaneous > Brokers** to add it. For more information, see [Set Up Brokers \[125\]](#).

7. Choose **Save** to confirm your settings.

You have successfully added a broker commission to your charter contract. Assign the broker commission to an invoice which is eventually settled by a payment.

7.2.1.3. Cargo

On the cargo card, you are enabled to add the transported cargo during the voyage charter period to the system. You can also keep track of your vessel's laytime and specify despatch and demurrage.

You cannot add cargo if the contract is canceled or finalized.

CFM Charter

Cargo Add | Edit | Delete

25.000,00 mt Granite Blocks Kiel (Germany) - Setubal (Portugal)	0,00
--	------

To add new cargo to your voyage charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **General** subtab.
5. Navigate to the **Cargo** card.
6. Select **Add** and provide the requested information:
The requested information is separated into 2 tabs.



NOTE

You can add, edit or delete cargo only if the contract is neither canceled nor finalized. To do so, select a cargo and choose either **Edit** or **Delete**.

- **Cargo**

- Cargo Type

- Select the cargo type from the drop-down menu.



NOTE

Reach out to users with access to CFM Miscellaneous if the applicable cargo type is not available.

Cargo types are managed via CFM Miscellaneous > **Operations** > **Freight Types**.

- Quantity Unit

- Select the unit in which the cargo is measured from the drop-down menu.

- No Price on Invoice

- Select the checkbox to prevent the cargo from being invoiced.

- Stowage Factor

- Enter the cargo's stowage factor in cubic meters per metric ton.

- Calculated Volume of Cargo

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The cargo's volume is automatically calculated if the stowage factor and quantity are entered.

- **Load Port**
Enter the port where the cargo is loaded or select it from the drop-down menu.
- **Discharge Port**
Enter the port where the cargo is discharged or select it from the drop-down menu.
- **Chopt to Full Cargo**
Select this checkbox to disregard contractual-related quantities and only enter the actual loaded quantity. The next five fields are then hidden.
- **Contractual Quantity**
Enter the contractual agreed-upon quantity.
- **More or Less %**
Enter the accepted deviation of the quantity.
- **More or Less Type**
Select the type in which the accepted deviation is measured from the drop-down menu.
- **Min**
The minimum contractual agreed-upon quantity is automatically calculated and displayed based on the contractual quantity and accepted deviation.
- **Max**
The maximum contractual agreed-upon quantity is automatically calculated and displayed based on the contractual quantity and accepted deviation.
- **Actual Quantity**
Enter the actual transported quantity.
- **B/L Date**
Select the date picker to specify the Bill of Lading's date (B/L).
- **Is Lump Sum**
Select this checkbox to disable a price per unit as well as dead freight and enter a lump sum instead.
 - **Lump Sum**
Enter the cargo's lump sum.
- **Price per Unit**
Enter the cargo's price per respective unit.
- **Freight Sum**
The sum is automatically calculated based on the price per unit and quantity.
- **Invoice Dead Freight**
Select this checkbox if compensation is due for unused but ordered cargo space. This enables the field for *dead freight quantity*.
- **Dead Freight Quantity**
Enter the quantity of the dead freight.

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- **Dead Freight Rate**
Enter the rate at which a metric ton of dead freight is charged.
- **Dead Freight Sum**
The sum is automatically calculated based on the dead freight's quantity and rate.
- **Receiver**
Enter the recipient of the cargo.
- **Laytime**
 - **Once a Demurrage Always on Demurrage**
Select this checkbox to indicate that all time used after the charterer has exhausted the laytime and is in demurrage will be charged to the charterer.
 - **Demurrage Rate (pdpr)**
Enter the demurrage rate per day or pro rata (pdpr).
 - **Despatch Rate (pdpr)**
Enter the despatch rate per day or pro rata (pdpr).
 - **Laytime Is Reversible**
Select this checkbox to give the charterer the option to sum the time allowed for loading and discharging. Until this total time expires, no demurrage becomes payable. When this option is used, the effect is the same as if a total time was specified to cover both operations.



IMPORTANT

All subsequent laytime-related fields are merged accordingly.

- **Loading Terms**
Select the applicable loading terms from the drop-down menu.
- **Use Absolute Time For Loading**
Select this checkbox to disable the *loading rate (mt/pdpr)* and instead enter the *total loading hours*.
 - **Loading Rate (mt/pdpr)**
Enter the rate at which cargo is expected to be loaded in metric tons per day or pro rata (pdpr)
The total allowed time is automatically calculated based on this rate and the loaded quantity.
 - **Total Loading Hours**
Enter the total loading duration in hours.
- **Load Laytime Difference**
Select whether the load laytime difference results in demurrage or despatch. The next field changes accordingly.
- **Despatch / Demurrage**

CFM Charter

The despatch, respectively demurrage is automatically calculated based on the entered loading time and defined despatch/demurrage rate.

- Load Time On Despatch / Demurrage
Enter the despatch's, respectively demurrage's duration.
- Discharging Terms
Select the applicable discharging terms from the drop-down menu.
- Use Absolute Time For Discharging
Select this checkbox to disable the *discharging rate (mt/pdpr)* and instead enter the *total discharging hours*.
 - Discharging Rate (mt/pdpr)
Enter the rate at which cargo is expected to be discharged in metric tons per day or pro rata (pdpr)
The total allowed time is automatically calculated based on this rate and the discharged quantity.
 - Total Discharging Hours
Enter the total discharging duration in hours.
- Discharged Laytime Difference
Select whether the discharge laytime difference results in demurrage or despatch. The next field changes accordingly.
- Despatch/Demurrage
The despatch, respectively demurrage is automatically calculated based on the entered discharge time and defined despatch/demurrage rate.
- Discharge Time On Despatch / Demurrage
Enter the despatch's, respectively demurrage's duration.

7. Choose **Save** to confirm your settings.

You have successfully added cargo to your voyage charter contract. Repeat this procedure as often as necessary until all of your cargo is reflected in the system.

7.2.1.4. Voyage Charter - General - Operations

On the operations card, you can keep track of the voyage charter contract's actual duration in comparison to the estimated duration. Additionally, prices of bunkered fuel oil types can be added as well.

To do so, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **General** subtab.
5. Navigate to the **Operations** card.
6. Select **Edit** and provide the requested information:

**NOTE**

You can only edit entries if the contract is neither canceled nor finalized.

- Est. Start of Voyage
Select the date picker to specify the voyage's estimated start time.
- Est. End of Voyage
Select the date picker to specify the voyage's estimated end time.
- Start of Voyage
Select the date picker to specify the voyage's actual start time.
- End of Voyage
Select the date picker to specify the voyage's actual end time.
- Bunker Prices
Select **Add** and choose the fuel type. Then enter the price and select its currency from the drop-down menu.

**NOTE**

To remove a bunker from the operation, select the  trash bin icon.




7. Choose **Save** to confirm your settings.

You have successfully specified the voyage's duration and bunkered fuel types.

7.2.1.5. Voyage Ports

On the voyage ports card, you are enabled to manage the ports of call during a voyage charter contract.

The following icons are added to ports of call to visualize if a certain operation was conducted:

-  - Indicates that the vessel will take bunker in this port.
-  - Indicates that the vessel will load cargo in this port.
-  - Indicates that the vessel will discharge cargo in this port.




To add a new port of call, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **General** subtab.
5. Navigate to the **Voyage Ports** card.

6. Select **Add** and provide the requested information:

**NOTE**

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

- **Port**
Enter the port of call or select it from the drop-down menu.
- **Terminal Name**
Enter the port of call's terminal.
- **Voyage No. on Arrival**
Enter your voyage number on arrival.
- **Voyage No. on Departure**
Enter your voyage number on departure.
- **ETA**
Select the date picker to specify the estimated time of arrival.
- **ETD**
Select the date picker to specify the estimated time of departure.
- **ETB**
Select the date picker to specify the estimated time of berthing.
- **Vessel will Take Bunker**
Select this checkbox if the vessel will be bunkered during this port stay. It is then accompanied by this icon .
- **Loading Cargo**
Select this checkbox if the vessel loads cargo during this port stay. It is then accompanied by this icon .
- **Discharging Cargo**
Select this checkbox if the vessel discharges cargo during this port stay. It is then accompanied by this icon .
- **Remark**
Enter any additional remarks that are of relevance to the schedule.
- **TOA**
Select the date picker on the right-hand side to specify the actual time of arrival.
- **TOD**
Select the date picker on the right-hand side to specify the actual time of departure.

**TIP**

You can also choose **Add Event** on the right-hand side if one of the following operations took place during the schedule:

Choose the **×** icon to remove an event.

Keep in mind to select the date picker to specify the requested information.

- **Anchoring in Port Before Mooring**
 - Anchoring Start
 - Anchoring End
- **Bunkering of Fuel**
 - Bunker
- **Transit through Sea Canal**
 - Transit Start
 - Transit End
- **Discharge of Cargo**
 - Discharge
- **Loading of Cargo**
 - Loading
- **End and Begin of Sea Passage**
 - EOSP
 - COSP
- **Point of Releasing the Hose Connection**
 - Hose off
- **Point of Vessel being Prepared for Cargo Load or Unload**
 - Notice of Readiness

7. Choose **Save** to confirm your settings.

You have successfully added a port of call to your voyage charter contract. Repeat this procedure until all ports of call are added.

7.2.2. Voyage Charter - Terms

A voyage charter's terms subtab allows you to gather all relevant pieces of contract-related information in one central view. You can add new term remarks or documents at any time.

The terms subtab consists of the following cards:

- **Term Remarks**
Allows you to add new term-related remarks or manage existing ones. For more information, see [Term Remarks \[41\]](#).

- Documents

Allows you to add new and manage existing documents concerning your contract terms. For more information, see [Term Documents \[44\]](#).

7.2.2.1. Term Remarks

The term remarks card allows you to define new term remarks concerning your contract or manage existing ones.

Term Remarks		Add Edit Delete
Clause	Term	
KPI Addendum II	Account numbers	
Description		
Withstanding the foregoing, if applicable law is derived from the Contributor explicitly consents, in accordance with Section 4 with respect to a patent applicable to Licensed Product or Derivative Works thereof in any derivative version prepared by Licensee.		

To add term remarks to your time charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Terms** subtab.
5. Navigate to the **Term Remarks** card.
6. Select **Add** and provide the requested information:



NOTE

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

- Clause
Enter a name for the new clause.
 - Term
Select the applicable term category from the drop-down menu.
 - Description
Provide the actual remark that describes the clause in detail.
7. Choose **Save** to confirm your settings.

You have successfully added term remarks to your charter contract.

7.2.2.2. Term Documents


The documents card allows you to add new term-related documents or manage existing documents at any time.

To add documents to your terms, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Terms** subtab.
5. Navigate to the **Documents** card.
6. Select **Add** and choose your desired file.



NOTE

Choose the  download icon to locally store an attachment.

To remove an attachment, select it and choose **Delete**.

7. Provide a description of the document and confirm by choosing **Save**.

You have successfully added term-related documents to your charter contract.

7.2.3. Operations

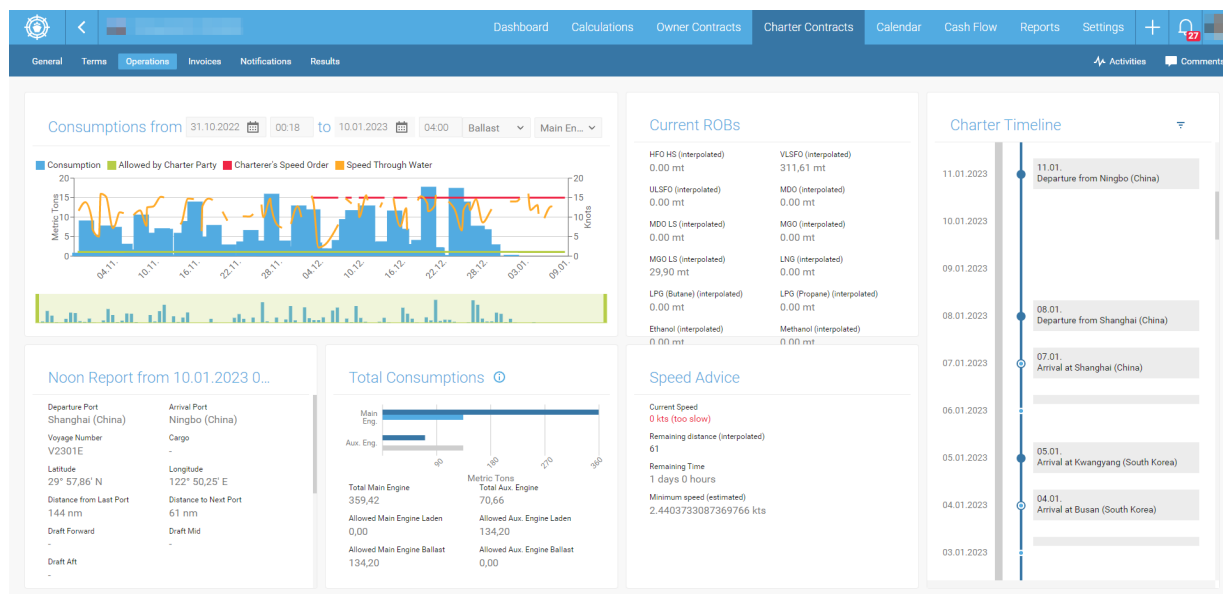
The operations subtab provides you with a variety of insights regarding the vessel's operational performance during the charter period according to related event reports, such as Noon Reports, Arrival Reports, and Departure Reports. This includes the consumption for a specified time period according to the mode of the vessel, such as loading or ballast, and the currently remaining fuel types on board. The total consumption, as well as the Noon Report, are provided in addition to the speed advice and charter timeline.



IMPORTANT

This subtab provides this information in read-only mode and does not allow you to edit these. Operations-related information originates from CSM Event Reporting and CSM Bunker which is entered onboard the vessel.

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The operations subtab consists of the following cards:

- **Consumptions**

Displays a clustered column chart, visualizing the vessel's consumption for a specified time period per engine and consumption mode. Additionally, the allowed consumption by the charterer is visualized as well as the charterer's speed order and speed through the water.

Select the consumption mode, such as loading or ballast, from the drop-down menu. To specify the start and end date for which the consumptions should be visualized, select the date pickers.

A legend, explaining the applied color code is provided above the chart.

Hover across the chart to read out its exact values.

- **Current ROB's**

Displays a list of fuel types and the quantity remaining on board, according to the latest **ROB Statement** which is within your specified time period. A vessel's ROB Statements are added via CSM Bunker.

- **Noon Report**

Displays the vessel's latest noon report which is in your specified time period. This card displays the port of departure and arrival, the voyage number, latitude, and longitude as well as distances from the last port and to the next port.

- **Total Consumptions**

Displays a clustered bar chart, visualizing the vessel's total consumption for the specified time period. All engines and consumption modes are taken into account. The consumptions are separated per engine and consumption mode below the chart.

Select the **i** info icon to view a legend, explaining the chart's applied color codes.

- **Speed Advice**

Displays your vessel's current speed, the remaining distance to the next port of call, and the remaining time based on the estimated time of arrival. CFM Charter calculates the estimated minimum speed to reach the next port of call in time, based on this information.




**NOTE**


The information originates from arrival and departure reports.

- Charter Timeline

Displays a vertical, chronological timeline of the vessel's operations, such as loading or bunkering, that were conducted in ports. By default, ports of arrival and departure are displayed for the time period, specified on the consumptions card.

Indicating icons are added whenever one of the following operations was conducted:

-  - Indicates that the vessel was bunkered.
-  - Indicates that the vessel was discharged.
-  - Indicates that the vessel was loaded.

To adjust the displayed time period, select the  filter icon. Then select the date pickers to specify the dates for *From* and *To* and choose **Apply**.

7.2.4. Voyage Charter - Invoices

The invoices subtab provides you with a complete overview of the charter contract's invoices and corresponding payments. Additionally, incurred expenses are provided as well. These are separated according to the bearer of the cost, either the vessel owner or vessel charterer.

You can add new invoices, payments, and expenses at any time.

The invoices subtab consists of the following cards:

- First Invoice

The first invoice card provides a complete overview of all positions of the voyage charter contract's first invoice. The invoice's balance is displayed at the bottom of the card. As the name implies, you can only add one first invoice.

For more information, see [First Invoice \[84\]](#)

- Final Invoice

The final invoice card provides a complete overview of all positions of the voyage charter contract's final invoice. The invoice's balance is displayed at the bottom of the card. As the title implies, you can only add one final invoice.

For more information, see [Final Invoice \[87\]](#)

- Special Invoice

The other invoice card provides you with a complete overview of all positions of the voyage charter contract's special invoices. The invoice's balance is displayed at the bottom of the card. Special invoices allow you to charge incurred costs that are unrelated to the first or final invoice, such as the owner's or charterer's expenses. You can add as many special invoices to a voyage charter contract as necessary. Each special invoice will be listed on its own separate card. These cards are titled **Other Invoice** and are located between the *Final Invoice* and *Payments* cards.

For more information, see [Special Invoice \[89\]](#).

- Payments

Displays all issued payments for a voyage charter contract.

Select the  arrowhead icon to switch between the following views:

- **All Payments**

Displays all payments made, regardless of whether they were assigned to an invoice or not.

- **Unassigned Payments**

Displays only issued payments that are not assigned to an invoice yet.

For more information, see [Payments \[60\]](#).

- Charter Expenses

Displays all incurred expenses that are caused by the vessel charterer.

Select the  arrowhead icon to switch between the following views:

- **All Charter Expenses**

Displays all charterer expenses, regardless of whether they were assigned to an invoice or not.

- **Unassigned Charter Expenses**

Displays only charterer expenses that are not assigned to an invoice yet.

For more information, see [Charter Expenses \[61\]](#).

- Owner Expenses

Displays all incurred expenses that are caused by the vessel owner.

- **All Owner Expenses**

Displays all owner expenses, regardless of whether they were assigned to invoice or not

- **Unassigned Owner Expenses**

Displays only owner expenses that are not assigned to an invoice yet.

For more information, see [Owner Expenses \[63\]](#).

7.2.4.1. First Invoice

The first invoice card provides a complete overview of all positions of the voyage charter contract's first invoice. The invoice's balance is displayed at the bottom of the card. As the name implies, you can only add one first invoice.

First invoices are intended to demand that a certain percentage of your incurred costs will be paid. The remaining costs can be included in the final or special invoices.

To add the first invoice, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **Invoices** subtab and navigate to the **First Invoice** card.
5. Select **Add** and provide the requested information:

**NOTE**

You can also edit or delete invoices. To do so, select an invoice and then either **Edit** or **Delete**. However, you cannot delete finalized invoices. You can **Reverse** a finalized invoice instead. The reversed invoice's amount is then pending again and payments must be re-assigned.

The requested information is separated into 6 tabs. You can use the **Next** and **Previous** buttons to navigate between tabs.

- **Main Data**

- Recipient

- The invoice's recipient is pre-filled with the contract partner. You can, however, apply changes to the recipient's information.

- Booking Date

- Enter the invoice's issuing date.

- Period of Payment in Days

- Enter the number of days the recipient has time to pay the invoice.

- Remark

- Enter any additional remarks that are of relevance to the invoice.

- Invoice Note

- **Cargo**

- Displays each entered cargo type, quantity, price per unit, and the total. Review this thoroughly and apply necessary adjustments on the **Cargo** card of the **General** subtab. For more information, see [Cargo \[72\]](#).

- **Laytime Difference**

- Load Cargo - Port

- Specify the following information when the cargo was loaded.

- Laytime Difference

- Select whether the load laytime difference results in demurrage or despatch. The next field changes accordingly.

- Despatch/Demurrage

- The despatch, respectively demurrage is automatically calculated based on the entered rate and duration.

- Despatch/Demurrage Rate per Day

- Enter the daily rate incurred for a despatch, respectively demurrage.

- Days Hours Minutes

- Enter the despatch's, respectively demurrage's duration.

- Discharge Cargo - Port

- Specify the following information when the cargo was discharged.

- Laytime Difference

Select whether the discharge laytime difference results in demurrage or despatch. The next field changes accordingly.

- **Despatch/Demurrage**

The despatch, respectively demurrage is automatically calculated based on the entered rate and duration.

- **Despatch/Demurrage Rate per Day**

Enter the daily rate incurred for a despatch, respectively demurrage.

- **Days Hours Minutes**


Enter the despatch's, respectively demurrage's duration.

- **Charterer's Expense**

You are provided with an overview of all unassigned charterer's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned charterer's expense moves the expense from the **Unassigned Charterer's Expenses** card to the **All Charterer's Expenses** card.



TIP

Select the  plus icon to add a new charterer expense if the desired expense is not available.

You can also select an existing charterer's expense and choose **Edit** to apply necessary adjustments.

- **Owner's Expense**

You are provided with an overview of all unassigned owner's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned owner's expense moves the expense from the **Unassigned Owner's Expenses** card to the **All Owner's Expenses** card.



TIP

Select the  plus icon to add a new owner expense if the desired expense is not available.

You can also select an existing owner's expense and choose **Edit** to apply necessary adjustments.

- **Commissions**

You are provided with an overview of all broker commissions that were added to the voyage charter contract. Select the checkboxes of commissions you want to include in the first invoice.

6. Choose **Finish** to confirm your settings.

You have successfully created the voyage charter contract's first invoice. Now assign payments to the invoice to settle the bill. For more information, see [Payments \[60\]](#).

7.2.4.2. Final Invoice

The final invoice card provides a complete overview of all positions of the voyage charter contract's final invoice. The invoice's balance is displayed at the bottom of the card. As the title implies, you can only add one final invoice.

Final invoices are intended to demand that the remaining percentage of your incurred costs will be paid. You can, however, create so-called special invoices to charge other incurred costs, such as charterer's or owner's expenses.

To add the final invoice, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **Invoices** subtab and navigate to the **Final Invoice** card.
5. Select **Add** and provide the requested information:



NOTE

You can also edit or delete invoices. To do so, select an invoice and then either **Edit** or **Delete**. However, you cannot delete finalized invoices. You can **Reverse** a finalized invoice instead. The reversed invoice's amount is then pending again and payments must be re-assigned.

The requested information is separated into 6 tabs. You can use the **Next** and **Previous** buttons to navigate between tabs.

- **Main Data**

- Recipient

The invoice's recipient is pre-filled with the contract partner. You can, however, apply changes to the recipient's information.

- Booking Date

Enter the number of days the recipient has time to pay the invoice.

- Period of Payment in Days

Enter the number of days the recipient has time to pay the invoice.

- Remark

Enter any additional remarks that are of relevance to the invoice.

- Invoice Note

- **Cargo**

Displays each entered cargo type, quantity, price per unit, and the total. Review this thoroughly and apply necessary adjustments on the **Cargo** card of the **General** subtab. For more information, see [Cargo \[72\]](#).

Depending on your applied voyage charter settings, only the remaining amount of the cargo will be invoiced. For more information, see [Voyage Charter Settings \[121\]](#)

- **Laytime Difference**

- Load Cargo - Port

Specify the following information when the cargo was loaded.

- Laytime Difference

Select whether the load laytime difference results in demurrage or despatch. The next field changes accordingly.

- Despatch/Demurrage

The despatch, respectively demurrage is automatically calculated based on the entered rate and duration.

- Despatch/Demurrage Rate per Day

Enter the daily rate incurred for a despatch, respectively demurrage.

- Days Hours Minutes

Enter the despatch's, respectively demurrage's duration.

- Discharge Cargo - Port

Specify the following information when the cargo was discharged.

- Laytime Difference

Select whether the discharge laytime difference results in demurrage or despatch. The next field changes accordingly.

- Despatch/Demurrage

The despatch, respectively demurrage is automatically calculated based on the entered rate and duration.

- Despatch/Demurrage Rate per Day

Enter the daily rate incurred for a despatch, respectively demurrage.

- Days Hours Minutes


Enter the despatch's, respectively demurrage's duration.

- **Charterer's Expense**

You are provided with an overview of all unassigned charterer's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned charterer's expense moves the expense from the **Unassigned Charterer's Expenses** card to the **All Charterer's Expenses** card.



TIP

Select the  plus icon to add a new charterer expense if the desired expense is not available.

You can also select an existing charterer's expense and choose **Edit** to apply necessary adjustments.

- **Owner's Expense**

You are provided with an overview of all unassigned owner's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unas-

signed owner's expense moves the expense from the **Unassigned Owner's Expenses** card to the **All Owner's Expenses** card.



TIP

Select the **+** plus icon to add a new owner expense if the desired expense is not available.

You can also select an existing owner's expense and choose **Edit** to apply necessary adjustments.

- **Commissions**

You are provided with an overview of all broker commissions that were added to the voyage charter contract. Select the checkboxes of commissions you want to include in the first invoice.

6. Choose **Finish** to confirm your settings.

You have successfully created the voyage charter contract's final invoice. Now assign payments to the invoice to settle the bill. For more information, see [Payments \[60\]](#).

7.2.4.3. Special Invoice

The other invoice card provides you with a complete overview of all positions of the voyage charter contract's special invoices. The invoice's balance is displayed at the bottom of the card. Special invoices allow you to charge incurred costs that are unrelated to the first or final invoice, such as the owner's or charterer's expenses. You can add as many special invoices to a voyage charter contract as necessary. Each special invoice will be listed on its own separate card. These cards are titled **Other Invoice** and are located between the *Final Invoice* and *Payments* cards.

To add a special invoice, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **Invoices** subtab.
5. Select the **+** plus icon to the left of the **Payments** card.



NOTE

You can also edit or delete invoices. To do so, select an invoice and then either **Edit** or **Delete**. However, you cannot delete finalized invoices. You can **Reverse** a finalized invoice instead. The reversed invoice's amount is then pending again and payments must be re-assigned.

6. Provide the requested information:

The requested information is separated into 3 tabs. You can use the **Next** and **Previous** buttons to navigate between tabs.

- **Main Data**

- Recipient

- The invoice's recipient is pre-filled with the contract partner. You can, however, apply changes to the recipient's information.

- Booking Date

- Enter the invoice's issuing date.

- Period of Payment in Days

- Enter the number of days the recipient has time to pay the invoice.

- Remark

- Enter any additional remarks that are of relevance to the invoice.

- Invoice Note

- **Charterer's Expense**

You are provided with an overview of all unassigned charterer's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned charterer's expense moves the expense from the **Unassigned Charterer's Expenses** card to the **All Charterer's Expenses** card.



TIP

Select the **+** plus icon to add a new charterer expense if the desired expense is not available.

You can also select an existing charterer's expense and choose **Edit** to apply necessary adjustments.

- **Owner's Expense**

You are provided with an overview of all unassigned owner's expenses. Select the checkboxes of expenses that you want to include in the invoice. Selecting an unassigned owner's expense moves the expense from the **Unassigned Owner's Expenses** card to the **All Owner's Expenses** card.



TIP


Select the **+** plus icon to add a new owner expense if the desired expense is not available.

You can also select an existing owner's expense and choose **Edit** to apply necessary adjustments.

7. Choose **Finish** to confirm your settings.

You have successfully created the voyage charter contract's special invoice. Now assign payments to the invoice to settle the bill. For more information, see [Payments \[60\]](#).

7.2.4.4. Payments

The payments card provides you by default with a complete overview of **All Payments** made for a selected charter contract in chronological order, based on the payment date. Select the  arrowhead icon to change the card's view to display only **Unassigned Payments**. Unassigned payments refer to payments that are not allocated to a particular invoice.

The total of unassigned payments is provided at the bottom of the card, regardless of the selected view.

To add a payment to your charter contract, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Invoices** subtab and navigate to the **Payments** card.
5. Select **Add** and provide the requested information:



NOTE

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

The requested information is separated into 2 tabs.

- **General**
 - Date
Select the date picker and specify the date when the payment was made.
 - Amount
Enter the paid amount.
 - Show Full Paid Invoices
Select this checkbox to assign the payment to an already fully paid invoice.
 - Associated Invoice
Select the invoice to which your payment should be assigned from the drop-down menu. The payment will be reflected in the **All Payments** card as well as the **Unassigned Payment** card if you do not select an invoice.
 - Remark
Enter any additional remark that is of relevance to the payment.
- **Document**
Select **Add** and upload your desired file.

**IMPORTANT**

You have to **Save** the settings in the **General** tab first to access the **Document** tab.

6. Choose **Save** to confirm your settings.

You have successfully assigned a payment to an invoice. Repeat this procedure until the invoice is settled. You can then **Finalize** the invoice.

7.2.4.5. Charter Expenses

The charter expenses card displays all incurred expenses that are caused by the vessel charterer. Unassigned charterer's expenses are displayed by default.

Select the  arrowhead icon to switch between the following views:

- **All Charterer's Expenses**

Displays all charterer expenses, regardless of whether they were assigned to an invoice or not.

- **Unassigned Charterer's Expenses**

Displays only charterer expenses that are not assigned to an invoice yet.

The total of unassigned charterer's expenses is displayed at the bottom of the card, regardless of the selected view.

To add a charterer's expense, proceed as follows:

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Invoices** subtab.
5. Navigate to the **Unassigned Charterer's Expenses** card.
6. Select **Add** and provide the requested information:

**NOTE**

Create an invoice and include an unassigned charterer's expense to move it from the *unassigned charterer's expenses* card to the *all charterer's expenses* card.

Expenses can only be edited or deleted if it is not assigned to an invoice yet. To do so, choose the unassigned expense and then either **Edit** or **Delete**.

You cannot delete an expense that is assigned to an invoice already. However, you can edit an assigned expense to attach new documents, respectively remove existing ones.

- **General**

- Cost Type

Select the cost type from the drop-down menu.

**NOTE**

If your applicable cost type is not available, navigate to **Settings > Miscellaneous > Cost Types** and add it accordingly. For more information, see [Set Up Owner's Expenses \[122\]](#).

- Description

Enter a description of the cost type for this particular charter contract.


- Total

Enter the expense's total.

- **Document**

Select **Add** and then choose the document to attach it to the expense.

**NOTE**

Choose the  download icon next to an already attached document to initiate the download.

You can also choose **Delete** to remove a document from the expense.

- Description

Enter a description of the document.

Select **Save** to attach the document.

7. Choose **Save** to confirm your settings.

You have successfully added a charterer's expense to the system. Assign the charterer's expense to an invoice which is eventually settled by a payment.

7.2.4.6. Owner Expenses

The owner expenses card displays all incurred expenses that are caused by the owner charterer. Unassigned owner's expenses are displayed by default.

Select the  arrowhead icon to switch between the following views:

- **All Owner's Expenses**

Displays all owner expenses, regardless of whether they were assigned to an invoice or not.

- **Unassigned Owner's Expenses**

Displays only owner expenses that are not assigned to an invoice yet.

The total of unassigned owner's expenses is displayed at the bottom of the card, regardless of the selected view.

To add an owner's expense, proceed as follows:

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired charter contract.
4. Open the **Invoices** subtab.
5. Navigate to the **Unassigned Owner's Expenses** card.
6. Select **Add** and provide the requested information:

- **General**

- Cost Type

Select the cost type from the drop-down menu.



NOTE

If your applicable cost type is not available, navigate to **Settings > Miscellaneous > Cost Types** and add it accordingly. For more information, see [Set Up Owner's Expenses \[122\]](#).

- Description

Enter a description of the cost type for this particular charter contract.

- Total

Enter the expense's total.


You have to **Save** the settings in the **General** tab first to access the **Document** tab.

- **Document**

Select **Add** and then choose the document to attach it to the expense.



NOTE

Choose the  download icon next to an already attached document to initiate the download.

You can also choose **Delete** to remove a document from the expense.

- Description

Enter a description of the document.

Select **Save** to attach the document.

7. Choose **Save** to confirm your settings.

You have successfully added an owner's expense to the system. Assign the owner's expense to an invoice which is eventually settled by a payment.

7.2.4.7. Attach Documents To Invoices

CFM Charter allows you to attach documents to invoices. This ensures that all invoice-relevant documents can be stored in the system. The system differentiates between 3 document types. The procedure to attach documents to invoices depends on the document type.

However, you can attach documents to invoices for both, time charter and voyage charter contracts.

Open an invoice and navigate to the **Attachments** tab to find the thematically-separated list of document types. The following 3 document types are available:

- **Invoice Documents**

Refers to documents that are attached directly to invoices.

To add an invoice document, proceed as follows.

1. Open the invoice.
2. Open the **Attachments** tab.
3. Select **Add** in the **Invoice Documents** area.
4. Select the attachment and enter a description of the attachment.
5. Choose **Save**.

You have successfully added an invoice document to an invoice.



TIP

To remove the attachment, select it from the **Invoice Documents** area and choose **Delete**.

- **Position Documents**

Refers to documents that are attached to expense types, such as charterer's or owner's expenses.

To add a position document, proceed as follows.

1. Add an expense type and attach a document.
2. Add an invoice and include the expense type.
3. Choose **Finish**.

You have successfully added a position document to an invoice.

Open the invoice, select the **Attachments** tab, and navigate to the **Position Document** area to find the attachment.

**TIP**

Alternatively, you can add attachments to expense types that are already included in invoices.

To remove the attachment, select it from the **Position Documents** area and choose **Delete**. Removing the attachment from the expense also removes it from the invoice.

- **Payment Documents**

Refers to documents that are attached to payments.

To add a payment document, proceed as follows.

1. Add a payment and select an associated invoice.
2. Choose **Save**.
3. Open the payment and open the **Document** tab.
4. Select **Add**, attach a document, and enter a description of the attachment.
5. Choose **Save**.

You have successfully added a payment document to an invoice.

Open the invoice, select the Attachments tab, and navigate to the **Payment Documents** area to find the attachment.

**TIP**

Alternatively, you can add attachments to payments that are already assigned to invoices.

To remove the attachment, select it from the **Payment Documents** area and choose **Delete**. Removing the attachment from the payment also removes it from the invoice.

7.2.5. Laytime

The laytime subtab provides you with an overview of the vessel's laytime in which cargo was loaded or discharged. Each cargo entry is accompanied by the port of call and the freight sum. Select a cargo to display in-depth information concerning the loading or discharging. The total used time, demurrage's duration, respectively despatch, as well as costs are calculated based on the given information and can be found at the bottom of the cards.

You can also define time periods that will be excluded from the vessel's laytime which is referred to as a **Statement of Facts**.

The laytime subtab consists of the following cards:

- Cargo

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Displays a list of transported cargo during the voyage charter contract's time period in chronological order. Each entry is accompanied by the quantity, ports of call, and freight sum.

- Loading at Port

Displays initially specified information when the cargo was added to the voyage charter contract, such as cargo loading rate and terms.

Select **Edit** to define further information. You can for example specify when the notice of readiness was tendered and accepted as well as when the loading commenced and was completed. To create a Microsoft Excel file of your laytime, choose **Export**. You can also select **Display Timesheet** to view your vessel's laytime in a table.

- Statement of Facts

The statement of facts card allows you to define time periods that will be excluded from the laytime export.

- Discharging at Port

Displays initially specified information when the cargo was added to the voyage charter contract, such as cargo loading rate and terms.

Select **Edit** to define further information. You can for example specify when the notice of readiness was tendered and accepted as well as when the loading commenced and was completed. To create a Microsoft Excel file of your laytime, choose **Export**. You can also select **Display Timesheet** to view your vessel's laytime in a table.

- Statement of Facts

The statement of facts card allows you to define time periods that will be excluded from the laytime export.

For each operation, you can specify further information. To do so, proceed as follows:

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **Laytime** subtab.
5. Select the cargo entry from the panel on the left-hand side.
6. Navigate to the **Loading** or **Discharging** card.
7. Select **Edit** and specify the following information:



NOTE

The requested information is the same, regardless of the card on which they are specified.

- Excluded Weekend Start

Specify the start day and time of the weekend which will be excluded from the calculation.

- Excluded Weekend End

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Specify the end day and time of the weekend which will be excluded from the calculation.

- Vessel Arrived
Select the date picker to specify the date and time when the vessel arrived at the port.
- Vessel Berthed
Select the date picker to specify the date and time when the vessel berthed.
- NOR Tendered
Select the date picker to specify the date and time when the notice of readiness (NOR) was issued.
- NOR Accepted
Select the date picker to specify the date and time when the notice of readiness (NOR) was accepted.
- Loading Commenced
Select the date picker to specify the date and time when the cargo loading started.
- Loading Completed
Select the date picker to specify the date and time when the cargo loading was completed.
- Laytime Commenced
Select the date picker to specify the date and time when the vessel's laytime started.

You have successfully specified the necessary information to calculate the vessel's laytime. The total time used, demurrage's duration, and costs will be computed, based on your given information, and displayed at the bottom of the card.

7.2.5.1. Add Statement of Facts

To add a statement of fact and thus define time periods that will be excluded from the vessel's laytime, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Charter Contracts** tab.
3. Select the vessel and desired voyage charter contract.
4. Open the **Laytime** subtab.
5. Select the cargo entry from the panel on the left-hand side.
6. Navigate to the **Statement of Facts** card.
7. Choose **Add** and provide the requested information:



NOTE

You can edit or delete an exclusion period at any time. To do so, select an entry and choose either **Edit** or **Delete**.

- Start

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Select the date picker to specify the start date and time of the exclusion period.

- End

Select the date picker to specify the end date and time of the exclusion period.

- Percentage

Specify the percentage that will be excluded from the demurrage, respectively despatch for the exclusion period.

- Comment

Enter any additional relevant to the exclusion period.

8. Choose **Save** to confirm your settings.

You have successfully defined time periods that will be excluded from the vessel's laytime.

8. Calendar

On the calendar tab, you are provided with a weekly timeline of the charter contracts' events. Each row represents one day of the week. Select the date picker to specify a desired week to see the charter contracts that took place during this week. The checkbox **Show only my Vessels** is selected by default and thus shows events of vessels in your (backup) responsibility. However, you can remove the check mark to display charter contract events for all vessels in your fleet.

Each available event displays the vessel name, charter name, and event itself. Events can be, for example, the charter period start, lay day, or the (latest) redelivery date. Selecting an entry redirects you to the charter contract's detailed view. These views differ from one another, depending on the charter type.

For more information, see either [Time Charter Contract - Detail View \[26\]](#) or [Voyage Charter Contract - Detail View \[68\]](#)

The screenshot displays the 'Calendar' tab in the CFM Charter application. The interface includes a navigation bar at the top with the following menu items: Charter, Dashboard, Calculations, Owner Contracts, Charter Contracts, Calendar (active), Cash Flow, Reports, Settings, and a search icon. Below the navigation bar, the calendar view shows the week of February 6-12, 2023. A date picker is set to 'Week 6' and a checkbox labeled 'Show Only My Vessels' is checked. The calendar is organized into a table with days of the week as rows. Events are displayed as cards on specific days:

Day	Date	Event
Montag	06. Februar	
Dienstag	07. Februar	
Mittwoch	08. Februar	
Donnerstag	09. Februar	
Freitag	10. Februar	0260. Charter period start (USD 26,000.00) 08:30. Vessel has a charter period with a rate of USD 26,000.00...
Samstag	11. Februar	0226. (Latest) Redelivery of vessel from 10:00. Vessel is chartered by 'Bunge S.A.' as
Sonntag	12. Februar	0226. LayCan period for charter by 18:00. Vessel LayCan period for charter by

9. Cash Flow

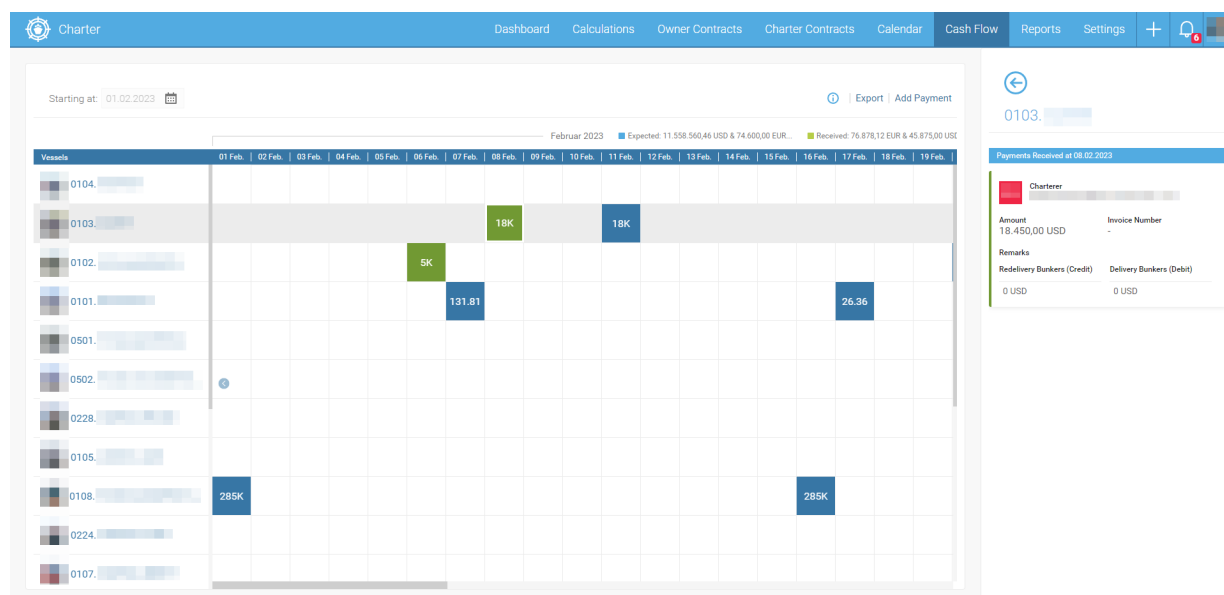
The cash flow visualizes your expected and received payments. This allows you to conveniently manage the charter payments for your vessels. It provides you with a list of your vessels on a timeline, showing expected and received payments. Each row represents one vessel and each column represents a day. Expected payments are blue color-coded squares and received payments are color-coded in green. You can therefore easily determine whether expected payments were fully made in time.



NOTE


Payments' expected payday is calculated based on the invoice's issue date and interval.

By default, the start day of the current month is selected and displays expected and received payments for the next 2 months. The currently viewed month is at the top of the view, along with the total of expected payments versus the total of received payments.



Selecting a payment displays in-depth information in a sidebar on the right-hand side. You can then click on the details in the sidebar to be redirected to the **Invoices** subtab of the associated contract. These views differ, depending on the charter type. For more information, see either [Time Charter - Invoices \[47\]](#) or [Voyage Charter - Invoices \[83\]](#).

CFM Charter

Select the date picker to change the start date of the timeline. You cannot select a future date, only past days. The  info icon displays the legend that describes the abbreviations used. To create a Microsoft Excel file of your current view, choose **Export**.

You can also add payments from here without navigating to each individual contract. To do so, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Cash Flow** tab.
3. Select **Add Payment** and provide the requested information:
 - Vessel
Select the vessel to which charter contract a payment is added from the drop-down menu.
 - Charter
Select the charter contract from the drop-down menu.
 - Invoice
Select the invoice to which the payment is assigned from the drop-down menu.



NOTE

Each invoice is accompanied by a color-coded ribbon that indicates the status.

A green color-coded ribbon indicates that the invoice is fully settled already. Red color-coded ribbons indicate that the invoice is not fully paid yet. Additionally, the invoice's balance is shown as well as the total and paid amounts.

- Date
Select the date picker to specify the payment's date.
 - Amount
Enter the paid amount.
 - Remark
Add any additional remarks that are relevant to the payment.
4. Choose **Save** to confirm your settings.


You have successfully assigned a payment to an invoice. Repeat this procedure until the invoice is settled. You can then **Finalize** the invoice.

10. Reports

10.1. General Reports

10.1.1. Timeline Report

The timeline report provides you with a horizontally sorted bar chart that visualizes your vessels' chartering status. Each vessel is represented in a dedicated row and its chartering status is indicated by a bar. A grey color-coded vertical line indicates the current day. The bar's length corresponds to the duration. Hover across a bar to read out more granular information regarding the charter contract, such as charterer. Perform a double-click on a bar to be redirected to the detailed view of the respective charter contract.

By default, the vessels' chartering status for the next 13 months is displayed. However, you can scroll horizontally into the future. Select the  date picker to specify the start date by which the chartering status should be displayed.

You can also choose a specific charterer from the drop-down menu to display only vessels that are chartered by the selected company. Just charterers within the selected 13 months time span can be selected.

Only vessels within your main- and backup responsibility are displayed by default. Unselect the checkbox **Show Only My Vessels** to display the timeline for all vessels.




NOTE

Displaying the timeline for all vessels is a dedicated permission that must be assigned to your permission role.

You can also create an Export of your current view. To do so, simply select **Export** above the list.

10.1.2. Open Positions Report

The open positions report provides you with an overview of all open invoice positions for a selected broker or charterer, as well as the total sum in relation to the unpaid sum.

To specify the displayed invoices, select the  filter icon and apply your desired settings:

- Invoice Type
 - By Charterer

Selecting this requires you to select a charterer from the next drop-down menu.

CFM Charter

- By Broker

Selecting this requires you to select a broker from the next drop-down menu.

You can also create an Export of your current view. To do so, simply select **Export** above the list.

Open Invoices (3)

Export | 

Vessel	Delivery date	Redelivery date	Total amount	Unpaid	Remark
	28/11/2015 00:00	N/A	21.267,00 USD	19.045,00 USD	-
	20/08/2021 00:00	24/08/2021 23:00	0,00 USD	-925,00 USD	-
	19/08/2021 00:00	26/08/2021 00:00	-330,00 USD	-330,00 USD	-

Total Amount Sum
20.937,00 USD

Unpaid Sum
17.790,00 USD

The following information per open invoice is provided:

- Vessel
Displays the name of the vessel whose invoice is open.
- Delivery Date
Displays the date on which the vessel was delivered.
- Redelivery Date
Displays the date on which the vessel was redelivered.
- Total Amount
Displays the total amount of the invoice.
- Unpaid
Displays the unpaid amount of the invoice.
- Remark
Displays any remarks that were added to the invoice.

10.1.3. Current Charters Report

The fleet's current charter report provides you with an overview of the current charter status for each vessel of your fleet.

You can also create an export. To do so, simply select **Export**.

The following information per entry is provided:

CFM Charter

- **Type**
Displays an icon that indicates the charter type.
 - 🕒 - The stopwatch icon indicates a time charter.
 - 🧭 - The compass icon indicates a voyage charter.
- **Vessel**
Displays the name of the vessel.
- **Voyage No.**
Displays the submitted voyage number of the current charter if given.
- **Charterer**
Displays the charterer of the vessel if given.
- **Broker**
Displays the broker of the vessel if given.
- **Rate**
Displays the daily cost rate for the current charter if given.
- **Earliest Redelivery**
Displays the earliest date on which the vessel can be redelivered.
- **Latest Redelivery**
Displays the latest date on which the vessel can be redelivered.

10.1.4. Charter History Report

The charter history report provides you with historical charter and broker data. In addition, in-depth information, such as employment number or broker is provided as well.

To specify the displayed historical charterer, select the ☰ filter icon and apply your desired settings.

- **From - To**
Specify the time range that should be included in the report.
- **Vessels**
Select the vessels that should be included in the report.
- **Charterer**
Select the charterers that should be included in the report.
- **Broker**
Select the broker that should be included in the report.
- **Load Port**
Select the ports in which a loading was conducted that should be included in the report.
- **Discharge Port**
Select the ports in which a discharge was conducted that should be included in the report.
- **Cargo Type**
Select the cargo type that should be included in the report.

CFM Charter

- Time Charters
Select the checkbox to include time charters in the report.
- Voyage Charters
Select the checkbox to include voyage charters in the report.

You can also create an export of your current view. To do so, simply select **Export** above the list.

Charter History Reports Export ▾

Type	Vessel	Employment No.	Start	End	Charterer	Broker	Rate	Load ports	Discharge ports	Cargo types	Freight (USD)	Cargo Volume (mt)	Remark
		125, 17-7, 12-8	28.11.2015	28.01.2022	Cosco		5,050,000 USD, 1,245,000 U...	-	-	-	-	-	
		223	04.04.2022	04.04.2022	Cosco		5,050,000 USD	-	-	-	-	-	
		-	29.09.2020	11.02.2022	Unifeeder		5,250,000 EUR	-	-	-	-	-	comp. sludge for ca comp. Garbage...
		499	04.04.2022	19.04.2022	MSC		0,000 EUR	Kiel (Germany)	Setubal (Portugal)	-	35000	2500	
		11225888	09.11.2021	09.11.2021	MSC		3,500,000 USD	-	-	-	-	-	

The following information per historical charter is provided:


- Type
Displays an icon that indicates the charter type.
 - - The stopwatch icon indicates a time charter.
 - - The compass icon indicates a voyage charter.
- Vessel
Displays the name of the vessel.
- Employment No.
Displays the provided employment number of the historic charter.
- Start
Displays the start date of the historic charter.
- End
Displays the end date of the historic charter.
- Charterer
Displays the charterer of the vessel.
- Broker
Displays the broker of the charter.
- Rate
Displays the daily rate of the charterer.
- Load Ports
Displays the port in case a loading was conducted during the charter period.
- Discharge Ports
Displays the port in case a discharge was conducted during the charter period.
- Cargo Types
Displays the cargo type that was transferred during the charter period.
- Freight (Currency)
Displays the freight cost for the transfer of cargo.

CFM Charter

- **Cargo Volume (mt)**
Displays the volume of the transferred cargo in metric tons.
- **Remark**
Displays any remarks that were added to the charter.

10.1.5. Cargo History Report

The cargo history report provides you with the history of the loaded cargo of a selected vessel for a specified time period.











To specify the displayed cargo history, select the  filter icon and apply your desired settings:

- **Vessels**
Select the vessel whose cargo history you want to display.
- **History Length**
Enter the number of months to be displayed retrospectively.



You can also create an export of your current view. To do so, simply select **Export** above the list.

Cargo of 2003. RUGIA

Export 

Type	Cargo	Quantity	Unit	Charterer	Contract date	Voyage No.	Load Port	Discharge Port
	Iron Ore	174.420	mt		31.03.2016	7	n/a	n/a
	Iron Ore	167.887	mt		31.03.2016	7	n/a	n/a
	Iron Ore	172.000	mt		31.03.2016	7	n/a	n/a
	Iron Ore	170.000	mt		31.03.2016	7	n/a	n/a
	Iron Ore	172.669	mt		31.03.2016	7	n/a	n/a
	Iron Ore	172.400	mt		31.03.2016	7	n/a	n/a
	Iron Ore	170.000	mt		31.03.2016	7	n/a	n/a
	Iron Ore	172.999	mt		21.02.2017	8	n/a	n/a
	Coal	165.000	mt		21.02.2017	8	n/a	n/a
	Iron Ore	135.078	mt		21.02.2017	8	n/a	n/a

The following information per cargo history is provided:

- **Type**
Displays an icon that indicates the charter type during the cargo transfer.
 -  - The stopwatch icon indicates a time charter.
 -  - The compass icon indicates a voyage charter.
- **Cargo**
Displays the transferred cargo itself.
- **Quantity**
Displays the transferred cargo quantity.
- **Unit**
Displays the unit in which the transferred cargo quantity is measured.
- **Charterer**

CFM Charter

Displays the charterer that transferred the cargo.

- **Contract Date**

Displays the contract date on which the cargo transfer was started.

- **Voyage No.**

Displays the internal voyage number on which the cargo was transferred.

- **Load Port**


Displays the port in which the cargo was loaded.

- **Discharge Port**

Displays the port in which the cargo was discharged.

10.1.6. Unbalanced Charters Report

The unbalanced charters report provides you with an overview of all charterers with a negative balance.

To specify the displayed unbalanced charters, select the  filter icon and apply your desired settings:

- **Vessels**

Select the vessels that should be included in the report.

- **Charterer**


Select the charterers that should be included in the report.






















- **Users**

- **Include Finalized Charters**

Select the checkbox to include finalized and unbalanced charters.

You can also create an export of your current view. To do so, simply select **Export** above the list.

Unbalanced Charters Reports Export 

Type	Date†	Vessel	Charterer	Voyage No.	Contract Date	Invoiced Amount	Payments	Balance
	31.03.2022			1, 1	01.01.2020	783.626,36 CHF	494,00 CHF	-783.132,36 CHF
	21.03.2022			667	07.03.2022	0,00 EUR	575,98 EUR	575,98 EUR
	18.02.2022			88	04.01.2022	0,00 EUR	800.104.783,04 EUR	800.104.783,04 EUR
	31.12.2021			19	08.07.2021	657.120,75 USD	2.657.196,56 USD	2.000.075,81 USD
	05.08.2021			28-uu	04.09.2021	1.607.793,23 USD	1.587.218,00 USD	-20.575,23 USD
	14.07.2021			24, 24	15.04.2020	4.345.932,34 USD	4.272.579,39 USD	-73.352,95 USD
	25.06.2021			18	21.04.2021	1.218.203,59 USD	6.501.202,75 USD	5.282.999,16 USD
	10.06.2021			9	17.06.2020	3.435.553,10 USD	3.416.439,61 USD	-19.113,49 USD
	06.06.2021			22	04.03.2021	1.112.140,11 USD	1.036.803,21 USD	-75.336,90 USD
	10.05.2021			4	08.01.2021	1.248.865,10 USD	1.233.940,90 USD	-14.924,20 USD
	30.04.2021			17, 17, 17	26.02.2020	4.528.088,46 USD	4.516.269,44 USD	-11.819,02 USD
	25.04.2021			5	03.04.2021	501.817,40 USD	492.432,16 USD	-9.385,24 USD
	05.04.2021			4	25.02.2021	571.972,32 USD	567.286,18 USD	-4.686,14 USD
	07.03.2021			3	08.02.2021	230.805,59 USD	229.256,09 USD	-1.549,50 USD
	23.01.2021			32	31.08.2018	10.895.529,53 USD	10.849.497,88 USD	-46.331,65 USD
	19.01.2021			68	13.11.2020	419.542,05 USD	440.915,77 USD	21.373,72 USD
	19.01.2021			10	21.10.2020	625.542,17 USD	454.809,57 USD	-170.732,60 USD
	14.01.2021			37, 37, 37	18.12.2018	7.463.806,80 USD	7.463.806,79 USD	-0,01 USD
	10.01.2021			46	12.09.2018	8.663.811,02 USD	8.559.820,62 USD	-103.990,40 USD
	17.12.2020			68	04.11.2020	194.520,17 USD	238.461,44 USD	43.941,27 USD
	28.11.2020			19	24.06.2020	1.002.068,00 USD	998.785,00 USD	-3.283,00 USD

CFM Charter

The following information per charter is provided:

- **Type**
Displays an icon that indicates the charter type.
 - 🕒 - The stopwatch icon indicates a time charter.
 - 🧭 - The compass icon indicates a voyage charter.
- **Date**
- **Vessel**
Displays the vessel whose charter is unbalanced.
- **Charterer**
Displays the charterer of the unbalanced charters.
- **Voyage No.**
Displays the voyage number of the unbalanced charters.
- **Contract Date**
Displays the contractual date of the charter.
- **Invoiced Amount**
Displays the total invoiced amount of the charter.
- **Payments**
Displays the sum of all already made payments.
- **Balance**
Displays the balance, based on the invoice amount and payments.

10.1.7. Fleet Cargo Quantities Report

The fleet cargo quantities report provides you with an overview of the total quantity of transferred goods per vessel per unit for a particular year.

You can change the year for which the fleet cargo quantities are displayed. To do so, select the desired year from the drop-down menu.

You can also create an export of your current view. To do so, simply select **Export** above the list.

Fleet Cargo of 2022 Year: 2022 | Export

Type	Vessel	Quantity	Unit
🧭		33.577,15	mt
🧭		15.698,00	mt
🧭		4.258,00	mt
🧭		123,00	long
🧭		125,00	cbm
🧭		2,00	FEU
🧭		6.166,00	pieces
🧭		323.123,00	mt
🧭		50.000,00	mt

The following information per entry is provided:

CFM Charter

- **Type**
Displays an icon that indicates the charter type.
 - 🕒 - The stopwatch icon indicates a time charter.
 - 🧭 - The compass icon indicates a voyage charter.
- **Vessel**
Displays the name of the vessel.
- **Quantity**
Displays the quantity in the respective unit that was transported on the vessel.
- **Unit**
Displays the unit of measurement for the transported goods.

10.1.8. Key Date Report

The key date report provides you with an overview of ongoing charters on a given date.

To specify the displayed charters select the  filter icon and apply your desired settings:

- **Key Date**
Enter a key date after which no charters are included in the report.
- **Display Active Vessels Only**
Select the checkbox to only include display active vessels.

You can also create an export of your current view. To do so, simply select **Export** above the list.

Key Date Report of Accumulated Freight of 01.02.2022

Export 



Type	Vessel	Charterer	Voyage	Delivery	Redelivery	Daily Charter Rate *	Total Freight *
🕒			2	13.01.2022	-	-	-
🧭			88	09.01.2022	18.02.2022	-	-
🕒			14, 10	01.01.2022	-	-	-
🧭			55	24.12.2021	-	-	1.680.000,00
🧭			486	17.12.2021	-	-	-
🧭			9	16.12.2021	-	-	7.200,00
🕒			5698, 77	28.11.2021	-	-	-
🕒			9898, 8	19.11.2021	-	-	-
🕒			6556465	17.11.2021	-	-	-
🧭			14-3	10.11.2021	21.03.2022	-	444,00
🕒			174	01.11.2021	-	31.299,89	5.325,30
🧭			1233333	06.10.2021	-	-	33,00
🕒			3, 7, 5448	30.09.2021	-	-	-
🕒				30.09.2021	-	-	-
🕒			51, 89456, 32	16.09.2021	-	-	-
🕒			25	14.07.2021	-	13.325,00	2.276.909,38
🕒			10	11.06.2021	-	25.000,00	1.500.000,00
🕒			23	06.06.2021	-	17.000,00	1.275.000,00
🕒			6	26.05.2021	-	24.000,00	2.160.000,00

*Daily charter freights and total freights are calculated based on issued invoices

The following information per entry is provided:

- **Type**
Displays an icon that indicates the charter type.

CFM Charter

-  - The stopwatch icon indicates a time charter.
-  - The compass icon indicates a voyage charter.
- Vessel
Displays the name of the vessel that was chartered.
- Charterer
Displays the charterer of the vessel.
- Voyage
Displays the voyage number of the chartered vessel.
- Delivery
Displays the delivery date of the chartered vessel.



NOTE

This is date is referred to when a key date is applied to the filter.

- Redelivery
Displays the redelivery date of the chartered vessel.
- Daily Charter Rate
Displays the daily rate for the charter of the vessel.



NOTE

This is calculated based on the issued invoices.

- Total Freight
Displays the total freight cost for the charter of the vessel.




NOTE

This is calculated based on the issued invoices as well.

10.1.9. TCE Report

The TCE report provides you with the average daily charter rate per month for a specifiable vessel and time period. The report also provides further information concerning the average off-hire days, and average voyages, as well as the average time charter equivalent and the weighted average time charter equivalent.


To specify the displayed results, select the  filter icon and apply your desired settings:

- Vessels
Select the vessel whose rate you want to include in the report from the drop-down menu.
- From - To

CFM Charter

Specify the time range that should be included in the report.

Select **Export** above the list to create an export of your current view.

Daily Rate/TCE Report from 01.04.2022 to 01.05.2022 Export | 

Vessel	Total Days	Offhire Days	Voyages	Daily Charter Rate
	30 days	-	0,614	6.529,69
	30 days	-	0,620	2.120,45
	30 days	-	0,000	0,00
	30 days	-	0,010	9.500,00
	30 days	-	0,010	8.550,00
	30 days	-	0,000	10.000,00
	30 days	-	0,009	13.000,00
	30 days	-	0,000	0,00
	30 days	-	0,017	6.000,00
	30 days	-	0,093	25.000,00
	30 days	-	0,088	24.000,00
	30 days	-	0,051	5.250,00
	30 days	-	0,063	0,00
	30 days	-	0,065	5.500,00
	30 days	-	0,064	11.000,00
	30 days	-	0,102	4.083,33
	30 days	-	0,141	12.100,00
	30 days	-	5,370	2.066,52
	30 days	-	0,067	5.000,00


Avg. Offhire Days 0,00 **Avg. Voyages** 0,16 **Avg. TCE** 5.352,52 **Avg. TCE (weighted)** 5.352,52

The following information per entry is provided:

- **Vessel**
Displays the name of the vessel.
- **Total Days**
Displays the total days the vessel is on duty in the given time period.
- **Offhire Days**
Displays the vessel's total duration it was off-hire in the given time period.
- **Voyages**
- **Daily Charter Rate**
Displays a vessel's daily charter rate.

10.1.10. Index Rates Report

The index rates report provides you with a history and average for the index rates of a selected voyage. The average index rate, average percentage, and average result rate are displayed at the bottom of the report as well. The calculation of these values is based on the selected voyage.


Select the  filter icon to change the report's voyage:

- **Vessel**
Select the vessel whose voyages you want to display from the drop-down menu.
- **Charter**

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Select the charterer from the drop-down menu.

- From - To

Select the  date picker to specify the time range you want to display.

from 01.02.2016 to 21.03.2016

Date	Index Rate	Percentage	Result Rate	Is Holiday
01.02.2016	1.669,00	0,0	0,00	no
02.02.2016	1.669,00	0,0	0,00	no
03.02.2016	1.619,00	0,0	0,00	no
04.02.2016	1.558,00	0,0	0,00	no
05.02.2016	1.547,00	0,0	0,00	no
08.02.2016	1.505,00	0,0	0,00	no
09.02.2016	1.495,00	0,0	0,00	no
10.02.2016	1.499,00	0,0	0,00	no
11.02.2016	1.484,00	0,0	0,00	no
12.02.2016	1.423,00	0,0	0,00	no
15.02.2016	1.440,00	0,0	0,00	no
16.02.2016	1.504,00	105,0	1.579,20	no
17.02.2016	1.481,00	105,0	1.555,05	no
18.02.2016	1.447,00	105,0	1.519,35	no
19.02.2016	1.265,00	105,0	1.328,25	no
22.02.2016	1.186,00	105,0	1.245,30	no
23.02.2016	1.114,00	105,0	1.169,70	no
24.02.2016	1.078,00	105,0	1.131,90	no
25.02.2016	1.042,00	105,0	1.094,10	no

Avg. Index Rate: 1.113,94 Avg. Percentage: 72,00 Avg. Result Rate: 662,40

The following information per entry is provided:

- Date
- Index Rate
- Percentage
- Result Rate
- Is Holiday

10.1.11. Payment Receipts Report

The payment receipts report provides you with an overview of payment receipts for a specified time period. Select the date picker to specify the time period of payment receipts above the list.

You can also create an export of your current view. To do so, simply choose **Export**.

CFM Charter

Payment Receipts Report 01.03.2022 to 21.04.2022 | Export

Type	Date	Amount	Currency	Charterer	Vessel	C/P Date	Voyage	Invoice	Invoice Date
🕒	20.04.2022	250,000.00	USD			21.04.2021	-	-	21.04.2022
🕒	20.04.2022	2,000,000.00	USD			08.07.2021	-	-	21.04.2022
🕒	20.04.2022	5,000,000.00	USD			21.04.2021	-	-	21.04.2022
🕒	20.04.2022	100,00	USD			08.07.2021	-	-	21.04.2022
🕒	19.04.2022	0,01	EUR			21.04.2022	-	-	21.04.2022
🕒	19.04.2022	200,00	EUR			21.04.2022	-	-	21.04.2022
🕒	18.04.2022	8,00	EUR			21.04.2022	-	-	21.04.2022
🧭	18.04.2022	200,000.00	USD			18.09.2014	-	-	21.04.2022
🧭	18.04.2022	200,000,000.00	USD			21.04.2022	-	-	21.04.2022
🕒	18.04.2022	-123,333.00	USD			05.05.2021	-	-	21.04.2022
🕒	18.04.2022	-12,455,555.00	USD			21.04.2022	-	-	21.04.2022
🕒	18.04.2022	200,000.00	SGD			13.02.2020	-	-	21.04.2022
🕒	18.04.2022	200,000.00	USD			05.01.2021	-	-	21.04.2022
🕒	18.04.2022	200,000.00	USD			05.01.2021	-	-	21.04.2022
🧭	18.04.2022	108,99	USD			19.06.2014	-	-	21.04.2022
🧭	18.04.2022	800,000,000.00	EUR			04.01.2022	-	-	21.04.2022

The following information per payment receipt is provided:

- **Type**
Displays an icon that indicates the charter type.
 - 🕒 - The stopwatch icon indicates a time charter.
 - 🧭 - The compass icon indicates a voyage charter.
- **Date**
Displays the date on which the payment was made.
- **Amount**
Displays the paid amount.
- **Currency**
Displays the payment's currency.
- **Charterer**
Displays the charterer that made the payment.
- **Vessel**
Displays the vessel for which the payment was made.
- **C/P Date**
Displays the contract date of the charter contract for which the payment was made.
- **Voyage**
Displays the employment number of the charter for which the payment was made.
- **Invoice**
Displays the invoice ID of the payment that was made.
- **Invoice Date**
Displays the creation date of the invoice that was paid.

10.1.12. Off-Hires Report

The off-hires report provides you with an overview of your entire fleet's off-hires for a specified time period. Select the 📅 date picker to specify the report's time period.

You can also create an export of your current view. Simply choose **Export** to do so.

The following information per vessel is provided:

- Vessel
- No Cargo
- Technical Failure
- Positioning
- Emergency Deviation
- Arrest
- No Charter
- P&I
- Docking
- Crewing
- Take Over
- Total Off-Hire Days
- Off-Hire Percentage

10.2. PowerBI Reports

Power BI is a separately payable feature that allows you to integrate Microsoft Power BI into your CFM instance. All reports provided by Hanseaticsoft are available and described below.

You have the option to adapt reports provided by Hanseaticsoft or to create your own reports. In this chapter, only the Power BI reports that are provided by default are referred to.

11. Settings

11.1. Roles

On the roles subtab, you are provided with an overview of existing permission roles regarding CFM Charter. Permission roles are usually created and maintained via CFM Users. However, the roles subtab allows you to add new roles, or edit, respectively delete existing permission. Each permission role consists of a set of permissions. Assigning permission roles to users allows you to manage their access to certain information as well as the option to perform operations, such as creating, updating, or deleting information.

A panel on the left-hand side provides you with an exhaustive overview of permission roles for CFM Charter. Enter the name of a permission role into the text box above to filter for it accordingly. The center of the screen displays the corresponding permission, separated per (sub)tab of CFM Charter.

To create a new permission role, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Settings** tab.
3. Open the **Roles** subtab.
4. Select **Add** in the panel on the left-hand side.



NOTE

You can also edit or delete existing permission roles. To do so, select the respective permission role and then either **Edit** or **Delete**.

Changing or deleting permission roles will be reflected on the assigned users accordingly.

5. Provide the requested information:
 - Name
Enter a distinguishable name for the permission role, such as *administrator* or *read-only*.
 - Description
Enter additional information that is of relevance to the permission role.
6. Choose **Save** to confirm your settings.

You have successfully created a new permission role. Keep in mind to specify the role's permission itself.

To assign permissions to a permission role, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Settings** tab.
3. Open the **Roles** subtab.
4. Select the permission role from the panel on the left-hand side.
5. Navigate to the center of the screen.
6. Select **Expand All** to see all available permissions.
7. Select the checkbox of permissions in the respective columns for **Read**, **Update**, **Create**, and **Delete** to assign them.



NOTE

To edit an existing role's permission, simply select or deselect the respective checkboxes.

8. Repeat this procedure until every required permission is granted.

You have successfully assigned permissions to a permission role. Assign users to a permission role to grant the corresponding permissions.

11.2. Users

On the users subtab, you are provided with an overview of users, their assigned permission roles as well as vessel responsibilities. You can neither create new users nor add vessels on this subtab. The users subtab only allows you to assign existing permission roles and vessel responsibilities.

A panel on the left-hand side displays by default all active users, sorted in alphabetical order. Select **Show Inactive** to display deactivated users as well. Inactive users are accompanied by a red color-coded ribbon.

Permission roles and vessel responsibilities can be assigned to users, regardless of whether they are active or inactive.

To create a new permission role within CFM Charter, navigate to the **Roles** subtab. For more information, see [Roles \[116\]](#).



TIP

Alternatively, use CFM Users to create new users, permission roles, or to assign vessel responsibilities.

To assign a user either to a permission role or a vessel responsibility, proceed as follows.

1. Open CFM Charter from your CFM instance.

2. Open the **Settings** tab.
3. Open the **Users** subtab.
4. Select the user from the panel on the left-hand side.
5. Navigate to the desired card:
 - **Associated Roles**
To manage a user's assigned permission role, navigate to the **Associated Roles** card.

**NOTE**

To remove an already assigned permission role, select it and choose **Delete**.

- Select **Add** and select the permission role from the drop-down menu.
- Choose **Save** to confirm your settings.
- **Associated Vessels**
To manage a user's assigned vessel responsibilities, navigate to the **Associated Vessels** card.

**NOTE**

To remove an already assigned vessel responsibility, deselect the vessel's checkbox.

- Select the checkbox of the vessel in the respective column to assign the user either as main- or backup responsible.

**TIP**

A text box above the card allows you to enter the name of the desired vessel to filter for it.

Repeat this procedure until the user has every necessary vessel as main- and backup responsibility assigned.

**NOTE**

Your applied changes to a user's permission roles and vessel responsibilities will be reflected in CFM Users accordingly.

11.3. General

The setting's general subtab allows you to configure CFM Charter to customize the system to meet your organization's requirements.

The general settings are thematically separated and consist of the following cards:

- **General**
Specify settings that affect and will be applied throughout the entire application.
- **Time Charter**
Specify dedicated settings designed for time charter contracts.
- **Voyage Charter**
Specify dedicated settings designed for voyage charter contracts.

11.3.1. General Settings

The general settings allow you to specify settings that affect and will be applied throughout the entire application. The following settings can be specified:

1. **Activate Calculation** (default: Inactive)
Select the checkbox to enable the **Calculations** tab.
2. **Allow Commission Changes With Existing Invoices** (default: Inactive)
Select the checkbox to allow commission rates to be updated within a period, although invoices were already created.
3. **Allow Editing Of Sums In Invoice And Wizard** (default: Active)
Select the checkbox to allow sums of invoices to be edited.
4. **Calculate Hire Statement Number From Regular Invoices Only** (default: Inactive)
Select the checkbox to consider only regular invoices for hire statement numbers.
5. **Cancellation Of Hire Invoice Number Contains Cancelled Invoices Date** (default: Inactive)
Select the checkbox if the invoice number of a canceled hire should contain the cancellation date instead of the current one.
6. **Default Address Commission Percentage** (default: Empty)
Enter the default address commission percentage. New charter periods or charter contracts will be pre-filled with this value.
7. **Default Days Per Year For Monthly Position Calculation** (default: 360)
Enter the days per year as a base for the calculation of monthly costs.
8. **Display Missing Final Invoices On Dashboard** (default: Active)
Select the checkbox if missing final invoices should be displayed on the dashboard.
9. **Enable Invoice and Wizard Inputs** (default: Active)
Select the checkbox to enable input fields for invoices.
10. **Include Weekends in Invoice Period of Payment** (default: Inactive)
Select the checkbox to consider Saturdays and Sundays for the calculation of a cash flow's due date.
11. **Invoice Default Period of Payment** (default: 3)
Enter the default period in which payments are expected to be made after an invoice is created.
12. **Notification Email** (default: Empty)

Enter an email address to receive time-charter-related notifications for delivery and redelivery.

13. **Show Unpaid Invoices Since Date** (default: 01/01/1990)
Enter the date from which invoices are returned in the dashboard. This allows you to exclude old, unnecessary data.
14. **Unprocessed Invoices Email** (default: Empty)
Enter an email address to receive unprocessed invoices and charter data daily.



IMPORTANT

Select **Save** to confirm your specifications.

To discard your unsaved changes, select **Reset**.

11.3.2. Time Charter Settings

The time charter settings allow you to specify dedicated settings designed for time charter contracts. The following settings can be specified:

1. **Calculate Previous Period Dates On Optional Period Start Change** (default: Inactive)
Select the checkbox if the changed optional period start dates should affect the end date of the previous period.
2. **Default Invoice Interval** (default: 15)
Enter the default interval in which invoices for time charter contracts are generated.
3. **Disable Arrival Schedule For Direct Continuation** (default: Inactive)
Select this checkbox to disable the automatic synchronization of redelivery schedules.
4. **Display Individual Time Charter Additional Costs** (default: Active)
Select this checkbox to enable adding individual additional costs per time charter contract.
5. **Display Time Charter Cargo Fields** (default: Inactive)
Select this checkbox to enable dedicated fields for cargo-related information.
6. **Enable Manual Invoice Start Date** (default: Inactive)
Select the checkbox to enable a manually set invoice's start date if a vessel was taken over during an ongoing charter.
7. **Enable Offhire Invoice Integration** (default: Inactive)
Select the checkbox to enable attaching off-hire invoices to time charter invoices.
8. **Invoice States** (default: *Proforma* and *No Payment assigned*)
Define the default filter for invoices.
9. **Show Activity Region** (default: Active)
Select the checkbox to enable dedicated fields for the time charter contracts *activity region*.
10. **Show Max Consecutive Offhire Days** (default: Active)

Select the checkbox to enable the field for a time charter's maximal number of consecutive off-hire days.



IMPORTANT

Select **Save** to confirm your specifications.

To discard your unsaved changes, select **Reset**.

11.3.3. Voyage Charter Settings

The voyage charter settings allow you to specify dedicated settings designed for voyage charter contracts. The following settings can be specified:

1. **Activate Analysis** (default: Inactive)
Select the checkbox to display the **Analysis** subtab.
2. **Default First Invoice Percentage** (default: 95)
Enter the default percentage for the first freight invoice.
3. **Display COA Number** (default: Inactive)
Select the checkbox to enable a dedicated field for tanker voyage's contract of affreightment (COA).
4. **Display Dead Freight Fields** (default: Active)
Select the checkbox to enable fields for cargo's dead freight.
5. **Display Overage Fields** (default: Inactive)
Select the checkbox to enable fields for cargo's overage.
6. **Enable Laytime Calculation** (default: Active)
Select the checkbox to display the **Laytime** subtab.
7. **Invoice Contracted Quantity** (default: Inactive)
Select the checkbox to invoice the contractual agreed-upon quantity instead of the actually loaded one.
8. **Invoice Laytime Difference Separately** (default: Inactive)
Select the checkbox to create separate invoices for laytime differences.
9. **Print Port Call Type in Voyage Charter Invoice Export** (default: Inactive)
Select the checkbox to display the loading, respectively discharge port, and cargo number on the voyage charter's invoice.
10. **Show Cargo History Report** (default: Active)
Select the checkbox to enable the **Cargo History Report**.
11. **Show Last Cargo Receivers Report** (default: Inactive)
Select the checkbox to enable the **Last Cargo Receivers Report**.
12. **Show Unbalanced Voyage Charter Invoice Report** (default: Inactive)
Select the checkbox to enable the **Unbalanced Invoices Report**.

13. **Show World Scale Report** (default: Inactive)
Select the checkbox to enable the **World Scale Report**.
14. **Use Load Discharge Rate in Calculation** (default: Active)
Select the checkbox to include the loading and discharge rate in the calculation. This is only relevant to dry cargo vessels.
15. **Use World scale** (default: Inactive)
Select the checkbox to enable the field for the world scale which is relevant to tankers.



IMPORTANT

Select **Save** to confirm your specifications.

To discard your unsaved changes, select **Reset**.

11.4. Miscellaneous

On the miscellaneous subtab, you can set up and maintain fundamental information that is reused throughout the entire application.

11.4.1. Set Up Owner's Expenses

Owner's expenses can be assigned to invoices and are intended to reflect additionally incurred costs, besides the contract's hire rate. The owner's expenses card displays all defined expenses that the owner bears. You can manage your owner's expenses to properly reflect your contract's incurred costs for all parties involved.

A text filter above the list allows you to search for owner expenses.

To add an owner's expense, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Settings** tab.
3. Choose the **Miscellaneous** subtab.
4. Navigate to the **Owner's Expenses** card and select **Add**.



NOTE

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

5. Provide the requested information:
 - Name
Enter a meaningful, distinguishable name for the cost type
 - Calc. Commission

Select the checkbox to declare the expense as commission. This expense can then be assigned to invoices.

- **Default Description**
Enter a description that will be displayed when the cost type is assigned to an invoice. The description can then be customized.
- **Event Type**
Select the event type when the cost type occurs from the drop-down menu.
- **Has Due Date**
Select the checkbox to indicate that the payment of this cost type has a due date.
- **Is Default**
Select the checkbox to add the cost type per default to every charter contract.
- **Account Numbers**
Enter the account number per currency.

6. Choose **Save** to confirm your settings.

You have successfully added an owner's expense to the system. This expense can now be assigned to an invoice. Repeat this procedure until every necessary owner's expense is available.

11.4.2. Set Up Charterer's Expenses

Charterer's expenses can be assigned to invoices and are intended to reflect additional incurred costs, besides the contract's hire rate. The charterer's expenses card displays all defined expenses that the charter bears. You can manage your charterer's expenses to properly reflect your contract's incurred costs for all parties involved.

A text filter above the list allows you to search for charterer expenses.

To add a charterer's expense, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Settings** tab.
3. Choose the **Miscellaneous** subtab.
4. Navigate to the **Charterer's Expenses** card and select **Add**.



NOTE

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

5. Provide the requested information:
 - **Name**
Enter a meaningful, distinguishable name for the cost type
 - **Calc. Commission**

Select the checkbox to declare the expense as commission. This expense can then be assigned to invoices.

- **Default Description**
Enter a description that will be displayed when the cost type is assigned to an invoice. The description can then be customized.
- **Event Type**
Select the event type when the cost type occurs from the drop-down menu.
- **Has Due Date**
Select the checkbox to indicate that the payment of this cost type has a due date.
- **Is Default**
Select the checkbox to add the cost type per default to every charter contract.
- **Account Numbers**
Enter the account number per currency.

6. Choose **Save** to confirm your settings.

You have successfully added an owner's expense to the system. This expense can now be assigned to an invoice. Repeat this procedure until every necessary owner's expense is available.

11.4.3. Set Up Charterers

Charterers are mandatorily required to add a charter contract in CFM Charter. Therefore, charterers must be added in the first place. On the charterers card, all currently defined charter companies are displayed. You can manage your charterers at any time.




To add a charterer, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Settings** tab.
3. Choose the **Miscellaneous** subtab.
4. Navigate to the **Charterer** card and select **Add**.



NOTE

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

5. Provide the requested information:
 - **Image**
Select the  upload icon to upload an avatar.
You can also download an existing image by choosing the  download icon. In addition, select the  icon to remove an avatar.
 - **Name**

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Enter the charterer's name.

- **Abbreviation**

Provide an abbreviation of the charterer's name.

- **Debitor Number**

Enter the charterer's debitor number

- **Invoice Default Period of Payment**

Enter the invoice's default period for charter contracts with this charterer. The charterer is then expected do the payment and settle the invoice within the entered period.

- **VAT Number**

Enter the charterer's value-added tax (VAT) number.

- **Street**

Enter the street where the charterer is located.

- **City**

Enter the city where the charterer is located.

- **City Code**

Enter the postal code where the charterer is located.

- **Country**

Enter the country where the charterer is located.

6. Choose **Save** to confirm your settings.

You have successfully added a charterer to the system. A charter contract with this charterer can now be added. Repeat this procedure until every required charterer is available.

11.4.4. Set Up Brokers

Brokers are required when broker commissions are added to your charter contracts. On the brokers card, all currently defined brokers are displayed. You can manage your brokers at any time on this card.

To add a broker, proceed as follows.

1. Open CFM Charter from your CFM instance.
2. Open the **Settings** tab.
3. Choose the **Miscellaneous** subtab.
4. Navigate to the **Brokers** card and select **Add**.



NOTE

You can also edit and delete entries. To do so, select the desired entry from the card and choose either **Edit** or **Delete**.

5. Provide the requested information:

- **Name**

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Enter the broker's name.

- VAT Number

Enter the broker's value-added tax (VAT) number.

- Image

Select the  upload icon to upload an avatar.

You can also download an existing image by choosing the  download icon. In addition, select the  icon to remove an avatar.

6. Choose **Save** to confirm your settings.

You have successfully added a broker to the system. A broker commission for this broker can now be added to a charter contract. Repeat this procedure until every required broker is available.

12. Revision History

The revision history provides you with a table, containing a summary of applied changes to the user guide based on its corresponding module. The user guide's version stamp is available to you in its file name. The revision history gives you the gist of minor and major changes rather than explaining everything in detail. Refer to the **What's New** section for our daily features, updates, and bug fixes. You can also reach out to our Helpdesk if you come across any uncertainties or questions.

Semantic versioning will be applied and uses a three-part version number (Major.Minor.Patch). Significant changes are indicated by an increased major number; new, less significant adaptations increment the minor number and all other updates increase the patch number.

Version	Changes	Date of Publication	Author
v1.0.0	<ul style="list-style-type: none">Initial creation of user guide	12.01.2024	Ricardo da Costa Lima