



Cloud Fleet Manager

# MANUAL

---

## CSM BUNKER

2023-08-09

© Hanseaticsoft 2023. All rights reserved.

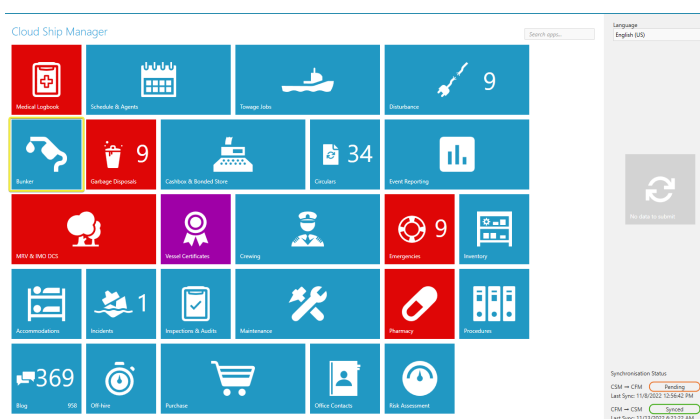
## Table of Contents

<b>1. About This Guide</b> .....	<b>4</b>
<b>2. Initial Setup</b> .....	<b>5</b>
<b>3. Login to Cloud Ship Manager</b> .....	<b>6</b>
3.1. Login with Rank .....	6
3.2. Login as a Seafarer .....	8
<b>4. Dashboard</b> .....	<b>9</b>
<b>5. Bunker</b> .....	<b>11</b>
5.1. Add a Bunker Record .....	13
5.2. Letter of Protest .....	18
<b>6. Correction</b> .....	<b>19</b>
6.1. Add a Correction Record .....	20
<b>7. ROB</b> .....	<b>23</b>
7.1. Add an ROB Record .....	24
<b>8. Lube Oil</b> .....	<b>26</b>
8.1. Add a Lube Oil Record .....	27
<b>9. Finalize a Record</b> .....	<b>29</b>
<b>10. Revision History</b> .....	<b>31</b>

# 1. About This Guide

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

CSM Bunker enables you to keep track of conducted bunkering and debunkering operations and also lets you know if the corresponding samples were approved or rejected. Further, you can specify the remaining quantities onboard if the vessel was discharged and apply corrections to quantities at any time. A dedicated section to control your onboard lube oil is available as well. In addition, a dashboard provides you with the bunker history of the vessel.



CSM Bunker consists of the following tabs:

- **Dashboard**
- **Bunker**
- **Correction**
- **ROB**
- **Lube Oil**



## NOTE

If you cannot access the **Bunker** tile from the Cloud Ship Manager (CSM), please contact your system administrator to assign the relevant permissions to your user in the **CFM Ship Client Manager** app.

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 CSM Bunker, certain prerequisites must be met.

1. Download and install the CSM server.
2. Download and install the CSM client.
3. Manage access to the applicable CSM modules for different ranks using the [CFM Ship Client Manager](#) app.
4. Manage access to CSM for users and corresponding vessels using the [CFM Ship Client Manager](#) app.
5. Login to the CSM client.

### See Also

For detailed information about the setup process, see our installation guide under [CFM Ship Client Manager > Documentation > Cloud Ship Manager Setup](#).

## 3. Login to Cloud Ship Manager

You have two options, to login to your Cloud Ship Manager client.

- **Login with rank**

This is the standard login procedure on board the vessel. You use the rank that you're currently holding during the assignment.

- **Login as a seafarer**

You login with your own user account as a seafarer.

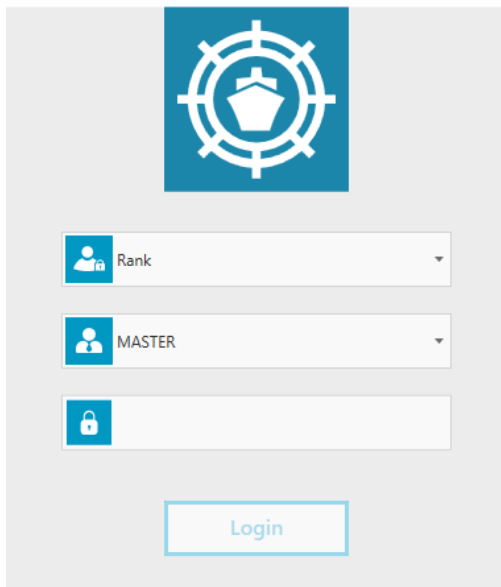
For this login option to work, your user account must be activated and the corresponding permission rights must be assigned to the rank the seafarer is holding during the current assignment. The seafarer login serves as a personal identification.

Another prerequisite is that you must be planned for an assignment so that your data is synchronized to CSM.

### 3.1. Login with Rank

To login with the current rank on board the vessel, proceed as follows.

1. Open your CSM client.
2. Choose **Rank** from the drop-down list.





3. Choose the rank you're holding during the assignment from the second drop-down list.
4. Enter the corresponding password.



**NOTE**

A generic password for the rank is provided once you purchased CSM. The passwords for the different ranks can be managed under **CFM Ship Client Manager > Configuration > Users**.

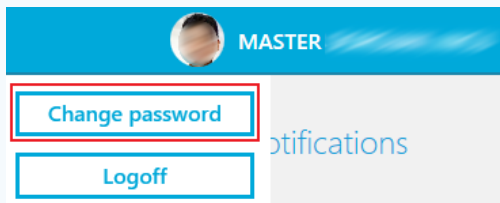
Choose the  crossed-out eye icon to view your entered password and select the  eye icon to hide your password again.



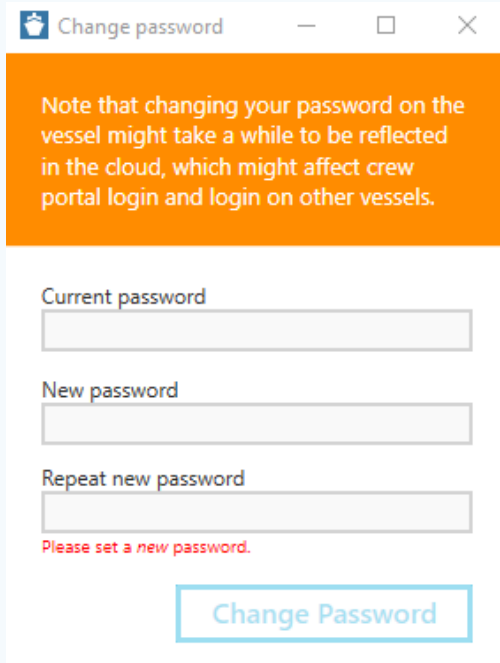
**TIP**

You can change the password after the first login given that the required permission was assigned to your user account.

1. Choose the user avatar in the upper right corner and choose **Change password**.



2. Enter your current password in the dialog window.



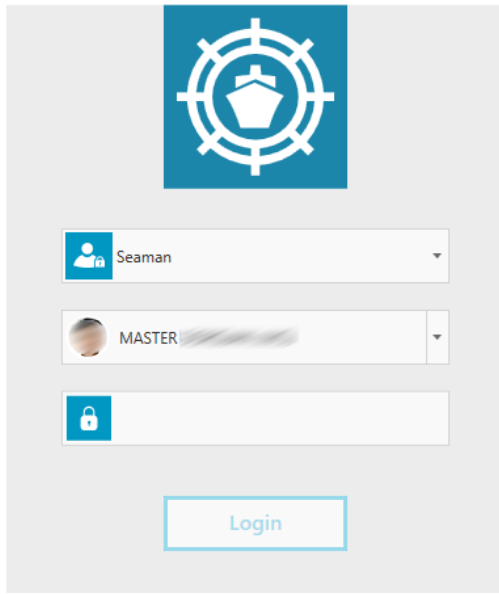
3. Enter your new password.
4. Repeat your new password.
5. Choose **Change Password** to save your new password.

5. Choose **Login** to login to the CSM client.

## 3.2. Login as a Seafarer

To log in with your seafarer user, proceed as follows.

1. Open your CSM client.
2. Choose **Seafarer** from the drop-down list.



3. Choose your user account from the second drop-down list.



### NOTE

All seafarers that are part of the crew list for the current assignment and for whom user accounts exist are available in the drop-down list.

4. Enter your password.
5. Choose **Login** to login to the CSM client.



## 4. Dashboard

On the dashboard tab, you are provided with an overview of records for bunkering and debunkering operations that were conducted onboard your vessel. Additionally, bunker corrections are displayed as well. Records will be shown, regardless of their status. By default, operations and corrections of the the last 6 months are displayed.

Fuel Type	Quantity	Date and Time	Port (Country)
MGO Bunker correction	125,000 MT	11/15/2022 1:20 PM	TBA (Unknown)
HFO HS Bunker correction	2,500,000 MT	11/15/2022 1:20 PM	TBA (Unknown)
HFO HS Bunker correction	500,000 MT	11/14/2022 8:49 AM	Hamburg (Germany)
HFO HS Debunker	-255,000 MT	11/14/2022 8:47 AM	Setubal (Portugal)
MGO Bunker	4,000,000 MT	9/19/2022 1:53 PM	Aalborg (Denmark)
HFO HS Debunker	-264,000 MT	9/19/2022 1:44 PM	Aalborg (Denmark)
HFO HS Bunker	2,500,000 MT	9/19/2022 1:38 PM	Aalborg (Denmark)

Each record provides the following information:

- **Fuel Type**  
Displays the fuel type that was processed in the operation or correction.
- **Operations type**  
Displays the conducted operation type. The following operation types may be displayed:
  - Bunkering
  - Debunkering
  - Bunker Correction
- **Quantity**  
Displays the processed quantity of this operation.  
Bunkered quantities are color-coded in green as the amount increased. Debunkered quantities are color-coded in red and are accompanied by a minus icon as the amount decreased.
- **Date and time**  
Displays the date and time when the operation took place.
- **Port (Country)**  
Displays the port and country where the operation took place.

Open the ▾ drop-down to filter the retroactive time period for which the corresponding records will be displayed. The following time periods are available:

- **Last 6 Months** (Default)
- **Last 12 Months**
- **Last 18 Months**



### **NOTE**

You can open a record directly from the dashboard by clicking on it. This provides you with every specified piece of information.

## 5. Bunker

On the bunker tab, you are provided with an overview of records in which your vessel conducted bunkering or debunkering operations. In addition, the bunker tab allows you to create new and edit, respectively delete existing records.



### NOTE

You can edit or delete a record only if it is not finalized yet.

Status	Date & Time	Port	Type	Density [kg/m <sup>3</sup> ]	Actual Quantity [MT]	Actual Quantity [m <sup>3</sup> ]	Sulphur [P]	BDN Number	Seal Number	Sample Sent to	Test Result	Attachments
	11/14/2022 10:47 A	Setubal (Portugal) ⚓	HFO HS	811.0000	-255.000	-314.427			n/a	n/a		
	9/19/2022 1:53 PM	Aalborg (Denmark)	MGO	780.0000	4,000.000	5,128.205	15.00000	265	n/a	n/a		
✓	9/19/2022 1:44 PM	Aalborg (Denmark)	HFO HS	766.0000	-264.000	-344.648			n/a	n/a		
	9/19/2022 1:38 PM	Aalborg (Denmark)	HFO HS	794.0000	2,500.000	3,148.615	25.15530	BDN1	n/a	n/a		
✓	6/7/2022 2:25 PM	Rostock (Germany)	HFO HS	789.0000	-5,000.000	-6,337.136			n/a	n/a		
✓	6/7/2022 11:01 AM	Rostock (Germany)	HFO HS	754.0000	2,500.000	3,315.650	3.00000	AL2145	n/a	n/a		

The following information per record is displayed:

- **Status Indicator**

A green color-coded check mark ✓ icon is displayed if the record is finalized. Finalized records cannot be edited or deleted anymore. Un-finalized records lack this check mark.

- **Date & Time**

Displays the date and time when the operation was conducted.

- **Port**

Displays the port and country where the operation was conducted.



### NOTE

An ⚓ anchor icon is added to operations in which the vessel was at anchor-  
age.

- **Type**

Displays the fuel type that was transferred in this operation.

- **Density [kg/m<sup>3</sup>]**

Displays the fuel's density in kilograms per cubic meter.



### IMPORTANT

The density is referred to at 15° Celsius according to ISO 3675.

- Actual Quantity [MT]

Displays the quantity that was actually transferred in this operation in metric tons.



#### TIP

You can easily determine whether an entry is a bunkering or debunkering operation.

Green color-coded quantities indicate bunkering operations as the quantity increases. Red color-coded quantities indicate debunkering operations as the quantity decreases.

- Actual Quantity [m<sup>3</sup>]

Displays the quantity that was actually transferred in this operation in cubic meters.



#### TIP

You can easily determine whether an entry is a bunkering or debunkering operation.

Green color-coded quantities indicate bunkering operations as the quantity increases. Red color-coded quantities indicate debunkering operations as the quantity decreases.

- Sulphur [%]

Displays the fuel's sulphur level in percent.

- BDN Number

Displays the bunker delivery note's (BDN) number.

- Seal Number


Displays the fuel sample's seal number.


- Sample Sent To

Displays the receiving company of the sample.


- Test Result


Visualizes a fuel's test results.

A green color-coded thumb-up  icon indicates that the sample was approved and met the requirements.

A red color-coded thumb-down  icon indicates that the sample was not approved and did not meet the requirements.

- Attachments

A  document icon is added to records for which an attachment was added. A numerical indicator within the icon shows the total number of attachments.

Select the  filter icon above the list to specify and filter the retroactive time period for which the corresponding records will be displayed.

## 5.1. Add a Bunker Record

To add a new record to the bunker tab in which a bunkering or debunkering operation was conducted, proceed as follows.

1. Open CSM Bunker from your CSM instance.
2. Open the **Bunker** tab.
3. Select **Add**.



### TIP

You can edit or delete a record as long as it is not finalized. Editing a record allows you to apply changes to every piece of information.

This is regardless of the operation's type.

Select the desired record from the list and choose either **Edit** or **Delete** to do so.

4. Specify the operation type and provide the requested information:



### NOTE

The requested information varies according to the conducted operation type.

- **Bunkering**
  - Local Date & Time  
Specify the local date and time when the bunkering operation took place.
  - Local Time Zone  
Select the time zone in which the vessel was located when the bunkering operation was conducted.
  - Surveyor Present  
Select this checkbox if a surveyor was present during the bunkering operation.
  - UTC Date & Time  
The UTC is automatically calculated based on the local date and time as well as the selected time zone.  
Alternatively, specify the universally coordinated date and time to update the local date and time automatically.

## CSM Bunker

- Port  
Enter the port at which the bunkering operation was conducted.
- Anchorage  
Select this checkbox if the vessel was at anchorage during the bunkering operation.
- Type  
Select the bunkered fuel oil type from the drop-down menu.
- BDN Number  
Enter the bunker delivery note's (BDN) number.
- Sulphur [%]  
Enter the fuel's sulphur level in percent.
- Density [kg/m<sup>3</sup>]  
Enter the fuel's density in kilograms per cubic meter.



### IMPORTANT

The density is referred to at 15° Celsius according to ISO 3675.

- LCV [MJ/kg]  
Enter the fuel's lower calorific value in megajoules per kilogram.
- Price [\$/MT]  
Enter the fuel's price in US Dollars per metric ton.
- Quantity Unit  
Specify the fuel's unit of measurement. The following units are available:



### NOTE

The requested information varies depending on the specified unit.

- MT
- m<sup>3</sup>
- Bunker Received According to BDN [MT]  
Enter the amount that should be bunkered according to the bunker delivery note in metric tons.
- Actual Bunker Received [MT]  
Enter the actual bunkered amount in metric tons.
- Bunker Received According to BDN [m<sup>3</sup>]  
Enter the amount that should be bunkered according to the bunker delivery note in cubic meters.
- Actual Bunker Received [m<sup>3</sup>]  
Enter the actual bunkered amount in cubic meters.
- Remark

## CSM Bunker

Enter any additional remarks that are relevant to the bunkering record.

- **Sample Sent to (Company Name)**  
Enter the receiving company of the sample.
- **Seal Number**  
Enter the fuel sample's seal number.
- **Air Waybill Number**  
Enter the air waybill number under which the sample was sent if it was sent by airway.
- **Forwarding Instruction Number**  
Enter the forwarding instruction number under which the sample was sent if it was sent overland.
- **Name**  
Enter the name of the company's point of contact.
- **Phone**  
Enter the point of contact's or company's phone number.
- **Fax**  
Enter the point of contact's or company's fax number.
- **Email**  
Enter the point of contact's or company's Email.
- **Analysis Received from Fuel Testing Laboratory**  
Select this checkbox if the analysis from the fuel testing laboratory was received.



### **IMPORTANT**

You are then required to specify whether the bunkered fuel is usable or not.

The record will not be provided to shoreside users for review as you thereby confirm the reception of the laboratory's analysis.

- **Attachments**  
Select **Add** to provide an attachment to the record. Then browse for the file and select it. Eventually, enter a meaningful title for the document in the **Remark** field and choose the **Type of Document** from the drop-down menu. Confirm your settings with **Save**.



### TIP

You can edit or delete an attachment if the related record is not finalized yet. Editing an attachment allows you to apply changes to both, the remark and the type of document.

Select the attachment from the list and choose either **Edit** or **Delete**, to do so.

Certain documents are mandatory to finalize a record. These are displayed at the bottom of the modal. For more information, see [Finalize a Record \[29\]](#).



### IMPORTANT

CSM Bunker also allows you to create a Letter of Protest for bunkering operations. For more information, see [Letter of Protest \[18\]](#).

#### • **Debunkering**

- **Local Date & Time**

Specify the local date and time when the debunkering operation took place.

- **Local Time Zone**

Select the time zone in which the vessel was located when the debunkering operation was conducted.

- **UTC Date & Time**

The UTC is automatically calculated based on the local date and time as well as the selected time zone.

Alternatively, specify the universally coordinated date and time to update the local date and time automatically.

- **Port**

Enter the port at which the debunkering operation was conducted.

- **Anchorage**

Select this checkbox if the vessel was at anchorage during the debunkering operation.

- **Type**

Select the debunkered fuel oil type from the drop-down menu.

- **Density [kg/m<sup>3</sup>]**

Enter the fuel's density in kilograms per cubic meter.



### IMPORTANT

The density is referred to at 15° Celsius according to ISO 3675.



- Quantity Unit

Specify the fuel's unit of measurement. The following units are available:



### NOTE

The requested information varies depending on the specified unit.

- MT
- m<sup>3</sup>
- Quantity Debunkered [MT]  
Enter the debunkered quantity in metric tons.
- Quantity Debunkered [m<sup>3</sup>]  
Enter the debunkered quantity in cubic meters.
- Remark  
Enter any additional remarks that are relevant to the debunkering record.
- Attachments  
Select **Add** to provide an attachment to the record. Then browse for the file and select it. Eventually, enter a meaningful title for the document in the **Remark** field and choose the **Type of Document** from the drop-down menu. Confirm your settings with **Save**.



### TIP

You can edit or delete an attachment if the related record is not finalized yet. Editing an attachment allows you to apply changes to both, the remark and the type of document.

Select the attachment from the list and choose either **Edit** or **Delete**, to do so.

Certain documents are mandatory to finalize a record. These are displayed at the bottom of the modal. For more information, see [Finalize a Record \[29\]](#).

5. Confirm your settings by either selecting **Save** or **Finalize**.



### IMPORTANT

**Saving** a record allows you to apply changes at a later point in time. **Finalizing** a record prevents you from applying any changes.

Certain documents are mandatory to finalize a record. These are displayed at the bottom of the modal. For more information, see [Finalize a Record \[29\]](#).

## 5.2. Letter of Protest

Disputes between contractual partners, such as vessel and bunker suppliers oftentimes occur due to deviations between the guaranteed quantity or quality in the bunker delivery note and the actual received quantity or quality. CSM Bunker allows you to export a letter of protest as a Microsoft Word file. This contains all specified information that is provided within the corresponding record. Print this letter of protest and fill out the blanks to make sure your objection is sufficiently documented. The completed document then must be issued to the owner and charterer's bunker department.

To export a letter of protest, proceed as follows:

1. Open CSM Bunker from your CSM instance.
2. Open the **Bunker** tab.
3. Open the bunkering record for which you want to create a letter of protest.



### TIP

A letter of protest cannot be exported for finalized records!

Further, you can also export a letter of protest immediately when the record is initially created. However, it is recommended to export the file after all necessary information is entered and the record is saved.

You cannot create a letter of protest for debunkering operations!

4. Select **Export Letter of Protest** and choose the checkbox of the reason for protest.

The following reasons can be selected:

- **Wrong Delivery**

Select this reason if the delivered quantity or quality does not match the assured quantity or quality in the bunker delivery note.

- **Closing Soundings**

Select this reason if there was air pumping during the bunkering operation, resulting in an artificially inflated closing sound.

- **Other Reasons**

Select this reason if none of the available reasons match your use case. Other reasons can be i.e. undue delay or slow pumping.

5. Select **Export Letter of Protest** once more

## 6. Correction

On the Correction tab, you are provided with an overview of operations for which the respective quantity was corrected. In addition, you are empowered to create new, necessary corrections to quantities of onboard available fuel types. This is intended to ensure that the most recent quantities are always kept track of.

Status	Date & Time	Port	Corrections [MT]	Type	Attachments
✓	11/15/2022 1:20 PM	TBA (Unknown)	HFO HS 2,500.000 MGO 125.000	According to Letter of Protest	
✓	11/14/2022 8:49 AM	Hamburg (Germany)	HFO HS 500.000	According to Letter of Protest	
	6/7/2022 11:41 AM	Rostock (Germany) ⚓	HFO HS 2,650.000	According to Letter of Protest	

The following information per correction is displayed:

- Status indicator

A green color-coded check mark ✓ icon is displayed if the record is finalized. Finalized records cannot be edited or deleted anymore. Un-finalized records lack this check mark.

- Date & Time

Displays the date and time when the quantity was corrected.

- Port

Displays the port and country where the quantity was corrected.



### NOTE

An ⚓ anchor icon is added to operations in which the vessel was at anchor.

- Corrections [MT]

Displays the corrected fuel types and the actual available quantity in metric tons.

- Type

Displays the correction type due to which the quantity was changed.

- Attachments

A document icon is added to records for which an attachment was added. A numerical indicator within the icon shows the total number of attachments.

Select the filter icon above the list to specify and filter the retroactive time period for which the corresponding records will be displayed.

## 6.1. Add a Correction Record

To add a new record to the correction tab in which quantities were corrected, proceed as follows.

1. Open CSM Bunker from your CSM instance.
2. Open the **Correction** tab.
3. Select **Add** and provide the requested information:



### TIP

You can edit or delete a record as long as it is not finalized. Editing a record allows you to apply changes to every piece of information.

- **Local Date & Time**  
Specify the local date and time when the quantity was corrected.
- **Local Time Zone**  
Select the time zone in which the vessel was located when the quantity was corrected.
- **UTC Date & Time**  
The UTC is automatically calculated based on the local date and time as well as the selected time zone.  
Alternatively, specify the universally coordinated date and time to update the local date and time automatically.
- **Port**  
Enter the port at which the quantity was corrected.
- **Anchorage**  
Select this checkbox if the vessel was at anchorage when the quantity was corrected.
- **Correction Type**  
Select the reason for correction from the drop-down menu. The following options are available:
  - **According to Letter of Protest**  
Select this option if a correction is required because of differences between the quantity and quality documented in the bunker delivery note and the actual quantity or quality received.



### NOTE

This option allows you to increase or decrease the fuel quantity.

- **Fuel Loss**  
Select this option if a correction is required because the vessel lost bunkered fuel and its quantity therefore must be corrected.



**NOTE**

This option allows you only to decrease the fuel quantity.

- Other

Select this option if a correction is required but none of the available correction types match the reasoning.



**NOTE**

This option allows you to increase or decrease the fuel quantity.

- Periodical Tank Sound

Select this option if a correction is required because a tank sounding detected a deviation in fuel quantity.



**NOTE**

This option allows you to increase or decrease the fuel quantity.

- Fuel Type

Displays a list of available fuel types. Only fuel types for which any kind of record was created in CSM Bunker are available.

Navigate to the fuel type whose quantity needs to be corrected and enter the actual available quantity in metric tons.

- Remark

Enter any additional remarks that are relevant to the correction of quantities.

- Attachments

Select **Add** to provide an attachment to the record. Then browse for the file and select it. Eventually, enter a meaningful title for the document in the **Remark** field and choose the **Type of Document** from the drop-down menu. Confirm your settings with **Save**.



**TIP**

You can edit or delete an attachment if the related record is not finalized yet. Editing an attachment allows you to apply changes to both, the remark and the type of document.

Select the attachment from the list and choose either **Edit** or **Delete**, to do so.

Certain documents are mandatory to finalize a record. These are displayed at the bottom of the modal. For more information, see [Finalize a Record \[29\]](#).

4. Confirm your settings by either selecting **Save** or **Finalize**.



### **IMPORTANT**

**Saving** a record allows you to apply changes at a later point in time. **Finalizing** a record prevents you from applying any changes.

Certain documents are mandatory to finalize a record. These are displayed at the bottom of the modal. For more information, see [Finalize a Record \[29\]](#).

## 7. ROB

On the ROB (remaining on board) tab, you are provided with an overview of records where fuel remained onboard after a discharge was conducted. You can create new and manage existing records of the remaining quantities onboard at any time. ROB refers to the oil, water, sludge, and sediment in the vessel's tanks, associated lines, and pumps after a vessel completed a debunkering operation. This allows you to comply with your organization's internal requirements.

Status	Date & Time	Fuel Type	Quantity [MT]	Density [kg/m <sup>3</sup> ]	Quantity [m <sup>3</sup> ]	Remark	Attachments
	11/15/2022 1:21 PM	Methanol	22,500.000	800.0000	28,125.000		
	11/15/2022 9:35 AM						
✓	11/14/2022 8:45 AM	HFO HS	120.000	755.0000	158.940		
✓	6/7/2022 11:42 AM	HFO HS	3,000.000	750.0000	4,000.000		

The following information per record is displayed:

- **Status indicator**  
A green color-coded check mark ✓ icon is displayed if the record is finalized. Finalized records cannot be edited or deleted anymore. Un-finalized records lack this check mark.
- **Date & Time**  
Displays the date and time when the remaining quantity onboard was measured.
- **Fuel Type**  
Displays the fuel types that remained onboard.
- **Quantity [MT]**  
Displays the onboard remaining fuel quantity in metric tons.
- **Density [kg/m<sup>3</sup>]**  
Displays the onboard remaining fuel's density in kilograms per cubic meter.
- **Quantity [m<sup>3</sup>]**  
Displays the onboard remaining fuel quantity in cubic meters.
- **Remark**  
A ¶ paragraph icon is displayed to indicate that the record contains a remark. Hover across the icon or open the record to read the remark.
- **Attachments**  
A 📎 document icon is added to records for which an attachment was added. A numerical indicator within the icon shows the total number of attachments.

Select the 🗒 filter icon above the list to specify and filter the retroactive time period for which the corresponding records will be displayed.

## 7.1. Add an ROB Record

To add a new record to the ROB tab in which the remaining quantities on board were specified, proceed as follows.

1. Open CSM Bunker from your CSM instance.
2. Open the **ROB** tab.
3. Select **Add** and provide the requested information:



### TIP

You can edit or delete a record as long as it is not finalized. Editing a record allows you to apply changes to every piece of information.

- **Local Date & Time**  
Specify the local date and time when the remaining quantity onboard was measured.
- **Local Time Zone**  
Select the time zone in which the vessel was located when the remaining quantity onboard was measured.
- **UTC Date & Time**  
The UTC is automatically calculated based on the local date and time as well as the selected time zone.  
Alternatively, specify the universally coordinated date and time to update the local date and time automatically.
- **Quantity Unit**  
Specify the fuel's unit of measurement. The following units are available:
  - MT
  - m<sup>3</sup>
- **Fuel Type**  
Displays the list of available fuel types.  
Navigate to the onboard remaining fuel types and specify each quantity and density.



### NOTE

The to-be-specified quantity depends on the selected unit.

However, the quantity of the opposite unit will be calculated automatically, based on the entered quantity and density.

- **Quantity [MT]**  
Enter the remaining quantity for each fuel type onboard in metric tons.
- **Density [kg/m<sup>3</sup>]**  
Enter the remaining quantity's density in kilograms per cubic meter.





### IMPORTANT

The density is referred to at 15° Celsius according to ISO 3675.

- Quantity [m<sup>3</sup>]  
Enter the remaining quantity for each fuel type onboard in cubic meters.
- Remark  
Enter any additional remarks that are relevant to the remaining quantities onboard.
- Attachments  
Select **Add** to provide an attachment to the record. Then browse for the file and select it. Eventually, enter a meaningful title for the document in the **Remark** field and choose the **Type of Document** from the drop-down menu. Confirm your settings with **Save**.



### TIP

You can edit or delete an attachment if the related record is not finalized yet. Editing an attachment allows you to apply changes to both, the remark and the type of document.

Select the attachment from the list and choose either **Edit** or **Delete**, to do so.

4. Confirm your settings by either selecting **Save** or **Finalize**.






### IMPORTANT

**Saving** a record allows you to apply changes at a later point in time. **Finalizing** a record prevents you from applying any changes.

## 8. Lube Oil

On the lube oil tab, you are provided with an overview of records in which lube oil was bunkered. You can also create new and manage existing records regarding bunkered lube oil.

Status	Date & Time	Port	Cylinder Oil Type	Quantity	Attachments
✓	11/14/2022 9:46 AM	TBA (Unknown)	Cylinder Oil	556.000 kg	
	11/14/2022 9:31 AM	TBA (Unknown)	Lube Oil Auxiliary Engine	120.000 kg	
	6/7/2022 11:42 AM	Rostock (Germany)	Cylinder Oil	1,750.000 kg	
✓	3/7/2022 1:33 PM	Kiel (Germany) ⚓	Lube Oil Main Engine	10.000 kg	


The following information per record is displayed:


- **Status indicator**  
A green color-coded check mark ✓ icon is displayed if the record is finalized. Finalized records cannot be edited or deleted anymore. Un-finalized records lack this check mark.
- **Date & Time**  
Displays the date and time when the operation was conducted.
- **Port**  
Displays the port and country where the operation was conducted.



### NOTE

An ⚓ anchor icon is added to operations in which the vessel was at anchor-  
age.

- **Oil Type**  
Displays the bunkered lube oil type. The following lube oil types are available:
  - Cylinder oil
  - Lube oil auxiliary engine
  - Lube oil main engine
- **Quantity**  
Displays the bunkered quantity in kilograms.
- **Attachments**  
A  document icon is added to records for which an attachment was added. A numerical indicator within the icon shows the total number of attachments.

Select the  filter icon above the list to specify and filter the retroactive time period for which the corresponding records will be displayed.

## 8.1. Add a Lube Oil Record

To add a new record to the lube oil tab in which a lube oil was bunkered, proceed as follows.

1. Open CSM Bunker from your CSM instance.
2. Open the **Lube Oil** tab.
3. Select **Add** and provide the requested information:



### TIP

You can edit or delete a record as long as it is not finalized. Editing a record allows you to apply changes to every piece of information.

- **Local Date & Time**  
Specify the local date and time when the lube oil was bunkered.
- **Local Time Zone**  
Select the time zone in which the vessel was located when the lube oil was bunkered.
- **UTC Date & Time**  
The UTC is automatically calculated based on the local date and time as well as the selected time zone.  
Alternatively, specify the universally coordinated date and time to update the local date and time automatically.
- **Port**  
Enter the port at which the lube oil was bunkered.
- **Anchorage**  
Select this checkbox if the vessel was at anchorage when the lube oil was bunkered.
- **Oil Type**  
Select the bunkered lube oil type from the drop-down menu. By default, the following oil types are available:



### NOTE

Contact our Helpdesk to customize the available lube oil types for your organization.

- **Cylinder Oil (Variable Base Number)**
- **Lube Oil Auxiliary Engine**
- **Lube Oil Main Engine**
- **Quantity [kg]**  
Enter the bunkered quantity of lube oil in kilograms.
- **Cylinder Oil Base Number**  
Specify the bunkered cylinder oil's base number.



### NOTE

By default, this information is only required if *Cylinder Oil (Variable Base Number)* was selected as bunkered oil type.

Contact our Helpdesk to customize which lube oil types require a cylinder oil base number.

- Remark  
Enter any additional remarks that are relevant to the bunkered lube oil record.
- Attachments  
Select **Add** to provide an attachment to the record. Then browse for the file and select it. Eventually, enter a meaningful title for the document in the **Remark** field and choose the **Type of Document** from the drop-down menu. Confirm your settings with **Save**.



### TIP

You can edit or delete an attachment if the related record is not finalized yet. Editing an attachment allows you to apply changes to both, the remark and the type of document.

Select the attachment from the list and choose either **Edit** or **Delete**, to do so.

4. Confirm your settings by either selecting **Save** or **Finalize**.



### IMPORTANT

**Saving** a record allows you to apply changes at a later point in time. **Finalizing** a record prevents you from applying any changes.

## 9. Finalize a Record

Certain record types require, by default, a mandatory attachment to finalize them. This is intended to ensure that each record contains the required documents. The necessary attachment types are displayed at the bottom of each modal when a record is added, respectively edited.

However, the required documents to finalize records can be customized for your organization. Contact our Helpdesk and share which documents are required for which record type. You can also state that no attachment is necessary to finalize a record.

By default, the following documents per record type must be attached to finalize them:

- **Bunkerings**

Records concerning bunkering operations require you to attach the following document types to finalize a record:

- **Confirm fuel test analysis was received**



### IMPORTANT

Select the corresponding checkbox to mark the reception of the analysis. You are then required to specify whether the bunkered fuel is usable or not.

The record will not be provided to shoreside users for review as you thereby confirm the reception of the laboratory's analysis.

- **Bunker Delivery Note**

- **Surveyor Report**



### NOTE

The surveyor report is only mandatory if the corresponding checkbox is selected.

- **Debunkerings**

Records concerning debunkering operations require you to attach the following document type to finalize a record:

- **Debunkering Document**

- **Corrections**

Records concerning correction mandatorily require you to attach the following document type to finalize a record:

- **Statement of Facts**



**NOTE**

This document is required, regardless of the correction type.

- ROBs

Records concerning remaining quantities onboard do not mandatorily require any kind of attachment and therefore can be finalized immediately.

- Lube Oil Bunkerings

Records concerning bunkered lube oil do not mandatorily require any kind of attachment and therefore can be finalized immediately.



**IMPORTANT**

Attach the necessary documents and select the type accordingly to finalize the record.

## 10. 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
v.1.0.0	• Initial creation of user guide	09.08.2023	Ricardo da Costa Lima