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GENERAL CIRCULAR

1st Feb 2019

To: The Fleet

Subject: VICTUALLING Guidelines

On the subject matter please be guided by the following:

- Vessel should send the Requisition for Provisions to the Purchase Dept. with minimum Five Working Days in hand
- Requisitions to be made keeping in mind the number of persons on board, this will include Crew and the normal visiting Authorities from ashore, Office Staff, Armed Guards etc. Also the Nationality of Officers and Crew, the intended voyage and area of supply, are all to be taken into consideration.
- After the Requisition is received in the Office, Purchasing will ask for multiple quotes from suppliers; select the one most viable, depending upon costs, quality, previous experience, payment terms etc.
- Purchase will make the PO as per the Requisition received from the vessel.
- The PO with the cost of each item stated in it will be sent to the Master for checking and approval. It is Master's responsibility to review and adapt the items & quantities, so that the costs are within the victualling allowance that has been approved by Maritec NV , for the vessel, for the year.

The approved Victualling Allowance for 2017, is max USD 12 per crew per day for supplies in WAF ports and max. USD 10, for supplies in all other ports.

- After review by the Master, the PO is to be sent back to Purchasing with the adjustments made, where necessary.
In case the PO exceeds victualling costs even after review, the Master must give his comments / explanation to justify his approval ex. long voyage, more persons on board like armed guards or anticipated gratis to be given to shore authorities in some ports

In the absence of Master's remarks, Purchasing will arbitrary cut down a few items to make it in line with the allowed allowance

- **PLEASE NOTE: that all of the above mentioned is to be completed within minimum Five Working Days prior to date that the supply is required onboard.**

Victualling does not include supply of bottled water (this is on Owners account)
Also does not include meals provided to outsiders (pilots, shore staff, surveyors, authorities) or items given gratis to authorities

The victualling cost is to be monitored by the Master, Purchasing Dept. and Superintendents.

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