Jot Supplier Portal

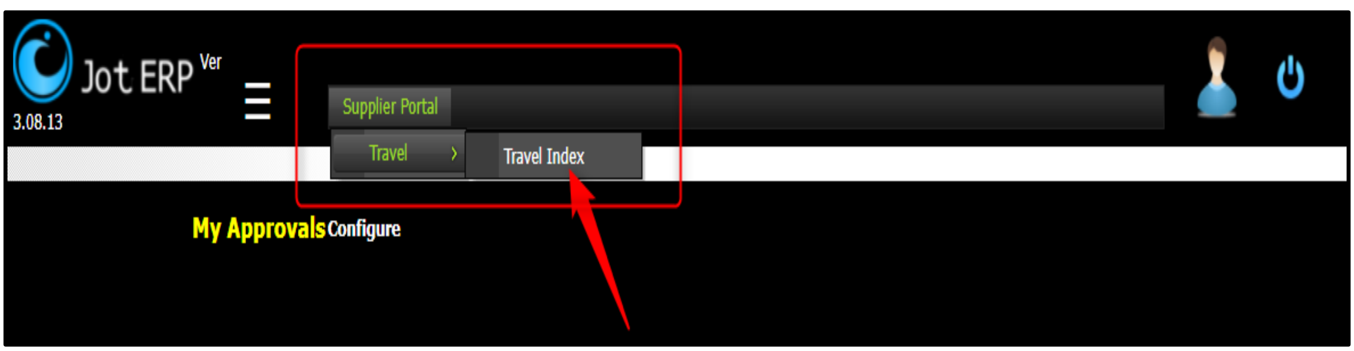
Travel Module - Help File

Login Page

- In the RFQ email you have received; a link and your current User ID/Password. Use those details to login into Supplier portal.

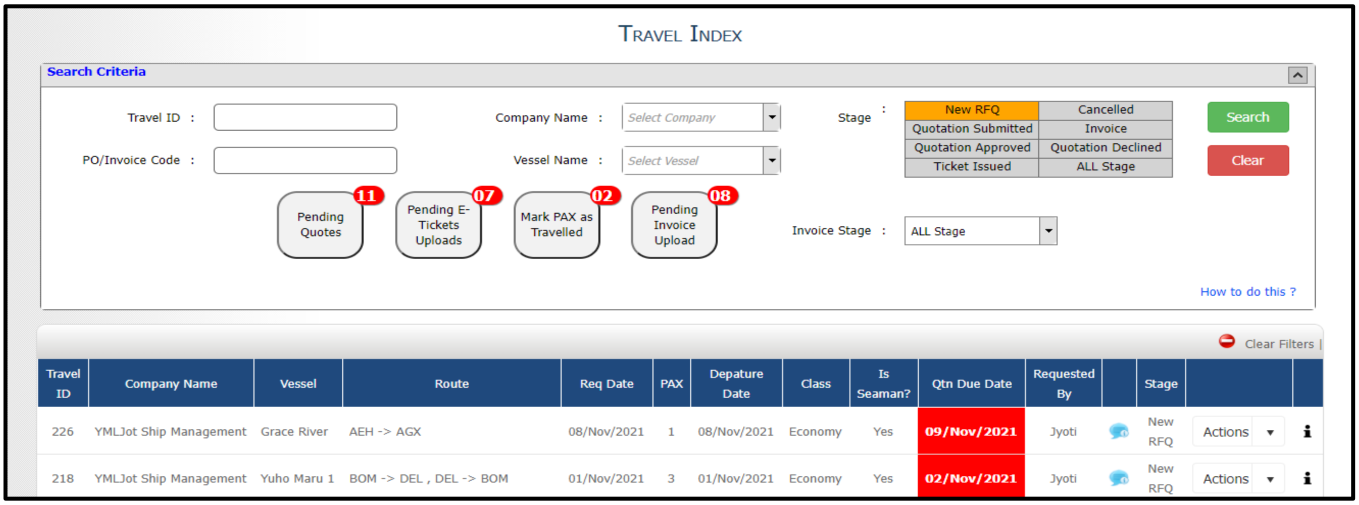
- After successful Login to the Jot Supplier Portal, you will see below Dashboard screen.

- To open main index screen, click on Supplier Portal from dashboard and click on “Travel” then go to “Travel Index”.



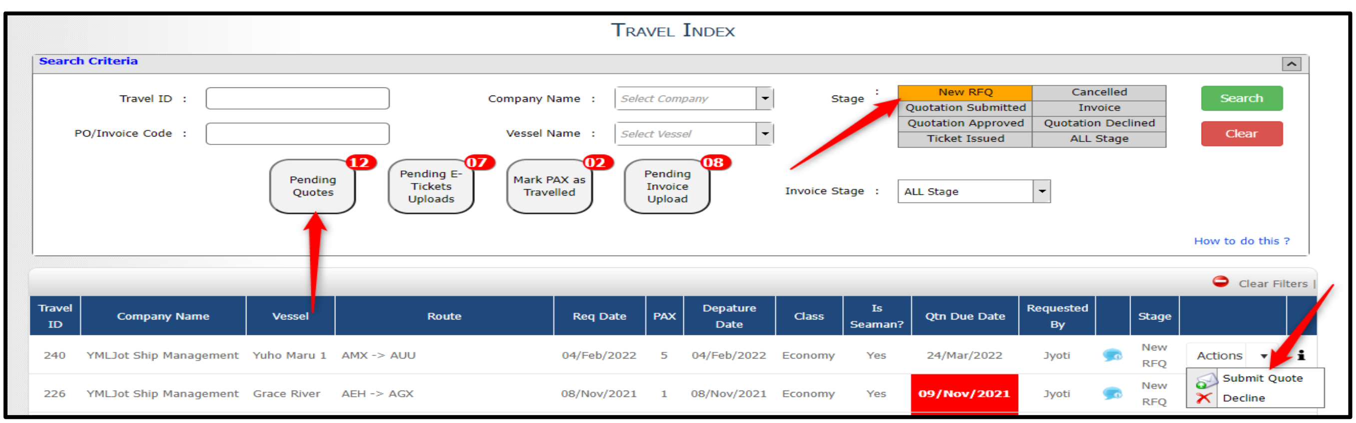
Supplier Travel Index

- After clicking on "Travel Index" you will see the main INDEX screen, with particulars of each RFQ that has been sent to you.
- Take note that each row in this screen represents a separate Travel Requests.



Submit The Quotation

- To update the Quotation details, go to "New RFQ" stage and, click on the ACTIONS dropdown (extreme-right) of Travel request and click on "Submit Quote" option.
- Note: You can also find all Travel ID's which are pending to update quote by using "Pending Quotes" notification button.



- It will open the “Submit Quotation” window. There will be all route details and pax details present.

Route Details:

Route #	Travel ID	Vessel	Travel Class	From	To	Departure	Arrival
1	240	Yuho Maru 1	Economy	, Australia (AMX)	, Australia (AUU)	04/Feb/2022 00:00	04/Feb/2022 10:00

Pax Details:

Staff Code	Pax Name	Gender	Nationality	Rank	DOB	Place Birth	Passport#	Passport Expiry	Place Of Issue	Seaman Book	Seaman Expiry
10141	D, Alpha	Male	India	2/OFF	20/Mar/1979	KBRI COLOMBO	B550127	18/Feb/2026	mumbai		
10089	Khan, D	Male	India	2/E	20/Mar/1978	KBRI COLOMBO	B550127	21/Jun/2023	mumbai		
10082	Leo, Rio	Male	India	3/E	14/Apr/1985	india	3782782	14/Apr/2024	Test		
10085	Verma, Kumar	Male	India	3/E	20/Mar/1968	india	546515215	18/Feb/2025	mumbai		
10118	Rana, Piyush	Male	India	3/E	31/Jul/1997	Panvel	L482978	30/Aug/2027	Thane		

Quotation Details:

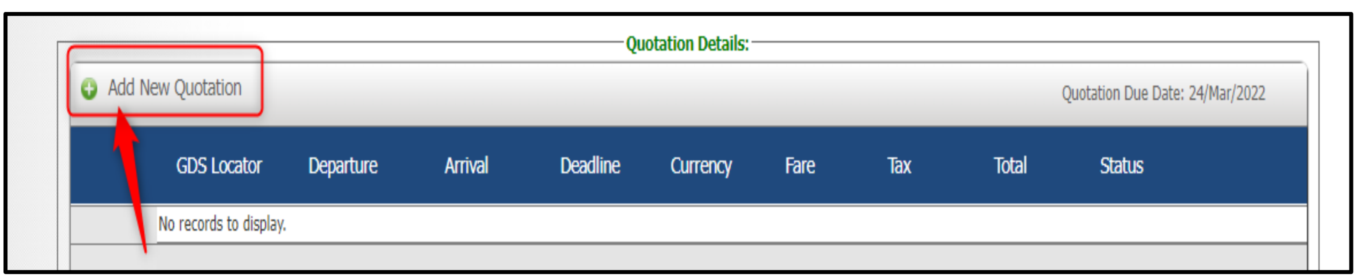
Add New Quotation

Quotation Due Date: 24/Mar/2022

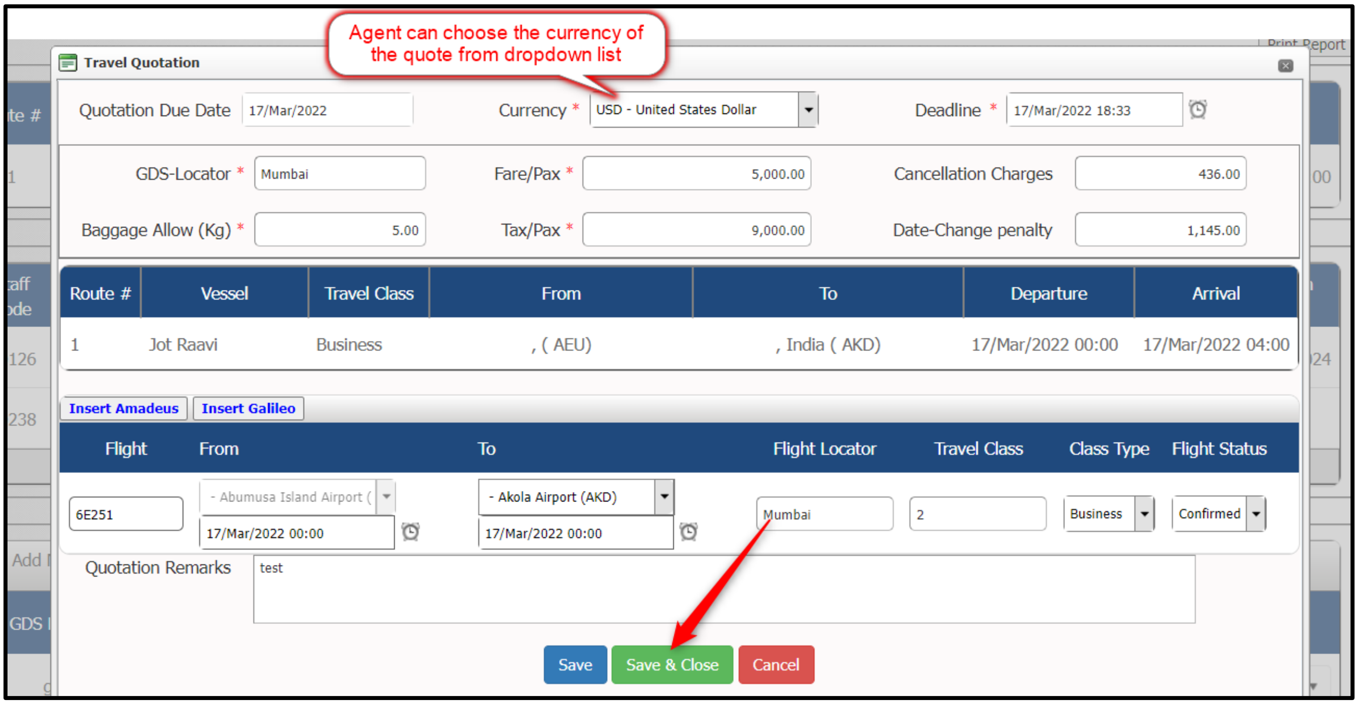
GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status

No records to display.

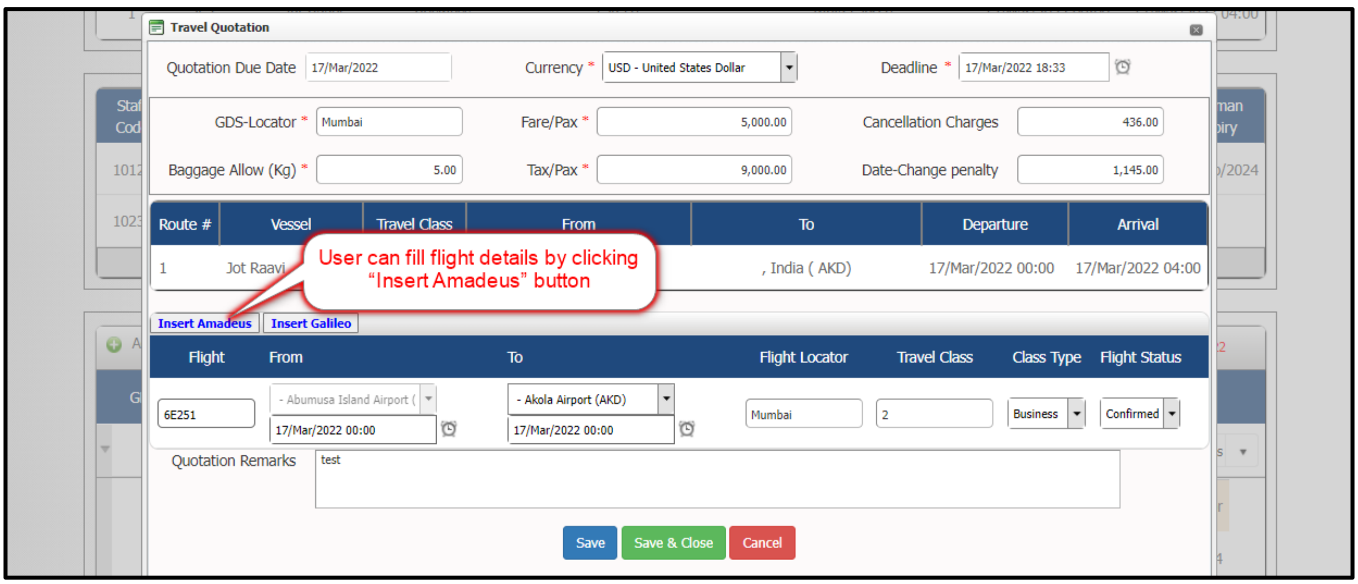
- Click on “Add New Quotation” button for updating quotation details. It will open the “Travel Quotation” pop up.



- Key in all the Information and click on the “Save &Close” button.

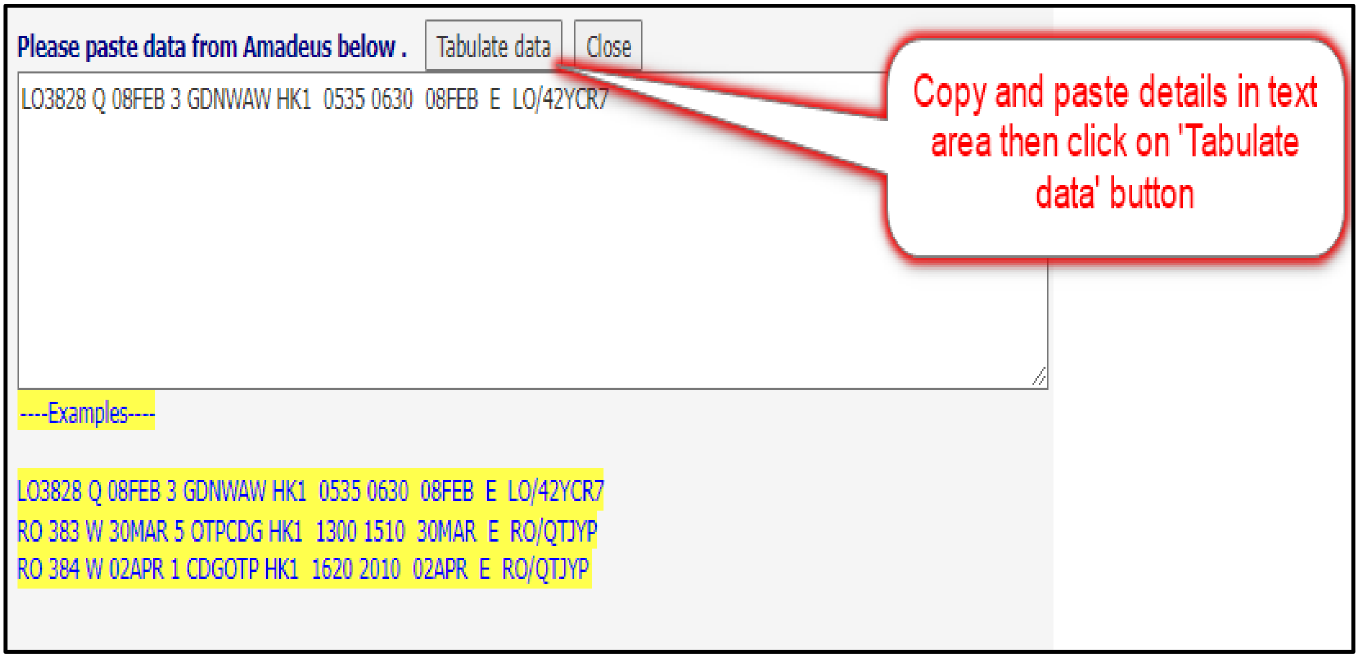


- User can also fill flight details by clicking “Insert Amadeus” button.

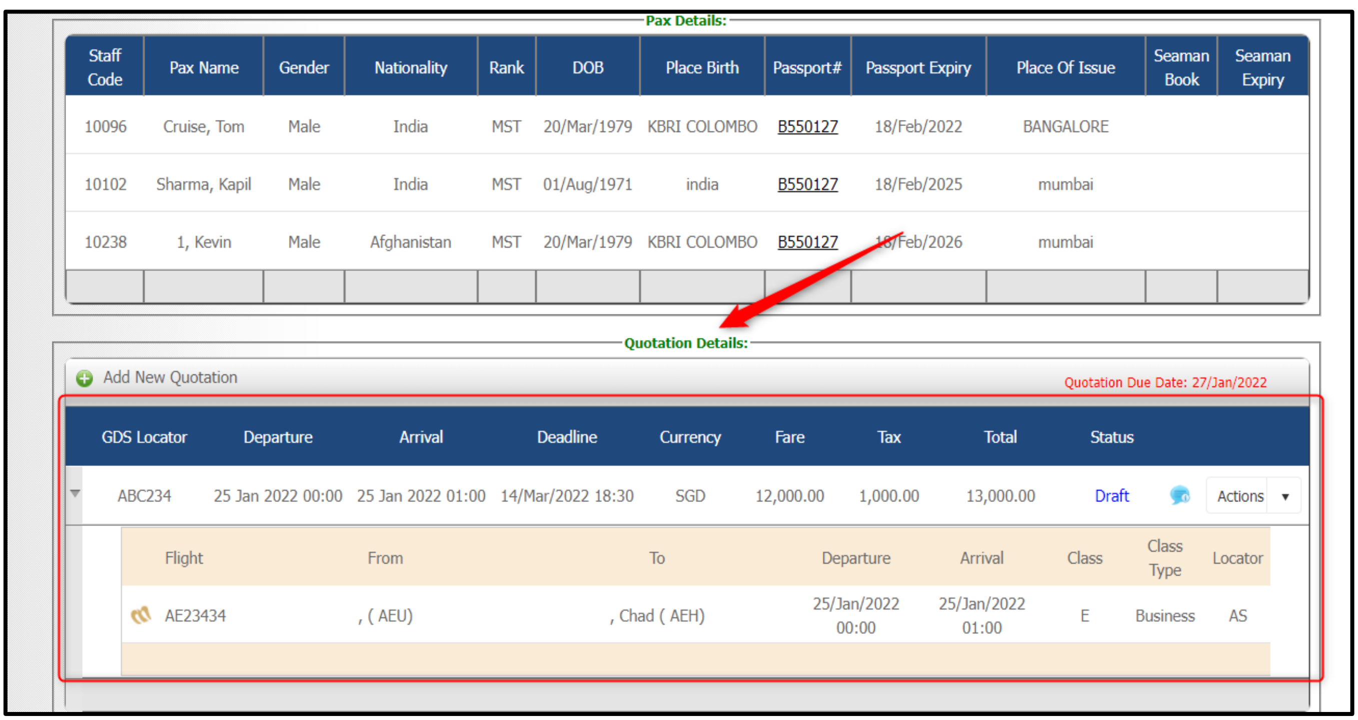


- After clicking on “Insert Amadeus” button it will open new popup window.

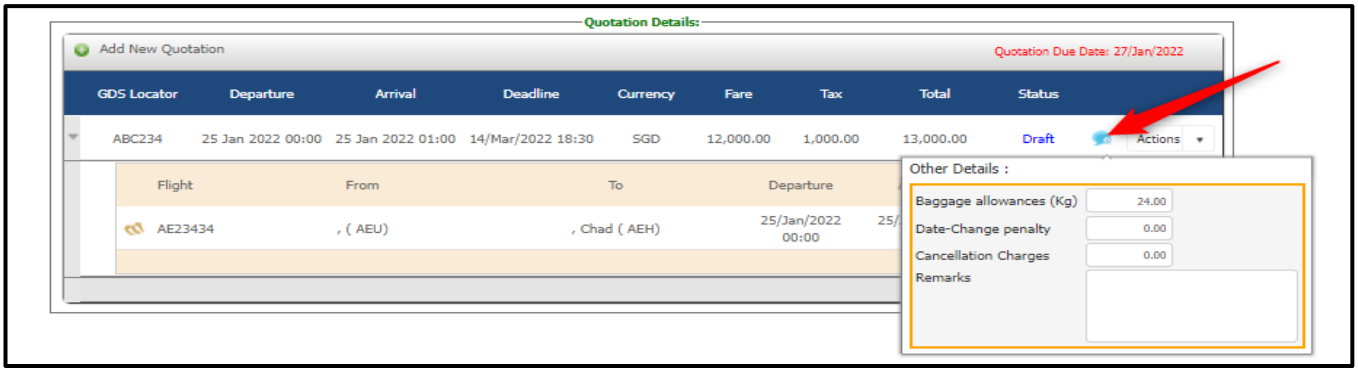
- Copy and paste the flight details which you have in the text area then click on “Tabulate data” button.



- Submitted Quotation will be seen under “Quotation Details” grid.

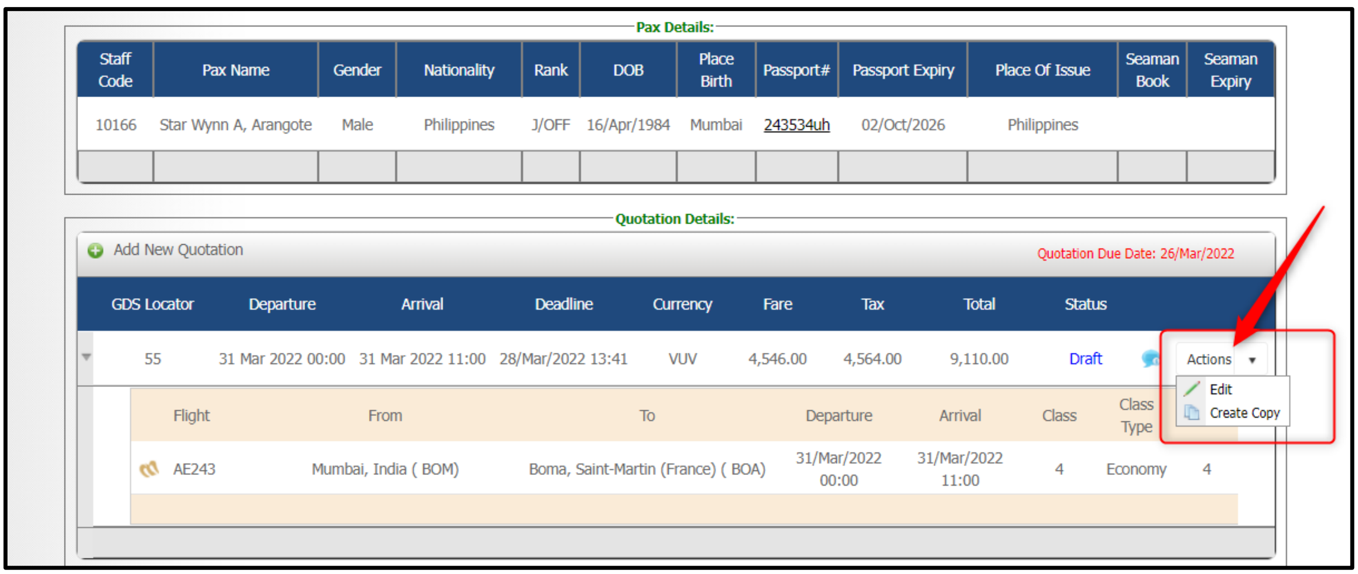


- Travel Agent can see the other charges by just pointing your mouse to the Remarks.

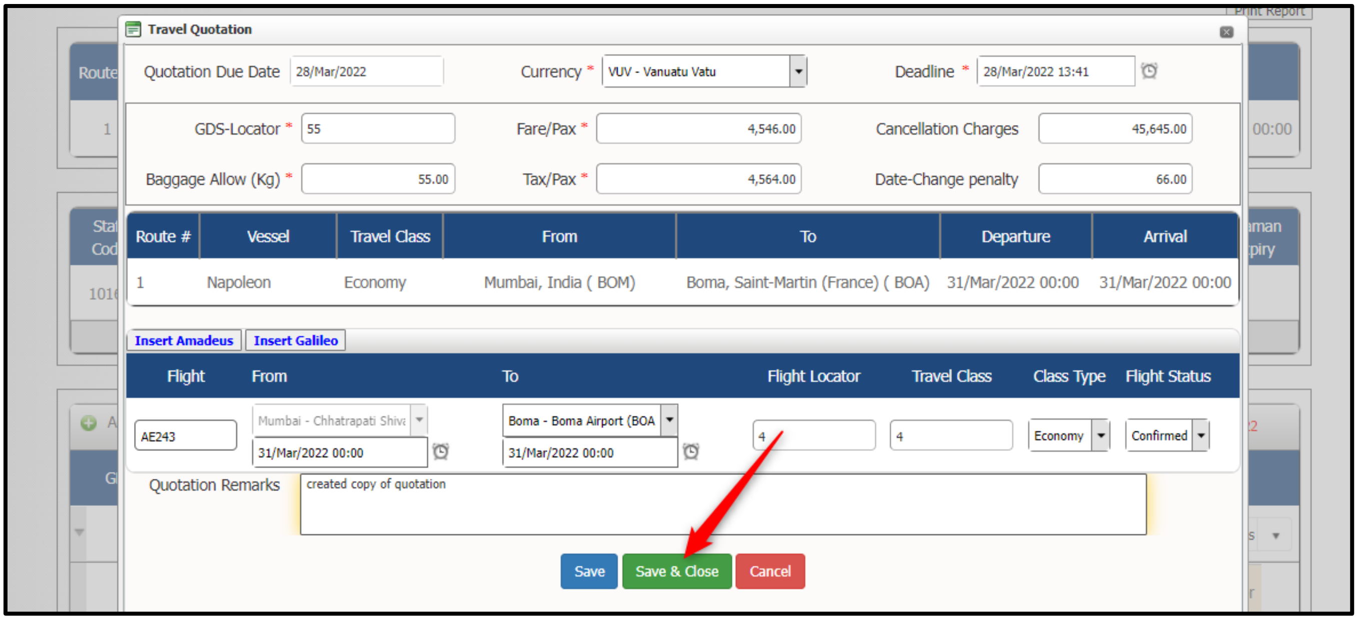


Edit and Create Copy of Quotation

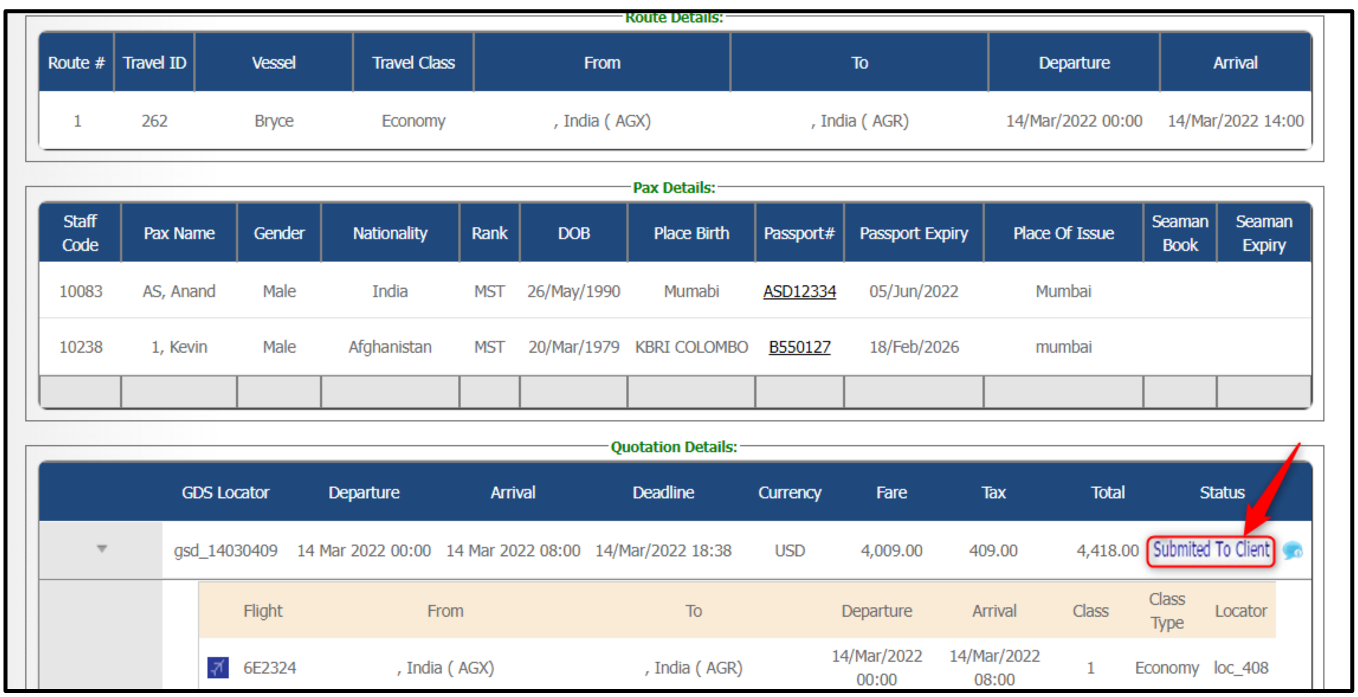
- While Submitting Quote, Travel Agent can EDIT quotation and CREATE COPY of same quotation by clicking “Edit” and “Create Copy” options from Action drop down.



- On click of create copy option a “Travel Quotation” pop up will open.
- All field details will be filled automatically, click on “Save & Close” button ,then Same quotation copy will get created.

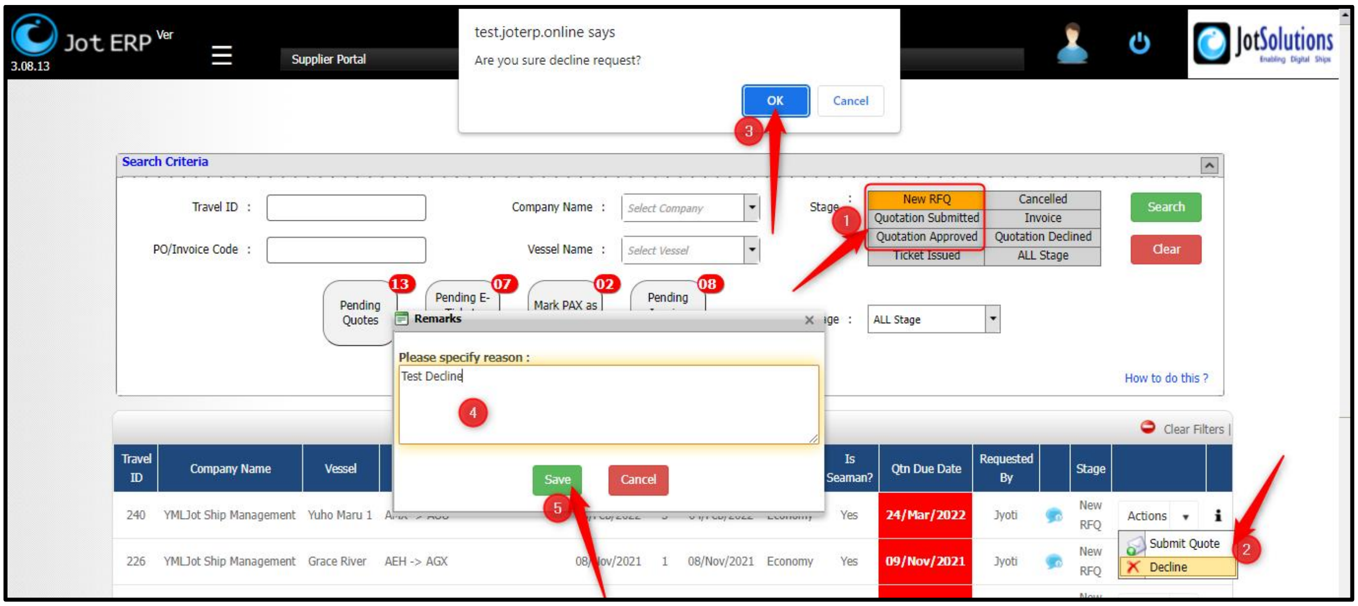


Note: Once agent submit the quotation to the Client, Agent cannot edit, create copy, and submit the quotation. All the Actions options will be disabled. And Status will be changed as “Submitted to Client”.

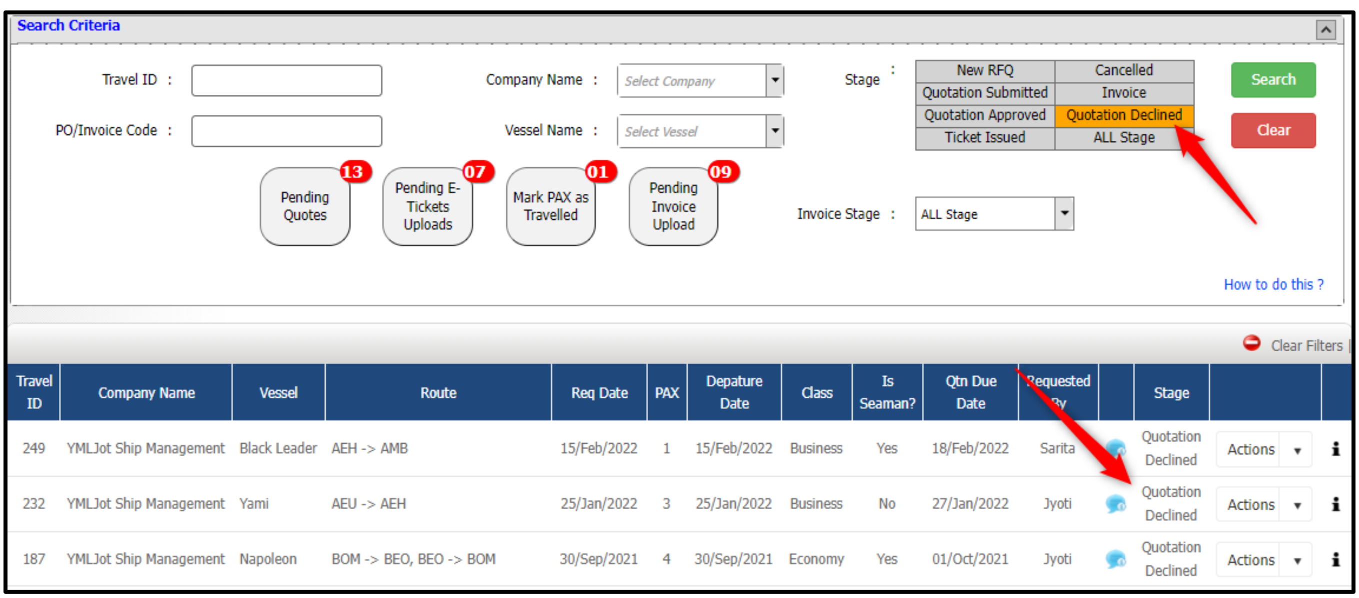


Decline the Quotation

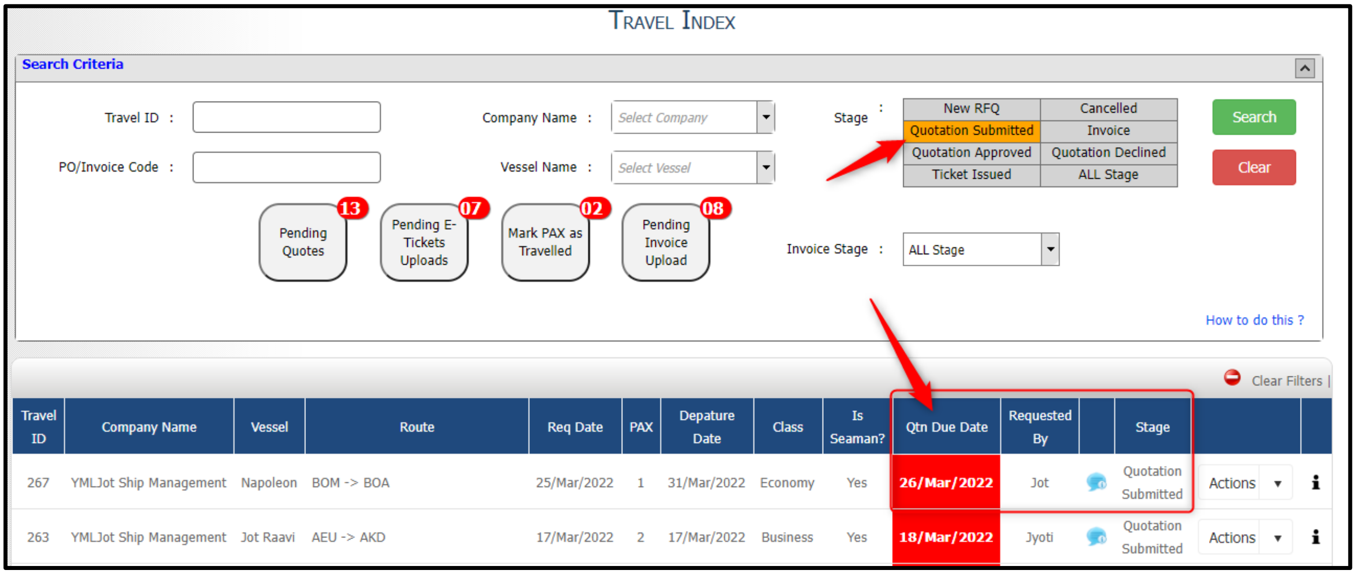
- Travel Agent can decline the quotation from "New RFQ" stage.
- To decline the quotation request, click on the ACTIONS dropdown (extreme-right) of Travel request. and click on "Decline" option.
- One prompt will be shown as 'Are you sure decline request?' click on "OK" button.
- Enter the reason for declining the quote and click on "Save" button.



- Agent can check all decline quotation from "Quotation Declined" stage.

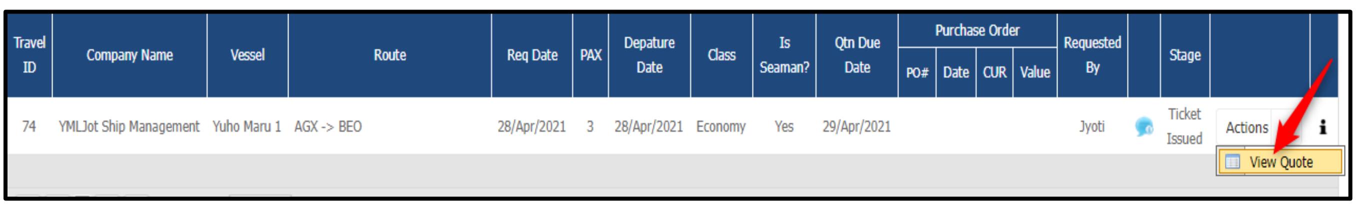


- Once the quotation submitted to the client then it will be shown in “Quotation Submitted” stage. With all the details of quote such as “Qtn Due Date” and “Requested By”.

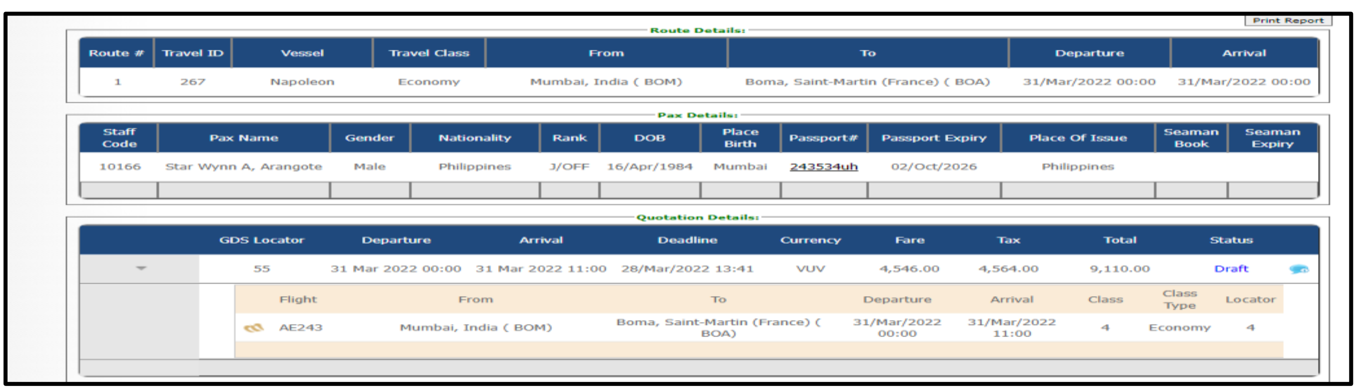


View Quotation details

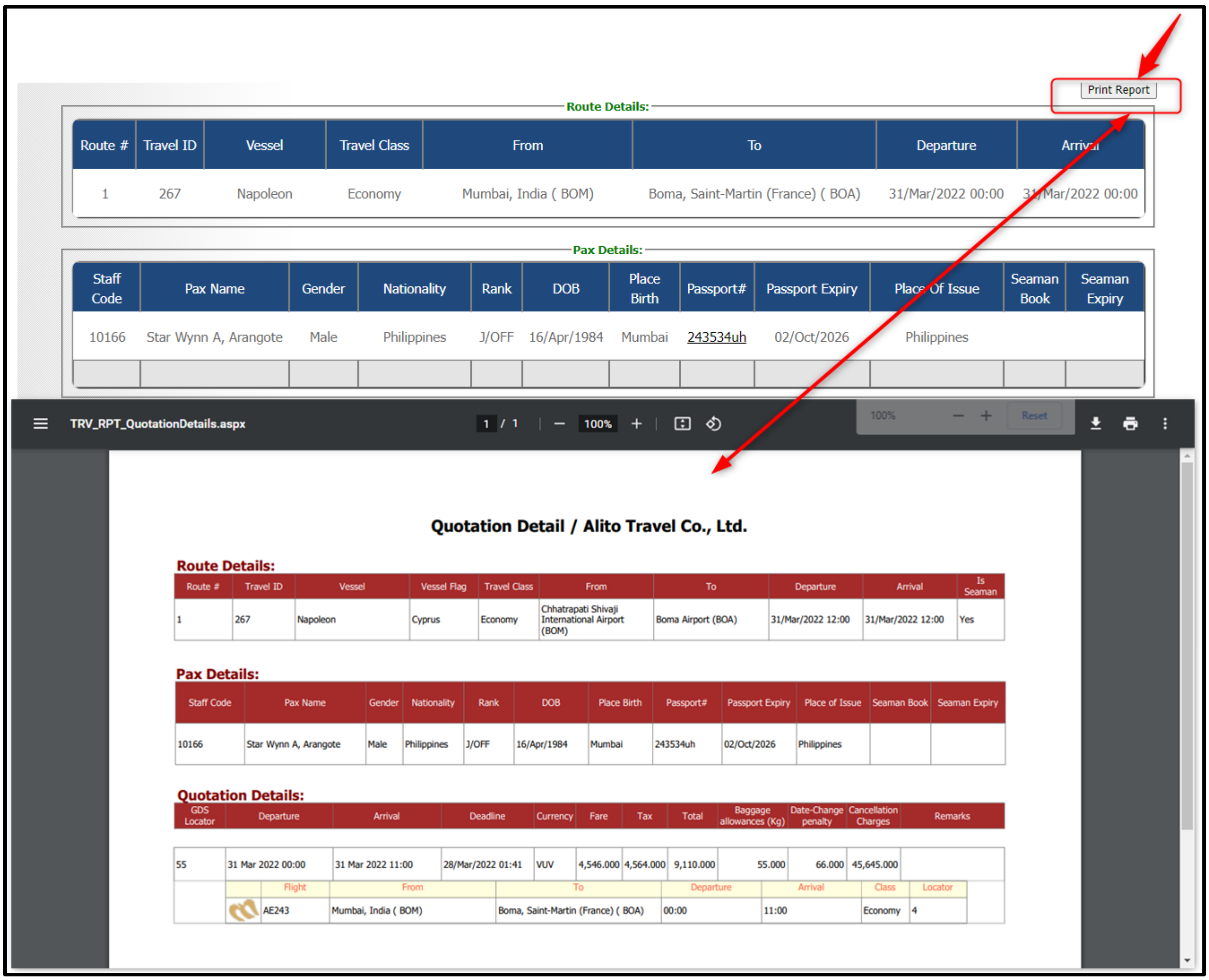
- Agent can see the quotation details by clicking on “View Quote” from action drop down.



- Once Clicked on “View Quote”, Quotation Details pop up will open.

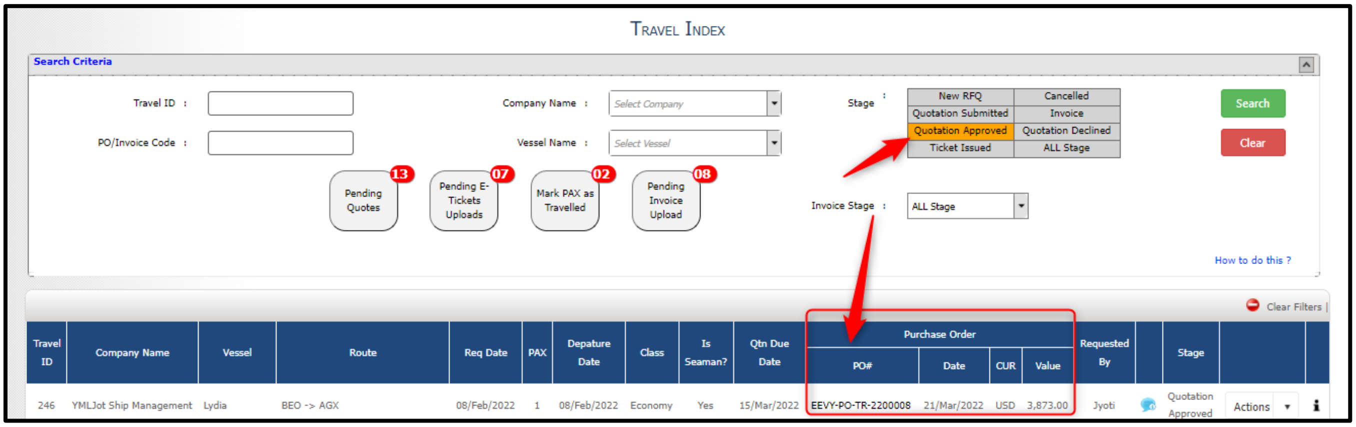


- Note: Quotation details can be viewed from any of the stages from “Quotation Submitted” to “Invoice” stage by using “View Quote” option.
- From “View Quote” page, Agent can take print of quotation details by using “Print Report” button.
- To take print of quotation report click on “View Quote” option, quotation details page will get open – click on “Print Report” option, it will redirect to new window and Quotation details will be shown in PDF file.

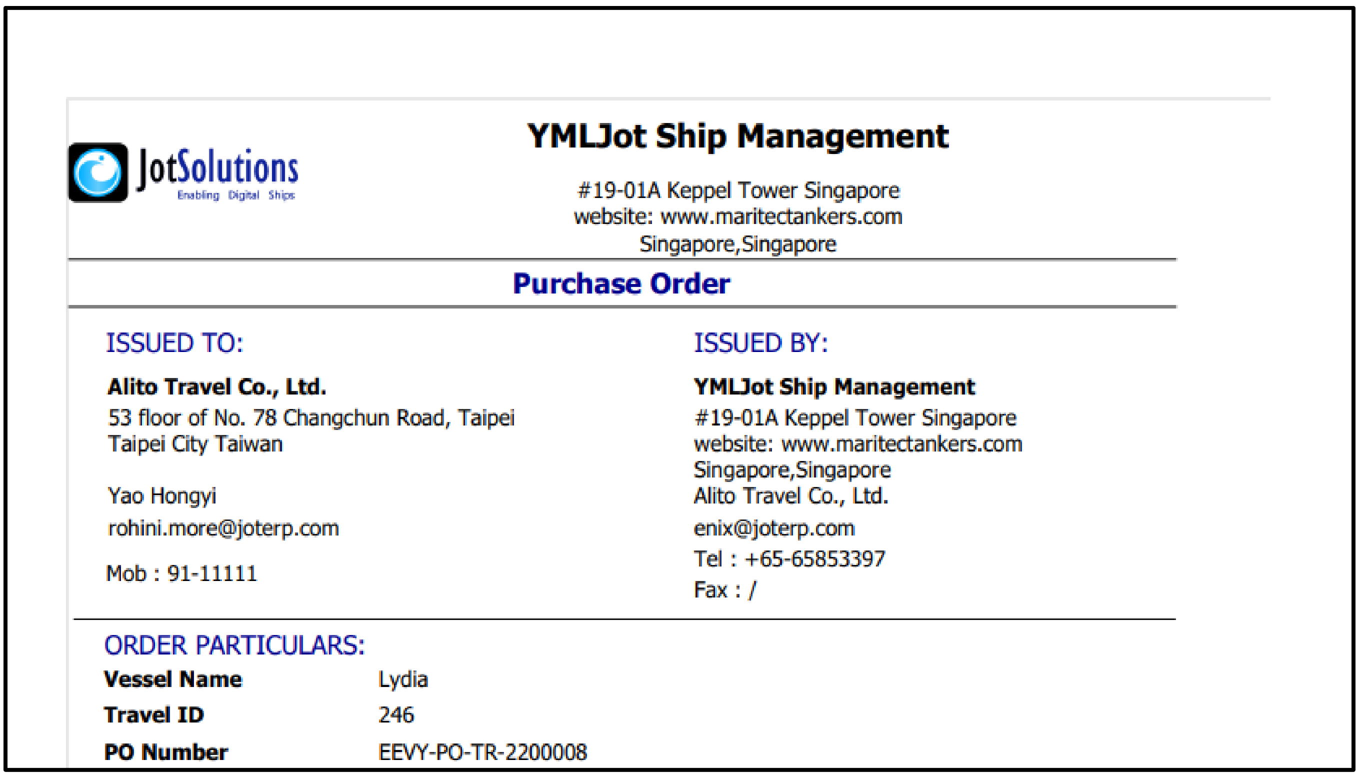


Quotation Approved

- Once the quotation is approved from office user then travel request will be visible in "Quotation Approved" stage. From there agent can view "Purchase Order" related details



- Agent can see the Purchase Order By clicking PO number (Blue color link).



YMLJot Ship Management

#19-01A Keppel Tower Singapore
website: www.maritectankers.com
Singapore,Singapore

Purchase Order

ISSUED TO:

Alito Travel Co., Ltd.
53 floor of No. 78 Changchun Road, Taipei
Taipei City Taiwan

Yao Hongyi
rohini.more@joterp.com

Mob : 91-11111

ISSUED BY:

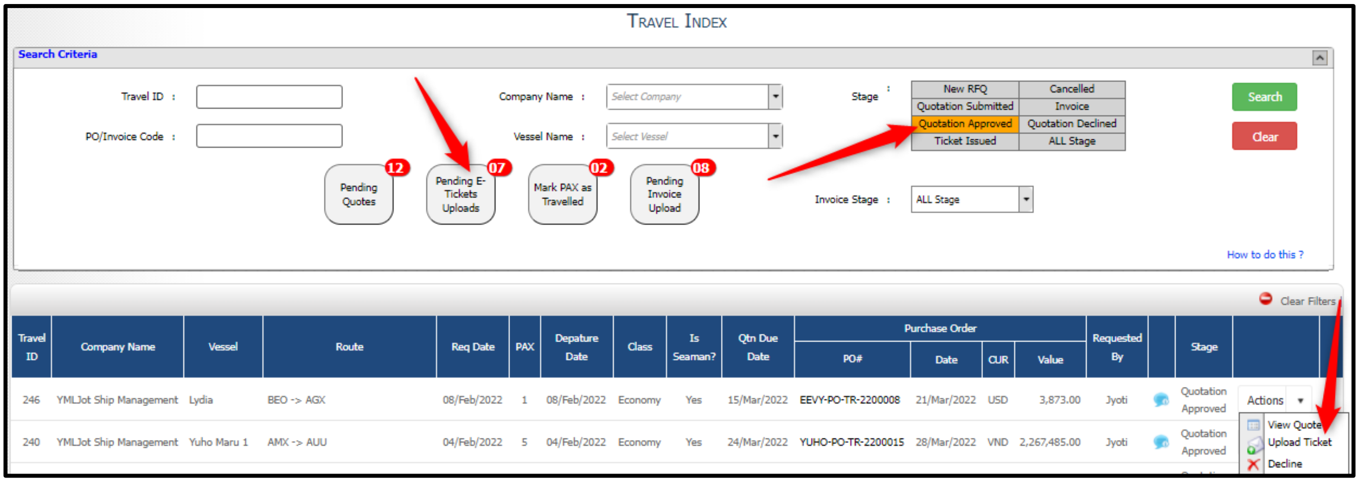
YMLJot Ship Management
#19-01A Keppel Tower Singapore
website: www.maritectankers.com
Singapore,Singapore
Alito Travel Co., Ltd.
enix@joterp.com
Tel : +65-65853397
Fax : /

ORDER PARTICULARS:

Vessel Name	Lydia
Travel ID	246
PO Number	EEVY-PO-TR-2200008

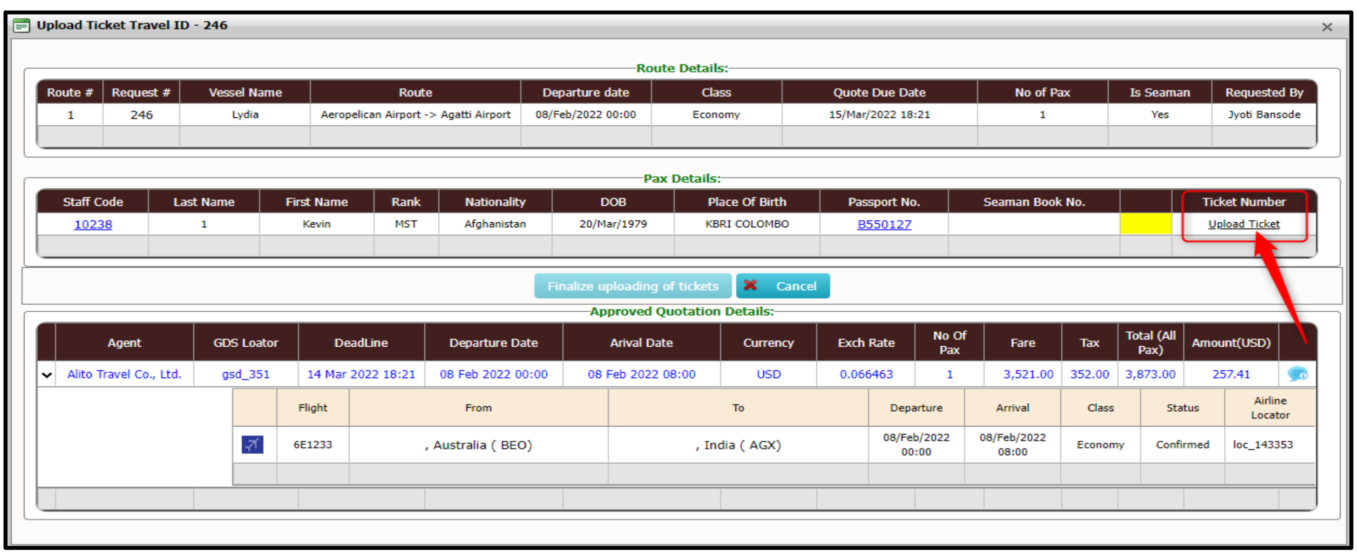
Upload Travel Tickets

- To Upload the Travel Tickets, go to “Quotation Approved” stage and, click on the ACTIONS dropdown (extreme-right) of Travel request and click on “Upload Ticket” option.
- Note: You can also find all Travel ID’s which are pending to upload the tickets by using “Pending E- Tickets Uploads” notification button

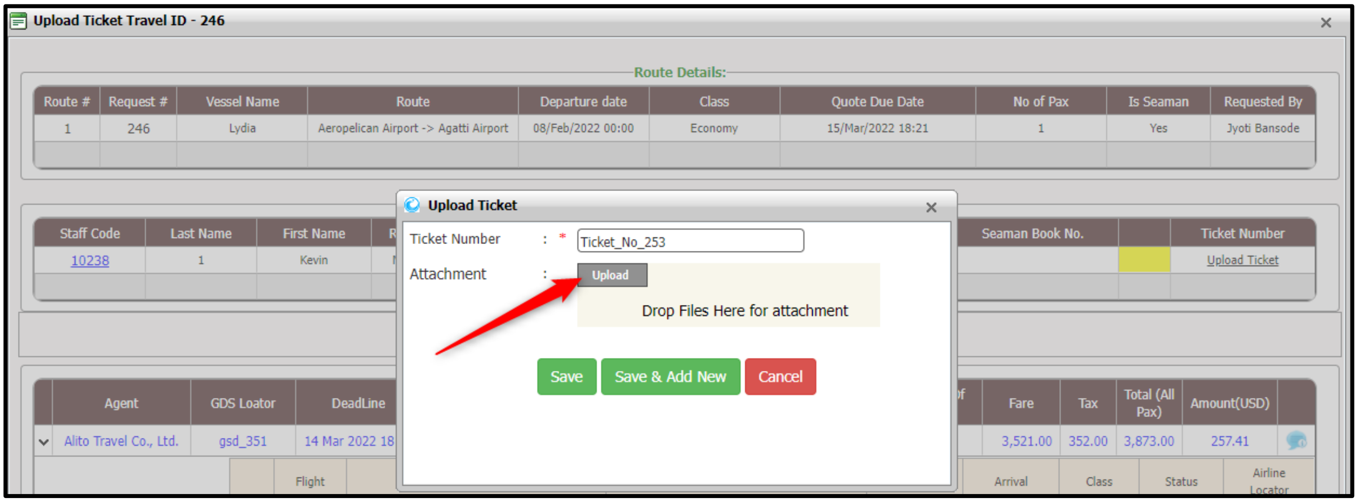


- Once clicked on Upload Ticket option from action drop down, “Upload Ticket” pop up window will get open.

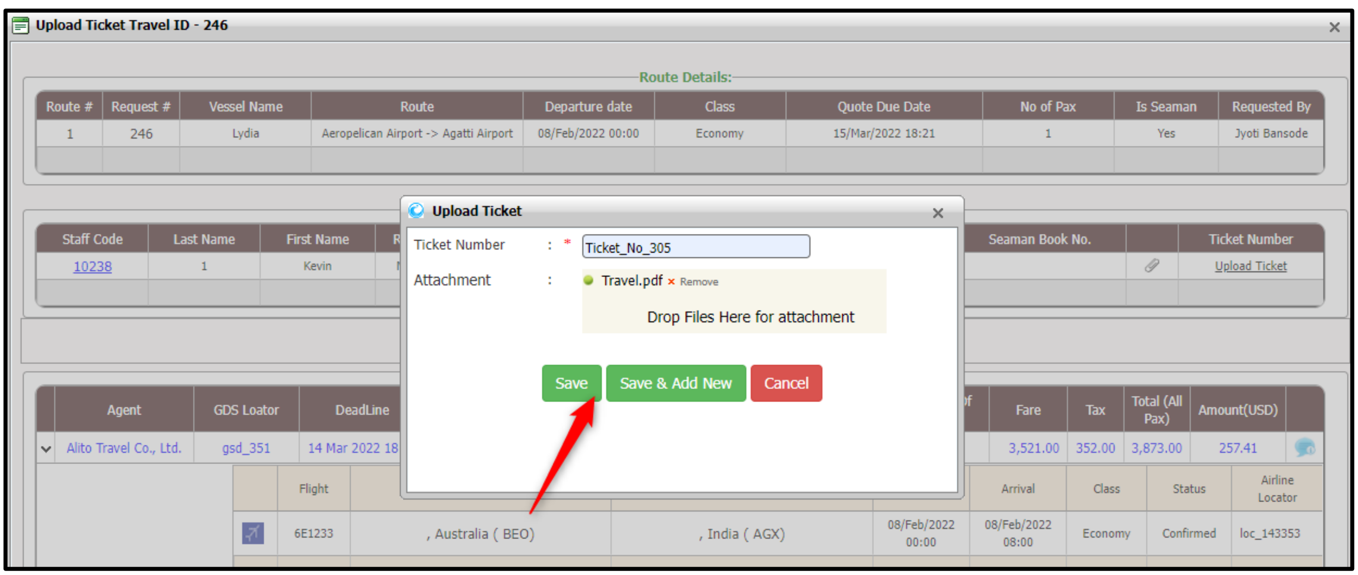
- To upload ticket, click on upload ticket link present below Ticket Number column.



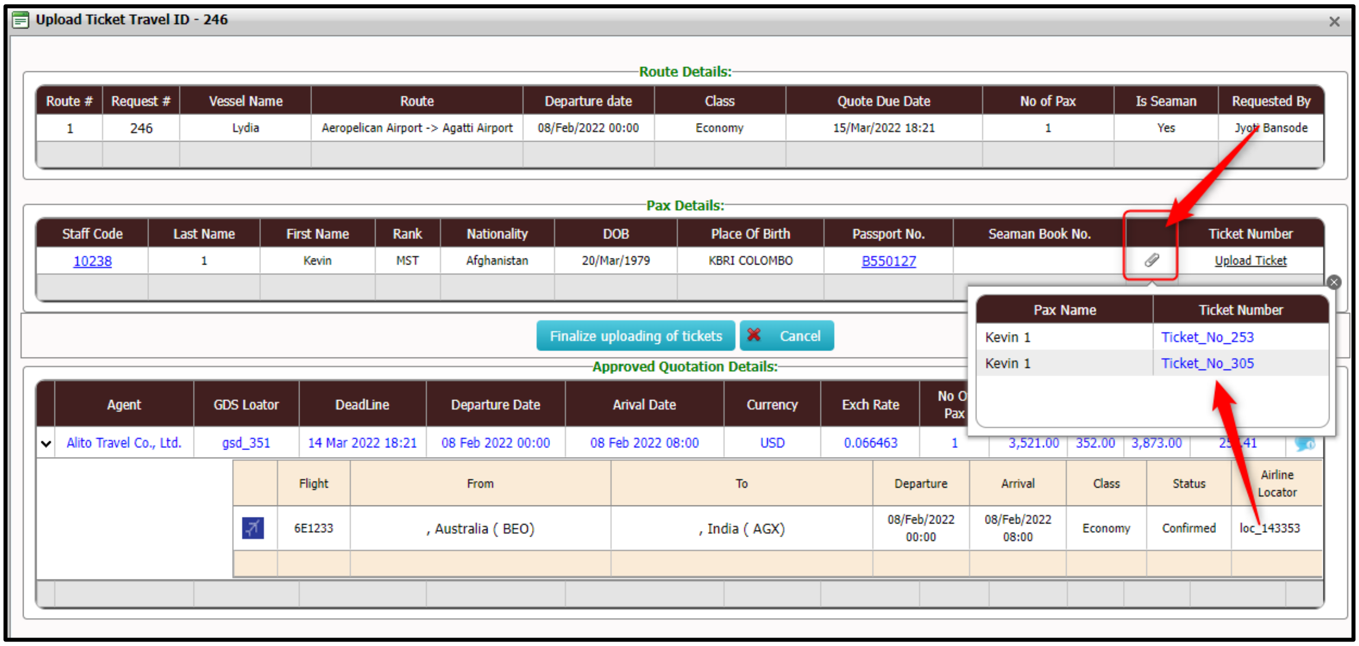
- “Upload Ticket” pop up will open, Enter the Ticket Number and Upload the Ticket, by browsing the correct file from your computer.



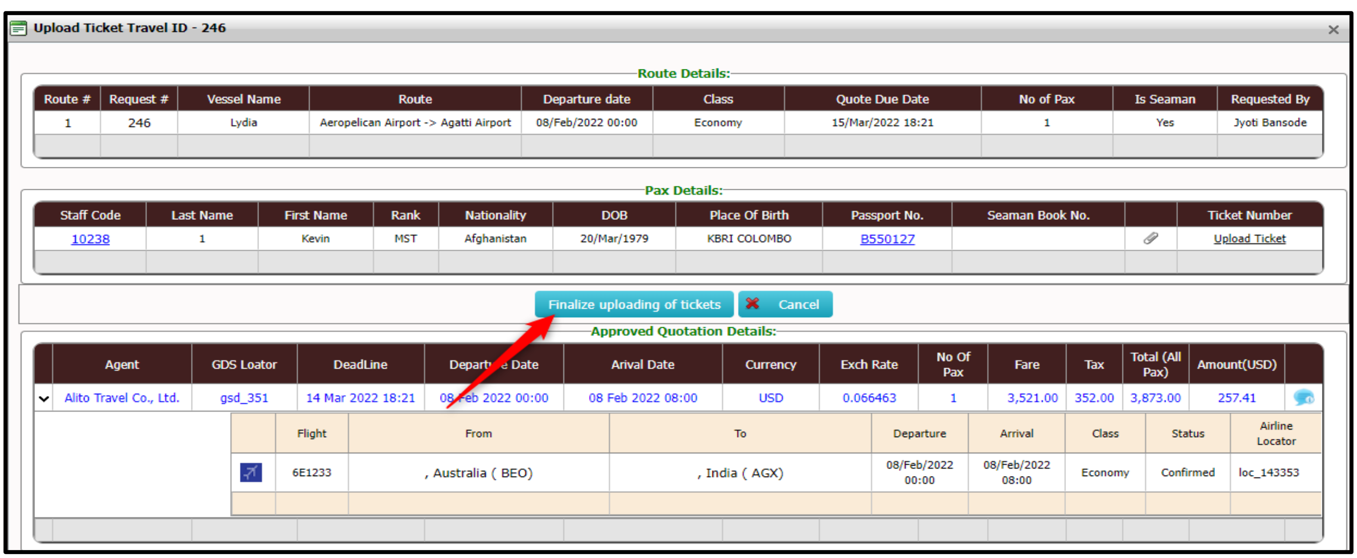
- After uploading file click on “Save” button or to add more files click on “Save & Add New” Button.



- To view the uploaded ticket, Hover the mouse on attachment symbol “📎”, Small window will appear then click on “Ticket No” link then uploaded attachment will be shown in the new page.
- Note: “Finalize Uploading of Tickets” button will enable only after uploading ticket for all the Seafarer.

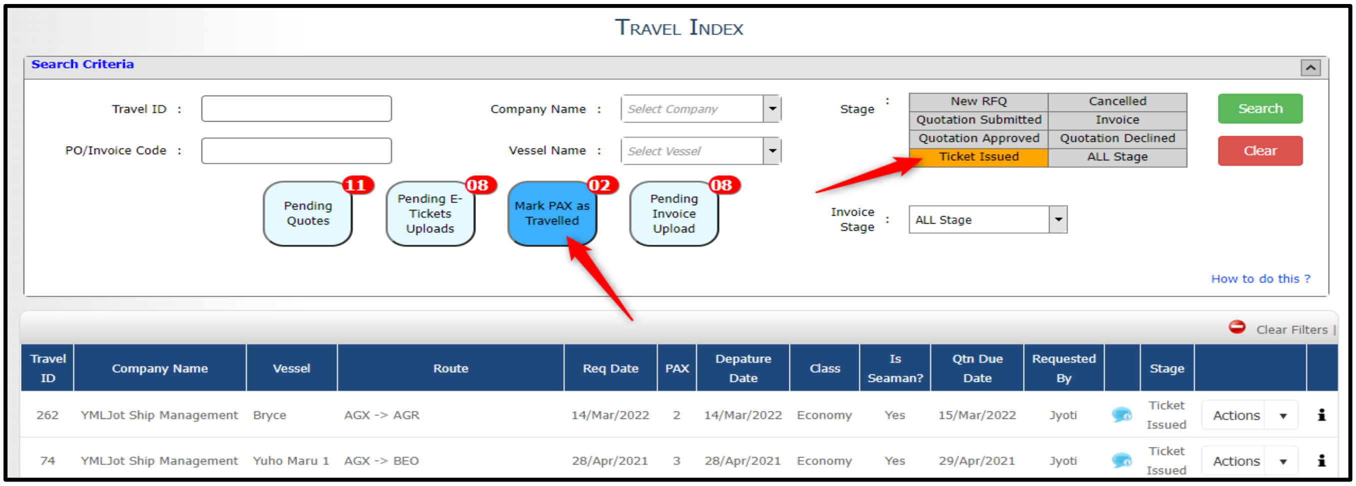


- After uploading all the tickets agent can finalize the Ticket from “Finalize Uploading of Tickets” button.



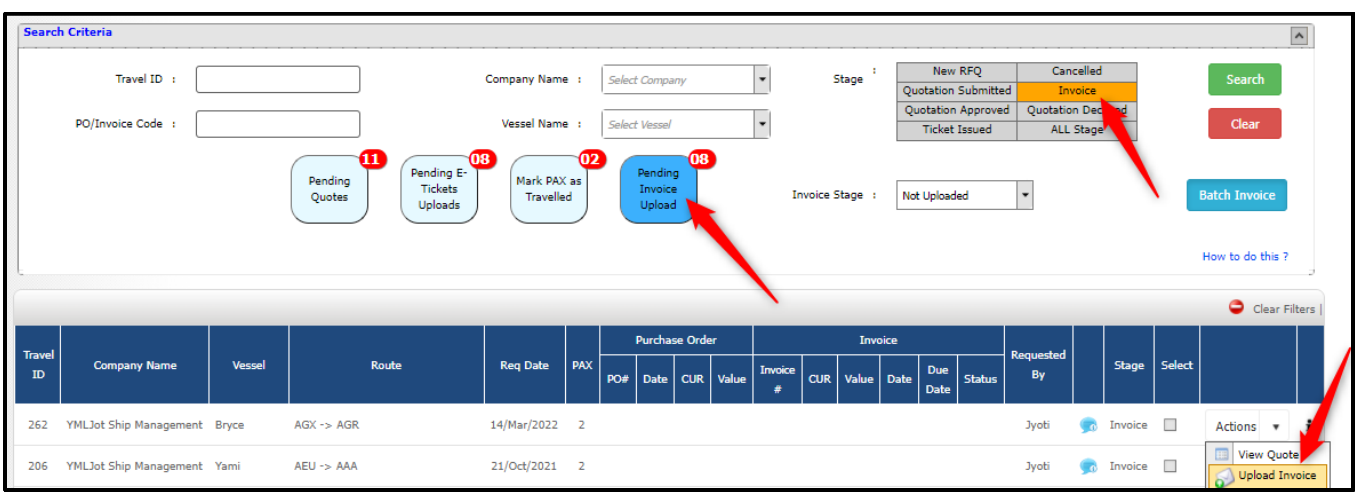
Ticket Issued

- Once all the tickets are uploaded and finalized then travel request will get moved Ticket Issued stage and agent can view travel from by “Ticket Issued” Stage.
- Note: You can also find all Travel IDs for which tickets are uploaded and finalized by using “Mark PAX as Travelled” notification button

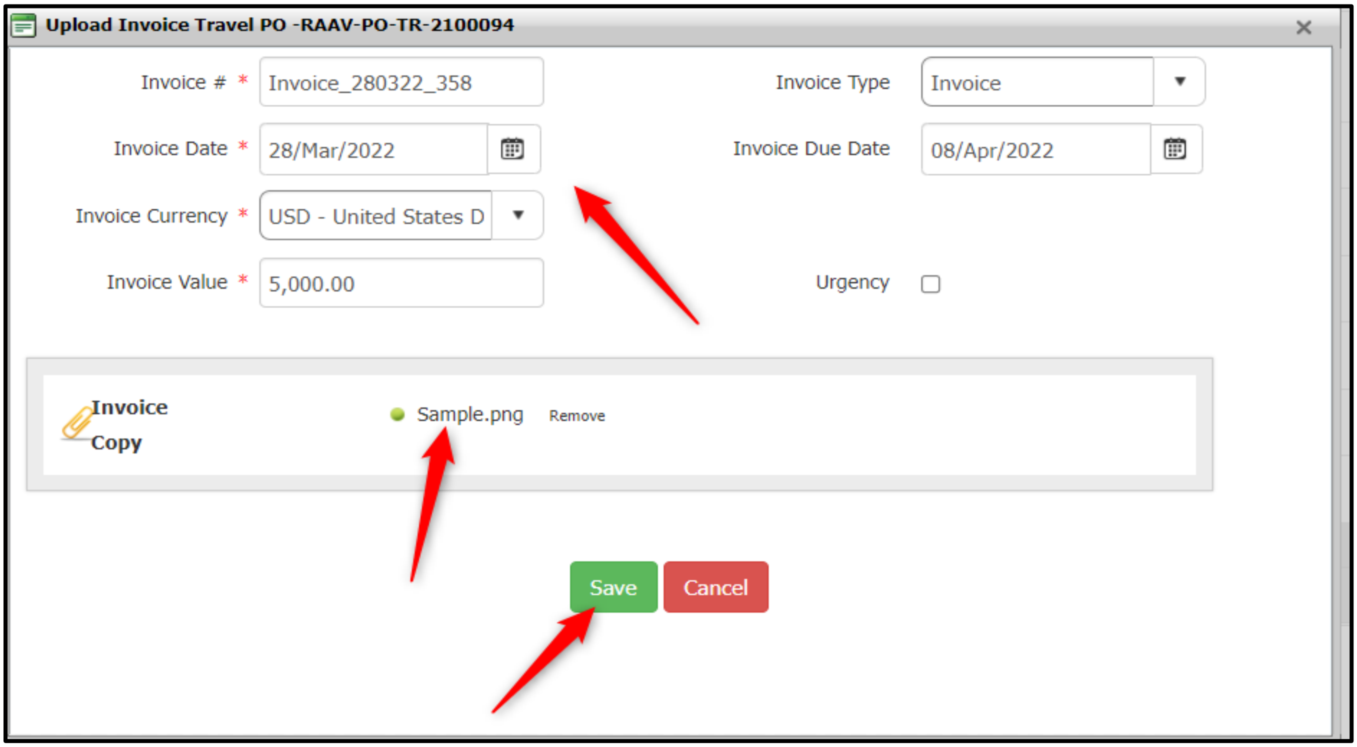


Upload Invoice

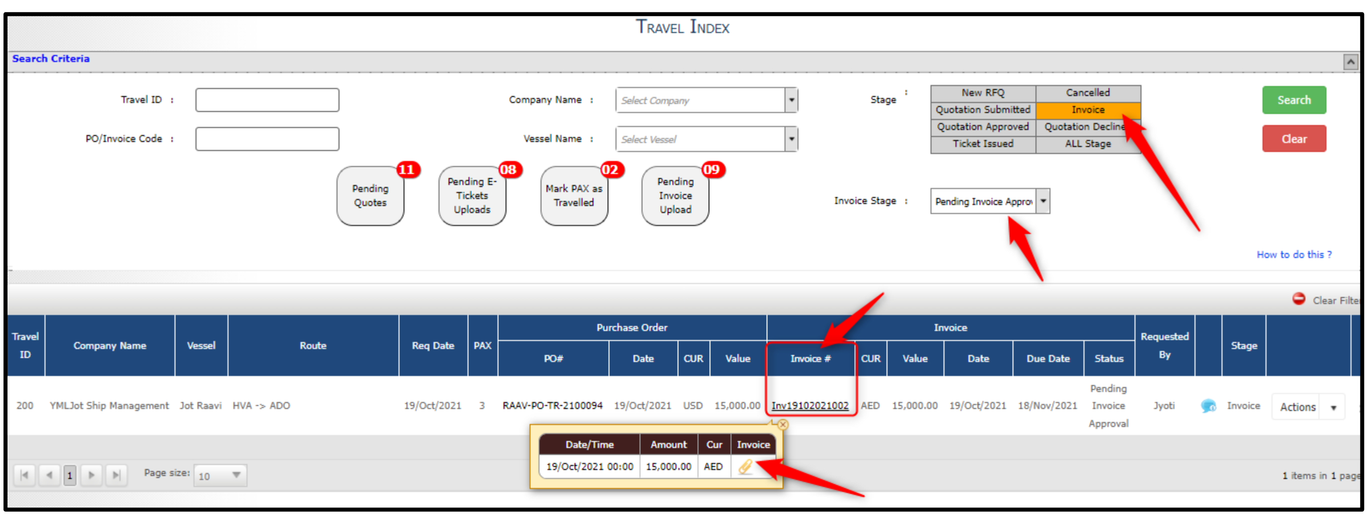
- To Upload the Travel Invoice, go to “Invoice” stage and, click on the ACTIONS dropdown (extreme-right) of Travel request and click on “Upload Invoice” option.
- Note: You can also find all Travel ID’s which are pending to upload Invoices by using “Pending Invoice Upload” notification button



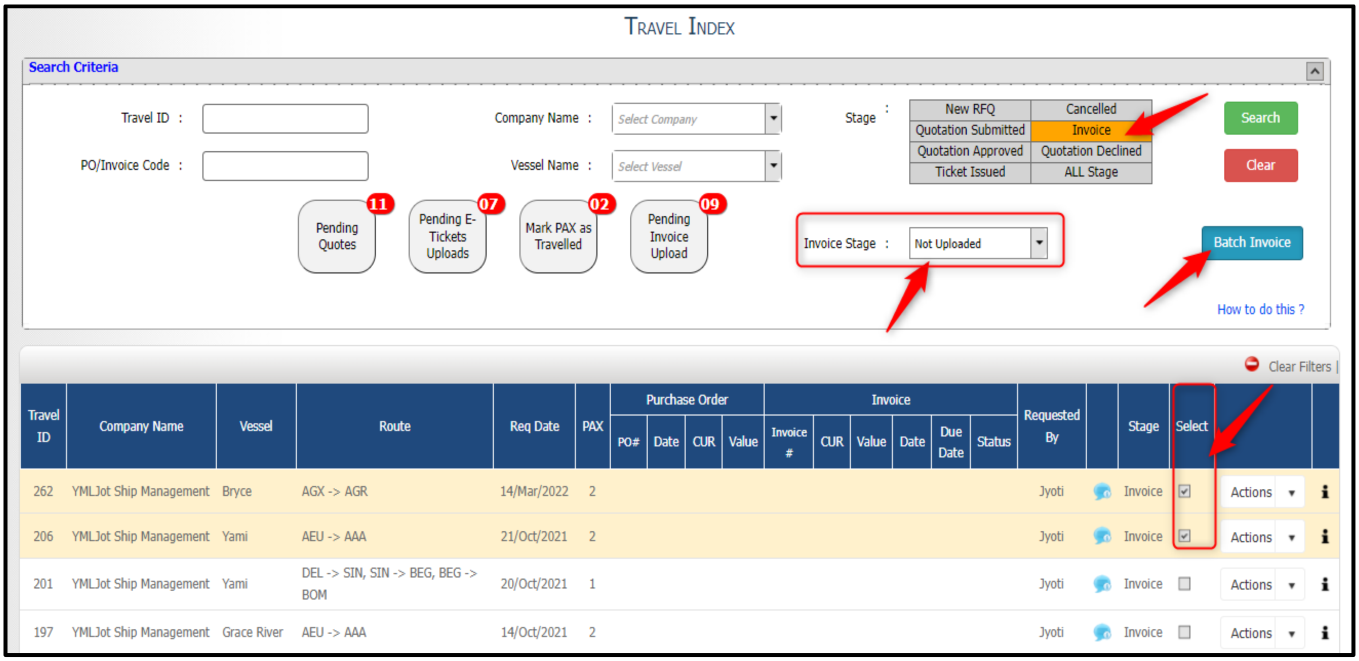
- Upload Invoice window will get open, Key In all the Mandatory field.
- Select Invoice Type, Upload the “Invoice Copy” and click on the “Save” button.



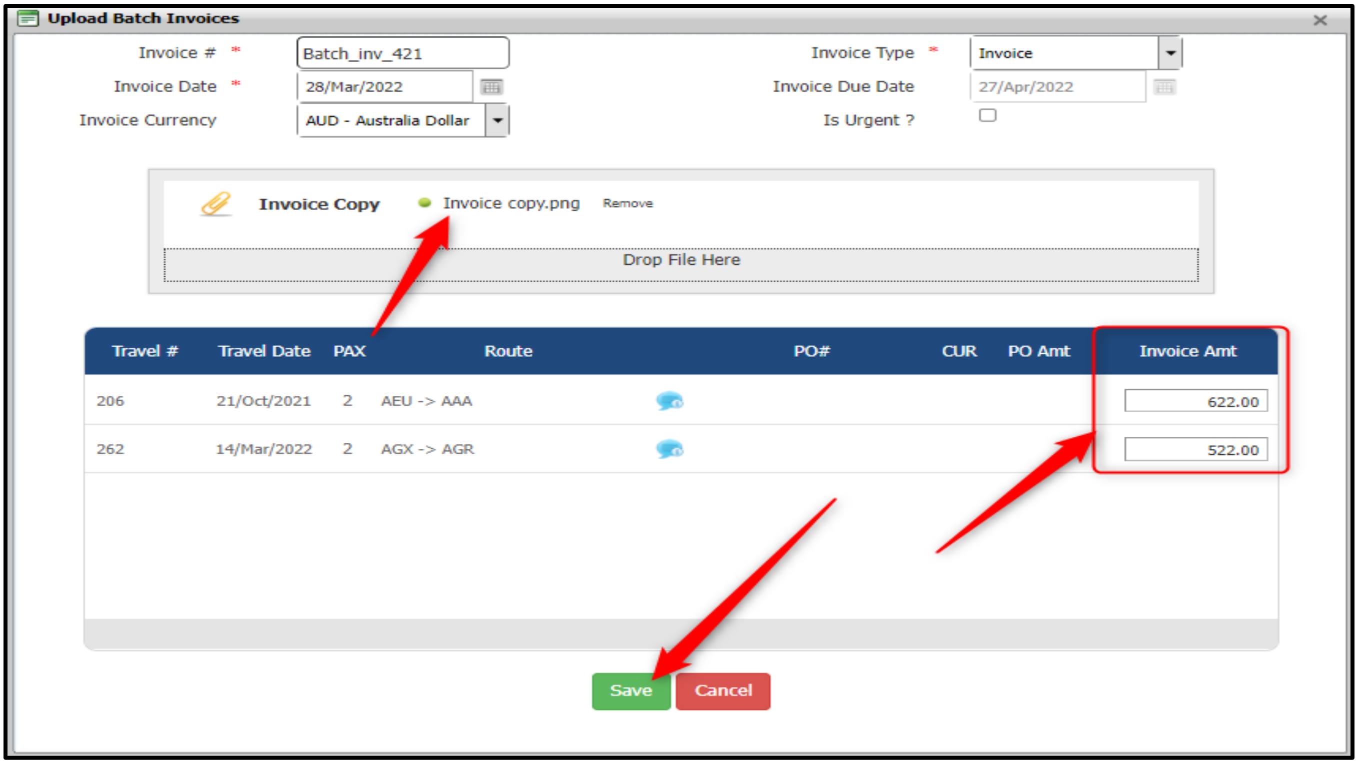
- To view uploaded Invoice, go to Invoice stage, and go to “Pending Invoice Approval” status of Invoice, Hover the mouse on Invoice number - small window will appear then click on attachment symbol “📎”, the uploaded attachment will be shown in the new page.



- Agent can also upload batch invoices by using “Batch Invoice” feature from Travel Index.
- To Upload batch Invoice, Go To “Invoice - Not Uploaded” Stage, and select the Travel Request for which you want to upload invoices, from checkbox present in front of Travel IDs, and click on “Batch Invoice” Button.

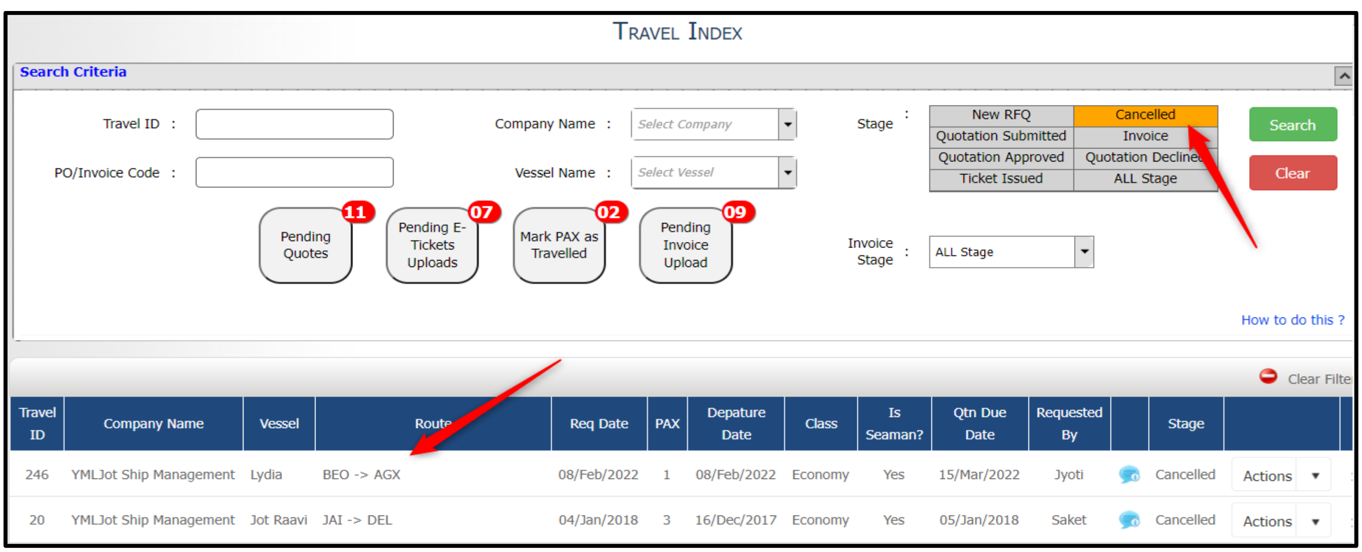


- Upload Batch Invoices window will get open.
- To upload invoices Key In all the Mandatory field, Enter the Invoice amounts, Upload the “Invoice Copy” and click on the “Save” button.



Cancelled stage

- All the travel request which are cancelled from office user will be shown in "Cancelled" stage.



All Stage

- Note: You can find all the Travel Request in 'All Stage' at any time to filter the records as needed.