



# NON VAKT USER GUIDES

This document provides a brief overview of how VAKT users will send you nominations and explains how you need to respond to the received nomination. It also provides information on how the VAKT user saves the received nomination they receive from you on the VAKT platform.

## TABLE OF CONTENTS

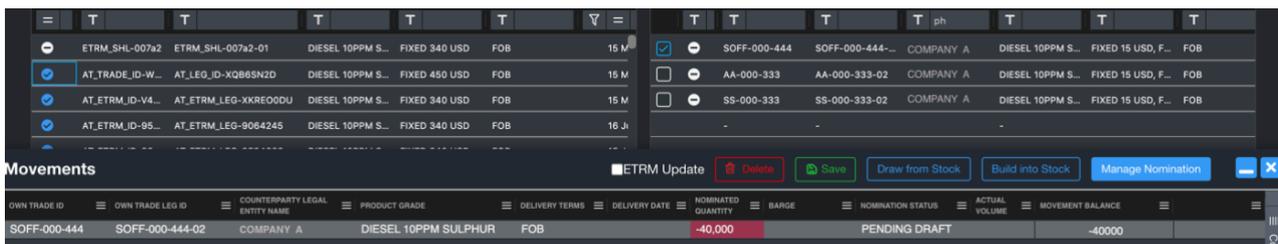
Sending a nomination to non-VAKT users .....	2
Responding to a nomination from VAKT users .....	3
Saving nominations from non-VAKT users.....	4



## SENDING A NOMINATION TO NON-VAKT USERS

The following are the steps a VAKT user follows on the platform:

1. The VAKT user selects your common trade on the VAKT platform and creates the relevant movement.



2. The user opens the Trades nomination form and fills in the **Barge**, **Loadport**, **Disport** and other details. If the user wants the counterparty to provide additional information, they can do so by selecting the **Please Advise** option.
3. Once the details are filled, the user enters the non-VAKT counterparty's email address and sends the nomination.



# RESPONDING TO A NOMINATION FROM VAKT USERS

Once the VAKT user sends the nomination via the VAKT platform, you will receive the nomination in your mailbox. The following figure shows the nomination you will receive in the email.

**Message**

Delete Archive Reply Reply to All Forward Attachment Meeting Move Junk Rules Move to Other Read/Unread Categorise Follow Up Send to OneNote

**Barge nomination - BARGE A - DIESEL 10PPM SULPHUR --2000 - MT**

VP VAKT Platform <noreply@VAKTUSER-nominations.dev03.vtest.info> Today at 12:51  
 To: Vakt Platform; Cc: VAKT USER



Good day COMPANY A

VAKT USER has sent you a Nomination with the following details:

**CONTRACT DETAILS**

Own Trade Ref	Contractual Product	Delivery Term
OWN_ETRM_ID-000	DIESEL 10PPM SULPHUR	FOB Amsterdam
Contractual Date From	Contractual Date To	Contractual Qty + Tolerance
01/03/2020	31/03/2020	10000 MT -5 +5 %

**NOMINATION DETAILS**

Barge	Registered no. (Eni)	Barge Owner
BARGE A	10000001	Barge Owner A
Nominated Qty	UOM	Nominated Product
-2000	MT	DIESEL 10PPM SULPHUR

**Product Specification**

DUTCH WINTER

Loadport	Loading Date (ETA)	Disport
Please Advise	19/10/2020	Please Advise
ETA at Disport		
29/10/2020		

Regards, VAKT USER

This email is sent by USER through the VAKT platform.

You have received this e-mail notification because your company has been nominated as a party connected to the cargo referenced above. This notification was sent from a system account which is not monitored. Disclaimer: This e-mail and any attachment may contain information that is privileged or confidential. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, please notify your counterparty immediately. If you are not the intended recipient, you must not use, disclose, distribute, copy, print or rely on this e-mail. Whilst we have taken reasonable precautions to ensure that this e-mail and any attachment has been checked for viruses, we cannot guarantee that they are virus free and we cannot accept liability for any damage sustained as a result of software viruses. We would advise that you carry out your own virus checks, especially before opening an attachment. VAKT Global Limited is registered in England and Wales under the Company Number 11295972. Its registered office is Floor 24, 1 Canada Square, London, E14 5AB.



You can send your response to the VAKT counterparty by replying to this email. Ensure you select the **Reply All** option when replying to your counterparty marked in **CC**. You can send a nomination or amended nomination as an attachment in the email.

**NOTE:**

The email address in the **TO** field of the received nomination is a no-reply email that is not monitored. If you reply to this address, the email will bounce back, and the message is undelivered

## **SAVING NOMINATIONS FROM NON-VAKT USERS**

The VAKT user scans and saves the nomination that they receive from you as a non-VAKT onto the VAKT platform. The OCR feature scans the content of the email message and fills the respective fields in the nomination form on the VAKT platform.

To save the nomination on the platform:

1. The VAKT user selects the trade they received the nomination for and creates a movement including the trade.
2. When the user selects the nomination document, the OCR feature scans it and displays the content.
3. After the user submits the document, the nomination form is populated with the details and the user saves the nomination.

Amended nominations are scanned and saved on the platform in the same fashion.



Processed Page
Extracted Content

Company A

Counterparty Nomination

To: Company B From: Company A Date: 16 Apr 2019 14:41 CEST

**Barge**

Subject: MATRIX ETA 21/04 - 3000 MTS

Contract Ref: Company A/Company B ULSL 3KT DEAL

21-25 APR'19

Freight Charges: FOB

Barge Name: Barge A

Reg. No: 02000000

Owner/Agent: Owner A

Previous Cargos: DIESEL B7, DIESEL 10PPM, DIESEL 10PPM

**Cargo**

Product Name: ULSL 10PPM

Proper Shipping Name: ULSL 10PPM

Quantity: 3000 MT

Tolerance: Waterlevel Permitting

Inspector: Inspector A

Parcels:

Transportation: We confirm that transportation from the Loading Location to the Country of Destination will be carried out by a third party other than Company A.

**Loading**

Loading location ETA: 21 Apr 2019 CEST

Loading location: TBA/TBN

Documents: B/L, CQ, SDS, EAD

Customs status: T2

**Discharge**

Discharge location ETA: [blank]

Discharge location: Terminal A

Tax warehouse no: P200000000

Authorized warehouse no: P2000000002

Receiver: Company C

Excise no: [blank]

VAT no: P2000000003

Please send all information regarding this nomination to xyz@companyA.com only. Any information that is not sent to this address, will be considered null and void.

Field name	Extracted value
Nominated Quantity	3000
Unit of Measure	MT
Tolerance	WATERLEVEL
Barge Name	BARGE A
Registered no (ENI)	02000000
Barge Owner	OWNER A
Last 3 cargoes	DIESEL B7, DIESEL 10PPM, DIESEL10PPM
Loadport	TBA/TBN
Loading date (ETA)	21/04/2019
Inspector	INSPECTOR A
Customs Status	T2
Destination	TERMINAL A
Disport	TERMINAL A
ETA at Disport	dd/mm/yyyy
Receiver	COMPANY C
Receiver Address	COMPANY C
Receiver VAT number	DEO00000003
Own VAT for invoicing	
Consignor	
Tax warehouse number	DEO00000001
Warehouse keeper number	DEO00000002
Warehouse keeper address	
CDNI	
ADN	
CN code	
Vetting	
Documents	B/L, CQ, SDS, EAD
Notes	

Close
Submit

If you are interested in becoming a VAKT customer, please contact [sales@vakt.io](mailto:sales@vakt.io)

