

Isle of Man Ship Registry Technical Advisory Notice

Online Finance Facility

Ref. 003-18
Issued: 12 Apr 2018

As part of the Isle of Man Ship Registry's continuing commitment to enhanced service through digitisation, we are pleased to announce the forthcoming rollout of our online finance system. The new system will be accessible to clients from 23rd April onwards. The system will allow our clients to view statements and invoices online, view their payment status, and make payments by credit/debit card up to £5,000. Please note that **this will only apply to invoices raised after 23rd April** – invoices raised before this date cannot be viewed or paid using the online finance facility.

From 23rd April, customers will be allocated a new customer number with an 'SR' prefix which will replace existing 'SA' customer numbers. Payments should reference the appropriate customer number, i.e. payments for invoices issued before 23rd April should reference to 'SA' customer number whereas payment of invoices issued after 23rd April should reference the 'SR' customer number.

Clients who wish to make use of the online facility will need to request an account to be set up in their name. Requests for this should be emailed to Hayley Pilling (Hayley.pilling@gov.im) and should include the following information:

- Requested User Name
- Email Address to be Linked to the Account
- Your Company (if you require access for more than one Company please specify)

If desired, clients can access the Finance Facility using the same user name and password as they use for submitting Endorsement applications, however we will need to be advised of your wish to do this so that we can enable this function on your account. Please contact us with your user name to arrange this.

As part of the modernisation of our invoicing process, invoices will now be sent out by email only. It is therefore imperative that our records are up to date with a current email address for your Company; if you wish to check this please contact us accordingly.

A screen shot of the new Finance system is shown in Appendix 1, with some of the key features labelled.

Please note - The Isle of Man Ship Registry cannot give legal advice. Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel. You should consider seeking independent legal advice if you are unsure of your own legal position.



Appendix 1 – Key Features

The screenshot shows the 'Isle of Man Ship Registry' website. The 'Finance' tab is active, displaying 'Outstanding Invoices', 'Paid Invoices', and 'Balance History'. A summary section shows: Customer Number SR0000023, Current Balance 18690.50GBP, and Outstanding payments from paid invoices 4721.50GBP. Below is a table of Outstanding Invoices with columns for Date, Reference, Amount, Ships, Seafarers, Payment Submitted, Payment Reference, and Submit Payment. The table contains four rows with different background colors: white, red, amber, and green. At the bottom is a 'Submit Payment' form with fields for Payment Method (BACS Transfer), Amount (GBP), and Reference, and a Submit button.

Date	Reference	Amount	Ships	Seafarers	Payment Submitted	Payment Reference	Submit Payment
21/02/2018	18/013-17947	8302.00			No		<input type="checkbox"/>
21/02/2018	18/013-17948	777.00			No		<input type="checkbox"/>
02/03/2018	18/018-17952	4800.00			No		<input type="checkbox"/>
31/03/2018	18/029-17962	90.00			No		<input type="checkbox"/>

Alternate between Outstanding and Paid invoices here

Invoice reference – click to view invoice

Only invoices issued after 23rd April will be visible

Make card payments here. Payments by bank transfer should be made in the usual way, via your online banking, and then the details can be input from here into our system to update the status of your invoices. You should also mark which invoices are being paid using the 'Submit Payment' column.

Rows are colour coded:
 Green = outstanding <30 days.
 Amber = outstanding 30-60 days.
 Red = outstanding >60 days.
 White = paid.

