

Thomas Miller

eFeeConnect User Guide

Document Location : [eFeeConnect User Guide Solicitors & Experts.docx](#)

Revision History

This document has been published in the following versions:

Version	Date	Status	Summary of Changes
1.0			Amended from Correspondent eFeeConnect guidance
2.0		Issued	

Introduction

This document describes the eFeeConnect platform for the submission of invoices to the UK P&I Club and UK Defence Club.

Users submit their invoice, together with a completed electronic form that links the invoice to a claim on the eFeeConnect platform. Users can then track the approval, authorisation and payment progress on the platform.

User Access to eFeeConnect

Users must hold personal log-in credentials which can be obtained by submitting their name, company and email address to efee.helpdesk@thomasmiller.com

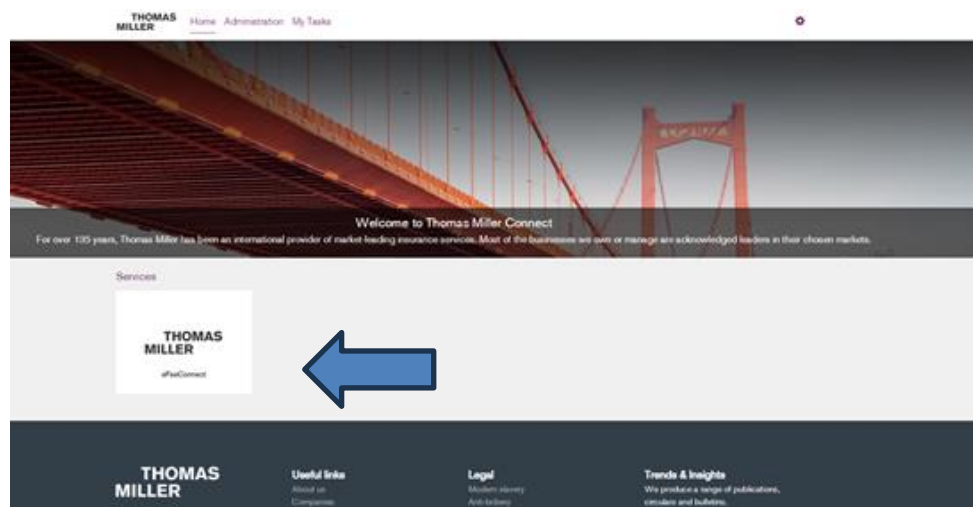
A unique user ID and password will be issued to approved users who will also receive a link to the eFeesConnect platform.



Sign-in Screen

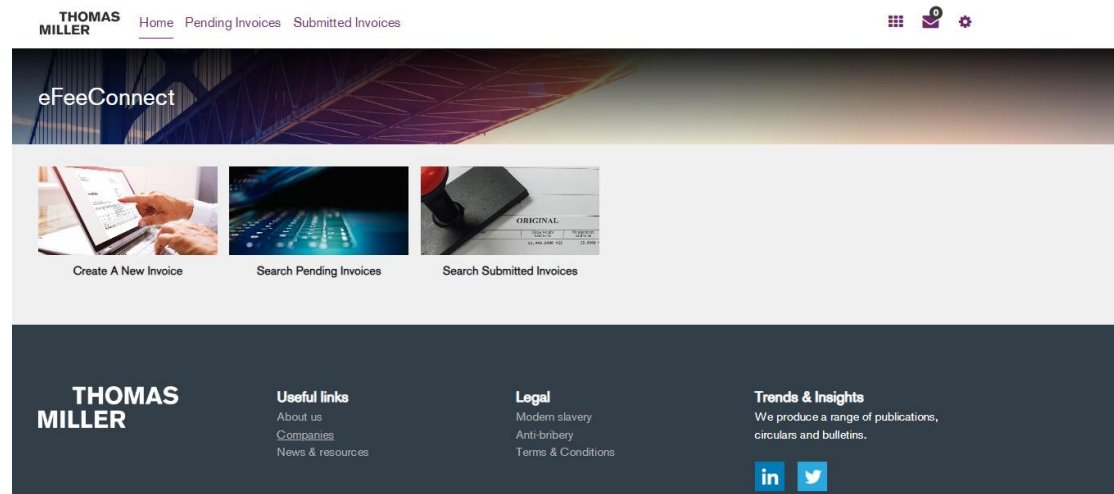
Thomas Miller/eFeeConnect Landing Page

Once logged-in, users are taken to the Thomas Miller landing page with the eFeeConnect tile, which should then be clicked.



eFeeConnect For Service Providers

The eFeeConnect tile directs users to the eFeeConnect landing page, which shows three options: (a) creating a new invoice for submission; (b) viewing/editing saved invoices, not yet submitted; and (c) monitoring invoices already submitted

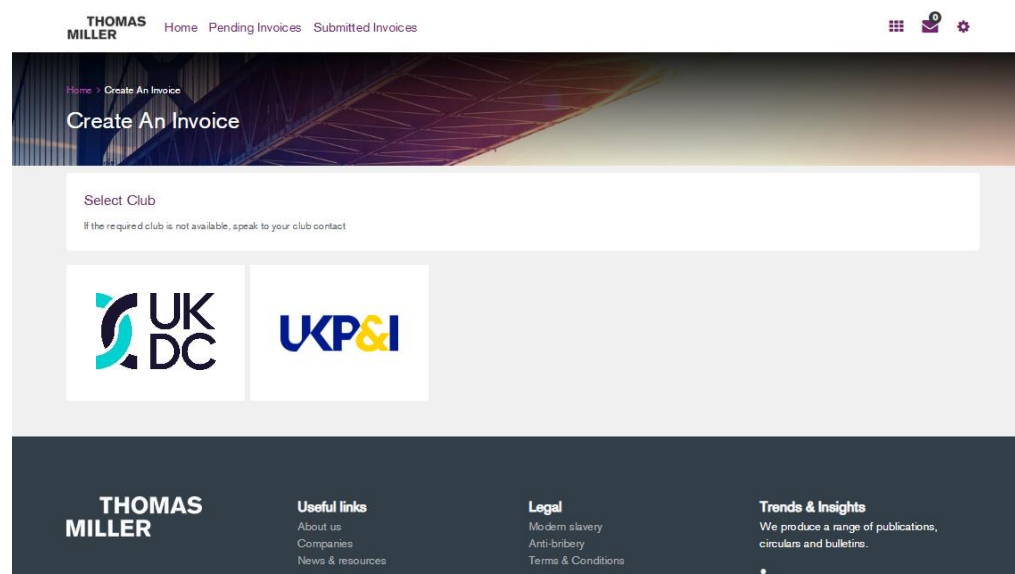


To Create A New Invoice

Select the “**Create A New Invoice**” tile. You should have the invoice details and the Club’s reference to hand.

- Select a Club

You will see the Clubs for which you are registered – either the **UK P&I Club** or the **UK Defence Club** or both.



-Select a Payee

Your company should appear and should be selected as the invoice payee.

- ✓ If your company is not listed as a payee, please contact efee.helpdesk@thomasmiller.com

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Home Pending Invoices Submitted Invoices

Home

Create An Invoice

Create An Invoice

UKP*ai* Club

Select Payee

Select which payee is to be used for this invoice

GAC SHIPPING LTD

Address

COLOMBO 02, Sri Lanka

>

-Select a Bank Account

Select the bank account and currency for payment. These are automatically linked to your profile.
(Some users may have more than one bank account account.)

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Home Pending Invoices Submitted Invoices

Home

Create An Invoice

Create An Invoice

UKP*ai* Club

GAC SHIPPING LTD Payee

Select Bank Account

Select which bank account is to be used for this invoice

Test

BANK

Currency

USD

Sort Code

Account Number

1234567

Swift

ABC-123

>

Back To Payee Selection

-Select a Claim

Enter the full claim reference.

A claim reference has three parts:

- The Claims Executive's Initials
- The Policy Year
- The Claim Number

The initials of all Claims Executives are listed on the Club's Contacts page.

Defence Club claim references may have an abbreviated year in correspondence (e.g. "22" for 2022) in but the full date should be entered.

Note the Claim Number:-

- P&I Club claim numbers start with "0" (e.g. ABC/2024/**0**00123)
- Defence Club claim numbers start with "2" (e.g. ABC/2024/**2**00123)

If the claim reference does not show the relevant clam, you should check:-

- The reference is for Club you chose at the "Select a Club" stage earlier (see above);
- You have the correct reference

Claim Details

If the claim reference is correct, the claim details will display

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Home Pending Invoices Submitted Invoices

Home

Create An Invoice

Create An Invoice

UKP Club

GAC SHIPPING LTD

Player

TEST

Bank

USD

Currency

Select Claim

Search for a claim using the club claim reference number

Claims Executive Initials

HLB

Claim Number

002119

Search

Claim

Incident Description

Port rubber fender damaged while berthing

Date Of Incident

28 May 2020

Claims Handler

Not Specified

Incident Location

SANTOS

Policy

Policy Name

Ship No. 1

Ship

Ship No.1

Member

Test Shipping

Back To Bank Account Selection

Select This Claim

Choose

Select This Claim

 only if the details are correct.

Invoice Details

Users must enter summary details about the invoice that will be submitted, which includes:

- The Invoice Date
- The supplier's Invoice Number (Max length 12 characters) If you are resubmitting your invoice using the same invoice number, please add .A after the number. eFeeConnect does not allow the use of the same invoice number twice, for example: Invoice No. 111777 is changed to Invoice No. 111777.A
- The Period "from" and "to" showing period of billing.
- The Supplier Reference
- The net amount of the invoice, excluding any VAT or taxes. (Invoice Amount Excluding Taxes)
- An indication of whether this is the Final Invoice (checkbox)
- The VAT amount (if requested)

THOMAS MILLER Home Pending Invoices Submitted Invoices

Home Create An Invoice

Create An Invoice

UK&I Club GAC SHIPPING LTD Policy TEST Bank USD Currency USD

E1/HILB/2020/002119 Claim Reference TEST SHIPPING Member SHIP NO.1 Ship

Enter Invoice Details
Enter all the information requested

Invoice date 12/03/2024

Invoice number Type your invoice number

Period from date DD/MM/YYYY

Period to date DD/MM/YYYY

Supplier reference Type your reference

Invoice amount excluding taxes Type amount

Final Invoice ☐

VAT

VAT amount Type VAT amount

VAT number GB 899367638

Invoice Addressing
Your invoice must be addressed to: The United Kingdom Mutual Steam Ship Assurance Association Ltd, as paying agent of Shipping Company S.A., c/o Thomas Miller P&I Ltd, 90 Fenchurch Street, London, EC3M 4ST

Attachments
At least one attachment is required. You will be able to save the invoice without an attachment, but you will not be able to submit it for payment until at least one attachment has been made.

Drag and drop files here or click button

Attach File

Back To Claim Selection Review

VAT

If VAT applies, the user is requested to enter the VAT amount. The system will define the treatment of VAT. For P&I Club claims on EU policies and all Defence Club claims the relevant Club will pay the **net amount** of the fee. Any VAT or other local taxes must be settled directly from the Primary Assured (Member).

- For **P&I Club** claims on **non-EU policies**, VAT applies if the Payee bank account is in Sterling (GBP).
- For **P&I Club** claims on **EU policies**, and all **Defence Club** claims, the VAT amount cannot be added.

VAT number

- For P&I Club claims on **non-EU policies**, the VAT number for the UK P&I Club will show.
- For P&I Club claims on **EU policies**, and for all **Defence Club** claims, the VAT number for the Primary Assured (i.e. the Member) will show.

Invoice Addressing

The system will display the details of address that **must** also appear on your invoice. Invoices addressed in a different manner will be returned for correction.

Defence Club

eFeeConnect will provide details of the Primary Assured, to whom the invoice must be addressed.

UK P&I Club

If the case concerns a **non-EU Member**, eFeeConnect will advise the invoice to be addressed to the "UK P&I Club as paying agents of the Primary Assured on the policy, c/o Thomas Miller". For **EU based Members**, of the Primary Assured's details will appear, to whom the invoice must be addressed.

Attachments

The invoice **must** be uploaded, and should show:-

- The Payee Details
- The Addressee details (which must match those advised by eFeeConnect)
- Amount Payable
- A breakdown of fees, including the individual who acted; their role; the hours charged; the hourly rate and any totals.
- Disbursements and taxes.

Any number of additional attachments may be added, although the maximum file size is 5MB per attachment. The attachments must be of format .pdf, .doc, .docx, .jpg, .png, .xlsx

Note: only one dot is allowed in the attachment file name, for example:

Vessel012345.pdf Not Vessel.012.345.pdf

Review Invoice

The invoice details and claim summary is displayed, which can be amended as needed.

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Home Pending Invoices Submitted Invoices

Home / Create An Invoice

Create An Invoice

Review Invoice

Check the details of the invoice are correct.

General Information

Invoice Date
12-Mar-2024

Period From Date
26-Feb-2024

Supplier Reference
PLEN/123

Incident Description
Fire onboard

Incident Date
06-Mar-2018

Claims Handler
Offord, Richard

Invoice Amount Excluding Taxes
GBP 1,000.00

Invoice Number
MAR24-101

Period To Date
03-Mar-2024

Club Reference
E1/RO /2018/006294

Ship Name
2M

Incident Location
SEA

Final Invoice
No

Total Invoice Amount
GBP 1,200.00

VAT

VAT Amount
GBP 200.00

VAT Number
GB 899367638

Invoice To

Invoice To
The United Kingdom Mutual Steam Ship Assurance Association Ltd. as paying agent of Shipping Company S.A.

Invoice To Address
c/o Thomas Miller P&I Ltd., 90 Fenchurch Street, London, EC3M 4ST

Invoice From

Invoice From
GAC Shipping Ltd.

Invoice From Address
Colombo, Sri Lanka

Payee

Payee Name
GAC Shipping Ltd.

Payee Address
Colombo, Sri Lanka

Bank Name
BANK LTD

Bank Address
ROPEMAKER PLACE,25 ROPEMAKER STREET, LONDON EC2Y 9AN, United Kingdom

Account Name
GAC Shipping Ltd.

Account Number
1234567

Swift
ABC-123

Sort Code

Invoice Currency
USD

Back To Invoice Details

Save And Edit

Save And Submit

Select the required next action:

Save And Exit

This will save the invoice but **not** submit the Invoice to Thomas Miller for payment. The invoice can still be updated or amended (using the 'Pending Invoices' function, on the home screen.)

Save and Submit

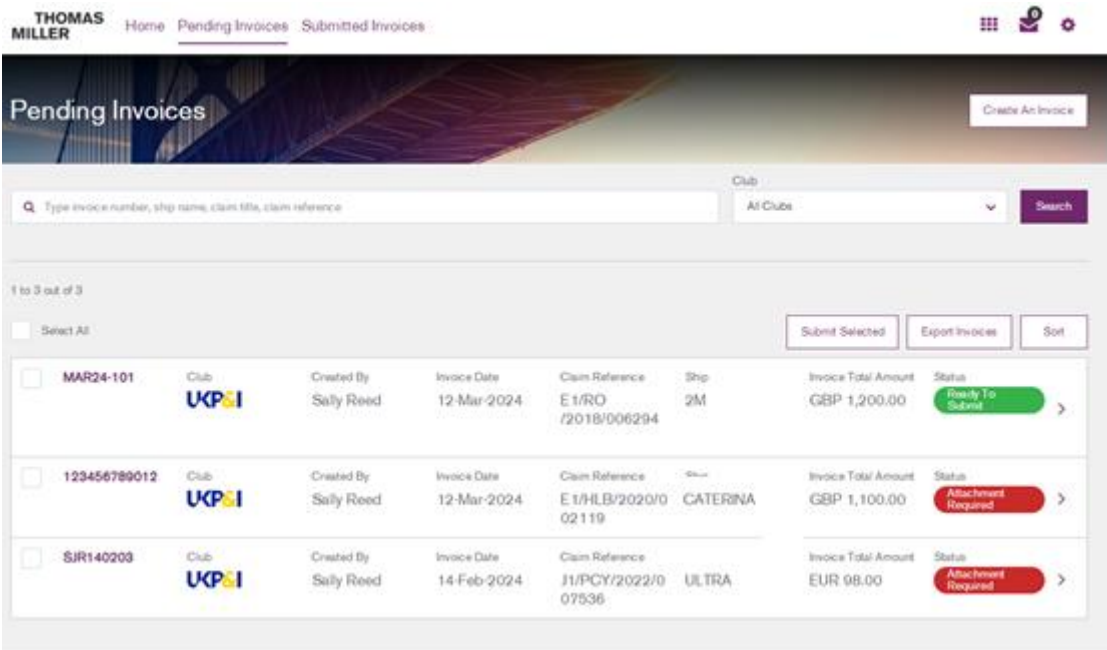
This submits the invoice to Thomas Miller and they cannot be changed. The progress of the invoice can be tracked via the "Submitted Invoices" screen.

To Search Pending Invoices

Invoices saved but not yet submitted can be accessed by:

- Clicking the “**Search Pending Invoices**” tile on the landing page
- Selecting the [Pending Invoices](#) option from the top bar

Invoices can be searched by invoice number, ship name, claim title and claim reference.



Tick “☐ Select All “ or individual rows for one of the following actions:

Submit Selected

Click the “Submit Selected” button to invoke submission of the chosen invoices.

If the selection includes a row with status ‘Attachment Required’, an error message will be returned. None of the selected invoices will have been submitted.

Export Invoices

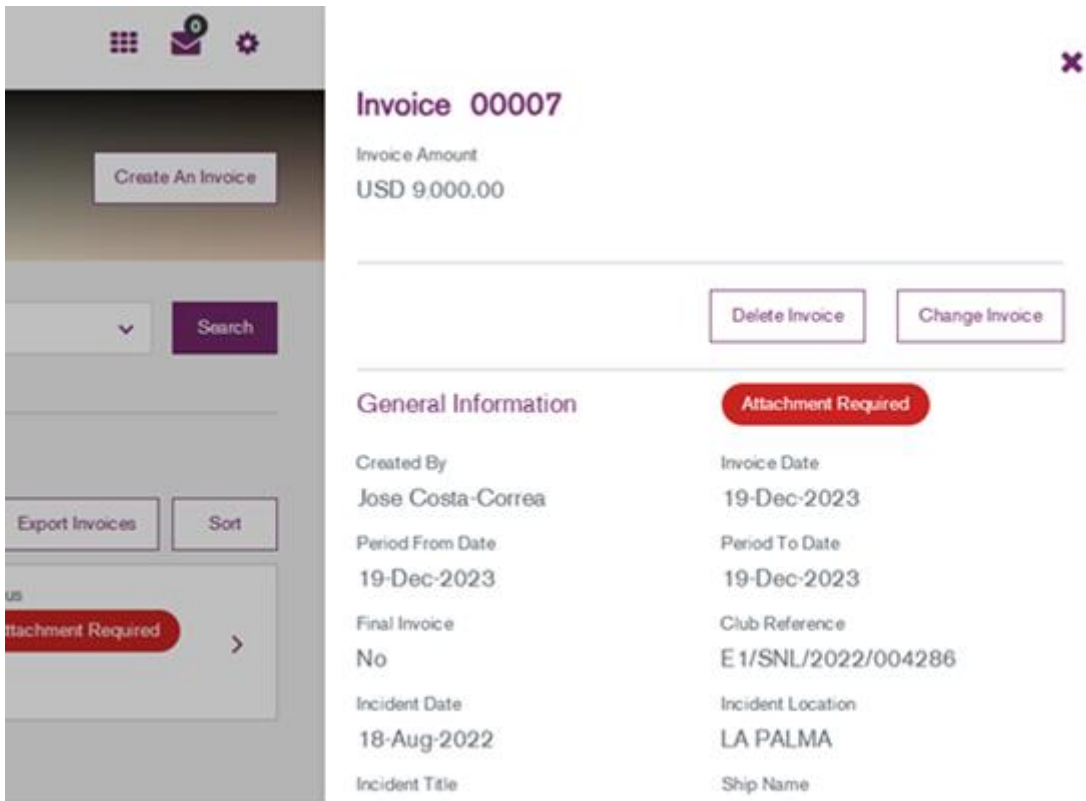
Clicking this button will produce a spreadsheet of the current selection of invoices.

Sort

Click this button to change the order that the invoices are displayed. A side-panel will open showing all available Sort options.

View Invoice

Clicking an invoice will open a sidebar showing the details of the invoice together with action buttons appropriate to the status of the invoice.



Delete Invoice

This will delete the invoice from the system.

Change Invoice

This will bring up an edit screen where the main invoice details can be changed.

Submit Selected

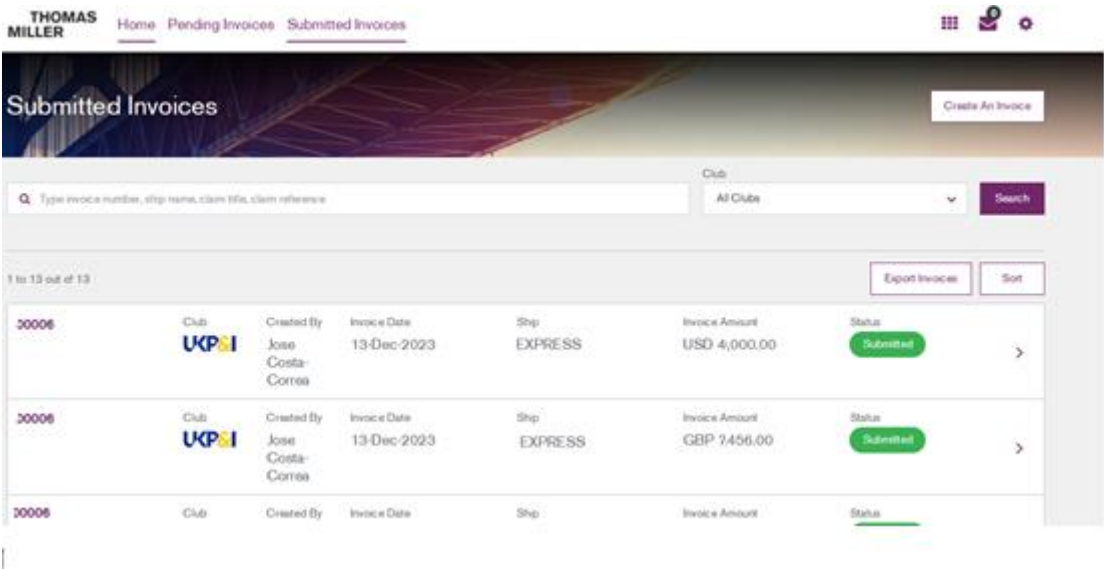
Only shown if the invoice has the status “Ready To Submit” and the invoice has been selected. This button will invoke the submission process for this invoice.

Search Submitted Invoices

This list can be invoked by:

- Clicking the Search Submitted Invoices tile on the landing page
- Selecting the Submitted Invoices option from the top bar

Invoices can be searched by invoice number, ship name, claim title and claim reference.



Export Invoices

Clicking this button will produce a spreadsheet of the current selection of invoices.

Sort

Click this button to change the order that the invoices are displayed. A side-panel will open showing all available Sort options.

View Invoice

Clicking an invoice will open a sidebar showing the details of the invoice together with action buttons appropriate to the status of the invoice.

Create An Invoice

Search

voices

Sort

Invoice 000006

Invoice Amount
USD 4000.00

Download Invoice

General Information

Submitted

Created By
Jose Costa-Correa

Period From Date
13-Dec-2023

Final Invoice
No

Incident Date
18-Aug-2022

Incident Title
0015/2022 Damage to vehicles

Invoice Date
13-Dec-2023

Period To Date
13-Dec-2023

Club Reference
E1/SNL/2022/004286

Incident Location
LA PALMA

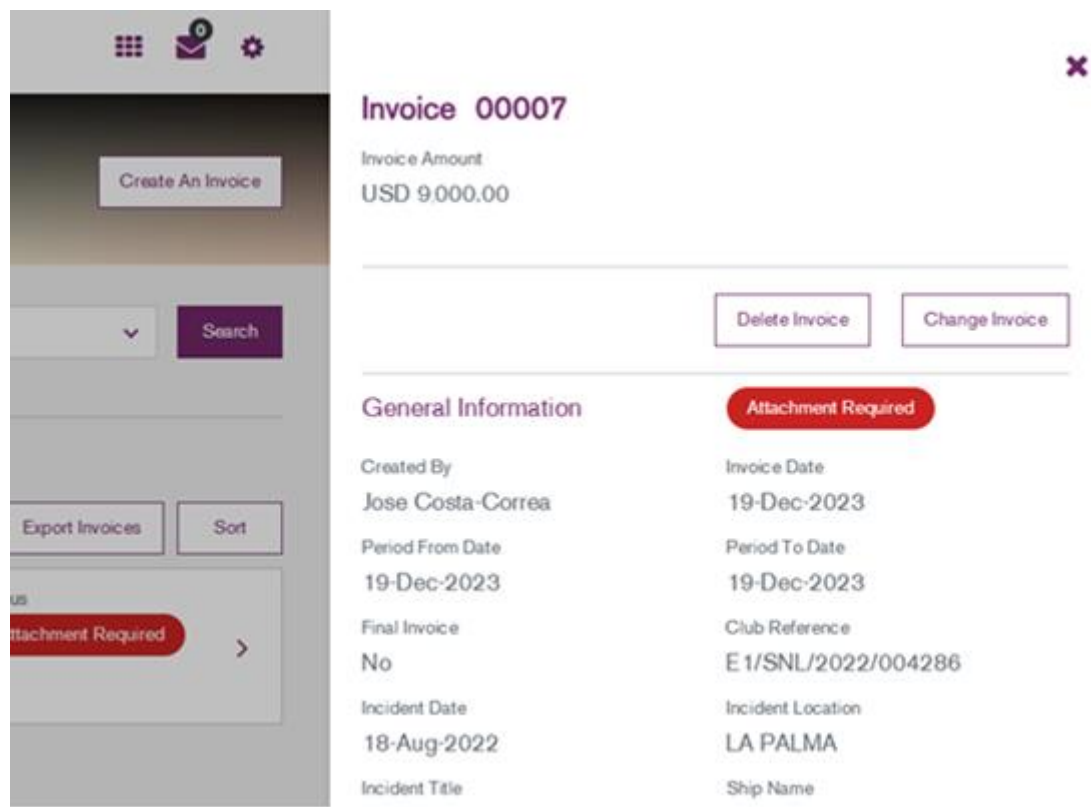
Ship Name
EXPRESS

Download Invoice

Clicking this button will produce a PDF version of the eFeeConnect invoice.

Viewing an Invoice

Clicking an invoice will open a sidebar showing the details of the invoice together with action buttons appropriate to the status of the invoice.



Delete Invoice

This will delete the invoice from the system.

Change Invoice

This will bring up an edit screen where the main invoice details can be changed.

Submit Invoice

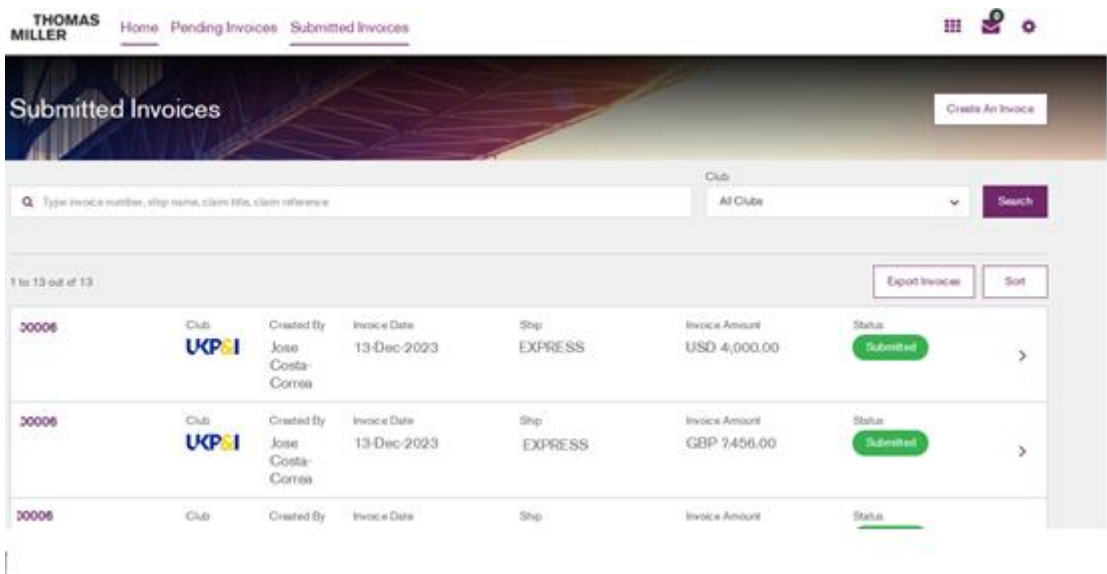
Only shown if the invoice has the status “Ready To Submit”. This button will invoke the submission process for this invoice.

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View Invoice

Clicking an invoice will open a sidebar showing the details of the invoice together with action buttons appropriate to the status of the invoice.

Create An Invoice

Search

voices

Sort

Invoice 000006

Invoice Amount
USD 4000.00

Download Invoice

General Information

Submitted

Created By
Jose Costa-Correa

Invoice Date
13-Dec-2023

Period From Date
13-Dec-2023

Period To Date
13-Dec-2023

Final Invoice
No

Club Reference
E1/SNL/2022/004286

Incident Date
18-Aug-2022

Incident Location
LA PALMA

Incident Title
0015/2022 Damage to vehicles

Ship Name
EXPRESS

Delete Invoice

Clicking this button will produce a PDF version of the eFeeConnect invoice.