



eFeeConnect

User guide for service providers

UK Defence Club and UK P&I Club

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.

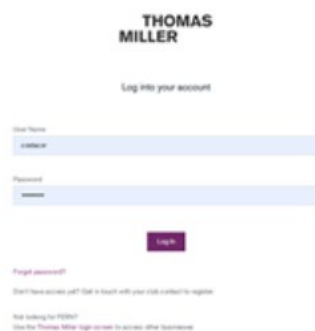
User Access to eFeeConnect

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

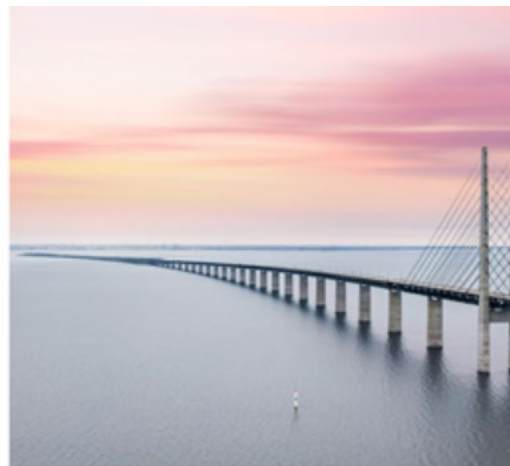
A unique user ID and password will be issued to approved users who will also receive a link to the eFeeConnect platform. You will be asked to accept the Thomas Miller Terms and Conditions of Use before access to eFeeConnect.

Once you have agreed access, you can then sign-in and create your invoice.

Sign-in Screen

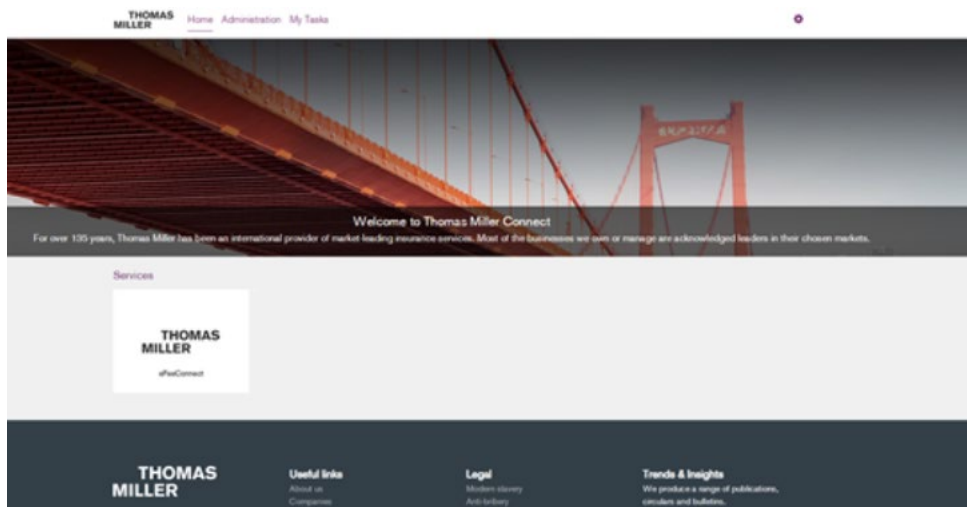


The screenshot shows the Thomas Miller login interface. At the top, the 'THOMAS MILLER' logo is displayed. Below it, the text 'Log into your account' is centered. The login form consists of two input fields: 'User Name' with the placeholder text 'username' and 'Password' with the placeholder text 'password'. A purple 'Login' button is positioned below the password field. At the bottom of the form, there are three links: 'Forgot password?', 'Don't have access yet? Get in touch with your club contact to register', and 'Not looking for P&I? Use the Thomas Miller login screen to access other businesses'.

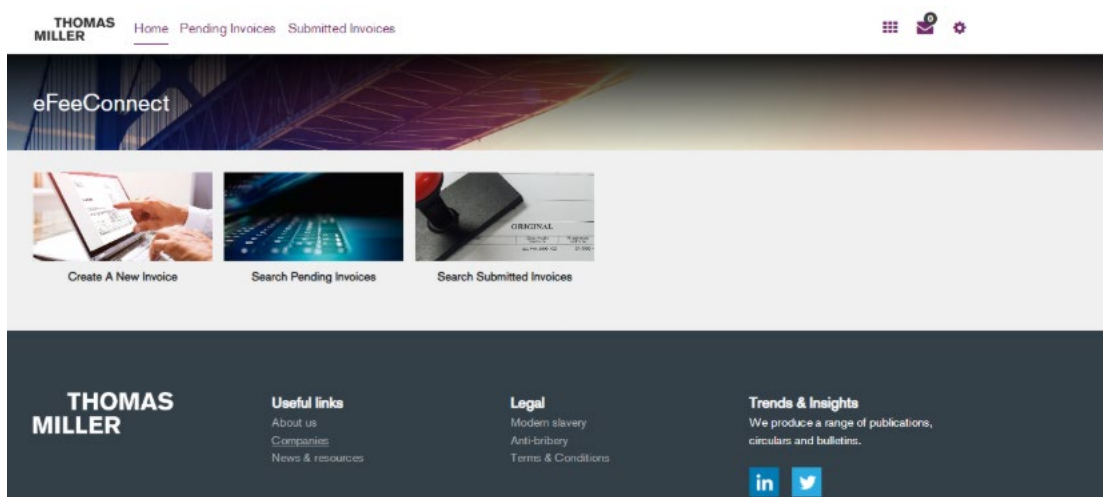


eFeeConnect For Service Providers

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



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 claim file 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.

THOMAS MILLER Home Pending Invoices Submitted Invoices

Home > Create An Invoice

Create An Invoice

Select Club

If the required club is not available, speak to your club contact

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 (Please note, newly created accounts take 24 - 48 hours to appear)

THOMAS MILLER Home Pending Invoices Submitted Invoices

Home > Create An Invoice

Create An Invoice

UKP&I Club

Select Payee

Select which payee is to be used for this invoice

GAC SHIPPING LTD	Address	COLOMBO 02, Sri Lanka	>
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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.)

THOMAS MILLER Home Pending Invoices Submitted Invoices

Home > Create An Invoice

Create An Invoice

UKP&I Club GAC SHIPPING LTD Payee

Select Bank Account

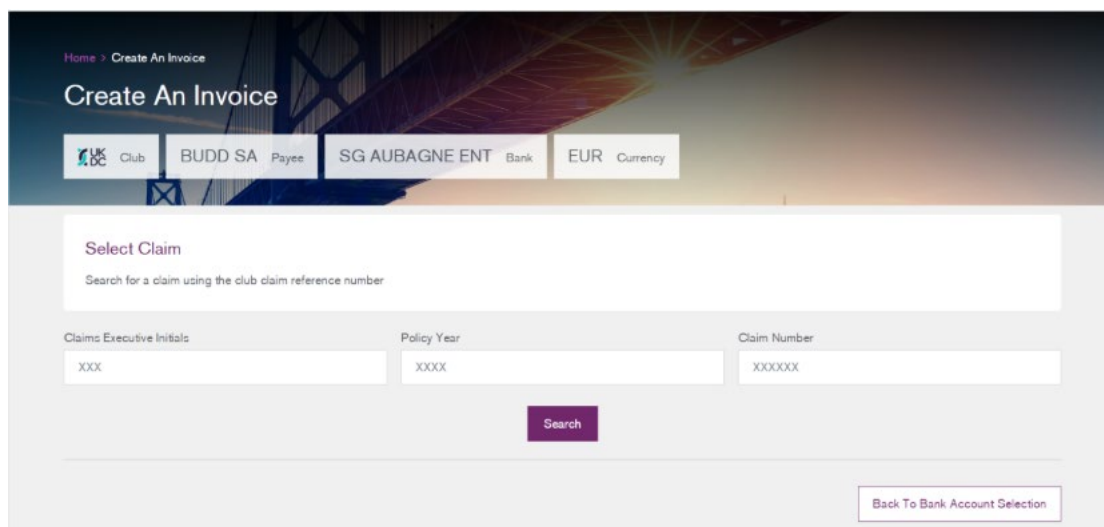
Select which bank account is to be used for this invoice

Test	BANK	Currency	Sort Code	Account Number	Swift	>
		USD		1234567	ABC-123	

Back To Payee Selection

If your bank account is not listed, please send your full banking details to efee.helpdesk@thomasmiller.com . You will be telephoned for verbal verification before your bank account is set up on our payee system.

Select a Claim:



The screenshot shows the 'Create An Invoice' page. At the top, there is a navigation bar with 'Home > Create An Invoice'. Below this, the main heading is 'Create An Invoice'. Underneath, there are four tabs: 'Club' (selected), 'BUDD SA' (Payee), 'SG AUBAGNE ENT' (Bank), and 'EUR' (Currency). The 'Select Claim' section is highlighted. It contains a text input field with the placeholder 'Search for a claim using the club claim reference number'. Below this, there are three input fields: 'Claims Executive Initials' (placeholder 'xxx'), 'Policy Year' (placeholder 'xxxx'), and 'Claim Number' (placeholder 'xxxxxx'). A purple 'Search' button is located below these fields. At the bottom right, there is a link that says 'Back To Bank Account Selection'.

A claim reference has three parts:

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

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/2024/000123)
- Defence Club claim numbers start with "2" (e.g. ABC/2024/200123)

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

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

Please contact the **Claims Executive** in the first instance if you need further clarification on the Claims File reference.

Claim Details

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

Select This Claim Choose this option only if the claim 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)

The invoice number can only be used once (You may find it useful to add an extra digit or letter to the number, if you are re-submitting an invoice that has been corrected.)

Note: *if the invoice has been rejected or deleted you may use the same invoice number.*

- The Period “from” and “to” showing period of billing
- The Supplier Reference (Your own reference if applicable)
- The net amount of the invoice, excluding any VAT or taxes. (Invoice Amount Excluding Taxes). **In no circumstances should VAT be included in the net invoice amount.**
- The VAT amount (if requested)
- An indication of whether this is the Final Invoice (checkbox)

THOMAS MILLER Home Pending Invoices Submitted Invoices

Home > Create An Invoice

Create An Invoice

UKP&I Club GAC SHIPPING LTD Payee TEST Bank USD Currency
 E1/HILB/2020/002119 Claim Reference TEST SHIPPING Member SHIP NO.1 Ship

Enter Invoice Details

Enter all the information requested

Invoice date

12

Mar

2024

Period from date

DD

MM

YYYY

Supplier reference

Type your reference

Final Invoice

☐

Invoice number

Type your invoice number

Period to date

DD

MM

YYYY

Invoice amount excluding taxes

Type amount

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 Files

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.

If you choose not to include VAT, when requested, you will be asked to explain the reason why VAT was not applied.

VAT

VAT amount

Type VAT amount

VAT not applicable reason

If VAT not applicable, please enter the reason

VAT number
GB 899367638

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.

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**, the Primary Assured’s details will appear to whom the invoice must be addressed.

Defence Club

eFeeConnect will provide details of the Primary Assured, 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

If a file name contains invalid characters, an error message will be displayed.

Review an Invoice

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

THOMAS MILLER

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

Invoice Number

MAR24-101

Period From Date

26-Feb-2024

Period To Date

03-Mar-2024

Supplier Reference

PLEN/123

Club Reference

E1/RO /2018/006294

Incident Description

Fire onboard

Ship Name

2M

Incident Date

06-Mar-2018

Incident Location

SEA

Claims Handler

Offord, Richard

Final Invoice

No

Invoice Amount Excluding Taxes

GBP 1,000.00

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 Exit

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.

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.

	Invoice Number	Club	Created By	Invoice Date	Claim Reference	Ship	Invoice Total Amount	Status
☐	MAR24-101	UKPSI	Sally Reed	12-Mar-2024	E1/RO /2018/006294	2M	GBP 1,200.00	Ready To Submit
☐	123456789012	UKPSI	Sally Reed	12-Mar-2024	E1/HLB/2020/0 02119	CATERINA	GBP 1,100.00	Attachment Required
☐	SJR140203	UKPSI	Sally Reed	14-Feb-2024	J1/PCY/2022/0 07536	ULTRA	EUR 98.00	Attachment Required

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.

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.

Invoice 00007

Invoice Amount
USD 9,000.00

[Delete Invoice](#) [Change Invoice](#)

General Information

Created By	Invoice Date
Jose Costa-Correa	19-Dec-2023
Period From Date	Period To Date
19-Dec-2023	19-Dec-2023
Final Invoice	Club Reference
No	E1/SNL/2022/004286
Incident Date	Incident Location
18-Aug-2022	LA PALMA
Incident Title	Ship Name

Attachment Required

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

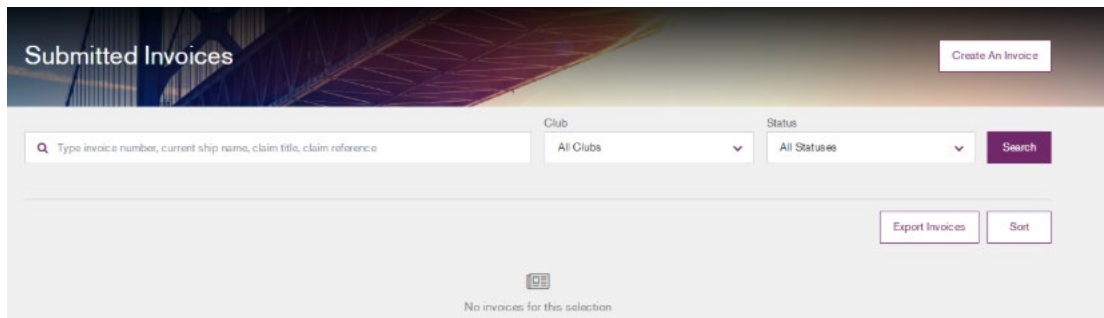
This list can be invoked by:

- 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.

You can select the Club UKP&I or UKDC

You can also check the status of your invoice: Approved, Paid, Pending Payment, Rejected, Submitted, Under Review



Export Invoices

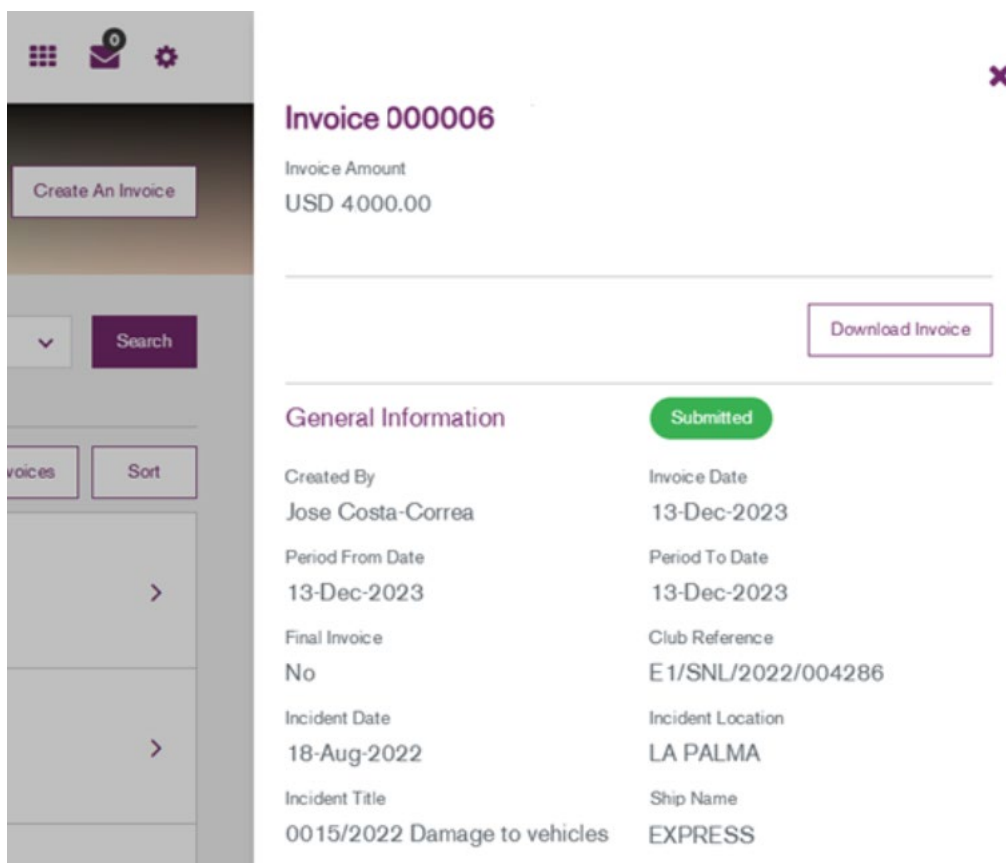
Clicking this button will produce a spreadsheet of the current selection of invoices.

Sort

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

Download Invoice

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



Payment Status Tracking:

The TM Connect eFees portal displays the following stages in the payment journey:

- Submitted
- Under Review
- Pending Payment
- Paid
- Rejected (a rejection reason will appear)

Please see below example

2/A 003/26	Club UKP&I	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount EUR 3,905.00	Status Under Review	>
36348198	Club UKP&I	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount USD 59,900.35	Status Under Review	>
36348081	Club UKP&I	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount USD 2,352.00	Status Submitted	>
36348069	Club UK BC	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount USD 4,284.00	Status Submitted	>
36348078	Club UK BC	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount USD 5,000.00	Status Pending Payment	>
189/26	Club UKP&I	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount EUR 3,200.00	Status Pending Payment	>
134485	Club UKP&I	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount USD 600.00	Status Paid	>
7MP20265485	Club UKP&I	Created By ...	Invoice Date ...	Claim Reference ...	Ship ...	Invoice Total Amount USD 1,265.00	Status Rejected	>

Should you have any questions about payment status or eFees connect account, please contact our Helpdesk efee.helpdesk@thomasmiller.com