

PORTMAN - WHERE TO FIND EVERYTHING (21 Oct 2026)

1. Lots → Fixed Payment → open a lot: READY TO GO TO LOAD (import), L1 / L2 approve, Return Route Rates.

2. Fixed Destinations (Mine prices): change a mine price with a date + reason, price history.

3. Trip Budget (link on Fixed Payment, Fixed Destinations and Payments): Trips · Budget plan · Prices · Rules.

4. Payments → Over budget: budget approver allows a payment above the trip budget.

FLOW: Operations presses READY TO GO TO LOAD → Accounts L1 → Shilpa L2 → credit note → Busy Ref → agent pays.

Export: starts by itself when loaded → same L1 → L2.

Any payment above the trip budget → Budget approver allows (with reason) → approvers finish it.

Every level = a different person. Nothing deleted - only cancelled / switched off, with history.

1. FIXED PAYMENT page (Lots → Fixed Payment → open a lot)

PORTMAN

Account SettingsLog Out

HOMELOTSFIXED PAYMENTFIXED DESTINATIONS**TRIP BUDGET**6 TRIP BUDGET page

FIXED PAYMENT - LOT1 (BG CORP)

Export ExcelExport PDFREADY TO GO TO LOAD (all import trucks)Return Route RatesBack to FIXED PAYMENT list

1 READY TO GO TO LOAD - all import trucks of the lot

5 Return Route Rates (export prices + date + reason)

EXPORT (RETURN LEG) FIXED COST STATUS Starts automatically once the truck is confirmed loaded for export - uses the export loading place + entry/exit border route. Click a card to filter.

5All Trucks
This lot

4Awaiting Export Loading
Offloaded / booked, loading not confirmed

0Loaded - Fixed Cost NOT Created
Needs attention (border / rates missing)

1Created - Awaiting Approval
USD 855.00
Waiting L1 / L2

0Approved - CN Not Created
L2 OK, credit note still to create

0CN Created - Awaiting Payment
Agent has not confirmed paid

0Paid
All export fixed cost paid

TOTALS PER AGENT (Whole Lot)

BWANGI: USD 80.00CHAMA: USD 3,877.00DAVID: USD 1,424.00No Agent: USD 705.00

Search truck, driver or consignment number (import or export)...

Truck / Driver	Mine / Border	Weight / Trip	Current Location	IMPORT	EXPORT	Extra Paym
T100AAA N/A IMP PCN001 EXP PCN001E	KAMOA Kasumbalesa Export: KCC different place Exit: Kasumbalesa	N/A T IMPORT	No GPS data	PendingLI APPROVE AUTO requested by SYSTEM · 21 Oct 2026, 02:09 CHAMA USD 370.00 CREATE CN (2 items) View DAVID USD 356.00 CREATE CN (1 item) View	PendingLI APPROVE Route: Kasumbalesa → Kasumbalesa · Tanzania truck rate AUTO initiated 21 Oct 2026, 02:09 · loaded 21 Oct 2026 No Agent USD 705.00 set an agent in Return Route Rates / fixed_destinations.php (7 items) View CHAMA USD 150.00 CREATE CN (1 item) View	View (2)
A200ZZZ N/A IMP PCN002	TFM Sakania	N/A T IMPORT	No GPS data	PendingLI APPROVE AUTO requested by SYSTEM · 21 Oct 2026, 02:09 BWANGI USD 80.00 CREATE CN (1 item) View	PendingLI APPROVE Awaiting export booking	View (1)
T300BBB N/A IMP PCN003	KAMOA Kasumbalesa	N/A T IMPORT	No GPS data	PendingLI APPROVE READY TO LOAD requested by ZAINABU OPS · 21 Oct 2026, 02:28 CHAMA USD 1,119.00 CREATE CN (2 items) View	PendingLI APPROVE Awaiting export booking	View

- Who: Operations (Zainabu's team)
- 1 READY TO GO TO LOAD for all import trucks of the lot at once
- 5 Return Route Rates: export prices, with 'applies from' date + reason
- 6 TRIP BUDGET opens the budget page

2. FIXED PAYMENT page - each truck

EXPORT (RETURN LEG) FIXED COST STATUS

Starts automatically once the truck is confirmed loaded for export - uses the export loading place + entry/exit border route. Click a card to filter.

5
All Trucks
This lot

4
Awaiting Export Loading
Offloaded / booked, loading not confirmed

0
Loaded - Fixed Cost NOT Created
Needs attention (border / rates missing)

1
Created - Awaiting Approval
USD 855.00
Waiting L1 / L2

0
Approved - CN Not Created
L2 OK, credit note still to create

0
CN Created - Awaiting Payment
Agent has not confirmed paid

0
Paid
All export fixed cost paid

TOTALS PER AGENT (Whole Lot)

BWANGI: USD 80.00
 CHAMA: USD 3,877.00
 DAVID: USD 1,424.00
 No Agent: USD 705.00

Truck / Driver	Mine / Border	Weight / Trip	Current Location	IMPORT	4 L1 APPROVE - Accounts (only after it is requested, never the requester)	Extra Paym
T100AAA N/A IMP PCN001 EXP PCN001E Export: KCC different place Exit: Kasumbalesa	KAMOA Kasumbalesa	N/A T IMPORT	No GPS data	Pending L1 APPROVE AUTO requested by SYSTEM - 21 Oct 2026, 02:09 CHAMA USD 370.00 CREATE CN (2 items) View DAVID USD 356.00 CREATE CN (1 item) View	Pending L1 APPROVE Route: Kasumbalesa -> Kasumbalesa - Tanzania truck rate AUTO initiated 21 Oct 2026, 02:09 - loaded 21 Oct 2026 No Agent USD 705.00 set an agent in Return Route Rates / fixed_destinations.php (7 items) View CHAMA USD 150.00 CREATE CN (1 item) View	View (2)
A200ZZZ N/A IMP PCN002	TFM Sakania	N/A T IMPORT	No GPS data	Pending L1 APPROVE AUTO requested by SYSTEM - 21 Oct 2026, 02:09 BWANGI USD 80.00 CREATE CN (1 item) View	Pending L1 APPROVE Awaiting export booking	View (1)
T300BBB N/A IMP PCN003	KAMOA Kasumbalesa	N/A T IMPORT	No GPS data	Pending L1 APPROVE READY TO LOAD CHAMA USD 1,119.00 CREATE CN (2 items) View DAVID US	Pending L1 APPROVE Awaiting export booking	View
T301BBB JUMA ALLY IMP PCN0031	KAMOA Kasumbalesa	N/A T IMPORT	No GPS data	Pending READY TO GO TO LOAD CHAMA USD 1,119.00 CREATE CN (2 items) View DAVID USD 356.00 CREATE CN (1 item) View	Pending L1 APPROVE Awaiting export booking	View
T302BBB HAMISI JUMA	KAMOA Kasumbalesa	N/A T IMPORT	No GPS data	Pending READY TO GO TO LOAD	Pending L1 APPROVE Awaiting export booking	View

- 2 READY TO GO TO LOAD for one truck → the person who presses is the REQUESTER
- 3 Shows who requested it and when
- 4 L1 APPROVE (Accounts) appears only after it is requested - never by the requester; then L2 Shilpa
- Export starts by itself when the truck is confirmed loaded (shows AUTO)

3. MINE PRICES (Fixed Destinations)

PORTMAN

Account SettingsLog Out

HOMELOTSFIXED PAYMENTFUEL ZONESFIXED DESTINATIONS

TRIP BUDGET

1 TRIP BUDGET page

MINES - IMPORT/EXPORT COSTS BY ROUTE

+ ADD NEW MINE

Each mine has its own direct cost, plus route costs for whichever border it uses to reach Dar es Salaam: **Kasumbalesa** or **Sakania**. Every item (mine or border) has its own IMPORT list (blue) and EXPORT list (green), and can be assigned to an AGENT.

This is the **only** destination list. Every mine from the **Fuel Zones** is already here. New shipments, Edit Shipment and Fuel Zones all pick from this list - a missing mine can be added here with **+ ADD NEW MINE** (or with the "+ Add" row while choosing a destination).

MINES (4)

Search a mine / destination...

KAMOA

2 Price history of the mine

Price history

KCC

1 item(s) total

Price history

Kasumbalesa border

IMPORT

Item	Amount	Agent
No items yet		
+ Add IMPORT item		

EXPORT

Item	Amount	Agent
KCC LOADING	USD 150.00	
	- USD 175.00 from 01/11/2026	
+ Add EXPORT item		

Sakania border

IMPORT

Item	Amount	Agent
No items yet		
+ Add IMPORT item		

EXPORT

Item	Amount	Agent
No items yet		
+ Add EXPORT item		

4 Edit price: choose 'applies from' date + reason

3 New price waiting for its date

- Who: Accounts / Admin / MD
- 4 Edit: new price + 'applies from' date + reason (required)
- 3 A future price waits here and changes by itself on that day
- 2 Price history: who / when / old / new / why. Items are switched off, never deleted

4. TRIP BUDGET → Trips

TEST SYSTEM - not the live data. WhatsApp is switched off.

PORTMAN **Trips** Budget plan Prices **Rules** 1 4 tabs: Trips / Budget plan / Prices / Rules AZAIZ SULEIMAN [Dashboard](#) [Log out](#)

Trip budget - open trips

Each trip leg (import or export, own trip number) against its budget: fixed cost (the trip's own price list, frozen when it started), lot payment list, flat rates and the allowed extra. Fuel is in **liters** for the round trip; its money value uses each month's fuel price. Breakdown, parking and facilitation are shown apart.

OPEN TRIP LEGS
7
 Budget 350,000.00 TZS + 7,721.00 USD

OVER BUDGET
1
 money above the budget

FUEL ABOVE RATION
1
 liters issued above the zone ration

FIXED COST NOT STARTED
3
 not loaded yet / no price list

PCN00 Import + export All Show 7 shown

TRUCK	TRIP	LEG	MINE	BUD		FUEL L (ISSUED / RATION)	FUEL VALUE	APART*
T302BBB	PCN0032 Booked	IMPORT not started	KAMOA Kasumbalesa	50,000.00 TZS 1,515.00 USD	- 0%	0 / no ration	-	-
T301BBB	PCN0031 Booked	IMPORT not started	KAMOA Kasumbalesa	50,000.00 TZS 1,515.00 USD	- 0%	0 / no ration	-	-
T100AAA	PCN001E Loaded	EXPORT	KCC Kasumbalesa	50,000.00 TZS 855.00 USD	60.00 USD 7%	2,050 / 1,950	6,223,000.00 TZS	-
T400CCC	PCN004 In transit	IMPORT not started	KAMOA Kasumbalesa	50,000.00 TZS 1,515.00 USD	- 0%	0 / 1,950	-	-
T300BBB	PCN003 Booked	IMPORT	KAMOA Kasumbalesa	50,000.00 TZS 1,515.00 USD	- 0%	0 / no ration	-	-
	PCN002 In transit	IMPORT	TFM Sakania	50,000.00 TZS 80.00 USD	- 0%	0 / 1,950	-	-
T100AAA	PCN001 In transit	IMPORT	KAMOA Kasumbalesa	50,000.00 TZS 726.00 USD	1,226.00 USD over 500.00 USD	round trip: on export leg	90.00 USD	-

* Apart = breakdown, parking, facilitation on that trip (their own approvals, not counted in the budget). Return mileage has its own price.

- Every open trip: budget against spent
- 2 Filter only over-budget trucks or fuel above ration
- 3 Click a truck → every budget line and every payment
- 5 Fuel in LITERS: issued / ration

5. TRIP BUDGET → Budget plan

TEST SYSTEM - not the live data. WhatsApp is switched off.

PORTMAN

Trips

Budget plan

Prices

Rules

Payments

Mine prices

AZAIZ SULEIMAN

Dashboard

Log out

Budget plan - cash needed per week

Built from the real truck flow: trucks loaded per mine over the last weeks (with their real mix of borders and TZ / ZM trucks) times today's price list of each mine, plus the trucks already booked and not loaded yet. Change a price below to see what it costs before changing it on the Mine prices page.

History

last 8 weeks

Show by

Mine

2 Show by mine / agent / currency

TRUCKS LOADED PER WEEK

11.6

average of the last 8 weeks (import + export legs)

FIXED COST PER WEEK

8,677.50 USD

x 4.3 = per month

BOOKED, NOT LOADED YET

12

11,872.00 USD coming

FUEL PER WEEK

256 L

= 794,375.00 TZS at 2026-10 price

FLAT RATES PER WEEK

581,250.00 TZS

465.00 USD

driver allowance, loading, offloading

1 Cash needed per week (fixed cost, fuel, flat rates)

Price Item

KAMOA | import | LOADING FEE KAMOA | USD 120.00

New amount

150

Show the 3 What if a price changes? - see the cost first

1.9 trucks per week use this item (KAMOA). Change 120.00 → 150.00 USD = +56.25 USD per week, +241.88 per month. 2 trucks already booked would start at the new price if it applies before they load. Trips already started keep their price.

MINE	LEG	TRUCKS / WEEK	BOOKED NOW	PER WEEK	PER MONTH (X4.3)	BOOKED TRUCKS NEED
KAMOA	import	4.0	8	3,543.13 USD	15,235.44 USD	9,740.00 USD
KAMOA	export	1.8	0	1,748.75 USD	7,519.63 USD	-
TFM	export	1.9	0	1,693.75 USD	7,283.13 USD	-
KIPUSHI	import	1.9	2	988.75 USD	4,251.63 USD	1,292.00 USD
TFM	import	2.0	2	596.25 USD	2,563.88 USD	840.00 USD
KCC	export	0.1	0	106.88 USD	459.56 USD	-

- 1 Cash needed per week / month (fixed cost, fuel, flat rates)
- 2 By mine, by agent or by currency
- 3 What if a mine changes its price: cost per week & month BEFORE you change it

6. TRIP BUDGET → Prices

TEST SYSTEM - not the live data. WhatsApp is switched off.

PORTMANTripsBudget planPricesRulesPaymentsMine pricesAZAIZ SULEIMANDashboardLog out

Prices

Fuel stays in liters in every budget. Enter the price of one liter **once a month** per fuel point (or one "** Budget price" for all). It is only used to show the money value of the liters. Fixed cost prices are changed on the Mine prices page (and Return Route Rates); every change and every waiting dated change is listed here.

Fuel price of the month

Month: 2026-10Fuel point / supplier: * Budget price (all fuel points)Currency: TZSPrice per liter: Save price

1 Enter fuel price per liter ONCE a month

		PRICE / L	ENTERED BY	STATUS	
2026-10	* Budget price (all)	3,100.00 TZS	W 2026-10-21 02:10:03	In use	Cancel
2026-10	LAKE OIL TUNDUMA	3,050.00 TZS	AZAIZ SULEIMAN 2026-10-21 02:10:50	Cancelled AZAIZ SULEIMAN: Replaced by a new price	
2026-10	LAKE OIL TUNDUMA	3,080.00 TZS	AZAIZ SULEIMAN 2026-10-21 02:10:50	In use	Cancel
2026-10	Workshop Fuel	2,950.00 TZS	W 2026-10-21 02:10:03	In use	Cancel

2 Mine price changes waiting for their date

		ITEM	NOW	NEW	SET BY / REASON
2026-11-01	KCC	KCC LOADING	USD 150.00	USD 175.00	AZAIZ SULEIMAN KCC letter 18/10

3 Every price change: who / when / old / new / reason

		MINE / ROUTE	ITEM	WHAT	OLD	NEW	APPLIES FROM	REASON
2026-10-21 02:11:02	AZAIZ SULEIMAN	KCC	KCC LOADING kasumbalesa export	Switched on			2026-10-21	
2026-10-21 02:11:02	AZAIZ SULEIMAN	KCC	KCC LOADING kasumbalesa export	Switched off			2026-10-21	
2026-10-21 02:11:02	AZAIZ SULEIMAN	KCC	KCC LOADING kasumbalesa export	Set for a later date	USD 150.00	USD 175.00	2026-11-01	KCC letter 18/10
2026-10-21 02:09:25	SYSTEM (set by HUSSEN A)	TFM	TFM GATE sakania import	Price changed	USD 80.00	USD 95.00	2026-10-21	Mine letter
2026-10-21 02:09:25	HUSSEN A	TFM	TFM GATE sakania import	Set for a later date	USD 80.00	USD 95.00	2026-10-24	Mine letter

- 1 Fuel price per liter - ONCE a month (budget price or per fuel point)
- 2 Mine price changes waiting for their date
- 3 Full price change history

7. TRIP BUDGET → Rules

TEST SYSTEM - not the live data. WhatsApp is switched off.

PORTMANTripsBudget planPricesRulesPaymentsMine pricesAZAIZ SULEIMANDashboardLog out

Rules

Flat rates are one amount for every truck (switched off until the amount is typed). Allowed extra is how much a trip may go above its budget without a budget approval (0 = none). A payment above that needs a **budget approver** - a different person from whoever requested or approved it. Every change is kept below.

1 Flat rates: driver allowance, loading, offloading (type amount + tick ON)

	AMOUNT	CURRENCY	TRUCKS	ON	
Driver allowance	Import + export	50000.00	TZS	☒	Save SYSTEM SEED
Loading fee	Import + export	40.00	USD	☒	Save AZAIZ SULEIMAN
Offloading fee	Import + export	0.00	USD	☐	Save SYSTEM SEED
	Import + export		USD	☐	Save

Allowed extra per trip and budget approvers

Allowed extra USD

2 Allowed extra per trip (0 = none)

Budget approvers (tick)

☐ AZAIZ SULEIMAN admin☐ HUSSEN A Accounts☐ JUMA D driver☒ SHILPA K Accounts☐ WAZIRI F Accounts

3 Tick the BUDGET APPROVER(S)

History

WHEN	WHO	WHAT	OLD	NEW	REASON
2026-10-21 02:14:29	SHILPA K	Budget approval	Over the trip budget by USD 400.00 (budget USD 726.00, already used 826.00)	approved	KCC charged extra, letter attached
2026-10-21 02:10:50	AZAIZ SULEIMAN	budget_approvers	42,1	42	Shilpa approves extras
2026-10-21 02:10:50	AZAIZ SULEIMAN	contingency_ZMW		0	Shilpa approves extras
2026-10-21 02:10:50	AZAIZ SULEIMAN	contingency_TZS		0	Shilpa approves extras
2026-10-21 02:10:50	AZAIZ SULEIMAN	contingency_USD	200	0	Shilpa approves extras
2026-10-21 02:10:50	AZAIZ SULEIMAN	Fuel price 2026-10 - LAKE OIL TUNDUMA		TZS 3080 /L	
2026-10-21 02:10:50	AZAIZ SULEIMAN	Fuel price 2026-10 - LAKE OIL TUNDUMA		TZS 3050 /L	
2026-10-21 02:10:50	AZAIZ SULEIMAN	Loading fee	Loading fee both USD 0.00 all OFF	Loading fee both USD 40.00 all ON	Flat rate agreed
2026-10-21 02:10:22	AZAIZ	budget_approvers	42	42,1	t
2026-10-21 02:10:03	SHILPA K	Budget approval	Over the trip budget by USD 300.00 (budget USD 926.00, already used 826.00)	approved	Mine charged extra offloading, letter attached
2026-10-21 02:10:03	AZAIZ	budget_approvers		42	test
2026-10-21 02:10:03	AZAIZ	contingency_USD		200	test

- 1 Driver allowance, loading, offloading: type the amount + tick ON
- 2 Allowed extra per trip without budget approval (0 = none)
- 3 Tick the BUDGET APPROVER(S) - not the usual final approver
- Every change is in the History below

8. PAYMENTS → Over budget

TEST SYSTEM - not the live data. WhatsApp is switched off.

PORTMAN My work Find a payment All open New request Reports **Trip budget** SHILPA K [Dashboard](#) [Log out](#)

Good day, SHILPA
Only what is waiting for you. Target: every payment paid within 1 hour of the request.

TO APPROVE
3
790.00 USD

BUSY REF
0

TO PAY
0

MY REQUESTS
0

OVER BUDGET
1
400.00 USD

Search number, truck, trip, name, reason...

PV2026001 Breakdown	T100AAA PCN001	- Extra offloading charge	400.00 USD Waiting approval L2 Over budget at this step	0m
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1 OVER BUDGET (budget approvers only)

2 Over budget tag

4 Trip budget

PV2026001
Waiting approval - Level 2 Breakdown · 0m at this step

400.00 USD
Extra offloading charge

Truck / trip T100AAA PCN001
Pay to -

trip budget by USD 400.00 (budget USD 726.00, already used 826.00). The final approval waits until a budget approver allows the extra.

Requested was done under "ZAINABU", which is not a staff login. Nobody can be held responsible for this step.

Truck T100AAA is on 2 open trips now: PCN001 (DRC / Zambia), PCN001E (DRC / Zambia).

Requested · ZAINABU not a staff login
21/10/2026 03:09
Now: Waiting Level 2

Why is this extra allowed? (required, kept in the

3 Reason + Allow over budget

Allow over budget

This does not approve the voucher. Its approvers still approve it at their levels.

- 1 Over budget tile: only budget approvers see it
- 2 Over budget tag on the voucher (approvers see it too)
- 3 Write the reason → Allow over budget. Then the normal approvers finish it
- 4 Trip budget link