PORT AGENCY CATALOG

No. CAT-AGENCY
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FOR PORT AGENTS — YOUR WHOLE LIFE ON THE PLATFORM, ON PAPER

WHAT GEOMARINEHUB IS

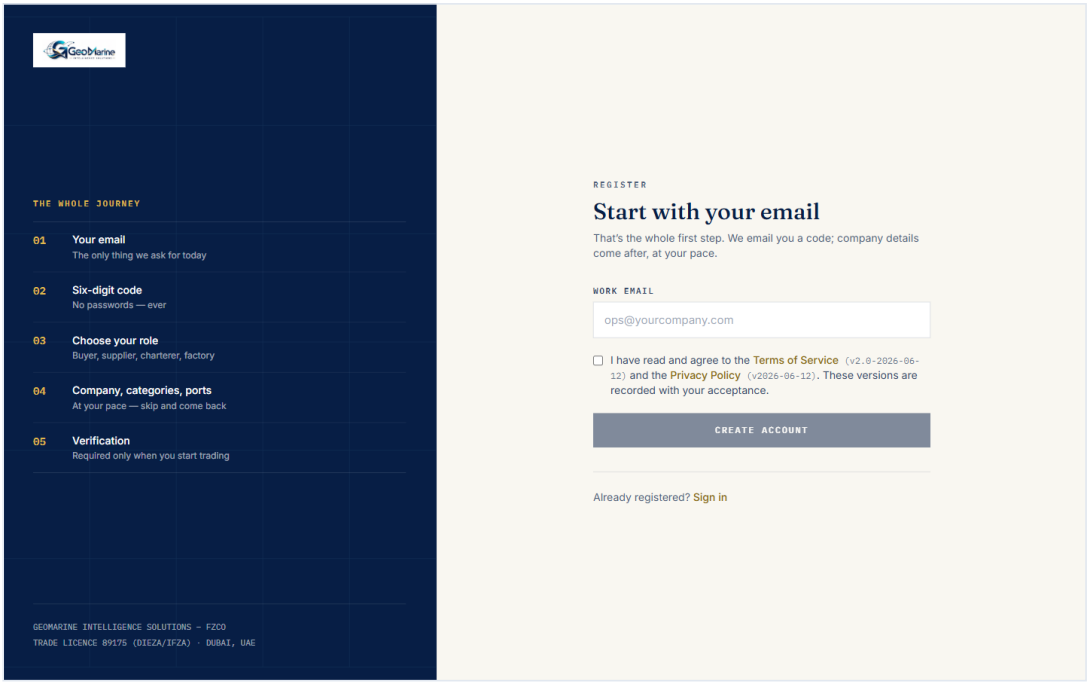
GeoMarineHub is a B2B maritime marketplace operated by GEOMARINE INTELLIGENCE SOLUTIONS - FZCO (Dubai, UAE). Vessel owners, managers and charterers post structured requirements — provisions, stores, bunkers, fresh water, waste landing, agency work, freight — and verified suppliers answer with sealed bids. Neither side sees the other's identity until award: suppliers never learn whose vessel is asking, buyers compare bids anonymously, and rival suppliers never see each other's prices. Alongside procurement, the platform runs blind vessel chartering, a factory-to-supplier wholesale catalog, and pay-per-engagement consultancy. Every deal becomes a documented order both sides can hold each other to.

Behind the screens sits an office that works around the clock: a Front Desk that reads every e-mail and attachment that reaches us, a controller for each kind of company (owners, suppliers, factories, shippers, forwarders, consultancy clients, and a financial controller for completed business), a compliance gate that screens every name against the OFAC, EU, UN and UK lists before anything is published, and a person behind every decision the software is not sure of. This catalog describes the platform exactly as it runs today — the screenshots are taken from real accounts on the running system.

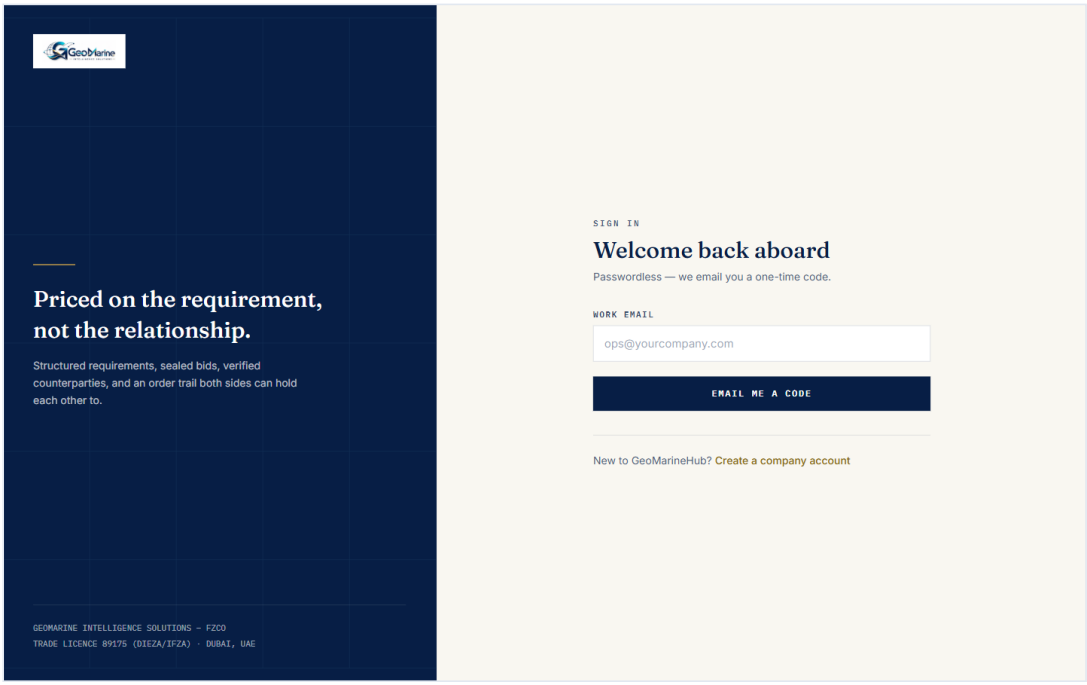
This catalog is for port agents. It covers how agency appointments reach you and how you win them; buying wholesale stock FROM the platform; every invoice in both directions; growing the account; and the housekeeping around it.

GETTING IN: THE FIRST HOUR, SCREEN BY SCREEN

Registration asks for one thing — a work e-mail address. There is no password to invent and none to forget: every sign-in sends a six-digit code to that address, valid for ten minutes, with a "remember this device for 30 days" tick for your own computer. The register page shows the whole journey down its left side before you type anything: e-mail, code, role, company details at your pace, verification only when you start trading.

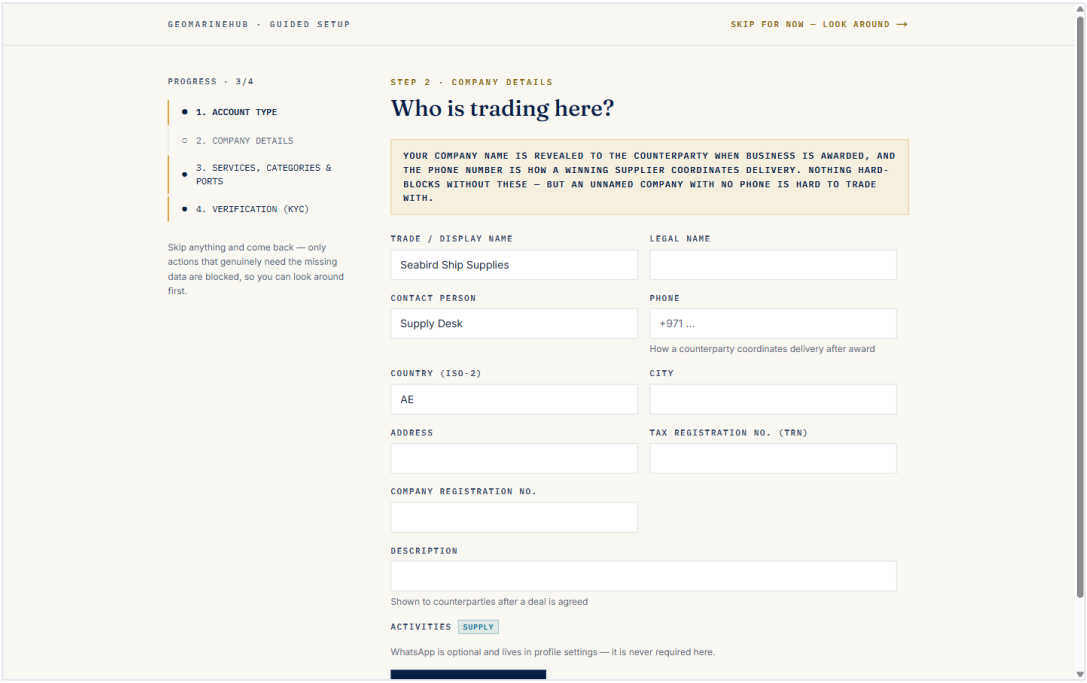


REGISTRATION: THE E-MAIL IS THE WHOLE FIRST STEP — THE FIVE STAGES OF THE JOURNEY ARE PRINTED BESIDE IT



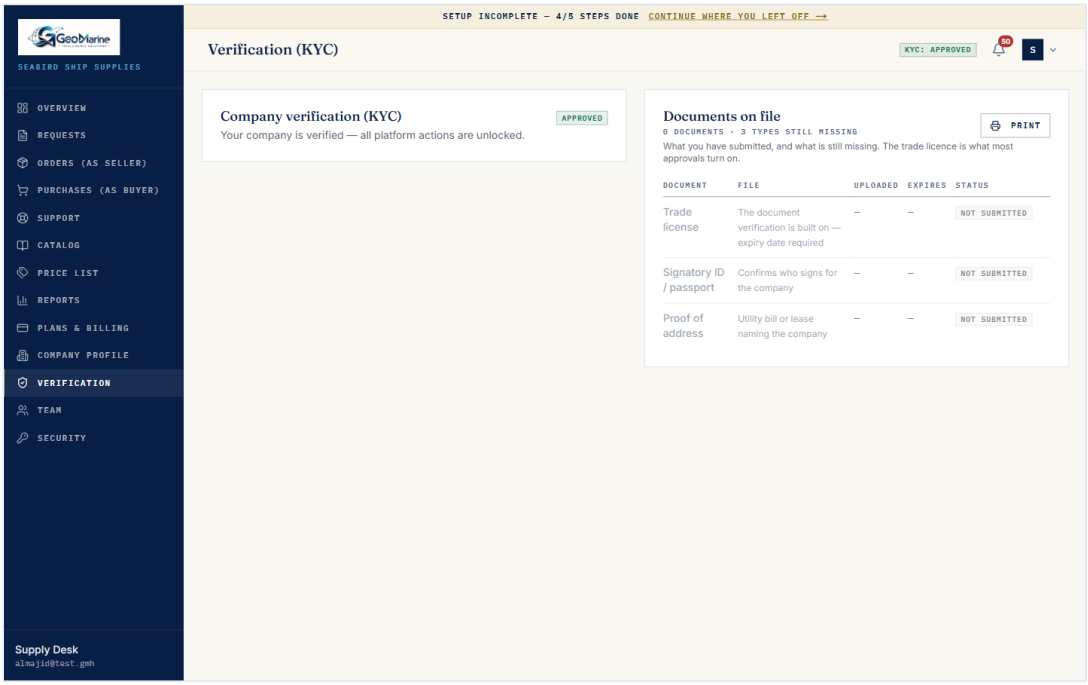
SIGN-IN: A ONE-TIME CODE BY E-MAIL, A REMEMBER-THIS-DEVICE OPTION, NEVER A PASSWORD

After the code you choose your role — supplier (ship supply, bunker & fresh water, garbage, agency) — and the guided setup takes over: company details, then your service line, its categories and the port you serve, then verification. Every step can be skipped and finished later; only the actions that genuinely need the missing data are blocked, so you can look around first. The banner at the top of the portal keeps count ("setup incomplete — 3/4 steps done") until the walk is complete.



THE GUIDED SETUP: PROGRESS ON THE LEFT, ONE HONEST FORM AT A TIME, SKIP AND COME BACK

Verification has two doors now. If your e-mail is on your company's own domain and the company's website says who you are — a ship manager, an owner, a charterer, an operator, a supplier or forwarder — the platform reads that website itself and records what it found; demand-side companies are verified that way with no documents at all. Everyone else, and every company that wants to bid, uploads the trade licence with its printed expiry date plus signatory ID and proof of address, and a person reviews them — typically the same day. The Verification tab shows what has been read or received and what is still missing, side by side.

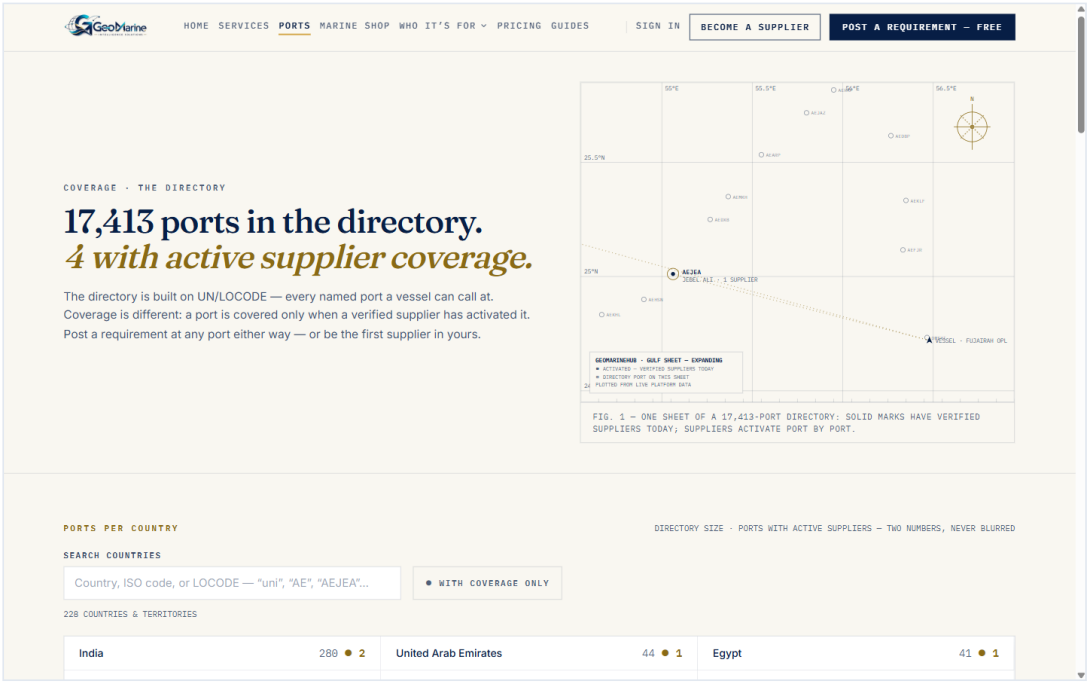


VERIFICATION: WHAT YOU HAVE SUBMITTED AND WHAT IS STILL NEEDED — BIDDING UNLOCKS ON APPROVAL

THE ONE RULE THAT DECIDES EVERYTHING: PORT ACTIVATION

Requests route only to suppliers activated at the request's port. Activate a port and every matching request at that port reaches you the moment it is posted. Don't, and you never see them — there is no browsing other ports' demand and no way to bid at a port you have not activated. Your plan tier sets how many ports you can hold at once; which ports they are is always your choice, and every request you receive is a vessel genuinely calling at one of them.

- Agency work routes by its categories — port call handling, crew change, cash to master, spares & logistics. Tick what you genuinely handle at your ports.
- Coverage is public: the ports directory shows buyers which ports have active suppliers — being first into a port means being the one who gets its requests uncontested.



THE PUBLIC PORTS DIRECTORY — DIRECTORY SIZE AND SUPPLIER COVERAGE, TWO HONEST NUMBERS

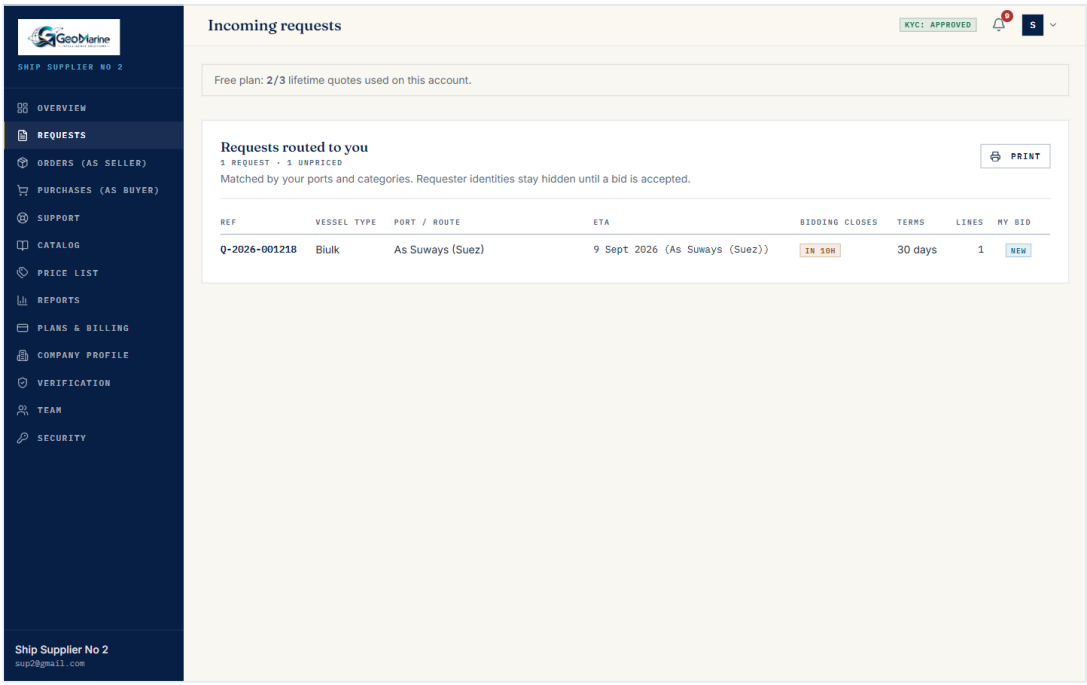
SELLING: YOUR JOURNEY, STEP BY STEP

1 — Register with your work email. Sign-in is passwordless: a one-time code by email, with a remember-this-device option. Registration takes the email alone; everything else happens in a guided setup.

2 — Pick your service line, its categories, and your port — one forward walk. You choose what you genuinely cover (nothing is pre-ticked for you) and the port you physically serve. The portal opens once a port is active.

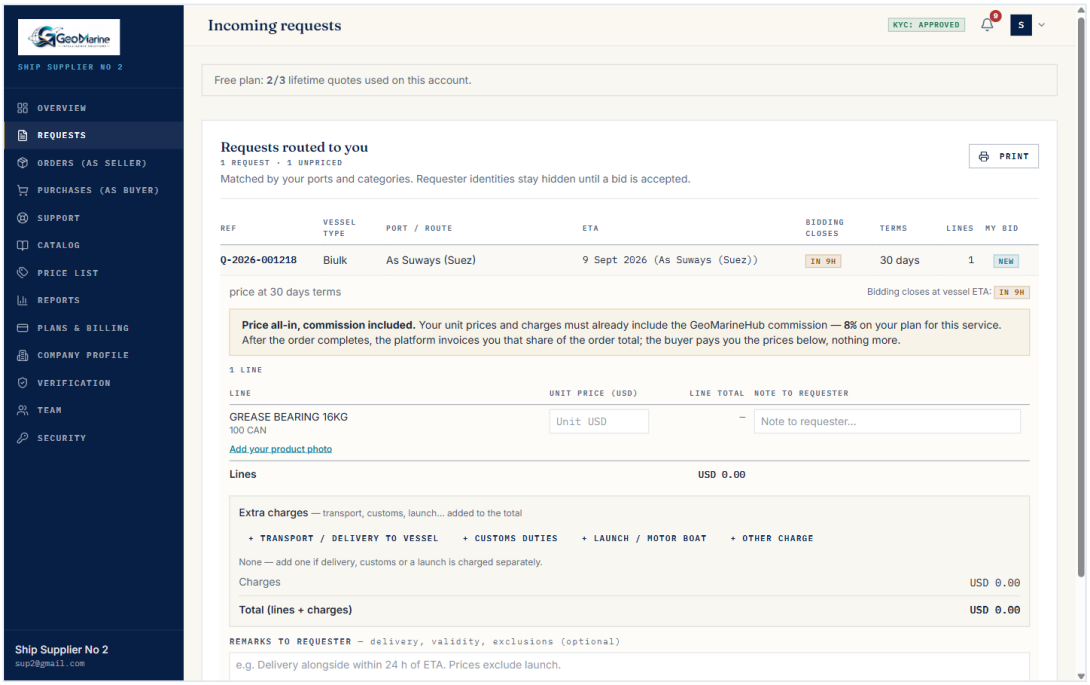
3 — Verify your company. Upload the trade licence (with its printed expiry date) and supporting documents. A human reviews every document; bidding unlocks when your company is approved, and everything else keeps working while review runs.

4 — Appointments arrive. Vessels calling at your activated ports post the call — vessel type, ETA and where stated ETD, the services needed, payment terms — never the vessel's name until you are appointed.



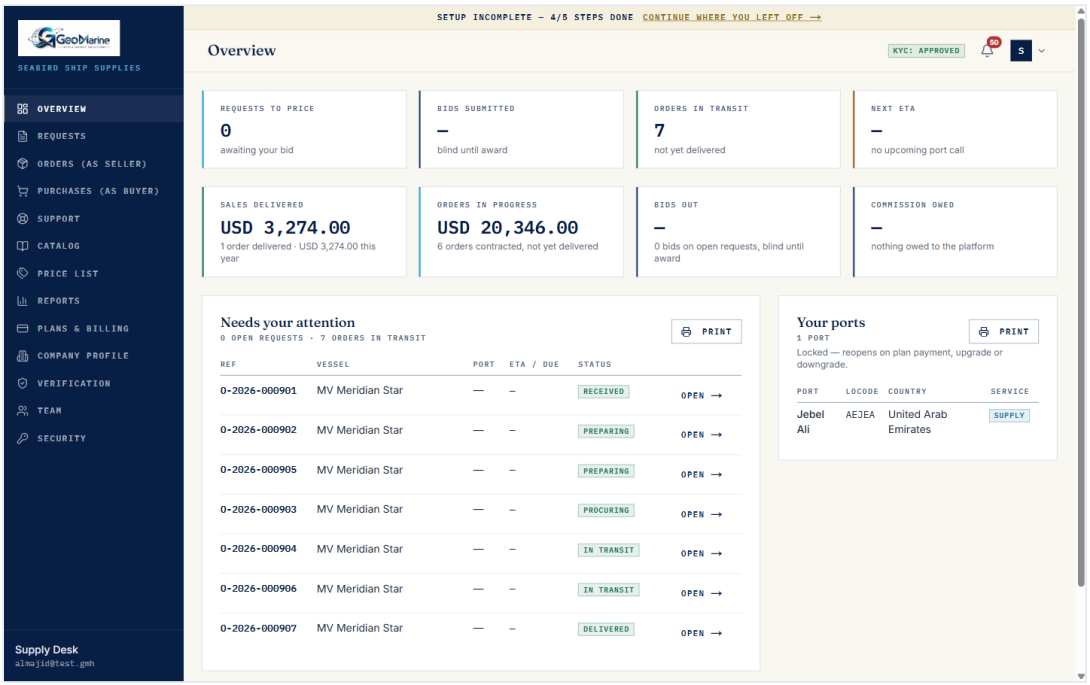
INCOMING REQUESTS — MATCHED BY YOUR ROUTING AND CATEGORIES

5 — Price it blind. You quote per line against the buyer's stated terms. Bidding closes at the vessel's ETA. The buyer sees your bid anonymously alongside the others; nobody sees yours.



THE BID SHEET: LINE-BY-LINE PRICING AGAINST THE BUYER'S TERMS

6 — Win the award, deliver, get rated. On award both identities are revealed and the request becomes an order: order chat, printable delivery note signed on board, and an order record both sides keep. Your operational day runs from the Overview — requests to price, orders in transit, next ETA.



THE PROVIDER OVERVIEW: THE WORK QUEUE AT A GLANCE

YOU CAN JUST E-MAIL US: WHAT THE OFFICE DOES WITH A QUOTATION THAT ARRIVES BY MAIL

Behind every address we publish sits the platform's office: a Front Desk that reads every incoming message and every attachment — Excel files sheet by sheet, Word documents, PDFs, photographs of a handwritten list, ZIP archives — and turns what it reads into the structured thing it is. Software does the reading; a person decides anything the software is not sure of. Nothing you send is lost, and nothing is answered by a machine pretending to be a person.

Answer a request by e-mail if you must — many suppliers do — and the Front Desk turns your quotation into a pre-filled bid on the platform: it matches your lines to the request's lines, keeps your prices, and sends you a mail showing the bid it prepared. Reply

APPROVE and the bid is submitted, sealed, exactly like one typed in the portal. Nothing is submitted in your name until you say so.

- Not registered yet? The office opens a provisional account for you for 15 days so the bid can stand; three days before it ends you are reminded to verify, and an account that never verifies is closed. Verifying keeps everything you did.
- Every invitation the office sends carries the request as a PDF and this guide, once in full per company; later requests at your port arrive as short notices.
- Write to us about anything else — a question, a catalogue you sell, a complaint — and the same desk files it with the controller who owns your relationship; a person answers.

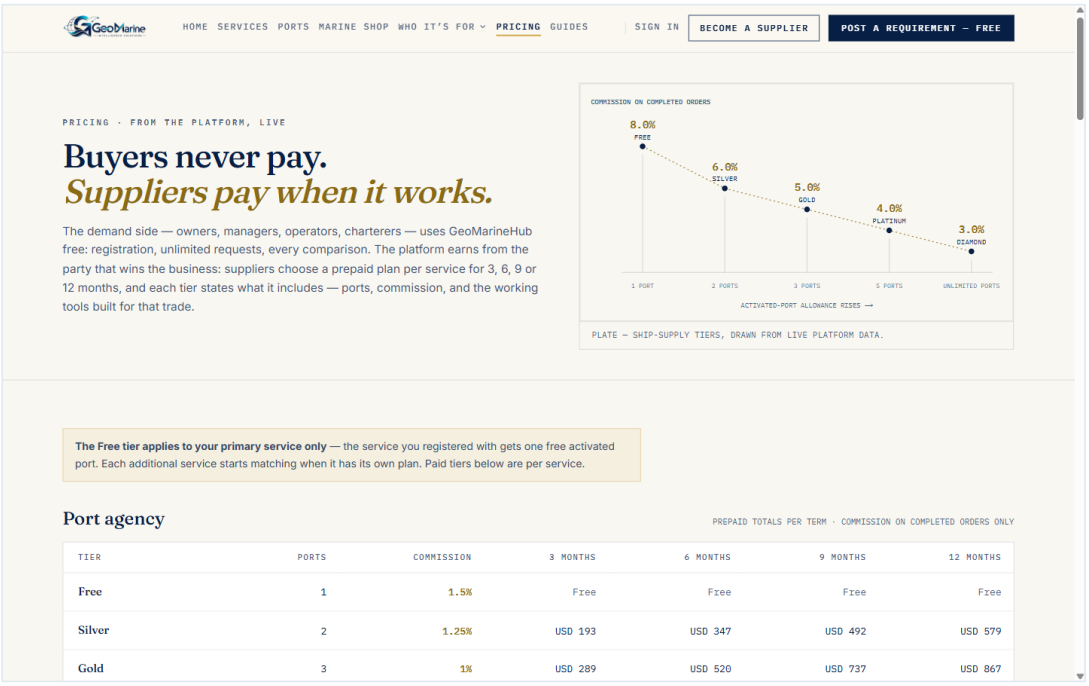
HOW THE MONEY WORKS WHEN YOU SELL

- Receiving requests costs nothing. Registration, verification, browsing your matched requests — no charge.
- Buyers never pay commission. The platform earns from the winning side only, so buyers keep posting — that is what fills your queue.
- You pay commission only on orders you WIN and complete through the platform, at the rate your plan sets. Lose a bid, pay nothing.
- Plans are prepaid per service line for the term you choose. The tier sets your port allowance and your commission rate — the ladder below is the live plans table, not marketing copy.
- No pay-to-rank, by design: buyers see sealed bids in the order they arrive. A higher tier never buys visibility. Your price and your service do the talking.

THE PLAN LADDER — PORT AGENCY (LIVE FROM THE PLANS TABLE)

PLAN	PORTS	COMMISSION	PREPAID TERMS
Free	1	1.5%	Free — 3 lifetime quotes
Silver	2	1.25%	3 mo USD 193.00 · 6 mo USD 347.00 · 9 mo USD 492.00 · 12 mo US…
Gold	3	1%	3 mo USD 289.00 · 6 mo USD 520.00 · 9 mo USD 737.00 · 12 mo US…
Platinum	5	0.75%	3 mo USD 514.00 · 6 mo USD 925.00 · 9 mo USD 1,311.00 · 12 mo…
Diamond	Unlimited	0.5%	3 mo USD 835.00 · 6 mo USD 1,503.00 · 9 mo USD 2,129.00 · 12 mo…

Commission applies to completed orders won through the platform. Prices and rates above are read from the live plans table at the moment this catalog is generated.



THE PUBLIC PRICING PAGE: THE SAME LADDER, PER SERVICE LINE, AS ANYONE CAN READ IT ON THE SITE

A WORKED ILLUSTRATION

ILLUSTRATION ONLY — COMPUTED FROM THE PLAN TABLE ABOVE; NOT A QUOTE, NOT A PROMISE OF VOLUME

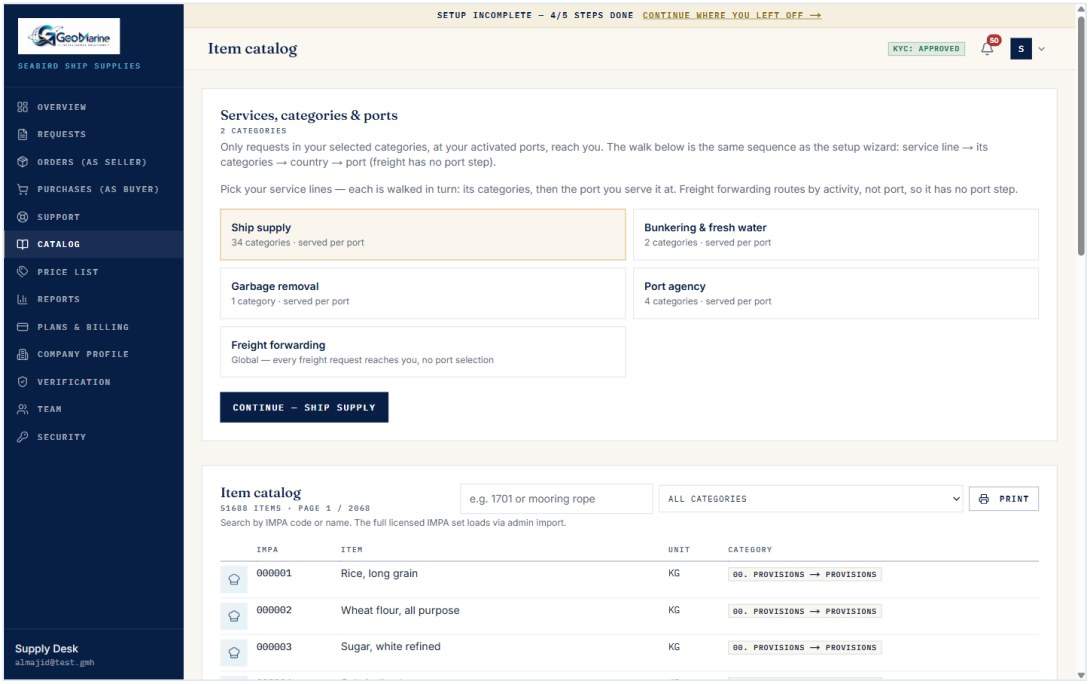
Take a single completed order of USD 10,000.00. On the Free tier (1.5%), the platform's commission is USD 150.00 and you keep USD 9,850.00. On Diamond (0.5%), commission is USD 50.00 and you keep USD 9,950.00 — a difference of USD 100.00 on this one order. Apply the same arithmetic to your own typical order value and monthly volume, add the prepaid plan cost from the ladder above, and the break-even point for each tier is yours to read off.

BUYING FROM FACTORIES: THE WHOLESALE CATALOG

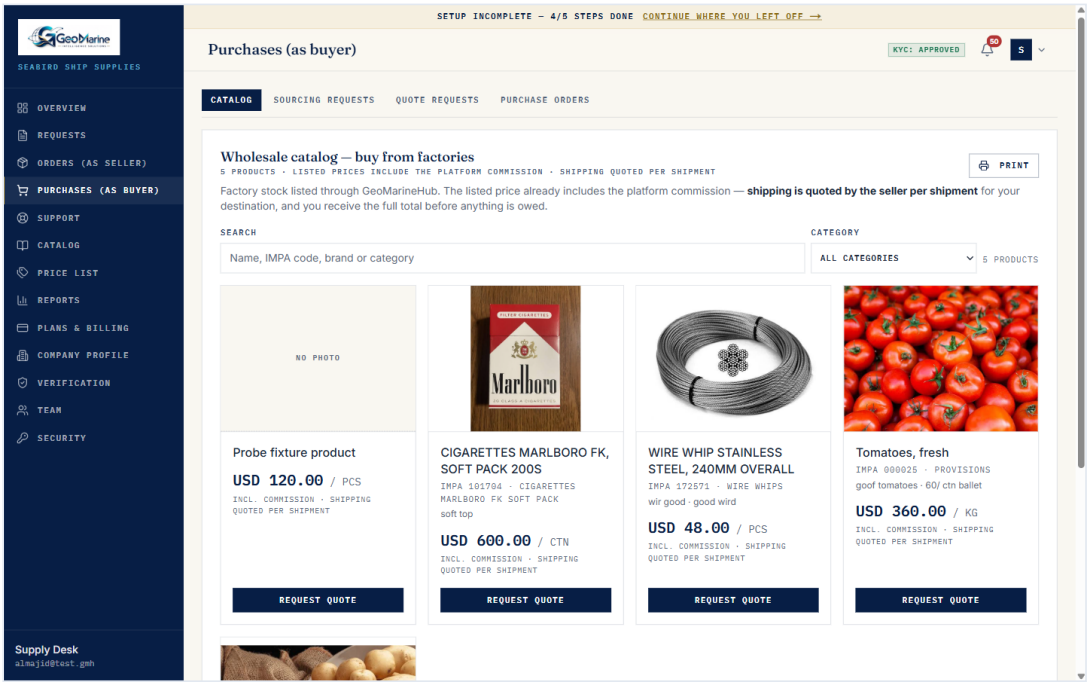
A provider on GeoMarineHub is also a buyer. Manufacturers and brands list their goods on the wholesale catalog at their own price; the platform adds its commission and shows you the listed price, ex-factory — alongside the factory's approved product photos and datasheets (spec sheets, test certificates, MSDS, class approvals), so you judge the product before asking for a quote. The factory stays anonymous until you accept a quote; from that moment you deal with them directly, and GeoMarineHub never handles your payment.

The purchase runs in two stages, and nothing is owed until you accept a full landed total:

- STAGE 1 — request a quote: pick the product, the quantity, and your destination country and port/city. No price is committed by asking.
- STAGE 2 — the factory quotes shipping for that exact shipment to that exact destination: the cost, how it travels, and where stated the incoterm (EXW through DDP) with, explicitly, who bears customs duties and import taxes at destination. It is stated on the quote, never buried.
- ACCEPT = ORDER. Accepting the quote places the purchase order with the factory and reveals both parties to each other. You pay the factory directly, on their terms — the listed price plus the quoted shipping. Decline and nothing is owed.
- The purchase order — seller, buyer, goods, shipping, terms — is printable from the purchase row by either party.
- Wholesale buying is verification-gated: the factory ships to and invoices your company, so an unverified company cannot place an order.



THE WHOLESALE CATALOG INSIDE THE PORTAL: FACTORY GOODS AT THE LISTED PRICE, PHOTOS AND DATASHEETS, QUOTE IN ONE STEP



PURCHASES: THE WHOLESALE CATALOG, QUOTE REQUESTS, AND THE REQUEST-AN-ITEM PATH

Not in the catalog? Request it. Name the item, the quantity, and how often you would buy it. Every request is answered with one of three real outcomes: sourced and listed, quoted as a one-off, or declined with the reason. When several providers ask for the same thing, that demand decides what gets added next.

Cancelling: while the order is still PLACED you cancel it yourself, and the factory is told not to fulfil. Once it is CONFIRMED the factory may already have committed materials, so cancellation goes through support with a reason. Cancelled orders are never deleted: they stay on your record with their status, timestamp and reason, because these carry money.

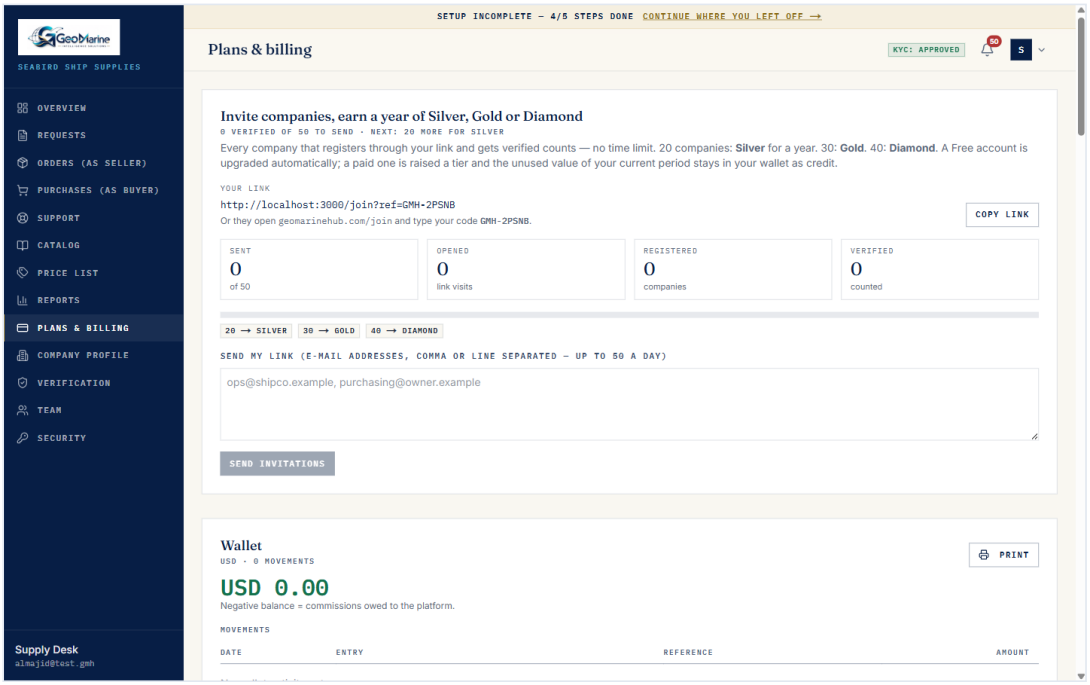
INVOICES AND MONEY — BOTH DIRECTIONS

MONEY YOU OWE. The commission invoice is issued the moment an order you won is completed, at your plan's rate applied to the order value. It falls due 14 days after issue and is paid by card from Plans & billing > your invoices. If it is not paid, the ladder is stated plainly here because it is stated plainly everywhere: reminders at 7, 14 and 21 days overdue, each naming the suspension date — and at 28 days overdue, matching suspends: no new requests reach you until the invoice is settled. Payment restores matching instantly. Your wallet shows the running position; a negative balance means commission owed to the platform.

MONEY YOU SPEND. Wholesale purchases are paid to the factory directly, on the terms of its quote — GeoMarineHub does not collect them and issues no invoice for them. Subscription and upgrade payments are card payments recorded under Plans & billing with amount and date, next to the plan they bought.

Every document you can print, and where from:

- Your submitted quotation (PDF) — from the request, once your bid is in.
- Delivery note — from the order, printed and signed on board at delivery.
- Order record — from the order; the dispute document both parties hold.
- Wholesale purchase order — from the purchase row in Purchases.
- Commission invoices — from Plans & billing, where they are also paid.



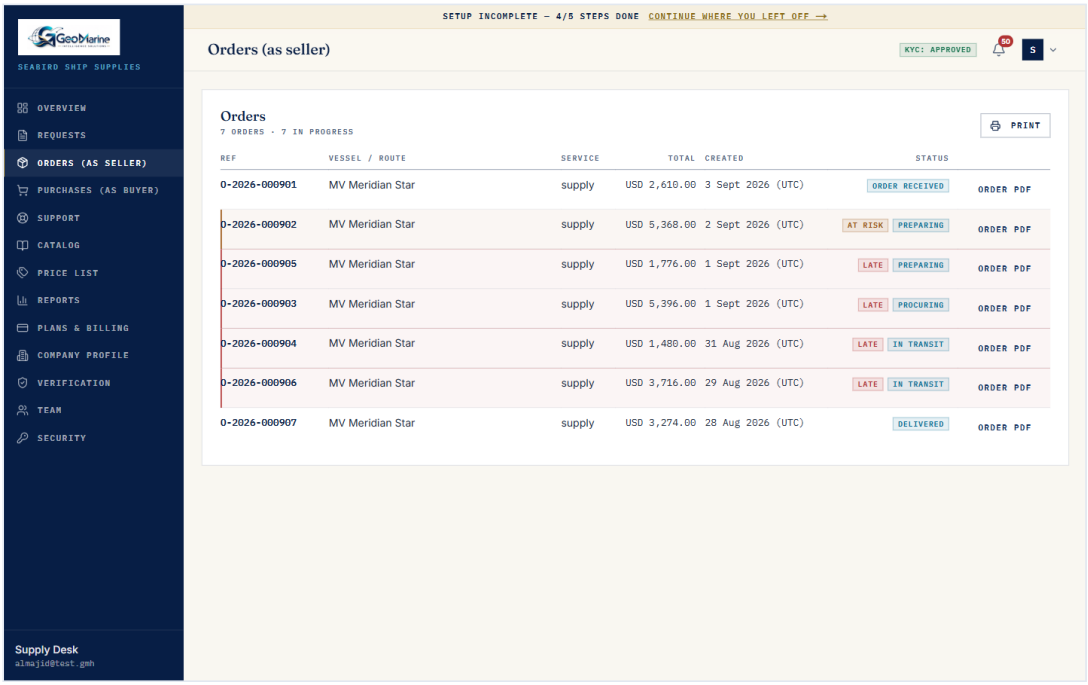
PLANS & BILLING: EVERY SERVICE LINE, ITS PLAN, INVOICES AND THE WALLET

UPGRADING AND GROWING THE ACCOUNT

- Upgrade any time from Plans & billing. The unused fraction of what you actually paid is credited against the new plan's price — you pay the difference, never twice for the same days. The new allowance and the lower commission rate apply immediately, and the port picker reopens so you can add ports up to the new allowance.
- Renew early without losing anything: renewing a live plan appends the new term to the end of the current one. Paid days are never lost — not on renewal, not on upgrade.
- Each service line is its own subscription. Adding another service means its own plan, its own routing and its own commission rate — services never share an allowance, and one lapsing never touches another.
- If a paid plan lapses, that service goes inactive: its requests stop the day the term ends, and your ports for it wait frozen until you renew — renewal restores them instantly. Downgrades apply immediately and reopen the picker to reduce ports.
- The free tier's real limits, so nobody is surprised: 1 port on your primary service only, 3 lifetime submitted quotes, at 1.5% commission. It exists to win your first orders.

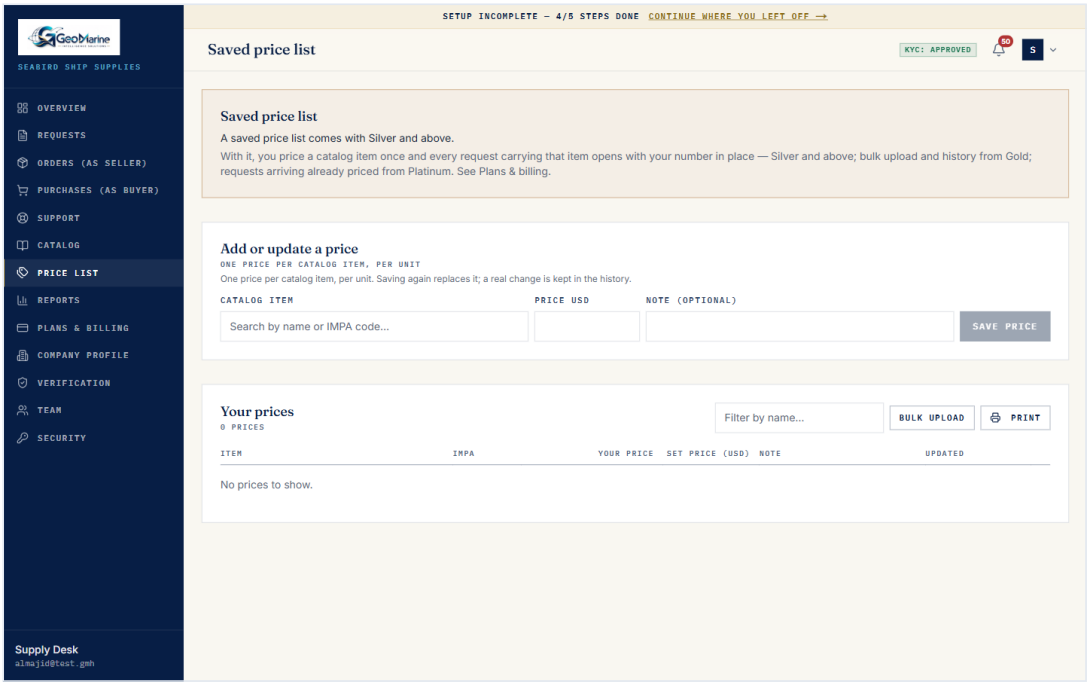
THE TOOLS THAT COME WITH THE ACCOUNT

ORDERS (AS SELLER). Every award becomes an order with its chat, its delivery note and its record; the seller's book lists them by status — received, preparing, procuring, in transit, delivered, completed — and the buyer confirms receipt on the platform. Three days after you mark a delivery the buyer is reminded to confirm; at seven days it completes on its own.

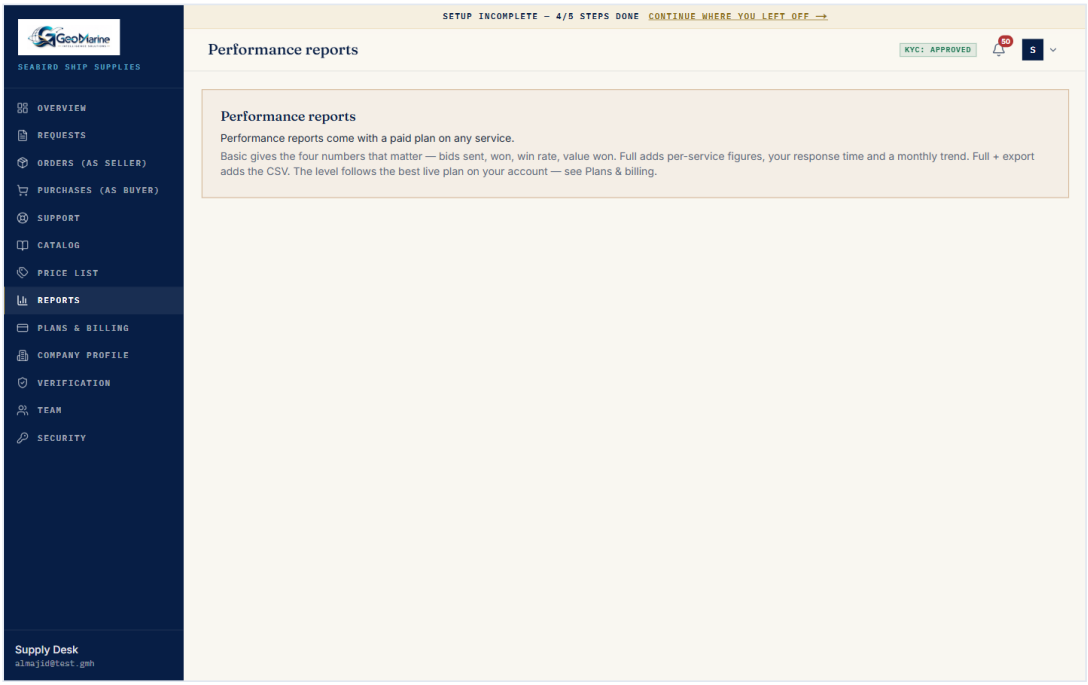


ORDERS AS SELLER: EVERY AWARDED REQUEST FROM RECEIVED TO COMPLETED, THE DELIVERY NOTE PRINTABLE FROM THE ROW

PRICE LIST (Silver and above). Price a catalog item once and every request carrying that item opens with your number already in place; Gold adds bulk upload and price history; Platinum receives requests already priced from your list, for you to review and send. REPORTS. Your own numbers — requests received, bids sent, win rate, orders and their value, by month and by port — printable like every register.



THE SAVED PRICE LIST: ONE PRICE PER CATALOG ITEM, KEPT WITH ITS HISTORY

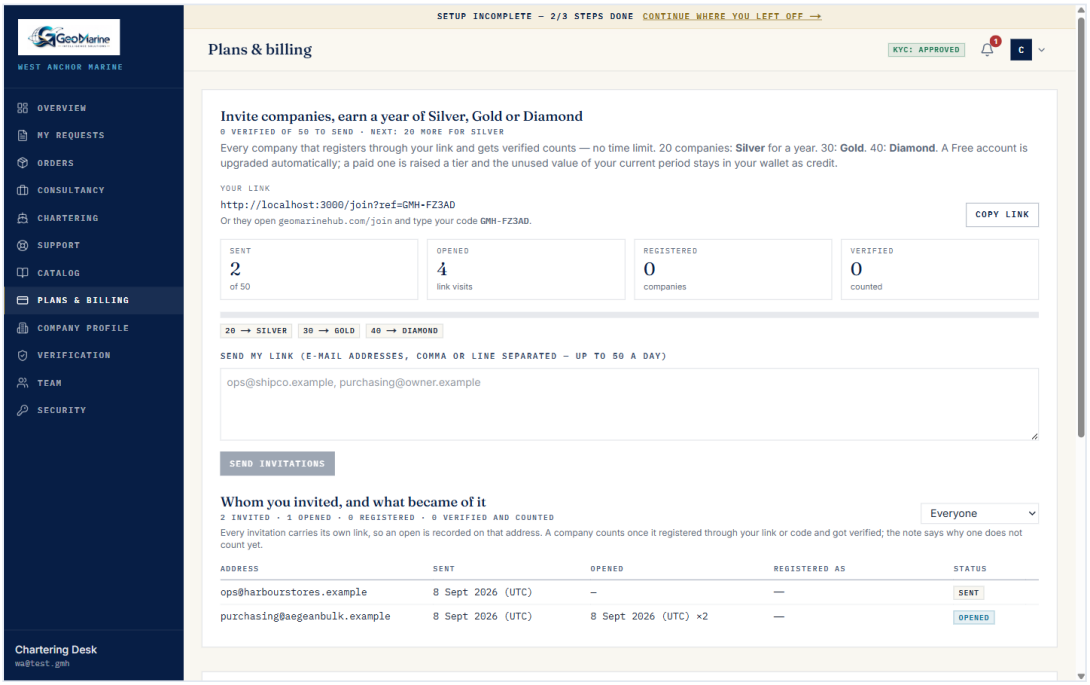


REPORTS: YOUR REQUESTS, BIDS, WINS AND ORDERS, BY MONTH AND BY PORT

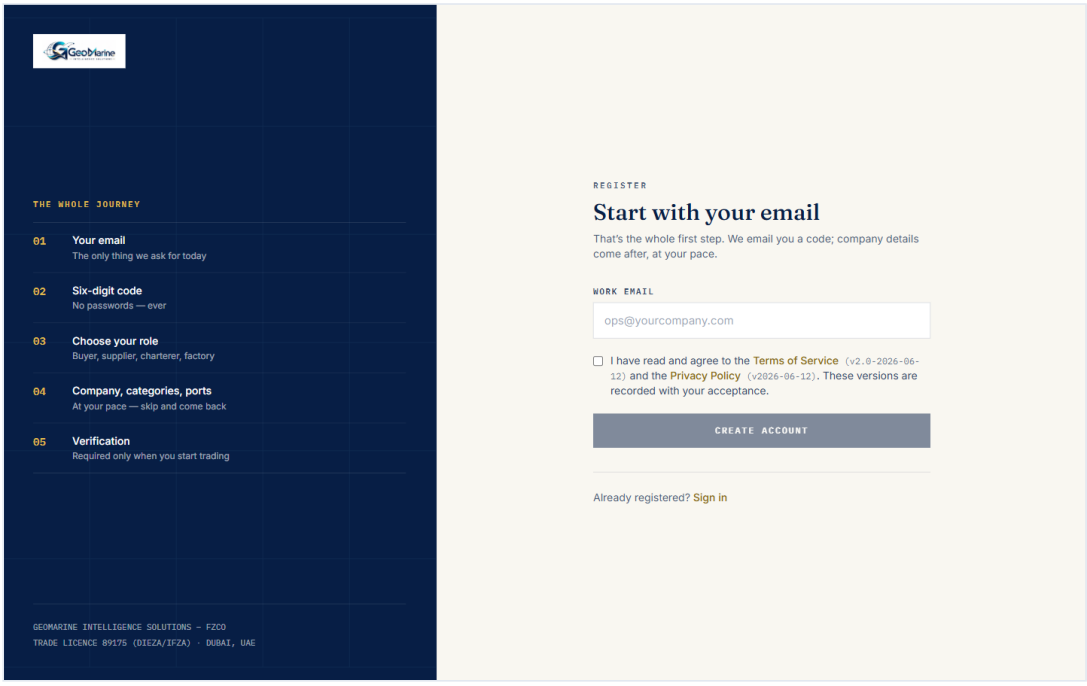
INVITE COMPANIES, EARN A YEAR OF SILVER, GOLD OR DIAMOND

Every account has a fixed referral code (for example GMH-7K4Q2) and a link (geomarinehub.com/join?ref=GMH-7K4Q2), both printed as text under Plans & billing so they can be forwarded without clicking anything. Send them to up to 50 companies a day from the same card. Every company that registers through your link or types your code, and then gets verified, counts — with no time limit.

- 20 verified companies: Silver for a year. 30: Gold. 40: Diamond. Each tier is applied once, the moment the count is reached, and you are told by mail.
- A Free account is upgraded automatically. A paid account is raised to the next tier; the year counts from the registration date of the company that completed the count, and the unused value of your current period stays in your wallet as credit.
- What counts, precisely: the referred company (not a person) keeps its referrer from the first touch and it never changes; it counts only once verified and active; a company already registered under any address of that domain, your own domain, or a company somebody else referred earlier does not count; a company later deleted or proven fake is taken off the count and the upgrade is reviewed.
- The card shows link opened / registered / verified and counted / how many more to the next tier. The referral is written on both companies' files, so our marketing never cold-mails a company you brought.



PLANS & BILLING: YOUR CODE AND LINK, THE FOUR COUNTERS, THE LADDER TO SILVER, GOLD AND DIAMOND, AND THE SEND BOX



GEOMARINEHUB.COM/JOIN — WHERE A REFERRED COMPANY LANDS: YOUR CODE IS ALREADY IN PLACE

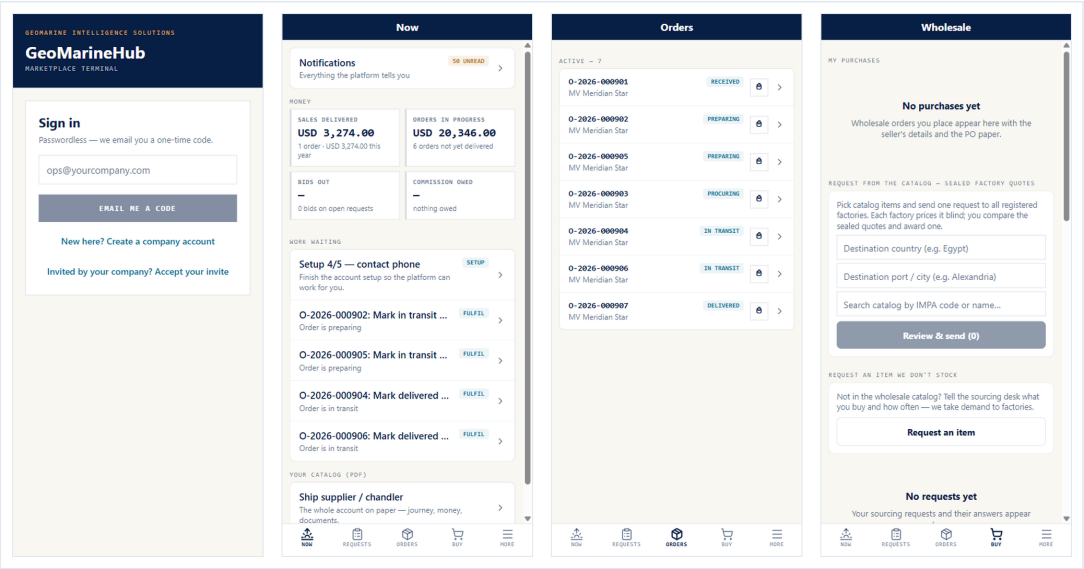
THE MOBILE APP: THE SAME ACCOUNT IN YOUR POCKET

GeoMarine: Ship Supply Hub is the platform's app for iPhone and Android — the same account, the same sign-in code, the same data. The App Store lists version 2.3.1 (released 2026-10-25) at the time this catalog was generated — the number was read from the store, not typed in. An older app version is told to update the moment the platform moves ahead of it, so what you see in the app is what the platform does.

- iPhone / iPad: https://apps.apple.com/app/geomarine-ship-supply-hub/id6787456937
- Android: https://play.google.com/store/apps/details?id=com.gdsmarine.gds_marine_app

On the app a supplier sees the requests routed to it the moment they are posted — a push notification carries the port, the ETA and the number of lines — prices them line by line, submits the sealed bid, follows the award and the order, and confirms delivery on

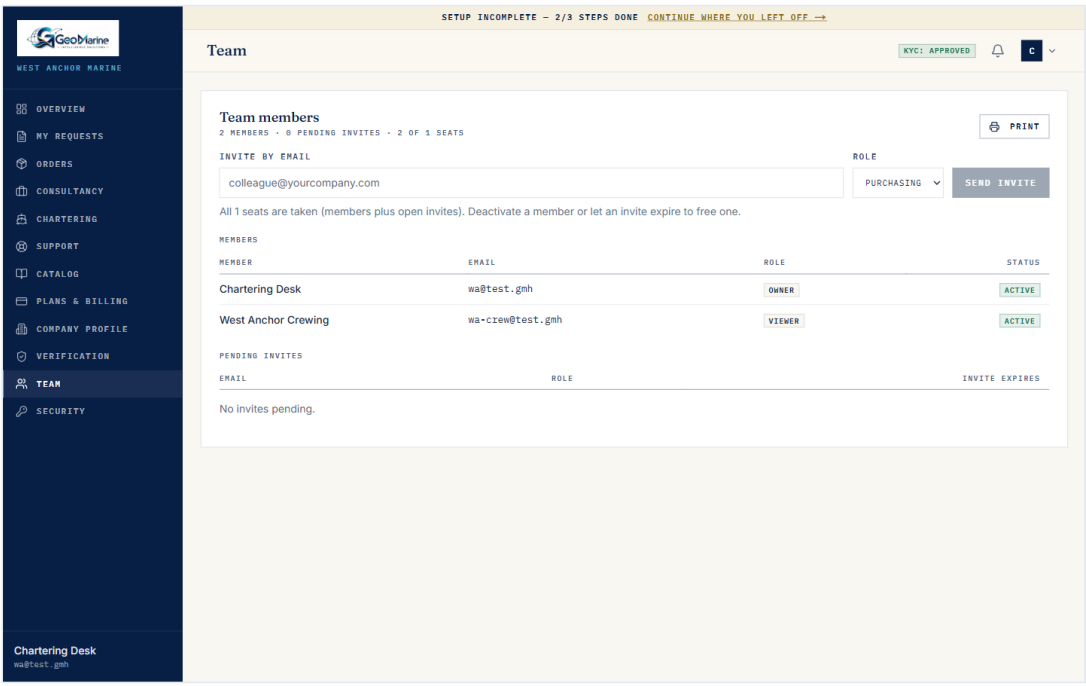
board. Quote requests from the wholesale catalog and the purchase orders you place there are in the same app.



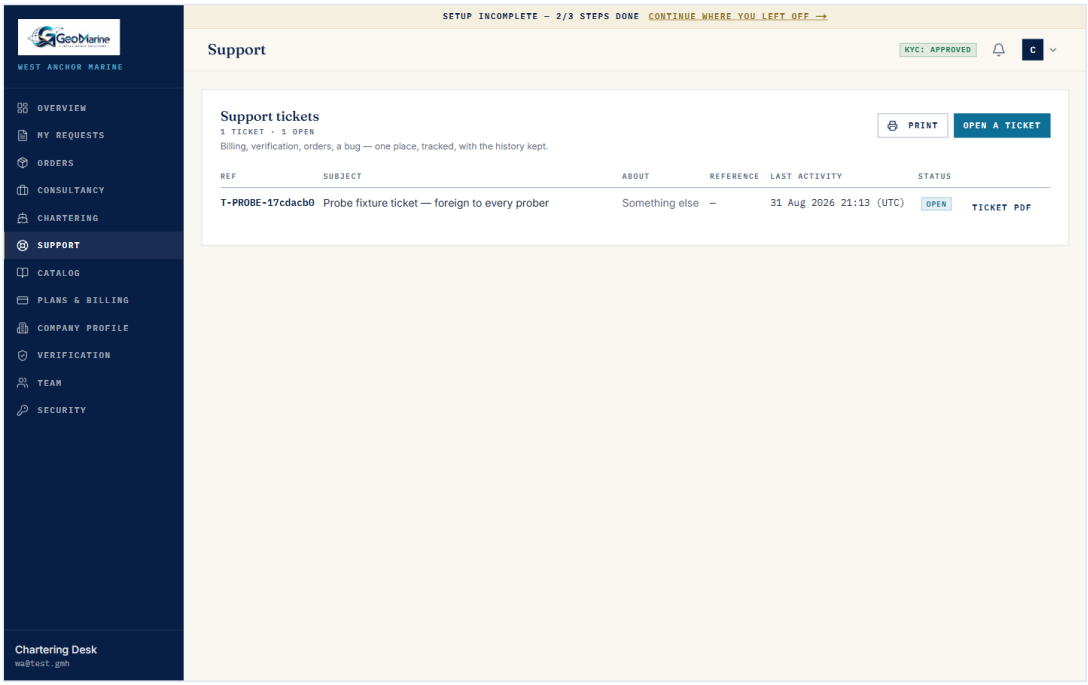
GEOMARINE: SHIP SUPPLY HUB 2.3.1, AS IT REALLY RUNS: SIGN-IN BY CODE, THE HOME DESK, ORDERS, THE WHOLESALE CATALOG

THE REST OF YOUR ACCOUNT

- TEAM. Invite colleagues by email from the Team tab, each with a scoped role — purchasing, accounting, sales, or view-only. Sub-users work the queues their role allows; company settings and plans stay with the owner and settings holders. Every invite and session is visible and revocable under Security.
- KEEPING VERIFICATION CURRENT. Your trade licence has an expiry date and the platform tracks it: reminders at 30 and 7 days before expiry and on the day, each stating the freeze date. Thirty days after an expired licence, matching freezes until the renewed licence is uploaded and reviewed — upload early and nothing ever freezes.
- RATINGS. After every completed order, each side rates the other once — stars and a comment. Your aggregate (average and count) is what counterparties see against your completed work; disputed orders cannot be rated.
- SUPPORT. Tickets live in the portal — billing, verification, orders, anything — tracked with their full history. A first reply is owed within eight business hours; the ticket is answered by the controller who owns your relationship, and a support question that arrives by e-mail is filed on the same ticket.



TEAM: COLLEAGUES BY E-MAIL, EACH WITH A SCOPED ROLE



SUPPORT: EVERY TICKET WITH ITS HISTORY, IN THE PORTAL

WHAT YOU NEED TO GET STARTED

- A work email address — sign-in codes go there; no password to manage.
- Your trade licence with its printed expiry date (PDF, JPG or PNG), plus signatory ID and proof of address for verification.
- An honest list of the categories you actually cover — unanswered requests hurt your standing.
- The port you physically serve. One port is included free on your primary service; more come with paid tiers.

WHAT HAPPENS AFTER YOU REGISTER

The guided setup walks you through company details, your service line with its categories, and your port — in that order, nothing skipped. Verification documents go in last; review is human and typically fast. Bidding unlocks with approval, and the free tier includes 3 lifetime quotes — enough to win business before a plan costs you anything.

Register as a supplier: geomarinehub.com/register?type=provider