

Reportal

The Swedish Maritime Single Window

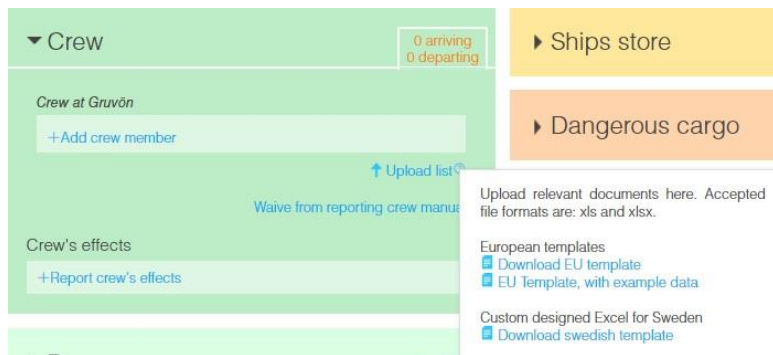
User guide for Excel MSWSE Sweden Template 2.0.6

Version 1.3

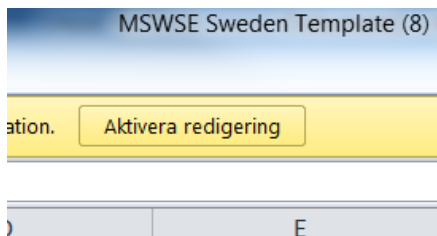
How to download the Excel MSWSE Sweden Template

There are several places where you can find the file and download it to your computer.

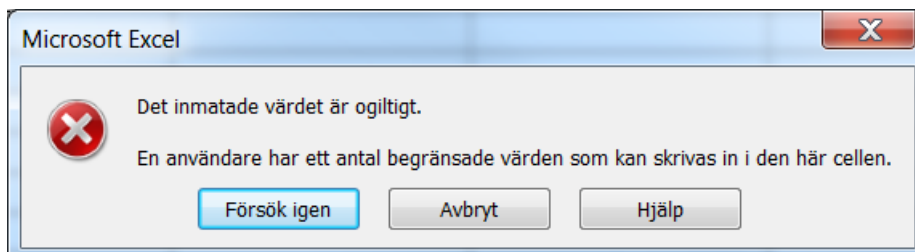
1. You can go to <http://www.sjofartsverket.se/en/e-Services/Maritime-Single-Window/Guidance-and-FAQ/> and there you can choose the one you want.
2. When you are logged in to MSW and have created a new visit you can find the file when you press the question mark behind “[Upload list](#)”. You can find the file under “Crew”, “Crew’s Effects”, “Passengers”, “Security”, “Ship-to-ship activities”, “Vehicles”, “Ships store”, “Waste”.



When you have downloaded the file to your computer and want to start editing you need to press “Aktivera redigering”. This is Swedish for “activate editing”. You can find this yellow message on the top when you open the Excel file.



Note: As soon as you type in a value that is not accepted in Excel you will get a message:



This means that you can't use a value that doesn't exist in the “reference data” tab.

How to fill in the Sweden Template 2.0.6 column for column

Crew list

| A | B |
|------------------|---------------|
| CREW LIST | |
| Family name | Given name(s) |
| Johansson | Maria |
| Andersson | Erik |
| Karlsson | Anna |

Column A-B: Crew list is the first tab which is required to fill in. Column A-B can contain any combination of letters as long it is letters and nothing else. When a person doesn't have two names you are required to type "Unknown".

| C | D |
|---------------------------|----------------------|
| Nationality | Date of birth |
| unknown | 1955-01-08 |
| Philippines | 1999-01-08 |
| Réunion | 1961-11-28 |
| Romania | |
| Russian Federation | |
| Rwanda | |
| Saint Helena | |
| Saint Kitts and Nevis | |
| Saint Lucia | |
| Saint Pierre and Miquelon | |

Column C: Here you are required to fill in the correct name of the country. You have a dropdown bottom to help you find the correct spelling. You also have the option to type "Unknown". All the countries exist in the tab "Reference data".

Column D: Here you are required to fill in date of birth. The accepted format of date in the Excel "Template Sweden 2.0.6" is: YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY

| E |
|----------------|
| Place of birth |
| Unknown |
| Manila |
| Kigali |

Column E: Name of the city or place the person is born. Any combination of letters is possible and you can type unknown if needed.

| F |
|-----------------------------|
| Nature of identity document |
| Passport |
| SeamansBook |
| Passport |
| SeamansBook |

Column F: There are only two valid options for identity: Passport or Seaman Book. You can use the dropdown to see the two.

| G |
|-----------------------------|
| Number of identity document |
| EC129785452 |
| CF0065412 |
| SE36362541 |

Column G: Make sure that you type all the numbers correctly. All passports have different numbers and they can even have letters and/or shorter or longer combinations than from other countries. Same thing with the Seaman book

| H |
|------------------|
| Rank or rating |
| Master |
| AbleSeaman |
| ChiefHousekeeper |
| ChiefEngineer |
| ChiefMaster |
| ChiefMate |
| ChiefOfficer |

Column H: When you fill in this section it is important that you use “rank” that exists in the “reference data” tab.

Note: That for example “Able seaman” is correct but “Seaman able” is not. Use the dropdown function to find the correct rank. If you uncertain or the raking doesn’t exist in the reference tab you can type “other”

| I |
|--------|
| Gender |
| Male |
| Female |
| X |
| Male |
| Female |
| X |

Column I: You have three options to choose from when it comes to gender: Male, Female or X

| J |
|----------------------|
| Crew's Effects |
| 200 cigarettes |
| 200 4 |
| 200 4, 150 16, 100 3 |

Crew's effects arriving at Oxelösund.

1. 2 - Bengt Åke Österman Delete Done

Rank or rating: Master

Given name: Bengt Åke

Family name: Österman

Effects


1. 200 pieces - Cigarettes Edit

2. Miscellaneous Delete Done

Type: Miscellaneous

Description:

Quantity: pieces

Column J: When you fill in the Crew’s effects it is very important that you do it correctly. You can put the mouse over  symbol to see how. There are several ways to fill it in. Example: “200 cigarettes” or “200 4”.

Note: The amount is filled in first. You can’t type “cigarettes 200” or “4 200”. If you want to fill in several things in the same row you can for example type: “200 cigarettes, 150 beer, 100 wine” or “200 4, 150 16, 100 3”.

If the thing the person has is not listed you can always type "Miscellaneous". But then you will need to fill in a description and quantity inside MSW reportal. See picture above.

| K |
|----------------------|
| |
| Boarding type |
| Embarkation |
| Disembarkation |
| |
| Embarkation |
| Disembarkation |

Column K: In this column you have four valid options. "Embarkation", Disembarkation". Leave it blank or - indicates that the crewman is still onboard.

| Crew's Effects Enter "NTD" if no effects |
|---|
| 24 beer, 12 drugs |
| NTD |
| NTD |

Column L: In this column you must enter Crew's effect, If no effects? Enter NTD (Nothing to declare).

Passenger list

| H |
|---------------------------------|
| |
| Transit passenger or not |
| Yes |
| No |
| |
| Yes |
| No |

The passenger list is filled in exactly as the crew list. The only difference is that you have the option to type in if you have transit passengers or not in column H. Valid options are "YES" or "NO".


Ship stores

Column A: Do not remove or change the “Name of article”.

Column B - Quantity: Fill in correct number of quantity. See the example below.
If you have an article onboard which needs to be declared but don't exist on the list fil? Use the article “Miscellaneous”.
If you do not have the article on board, keep zero (0).

Column C – Unit: Tell which Unit type you use

Note: You can only use two decimals in the system.

| SHIP STORES | | |
|-----------------------|--|--------------------|
| Name of article | Quantity  | Unit |
| AlcoholicSpirits | 5 | Litres |
| OtherAlcoholicSpirits | 0 | Litres |
| Wine | 0 | Litres |
| Cigarettes | 5 | Number of articles |
| Cigars | 100 | Number of articles |
| Tobacco | 0 | Kilogram |
| Fuels | 5 | Litres |
| Lubricants | 0 | Litres |
| Drugs | 0 | Kilogram |
| FleshAndFleshProducts | 0 | Kilogram |
| FireArms | 0 | Number of articles |
| Ammunition | 0 | Number of articles |
| Animals | 0 | Number of articles |
| FortifiedWine | 0 | Litres |
| LightWine | 0 | Litres |
| Beer | 0 | Litres |
| Miscellaneous | 0 | Number of articles |

Bunker

If you choose to report bunker you can do this manually or by upload the Excel file.

| Bunker | | | | | |
|-------------------------|------------|-------------|--------------|-------------|------|
| Bunker type | At arrival | Description | At departure | Description | Unit |
| Marine Gas Oil | | | | | TNE |
| Marine Diesel Oil | | | | | TNE |
| Intermediate Fuel Oil | | | | | TNE |
| Marine Fuel Oil | | | | | TNE |
| Heavy Fuel Oil | | | | | TNE |
| Liquefied Petroleum Gas | | | | | m3 |
| Liquefied Natural Gas | | | | | m3 |
| Light Oil | | | | | TNE |
| Other | | | | | TNE |

| Bunker type | At arrival | Description |
|-----------------------|------------|-------------------------|
| Marine Gas Oil | 100,00 | |
| Marine Diesel Oil | 0,00 | |
| Intermediate Fuel Oil | 0,35 | |
| Marine Fuel Oil | 0,00 | |
| HFO | 0,00 | |
| LPG | 5,00 | |
| LNG | 4,00 | |
| LO | 0,00 | |
| Other | 8,00 | Bunker type description |



In the excel file you can use maximum four numbers and two decimals.
The bunker information is reported by specifying bunker type, quantity and unit (TNE, metric ton or M3, cubic meter).

If you choose "Other" as "Type" you will also be asked to fill in "Description".

Waste and residues

Waste delivery is mandatory in all Swedish ports and when delivery has started the ship has to deliver all its waste. If the ship has such small amounts of waste on board, that it is unreasonable to deliver, the ship may proceed without delivery.

Note that “Date of last delivery” and “Last port where waste was delivered” is mandatory to report.

If you report manually in excel, you should enter the following:

| WASTE AND RESIDUES | | Last disposal date: | Last disposal port: |
|------------------------------|---------------------|----------------------------|--|
| | | 2020-01-10 | SEGOT |
| Waste type | Waste specification | Waste to be delivered (m3) | Amount of waste retained on board (m3) |
| Other waste oils | | 4 | 0 |
| Food waste | | 2 | 0 |
| Oily Residues (Sludge) | | 2 | 0 |
| Paper products | | 8 | 0 |
| International catering waste | | 1 | 0 |

- **Last disposal date:** add the date of last delivery
- **Last disposal port:** add last port where waste was delivered
- **Waste type:** add what kind of waste you need to report
- **Waste specification:** Add description (not mandatory)
- **Waste to be delivered (m3):** add the amount of waste the ship will deliver in m³

| Amount of waste retained on board (m3) | Port at which remaining waste will be delivered | Estimated amount of waste to be generated (m3) | Capacity (m3) | Delivered at last port (m3) | Time of unloading |
|--|---|--|---------------|-----------------------------|-------------------|
| 0 | unkwn | 1 | 10 | 0 | |
| 0 | unkwn | 2 | 10 | 0 | |
| 0 | unkwn | 1 | 10 | | |
| 0 | unkwn | 0 | 10 | 0 | |
| 0 | unkwn | 0 | 10 | 0 | |

- **Amount of waste retained onboard (m3):** add the amount of waste that will be retained on board. Note that when delivery has started the ship has to deliver all its waste.
- **Port at which remaining waste will be delivered:** Add which port remaining waste will be delivered (Not mandatory)
- **Estimated amount of waste to be generated (m3):** Add estimated amount of waste to be generated between notification and next port of call (m³).
- **Capacity:** Add maximum storage capacity (m³)
- **Delievered at last port:** Add amount of waste that was delivered in previous port
- **Time of unloading:** Add time of when previous unloading of waste was carried out (Not mandatory)

Security

| * SECURITY | |
|----------------|------------------|
| Valid ISSC | ISSC Issuer |
| Yes | Lloyd's Register |
| Security level | SSP onboard |
| 2 | |

Security

Report created

Upload security

Security level (ISPS)

2 - Heightened

Port facility security code

SEMM - 0123

Valid ISSC document is onboard

☐ Yes
 ☒ No

Reason for missing ISSC document

Valid ISSC: Only two options. YES or NO. If you put NO, you need to specify a reason in column F "Comments". (If you don't, you need to explain why inside the MSW Reportal, see above).

Security level: Only three options. 1, 2, or 3.

ISSC issuer: There is a vast variety of organizations that issue ISSC. Lloyd's Register is an example of such organization.

| ISSC type | Administration or RSO |
|-----------------|-----------------------|
| Full | RSO |
| CSO Family Name | CSO Given Name |
| Larsson | Lars |

ISSC type: Only two valid options "Full" or "Interim".

CSO Family Name: Family name of the person who is the company's security officer.

Administration or RSO: Only two valid options. "GVT" (Contracting Government) or "RSO" (Recognized security organization).

| Expiry date | Comments |
|--------------|--|
| 2018-01-04 | |
| Phone (24/7) | E-mail |
| +46123456789 | lars.larsson@mail.com |

Expiry date: Here you type in when the ISSC expire. (Accepted format of date in the Excel Sweden Template 2.0.6 is YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

Phone (24/7): Enter the telephone number for example the security officer.

Comments: If you have entered NO for "Valid ISSC", you need to specify a reason in this field. Here you also have an option to comment something that can be of interest regarding the ISSC document, security officer etc.

E-mail: Enter the company's security officer email address.

| ISSC document number | ISSC Issuing Date |
|----------------------|----------------------------|
| 123456789 | 2016-01-01 |
| CSO Fax | Port facility code (GISIS) |
| 123456789 | 0123 |

ISSC document number: Enter valid document number.

CSO Fax: Enter fax number (not mandatory).

ISSC Issuing Date: Enter the date when the ISSC was issued (Accepted format of date in the Excel Sweden Template 2.0.6 is YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

Port facility code: Enter the four digit GISIS code for the arrival port.

| Last 10 ports | |
|-----------------|-------------------|
| Date of arrival | Date of departure |
| 2016-01-01 | 2016-01-04 |
| 2016-01-05 | 2016-01-08 |

Date of arrival/departure: Here you add the date when the vessel arrived at a port and when it left (Accepted format of date in the Excel Sweden Template 2.0.6 is YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

- If the ship is newly built and haven't been at 10 ports you add as many as you can.
- If the ship change owner all existing data of earlier port visits shall be deleted.
- If the ship is going to dry dock, you must give a prior notification to the coastguard before arrival.

| Port (UNLOCODE) | Port facility code (GISIS) |
|-----------------|----------------------------|
| SESTO | 0001 |
| NOOSL | 0023 |

Port (UNLOCODE): In this section you add ports. Make sure you add the right Unlocode. To find the right Unlocode you can visit <https://www.unece.org/cefact/locode/service/location.html>. It is important that the port you want to add in Excel is approved as an actual port. If the port has "1" under the column called [Function](#) it is approved.

| Function | If you need to add a port which is not on the list or isn't approved ("1" under function) you need to choose another port as closed as possible to your location which is approved and on the list. |
|----------|---|
| 1----- | |
| 1-3----- | |
| 1----- | |

Port facility code (GISIS): Here you need to add the correct four digit port facility code for the port. If you are uncertain of which code to use you can use "9999" as an alternative.

| Security level | Special or additional security measures taken by the ship |
|----------------|---|
| 1 | |

Security level: There is only three numbers that you can use. 1, 2, 3

Special or additional security measures taken by the ship: Here you have the option to add additional information regarding the security onboard.

| Ship to ship activities | |
|-------------------------|------------|
| Date from | Date to |
| 2016-01-01 | 2016-01-02 |

Note: "Ship to ship activities" is not mandatory to fill in. This means that you are allowed to leave this section blank.

Date from/to: Fill in the date when the activity was carried out and when it was finished (Accepted format of date in the Excel Sweden Template 2.0.6 is YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

| *Location | Latitude | Longitude |
|-----------|----------|-----------|
| | -90 | -180 |
| SEGOT | | |
| | -62,24 | -122,46 |

Location: When you type in the location you must use the right UN Locode (XXXXX) for that spot. If the location doesn't exist in the UN Locode list you must choose another one that is as close as possible.

Latitude: Latitude must be written as the example above. In this case -90 translate to S 90° and -62.24 to S 62 °24'00.

Longitude: Longitude must be written as the same way. In this case -180 translate to W 180 ° and – 122, 46 to W 122 °46'00.

We recommend you to use location as far as possible instead of positions because it can be a bit tricky to get the lat/long correctly. Don't fill in lat/long if you already have the Locode filled in.

| Ship-to-ship activitty | R |
|------------------------|-----------------------|
| PassengerMovement | |
| TakingBunkers | Ship to ship activity |
| ChangingCrew | PassengerMovement |
| | TakingBunkers |
| | ChangingCrew |

Ship-to-ship activity: This is where you can add additional information that may be of interest. If you choose to fill in Ship-to-ship activity you need to wright and spell exactly as it says in the “Reference data” tab. You can find the correct ones in column R.



If you type something that doesn't exist in the “Reference data” tab the system will translate it into “Miscellaneous”. This means that you must give an explanation of what “Miscellaneous” is inside MSW Reportal. See example below

| | | |
|----------------|-------------------------------|----------------------|
| moving | 1. 2016-01-01 - Miscellaneous | Edit |
| cargo handling | 2. 2016-01-03 - Miscellaneous | Edit |
| crew change | 3. 2016-01-05 - Miscellaneous | Edit |



If you press “Edit” and then “Advanced” you will get a window called “comment”. This is where you need to fill in the information.

2. 2016-01-03 - Miscellaneous Delete Done

| | |
|----------------------|--|
| Activity | Miscellaneous ▼ |
| Start date |  2016-01-03 |
| End date |  2016-01-04 |
| Location | SEGOT |
| Latitude / Longitude | <input type="text"/> / <input type="text"/> |
| | ^ Advanced |
| Comment | Moving containers on board to receive new cargo |

Vehicles

| VEHICLES | |
|---------------------|--------------|
| Registration number | Non EU Cargo |
| ABC123 | Yes |
| | Yes |
| | No |

Registration number: Simply add the registration number of the vehicle.

Non EU cargo: You have only two options to choose from. "Yes" or "No"

Reference data

In this tab you shall not type anything. This is only a help to see what is possible to write or not. You can't change anything in this tab. Even if you can change something in the Excel the MSW reportal wan't recognize the change.