The Swedish Maritime Single Window

User manual

Version 1.4







User manual

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MSW Support

MSW Support is available around the clock and can answer questions about the reporting in the MSW Reportal. Contact MSW Support on telephone +46 771 40 00 50 or by e-mail: support@mswreportal.se For authority-specific issues, please contact the specific authority.

Swedish Coast Guard

The Swedish Coast Guard manages questions linked to notifications in advance for border control and maritime security. Phone: +46 8 578 976 30 (Swedish Maritime Clearance)

Swedish Maritime Administration

Maritime Administration manages questions related to vessel application, pilotage and fairway declaration. Telephone: +46 10 478 58 00

Swedish Customs Service

Customs Service manages questions related to the time limits that apply and the information which must be provided.

Telephone: +46 771 520 520 during the daytime. Outside office contact vessels clearance at telephone: +46 8 456 65 60.

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Login

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Caner hesage	
Log in	
Get as account	
10halis Tilepona? I Phone +46 (0)771-40 30 50 I Email: septombrastimestadovickee on	
SJÖFARTSVERKET STURIVERKET	
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Go to Reportals starting page for ship reporting: <u>www.mswreportal.</u>se Press "Log in".

echs=Certific	ate%3aCertificate;eAdmin1OTP%3aeAdmin1OTP	
	Choose authentication method <u>Certificate</u> Choose this link if you have installed a personal certificate on your computer <u>One time password</u> Choose this link if you use another computer than the on with your personal certificate installed	

Choose log in procedure, "certificate" or "one-time password".

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Yauthmechs=Certificate%3aCertificate;eAdmin1OTP%3aeAdmin1OTP Välj ett certifikat
Välj ett certifikat ×
Visa på Svenska Visa på Svenska te installed

If you are using certificate please select your personal certificate and press "ok". For one-time password go page 7.

O PersWee+412 × Second Seco	IfScate%3aCentifCategeAdmin101P%3aeAdmin101P	A = 0 ×
	Valj inloggningsmetod Centilsat Valj deno Juni om du har ett personigt certifikat intaliunt på din Jater	
	Enalesatiasacci Valj denna fank om du inte ar vid datom med dit pensoringa centrikat installerat.	
	byge ar un behalighet at envised en syster Bervijs efter neka programmet behärighet att använda nyckeln	
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Select "Bevilja behörighet" and press "OK".

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Login with username and password
Usemame Password Login Reset

Log in with your "username" and "password".

VISILS (This	week	~ > Q	See deleted	5	
New visit New	timetable 1				
♦ Ship name	 Port of call 	♦ ETA / ATA ③	◇ ETD / ATD ③	◊ Visit ID	∘ Me
BALTICBORG	Karlskrona	150929 12:00	150929 21:00	SE000101953	1
BOTHNIABORG	Karlskrona	150929 12:00	150929 21:00	SE000101951	2

You are now logged into the portal and can see the visits Page. Here is the view of all your registered visits. Select "New visit" to make a vessel notification, or select "New timetable" to make a vessel notification of a vessel on timetable.

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One time password User Name Password Login Reset
User Name Password Login Reset

If you want to log in with one time-password, please write "user name" and "password".

SJÖFARTSVERKET	<u>Visa på Svenska</u>
One time password	
a one-time password is sent to your cen prone. Enter the offerto log on.	
OTP Login Reset	

Use your one time-password that you will receive on your cellphone and then press "login".

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Vessel Reporting

par 🤞 Easit Business Proces: 🚯 SW	Fas 1 - Alla objekt 👸 Upp	täckt av hemsfär 📋 Reportal - The Sv	iedi: 🗋 Sjöfartsverket - Nordi 🇋	Sjöfartsverket - Nordi 🍷 Atla	ssian Cloud 🗋 Sea Traffic 📋 TU -	- academy 🖸 Övriga t
/isits This year		A 10 10 10 10 10 10 10 10 10 10 10 10 10	See deleted			Reporter: Tornem For: MSW SUPPO Support: Informat
lew visit@ New tim	netable @					
Ship name	 Port of call 	♦ ETA / ATA ⁽¹⁾	♦ ETD / ATD III	 Visit ID☺ 	 Messages 	
TESTFARTYG1	Karlshamn	160413 12:00	160415 12:00	SE000130450	1	
SOLANDO	Oxelösund	160408 23:00	160410 08:00	SE000131099		
NIMBUS	Helsingborg	160407 20:00	160408 06:00	SE000131039	1	ADACAL IT
TESTFARTYG1	Elleholm	160406 20:00	160407 14:30	SE000131200		
KURLAND	Husum	160403 22:16 ara	160404 23:34 ATD	SE000130795		
TESTFARTYG1	Göteborg	160401 16:00	160402 10:00	SE000130575		State 2
SCANDINAVIA	Göteborg	160331 21:32 ata	160401 12:53 ATD	SE000130042		the set of sala
TESTFARTYG1	Karlshamn	160331 12:00	160402 12:00	SE000129866		
TESTFARTYG1	Haraholmen	160329 15:00	160330 11:00	SE000129770		FIT N
VECHTDIEP	Husum	160328 23:04 ara	160329 19:14 att	SE000129357		R. A and and
TESTFARTYG1	Lysekil	160327 23:00	160329 15:00	SE000129177	1 1	
ATLANTIC COMPASS	Göteborg	160327 22:16 ATA	160327 22:19 ato	SE000128947	2 1	
TESTFARTYG1	Haraholmen	160327 12:34	160329 15:16	SE000129511		A BAR A A MAR
GRIFTBOR	Landskrona	160321 16:30 ata	160323 18:20 ATD	SE000128479	1	cles and the cold
SKANSANES	Helsingborg	160321 14:40 ata	160322 12:17 ATD	SE000128125		
ATLANTIC STAR	Göteborg	160320 19:19 ATA	160321 18:52 ATD	SE000128159	2 1	E - 1 7 1 7 1 4 5
IDA RAMBOW	Wallhamn	160320 12:00	160323 12:00	SE000128283		Ent 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
KATI	Hargshamn	160319 12:53 ata	160320 09:25 aro	SE000128369	1	ar I alter
TESTFARTYG1	Norrköping	160318 18:00	160319 19:00	SE000128266		the state and
TESTFARTYG1	Oxelösund	160318 10:00	160320 10:00	SE000128468	1	C / D / H TO St. S
TESTFARTYG1	Halmstad	160317 10:00	160319 22:00	SE000128336		I with Star
BOSS	Stenungsund	160316 15:39 ATA	160316 15:42 ATD	SE000128236		and the providence
STERNÖ	Norrköping	160316 14:15	160317 16:00	SE000127956	1	Bata to
NJORD	Göteborg	160316 07:04 ATA	160316 15:05 aro	SE000127735		
FTTESTFARTYG1	Kapellskär	160315 10:00	160316 10:00	SE000127954	1	start in
ROSELLA	Kapellskär	160313 13:52 ata	160313 14:45 att	SE000126782	2	mat 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

You are now logged into the portal and can see the visits Page. Here is the view of all your registered visits. Select "New visit" to make a vessel notification, or select "New timetable" to make a vessel notification of a vessel on timetable.



New visit. All fields marked with orange are required fields.

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When you report, it is important that you enter the correct "purpose of call". The most common intentions of calls that are related to customs are "Unloading cargo, customs clearance", "Loading cargo, customs clearance" and "Taking Supplies".

Unloading cargo

If the vessel arrives with cargo that <u>DOESNT</u> need customs clearance (only domestic cargo), select "Unloading" for "Purpose of call". Click "YES" for "Obliged to report to Customs". Then you should not report anything under the tab "Customs". You only need to report Crew's Effect and Ship Stores.

If the vessel arrives with cargo that <u>DOES</u> need customs clearance, select "Unloading cargo, customs clearance" for "Purpose of call." Click "YES" for "Obliged to report to Customs". Then you need to report the "total weight of all cargo to unload" under the tab "Customs" and the cargos status, etc. (according to the user guide). You should also report Crew's Effect and Ship Stores.

Loading cargo

If the vessel departs with cargo that <u>DOESN'T</u> need customs clearance (only domestic cargo), select "Loading" for "Purpose of call". Click "YES" for "Obliged to report to Customs ". Then you should not report anything under the tab "Customs". You only need to report Crew's Effect and Ship Stores.

If the vessel departs with cargo that <u>DOES</u> need customs clearance, select "Loading cargo, customs clearance" for "Purpose of call." Click "YES" for "Obliged to report to Customs". You should also report Crew's Effect and Ship Stores.

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Purpose of call ()	+Add		
Ship ⁽²⁾ Arriving port city		Custom reference O	
At arrival		At departure	
ETA (dock) Pilotage state Draught on a Ship height o First point in Any arriving	ETA means your estimated time to moor. ETA is NOT estimated start of pilotage, even if you have ordered a pilot. ATA is normally entered by your pilot, or by AIS, and can not be updated again. Should ATA for some reason still not be	 ETD (dock) Pilotage status Draught on departure Ship height on departure Last point in port Any departing cargo? 	## yyyy-mm-dd O hh:m m m M Yes ○ No
Previous port ci	entered you, the reporter, can set it manually as a last resort. ONCE YOU SET ATA AND SIGN THE VISIT YOU CAN NEVER CHANGE IT AGAIN! Show the ATA field	Next port city ETA (next port)	Q ## yyyy-mm-dd Ohh:m ~ A

At every question mark, you can get more information about what needs to be specified.

	√ Sign Ø	Discard 1	Share 🕐	Log	
 ✓ Overview Purpose of call [●] Ship [●] Arriving port city [●] At arrival ETA (dock) [●] Pilotage status Draught on arrival [●] Ship height on arrival [●] 	+Add Q Search by vess Ship name TESTFARTYG1 VECHTDIEP	el name, callsign, IMO <i>Calls</i> test1 A8Z	om reference or MMSI sign IMO 9999802 O9 9224142	Toggle search mode MMSI 265111111 636015265) hh:mm
Any arriving cargo?	⊖ Yes ⊖ No	Ar	iy departing cargo?	○ Yes ○ No	
Previous port city	Q	Next	port city (next port)	Q	O hh:mm

To find a vessel you search for "vessel name", "call sign", "IMO-number" or "MMSI-number". If the system doesn't find the vessel, press "toggle search mode".

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	✓ Sign (?)	Discard 0	Share 🕐	Log	
Overview Purpose of call Ship Arriving port city At arrival	+Add Q Search by IMO Click here to search Ship name	Custo	om reference © sign IMO	Toggle search mode MMSI) hh : mm
Pilotage status Draught on arrival © Ship height on arrival © First point in port © Any arriving cargo?	◯ Yes ◯ No	Ar	iy departing cargo?	◯ Yes ◯ No	-
Previous port city	Q	Next	port city (next port)	Q # yyyy-mm-dd	⊙hh:mm ∨ Advanc

Here you write the vessel's IMO number and press "Click here to search". Then the vessel is retrieved automatically.

 Overview 			
Purpose of call ③	+Add		
Ship [®]	Q	Custom reference 0	
Arriving port city [®]	Q	Obliged to report to Customs ()	Yes O No
At arrival		At departure	
ETA (dock) ③	🗰 yyyy-mm-dd 📀 hh:mm	ETD (dock) ①	🗰 yyyy-mm-dd 📀 hh:mm
Pilotage status	· · · · · · · · · · · · · · · · · · ·	Pilotage status	•
Draught on arrival®	m	Draught on departure ()	m
Height on arrival ③	m	Height on departure ③	m
First point in port [®]	Q	Last point in port ③	
Any arriving cargo?	○ Yes ○ No	Any departing cargo?	◯ Yes ◯ No
Previous port city	Q	Next port city	Q
		ETA (next port)	🗰 yyyy-mm-dd 🗿 hh:mm
			~ Advanced

If you are required to report to the Customs, select the option "Yes" for "Obliged to report to Customs". If you have stated "Unloading cargo, customs clearance" for purpose of call, "Yes" will be marked automatically.

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- Overvie	W		Visit ID: SE0001
Purpose of call	Loading \times +Add		
Ship	TESTFARTYG1 📮	Custom reference ③	
Arriving port city	SEKAN - Karlshamn	\mathbf{X}	
At arrival		At departure	
ETA (dock) @	······································	ETD (dock) ③	∰ 2016-04-15 ⊙ 12:00
Pilotage stati	ETA means your estimated time to moor.	 Pilotage status 	Mandatory pilotage - Dispens
Pilot license	ETA is NOT estimated start of pilotage, even if you have ordered a pilot.	Pilot license number	11-111 + Add pilot license number
Draught on a	ATA is normally entered by your pilot, or by AIS, and can not be updated again.	Draught on departure ③	m
Ship height c	Should ATA for some reason still not be	Ship height on departure ③	m
First point in	as a last resort.	Last point in port [®]	
Any arriving	ONCE YOU SET ATA AND SIGN THE VISIT YOU CAN NEVER CHANGE IT AGAIN!	Any departing cargo?	Yes O No
Previous port ci	Show the ATA field	Short description of cargo at de Crude oil	eparture 💿

If ATA/ATD (for some reason) is not set automatically by the vessel's AIS, you are required to enter it manually. To get the field for ATA, press "Show the ATA field". The procedure is the same for ATD under the question mark for ETD. Note that ATA is required to obtain a discharge consent from the Customs.

 Overview 			Visit ID: SE00013
Purpose of call ()	Loading × +Add		
Ship 💿	TESTFARTYG1 📮	Custom reference ③	
Arriving port city ^③	SEKAN - Karlshamn		
At arrival		At departure	
ETA (dock) ③	2016-04-13 🕙 12:00	ETD (dock) ③	∭ 2016-04-15 ⊙ 12:00
ATA (dock) ③	↓ wyyy-mm-dd Ohh:mm	Pilotage status	Mandatory pilotage - Dispens
Pilotage status	Mandatory pilotage - Dispens 🔻	Pilot license number	11-111
Pilot license number	11-111		+Add pilot license number
	+Add pilot license number	Draught on departure ③	m
Draught on arrival®	m	Ship height on departure 1	m
Ship height on arrival ()	m	Last point in port®	
First point in port ③	Q	Any departing cargo?	Yes O No
Any arriving cargo?	Yes No	Short description of cargo at o	departure ⁽)
		Crude oil	

For ATA/ATD to be updated automatically, ETA must be updated in MSW Reportal at earlier or delayed arrival. If ETA does not comply with ATA within a 15-hour intervals, ATA will not be updated automatically and ATA/ATD must be registered manually.

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Ion mandatory pilotage - No 🔻	Pilotage status	Non mandatory pilotage - No 🔻
m	Draught on departure ()	m
m	Height on departure ③	m
	Last point in port®	
Yes 🔘 No	Any departing cargo?	○ Yes ● No
e e e e e e e e e e e e e e e e e e e		
	Next port city	Q 🔚 SE888 - Okänd svensk
/	ETA (next port)	🗰 yyyy-mm-dd 📀 hh:mm
AUSYD - Sydney		K
		~ Advanced
	This visit is a part of a RSS time	table 3
	General traffic license number ③	
	K	•
		\mathbf{X}

Under "Advanced" you will find field to specify the "general traffic license number".

When a vessels's arrival notification is made, you should report the authorization number for the general traffic license. Note that you need a general traffic license for arrivals to ports outside valid clearance areas (or authorized by the Customs Department designated locations). The license means that the vessel may arrive and depart from a port specified in the license of loading and unloading.

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Reportal - Visit x K C Sjólartsverket [SE] https://mswreportal.se/Visit/Uj	pdate/130450	and the second second	of an Allowed State		•••••••••••••••••••••••••••••••••••••
🔢 Appar 🤞 Easit Business Proces: 🚯 SW Fas 1 - Alla objekt 👸 Upptackt	av hemsfär 📋 Reportal - The Swedin	🗅 Sjöfartsverket - Nord 📄 Sjöfartsverket - Nor	di 🍷 Atlassian Cloud 🕒 Sea Traffic	TU - academy	🗀 Övriga bokmärken
< TESTFARTYG1 \rightarrow K	arlshamn				Reporter: Tomemark ~ For: MSW SUPPORT ~ Support: Information ~
PROVIDUE VIEW V		✓ Sign ⑦ Discard ⑦ There are c	hanges to sign	▶ Log	
	▼ Overview Purpose of call ©	Loading × +Add		Visit ID: SE000130450	
	Ship Arriving port city	Q TESTFARTYG1	Custom reference		
	At arrival		At departure		
	ETA (dock) 💿	d# 2016-04-13 🕤 12:00	ETD (dock) 💿	d■ 2016-04-15 🕤 12:00	
	Pilotage status	Mandatory pilotage - Dispens 🔻	Pilotage status	Mandatory pilotage - Dispens *	
	Pilot license number	11-111 +Add pilot license number	Pilot license number	11-111 + Add pilot license number	
	Draught on arrival	m	Draught on departure O	m	
	Ship height on arrival O	m	Ship height on departure O	m	
	First point in porto	Q	Last point in port®		
	Any arriving cargo?	Yes No	Any departing cargo?	⊛ Yes ⊙ No	
	Previous port city	Q MACAS - Casablanca	Short description of cargo at o	departure O	
			Strates on		
			Next port city	O IM DEHAM - Hamburg	
			ETA (next port)	⊯ yyyy-mm-dd Shh:mm	
				~ Advanced	
	▶ Crew	0 amining 0 departing	Dangerous carg	go None None arriving departing	
	Passengers	O arriving O departing	▶ Waste	Nothing to discharge	
	a 🕅 🚳 🔊				Version: 1.10 SV . P B 11 40 1435

When all the required fields are filled in under the overview, the program automatically save the information and the next part is opened. **NOTE!** Saved information does not mean that it is sent to all authorities.

▶ Crew	0 arriving 0 departing	Customs	iving Cargo to 0 vechicles go unload
▶ Passengers	0 arriving 0 departing	► Ships store	Nothing to declare
 Documentation 	No documents	Dangerous cargo	None None arriving departing
▶ Security	No report	▶ Waste	Nothing to discharge
Health	No report	Expanded inspection	Inspection: Not reported

In part two you report crew, passengers, documentation, security, health declaration/sanitary certificate, customs, ship's stores, dangerous goods, waste and expanded inspection.

Information to the Swedish Coast Guard is reported under crew, passengers, security and health.

Information to the Swedish Customs is reported under crew (Crew's Effect), documentation (additional documents), customs (information regarding cargo) and ship's stores.

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Crew



Reporting crew is mandatory. You need to report the crew members and Crew's effects. Click on "Report crew list manually".

✓ Crew	0 arriving 0 departing	Dangerous cargo	None arriving
Crew at Karlshamn 1.	Delete Done	▶ Waste	
Boarding Rank or rating Given name Family name Nationality Birth date Place of birth	▼ ▼ ■ ■ ■ ¥ ¥ ¥	Expanded inspection	ir No
+ Add crew member	 ✓ Advanced ↑ Upload list Waive from reporting crew manually 		

Here you can choose to fill in the crew manually or upload a completed Excel file.

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- Crew	0 arriving 0 departing Customs All arriving cargo
Crew at Otterbäcken +Add crew member	► Ships store
T Up Waive from reporting cre Crew's effects	Upload relevant documents here. Accepted file formats are: xls and xlsx. (1.09) Download template (1.09) Template, with example data
+Report crew's effects	 Waste

Click on the question mark to download the Excel file. You can download a blank template, a template with sample data to see in what format the information should be specified in or a template with drop downs.

1	А	В	С	D			
1	Version: 1.07, 42485						
5	* CREW LIST						
7	*Family name	*Given name(s)	*Nationality	*Date of birth			
8	Johansson	Maria	Sweden	1955-01-08			
9	Andersson	Erik	Sverige	1958-06-19			
10	Karlsson	Anna	Swedish	1961-11-28			
11	Nilsson	Lars	SE	1965-05-09			
12	Eriksson	Margareta	Norway	1968-10-18			
13	Larsson	Karl	Norge	1972-03-29			
14	Olsson	Elisabeth	Norwegian	1975-09-08			
15	Persson	Anders	NO	1979-02-17			
16	Svensson	Johan	Aland Islands	1982-07-29			
17	Gustafsson	Kim	AX	1986-01-07			
18							

- **Family name:** enter the person's surname
- Given name(s): enter the person's first name
- Nationality: enter the country code (see tab for reference data) or nationality
- Date of birth: enter the date in format yyyy-mm-dd

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E	F	G	Н	
*Place of birth	*Nature of identity document	*Number of identity document	*Rank or rating	*Gender
Stockholm	Passport	482283289	AsstFoodBevMngr	Female
Norrköping	SeamansBook	193685214	BarManager	Male
Linköping	Passport	759688523	BarService	Female
Malmö	SeamansBook	357698752	BarManager	Male
Göteborg	Passport	154575896	CargoTechnician	Female
Örebro	SeamansBook	363256985	Cook	Male
Helsingborg	Passport	214578969	ChiefElectrician	Female
Halmstad	SeamansBook	258974877	ChiefHousekeeper	Male
Jönköping	Passport	699855236	ChiefEngineer	Female
Uppsala	SeamansBook	445874123	Master	X

- Place of birth: enter city, country or the country code (see tab for reference data)
- Nature of identity document: enter passport or seaman's book
- Number of identity document: enter registration number of passport or seaman's book
- Rank of rating: At least one "Master" must be on board. If you write a rank of rating that does not exist in the reference data, the system will put this to the "other"
- Gender: enter "Female", "Male" or "X".

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Crew change

J	Q /	R
*Gender	#Port of embarkation	#Port of disembarkation
Male	SENRK	
Female		
Male		SESTO
Female	SERAA	
Male		
Female		DECPH
х		

Crew change should be reported via the Excel file or manually. The field for "Port of Embarkation/Disembarkation" should only be filled when a crew member embarks or disembark in the port of arrival. The port needs to be written in UN Locode. If there isn't any embarkation/disembarkation, these fields are left blank.



To report a crew change manually, you open the field "Boarding". Then you choose if the crew member is "embarking" or "disembarking".

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Crew's Effect



Crew's effect (equivalent FAL form 4) can be reported manually via "Add crew" or by uploading a completed Excel file via "upload" list.

Given	name			2. Erik Andersson	Delete	E
Family	name			Rank or rating	Bar manager	
Effects	ł			Family name	Andersson	
1.		Delete	Done	Effects		
1	Туре		*	+Add effect	/	
	Description			 Nothing to declare 	K	
	Quantity		_			
+Ad	d effect					

If you choose to report crew's effects manually via "Add Crew", you need to fill in "Rank of rating", "Given name", "Family name", "Type of effect" and "Quantity". If you choose the type "Other" a description is also required.

Has any member of the crew no belongings you must fill in "Rank of rating", "Given name" and "Family name" and the box "nothing to declare".

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X	10 Aug -			_	MSWSE Temp	late 1.07 - Example (2) xlsx -	Microsoft Excel			/	
Arkiv Start Infog	a Sidiayout Formi	er Data Granska	Visa 360°							/	
Klipp ut	Calibri v 20	· A · A · === = =	🕅 🔐 Radbryt text	Allmänt	-	Normal	Bra	Dålig Neutral	Anteckning	1 🎫 🏞 🔳	Σ Autosumma *
Klistra in * I Hämta format	F K U -		🗏 🗱 🔣 Centrera över k	olumner - 🛒 - % ,	*.0 .00 Villkorsstyrd formatering * s	Formatera om tabell *	Förklarande	Hyperlänk Indata	Kontrolice	Infoga Ta Form	at Andera * Sorter
Urklipp 🕞	Tecken		Justering	rs Tal			Forma	et		Celler	Redigerin
A5 +		/ LIST									
A	В	C	D	E	F	G	н	J		Q	R
1 Version: 1.07, 42485									Ve		
5 * CREW LIS	т										
7 Family name	*Given name(s)	*Nationality	*Date of birth	*Place of birth	*Nature of identity document	"Number of identity document	*Rank or rating	*Gender	Crew's Effects	Port of embarkation	MPort of disembarkation
8 Johansson	Maria	Sweden	1955-01-08	Stockholm	Passport	482283289	AsstFoodBevMngr	Female	24 beer, 12 drugs	SEGOT	
9 Andersson	Erik	Sverige	1958-06-19	Norrköping	SeamansBook	193685214	BarManager	Male			
10 Karlsson	Anna	SWE	1961-11-28	Linköping	Passport	759688523	BarService	Female			SEMMA
11 Nilsson	Lars	SE	1965-05-09	Malmö	SeamansBook	357698752	BarManager	Male		SENRK	
12 Eriksson	Margareta	Norway	1968-10-18	Göteborg	Passport	154575896	CargoTechnician	Female	22 1, 24 16		
13 Larsson	Karl	Norge	1972-03-29	Örebro	SeamansBook	363256985	Cook	Male			SESTO
14 Olsson	Elisabeth	NOR	1975-09-08	Helsingborg	Passport	214578969	ChiefElectrician	Female	4 13 lions, 2 13 elephant	SERAA	
15 Persson	Anders	NO	1979-02-17	Halmstad	SeamansBook	258974877	ChiefHousekeeper	Male			
16 Svensson	Johan	Aland Islands	1982-07-29	Jönköping	Passport	699855236	ChiefEngineer	Female	1.1 15, 23.12 7 Gasoline		DECPH
17 Gustafsson	Kim	AX	1986-01-07	Uppsala	SeamansBook	445874123	Master	x			
18											
19											
20	1		1	1	1		1				1

If you choose to "Upload list" you find Crew's Effects in column 10 (L) of the tab for the Crew list in the Excel file.

Crew's Effects	#F	Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions.
24 beer, 2.3 drugs	SE	Comma is used as delimiter and point as decimal mark.
4 Wine, 200 Cigarettes		Eg. 2.1 wine, 0.33 beer, 3 cigarettes
	SE	Use reference data, name or code.
		Eg. 1 Cigars, 2 16, 2 FireArms, 3 4
1 Phone		
3 AlcoholicSpirit	SE	A description may also be added. Eg. 6 Animals Lions, 2 13 Elephants
		Reference data (name, code):
		AlcoholicSpirits = 1,
		OtherAlcoholicSpirits = 2,
		Wine = 3,
		Cigarettes = 4,
		Cigars = 5, Tobacco = 6
		Finals = 7
		Lubricants = 8.
		Drugs = 9,
		FleshAndFleshProducts = 10,
		FireArms = 11,
		Ammunition = 12,
		Animals = 13,
		FortifiedWine = 14,
		Lightvine = 15,

In the Excel file, you can specify Crew's effect in two ways, either by name of the article or the code for the article. The quantity must be written first, followed by a blank space and then the name or code of the article. Commas are used as separators for reporting of several articles, while the point is used as a decimal point.

For those crew members who have nothing to declare the field Crew's Effect should be left blank. You don't declare anything for articles with quantity zero. The system will automatically check the box "nothing to declare" in MSW Reportal for these crewmembers.

User manual

The types of articles that are available to choose from are the following:

Type of article	Quantity
 Alcoholic Spirits 	liters
 Other Alcoholic Spirits 	liters
 Wine 	liters
 Cigarettes 	number of article
 Cigars 	number of article
 Tobacco 	kilogram
 Fuels 	liters
 Lubricants 	liters
 Drugs 	kilogram
 Flesh and flesh products 	kilogram
 Firearms 	number of article
 Ammunition 	number of article
 Animals 	number of article
 Fortified wine 	liters
 Light wine 	liters
 Beer 	liters
 Miscellaneous 	number of article

9.1 - Johan Svensson	Delete Done	Crew's effects	
Rank or rating	Chief engineer •	Crew's effects arriving at Ott	terbäcken.
Given name	Johan	1.2 - Maria Johansson	Delete Done
Family name	Svensson	Rank or rating	Assistant food beverag 🔹
F# acta		Given name	Maria
Effects	Delete Dees	Family name	Johansson
Type	Miscellaneous 🔹	Effects	
Description	Phone	1. 24 liters - Bee 2. 12 kg - Drugs	er Edit Edit
Quantity	1 pieces	+Add effect	

Example 1: if you enter "24 beer, 12 drugs" in the Excel file, it will look like above.

Example 2: if you enter "1 phone", for example a type of article that is not in the reference data, the system will automatically set the type "Other" and under "Description" you can see what is specified.

Crew's effects	
Crew's effects arriving at Otterbäcken.	
1.2 - Maria Johansson	Edit
2. Erik Andersson	Edit
3. Anna Karlsson	Edit
4. Lars Nilsson	Edit
5. 2 - Margareta Eriksson	Edit
6. Karl Larsson	Edit
7. 2 - Elisabeth Olsson	Edit
8. Anders Persson	Edit
9. 2 - Johan Svensson	Edit
10. Kim Gustafsson	Edit
+Add crew	

Crew members with articles to declare are highlighted in the list with black text, while those who have nothing to declare are highlighted in gray text.

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Passengers

► Crew	0 arriving 0 departing	 Dangerous cargo 	
 ▼Passengers 	0 arriving 0 departing	▶ Waste	
At arrival Number of passengers Number of stowaways	At departure	 Expanded inspection 	
Repor	t passengers manually		
 Documentation 	No documents		
 Security 	No report		
▶ Health	No report		

Have the vessel passengers on board should this be reported. Click your way through to "Establish passenger list manually".

		0 departing		arriving
✓ Passengers		0 arriving 0 departing	▶ Waste	
Passengers 1. Boarding Given name Family name Birth date		Delete Done v v v v v v v v v v v v v v v v v v	Expanded inspection	1
+Add passenger	At arrival Waive from re	↑ Upload list© At departure		

Here you can choose to fill in passengers manually, or upload a completed Excel file.

User manual

▶ Crew	0 arriving 0 departing	Dangerous cargo	None arriving de
✓ Passengers	0 arriving 0 departing	▶ Waste	No dis
Passengers +Add passenger		Expanded inspection	Inspe Not re
At arrival Number of stowaways Waive from rep	At departure Uploa	ad relevant documents here. Accepted ormats are: xls and xlsx. ownload template ownload template, with example data	
 Documentation 	No documents		
 Security 	No report		

The Excel file can be downloaded under the question mark. You can download a blank template or a template with sample data to see in what format the information should be specified in.

(i) - (ii	a Sidlayout Form	iler Data Granska	Visa 360°	_	MSWSE Templ	ate 1.04 - Example (1).xlsx -	Microsoft Excel	_	_	_	_	-	
Klipp ut Kopiera - Hämta format Urklipp	Calibri * 10 F & U *		 Radbryt text 建 健 国 Centrera över Justering 	kolumner - 👷 - % +	* Vilkorsstyrd F formatering * st	ormatera on tabel +	Bra DI Förklarande Hy Format	ilig Neutral perlänk Indata	Anteckning Kontroliceli	infoga Ta Forma Doft Celler	Σ Autosumma Fyll * ② Radera *	Sortera och filtrera * r	Sök och markera *
Säkerhetsvarning Au	atomatisk uppdatering av l	änkar har inaktiverats 🛛 🗛	ktivera innehåll										
T35 -	(~ fr												_
A.		C	0	5	E.	G	ы	1	1	т	- 11	V	W
PASSENG	ER LIST												
Family name	"Given name(s)	*Nationality	Date of birth	"Place of birth	*Nature of identity document	*Number of identity document	Port of embarkation	Port of disembarkation	"Transit passenger or not	*Gender			
nsson	Marianne	Sweden	1923-01-03	Stockholm	None		SEGOT		Yes	Female			
risson	Sven	Sverige	1935-06-12	Norrköping	IdentityCard	794613528			No	Male			
tersson	Lena	SWE	1947-11-19	Linköping	Passport	976943122		SEMMA	Yes	Female			
ndberg	Helena	SE	1960-04-27	Malmö	RegistrationDocument	445464543	SENRK		No	Female			
lagnusson	Fredrik	Norway	1972-10-04	Göteborg	ResidencePermit	234623211			No	Male			
ndström	Emma	Norge	1983-03-13	Orebro	SeamansBook	778455222		SESTO	No	Female			
ustavsson	inger	NOR	1993-08-19	Helsingborg	Visa	00001234	SERAA		No	Female			
lofsson	80	NO	2004-01-26	Halmstad	SeamansBook	466521333			No	Male			
ndgren	Johanna	Aland Islands	2014-07-04	Jönköping	Passport	188458966		DECPH	No	Female			
elsson	Linnea	AX	2004-12-10	Uppsala	SeamansBook	132154422			No	Female			
A RE Constant I a	the first farmer	learning (Balances	Data /Harris /Ba /							Decol			
H Crew_List	Pax_ListShp_Stores	/ security / Reference	_uata _ version _ ta								STATION IN	111 1000 C	
											and ball	A	

The file is filled with sample data. It is the same template for both crew and passengers, but separate tabs.

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1	A	В	С	D	E					
1	Version: 1.07, 42485									
5	* PASSENGER LIST									
7	*Family name	*Given name(s)	*Nationality	*Date of birth	*Place of birth					
8	Jönsson	Marianne	Sweden	1923-01-03	Stockholm					
9	Carlsson	Sven	Swedish	1935-06-12	Norrköping					
10	Petersson	Lena	Danish	1947-11-19	Linköping					
11	Lindberg	Helena	SE	1960-04-27	Malmö					
12	Magnusson	Fredrik	Norway	1972-10-04	Göteborg					
13	Lindström	Emma	Norwegian	1983-03-13	Örebro					
14	Gustavsson	Inger	Russian	1993-08-19	Helsingborg					
15	Olofsson	Во	NO	2004-01-26	Halmstad					
16	Lindgren	Johanna	Aland Islands	2014-07-04	Jönköping					
17	Axelsson	Linnea	Philippines	2004-12-10	Uppsala					
18										

- Family name: enter the person's surname
- Given name(s): enter the person's first name
- Nationality: enter the country code (see tab for reference data) or nationality
- Date of birth: enter the date in format yyyy-mm-dd
- Place of birth: enter city, country or the country code (see tab for reference data)

F	G	Н	I. I.	J	Т
*****	Salumber of identity	•			
document	document	*Port of embarkation	*Port of disembarkation	*Transit passenger or not	*Gender
None	123456678	SEGOT	SESTO	Yes	Female
IdentityCard	794613528	DEHAM	SESTO	No	Male
Passport	976943122	DEHAM	SEMMA	Yes	Female
RegistrationDocument	445464543	SENRK	DECPH	No	Female
ResidencePermit	234623211	SEGOT	SESTO	No	Male
SeamansBook	778455222	DKSKA	SESTO	No	Female
Visa	00001234	SERAA	SEMMA	No	Female
SeamansBook	466521333	DKSKA	SEMMA	No	Male
Passport	188458966	SESTO	DECPH	No	Female
SeamansBook	132154422	SESTO	SEMMA	No	Female

- Nature of identity document: enter passport or identity card
- Number of identity document: enter registration number of passport or identity card
- Port of embarkation: enter the port in UN Locode (i.e. SEGOT) where the passenger embarked the vessel
- Port of disembarkation: enter the port in UN Locode (i.e SEMMA) where the passenger disembark
- Transit passenger or not: enter YES or NO if the passenger is a transit passenger in this port of call
- Gender: enter "Female", "Male" or "X".

User manual

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Documentation

•[Documentation		1 document	 Expanded inspection 	In No
Docu	iments valid at time of arrival.				
1		Del	ete Done		
Z	Type of document		•		
	Document number				
	Expiration date	iiii yyyy-mm-dd			
	Issuing date	iiii yyyy-mm-dd			
	Issuer				
	Issuer type		*		
	Status		T		
	Issuing place (Free text)				
	Issuing place (UN/LOCODE)	Q			
	Upload document (max 4 1 Drag and drop document he	MB) ⊙ re			
+A	dd document				

If you need to attach documents to any authority, this is done under "Documentation". Here are three fields marked with orange text that are mandatory. You can upload the following documents:

- Application for victualling (PRO)
- Bunker Certificate
- Cargo Declaration at departure (CDD)
- Cargo Manifest
- Certificate of Registry (COR)
- Customs authorisation (CAN)
- Declaration Customs Documents (DCD)
- External community transit declaration (T1)
- House Bill of Lading
- Internal community transit declaration (T2)
- Internal community transit declaration (T2F)
- Manifest Level 2 (LE2)
- Manifest RSS mixed goods (RS2)
- Manifest with EU-status (KOD)
- Master Bill of Lading
- Oil damage certificate
- Other customs document
- Proof of Union status for fishery products (T2M)
- Request for victualling (BUP)
- T2G
- T2L
- Unknown

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Provisions: Provisioning must be notified only when applying for victualling for a specific occasion or at request for victualling. If you have general provisioning authorization this shall be dealt with on the basis of the conditions contained in the authorization and should not be reported in MSW.

Oil damage certificate/Bunker certificate: does not need to be reported. However, it should be presented if the authorities request it for control purposes.

T2L: a commodity customs status is determined by whether it is a union or nonunion. A union commodity is to be a product originating in, or imported into, the EU. Under certain circumstances, goods status needs to be verified. A common way to prove union status is through T2L.

NOTE! The following is important to remember when you attach documents.

When you choose to attach the document, it is important that you also perform the step "Upload documents". If this step is not performed, the relevant authorities only to get an indication that the document exists and that it will be sent later. To ensure that the right document is attached at the right time, the Customs recommend that you attach documents at the same time as you report other information.

Deletions of document - In this dialog, you can also "Delete" a document. The Swedish Customs saves all documents that have been submitted. If you choose "Remove" the document will be disabled at the Swedish Customs.

If the Swedish Customs has made a decision on an attached document, the Customs does not allow the attached document to be removed. Any attempt to remove the document after a decision will be rejected with an error message. Should such situation arise, it is important that you have the reference number of the document and the document to restore the information in MSW Reportal.

User manual

Report security



Under "security" it s necessary to state "Security level", "Port Facility Security Code", "ISSC document", "the last 10 calls" and "ship-to-ship activities".

	ICI II.
, Doodmontation	
/	
- Socurity	atod
* Security Report dea	aleu
K K	
▲ ↑ Upload security @	
Upload relevant documents here. Accep	pted
Download template	-
Port facility security cc	3
Valid ISSC document is onboard O Yes O No	_
s. Advance	bod
 Advance 	eu
Route	
The next and 10 most recent port of calls for TESTFARTYG1.	
Current port of call - 2016-04-28 - Karlshamn	
1st prev. port of call - Riga Edit	
ATA is required	
+Add missing port of call	
▲ Lipload list®	0
T Opidad ist⊙	
Ship-to-ship activities	
Any activities before arrival.	

You can choose to upload a completed Excel file containing all required parts, or enter the information manually.

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tiv Start Infoga	Sidlayout Formler	Data Granska Visa	360*		and and a state and a searcher plane a successive per						1	a 🕐 c
Kipp ut	ibri - 10 - A*	. = = =	E Radbot text	Allmänt -	Normal Bra	Dálie N	Anteckning	-	Σ,	- emmutosumma	Ar 4	A
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A1 •	fx ="Version:"	& Version 183 & ", " & Ve	ersion1D3									
A	8	c	D	E	F	н	1	0	P	Q	R	
fersion: 1.05, 42465	•											
SECURITY						SUPPLEMEN	TAL INFORMATION					
alid ISSC	ISSC Issuer	ISCC type	Administration or RSO	Expiry date	Comments	ISSC document number	ISSC Issuing Date					
'es	Lars Larsson	Full	RSO	2018-01-04		123456789	2016-01-01					
iecurity level	SSP onboard	CSO Family Name	CSO Given Name	Phone (24/7)	E-mail	CSO Fax	Port facility code (GISIS)					
		Larsson	Lars	+46123456789	lars.larsson@mail.com	123456789	0123					
Last 10 ports												
ate of arrival	Date of departure	Port (UNLOCODE)	Port facility code (GISIS)	Security level	Special or additional security measures taken by the shi							
016-01-01	2016-01-04	SESTO	0001	1								
1016-01-05	2016-01-08	NOOSL	0023	2								
1016-01-09	2016-01-12	FIHEL	0045	3								
016-01-17	2016-01-20	NLAMS	0089	2								
2016-01-21	2016-01-24	USNYC	0111	3								
2016-01-25	2016-01-28	HKHKG	2233	1								
016-01-29	2016-02-01	BRRIO	0155	2								
2016-02-02	2016-02-05	ARBUE	0177	3								
2016-02-05	2016-02-09	AUSYD	1199	1								
Ship to ship acti	vities											
Date from	Date to	*Location	Latitude	Longtitude	Ship-to-ship activitty							
2016-01-01	2016-01-02		-90	-180	PassengerMovement							
2016-01-03	2016-01-04	SEGOT			TakingBunkers							
2016-01-05	2016-01-06		-62,24	-122,46	ChangingCrew							
2016-01-07	2016-01-08		-48,36	-93,69	TakingSupplies							
2016-01-09	2016-01-10		-34,48	-64,92	repair							
2016-01-11	2016-01-12		-20,6	-36,15	Miscellaneous							
2016-01-13	2016-01-14	Norrköping			CrewMovement							
2016-01-15	2016-01-16		7,16	21,39	Quarantineinspection							
2016-01-17	2016-01-18		21,04	50,16	UnioadingCargo							
2016-01-19	2016-01-20	l sa das	34,92	78,93	LoadingLargo							
2016-01-21	2016-01-22	London	63.68	106.47	Cargolankcieaning							
2016-01-25	2010/01/24		02,05	150,47	Decassing							
016-01-25	2016-01-20		/0,20	103,24	Viakterian							
1010 J1-27	1013-01-10											
		+										

		+										
		1										
		+										
		+										
	the Chin Street Con	Balances Date	Internior Inc.	1	1			10000				
H Crew_List Pa	x_List	unity Kererence Data	Version to					1 4 11				

The Excel file appears above. You can download a blank template or a template filled with sample data to see which format is required. The file contains the "Security level", "Port Facility Security Code," "ISSC document", "last 10 ports" and "ship-to-ship activities".

NOTE! The system can also accept the Danish version of the Excel file.

10 last ports

- Dates should be entered in the format yyyy-mm-dd example: 2016-03-17
- Port must be given to UNLocode example: SEGOT
- Port facility is a code with four digits for example: 1234
- Security level shall be indicated by a number (1,2 or 3) ex 3

"Port facility security code" you can find by signing up for a free account at the following website:

https://webaccounts.imo.org/Common/WebLogin.aspx?ReturnUrl=https%3a%2f%2fgisi s.imo.org%2fPublic%2fISPS%2fDefault.aspx

When logged in to GISIS, you can click on "Maritime Security" and then "Download" to download the lists in CSV-format (compatible with Excel) with all countries approved port facility security codes.

https://gisis.imo.org/Public/ISPS/Download.aspx

- Port facility security code for unknown port: 9999
- Port facility security code for anchorage area: 8888

User manual

А	В	С		
ersion: 1.05, 42465				
* SECURITY			Administration or RSO	Ex "GVT", "RSO"
Valid ISSC	ISSC Issuer	ISCC type	RSO	20
es	lante.	Full	CSO Given Name	Ph
ecurity level	Iss The security levels	CSO Family Name	Lars	+46123456789
2	according to the ISPS	Larsson		
Last 10 ports	Date of departure	Port (UNLOCODE)	Port facility code (GISIS)	Security level
2016-01-01	2016-01-04	SESTO	0001	1
016-01-05	2016-01-08	NOOSI	0023	2
016-01-09	2016-01-12	FIHFI	0045	3
016-01-17	2016-01-20	NLAMS	0089	2
016-01-21	2016-01-24	USNYC	0111	3
016-01-25	2016-01-28	НКНКС	2233	1
			0155	2
016-01-29	2016-02-01	BRRIO	0100	2
2016-01-29 2016-02-02	2016-02-01 2016-02-05	ARBUE	0177	3

TIP! Hold the cursor on the part of the text to get information about what to enter and what format it should be written in.



When you upload the Excel file, it looks as described above. The information in the file is automatically positioned in the right place.

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✓ Security	Report creat	ated
occurry		
	/	
↑ Upload security ③		
Security level (ISPS) ()	1 - Normal	•
Port facility security code	SEKAN - 0123	
Valid ISSC document is enboard	Yes ONO	
	Delete Done	9
Type of document	•	
Document number		
Expiration date	WW yyyy-mm-dd	
Issuing date	iii yyyy-mm-dd	
Issuer		
Issuer type	•	
		bd
	Auvanced	,u
Route		
The next and 10 most recent po	rt of calls for TESTFARTYG1.	

Would you rather enter all data manually you fill in the "Port Facility Security Code." Press "yes" to ISSC document and specify the "type of document" and "document number".

"Port facility security code" you can find by signing up for a free account at the following website:

https://webaccounts.imo.org/Common/WebLogin.aspx?ReturnUrl=https%3a%2f%2fgisi s.imo.org%2fPublic%2fISPS%2fDefault.aspx

1	Valid ISSC document is onboard	Yes ONO	
	International Ship Security Certil	ficate (ISSC)	Edit
		~	Advanced
ſ	Route		
	The next and 10 most recent por	t of calls for TESTFARTY	G1.
	Current port of call - 2016-04-2	24 - Karlshamn	
\backslash	1st prev. port of call - Sydney 2:nd prev. port of call -		Edit Done
	UN/Locode Port facility security code	 	
	Date of arrival Date of departure	iii yyyy-mm-dd	
	Security level (ISPS)	1 - Normal V Adv	▼ anced
	+Add missing port of call		
	-Clear list	1 Upl	oad list®
1	Ship-to-ship activities		
	Any activities before arrival		

For the ten last calls, fill in "UN Locode", "Port Facility Security Code", "ATA/ATD" and "Security level" for every call.

User manual

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bute			
The next and 10 most recent port of calls for TES	TFARTYG1.		
Current port of call - 2016-04-24 - Karlshamn			
1st prev. port of call - Riga	Edit		
2:nd prev. port of call - Stockholm	Edit		
3:rd prev. port of call - Pärnu	Edit		
4:th prev. port of call - Hargshamn	Edit		
5:th prev. port of call - Pärnu	Edit		
6:th prev. port of call - Avedøreværkets Havn	Edit		
7:th prev. port of call - Pärnu	Edit		
8:th prev. port of call - Avedøreværkets Havn	Edit		
9:th prev. port of call - Pärnu	Edit		
10:th prev. port of call - Avedøreværkets Havn	Edit		
-Clear list	↑ Upload list®		
hip-to-ship activities			
Any activities before arrival.			
+Add an activity			
	↑ Upload list®		

This is how it looks like when you have chosen to report the last ten calls manually.

-Clear list	↑ Upload list [®]	
Any activities before arrival.		
1	Delete Done	
Activity	•	
Start date	III yyyy-mm-dd	
End date	illi yyyy-mm-dd	
Location		
Latitude / Longitude ®	/ / /	
+Add an activity		
	↓ ↑ Upload list®	
-Don't report security		
Lloolth	Nerroret	
Health	No report	

Activities such as bunkering and lightering (prior to arrival) should be reported under "ship-to-ship activities". Fill in "Activity", Start/End date", "Location" and "Latitude/Longitude". Press "Done".

32 User manual

Sanitary Certificate (SAN)" and "Declaration of health"



Under the tab for Health you report "Sanitary Certificate (SAN)" and "Declaration of health". Click in the box "A valid sanitary certificate exists onboard".

 Health 	No report				
A valid sanitary certificate exists onboard					
+Add information regarding sanitary certificate ©					
Declaration of health should only be reported when					
Infectious substances onboard ②					
The ship or anyone onboard has visited infected areas					
Infectious disease onboard					
+Report declaration of health ③					

All obliged to report to Customs must also report sanitary certificate.

User manual

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	 Health 	Report created							
	A valid sanitary certificate exists onboard								
	+Add information regarding sanitary certificate ®								
	Infectious substances onboard (2)								
K	The ship or anyone onboard has visited infected areas	0							
	Infectious disease onboard ③								
	III persons greater than expected ⁽²⁾								
	III animals onboard								
	Medical personel consulted ③								
	Someone died onboard								
	Stowaways have been found onboard								
	Specific persons (2)								
	+Add person								
	Sanitary measures								
	+Add new item								
	Re-inspection required								
	-Don't report declaration of health								

Declaration of health is mandatory if:

- Infectious substances onboard
- The ship or anyone onboard has visited infected areas
- Infectious disease onboard

(According to Law (2006:1570) protection against international threats to health)

Are there none of this, your reporting on "Health" is completed and you can proceed.

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Customs



Here are three tabs: "Cargo to unload", "Cargo to load" and "Vehicle". This is the part of MSW where you report cargo to be cleared through customs.

"Cargo to unload"

Here you report cargo to be unloaded. You should enter the total weight and origin of the goods. Please note - the field "Total weight of all cargo to unload" is not marked in orange and can be seen as optional. If you report to the Customs Department, however, "Total weight of all cargo to unload" is mandatory.

There are two options for reporting goods:

- 1. Attach manifest for consignments a reference to a document (T2L) uploaded in the section "documentation"
- 2. Report consignments manually

Details of the cargo to be unloaded:

- reference to the entry summary declaration (MRN number)
- indication of the temporary storage or other place of unloading the goods to (goods storage)
- information on customs ID or equivalent if the ship's cargo includes goods that are notified to a customs approved treatment
- the amount and the unit of the total goods to be unloaded in the port of arrival
- origin of the goods
- attached T2L if the goods to be unloaded are from EU •



"Cargo to load"

Here is a reference to the "Upload manifest". If you need to upload manifest, do so under the tab "Documentation".



"Vehicle"

Here you report the registration number of the vehicle that accompanies the vessel. If it is known, you should also check the box "Non-EU cargo) if the vehicle brings goods from a non-EU country. The field for the registration number is of the type free text (maximum 35 characters), where you also can write other types of ID number if the vehicles don't have a registration number.

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Previous port within the EU and the origin of the goods is EU, manifest

Conditions:

- Previous port in the EU
- Origin of the goods is EU
- Reporting in the form of manifest



Total weight of cargo to unload 234 ton Origin of the goods 1 ● EU O Non-EU O Mix Attach manifest for consignments O O Report consignments manually T2L referense number ③

When you choose to attach manifest, the reference to T2L must be stated. The document needs to be uploaded in

the section

"Documentation".

Upload manifest (2)

Upload T2L document ③
User manual

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▼ D	ocumentation		1 document	Here you select the T2L for "Type of document".
Docur	nents valid at time of arrival.			
1.	T2L	De	lete Done	Then fill in the
	Type of document	T2L	•	- document number
	Document number			the document is
	Expiration date	🛄 yyyy-mm-dd		issued.
	Issuing date	🗰 yyyy-mm-dd		Other information is
	Issuer			not obligatory.
	Issuer type		•	The document in
	Status		•	question is attached by selecting "Upload
	Issuing place (Free text)			document" or "drag
	Issuing place (UN/LOCODE)	Q		and drop".
	↑ Upload document (max 4 M	NB) ⊚ re		
+ 0.0	d document			
1 AC	ia accument			

NOTE! The following is important to remember when you attach documents.

When you choose to attach the document, it is important that you also perform the step "Upload documents". If this step is not performed, the relevant authorities only to get an indication that the document exists and that it will be sent later. To ensure that the right document is attached at the right time, the Customs recommend that you attach documents at the same time as you report other information.

Deletions of document - In this dialog, you can also "Delete" a document. The Swedish Customs saves all documents that have been submitted. If you choose "Remove" the document will be disabled at the Swedish Customs.

If the Swedish Customs has made a decision on an attached document, the Customs does not allow the attached document to be removed. Any attempt to remove the document after a decision will be rejected with an error message. Should such situation arise, it is important that you have the reference number of the document and the document to restore the information in MSW Reportal.

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Previous port within the EU and the origin of the good is EU, consignments

Conditions:

- Previous port in the EU
- Origin of the goods is EUReport consignments manually

Customs Total weight of cargo to unload	Cargo to Cargo to 0 vechicles load ton	Here you enter the total weight of cargo to unload. This information is mandatory when you report to Customs.
✓ Customs	Cargo to Cargo to 0 vechicles unload load	Here you enter the origin of the goods. In this
Total weight of cargo to unload	234 ton	example "EU".
Origin of the goods ®	○ EU ○ Non-EU ○ Mix	🗆 EU
✓ Customs	Cargo to Cargo to 0 vechicles unload load	In this case we choose to report consignments
Total weight of cargo to unload	234 ton	manually.
Origin of the goods <pre> Origin of the goods </pre> O Attach manifest for consignment	● EU ○ Non-EU ○ Mix	Report consignments manually.

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▼ Cu	stoms	Cargo to unload	Cargo to load	0 vechicles
Total wei Origin of O Attac	ight of cargo to unload the goods h manifest for consignments	234 • EU • • • • • • • • • • • • • • • • • •	ton Non-EU O ort consignme	Mix nts manually
12L ret	erense number@	12L - 00	105921	
Upload	I T2L document ③			
Consign	ments to unload at Åhus.			
1.	⇒ 🔚 Ahus		Dele	ete Done
Port of	floading	Q		
Bill of	lading			
1.			Delete	Done
	Bill of lading type Bill of lading number		•	
+Ac	dd new item			
+Add c Clear	onsignment to unload list			

Enter reference to T2L if there is a document that covers all consignments. If there are several T2L documents for the cargo, the field is left blank, and T2L reference should be listed per consignment.

Enter the port of loading.

Add the bill of lading Type - Master or House. Enter the bill of lading number.

If you want to add several bill of lading, select "+ Add new item". Are you finished with the bill of lading in question chooses "done.

✓ Customs	Cargo to unload	Cargo to load	0 vechicles
Total weight of cargo to unload	234 to	n	
Origin of the goods ⁽²⁾	🖲 EU 🕠	Non-EU 🔾	Mix
 Attach manifest for consignments 	💿 💿 Repor	t consignme	nts manually
T2L referense number®	T2L - 0010)5921	
Upload T2L document ⑦			
Consignments to unload at Åhus.			
1.			Edit
Goods			
+Add goods item			
+Add consignment to unload -Clear list			

When you have clicked "Done", press on "+ Add goods item"

User manual

✓ Customs	Cargo to Cargo to 0 vechicles unload load
Total weight of cargo to unload Origin of the goods Attach manifest for consignments	234 ton EU O Non-EU O Mix O eport consignments manually
T2L referense number Upload T2L document	T2L - 00105921
Consignments to unload at Åhus. 1.	s Edit
1. Goods Commodity code () Net Total	Delete Done
Marks and numbers Number of packages Package type Container number	0 Q
+Add goods item +Add consignment to unload -Clear list	

In this section the goods is listed as follows:

Goods - for valid elections, search can be done by placing the cursor in the field and click.

Commodity code -

Commodity code consists of 4-10 numbers and determines your eventual tariff costs. For more information go to:

http://taric.tullverket.se

Net - net weight of the goods specified.

Total - gross weight of goods specified.

Marks and numbers – if there are any marking of the goods.

Number of packages – given where applicable.

Package type - for valid elections, search can be done by placing the cursor in the field and enter the "Code".

Container number -

given where applicable.

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Previous non-EU port and the origin of the goods is non-EU, manifest

Conditions:

- Previous port outside EU (non-EU)
 Origin of the goods is non-EU
 Reporting in the form of manifest

	Are there exceptions from declaring SID- reference, this should be stated.
The vessel is exempt from declaring SID-references Reference numbers of all SID for the vessel ③	When the reference number is specified,
1 Delete Done Reference number	which EU country that receives the SID and the estimated
+Add new item	arrival date must be specified.
Recieving EU country Denmark Estimated arrival date ## 2016-07-10	NOTE! If you tick the box "The vessel is exempted from declaring SID- references", the other fields should be left blank.
✓ Customs All arriving cargo to unload Cargo to 0 vechicles load	Here you enter the total weight of cargo to unload. This information is
Total weight of cargo to unload ton	mandatory when you report to Customs.
✓ Customs All arriving cargo to unload Cargo to 0 vechicles load	Here you enter the origin of the goods. In this case, "non- EU".
Total weight of cargo to unload 234 ton Origin of the goods Origin of the goods Mix	□ Nor•EU
	Here you called the
 Customs All arriving cargo to unload Cargo to unload Cargo to unload 	reporting method.
Total weight of cargo to unload 234 ton	☐ Attach manifest for consignments
Origin of the goods [™] O EU ● Non-EU O Mix	
Allach manifest for consignments U O Report consignments manually	

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	Gargo to Cargo to Ovechicles
Total weight of cargo to unload Origin of the goods Attach manifest for consignment Customs Id	234 ton ○ EU ● Non-EU ○ Mix tts ◎ ○ Report consignments manually
Upload manifest ③	

When you choose Attach manifest for consignments" you nust enter the Customs ID and locuments must be ploaded in the ection Documentation".

Customs ID can be reported as one of three things, depending on the circumstances:

- Customs ID (Pre-lodged customs declaration ID)
- Goods storage (Location code of temporary storage facility, also known as DGZ or DGT)
- NCTS MRN

NOTE! The following is important to remember when you attach documents.

When you choose to attach the document, it is important that you also perform the step "Upload documents". If this step is not performed, the relevant authorities only to get an indication that the document exists and that it will be sent later. To ensure that the right document is attached at the right time, the Customs recommend that you attach documents at the same time as you report other information.

Deletions of document - In this dialog, you can also "Delete" a document. The Swedish Customs saves all documents that have been submitted. If you choose "Remove" the document will be disabled at the Swedish Customs.

If the Swedish Customs has made a decision on an attached document, the Customs does not allow the attached document to be removed. Any attempt to remove the document after a decision will be rejected with an error message. Should such situation arise, it is important that you have the reference number of the document and the document to restore the information in MSW Reportal.

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Previous non-EU port and the origin of the goods is mixed consignments

Conditions:

- Previous port outside EU (non-EU)
- Origin of the goods is mixed consignments
 Report consignments manually

✓ Customs All arriving cargo to unload Cargo to load 0 vechicles	Are there exceptions from declaring SID- reference, this should be stated.
The vessel is exempt from declaring SID-references	When the reference
Reference numbers of all SID for the vessel ③	number is specified, information about
1 Delete Done Reference number	which EU country that receives the SID and the estimated arrival
+Add new item	date must be specified.
Recieving EU country ③	NOTE! If you tick the box
Estimated arrival date	declaring SID- references", the other fields should be left blank.
	Here you enter the
	total weight of cargo
Total weight of cargo to unload ton	This information is mandatory when you report to Customs.
	Here you enter the
	origin of the goods. In this case, "Mix".
Total weight of cargo to unload 234 ton	□ Mix
Origin of the goods ⁽³⁾ O EU O Non-EU O Mix	

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- Customs	All arriving cargo	Cargo to unload	Cargo to load	0 vechicles
Total weight of cargo to unload 234 ton				
Attach manifest for consignments e Report consignments manually				
Consignments to unload at Åhus. +Add consignment to unload				

Here you select the reporting method. □Report consignments manually

When the goods have the origin of "Mix", you cannot attach a manifest on this level. Then select "+ Add consignments to unload"

✓ Customs	All arriving cargo	Cargo to unload	Cargo to load	0 vechicles	
Total weight of cargo t	o unload	234 t	on		
Origin of the goods ③	o EU 🛛	Non-EU 💿	Mix		
 Attach manifest for 	💿 💿 Repo	rt consignme	nts manually		
Consignments to unload at Åhus.					
1. ⇒ 💶 Åh	nus		Del	ete Done	
D. I. I. F		0			

Port of loading	Q	
Origin of the goods ⑦	○ EU	Non-EU Mix
T2L referense number ()		
Upload T2L document ()		
Customs Id ⑦		
Bill of lading		
+Add new item		
+Add consignment to unload —Clear list		

Here you enter the port of loading and select the origin of the goods, "EU" or "non-EU".

In this example, we select Rotterdam (NLRTM) and origin of the goods EU.

Customs Cargo to Cargo to 0 vechicles All arriving unload load cargo Total weight of cargo to unload 234 ton Origin of the goods 1 ○ EU ○ Non-EU ● Mix Attach manifest for consignments ② ③ Report consignments manually Consignments to unload at Åhus. Delete Done 🔍 🚍 NLRTM - Rotterdam Port of loading Origin of the goods 1 EU ○ Non-EU ○ Mix T2L referense number ③ 1234 Upload T2L document ③ Bill of lading 1. Master 12 Edit +Add new item +Add consignment to unload -Clear list

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When you choose to report the goods with origin of the EU it is possible to insert reference number to the T2L document and Bill of lading.

Note! T2L is not mandatory. Bill of lading is mandatory.

In this example we choose "Master" for "type of Bill of lading" and enter "12" for "Bill of lading number" and click "done".

Customs All arriving cargo	Cargo to Cargo to 0 vechicles unload load	⊦ it
Total weight of cargo to unload	234 ton	S it
Attach manifest for consignments Consignments to unload at Ahus.	 Report consignments manually 	
1. ■ Rotterdam ⇒ 💷 Åhus <i>Goods</i>	Edit	
+Add goods item		
+Add consignment to unload -Clear list		

Here you add goods tems.

Select "+ Add goods items"

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- Customs	All arriving cargo	Cargo to unload	Cargo to load	0 vechicles
Total weight of cargo to u	inload	234 to	on	
Origin of the goods		o eu o	Non-EU 💿	Mix
 Attach manifest for co 	onsignments	⑦ • Report	rt consignme	ents manually
Consignments to unload	at Åhus.			
+Add consignment to u	nload			

Here you select the reporting method. □Report consignments manually

When the goods have the origin of "Mix", you cannot attach a manifest on this level. Then select "+ Add consignments to unload"

Here you enter the port of loading and select the origin of the goods as EU or non-EU.

> Note! T2L is not mandatory. Bill of lading is mandatory.

> Under "Reference number", you report reference to a valid SID. This is not mandatory and should not be entered if an exception to report SID exists.

In this example, we choose New York (USNYC) and origin of the goods as non-EU.

✓ Customs	All arriving cargo	Cargo to unload	Cargo to load	0 vechicles
Total weight of cargo to u	nload	234 to	n	
Origin of the goods ®		○ EU ○	Non-EU 💿	Mix
 Attach manifest for co 	nsignments	💿 💿 Repo	rt consignme	ents manually
Consignments to unload	at Åhus.			
1. I New York ⇒	🔳 Åhus		Del	ete Done
Port of loading		Q 🔤 USI	VYC - New	York
Origin of the goods ③		⊖ EU (Non-EU	⊖ Mix
Customs Id ⑦				
Bill of lading				
+Add new item				
Reference number				
+Add new item				

+Add consignment to unload

-Clear list

	When you choose to report the goods with origin of non-
Total weight of cargo to unload 234 ton Origin of the goods ○ EU ○ Non-EU ● Mix	EU, you need to report reference to the Customs id and the Bill of lading.
 Attach manifest for consignments Report consignments manually 	In this axomple we
Consignments to unload at Åhus.	choose "Master" for
1. I New York ⇒ I Ahus Delete Done	"type of Bill of
Port of loading Q I USNYC - New York	lading" and enter
Origin of the goods ③	number 123" and
Customs Id () ID_1	click "done".
Bill of lading	
1. Master 123 Delete Done	
Bill of lading type Master 🔻	
Bill of lading number 123	
+Add new item	
Reference number	
+Add new item	
+Add consignment to unload —Clear list	
✓ Customs All arriving cargo to unload Cargo to unload Cargo to unload	Here you enter the goods.
Total weight of cargo to unload 234 ton	Select "+ Goods item"
Origin of the goods ⁽³⁾ O EU O Non-EU O Mix	
○ Attach manifest for consignments ③ ● Report consignments manually	
Consignments to unload at Åhus.	
1. New York ⇒ 🔚 Åhus Edit	
Goods	
+Add goods item	
+Add consignment to unload Clear list	

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- Customs	All arriving cargo	Cargo to unload	Cargo to load	0 vechicles
Total weight of cargo to	unload	234 t	ton	
Origin of the goods @		○ EU ○	Non-EU	Mix
Attach manifest for a	consignments	💿 💿 Repo	ort consignme	nts manually
Consignments to unloa	d at Âhus.			
1. 📟 New York ⇒	🔚 Åhus			Edit
Goods				
1.			Delete	Done
Goods		Q		
Commodity of	ode (0)			
Net			t	•
Total			t	_
				beene
			~ Adv	anced
Marks and n	umbers			
Number of pa	ackages	0		
Package type	e	Q		
Container nu	mber			
+Add goods item				
+Add consignment to Clear list	unload			

In this section the goods is listed as follows:

Goods - for valid elections, search can be done by placing the cursor in the field and click.

Commodity - Commodity code consists of 4-10 numbers and determines your eventual tariff costs. For more information go to:

http://tulltaxan.tullverket.s e/tariff/uc/qry/sbn/search.j sf

Net - net weight of the goods specified.

Total - gross weight of goods specified. Marks and numbers - if there are any marking of the goods.

Number of packages given where applicable.

Package type - for valid elections, search can be done by placing the cursor in the field and enter the "Code".

Container number - given where applicable.

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Unloading cargo that are under the Customs supervision - Vehicles

✓ Customs	Cargo to unload	Cargo to load	1 vechicles
All vehicles ③		Dele	ete Done
Registration number Non-EU cargo			
+Add new item Clear list			

When you report accompanying vehicle, the registration number of each vehicle must be entered.

Restrictions:

One vehicle per line. A maximum of 35 characters per line.

If known, indicate if the vehicle has cargo from non-EU

User manual

Loading cargo that are under the Customs supervision

- Cu	stoms	Cargo to unload	Cargo to load	0 vechicles	When you report cargo to be loaded, this should be
Upload I	manifest 💿				described by upload manifest.
▼ Do	cumentation			1 document	Here you select "Cargo Declaration at Departure" under
Docume	nts valid at time of arrival.				"Type of document".
1.	Cargo Declaration at departu	re (CDD)	Del	ete Done	Then fill in the
1	Type of document	Cargo D	Declaration	at dep 🔻	required information -
	Document number				document number and the date when
E	Expiration date	111 YYYY	-mm-dd		the document is
ŀ	ssuing date	III YYYY	-mm-dd		issued.
ŀ	ssuer				The other information
ŀ	ssuer type			•	is optional (not mandatory).
5	Status			•	The document in
ŀ	ssuing place (Free text)				question is attached
ŀ	ssuing place (UN/LOCODE)	Q			by selecting "Upload document" or "Drag and Drop".
	Upload document (max 4 I	MB)			
	Drag and drop document he	re			
+Add	document				

NOTE! The following is important to remember when you attach documents.

When you choose to attach the document, it is important that you also perform the step "Upload documents". If this step is not performed, the relevant authorities only to get an indication that the document exists and that it will be sent later. To ensure that the right document is attached at the right time, the Customs recommend that you attach documents at the same time as you report other information.

User manual

Deletions of document - In this dialog, you can also "Delete" a document. The Swedish Customs saves all documents that have been submitted. If you choose "Remove" the document will be disabled at the Swedish Customs.

If the Swedish Customs has made a decision on an attached document, the Customs does not allow the attached document to be removed. Any attempt to remove the document after a decision will be rejected with an error message. Should such situation arise, it is important that you have the reference number of the document and the document to restore the information in MSW Reportal.

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Ships Store

•	Sh	ips store		Repo	ort create	ed
	Ships 1.	store items arriving at Otte Type Quantity	rbäcken	Delete	Done	
	+Ac	ld ships store item				
-	Don't	report ships store		↑ Uplo	ad list®	Upload relevant documents here. Accepted file formats are: xls and xlsx. (1.09) Download template (1.09) Template with example data
	Da	indorolle cardo	Ν	lono	Non	(1.09) Sweden Traffic template

Vessels arriving to a Swedish port should report the contents of the Ships Store (equivalent FAL 3). You can fill in the articles manually or upload an Excel file containing all the items.

1	A	В	L
1	Version: 1.07, 42485		
5	* SHIP STORES		
7	*Name of article	*Quantity	
8	AlcoholicSpirits	1	
9	OtherAlcoholicSpirits	2	
10	Wine	3	
11	Cigarettes	4	
12	Cigars	5,33	
13	Tobacco	6	
14	Fuels	7,02	
15	Lubricants	8	
16	Drugs	9	
17	FleshAndFleshProducts	10,13	
18	FireArms	11	
19	Ammunition	12	
20	Animals	13	
21	FortifiedWine	7	
22	LightWine	0,7	
23	Beer	0,33	
24	Miscellaneous	17	
25	[

The Excel file is the same as for the crew, passengers and security but with a separate tab for "Ship stores".

User manual

✓ Ships store	Nothing to declare
+Report ships store	
✓ ✓ Nothing to declare ③	

If there is no ship's stores to declare you choose to check the box "Nothing to declare".

The types of articles/items that are available to choose from are the following:

Type of article

Alcoholic Spirits liters **Other Alcoholic Spirits** liters Wine liters number of article Cigarettes Cigars number of article Tobacco kilogram Fuels liters Lubricants liters Drugs kilogram Flesh and flesh products kilogram number of article Firearms Ammunition number of article Animals number of article . Fortified wine liters Light wine liters . Beer liters Miscellaneous number of article

А В Ships store Report created Version: 1.07, 42485 1 * SHIP STORES 5 Ships store items arriving at Otterbäcken Quantity 1. 10 liters - Alcoholic spirits *Name of article Edit 7 2. 2 liters - Other alcoholic spirits Edit 10 8 AlcoholicSpirits 3. 3 liters - Wine Edit 9 OtherAlcoholicSpirits 2 4. 4 pieces - Cigarettes Edit 10 Wine +Add ships store item 11 Cigarettes 4 -Clear list ↑ Upload list[®] 12 13 -Don't report ships store 14

If you have nothing to declare for a specific article/item (an item with quantity zero), that should be omitted. Only articles/items with a quantity over zero should be declared. Specify the article/item and enter the quantity with only numbers.

Quantity

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Dangerous goods

		Advanced
0 arriving 0 departing	▼ Dangerous cargo 1 arriving	None departing
0 arriving 0 departing	Dangerous consignments arriving at Karlshamn. ♦ ⇒ Pet of leading	te Done
No documents	Port of inloading Q Name of person in charge	
Report created	Phone to person in charge	Advanced
Report created	+Add arriving consignment Clear list	
		Nothing to discharge
	Expanded inspection	nspection: ot reported

Has the vessel arriving dangerous goods from a non-EU port or will load dangerous goods (departing) at the Swedish port this should be reported. First you enter "port of loading and unloading", then "name and phone to person in charge".

		 Auvanceu
0 arriving 0 departing	▼ Dangerous cargo 1 a	rriving None departing
0 arriving 0 departing	Dangerous consignments arriving at Karlshamn. ♦ ■ Hamburg ⇒ 🖬 Karlshamn Dangerous goods	Edit
No documents	1. Goods ()	Delete Done
Report created	Net t Total t	▼ ∨ Advanced
Report created	+Add goods item +Add arriving consignment Clear list	
	▶ Waste	Nothing to discharge

Then you specify which "type of goods" and the "weight" of the goods.

User manual

	Next port city ETA (next port)	Q	mm Advanced
0 arriving 0 departing 0 arriving 0 departing	Dangerous cargo Dangerous consignments depart +Add departing consignment Copy arriving consignments) 1 arriving	None departing
No documents	▶ Waste		Nothing to discharge
Report created	Expanded inspectively	ction Ins Not	spection: reported
Report created			

If the departing dangerous goods are the same as for arriving you can choose to copy this by choosing "Copy arriving consignments".

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Waste disposal

0 arriving 0 departing	✓ Waste	0.00 m ³ to discharge
No documents	Last disposal date ∰ yyyy=m Last disposal port Q	m-dd
Report created	Waste arriving at Karlshamn 1 m ³ Type	Delete Done
Report created	Capacity m To discharge m	3
	Time of unloading	a-dd Shh:mm
	-Clear list	

Waste disposal is mandatory in every Swedish port, except in certain cases (see Transport Agency regulations and general advice (TSFS 2010:96) on Prevention of Pollution from Ships). Fill in "last disposal date and port". Then "add waste".

Required fields are marked with orange.

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User manual

Expanded inspection

0 arriving 0 departing	► Waste	Nothing to discharge
No documents	 Expanded inspection 	Inspection: Reported
Report created	Expanded inspection Configuration of hull	Delete Done
Report created	Condition of cargo tanks Condition of ballast tanks Volume and nature of the cargo	T
		ŀ
	Last inspection date	-dd
	 Planned statutory surveys Substantial maintenance and repair work 	

If the vessel needs to undergo an inspection, this should be reported under the tab for expanded inspection. If not, you can ignore this tab.

User manual

Sign and validation

C Reportal - Visit X			the second second second	_	
← → C A https://testmswreportal.sjofartsverket.se/Visit/U	Jpdate/105416				•• ☆ =
🔛 Appar 💰 Easit Business Proces: 🚯 SW Fas 1 - Alla objekt 📓 Upptäckt a	v hemsfär 🌔 Reportal - The Stedis 🌔	Sjöfartsverket - Nord 📋 Sjöfartsverket - Nord	Atlassian Cloud [] Sea Traffic	1) TU - academy	C Ovriga bokmarken
\lt TESTFARTYG1 \rightarrow K	arlshamn 🔪	4			Reporter: Jonna Tornemark × For: GILLIS SHIPPING AB × Support: Information ×
Previous visit ~	~	Sign@ Discord@	Chara@	Log	
		No information will be se before you sign the visit.	nt to the authorities	Log	
	✓ Overview Purpose of call ⊙	Once you sign the visit recieve your information a your case. Response, p Loading might take a while.	the authorities will and start processing ositive or negative,	Visit ID: SE000105416	
	Ship	Q TES' If you discover that you can complement the info	made an error, you rmation and sign it		
	Arriving port city	Q III S as many times as you like	ustoms 🔿	🔾 Yes 🔹 No	
	At arrival		At departure		
	ETA (dock) 💿	∰ 2016-04-06 🕤 12:00	ETD (dock) 💿	III 2016-04-08 ⊙ 12:00	
	Pilotage status	Mandatory pilotage - Dispens 🔻	Pilotage status	Mandatory pilotage - Dispens *	
	Pilot license number	11-111	Pilot license number	11-111	
		+Add pilot license number		+Add pilot license number	
	Draught on arrival	m	Draught on departure O	m	
	Ship height on arrival	m	Ship height on departure O	m	
	First point in port®	Q	Last point in port®		
	Any arriving cargo?	Yes No	Any departing cargo?		
	Previous port city	Q = DEHAM - Hamburg	Short description of cargo at d	leparture O	
	, in the second s		riis	A	
			Next port city	C DEHAM - Hamburg	
			E in friend borth	ar yyyy an on Commun	
				· Auvanued	
	▶ Crew	10 arriving 10 departing	Dangerous carg	IO None None arriving departing	
	 Passengers 	0 arriving 0 departing	▶ Waste	Nothing to discharge	
🚳 ê 🖺 🗿 p 📭 👌 (9 🗰 💐 🧭				Version: Test v1.10 (2016-03-31) → SV ▲ ► ಈ 😂 🐠 9922 916-04.05

When all the required fields are filled in the button "Sign" will turn blue.

Reportal - Visit x		COLUMN TWO IS NOT THE OWNER.		
← → C A https://testmswreportal.sjofartsverket.se/Visit/Update/105416				•6 ☆ Ξ
🔛 Appar 🔌 Easit Business Proces: 🚯 SW Fas 1 - Alla objekt 👸 Upptäckt av hemsfär 📋 Reportal - The Swed	ic 🖞 Sjöfartsverket - Nordi 🌓 Sjöfartsverket - Nord	Atlassian Cloud 🍈 Sea Traffic 📋 TU - acader	my	C Ovriga bokmarken
< TESTFARTYG1 → Karlshamn	Savi	ng 🚥		Reporter: Jonna Tornemark ~ For: GILLIS SHIPPING AB ~ Support: Information ~
Previous visit ~	✓ Sign ⑦ Discard ⑦ There are of There are of	Share Log		
- Overview			Visit ID: SE000105416	
Purpose of call ©	Loading × +Add			
Shipe Antwo At ann ETJ Pilo Pilo	Sending to	authorities		
Om	SJÖFARTSVERKET	Tullverket		
SH Fin Any	TRANSPORT	KUSTBEVAKNINGEN BIEDISH COAST GUARO		
Previous port city	Co Monte DEMANN - Hamburg	Fiis		
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		ETA (next port)	y-ma-dd O hh : nm ~ Advanced	
→ Crew	10 arriving 10 departing	Dangerous cargo	None None arriving departing	
Passengers	0 arriving 0 departing	▶ Waste	Nothing to discharge	
				Version: Test v1.10 (2016-03-31) 👻
🚳 C 📜 🗿 🛛 📭 💠 💁 🐨 💐 4	<i>9</i>			SV ▲ → 🔐 🖽 👀 2016-04-05

When you sign the report, the information will be sent to the authorities who begin to handle the case. It can take a while before you get any response; positive or negative. Despite the fact that you have signed the report you can still make changes/additions and sign again.

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User manual

	os://mswreportal.se/Visi	t/Index áckt av hemsfár 🕒 Reportal - The Su	redia Pi Siofartsverket - Nordi Pi	Sjöfartsverket - Norci 🔹 Atlass	ian Cloud - D' Sea Traffic - D' TU - academy	Bari Contantesi
		<u> </u>				Reporter: Tomeman
Visits < This year	ar ~	> Q	See deleted			For: MSW SUPPORT Support: Information
New visit New tir	netable 0					
 Ship name 	· Port of call	♦ ETA / ATA [®]	◇ ETD / ATD [®]	◊ Visit ID ^O	 Messages 	
TESTFARTYG1	Göteborg	160422 12:00	160424 12:00	SE000131910		
TESTFARTYG1	Karlshamn	160413 12:00	160415 12:00	SE000130450		
TESTFARTYG1	Karlskrona	160411 12:00	160414 12:00	SE000131360	1	asacer 1 T_
TESTFARTYG1	Lysekil	160410 16:00	160412 18:00	SE000131552	1	
SOLANDO	Oxelösund	160408 23:00	160410 08:00	SE000131099		A Starter Me
NIMBUS	Helsingborg	160407 20:58 ara	160408 06:44 att	SE000131039	1	
VIKING GRACE	Stockholm	160407 05:17 ata	160407 07:51 ATD	SE000130138	1	the set of the setting
TESTFARTYG1	Elleholm	160406 20:00	160407 14:30	SE000131200		the second second
KURLAND	Husum	160403 22:16 ata	160404 23:34 ATD	SE000130795		A LA N
TESTFARTYG1	Göteborg	160401 16:00	160402 10:00	SE000130575		R. A. M.
SCANDINAVIA	Göteborg	160331 21:32 ata	160401 12:53 ATD	SE000130042		and the second s
TESTFARTYG1	Karlshamn	160331 12:00	160402 12:00	SE000129866		A C P
TESTFARTYG1	Haraholmen	160329 15:00	160330 11:00	SE000129770		AN TO A MAN
VECHTDIEP	Husum	160328 23:04 ara	160329 19:14 ATD	SE000129357		teles and the and the
TESTFARTYG1	Lysekil	160327 23:00	160329 15:00	SE000129177	1 1	AND STATES
ATLANTIC COMPASS	Göteborg	160327 22:16 ata	160327 22:19 ATD	SE000128947	2 1	2 - 1 1 7 to 5
TESTFARTYG1	Haraholmen	160327 12:34	160329 15:16	SE000129511		Ent 17 1 1. Contraction
GRIFTBOR	Landskrona	160321 16:30 ata	160323 18:20 ATD	SE000128479	1	But I a strand
SKANSANES	Helsingborg	160321 14:40 ATA	160322 12:17 ATD	SE000128125		the firm and the second
ATLANTIC STAR	Göteborg	160320 19:19 ata	160321 18:52 ATD	SE000128159	2 1	The start of
IDA RAMBOW	Wallhamn	160320 12:00	160323 12:00	SE000128283		The states
KATI	Hargshamn	160319 12:53 ata	160320 09:25 ATD	SE000128369	1	The provent
TESTFARTYG1	Norrköping	160318 18:00	160319 19:00	SE000128266		Rate Into
TESTFARTYG1	Oxelösund	160318 10:00	160320 10:00	SE000128468	1	
TESTFARTYG1	Halmstad	160317 10:00	160319 22:00	SE000128336		3 to the second
BOSS	Stenungsund	160316 15:39 ara	160316 15:42 am	CE000120226		and in the second

In the visit list, you can see the visits that have updates that has not been signed. These visits are highlighted in bold. **NOTE!** All updates/changes must be signed so the information reaches the authorities.

Reportal - Viait x Signature (SE) https://mswreportal.se/Visit/Update/	128468			_	·-···································
El Appr € last Busines Proce: B: 3W Fat: 1-Als objett @ Updack av heres < TESTFARTYG1 → Oxe Provious visit ~	elösund	Sign Discard O	Atlassian Cloud () Ses Traffic	Log	Conje bolinaten Reporter: Tomemark ~ For. MSV SUPPORT ~ Support: Information ~ Next visit ~
206 Part	co 17 1952 - SSNS - SSNS report Not:The message processed su	roceivod ccessfully		Close	
▼ Pu	Overview	Unloading × +Add		Visit ID: SE000128468	
Sh	ip iving port city	TESTFARTYG1 C SEOXE - Oxelösund	Custom reference O		
At	arrival		At departure		
	ETA (dock) © A Pilotage status Draught on arrival © Ship height on arrival © First point in port © Any arriving camo?	2016-03-18 10100 Mandatory piotage - Piotage • m m m 0, naj - Oxelosund Vna = Nn	ETD (dock) Pilotage status Draught on departure Ship height on departure Last point in port Any departing armo?	## 2016-03-20 ① 10100 Mandatory pilotage - Pilotage * 5 5 m 5 m 07, kaj - Oxelosund 0 Van a No. 0	
	Short description of cargo at arr	ival O	Next port oity ETA (next port)		
Pre	avious port city	Q I I GBTIL - Tilbury		~ Advanced	
>	Crew	10 arriving 10 departing	Dangerous carg	JO None None arriving departing	
•	Passengers	0 arriving 0 departing		Nothing to discharge	
•	Documentation	No documents	• Expanded inspe	ection Inspection: Not reported	Vemion: 1.10

You will get feedback from the authorities in form of validation messages. It's very important to check these messages to detect if something is wrong or if you need to make additions to your report.

User manual

	✓ Sign ⑦ Di	scard Share	- Log
Feedback	2016-03-17 22:10	-	GHAB
▼ Feedback	2016-03-17 22:10		GHAB
2016-03-17 22:10 - Port authori	y - Port report confirmed		
▼ Feedback	2016-03-17 22:10		GHAB
2016-03-17 22:10 - Port authorit "Info OK"	y - Port report recieved but not con	firmed	
▼ Feedback	2016-03-17 22:10	-	GHAB
2016-03-17 22:10 - Port authorit	y - Port report confirmed		
▼ Feedback	2016-03-17 22:10	-	GHAB
2016-03-17 22:10 - Port authorit	ty - Arrival granted		
▼ Feedback	2016-03-17 22:08	-	GHAB
2016-03-17 22:08 - Port authori "Info OK"	ty - Port report recieved but not con	firmed	
▼ Feedback	2016-03-17 22:08		GHAB
2016-03-17 22:08 - Port authori	ty - Port report confirmed		
▼ Feedback	2016-03-17 22:08	-	SESMASSNS
AND AN AN AN AN AN AN AN	IC report received		

Green validation messages means that the information is confirmed OK. Blue validation messages means that the information is not confirmed, or that the authority require additions.

√ Sign C	Discard @	Share ● Log	
2016-03-07 08:11 - SSNS - SSNS report received The message processed successfully			
2016-03-08 07:51 - SSNS - Invalid SSNS report ETA to next port must be defined after ATD from p	port of call.		
 Overview 			Visit ID: SE000125
▶ Crew	233 arriving 233 departing	Dangerous cargo	1 arriving No depa
Passengers	1384 arriving 905 departing	► Waste	Nothir disch
 Documentation 	No documents	 Expanded inspection 	Inspectio Not repor
▶ Securitv	No report		

Orange validation message means that something is wrong and the information is not received. In the statement it says what needs to be changed.

User manual



All validation messages are saved under the tab "Log" so that you can go back to see what is OK and not OK.

User manual

Validation messages from the Swedish Coastguard (example)

2016-06-13 14:10 - Kustbevakningen - Information received.

Please wait for further notice.

The information is received. Please wait for an approval or completion.

2016-06-12 08:52 - Kustbevakningen - Information received and processed.

The information is received and processed. This notice is given as OK on arrivals within Sweden (domestic arrivals will not receive an official approval from the Coast Guard).

2016-06-12 11:30 - Kustbevakningen - Notification approved.

Notification in advance (Schengen and ISPS) is approved.

10-02 - Coastguard - Please update with the following:

seamansbook no. / Pass- eller sjörnansboknr. (ID-nr. och ID-typ) Issuing authority and expire date of IS

The visit information needs to be complemented with passport or seamansbook number, Issuing authority and expire date of ISSC.

2016-07-06 16:16 - Coastguard - Please update with the following:

*Issuing authority of ISSC has to be an organization or a governmental authority / Utfärdare av ISSC måste vara en organisation eller myndighe

The visit information needs to be complemented with a correct Issuing authority of ISSC.

2016-06-09 12:25 - Kustbevakningen - Please update with the following:

"Maritime Security / Sjöfartsskydd "

The visit information needs to be complemented with maritime security (security level, ISSC and 10 most recent port of calls).

NOTE! Please note that the Swedish Coast Guard may have other types of validation messages.

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User manual

Validation messages from the Swedish Maritime Administration (example)

2016-06-10 11:50 - SSNS - Besöksinformation mottagen/validerad OK

Port_Not:The message processed successfully

The information regarding vessel notification is received and approved.

2016-06-09 11:28 - SSNS - Besöksinformation mottagen/validerad OK

"Hazmat_Not_A:The message processed successfully"

The information regarding the dangerous goods is received and approved.

2016-06-10 21:03 - SSNS - Besöksinformation mottagen/validerad OK

"Waste_Not: The message processed successfully"

The information regarding waste disposal is received and approved.

2016-06-09 08:06 - SSNS - Besöksinformation ej mottagen/validerad OK "Port_Not:Given last locode is unknown."

The information concerning vessels notification is not received. "Previous Port" is unknown and does not exist in the database. Please contact MSW Support by phone: 0771-40 00 50 or email: support@mswreportal.se

NOTE! Please note that the Swedish Maritime Administration may have other types of validation messages.

User manual

Validation messages from the Swedish Customs (example)

2016-07-04 07:40 - Customs - Visit information recieved

The information is received. Please wait for the Customs decisions.

2016-06-29 10:59 - Customs - Arrival granted

"Ankomst medges Datum: 2016-06-29 Beslutsfattare: Tullverket, 0771 - 520 520"

"Arrival granted Date: 2016-06-29 Decision making officer: Swedish Customs, +46 (0)771 - 520 520"

Arrival granted.

2016-07-03 04:30 - Customs - Unloading granted

Unloading granted Date: 2016-07-03 Decision making officer: Swedish Customs, +46 (0)771 - 520 520 Unloading granted.

2016-07-03 04:30 - Customs - Departure granted

Departure granted Date: 2016-07-03 Decision making officer: Swedish Customs, +46 (0)771 - 520 520

Departure granted.

2016-06-20 13:54 - Customs - Victualling granted

Provisioning granted as applied for Date: 2016-06-20 Decision making officer: Högberg Susanne

Victualling/provisioning granted.

2016-06-20 13:43 - Customs - Cargo declaration received Cargo declaration received 'SE000141447_SE5560089392'

Cargo declaration received.

2016-07-03 06:03 - Customs - Cargo declaration approved

Cargo declaration approved 'LRNSE000143840_SE5565013876' Date: 2016-07-03 Decision making officer: Andersson Jan J

Cargo declaration approved.

20:52 - Customs - Visit information needs to be complemented

Close

The visit information needs to be complemented with an outbound cargo manifest (CDD).

2016-07-08 20:40 - Customs - Visit information needs to be complemented Request for supplement to cargo declaration: please send proof of Union status, e.g. T2L, T2F. Apply to declarant: SE5560089392 Deadline: 2016-07-

The visit information needs to be complemented with a proof of the goods Union status, e.g. T2L or T2F.

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User manual

2016-07-01 17:24 - Customs - Visit information needs to be complemented

"Tullverket saknar uppgifter motsvarande Ship store (FAL3). Handläggning av ärendet kan inte påbörjas innan uppgifterna inkommit." "Information regarding Ships store (FAL3) has to be submitted to Swedish customs in order to start processing the Visit."

The visit information needs to be complemented with information regarding Ship Stores (FAL 3) in order for the Swedish customs to start processing the visit.

2016-07-01 17:24 - Customs - Visit information needs to be complemented "Tullverket saknar uppgifter motsvarande Crews effects (FAL4). Handläggning av ärendet kan inte påbörjas innan uppgifterna inkommit." "Information regarding Crews effects (FAL4) has to be submitted to Swedish customs in order to start processing the Visit."

The visit information needs to be complemented with information regarding Crew's Effect (FAL 4) in order for the Swedish customs to start processing the visit.

2016-06-22 15:11 - Customs - Invalid visit information

"Date must be in the future. [R020] Submitted value: 2016-06-18"

Invalid visit information. Expiration date/Issuing date on uploaded documents need to be in the future.

2016-06-10 08:33 - Tullverket - Besöksinformation ej mottagen/validerad OK "For each document TypeCode the ID must be unique within one ECD. [R049]"

Invalid visit information. For each uploaded document with the same type code the ID must be unique.

NOTE! Please note that the Swedish Customs may have other types of validation messages.

66 User manual

The Swedish Customs' decision

The Swedish Customs' decisions will come in several rounds. These decisions you will get in MSW Reportal. Below you can find a summary of the decisions that may occur and what is required to get them.

- 1. **Arrival at port:** To get the arrival to port granted, a prior notification must have been submitted by the deadlines specified. You get an electronic message that the arrival is granted. Once you have received the consent you are free to enter the port.
- 2. **Permission to unload:** A permission to discharge you will get when the vessel has arrived in port and when entry summary declarations have been provided for all cargo on board.
- Approval of the cargo declaration: The goods entry into the customs territory must be notified before arrival. In addition to a reference to the entry summary declarations, you have to report the reference to the subsequent treatment of the cargo to be unloaded (e.g. Goods storage or customs ID). There must also be information about the goods status and an attached T2L-document for Union goods.
- 4. **Provisioning:** If you have applied for victualling you get will get an approval of this in MSW. The same applies if you have requested for victualling from the ship's stores.
- 5. **Permission to depart:** Approval given through MSW and means that the vessel may leave the port.

It is important that you wait for and check the response messages from the Customs. If any information is missing, the Customs can't make a decision and will then send a request for a supplement. You will then have the option to add the missing information.



User manual

Discard visit

Reportal - Visit X		Sheet State		_	
← → C 🔒 https://testmswreportal.sjofartsverket.se/Visit/	Jpdate/105293				¶-☆ ≡
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Previous visit ~		Sign Discard	Chara@	Log	Noxt visit ~
		* Signo Discardo	When you delete a visit the correct as will be notified about the change and will no longer appear in your visit list.	uthorities d the visit	
		Cargo operations × +Add	If you still require som information deleted visit, check the "See checkbox on your visit list.	from the Visit ID: SE000105293 deleted"	
	Ship	Q TESTFARTYG1	You can only delete visits belonging own organisation.	g to you	
	Arriving port city O	Q 📰 SESTO - Stockholm	Ubliged to report to Customs	v res . No	
	At arrival		At departure		
	ETA (dock) 💿	dP 2016-03-13 🕤 12:00	ETD (dock) 💿	₽ 2016-03-15 ● 12:00	
	Pilotage status	Mandatory pilotage - Dispens •	Pilotage status	Mandatory pilotage - Dispens *	
	Pilot license number	11-111	Pilot license number	11-111	
		+ Add pliot license number		+ Add plot license number	
	Draught on arrival O	m	Draught on departure O	m	
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	First point in port®	Q	Last point in port®		
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	Previous port city	O = DEHAM - Hamburg	Short description of cargo at dep	arture O	
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			Next port city	🔾 📰 SELAA - Landskrona	
			ETA (next port)	1 yyyy-mm-dd Ohh:mm	
				~ Advanced	
	 Crew 	10 arriving 10 departing	 Dangerous cargo 	None None arriving departing	
	 Passengers 	0 arriving 0 departing	▶ Waste	Nothing to discharge	
					Version: Test v1.1.2 (2016-04-07) •
					08.57

To delete a visit, press "Discard". Note that you can't delete a visit where ATA or ATD have been registered.

	Z Sign@Discard@	Share @				
	Discard Visit?					
Visit ID: SE00010529:						
	Are you sure you want to discard the visit TESTFARTYG1 ⇒ Stockholm, Visit ID: 1052932					
			K			
		Cancel Di	scard visit			
	Mandatory pilotage - Dispens 🔻		Mandatory pilotage - Dispens 🔹			

A security box pops up. Are you sure you want to delete the visit, press "Discard visit".

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Vicito				K		Reporter: Jonn For: GILLIS S
VISILS Ins	year v		See deleted	When you delete a visit all	authorities will be	Support
Ship name	Port of call	• ETA / ATAO	♦ ETD / ATD [®]	notified and the visit is the below. For your convert information is stored so that	hidden in the list hience the visit you can access it	
TESTFARTYG1	Stockholm	160115 12:00	160118 12:00	later. Check this box to make y	our deleted visits	
TESTFARTYG1	Stockholm	160122 12:00	160124 12:00	appear in the list below.		
TESTFARTYG1	Stockholm	160124 12:00	160125 12:00	SE000105030	2	ABASSIC V
TESTFARTYG1	Stockholm	160313 12:00	160315 12:00	SE000105293		
TESTFARTYG1	Norrköping	160323 12:00	160326 12:00	SE000105341		
TESTFARTYG1	Norrköping	160324 12:00	160327 12:00	SE000105352		
TESTFARTYG1	Karlshamn	160406 12:00	160408 12:00	SE000105416	2 1	Mar
TESTFARTYG1	Stockholm	160409 12:00	160411 12:00	SE000105572		
TESTFARTYG1	Karlshamn	160415 12:00	160417 12:00	SE000105587		
TESTFARTYG1	Karlshamn	160424 12:00	160426 12:00	SE000105611		to the same
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When you delete a visit by clicking on "Discard" all authorities will be notified and the visit will be filtered away from the main visit list. The information is stored so you can access it again if necessary. Click on the box "see deleted" if you want to see all deleted visits. These will appear highlighted in red.

User manual

C A https://testmswrepu	ortal.sjofartsverket.se V Fas 1 - Alla objekt 🔐 U	/Visit/Index pptäckt av hemsfär 🌓 Reportal - T	he Swedin 🎦 Sjöfartsverket - Nord 🛛) Sjöfartsverket - Nordi 🛛 🛡 Ati	lassian Cloud 👔 Sea Traffic 🎒 TU - academy	ී රෝක Cii Orriga bolima
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Jew visit @ — New tin Ship name	Port o Port o	table might be useful if you recurring visits.	need to ETD / ATD .	◊ Visit ID [®]	 Messages 	
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TESTEARTYG1	Stockholm	160124 12:00	160125 12:00	SE000105293	2	DESTS/ M-
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Timetable – vessel report

Select "New timetable" for a vessel notification for a vessel on a timetable.

Reportal - New time table ×		30 THL TO U 2	OWNER WARRANT TO A	_	
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	Overview Purpose of callo Ship Port of call At annul Finst point in port Oktowe states	+Add Q P Q	Custom reference Obliged to report to Customs © At departure Last point in port Distance sates	⊖ Yes ⊙ No	
	Draught on arrival O	m	Draught on departure O	m	
	Ship height on arrival O	m	Ship height on departure O	m	
	Any arriving cargo?	© Yes ◎ No	Any departing cargo?	⊙ Yes ⊙ No	
	Master© Crow members Number of passengers		Master © Crew members Number of passengers		
				~ Advanced	
	 ▼ Time table Fem To Repeat On 	yyyy-ma-dd yyyy-ma-dd Daly tme table Mo Tu We Th Fr Sa Su	Vites + Add visit		
8 C 🗑 🔽 📭 🔷 🕻	Preview April 2016	Month	Week Day	Today < >	Vienion: Test vt 1.0 (2016-03-31) - SV · ► 문 급 ① • • • 93-13 SV · ► 문 급 ① • • • 93-13

All fields marked with orange are required.

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							~ Advanced	
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	18	19	20	21	22	23	24	
	25	26	2/	28	29	7		
								Version: Test v1.1.0 (2016-03-31

It is possible to make a timetable per day, per week or per month. If you have more departures on the same day you need to add more visits.

Reportal - New time table X			No. OF A STORE AND MODE			
← → C https://testmswreportal.sjofartsverket.se/Sched	lule/Create	Calendar and a Marris D. C.	Manager and Manager and Manager Class	D for Tatle D Til and me		¶a ☆ =
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	= Time table	Gen	erate visits Oa			
	• Time table		Visits - 9 visits			
	To	2016-04-06	1. 10:00 + Add visit		Edit	
	Repeat	Daily time table				
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When you have made your timetable you can see how it looks down in the preview. If the time and date look okay, you send it to the authorities by clicking on "Generate visits".

User manual

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A security box will pop up. Here you press "Generate visits".

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To view the timetable, you have to choose in which period you want to see, for example "next month". You can also inspect the timetable, change ETA/ETD and sign the timetable. If you want to delete one visit in a timetable you have to go into the specific visit and click "Remove."

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To delete an entire timetable, press "Discard visits".
Reportal

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Contact

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< TESTFARTYG1 \rightarrow S	tockholm				Reporter: Jonna Tornemark ~ For: CILLIS SHIPPING AB ~ Support: Information ~
Provious visit ~		✓ Sign ⑦ Discard ⑦	hanges to sign	▶ Log	Support Phone: +46 (0)771-40 00 50
	Overview Purpose of call ©	Cargo operations × +Add		Visit ID: SE000105293	Email: supportemswreportal:se
	Ship Arriving port city	Q TESTFARTYG1	Custom reference O Obliged to report to Customs O	⊖ Yes ⊛ No	
	At arrival		At departure		
	ETA (dock) Pilotage status	Mandatory pilotage - Dispens *	ETD (dock) Pilotage status	# 2016-03-15 0 12:00 Mandatory pilotage - Dispens •	
	Pilot license number	11-111 + Add pilot license number	Pilot license number	11-111 +Add pilot license number	
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	Any arriving cargo?	⊙ Yes ⊛ No	Any departing cargo?	* Yes O No	
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Under "Support - Information" you will find contact information to MSW Support.

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Under the tab "Share", you can share your vessel report with MSW Support so that they can provide a better support of your case. In the search box you type MSW Support, highlight it and press the "+ share".

Reportal

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On the home page for MSW Reportal you will find important information under "current messages". There are also shortcuts to the authorities' websites.

Reportal

User manual

Language

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	Overview Purpose of call()	Loading × +Add		Visit ID: SE000105416		
	Ship ⁽¹⁾ Arriving port city ⁽²⁾ At arrival	TESTFARTYG1 SEKAN - Karlshamn	Custom reference Customs Cus	⊖ Yes ★ No		
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Under "Reporter" you have the ability to choose which language you want in Reportal, Swedish or English.