

Reportal

The Swedish Maritime Single Window

User manual

Version 1.38



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Contact details

MSW Support

MSW Support is available around the clock and can answer questions about the reporting in the MSW Reportal.

Telephone +46 771 40 00 50

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.

Telephone: +46 8 578 976 30 (Swedish Coast Guard Maritime Clearance)

E-mail: sweden24@kustbevakningen.se

Swedish Maritime Administration

Maritime Administration manages questions related to vessel application, pilotage and fairway declaration.

Telephone: +46 10 478 58 00

E-mail: portcall@sjofartsverket.se

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 (TullSvar daytime)

Telephone: +46 8 456 65 61 (Fartygsklarering daytime)

Telephone: +46 8 456 65 60 (Klarering evening/night)

E-mail: fartygsklarering@tullverket.se

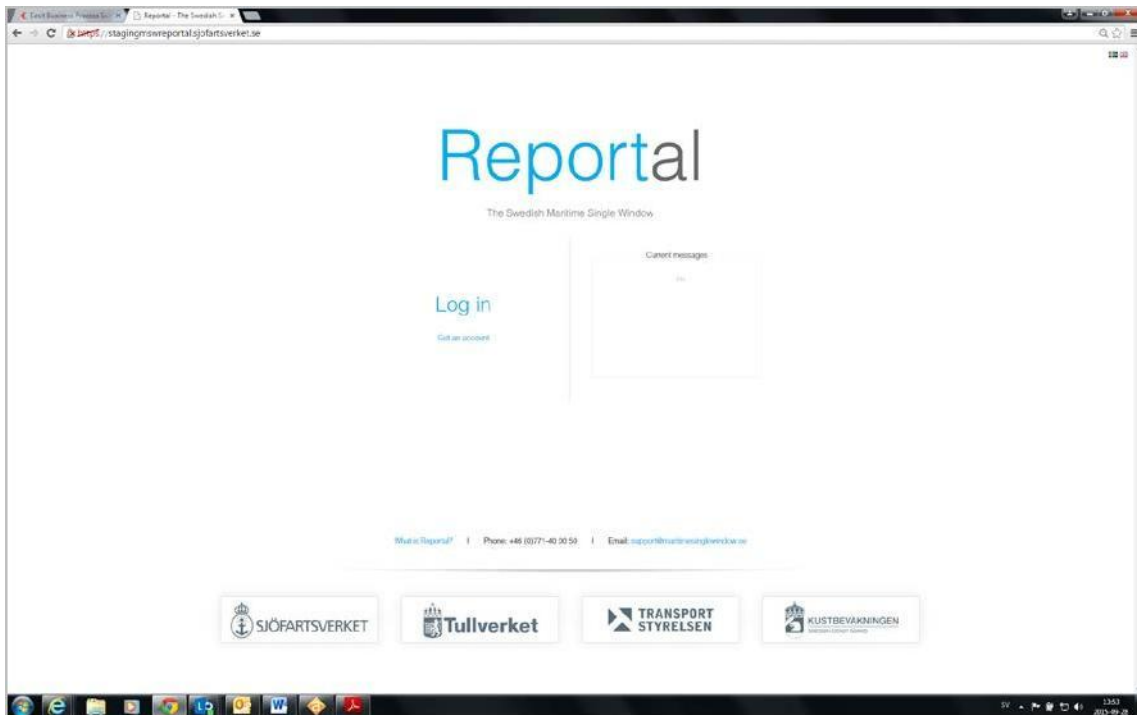
Swedish Transport Agency

Swedish Transport Agency manages questions related to regulations.

Telephone: 0771-503 503

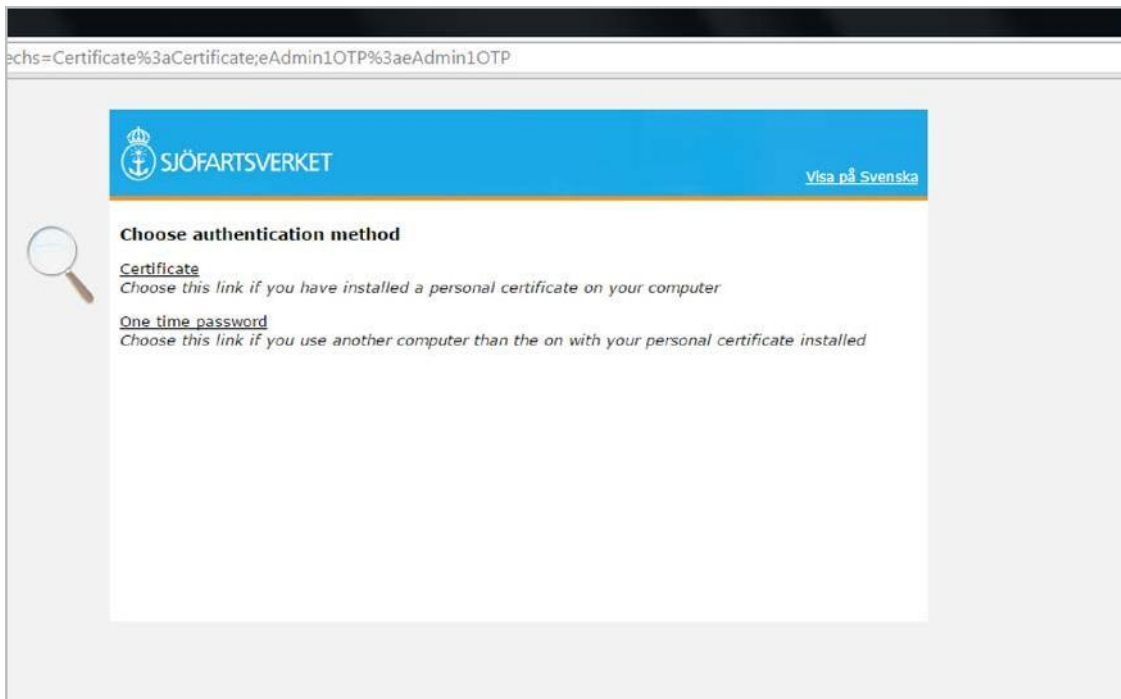
E-mail: kontakt@transportstyrelsen.se

Login

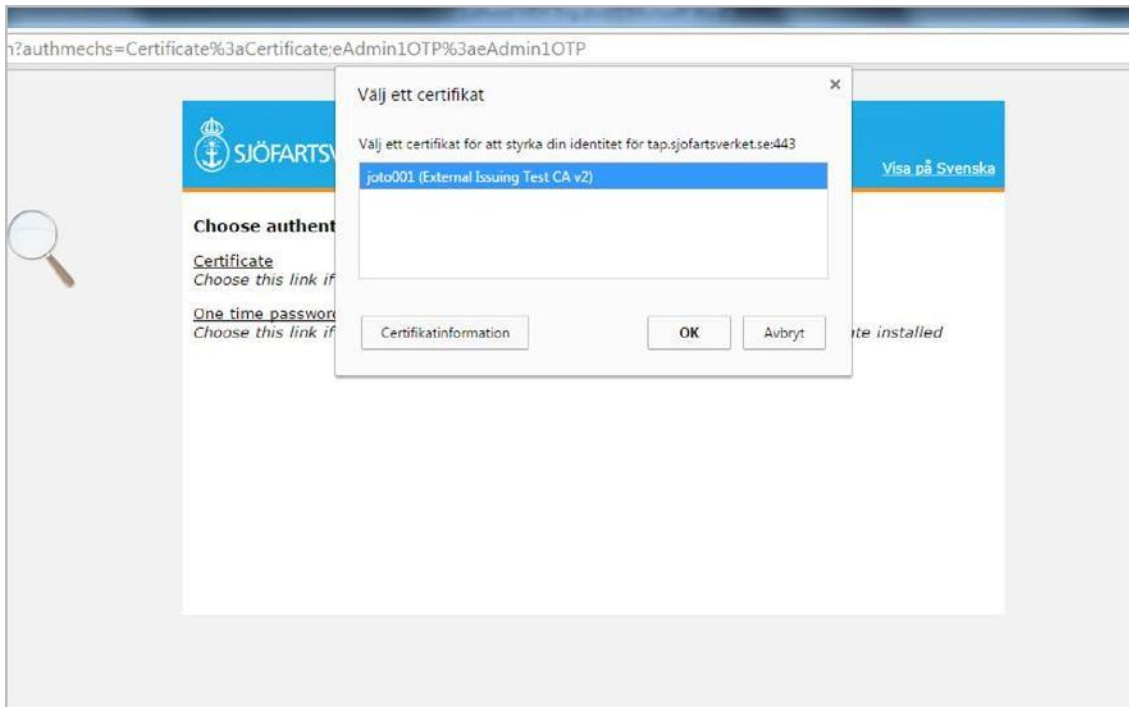


Go to Reportal starting page for ship reporting: www.mswreportal.se Press “Log in”.

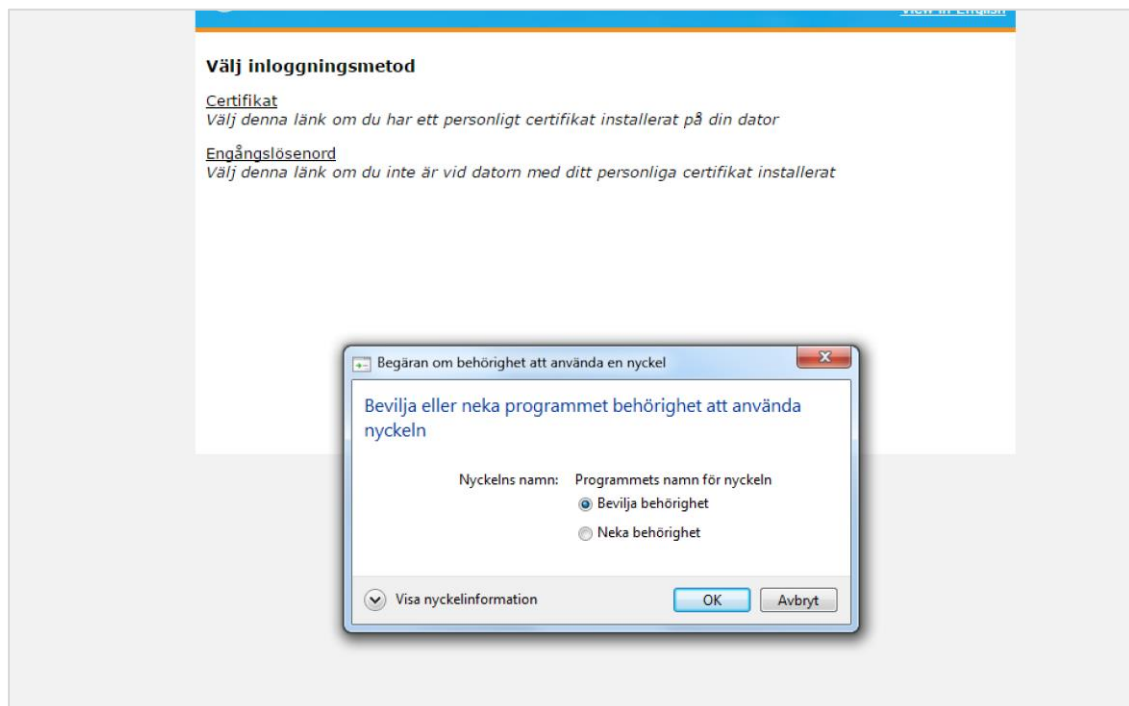
Certificate



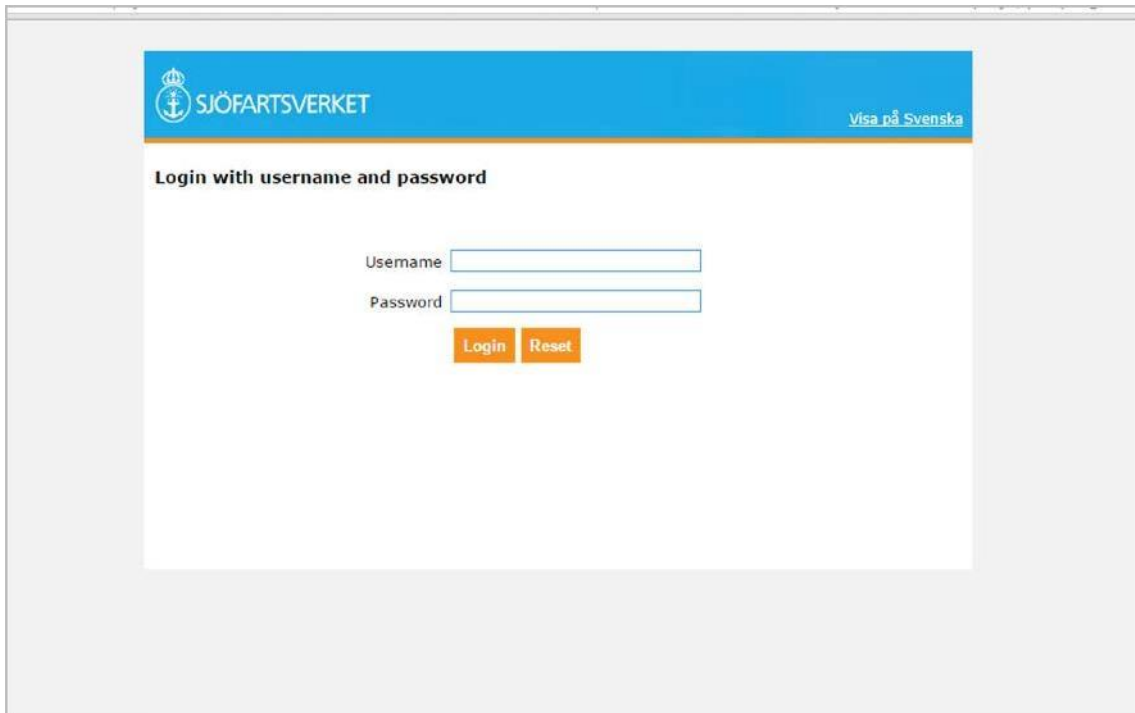
Choose log in procedure, “Certificate” or “One-time password”.



If you are using certificate, please select your personal certificate and press "OK". For one-time password go to chapter *One time password*.



Select "Bevilja behörighet" and press "OK".



Log in with your "Username" and "Password".

Visits < Last year > See deleted Expanded view

[New visit](#) [New timetable](#)

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSINS	Port	PIL	FDC
TEST SHIP SAFESEANE... Åhus		161013 22:01 ^Δ	161015 13:00 ^Δ	1	1	1			
AIDAMAR	Stockholm	161006 08:54 ^{ATA}	161006 17:16 ^{ATD}	5	7	4			
ÖSTRAND	Tunadal	160927 20:09 ^{ATA}	160927 20:11 ^{ATD}	2	3	1			
SWE FREIGHTER	Iggesund	160927 14:20 ^{ATA}	160927 20:00 ^{ATD}	2	2	1			
ADIANTE	Gävle	160925 19:00 ^{ATA}	160927 17:50 ^{ATD}	2	2	1			
TEST SHIP SAFESEANE... Sölvesborg		160922 12:00 ^Δ	160929 12:00 ^Δ	1	2	1			
AIDAMAR	Stockholm	160922 08:44 ^{ATA}	160922 17:37 ^{ATD}	4	7	4			
JONGLEUR	Jättersön	160920 21:59 ^{ATA}	160921 12:32 ^{ATD}	1	2	1			
MEIN SCHIFF 4	Göteborg	160919 07:37 ^{ATA}	160919 18:16 ^{ATD}	4	5	3	8		
SCA ORTVIKEN	Malmö	160918 05:21 ^{ATA}	160918 07:53 ^{ATD}	1	2	1			
METEOR	Nynäshamn	160916 07:00 ^{ATA}	160916 09:00 ^{ATD}	2	2	1			
TESTFARTYG1	Härnösand	160915 12:00 ^Δ	160916 12:00 ^Δ		2	1			
LADY NOLA	Slite	160915 09:47 ^{ATA}	160916 15:02 ^{ATD}	2	3	2			
WILLEKE	Malmö	160914 18:57 ^{ATA}	160916 12:06 ^{ATD}	2	4	2			
BIMI	Slite	160914 15:21 ^{ATA}	160916 13:00 ^{ATD}	2	2	1			

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

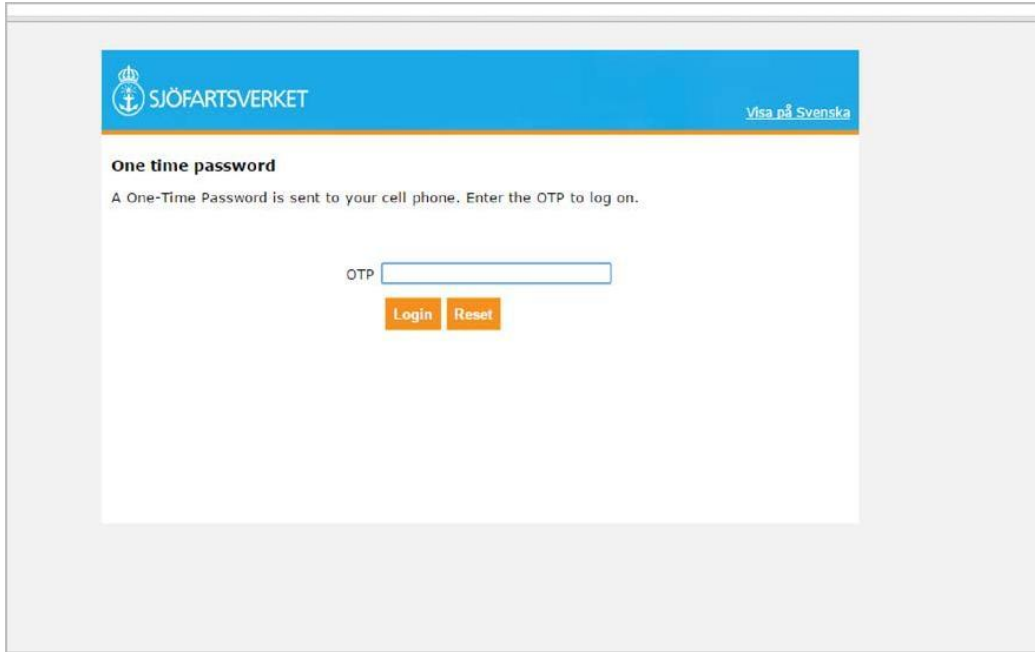


In the upper right corner of the visit list, you can see information about your site. If you are logged in, the color marking will show green. During the 10 last minutes of the ticket time, the color marking will show yellow and when you have been logged out, the color marking will show red. You can also see your remaining login time. Your ticket lasts for two hours.

One time password

A screenshot of the 'One time password' login form on the Sjöfartsverket website. The form is titled 'One time password' and is located on a page with a blue header containing the Sjöfartsverket logo and the text 'Visa på Svenska'. The form contains two input fields: 'User Name' and 'Password'. Below the input fields are two buttons: 'Login' and 'Reset'.

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



Use your OTP (One time-password) that you will receive on your cellphone and then press "Login".

Visits < Last year > See deleted Expanded view

[New visit](#) [New timetable](#)

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
TEST SHIP SAFESEANE...	Åhus	161013 22:01 ^Δ	161015 13:00 ^Δ	1	1	1			
AIDAMAR	Stockholm	161006 08:54 ^{ATA}	161006 17:16 ^{ATD}	5	7	4			
ÖSTRAND	Tunadal	160927 20:09 ^{ATA}	160927 20:11 ^{ATD}	2	3	1			
SWE FREIGHTER	Iggesund	160927 14:20 ^{ATA}	160927 20:00 ^{ATD}	2	2	1			
ADIANTE	Gävle	160925 19:00 ^{ATA}	160927 17:50 ^{ATD}	2	2	1			
TEST SHIP SAFESEANE...	Sölvesborg	160922 12:00 ^Δ	160929 12:00 ^Δ	1	2	1			
AIDAMAR	Stockholm	160922 08:44 ^{ATA}	160922 17:37 ^{ATD}	4	7	4			
JONGLEUR	Jättersön	160920 21:59 ^{ATA}	160921 12:32 ^{ATD}	1	2	1			
MEIN SCHIFF 4	Göteborg	160919 07:37 ^{ATA}	160919 18:16 ^{ATD}	4	5	3	8		
SCA ORTVIKEN	Malmö	160918 05:21 ^{ATA}	160918 07:53 ^{ATD}	1	2	1			
METEOR	Nynäshamn	160916 07:00 ^{ATA}	160916 09:00 ^{ATD}	2	2	1			
TESTFARTYG1	Härnösand	160915 12:00 ^Δ	160916 12:00 ^Δ		2	1			
LADY NOLA	Slite	160915 09:47 ^{ATA}	160916 15:02 ^{ATD}	2	3	2			
WILLEKE	Malmö	160914 18:57 ^{ATA}	160916 12:06 ^{ATD}	2	4	2			
BIMI	Slite	160914 15:21 ^{ATA}	160916 13:00 ^{ATD}	2	2	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.

Vessel Reporting

✓ Sign/Send ⓘ Discard ⓘ Share ⓘ Log

▼ Overview

Purpose of call ⓘ [+Add](#)

Ship ⓘ

Arriving port city ⓘ

Custom reference ⓘ

Obligated to report to

Customs ⓘ Yes No

This visit is a part of a RSS time table ⓘ

Coast guard ⓘ Yes No

At arrival

ETA (dock/anchorage) ⓘ

Pilotage status

First point in port

Draught on arrival ⓘ m

Height on arrival ⓘ m

Any arriving cargo? Yes No

Arriving voyage safely completed

At departure

ETD (dock/anchorage) ⓘ

Pilotage status

Last point in port ⓘ

Draught on departure ⓘ m

Height on departure ⓘ m

Any departing cargo? Yes No

Departing voyage safely completed

Previous port city

ETD (previous port)


Next port city ⓘ

ETA (next port)

[Advanced](#)

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

▼ Overview

Purpose of call ⓘ  [+Add](#)

Ship ⓘ

Arriving port city ⓘ

Custom reference ⓘ

At arrival

ETA (dock/anchorage) ⓘ

Pilotage status

First point in port

Draught on arrival ⓘ

At departure

ETD (dock/anchorage) ⓘ

Pilotage status

Last point in port ⓘ

Draught on departure ⓘ

Height on departure ⓘ

Any departing cargo?

Previous port city

ETD (previous port)

Next port city ⓘ

ETA (next port)

[Advanced](#)

Cargo operations	Crew and passengers	Repairs and maintenance
Cargo operations	Changing crew	Bunker vessel operation
Lightering	Crew movement	Cargo tank cleaning
Loading, domestic goods	Cruise, leisure and recreation	De-gassing
Loading, foreign goods	Cruise, turnaround	Repair
Taking supplies	Passenger movement	Repair in dry dock
Unloading, domestic goods		Repair in wet dock
Unloading, foreign goods		Taking bunkers
		Waste disposal
Special	Port	Others
Goodwill visit	Offshore mobilization operations	Awaiting orders

Goods to declare

When you report, it is important that you select the correct "purpose of call". The most common intentions of calls that are related to customs are "Unloading, foreign goods", "Loading foreign goods" and "Taking supplies".

Unloading cargo

If the vessel arrives with cargo that doesn't need customs clearance (only domestic cargo), select **“Unloading, domestic goods”** for “Purpose of call”. You click “YES” for reporting to Customs. Then you should not report anything under the tab “Goods to declare”. Supporting documents will be added under the "Documentation" tab.

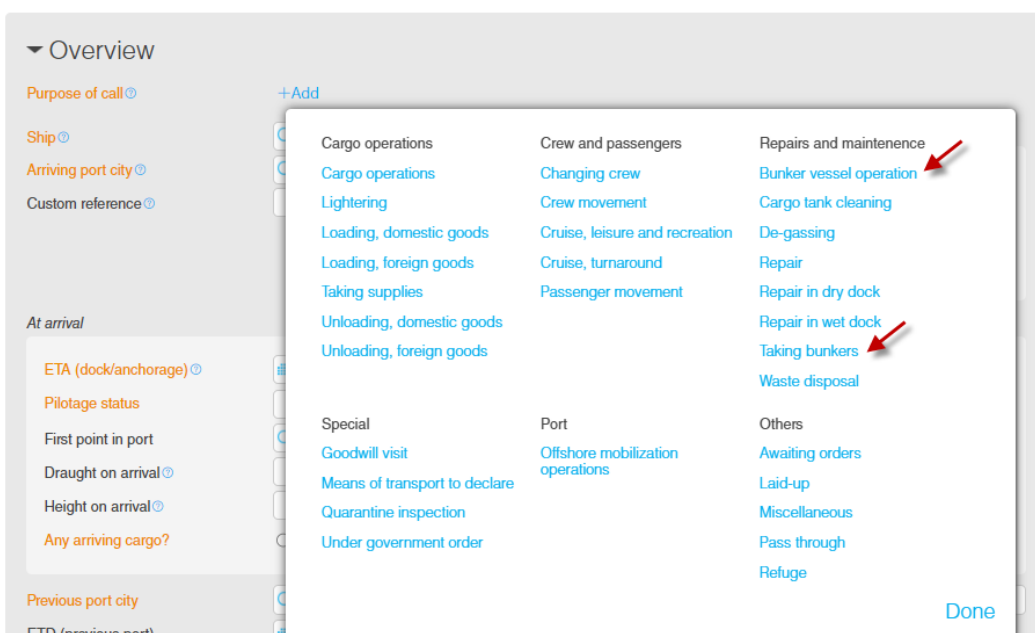
Crew's Effect and Ship Stores will always be reported if you are required to report to the Customs.

If the vessel arrives with cargo that does need customs clearance, select **“Unloading, foreign goods”** for "Purpose of call". You click "YES" for report to Customs. Then you need to report the "total weight of all cargo to unload" under the tab “Goods to declare” and the cargos status, etc. (according to the user guide). Supporting documents will be added under the "Documentation" tab. Crew's Effect and Ship Stores should always be reported if reporting is required Customs.

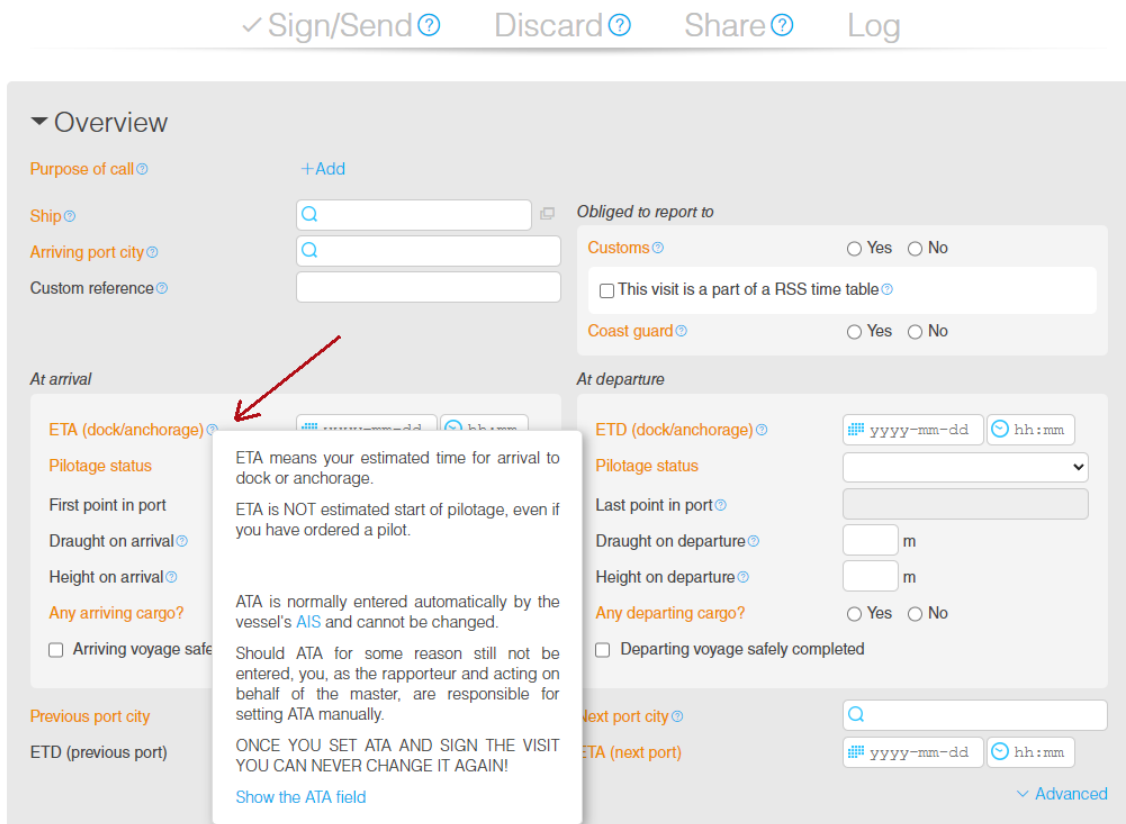
Loading cargo

If the vessel departs with cargo that dosen't need customs clearance (only domestic cargo), select **“Loading, domestic goods”** for “Purpose of call”. You click "YES" for reporting to Customs. Then you should not report anything under the tab “Goods to declare”, supporting documents will be added under the "Documentation" tab. Crew's Effect and Ship Stores should always be reported if reported to the Customs.

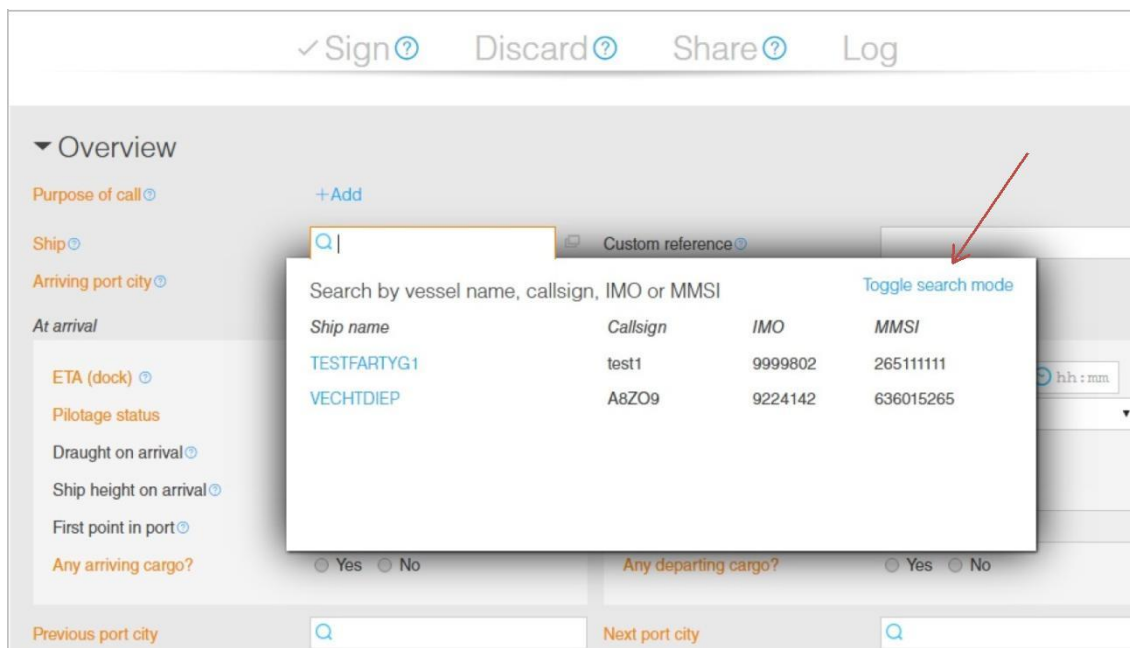
If the vessel departs with cargo that does need customs clearance, select **“Loading, foreign goods”** for "Purpose of call." You click "YES" for reporting to the Customs, supporting documents will be added under the "Documentation" tab. Crew's Effect and Ship Stores should always be reported if reported to Customs.



The red arrows indicate the two options when you report a bunker operation. “Bunker vessel operation” and “Taking bunkers”.



Under the question mark icons (?), you can get more information about what to specify.



To find a vessel you search for “Ship name”, “Call sign”, “IMO-number” or “MMSI-number”. If the system doesn’t find the vessel, press “Toggle search mode” (see next image).

✓ Sign ? Discard ? Share ? Log

The screenshot shows the 'Overview' section of the Reportal form. A search modal is open, titled 'Search by IMO'. It contains a search input field, a 'Toggle search mode' button, and a 'Click here to search' link. Below the search input is a table with columns for 'Ship name', 'Callsign', 'IMO', and 'MMSI'. A red arrow points from the 'Ship' field in the background form to the search modal.

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

Obligated to report to Customs

✓ Sign/Send ? Discard ? Share ? Log

The screenshot shows the 'Overview' section of the Reportal form. The 'Obligated to report to' section is highlighted with a red arrow pointing to the 'Yes' radio button for 'Customs'. The form includes fields for 'Ship', 'Arriving port city', 'Custom reference', 'ETA (dock/anchorage)', 'Pilotage status', 'First point in port', 'Draught on arrival', 'Height on arrival', 'Any arriving cargo?', 'Arriving voyage safely completed', 'Previous port city', 'ETD (previous port)', 'Next port city', 'ETA (next port)', 'ETD (dock/anchorage)', 'Pilotage status', 'Last point in port', 'Draught on departure', 'Height on departure', 'Any departing cargo?', and 'Departing voyage safely completed'.

You are obliged to report to Customs if there are EU goods or non-EU goods on board, if there is ship stores or if the crew has belongings to report. Check the box "Yes" for reporting to Customs, select the purpose of call and report Crew's Effect and Ship Stores.

Regardless of the purpose of call you should always report Crew`s Effect and Ship Stores when you are obliged to report to Customs.

To conclude if you are dispensated from customs reporting, see §§ 20-24 Tullordning (TFS 2000:20). You can read more at [Swedish customs](#). If you are required to report to the Coast Guard, select the option "Yes" for "Obligated to report to Coast Guard".

Which type(s) of advance notification you need to provide depends on the purpose of call, type of vessel, and if there are any special permits or exemptions.

ISPS notification

The rules regarding maritime security aim to protect the maritime sector. The regulations require vessels with gross tonnage over 500 tones that intend to call at a Swedish port to provide information pertaining to maritime security.

ISPS (International Ship and Port Facility Security Code) contains regulations adopted by IMO, International Maritime Organization. This means that the regulations we apply in Sweden apply to ports all over the world. The aim is to create secure transport between ports for vessels and their crews, passengers and cargo. The Swedish Coast Guard takes care of advance notification clearance in relation to maritime security on behalf of the Swedish Transport Agency.

Schengen

The rules regarding border control are the same for all EU and Schengen countries. The rules are found in EU legislation (Schengen Borders Code). The Code specifies specific provisions for marine traffic including the individuals who work on the vessel or who are passengers.

Vessels that arrive from or that on the way to a foreign location are obligated to submit information on the vessel and the individuals who are on board to the Swedish Coast Guard. Find more information [on their website](#).

✓ Sign/Send (?) Discard (?) Share (?) Log

The screenshot shows the 'Overview' section of the Reportal form. It includes fields for 'Purpose of call', 'Ship', 'Arriving port city', and 'Custom reference'. There are also sections for 'At arrival' and 'At departure' with various time and status fields. A tooltip is displayed over the 'ETA (dock/anchorage)' field, explaining that ETA is the estimated time for arrival to dock or anchorage, not the start of pilotage. It also notes that ATA is normally entered automatically by the vessel's AIS and cannot be changed, but if it is not, the user is responsible for setting it manually. A red arrow points from the tooltip to the 'Show the ATA field' link at the bottom of the tooltip.

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 discharge consent from the Customs.

Should ATA for some reason still not be entered, you, as the rapporteur and acting on behalf of the master, are responsible for setting ATA manually.

This screenshot shows the 'At arrival' and 'At departure' sections of the form. Under 'At arrival', there are fields for 'ETA (dock)', 'ATA (dock)', and 'Pilotage status'. Under 'At departure', there are fields for 'ETD (dock)', 'ATD (dock)', and 'Pilotage status'. Each time field has a date and time selector.

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

This screenshot shows the 'At arrival' and 'At departure' sections with specific date and time values. Below the 'ETA (dock/anchorage)' field, there is an orange warning message: "ETA has passed. Please enter ATA or update your ETA." Similarly, below the 'ETD (dock/anchorage)' field, there is an orange warning message: "ETD has passed. Please enter ATD or update your ETD."

If ATA/ATD hasn't been updated automatically there will be an orange text message that indicate that ATA/ATD haven't been updated.

[New visit?](#)

[New timetable?](#)

Ship name	Port of call	ETA / ATA	ETD / ATD
TEST SHIP SAFESEANE... Åhus		161013 22:01△	161015 13:00△

The first page/visit page, also show an orange warning triangle that ATA/ATD is not set.

ETA (dock/anchorage) ⚙️ ⚠️

⚠️ Warning! Nearby visits detected:
 2020-03-05 10:00 SESLI - Slite SE000233709 ⚙️

If there a nearby report, a yellow message appears “Warning! Nearby visits detected” and shows, which port of call and visit ID.

Note that ATA is required to obtain discharge consent from the Customs.

Report the total weight of cargo to unload and write a short description about the arriving cargo.

Any arriving cargo? Yes No

Total weight of cargo to unload ⚙️ ton

Short description of all cargo onboard on arrival

Report and write a “Short description of all cargo onboard on departure”

Any departing cargo? Yes No

Short description of all cargo onboard on departure

Regular shipping service authorisation

EU RSS (regular shipping services) status is dependent on authorisation. All goods aboard an RSS ship must have EU goods status or be the object of a transit procedure. A comparison is usually drawn with a bridge (e.g. the Öresund Bridge).

An RSS ship carrying only EU goods is exempted from reporting to Swedish Customs via MSW Reportal.

If there are **non-EU goods** aboard, these must be the object of a transit procedure as per art. 295 b of Commission Implementing Regulation (EU) 2015/2447. This must be either the normal procedure under the new computerised transit system (NCTS) or a simplified transit procedure such as when using an electronic transport document.

Exemption from reporting to Swedish Customs does not apply to an RSS ship with an ETD issued under § 6, chap. 4 of the Customs Proclamation (tullordningen). In this case, full ship reporting is required in MSW Reportal. RSS may not traffic free zones or make calls outside the EU.

Where there is no obligation to report to Swedish Customs (RSS ship carrying only EU goods and/or carrying non-EU goods that are being transited under the normal procedure, NCTS), complete as follows:

- “Obligated to report to Customs” = No.
- Tick the box “This visit is part of a RSS time table” (no “authorization number” is needed – no field is shown).

The screenshot shows the 'Overview' section of the MSW Reportal form. On the left, there are input fields for 'Purpose of call', 'Ship', 'Arriving port city', and 'Custom reference'. On the right, the 'Obligated to report to' section is expanded, showing 'Customs' with radio buttons for 'Yes' and 'No' (selected), and 'Coast guard' with radio buttons for 'Yes' and 'No'. A checkbox labeled 'This visit is a part of a RSS time table' is checked. A yellow warning box contains the text: 'You have indicated that you are not obliged to report to Swedish Customs and this call is a part of an RSS timetable. This is only a valid option if the ship has a valid EURSS permit and any non-Union goods are transited under the normal procedure.'

Where there is an obligation to report to Swedish Customs, complete as follows:

- “Obligated to report to Customs” = Yes.
- Tick the box “This visit is part of a RSS time table”.
- An “authorization number” must be entered (the field RSS authorization number is shown when this combination is used).

The screenshot shows the 'Overview' section of the MSW Reportal form. On the right, the 'Obligated to report to' section is expanded, showing 'Customs' with radio buttons for 'Yes' (selected) and 'No', and 'Coast guard' with radio buttons for 'Yes' (selected) and 'No'. The checkbox labeled 'This visit is a part of a RSS time table' is unchecked.

Reporting of voyage safely completed

At arrival	At departure
ETA (dock/anchorage) <input type="text" value="2024-10-09"/> <input type="text" value="12:00"/>	ETD (dock/anchorage) <input type="text" value="2024-10-12"/> <input type="text" value="12:00"/>
Pilotage status <input type="text" value="Required to employ pilot"/>	Pilotage status <input type="text" value="Required to employ pilot"/>
First point in port <input type="text" value="Arendal, hamn - Göteborg"/>	Last point in port <input type="text" value="Arendal, hamn - Göteborg"/>
Draught on arrival <input type="text" value=""/> m	Draught on departure <input type="text" value=""/> m
Height on arrival <input type="text" value=""/> m	Height on departure <input type="text" value=""/> m
Any arriving cargo? <input type="radio"/> Yes <input checked="" type="radio"/> No	Any departing cargo? <input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Arriving voyage safely completed	<input type="checkbox"/> Departing voyage safely completed
Previous port city <input type="text" value="SENRK - Norrköping"/>	Next port city <input type="text" value="LVRIX - Riga"/>
ETD (previous port) <input type="text" value="yyyy-mm-dd"/> <input type="text" value="hh:mm"/>	ETA (next port) <input type="text" value="2024-10-14"/> <input type="text" value="12:00"/>

When you are obliged to report according to The Swedish Transport Agency's regulation, on the Registration of Persons on board Passenger Ships, you have to state that the arriving voyage has been safely completed. To do so, check the box "Arriving voyage safely completed" in the Overview. When the voyage to the next port city has been safely completed, check the box "Departing voyage safely completed". Then [Sign/Send](#) your changes in MSW.

Previous port city

<input type="checkbox"/> Arriving voyage safely completed	<input type="checkbox"/> Departing voyage safely completed
Previous port city <input type="text"/>	Next port city <input type="text"/>
ETD (previous port) <input type="text" value="yyyy-mm-dd"/> <input type="text" value="hh:mm"/>	ETA (next port) <input type="text" value="yyyy-mm-dd"/> <input type="text" value="hh:mm"/>
Advanced	

The port city that has been filled out in "Previous port city" in the Overview will automatically become (and override) the 1:st most recent port in the section "Route" in the block "Security".

Barge and tugboat

✓ Sign/Send ?
Discard ?
Share ?
Log

▼ Overview

Purpose of call ⓘ + Add

Ship ⓘ 🇸🇪

Arriving port city ⓘ

Custom reference ⓘ

Obligated to report to

Customs ⓘ Yes No

This visit is a part of a RSS time table ⓘ

Coast guard ⓘ Yes No

At barge visit

Tugboat at arrival ⓘ 📄 Tugboat at departure ⓘ 📄

- Make a separate vessel report on the tug/tugs, if any.
- Make pilot orders on this vessel report when the tugs are designated. If the tug and barge port call consists of more than 1 tug or more than 1 barge, contact the pilot ordering center.
- Fairway declaration should only be submitted for the barge, provided that the tug does not have its own cargo.
- The field for crew members and master must not be left empty. Please enter the tugboat's crew members and master on this vessel report.
- Since the barge is a cargo carrier, you must report the port call to Swedish Customs (provisioning and untaxed provisions must be reported on the tugs vessel report).
- Note! that ATA/ATD must be entered manually for the barge.

At arrival

ETA (dock/anchorage) ⓘ

Pilotage status ⓘ

First point in port ⓘ

Draught on arrival ⓘ m

Height on arrival ⓘ m

Any arriving cargo? ⓘ Yes No

Arriving voyage safely completed

At departure

ETD (dock/anchorage) ⓘ

Pilotage status ⓘ

Last point in port ⓘ

Draught on departure ⓘ m

Height on departure ⓘ m

Any departing cargo? ⓘ Yes No

Departing voyage safely completed

Previous port city ⓘ

ETD (previous port) ⓘ

Next port city ⓘ

ETA (next port) ⓘ

▼ Advanced

When a barge arrives at a Swedish port together with a tug, one ship notification shall be made for the barge and one for the tug. You start by making a notification for the barge and when this is complete, you create a new call for the tug.

When you make the call for the barge, mandatory fields will appear under the name of the barge. In these fields, you fill in the name of the tug to be used in connection with the barge.

Because the barge is the cargo carrier, the reporting is due to Customs regulations. On this call, you must report the cargo and check the box "nothing to declare" for Ship Stores and Crew's Effect. Under the crew tab, you have to manually fill in the number of crew members and the master's name. This refers to the tug and must be done in order for the call to be accepted by the system.

Note that ATA/ATD have to be manually reported for the barge.

Ordering of pilot as well as **a fairway dues declaration** shall be reported on the call for the barge. This way, the invoices will be collected on one and same call. On the call for the barge, you must fill in pilotage status "Mandatory pilotage – Pilotage request, if this is the case.

When using a pilot exemption, enter the Pilot exemption certificate on the call for the tugboat.

Should the call cover more than one barge, they should be reported separately. ATA/ATD is set manually for each barge.

Barges are not obliged to perform reporting formalities to the Swedish Coast Guard, which means that you should tick "No" in that field.

As regards Swedish Customs, tugs are subject to reporting formalities if they carry untaxed provisions (Ship Stores/Crew's Effect) or other untaxed goods. Therefore, a separate ship notification must be made for the tug. In order for tugs to be allowed to load ship stores, there must be a visit-ID. Ship stores cannot be loaded for barges.

Tug – Purpose of call – Cargo operations (Unless other untaxed goods (Ship Stores/Crew's Effect) are reported. If this is the case, enter Unloading/Loading, foreign goods.)

Tugs are always subject to reporting formalities to the Swedish Coast Guard (the one exception being domestic travel, except for change of crew), and therefore a separate ship notification must be made for the tug.

At the call for the tug you do not have to order a pilot, and thus as pilotage status you can put "Non mandatory pilotage – No pilotage request".

NOTE! A call with a barge and a tug, will generate two visit-ID, i.e. two ship notification.

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.

▶ Pilotage/movement No pilotage No movements	▶ Goods to declare No declaration reported All cargo at arrival 0 vehicles
▶ Crew 0 arriving 0 departing	▶ Ship's store Report created
▶ Passengers 0 arriving 0 departing	▶ Dangerous cargo None arriving None departing
▶ Documentation No documents	▶ Bunker No report on arrival No report on departure
▶ Security No report	▶ Waste No report Waste receipt created
▶ Health No report	▶ Port Cargo Port services
	▶ Expanded inspection Inspection: Not reported
	▶ Fairway declaration No declaration
	▶ Cruise route Cruise route: Not reported

In part two you report Pilotage/movements, Crew, Passengers, Documentation, Security, Health declaration/sanitary certificate, Customs, Ship's stores, Dangerous goods, Waste, Port, Expanded inspection, Fairway declaration and Cruise Route.

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), Goods to declare (information regarding cargo) and Ship's stores.

Pilotage status

At arrival		At departure	
ETA (dock/anchorage) ⓘ	2023-12-06 12:00	ETD (dock/anchorage) ⓘ	2023-12-10 18:00
Pilotage status	Required to employ pilot	Pilotage status	Required to employ pilot
First point in port	750 Arendal - Göteborg	Last point in port ⓘ	750 Arendal - Göteborg

The pilot order is based on your vessel notification. To order a pilot, enter "Required to employ pilot" or "Not required to employ pilot" in the overview. Enter the "First point in port". That place will automatically end up in the field "Last point in port". This field you can correct but a pilot order or a movement inside the port must then be reported.

The selection of pilot status will control which fields are displayed in the pilot order. Movements inside the port are always shown.

Pilotage exemption

At arrival		At departure					
ETA (dock/anchorage) ⓘ	2023-12-06 12:00	ETD (dock/anchorage) ⓘ	2023-12-10 18:00				
Pilotage status	Pilot exemption certificate (PI)	Pilotage status	Pilot exemption certificate (PI)				
Pilot exemption certificate ⓘ	12-345	Pilot exemption certificate ⓘ					
	<table border="1"> <thead> <tr> <th>Pilot exemption certificate</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>12-345</td> <td>Peter Petersson</td> </tr> </tbody> </table>	Pilot exemption certificate	Name	12-345	Peter Petersson		+ Add pilot exemption certificate
Pilot exemption certificate	Name						
12-345	Peter Petersson						
Draught on arrival ⓘ			750 Arendal - Göteborg				
Height on arrival ⓘ			m				

A list of valid exemptions becomes accessible after the selection of ship and port city.

Select pilotage status "Pilot exemption certificate (PEC)" in the Overview. Enter the Pilot exemption certificate for the call, according to the format 00-000 or 00-0000. Alternatively, select a valid certificate in the list. If necessary, it is possible to specify several pilot exemptions for both arrival and departure. Please note when you enter an incorrect pilot exemption certificate, a warning will be displayed.

▼ Crew 5 arriving
5 departing

	At arrival	At departure
Crew members	5	5
Master ⓘ	John Johnson	Peter Peterson

[Report crew members manually](#)

Crew's effects

[+ Report crew's effects](#)

The field for Master under the tab "Crew" will be pre-populated with the name of the Master who has the specified pilot exemption

Pilotage and movements

Under "Pilotage/movements" you can enter arriving piloting to the selected port of arrival, pilotage and movements inside the harbor as well as departure pilotage. The choices you get depend on what you have selected under "Pilot Status". If you have chosen a dispensation or intend to not order a pilot in the vessel application, only "pilotage and movements will be shown".

Under "[Advanced](#)", you can specify standalone pilotage. Such as pilotage order that occur prior to arrival and not in connection to the first point in port and pilotage order that occur after departure and not in connection to the last point in port.

Arriving pilotage

You specify whether the arriving pilotage should be reported as "Preliminary" or "Final".

Note that when you submit a final pilotage order, the responsible authority starts to schedule a pilot for you. Therefore, it is important that the data in a final pilotage order are correct.

When you click on "[Sign/Send](#)" you will not be able to change any information. If a pilotage has received the status "Final" it is not possible to remove it from MSW. You need to contact the pilotage planning if you still need to remove it.

Specify where to begin the pilotage, example a boarding point.

When you have selected "pilotage from", the Route Information will be shown. If you want to use the recommended start time, click on "Use time". If no route exists in the system, you must select the desired start time for yourself.

Draught and height are linked to the vessel notification. Whether editing is done here or in vessel application, the numbers will be the same.

For arrival to ports with height obstacles, the actual height is mandatory to report!

▼ Pilotage and movements 1 pilotage order
No movements

Arriving pilotage orders ⓘ

28/9 10:30 - Vinga nordväst (no3) ⇒ 750 Arendal - Göteborg Delete Done

Reported as ⓘ Preliminary Final

Port city ⓘ

Pilotage from

Pilotage to

Route information

Göteborg: Skandiah. (och väst därom) - Trubaduren , 90 min

Recommended start time at 2016-09-28 10:30 Use time

Desired start time

Actual draught ⓘ m

Actual height ⓘ m Advanced

+ Add arriving pilotage

After entering all the data, it may look as shown above.

^ Advanced

Side to wharf

Pilot boarding side

Has pilot elevator

Tug boats

+ Add tug boat

Message ⓘ

+ Add arriving pilotage

Post departure pilot order

+ Add departure pilotage

- Do not report standalone pilotages

Under “**Advanced**” you have the opportunity to enter the following:

- Side to wharf
- Pilot boarding side
- Has pilot elevator
- Tug boats
- Message

For cruise traffic this (if possible) should be stated.

Like the earlier system, you can send a message to the pilot planner. Note, however, that the pilot planner currently can’t send any message back.

▼ Pilotage and movements 1 pilotage order
No movements

Arriving pilotage orders

28/9 10:30 - Vinga nordväst (no3) ⇒ 750 Arendal - Göteborg Delete Done

Reported as Preliminary Final Show report

Response information from Swedish Maritime Administration

Actual status Preliminary

Reference number

Port city

Pilotage from

Pilotage to

Route information

Göteborg: Skandiah. (och väst därom) - Trubaduren , 90 min

Recommended start time at 2016-09-28 10:30 Use time

Desired start time

Actual draught m

Actual height m Advanced

+Add arriving pilotage

Once you have submitted your preliminary/final arriving pilotage order it will look like this.

You are expected to make a preliminary order for pilotage 18 hours ahead of the desired pilotage starting time and a definitive pilotage order no later than 5 hours ahead of the desired starting time to avoid order-related fees.

As previously, dedicated deep-sea pilotage orders are to be made to the pilotage centre in Malmö; but to the MSW Reportal should be used in conjunction with port mooring

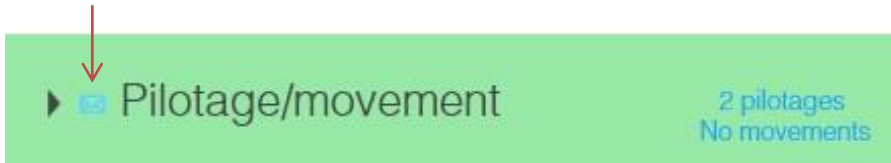
You will receive a response message from the Swedish Maritime Administration stating that your pilot order is received. The pilotage order will get a specific ID number, so called reference number.

2016-11-24 16:40 - Swedish maritime administration - Pilot order received
Your definite arrival pilot order with ID 990162817 is registered.

When you have sent your pilotage order as final and it's confirmed by the Maritime Administration, you will get a response message with status confirmed.

2016-10-05 15:22 - Swedish maritime administration - Lotsbeställningen har status bekräftad
The pilot order with ID 990162500 is updated to status Confirmed.
Order date 2016-10-05 15:17

Once the pilotage is completed you will receive a link to an invoice copy.



Once you get feedback from the Maritime Administration's pilot planner, you will receive a letter in the tab "Pilotage/movement". The feedback may include, for example, a pilot order's start time, start point, end point, the current draught, current height, etc.

Departing pilotage orders

Kränskan / N Gustav Dalén ⇒ G:a kajen Östra - ...
25/11 21:00 : Preliminary Delete Done

Reported as Preliminary Final
[Show report](#)

Response information from the Swedish Maritime Administration

Actual status	Preliminary
Reference number	990162822

Pilotage from

Port city

Pilotage to

Route information

Djurön - Vinterklasen - Gustaf Dalén, 180 min

Desired start time

Actual draught m
Registered draught is 10 m [Use](#)

Actual height m
Registered ship height is 20 m [Use](#)

[Advanced](#)

[+Add departure pilotage](#)

Reverse arrival pilotage [Advanced](#)

The letter symbolizing feedback/information from the Maritime Administration's pilot planner is also visible in the concerned pilot order.

In this case the pilot planner has changed the values for actual draught and actual height.

It's up to you whether you want to see both values or if you want to sync the information by pressing "Use".

Pilotage orders and movements

Pilotage orders and movements within Göteborg

750 Arendal - Göteborg ⇒ Delete Done

Movement requires pilotage Yes No

Reported as Preliminary Final

Pilotage from

Pilotage to

Route information

No route information could be found for selected points

Desired start time

Actual draught m

Actual height m

[Advanced](#)

+ Add pilotage

A movement within the port can sometimes require a pilot. Specify whether the pilotage is preliminary or final. When you submit a final pilotage order, note that the order will be sent to a pilot planner for scheduling. Therefore it is important that the data in a final pilotage order is correct. When you click on "[Sign/Send](#)" you will not be able to change your information.

Pilotage within the port should be reported as same as an arriving/departure pilotage.

Pilotage orders and movements within Göteborg

750 Arendal - Göteborg ⇒ Delete Done

Movement requires pilotage Yes No

Movement from

Movement to

Route information

No route information could be found for selected points

Movement starts at

Movement ends at

Actual draught m

Actual height m

+ Add pilotage

For movements without a pilot you specify the location “movement to”. Specify when the movement starts and ends. You also need to specify the vessel's actual draught and height.

Pilotage orders and movements within Göteborg

8/10 08:00 - 750 Arendal - Göteborg ⇒ 751 Arendal - Göte... Delete Done

Movement requires pilotage Yes No

Movement from

Movement to

Route information

No route information could be found for selected points

Movement starts at

Movement ends at

Actual draught m

Actual height m

+ Add pilotage/movement in port

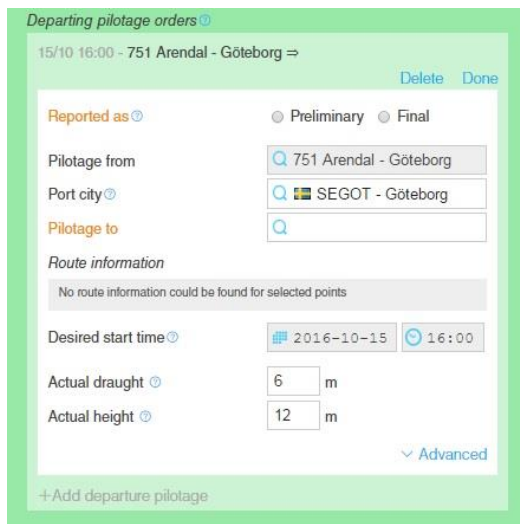
After entering all the data, it may look as shown above. Note that you do not get a response message from the Swedish Maritime Administration's if the movement is done without a pilot.

Departure pilotage



There are two ways to report the departure pilotage.

1. Click on "+ Add departure pilotage" and then you get some information from the vessel notification automatically.
2. The easiest and most complete link is "Reverse arrival pilotage". You will get a preliminary order, based on a reverse arriving pilotage with draught, height and time (ETD in the vessel notification).



You specify whether the departure pilotage should be reported as "Preliminary" or "Final". Note that when you submit a final pilotage order, the responsible authority starts to schedule a pilot for you. Therefore it is important that the data in a final pilotage order are correct. When you click on "Sign/Send" you will not be able to change any information.

When you have selected "pilotage to", the Route Information will be shown. If you want to use the recommended start

time click "Use time". If no route exists in the system, you must select the desired start time for yourself.

Draught and height are linked to the vessel notification. Whether editing is done here or in vessel application, the numbers will be the same.

For arrival to ports with height obstacles, the actual height is mandatory to report!

^ Advanced

Side to wharf

Pilot boarding side

Has pilot elevator

Tug boats

+ Add tug boat

Message

+ Add arriving pilotage

Post departure pilot order

+ Add departure pilotage

- Do not report standalone pilotages

Under “Advanced” you have the opportunity to enter the following:

- Side to wharf
- Pilot boarding side
- Has pilot elevator
- Tug boats
- Message

For cruise traffic this (if possible) should be stated.

Like the earlier system, you can send a message to the pilot planner. Note, however, that the pilot planner currently can't send any message back.

Departing pilotage orders

30/9 12:00 - 751 Arendal - Göteborg ⇒ Vinga nordväst (no3) Delete Done

Reported as Preliminary Final

Show report

Response information from Swedish Maritime Administration

Actual status Preliminary

Reference number 990164046

Pilotage from

Port city

Pilotage to

Route information

Göteborg: Skandiah. (och väst därom) - Trubaduren , 90 min

Desired start time

Actual draught m

Actual height m

v Advanced

+ Add departure pilotage

Reverse arrival pilotage

Once you have submitted your preliminary/final arriving pilotage order it will look like this.

You are expected to make a preliminary order for pilotage 18 hours ahead of the desired pilotage starting time and a definitive pilotage order no later than 5 hours ahead of the desired starting time to avoid order-related fees. As previously, dedicated deep-sea pilotage orders are to be made to the pilotage centre in Malmö; but to the MSW Reportal should be used in conjunction with port mooring.

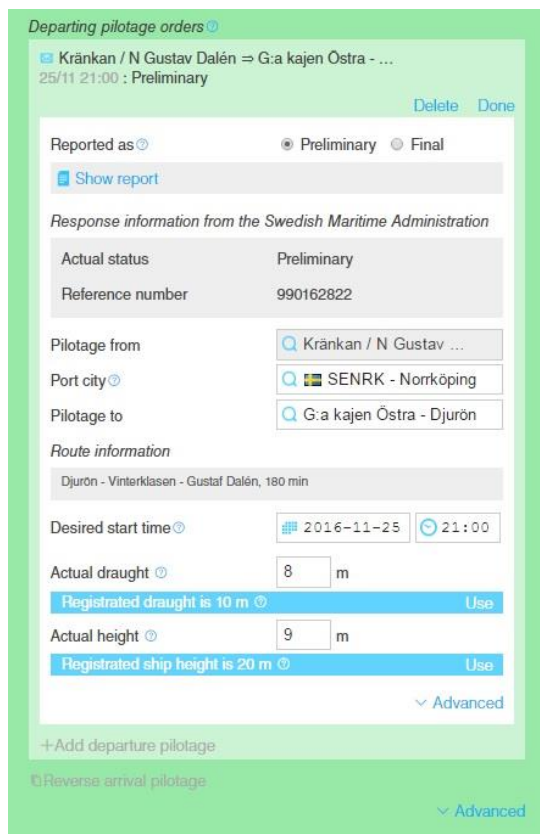
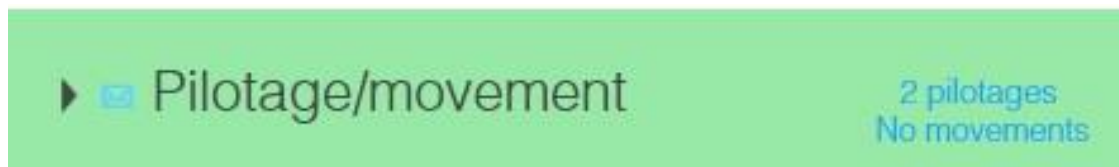
2016-11-24 16:40 - Swedish maritime administration - Pilot order received
Your preliminary departure pilot order with ID 990162818 is registered.

You will receive a response message from the Swedish Maritime Administration stating that your pilot order is received. The pilotage order will get a specific ID number, so called reference number.

2016-10-05 15:22 - Swedish maritime administration - Lotsbeställningen har status bekräftad
The pilot order with ID 990162500 is updated to status Confirmed.
Order date 2016-10-05 15:17

When you have sent your pilotage order as final and it's confirmed by the Maritime Administration, you will get a response message with status confirmed.

Once the pilotage is completed you will receive a link to an invoice copy.



Once you get feedback from the Maritime Administration's pilot planner, you will receive a letter in the tab "Pilotage/movement". The feedback may include, for example, a pilot order's start time, start point, end point, the current draught, current height, etc.

The letter symbolizing feedback/information from the Maritime Administration's pilot planner is also visible in the concerned pilot order.

In this case the pilot planner has changed the values for actual draught and actual height.

It's up to you whether you want to see both values or if you want to sync the information by pressing "Use".

Standalone pilotage

▼ Pilotage/movement No pilotage No movements
 Arriving pilotage orders ⓘ
 +Add arriving pilotage
 Pilotage orders and movements within Göteborg ⓘ
 + Add pilotage
 Departing pilotage orders ⓘ
 +Add departure pilotage
 ^ Advanced
 +Report standalone pilotage ⓘ

Under "Advanced", you can specify standalone pilotage for example pilotage order that occur prior to arrival and not in connection to the first point in port and pilotage order that occur after departure and not in connection to the last point in port.

You specify whether the standalone pilotage should be reported as "Preliminary" or "Final". Note that when you submit a final pilotage order, the responsible authority starts to schedule a pilot for you. Therefore it is important that the data in a final pilotage order are correct. When you click on "Sign/Send" you will not be able to change any information.

▼ Pilotage/movement 1 Standalone pilotage 2 pilotages No movements
 Pre arrival pilot order ⓘ
 => Delete Done
 Reported as ⓘ Preliminary Final
 Port city ⓘ
 Pilotage from ⓘ
 Port city ⓘ
 Pilotage to ⓘ
 Route information
 No route information could be found for selected points
 Desired start time ⓘ
 Actual draught ⓘ m
 Actual height ⓘ m
 v Advanced
 +Add arriving pilotage
 Post departure pilot order ⓘ
 +Add departure pilotage
 -Do not report standalone pilotages

Select the port city and boarding point where you want the pilotage to start. Select the port city and end point where you want the pilotage to stop.

Select the desired start time.

For arrival to ports with height obstacles, the actual height is mandatory to report!

^ Advanced

Side to wharf

Pilot boarding side

Has pilot elevator

Tug boats

+Add tug boat

Message ⓘ

+ Add arriving pilotage

Post departure pilot order ⓘ

+ Add departure pilotage

—Do not report standalone pilotages

Under “Advanced” you have the opportunity to enter the following:

- Side to wharf
- Boarding side
- Has pilot elevator
- Tug boats
- Message

For cruise traffic this (if possible) should be stated.

Like the earlier system, you can send a message to the pilot planner. Note, however, that the pilot planner currently can't send any message back.

Ordering of tugs

When you have filled in the information about the pilotage you have the option to order tugs. To access this, you need to click on “[Advanced](#)”.



When you press “[Advanced](#)” you have one option called “[+Add tug boat](#)”.

^ Advanced

Side to wharf

Pilot boarding side

Has pilot elevator

Tug boats

[+Add tug boat](#)

Message

Here you can search for a tug or add one by free text. You can choose if the tug will be going as an escort and if not ordering tugs you can choose a tractor if that option is available at that port.

Tug boats

1. Tug boat [Delete](#) [Done](#)

Tug boat

Tug boat (free text)

Type

Escort

If you want to change something with you ordered tug you can press “[Edit](#)”.

1. Tug boat - STEEL [Edit](#)

[+Add tug boat](#)

Upload the excel file for the entire visit

If you want to use an Excel file to report in MSW Reportal, click on ["Upload document for the entire visit"](#), after selecting a file, you get a list of the areas that can be reported through Excel. All boxes are filled in by default, but if you don't want to report under a specific area, just unbox that one. If there are no errors in the uploaded Excel file, the information will be visible and editable under each section.

Upload document for the entire visit

Select the areas in which you want to upload information::

- Crew
- Crew's effects
- Passengers
- Security
- Vehicles
- Unloading goods
- Ship's store
- Waste
- WasteReceipt
- Bunker
- Cruise Route

WARNING: All information in the file will overwrite any existing information in the selected areas, and you can not revert this operation.

Cancel Upload

Note that the list of selectable areas changes depending on whether you have indicated that you are obligated to report to the Swedish Customs or the Coast Guard in the overview.

Obligated to report to

Customs Yes No ←

This visit is a part of a RSS time table

Coast guard → Yes No

Upload document for the entire visit

Select the areas in which you want to upload information::

- Crew
- Passengers
- Security
- Waste
- WasteReceipt
- Bunker
- Cruise Route

WARNING: All information in the file will overwrite any existing information in the selected areas, and you can not revert this operation.

Cancel Upload

The Excel files can be accessed from the visit page in MSW Reportal or by clicking on [\(?\)](#) next to ["Upload documents for the entire visit"](#) in the overview.

Visits

This week

[New visit](#) | [New timetable](#) | [Download Excel](#) ←

[↑ Upload document for the entire visit](#) ? ←

Crew

▼ Crew 0 arriving
0 departing

Crew at Göteborg

[+Add crew member](#)

[↑ Upload list](#)

[Waive from reporting crew manually](#)

Crew's effects

[+Report crew's effects](#)

Reporting crew is mandatory. You need to report the crew members and Crew's effects. Click on "[+Add crew member](#)".

▼ Crew 1 arriving
1 departing

Crew at Göteborg

1. Delete Done

Boarding	Transit
Rank or rating	
Given name	
Family name	
Nationality	
Birth date	yyyy-mm-dd
Place of birth	
Gender	-
ID type	-
ID number	

[+Add crew member](#)

[↑ Upload list](#)

Masters at TEST SHIP SAFESEANET FOR MS

Arriving master

Departing master

[Waive from reporting crew manually](#)

Crew's effects

[+Report crew's effects](#)

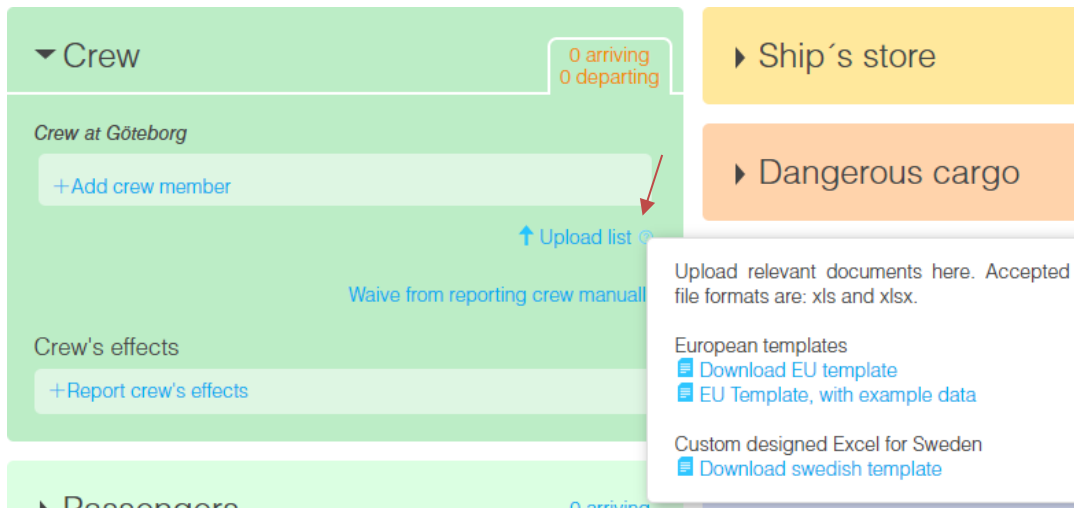
Here you can choose to fill in the crew manually or upload a completed Excel file under "[Upload list](#)".

When reporting only the number of crew on board, select "[Waive from reporting crew manually](#)" and add the number of crew members that are arriving and departing as well as the master.

▼ Crew 0 arriving
0 departing

	At arrival	At departure
Crew members	<input type="text"/>	<input type="text"/>
Master	<input type="text"/>	<input type="text"/>

[Report crew members manually](#)



Click on the question mark, (?), right next to “Upload list”, to download the Excel template. You can download the following templates:

- EU-template (European standard)
- EU-template with example data to see in what format the information should be specified in
- Swedish template with “drop downs” (locked for editing)

	A	B	C	D
5	CREW LIST			
7	*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY
8	Johansson	Maria	Sweden	1955-01-08
9	Andersson	Erik	Sverige	1958-06-19
10	Karlsson	Anna	SWE	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	NOR	1975-09-08
15	Persson	Anders	NO	1979-02-17
16	Svensson	Johan	Aland Islands	1982-07-29
17	ANDRZEJ	MOSZKOWICZ	Unknown	1986-01-07

- **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 (accepted formats of date in the Excel MSWSE EU and Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **Place of birth:** enter city, country or the country code (see tab for reference data)

E	F	G	H	I
Place of birth MANDATORY	()Nature of identity document (MANDATORY if "Number of identity document" filled out)	(*)Number of identity document (MANDATORY if "Nature of identity document" filled out)	*Rank or rating MANDATORY	*Gender MANDATORY
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

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

Crew change

K	L
(*)Embarkation in current port. <small>(MANDATORY if crew is embarking fill out current port, otherwise leave blank)</small>	(*)Disembarkation in current port. <small>(MANDATORY if crew is disembarking fill out current port, otherwise leave blank)</small>
SEGOT	
	SEGOT
SEGOT	
	SEGOT
SEGOT	
	SEGOT

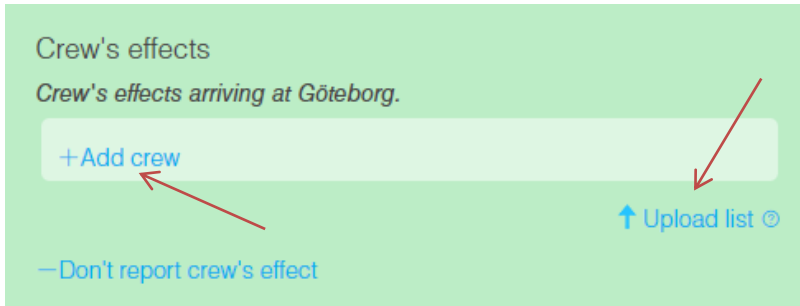
Crew change should be reported via the Excel file or manually. The field for "Embarkation/Disembarkation in current port" should only be filled when a crew member embarks or disembark in the port of arrival. The port needs to be written in UNLOCODE. If there isn't any embarkation/disembarkation, these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

The screenshot shows a web interface for managing crew members. At the top, it says 'Crew' with a dropdown arrow and a status indicator '1 arriving 1 departing'. Below this, it specifies 'Crew at Göteborg'. A list of crew members is shown, with the first one numbered '1'. A red arrow points to the 'Boarding' field of this crew member, which has a dropdown menu open. The dropdown menu contains three options: 'Transit', 'Embarking', and 'Disembarking'. Other fields in the form include 'Rank or rating', 'Given name', 'Family name', 'Nationality', 'Birth date', 'Place of birth', 'Gender', 'ID type', and 'ID number'. At the bottom, there are buttons for '+ Add crew member', '- Clear list', and '↑ Upload list'.

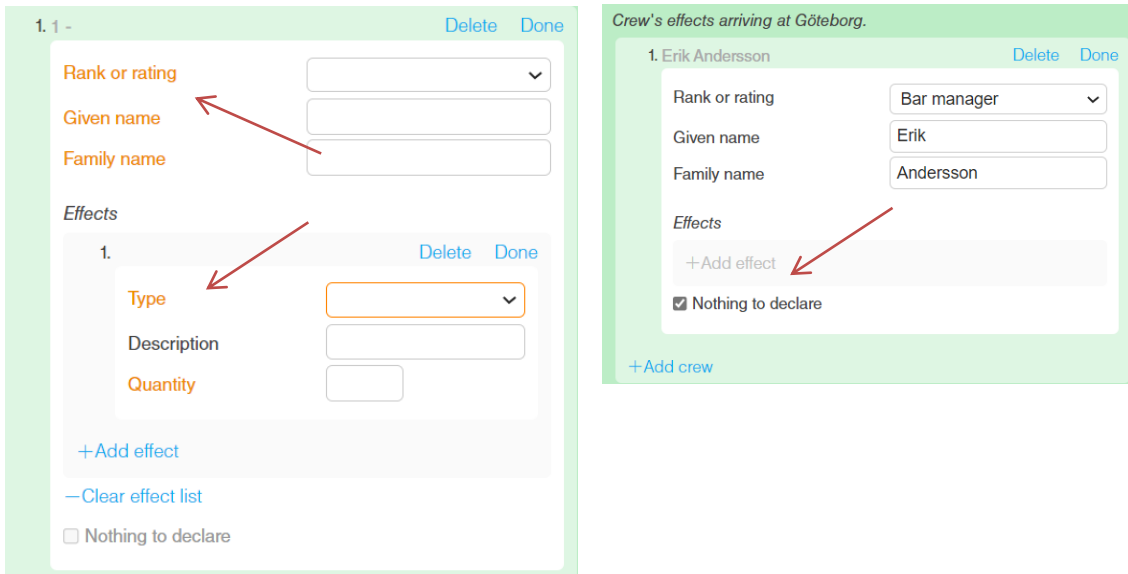
To report a Crew change manually, you open the field "Boarding". Then you choose if the crew member is "Transit", "Embarking" or "Disembarking".

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".



If you choose to report crew's effects manually via "+Add Crew", you need to fill in "Rank or 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 or rating", "Given name" and "Family name" and the box "Nothing to declare".

CREW LIST											
*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY	*Place of birth MANDATORY	(*)Nature of identity document [MANDATORY if "Number of identity document" filled out]	(*)Number of identity document [MANDATORY if "Nature of identity document" filled out]	*Rank or rating MANDATORY	*Gender MANDATORY	*Crew's Effects MANDATORY Enter "NTD" if no effects	(*)Embarkation in current port. [MANDATORY if crew is embarking fill out current port, otherwise	(*)Disembarkation in current port. [MANDATORY if crew is disembarking fill out current port, otherwise
Johansson	Maria	Sweden	1955-01-08	Stockholm	Passport	482283289	AsstFoodBevMngr	Female	24 beer, 12 drugs	SEGOT	
Andersson	Erik	Sverige	1958-06-19	Norrköping	SeamansBook	193685214	BarManager	Male	NTD		
Karlsson	Anna	SWE	1961-11-28	Linköping	Passport	759688523	BarService	Female	NTD		SEGOT
Nilsson	Lars	SE	1965-05-09	Malmb	SeamansBook	357698752	BarManager	Male	NTD	SEGOT	
Eriksson	Margareta	Norway	1968-10-18	Göteborg	Passport	154575896	CargoTechnician	Female	22 1, 24 16		
Larsson	Karl	Norge	1972-03-29	Örebro	SeamansBook	363256985	Cook	Male	NTD		SEGOT
Olsson	Elisabeth	NOR	1975-09-08	Helsingborg	Passport	214578969	ChiefElectrician	Female	4 13 lions, 2 13 elephant	SEGOT	

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

Note! If no effects? You must enter NTD (Nothing to declare).

In the Excel template, 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.

<p>*Crew's Effects MANDATORY Enter "NTD" if no effects</p>	<p>*Note that you must enter "NTD" (Nothing to declare) if crew member has no effects.</p> <p>Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions.</p>
24 beer, 12 drugs	<p>Comma is used as delimiter and point as decimal mark. Eg. 2.1 wine, 0.33 beer, 3 cigarettes</p>
NTD	
NTD	<p>Use reference data, name or code. Eg. 1 Cigars, 2 16, 2 FireArms, 3 4</p>
22 1, 24 16	
NTD	<p>A description may also be added. Eg. 6 Animals Lions, 2 13 Elephants</p>
4 13 Lions, 2 13 elephant	
NTD	<p>Reference data (name, code): AlcoholicSpirits = 001, OtherAlcoholicSpirits = 002, Wine = 003, Cigarettes = 004, Cigars = 005, Tobacco = 006, Fuels = 007, Lubricants = 8, Drugs = 9, FleshAndFleshProducts = 10, FireArms = 11, Ammunition = 12, Animals = 13, FortifiedWine = 14, LightWine = 15, Beer = 16, Miscellaneous = 99</p>
1.1 15, 23.12 7 Gasoline	
NTD	

For those crew members who have nothing to declare “NTD” (Nothing To Declare) has to be filled in the field Crew's Effect. 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 crew members.

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

1.1 - Erik Andersson [Delete](#) [Done](#)

Rank or rating:

Given name:

Family name:

Effects

1.1 pieces - Miscellaneous [Delete](#) [Done](#)

Type:

Description:

Quantity: pieces

1.2 - Maria Johansson [Delete](#) [Done](#)

Rank or rating:

Given name:

Family name:

Effects

1. 24 liters - Beer [Edit](#)

2. 12 kg - Drugs [Edit](#)

[+Add effect](#)

[-Clear effect list](#)

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.

Passengers

Under the section "Passengers", information must be provided about the passengers staying on board. Select "+Add passenger" to continue.

The following information must be entered for each passenger:

- Boarding (Mandatory)
- Given name (Mandatory)
- Family name (Mandatory)
- Nationality (Mandatory)
- Birth date (Mandatory)
- Place of birth
- Gender (Mandatory)
- ID-type
- ID-number
- Require special care

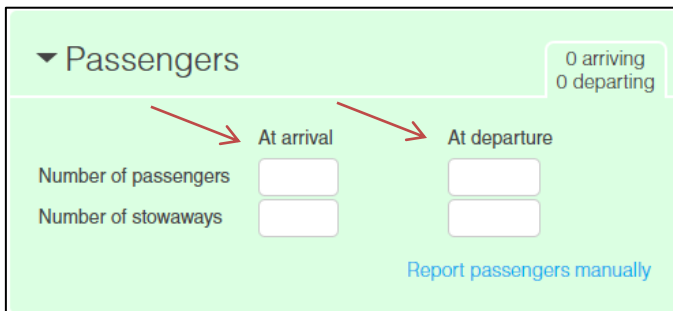
You can choose to fill in passengers manually, or report passengers by uploading a completed Excel file under "Upload list".

When reporting transit passengers, enter "Transit" under "Boarding".

If you need to report stowaways, tick the checkbox "Stowaway". Pre-populated choices will then be filled in the mandatory fields.



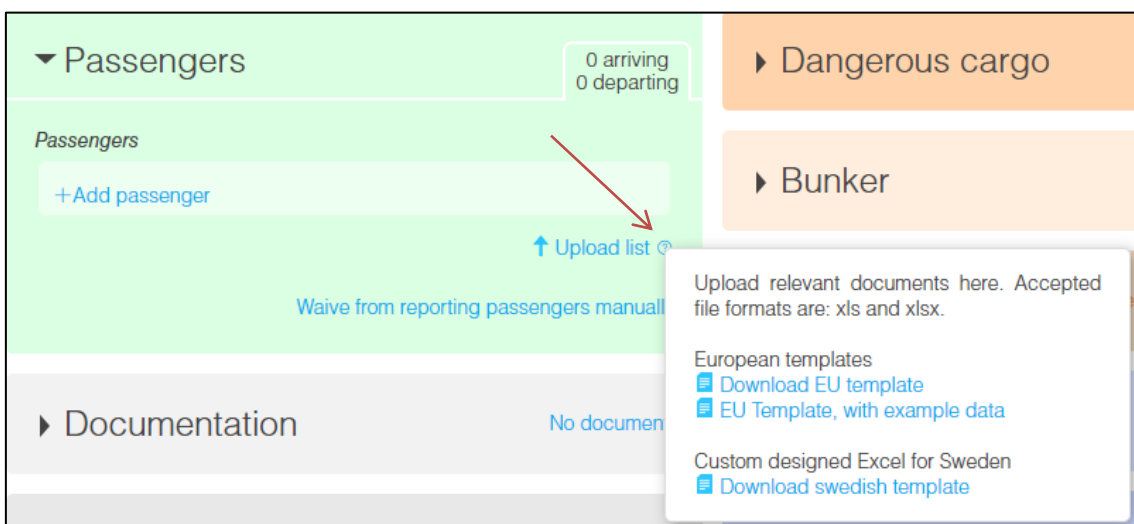
When reporting only the amount of passengers staying on board, select [“Waive from reporting passengers manually”](#).



Continue to enter the amount of passengers on board at arrival and at departure.

If you chose to report passengers by uploading a completed Excel file. Click on the question (?), right next to [“Upload list”](#) mark to download the Excel template. You can download the following templates:

- EU-template (European standard)
- EU-template with example data to see in what format the information should be specified in
- Swedish template with “drop downs” (locked for editing)



The Excel template with example data looks like the picture below and is similar to the one for the crew.

PASSENGER LIST										
*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY	Place of birth	(*Nature of identity document (MANDATORY if "Number of identity document" filled out)	(*Number of identity document (MANDATORY if "Nature of identity document" filled out)	(*Embarkation in current port. (MANDATORY if passenger is embarking fill out current port, otherwise leave blank)	(*Disembarkation in current port. (MANDATORY if passenger is disembarking fill out current port, otherwise leave blank)	Require special care	*Gender of passenger MANDATORY
Jönsson	Marianne	Sweden	1923-01-03	Denmark	None		SEGOT		Wheelchair	Female
Carlsson	Sven	Sverige	1935-06-12	Norrköping	IdentityCard	794613528				Male
Petersson	Lena	SWE	1947-11-19	Linköping	Passport	976943122		SEGOT		X
Lindberg	Helena	SE	1960-04-27	Malmö	RegistrationDocument	445464543	SEGOT			Female
Magnusson	Fredrik	Norway	1972-10-04	Göteborg	ResidencePermit	234623211				Male
Lindström	Emma	Norge	1983-03-13	Örebro	SeamansBook	77845222		SEGOT		X
Gustavsson	Inger	NOR	1993-08-19	Helsingborg	Visa	00001234	SEGOT			Female
Olofsson	Bo	NO	2004-01-26	Halmstad	SeamansBook	466521333				Male
Lindgren	Johanna	Aland Islands	2014-07-04	Jönköping	Passport	188458966		SEGOT		Female
Axelsson	Lilmea	AX	2004-12-10	Uppsala	SeamansBook	13215422				Female

PASSENGER LIST				
*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY	Place of birth
Jönsson	Marianne	Sweden	1923-01-03	Denmark
Carlsson	Sven	Sverige	1935-06-12	Norrköping
Petersson	Lena	SWE	1947-11-19	Linköping

- **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 (accepted formats of date in the Excel MSWSE EU and Sweden Template are YYYY-MM-DD, YYYY/MM/DD, YYYY.MM.DD, DD-MM-YYYY, DD/MM/YYYY or DD.MM.YYYY).
- **Place of birth:** enter city, country or the country code (see tab for reference data)

(*Nature of identity document (MANDATORY if "Number of identity document" filled out)	(*Number of identity document (MANDATORY if "Nature of identity document" filled out)	(*Embarkation in current port. (MANDATORY if passenger is embarking fill out current port, otherwise leave blank)	(*Disembarkation in current port. (MANDATORY if passenger is disembarking fill out current port, otherwise leave blank)	Require special care	*Gender of passenger MANDATORY
None		SEGOT		Wheelchair	Female
IdentityCard	794613528				Male
Passport	976943122		SEGOT		X

- **Nature of identity document:** enter passport or identity card
- **Number of identity document:** enter registration number of passport or identity card
- **Embarkation in current port:** enter the port in UNLOCODE (i.e. SEGOT) where the passenger embarked the vessel
- **Disembarkation in current port:** enter the port in UNLOCODE (i.e. SEMMA) where the passenger disembarks
- **Require special care:** If the passenger needs any special care, you need to fill this out. i.e. Wheelchair.
- **Gender of passenger:** enter "Female", "Male" or "X".

Documentation

▼ Documentation 1 document

Documents valid at time of arrival.

1. Delete Done

Type of document

Document number

Expiration date

Issuing date

Issuer

Issuer type

Status

Issuing place (Free text)

Issuing place (UN/LOCODE)

↑ Upload document (max 4 MB) ⓘ

Drag and drop document here

+ Add new item

If you need to attach documents to any authority, this is done under the section "Documentation".

There are six fields marked with orange text that are mandatory.

Accepted file formats are pdf, txt, rtf, doc, docx, xls, xlsx, jpg, png and tif.

The maximum size of the file is 4Mb.

You can upload the following documents:

Cargo at arrival

- Cargo manifest (785)
- Customs authorisation (CAN)
- External community transit declaration T1(821)
- House bill of lading (714)
- Internal community transit declaration T2 (822)
- Internal community transit declaration (T2F)
- Manifest – level 2 (LE2)
- Manifest – RSS mixed goods (RS2)
- Manifest with EU-status (KOD)
- Master bill of lading(714)
- Proof of Union status for fishery products (T2M)
- T2L document that proves EU-status (825)

Cargo at departure

- Cargo Declaration at Departure (CDD)

Victualling

- Application for victualling (PRO)
- Request for victualling (BUP)

Other custom documents

- Other custom documents (ZZZ)

Other

- Bunker certificate
- Certificate of registry (COR)
- Oil damage certificate

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 non - union. 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.

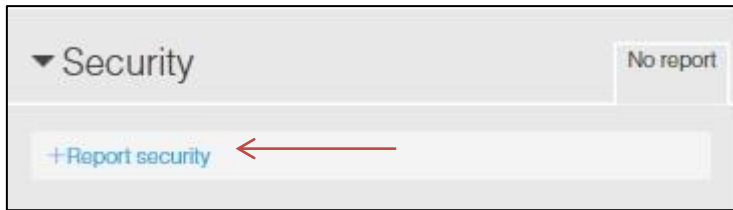
NOTE! The following is important to remember when you attach documents.

When you choose to attach the document, it is important that you also perform the step "[Upload document](#)". 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.

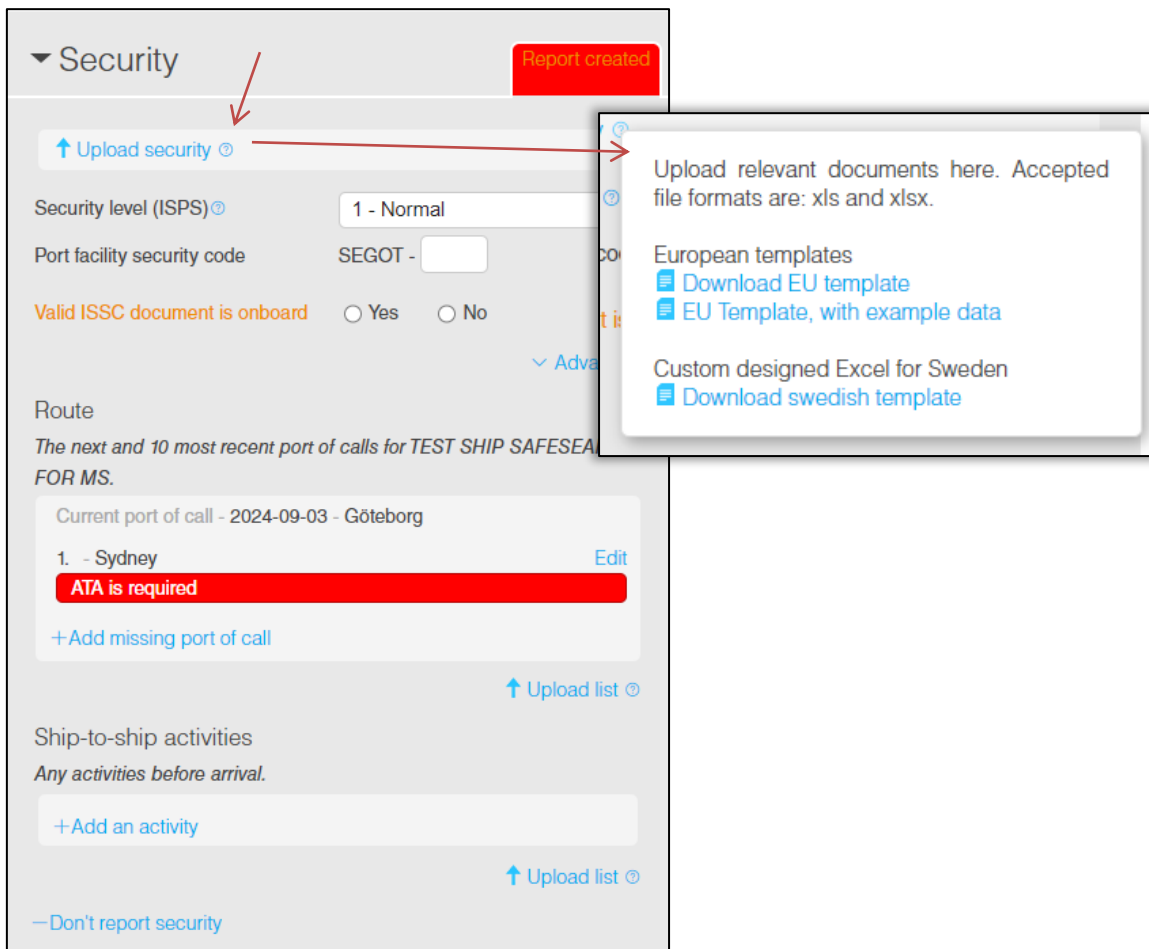
Deletions of document - In this dialog, you can also "[Delete](#)" a document. The Swedish Customs saves all documents that have been submitted. If you choose "Remove" the document it will be disabled at the Swedish Customs.

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.

Security



Under “Security” it’s necessary to state “Security level (ISPS)”, “Port Facility Security Code”, “Valid ISSC document on board”, “The last 10 calls” and “Ship-to-ship activities”.



You can choose to upload a completed Excel template, via “[Upload list](#)”, containing all required parts, or enter the information manually.

Click on the question mark (?), right next to the “[Upload file](#)”, to download the Excel file. You can download the following files:

- EU-template (European standard)
- EU-template with example data to see in what format the information should be specified in
- Swedish template with “drop downs” (locked for editing)

SECURITY							
*Valid ISSC MANDATORY	(*ISSC Issuer (MANDATORY if Government or RSO is filled out))	*ISSC – Type of document MANDATORY	(*Issuer Type (MANDATORY if ISSC Issuer is filled out))	ISSC Expiration date	(*Comments (MANDATORY if Valid ISSC is NO)	*ISSC document number MANDATORY	ISSC Issuing Date
Yes	Lloyd's Register	International Ship Security Certificate	RSO	2023-08-15		123456789	2022-06-01
Security level (ISPS)	SSP onboard	SSO Family Name	SSO Given Name	SSO Phone (24/7)	SSO E-mail	SSO Fax	Port facility security code (GISIS)
2	Larsson	Larsson	Lars	+46123456789	lars.larsson@mail.com	123456789	0123
Route - Last 10 ports							
Date of arrival MANDATORY	Date of departure MANDATORY	*Port (UNLOCODE) MANDATORY	*Port facility code (GISIS) MANDATORY	Security level	Special or additional security measures taken by the ship		
2023-01-01	2023-01-04	SESTO	0001	1			
2023-01-05	2023-01-08	NOOSL	0023	2			
2023-01-09	2023-01-12	FIHEL	0045	3			
2023-01-13	2023-01-16	GBLON	0067	1			
2023-01-17	2023-01-20	NLAMS	0089	2			
2023-01-21	2023-01-24	USNYC	0111	3			
2023-01-25	2023-01-28	HKHKG	2233	1			
2023-01-29	2023-02-01	BRRIO	0155	2			
2023-02-02	2023-02-05	ARBUE	0177	3			
2023-02-06	2023-02-09	AUSYD	1199	1			
Ship to ship activities							
*Start date MANDATORY	*End date MANDATORY	(*Location (MANDATORY if Longitude/Latitude is not filled out))	(*Latitude (MANDATORY if Longitude is filled out, also if location is not filled out))	(*Longitude (MANDATORY if Latitude is filled out, also if location is not filled out))	*Ship-to-ship activity MANDATORY		
2023-01-01	2023-01-02		-90	-180	PassengerMovement		
2023-01-03	2023-01-04	SEGOT			TakingBunkers		
2023-01-05	2023-01-06		-62,24	-122,46	ChangingCrew		
2023-01-07	2023-01-08		-48,36	-93,69	TakingSupplies		
2023-01-09	2023-01-10		-34,48	-64,92	repair		
2023-01-13	2023-01-14	Norrköping			CrewMovement		
2023-01-15	2023-01-16		7,16	21,39	QuarantineInspection		
2023-01-17	2023-01-18		21,04	50,16	UnloadingCargo		
2023-01-19	2023-01-20		34,92	78,93	LoadingCargo		

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 (ISPS)", "Port Facility Security Code", "ISSC document", "Last 10 ports" and "Ship-to-ship activities".

Route – 10 most recent port of calls (Route - 10 last ports)

- Dates should be entered (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- Port must be given to UNLOCODE example: SEGOT
- Port facility security code 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%2fgisis.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

A	B	C	D	E
SECURITY				
Valid ISSC MANDATORY	()ISSC Issuer (MANDATORY if Government or RSO is filled out)	*ISSC – Type of document MANDATORY	(*)Issuer Type (MANDATORY if ISSC Issuer is filled out)	Choose Issuer Type RSO (Regional Security Office) GVT (Government)
Yes	Lloyd's Register	ISSC	RSO	
Security level (ISPS)	The security levels according to the ISPS code: 1, 2 or 3		SSO Given Name	SSO Phone (24/7)
2			Lars	+46123456789
Route - Last 10 ports			*Port facility code (GISIS) MANDATORY	Security level
*Date of arrival MANDATORY	*Date of departure MANDATORY	*Port (UNLOCODE) MANDATORY		Spec
2023-01-01	2023-01-04	SESTO	0001	1
2023-01-05	2023-01-08	NOOSL	0023	2
2023-01-09	2023-01-12	FIHEL	0045	3
2023-01-13	2023-01-16	GBLON	0067	1
2023-01-17	2023-01-20	NLAMS	0089	2
2023-01-21	2023-01-24	USNYC		

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.

Security Report created

Upload security

Security level (ISPS) 2 - Heightened

Port facility security code SEGOT - 0123

Valid ISSC document is onboard Yes No

International Ship Security Certificate (ISSC) Edit

Advanced

Route

The next and 10 most recent port of calls for VICTORIA.

Current port of call - 2024-11-28 - Göteborg

- 2023-02-06 - Sydney Edit
- 2023-02-02 - Buenos Aires Edit
- 2023-01-29 - Rio de Janeiro Edit
- 2023-01-25 - Hong Kong Edit
- 2023-01-21 - New York Edit
- 2023-01-17 - Amsterdam Edit
- 2023-01-13 - London Edit
- 2023-01-09 - Helsingfors (Helsinki) Edit
- 2023-01-05 - Oslo Edit
- 2023-01-01 - Stockholm Edit

Clear list Upload list

Ship-to-ship activities

Any activities before arrival.

- 2023-01-01 - Passenger movement Edit
- 2023-01-03 - Taking bunkers Edit
- 2023-01-05 - Changing crew Edit
- 2023-01-07 - Taking supplies Edit
- 2023-01-09 - Repair Edit
- 2023-01-13 - Crew movement Edit
- 2023-01-15 - Quarantine inspection Edit
- 2023-01-17 - Unloading cargo Edit
- 2023-01-19 - Loading cargo Edit
- 2023-01-21 - Cargo tank cleaning Edit
- 2023-01-23 - De-gassing Edit
- 2023-01-25 - Waste disposal Edit
- 2023-01-27 - Lightering Edit

Clear list Upload list

Don't report security

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

Would you rather enter all data manually you fill in the "Port Facility Security Code".

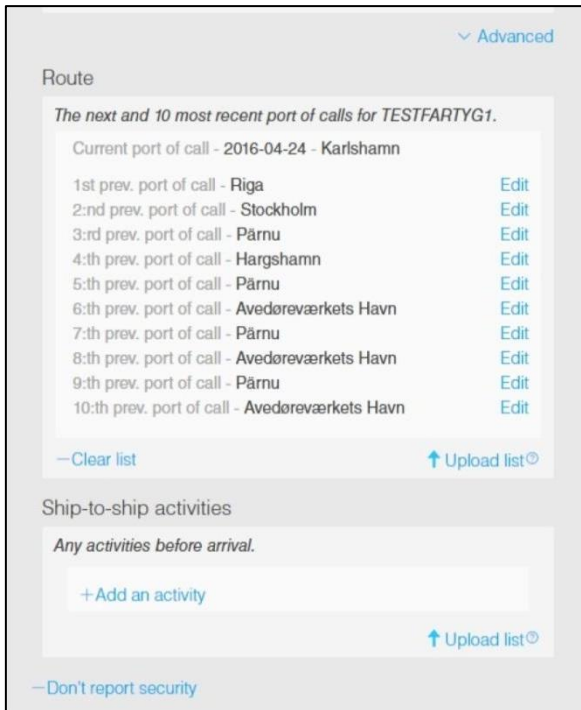
If valid ISSC document is onboard choose "Yes".

"Type of document" and "Document number" are mandatory to fill out.

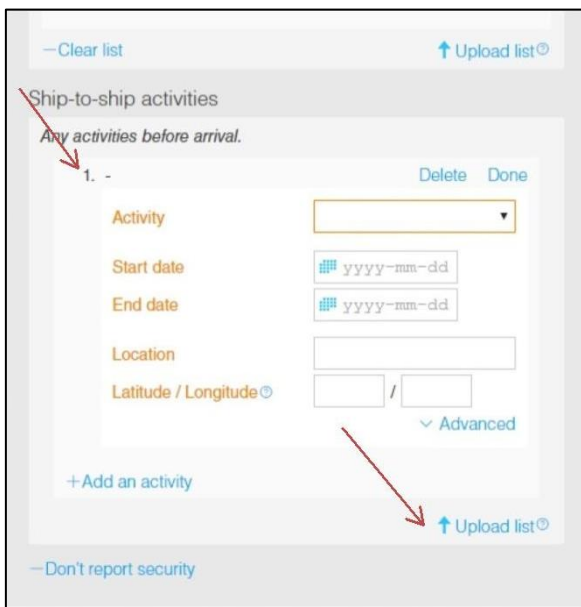
You can find the "Port facility security code" by signing up for a free account at the following website:

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

For the 10 most recent port of calls it is mandatory to fill in "Port", "Port facility security code" and "Date of arrival/departure" for each call.



This is how it looks like when you have chosen to report the 10 most recent port of calls manually.



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”.

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

▼ Health No report

A valid sanitary certificate exists onboard

Declaration of health should only be reported when ⓘ

Infectious substances onboard ⓘ

The ship or anyone onboard has visited infected areas ⓘ

Infectious disease onboard ⓘ

[+Report declaration of health](#) ⓘ

Under the section 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 ⓘ

The ship or anyone onboard has visited infected areas ⓘ

Infectious disease onboard ⓘ

[+Report declaration of health](#) ⓘ ←

Declaration of health may be reported if the ship arrives to a Swedish port from a foreign port and must be submitted at the latest on arrival.

▼ Health
Report created

A valid sanitary certificate exists onboard

+Add information regarding sanitary certificate ⓘ

Infectious substances onboard ⓘ

The ship or anyone onboard has visited infected areas ⓘ

Infectious disease onboard ⓘ

Ill persons greater than expected ⓘ

Ill animals onboard ⓘ

Medical personel consulted ⓘ

Someone died onboard

Stowaways have been found onboard

Specific persons ⓘ

+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)

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

Goods to declare

Here you report cargo to be unloaded.

Here are three tabs: "No declaration reported" and "Vehicle". Depending on whether the previous port is outside EU, also "All cargo at arrival". This is the part of MSW where you report cargo to be cleared through customs.

If you choose to report cargo declaration under "No declaration reported", you will see the tabs "Cargo to unload" and "Cargo to load". Depending on whether the previous port is outside EU you will see "All cargo on arrival".

Note that when you click on "+Report cargo declaration for unloading of foreign goods", it becomes mandatory to continue this reporting.

Note that the total weight of all cargo to unload should be stated in the "overview".

All cargo at arrival

All cargo at arrival – **only when the previous port is outside the EU.**

Pre-arrival information regarding goods entering the European Union shall be submitted to the customs office of entry in the first EU country to which the transport arrives. Entry summary declarations must be submitted electronically, through the relevant system of the Customs administration. When the first office of entry in the EU is located in Sweden, a reference to the entry summary declaration should be reported in MSW Reportal. More information can be found at tullverket.se.

You can choose to enter the reference to the entry summary declaration (ENS), either with an MRN number (ENS) or with an Entry key.

▼ Goods to declare

All cargo at arrival | Cargo to unload | Cargo to load | 0 vehicles

MRN, reference to pre-lodged ENS
MRN-numbers of all cargo at arrival ⓘ

+Add new item

Entry key information declared in pre-lodged ENS

Receiving EU country ⓘ -

Estimated arrival date ⓘ yyyy-mm-dd

Exempt from declaring Entry Summary Declarations (ENS)

When you select "+Report Cargo Declaration", you will see the tab "Cargo to unload" and "Cargo to load" and also "All cargo at arrival" (depending on what you selected for "Purpose of call").

Note that the total weight of all cargo to unload is stated in the "overview".

MRN number:

The reference number (MRN) generated by the Customs administration's system is the reference that you as a user should enter in MSW Reportal to report that the goods have arrived in the Union. References (MRN) should be reported for all arriving cargo and not only for the cargo to be unloaded. Consequently, when the first office of entry in the EU is located in Sweden, you must enter all MRN (ENS) numbers, for all cargo on board the vessel, in the "All cargo at arrival" tab. Enter the MRN in the field "MRN numbers of all cargo at arrival" "+Add new item".

Entry key:

When there are many MRN numbers to be entered, you can instead enter information about the vessel's "entry key". The "entry key" is generated by a number of items. Users need to enter information about receiving EU countries and the estimated arrival date specified in the entry summary declarations (ENS), in the "All cargo at arrival" tab. Enter the EU country in the field "Receiving EU country" and the date in the field "Estimated arrival date".

The vessel changes "route" to Sweden from another EU country:

When the entry summary declaration (ENS) has been submitted in an EU country other than Sweden, information about which EU country has received it together with the estimated arrival date must be provided. Specify the "Receiving EU country" and "Estimated arrival date" in the "All cargo at arrival" tab. You do not need to submit an ENS for goods from Norway, because Norway is part of the EU security zone, through an agreement with the EU. See [this link](#) for more information.

If there is an exception to leave a pre-notification, please state this.

NOTE! If you tick the box “ Exempt from declaring Entry Summary Declarations (ENS)”, all the information put in manually under “All cargo at arrival” will automatically be erased.

▼ Goods to declare All cargo at arrival Cargo to unload Cargo to load 0 vehicles

MRN, reference to pre-lodged ENS
MRN-numbers of all cargo at arrival ⓘ
+Add new item

Entry key information declared in pre-lodged ENS
Receiving EU country ⓘ - ▾
Estimated arrival date ⓘ yyyy-mm-dd

Exempt from declaring Entry Summary Declarations (ENS)

NOTE! At least one row of cargo is mandatory to add under “Cargo to unload”, even with an exempt. Please read more on page 61, *Goods to be unloaded*.

Cargo to unload

Presentation notification for goods entering the customs territory of the Union should always be given to the customs authority. The requirement to present goods to customs only applies to goods that are unloaded in Sweden. Please note that you need a specified place where the goods are to be stored. A specified place is an approved place by Swedish Customs, or that an import declaration has been submitted in advance if the goods are to be imported directly.

For permission to unload at arrival and to get the cargo declaration approved all the relevant information about the cargo to be unloaded needs to be in place latest at ATA. You can read more about **Ship's report and customs clearance** of ships [here](#).

For the cargo declaration to be approved, all goods to be unloaded must have been presented to Customs.

▼ Goods to declare All cargo at arrival Cargo to unload Cargo to load vehicles 0

Presentation notification for goods ⓘ

+ Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

+ Add goods

- Remove cargo declaration. No foreign goods to unload.

For **Presentation notification** you need to report

- reference to the entry summary declaration (MRN number) for non-Union goods.
- reference to the Proof of Union Status e.g. PoUS MRN för Union goods.

For **goods to be unloaded** you need to report

- port of loading
- origin of the goods
- weight
- type of goods and commodity code
- If the goods to be unloaded are from EU, you need to provide Proof of Union Status e.g. PoUS MRN.

Presentation notification for goods

For **non-Union goods** the presentation notification should refer to the entry summary declaration (ENS). You can read more [here](#).

For **Union goods** the presentation notification should refer to the Proof of Union Status). You can read more [here](#).

Report through an Excel template

▼ Goods to declare All cargo at arrival Cargo to unload Cargo to load 0 vehicles

Presentation notification for goods ⓘ

+ Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

+ Add goods

– Remove cargo declaration. No foreign goods to unload.

You can upload the information about presentation notification by uploading an Excel template. To do so choose “**Upload list**” or drag and drop the file into Goods to declare.

Overwrite data

The list already contains information. Are you sure you want to overwrite the existing list?

SE000742323
2024-05-23 07:48

No Yes

If there already is information in “*Presentation notification for goods*” when you upload the Excel file, that information will be overwritten.

▼ Goods to declare All cargo at arrival Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

1. HC - NOENS	TRP-NOENS 222	Edit
2. HC - 24SEE6H5B2SQXXA...	SIMZCPU73	Edit
3. MC - NOENS	TRP-NOENS-111	Edit
4. MC - 24NL01000H8BVRVAT8	SIMZCJQ174	Edit
5. MC - 24SE5455DMWC1Y...	SIMYPBH1970	Edit
6. MC - 24SE3EXAJIRJSNSA...	SIMYPBH1563	Edit
7. EU - SUPPORTINGDOCUMENT		Edit
8. HC - 24SE5455DMWC1Y...	SIMYPBH1970	Edit

+ Add presentation notification for goods

– Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

+ Add goods

– Remove cargo declaration. No foreign goods to unload.

The information will be shown sorted in the order: Master Consignment, House Consignment and EU.

The left column shows the “ENS MRN” and “PoUS MRN”. The value “NOENS” will be showed when “Exempt from ENS” has been ticked.

If transport document no. is filled out it will be shown in the right column.

Information can manually be added or edited after uploading the Excel file.

Report manually

You can report the information of the goods manually in the interface.

The screenshot shows a yellow interface titled 'Goods to declare'. At the top right, it says 'Cargo to unload 0 vehicles'. Below this, there is a section for 'Presentation notification for goods' with a circled '+Add presentation notification for goods' button. Below that is a section for 'Goods to be unloaded' with '+Add goods' and '-Remove cargo declaration. No foreign goods to unload.' buttons.

To do so choose “+Add presentation notification for goods”.

Origin of the goods = EU

For **Union goods** the presentation notification should refer to the Proof of Union Status e.g. PoUS MRN. If the total value of the goods does not exceed EUR 15 000, you can still use invoices and transport document as Proof of Union Status.

If using supporting documents enter “SUPPORTINGDOCUMENT” in the field “Proof of Union Status”

The screenshot shows the same 'Goods to declare' interface. The 'Presentation notification for goods' section now shows a list with one item. The 'Origin of the goods' dropdown menu is open, showing 'EU' selected and circled in red, and 'Non-EU' as an option. There are also 'Delete' and 'Done' buttons for the item.

Choose the **Origin of the goods**.

When unloading Union goods enter **EU** for the *Origin of the goods*.

As *Proof of Union Status*

enter:

PoUS MRN

or

“SUPPORTINGDOCUMENT”

Add one new row per reference “+Add presentation notification of goods”. When using supporting documents

report the value “SUPPORTINGDOCUMENT” as Proof of Union Status. You only need to report it once even if you upload multiple documents.

You also need to upload a goods manifest under the section “Documentation”.

Non-Union goods

For **non-Union goods** the presentation notification should refer to the entry summary declaration (ENS).

You can present on master level, when doing this you will present the whole ENS. Enter the ENS MRN and the associated transport document number on master level. No further information is required.

If you have exempt from ENS you only need to provide the Transport document number. Use the exempt from ENS checkbox. If you use the excel to upload the information about presentation notification, enter NOENS in the Excel file instead of the ENS reference

If you wish to present only **parts of an ENS** you can provide information on **house level** or present a specific **container number** or **receptacle**. When presenting container or receptacle you also need to enter the ENS information on Master level.

It is possible to combine the different ways of reporting.

Keep in mind that if you create a row with only ENS at the master level (without container or receptacle), you will present all the goods that the ENS covers.

▼ Goods to declare All cargo at arrival Cargo to unload Cargo to load 0 vehicles

Presentation notification for goods ⓘ

1. Delete Done

Origin of the goods ⓘ EU Non-EU

Consignment ▾

-
Master
House

+ Add presentation notification for goods

— Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

+ Add goods

— Remove cargo declaration. No foreign goods to unload.

When unloading non-Union entre the *Origin of the goods* to **Non-EU**.

Enter the level on *Consignment* you wish to report, “**Master**” or “**House**”.

Information about ENS MRN and the associated transport is always required.

Present on master level (all the goods that the ENS covers)

▼ Goods to declare All cargo at arrival Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

Origin of the goods ⓘ EU Non-EU

Consignment ▾

Exempt from ENS ⓘ

ENS MRN

Transport document no.

Container number

Receptacle

+ Add presentation notification for goods

— Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

+ Add goods

— Remove cargo declaration. No foreign goods to unload.

Enter *consignment* to “**Master**”

Enter the *ENS MRN* and the associated transport document number on master level.

If you have exempt from ENS you only need to provide the Transport document number and tick the checkbox “**Exempt from ENS**”.

To add a new consignment use “+Add presentation notification for goods”. When all goods are presented press “**Done**”.

Keep in mind that if you create a row with only ENS at the master level (without container or receptacle), you will present all the goods that the ENS covers.

Present container or receptacle

▼ Goods to declare All cargo at arrival Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

Origin of the goods ⓘ EU Non-EU

Consignment

Exempt from ENS ⓘ

ENS MRN

Transport document no.

Container number

Receptacle

+Add presentation notification for goods

-Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

+Add goods

-Remove cargo declaration. No foreign goods to unload.

Enter *consignment* “**Master**”.

Enter the *ENS MRN* and the associated transport document number on master level.

If you have exempt from ENS you only need to provide the Transport document number and tick the checkbox “**Exempt from ENS**”.

Enter the *container number* or the *receptacle*.

To add a new consignment use “+Add presentation notification for goods”. When all goods are presented press “Done”

Present on house level

▼ Goods to declare All cargo at arrival Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

1. HC - 24SE3EXAJIRJSNSA... SIMYPBH1563 Delete Done

Origin of the goods ⓘ EU Non-EU

Consignment

Exempt from ENS ⓘ

ENS MRN

Transport document no.

+Add presentation notification for goods

-Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

+Add goods

-Remove cargo declaration. No foreign goods to unload.

Enter *consignment* “**House**”

Enter the *ENS MRN* and the associated transport document number on house level.

If you have exempt from ENS you only need to provide the Transport document number and tick the checkbox “**Exempt from ENS**”.

You can report multiple house belonging to the same master.

To add a new consignment use “+Add presentation notification for goods”. When all goods are presented press “Done”

Goods to be unloaded

If you are unloading foreign goods at least one row with information about the goods needs to be reported in the interface. If you are about to unload both Union goods and non-Union goods you need to report at least one row for the C-status goods and one for the N-status goods.

You also need to upload a cargo manifest under the section “Documentation”.

Under the section “Goods to be unloaded” select “+Add goods” to add row.

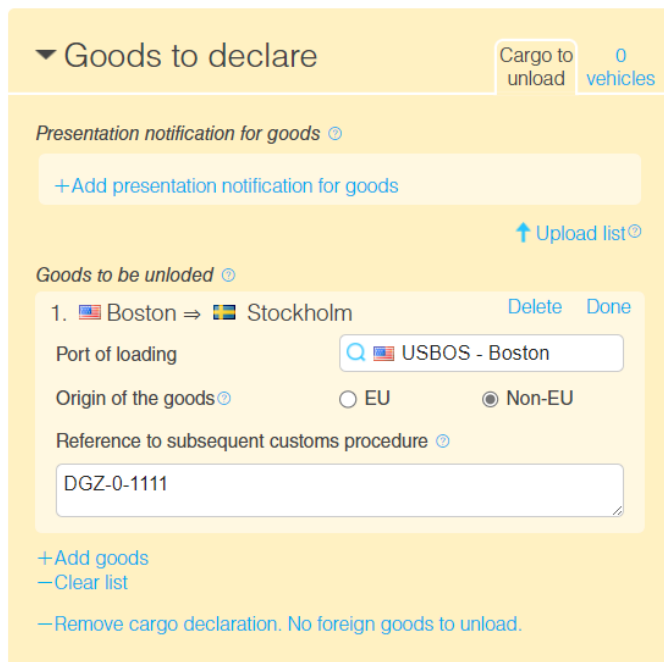
Reporting Union goods (C-status)

Enter the “Port of loading”.

Choose the “Origin of the goods” - “EU” for Union goods.

After reporting the status of the goods you need to report the type of goods, see “Type of goods” below.

Reporting non-Union goods (N-status)



Goods to declare Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

+Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

1. 🇺🇸 Boston => 🇸🇪 Stockholm Delete Done

Port of loading 🔍 🇺🇸 USBOS - Boston

Origin of the goods ⓘ EU Non-EU

Reference to subsequent customs procedure ⓘ

DGZ-0-1111

+Add goods
 -Clear list
 -Remove cargo declaration. No foreign goods to unload.

Enter the “*Port of loading*”.
 Choose the “*Origin of the goods*” - **Non-EU** (non-Union).

Reference to subsequent customs procedure. The reference can be reported as one of three things.

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

After reporting the status of the goods you need to report the type of goods, see “*Type of goods*” below.

Type of goods

▼ Goods to declare Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

+Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

1. 🇺🇸 Boston ⇒ 🇸🇪 Stockholm Edit

Goods

1. Delete Done

Goods

Net t

Total t

+Add goods item

+Add goods
-Clear list
-Remove cargo declaration. No foreign goods to unload.

Enter the **type of goods** (Goods) and the **weight** (Net and Total).

The type of goods can be entered by searching by **name** or HS/KN8-number.

1. Delete Done

Goods

Goods

[Show groups](#) [Show recently reported](#)

Code	Description
01	+ LIVE ANIMALS
02	+ MEAT AND EDIBLE MEAT OFFAL
03	+ FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES

Report crew members manually

1. Delete Done

Goods

Goods - Groups

[Show tree structure](#) [Show recently reported](#)

Minerals	Gas and Petroleum products	Goods carrier
Iron ore	Bitumen (Asphalt)	Empty containers
Granit, gneiss and sand	Crude Oil	Other empty carrier

▼ Goods to declare Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

+Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

1. 🇺🇸 Boston ⇒ 🇸🇪 Stockholm Edit

Goods

1. 1000 t - Iron ores and concentrates, in... Delete Done

Goods

Code

Net t

Total t

+Add goods item

+Add goods
-Clear list
-Remove cargo declaration. No foreign goods to unload.

To add a new goods item use “+Add goods item”.

When all the goods are presented press “Done”.

▼ Goods to declare All cargo at arrival Cargo to unload Cargo to load 0 vehicles

Presentation notification for goods ⓘ

1. MC - 123456789123456789 Edit

[+ Add presentation notification for goods](#)

– Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

1. New York ⇒ Göteborg Edit

Goods

1. 200 t - Non-agglomerated iron ores a... Edit

[+ Add goods item](#)

[+ Add goods](#)
[– Clear list](#)
[– Remove cargo declaration. No foreign goods to unload.](#)

You need to report at least one row with “Goods to be unloaded” when unloading foreign goods.

In cases where presentation notifications are to be made, at least one row must also be included here.

▼ Goods to declare Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

1. HC - 24IT04000F9CXMYET7 Edit
 2. MC - 24IT04000F9CXMYAE5 Edit
 3. MC - 24IT04000F9CXMYET5 Edit
 4. MC - 24IT04000F9CXMYET1 Edit
 5. EU - 24IT04000F9CXMYAT8 Edit
 6. EU - SUPPORTINGDOCUMENT Edit

[+ Add presentation notification for goods](#)

– Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

1. Boston ⇒ Stockholm Edit

Goods

1. 1000 t - Iron ores and concentrates, in... Edit
 2. 2000 t - Granite, porphyry, basalt, san... Edit

[+ Add goods item](#)

2. Amsterdam ⇒ Stockholm Edit

Goods

1. 3000 t - Salts, incl. table salt and dena... Edit

[+ Add goods item](#)

3. Amsterdam ⇒ Stockholm Delete Done

Port of loading

Origin of the goods ⓘ EU Non-EU

[+ Add goods](#)
[– Clear list](#)
[– Remove cargo declaration. No foreign goods to unload.](#)

Example with multiple rows.

Unloading cargo that are under the Customs supervision - Vehicles

Goods to declare All cargo at arrival Cargo to unload Cargo to load 1 vehicles

All vehicles ⓘ

1. ... Delete Done

Registration number

Non-EU cargo

[+Add new item](#)

[-Clear list](#) [↑ Upload list ⓘ](#)

Here you report the registration number of the vehicle that accompanies the vessel.

Restrictions:

- One vehicle per row.
- A maximum of 35 characters per row.

If it is known, you should also check the box “Non-EU cargo” if the vehicle brings goods from a non-EU country.

You can choose to enter all vehicles manually in the interface, or by upload an Excel file via “[Upload list](#)”.

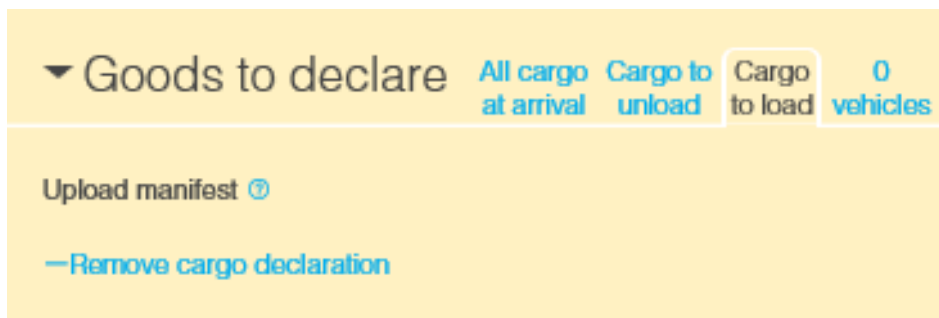
	A	B
5	VEHICLES	
7	*Registration number <small>MANDATORY</small>	Non EU Cargo
8	ABC123	Yes
9	DEF456	No
10	GHI789	No
11	JKL012	No
12	MNO345	Yes
13	PQR678	No
14	STU901	No
15	VUX234	No
16		

If you choose to report via the Excel file, use the tab "Vehicles".

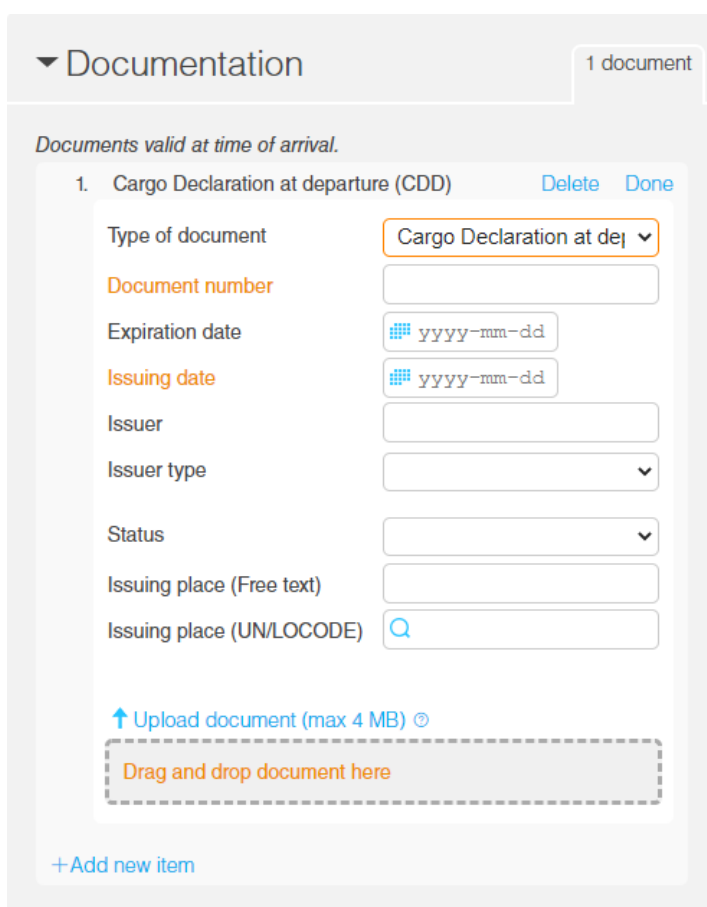
Enter vehicle registration number and if the vehicle brings goods from a non-EU country.

If you need to upload manifest, do so under the section "Documentation".

Loading cargo that are under the Customs supervision



When you report cargo to be loaded, this should be described by upload manifest under the section "Documentation".



To add a document select "+Add new item".

Select "Cargo Declaration at Departure" under "Type of document".

Then fill in the required information (in orange) - Document number and the Issuing date - when the document is issued.

The other information is optional (not mandatory).

The document in question is attached by selecting "Upload document" or "Drag and Drop document here".

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 document". 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 "[Delete](#)" 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.

Empty containers

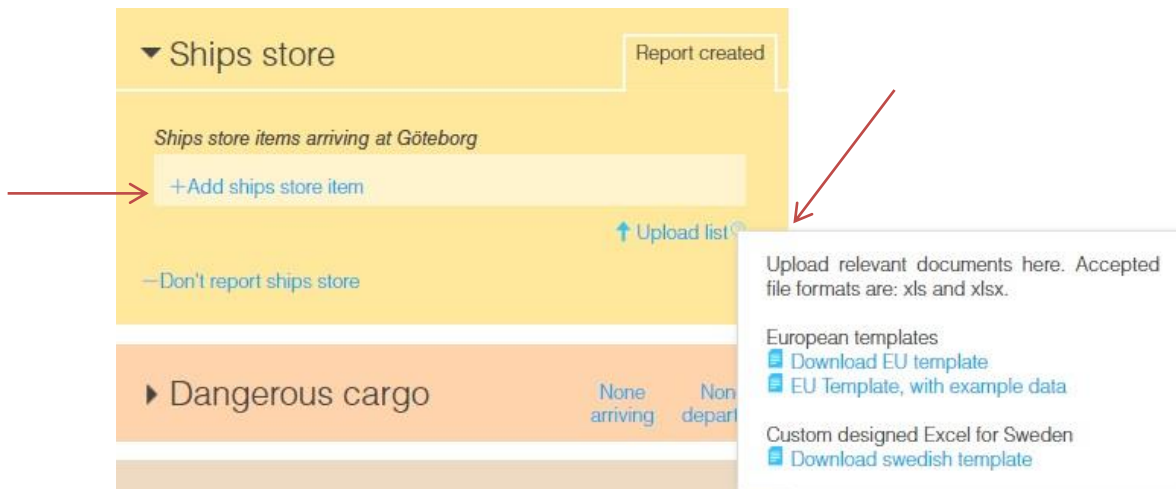
Empty containers must be included on a ship's manifest on arrival and departure.

If the ship arrives from a country outside the EU customs security area (which includes all EU member states as well as Norway and Switzerland) an Entry summary declaration (ENS) or an Exit summary declaration (EXS) respectively should be provided when another shipping company's empty container is unloaded or loaded during a transport arrangement.

For the shipping company's own empty containers that are unloaded and loaded respectively, neither an ENS nor an EXS needs to be provided. If this is the case, tick the box "Exempt from declaring Entry Summary Declaration (ENS)" in the "[All cargo at arrival](#)" tab, and enter the reason for the exemption in the "Additional information" field.

If the containers are supposed to be loaded with goods and then re-exported, temporary admission with relief from duties will be granted for these empty containers upon arrival.

Ships Store



Vessels arriving to a Swedish port should report the contents of the Ships Store (equivalent FAL 3). You can choose to upload a completed Excel file containing all required parts, or enter the information manually.

Click on the question mark (?), right next to “Upload file”, to download the Excel template. You can download the following files:

- EU-template (European standard)
- EU-template with example data to see in what format the information should be specified in
- Swedish template with “drop downs” (locked for editing)

SHIP STORES		
Name of article	*Quantity MANDATORY	Unit
AlcoholicSpirits	1	Litres
OtherAlcoholicSpirits	2	Litres
Wine	3	Litres
Cigarettes	4	Number of articles
Cigars	5	Number of articles
Tobacco	6	Kilogram
Fuels	7	Litres
Lubricants	8	Litres
Drugs	9	Kilogram
FleshAndFleshProducts	10	Kilogram
FireArms	11	Number of articles
Ammunition	12	Number of articles
Animals	13	Number of articles
FortifiedWine	14	Litres
LightWine	15	Litres
Beer	16	Litres
Miscellaneous	17	Number of articles

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

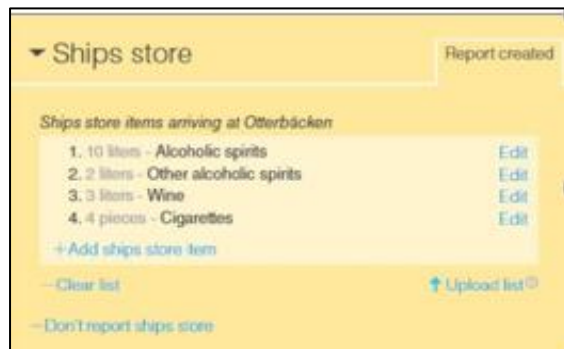


If there are no ship's stores to declare you choose to check the box "Nothing to declare".

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

Type of article	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

	A	B
5	SHIP STORES	
7	Name of article	*Quantity <small>MANDATORY</small>
8	AlcoholicSpirits	10
9	OtherAlcoholicSpirits	2
10	Wine	3
11	Cigarettes	4



If you have nothing to declare for a specific article/item, keep the zero (0). Only articles/items with a quantity over zero declared. Specify the article/item and enter the quantity with only numbers.

Dangerous and polluting goods

▼ Dangerous cargo None arriving None departing

Dangerous and polluting goods arriving at Göteborg.

[+Add arriving goods](#)

All ships, irrespective of size and departing from a Swedish port or anchorage with dangerous or polluting goods on board, shall make a Hazmat notification. This notification applies regardless of

whether the ship sails in national or international traffic.

Furthermore, ships, irrespective of size and coming from a port located outside the EU and bound for a Swedish port or anchorage with dangerous or polluting goods on board, shall make a Hazmat notification.

When must the Hazmat notification be submitted?

- When leaving a Swedish port:
 - at the latest at the moment of departure.
- Coming from a port located outside the EU:
 - at the latest upon departure from the loading port outside EU; or
 - as soon as the port of destination or the location of the anchorage

What is considered as dangerous or polluting goods?

The following is categorized as dangerous goods:

- Dangerous goods in packaged form (e.g. drums, jerricans, boxes, bags, gas cylinders) loaded in CTUs (e.g. vehicles or containers) in accordance with the International Maritime Dangerous Goods Code (**IMDG Code**).
- Solid dangerous goods loaded directly into a dry cargo ship in accordance with the International Maritime Solid Bulk Cargoes Code (**IMSBC Code**).
- Liquid dangerous goods or hazardous chemicals loaded directly into a chemical ship in accordance with the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (**IBC Code**).
- Liquefied dangerous goods or dangerous goods in gaseous form loaded directly into a gas tanker in accordance with the International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (**IGC Code**).
- Irradiated nuclear fuel, plutonium and high-level radioactive wastes in packaged form loaded into a dry cargo ship in accordance with the International Code for the Safe Carriage of Packaged Irradiated Nuclear Fuel, Plutonium and High-Level Radioactive Wastes on board Ships (**INF Code**).

The following are categorized as polluting goods / substances in accordance with the International Convention for the Prevention of Pollution from Ships, 1973 as modified by the Protocol of 1978 (**MARPOL Convention**):

- Oils in bulk in accordance with **MARPOL Annex I**, loaded directly into an oil tanker.
- Noxious liquid substances carried in bulk in accordance with **MARPOL Annex II** loaded directly into a chemical tanker.
- Harmful substances carried in packaged form in accordance with **MARPOL Annex III** loaded in CTUs (e.g. vehicles or containers).

You enter arriving dangerous goods (when coming from a port outside EU) and/or departing dangerous goods (when leaving a Swedish port with dangerous goods).

- In which port was the Hazmat loaded?
- In which port will the Hazmat be unloaded?
- Name and telephone number of the person responsible for the Hazmat and can provide detailed information about the dangerous or polluting goods

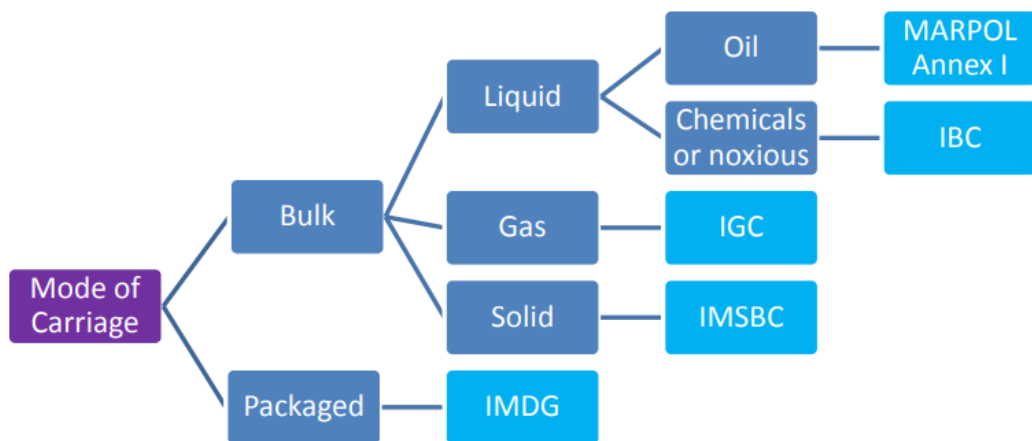
and its location on board (this contact information is important in the event of an accident).

- Indicate whether there is a loading plan on board or not and from which link (URL) the loading plan is accessible. Also specify the file format.

In the box "goods", you search for the product you want to report by enter the UN-number or transport name. Now comes a list of different products in different regulations and codes. Note that the same product can be found in several regulations and codes.

For example: oil is specified in MARPOL Annex I for oil tankers but also in packaged form as UN 3082 in the IMDG Code.

Enter "weight or amount" of the goods.



For an overview of what to report, see the Hazmat decision tree above.

Any type of dangerous or polluting goods connected to the regulations can be found in this searchable database.



If the departing dangerous or polluting goods are the same as for arriving you can choose to copy this by choosing “[Copy arriving consignments](#)”.

Bunker

▼ Bunker

No report on arrival
No report on departure

Bunker onboard at arrival to Karlskrona

+ Add new item

[↑ Upload list](#)

Bunker reporting is for the time being optional in Sweden. Other requirements may apply in other EU Member States. The information is however important in case of an event leading to possible risk of discharge of polluting products into the sea and therefore the Swedish Transport Agency recommends that bunker is reported by vessels over 1000 GT at departure from a Swedish port (or anchorage) and at arrival from a non-EU port.

▼ Bunker

No report on arrival
No report on departure

Bunker onboard at arrival to Norrköping

1. m³ - Marine Diesel Oil
Delete Done

Type

Quantity

Description

Marine Diesel Oil
▼

m³
▼

+ Add new item

[↑ Upload list](#)

If you choose to report bunker you can do this manually or by upload the Excel template, via “[Upload file](#)”.

72

BUNKER					
*Bunker type MANDATORY	*Quantity at arrival MANDATORY	(*Description (MANDATORY if Bunker type is "Other")	*Quantity at departure MANDATORY	(*Description (MANDATORY if Bunker type is "Other")	*Unit MANDATORY
Marine Gas Oil					TNE
Marine Diesel Oil					TNE
Intermediate Fuel Oil					TNE
Marine Fuel Oil					TNE
Heavy Fuel Oil					TNE
Liquified Petroleum Gas					m3
Liquified Natural Gas					m3
Light Oil					TNE
Other					TNE

BUNKER					
*Bunker type MANDATORY	*Quantity at arrival MANDATORY	(*Description (MANDATORY if Bunker type is "Other")	*Quantity at departure MANDATORY	(*Description (MANDATORY if Bunker type is "Other")	*Unit MANDATORY
Marine Gas Oil	100,00		50,00		TNE
Marine Diesel Oil	0,00		0,00		TNE
Intermediate Fuel Oil	0,35		0,00		TNE
Marine Fuel Oil	0,00		0,00		TNE
HFO	0,00		0,00		TNE
LPG	5,00		5,00		m3
LNG	4,00		4,00		m3
LO	0,00		0,00		TNE
Other	8,00	Bunker type description	10,25	Bunker type description	TNE

In the excel file you can use maximum of four numbers and two decimals for each bunker type.

The bunker information is reported by specifying bunker type, quantity and unit (metric ton (TNE) or cubic meter (M3)).

If you choose "Other" as "Bunker type" you must also fill in "Description".

Waste

Waste

No report

Will not report waste receipt.

Will deliver waste ⓘ Yes No

Advance waste notification, and delivery of waste, is mandatory in Swedish ports unless the ship has a valid exemption issued by the Swedish Transport Agency.

If the ship has small amounts of waste onboard, deemed unreasonable to deliver to a port reception facility (including sludge and bilge water less than 25 % of the tank capacity), waste declaration shall be reported even if it is not mandatory to deliver the waste.

Waste

Will not report waste notification

Will not report waste receipt.

Will deliver waste ⓘ Yes No

Exemption issued by STA ⓘ Yes No

If the ship has an exemption from reporting waste issued by the Swedish Transport Agency, select “NO” for “Will deliver waste” and “YES” for “Exemption issued by STA”.

If the ship has small amounts of waste onboard, deemed unreasonable to deliver to a port reception facility (including sludge and bilge water less than 25 % of the tank capacity), select “NO” for “Will deliver waste” and “NO” for “Exemption issued by STA”.

Waste

No report

Will not report waste receipt.

Will deliver waste ⓘ Yes No

+Create waste notification

Advance waste notification shall be reported at least 24 hours prior to arrival, or at the latest upon departure from the previous port, if the duration of the voyage is less than 24 hours.

In case information about the next port of call is available less than 24 hours prior to arrival, the waste notification should be reported as soon as the port of call is known.

The screenshot shows the top part of the 'Waste' form. At the top right, there are two status indicators: 'Report created' in orange and 'Will not report waste receipt.' in blue. Below this, the 'Will deliver' section has three radio buttons: 'All' (selected), 'Some', and 'None'. The 'Date of last delivery' field is a date picker showing 'yyyy-mm-dd'. The 'Last port where waste was delivered' field is a search input with a magnifying glass icon. Below these is a section titled 'Waste to be delivered in Norrköping' with a '+Add waste' button. At the bottom right of this section is an 'Upload list' button with an upward arrow icon, and at the bottom left is a '-Delete waste notification' link.

The waste notification must indicate whether you intend to deliver all or none of the waste. Partial delivery is not allowed in Swedish ports, and once a waste delivery has started, the ship has to deliver all its waste.

You can report waste manually in MSW Reportal or using the Excel template (see chapter: Upload the excel file for the entire visit). Click on “↑Upload list” to upload the Excel template.

To manually report waste in MSW Reportal the following form must be filled in:

This screenshot shows the detailed input fields for a waste notification. The 'Waste type' is a dropdown menu. 'Waste to be delivered' is a text input followed by 'm³'. 'Time for delivery' is a date and time picker showing 'yyyy-mm-dd' and 'hh:mm'. 'Capacity', 'Retained on board', 'Generated', and 'Delivered at last port' are all text inputs followed by 'm³'. 'Next port for delivery' is a search input with a magnifying glass icon. At the bottom left, there are links for '+Add waste', '-Clear list', and '-Delete waste notification'. At the bottom right, there is an 'Upload list' button with an upward arrow icon.

Mandatory information is identified by orange color of field names. Explanatory guidance can be found under “(?)” icons for each data field.

- “+Add waste” can be used to add additional waste types.
- “-Clear list” can be used to delete reported waste types.
- “-Delete waste notification” can be used to remove the entire waste report.

Waste receipt

Under “Waste” there is an option to leave a waste receipt related to your waste delivery. If you intend to create a waste receipt, select “Yes”, else select “No”.

Select “+Create waste receipt” to manually report your waste receipt.

You can report waste receipts manually in MSW Reportal or using the Excel template (see chapter: Upload the excel file for the entire visit). Click on “↑Upload list” to upload the Excel template.

Create a waste receipt

If creating a waste receipt manually, this form must be filled.

- “+Create waste receipt” can be used to add additional waste receipts.
- “-Delete receipts” can be used to delete reported waste receipts.

Save your receipt by selecting “Done”. After that you can add your waste.

Add waste to waste receipt

▼ Waste No report Waste receipt created

Waste delivered in Kapellskär

111 Edit

1. m³ - ... Delete Done

Waste type	<input type="text"/>
Waste Description	<input type="text"/>
Quantity	<input type="text"/> m ³

+Add waste

A waste receipt need to have a item

This row contains an error

+Create waste receipt
-Delete receipts

↑ Upload list

To add waste types to the waste receipt, fill in this form.

NOTE! "Waste description" is mandatory for some waste types.

- "+Add waste" can be used to add additional waste types.

Save your waste type by selecting "Done". After that you need to sign your visit to send your waste receipt.

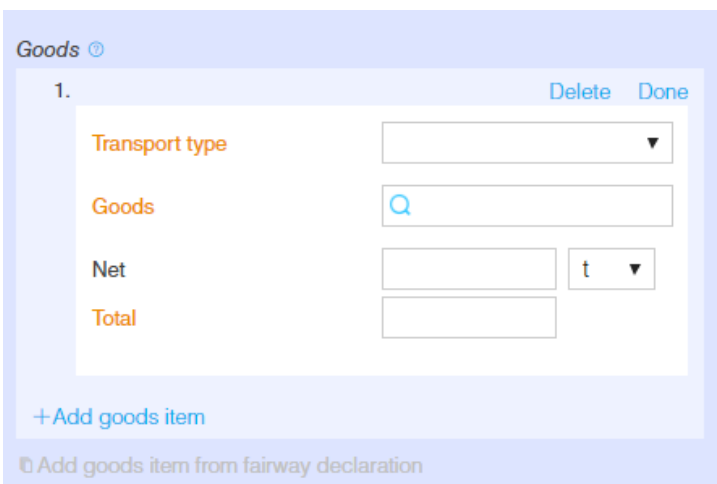
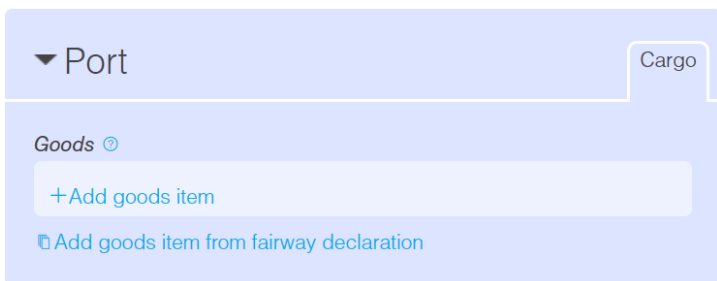
Port

NOTE: Port services and cargo are viewed and controlled by the ports which are connected to MSW. For the moment this section is only applicable for the ports of Gävle and Gothenburg.

Cargo



When a vessel arrives to Gothenburg or Gävle, there is an additional tab which is called "Port".



Under "Cargo" all goods that will be loaded or discharged shall be reported. You have the possibility to copy info from the fairway declaration which save you some time.

Port services

For Gothenburg you can order fresh water or unloading of slop under the tab "Port services".

▼ Port Cargo Port services

+Order loading of fresh water

+Order unloading of slop ⓘ

▼ Port Cargo Port services

Load fresh water Delete Done

Volume m³

Time of loading

+Order unloading of slop ⓘ

▼ Port Cargo Port services

Load fresh water Edit

Unload Slop Delete Done

Volume m³

Time of unloading

Slop has FP < 30°C ⓘ Yes No

Slop from other ship ⓘ Yes No

Expanded inspection

If a foreign vessel is eligible for an expanded inspection and bound for a Swedish port or anchorage, this shall be reported 72 hours in advance or at the latest, at the time the ship leaves the previous port, if the voyage time is less than 24 hours under the tab for expanded inspection. This applies to, for example, foreign ships with a high risk profile, passenger ships, oil tankers, gas carriers, chemical tankers and bulk carriers. If not, you can ignore this tab.

Enter information in all fields marked in orange then press “Done”

Fairway declaration

Vessels with the purpose to load or unload cargo or passengers should report a fairway declaration. To submit a declaration fairway, you must have a credit agreement signed with the Swedish Maritime Administration.

▼ Fairway declaration No declaration

I will report a fairway declaration? Yes No

If no goods will be loaded/unloaded and no passengers will disembark/embark you are not obligated to report a fairway declaration for this visit.

If you don't intend to report a fairway declaration, state "No". Then specify the reason for this according to the alternatives in the picture.

▼ Fairway declaration Nothing to declare

I will report a fairway declaration? Yes No

Reason

- Bunkering or loading/unloading within the same port area
- Crew change
- Damaged cargo
- No loading/unloading cargo or passengers
- Research/training vessel
- Ship supplies
- Shipyards/dock/repairing
- Towage
- Working vessel with direct connection to shipping
- Other reason

▼ Fairway declaration No declaration

I will report a fairway declaration? Yes No

[+Create fairway declaration](#)

If you intend to report a fairway declaration, state "Yes" and then you can continue with your reporting. A fairway declaration must be reported no later than 7 days after departure.

Click "+Create fairway declaration".

▼ Fairway declaration Declaration

Reported as Preliminary Final

First Swedish port Yes No Domestic

[Show shipinfo](#)

Arrival time

Departure time

[Use times from overview](#)

Cargo

[+ Add goods](#)

Passengers

	Disembarking	Embarking
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

Private vehicles

	To unload	To load
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

[- Delete fairway declaration](#)

You report your fairway declaration as “Preliminary” or “Final”.

When you submit a final fairway declaration the authorities will handle it and generate an invoice.

Therefore it is important that the data in a final order is correct.

After clicking "[Sign/Send](#)" you will not be able to change some of the data.

First Swedish port

Reported as Preliminary Final

First Swedish port Yes No Domestic

[Show shipinfo](#)

Arrival time

Departure time

[Use times from overview](#)

The automatic value that is set for “First Swedish port” depends on which “Transport type” and the Previous port city:

- **Domestic** (1) – if the declaration has goods that will be loaded/unloaded domestic (LoD/UnD)
- **No** (2) – if the previous port is Swedish (can be changed)
- **Yes** (3) – if the previous port is foreign (cannot be changed)

These rules are applied in order from 1 to 3 and will affect the fees for the fairway declaration.

You can use the Arrival time and Departure time from the Overview, via “[Use times from overview](#)”.

Cargo



To report the cargo, press "+Add goods".

Users with port calls to Gothenburg or Gävle can choose to copy the cargo from the port-section, via "Add cargo from the port-section".

It is mandatory to enter the "Transport type", "Goods" (selected in the specified list) and "Total (incl carrier weight)".

When reporting Goods, you can find the goods from two different views either "Groups" or "Tree structure".

Goods - Groups		
Show tree structure Show recently reported		
Minerals	Gas and Petroleum products	Goods carrier
Iron ore	Bitumen (Asphalt)	Empty containers
Granit, gneiss and sand	Crude Oil	Other empty carrier
Pebbles and gravel	Kerosine	
Limestone	Lubricants	Other products

Goods are reported by the 8, 6 or 4-digit commodity code (KN8, KN6, KN4) or freight description.

Code	Description
27101931	Gas oils of petroleum or bituminous minerals for undergoing a specific process as defined in Ad...
27101935	Gas oils of petroleum or bituminous minerals, for undergoing chemical transformation (excl. spe...
27101943	Gas oils of petroleum or bituminous minerals, with a sulphur content of <= 0,001% by weight (ex...
27101946	Gas oils of petroleum or bituminous minerals, with a sulphur content of > 0,001% but <= 0,002% ...
27101947	Gas oils of petroleum or bituminous minerals, with a sulphur content of > 0,002% but <= 0,1% by...
27101948	Gas oils of petroleum or bituminous minerals, with a sulphur content of > 0,1% by weight (excl. c...
27102090	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of <= 0,001% by...
27102011	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of > 0,001% but ...
27102015	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of > 0,002% but ...
27102017	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of > 0,1% by wei...
27102019	Oils of >= 70% of petroleum or bituminous minerals, containing biodiesel (excl. gas oils and fuel ...

In the view - "**Goods - Groups**", the goods are categorized in different categories. The categories are:

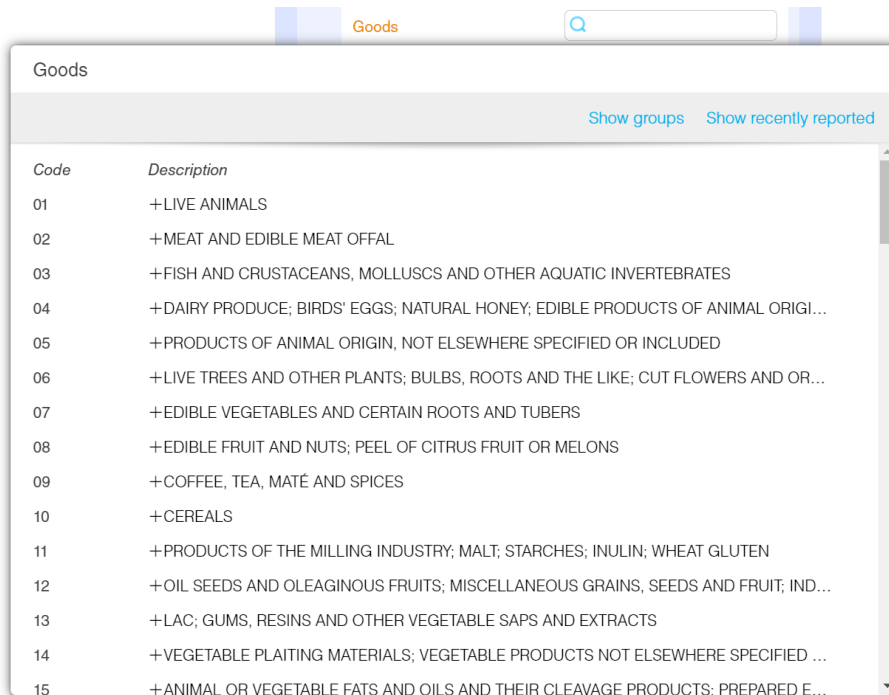
- Minerals
- Solid mineral fuels
- Chemical products
- Gas and Petroleum products
- Forest industry products
- Goods carrier
- Other products
- Low value goods

Under each category we have tried to specify the most common types of goods, in some cases with a collective name. If you choose, for example, "Gasoil", you then have to choose which specific type of gasoil is shipped.

However, specific choices do not exist under all categories. In most categories there is one code that represents the category.

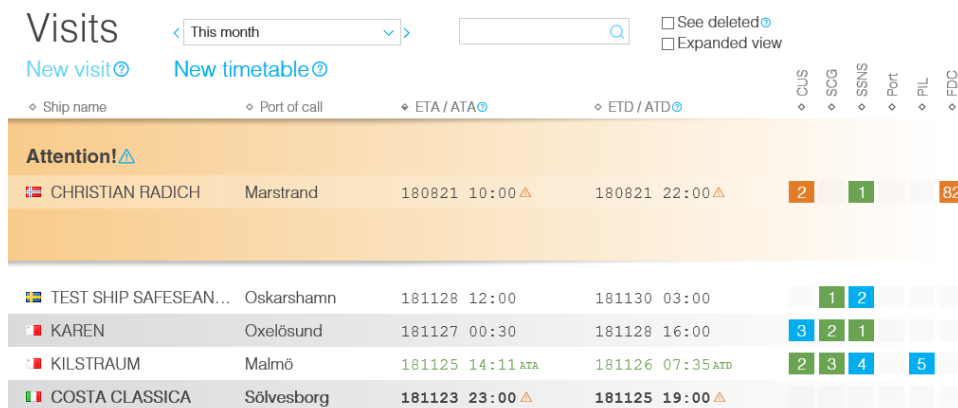
Code	Description
39159080	✉ Waste, parings and scrap, of plastics (excl. that of polymers of ethylene, styrene, vinyl chlorid...
	✉ KN8 39159080 is 2021 considered by SMA as low value goods within Sweden (Loaded domestic goods).
	✉ KN8 39159080 is 2021 considered by SMA as low value goods when loaded domestically.
	✉ KN8 39159080 is 2021 considered by SMA as low value goods when imported (Unloaded foreign goods).

For the low value goods, you can see with the symbol "envelope" at which transport type the goods are counted as low-value.



Via "Tree structure" you can look for the goods by locating KN2-code and description. You also have the possibility to search for a specific type of goods in cases where you know exactly which KN8 code applies.

Reminder to report fairway declaration



If you haven't reported a fairway declaration, you will receive a reminder in MSW. The fairway declaration will be in the top of the port call-list with an orange background and warning triangle. This will show which port calls you haven't completed a fairway declaration on.

To get rid of the message, you need to fill in the fairway declaration or click on the small box "I decline reporting a fairway declaration" but then a reason has to be filled in.

[→ Sign/Send?](#) [Discard?](#) [Share?](#) [Log](#)

There are changes to sign not reported

▶ Health No report

▼ Fairway declaration Final declaration

Reported as Preliminary Final

First Swedish port Yes No Domestic

[Show shipinfo](#)

Arrival time

Departure time

[Use times from overview](#)

When the fairway declaration is done, click "[Sign/Send](#)" to send the fairway declaration to the Swedish Maritime Administration.

2021-12-01 15:20 - Swedish maritime administration - Fairway declaration received at Swedish Maritime Administration
 Your fairway declaration with ID no. 304691 has been updated.
[Show fees](#)

Check that you get a response message from the Swedish Maritime Administration and that the fairway declaration has been received.

Under the link "Show fees" in the response message you will find a copy of your proforma invoice.

▼ Fairway declaration Preliminary declaration

Reported as Preliminary Final

First Swedish port Yes No Domestic

[Show report](#)

[Show shipinfo](#)

Arrival time

Departure time

[Use times from overview](#)

Response information from the Swedish Maritime Administration

Actual status	Preliminary
Reference number	304810
Fees	Show fees

Cargo

1. UnF - 10000 t - Other non-low-value goods (h... [Edit](#)

[+ Add goods](#)

You will also find a link to the proforma invoice copy in the fairway declaration.

Passenger ferries and transport of passengers

Passengers ⓘ

	Disembarking	Embarking
Domestic	<input type="text" value="230"/>	<input type="text" value="0"/>
Foreign	<input type="text" value="0"/>	<input type="text" value="0"/>

When you are reporting the numbers of passengers it is important to type the value "0" in the option where it occurs. The example beside shows how to type when you

only have arriving domestic passengers. If you leave any of this boxes empty, the text will turn orange in the boxes who are left out and no fairway declaration can be made.

Cruise with Turn around, TA

Overview

Purpose of call ⓘ +Add

Ship ⓘ

Arriving port city ⓘ

Custom reference ⓘ

Cargo operations	Crew and passengers
Cargo operations	Changing crew
Lightering	Crew movement
Loading foreign goods	Cruise, leisure and recrea
Loading, domestic goods	Cruise, turnaround

When you are reporting a cruise where it will be a Turn around you need to start with "purpose of call" and there "+Add", "Cruise, turn around".

When you choose this option an automatic checkbox will be filled in the fairway declaration. If you press the question mark marked in blue (?) you can see more information about what a cruise with a Turnaround means. Change the purpose of call if the option for Turnaround is incorrect.

Passengers ⓘ

	Disembarking	Embarking
Domestic	<input type="text" value="230"/>	<input type="text" value="0"/>
Foreign	<input type="text" value="0"/>	<input type="text" value="0"/>

Ship operates as cruise ship ⓘ

Turnaround ⓘ

Private vehicles ⓘ

	To unload	To load
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

Periodic fairway declaration

The screenshot shows a user interface for 'Fairway declaration'. At the top, there is a yellow bar with a right-pointing arrow and the text 'Fairway declaration', and a 'Periodic declaration' button. Below this, a dropdown menu is open, showing a left-pointing arrow and 'Fairway declaration', with a 'Periodic declaration' button to its right. The main content area contains the following text: 'TEST SHIP SAFESEANET FOR MS have the rights the report periodic fairway declaration and this visit has automatically been added to this month's declaration.' Below this is a button labeled 'Go to periodic fairway declaration' with a circled question mark icon. Further down, it says 'Choose to manually report a single fairway declaration for this visit.' followed by a '+Create fairway declaration' button. At the bottom, it says 'Choose if you for this visit declines from reporting a fairway declaration. This visit will not be included in the periodic fairway declaration.' followed by a checkbox labeled 'Decline from reporting fairway declaration for visit'.

For the vessels that have the right to report periodic fairway declarations, (travels on a fixed timetable, and has received a grant from the Swedish Maritime Administration) it looks a little different in the interface (only the owner/creator of the call can see/do a periodic fairway declaration).

A periodic declaration is specific on:

- Month
- Port city
- Ship
- Organisation

The link is inactivated if:

1. visit is not connected to a periodic fairway declaration
2. the user declines to report a fairway declaration
3. the periodic fairway declaration is connected to another organization
4. the visit is shared to another organization and the other organization has created a non-periodic fairway declaration

Press "[Go to periodic fairway declaration](#)".

Would you rather create a single declaration for the actual visit, you must remove the periodic fairway declaration? Then press the "[Create fairway declaration](#)".

▼ Overview Declaration ID: 20047

Ship: OBBOLA

PortCity: SEGOT - Göteborg

Date: September 2016

[Show shipinfo](#)

► Fairway declaration Declaration

► Visits 1 visits

Note! The periodic fairway declaration is located on a separate page.

A reminder sent to you if the final date passed with 10 days to report your final periodic fairway declaration.

2020-02-05 07:32 - Swedish maritime administration - Important message regarding fairway declaration — ✕

Report final periodic fairway declaration immediately, the due 10 days after the turn of the month have passed.

[Invoice](#)

▼ Visits 1 visits

Number of visits

Visits regarding this periodic fairway declaration

1. 19th, 22:00 - 20th, 12:00 SE000222868

Here you can see the port calls that are connected to the periodic fairway declaration. (Number of visits=Exclusive delete visits)

▼ Fairway declaration Declaration

Reported as Preliminary Final

First Swedish port Yes No Domestic

[Show shipinfo](#)

Arrival time:

Departure time:

[Use times from overview](#)

Cargo

[+ Add goods](#)

Passengers

	Disembarking	Embarking
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

Private vehicles

	To unload	To load
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

You report your fairway declaration as preliminary or final.

When you submit a final fairway declaration, authorities will handle it.

Therefore, it is important that the data in a final order is correct.

After clicking "Sign/Send" you will not be able to change some of the data.

To report cargo, press "+Add goods".

Reportal

Goods

1. Delete Done

Transport type

Goods

Total (incl carrier weight)

Carrier weight t

Net (excl carrier weight) t

[+Add new item](#)

It is mandatory to enter:

"Transport type",

"Goods" (selected in the specified list) and

"Total (incl carrier weight)".

To report additional cargo, press "+Add new item".

Note that the periodic fairway declaration is on a separate page and should therefore be signed separately.

< Periodic fairway declaration

Sign/Send Discard Log

Overview Declaration ID: 32986

Ship: STENA BALTICA

PortCity: SEMMA - Malmö

Date: January 2022

[Show report](#)

[Show shipinfo](#)

Response information from the Swedish Maritime Administration

Actual status: Final

Reference number: 304816

[Show fees](#)

[Visits](#) 1 visits

Fairway declaration Final declaration

Reported as: Preliminary Final

Goods: 1. UnF - 1000 t - Other non-low-value goods (h...) [Edit](#)

[+Add new item](#)

[Clear list](#)

Passengers

	Disembarking	Embarking
Domestic	<input type="text" value="500"/>	<input type="text" value="0"/>
Foreign	<input type="text" value="0"/>	<input type="text" value="0"/>

Private vehicles

	To unload	To load
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

Sign/Send Discard Log

Overview Declaration ID: 32986

Ship: STENA BALTICA

PortCity: SEMMA - Malmö

Date: January 2022

[Show report](#)

[Show shipinfo](#)

Response information from the Swedish Maritime Administration

Actual status: Final

Reference number : 304816

Show fees: [Show fees](#)

Visits 1 visits

Fairway declaration Final declaration

Reported as Preliminary Final

Goods

1. UnF - 1000 t - Other non-low-value goods (h... [Edit](#)

[+ Add new item](#)

[- Clear list](#)

Passengers

	Disembarking	Embarking
Domestic	500	0
Foreign	0	0

Private vehicles

	To unload	To load
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

When the periodic fairway declaration is signed you can see the report and the link to your proforma invoice copy.

Deklaration

Ref. nr.	Typ	Status	Fakturanr.	Fakturerad
114127	Webb	Definiv		

FARTYG

Signal	214L4	Namn	TESTKUND	1:a svenska ort	Inrikes
Namn	STENA BALTICA	Kundnummer	120000	Hamn	SENK
IMO	9364978	Adress		Ankomst	
MMSI	235102029		XXXXBBYY	Avgång	
Nation	GB		601 78 NORRKÖPING	Avgångsort	
Brutto	22308	Org. nr.	1234567890	Destination	
SBT		Kontakt	Nej	Period	201600
Fartygstyp	71 - passagerarfartyg och bärar	Kontaktperson	Asa Lockner		
		E-post	joachim.henriksson@spjofartve.net.se		
		Telefon	01123457		

KUND

RESEUPPGIFTER

GODS / ÖVRIGT

Kodtyp	Lastkod	Kvant. gods	Containervikt	Avvikande hamn	Frizon
LOU	11 - Övrigt ej klävarligt gods	200.00	0.00		Nej
LAU	11 - Övrigt ej klävarligt gods	300.00	0.00		Nej

Tilläggsuppgifter för passagerarfartyg och järnvägsfärjor

	Lastbilsgods (ton)	Järnvägsgods (ton)	Till Sverige	Antal passagerare	Bil/Husvagn (personligt bruk)	Antal bil/Husvagnar
Lastat utrikes	0	0	0	0	Lastat utrikes	0
Lastat inrikes	0	0	Från Sverige	0	Lastat inrikes	0
Lastat inrikes	0	0	inom Sverige	0	Lastat inrikes	0
Lastat inrikes	0	0	Antal turor	0	Lastat inrikes	0

DEBITERING

Radnr.	Avgiftskod	Antal	Pris	Totalt
1	A1 - FARLEDSAVGIFT (BRUTTODRÄKTHET)	111640	2.25	250965.00
2	45 - F-AVG, LOSSAT UTRIKES ÖVR GODS	200	2.75	550.00
3	46 - F-AVG, LASTAT UTRIKES ÖVR GODS	300	2.75	825.00
				282340.00

Click "[Show report](#)" to see a summary of the fairway declaration.



Visits

< 2016-10-01 > 2016-10-31 >

See deleted

[New visit](#)

[New timetable](#)

Ship name	Port of call	PIL / ETA / ATA	PIL / ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
ORTVIKEN ZZ	Malmö	161001 12:00	161001 15:00						
FICARIA SEAWAYS	Luleå	161001 09:00	161001 15:00						

VIKING GRACE	Göteborg	Timetable - Review timetable		62	62	63			
GROGG AF STOCKHO...	Malmö	Timetable - Review timetable		3	3	3			

ORTVIKEN ZZ	Malmö	October - Periodic fairway declaration							
VIKING GRACE	Göteborg	October - Periodic fairway declaration							
VIKING GRACE	Norrköping	October - Periodic fairway declaration							
FICARIA SEAWAYS	Luleå	October - Periodic fairway declaration							1
OBBOLA	Göteborg	October - Periodic fairway declaration							1
VIKING CINDERELLA	Stockholm	October - Periodic fairway declaration							2
AURORA AF HELSING...	Helsingborg	October - Periodic fairway declaration							
OBBOLA	Norrköping	October - Periodic fairway declaration							1

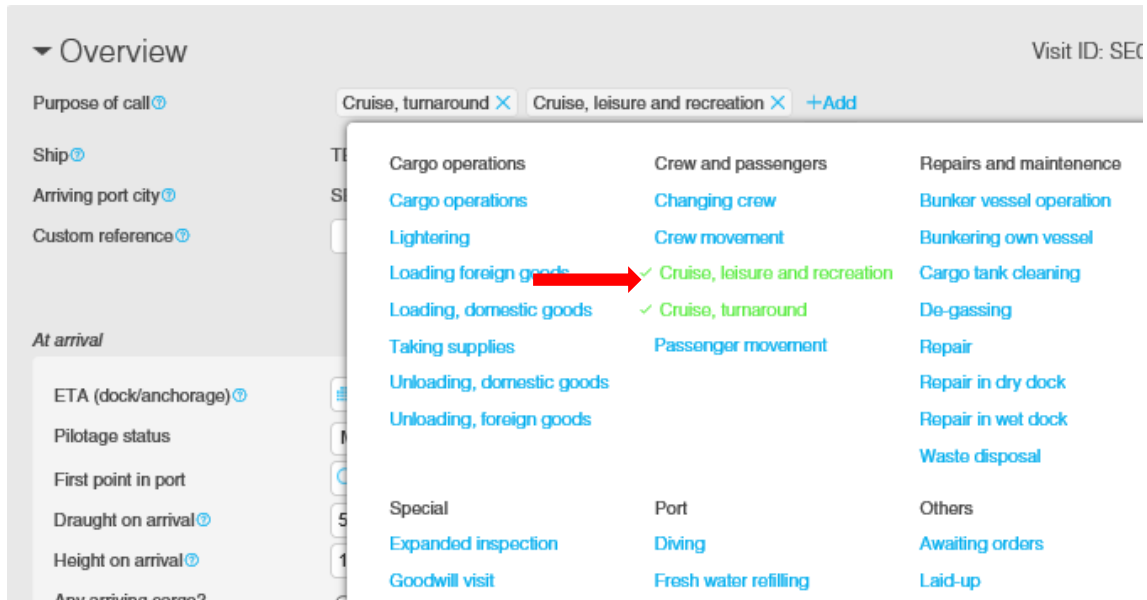


The periodic fairway declarations, you can find directly in the visit list, at the bottom of the page.

Cruise Route

The Swedish Maritime Administration needs information about a cruise to decide if the fairway declaration should be created and if it is duty-free or not.

If you choose the purpose of call "Cruise, leisir and recreation" or "Cruise, turn around" a new block will be shown.



The section "Cruise Route" is shown below "Fairway declaration".

▼ Cruise Route Cruise route: Not reported

Visits included in the cruise route ⓘ

1. - Delete Done

Port

ETA

Turnaround

+ Add new item

ⓘ Add current port city 'Göteborg' ↑ Upload list ⓘ

All ports which are included in the cruise route must be added also including the port which the port call is for.

You can report the Cruise route manually or by upload the Excel template.



CRUISE ROUTE	
*Date and time (ETA)	*Estimated date and time of arrival
MANDATORY	MANDATORY
2023-01-01	S
2023-01-02	N
2023-01-03	F
2023-01-04	G
2023-01-05	N
2023-01-06	U
2023-01-07	H
2023-01-08	B
2023-01-09	A
2023-01-10	A

Start with the port where the cruise started. Add ETA, date and time. (accepted formats of date in the Excel MSWSE EU and Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

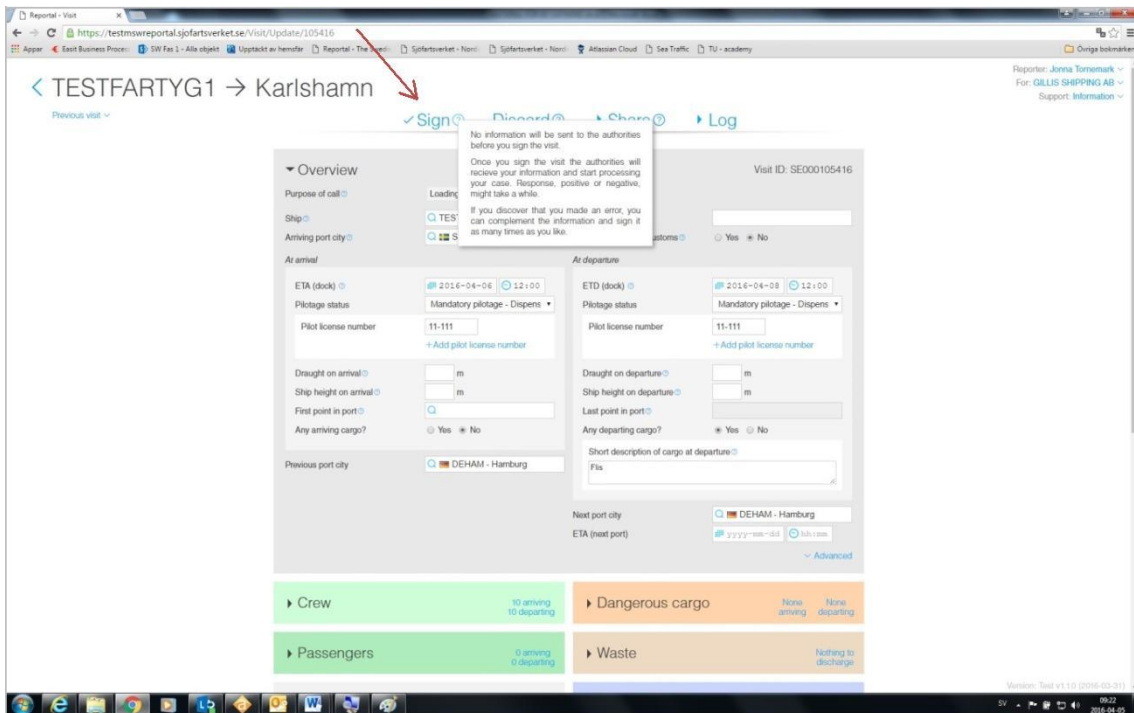
CRUISE ROUTE	
*Date and time (ETA)	*Port (UNLOCODE)
MANDATORY	MANDATORY
2023-01-01	SEMMA
2023-01-02	NOOSL
2023-01-03	FIHEL
2023-01-04	GBLON
2023-01-05	NLAMS
2023-01-06	USNYC
2023-01-07	HKKHG
2023-01-08	BRRIO
2023-01-09	ARBUE
2023-01-10	AUSYD

Add all the ports that are included in the cruise.

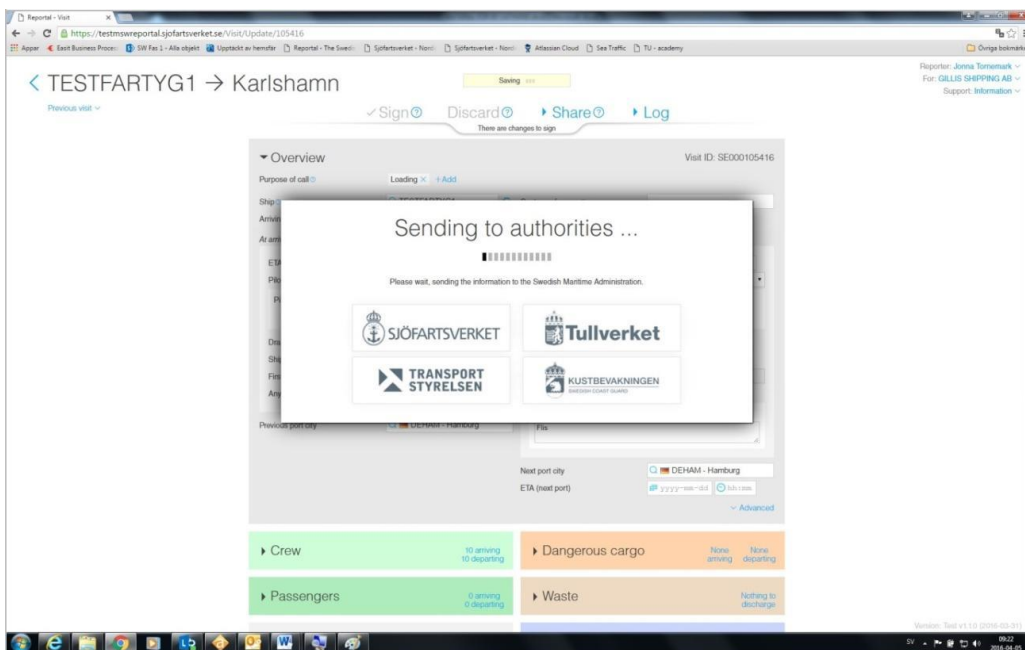
The first and the last port will be marked as a "Turn around".

If the port call which the cruise is added is a "Turn around", i.e. the cruise starts and/or ends in the same port the as which the cruise was initiated.

Sign and validation



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



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.

When you choose to leave the report and have unsigned changes, the "Sign" button turns orange.

Visits < This week > See deleted Expanded view

[New visit](#) [New timetable](#)

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
CY THUNDER	Uddevalla	170422 16:30	170428 17:00						
TEST SHIP SAFESEANE...	Göteborg	170421 12:00	170429 15:00						
EXCELLO	Okänd svensk ank...	170421 11:30	170421 12:00	2	1	1			
STI FONTVIEILLE	Gävle	170421 08:18	170423 18:00	5	4	2	6	12	
HARBOUR FIRST	Oskarshamn	170421 08:05	170421 21:00	2	2	1		2	
BRITISH ROBIN	Göteborg	170421 05:24	170422 07:00	4	2	1	1		
TEST SHIP SAFESEANE...	Karlstad	170420 10:00	170421 22:22	1	1	1			
AALBORG	Okänd svensk ank...	170419 11:00	170419 17:00	2	2	1			
HHL VOLGA	Norrköping	170419 08:02	170420 16:00	1	2	1			
CITY OF ROTTERDAM	Göteborg	170418 21:36	170419 16:30	2	2	1	1		
HIGH PROSPERITY	Gävle	170418 17:21	170421 05:18	1	2	1	1		

TEST SHIP SAFESEANE... Oskarshamn April - Periodic fairway declaration

In the visit list, you can see the visits that have updates that have not been signed. These visits are highlighted in bold.

NOTE! All updates/changes must be signed so the information reaches the authorities.

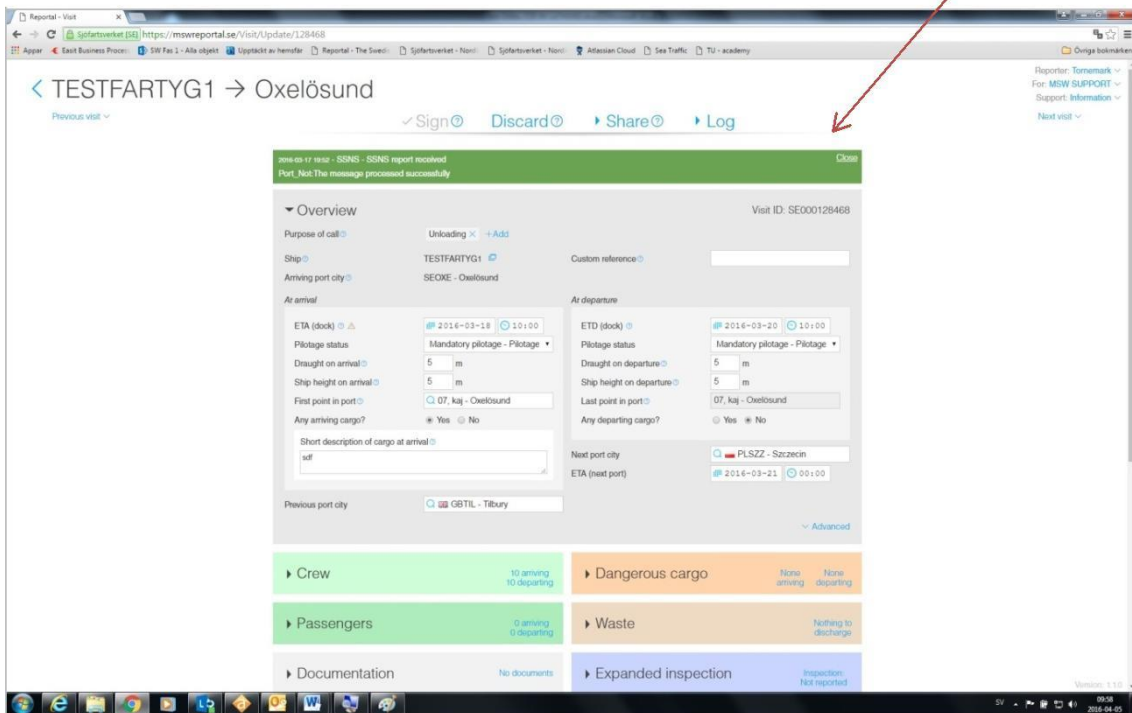
ATLANTIC CONVEYOR	Göteborg	161030 21:46	161031 19:30	SE000172552	? i !
Callsign	SCG24	LoCode	SEBOT	#Edit ETA and sign	#Edit ETD and sign
III TAMMAD	Okänd	161030 19:58	161031 19:58	SE000172552	

31/10 13:52 Swedish maritime administration - Pilot order received

31/10 13:53 Customs - Visit information received

31/10 13:53 SSNS - SSNS report received

You will get feedback from the authorities in form of validation messages. These messages you can see in the visit list in form of green, blue and orange boxes. By clicking on each box, you can see what type of response it is as well as from which authority.



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.

	✓ Sign	Discard	Share	Log
Feedback				GHAB
Feedback				GHAB
2016-03-17 22:10 - Port authority - Port report confirmed				
Feedback				GHAB
2016-03-17 22:10 - Port authority - Port report received but not confirmed "Info OK"				
Feedback				GHAB
2016-03-17 22:10 - Port authority - Port report confirmed				
Feedback				GHAB
2016-03-17 22:10 - Port authority - Arrival granted				
Feedback				GHAB
2016-03-17 22:08 - Port authority - Port report received but not confirmed "Info OK"				
Feedback				GHAB
2016-03-17 22:08 - Port authority - Port report confirmed				
Feedback				SESMASSNS
2016-03-20 13:25 - SSNS - SSNS 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](#)
[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 port of call.

▶ Overview Visit ID: SE0001257

▶ Crew 233 arriving 233 departing	▶ Dangerous cargo 1 arriving No departing
▶ Passengers 1384 arriving 905 departing	▶ Waste Nothing discharged
▶ Documentation No documents	▶ Expanded inspection Inspection Not reported
▶ Security 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.

The screenshot shows the 'Log' tab in the Reportal application. A red arrow points to the 'Log' button in the top navigation bar. Below the navigation bar, there is a table of events:

Event	Time	User	Organization
2016-03-17 19:52 - SSNS - SSNS report received "Not_The message processed successfully"	2016-03-17 19:52	-	SESMASNS
Submitted	2016-03-17 19:52	spolardnz@wtr001	MSW SUPPORT
Created	2016-03-17 19:50	spolardnz@wtr001	MSW SUPPORT

Below the table, there is a detailed view of the validation message:

2016-03-17 19:52 - SSNS - SSNS report received
Port_The message processed successfully

Overview Visit ID: SE000128468

Purpose of call: Unloading

Ship: TESTFARTYG1

Arriving port city: SEOXE - Oxelösund

At arrival:

- ETA (dock): 2016-03-18 10:00
- Pilotage status: Mandatory pilotage - Pilotage
- Disight on arrival: 5 m
- Ship height on arrival: 5 m
- First point in port: 07, kaj - Oxelösund
- Any arriving cargo? Yes No
- Short description of cargo at arrival: self
- Previous port city: 03 GBTL - Tibury

At departure:

- ETA (dock): 2016-03-20 10:00
- Pilotage status: Mandatory pilotage - Pilotage
- Disight on departure: 5 m
- Ship height on departure: 5 m
- Last point in port: 07, kaj - Oxelösund
- Any departing cargo? Yes No
- Next port city: PLSZZ - Szczecin
- ETA (next port): 2016-03-21 00:00

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

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.

2016-06-11 10:02 - Coastguard - Please update with the following:

"Passport or seamansbook no. / Pass- eller sjömansboknr. (ID-nr. och ID-typ) Issuing authority and expire date of ISSC / Utfärdare och utgångsdatum för ISSC
Saneringsintyg / Sanitary certificate "

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 myndighet"

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.

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.

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.

2016-06-26 20:52 - Customs - Visit information needs to be complemented

Request for supplementary information: please send outbound cargo manifest. Document code: CDD Deadline: 2016-07-03T20:52:52.1

[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: 2016-07-12T20:39:20.000+0200

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

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.

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.

- **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.
- **Permission to unload:** When you have arrived at the port, you will receive permission to unload. To receive such permission, you must have lodged Entry Summary Declarations for all goods carried on board. Also you must have an authorised place for handling the goods, or at least one import declaration must be submitted in advance. The permission to unload does not mean that you are allowed to remove the goods from the unloading area, the cargo declaration must be approved first.
- **Cargo declaration approved:** For the cargo declaration to be approved, all goods must have been presented to Customs. In addition to the ENS mentioned above, you must provide a reference to the subsequent treatment of the goods (e.g. goods location code or customs ID). You must also state the Customs status of all goods, and provide a reference (MRN) for PoUS for any Union goods to be unloaded or prove that the Union goods value has a value of less than 15,000 Euro
- **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.
- **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.

Copy visit

< AIDA → Göteborg

Previous visit

If you have a vessel that has the "next port" in Sweden (forthcoming domestic voyage), it is possible to copy the information in the current visit to the next port of call by pressing the "Next visit".

Sign/Send Discard Share Log

There are changes to sign

Overview

Purpose of call

Ship

Arriving port city

Custom reference

At arrival

ETA (dock/anchorage)

Pilotage status

First point in port

Draught on arrival

Height on arrival

Any arriving cargo?

Create the next visit for TEST SHIP SAFESEANET FOR MS

Select the information you wish to base the next visit on:

- Basics
Use the basic visit information.
- Crew
Copy information regarding the crew members to the new visit.
- Passengers
Copy information regarding the passengers to the new visit.
- Documents
Copy your documents from this visit to the new visit. Please note that attached customs documents will not be copied to the new visit.
- Dangerous cargo
Copy departing dangerous goods from this visit to arriving dangerous goods on the new visit.
- Bunker
Copy information regarding bunker to the new visit.
- Waste
Use the waste notification on this visit to calculate waste for the new visit.

You can review the new visit before signing.

Cancel Create

Before creating the next visit, you get the option to choose which information you will copy. You do this by checking the boxes for each category. When finished, press "Create".

< AIDA → Varberg

Previous visit ▾

There are changes to sign Visit ID: SE000157389

[✓ Sign/Send](#)
[Discard](#)
[Share](#)
[Log](#)

▼ Overview

Purpose of call [+ Add](#)

Ship Obligated to report to:

Arriving port city Customs Yes No

Custom reference

Coast guard Yes No

At arrival

ETA (dock)

Pilotage status

First point in port

Draught on arrival m

Height on arrival m

Any arriving cargo? Yes No

Describe arriving cargo ton

Previous port city

At departure

ETD (dock)

Pilotage status

Last point in port

Draught on departure m

Height on departure m

Any departing cargo? Yes No

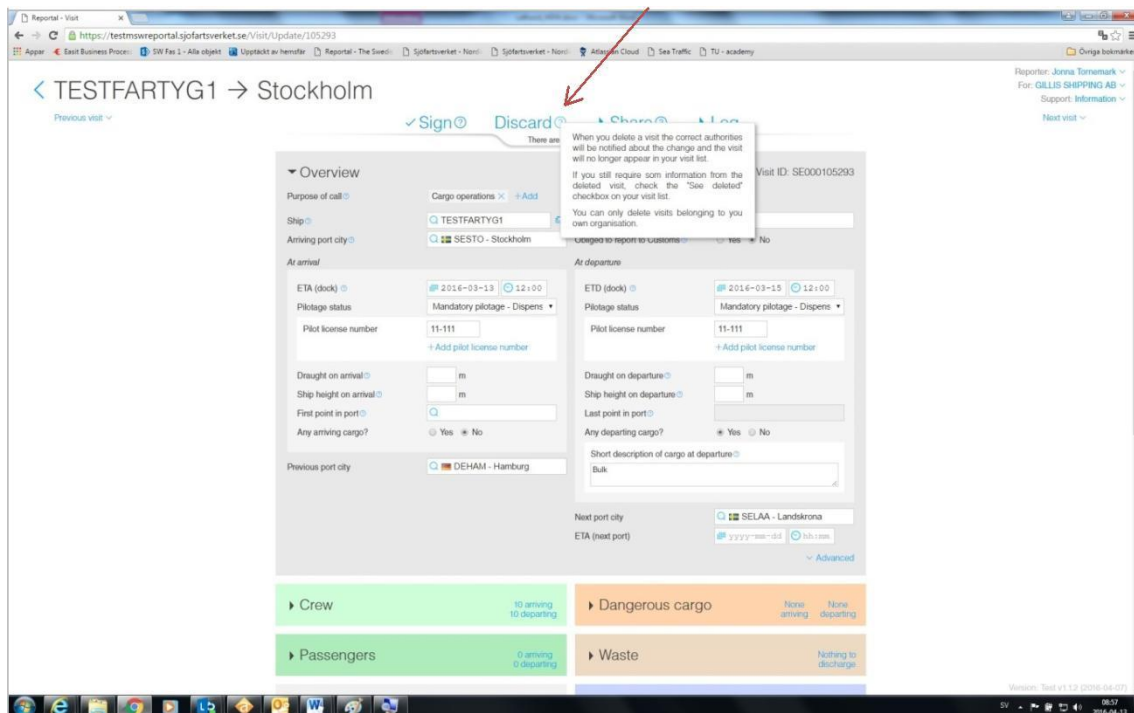
Next port city

ETA (next port)

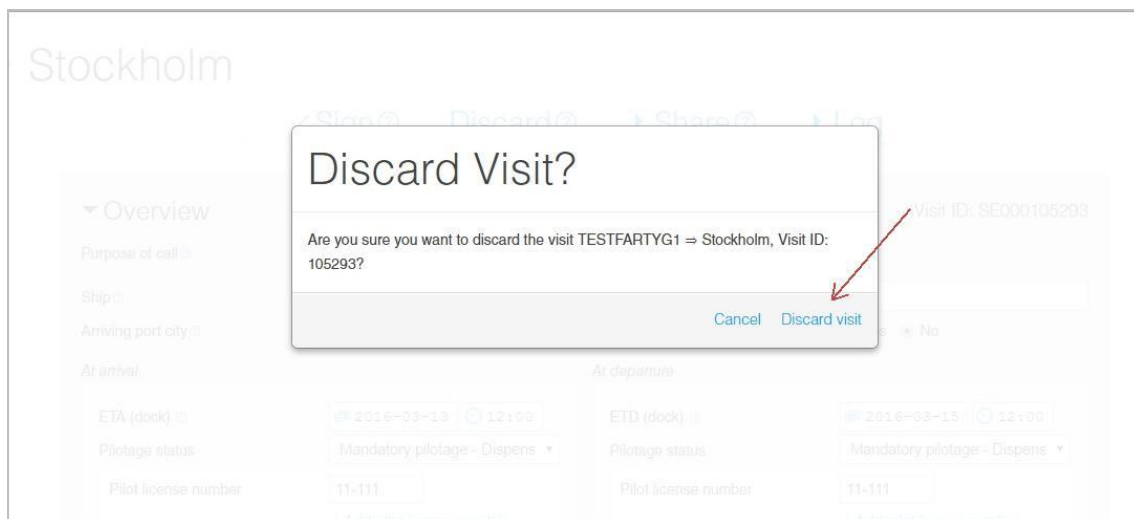
[Advanced](#)

You have now created a new port call with the copied information from previous call. Continue to fill in the required information and the information you chose not to copy. Finish by pressing "[Sign/Send](#)".

Discard visit



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



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

When you delete a visit all authorities will be notified and the visit is hidden in the list below. For your convenience the visit information is stored so that you can access it later. Check this box to make your deleted visits appear in the list below.

Ship name	Port of call	ETA/ATA	ETD/ATD	
TESTFARTYG1	Stockholm	160115 12:00	160116 12:00	
TESTFARTYG1	Stockholm	160122 12:00	160124 12:00	
TESTFARTYG1	Stockholm	160124 12:00	160125 12:00	SE000105030 2
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
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

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.

Timetable – vessel report

Visits < This week > See deleted Expanded view

[New visit](#) | [New timetable](#) | [Download Excel](#)

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
TEST SHIP SAFESEAN...	Göteborg	201122 12:00	201123 23:00						
CAT BIEN	Norrköping	201121 20:00	201129 23:00						
JONATHAN ACE	Norrköping	201120 22:00	201122 22:00			2			4
TEST SHIP SAFESEAN...	Norrköping	201119 23:00	201120 23:00			3		1	5
CAT BIEN	Malmö	201119 23:00	201129 23:00						

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

A time table might be useful if you need to report recurring visits. A time table will create a series of visits that you can customize in detail and sign individually.

New time table

Fo
Suppe

[Generate visits](#) [Cancel](#)

Overview

Purpose of call +Add

Ship **Obligated to report to**

Port of call **Customs** Yes No

Custom reference **Coast guard** Yes No

At arrival

Pilotage status

First point in port

Draught on arrival m

Height on arrival m

Any arriving cargo? Yes No

At departure

Pilotage status

Last point in port

Draught on departure m

Height on departure m

Any departing cargo? Yes No

Crew and passengers

	At arrival	At departure
Master	<input type="text"/>	<input type="text"/>
Crew members	<input type="text"/>	<input type="text"/>
Number of passengers	<input type="text"/>	<input type="text"/>

Waste

Will give advance notification Yes No

Fairway declaration

I will report a fairway declaration Yes No

[Advanced](#)

Time table

From +Add visit

To

Repeat

On Mo Tu We Th Fr Sa Su

All fields marked with orange are required.

< New time table

Generate visits Cancel

[Advanced](#)

Time table

From:

To:

Repeat:

On: Mo Tu We Th Fr Sa Su

Visits

1. Delete Done

Previous port:

Next port city:

ETA (dock/anchorage):

ETD (dock/anchorage):

ETA (next port):

[+Add visit](#)

Preview

February 2020

Month Week Day Today < >

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1

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.

Generate visits Cancel

Time table

From:

To:

Repeat:

On: Mo Tu We Th Fr Sa Su

Visits - 9 visits

1. 10:00 Edit

[+Add visit](#)

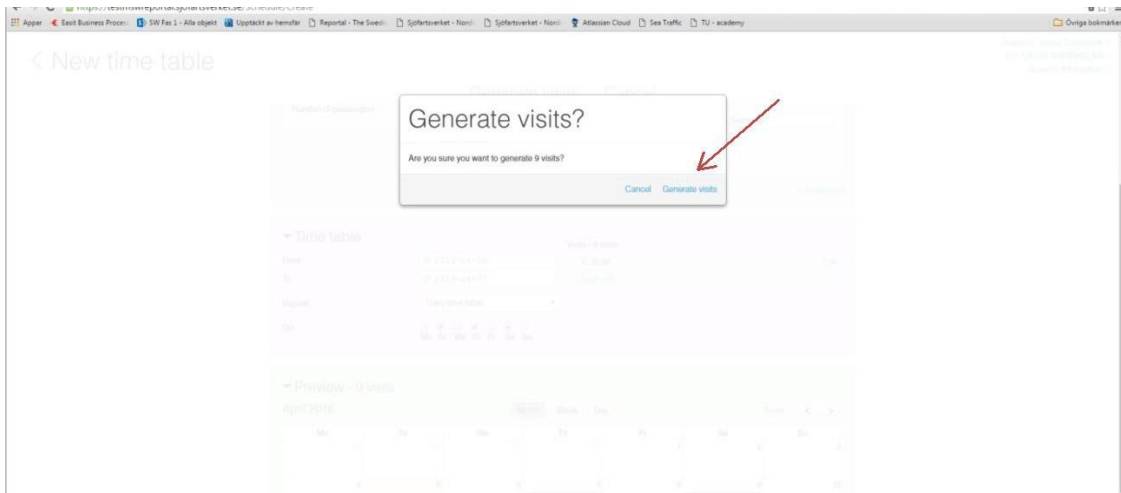
Preview - 9 visits

April 2016

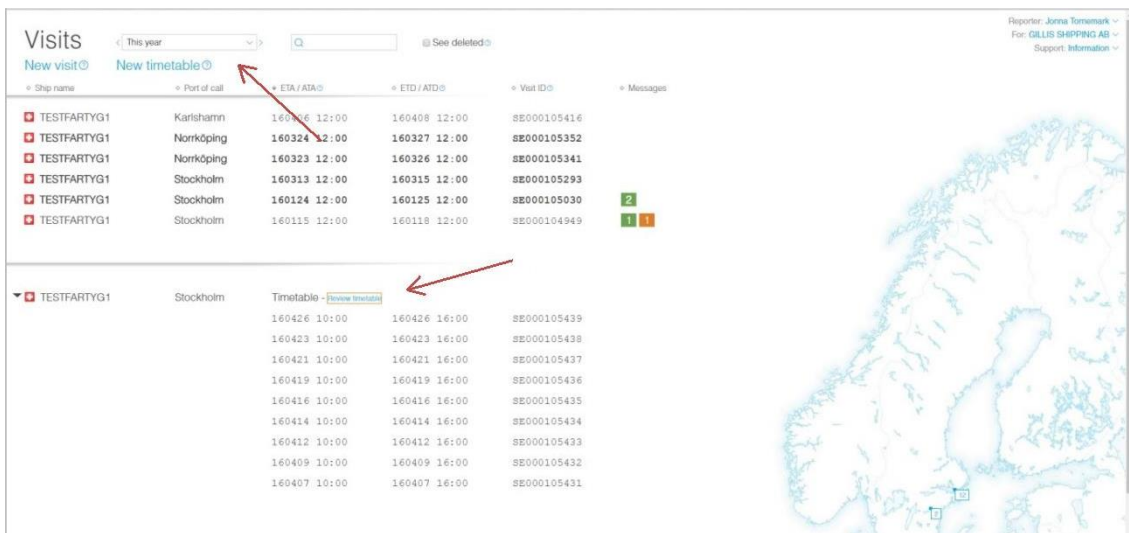
Month Week Day Today < >

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	10:00 - 16:00 SESTO	12	10:00 - 16:00 SESTO	13	10:00 - 16:00 SESTO	14
15	10:00 - 16:00 SESTO	16	10:00 - 16:00 SESTO	17	10:00 - 16:00 SESTO	18
19	10:00 - 16:00 SESTO	20	10:00 - 16:00 SESTO	21	10:00 - 16:00 SESTO	22
23	10:00 - 16:00 SESTO	24	10:00 - 16:00 SESTO	25	10:00 - 16:00 SESTO	26
28	29	30	1	2	3	4

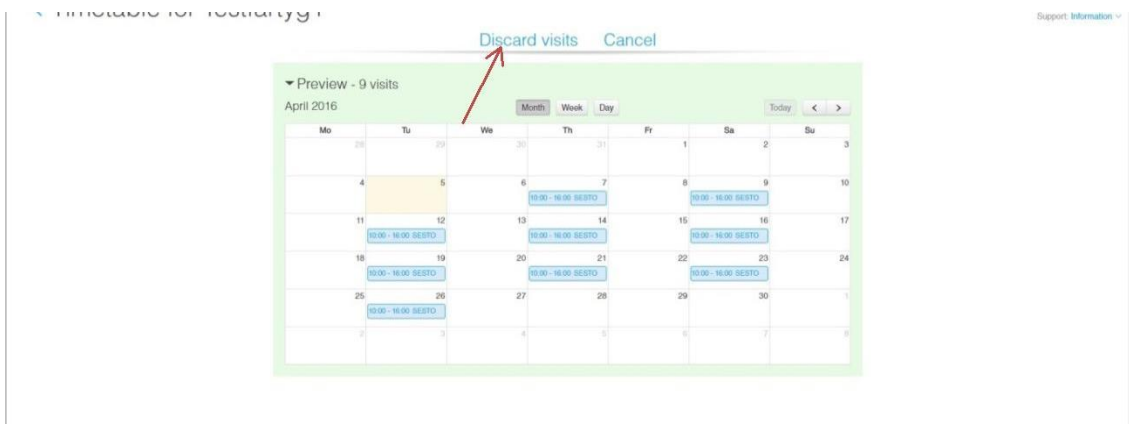
When you have made your timetable you can see how it looks down in the preview. If the time and date look okay, you send it to the authorities by clicking on "Generate visits".



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

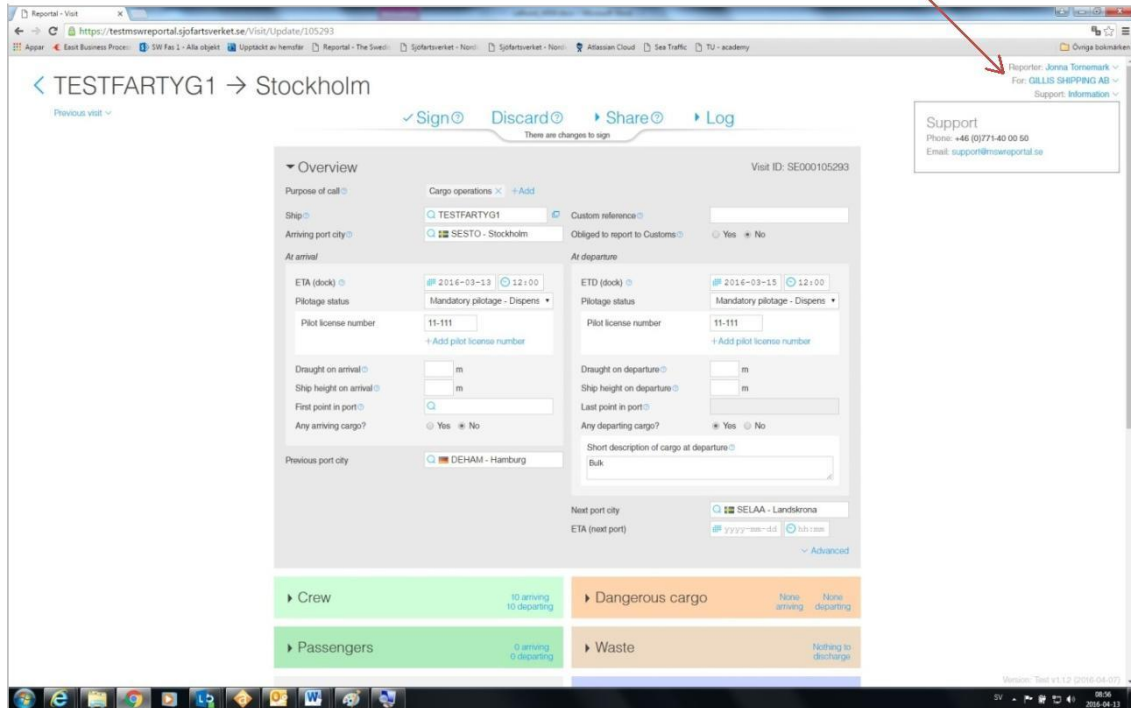


To view the timetable, you have to choose in which period you want to see, for example "next month". You can also inspect the timetable, change ETA/ETD and sign the timetable. If you want to delete one visit in a timetable you have to go into the specific visit and click "Remove."



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

Contact MSW Support



Under "Support - Information" you will find contact information to MSW Support.

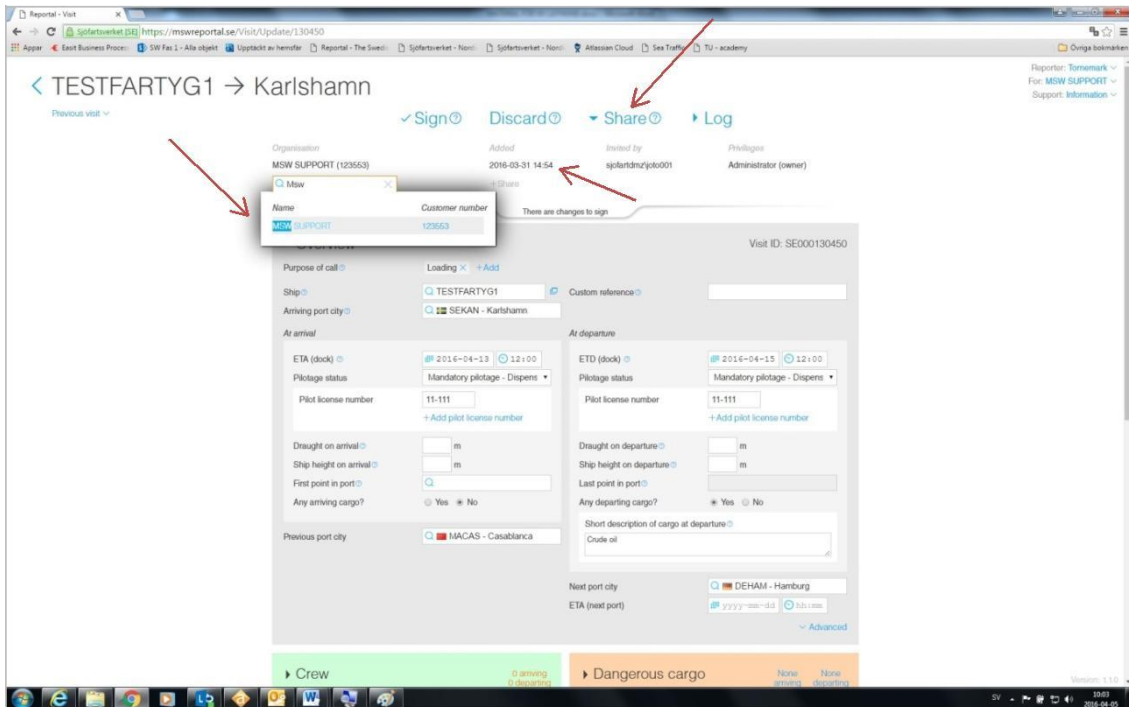
Reporter: ● Traffic ▼
 For: MSW Support SJÖFARTSVERKET ▼
 Support: Information ▼

Support
 Phone: +46 (0)771-40 00 50
 Email: support@mswreportal.se

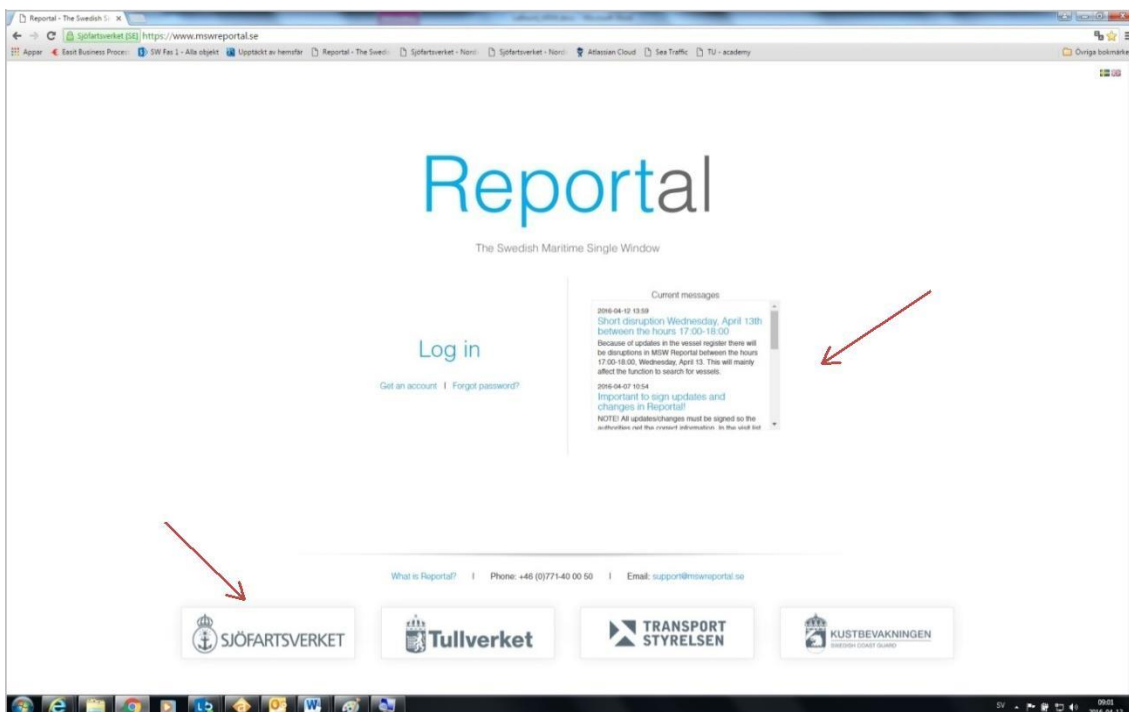
Customs:
 Customs matter office hours:
 +46 (0)771-520 520
 Shipping clearance office hours:
 +46 (0)8-456 65 61
 Shipping clearance outside office hours:
 +46 (0)8-456 65 60
 Email: fartygsklarering@tullverket.se

Coastguard:
 Phone: +46 (0)8-578 97 630
 Email: sweden24@kustbevakningen.se

Swedish Transport Agency:
 Phone: +46 (0)771-503 503
 Email: kontakt@transportstyrelsen.se

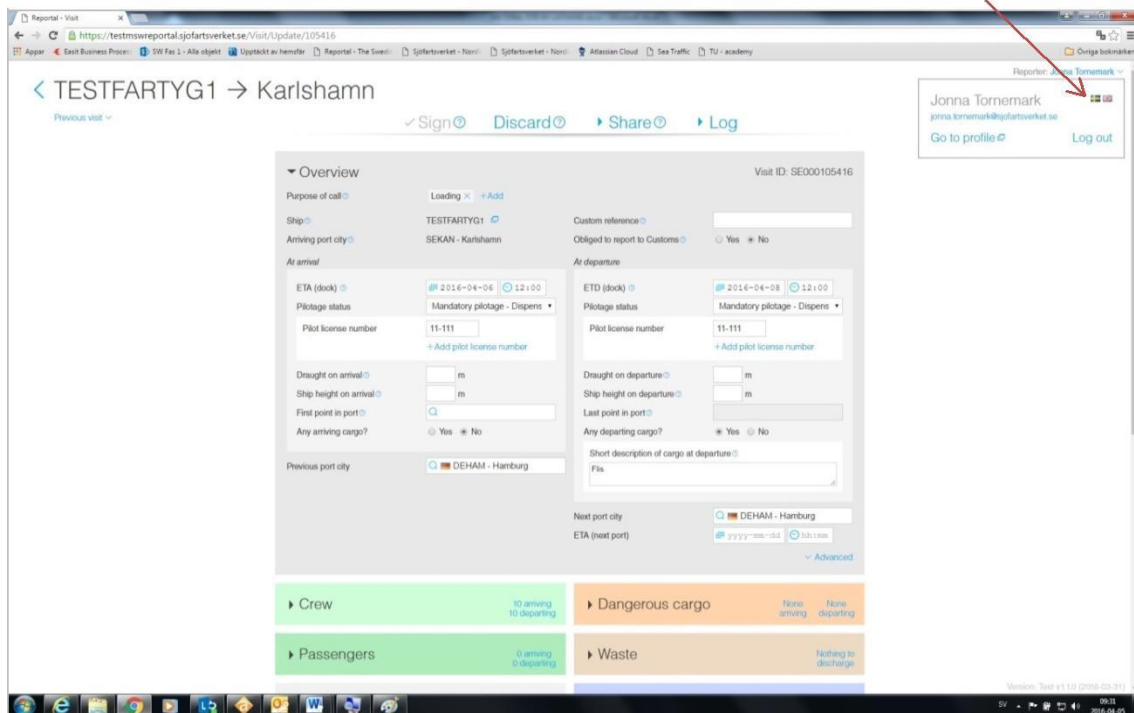


Under the tab “Share”, you can share your vessel report with MSW Support so that they can provide a better support of your case. In the search box you type MSW Support, highlight it and press the “+ share”. You can share your vessel report with MSW Support for 7 days.



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

Language



Under "Reporter" you have the ability to choose which language you want in MSW Reportal, Swedish or English.

RSS-flow



Under "Reporter" there is an option called "Show RSS-Flow". This will allow you to see the information which is showed in the "log in" page. This is where all the news and information is published. The same text will be showed as a blue text at the bottom of the MSW page when you are logged in. This allow you to read the same information without the need to log of.

**** The service that automatically sets ATA/ATD is now working.**

Change log

Version 1.14

Addition:

- Cruise route is now available to upload by Excel

Changes:

- Pagination is now at the bottom of the page
- Sharper information regarding dangerous or polluting goods
- Sharper information regarding waste disposal
- Sharper information regarding expanded inspection
- If you specify the purpose of call to either "~~Loading cargo, customs clearance~~" or "~~Unloading cargo, customs clearance~~", it is now mandatory to state that you are "Obligated to report to Customs"
- **Change of concept text 2020-06-11** If you specify the purpose of call to either "**Loading , foreign goods**" or "**Unloading, foreign goods**", it is now mandatory to state that you are "Obligated to report to Customs"

Deletion:

- Additional information for passenger ships and railway ferries are not possible to report in the fairway declaration
 - Automatic filling of "Obligated to report to Customs" is removed
-

Version 1.15

Addition:

- If an pilotage have received the status "Final" it is not possible to remove (page 21)
- Better clarification regarding Dangerous cargo (page 77)
- The excel spreadsheet are now accessible from the visit page (page 34)
- Clarification regarding handling of empty containers (page 73)

Changes:

- Updated function regarding the validation of ATA&ATD. It is not possible anymore to report ATA&ATD three hours in advance
 - It is now mandatory do attach a file when you are filling in "documentation" in MSW
 - A new date handling is in action regarding which vessels are allowed to report periodic fairway declaration.
-

Version 1.16

Addition:

- When creating a timetable, Now it is possible to create ETA to the next port of call (page 114)
- Clarification (extra text) regarding report of Barge and tugboat (page 17).

- A reminder sent, if the final date passed with 10 days to report your final periodic fairway declaration. (page 93)
- Clarification regarding handling of empty containers (page 73)

Changes:

- When creating a timetable, Now it is possible to create ETA to the next port of call.
 - Clarifying the report of Barge and tugboat.
 - Visual critical message of the periodic declaration and all critical message regarding the visit.
-

Version 1.17

Addition:

- New Excel file, EU and Sweden Template 2.0.6
 - If you have nothing to declare in crew list? You Must enter NTD Nothing to Declare.
- Periodic fairway declaration
 - Number of visits = Correct calculate witch means exclusive delete visits.

Changes:

- Excel EU and Sweden Template 2.0.6
 - Support more format of dates in all tabs.
 - Accepted format of dates YYYY-MM-DD, YYYY/MM/DD, YYYY.MM.DD, DD-MM-YYYY, DD/MM/YYYY, DD.MM.YYYY (page 35, 43, 44, 48, 100)
 - Ship store, pre-filled items so easier to fil in quantity and volume. (page 75)
 - Crew list/ Crew Effect – If Nothing To Declare? You must enter NTD “Nothing To Declare”. (page 39)
 - Waste and residues – Move of the field in the security tab, Last Disposal date and Last disposal port to the overview. (page 83,84)
-

Version 1.18

Addition: -

Changes:

- Validation of cargo reporting
 - New picture “Any departing cargo?” and “Any arriving cargo?” (page 16, 54)
 - Update of text, report and write a “Short description of all cargo onboard on departure” (page 16)
 - Message “ETA/ETD has passed. Please enter ATA/ATD or update your ETA/ETD” (page 15, 16)
 - Message “Warning! Nearby visits detected” and shows, which port of call and visit ID (page 16)
-

Version 1.19

Addition:

- When copying a new visit no alternatives are pre-filled and update picture (Page 111).

Changes:

- Timed sharing to MSW Support, the right is granted for 7 days (Page 120)
 - Warning, the sign button turns orange when you choose to leave a visit with unsigned changes (Page 102)
-

Version 1.20

Addition:

- Update of texts and pictures to the Swedish Customs Administration which including purpose of calls for unloading and loading of goods (Page 10, 13, 18, 19, 20, 55, 56, 58, 59, 60, 62, 63, 64, 66, 68, 69, 70, 71, 72, 73, 74, 75, 92, 99, 122)

Changes:

- -
-

Version 1.21

Addition:

- Function to specify service level under the pilot tab has been removed Page (23, 29, 33)

Changes:

- Reporting of goods can now be done at more KN levels. KN4, KN6 or KN8 can be selected (Page 90,91)
-

Version 1.22

Addition:

- Temporary storage declaration (page 58, 110)
- Clarification of permission to unload (page 110)
- Mandatory to report a fairway declaration (page 89)

Changes:

- -
-

Version 1.23

Addition:

- Reporting of goods via a simplified view with categories (page 90-92)

Changes:

- -
-

Version 1.24

Addition:

- Distinct information concerning dangerous goods (page 78-80)

Changes:

- -
-

Version 1.25

Addition:

- Regular shipping service authorization (page 17-18)

Changes:

- -
-

Version 1.26

Addition:

- -

Changes:

- Update of texts and pictures to the Swedish Customs Administration regarding cruise route and turnaround (page 96-97,104-105).
 - Update of texts and pictures to the Swedish Customs Administration regarding our fairway declarations (page 91-92, 100-101).
 - Update of texts and pictures to the Swedish Customs Administration regarding the text changes for our invoices (page 25,31,102)
-

Version 1.27

Addition:

- Information regarding pilot exemption (page 22)
-

Version 1.28

Addition:

- New chapter, waste receipt.

Changes:

- Updated information purpose of call regarding SSN v.5
-

Version 1.29

Addition: -

Changes:

- Update of text and pictures for fairway declaration, goods and goods carrier. (page 97, 98 &104)

Version 1.30

Addition: -

Changes:

- Major update of text and pictures for waste and waste receipt.
- Minor updates regarding structure, text and references throughout the document.

Version 1.31

Addition: -

Changes:

- Update of text and pictures for Goods to declare. (page 54-71)

Version 1.32

Addition: -

Changes:

- Update of text and pictures for the overview. (page 9-14)
- Update of text and pictures for Pilotage. (page 21-22)
- Update of text and pictures for Crew. (page 25-38)
- Update of text and pictures for Passengers. (page 42-45)

Version 1.33

Addition: -

Changes:

- Update of text and pictures for the overview. (page 9-18)
 - Updated information regarding Permission to unload and Cargo declaration approved. (page 112)
-

Version 1.34

Addition: -

Changes:

- Updated picture under “Upload the excel file for the whole visit”. (page 31)
 - Updated pictures and information regarding Goods to declare. (page 52-67)
 - Updated the page numbers in the entire document.
-

Version 1.35

Addition: -

Changes:

- Update of text and pictures under “Upload the excel file for the whole visit”. (page 31)
-

Version 1.36

Addition: -

Changes:

- Updates of text and information regarding how to report Tranist (Section Crew and Passenger).
 - Updates of several pictures in the manual due to changes in the Excel Template and the Interface (MSW Reportal).
 - Updates of the text regarding the changes in the Excel Template and the Interface (MSW Reportal). You can find the changes in the following pages:
 - Page 32, 33, 34, 35, 39 and 41.
 - Updates regarding structure, text and references throughout the document.
-

Version 1.37

Addition: -

Changes:

- Update of text and pictures for Passengers. (page 39-42)
 - Update of text and pictures for Cargo to unload. (page 54-59)
-

Version 1.38

Addition:

- Added text regarding *Previous port* in the Overview (page 14)

Changes:

- Moved text regarding *Reporting of voyage safely completed* (page 14)
 - Update of text and pictures for *Fairway declaration* (page 81-92)
 - Updates regarding structure, text and references throughout the document.
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