

# Reportal

The Swedish Maritime Single Window

## User manual

Version 1.44



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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](mailto:support@mswreportal.se).

For authority-specific issues, please contact the specific authority.

**For specific questions to an authority, please contact respective authority.**

### **Swedish Coast Guard**

The Swedish Coast Guard manages questions linked to notifications in advance for border control and maritime security.

Telephone: +46 10 643 66 00 (Swedish Coast Guard Maritime Clearance)

E-mail: [sweden24@kustbevakningen.se](mailto:sweden24@kustbevakningen.se)

### **The 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](mailto: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](mailto:fartygsklarering@tullverket.se)

### **The Swedish Transport Agency**

Swedish Transport Agency manages questions related to regulations.

Telephone: +46 771 503 503

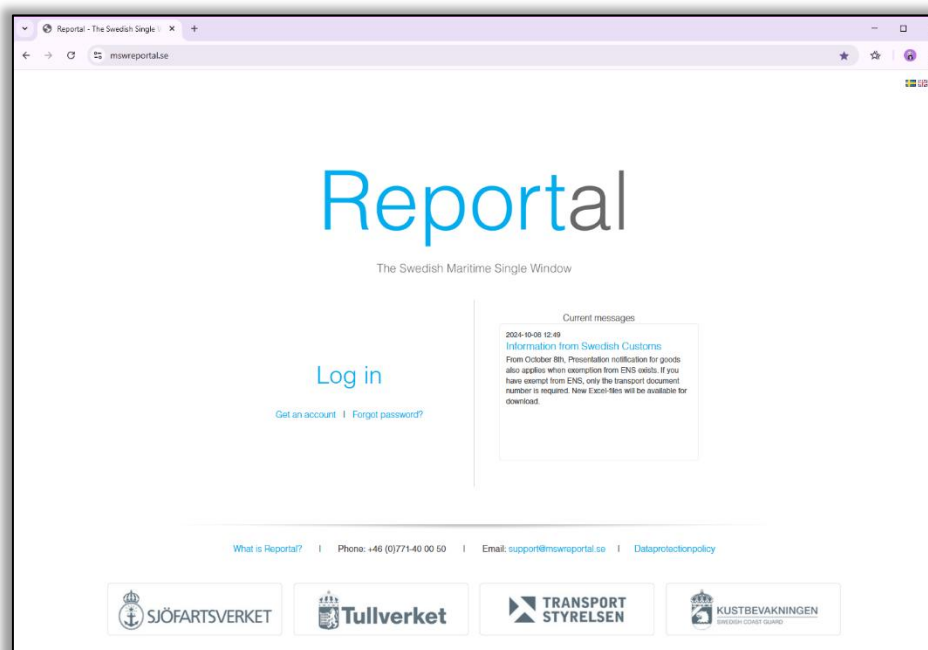
E-mail: [kontakt@transportstyrelsen.se](mailto:kontakt@transportstyrelsen.se)

## MSW Reportal

The MSW Reportal is used for reporting information regarding vessel's port calls to Sweden. The portal, which is managed by the Swedish Maritime Administration, is a collaboration between Swedish Coast Guard, Swedish Customs, the Swedish Maritime Administration and the Swedish Transport Agency.

### Login to MSW Reportal

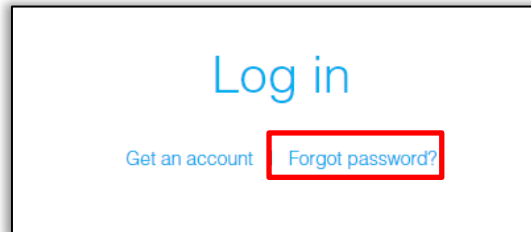
Go to the starting page of MSW Reportal, <https://mswreportal.se/> to login - press "Log in".



There are two types of login solutions to access MSW Reportal. The primary login solution is to use a certificate, read more in the section [Certificate – Primary login solution](#) and the secondary login solution is to use a one-time password, read more in the section

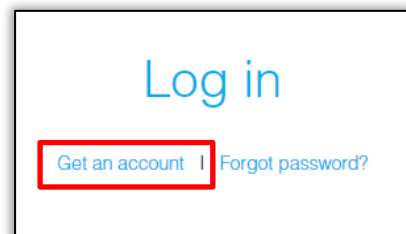
*One-time password* – Secondary login solution.

If you have forgotten your password, you need to press “[Forgot password?](#)” on this page.



### *Apply for access*

The Maritime Single Window-Reportal require special authorization, therefore you need to apply for access to The MSW Reportal. Press “[Get an account](#)” or follow the link [Application for permission to e-services](#) for more information regarding the application and the certificate on the home page of the Swedish Maritime Administration.

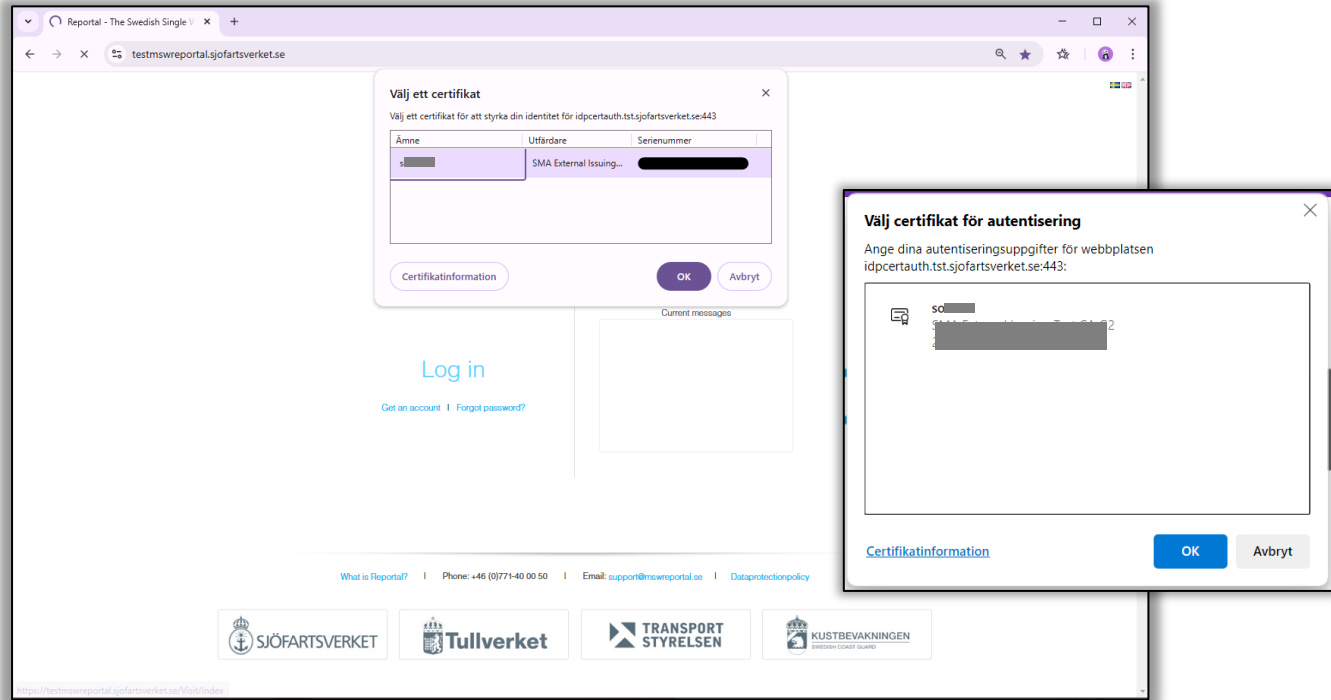


An approved application includes user credentials and a certificate.

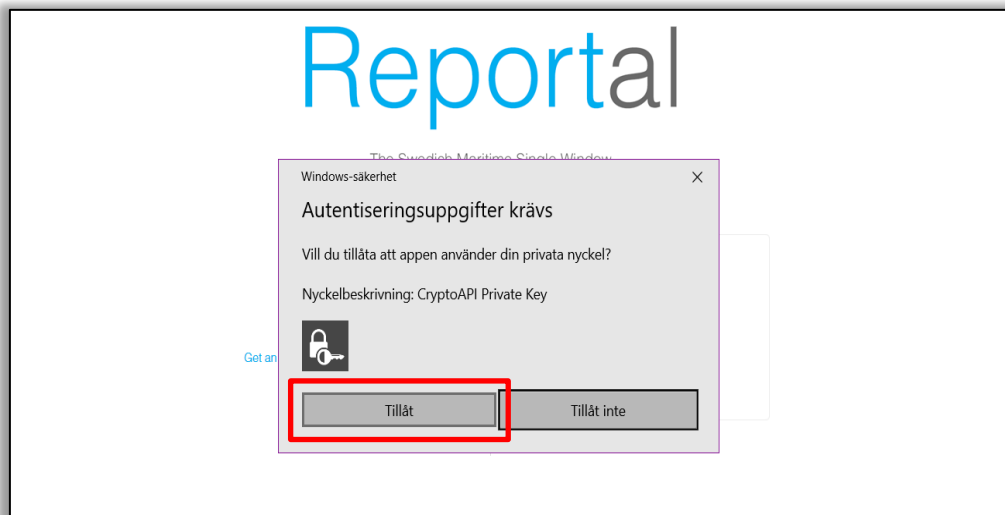
The certificate is valid for two years, and needs to be updated before it expires to keep on having access to MSW Reportal. You will receive a reminder email with instructions before the expiration date.

## Certificate – Primary login solution

To login through using the certificate, chose your personal certificate that will pop-up in the web browser, then press “OK”. The bigger window shows how it looks like in Google Chrome and the smaller picture shows it in Edge.



A pop-up window will appear regarding the authenticator credentials. You need to press “Tillåt” to proceed with the login procedure.



Type in the username and password and press “Sign in” to access MSW Reportal.

MSWREPORTAL

English v

Login to MSW Reportal

Username

Password

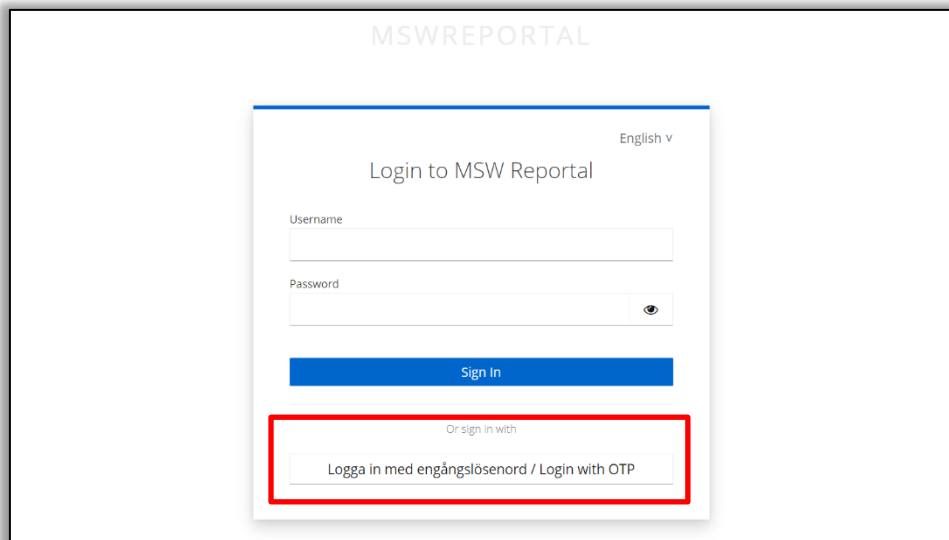
Sign In

Or sign in with

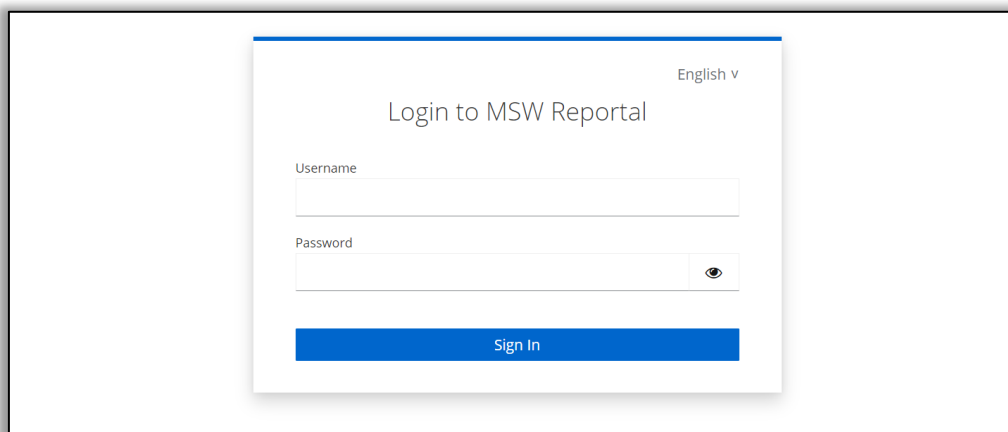
Logga in med engångslösenord / Login with OTP

## One-time password – Secondary login solution

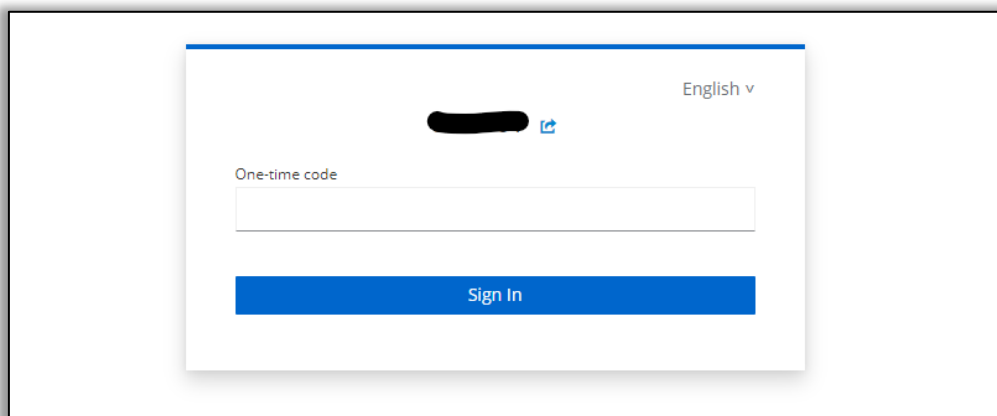
To login in with a one-time password, press the button "Logga in med engångslösenord / Login with OTP". "OTP" is short for One-Time Password.



Type your Username and Password and press "Sign in".



Use your authenticator application to receive the on-time password. Enter the one-time password in the field below.



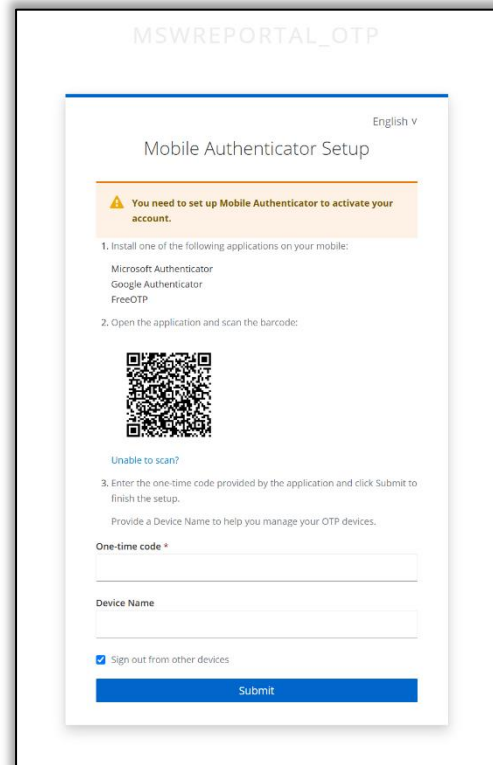
### Configuration of the login solution one-time password

The first time that you will use the login via one-time password, you need to configure your secondary login together with a mobile device. This is done by using a valid authentication application.

The Swedish Maritime Administration recommends the following authentication applications:

- Google Authenticator
- Microsoft Authenticator
- FreeOTP

The instruction on how to do the configuration will appear in the web browser, as shown in the picture below, when you sign in for the first time:



The screenshot shows a web browser window with the URL MSWREPORTAL\_OTP. The page title is "Mobile Authenticator Setup" and the language is set to "English v". A warning message states: "You need to set up Mobile Authenticator to activate your account." The instructions are as follows:

1. Install one of the following applications on your mobile:
  - Microsoft Authenticator
  - Google Authenticator
  - FreeOTP
2. Open the application and scan the barcode:

A QR code is displayed for scanning. Below the QR code, there is a link "Unable to scan?".

3. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code \*

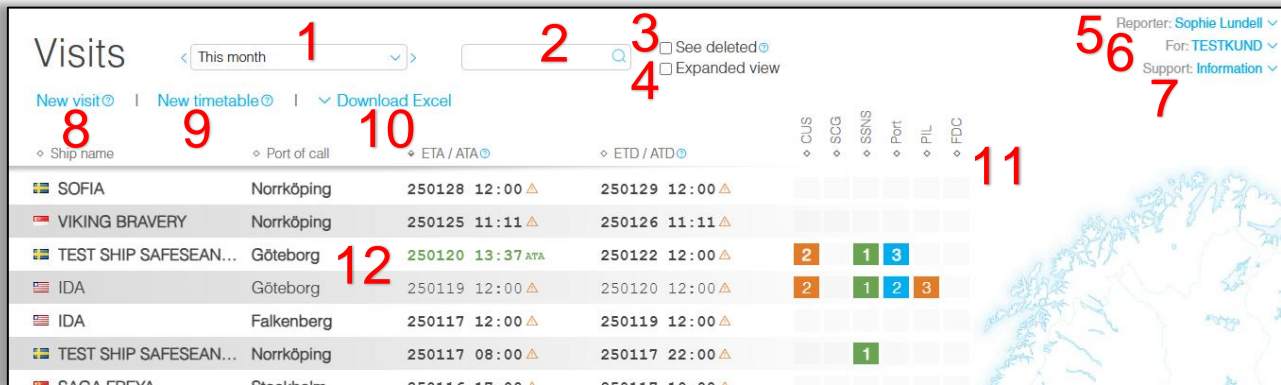
Device Name

Sign out from other devices

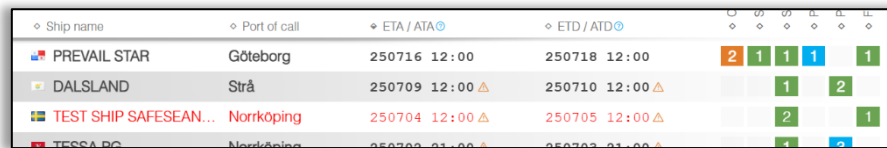
Submit

## The Visits page in MSW Reportal

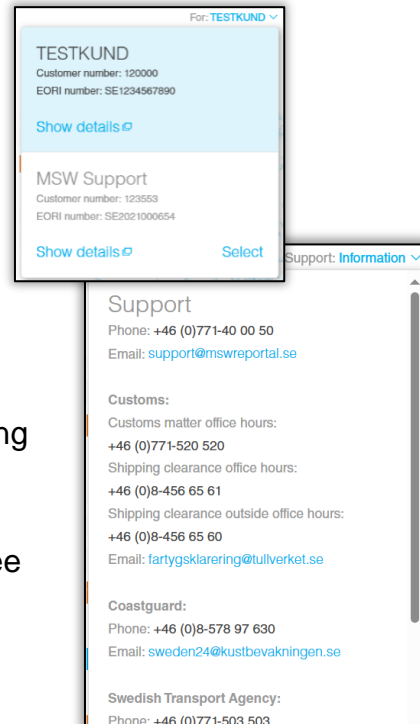
When you've sign into MSW Reportal the first page you'll see is the visits page. Here you'll see all your registered port calls in the form of visits.



1. **Date setting:** Choose a date range, to delimit or expand the visits that will be shown in the Visits list.
2. **Search field:** Search for e.g. port, vessel or Visit ID among your visits.
3. **See deleted:** Tick this box if you want to see your deleted visits. They will be shown in red in the visits list.
4. **Expanded view:** Tick this box to get more information for each visit regarding e.g. respective visits Declaration and Pilotage status.
5. **Reporter:** The name of the signed in reporter. Click on name to:
  - a. Choose **Language** – Swedish or English.
  - b. Choose the **RSS-flow** – When you tick the box you'll be able to access the same information, that is published on the sign in page under "Current messages", when you are signed in. It will be shown as a blue banner at the bottom of the Visits page or within a specific visit.



6. **For:** Shows the signed in Customer. Click on it to:
  - a. [Show details](#) regarding the customer.
  - b. [Select](#) another customer to do the reporting for.
7. **Support:** Click on it to access contact information to MSW Support and all the authorities.
8. **New Visit:** Select this to create a new Vessel reporting för a specific port call.
9. **New timetable:** Select this to create a new vessel reporting regarding a vessel that is on a timetable.
10. **Download Excel:** Select this to download one of our three Excel Templates that can be used for reporting.
11. This shows each visits all validation messages. The validation messages are divided into the respective authorities.
12. **Visit list:** Each visit gets its own row in the visit list, by clicking on the respective visit you will be redirected to the specific visit page.
  - a. Hover over a specific visit in the visit list to get more information such as Visit ID and UN/LOCODE.



## Vessel Reporting

### Overview

The picture below shows the page you will access when you have selected a **New visit** and started to create a vessel reporting. This area is called the Overview, all the fields that are marked with **orange** are required fields.

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

Under the envelope, next to the field belonging to “Ship”, you can switch the search mode to be able to search for the IMO number of the ship instead. Once you have selected a ship the envelope turns blue and shows more information about the ship e.g. previous visits, environmental class report and port call information.

The screenshot shows the 'Overview' section of the vessel reporting interface. At the top, there are navigation buttons: 'Sign/Send', 'Discard', 'Share', and 'Log'. Below this is the 'Overview' header with a dropdown arrow. The form contains several sections:

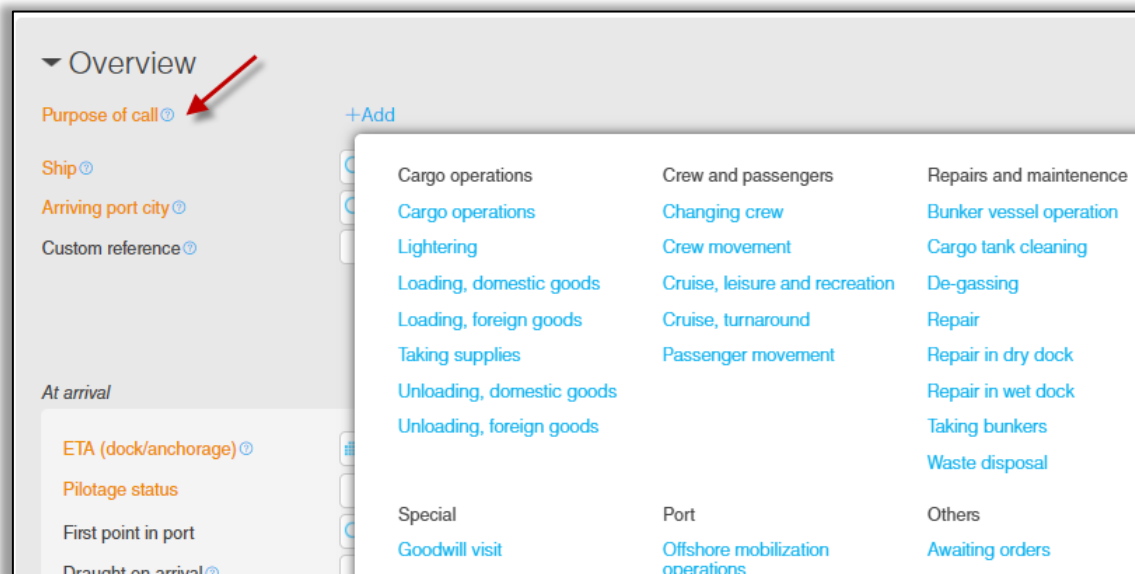
- Purpose of call:** A text input field with a '+ Add' button.
- Ship:** A search input field with a magnifying glass icon and an envelope icon. A red arrow points to this field.
- Arriving port city:** A search input field with a magnifying glass icon.
- Custom reference:** A text input field.
- Obligated to report to:** A section with radio buttons for 'Yes' and 'No' for 'Customs' and 'Coast guard'. There is also a checkbox for 'This visit is a part of a RSS time table'.
- At arrival:** A section with fields for 'ETA (dock/anchorage)' (date and time), 'Pilotage status' (dropdown), 'First point in port' (search), 'Draught on arrival' (m), 'Height on arrival' (m), 'Any arriving cargo?' (radio buttons), and a checkbox for 'Arriving voyage safely completed'.
- At departure:** A section with fields for 'ETD (dock/anchorage)' (date and time), 'Pilotage status' (dropdown), 'Last point in port' (search), 'Draught on departure' (m), 'Height on departure' (m), 'Any departing cargo?' (radio buttons), and a checkbox for 'Departing voyage safely completed'.
- Previous port city:** A search input field with a magnifying glass icon.
- ETD (previous port):** Date and time input fields.
- Next port city:** A search input field with a magnifying glass icon.
- ETA (next port):** Date and time input fields.

At the bottom right, there is a 'Advanced' link with a dropdown arrow.

When all the mandatory fields are filled in a Visit ID (SE000XXXXXX) is generated, and will be displayed in the top right corner. The next step of the reporting, with specific sections, will also be available in the interface.

## Purpose of call

It's important to choose the correct *Purpose of call*.



## Goods to declare - Customs

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 shall always be reported if you are required to report to 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

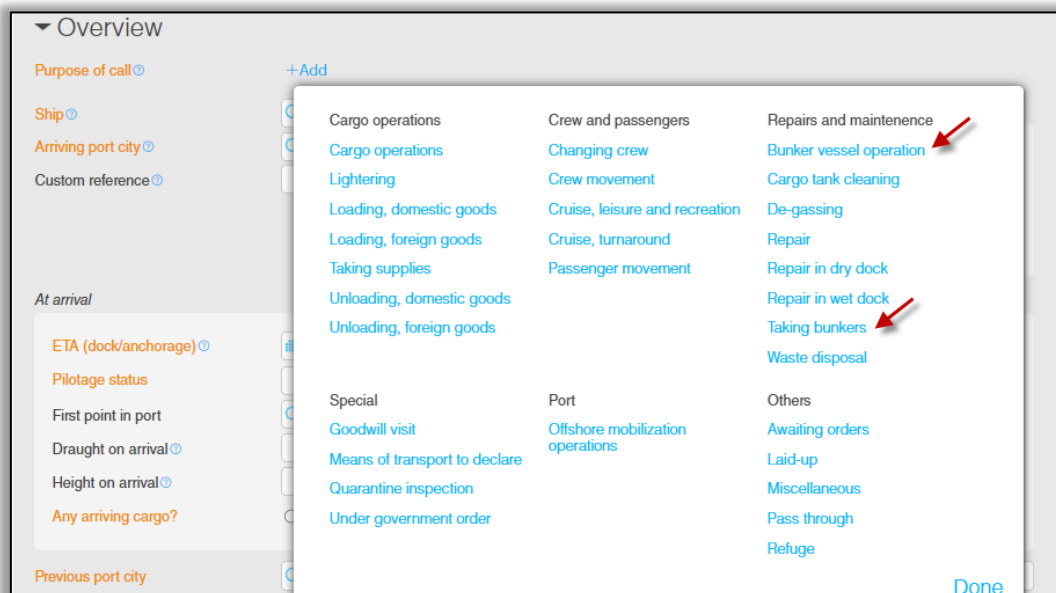
If the vessel departs with cargo that doesn't need customs clearance (only domestic cargo), select **“Loading, domestic goods”** for “Purpose of call”. You

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.

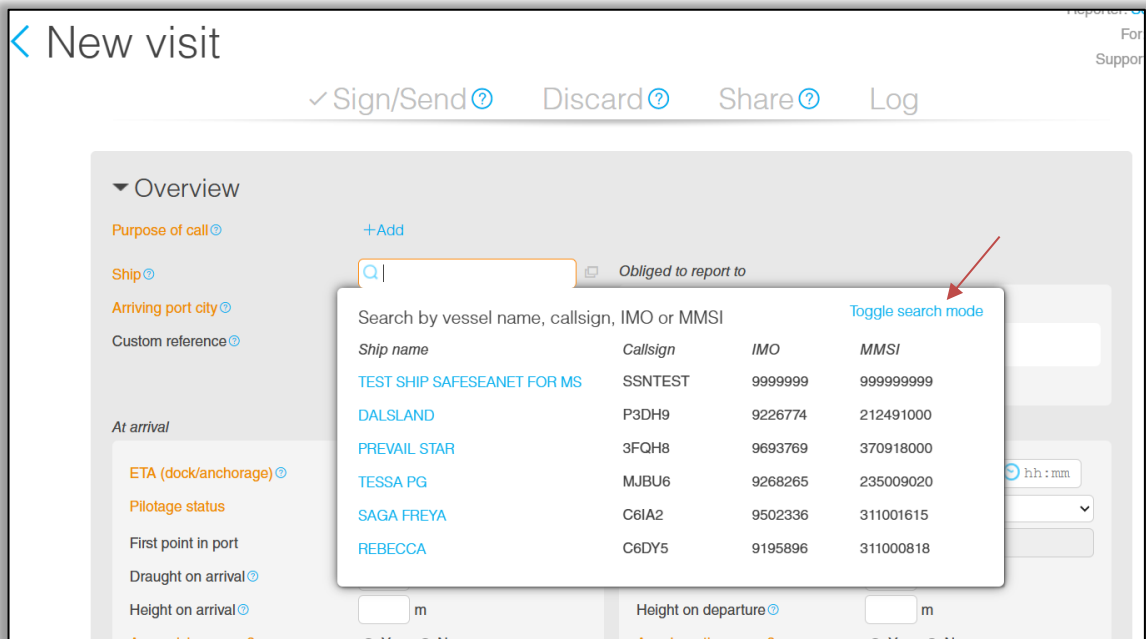
## Purpose Bunker

There are two purposes to use for bunker. The red arrows indicate the two options when you report a bunker operation: "**Bunker vessel operation**" and "**Taking bunkers**".

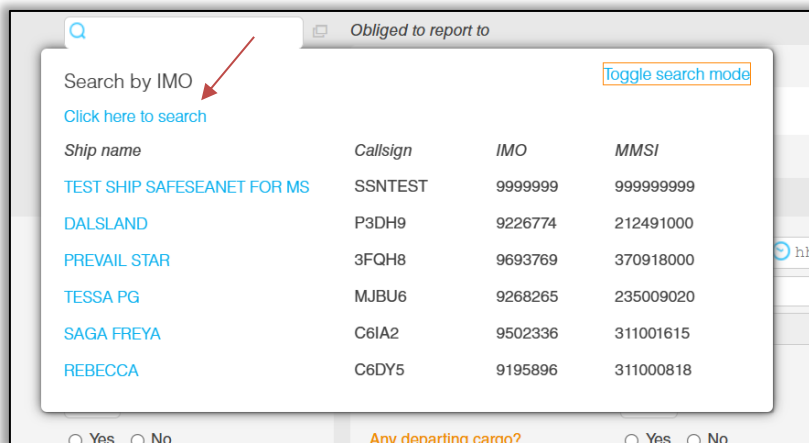


## Find a ship

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



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



## Obligated to report to the Swedish Maritime Administration

### Pilotage status

The pilot order is based on your vessel report. 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 screenshot shows two columns: "At arrival" and "At departure".

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

### Pilotage exemption

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.

The screenshot shows the "Pilotage status" dropdown set to "Pilot exemption certificate (PI)". Below it, the "Pilot exemption certificate" field contains "12-345". A dropdown menu is open, showing a list of valid exemptions. A callout box points to this menu with the text: "A list of valid exemptions becomes accessible after the selection of ship and port city."

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: [empty]
Draught on arrival	Height on arrival

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

The screenshot shows the "Crew" tab with a summary of crew members and the master.

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

Buttons: "Report crew members manually", "+ Report crew's effects"

Read more about Pilot exemption certificate at the [home page of The Swedish Transport Agency](#).

## Obligated to report to Swedish Customs

You are obliged to report to Customs if there are EU goods or non-EU goods on board, if there are 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.

The screenshot shows the 'Obligated to report to' section of the Reportal application. At the top, there are navigation buttons: 'Sign/Send', 'Discard', 'Share', and 'Log'. Below this is an 'Overview' section with a '+Add' button. The 'Obligated to report to' section contains the following fields:

- Customs:** Radio buttons for 'Yes' and 'No'. A red arrow points to the 'Yes' option.
- Coast guard:** Radio buttons for 'Yes' and 'No'.
- This visit is a part of a RSS time table

Below this are sections for 'At arrival' and 'At departure', each with fields for ETA/ETD (dock/anchorage), Pilotage status, First/Last point in port, Draught, Height, and Any arriving/departing cargo. At the bottom, there are fields for Previous port city, Next port city, and ETA (next port). An 'Advanced' link is visible at the bottom right.

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 4 chap. 6-10 §§ Tullordning (TFS 2016:2). You can read more at the website of [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.

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.**

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

Overview

Purpose of call (+Add)

Ship (Q)

Arriving port city (Q)

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) (yyyy-mm-dd hh:mm)

Pilotage status

First point in port

Draught on arrival (m)

Height on arrival (m)

Any arriving cargo?

Arriving voyage safe

Previous port city

ETD (previous port)

At departure

ETD (dock/anchorage) (yyyy-mm-dd hh:mm)

Pilotage status

Last point in port

Draught on departure (m)

Height on departure (m)

Any departing cargo? (Yes No)

Departing voyage safely completed

Next port city (Q)

ETA (next port) (yyyy-mm-dd hh:mm)

Advanced

ETA means your estimated time for arrival to dock or anchorage.

ETA is NOT estimated start of pilotage, even if you have ordered a pilot.

ATA is normally entered automatically by the vessel's AIS and cannot be changed.

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.

ONCE YOU SET ATA AND SIGN THE VISIT YOU CAN NEVER CHANGE IT AGAIN!

Show the ATA field

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.

At arrival

ETA (dock) (yyyy-mm-dd hh:mm)

ATA (dock) (yyyy-mm-dd hh:mm)

Pilotage status

At departure

ETD (dock) (yyyy-mm-dd hh:mm)

ATD (dock) (yyyy-mm-dd hh:mm)

Pilotage status

For ATA/ATD to be set 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 set automatically and ATA/ATD must be registered manually.

At arrival

ETA (dock/anchorage) (2020-03-30 12:00)

ATA (dock/anchorage) (yyyy-mm-dd hh:mm)

ETA has passed. Please enter ATA or update your ETA.

At departure

ETD (dock/anchorage) (2020-03-31 12:00)

ATD (dock/anchorage) (yyyy-mm-dd hh:mm)

ETD has passed. Please enter ATD or update your ETD.

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

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) ⚙️ ⚠️ 2020-03-05 12:00

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

If there is a nearby visit, 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, under 'Obligated to report to', the 'Customs' radio button is set to 'No', and the checkbox 'This visit is 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, under 'Obligated to report to', the 'Customs' radio button is set to 'Yes', and the checkbox 'This visit is part of a RSS time table' is checked. The 'Coast guard' radio button is also set to 'Yes'.

## Obligated to report to The Swedish Transport Agency

### Reporting of voyage safely completed

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 Reportal.

At arrival		At departure	
ETA (dock/anchorage)🕒	# 2024-10-09 12:00	ETD (dock/anchorage)🕒	# 2024-10-12 12:00
Pilotage status	Required to employ pilot	Pilotage status	Required to employ pilot
First point in port	Arendal, hamn - Göteborg	Last point in port🕒	Arendal, hamn - Göteborg
Draught on arrival🕒	m	Draught on departure🕒	m
Height on arrival🕒	m	Height on departure🕒	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	🇸🇪 SENRK - Norrköping	Next port city🕒	🇱🇻 LVRIX - Riga
ETD (previous port)	# yyyy-mm-dd hh:mm	ETA (next port)	# 2024-10-14 12:00

Read more about mandatory vessel reporting at the [website of the Swedish Transport Agency](#).

## Obligated to report to the Swedish Coast Guard

### 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](#).

### Previous port city

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”. This is mandatory when you have ticked in “Yes” for *Obligated to report to Coast guard* in the overview.

Arriving voyage safely completed

Departing voyage safely completed

Previous port city

ETD (previous port)

Next port city

ETA (next port)

[Advanced](#)

## Vessel reporting – Timetable

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

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	PL	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						

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

All fields marked with orange are required, it is also mandatory to state if you will report a fairway declaration or not.

< New time table Generate visits Cancel

**Overview**

Purpose of call  [+ Add](#)

Ship

Port of call

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**

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**

Master  At arrival  At departure

Crew members

**Waste**

Intends to submit a waste notification  Yes  No

**Fairway declaration**

I will report a fairway declaration  Yes  No

[Advanced](#)

**Time table**

From

To

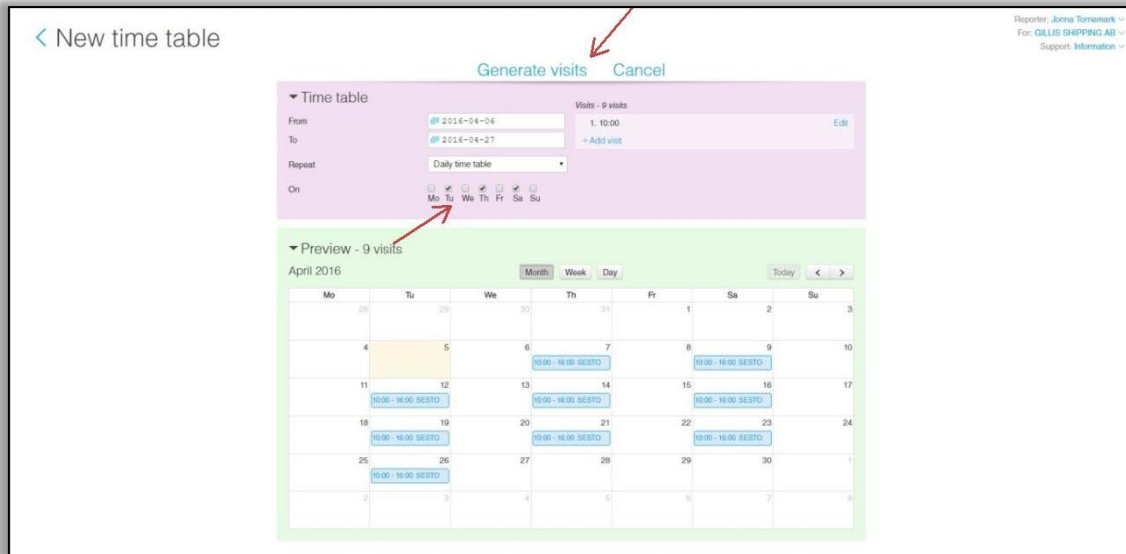
Repeat

On  Mo  Tu  We  Th  Fr  Sa  Su

**Visits**

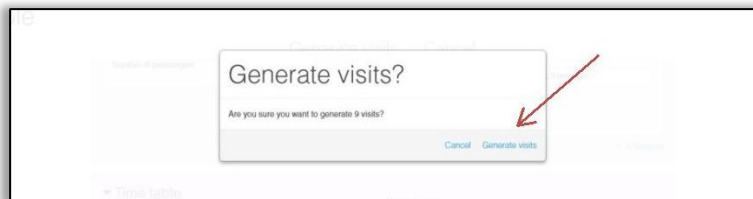
[+ Add visit](#)

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.

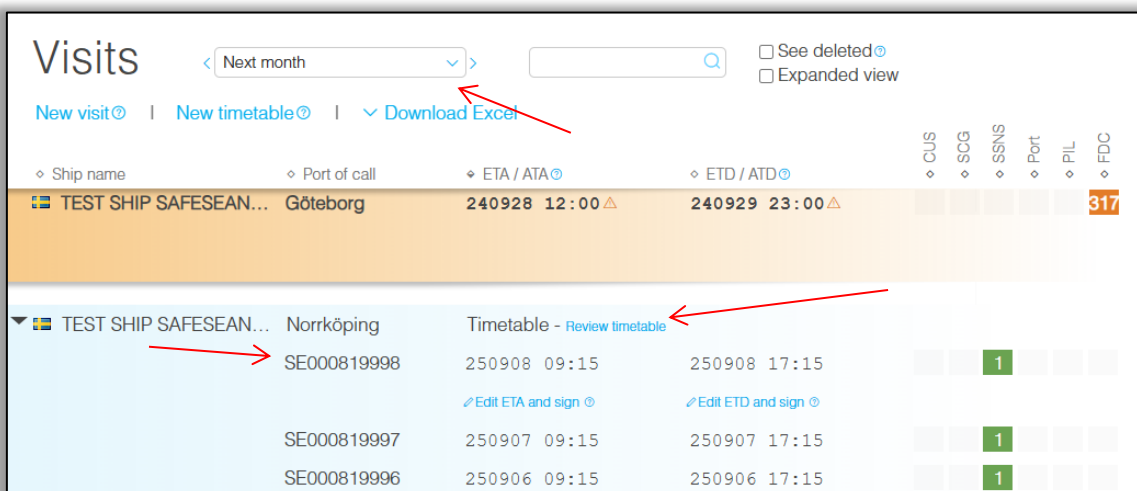


When you have made your timetable, you can see how it looks down in the preview. If the time and date look okay, you send it to the authorities by clicking on "Generate visits".

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



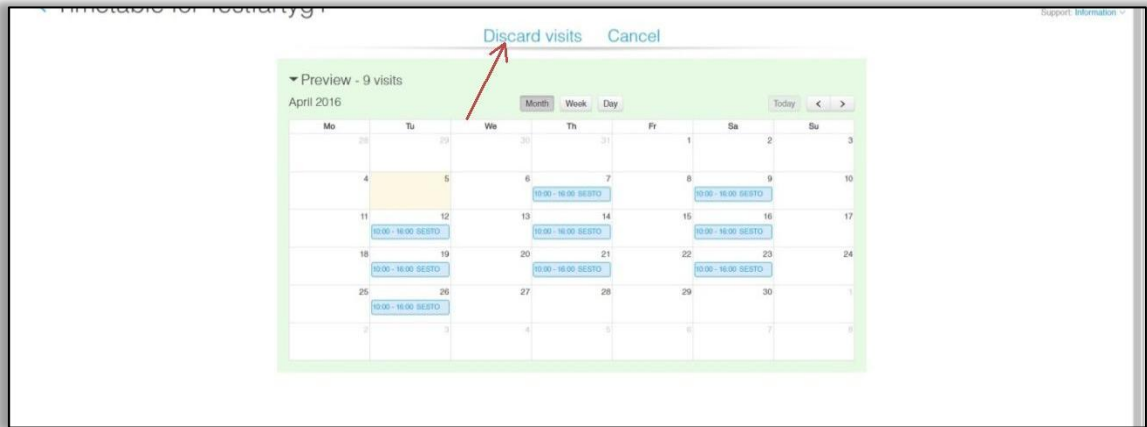
To view the timetable in the Visits list, you have to choose which time period you want to see, for example "Next month".



From this view, you can also "Review timetable" and see which visits that belong to the specific timetable. You can also from this view "Edit the ETA/ETD and sign" each visit.

If you want to delete one visit in a timetable you have to go into the specific visit and click "Discard."

To delete an entire timetable, including all visits, press "Review timetable" in the Visits list, and then choose "Discard visits".



## 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 "Not required to employ pilot".

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

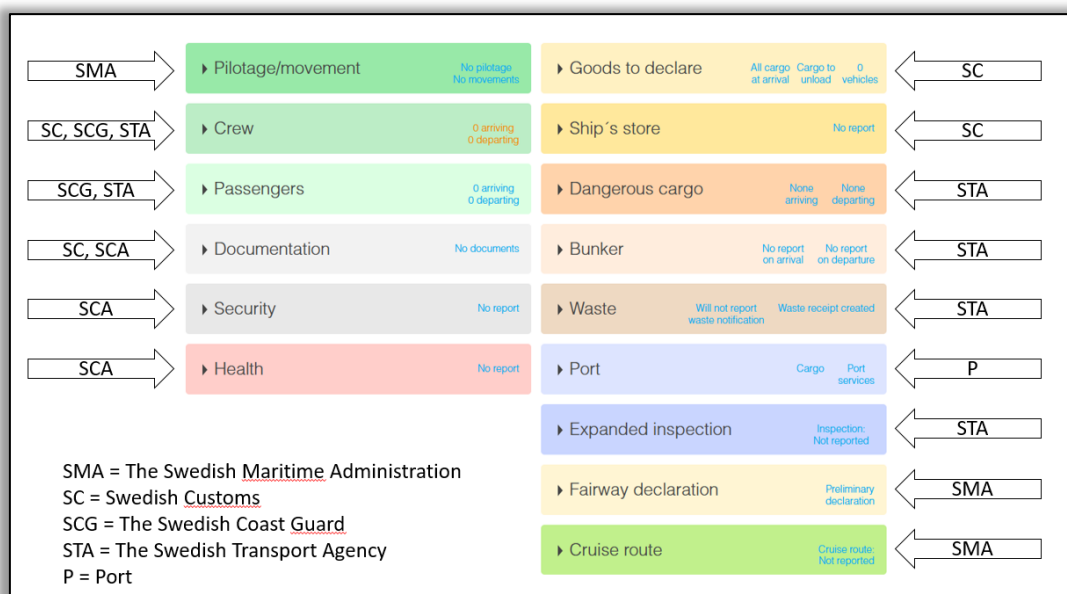
## When the Overview is filled out

When all the **required** fields in the Overview are filled out, the information will automatically be saved and the next part of the reporting will be opened. In the next part, different sections will be available in the interface. Depending on what you have reported in the Overview different sections will appear and be available, e.g. purpose of call, port and vessel type.

**NOTE!** Saved information does not mean that it is sent to the authorities.

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

Each section represents the area that should or could be reported to the different authorities, on the picture above you'll see all the sections in MSW Reportal. On the picture below you will see which authority that will receive the respective sections reported information.



## Pilotage and movements

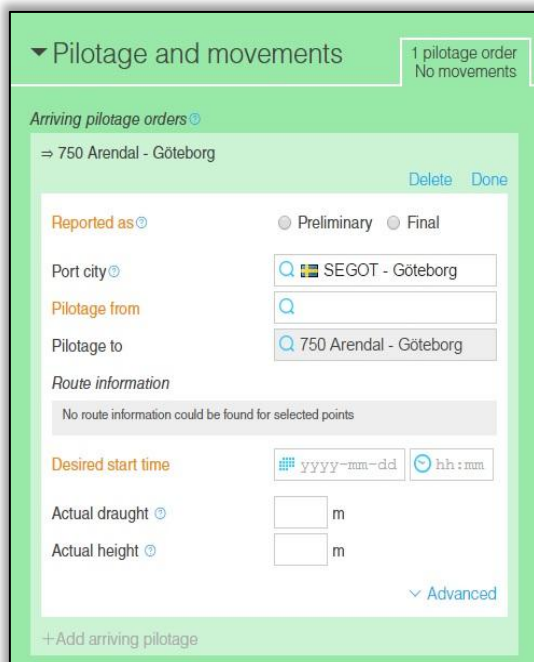
Under "Pilotage/movements" you can enter arriving piloting to the selected port of arrival, pilotage and movements inside the harbor as well as departure pilotage. The choices you get depend on what you have selected under "Pilot Status". If you have chosen a dispensation or intend to not order a pilot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



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 Reportal. 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!**

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

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 cannot send any message back.

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.

▼ 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 990164045

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.

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

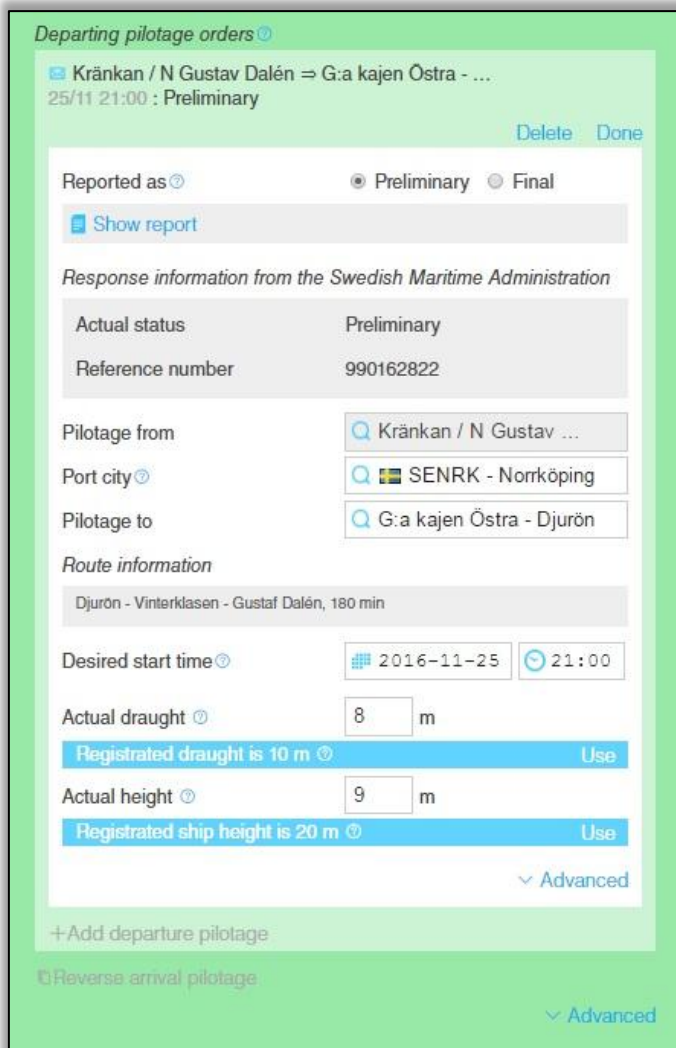
When you have sent your pilotage order as final and it's confirmed by the Maritime Administration, you will get a response message with status confirmed.

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.



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!**

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.

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.

Departing pilotage orders

Kränkank / 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 Kränkank / N Gustav ...

Port city SENRK - Norrköping

Pilotage to G:a kajen Östra - Djurön

Route information

Djurön - Vinterklasen - Gustaf Dalén, 180 min

Desired start time 2016-11-25 21:00

Actual draught 8 m

Registered draught is 10 m Use

Actual height 9 m

Registered ship height is 20 m Use

Advanced

+Add departure pilotage

Reverse arrival pilotage

Advanced

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 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

^ 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 Unknown ▾

Pilot boarding side Unknown ▾

Has pilot elevator Unknown ▾

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:

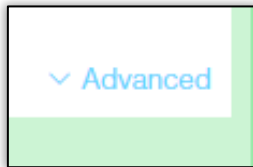
- Side to wharf
- Boarding side
- Has pilot elevator
- Tug boats
- Message

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

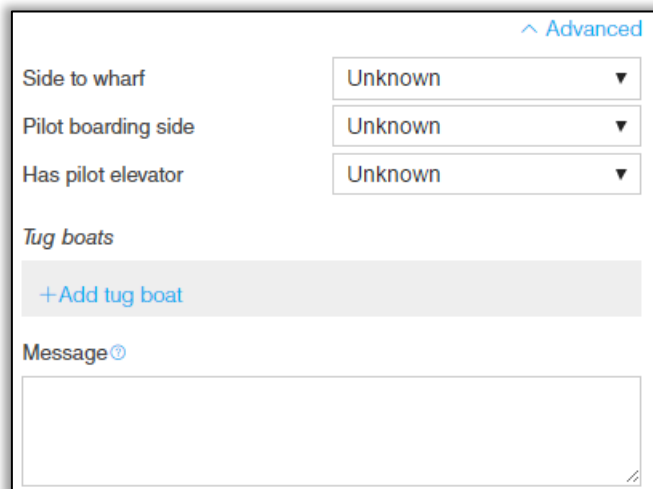
Like the earlier system, you can send a message to the pilot planner. Note, however, that the pilot planner currently can't send any message back.

## Ordering of tugs

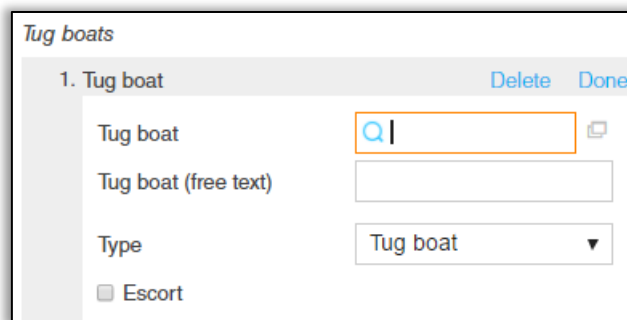
When you have filled in the information about the pilotage you have the option to order tugs. To access this, you need to click on “Advanced”.



When you press “Advanced” you have one option called “+Add tug boat”.



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.

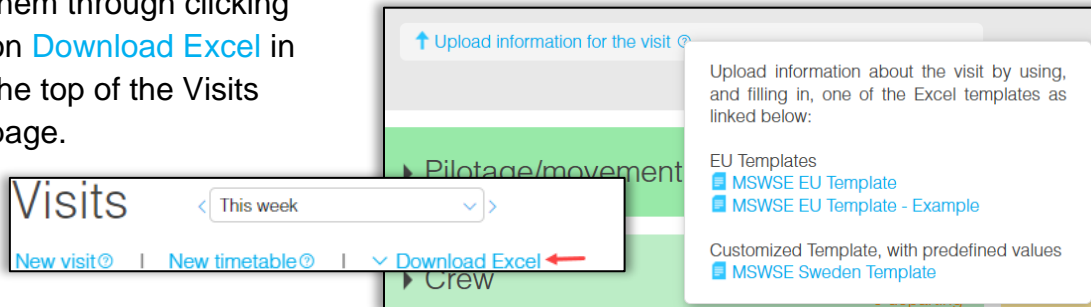


If you want to change something with you ordered tug you can press “Edit”.

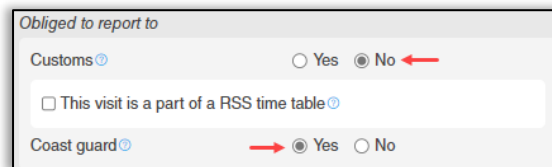


## Upload the Excel Template with information for the visit

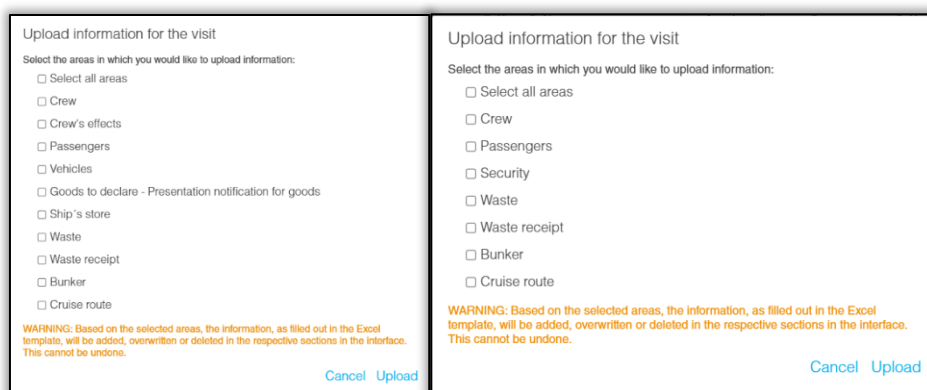
If you want to use a filled out Excel Template to upload information into the specific visit in MSW Reportal, click on “Upload information for the visit” in the Overview. Make sure that you have the latest version of the templates by downloading them via the question mark (?) in the Overview or by downloading them through clicking on [Download Excel](#) in the top of the Visits page.



When you have chosen the filled out excel template to upload, a pop-up will appear and show a list of areas that you can select to upload. Which areas you can choose between depends on what you have chosen in the Overview regarding where you are “Obligated to report to”.



None of the areas are selected by default. Each area represents the information that you have added into each tab in the Excel Template. You need to choose which areas you want upload information into the interface by ticking the boxes. Only the selected areas information will be uploaded.



**WARNING** - Based on the selected areas, the information, as filled out in the Excel template, will be added, overwritten or deleted in the respective sections in the interface. This cannot be undone.

Please read about how to fill out the excel template via the *User guide for Excel MSWSE EU Template* and *User guide for Excel MSWSE Sweden template*, you will find them on the home page [User guide and technical information](#).

## 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

Rank or rating

Given name

Family name

Nationality

Birth date

Place of birth

Gender

ID type

ID number

[+ Add crew member](#)

[- Clear list](#) [↑ 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](#)

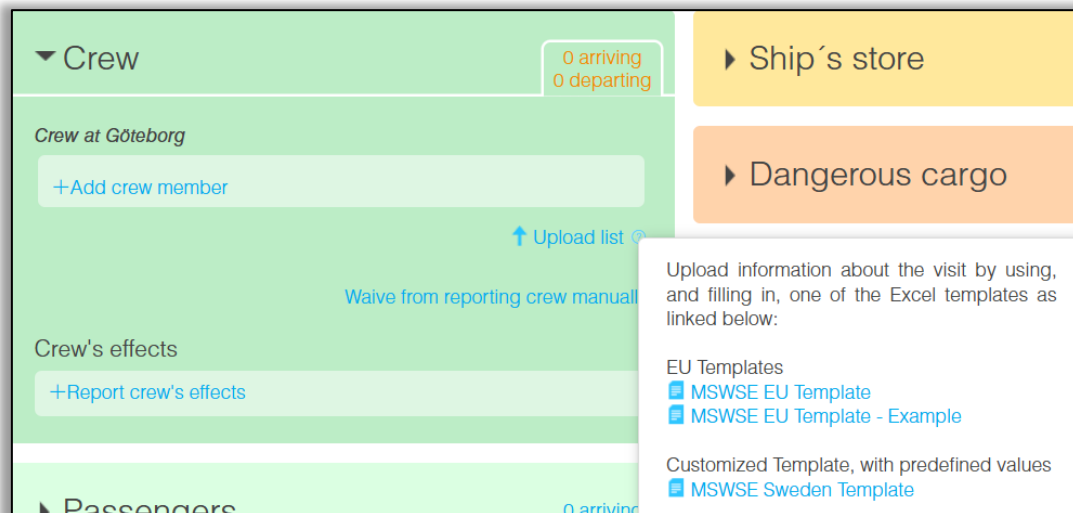
Here you can choose to fill in the crew manually or upload a completed Excel Template under "[Upload list](#)".

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](#)



You can choose to upload information about crew by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “[Upload list](#)” to download the Excel template. You can download the following templates:

- *MSWSE EU Template* (EU Templates)
- *MSWSE EU Template – Example* (EU Templates with example data)
- *MSWSE Sweden Template* (Customized Template, with drop downs)

To read more about how to fill out the excel template please see the User Guides *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

## Crew change

The screenshot shows a web interface for managing crew members. At the top, there's a 'Crew' header with a dropdown arrow and a status indicator '1 arriving 1 departing'. Below this, the location is set to 'Crew at Göteborg'. A list of crew members is shown, with the first member selected. The form for this member includes fields for: Boarding (a dropdown menu currently showing 'Transit' and open to show 'Transit', 'Embarking', and 'Disembarking'), Rank or rating, Given name, Family name, Nationality (with a search icon), Birth date (with a calendar icon and 'yyyy-mm-dd' format), Place of birth, Gender, ID type, and ID number. At the bottom of the form, there are buttons for '+Add crew member', '-Clear list', and '↑ Upload list'.

To report a Crew change in MSW Reportal, you open the field "Boarding".

For each crew member you have to choose if they are "Transit", "Embarking" or "Disembarking".

You can choose to upload information about crew change through an filled out excel template. To read more about how to fill out the excel template please see the User Guides *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

## Crew's Effect

Crew's effect (equivalent FAL form 4) shall be reported for each crew member via "+Add crew" in the section "Crew's effects".

To report crew's effects in the interface use "+Add Crew".

You need to fill in

- "Rank or rating"
- "Given name"
- "Family name"
- "Type" of belongings
- "Quantity"

If you choose the type "Miscellaneous" the field "Description" will also be required.

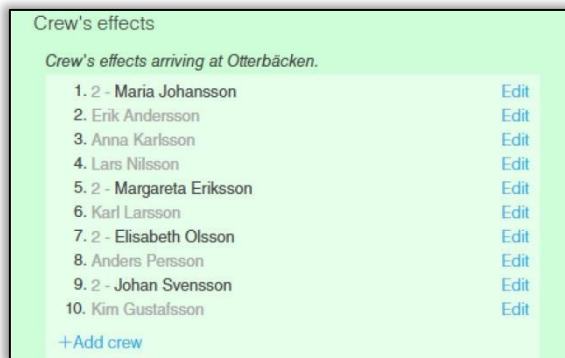
The types of articles that are available to choose from are the following:

### Type of article

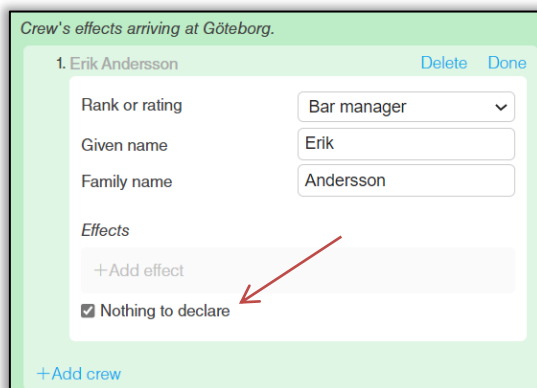
- Alcoholic Spirits
- Other AlcoholicSpirits
- Wine
- Cigarettes
- Cigars
- Tobacco
- Fuels
- Lubricants
- Drugs
- Flesh and flesh products
- Firearms
- Ammunition
- Animals
- Fortified wine
- Light wine
- Beer
- Miscellaneous

### Quantity

- liters
- liters
- liters
- number of article
- number of article
- kilogram
- liters
- liters
- kilogram
- kilogram
- number of article
- number of article
- number of article
- liters
- liters
- liters
- number of article



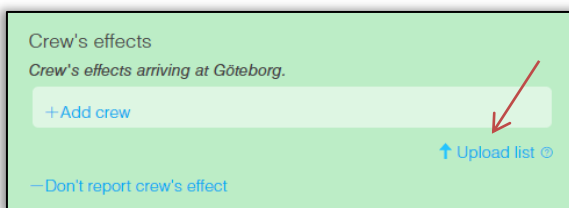
Crew members with articles to declare are highlighted in the list with black text, while those who have nothing to declare are highlighted in grey text.



If a member of the crew has no belongings you must fill in:

- "Rank or rating"
- "Given name"
- "Family name"
- Tick the box "Nothing to declare".

If you choose to upload Crews Effects via a completed excel template, use "Upload list"-button. You can read more about how to fill out the excel template in the User Guides *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).



## Passengers

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

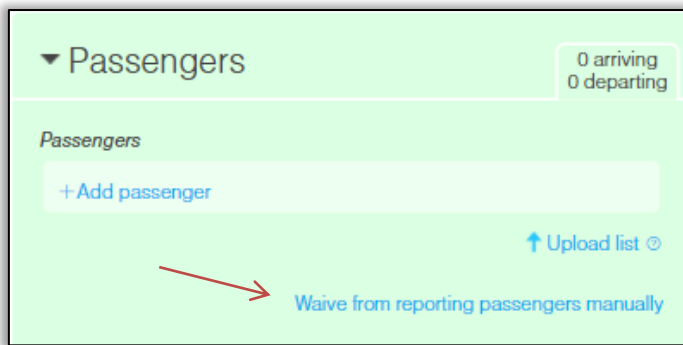
The following information must be entered for each passenger:

- 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

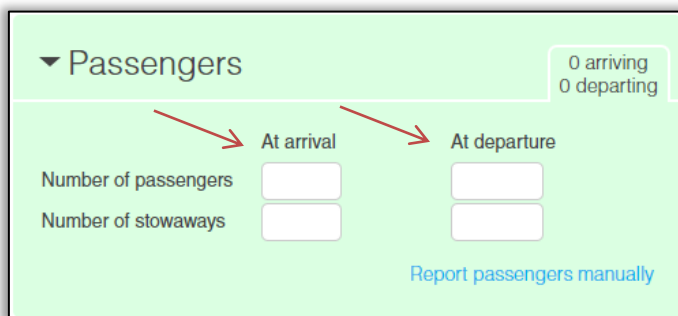
You can choose to fill in passengers manually, or report passengers by uploading a completed Excel file under “Upload list”.

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.



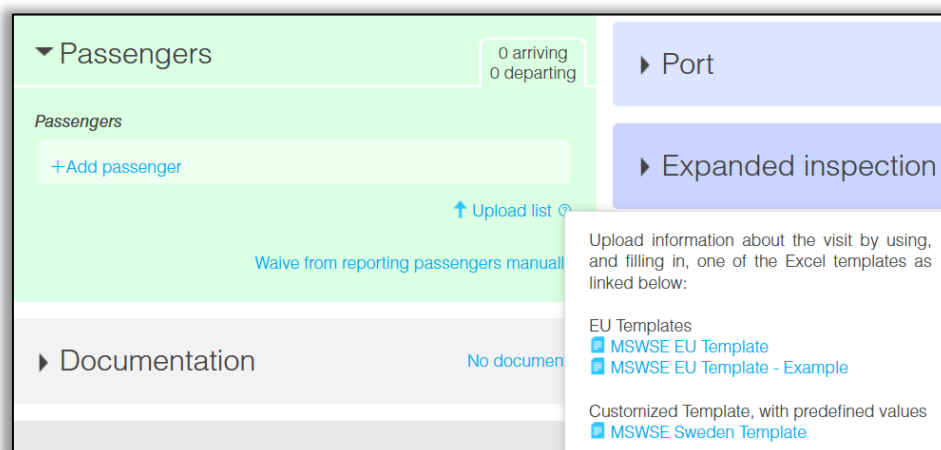
When reporting only the amount of passengers staying on board, select “[Waive from reporting passengers manually](#)”.



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

You can choose to upload information about passengers by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “[Upload list](#)” to download the Excel template. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)



Please read more about how to fill out the excel template in the User Guides, *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

## 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.

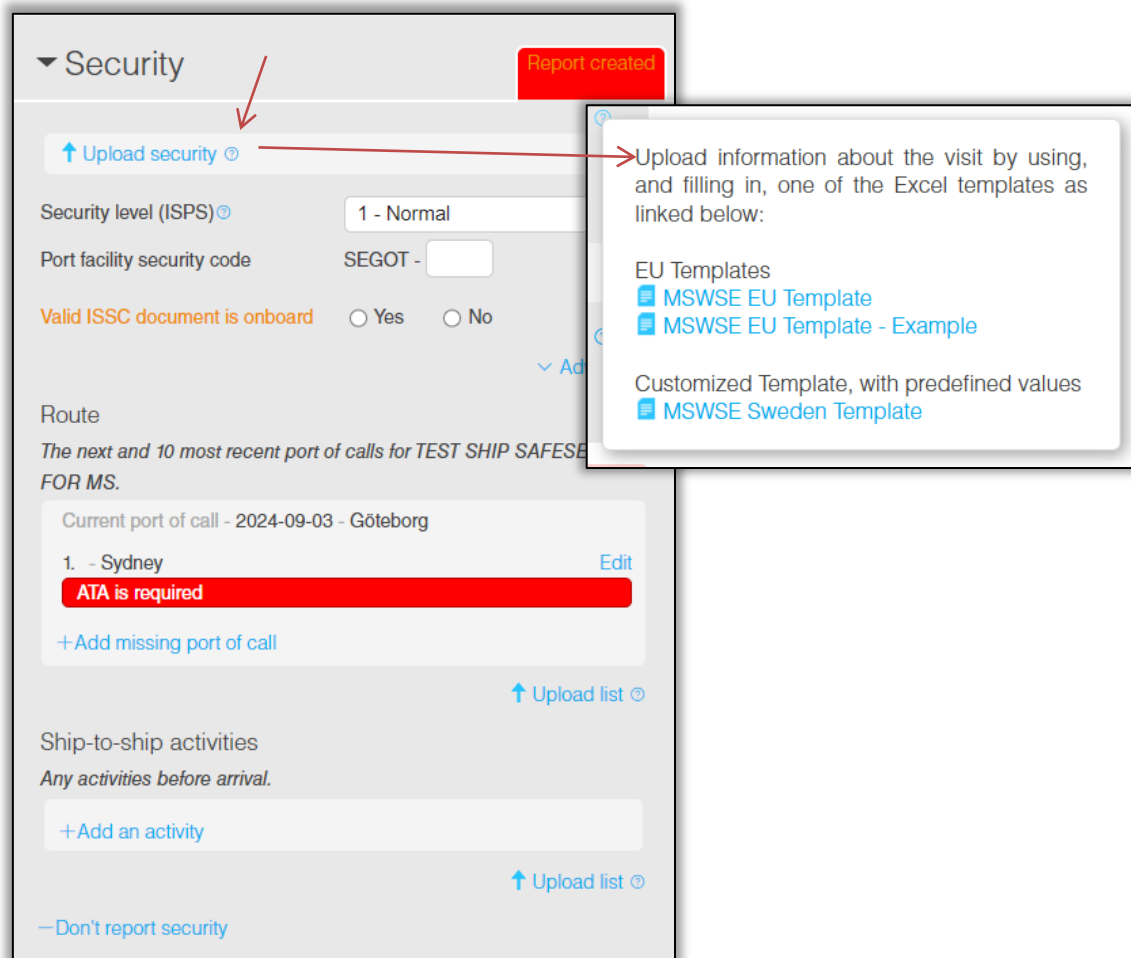
Should such situation arise, it is important that you have the reference number of the document and the document to restore the information in MSW Reportal.

## Security

To report maritime security you do so in the section “Security” and use “+Report 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 enter information into the interface manually or upload information about security by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list” to download the Excel template. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)

The tab with Security in the Excel EU template appears as the picture below, with or without example data. The tab contains the "Security level (ISPS)", "Port Facility Security Code," "ISSC document", "Last 10 ports" and "Ship-to-ship activities".

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	Lars	+46123456789	lars.larsson@mail.com	123456789	0123
Route - Last 10 ports							
*Date of arrival MANDATORY	*Date of departure MANDATORY	*Port (UN/LOCODE) 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		

**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 UN/LOCODE 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: [IMO Web Accounts](https://www.imo.org/About/Services/Pages/IMO-Web-Accounts.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

**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.

A	B	C	D	E
<b>SECURITY</b>				
<b>*Valid ISSC</b> MANDATORY	<b>(*ISSC Issuer</b> (MANDATORY if Government or RSO is filled out)	<b>*ISSC – Type of document</b> MANDATORY	<b>(*Issuer Type</b> (MANDATORY if ISSC Issuer is filled out)	<b>Choose Issuer Type</b> RSO (Regional Security Office) GVT (Government)
Yes	Lloyd's Register	ISSC	RSO	
<b>Security level (ISPS)</b>	<b>The security levels according to the ISPS code:</b> 1, 2 or 3		<b>SSO Given Name</b>	<b>SSO Phone (24/7)</b>
2			Lars	+46123456789
<b>Route - Last 10 ports</b>			<b>SSO Email</b>	<a href="#">lars.</a>
<b>*Date of arrival</b> MANDATORY	<b>*Date of departure</b> MANDATORY	<b>*Port (UNLOCODE)</b> MANDATORY	<b>*Port facility code (GISIS)</b> MANDATORY	<b>Security level</b>
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		

▼ 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 - Goteborg

- 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

+ Add an activity

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 in the interface, you will 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: [IMO Web Accounts](https://www.imo.org/About/Services/Pages/ATA-Web-Accounts.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.

**Note** - the chosen "Port" will automatically update "Previous port city" in the "Overview".

Route

Advanced

The next and 10 most recent port of calls for TESTFARTYG1.

Current port of call - 2016-04-24 - Karlshamn

1st prev. port of call - Riga	Edit
2:nd prev. port of call - Stockholm	Edit
3:rd prev. port of call - Pärnu	Edit
4:th prev. port of call - Hargshamn	Edit
5:th prev. port of call - Pärnu	Edit
6:th prev. port of call - Avedøreværkets Havn	Edit
7:th prev. port of call - Pärnu	Edit
8:th prev. port of call - Avedøreværkets Havn	Edit
9:th prev. port of call - Pärnu	Edit
10:th prev. port of call - Avedøreværkets Havn	Edit

- Clear list      ↑ Upload list

Ship-to-ship activities

Any activities before arrival.

+ Add an activity      ↑ Upload list

- Don't report security

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

- Clear list      ↑ Upload list

Ship-to-ship activities

Any activities before arrival.

1. -      Delete      Done

Activity      [Dropdown]

Start date      [Date field]

End date      [Date field]

Location      [Text field]

Latitude / Longitude      [Text field]

+ Add an activity      ↑ Upload list

- Don't report security

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”.

Read more about maritime security at the [website of Swedish Coast Guard](#).  
Read more about Maritime and port security at the [website of the Swedish Transport Agency](#).

## Sanitary Certificate (SAN)" and "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

**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 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 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.

▼ 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](#)

## 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 Reportal 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 city 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 a customs office. The entry summary declaration must be submitted in the common EU Import Control System (ICS2) before the goods enter the EU.

Read more about [Information to submit when importing by sea](#)

When the first office of entry in the EU is located in Sweden, a reference to the entry summary declaration (ENS) for all goods on board at arrival should be reported in MSW Reportal.

**The reference to use is the Entry Key information** (IMO + Estimated Date of Arrival registered in the ENS). It is also possible to complement the Entry Key with ENS MRN.

If you have arriving cargo and previous port is outside the EU you will see the tab **All cargo at arrival** in the panel Goods to declare.

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

*When the previous port is outside the EU and you have cargo on board, a reference to your summary entry declarations (ENS) must be provided for all cargo on board.*

[+References to ENS for all incoming cargo](#)

When you have access to ENS references for the arriving goods select **“+References to ENS for all incoming cargo”**

**Note!** This must be done before the ATA is set in order for the unloading decision to be made on arrival.

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

*When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.*

*If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.*

**Entry key information declared in pre-lodged ENS** ⓘ

Estimated arrival date in ENS ⓘ    2025-05-27

**MRN, reference to pre-lodged ENS** ⓘ

MRN-numbers of all cargo at arrival ⓘ

[+Add new item](#)

Exempt from declaring Entry Summary Declarations (ENS)

[-Remove reference to ENS for arriving cargo](#)

When reporting “All cargo at arrival” the Entry Key is mandatory

Enter the **“Estimated arrival date in ENS”**. Note that this may differ from the ships ETA/ATA.

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

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

**Entry key information declared in pre-lodged ENS**

Estimated arrival date in ENS

**MRN, reference to pre-lodged ENS**

MRN-numbers of all cargo at arrival

[+Add new item](#)

Exempt from declaring Entry Summary Declarations (ENS)

[-Remove reference to ENS for arriving cargo](#)

If you wish to add ENS-MRN select “+Add new item” under “MRN-number of all cargo at arrival”.

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

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

**Entry key information declared in pre-lodged ENS**

Estimated arrival date in ENS

**MRN, reference to pre-lodged ENS**

MRN-numbers of all cargo at arrival

1. 25SEHC6BNNT2CGOAT5	<a href="#">Delete</a>	<a href="#">Done</a>
ENS MRN	<input type="text" value="25SEHC6BNNT2CGOAT5"/>	

[+Add new item](#)

[-Clear list](#)

Exempt from declaring Entry Summary Declarations (ENS)

[-Remove reference to ENS for arriving cargo](#)

Add **ENS-MRN** (master consignment level)

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

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

**Entry key information declared in pre-lodged ENS**

Estimated arrival date in ENS

**MRN, reference to pre-lodged ENS**

MRN-numbers of all cargo at arrival

[+Add new item](#)

Exempt from declaring Entry Summary Declarations (ENS)

[-Remove reference to ENS for arriving cargo](#)

## Exemption from entry summary declaration

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

Tick the box “Exempt from declaring Entry Summary Declarations (ENS)”

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

*When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.*

*If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.*

**Entry key information declared in pre-logged ENS**

Estimated arrival date in ENS

**MRN, reference to pre-logged ENS**

*MRN-numbers of all cargo at arrival*

[+ Add new item](#)

Exempt from declaring Entry Summary Declarations (ENS)

[- Remove reference to ENS for arriving cargo](#)

If you need to remove the information "All cargo on arrival", you can select

["-Remove reference to ENS for arriving cargo"](#)

**Keep in mind** that the information must be in place before the ATA is set in order for unloading decisions to be made on arrival.

## 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 applies to goods that are unloaded in Sweden.

If non-EU goods have been transhipped to a new means of transport in a previous EU port and the manifest constitutes the declaration for temporary storage, i.e. when a Temporary storage declaration (TSD) hasn't been submitted directly to the Customs Authority, the presentation notification does not need to be submitted when unloading at the Swedish port. However information about the port of loading, weight and type of cargo must be provided, as well as references to the subsequent customs procedure. Read more under the heading "Goods to be unloaded".

For permission to unload at arrival and to get the cargo declaration approved, all relevant information about the cargo to be unloaded needs to be in place latest at ATA.

For **Presentation notification** you need to report at least one of

- reference to declaration for temporary storage submitted to the Customs (Non-EU goods)
- reference to ENS (entry summary declaration) (Non-EU goods) goods.
- reference to the Proof of Union Status e.g. PoUS MRN (EU goods)

**Note!** The ENS-MRN and transport **document** number that you present must be found on the **same ENS** and at the same level, i.e. **master** or **house**. If you wish to present the goods at container level, the container number must be at master level. When referring to ENS of Type F10 or F13 the presentation must be submitted at master level.

The format of the transport document number must be exactly the same as stated in the summary import declaration (ENS) and the declaration for temporary storage (TSD).

- The format for the container should always be without any separators, and you cannot use the letters Å, Ä, or Ö.
- Contact the agent who provided the information if you are unsure about which details need to be submitted and at what level they should be indicated.

You can read more about Presentation notification for goods and temporary storage declarations [here](#).

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 non-EU goods a reference to the subsequent customs procedure must be stated.

Read more about [Ship's report and customs clearance](#) and [Information to submit when importing by sea](#)

## Report through an Excel template

If you choose to use the Excel template, enter the information about the presentation notification for goods on the tab "Unloading goods".

To upload the information about presentation notification choose “**Upload list**” or drag and drop the file into Goods to declare.

If there already is information in "*Presentation notification for goods*" when you upload the Excel template, the existing information will be overwritten with what you upload.



Example of reported Presentation notification for goods

By using “+Add presentation notification for goods” information can be added or edited after uploading the Excel Template.

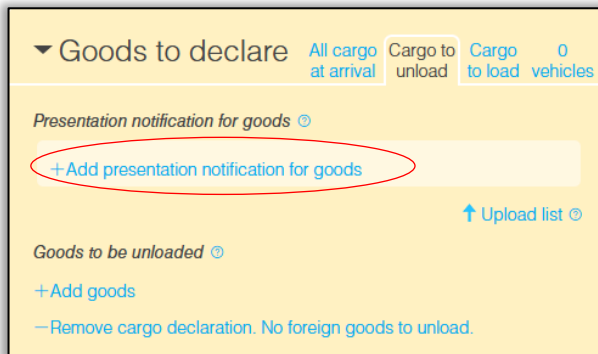
## Filling in the Excel Template for “Presentation notification of goods”

The presentation notification of goods can be submitted by uploading a filled out Excel Template in MSW Reportal. Go to the "Goods to declare" section in the "Cargo to unload" panel.

To report the presentation notification of goods via the Excel template, start by downloading the Excel Template. You can download it from MSW Reportal, via “[Download Excel](#)” or download it from home page of [the Swedish Maritime Administration](#). From the home page you will also find User Guides to help while filling out the Excel Template, they are called “*User guide for Excel MSWSE EU Template*” and “*User guide for Excel MSWSE Sweden Template*”.

## Report manually in MSW Reportal

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



Go to the tab “Cargo to unload”.

Choose “+Add presentation notification for goods”.



Choose the **Origin of the goods**.

### Origin of the goods = EU

When unloading union goods you need to provide proof of status. This can be done by referring to a PoUS MRN or by referring to supporting documents. If using supporting documents enter for example "SUPPORTINGDOCUMENT" in the field and then upload the document in MSW Reportal.

If the total value of the goods does not exceed EUR 15000, you can still use invoices and transport document as Proof of Union Status.

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 a supporting document, you also need to upload a goods manifest under the section “Documentation” in MSW Reportal.

### Non-Union goods

Notification of the arrival of goods must be submitted for foreign goods unloaded in Sweden. There is an exception when it’s non-union goods that have been transshipped in a previous EU port and there no TSD (Temporary Storage Declaration) submitted to the Swedish Customs in advance.

In cases where the goods being unloaded are covered by a TSD submitted to the Swedish Customs in advance, the TSD MRN should be provided along with a reference to Sid (summary import declaration).

In cases where the FAL2 constitutes the temporary storage declaration, you should only refer to Sid.

Enter the *Origin of the goods* to **Non-EU**.

Specify whether a

**TSD has been submitted to the Swedish Customs in advance** (see pages below)  
or if there is  
**Exempt from ENS** (see pages below)

## Present goods and refer to a ENS on master level

**1. Non-EU goods - Master** Delete Done

Origin of the goods  EU  Non-EU

TSD declared to Swedish Customs

Exempt from referring to ENS

Consignment level

Previous document ENS (N355)

Transport document no. (N704)

Container number

Receptacle

[+Add presentation notification for goods](#)

Enter *consignment* to “**Master**”

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

The ENS MRN and transport document number must be found on the same ENS at master level.

**1. Non-EU goods - Master** Delete Done

Origin of the goods  EU  Non-EU

TSD declared to Swedish Customs

Exempt from referring to ENS

Consignment level

Previous document ENS (N355)

Transport document no. (N704)

Container number

Receptacle

[+Add presentation notification for goods](#)

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

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

## Present goods and refer to a ENS on container level

**1. Non-EU goods - Master** Delete Done

Origin of the goods  EU  Non-EU

TSD declared to Swedish Customs

Exempt from referring to ENS

Consignment level

Previous document ENS (N355)

Transport document no. (N704)

Container number

Receptacle

[+Add presentation notification for goods](#)

[-Clear list](#) [↑ Upload list](#)

Enter *consignment* “**Master**”.

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

ENS MRN, transport document number and container number (or receptacle) must all be found on the same ENS at the master level.

If you have exempt from ENS tick the checkbox **“Exempt from ENS”**.

Enter the Transport document number and the *container number* or the *receptacle*.

The ENS-MRN, transport document number and container number must be found on the same ENS and on master consignment level.

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

## Present on goods and refer to ENS on house level

Enter *consignment* **“House”**

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

The ENS MRN and transport document number must be found on the same ENS at House level.

**Presentation notification for goods**

1. Non-EU goods - House Delete Done

Origin of the goods  EU  Non-EU

TSD declared to Swedish Customs

Exempt from referring to ENS

Consignment level

Previous document ENS (N355)

Transport document no. (N705)

[+Add presentation notification for goods](#)

[-Clear list](#) [↑ Upload list](#)

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 or to different masters.

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

## Present on goods covered by a TSD and refer to ENS on master level

**Presentation notification for goods**

1. Non-EU goods - Master Delete Done

Origin of the goods  EU  Non-EU

TSD declared to Swedish Customs

Previous document TSD (N337)

Exempt from referring to ENS

Consignment level

Previous document ENS (N355)

Transport document no. (N704)

Container number

Receptacle

[+Add presentation notification for goods](#)

Tick the checkbox **“TSD declared to Swedish Customs”**

Enter **TSD-MRN**

Enter *consignment* **“Master”**.

Enter **ENS-MRN**

Enter **Transport document no.**

All ENS references must be found at the Master level on the declaration for temporary storage (TSD)

**Anmälan av varors ankomst**

1. Ikke EU-gods - Master Ta bort Klar

Godsets tullstatus  EU  Ikke EU

DTL lämnad till Tullverket

Tidigare dokument DTL (N337)

Undantag från att referera till Sid

Försändelsenivå

Tidigare dokument Sid (N355)

Transportdokumentnr. (N704)

Containernummer

Behållare

[+Lägg till anmälan av varors ankomst](#)

[-Rensa lista](#) [↑ Ladda upp lista](#)

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

**Present on goods covered by a TSD and refer to Containers**

Presentation notification for goods

1. Non-EU goods - Master Delete Done

Origin of the goods  EU  Non-EU

TSD declared to Swedish Customs

Previous document TSD (N337) 24SE0000IUGJV1F8U9

Exempt from referring to ENS

Consignment level Master

Previous document ENS (N355) 24SEQY5O5OHFMTNAT

Transport document no. (N704) MC-TransportDocB3

Container number CONTAINER123

Receptacle

+ Add presentation notification for goods

Tick the checkbox **“TSD declared to Swedish Customs”**

Enter **TSD-MRN**

Enter *consignment* **“Master”**.

Enter **ENS-MRN**

Enter **Transport document no.**

Enter the **container** number

All ENS references must be found at the Master level on the declaration for temporary storage (TSD).

Presentation notification for goods

1. Non-EU goods - Master Delete Done

Origin of the goods  EU  Non-EU

TSD declared to Swedish Customs

Previous document TSD (N337) 24SE0000IUGJV1F8U9

Exempt from referring to ENS

Consignment level Master

Previous document ENS (N355)

Transport document no. (N704) MC-TransportDocB3

Container number CONTAINER123

Receptacle

+ Add presentation notification for goods

If you have exempt from ENS tick the checkbox **“Exempt from ENS”**. You only need to provide the **TSD-MRN**, the **Transport document number** and container number

The transport document number must be found at the Master level on the declaration for temporary storage (TSD).

**Present on goods covered by a TSD and refer to ENS on house level**

Tick the checkbox **“TSD declared to Swedish Customs”**

Enter **TSD-MRN**

Enter *consignment* **“House”**.

Enter **ENS-MRN**

Enter **Transport document no.**

All ENS references must be found at the House level on the declaration for temporary storage (TSD).

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

The transport document number must be found at the House level on the declaration for temporary storage (TSD).

**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 EU goods and one for the non-EU goods.

You must specify the port of loading and for non-EU goods the subsequent customs procedure must be stated. You need to report one line per port of loading, and if there are different subsequent customs procedures, one row per customs procedure must be entered.

As the subsequent customs procedure you must state at least one of the following:

- A location of goods code (IG code) to indicate the temporary storage facilities or other place of unloading to which the goods are brought when unloaded.
- Enter “TSD” in cases there is a declaration for temporary storage submitted directly to the Customs Authority in advance. (The DTL-MRN should be reported in the Arrival Notification of goods.)
- Information about the following customs procedure, customs ID for a pre-logged import or customs warehouse declaration
- NCTS MRN (transit number)

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

To add row, select “+Add goods” under “Goods to be unloaded”.

## 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

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 🔍

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”.

-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 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 template via “[Upload list](#)”.

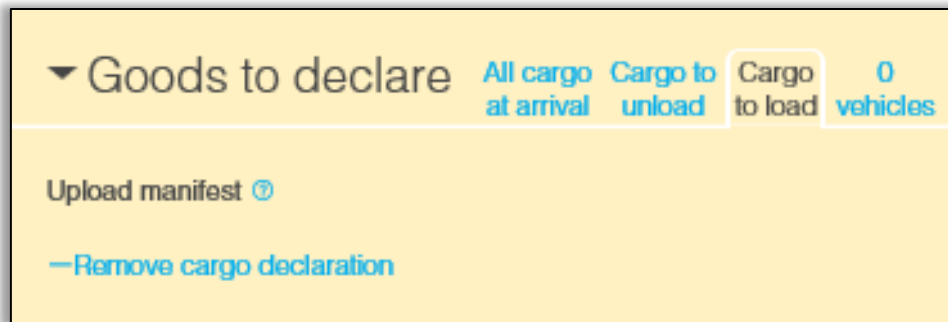
	A	B
5	<b>VEHICLES</b>	
7	<b>*Registration number</b> <small>MANDATORY</small>	<b>Non EU Cargo</b>
8	ABC123	Yes
9	DEF456	No
10	GHI789	No
11	JKL012	No
12	MNO345	Yes
13	PQR678	No
14	STU901	No
15	VUX234	No
16		

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

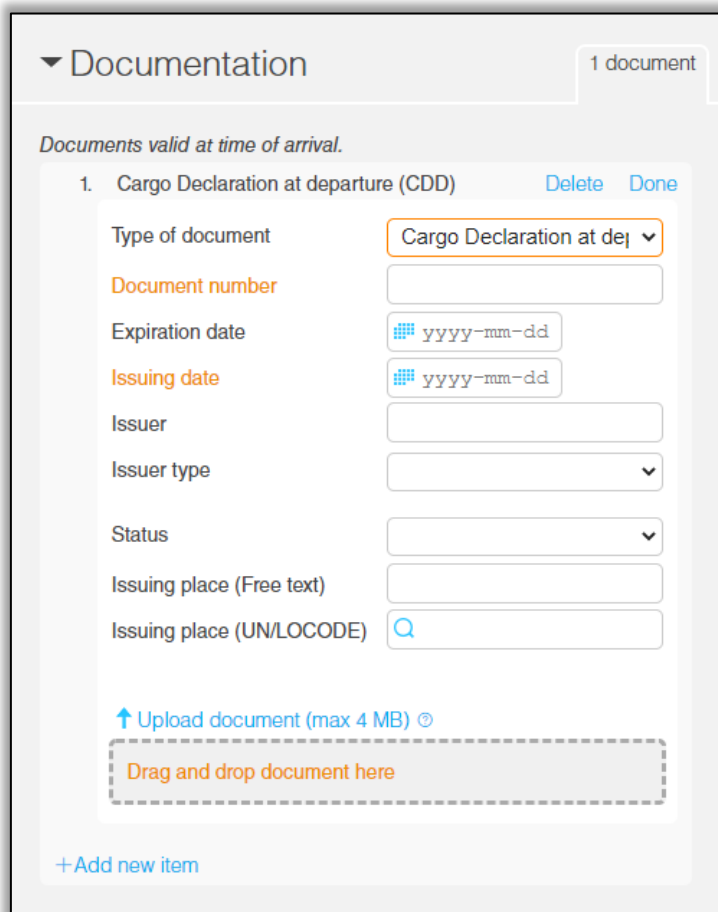
Enter vehicle registration number and if the vehicle brings goods from a non-EU country.

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). Click on [+Report ship's store](#) to start reporting.

▼ Ship's store No report

[+Report ship's store](#)

Nothing to declare ☺

When register the items of ships store in the interface, press ["+Add ship's store item"](#).

▼ Ship's store Report created

*Ship's store items arriving at Norrköping*

[+Add ship's store item](#)

[↑ Upload list ☺](#)

[-Don't report ship's store](#)

Add each item by filling out the mandatory fields, see picture below.

▼ Ship's store Report created

*Ship's store items arriving at Norrköping*

1. Delete Done

Type

Quantity

[+Add ship's store item](#)

[↑ Upload list ☺](#)

[-Don't report ship's store](#)

▼ Ships store Report created

*Ships store items arriving at Otterbäckern*

1. 10 liters - Alcoholic spirits	Edit
2. 2 liters - Other alcoholic spirits	Edit
3. 3 liters - Wine	Edit
4. 4 pieces - Cigarettes	Edit

[+Add ships store item](#)

[-Clear list](#) [↑ Upload list ☺](#)

[-Don't report ships store](#)

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

▼ Ships store Nothing to declare

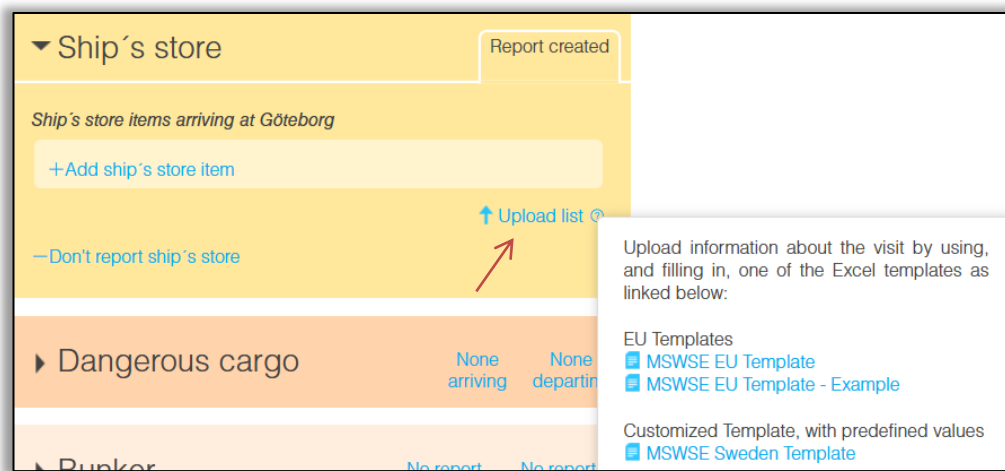
[+Report ships store](#)

Nothing to declare ☺

You can also choose to upload a completed Excel template containing all required parts.

Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list” to download the Excel template. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)



Please read more about how to fill out the excel template in the User Guides, *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

## Dangerous and polluting 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.

▼ Dangerous cargo None arriving None departing

*Dangerous and polluting goods arriving at Göteborg.*

[+Add arriving goods](#)

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).

The screenshot shows a web form for reporting dangerous cargo. At the top, it says 'Dangerous cargo' with a dropdown arrow. To the right, it indicates '1 arriving' and 'None departing'. Below this, it says 'Dangerous and polluting goods arriving at Göteborg.' There are two small icons with arrows and 'Delete' and 'Done' buttons. The form contains several input fields: 'Port of loading' with a search icon, 'Port of unloading' with a search icon, 'Name of person in charge' with a help icon, 'Phone to person in charge' with a help icon, 'Loading plan onboard' with radio buttons for 'Yes' and 'No', and 'Email to person in charge'. At the bottom left, there are links for '+ Add arriving goods' and '- Clear list'.

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

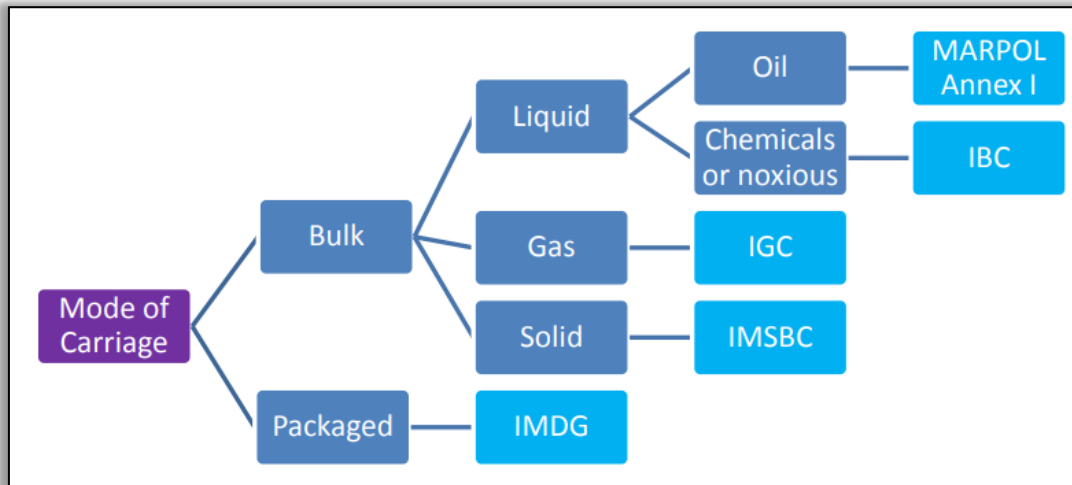
and can provide detailed information about the dangerous or polluting goods and its location on board (this contact information is important in the event of an accident).

– 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 goods".

## Bunker

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.

To report bunker in the interface of MSW Reportal, you do so by choosing arrival or departure. To add a specific bunker press “+Add new item”. Fill out all the mandatory fields for each bunker type.

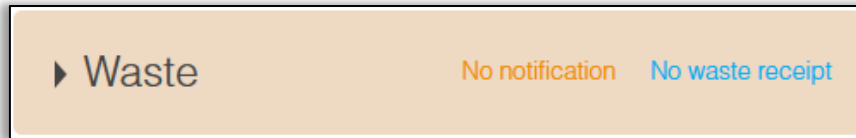
You can also upload information about bunker by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list”. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)

Please read more about how to fill out the excel template in the User Guides, *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

## Waste

All waste on board and information corresponding to the waste receipt must be reported under the section “Waste”.

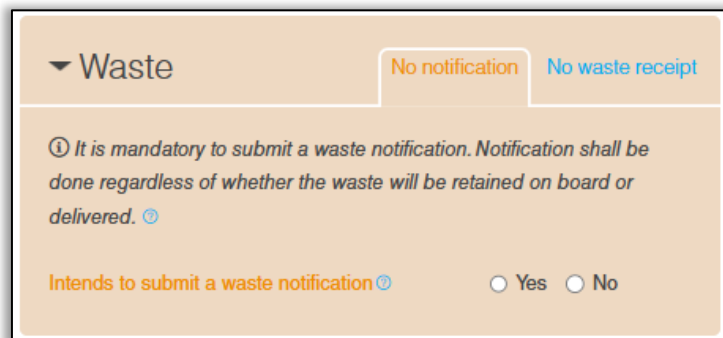


### Advance waste notification

It is mandatory to submit a waste notification for all vessels with a gross tonnage over 300. The operator, agent, or master shall report information regarding waste onboard, including cargo residues (oily tank washings and noxious liquid substances from tank cleaning) prior to arrival.

The waste notification is mandatory regardless of whether the waste will be delivered to a reception facility or retained on board. Note that dirty ballast water and exhaust gas cleaning residues (scrubber waste) are also subject to the reporting requirement. Please read further here [Delivery of waste from ships - obligations of the ship - Transportstyrelsen](#).

The waste notification shall be submitted in the Waste section in the first tab through “Intends to submit a waste notification” and “Yes”.



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.

To fill out a waste notification choose “+Create waste notification”.

## Register waste

All waste on board, including cargo residues, shall be reported in the waste notification. This means that vessels which assess that they have sufficient dedicated storage capacity must still report all waste types and quantities on board.

For the calculation of sufficient dedicated storage capacity, see Commission Implementing Regulation (EU) 2022/89. Please read more [Delivery of waste from ships - obligations of the ship - Transportstyrelsen](#).

All the mandatory information, in **orange**, needs to be filled out, when information regarding the waste notification is registered in the interface of MSW Reportal.

To register waste types including information on board to the waste notification choose “+Add waste”.

Notification created No waste receipt

It is mandatory to submit a waste notification. Notification shall be done regardless of whether the waste will be retained on board or delivered.

Date of last delivery

Last port where waste was delivered

Waste types and quantities on board, including cargo residues, upon arrival at Norrköping

1 ... m<sup>3</sup> - ... Delete Done

Waste type

Waste to be delivered  m<sup>3</sup>

Time for delivery

Storage Capacity  m<sup>3</sup>

Retained on board  m<sup>3</sup>

Generated  m<sup>3</sup>

Delivered at last port  m<sup>3</sup>

Next port for delivery

+ Add waste

- Clear list Upload list

- Delete waste notification

Remember to report information from the waste delivery receipt. The information must be reported for the port call corresponding to the waste receipt.

For each waste type it is mandatory to fill out additional information, where the fields are orange.

Explanatory guidance can be found under “(?)” icons for each data field.

Save the registered information by choosing “Done”.

If the entire list of registered waste types needs to be deleted “-Clear list” can be used. This action cannot be undone.

If the entire waste notification needs to be deleted “-Delete waste notification” can be used. This action cannot be undone.

When the entire waste notification is registered, remember to report it through “Sign/Send” the visit in MSW Reportal.

The waste can also be added through uploading a filled out MSW excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list” to download the Excel template.

Last port where waste was delivered

Waste types and quantities on board, including cargo residues, upon arrival at Norrköping

+ Add waste

Upload list

- Delete waste notification

Expanded inspection Inspection: Not reported

Fairway declaration No declaration

Upload information about the visit by using, and filling in, one of the Excel templates as linked below.

EU Templates

- MSWSE EU Template
- MSWSE EU Template - Example

Customized Template, with predefined values

- MSWSE Sweden Template

Please read more about how to fill out the excel template in the User Guides, *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

**Remember** to register and report information regarding the delivered waste, including cargo residues, from the **waste receipt** in the tab “Waste receipt”. Read more in the next chapter.

*Exemption from reporting notification of waste*

Vessels that have been granted an exemption by the Swedish Transport Agency and only carry waste types covered by the exemption shall select this option and are thereby finished with the waste notification.

Waste Exemption issued by the Swedish Transport Agency No waste receipt

ⓘ It is mandatory to submit a waste notification. Notification shall be done regardless of whether the waste will be retained on board or delivered. ⓘ

Intends to submit a waste notification ⓘ  Yes  No

Only vessels with gross tonnage under 300 may choose not to submit a waste notification. If the vessel has an exemption please declare below.

Has an exemption issued by the STA ⓘ  Yes  No

Vessels that have been granted an exemption by the Swedish Transport Agency and only carry waste types covered by the exemption shall select this option and are thereby finished with the waste notification.

If the ship has waste types on board that are not included in the exemption, these must be reported. Examples include **cargo residues** (oily tank washings and noxious liquid substances from tank cleaning), **dirty ballast water** and **exhaust gas cleaning residues** (scrubber waste).

Vessels with a gross tonnage under 300 shall not submit a waste notification. Thereby select “No” for “Intends to submit a waste notification” and “No” for “Has an exemption issued by the STA” (STA = Swedish Transport Agency).

Waste Will not report waste notification No waste receipt

ⓘ It is mandatory to submit a waste notification. Notification shall be done regardless of whether the waste will be retained on board or delivered. ⓘ

Intends to submit a waste notification ⓘ  Yes  No

Only vessels with gross tonnage under 300 may choose not to submit a waste notification. If the vessel has an exemption please declare below.

Has an exemption issued by the STA ⓘ  Yes  No

## Waste receipt

When a waste receipt has been received, information about the delivered waste, including cargo residues, shall be registered and reported, in MSW Reportal, for the visit corresponding to the waste receipt. Please read more on the page [Waste delivery receipt - Transportstyrelsen](#).

It shall be reported under the section “Waste” and the second tab “Waste receipt”. On the question “Intends to submit waste receipt” select “Yes” to start submitting a waste receipt.

▼ Waste Notification created No waste receipt

③ *When a receipt has been received, information on delivered waste, including cargo residues, shall be reported for the port call corresponding to the waste receipt.*

Intends to submit waste receipt  Yes  No

Remember to report information from the waste delivery receipt. The information must be reported for the port call corresponding to the waste receipt.

Select “+Create waste receipt” to register and report a waste receipt.

▼ Waste Notification created No waste receipt

③ *When a receipt has been received, information on delivered waste, including cargo residues, shall be reported for the port call corresponding to the waste receipt.*

Intends to submit waste receipt  Yes  No

Waste, including cargo residues, delivered in Göteborg

[+Create waste receipt](#) [↑ Upload list](#)

Remember to report information from the waste delivery receipt. The information must be reported for the port call corresponding to the waste receipt.

## Register a waste receipt

While registering the information of a waste receipt in the interface, the mandatory fields in orange needs to be field out.



Remember that the date of the waste receipt and waste delivery needs to correspond to the visit.

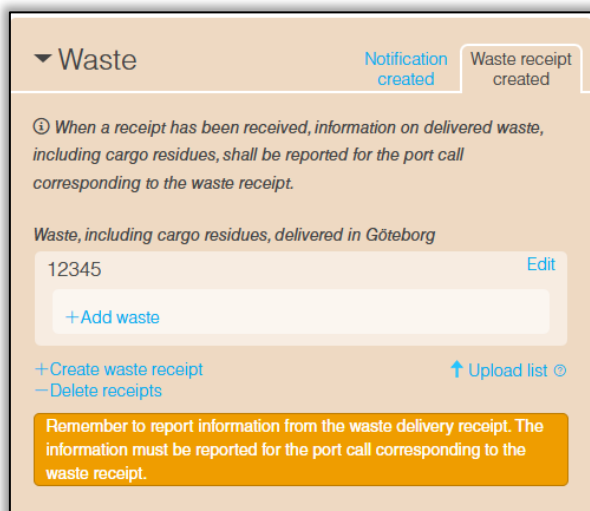
To save the registered information select “Done”. In the next step the waste type and information shall be registered for each waste receipt.

”+Create waste receipt” can be used to add additional waste receipts.

“-Delete receipts” can be used to delete all registered waste receipts. **Note** this action cannot be undone.

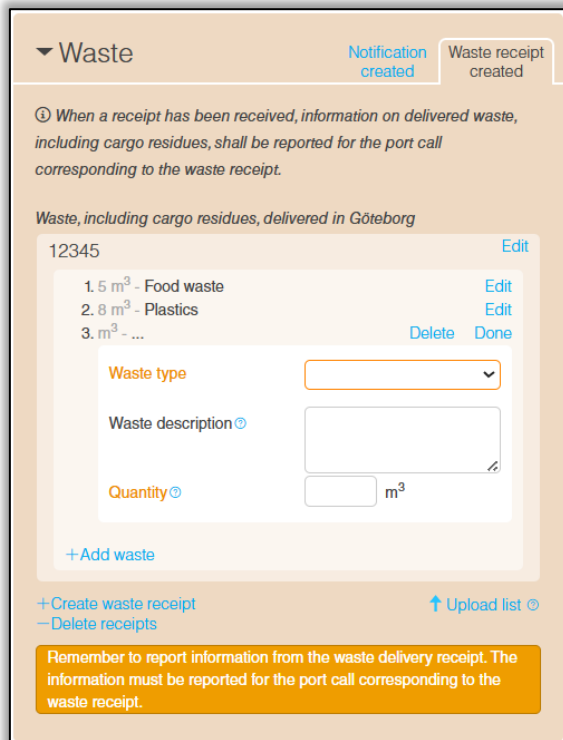
## Add waste to waste receipt

To add waste types to the waste receipt, select “+Add waste”.



At least one (1) waste type needs to be added to a waste receipt.

The receipt number is shown for each waste receipt above the registered list of waste types.



Waste is added per waste type. Several waste types can be added to the same waste receipt and will be shown as the example to the left. Use “+Add waste” to add additional waste types.

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

Save your registered waste type by selecting "Done".

When the waste receipts are registered and done, please remember to “Sign/Send” the visit to finalize the reporting.

The information regarding the waste receipt can be registered through uploading a completed Excel template through “Upload list”.

Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list” to download the Excel template. You can download the following templates:



Please read more about how to fill out the excel template in the User Guides, *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

## Port

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

## Cargo

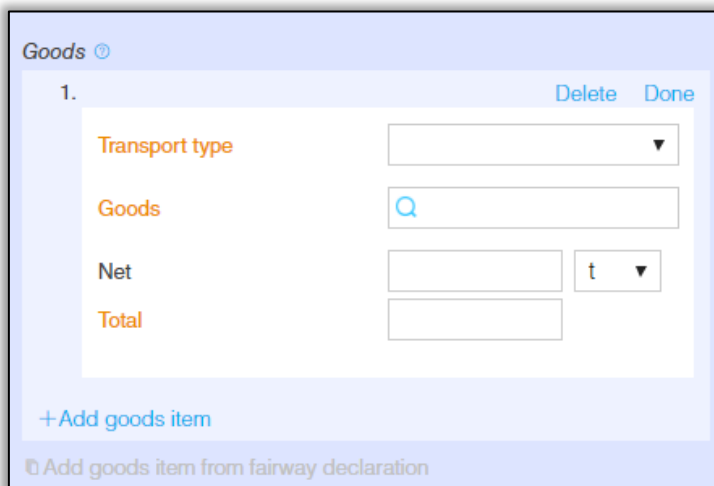
When a vessel arrives to Gothenburg or Gävle, there is a tab which is called "Port".



Under "Cargo" all goods that will be loaded or discharged shall be reported by clicking [+Add goods item](#).



You have the possibility to copy info from the fairway declaration which save you some time, by clicking [Add goods item from fairway declaration](#).



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  m<sup>3</sup>

Time of loading

---

+Order unloading of slop ⓘ

▼ Port Cargo **Port services**

---

Load fresh water Edit

---

Unload Slop Delete Done

Volume  m<sup>3</sup>

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. Read more at the [home page](#).

▼ 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
- Shipyard/dock/repairing
- Towage
- Working vessel
- Other reason

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.

Select "+Create fairway declaration" to start filling out the fairway declaration.

▼ Fairway declaration No declaration

I will report a fairway declaration  Yes  No

[+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  Domestic  No  Yes

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:

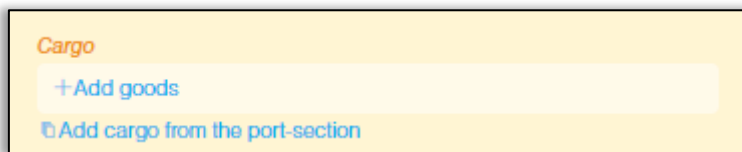
1. **Domestic** – if the declaration has goods that will be loaded/unloaded domestic (LoD/UnD)
2. **No** – if the previous port is Swedish (can be changed)
3. **Yes** – if the previous port is foreign (cannot be changed)

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".

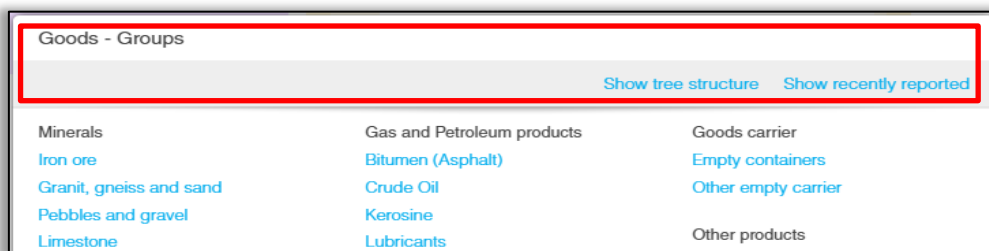
A screenshot of a "Cargo" form. At the top left is the title "Cargo". Below it is a list item "1." with "Delete" and "Done" buttons to its right. The form contains several fields:
 

- "Transport type": a dropdown menu.
- "Goods": a search input field with a magnifying glass icon.
- "Total (incl carrier weight)": a numeric input field with "0" and a unit dropdown menu set to "t".
- "Carrier weight": a numeric input field with "0" and a unit dropdown menu set to "t".
- "Net (excl carrier weight)": a numeric input field with "0" and a unit dropdown menu set to "t".

 At the bottom of the form are two buttons: "+Add goods" and "+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 are reported by the 8, 6 or 4-digit commodity code (KN8, KN6, KN4) or freight description.

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

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 ...

- 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.

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

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).

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.

Code	Description
01	+LIVE ANIMALS
02	+MEAT AND EDIBLE MEAT OFFAL
03	+FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
04	+DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGI...
05	+PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
06	+LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND OR...
07	+EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
08	+EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS
09	+COFFEE, TEA, MATÉ AND SPICES

### Reminder to report a fairway declaration

If you have not reported a fairway declaration, you will receive a reminder in MSW Reportal. The fairway declaration will be in the top of the Visits list, under “Attention!”, with an orange background and warning triangle. This section will display which visits that has incomplete fairway declarations.

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
CHRISTIAN RADICH	Marstrand	180821 10:00 ⚠	180821 22:00 ⚠	2	1				82
TEST SHIP SAFESEAN...	Oskarshamn	181128 12:00	181130 03:00		1	2			
KAREN	Oxelösund	181127 00:30	181128 16:00	3	2	1			
KIL STRAUM	Malmö	181125 14:11	181126 07:35	2	3	4			5

You need to manage the fairway declaration in the specific visit accordingly, for the reminder and warning to disappear. You will need to navigate to the “Fairway Declaration”-section, in the specific visit, and either report a fairway declaration or decline to report, which includes a reason for declining.

When the fairway declaration is completed, click "Sign/Send" to send the fairway declaration to the Swedish Maritime Administration.

Sign/Send ?    Discard ?    Share ?    Log

There are changes to sign Not reported

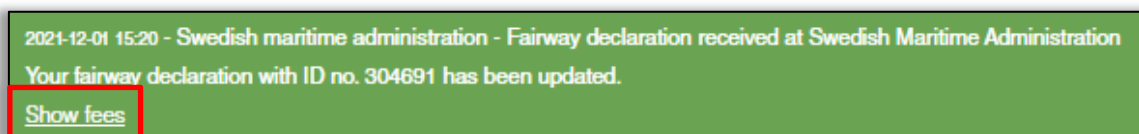
Fairway declaration Preliminary declaration

Reported as  Preliminary  Final

First Swedish port  Domestic  No  Yes

Arrival time: 2025-02-01 12:00

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.



You will also find a link “[Show fees](#)” to the proforma invoice copy in the Fairway declaration.

▼ Fairway declaration
Preliminary declaration

Reported as ⓘ  Preliminary  Final

First Swedish port ⓘ  Domestic  No  Yes

[Show report](#)

[Show shipinfo](#)

Arrival time 📅 2025-02-01 🕒 12:00

Departure time 📅 2025-02-03 🕒 12:00

[Use times from overview](#)

*Response information from the Swedish Maritime Administration*

Actual status Preliminary

Reference number ⓘ 470237

Fees [Show fees](#)

*Cargo*

1. UnF - 500 t - Other non-low-value goods (h... [Edit](#)

[+Add goods](#)

## Passenger ferries and transport of passengers

When you are reporting the numbers of passengers it is important to type a value in all of the boxes, use the value “0” if no activity occurs. The example below shows how it can look like when there are domestic passengers that are disembarking.

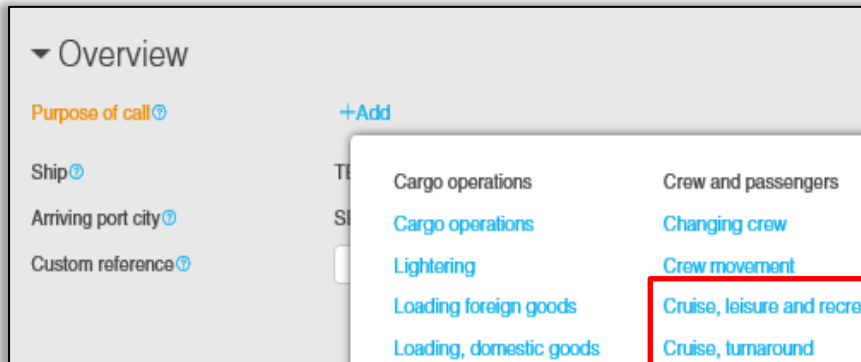
*Passengers* ⓘ

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

If you leave any of these 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

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	230	0
Foreign	0	0

Ship operates as cruise ship ⓘ

Turnaround ⓘ

*Private vehicles* ⓘ

	To unload	To load
Domestic		
Foreign		

## Periodic fairway declaration

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.

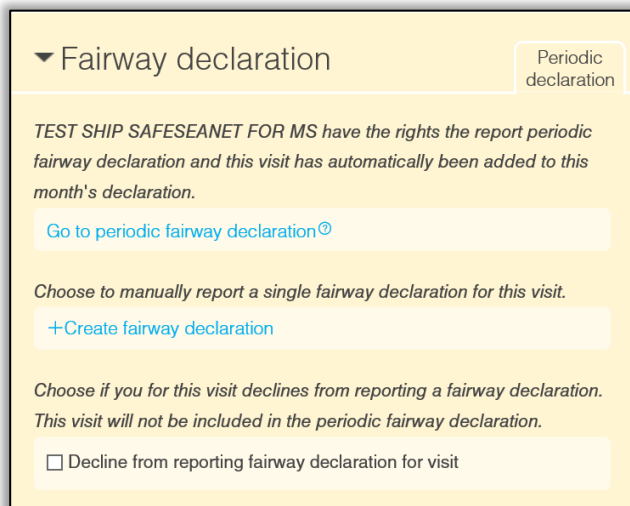
A periodic declaration is specific on:

- 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 vessel
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](#)".

The periodic fairway declaration has its separate page.

Overview Declaration ID: 20047

Ship: OBBOLA

PortCity: SEGOT - Göteborg

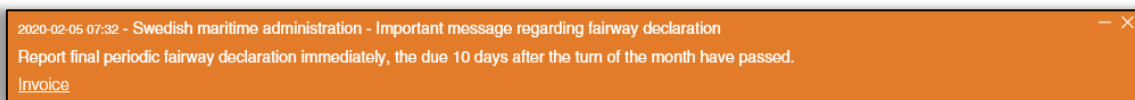
Date: September 2016

Show shipinfo

Fairway declaration Declaration

Visits 1 visits

A reminder will be sent to you if the final date passed with 7 days to report your final periodic fairway declaration. (**Note:** the number of days has changed from 10 to 7, with start 2026-01-01).



Visits 1 visits

Number of visits 1

Visits regarding this periodic fairway declaration

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

Under “Visits” you can see the port calls that are connected to the periodic fairway declaration.

Number of visits (Delete visits excluded).

Fairway declaration Declaration

Reported as Preliminary Final

Goods

+Add new item

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"/>

Choose if the fairway declaration shall be reported as *Preliminary* or *Final*.

**Note!** It is important that the data in a final declaration is correct. When a final declaration is submitted, no changes can be made and authorities will handle it.

Submit the periodic fairway declaration through "Sign/Send".

To report cargo, press “+Add new item”.

Goods

1. Delete Done

Transport type

Goods

Total (incl carrier weight)  t

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.**

When the periodic fairway declaration is signed you can see the report "[Show report](#)" and the link to your proforma invoice copy "[Show fees](#)".

Sign/Send

**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	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"/>

Click "Show report" to see a summary of the fairway declaration.

**Deklaration**

Ref. nr. 114127	Typ Webb	Status Definitiv	Fakturansr.	Fakturerad
Kommentar				

<b>FARTYG</b>	<b>KUND</b>	<b>RESEUPPGIFTER</b>
Signal 2HAL4	Namn TESTKUND	1:a svenska ort Inrikes
Namn STENA BALTICA	Kundnummer 120000	Hamn SENRK
IMO 9364978	Adress XXXXBBBYYY	Ankomst
MMSI 235102029	601 78 NORRKÖPING	Avgång
Nation GB	Org. nr. 1234567890	Avgångsort
Brutto 22308	Kontakt Nej	Destination
SBT	Kontaktperson Åsa Lockner	Period 201009
Fartygstyp 71 - passagerarfartyg och färjor	E-post jochim.henriksson@spofarve.se	
	Telefon 01123457	

**GODS / ÖVRIGT**

Kodtyp	Lastkod	Kvant. gods	Containervikt	Avvikande hamn	Frizon
LoU	11 - Övrigt ej lägvärdigt gods	200.00	0.00		Nej
LoU	11 - Övrigt ej lägvärdigt gods	300.00	0.00		Nej

Tilläggsuppgifter för passagerarfartyg och järnvägsfärjor				Bil/Husvagn (personligt bruk)	
Lastat utrikes	Lastat inrikes	Järnvägsgods (ton)	Antal passagerare	Lastat utrikes	Antal bil/husvagnar
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

**DEBITERING**

Radnr.	Avgiftskod	Antal	Pris	Totalt
1	A1 - FARLEDSAVGIFT (BRUTTOAKTIGHET)	111540	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
				252340.00

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

Visits < 2016-10-01 > 2016-10-31   See deleted

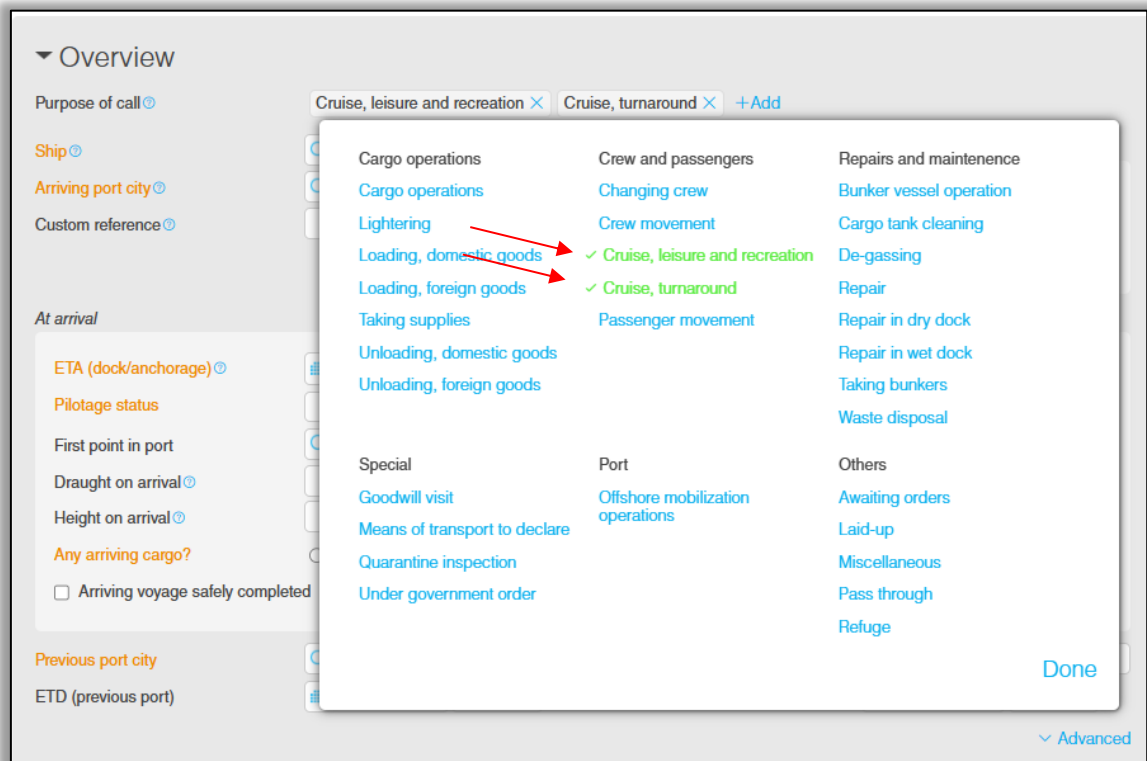
[New visit](#) [New timetable](#)

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 - <a href="#">Review timetable</a>		62	62	63			
GROGG AF STOCKHO...	Malmö	Timetable - <a href="#">Review timetable</a>		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

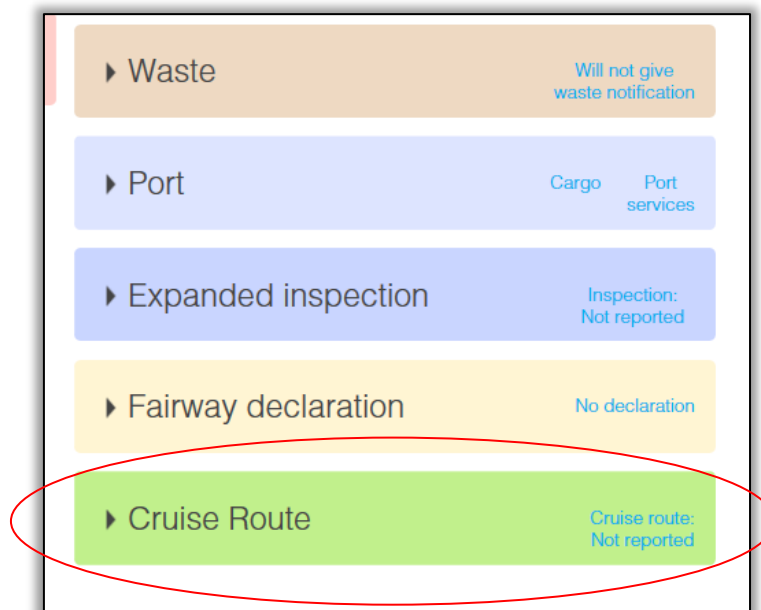
## Cruise Route

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, leisure and recreation" or "Cruise, turnaround" a new section will be shown, called "Cruise Route".



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



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

Start with the port where the cruise started. Add ETA, date and time.

Add all the ports that are included in the cruise route.

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.

You can register the ports of the Cruise by filling out and uploading the Excel template through "Upload list".

Make sure you have the latest version of the template by clicking on the question mark (?), right next to "Upload list" and then download the Excel template.

Please read more about how to fill out the excel template in the User Guides, *User guide for Excel MSWESW EU Template* and *User guide for Excel MSWSE Sweden template*, you will find the latest version on the home page [User guide and technical information](#).

## Manage the visit in the MSW Reportal

### Sign and send

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

TEST SHIP SAFESEANET FOR MS → Oxelösund

Reporter: Sophie Lundell  
For: TESTKUND  
Support: Information

Previous visit

Sign/Send Discard Share Log

Visit ID: SE000807096

Overview

Purpose of call Miscellaneous

Ship TEST SHIP SA  
MS  
0999999

Arriving port city SEOXE - Oxelösund

Coast guard

At arrival

ETA (dock/anchorage) 2025-09-02 11:11

Pilotage status Exempted from compulsory

You have reported that this vessel is exempted from compulsory pilotage, please check that this is correct, as the dimensions of the vessel exceeds the dimensions determining compulsory pilotage (Swedish Transport Agency's Regulations TSFS 2022:94).

First point in port 04, kaj - Oxelösund

At departure

ETD (dock/anchorage) 2025-09-07 11:11

Pilotage status Exempted from compulsory

You have reported that this vessel is exempted from compulsory pilotage, please check that this is correct, as the dimensions of the vessel exceeds the dimensions determining compulsory pilotage (Swedish Transport Agency's Regulations TSFS 2022:94).

Last point in port 04, kaj - Oxelösund

No information will be sent to the authorities before you sign the visit.  
Once you sign the visit the authorities will receive your information and start processing your case. Response, positive or negative, might take a while.  
If you discover that you made an error, you can complement the information and sign it as many times as you like.

Yes No

RSS time table

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.

TEST SHIP SAFESEANET FOR MS Oxelösund

Reporter: Sophie Lundell  
For: TESTKUND  
Support: Information

Previous visit

Sign/Send Discard Share Log

There are changes to sign

Visit ID: SE000807096

Overview

Purpose of call Miscellaneous +Add

Ship

Arriving port city

Custom reference

At arrival

ETA (dock/anchorage)

Pilotage status

Draught on arrival m

Height on arrival m

Any arriving cargo? Yes No

At departure

ETD (dock/anchorage)

Pilotage status

Draught on departure m

Height on departure m

Any departing cargo? Yes No

Sending to concerning authorities ...

Please wait, sending the information to the concerning authorities.

SJÖFARTSVERKET

Tullverket

TRANSPORT STYRELSEN

KUSTBEVAKNINGEN

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

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

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
TEST SHIP SAFESEAN...	Oxelösund	250902 11:11	250907 11:11			1			
TEST SHIP SAFESEAN...	Göteborg	250719 12:00	250721 12:00	2	1	1	3		
PREVAIL STAR	Göteborg	250716 12:00	250718 12:00	2	1	1	1		1
DALSLAND	Strå	250709 12:00 <span>△</span>	250710 12:00 <span>△</span>			1		2	
TESSA PG	Norrköping	250702 21:00 <span>△</span>	250703 21:00 <span>△</span>			1		3	
TESTFARTYG1	Oxelösund	250625 11:11 <span>△</span>	250626 11:11 <span>△</span>						
SAGA FREYA	Göteborg	250624 23:00 <span>△</span>	250625 12:00 <span>△</span>			1	1	11	
TEST SHIP SAFESEAN...	Oxelösund	250614 12:00 <span>△</span>	250614 22:00 <span>△</span>	1	1	1			
TEST SHIP SAFESEAN...	Oxelösund	250613 12:00 <span>△</span>	250614 12:00 <span>△</span>	3	1	1			
TEST SHIP SAFESEAN...	Göteborg	250603 18:00 <span>△</span>	250604 18:00 <span>△</span>			1	1	3	

**NOTE!** All updates/changes must be signed so the information reaches the authorities. Especially important due to that the automatic ATA/ATD shall be set correctly.

## Validation messages from authorities

The authorities will communicate feedback and information in the form of validation messages within each visit. It is important to check these messages to detect if something is wrong or if you need to add additional information to the visit.

The validation messages will be shown in the Visits list for each visit, via green, blue and orange boxes. They are divided per authority:

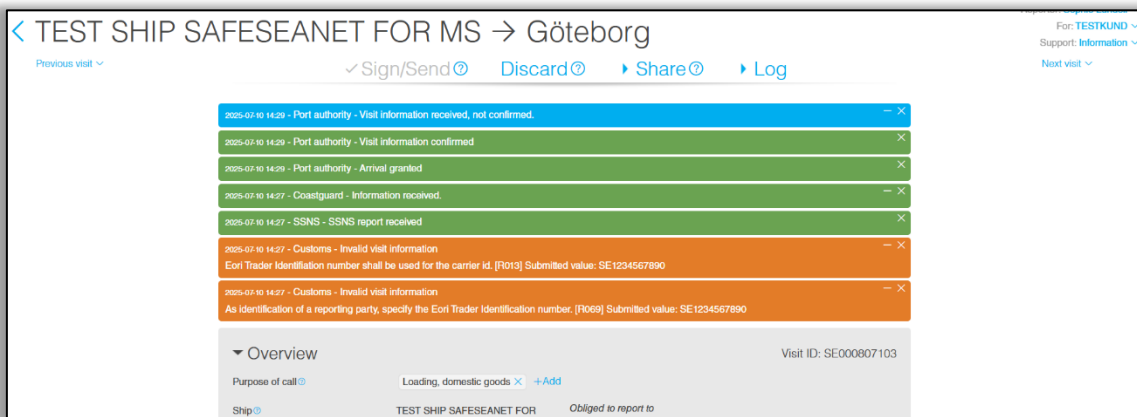
CUS (Swedish Customs), SCG (Swedish Coast Guard), SSNS (SafeSeaNet Sweden), Port (Ports of Gothenburg and Gävle), PL (Pilotage, Swedish Maritime Administration) and FDC (Fairway Declaration, Swedish Maritime Administration).

To see the messages from each authority, you can click on the boxes.

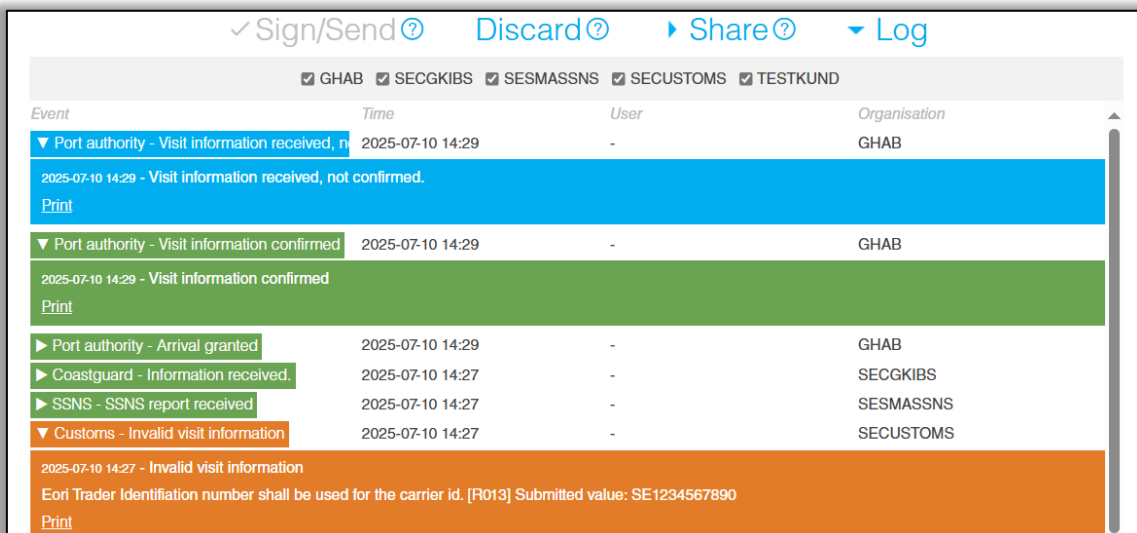
Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
TEST SHIP SAFESEAN...	Oxelösund	250902 11:11	250907 11:11			1			
TEST SHIP SAFESEAN...	Göteborg	250719 12:00	250721 12:00	2	1	1	3		
PREVAIL STAR	Göteborg	250716 12:00	250718 12:00	2	1	1	1		
DALSLAND	Strå	250709 12:00 <span>△</span>	250710 12:00 <span>△</span>			1			
TESSA PG	Norrköping	250702 21:00 <span>△</span>	250703 21:00 <span>△</span>			1		3	

10/7 14:29 Port authority - Visit information received, not confirmed.  
 10/7 14:29 Port authority - Visit information confirmed  
 10/7 14:29 Port authority - Arrival granted

You can also see the validation messages from the authorities within the visit. The current validation messages will be shown in the top of the visit, above the “Overview”.



Under the tab **Log**, within the visit, you can open all the validation messages that the visit has received. When you open each message you will see more detailed information regarding each message.



- *Green validation messages* mean that the information is confirmed OK.
- *Blue validation messages* mean that the information is not confirmed, or that the authority require additions.
- *Orange validation message* means that something is wrong and the information is not received. In the statement it says what needs to be changed.

## Validation messages from Swedish Coast Guard (example)

2018-06-13 14:10 - Kustbevakningen - Information received.  
Please wait for further notice.

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

2026-03-04 10:30 - Coastguard - Information received.

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 Swedish Coast Guard).

2026-03-05 09:58 - Coastguard - Notification approved.

Notification in advance (Schengen and ISPS) is approved.

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

"Passport or seaman's book 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 seaman's book number, Issuing authority and expire date of ISSC.

2016-07-06 18:16 - 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.

2018-06-09 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 Swedish Coast Guard may have other types of validation messages.**

## Validation messages from the Swedish Maritime Administration (example)

2026-03-04 10:30 - SSNS - SSNS report received

The information regarding vessel notification is received and approved.

2026-03-04 10:30 - Swedish maritime administration - Pilot order received

Your preliminary arrival pilot order is registered and has been given the ID 990535218.

Information regarding the preliminary arrival pilot.

2018-06-09 11:28 - SSNS - Besöksinformation mottagen/validerad OK  
"Hazmat\_Not\_A:The message processed successfully"

The information regarding the dangerous goods is received and approved.

2018-06-10 21:03 - SSNS - Besöksinformation mottagen/validerad OK  
"Waste\_Not:The message processed successfully"

The information regarding waste disposal is received and approved.

2018-06-09 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.

2026-03-18 06:30 - Swedish maritime administration - Important message regarding fairway declaration - X  
Report final fairway declaration immediately, the due 7 days after departure have passed. If the call is exempted from fee, please use the checkbox "I decline reporting a fairway declaration" and report the reason.

Information and reminder that the fairway declaration needs to be submitted.

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

## Validation messages Swedish Customs (example)

2026-03-04 10:30 - Customs - Visit information recieved

Customs report received. Please wait for possible request for compliment and customs decisions

The information is received. Please wait for Swedish 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.

2026-03-05 20:11 - Customs - Visit information needs to be complemented

Request for supplementary information: please send Cargo Declaration at departure. Document code: CDD Deadline: 2026-03-05 21:11:33.71694

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.

2026-03-04 10:30 - Customs - Visit information needs to be complemented

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.

2026-03-04 10:30 - Customs - Visit information needs to be complemented

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 Swedish Customs may have other types of validation messages.**

## *The Swedish Customs' decision*

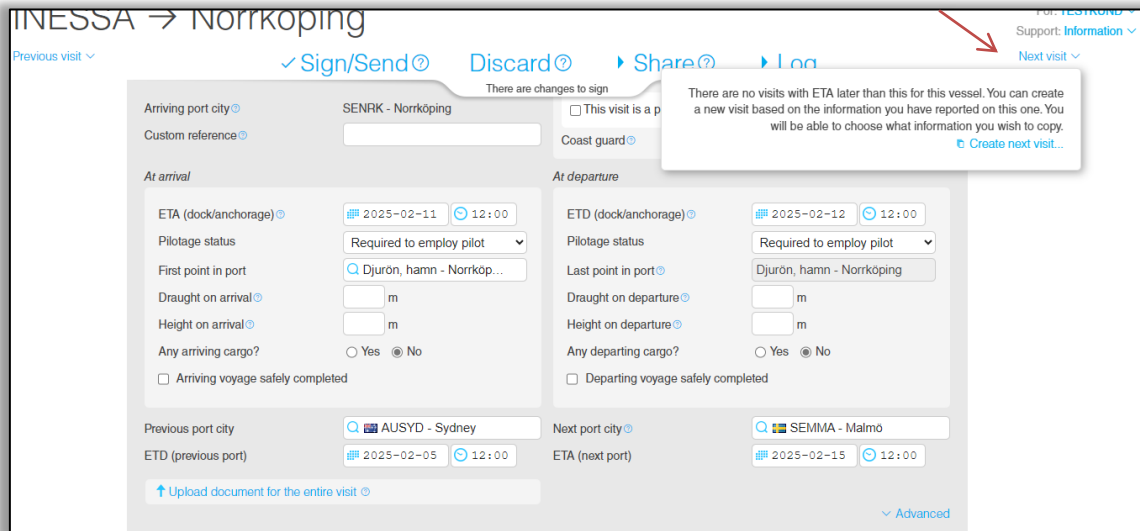
The Swedish Customs' decisions will come in several rounds. These decisions you will get in MSW Reportal. Below you can find a summary of the decisions that may occur and what is required to get them.

- **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.

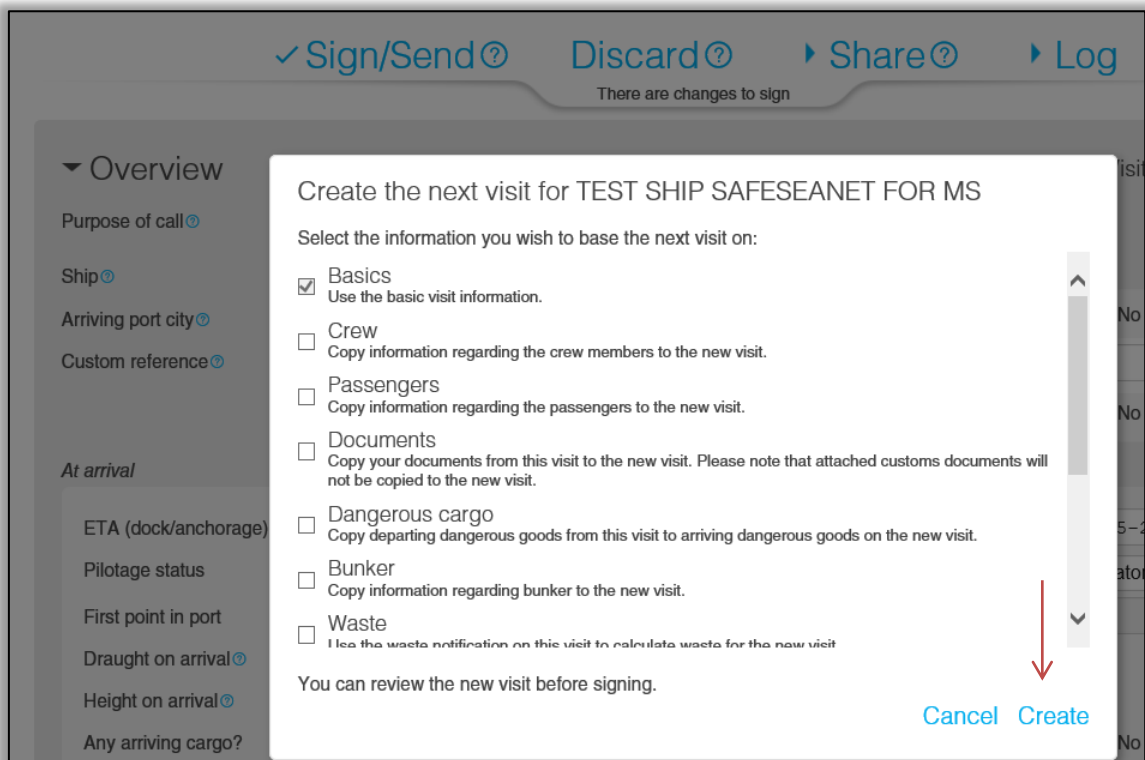
It is important that you wait for and check the response messages from the Customs. If any information is missing, the Customs can't make a decision and will then send a request for a supplement. You will then have the option to add the missing information.

### Copy visit

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".



Note - The ETD (previous port) in the overview will be mandatory to fill out, to be able to copy the visit and create a new.



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".

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".

< AIDA → Varberg

Previous visit ▾
✓ Sign/Send Ⓞ
Discard Ⓞ
▶ Share Ⓞ
▶ Log

▼ Overview

Purpose of call Ⓞ Loading cargo, customs clearance ✕ + Add

Ship Ⓞ

Arriving port city Ⓞ

Custom reference Ⓞ

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

There are changes to sign Visit ID: SE000157389

Obligated to report to:

Customs Ⓞ  Yes  No

Coast guard Ⓞ  Yes  No

At departure

ETD (dock) Ⓞ

Pilotage status

Last point in port Ⓞ

Draught on departure Ⓞ  m

Height on departure Ⓞ  m

Any departing cargo?  Yes  No

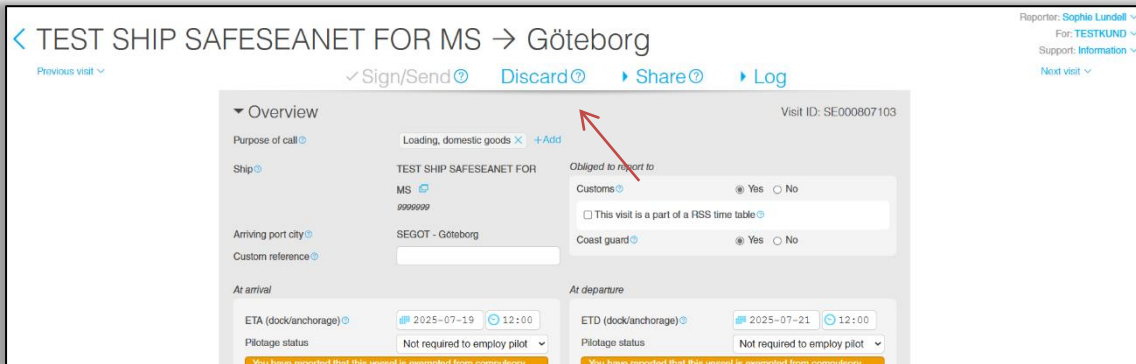
Next port city

ETA (next port)

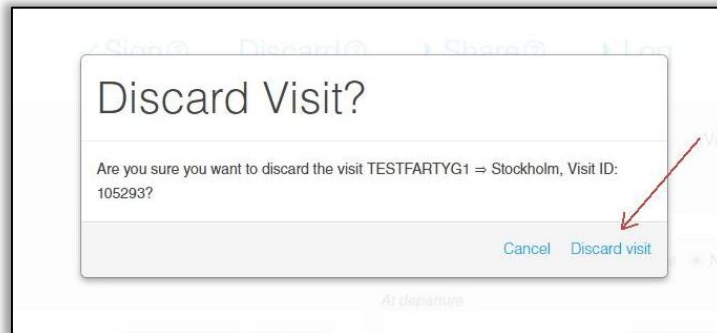
[Advanced](#)

### Discard visit

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

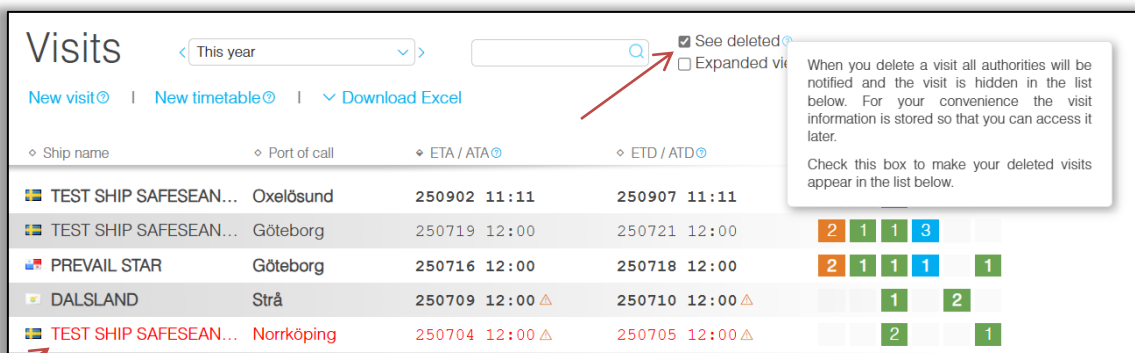


A security box pops up. Are you sure you want to discard the visit, press "Discard visit".



When you delete a visit by clicking on "Discard" all authorities will be notified and the visit will be filtered away from the main visits list.

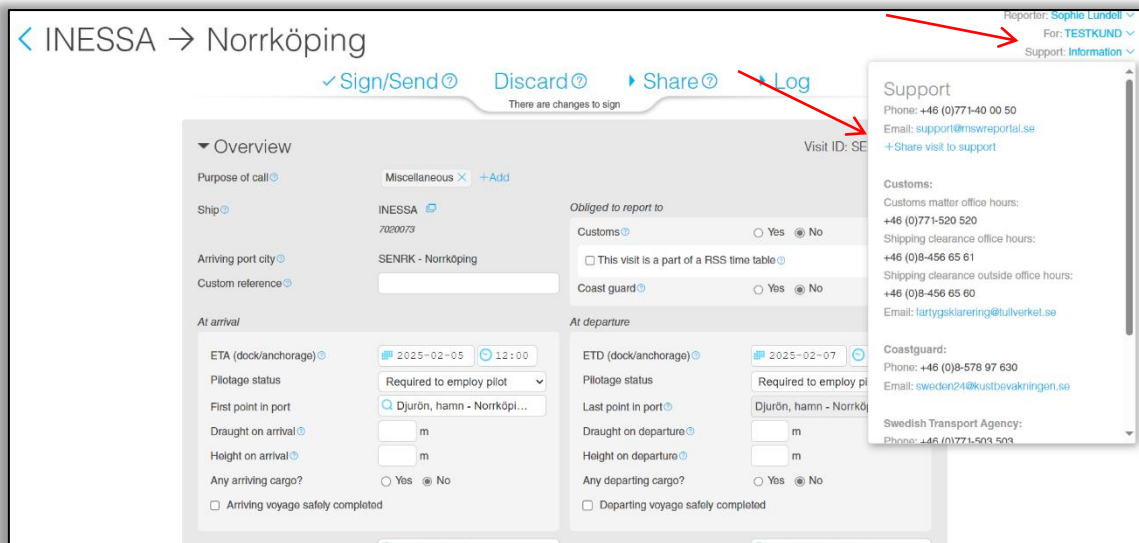
The visit and the information is stored so you can access it again if necessary. On the Visits page, tick the box "See deleted" if you want to see all of your deleted visits, these will appear highlighted in red in the visits list.



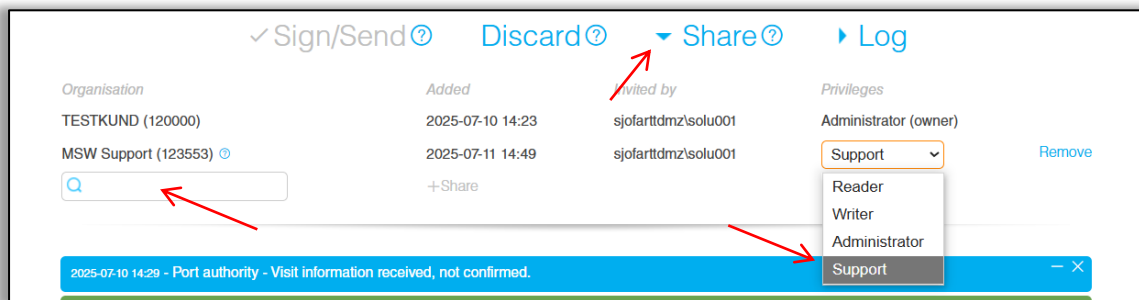
## Share visit with MSW Support

If you need assistants with your visit in MSW Reportal you can reach out to MSW Support.

Under "Support - Information" you will find contact information to MSW Support. By clicking on “+Share visit to support” you can share your visit with them, this is to prefer while in need of support so they can provide a better support of your specific case.



You can also share your visit through the tab “Share(?)”, type “MSW” in the search field that appears, choose “MSW SUPPORT 123553” and press “+Share”.



Your share with MSW Support will per auto be set to “Support” which gives the MSW Support access to read only in your visit.

Your share will be valid for 7 days.

## Change log

---

### Version 1.39

#### Addition:

- *MSW Reportal* - new chapter for introduction (pages 1-6)
  - Which includes the chapters: *Intro*, *Login to MSW Reportal* and *The first page in MSW Reportal*.
- *Manage the visit* - new chapter, (pages 99-112)
  - Which includes the chapters: *Sign and validation*, *Copy visit*, *Discard visit* and *Share visit with MSW Support*.

#### Changes:

- *Login to MSW Reportal* has been updated including information regarding the new login solution OTP (pages 1-5)
  - *Language* and *RSS-flow* has moved to page 6.
  - *Vessel reporting - Timetable* has moved to page 16.
  - *Reminder to report a fairway declaration*, text has been updated (page 89)
  - Updates regarding pictures, text and references throughout the document.
- 

### Version 1.40

#### Changes:

- *Vessel Reporting*
    - Updated the paragraph (page 11)
    - Updated the order of text sections, added new headings (page 11-16)
    - Updated pictures and text regarding the sections in MSW (page 22)
  - *Upload the Excel Template for the entire visit*
    - Updated the text and picture (page 36)
  - *Goods to declare*
    - Updated the entire chapter with text and pictures (page 56-71)
  - *Fairway declaration*
    - Added a link to The Swedish Maritime Administrations home page (page 86)
  - Updates regarding pictures, text and references throughout the document.
- 

### Version 1.41

#### Changes:

- *The visits page in MSW Reportal* (page 6-7)
  - Updated subchapter name. New and updated information and pictures.
  - Removed subchapters, same information under this subchapter.
- *Vessel reporting* (page 8-24)
  - *Overview* (page 8)
    - New subchapter & new and updated information.
  - *Purpose of call* (Page 9-10)
    - New subchapter name, same information.
    - New subsubchapter *Goods to declare - Customs*, same information.
    - New subsubchapter *Purpose bunker*, same information.
  - *Find a vessel* (page 11)

- New Subchapter, same information.
  - *Obligated to report to the Swedish Maritime Administration* (page 12)
    - New Subchapter, same information.
    - The subsubchapters *Pilotage status* and *Pilotage exemption* has been moved to here.
  - *Obligated to report to Swedish Customs* (page 13)
    - Subchapter name updated.
  - *Obligated to report to the Swedish Coast Guard* (page 18)
    - Subchapter name updated.
  - *When the Vessel report is filled out* (page 24)
    - New Subchapter & new and updated information and picture.
  - *Ordering of thugs* (page 36)
    - Subchapter has been moved to under subchapter *Pilotage and movement*, same information.
  - *Upload the Excel Template with information for the visit* (page 37)
    - Updated Chapter name.
    - New and updated information and pictures in the entire chapter due to changed features in the MSW Reportal.
  - *Manage the visit in the MSW Reportal* (page 102-113)
    - Chapter name updated.
    - Information and pictures updated throughout the chapter.
    - Subchapter *Validation message* is new, information updated (page 103-109).
  - Updates of information regarding the excel template throughout the entire document.
  - Updates of pictures; content and format; throughout the entire document.
  - Updates of words and formats throughout the entire document.
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## Version 1.42

### Changes:

- *Contact details*
    - The phone number to Swedish Coast Guard has been updated.
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## Version 1.43

### Changes:

- *Goods to declare* has been changed
  - *Cargo to unload* has been updated och changed with new information (page 63-75).
- *Waste* has been updated
  - *Advanced waste notification* has been updated with new information and new chapter (page 87-91).
  - *Waste receipt* has been updated with new information and is placed under *Waste* (page 92-94).
- *Fairway declaration* has been updated
  - The name of the alternative for reason on why not to report a fairway declaration has been updated (page 98).
  - *Periodic fairway declaration* has been updated regarding the final date has been updated from 10 to 7 days (page 105).
- *Manage the visit in the MSW Reportal* has been updated
  - *Validation messages form authorities* has been updated (page 112-113).

- *Change log* has been updated, historic changes have been removed (you can find it in previous versions) (page 123)
  - Pictures and texts have been updated throughout the entire document.
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## Version 1.44

### Changes:

- *Waste* including *Advanced waste notification* and *Waste Receipt* several updates throughout the p. 80-86

### Adjusted:

- *Upload the excel template with information for the visit* - Added link and information to the user guides p. 37
- *Ships store* - Added missing pictures from interface p.74-75
- *Validation messages* - Updated pictures p. 105-110
- Pictures, words and formats has been updated throughout the document.

### Added link to the website of respective authority:

- *Pilotage exemption* to the Swedish Transport Agency p. 12.
- *Reporting of voyage safely completed* to the Swedish Transport Agency p. 13
- *Security* to Swedish Coast Guard p. 51
- *Advance waste notification* p. 80
- *Waste Receipt* p. 84

### Moved information about how to fill out the excel template to the separate guide, and added a link the user guides:

- *Crew* p. 39
  - *Crew change* p. 40
  - *Crew's effect* p. 42
  - *Passengers* p. 44
  - *Security* p. 51
  - *Ships store* p. 75
  - *Bunker* p. 79
  - *Advanced waste notification* p. 82
  - *Waste Receipt* p. 86
  - *Cruise Route* p. 102
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