

# Reportal

The Swedish Maritime Single Window

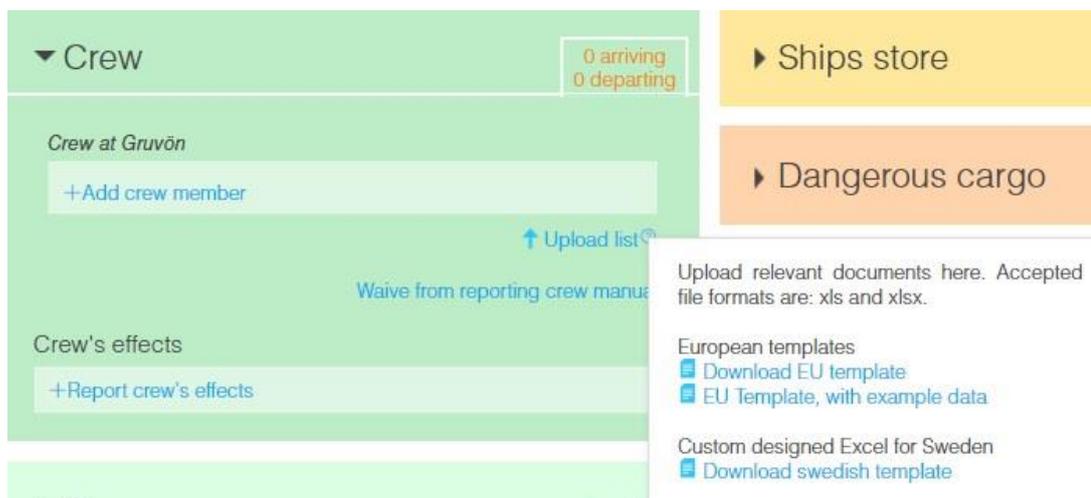
User guide for Excel MSWSE EU Template 2.0.8

Version 1.4

## How to download the Excel MSWSE EU Template

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

1. You can go to <https://www.sjofartsverket.se/en/services/msw-reportal/guidance/> and there you can choose the one you want.
2. When you are logged in to MSW and have created a new visit you can find the file when you press the question mark behind “Upload list” You can find the file under “Crew”, “Crew’s Effects”, ”Passengers”, “Security”, ”Ship-to-ship activities”, “Vehicles, “Ships store” or “Waste”.



The European template comes with example data and one without. You can use any of these two. The one with example data you can use to see what kind of information is required in each column. You can then delete the example written and fill in your own data.

## How to fill in the EU Template 2.0.8 column for column

### Crew list

A	B
Version: 1.11, 42558	
<b>* CREW LIST</b>	
<b>*Family name</b>	<b>*Given name(s)</b>
Andersson	Maria
Johnsson	Erik
Atangan	Daniel
Mohammed	Unknown
Nikoljaev	Dimitri

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

C	D
	<b>*Date of birth</b>
<b>*Nationality</b>	1965-12-23
Sweden	1965.12.23
SE	65-12-23
Norway	65.12.23
NO	
Russian Fedartion	
Ru	
Philippines	
PH	
Unknown	

**Column C:** Here you are required to fill in the correct name of the country or the country's correct land code. All the correct names and land codes exist in the tab "Reference data". You have also the option the type "Unknown".

**Note:** "Filipino" doesn't work.

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

E
<b>*Place of birth</b>
Stockholm
Norrköping
Linköping
Malmö
Göteborg
Örebro
Helsingborg
Halmstad
Jönköping
Uppsala

F
<b>*Nature of identity document</b>
Passport
SeamansBook
Passport
SeamansBook
Passport
SeamansBook

**Column E:** Enter the name of the of city or place of birth. Any combination of letters is possible and you can type unknown if needed.

**Column F:** There are only two valid options for identity. Passport or Seaman's book.

G
*Number of identity document
EB482283289
193685214
CG759688523
LV57698752

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

H
*Rank or rating
Master
Chief Officer
2nd Officer
2nd Officer
Chief Engineer
2nd Engineer
4th Engineer

J
*Gender
X
Male
Female

**Column H:** When you fill in this section it is important that you use "rank" from the "reference data" tab.

**Note:** That for example "Able seaman" is correct but "Seaman able" is not. If you are uncertain or the raking doesn't exist in the reference tab you can type "other".

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

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

Crew's effects arriving at Oxelösund.

1. 2 - Bengt Åke Österman	Delete	Done
Rank or rating	Master	
Given name	Bengt Åke	
Family name	Österman	
<b>Effects</b>		
1. 200 pieces - Cigarettes	Edit	
2. Miscellaneous	Delete	Done
Type	Miscellaneous	
Description		
Quantity		pieces

**Column L:** You must enter Crew's effect, If no effects? Enter NTD (Nothing to declare). When you fill in the Crew's effects it is very important that you do it correctly. You can put the mouse over  symbol to see how. There are several ways to fill it in. Example "200 cigarettes" or "200 4".

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

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

#Embarkation in current port. Fill out current port, otherwise leave blank.	#Disembarkation in current port. Fill out current port, otherwise leave blank.
SEGOT	
	SEGOT
SEGOT	
	SEGOT

**Column Q-R:** These two columns are only required to be filled in if the crewman is embarking or disembarking otherwise you shall not type anything. *SEGOT* in this example is the Locode for Gothenburg.

## Passenger list

*Transit passenger or not
Yes
No
Yes
No

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

## Ship stores

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

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

If you do not have the article on board, keep zero (0).

**Column C – Unit:** Tell which Unit type you use

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

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

## Waste and residues

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

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

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

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

- **Last disposal date:** add the date of last delivery
- **Last disposal port:** add last port where waste was delivered
- **Waste type:** add what kind of waste you need to report
- **Waste specification:** Add description (not mandatory)
- **Waste to be delivered (m3):** add the amount of waste the ship will deliver in m<sup>3</sup>

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

- **Amount of waste retained onboard (m3):** add the amount of waste that will be retained on board. Note that when delivery has started the ship has to deliver all its waste.
- **Port at which remaining waste will be delivered:** Add which port remaining waste will be delivered (Not mandatory)
- **Estimated amount of waste to be generated (m3):** Add estimated amount of waste to be generated between notification and next port of call (m<sup>3</sup>).
- **Capacity:** Add maximum storage capacity (m<sup>3</sup>)
- **Delivered at last port:** Add amount of waste that was delivered in previous port
- **Time of unloading:** Add time of when previous unloading of waste was carried out (Not mandatory)

## Waste Receipt

For the moment, it is not mandatory to report waste receipt in MSW Reportal. More information will be published before it becomes mandatory during next year 2023.

## Security

* SECURITY	
<b>Valid ISSC</b>	<b>ISSC Issuer</b>
Yes	Lloyd's Register
<b>Security level</b>	<i>SSP onboard</i>
2	

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

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

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

<b>ISSC type</b>	<b>Administration or RSO</b>
Full	RSO
<b>CSO Family Name</b>	<b>CSO Given Name</b>
Larsson	Lars

**ISSC type:** Only two valid options “Full” or “Interim”.

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

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

<b>Expiry date</b>	<b>Comments</b>
2018-01-04	
<b>Phone (24/7)</b>	<b>E-mail</b>
+46123456789	<a href="mailto:lars.larsson@mail.com">lars.larsson@mail.com</a>

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

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

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

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

<b>ISSC document number</b>	<b>ISSC Issuing Date</b>
123456789	2016-01-01
<b>CSO Fax</b>	<b>Port facility code (GISIS)</b>
123456789	0123

**ISSC document number:** Enter valid document number.

**CSO Fax:** Enter fax number (not mandatory).

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

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

<b>Last 10 ports</b>	
<b>Date of arrival</b>	<b>Date of departure</b>
2016-01-01	2016-01-04
2016-01-05	2016-01-08

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

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

<b>Port (UNLOCODE)</b>	<b>Port facility code (GISIS)</b>
SESTO	0001
NOOSL	0023

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

Function
1-----
1-3-----
1-----

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>Ship-to-ship activity</b>	R
PassengerMovement	
TakingBunkers	<b>Ship to ship activity</b>
ChangingCrew	PassengerMovement
	TakingBunkers
	ChangingCrew

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

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

moving		1. 2016-01-01 - Miscellaneous	<a href="#">Edit</a>
cargo handling		2. 2016-01-03 - Miscellaneous	<a href="#">Edit</a>
crew change		3. 2016-01-05 - Miscellaneous	<a href="#">Edit</a>

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

2. 2016-01-03 - Miscellaneous Delete Done

Activity

Start date

End date

Location

Latitude / Longitude  /

[^ Advanced](#)

Comment

## Vehicles

* VEHICLES	
*Registration number	*Non EU Cargo
ABC123	Yes

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

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

## Bunker

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

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

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



In the excel file you can use maximum four numbers and two decimals.

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

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

## Cruise Route

Enter all visits in the cruise route, including the current port call. If this visit both ends and starts a cruise route, you should enter the information regarding the starting call. The first and the last port will be displayed as T/A.

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

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## CRUISE ROUTE

Date	Port (UNLOCODE)

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

### Reference data

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