

Reportal

The Swedish Maritime Single Window

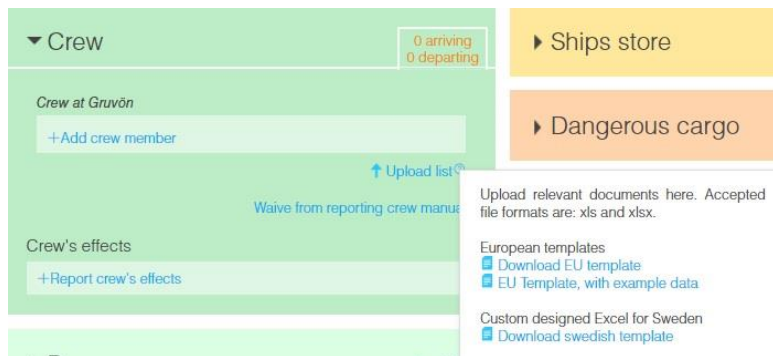
User guide for Excel MSWSE Sweden Template 2.0.8

Version 1.4

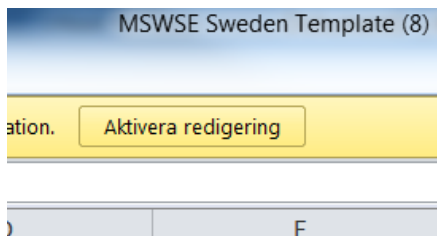
How to download the Excel MSWSE Sweden Template

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

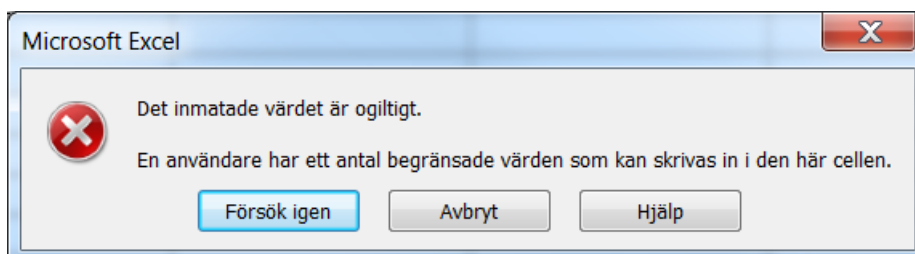
1. You can go to <https://www.sjofartsverket.se/en/services/msw-reportal/guidance/> and there you can choose the one you want.
2. When you are logged in to MSW and have created a new visit you can find the file when you press the question mark behind “[Upload list](#)”. You can find the file under “Crew”,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



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



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



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

How to fill in the Sweden Template 2.0.8 column for column

Crew list

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

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

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

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

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

E
Place of birth
Unknown
Manila
Kigali

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

F
Nature of identity document
Passport
SeamansBook
Passport
SeamansBook

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

G
Number of identity document
EC129785452
CF0065412
SE36362541

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

H
Rank or rating
Master
AbleSeaman
ChiefHousekeeper
ChiefEngineer
ChiefMaster
ChiefMate
ChiefOfficer

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

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

I
Gender
Male
Female
X
Male
Female
X

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

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

Crew's effects arriving at Oxelösund.

1. 2 - Bengt Åke Österman Delete Done

Rank or rating: Master

Given name: Bengt Åke

Family name: Österman

Effects


1. 200 pieces - Cigarettes Edit

2. Miscellaneous Delete Done

Type: Miscellaneous

Description:

Quantity: pieces

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

Note: The amount is filled in first. If you want to fill in several things in the same row you can for example type: “200 cigarettes, 150 beer, 100 wine” or “200 4, 150 16, 100 3”.

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

K
Boarding type
Embarkation
Disembarkation
Embarkation
Disembarkation

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

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

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

Passenger list

H
Transit passenger or not
Yes
No
Yes
No

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


Ship stores

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

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

Column C – Unit: Tell which Unit type you use

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

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

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 decription (not mandatory)
- **Waste to be delivered (m3):** add the amount of waste the ship will deliver in m³

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


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

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	
Valid ISSC	ISSC Issuer
Yes	Lloyd's Register
Security level	SSP onboard
2	



Security Report created

Upload security

Security level (ISPS) 2 - Heightened
Port facility security code SEMMA - 0123
Valid ISSC document is onboard ☐ Yes ☒ No
Reason for missing ISSC document

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

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

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

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

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

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

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

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

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

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

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

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

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

ISSC document number: Enter valid document number.

CSO Fax: Enter fax number (not mandatory).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ship-to-ship activity	R
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	Edit
cargo handling	2. 2016-01-03 - Miscellaneous	Edit
crew change	3. 2016-01-05 - Miscellaneous	Edit



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

2. 2016-01-03 - Miscellaneous
Delete
Done

Activity

Miscellaneous ▼

Start date

2016-01-03

End date

2016-01-04

Location

SEGOT

Latitude / Longitude

/

^ Advanced

Comment

Moving containers on board to receive new cargo

Vehicles

VEHICLES	
Registration number	Non EU Cargo
ABC123	Yes
	Yes
	No

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

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

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