

# Reportal

The Swedish Maritime Single Window

User manual

Version 1.4



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## **MSW Support**

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

### **Swedish Coast Guard**

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

Phone: +46 8 578 976 30 (Swedish Maritime Clearance)

### **Swedish Maritime Administration**

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

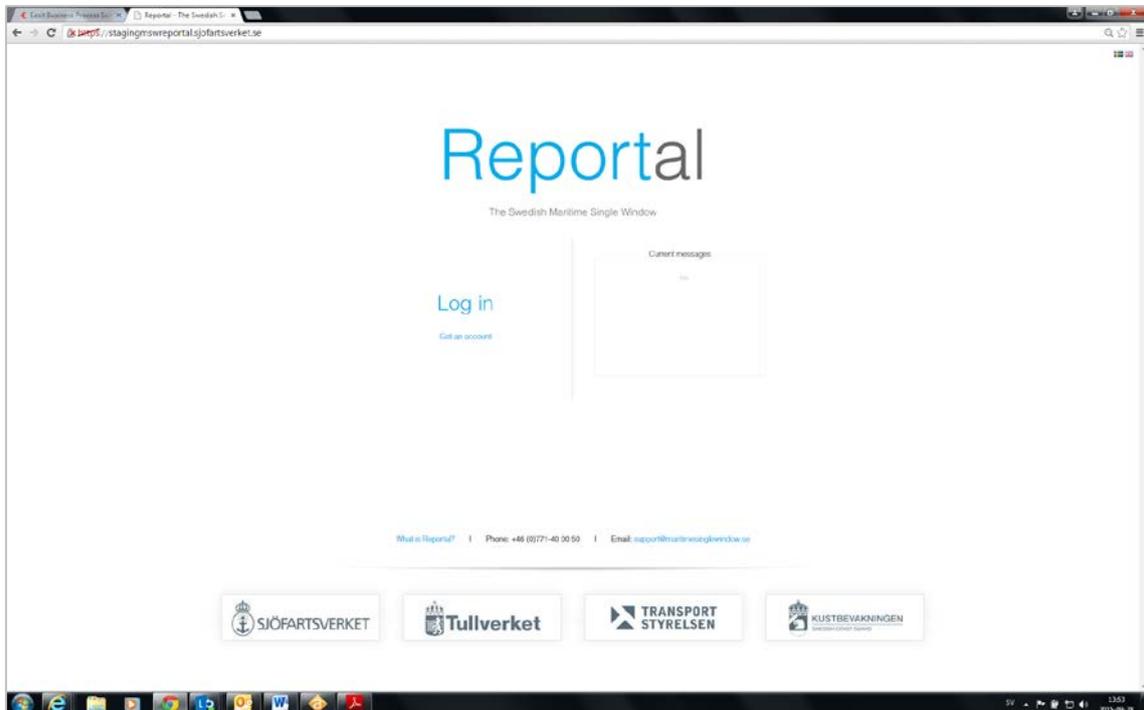
Telephone: +46 10 478 58 00

### **Swedish Customs Service**

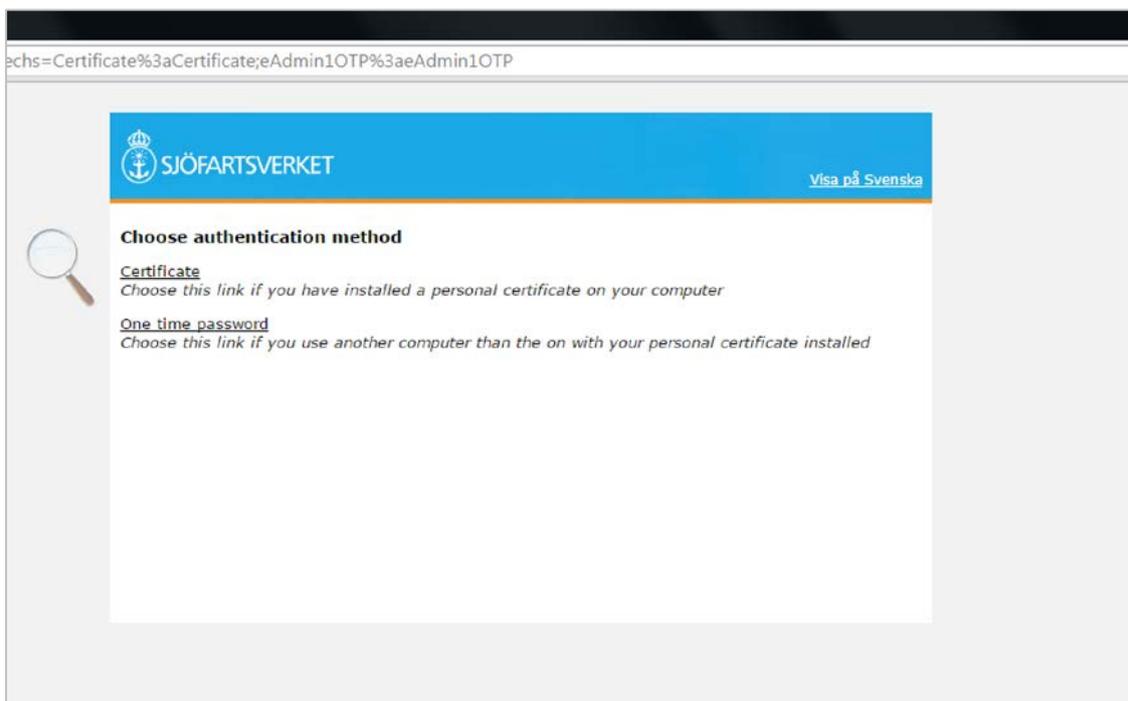
Customs Service manages questions related to the time limits that apply and the information which must be provided.

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

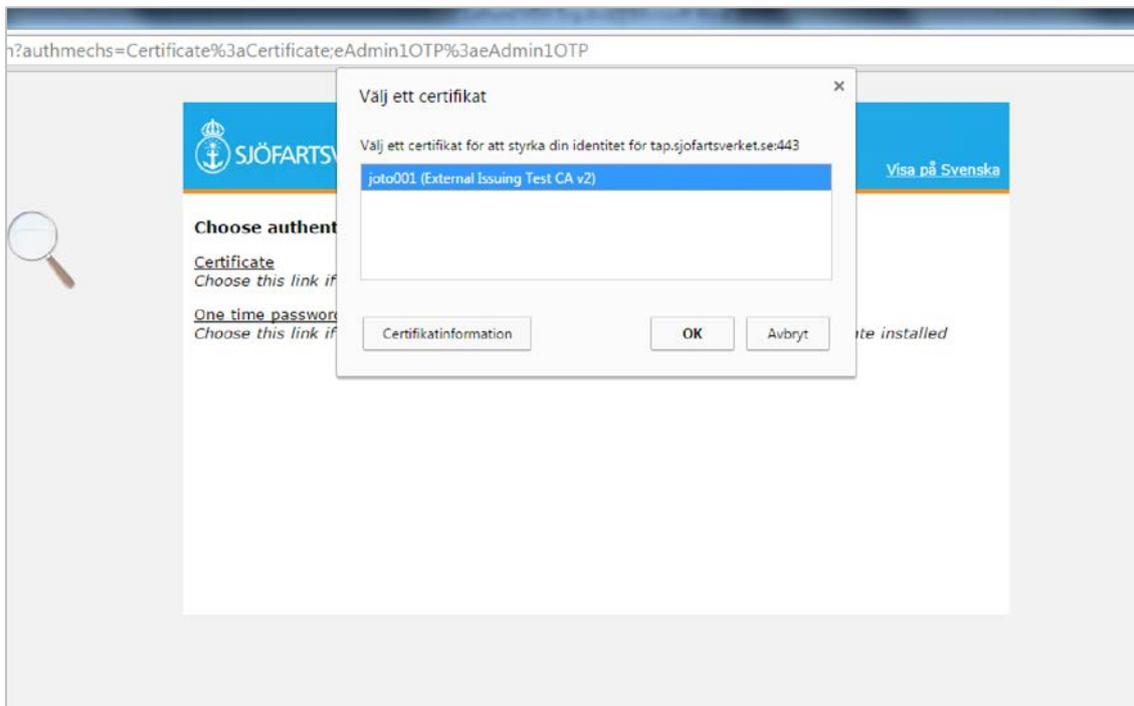
## Login



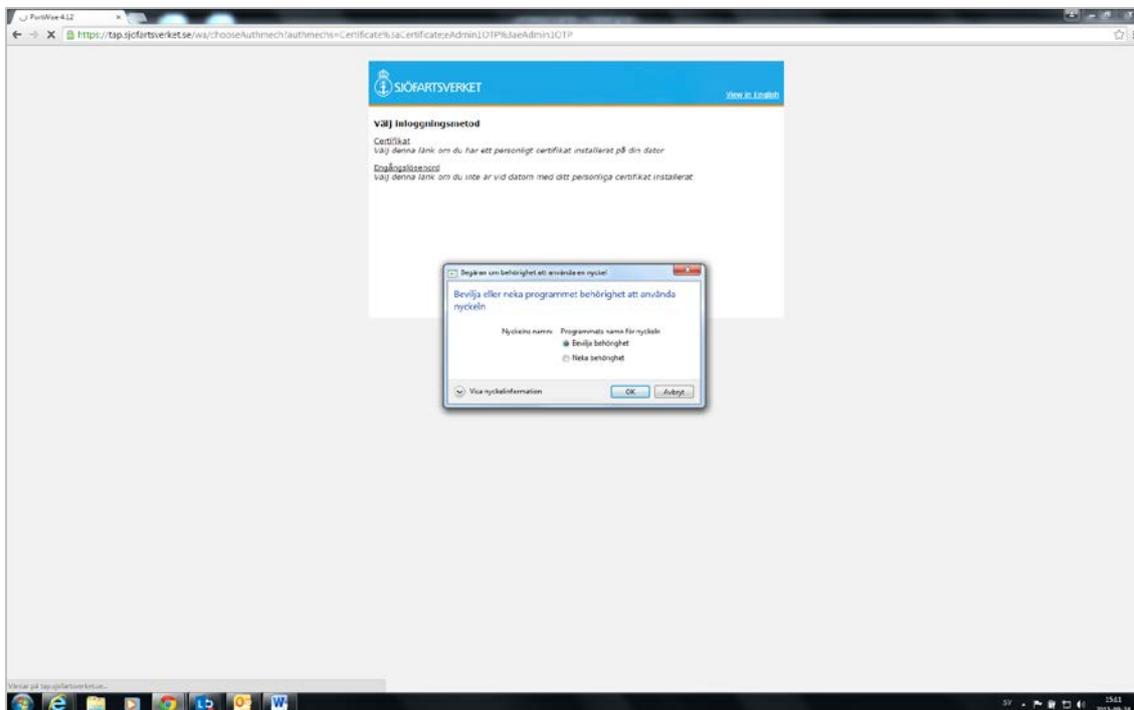
Go to Reportals starting page for ship reporting: [www.mswreportal.se](http://www.mswreportal.se) Press “Log in”.



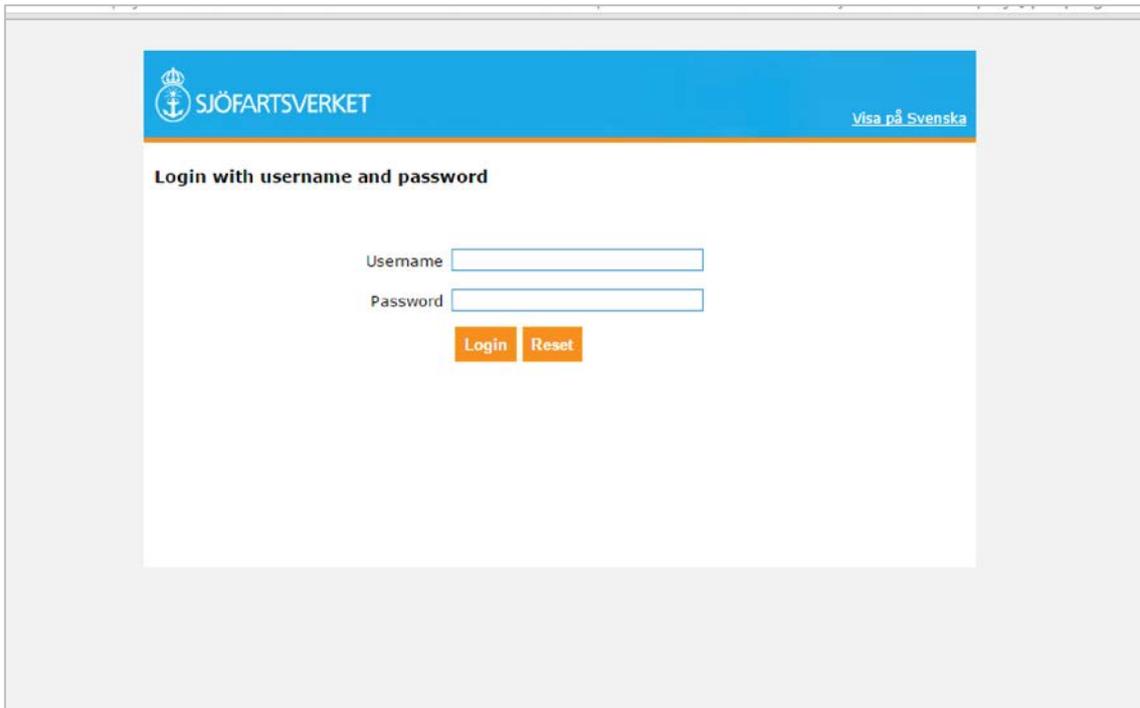
Choose log in procedure, “certificate” or “one-time password”.



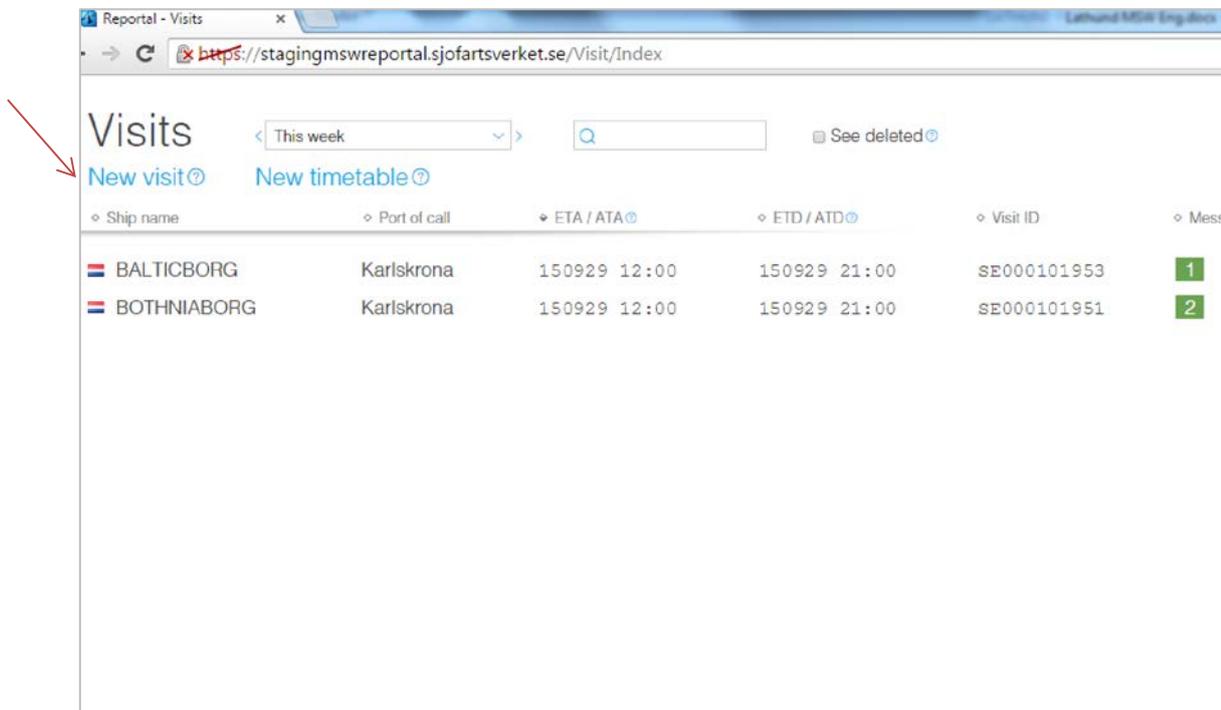
If you are using certificate please select your personal certificate and press “ok”.  
For one-time password go page 7.



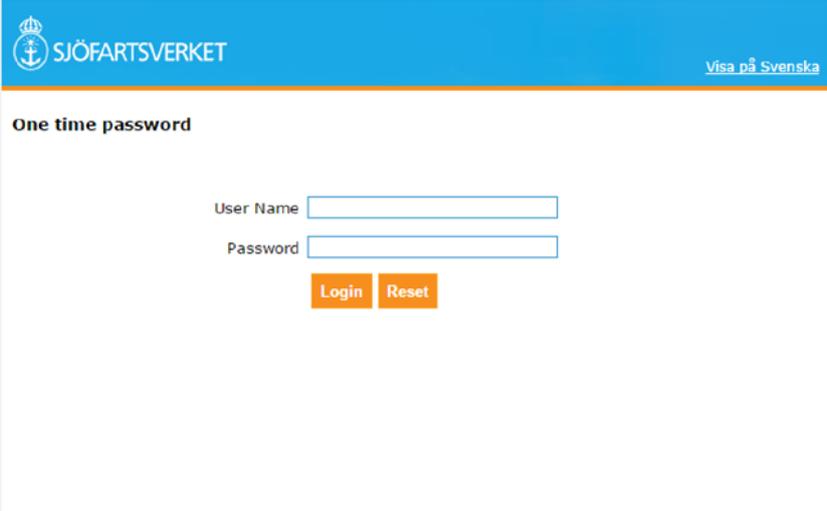
Select “Bevilja behörighet” and press “OK”.



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



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



**SJÖFARTSVERKET** [Visa på Svenska](#)

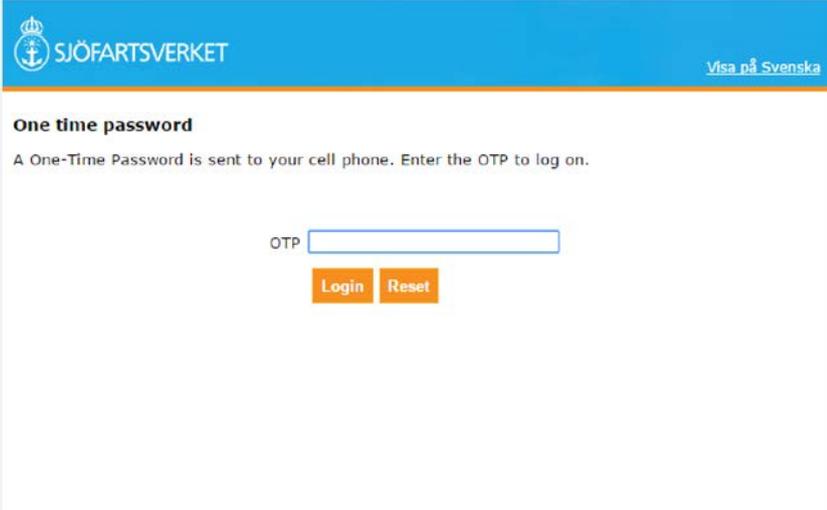
**One time password**

User Name

Password

[Login](#) [Reset](#)

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



**SJÖFARTSVERKET** [Visa på Svenska](#)

**One time password**

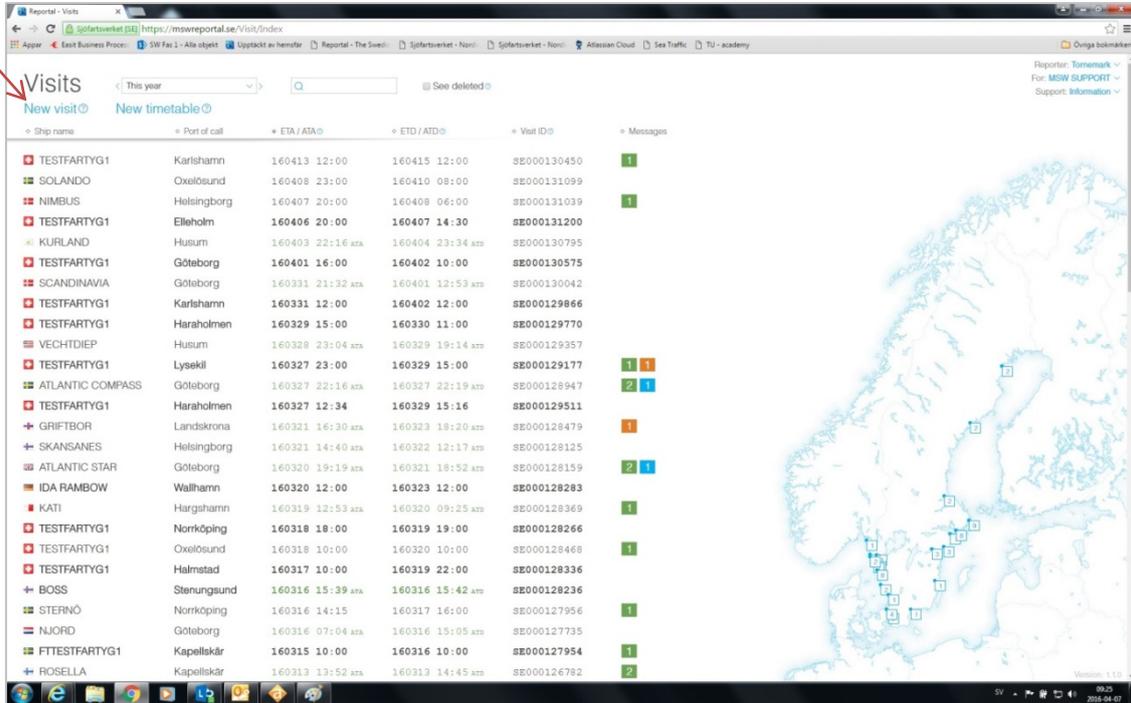
A One-Time Password is sent to your cell phone. Enter the OTP to log on.

OTP

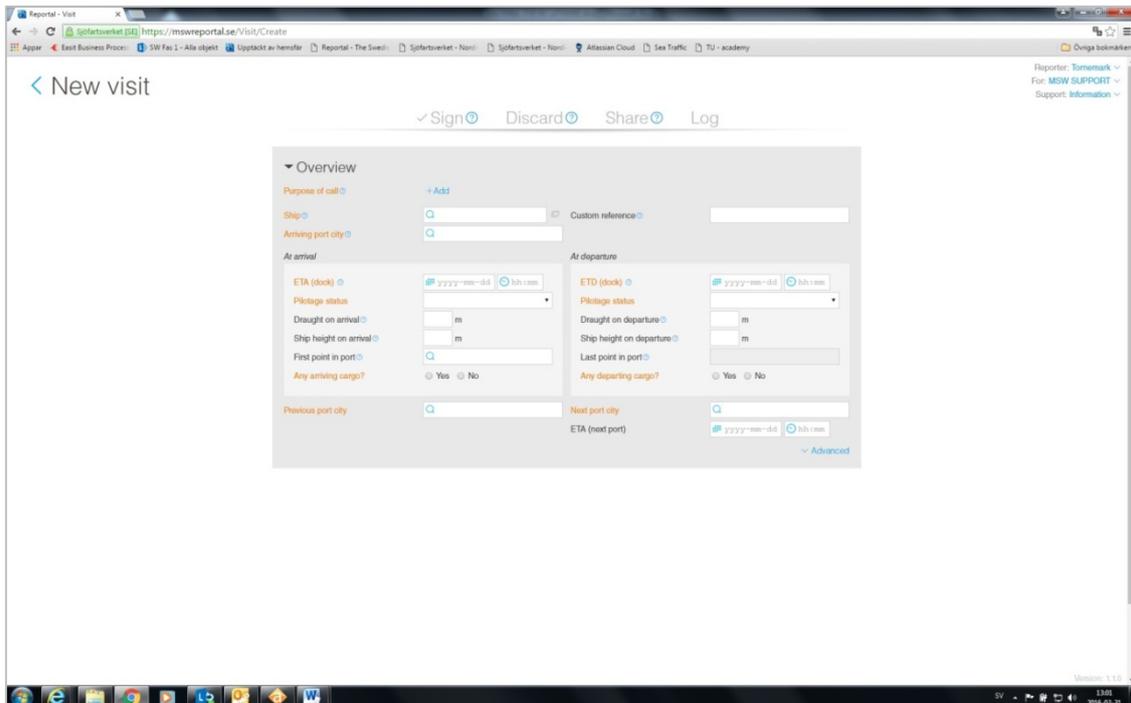
[Login](#) [Reset](#)

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

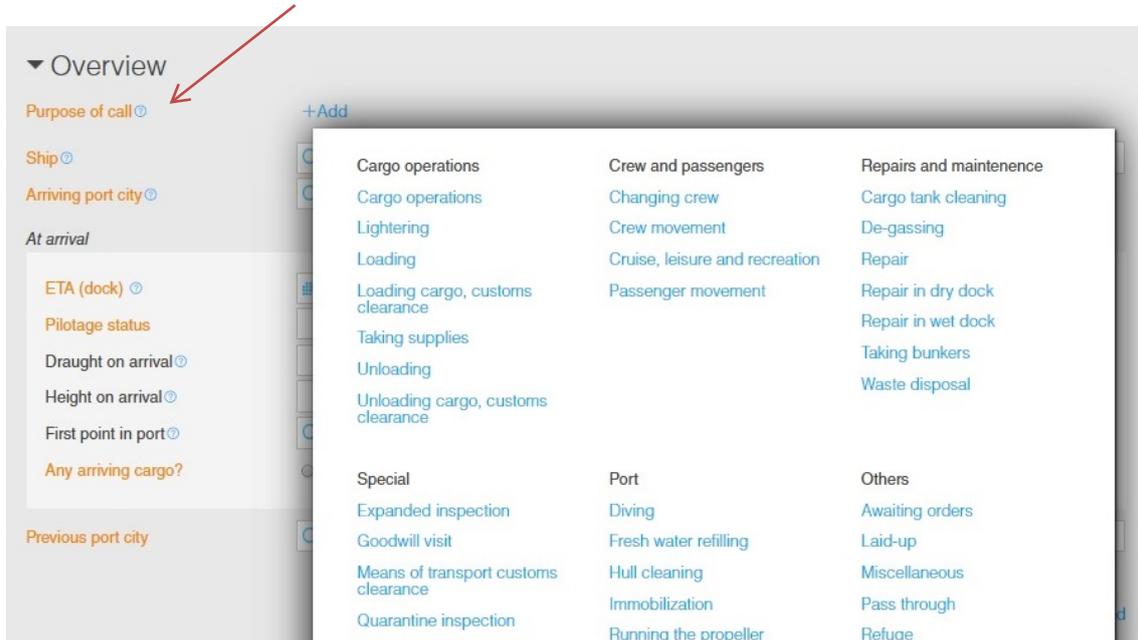
## Vessel Reporting



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



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



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

### Unloading cargo

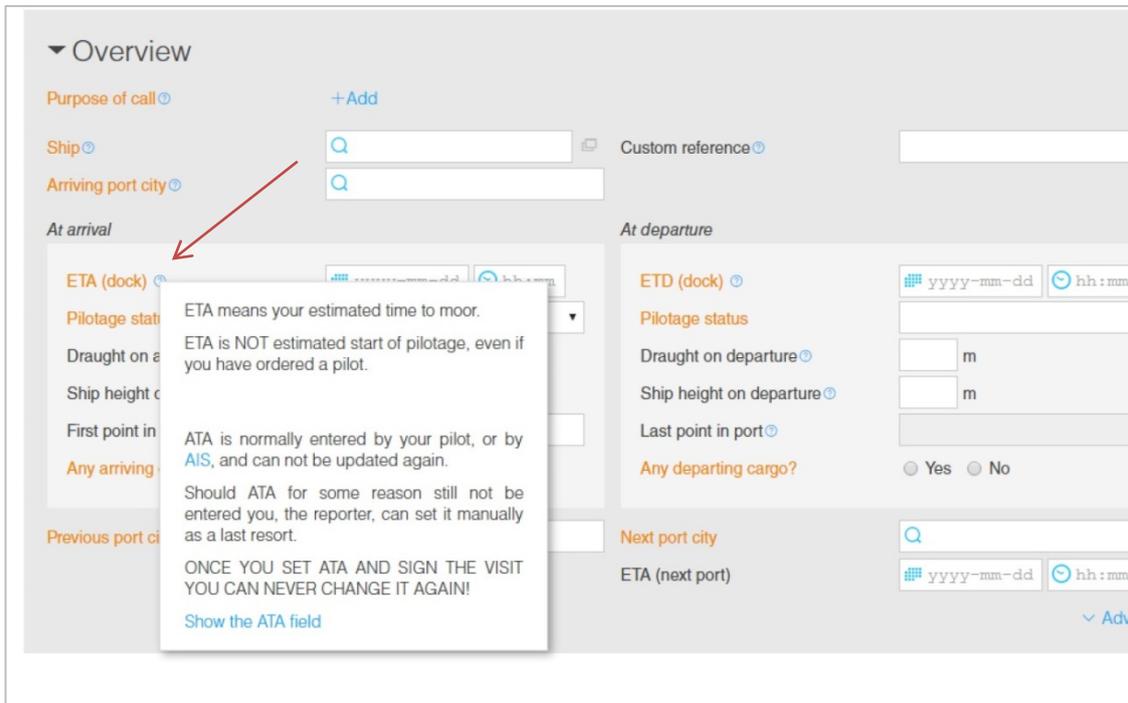
If the vessel arrives with cargo that DOESN'T need customs clearance (only domestic cargo), select “Unloading” for “Purpose of call”. Click “YES” for “Obligated to report to Customs”. Then you should not report anything under the tab “Customs”. You only need to report Crew's Effect and Ship Stores.

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

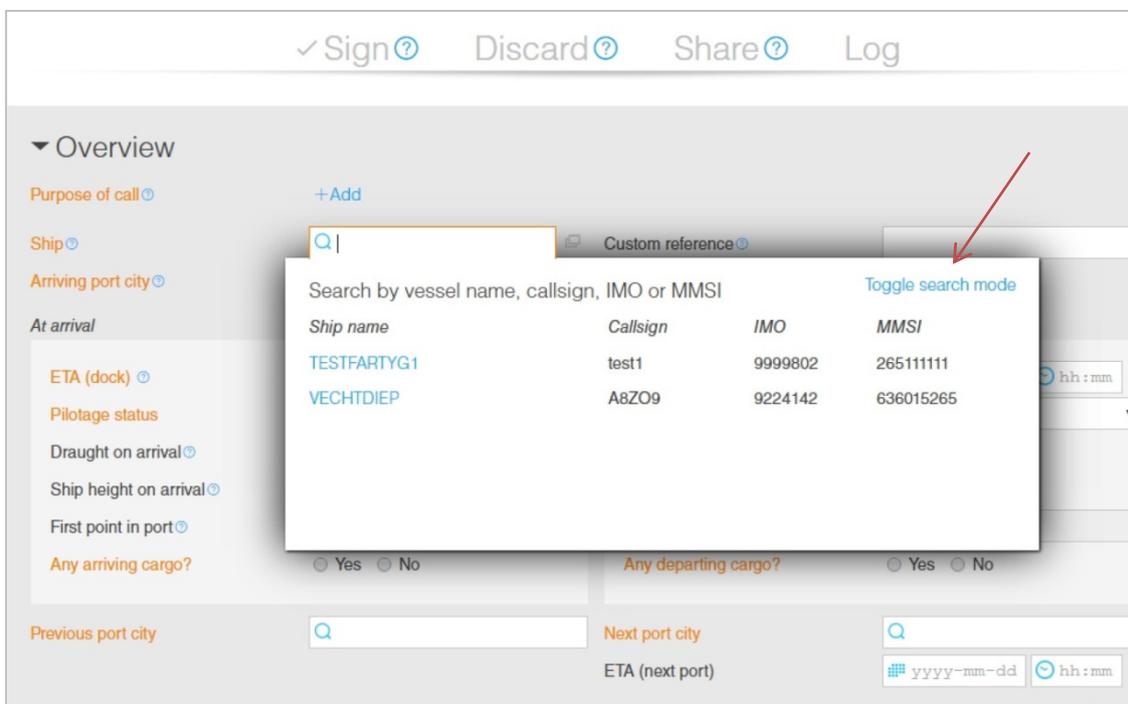
### Loading cargo

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

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



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



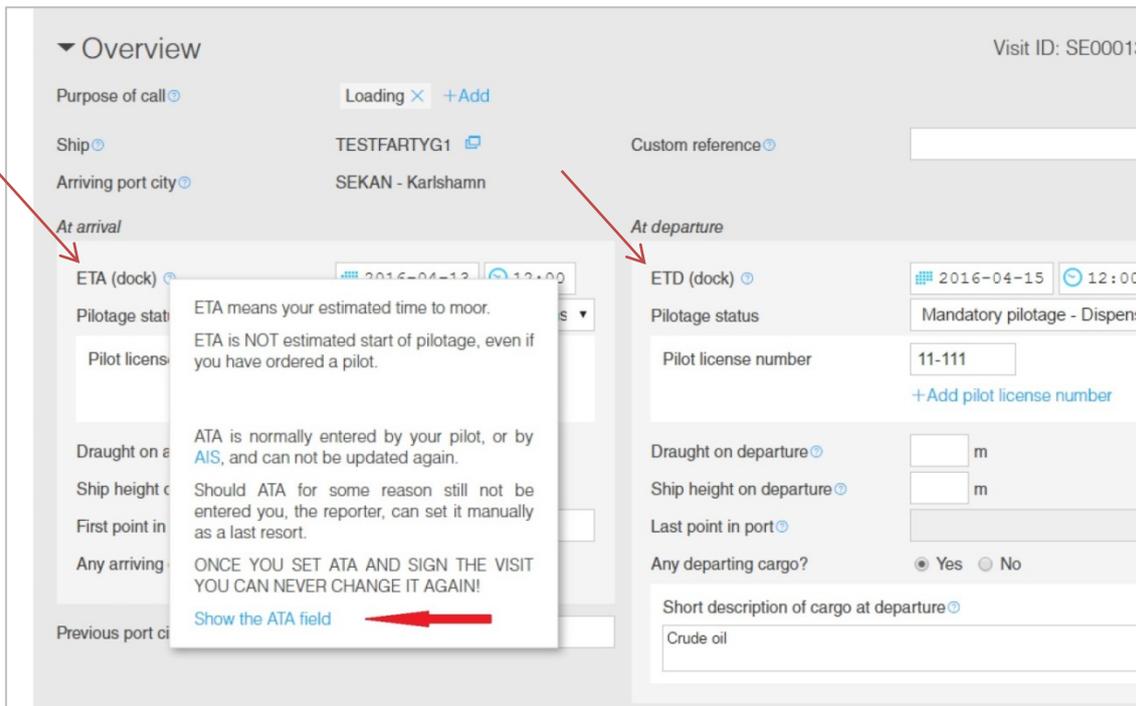
To find a vessel you search for "vessel name", "call sign", "IMO-number" or "MMSI-number". If the system doesn't find the vessel, press "toggle search mode".

The screenshot shows the 'Overview' section of the Reportal form. A search modal is open, allowing the user to search by IMO number. The modal contains a search input field, a 'Toggle search mode' button, and a table with columns for 'Ship name', 'Callsign', 'IMO', and 'MMSI'. A red arrow points to the 'Click here to search' link in the modal. The background form includes fields for 'Purpose of call', 'Ship', 'Arriving port city', 'At arrival' (ETA, Pilotage status, Draught, Ship height, First point in port, Any arriving cargo), 'Previous port city', 'Next port city', and 'ETA (next port)'. There are also buttons for 'Sign', 'Discard', 'Share', and 'Log' at the top.

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

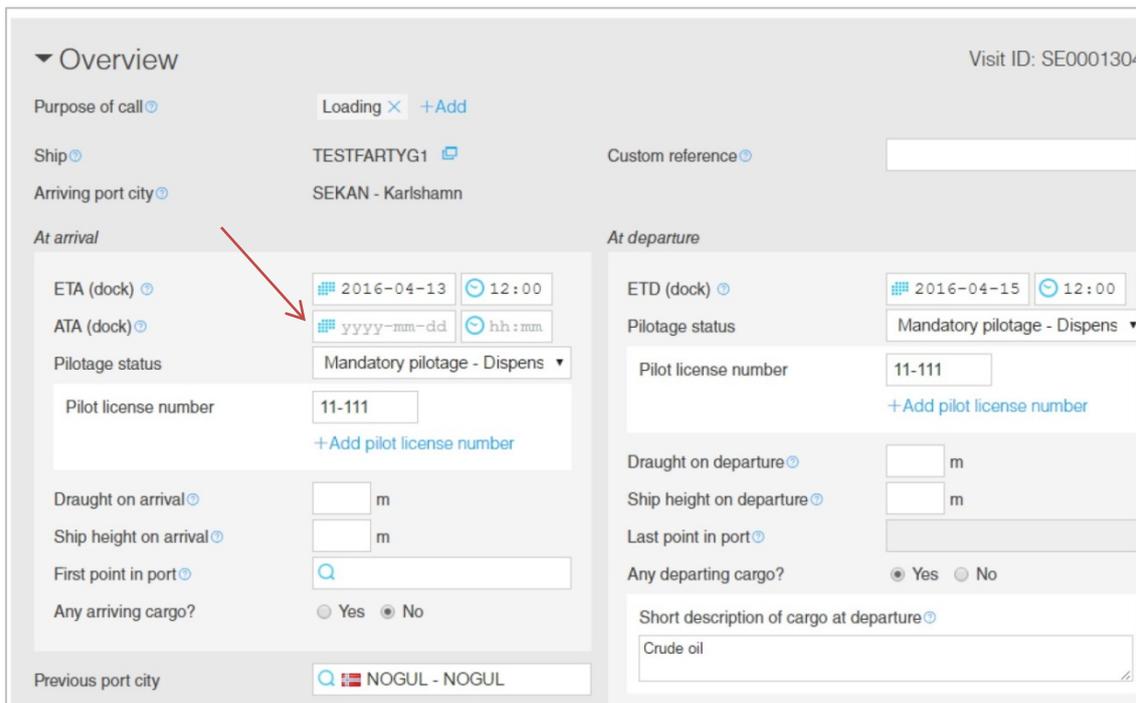
The screenshot shows the 'Overview' section of the Reportal form. A red arrow points to the 'Obligated to report to Customs' field, which has radio buttons for 'Yes' and 'No'. The 'Yes' option is selected. The form includes fields for 'Purpose of call', 'Ship', 'Arriving port city', 'At arrival' (ETA, Pilotage status, Draught, Height, First point in port, Any arriving cargo), 'Previous port city', 'At departure' (ETD, Pilotage status, Draught, Height, Last point in port, Any departing cargo), and 'Next port city'. There are also buttons for 'Advanced' and 'Log' at the bottom.

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



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

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



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

Ion mandatory pilotage - No ▾

m

m

Yes  No

Pilotage status

Draught on departure  m

Height on departure  m

Last point in port

Any departing cargo?  Yes  No

Non mandatory pilotage - No ▾

m

m

Next port city

ETA (next port)

AUSYD - Sydney

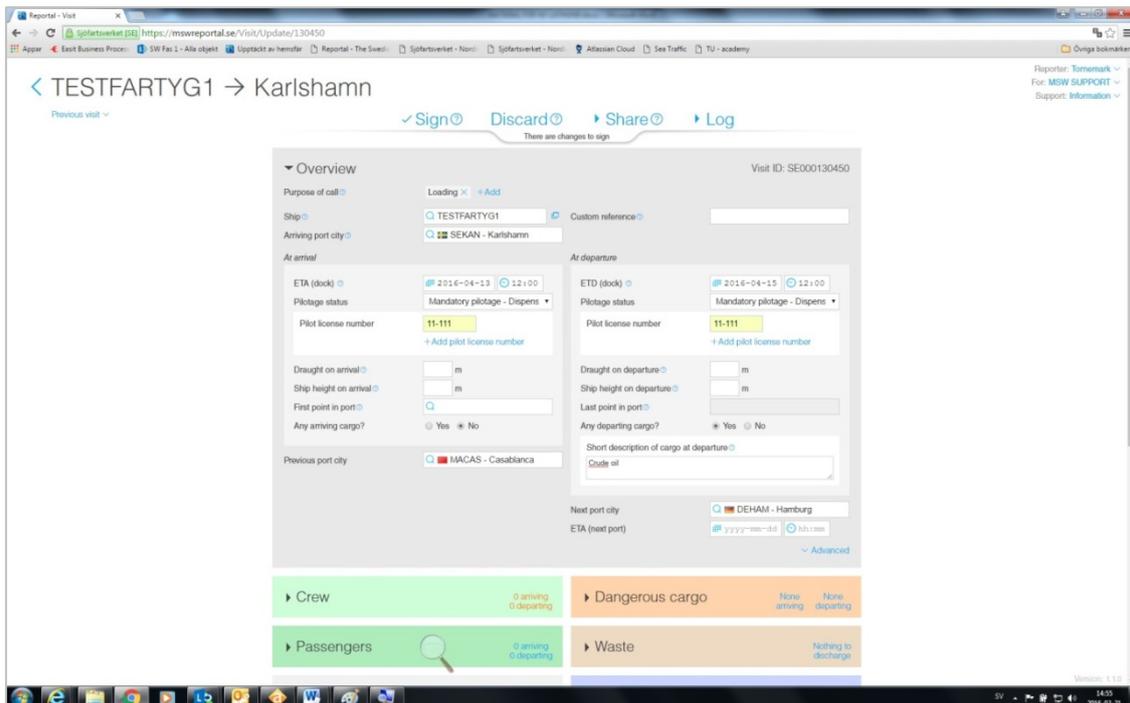
[^ Advanced](#)

This visit is a part of a RSS time table

General traffic license number

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

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



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

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

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

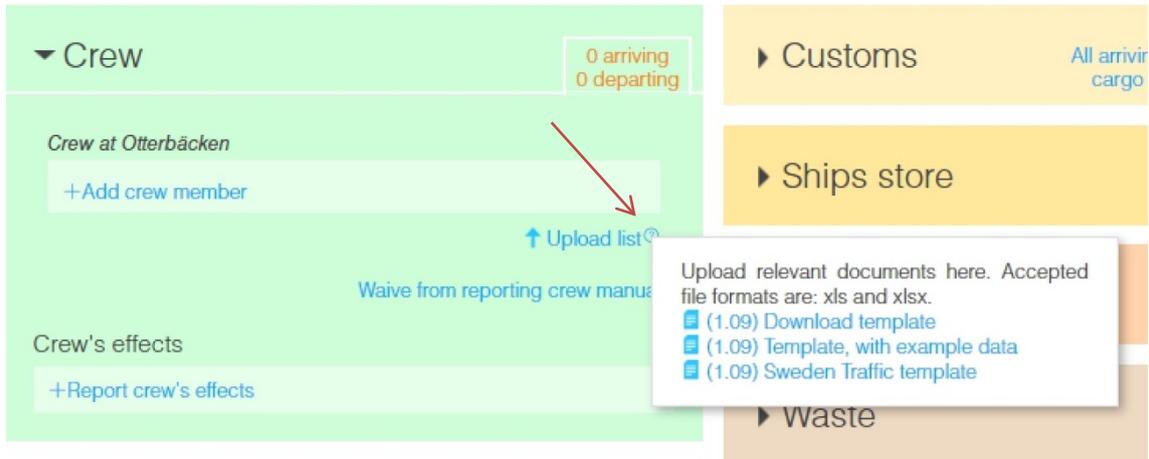
Information to the Swedish Coast Guard is reported under crew, passengers, security and health.

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

Crew

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

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



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

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

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

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

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

## Crew change

J	Q	R
<b>*Gender</b>	<b>#Port of embarkation</b>	<b>#Port of disembarkation</b>
Male	SENRK	
Female		
Male		SESTO
Female	SERAA	
Male		
Female		DECPH
X		

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

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

## Crew's Effect

Crew's effects

Crew's effects arriving at Otterbäcken.

+Add crew

↑ Upload list ⓘ

—Don't report crew's effect

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

Rank or rating

Given name

Family name

Effects

1. Delete Done

Type

Description

Quantity

+Add effect

—Clear effect list

Nothing to declare

Crew's effects arriving at Otterbäcken.

1. 2 - Maria Johansson Edit

2. Erik Andersson Delete Done

Rank or rating Bar manager

Given name Erik

Family name Andersson

Effects

+Add effect

Nothing to declare

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

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

*Family name	*Given name(s)	*Nationality	*Date of birth	*Place of birth	*Nature of identity document	*Number of identity document	*Rank or rating	*Gender	Crew's Effects	*Port of embarkation	*Port of disembarkation
Johansson	Maria	Sweden	1955-01-08	Stockholm	Passport	482283289	AssFoodBevMngr	Female	24 beer, 12 drugs	SEGO7	
Andersson	Erik	Sweden	1958-06-19	Norrköping	SeamansBook	193685214	BarManager	Male			
Karlsson	Anna	SWE	1961-11-28	Linköping	Passport	759688523	BarService	Female			SEMMA
Nilsson	Lars	SE	1965-05-09	Malmö	SeamansBook	357698752	BarManager	Male		SENIK	
Eriksson	Margareta	Norway	1968-10-18	Göteborg	Passport	124573996	CargoTechnician	Female	22 1, 24 16		
Larsson	Karl	Norge	1972-03-29	Örebro	SeamansBook	363256985	Cook	Male			SESTO
Olsson	Eliababeth	NOR	1975-09-08	Heisingborg	Passport	214578969	ChiefElectrician	Female	4 13 lions, 2 13 elephant	SERAA	
Persson	Anders	NO	1979-02-17	Halmstad	SeamansBook	258974877	ChiefHousekeeper	Male			
Svensson	Johan	Aland Islands	1982-07-29	Jönköping	Passport	699895236	ChiefEngineer	Female	1 1 15, 23 12 7 Gasoline		DECPH
Gustafsson	Kim	AK	1986-01-07	Uppsala	SeamansBook	445874123	Master	x			

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

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

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

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

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

### Type of article

- Alcoholic Spirits
- Other Alcoholic Spirits
- 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

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

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

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

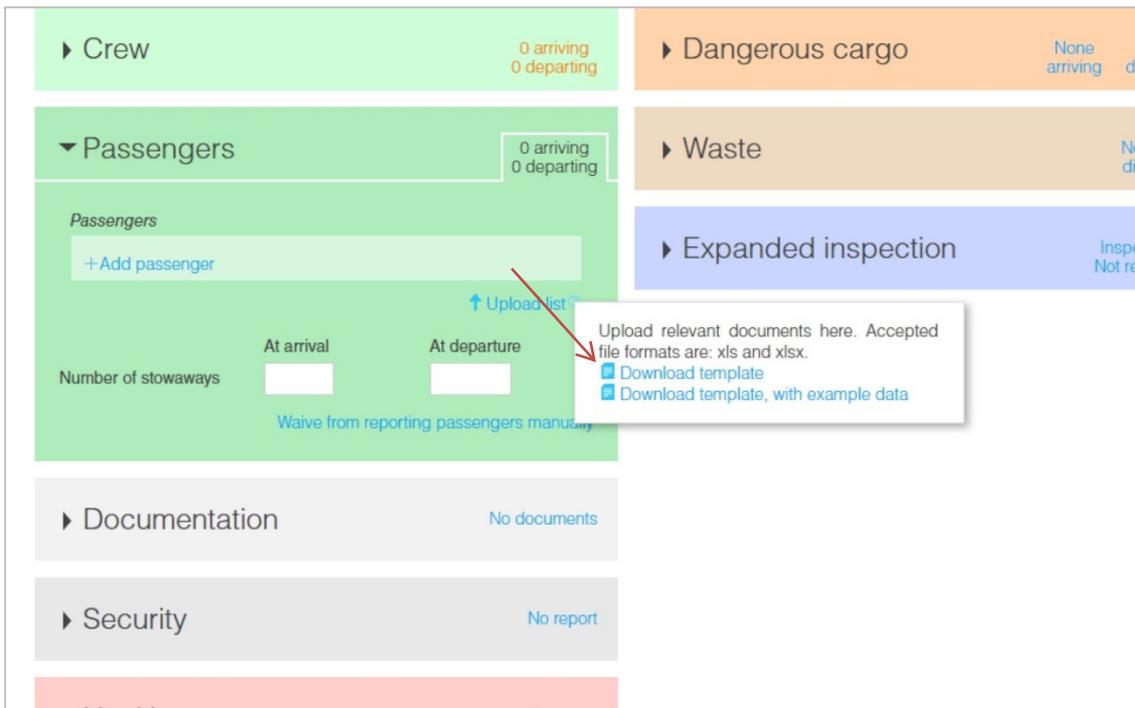
## Passengers

The screenshot shows the 'Passengers' section of the Reportal interface. It is expanded to show input fields for 'Number of passengers' and 'Number of stowaways' at both 'At arrival' and 'At departure'. A red arrow points to the 'Report passengers manually' link. Other sections visible include 'Crew', 'Dangerous cargo', 'Waste', 'Expanded inspection', 'Documentation', 'Security', and 'Health'.

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

The screenshot shows the 'Add passenger' form in the Reportal interface. The form includes fields for 'Boarding', 'Given name', 'Family name', and 'Birth date'. A red arrow points to the 'Upload list' button. Other sections visible include 'Passengers', 'Waste', and 'Expanded inspection'.

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



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

Family name	Given name(s)	Nationality	Date of birth	Place of birth	Nature of identity document	Number of identity document	Port of embarkation	Port of disembarkation	Transit passenger or not	Gender
Jönsson	Marianne	Sweden	1923-01-03	Stockholm	None		SEBOT		Yes	Female
Carlsson	Sven	Sweden	1935-06-12	Norrköping	IdentityCard	794613528			No	Male
Petersson	Lena	Sweden	1947-11-19	Linköping	Passport	978943122		SEMMA	Yes	Female
Limberg	Helena	SE	1960-04-27	Malmö	RegistrationDocument	445464543	SENRK		No	Female
Magnusson	Fredrik	Norway	1972-10-04	Göteborg	ResidencePermit	254625111			No	Male
Lindström	Emma	Norway	1983-03-13	Oslo	SeamansBook	778455222		SESTO	No	Female
Gustavsson	Inger	NOR	1993-08-19	Helsingborg	Visa	00001234	SERAA		No	Female
Olofsson	Bo	NO	2004-01-26	Halmstad	SeamansBook	446521333			No	Male
Lindgren	Johanna	Aland Islands	2014-01-04	Jönköping	Passport	188458966		DECPH	No	Female
Aalsson	Linnea	AX	2004-12-10	Uppsala	SeamansBook	132154422			No	Female

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



## Documentation

▼ Documentation 1 document

Expanded inspection

Documents valid at time of arrival.

1. Delete Done

Type of document

Document number

Expiration date yyyy-mm-dd

Issuing date yyyy-mm-dd

Issuer

Issuer type

Status

Issuing place (Free text)

Issuing place (UN/LOCODE)

Upload document (max 4 MB)

Drag and drop document here

+ Add document

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

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

**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.

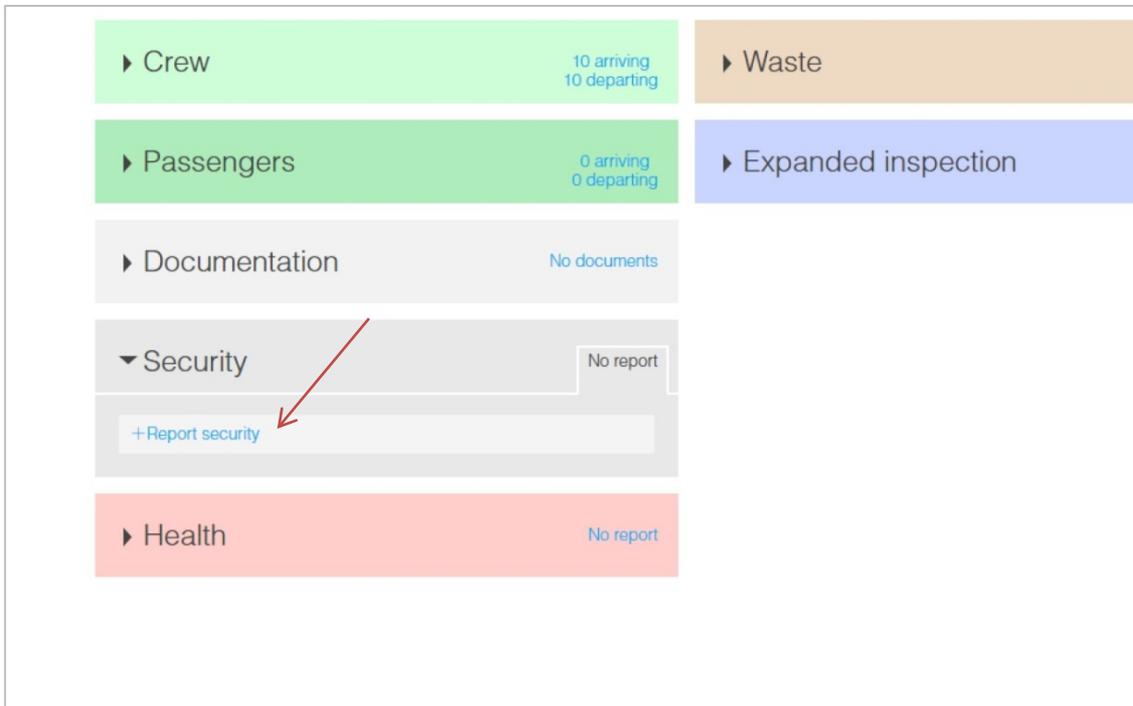
**NOTE! The following is important to remember when you attach documents.**

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

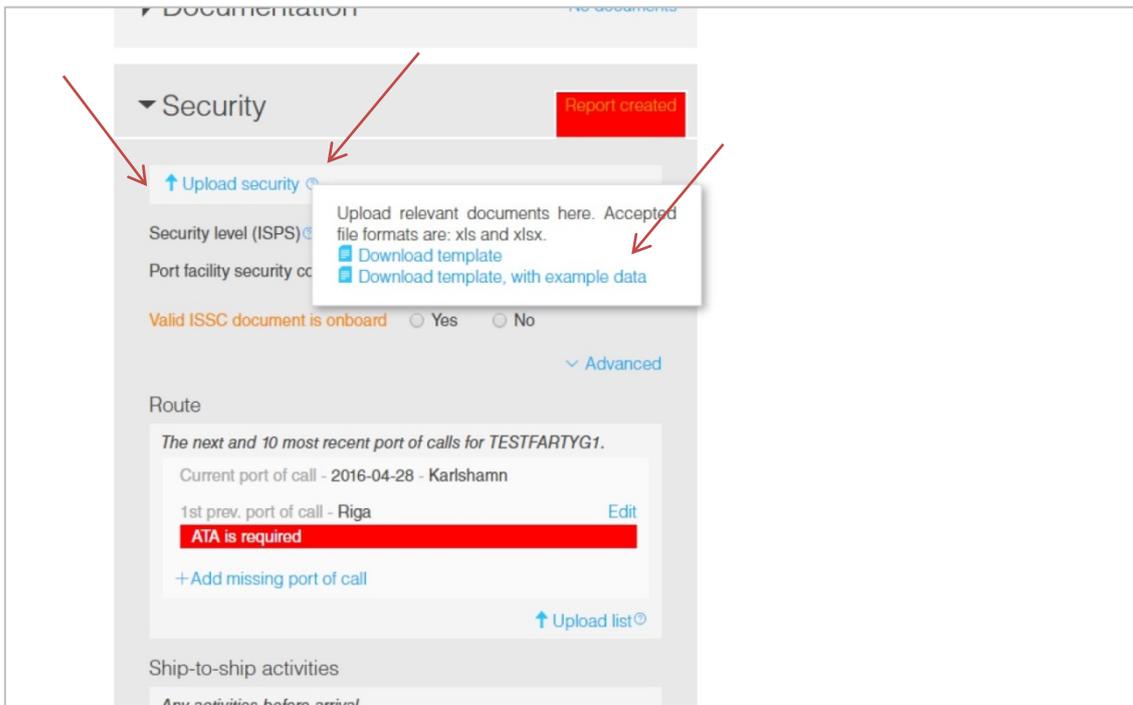
Deletions of document - In this dialog, you can also "Delete" a document. The Swedish Customs saves all documents that have been submitted. If you choose "Remove" the document will be disabled at the Swedish Customs.

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

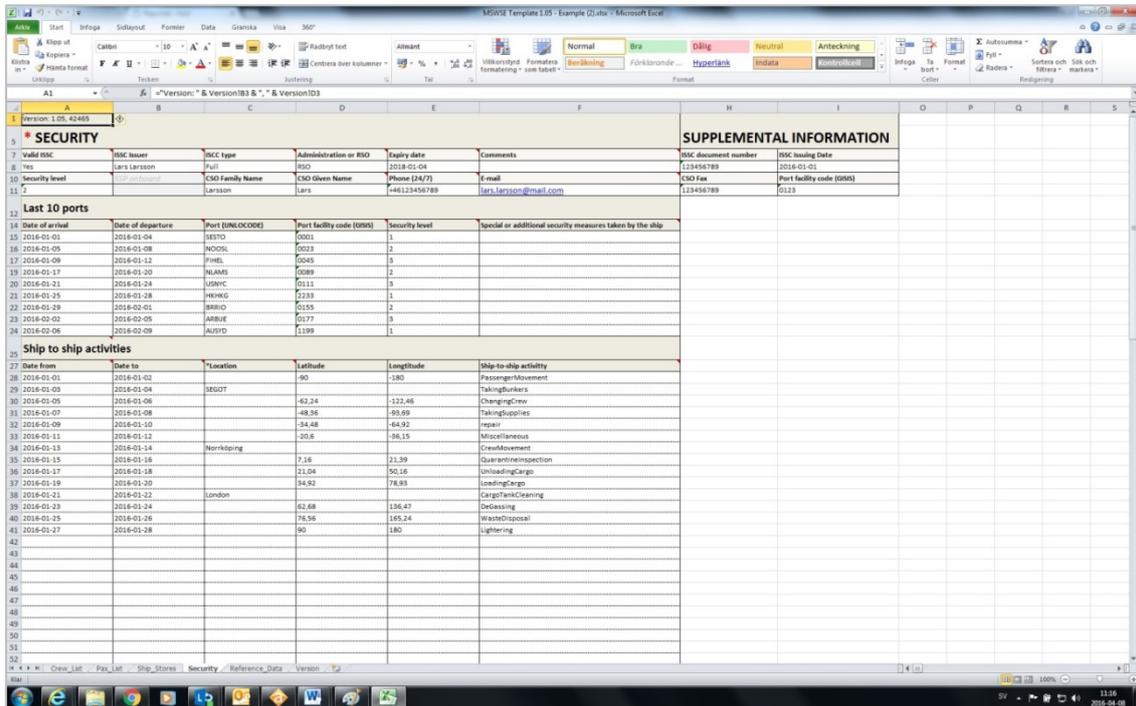
## Report security



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



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



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

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

### 10 last ports

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

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

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

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

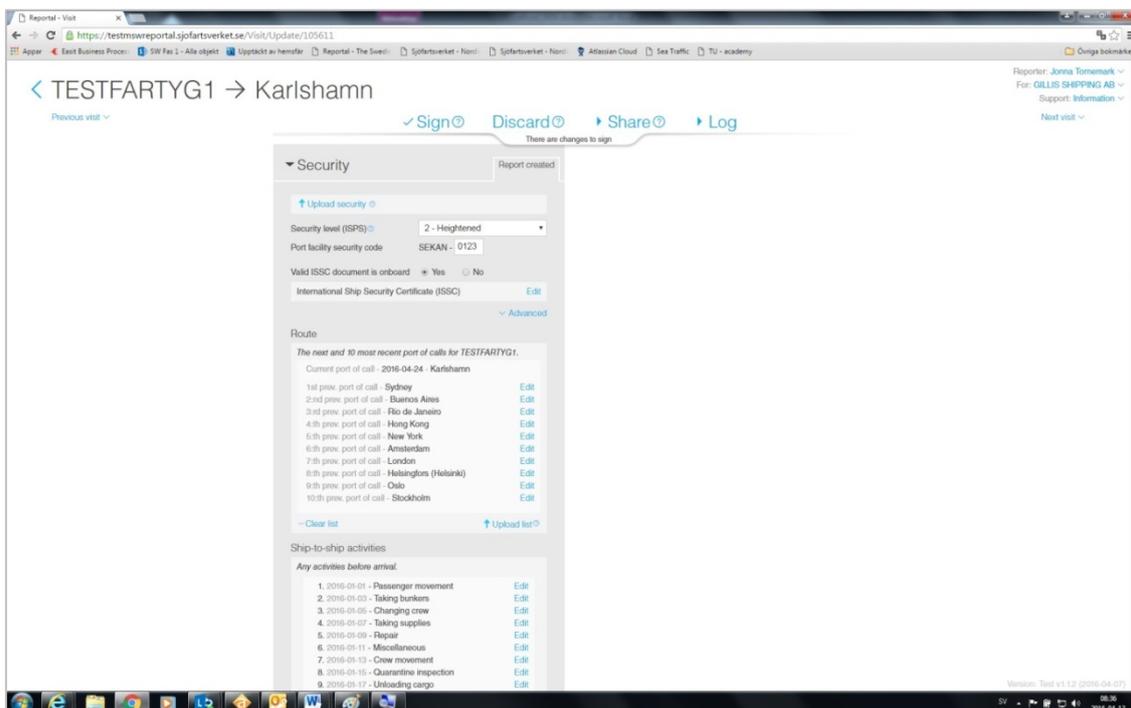
<https://gisis.imo.org/Public/ISPS/Download.aspx>

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

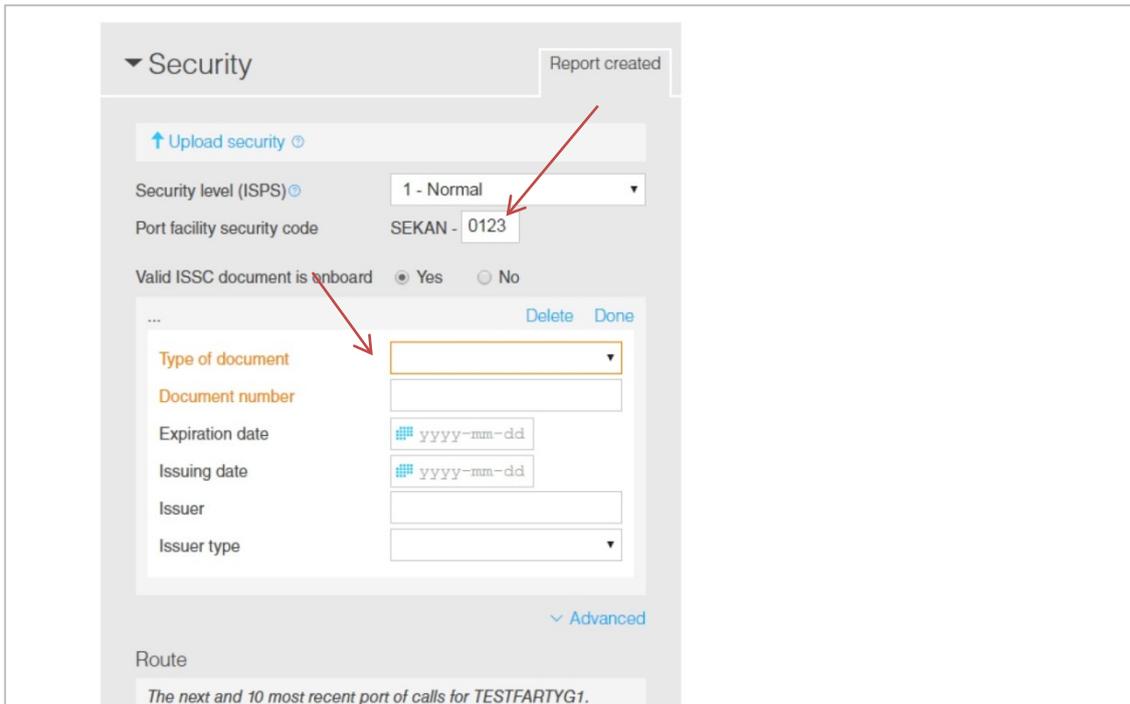
A	B	C
Version: 1.05, 42465		
<b>* SECURITY</b>		
Valid ISSC	ISSC Issuer	ISSC type
Yes	Lars	Full
Security level	tk: The security levels according to the ISPS code: 1, 2 or 3	
2	CSO Family Name	
Last 10 ports		
Date of arrival	Date of departure	Port (UNLOCODE)
2016-01-01	2016-01-04	SESTO
2016-01-05	2016-01-08	NOOSL
2016-01-09	2016-01-12	FIHEL
2016-01-17	2016-01-20	NLAMS
2016-01-21	2016-01-24	USNYC
2016-01-25	2016-01-28	HKHKG
2016-01-29	2016-02-01	BRRIO
2016-02-02	2016-02-05	ARBUE
2016-02-06	2016-02-09	AUSYD

Administration or RSO	Ex	Possible values: "GVT", "RSO"
RSO	20	
CSO Given Name	PH	
Lars		+46123456789
Port facility code (GISIS)	Security level	
0001	1	
0023	2	
0045	3	
0089	2	
0111	3	
2233	1	
0155	2	
0177	3	
1199	1	

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



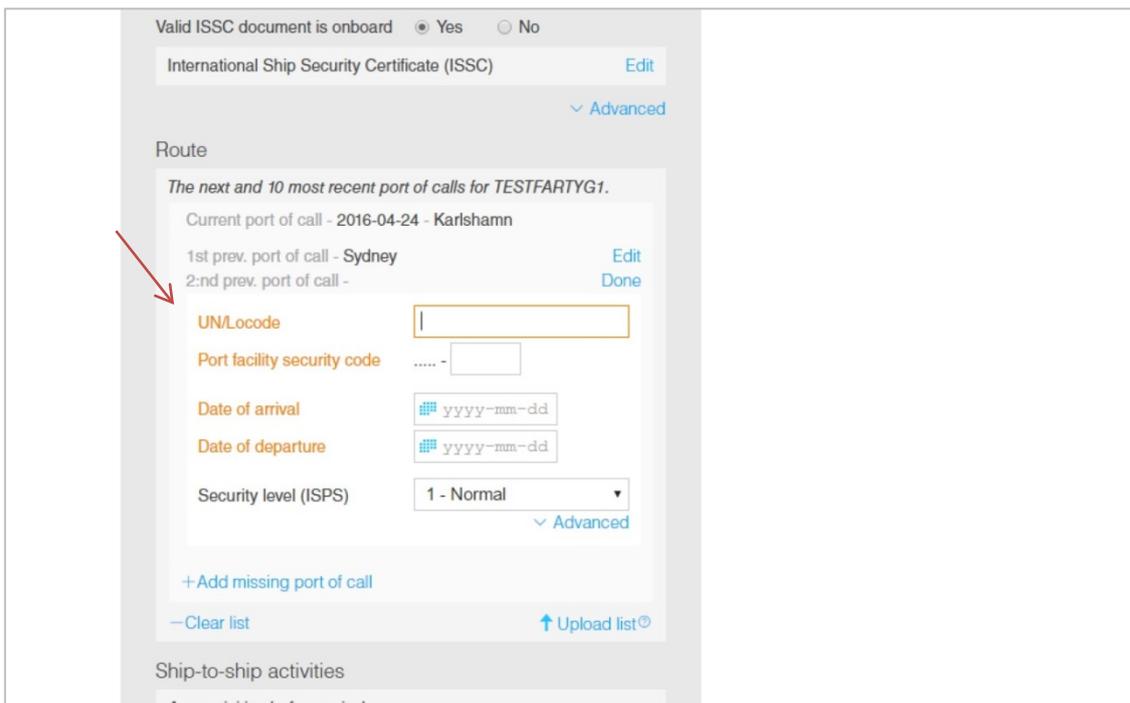
When you upload the Excel file, it looks as described above. The information in the file is automatically positioned in the right place.



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

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

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



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

Advanced

Route

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 last ten calls manually.

Clear list Upload list

Ship-to-ship activities

Any activities before arrival.

1. - Delete Done

Activity

Start date

End date

Location

Latitude / Longitude

+ Add an activity Upload list

Don't report security

Health No report

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

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



▼ Health No report

A valid sanitary certificate exists onboard

**Declaration of health should only be reported when** ⓘ

Infectious substances onboard ⓘ

The ship or anyone onboard has visited infected areas ⓘ

Infectious disease onboard ⓘ

[+Report declaration of health](#) ⓘ

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



▼ Health No report

A valid sanitary certificate exists onboard

[+Add information regarding sanitary certificate](#) ⓘ

**Declaration of health should only be reported when** ⓘ

Infectious substances onboard ⓘ

The ship or anyone onboard has visited infected areas ⓘ

Infectious disease onboard ⓘ

[+Report declaration of health](#) ⓘ

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

▼ Health Report created

A valid sanitary certificate exists onboard

[+Add information regarding sanitary certificate](#)

Infectious substances onboard

The ship or anyone onboard has visited infected areas

Infectious disease onboard

Ill persons greater than expected

Ill animals onboard

Medical personel consulted

Someone died onboard

Stowaways have been found onboard

*Specific persons*

[+Add person](#)

*Sanitary measures*

[+Add new item](#)

Re-inspection required

[-Don't report declaration of health](#)

Declaration of health is mandatory if:

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

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

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

## Customs

▼ Customs    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload    123    ton

Origin of the goods ⓘ     EU     Non-EU     Mix

Attach manifest for consignments ⓘ     Report consignments manually

T2L reference number ⓘ   

Upload T2L document ⓘ

Upload manifest ⓘ

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

### "Cargo to unload"

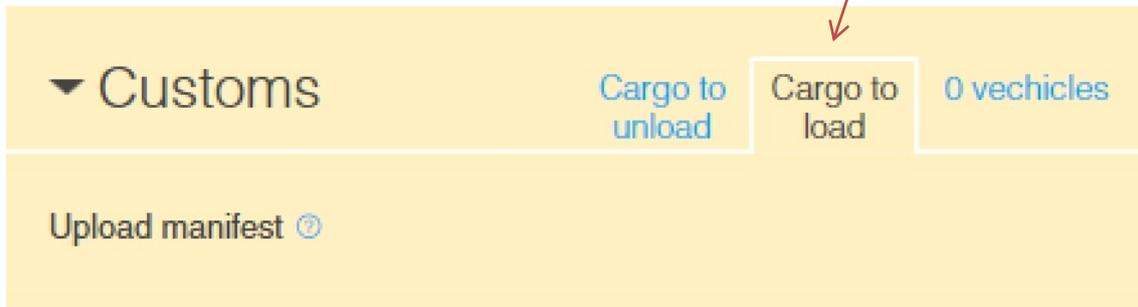
Here you report cargo to be unloaded. You should enter the total weight and origin of the goods. Please note - the field "Total weight of all cargo to unload" is not marked in orange and can be seen as optional. If you report to the Customs Department, however, "Total weight of all cargo to unload" is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

#### There are two options for reporting goods:

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

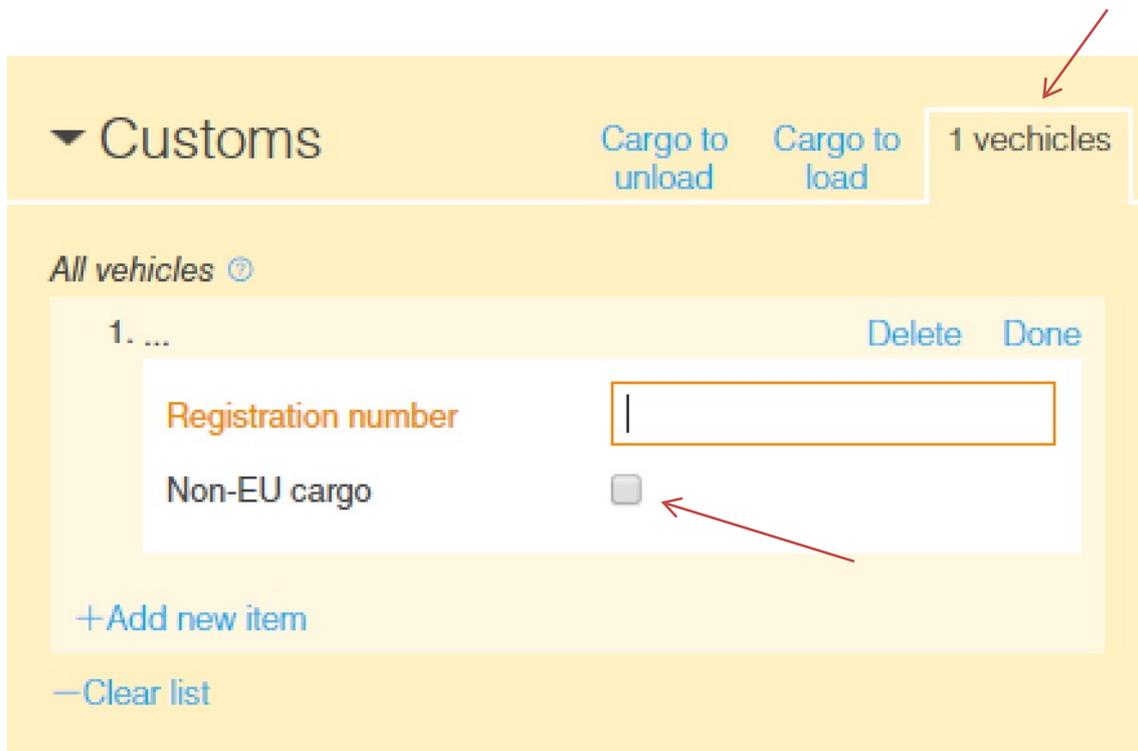
#### Details of the cargo to be unloaded:

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



### "Cargo to load"

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



### "Vehicle"

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

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

### Conditions:

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

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Here you enter the total weight of cargo to unload. This information is mandatory when you report to Customs.

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods ⓘ  EU  Non-EU  Mix

Here you enter the origin of the goods. In this example, "EU".

EU

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods ⓘ  EU  Non-EU  Mix

Attach manifest for consignments ⓘ  Report consignments manually

Here you select the reporting method. In this case we choose to attach manifest.

Attach manifest for consignments

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods ⓘ  EU  Non-EU  Mix

Attach manifest for consignments ⓘ  Report consignments manually

T2L reference number ⓘ  

Upload T2L document ⓘ

Upload manifest ⓘ

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

The screenshot shows the 'Documentation' section of the Reportal interface. At the top right, it indicates '1 document'. Below this, the text 'Documents valid at time of arrival.' is displayed. A list item '1. T2L' is shown with 'Delete' and 'Done' buttons. The form fields include: 'Type of document' (dropdown menu with 'T2L' selected), 'Document number' (text input), 'Expiration date' (calendar icon and 'yyyy-mm-dd' placeholder), 'Issuing date' (calendar icon and 'yyyy-mm-dd' placeholder), 'Issuer' (text input), 'Issuer type' (dropdown menu), 'Status' (dropdown menu), 'Issuing place (Free text)' (text input), and 'Issuing place (UN/LOCODE)' (text input with a search icon). At the bottom, there is an 'Upload document (max 4 MB)' button and a dashed box labeled 'Drag and drop document here'. A '+Add document' button is located at the bottom left.

Here you select the T2L for "Type of document".

Then fill in the required information - document number and the date when the document is issued.

Other information is not obligatory.

The document in question is attached by selecting "Upload document" or "drag and drop".

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

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

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

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

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

### Conditions:

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

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Here you enter the total weight of cargo to unload. This information is mandatory when you report to Customs.

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods ⓘ  EU  Non-EU  Mix

Here you enter the origin of the goods. In this example "EU".

EU

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods ⓘ  EU  Non-EU  Mix

Attach manifest for consignments ⓘ  Report consignments manually

In this case we choose to report consignments manually.

Report consignments manually.

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

T2L referense number

Upload T2L document

*Consignments to unload at Åhus.*

1.  ⇒  Delete Done

Port of loading

Bill of lading

1. Delete Done

Bill of lading type

Bill of lading number

[+Add new item](#)

[+Add consignment to unload](#)  
[-Clear list](#)

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

Enter the port of loading.

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

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

▼ Customs Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

T2L referense number

Upload T2L document

*Consignments to unload at Åhus.*

1.  Amsterdam ⇒  Åhus Edit

Goods

[+Add consignment to unload](#)  
[-Clear list](#)

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

▼ Customs Cargo to unload Cargo to load 0 vehicles

---

Total weight of cargo to unload  ton

Origin of the goods  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

T2L referense number

Upload T2L document

*Consignments to unload at Åhus.*

1. 🇳🇱 Amsterdam ⇒ 🇸🇪 Åhus Edit

*Goods*

		Delete	Done
1.	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><b>Goods</b> <input style="width: 90%;" type="text"/></p> <p><b>Commodity code</b> <input style="width: 90%;" type="text"/></p> <p><b>Net</b> <input style="width: 40%;" type="text"/> <span style="font-size: small;">t ▼</span></p> <p><b>Total</b> <input style="width: 40%;" type="text"/> <span style="font-size: small;">t</span></p> <p style="text-align: right; font-size: small;">^ Advanced</p> <p><b>Marks and numbers</b> <input style="width: 90%;" type="text"/></p> <p><b>Number of packages</b> <input style="width: 40%;" type="text" value="0"/></p> <p><b>Package type</b> <input style="width: 90%;" type="text"/></p> <p><b>Container number</b> <input style="width: 90%;" type="text"/></p> </div> </div>		

+Add goods item

+Add consignment to unload  
-Clear list

In this section the goods is listed as follows:

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

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

<http://taric.tullverket.se>

**Net** - net weight of the goods specified.

**Total** - gross weight of goods specified.

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

**Number of packages** – given where applicable.

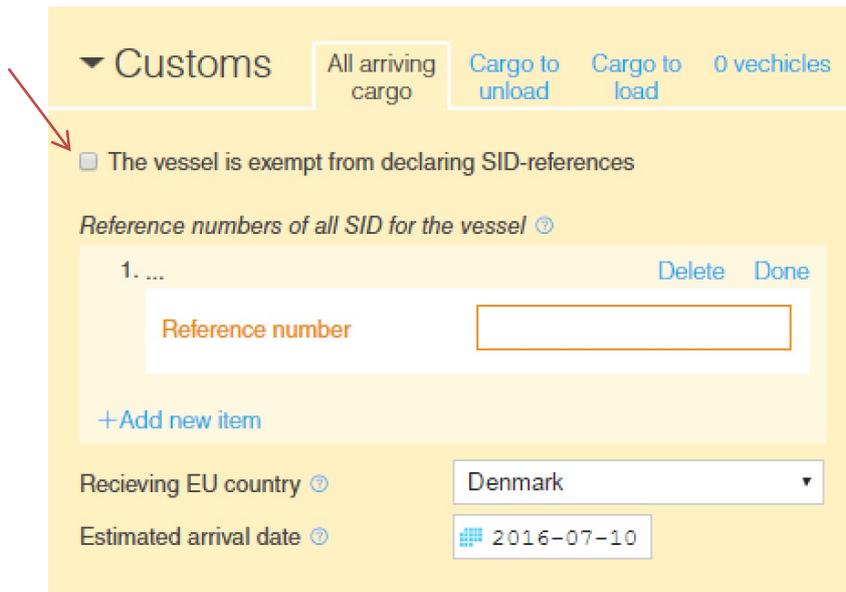
**Package type** - for valid elections, search can be done by placing the cursor in the field and enter the "Code".

**Container number** - given where applicable.

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

**Conditions:**

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



▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

The vessel is exempt from declaring SID-references

Reference numbers of all SID for the vessel ⓘ

1. ...	Delete	Done
Reference number	<input type="text"/>	

+Add new item

Receiving EU country ⓘ   Denmark ▼

Estimated arrival date ⓘ   2016-07-10

Are there exceptions from declaring SID-reference, this should be stated.

When the reference number is specified, information about which EU country that receives the SID and the estimated arrival date must be specified.

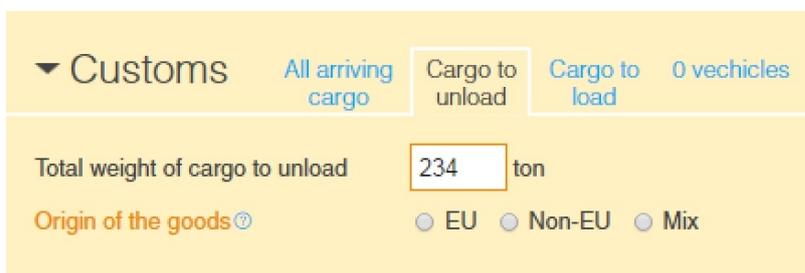
NOTE! If you tick the box  "The vessel is exempted from declaring SID-references", the other fields should be left blank.



▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

Total weight of cargo to unload    ton

Here you enter the total weight of cargo to unload. This information is mandatory when you report to Customs.



▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

Total weight of cargo to unload   234 ton

Origin of the goods ⓘ    EU    Non-EU    Mix

Here you enter the origin of the goods. In this case, "non-EU".

Non-EU



▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

Total weight of cargo to unload   234 ton

Origin of the goods ⓘ    EU    Non-EU    Mix

Attach manifest for consignments ⓘ    Report consignments manually

Here you select the reporting method.

Attach manifest for consignments

▼ Customs    All arriving cargo    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload    234    ton

Origin of the goods ⓘ     EU     Non-EU     Mix

Attach manifest for consignments ⓘ     Report consignments manually

Customs Id ⓘ   

Upload manifest ⓘ

When you choose “Attach manifest for consignments” you must enter the Customs ID and documents must be uploaded in the section “Documentation”.

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

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

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

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

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

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

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

### Conditions:

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

▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

The vessel is exempt from declaring SID-references

Reference numbers of all SID for the vessel ⓘ

1. ...   Delete   Done

Reference number  

+Add new item

Receiving EU country ⓘ  

Estimated arrival date ⓘ  

Are there exceptions from declaring SID-reference, this should be stated.

When the reference number is specified, information about which EU country that receives the SID and the estimated arrival date must be specified.

NOTE! If you tick the box "The vessel is exempt from declaring SID-references", the other fields should be left blank.

The

▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

Total weight of cargo to unload    ton

Here you enter the total weight of cargo to unload.

This information is mandatory when you report to Customs.

▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

Total weight of cargo to unload    ton

Origin of the goods ⓘ    EU    Non-EU    Mix

Here you enter the origin of the goods. In this case, "Mix".

Mix

▼ Customs    All arriving cargo    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload    234    ton

Origin of the goods ⓘ     EU     Non-EU     Mix

Attach manifest for consignments ⓘ     Report consignments manually

Consignments to unload at Åhus.

[+Add consignment to unload](#)

Here you select the reporting method.

Report consignments manually

When the goods have the origin of "Mix", you cannot attach a manifest on this level.

Then select ["+ Add consignments to unload"](#)

▼ Customs    All arriving cargo    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload    234    ton

Origin of the goods ⓘ     EU     Non-EU     Mix

Attach manifest for consignments ⓘ     Report consignments manually

Consignments to unload at Åhus.

1.  ... ⇒  Åhus	Delete	Done
Port of loading	<input type="text"/>	
Origin of the goods ⓘ	<input type="radio"/> EU <input type="radio"/> Non-EU <input type="radio"/> Mix	
T2L referense number ⓘ	<input type="text"/>	
Upload T2L document ⓘ	<input type="text"/>	
Customs Id ⓘ	<input type="text"/>	
<b>Bill of lading</b>		
<a href="#">+Add new item</a>		

[+Add consignment to unload](#)  
[-Clear list](#)

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

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

▼ Customs    All arriving cargo    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload:  ton

Origin of the goods:  EU     Non-EU     Mix

Attach manifest for consignments     Report consignments manually

Consignments to unload at Åhus.

1. Rotterdam ⇒ Åhus    Delete    Done

Port of loading:

Origin of the goods:  EU     Non-EU     Mix

T2L referense number:

Upload T2L document

Bill of lading

1. Master 12    Edit

[+Add new item](#)

[+Add consignment to unload](#)  
[-Clear list](#)

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

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

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

▼ Customs    All arriving cargo    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload:  ton

Origin of the goods:  EU     Non-EU     Mix

Attach manifest for consignments     Report consignments manually

Consignments to unload at Åhus.

1. Rotterdam ⇒ Åhus    Edit

Goods

[+Add goods item](#)

[+Add consignment to unload](#)  
[-Clear list](#)

Here you add goods items.

Select ["+ Add goods items"](#)

▼ Customs    All arriving cargo    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload:  ton

Origin of the goods:  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

Consignments to unload at Åhus.

[+Add consignment to unload](#)

Here you select the reporting method.

Report consignments manually

When the goods have the origin of "Mix", you cannot attach a manifest on this level.

Then select ["+ Add consignments to unload"](#)

▼ Customs    All arriving cargo    Cargo to unload    Cargo to load    0 vehicles

Total weight of cargo to unload:  ton

Origin of the goods:  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

Consignments to unload at Åhus.

1. New York ⇒ Åhus [Delete](#) [Done](#)

Port of loading:

Origin of the goods:  EU  Non-EU  Mix

Customs Id:

**Bill of lading**

[+Add new item](#)

**Reference number**

[+Add new item](#)

[+Add consignment to unload](#)  
[-Clear list](#)

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

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

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

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

▼ Customs All arriving cargo Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

Consignments to unload at Åhus.

1. New York ⇒ Åhus Delete Done

Port of loading

Origin of the goods  EU  Non-EU  Mix

Customs Id

Bill of lading

1. Master 123 Delete Done

Bill of lading type

Bill of lading number

[+Add new item](#)

Reference number

[+Add new item](#)

[+Add consignment to unload](#)  
[-Clear list](#)

When you choose to report the goods with origin of non-EU, you need to report reference to the Customs id and the Bill of lading.

In this example we choose "Master" for "type of Bill of lading" and enter the "Bill of lading number 123" and click "done".

▼ Customs All arriving cargo Cargo to unload Cargo to load 0 vehicles

Total weight of cargo to unload  ton

Origin of the goods  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

Consignments to unload at Åhus.

1. New York ⇒ Åhus Edit

Goods

[+Add goods item](#)

[+Add consignment to unload](#)  
[-Clear list](#)

Here you enter the goods.

Select ["+ Goods item"](#)

▼ Customs   All arriving cargo   Cargo to unload   Cargo to load   0 vehicles

Total weight of cargo to unload:  ton

Origin of the goods:  EU  Non-EU  Mix

Attach manifest for consignments  Report consignments manually

Consignments to unload at Åhus.

1. New York ⇒ Åhus Edit

Goods

1.	<span>Delete</span> <span>Done</span>
Goods	<input type="text"/>
Commodity code	<input type="text"/>
Net	<input type="text"/> t
Total	<input type="text"/> t
<span>^ Advanced</span>	
Marks and numbers	<input type="text"/>
Number of packages	<input type="text" value="0"/>
Package type	<input type="text"/>
Container number	<input type="text"/>

+Add goods item

+Add consignment to unload  
-Clear list

In this section the goods is listed as follows:

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

**Commodity** - Commodity code consists of 4-10 numbers and determines your eventual tariff costs. For more information go to: <http://tulltaxan.tullverket.se/tariff/uc/qry/sbn/search.jsf>

**Net** - net weight of the goods specified.

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

**Number of packages** – given where applicable.

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

**Container number** - given where applicable.

## Unloading cargo that are under the Customs supervision - Vehicles

▼ Customs Cargo to unload Cargo to load 1 vehicles

All vehicles ⓘ

1. ... Delete Done

Registration number	<input type="text"/>
Non-EU cargo	<input type="checkbox"/>

+Add new item

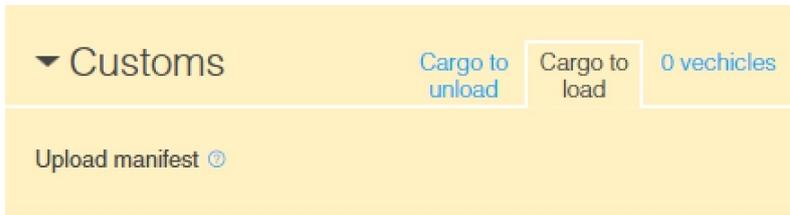
-Clear list

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

**Restrictions:**  
One vehicle per line.  
A maximum of 35 characters per line.

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

## Loading cargo that are under the Customs supervision



When you report cargo to be loaded, this should be described by upload manifest.

Here you select "Cargo Declaration at Departure" under "Type of document".

Then fill in the required information - document number and the 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".

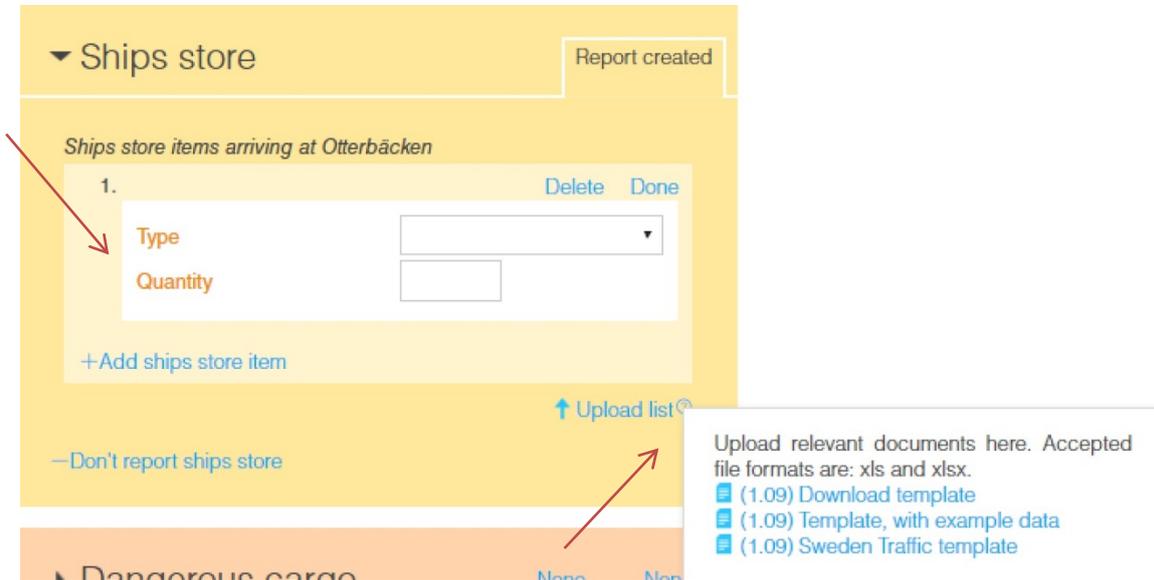
### **NOTE! The following is important to remember when you attach documents.**

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

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

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

## Ships Store



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

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

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

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

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

#### Type of article

- Alcoholic Spirits
- Other Alcoholic Spirits
- 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

	A	B
1	Version: 1.07, 42485	
5	<b>* SHIP STORES</b>	
7	<b>*Name of article</b>	<b>*Quantity</b>
8	AlcoholicSpirits	10
9	OtherAlcoholicSpirits	2
10	Wine	3
11	Cigarettes	4
12		
13		
14		

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

## Dangerous goods

Advanced

0 arriving  
0 departing

0 arriving  
0 departing

No documents

Report created

Report created

**▼ Dangerous cargo** 1 arriving None departing

Dangerous consignments arriving at Karlshamn.

◆ ... ⇒ ... Delete Done

Port of loading

Port of unloading

Name of person in charge

Phone to person in charge

Advanced

+Add arriving consignment  
-Clear list

► Waste Nothing to discharge

► Expanded inspection Inspection: Not reported

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

Advanced

0 arriving  
0 departing

0 arriving  
0 departing

No documents

Report created

Report created

**▼ Dangerous cargo** 1 arriving None departing

Dangerous consignments arriving at Karlshamn.

◆ Hamburg ⇒ Karlshamn Edit

Dangerous goods

1. Delete Done

Goods

Net  t

Total  t

Advanced

+Add goods item

+Add arriving consignment  
-Clear list

► Waste Nothing to discharge

Then you specify which “type of goods” and the “weight” of the goods.

Next port city	<input type="text" value="DEHAM - Hamburg"/>
ETA (next port)	<input type="text" value="yyyy-mm-dd"/> <input type="text" value="hh:mm"/>
	<a href="#">Advanced</a>
0 arriving 0 departing	<b>▼ Dangerous cargo</b> <span>1 arriving</span> <span>None departing</span>
0 arriving 0 departing	<i>Dangerous consignments departing from Karlshamn.</i> <a href="#">+ Add departing consignment</a> <a href="#">Copy arriving consignments</a>
No documents	<b>► Waste</b> <span>Nothing to discharge</span>
Report created	<b>► Expanded inspection</b> <span>Inspection: Not reported</span>
Report created	

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

## Waste disposal

The screenshot displays the 'Waste' management section of the Reportal interface. On the left sidebar, there are four status boxes: a green box with '0 arriving 0 departing', a grey box with 'No documents', a grey box with 'Report created', and a red box with 'Report created'. The main content area is titled 'Waste' and shows '0.00 m³ to discharge'. Below this, there are input fields for 'Last disposal date' (format: yyyy-mm-dd) and 'Last disposal port' (with a search icon). A section titled 'Waste arriving at Karlshamn' contains a list of waste items. The first item is '1. ... m³ - ...' with 'Delete' and 'Done' buttons. The form fields for this item are: 'Type' (dropdown menu, highlighted with a red arrow), 'Capacity' (input field, m³), 'To discharge' (input field, m³), 'Time of unloading' (date and time pickers, format: yyyy-mm-dd hh:mm), 'Retained' (input field, m³), 'To be generated' (input field, m³), and 'Next disposal port' (search field). At the bottom of the list, there are '+ Add waste' and '- Clear list' buttons. A red arrow also points to the '+ Add waste' button.

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

Required fields are marked with orange.

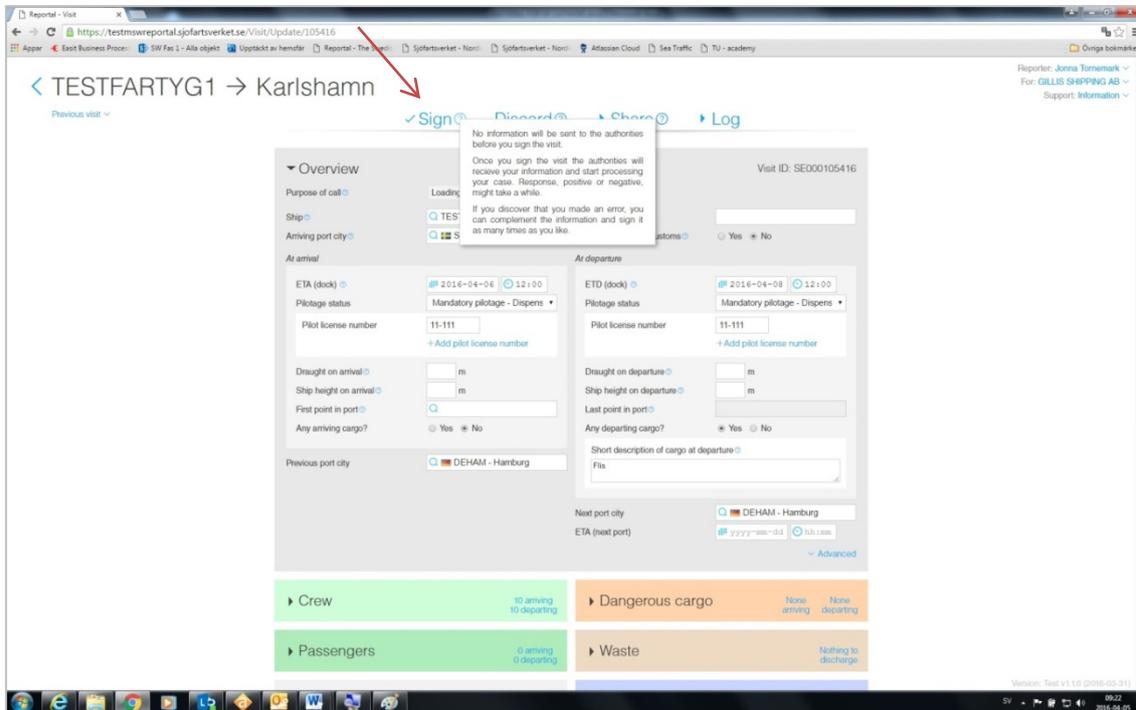
## Expanded inspection

The screenshot displays the 'Expanded inspection' tab in the Reportal interface. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains four status indicators: '0 arriving 0 departing' (green), 'No documents' (grey), 'Report created' (grey), and 'Report created' (red). The main content area has a top bar with 'Waste' (Nothing to discharge) and 'Expanded inspection' (Inspection: Reported). The 'Expanded inspection' section is highlighted with a blue border and contains the following fields and options:

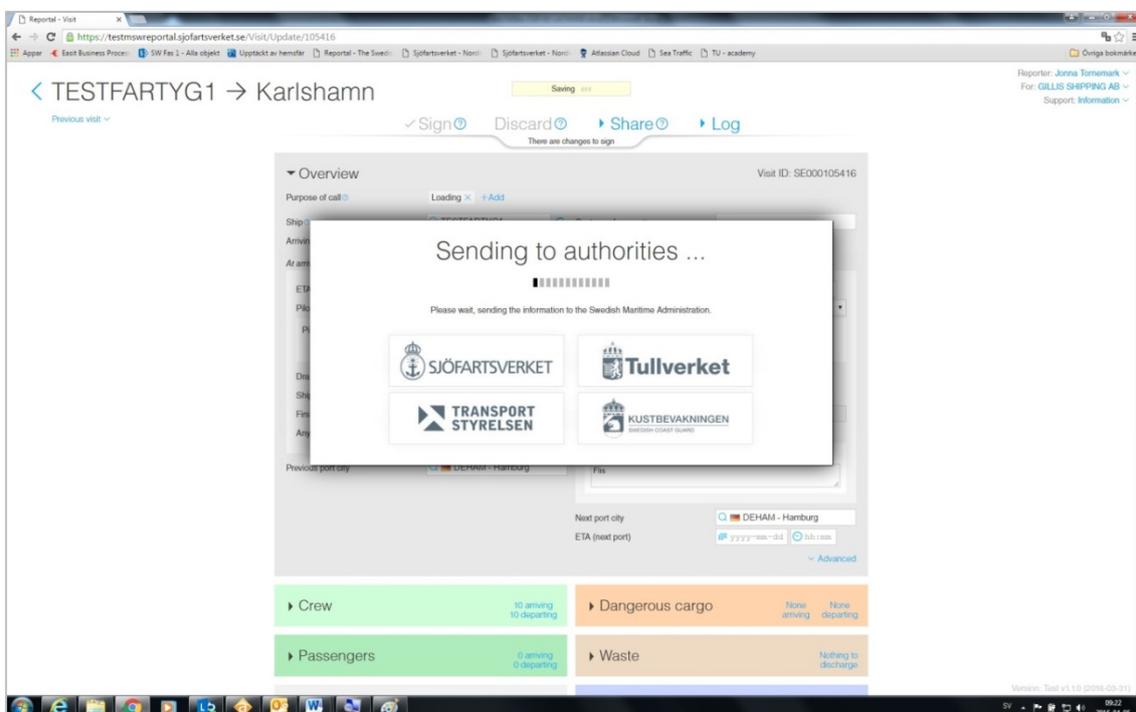
- Configuration of hull**: A dropdown menu.
- Condition of cargo tanks**: A dropdown menu.
- Condition of ballast tanks**: A dropdown menu.
- Volume and nature of the cargo**: A text area.
- Last inspection date**: A date input field with a calendar icon and the format 'yyyy-mm-dd'.
- No previous inspection performed
- Planned statutory surveys
- Substantial maintenance and repair work

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

## Sign and validation



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



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

Ship name	Port of call	ETA / ATA	ETD / ATD	Visit ID	Messages
TESTFARTYG1	Göteborg	160422 12:00	160424 12:00	SE000131910	
TESTFARTYG1	Karlskrona	160413 12:00	160415 12:00	SE000130450	
TESTFARTYG1	Karlskrona	160411 12:00	160414 12:00	SE000131360	
TESTFARTYG1	Lysekil	160410 16:00	160412 18:00	SE000131552	1
SOLANDO	Oxelösund	160408 23:00	160410 08:00	SE000131099	1
NIMBUS	Helsingborg	160407 20:58 azz	160408 06:44 azz	SE000131039	1
VIKING GRACE	Stockholm	160407 05:17 azz	160407 07:51 azz	SE000120138	1
TESTFARTYG1	Elleholm	160406 20:00	160407 14:30	SE000131200	
KURLAND	Husum	160403 22:16 azz	160404 23:34 azz	SE000130795	
TESTFARTYG1	Göteborg	160401 16:00	160402 10:00	SE000130575	
SCANDINAVIA	Göteborg	160331 21:32 azz	160401 12:53 azz	SE000130042	
TESTFARTYG1	Karlskrona	160331 12:00	160402 12:00	SE000129866	
TESTFARTYG1	Hararholmen	160329 15:00	160330 11:00	SE000129770	
VECHTDIEP	Husum	160328 23:04 azz	160329 19:14 azz	SE000129357	
TESTFARTYG1	Lysekil	160327 23:00	160329 15:00	SE000129177	1 1
ATLANTIC COMPASS	Göteborg	160327 22:16 azz	160327 22:19 azz	SE000128947	2 1
TESTFARTYG1	Hararholmen	160327 12:34	160329 15:16	SE000129511	
GRIFTBOR	Landskrona	160321 16:30 azz	160323 18:20 azz	SE000128479	1
SKANSANES	Helsingborg	160321 14:40 azz	160322 12:17 azz	SE000128125	
ATLANTIC STAR	Göteborg	160320 19:19 azz	160321 18:52 azz	SE000128159	2 1
IDA RAMBOW	Wallhamn	160320 12:00	160323 12:00	SE000128283	
KATI	Hargshamn	160319 12:53 azz	160320 09:25 azz	SE000128369	1
TESTFARTYG1	Norrköping	160318 18:00	160319 19:00	SE000128266	
TESTFARTYG1	Oxelösund	160318 10:00	160320 10:00	SE000128468	1
TESTFARTYG1	Halmstad	160317 10:00	160319 22:00	SE000128336	
BOSS	Stenungsund	160316 15:39 azz	160316 15:42 azz	SE000128236	

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

TESTFARTYG1 → Oxelösund

Sign Discard Share Log

2016-03-17 09:04 - ISNS - ISNS report received  
Port\_Note: The message processed successfully

Overview Visit ID: SE000128468

Purpose of call: Unloading (+Add)

Ship: TESTFARTYG1 Custom reference: [ ]

Arriving port city: SE0KE - Oxelösund

At arrival:
 

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

At departure:
 

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

Crew: 10 arriving, 10 departing

Dangerous cargo: None arriving, None departing

Passengers: 0 arriving, 0 departing

Waste: Nothing to discharge

Documentation: No documents

Expanded inspection: Inspection: Not reported

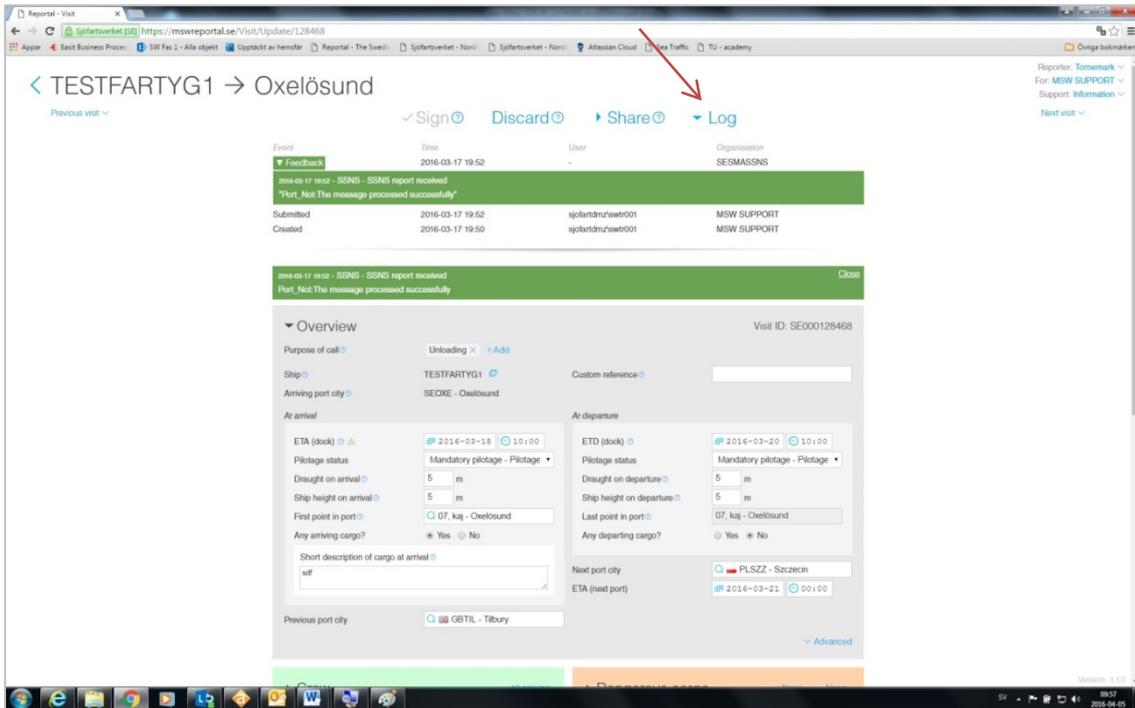
You will get feedback from the authorities in form of validation messages. It's very important to check these messages to detect if something is wrong or if you need to make additions to your report.

	✓ Sign ?	Discard ?	▶ Share ?	▼ Log
Feedback	2016-03-17 22:10	-		GHAB
Feedback	2016-03-17 22:10	-		GHAB
2016-03-17 22:10 - Port authority - Port report confirmed				
Feedback	2016-03-17 22:10	-		GHAB
2016-03-17 22:10 - Port authority - Port report received but not confirmed "Info OK"				
Feedback	2016-03-17 22:10	-		GHAB
2016-03-17 22:10 - Port authority - Port report confirmed				
Feedback	2016-03-17 22:10	-		GHAB
2016-03-17 22:10 - Port authority - Arrival granted				
Feedback	2016-03-17 22:08	-		GHAB
2016-03-17 22:08 - Port authority - Port report received but not confirmed "Info OK"				
Feedback	2016-03-17 22:08	-		GHAB
2016-03-17 22:08 - Port authority - Port report confirmed				
Feedback	2016-03-17 22:08	-		SESMASSNS
2016-03-20 13:25 - SSNS - SSNS report received				

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

	✓ Sign ?	Discard ?	▶ Share ?	▶ Log
2016-03-07 08:11 - SSNS - SSNS report received The message processed successfully				
2016-03-08 07:51 - SSNS - Invalid SSNS report ETA to next port must be defined after ATD from port of call.				
▶ Overview				Visit ID: SE0001257
▶ Crew	233 arriving 233 departing	▶ Dangerous cargo		
▶ Passengers	1384 arriving 905 departing	▶ Waste		
▶ Documentation	No documents	▶ Expanded inspection		
▶ Security	No report			

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



The screenshot displays the Reportal web interface for a specific visit. The page title is "TESTFARTYG1 → Oxelösund". At the top, there are navigation buttons: "Sign", "Discard", "Share", and "Log". A red arrow points to the "Log" button. Below the navigation bar, there is a table with columns for "From", "Time", "User", and "Organisation". The table contains two entries, both with a green background and a "Feedback" icon. The first entry has a time of "2016-03-17 19:52" and a message: "2016-03-17 19:52 - SSNS - SSNS report received 'Port\_No: The message processed successfully'". The second entry has a time of "2016-03-17 19:52" and a message: "2016-03-17 19:52 - SSNS - SSNS report received 'Port\_No: The message processed successfully'". Below the table, there is an "Overview" section with various fields for "Purpose of call", "Ship", "Arriving port city", "ETA (dock)", "Pilotage status", "Draught on arrival", "Ship height on arrival", "First point in port", "Any arriving cargo?", "Short description of cargo at arrival", "Previous port city", "ETD (dock)", "Pilotage status", "Draught on departure", "Ship height on departure", "Last point in port", "Any departing cargo?", "Next port city", and "ETA (next port)".

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

## Validation messages from the Swedish Coastguard (example)

2016-06-13 14:10 - Kustbevakningen - Information received.  
Please wait for further notice.

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

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

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

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

Notification in advance (Schengen and ISPS) is approved.

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

"Passport or 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 16:16 - Coastguard - Please update with the following:

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

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

2016-06-09 12:25 - Kustbevakningen - Please update with the following:  
"Maritime Security / Sjöfartsskydd "

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

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

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

2016-06-10 11:50 - SSNS - Besöksinformation mottagen/validerad OK  
Port\_Not:The message processed successfully

The information regarding vessel notification is received and approved.

2016-06-09 11:28 - SSNS - Besöksinformation mottagen/validerad OK  
"Hazmat\_Not\_A:The message processed successfully"

The information regarding the dangerous goods is received and approved.

2016-06-10 21:03 - SSNS - Besöksinformation mottagen/validerad OK  
"Waste\_Not:The message processed successfully"

The information regarding waste disposal is received and approved.

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

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

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

**Validation messages from the Swedish Customs (example)****2016-07-04 07:40 - Customs - Visit information recieved**

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

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

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

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

Arrival granted.

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

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

Unloading granted.

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

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

Departure granted.

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

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

Victualling/provisioning granted.

**2016-06-20 13:43 - Customs - Cargo declaration received****Cargo declaration received 'SE000141447\_SE5560089392'**

Cargo declaration received.

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

Cargo declaration approved 'LRNSE000143840\_SE5565013876' Date: 2016-07-03 Decision making officer: Andersson Jan J

Cargo declaration approved.

**2016-06-26 20:52 - Customs - Visit information needs to be complemented**[Close](#)

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

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

**2016-07-08 20:40 - Customs - Visit information needs to be complemented**

Request for supplement to cargo declaration: please send proof of Union status, e.g. T2L, T2F. Apply to declarant: SE5560089392 Deadline: 2016-07-12T20:39:20.000+0200

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

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

"Tullverket saknar uppgifter motsvarande Ship store (FAL3). Handläggning av ärendet kan inte påbörjas innan uppgifterna inkommit."

"Information regarding Ships store (FAL3) has to be submitted to Swedish customs in order to start processing the Visit."

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

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

"Tullverket saknar uppgifter motsvarande Crews effects (FAL4). Handläggning av ärendet kan inte påbörjas innan uppgifterna inkommit."

"Information regarding Crews effects (FAL4) has to be submitted to Swedish customs in order to start processing the Visit."

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

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

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

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

2016-06-10 08:33 - Tullverket - Besöksinformation ej mottagen/validerad OK

"For each document TypeCode the ID must be unique within one ECD. [R049]"

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

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

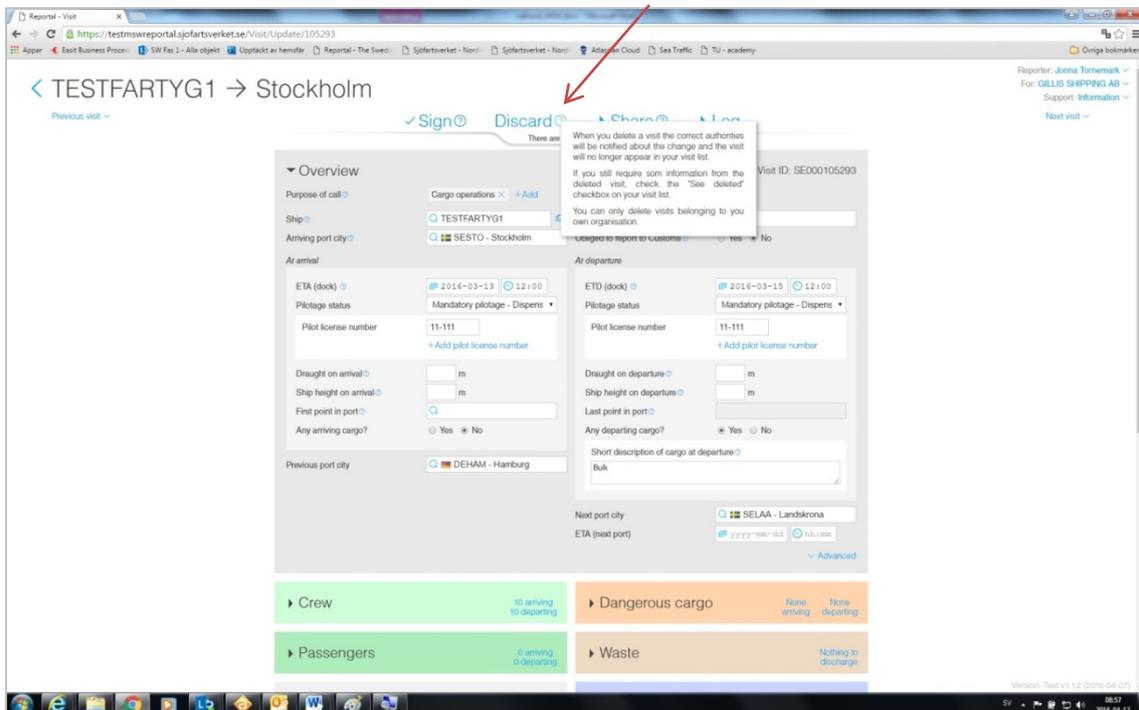
### The Swedish Customs' decision

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

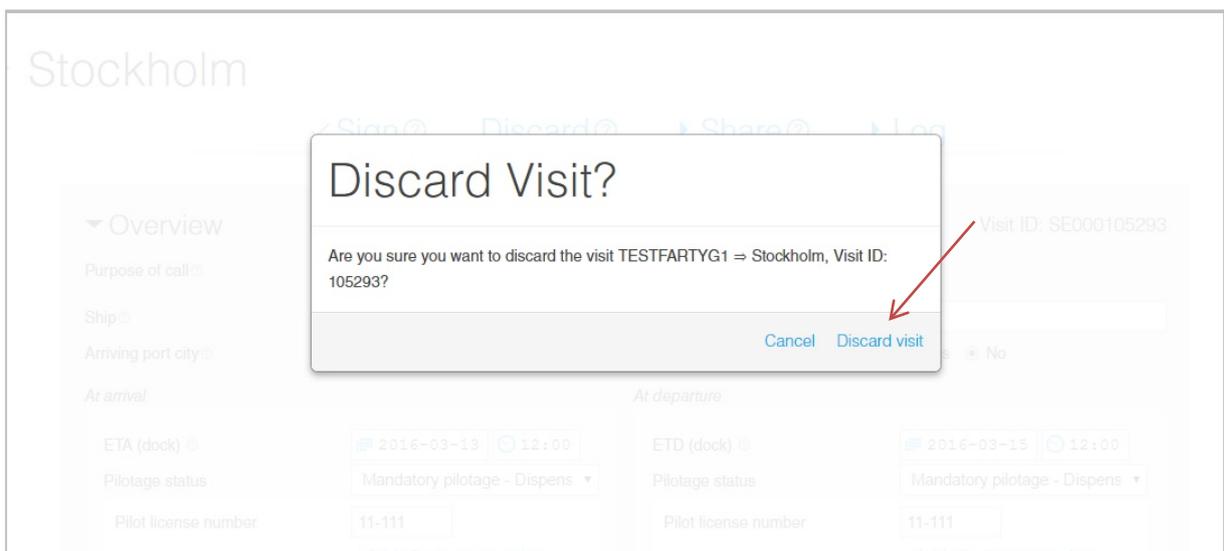
1. **Arrival at port:** To get the arrival to port granted, a prior notification must have been submitted by the deadlines specified. You get an electronic message that the arrival is granted. Once you have received the consent you are free to enter the port.
2. **Permission to unload:** A permission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

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

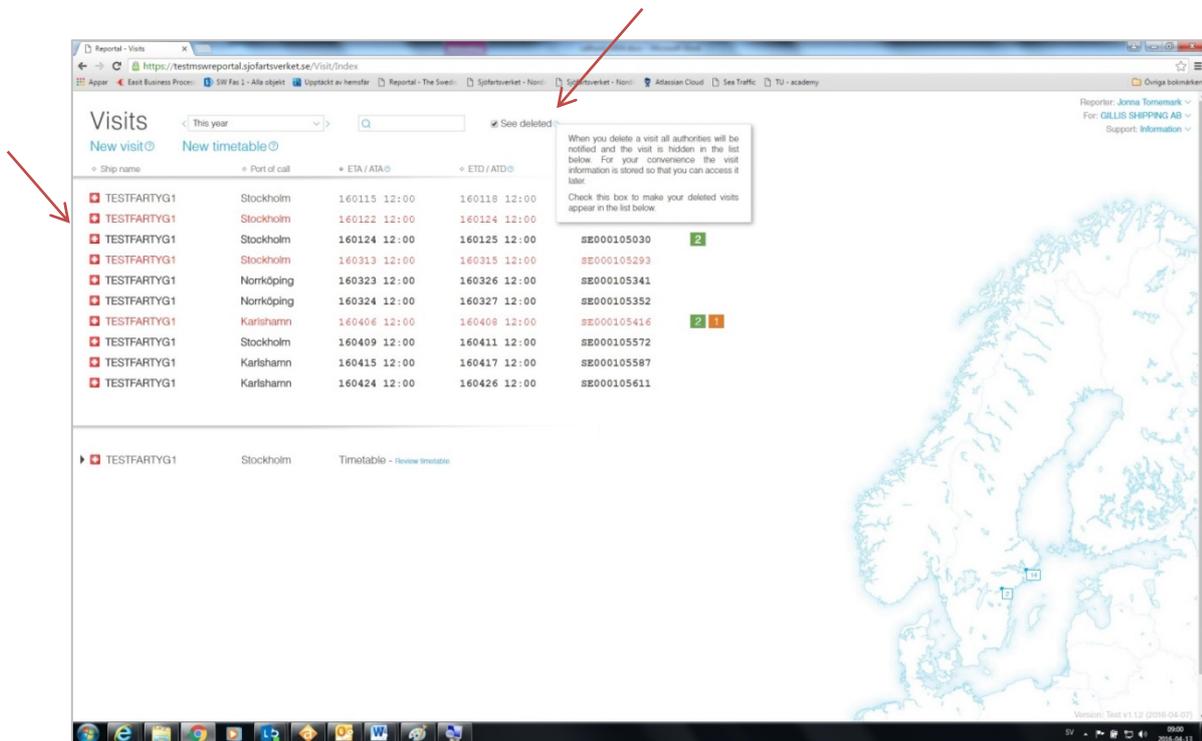
## Discard visit



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

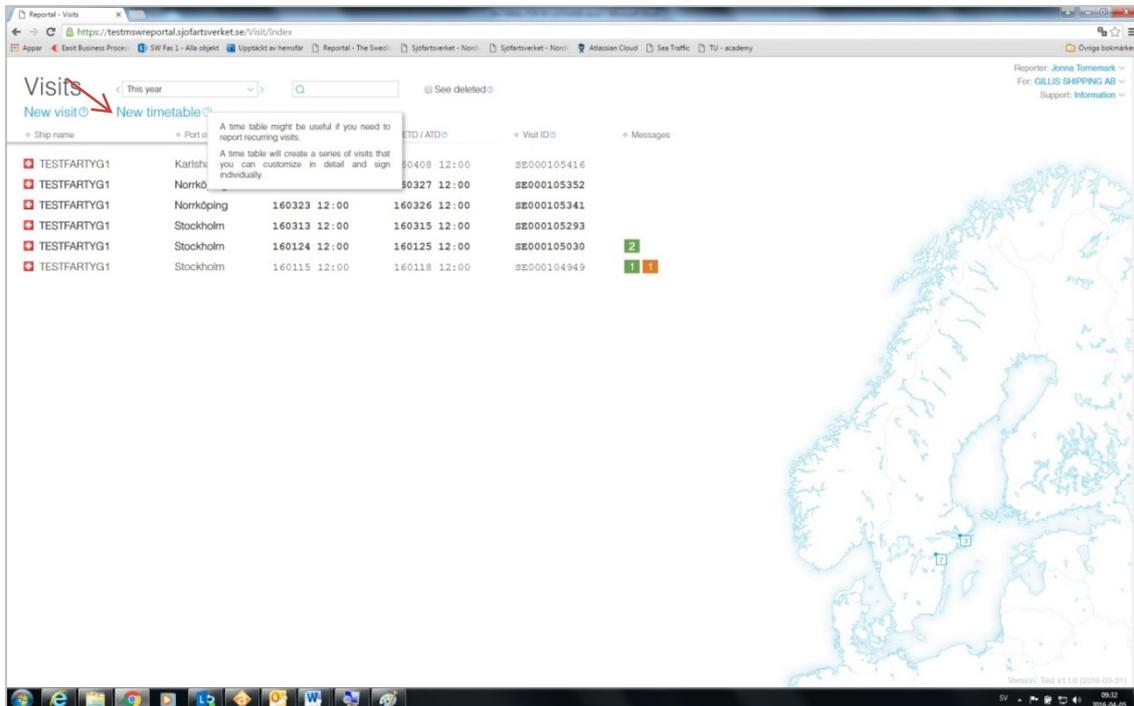


A security box pops up. Are you sure you want to delete the visit, press "Discard visit".

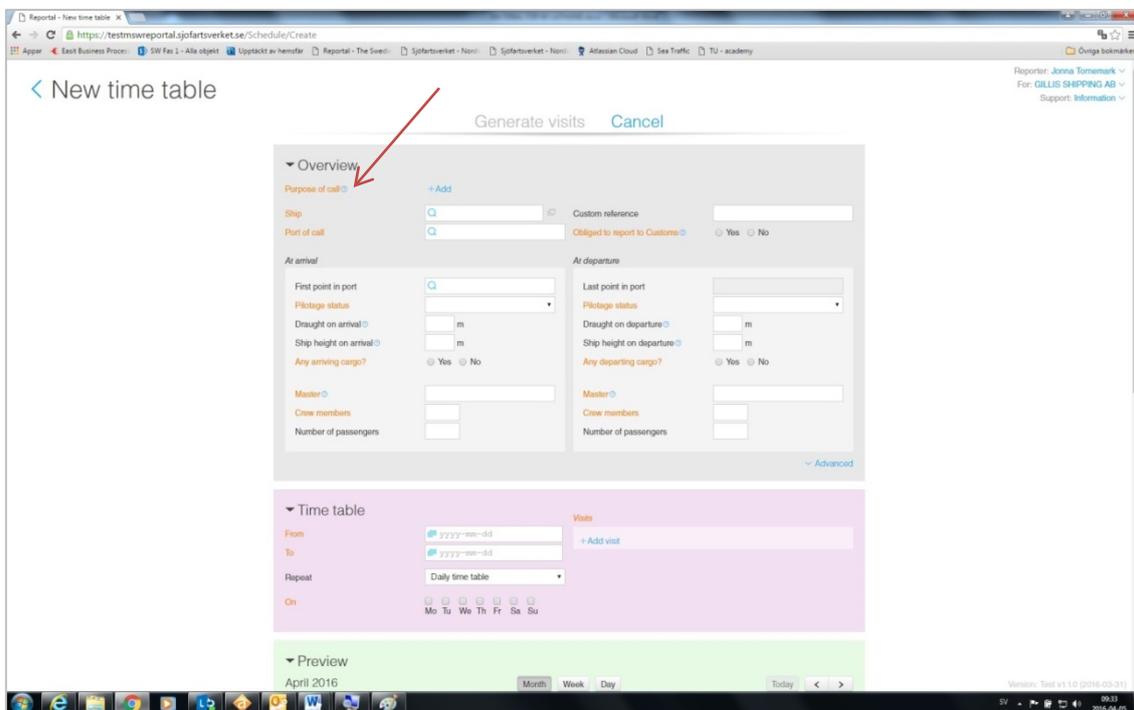


When you delete a visit by clicking on "Discard" all authorities will be notified and the visit will be filtered away from the main visit list. The information is stored so you can access it again if necessary. Click on the box "see deleted" if you want to see all deleted visits. These will appear highlighted in red.

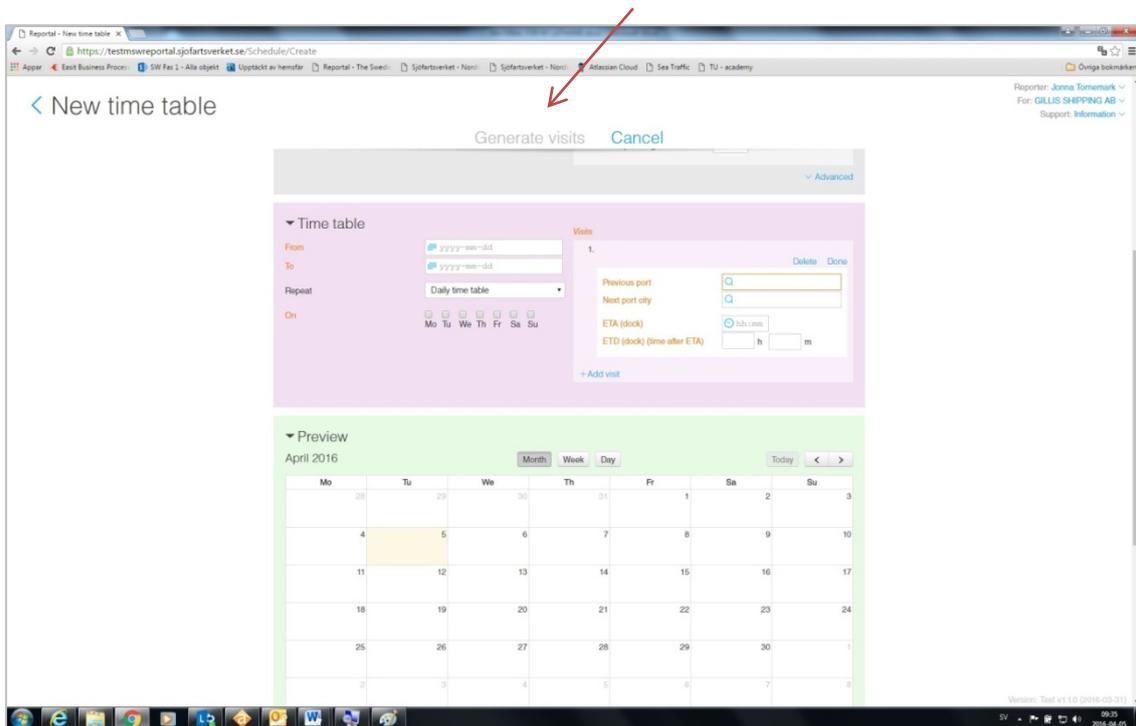
## Timetable – vessel report



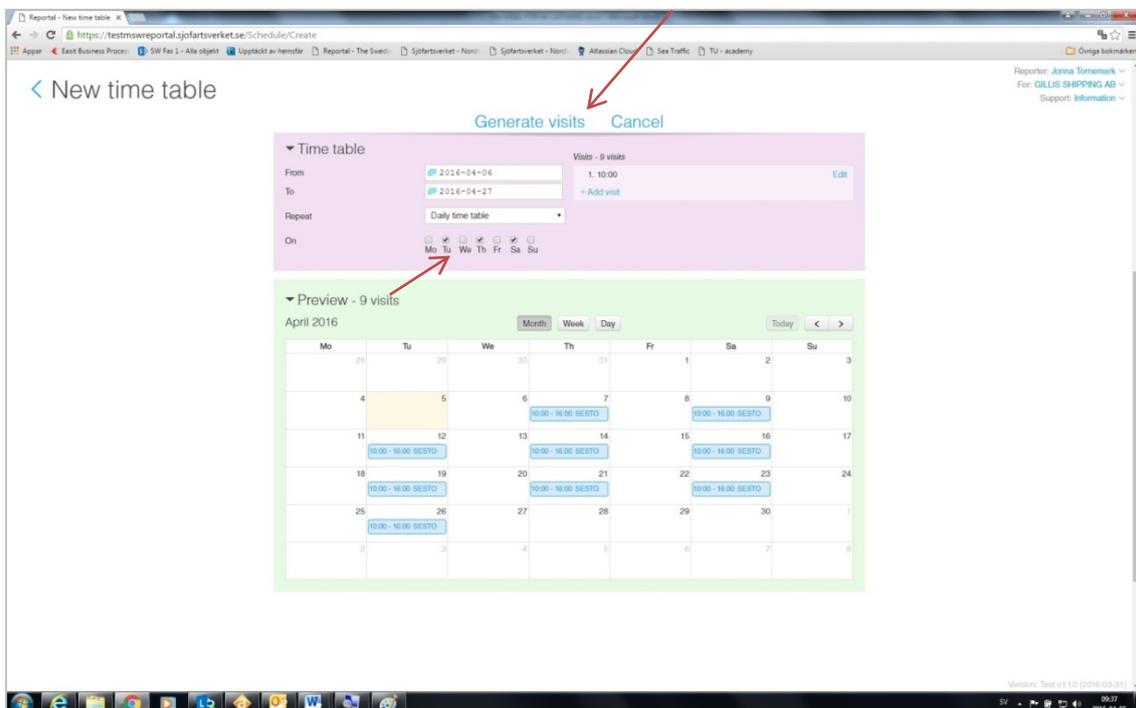
Select "New timetable" for a vessel notification for a vessel on a timetable.



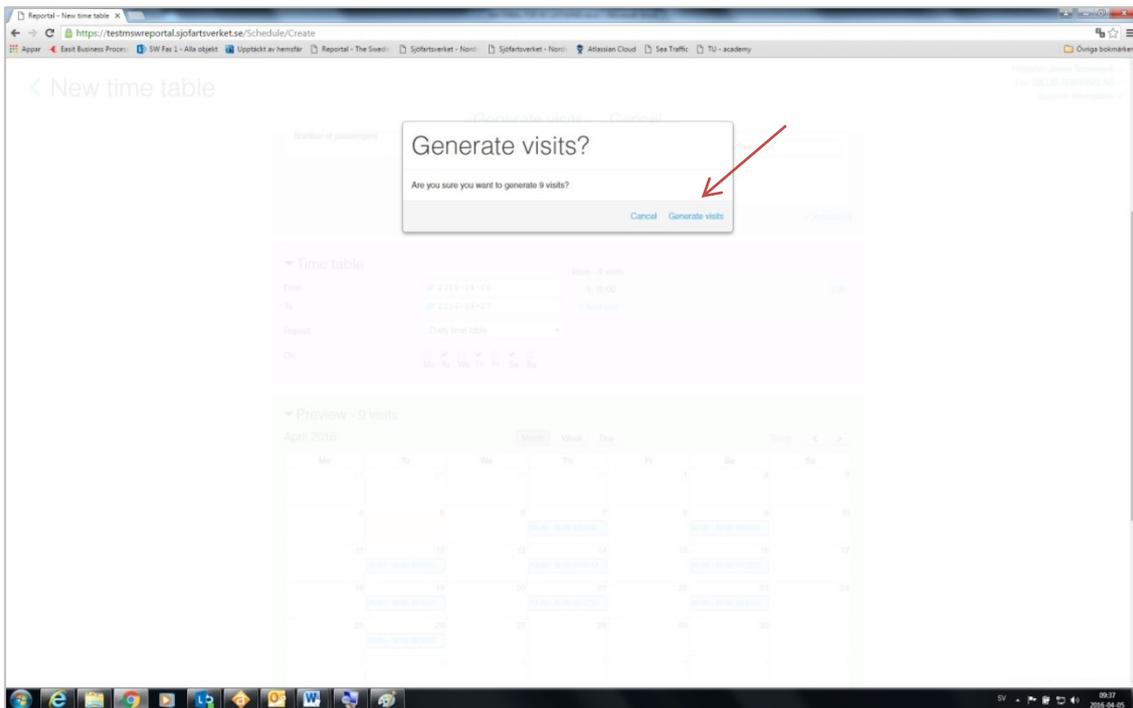
All fields marked with orange are required.



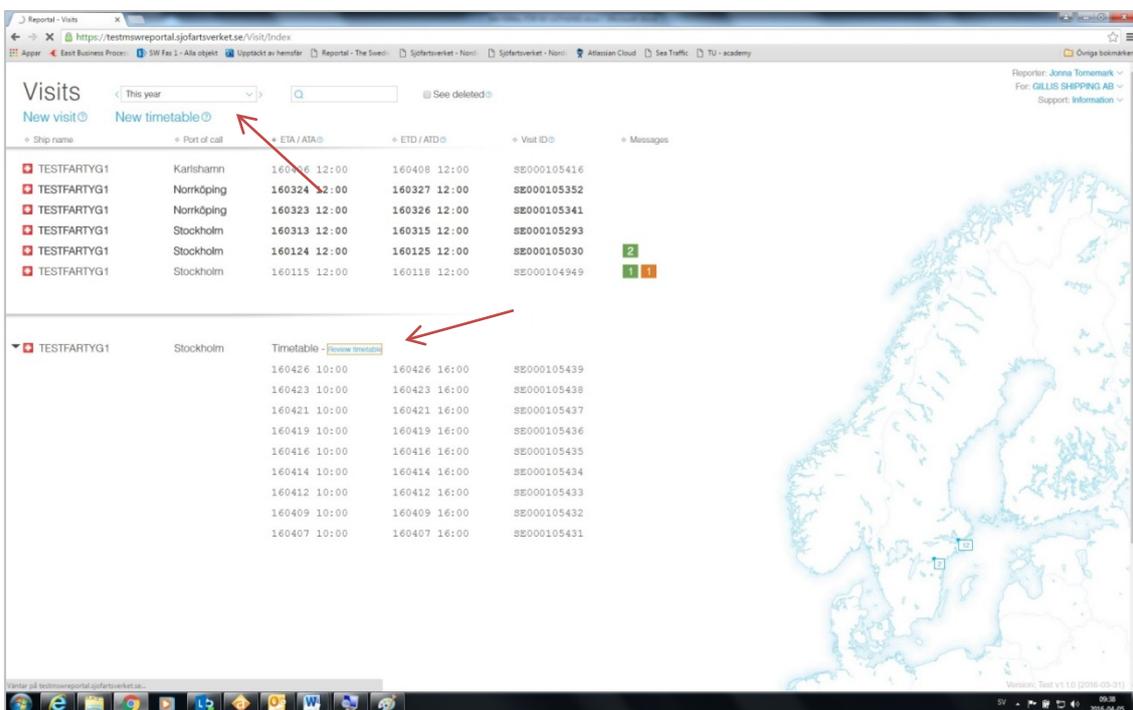
It is possible to make a timetable per day, per week or per month. If you have more departures on the same day you need to add more visits.



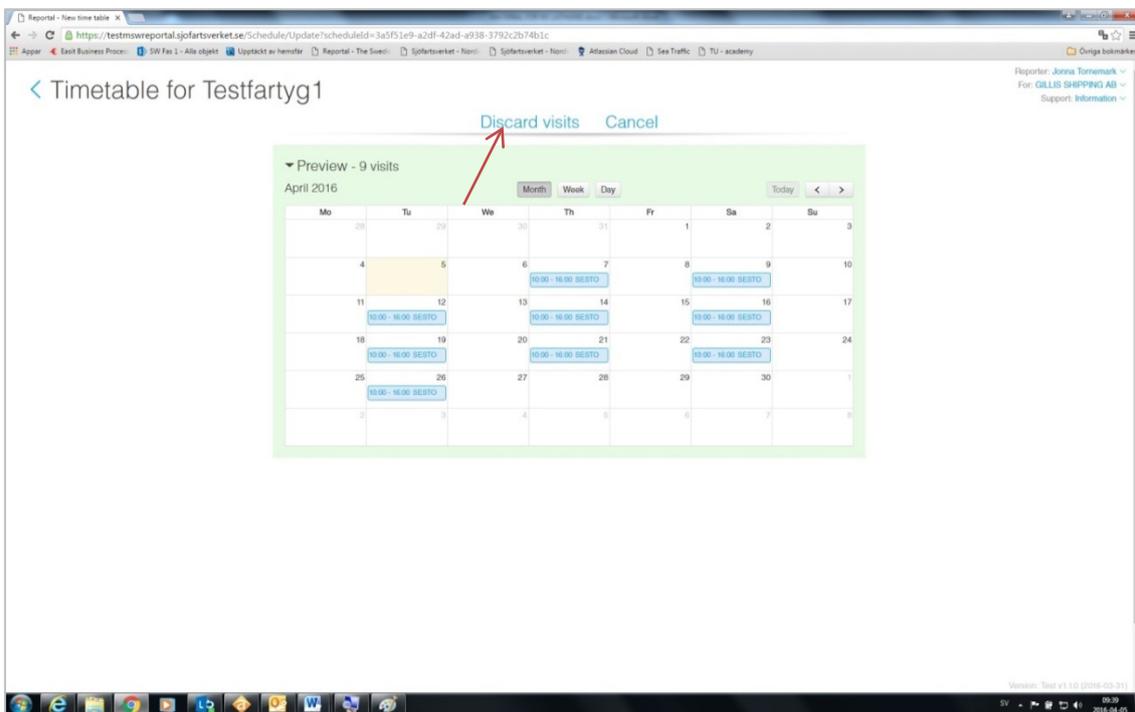
When you have made your timetable you can see how it looks down in the preview. If the time and date look okay, you send it to the authorities by clicking on "Generate visits".



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

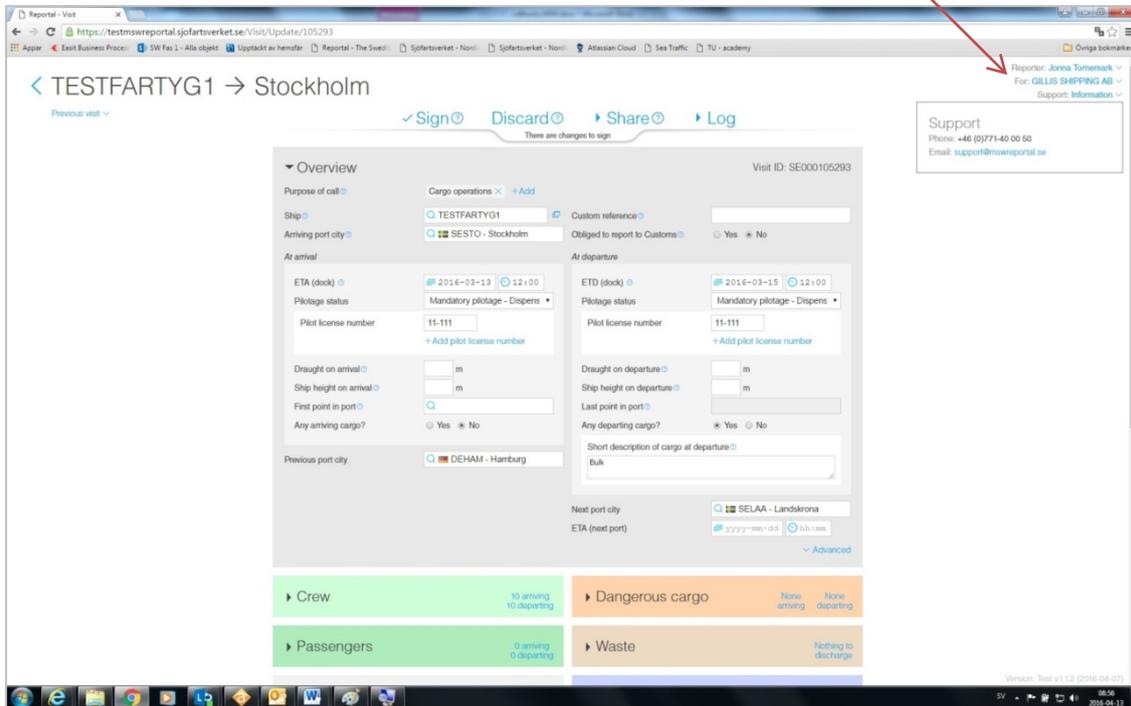


To view the timetable, you have to choose in which period you want to see, for example "next month". You can also inspect the timetable, change ETA/ETD and sign the timetable. If you want to delete one visit in a timetable you have to go into the specific visit and click "Remove."

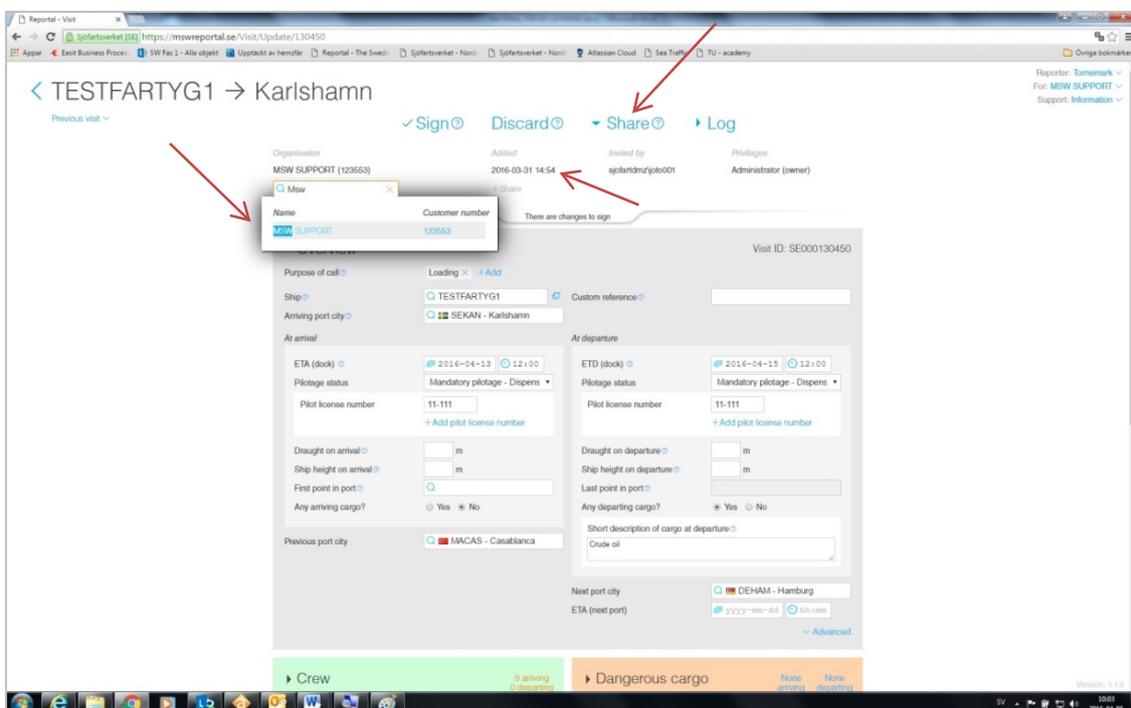


To delete an entire timetable, press "Discard visits".

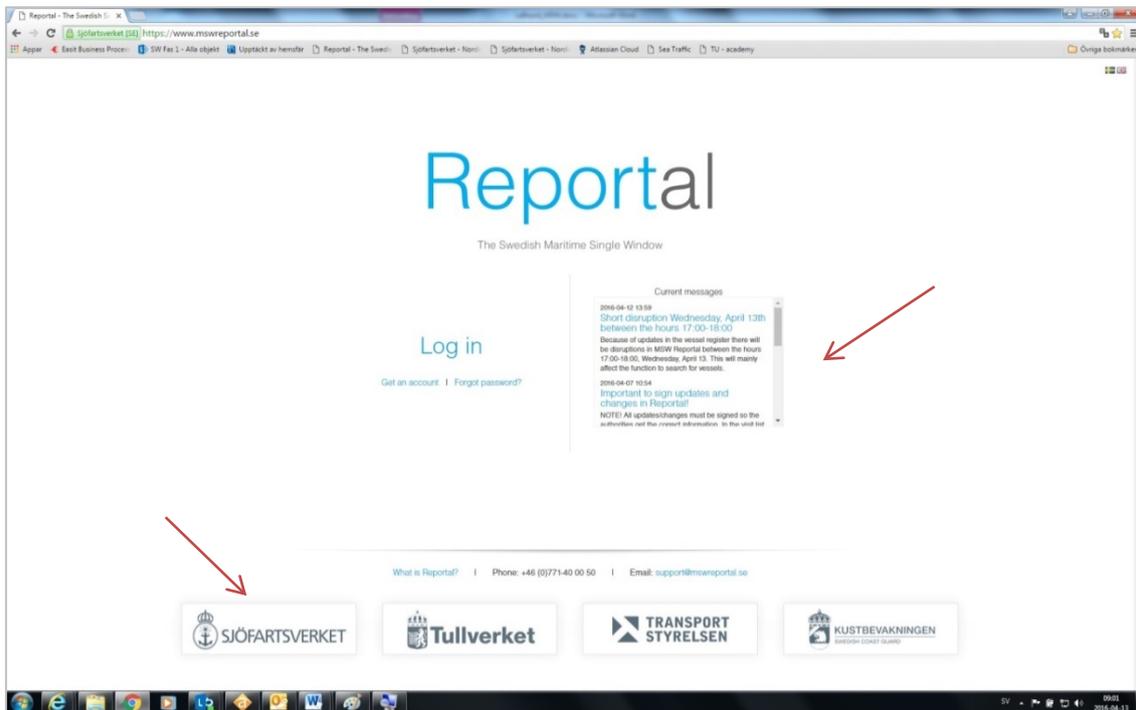
## Contact



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

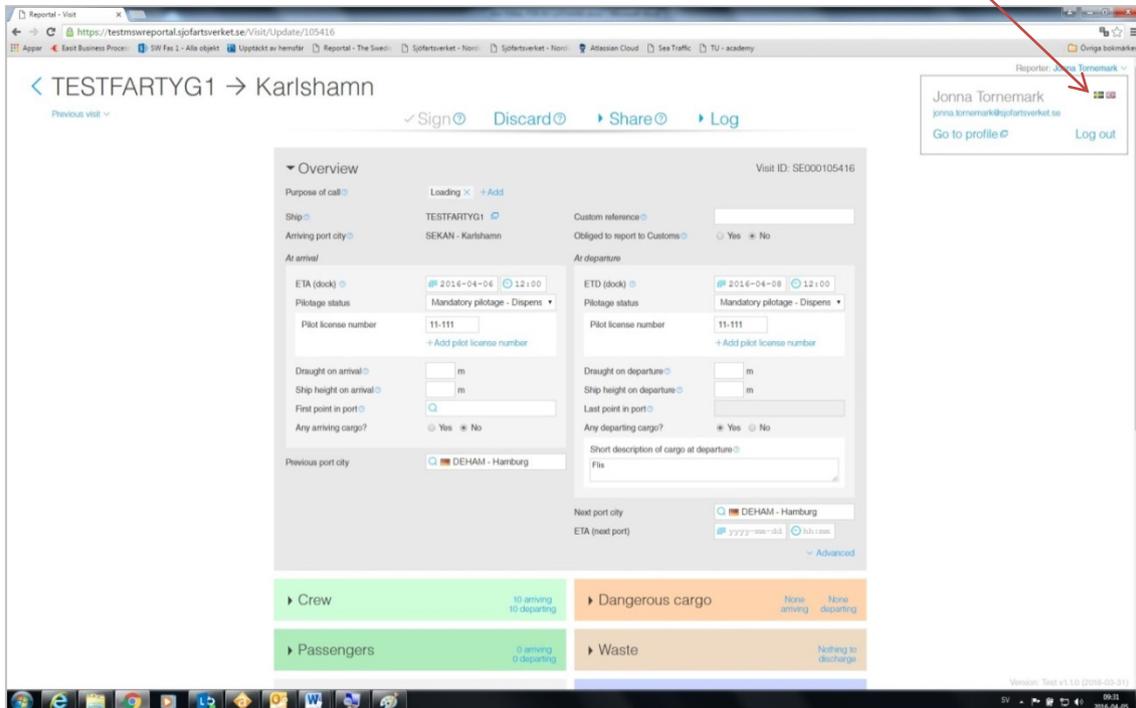


Under the tab "Share", you can share your vessel report with MSW Support so that they can provide a better support of your case. In the search box you type MSW Support, highlight it and press the "+ share".



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

## Language



The screenshot shows the Reportal web application interface. The main content area displays a form for a visit to Karlshamn, with fields for ship name (TESTFARTYG1), arrival and departure dates, pilotage status, and cargo information. A red arrow points to a user profile dropdown menu in the top right corner, which is open and shows the user's name (Jonna Tornemark), email address (jonna.tornemark@sjofartsverket.se), and options to 'Go to profile' and 'Log out'.

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