

Reportal

The Swedish Maritime Single Window

User guide for Excel MSWSE EU Template

Version 3.3.0

Table of content

How to download the Excel MSWSE EU Template 3

How to fill in the MSWSE EU Template column for column..... 4

Crew list..... 4

Passenger list 7

Ship stores..... 9

Waste and Residues 10

Waste Receipt 11

Security..... 12

Vehicles 17

Bunker 17

Cruise Route..... 18

Unloading Goods..... 19

Reference data 21

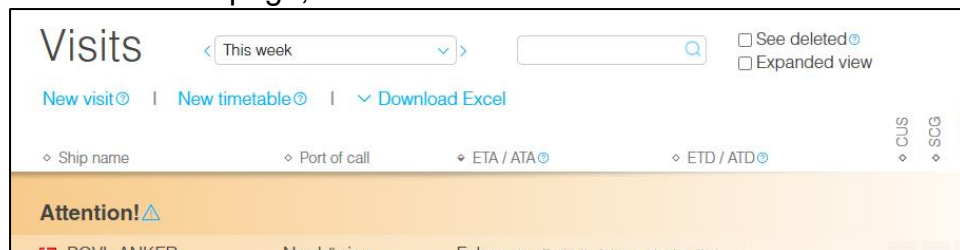
How to download the Excel MSWSE EU Template

The EU (European) Template comes in two editions; one with example data and one without. You can use any of the two. The one with example data you can use to see what kind of information is required in each column.

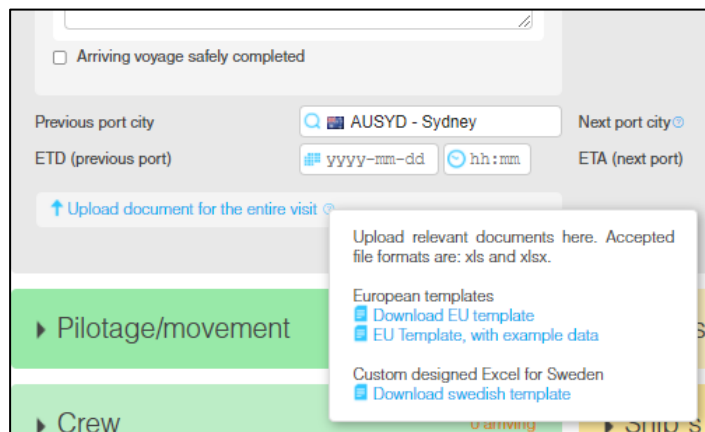
There are several places where you can find and download the EU Templates. We do recommend that you always download from one of the places below, to make sure that you get the latest version.

1. You can go to the home page of [the Swedish Maritime Administration](#) and there you can choose to download the preferred Excel Template.
2. You can download the Excel Template when you are logged in to MSW Portal from one of the following places:

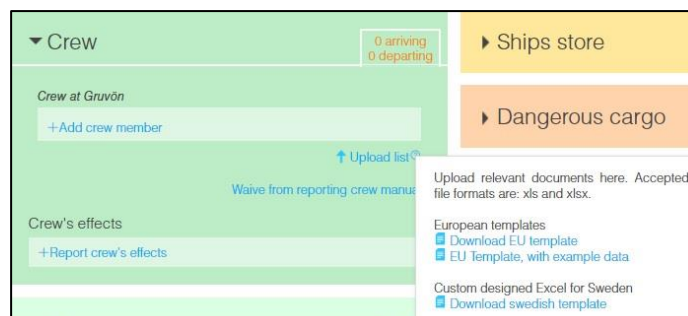
- a. From the Visits page, via “Download Excel”



- b. From your created visit and the Overview, via the question mark (?) right next to “Upload document for the entire visit”.



- c. From your created visit and under the question mark (?) right next to “Upload list” in some of the sections: e.g. “Crew”, “Passengers”, “Security”, “Goods to declare/Vehicles”, “Ships store” and “Waste”.



How to fill in the MSWSE EU Template column for column

Crew list

| CREW LIST | | | | | |
|---|------------------------------|---------------------------|---|--|--|
| *Family name MANDATORY | *Given name MANDATORY | *Nationality MANDATORY | *Date of birth MANDATORY | *Place of birth MANDATORY | (*)Nature of identity document (MANDATORY if "Number of identity document" filled out) |
| (*)Number of identity document (MANDATORY if "Nature of identity document" filled out) | *Rank or rating MANDATORY | *Gender MANDATORY | *Crew's Effects MANDATORY Enter "NTD" if no effects | (*)Embarkation in current port. (MANDATORY if crew is embarking fill out current port, otherwise leave blank) | (*)Disembarkation in current port. (MANDATORY if crew is disembarking fill out current port, otherwise leave blank) |

| A | B |
|---------------------------|--------------------------|
| CREW LIST | |
| *Family name MANDATORY | *Given name MANDATORY |
| Johansson | Maria |
| Andersson | Erik |
| Karlsson | Anna |
| Nilsson | Lars |
| Eriksson | Margareta |
| Larsson | Karl |

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

| C | D |
|---------------------------|-----------------------------|
| *Nationality MANDATORY | *Date of birth MANDATORY |
| Sweden | 1955-01-08 |
| Sverige | 1958-06-19 |
| SWE | 1961-11-28 |
| SE | 1965-05-09 |
| Norway | |
| Norge | |
| NOR | |
| NO | |
| Aland Islands | |
| Unknown | |

Column C, required: Fill in the correct name of the country or the country's correct land code. All the correct names and land codes exist in the tab "Reference data". You have also the option the type "Unknown".

Note: "Filipino" doesn't work.

Column D, required: Fill in date of birth. The accepted formats of date in the Excel "MSWSE EU Template" are: YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY

| E | F |
|-------------------------------------|--|
| | |
| *Place of birth MANDATORY | (*)Nature of identity document (MANDATORY if "Number of identity document" filled out) |
| Stockholm | Passport |
| Norrköping | SeamansBook |
| Linköping | Passport |
| Malmö | SeamansBook |
| Göteborg | Passport |
| Örebro | SeamansBook |
| Helsingborg | Passport |
| Halmstad | SeamansBook |
| Jönköping | Passport |
| Uppsala | SeamansBook |

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

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

This one is required if *Number of identity document (Column G)* is filled out.

| G |
|--|
| |
| (*)Number of identity document (MANDATORY if "Nature of identity document" filled out) |
| 482283289 |
| 193685214 |
| 759688523 |
| 357698752 |

Column G, required if: 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 then from other countries. Same thing with the Seaman's book.

This one is required if *Nature of identity document (Column F)* is filled out.

| H | I |
|-------------------------------------|-----------------------------|
| | |
| *Rank or rating MANDATORY | *Gender MANDATORY |
| AsstFoodBevMngr | X |
| BarManager | Male |
| BarService | Female |
| BarManager | Male |
| CargoTechnician | Female |
| Cook | |
| ChiefElectrician | |

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

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

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

| J |
|--|
| |
| *Crew's Effects MANDATORY Enter "NTD" if no effects |
| 24 beer, 12 drugs |
| NTD |
| NTD |
| NTD |
| 22 1, 24 16 |
| NTD |

Crew's effects arriving at Oxelösund.

1. 2 - Bengt Åke Österman Delete Done

Rank or rating: Master

Given name: Bengt Åke

Family name: Österman

Effects


1. 200 pieces - Cigarettes Edit

2. Miscellaneous Delete Done

Type: Miscellaneous

Description:

Quantity: pieces

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

Note: The amount is filled in first. You can't type "cigarettes 200" or "4 200". If you want to fill in several things in the same row you can for example type: "200 cigarettes, 150 beer, 100 wine" or "200 4, 150 16, 100 3". If the thing the person has is not listed you can always type "Miscellaneous". But then you will need to fill in a description and quantity inside MSW Reportal.

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

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

Passenger list

| PASSENGER LIST | | | | | |
|---------------------------|--------------------------|---|---|---|---|
| *Family name MANDATORY | *Given name MANDATORY | *Nationality MANDATORY | *Date of birth MANDATORY | Place of birth | (*)Nature of identity document (MANDATORY if "Number of identity document" filled out) |
| | | (*)Number of identity document (MANDATORY if "Nature of identity document" filled out) | (*)Embarkation in current port. (MANDATORY if passenger is embarking fill out current port, otherwise leave blank) | (*)Disembarkation in current port. (MANDATORY if passenger is disembarking fill out current port, otherwise leave blank) | Require special care |
| | | | | | *Gender of passenger MANDATORY |

| A | B |
|---------------------------|--------------------------|
| PASSENGER LIST | |
| *Family name MANDATORY | *Given name MANDATORY |
| Jönsson | Marianne |
| Carlsson | Sven |
| Petersson | Lena |
| Lindberg | Helena |
| Magnusson | Fredrik |
| Lindström | Emma |

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

| C | D |
|---------------------------|-----------------------------|
| | |
| *Nationality MANDATORY | *Date of birth MANDATORY |
| Sweden | 1923-01-03 |
| Sverige | 1935-06-12 |
| SWE | 1947-11-19 |
| SE | 1960-04-27 |
| Norway | 1972-10-04 |
| Norge | 1983-03-13 |
| NOR | 1993-08-19 |

Column C, required: Fill in the correct name of the country or the country's correct land code. All the correct names and land codes exist in the tab "Reference data". You have also the option the type "Unknown".

Note: "Filipino" doesn't work.

Column D, required: Fill in date of birth. The accepted formats of date in the Excel "MSWSE EU Template" are: YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY

| E | F |
|-----------------------|--|
| | |
| Place of birth | (*)Nature of identity document (MANDATORY if "Number of identity document" filled out) |
| Denmark | None |
| Norrköping | IdentityCard |
| Linköping | Passport |
| Malmö | RegistrationDocument |
| Göteborg | ResidencePermit |
| Örebro | SeamansBook |
| Helsingborg | Visa |

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

Column F, required if: Enter passport or identity card.

This one is required if *Number of identity document (Column G)* is filled out.

| G |
|--|
| |
| (*)Number of identity document (MANDATORY if "Nature of identity document" filled out) |
| |
| 794613528 |
| 976943122 |
| 445464543 |
| 234623211 |

Column G, required if: 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 then from other countries.

This one is required if *Nature of identity document (Column F)* is filled out.

| H | I |
|--|--|
| | |
| (*)Embarkation in current port. (MANDATORY if passenger is embarking fill out current port, otherwise leave blank) | (*)Disembarkation in current port. (MANDATORY if passenger is disembarking fill out current port, otherwise leave blank) |
| SEGOT | |
| | SEGOT |
| SEGOT | |

Column H, required if: Enter the port in UNLOCODE (i.e. SEGOT) where the passenger embarked the vessel.

Column I, required if: enter the port in UNLOCODE (i.e SEMMA) where the passenger disembark.

SEGOT in these examples is the UNLOCODE for Gothenburg.

| J | K |
|-----------------------------|--|
| | |
| Require special care | *Gender of passenger MANDATORY |
| Wheelchair | Female |
| | Male |
| | X |

Column J: enter if any special care is required, eg. Wheelchair.

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

Ship stores

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

Column B - Quantity, required: 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 file? 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.

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

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.

Red asterisk and Mandatory in red indicates whether or not the information is mandatory. **Note** that “Last disposal date” and “Last disposal port” is also mandatory to report.

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

| A | B | C | D |
|--|---|---|---|
| WASTE AND RESIDUES | | *Last disposal date: MANDATORY | *Last disposal port: MANDATORY |
| | | 2023-06-15 | SEMMA |
| *Waste type MANDATORY | (*)Waste specification (MANDATORY for some of the Waste Types, please see the help text of the description) | *Waste to be delivered (m3) MANDATORY | *Amount of waste retained on board (m3) MANDATORY |
| Oily Residues (Sludge) | | 12 | 3 |
| Dirty ballast water | | 2 | 4 |
| Category X substance - Indicate the proper shipping name of the NLS involved | Waste specification | 13,2 | 1 |
| Scale and sludge from tank cleaning | | 7,5 | 2 |
| Operational wastes | | 32,1 | 1 |

- **Last disposal date, required:** add the date of last delivery.
- **Last disposal port, required:** add last port where waste was delivered.
- **Waste type, required:** add what kind of waste you need to report.
- **Waste specification, required if:** add description (Mandatory for some of the Waste types, see help text for more details).
- **Waste to be delivered (m3), required:** add the amount of waste the ship will deliver.
- **Amount of waste retained onboard (m3), required:** 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 (MANDATORY if Estimated amount of waste to be generated is bigger than 0) | *Estimated amount of waste to be generated (m3) MANDATORY | *Capacity (m3) MANDATORY | *Delivered at last port (m3) MANDATORY | Date and time of unloading |
| SEMMA | 3 | 21 | 4 | 2023-01-01 12:10 |
| SEGOT | 4,2 | 11 | 1 | 2023-01-02 15:22 |
| SESTO | 1,2 | 17 | 5,4 | 2023-01-03 18:34 |
| SENRK | 2,4 | 19,2 | 3 | 2023-01-04 21:46 |
| DKCPH | 12,2 | 50 | 6 | 2023-01-06 00:58 |

- **Port at which remaining waste will be delivered, required if:** Add which port remaining waste will be delivered, mandatory if *Estimated amount of waste to be generated (m3)* is bigger than 0.
- **Estimated amount of waste to be generated (m3), required:** Add estimated amount of waste to be generated between notification and next port of call.
- **Capacity (m3), required:** Add maximum storage capacity.
- **Delievered at last port, required:** Add amount of waste that was delivered in previous port
- **Date and time of unloading:** Add time of when previous unloading of waste was carried out.

Waste Receipt

The following information is mandatory when reporting waste receipt via Excel-file.

Red asterisk indicates whether or not the information is mandatory.

| A | B | C | D |
|---|--|---|--|
| WASTE RECEIPT | | | |
| *Waste Receipt Number: MANDATORY | *Treatment facility provider: MANDATORY | *Port reception facility provider: MANDATORY | *Waste delivery period (from date): MANDATORY |
| A123123123 | Treatment facility provider | Port reception facility provider | 2023-06-01 |
| B135135135 | Treatment facility provider | Port reception facility provider | 2023-06-01 |
| H246246246 | Treatment facility provider | Port reception facility provider | 2023-06-01 |
| O121212122 | Treatment facility provider | Port reception facility provider | 2023-06-01 |

| E | F | G | H |
|--|---|--|---|
| | | | |
| *Waste delivery period (to date): MANDATORY | *Waste Type MANDATORY | (*)Waste specification (MANDATORY for some of the Waste Types, please see the help text of the description) | *Quantity (m3) MANDATORY |
| 2023-07-01 | Category Y substance - Indicate | Waste specification | 2 |
| 2023-07-01 | Cooking oil | | 3 |
| 2023-07-01 | Ozone-depleting substances and equipment containing such substances | | 4 |
| 2023-07-01 | Oily Residues (Sludge) | | 2 |

Security

| A | B |
|---------------------------------|---|
| SECURITY | |
| *Valid ISSC MANDATORY | (*)ISSC Issuer (MANDATORY if Issuer type is filled out) |
| Yes | Lloyd's Register |
| Security level (ISPS) | <i>SSP onboard</i> |
| 2 | |

| F |
|---|
| (*)Comments (MANDATORY if Valid ISSC is NO) |
| |

- **Valid ISSC, required:** 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 picture to the right).
- **Security level (ISPS):** Only three options: 1, 2 or 3.
- **ISSC Issuer, required if:** There is a vast variety of organizations that issue ISSC. Lloyd’s Register is an example of such organization. This one needs to be filled out if Issuer Type has been filled out.

| C | D |
|--|---|
| *ISSC – Type of document MANDATORY | (*)Issuer Type (MANDATORY if ISSC Issuer is filled out) |
| ISSC | RSO |
| SSO Family Name | SSO Given Name |
| Larsson | Lars |

- **ISSC – Type of document, required:** Only two valid options “ISSC” (International Ship Security Certificate) or “IISSC” (Interim International Ship Security Certificate).
- **SSO Family Name:** Family name of the Ship security officer.
- **Issuer Type, required if:** Only two valid options. “GVT” (Contracting Government) or “RSO” (Recognized security organization).
- **SSO Given Name:** Name of Ship security officer.

| ISSC Expiration date | (*)Comments (MANDATORY if Valid ISSC is NO) |
|----------------------|--|
| 2023-08-15 | |
| SSO Phone (24/7) | SSO E-mail |
| +46123456789 | lars.larsson@mail.com |

- **ISSC Expiration date:** Here you type in when the ISSC expire (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **SSO Phone (24/7):** Enter the telephone number for the Ship security officer.
- **Comments, required if:** If you have entered NO for “Valid ISSC” this field will be required, 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.
- **SSO E-mail:** Enter the email address of the Ship security officer.

| *ISSC document number MANDATORY | ISSC Issuing Date |
|------------------------------------|-------------------------------------|
| 123456789 | 2022-06-01 |
| SSO Fax | Port facility security code (GISIS) |
| 123456789 | 0123 |

- **ISSC document number, required:** Enter valid document number.
- **SSO Fax:** Enter the fax number of the Ship security officer.
- **ISSC Issuing Date:** Enter the date when the ISSC was issued (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **Port facility security code (GISIS):** Enter the four digit GISIS code for the arrival port.

| Route - Last 10 ports | |
|-------------------------------|---------------------------------|
| *Date of arrival MANDATORY | *Date of departure MANDATORY |
| 2023-01-01 | 2023-01-04 |
| 2023-01-05 | 2023-01-08 |
| 2023-01-09 | 2023-01-12 |

- **Date of arrival/departure, required:** Here you add the date when the vessel arrived at a port and when it left (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
 - 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) MANDATORY | *Port facility security code (GISIS) MANDATORY |
|-------------------------------|---|
| SESTO | 0001 |
| NOOSL | 0023 |

- **Port (UNLOCODE), required:** 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.
 - 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.

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

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

| Security level (ISPS) | Special or additional security measures taken by the ship |
|-----------------------|---|
| 1 | |
| 2 | |
| 3 | |

- **Security level (ISPS):** There is only three numbers that you can use 1, 2 or 3.
- **Special or additional security measures taken by the ship:** Here you have the option to add additional information regarding the security onboard.

| Ship to ship activities | |
|--------------------------|------------------------|
| *Start date MANDATORY | *End date MANDATORY |
| 2023-01-01 | 2023-01-02 |
| 2023-01-03 | 2023-01-04 |

- **Ship to ship activities** is only mandatory if activities have been performed, otherwise leave this section blank.
- **Start/End date, required:** Fill in date format when the activity was carried out and when it was finished (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

| (*)Location (MANDATORY if Longitude/Latitude is not filled out) | (*)Latitude (MANDATORY if Longitude is filled out, also if Location is not filled out) | (*)Longitude (MANDATORY if Latitude is filled out, also if Location is not filled out) |
|--|---|---|
| | -90 | -180 |
| SEGOT | | |
| | -62,24 | -122,46 |

- **Location, required if:** Location is required if Longitude/Latitude is not filled out. When you type in the location you must use the right UNLOCODE (XXXXX) for that spot. If the location doesn't exist in the UNLOCODE list you must choose another one that is as close as possible.
- **Latitude, required if:** Latitude must be filled out if Longitude is filled out. 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, required if:** Longitude must be filled out if Latitude is filled out. Longitude must be written as the same way. In this case -180 translate to W 180 ° and – 122, 46 to W 122 °46'00.

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

| |
|-------------------------------|
| *Ship-to-ship activity |
| MANDATORY |
| PassengerMovement |
| TakingBunkers |
| ChangingCrew |
| TakingSupplies |

- **Ship-to-ship activity, required:** 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.

| |
|------------------------------|
| R |
| |
| Ship to ship activity |
| PassengerMovement |
| TakingBunkers |
| ChangingCrew |

moving
 cargo handling
 crew change



1. 2016-01-01 - Miscellaneous
 2. 2016-01-03 - Miscellaneous
 3. 2016-01-05 - Miscellaneous

[Edit](#)
[Edit](#)
[Edit](#)

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 |

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

Vehicles

| VEHICLES | |
|-----------------------------------|--------------|
| *Registration number MANDATORY | Non EU Cargo |
| ABC123 | Yes |
| DEF456 | No |

- **Registration number, required:** 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 in the interface or by upload the Excel file. 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).

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

- **Bunker type, required:** Choose bunker type or code from reference data:
 - MGO – Marine Gas Oil
 - MDO – Marine Diesel Oil
 - IFO – Intermediate Fuel Oil
 - MFO – Marine Fuel Oil
 - HFO – Heavy Fuel Oil
 - LPG – Liquefied Petroleum Gas
 - LNG – Liquefied Natural Gas
 - LO – Light Oil
 - Other – Other.
- **Quantity at arrival/departure, required:** Quantity of bunker.
- **Description, required if:** Required to fill in if you choose "Other" as "Type".
- **Unit, required:** Only two options, either m3 or TNE.

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.

| A | B |
|----------------------|------------------|
| CRUISE ROUTE | |
| *Date and time (ETA) | *Port (UNLOCODE) |
| MANDATORY | MANDATORY |
| 2023-01-01 01:01 | SEMMA |
| 2023-01-02 02:02 | NOOSL |
| 2023-01-03 03:03 | FIHEL |
| 2023-01-04 04:04 | GBLON |
| 2023-01-05 05:05 | NLAMS |
| 2023-01-06 06:06 | USNYC |

- **Date and time (ETA), required:** Here you add the date when the vessel arrived at a port.
 - (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **Port (UNLOCODE), required:** 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.

Unloading Goods

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

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

Non-EU goods

Presenting all goods in a ENS

If you unload everything in the ENS, you can present the goods by referring to the ENS at the master level.

Enter the ENS MRN and associated transport document number in the columns for master consignment.

| Non EU | | | | EU | |
|--|--|--|---|--|---|
| Master Consignment | | | | House Consignment | Proof of Union Status |
| *ENS reference on ENS master level MANDATORY only when presenting non EU goods on master level (If Exempt from ENS use "NOENS") | *Transport document number on ENS master level MANDATORY only when presenting non EU goods on master level | Container number on ENS master level use this ONLY when presenting parts of an ENS on master level | Receipt on ENS master level use this ONLY when presenting parts of an ENS on master level | ENS reference on ENS house level MANDATORY only when presenting non EU goods on house level (If Exempt from ENS use "NOENS") | *reference to Proof of Union Status, PoUS MRN or supporting document. MANDATORY only when unloading EU goods |
| 24IT04000F9CXMYAT1 | BA11223355 | ABCD1234567 | | | |
| 24IT04000F9CXMYAT5 | BA11223356 | | 12GHTASESTOAAUR50015001110001 | | |
| 24IT04000F9CXMYAT8 | BA11223357 | | | | |
| NOENS | BA11223358 | | | 24IT04000F9CXMYAT5 NOENS | BA11223344 BA11223345 |
| | | | | | 24SE00PP1122AABCC SUPPORTINGDOCUMENT |

If there is an exemption from ENS, enter NOENS instead of ENS-MRN and supplement with a transport document number.

| | | | |
|-------|------------|--|--|
| NOENS | BA11223358 | | |
|-------|------------|--|--|

Presenting parts of the goods in a ENS

If you unload parts of a ENS, you can choose to present the goods in different ways. Either by referring to container number (see point a) or referring to ENS at house level (see point b).

- a) **Container.** Enter the ENS MRN, transport documents and container number at master level in the columns for master consignment. Keep in mind that all information needs to be found on the same ENS and on master level.

| Non EU | | | | EU | |
|--|--|--|---|--|---|
| Master Consignment | | | | House Consignment | Proof of Union Status |
| *ENS reference on ENS master level MANDATORY only when presenting non EU goods on master level (If Exempt from ENS use "NOENS") | *Transport document number on ENS master level MANDATORY only when presenting non EU goods on master level | Container number on ENS master level use this ONLY when presenting parts of an ENS on master level | Receipt on ENS master level use this ONLY when presenting parts of an ENS on master level | ENS reference on ENS house level MANDATORY only when presenting non EU goods on house level (If Exempt from ENS use "NOENS") | *reference to Proof of Union Status, PoUS MRN or supporting document. MANDATORY only when unloading EU goods |
| 24IT04000F9CXMYAT1 | BA11223355 | ABCD1234567 | | | |
| 24IT04000F9CXMYAT5 | BA11223356 | | 12GHTASESTOAAUR50015001110001 | | |
| 24IT04000F9CXMYAT8 | BA11223357 | | | | |
| NOENS | BA11223358 | | | 24IT04000F9CXMYAT5 NOENS | BA11223344 BA11223345 |
| | | | | | 24SE00PP1122AABCC SUPPORTINGDOCUMENT |

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 won't recognize the change.