

# Reportal

The Swedish Maritime Single Window

User guide for Excel MSWSE Sweden Template

*Version 3.3.0*

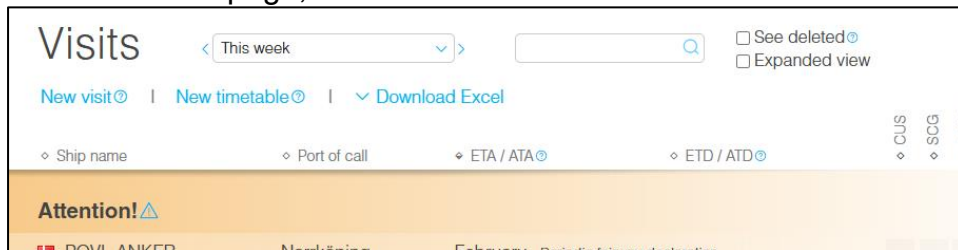
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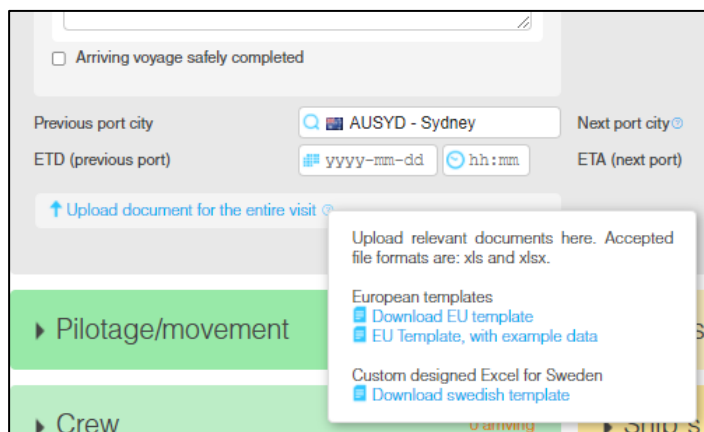
## How to download the Excel MSWSE Sweden Template

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

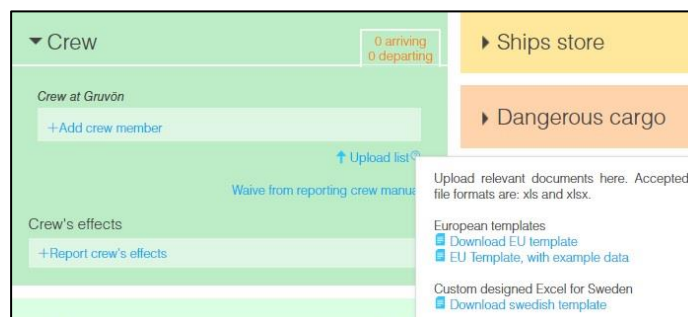
1. You can go to the home page of [the Swedish Maritime Administration](#) and there you can choose to download the preferred Excel Template.
2. You can download the Excel Template when you are logged in to MSW Reportal from one of the following places:
  - a. From the Visits page, via “[Download Excel](#)”



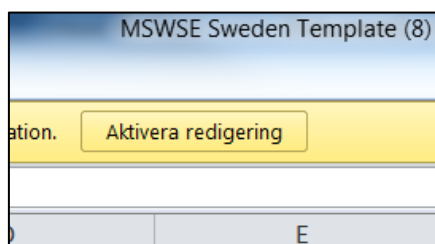
- b. From your created visit and the Overview, via the question mark (?) right next to “[Upload document for the entire visit](#)”.



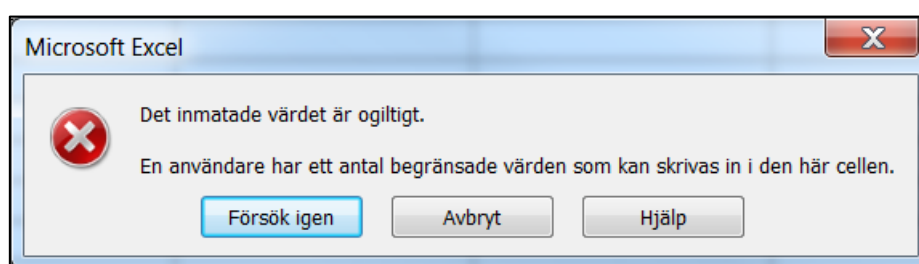
3. From your created visit and under the question mark (?) right next to “[Upload list](#)” in some of the sections: e.g. “Crew”, “Passengers”, “Security”, “Goods to declare/Vehicles”, “Ships store” and “Waste”.



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



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



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

## How to fill in the MSWSE Sweden Template column for column

### Crew list

CREW LIST					
*Family name MANDATORY	*Given name(s) 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
					*Boarding type MANDATORY

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

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

C
*Nationality MANDATORY
unknown
Sweden
<div> <div></div> <div>Paraguay</div> <div>Peru</div> <div>Philippines</div> <div>Pitcairn</div> <div>Poland</div> <div>Portugal</div> <div>Puerto Rico</div> <div>Qatar</div> </div>

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

D
*Date of birth MANDATORY
1955-01-08
1958-06-19
1961-11-28

**Column D, required:** Fill in date of birth. The accepted formats of date in the Excel "MSWSE Sweden 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
<b>*Place of birth</b> MANDATORY
Unknown
Manila
Kigali

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

F
<b>(*)Nature of identity document</b> (MANDATORY if "Number of identity document" filled out)
Passport
SeamansBook
Passport
SeamansBook

**Column F, required if:** There are only two valid options for identity: Passport or Seamans Book. You can use the dropdown to see the two. This one is required if *Number of identity document* (Column G) is filled out.

G
<b>(*)Number of identity document</b> (MANDATORY if "Nature of identity document" filled out)
482283289
193685214
759688523

**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 Seamans book

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

H
<b>*Rank or rating</b> MANDATORY
AbleSeaman
Captain
JuniorEngineer
LaundryMaster
Lifeboatman
Maitred
MarineCrew
MarketingRevenueMngr
Master
MasterFirstClassPilot

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

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


I
<b>*Gender</b> MANDATORY
Male
Female
X
Male
Female
X

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

Select the value by using the drop down list.

J
<b>*Crew's Effects</b> MANDATORY Enter "NTD" if no effects
24 beer, 12 drugs
NTD
22 1, 24 16

**Column J, required:** You must enter a value in 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. If you want to fill in several things in the same row you can for example type: "200 cigarettes, 150 beer, 100 wine" or "200 4, 150 16, 100 3".

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

Crew's effects arriving at Oxelösund.

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

K
<b>*Boarding type</b> MANDATORY
Embarkation
Disembarkation
Transit
Embarkation
Disembarkation
Transit

**Column K, required:** In this column you have three valid options. "Embarkation", "Disembarkation" or "Transit" (if crewman is still onboard).

Select the value by using the drop down list.

## Passenger list

PASSENGER LIST					
*Family name MANDATORY	*Given name(s) 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)	*Gender MANDATORY	Require special care	*Boarding type MANDATORY

A	B
PASSENGER LIST	
*Family name MANDATORY	*Given name(s) 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 there are letters and nothing else.

If a person doesn't have two names you are required to type "Unknown" in one of the columns.

C
*Nationality MANDATORY
Sweden
Norway
Norway
Oman
Pakistan
Palau
Palestinian territories
Panama
Papua New Guinea

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



D
<b>*Date of birth</b> <b>MANDATORY</b>
1980-04-23
1975-09-13
2000.02.02
07.10.1966
23/07/1999
17-02-1977

Date format
YYYY-MM-DD
YYYY/MM/DD
YYYY.MM.DD
DD-MM-YYYY
DD/MM/YYYY
DD.MM.YYYY

**Column D, required:** Fill in date of birth. The accepted formats of date in the Excel “MSWSE Sweden 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

A list of correct date formats will appear when you are in the column.

E	F
<b>Place of birth</b>	<b>(*)Nature of identity document</b> <b>(MANDATORY if "Number of identity document" filled out)</b>
Stockholm	None
Oslo	IdentityCard
Berlin	
Hong Kong	None
Kampala	IdentityCard
La Paz	Passport
	RegistrationDocument
	ResidencePermit
	SeamansBook
	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:** Required if “Number of identity document” is filled out.

Enter Passport, Identity card, None, Registration Number, Residence Permit, Seamans Book or Visa.

Use the drop down list to choose a “Nature of identity document”.

G
<b>(*)Number of identity document</b> <b>(MANDATORY if "Nature of identity document" filled out)</b>
EB89626423231
29745452922
CG87654367RT
LV98765444SFD

**Column G, required if:** Required if “Nature of identity document” is filled out.

Make sure that you type all the numbers correctly. All passports have different numbers and they can even have letters and/or shorter or longer combinations than from other countries.

H
<b>*Gender</b> MANDATORY
Male
X
Female
Male
Female
X

**Column H, required:** You have three options to choose from when it comes to gender: Male, Female or X. Select the value by using the drop down list.

I
<b>Require special care</b>
Wheelchair

**Column I:** Enter if any special care is required, eg. Wheelchair.

J
<b>*Boarding type</b> MANDATORY
Embarkation
Disembarkation
Embarkation
Disembarkation
Transit

**Column J, required:** Choose the Boarding type for the passenger in the drop down list - Embarkation, Disembarkation or Transit.

## 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, 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
<b>SHIP STORES</b>		
Name of article	*Quantity MANDATORY	Unit
<i>AlcoholicSpirits</i>	5	<i>Litres</i>
<i>OtherAlcoholicSpirits</i>	0	<i>Litres</i>
<i>Wine</i>	0	<i>Litres</i>
<i>Cigarettes</i>	5,22	<i>Number of articles</i>
<i>Cigars</i>	100	<i>Number of articles</i>
<i>Tobacco</i>	0	<i>Kilogram</i>
<i>Fuels</i>	0	<i>Litres</i>
<i>Lubricants</i>	0	<i>Litres</i>
<i>Drugs</i>	0	<i>Kilogram</i>
<i>FleshAndFleshProducts</i>	0	<i>Kilogram</i>
<i>FireArms</i>	0	<i>Number of articles</i>
<i>Ammunition</i>	0	<i>Number of articles</i>
<i>Animals</i>	0	<i>Number of articles</i>
<i>FortifiedWine</i>	0	<i>Litres</i>
<i>LightWine</i>	0	<i>Litres</i>
<i>Beer</i>	0	<i>Litres</i>
<i>Miscellaneous</i>	0	<i>Number of articles</i>

## 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:

WASTE AND RESIDUES		*Last disposal date: MANDATORY	*Last disposal port: MANDATORY
		2023-03-03	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 Bilge water		4	0
Food waste		2	0
Category X substance - Indicate the proper shipping name of the NLS involved	Waste specification	2	1
Plastics		8	2
Other (please specify)	Waste Specification	1	0

- **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 on board (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
SESTO	1	10	0	2023-03-05 00:00
SESTO	2	10	0	2023-03-05 00:00
UNKWN	1	10	0	2023-03-06 00:00
UNKWN	0	10	0	2023-03-07 00:00
UNKWN	0	10	0	2023-03-08 00:00

- **Port at which remaining waste will be delivered, required if:** Add which port remaining waste will be delivered, if Estimated amount of waste to be generated 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 (m3), 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 and Mandatory in red indicates whether or not the information is mandatory.

WASTE RECEIPT			
*Waste Receipt Number MANDATORY	*Treatment facility provider MANDATORY	*Port reception facility provider MANDATORY	*Waste delivery period (from date) MANDATORY
*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

## Security

A	B	F
<b>SECURITY</b>		
<b>*Valid ISSC</b> MANDATORY	<b>(*)ISSC Issuer</b> (MANDATORY if Issuer Type is filled out)	<b>(*)Comments</b> (MANDATORY if Valid ISSC is NO)
Yes	Lloyd's Register	
<b>Security level (ISPS)</b>		
2		

- **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 Portal, see above).

- **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
<b>*ISSC – Type of document</b> MANDATORY	<b>(*)Issuer Type</b> (MANDATORY if ISSC Issuer is filled out)
ISSC	RSO
<b>SSO Family Name</b>	<b>SSO Given Name</b>
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). It needs to be filled out if ISSC Issuer has been filled out.
- **SSO Given Name:** The name of the Ship security officer.

ISSC Expiration date	(*)Comments (MANDATORY if Valid ISSC is NO)
2025-02-02	
SSO Phone (24/7)	SSO E-mail
+46720010101	<a href="mailto:emailtolars@mail.se">emailtolars@mail.se</a>

- **ISSC Expiration date:** Here you type in when the ISSC expire. (Accepted formats of date in the Excel MSWSE Sweden 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 example the Ship security officer.
- **Comments, required if:** If you have entered NO for “Valid ISSC”, you need to specify a reason in this field. Here you also have an option to comment something that can be of interest regarding the ISSC document, security officer etc.
- **SSO E-mail:** Enter the email address of the Ship security officer.

*ISSC document number MANDATORY	ISSC Issuing Date
123456789	2022-02-02
SSO Fax	Port facility security code (GISIS)
11111111	0123

- **ISSC document number, required:** Enter valid document number.
- **SSO Fax:** Enter 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 Sweden 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
2023-05-09	2023-05-10
2023-05-01	2023-05-06

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

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

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

- **Security level (ISPS):** There is only three numbers that you can use. 1, 2 or 3. You can use the drop down list.
- **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

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

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

(*)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 the same way as the example above, in this case -180 translate to W 180 ° and – 122, 46 to W 122 °46'00.

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

- **Ship-to-ship activity, required:** This is where you add additional information that may be of interest. When you fill in Ship-to-ship activity you need to write and spell exactly as it says in the “Reference data” tab. You can find the correct ones in column R.
  - If you type something that doesn’t exist in the “Reference data” tab the system will translate it into “Miscellaneous”. This means that you must give an explanation of what “Miscellaneous” is inside MSW Reportal. See example below.

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

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

2. 2016-01-03 - Miscellaneous [Delete](#) [Done](#)

Activity	Miscellaneous ▼
Start date	2016-01-03
End date	2016-01-04
Location	SEGOT
Latitude / Longitude	/
	<a href="#">^ Advanced</a>
Comment	Moving containers on board to receive new cargo

## Vehicles

VEHICLES	
*Registration number MANDATORY	Non EU Cargo
ABC123	<div>Yes</div> <div>No</div>

- **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.

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					TNE
Marine Diesel Oil					TNE
Intermediate Fuel Oil					TNE
Marine Fuel Oil					TNE
Heavy Fuel Oil					TNE
Liquified Petroleum Gas					m3
Liquified Natural Gas					m3
Light Oil					TNE
Other					TNE

BUNKER		
*Bunker type MANDATORY	*Quantity at arrival MANDATORY	(*)Description (MANDATORY if Bunker type is "Other")
Marine Gas Oil	100,00	
Marine Diesel Oil	0,00	
Intermediate Fuel Oil	0,35	
Marine Fuel Oil	0,00	
Heavy Fuel Oil	0,00	
Liquified Petroleum Gas	5,00	
Liquified Natural Gas	4,00	
Light Oil	0,00	
Other	8,00	Bunker type description

In the Excel MSWSE Sweden Template-file you can use maximum four numbers and two decimals.

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

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

## Cruise Route

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

CRUISE ROUTE	
*Date and time (ETA) MANDATORY	*Port (UNLOCODE) MANDATORY

- **Date and time (ETA), required:** Here you add the date and time when the vessel arrived at a port: **ETA** (Accepted formats of date in the Excel MSWSE Sweden 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	
<b>*ENS reference on ENS master level</b> <b>MANDATORY</b> only when presenting non EU goods on master level (If Exempt from ENS use "NOENS")	<b>*Transport document number on ENS master level</b> <b>MANDATORY</b> only when presenting non EU goods on master level	<b>Container number on ENS master level</b> use this <b>ONLY</b> when presenting parts of an ENS on master level	<b>Receipt on ENS master level</b> use this <b>ONLY</b> when presenting parts of an ENS on master level	<b>*ENS reference on ENS house level</b> <b>MANDATORY</b> only when presenting non EU goods on house level (If Exempt from ENS use "NOENS")	<b>*Transport document number on ENS house level</b> <b>MANDATORY</b> only when presenting non EU goods on house level	<b>*reference to Proof of Union Status, PoUS MRN or supporting document.</b> <b>MANDATORY</b> only when unloading EU goods
24IT04000F9CXYAT1	BA11223355	ABCD1234567				
24IT04000F9CXYAT5	BA11223356		12GHTASESTOAAUR50015001110001			
24IT04000F9CXYAT8	BA11223357					
NOENS	BA11223358					
				24IT04000F9CXYAT5	BA11223344	
				NOENS	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		
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#### 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).

b) **House consignment level.** Enter the ENS-MRN and transport document number in the columns for house consignment. Keep in mind that all information needs to be found on the same ENS and on the same house consignment.

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

## EU goods

**When unloading EU goods** you need to provide proof of union status, for this you can use PoUS MRN (see point a) or Supporting document (see point b).

**a. Enter the PoUS MRN in the EU column.**

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- b. When using supporting document.** Enter, for example, "SUPPORTINGDOCUMENT" in the EU column. Then upload the supporting document in the "Documentation" section in MSW Reportal.

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")	*Transport document number on ENS house level MANDATORY only when presenting non EU goods on house level	*reference to Proof of Union Status, PoUS MRN or supporting document. MANDATORY only when unloading EU goods
24IT04000F9CKMYAT1	BA11223355	ABCD1234567				
24IT04000F9CKMYAT5	BA11223356		12GHTASESTOAAUR50015001110001			
24IT04000F9CKMYAT8	BA11223357					
NOENS	BA11223358			24IT04000F9CKMYAT5 NOENS	BA11223344 BA11223345	
						24SE00PP1122AABBC
						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.