

Reportal

The Swedish Maritime Single Window

User guide for Excel MSWSE Sweden Template

Version 3.3.4

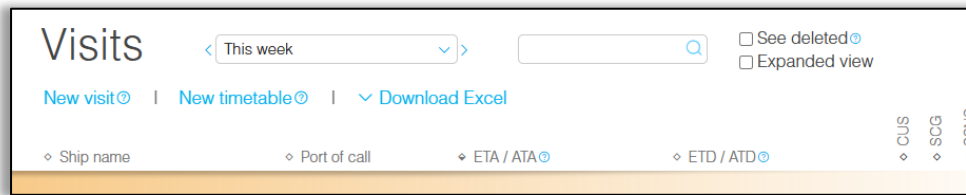
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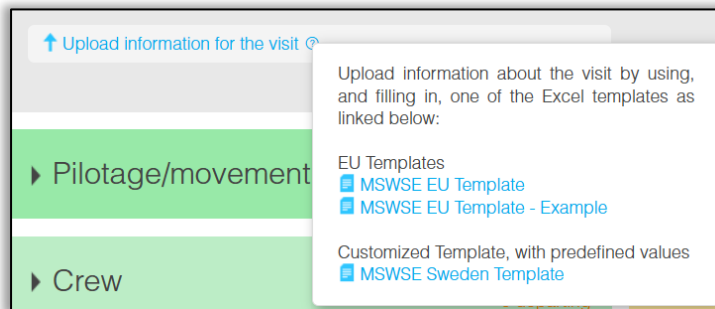
How to download the Excel MSWSE Sweden Template

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

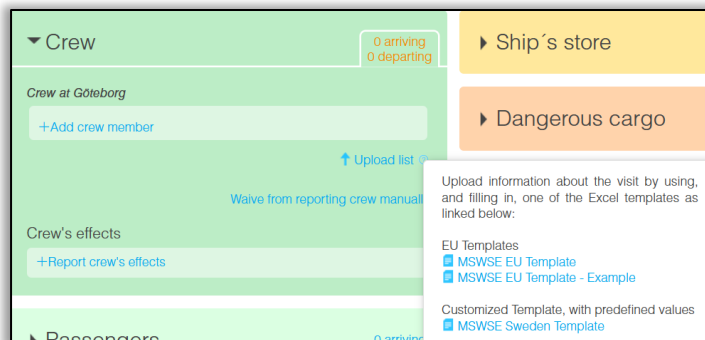
1. You can go to the home page of [the Swedish Maritime Administration](#) and there you can choose to download the preferred Excel Template.
2. You can download the Excel Template when you are logged in to MSW Reportal from one of the following places:
 - a. From the Visits page, via “[Download Excel](#)”



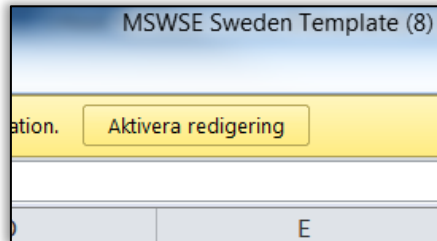
- b. From your created visit and the Overview, via the question mark (?) right next to “[Upload information for the visit](#)”.



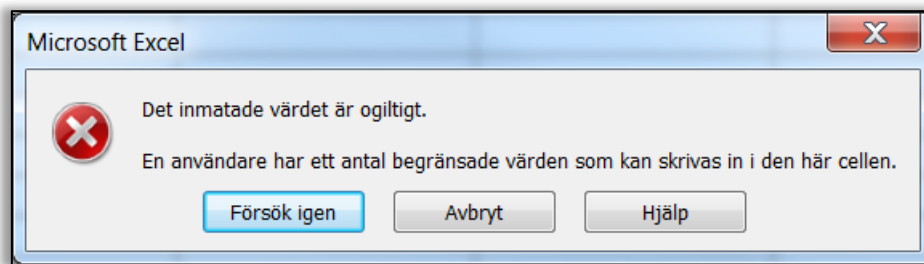
- c. From your created visit and under the question mark (?) right next to “[Upload list](#)” in some of the sections: e.g. “Crew”, “Passengers”, “Security”, “Goods to declare/Vehicles”, “Ships store” and “Waste”.



3. When you have downloaded the MSWSE Sweden template to your computer, and wants to start edit, you need to press “Aktivera redigering”. This is Swedish for “activate editing”. You will find this yellow message in the top of the the Excel template.



4. **Note:** You need to use the values that exists in the tab called “reference data”. If you use a value that does not exist in the tab “reference data”, you will receive an error message in the Excel Template, shown as below.



How to fill in the MSWSE Sweden Template

In the following sections, you will find guidance regarding how you can fill in information the *MSWSE Sweden Template*. The following sections represent each tab in the Excel template.

To read further more about the reporting and information please read the User Guide for MSW Reportal [User guide and technical information](#).

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
Paraguay
Peru
Philippines
Pitcairn
Poland
Portugal
Puerto Rico
Qatar

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 the 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
*Place of birth 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
(*Nature of identity document (MANDATORY if "Number of identity document" filled out)
Passport
SeamansBook
Passport
SeamansBook

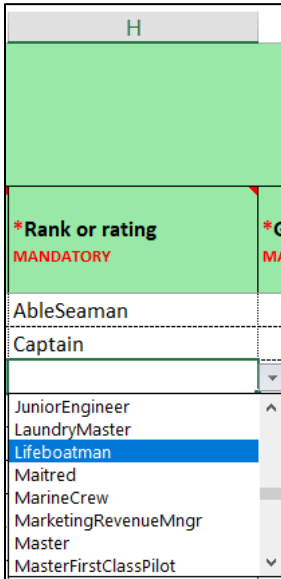
Column F, required if: There are only two valid options for identity: Passport or Seaman’s Book. You can use the dropdown to see the two.

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

G
(*Number of identity document (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 than from other countries. Same thing with the Seaman’s book

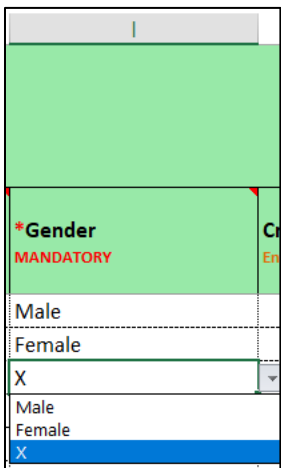
This one is required if *Nature of identity document (Column F)* is filled out.



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

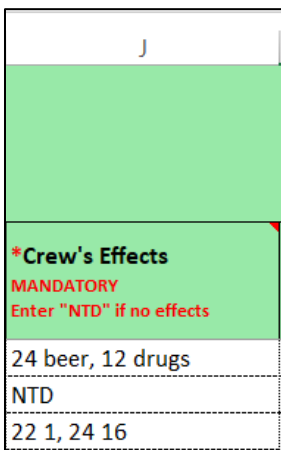
Note: That for example “Able seaman” is correct but “Seaman able” is not. Use the dropdown function to find the correct name of the rank.

If you are uncertain or the ranking does not 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.

Select the value by using the drop down list.



Column J, required: You must enter a value in Crew’s effect, if a specific crew member does not have any 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 shall be 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 effect the person has is not listed, you can always type “Miscellaneous”. Then you will need to fill in a description and quantity inside the MSW Reportal. See picture to the right.

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 does not 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 list to help you find the correct spelling.

You also have the option to type "Unknown". All the countries exist in the tab "Reference data", with the spelling that is accepted in the template.

D	
*Date of birth MANDATORY	
1980-04-23	
1975-09-13	Date format
2000.02.02	YYYY-MM-DD
07.10.1966	YYYY/MM/DD
23/07/1999	YYYY.MM.DD
17-02-1977	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
Place of birth	(*Nature of identity document (MANDATORY if "Number of identity document" filled out)
Stockholm	None
Oslo	IdentityCard
Berlin	
Hong Kong	None
Kampala	IdentityCard
La Paz	Passport
	RegistrationDocument
	ResidencePermit
	SeamansBook
	Visa

Column E: Enter city, country or the country code (also see tab for reference data).

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, Seaman’s Book or Visa.

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

G
(*Number of identity document (MANDATORY if "Nature of identity document" filled out)
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
*Gender 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
Require special care
Wheelchair

Column I: Enter if any special care is required, i.e. Wheelchair.

J
*Boarding type 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

There is a separate tab, in the excel template, to fill out information regarding "Ship stores"

Column A: Do not remove or change the "Name of article", all the names of the articles are already displayed.

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 the zero (0).

Column C – Unit: Tells which Unit type

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

A	B	C
SHIP STORES		
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

The following information is mandatory when reporting all the waste on board.

Red asterisk (*) and **MANDATORY** in red indicates whether or not the information is required. **Note** that “Last disposal date” and “Last disposal port” is also mandatory.

To register the waste notification through the Excel template, the following needs to be filled out:

WASTE AND RESIDUES		*Last disposal date: <small>MANDATORY</small>	*Last disposal port: <small>MANDATORY</small>
		2023-03-03	SEMMA
*Waste type <small>MANDATORY</small>	(*Waste specification <small>(MANDATORY for some of the Waste Types, please see the help text of the description)</small>	*Waste to be delivered (m3) <small>MANDATORY</small>	*Amount of waste retained on board (m3) <small>MANDATORY</small>
Oily Bilge water		4	0
Food waste		2	0
Category X substance - Indicate the proper shipping name of the NLS involved	Waste spcification	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 decription (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 <small>(MANDATORY if Estimated amount of waste to be generated is bigger than 0)</small>	*Estimated amount of waste to be generated (m3) <small>MANDATORY</small>	*Storage Capacity (m3) <small>MANDATORY</small>	*Delivered at last port (m3) <small>MANDATORY</small>	Date and time of unloading
SESTO	1,000	10,000	0,000	2025-03-03 00:00
SESTO	2,000	10,000	0,000	2025-03-04 00:00
UNKWN	1,000	10,000	0,000	2025-03-05 00:00
UNKWN	0,000	10,000	0,000	2025-03-06 00:00
UNKWN	0,000	10,000	0,000	2025-03-07 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.
- **Storage 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 the information from the waste receipt received at port.

Red asterisk (*) and **MANDATORY** in red indicates whether or not a the information is required.

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

- **Waste Receipt Number, required:** An id/number for the waste receipt with a maximum of 20 characters.
- **Treatment facility provider, required:** Fill in the treatment facility provider.
- **Port reception facility provider, required:** If other than Treatment facility provider.
- **Waste delivery period (from date), required:** Fill in the from date of Waste delivery. 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
- **Waste delivery period (to date), required:** Fill in the to date of Waste delivery. 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
- **Waste Type, required:** Choose a type of waste according to the standard of Marpol, please see the help text of the description
- **Waste specification, required if:** Description of Waste type is mandatory for some the Waste types, please see the help text of the description.
- **Quantity (m3), required:** Fill in the quantity for each waste type in unit m3.

Security

A	B
SECURITY	
*Valid ISSC MANDATORY	(*ISSC Issuer (MANDATORY if Issuer Type is filled out)
Yes	Lloyd's Register
Security level (ISPS)	
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 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
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). 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	emailtolars@mail.se

- **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 (UN/LOCODE), required:** In this section you add ports. Make sure you add the right UN/LOCODE. To find the right UN/LOCODE you can visit <https://www.unece.org/cefact/locode/service/location.html>. It is important that the port you want to add in Excel is approved as an actual port. If the port has "1" under the column called **Function** it is approved.
 - 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 UN/LOCODE) 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 UN/LOCODE (XXXXX) for that spot. If the location does not exist in the UN/LOCODE 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.

<p>*Ship-to-ship activity MANDATORY</p>	M
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 M.

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

moving	➔	1. 2016-01-01 - Miscellaneous Edit
cargo handling		2. 2016-01-03 - Miscellaneous Edit
crew change		3. 2016-01-05 - Miscellaneous Edit

- 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: /

[^ Advanced](#)

Comment: Moving containers on board to receive new cargo

Vehicles

VEHICLES	
*Registration number MANDATORY	Non EU Cargo
ABC123	<input type="text"/>
	Yes
	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 it either in the interface or by filling out the Excel template and upload it in MSW Reportal.

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

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

The bunker information is reported by specifying bunker type, quantity and unit (metric ton (TNE) or cubic meter (m3)).

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

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 ←

- 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 "Bunker 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.

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.

CRUISE ROUTE	
*Date and time (ETA) MANDATORY	*Estimated date and time of arrival MANDATORY

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

CRUISE ROUTE	
*Date and time (ETA) MANDATORY	*Port (UNLOCODE) MANDATORY
	SEMMA
	NOOSL
	FIHEL
	GBLON
	BRRIO

Allowed values
Input a five character UNLOCODE, e.g: SEGOT

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.

When referring to a TSD (temporary storage declaration), you find the references in the TSD, otherwise you find them in the ENS (Entry summary entry declaration).

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 goods referring to a temporary storage declaration (TSD).

Enter the TSD MRN and then fill out the ENS information exactly as submitted in the TSD, it is important that the references are given in the same format and at the same level in the presentation as in the TSD (and ENS).

Enter the TSD MRN in the first column previous document and follow up with the previous documents (Sid) and transport document number.

Always start with the TSD MRN and then continue to fill out either on **master** or **house level**. A TSD can contain several references to Sid and at different levels, therefore you may have to report several rows for one TSD.

Non EU							EU
<p>Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house. Transport document number must be specified at the same consignment level as the Previous document. You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N335) - ENS Mtn empty.</p>							<p>Mandatory when presenting (unloading) EU goods. Refer to Polis Mtn or to supporting document uploaded in MSW</p>
References on Master consignment level			References on House consignment level				
*Previous document (N337) TSD MRN	*Previous document (N335) ENS MRN	*Transport document number (N704)	Container number	Receipte	*Previous document (N335) ENS MRN	*Transport document number (N705)	*Reference to Proof of Union Status, Polis MRN or supporting document.
Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration	Mandatory when presenting (unloading) non-EU goods. I leave empty if exempt from FMS	Mandatory when presenting non eu-goods on master level.	Only applicable when presenting on master level.	Only applicable when presenting on master level.	Mandatory when presenting (unloading) non-EU goods. I leave empty if exempt from FMS	Mandatory when presenting non EU-goods on house level	24SEY0S05OHMTNAP0 SUPPORTINGDOCUMENT
	24SE0000IUG1233KT8	MC-TransportDocD5					
		MC-TransportDocD6					
	24SEY0S05OHMTNAT0	MC-TransportDocD7	CONTAINER123-123		24SE00892HUHKQ2AT9	HC-TransportDocD5	
24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1					
24SE0000IUGRABF2U1		MC-TransportDocB2					
24SE0000IUGV1F8U9	24SEY0S05OHMTNAT0	MC-TransportDocB3	CONTAINER123				
24SE00BA450PIN78U3					24SE00892R43VQ2AT9	HC-TransportDocB1	
24SE045IK50PINK7U2						HC-TransportDocB2	

- Presenting non EU-goods covered by a TSD. The goods is presented on Master level. How to present the goods is determined by the TSD (Temporary storage declaration)
- Presenting non EU-goods covered by a TSD. The goods is presented on Master level an there is exempt from ENS. How to present the goods is determined by the TSD (Temporary storage declaration)
- Presenting non EU-goods covered by a TSD. The goods is presented on Container level. How to present the goods is determined by the TSD (Temporary storage declaration)
- Presenting non EU-goods covered by a TSD. The goods is presented on House level. How to present the goods is determined by the TSD (Temporary storage declaration)
- Presenting non EU-goods covered by a TSD. The goods is presented on House level and there is exempt from ENS. How to present the goods is determined by the TSD (Temporary storage declaration)

Presenting goods referring to ENS (goods not covered by a TSD)

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.

If there is an exemption from ENS, leave Previous document (N355) ENS MRN blank supplement with a transport document number.

Non EU							EU
<p>Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house.</p> <p><i>Transport document number must be specified at the same consignment level as the Previous document.</i></p> <p>You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N355) - ENS Mtn empty.</p>							<p>Mandatory when presenting (unloading) EU goods. Refer to Pous Mtn or to supporting document uploaded in MSW</p>
References on Master consignment level				References on House consignment level			
*Previous document (N337) TSD MRN	*Previous document (N355) ENS MRN	*Transport document number (N704)	Container number	Receipt	*Previous document (N335) ENS MRN	*Transport document number (N705)	*Reference to Proof of Union Status. Pous Mtn or supporting document.
Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration	Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	Mandatory when presenting non eu goods on master level.	Only applicable when presenting on master level.	Only applicable when presenting on master level.	Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	Mandatory when presenting non EU-goods on house level	
							24SEQY5050HFMNTNAP0 SUPPORTINGDOCUMENT
	24SE0000IUG1233KT8	MC-TransportDocD5					
		MC-TransportDocD6					
	24SEQY5050HFMNTNAT0	MC-TransportDocD7	CONTAINER123-123				
					24SE00892HUHUQ2AT9		
						HC-TransportDocD5	
						HC-TransportDocD6	
24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1					
24SE0000IUGRABF2U1		MC-TransportDocB2					
24SE0000IUGV1F8U9	24SEQY5050HFMNTNAT0	MC-TransportDocB3	CONTAINER123				
24SE008A450PJN78U3					24SE00892R43VQ2AT9		
24SE045IK50PINK7U2						HC-TransportDocB1	
						HC-TransportDocB2	

12. Presenting non EU-gods on master level. Use this when all goods covered by the ENS is unloaded.

13. Presenting non EU-gods on master level. Exempt from ENS.

Presenting parts of the goods in a ENS

If you unload parts of an 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
<p>Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house.</p> <p><i>Transport document number must be specified at the same consignment level as the Previous document.</i></p> <p>You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N355) - ENS Mtn empty.</p>							<p>Mandatory when presenting (unloading) EU goods. Refer to Pous Mtn or to supporting document uploaded in MSW</p>
References on Master consignment level				References on House consignment level			
*Previous document (N337) TSD MRN	*Previous document (N355) ENS MRN	*Transport document number (N704)	Container number	Receipt	*Previous document (N335) ENS MRN	*Transport document number (N705)	*Reference to Proof of Union Status. Pous Mtn or supporting document.
Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration	Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	Mandatory when presenting non eu goods on master level.	Only applicable when presenting on master level.	Only applicable when presenting on master level.	Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	Mandatory when presenting non EU-goods on house level	
							24SEQY5050HFMNTNAP0 SUPPORTINGDOCUMENT
	24SE0000IUG1233KT8	MC-TransportDocD5					
		MC-TransportDocD6					
	24SEQY5050HFMNTNAT0	MC-TransportDocD7	CONTAINER123-123				
					24SE00892HUHUQ2AT9		
						HC-TransportDocD5	
						HC-TransportDocD6	
24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1					
24SE0000IUGRABF2U1		MC-TransportDocB2					
24SE0000IUGV1F8U9	24SEQY5050HFMNTNAT0	MC-TransportDocB3	CONTAINER123				
24SE008A450PJN78U3					24SE00892R43VQ2AT9		
24SE045IK50PINK7U2						HC-TransportDocB1	
						HC-TransportDocB2	

14. Presenting non EU-gods on container level. Use this when only parts of the ENS is unloaded.

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.

Non EU							EU
<p>Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house. Transport document number must be specified at the same consignment level as the Previous document. You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N335) - ENS Mrn empty.</p>							<p>Mandatory when presenting (unloading) EU goods. Refer to PoUS Mrn or to supporting document uploaded in MSW</p>
References on Master consignment level					References on House consignment level		<p>Reference to Proof of Union Status. PoUS MRN or supporting document.</p>
<p>*Previous document (N337) TSD MRN Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration</p>	<p>*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS</p>	<p>*Transport document number (N704) Mandatory when presenting non eu-goods on master level.</p>	<p>Container number Only applicable when presenting on master level.</p>	<p>Receipticle Only applicable when presenting on master level.</p>	<p>*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS</p>	<p>*Transport document number (N705) Mandatory when presenting non EU-goods on house level</p>	
							24SEQY5050HFMTNAP0
	24SE0000IUG1233KT8	MC-TransportDocD5					SUPPORTINGDOCUMENT
	24SEQY5050HFMTNAT0	MC-TransportDocD6					
		MC-TransportDocD7	CONTAINER123-123				
					24SE00892HUHUQ2AT9	HC-TransportDocD5	
						HC-TransportDocD6	
24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1					
24SE0000IUGRABF2U1		MC-TransportDocB2					
24SE0000IUGV1F8U9	24SEQY5050HFMTNAT0	MC-TransportDocB3	CONTAINER123				
24SE00BA45OPIN78U3					24SE00892R43VQ2AT9	HC-TransportDocB1	
24SE045IK5OPINK7U2						HC-TransportDocB2	

- 15. Presenting non EU-gods on house level. Only parts of the ENS is unloaded.
- 16. Presenting non EU-gods on house level. Exempt from ENS.

EU goods

When unloading EU goods you need to provide proof of union status, for this you can use PoUS or Supporting document. For PoUS enter the MRN in the EU column, If you are 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
<p>Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house. Transport document number must be specified at the same consignment level as the Previous document. You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N335) - ENS Mrn empty.</p>							<p>Mandatory when presenting (unloading) EU goods. Refer to PoUS Mrn or to supporting document uploaded in MSW</p>
References on Master consignment level					References on House consignment level		<p>Reference to Proof of Union Status. PoUS MRN or supporting document.</p>
<p>*Previous document (N337) TSD MRN Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration</p>	<p>*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS</p>	<p>*Transport document number (N704) Mandatory when presenting non eu-goods on master level.</p>	<p>Container number Only applicable when presenting on master level.</p>	<p>Receipticle Only applicable when presenting on master level.</p>	<p>*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS</p>	<p>*Transport document number (N705) Mandatory when presenting non EU-goods on house level</p>	
							24SEQY5050HFMTNAP0
	24SE0000IUG1233KT8	MC-TransportDocD5					SUPPORTINGDOCUMENT
	24SEQY5050HFMTNAT0	MC-TransportDocD6					
		MC-TransportDocD7	CONTAINER123-123				
					24SE00892HUHUQ2AT9	HC-TransportDocD5	
						HC-TransportDocD6	
24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1					
24SE0000IUGRABF2U1		MC-TransportDocB2					
24SE0000IUGV1F8U9	24SEQY5050HFMTNAT0	MC-TransportDocB3	CONTAINER123				
24SE00BA45OPIN78U3					24SE00892R43VQ2AT9	HC-TransportDocB1	
24SE045IK5OPINK7U2						HC-TransportDocB2	

- 10. Presenting EU-goods and referring to a PoUS MRN
- 11. Presenting EU-goods and referring to supporting document uploaded in MSW Reportal.

Reference data

You shall not type anything in this tab. This is only a help to see what is possible to write or not. You cannot change anything in this tab. Even if you can change something in the Excel template, the MSW Reportal will not recognize the change.