



User Manual

Data provider

Version	v0.4
Date	2017 December

CONTENTS

1	Introduction.....	4
1.1	Purpose of document	4
1.2	Abbreviations	4
2	System Overview	6
2.1	Leading principles	6
2.2	Formalities supported	7
2.3	Users.....	8
3	Data flow	9
3.1	Principles	9
3.2	Content of Notifications	9
3.3	Quality requirements	9
3.4	Re-use of information.....	10
3.5	Acknowledgment.....	10
3.6	Updates	10
3.7	Cancellation	10
4	Use of the application	11
4.1	Access	11
4.2	Login	11
4.2.1	Particular cases.....	11
4.3	Menu Bar	11
4.3.1	Minimise button	12
4.3.2	Interface options	12
4.3.3	Account settings	12
4.3.4	Notification data summary.....	14
4.4	Particularities.....	14
4.4.1	Multiple instances	14
4.4.2	Interface stand-by	14
4.4.3	Filtering.....	15
5	Required steps.....	16
5.1	Preparing a notification.....	18
5.1.1	Create New Draft.....	20
5.1.1.1	Create new draft manually	21
5.1.1.2	Create new draft by uploading templates.....	23

5.1.2	Draft Notifications	24
5.1.3	Submitted Notifications.....	26
5.1.3.1	Re-Drafted Notifications.....	28
5.1.4	Finalized Notifications	29
6	Filling and submit of notification details	34
6.1	Arrival notification.....	36
6.1.1	Introduction.....	36
6.1.2	Notification sections.....	41
6.1.2.1	Ship	42
6.1.2.2	Port	46
6.1.2.3	Voyage.....	48
6.1.2.4	PSC (Port State Control)	50
6.1.2.5	DPG (Dangerous or Polluting Goods)	52
6.1.2.6	Cargo.....	63
6.1.2.7	Ship Stores	69
6.1.2.8	Waste.....	70
6.1.2.9	Security.....	72
6.1.2.10	Crew.....	76
6.1.2.11	Passengers	79
6.1.2.12	Crew Effects.....	81
6.1.2.13	Health	83
6.1.2.14	Other.....	87
6.2	Departure notification.....	91
6.2.1	Introduction.....	91
6.2.2	Notification sections.....	93
6.2.2.1	Ship	94
6.2.2.2	Port	96
6.2.2.3	Voyage.....	99
6.2.2.4	DPG (Dangerous or Polluting Goods)	100
6.2.2.5	Cargo.....	111
6.2.2.6	Waste Receipt.....	111
6.2.2.7	Crew.....	112
6.2.2.8	Passengers	115
6.2.2.9	Other.....	118

1 Introduction

1.1 Purpose of document

Directive 2010/65/EU of the European Parliament and of the Council of 20 October 2010 on reporting formalities for ships arriving in and/or departing from ports of the Member States and repealing Directive 2002/6/EC was adopted to simplify and harmonise the administrative procedures applied to maritime transport in order to reduce the administrative burdens for shipping companies. It proposes to do this by:

- making the electronic transmission of information standard;
- rationalising reporting formalities through simplification and harmonisation;
- transmitting formalities electronically through a national single window (NSW) system;
- submitting information only once on a pre-arrival/departure basis.

RNA has been tasked by the European Commission to create the NSW for Romania to align with the Directive 2010/65/EU of the European Parliament and of the Council of 20 October 2010 on reporting formalities for ships arriving in and/or departing from ports of the Member States, covering the above mentioned functionalities.

This document describes the functionalities of the web application of the Romanian Maritime Single Window (MSW) system and provides a step-by-step approach on how to complete notifications and submit them to authorities, as well as how to view decisions and comments sent by authorities. The Information to be reported to the NSW and the functionalities comply with the eMS data mapping report, the business rules and the NSW Guidelines.

1.2 Abbreviations

Below is a list of the principal abbreviations and acronyms used in the document, a list which is provided for a better understanding of this document.

Abbreviation	Definition
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
CSO	Company Security Officer
DPG	Dangerous and Polluting Goods
ENS	Entry Summary Declaration
EORI	Economic Operators Registration and Identification
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
IMO	International Maritime Organisation
ISSC	International Ship Security Certificate
LRN	Location Reference Number
MARPOL	International Convention for the Prevention of Pollution from Ships
MMSI	Maritime Mobile Service Identity
MRN	Movement Reference Number
MSW	Maritime Single Window

NSW	National Single Window
PSC	Port State Control
RNA	Romanian Naval Authority
SSP	Ship Security Plan

2 System Overview

2.1 Leading principles

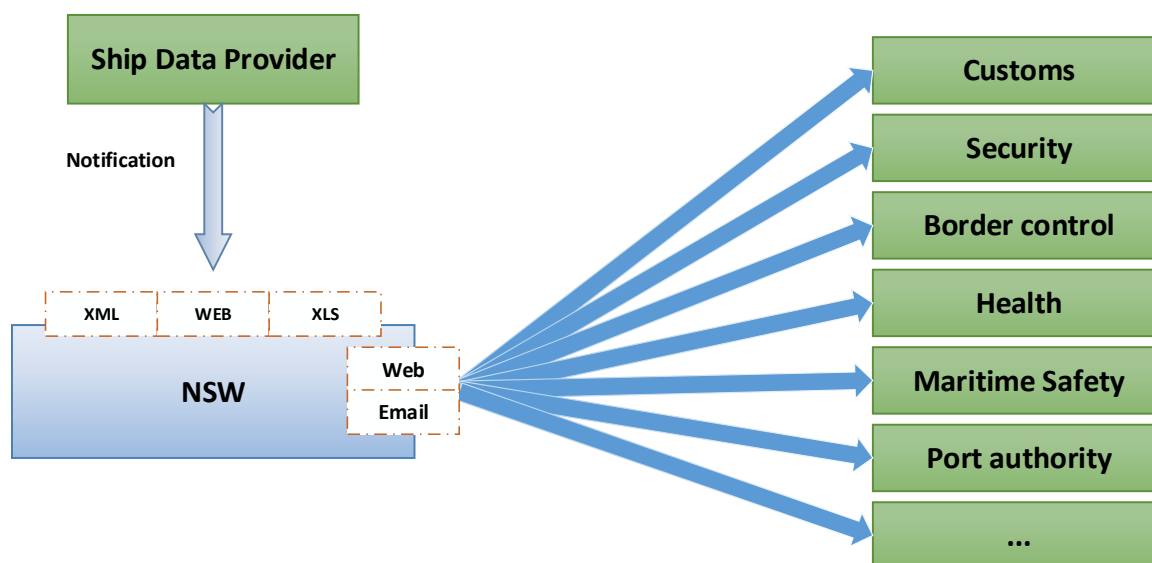
The Romanian National Single Window (MSW):

- Collects information from reporting formalities required at ship's arrival or departure;
- Distributes the information to the relevant national and local authorities;
- Records decisions and comments from Authorities and communicates them to the ship representative.

In addition, the NSW is interconnected with the European SafeSeaNet system in order to retrieve information from previous port calls from other Member States.

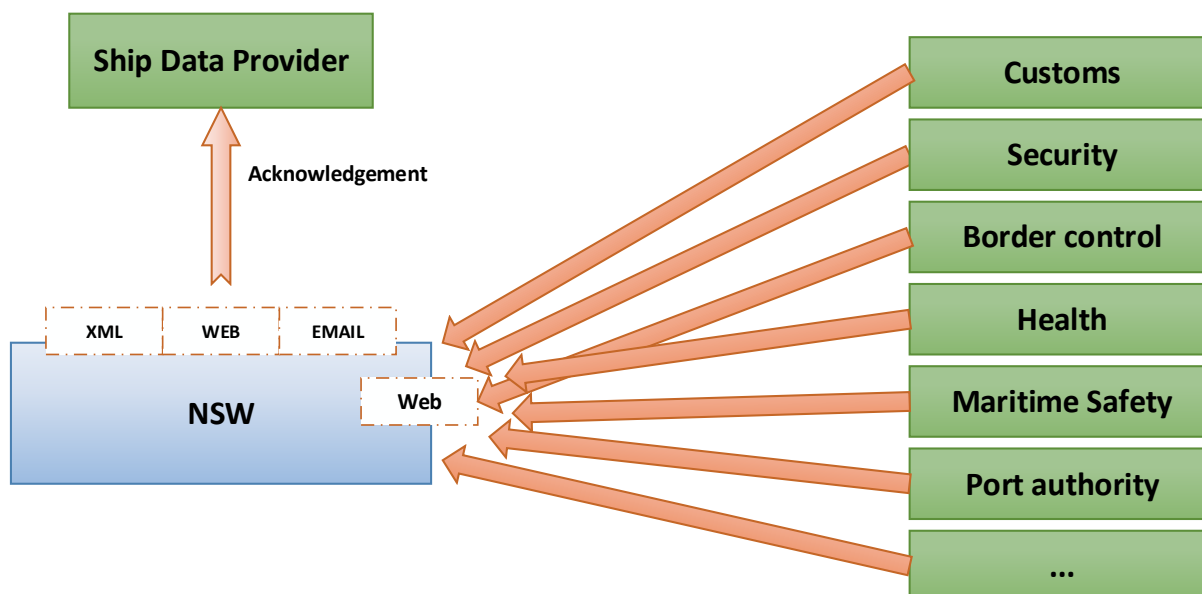
Ship data providers can submit notifications via the XML interface (based on ISO 28005 standard) and the Web User Interface, which includes the possibility to upload XLS files. Relevant information is made available to authorities using the web interface.

The picture below represents submission of notifications by the Ship Data Provider to Authorities:



Decisions and comments from authorities are provided to ship data providers via the *XML interface* (based on ISO 28005 standard) and the *Web User Interface*. *Email notifications* are sent to authorities and ship data providers to warn them of new and updated notifications or decisions.

The picture below represents the report of Authorities decisions and comments to the ship data providers:



2.2 Formalities supported

The following reporting formalities may be fulfilled through the NSW:

- Reporting formalities resulting from legal acts of the Union:
 - Notification for ships arriving in and departing from ports of the Member States (Article 4 of Directive 2002/59/EC establishing a Community vessel traffic monitoring and information system);
 - 72h pre-arrival notice for ships eligible to expanded inspections (article 9 of directive 2009/16/EC on Port State Control);
 - Actual arrival and departure notifications (article 24 of directive 2009/16/EC);
 - Border checks on persons (Article 7 of Regulation (EC) No 562/2006 - Schengen Borders Code);
 - Notification of dangerous or polluting goods carried on board (Article 13 of Directive 2002/59/EC establishing a Community vessel traffic monitoring and information system);
 - Notification of waste and residues (Article 6 of Directive 2000/59/EC on port reception facilities for ship-generated waste and cargo residues);
 - Notification of security information (Article 6 of Regulation (EC) No 725/2004 on enhancing ship and port facility security);
 - Entry summary declaration (Council Regulation (EEC) No 2913/92 - Community Customs Code and Regulation (EC) No 450/2008 - Modernised Customs Code).
- FAL forms and formalities resulting from international legal instruments:
 - 1. FAL form 1: General Declaration;
 - 2. FAL form 2: Cargo Declaration;
 - 3. FAL form 3: Ship's Stores Declaration;
 - 4. FAL form 4: Crew's Effects Declaration;
 - 5. FAL form 5: Crew List;
 - 6. FAL form 6: Passenger List;
 - 7. FAL form 7: Dangerous Goods;

- 8. Maritime Declaration of Health.
- Information which shall be provided in accordance with national legislation:
 - Cargo related formalities: Declaration of Temporary Storage, cargo Manifest;
 - Waste delivery receipt;
 - Bunkers remaining on board;
 - Civil Liability Certificate for Oil Pollution Damage;
 - Civil Liability Certificate for Bunker Oil Pollution Damage;
 - Ship defects.

All these data elements are described using structured data in alpha-numeric characters. The NSW handles all data elements or a sub-set of elements.

The identification of the data elements which are required to be reported in the NSW is done through configuration by the NSW administrator depending on national legal provisions. Data groups may also be removed through configuration.

2.3 Users

Information is reported by Ship Data Providers. The term “Ship data provider” is used for all parties/persons who have to submit reporting formalities, regardless whether the formalities refer to the terms “declarations” or “notifications”. Ship data providers are configured by the NSW administrator.

A Ship Data Provider can only send notifications regarding calls of ships in the ports that he/she covers. Notifications can only contain data elements which are allowed to the ship data provider. Ship data providers may be associated to one or several “agencies” (organisation which the ship data provider, generally a shipping agent, works for). Agencies generally have contractual relationships with shipping companies which allow them to represent them and fulfil reporting obligations on their behalf. Agencies are maintained in the NSW by the NSW administrator.

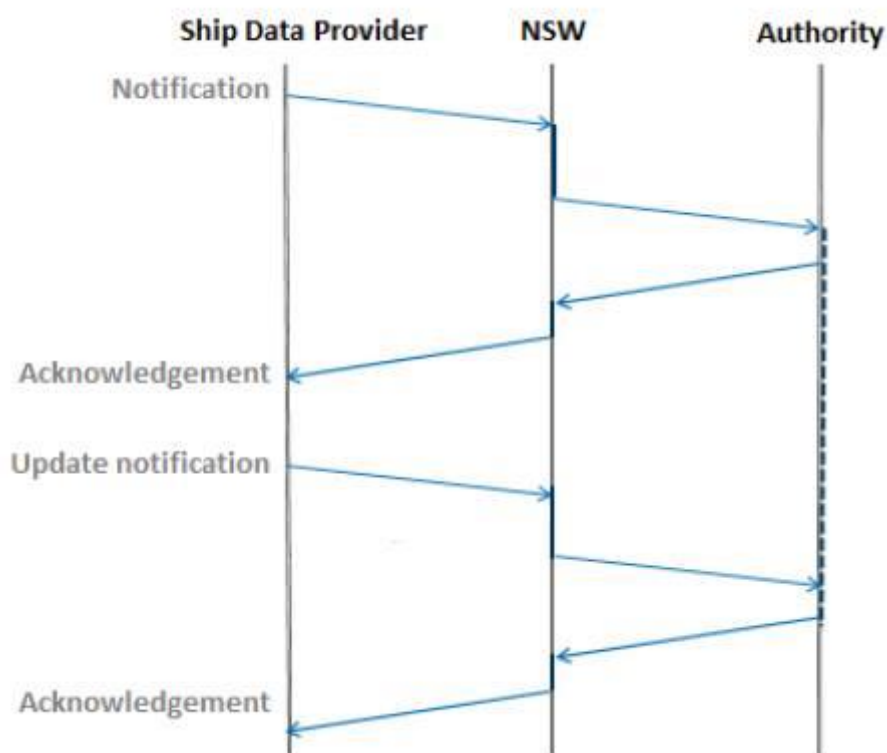
Several Ship Data Providers may contribute to the same unique notification. But the data access limitations are applied by the MSW: informations of the notification can only be read and updated by Ship Data Providers associated with the same agency as the Ship Data Provider who submitted the initial data groups from that notification.

3 Data flow

3.1 Principles

Information is reported to the NSW in notifications, sent before arrival ("arrival notifications"), before departure ("departure notifications") and at arrival/departure (included in "arrival"/"departure notifications"). Notifications may be reported through a web interface or a system interface. Data elements can be reported in distinct notifications by one or several ship data providers. Updates of previously provided information are accepted (in order to update or correct parts of the information).

The picture below represent the information flow in the NSW:



3.2 Content of Notifications

Data elements in a notification depend on the type of the notification (arrival or departure). Only the fields relevant for the notification type are included in the user interface forms.

3.3 Quality requirements

The notifications are processed anyway (regardless whether legislative constraints are met since no validation takes place) and the data is forwarded to the authorities. The NSW does not check whether notifications are reported in time.

The NSW also does not check if all reporting formalities are done for a specific ship, or if reporting formalities are possibly wrongly done by a ship. All reported data is processed and made available to

the authorities. It is up to the authorities to take enforcement actions if ships do not report correctly or when it is necessary.

3.4 Re-use of information

The NSW allows the Ship Data Provider to re-use notifications previously submitted in the NSW for other calls of the same ship in order to prepare pre-arrival notifications. The Ship Data Provider may then submit the information as-is or update it.

The NSW also allows the Ship Data Provider to re-use data from SafeSeaNet for preparing pre-arrival notifications. In this case, the NSW requests information from SafeSeaNet to populate the notifications, and the Ship Data Provider may then confirm the information as-is or update it.

Information provided by SafeSeaNet include: ship identification, ship particulars; voyage, pre-arrival, arrival and departure information; dangerous and polluting goods details; waste disposal information; security information, and crew and passengers information.

In order to prepare the pre-departure notification, the NSW allows the Ship Data Provider to re-use information from the pre-arrival notification submitted for the same port call. The ship data provider may then submit the information as-is or update it.

When an updated notification is submitted, previous decisions issued by the relevant Authorities, which were based on the original information, will have to be reconsidered and are therefore cancelled.

3.5 Acknowledgment

Decisions may be done by one or more authorities. Several acknowledgment messages may be provided for a unique request. Values of status codes: "Accepted" or "Rejected".

Acknowledgment messages with status code "Rejected" are provided as soon as an authority does not accept the request. Acknowledgment messages with status code "Accepted" are provided only once all relevant authorities have accepted the request.

3.6 Updates

Updates of previously provided notifications are accepted to update or correct parts of the information.

When information from an update notification is received, previous decisions issued by the relevant Authorities, which were based on the original information, have to be reconsidered and are therefore cancelled by the NSW.

3.7 Cancellation

Cancellation of ship calls is possible before the actual arrival of the ship (e.g. before ATA is reported). The result of cancelling the call is that all reported notifications with underlying data is marked as deleted and considered not being reported. Cancellation can only be done by the ship data provider who submitted the initial notification.

4 Use of the application

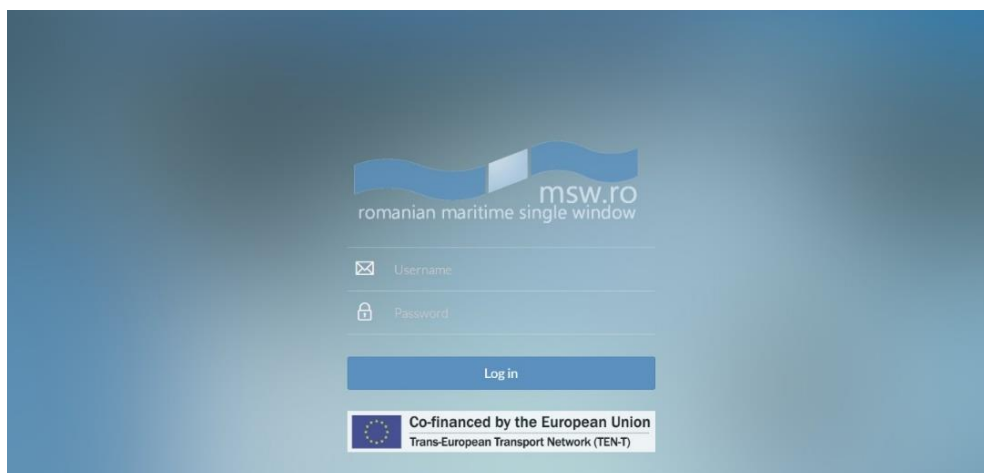
4.1 Access

This application is intended for the users with the "Ship Data Provider" profile that will act as the provider of ship arrival or departure clearance request notifications. The user's functions are configured by the national administrator in terms of legal obligations (e.g. type of information that the user can report in the NSW). A User ID / Password will be provided by the NSW administrator.

The user can also use the registered e-mail for that account as the username for access in the interface.

4.2 Login

To login the user is required to enter valid credentials (Username and Password), and press the "Log in" button.



4.2.1 Particular cases

If the user:

- Doesn't fill any data in the fields „Username” and „Password”, the following error message will be displayed: „Please provide the username and the password”;
- Doesn't fill any data in the field „Username”, but fills the data field „Password”, the following error message will be displayed: „Please provide the username”;
- Doesn't fill any data in the field „Password”, but fills the data field „Username”, the following error message will be displayed: „Please provide the password”.

4.3 Menu Bar

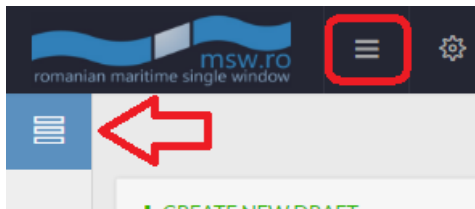
After the user successfully login, the user will have access to the interface. In the top of the interface is located the menu bar which has 3 buttons:

- Minimise button;
- Interface options;
- Account settings.



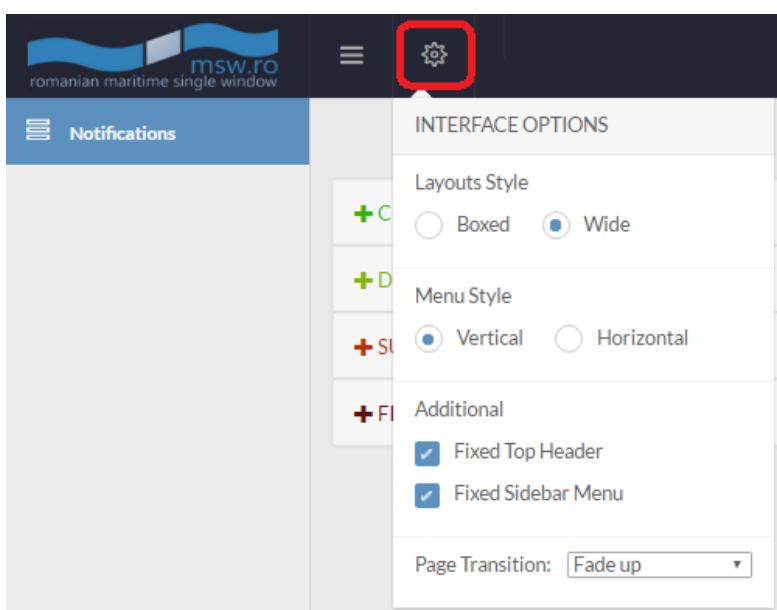
4.3.1 Minimise button

This functional button offers to the user the possibility to change the style of left side notification menu.



4.3.2 Interface options

This functional button offers to the user the possibility to change the style of the entire interface.



















4.3.3 Account settings

This functional button offers to the user the possibility to make changes regarding the details of the account, see informations about the current version of the application, reload the interface or to Log Out.



In the „My Profile” section, the interface shows the details for the current authenticated user: „Profile Info” which contains general data for that user and „Assigned Agencies” which contains the details of the agency/agencies which are currently assigned to that user.

PROFILE INFO	
 User name	Alex-Furnizor-User
 User profile	ALEX-FURNIZOR
 Profile type	DATA_PROVIDER
 Given name	AI
 Family name	Provider
 Email	
 Receive Emails	
 Contact	
 Fax	
 Active end date	
 Interface Type	

ASSIGNED AGENCIES	
 Agency name	KDU_Shipping
 Agency phone	12312312
 Agency email	ruben.birsan@kdu.ro
 Agency Fax	12312313123
 Agency type	Data Provider

If the user chooses to press the „Info” button, the user will have the possibility to update the version of the application, by pressing the green „Update” functional button.

The "Update" button appears only when the developers of the system make changes to the interface of the system, and a new version is available.

The screenshot displays the ITS-Watch application interface. The top header features the ITS-Watch logo and navigation icons. The left sidebar contains a 'Notifications' icon. The main content area is split into two panels. The left panel, 'APPLICATION CLIENT INFO', shows the 'Current Version' as 1.8 and the 'Latest Version' as 1.10. A red box highlights the 'Update' button next to the current version, with a red arrow pointing to it. The right panel, 'SERVER INFO', shows the 'Version' as 5.13.2.

The user can also choose to change his password by selecting „Renew Password”. After the user selects this option, a pop-up window will appear, where he must enter the old and new password:

Password renewal form

Old Password

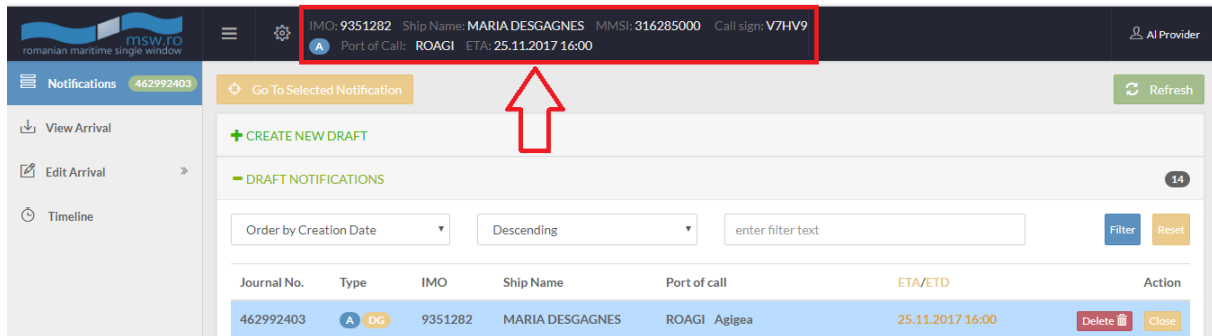
New Password

Repeat new Password

RenewNot Now

4.3.4 Notification data summary

When the user opens a notification, the basic data for that notification are summarized on the menu bar:

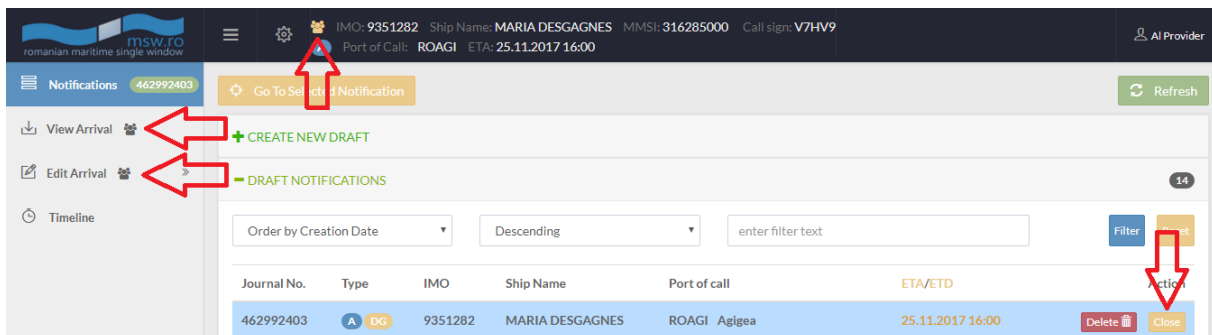


4.4 Particularities

4.4.1 Multiple instances

The interface should be used in **only one instance**. There are some functionalities that the user cannot use, like "Page refresh", "Page Duplicate", "Open link in a new tab", because the data won't be displayed, and the user will not be able to see in the second instance the modifications that occur in the first instance.

If the same notification is opened by two or more users, an icon appears like in the picture below.



4.4.2 Interface stand-by

If the user doesn't take any actions in the interface for 30 minutes, a pop-up windows will appear. That window checks if the user is still using the interface.

No actions have been detected for a considerable period of time. Please confirm that you are currently using the interface?

I'm Here!

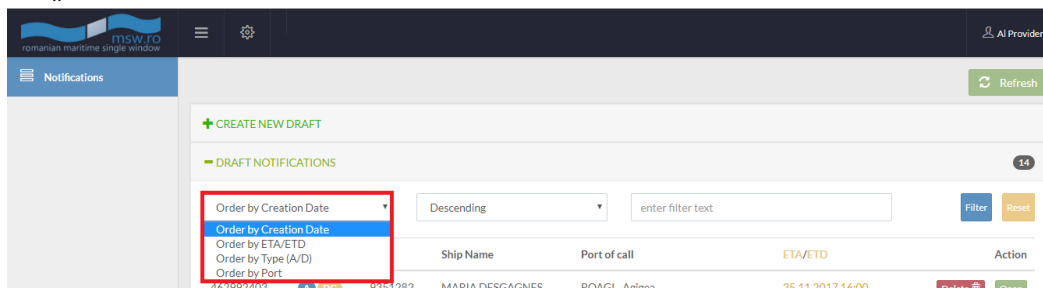
After 90 seconds, the interface will log-off the user, unless the user confirms that he is using the interface by pressing the blue „I'm here!“ functional button:

I'm Here!

4.4.3 Filtering

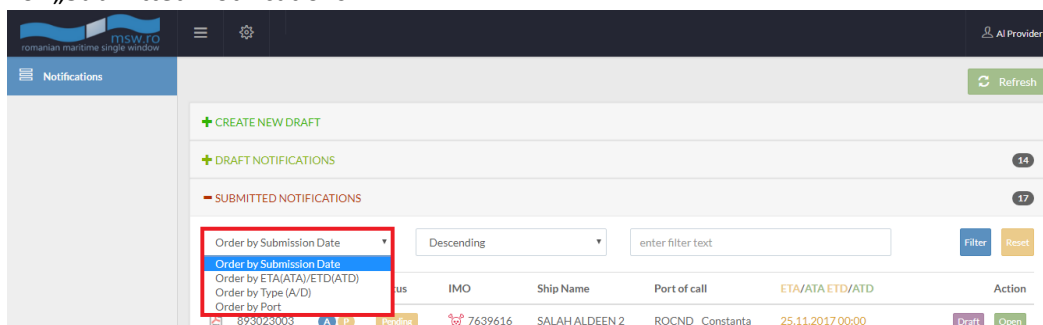
Every section of notifications has several possibilities for filtering. The Ascending/Descending option is available on all three types of notifications, the "enter filter text" field is also available for all three sections, but every section has a special filtering option:

- For „Draft Notifications“:



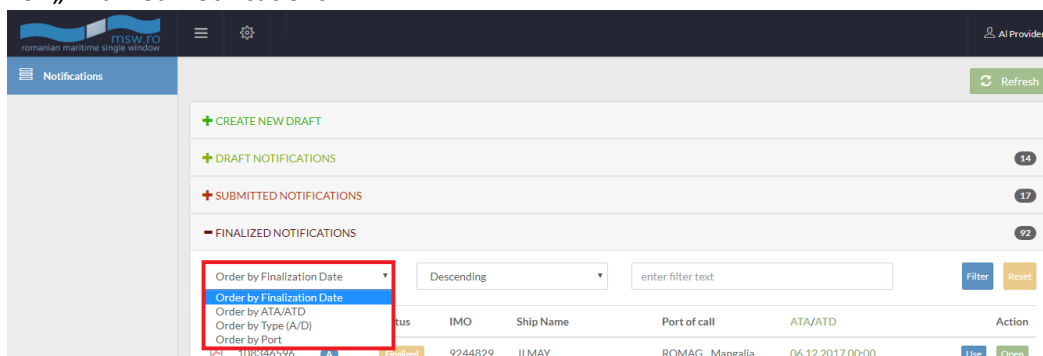
Ship Name	Port of call	ETA/ETD	Action
MARIA DESGAGNES	ROAGI Agigea	25.11.2017 16:00	Delete Open

- For „Submitted Notifications“:



Ship Name	Port of call	ETA/ATA ETD/ATD	Action
SALAH ALDEEN 2	ROCND Constanta	25.11.2017 00:00	Draft Open

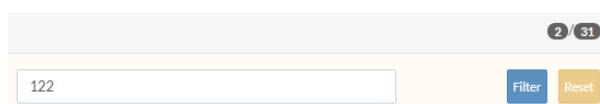
- For „Finalized Notifications“:



Ship Name	Port of call	ATA/ATD	Action
JI MAY	ROMAG Mangalia	06.12.2017 00:00	Use Open

After the user selects the filtering criterias, he must press the blue "Filter" functional button, located in the right side. If the user wants to clear all the fields from the filtering section, he can press the yellow "Reset" functional button.

If the user chooses to use the „enter filter text“ field, after the blue „Filter“ functional button is pressed the status bar of that section of notifications will show how many notifications are fit with the search from the total number of notifications from that section:



In order to prepare and submit the notification, the user should take several steps which are described below. However, depending on the type of voyage and values selected, the steps may vary.

5 Required steps

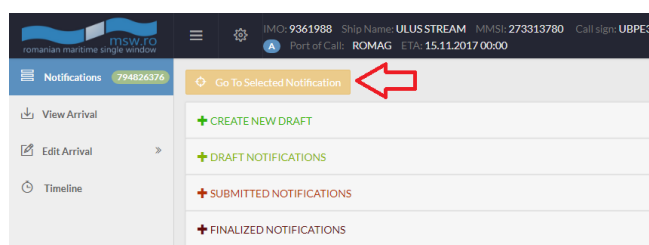
The successful login will lead the user to the main page. The preparation and the submission of a notification involve the following main steps:

- Create a new draft notification from "CREATE NEW DRAFT", open a draft notification from "DRAFT NOTIFICATIONS", open a submitted notification from „SUBMITTED NOTIFICATIONS” or open a finalized notification from „FINALIZED NOTIFICATIONS”
- Enter the notification details, update the notification details, draft or use the notification
- Submit the notification

Also, an important functional button from the main page is the "Refresh" button. By pressing it, the user refreshes the lists that are below that button, lists that are described in detail below.

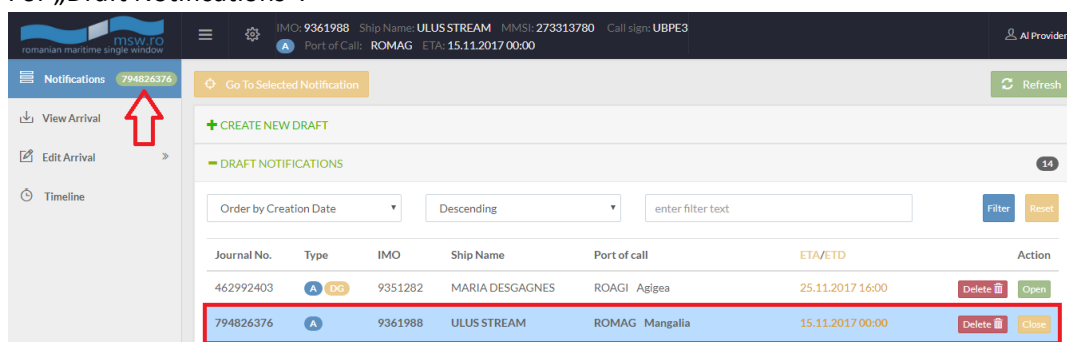


The main page has another button very useful for the users, the „Go To Selected Notification” button, which is activated when a notification is opened. With the help of this button, the user can automatically navigate to the opened notification from any section („Draft Notifications”, „Submitted Notifications” and „Finalized Notifications”).

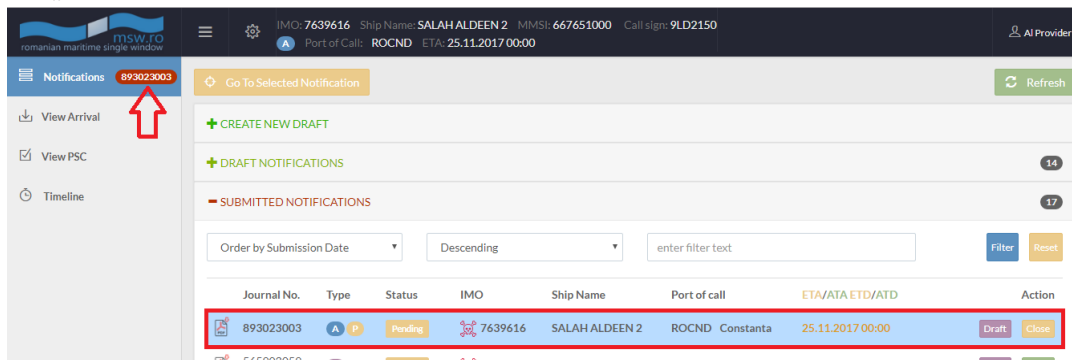


When a notification is opened, the notification's Journal No. will be displayed in the main page, in the left side of the screen, in the „Notifications” tab. This parameter is displayed in three different colours, regarding the type of the selected notification (which appears in the list with blue background):

- For „Draft Notifications”:



- For „Submitted Notifications”:



MSW.RO romanian maritime single window

IMO: 7639616 Ship Name: SALAH ALDEEN 2 MMSI: 667651000 Call sign: 9LD2150

Port of Call: ROCND ETA: 25.11.2017 00:00

Notifications **893023003**

Go To Selected Notification Refresh

+ CREATE NEW DRAFT

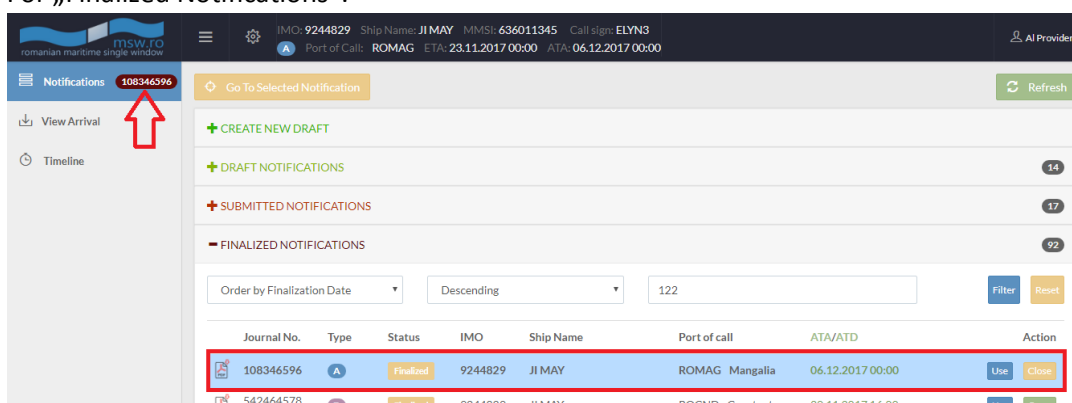
+ DRAFT NOTIFICATIONS 14

+ SUBMITTED NOTIFICATIONS 17

Order by Submission Date Descending enter filter text Filter Reset

Journal No.	Type	Status	IMO	Ship Name	Port of call	ETA/ATA ETD/ATD	Action
893023003	A	Pending	7639616	SALAH ALDEEN 2	ROCND Constanta	25.11.2017 00:00	Draft Close
565903059	A	Finalized	7639616	SALAH ALDEEN 2	ROCND Constanta	15.12.2017 00:00	Use Open

- For „Finalized Notifications”:



MSW.RO romanian maritime single window

IMO: 9244829 Ship Name: JI MAY MMSI: 636011345 Call sign: ELYN3

Port of Call: ROMAG ETA: 23.11.2017 00:00 ATA: 06.12.2017 00:00

Notifications **108346596**

Go To Selected Notification Refresh

+ CREATE NEW DRAFT

+ DRAFT NOTIFICATIONS 14

+ SUBMITTED NOTIFICATIONS 17

+ FINALIZED NOTIFICATIONS 92

Order by Finalization Date Descending 122 Filter Reset

Journal No.	Type	Status	IMO	Ship Name	Port of call	ATA/ATD	Action
108346596	A	Finalized	9244829	JI MAY	ROMAG Mangalia	06.12.2017 00:00	Use Close
542464578	A	Finalized	9244829	JI MAY	ROCND Constanta	20.11.2017 16:00	Use Open

For the Departure notifications, under the Journal No., there are 2 possible messages:

- No Arrival associated: This means that there isn't an Arrival Notification associated with this Departure Notification, and this happens when there is a certain reason for that, reasons that are presented in chapter 6.2.2.2;

439869289
No Arrival associated

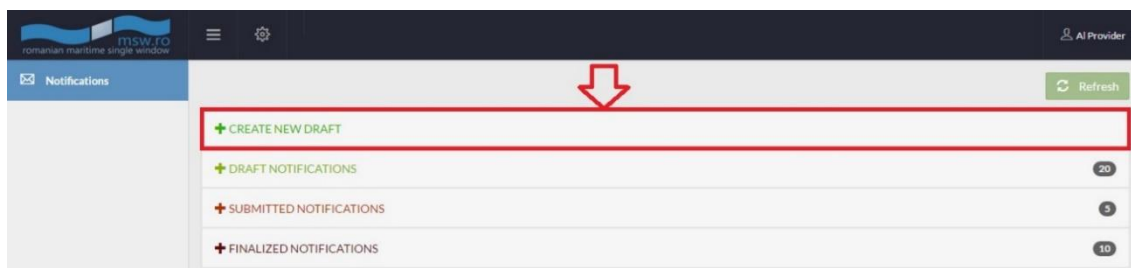
- Arrival (A Journal No.): This means that there is an Arrival Notification associated with this Departure Notification.

196955674
Arrival 698991471

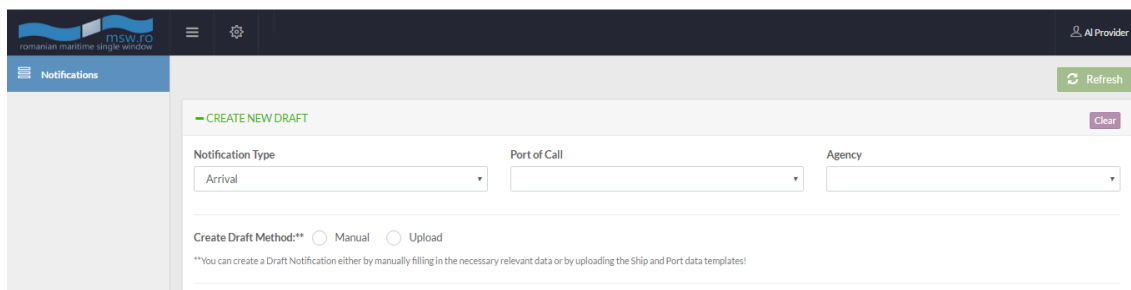
5.1 Preparing a notification

In order to submit a notification, the user should:

- a. Click on „CREATE NEW DRAFT”:



Then, the options for creating a new draft are opened:

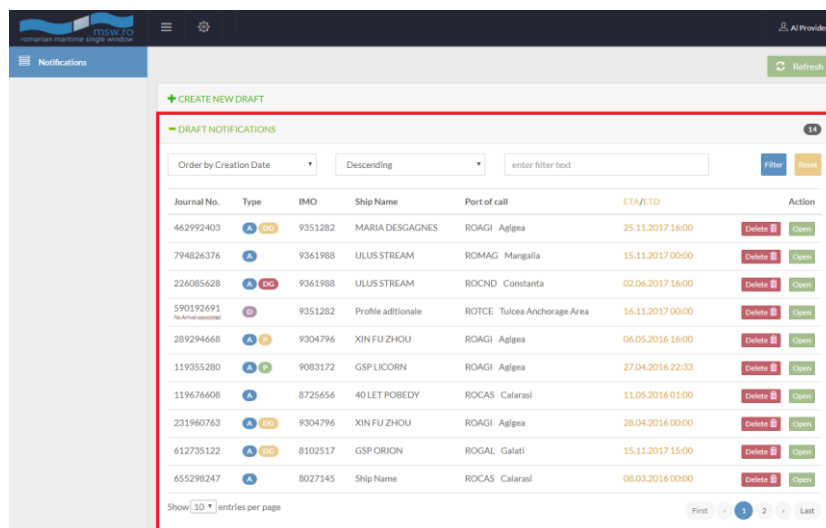


OR:

- b. Click on „Draft notifications”:

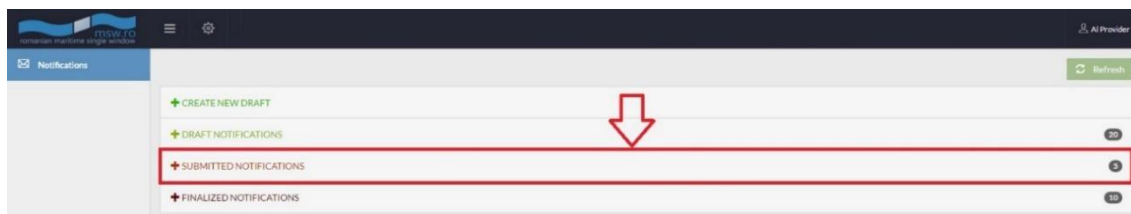


Then, the list of drafted notifications is opened:

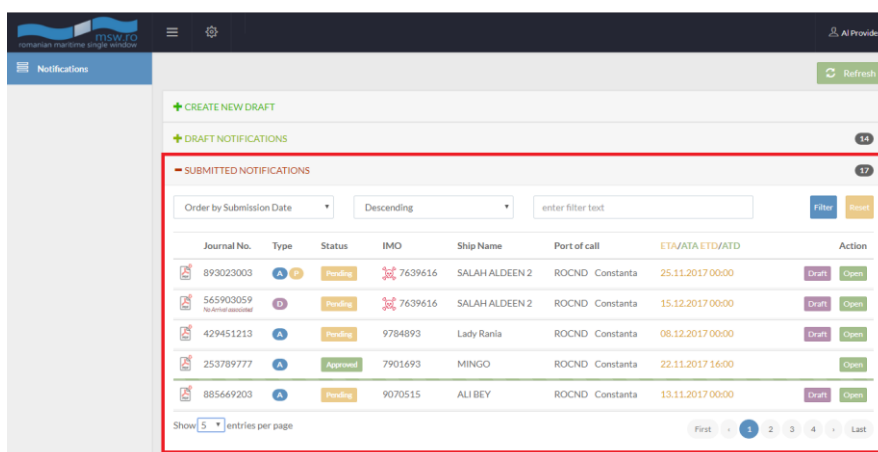


OR:

- c. Click on „Submitted notifications”:



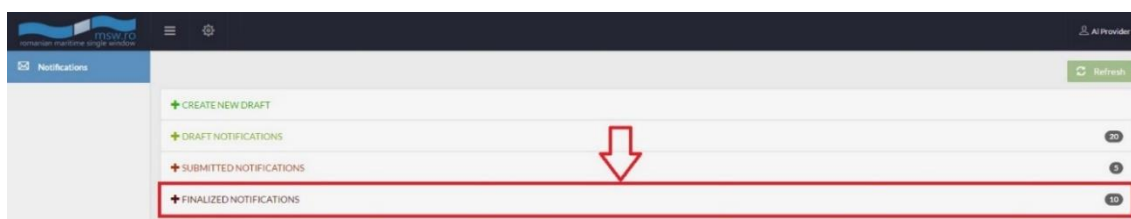
Then, the list of submitted notifications is opened:


 The screenshot shows the 'Submitted Notifications' list. A red rectangular box highlights the entire list area, including the table and filters. A red arrow points downwards from the top of the box to the 'Submitted Notifications' header.

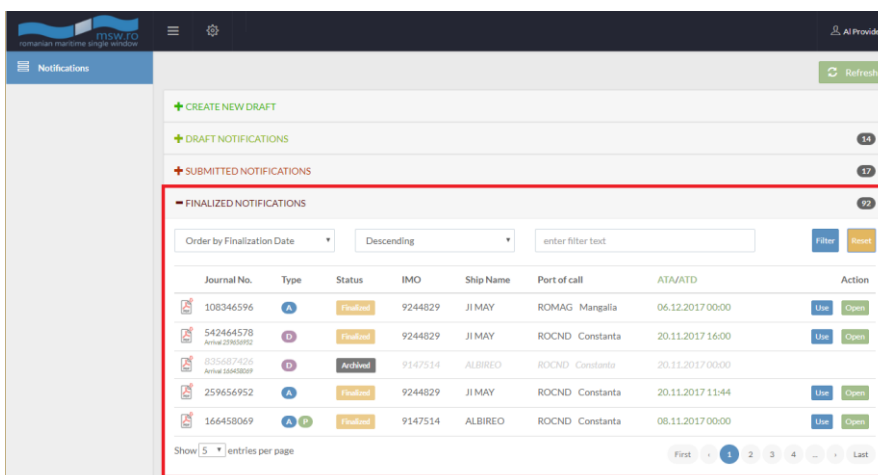
Journal No.	Type	Status	IMO	Ship Name	Port of call	ETA/ATA/ETD/ATD	Action
893023003	A	Pending	7639616	SALAH ALDEEN 2	ROCND Constanta	25.11.2017 00:00	Draft Open
565903059	D	Pending	7639616	SALAH ALDEEN 2	ROCND Constanta	15.12.2017 00:00	Draft Open
429451213	A	Pending	9784893	Lady Rania	ROCND Constanta	08.12.2017 00:00	Draft Open
253789777	A	Approved	7901693	MINGO	ROCND Constanta	22.11.2017 16:00	Open
885669203	A	Pending	9070515	ALI BEY	ROCND Constanta	13.11.2017 00:00	Draft Open

OR:

- d. Click on „Finalized notifications”:



Then, the list of finalized notifications is opened:


 The screenshot shows the 'Finalized Notifications' list. A red rectangular box highlights the entire list area, including the table and filters. A red arrow points downwards from the top of the box to the 'Finalized Notifications' header.

Journal No.	Type	Status	IMO	Ship Name	Port of call	ATA/ATD	Action
108346596	A	Finalized	9244829	J1 MAY	ROMAG Mangalia	06.12.2017 00:00	Use Open
542464578	D	Finalized	9244829	J1 MAY	ROCND Constanta	20.11.2017 16:00	Use Open
835487426	D	Archived	9147514	ALBIREO	ROCND Constanta	20.11.2017 00:00	
259656952	A	Finalized	9244829	J1 MAY	ROCND Constanta	20.11.2017 11:44	Use Open
166458069	A	Finalized	9147514	ALBIREO	ROCND Constanta	08.11.2017 00:00	Use Open

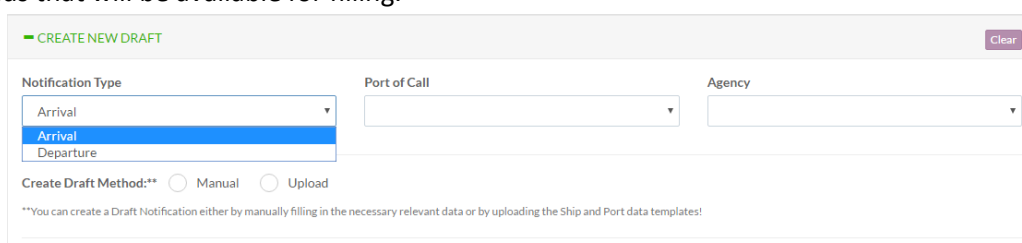
5.1.1 Create New Draft

In this section, the user has the possibility to create a new draft for a notification in two ways:

- Manual;
- Upload.

Before choosing the method for creating this new draft for a notification, the user has to choose an option for these three fields:

- For „Notification Type” (Select-Box) there are two options available: „Arrival” or „Departure” (shown in the picture below). This selection sets the type of the entire notification and the fields that will be available for filling.



CREATE NEW DRAFT

Notification Type: Arrival (dropdown menu open showing Arrival, Departure)

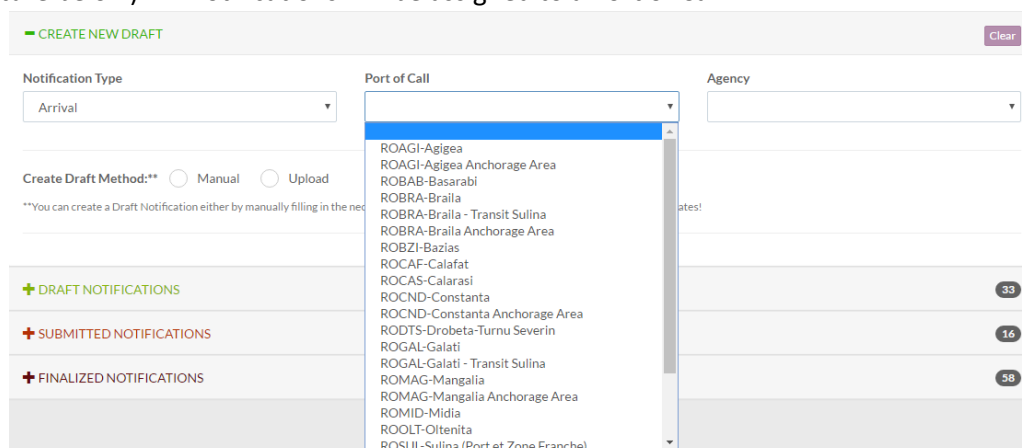
Port of Call: (empty dropdown)

Agency: (empty dropdown)

Create Draft Method: ☐ Manual ☐ Upload

**You can create a Draft Notification either by manually filling in the necessary relevant data or by uploading the Ship and Port data templates!

- For „Port of Call” field (Select-Box), there will be available all the ports of call (shown in the picture below). All notifications will be assigned to a Port of Call.



CREATE NEW DRAFT

Notification Type: Arrival (dropdown)

Port of Call: (dropdown menu open showing list of ports)

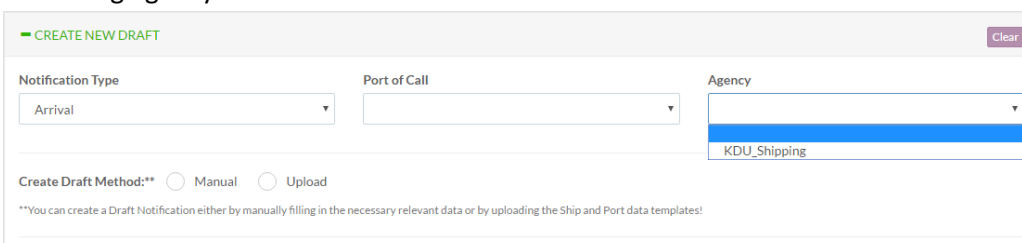
Agency: (empty dropdown)

Create Draft Method: ☐ Manual ☐ Upload

**You can create a Draft Notification either by manually filling in the necessary relevant data or by uploading the Ship and Port data templates!

Left sidebar:
 + DRAFT NOTIFICATIONS
 + SUBMITTED NOTIFICATIONS
 + FINALIZED NOTIFICATIONS

- For „Agency” field (Select-Box), there will be available all the agencies (shown in the picture below) that will be created from the Management Interface. All notifications will be assigned to an existing agency.



CREATE NEW DRAFT

Notification Type: Arrival (dropdown)

Port of Call: (empty dropdown)

Agency: KDU_Shipping (dropdown menu open showing KDU_Shipping)

Create Draft Method: ☐ Manual ☐ Upload

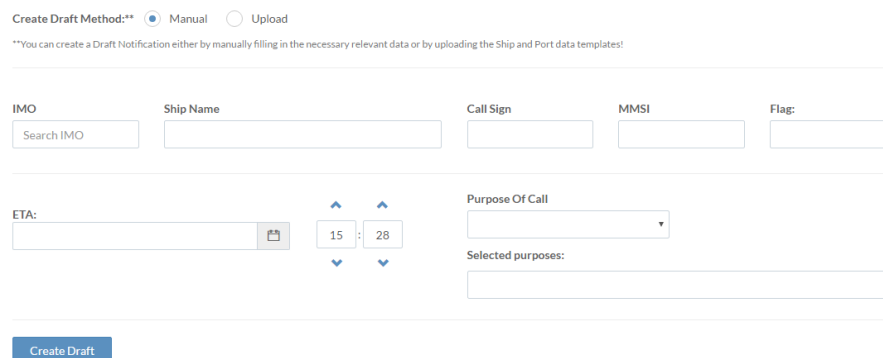
**You can create a Draft Notification either by manually filling in the necessary relevant data or by uploading the Ship and Port data templates!

5.1.1.1 Create new draft manually

If the user chooses to create this new draft for a notification in manual way, the following fields and buttons will be available:

Fields

In manual way, the following fields need be completed (through selection or filling with data): „IMO”, „Ship Name”, „Call Sign”, „MMSI”, „Flag”, „Port of Call”, „Purpose of Call”, „Selected purposes” (where the selected purposes within „Purpose of call” field will be displayed) and „ETA”. Those fields are displayed in the picture below:



Create Draft Method: ☒ Manual ☐ Upload

**You can create a Draft Notification either by manually filling in the necessary relevant data or by uploading the Ship and Port data templates!

IMO: Ship Name: Call Sign: MMSI: Flag:

ETA: 15 : 28

Purpose Of Call:

Selected purposes:

Each field has some limitations regarding the data that can be accepted by the system as valid data for those fields. Thus, the accepted data are:

- For „IMO” field (String), there will be accepted only combinations of 7 alphanumeric characters. This field is mandatory.
- The „Ship Name” field (String) will accept maximum 35 alphanumeric characters. This field is mandatory.
- „Call Sign” field (String) can be filled with combinations consisting of maximum 7 alphanumeric characters. This field is mandatory.
- For „MMSI” field (String), there will be accepted only combinations of 9 alphanumeric characters. This field is mandatory.
- The „Flag” field (List) is a special field: it appears to be a String-type field, but it is linked to a database which contains a pre-determined list of Flag State of Ships and it will accept a Flag only from that list as a valid value. An example is portrayed in the picture below.



Flag

RO

CM (CAMEROON)

FM (MICRONESIA, FEDERATE

FO (FAROE ISLANDS)

HR (CROATIA)

KM (COMOROS)

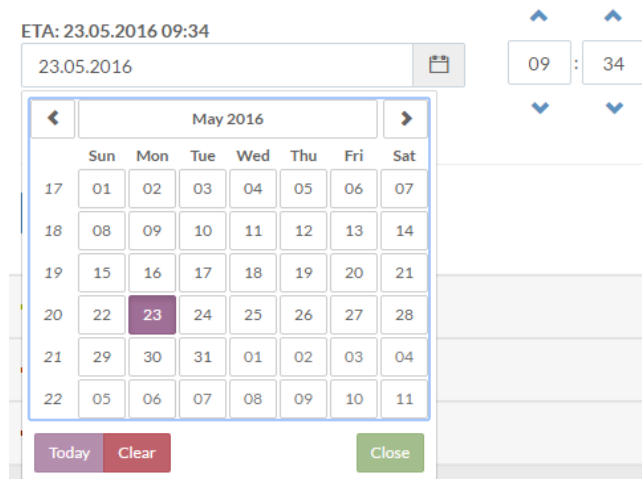
MA (MOROCCO)

ME (MONTENEGRO)

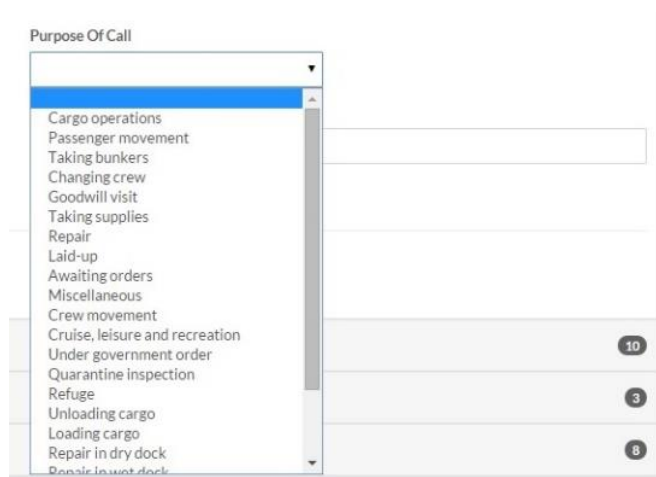
RO (ROMANIA)

TW (TAIWAN, PROVINCE OF I

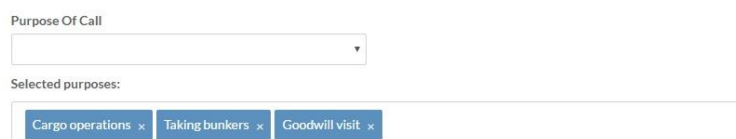
- The "ETA" field (Date) involves the selection of an estimated date and time of arrival, which is mandatory for any arrival notification. If ETD is provided, ETA must be prior to ETD. The ETA field is shown in the picture below. ETA field appears in the case where the user selects a "Arrival" notification type. This field is mandatory.
- The "ETD" field (Date) involves the selection of an estimated date and time of departure, which is mandatory for any departure notification. ETD field appears in the case where the user selects a "Departure" notification type. This field is mandatory.



- For "Purpose of call" field (List), which is mandatory for arrival notifications, the condition is that there must be selected at least one purpose, which will appear in the "Selected purposes" field which is below the "Purpose Of Call" field. Some of the pre-defined options are listed in the picture below.



After selecting one or more Purpose of Call, the field „Selected purposes” will display the purposes selected by the user:



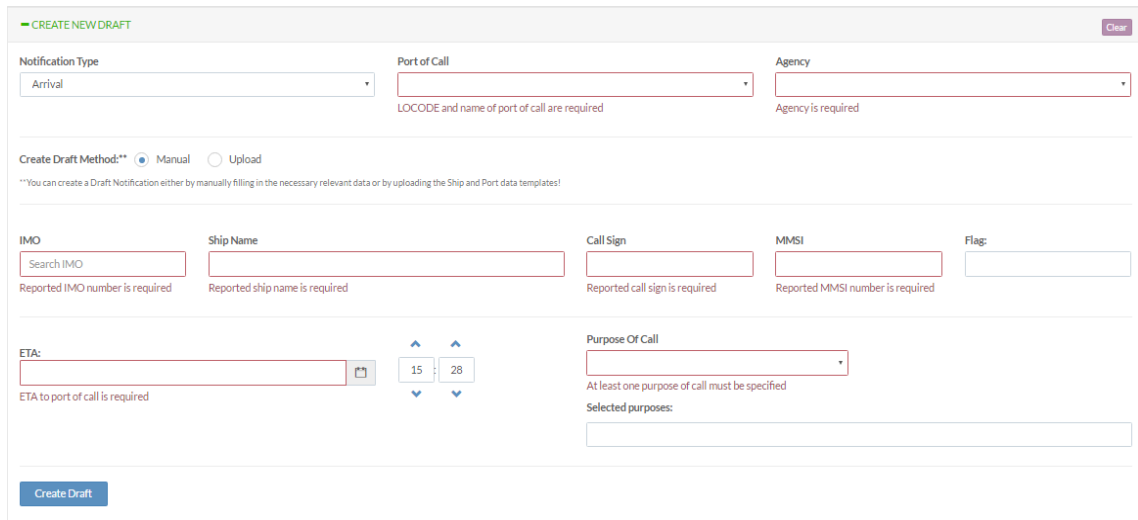
Functional buttons

Along with those fields described above, there are two action buttons:

- „Create Draft” which is blue and submits the filled data by creating a new draft



If the user presses the „Create Draft” button without filling the mandatory fields within this section, the interface will signal the mandatory fields that are not yet filled or are filled incorrectly.



CREATE NEW DRAFT Clear

Notification Type: Arrival ▼ Port of Call: ▼ Agency: ▼
LOCODE and name of port of call are required Agency is required

Create Draft Method:** ☒ Manual ☐ Upload
**You can create a Draft Notification either by manually filling in the necessary relevant data or by uploading the Ship and Port data templates!

IMO: Search IMO Ship Name: Call Sign: MMSI: Flag:
Reported IMO number is required Reported ship name is required Reported call sign is required Reported MMSI number is required

ETA: 15 28 ▼ ▲ Purpose Of Call: ▼
ETA to port of call is required At least one purpose of call must be specified
 Selected purposes:

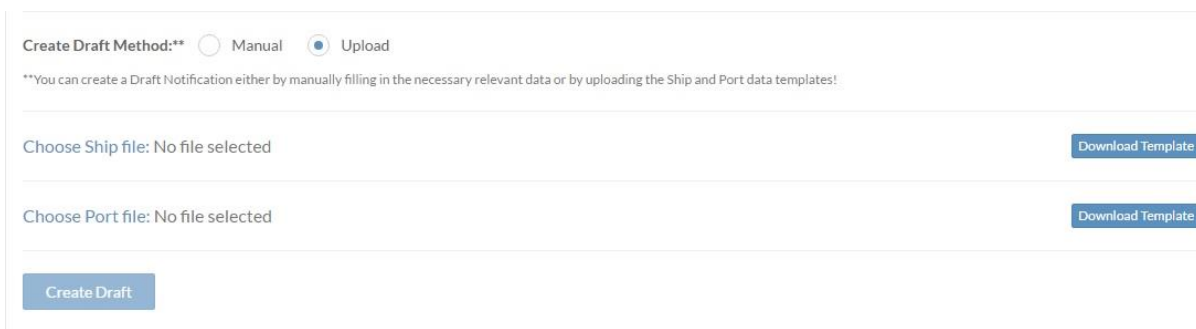
Create Draft

- If the user presses the „Clear” button, which is purple and located in the top-right corner of the section, it will delete all the data filled in this section



5.1.1.2 Create new draft by uploading templates

The user has the possibility to create a new draft for a notification by downloading templates using the „Download Template” blue functional button correspondent to each section, filling these templates with necessary informations, and uploading these two documents, using the following two buttons: „Choose Ship file” and „Choose Port file”.



Create Draft Method:** ☐ Manual ☒ Upload
**You can create a Draft Notification either by manually filling in the necessary relevant data or by uploading the Ship and Port data templates!

Choose Ship file: No file selected Download Template

Choose Port file: No file selected Download Template

Create Draft

After the user uploads the data templates mentioned above, the user has two functional buttons:

- „Create Draft” which is blue and submits the filled data by creating a new draft

[Create Draft](#)

- If the user presses the „Clear” button, which is purple and located in the top-right corner of the section, it will delete all the uploaded data in this section

[Clear](#)

5.1.2 Draft Notifications

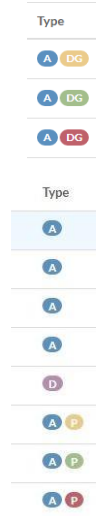
DRAFT NOTIFICATIONS 14						
Order by Creation Date ▼	Descending ▼	enter filter text			Filter	Reset
Journal No.	Type	IMO	Ship Name	Port of call	ETA/ETD	Action
462992403	A DG	9351282	MARIA DESGAGNES	ROAGI Agigea	25.11.2017 16:00	Delete Open
794826376	A	9361988	ULUS STREAM	ROMAG Mangalia	15.11.2017 00:00	Delete Open
226085628	A DG	9361988	ULUS STREAM	ROCND Constanta	02.06.2017 16:00	Delete Open
590192691 <small>No Arrival associated</small>	D	9351282	Profile aditionale	ROTCE Tulcea Anchorage Area	16.11.2017 00:00	Delete Open
289294668	A P	9304796	XIN FU ZHOU	ROAGI Agigea	06.05.2016 16:00	Delete Open
119355280	A P	9083172	GSP LICORN	ROAGI Agigea	27.04.2016 22:33	Delete Open
119676608	A	8725656	40 LET POBEDY	ROCAS Calarasi	11.05.2016 01:00	Delete Open
231960763	A DG	9304796	XIN FU ZHOU	ROAGI Agigea	28.04.2016 00:00	Delete Open
612735122	A DG	8102517	GSP ORION	ROGAL Galati	15.11.2017 15:00	Delete Open
655298247	A	8027145	Ship Name	ROCAS Calarasi	08.03.2016 00:00	Delete Open
Show 10 entries per page						
First < 1 2 > Last						

In this section are listed the notifications created in the previous section „CREATE NEW DRAFT”. There are 6 columns with identification data for the notifications and 2 functional buttons.

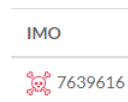
These columns with identification data for the notifications are:

- Journal No. – An unique number which is assigned by the system to the notification in the moment when the draft is created;
- Type – Here, helped by a colours code, the type of the notification is specified, along with the status of the Port State Control (PSC) section and the status of PRE-DPG section. The colour code is the following:
 - Blue for the arrival notifications (marked with a "A" letter);
 - Purple for the departure notifications (marked with a "D" letter);
 - Yellow for the pending status of PSC section (marked with a "P" letter);
 - Green for the approved status of PSC section (marked with a "P" letter);
 - Red for the rejected status of PSC section (marked with a "P" letter);
 - Yellow for the pending status of PRE-DPG section (marked with "DG" letters);
 - Green for the approved status of PRE-DPG section (marked with "DG" letters);

- Red for the rejected status of PRE-DPG section (marked with "DG" letters);



- IMO – The unique IMO number of the vessel is specified, along with the banned ship status, marked with a red specific icon:



- Ship Name – Here, the ship name is specified;
- Port of call – The selected Port of call in the previous section „CREATE NEW DRAFT” is specified;
- ETA/ATA/ETD/ATD – The selected parameter in the previous section „CREATE NEW DRAFT” is specified.

In the last column of this section, named "Action", are the two functional buttons of this section: „Delete” (Red) and „Open” (Green):

- Delete - This functional button deletes the correspondent notification.



- Open – This functional button opens the correspondent notification, making the edit options available to the user in the left side of the screen. These edit options are largely described in another chapter of this manual.



If the user opens a notification, in the correspondent list from the main page, that particular notification will no longer have the green „Open” button active, because this button will be replaced with the „Close” button (orange).



Within this section, the user has the option to view between 5 and 40 notifications at once by selecting the page numbering select box which is located below the notification list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with notifications.

Show 10 entries per page





















































First 1 Last

Also, within this section, the user can see the total number of notifications which is displayed in the right side of the section bar.

+ DRAFT NOTIFICATIONS

15

5.1.3 Submitted Notifications

- SUBMITTED NOTIFICATIONS								17
Order by Submission Date		Descending		enter filter text		Filter	Reset	
Journal No.	Type	Status	IMO	Ship Name	Port of call	ETA/ATA ETD/ATD	Action	
 893023003	  Pending	 Pending	 7639616	SALAH ALDEEN 2	ROCND Constanta	25.11.2017 00:00	 Draft	 Open
 565903059 <small>No Arrival associated</small>	 Pending	 Pending	 7639616	SALAH ALDEEN 2	ROCND Constanta	15.12.2017 00:00	 Draft	 Open
 429451213	 Pending	 Pending	9784893	Lady Rania	ROCND Constanta	08.12.2017 00:00	 Draft	 Open
 253789777	 Approved	 Approved	7901693	MINGO	ROCND Constanta	22.11.2017 16:00	 Open	
 885669203	 Pending	 Pending	9070515	ALI BEY	ROCND Constanta	13.11.2017 00:00	 Draft	 Open
 908796469 <small>No Arrival associated</small>	 Approved	 Approved	9351282	NAVA DE TEST GL	ROCAS Calarasi	23.11.2017 00:00	 Open	
 121766461 <small>Arrival 012735122</small>	 Pending	 Pending	8102517	GSP ORION	ROCND Constanta	28.08.2015 08:00	 Draft	 Open
 106259347	  Pending	 Pending	9220483	ODIGITRIA	ROAGI Agigea	27.06.2016 18:58	 Draft	 Open
 469294844	  Rejected	 Rejected	8757790	ACERGY PIPER	ROAGI Agigea	05.10.2017 01:00	 Draft	 Open
 578168412 <small>Arrival 872748098</small>	 Approved	 Approved	8757790	ACERGY PIPER	ROCND Constanta	21.09.2017 17:20	 Open	
Show 10 entries per page						First	1	2

In this section are listed the submitted notifications. There are 7 columns with identification data for the notifications and 3 functional possible buttons.

- Journal No. – An unique number which is assigned by the system to the notification in the moment when the draft is created and remains assigned to the notification;
- Type – Here, helped by a colours code, the type of the notification is specified, along with the status of the Port State Control (PSC) section and the status of PRE-DPG section. The colour code is the following:
 - Blue for the arrival notifications (marked with a "A" letter);
 - Purple for the departure notifications (marked with a "D" letter);
 - Yellow for the pending status of PSC section (marked with a "P" letter);
 - Green for the approved status of PSC section (marked with a "P" letter);
 - Red for the rejected status of PSC section (marked with a "P" letter);
 - Yellow for the pending status of PRE-DPG section (marked with "DG" letters);
 - Green for the approved status of PRE-DPG section (marked with "DG" letters);
 - Red for the rejected status of PRE-DPG section (marked with "DG" letters);
- Status – Here, helped by a clear colours code, the status of the notification is specified:
 - Green and "Approved" text for the approved notifications;
 - Red and "Rejected" text for the rejected notifications;
 - Yellow and "Pending" text for the notifications that wait to be approved or rejected.

Status

Approved

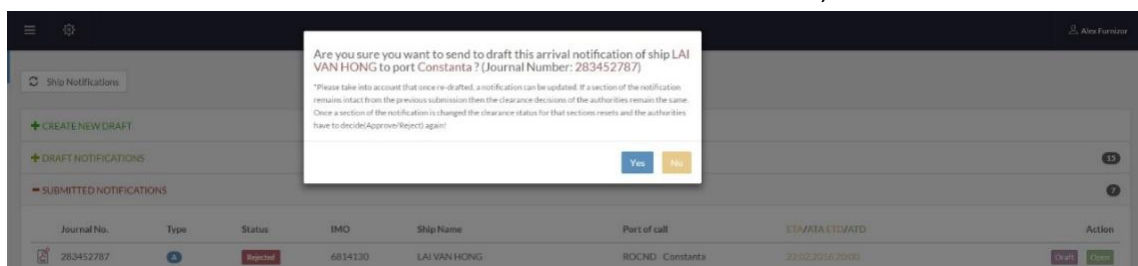
Rejected

Pending

- IMO – The unique IMO number of the vessel is specified, along with the banned ship status, marked with a red specific icon;
- Ship Name – Here, the ship name is specified;
- Port of call – The selected Port of call in the notification creation is specified;
- ETA/ATA/ETD/ATD – The selected parameter in the notification creation is specified.

In the last column of this section, named "Action", are three functional buttons of this section: "Draft" (Purple) and "Open" (Green):

- Draft – If the user presses the „Draft" button, a pop-up window will appear in which the user will be asked if he confirms this action. Once this action is confirmed, the user can't undo it.



This functional button drafts the notification which means that it sends that notification back to the "DRAFT NOTIFICATIONS" section.

Draft

- Open – This functional button opens the correspondent notification, making the edit options available to the user in the left side of the screen. These edit options are largely described in another chapter of this manual.

Open

If the user opens a notification, in the correspondent list from the main page, that particular notification will no longer have the green „Open" button active, because this button will be replaced with the „Close" button (orange).

















Close

The third functional button is located in the left side of „Journal No." Column, and at his pressing by the user, it will generate a PDF file which contains a report with all the details of that notification.



For the "Submitted Notifications" section, there is a feature that shows the Data Provider how much of the notification is already "Accepted". Below every notification, is a status-bar which fills according to the decisions of Authorities. The colour code consists in 3 colours:

- White: when no authority from those who must respond to that notification hasn't responded yet, or the notification was rejected;
- Blue: filled (from left to right) in accordance with the number of authorities who accepted, from the total number of authorities who hasn't answer yet or have rejected the notification;
- Green: all authorities have responded to that notification, and the notification is Approved.

	759262262 <small>No Arrival associated</small>		Approved	8804464	JOHAN PRINS	ROCND Constanta	02.07.2016 10:00	
	383812220		Rejected	7634381	zeus	ROAGI Agigea	17.02.2016 00:00	 
	988922316		Approved	9304796	XIN FU ZHOU	ROCND Constanta	27.06.2016 12:00	
	347316483		Approved	9304796	XIN FU ZHOU	ROCND Constanta	30.03.2016 09:00	
	172879633 <small>No Arrival associated</small>		Pending	9304796	XIN FU ZHOU	ROCND Constanta	05.05.2016 00:00	 

Within this section, the user has the option to view between 5 and 40 notifications at once by selecting the page numbering select box which is located below the notification list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with notifications.

Show entries per page

First
 


 Last

Also, within this section, the user can see the total number of notifications which is displayed in the right side of the section bar.

+ SUBMITTED NOTIFICATIONS

7

5.1.3.1 Re-Drafted Notifications

The user has the possibility to send to Draft a previously submitted notification using the purple „Draft” functional button:



For a submitted notification, the authority will accept or reject the clearance status for each specific section. If the user opens a notifications that was previously viewed by the requested authorities, on each section will be displayed the specific clearance status.

- Accepted status: the authority has accepted the information in the specific section

CLEARANCE STATUS					RE-DRAFTED
Status	Authority	User	Time	Comments	
Accepted	Harbour Master	(ruben_authority)	03.06.2016 09:56		

- Pending status: the authority still hasn't approved or rejected that specific section

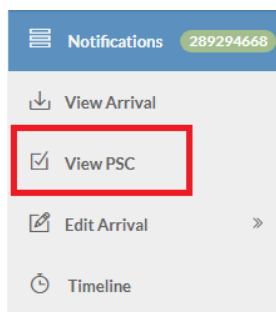
CLEARANCE STATUS					RE-DRAFTED
Status	Authority	User	Time	Comments	
Pending	Harbour Master				

- Rejected status: the authority has rejected the information in the specific section

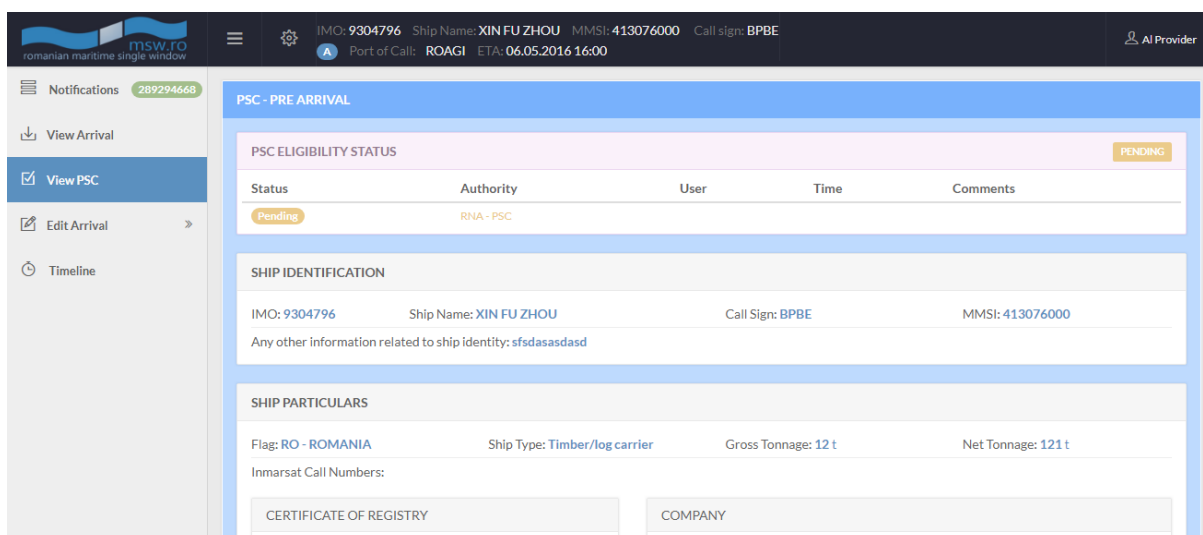
CLEARANCE STATUS					RE-DRAFTED
Status	Authority	User	Time	Comments	
Not Accepted	Harbour Master	Marius Autoritate (Marius_Autoritate)	01.07.2016 09:23	Informatii incomplete	

Also, the authority will check if the PSC information are eligible or not.

The user has the possibility to visualize the PSC eligibility status by choosing the View PSC option which is located in the left side of the menu.



After the user enters the View PSC section, the status of the PSC and additional informations will be displayed:



PSC - PRE ARRIVAL

PSC ELIGIBILITY STATUS PENDING

Status	Authority	User	Time	Comments
Pending	RNA - PSC			

SHIP IDENTIFICATION

IMO: 9304796 Ship Name: XIN FU ZHOU Call Sign: BPBE MMSI: 413076000

Any other information related to ship identity: sfsdasdasd

SHIP PARTICULARS

Flag: RO - ROMANIA Ship Type: Timber/log carrier Gross Tonnage: 12 t Net Tonnage: 121 t

Inmarsat Call Numbers:

CERTIFICATE OF REGISTRY COMPANY

5.1.4 Finalized Notifications

FINALIZED NOTIFICATIONS

92

Order by Finalization Date

Descending

enter filter text

Filter

Reset

Journal No.	Type	Status	IMO	Ship Name	Port of call	ATA/ATD	Action
<div> <div></div> <div>485896371</div> </div>	A	Finalized	9515759	HAMMONIA KORSIKA	ROCND Constanta	13.12.2016 14:36	<div>Use</div> <div>Open</div>
<div> <div></div> <div>384268451</div> </div>	A P	Finalized	9787297	BREIVIK JUNIOR	ROAGI Agigea Anchorage Area	10.11.2016 14:00	<div>Use</div> <div>Open</div>
<div> <div></div> <div>525005327</div> </div>	A P	Archived	9304796	TESTARE NAVA	ROCND Constanta	16.09.2016 12:00	
<div> <div></div> <div>172879633</div> <div>No Arrival associated</div> </div>	D	Archived	9304796	XIN FU ZHOU	ROCND Constanta	05.05.2016 00:00	
<div> <div></div> <div>988922316</div> </div>	A P	Archived	9304796	XIN FU ZHOU	ROCND Constanta	27.06.2016 12:00	

Show

5

entries per page

First

<

1

2

3

4

...

>

Last

In this section are listed the finalized notifications. There are 7 columns with identification data for the notifications and 3 functional buttons.

These columns with identification data for the notifications are:

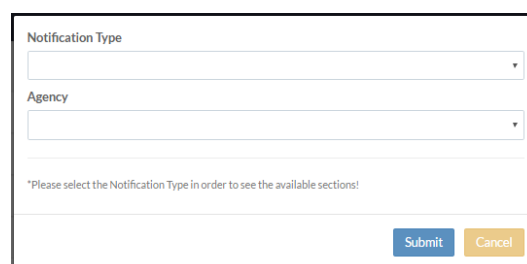
- Journal No. – An unique number which is assigned by the system to the notification in the moment when the draft is created;
- Type – Here, helped by a colours code, the type of the notification is specified, along with the status of the Port State Control (PSC) section and the status of PRE-DPG section. The colour code is the following:
 - Blue for the arrival notifications (marked with a "A" letter);
 - Purple for the departure notifications (marked with a "D" letter);
 - Yellow for the pending status of PSC section (marked with a "P" letter);
 - Green for the approved status of PSC section (marked with a "P" letter);
 - Red for the rejected status of PSC section (marked with a "P" letter);
 - Yellow for the pending status of PRE-DPG section (marked with "DG" letters);
 - Green for the approved status of PRE-DPG section (marked with "DG" letters);
 - Red for the rejected status of PRE-DPG section (marked with "DG" letters);
- Status – This is where the status of the notification is displayed with yellow colour and "Finalized" text for all the finalized notifications, or grey colour and „Archived" text for the finalized notifications that were archived by the MSW system; for the Archived notifications, the only action available is downloading the report/permit in *.pdf format;
- IMO – The unique IMO number of the vessel is specified, along with the banned ship status, marked with a red specific icon;
- Ship Name – Here, the ship name is specified;
- Port of call – The selected Port of call in the notification creation is specified;
- ETA/ATA/ETD/ATD – The selected parameter in the notification creation is specified.

In the last column of this section, named "Action", are the two functional buttons of this section: "Use" (Blue) and "Open" (Green):

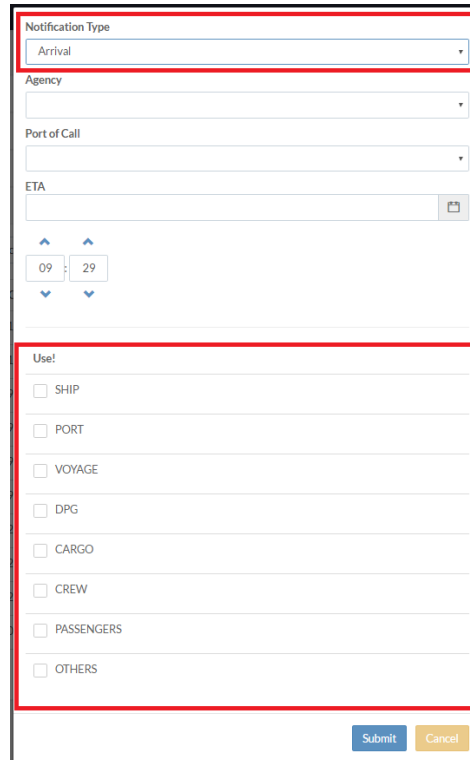
- Use – This functional button allows the user to use the data from that notification to create another notification with some pre-filled fields with the data from the re-used notification.



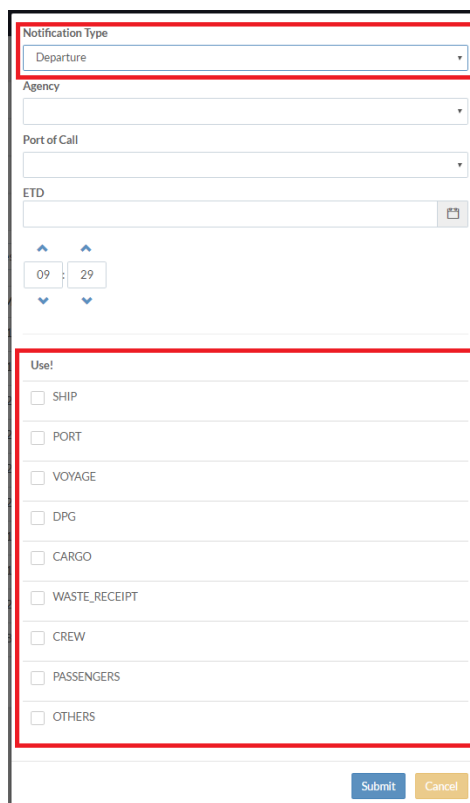
When the user presses this button, a pop-up window will appear. This pop-up has four fields (the first two appear from the start, the last two appear after the user chooses the Notification Type):


 A screenshot of a web form titled "Notification Type". It contains two dropdown menus: "Notification Type" and "Agency". Below the "Agency" dropdown is a text input field. A message below the input field reads: "*Please select the Notification Type in order to see the available sections!". At the bottom right are two buttons: "Submit" (blue) and "Cancel" (yellow).

- Notification Type: This field has a drop-down list with two options (Arrival and Departure). If one of this options is selected, a list with check box items for each section of notification type selected previously will appear;



The screenshot shows the 'Notification Type' form with 'Arrival' selected in the drop-down menu. The form includes fields for Agency, Port of Call, ETA, and a date/time selector (09:29). Below these fields is a section titled 'Use!' with a list of checkboxes: SHIP, PORT, VOYAGE, DPG, CARGO, CREW, PASSENGERS, and OTHERS. The 'Submit' and 'Cancel' buttons are at the bottom right.



The screenshot shows the 'Notification Type' form with 'Departure' selected in the drop-down menu. The form includes fields for Agency, Port of Call, ETD, and a date/time selector (09:29). Below these fields is a section titled 'Use!' with a list of checkboxes: SHIP, PORT, VOYAGE, DPG, CARGO, WASTE_RECEIPT, CREW, PASSENGERS, and OTHERS. The 'Submit' and 'Cancel' buttons are at the bottom right.

- Agency: This field has a drop-down list with agencies;
- Port of Call: This field has a drop-down list with ports; If the selected Port of Call is the „Anchorage Area” type, a confirmation check-box appears under Port of Call field:

Notification Type

Agency

Port of Call

☐ I confirm that the ship will only stay in the anchorage area and will not enter the port !

- ETA/ETD: In these fields, the user can insert the estimated time of arrival or the estimated time of departure based on notification type selected previously.
- Open – This functional button opens the correspondent notification, making the view options available to the user in the left side of the screen. These view options are largely described in another chapter of this manual.



If the user opens a notification, in the correspondent list from the main page, that particular notification will no longer have the green „Open” button active, because this button will be replaced with the „Close” button (orange).



The third functional button is located in the left side of „Journal No.” Column, and at his pressing by the user, it will generate a PDF file which contains a report with all the details of that notification.



If the user chooses to Re-Use a notification, several particularities appear:

- If he chooses to Use an Arrival notification, and selects „Departure” in the „Notification Type” field, the following check-box appears:

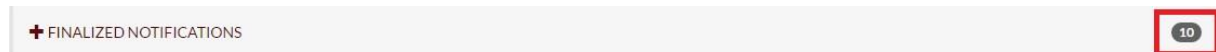
Notification Type

☐ Use this notification as a departure of the current arrival notification. Please be aware that the Journal Number of the Arrival notification will be associated with the newly created Departure !

Within this section, the user has the option to view between 5 and 40 notifications at once by selecting the page numbering select box which is located below the notification list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with notifications.



Also, within this section, the user can see the total number of notifications which is displayed in the right side of the section bar.

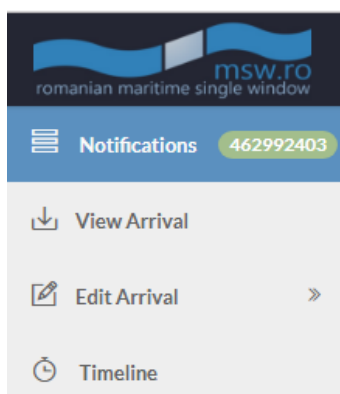


6 Filling and submit of notification details

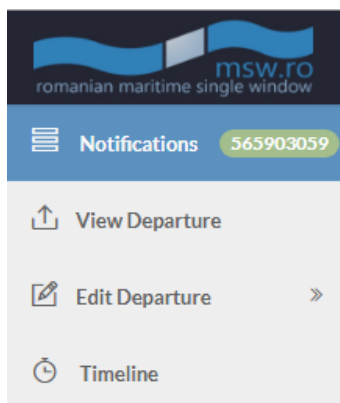
Besides the information that the user can fill and submit through the "CREATE NEW DRAFT" section (which is the absolutely minimum set), there are a lot of informations that can be (and in certain cases, need to be) filled.

After the user creates a new draft (through the "CREATE NEW DRAFT" section), the user must open the section "DRAFT NOTIFICATIONS" and click on the corresponding "Open" button for the notification that the user wants to fill and submit.

- If the user selects an "Arrival" notification, the left side of the screen will look like in the picture below:

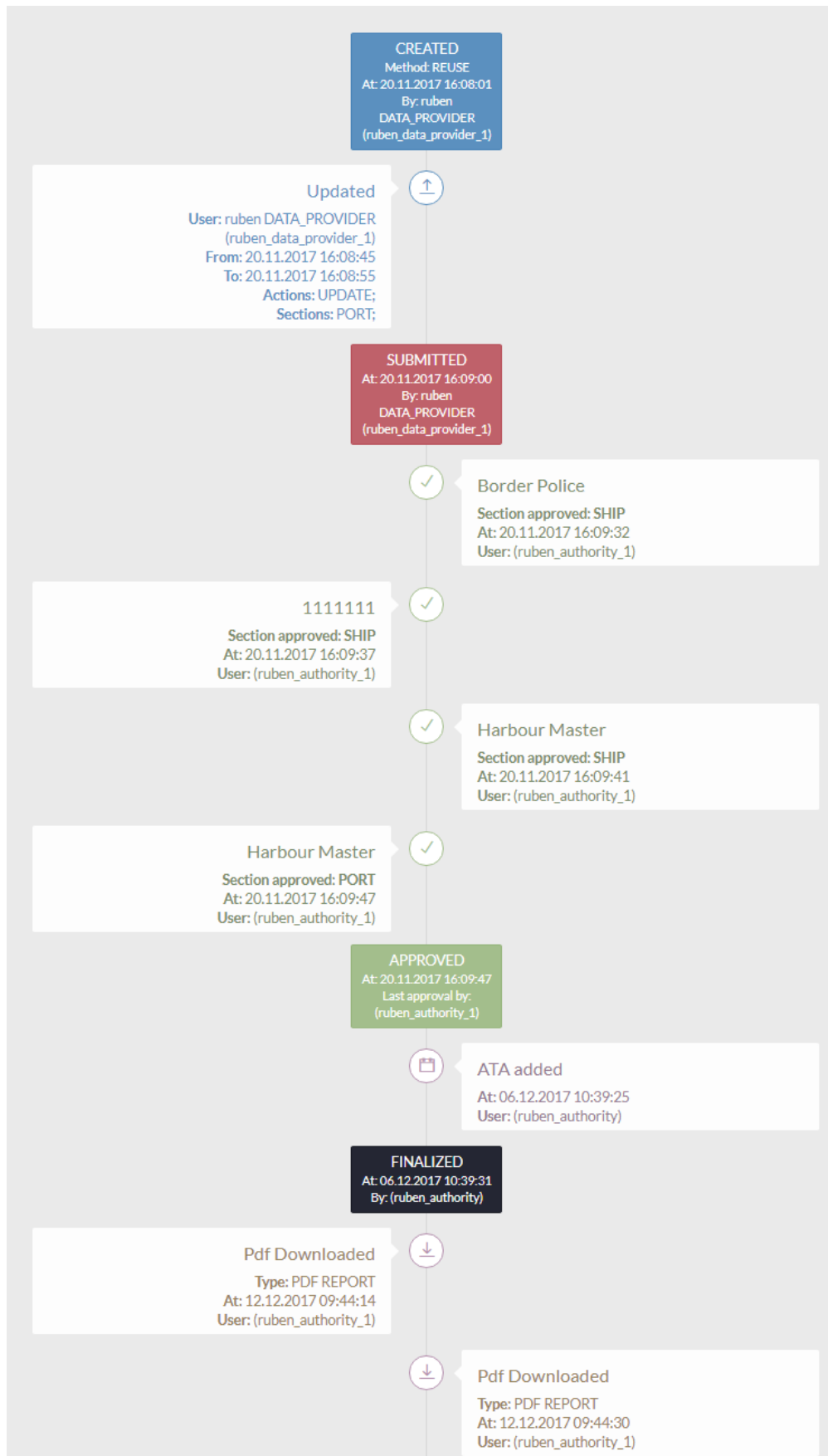


- If the user selects an "Departure" notification, the left side of the screen will look like in the picture below:



A special section from the left side menu is „Timeline”. This section appears no matter what kind of notification the user chooses to Open, from any of the lists („Draft notifications”, „Submitted notifications” or „Finalized notifications”) available.

In this section, the user can see the whole history of that notification, in form of a linear timeline, on a vertical line. This history contains all the details and modifications suffered by that particular notification, from the submit until the archive. An example of this section is presented in the figure below:

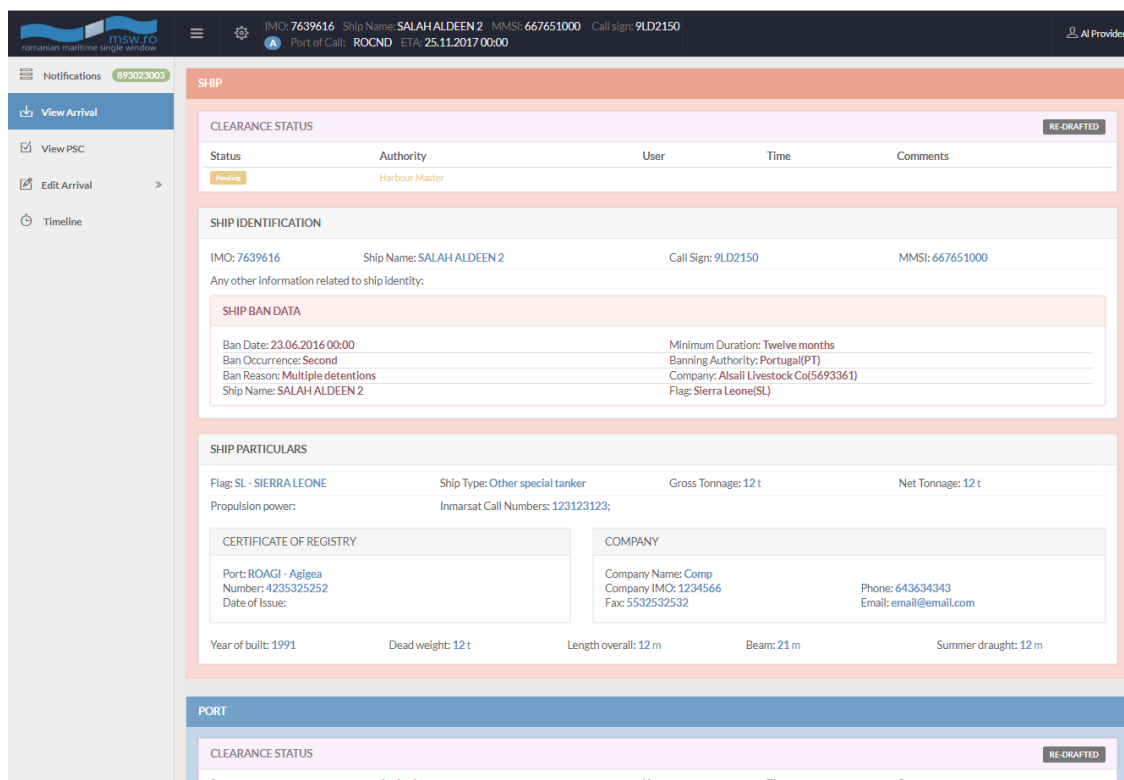


6.1 Arrival notification

6.1.1 Introduction

Once the user opens an "Arrival" notification and in the left side of the screen the options appear, the user has two options:

- Click "View Arrival" and see the notification in the form that appears to the authorities when they accept or reject the notification, like in the picture below. In this case, the user can only visualise the notification.



The screenshot shows the 'View Arrival' form for ship SALAH ALDEEN 2. The form is divided into several sections:

- SHIP**
 - CLEARANCE STATUS**: A table with columns Status, Authority, User, Time, and Comments. The status is 'Pending' and the authority is 'Harbour Master'. A 'RE-DRAFTED' button is visible.
 - SHIP IDENTIFICATION**:
 - IMO: 7639616, Ship Name: SALAH ALDEEN 2, Call Sign: 9LD2150, MMSI: 667651000
 - Any other information related to ship identity:
 - SHIP BAN DATA**:
 - Ban Date: 23.06.2016 00:00, Minimum Duration: Twelve months
 - Ban Occurrence: Second, Banning Authority: Portugal(PT)
 - Ban Reason: Multiple detentions, Company: Alsali Livestock Co(5693361)
 - Ship Name: SALAH ALDEEN 2, Flag: Sierra Leone(SL)
 - SHIP PARTICULARS**:
 - Flag: SL - SIERRA LEONE, Ship Type: Other special tanker, Gross Tonnage: 12 t, Net Tonnage: 12 t
 - Propulsion power: Inmarsat Call Numbers: 123123123;
 - CERTIFICATE OF REGISTRY**:
 - Port: ROAGI - Agigea, Number: 4235325252, Date of Issue:
 - COMPANY**:
 - Company Name: Comp, Company IMO: 1234566, Phone: 643634343, Email: email@email.com
 - Fax: 5532532532
 - Year of built: 1991, Dead weight: 12 t, Length overall: 12 m, Beam: 21 m, Summer draught: 12 m
- PORT**
 - CLEARANCE STATUS**: A table with columns Status, Authority, User, Time, and Comments. A 'RE-DRAFTED' button is visible.

A special situation appears at the ships which have the specific red marking in the „IMO” column: in the „Ship” section, they will have a sub-section called „Ship ban data”.

Another special situation appears on specific sections, like „DPG” section for example. The user has the possibility to display additional informations about these specific sections by selecting one of the DPG ITEMS which opens a pop-up with these informations:

DPG

DPG

INF Class: INF 1 DPG List on board: Yes Master's Name: Master Master Port of Call: ROSUL-Sulina (Port et Zone Franche)

CONTACT FROM WHICH DPG INFO CAN BE OBTAINED

Name: Port: ROSUL-Sulina (Port et Zone Franche) Phone: 769896598
 Email: Fax: Url:

DPG ITEMS

Transport Document ID	MRN	Sequence number (ICS Item No.)	DG Classification*	Textual reference*	UN Number	Transport Equipment Units (Containerised)
11111	123456	1234	IGC	Reference 1	3312	Yes
22222	234567	122	IMDG	Reference 2	2112	No
33333	345678	123	MARPOL_ANNEX1	Reference 3		No
33333	345678	123	MARPOL_ANNEX1	Reference 3		No

IMO: 8102517 Ship Name: GSP ORION MMSI: 235010860 Call sign: MLXD4 AI Provider

Port of Call: ROSUL-Sulina (Port et Zone Franche)

DPG

DPG

INF Class: INF 1

CONTACT FROM WHICH DPG INFO CAN BE OBTAINED

Name: Port: ROSUL-Sulina (Port et Zone Franche) Phone: 769896598
 Email: Fax: Url:

DPG ITEMS

Current Selection:

ICS CARGO DECLARATION/ITEM DETAILS

MRN: 123456 LRN: 12345
 Transport document ID: 11111 Sequence number(ICS Item No.): 1234

Port of loading: ROAGI Port of discharge: ROCND
 DG classifications: IGC IMO hazard class: 1.1-Substances and articles which have a mass explosion hazard.

Textual reference: Reference 1
 UN Number: 3312 Flash point: 34
 MARPOL pollution code: Y Packing group: I
 Total number of packages: Kind of packages:
 Additional information: Additional information 1
 EmS1: 34243252 EmS2: 5325325325
 Subsidiary risks: r1; r2; r3; r4; r5; Total net quantity:
 Total gross quantity: ☒ Multiple transport equipment units
☒ Transport with equipment units

Transport unit ID	Location on board	No. of packages	Gross quantity	Net quantity
5325253233	L1	23	32 KGM	23 M3
543543	L2	43	43 TNE	23 TNE

UN Number Transport Equipment Units (Containerised)

3312 Yes
 2112 No
 33333 No
 33333 No

Close

In the „Cargo” section, the user can visualize all cargo declarations. In the left side of the section is displayed the total number of cargo declarations. The user has the possibility to filter these declarations by insert keywords in the search-box, then pressing the „Filter” button, which is located in the right side of the section.

Within this section, the user has the option to view between 5 and 40 cargo declarations at once by selecting the page numbering select box which is located below the cargo declarations list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with cargo declarations.

CARGO					
53 CARGO DECLARATIONS			<input type="text" value="enter text"/> <input type="button" value="Filter"/>		
MRN	First EU arrival place	Total gross quantity	Cargo Routing	No. of Items	No. of packages
13ROCT190010005040	ROCT1900	48090.66 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2119
13ROCT190010005016	ROCT1900	7040 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2150
13ROCT190010005024	ROCT1900	6790 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2050
13ROCT190010005041	ROCT1900	4809022.66 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	21	4242435
13ROCT190010005042	ROCT1900	48090.66 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2119
Show <input type="text" value="5"/> entries per page First 1 2 3 4 ... Last					

If the user selects one of the cargo declarations, the interface will provide further details for that specific declaration.

SELECTED CARGO DECLARATION					
MRN: 13ROCT190010005040 Declaration reg. date: 02.01.2013 12:45 ETA of ENS: 24.01.2013 07:00 Place of discharge: ROCONSTANZA Crossing border ID: 9304796 UCR: KKLUGZ46610800	LRN: dx4 Reporting Party(EORI): Total gross quantity: 48090.66 KGM Transport document ID: 0114W Transport mode at border: 1	LRN Date: 02.01.2013 00:00 First place of arrival in EU: ROCT1900 Place of loading: CNSHEKOU Number of packages: 2119 Payment method:			
Routing countries: CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);					
Seal numbers: EACB3482; EACB3483; EACB3484; EACB3485; EACB3486;					
CARRIER Code: GB662741528001 Name: Address: City: Postal code: Country:		CONSIGNOR Code: Name: FERROLI HEATING EQUIPMENT (CHINA) Address: NO.9 JIANSHEONGLU TAUYUAN City: GUANGDONG Postal code: NA Country: CN (CHINA)			
CONSIGNEE Code: Name: DIPLOMAT CORPORATION LTD Address: 2, DIMITAR TALEV STR City: PLEVEN Postal code: 5770 Country: BG (BULGARIA)		PARTY TO BE NOTIFIED Code: Name: Address: City: Postal code: Country:			
1 CARGO ITEM					
No.	Description of goods	Code (TARIC)	Place of loading	Place of discharge	Gross quantity
1	2114 CTNS STORAGE ELECTRIC WATER HEATER HS CODE:8516101000 5 CTNS SPARE PARTS OF STORAGE WATER HEATER HS CODE:8516909000	851610			48090.66 KGM

In the selected Cargo Declaration group, the user can also visualize all cargo items, filter them or select just one. If the user selects one cargo item, the interface will provide further details for that specific item.

1 CARGO ITEM													
No.	Description of goods	Code (TARIC)	Place of loading	Place of discharge	Gross quantity								
1	2114 CTNS STORAGE ELECTRIC WATER HEATER HS CODE:8516101000 5 CTNS SPARE PARTS OF STORAGE WATER HEATER HS CODE:8516909000	851610			48090.66 KGM								
SELECTED CARGO ITEM													
Sequence number: 1 UN Number: Payment method:		Code (TARIC): 851610 Gross quantity: 48090.66 KGM Place of discharge:		Is DPG?: Place of loading: UCR:									
Description of goods: 2114 CTNS STORAGE ELECTRIC WATER HEATER HS CODE:8516101000 5 CTNS SPARE PARTS OF STORAGE WATER HEATER HS CODE:8516909000													
Containers (Transport Unit IDs): FSCU6409021; KKFU7205736; KKFU7437393; KKFU7564438; KKFU7713151;													
Documents (type/reference):													
Special mentions (code):													
Means of transport, crossing border (nationality/identity):													
CONSIGNOR Code: Name: FERROLI HEATING EQUIPMENT (CHINA) Address: NO.9 JIANSHEONGLU TAUYUAN City: GUANGDONG Postal code: NA Country: CN (CHINA)			CONSIGNEE Code: Name: DIPLOMAT CORPORATION LTD Address: 2, DIMITAR TALEV STR City: PLEVEN Postal code: 5770 Country: BG (BULGARIA)										
PARTY TO BE NOTIFIED Code: Name: Address: City: Postal code: Country:			PACKAGES <table border="1"> <thead> <tr> <th>No. of packages</th> <th>No. of pieces</th> <th>Package type</th> <th>Shipping marks</th> </tr> </thead> <tbody> <tr> <td>2119</td> <td></td> <td>CT</td> <td>DIPLOMAT</td> </tr> </tbody> </table>			No. of packages	No. of pieces	Package type	Shipping marks	2119		CT	DIPLOMAT
No. of packages	No. of pieces	Package type	Shipping marks										
2119		CT	DIPLOMAT										

In the „Crew” section, the user can visualize all crew members. In the left side of the section is displayed the total number of crew members. The user has the possibility to filter these members by insert keywords in the search-box, then pressing the „Filter” button, which is located in the right side of the section.

Within this section, the user has the option to view between 10 and 50 crew members at once by selecting the page numbering select box which is located below the crew members list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with crew members.

CREW							
CREW (17)				<input type="text" value="enter text"/> ✕ Filter			
Number (Ref.)	Family name*	Given Name*	Rank or Rating*	Nationality*	ID Document*	ID Number*	Visa/Residence Permit No.
1 (1)	PENARANDA	CARLITO CARVAJAL	Master (63)	PH(PHILIPPINES)	Passport	EB9870419	NO
2 (2)	VILLALONGJA	ROGELIO LOPEZ	ChiefOfficer (17)	PH(PHILIPPINES)	Passport	EB7761340	NO
3 (3)	ANTIQUINA	JUAN, ALBIOS	SecondOfficer (87)	PH(PHILIPPINES)	Passport	EC2579511	NO
4 (4)	DESACADO	ANTHONY, COLETA	ThirdOfficer (95)	PH(PHILIPPINES)	Passport	EC5209371	NO
5 (6)	DIANA	GERADO, ABIERA	SecondAsstEngineer (85)	PH(PHILIPPINES)	Passport	EC5571061	NO
6 (7)	TAMONAN	AGAPITO JR. CALIMLALIMAN	ThirdAsstEngineer (93)	PH(PHILIPPINES)	Passport	EC2582185	NO
7 (8)	NAPA	VICTOR, PEREZ	FourthAsstEngineer (50)	PH(PHILIPPINES)	Passport	EC4972465	NO
8 (10)	MACARAEG	ORVILLE JR.SARMIENTO	Bosun (6)	PH(PHILIPPINES)	Passport	EC4167600	NO
9 (11)	QUINDOY	JOSE JR., BOFILL	AbleSeaman (1)	PH(PHILIPPINES)	Passport	EB7499184	NO
10 (12)	FERRER	BRIAN JOY, CARINO	AbleSeaman (1)	PH(PHILIPPINES)	Passport	EB9273980	NO
Show <input type="text" value="10"/> entries per page				First ◀ 1 2 ▶ Last			

”Crew”, ”Passengers” and ”Crew Effects” sections have the same behaviour regarding the display of informations.

If the user selects one of the crew members, the interface will provide further details for that specific crew member by opening a pop-up window:

Current Selection:

Number: **1**
 Family name: **Popescu**
 Nationality: **RO ROMANIA**
 Place of birth: **123123**
 ID Document: **Musterbook**
 Visa/Residence Permit No.: **123123**

Rank or Rating: **Master (63)**
 Given Name: **Costel**
 Country of birth: **HR CROATIA**
 Date of birth: **03.05.1922**
 ID Number: **12312123**

Close

If the user selects one of the passengers, the interface will provide further details for that specific passenger by opening a pop-up window:

Current Selection:

Number: 5	Given Name: 123123
Family name: 123123	Country of birth: LT LITHUANIA
Nationality: HU HUNGARY	Date of birth: 29.01.2002
Place of birth: 123123	ID Number: 123123
ID Document: Passport	Transit: Yes
Visa/Residence Permit No.: 123123	Disembarkation port: ROMAG Mangalia
Embarkation port: ROAGI Agigea	

Close

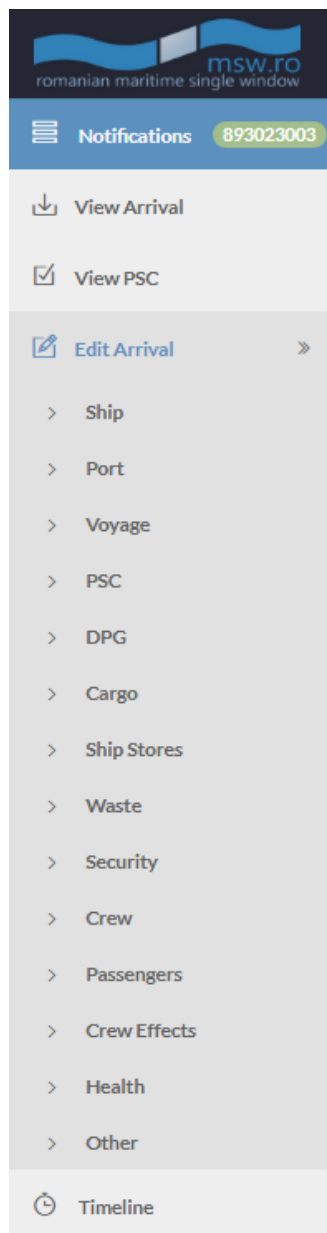
If the user selects one of the crew effects, the interface will provide further details for that specific crew effect by opening a pop-up window:

Current Selection:

Crew Number: 1	Rank or Rating: Master (63)
Family name: Popescu	Given Name: Costel
Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions (e.g. wines, spirits, cigarettes, tobacco, etc.): 1231232123	

Close

- Click "Edit Arrival" and decide to amend or supplement the data filled in the "CREATE NEW DRAFT" section. Then, in the left side of the screen, the sections of the notification will appear, like in the picture below



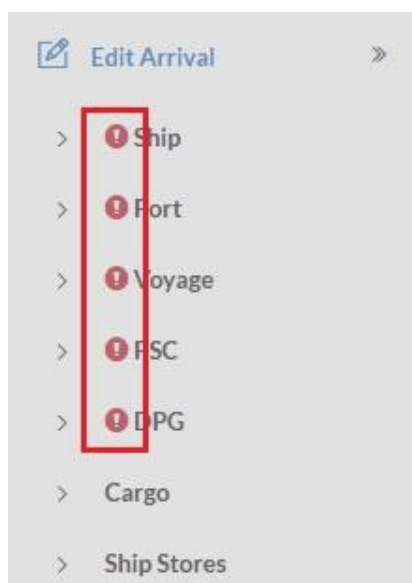
6.1.2 Notification sections

If the user chooses to further fill the fields of the notification by clicking on "Edit Arrival", the user will see the sections of the notification. These sections are:

- Ship;
- Port;
- Voyage;
- PSC;
- DPG;
- Cargo;
- Ship Stores;
- Waste;

- Security;
- Crew;
- Passengers;
- Crew Effects;
- Health;
- Other.

Each one of these sections have a number of fields that can be filled with informations by the user. If a section has the exclamation mark icon before the section name, this means that the specific section doesn't have all the mandatory fields filled with data, and the notification can't be submitted:



In the followings, each section, along with the fields and the conditions for filling those fields, are presented.

6.1.2.1 Ship

SHIP IDENTIFICATION	
IMO*	Call Sign*
9293533	C4WE2
Ship Name*	MMSI*
ASPHALT TRANSPORTER	212442000
Any other information related to ship identity	
6546546512122123	

In the section "Ship", the first group of fields is called "SHIP IDENTIFICATION". The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
IMO	Mandatory	Text	7 char.	Unique ship identification number assigned in accordance with IMO resolution A.600(15).
Call Sign	Mandatory	Text	0-7 char.	Call sign for the ship. Sequence of letters and numbers, unique to each ship.
Ship Name	Mandatory	Text	0-35 char.	Given name of the ship in the ship registry
MMSI	Mandatory	Text	9 char.	Identifier used to uniquely identify a ship's radio station. Length of the MMSI number must be 9.
Any other information related to ship identity	Optional	Text	0-256 char.	Any other information used to identify the ship.

SHIP PARTICULARS

Flag: CYPRUS

CY

Ship Type

Navy vessel

Gross Tonnage

123

Net Tonnage

123

Propulsion power (kW)

4321

Inmarsat to Add

Maximum 5

Add

Added Inmarsat Call Numbers:

2222222 x 3333333 x 4444444 x 123123132123123 x 123123123 x

CERTIFICATE OF REGISTRY

Port: Agigea

ROAGI

Number

weve

Date of Issue

22.09.2015

COMPANY

Company Name

asd

IMO Company Number

1234567

Phone

78952588

Fax

78925898

Email

email@email.com

Year of built

1988

Dead weight

1234

Length overall

123

Beam

23

Summer draught

12

The next group of fields is called "SHIP PARTICULARS", having also two sub-groups inside, "CERTIFICATE OF REGISTRY" and "COMPANY". The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
Flag	Optional	List	2 char.	The 2-digits code for the country in which the ship is registered.
Propulsion power (kW)	Optional	Decimal	16	The propulsion power of the ship for which notification is declared, measured in kW.
Inmarsat To Add	Mandatory	Text	1-50 char.	The INMARSAT service registration number. Indicates the location of the ship by satellite services of Inmarsat
Ship Type	Optional	List	2-3 char.	Code specifying the type of ship according to UNECE R28.

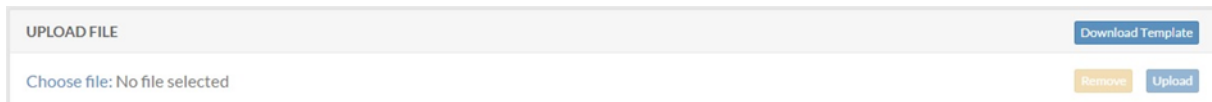
Added Inmarsat Call Numbers	Mandatory	Text		Added Inmarsat numbers through the "Inmarsat To Add" field.
Gross Tonnage	Optional	Decimal	0-3 char.	The measure of the overall size of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969
Net Tonnage	Optional	Decimal	0-3 char.	The measure of the useful capacity of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969
<i>CERTIFICATE OF REGISTRY</i>	Optional			
Port	Optional	List	5 char.	Name of port where the certificate of registry was issued (State/Location code).
Number	Optional	Text	1-35 char.	Number of the certification of registry
Date of issue	Optional	Date		Date of issue of the ship's certificate of registry.
<i>COMPANY</i>	Optional			
Company Name	Optional	Text	1-70 char.	Name of the ship's operating company, as defined in the ISM Code.
IMO Company Number	Optional	Text	7 char.	The IMO registered identification number of company
Phone	Optional	Text	1-35 char.	Phone number of the ship's operating company. With an international prefix code.
Fax	Optional	Text	1-35 char.	Fax number of the ship's operating company. With an international prefix code.
Email	Optional	Text	1-35 char.	The ship's operating company email address.
Year of built	Optional	Date	4 char.	Year when the ship was built (date).
Dead weight	Optional	Decimal	1-10 char.	Ship's deadweight (in m.t.)
Length overall	Optional	Decimal	1-10 char.	Ship's length in meters
Beam	Optional	Decimal	1-10 char.	Ship's beam (in meters)
Summer draught	Optional	Decimal	1-10 char.	Summer draught

If the user tries to submit this section by pressing the „Submit Notification” button, located in bottom-right corner of the section, the user has to respect the conditions detailed above in the table, for each field within this section.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, is the „Next” button, which allows the user to navigate in the next section, „Port” section.



Within this section, there is also the possibility to upload an *.xls/*.xlsx file, with all the data already filled.

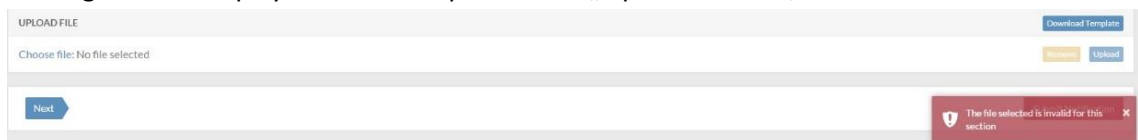


This area has four buttons:

- „Download Template”: This button offers to the user the possibility to download a template specially created for each section in part (in this case, „Ship” section), with all the fields within this section listed and organised in a *.xls file;
- „Choose file”: This button allows the user to choose an *.xls/*.xlsx file from his own device. If the file chosen by the user doesn't have the correct format, an error message will be displayed;



- „Upload”: By pressing this button, the file that was selected by the user will be uploaded in the system. If the file chosen by the user doesn't have the correct template, an error message will be displayed if the user presses the „Upload” button;



- „Remove”: By pressing this button, the user deletes the previously choosed file.

6.1.2.2 Port

PORT CALL

- ETA to port of call must be later than now
 - ETD from port of call must be later than now

☐ I want to change the Port of Call. I am aware that the clearance data of PRE DPG section will be reset !

Port of call*
 ROAGI-Agigea

ETA*
 25.11.2017

ETD*
 25.11.2017

Operator in port of call

Master's Family Name*
 PENARANDA

Master's Given Name*
 CARLITO, CARVAJAL

Position in port of call

Port facility at arrival (APC Link)

Brief description of onboard cargo and quantities*
 IN BALLAST

Add Purpose of Call

Selected purposes*
 Cargo operations x

NAME AND CONTACT DETAILS OF SHIP'S AGENT

Name
 ARIES SHIPPING AGENCY S.R.L.

Phone
 0040241550871

Email
 office@aries-shipping.ro

Fax
 0040241550898

Agent Name
 ruben DATA_PROVIDER

Agent Phone

Fore draught
 3.5

Mid-ship draught
 4.93

Aft draught
 6.36

Air draught
 43

The next group of fields is called "Port Call", having also a sub-group inside, "Name and Contact Details of Ship Agent". The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
I want to change the Port of Call. I am aware that the clearance data of PRE DPG section will be reset !	Optional	Boolean		If the user checks this field, he will be able to change the Port of call parameter. Otherwise, that field is blocked.
Port Of Call	Mandatory	Text	5 char.	When referring to a voyage leg, this is the port at the end of that leg. This is normally the case when this element is used in pre-arrival notifications.
ETA	Mandatory	Date time		Estimated time and date of arrival at the port of call.
ETD	Mandatory	Date time		Estimated time and date of departure from the port of call.
Operator in port of call	Optional	List		The operator from the port of call
Masters Family Name	Mandatory	Text		Family name of the Master
Masters Given Name	Mandatory	Text		Given name of the Master
Position in port of call	Optional	List		The position in port of call

Port facility at arrival	Optional	Text	1-4 char.	The port facility's code in the IMO GISIS maritime security database
Brief description of onboard cargo and quantities	Optional	Text	1-256 char.	Description of cargo. Free text entry
Add purpose of call	Mandatory	List		
Selected purposes	Mandatory			
<i>NAME AND CONTACT DETAILS OF SHIP'S AGENT</i>	Optional			
Name	Optional	Text	0-70 char.	Name of person/organisation representing the ship at the port of call. This field is read-only.
Phone	Optional	Text	0-35 char.	Phone number of person/organisation representing the ship at the port of call. This field is read-only.
Email	Optional	Text	0-35 char.	Email of person/organisation representing the ship at the port of call. This field is read-only.
Fax	Optional	Text	0-35 char.	Fax of person/organisation representing the ship at the port of call. This field is read-only.
Agent Name	Optional	Text		Name of the agent which created this specific notification. This field is read-only.
Agent Phone	Optional	Text		Phone number of the agent which created this specific notification. This field is read-only.
Fore draught	Optional	Decimal	0-16 char.	Fore draught
Mid-ship draught	Optional	Decimal	0-16 char.	Mid-ship draught
Aft draught	Optional	Decimal	0-16 char.	Aft draught
Air draught	Optional	Decimal	0-16 char.	Air draught

NUMBER OF PERSONS ON BOARD

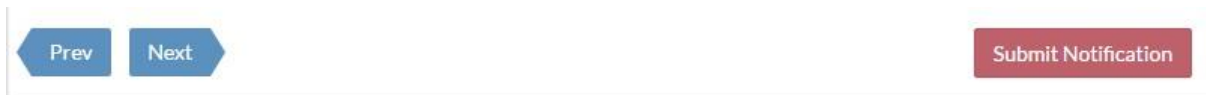
Number of persons on board* Number of crew Number of passengers Have any stowaways been found on board?*

The last group of fields is called "NUMBER OF PERSONS ON BOARD". The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Number of persons on board	Mandatory	Integer		Total number of persons on board. Value "zero" is not allowed.
Number of crew	Optional	Integer		Total number of crew members on board.
Number of passengers	Optional	Integer		Total number of passengers on board.

Have any stowaways been found on board	Mandatory	List		Indicating if any stowaways have been found on board the ship. Yes/ No status code. Shall be obtained from the selection bar.
--	-----------	------	--	---

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.1.2.3 Voyage

LAST PORT

Last Port:

ETD from last port

14 : 31

LAST CALLS AT PORT FACILITIES IN CHRONOLOGICAL ORDER (MOST RECENT FIRST)

+ Add

+ All

+ All

Date of arrival*	Date of departure*	Port*	Port Facility*	Action
12.09.2015	13.09.2015	ROAGI Agigea	123	Action-

ITINERARY OF CRUISE SHIP

+ Add

+ All

+ All

☒ This is a crew ship with passengers on board

Port	ETA to Port	Action
ROAGI Agigea	22.01.2016 06:00	Action-

In this section are 3 groups:

- Last Port;
- Last Calls at Port Facilities in Chronological Order;
- Itinerary of Cruise Ship;

”Last Port” has two fields, ”Last Calls at Port Facilities in Chronological Order” has four fields if the user presses on the blue button (”Add”), and the ”Itinerary of Cruise Ship” has only one Check-Box.

After the user fills the fields from ”Last Calls at Port Facilities in Chronological Order” group, the user can perform four different actions:

- Save/Close;
- Duplicate;
- Remove;
- Add Row;

If the user checks the box for "This is a crew ship with passengers on board", two new fields appear, and for that group the actions mentioned above become available.

All the fields mentioned and described above and their filling conditions are detailed in the table below:

Field name	Occurence	Type	Length	Description
Last port	Optional	Text	5 char.	The port is identified by its 5-digit LOCODE. When referring to a leg of a voyage, this is the departure port for that leg. When referring to a port stay, it is the departure port of the leg that led to this port.
ETD from last port	Optional	Date time		Estimated date and time of departure from last port.
Date of arrival	Mandatory	Date		The date when the ship will arrive in the designated port.
Date of departure	Mandatory	Date		The date when the ship will leave the designated port.
Port	Mandatory	Text	5 char.	The designated port.
Port Facility	Mandatory	Text	1-4 char.	The facilities of the designated port that will be used.
This is a crew ship with passengers on board	Optional	Check-Box	Boolean	This box will be checked if there are any passengers on board.
Port (Itinerary of cruise ship)	Mandatory	Text	5 char.	Port of call. The port is identified by name and 5digit LOCODE. The selection function shall be used. Mandatory field, if "This is a cruise ship with passengers on board" is selected.
ETA to port	Mandatory	Date time		Estimated date and time of arrival to port of call. Mandatory field, if "This is a cruise ship with passengers on board" is selected.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.1.2.4 PSC (Port State Control)

PORT STATE CONTROL INSPECTION INFORMATION
Submit PSC

☒ Ship is due to expanded inspection

Call at anchorage: No
(This parameter has been automatically set based on the location chosen as a port of call)

Planned operations

Planned works

☐ TANKER

In order to activate this content you should check the TANKER box above.
Please note that this section is for tankers.

In this section is only one group with fields that can be filled in the interface: "Port State Control Inspection Information".

The following fields are available only if the user checks the check-box "Ship is due to expanded inspection". The fields and the conditions for them are presented in the table below:

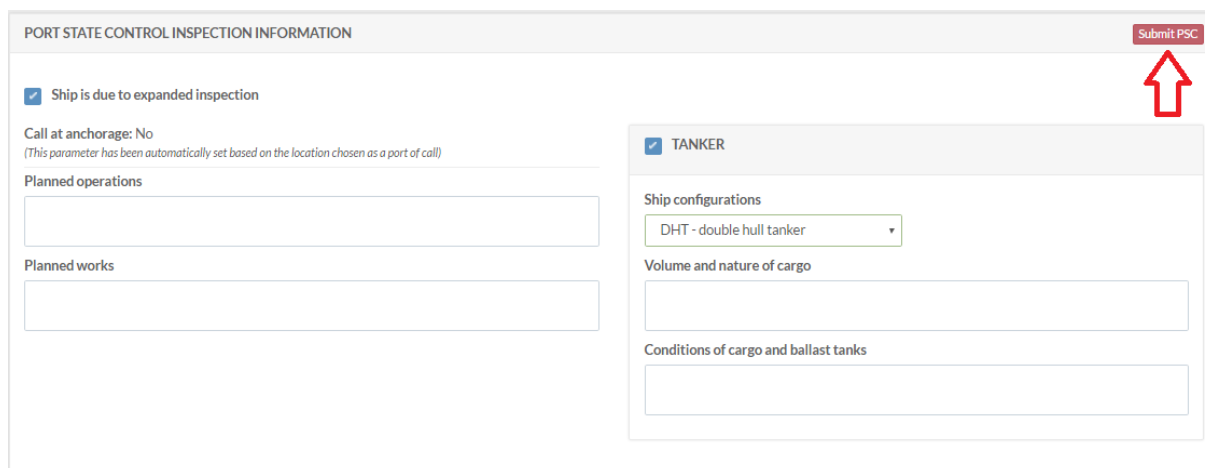
Field name	Occurence	Type	Length	Description
Ship is due to expanded inspection	Optional	Check-Box		
Call at anchorage	Mandatory	List		Indicates whether the call is at an anchorage. Yes/ No status code. Shall be obtained from the selection bar.
Planned operations	Mandatory	Text	1-256 char.	Planned operations at the port of call or anchorage of destination (loading, unloading, other).
Planned works	Mandatory	Text	1-256 char.	Information on planned statutory survey inspection and substantial maintenance and repair work to be carried out whilst in the port of destination.

If the check-box „TANKER” is checked, the following fields will be available for filling:

Field name	Occurence	Type	Length	Description
TANKER	Optional			
Ship configurations	Optional	List		Configuration: single hull, single hull with SBT, double hull. Shall be obtained from the selection bar.
Volume and nature of cargo	Optional	Text	0-256 char.	Description of volume and nature of the cargo on board the tanker.
Conditions of cargo and ballast tanks	Optional	Text	0-256 char.	Condition of the cargo and ballast tanks: full, empty, inerted.

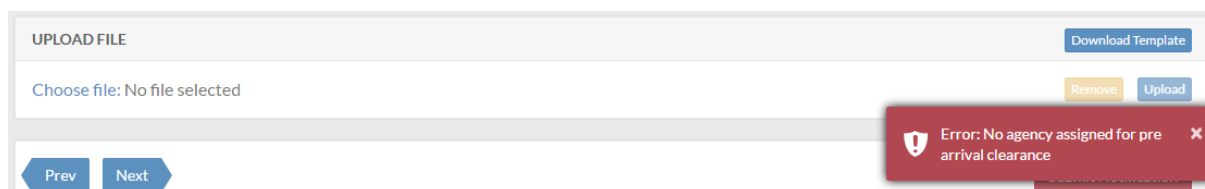
This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

One particularity of this section is the "Submit PSC" functional button, located in the top-right corner of the page, like in the picture below:



This button allows the user to submit separately the "Port State Control" form, which will have to be approved or rejected separately by the authorities.

If the clearance model doesn't have at least one agency predefined for data group PRE_ARRIVAL_CLEARANCE, the submit operation for PSC will generate an error message. The data group PRE_ARRIVAL_CLEARANCE will be completed by the data provider.



After the user presses the red „Submit PSC” functional button, he can't modify the details, and the page looks like in the picture below. To get back to the previous page and modify the details, the user must press the blue „Re-draft PSC” functional button, located in top-right corner.

PORT STATE CONTROL INSPECTION INFORMATION Re-draft PSC

PSC ELIGIBILITY STATUS PENDING

Status	Authority	User	Time	Comments
Pending	Harbour Master			

☒ Ship is due to expanded inspection

Call at anchorage: No
(This parameter has been automatically set based on the location chosen as a port of call)

Planned operations

Planned works

☒ TANKER

Ship configurations
 DHT - double hull tanker

Volume and nature of cargo

Conditions of cargo and ballast tanks

Also, after the pressing of the red „Submit PSC” functional button, the user will be able to visualise the PSC section of the notification:

Notifications: 309662027

View Arrival

View PSC →

Edit Arrival

Ship

Port

Voyage

PSC

PORT STATE CONTROL INSPECTION INFORMATION Re-draft PSC

PSC ELIGIBILITY STATUS PENDING

Status	Authority	User	Time	Comments
Pending	Harbour Master			

☒ Ship is due to expanded inspection

Call at anchorage: No
(This parameter has been automatically set based on the location chosen as a port of call)

Planned operations

☒ TANKER

Ship configurations

6.1.2.5 DPG (Dangerous or Polluting Goods)

In this section are two groups of fields:

- DPG;
- DPG ITEMS;

DPG

INF Class DPG List on board* Master's Family Name* Master's Given Name*

CONTACT FROM WHICH DPG INFO CAN BE OBTAINED

Given Name Family Name Port:

Phone* Email Fax Uri

The first group of fields, named "DPG", which contains a related sub-group, named "CONTACT FROM WHICH DPG INFO CAN BE OBTAINED". The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
INF Class	Optional	List		Class of the ship needed for INF cargoes as defined in Regulation VII/14.2 / Code for the license of the vessel ship according to the INF Code. Shall be obtained from the selection bar.
DPG List on board	Mandatory	List		Confirmation that a list or manifest or appropriate loading plan giving details of the dangerous or polluting goods carried and of their location on the ship is on board. Yes/ No status code. The selection function shall be used.
Master's Family Name	Mandatory			Family name of the Master
Master's Given Name	Mandatory			Given name of the Master
<i>CONTACT FROM WHICH DPG INFO CAN BE OBTAINED</i>				
Given Name	Optional	Text	0-50 char.	The name of person which can provide the required information on DPG onboard
Family Name	Optional	Text	0-50 char.	The family name of person which can provide the required information on DPG onboard
Port	Optional	Text	5 char.	The location of person
Phone	Mandatory	Text	1-20 char.	The phone number of person which can provide the required information on DPG onboard. With an international prefix code.
Email	Optional	Text	0-50 char.	The email address of person which can provide the required information on DPG onboard
Fax	Optional	Text	1-20 char.	The fax number of person which can provide the required information on DPG onboard. With an international prefix code.
Url	Optional	Text	0-256 char.	An Url where additional info can be obtained

DPG ITEMS	Add	All
No DPG Items reported.		

The second group of fields is called "DPG ITEMS". When there are no DPG Items added, this section looks like in the picture above.

ICS CARGO DECLARATION/ITEM DETAILS			
MRN	LRN		
<input type="text"/>	<input type="text"/>		
Transport document ID	Sequence number(ICS Item No.)		
<input type="text"/>	<input type="text"/>		
Port of loading	Port of discharge		
<input type="text" value="LOCODE"/>	<input type="text" value="LOCODE"/>		
DG classifications*	IMO hazard class		
<input type="text"/>	<input type="text"/>		
Textual reference*			
<input type="text"/>			
UN Number	Flash point	MARPOL pollution code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Packing group	Total number of packages	Kind of packages	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Additional information			
<input type="text"/>			
EmS1	EmS2		
<input type="text"/>	<input type="text"/>		
Add subsidiary risk	Subsidiary risks		
<input type="text"/>	<input type="text"/>		
Total gross quantity	Unit	Total net quantity	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Transport with equipment units		<input type="checkbox"/> Multiple locations on board	
Location on board*			
<input type="text"/>			
		Save	Cancel

This group has the functional blue button ("Add") and when this button is pressed by the user, several fields available for filling appear. Those fields are presented in the table below:

Field name	Occurrence	Type	Length	Description
MRN	Optional	Text	0-35 char.	Movement Reference Number (MRN). Unique number for an ENS declaration issued by the customs.
LRN	Optional	Text	0-35 char.	Local Reference Number (LRN). Unique number, which the declarant allocates to each individual transit.
Transport document ID	Optional	Text	0-17 char.	Transport document, e.g., Bill of Landing, identity code.
Sequence number (ICS Item No.)	Optional	Text		
Port of loading	Optional	Text	5 char.	Identify of the port where the cargo was loaded on board the ship.
Port of discharge	Optional	Text	5 char.	Identity of the port where the cargo will be discharged from the ship.
DG classifications	Mandatory	List		Indication of the classification used (IMDG, IGC, IBC, IMSBC, MARPOL). The value will be selected from the dropdown list.
IMO hazard class	Optional	List		UN Hazard Code for this cargo item as defined in IMDG. It specifies the hazard code for the actual substance. Subsidiary hazard codes may be added where applicable in the "Subsidiary Risks" data items. The value will be selected from the dropdown list.
Textual reference	Mandatory	Text		This is the proper shipping name, completed with the technical name where appropriate, for goods under IMDG Code, or the product name for goods under IBC Code and IGC Code, or the bulk cargo shipping name for goods under IMSBC Code, or the name of oil for goods under Annex I to the MARPOL Convention.
UN Number	Optional	Integer	0-4 char.	United Nations Dangerous Goods Identifier (UNDG), unique serial number assigned within the United Nations to substances and articles

				contained in a list of the dangerous goods most commonly carried. UN Number is required if DG Classification has value IMDG or IGC.
Flash point	Optional	Text		The temperature in degrees Celsius at which a liquid will give off enough flammable vapour to be ignited. according IMDG Code DG Class 3.
MARPOL pollution code	Optional	List		This code applies to noxious liquid substances as defined in MARPOL, Annex II (e.g. X, Y, Z, OS). The value will be selected from the dropdown list.
Packing group	Optional	List		Where applicable: Packing danger group code as appropriate and as defined in IMDG. The packing group for a chemical indicates the degree of hazard associated with its transportation. The highest group is Group I (great danger); Group II is next (medium danger), while Group III chemicals present the lowest hazard (minor danger). Packing groups are often shown on MSDS data sheets for chemicals under the heading "Transport Information". Possible values: None, I, II, III. Shall be obtained from the dropdown list.
Total number of packages	Optional	Integer	0-8 char.	This is the total number of packages on all cargo units covered by this cargo item.
Kind of packages	Optional	List		This is a description of the outer package of the cargo item. The value will be selected from the dropdown list.
Additional information	Optional	Text		Any additional information regarding dangerous and polluting goods on board.
EmS1, EmS2	Optional	Text		Emergency response procedures for ships carrying dangerous goods. This field can have 2 different values, one value for each field.
Subsidiary risks	Optional	Text		Any risks in addition to the class to which dangerous goods are assigned; and which is determined by a requirement to have a subsidiary risk. This field can have 5 different values.

Total gross quantity	Optional	Decimal	0-15 char.	Gross quantity of cargo item: value. The weight (mass) or volume of the dangerous goods contained in a package including the weight (mass) or volume of any packaging material for each DG item. This field can contain only numerical characters and "." character.
Unit	Optional	List		Gross/Net quantity of cargo item: unit. Possible values: TNE, KGM.
Total net quantity	Optional	Decimal	0-15 char.	Net quantity of cargo item: value. Net quantity value is required if gross quantity is not present. This field can contain only numerical characters and "." character.
Transport with equipment units	Optional	Check-Box		
Multiple locations on board	Optional	Check-Box		
Location on board	Mandatory	Text	1-30 char.	This is the on board location of the ship's stores item.
Multiple transport equipment units	Optional	Check-Box		
Transport unit ID	Mandatory	Text	1-18 char.	Identification of the transport equipment. For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code).

The two initial check-box fields, "Transport with equipment units" and "Multiple locations on board", are thoroughly described in the followings:

Multiple locations on board

If the user checks the „Multiple locations on board” field the following table will be displayed:

☐ Transport with equipment units
 ☒ Multiple locations on board

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
+ Add Row					

Save
Cancel

The user has the possibility to add new rows in table using the "Add Row" button:

+ Add Row

After the user presses the „Add row” button the following fields will be available to edit:

☐ Transport with equipment units
 ☒ Multiple locations on board

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Row

Save Cancel

Field name	Occurence	Type	Length	Description
Location on board	Optional	Text	1-30 char.	This is the on board location of the ship's stores item.
No. of packages	Optional	Integer	0-8 char.	This is the total number of packages on all cargo units covered by this cargo item.
Gross quantity	Optional	Decimal	0-15 char.	Gross quantity of cargo item: value. The weight (mass) or volume of the dangerous goods contained in a package including the weight (mass) or volume of any packaging material for each DG item. This field can contain only numerical characters and "." character.
Unit	Optional	List		Gross/Net quantity of cargo item: unit. Possible values: TNE, KGM.
Net quantity	Optional	Decimal	0-15 char.	Net quantity of cargo item: value. Net quantity value is required if gross quantity is not present. This field can contain only numerical characters and "." character.

The user has the possibility to delete one row saved in the table by pressing the red functional button that is located in the left side of the table:

☐ Transport with equipment units
 ☒ Multiple locations on board

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
Location on board		No. of packages			
<input type="text"/>		<input type="text"/>			
Gross quantity	Unit	Net quantity	Unit		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
+ Add Row					


If the user fills the fields of the table with wrong data, a list of error messages will appear below the fields.

☐ Transport with equipment units
 ☒ Multiple locations on board

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
Location on board		No. of packages			
<input type="text" value="asff"/>		<input type="text"/>			
Gross quantity	Unit	Net quantity	Unit		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
- Value "afsdff" is invalid. Invalid number of packages - Value "dfdsf" is invalid. Invalid gross quantity value - Value "sdfdsf" is invalid. Invalid net quantity value					
+ Add Row					

The user has the possibility to edit a row in a table by clicking the respective row. If the row generates errors, an alert icon will be displayed in the left side of the row.

☐ Transport with equipment units
 ☒ Multiple locations on board

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
 efewfew	121	31			
+ Add Row					

If the user tries to add two rows at the same time, an error message will be displayed:


After the user saves a row in the table, the field „Location on board”, that initially is located below the „Transport with equipment units” check-box field, will be displayed only as a column in the table.

Transport with equipment units

If the user checks the „Transport with equipment units” field, the field „Transport unit ID” that is located below the „Transport with equipment units” field will be available for edit, and the initial „Multiple locations on board” field will be replaced with a new check box field called „Multiple transport equipment unit”, field that is located in the right side of the „Transport with equipment units” field.

If the user checks the „Multiple transport equipment units” field, a table will be displayed. This table is linked to the table that is generated by checking the „Multiple locations on board” field, but has a new column available, a column named „Transport unit ID”.

The user has the possibility to add new rows in the table by using the "Add Row" button.

 Add Row



After the user presses the „Add row” button, the following fields will be available for filling:

Field name	Occurence	Type	Length	Description
Transport unit ID	Optional	Text	0-18 char.	Identification of the transport equipment. For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code).
Location on board	Optional	Text	1-30 char.	This is the on board location of the ship's stores item.
No. of packages	Optional	Integer	0-8 char.	This is the total number of packages on all cargo units covered by this cargo item.
Gross quantity	Optional	Decimal	0-15 char.	Gross quantity of cargo item: value. The weight (mass) or volume of the dangerous goods contained in a package including the weight (mass) or volume of any packaging material for each DG item. This field can contain only numerical characters and "." character.
Unit	Optional	List		Gross/Net quantity of cargo item: unit. Possible values: TNE, KGM.
Net quantity	Optional	Decimal	0-15 char.	Net quantity of cargo item: value. Net quantity value is required if gross quantity is not present. This field can contain only numerical characters and "." character.

The user has the possibility to delete one row saved in the table by pressing the red functional button that is located in the left side of the table.

☒ Transport with equipment units
 ☒ Multiple transport equipment units

Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
qwqf	efewfew	121	31			


 Add Row

If the user fills the fields of the table with wrong data a list of error messages will appear below the fields.

☒ Transport with equipment units ☒ Multiple transport equipment units

Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
qwrfqf	efewfew	121	31			

- Value "efewf" is invalid. Invalid number of packages
- Value "efewf" is invalid. Invalid gross quantity value
- Gross quantity unit is required if gross quantity value is provided
- Value "wefewf" is invalid. Invalid net quantity value

+ Add Row

The user has the possibility to edit a row in a table by clicking the respective row. If the row generates errors, an alert icon will be displayed in the left side of the row.

☒ Transport with equipment units ☒ Multiple transport equipment units

Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
qwrfqf	efewfew	121	31			

+ Add Row

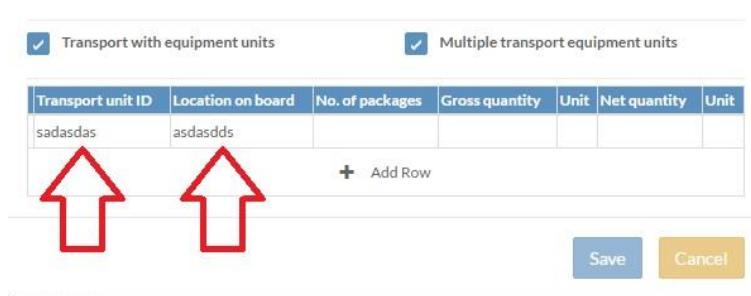
If the user tries to add two rows at the same time, an error message will be displayed.

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
efewfew	121	31			

+ Add Row

You already have an empty package row defined ! Please fill in this one first and then add a new row.

After the user saves a row in the table, the fields „Location on board ” and „Transport unit ID”, that initially were located below the „Transport with equipment units”, will be displayed only as columns in the table.



Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
sadasdas	asdasdds					

+ Add Row

Save Cancel

Because there is a link between the table generated by „Multiple transport equipment units” field and the table generated by „Multiple locations on board”, if the user unchecks the „Transport with equipments unit”, the data that was saved in the table from „Multiple transport equipment units” will be available also in the table from „Multiple locations on board”, except the data that is saved in the „Transport unit ID” column.

The pop-up window that contains the data for the DPG Items has two functional buttons:

- „Save”: by pressing this button, the user saves the data entered in the fields

Save

- „Cancel”: by pressing this button, the user closes the pop-up window and deletes all data that are not saved

Cancel

Another special option in this page is the „Re-draft PRE DPG” which re-drafts the PRE DPG section previously sent by the data provider. After the user presses the „Submit PRE DPG” functional button, he can still modify the details, but the data are sent to the authorities in charge. To get back to the previous page and modify the details, the user must press the blue „Re-draft PRE DPG” functional button, located in top-right corner.

Re-draft PRE DPG

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



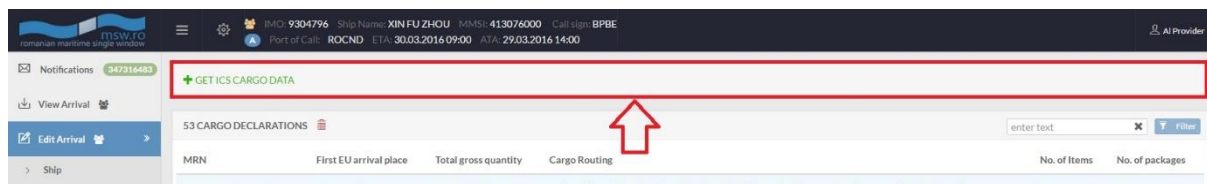
Prev Next Submit Notification

This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.1.2.6 Cargo

In the „Cargo” section, the user can request ICS cargo data or visualise all cargo declarations.

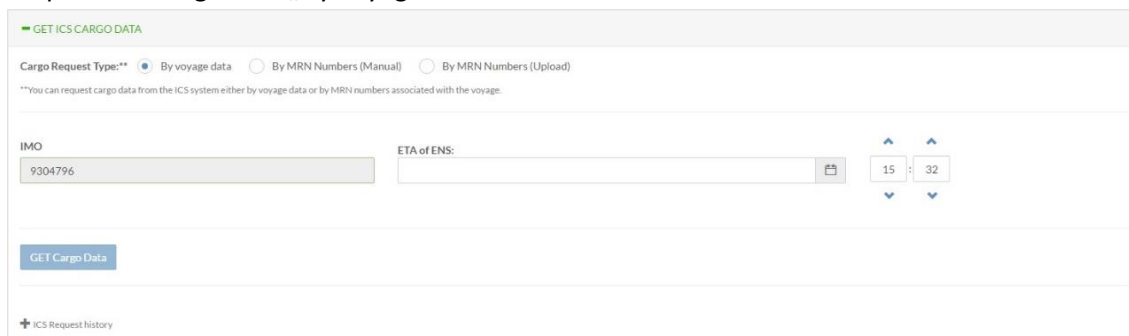
If the user wants to request cargo data, the user should press the „GET ICS CARGO DATA” functional button:



The screenshot shows the top navigation bar with IMO: 9304796, Ship Name: XIN FU ZHOU, MRN: 413076000, Call Sign: BPBE, Port of Call: ROCND, ETA: 30.03.2016 09:00, and ATA: 29.03.2016 14:00. On the left sidebar, there are buttons for Notifications, View Arrival, Edit Arrival, and Ship. The main area displays a table with 53 cargo declarations. A red box highlights the 'GET ICS CARGO DATA' button, and a red arrow points to it.

After the user presses the functional button mentioned above, the user has three options:

- Request ICS Cargo data „By voyage data”:



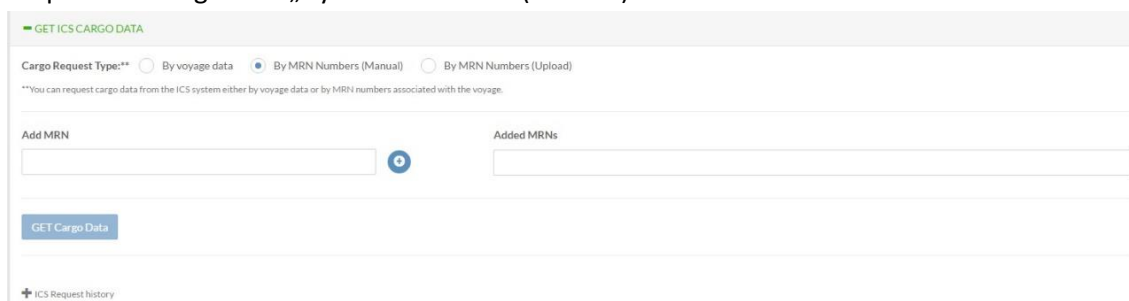
The screenshot shows the 'GET ICS CARGO DATA' form. The 'Cargo Request Type' is set to 'By voyage data'. Below this, there are fields for IMO (9304796) and ETA of ENS. A blue 'GET Cargo Data' button is visible. At the bottom, there is a link for 'ICS Request History'.

If the user chooses to request by using this option, the following two fields will be available:

- IMO = This field is read-only, because the parameter is extracted from the basic data of that notification
- ETA of ENS = This is a date-time field and represents the time when the cargo data has been requested in ICS system

After those two fields have data, the user can press the „GET Cargo Data” blue functional button and the following message will be displayed: „Your request has been registered and it will be submitted to ICS system”.

- Request ICS Cargo data „By MRN Numbers (Manual)”:



The screenshot shows the 'GET ICS CARGO DATA' form. The 'Cargo Request Type' is set to 'By MRN Numbers (Manual)'. Below this, there are fields for 'Add MRN' and 'Added MRNs'. A blue 'GET Cargo Data' button is visible. At the bottom, there is a link for 'ICS Request History'.

If the user chooses to request by using this option, the following two fields will be available:

- Add MRN = This field allows the user to insert one or more MRNs, values that will appear in the next field, after the blue functional button will be pressed
- Added MRNs = In this field will be displayed the values that were previously inserted in the „Add MRN” field

After those two fields have data, the user can press the „GET Cargo Data” blue functional button and the following message will be displayed: „Your request has been registered and it will be submitted to ICS system”.

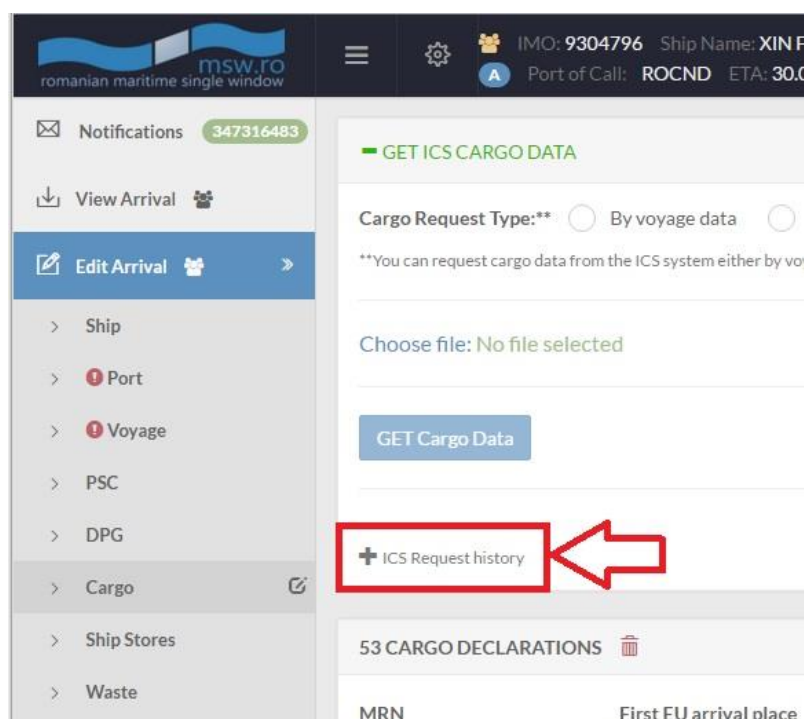
- Request ICS Cargo data „By MRN Numbers (Upload)”:



If the user chooses to request by using this option, the user should first download the MRN template by using the „MRN Template” blue button from the right side of the section, fill the template and upload it by using the „Choose file” button. If the user uploads a wrong file, the user can remove that file by pressing the „Remove” yellow button.

After those two fields have data, the user can press the „GET Cargo Data” blue functional button and the following message will be displayed: „Your request has been registered and it will be submitted to ICS system”.

Within this section, the user has also the possibility to view the ICS request history by pressing the „ICS Request History” button, located in the bottom of that section.












In the „Cargo” section, the user can visualize all cargo declarations. In the left side of the section is displayed the total number of cargo declarations. The user has the possibility to filter these





declarations by insert keywords in the search-box, then pressing the „Filter” button, which is located in the right side of the section.

Next to the number of cargo declarations, is the „Delete” button.

Within this section, the user has the option to view between 5 and 40 cargo declarations at once by selecting the page numbering select box which is located below the cargo declarations list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with cargo declarations.

53 CARGO DECLARATIONS 						enter text  	
MRN	First EU arrival place	Total gross quantity	Cargo Routing	No. of Items	No. of packages		
13ROCT1900I0005040	ROCT1900	48090.66 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2119		
13ROCT1900I0005016	ROCT1900	7040 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2150		
13ROCT1900I0005024	ROCT1900	6790 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2050		
13ROCT1900I0005041	ROCT1900	4809022.66 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	21	4242435		
13ROCT1900I0005042	ROCT1900	48090.66 KGM	CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);	1	2119		
Show <input type="text" value="5"/> entries per page						First   1  2  3  4  Last	

If the user selects one of the cargo declarations, the interface will provide further details for that specific declaration. In the right side of the title-bar of that sub-section, is the „Delete” red functional button.

SELECTED CARGO DECLARATION 					
MRN: 13ROCT1900I0005040 Declaration reg. date: 02.01.2013 12:45 ETA of ENS: 24.01.2013 07:00 Place of discharge: ROCONSTANZA Crossing border ID: 9304796 UCR: KKLUGZ46610800	LRN: dx4 Reporting Party(EORI): Total gross quantity: 48090.66 KGM Transport document ID: 0114W Transport mode at border: 1	LRN Date: 02.01.2013 00:00 First place of arrival in EU: ROCT1900 Place of loading: CNSHEKOU Number of packages: 2119 Payment method:			
Routing countries: CN (CHINA); SG (SINGAPORE); MY (MALAYSIA); GR (GREECE); TR (TURKEY); RO (ROMANIA); BG (BULGARIA);					
Seal numbers: EACB3482; EACB3483; EACB3484; EACB3485; EACB3486;					
CARRIER Code: GB662741528001 Name: Address: City: Postal code: Country:	CONSIGNOR Code: Name: FERROLI HEATING EQUIPMENT (CHINA) Address: NO.9 JIANSHE DONGLU TAOYUAN City: GUANGDONG Postal code: NA Country: CN (CHINA)				
CONSIGNEE Code: Name: DIPLOMAT CORPORATION LTD Address: 2, DIMITAR TALEV STR City: PLEVEN Postal code: 5770 Country: BG (BULGARIA)	PARTY TO BE NOTIFIED Code: Name: Address: City: Postal code: Country:				
1 CARGO ITEM 					
enter text  					
No.	Description of goods	Code (TARIC)	Place of loading	Place of discharge	Gross quantity
1	2114 CTNS STORAGE ELECTRIC WATER HEATER HS CODE:8516101000 5 CTNS SPARE PARTS OF STORAGE WATER HEATER HS CODE:8516909000	851610			48090.66 KGM

In the selected Cargo Declaration group, the user can also visualize all cargo items, filter them or select just one. If the user selects one cargo item, the interface will provide further details for that specific item.

No.	Description of goods	Code (TARIC)	Place of loading	Place of discharge	Gross quantity
1	2114 CTNS STORAGE ELECTRIC WATER HEATER HS CODE:8516101000 5 CTNS SPARE PARTS OF STORAGE WATER HEATER HS CODE:8516909000	851610			48090.66 KGM

SELECTED CARGO ITEM									
Sequence number: 1	Code (TARIC): 851610								
UN Number:	Gross quantity: 48090.66 KGM								
Payment method:	Place of discharge:								
Description of goods: 2114 CTNS STORAGE ELECTRIC WATER HEATER HS CODE:8516101000 5 CTNS SPARE PARTS OF STORAGE WATER HEATER HS CODE:8516909000									
Containers (Transport Unit IDs): FSCU6409021; KKFU7205736; KKFU7437393; KKFU7564438; KKFU7713151;									
Documents (type/reference):									
Special mentions (code):									
Means of transport, crossing border (nationality/identity):									
CONSIGNOR Code: Name: FERROLI HEATING EQUIPMENT (CHINA) Address: NO.9 JIANSHE DONG LU TAOYUAN City: GUANGDONG Postal code: NA Country: CN (CHINA)	CONSIGNEE Code: Name: DIPLOMAT CORPORATION LTD Address: 2, DIMITAR TALEV STR City: PLEVEN Postal code: 5770 Country: BG (BULGARIA)								
PARTY TO BE NOTIFIED Code: Name: Address: City: Postal code: Country:	PACKAGES <table border="1"> <thead> <tr> <th>No. of packages</th> <th>No. of pieces</th> <th>Package type</th> <th>Shipping marks</th> </tr> </thead> <tbody> <tr> <td>2119</td> <td></td> <td>CT</td> <td>DIPLOMAT</td> </tr> </tbody> </table>	No. of packages	No. of pieces	Package type	Shipping marks	2119		CT	DIPLOMAT
No. of packages	No. of pieces	Package type	Shipping marks						
2119		CT	DIPLOMAT						

Another group of data, within the Cargo section, is „CARGO DOCUMENTS” group.

CARGO DOCUMENTS			Upload
Document Description	Document Name	Size (KB)	
Cargo Plan	templates_Cargo.xlsx	52	Remove
Cargo Manifest	templates_Crew.xlsx	104	Remove

In this group, the user can upload additional documents regarding the cargo, by pressing the „Upload” blue functional button.

Upload

After the user clicks the upload button, the following pop-up window will be displayed:

Document Description
enter description
Choose file: No file selected
Remove
Upload Cancel

In this window, the user can select the file to be uploaded by pressing the „Choose file” button. If the user wants to delete the file previously selected, he has to press the „Remove” red functional button.

The user has also the possibility to enter a description for the selected file, by filling the „Document Description” field.

After the user selects the file that he wants to upload, the user must press the „Upload” blue functional button. If the user simply wants to cancel the upload operation, he must press the „Cancel” yellow functional button.

If the user wants to delete one or more of the cargo documents, the user has to press the „Remove” red functional button, located in the right side of the screen, on the same horizontal line with the document name. This option has a validation pop-up window, presented in the picture below:

Are you sure you want to permanently remove this document from the Cargo Documents List?

Yes

No

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.

Prev

Next

Submit Notification

6.1.2.7 Ship Stores



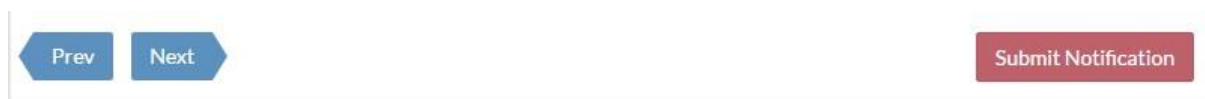
This section has a group called "Ship Stores" which has the functional blue button ("Add") and when this button is pressed by the user, four fields available for filling appear. Those fields are presented in the table below:

Field name	Occurence	Type	Length	Description
Name of Article	Optional	Text	1-35 char.	Description of the dutiable store item that the ship carries
Quantity	Optional	Decimal		Quantity of the ship's store item: amount
Unit	Optional	List		Quantity of the ship's store item: unit
Location on board	Optional	Text	0-255 char.	The on board location of the ship's stores item

After the user fills the fields from "Ship Stores" group, the user can perform four different actions:

- Save/Close;
- Duplicate;
- Remove;
- Add Row;

In the bottom-left corner of the screen, at the same level with „Submit Notification" button, are the „Prev" and „Next" buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.1.2.8 Waste

WASTE

LAST PORT AND DATE WHEN SHIP-GENERATED WASTE WAS DELIVERED

Last Port: Mangalia

ROMAG

Date

12.02.2016

12 33

Do you confirm that the details in this form are accurate correct?*

Yes

Do you confirm that there is sufficient dedicated onboard capacity?*

Yes

Do you deliver all, some or none of your waste into a port reception facility?

All

The first group of fields within this section is called „Waste” and contains five fields. Two of those fields are gathered in the sub-group named ”LAST PORT AND DATE WHEN SHIP-GENERATED WASTE WAS DELIVERED”. Those fields and the conditions for filling them are presented in the table below:

Field name	Occurence	Type	Length	Description
<i>LAST PORT AND DATE WHEN SHIP-GENERATED WASTE WAS DELIVERED</i>				
Last Port	Optional	Text	5 char.	Last port where ship-generated waste was delivered. The port is identified by its 5-digit LOCODE.
Date	Optional	Date time		Date when ship generated waste was delivered.
Do you confirm that the details in this form are accurate correct?	Mandatory	List		Yes/No status code. The selection function shall be used.
Do you confirm that there is sufficient dedicated onboard capacity?	Mandatory	List		Yes/No status code. The selection function shall be used.
Do you deliver all, some or none of your waste into a port reception facility?	Optional	List		Indicates ship’s intention to deliver all, some or none of its waste in the port it reports to. The selection function shall be used.

WASTE DISPOSAL

+ Add

⬇ All

⬆ All

Waste Type*	Waste to be delivered(m3)*	Maximum dedicated storage capacity(m3)	Amount of waste on board	Port of delivery of remaining waste	Estimated amount of waste to be generated(m3)	Action
Garbage-Other-Deck and external surfaces wash water containing cleaning agents or additives harmful to the marine environment(2312)	12	14				Action
Cargo associated waste-Marpol Annex V-Dunnage, lining or packing material(4101)	21	45	12	ROAGI Agigea	4	Action
Cargo associated waste-Marpol Annex V-Other(4100)	3	8	3	ROAGI Agigea	4	Action
Garbage-Other-Special Items (e.g. medical waste, oily rags, paint, cans, dated pyrotechnics, batteries, print cartridges, etc.)(2310)	5	8	1	ROAGI Agigea	4	Action

The second group from this section is called "WASTE DISPOSAL" and contains eight fields, fields which appear after the user presses the blue button ("Add"). Those fields and the conditions for filling them are presented in the table below:

Field name	Occurrence	Type	Length	Description
<i>WASTE DISPOSAL</i>				
Waste Type	Mandatory	List		Code as defined in Waste BR. Shall be selected from the selection bar.
Waste to be delivered(m ³)	Mandatory	Decimal	0-15 char.	Amount of waste to be delivered by ship in the port it reports to (m ³). The "NIL" value, which is default, means that this specific waste does not exist on board of that ship.
Maximum dedicated storage capacity(m ³)	Optional	Decimal	0-15 char.	Maximum dedicated storage capacity for this type of waste (m ³). The "NIL" value, which is default, means that this specific waste does not exist on board of that ship.
Amount of waste on board	Optional	Decimal	0-15 char.	Quantity of waste to be retained on board (m ³). The "NIL" value, which is default, means that this specific waste does not exist on board of that ship.
Port of delivery of remaining waste	Optional	Text	5 char.	The port where remaining waste will be delivered. The port is identified by its 5-digit LOCODE.
Estimated amount of waste to be generated(m ³)	Optional	Decimal	0-15 char.	Estimated amount of waste to be generated between this report and the next port of call (m ³). The "NIL" value, means that this specific waste does not exist on board of that ship.

After the user fills the fields from "Waste Disposal" group, he can perform four different actions:

- Save/Close;
- Duplicate;
- Remove;
- Add Row;

In the bottom-left corner of the screen, at the same level with „Submit Notification" button, are the „Prev" and „Next" buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in 6.1.2.1.

6.1.2.9 Security

SECURITY INFORMATION

Does the ship have a valid ISSC?

No

If no, why not?

123

Does the ship have an approved SSP on board? *

Yes

Security level at which the ship is currently operating *

Security Level 2

Is there any security-related matter you wish to report?

Yes

Security Related Matter

Detalii

CSO NAME AND 24 HOUR CONTACT DETAILS

Given Name

Prenume

Family Name*

Nume

Phone*

456789

Email*

email@email.com

Fax*

2585945





This section has three group of fields. First of those is "SECURITY INFORMATION". Here, some variables appear:

- If the user selects "No" at the first question "Does the ship have a valid ISSC?", one more field will appear, named "If no, why not?".
- If the user selects "Yes" at the first question "Does the ship have a valid ISSC?", four more fields will appear: "Issued by", "Name of Administration/RSO", "ISSC Type" and "Expiry Date".
- If the user selects "Yes" at the question "Does the ship have an approved SSP on board?", the field "Security level at which the ship is currently operating" will appear.
- If the user selects "Yes" at the question "Is there any security-related matter you wish to report?", the field "Security Related matter" will appear.

All those fields and the conditions for filling them are presented in the table below:

Field name	Occurence	Type	Length	Description
Does the ship have a valid ISSC?	Mandatory	List		Yes/No status code. The selection function shall be used.
If no, why not?	Optional	Text	1-256 char.	Shall be filled, if "Does the ship have a valid ISSC?" = No.
Issued by	Optional	List		ISSC issuer type. Possible values: "Administration" or "RSO". Shall be obtained from the drop-down list.
Name of Administration	Mandatory	Text	1-256 char.	Appears only if the "Issued by" parameter is set on "Administration"
Name of RSO	Optional	List		Appears only if the "Issued by" parameter is set on "RSO"

Other RSO Name	Mandatory	Text	0-256 char.	Appears only if the "Issued by" parameter is set on "RSO" and the parameter for "Name of RSO" is set to "Other"
ISCC Type	Mandatory	List		Possible values: "Full" or "Interim". Shall be obtained from the drop-down list.
Expiry Date	Mandatory	Date time		Shall be obtained through the selection function.
Does the ship have an approved SSP on board?	Mandatory	List		Indicates if the ship has an approved security plan on board. Yes/ No status code. The selection function shall be used.
Security level at which the ship is currently operating	Mandatory	List		The security levels according to the ISPS code: "Security Level 1", "Security Level 2" and "Security Level 3". Shall be obtained from the drop-down list.
Is there any security-related matter you wish to report?	Optional	List		Yes/No status code. The selection function shall be used.
Security related matter	Optional	Text	1-256 char.	Any security related matters to report.
<i>CSO NAME AND 24 FOUR HOUR CONTACT DETAILS</i>				
Given Name	Optional	Text	0-50 char.	Given name of the company security officer.
Family Name	Mandatory	Text	0-50 char.	Family name of the company security officer.
Phone	Mandatory	Text	1-20 char.	CSO phone number with an international prefix code.
Email	Mandatory	Text	0-50 char.	CSO email address.
Fax	Mandatory	Text	1-20 char.	CSO fax number with an international prefix code.

LAST CALLS AT PORT FACILITIES IN CHRONOLOGICAL ORDER (MOST RECENT FIRST)							 Add  All  All
Date of arrival*	Date of departure*	Port*	Port Facility*	Security Level*	Additional Security Measures	Action	
12.09.2015	13.09.2015	ROAGI Agigea	123	Security Level 2	asdasdad asdasdad	 Action	

The second group within this section is "LAST CALLS AT PORT FACILITIES IN CHRONOLOGICAL ORDER (MOST RECENT FIRST)", and when the user presses the blue functional button ("Add"), six fields appear. Those fields and the conditions for filling them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Date of arrival	Optional	Date		Date of arrival to the port/terminal. The selection function shall be used.
Date of departure	Optional	Date		Date of departure from the port/terminal. The selection function shall be used.
Port	Optional	Text	5 char.	Port's location code. The selection function can be used.
Port Facility	Optional	Text		Port facility number as per GISIS database.
Security Level	Optional	List		The security levels according to the ISPS code: "Security Level 1", "Security Level 2" and "Security Level 3". Shall be obtained from the drop-down list.
Additional Security Measures	Optional	Text	0-256 char.	Special or additional security measures taken by the ship during the call.

After the user fills the fields from "LAST CALLS AT PORT FACILITIES IN CHRONOLOGICAL ORDER (MOST RECENT FIRST)" group, he can perform four different actions:

- Save/Close;
- Duplicate;
- Remove;
- Add Row;

SHIP-TO-SHIP ACTIVITIES (IN CHRONOLOGICAL ORDER)							+ Add Download All
Date from*	Date to*	Location	Latitude	Longitude	Ship-to-ship activity*	Security Measures	Action
11.09.2015	12.09.2015	ROAGI Agigea	20.1234	30.1234	Cargo operations	Masuri suplimentare	Action
09.09.2015	10.09.2015	ROAGI Agigea	20.1234	30.1234	Cargo operations	Masuri suplimentare	Action
10.09.2015	11.09.2015	ROAGI Agigea	20.1234	30.1234	Cargo operations	Masuri suplimentare	Action
14.09.2015	15.09.2015	ROAGI Agigea	20.1234	30.1234	Cargo operations	Masuri suplimentare	Action
11.09.2015	12.09.2015	ROAGI Agigea	20.1234	30.1234	Cargo operations	Masuri suplimentare	Action
14.09.2015	15.09.2015	ROAGI Agigea	20.1234	30.1234	Cargo operations	Masuri suplimentare	Action

Last group of fields from this section is "SHIP-TO-SHIP ACTIVITIES (IN CHRONOLOGICAL ORDER)", and when the user presses the blue functional button ("Add"), seven fields appear. Those fields and the conditions for filling them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Date from	Optional	Date		Date/time when ship-to-ship activity started. The selection function shall be used.
Date to	Optional	Date		Date/time when ship-to-ship activity ended. The selection function shall be used.

Location	Optional	Text	5 char.	Location code of the port. The search function shall be used.
Latitude	Optional	Decimal		Ship's position – latitude. MinInclusive value="-90" and maxInclusive value="90". Shall be filled if "LoCode" is not provided.
Longitude	Optional	Decimal		Ship's position – longitude. MinInclusive value="180" and maxInclusive value="180". Shall be filled if "LoCode" is not provided.
Ship-to-ship activity	Optional	List		Description of the ship-to-ship activity performed. The selection function shall be used.
Security Measures	Optional	Text	0-256 char.	Description of the security measures applied.

After the user fills the fields from "SHIP-TO-SHIP ACTIVITIES (IN CHRONOLOGICAL ORDER)" group, the user can perform four different actions:

- Save/Close;
- Duplicate;
- Remove;
- Add Row;

In the bottom-left corner of the screen, at the same level with „Submit Notification" button, are the „Prev" and „Next" buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in 6.1.2.1.


6.1.2.10 Crew

CREW (17) 🗨️ All ➕ Add enter text ✖ Filter						
Number (Ref.)	Family name*	Given Name*	Rank or Rating*	Nationality*	ID Document*	Visa/Residence Permit No.
1 (1)*	PENARANDA	CARLITO CARVAJAL	Master (63)	PH(PHILIPPINES)	Passport	NO
2 (2)	VILLALONGJA	ROGELIO LOPEZ	ChiefOfficer (17)	PH(PHILIPPINES)	Passport	NO
3 (3)	ANTIQUINA	JUAN, ALBIOS	SecondOfficer (87)	PH(PHILIPPINES)	Passport	NO
4 (4)	DESACADO	ANTHONY, COLETA	ThirdOfficer (95)	PH(PHILIPPINES)	Passport	NO
5 (6)	DIANA	GERADO, ABIERA	SecondAsstEngineer (85)	PH(PHILIPPINES)	Passport	NO
6 (7)	TAMONAN	AGAPITO JR. CALIMLALIMAN	ThirdAsstEngineer (93)	PH(PHILIPPINES)	Passport	NO
7 (8)	NAPA	VICTOR, PEREZ	FourthAsstEngineer (50)	PH(PHILIPPINES)	Passport	NO
8 (10)	MACARAEG	ORVILLE JR.SARMIENTO	Bosun (6)	PH(PHILIPPINES)	Passport	NO
9 (11)	QUINDOY	JOSE JR., BOFILL	AbleSeaman (1)	PH(PHILIPPINES)	Passport	NO
10 (12)	FERRER	BRIAN JOY, CARINO	AbleSeaman (1)	PH(PHILIPPINES)	Passport	NO

Show 10 entries per page

First 1 2 Last

This section has the "CREW" group which is basically a list which can be completed by pressing the blue functional button ("Add") and fill the fields that are shown in the picture below:

Given Name*	Family Name*
<input type="text"/>	<input type="text"/>
Nationality *	Country of birth *
<input type="text" value="ISO Code"/>	<input type="text" value="ISO Code"/>
Date of birth*	Place of birth*
<input type="text"/> 	<input type="text"/>
Rank or rating*	
<input type="text" value="-- choose type --"/>	
ID Document*	
<input type="text"/>	
ID Number*	Visa/Residence Permit No.
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>
	Email
	<input type="text"/>

Save Cancel

If the user chooses the „Seaman’s book” option for the „ID Document” field, a new field, „Document issued by country”, will be available:

Given Name*	<input type="text"/>		Family Name*	<input type="text"/>	
Nationality *	<input type="text" value="ISO Code"/>		Country of birth *	<input type="text" value="ISO Code"/>	
Date of birth*	<input type="text" value=""/>		Place of birth*	<input type="text" value=""/>	
Rank or rating*	<input type="text" value="-- choose type --"/>		Document issued by country:	<input type="text" value="ISO Code"/>	
ID Document*	<input type="text" value="Seaman's book"/>		Visa/Residence Permit No.	<input type="text" value=""/>	
ID Number*	<input type="text" value=""/>		Phone	Fax	Email
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

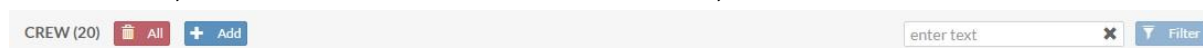
After completing those fields, the user must press the blue button ("Save"). All those fields and their filling conditions are presented in the table below:

Field name	Occurence	Type	Length	Description
Given name	Mandatory	Text	1-70 char.	Given name of the crew member
Family name	Mandatory	Text	1-70 char.	Family name of the crew member
Nationality	Mandatory	List		The stated or factual country of citizenship shown on the crew's identification document. The Alpha-2 code (two-digits flag code). The selection function shall be used.
Country of birth	Mandatory	List		The Alpha-2 code (two-digit flag code) in accordance with the standard ISO 3166-1. The selection function shall be used.
Date of birth	Mandatory	Date		Date of birth. The selection function shall be used
Place of birth	Mandatory	Text	1-35 char.	Place of birth (city or similar)
ID Document	Mandatory	List		ID document type. The selection function shall be used.
Document issued by country	Optional	List		This field is only available if the user chooses "Seaman's book" for "ID Document" field
ID Number	Mandatory	Text	1-35 char.	ID document's number.

Rank or rating	Mandatory	List		Crew duty or rank. The selection function shall be used.
Visa/Residence Permit No.	Optional	Text	1-35 char.	Number of visa/ residential permit
Phone	Optional	Text	1-20 char.	Phone number of the crew member
Fax	Optional	Text	1-20 char.	Fax number of the crew member
Email	Optional	Text	1-50 char.	Email of the crew member

The parameter "Number" from the column "Number (Ref.*)" represents the numbering of the crew members in the list. The second parameter, "Ref.", represents the unique ID of a Crew member as it was originally saved in database when the crew member was added. If one or more crew members has been deleted, the "Number" and the "Ref." for some crew members will no longer match.

In this section, the user can also visualize all crew members, or filter them.



Near the „Add” button is located the „All” red functional button, which deletes all the crew members. This option has a validation pop-up window, presented in the picture below:

Are you sure you want to permanently empty the Crew list?



Within this section, the user has the option to view between 10 and 50 crew members at once by selecting the page numbering select box which is located below the crew list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with crew members.

This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in 6.1.2.1.

If the user deletes a crew member, and that crew member has also personal effects, those effects will be also deleted from „Crew effects” section. If that particular crew member is listed in Health MDH, the informations for that crew member will also be deleted from the Health MDH section.


In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



6.1.2.11 Passengers

PASSENGERS (4) All Add enter text Filter									
Number (Ref.)	Family name*	Given Name*	Nationality*	ID Document*	Visa/Residence Permit No.	Embarkation*	Disembarkation*	In transit*	Action
1 (1)	Ionescu1	Daniel	RO(ROMANIA)	Passport	86578145666	ROAGI-Agigea	ROCND-Constanta	Yes	Action+
2 (2)	Sandu1	Ionel	RO(ROMANIA)	ResidentialPermit	9829954115	ROCND-Constanta	ROCND-Constanta	No	Action+
3 (3)	Ionescu2	Daniel	RO(ROMANIA)	Passport	86578145666	ROAGI-Agigea	ROCND-Constanta	Yes	Action+
4 (4)	Sandu	Ionel	RO(ROMANIA)	ResidentialPermit	9829954115	ROCND-Constanta	ROCND-Constanta	No	Action+

This section has the "PASSENGERS" group which is basically a list which can be completed by pressing the blue functional button ("Add") and fill the fields that are shown in the picture below:

Given Name*	Family Name*
<input type="text"/>	<input type="text"/>
Nationality *	Country of birth *
<input type="text" value="ISO Code"/>	<input type="text" value="ISO Code"/>
Date of birth*	Place of birth*
<input type="text"/> 	<input type="text"/>
ID Document*	ID Number*
<input type="text"/>	<input type="text"/>
Visa/Residence Permit No.	Transit*
<input type="text"/>	<input type="text"/>
Embarkation port*	Disembarkation port*
<input type="text" value="ISO Code"/>	<input type="text" value="ISO Code"/>
Phone	Fax
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

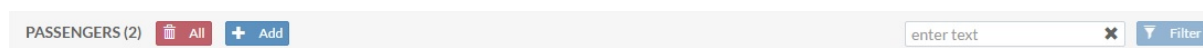
After completing those fields, the user must press the blue button ("Save"). All those fields and their filling conditions are presented in the table below:

Field name	Occurence	Type	Length	Description
Given name	Mandatory	Text	1-70 char.	Given name or first name as in passport or valid ID Document.
Family Name	Mandatory	Text	1-70 char.	Family name or surname as in passport or valid ID Document.
Nationality	Mandatory	List		The stated or factual country of citizenship shown on the passenger's identification document. The Alpha-2 code (two-digit flag code). The selection function shall be used.

Country of birth	Mandatory	List		The Alpha-2 code (two-digits flag code) in accordance with the standard ISO 3166-1. The selection function shall be used.
Date of birth	Mandatory	Date		Date of birth. The selection function shall be used.
Place of birth	Mandatory	Text	0-35 char.	Place of birth (city or similar)
ID Document	Mandatory	List		ID document type. The selection function shall be used.
ID Number	Mandatory	Text	0-35 char.	ID document's number.
Visa/Residence Permit No.	Optional	Text	0-35 char.	Number of visa/residential permit.
Transit	Mandatory	List		Yes/ No status code. Indicates whether passenger is the transit passenger. The selection function shall be used.
Embarkation port	Mandatory	Text	5 char.	Port where the passenger embarked the ship. The search function shall be used.
Disembarkation port	Mandatory	Text	5 char.	Port where the passenger will disembark the ship. The search function shall be used.
Phone	Optional	Text	1-20 char.	Phone number of the passenger.
Fax	Optional	Text	1-20 char.	Fax number of the passenger.
Email	Optional	Text	1-50 char.	Email of the passenger.

The parameter "Number" from the column "Number (Ref.)" represents the numbering of the passengers in the list. The second parameter, "Ref.", represents the unique ID of a passenger as it was originally saved in database when the passenger was added. If one or more passengers has been deleted, the "Number" and the "Ref." for some passengers will no longer match.

In this section, the user can also visualize all passengers, or filter them.



Near the „Add” button is located the „All” red functional button, which deletes all the passengers. This option has a validation pop-up window, presented in the picture below:

Are you sure you want to permanently empty the Passengers list?



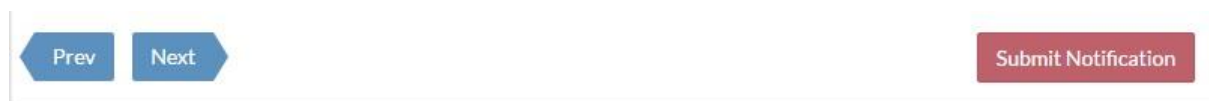
Within this section, the user has the option to view between 10 and 50 passengers at once by selecting the page numbering select box which is located below the passenger list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the

page navigation button, which enables the user to navigate between different pages with passengers.

This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in 6.1.2.1.

If the user deletes a passenger which is listed in Health MDH, the informations for that passenger will also be deleted from the Health MDH section.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



6.1.2.12 Crew Effects

CREW EFFECTS (17) ⌵ All ⊕ Add enter text Filter					
Crew No.	Family name	Given Name	Rank or Rating	Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions (e.g. wines, spirits, cigarettes, tobacco, etc.)	Action
1	PENARANDA	CARLITO CARVAJAL	Master (63)	Personal Effects	Action+
2	VILLALONGJA	ROGELIO LOPEZ	Chief Officer (17)	Personal Effects	Action+
3	ANTIQUINA	JUAN, ALBIOS	Second Officer (87)	Personal Effects	Action+
4	DESACADO	ANTHONY, COLETA	Third Officer (95)	Personal Effects	Action+
6	DIANA	GERADO, ABIERA	Second Asst Engineer (85)	Personal Effects	Action+
7	TAMONAN	AGAPITO JR. CALIMLALIMAN	Third Asst Engineer (93)	Personal Effects	Action+
8	NAPA	VICTOR, PEREZ	Fourth Asst Engineer (50)	Personal Effects	Action+
10	MACARAEG	ORVILLE JR. SARMIENTO	Bosun (6)	Personal Effects	Action+
11	QUINDOY	JOSE JR., BOFILL	Able Seaman (1)	Personal Effects	Action+
12	FERRER	BRIAN JOY, CARINO	Able Seaman (1)	Personal Effects	Action+

Show 10 entries per page First 1 2 Last

This section has the "CREW EFFECTS" group which is basically a list which can be completed by pressing the blue functional button ("Add") and fill the fields that are shown in the picture below:

Select crew member

-- choose type --

Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions (e.g. wines, spirits, cigarettes, tobacco, etc.)*

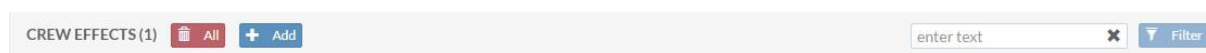
Save Cancel

This section takes the informations from "Crew list" data group, previously filled in the "Crew" section, and simplifies the filling of these fields by making the user to select the correspondent crew member for which the user wants to fill some data. After completing those fields, the user must

press the blue button ("Save"). All those fields and their filling conditions are presented in the table below:

Field name	Occurence	Type	Length	Description
Select crew member	Mandatory	List		From this list the user selects the crew member for which the user wants to add effects.
Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions (e.g. wines, spirits, cigarettes, tobacco, etc.)	Mandatory	Text	1-512 char.	Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions (e.g. wines, spirits, cigarettes, tobacco, etc.).

In this section, the user can also visualize all crew effects, or filter them.



Near the „Add” button is located the „All” red functional button, which deletes all the crew effects. This option has a validation pop-up window, presented in the picture below:

Are you sure you want to permanently empty the Crew Effects list?

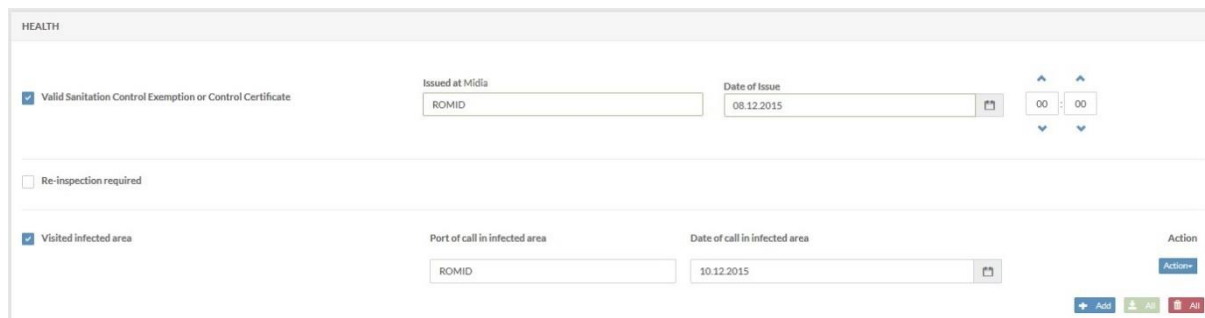


Within this section, the user has the option to view between 10 and 50 crew effects at once by selecting the page numbering select box which is located below the crew effects list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with crew effects.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



6.1.2.13 Health



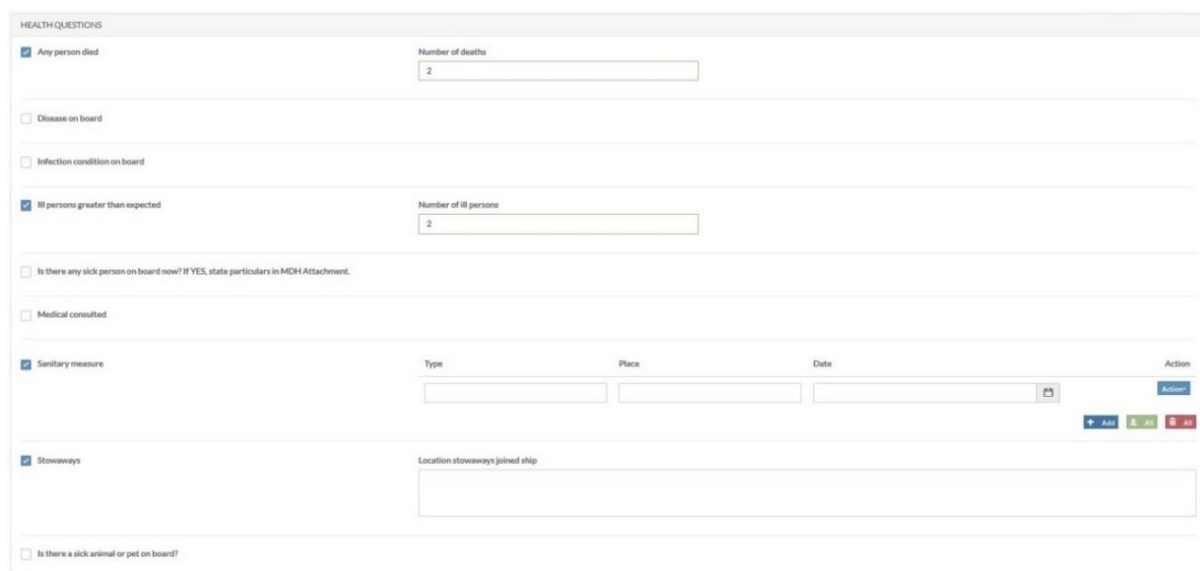
First group of fields from this section is called "HEALTH" and, depending on the answers at the check-boxes, has a variable amount of fields.

- If the box "Valid Sanitation Control Exemption or Control Certificate" is checked, 2 new fields will appear: "Issued at" and "Date of issue"
- If the box "Visited infected area" is checked, the three functional buttons will appear. Then, the user presses on the blue one ("Add"), and two new fields appear: "Port of call in infected area" and "Date of call in infected area".

All the fields mentioned above and their filling conditions are presented in the table below:

Field name	Occurrence	Type	Length	Description
Valid Sanitation Control Exemption or Control Certificate	Optional	Check-Box		Valid Sanitation Control Exemption or Control Certificate carried on board? It is either "No", or "Sanitary Control Exemption" or "Sanitary Control Certificate". Yes/ No status code.
Issued at	Optional	Text		Location where the Sanitation Control Exemption or Control Certificate was issued.
Date of issue	Optional	Date time		Date when the Sanitation Control Exemption or Control Certificate was issued. The search function shall be used.
Re-inspection required	Optional	Check-Box		Re-inspection required? Yes/ No status code.
Visited infected area	Optional	Check-Box		Indicates if the ship has visited an infected area identified by the World Health Organisation (WHO). Yes/ No status code.
Port of call in infected area	Optional	Text	5 char.	Shall be provided, if "Visited infected area" is selected. The search function shall be used.

Date of call in infected area	Optional	Date	If "Visited infected area" is selected. The search function shall be used.
-------------------------------	----------	------	--



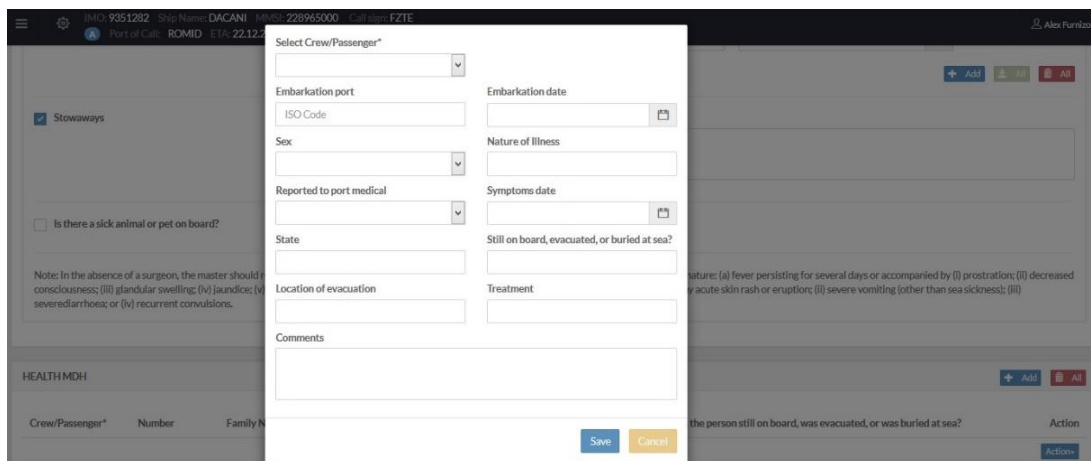
Inside the "HEALTH" group, there is a sub-group named "HEALTH QUESTIONS". This sub-group, depending on the answers at the check-boxes, has a variable amount of fields:

- If "Any person died" is checked, field "Number of deaths" appears
- If "Ill persons greater than expected" is checked, "Number of ill persons" appears
- If "Sanitary measure" is checked, three new fields will appear, and these fields are named "Type", "Place", "Date". This particular line has the functional button "Action" and the functional buttons for adding more sanitary measures.
- If "Stowaways" is checked, "Location stowaways joined ship" will appear.

All the fields and possible fields from the sub-group "Health questions", along with the filling conditions, are presented in the table below:

Field name	Occurrence	Type	Length	Description
Any person died	Optional	Check-Box		Has any person died on board during the voyage otherwise than as a result of accident? Yes/No status code.
Number of deaths	Mandatory	Integer		Total number of deaths.
Disease on board	Optional	Check-Box		Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature? This is a yes/no status code.


Infection condition on board	Optional	Check-Box		Are you aware of any condition on board which may lead to infection or spread of disease? This is a yes/no status code.
Ill persons greater than expected	Optional	Check-Box		Has the total number of ill passengers during the voyage been greater than normal/expected? This is a yes/no status code.
Number of ill persons	Mandatory	Integer		Number of ill persons during the voyage.
Is there any sick person on board now? If YES, state particulars in MDH Attachment.	Optional	Check-Box		Is there any ill person on board now? This is a yes/no status code. If selected, the "Health - MDH Attachment" shall be provided.
Medical consulted	Optional	Check-Box		Was a medical practitioner consulted? This is a yes/no status code.
Sanitary measure	Optional	Check-Box		Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? This is a yes/no data element.
Type	Mandatory	Text		Type of sanitary measure. Shall be filled, if "Sanitary measures" is selected.
Place	Mandatory	Text	5 char.	Place of sanitary measure. Shall be filled, if "Sanitary measures" is selected. The search function shall be used.
Date	Mandatory	Date		Shall be filled, if "Sanitary measures" is selected. The search function shall be used.
Stowaways	Optional	Check-Box		Have any stowaways been found onboard? Yes/No data element.
Location stowaways joined ship	Mandatory	Text		Location where the stowaways is assumed to have joined the ship, if any.
Is there a sick animal or pet on board?	Optional	Check-Box		Is there a sick animal or pet on board? Yes/No data element



Another group within this section is "HEALTH MDH". This group is basically a list which can be completed by pressing the blue functional button ("Add") and fill the fields that are shown in the picture above. After completing those fields, the user presses the blue button ("Save"). All those fields and their filling conditions are presented in the table below:

Field name	Occurrence	Type	Length	Description
Select Crew/Passenger	Mandatory	List		Indication if the person is crew or passenger. Shall be obtained from the selection function.
Embarkation port	Optional	Text	5 char.	Locode. Shall be obtained through the selection function.
Embarkation date	Optional	Date		Date when the person embarked the ship. Shall be obtained through the selection function.
Sex	Optional	List		Shall be obtained from the selection function.
Nature of Illness	Optional	Text		Nature of illness.
Reported to port medical	Optional	List		Reported to a port medical officer? Yes/ No status code.
Symptoms date	Optional	Date		Date of onset of symptoms. Shall be obtained through the selection function.
State	Optional	Text		The status of person. Whether the person recovered, is still ill or died.
Still on board, evacuated, or buried at sea?	Optional	Text		
Location of evacuation	Optional	Text	5 char.	Name of the port or airport where person was evacuated.
Treatment	Optional	Text		Drugs, medicines or other treatment given.
Comments	Optional	Text		Comments on the specific case in the MDH attachment.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in 6.1.2.1.

6.1.2.14 Other



CIVIL LIABILITY FOR OIL POLLUTION DAMAGE

Does the ship have a valid CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR OIL POLLUTION DAMAGE (CLC-1992), issued in accordance with the provisions of article VII of the International Convention on Civil Liability for Oil Pollution Damage/1992?

Note: Mandatory for all tankers which transport 2000 tons or more of hydrocarbons in bulk.

Full

Specify expiry date

Comments

In the section "Other", the first group of fields is called "CIVIL LIABILITY FOR OIL POLLUTION DAMAGE". The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Does the ship have a valid CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR OIL POLLUTION DAMAGE (CLC-1992), issued in accordance with the provisions of article VII of the International Convention on Civil Liability for Oil Pollution Damage/1992?	Optional	List		Type of the Certificate. Shall be obtained from the selection bar.
Specify expiry date	Optional	Date time		The certificate expiry date. Shall be obtained through the selection function.
Comments	Optional	Text		Any comments.



CIVIL LIABILITY FOR BUNKER OIL POLLUTION DAMAGE

Does the ship have a valid CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR BUNKER OIL POLLUTION DAMAGE, issued in accordance with the provisions of article 7 of the International Convention on Civil Liability for Bunker Oil Pollution Damage/2001?

Note: Mandatory for all sea going ships over 1000 Gross Tonnage.

Interim

Specify expiry date

Comments


The next group of fields is called "CIVIL LIABILITY FOR BUNKER OIL POLLUTION DAMAGE". The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
Does the ship have a valid CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR BUNKER OIL POLLUTION DAMAGE, issued in accordance with the provisions of article 7 of the International Convention on Civil Liability for Bunker Oil Pollution Damage/2001?	Optional	List		Type of the Certificate. Shall be obtained from the selection bar.
Specify expiry date	Optional	Date time		The certificate expiry date. Shall be obtained through the selection function
Comments	Optional	Text		Any comments.

INSURANCE FOR MARITIME CLAIMS

Does the ship have a valid INSURANCE COVERING MARITIME CLAIMS UNDER THE CONVENTION ON LIMITATION OF LIABILITY FOR MARITIME CLAIMS, ADOPTED BY THE INTERNATIONAL MARITIME ORGANIZATION IN LONDON ON NOVEMBER 19, 1976 AS AMENDED BY 1996 PROTOCOL?

Note: Mandatory for all ships of 300 Gross Tonnage or more.

Specify expiry date 

Comments

The third group of fields from this section is „INSURANCE FOR MARITIME CLAIMS“. The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
Does the ship have a valid INSURANCE COVERING MARITIME CLAIMS UNDER THE CONVENTION ON LIMITATION OF LIABILITY FOR MARITIME CLAIMS, ADOPTED BY THE INTERNATIONAL MARITIME ORGANIZATION IN LONDON ON NOVEMBER 19, 1976 AS AMENDED BY 1996 PROTOCOL?	Optional	List		If the ship has a valid certificate of insurance.
Specify expiry date	Optional	Date time		The certificate expiry date. Shall be obtained through the selection function
Comments	Optional	Text		Any comments.

BUNKERS ON BOARD

Note: The below oil sections represents quantities in metric tonnes.

Heavy fuel oil

☐ We confirm that the on board quantities of fuel reported below have the maximum limit of 0.1% sulphur content by mass (by weight).

Gas oil Marine gas oil Marine diesel oil Any other type of oil

Bunkers delivery receipt notes of the above quantities?

The fourth group of fields from this section is „BUNKERS ON BOARD”. The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Heavy fuel oil	Optional	Decimal	0-16 char.	Quantity of heavy fuel oil.
Gas oil	Optional	Decimal	0-16 char.	Quantity of gas oil.
Marine gas oil	Optional	Decimal	0-16 char.	Quantity of marine gas oil.
Marine diesel oil	Optional	Decimal	0-16 char.	Quantity of marine diesel oil.
Any other type of oil	Optional	Decimal	0-16 char.	Quantity of any other type of oil.
Bunkers delivery receipt notes of the above quantities?	Optional	List		Yes/No status code.
We confirm that the on board quantities of fuel reported below have the maximum limit of 0.1% sulphur content by mass (by weight).	Optional	Check-Box		Confirmation of maximum limit of sulphur content by mass.

SHIP DEFECTS

Hull Integrity

Manoeuvrability

Mooring

Cargo handling

Communication

Navigation

Other

The last group of fields from this section is „SHIP DEFECTS”. The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Hull Integrity	Optional	Text	0-250 char.	Defects related to the hull integrity.
Manoeuvrability	Optional	Text	0-250 char.	Defects related to the manoeuvrability.
Mooring	Optional	Text	0-250 char.	Defects related to the mooring gears.
Cargo handling	Optional	Text	0-250 char.	Defects related to the cargo handling capabilities.
Communication	Optional	Text	0-250 char.	Defects related to the communication equipment.
Navigation	Optional	Text	0-250 char.	Defects related to the navigation equipment.
Other	Optional	Text	0-250 char.	Other defects to be reported.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, is the „Prev” button, which allows the user to navigate in the previous section, „Health” section.



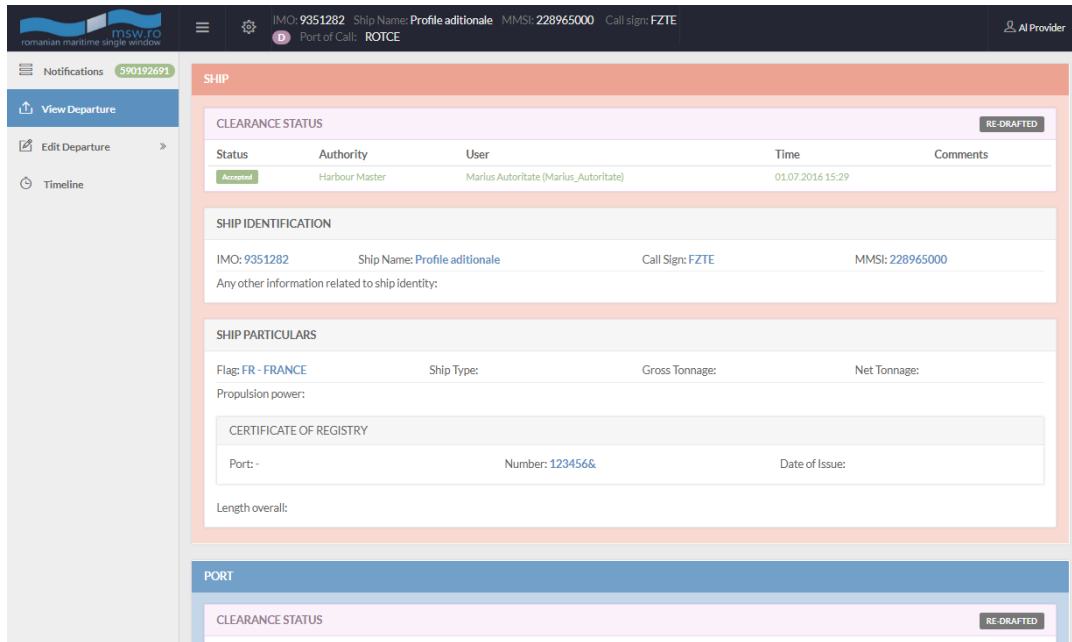
This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in 6.1.2.1.

6.2 Departure notification

6.2.1 Introduction

Once the user opens a "Departure" notification and in the left side of the screen the options appear, the user has two options:

- Click "View Departure" and see the notification in the form that appears to the authorities when they accept or reject the notification, like in the picture below. In this case, the user can only visualise the notification.



The screenshot displays the MSW.RO interface for viewing a departure notification. The top header shows the ship's details: IMO: 9351282, Ship Name: Profile aditională, MMSI: 228965000, Call sign: FZTE, and Port of Call: ROTCE. The left sidebar contains navigation options: Notifications (590192691), View Departure (selected), Edit Departure, and Timeline.

The main content area is titled 'SHIP' and contains several sections:

- CLEARANCE STATUS**: A table with columns Status, Authority, User, Time, and Comments. The status is 'Accepted' (green), Authority is 'Harbour Master', User is 'Marius Autoritate (Marius_Autoritate)', and Time is '01.07.2016 15:29'. A 'RE-DRAFTED' button is visible.
- SHIP IDENTIFICATION**: A section containing ship details: IMO: 9351282, Ship Name: Profile aditională, Call Sign: FZTE, and MMSI: 228965000. It also includes a field for 'Any other information related to ship identity:'.
- SHIP PARTICULARS**: A section containing ship details: Flag: FR - FRANCE, Ship Type, Gross Tonnage, Net Tonnage, and Propulsion power.
- CERTIFICATE OF REGISTRY**: A section containing registry details: Port, Number: 1234566, and Date of Issue.
- Length overall:**: A field for the ship's length.

The bottom section is titled 'PORT' and contains a 'CLEARANCE STATUS' table with a 'RE-DRAFTED' button.

In the „Crew” section, the user can visualize all crew members. In the left side of the section is displayed the total number of crew members. The user has the possibility to filter these members by insert keywords in the search-box, then pressing the „Filter” button, which is located in the right side of the section.

Within this section, the user has the option to view between 10 and 50 crew members at once by selecting the page numbering select box which is located below the crew members list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with crew members.

„Crew” and „Passengers” sections have the same behaviour regarding the display of informations.

If the user selects one of the crew members, the interface will provide further details for that specific crew member by opening a pop-up window:

CREW							
CREW (19)					<input type="text" value="enter text"/> ✕ Filter		
Number (Ref.)	Family name*	Given Name*	Rank or Rating*	Nationality*	ID Document*	ID Number*	Visa/Residence Permit No.
1 (1)	PENARANDA	CARLITO, CARVAJAL	Master (63)	PH(PHILIPPINES)	Passport	EB9870419	NO
2 (2)	VILLALONGJA	ROGELIO LOPEZ	ChiefOfficer (17)	PH(PHILIPPINES)	Passport	EB7761340	NO
3 (3)	ANTIQUINA	JUAN, ALBIOS	SecondOfficer (87)	PH(PHILIPPINES)	Passport	EC2579511	NO
4 (4)	DESACADO	ANTHONY, COLETA	ThirdOfficer (95)	PH(PHILIPPINES)	Passport	EC5209371	NO
5 (5)	GUSTILO	LINO, LLAMAS	ChiefEngineer (14)	PH(PHILIPPINES)	Passport	EB6993679	NO
6 (6)	DIANA	GERADO, ABIERA	SecondAsstEngineer (85)	PH(PHILIPPINES)	Passport	EC5571061	NO
7 (7)	TAMONAN	AGAPITO JR. CALIMLALIMAN	ThirdAsstEngineer (93)	PH(PHILIPPINES)	Passport	EC2582185	NO
8 (8)	NAPA	VICTOR, PEREZ	FourthAsstEngineer (50)	PH(PHILIPPINES)	Passport	EC4972465	NO
9 (9)	TUELLA	SIEGFRED, GALARRITA	Electrician (35)	PH(PHILIPPINES)	Passport	EC0081214	NO
10 (10)	MACARAEG	ORVILLE JR.SARMIENTO	Bosun (6)	PH(PHILIPPINES)	Passport	EC4167600	NO

Show 10 entries per page

First 1 2 Last

Current Selection:

Number: 1
 Family name: Popescu
 Nationality: RO ROMANIA
 Place of birth: 123123
 ID Document: Musterbook
 Visa/Residence Permit No.: 123123

Rank or Rating: Master (63)
 Given Name: Costel
 Country of birth: HR CROATIA
 Date of birth: 03.05.1922
 ID Number: 12312123

Close

If the user selects one of the passengers, the interface will provide further details for that specific passenger by opening a pop-up window:

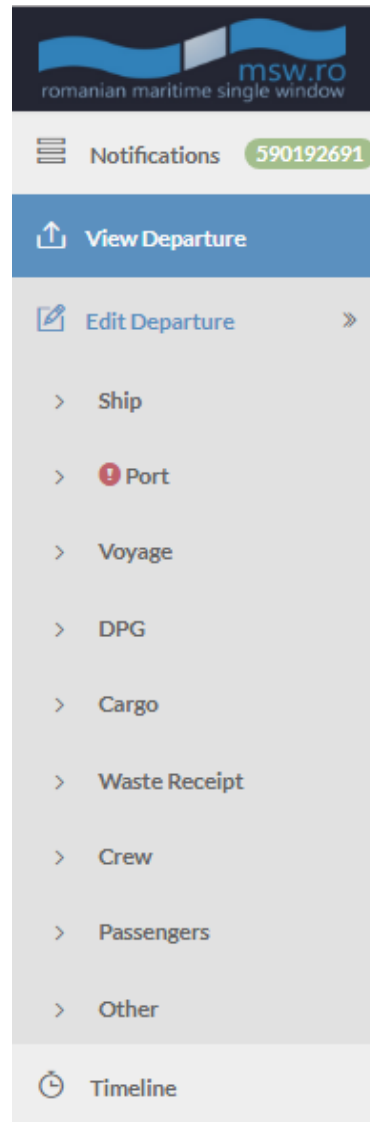
Current Selection:

Number: 5
 Family name: 123123
 Nationality: HU HUNGARY
 Place of birth: 123123
 ID Document: Passport
 Visa/Residence Permit No.: 123123
 Embarkation port: ROAGI Agigea

Given Name: 123123
 Country of birth: LT LITHUANIA
 Date of birth: 29.01.2002
 ID Number: 123123
 Transit: Yes
 Disembarkation port: ROMAG Mangalia

Close

- Click "Edit Departure" and decides to amend or supplement the data filled in the "CREATE NEW DRAFT" section. Then, in the left side of the screen, the sections of the notification will appear, like in the picture below



6.2.2 Notification sections

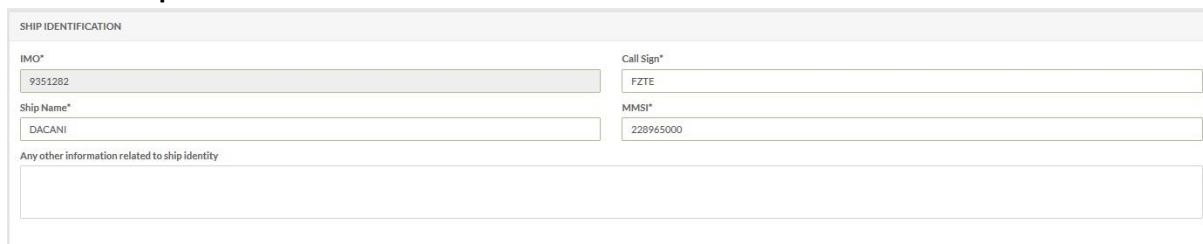
If the users chooses to further fill the fields of the notification by clicking on "Edit Departure", the user will see the sections of the notification. These are:

- Ship;
- Port;
- Voyage;
- DPG;
- Cargo;
- Waste Receipt;

- Crew;
- Passengers;
- Other.

Each one of these sections have a number of fields that can be filled with informations by the user. In the followings, each section, along with the fields and the conditions for filling those fields, are presented.

6.2.2.1 Ship



In the section "Ship", the first group of fields is called "SHIP IDENTIFICATION". The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
IMO	Mandatory	Text	7 char.	Unique ship identification number assigned in accordance with IMO resolution A.600(15).
Call Sign	Mandatory	Text	0-7 char.	Call sign for the ship. Sequence of letters and numbers, unique to each ship.
Ship Name	Mandatory	Text	0-35 char.	Given name of the ship in the ship registry
MMSI	Mandatory	Text	9 char.	Identifier used to uniquely identify a ship's radio station. Length of the MMSI number must be 9.
Any other information related to ship identity	Optional	Text	0-256 char.	Any other information used to identify the ship.

A special area in the "Ship" section, in the "SHIP IDENTIFICATION" group of fields, appears at notifications created by a banned ship. This area contains the following parameters:

- Ban date;
- Ban Occurrence;
- Ban Reason;
- Ship Name;
- Minimum Duration;
- Banning Authority;
- Company;
- Flag;

This parameters are organized like in the picture below:

SHIP BAN DATA	
Ban Date: 23.06.2016 00:00	Minimum Duration: Twelve months
Ban Occurrence: Second	Banning Authority: Portugal(PT)
Ban Reason: Multiple detentions	Company: Alsali Livestock Co(5693361)
Ship Name: SALAH ALDEEN 2	Flag: Sierra Leone(SL)

SHIP PARTICULARS	
Flag: EJ	Gross Tonnage 3124
Ship Type Fishing boat	Net Tonnage 321342
Propulsion power (kW)	

CERTIFICATE OF REGISTRY		
Port: Agigea ROAGI	Number 141412412	Date of Issue DD.MM.YYYY

Length overall 32

The last group of fields within this section is „SHIP PARTICULARS”. The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
Flag	Optional	List	2 char.	The 2-digits code for the country in which the ship is registered.
Ship Type	Optional	List	2-3 char.	Code specifying the type of ship according to UNECE R28.
Gross Tonnage	Optional	Decimal	0-3 char.	The measure of the overall size of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969
Net Tonnage	Optional	Decimal	0-3 char.	The measure of the useful capacity of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969
Propulsion power (kW)	Optional	Decimal	16	The propulsion power of the ship for which notification is declared, measured in kW.

<i>CERTIFICATE OF REGISTRY</i>	Optional			
Port	Optional			Name of port where the certificate of registry was issued/ State/Location code.
Number	Optional	Text	1-35 char.	Number of the certification of registry
Date of issue	Optional	Date		Date of issue of the ship's certificate of registry.
Length overall	Optional	Decimal		Ship's length in meters

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, is the „Next” button, which allows the user to navigate in the next section, „Port” section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.2.2.2 Port

ARRIVAL

Arrival Journal Number

ATA: 05.08.2016 11:00
 Arrival Clearance Status: Finalized
 Arrival Port of Call: ROTCE - Tulcea - Transit Sulina

+ Exceptional case

In the section "Port", the first group of fields is called "ARRIVAL". The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
Arrival Journal Number	Mandatory	Number	9	The associated journal number of an arrival notification

After the field „Arrival Journal Number” is filled with the appropriate Journal Number of an Arrival Notification (there has to be the same IMO), the following data from that notification are retrieved and displayed:

- ATA;
- Arrival Clearance Status;
- Arrival Port of Call.

If there is an exceptional case for which the user can't assign a Journal Number from an Arrival Notification to this Departure Notification, he can select the „+ Exceptional case” functional button, and check the box that will appear:

Exceptional case

☐ I confirm that there is no arrival for this ship in the MSW. [This confirmation shall be used only for exceptional cases when there is no arrival registered within the system for the current ship (e.g. New build ship, no arrival due to system interruption, ...)]

After the user checks that box, a new mandatory field, called „Reason, why there is no arrival within the MSW” will appear:

ARRIVAL

☒ I confirm that there is no arrival for this ship in the MSW. [This confirmation shall be used only for exceptional cases when there is no arrival registered within the system for the current ship (e.g. New build ship, no arrival due to system interruption, ...)]

Reason, why there is no arrival within the MSW

Reason for no arrival linked is required

Then, there is this section:

PORT OF CALL

Port of call* Constanta

ROCND

ETD*

15.12.2017

00 : 00

Operator in port of call

Master's Family Name*

PENARANDA

Master's Given Name*

CARLITO CARVAJAL

Position in port of call

D45

Port facility at arrival (APC Link)

2344

Brief description of onboard cargo and quantities*

Brief description o

Add Purpose of Call

Selected purposes

Changing crew x Unloading cargo x

NAME AND CONTACT DETAILS OF SHIP'S AGENT

Name

KDU_Shipping

Phone

12312312

Email

ruben.birsan@kdu.ro

Fax

1231231323

Agent Name

Marius Provider

Agent Phone

079951462

Fore draught

21

Mid-ship draught

22

Aft draught

23

Air draught

24

The third group of fields is „PORT OF CALL”. This group includes a sub-group, named „NAME AND CONTACT DETAILS OF SHIPS AGENT”. The fields and the conditions for them are presented in the table below:

Field name	Occurence	Type	Length	Description
Port Of Call	Mandatory	Text	5 char.	When referring to a voyage leg, this is the port at the end of that leg. This is normally the case when this element is used in pre-arrival notifications.

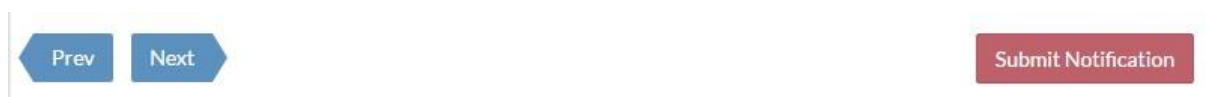
ETD	Mandatory	Date		Estimated time and date of departure from the port of call.
Operator in port of call	Optional	List		The operator from the port of call
Master's Family Name	Mandatory	Text		Family name of the Master
Master's Given Name	Mandatory	Text		Given name of the Master
Position in port of call	Optional	List		The position in port of call
Port facility at arrival	Optional	Text	1-4 char.	The port facility's code in the IMO GISIS maritime security database
Brief description of onboard cargo and quantities	Optional	Text	1-256 char.	Description of cargo. Free text entry
Add purpose of call	Mandatory	List		
Selected purposes	Mandatory			
<i>Name and Contact Details of Ship Agent</i>	Optional			
Name	Optional	Text	1-50 char.	Name of person/organisation representing the ship at the port of call. This field is read-only.
Phone	Optional	Text	1-20 char.	Phone number of person/organisation representing the ship at the port of call. This field is read-only.
Email	Optional	Text	1-50 char.	Email of person/organisation representing the ship at the port of call. This field is read-only.
Fax	Optional	Text	1-20 char.	Fax of person/organisation representing the ship at the port of call. This field is read-only.
Agent Name	Optional	Text		Name of the agent which created this specific notification. This field is read-only.
Agent Phone	Optional	Text		Phone number of the agent which created this specific notification. This field is read-only.
Fore draught	Optional	Decimal		Fore draught
Mid-ship draught	Optional	Decimal		Mid-ship draught
Aft draught	Optional	Decimal		Aft draught
Air draught	Optional	Decimal		Air draught

NUMBER OF PERSONS ON BOARD			
Number of persons on board*	Number of crew	Number of passengers	Have any stoways been found on board?*
<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="No"/>

The last group of fields is called "NUMBER OF PERSONS ON BOARD". The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Number of persons on board	Mandatory	Integer		Total number of persons on board. Value "zero" is not allowed.
Number of crew	Optional	Integer		Total number of crew members on board.
Number of passengers	Optional	Integer		Total number of passengers on board.
Have any stowaways been found on board	Mandatory	List		Indicating if any stowaways have been found on board the ship. Yes/ No status code. Shall be obtained from the selection bar.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.2.2.3 Voyage



First group of fields from this section is „NEXT PORT”. The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
Next Port	Optional	List	5 char.	Next port where the ship will moor.
ETA to next port	Optional	Date		Estimated time and date of arrival at the next port.



The last group of fields is „Itinerary of cruise ship”. The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
------------	------------	------	--------	-------------

This is a crew ship with passengers on board	Optional	Check-Box		If this is a crew ship with passengers on board
Port	Mandatory	Text		Port of call. The port is identified by name and 5digit LOCODE. The selection function shall be used. Mandatory field, if "This is a cruise ship with passengers on board" is selected.
ETA to port	Mandatory	Date		Estimated date and time of arrival to port of call. Mandatory field, if "This is a cruise ship with passengers on board" is selected.

This group offers to the user the option to perform four different actions:

- Edit;
- Duplicate;
- Remove;
- Add Row;

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.

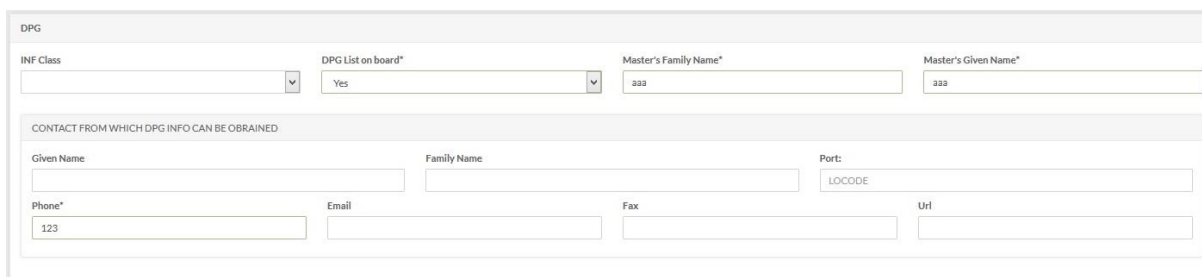


This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.2.2.4 DPG (Dangerous or Polluting Goods)

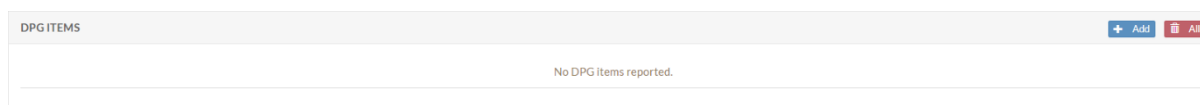
In this section are two groups of fields:

- DPG;
- DPG ITEMS;



The first group of fields, named "DPG", which contains a related sub-group, named "CONTACT FROM WHICH DPG INFO CAN BE OBTAINED". The fields and the conditions for them are presented in the table below:

Field name	Occurrence	Type	Length	Description
INF Class	Optional	List		Class of the ship needed for INF cargoes as defined in Regulation VII/14.2 / Code for the license of the vessel ship according to the INF Code. Shall be obtained from the selection bar.
DPG List on board	Mandatory	List		Confirmation that a list or manifest or appropriate loading plan giving details of the dangerous or polluting goods carried and of their location on the ship is on board. Yes/ No status code. The selection function shall be used.
Master's Family Name	Mandatory			Family name of the Master
Master's Given Name	Mandatory			Given name of the Master
<i>CONTACT FROM WHICH DPG INFO CAN BE OBTAINED</i>				
Given Name	Optional	Text	0-50 char.	The name of person which can provide the required information on DPG onboard
Family Name	Optional	Text	0-50 char.	The family name of person which can provide the required information on DPG onboard
Port	Optional	Text	5 char.	The location of person
Phone	Mandatory	Text	1-20 char.	The phone number of person which can provide the required information on DPG onboard. With an international prefix code.
Email	Optional	Text	0-50 char.	The email address of person which can provide the required information on DPG onboard
Fax	Optional	Text	1-20 char.	The fax number of person which can provide the required information on DPG onboard. With an international prefix code.
Url	Optional	Text	0-256 char.	An Url where additional info can be obtained



The second group of fields is called "DPG ITEMS". When there are no DPG Items added, this section looks like in the picture above.

ICS CARGO DECLARATION/ITEM DETAILS

MRN

LRN

Transport document ID

Sequence number(ICS Item No.)

Port of loading

LOCODE

Port of discharge

LOCODE

DG classifications*

IMO hazard class

Textual reference*

UN Number

Flash point

MARPOL pollution code

Packing group

Total number of packages

Kind of packages

Additional information

EmS1

EmS2

Add subsidiary risk

Subsidiary risks

Total gross quantity

Unit

Total net quantity

Unit

☐ Transport with equipment units

☐ Multiple locations on board

Location on board*

This group has the functional blue button ("Add") and when this button is pressed by the user, several fields available for filling appear. Those fields are presented in the table below:

Field name	Occurence	Type	Length	Description
MRN	Optional	Text	0-35 char.	Movement Reference Number (MRN). Unique number for an ENS declaration issued by the customs.
LRN	Optional	Text	0-35 char.	Local Reference Number (LRN). Unique number, which the declarant allocates to each individual transit.
Transport document ID	Optional	Text	0-17 char.	Transport document, e.g., Bill of Landing, identity code.

Sequence number (ICS Item No.)	Optional	Text		
Port of loading	Optional	Text	5 char.	Identify of the port where the cargo was loaded on board the ship.
Port of discharge	Optional	Text	5 char.	Identity of the port where the cargo will be discharged from the ship.
DG classifications	Mandatory	List		Indication of the classification used (IMDG, IGC, IBC, IMSBC, MARPOL). The value will be selected from the dropdown list.
IMO hazard class	Optional	List		UN Hazard Code for this cargo item as defined in IMDG. It specifies the hazard code for the actual substance. Subsidiary hazard codes may be added where applicable in the "Subsidiary Risks" data items. The value will be selected from the dropdown list.
Textual reference	Mandatory	Text		This is the proper shipping name, completed with the technical name where appropriate, for goods under IMDG Code, or the product name for goods under IBC Code and IGC Code, or the bulk cargo shipping name for goods under IMSBC Code, or the name of oil for goods under Annex I to the MARPOL Convention.
UN Number	Optional	Integer	0-4 char.	United Nations Dangerous Goods Identifier (UNDG), unique serial number assigned within the United Nations to substances and articles contained in a list of the dangerous goods most commonly carried. UN Number is required if DG Classification has value IMDG or IGC.
Flash point	Optional	Text		The temperature in degrees Celsius at which a liquid will give off enough flammable vapour to be ignited. according IMDG Code DG Class 3.
MARPOL pollution code	Optional	List		This code applies to noxious liquid substances as defined in MARPOL, Annex II (e.g. X, Y, Z, OS). The value will be selected from the dropdown list.
Packing group	Optional	List		Where applicable: Packing danger group code as appropriate and as

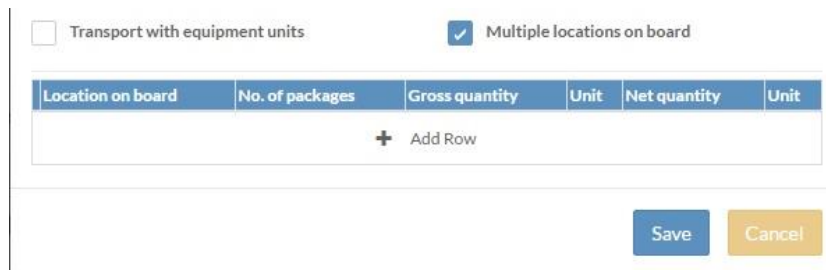
				<p>defined in IMDG. The packing group for a chemical indicates the degree of hazard associated with its transportation.</p> <p>The highest group is Group I (great danger); Group II is next (medium danger), while Group III chemicals present the lowest hazard (minor danger). Packing groups are often shown on MSDS data sheets for chemicals under the heading "Transport Information".</p> <p>Possible values: None, I, II, III. Shall be obtained from the dropdown list.</p>
Total number of packages	Optional	Integer	0-8 char.	This is the total number of packages on all cargo units covered by this cargo item.
Kind of packages	Optional	List		This is a description of the outer package of the cargo item. The value will be selected from the dropdown list.
Additional information	Optional	Text		Any additional information regarding dangerous and polluting goods on board.
EmS1, EmS2	Optional	Text		Emergency response procedures for ships carrying dangerous goods. This field can have 2 different values, one value for each field.
Subsidiary risks	Optional	Text		Any risks in addition to the class to which dangerous goods are assigned; and which is determined by a requirement to have a subsidiary risk. This field can have 5 different values.
Total gross quantity	Optional	Decimal	0-15 char.	Gross quantity of cargo item: value. The weight (mass) or volume of the dangerous goods contained in a package including the weight (mass) or volume of any packaging material for each DG item. This field can contain only numerical characters and "." character.
Unit	Optional	List		Gross/Net quantity of cargo item: unit. Possible values: TNE, KGM.
Total net quantity	Optional	Decimal	0-15 char.	Net quantity of cargo item: value. Net quantity value is required if gross quantity is not present. This field can contain only numerical characters and "." character.

Transport with equipment units	Optional	Check-Box		
Multiple locations on board	Optional	Check-Box		
Location on board	Mandatory	Text	1-30 char.	This is the on board location of the ship's stores item.
Multiple transport equipment units	Optional	Check-Box		
Transport unit ID	Mandatory	Text	1-18 char.	Identification of the transport equipment. For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code).

The two initial check-box fields, "Transport with equipment units" and "Multiple locations on board", are thoroughly described in the followings:

Multiple locations on board

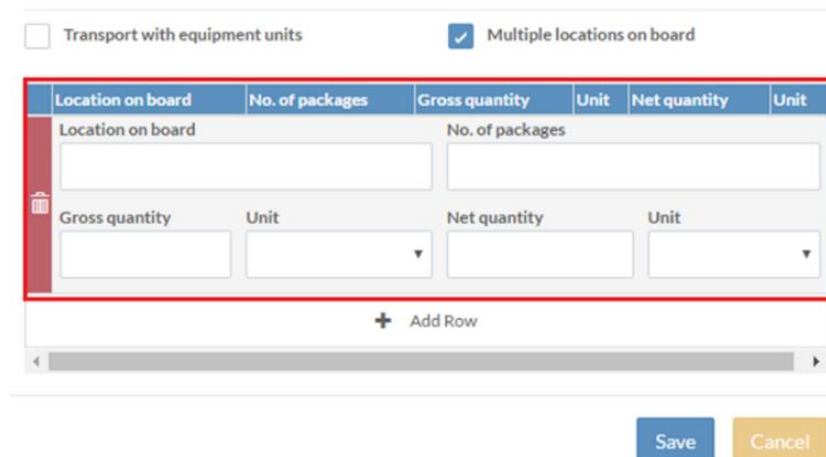
If the user checks the „Multiple locations on board” field the following table will be displayed:



The user has the possibility to add new rows in table using the "Add Row" button:

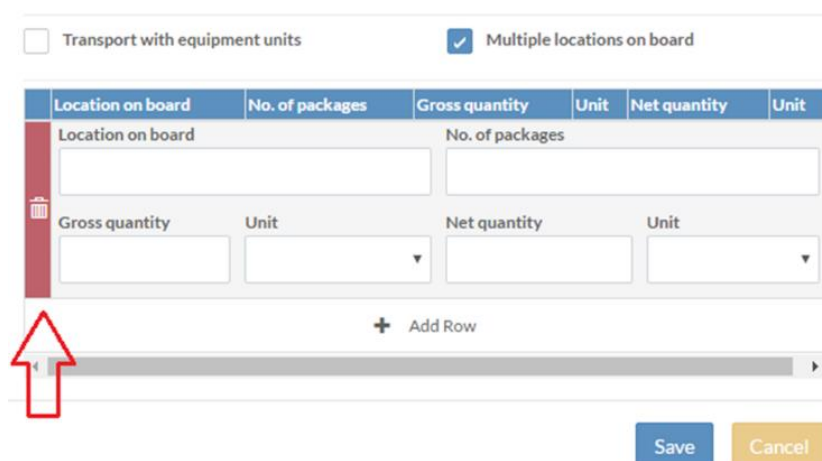
+ Add Row

After the user presses the „Add row” button the following fields will be available to edit:



Field name	Occurence	Type	Length	Description
Location on board	Optional	Text	1-30 char.	This is the on board location of the ship's stores item.
No. of packages	Optional	Integer	0-8 char.	This is the total number of packages on all cargo units covered by this cargo item.
Gross quantity	Optional	Decimal	0-15 char.	Gross quantity of cargo item: value. The weight (mass) or volume of the dangerous goods contained in a package including the weight (mass) or volume of any packaging material for each DG item. This field can contain only numerical characters and "." character.
Unit	Optional	List		Gross/Net quantity of cargo item: unit. Possible values: TNE, KGM.
Net quantity	Optional	Decimal	0-15 char.	Net quantity of cargo item: value. Net quantity value is required if gross quantity is not present. This field can contain only numerical characters and "." character.

The user has the possibility to delete one row saved in the table by pressing the red functional button that is located in the left side of the table:



The screenshot shows a web form with two checkboxes at the top: "Transport with equipment units" (unchecked) and "Multiple locations on board" (checked). Below is a table with columns: Location on board, No. of packages, Gross quantity, Unit, Net quantity, and Unit. The first row of the table is highlighted. To the left of the table, there is a red vertical bar containing a trash can icon, which is pointed to by a red arrow. Below the table, there is a "+ Add Row" button. At the bottom right, there are "Save" and "Cancel" buttons.

If the user fills the fields of the table with wrong data, a list of error messages will appear below the fields.

☐ Transport with equipment units
 ☒ Multiple locations on board

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
asff					
<div> <div> <div>Gross quantity</div> <div>Unit</div> </div> <div> <div>Net quantity</div> <div>Unit</div> </div> </div>					
<div> <div>- Value "afsdff" is invalid. Invalid number of packages</div> <div>- Value "dfdfsf" is invalid. Invalid gross quantity value</div> <div>- Value "sdfdsf" is invalid. Invalid net quantity value</div> </div>					
<div>+ Add Row</div>					

The user has the possibility to edit a row in a table by clicking the respective row. If the row generates errors, an alert icon will be displayed in the left side of the row.

☐ Transport with equipment units
 ☒ Multiple locations on board

Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
efewfew	121	31			
<div>+ Add Row</div>					

If the user tries to add two rows at the same time, an error message will be displayed:


Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
efewfew	121	31			
<div>+ Add Row</div>					

No

No

Yes

[Download Template](#)


 You already have an empty package row defined ! Please fill in this one first and then add a new row.

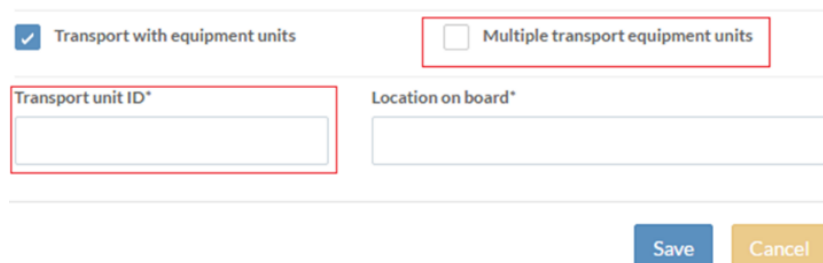
After the user saves a row in the table, the field „Location on board”, that initially is located below the „Transport with equipment units” check-box field, will be displayed only as a column in the table.

☐ Transport with equipment units
 ☒ Multiple locations on board

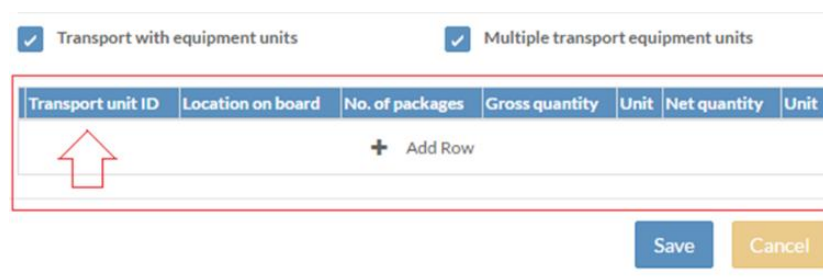
Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
sf	121	31	KGM		
<div>+ Add Row</div>					

Transport with equipment units

If the user checks the „Transport with equipment units” field, the field „Transport unit ID” that is located below the „Transport with equipment units” field will be available for edit, and the initial „Multiple locations on board” field will be replaced with a new check box field called „Multiple transport equipment unit”, field that is located in the right side of the „Transport with equipment units” field.



If the user checks the „Multiple transport equipment units” field, a table will be displayed. This table is linked to the table that is generated by checking the „Multiple locations on board” field, but has a new column available, a column named „Transport unit ID”.



The user has the possibility to add new rows in the table by using the "Add Row" button.

+ Add Row

After the user presses the „Add row” button, the following fields will be available for filling:

Field name	Occurence	Type	Length	Description
Transport unit ID	Optional	Text	0-18 char.	Identification of the transport equipment. For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code).
Location on board	Optional	Text	1-30 char.	This is the on board location of the ship's stores item.
No. of packages	Optional	Integer	0-8 char.	This is the total number of packages on all cargo units covered by this cargo item.
Gross quantity	Optional	Decimal	0-15 char.	Gross quantity of cargo item: value. The weight (mass) or volume of the dangerous goods contained in a package

				including the weight (mass) or volume of any packaging material for each DG item. This field can contain only numerical characters and "." character.
Unit	Optional	List		Gross/Net quantity of cargo item: unit. Possible values: TNE, KGM.
Net quantity	Optional	Decimal	0-15 char.	Net quantity of cargo item: value. Net quantity value is required if gross quantity is not present. This field can contain only numerical characters and "." character.

The user has the possibility to delete one row saved in the table by pressing the red functional button that is located in the left side of the table.

☒ Transport with equipment units ☒ Multiple transport equipment units

Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
qwqf	efewfew	121	31			

+ Add Row

Save Cancel

If the user fills the fields of the table with wrong data a list of error messages will appear below the fields.

☒ Transport with equipment units ☒ Multiple transport equipment units

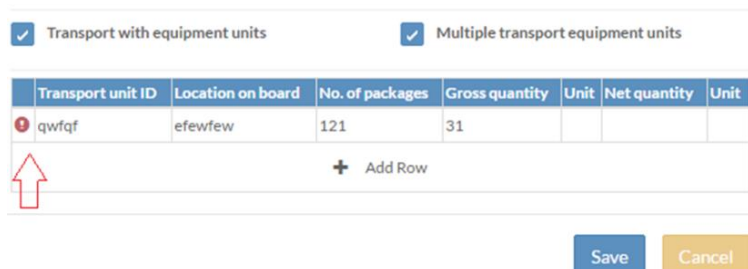
Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
qwqf	efewfew	121	31			

+ Add Row

Save Cancel

- Value "efewf" is invalid. Invalid number of packages
 - Value "efewf" is invalid. Invalid gross quantity value
 - Gross quantity unit is required if gross quantity value is provided
 - Value "wefewf" is invalid. Invalid net quantity value

The user has the possibility to edit a row in a table by clicking the respective row. If the row generates errors, an alert icon will be displayed in the left side of the row.

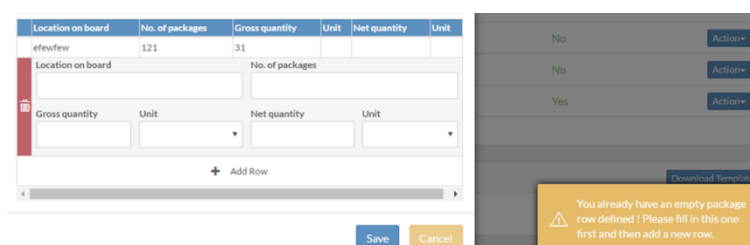


Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
qwfqf	efewfew	121	31			

+ Add Row

Save Cancel

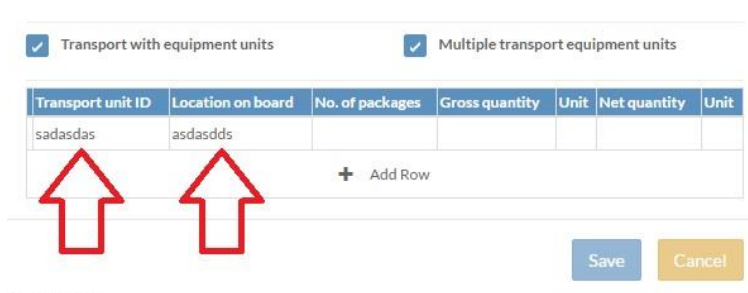
If the user tries to add two rows at the same time, an error message will be displayed.



Save Cancel

You already have an empty package row defined ! Please fill in this one first and then add a new row.

After the user saves a row in the table, the fields „Location on board ” and „Transport unit ID”, that initially were located below the „Transport with equipment units”, will be displayed only as columns in the table.



Transport unit ID	Location on board	No. of packages	Gross quantity	Unit	Net quantity	Unit
sadasdas	asdasdds					

+ Add Row

Save Cancel

Because there is a link between the table generated by „Multiple transport equipment units” field and the table generated by „Multiple locations on board”, if the user unchecks the „Transport with equipments unit”, the data that was saved in the table from „Multiple transport equipment units” will be available also in the table from „Multiple locations on board”, except the data that is saved in the „Transport unit ID” column.

The pop-up window that contains the data for the DPG Items has two functional buttons:

- “Save”: by pressing this button, the user saves the data entered in the fields

Save

- “Cancel”: by pressing this button, the user closes the pop-up window and deletes all data that are not saved


Cancel

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

6.2.2.5 Cargo


CARGO DOCUMENTS			Upload
Document Description	Document Name	Size (KB)	
	BP_621854833.pdf	76	Remove 

In this section, the user can:

- Upload: upload documents with cargo data by using the blue „Upload” functional button;

Upload

- Remove: remove documents with cargo data previously uploaded, using the red „Remove” functional button.

Remove 

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



6.2.2.6 Waste Receipt

WASTE RECEIPT			
Location/Terminal Name	Reception Facility provider(s)	Treatment Facility provider(s)	
BERTH 129 - 130	DIRECT TRANSHIPMENT EX-BARGES	NONE	
WASTE DISCHARGE DATE AND TIME			
From		To	
07.06.2016	00 : 00	07.06.2016	00 : 00
<div> <div> <div>+</div> <div>Add</div> </div> <div> <div>↓</div> <div>All</div> </div> <div> <div>🗑</div> <div>All</div> </div> </div>			
Waste Type	Description	Quantity(m3)	Action
Garbage-Other-Incinerator ashes and clinkers(2308)	NO desc	23	Action-
Waste oils-Sludge(1100)		12	Action-

This section has only one group of fields, named „WASTE RECEIPT”. Within this group, there is a sub-group named „WASTE DISCHARGE DATE AND TIME”. All those fields and their filling conditions are presented in the table below:

Field name	Occurrence	Type	Length	Description
Location/Terminal Name	Mandatory	Text		The name of location or terminal
Reception Facility provider(s)	Mandatory	Text		
Treatment Facility provider(s)	Mandatory	Text		
WASTE DISCHARGED DATE AND TIME	Optional			Waste discharge (date and time). Shall be obtained through the search function.
From	Optional	Date time		
To	Optional	Date time		
Waste Type	Optional	List		Type of waste. Shall be obtained from the dropdown list.
Description	Optional	Text		
Quantity (m ³)	Optional	Decimal		Quantity of waste (in m ³)

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



This section has also the possibility of uploading an *.xls/* .xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.


6.2.2.7 Crew

CREW (19) All Add enter text Filter							
Number (Ref.)	Family name*	Given Name*	Rank or Rating*	Nationality*	ID Document*	Visa/Residence Permit No.	Action
1 (1)*	PENARANDA	CARLITO, CARVAJAL	Master (63)	PH(PHILIPPINES)	Passport	NO	Action
2 (2)	VILLALONGJA	ROGELIO LOPEZ	ChiefOfficer (17)	PH(PHILIPPINES)	Passport	NO	Action
3 (3)	ANTIQUINA	JUAN, ALBIOS	SecondOfficer (87)	PH(PHILIPPINES)	Passport	NO	Action
4 (4)	DESACADO	ANTHONY, COLETA	ThirdOfficer (95)	PH(PHILIPPINES)	Passport	NO	Action
5 (5)	GUSTILO	LINO, LLAMAS	ChiefEngineer (14)	PH(PHILIPPINES)	Passport	NO	Action
6 (6)	DIANA	GERADO, ABIERA	SecondAsstEngineer (85)	PH(PHILIPPINES)	Passport	NO	Action
7 (7)	TAMONAN	AGAPITO JR. CALIMLALIMAN	ThirdAsstEngineer (93)	PH(PHILIPPINES)	Passport	NO	Action
8 (8)	NAPA	VICTOR, PEREZ	FourthAsstEngineer (50)	PH(PHILIPPINES)	Passport	NO	Action
9 (9)	TUELLA	SIEGFRED, GALARRITA	Electrician (35)	PH(PHILIPPINES)	Passport	NO	Action
10 (10)	MACARAEG	ORVILLE JR.SARMIENTO	Bosun (6)	PH(PHILIPPINES)	Passport	NO	Action


Show 10 entries per page

First 1 2 Last

This section has the "CREW" group which is basically a list which can be completed by pressing the blue functional button ("Add") and fill the fields that are shown in the picture below:

Given Name*	Family Name*	
<input type="text"/>	<input type="text"/>	
Nationality *	Country of birth *	
<input type="text" value="ISO Code"/>	<input type="text" value="ISO Code"/>	
Date of birth*	Place of birth*	
<input type="text" value=""/> 	<input type="text"/>	
Rank or rating*		
<input type="text" value="-- choose type --"/>		
ID Document*		
<input type="text"/>		
ID Number*	Visa/Residence Permit No.	
<input type="text"/>	<input type="text"/>	
Phone	Fax	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the user chooses the „Seaman’s book” option for the „ID Document” field, a new field, „Document issued by country”, will be available:

Given Name*	Family Name*	
<input type="text"/>	<input type="text"/>	
Nationality *	Country of birth *	
<input type="text" value="ISO Code"/>	<input type="text" value="ISO Code"/>	
Date of birth*	Place of birth*	
<input type="text" value=""/> 	<input type="text"/>	
Rank or rating*		
<input type="text" value="-- choose type --"/>		
ID Document*	Document issued by country:	
<input type="text" value="Seaman's book"/>	<input type="text" value="ISO Code"/>	
ID Number*	Visa/Residence Permit No.	
<input type="text"/>	<input type="text"/>	
Phone	Fax	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

After completing those fields, the user must press the blue button ("Save"). All those fields and their filling conditions are presented in the table below:

Field name	Occurrence	Type	Length	Description
Given name	Mandatory	Text	1-70 char.	Given name of the crew member
Family name	Mandatory	Text	1-70 char.	Family name of the crew member
Nationality	Mandatory	List		The stated or factual country of citizenship shown on the crew's identification document. The Alpha-2 code (two-digits flag code). The selection function shall be used.
Country of birth	Mandatory	List		The Alpha-2 code (two-digit flag code) in accordance with the standard ISO 3166-1. The selection function shall be used.
Date of birth	Mandatory	Date		Date of birth. The selection function shall be used
Place of birth	Mandatory	Text	1-35 char.	Place of birth (city or similar)
ID Document	Mandatory	List		ID document type. The selection function shall be used.
Document issued by country	Optional	List		This field is only available if the user chooses "Seaman's book" for "ID Document" field
ID Number	Mandatory	Text	1-35 char.	ID document's number.
Rank or rating	Mandatory	List		Crew duty or rank. The selection function shall be used.
Visa/Residence Permit No.	Optional	Text	1-35 char.	Number of visa/ residential permit
Phone	Optional	Text	1-20 char.	Phone number of the crew member
Fax	Optional	Text	1-20 char.	Fax number of the crew member
Email	Optional	Text	1-50 char.	Email of the crew member

The parameter "Number" from the column "Number (Ref.)" represents the numbering of the crew members in the list. The second parameter, "Ref.", represents the unique ID of a Crew member as it was originally saved in database when the crew member was added. If one or more crew members has been deleted, the "Number" and the "Ref." for some crew members will no longer match.

In this section, the user can also visualize all crew members, or filter them.

CREW (20)
 All
Add

Filter

Near the „Add” button is located the „All” red functional button, which deletes all the crew members. This option has a validation pop-up window, presented in the picture below:

Are you sure you want to permanently empty the Crew list?

Yes No

Within this section, the user has the option to view between 10 and 50 crew members at once by selecting the page numbering select box which is located below the crew list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with crew members.

This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.


In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



6.2.2.8 Passengers

PASSENGERS (4) All Add <input type="text" value="enter text"/> Filter									
Number (Ref.)	Family name*	Given Name*	Nationality*	ID Document*	Visa/Residence Permit No.	Embarkation*	Disembarkation*	In transit*	Action
1 (1)	Ionescu1	Daniel	RO(ROMANIA)	Passport	86578145666	ROAGI-Agigea	ROCND-Constanta	Yes	Action
2 (2)	Sandu1	Ionel	RO(ROMANIA)	ResidentialPermit	9829954115	ROCND-Constanta	ROCND-Constanta	No	Action
3 (3)	Ionescu2	Daniel	RO(ROMANIA)	Passport	86578145666	ROAGI-Agigea	ROCND-Constanta	Yes	Action
4 (4)	Sandu	Ionel	RO(ROMANIA)	ResidentialPermit	9829954115	ROCND-Constanta	ROCND-Constanta	No	Action

This section has the "PASSENGERS" group which is basically a list which can be completed by pressing the blue functional button ("Add") and fill the fields that are shown in the picture below:

Given Name*	<input type="text"/>		Family Name*	<input type="text"/>	
Nationality *	<input type="text" value="ISO Code"/>		Country of birth *	<input type="text" value="ISO Code"/>	
Date of birth*	<input type="text"/> 		Place of birth*	<input type="text"/>	
ID Document*	<input type="text" value="▼"/>		ID Number*	<input type="text"/>	
Visa/Residence Permit No.	<input type="text"/>		Transit*	<input type="text" value="▼"/>	
Embarkation port*	<input type="text" value="ISO Code"/>		Disembarkation port*	<input type="text" value="ISO Code"/>	
Phone	<input type="text"/>	Fax	<input type="text"/>	Email	<input type="text"/>

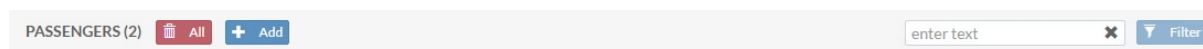
After completing those fields, the user must press the blue button ("Save"). All those fields and their filling conditions are presented in the table below:

Field name	Occurence	Type	Length	Description
Given name	Mandatory	Text	1-70 char.	Given name or first name as in passport or valid ID Document.
Family Name	Mandatory	Text	1-70 char.	Family name or surname as in passport or valid ID Document.
Nationality	Mandatory	List		The stated or factual country of citizenship shown on the passenger's identification document. The Alpha-2 code (two-digit flag code). The selection function shall be used.
Country of birth	Mandatory	List		The Alpha-2 code (two-digits flag code) in accordance with the standard ISO 3166-1. The selection function shall be used.
Date of birth	Mandatory	Date		Date of birth. The selection function shall be used.
Place of birth	Mandatory	Text	0-35 char.	Place of birth (city or similar)
ID Document	Mandatory	List		ID document type. The selection function shall be used.
ID Number	Mandatory	Text	0-35 char.	ID document's number.

Visa/Residence Permit No.	Optional	Text	0-35 char.	Number of visa/residential permit.
Transit	Mandatory	List		Yes/ No status code. Indicates whether passenger is the transit passenger. The selection function shall be used.
Embarkation port	Mandatory	Text	5 char.	Port where the passenger embarked the ship. The search function shall be used.
Disembarkation port	Mandatory	Text	5 char.	Port where the passenger will disembark the ship. The search function shall be used.
Phone	Optional	Text	1-20 char.	Phone number of the passenger.
Fax	Optional	Text	1-20 char.	Fax number of the passenger.
Email	Optional	Text	1-50 char.	Email of the passenger.

The parameter "Number" from the column "Number (Ref.)" represents the numbering of the passengers in the list. The second parameter, "Ref.", represents the unique ID of a passenger as it was originally saved in database when the passenger was added. If one or more passengers has been deleted, the "Number" and the "Ref." for some passengers will no longer match.

In this section, the user can also visualize all passengers, or filter them.



Near the „Add” button is located the „All” red functional button, which deletes all the passengers. This option has a validation pop-up window, presented in the picture below:

Are you sure you want to permanently empty the Passengers list?

Yes No

Within this section, the user has the option to view between 10 and 50 passengers at once by selecting the page numbering select box which is located below the passenger list in the bottom left corner of the section. Related to that page numbering select box, in the bottom right corner, is the page navigation button, which enables the user to navigate between different pages with passengers.

This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, are the „Prev” and „Next” buttons, which allows the user to navigate in the previous or next section.



6.2.2.9 Other

SHIP DEFECTS	
Hull Integrity <input type="text" value="rwqrwe"/>	Manoeuvrability <input type="text" value="rewrew"/>
Mooring <input type="text" value="rwerew"/>	Cargo handling <input type="text" value="rwerew"/>
Communication <input type="text" value="rewrwe"/>	Navigation <input type="text" value="rwrvw"/>
Other <input type="text" value="rwerwer"/>	

This section has only one group of fields, called „SHIP DEFECTS”. All those fields and their filling conditions are presented in the table below:

Field name	Occurence	Type	Length	Description
Hull Integrity	Optional	Text	1-250 char.	Defects related to the hull integrity
Manoeuvrability	Optional	Text	1-250 char.	Defects related to the manoeuvrability
Mooring	Optional	Text	1-250 char.	Defects related to the mooring gears
Cargo handling	Optional	Text	1-250 char.	Defects related to the cargo handling capabilities
Communication	Optional	Text	1-250 char.	Defects related to the communication equipment
Navigation	Optional	Text	1-250 char.	Defects related to the navigation equipment
Other	Optional	Text	1-250 char.	Other defects to be reported

In the bottom-left corner of the screen, at the same level with „Submit Notification” button, is the „Prev” button, which allows the user to navigate in the previous section, „Passengers” section.

This section has also the possibility of uploading an *.xls/*.xlsx file, and submitting the section data. These operations are described in detail in the chapter 6.1.2.1.