

# Reportal

The Swedish Maritime Single Window

## User manual

Version 1.41



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## Contact details

### MSW Support

MSW Support is available around the clock and can answer questions about the reporting in the MSW Reportal.

Telephone +46 771 40 00 50

E-mail: [support@mswreportal.se](mailto:support@mswreportal.se).

For authority-specific issues, please contact the specific authority.

**For specific questions to an authority, please contact respective authority.**

### Swedish Coast Guard

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

Telephone: +46 8 578 976 30 (Swedish Coast Guard Maritime Clearance)

E-mail: [sweden24@kustbevakningen.se](mailto:sweden24@kustbevakningen.se)

### Swedish Maritime Administration

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

Telephone: +46 10 478 58 00

E-mail: [portcall@sjofartsverket.se](mailto:portcall@sjofartsverket.se)

### Swedish Customs Service

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

Telephone: +46 771 520 520 (TullSvar daytime)

Telephone: +46 8 456 65 61 (Fartygsklarering daytime)

Telephone: +46 8 456 65 60 (Klarering evening/night)

E-mail: [fartygsklarering@tullverket.se](mailto:fartygsklarering@tullverket.se)

### Swedish Transport Agency

Swedish Transport Agency manages questions related to regulations.

Telephone: +46 771 503 503

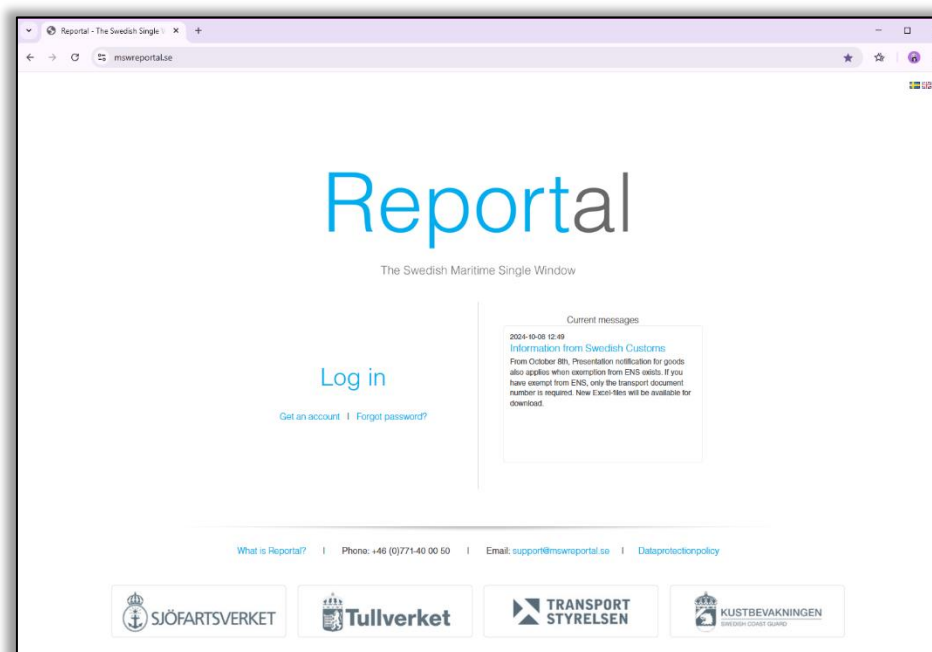
E-mail: [kontakt@transportstyrelsen.se](mailto:kontakt@transportstyrelsen.se)

## MSW Reportal

The MSW Reportal is used for reporting information regarding vessel's port calls to Sweden. The portal, which is managed by the Swedish Maritime Administration, is a collaboration between Swedish Coast Guard, Swedish Customs, the Swedish Maritime Administration and the Swedish Transport Agency.

### Login to MSW Reportal

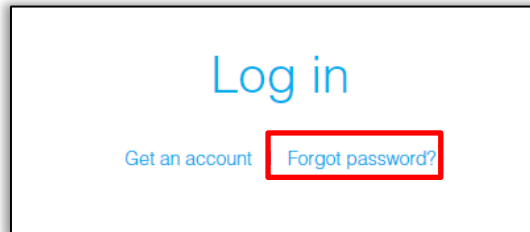
Go to the starting page of MSW Reportal, <https://mswreportal.se/> to login - press “**Log in**”.



There are two types of login solutions to access MSW Reportal. The primary login solution is to use a certificate, read more in the section [Certificate – Primary login solution](#) and the secondary login solution is to use a one-time password, read more in the section

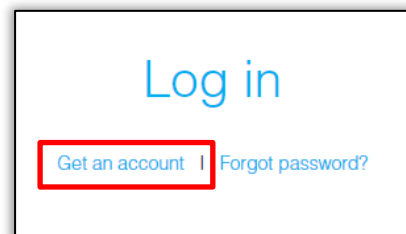
*One-time password – Secondary login* solution.

If you have forgotten your password, you need to press “[Forgot password?](#)” on this page.



## *Apply for access*

The Maritime Single Window-Reportal require special authorization, therefore you need to apply for access to The MSW Reportal. Press “[Get an account](#)” or follow the link [Application for permission to e-services](#) for more information regarding the application and the certificate on the home page of the Swedish Maritime Administration.

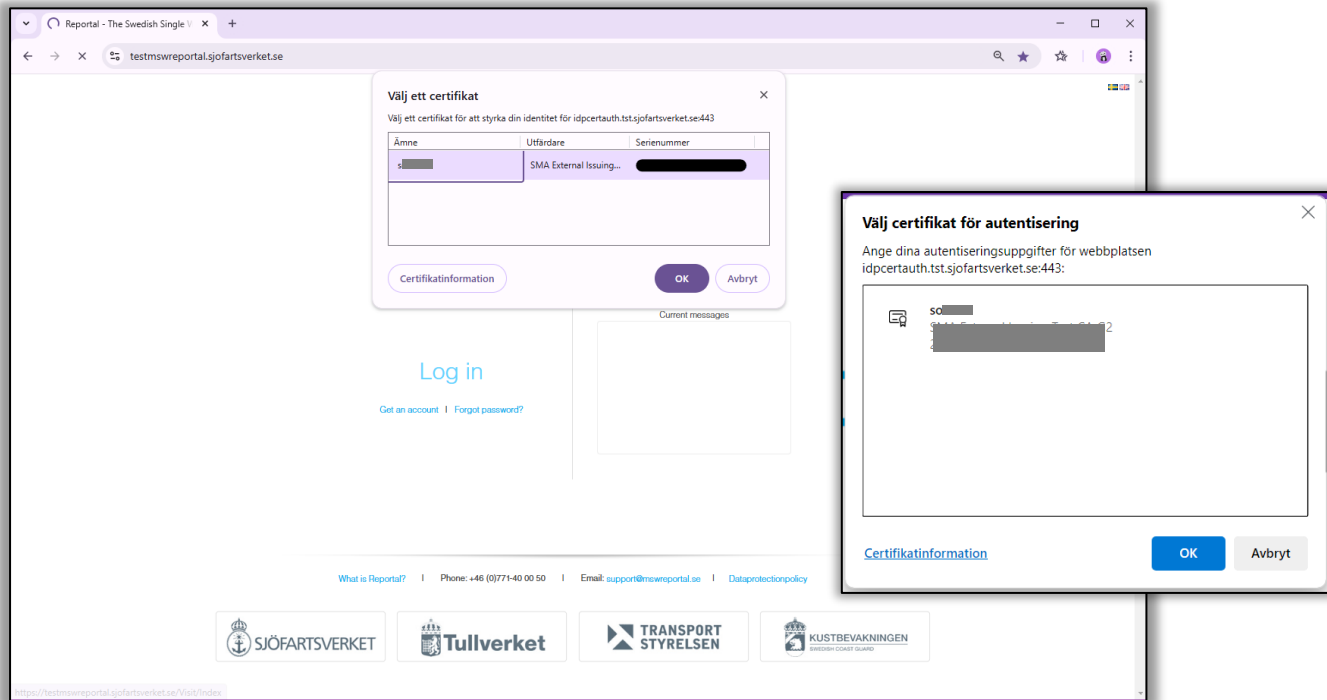


An approved application includes user credentials and a certificate.

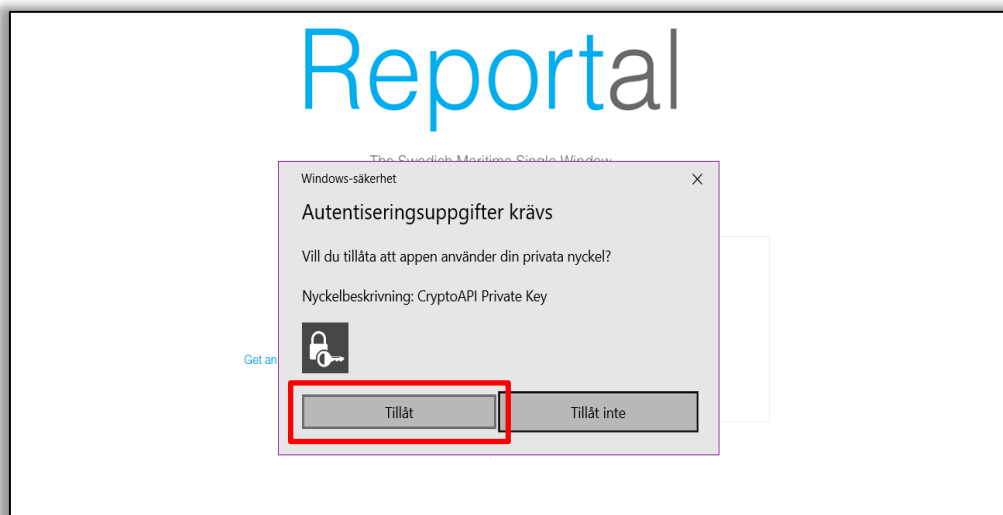
The certificate is valid for two years, and needs to be updated before it expires to keep on having access to MSW Reportal. You will receive a reminder email with instructions before the expiration date.

## Certificate – Primary login solution

To login through using the certificate, chose your personal certificate that will pop-up in the web browser, then press “OK”. The bigger window shows how it looks like in Google Chrome and the smaller picture shows it in Edge.



A pop-up window will appear regarding the authenticator credentials. You need to press “Tillåt” to proceed with the login procedure.



Type in the username and password and press “Sign in” to access MSW Reportal.

MSWREPORTAL

English v

Login to MSW Reportal

Username

Password

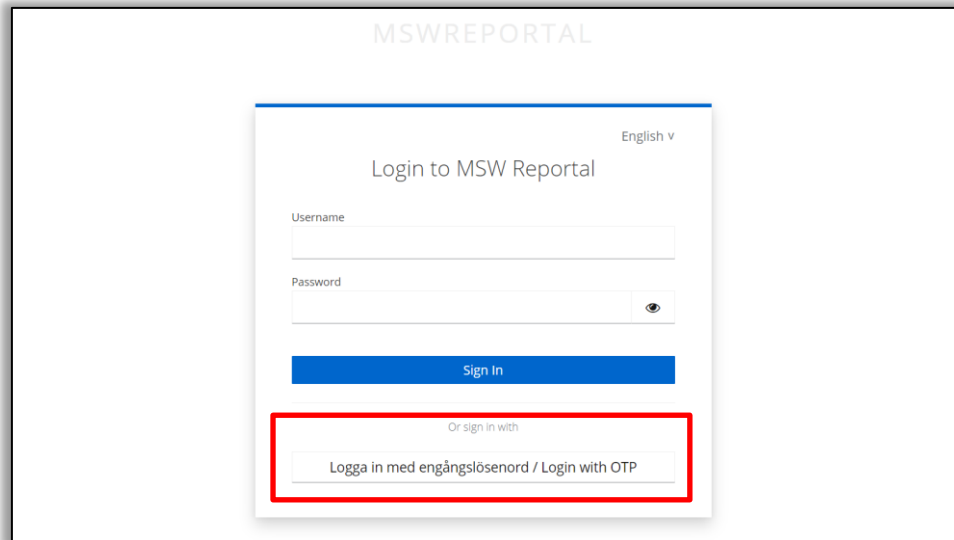
Sign In

Or sign in with

Logga in med engångslösenord / Login with OTP

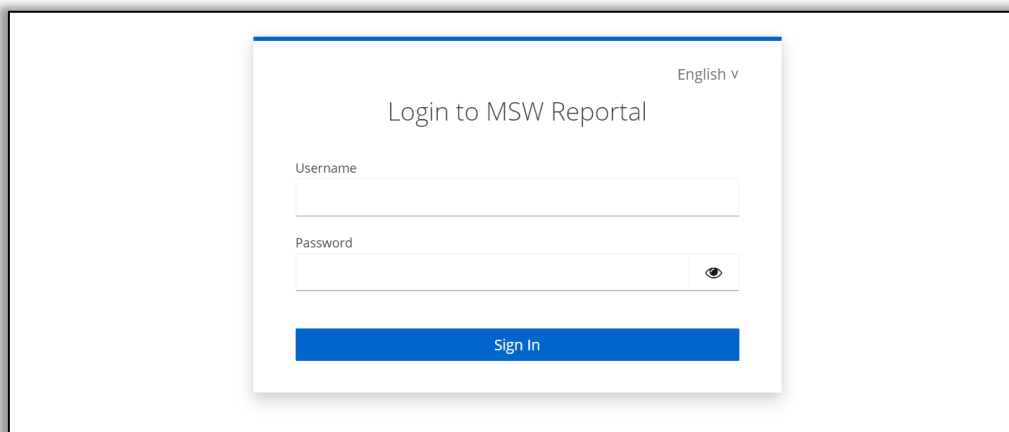
### One-time password – Secondary login solution

To login in with a one-time password, press the button "Logga in med engångslösenord / Login with OTP". "OTP" is short for One-Time Password.



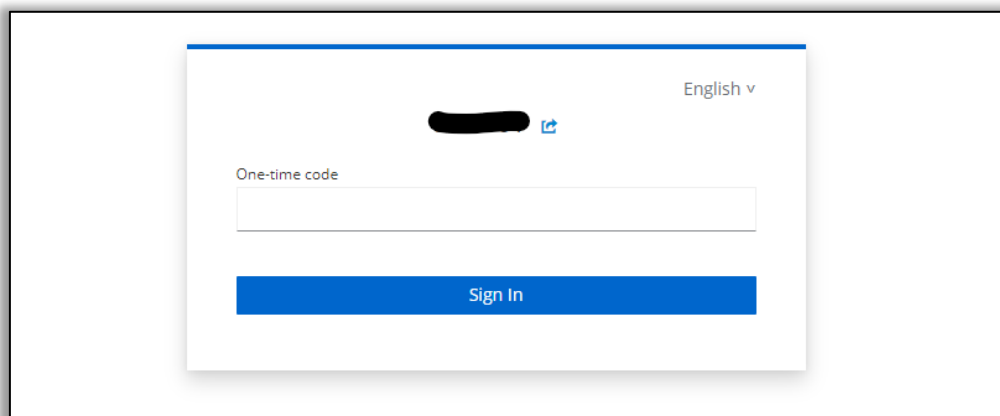
The screenshot shows the MSWREPORTAL login interface. At the top, it says "MSWREPORTAL". Below that is a login form titled "Login to MSW Reportal" with a language selector "English v". The form has fields for "Username" and "Password" (with a toggle icon). A blue "Sign In" button is below the password field. Below the "Sign In" button, there is a link "Or sign in with" and a button "Logga in med engångslösenord / Login with OTP" which is highlighted with a red rectangular box.

Type your Username and Password and press "Sign in".



This screenshot shows the same login form as the previous one, but the "Logga in med engångslösenord / Login with OTP" button is no longer highlighted. The "Sign In" button is now the primary focus.

Use your authenticator application to receive the on-time password. Enter the one-time password in the field below.



This screenshot shows the login form after the user has clicked the "Sign In" button. The "Username" and "Password" fields are now disabled. A new field labeled "One-time code" is visible, with a blacked-out area above it representing the user's authenticator application. A blue "Sign In" button is still present at the bottom.

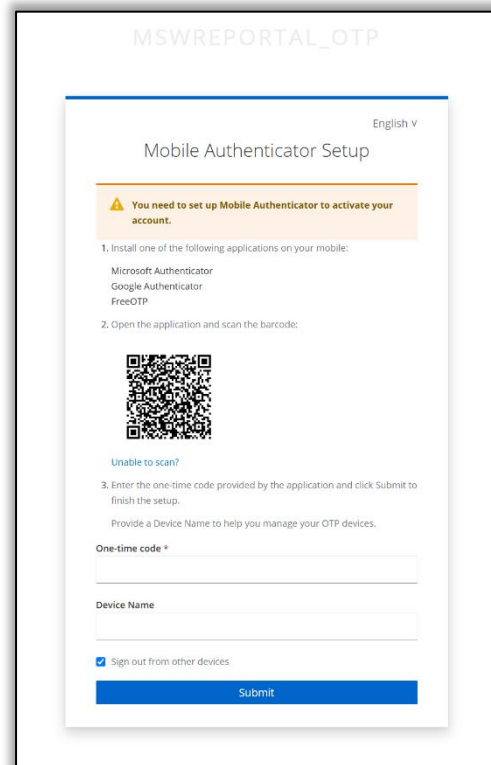
### Configuration of the login solution one-time password

The first time that you will use the login via one-time password, you need to configure your secondary login together with a mobile device. This is done by using a valid authentication application.

The Swedish Maritime Administration recommends the following authentication applications:

- Google Authenticator
- Microsoft Authenticator
- FreeOTP

The instruction on how to do the configuration will appear in the web browser, as shown in the picture below, when you sign in for the first time:



The screenshot shows a web browser window displaying the 'MSWREPORTAL\_OTP' Mobile Authenticator Setup page. The page is titled 'Mobile Authenticator Setup' and includes a language selector 'English V'. A yellow warning box states: 'You need to set up Mobile Authenticator to activate your account.' Below this, instructions are provided: '1. Install one of the following applications on your mobile: Microsoft Authenticator, Google Authenticator, FreeOTP' and '2. Open the application and scan the barcode:'. A QR code is displayed for scanning. A link 'Unable to scan?' is provided. Instruction '3. Enter the one-time code provided by the application and click Submit to finish the setup.' is shown. A text input field for 'Device Name' is present with the placeholder 'Provide a Device Name to help you manage your OTP devices.' Below this is a checkbox for 'Sign out from other devices' which is checked. At the bottom is a blue 'Submit' button. The form also includes a 'One-time code \*' input field.

## The Visits page in MSW Reportal

When you've sign into MSW Reportal the first page you'll see is the visits page. Here you'll see all your registered port calls in the form of visits.

The screenshot shows the 'Visits' page interface. Callouts are as follows: 1 points to the date range selector (set to 'This month'); 2 points to the search bar; 3 points to the 'See deleted' checkbox; 4 points to the 'Expanded view' checkbox; 5 points to the 'Reporter' dropdown (Sophie Lundell); 6 points to the 'For' dropdown (TESTKUND); 7 points to the 'Support' dropdown (Information); 8 points to the 'New visit' link; 9 points to the 'New timetable' link; 10 points to the 'Download Excel' link; 11 points to the column headers for various status codes (CUS, SCG, SSNS, Port, PIL, FDC); 12 points to a specific visit row for 'TEST SHIP SAFESEAN...'.

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
SOFIA	Norrköping	250128 12:00	250129 12:00						
VIKING BRAVERY	Norrköping	250125 11:11	250126 11:11						
TEST SHIP SAFESEAN...	Göteborg	250120 13:37 ATA	250122 12:00	2	1	3			
IDA	Göteborg	250119 12:00	250120 12:00	2	1	2	3		
IDA	Falkenberg	250117 12:00	250119 12:00						
TEST SHIP SAFESEAN...	Norrköping	250117 08:00	250117 22:00		1				

- Date setting:** Choose a date range, to delimit or expand the visits that will be shown in the Visits list.
- Search field:** Search for e.g. port, vessel or Visit ID among your visits.
- See deleted:** Tick this box if you want to see your deleted visits. They will be shown in red in the visits list.
- Expanded view:** Tick this box to get more information for each visit regarding e.g. respective visits Declaration and Pilotage status.
- Reporter:** The name of the signed in reporter. Click on name to:
  - Choose **Language** – Swedish or English.
  - Choose the **RSS-flow** – When you tick the box you'll be able to access the same information, that is published on the sign in page under "Current messages", when you are signed in. It will be shown as a blue banner at the bottom of the Visits page or within a specific visit.

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
PREVAIL STAR	Göteborg	250716 12:00	250718 12:00	2	1	1	1		1
DALSLAND	Strå	250709 12:00	250710 12:00			1		2	
TEST SHIP SAFESEAN...	Norrköping	250704 12:00	250705 12:00			2			1
TESSA DC	Norrköping	250703 01:00	250703 01:00			1		2	

Reporter: Sophie Lundell

Sophie Lundell  
sophie.lundell@sjofartsverket.se

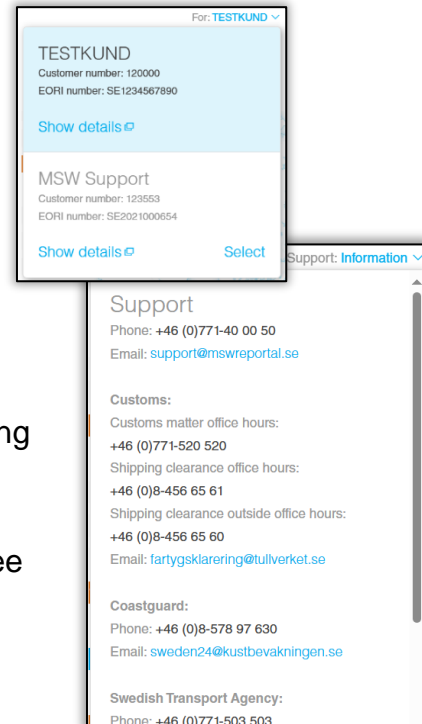
☐ Show RSS-flow

Log out

TEST SHIP SAFESEAN...	Göteborg	241010 12:00	241010 23:00	1	1	1	2	261
TEST SHIP SAFESEAN...	Göteborg	240928 12:00	240929 23:00					281

When the first office of entry in the EU is located in Sweden. Entry Key consists of IMO and Estimated Arrival as specified in entry summary declaration (ENS). \*\*\*\* After today's release (June 1st) ...

6. **For:** Shows the signed in Customer. Click on it to:
  - a. [Show details](#) regarding the customer.
  - b. [Select](#) another customer to do the reporting for.
7. **Support:** Click on it to access contact information to MSW Support and all the authorities.
8. **New Visit:** Select this to create a new Vessel reporting för a specific port call.
9. **New timetable:** Select this to create a new vessel reporting regarding a vessel that is on a timetable.
10. **Download Excel:** Select this to download one of our three Excel Templates that can be used for reporting.
11. This shows each visits all validation messages. The validation messages are divided into the respective authorities.
12. **Visit list:** Each visit gets its own row in the visit list, by clicking on the respective visit you will be redirected to the specific visit page.
  - a. Hover over a specific visit in the visit list to get more information such as Visit ID and UN/LOCODE.



## Vessel Reporting

### Overview

The picture below shows the page you will access when you have selected a [New visit](#) and started to create a vessel reporting. This area is called the Overview, all the fields that are marked with **orange** are required fields.

Under each question mark icons (?), you can get more information about what to specify.

The screenshot shows the 'Overview' page for vessel reporting. At the top, there are navigation links: 'Sign/Send?', 'Discard?', 'Share?', and 'Log'. Below this is the 'Overview' section, which includes a '+Add' button and a red arrow pointing to the 'Ship' field. The 'Ship' field has a search icon and a question mark icon. Below it are 'Arriving port city' and 'Custom reference' fields. To the right, there are 'Obligated to report to' fields for 'Customs' and 'Coast guard', each with 'Yes' and 'No' radio buttons. Below these are checkboxes for 'This visit is a part of a RSS time table' and 'Arriving voyage safely completed'. The 'At arrival' section includes fields for 'ETA (dock/anchorage)', 'Pilotage status', 'First point in port', 'Draught on arrival', 'Height on arrival', and 'Any arriving cargo?'. The 'At departure' section includes fields for 'ETD (dock/anchorage)', 'Pilotage status', 'Last point in port', 'Draught on departure', 'Height on departure', and 'Any departing cargo?'. At the bottom, there are fields for 'Previous port city', 'ETD (previous port)', 'Next port city', and 'ETA (next port)'. A 'Advanced' link is at the bottom right.

Under the envelope, next to the field belonging to “Ship”, you can switch the search mode to be able to search for the IMO number of the ship instead. Once you have selected a ship the envelope turns blue and shows more information about the ship e.g. previous visits, environmental class report and port call information.

When all the mandatory fields are filled in a Visit ID (SE000XXXXXX) is generated, and will be displayed in the top right corner. The next step of the reporting, with specific sections, will also be available in the interface.

## Purpose of call

It's important to choose the correct *Purpose of call*.

The screenshot shows the 'Purpose of call' dropdown menu. The menu is open, displaying a list of options. A red arrow points to the 'Purpose of call' label. The options are organized into three columns:

Overview	Ship	Arriving port city	Custom reference
Purpose of call	Ship	Arriving port city	Custom reference
ETA (dock/anchorage)	Pilotage status	First point in port	Draught on arrival
At arrival			
Special	Port	Others	
Goodwill visit	Offshore mobilization operations	Awaiting orders	
Cargo operations	Crew and passengers	Repairs and maintenance	
Cargo operations	Changing crew	Bunker vessel operation	
Lightering	Crew movement	Cargo tank cleaning	
Loading, domestic goods	Cruise, leisure and recreation	De-gassing	
Loading, foreign goods	Cruise, turnaround	Repair	
Taking supplies	Passenger movement	Repair in dry dock	
Unloading, domestic goods		Repair in wet dock	
Unloading, foreign goods		Taking bunkers	
		Waste disposal	

## Goods to declare - Customs

When you report, it is important that you select the correct "purpose of call".

The most common intentions of calls that are related to customs are "Unloading, foreign goods", "Loading foreign goods" and "Taking supplies".

### Unloading cargo

If the vessel arrives with cargo that doesn't need customs clearance (only domestic cargo), select **"Unloading, domestic goods"** for "Purpose of call". You click "YES" for reporting to Customs. Then you should not report anything under the tab "Goods to declare". Supporting documents will be added under the "Documentation" tab.

Crew's Effect and Ship Stores shall always be reported if you are required to report to Customs.

If the vessel arrives with cargo that does need customs clearance, select **"Unloading, foreign goods"** for "Purpose of call".

You click "YES" for report to Customs. Then you need to report the "total weight of all cargo to unload" under the tab "Goods to declare" and the cargos status, etc. (according to the user guide). Supporting documents will be added under the "Documentation" tab. Crew's Effect and Ship Stores should always be reported if reporting is required Customs.

### Loading cargo

If the vessel departs with cargo that dosen't need customs clearance (only domestic cargo), select **"Loading, domestic goods"** for "Purpose of call". You

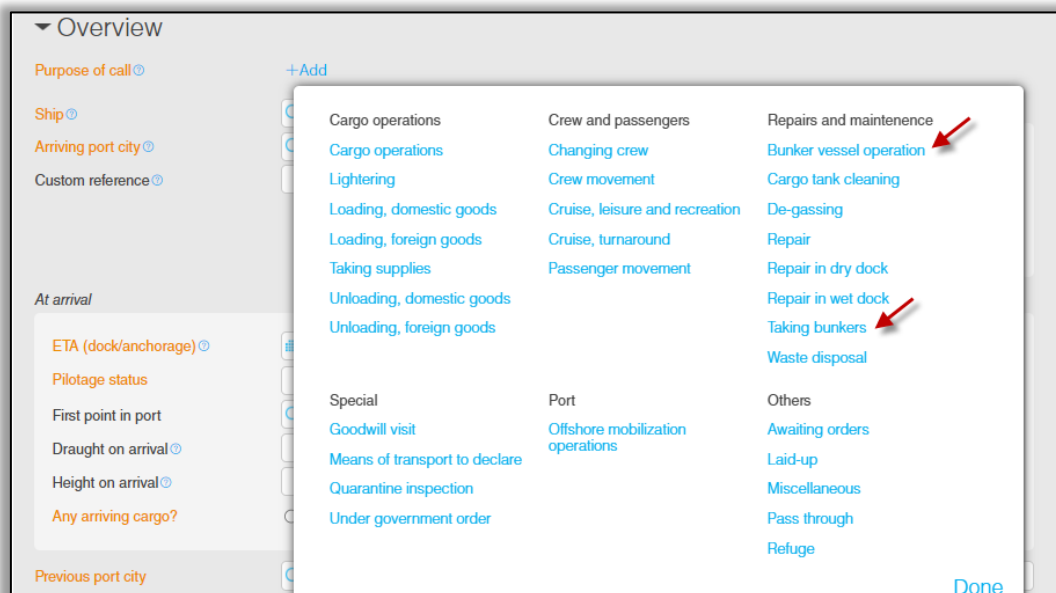
click "YES" for reporting to Customs. Then you should not report anything under the tab "Goods to declare", supporting documents will be added under the "Documentation" tab. Crew's Effect and Ship Stores should always be reported if reported to the Customs.

If the vessel departs with cargo that does need customs clearance, select **"Loading, foreign goods"** for "Purpose of call." You click "YES" for reporting to the Customs, supporting documents will be added under the "Documentation" tab. Crew's Effect and Ship Stores should always be reported if reported to Customs.

## Purpose bunker

There are two purposes to use for bunker. The red arrows indicate the two options when you report a bunker operation:

**"Bunker vessel operation"** and **"Taking bunkers"**.



## Find a ship

To find a vessel you search for "Ship name", "Call sign", "IMO-number" or "MMSI-number". If the system doesn't find the vessel, press "[Toggle search mode](#)".

The screenshot shows the 'New visit' form with a search dropdown menu open. The dropdown menu lists search criteria: Ship name, Callsign, IMO, and MMSI. A red arrow points to the 'Toggle search mode' link in the top right corner of the dropdown menu.

Ship name	Callsign	IMO	MMSI
TEST SHIP SAFESEANET FOR MS	SSNTEST	9999999	999999999
DALSLAND	P3DH9	9226774	212491000
PREVAIL STAR	3FQH8	9693769	370918000
TESSA PG	MJBU6	9268265	235009020
SAGA FREYA	C6IA2	9502336	311001615
REBECCA	C6DY5	9195896	311000818

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

The screenshot shows the search dropdown menu with 'Search by IMO' selected. A red arrow points to the 'Click here to search' link. The dropdown menu also lists the same search criteria and vessel data as the previous screenshot.

Ship name	Callsign	IMO	MMSI
TEST SHIP SAFESEANET FOR MS	SSNTEST	9999999	999999999
DALSLAND	P3DH9	9226774	212491000
PREVAIL STAR	3FQH8	9693769	370918000
TESSA PG	MJBU6	9268265	235009020
SAGA FREYA	C6IA2	9502336	311001615
REBECCA	C6DY5	9195896	311000818

## Obligated to report to the Swedish Maritime Administration

### Pilotage status

The pilot order is based on your vessel report. To order a pilot, enter "Required to employ pilot" or "Not required to employ pilot" in the overview. Enter the "First point in port". That place will automatically end up in the field "Last point in port". This field you can correct but a pilot order or a movement inside the port must then be reported.

At arrival		At departure	
ETA (dock/anchorage) ⓘ	2023-12-06 12:00	ETD (dock/anchorage) ⓘ	2023-12-10 18:00
Pilotage status	Required to employ pilot	Pilotage status	Required to employ pilot
First point in port	750 Arendal - Göteborg	Last point in port ⓘ	750 Arendal - Göteborg

The selection of pilot status will control which fields are displayed in the pilot order. Movements inside the port are always shown.

### Pilotage exemption

Select pilotage status "Pilot exemption certificate (PEC)" in the Overview. Enter the Pilot exemption certificate for the call, according to the format 00-000 or 00-0000. Alternatively, select a valid certificate in the list. If necessary, it is possible to specify several pilot exemptions for both arrival and departure. Please note when you enter an incorrect pilot exemption certificate, a warning will be displayed.

At arrival		At departure					
ETA (dock/anchorage) ⓘ	2023-12-06 12:00	ETD (dock/anchorage) ⓘ	2023-12-10 18:00				
Pilotage status	Pilot exemption certificate (PI)	Pilotage status	Pilot exemption certificate (PI)				
Pilot exemption certificate ⓘ	12-345	Pilot exemption certificate ⓘ	+ Add pilot exemption certificate				
<div> <div>A list of valid exemptions becomes accessible after the selection of ship and port city.</div> <table border="1"> <thead> <tr> <th>Pilot exemption certificate</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>12-345</td> <td>Peter Petersson</td> </tr> </tbody> </table> </div>		Pilot exemption certificate	Name	12-345	Peter Petersson	<div> <div>750 Arendal - Göteborg</div> <div> <div>ure ⓘ</div> <div>m</div> </div> <div> <div>re ⓘ</div> <div>m</div> </div> </div>	
Pilot exemption certificate	Name						
12-345	Peter Petersson						
Draught on arrival ⓘ							
Height on arrival ⓘ							

▼ Crew

5 arriving  
5 departing

	At arrival	At departure
Crew members	5	5
Master ⓘ	John Johnson	Peter Peterson

Report crew members manually

Crew's effects

+ Report crew's effects

The field for Master under the tab "Crew" will be pre-populated with the name of the Master who has the specified pilot exemption.

## Obligated to report to Swedish Customs

You are obliged to report to Customs if there are EU goods or non-EU goods on board, if there is ship stores or if the crew has belongings to report. Check the box "Yes" for reporting to Customs, select the purpose of call and report Crew's Effect and Ship Stores.

✓ Sign/Send ? Discard ? Share ? Log

▼ Overview

Purpose of call ? +Add

Ship ?

Arriving port city ?

Custom reference ?

Obligated to report to

Customs ? ☐ Yes ☐ No

☐ This visit is a part of a RSS time table ?

Coast guard ? ☐ Yes ☐ No

At arrival

ETA (dock/anchorage) ?  yyyy-mm-dd  hh:mm

Pilotage status

First point in port

Draught on arrival ?  m

Height on arrival ?  m

Any arriving cargo ? ☐ Yes ☐ No

☐ Arriving voyage safely completed

At departure

ETD (dock/anchorage) ?  yyyy-mm-dd  hh:mm

Pilotage status

Last point in port

Draught on departure ?  m

Height on departure ?  m

Any departing cargo ? ☐ Yes ☐ No

☐ Departing voyage safely completed

Previous port city

ETD (previous port)  yyyy-mm-dd  hh:mm

Next port city ?

ETA (next port)  yyyy-mm-dd  hh:mm

Advanced

Regardless of the purpose of call you should always report Crew's Effect and Ship Stores when you are obliged to report to Customs.

To conclude if you are dispensated from customs reporting, see 4 chap. 6-10 §§ Tullordning (TFS 2016:2). You can read more at the website of [Swedish Customs](#).

If you are required to report to the Coast Guard, select the option "Yes" for "Obligated to report to Coast Guard".

Which type(s) of advance notification you need to provide depends on the purpose of call, type of vessel, and if there are any special permits or exemptions.

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

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

The screenshot shows the MSW Reportal form with a tooltip explaining ATA/ATD. The tooltip text is as follows:

ETA means your estimated time for arrival to dock or anchorage.

ETA is NOT estimated start of pilotage, even if you have ordered a pilot.

ATA is normally entered automatically by the vessel's AIS and cannot be changed.

Should ATA for some reason still not be entered, you, as the rapporteur and acting on behalf of the master, are responsible for setting ATA manually.

ONCE YOU SET ATA AND SIGN THE VISIT YOU CAN NEVER CHANGE IT AGAIN!

[Show the ATA field](#)

Should ATA for some reason still not be entered, you, as the rapporteur and acting on behalf of the master, are responsible for setting ATA manually.

The screenshot shows the MSW Reportal form with the following fields:

**At arrival**

- ETA (dock)
- ATA (dock)
- Pilotage status

**At departure**

- ETD (dock)
- ATD (dock)
- Pilotage status

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

The screenshot shows the MSW Reportal form with the following fields:

**At arrival**

- ETA (dock/anchorage)
- ATA (dock/anchorage)

**At departure**

- ETD (dock/anchorage)
- ATD (dock/anchorage)

**ETA has passed. Please enter ATA or update your ETA.**

**ETD has passed. Please enter ATD or update your ETD.**

If ATA/ATD hasn't been set automatically there will be an orange text message that indicate that ATA/ATD haven't been updated.

New visit?	New timetable?		
Ship name	Port of call	ETA / ATA	ETD / ATD
TEST SHIP SAFESEANE... Åhus		161013 22:01	161015 13:00

The first page/visit page, also show an orange warning triangle that ATA/ATD is not set.

ETA (dock/anchorage) 
 2020-03-05 
 12:00

Warning! Nearby visits detected:  
 2020-03-05 10:00 SESLI - Slite 
 SE000233709

If there a nearby report, a yellow message appears "Warning! Nearby visits detected" and shows, which port of call and visit ID.

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

Report the total weight of cargo to unload and write a short description about the arriving cargo.

Any arriving cargo? 
 Yes 
 No

Total weight of cargo to unload 
 ton

Short description of all cargo onboard on arrival

Report and write a "Short description of all cargo onboard on departure"

Any departing cargo? 
 Yes 
 No

Short description of all cargo onboard on departure

## Regular shipping service authorisation

EU RSS (regular shipping services) status is dependent on authorisation. All goods aboard an RSS ship must have EU goods status or be the object of a transit procedure. A comparison is usually drawn with a bridge (e.g. the Öresund Bridge).

## An RSS ship carrying only EU goods is exempted from reporting to Swedish Customs via MSW Reportal.

If there are **non-EU goods** aboard, these must be the object of a transit procedure as per art. 295 b of Commission Implementing Regulation (EU) 2015/2447. This must be either the normal procedure under the new computerised transit system (NCTS) or a simplified transit procedure such as when using an electronic transport document.

Exemption from reporting to Swedish Customs does not apply to an RSS ship with an ETD issued under § 6, chap. 4 of the Customs Proclamation (tullordningen). In this case, full ship reporting is required in MSW Reportal.

RSS may not traffic free zones or make calls outside the EU.

**Where there is no obligation to report to Swedish Customs** (RSS ship carrying only EU goods and/or carrying non-EU goods that are being transited under the normal procedure, NCTS), complete as follows:

- “Obligated to report to Customs” = No.
- Tick the box “This visit is part of a RSS time table” (no “authorization number” is needed – no field is shown).

The screenshot shows the 'Overview' section of the MSW Reportal form. On the left, there are input fields for 'Purpose of call', 'Ship', 'Arriving port city', and 'Custom reference', each with a search icon and a '+Add' button. On the right, under 'Obligated to report to', the 'Customs' radio button is set to 'No'. Below this, the checkbox 'This visit is a part of a RSS time table' is checked. A yellow warning box states: 'You have indicated that you are not obliged to report to Swedish Customs and this call is a part of an RSS timetable. This is only a valid option if the ship has a valid EURSS permit and any non-Union goods are transited under the normal procedure.' At the bottom, the 'Coast guard' radio button is set to 'No'.

**Where there is an obligation to report to Swedish Customs, complete as follows:**

- “Obligated to report to Customs” = Yes.
- Tick the box “This visit is part of a RSS time table”.
- An “authorization number” must be entered (the field RSS authorization number is shown when this combination is used).

The screenshot shows the 'Overview' section of the MSW Reportal form. On the left, there are input fields for 'Purpose of call', 'Ship', 'Arriving port city', and 'Custom reference', each with a search icon and a '+Add' button. On the right, under 'Obligated to report to', the 'Customs' radio button is set to 'Yes'. Below this, the checkbox 'This visit is a part of a RSS time table' is checked. At the bottom, the 'Coast guard' radio button is set to 'Yes'.

## Obligated to report to The Swedish Transport Agency

### Reporting of voyage safely completed

When you are obliged to report according to The Swedish Transport Agency's regulation, on the Registration of Persons on board Passenger Ships, you have to state that the arriving voyage has been safely completed. To do so, check the box "Arriving voyage safely completed" in the Overview. When the voyage to the next port city has been safely completed, check the box "Departing voyage safely completed". Then [Sign/Send](#) your changes in MSW Reportal.

At arrival		At departure	
ETA (dock/anchorage)🕒	2024-10-09 12:00	ETD (dock/anchorage)🕒	2024-10-12 12:00
Pilotage status	Required to employ pilot	Pilotage status	Required to employ pilot
First point in port	Arendal, hamn - Göteborg	Last point in port📍	Arendal, hamn - Göteborg
Draught on arrival📏	m	Draught on departure📏	m
Height on arrival📏	m	Height on departure📏	m
Any arriving cargo?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Any departing cargo?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Arriving voyage safely completed		<input type="checkbox"/> Departing voyage safely completed	
Previous port city	SEN RK - Norrköping	Next port city📍	LVR IX - Riga
ETD (previous port)	yyyy-mm-dd hh:mm	ETA (next port)	2024-10-14 12:00

## Obligated to report to the Swedish Coast Guard

### ISPS notification

The rules regarding maritime security aim to protect the maritime sector. The regulations require vessels with gross tonnage over 500 tones that intend to call at a Swedish port to provide information pertaining to maritime security.

ISPS (International Ship and Port Facility Security Code) contains regulations adopted by IMO, International Maritime Organization. This means that the regulations we apply in Sweden apply to ports all over the world. The aim is to create secure transport between ports for vessels and their crews, passengers and cargo. The Swedish Coast Guard takes care of advance notification clearance in relation to maritime security on behalf of the Swedish Transport Agency.

### Schengen

The rules regarding border control are the same for all EU and Schengen countries. The rules are found in EU legislation (Schengen Borders Code). The Code specifies specific provisions for marine traffic including the individuals who work on the vessel or who are passengers.

Vessels that arrive from or that on the way to a foreign location are obligated to submit information on the vessel and the individuals who are on board to the Swedish Coast Guard. Find more information [on their website](#).

### Previous port city

The port city that has been filled out in “Previous port city” in the Overview will automatically become (and override) the 1:st most recent port in the section “Route” in the block “Security”. This is mandatory when you have ticked in “Yes” for *Obligated to report to Coast guard* in the overview.

<input type="checkbox"/> Arriving voyage safely completed		<input type="checkbox"/> Departing voyage safely completed	
Previous port city	<input type="text"/>	Next port city	<input type="text"/>
ETD (previous port)	<input type="text" value="yyyy-mm-dd"/> <input type="text" value="hh:mm"/>	ETA (next port)	<input type="text" value="yyyy-mm-dd"/> <input type="text" value="hh:mm"/>
<a href="#">Advanced</a>			

## Vessel reporting – Timetable

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

# Visits

<

This week

>

☐ See deleted
 ☐ Expanded view

[New visit](#)
[New timetable](#)
[Download Excel](#)

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
TEST SHIP SAFESEAN...	Göteborg	201122 12:00	201123 23:00						
CAT BIEN	Norrköping	201121 20:00	201129 23:00						
JONATHAN ACE	Norrköping	201120 22:00	201122 22:00			2			4
TEST SHIP SAFESEAN...	Norrköping	201119 23:00	201120 23:00			3		1	5
CAT BIEN	Malmö	201119 23:00	201129 23:00						

A timetable might be useful if you need to report recurring visits. A timetable will create a series of visits that you can customize in detail and sign individually.

All fields marked with orange are required.

## New time table

[Generate visits](#) [Cancel](#)

---

### Overview

**Purpose of call** [+ Add](#)

**Ship**

**Port of call**

**Custom reference**

**Obligated to report to**

**Customs** ☐ Yes ☐ No

☐ This visit is a part of a RSS time table

**Coast guard** ☐ Yes ☐ No

**At arrival**

**Pilotage status**

**Last point in port**

**Draught on arrival**  m

**Height on arrival**  m

**Any arriving cargo?** ☐ Yes ☐ No

**Crew and passengers**

	At arrival	At departure
<b>Master</b>	<input type="text"/>	<input type="text"/>
<b>Crew members</b>	<input type="text"/>	<input type="text"/>

**At departure**

**Pilotage status**

**Last point in port**

**Draught on departure**  m

**Height on departure**  m

**Any departing cargo?** ☐ Yes ☐ No

**Waste**

**Will deliver waste** ☐ Yes ☐ No

**Fairway declaration**

I will report a fairway declaration ☒ Yes ☐ No

[Advanced](#)

---

### Time table

**From**

**To**

**Repeat**

**On** ☐ ☐ ☐ ☐ ☐ ☐

**Visits**

[+ Add visit](#)

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

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

A security box will pop up. Here you press "[Generate visits](#)".

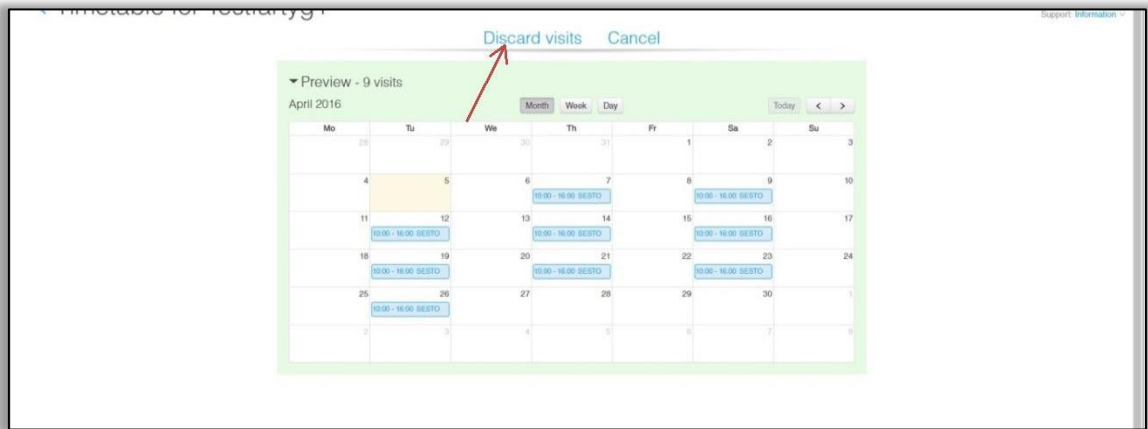
To view the timetable in the Visits list, you have to choose which time period you want to see, for example "Next month".

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
TEST SHIP SAFESEAN...	Göteborg	240928 12:00	240929 23:00						317
<div> <div>TEST SHIP SAFESEAN...</div> <div>Norrköping</div> <div>Timetable - Review timetable</div> </div>									
	SE000819998	250908 09:15	250908 17:15			1			
		<a href="#">Edit ETA and sign</a>	<a href="#">Edit ETD and sign</a>						
	SE000819997	250907 09:15	250907 17:15			1			
	SE000819996	250906 09:15	250906 17:15			1			

From this view, you can also "[Review timetable](#)" and see which visits that belong to the specific timetable. You can also from this view "[Edit the ETA/ETD and sign](#)" each visit.

If you want to delete one visit in a timetable you have to go into the specific visit and click "[Discard](#)."

To delete an entire timetable, including all visits, press "[Review timetable](#)" in the Visits list, and then choose "[Discard visits](#)".



## Barge and tugboat

✓ Sign/Send ? Discard ? Share ? Log

▼ Overview

Purpose of call ? + Add

Ship ? PRÅM TP29

Arriving port city ?

Custom reference ?

Obligated to report to

Customs ? Yes No

This visit is a part of a RSS time table ?

Coast guard ? Yes No

At barge visit

Tugboat at arrival ?

Tugboat at departure ?

- Make a separate vessel report on the tug/tugs, if any.
- Make pilot orders on this vessel report when the tugs are designated. If the tug and barge port call consists of more than 1 tug or more than 1 barge, contact the pilot ordering center.
- Fairway declaration should only be submitted for the barge, provided that the tug does not have its own cargo.
- The field for crew members and master must not be left empty. Please enter the tugboat's crew members and master on this vessel report.
- Since the barge is a cargo carrier, you must report the port call to Swedish Customs (provisioning and untaxed provisions must be reported on the tugs vessel report).
- Note! that ATA/ATD must be entered manually for the barge.

At arrival

ETA (dock/anchorage) ? yyyy-mm-dd hh:mm

Pilotage status

First point in port

Draught on arrival ? m

Height on arrival ? m

Any arriving cargo? Yes No

Arriving voyage safely completed

At departure

ETD (dock/anchorage) ? yyyy-mm-dd hh:mm

Pilotage status

Last point in port

Draught on departure ? m

Height on departure ? m

Any departing cargo? Yes No

Departing voyage safely completed

Previous port city

ETD (previous port) yyyy-mm-dd hh:mm

Next port city

ETA (next port) yyyy-mm-dd hh:mm

Advanced

When a barge arrives at a Swedish port together with a tug, one ship notification shall be made for the barge and one for the tug. You start by making a notification for the barge and when this is complete, you create a new call for the tug.

When you make the call for the barge, mandatory fields will appear under the name of the barge. In these fields, you fill in the name of the tug to be used in connection with the barge.

Because the barge is the cargo carrier, the reporting is due to Customs regulations. On this call, you must report the cargo and check the box "nothing to declare" for Ship Stores and Crew's Effect. Under the crew tab, you have to manually fill in the number of crew members and the master's name. This refers to the tug and must be done in order for the call to be accepted by the system.

Note that ATA/ATD have to be manually reported for the barge.

Ordering of pilot as well as **a fairway dues declaration** shall be reported on the call for the barge. This way, the invoices will be collected on one and same call. On the call for the barge, you must fill in pilotage status "Mandatory pilotage – Pilotage request, if this is the case.

When using a pilot exemption, enter the Pilot exemption certificate on the call for the tugboat.

Should the call cover more than one barge, they should be reported separately. ATA/ATD is set manually for each barge.

Barges are not obliged to perform reporting formalities to the Swedish Coast Guard, which means that you should tick "No" in that field.

As regards Swedish Customs, tugs are subject to reporting formalities if they carry untaxed provisions (Ship Stores/Crew's Effect) or other untaxed goods. Therefore, a separate ship notification must be made for the tug. In order for tugs to be allowed to load ship stores, there must be a visit-ID. Ship stores cannot be loaded for barges.

Tug – Purpose of call – Cargo operations (Unless other untaxed goods (Ship Stores/Crew's Effect) are reported. If this is the case, enter Unloading/Loading, foreign goods.)

Tugs are always subject to reporting formalities to the Swedish Coast Guard (the one exception being domestic travel, except for change of crew), and therefore a separate ship notification must be made for the tug.

At the call for the tug you do not have to order a pilot, and thus as pilotage status you can put "Non mandatory pilotage – No pilotage request“.

**NOTE!** A call with a barge and a tug, will generate two visit-ID, i.e. two ship notification.

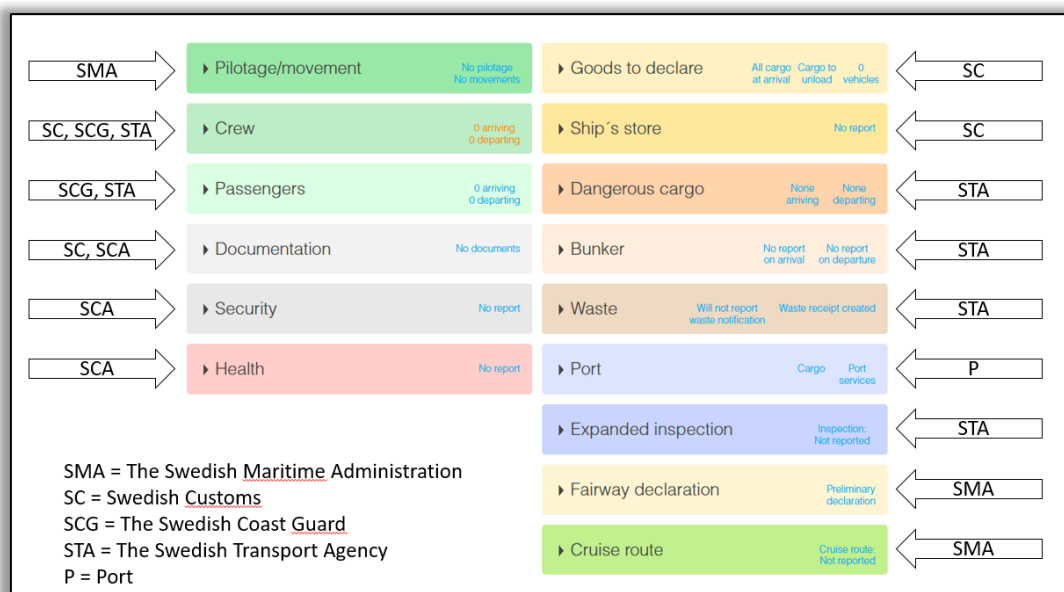
## When the Overview is filled out

When all the **required** fields in the Overview are filled out, the information will automatically be saved and the next part of the reporting will be opened. In the next part, different sections will be available in the interface. Depending on what you have reported in the Overview different sections will appear and be available, e.g. purpose of call, port and vessel type.

**NOTE!** Saved information does not mean that it is sent to the authorities.

▶ Pilotage/movement <small>No pilotage No movements</small>	▶ Tanker <small>Tank status not reported</small>
▶ Crew <small>0 arriving 0 departing</small>	▶ Goods to declare <small>No declaration reported 0 vehicles</small>
▶ Passengers <small>0 arriving 0 departing</small>	▶ Ship's store <small>No report</small>
▶ Documentation <small>No documents</small>	▶ Dangerous cargo <small>None arriving None departing</small>
▶ Security <small>No report</small>	▶ Bunker <small>No report on arrival No report on departure</small>
▶ Health <small>No report</small>	▶ Waste <small>No report Will not report waste receipt.</small>
	▶ Port <small>Cargo Port services</small>
	▶ Expanded inspection <small>Inspection: Not reported</small>
	▶ Fairway declaration <small>No declaration</small>
	▶ Cruise route <small>Cruise route: Not reported</small>

Each section represents the area that should or could be reported to the different authorities, on the picture above you'll see all the sections in MSW Reportal. On the picture below you will see which authority that will receive the respective sections reported information.



## Pilotage and movements

Under "Pilotage/movements" you can enter arriving piloting to the selected port of arrival, pilotage and movements inside the harbor as well as departure pilotage. The choices you get depend on what you have selected under "Pilot Status". If you have chosen a dispensation or intend to not order a pilot in the vessel application, only "pilotage and movements will be shown".

Under "[Advanced](#)", you can specify standalone pilotage. Such as pilotage order that occur prior to arrival and not in connection to the first point in port and pilotage order that occur after departure and not in connection to the last point in port.

### Arriving pilotage

You specify whether the arriving pilotage should be reported as "Preliminary" or "Final".

Note that when you submit a final pilotage order, the responsible authority starts to schedule a pilot for you. Therefore, it is important that the data in a final pilotage order are correct.

When you click on "[Sign/Send](#)" you will not be able to change any information. If a pilotage has received the status "Final" it is not possible to remove it from MSW. You need to contact the pilotage planning if you still need to remove it.

Specify where to begin the pilotage, example a boarding point.

When you have selected “pilotage from”, the Route Information will be shown. If you want to use the recommended start time, click on "Use time". If no route exists in the system, you must select the desired start time for yourself.

Draught and height are linked to the vessel notification. Whether editing is done here or in vessel application, the numbers will be the same.

**For arrival to ports with height obstacles, the actual height is mandatory to report!**

The screenshot shows the 'Pilotage and movements' section of the Reportal interface. It displays an arriving pilotage order for the route '28/9 10:30 - Vinga nordväst (no3) => 750 Arendal - Göteborg'. The order is marked as 'Preliminary'. The port city is 'SEGOT - Göteborg', pilotage from is 'Vinga nordväst (no3)', and pilotage to is '750 Arendal - Göteborg'. The route information shows 'Göteborg: Skandiah. (och väst därom) - Trubaduren, 90 min' with a recommended start time of '2016-09-28 10:30'. The desired start time is set to '2016-09-28 10:30'. The actual draught is '4 m' and the actual height is '12 m'. There is an 'Advanced' button at the bottom right of the form.

After entering all the data, it may look as shown above.

The screenshot shows the 'Advanced' section of the pilotage form. It includes fields for 'Side to wharf' (Unknown), 'Pilot boarding side' (Unknown), and 'Has pilot elevator' (Unknown). There is a section for 'Tug boats' with a '+Add tug boat' button. A 'Message' field is also present. At the bottom, there is a '+Add arriving pilotage' button, a '+Add departure pilotage' button, and a '-Do not report standalone pilotages' button.

Under “**Advanced**” you have the opportunity to enter the following:

- Side to wharf
- Pilot boarding side
- Has pilot elevator
- Tug boats
- Message

**For cruise traffic this (if possible) should be stated.**

Like the earlier system, you can send a message to the pilot planner. Note, however, that the pilot planner currently cannot send any message back.

▼ Pilotage and movements 1 pilotage order  
No movements

Arriving pilotage orders ⓘ

28/9 10:30 - Vinga nordväst (no3) ⇒ 750 Arendal - Göteborg Delete Done

Reported as ⓘ ☒ Preliminary ☐ Final Show report

Response information from Swedish Maritime Administration ⓘ

Actual status ⓘ Preliminary  
Reference number ⓘ 990164045

Port city ⓘ   
Pilotage from   
Pilotage to

Route information

Göteborg: Skandiah. (och väst därom) - Trubaduren , 90 min  
Recommended start time at 2016-09-28 10:30 Use time

Desired start time

Actual draught ⓘ  m  
Actual height ⓘ  m Advanced

+ Add arriving pilotage

Once you have submitted your preliminary/final arriving pilotage order it will look like this.

You are expected to make a preliminary order for pilotage 18 hours ahead of the desired pilotage starting time and a definitive pilotage order no later than 5 hours ahead of the desired starting time to avoid order-related fees.

As previously, dedicated deep-sea pilotage orders are to be made to the pilotage centre in Malmö; but to the MSW Reportal should be used in conjunction with port mooring.

You will receive a response message from the Swedish Maritime Administration stating that your pilot order is received. The pilotage order will get a specific ID number, so called reference number.

2016-11-24 16:40 - Swedish maritime administration - Pilot order received  
Your definite arrival pilot order with ID 990162817 is registered.

When you have sent your pilotage order as final and it's confirmed by the Maritime Administration, you will get a response message with status confirmed.

2016-10-05 15:22 - Swedish maritime administration - Lotsbeställningen har status bekräftad  
The pilot order with ID 990162500 is updated to status Confirmed.  
Order date 2016-10-05 15:17

Once the pilotage is completed you will receive a link to an invoice copy.



Once you get feedback from the Maritime Administration's pilot planner, you will receive a letter in the tab "Pilotage/movement". The feedback may include, for example, a pilot order's start time, start point, end point, the current draught, current height, etc.

*Departing pilotage orders*

✉ Kränkan / N Gustav Dalén ⇒ G:a kajen Östra - ...  
25/11 21:00 : Preliminary Delete Done

Reported as ☒ Preliminary ☐ Final  
Show report

*Response information from the Swedish Maritime Administration*

Actual status	Preliminary
Reference number	990162822

Pilotage from

Port city

Pilotage to

*Route information*

Djurön - Vinterklasen - Gustaf Dalén, 180 min

Desired start time

Actual draught  m  
 Registered draught is 10 m

Actual height  m  
 Registered ship height is 20 m

Advanced

+Add departure pilotage

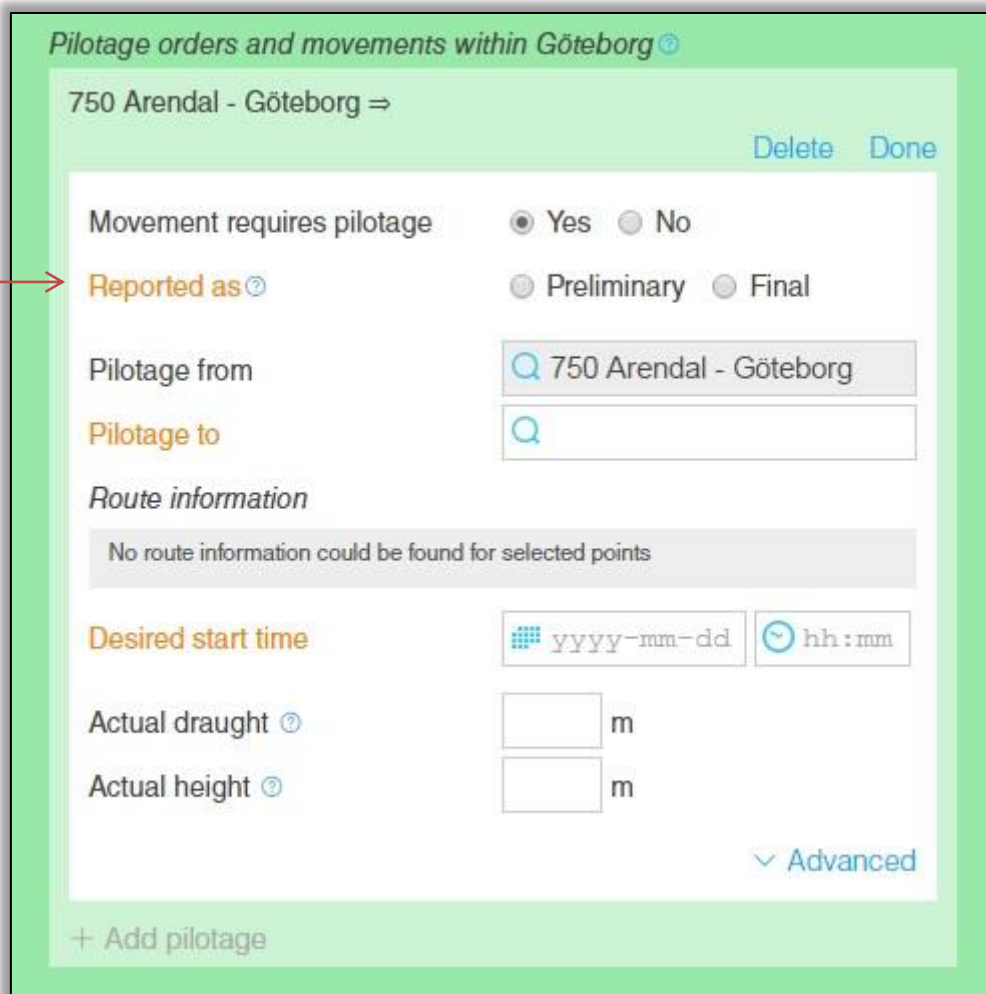
Reverse arrival pilotage Advanced

The letter symbolizing feedback/information from the Maritime Administration's pilot planner is also visible in the concerned pilot order.

In this case the pilot planner has changed the values for actual draught and actual height.

It's up to you whether you want to see both values or if you want to sync the information by pressing "Use".

## Pilotage orders and movements



*Pilotage orders and movements within Göteborg* ⓘ

750 Arendal - Göteborg ⇒ Delete Done

Movement requires pilotage ☒ Yes ☐ No

**Reported as** ⓘ ☐ Preliminary ☐ Final

Pilotage from

**Pilotage to**

*Route information*

No route information could be found for selected points

**Desired start time**

Actual draught ⓘ  m

Actual height ⓘ  m

✓ Advanced

+ Add pilotage

A movement within the port can sometimes require a pilot. Specify whether the pilotage is preliminary or final. When you submit a final pilotage order, note that the order will be sent to a pilot planner for scheduling. Therefore it is important that the data in a final pilotage order is correct. When you click on "[Sign/Send](#)" you will not be able to change your information.

Pilotage within the port should be reported as same as an arriving/departure pilotage.

Pilotage orders and movements within Göteborg ⓘ

750 Arendal - Göteborg =>

Delete Done

Movement requires pilotage ☐ Yes ☒ No

Movement from

Movement to

Route information

No route information could be found for selected points

Movement starts at

Movement ends at

Actual draught ⓘ  m

Actual height ⓘ  m

+ Add pilotage

For movements without a pilot you specify the location “movement to”. Specify when the movement starts and ends. You also need to specify the vessel's actual draught and height.

Pilotage orders and movements within Göteborg ⓘ

8/10 08:00 - 750 Arendal - Göteborg => 751 Arendal - Göte...

Delete Done

Movement requires pilotage ☐ Yes ☒ No

Movement from

Movement to

Route information

No route information could be found for selected points

Movement starts at

Movement ends at

Actual draught ⓘ  m

Actual height ⓘ  m

+ Add pilotage/movement in port

After entering all the data, it may look as shown above. Note that you do not get a response message from the Swedish Maritime Administration's if the movement is done without a pilot.

## Departure pilotage

There are two ways to report the departure pilotage:

1. Click on "+ Add departure pilotage" and then you get some information from the vessel notification automatically.
2. The easiest and most complete link is "Reverse arrival pilotage". You will get a preliminary order, based on a reverse arriving pilotage with draught, height and time (ETD in the vessel notification).

You specify whether the departure pilotage should be reported as "Preliminary" or "Final". Note that when you submit a final pilotage order, the responsible authority starts to schedule a pilot for you. Therefore, it is important that the data in a final pilotage order are correct. When you click on "Sign/Send" you will not be able to change any information.

When you have selected "pilotage to", the Route Information will be shown. If you want to use the recommended start time, click "Use time". If no route exists in the system, you must select the desired start time for yourself.

Draught and height are linked to the vessel notification. Whether editing is done here or in vessel application, the numbers will be the same.

**For arrival to ports with height obstacles, the actual height is mandatory to report!**

Under “[Advanced](#)” you have the opportunity to enter the following:

- Side to wharf
- Pilot boarding side
- Has pilot elevator
- Tug boats
- Message

**For cruise traffic this (if possible) should be stated.**

Like the earlier system, you can send a message to the pilot planner. Note, however, that the pilot planner currently can't send any message back.

Once you have submitted your preliminary/final arriving pilotage order it will look like this.

You are expected to make a preliminary order for pilotage 18 hours ahead of the desired pilotage starting time and a definitive pilotage order no later than 5 hours ahead of the desired starting time to avoid order-related fees.

As previously, dedicated deep-sea pilotage orders are to be made to the pilotage centre in Malmö; but to the MSW Reportal should be used in

conjunction with port mooring.

2016-11-24 16:40 - Swedish maritime administration - Pilot order received  
Your preliminary departure pilot order with ID 990162818 is registered.

You will receive a response message from the Swedish Maritime Administration stating that your pilot order is received. The pilotage order will get a specific ID number, so called reference number.

2016-10-05 15:22 - Swedish maritime administration - Lotsbeställningen har status bekräftad  
The pilot order with ID 990162500 is updated to status Confirmed.  
Order date 2016-10-05 15:17

When you have sent your pilotage order as final and it's confirmed by the Maritime Administration, you will get a response message with status confirmed.

Once the pilotage is completed you will receive a link to an invoice copy.

► Pilotage/movement

2 pilotages  
No movements

Once you get feedback from the Maritime Administration's pilot planner, you will receive a letter in the tab "Pilotage/movement". The feedback may include, for example, a pilot order's start time, start point, end point, the current draught, current height, etc.

The letter symbolizing feedback/information from the Maritime Administration's pilot planner is also visible in the concerned pilot order.

In this case the pilot planner has changed the values for actual draught and actual height.

It's up to you whether you want to see both values or to sync the information by pressing "Use".

## Standalone pilotage

Under "Advanced", you can specify standalone pilotage for example pilotage order that occur prior to arrival and not in connection to the first point in port and

pilotage order that occur after departure and not in connection to the last point in port.

You specify whether the standalone pilotage should be reported as "Preliminary" or "Final". Note that when you submit a final pilotage order, the responsible authority starts to schedule a pilot for you. Therefore, it is important that the data in a final pilotage order are correct. When you click on "Sign/Send" you will not be able to change any information.

## Reportal

▼ Pilotage/movement 1 Standalone pilotage 2 pilotages No movements

Pre arrival pilot order ⓘ

⇒ Delete Done

**Reported as** ⓘ ☐ Preliminary ☐ Final

**Port city** ⓘ

**Pilotage from** ⓘ

**Port city** ⓘ

**Pilotage to** ⓘ

**Route information**

No route information could be found for selected points

**Desired start time** ⓘ

**Actual draught** ⓘ  m

**Actual height** ⓘ  m

Advanced

+Add arriving pilotage

Post departure pilot order ⓘ

+Add departure pilotage

—Do not report standalone pilotages

Select the port city and boarding point where you want the pilotage to start.

Select the port city and end point where you want the pilotage to stop.

Select the desired start time.

**For arrival to ports with height obstacles, the actual height is mandatory to report!**

The screenshot shows a web form titled "Advanced" with a blue arrow icon. The form is divided into several sections. The first section contains three dropdown menus, each with "Unknown" selected: "Side to wharf", "Pilot boarding side", and "Has pilot elevator". Below these is a section titled "Tug boats" with a grey button labeled "+Add tug boat". The next section is "Message" with a blue question mark icon and a large text input field. Below the message field is a green button labeled "+Add arriving pilotage". The final section is "Post departure pilot order" with a blue question mark icon, containing a green button labeled "+Add departure pilotage" and a blue link labeled "-Do not report standalone pilotages".

Under “[Advanced](#)” you have the opportunity to enter the following:

- Side to wharf
- Boarding side
- Has pilot elevator
- Tug boats
- Message

**For cruise traffic this (if possible) should be stated.**

Like the earlier system, you can send a message to the pilot planner. Note, however, that the pilot planner currently can’t send any message back.

## Ordering of tugs

When you have filled in the information about the pilotage you have the option to order tugs. To access this, you need to click on “[Advanced](#)”.



When you press “[Advanced](#)” you have one option called “[+Add tug boat](#)”.

A screenshot of a web form titled "Advanced" with a blue upward-pointing chevron icon. The form contains three dropdown menus: "Side to wharf" (Unknown), "Pilot boarding side" (Unknown), and "Has pilot elevator" (Unknown). Below these is a section titled "Tug boats" containing a button labeled "+Add tug boat". At the bottom is a "Message" field with a speech bubble icon and a text area.

Here you can search for a tug or add one by free text. You can choose if the tug will be going as an escort and if not ordering tugs you can choose a tractor if that option is available at that port.

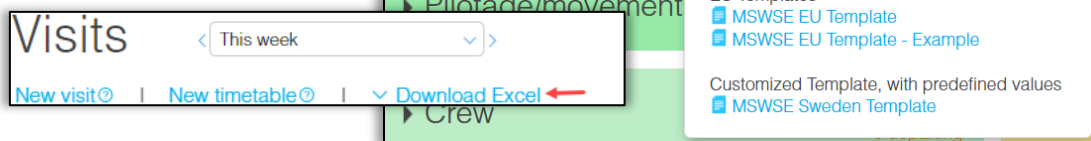
A screenshot of a web form titled "Tug boats". It shows a list of tugs, with the first one labeled "1. Tug boat". To the right of the list are "Delete" and "Done" buttons. Below the list, there are input fields for "Tug boat" (with a magnifying glass icon), "Tug boat (free text)", and a "Type" dropdown menu set to "Tug boat". There is also a checkbox labeled "Escort".

If you want to change something with you ordered tug you can press “[Edit](#)”.

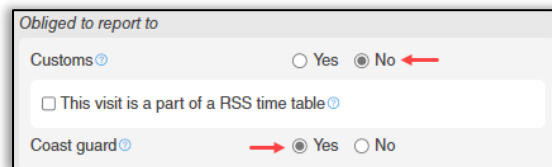
A screenshot of a web form showing a list of tugs. The first tug is labeled "1. Tug boat - STEEL". To the right of the list is a blue "Edit" button. Below the list is a button labeled "+Add tug boat".

## Upload the Excel Template with information for the visit

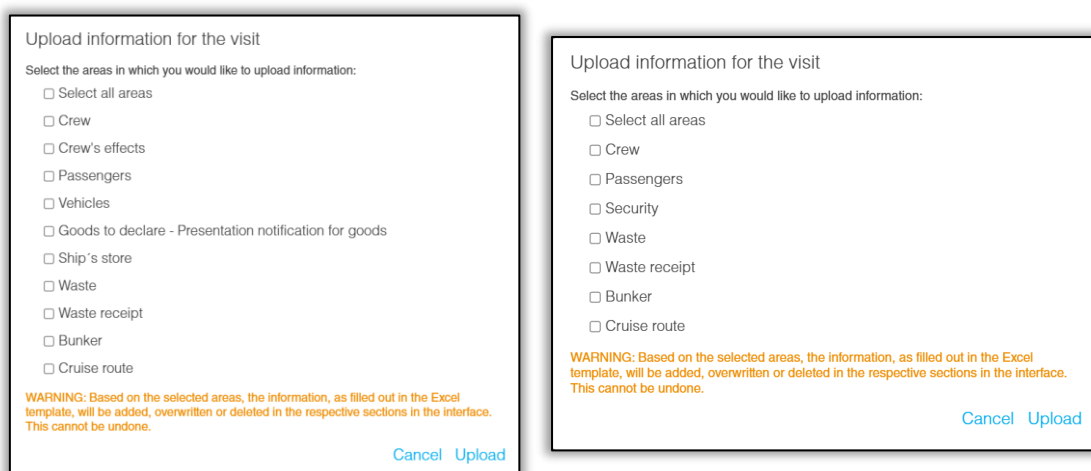
If you want to use a filled out Excel Template to upload information into the specific visit in MSW Reportal, click on “Upload information for the visit” in the Overview. Make sure that you have the latest version of the templates by downloading them via the question mark (?) in the Overview or by downloading them through clicking on [Download Excel](#) in the top of the Visits page.



When you have chosen the filled out excel template to upload, a pop-up will appear and show a list of areas that you can select to upload. Which areas you can choose between depends on what you have chosen in the Overview regarding where you are “Obliged to report to”.



None of the areas are selected by default. Each area represents the information that you have added into each tab in the Excel Template. You need to choose which areas you want upload information into the interface by ticking the boxes. Only the selected areas information will be uploaded.



**WARNING** - Based on the selected areas, the information, as filled out in the Excel template, will be added, overwritten or deleted in the respective sections in the interface. This cannot be undone.

## Crew

▼ Crew

0 arriving  
0 departing

Crew at Göteborg

+ Add crew member

↑ Upload list

Waive from reporting crew manually

Crew's effects

+ Report crew's effects

Reporting crew is mandatory. You need to report the crew members and Crew's effects. Click on "+Add crew member".

▼ Crew

1 arriving  
1 departing

Crew at Göteborg

1. Delete Done

Boarding

Rank or rating

Given name

Family name

Nationality

Birth date

Place of birth

Gender

ID type

ID number

+ Add crew member

Clear list

↑ Upload list

Masters at TEST SHIP SAFESEANET FOR MS

Arriving master

Departing master

Waive from reporting crew manually

Crew's effects

+ Report crew's effects

Here you can choose to fill in the crew manually or upload a completed Excel Template under "Upload list".

When reporting only the number of crew on board, select "Waive from reporting crew manually" and add the number of crew members that are arriving and departing as well as the master.

▼ Crew

0 arriving  
0 departing

At arrival

At departure

Crew members

Master

Report crew members manually

▼ Crew

0 arriving  
0 departing

► Ship's store

► Dangerous cargo

Crew at Göteborg

+Add crew member

↑ Upload list ?

Waive from reporting crew manually

Crew's effects

+Report crew's effects

Passengers

0 arriving

Upload information about the visit by using, and filling in, one of the Excel templates as linked below:

EU Templates

- MSWSE EU Template
- MSWSE EU Template - Example

Customized Template, with predefined values

- MSWSE Sweden Template

You can choose to upload information about crew by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list” to download the Excel template. You can download the following templates:

- *MSWSE EU Template* (EU Templates)
- *MSWSE EU Template – Example* (EU Templates with example data)
- *MSWSE Sweden Template* (Customized Template, with drop downs)

	A	B	C	D
5	<b>CREW LIST</b>			
7	<b>*Family name</b> MANDATORY	<b>*Given name</b> MANDATORY	<b>*Nationality</b> MANDATORY	<b>*Date of birth</b> MANDATORY
8	Johansson	Maria	Sweden	1955-01-08
9	Andersson	Erik	Sverige	1958-06-19
10	Karlsson	Anna	SWE	1961-11-28
11	Nilsson	Lars	SE	1965-05-09
12	Eriksson	Margareta	Norway	1968-10-18
13	Larsson	Karl	Norge	1972-03-29
14	Olsson	Elisabeth	NOR	1975-09-08
15	Persson	Anders	NO	1979-02-17
16	Svensson	Johan	Aland Islands	1982-07-29
17	ANDRZEJ	MOSZKOWICZ	Unknown	1986-01-07

- **Family name:** enter the person's surname
- **Given name(s):** enter the person's first name
- **Nationality:** enter the country code (see tab for reference data) or nationality
- **Date of birth:** enter the date (accepted formats of date in the Excel MSWSE EU and Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **Place of birth:** enter city, country or the country code (see tab for reference data)

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

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

## Crew change

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

Crew change should be reported via the Excel template or manually. The field for

"Embarkation/Disembarkation in current port" should only be filled when a crew member embarks or disembark in the port of arrival. The port needs to be written in UN/LOCODE. If there isn't any embarkation/disembarkation, these fields are left blank.

▼ Crew

1 arriving  
1 departing

Crew at Göteborg

1.

Boarding

Rank or rating

Given name

Family name

Nationality

Birth date

Place of birth

Gender

ID type

ID number

Transit

Transit

Embarking

Disembarking

-

-

Delete

Done

+Add crew member

← Clear list

↑ Upload list

To report a Crew change manually, you open the field "Boarding". Then you choose if the crew member is "Transit", "Embarking" or "Disembarking".

## Crew's Effect

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

If you choose to report crew's effects manually via "+Add Crew", you need to fill in "Rank or rating", "Given name", "Family name", "Type" of belongings and "Quantity". If you choose the type "Other" the field "Description" will also be required.

If a member of the crew has no belongings you must fill in "Rank or rating", "Given name" and "Family name" and tick the box "Nothing to declare".

CREW LIST											
*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY	*Place of birth MANDATORY	(*)Nature of Identity document [MANDATORY if "Number of identity document" filled out]	(*)Number of Identity document [MANDATORY if "Nature of identity document" filled out]	*Rank or rating MANDATORY	*Gender MANDATORY	*Crew's Effects MANDATORY Enter "NTD" if no effects	(*)Embarkation in current port. [MANDATORY if crew is embarking fill out current port, otherwise	(*)Disembarkation in current port. [MANDATORY if crew is disembarking fill out current port, otherwise
Johansson	Maria	Sweden	1955-01-08	Stockholm	Passport	482283389	AsstFoodBvMngr	Female	24 beer, 12 drugs	SEGOT	
Andersson	Erik	Sverige	1958-06-19	Norrköping	SeamansBook	193685214	BarManager	Male	NTD		
Karlsson	Anna	SWE	1961-11-28	Linköping	Passport	759688523	BarService	Female	NTD		SEGOT
Nilsson	Lars	SE	1965-05-09	Malmö	SeamansBook	357698752	BarManager	Male	NTD		
Eriksson	Margareta	Norway	1968-10-18	Göteborg	Passport	154575896	CargoTechnician	Female	22 1, 24 16		
Larsson	Karl	Norge	1972-03-29	Örebro	SeamansBook	363256985	Cook	Male	NTD		SEGOT
Olsson	Elisabeth	NOR	1975-09-08	Helsingborg	Passport	214578969	ChiefElectrician	Female	4 13 lions, 2 13 elephant	SEGOT	

If you choose to "Upload list" you find Crew's Effects in column J of the tab for the "Crew list" in the Excel template.

**Note!** If no effects? You must enter NTD (Nothing to declare).  
In the Excel template, you can specify Crew's effect in two ways, either by name of the article or the code for the article. The quantity must be written first, followed by a blank space and then the name or code of the article. Commas are used as separators for reporting of several articles, while the point is used as a decimal point.

<b>*Crew's Effects</b> <b>MANDATORY</b> Enter "NTD" if no effects	<b>*Note that you must enter "NTD" (Nothing to declare) if crew member has no effects.</b> <b>Effects ineligible for relief from customs duties and taxes or subject to prohibitions or restrictions.</b>
24 beer, 12 drugs	Comma is used as delimiter and point as decimal mark.
NTD	Eg. 2.1 wine, 0.33 beer, 3 cigarettes
NTD	
NTD	Use reference data, name or code.
22 1, 24 16	Eg. 1 Cigars, 2 16, 2 FireArms, 3 4
NTD	
4 13 lions, 2 13 elephant	A description may also be added.
NTD	Eg. 6 Animals Lions, 2 13 Elephants
1.1 15, 23.12 7 Gasoline	Reference data (name, code):
NTD	AlcoholicSpirits = 001,
	OtherAlcoholicSpirits = 002,
	Wine = 003,
	Cigarettes = 004,
	Cigars = 005,
	Tobacco = 006,
	Fuels = 007,
	Lubricants = 8,
	Drugs = 9,
	FleshAndFleshProducts = 10,
	FireArms = 11,
	Ammunition = 12,
	Animals = 13,
	FortifiedWine = 14,
	LightWine = 15,
	Beer = 16,
	Miscellaneous = 99

For those crew members who have nothing to declare "NTD" (Nothing To Declare) has to be filled in the field Crew's Effect. You don't declare anything for articles with quantity zero.

The system will automatically check the box "Nothing to declare" in MSW Reportal for these crew members.

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

Type of article	Quantity
- Alcoholic Spirits	liters
- Other Alcoholic Spirits	liters
- Wine	liters
- Cigarettes	number of article
- Cigars	number of article
- Tobacco	kilogram
- Fuels	liters
- Lubricants	liters
- Drugs	kilogram
- Flesh and flesh products	kilogram
- Firearms	number of article
- Ammunition	number of article
- Animals	number of article
- Fortified wine	liters
- Light wine	liters
- Beer	liters
- Miscellaneous	number of article

1. 1 - Erik Andersson

Delete Done

Rank or rating: Bar manager
Given name: Erik
Family name: Andersson

Effects

1. 1 pieces - Miscellaneous
Delete Done

Type: Miscellaneous
Description: Phone
Quantity: 1 pieces

1. 2 - Maria Johansson

Delete Done

Rank or rating: Assistant food beverage
Given name: Maria
Family name: Johansson

Effects

1. 24 liters - Beer
2. 12 kg - Drugs

+ Add effect
- Clear effect list

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

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

Crew's effects

Crew's effects arriving at Otterbäcken.

1. 2 - Maria Johansson
2. Erik Andersson
3. Anna Karlsson
4. Lars Nilsson
5. 2 - Margareta Eriksson
6. Karl Larsson
7. 2 - Elisabeth Olsson
8. Anders Persson
9. 2 - Johan Svensson
10. Kim Gustafsson

+ Add crew

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

## Passengers

Under the section “Passengers”, information must be provided about the passengers staying on board. Select “+Add passenger” to continue.

The following information must be entered for each passenger:

- Boarding (Mandatory)
- Given name (Mandatory)
- Family name (Mandatory)
- Nationality (Mandatory)
- Birth date (Mandatory)
- Place of birth
- Gender (Mandatory)
- ID-type
- ID-number
- Require special care

You can choose to fill in passengers manually, or report passengers by uploading a completed Excel file under “Upload list”.

When reporting transit passengers, enter "Transit" under "Boarding".

If you need to report stowaways, tick the checkbox “Stowaway”. Pre-populated choices will then be filled in the mandatory fields.

When reporting only the amount of passengers staying on board, select [“Waive from reporting passengers manually”](#).

Continue to enter the amount of passengers on board at arrival and at departure.

You can choose to upload information about passengers by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to [“Upload list”](#) to download the Excel template. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)

The Excel template with example data looks like the pictures below.

PASSENGER LIST										
*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY	Place of birth	(*)Nature of identity document (MANDATORY if "Number of identity document" filled out)	(*)Number of identity document (MANDATORY if "Nature of identity document" filled out)	(*)Embarkation in current port. (MANDATORY if passenger is embarking fill out current port, otherwise leave blank)	(*)Disembarkation in current port. (MANDATORY if passenger is disembarking fill out current port, otherwise leave blank)	Require special care	*Gender of passenger MANDATORY
Jönsson	Marianne	Sweden	1923-01-03	Denmark	None		SEGOT		Wheelchair	Female
Carlsson	Sven	Sverige	1935-06-12	Norrköping	IdentityCard	794613528				Male
Petersson	Lena	SWE	1947-11-19	Linköping	Passport	976943122		SEGOT		X
Lindberg	Helena	SE	1960-04-27	Malmö	RegistrationDocument	445464543	SEGOT			Female
Magnusson	Fredrik	Norway	1972-10-04	Göteborg	ResidencePermit	234623211				Male
Lindström	Emma	Norve	1983-03-12	Örebro	SeamanBook	728455332		SEGOT		X

PASSENGER LIST				
*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY	Place of birth
Jönsson	Marianne	Sweden	1923-01-03	Denmark
Carlsson	Sven	Sverige	1935-06-12	Norrköping
Petersson	Lena	SWE	1947-11-19	Linköping

- **Family name:** enter the person's surname
- **Given name(s):** enter the person's first name
- **Nationality:** enter the country code (see tab for reference data) or nationality
- **Date of birth:** enter the date (accepted formats of date in the Excel MSWSE EU and Sweden Template are YYYY-MM-DD, YYYY/MM/DD, YYYY.MM.DD, DD-MM-YYYY, DD/MM/YYYY or DD.MM.YYYY).
- **Place of birth:** enter city, country or the country code (see tab for reference data)

(*)Nature of identity document (MANDATORY if "Number of identity document" filled out)	(*)Number of identity document (MANDATORY if "Nature of identity document" filled out)	(*)Embarkation in current port. (MANDATORY if passenger is embarking fill out current port, otherwise leave blank)	(*)Disembarkation in current port. (MANDATORY if passenger is disembarking fill out current port, otherwise leave blank)	Require special care	*Gender of passenger MANDATORY
None		SEGOT		Wheelchair	Female
IdentityCard	794613528				Male
Passport	976943122		SEGOT		X

- **Nature of identity document:** enter passport or identity card
- **Number of identity document:** enter registration number of passport or identity card
- **Embarkation in current port:** enter the port in UN/LOCODE (i.e. SEGOT) where the passenger embarked the vessel
- **Disembarkation in current port:** enter the port in UN/LOCODE (i.e. SEMMA) where the passenger disembarks
- **Require special care:** If the passenger needs any special care, you need to fill this out. i.e. Wheelchair.
- **Gender of passenger:** enter "Female", "Male" or "X".

## Documentation

▼ Documentation 1 document

*Documents valid at time of arrival.*

1. Delete Done

Type of document

Document number

Expiration date

Issuing date

Issuer

Issuer type

Status

Issuing place (Free text)

Issuing place (UN/LOCODE)

↑ Upload document (max 4 MB) ⓘ

Drag and drop document here

+ Add new item

If you need to attach documents to any authority, this is done under the section "Documentation".

There are six fields marked with **orange** text that are mandatory.

Accepted file formats are pdf, txt, rtf, doc, docx, xls, xlsx, jpg, png and tif.

The maximum size of the file is 4Mb.

You can upload the following documents:

### Cargo at arrival

- Cargo manifest (785)
- Customs authorisation (CAN)
- External community transit declaration T1(821)
- House bill of lading (714)
- Internal community transit declaration T2 (822)
- Internal community transit declaration (T2F)
- Manifest – level 2 (LE2)
- Manifest – RSS mixed goods (RS2)
- Manifest with EU-status (KOD)
- Master bill of lading(714)
- Proof of Union status for fishery products (T2M)
- T2L document that proves EU-status (825)

### Cargo at departure

- Cargo Declaration at Departure (CDD)

### Victualling

- Application for victualling (PRO)
- Request for victualling (BUP)

## Other custom documents

- Other custom documents (ZZZ)

## Other

- Bunker certificate
- Certificate of registry (COR)
- Oil damage certificate

**Provisions:** Provisioning must be notified only when applying for victualling for a specific occasion or at request for victualling. If you have general provisioning authorization this shall be dealt with on the basis of the conditions contained in the authorization and should not be reported in MSW.

**Oil damage certificate/Bunker certificate:** does not need to be reported. However, it should be presented if the authorities request it for control purposes.

**T2L:** a commodity customs status is determined by whether it is a union or non - union. A union commodity is to be a product originating in, or imported into, the EU. Under certain circumstances, goods status needs to be verified. A common way to prove union status is through T2L.

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

When you choose to attach the document, it is important that you also perform the step "[Upload document](#)". If this step is not performed, the relevant authorities only to get an indication that the document exists and that it will be sent later. To ensure that the right document is attached at the right time, the

Customs recommend that you attach documents at the same time as you report other information.

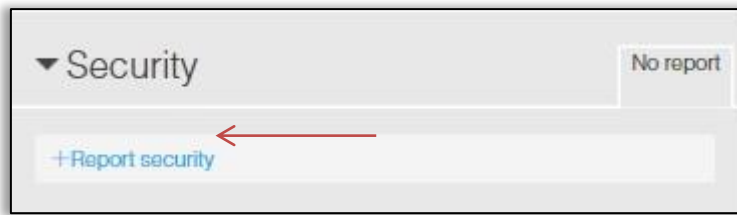
Deletions of document - In this dialog, you can also "[Delete](#)" a document. The Swedish Customs saves all documents that have been submitted. If you choose

"Remove" the document it will be disabled at the Swedish Customs.

If the Swedish Customs has made a decision on an attached document, the Customs does not allow the attached document to be removed. Any attempt to remove the document after a decision will be rejected with an error message.

Should such situation arise, it is important that you have the reference number of the document and the document to restore the information in MSW Reportal.

## Security



Under “Security” it’s necessary to state “Security level (ISPS)”, “Port Facility Security Code”, “Valid ISSC document on board”, “The last 10 calls” and “Ship-to-ship activities”.

**Security** Report created

[+Report security](#)

[↑ Upload security ?](#)

Security level (ISPS) 1 - Normal

Port facility security code SEGOT -

Valid ISSC document is onboard ☐ Yes ☐ No

Route

The next and 10 most recent port of calls for TEST SHIP SAFES FOR MS.

Current port of call - 2024-09-03 - Göteborg

1. - Sydney Edit

**ATA is required**

[+Add missing port of call](#)

[↑ Upload list ?](#)

Ship-to-ship activities

Any activities before arrival.

[+Add an activity](#)

[↑ Upload list ?](#)

[-Don't report security](#)

Upload information about the visit by using, and filling in, one of the Excel templates as linked below:

EU Templates

- [MSWSE EU Template](#)
- [MSWSE EU Template - Example](#)

Customized Template, with predefined values

- [MSWSE Sweden Template](#)

You can choose to enter information into the interface manually or upload information about security by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “[Upload list](#)” to download the Excel template. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)

The tab with Security in the Excel EU template appears as the picture below, with or without example data. The tab contains the "Security level (ISPS)", "Port Facility Security Code," "ISSC document", "Last 10 ports" and "Ship-to-ship activities".

	A	B	C	D	E	F	G	H
5	SECURITY							
7	*Valid ISSC MANDATORY	(*ISSC Issuer (MANDATORY if Government or RSO is filled out)	*ISSC – Type of document MANDATORY	(*Issuer Type (MANDATORY if ISSC Issuer is filled out)	ISSC Expiration date	(*Comments (MANDATORY if Valid ISSC is NO)	*ISSC document number MANDATORY	ISSC Issuing Date
8	Yes	Lloyd's Register	International Ship Security Certificate	RSO	2023-08-15		123456789	2022-06-01
10	Security level (ISPS)	SSP onboard	SSO Family Name	SSO Given Name	SSO Phone (24/7)	SSO E-mail	SSO Fax	Port facility security code (GISIS)
11	2	Larsson	Lars	Lars	+46123456789	lars.larsson@mail.com	123456789	0123
12	Route - Last 10 ports							
14	*Date of arrival MANDATORY	*Date of departure MANDATORY	*Port (UNLOCODE) MANDATORY	*Port facility code (GISIS) MANDATORY	Security level	Special or additional security measures taken by the ship		
15	2023-01-01	2023-01-04	SESTO	0001	1			
16	2023-01-05	2023-01-08	NOOSL	0023	2			
17	2023-01-09	2023-01-12	FIHEL	0045	3			
18	2023-01-13	2023-01-16	GBLON	0067	1			
19	2023-01-17	2023-01-20	NLAMS	0089	2			
20	2023-01-21	2023-01-24	USNYC	0111	3			
21	2023-01-25	2023-01-28	HRHKG	2233	1			
22	2023-01-29	2023-02-01	BRRIQ	0155	2			
23	2023-02-02	2023-02-05	ARBUE	0177	3			
24	2023-02-06	2023-02-09	AUSYD	1199	1			
25	Ship to ship activities							
27	*Start date MANDATORY	*End date MANDATORY	(*Location (MANDATORY if Longitude/Latitude is not filled out)	(*Latitude (MANDATORY if Longitude is filled out, also if Location is not filled out)	(*Longitude (MANDATORY if Latitude is filled out, also if Location is not filled out)	*Ship-to-ship activity MANDATORY		
28	2023-01-01	2023-01-02		-90	-180	PassengerMovement		
29	2023-01-03	2023-01-04	SEGOT			TakingBunkers		
30	2023-01-05	2023-01-06		-62.24	-122.46	ChangingCrew		
31	2023-01-07	2023-01-08		-48.36	-93.69	TakingSupplies		
32	2023-01-09	2023-01-10		-34.48	-64.92	repair		
33	2023-01-13	2023-01-14	Norrköping			CrewMovement		
34	2023-01-15	2023-01-16		7.16	21.39	QuarantineInspection		
35	2023-01-17	2023-01-18		21.04	50.16	UnloadingCargo		
36	2023-01-19	2023-01-20		34.92	76.93	LoadingCargo		

### Route – 10 most recent port of calls (Route - 10 last ports)

- Dates should be entered (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- Port must be given to UN/LOCODE example: SEGOT
- Port facility security code is a code with four digits for example: 1234
- Security level shall be indicated by a number (1,2 or 3) ex 3

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

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

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

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

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

A	B	C	D	E
<b>SECURITY</b>				
<b>*Valid ISSC</b> MANDATORY	<b>(*)ISSC Issuer</b> (MANDATORY if Government or RSO is filled out)	<b>*ISSC – Type of document</b> MANDATORY	<b>Choose Issuer Type</b> RSO (Regional Security Office) GVT (Government)	
Yes	Lloyd's Register	ISSC		
<b>Security level (ISPS)</b>	<b>The security levels according to the ISPS code:</b> 1, 2 or 3			
2				
<b>Route - Last 10 ports</b>				
<b>*Date of arrival</b> MANDATORY	<b>*Date of departure</b> MANDATORY	<b>*Port (UNLOCODE)</b> MANDATORY	<b>(*)Issuer Type</b> (MANDATORY if ISSC Issuer is filled out)	
2023-01-01	2023-01-04	SESTO	RSO	
2023-01-05	2023-01-08	NOOSL	SSO Given Name	SSO Phone (24/7)
2023-01-09	2023-01-12	FIHEL	Lars	+46123456789
2023-01-13	2023-01-16	GBLON		
2023-01-17	2023-01-20	NLAMS		
2023-01-21	2023-01-24	USNYC		
			<b>*Port facility code (GISIS)</b> MANDATORY	<b>Security level</b>
			0001	1
			0023	2
			0045	3
			0067	1
			0089	2

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

Security
Report created

Upload security

Security level (ISPS)
2 - Heightened

Port facility security code
SEGOT - 0123

Valid ISSC document is onboard
☒ Yes
☐ No

International Ship Security Certificate (ISSC)
Edit

Advanced

Route

The next and 10 most recent port of calls for VICTORIA.

Current port of call - 2024-11-28 - Göteborg

1. 2023-02-06 - Sydney Edit  
2. 2023-02-02 - Buenos Aires Edit  
3. 2023-01-29 - Rio de Janeiro Edit  
4. 2023-01-25 - Hong Kong Edit  
5. 2023-01-21 - New York Edit  
6. 2023-01-17 - Amsterdam Edit  
7. 2023-01-13 - London Edit  
8. 2023-01-09 - Helsingfors (Helsinki) Edit  
9. 2023-01-05 - Oslo Edit  
10. 2023-01-01 - Stockholm Edit

Clear list
Upload list

Ship-to-ship activities

Any activities before arrival.

1. 2023-01-01 - Passenger movement Edit  
2. 2023-01-03 - Taking bunkers Edit  
3. 2023-01-05 - Changing crew Edit  
4. 2023-01-07 - Taking supplies Edit  
5. 2023-01-09 - Repair Edit  
6. 2023-01-13 - Crew movement Edit  
7. 2023-01-15 - Quarantine inspection Edit  
8. 2023-01-17 - Unloading cargo Edit  
9. 2023-01-19 - Loading cargo Edit  
10. 2023-01-21 - Cargo tank cleaning Edit  
11. 2023-01-23 - De-gassing Edit  
12. 2023-01-25 - Waste disposal Edit  
13. 2023-01-27 - Lightering Edit

Add an activity

Clear list
Upload list

Don't report security

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

Would you rather enter all data manually you fill in the "Port Facility Security Code".

If valid ISSC document is onboard choose "Yes".

"Type of document" and "Document number" are mandatory to fill out.

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

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

For the 10 most recent port of calls it is mandatory to fill in "Port", "Port facility security code" and "Date of arrival/departure" for each call.

**Note** - the chosen "Port" will automatically update "Previous port city" in the "Overview".

Advanced

Route

The next and 10 most recent port of calls for TESTFARTYG1.

Current port of call - 2016-04-24 - Karlshamn

1st prev. port of call - Riga	Edit
2:nd prev. port of call - Stockholm	Edit
3:rd prev. port of call - Pärnu	Edit
4:th prev. port of call - Hargshamn	Edit
5:th prev. port of call - Pärnu	Edit
6:th prev. port of call - Avedøreværkets Havn	Edit
7:th prev. port of call - Pärnu	Edit
8:th prev. port of call - Avedøreværkets Havn	Edit
9:th prev. port of call - Pärnu	Edit
10:th prev. port of call - Avedøreværkets Havn	Edit

— Clear list      ↑ Upload list

Ship-to-ship activities

Any activities before arrival.

+ Add an activity

↑ Upload list

— Don't report security

This is how it looks like when you have chosen to report the 10 most recent port of calls manually.

— Clear list      ↑ Upload list

Ship-to-ship activities

Any activities before arrival.

1. -      Delete      Done

Activity	<input type="text"/>
Start date	<input type="text" value="yyyy-mm-dd"/>
End date	<input type="text" value="yyyy-mm-dd"/>
Location	<input type="text"/>
Latitude / Longitude	<input type="text" value=""/> / <input type="text" value=""/>

+ Add an activity

↑ Upload list

— Don't report security

Activities such as bunkering and lightering (prior to arrival) should be reported under “Ship-to-ship activities”.

Fill in “Activity”, “Start/End date”, “Location” and “Latitude/Longitude”. Press “Done”.

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

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



▼ Health No report

☐ A valid sanitary certificate exists onboard

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

☐ Infectious substances onboard ⓘ

☐ The ship or anyone onboard has visited infected areas ⓘ

☐ Infectious disease onboard ⓘ

[+Report declaration of health ⓘ](#)

Declaration of health may be reported if the ship arrives to a Swedish port from a foreign port and must be submitted at the latest on arrival.



▼ Health No report

☒ A valid sanitary certificate exists onboard

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

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

☐ Infectious substances onboard ⓘ

☐ The ship or anyone onboard has visited infected areas ⓘ

☐ Infectious disease onboard ⓘ

[+Report declaration of health ⓘ](#) ←

Declaration of health is mandatory if:

- **Infectious substances onboard**
- **The ship or anyone onboard has visited infected areas**
- **Infectious disease onboard** (According to Law (2006:1570) protection against international threats to health)

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

▼ Health Report created

☒ A valid sanitary certificate exists onboard

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

☐ Infectious substances onboard ?

☐ The ship or anyone onboard has visited infected areas ?

☐ Infectious disease onboard ?

☐ Ill persons greater than expected ?

☐ Ill animals onboard ?

☐ Medical personel consulted ?

☐ Someone died onboard

☐ Stowaways have been found onboard

*Specific persons* ?

[+Add person](#)

*Sanitary measures*

[+Add new item](#)

☐ Re-inspection required

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

## Goods to declare

▼ Goods to declare    No declaration reported    All cargo at arrival    0 vehicles

+Report cargo declaration for unloading of foreign goods

Here you report cargo to be unloaded.

Here are three tabs: "No declaration reported" and "Vehicle". Depending on whether the previous port is outside EU, also "All cargo at arrival". This is the part of MSW Reportal where you report cargo to be cleared through customs.

▼ Goods to declare    All cargo at arrival    Cargo to unload    Cargo to load    0 vehicles

*Presentation notification for goods* ⓘ

+Add presentation notification for goods

↑ Upload list ⓘ

*Goods to be unloaded* ⓘ

+Add goods

- Remove cargo declaration. No foreign goods to unload.

If you choose to report cargo declaration under "No declaration reported", you will see the tabs "Cargo to unload" and "Cargo to load". Depending on whether the previous port city is outside EU you will see "All cargo on arrival".

Note that when you click on "+Report cargo declaration for unloading of foreign goods", it becomes mandatory to continue this reporting.

Any arriving cargo?    ☒ Yes    ☐ No

Total weight of cargo to unload ⓘ     ton    ←

Short description of all cargo onboard on arrival

**Note that the total weight of all cargo to unload should be stated in the "Overview".**

## All cargo at arrival

All cargo at arrival – **only when the previous port is outside the EU.**

Pre-arrival information regarding goods entering the European Union shall be submitted to a customs office. The entry summary declaration must be submitted in the common EU Import Control System (ICS2) before the goods enter the EU.

Read more about [Information to submit when importing by sea](#)

When the first office of entry in the EU is located in Sweden, a reference to the entry summary declaration (ENS) for all goods on board at arrival should be reported in MSW Reportal.

**The reference to use is the Entry Key information** (IMO + Estimated Date of Arrival registered in the ENS). It is also possible to complement the Entry Key with ENS MRN.

If you have arriving cargo and previous port is outside the EU you will see the tab **All cargo at arrival** in the panel Goods to declare.

▼ Goods to declare    All cargo at arrival    Cargo to unload    0 vehicles

When the previous port is outside the EU and you have cargo on board, a reference to your summary entry declarations (ENS) must be provided for all cargo on board.

[+References to ENS for all incoming cargo](#)

When you have access to ENS references for the arriving goods select “[+References to ENS for all incoming cargo](#)”

**Note!** This must be done before the ATA is set in order for the unloading decision to be made on arrival.

▼ Goods to declare    All cargo at arrival    Cargo to unload    0 vehicles

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

Entry key information declared in pre-lodged ENS ⓘ

Estimated arrival date in ENS ⓘ    2025-05-27

MRN, reference to pre-lodged ENS ⓘ

MRN-numbers of all cargo at arrival ⓘ

[+Add new item](#)

☐ Exempt from declaring Entry Summary Declarations (ENS)

[-Remove reference to ENS for arriving cargo](#)

When reporting “All cargo at arrival” the Entry Key is mandatory

Enter the “**Estimated arrival date in ENS**”. Note that this may differ from the ships ETA/ATA.

▼ Goods to declare All cargo at arrival Cargo to unload 0 vehicles

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

**Entry key information declared in pre-lodged ENS**

Estimated arrival date in ENS 2025-05-27

**MRN, reference to pre-lodged ENS**

MRN-numbers of all cargo at arrival

[+Add new item](#)

☐ Exempt from declaring Entry Summary Declarations (ENS)

[Remove reference to ENS for arriving cargo](#)

If you wish to add ENS-MRN select “[+Add new item](#)” under “MRN-number of all cargo at arrival”.

▼ Goods to declare All cargo at arrival Cargo to unload 0 vehicles

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

**Entry key information declared in pre-lodged ENS**

Estimated arrival date in ENS 2025-05-27

**MRN, reference to pre-lodged ENS**

MRN-numbers of all cargo at arrival

1. 25SEHC6BNT2CGOAT5 Delete Done

ENS MRN 25SEHC6BNT2CGOAT5

[+Add new item](#)

[Clear list](#)

☐ Exempt from declaring Entry Summary Declarations (ENS)

[Remove reference to ENS for arriving cargo](#)

Add **ENS-MRN** (master consignment level)

▼ Goods to declare All cargo at arrival Cargo to unload 0 vehicles

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

**Entry key information declared in pre-lodged ENS**

Estimated arrival date in ENS 2025-05-28

**MRN, reference to pre-lodged ENS**

MRN-numbers of all cargo at arrival

[+Add new item](#)

☐ Exempt from declaring Entry Summary Declarations (ENS)

[Remove reference to ENS for arriving cargo](#)

## Exemption from entry summary declaration

If there is an exception to leave a pre-notification, please state this.

Tick the box “Exempt from declaring Entry Summary Declarations (ENS)”

▼ Goods to declare

All cargo at arrival

Cargo to unload

0 vehicles

When the previous port is outside the EU and you have cargo onboard, a reference to your summary entry declaration (ENS) must be provided for all cargo.

If you have an exempt from declaring ENS, no reference is needed instead please state the exception below.

**Entry key information declared in pre-lodged ENS**

Estimated arrival date in ENS

**MRN, reference to pre-lodged ENS**

MRN-numbers of all cargo at arrival

[+Add new item](#)

☐ Exempt from declaring Entry Summary Declarations (ENS)

[-Remove reference to ENS for arriving cargo](#)

If you need to remove the information "All cargo on arrival", you can select

“-Remove reference to ENS for arriving cargo”

**Keep in mind** that the information must be in place before the ATA is set in order for unloading decisions to be made on arrival.

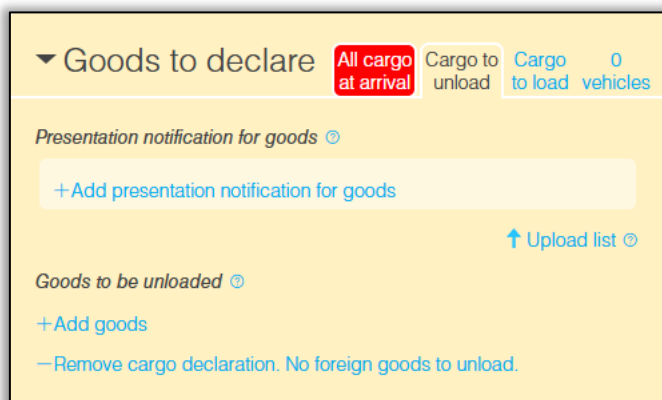
## Cargo to unload

Presentation notification for goods entering the customs territory of the Union should always be given to the customs authority. The requirement to present goods to customs applies to goods that are unloaded in Sweden.

Read more about [Ship's report and customs clearance](#) and [Information to submit when importing by sea](#)

If non-EU goods have been transhipped to a new means of transport in a previous EU port, the "presentation notification for goods" should have been submitted in the port where the goods were first unloaded. In these cases, the notification does not need to be submitted when unloading at the Swedish port. However, information on the port of loading, weight and type of cargo must be provided, as well as references to the subsequent customs procedure. Read more under the heading "Goods to be unloaded".

For permission to unload at arrival and to get the cargo declaration approved, all relevant information about the cargo to be unloaded needs to be in place latest at ATA.



▼ Goods to declare

All cargo at arrival Cargo to unload Cargo to load vehicles 0

Presentation notification for goods ⓘ

+Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

+Add goods

—Remove cargo declaration. No foreign goods to unload.

For **Presentation notification** you need to report

- reference to the entry summary declaration (MRN number) for non-Union goods.
- reference to the Proof of Union Status e.g. PoUS MRN for Union goods.

For **goods to be unloaded** you need to report

- port of loading
- origin of the goods
- weight
- type of goods and commodity code
- If the goods to be unloaded are non-EU goods a reference to the subsequent customs procedure must be stated.

## Presentation notification for goods

For **non-Union goods** the presentation notification should refer to the entry summary declaration (ENS) and for **Union goods** it should refer to Proof of Union Status. You can read more about Presentation notification for goods and temporary storage declarations [here](#).

## Report through an Excel template

If you choose to use the Excel template, enter the information about the presentation notification for goods on the tab "Unloading goods".

To upload the information about presentation notification choose "Upload

list" or drag and drop the file into Goods to declare.

If there already is information in "Presentation notification for goods" when you upload the Excel template, the existing information will be overwritten with what you upload.

ENS MRN	PoUS MRN	Action
1. HC - NOENS	TRP-NOENS 222	Edit
2. HC - 24SEE6H5B2SQXXA...	SIMZCPU73	Edit
3. MC - NOENS	TRP-NOENS-111	Edit
4. MC - 24NL01000H8BVRVAT8	SIMZCJQ174	Edit
5. MC - 24SE5455DMWC1Y...	SIMYPBH1970	Edit
6. MC - 24SE3EXAJIRJSNSA...	SIMYPBH1563	Edit
7. EU - SUPPORTINGDOCUMENT		Edit
8. HC - 24SE5455DMWC1Y...	SIMYPBH1970	Edit

The information will be shown sorted in the order: Master Consignment, House Consignment and EU.

The left column shows the "ENS MRN" and "PoUS MRN" or the value "NOENS".

Transport document no. will be shown in the right column.

By using “[+Add presentation notification for goods](#)” information can be added or edited after uploading the Excel Template.

## Filling in the Excel Template for “Presentation notification of goods”

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

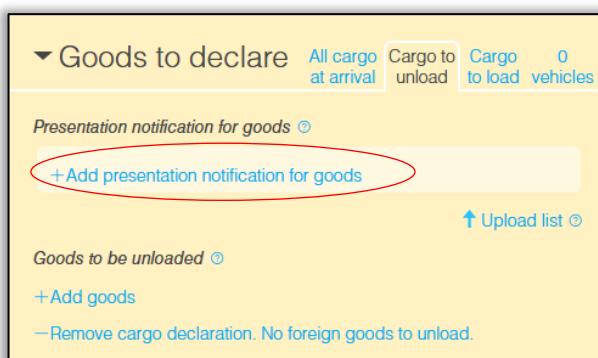
To report the presentation notification of goods via the Excel template, start by downloading the Excel Template. You can download it from MSW Reportal, via “[Download Excel](#)” or download it from home page of [the Swedish Maritime Administration](#). From the home page you will also find User Guides to help while filling out the Excel Template, they are called “*User guide for Excel MSWSE EU Template*” and “*User guide for Excel MSWSE Sweden Template*”.

## Report manually

You can report the information of the goods manually in the interface of MSW Reportal.

**Note!** The ENS-MRN and transport **document** number that you present must be found on the same ENS and at the same level, i.e. **master** or house. If you wish to present the goods at container level, the container number must be at master level.

When referring to ENS of Type F10 or F13 the presentation must be submitted at master level.



Go to the tab “Cargo to unload”.

Choose “[+Add presentation notification for goods](#)”.

▼ Goods to declare All cargo at arrival Cargo to unload Cargo to load 0 vehicles

Presentation notification for goods ⓘ

1. Origin of the goods ⓘ ☒ EU ☐ Non-EU Delete Done

+Add presentation notification for goods

—Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

+Add goods

—Remove cargo declaration. No foreign goods to unload.

Choose the **Origin of the goods**.

### Origin of the goods = EU

When unloading union goods you need to provide proof of status. This can be done by referring to a PoUS MRN or by referring to supporting documents. If using supporting documents enter for example "SUPPORTINGDOCUMENT" in the field and then upload the document in MSW.

If the total value of the goods does not exceed EUR 15000, you can still use invoices and transport document as Proof of Union Status.

▼ Goods to declare Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

1. EU - 24IT04000F9CXYAT8 Delete Done

Origin of the goods ⓘ ☒ EU ☐ Non-EU

Proof of Union Status 24IT04000F9CXYAT8

+Add presentation notification for goods

—Clear list ↑ Upload list ⓘ

Goods to be unloaded ⓘ

+Add goods

—Remove cargo declaration. No foreign goods to unload.

When unloading Union goods enter **EU** for the *Origin of the goods*.

As *Proof of Union Status* enter:

**PoUS MRN**

or **"SUPPORTINGDOCUMENT"**

Add one new row per reference  
 "+Add presentation notification of goods".

When using a supporting document, you also need to upload

a goods manifest under the section "Documentation" in MSW Reportal.

### Non-Union goods

For **non-Union goods** the presentation notification should refer to the entry summary declaration (ENS). If you have exempt from ENS you only need to provide the Transport document number.

When unloading **all goods that the ENS covers**, you can refer to the Sid MRN and transport document number on master-level.

When you unload **parts of the goods that ENS covers**, the presentation notification can be made in different ways. Either by referring to the ENS on container level or at house level.

**Note!** The ENS-MRN and transport document number that you present must be found on the same ENS and at the same level, i.e. master or house. If you wish to present the goods at container level, the container number must be at master level.

When referring to ENS of Type F10 or F13 the presentation must be submitted at master level.

The screenshot shows the 'Goods to declare' interface. At the top, there are tabs for 'All cargo at arrival', 'Cargo to unload', 'Cargo to load', and '0 vehicles'. Below this is the 'Presentation notification for goods' section. It contains a list of goods, with the first item selected. The 'Origin of the goods' is set to 'Non-EU'. The 'Consignment' dropdown menu is open, showing options: '-', 'Master', and 'House'. Below the dropdown, there are buttons for '+Add presentation notification for goods', '-Clear list', and '+Upload list'. At the bottom, there is a section for 'Goods to be unloaded' with buttons for '+Add goods' and '-Remove cargo declaration. No foreign goods to unload.'

When unloading non-Union enter the *Origin of the goods* to **Non-EU**.

Enter the level on *Consignment* you wish to report, “**Master**” or “**House**”.

### Present goods and refer to a ENS on master level

The screenshot shows the 'Goods to declare' interface. At the top, there are tabs for 'All cargo at arrival', 'Cargo to unload', 'Cargo to load', and '0 vehicles'. Below this is the 'Presentation notification for goods' section. It contains a list of goods, with the first item selected. The 'Origin of the goods' is set to 'Non-EU'. The 'Consignment' is set to 'Master'. The 'Exempt from ENS' checkbox is unchecked. The 'ENS MRN' is 24SE3EXAJIRJNSAT9. The 'Transport document no.' is SIMYPBH1563. The 'Container number' and 'Receptacle' fields are empty. Below the form, there are buttons for '+Add presentation notification for goods', '-Clear list', and '+Upload list'. At the bottom, there is a section for 'Goods to be unloaded' with buttons for '+Add goods' and '-Remove cargo declaration. No foreign goods to unload.'

Enter *consignment* to “**Master**”

Enter the *ENS MRN* and the associated transport document number on master level.

If you have exempt from ENS you only need to provide the Transport document number and tick the checkbox “**Exempt from ENS**”.

To add a new consignment use “**+Add presentation notification for goods**”. When all goods are presented press “**Done**”.

### Present goods and refer to a ENS on container level

Enter *consignment* “**Master**”.

Enter the *ENS MRN* and the associated transport document number on master level.

If you have exempt from ENS you only need to provide the Transport document number and tick the checkbox “**Exempt from ENS**”.

Enter the *container number* or the *receptacle*.

The ENS-MRN, transport document number and container number must be

found on the same ENS and on master consignment level.

To add a new consignment use “+Add presentation notification for goods”.  
When all goods are presented press “Done”

### Present on goods and refer to ENS on house level

Enter *consignment* “**House**”

Enter the *ENS MRN* and the associated transport document number on house level.

If you have exempt from ENS you only need to provide the Transport document number and tick the checkbox “**Exempt from ENS**”.

You can report multiple house belonging to the same master or to different masters.

To add a new consignment use “+Add presentation notification for goods”.  
When all goods are presented press “Done”

## Goods to be unloaded

If you are unloading foreign goods at least one row with information about the goods needs to be reported in the interface. If you are about to unload both Union goods and non-Union goods you need to report at least one row for the EU goods and one for the non-EU goods.

You must specify the port of loading and for non-EU goods the subsequent customs procedure must be stated. You need to report one line per port of loading, and if there are different subsequent customs procedures, one row per customs procedure must be entered.

As the subsequent customs procedure you must state at least one of the following

- A location of goods code (IG code) to indicate the temporary storage facilities or other place of unloading to which the goods are brought when unloaded.
- Information about the following customs procedure, customs ID for a pre-lodged import or customs warehouse declaration
- NCTS MRN (transit number)

You also need to upload a cargo manifest under the section “Documentation”.

The screenshot shows the 'Goods to declare' section with tabs for 'All cargo at arrival', 'Cargo to unload', 'Cargo to load', and '0 vehicles'. Under 'Presentation notification for goods', there is a '+Add presentation notification for goods' button and an 'Upload list' button. The 'Goods to be unloaded' section has a '+Add goods' button circled in red and a '-Remove cargo declaration. No foreign goods to unload.' link.

To add row, select “+Add goods” under “Goods to be unloaded”.

## Reporting Union goods (C-status)

The screenshot shows the 'Goods to be unloaded' section with a list of goods. The first item is '1. Amsterdam ⇒ Stockholm' with a 'Delete' button. Below it, 'Port of loading' is set to 'NLAMS - Amsterdam' and 'Origin of the goods' is set to 'EU'. There are also '+Add goods', '-Clear list', and '-Remove cargo declaration. No foreign goods to unload.' links.

Enter the “Port of loading”.

Choose the “Origin of the goods” - “EU” for Union goods.

After reporting the status of the goods you need to report the type of goods, see “Type of goods” below.

## Reporting non-Union goods (N-status)

▼ Goods to declare Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

+ Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

1. 🇺🇸 Boston ⇒ 🇸🇪 Stockholm Delete Done

Port of loading 🔍 🇺🇸 USBOS - Boston

Origin of the goods ⓘ ☐ EU ☒ Non-EU

Reference to subsequent customs procedure ⓘ

DGZ-0-1111

+ Add goods  
- Clear list  
- Remove cargo declaration. No foreign goods to unload.

Enter the “*Port of loading*”.  
Choose the “*Origin of the goods*” - **Non-EU** (non-Union).

**Reference to subsequent customs procedure.** The reference can be reported as one of three things.

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

After reporting the status of the goods you need to report the type of goods, see “*Type of goods*” below.

## Type of goods

▼ Goods to declare Cargo to unload 0 vehicles

Presentation notification for goods ⓘ

+ Add presentation notification for goods

↑ Upload list ⓘ

Goods to be unloaded ⓘ

1. 🇺🇸 Boston ⇒ 🇸🇪 Stockholm Edit

Goods

Code	Description	Net	Total
1.			

+ Add goods item

+ Add goods  
- Clear list  
- Remove cargo declaration. No foreign goods to unload.

Enter the **type of goods** (Goods) and the **weight** (Net and Total).

The type of goods can be entered by searching by **name** or HS/KN8-number.

1. Goods Delete Done

Goods

Show groups Show recently reported

Code	Description
01	+ LIVE ANIMALS
02	+ MEAT AND EDIBLE MEAT OFFAL
03	+ FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES

Report crew members manually

1. Goods Delete Done

Goods - Groups

Show tree structure Show recently reported

Minerals	Gas and Petroleum products	Goods carrier
Iron ore	Bitumen (Asphalt)	Empty containers
Granit, gneiss and sand	Crude Oil	Other empty carrier

Goods to declare

Cargo to unload
0 vehicles

Presentation notification for goods

+Add presentation notification for goods

Upload list

Goods to be unloaded

1. Boston ⇒ Stockholm
Edit

Goods

1. 1000 t - Iron ores and concentrates, in...
Delete
Done

Goods
Code
Net
Total

t
 t

+Add goods item

+Add goods
Clear list
Remove cargo declaration. No foreign goods to unload.

To add a new goods item use “+Add goods item”.

When all the goods are presented press “Done”.

Goods to declare

All cargo at arrival
Cargo to unload
Cargo to load
0 vehicles

Presentation notification for goods

1. MC - 123456789123456789
Edit

+Add presentation notification for goods

Clear list
Upload list

Goods to be unloaded

1. New York ⇒ Göteborg
Edit

Goods

1. 200 t - Non-agglomerated iron ores a...
Edit

+Add goods item

+Add goods
Clear list
Remove cargo declaration. No foreign goods to unload.

You need to report at least one row with “Goods to be unloaded” when unloading foreign goods.

In cases where presentation notifications are to be made, at least one row must also be included here.

Goods to declare

Cargo to unload

0 vehicles

Presentation notification for goods

1. HC - 24IT04000F9CXMYET7

Edit

2. MC - 24IT04000F9CXMYAE5

Edit

3. MC - 24IT04000F9CXMYET5

Edit

4. MC - 24IT04000F9CXMYET1

Edit

5. EU - 24IT04000F9CXMYAT8

Edit

6. EU - SUPPORTINGDOCUMENT

Edit

+ Add presentation notification for goods

Clear list

Upload list

Goods to be unloaded

1. Boston ⇒ Stockholm

Edit

Goods

1. 1000 t - Iron ores and concentrates, in...

Edit

2. 2000 t - Granite, porphyry, basalt, san...

Edit

+ Add goods item

2. Amsterdam ⇒ Stockholm

Edit

Goods

1. 3000 t - Salts, incl. table salt and dena...

Edit

+ Add goods item

3. Amsterdam ⇒ Stockholm

Delete Done

Port of loading

NLAMS - Amsterdam

Origin of the goods

☒ EU

☐ Non-EU

+ Add goods

Clear list

Remove cargo declaration. No foreign goods to unload.

Example with multiple rows.

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

▼ Goods to declare All cargo at arrival Cargo to unload Cargo to load 1 vehicles

All vehicles ⓘ

1. ... Delete Done

Registration number

Non-EU cargo ☐

[+Add new item](#)

[-Clear list](#) [↑ Upload list ⓘ](#)

Here you report the registration number of the vehicle that accompanies the vessel.

### Restrictions:

- One vehicle per row.
- A maximum of 35 characters per row.

If it is known, you should also check the box “Non-EU cargo” if the vehicle brings goods from a non-EU country.

You can choose to enter all vehicles manually in the interface, or by upload an Excel template via “[Upload list](#)”.

	A	B
5	<b>VEHICLES</b>	
7	<b>*Registration number</b>	<b>Non EU Cargo</b>
	<b>MANDATORY</b>	
8	ABC123	Yes
9	DEF456	No
10	GHI789	No
11	JKL012	No
12	MNO345	Yes
13	PQR678	No
14	STU901	No
15	VUX234	No
16		

If you choose to report via the Excel template, use the tab "Vehicles".

Enter vehicle registration number and if the vehicle brings goods from a non-EU country.

If you need to upload manifest, do so under the section "Documentation".

## Loading cargo that are under the Customs supervision

When you report cargo to be loaded, this should be described by upload manifest under the section "Documentation".

To add a document, select **"Add new item"**.

Select **"Cargo Declaration at Departure"** under **"Type of document"**.

Then fill in the required information (in orange) - *Document number* and the *Issuing date* - when the document is issued.

The other information is optional (not mandatory).

The document in question is attached by selecting **"Upload document"** or **"Drag and Drop document here"**.

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

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

Customs recommend that you attach documents at the same time as you report other information.

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

If the Swedish Customs has made a decision on an attached document, the Customs does not allow the attached document to be removed. Any attempt to remove the document after a decision will be rejected with an error message.

Should such situation arise, it is important that you have the reference number of the document and the document to restore the information in MSW Reportal.

### [Empty containers](#)

Empty containers must be included on a ship's manifest on arrival and departure.

If the ship arrives from a country outside the EU customs security area (which includes all EU member states as well as Norway and Switzerland) an Entry summary declaration (ENS) or an Exit summary declaration (EXS) respectively should be provided when another shipping company's empty container is unloaded or loaded during a transport arrangement.

For the shipping company's own empty containers that are unloaded and loaded respectively, neither an ENS nor an EXS needs to be provided. If this is the case, tick the box "Exempt from declaring Entry Summary Declaration (ENS)" in the "[All cargo at arrival](#)" tab, and enter the reason for the exemption in the "Additional information" field.

If the containers are supposed to be loaded with goods and then re-exported, temporary admission with relief from duties will be granted for these empty containers upon arrival.

## Ships Store

Vessels arriving to a Swedish port should report the contents of the Ships Store (equivalent FAL 3). Click on [+Report ship's store](#) to start reporting.

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

Report created

Ship's store items arriving at Göteborg

+Add ship's store item

Upload list ?

Upload information about the visit by using, and filling in, one of the Excel templates as linked below:

EU Templates

- MSWSE EU Template
- MSWSE EU Template - Example

Customized Template, with predefined values

- MSWSE Sweden Template

Dangerous cargo

Bunker

Make sure you have the latest version of the template by clicking on the question mark (?), right next to “[Upload list](#)” to download the Excel template. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)

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

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

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

▼ Ships store

Nothing to declare

+ Report ships store

☒ Nothing to declare ?

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

Type of article	Quantity
• Alcoholic Spirits	liters
• Other Alcoholic Spirits	liters
• Wine	liters
• Cigarettes	number of article
• Cigars	number of article
• Tobacco	kilogram
• Fuels	liters
• Lubricants	liters
• Drugs	kilogram
• Flesh and flesh products	kilogram
• Firearms	number of article
• Ammunition	number of article
• Animals	number of article
• Fortified wine	liters
• Light wine	liters
• Beer	liters
• Miscellaneous	number of article

	A	B
5	<b>SHIP STORES</b>	
7	<b>Name of article</b>	<b>*Quantity</b> <small>MANDATORY</small>
8	AlcoholicSpirits	10
9	OtherAlcoholicSpirits	2
10	Wine	3
11	Cigarettes	4

Ships store

Report created

Ships store items arriving at Otterbäcken

1. 10 liters - Alcoholic spirits [Edit](#)
2. 2 liters - Other alcoholic spirits [Edit](#)
3. 3 liters - Wine [Edit](#)
4. 4 pieces - Cigarettes [Edit](#)

+ Add ships store item

— Clear list [Upload list](#)

— Don't report ships store

If you have nothing to declare for a specific article/item, keep the zero (0). Only articles/items with a quantity over zero declared. Specify the article/item and enter the quantity with only numbers.

## Dangerous and polluting goods

▼ Dangerous cargo

None arriving    None departing

Dangerous and polluting goods arriving at Göteborg.

[+Add arriving goods](#)

All ships, irrespective of size and departing from a Swedish port or anchorage with dangerous or polluting goods on board, shall make a Hazmat notification. This notification applies regardless of whether

the ship sails in national or international traffic.

Furthermore, ships, irrespective of size and coming from a port located outside the EU and bound for a Swedish port or anchorage with dangerous or polluting goods on board, shall make a Hazmat notification.

### When must the Hazmat notification be submitted?

- When leaving a Swedish port:
  - at the latest at the moment of departure.
- Coming from a port located outside the EU:
  - at the latest upon departure from the loading port outside EU; or
  - as soon as the port of destination or the location of the anchorage

### What is considered as dangerous or polluting goods?

The following is categorized as dangerous goods:

- Dangerous goods in packaged form (e.g. drums, jerricans, boxes, bags, gas cylinders) loaded in CTUs (e.g. vehicles or containers) in accordance with the International Maritime Dangerous Goods Code (**IMDG Code**).
- Solid dangerous goods loaded directly into a dry cargo ship in accordance with the International Maritime Solid Bulk Cargoes Code (**IMSBC Code**).
- Liquid dangerous goods or hazardous chemicals loaded directly into a chemical ship in accordance with the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (**IBC Code**).
- Liquefied dangerous goods or dangerous goods in gaseous form loaded directly into a gas tanker in accordance with the International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (**IGC Code**).
- Irradiated nuclear fuel, plutonium and high-level radioactive wastes in packaged form loaded into a dry cargo ship in accordance with the International Code for the Safe Carriage of Packaged Irradiated Nuclear Fuel, Plutonium and High-Level Radioactive Wastes on board Ships (**INF Code**).

The following are categorized as polluting goods / substances in accordance with the International Convention for the Prevention of Pollution from Ships, 1973 as modified by the Protocol of 1978 (**MARPOL Convention**):

- Oils in bulk in accordance with **MARPOL Annex I**, loaded directly into an oil tanker.
- Noxious liquid substances carried in bulk in accordance with **MARPOL Annex II** loaded directly into a chemical tanker.
- Harmful substances carried in packaged form in accordance with **MARPOL Annex III** loaded in CTUs (e.g. vehicles or containers).

The screenshot shows a web form titled 'Dangerous cargo' with a sub-header 'Dangerous and polluting goods arriving at Göteborg.' It includes fields for 'Port of loading', 'Port of unloading', 'Name of person in charge', 'Phone to person in charge', 'Loading plan onboard' (Yes/No), and 'Email to person in charge'. There are also buttons for 'Delete', 'Done', '+Add arriving goods', and '-Clear list'.

You enter arriving dangerous goods (when coming from a port outside EU) and/or departing dangerous goods (when leaving a Swedish port with dangerous goods).

- In which port was the Hazmat loaded?
- In which port will the Hazmat be unloaded?
- Name and telephone number of the person responsible for the Hazmat and can provide detailed information about the dangerous or polluting goods and its location on board (this

contact information is important in the event of an accident).

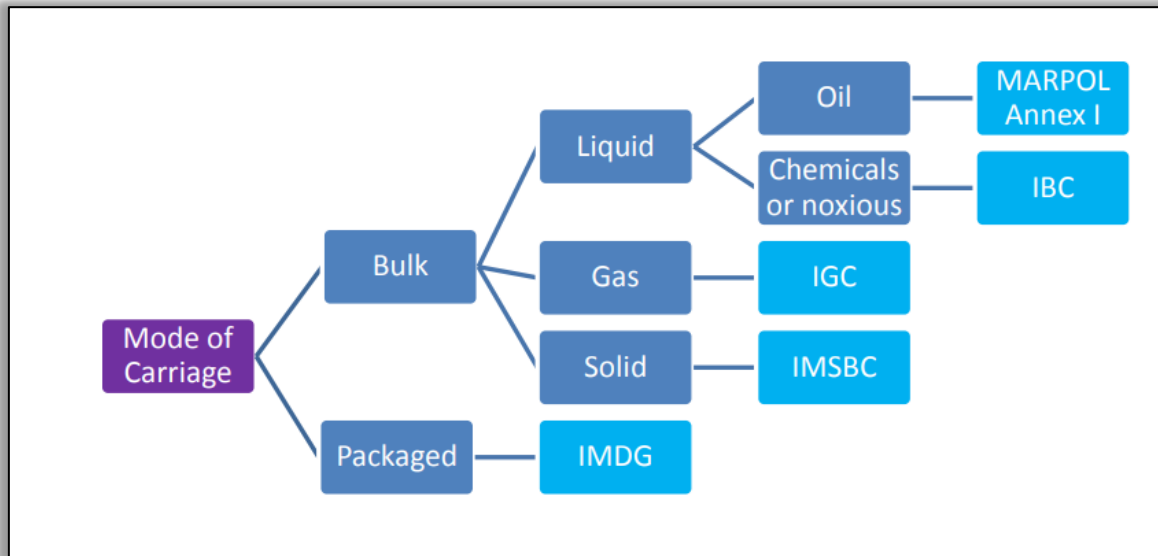
- Indicate whether there is a loading plan on board or not and from which link (URL) the loading plan is accessible. Also specify the file format.

The screenshot shows a web form titled 'Dangerous cargo' with a sub-header 'Dangerous and polluting goods arriving at Göteborg.' It includes a dropdown for 'Goods' and a search bar. Below are fields for 'Net' and 'Total' weight/amount, and a button for 'Advanced'. There are also buttons for 'Delete', 'Done', '+Add goods item', '+Add arriving goods', and '-Clear list'.

In the box "goods", you search for the product you want to report by enter the UN-number or transport name. Now comes a list of different products in different regulations and codes. Note that the same product can be found in several regulations and codes.

For example: oil is specified in MARPOL Annex I for oil tankers but also in packaged form as UN 3082 in the IMDG Code.

Enter "weight or amount" of the goods.



For an overview of what to report, see the Hazmat decision tree above.

Any type of dangerous or polluting goods connected to the regulations can be found in this searchable database.

If the departing dangerous or polluting goods are the same as for arriving you can choose to copy this by choosing “[Copy arriving goods](#)”.

▼ Dangerous cargo

None arriving

None departing

Dangerous and polluting goods departing from Göteborg.

+ Add departing goods

Copy arriving goods

←

## Bunker

Bunker reporting is for the time being optional in Sweden. Other requirements may apply in other EU Member States. The information is however important in case of an event leading to possible risk of discharge of polluting products into the sea and therefore the Swedish Transport Agency recommends that bunker is reported by vessels over 1000 GT at departure from a Swedish port (or anchorage) and at arrival from a non-EU port.

▼ Bunker

No report on arrival    No report on departure

*Bunker onboard at arrival to Karlskrona*

+Add new item

↑ Upload list ⓘ

If you choose to report bunker you can do this manually in the MSW Reportal or by upload a completed Excel template, via “[Upload list](#)”.

If you can choose to upload information about bunker by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “[Upload list](#)” to download the Excel template. You can download the following templates:

- MSWSE EU Template (EU Templates)
- MSWSE EU Template – Example (EU Templates with example data)
- MSWSE Sweden Template (Customized Template, with drop downs)

▼ Bunker

No report on arrival    No report on departure

*Bunker onboard at arrival to Norrköping*

1. m³ - Marine Diesel Oil    Delete    Done

Type: Marine Diesel Oil

Quantity: m³

Description:

+Add new item

↑ Upload list ⓘ

BUNKER					
*Bunker type MANDATORY	*Quantity at arrival MANDATORY	(*)Description (MANDATORY if Bunker type is "Other")	*Quantity at departure MANDATORY	(*)Description (MANDATORY if Bunker type is "Other")	*Unit MANDATORY
Marine Gas Oil					TNE
Marine Diesel Oil					TNE
Intermediate Fuel Oil					TNE
Marine Fuel Oil					TNE
Heavy Fuel Oil					TNE
Liquified Petroleum Gas					m3
Liquified Natural Gas					m3
Light Oil					TNE
Other					TNE

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

In the Excel template you can use a maximum of four numbers and two decimals for each bunker type.

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

If you choose "Other" as "Bunker type" you must also fill in "Description".

## Waste

Advance waste notification, and delivery of waste, is mandatory in Swedish ports unless the ship has a valid exemption issued by the Swedish Transport Agency. Which shall be reported through the first tab in the Waste section in MSW Reportal.

▼ Waste

No report Will not report waste receipt.

Will deliver waste ☐ Yes ☐ No

If the ship has small amounts of waste onboard, deemed unreasonable to deliver to a port reception facility (including sludge and bilge water less than 25% of the tank capacity), waste declaration shall be reported even if it is not mandatory to deliver the waste.

If the ship has an exemption from reporting waste issued by the Swedish Transport Agency, select “NO” for “Will deliver waste” and “YES” for “Exemption issued by STA”.

▼ Waste

Will not report waste notification Will not report waste receipt.

Will deliver waste ☐ Yes ☒ No

Exemption issued by STA ☐ Yes ☐ No

If the ship has small amounts of waste onboard, deemed unreasonable to deliver to a port reception facility (including sludge and bilge water less than 25% of the tank capacity), select “NO” for “Will deliver waste” and “NO” for “Exemption issued by STA”.

▼ Waste

No report Will not report waste receipt.

Will deliver waste ☒ Yes ☐ No

+ Create waste notification

Advance waste notification shall be reported at least 24 hours prior to arrival, or at the latest upon departure from the previous port, if the duration of the voyage is less than 24 hours.

In case information about the next port of call is available less than 24 hours prior to arrival, the waste notification should be reported as soon as the port of call is known.

The waste notification must indicate whether you intend to deliver all or none of the waste. Partial delivery is not allowed in Swedish ports, and once a waste delivery has started, the ship has to deliver all its waste.

You can report waste manually in the MSW Reportal or by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list” to download the Excel template. You can download the following templates:

- *MSWSE EU Template* (EU Templates)
- *MSWSE EU Template – Example* (EU Templates with example data)
- *MSWSE Sweden Template* (Customized Template, with drop downs)

To manually report waste in MSW Reportal the following form must be filled in:

Mandatory information is identified by orange color of field names.

Explanatory guidance can be found under “(?)” icons for each data field.

- “+Add waste” can be used to add additional waste types.
- “-Clear list” can be used to delete reported waste types.
- “-Delete waste notification” can be used to remove the entire waste report.

## Waste receipt

Under the section “Waste” there is an option to leave a waste receipt related to your waste delivery under the second tab. If you intend to create a waste receipt, select “Yes”, else select “No”.

Select “+Create waste receipt” to manually report your waste receipt. You can report waste receipts manually in MSW Reportal or by uploading a completed Excel template. Make sure you have the latest version of the template by clicking on the question mark (?), right next to “Upload list” to download the Excel template. You can download the following templates:

- *MSWSE EU Template* (EU Templates)
- *MSWSE EU Template – Example* (EU Templates with example data)
- *MSWSE Sweden Template* (Customized Template, with drop downs)

## Create a waste receipt

If you will create a waste receipt in the interface, these fields must be filled out.

- “+Create waste receipt” can be used to add additional waste receipts.
- “-Delete receipts” can be used to delete reported waste receipts.

Save your receipt by selecting “Done”.

After that you can add your waste.

## Add waste to waste receipt

▼ Waste No report Waste receipt created

Waste delivered in Kapellskär

111 Edit

1. m<sup>3</sup> - ... Delete Done

Waste type

Waste Description

Quantity  m<sup>3</sup>

+ Add waste

A waste receipt need to have a item

This row contains an error

+ Create waste receipt  
- Delete receipts

↑ Upload list

To add waste types to the waste receipt, fill out these fields.

**NOTE!** "Waste description" is mandatory for some waste types.

■ "+Add waste" can be used to add additional waste types.

Save your waste type by selecting "Done". After that you need to sign your visit to send your waste receipt.

## Port

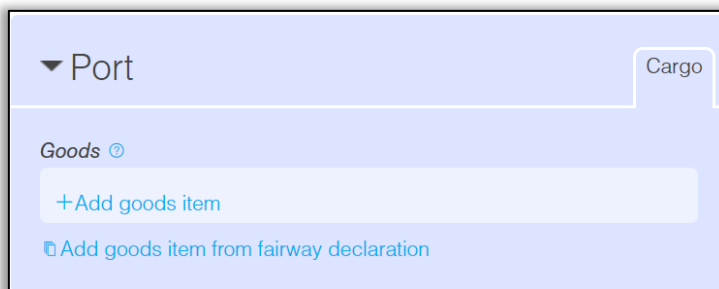
NOTE: Port services and cargo are viewed and controlled by the ports which are connected to MSW Reportal. For the moment this section is only applicable for the ports of Gävle and Gothenburg.

## Cargo

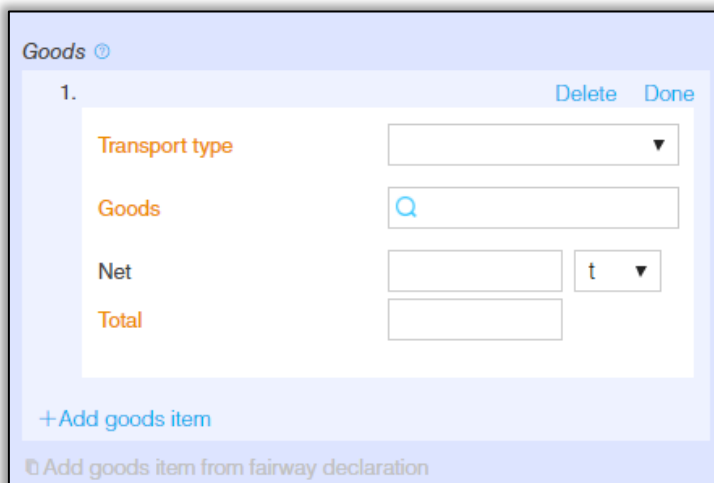
When a vessel arrives to Gothenburg or Gävle, there is a tab which is called "Port".



Under "Cargo" all goods that will be loaded or discharged shall be reported by clicking [+Add goods item](#).



You have the possibility to copy info from the fairway declaration which save you some time, by clicking [Add goods item from fairway declaration](#).



## Port services

For Gothenburg you can order fresh water or unloading of slop under the tab "Port services".

▼ Port

Cargo

Port services

+Order loading of fresh water

+Order unloading of slop ⓘ

▼ Port

Cargo

Port services

Load fresh water

Delete

Done

Volume

m<sup>3</sup>

Time of loading

+Order unloading of slop ⓘ

▼ Port

Cargo

Port services

Load fresh water

Edit

Unload Slop

Delete

Done

Volume

m<sup>3</sup>

Time of unloading

Slop has FP < 30°C ⓘ

☐ Yes

☐ No

Slop from other ship ⓘ

☐ Yes

☐ No

## Expanded inspection

If a foreign vessel is eligible for an expanded inspection and bound for a Swedish port or anchorage, this shall be reported 72 hours in advance or at the latest, at the time the ship leaves the previous port, if the voyage time is less than 24 hours under the tab for expanded inspection. This applies to, for example, foreign ships with a high risk profile, passenger ships, oil tankers, gas carriers, chemical tankers and bulk carriers. If not, you can ignore this tab.

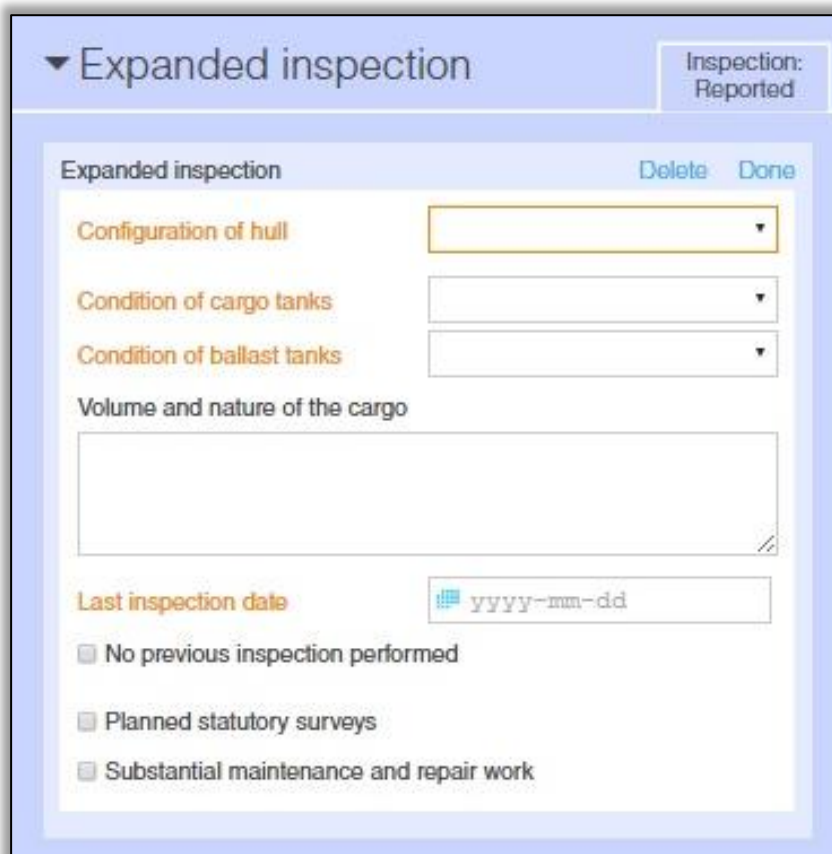


▼ Expanded inspection

Inspection: Not reported

+ Report expanded inspection ←

Enter information in all fields marked in orange then press “Done”.



▼ Expanded inspection

Inspection: Reported

Expanded inspection Delete Done

Configuration of hull

Condition of cargo tanks

Condition of ballast tanks

Volume and nature of the cargo

Last inspection date

☐ No previous inspection performed

☐ Planned statutory surveys

☐ Substantial maintenance and repair work

## Fairway declaration

Vessels with the purpose to load or unload cargo or passengers should report a fairway declaration. To submit a declaration fairway, you must have a credit agreement signed with the Swedish Maritime Administration. Read more at the [home page](#).

▼ Fairway declaration No declaration

I will report a fairway declaration ⓘ ☐ Yes ☐ No

If no goods will be loaded/unloaded and no passengers will disembark/embark you are not obligated to report a fairway declaration for this visit.

If you don't intend to report a fairway declaration, state "No". Then specify the reason for this according to the alternatives in the picture.

▼ Fairway declaration Nothing to declare

I will report a fairway declaration ⓘ ☐ Yes ⓘ ☒ No ⓘ

Reason

- Bunkering or loading/unloading within the same port area
- Crew change
- Damaged cargo
- No loading/unloading cargo or passengers
- Research/training vessel
- Ship supplies
- Shipyard/dock/repairing
- Towage
- Working vessel with direct connection to shipping
- Other reason

If you intend to report a fairway declaration, state "Yes" and then you can continue with your reporting. A fairway declaration must be reported no later than 7 days after departure.

Click "+Create fairway declaration" to start filling out the fairway declaration.

▼ Fairway declaration No declaration

I will report a fairway declaration ⓘ ☒ Yes ☐ No

[+Create fairway declaration](#)

▼ Fairway declaration

Declaration

Reported as ⓘ

☐ Preliminary
 ☐ Final

First Swedish port ⓘ

☒ Yes
 ☐ No
 ☐ Domestic

Show shipinfo ⓘ

Arrival time

2022-01-01

00:00

Departure time

2022-01-01

12:00

Use times from overview ⓘ

Cargo

+ Add goods

Passengers ⓘ

	Disembarking	Embarking
Domestic		
Foreign		

Private vehicles ⓘ

	To unload	To load
Domestic		
Foreign		

— Delete fairway declaration

You report your fairway declaration as “Preliminary” or “Final”.

When you submit a final fairway declaration the authorities will handle it and generate an invoice.

Therefore, it is important that the data in a final order is correct.

After clicking "[Sign/Send](#)" you will not be able to change some of the data.

## First Swedish port

Reported as ⓘ

☐ Preliminary
 ☐ Final

First Swedish port ⓘ

☐ Domestic
 ☐ No
 ☒ Yes

Show shipinfo ⓘ

Arrival time

2024-11-27

12:00

Departure time

2024-11-29

12:00

Use times from overview ⓘ

The automatic value that is set for “First Swedish port” depends on which “Transport type” and the Previous port city:

1. **Domestic** – if the declaration has goods that will be loaded/unloaded domestic (LoD/UnD)
2. **No** – if the previous port is Swedish (can be changed)
3. **Yes** – if the previous port is foreign (cannot be changed)

These rules are applied in order from 1 to 3 and will affect the fees for the fairway declaration.

You can use the Arrival time and Departure time from the Overview, via [“Use times from overview”](#).

## Cargo

To report the cargo, press ["+Add goods"](#).

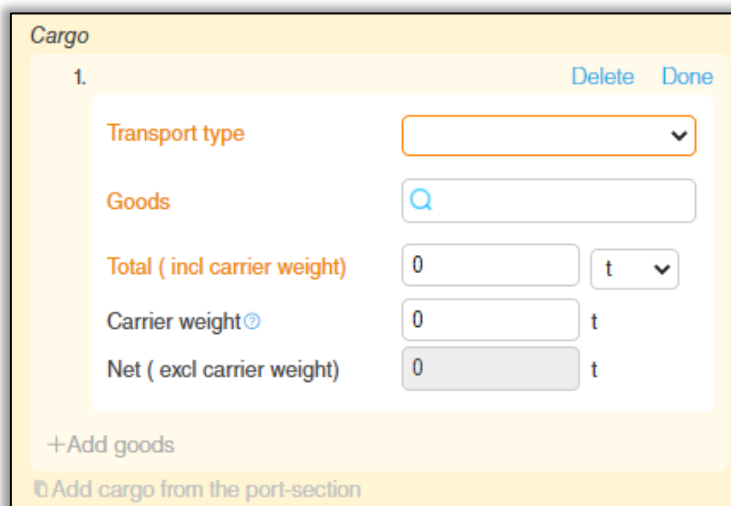


Cargo

[+Add goods](#)

[Add cargo from the port-section](#)

Users with port calls to Gothenburg or Gävle can choose to copy the cargo from the port-section, via [“Add cargo from the port-section”](#).



Cargo

1. [Delete](#) [Done](#)

Transport type

Goods

Total (incl carrier weight)  t

Carrier weight  t

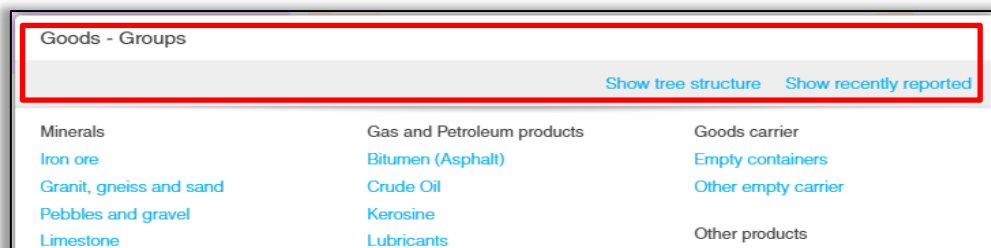
Net (excl carrier weight)  t

[+Add goods](#)

[Add cargo from the port-section](#)

It is mandatory to enter the **"Transport type"**, **"Goods"** (selected in the specified list) and **"Total (incl carrier weight)"**.

When reporting Goods, you can find the goods from two different views either [“Groups”](#) or [“Tree structure”](#).



Goods - Groups

[Show tree structure](#) [Show recently reported](#)

Minerals	Gas and Petroleum products	Goods carrier
Iron ore	Bitumen (Asphalt)	Empty containers
Granit, gneiss and sand	Crude Oil	Other empty carrier
Pebbles and gravel	Kerosine	
Limestone	Lubricants	Other products

Goods are reported by the 8, 6 or 4-digit commodity code (KN8, KN6, KN4) or freight description.

In the view - "**Goods - Groups**", the goods are categorized in different categories. The categories are:

Goods - Groups	
Gasoil	
Code	Description
27101931	Gas oils of petroleum or bituminous minerals for undergoing a specific process as defined in Ad...
27101935	Gas oils of petroleum or bituminous minerals, for undergoing chemical transformation (excl. spe...
27101943	Gas oils of petroleum or bituminous minerals, with a sulphur content of <= 0.001% by weight (ex...
27101946	Gas oils of petroleum or bituminous minerals, with a sulphur content of > 0.001% but <= 0.002% ...
27101947	Gas oils of petroleum or bituminous minerals, with a sulphur content of > 0.002% but <= 0.1% by...
27101948	Gas oils of petroleum or bituminous minerals, with a sulphur content of > 0.1% by weight (excl. c...
27102090	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of <= 0.001% by...
27102011	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of > 0.001% but ...
27102015	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of > 0.002% but ...
27102017	Gas oils of >= 70% of petroleum or bituminous minerals, with a sulphur content of > 0.1% by wei...
27102019	Oils of >= 70% of petroleum or bituminous minerals, containing biodiesel (excl. gas oils and fuel ...

- Minerals
- Solid mineral fuels
- Chemical products
- Gas and Petroleum products
- Forest industry products
- Goods carrier
- Other products
- Low value goods

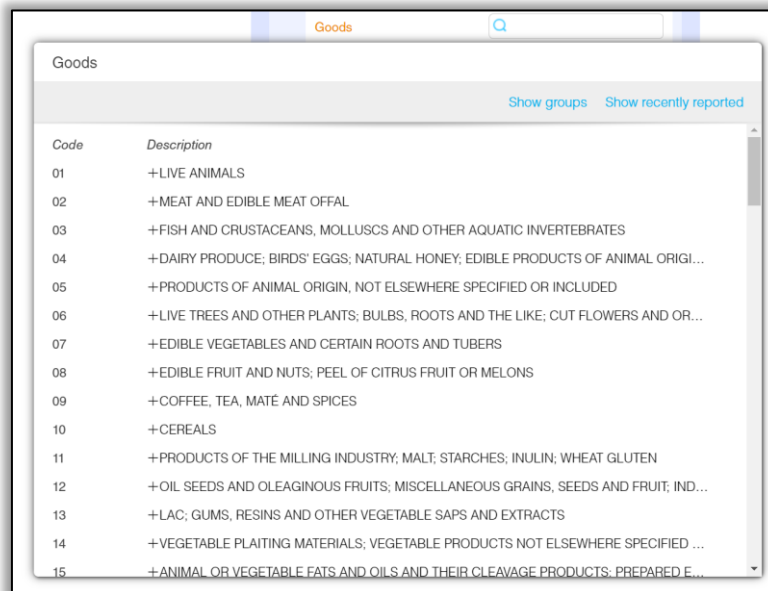
Under each category we have tried to specify the most common types of goods, in some cases with a collective name. If you choose, for example, "Gasoil", you then have to choose which specific type of gasoil is shipped.

However, specific choices do not exist under all categories. In most categories there is one code that represents the category.

For the low value goods, you can see with the symbol "envelope" at which transport type the goods are counted as low-value.

Goods - Groups	
Plastics and articles thereof	
Code	Description
39159080	Waste, parings and scrap, of plastics (excl. that of polymers of ethylene, styrene, vinyl chlorid...
	KN8 39159080 is 2021 considered by SMA as low value goods within Sweden (Loaded domestic goods).
	KN8 39159080 is 2021 considered by SMA as low value goods when loaded domestically.
	KN8 39159080 is 2021 considered by SMA as low value goods when imported (Unloaded foreign goods).

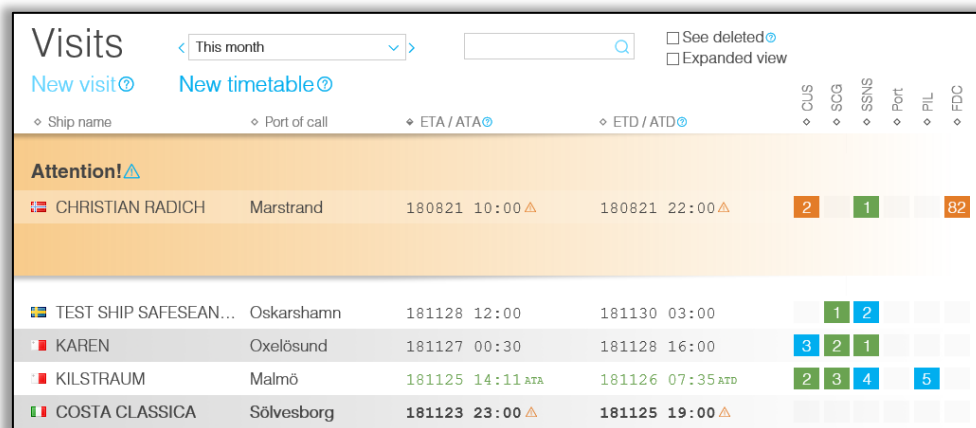
Via "Tree structure" you can look for the goods by locating KN2-code and description. You also have the possibility to search for a specific type of goods in cases where you know exactly which KN8 code applies.



Code	Description
01	+LIVE ANIMALS
02	+MEAT AND EDIBLE MEAT OFFAL
03	+FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
04	+DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN...
05	+PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
06	+LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND OR...
07	+EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
08	+EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS
09	+COFFEE, TEA, MATÉ AND SPICES
10	+CEREALS
11	+PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN
12	+OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT, IND...
13	+LAC; GUMS, RESINS AND OTHER VEGETABLE SAPS AND EXTRACTS
14	+VEGETABLE PLAITING MATERIALS; VEGETABLE PRODUCTS NOT ELSEWHERE SPECIFIED ...
15	+ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED E...

## Reminder to report a fairway declaration

If you haven't reported a fairway declaration, you will receive a reminder in MSW Reportal. The fairway declaration will be in the top of the Visits list with an orange background and warning triangle. This will show which visits you haven't completed a fairway declaration on.



Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SNS	Port	PIL	FDC
<b>Attention!</b>									
CHRISTIAN RADICH	Marstrand	180821 10:00	180821 22:00	2	1				82
TEST SHIP SAFESEAN...	Oskarshamn	181128 12:00	181130 03:00		1	2			
KAREN	Oxelösund	181127 00:30	181128 16:00	3	2	1			
KILSTRAUM	Malmö	181125 14:11 ATA	181126 07:35 ATD	2	3	4			5
COSTA CLASSICA	Sölvesborg	181123 23:00	181125 19:00						

You need to manage the fairway declaration in the specific visit accordingly, for the reminder and warning to disappear. You will need to navigate to the "Fairway Declaration"-section, in the specific visit, and either report a fairway declaration or decline to report, which includes a reason for declining.

When the fairway declaration is completed, click "[Sign/Send](#)" to send the fairway declaration to the Swedish Maritime Administration.

✓ [Sign/Send](#) ? Discard ? ▶ [Share](#) ? ▶ [Log](#)

There are changes to sign Not reported

▼ Fairway declaration Preliminary declaration

Reported as ? ☒ Preliminary ☐ Final

First Swedish port ? ☐ Domestic ☐ No ☒ Yes

[Show shipinfo](#)

Arrival time 2025-02-01 12:00

Departure time 2025-02-03 12:00

[Use times from overview](#)

Check that you get a response message from the Swedish Maritime Administration and that the fairway declaration has been received. Under the link "Show fees" in the response message you will find a copy of your proforma invoice.

2021-12-01 15:20 - Swedish maritime administration - Fairway declaration received at Swedish Maritime Administration

Your fairway declaration with ID no. 304691 has been updated.

[Show fees](#)

You will also find a link "[Show fees](#)" to the proforma invoice copy in the fairway declaration.

▼ Fairway declaration Preliminary declaration

Reported as ? ☒ Preliminary ☐ Final

First Swedish port ? ☐ Domestic ☐ No ☒ Yes

[Show report](#)

[Show shipinfo](#)

Arrival time 2025-02-01 12:00

Departure time 2025-02-03 12:00

[Use times from overview](#)

Response information from the Swedish Maritime Administration

Actual status Preliminary

Reference number ? 470237

Fees [Show fees](#)

Cargo

1. UnF - 500 t - Other non-low-value goods (h... [Edit](#)

[+Add goods](#)

## Passenger ferries and transport of passengers

Passengers ⓘ		
	Disembarking	Embarking
Domestic	<input type="text" value="230"/>	<input type="text" value="0"/>
Foreign	<input type="text" value="0"/>	<input type="text" value="0"/>

When you are reporting the numbers of passengers it is important to type the value "0" in the option where it occurs. The

example beside shows how to type when you only have arriving domestic passengers. If you leave any of this boxes empty, the text will turn orange in the boxes who are left out and no fairway declaration can be made.

## Cruise with Turn around, TA

When you are reporting a cruise where it will be a Turn around you need to start with "Purpose of call" and there "+Add", "Cruise, turn around".

▼ Overview

Purpose of call ⓘ

Ship ⓘ

Arriving port city ⓘ

Custom reference ⓘ

+Add

Cargo operations

Cargo operations

Lightering

Loading foreign goods

Loading, domestic goods

Crew and passengers

Changing crew

Crew movement

Cruise, leisure and recreation

Cruise, turnaround

When you choose this option an automatic checkbox will be filled in the fairway declaration. If you press the question mark marked in blue (?) you can see more information about what a cruise with a Turnaround means.

Change the purpose of call if the option for Turnaround is incorrect.

Passengers ⓘ		
	Disembarking	Embarking
Domestic	<input type="text" value="230"/>	<input type="text" value="0"/>
Foreign	<input type="text" value="0"/>	<input type="text" value="0"/>

☒ Ship operates as cruise ship ⓘ

☒ Turnaround ⓘ

Private vehicles ⓘ		
	To unload	To load
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

## Periodic fairway declaration

For the vessels that have the right to report periodic fairway declarations, (travels on a fixed timetable, and has received a grant from the Swedish Maritime Administration) it looks a little different in the interface



Only the owner/creator of the call can see/do a periodic fairway declaration.

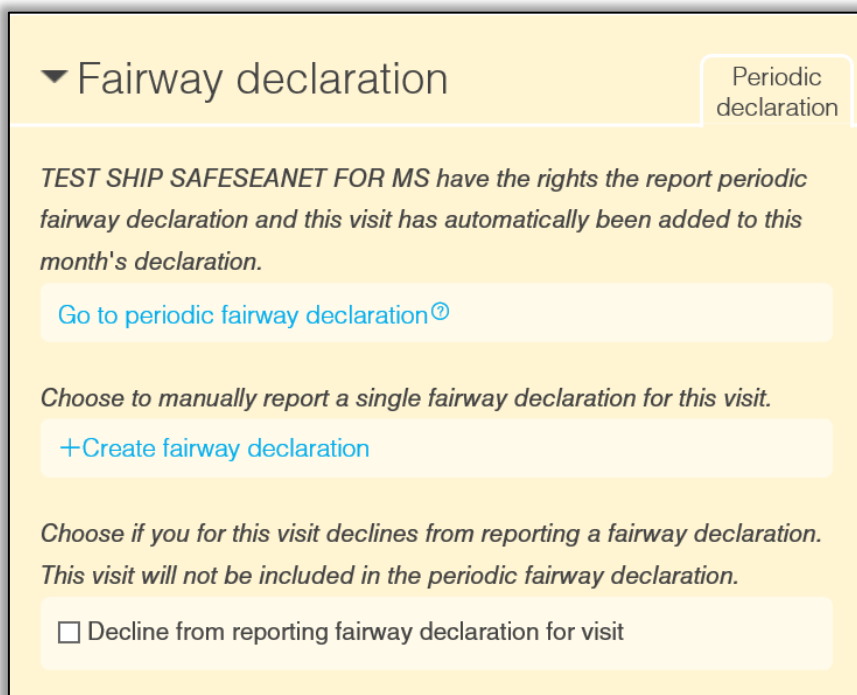
A periodic declaration is specific on:

- Month
- Port city
- Ship
- Organisation

The link is inactivated if:

1. visit is not connected to a periodic fairway declaration
2. the user declines to report a fairway declaration
3. the periodic fairway declaration is connected to another vessel
4. the visit is shared to another organization and the other organization has created a non-periodic fairway declaration

Press "[Go to periodic fairway declaration](#)".



Would you rather create a single declaration for the actual visit, you must remove the periodic fairway declaration? Then press the "[Create fairway declaration](#)".

The periodic fairway declaration has its separate page.

**Note!** The periodic fairway declaration is located on a separate page. A reminder sent to you if the final date passed with 10 days to report your final periodic fairway declaration.

2020-02-05 07:32 - Swedish maritime administration - Important message regarding fairway declaration  
Report final periodic fairway declaration immediately, the due 10 days after the turn of the month have passed.  
[Invoice](#)

Here you can see the port calls that are connected to the periodic fairway declaration.

Number of visits (Exclusive delete visits).

You report your fairway declaration as preliminary or final.

When you submit a final fairway declaration, authorities will handle it.

Therefore, it is important that the data in a final order is correct.

After clicking "[Sign/Send](#)" you will not be able to change some of the data.

To report cargo, press "[+Add goods](#)".

## Reportal

It is mandatory to enter:

"Transport type",

"Goods"  
(selected in the specified list)  
and

"Total (incl carrier weight)".

Goods

1. Delete Done

Transport type

Goods

Total (incl carrier weight)

Carrier weight

Net (excl carrier weight)

[+Add new item](#)

To report additional cargo, press "+Add new item".

**Note that the periodic fairway declaration is on a separate page and should therefore be signed separately.**

When the periodic fairway declaration is signed you can see the report "[Show report](#)" and the link to your proforma invoice copy "[Show fees](#)".

Sign/Send Discard Log

Overview Declaration ID: 32986

Ship STENA BALTICA

PortCity SEMMA - Malmö

Date January 2022

[Show report](#)

[Show shipinfo](#)

Response information from the Swedish Maritime Administration

Actual status Final

Reference number 304816

Show fees [Show fees](#)

Visits 1 visits

Fairway declaration Final declaration

Reported as ☐ Preliminary ☒ Final

Goods

1. UnF - 1000 t - Other non-low-value goods (h... [Edit](#)

[+Add new item](#)

[Clear list](#)

Passengers

	Disembarking	Embarking
Domestic	<input type="text" value="500"/>	<input type="text" value="0"/>
Foreign	<input type="text" value="0"/>	<input type="text" value="0"/>

Private vehicles

	To unload	To load
Domestic	<input type="text"/>	<input type="text"/>
Foreign	<input type="text"/>	<input type="text"/>

Click "[Show report](#)" to see a summary of the fairway declaration.

**Deklaration**

Ref. nr. 114127	Typ Webb	Status Definitiv	Fakturanr.	Fakturerad
Kommentar				

<b>FARTYG</b>	<b>KUND</b>	<b>RESEUPPGIFTER</b>
Signal 2HAL4	Namn TESTKUND	1:a svenska ort Inrikes
Namn STENA BALTICA	Kundnummer 120000	Namn SENRK
IMO 9364978	Adress XXXXBBYYY	Ankomst
MMSI 235102029	601 78 NORRKÖPING	Avgång
Nation GB	Org. nr. 1234567890	Avgångsort
Brutto 22308	Kontakt Nej	Destination
SBT	Kontaktperson Åsa Lockner	Period 201009
Fartygstyp 71 - passagerarfartyg och färjor	E-post jochim.henriksson@spjofarve.se	
	Telefon 011123457	

**GODS / ÖVRIGT**

Kodtyp	Lastkod	Kvant. gods	Containervikt	Avvikande hamn	Frizon
LdU	11 - Övrigt ej lägvärdigt gods	200.00	0.00		Nej
LdU	11 - Övrigt ej lägvärdigt gods	300.00	0.00		Nej

Tilläggsgifter för passagerarfartyg och järnvägsfärjor				Bil/Husvagn (personligt bruk)	
Lastat utrikes	Lastat inrikes	Antal passagerare	Antal bil/Husvagn	Lastat utrikes	Lastat inrikes
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

**DEBITERING**

Radnr.	Avgiftskod	Antal	Pris	Totalt
1	A1 - FÄRLEDNINGSGIFT (BRUTTOÄKTIGHET)	111540	2.25	250965.00
2	45 - FÄRLEDNINGSGIFT UTRIKES ÖVR GODS	200	2.75	550.00
3	46 - FÄRLEDNINGSGIFT UTRIKES ÖVR GODS	300	2.75	825.00
				252340.00

The periodic fairway declarations, you can find directly in the visit list, at the bottom of the page.

**Visits** < 2016-10-01 > 2016-10-31  ☐ See deleted

[New visit](#) [New timetable](#)

Ship name	Port of call	PIL / ETA / ATA	PIL / ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
ORTVIKEN ZZ	Malmö	161001 12:00	161001 15:00						
FICARIA SEAWAYS	Luleå	161001 09:00	161001 15:00						
VIKING GRACE	Göteborg	Timetable - <a href="#">Review timetable</a>		62	62	63			
GROGG AF STOCKHO...	Malmö	Timetable - <a href="#">Review timetable</a>		3	3	3			
ORTVIKEN ZZ	Malmö	October - Periodic fairway declaration							
VIKING GRACE	Göteborg	October - Periodic fairway declaration							
VIKING GRACE	Norrköping	October - Periodic fairway declaration							
FICARIA SEAWAYS	Luleå	October - Periodic fairway declaration							1
OBBOLA	Göteborg	October - Periodic fairway declaration							1
VIKING CINDERELLA	Stockholm	October - Periodic fairway declaration							2
AURORA AF HELSING...	Helsingborg	October - Periodic fairway declaration							
OBBOLA	Norrköping	October - Periodic fairway declaration							1

## Cruise Route

The Swedish Maritime Administration needs information about a cruise to decide if the fairway declaration should be created and if it is duty-free or not.

If you choose the purpose of call "Cruise, leisur and recreation" or "Cruise, turn around" a new block will be shown.

Overview Visit ID: SEC

Purpose of call ⓘ

Cruise, turnaround ✕ Cruise, leisure and recreation ✕ +Add

Ship ⓘ

Arriving port city ⓘ

Custom reference ⓘ

At arrival

ETA (dock/anchorage) ⓘ

Pilotage status

First point in port

Draught on arrival ⓘ

Height on arrival ⓘ

Any arriving cargo?

Cargo operations	Crew and passengers	Repairs and maintenance
Cargo operations	Changing crew	Bunker vessel operation
Lightering	Crew movement	Bunkering own vessel
Loading foreign goods	✓ Cruise, leisure and recreation	Cargo tank cleaning
Loading, domestic goods	✓ Cruise, turnaround	De-gassing
Taking supplies	Passenger movement	Repair
Unloading, domestic goods		Repair in dry dock
Unloading, foreign goods		Repair in wet dock
		Waste disposal
Special	Port	Others
Expanded inspection	Diving	Awaiting orders
Goodwill visit	Fresh water refilling	Laid-up

The section "Cruise Route" is shown below "Fairway declaration".

► Waste Will not give waste notification

► Port Cargo Port services

► Expanded inspection Inspection: Not reported

► Fairway declaration No declaration

► Cruise Route Cruise route: Not reported

Cruise Route

Cruise route: Not reported

Visits included in the cruise route

1. -

Delete Done

Port

ETA

Turnaround

yyyy-mm-dd
  hh:mm

☐

+ Add new item

Add current port city 'Göteborg'

Upload list

All ports which are included in the cruise route must be added also including the port which the port call is for.

You can report the Cruise route manually or by upload the Excel template.

CRUISE ROUTE	
*Date and time (ETA)	*Estimated date and time of arrival
MANDATORY	
2023-01-01	S
2023-01-02	N
2023-01-03	F
2023-01-04	G
2023-01-05	N
2023-01-06	U
2023-01-07	H
2023-01-08	B
2023-01-09	A
2023-01-10	A

Start with the port where the cruise started. Add ETA, date and time. (accepted formats of date in the Excel MSWSE EU and Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

CRUISE ROUTE	
*Date and time (ETA)	*Port (UNLOCODE)
MANDATORY	MANDATORY
2023-01-01	SEMMA
2023-01-02	NOOSL
2023-01-03	FIHEL
2023-01-04	GBLON
2023-01-05	NLAMS
2023-01-06	USNYC
2023-01-07	HKHKG
2023-01-08	BRRIO
2023-01-09	ARBUE
2023-01-10	AUSYD

Add all the ports that are included in the cruise.

The first and the last port will be marked as a "Turn around".

If the port call which the cruise is added is a "Turn around", i.e. the cruise starts and/or ends in the same port the as which the cruise was initiated.

## Manage the visit in the MSW Reportal

### Sign and validation

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

The screenshot shows the 'TEST SHIP SAFESEANET FOR MS → Oxelösund' form. The 'Sign/Send' button is highlighted in blue. A tooltip explains that signing sends information to authorities and that users can correct errors before signing. The form includes fields for 'Purpose of call', 'Ship', 'Arriving port city', 'Custom reference', 'At arrival' (ETA, Pilotage status), and 'At departure' (ETD, Pilotage status). The 'Visit ID' is SE000807096.

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

The screenshot shows the same form, but the 'Sign/Send' button is now orange. A modal dialog titled 'Sending to concerning authorities ...' is displayed, showing logos for SJÖFARTSVERKET, Tullverket, TRANSPORT STYRELSEN, and KUSTBEVAKNINGEN. The dialog indicates that information is being sent to these authorities.

When you choose to leave the report and have unsigned changes, the "Sign/Send" button turns orange.

In the visits list, you can see the visits that have updates that have not been signed. These visits are highlighted in bold.

Visits

< This year >











☐ See deleted

☐ Expanded view

[New visit](#)

[New timetable](#)

[Download Excel](#)

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
 TEST SHIP SAFESEAN...	Oxelösund	250902 11:11	250907 11:11			1			
 TEST SHIP SAFESEAN...	Göteborg	250719 12:00	250721 12:00	2	1	1	3		
 PREVAIL STAR	Göteborg	250716 12:00	250718 12:00	2	1	1	1		1
 DALSLAND	Strå	250709 12:00 ⚠	250710 12:00 ⚠			1		2	
 TESSA PG	Norrköping	250702 21:00 ⚠	250703 21:00 ⚠			1		3	
 TESTFARTYG1	Oxelösund	250625 11:11 ⚠	250626 11:11 ⚠						
 SAGA FREYA	Göteborg	250624 23:00 ⚠	250625 12:00 ⚠			1	1	11	
 TEST SHIP SAFESEAN...	Oxelösund	250614 12:00 ⚠	250614 22:00 ⚠	1	1	1			
 TEST SHIP SAFESEAN...	Oxelösund	250613 12:00 ⚠	250614 12:00 ⚠	3	1	1			
 TEST SHIP SAFESEAN...	Göteborg	250603 18:00 ⚠	250604 18:00 ⚠			1	1	3	

**NOTE!** All updates/changes must be signed so the information reaches the authorities. Especially important due to that the automatic ATA/ATD shall be set correctly.

### Validation messages

You will get feedback from the authorities in form of validation messages. These messages you can see in the visit list in form of green, blue and orange boxes. By clicking on each box, you can see what type of response it is as well as from which authority.

Visits

< This year >

☐ See deleted
 ☐ Expanded view

[New visit](#)
[New timetable](#)
[Download Excel](#)

Ship name	Port of call	ETA / ATA	ETD / ATD	CUS	SCG	SSNS	Port	PIL	FDC
TEST SHIP SAFESEAN...	Oxelösund	250902 11:11	250907 11:11			1			
TEST SHIP SAFESEAN...	Göteborg	250719 12:00	250721 12:00	2	1	1	3		
PREVAIL STAR	Göteborg	250716 12:00	250718 12:00	2	1	1	1		
DALSLAND	Strå	250709 12:00	250710 12:00			1			
TESSA PG	Norrköping	250702 21:00	250703 21:00			1	3		

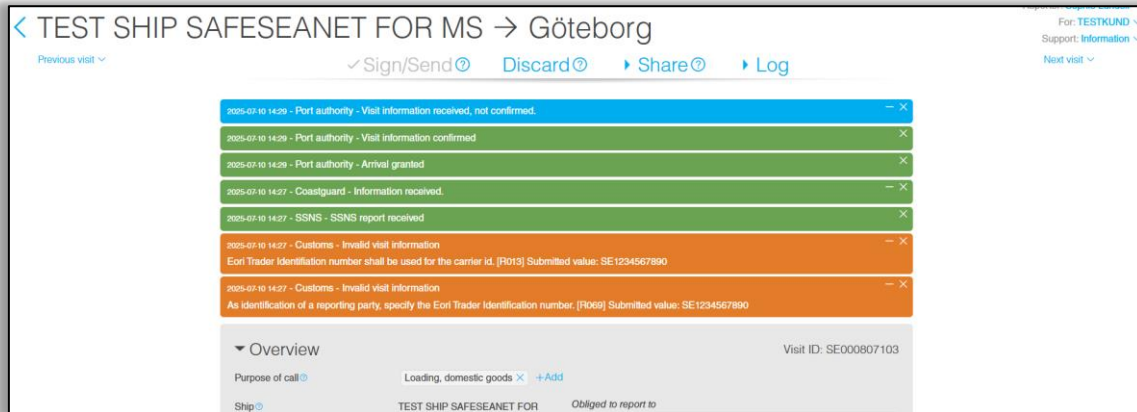
10/7 14:29 Port authority - Visit information received, not confirmed.

10/7 14:29 Port authority - Port authority not confirmed

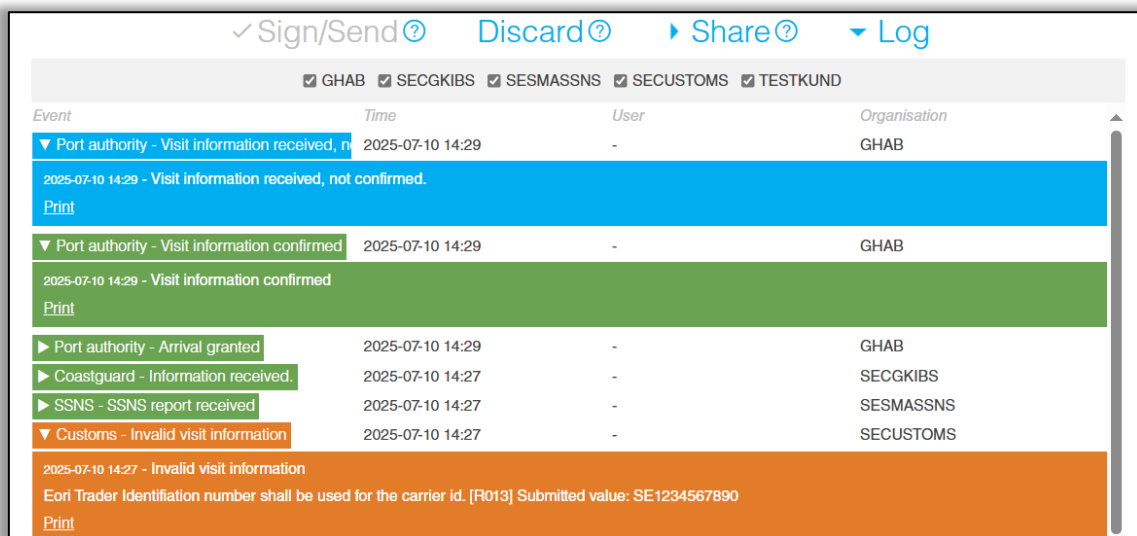
10/7 14:29 Port authority - Arrival granted

10/7 14:29 Port authority - Visit information received, not confirmed.  
 10/7 14:29 Port authority - Visit information confirmed  
 10/7 14:29 Port authority - Arrival granted

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



Under the tab **Log**, within the visit, you can open all the validation messages that the visit has received.



- Green validation messages mean that the information is confirmed OK.
- Blue validation messages mean that the information is not confirmed, or that the authority require additions.
- Orange validation message means that something is wrong and the information is not received. In the statement it says what needs to be changed.

## *Validation messages from Swedish Coast Guard (example)*

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

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

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

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

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

Notification in advance (Schengen and ISPS) is approved.

2016-06-11 10:02 - Coastguard - Please update with the following:  
"Passport or seaman's book no. / Pass- eller sjömansboknr. (ID-nr. och ID-typ) Issuing authority and expire date of ISSC / Utfärdare och utgångsdatum för ISSC  
Saneringsintyg / Sanitary certificate "

The visit information needs to be complemented with passport or seaman's book number, Issuing authority and expire date of ISSC.

2016-07-06 16:16 - Coastguard - Please update with the following:  
"Issuing authority of ISSC has to be an organization or a governmental authority / Utfärdare av ISSC måste vara en organisation eller myndighet"

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

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

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

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

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

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

The information regarding vessel notification is received and approved.

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

The information regarding the dangerous goods is received and approved.

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

The information regarding waste disposal is received and approved.

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

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

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

## Validation messages Swedish Customs (example)

### 2016-07-04 07:40 - Customs - Visit information recieved

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

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

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

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

Arrival granted.

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

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

Unloading granted.

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

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

Departure granted.

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

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

Victualling/provisioning granted.

### 2016-06-20 13:43 - Customs - Cargo declaration received

Cargo declaration received 'SE000141447\_SE5560089392'

Cargo declaration received.

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

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

Cargo declaration approved.

2016-06-26 20:52 - Customs - Visit information needs to be complemented

[Close](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### *The Swedish Customs' decision*

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

- **Arrival at port:** To get the arrival to port granted, a prior notification must have been submitted by the deadlines specified. You get an electronic message that the arrival is granted. Once you have received the consent you are free to enter the port.
- **Permission to unload:** When you have arrived at the port, you will receive permission to unload. To receive such permission, you must have lodged Entry Summary Declarations for all goods carried on board. Also you must have an authorised place for handling the goods, or at least one import declaration must be submitted in advance. The permission to unload does not mean that you are allowed to remove the goods from the unloading area, the cargo declaration must be approved first.
- **Cargo declaration approved:** For the cargo declaration to be approved, all goods must have been presented to Customs. In addition to the ENS mentioned above, you must provide a reference to the subsequent treatment of the goods (e.g. goods location code or customs ID). You must also state the Customs status of all goods, and provide a reference (MRN) for PoUS for any Union goods to be unloaded or prove that the Union goods value has a value of less than 15,000 Euro
- **Provisioning:** If you have applied for victualling you get will get an approval of this in MSW. The same applies if you have requested for victualling from the ship's stores.
- **Permission to depart:** Approval given through MSW and means that the vessel may leave the port.

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

## Copy visit

If you have a vessel that has the "next port" in Sweden (forthcoming domestic voyage), it is possible to copy the information in the current visit to the next port of call by pressing the "Next visit".

The screenshot shows the 'INESSA → Norrköping' form. At the top, there are buttons: 'Sign/Send', 'Discard', 'Share', and 'Log'. A red arrow points to the 'Next visit' button in the top right corner. A dialog box is open, stating: 'There are no visits with ETA later than this for this vessel. You can create a new visit based on the information you have reported on this one. You will be able to choose what information you wish to copy. Create next visit...'. The form itself is divided into 'At arrival' and 'At departure' sections, each with various input fields for dates, times, and locations.

Note - The ETD (previous port) in the overview will be mandatory to fill out, to be able to copy the visit and create a new.

The screenshot shows a dialog box titled 'Create the next visit for TEST SHIP SAFESEANET FOR MS'. It asks the user to 'Select the information you wish to base the next visit on:'. There are several checkboxes: 'Basics' (checked), 'Crew', 'Passengers', 'Documents', 'Dangerous cargo', 'Bunker', and 'Waste'. Below the checkboxes, it says 'You can review the new visit before signing.' At the bottom right, there are 'Cancel' and 'Create' buttons. A red arrow points to the 'Create' button.

Before creating the next visit, you get the option to choose which information you will copy. You do this by checking the boxes for each category. When finished, press "Create".

You have now created a new port call with the copied information from previous call. Continue to fill in the required information and the information you chose not to copy. Finish by pressing "[Sign/Send](#)".

< AIDA → Varberg

Previous visit ▾

✓ Sign/Send ⓘ

Discard ⓘ

Share ⓘ

Log

There are changes to sign

Visit ID: SE000157389

Overview

Purpose of call ⓘ

Shipping cargo, customs clearance × +Add

Ship ⓘ

AIDA

Arriving port city ⓘ

SE/VAG - Varberg

Custom reference ⓘ

At arrival

ETA (dock) ⓘ

2016-10-... 12:00

Pilotage status

First point in port

Draught on arrival ⓘ

m

Height on arrival ⓘ

m

Any arriving cargo?

☒ Yes ☐ No

Describe arriving cargo ⓘ

ton

Previous port city

SEGOT - Göteborg

Obligated to report to:

Customs ⓘ

☒ Yes ☐ No

Coast guard ⓘ

☒ Yes ☐ No

At departure

ETD (dock) ⓘ

yyyy-mm-... hh:mm

Pilotage status

Last point in port ⓘ

Draught on departure ⓘ

m

Height on departure ⓘ

m

Any departing cargo?

☐ Yes ☒ No

Next port city

ETA (next port)

yyyy-mm-... hh:mm

Advanced

## Discard visit

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

TEST SHIP SAFESEANET FOR MS → Göteborg

Previous visit | Sign/Send | **Discard** | Share | Log

Visit ID: SE000807103

**Overview**

Purpose of call: Loading, domestic goods

Ship: TEST SHIP SAFESEANET FOR MS

Arriving port city: SEGOT - Göteborg

ETA (dock/anchorage): 2025-07-19 12:00

ETD (dock/anchorage): 2025-07-21 12:00

Pilotage status: Not required to employ pilot

Obligated to report to Customs: Yes (selected)

Coast guard: Yes (selected)

*You have reported that this vessel is exempted from compulsory pilotage.*

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

Discard Visit?

Are you sure you want to discard the visit TESTFARTYG1 => Stockholm, Visit ID: 105293?

Cancel | **Discard visit**

When you delete a visit by clicking on "**Discard**" all authorities will be notified and the visit will be filtered away from the main visits list.

The visit and the information is stored so you can access it again if necessary. On the Visits page, tick the box "See deleted" if you want to see all of your deleted visits, these will appear highlighted in red in the visits list.

Visits

< This year > [Search]

☒ See deleted ☐ Expanded view

New visit | New timetable | Download Excel

Ship name	Port of call	ETA / ATA	ETD / ATD
TEST SHIP SAFESEAN...	Oxelösund	250902 11:11	250907 11:11
TEST SHIP SAFESEAN...	Göteborg	250719 12:00	250721 12:00
PREVAIL STAR	Göteborg	250716 12:00	250718 12:00
DALSLAND	Strå	250709 12:00	250710 12:00
TEST SHIP SAFESEAN...	Norrköping	250704 12:00	250705 12:00

When you delete a visit all authorities will be notified and the visit is hidden in the list below. For your convenience the visit information is stored so that you can access it later. Check this box to make your deleted visits appear in the list below.

## Share visit with MSW Support

If you need assistants with your visit in MSW Reportal you can reach out to MSW Support.

Under "Support - Information" you will find contact information to MSW Support. By clicking on **"+Share visit to support"** you can share your visit with them, this is to prefer while in need of support so they can provide a better support of your specific case.

Reportal: Sophie Lundell  
For: TESTKUND  
Support: Information

Support  
Phone: +46 (0)771-40 00 50  
Email: support@mswreportal.se  
+ Share visit to support

Customs:  
Customs matter office hours:  
+46 (0)771-520 520  
Shipping clearance office hours:  
+46 (0)8-456 65 61  
Shipping clearance outside office hours:  
+46 (0)8-456 65 60  
Email: lartygsklarening@tulverket.se

Coastguard:  
Phone: +46 (0)8-578 97 630  
Email: sweden24@kustbevakningen.se  
Swedish Transport Agency:  
Phone: +46 (0)771-503 503

You can also share your visit through the tab **"Share(?)"**, type **"MSW"** in the search field that appears, choose **"MSW SUPPORT 123553"** and press **"+Share"**.

Organisation Added Invited by Privileges

TESTKUND (120000) 2025-07-10 14:23 sjofarttdmz/solu001 Administrator (owner)

MSW Support (123553) 2025-07-11 14:49 sjofarttdmz/solu001 Support

Reader  
Writer  
Administrator  
Support

2025-07-10 14:29 - Port authority - Visit information received, not confirmed.

Your share with MSW Support will per auto be set to **"Support"** which gives the MSW Support access to read only in your visit.

Your share will be valid for 7 days.

## Change log

---

### Version 1.14

#### Addition:

- Cruise route is now available to upload by Excel

#### Changes:

- Pagination is now at the bottom of the page
- Sharper information regarding dangerous or polluting goods
- Sharper information regarding waste disposal
- Sharper information regarding expanded inspection
- If you specify the purpose of call to either "~~Loading cargo, customs clearance~~" or "~~Unloading cargo, customs clearance~~", it is now mandatory to state that you are "Obligated to report to Customs"
- **Change of concept text 2020-06-11** If you specify the purpose of call to either "**Loading , foreign goods**" or "**Unloading, foreign goods**", it is now mandatory to state that you are "Obligated to report to Customs"

#### Deletion:

- Additional information for passenger ships and railway ferries are not possible to report in the fairway declaration
  - Automatic filling of "Obligated to report to Customs" is removed
- 

### Version 1.15

#### Addition:

- If an pilotage have received the status "Final" it is not possible to remove (page 21)
- Better clarification regarding Dangerous cargo (page 77)
- The excel spreadsheet are now accessible from the visit page (page 34)
- Clarification regarding handling of empty containers (page 73)

#### Changes:

- Updated function regarding the validation of ATA&ATD. It is not possible anymore to report ATA&ATD three hours in advance
  - It is now mandatory do attach a file when you are filling in "documentation" in MSW
  - A new date handling is in action regarding which vessels are allowed to report periodic fairway declaration.
- 

### Version 1.16

#### Addition:

- When creating a timetable, Now it is possible to create ETA to the next port of call (page 114)
- Clarification (extra text) regarding report of Barge and tugboat (page 17).

- A reminder sent, if the final date passed with 10 days to report your final periodic fairway declaration. (page 93)
- Clarification regarding handling of empty containers (page 73)

#### Changes:

- When creating a timetable, Now it is possible to create ETA to the next port of call.
  - Clarifying the report of Barge and tugboat.
  - Visual critical message of the periodic declaration and all critical message regarding the visit.
- 

### Version 1.17

#### Addition:

- New Excel file, EU and Sweden Template 2.0.6
  - If you have nothing to declare in crew list? You Must enter NTD Nothing to Declare.
- Periodic fairway declaration
  - Number of visits = Correct calculate witch means exclusive delete visits.

#### Changes:

- Excel EU and Sweden Template 2.0.6
    - Support more format of dates in all tabs.
      - Accepted format of dates YYYY-MM-DD, YYYY/MM/DD, YYYY.MM.DD, DD-MM-YYYY, DD/MM/YYYY, DD.MM.YYYY (page 35, 43, 44, 48, 100)
    - Ship store, pre-filled items so easier to fill in quantity and volume. (page 75)
    - Crew list/ Crew Effect – If Nothing To Declare? You must enter NTD “Nothing To Declare”. (page 39)
    - Waste and residues – Move of the field in the security tab, Last Disposal date and Last disposal port to the overview. (page 83,84)
- 

### Version 1.18

#### Addition: -

#### Changes:

- Validation of cargo reporting
    - New picture “Any departing cargo?” and “Any arriving cargo?” (page 16, 54)
    - Update of text, report and write a “Short description of all cargo onboard on departure” (page 16)
  - Message “ETA/ETD has passed. Please enter ATA/ATD or update your ETA/ETD” (page 15, 16)
  - Message “Warning! Nearby visits detected” and shows, which port of call and visit ID (page 16)
-

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## Version 1.19

### Addition:

- When copying a new visit no alternatives are pre-filled and update picture (Page 111).

### Changes:

- Timed sharing to MSW Support, the right is granted for 7 days (Page 120)
  - Warning, the sign button turns orange when you choose to leave a visit with unsigned changes (Page 102)
- 

## Version 1.20

### Addition:

- Update of texts and pictures to the Swedish Customs Administration which including purpose of calls for unloading and loading of goods (Page 10, 13, 18, 19, 20, 55, 56, 58, 59, 60, 62, 63, 64, 66, 68, 69, 70, 71, 72, 73, 74, 75, 92, 99, 122)

### Changes:

- -
- 

## Version 1.21

### Addition:

- Function to specify service level under the pilot tab has been removed Page (23, 29, 33)

### Changes:

- Reporting of goods can now be done at more KN levels. KN4, KN6 or KN8 can be selected (Page 90,91)
- 

## Version 1.22

### Addition:

- Temporary storage declaration (page 58, 110)
- Clarification of permission to unload (page 110)
- Mandatory to report a fairway declaration (page 89)

### Changes:

- -
- 

## Version 1.23

### Addition:

- Reporting of goods via a simplified view with categories (page 90-92)

### Changes:

- -
-

---

## Version 1.24

Addition:

- Distinct information concerning dangerous goods (page 78-80)

Changes:

- -
- 

## Version 1.25

Addition:

- Regular shipping service authorization (page 17-18)

Changes:

- -
- 

## Version 1.26

Addition:

- -

Changes:

- Update of texts and pictures to the Swedish Customs Administration regarding cruise route and turnaround (page 96-97,104-105).
  - Update of texts and pictures to the Swedish Customs Administration regarding our fairway declarations (page 91-92, 100-101).
  - Update of texts and pictures to the Swedish Customs Administration regarding the text changes for our invoices (page 25,31,102)
- 

## Version 1.27

Addition:

- Information regarding pilot exemption (page 22)
- 

## Version 1.28

Addition:

- New chapter, waste receipt.

Changes:

- Updated information purpose of call regarding SSN v.5
-

---

## Version 1.29

Addition: -

Changes:

- Update of text and pictures for fairway declaration, goods and goods carrier. (page 97, 98 &104)

---

## Version 1.30

Addition: -

Changes:

- Major update of text and pictures for waste and waste receipt.
- Minor updates regarding structure, text and references throughout the document.

---

## Version 1.31

Addition: -

Changes:

- Update of text and pictures for Goods to declare. (page 54-71)

---

## Version 1.32

Addition: -

Changes:

- Update of text and pictures for the overview. (page 9-14)
- Update of text and pictures for Pilotage. (page 21-22)
- Update of text and pictures for Crew. (page 25-38)
- Update of text and pictures for Passengers. (page 42-45)

---

## Version 1.33

Addition: -

Changes:

- Update of text and pictures for the overview. (page 9-18)
  - Updated information regarding Permission to unload and Cargo declaration approved. (page 112)
-

## Version 1.34

Addition: -

Changes:

- Updated picture under “Upload the excel file for the whole visit”. (page 31)
  - Updated pictures and information regarding Goods to declare. (page 52-67)
  - Updated the page numbers in the entire document.
- 

## Version 1.35

Addition: -

Changes:

- Update of text and pictures under “Upload the excel file for the whole visit”. (page 31)
- 

## Version 1.36

Addition: -

Changes:

- Updates of text and information regarding how to report Tranist (Section Crew and Passenger).
  - Updates of several pictures in the manual due to changes in the Excel Template and the Interface (MSW Reportal).
  - Updates of the text regarding the changes in the Excel Template and the Interface (MSW Reportal). You can find the changes in the following pages:
    - Page 32, 33, 34, 35, 39 and 41.
  - Updates regarding structure, text and references throughout the document.
- 

## Version 1.37

Addition: -

Changes:

- Update of text and pictures for Passengers. (page 39-42)
  - Update of text and pictures for Cargo to unload. (page 54-59)
- 

## Version 1.38

Addition:

- Added text regarding *Previous port* in the Overview (page 14)

Changes:

- Moved text regarding *Reporting of voyage safely completed* (page 14)
  - Update of text and pictures for *Fairway declaration* (page 81-92)
  - Updates regarding structure, text and references throughout the document.
-

## Version 1.39

### Addition:

- *MSW Reportal* - new chapter for introduction (pages 1-6)
  - Which includes the chapters: *Intro*, *Login to MSW Reportal* and *The first page in MSW Reportal*.
- *Manage the visit* - new chapter, (pages 99-112)
  - Which includes the chapters: *Sign and validation*, *Copy visit*, *Discard visit* and *Share visit with MSW Support*.

### Changes:

- *Login to MSW Reportal* has been updated including information regarding the new login solution OTP (pages 1-5)
  - *Language* and *RSS-flow* has moved to page 6.
  - *Vessel reporting - Timetable* has moved to page 16.
  - *Reminder to report a fairway declaration*, text has been updated (page 89)
  - Updates regarding pictures, text and references throughout the document.
- 

## Version 1.40

### Changes:

- *Vessel Reporting*
    - Updated the paragraph (page 11)
    - Updated the order of text sections, added new headings (page 11-16)
    - Updated pictures and text regarding the sections in MSW (page 22)
  - *Upload the Excel Template for the entire visit*
    - Updated the text and picture (page 36)
  - *Goods to declare*
    - Updated the entire chapter with text and pictures (page 56-71)
  - *Fairway declaration*
    - Added a link to The Swedish Maritime Administrations home page (page 86)
  - Updates regarding pictures, text and references throughout the document.
- 

## Version 1.41

### Changes:

- *The visits page in MSW Reportal* (page 6-7)
  - Updated subchapter name. New and updated information and pictures.
  - Removed subchapters, same information under this subchapter.
- *Vessel reporting* (page 8-24)
  - *Overview* (page 8)
    - New subchapter & new and updated information.
  - *Purpose of call* (Page 9-10)
    - New subchapter name, same information.
    - New subsubchapter *Goods to declare - Customs*, same information.
    - New subsubchapter *Purpose bunker*, same information.
  - *Find a vessel* (page 11)
    - New Subchapter, same information.
  - *Obligated to report to the Swedish Maritime Administration* (page 12)
    - New Subchapter, same information.

- The subsubchapters *Pilotage status* and *Pilotage exemption* has been moved to here.
  - *Obligated to report to Swedish Customs* (page 13)
    - Subchapter name updated.
  - *Obligated to report to the Swedish Coast Guard* (page 18)
    - Subchapter name updated.
  - *When the Vessel report is filled out* (page 24)
    - New Subchapter & new and updated information and picture.
  - *Ordering of thugs* (page 36)
    - Subchapter has been moved to under subchapter *Pilotage and movement*, same information.
  - *Upload the Excel Template with information for the visit* (page 37)
    - Updated Chapter name.
    - New and updated information and pictures in the entire chapter due to changed features in the MSW Reportal.
  - *Manage the visit in the MSW Reportal* (page 102-113)
    - Chapter name updated.
    - Information and pictures updated throughout the chapter.
    - Subchapter *Validation message* is new, information updated (page 103-109).
  - Updates of information regarding the excel template throughout the entire document.
  - Updates of pictures; content and format; throughout the entire document.
  - Updates of words and formats throughout the entire document.
-