Reportal

The Swedish Maritime Single Window

User guide for Excel MSWSE EU Template

Version 3.2.0

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How to download the Excel MSWSE EU Template

There are several places where you can find the EU Template and download it to your computer. We do recommend that you always download from the places below, to make sure that you get the latest version.

1. You can go to https://www.sjofartsverket.se/en/services/msw-reportal/guidance/ and there you can choose the one you want.

2. When you are logged in to MSW and have created a new visit you can find the Template when you press the question mark (?) right next to "Upload document for the entire visit".
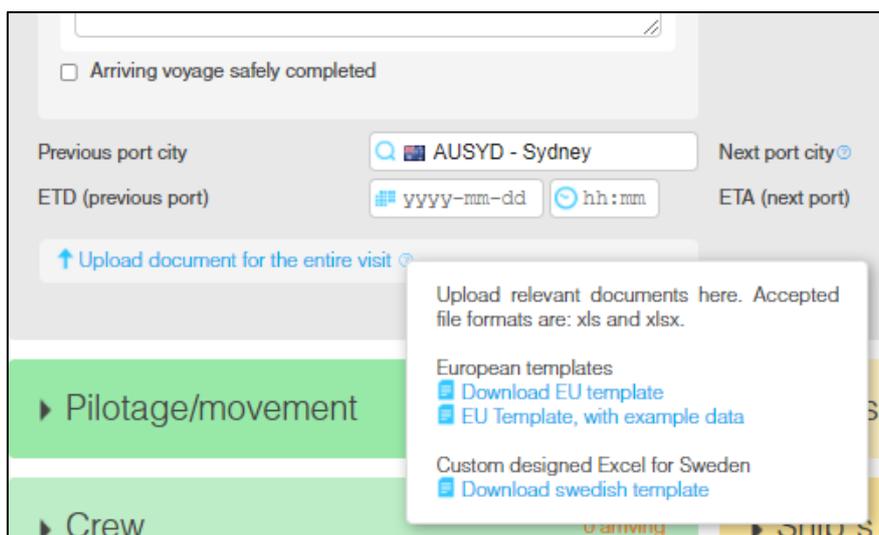
3. You can also find the Template under the question mark (?) right next to "Upload list" in the following sections: "Crew", "Crew's Effects", "Passengers", "Security", "Ship-to-ship activities", "Vehicles", "Ships store" and "Waste".
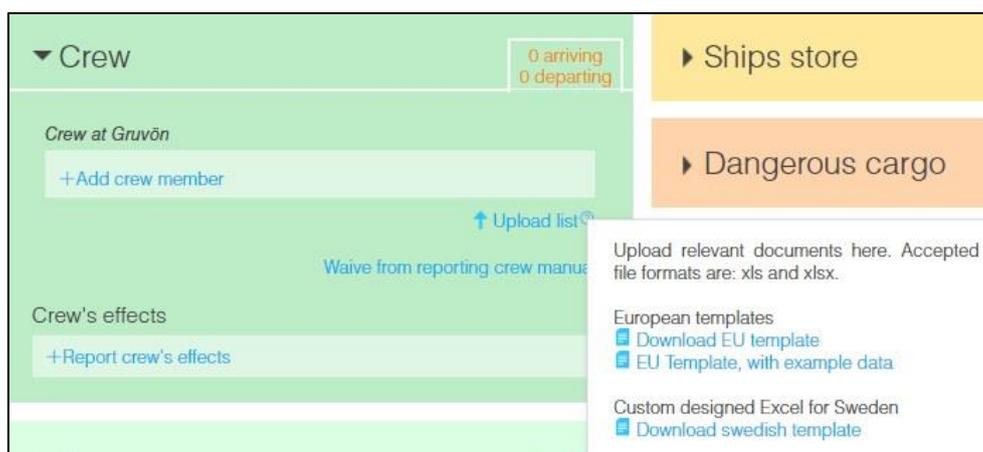
The European template comes with example data and one without. You can use any of these two. The one with example data you can use to see what kind of information is required in each column. You can then delete the example written and fill in your own data.

How to fill in the MSWSE EU Template column for column

Crew list

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

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

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

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

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

Note: "Filipino" doesn't work.

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

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

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

Column F, required if: There are only two valid options for identity. Passport or Seaman's book.
This one is required if *Number of identity document (Column G)* is filled out.

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

Column G, required if: Make sure that you type all the numbers correctly. All passports have different numbers and they can even have letters and/or shorter or longer combinations then from other countries. Same thing with the Seaman's book.

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

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

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

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

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

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

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

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

Passenger list

PASSENGER LIST					
*Family name MANDATORY	*Given name MANDATORY	*Nationality MANDATORY	*Date of birth MANDATORY	Place of birth	(*)Nature of identity document (MANDATORY if "Number of identity document" filled out)

(*)Number of identity document (MANDATORY if "Nature of identity document" filled out)	(*)Embarkation in current port. (MANDATORY if passenger is embarking fill out current port, otherwise leave blank)	(*)Disembarkation in current port. (MANDATORY if passenger is disembarking fill out current port, otherwise leave blank)	Require special care	*Gender of passenger MANDATORY

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

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

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

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

Note: "Filipino" doesn't work.

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

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

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

Column F, required if: Enter passport or identity card.
This one is required if *Number of identity document (Column G)* is filled out.

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

Column G, required if: Make sure that you type all the numbers correctly. All passports have different numbers and they can even have letters and/or shorter or longer combinations then from other countries.

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

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

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

SEGOT in these examples is the UNLOCODE for Gothenburg.

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

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

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

Ship stores

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

Column B - Quantity, required: Fill in correct number of quantity. See the example below.
If you have an article onboard which needs to be declared but don't exist on the list file? Use the article "Miscellaneous".
If you do not have the article on board, keep zero (0).

Column C – Unit: Tell which Unit type you use

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

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

Waste and Residues

Waste delivery is mandatory in all Swedish ports and when delivery has started the ship has to deliver all its waste. If the ship has such small amounts of waste on board, that it is unreasonable to deliver, the ship may proceed without delivery.

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

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

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

- **Last disposal date, required:** add the date of last delivery.
- **Last disposal port, required:** add last port where waste was delivered.
- **Waste type, required:** add what kind of waste you need to report.
- **Waste specification, required if:** add decription (Mandatory for some of the Waste types, see help text for more details).
- **Waste to be delivered (m3), required:** add the amount of waste the ship will deliver.
- **Amount of waste retained onboard (m3), required:** add the amount of waste that will be retained on board. Note that when delivery has started the ship has to deliver all its waste.

(*)Port at which remaining waste will be delivered (MANDATORY if Estimated amount of waste to be generated is bigger than 0)	*Estimated amount of waste to be generated (m3) MANDATORY	*Capacity (m3) MANDATORY	*Delivered at last port (m3) MANDATORY	Date and time of unloading
SEMMA	3	21	4	2023-01-01 12:10
SEGOT	4,2	11	1	2023-01-02 15:22
SESTO	1,2	17	5,4	2023-01-03 18:34
SENRK	2,4	19,2	3	2023-01-04 21:46
DKCPH	12,2	50	6	2023-01-06 00:58

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

Waste Receipt

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

Red asterisk indicates whether or not a the information is mandatory.

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

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

Security

- **Valid ISSC, required**: Only two options, YES or NO.
  - If you put NO, you need to specify a reason in column F "**Comments**". (If you don´t, you need to explain why inside the MSW Reportal, see picture to the right).
- **Security level (ISPS):** Only three options: 1, 2 or 3.
- **ISSC Issuer, required if:** There is a vast variety of organizations that issue ISSC. Lloyd's Register is an example of such organization. This one needs to be filled out if Issuer Type has been filled out.

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

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

- **ISSC Expiration date:** Here you type in when the ISSC expire (Accepted formats of date in the Excel MSWSE EU Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **SSO Phone (24/7):** Enter the telephone number for the Ship security officer.
- **Comments, required if:** If you have entered NO for "Valid ISSC" this field will be required, you need to specify a reason in this field. Here you also have an option to comment something that can be of interest regarding the ISSC document, security officer etc.
- **SSO E-mail:** Enter the email address of the Ship security officer.

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

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

Route - Last 10 ports

*Date of arrival MANDATORY	*Date of departure MANDATORY
2023-01-01	2023-01-04
2023-01-05	2023-01-08
2023-01-09	2023-01-12

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

  - If the ship is newly built and haven't been at 10 ports you add as many as you can.
  - If the ship change owner all existing data of earlier port visits shall be deleted.
  - If the ship is going to dry dock, you must give a prior notification to the coastguard before arrival.

*Port (UNLOCODE) MANDATORY	*Port facility security code (GISIS) MANDATORY
SESTO	0001
NOOSL	0023

- **Port (UNLOCODE), required:** In this section you add ports. Make sure you add the right UNLOCODE.
  - To find the right UNLOCODE you can visit https://www.unece.org/cefact/locode/service/location.html. It is important that the port you want to add in Excel is approved as an actual port. If the port has "1" under the column called Function it is approved.
  - If you need to add a port which is not on the list or isn't approved ("1" under function) you need to choose another port as closed as possible to your location which is approved and on the list.

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

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

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

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

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

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

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

- **Location, required if:** Location is required if Longitude/Latitude is not filled out. When you type in the location you must use the right UNLOCODE (XXXXX) for that spot. If the location doesn't exist in the UNLOCODE list you must choose another one that is as close as possible.
- **Latitude, required if:** Latitude must be filled out if Longitude is filled out. Latitude must be written as the example above. In this case -90 translate to S 90˚ and -62.24 to S 62 ˚24'00.
- **Longitude, required if:** Longitude must be filled out if Latitude is filled out. Longitude must be written as the same way. In this case -180 translate to W 180 ˚ and – 122, 46 to W 122 ˚46'00.

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

- **Ship-to-ship activity, required:** This is where you can add additional information that may be of interest.

  o If you choose to fill in Ship-to-ship activity you need to wright and spell exactly as it says in the "Reference data" tab. You can find the correct ones in column R.

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

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

Vehicles

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

- **Registration number, required:** Simply add the registration number of the vehicle.
- **Non EU cargo:** You have only two options to choose from. "Yes" or "No"

Bunker

If you choose to report bunker you can do this manually in the interface or by upload the Excel file. In the Excel file you can use maximum four numbers and two decimals. The bunker information is reported by specifying bunker type, quantity and unit (TNE, metric ton or M3, cubic meter).

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

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

Cruise Route

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

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

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

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

Unloading Goods

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 only applies to goods that are unloaded in Sweden.

- For **non-Union goods** the presentation notification should refer to the entry summary declaration (ENS).

- For **Union goods** the presentation notification should refer to the Proof of Union Status. If the total value of the goods does not exceed EUR 15 000, you can still use invoices and transport document as Proof of Union Status.

The origin of the goods determines what information you need to report. You can read more about Swedish customs regulations [here](#).

You can fill this out manually in the interface or by uploading a completed Excel file.

	A	B	C	D	E	F	G
5	**UNLOADING GOODS**						
6	**Non EU**						**EU**
7	**Master Consignment**				**House Consignment**		
9	*ENS reference, master MANDATORY	*Transport document number, master MANDATORY	Container number	Recepticle	*ENS reference, house MANDATORY	*Transport document number, house MANDATORY	*PoUS MANDATORY
10	24IT04000F9CXMYAT1	BA11223355	AABB 987654-1		24IT04000F9CXMYAT5	BA11223344	24SE00PP1122AABBCC
11	24IT04000F9CXMYAT5	BA11223356		ABC123456			SUPPORTINGDOCUMENT
12	24IT04000F9CXMYAT8	BA11223357					

Present a whole ENS

- Refer to the ENS MRN and the associated transport document number on **master level** in the columns 'Master Consignment' (column A-B)

If you wish to present only parts of an ENS you can provide information on house level or master level with container number or receptacle.

	A	B	C	D	E	F	G
5	**UNLOADING GOODS**						
6	**Non EU**						**EU**
7	**Master Consignment**				**House Consignment**		
9	*ENS reference, master MANDATORY	*Transport document number, master MANDATORY	Container number	Recepticle	*ENS reference, house MANDATORY	*Transport document number, house MANDATORY	*PoUS MANDATORY
10	24IT04000F9CXMYAT1	BA11223355	AABB 987654-1		24IT04000F9CXMYAT5	BA11223344	24SE00PP1122AABBCC
11	24IT04000F9CXMYAT5	BA11223356		ABC123456			SUPPORTINGDOCUMENT
12	24IT04000F9CXMYAT8	BA11223357					

Present a container

- Provide the container number and ENS reference with transport document on **master level**. You present one container per row. Provide the information in the columns 'Master Consignment' (column A-C).

Present a receptacle

- Provide the receptacle number and ENS reference with transport document on **master level**. You present one receptacle per row. Provide the information in the columns 'Master Consignment' (column A-B,D).

Present on house level

- Refer to the ENS MRN and the associated transport document number on **house level**. Provide the information in the columns 'House Consignment' (column E-F).

	A	B	C	D	E	F	G
5	**UNLOADING GOODS**						
6	**Non EU**						**EU**
7	**Master Consignment**				**House Consignment**		
9	*ENS reference, master MANDATORY	*Transport document number, master MANDATORY	Container number	Recepticle	*ENS reference, house MANDATORY	*Transport document number, house MANDATORY	*PoUS MANDATORY
10	24IT04000F9CXMYAT1	BA11223355	AABB 987654-1		24IT04000F9CXMYAT5	BA11223344	24SE00PP1122AABBCC
11	24IT04000F9CXMYAT5	BA11223356		ABC123456			SUPPORTINGDOCUMENT
12	24IT04000F9CXMYAT8	BA11223357					

Exempt from ENS

If you have exempt from ENS you only need to provide the Transport document number. Enter NOENS in the Excel file instead of the ENS reference, master or ENS reference, house.

UNLOADING GOODS						
Non EU						**EU**
Master Consignment				**House Consignment**		
*ENS reference, master MANDATORY (If Exempt from ENS use "NOENS")	*Transport document number, master MANDATORY	Container number	Recepticle	*ENS reference, house MANDATORY (If Exempt from ENS use "NOENS")	*Transport document number, house MANDATORY	*PoUS MANDATORY
24IT04000F9CXMYAT1	BA11223355	AABB 987654-1		24IT04000F9CXMYAT5	BA11223344	24SE00PP1122AABBCC
24IT04000F9CXMYAT5	BA11223356		ABC123456	NOENS	BA11223345	SUPPORTINGDOCUMENT
24IT04000F9CXMYAT8	BA11223357					
NOENS	BA11223358					

EU goods

If you are unloading EU goods you must provide Proof of Union Status, for this you need to present a PoUS MRN. If the total value of the goods does not exceed EUR 15 000, you can still use invoices and transport document as Proof of Union Status.

For EU Goods provide information in the columns EU (column G).

- refer to the PoUS MRN or
- if you are referring to supporting document, add the information SUPPORTINGDOCUMENT

	A	B	C	D	E	F	G
5	**UNLOADING GOODS**						
6	**Non EU**						**EU**
7	**Master Consignment**				**House Consignment**		
9	*ENS reference, master MANDATORY	*Transport document number, master MANDATORY	Container number	Recepticle	*ENS reference, house MANDATORY	*Transport document number, house MANDATORY	*PoUS MANDATORY
10	24IT04000F9CXMYAT1	BA11223355	AABB 987654-1		24IT04000F9CXMYAT5	BA11223344	24SE00PP1122AABBCC
11	24IT04000F9CXMYAT5	BA11223356		ABC123456			SUPPORTINGDOCUMENT
12	24IT04000F9CXMYAT8	BA11223357					

Reference data

In this tab you shall not type anything. This is only a help to see what is possible to write or not. You can't change anything in this tab. Even if you can change something in the Excel the MSW Reportal won't recognize the change.

Reference data