

Reportal

The Swedish Maritime Single Window

User guide for Excel MSWSE EU Template

Version 3.3.3

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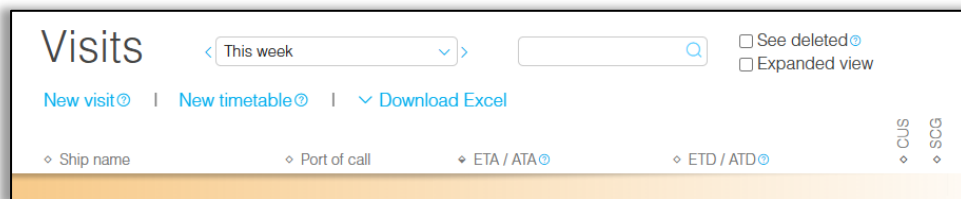
 Reference data 23

How to download the Excel MSWSE EU Template

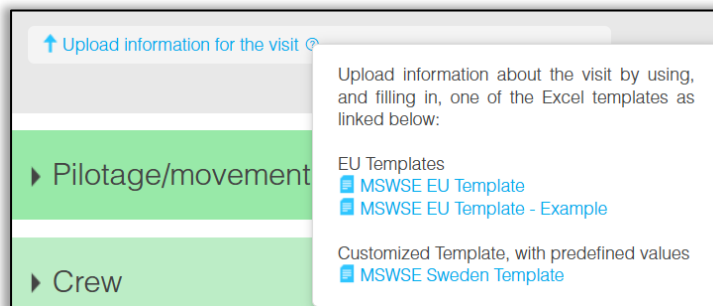
The EU (European) Template comes in two editions; one with example data and one without. You can use any of the two. The one with example data you can use to see what kind of information is required in each column.

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

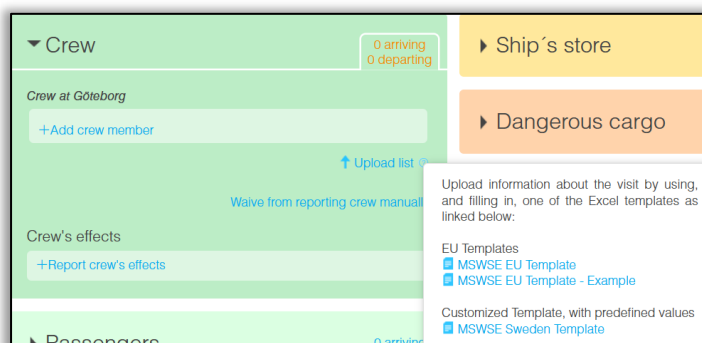
1. You can go to the home page of [the Swedish Maritime Administration](#) and there you can choose to download the preferred Excel Template.
2. You can download the Excel Template when you are logged in to MSW Reportal from one of the following places:
 - a. From the Visits page, via “Download Excel”



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



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



How to fill in the MSWSE EU Template

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

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 does not 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" does not 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 column it is important that you use the correct name of the "*rank*", which you will find in the "Reference data" tab.


Note: That for example "*Able seaman*" is correct but "*Seaman able*" is not.

If you are uncertain or the ranking does not exist in the reference tab you can type "*Other*".

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

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

Column J, required: You must enter a value for the Crew's effect, if a specific crew member does not have any effects - Enter NTD (Nothing to declare).

When you fill in the Crew's effects it is very important that you do it correctly. You can put the mouse over  symbol to see how. There are several ways to fill it in. Example "200 cigarettes" or "200 4".

Note: The amount 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 effect the person has is not listed, you can always type "Miscellaneous". Then you will need to fill in a description and quantity inside the MSW Reportal. See picture to the right.

Crew's effects arriving at Oxelösund.

1. 2 - Bengt Åke Österman Delete Done

Rank or rating

Given name

Family name

Effects

1. 200 pieces - Cigarettes Edit

2. Miscellaneous Delete Done

Type

Description

Quantity pieces

K	L
(*)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)
SEGOT	
	SEGOT
SEGOT	
	SEGOT

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 UN/LOCODE 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 does not 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" does not 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 UN/LOCODE (i.e. SEGOT) where the passenger embarked the vessel.

Column I, required if: enter the port in UN/LOCODE (i.e SEMMA) where the passenger disembark.

SEGOT in these examples is the UN/LOCODE 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 doesn't exist in the list of the Excel template? 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

It is mandatory to submit a waste notification for all vessels with a gross tonnage over 300. The operator, agent, or master shall report information regarding waste onboard, including cargo residues (oily tank washings and noxious liquid substances from tank cleaning) prior to arrival.

The waste notification is mandatory regardless of whether the waste will be delivered to a reception facility or retained on board. Note that dirty ballast water and exhaust gas cleaning residues (scrubber waste) are also subject to the reporting requirement.

Please read further in the Reportal_User_manual for MSW Reportal regarding exemption and vessels with gross tonnage below 300.

Instruction

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

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

A		B		C		D	
WASTE AND RESIDUES				*Last disposal date: MANDATORY		*Last disposal port: MANDATORY	
				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 description (Mandatory for some of the Waste types, see help text for more details).
- **Waste to be delivered (m3), required:** add the amount of waste the ship will deliver.
- **Amount of waste retained 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 <small>(MANDATORY if Estimated amount of waste to be generated is bigger than 0)</small>	*Estimated amount of waste to be generated (m3) <small>MANDATORY</small>	*Storage Capacity (m3) <small>MANDATORY</small>	*Delivered at last port (m3) <small>MANDATORY</small>	Date and time of unloading
SEMMA	3,002	21,002	4,002	2023-01-01 12:10
SEGOT	4,200	11,000	1,000	2023-01-02 15:22
SESTO	1,200	17,000	5,400	2023-01-03 18:34
SENRK	2,400	19,200	3,000	2023-01-04 21:46
DKCPH	12,200	50,000	6,000	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.
- **Storage 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 receipt via Excel template.

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

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
	Ozone-depleting substances and equipment containing such substances		4
2023-07-01			
2023-07-01	Oily Residues (Sludge)		2

Security

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

- **Valid ISSC, required:** Only two options, YES or NO.
 - If you put NO, you need to specify a reason in column F “**Comments**”. (If you don’t, you need to explain why inside the MSW 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.

C	D
ISSC – Type of document MANDATORY	()Issuer Type (MANDATORY if ISSC Issuer is filled out)
ISSC	RSO
SSO Family Name	SSO Given Name
Larsson	Lars

- **ISSC – Type of document, required:** Only two valid options “ISSC” (International Ship Security Certificate) or “IISSC” (Interim International Ship Security Certificate).
- **SSO Family Name:** Family name of the Ship security officer.
- **Issuer Type, required if:** Only two valid options. “GVT” (Contracting Government) or “RSO” (Recognized security organization).
- **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 (UN/LOCODE), required:** In this section you add ports. Make sure you add the right UN/LOCODE.
 - To find the right UN/LOCODE you can visit <https://www.unece.org/cefact/locode/service/location.html>. It is important that the port you want to add in Excel is approved as an actual port. If the port has "1" under the column called [Function](#) it is approved.
 - If you need to add a port which is not on the list or isn't approved ("1" under function) you need to choose another port as closed as possible to your location which is approved and on the list.

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 UN/LOCODE (XXXXX) for that spot. If the location doesn't exist in the UN/LOCODE list you must choose another one that is as close as possible.
- **Latitude, required if:** Latitude must be filled out if Longitude is filled out. Latitude must be written as the example above. In this case -90 translate to S 90° and -62.24 to S 62 °24'00.
- **Longitude, required if:** Longitude must be filled out if Latitude is filled out. Longitude must be written 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. Do not fill in lat/long if you already have the UN/LOCODE filled in.

*Ship-to-ship activity
MANDATORY
PassengerMovement
TakingBunkers
ChangingCrew
TakingSupplies

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

R
Ship to ship activity
PassengerMovement
TakingBunkers
ChangingCrew

moving
 cargo handling
 crew change



1. 2016-01-01 - Miscellaneous
 2. 2016-01-03 - Miscellaneous
 3. 2016-01-05 - Miscellaneous

[Edit](#)
[Edit](#)
[Edit](#)

- In MSW Reportal - 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.

2. 2016-01-03 - Miscellaneous		Delete	Done
Activity	Miscellaneous ▼		
Start date	2016-01-03		
End date	2016-01-04		
Location	SEGOT		
Latitude / Longitude	/		
	^ Advanced		
Comment	Moving containers on board to receive new cargo		

Vehicles

VEHICLES	
*Registration number MANDATORY	Non EU Cargo
ABC123	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 it either in the interface or filling out the Excel template and upload it in MSW Reportal.

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

Unloading Goods

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

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

Note! The ENS-MRN and transport document number that you present must be found on the same ENS and at the same level, i.e. master or house. If you wish to present the goods at container level, the container number must be at master level. When referring to ENS of Type F10 or F13 the presentation must be submitted at master level.

Non-EU goods

Presenting goods referring to a temporary storage declaration (TSD).

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

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

Always start with the TSD MRN and then continue to fill out either on **master** or **house level**.

A TSD can contain several references to Sid and at different levels, therefore you may have to report several rows for one TSD.

Non EU							EU
Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house. Transport document number must be specified at the same consignment level as the Previous document. You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N335) - ENS Mrn empty.							Mandatory when presenting (unloading) EU goods. Refer to P&ID Mrn or to supporting document uploaded in MSW.
References on Master consignment level				References on House consignment level			Reference to Proof of Union Status. Refer to P&ID Mrn or to supporting document uploaded in MSW.
*Previous document (N337) TSD MRN	*Previous document (N335) ENS MRN	*Transport document number (N704)	Container number	Receipt	*Previous document (N335) ENS MRN	*Transport document number (N705)	
Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration.	Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS.	Mandatory when presenting non EU-goods on master level.	Only applicable when presenting on master level.	Only applicable when presenting on master level.	Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS.	Mandatory when presenting non EU-goods on house level.	
							245EQY505OHMTNAPD SUPPORTINGDOCUMENT
	245E0000IUG1233KT8	MC-TransportDocD5					
		MC-TransportDocD6					
	245EQY505OHMTNAT0	MC-TransportDocD7	CONTAINER123-123		245E00892HURJQ2AT9	HC-TransportDocD5	
17. 245E0000IUGRIUF2U4	245E0000IUGRV03KT4	MC-TransportDocB1					
18. 245E0000IUGRABF2U1		MC-TransportDocB2					
19. 245E0000IUGV1F8U9	245EQY505OHMTNAT0	MC-TransportDocB3	CONTAINER123				
20. 245E008A45OPIN78U3					245E00892R43VQ2AT9	HC-TransportDocB1	
21. 245E045IK5OPINK7U2						HC-TransportDocB2	

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

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

Presenting all goods in a ENS

If you unload everything in the ENS, you can present the goods by referring to the ENS at the master level.

Enter the ENS MRN and associated transport document number in the columns for master consignment.

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

5	Non EU						EU
	Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house. Transport document number must be specified at the same consignment level as the Previous document. You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N355) - ENS Mtn empty.						Mandatory when presenting (unloading) EU goods. Refer to Pous Mtn or to supporting document uploaded in MSW
6							
7	References on Master consignment level			References on House consignment level			
8	*Previous document (N337) TSD MRN Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration	*Previous document (N355) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N704) Mandatory when presenting non eu-goods on master level.	Container number Only applicable when presenting on master level.	Receipt Only applicable when presenting on master level.	*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N705) Mandatory when presenting non EU-goods on house level
9							*Reference to Proof of Union Status. Pous MRN or supporting document.
10							24SEQY505OHMTNAP0
11							SUPPORTINGDOCUMENT
12		24SE0000IUG123KT8	MC-TransportDocD5				
13			MC-TransportDocD6				
14		24SEQY505OHMTNAT0	MC-TransportDocD7	CONTAINER123-123		24SE00892HUHQ2AT9	HC-TransportDocD5
15							HC-TransportDocD6
16							
17	24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1				
18	24SE0000IUGRABF2U1		MC-TransportDocB2				
19	24SE0000IUGV1F8U9	24SEQY505OHMTNAT0	MC-TransportDocB3	CONTAINER123			
20	24SE008A45OPJN78U3					24SE00892R43VQ2AT9	HC-TransportDocB1
21	24SE045IK5OPJNK7U2						HC-TransportDocB2

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

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

Presenting parts of the goods in a ENS

If you unload parts of an ENS, you can choose to present the goods in different ways. Either by referring to container number (see point a) or referring to ENS at house level (see point b).

a) Container. Enter the ENS MRN, transport documents and container number at master level in the columns for master consignment. Keep in mind that all information needs to be found on the same ENS and on master level.

5	Non EU						EU
	Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, otherwise you find them in the ENS. Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house. Transport document number must be specified at the same consignment level as the Previous document. You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port. If Exempt from ENS, leave Previous Document (N355) - ENS Mtn empty.						Mandatory when presenting (unloading) EU goods. Refer to Pous Mtn or to supporting document uploaded in MSW
6							
7	References on Master consignment level			References on House consignment level			
8	*Previous document (N337) TSD MRN Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration	*Previous document (N355) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N704) Mandatory when presenting non eu-goods on master level.	Container number Only applicable when presenting on master level.	Receipt Only applicable when presenting on master level.	*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N705) Mandatory when presenting non EU-goods on house level
9							*Reference to Proof of Union Status. Pous MRN or supporting document.
10							24SEQY505OHMTNAP0
11							SUPPORTINGDOCUMENT
12		24SE0000IUG123KT8	MC-TransportDocD5				
13			MC-TransportDocD6				
14		24SEQY505OHMTNAT0	MC-TransportDocD7	CONTAINER123-123		24SE00892HUHQ2AT9	HC-TransportDocD5
15							HC-TransportDocD6
16							
17	24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1				
18	24SE0000IUGRABF2U1		MC-TransportDocB2				
19	24SE0000IUGV1F8U9	24SEQY505OHMTNAT0	MC-TransportDocB3	CONTAINER123			
20	24SE008A45OPJN78U3					24SE00892R43VQ2AT9	HC-TransportDocB1
21	24SE045IK5OPJNK7U2						HC-TransportDocB2

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

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

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

5	Non EU						EU
	<p>Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS.</p> <p>Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house.</p> <p>Transport document number must be specified at the same consignment level as the Previous document.</p> <p>You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port.</p> <p>If Exempt from ENS, leave Previous Document (N335) - ENS Mtn empty.</p>						<p>Mandatory when presenting (unloading) EU goods.</p> <p>Refer to PoUS Mtn or to supporting document uploaded in MSW</p>
6	<p>References on Master consignment level</p>						
7	*Previous document (N337) TSD MRN Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration	*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N704) Mandatory when presenting non eu-goods on master level.	Container number Only applicable when presenting on master level.	Receiptida Only applicable when presenting on master level.	*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N705) Mandatory when presenting non EU-goods on house level
9							*Reference to Proof of Union Status. PoUS MRN or supporting document.
10							24SEQY505OHFMTNAP0
11							SUPPORTINGDOCUMENT
12		24SE0000IUG1233KT8	MC-TransportDocD5				
13			MC-TransportDocD6				
14		24SEQY505OHFMTNAT0	MC-TransportDocD7	CONTAINER123-123			
15						24SE00892HUHUQ2AT9	HC-TransportDocD5
16							HC-TransportDocD6
17	24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1				
18	24SE0000IUGRABF2U1		MC-TransportDocB2				
19	24SE0000IUGV1F8U9	24SEQY505OHFMTNAT0	MC-TransportDocB3	CONTAINER123			
20	24SE008A45OPJN78U3					24SE00892R43VQ2AT9	HC-TransportDocB1
21	24SE045IK5OPINK7U2						HC-TransportDocB2

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

EU goods

When unloading EU goods you need to provide proof of union status, for this you can use PoUS or Supporting document. For PoUS enter the MRN in the EU column, If you are using supporting document enter, for example, "SUPPORTINGDOCUMENT" in the EU column then upload the supporting document in the "Documentation" section in MSW Reportal.

5	Non EU						EU
	<p>Mandatory when presenting (unloading) Non-EU goods. When referring to TSD, you find the references in the TSD, otherwise you find them in the ENS.</p> <p>Only refer to the goods that actually is unloaded. You can present the goods on different levels; master or house.</p> <p>Transport document number must be specified at the same consignment level as the Previous document.</p> <p>You are exempted from leaving reference to ENS when the unloaded goods are from EU security zone or if the goods has been reloaded in a previous EU port.</p> <p>If Exempt from ENS, leave Previous Document (N335) - ENS Mtn empty.</p>						<p>Mandatory when presenting (unloading) EU goods.</p> <p>Refer to PoUS Mtn or to supporting document uploaded in MSW</p>
6	<p>References on Master consignment level</p>						
7	*Previous document (N337) TSD MRN Mandatory when presenting (unloading) non-EU goods covered by a temporary storage declaration	*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N704) Mandatory when presenting non eu-goods on master level.	Container number Only applicable when presenting on master level.	Receiptida Only applicable when presenting on master level.	*Previous document (N335) ENS MRN Mandatory when presenting (unloading) non-EU goods. Leave empty if exempt from ENS	*Transport document number (N705) Mandatory when presenting non EU-goods on house level
9							*Reference to Proof of Union Status. PoUS MRN or supporting document.
10							24SEQY505OHFMTNAP0
11							SUPPORTINGDOCUMENT
12		24SE0000IUG1233KT8	MC-TransportDocD5				
13			MC-TransportDocD6				
14		24SEQY505OHFMTNAT0	MC-TransportDocD7	CONTAINER123-123			
15						24SE00892HUHUQ2AT9	HC-TransportDocD5
16							HC-TransportDocD6
17	24SE0000IUGRUUF2U4	24SE0000IUGRV03KT4	MC-TransportDocB1				
18	24SE0000IUGRABF2U1		MC-TransportDocB2				
19	24SE0000IUGV1F8U9	24SEQY505OHFMTNAT0	MC-TransportDocB3	CONTAINER123			
20	24SE008A45OPJN78U3					24SE00892R43VQ2AT9	HC-TransportDocB1
21	24SE045IK5OPINK7U2						HC-TransportDocB2

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

Reference data

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