

# eDeclaration

Descriptions to the product

## eDeclaration

Explanations how to create an Excel file

**Version 1.1/E**

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**DAKOSY**  
Datenkommunikationssystem AG

Mattentwiete 2  
20457 Hamburg  
[www.dakosy.de](http://www.dakosy.de)

Phone: + 49 40 37003 – 0  
Fax: + 49 40 37003 – 370  
[info@dakosy.de](mailto:info@dakosy.de)

## Change history

Version	Concerned sections	Changes	Created by, date	Released by, date
1.0	All	First English version	J. Diettrich 06/2015	A. Ebeling 06/2015
1.1		New functions: - Two different versions of Excel files - Creation&Print of the document ,Maritime Declaration of Health‘	J. Diettrich 07/2015	A. Ebeling 07/2015

## Change requests

### DAKOSY

#### Datenkommunikationssystem AG

Mattentwiete 2

20457 Hamburg

Telephone:+ 49 40 37003 - 240

Fax: + 49 40 37003 - 470

Email: info@dakosy.de

## Used tools

Number	Used tools
W1	This document was created with the word processing programme <b>MS Word 2010</b> .

## Liability

Please note that no liability claims can be derived towards DAKOSY AG for the content of this manual, despite careful developing and examination of this document!

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## **1. Brief description of the product eDeclaration**

With the entry into force of the EU Directive 2010/65 as of 01.06.2015 shipowners, freight forwarders and agents are obliged to deliver reporting formalities in context with port calls or the passage/transit of the NOK solely in electronic defined format.

The product eDeclaration, developed by DAKOSY AG, provides the possibility to fulfill the reporting requirements, in conformity with the legal obligations, as basic functionality for the customers.

The communication with the NSW (National Single Window) takes place by means of a web service via the web application eDeclaration.

The document at hand describes how to create the Excel file, to be used to provide the required reporting formalities concerning the port call by the person obliged to report from the ship. The recorded information will be received and processed in the form of an XML message by the web application eDeclaration.

A description how to use the web application eDeclaration is published in a separate guide.

## **2. Connection between the web application and the Excel file**

The person obliged to report the port calls from the ship can fulfill the required reporting formalities by using the Excel file.

The Excel table is divided into several tab pages, each representing one or more reporting classes. It is not necessary to fill a reporting class completely before sending the report as XML. As soon as the Excel table - where required, at least the mandatory fields - is filled, it will be converted into a XML file, which will be transmitted to DAKOSY via email for the upload into the web application eDeclaration. Once uploaded, the data file is displayed with status 'DRAFT' in the web application and may be edited, completed and transmitted to the NSW by the user.

### **2.1 Two different versions of the Excel file**

At this point we would like to inform you that you can use two different versions of the Excel file which only differ to the extent of the available services.

The smaller version is addressed to ships that can only receive files, which are smaller than 500kb. Therefore this file has less comfort functions, e.g. LoCode lists, the calendar function or a printable maritime declaration of health. However, the handling process is the same.

## 2.2 Instruction tab

The first page provides general instructions how to work with the Excel file and includes the button „Start“.



Figure 1 Excel Instructions

Furthermore the interactive „Help“ buttons are exemplified, by which means you can open up dropdown menus for single fields or columns and simplify the entry of date and time specifications by the use of the calendar function.

Once you activate the button “Start” the „Main tab“ (cf. chapter 2.3) is being displayed.

### 2.2.1 General information concerning the editing/filling of the Excel file

**Please note** the following information concerning the processing of the Excel file:

1. If you would like to make entries within the table, please always click in the **first empty** line / row of the respective column (example „Port of delivery of...“).
2. Please ensure that you do not insert a blank line within the table, but always choose the line / row directly underneath the last filled one.
3. As a general rule, also make sure that you do not use the function copy&paste, within the whole Excel and especially during the filling of the crew and passenger lists (cf. chapter 2.13/2.14), since it is incompatible with the file behind with the programming!  
Alternatively you can work with CSV files, available at DAKOSY, in order to edit the crew and passenger lists by using the function copy&paste.



Waste details		
Maximum dedicated storage capacity of this type on board (cubic metre)*	Amount of this type retained on board (cubic metre)*	Port of delivery of remaining waste of this type* LoCode  F3

Figure 2 Example for general handling instructions


### 2.3 Main tab

The tab „Main“ includes the reporting class „Party“. At this point all relevant information concerning the identification of the reporting party will be collected.

Please indicate whether it is about a ‚regular ferry traffic‘ or a transit (‚Only Kiel Canal Transit no port call in Germany‘) in the first box, by activating the respective checkbox with a mouse click.



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**b2mos**  
BUSINESS TO YOU VALUE OF THE FERRY  
 Directive 2010/65/EU

Check all pages   
 Check page 

◀ Page Page ▶

Type	
Only Kiel Canal Transit no port call in Germany	<input type="checkbox"/> YES
Regular ferry traffic	<input type="checkbox"/> YES

Reference	
Visit-ID / Transit-ID*	<input data-bbox="790 952 821 996" type="text" value="?"/>
DAKOSY Code	<input type="text"/>
Vessel-Operator	<input type="text"/>
Voyage number of originator	<input type="text"/>

Reporting party	
Type of reporting party (RP)	<input type="text"/>
Name of reporting party (RP)*	<input type="text"/>
Street	<input type="text"/>
Street Number	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Last name*	<input type="text"/>
First name	<input type="text"/>
Phone*	<input type="text"/>
Fax	<input type="text"/>
E-Mail*	<input type="text"/>

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Figure 3 Excel Main information

The second box is used to enter references, either the Visit- or Transit-ID and also requires the specification of the DAKOSY Code. Optionally, you may enter further references (Vessel Operator or Voyage number of originator). The Voyage number is a customer-specific voyage number. If you enter it, you can use this number as reference while working with the web application eDeclaration.

The Visit-ID represents a unique reference for a port call and is used to assign the reported information to a journey.

Please click onto the question mark (cf. Figure 3) if you would like to gain further information regarding the correct composition of the Visit- or Transit-ID. The example in the Information/Help popup shows the correct format of a Visit- or Transit-ID.

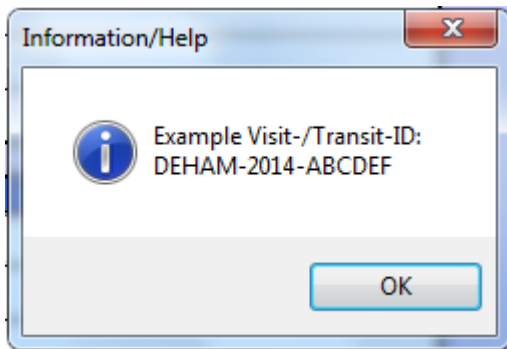
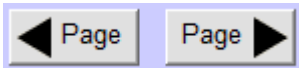


Figure 4 Example: Format Visit- or Transit-ID

The first box is used to collect personal data. Once you activate the field right next behind 'Type of reporting party (RP)' (cf. Figure 3) with a mouse click, a dropdown menu opens up, where you can choose the respective reporting party type.

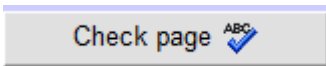
## 2.3.1 General information regarding the composition of all Excel sheets

### 2.3.1.1. Function ,last page‘ and ,next page‘



- On top of each page you will each find the functions ,last page‘ and ,next page‘ by which means you can scroll back and forward between the pages/screens.

### 2.3.1.2. Function ,Check page‘



- On top of each page you will also find the function „Check page“. Once you activate it with a mouse click, the contents of the respective page will be checked regarding to possible syntax and format errors.

Possible page error popups contain brief descriptions and information, to facilitate the error corrections. The figure below displays an example of a possible error. The interactive help ‘Page error’ provides the information that the field length of the specified Visit- or Transit-ID does not match with the required standard of 17 digits.

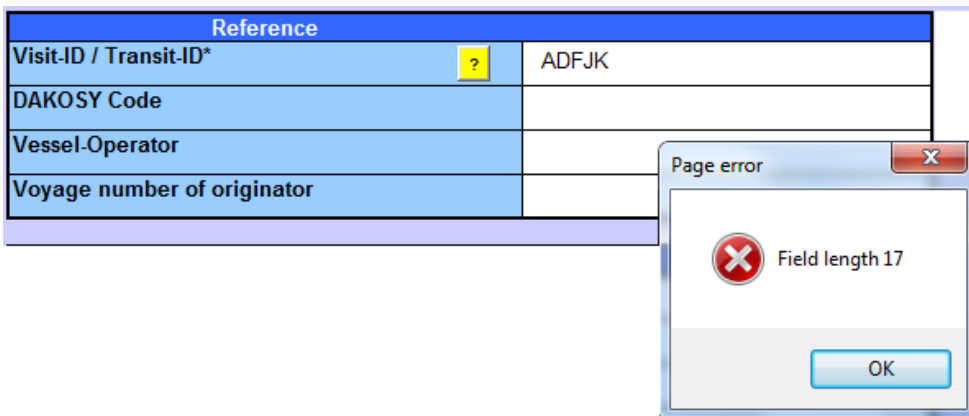




Figure 5 Page error

### 2.3.1.3. Function ‚Help/Information‘

 - The function „Help/Information“ is each hidden behind the yellow question marks“. In cases of doubt or difficulties you may activate it, to gain further information or support with regard to the respective field entry.

Normally the help menu provides information regarding to the correct format length, each displayed with a respective example, or precise handling instructions (i.e.: „Press key for (a)..., (b)..., (c)... etc.).

### 2.3.1.4. Dropdown field entry

Fields, in which the entries are made via dropdown menu, are marked by this icon: . Within those fields it is not possible to enter free text information, but necessary to select one of the dropdown menu entries:

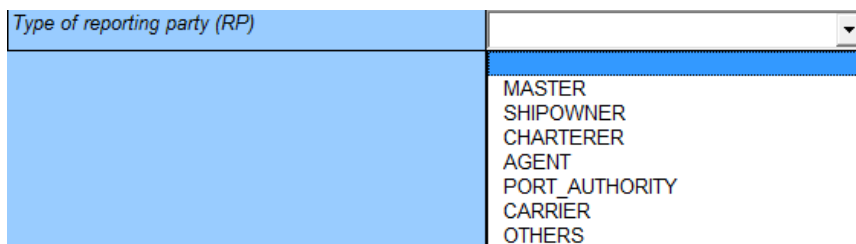


Figure 6 Example dropdown menu

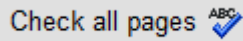
### 2.3.1.5. Dropdown menus interactive help or key ‚F3‘

Unlike the dropdown menu entries (cf. Figure 6), in case of the interactive help menus or key F3 (cf. example below) you can decide whether to enter information as free text or to select an entry of the dropdown list.

**Please note** that you first have to activate the fields to be filled, in order to enter information or to select an entry.



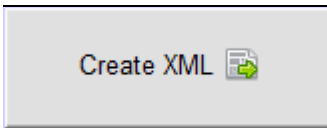
### 2.3.2 Function „Check all pages“

A rectangular button with a light gray background and a thin border. The text "Check all pages" is written in a dark font, followed by a small blue icon of a checkmark inside a square. Above the checkmark icon, the letters "ABC" are written in a smaller font.

- After completion of your entries you can use the function „Check all pages“ above the entry mask (cf. Figure 3 Excel Main information). Once you activate it with a mouse click, the contents of all pages will be checked regarding to possible syntax and format errors (cf. chapter 2.3.1.2).

Possible page error popups contain brief descriptions and information, to facilitate the error corrections.

### 2.3.3 Description of the button „Create XML“



- Once you completed and/or corrected all your entries within the reporting classes, you can convert the Excel file into an XML message by activating the button „Create XML“ with a mouse click.

#### Please consider following details:

- Please enter at least the following three entries in the tab ‚Main‘:  
The **Visit-/Transit-ID**, the **DAKOSY Code** and the **email address**.
- Other than that it is up to the user which reporting class contents will be filled.
- An encrypted XML file will be created, once you activate the button ‚Create XML‘.
- This XML file is to be send to the address **edeclaration-msg@dakosy.de** as email attachment.
- Please always only send one file attachment per email.

The transmitted data will be displayed in the web application eDeclaration for further processing and editing.

### 2.3.4 Creation of the “Seegesundheitserklärung” (Maritime Declaration of Health)

In case of an official visit and inspection of the competent authorities on board it is necessary to have all relevant documents (i.e. a valid Maritime Declaration of Health) at hand.

Besides the creation of an XML file for the transmission to the web application eDeclaration (cf. chapter Description of the button „Create XML“) you also have the possibility to create and print the document ‘Maritime Declaration of Health’ out of the tab ‘Main’ in the Excel file, after you completed your entries.

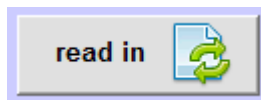
- Once you completed your specifications within the reporting classes you can reach the document 'Maritime Declaration of Health' by activating the button „ Maritime Declaration of Health“ in the tab „Main“ and view the following display:

Seegesundheitserklärung		Maritime Declaration of Health	
Internationale Gesundheitsvorschriften 2005 Artikel 37 Annex 8		International Health Regulations 2005 Article 37 Annex 8	
Auszufüllen und abzugeben bei den zuständigen Behörden vom Kapitän eines Schiffes, welches aus einem ausländischen Hafen ankommt. To be completed and submitted to the competent authorities by the masters of ships arriving from foreign ports.			
Abgegeben im Hafen Submitted at the port of	<input type="text"/>	Datum Date	<input type="text"/>
Name des Schiffes oder Binnenschiffes Name of Ship or inland navigation vessel	<input type="text"/>	Registration/ IMO No	<input type="text"/>
ankommend aus* arriving from*	<input type="text"/>	auf dem Weg nach sailing to	<input type="text"/> (Next port)
Nationalität / Flagge Nationality / Flag of vessel	<input type="text"/>	Name des Kapitäns Masters Name	<input type="text"/>
Bruttoreaumzahl (BRZ) / Ladetonnen International Gross Tonnage (GRT) / Tonnage inland navigation	<input type="text"/>		
Hat sich das Schiff / Binnenschiff in einem von der Weltgesundheitsorganisation festgestellten betroffenen Gebiet aufgehalten? Has ship / inland navigation vessel visited an affected area identified by World Health Organization?			
		<input type="checkbox"/> Ja / Yes	<input type="checkbox"/> Nein / No
Hafen und Datum des Aufenthalts Port and date of visit	<input type="text"/>		
Zahl der Besatzungsmitglieder an Bord** Number of crew members on board**	<input type="text"/>	Zahl der Fahrgäste an Bord** Number of passenger on board**	<input type="text"/>
Gültige Bescheinigung über die Befreiung von der Schiffshygienekontrolle / Bescheinigung über die Schiffshygienekontrolle an Bord? Valid Sanitation Control Exemption/Control Certificate carried on board?			Ja/Yes <input type="checkbox"/> Nein/No <input type="checkbox"/>
Datum / date: <input type="text"/>		ausgestellt in / issued at: <input type="text"/>	
Erneute Überprüfung erforderlich? Re-inspection required? <input type="checkbox"/>			
Gesundheitsfragen		Health Questions	
		Anwort Answer	Ja/Yes Nein/No
1. Ist während der Reise eine Person an Bord aus einer anderen Ursache als infolge Unfalls gestorben? Has any person died on board during the voyage otherwise than as a result of accident? Wenn ja, sind nähere Angaben im Anhang zu machen. Gesamtzahl der Toten..... If yes, state particulars in attached schedule. Total no. of deaths.....			<input type="checkbox"/> <input type="checkbox"/>

Figure 7 Excel – Maritime Declaration of Health

The specifications within the Maritime Declaration of Health consist of various information of the several reporting classes.

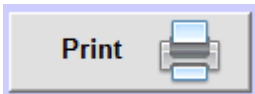
**Function „read in“**



- The contents of the several reporting classes which are relevant for the Maritime Declaration of Health and are already recorded will be automatically read in and adopted into the document, once you activate the button „read in“.

**Please note**, that the document Maritime Declaration of Health includes two pages. You can scroll back and forward between the pages/screens by using the function ‚last page‘/‘next page‘ (cf. chapter Function ‚last page‘ and ‚next page‘).

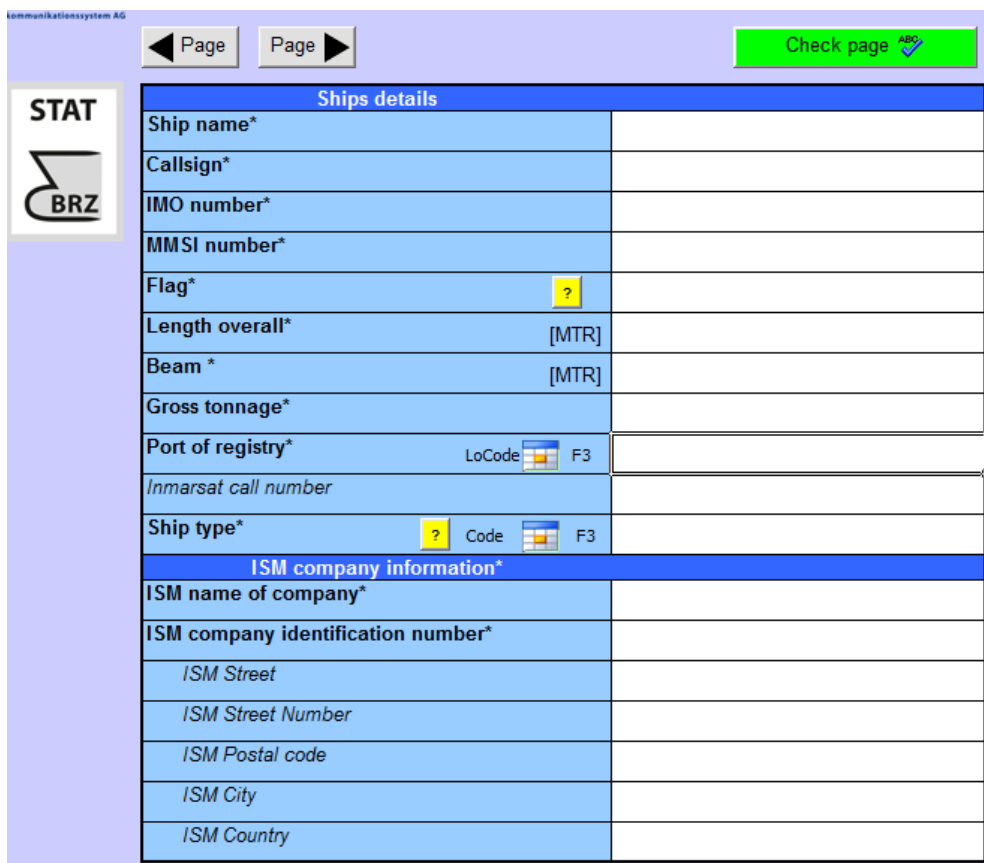
Function „Print“



- If all information is included you can print the Maritime Declaration of Health by pressing the button „Print“ on the right side with a mouse click.

**2.4 Ship tab**

The tab „Ship details“ includes the reporting class ‚STAT‘. All relevant information concerning ship details are collected here. Within the columns ‚Flag‘ and ‚Ship type‘ you can each make use of the help function.









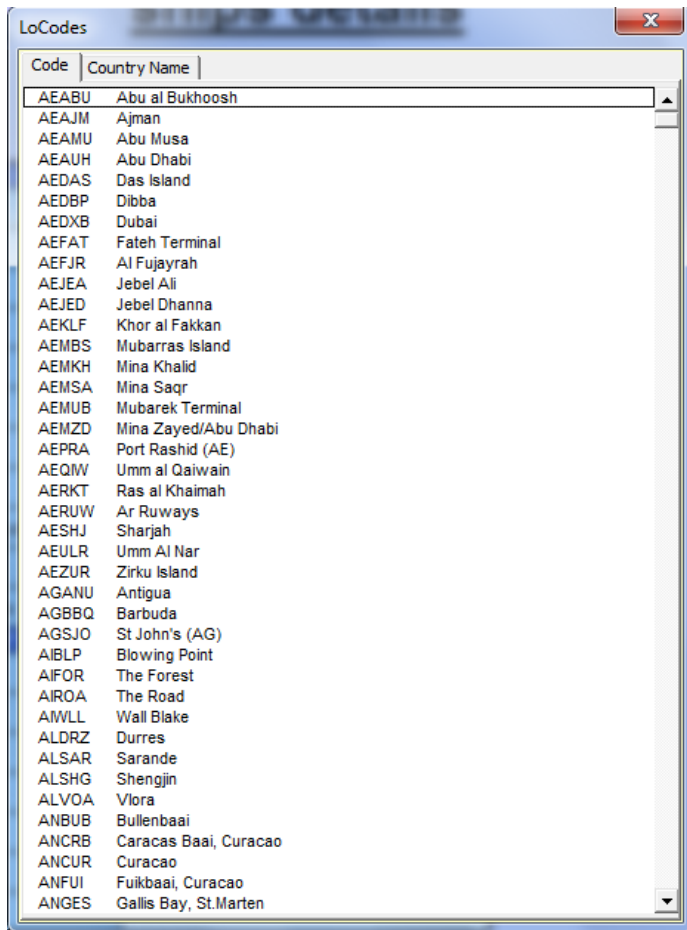
Ships details	
Ship name*	
Callsign*	
IMO number*	
MMSI number*	
Flag*	
Length overall*	[MTR]
Beam *	[MTR]
Gross tonnage*	
Port of registry*	LoCode  F3
Inmarsat call number	
Ship type*	 Code  F3
ISM company information*	
ISM name of company*	
ISM company identification number*	
ISM Street	
ISM Street Number	
ISM Postal code	
ISM City	
ISM Country	

Figure 8 Excel Ship details

Please enter the ‚Length overall‘ and ‚Beam‘ in meters. Within the columns ‚Port of registry‘ and ‚Ship type‘ you can each make use of the dropdown menu, to facilitate your entries.

Please either click onto the calendar icon  or the key F3 . In case of the ‚Port of registry‘ the following dropdown menu will be displayed, where you can filter and select the required LoCode or the corresponding country name.



Code	Country Name
AEABU	Abu al Bukhoosh
AEAJM	Ajman
AEAMU	Abu Musa
AEAUH	Abu Dhabi
AEDAS	Das Island
AEDBP	Dibba
AEDXB	Dubai
AEFAT	Fateh Terminal
AEFJR	Al Fujayrah
AEJEA	Jebel Ali
AEJED	Jebel Dhanna
AEKLF	Khor al Fakkan
AEMBS	Mubarras Island
AEMKH	Mina Khalid
AEMSA	Mina Saqr
AEMUB	Mubarek Terminal
AEMZD	Mina Zayed/Abu Dhabi
AEPRR	Port Rashid (AE)
AEQIW	Umm al Qaiwain
AERKT	Ras al Khaimah
AERUW	Ar Ruways
AESHJ	Sharjah
AEULR	Umm Al Nar
AEZUR	Zirku Island
AGANU	Antigua
AGBBQ	Barbuda
AGSJO	St John's (AG)
AIBLP	Blowing Point
AIFOR	The Forest
AIROA	The Road
AWLL	Wall Blake
ALDRZ	Durres
ALSAR	Sarande
ALSHG	Shengjin
ALVOA	Vlora
ANBUB	Bullenbaai
ANCRB	Caracas Baai, Curacao
ANCUR	Curacao
ANFUI	Fuikbaai, Curacao
ANGES	Gallis Bay, St.Marten

Figure 9 Excel Ship details –LoCodes

The lower columns of the box are used to collect information concerning the ISM Company (cf. Figure 8), whereas the specifications of the fields „ISM name of company“ and „ISM company identification number“ are required.

## 2.5 Port message tab

The tab “Port message” includes the reporting classes ,NAME‘, ,INFO‘, ,NOA\_NOD‘ and ,SERV‘. Please enter the Port of Call in the first box or make use of the dropdown menu. Please fill in the ,Name of master‘ in the field below.












NAME	
<b>PoC</b>	
Port of Call	LoCode  F3
<b>Name of master</b>	
Name of master*	
INFO	
<b>General information</b>	
Shipping area*	
Position of ship in port of call*	
<i>Special requirements of ship (berth)</i>	
<i>Special construction characteristics of ship</i>	
Fumigated bulk cargo*	
Dead weight summer	[TNE]
NOA+NOD	
<b>ETA, ETD message</b>	
Estimated Time of Arrival (ETA-Port of call)*	 F3
Estimated Time of Departure (ETD-Port of call)*	 F3
Purpose of call - Code*	Purpose of call - Description*
 F3	 F3
<b>either upper or lower block</b>	
Estimated Time of Arrival (ETA-NOK)*	 F3
Estimated Time of Departure (ETD-NOK)*	 F3
Last Port (LP)*	LoCode  F3
Estimated Time of Departure Last Port (ETD-LP)	 F3
Next Port (NP)*	

Figure 10 Excel Port message

The next block is used to collect general information concerning the ,Shipping area‘, the ,Position of ship in port of call‘ and the ,Fumigated bulk cargo‘. It is up to the user to enter information concerning the special requirements/constructions of the ship or to enter the dead weight in tons.

Detailed information to the estimated arrival and departure times at/from the port of call or the entry/exit times in the NOK are expected within the section “NOA+NOD”.

**Please fill in**, depending on the type of the journey (Visit or Transit), the upper or lower block!

You can also make use of the calendar function via mouse click or click onto the key „F3“, to facilitate your entries:

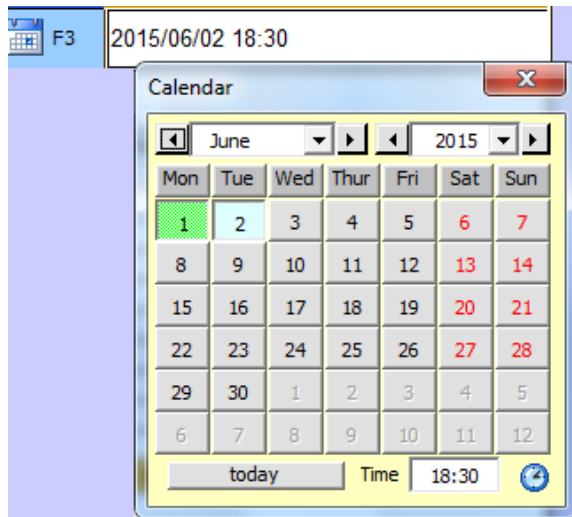


Figure 11 Calendar function

On top you can each select the requested month and year. By default, the current date (today) is displayed and highlighted in light blue.

Once you select another date, the calendar function closes and the selected date is displayed in the line right next to the calendar icon.

If you open up the calendar again the current date is highlighted and displayed in green and the selected date of the estimated arrival/departure is highlighted and displayed in light blue.

Please enter the time in the bottom right corner.

Please note that after you entered or edited the time (UTC), you once again have to click onto the estimated date of arrival/departure, to accept your changes.

In case of a port call, please also fill in the reason (code and description) for the port call, in addition to the estimated date/time of arrival/departure. You can either specify this information manually as free text in the table or select one of the codes and reasons of the dropdown menu (cf. Figure 10).

At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

The specification of the UN/LOCODEs of the last and the next port (after the Transit or Visit) together with the date of departure/arrival is expected in the last block.

The table ,Service' is displayed directly below. Please enter the 'Name of service', the 'Beneficiary' and the 'Invoice recipient'.

Service		
Name of service	Beneficiary	Invoice recipient


 CLEAR GRID

Figure 12 Excel Port message - Service

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class 'SERV' will be deleted.



The specification of the actual time of arrival at the first facility in port of call is required within the reporting class ‚ATA‘. If required, you can make use of the calendar function.

**Please note** - For port of calls in Hamburg applies: the ‚ATA‘ is reported by the HPA and therefore does not have to be specified anymore.

Specifications to the name and type of the bunker fuel as well as the quantity of each specified bunker fuel type on arrival are expected in the list of the reporting class ‚BKRA‘ at the bottom (cf. Figure 13).

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚BKRA‘ will be deleted.

## **2.7 Traffic message on departure tab**

The tab “Traffic message on departure” includes the reporting classes ‚POBD‘, ‚DRAUD‘, ‚ATD‘ and ‚BKRD‘.

Information concerning the number of ‘persons on board while departure’ is collected in the first block. Please enter how many of them are crew members and passengers or if there are maybe stowaways on board (cf. Figure 14).

Only the information of the draught on departures in decimeters is relevant for the next reporting class ‚DRAUD‘ (cf. Figure 14).

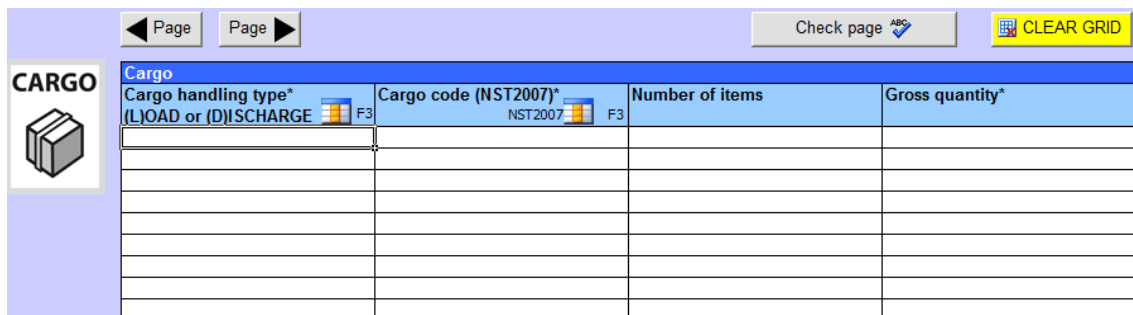


**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚BKR D‘ will be deleted.

## 2.8 Cargo tab

The tab “Cargo” includes the reporting class ‚CARGO‘. All relevant information concerning the cargo or cargo handling type is collected here.

Please specify if the cargo shall be loaded or discharged in the first column of the table. If required, you can make use of the help function and choose between L – Load or D – Discharge.

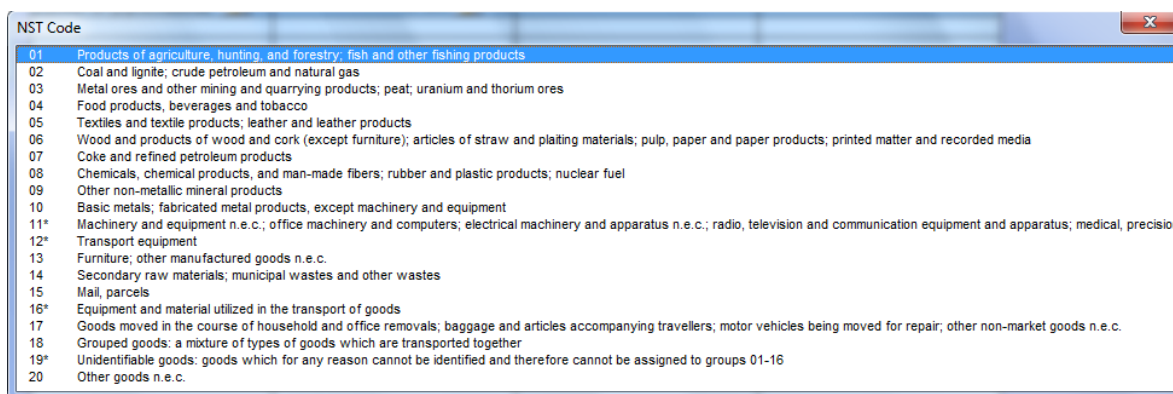


Cargo handling type* (LOAD or DISCHARGE)	Cargo code (NST2007)*	Number of items	Gross quantity*

Figure 15 Excel Cargo

The specification of the cargo code, the number of items per cargo and the gross quantity of each cargo type is expected in the next columns.

Referring to the specification of the cargo code you can choose from a list of 20 NST Codes. Initially please make sure, that the free line underneath the column header is activated. You can reach the following list by clicking onto the mouse or key F3:



NST Code	Description
01	Products of agriculture, hunting, and forestry, fish and other fishing products
02	Coal and lignite; crude petroleum and natural gas
03	Metal ores and other mining and quarrying products; peat; uranium and thorium ores
04	Food products, beverages and tobacco
05	Textiles and textile products; leather and leather products
06	Wood and products of wood and cork (except furniture); articles of straw and plaiting materials; pulp, paper and paper products; printed matter and recorded media
07	Coke and refined petroleum products
08	Chemicals, chemical products, and man-made fibers; rubber and plastic products; nuclear fuel
09	Other non-metallic mineral products
10	Basic metals; fabricated metal products, except machinery and equipment
11*	Machinery and equipment n.e.c.; office machinery and computers; electrical machinery and apparatus n.e.c.; radio, television and communication equipment and apparatus; medical, precision
12*	Transport equipment
13	Furniture; other manufactured goods n.e.c.
14	Secondary raw materials; municipal wastes and other wastes
15	Mail, parcels
16*	Equipment and material utilized in the transport of goods
17	Goods moved in the course of household and office removals; baggage and articles accompanying travellers; motor vehicles being moved for repair; other non-market goods n.e.c.
18	Grouped goods: a mixture of types of goods which are transported together
19*	Unidentifiable goods: goods which for any reason cannot be identified and therefore cannot be assigned to groups 01-16
20	Other goods n.e.c.

Figure 16 NST Code list

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚CARGO‘ will be deleted.

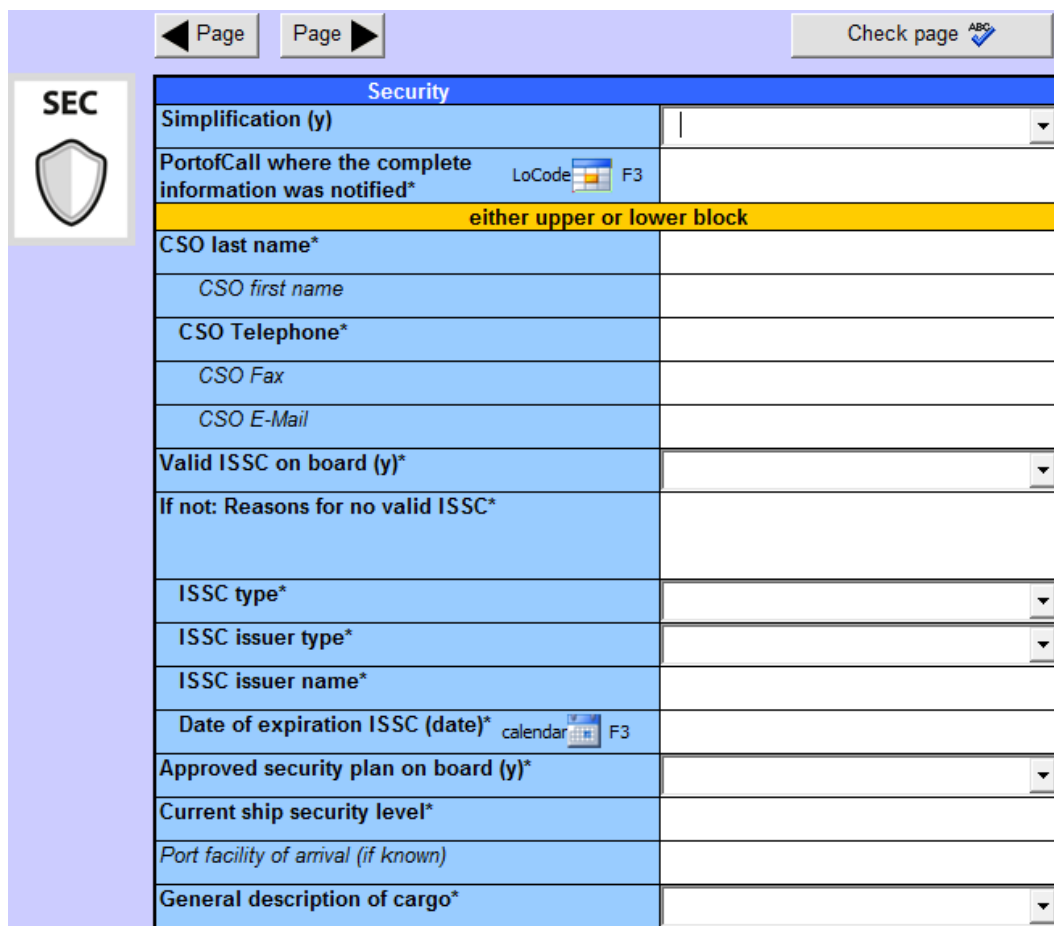
## 2.9 Security tab

The tab „Security“ includes the reporting class ‚SEC‘.

It is possible to simplify the report of the reporting class ‚SEC‘ by specifying the German Port of call, where the complete information concerning the reporting type was notified **and there are no changes of information when arriving at the next German Port.**

Please click „Yes“ in the dropdown menu behind ‚Simplification‘ in such case.

Afterwards please specify the UN/LOCODE of the Port of Call, where you deposited the security relevant information. If required, you can make use of the interactive help function or click onto key F3. All lines below automatically become inactive and are not clickable anymore in case of a report simplification.





Security	
Simplification (y)	<input type="text"/>
Port of Call where the complete information was notified*	LoCode  F3
either upper or lower block	
CSO last name*	<input type="text"/>
CSO first name	<input type="text"/>
CSO Telephone*	<input type="text"/>
CSO Fax	<input type="text"/>
CSO E-Mail	<input type="text"/>
Valid ISSC on board (y)*	<input type="text"/>
If not: Reasons for no valid ISSC*	<input type="text"/>
ISSC type*	<input type="text"/>
ISSC issuer type*	<input type="text"/>
ISSC issuer name*	<input type="text"/>
Date of expiration ISSC (date)*	calendar  F3
Approved security plan on board (y)*	<input type="text"/>
Current ship security level*	<input type="text"/>
Port facility of arrival (if known)	<input type="text"/>
General description of cargo*	<input type="text"/>

Figure 17 Excel Security




The contact data of the CSO are recorded in the block below. Furthermore the specification of the valid ISSC on board is requested. Please use the checkbox function at this point.

If no valid ISSC is available on board, please enter the reason in free text form in the next field. This is followed by questions concerning the ISSC type, issuer type, issuer name, the expiration date the approved security plan, the current ship security level and a general cargo description.

At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

Information concerning the last 10 called port facilities is expected in the following table. Please enter the port name and the related country. The specification of the LoCode is required. Subsequently please fill in the arrival and departure dates at/from the port facility and the GISIS code of the port facility (cf. [www.imo.org](http://www.imo.org), section 'Maritime Security').

Last 10 port facilities called							
Port name	Country where port is located	LoCode of port where port facility is located* <small>LoCode  F3</small>	Date of arrival at port facility* <small>calendar  F3</small>	Date of departure from port facility* <small>calendar  F3</small>	Ship security level at port facility*	Any security matters to report	GISIS code of port facility in port (ISPS)*




Ship-to-ship activities during last 10 port							
Location name	Location LoCode <small>LoCode  F3</small>	Location Coordinates		Date from* <small>calendar  F3</small>	Date to* <small>calendar  F3</small>	Type of activity*	Any security matters to report regarding ship-to-ship activities
		Latitude*	Longitude*				

Figure 18 Security – Last 10 ports/Ship-to-ship activities

Specifications of information concerning the ship-to-ship activities during the last 10 ports are expected in the table below; indications to the latitude, longitude, type of activity and the duration of the visit in the respective port facility are mandatory.

## 2.10 Health tab

The tab „Health“ includes the reporting class ‚MDH‘.

It is possible to simplify the report of the reporting class ‚MDH‘ by specifying the German Port of call, where the complete information concerning the reporting type was notified **and there are no changes of information when arriving at the next German Port.**

Please click „Yes“ in the dropdown menu behind ‚Simplification‘ in such case.

Afterwards please specify the UN/LOCODE of the Port of Call, where you deposited the health relevant information. If required, you can make use of the interactive help function or click onto key F3. All lines below automatically become inactive and are not clickable anymore in case of a report simplification.




Health	
Simplification (y)	<input type="text"/>
Port of call where the complete information was notified <small>LoCode  F3</small>	<input type="text"/>
<b>either upper or lower block</b>	
Any person has died on board during the voyage otherwise than as a result of accident.	<input type="text"/>
Number of deaths	<input type="text"/>
On board there is or has been during the international voyage any case of disease which you suspect to be of an infectious nature.	<input type="text"/>
Total number of ill passengers is greater than normal/expected*	<input type="text"/>
Number of ill persons	<input type="text"/>
Sick person on board*	<input type="text"/>
A medical practitioner was consulted.*	<input type="text"/>
You are aware of any condition on board which may lead to further infections.*	<input type="text"/>
<b>Sanitary measures details</b>	
Any sanitary measures applied*	<input type="text"/>
Sanitary measure - Type*	<input type="text"/>
Sanitary measure - Location*	<input type="text"/>
Sanitary measure - Date (GMT)* <small>calendar  F3</small>	<input type="text"/>
Stowaways on board*	<input type="text"/>
Location stowaways joined ship (if known)	<input type="text"/>
Sick animal or pet on board*	<input type="text"/>
Valid sanitation control exemption or control certificate on board*	<input type="text"/>
<b>Sanitary control exemption or certificate*</b>	
Place of issue*	<input type="text"/>
Date of issue* <small>calendar  F3</small>	<input type="text"/>

Figure 19 Excel Health

At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function on the right-hand edge of the screen, to view all available information/data.

Initially specifications to possible diseases or death, contagious infections and the number of concerned persons on board are expected in the reporting class health.

Please fill in the information, if any sanitary measurements applied during the journey in the second block. If this is the case, further details concerning the type, location and the date of the sanitary measures which have been taken out are expected in the following.

In the next block information concerning possible stowaways, sick animals or pets and the availability of a valid sanitation control exemption/control certificate on board is recorded. If a valid sanitation control exemption is at hand, further questions concerning the date of a valid exemption, the location and date of issue and the requirement of a reinspection of the sanitary control measures are following.

Please indicate if the ship has visited an infected area (WHO) during the journey in the last block.

Further information is only recorded if the question is answered with 'Yes'. In such case please enter information concerning the respective port and the date.

Specifications to the port of calls of the last 30 days are expected in the following table.

Please fill in the UN/LOCODE of the respective port, the date of departure and answer the question, if any crew members joint the ship at the respective port.

A position number will be generated automatically. Please use this position number in the table right beside, in order to report crew changes.

Beside the position number, please again enter the UN/LOCODE of the port where crew members joint the ship in the table opposite and fill in the name of the new crew member in the last column.

Ports of call of the last 30 days				Ports of call of the last 30 days		
Position number :	Port (LoCode)*	Date of departure of port* ?	Did any crew members join the ship at this port?*	Position number :	Port (LoCode)*	Name of crew member*
			(y) for YES / (n) for NO			

Figure 20 Health – Ports of call of last 30 days/Crew members

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚MDH‘ will be deleted.

### 2.11 Waste tab

The tab „Waste“ includes the reporting class ‚WAS‘.

Here as well it is possible to simplify the report of the reporting class ‚WAS‘. If a valid certificate of exemption of the competent environmental authority (validity period between 3 and 12 months) is available, please click ‚Yes‘ in the checkbox next beside the column „Simplification“. If a valid certificate of exemption is at hand all lines below will be automatically deactivated and are not clickable anymore.

Waste		Waste details						
Valid exemption (y)	either upper or lower block	Waste/Cargo residues type to be disposed	Description for type 3,8,9*	Amount of this type to be disposed (cubic metre)*	Maximum dedicated storage capacity of this type on board (cubic metre)*	Amount of this type retained on board (cubic metre)*	Port of delivery of remaining waste of this type* LoCode F3	Estimated waste/cargo residues amount of each type generated between port of call and next port (cubic metre)*
		1) WASTE_OILS-SLUDGE						
		2) WASTE_OILS-BILGE_WATER						
		3) WASTE_OILS-OTHERS						
		4) GARBAGE-FOOD_WASTE						
		5) GARBAGE-PLASTIC						
		6) GARBAGE-OTHER						
		7) SEWAGE						
		8) CARGO-ASSOCIATED_WASTE						
		9) CARGO-RESIDUES						

Figure 21 Excel Waste

Information concerning the last discharge of waste/cargo residues is required within the reporting class ‚WAS‘. Please enter the UN/LOCODE of the last port where waste/cargo residues have

been discharged and indicate the corresponding date. If required, you can also make use of the interactive help function or key F3.

Please indicate whether you want to discharge ‘all’, ‘some’ or ‘none’ waste/cargo residues in the line „Waste disposal order type“.

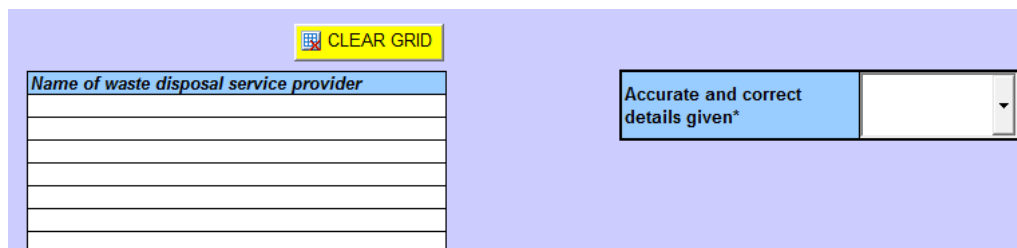
Furthermore detailed information concerning the type and amount of the upcoming and planned discharge of waste/cargo residues is following in the table below.

Initially please fill in the descriptions for specific waste/cargo types. The specifications to the types 3, 8 and 9 (3 – Waste\_Oil-Others, 8 – Cargo-associated\_Waste, 9 – Cargo-Residues) are required. Please enter the amount of waste/cargo residues to be discharged per waste/cargo type in cubic metres.

The following specifications concerning more specific discharge details are optional, if you entered ‘All’ in the field „Waste disposal order type“ (cf. Figure 21).

In all other cases applies: specifications concerning the max. dedicated storage capacity of the waste/cargo type, the amount retained on board, the port of delivery of remaining waste and the estimated waste/cargo residue amount generated between port of call and next port are required.

Please fill in the name of the waste disposal service provider below and confirm the accuracy and correctness of the entered information in the box right beside.



The screenshot shows a software interface for entering waste disposal service provider information. At the top left, there is a yellow button labeled "CLEAR GRID" with a grid icon. Below it is a table with a blue header row containing the text "Name of waste disposal service provider". The table has five empty rows. To the right of the table is a blue box containing the text "Accurate and correct details given\*" and a small dropdown arrow icon.

Figure 22 Waste – Waste disposal service provider

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚WAS‘ will be deleted.

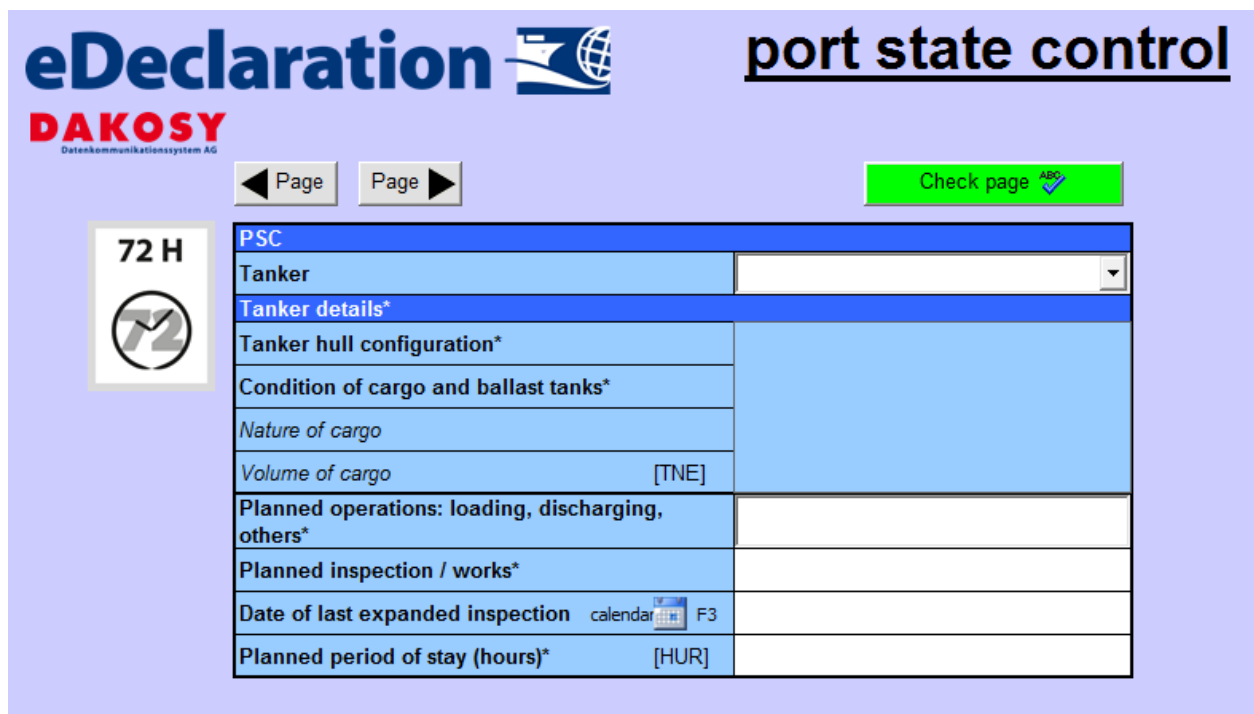
## 2.12 Port state control tab

The tab „72 H“ includes the reporting class ‚72h‘.

The background of this reporting class is based on the fact that masters of certain ships have to register at least 72 hours before the estimated call into a German port at the BG Transport and Traffic for an expanded inspection in the course of the port state control.

- All “High Risk Ships” and/or
- Tank ships older than 12 years of age,
- Bulk carrier older than 12 years of age,
- Passenger ships older than 12 years of age.<sup>a</sup>

Initially please select if it is about a tank ship or not by using the dropdown menu. If it is not about a tank ship some fields remain inactive and you can continue with your entries.



The screenshot shows the 'port state control' tab in the eDeclaration software. On the left, there is a '72 H' icon with a clock and a checkmark. The main area contains a form with the following fields:

<b>PSC</b>	
Tanker	<input type="text"/>
<b>Tanker details*</b>	
Tanker hull configuration*	<input type="text"/>
Condition of cargo and ballast tanks*	<input type="text"/>
Nature of cargo	<input type="text"/>
Volume of cargo [TNE]	<input type="text"/>
Planned operations: loading, discharging, others*	<input type="text"/>
Planned inspection / works*	<input type="text"/>
Date of last expanded inspection <small>calendar</small> F3	<input type="text"/>
Planned period of stay (hours)* [HUR]	<input type="text"/>

Figure 23 Excel – 72 H

The next block is used to record more detailed information concerning the tanker ship, if it is about a tank ship.

Please enter information concerning the tanker hull (single, hull, single hull with sbt, double hull) via dropdown menu.

Furthermore specifications to the cargo and ballast tank condition, planned operations at the port of destination, planned inspections/works, the date of the last expanded inspection and the planned period of stay are required.

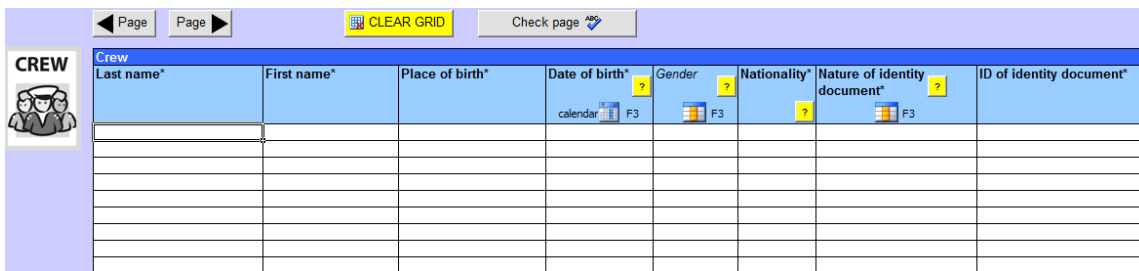
<sup>a</sup> Source: <http://www.deutsche-flagge.de/de/psc/anmeldeverpflichtungen>

## 2.13 Crew tab

The tab „Crew“ includes the reporting class ‚CREW‘.

At this point the personal information (like last/first name, place/date of birth, Gender, Nationality, nature of id document and the ID, duty on board) is recorded.

If available, please also fill in the number of the visa or residence permit number.



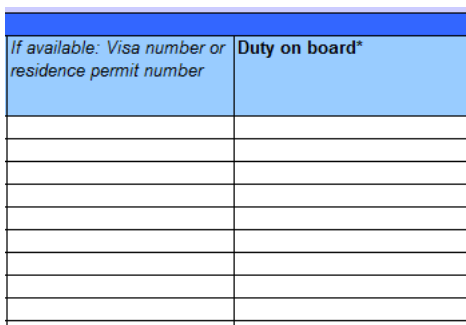
CREW		Last name*	First name*	Place of birth*	Date of birth* calendar F3	Gender ? F3	Nationality* ?	Nature of identity document* ? F3	ID of identity document*

Figure 24 Excel – Crew, first part of table

If required, you can make use of the help function or key F3 in several columns. Please make sure to first activate the first line to be filled.

At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function at the bottom of the screen, to view all available information/data.



If available: Visa number or residence permit number	Duty on board*

Figure 25 Crew, last columns of table

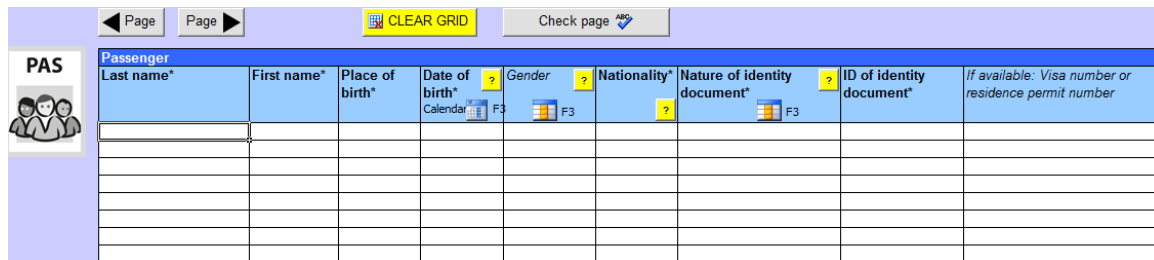
**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚CREW‘ will be deleted.

## 2.14 Passenger tab

The tab „Passenger list“ includes the reporting class ‚PAS‘.

At this point the personal information (like last/first name, place/date of birth, Gender, Nationality, nature of id document and the ID, the port of embarkation/disembarkation, transit passenger) is recorded.

If available, please also fill in the number of the visa or residence permit number.



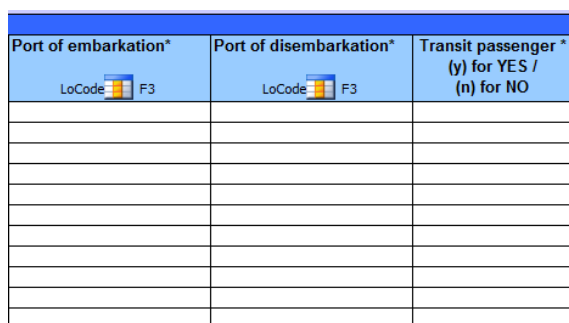
PAS		Passenger						
Last name*	First name*	Place of birth*	Date of birth* <small>Calendar</small>	Gender	Nationality*	Nature of Identity document* <small>F3</small>	ID of identity document*	If available: Visa number or residence permit number

Figure 26 Excel – Passenger list, first part of table

If required, you can make use of the help function or key F3 in several columns. Please make sure to first activate the first line to be filled.

At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function at the bottom of the screen, to view all available information/data.



Port of embarkation* <small>LoCode</small>	Port of disembarkation* <small>LoCode</small>	Transit passenger * (y) for YES / (n) for NO

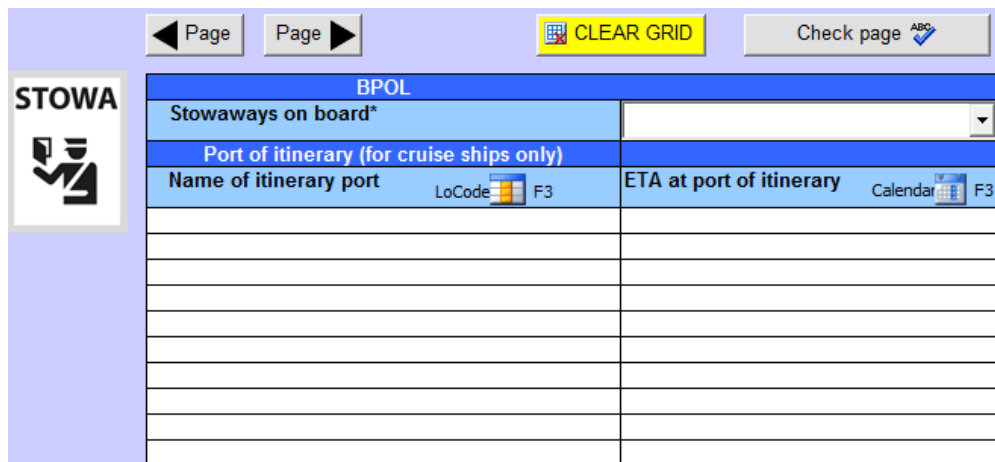
Figure 27 Passenger list, last columns of table

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚PAS‘ will be deleted.

## 2.15 Stowaways tab

The tab „Stowaways“ includes the reporting class ‚STOWA‘.

This reporting class is used to record information about possible stowaways on board. Initially please select if there are stowaways on board or not.





STOWA		BPOL	
Stowaways on board*			
Port of itinerary (for cruise ships only)			
Name of itinerary port	LoCode  F3	ETA at port of itinerary	Calendar  F3

Figure 28 Excel – Stowaways

In case that there are people on board who are not registered please enter the name of the itinerary port and the respective ETA.

In both columns you can make use of the help function or key F3, if required. Please make sure to first activate the first line to be filled.

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ‚STOWA‘ will be deleted.

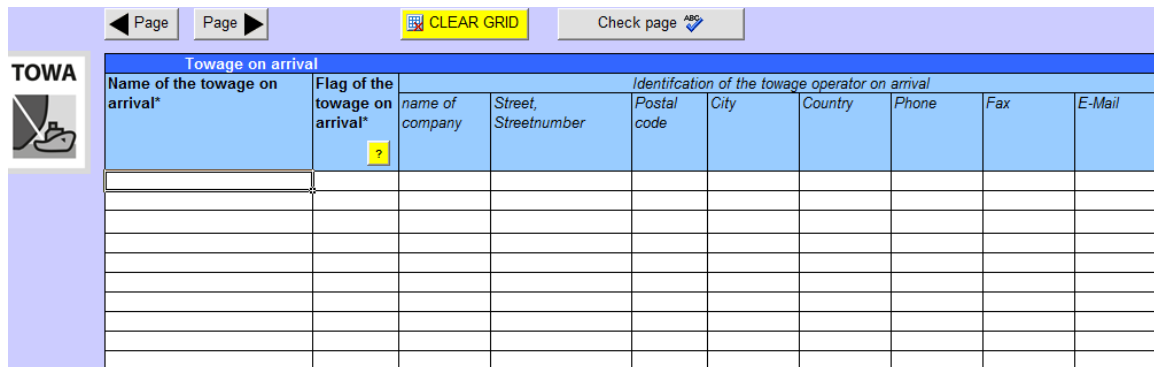
## 2.16 Towage on arrival tab

The tab „Towage on arrival“ includes the reporting class ,TOWA‘.

This reporting class is used to record details concerning the towage on arrival of a ship.

Please enter the name and flag of the towage on arrival.

Within the following columns you can enter contact information concerning the towage operator on arrival.



Towage on arrival									
Name of the towage on arrival*	Flag of the towage on arrival*	Identification of the towage operator on arrival							
		name of company	Street, Streetnumber	Postal code	City	Country	Phone	Fax	E-Mail

Figure 29 Excel – Towage on arrival, first part of table

At this point, it needs to be noted that, each depending on the size of your screen, some lines/columns may not be entirely displayed.

Please use the scroll function at the bottom of the screen, to view all available information/data.

Measurements concerning the gross tonnage, length overall, beam and draught as well as the purpose of call on towage arrival are expected in the last columns.

Gross tonnage on arrival*	Length overall (towage) on arrival* [MTR]	Beam (towage) on arrival* [MTR]	Purpose of call of the towage on arrival*	Draught of the towage on arrival* [DMT]	Remark to towage on arrival

Figure 30 Towage on arrival, last columns of table

**Remark:** Please activate the button „CLEAR GRID“ to delete your entries. All entries of the reporting class ,TOWA‘ will be deleted.



### 3. Completion of entries

After you completed your entries within the several reporting classed, please return to the tab „Main“ (cf. chapter 2.3).

At this point you can make use of the function “Check all pages” to review your entries for accuracy (cf. chapter 2.3.2 Function „Check all pages“) and create an XML file afterwards (cf. chapter 2.3.3 Description of the button „Create XML“).

The Excel will be converted into a \*.dat file, an encrypted XML file which then will be sent to the email address [edeclaration-msg@dakosy.de](mailto:edeclaration-msg@dakosy.de).

After the successful transmission you will receive a confirmation message.