Border Force

Reporting Formalities Directive for Ships
(EU DIRECTIVE 2010/65/EU)

Instructions and Information Guide for Ship Masters and Agents Using the National Maritime Single Window (NMSW)
Version 1.2

WORKING TOGETHER TO PROTECT THE PUBLIC

INVESTOR IN PEOPLE

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National Maritime Single Window (NMSW)

These guidance notes have been prepared by the United Kingdom Border Force to aid and assist users of the UK's National Maritime Single Window **(**NMSW**)**, to be launched <u>as a pilot</u> in January 2016. This guidance has been drafted in conjunction with the United Kingdom Department for Transport Maritime Directorate (DfT) and HMRC.

The NMSW implements EU Directive 2010/65/EU (the Reporting Formalities Directive, or RFD). This Directive requires Member States to provide a national 'Single Window' through which maritime reports can be made, and includes data covered by the International Maritime Organisation's standard forms under the "IMO FAL Convention". These forms provide data regarding the ship, its voyage, stores, crew, passengers, dangerous cargo, security and health information.

At present, these forms are submitted in hard copy, faxed, or emailed from ships' masters and ships' agents to various bodies including: ports, port health authorities, local and central Government (across various Departments and Agencies). In some cases (e.g. cargo itineraries) data is already transmitted electronically and automatically to other databases.

The aim of the NMSW is to simplify and digitise the process of handling FAL paperwork, where necessary, so that data can be captured easily and quickly via one online portal, alongside existing portals, in an electronic format, meeting the Directive's requirements.

The data is presented over separate manifests (forms FAL1 - FAL7, and declarations for waste, health and security). During the pilot phase only FAL forms 1 and 5&6 will be required via the NMSW. All other forms will either need to be submitted using existing methods or be available for inspection. Formal training will also be available during the pilot period in conjunction with Border Force and the DfT.

The purpose of these guidance notes is to explain the capability and functionality of the NMSW, how Users can access it and when, and which elements must be completed. This information may be subject to change and/or further review as the current system is being run as a pilot alongside existing arrangements. Any feedback should be sent to NMSW@dft.gsi.gov.uk.
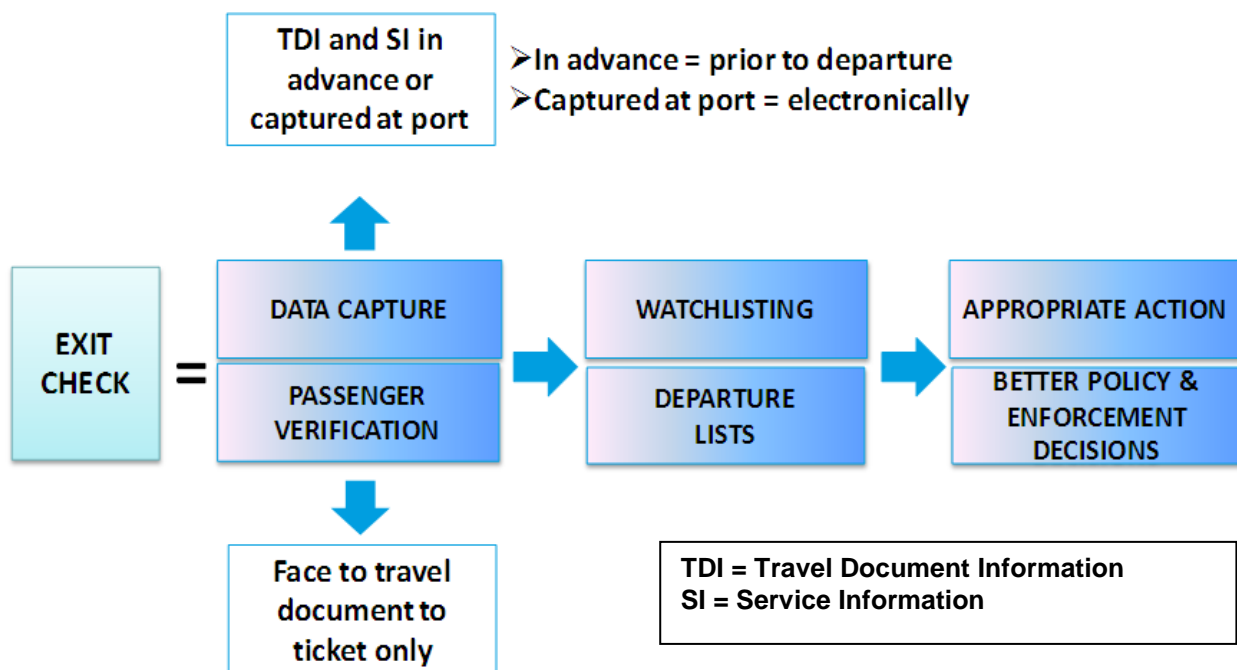
Exit Checks Scheme

The Coalition Government gave an undertaking that the United Kingdom would introduce an Exit Checks Scheme. Legislation has been introduced in the Immigration Act 2014 which provides that carrier and port staff can be designated (subject to suitability and appropriate training) to conduct embarkation checks. This will allow them to confirm the identity and then collect and pass information to Border Force.

This scheme came into effect on 08th April 2015.

Border Force has undertaken a programme of engagement with carriers to identify workable solutions for data collection and verification for air, rail and sea. The scheme will focus on mechanisms to collect data to match against watchlists and other Home Office systems on all outbound scheduled air, maritime (including cruise) and rail routes, either by API or captured at an exit point, where not already collected. The system aims to identify possible overstayers and immigration offenders for those who have entered the United Kingdom after 08th April 2015.

Exit Checks is not reintroducing an old style Embarkation Control – This is a data based solution as the diagram below details.

As detailed above, in order to comply with the Exit Checks Scheme Maritime carriers will need to ensure that they conduct:
1) A face to passport reconciliation (is the person boarding the vessel, the person pictured in their travel document?)
2) Data for individuals leaving the UK to be submitted electronically (this is will be done by submitting your FAL 5/6 manifest via the National Maritime Single Window) **See page 27 'Submitting Documents for Exit Checks Purposes' for more details**.

National Maritime Single Window

To Create an Account

1. Landing Page NMSW

Browse to the web site [https://maritime.dft.gov.uk/splash.olg?FromDefault] and select 'Register'

2. Creating a Profile

Complete the details as required. All fields underlined in red must be completed. 'Company Phone Number' has the default international format +44 (UK), however delete this and populate with another international code if relevant. You will be e-mailed with credentials that will permit you to submit your data and in the future with notifications about relevant updates to the system so enter an e-mail address you will have regular access to.

Once you click 'Register Now' you will see the message below and you will receive an email asking for you to confirm your registration request.

Register for the System

An email has been sent to you to confirm registration, you will need to confirm before you can login. Sometimes the email confirmation goes into your 'Spam' box, please check this carefully and if your mail has not arrived within 30 minutes please contact us for assistance.

Once confirmed, you can login to http://portuat.onlinegar.com/ at any time

✓ Continue

You will need to confirm your registration as per the instruction in the email received.

National Maritime Single Window' Registration

Thank you for registering with National Maritime Single Window'

Please Click Here to confirm your email address

You can sign in to http://portuat.onlinegar.com/ any time where you can:

You will then be redirected to the NMSW site and the message below will be displayed confirming the completion of your registration. Click on 'Login Now' to enter the site.

Confirm User

✓ **Thank you**
Your account is now confirmed

⊙ Login Now

You will need to read and agree to the terms and conditions of the NMSW before you can officially enter the site.

Our Terms & Conditions

This is an official Government site. By submitting data you are confirming that it is correct to the best of your knowledge and belief. This resource is secured and its use is monitored and recorded. Unauthorised use and access is an offence under the Misuse of Computers Act 1990.

✓ Agree to Terms & Conditions   ⊗ Do Not Agree

3. Forgotten Password

If you cannot remember your password at the point of signing into the NMSW, click on the 'Forgotten Password' icon on the right hand side of the screen.

You will be directed to the screen below – you will need to ensure the email address confirmed is the same address you registered with. A message will be sent to that email address that you will need to action.

Once you click on 'Reset my Account' the following message will appear on screen.

If you try to reset your password by entering an email address that you did not register with then you will get the error message below.

4. Changing Your Personal Profile

If you ever change employment, email address or wish to change your password or username for security reasons, you can do so by clicking on 'Your Profile' icon or the 'Profile' tab on the main menu header.

Click on the relevant option to edit your profile depending on the update required. 'Edit Details' has the same information fields as when you initially registered excluding password details.
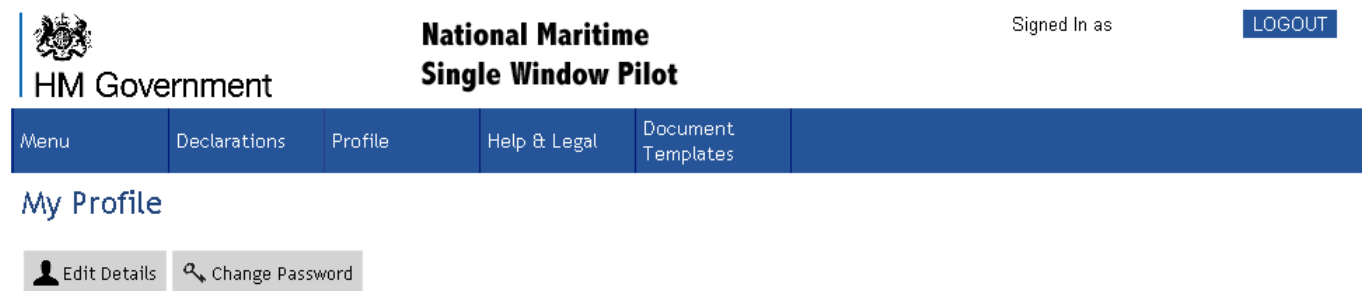
5. Help & Legal Information

Click on 'Help & Legal' icon or tab on the main menu header.

You will be taken to the menu below and you can choose to access the documents you require. 'User Guidance' and 'Legislation Links' will be updated if and when changes are introduced and

the latest versions of these documents will be the templates and guidance on the live NMSW portal.

Login and Submit a Declaration

6. Sign In

Enter your user name or email address and your password. Then select 'Sign In'

7. Home Page

You are now logged in to the NMSW. On this home page you can edit your profile, access help guides, Legal links, document templates and submit data. To submit data – select 'Declarations'

8. Declarations

You will be taken to the Declarations Page – here you will see details of your previous submissions. Only the declarations you have prepared and/or submitted using your own account will be listed on this screen. No one else will have access to these reports to make amendments/cancellations as they will be listed in your own account.

Saved & Submitted Declarations

ERRORS — Declarations prepared but with errors that need to be amended before making a submission.

READY — Declarations prepared and ready for submission with no errors.

SUBMITTED — Declarations submitted

Cancelled — Declarations submitted and subsequently cancelled

You can click on any of the declarations on this page and go in and amend or submit if showing as 'errors' or 'ready'. If 'submitted' you can click on the declaration and either amend or cancel the declaration. You cannot amend or cancel a voyage that has already completed and the voyage leg is showing in the past.

9. Create a New Declaration

Select 'Create a New Declaration' located at the bottom of the page.

You will be taken to the main declarations page. Here you can upload the two mandatory documents – FAL 1 (General Ship Declaration) and the UK Collaborative Business Portal

(CBP) formatted FAL 5&6 (Crew and Passenger Manifest). These are indicated with a **(!)** and a labelled **(mandatory).**

Other reporting documentation you will be required to submit to UK authorities will vary according to the type of ship you are onboard. Refer to the 'UK National Maritime Single Window (Pilot) Guidelines for Use' produced by the Department for Transport (DfT) – specifically Section 2 for a breakdown and also for which submission methods individual forms are to use when reporting.

Here is a list of the FAL Forms and other declarations:

FAL 1 – General Ship Declaration
FAL 2 – Cargo Declaration
FAL 3 – Ships Stores Declaration
FAL 4 – Crew Effects Declaration
FAL 5 &6 – Crew and Passenger List
FAL 7 – Dangerous Goods Declaration

Health Declaration
ISPS (Security) Declaration
Waste Declaration

There are five steps that you would need to complete before your declaration is ready for submission. The step by step process, using 'Wizard' will indicate actions that need to be completed and also errors that need to be amended before you can successfully submit a report.

Type	File Name
! FAL 1 (General Declaration)	Click to Attach FAL 1 (General Declaration) **(Mandatory)**
☐ FAL 1 Supporting Info 1	Click to Attach FAL 1 Supporting Info 1
☐ FAL 1 Supporting Info 2	Click to Attach FAL 1 Supporting Info 2
☐ FAL 2 (Cargo Declaration)	Click to Attach FAL 2 (Cargo Declaration) ** Please do not upload FAL Form 2. Existing methods of notification of cargo data should be used.*
☐ FAL 2 Supporting Info 1	Click to Attach FAL 2 Supporting Info 1
☐ FAL 2 Supporting Info 2	Click to Attach FAL 2 Supporting Info 2
☐ FAL 3 (Ships Stores Declaration)	Click to Attach FAL 3 (Ships Stores Declaration) ** Please do not upload a FAL form 3. NMSW users should prepare inventories of remaining items in ships' stores (Surplus stores) to be made available for inspection, on arrival/departure.*
☐ FAL 3 Supporting Info 1	Click to Attach FAL 3 Supporting Info 1
☐ FAL 3 Supporting Info 2	Click to Attach FAL 3 Supporting Info 2
☐ FAL 4 (Crew Effects Declaration)	Click to Attach FAL 4 (Crew Effects Declaration) ** Please do not upload a FAL form 4. NMSW users should complete the form and retain on board for inspection on arrival/departure.*
☐ FAL 4 Supporting Info 1	Click to Attach FAL 4 Supporting Info 1
☐ FAL 4 Supporting Info 2	Click to Attach FAL 4 Supporting Info 2
! FAL 5 & 6 (Crew and Passenger manifest)	Click to Attach FAL 5 & 6 (Crew and Passenger manifest) **(Mandatory)**
☐ FAL 5 & 6 Supporting Info 1	Click to Attach FAL 5 & 6 Supporting Info 1
☐ FAL 5 & 6 Supporting Info 2	Click to Attach FAL 5 & 6 Supporting Info 2
☐ FAL 7 (Dangerous Goods Declaration)	Click to Attach FAL 7 (Dangerous Goods Declaration) ** Please do not upload a FAL form 7 via the NMSW. The form should be submitted directly to the port of arrival using existing methods.*
☐ FAL 7 Supporting Info 1	Click to Attach FAL 7 Supporting Info 1
☐ FAL 7 Supporting Info 2	Click to Attach FAL 7 Supporting Info 2

Each FAL form and declaration for health, security (ISPS) and waste has two 'Supporting Info' documents listed. Here you can attach supporting information specifically requested in the FAL forms or information that is relevant to a particular declaration. For example you may want to attach a list of 'crew off signers' as part of 'FAL 5&6 Supporting Info' as that can give the local Border Force an indication of the numbers of crew requiring leave to enter the United Kingdom.

Please be advised that during the pilot period for the NMSW (Jan 2016 – Summer 2016) ONLY FAL 1 and FAL 5&6 will need to be submitted via the NMSW. All other FALs and Declarations and Supporting Info MUST be submitted using existing methods or available for inspection.

Before attempting to attach any documents ensure that you have prepared the files beforehand, ensuring you have only used the document templates downloaded from the NMSW and saved these completed documents into your own work zone.

10. Attaching Documents

Select FAL 1 as it is highlighted mandatory. To upload a document – click anywhere on the relevant line where the document title appears – this will open a page inviting you to attach the relevant file already saved in your own document area.

Attach Documents

Type	File Name
⚠ FAL 1 (General Declaration)	Click to Attach FAL 1 (General Declaration) **(Mandatory)**
☐ FAL 1 Supporting Info 1	Click to Attach FAL 1 Supporting Info 1

11. Browse for file

Click on 'Browse' and this will bring up your own files, select the file you want to upload. It will be useful to organise your documents that are prepared for submission with full file names so that you can ensure you are attaching the correct document relevant for the current voyage.

If you click on the 'Attachment Type' it drops down to show all different FAL forms and other declarations that can be submitted. The 'Attachment Type' must correspond with the document you are trying to attach.

12. File Attached

Once the chosen file has been attached you must click on 'Attach File'. This will then check the format of the file and will display a message advising you that the system is 'Reading your File'. If the file is in an unacceptable format such as PDF or there are format errors, it will not attach and an error message will be displayed. This is particularly relevant when trying to attach your FAL 5&6 (see point 8 below) as you will only be able to attach an excel document. If the file is in the correct format it will attach and you will automatically be returned to the initial 'Attach Documents' page (Step 1 of 5).

HM Government

**National Maritime
Single Window Pilot**

Signed In as   LOGOUT

| Menu | Declarations | Profile | Help & Legal | Document Templates |

Add Attachment

Choose the attachment you wish to upload against this form

File: G:\My Documen [Browse...] The File you wish to Attach

Attachment Type: [FAL 1 (General Declaration) ▾] The Type of File being Attached

[✓ Attach File] [✗ Cancel]
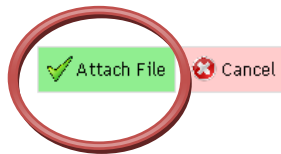
13. Select FAL 5&6

Once you have attached your FAL 1 you will notice that the **(!)** has been changed into ☒ and this identifies that the document has attached. A [Delete] button has now appeared next to your attached document. If you wish to attach an amended document to one that has been attached or delete it completely, then you would just click 'Delete'.

To upload a FAL 5&6 – click anywhere on the relevant line where the document title appears – this will open a page inviting you to attach the relevant file already saved in your own document area.

Attach Documents

Type	File Name	
☒ FAL 1 (General Declaration)	NMSW FAL 1.xlsx	Delete
☐ FAL 1 Supporting Info 1	Click to Attach FAL 1 Supporting Info 1	
☐ FAL 1 Supporting Info 2	Click to Attach FAL 1 Supporting Info 2	
☐ FAL 2 (Cargo Declaration)	Click to Attach FAL 2 (Cargo Declaration) *Please do not upload FAL Form 2. Existing methods of notification of cargo data should be used.*	
☐ FAL 2 Supporting Info 1	Click to Attach FAL 2 Supporting Info 1	
☐ FAL 2 Supporting Info 2	Click to Attach FAL 2 Supporting Info 2	
☐ FAL 3 (Ships Stores Declaration)	Click to Attach FAL 3 (Ships Stores Declaration) *Please do not upload a FAL form 3. NMSW users should prepare inventories of remaining items in ships' stores (Surplus stores) to be made available for inspection, on arrival/departure.*	
☐ FAL 3 Supporting Info 1	Click to Attach FAL 3 Supporting Info 1	
☐ FAL 3 Supporting Info 2	Click to Attach FAL 3 Supporting Info 2	
☐ FAL 4 (Crew Effects Declaration)	Click to Attach FAL 4 (Crew Effects Declaration) *Please do not upload a FAL form 4. NMSW users should complete the form and retain on board for inspection on arrival/departure.*	
☐ FAL 4 Supporting Info 1	Click to Attach FAL 4 Supporting Info 1	
☐ FAL 4 Supporting Info 2	Click to Attach FAL 4 Supporting Info 2	
! FAL 5 & 6 (Crew and Passenger manifest)	Click to Attach FAL 5 & 6 (Crew and Passenger manifest) **(Mandatory)**	

14. Browse and Attach FAL 5&6

You repeat the process as per Point 11 and look for your completed FAL 5&6 saved in your own documents.
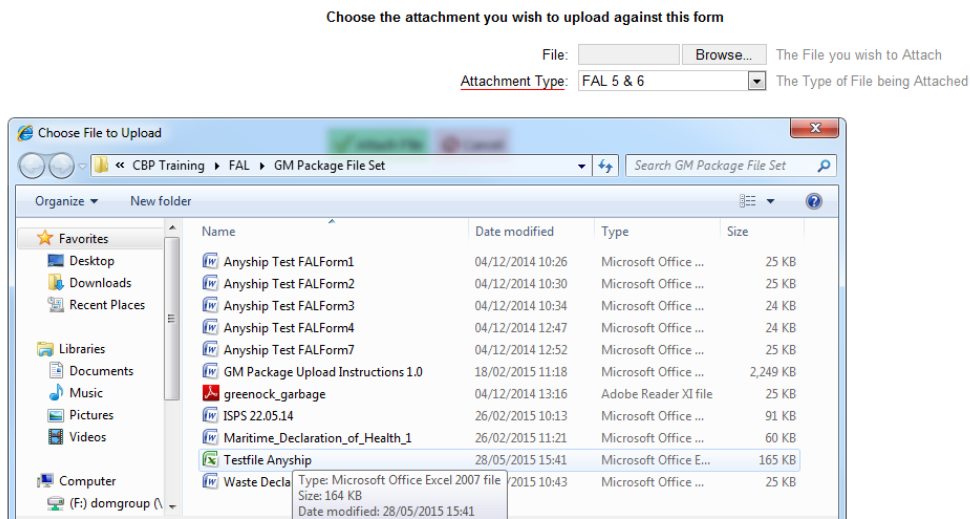
Once you have clicked 'Attach File' – you will get a message advising you that the system is 'Checking your File'. If the FAL 5&6 is in any other format other than Excel you will get an error message. See 'Error Messages on NMSW' (Appendix 1) for a list of errors that will appear if the manifest is not formatted correctly. See also 'FAL 1 and FAL 5&6 Formatting Guide' (Appendix 2). If the file you are attempting to attach has errors then you will need to amend these accordingly on the original document, save the changes and then repeat the process to reattach the FAL 5&6 again.

After successfully attaching your FAL 5&6 you will automatically be returned to the initial 'Attach Documents' page (Step 1 of 5) and it will indicate that a document has been attached.

Type	File Name	
📗 FAL 1 (General Declaration)	NMSW FAL 1.xlsx	Delete
☐ FAL 1 Supporting Info 1	Click to Attach FAL 1 Supporting Info 1	
☐ FAL 1 Supporting Info 2	Click to Attach FAL 1 Supporting Info 2	
☐ FAL 2 (Cargo Declaration)	Click to Attach FAL 2 (Cargo Declaration) ** Please do not upload FAL Form 2. Existing methods of notification of cargo data should be used.*	
☐ FAL 2 Supporting Info 1	Click to Attach FAL 2 Supporting Info 1	
☐ FAL 2 Supporting Info 2	Click to Attach FAL 2 Supporting Info 2	
☐ FAL 3 (Ships Stores Declaration)	Click to Attach FAL 3 (Ships Stores Declaration) ** Please do not upload a FAL form 3. NMSW users should prepare inventories of remaining items in ships' stores (Surplus stores) to be made available for inspection, on arrival/departure.*	
☐ FAL 3 Supporting Info 1	Click to Attach FAL 3 Supporting Info 1	
☐ FAL 3 Supporting Info 2	Click to Attach FAL 3 Supporting Info 2	
☐ FAL 4 (Crew Effects Declaration)	Click to Attach FAL 4 (Crew Effects Declaration) ** Please do not upload a FAL form 4. NMSW users should complete the form and retain on board for inspection on arrival/departure.*	
☐ FAL 4 Supporting Info 1	Click to Attach FAL 4 Supporting Info 1	
☐ FAL 4 Supporting Info 2	Click to Attach FAL 4 Supporting Info 2	
📗 FAL 5 & 6 (Crew and Passenger manifest)	Testfile Anyship (Correct).xlsx	Delete

After you have attached both of the mandatory files - click 'Save & Proceed' at the bottom of the page.

By clicking on 'Save & Proceed' you will be saving your progress as you move through each step. In the event that your connectivity is lost or the system times out, then you will be able to go back into the site, click on the report you were working on and continue from the last step before the loss of connectivity.

If you click on 'Click to Add an Attachment to the Journey' – you will be taken directly to the 'Add an Attachment' page as in Point 11. This does not give you the opportunity to attach any more documents than have already been listed. Therefore you will still only be permitted to attach one main FAL form and two supporting information documents.

You will be taken to a screen (Step 2 of 5), where you can review the voyage details.

☐ Waste Declaration Supporting Info 2	Click to Attach Waste Declaration Supporting Info 2
➕ Click to Add an Attachment to this Voyage	

✅ Save & Proceed

15. Confirm Voyage Details

The voyage details have been extracted from your FAL 5&6 Service Information. Therefore you must ensure that your arrival/departure itinerary is correct and that arrival/departure ports have been listed correctly on your FAL 5&6 and all your other documents for this declaration. You can access an up to date list of all UNLOCODES at
http://www.unece.org/cefact/locode/service/location.html

Remember that a declaration is only for **one** journey either an arrival or departure into/from the UK.

All fields underlined in **red** means that those fields are mandatory and must be completed. The arrival and departure time indicates that it is required in a UTC Zulu format but instead you have to note the **local time** for arrival and departure..

Once all voyage details have been confirmed as correct click 'Save & Proceed' at bottom of page and you will be taken to Step 3 of 5.

Menu	Declarations	Profile	Help & Legal	Document Templates	

Welcome to the Declaration Wizard
This will take you through a complete submission step-by-step

Step 2 of 5
Please ensure that the voyage details have been completed correctly as per your service information on the attached FAL forms.
If you make any changes here, you must also make them manually to each of the original documents you have uploaded.

Voyage Details

Departure Date:	Sat September 12 2015	The Date of Departure
Departure Time UTC:	16:30	The Time of Departure in UTC Zulu
Arrival Date:	Sun September 13 2015	The Date of Arrival
Arrival Time UTC:	08:00	The Time of Arrival in UTC Zulu
Departure Port:	ES VGO Vigo	UN LO Code or just the description
	Matched to valid UNLOCODE code 'ES VGO'	
Arrival Port:	GB SOU Southampton	UN LO Code or just the description
	Matched to valid UNLOCODE code 'GB SOU'	

Step Back   ✓ Save & Proceed

16. Confirm Ship Details

You will now be shown all details for the ship that is submitting the report as per the service information completed in your FAL 5&6 which has been extracted for the purposes of completing the data screens on the NMSW.

Welcome to the Declaration Wizard
This will take you through a complete submission step-by-step

Step 3 of 5
Please ensure that the ship details have been completed correctly as per your service information on the attached FAL forms. All previous ships you have submitted a declaration for, will be available in the drop down menu.
If you make any changes here, you must also make them manually to each of the original documents you have uploaded.

Ship

Ship:	Anyship Test ▾	Ship used for this Journey

Country: Bahamas
Call Sign: ABC123
IMO Number: 1234567
Owner/Operator: John Smith
Click to Edit this Ship

The drop down menu for 'Vessel' will have a list of all the vessels you have submitted a declaration for in the past if this should ever be required.

17. E-mail Confirmation Required

The bottom screen for Step 3 of 5 asks for 'Email Address'. This function allows the NMSW to send an email to confirm that you have submitted your declaration to one or two email addresses of your nomination. If you want, you can complete details of your own email address in this field. One email address **must** be completed in 'First Email Address' field.

This function will only send an automated email (details of this message in Appendix 2) and will not attach or forward any copies of the documents that were submitted. The field 'Second Email Address' is the same as the field above ('First Email Address'). Best practice would advise that you put your own email address into the 'First Email Address' field so that you can receive an email receipt confirming submission.

The email for both will list the crew and passengers in the main body of information but the message to the recipient in the 'Second Email Address' will not include the passenger and crew passport numbers or dates of birth.

Once relevant fields have been completed you can click 'Save & Proceed' to take you to the screen for Step 4 of 5.

18. Confirm Crew and Passenger Details

On this screen you can review the crew and passenger details as per the FAL 5&6 that has been attached. If there are any further formatting errors that were not identified at the time of attaching the manifest (Step 1 of 5) then they will be highlighted on this page.

On the actual FAL 5&6 names are listed alphabetically yet separately according to crew or passengers. However on this screen, the crew and passengers are still listed alphabetically irrespective of their status on board.

As long as the list of 'People On Board' has [Ready] listed next to their names – you can scroll down to bottom of page and click 'Save & Proceed' and you will be taken to the final screen Step 5 of 5.

19. Errors Identified on Crew and Passenger List

As you scroll down the list of 'People on Board' if you do not see `Ready` next to a name you will see `Errors`. These can be in any order on the list.

Also the top of the page will indicate that errors exist on this list as per the image below.

Click anywhere on the line of the person's name, where an error is indicated. This will take you into the person's record (see image below – point 20).

20. Person Record – Error Identified

The field where the error has been identified will be highlighted by the box being outline in red.

Amend the error and then click 'Save' at the bottom of the page. You will now be taken back to the main 'People on Board' screen (Step 4 of 5).

21. Errors Amended

When you edit details on the NMSW screens then that direct amendment to the information differs from the data on the original document that was initially attached. Therefore you **must ensure that you amend the original document** in your work zone and then delete the one that was attached in the first instance and **re-attach** the new amended document. If this is not done this means that the raw data received by the authorities requiring it, will not have the most current and accurate information.

Check through for any further errors that are highlighted and if there are none and all names are listed as 'Ready' – click on 'Save & Proceed'.

In order to ensure errors are kept to a minimum – it would be best practice to go back into your original document and as it is a simple Excel Spreadsheet – introduce filters and see where other Forenames and/or Surnames maybe missing (select 'Blanks' for forenames/surnames via the filter system). Amend these all on the original document and re-attach. The 'People on Board' page does highlight the person errors that are listed as per point 18.

22. Submit Form to UK Government

You are now at the submission stage – Step 5 of 5.

If there are any further errors to do with the voyage, ship or person details then this will be identified under the heading 'Step 5 of 5'. If there are no errors then you will see the message as in the image below. Click 'Submit Declaration'

23. Confirm Submission

Click 'Yes –Submit Declaration'

24. Final Screen – Confirmation

This is the 'receipt' to show that your declaration has successfully been submitted and sent through to the Collaborative Business Portal (CBP). The CBP is where all the documents will be posted so that the UK Government Departments that require sight of the data will be able to access them. The submission reference identified will be shown on CBP in the exact format as it appears below.

Declaration Submitted

Confirmation email sent to

✓ **This Declaration was submitted Tue January 26 2016 17:25**
The Reference was 20160126_172537_Anyship Test_2550132_MNSW

[📝 Return to Form] [🏠 Return to Forms List]

25. Mandatory FAL Form Not Attached

If you attempt to submit a declaration without attaching a FAL form marked as 'Mandatory' (FAL 1 and/or FAL 5&6) then upon final submission you will get the following error message.

Once you click 'OK' it will take you to the 'attach Documents' page and here you can attach your missing mandatory FAL form.

❗ Could not transmit to the UK Government: There should be at least 1 files of type FAL1

✓ OK

If you attempt to submit a declaration without voyage details, ship details or correcting person errors you will get the following error message at the point of trying to submit the incomplete declaration.

National Maritime Single Window'   ✕

You cannot submit the form until the following issues are resolved:

- You must add at least one Person
- The fields highlighted in red must be completed

✓ OK

26. E-mail Confirmation

Below is an image of what the email confirmation will look like. You will only see sight of such a message if your email address was populated at Step 3 of 5 (Point 17). The email confirmation gives details of voyage, vessel and a full list of passenger and crew as they appeared on the National Maritime Single Window (Steps 1 through to 5) and **not** how it appears on the original documents. Therefore if you made changes on the system and not on original document (see Point 21) then the data on the email confirmation will differ.

From: ○National Maritime Single Window' [gar@onlinegar.com]   Sent: Thu 01/1
To: ○
Cc:
Subject: Declaration TEST Confirmation for 1234567

Declaration Submission Confirmation

'Make sure you have access to this declaration reference in the event it is requested by the UK Government on arrival. You can either print this or have the email downloaded to phone or tablet. Th report has been uploaded to the UK Border Force CBP System which all relevant UK Government Departments have access to. If queried, advise Officers to look at CBP and provide the refer number as appears below. Please note that if the ship does not travel as intended or you file a replacement report instead of this one – **You must cancel this report before any further re-submissions.** Cancellations must be before your intended time of travel and if you need to cancel this report, please log back into the NMSW.'

Confirmation Details

Declaration Reference	20160126_172537_Anyship Test_2550132_MNSW
Time Declaration Submitted	Tue January 26 2016 17:25

Amending/Cancelling a Declaration Once Submitted

You cannot choose to cancel or amend a single form within a declaration once it has successfully submitted. Instead you will need to cancel/amend the whole declaration as per the instructions below.

1. Choose Declaration to be amended. Click on 'Submitted' for the declaration you want to amend/cancel.

燕 HM Government

Signed In as   LOGOUT

National Maritime Single Window Pilot

Menu	Declarations	Profile	Help & Legal	Document Templates

Saved & Submitted Declarations

💬 A Declaration package submitted can only be seen by the User that created it and only that User can amend/cancel the specific package. No other user can view the declarations on another Users 'Your Saved Declarations' board.

| First | Previous | Page 1 ▾ of 3 | Next | Last | Displaying 20 ▾ Rows per Page | 57 Rows |

Vessel	Departure Date	From	To	Status
📝 Anyship Test	Wed January 27 2016 16:30	🇪🇸 ES VGO	🇬🇧 GB SOU	Submitted
📝 Anyship Test	Fri December 04 2015 16:30	🇪🇸 ES VGO	🇬🇧 GB SOU	Submitted

2. You will be taken to 'Attach Documents' screen (Step 1 of 5) and the following message header will appear. Choose to amend or cancel declaration.

3. If you choose to 'Cancel' you will be shown the following screen below. If you decide to proceed with the cancellation, you will need to add a reason for cancelling the file.

4. If you choose 'Amend' you will be shown the following message below. If you decide to proceed you will need to add a reason for amending the file. Click on 'Cancel Declaration' to confirm original submission will be cancelled and a new declaration will be submitted.

Amend Voyage

💬 **The UK Government does not accept amendments, instead the form has to be cancelled and re-submitted.**
By proceeding below, your current Declarations will be cancelled. You can then make amendments, and re-submit the relevant forms.

Cancel Reason: [Amendment] The reason for this voyage being cancelled

Are you sure you wish to cancel your original Declaration? You MUST make sure you re-submit the required forms.

❌ Cancel   ✅ Cancel Declaration

5. You will see the screen below confirming your declaration has been cancelled. An email that the declaration has been cancelled will also be sent to the email address that was originally listed to receive an email confirmation at Step 3 of 5.

    If you click 'Copy Form to Submit Again' you will be taken to back to 'Attach Documents' screen to make a new declaration with the amendments required. You will need to go through Step 1 through to 5 again.

Declaration Submitted

Confirmation email sent to

✅ **Your Declaration has been successfully cancelled**
Success

6. You will be sent an email receipt confirming the cancellation and at the bottom of the receipt it will detail any reasons given for the declaration being cancelled.

From: ⚪ UK National Maritime Single Window [gar@onlinegar.com]
To:
Cc:
Subject: Declaration TEST CANCELLED for 1234567

Declaration CANCELLED

Confirmation Details

Declaration Reference	20160126_174800_Anyship Test_2550140_MNSW
Time Declaration Submitted	Tue January 26 2016 17:48
Cancel Reason	Different Port of Arrival

7. Your 'Saved Declarations' screen will now reflect your cancellation/amendment. The original submission of the declaration to the Collaborative Business Portal (CBP) will also be automatically cancelled and replaced with the new amended declaration when re-submitted.

Submitting Documents for the Purpose of the Exit Checks Scheme (See page 5 for more details)

Cruise ships and canalised maritime traffic (all scheduled ferry and some scheduled freight carriers) are in scope for reporting for the purpose of Exit Checks. Therefore the NMSW will need to be used by cruise ships and some scheduled traffic for reporting upon departure from the UK.

The Exit Checks Scheme has made it mandatory for those ships in scope to submit Crew and Passenger Lists (FAL 5&6) electronically upon departure. Therefore ships in scope must submit the FAL 5&6 via the NMSW and because a declaration requires both mandatory forms – FAL 1 also, to submit successfully, both these forms will need to be completed.

We expect the report to be submitted via the NMSW at time of departure ('last line off') from UK port and/or as soon as all those on board have been confirmed.

As with arrival reports – we only require reports for Exit Checks purposes to be submitted for UK to foreign journeys (excluding at this time Crown Dependency Countries such as Isle of Man, Jersey, Guernsey who along with the Republic of Ireland all form what is commonly known as the CTA – Common Travel Area).

As with arrival reports, API data is required upon leaving the UK since 08th April 2015, failure to comply with these requirements can result in civil penalties for non submission of data.

Where Can Document Templates be Found?

Once logged in, click on 'Document Templates' icon or the tab on the main menu header.

You can also click on the 'Help & Legal' icon or tab on the main menu header.

By following either option, you will be taken to the screen below which lists all the current FAL forms and Declarations in the format required for either downloading or submitting via the NMSW. You can download and save these templates into your own work zone by clicking on each one.

APPENDIX 1 – Error Messages on NMSW.
(Any in **BOLD** are applicable to all other FAL forms and declarations not just exclusively FAL 5&6)

1. If you register to use the NMSW but attempt to login without first verifying your email address you will see the following error message.

> ⊗ **Your email address has not yet been verified, please click on the link in your email**
> To re-send the verification email, Click Here

2. If you try to attach your FAL 5&6 in any other format than as an Excel document you will get the following error message at the 'Add Attachment' stage.

> ⊗ Invalid file type - it must be one of these: (xls,xlsx,xlsm).

3. **If you try to attach a PDF document as any FAL form or Declaration (waste, health, security), you will get the following error message at the 'Add Attachment' stage.**

> ⊗ Invalid file type - it must be one of these: (doc,xml,docx,docm,rtf,txt,csv,xls,xlw,xlsx,xlsm,xltx,xltm).

4. If you attempt to submit a declaration without including a mandatory FAL 1 form, you will get the following error message at the point submission to the Government.

> ⊗ Could not transmit to UKBF: There should be at least 1 files of type FAL1

5. If you attempt to submit a FAL 5&6 with dates (for birth and document expiry dates) in any format other than the UK dd/mm/yyyy format, you will get the following error message at the 'Add Attachment' stage.

> ⊗ Invalid Date Format Specified '06/18/1930' (Excel Sheet:FAL Cell: H41 StartRow:2 pax_dob)

6. If you have labelled the tab of your FAL 5&6 worksheet as anything other than 'FAL' you will get the following error message at the 'Add Attachment' stage

> ⊗ Cannot get Worksheet named 'FAL' in the Excel File.

7. If you enter a 3 letter country code for TD_Issuing Country that is incorrect (e.g. ROM should be ROU for Romania) as per the UN ISO 3 letter codes then you will get the error message below at the 'Add Attachment' stage.

> ⊗ Could not map the country code 'ROM' - ensure it's a valid country name, or ISO2/ISO3 code (Excel Sheet:FAL Cell: C29 StartRow:2 country_id_issuing).

8. If you enter the TD_Issuing Country **not** in the 3 letter country code format, you will get the error message below at the 'Add Attachment' stage.

> ⚠ Could not map the country code 'British' - ensure it's a valid country name, or ISO2/ISO3 code (Excel Sheet:FAL Cell: C37 StartRow:2 country_id_issuing).

---

9. If you delete the field at the top of the FAL 5&6 manifest (cell A6) that is shaded in yellow and identifies from where the FAL 5 commences **CREW (FAL 5)** then you will get the error message below at the 'Add Attachment' stage. This cell must be labelled 'CREW (FAL 5)' in CAPS.

> ⚠ Could not find 'CREW (FAL 5)' in the sheet

1. If you delete the field half way down the FAL 5&6 manifest that is shaded in yellow and identifies from where the FAL 6 commences **PAX (FAL 6)** then you will get the error message below at the 'Add Attachment' stage. This cell must be labelled 'CREW (FAL 5)' in CAPS.

> ⚠ Could not find 'PAX (FAL 6)' in the sheet

2. **If you are trying to submit a declaration for a voyage that is in the past or errors mentioned at Step 5 of 5 have not been resolved then you will see this error message. Correct details and resubmit.**

> ⚠ **Your form is not at the correct status**
> This may be because there are errors.

3. If you enter anything other than P (or Passport), I (or Identity Card) or O (or Other) in the TD_Type on the FAL 5&6 then you will get the error message below at the 'Add Attachment' stage.

> ⚠ Could not map the document type 'NOT KNOWN' - ensure it's a valid document type name or alias (Excel Sheet:FAL Cell: A8 StartRow:2 documenttype_id).

4. If you leave the Arrival and/or Departure UNLOCODE Port blank on your FAL 5&6, you will get the screen below at stage 2 of 5. You will need to manually complete the correct UNLOCODES and also ensure this is amended on your original FAL 5&6.

Voyage Details

Departure Date:	Sun August 02 2015	The Date of Departure
Departure Time UTC:	16:30	The Time of Departure in UTC Zulu
Arrival Date:	Mon August 03 2015	The Date of Arrival
Arrival Time UTC:	08:00	The Time of Arrival in UTC Zulu
Departure Port:		UN LO Code or just the description
Arrival Port:		UN LO Code or just the description

5. If you have entered an unknown UNLOCODE then you will get the screen below at stage 2 of 5 and you will need to make the necessary amendments to ensure you are trying to submit the correct UNLOCODE. You will get the screen below, if you also have entered the correct UNLOCODE but have formatted it incorrectly. For example with GBSOU you must have a space between the country code (GB) and the port code (SOU) – therefore it should be GB SOU.

Voyage Details

Departure Date:	Sun August 02 2015	The Date of Departure
Departure Time UTC:	16:30	The Time of Departure in UTC Zulu
Arrival Date:	Mon August 03 2015	The Date of Arrival
Arrival Time UTC:	08:00	The Time of Arrival in UTC Zulu
Departure Port:	ES VGO Vigo	UN LO Code or just the description
	Matched to valid UNLOCODE code 'ES VGO'	
Arrival Port:	GBSOU	UN LO Code or just the description
....Postcode:		Arrival Port Postal Code if it has one
....Country:		Departure Port Country
....Type:		Departure Port Country
....Latitude:		Arrival Port Co-Ordinate Latitude Decimal
....Longitude:		Arrival Port Co-Ordinate Longitude Decimal
..Make Public?:	☐	Propose this Port for inclusion into the public database

This will create a new Custom Port. Enter Country and Type plus either Postcode or Co-Ordinates. The authorities must be able to locate the Port.

When done, Press 'Save New Arrival Port' before continuing

✓ Save New Arrival Port

6. If you have entered only one port UNLOCODE or on the actual site delete the existing port UNLOCODE then you will get the screen below (image 1) and it will give you the option to be redirected to the website listing all UNLOCODES by country (image 2).

(image1)

Voyage Details

Departure Date:	Fri December 04 2015	The Date of Departure
Departure Time UTC:	16:30	The Time of Departure in UTC Zulu
Arrival Date:	Sat December 05 2015	The Date of Arrival
Arrival Time UTC:	08:00	The Time of Arrival in UTC Zulu
Departure Port:	GB SOU Southampton (GBR)	UN LO Code or just the description
	Matched to valid UNLOCODE code 'GB SOU'	
Arrival Port:	GB SOU Southampton	UN LO Code or just the description

Recognised UNLOCODE for port not found. Check Here if you need to find the correct UNLOCODE. Ensure that the details of the arrival/departure port are correct on ALL the attached FAL forms and declarations and if amended please ensure original documents are updated and re-attached.

Step Back   Save & Proceed

(Image 2)

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National Maritime Single Window Pilot

Signed In as   LOGOUT

| Menu | Declarations | Profile |

Welcome to the Declaration Wi:
This will take you through a comple

Step 2 of 5
Please ensure that the voyage det
If you make any changes here,

Voyage Details

Departure Date:	Fri Dec
Departure Time UTC:	16:30
Arrival Date:	Sat De
Arrival Time UTC:	08:00
Departure Port:	GB SC
	Match
Arrival Port:	GB SC
	Match

Step Back   Save & Proceed

UN/LOCODE Code List by Country - Trade - UNECE - Windows Internet Explorer

http://www.unece.org/cefact/locode/service/location.html

Live Search

File Edit View Favorites Tools Help

Favorites   W List of airports by ICAO code ...   Sign In Tableau Server   CruiseMapper - Cruise Ship T...   LIVE NMSW   TEST NMSW

UN/LOCODE Code List by Country - Trade - UNECE

Page ▾ Safety ▾ Tools ▾

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(UN/CEFACT) / OUTPUTS / STANDARDS / UN/LOCODE / UN/LOCODE CODE LIST BY COUNTRY

Trade Programme

UN/CEFACT

›About us

›Projects

›Outputs

Meetings and Events

UN/LOCODE Code List by Country

United Nations Code for Trade and Transport Locations (UN/LOC

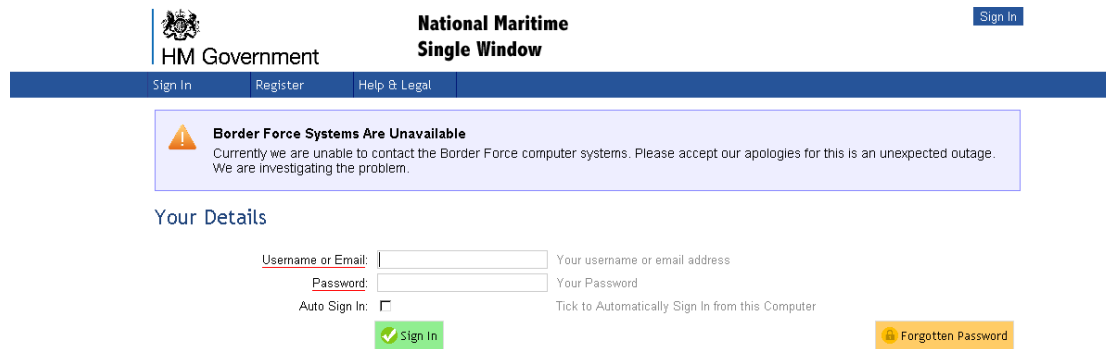The list below allows obtaining the **UN/LOCODE Code List 2015-2** for version was published in **December 2015.**

By selecting a country, the system displays the entire **UN/LOCODE Code**

The list of country names (official short name in English as in **ISO 3166**) a order, with the corresponding ISO 3166-1-alpha-2 code elements.

Internet | Protected Mode: Off   100%

If you try to access the NMSW and there is an outage via the CBP and therefore you will be unable to submit your declaration, the following message will be displayed:

You will still be able to login (providing that the NMSW is not also experiencing an outage) and prepare your declaration ready for submitting once all systems are able to accept reports. Your prepared reports will appear on your 'Saved & Submitted Declarations' and show as 'Ready' awaiting your final submission once any outage has finished.

APPENDIX 2 – FAL 1 and FAL 5&6 Formatting Guide

FAL 1

Ensure that the ship service information matches across all your FAL forms being submitted.

Instructions for filling form	**MSW - FAL 1 General Declaration**				
ARRIVAL/DEPARTURE TO/FROM UK?					
NAME OF SHIP		IMO NUMBER		CALL SIGN	
NAME OF MASTER AUTHORISED AGENT OR OFFICER		FLAG STATE OF SHIP			
UN LOCODE OF ARRIVAL PORT		DATE OF ARRIVAL		TIME OF ARRIVAL (HH:MM:SS)	
UN LOCODE OF DEPARTURE PORT		DATE OF DEPARTURE		TIME OF DEPARTURE (HH:MM:SS)	
Voyage Number		Last Port of Call (Locode)		Next Port of Call (Locode)	
Gross Tonnage		Net Tonnage			
		Contact Number of Ship			

Click into the blank fields and where relevant, an extra information validation box will appear. This will tell you what information is required in a certain field. **Validation information boxes will appear across all FAL form (1-7) and waste, health and security forms.**

NAME OF MASTER AUTHORISED AGENT OR OFFICER		FLAG STATE OF SHIP	
UN LOCODE OF ARRIVAL PORT		DATE OF ARRIVAL	
UN LOCODE OF DEPARTURE PORT		OF DEPARTURE	
Voyage Number		ast Port of Call (Locode)	
Gross Tonnage		Net Tonnage	
		Contact Number of Ship	

If the vessel is arriving in the UK - enter the LOCODE of the UK Port at which the vessel is arriving. If the vessel is departing the UK - enter the LOCODE of the vessel's next port of arrival

Certain fields have validation built in that will require only text or numerical entries. If you try to enter text data into a field that specifies digits the following error message below will pop up. The validation box does detail that the field requires completion using a date format so text will not be acceptable.

NAME OF SHIP					
NAME OF MASTER AUTHORISED AGENT OR OFFICER		FLA			
UN LOCODE OF ARRIVAL PORT		DATE OF ARRIVAL			TIM
UN LOCODE OF DEPARTURE PORT		DATE OF DEPARTURE	GB DVR		TIME
Voyage Number		Last Port of Call (Locode)			xt Po
Gross Tonnage		Net Tonnage			
Name of Ship Agent		Contact Number of Ship Agent			

Microsoft Office Excel

The value you entered is not valid.

A user has restricted values that can be entered into this cell.

Retry   Cancel   Help

Use dd/mm/yyyy format. If the vessel is arriving in the UK - this is the date that the vessel departed its last port. If the vessel is departing the UK this is the date of its departure

You can get the exact number of crew and passengers from the FAL 5 & 6 – the figures to use are listed under 'Total Crew' and 'Total Passengers' on the manifest.

Number of Crew		Number of Passengers	
Remarks			
	Attached Documents		
Cargo Declaration (FAL 2)			
Ship Stores Declaration (FAL 3)			
Crew Effects Declaration (FAL 4)			
Crew List (FAL 5)			
Passenger List (FAL 6)			
Waste Requirements			
Health Declaration			
ISPS Pre-Arrival Security Declaration			
Name of Master, Authorised Agent or Officer Completing Form		Date Completed	

As per the Passenger total on the NMSW FAL 5/6

Under the 'Attached Documents' tab you can click on the arrow and it allows a drop down menu to appear and you can choose the option most applicable for the form you are submitting.

Attached Documents	
Cargo Declaration (FAL 2)	
Ship Stores Declaration (FAL 3)	Submitted to Port via existing methods
	Not Applicable

The same premise applies to the FAL 3 and 4 so choose accordingly.

Irrespective of the FAL 5 & 6 being a combined form – if there are no passengers on board then you would complete the FAL 5 and 6 for only actual people on board and choose 'Not Applicable' under 'Passenger List (FAL 6)'.

Crew and Passenger (FAL 5&6) Manifest Formatting & Preparation

The FAL template is divided up into three sectors – Service Information, Crew Information and Passenger Information.
This is illustrated on the simplified CBP manifest form below –
Service Information Zone is shaded Blue – relates to your ship and the voyage it is making
Crew Information Zone is shaded Pink and
Passenger Information Zone is shaded Yellow.

We only require passenger and crew data for those on board the ship at the time of arrival or departure from the United Kingdom.

In order to successfully upload a valid file via the NMSW there are a few simple rules that must be followed to avoid files being rejected by the validation built into the portal.

UNLOCODES - where a UNLOCODE is known you should insert that code in the format **GB SOU** for example, with a space between the 2 letter country code GB and following 3 letter port code SOU. Codes are listed at http://www.unece.org/cefact/locode/service/location.html.

As the UK Government only requires reports on point-to-point journeys to and from the UK to an international port - **these fields must always contain different country UNLOCODES**.

Service information always is contained on rows 2-5 on the FAL manifest. These fields **must never be deleted or moved**

When completing Crew Information it is important to remember that the 'Rank or Rating' field applies only to crew. There is a 35 limit to the number of characters (including spaces) this field can accept. We only need to know that someone is, for example, a Bar Attendant. We do not need to know they are 'Bar Attendant 62 – B Deck – Second Shift 857'.

Crew information always commences from row A6 on the FAL manifest. Passenger information will always commence after Crew information and underneath the label 'PAX (FAL 6)' highlighted in yellow. **Do not delete or move these fields.**

To enable a file to be uploaded successfully **All** Surname, Forename and TD_Issuing Country fields must be populated. For Surname and Forenames - when you copy them across ensure that when viewed in the formula bar that they just show letters only

If the data to populate a name field is not present then you should enter UNKNOWN. Entering abbreviations NK, FNU, TBA, etc... is **NOT** acceptable.

Do not leave any blank lines between data – you can have blank lines at the end of all your data – but **not** anywhere else (see below).

Exceptions to the **UNKNOWN rule**:

If you do not have a TD Number **do not** enter UNKNOWN, just leave field **BLANK**

If you do not have a Date of Birth; **do not** enter UNKNOWN just leave **BLANK**

If you do not have a TD Expiry Date, **do not** insert UNKNOWN, just leave **BLANK**

If you do not have a Nationality, **do not** insert UNKNOWN, just leave **BLANK**

The 'Nationality' and 'TD_Issuing Country' must **be entered using the appropriate 3 letter country code**. If it is not, NMSW will not recognise the entry and will generate an error message, preventing the file from being uploaded. When in doubt you can refer to the tab on the NMSW FAL 5&6 Crew and Passenger Manifest labelled 'ISO 3166 1 A3'.
This lists all the codes you will require. If you enter, for example, British, United Kingdom, GB, or UK instead of **GBR**, the NMSW will **not** recognise the entry and will generate an error message, preventing the file from being submitted

Dates of Birth- these must always be in the format **dd/mm/yyyy** and **not** the USA date format of mm/dd/yyyy. If you receive that data in any other format it must be converted. This is easy to do using the 'Format Cells' function. Select the relevant cells right click and select the correct date format ensuring that the field 'Locale (Location)' shows as English (UK) - click ok and the dates will be transformed.
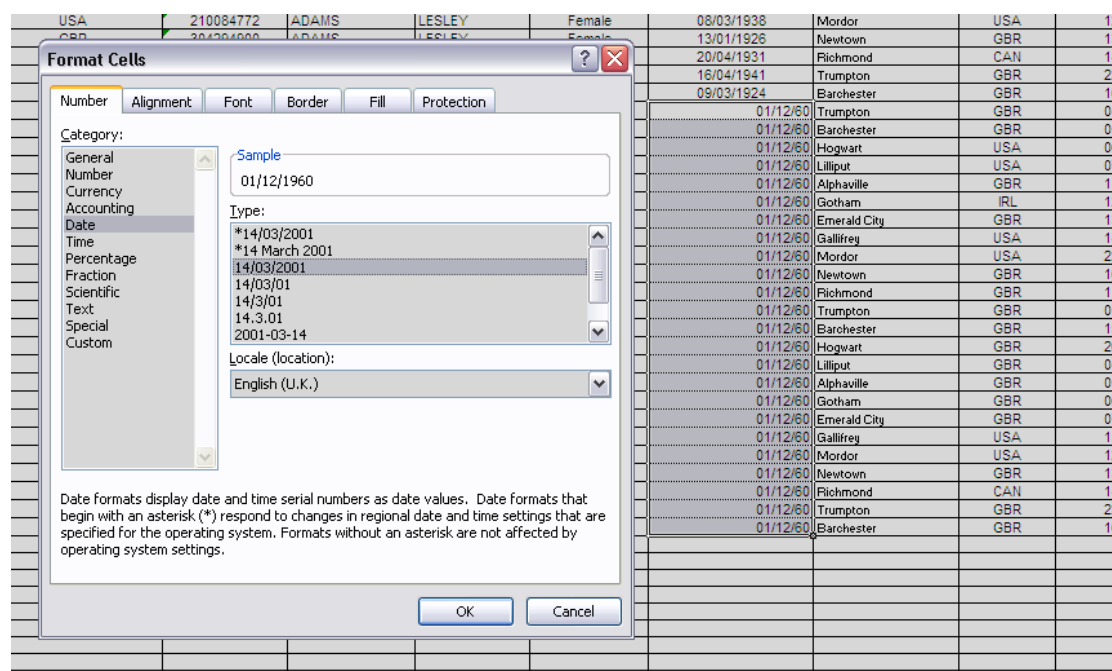
 If you do not collect 'Place of Birth' data but do collect 'Country of Birth' then insert this information into the 'Place of Birth' field. Alternatively you can leave it **BLANK**.

When a travel document has a leading number of 0 (zero) e.g. 0940148 – the leading 0 **must be included**. However if a document number includes any characters such as hyphens or semi colons etc, these **must NOT be included**.

CABIN - This is the passenger's cabin number

PORT OF EMBARKATION- This is the port at which the passenger joined the ship. The port name or the UNLOCODE is acceptable here

PORT OF DISEMBARKATION - This is the port at which the passenger will leave the ship. The port name or the UNLOCODE is acceptable here.

TRANSIT - This is to indicate any passengers who will be on board when the ship arrives in the UK but either will be continuing their voyage on the ship (Yes - in transit) or they will be disembarking (No - not in transit). Y and N are the expected values here.

A formatting guide is available to view on each NMSW FAL 5 &6 worksheet which can be accessed and downloaded via the NMSW portal under 'Document Templates'.

Glossary of Terms

API – Advance Passenger Information
CBP – Collaborative Business Portal
CTA – Common Travel Area
DfT – Department for Transport
HMRC – Her Majesty's Revenue and Customs
MCA – Maritime and Coastguard Agency
NMSW – National Maritime Single Window
TDI – Travel Document Information
UK – United Kingdom
UKBF – UK Border Force