

# eManifest Pilot Project

## Principles

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## Document History

Version	Date	Changes	Author
1.0	10/01/2018	Principles applied in project phase 3 as presented to eManifest sub-group	EMSA
1.1	18/06/2018	Clarifications following project phase 3.	EMSA

## List of abbreviations

ATA	Actual Time of Arrival
ATD	Actual Time of Departure
BPMN	Business Process Modelling Notation
CGM	Customs Goods Manifest
DPG	Dangerous and Polluting Goods
ENS	Entry Summary Declaration
EMSA	European Maritime Safety Agency
EMSW	European Maritime Single Window Prototype
EPC	Electronic Port Clearance
EU	European Union
MRN	Movement Reference Number

## References

1. eManifest Pilot Project – Business Rules, version 3.0, 10 January 2018
2. eManifest Pilot Project – Open Issues for discussion, version 4.0, 8 January 2018
3. NSW Guidelines, final version, 17 April 2015

# 1. Purpose of the document

This document lays down the principles that shall be applied when designing the implementation of the eManifest in a Maritime Single Window.

They are used as a reference for instance for the implementation of the eManifest in the European Maritime Single Window prototype.

## 2. Principles

### 2.1 General

1. Information is submitted to the authorities in the form of submissions. The term "submission" refers to a structured data set which corresponds to the information required by one, or several reporting formalities of the same nature.
2. Submissions fall into two categories:
  - Ship related submissions: Submissions meant for the clearance of the ship or for reporting the actual arrival or the actual departure of the ship, and
  - Customs related submissions: Submissions meant to fulfil customs formalities.
3. Each submission applies to the arrival or to the departure of the ship.
4. The following types of submissions may be reported through the MSW:

*Justification: The list of submission types corresponds to the scope of formalities for phase 3. Some formalities are covered by the same submission type, such as HZA for the dangerous and polluting goods declaration and FAL from 7, and PAX for crew and passengers lists.*

Submission type	Submission type code	Category	Context	Formalities covered
Pre-arrival notification	NOA	Ship	Arrival	Port, FAL1
Actual arrival notification	ATA	Ship	Arrival	PSC Arrival, NA
Pre-departure notification	NOD	Ship	Departure	Port, FAL1
Actual departure notification	ATD	Ship	Departure	PSC Departure
Pre-arrival notification for ships subject to expanded inspection	EXP	Ship	Arrival	PSC 72h pre-arrival
Security notification	SEC	Ship	Arrival	Security
Waste notification	WAS	Ship	Arrival	Waste
Persons list	PAX	Ship	Arrival and departure	Border, FAL5, FAL6
Maritime declaration of health	MDH	Ship	Arrival	MDH
Crew's effects	EFF	Ship	Arrival and departure	FAL4
Ship's stores	STO	Ship	Arrival and departure	FAL3
General cargo declaration	CGO	Ship	Arrival and departure	FAL2

Submission type	Submission type code	Category	Context	Formalities covered
Dangerous and polluting goods at arrival	HZA	Ship	Arrival	DPG, FAL7
Dangerous and polluting goods at departure	HZD	Ship	Departure	DPG, FAL7
Temporary Storage Declaration	TSD	Customs	Arrival	TSD
Presentation Notification	PRN	Customs	Arrival	PN
Customs Goods Manifest at arrival	CGM-A	Customs	Arrival	CGM
Customs Goods Manifest at departure	CGM-D	Customs	Departure	CGM
Proof of the customs status of Union goods	PUS	Customs	Arrival	T2L-F
Electronic Transport Document used as transit declaration	TRD	Customs	Arrival and departure	TRD
Entry Summary Declaration	ENS	Customs	Arrival	ENS
Exit Summary Declaration	EXS	Customs	Departure	EXS
Re-Export Notification	RE-EX	Customs	Departure	RE-EX

5. Submissions are provided to the MSW by a "reporting party". They always include:

- the identification of the Reporting Party,
- the identification of the Declarant,
- the identification of the Representative if relevant, with the Representative status code.

*Justification: Identification of the Declarant and of the Representative is included in the EU CDM. The approach is enlarged to maritime formalities.*

6. It is possible to report several submissions together in a unique combined submission if they are all reported by the same reporting party for:

- The same ship, and
- The same arrival or departure.

For instance a unique combined submission may be used to report the pre-arrival, security, waste and persons list notification.

*Justification: Combined submissions are meant to avoid that the same data has to be reported several times.*

7. For each submission which includes customs related submission types, the reporting party must allocate a LRN.

*Justification: The LRN will be used to identify each submission for the purpose of linking to authorities' responses and of updating submissions.*

8. Each cargo related submission (i.e. HZA, HZD, CGO and customs submissions) may include one or several cargo consignments. Consignments for customs submissions, consignments for HZA/HZD and consignments for CGO are reported distinctly.

*Justification: The eManifest Group concluded at its meeting of 9 February 2017 that the default option would be that DPG is treated distinctly from cargo data. The main reason provided is that dangerous and polluting goods and cargo details are generally reported by different data providers. The general cargo declaration (CGO) represents all cargo on board, while customs formalities generally refer to a subset of the on-board cargo. It is also generally reported by different persons than customs formalities. CGO is therefore reported distinctly from customs formalities.*

9. When combined, customs submissions are reported for the same group of consignments. There can therefore be in one submission:
  - A unique customs submission for a unique consignment (e.g. an ENS lodged for a given consignment),
  - Several customs submissions for a unique consignment (e.g. ENS and TSD lodged for a given consignment),
  - A unique customs submission for several consignments (e.g. PN lodged for all consignments unloaded in a given port of call), or
  - Several customs submission for several consignments (e.g. TSD and PN lodged for all consignments unloaded in a given port of call).

*Justification: Having several consignments in one submission comes from the EU CDM datasets structures. Combination of submissions is introduced in principle 4 above.*

10. Each consignment in a submission is identified with a sequence number.

*Justification: For the purpose of identifying individual consignments in case an authority would need to report a response for a specific consignment.*

## 2.2 B2MSW notification messages

11. Submissions are provided to the MSW in B2MSW notifications messages.

*Justification: This is the same principle as in phase 2. Prefix "B2MSW" is added to clarify that the notification is sent by "Business" to the "MSW".*

12. If the message standard used allows it, each B2MSW notification may include one or several submissions (including combined submissions). All submissions in the same B2MSW notification can only be reported by the same reporting party for
  - The same ship,
  - The same arrival or departure.

*Justification: In order to allow reporting all data in one message.*

13. All messages related to the same ship arrival or ship departure are associated to a unique identifier, the "Call ID". The Call ID is unique for each ship arrival or departure and is provided by the MSW in the Receipt message when receiving the first B2MSW notification message (see principle **Error! Reference source not found.** below).

14. Each B2MSW notification includes:

- A main part with:
  - The identification of the reporting party,
  - The Call ID (not to be provided in the first notification),
  - An arrival/departure marker,
  - The identification of the port of call (LOCODE),
  - The identification of the ship (e.g. ship's name, call sign, IMO number, MMSI number),
- One or several data submissions with:
  - the identification of the declarant,
  - the identification of the representative if relevant, with the representative status code,
  - The submission type or types (if combined),
  - The LRN if relevant,
  - The submission(s)'s data.

15. For each received B2MSW notification message the MSW returns a technical Receipt message. A positive receipt is sent after the MSW performs a set of checks on data structure and formats and predefined business rules ensuring the data cohesion (refer to the eManifest Data Mapping document).

- If no conflict is detected, a positive Receipt is sent with the indication of the Call ID as defined by the MSW and the submissions contained in the B2MSW notification message are sent to the relevant authorities;
- Otherwise the MSW rejects the notification and sends a negative Receipt giving a relevant warning to the reporting party about the data elements with errors and the natures of the errors.

*Justification: As foreseen in the NSW Guidelines document.*

## 2.3 Communication with Authorities

16. The authorities receive the information reported in the form of individual submissions. Authorities report their responses per individual submission in a unique B2MSW message even if the submission were reported combined. Depending on the MS, not all submissions require a response from the authorities.

*Justification: As foreseen in the eManifest concept. The term response covers the ship clearance decisions as well as customs feedback.*

17. The MSW communicates the authorities' responses individually to the reporting parties and does not amalgamate them.

*Justification: The MSW shall not interfere in business decisions on behalf of authorities.*

18. The authorities' responses are communicated in the form of MSW2B acknowledgment messages. The MSW2B acknowledgment message indicates:

- the Call ID,
- the identification of the authority,
- the submission type,
- the LRN, for customs-related submissions,
- the authority's decision (i.e. accepted, rejected),

- the MRN defined by the authority, for customs-related submissions, and
- a textual comment from the authority.

*Justification: As in phase 2 and as foreseen in principle 11 above. Prefix “MSW2B” is added to clarify that the message is sent by the “MSW” to the “Business”.*

*Note: In phase 3, MSW2B acknowledgment messages do not cover customs responses.*

19. Two port clearance models may be applied by the MSW:

- Silent clearance: MSW2B Acknowledgment messages are only communicated when the submission is rejected by an authority. All submissions are considered by default as accepted once received by the MSW (with a positive receipt).
- Systematic clearance: MSW2B Acknowledgment messages are always communicated regardless of the decision taken by the authorities (acceptance or rejection).

## 2.4 Reporting by different reporting parties

20. B2MSW notification messages with the same Call ID may be received from different Reporting Parties. By default only one Reporting Party is allowed to submit notifications with the same Call ID. That reporting party may identify other reporting parties which are allowed to report additional customs-related submissions. There may therefore be for a unique Call ID:

- One “main” reporting party, which reports ship-related and customs-related submissions, and
- Several other reporting parties which report customs related submissions.

21. The contents of data submissions can only be accessed by their reporting parties and by the relevant authorities. Data providers other than the reporting party cannot have access to the content of a data submission.

## 2.5 Update of submissions

22. All submissions apart from submissions PRN and RE-EX may be updated. This is done by reporting the submissions again to the MSW.

- In the case of ship submission, a submission reported for the same Call ID and same type will replace the previous one.
- In the case of customs submissions, a submission reported for the same Call ID, same type and same LRN will replace the previous one.

*Justification: To address the issue of update of formalities.*

23. Submissions may only be updated by the reporting party who submitted the original submission.

*Justification: Current eManifest phase 2 principle.*

24. When a submission is updated, all authority responses related to the submissions are automatically cancelled by the MSW. The corresponding statuses of all related responses are transmitted to the reporting party in the receipt message.

*Justification: Current eManifest phase 2 principle. Indication of responses status in receipt is required by ISO 28005.*

## 2.6 Cancellation

25. Cancellation of a ship arrival or departure is possible before respectively the actual arrival of the ship or the actual departure of the ship. The result of cancellation is that the reported submissions with underlying data and associated decisions are marked as cancelled and considered as not being reported. Cancellation can only be done by the main reporting party (as defined in principle **Error! Reference source not found.** above).

## 2.7 Re-use of previous submissions

26. The MSW allows reporting parties to re-use ship-related submissions previously submitted in the MSW for other calls of the same ship in the same country or in others in order to prepare new submissions. The reporting party will only have to check the information and update the data which has changed from the other call before submitting the new submission.

27. Re-using a submission is only allowed to the submission's reporting party. If that party operates in more than one MS, it will have the possibility to re-use submissions that it will have submitted for any port of these MS.

28. Customs-related submissions cannot be re-used.

## 2.8 Examples

### Example 1

Case of a small ship with coming from close non EU port, with non EU cargo to be unloaded at port of arrival. All submissions are reported by the ship agent.

- B2MSW Message 1 (sent before arrival)
  - Reporting party A
  - Submissions: Pre-arrival, Security, Waste, Persons list, Dangerous and polluting goods at arrival, ENS, TSD
- B2MSW Message 2 (sent at arrival)
  - Reporting party A
  - Submission: Actual arrival notification, PN

### Example 2

Case of a small ship with coming from non EU port, with non EU cargo to be unloaded at port of call. All submissions are reported by the ship agent.

- B2MSW Message 1 (sent before arrival)
  - Reporting party A
  - Submission: ENS
- B2MSW Message 2 (sent before arrival)
  - Reporting party A
  - Submission: Pre-arrival, Security, Waste, Persons list, Dangerous and polluting goods at arrival, TSD



- B2MSW Message 3 (sent at arrival)
  - Reporting party A
  - Submission: Actual arrival notification, PN

### Example 3

Case of a small ship with coming from non EU port, with non EU cargo to be partly unloaded at port of call. All submissions are reported by the ship agent.

- B2MSW Message 1 (sent before arrival)
  - Reporting party A
  - Submission: ENS
- B2MSW Message 2 (sent before arrival)
  - Reporting party A
  - Submission: Pre-arrival, Security, Waste, Persons list, Dangerous and polluting goods at arrival
  - Submission: TSD (for consignments to be unloaded)
- B2MSW Message 3 (sent at arrival)
  - Reporting party A
  - Submission: Actual arrival notification, PN (for consignments to be unloaded)

### Example 4

Case of a ship with coming from EU port, with EU and non EU cargo. All submissions are reported by the ship agent who is an AI.

- B2MSW Message 1 (sent before arrival)
  - Reporting party A
  - Submission: Pre-arrival, Security, Waste, Persons list, Dangerous and polluting goods at arrival
  - Submission: TSD (for consignment with non-EU cargo to be unloaded)
  - Submission: PoUs (for consignments with EU cargo to be unloaded)
- B2MSW Message 2 (sent at arrival)
  - Reporting party A
  - Submission: Actual arrival notification, PN (for consignment with non-EU cargo to be unloaded)

### Example 5

Case of a ship with coming from EU port, with EU and non EU cargo. There are two reporting parties: the ship agent, and an operator who is an authorised user (the agent shared the call with the operator)

- B2MSW Message 1 (sent before arrival by Agent)
  - Reporting party A
  - Submission: Pre-arrival, Security, Waste, Persons list, Dangerous and polluting goods at arrival
- B2MSW Message 2 (sent before arrival by operator)
  - Reporting party B
  - Submission: TSD (for consignment with non-EU cargo to be unloaded)
  - Submission: PoUs (for consignments with EU cargo to be unloaded)
- B2MSW Message 3 (sent at arrival by Agent)
  - Reporting party A
  - Submission: Actual arrival notification





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