

Reporting procedures in
Hellenic Maritime Single Window

SAFETY OF NAVIGATION DIRECTORATE

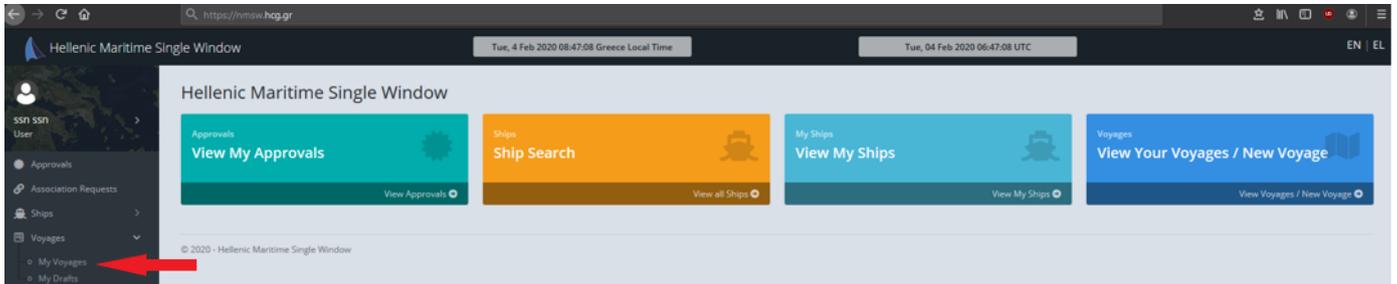


INTRODUCTION

- 1.** This document provides step-by-step guidelines for the provision of a complete voyage report to the Hellenic National Maritime Single Window (NMSW). This voyage report includes all the notifications regarding **SafeSeaNet system**, for both the arrival and the departure of a ship. It should be noted that SafeSeaNet notifications constitute a subset of the reporting formalities covered by the NMSW. **It is an obligation of the declarant to submit timely the required reporting formalities.**
- 2.** It should be noted that the order of notifications submission is **indicative and not binding**, as the system can accept the concurrent completion and submission of two or more reporting formalities at the same time.
- 3.** In addition, it is noted that the current document covers procedures for manual completion of the required fields for hazardous/polluting goods, passenger and crew lists formalities. However, it is possible to enter this information through excel spreadsheets, which are available for downloading under each of the above formalities.

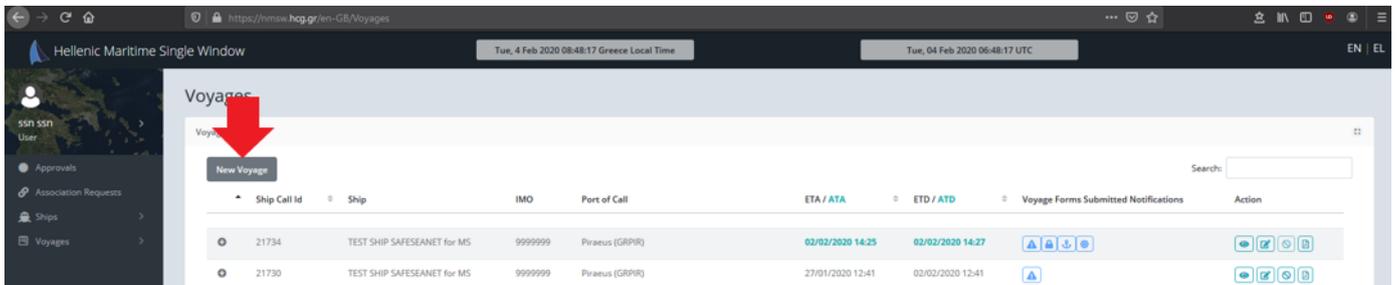
I. CREATE NEW VOYAGE

I.1



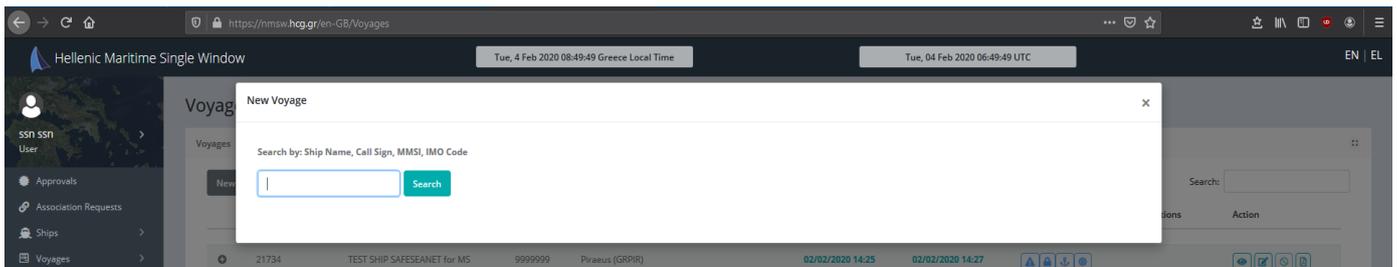
Choose **Voyages** → **My Voyages**

I.2



Choose **New Voyage**

I.3



In the **Search** field, enter the IMO number of the ship for which you are going to create a voyage.

1.4

Search by: Ship Name, Call Sign, MMSI, IMO Code

Choose Ship

Select	Ship Name	Ship Type	Ship Flag	IMO	MMSI	Call Sign	Port Of Registry	Company
<input type="checkbox"/>	FORTUNE GLORY	Tanker (1.53)	Panama (PA)	9234678	370599999	3EGQ6	Panama, Ciudad de (PAPTY)	
<input type="checkbox"/>	ARCANGELO	Oil and other derivatives tanker (1.53.4)	Marshall Islands (MH)	8909094	538002689	MA999	Valletta (MTMLA)	
<input type="checkbox"/>	AMORGOS	Tanker (1.53)	Gibraltar (GI)	9371270	236503000	ZDJA7	Gibraltar (GGIB)	
<input type="checkbox"/>	EPIC BURANO	LPG tanker (1.54.1)	Singapore (SG)	9251171	564600000	S6NW6	Singapore (SGSIN)	
<input type="checkbox"/>	TEST SHIP SAFESEANET for MS	General cargo vessel (1.50)	EMSA (XX)	9999999	999999999	SSNTEST	Piraeus (GRPIR)	SSNTEST
<input type="checkbox"/>	CATHY JO	General cargo vessel (1.50)	Curaçao (CW)	9419278	306885000	PJYV	Willemstad (CWWIL)	SEABURN SHIPPING N.V.

Show 10 entries

Previous 1 Next

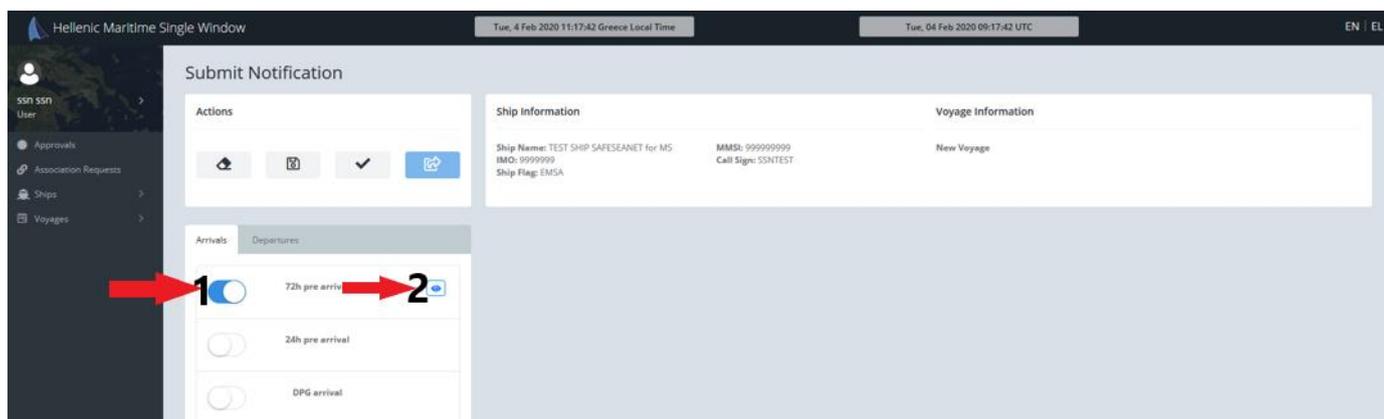
Cancel New Voyage

Select the ship from the list and then choose **New Voyage**.

II. 72h – 24h PRE ARRIVAL NOTIFICATIONS.

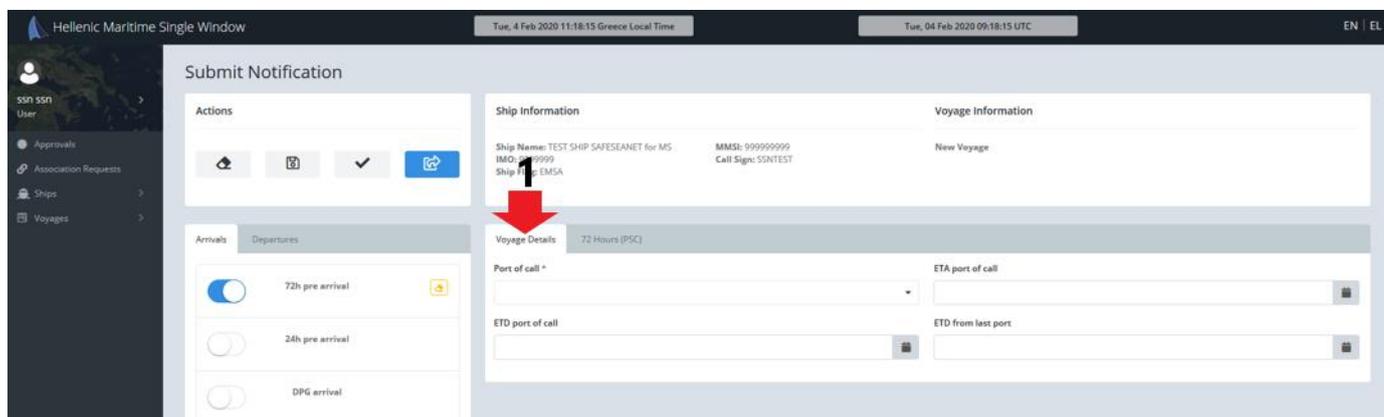
II.1 72h pre arrival notification.

II.1.1



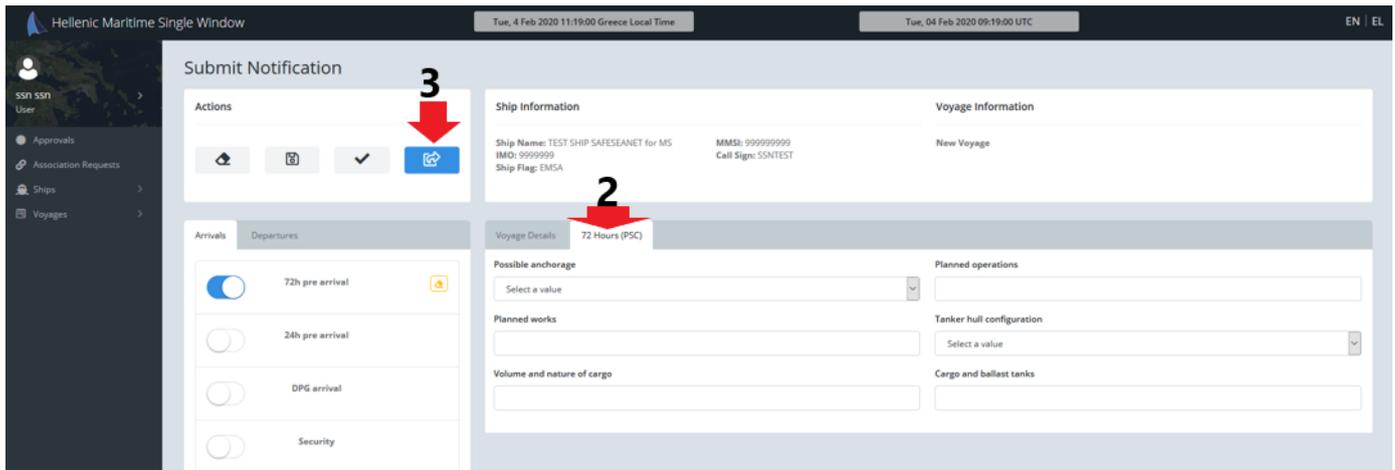
Clicking on the switch (1) of the **72h pre arrival** report, a blue icon (2) ("eye") shows up, which you choose to view the fields corresponding to that report.

II.1.2



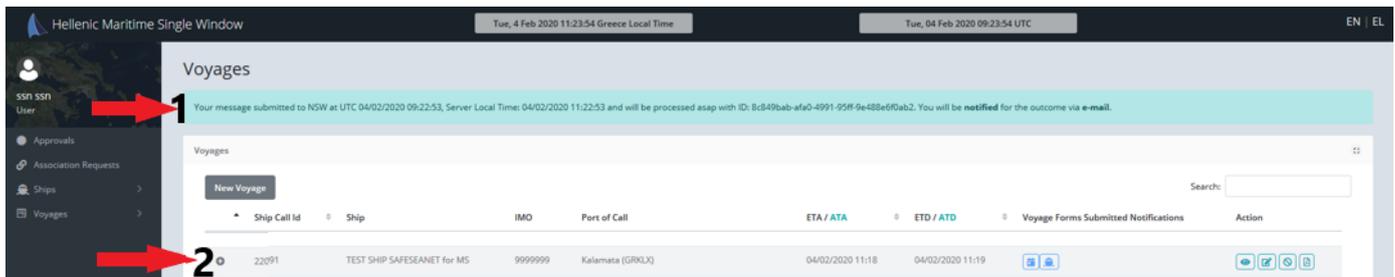
In **Voyage Details** tab (1) fill in the **Port of Arrival**, **Estimated Time of Arrival** and **Estimated Time of Departure** fields.

II.1.3



In **72 Hours (PSC)** (2) tab you must fill in at least one of the six fields. You have now completed all the required fields and select **Submit Declaration** (3).

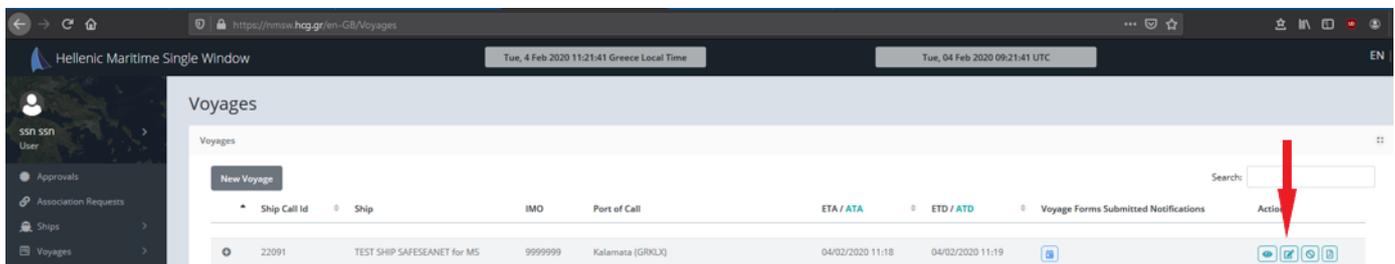
II.1.4



After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

II.2 24h pre arrival notification.

II.2.1



Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the **"Update"** icon from the **Action** column of the desired voyage.

II.2.2

Submit Notification

Actions

Ship Information

Voyage Information

Arrivals

Voyage Details

72h pre arrival

24h pre arrival

DPG arrival

Port of call *

ETA port of call

ETD port of call

ETD from last port

Number of persons on board *

Clicking on the switch (1) of the **24h pre arrival** report, the blue icon (2) ("eye") shows up, which you select to view the fields corresponding to that report.

II.2.3

Submit Notification

Actions

Ship Information

Voyage Information

Arrivals

Voyage Details

72h pre arrival

24h pre arrival

DPG arrival

Security

Port of call *

ETA port of call

ETD port of call

ETD from last port

Number of persons on board *

The additional field to enter is the **Number of persons on board** (1). You have now completed all required fields and select **Submit Declaration** (2).

II.2.4

Voyages

Your message submitted to NSW at UTC 04/02/2020 09:22:53, Server Local Time: 04/02/2020 11:22:53 and will be processed asap with ID: 8c849bab-afa0-4991-95f9-9e488e6f0ab2. You will be notified for the outcome via e-mail.

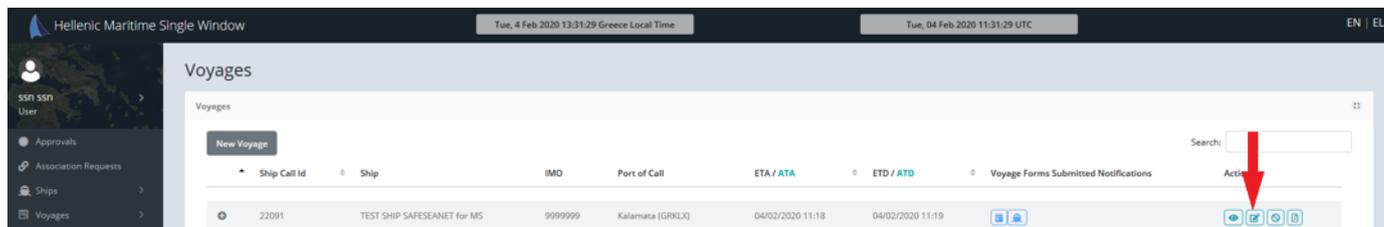
New Voyage

Ship Call Id	Ship	IMO	Port of Call	ETA / ATA	ETD / ATD	Voyage Forms Submitted Notifications	Action
22091	TEST SHIP SAFESEANET for MS	9999999	Kalamata (GRKX)	04/02/2020 11:18	04/02/2020 11:19		

After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

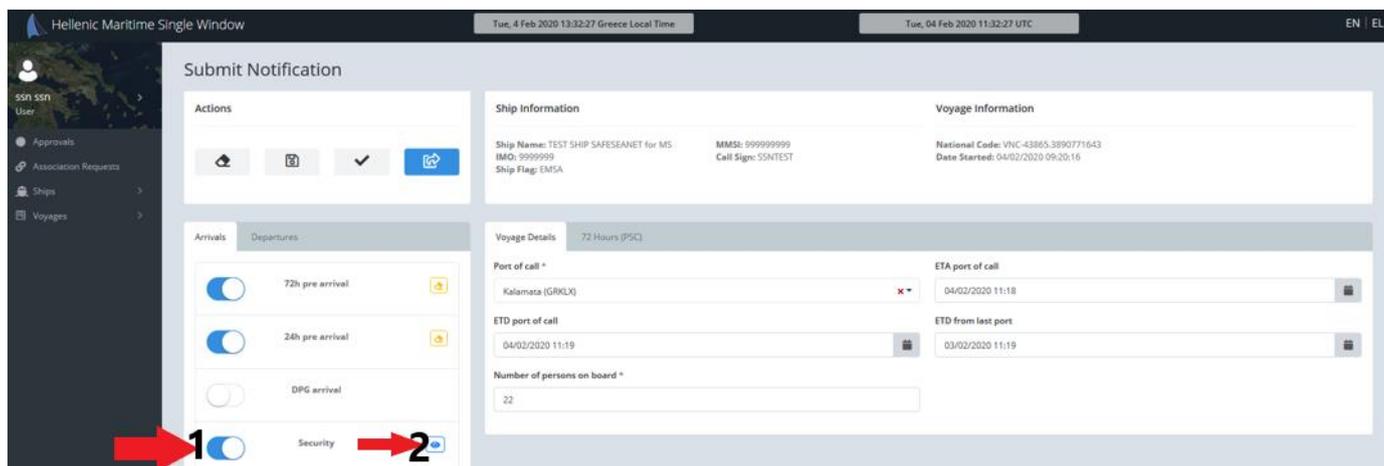
III. SECURITY.

III.1



Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the "Update" icon from the **Action** column of the desired voyage.

III.2



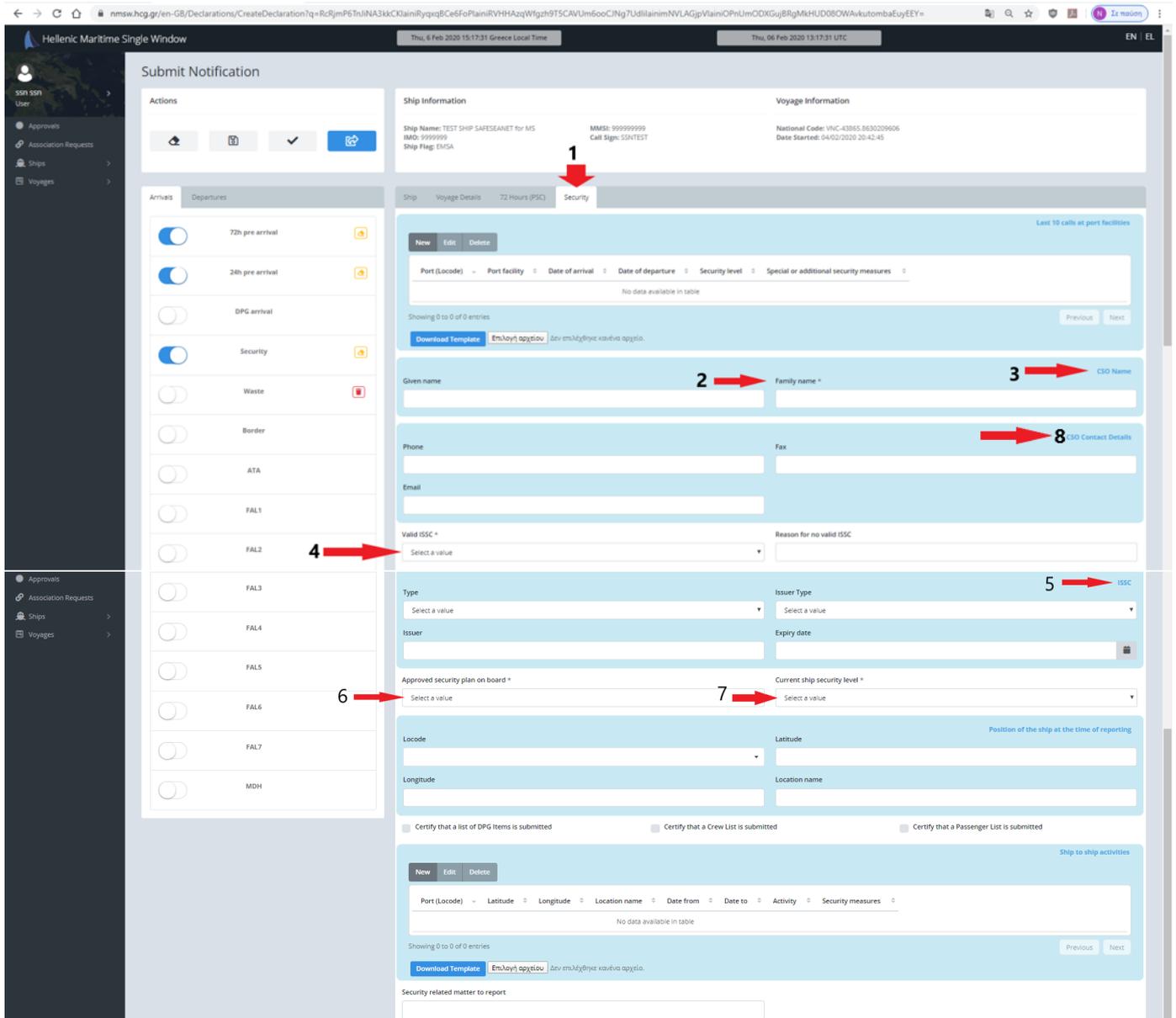
Clicking on the switch (1) of the **Security** report, the blue icon (2) ("eye") shows up, which you select to view the fields corresponding to that report.

III.3

The screenshot shows the 'Submit Notification' interface in the Hellenic Maritime Single Window. The 'Voyage Details' tab is active, showing fields for 'Port of call' (Kalamata (GRKLQ)), 'ETA port of call' (04/02/2020 11:18), and 'ETD port of call' (04/02/2020 11:19). The 'Locode' field is highlighted with a red arrow and labeled '1'. The 'Name of agent' field is highlighted with a red arrow and labeled '2'. The 'Contact details of agent' section, including 'Phone', 'Fax', and 'Email' fields, is highlighted with a red arrow and labeled '3'. The 'Security' checkbox is also checked.

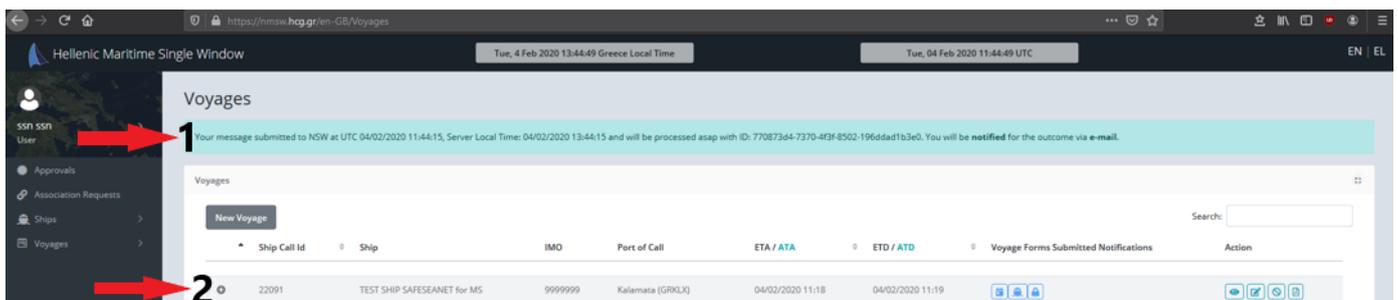
On **Voyage Details** tab the required fields are the port's location code **Locode** (1), **Name of agent** (2) and at least one of the three fields in the **Contact details of agent** (3) section.

III.4



On **Security (1)** tab the mandatory fields are from section **CSO Name (3)** the **Family name (2)**, at least one of the three fields in the **CSO Contact Details (8)** section, the **Valid ISSC (4)** field, the four fields of **ISSC (5)** section, the **Approved security plan on board (6)** field and finally **Current ship security level (7)**. You have now completed all the required fields and select **Submit Declaration**.

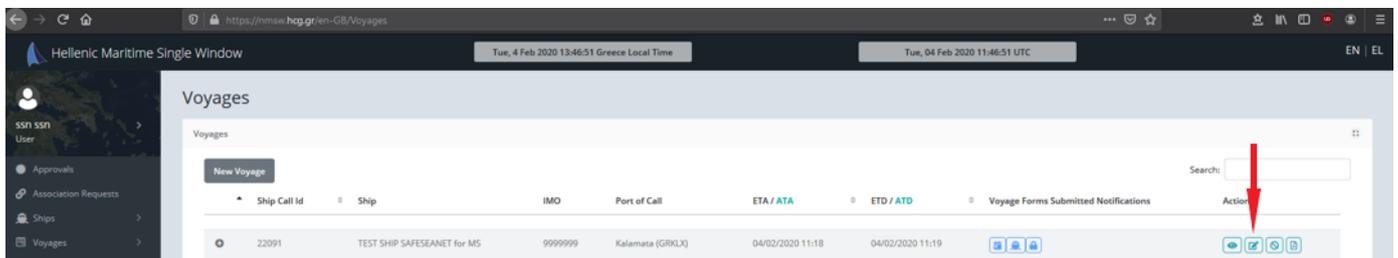
III.5



After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

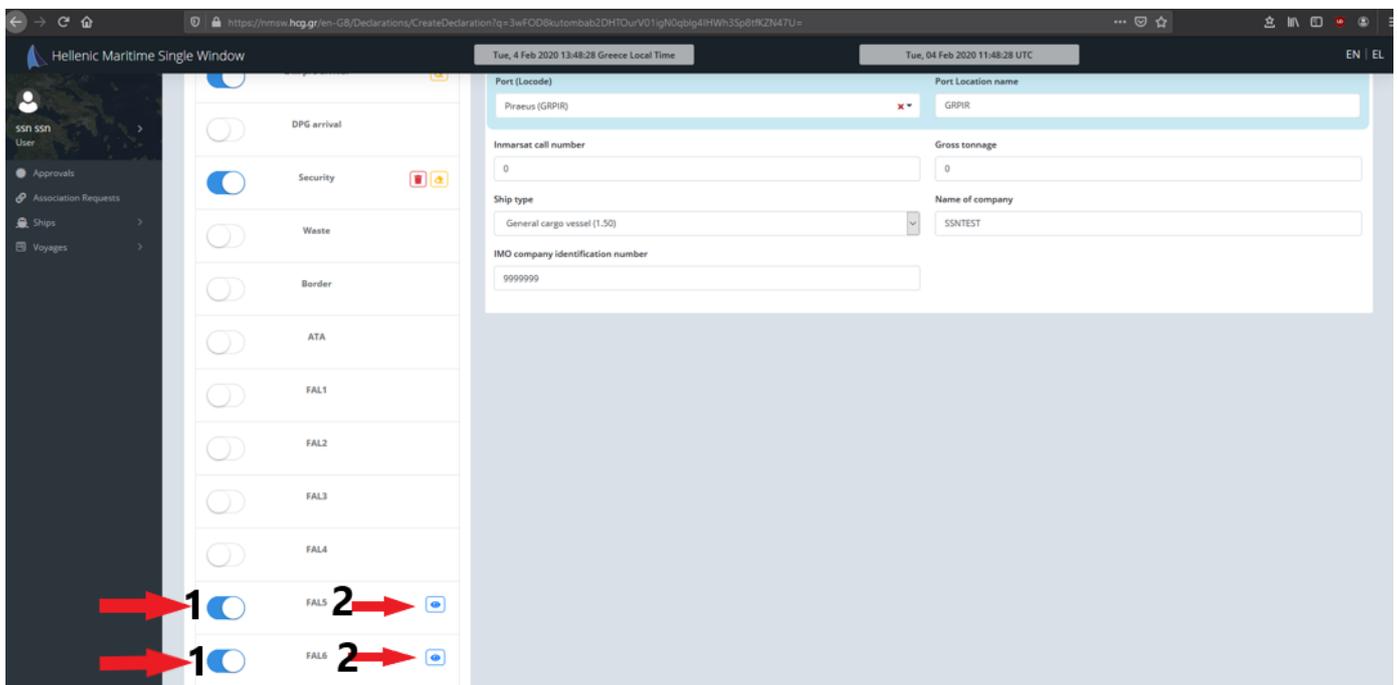
IV. PASSENGERS (FAL5) & CREW (FAL6) LISTS.

IV.1



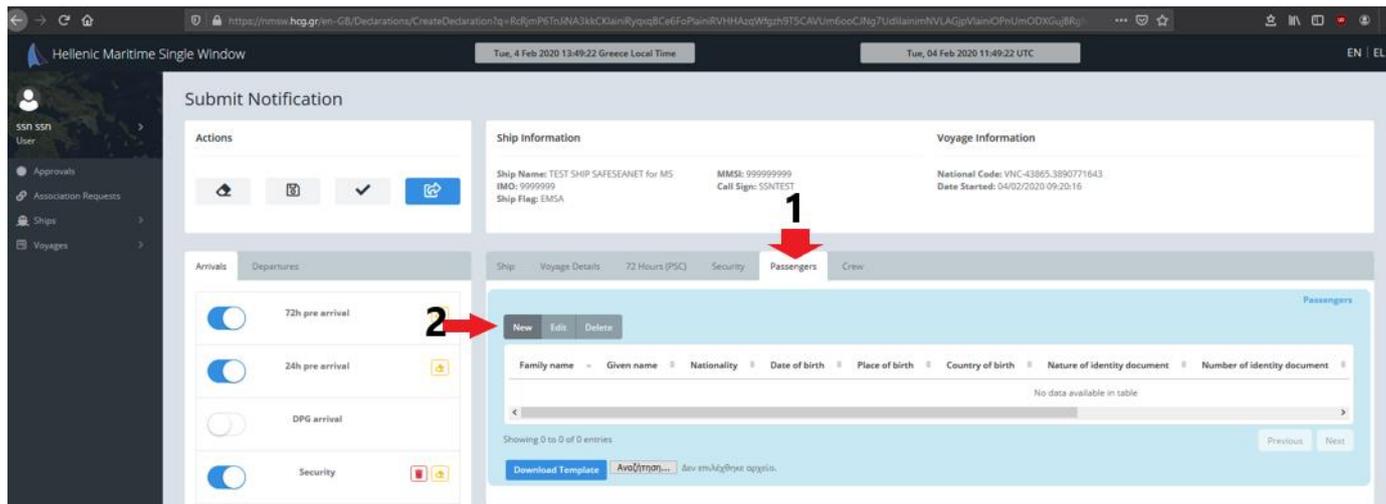
Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the "Update" icon from the **Action** column of the desired voyage.

IV.2



By activating the switches (1) of the reports **Crew list (FAL5) & Passenger list (FAL6)**, display icons (2) ("eye") are presented and select any of them to display the fields corresponding to the selected Reports.

IV.3



On the tab **Passengers (1)** You select **New**.

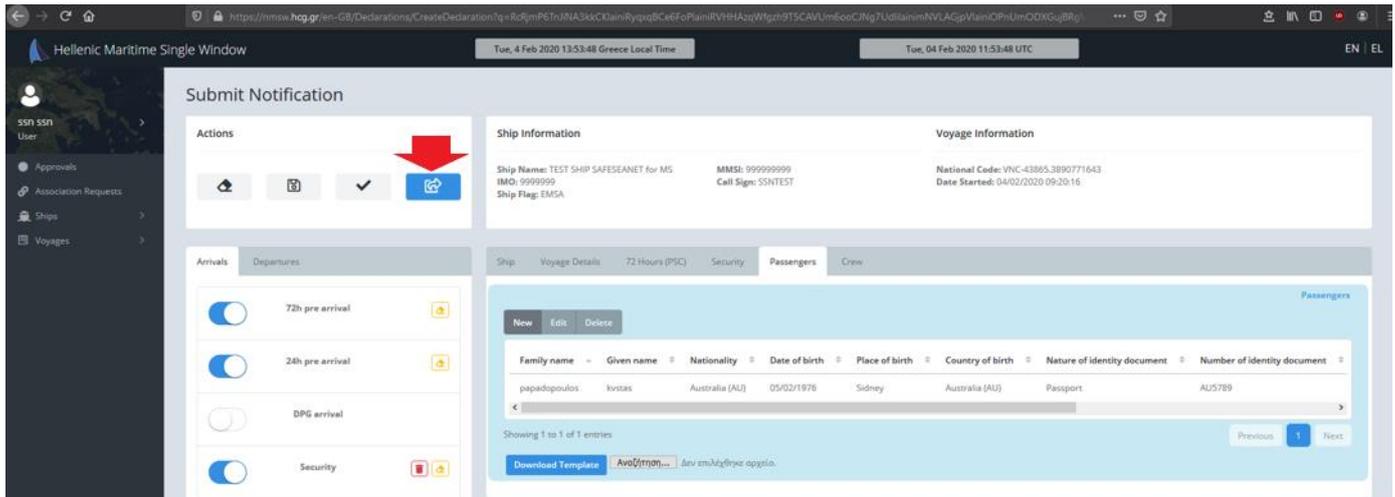
The 'Passengers - Create New Entry' pop-up window contains the following fields:

- Family name
- Given name
- Nationality (dropdown menu)
- Date of birth
- Place of birth
- Country of birth (dropdown menu)
- Nature of identity document (dropdown menu)
- Number of identity document
- Port of embarkation (dropdown menu)
- Port of disembarkation (dropdown menu)
- Transit (dropdown menu)

A red arrow points to the 'New' button at the bottom right of the form.

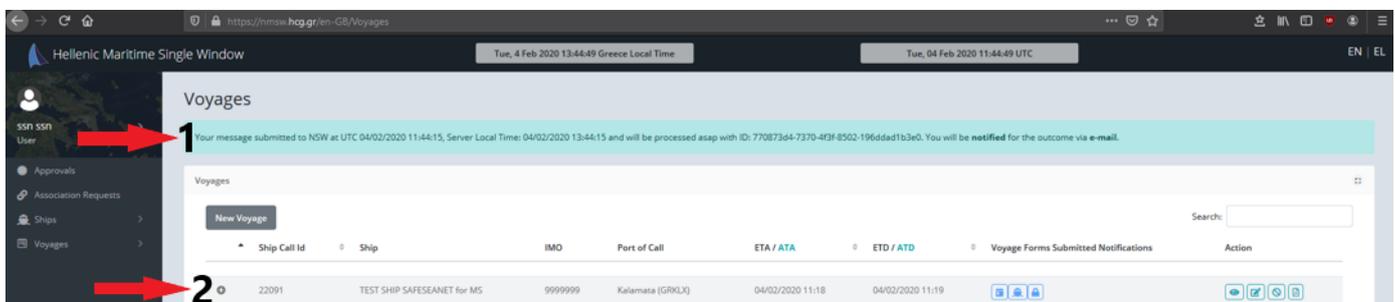
In the pop-up window, for each passenger on board the ship, fill in their details (the set of fields is mandatory) and select **New**.

IV.4



After all the passengers on board have been registered, follow the same procedure for the **crew** from the Crew tab. Then you select **Submit Travel**.

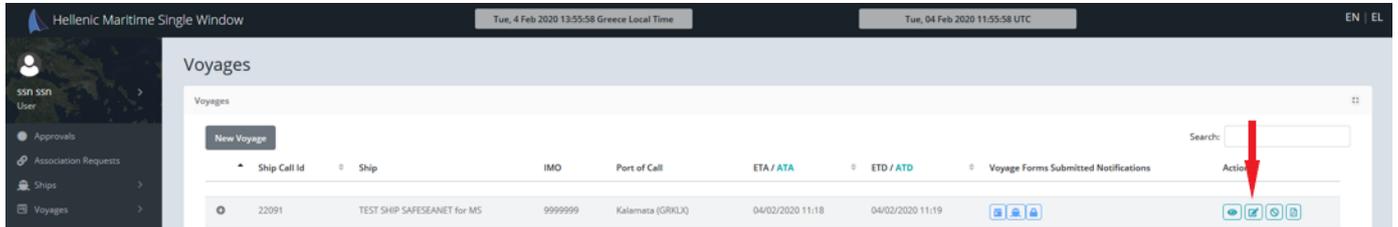
IV.5



After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

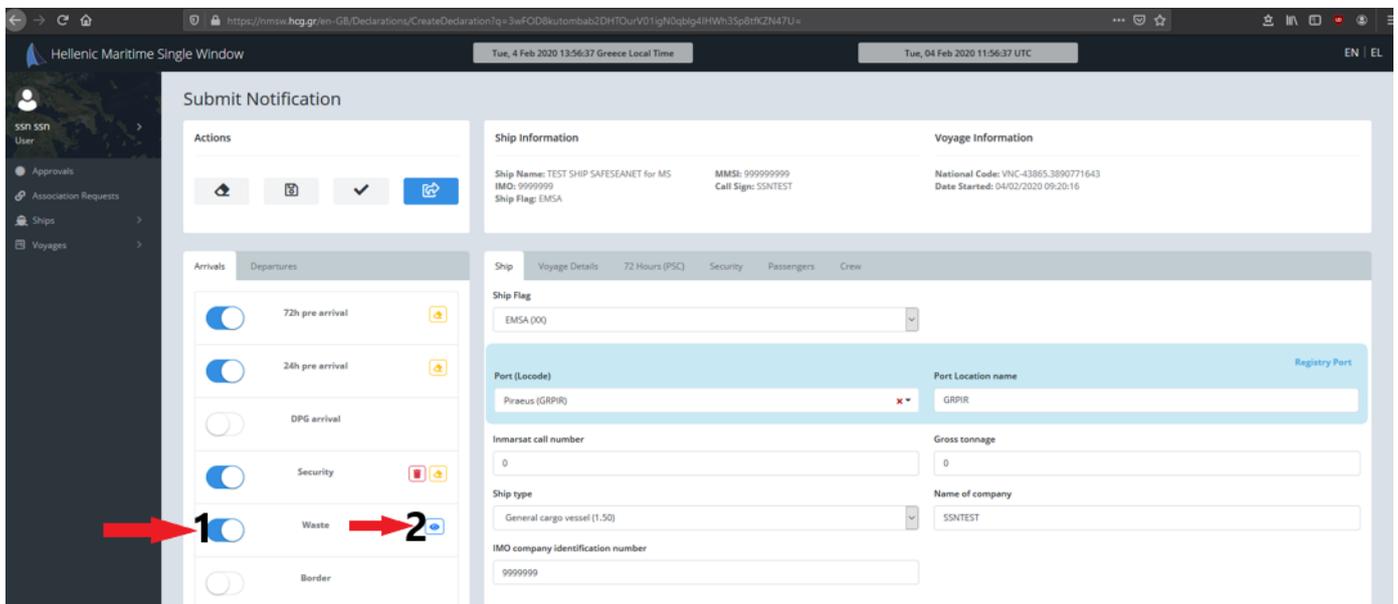
V. WASTE.

V.1



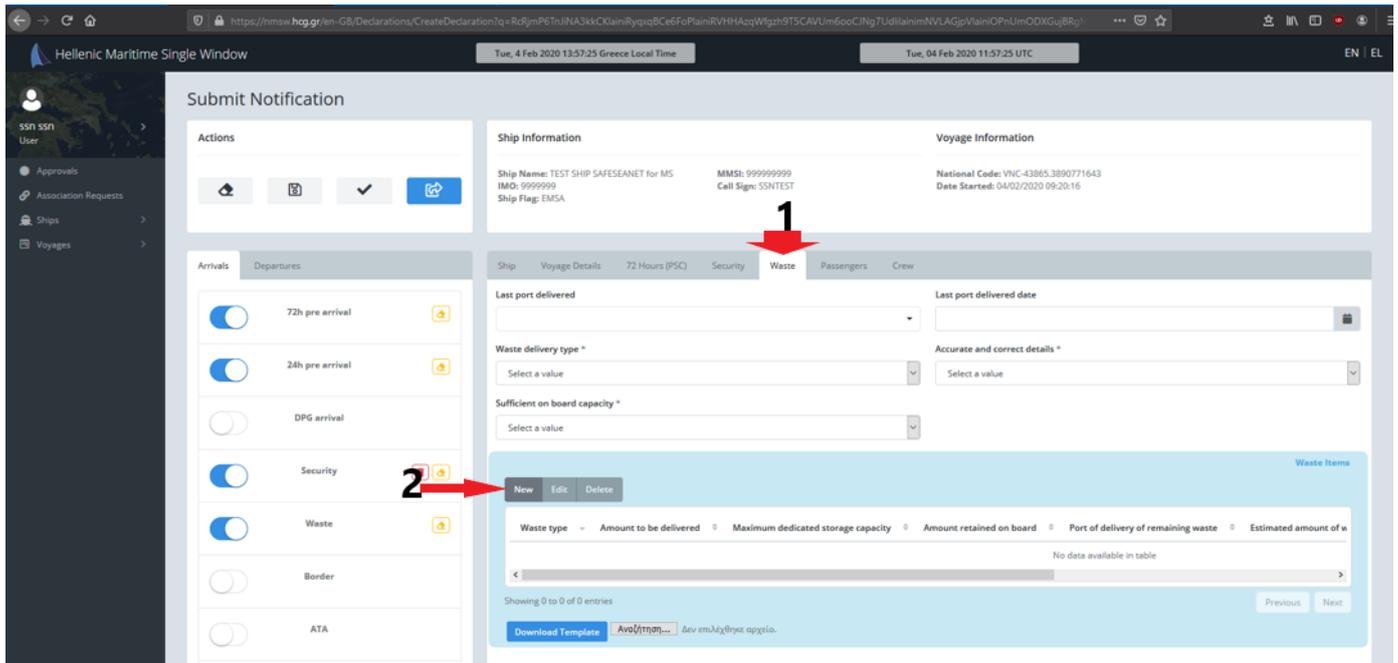
Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the "Update" icon from the **Action** column of the desired voyage.

V.2

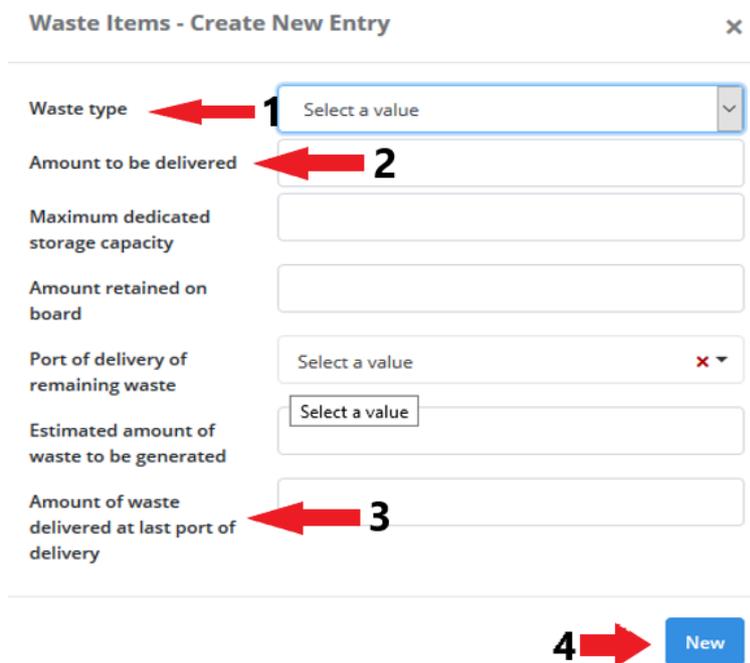


By activating the switch (1) of the **Waste report (waste)**, the display icon (2) ("eye") is presented, which you select to display the fields corresponding to this report.

V.3

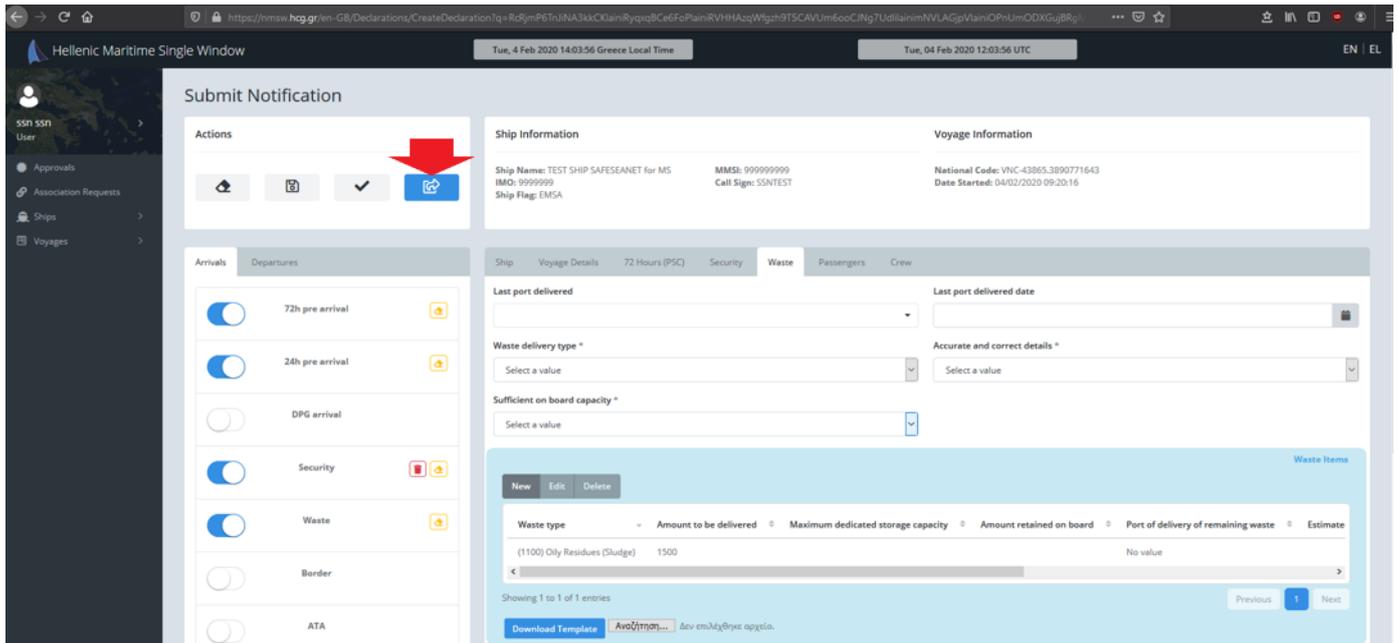


On the **Waste** tab (1) mandatory fill-in fields are the **Waste Delivery Type**, **Accurate and correct details** and **Sufficient on board capacity** (these fields are filled in even if the ship does not deliver waste). Then you select **Add** (2).



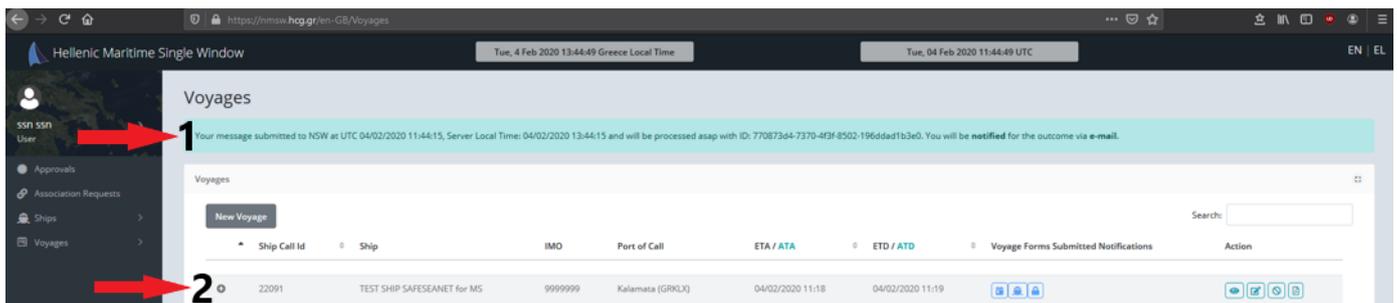
In the pop-up window, mandatory fill fields are **Waste Type** (1), **Amount to be delivered** (2) and **Amount of waste delivered at last port of delivery** (3). Then you select **New** (4). The same procedure is followed for each different type of waste carried by the ship.

V.4



Choose **Submit Declaration**

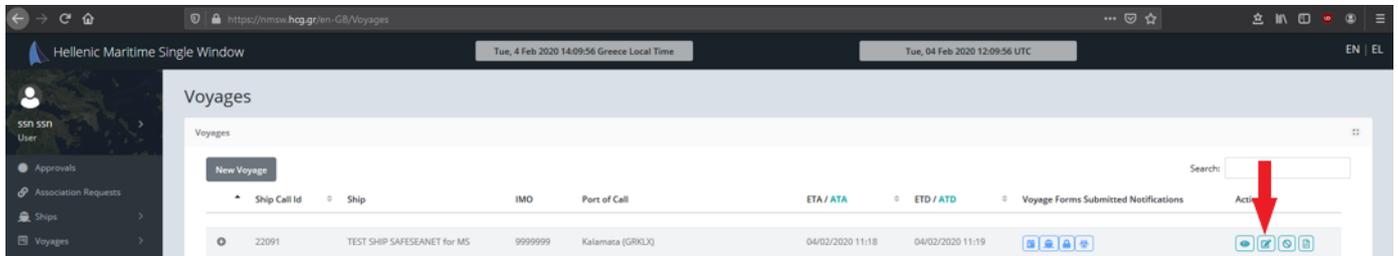
V.5



After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

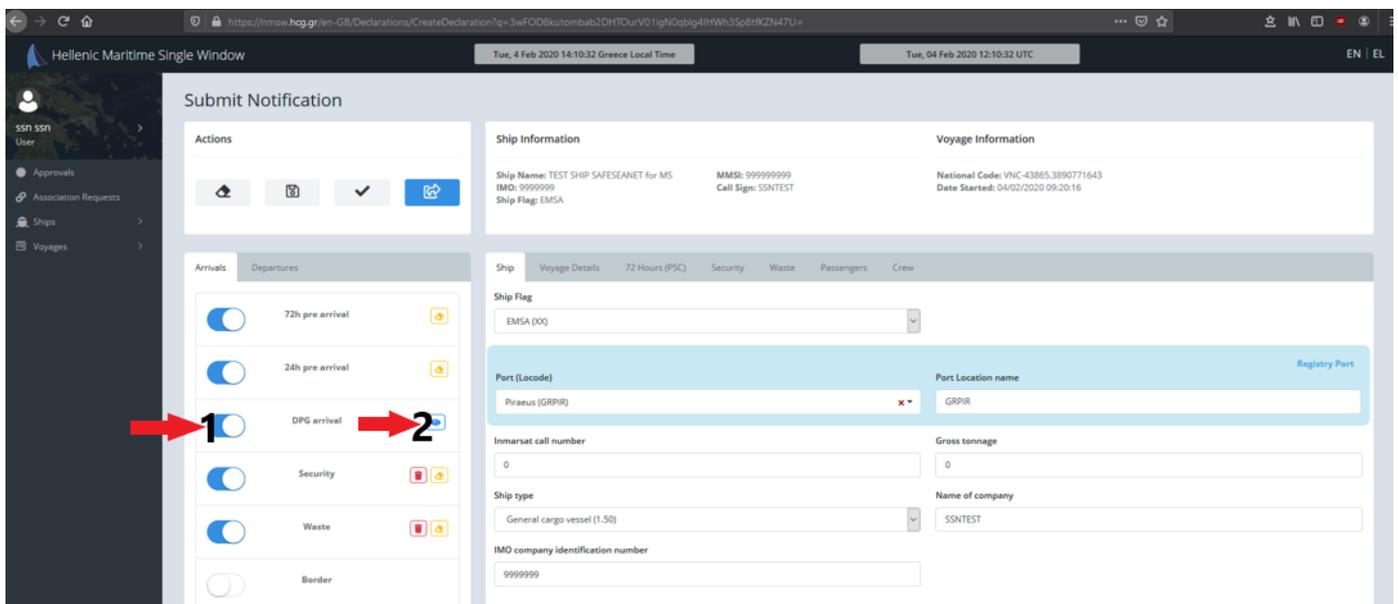
VI. DANGEROUS AND POLLUTING GOODS (DPG) PRE-ARRIVAL

VI.1



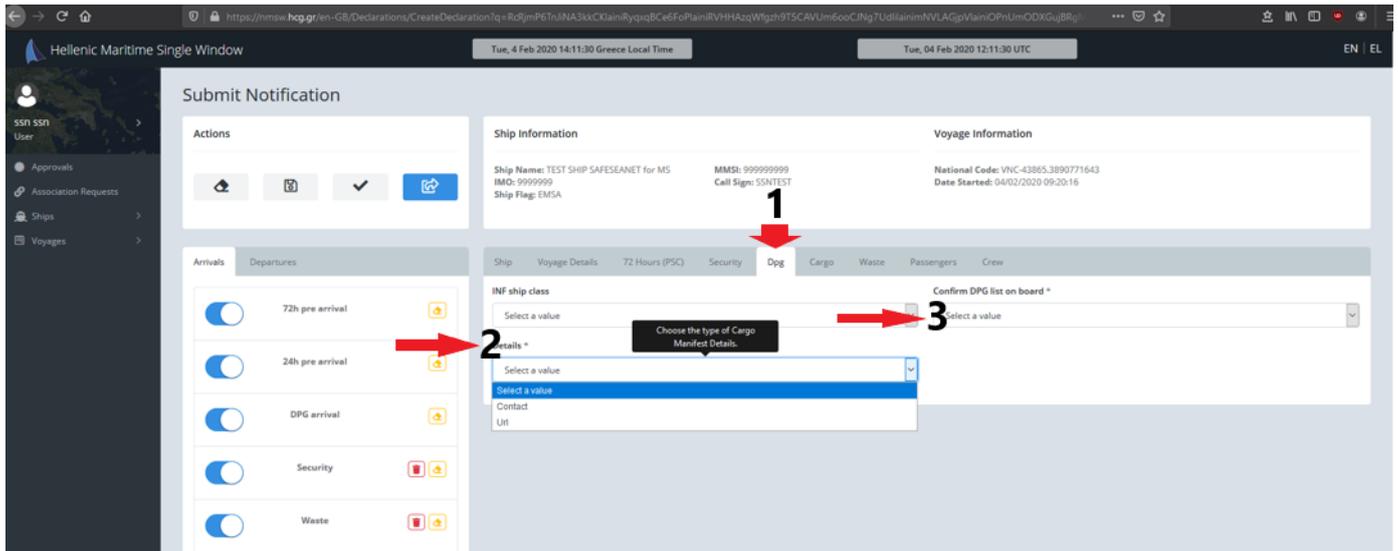
Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the "Update" icon from the **Action** column of the desired voyage.

VI.2



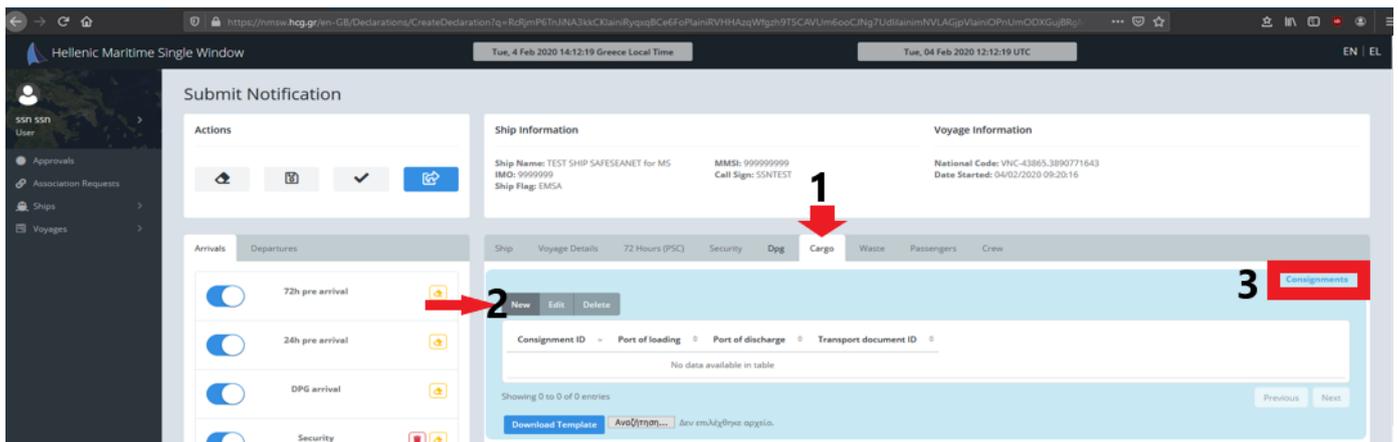
By activating the switch (1) of the Pre-Arriving report with **dangerous or Polluting Loads (DPG)**, the display icon (2) ("eye") is presented, which you select to display the fields corresponding to this report.

VI.3



On the Dangerous / Polluting Goods (DPG) tab (1) mandatory fill-in fields are the Confirm DPG list on Board (3) and Loading Details (2).

VI.4



In the unit Consignments (3) of the cargo tab (1), you select New (2).

Consignments - Create New Entry ✕

Consignment ID

Port of loading ✕ ▼

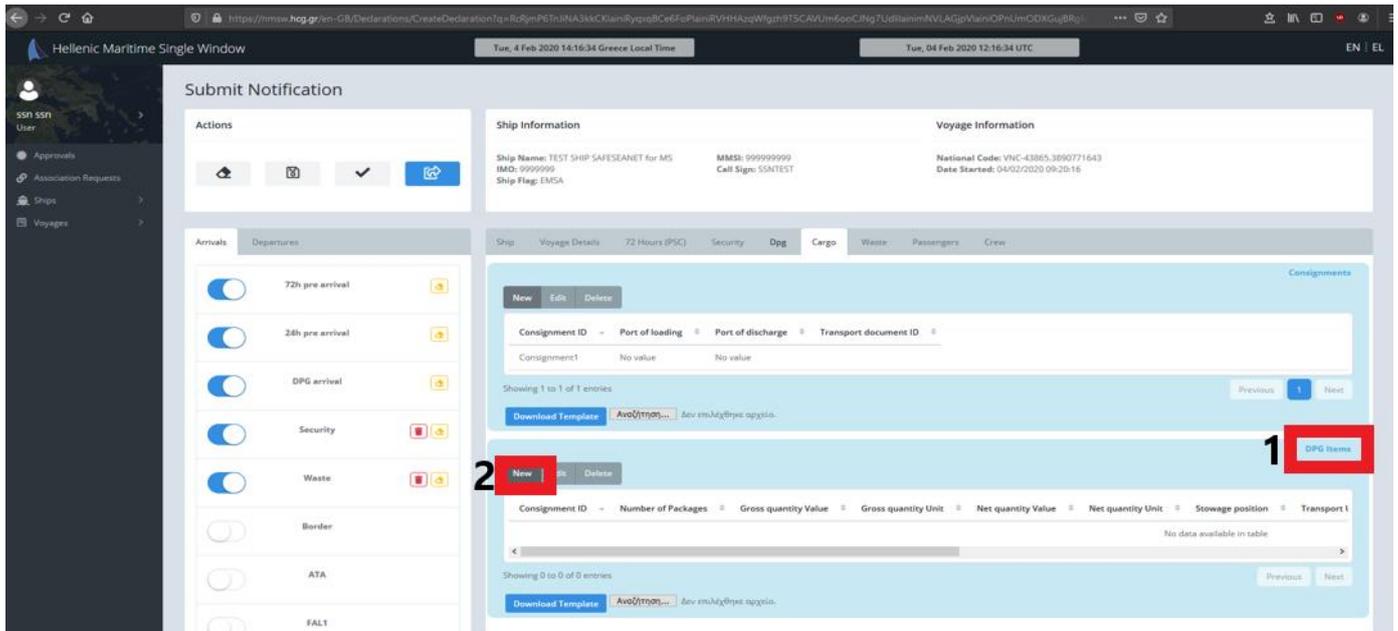
Port of discharge ✕ ▼

Transport document ID

➔ New

In the pop-up window (Consignments), you can register the loading and unloading ports (not mandatory), and you select New.

VI.5



In section **DPG Items (1)** You select **New (2)**.

In the pop-up window, and in particular in the **Consignment ID (1)** field, you select the value previously created by the system (Consignment1). In the **DG classification (2)** field, you select the category of the dangerous goods and depending on it the appropriate fields, according to the table below, and then select **New (3)**.

CODE \ Data information	IMDG	IGC	IBC	MARPOL ANNEX I	IMSBC
Textual reference	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
UN Number	Mandatory	Mandatory	not applicable	not applicable	In Case
IMO hazard class	Mandatory	Mandatory	Optional	not applicable	Mandatory
Quantity	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Transport unit ID	Mandatory	not applicable	not applicable	not applicable	not applicable
INF class	In Case	not applicable	not applicable	not applicable	not applicable

VI.6

The screenshot shows the 'Submit Notification' page in the Hellenic Maritime Single Window. On the left, there is a sidebar with navigation options. The main area is divided into several sections: 'Actions' with a red arrow pointing to the 'Submit Declaration' button, 'Ship Information' (Ship Name: TEST SHIP SAFESEANET for MS, IMO: 9999999, Ship Flag: EMSA), and 'Voyage Information' (National Code: VNC-43865, Date Started: 04/02/2020). Below these are tabs for 'Arrivals', 'Departures', and 'Ship' details. The 'Ship' tab is active, showing a table for 'Consignments' and 'DPG Items'.

Choose **Submit Declaration**.

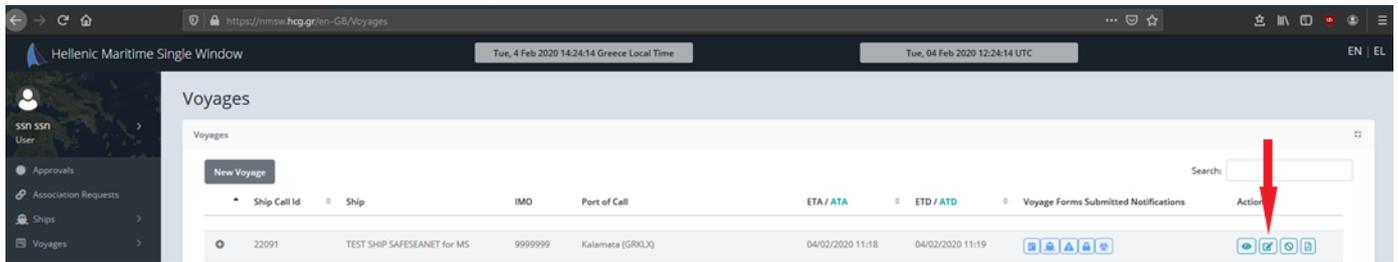
VI.7

The screenshot shows the 'Voyages' page. A green success message (1) is displayed at the top: 'Your message submitted to NSW at UTC 04/02/2020 11:44:15, Server Local Time: 04/02/2020 13:44:15 and will be processed asap with ID: 770873d4-7370-4f3f-8502-196dded1b3e0. You will be notified for the outcome via e-mail.' Below the message is a table of 'Voyages' with columns for Ship Call Id, Ship, IMO, Port of Call, ETA / ATA, ETD / ATD, Voyage Forms Submitted Notifications, and Action. A red arrow (2) points to the first entry in the table.

After submission of the voyage, an informational message (1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

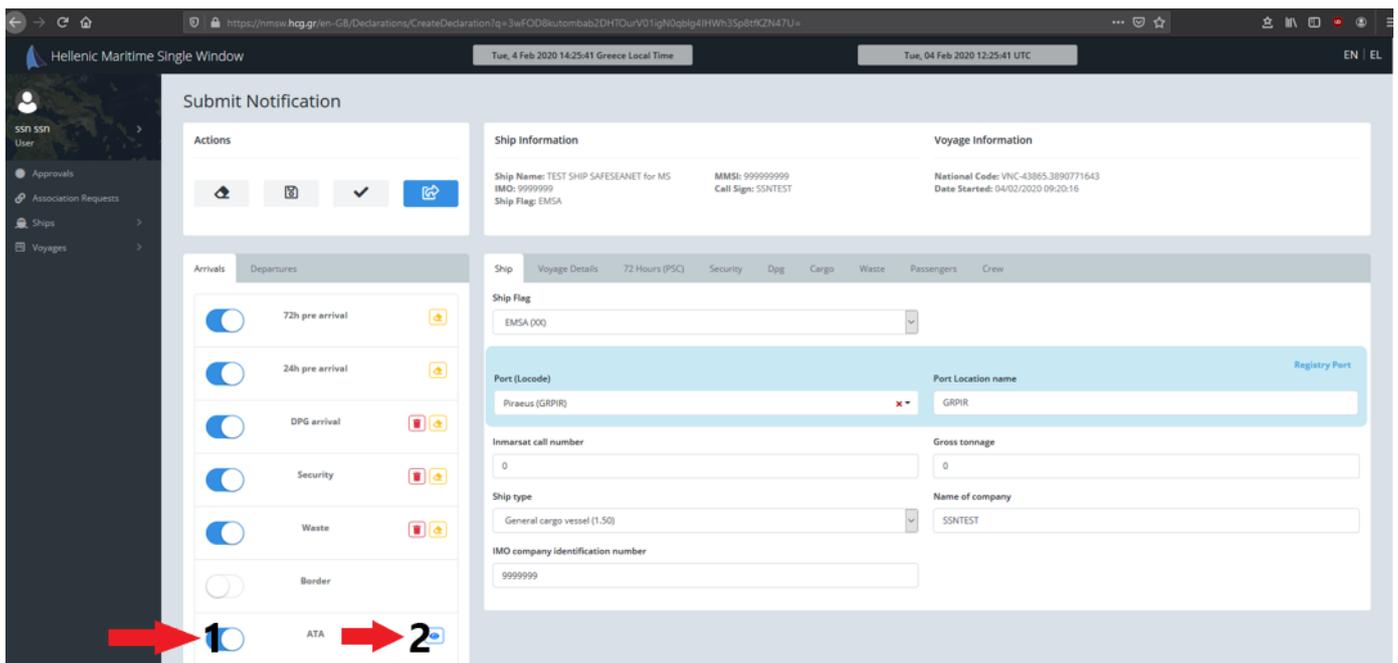
VII. ACTUAL TIME OF ARRIVAL (ATA)

VII.1



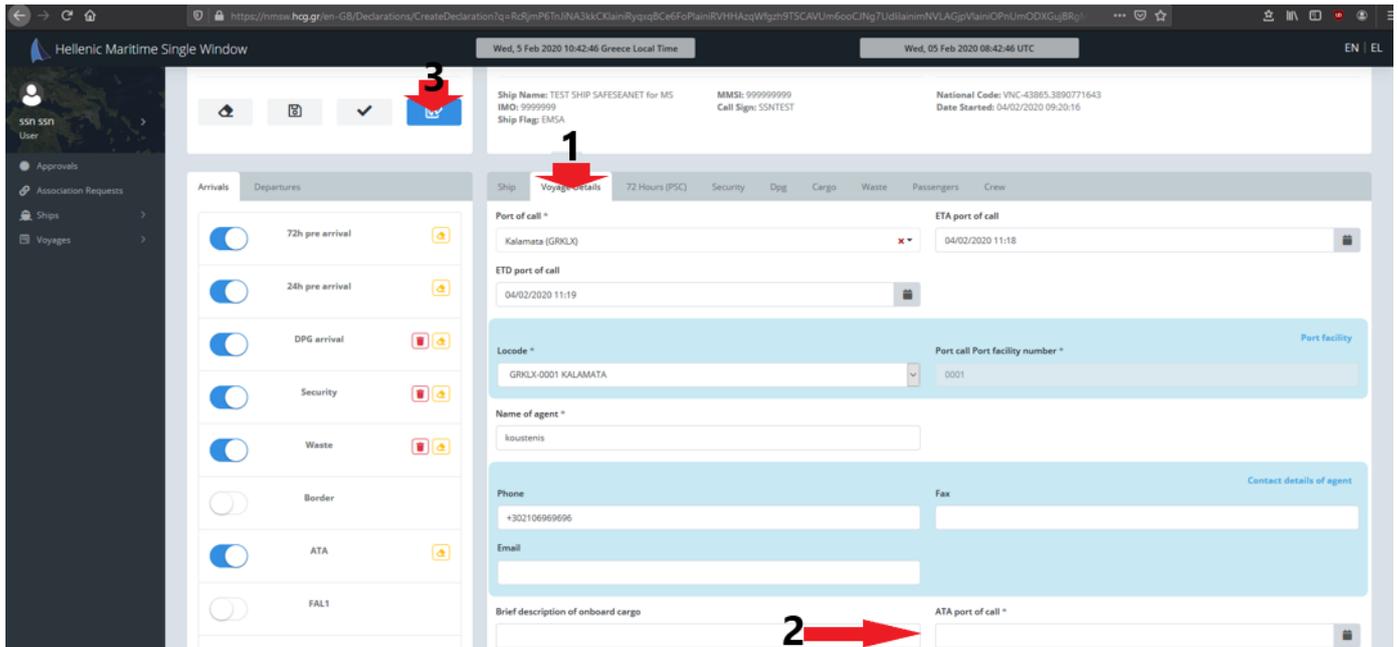
Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the "Update" icon from the **Action** column of the desired voyage.

VII.2



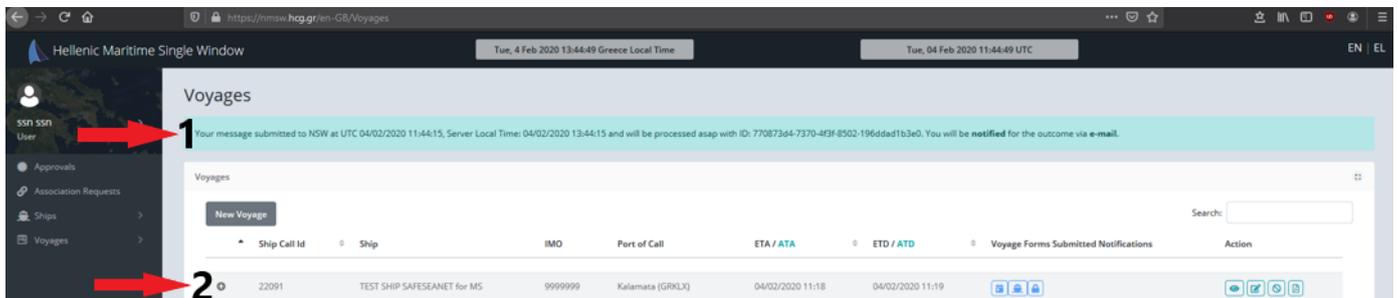
By activating the switch (1) of the **ATA**, the display icon (2) ("eye") is presented, which you select to display the fields corresponding to that report.

VII.3



On the Voyage **Details** tab (1) fill the **ATA** (2) fields and select **Submit Declaration** (3).

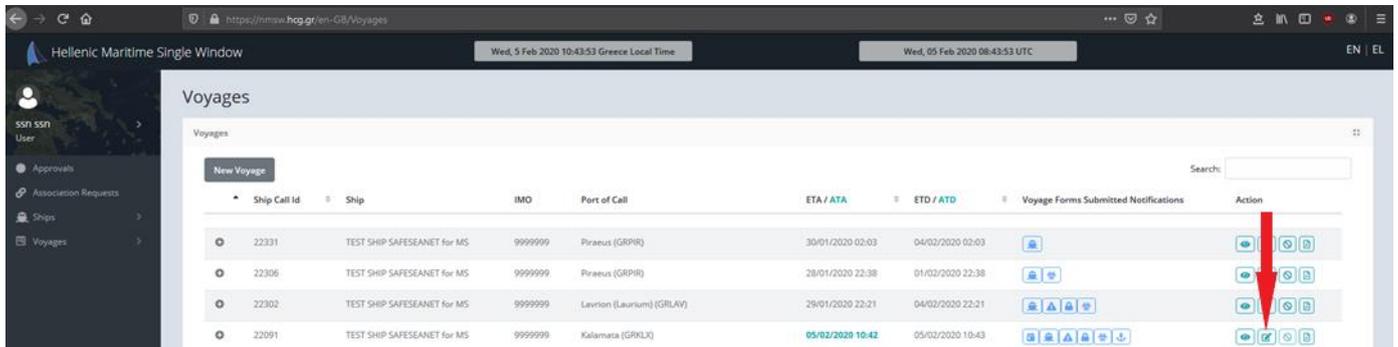
VII.4



After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

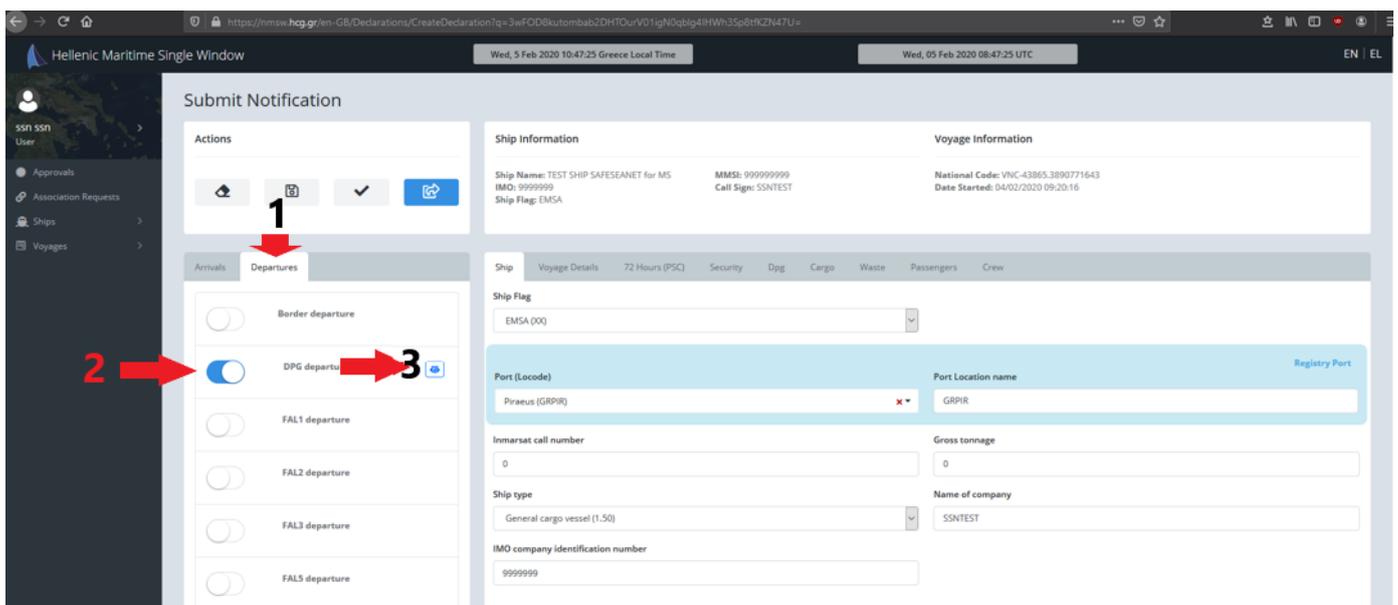
VIII. DANGEROUS AND POLLUTING GOODS (DPG) DEPARTURE

VIII.1



Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the "Update" icon from the **Action** column of the desired voyage.

VIII.2



You select **Departures** (1) and by activating the switch (2) of the **DPG departures**, the display icon (3) ("eye") is presented, which you select to display the fields corresponding to this report.

VIII.3

The screenshot shows the 'Submit Notification' form in the 'Voyage Details' tab. The form is divided into several sections:

- Ship Information:** Ship Name: TEST SHIP SAFESEANET for MS, IMO: 99999999, Ship Flag: EMSA.
- Voyage Information:** MMSI: 999999999, Call Sign: SSNTEST, National Code: VNC-43865, 3890771643, Date Started: 04/02/2020 09:20:16.
- Voyage Details:** Port of call: Kalamata (GRKLX), ETA port of call: 04/02/2020 11:18, ETD port of call: 05/02/2020 10:43, Locode: GRKLX-0001 KALAMATA, Port call Port facility number: 0001, Name of agent: koustenis, Phone: +302106969696, Fax: [empty], Email: [empty], Brief description of onboard cargo: [empty], ATA port of call: 05/02/2020 10:42, Anchorage: NO, Next port: [dropdown], Last port: [dropdown], ETA to next port: [dropdown], ETD from last port: 03/02/2020 11:19, Purpose of Call: Select a value, Number of persons on board: 22, Number of Person on board Towards Next Port: [dropdown].

Red arrows indicate mandatory fields: (1) Ship Name, (2) Next port, (3) ETA to next port, and (4) Number of Person on board Towards Next Port.

On the **Voyage Details** tab (1) mandatory fill fields are the **Next Port** (2), **ETA to next port** (3) and **Number of Person on board Towards Next Port** (4).

VIII.4

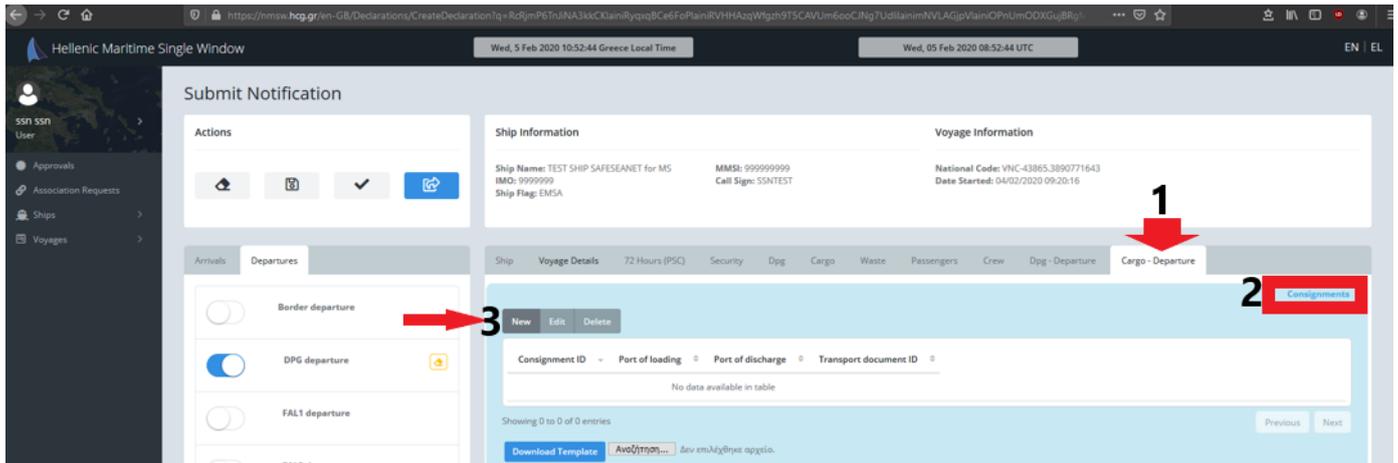
The screenshot shows the 'Submit Notification' form in the 'DPG-Departure' tab. The form contains the following fields:

- DPG-Departure:** [dropdown]
- INF ship class:** Select a value
- Confirm DPG list on board:** select a value
- Details:** select a value

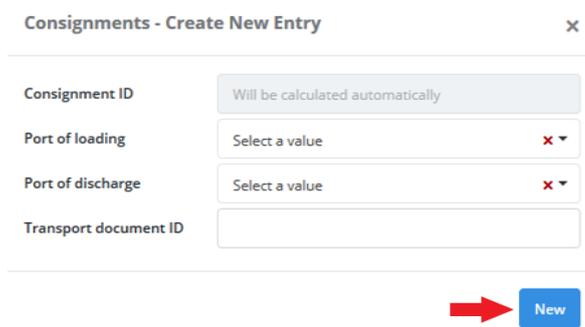
Red arrows indicate mandatory fields: (1) DPG-Departure, (2) Confirm DPG list on board, and (3) Details.

On the **DPG-Departure** (1) mandatory fill-in fields are the **Confirm DPG list on board** (2) and **Details** (3).

VIII.5

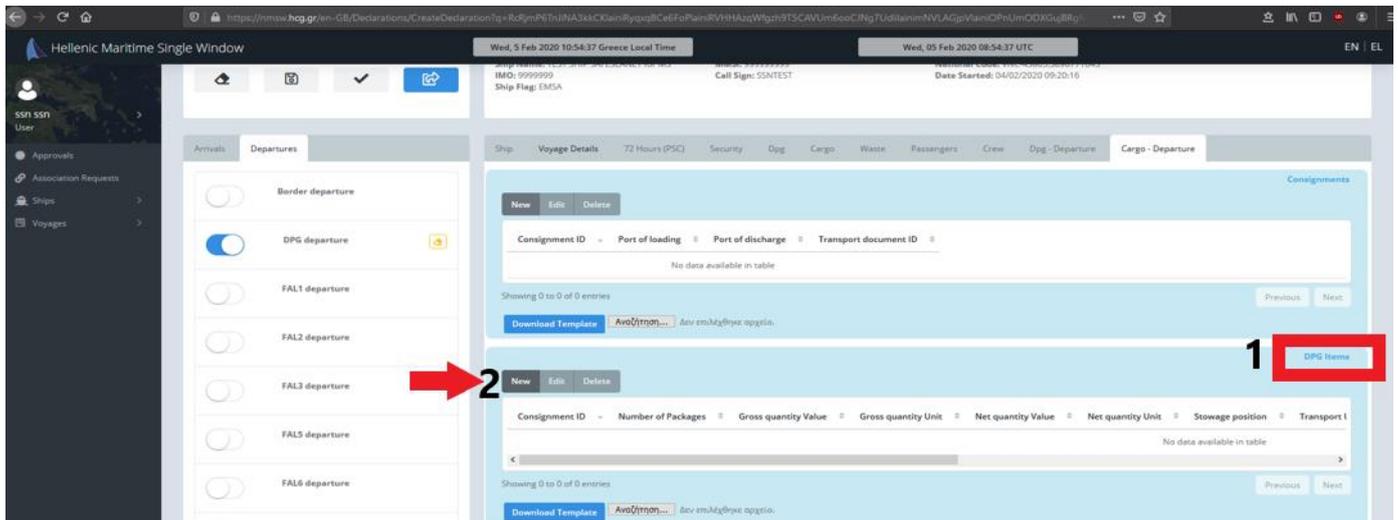


In the **Consignments (2)** section of the **Cargo-Departure** tab (1), you select **New (3)**.



In the pop-up window **Consignments – Create New Entry**, you can register the loading and unloading ports (not mandatory), and you select **New**.

VIII.6

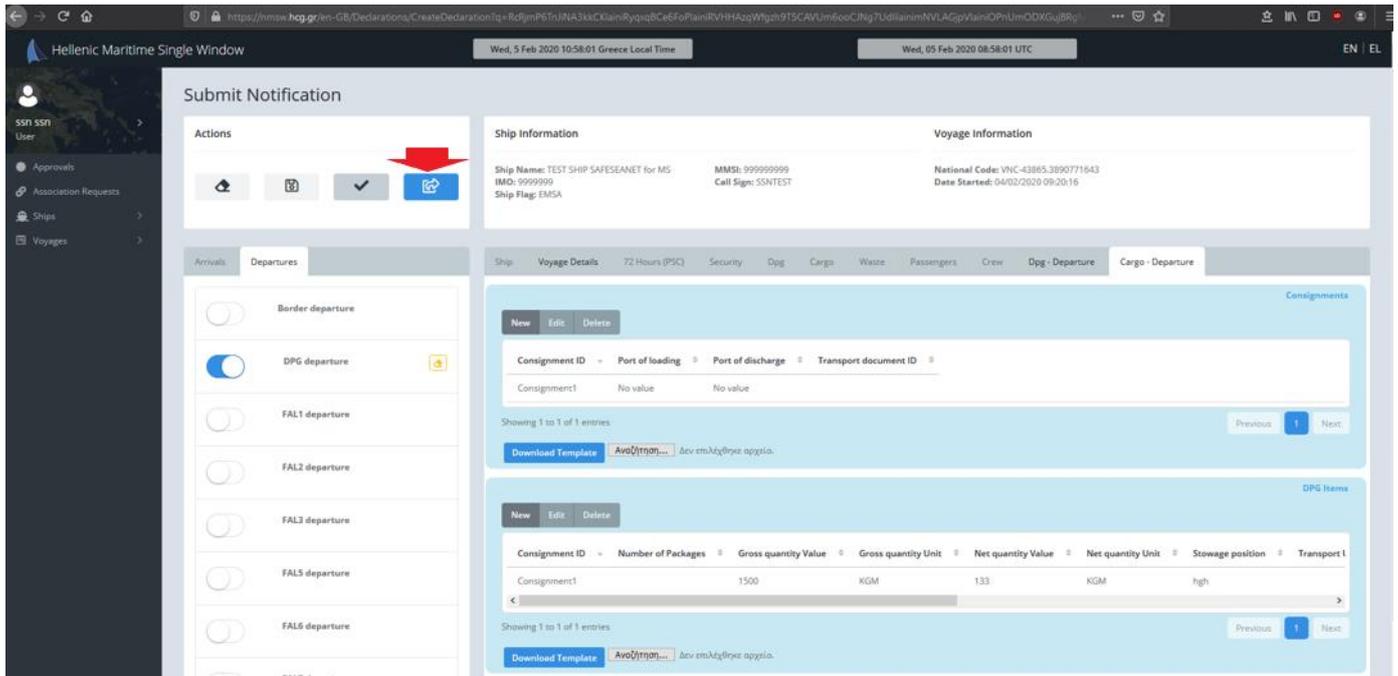


In section **DPG Items (1)** You select **New (2)**.

In the pop-up window, and in particular in the **Consignment ID** field (1), you select the value previously created by the system (Consignment1). In the **DG classification** (2) field, you select the category of the dangerous goods and depending on it the appropriate fields, according to the table below, and then select **New** (3).

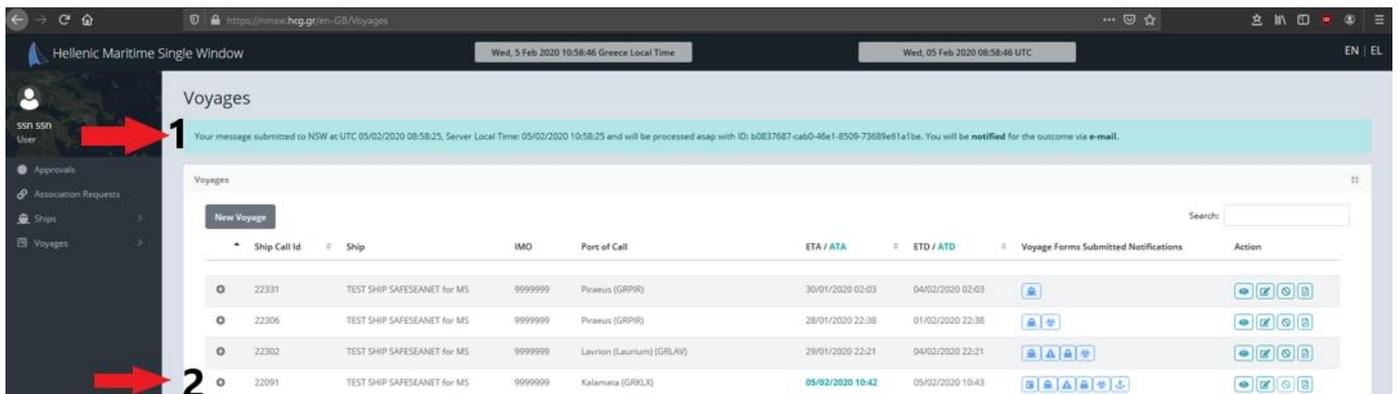
CODE	IMDG	IGC	IBC	MARPOL ANNEX I	IMSBC
Data information					
Textual reference	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
UN Number	Mandatory	Mandatory	not applicable	not applicable	In Case
IMO hazard class	Mandatory	Mandatory	Optional	not applicable	Mandatory
Quantity	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Transport unit ID	Mandatory	not applicable	not applicable	not applicable	not applicable
INF class	In Case	not applicable	not applicable	not applicable	not applicable

VIII.7



Choose **Submit Declaration**

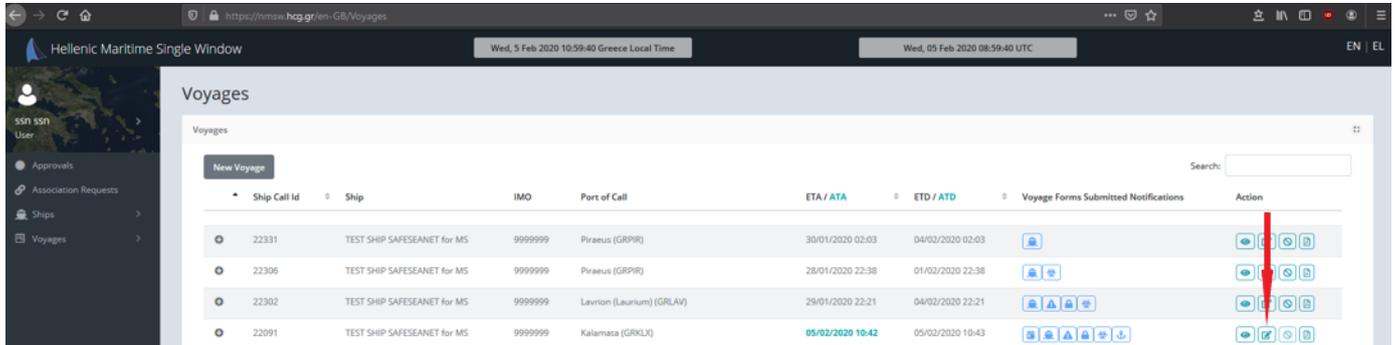
VIII.8



After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

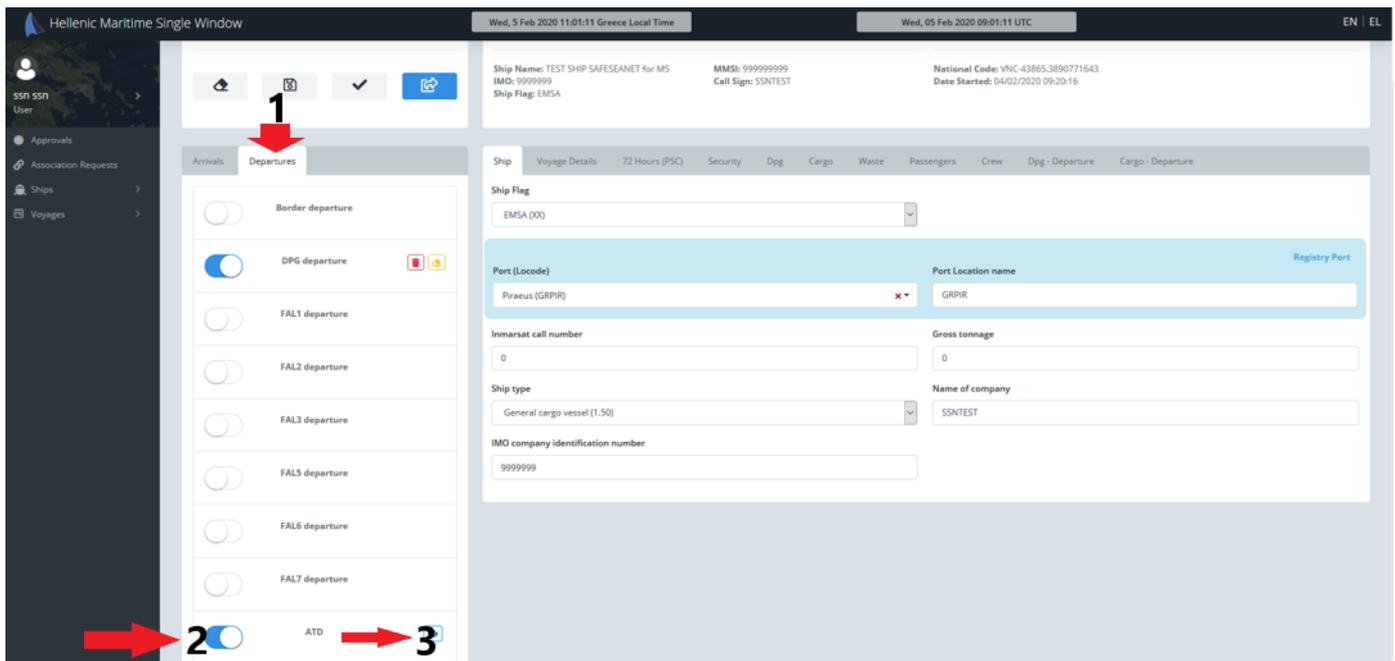
IX. ACTUAL TIME OF DEPARTURE (ATD).

IX.1



Choosing My Voyages (from the **Voyage** → **My Voyages** menu), select the "Update" icon from the **Action** column of the desired voyage.

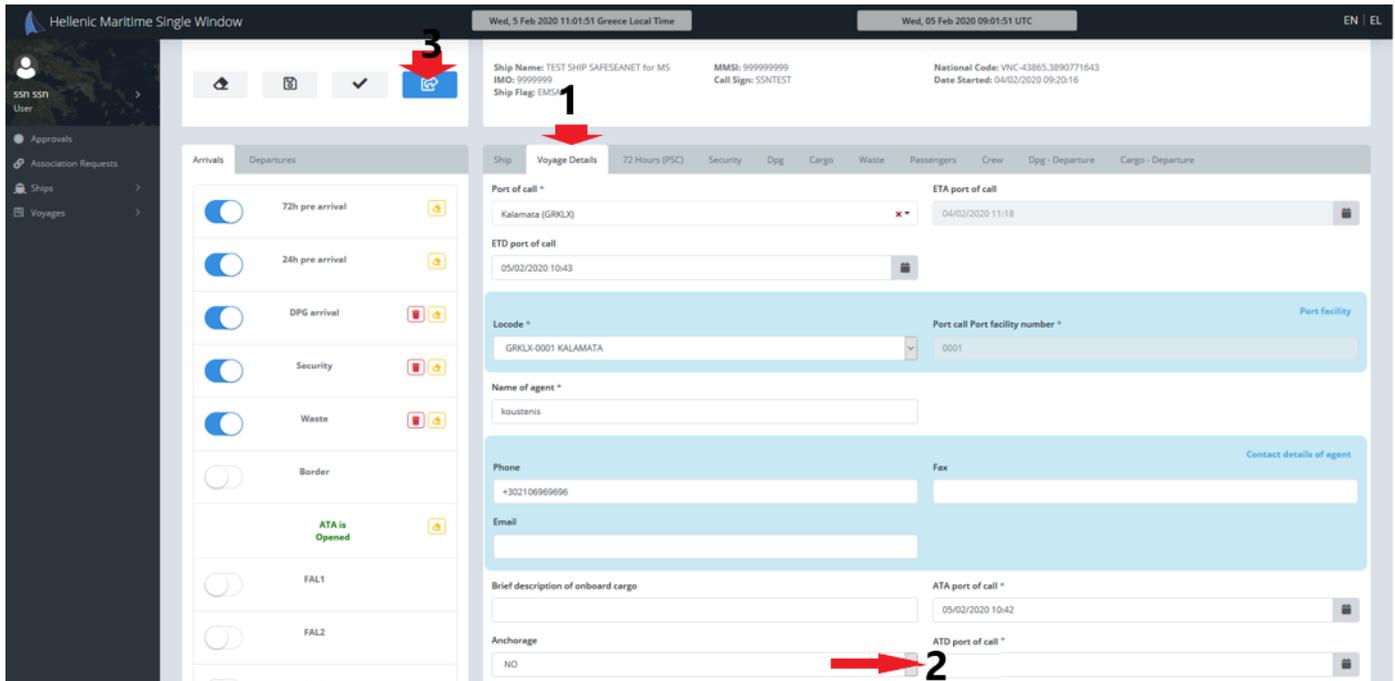
IX.2



You select **Departures** (1) and

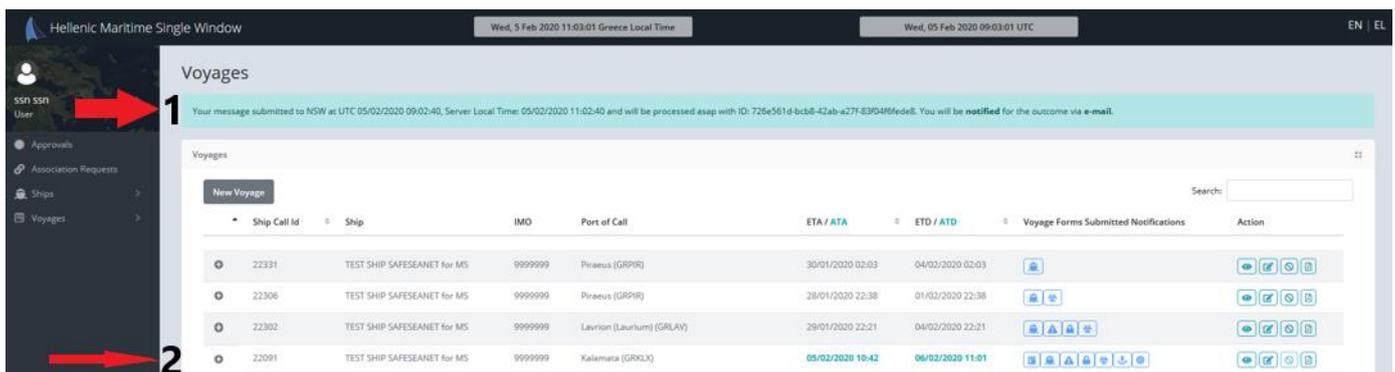
By activating the switch (2) of the **ATD**, the display icon (3) ("eye") is presented, which you select to display the fields corresponding to that report.

IX.3



On the **Voyage Details** tab (1), fill the **ATD port of call** (2) and select **Submit Declaration**.

IX.4



After submission of the voyage, an informational message →(1) appears on the screen, stating that your message has been successfully submitted. The submitted voyage is already listed in your Voyages list (2).

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