

Guidelines for the use of the spreadsheet by the MNSWs

According to Regulation (EU) 2019/1235 establishing the European Maritime Single Window environment (EMSWe), the graphical user interfaces of the Maritime National Single Windows (MNSWs) shall allow declarants to enter data by means of harmonised digital spreadsheets.

The common functionalities of the graphical user interfaces of the MNSWs and the content of the harmonised digital spreadsheet templates are defined by Implementing Regulation (EU) 2023/204.

The spreadsheet templates have been elaborated by EMSA in collaboration with the EMSWe Data Modelling Working Group. The spreadsheet templates are consistent with the EMSWe dataset, defined by Delegated Regulation (EU) 2023/205, and the EMSWe Message Implementation Guide (MIG), defined by Implementing Regulation (EU) 2023/2790.

The present document provides a description of the content of the spreadsheet templates and guidance to the implementers of the MNSWs on how to process the content of the spreadsheets.

Structure

1. Each spreadsheet template includes in cell A1 the indication of its type (e.g. pre-arrival notification, crew list, security notification). Each template type is given the following code:
 - NOA: Pre-arrival notification,
 - NOD: Pre-departure notification,
 - EXP: Pre-arrival notification for ships subject to expanded inspection,
 - SEC: Security notification,
 - WAS: Waste notification,
 - WAR: Waste delivery receipt,
 - CRW: Crew list and crew's effects,
 - PAX: Passenger list,
 - STO: Ship's stores,
 - CGO: General cargo declaration,
 - HZT: Dangerous and polluting goods,
 - MDH: Maritime declaration of health,
 - ITI: Itinerary of cruise ship,
 - BKN: Bunker information.
2. Each spreadsheet template includes in cell B1 the indication of its version number. The version number corresponds to the version of the MIG.
3. Each input field or column is identified with the EMSWe data element ID. The code is meant to be used by the MNSW to identify the field and can be hidden. In case of a field, the value is placed in the same column, two rows below the data element ID. In case of a column, the first record of the list is placed two rows below the data element ID.

4. Input fields' labels are placed in the same column, one row below the data element ID. They are meant for the end-users and Member States may develop spreadsheet templates with labels in other languages than English.
5. For date and time fields, the following format is applied by the spreadsheet template: "dd/mm/yyyy hh:mm:ss". The spreadsheet will use the same time zone as applied in the GUI.
6. For date fields, the following format is applied by the spreadsheet template: "dd/mm/yyyy".
7. When the field requires a value from a predefined list (case of data elements using code lists), the spreadsheet template may propose to select the value from a drop-down list. The content of the field is then composed of the code value + "/" + label (example: "4 / Changing crew"). The MNSW should therefore read the content of the field until "/" to extract the code value.
8. When data is to be reported in a list (e.g. passengers list), the first column indicates the sequence number of each record.
9. Row 1 and all rows containing the indication of the elements ID are hidden (because not meant for the end-users).
10. The data elements which are specific to the port of call's country, and are therefore not included in the spreadsheet templates, may be filled in the MNSW GUI before or following the upload of the spreadsheet file.

Alternatively, Member States may add such data elements in their copies of the spreadsheet templates:

- a) In separated spreadsheets (tabs),
- b) In the spreadsheet template, in the unused right-hand column in the same rows as used by the template,
- c) In the spreadsheet template, in the rows below the rows used by the template.

The presentation rules above must be applied for all such added data elements. Option a) above should not be preferred as it would reduce the spreadsheet's usability for the declarant.

11. In the case of templates of types CGO (General cargo declaration) and HZT (Dangerous and polluting goods), the information contained in the spreadsheet corresponds to a unique cargo consignment.

Spreadsheet files

12. The spreadsheet file format is Office Open XML file format ("XLSX" extension). The templates only include features which are supported by the Office Open XML official specifications and don't include scripts and executable codes.
13. The spreadsheet file may contain one or several spreadsheets. Declarants are offered the possibility to report all necessary spreadsheets in one file or to report an individual spreadsheet per file.

Use and treatment by MNSWs

14. When uploading the spreadsheet file, the MNSWs will check the following:
 - a. The spreadsheet's type and version,
 - b. The format of the data provided according with the format defined in the MIG,
 - c. That the cardinalities, rules and conditions from the MIG are fulfilled.

Note: depending on the MNSW implementation, some of the checks may be done after data submission by the declarant.

15. The MNSW shall ensure that the version of the spreadsheet template is compliant to the latest version available or, during a transition period where a new version of the templates is issued, to one of the two latest consecutive versions of the spreadsheet templates. As a consequence, a version of the templates is phased out at the end date of the transition period.
16. If a check fails for a spreadsheet, the MNSW will reject the whole spreadsheet information and will provide an error message with a clear indication of the nature of the failing check. When the error refers to a specific

field, the MNSW will indicate the name of the field or its position (individual cell). In case where several spreadsheets are provided in one spreadsheet file, only the spreadsheet with error will be rejected. Other spreadsheets in the same file which do not contain errors will be accepted by the MNSW.

17. Once the spreadsheet successfully passes the MNSW checks, the information from the spreadsheet replaces the corresponding information which was eventually already filled-in in the MNSW graphical user interface:
 - Populated data elements replace previously populated data elements,
 - Populated data elements replace previously empty data elements,
 - Empty data elements replace previously populated data elements.
18. Once having uploaded a spreadsheet file which has successfully passed the MNSW checks, the declarant shall have the possibility to read, review and correct the information in the MNSW graphical user interface before submitting it.
19. Member States may disregard parts of the information from the spreadsheets if it is not required by the legislation in force in that Member State.