

CERS 3: PortPlus Offline Excel Voyage Form

This Excel workbook is for use in conjunction with the UK Maritime and Coastguard Agency's Consolidated European Reporting System version 3 (CERS 3) for the submission of SafeSeaNet v3-compliant voyage notifications relating to maritime vessel voyages visiting UK ports. This extended schema includes support for Waste and Security forms in addition to other changes from version 2.

This workbook is designed to be used offline and uploaded into CERS via either the web application interface or via SOAP web services (embedded into the XML message).

IMPORTANT: Please read the full usage instructions at the bottom of this sheet before using this workbook and contact the CERS team using the contact details on the right for any queries.

For a full list of messaging requirements see the "SSN XML Messaging Reference Guide" maintained here:

<http://www.emsa.europa.eu/ssn-main/documents.html>

| Include sections | | |
|------------------|---------|-------|
| Vessel | Include | Empty |
| Voyage | Include | Empty |
| Waste | Include | Empty |
| Incoming Hazmat | Include | Empty |
| Outgoing Hazmat | Include | Empty |
| Security | Include | Empty |

| Source | |
|--|----------|
| Vessel contact email | |
| Data provider name | |
| Last updated | 22/12/20 |
| IMPORTANT: Pay attention to highlighted fields in yellow as these are mandatory and must be completed if submitting that section. | |

| Validation Override | | |
|---|----------------------------------|---|
| Override validations | Don't allow invalid sheet upload | Only allowed once 'Reason for allowing validation override' is complete |
| Reason for allowing validation override | | |

| Validation Rules | |
|--|--|
| * Sections marked as 'Invalid' will not be uploaded into CERS unless the 'Validation Override' is used * To override these validations write you must give a reason in the Reasons selection and set 'Override validations' to 'Allow invalid sheet upload' | * This must only be done when there is a valid reason for returning an invalid workbook. * The validation override still must be applied if the workbook is being submitted in a base64 encoded XML message. Otherwise the section will not be uploaded |

Note: Select 'Include' to include that section of the form when uploading to CERS via the Web UI. If this form is being uploaded as base64-encoded XML this section will be overridden by the "sections" attribute of the XML and will not affect what is uploaded; therefore it will be up to the PCAOS reporting authority to interpret this field and determine whether or not this should result in a change to the XML message for the voyage that is submitted.

USAGE

PURPOSE

This Excel workbook facilitates transition of UK ports and related entities to a SSN v3-compliant reporting framework, providing a bridge to minimise the effort required by PCAOS port authorities for reporting to CERS, and to maximise flexibility in fulfilling these regulatory reporting needs as the UK moves with the rest of the EU into an electronic reporting framework.

AUGMENTATION TO EXISTING INTERFACES

The usage of this workbook is not intended to replace either the CERS web application or the existing PCAOS technical interfaces into CERS 3, and it is always recommended that where possible the specific fields in the XML schema are produced and sent, or that the CERS 3 web application, with its rich user interface and interactive feedback, is used to ensure good data quality and successful messages.

However MCA has recognised the voice of industry and the need to reduce impact on users and provides this mechanism to help the transition to the upgraded schema with the minimum possible work from those impacted by the various reporting regulations affecting maritime voyages in the UK.

As well as being a simplified method for capturing all the data at point of entry for integration into web service messages, this workbook allows offline entry (albeit digital), given that the SSN v3 schema compliance with FAL directives for Waste and Security replaces paper forms. As this may impose operational constraints on completing the voyage records, it is envisaged this Excel form will provide more flexibility for use where internet connectivity is not practical while still affording some level of control over the data.



Maritime &
Coastguard
Agency

Document Template Information

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|-------------------------|--------------|
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| Template last edited by | IB Boost Ltd |

Project resources and news updates

<http://mca-wordpress.ibboost.com>

SSN XML Messaging Reference Guide

<http://www.emsa.europa.eu/ssn-main/documents.html>

Contact MCA (24 hours)

cers@mcga.gov.uk

Contact MCA (Business hours)

cers3@mcga.gov.uk

MCA website

<https://www.gov.uk/government/organisations/maritime>

IB Boost website

<https://www.ibboost.com>

HOW TO COMPLETE THIS WORKBOOK

This workbook is intended to be used to create new PortPlus reports for voyages for ports where the UK Maritime and Coastguard Agency has responsibility for reporting to EMSA as the National Competent Authority. Each worksheet can be considered a discrete, independent entity for a different required form that will eventually need to be sent to SSN via the PortPlus message. As such, it will be possible for only a subset of the worksheets in this workbook to be completed and submitted to CERS 3, whether by web application UI or technical SOAP web services.

For use via the web application UI, users may complete only those sheets which are relevant, and change the "Includes" fields above to specify exactly which sheets are to be uploaded. Users must set these before upload as explicit acknowledgement they are submitting the respective forms.

For use via the technical web services, these fields may or may not be used by the intermediate authority in the construction of the XML message sent to CERS 3. It is solely the contents of this message, and the definition of the attribute corresponding to which sheets of this spreadsheet are to be extracted from the base64 encoded workbook that will be uploaded. The PCAOS reporting entity has the discretion to define whether or not these fields are strictly followed or not depending on the capabilities of their system, however it is strongly recommended for consistency amongst the UK ports that where possible these fields are used as the flags for inclusion or exclusion.

AUTHENTICATION / PERMISSION

Voyage details in this document may only be entered into CERS via authenticated users utilising either the CERS web user interface or web technical connection. Regardless of the method of data input, CERS will only accept data which users have the permissions to upload. Voyages cannot be created for a port of call which the user does not have permissions for.

PCAOS technical transmitting users will each have a unique authentication key, assigned to them during the testing phase of CERS 3 that must be included in the 'APIKey' field in the header of the CERS 3 web service.

Web UI users of CERS 3 will be also able to upload this spreadsheet directly in the web interface, which while not the optimal method of entry at least permits offline entry or an alternative where technical issues prevent use of the API for any reasons.

RESTRICTIONS

Users are not to copy and paste data into fields except as described in official documentation. The sheets in the workbook are not to be removed, even if they are returned later. Worksheets in the workbook must not be modified from the official versions. Only standard English characters and Arabic numerals should be used in the workbook.

TRANSMISSION OF COMPLETED WORKBOOKS

Voyage details may be entered onto this workbook and then uploaded into CERS 3 either by embedding the workbook into an XML message to be technically sent to the CERS 3 SOAP web services, or by manual use of the CERS 3 web application to upload the spreadsheet.

VERSION CONTROL

This workbook is designed to work entirely offline, and none of the data used to validate entries will therefore be updated in realtime. This means that uploads may fail because of updates to reference data in the core CERS application (such as LOCODE changes or vessel detail changes) and that periodically users of this workbook will need to update their local version to a new one which will be made available on the CERS project website. Please check the CERS project site with an appropriate login (available from cers@mcga.gov.uk) for the latest version.

COMPATIBILITY

This workbook requires the use of ActiveX and is only tested with of Microsoft Excel for Windows 2016. Excel 2016, 2010 and 2007 should also work but are not tested by the MCA. This Workbook is not tested on Excel for Mac and may not function correctly when run on Mac computers.

TIME ZONES IN THE CERS WORKBOOK

The CERS Workbook is used by people in many zones, and daylight savings changes at different times in different time zones, the CERS workbook supports times in UTC only. This ensures that users can consistently report the correct time in CERS.