

ABP Agents Interface Help File

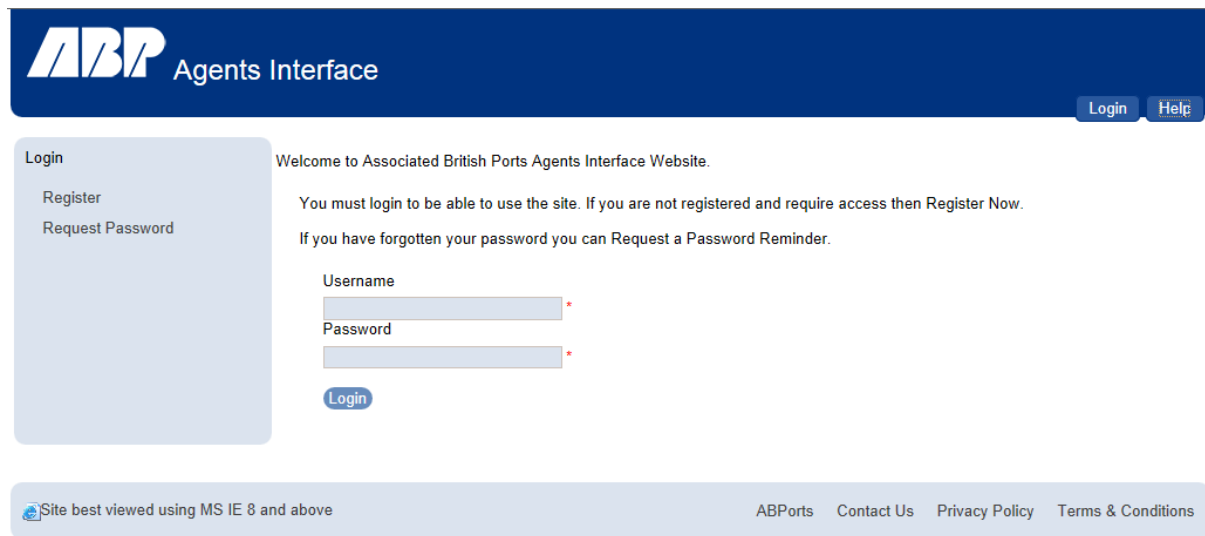
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Introduction

This document is intended to give an explanation of all the functionality on the ABP Agents Interface Website along with a description of how to use the site.

Login



The screenshot shows the ABP Agents Interface website. At the top is a dark blue header with the ABP logo and the text 'Agents Interface'. On the right side of the header are two buttons: 'Login' and 'Help'. Below the header, on the left, is a light blue sidebar with three links: 'Login', 'Register', and 'Request Password'. The main content area has a welcome message: 'Welcome to Associated British Ports Agents Interface Website.' followed by instructions: 'You must login to be able to use the site. If you are not registered and require access then Register Now.' and 'If you have forgotten your password you can Request a Password Reminder.' Below this is a login form with two input fields: 'Username' and 'Password', each with a red asterisk indicating a required field. A 'Login' button is positioned below the password field. At the bottom of the page, there is a light blue footer bar containing a message 'Site best viewed using MS IE 8 and above' on the left and a series of links: 'ABPorts', 'Contact Us', 'Privacy Policy', and 'Terms & Conditions' on the right.

This Screen allows the user to '[Register](#)', '[Request Password](#)' or '[Login](#)' to the site using a username and password already assigned to the user by ABP.

If a user is new to this system then the first thing they will need to do is register, clicking the [register](#) link with explain that a user will need to contact their local ABP Port that have an account setup. Once an account has been setup an email will be sent to you. If an email doesn't arrive, please check your junk/spam folder before contacting ABP.

If the user is already registered with Agents Interface then they can go straight ahead and enter their username and password, followed by clicking the 'Login' button.

Registering

To register the user can click in the '[Contact Us](#)' in the top right of the web page to find the telephone number of their local port. After registering the user will be sent a confirmation email from ABP.

Once the user has received the confirmation email they should be able to see the auto generated password, the username they entered and a link directing them back to the Agents Interface login screen.

ASSOCIATED BRITISH PORTS AGENTS INTERFACE

Your email address needs verifying.

This can be done by using the password supplied below to login to the website.

On logging in you must change the password.

Username : dparker

Password : Q08XRQ

[CLICK HERE to visit website](#)

1: Take note of the Username and Password

2: Click here to open the login screen

Here the recommendation is to cut and paste the password from the email to the login screen in order to reduce human error in this process.

Username

Password

Login

3: Enter the Username and Password then click the Login button

Once the user has logged on for the first time they will be asked to change their password, this is explained in the '[Change Password](#)' section of this document.

Request Password

In the Event that a user has forgotten their password they can request a password reminder email to be sent to them. To do this the user must enter their Email Address and click the 'Request Password Reminder Email' button.

Please enter your email address.

email will be sent to this email address detailing all usernames registered against that email address. The email will contain instructions on how to reset the password.

Email Address

[Request Passwords Reminder Email](#)

After ABP has received a request for a reminder they will send an email to the email address entered, detailing all of the accounts associated with this email address along with a password reset link for each.

ASSOCIATED BRITISH PORTS AGENTS INTERFACE

This is a list of all accounts registered for this email address.

Username	Display Name	Reset Password
Test	Test	CLICK HERE to reset password
TestAgency	TestAgency	CLICK HERE to reset password

Select the Account, which the user has forgotten the password for

Click the link to take you to the website and the password will be reset.

You will receive another email with a new password.

At this point the user should click on the 'CLICK HERE to reset password' link for the account they are concerned with.

Once this is done the following email will be sent:

ASSOCIATED BRITISH PORTS AGENTS INTERFACE

Your email address needs verifying.

This can be done by using the password supplied below to login to the website.

On logging in you must change the password.

Username : TestAgency

Password : A111111

[CLICK HERE to visit website](#)

If the user is not automatically redirected to the login screen of the site, then a link is provided at the bottom of the email.

The user can now login to the site using the new password. After being asked to agree to the Terms and Conditions of the site, the user will be required to change their password. As described in the section '[Change Password](#)'

Home Page

The home page will list all of the functionality available to a specific user. The two main forms of this page will be the full access homepage and the waste user home page.

Full Access Homepage

For users which have registered with ABP to have full access to the Agents Interface site, the homepage allows users to raise [new notifications](#) for voyages (these notifications can also include waste details), view the current state of any notifications already in the system which the user has access to and navigate the [users account details](#) and the terms and conditions of the site.

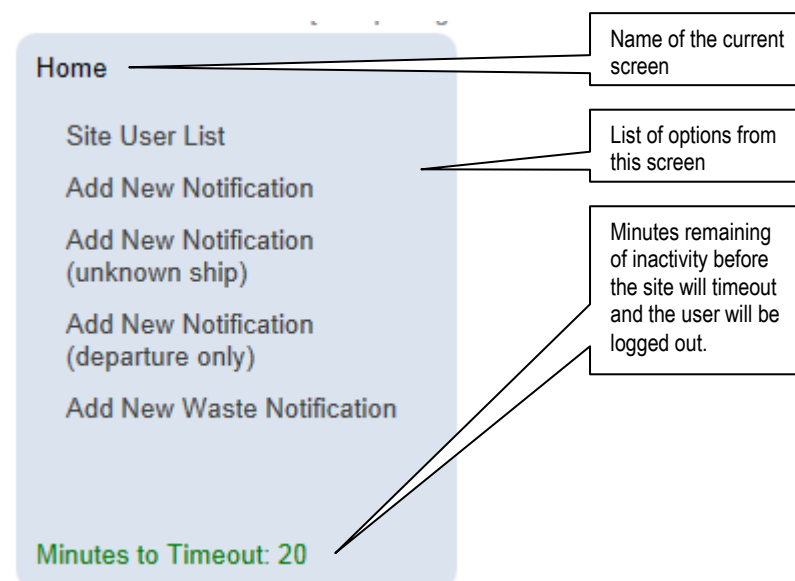
Agency: State: Ship: Start Date: End Date:

Current Notifications: States, (Update for ABP - Exxtor)

State	Type	VS	Arrival D Δ	Notification DT Δ	Description Δ	User	Source
<input checked="" type="checkbox"/>		P	16/08/2013 23:59	16/08/2013 13:12	TE HO from 'Rotterdam' to 'KGD North Gap' and onto 'Levuka'	Dans Test Contact	
<input checked="" type="checkbox"/>		P	27/08/2013 23:59	28/08/2013 08:27	Unspecified Ship from 'Rotterdam' to 'King George & QE Dock\KGD 14 Qy'	Dans Test Contact	
<input checked="" type="checkbox"/>		P	27/08/2013 23:59	28/08/2013 08:29	Unspecified Ship from 'Rotterdam' to "	Dans Test Contact	

Side Menu Bar

At any point in the system, the side menu bar will give the user a list of options that are available to them at that time. As well as these option a Minutes to Timeout is displayed. The 'Minutes to Timeout' is the amount of time, which the site can be left inactive before the user will automatically be logged out of the system and any changes will be lost. This will automatically count down until the time runs out.



Waste User Homepage

The waste user homepage only allows the user to raise [waste notifications](#), view the last few waste submissions if they exist and view the user's current account.

Ayr
Silloth
Barrow-in-Furness
Fleetwood
Garston
Swansea
Cardiff
Teignmouth
Plymouth
Southampton
Ipswich
Lowestoft
Kings Lynn
Grimsby
Immingham
Hull
Goole
Barry
Newport
Port Talbot
Troon
Useful Links

Previous Waste Submissions : None

Date Posted	Port	Ship	ETA	View PDF
-------------	------	------	-----	----------

All ABP ports have Port Waste Management Plans for the provision and use of reception facilities for the disposal of ships' waste prepared in accordance with the Merchant Shipping (Port Waste Reception Facilities) Regulations 2003.

All vessels intending to use waste reception facilities provided by ABP on an ABP-managed **berth** (unless granted an MCA exemption) must notify the appropriate port in advance of arrival of the amount of waste they are carrying and intend to discharge.

ABP will deal with this information electronically. The prior notification form for your intended port of call should be completed by the Master, or the Agent on his behalf, at least 24 hours in advance of arrival or on departure from the previous port on shorter journeys.

When you press 'submit' after filling in the prior notification form, the information is automatically sent to the appropriate email address and your advance notification is recorded by ABP. A copy of your submission will be returned by email to the address asked for on the form. This form should be printed and kept by the ship as a record for possible Port State Control inspections.

ABP generally provides quayside reception facilities for **ships' garbage and food waste only**. **ALL** other wastes should be handled by an approved and licensed waste management contractor. Local Agents will provide details for appropriate waste management services and can make the necessary arrangements for reception and disposal.

If you are declaring International Catering Waste, please read Guidance Note 4 of the Prior Notification Form.

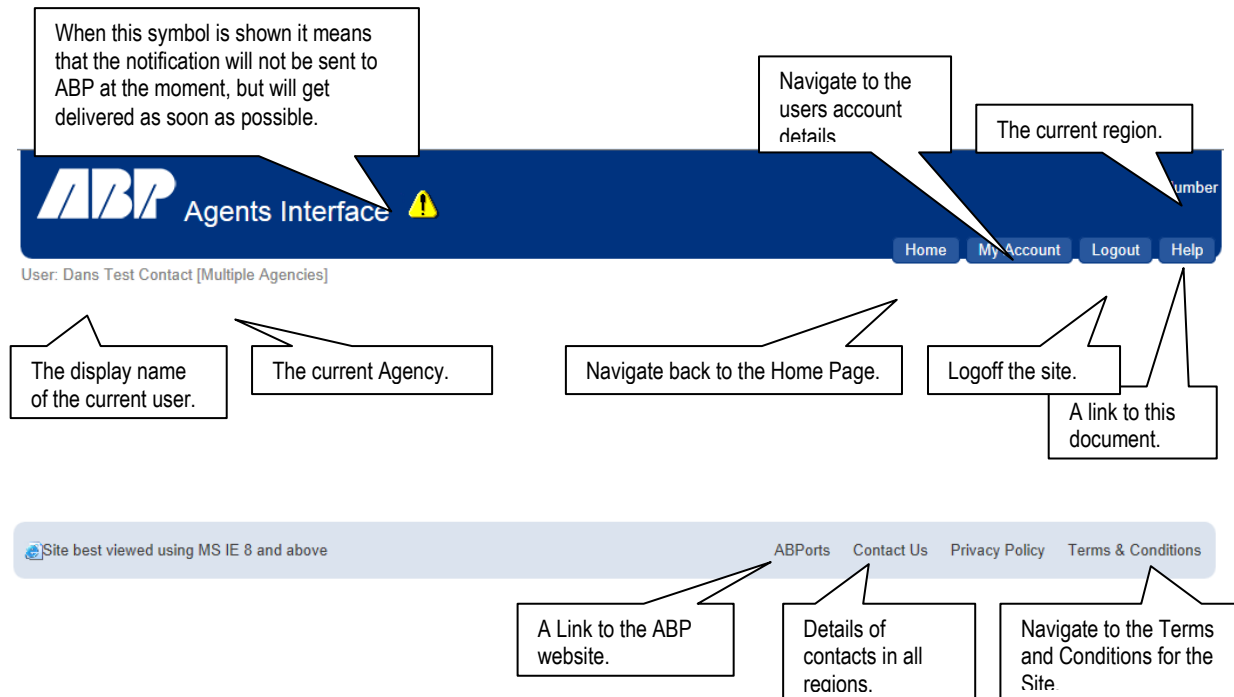
ANY VESSEL OFFLOADING WASTE INTO ABP BINS AT AN ABP-MANAGED BERTH WILL BE LIABLE TO PAY ABP's ENVIRONMENTAL CHARGE, EVEN IF THEY ARE IN POSSESSION OF AN MCA EXEMPTION CERTIFICATE.



The side bar for the Waste users offers no options, and simply displays the minutes to timeout.

Top Menu Bar and Footer

The top menu bar and footer section will give the user the ability to quickly move around the site as well as shown a number of key pieces of information.



Searching Notifications

The Notification list displays all of the notifications which the user has access to, it can be searched and sorted using the criteria listed above the search button:

Agency	State	Ship	Start Date	End Date
ABP - Exxtor	All			
<input type="button" value="Search"/>				

The Notifications can be searched on the following criteria:

- State: - If the Notification is in a state of Provisional, Confirmed or All (This option is not always available depending on the users rights).
- Ship Name: - The name of the ship for which the Notification exists (this can be in full or partial).
- Start Date: - The beginning of the date range to search over (if this is not specified it will not be used)
- End Date: - This end of the date range to search over (if this is not specified it will not be used)

Once the search criteria have been filled in, clicking the 'Search' button will return the results. Above the notification list is a brief textual description of the search applied. Also an indication of the sort on the list is displayed as a red triangle in the column, which the results are sorted on.

Current Notifications: States, (Update for ABP - Exxtor)

State Type VS Arrival D[△] Notification DT[▼]

Textual Description of the search applied.

Shows that the list is sorted on the Arrival Date in ascending order.

Notification Details

The details of the notifications listed in the table are described below:

Changes Made by ABP

<input checked="" type="checkbox"/>		P	02/11/2015 TBA	05/11/2015 13:45 (G)	ALERT from 'Rotterdam' to 'ALB DK And.Marr Int West' ALTERATION REASON : Changes have been made by the Harbour Master's Department	Dan Test					
-------------------------------------	--	---	----------------	----------------------	---	----------	--	--	--	--	--

When changes to the supplied information have been made by ABP an Alteration reason will be displayed on the notification line. In addition to this the fields which have been changed will be highlighted on the notification page as shown below. Hovering over the field will display the previous value entered in the field.

Ship MMSI Number:

number is required when the voyage is CERS Reportable.

*
 *

Port of Registry

Ship Beam (metres):

Ship NT:

Previous Value = 'tet'

State

The state of a notification can be seen in the first column of the table, and shows if the notification is a confirmed notification or a provisional one.

- A Cancelled Notification
- A Cancellation has been submitted but has not yet been accepted.
- A Rejected Notification
- Confirmed Notification
- ☐ Provisional Notification
- Draft Notification

Type

The Type column refers to the type of voyage the notification is for:

 Departing Voyage

 Arriving Voyage

 Movement

Arrival DT

The Arrival DT is the date on which the voyage is estimated to arrive.

Notification DT

The Notification DT is either the date on which the notification was submitted to ABP or updated by ABP.

Description

This is a short textual description of the voyage including the name of the ship, the last port, the destination and any further destination after the current one.

User

The User column shows the name of the user who submitted the notification.

Source

The source column shows what stage of the submission process the notification details are at.



The notification details have been submitted on the website and have not yet been copied to PAVIS.



The notification has been copied to PAVIS and the details are awaiting action from a PAVIS user.



The notification has been copied to PAVIS and the details have been either accepted or declined by a PAVIS user. Then the final details have been copied back to the website.

Action

The Action column shows the actions that can be performed on a specific notification, the availability of these actions will depend on the state of the notification.



This option allows the user to View the notification details.



This option allows the user to update any of the notification details that may be changed for resubmission.



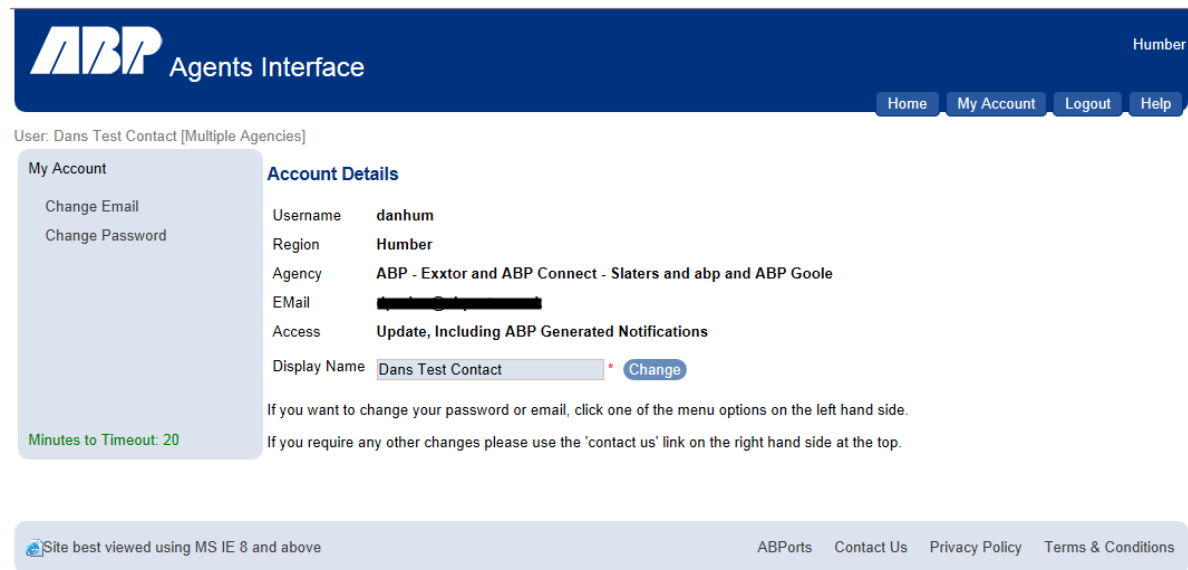
This option allows the user to send a cancellation request for a notification, if the cancellation is accepted the notification will remain on the system for the next 24 hours.

Account Details

The account details page shows the users details along with allowing them to change their display name, email address or password.

View Account Details

The account details display the users name, region, agency and email address as well as the user's access rights. These describe what the user is able to do on the site.



The screenshot shows the ABP Agents Interface. The header is dark blue with the ABP logo and 'Agents Interface' text. A 'Humber' label is in the top right. Navigation buttons for 'Home', 'My Account', 'Logout', and 'Help' are at the bottom of the header. Below the header, the user is identified as 'User: Dans Test Contact [Multiple Agencies]'. On the left, a 'My Account' sidebar contains links for 'Change Email' and 'Change Password', and a 'Minutes to Timeout: 20' indicator. The main content area is titled 'Account Details' and lists user information: Username (danhum), Region (Humber), Agency (ABP - Exxtor and ABP Connect - Slaters and abp and ABP Goole), Email (redacted), and Access (Update, Including ABP Generated Notifications). The 'Display Name' is 'Dans Test Contact' with a 'Change' button. Below this, instructions state: 'If you want to change your password or email, click one of the menu options on the left hand side.' and 'If you require any other changes please use the 'contact us' link on the right hand side at the top.' The footer contains a browser warning 'Site best viewed using MS IE 8 and above' and links for 'ABPorts', 'Contact Us', 'Privacy Policy', and 'Terms & Conditions'.

In order to change the user's display name, the user needs to alter their current display name and click the 'Change' button.

Change Email Address

To Change the users email address, first the user will need to select the option from the left hand menu. Then enter the new email address and confirm it before clicking the 'Change Email Address' button.

Current email is '██████████@██████████.██████████'

Changing your email address will reset your password. An email containing the new password and instructions on how to verify the email address will be sent to the new email address.

New Email Address

Confirm New Email Address

[Continue](#)

Change Password

The final option from the menu is to change the User's password; this can be done by first entering the user's current password, which they no longer want in the 'Old Password' box. Then they will need to enter a new password twice in the 'New Password' box and 'Confirm New Password' box.

A password must be more than 6 characters long and contain a mixture of Uppercase and Lowercase letters as well as at least one numeric value.

E.g. Valid Password = "ABPorts1" or "Humber1986"

The more complex a password is the safer (stronger) it is, therefore stronger passwords are better, for example: "YyiE7Tdc5"

To complete the process of changing passwords the user must click on the 'Continue' Button.

Old Password

New Password

Confirm New Password

[Continue](#)

1: Enter the current Password

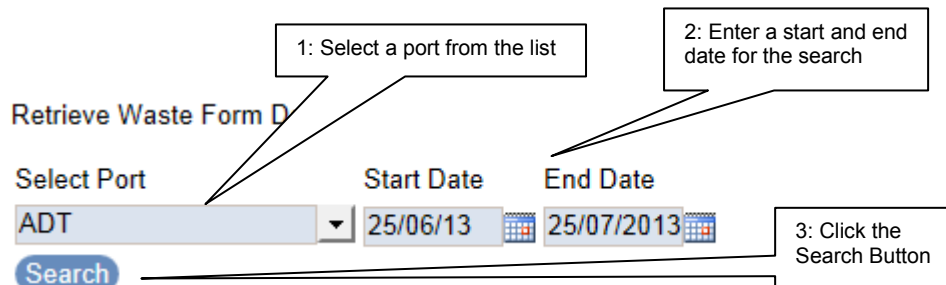
2: Enter the New Password

3: Enter the New Password Again

4: Click the 'Continue' button to change the password

Waste Search

The waste search section allows users with the correct access to search for old waste notifications. This information can also be downloaded.



The screenshot shows the 'Retrieve Waste Form D' section. It includes a 'Select Port' dropdown menu with 'ADT' selected, a 'Start Date' field with '25/06/13' and a calendar icon, and an 'End Date' field with '25/07/2013' and a calendar icon. A blue 'Search' button is located below these fields. Three numbered callouts are present: '1: Select a port from the list' points to the 'Select Port' dropdown; '2: Enter a start and end date for the search' points to the 'Start Date' and 'End Date' fields; and '3: Click the Search Button' points to the 'Search' button.

Results (9 Matches Found) Download List

Date Posted	Port Ship	Agent's ETA	Submitter	Make PDF	Resend Email
21/08/13	ADT THUN GOTHIA	17/08/2013			
21/08/13	ADT CEC CENTURY	19/08/2013			

Once the user has found matching notifications they have the option to download a detailed list of all the notifications listed in .csv format.

Also the user can select any of the individual notifications to view them in PDF format or resend the notification email.

Creating a Notification

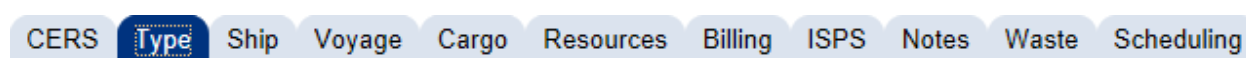
In order to create a notification the user must first be on the Home Page, to do this the user must either logon to the site or click on the 'Home' link on the top bar if the user is currently logged on.

From the Homepage the user will be given a number of options to create a new notification, these include: - 'Add New Notification', 'Add New Notification (unknown ship)' and 'Add New Notification (departure only)'. The availability of these options will be configurable.

As well as creating new notifications the users will also be given the option to create a new waste notification; however this will be discussed at a later stage.

After clicking the 'add new notification' link the user will be directed to the Notification Submission section of the site.

Below this is a menu bar showing all of the stages of a Notification (NB, the Type section may not always be present)



By clicking on any of the stages in the Notification the user will be redirected to that section. This can be done throughout the submission of a notification. Note that these options are dependent on user access and therefore may not always be visible. If the notification being worked on is new, the user will be given the option to save the as a Draft. To do this only the minimum amount of information is required. Draft notifications will not be sent to PAVIS, they will simply be stored at the website until the user completes the required details and submits it.

Save As Draft

Throughout this section the user will be able to view the Terms and Conditions of the site using either the top menu or through the 'View Terms and Conditions' button at the bottom of the screen:

View Terms and Conditions

Once a user has read and agreed to abide by the terms and conditions of the site they can click the check box to acknowledge this..

☐ I have read and agree to abide by the Terms and Conditions which I accept apply to every use I make of this system. The Terms and Conditions include certain important disclaimers.

Submit Notification

A notification cannot be submitted until this is checked.


☒ I have read and agree to abide by the Terms and Conditions which I accept apply to every use I make of this system. The Terms and Conditions include certain important disclaimers.

Submit Notification

CERS (Latest Version)

In the latest version of ABP Agents Interface users are now able to attach a CERS Workbook. Once a workbook is attached the version of the workbook will be displayed.


CERS Workbook (Must be .xlsx, as supplied by the MCA):

CERS3_Workbook_v1.1.4_CMA_CGM_GF.xlsx  

ISPS Details

Waste Details

Current Ship Security Level: Supplied

1 - Standard 

☐ Ignore Waste Details

Workbook uploaded: version 1.1.4 found.

Workbook sections processed:

Vessel, Voyage, Security, Waste, Incoming Hazmat, Outgoing Hazmat

Details updated from Workbook:

Vessel - Company Name - (New Value '5698')

Details from workbook which are mismatched and not updated:

After a workbook is uploaded the Security Level and Waste Details will be read from it.

The security level can be overridden at this stage.

If the waste in the sheet is not intended for the destination location then the 'Ignore Waste Details' can be checked and the waste details will be ignored when submitting the notification.

In addition to extracting the ISPS and Waste details. The website also tries to extract details about the vessel and voyage. If details already exist in the notification which contradict with the values in the workbook, the user will be warned. However, the values will not be overridden on the notification. Any values which can be read from the workbook, which are not in the notification will be updated.

Notification type (When available)

If the user has sufficient access they will be allowed to decide if the notification they would like to raise will be 'Confirmed' or 'Provisional'.

Specify Notification Type

☒ Provisional Notification

Making a provisional notification will notify ABP that a voyage is due to occur, but will not confirm the booking. You must update this notification to confirm the details with VTS when you are sure that the voyage will occur, otherwise no bookings will be made for the ship.

☐ Confirmed Notification

Making a confirmed notification will inform ABP that you wish to make a booking for a visit. This option will also make bookings for any requested pilotage. Any changes to a confirmed booking must be notified to ABP as soon as possible, otherwise charges may be incurred.

If the region is configured to allow Provisional Notifications and the user would like to put a placeholder on the system for a voyage which is due to, or may, occur they can choose to create a Provisional Notification. This can be updated and resubmitted as a confirmed notification at a later date.

Alternatively if the user wishes to specify a fully qualified Notification, they can do so by selecting the Confirmed Notification.

In-order to progress from this screen the user can either click the ['Next Step – Ship >>'](#) button or click on any of the other section on the Stage Bar.

Ship

On this selection the Ship details are specified, however this is optional (N.B. if the user chooses to 'Add New Notification (unknown ship)' then these first two sections will be automatically filled in. And the user will be initially moved to the voyage stage).

Ship Details

☒ I will specify a ship later

☐ I will specify a ship now

If specifying a ship the user will need to select ship this can be done in by using one of the following methods.

Ship Search (Enter Ship Name, Call Sign or MSI Number)

Enter minimum 2 characters *

Search for a ship, by typing the name, call sign or IMO number for the ship. Then select the existing ship from the list (Note. If one doesn't exist then there is an option at the bottom of the list to specify a new ship).

Quick Selection:

Ship Name	Call Sign	IMO Number	
ANGLIA	V2AY4	7601724	Select
ANTONIA B	V2DF9	8318128	Select
CLONLEE	MQUJ9	9129471	Select
GEERT K	PBLT	9195705	Select
PARTNERSHIP	VSJX7	9130432	Select
URE			Select

Alternatively the user can simply select from one of the ships which is known by ABP to be linked to the current user.

Once a ship is selected or alternatively the user chooses to enter the details manually the below will be displayed, this will be populated with the details of the selected ship if applicable.

Note, Inmarsat Call Numbers, Port or Registry, Name or Company, IMO Company Identification Number and CSO Name and 24 Hour Contact Details will only be mandatory when specifying ISPS details.

Ship Details

☐ I will specify a ship later

☒ I will specify a ship now [Clear Current Ship and Search](#)

Ship Name:

Ship Call Sign:

IMO Number:

Inmarsat Call Numbers

Ship MMSI Number:

Note: The Ship IMO number OR Ship MMSI number is required when the voyage is CERS Reportable.

Ship Type:

Country of Registry:

Port of Registry

Ship Length (metres):

Ship Beam (metres):

Ship GT:

Ship NT:

Ship Summer Deadweight:

Operational Bow Thruster ☐

Defects in Ship Equipment ☐

Note: The ship's owner information is required as part of the revised Pre-Arrival Notification (PAN) form issued by the Department for Transport (DfT) to the UK maritime ports industry.

Name of Company

IMO Company Identification Number

CSO Name and 24 Hour Contact Details

^
v

Once all of the details have been entered the user can click on the 'Next' button to progress or alternatively click the 'Previous' button if they would like to return to the previous stage to view or alter any details (if available).

Voyage

Here the voyage details can be entered. The departing voyage selection is purely optional.

When entering dates on the Agents Interface site the user doesn't need to enter a time for a date. However there are a number of options here. The user can enter AM, PM or leave the time completely blank, these mean sometime in the morning, sometime in the afternoon, or sometime that day respectively. This functionality is also extended to include only entering a month and a year, this will mean anytime in the specified month.

Voyage Details

Last Port of Call:

Enter minimum 2 characters *

ETA Limits:

* 

Destination Location:

Select a Port *

Please select a location

Side To Quay:

Arriving Voyage

ETA at Berth:

* 

Deepest Draft (metres):

*

Crew Count:

Passenger Count:

Note: The Crew Count and Passenger Count details are required when the voyage is CERS Reportable.

Berthing Orders:

Berth Available Date-time: (with prospects / has orders only)



Departing Voyage

Next Port of Call:

Enter minimum 2 characters

X Following Agency:

However if a 'Next Port of Call' is specified then a further set of details must be entered:

Departing Voyage

Next Port of Call:

Rotterdam



Following Agency:

ABP - Exxtor

ETD:

Deepest Draft (metres):

*

Voyage Departing Crew Count:

Voyage Departing Passenger Count:

Note: The Crew Count and Passenger Count details are required when the voyage is CERS Reportable.

When specifying a New Notification for a departure only, only the departing voyage details will be shown, as seen above.

Once all the mandatory details for the voyage have been entered the user can move on to the ['Next'](#) or back to the [Previous](#) for editing.

Note: When reviewing a notification the voyage details will show the arrival and/or departure details depending on the user's access. (This is due to the fact that an agent can now be responsible for the arrival and/or departure of the ship; i.e. the arrival agent isn't necessarily the departure agent.)

Cargo

The Cargo section, allows the user to list all of the consignments which are involved.

The screenshot shows the 'Cargo' section of the ABP interface. It includes a 'Cargo Details' header, a 'Cargo handled' section with a table, and a 'Cargo Carriage on Arrival' section. Numbered callouts point to specific fields and buttons:

- 1: Enter Details of the Cargo Item** points to the 'Commodity' field in the table.
- 2: Create a new Cargo Item (If required)** points to the 'Create New' button.
- 3: Enter the details of the arriving cargo** points to the 'Arriving Cargo Additional Details' text area.
- 4: Enter the Dangerous Goods details for the arriving voyage.** points to the 'Arriving dangerous or polluting goods details' text area.
- 5: Upload a Dangerous Goods File** points to the 'Browse' button next to the 'Arriving Dangerous or Polluting Goods Manifest' field.

In order to add a cargo item the type, commodity, B/L Quantity, Unit of Measurement and Units of Carriage must be entered. If more than one cargo item is on board the ship further items can be specified by clicking on the 'Create New' button.

Cargo items can be deleted from this list by clicking the check boxes next to each of the cargo items to remove and clicking the 'Delete All Selected' button.

Once all of the cargo items have been specified the user can go on to enter the Carriage on Arrival details.

The user will need to specify if the ship is arriving with cargo or in ballast; only under certain circumstances can this be left blank (If the notification is provisional). In addition to these checkboxes the user also has the option to add textual details of the arriving cargo.

If the ship contains dangerous cargo, then the 'Dangerous Cargo on Arrival' checkbox should be ticked and the user will then need to add a Dangerous Goods Manifest (This doesn't need to be done immediately if ISPS details are not be entered, however, failure to do this prior to the vessel sailing/entering the region will result in the MCS being notified that the agent failed to notify). The Dangerous Goods Manifest should be uploaded in an IMO Fal Form 7 format, which can be found at <http://www.imo.org/OurWork/Facilitation/FormsCertificates/Pages/Default.aspx>.

To upload a file, the user must click the 'Browse' button; this will open a local file dialog box (similar to opening a file in Microsoft Word). From here the user can search their local machine for the correct file to upload. Once the correct file has been selected and the open button has been clicked in the dialog box, the file will be uploaded.

The user has the option to upload a number of files or remove them from the list as shown above.

Now the user can move on to the [Pilotage stage](#) or back to the [Voyage stage](#).

Pilotage

Pilotage Details

Pilotage for Arrival

Pilot(s) Required: ☒

Requires 2 Pilots ☐

Boarding Point:

Spurn Lt Float

PEC Holder Used ☐

PEC Number:

or PEC Name:

The Pilotage form allows the user to specify if any Pilots are required giving a boarding point or if the ship already has a PEC on board. If a PEC is already on board then their details should be entered (depending on configuration, these may not be applicable and therefore not visible). Once all of the required details have been entered the user can proceed to the [Resource stage](#) or back to the [Cargo stage](#).

Resources

The resources requirements stage allows the user to book additional resources for the voyage. Tugs, Boatmen can be specified as well as any gangways, fresh water, gritting, power that is required.

Also the user can specify if there is any hot work or diving planned.

Step 5 - Resources Details

Arrival Resources

Tugs Required on Arrival:

ABP Boatmen (Mooring Gang) Required for Arrival ☐

Resource Requirement at Hessel Haven

Gangway Required:

Fresh Water Required:

Volume of Fresh Water (m³)

Gritting Required:

Power Required:

Hot Work Planned:

Diving Planned:

Shore Moorings:

Fenders Used:

After entering all of the required details the user can move forwards to the [Billing stage](#) or back to the [Pilotage stage](#).

Billing

Please note this stage is not available for all regions. In this stage the user can specify how they would like the Billing to be configured. The user can set the Pilotage/PEC bills as well as the Conservancy Bills to be sent to ABP or alternatively give a name and address of the agent to whom they should be sent. These details will be applicable to both the arrival and departure voyage (where the departure is specified).

Billing Details

Send pilotage/PEC bills to Notifying Agency? ☐

Pilotage/PEC Bill Agent:

Pilotage/PEC Bill Agent Address (if known):

Send conservancy bills to Notifying Agency? ☐

Conservancy Bill Agent:

Conservancy Bill Agent Address (if known):

After the Pilot and PEC details have been entered the user can proceed to the [ISPS stage](#) or back to the [Resource stage](#).

ISPS – (Deprecated due to the details being stored in the CERS Workbook)

This stage allows the user to enter the security details relating to the Pre Arrival Notification (PAN).

ISPS Details

Current Ship Security Level:

1 - Standard ▼

If set you must provide the following information

You must provide the ISPS information either by attaching a file or entering the information

Attach File: ☐ Enter Details: ☐

If this is the ship's first visit to this Port,

please Select a File Containing the ISSC (.doc/.docx/.htm/.html/.pdf/.txt/.rtf/.zip/.xls/.xlsx/.jpg/.jpeg/.bmp):

Browse...

Please Select a File Containing the Crew List (IMO Fal Form 5) (.doc/.docx/.htm/.html/.pdf/.txt/.rtf/.zip/.xls/.xlsx/.jpg/.jpeg/.bmp):

Browse... *

Please Select a File Containing the Passenger List (IMO Fal Form 6)

(.doc/.docx/.htm/.html/.pdf/.txt/.rtf/.zip/.xls/.xlsx/.jpg/.jpeg/.bmp):

Browse... *

Title Or Position ▼

Form Completed By:

Place of Completion:

Date and Time of Completion

To enter these details the user can either enter the details manually or upload a file. This option is displayed below and should be selected before the details can be either entered or uploaded.

You must provide the ISPS information either by attaching a file or entering the information

Attach File: ☒ Enter Details: ☐

When selecting a file to upload the user will be presented with the local file selector as described in the cargo stage.

If this is the ship's first visit to this Port,

please Select a File Containing the ISPS (.doc/.docx/.htm/.html/.pdf/.txt/.rtf/.zip/.xls/.xlsx/.jpg/.jpeg/.bmp):

Browse...

Alternatively to manually enter the details the user will be shown the options below:

You must provide the ISPS information either by attaching a file or entering the information

Attach File: ☐ Enter Details: ☒

Date of Ship's Last Visit to UK (dd/mm/yy):

☒ Never Visited UK Before ☒

Does the Ship have a valid International Ship Security Certificate (ISSC)?

ISSC Cert. Nos. Issued By Expiry date

Details: If not, please detail why? Does it have an approved SSP?

Port Facility of Arrival Primary Purpose of Call

Does The Ship Have an Approved SSP on board ☐

Location of ship at the time this report was made

Last ten ports of call: Start with No.1 as the most recent port visited

	Date From *	Date To *	Port *	Country *	UNLOCODE	Port Facility *	Security Level at Port
1	<input type="text"/>	<input type="text"/>	Gabes	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
2	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
3	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
4	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
5	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
6	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
7	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
8	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
9	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard
10	<input type="text"/>	<input type="text"/>	Enter first 2 characters	Enter first 2 characters	<input type="text"/>	<input type="text"/>	1 - Standard

Note: If the ship has previously visited less than 10 ports, repeat the earliest port and date as necessary

☐ Did the ship take any special or additional security measures, beyond those in the approved SSP?

Have the ship security procedures specified in the approved SSP been maintained during each of these ship-to-ship activities?

If No, provide details of the security measures applied in lieu in the final column below.

Ship-to-Ship Activities: Enter in chronological order (most recent first)

Date From *	Date To *	Location or Longitude and Latitude *	Ship-to-ship activity *	Security Measures applied in lieu
<div>Create New Delete Selected</div>				

General description of cargo onboard the ship

Agent contact details at intended port of arrival

Is there any security-related matter you wish to report?

For example have you witnessed any suspicious activity during the voyage?

Details: If Yes, please detail including location and date

If this is the ship's first visit to this Port,

please Select a File Containing the ISSC (.doc/.docx/.htm/.html/.pdf/.txt/.rtf/.zip/.xls/.xlsx/.jpg/.jpeg/.bmp):

Browse...

Please Select a File Containing the Crew List (IMO Fal Form 5) (.doc/.docx/.htm/.html/.pdf/.txt/.rtf/.zip/.xls/.xlsx/.jpg/.jpeg/.bmp):

Browse...

Please Select a File Containing the Passenger List (IMO Fal Form 6) (.doc/.docx/.htm/.html/.pdf/.txt/.rtf/.zip/.xls/.xlsx/.jpg/.jpeg/.bmp):

Browse...

Title Or Position Form Completed By: Place of Completion: Date and Time of Completion

In addition to either uploading the ISPS details or entering the details manually, the crew and passenger lists (IMO FAL forms 5 and 6, found at <http://www.imo.org/OurWork/Facilitation/FormsCertificates/Pages/Default.aspx>) will always be required when specifying the security level of the ship. Also, a number of fields will also become mandatory on the Ship tab when ISPS is specified these are described in the ship details section of this document.

After the ISPS details have been completed the user can move forwards to [submit](#) the notification or return to the [previous stage](#).

Waste – (Deprecated due to the details being stored in the CERS Workbook)

This stage allows the user to enter waste details for the voyage. This is simply done by completing the required fields. Once waste details have been specified and submitted to PAVIS they cannot be removed, only updated.

N.B. Waste details cannot be saved in a draft notification. A warning will be shown if a user attempts to do this.

Scheduling

Scheduling, allows the user to create multiple notifications for the previously entered data, which will be created with the specified at limits and at berth date and times. When creating multiple notifications, any documents attached to the original notification will not be attached to the subsequent copies. This will need to be done manually after the notifications are created.

This option is only applicable for those regions that permit it.

Step 10 - Scheduling

Create a repeat Schedule: ☒

NB. If a dangerous goods file was attached to the original notification, this file will not be attached to notifications.

	At Limits (dd/mm/yy) (Time)	ETA at Berth (dd/mm/yy) (Time)	ETD (dd/mm/yy) (Time)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scheduled ETD Date

Submitting the Notification

Once the previous stages have been completed the user is given the option to submit the Notification to ABP. Once a notification is submitted the user will still be able to move to the previous stage in order to review the details. However, this is for review purposes only as the form will clearly show the warning "THIS NOTIFICATION HAS ALREADY BEEN SUBMITTED!!!" and the fields will be disabled.

At this stage the user will also have the option to create a following notification.

Create a Following Notification

In order for this option to be visible the user must have already submitted a notification and be viewing it. By creating a following notification the user will go through the same process as described in creating a new notification only this time, a number of items will already be filled in from the destination of the previous voyage.

Last Berth:

CDF - Container

Last Port of Call already filled in using the previous voyage information.

Creating a Waste Only Notification

Waste Users

To create a waste Notification the user must first select the Waste Port this can be done from the [waste notification screen](#) by selecting the port (e.g. ADT), there is also a number of useful links that can be seen by clicking the 'Useful Links' button.

From here the Waste Notification should be filled out in full, and then submitted using the 'Submit Notification' button at the bottom of the screen.

Full Users

For full users of the website, Waste details are submitted with a voyage notification as described earlier.