

Central and Eastern European Reporting Information System

# YOUR PLATFORM FOR REPORTING ONLY ONCE WITH SINGLE ENTERING OF DATA

## User Guidelines for Electronic Reporting

Version: 19.07.2022

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## 1 CEERIS – Introduction

Welcome to the world of CEERIS – where the fulfilment of all reporting requirements for a specific voyage / transport works by **“reporting only once and single entering of data”**. CEERIS aims to reduce administrative barriers and reporting burdens within Inland Navigation step by step with an increasing number of participating Receiving Authorities by enabling efficient and transparent electronic reporting procedures.

CEERIS and EuRIS are interconnected and share their user management, registrations are carried out in EuRIS. In addition to the user management and registration EuRIS provides vessel management, route calculations, vessel positions, ETA and ATA calculations to CEERIS. In order to use CEERIS for reporting, either a successfully claimed vessel (privacy class 9 with valid ENI) or granted reporting rights for a vessel in EuRIS are required.

## 2 How to get a user account for CEERIS?

The platforms CEERIS and EuRIS share their user management with a single sign-on approach. The registration and the management of organisations and user is done in EuRIS.

### 2.1 Visit EuRIS to create your account and organisation

In order to use CEERIS, you need to first create an account in EuRIS, as the user administration for both systems (CEERIS and EuRIS) is handled via EuRIS.

For the registration you can either click on login at the CEERIS start page [www.ceeris.eu](http://www.ceeris.eu) or directly go to the registration page at the login for EURIS:

<https://www.eurisportal.eu/Registration>

- 1) Visit <https://ceeris.eu>
- 2) Click **“LOGIN”**
- 3) Select **“Create an account”**

LOCAL LOGIN

Email

Password

Remember My Login

Login Forgot password? Cancel

No account yet? **Create an account**

- 4) Select the profile **“Skipper”** and click **“NEXT”**
- 5) Click **“NEXT”** to define the information for your **USER ACCOUNT**





- Make sure to set your country in order to receive support by the respective national administrator.
  - Make sure you have access to the provided e-mail address for the account activation
- 6) Click **“NEXT”** to define the details of your **ORGANISATION**
- Please check first if your organisation is already registered by entering the organisation name with the exact spelling. Try multiple spellings to avoid duplicates.



Possible error message: “Name is already in use (this organisation already exists)”. In this case get in contact with the administrator of the existing organisation after you have activated your account in order to be invited to your organisation.

- As first user you will automatically become the administrator of this organisation.
  - Make sure you use the correct organisation name and e-mail address as you will not be able to change these details later on.
  - Make sure you have access to the provided e-mail address for the activation of the organisation.
- 7) Click **“NEXT”** to get an overview on the details of your account organisation and to check the [terms and conditions](#)
- 8) Approve that you have read the general terms and conditions of use and agree to them by ticking the box and clicking **“CONFIRM”**.

**Your profile has been successfully created!**

We have sent you an email with an overview of your details and a confirmation link.

Click on this link to activate your profile and sign in to EuRIS.

[Click here](#) if you have not received an email.

- 9) Check your e-mail inbox and confirm your account first.
- 10) Check your e-mail inbox of the organisation and click on the link to confirm the organisation.

## 2.2 Register your vessel in EuRIS

To access CEERIS as Reporting Party with your EuRIS account you must have an “approved ownership of at least one vessel (privacy class 9)” that has a valid ENI number in EuRIS or you must be given “reporting rights” in EuRIS by a vessel owner. To claim your vessel in EuRIS, you must be the owner of the vessel with access to the **Community Certificate** or another supported certificate and need to take the following steps:





- 1) Visit [www.eurisportal.eu](http://www.eurisportal.eu) and login with your activated account.
  - Make sure you have selected the profile **“Skipper”**
- 2) Go to **MyEuRIS / MY VESSELS** and click on **“ADD SHIPS”**
- 3) Fill in the correct and complete data for your vessel and upload your vessel certificate.
  - Provide the complete information for your vessel including also the **ENI NUMBER** as you will not have any further update possibilities.

Ship 1

Name of vessel\*

Delete ship

Professional shipping

Recreational boating

Please enter at least MMSI, IMO or ENI number below

MMSI

IMO

ENI (required for CEERIS)

HIN

**Important note:** The provision of the **ENI number** is mandatory for the use of CEERIS. Thus, make sure to fill in the correct ENI number for your vessel.

- 4) Based on the provided data national identity controllers of the system will verify whether you are the rightful owner of the vessel and provide you a notification of approval.

As administrator of the organisation you can manage the access to the vessels of your organisation for all members of your organisation under **ORGANISATION / MEMBERS OF MY ORGANISATION** by selecting a user and clicking on the button **“MANAGE VESSELS”**.

| EuRIS  | Support  | euris.support@viado...  | user                       | active         |
|--|----------|-------------------------|----------------------------|----------------|
| <b>Identification</b>  |          | <b>Contact</b>          |                            | <b>Address</b> |
| First name   | EuRIS    | E-mail                  | euris.support@viadonau.org | Street         |
| Name   | Support  | Telephone number        |                            | Postal code    |
| Job title  |          | Cell number (primary)   |                            | Municipality   |
| Organisation   | viadonau | Cell number (secondary) |                            | Country        |
| Role   | User     |                         |                            | Austria        |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Create administrator</span> <span>Remove from organisation</span> <span>Block</span> <span>Remove</span> <span style="border: 2px solid #0056b3; padding: 2px 5px;">Manage vessels</span> </div> |          |                         |                            |                |





### 2.3 Invite 3rd Parties to report for your vessel

You can share a reporting flag with all involved parties as agents, cargo owners and terminal operators enabling them to fill in e.g. cargo data for your transport.

In case you are not the owner of the vessel in EuRIS, please ask the owner to grant you reporting rights for his vessel.

In order to grant reporting rights for your vessel to any 3rd party, the following steps are needed:

- 5) Go to [MyEuRIS / MY VESSELS](#) and click on the vessel for which you would like to share the reporting rights.
- 6) Click **“VIEW SHARED INSPECTION”** scroll down and click on **“INVITE FOR INSPECTION”**
- 7) Fill in the e-mail address of the user account you would like to grant access rights, select the privacy class for you position and transport data for this user in EuRIS.
- 8) Activate the checkbox **“SUBMIT ELECTRONIC REPORTS FOR THE VESSEL”** and specify the time frame for the vessel insight and reporting rights. You can either grant the rights for an unlimited time period or set a start and end date.

Send invitation to inspection rights

**Invitation 1**

|   |                  |             |                                   |
|---|------------------|-------------|-----------------------------------|
| Name of vessel  | Type hull number | Hull number | <a href="#">Delete invitation</a> |
| E-mail address to which the invitation should be sent*                |                  |             |                                   |
| Privacy class<br>3. AIS Information                                   |                  |             |                                   |
| Submit electronic reports for the vessel?<br><input type="checkbox"/> |                  |             |                                   |
| Inspection type<br>Unlimited  |                  |             |                                   |

- 9) Click **“SEND”** to finalize the invitation.
- 10) The invited user receives a notification for the granted insight and needs to approve the invitation under [MyEuRIS / TRACKED VESSELS / RECEIVED INVITATIONS](#) by clicking on the vessel and **“ACCEPT”**. Subsequently the vessel is visible under [MyEuRIS / TRACKED VESSELS](#) for the invited user.
- 11) 3<sup>rd</sup> parties can also send a request to follow a vessel under [MyEuRIS / TRACKED VESSELS](#) by clicking on **“REQUEST ACCESS RIGHTS”**. After the confirmation the vessel is visible under [MyEuRIS / TRACKED VESSELS](#).





### 3 How to get started in CEERIS

As soon as you have your active account with a successfully claimed vessel (with a valid ENI number) or granted reporting rights in EuRIS you can access the CEERIS platform to report your voyages.

#### 3.1 Login to CEERIS

- 1) Visit <https://ceeris.eu>
- 2) Click „LOG IN“
- 3) Fill in your user credentials and click “LOG IN”

Email

Password

- 4) Give CEERIS permission to use your information from the EuRIS application access by clicking “YES, ALLOW”.

#### REQUESTING YOUR PERMISSION

Uncheck the permissions you do not wish to grant.

|   |  |
|---|--|
| <p> Personal Information</p>  |  |
| <input type="checkbox"/>  | Your user identifier <i>(required)</i>   |
| <input checked="" type="checkbox"/>   | User profile<br>Your user profile information (first name, last name, etc.)            |
| <p> Application Access</p>  |  |
| <input checked="" type="checkbox"/>   | Demo2 VisuRIS api<br>Demo2 VisuRIS api   |
| <input checked="" type="checkbox"/>   | Offline Access<br>Access to your applications and resources, even when you are offline |
| <p><input checked="" type="button" value="Yes, Allow"/> <input type="button" value="No, Do Not Allow"/></p> |  |

- 5) Open the link to the [terms and conditions](#) for the user of CEERIS and read the provisions.
- 6) Click “ACCEPT” to approve the terms and conditions and use the system

Terms and conditions

Before being able to use application you have to accept the terms and conditions which are available on the link below.

[Terms and conditions](#)

Reject





## 4 How to report your transport in CEERIS

After the acceptance of the terms & conditions you are ready to start your reporting workflows. For more information on the navigation menu also examine the subsequent chapters 5, 6 and 7.

### 4.1 Create your transport plan

Under **"TRANSPORT PLANS"**, the Dashboard of Transport Plans is displayed, in which all transport plans already created are listed. If this is your first time in CEERIS your overview will be empty.

In CEERIS you can create a transport plan that contains either **1 or multiple voyages** which are separated by events such as loading or unloading of goods or passenger movements entailing a change of data.

- 1) Click on the button **"NEW TRANSPORT PLAN"** and choose to create your transport plan either **"from scratch"** or **"from template"**. In order to use templates, you first need to create a template for a frequent transport und [Reporting / Templates](#)

Transport plans New transport plan

Filter
Quarterly reporting

| Vessel    | Departure                     | ETD               | Destination                      | ETA               | Status   | Action       |
|-----------|-------------------------------|-------------------|----------------------------------|-------------------|----------|--------------|
| Krems     | Ruse Zapad Berth 15           | 11/07/2022, 10:28 | ATG Shipyard Giurgiu Berth       | 11/07/2022, 11:00 | Rejected | View voyages |
| Negrelli  | Schwegguthafen Traun          | 08/07/2022, 09:30 | Tankhafen Lobau OMV 1            | 08/07/2022, 18:00 | Pending  | View voyages |
| Carnuntum | Passau - Lindau               | 05/07/2022, 16:00 | BRATISLAVA                       | 06/07/2022, 17:00 | Approved | View voyages |
| Krems     | Passau - Lindau               | 05/07/2022, 14:45 | BRATISLAVA                       | 06/07/2022, 16:00 | Approved | View voyages |
| Carnuntum | Trockengüterlaende Linz Mitte | 28/06/2022, 08:00 | Galati Port Area                 | 28/06/2022, 18:00 | Pending  | View voyages |
| Epsilon   | BRATISLAVA                    | 27/06/2022, 14:00 | Tankhafen Lobau OMV 1            | 27/06/2022, 18:00 | Pending  | View voyages |
| Carnuntum | Schwegguthafen Traun          | 27/06/2022, 13:45 | Hafen Freudensau                 | 27/06/2022, 18:00 | Pending  | View voyages |
| Alpha     | Schwegguthafen Traun          | 27/06/2022, 11:35 | Galati Port Area                 | 28/06/2022, 15:00 | Rejected | View voyages |
| Einvoegel | BRATISLAVA                    | 22/06/2022, 15:00 | Einshafen RoRo Terminal          | 23/06/2022, 16:00 | Approved | View voyages |
| Alpha     | BRATISLAVA                    | 21/06/2022, 08:00 | Tanklaende Neue Donau links Ufer | 22/06/2022, 22:00 | Approved | View voyages |

Rows per page: 10 1-10 of 26



Note: For transport plans that are frequently used, you can create a pre-filled template and apply the template for your next voyage.

- 2) The creation of a transport plan consists of 3 steps starting with the **route definition** followed by the specification of **transport characteristics** and the selection and confirmation of **reporting requirements**. Define your transport plan by typing in the name of the locations for departure, destination and route points and expected timing.
  - Make sure ETD at your point of departure is in the future
  - To select the correct location, start to type in the name in the location search and all available locations will be visible.







**Define your route**  
Enter departure, destination and if applicable intermediate stops. Make sure to use consistent locations during reporting.

**Departure Point**

Location ETD

**Favourites**

- BRATISLAVA - BRATISLAVA - SKBTS00001CITYX18680 ★
- BRATISLAVA - BAZEN SVP QZ BRATISLAVA - KAMENOLOM DEVIN - SKBTS00001HRBS118772 ★
- Krems - Fahrgastlaende Krems-Stein Donaustation 25, Brandner Schifffahrt GmbH - ATKRE00001BER3L20023 ★
- Linz - Schweglthafen Traun - ATLNZ00016HRBS100016 ★
- Mohacs - Margittasziget - HUMOH00001BER1L14468 ★
- Staatsgrenze AT-SK Linkes Ufer - Staatsgrenze AT-SK Linkes Ufer - ATXXX00001J001018802 ★
- Staatsgrenze DE - AT - Staatsgrenze DE - AT Linkes Ufer - ATXXX00001J00232014 ★
- Wien - Wiener Donauraum GmbH - ATVIE00001BER3L19283 ★
- Wien - Magistratsabteilung 45 - EP201 - ATVIE00001BER3L19287 ★

**ETA**

☑ The following location types are available and need to be carefully selected:

- **CITY** (general city area in case details are not know)
- **HRB** (ports – select by city and port name)
- **BER** (berths – select by city and berth name)
- **Hectometre** (type in the Hectometre to use it as location)



Important note: The locations are linked to a unique code, the so called ISRS code, that is used by the system for to unambiguously determine the locations and carry out calculations.

☑ Doublecheck if you have selected the correct location as you will not be able to change the route definition afterwards.



Note: You can create favourite locations by clicking on the star icon right to the location name and code.

3) Click on **“ADD ROUTE POINT”** to create either a **stopping point** or a **passing point**

**Stopping Point**

Location ETA ETD Activity

Cargo or passenger change

---

**Passing Point**

Location ETA ETD Activity

Cargo or passenger change





- Stopping points** enable you to separate your transport plan into voyages with a cargo discharge or loading or passenger movement at the location specified as stopping point (activate the checkbox for activity **“Cargo or passenger change”**)



Important note: You will be able to copy and amend the data for the separated voyages.

- Passing points** selection will provide you ETA calculations and updates for the locations specified as passing point for ETA monitoring (no selected activity).

4) Click on **“NEXT”** to proceed to the next step and set your **transport characteristics**

5) Select your **main vessel** for the transport in the dropdown list

- In case the intended vessel is not available, doublecheck if you have sufficient rights for the vessel (ownership with privacy class 9 or reporting flag). New login & refresh of the page are required if the permission was assigned during the same session.



Note: All users with sufficient rights for the vessel will have access to the transport plan.

6) Define the **level of your transport** (domestic, international)

7) Specify the **main transport type** (cargo, dangerous cargo, passengers, other) for your voyage.



Important Note: If you have not specified your transport type and selected other as type only general requirements will be selected and you might miss applicable requirements

8) Click **“NEXT”** to confirm your transport characteristics

9) In the next step you will see the overview of applicable reporting requirements for your voyages including the **reporting requirement name**, **receiving authorities** and the **obligation type**. To view the details of a reporting requirement, use the action **“VIEW”** for the related requirement.

10) You can unselect individual reporting requirements you would like to fulfil by other means by deactivating the related checkbox.



Important Note: CEERIS provides you with all reporting requirements that were configured for your transport type by the competent national ERI Administrators together with the national receiving authorities. In case you miss a reporting requirement along your route, please contact the responsible national ERI administrator.

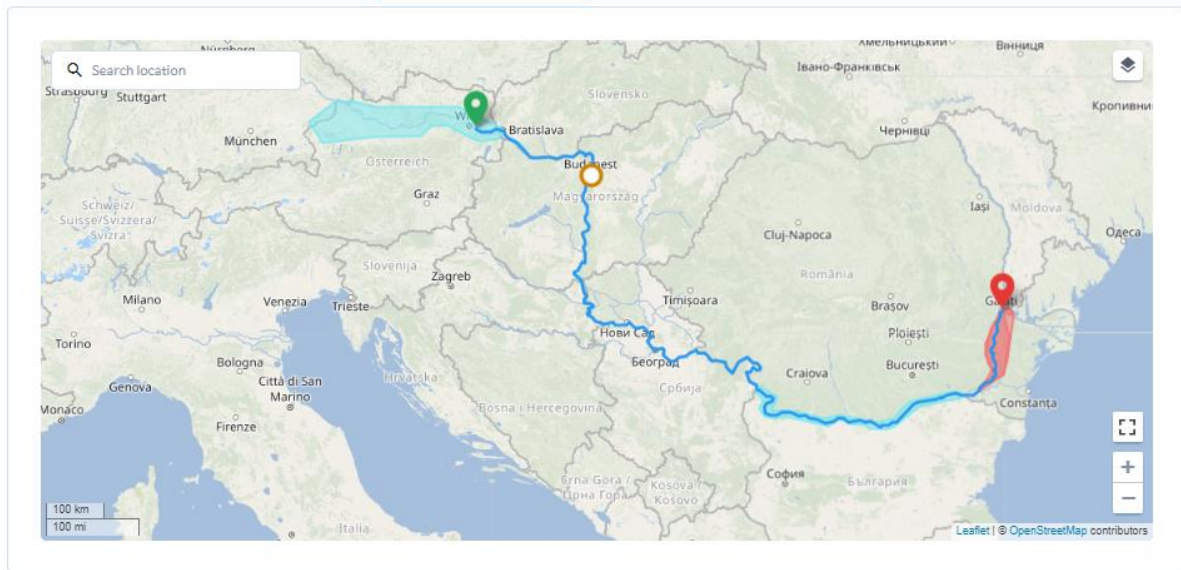




< Duplicated transport plan

Previous **Report my voyages**

- Route definition
- Transport characteristics
- Select reporting requirements



Select reporting requirements

Select reporting requirements for which you would like to report.

Tankhafen Lobau OMV 1 - Obol XI.

Selected reporting requirements **5 / 5**

|                                     | No | Reporting requirement name                         | Receiving authorities                                     | Obligation       | Action               |
|-------------------------------------|----|--|---|------------------|----------------------|
| <input checked="" type="checkbox"/> | 1  | SK Komárno Passing - Voyage Notification           | Dopravný úrad/ Transport Authority – kapitanát Komárno    | <b>Mandatory</b> | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | 2  | SK Štúrovo Passing - Voyage Notification           | Dopravný úrad/ Transport Authority – kapitanát Komárno    | <b>Mandatory</b> | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | 3  | SK Bratislava Passing - Voyage Notification        | Dopravný úrad/ Transport Authority – kapitanát Bratislava | <b>Mandatory</b> | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | 4  | SK Gabčíkovo - Voyage Notification                 | SVP PK Gabčíkovo / Lock of Gabčíkovo                      | <b>Mandatory</b> | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | 5  | AT- DANGEROUS GOODS REPORT - navigating in Austria | Multiple  | <b>Mandatory</b> | <a href="#">View</a> |

Obol XI. - Harbour area Docuri

Selected reporting requirements **4 / 4**

|                                     | No | Reporting requirement name                                   | Receiving authorities | Obligation       | Action               |
|-------------------------------------|----|--|-----------------------|------------------|----------------------|
| <input checked="" type="checkbox"/> | 1  | RO Galati DAVID Arrival International Report                 | Multiple              | <b>Mandatory</b> | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | 2  | RO Galati DAVID Arrival International Dangerous Goods Report | Multiple              | <b>Mandatory</b> | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | 3  | BG - Waste Disposal Declaration ( Entry )                    | Multiple              | <b>Mandatory</b> | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | 4  | Mohács Border Crossing Report                                | NAV                   | <b>Mandatory</b> | <a href="#">View</a> |

**11)** After reviewing all applicable reporting requirements, you confirm your selection by clicking on the button **“REPORT MY VOYAGES”** and **“START REPORTING”**.

- Please be aware that you will not be able to de-select reporting requirements once you have started to report. Opt-in requirements de-selected requirements will also be possible during the reporting procedure.





## 4.2 Complete report / fill-in required data

After the confirmation of reporting requirements, you will be redirected to the overview of your voyages where you can fill-in the data for your transport.

- 1) Start the reporting procedure by clicking **“COMPLETE REPORT”**

1. Voyage Awaiting Reports and responses Complete report

1 PASSING ⓘ

Tankhafen Lobau OMV 1 Obol XI.

| ETD         | ATD | ETA         | ATA |
|-------------|-----|-------------|-----|
| 14:00       | —   | 08:00       | —   |
| 12 Jul 2022 | —   | 13 Jul 2022 | —   |

Selected reporting requirements 5 / 5

2. Voyage Awaiting Reports and responses Complete report

2 PASSINGS ⓘ

Obol XI. Harbour area Docuri

| ETD         | ATD | ETA         | ATA |
|-------------|-----|-------------|-----|
| 10:00       | —   | 12:00       | —   |
| 13 Jul 2022 | —   | 17 Jul 2022 | —   |

Selected reporting requirements 4 / 4

- 2) In a first step you are asked **to fill in** the required data elements based on the definitions provided by the authorities. Further details are visible with mouseover the icons next to the data element.

1. VOYAGE • Tankhafen Lobau OMV 1 - Obol XI. Save as draft Next voyage Publish

Report requirement fields 2 Report requirement documents

Fill the reporting requirement fields. ⓘ 12 Mandatory fields left ⓘ Preview report

Safety > Persons on board >

Persons on board Clear data

Number of persons on board Number of persons on board ⓘ ⓘ  
 Total number of persons on board  
Field is required.

Number of passengers on board Number of passengers on board ⓘ  
 Total number of passengers on board  
Field value cannot exceed 9999  
 Field cannot contain decimal values.





Note: The counter in the blue badge informs you on the number of remaining fields per group, whereas the red exclamation mark and the green badge indicate that a group needs attention or is complete.

- ☑ The reporting data pool is categorized in the data groups **safety, voyage, convoy, consignment, crew, passengers and waste**. It is recommended to complete the report step by step in the foreseen order.
- ☑ Mandatory data elements are marked with a red star in the right upper corner. A counter informs you on the number of remaining mandatory fields for your voyage.
- ☑ Be aware that **“CLEAR DATA”** clears **ALL** data for this voyage.

3) To go to the next group of data elements use the **navigation bars**



4) In case your transport is carried out by a **CONVOY**, select the correct convoy type and add in addition to the **MAIN VESSEL** the other **BARGES**. You can either specify 1 or multiple barges for your convoy by clicking **“ADD NEW BARGE”**

Navigation bar: < > Barges Clear data

▲ Mandatory if applicable

Remove all

|   | Barge name | Barge identification | Mandatory fields | Actions |
|---|------------|----------------------|------------------|---------|
| 1 | Carnuntum  |                      | ✔                | ✖       |

5) After providing the details on the **MAIN VESSEL** and **BARGES**, you will be able to save this data for your next voyage by clicking **“SAVE AS NEW FAVOURITE”**

Note: Use **FAVOURITES** for vessels, consignments, crew and information on involved parties such as vessel operator, vessel owner, agent, consignor and consignee to save and apply the data for your next voyages

6) In case you are transporting **CONTAINERS** specify container range, count and status under **CONVOY / CONTAINER MATRICES**. You can specify 1 or multiple by clicking **“ADD NEW CONTAINER MATRIX”**.

Navigation bar: < > Container matrices Clear data

▲ Mandatory if applicable

Remove all

|   | Container range                                 | Count | Status | Mandatory fields | Actions |
|---|---|-------|--------|------------------|---------|
| 1 | Containers having length between 20 and 29 feet | 10    | Empty  | ✔                | ✖       |
| 2 | Containers having length between 30 and 39 feet | 10    | Empty  | ✔                | ✖       |
| 3 | Containers having length of 40 feet or more     | 10    | Empty  | ✔                | ✖       |





7) You can specify 1 or multiple **CONSIGNMENTS** for you transport by clicking **“ADD NEW CONSIGNMENT”**

Consignments Clear data

Mandatory if applicable

Remove all

| Sequence number | Mandatory fields | Actions |
|-----------------|------------------|---------|
| 1               | 2                |         |
| 2               | 1                |         |
| 3               | 21               |         |

- Doublecheck loading and discharge locations for the consignment as they were assigned automatically by the system based on the route.



Note: You can also create **FAVOURITES** for a **consignment** in case this is linked to frequently transported cargo and common transport relations.

8) For each consignment you can add 1 or multiple **dangerous good items** by clicking **“ADD NEW DANGEROUS GOODS ITEM”**

Dangerous goods items Clear data

Mandatory if applicable

Remove all


| Proper shipping name | UNDG number                | Mandatory fields | Actions |
|----------------------|----------------------------|------------------|---------|
| 1                    | Petroleum Gases, Liquefied | 1075             |         |

- Make sure to select to correct cargo type in the drop-down list. You can also search for cargo types by typing-in
  - **ADN-code**,
  - **HS-code**
  - or the **proper shipping name** (in your set language).
- The system automatically searches for all related entries. If your search is not immediately successful, please try again with a different spelling or search for the corresponding cargo code.
- Based on the selection, the system automatically adds for you the mapped **UNDG number**, **ADN class**, **ADN classification code**.





|   |                      |
|---|----------------------|
| Dangerous good<br>Dangerous good  | Coal Gas, Compressed |
| Proper shipping name<br>Proper shipping name of dangerous cargo   | Coal Gas, Compressed |
| UNDG number<br>United Nations Dangerous Goods (Number)  | 1023                 |
| ADN class<br>European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways                      | 2                    |
| ADN danger classification code<br>European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways | 11f                  |
| Packing group<br>Required degree of protective packaging  |                      |

 **Note:** Check if the mapped information corresponds with your transport. In case of deviations, try to find the correct cargo item by code. If the transported cargo item is not available please contact your National Administrator.

9) As it is important to know on which vessel a dangerous goods item is transported, each cargo item must be assigned to at least one of the specified vessels. In order to select a vessel for the cargo item click on **“ADD NEW PLACEMENT”** and select the respective vessel by displayed ENI number and add the weight of the good transported on this vessel.

Placement

Placements

- 30000011

Vessel identification number  
Identification number of the vessel (e.g. ENI - European Vessel Identification Number, National registration number)

Gross weight  
Gross weight in metric tons

Net weight  
Net weight in metric tons

10) For each consignment you can add 1 or multiple **non-dangerous good items** by clicking **“ADD NEW NON-DANGEROUS GOODS ITEM”** in case your transport carries non-dangerous cargo.

Non-dangerous Goods items

Add new Non-dangerous goods



Mandatory if applicable

No Non-dangerous goods added  
You can add one by clicking on "Add new Non-dangerous goods"

- ☑ Make sure to select to correct non-dangerous goods item in the drop-down list. You can also search for cargo types by typing-in
  - **HS-code**
  - or the **goods name** (in your set language).
- ☑ The system automatically searches for all related entries. If your search is not immediately successful, please try again with a different spelling or search for the corresponding HS-code.





  Note: Conditional data groups are displayed with a green checkbox with a bubble as soon as you have passed through the field even if no data entry has been made.

- 11) Assign the transported non-dangerous goods item to a vessel by clicking on **“ADD NEW PLACEMENT”** and select the related vessel in the dropdown list and specify the transported weight.
- 12) To add one or multiple **PASSENGERS** to your transport, click **“ADD NEW PERSON”** and fill in the required details for the passenger.

Passenger list
Clear data

- Passenger list
- Meyer >
- Meyer >
- Müller >
- Eder >
- Bauer >
- Bauer >
- Salzer >
- Unger >
- Unger >

Passenger list
Remove all

+ Add new Person

|   | First names | Last name | Name prefix | Mandatory fields                    | Actions |
|---|-------------|-----------|-------------|-------------------------------------|---------|
| 1 | Heinz       | Meyer     | Mr.         | <input checked="" type="checkbox"/> |         |
| 2 | Lisa        | Meyer     | Ms.         | <input checked="" type="checkbox"/> |         |
| 3 | Magdalena   | Müller    | Ms.         | <input checked="" type="checkbox"/> |         |
| 4 | Sabrina     | Eder      | Ms.         | <input checked="" type="checkbox"/> |         |
| 5 | Gundula     | Bauer     | Ms.         | <input checked="" type="checkbox"/> |         |
| 6 | Ferdinand   | Bauer     | Mr.         | <input checked="" type="checkbox"/> |         |
| 7 | Josef       | Salzer    | Mr.         | <input checked="" type="checkbox"/> |         |

- 13) To add one or multiple **CREW MEMBERS** to your transport, click **“ADD NEW PERSON”** and fill in the required details for the crew members.

Crew list
Clear data

- Add new Person

Minimum required: 1

|   | First names | Last name  | Rank type   | Mandatory fields                    | Actions |
|---|-------------|------------|-------------|-------------------------------------|---------|
| 1 | Friedrich   | Stockinger | Crew member | <input checked="" type="checkbox"/> |         |
| 2 | Beppo       | Muster     | Crew member | <input checked="" type="checkbox"/> |         |
| 3 | Johann      | Bauer      | Crew member | <input checked="" type="checkbox"/> |         |
| 4 | Thomas      | Stockinger | Crew member | <input checked="" type="checkbox"/> |         |

 Note: You can also create **FAVOURITES** for your crew members to use to fill-in their data automatically for your next voyage

- 14) In case you have **WASTE** to report, add one or multiple waste item to your transport by clicking **“ADD NEW WASTE ITEM”**







Waste items Clear data

⚠ Mandatory if applicable

+ Add new Waste item 🗑 Remove all

| Waste code         | Mandatory fields | Actions |
|--------------------|------------------|---------|
| 1 Oily Bilge water | ✔                | 🗑       |

15) You have **completed the fill-in process** when you arrive in the last data group and all checkboxes for data groups have turned green.

Report requirement fields  Report requirement documents

Fill the reporting requirement fields. ⓘ Import people data Preview report

Ship's stores > Copy data from the previous voyage

- Safety
- Voyage
- Convoy
- Carrier details
- Consignments
- Passenger list
- Crew list
- Stowaway list
- Waste report
- Ship's stores

Ship's stores Clear data

⚠ Mandatory if applicable

+ Add new Ship's stores item 🗑 Remove all

| Item code | Item description   | Mandatory fields | Actions |
|-----------|--------------------|------------------|---------|
| 1         | Cigarettes Malboro | ✔                | 🗑       |

Note: Please be aware that if you save your report as a draft, you will need to click through conditional or optional fields again before you can publish the report.

16) Click **“PREVIEW REPORT”** to examine the provided data.

17) Go to **“REPORTING REQUIREMENT DOCUMENTS”** to inspect whether receiving authorities are asking for **attached documents** for your transport. that can be uploaded as pdf or jpg. Click **“SELECT”** to upload a new attached document.

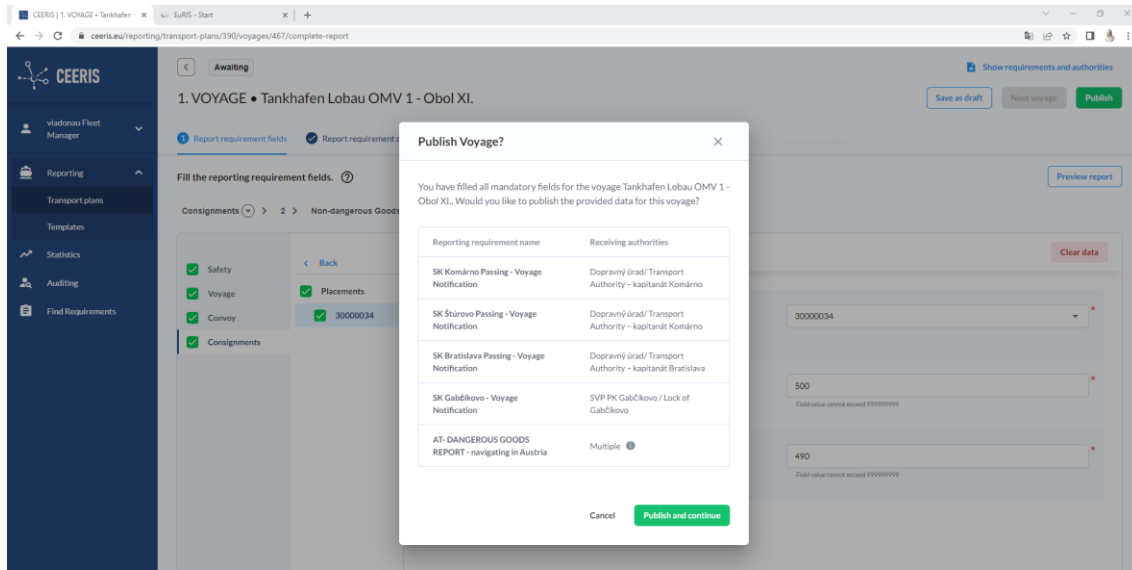
Report requirement fields  Report requirement documents

List of documents requested by authorities Selected mandatory documents 2/2  
Select documents from your favourites or upload a new one.

| Document name  | Description    | Receiving authority | File formats                     | Max. file size | Obligation | Action |
|----------------|----------------|---------------------|----------------------------------|----------------|------------|--------|
| ✔ Crew List    | Crew List      | RO CZ Galati        | xls, xlsx, xlsxm, pdf, doc, docx | 10             | Mandatory  | Remove |
| ✔ Crew List    | Crew List      | RO CZ Galati        | xls, xlsx, xlsxm, pdf, doc, docx | 10             | Mandatory  | Remove |
| Passenger List | Passenger List | RO CZ Galati        | xls, xlsx, xlsxm, pdf, doc, docx | 10             | Optional   | Select |
| Passenger List | Passenger List | RO CZ Galati        | xls, xlsx, xlsxm, pdf, doc, docx | 10             | Optional   | Select |

18) Click **“PUBLISH”** to submit your data to authorities and finalized reporting.





The system provides you with an overview of reporting requirements that will be fulfilled through the reporting procedure together with the addressed receiving authorities.

19) Click **“PUBLISH AND CONTINUE”** if you want to send the data to the mentioned authorities.

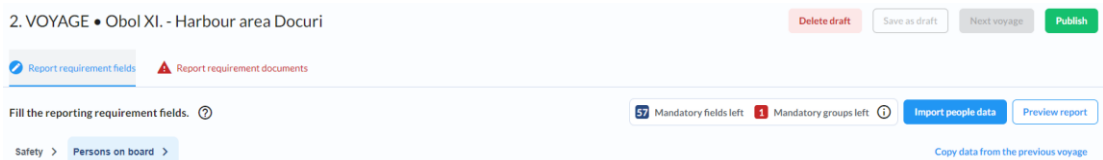
20) **CONGRATULATION – you have finalized the reporting process for your first voyage.**

21) The report status has changed from **AWAITING** to **PREPARED** and will be delivered to the receiving authorities based on their set time-triggers.

### 4.3 Copy your data to the next voyage of your transport plan

1) Click **“NEXT VOYAGE”** to proceed with the reporting to the next voyage of your transport plan.

2) Click **“COPY DATA FROM THE PREVIOUS VOYAGE”** to copy the data elements already provided for the previous voyage (except consignment information).



3) Fill-in the **remaining data elements** and **update** those data elements that have **changed for this voyage** as for example transported cargo items or new passengers.

4) Click **“PUBLISH”** to submit your data to authorities and finalized reporting for the second voyage.

5) Proceed in the same way in case you have further voyages in your transport plan.





#### 4.4 Authority responses and report status

- 1) To view the status of the **REPORTS** sent to the receiving authorities and their **RESPONSE** for a voyage click on **“REPORTS AND RESPONSES”** for the respective voyage of your transport plan.

**Report your voyages**  
After the first voyage has been completed, the information will be taken over for the remaining voyages. Editing of data will still be possible.

- 2) To view the status of **ALL REPORTS** sent for **multiple voyages** of your transport plan click on the 3 dots next to the transport plan to open the menu of actions for the transport plan and click **“ALL AUTHORITY RESPONSES”**

| Vessel    | Departure                      | ETD               | Destination                | ETA               | Status   | Action       |
|-----------|--------------------------------|-------------------|----------------------------|-------------------|----------|--------------|
| Alpha     | Budapest XXII.lower            | 20/07/2022, 08:00 | Port of Belgrade           | 22/07/2022, 08:00 | Approved | View voyages |
| Alpha     | Tankhafen Lobau OMV 1          | 12/07/2022, 14:00 | Harbour area Docuri        | 17/07/2022, 12:00 | Pending  | View voyages |
| Krems     | Ruse Zapad Berth 15            | 11/07/2022, 10:28 | ATG Shipyard Giurgiu Berth | 11/07/2022, 11:00 | Rejected | View voyages |
| Negrelli  | Schwegguthafen Traun           | 08/07/2022, 09:30 | Tankhafen Lobau OMV 1      | 08/07/2022, 18:00 | Pending  | View voyages |
| Carnuntum | Passau - Lindau                | 05/07/2022, 16:00 | BRATISLAVA                 | 06/07/2022, 17:00 | Approved | View voyages |
| Krems     | Passau - Lindau                | 05/07/2022, 14:45 | BRATISLAVA                 | 06/07/2022, 16:00 | Approved | View voyages |
| Carnuntum | Trockengueterlaende Linz Mitte | 28/06/2022, 08:00 | Galati Port Area           | 28/06/2022, 18:00 | Pending  | View voyages |
| Epsilon   | BRATISLAVA                     | 27/06/2022, 14:00 | Tankhafen Lobau OMV 1      | 27/06/2022, 18:00 | Pending  | View voyages |
| Carnuntum | Schwegguthafen Traun           | 27/06/2022, 13:45 | Hafen Freudenuau           | 27/06/2022, 18:00 | Pending  | View voyages |
| Alpha     | Schwegguthafen Traun           | 27/06/2022, 11:35 | Galati Port Area           | 28/06/2022, 15:00 | Rejected | View voyages |

- 3) CEERIS provides an overview of all reports and the **response status per authority**.

##### All authority responses

List of all selected reports and authorities responses for reporting  
Multiple authorities can request the same reporting requirement

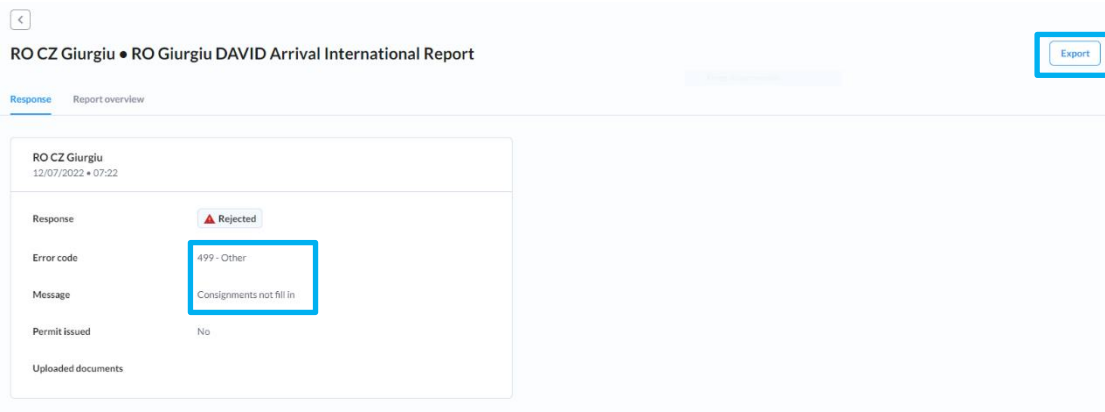
| Reporting requirement name                      | Receiving authorities                              | Status   | Action |
|---|--|----------|--------|
| RO Giurgiu DAVID Arrival International Report   | RO CZ Giurgiu                                      | Rejected | View   |
| RO Giurgiu DAVID Arrival International Report   | ROMANIAN NAVAL AUTHORITY                           | Approved | View   |
| BG - Arrival and Departure Report ( Departing ) | BG - Regional Directorate Border Police - Ruse     | Pending  | View   |
| BG - Arrival and Departure Report ( Departing ) | BG - Customs Agency Territorial Directorate - Ruse | Pending  | View   |
| BG - Arrival and Departure Report ( Departing ) | BG - EAMA - Directorate River Supervision - Ruse   | Approved | View   |
| BG - Arrival and Departure Report ( Departing ) | BG - EAMA - Directorate River Supervision - Lom    | Pending  | View   |
| BG - Arrival and Departure Report ( Departing ) | BG - Bulgarian Ports Infrastructure Company        | Approved | View   |
| BG - DAVID Crew List ( Departing )              | BG - EAMA - Directorate River Supervision - Ruse   | Approved | View   |
| BG - DAVID Crew List ( Departing )              | BG - EAMA - Directorate River Supervision - Lom    | Pending  | View   |
| BG - DAVID Crew List ( Departing )              | BG - Bulgarian Ports Infrastructure Company        | Approved | View   |
| BG - DAVID Crew List ( Departing )              | BG - Customs Agency Territorial Directorate - Ruse | Approved | View   |





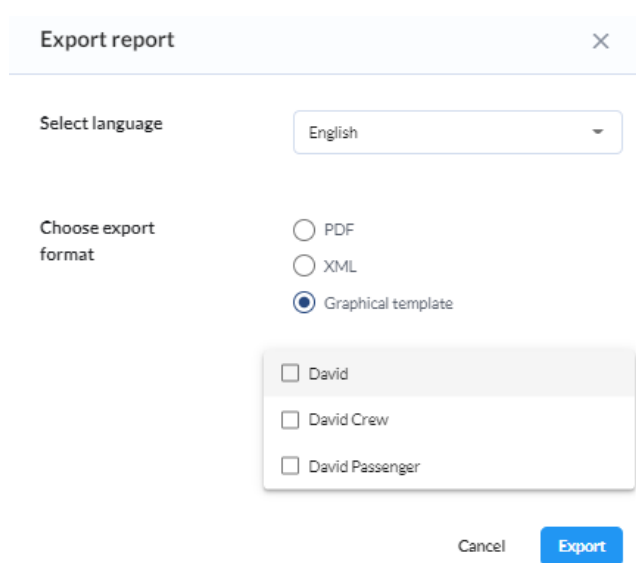
4) To inspect the details of the authority response, click **“VIEW”**

- In case the authority has rejected your report, you will find further details in the message and the error code, that explain which transport details are not correct or not allowed.
- Make sure to update your transport accordingly.



5) Click **“EXPORT”** to download the report in various formats in your preferred language. You can choose between **PDF**, **XML** or **graphical template**.

- **PDF** creates a structured report with all provided data elements
- **XML** exports ERI XSD messages as ERINOT, ERIVROY, PAXLST, WASDIS, INVPRT & ERIMAN
- **Graphical template** allows to export official forms as the **DAVID FORMS**.
- Select your language, the export format and the chosen template or XML and click **“EXPORT”** to download and open the files.





### 4.5 How can I report the DAVID Forms?

The **DAVID Forms** are comprising the **DAVID Arrival & Departure Report**, the **DAVID Crew List** and the **DAVID Passengers List** and are part of the CEERIS reporting requirements that were configured by the ERI Administrators of the CEERIS countries. If your voyages cross one of the areas with an obligation to report the DAVID Forms, they will be part of the reporting requirements for your transport plan.

To report the DAVID Form to authorities

- 1) Create a transport plan and check if the DAVID forms for the required location and receiving authorities are part of the reporting requirements for your voyage.

| No | Reporting requirement name                   | Receiving authorities                                     | Obligation | Action |
|----|--|---|------------|--------|
| 1  | RO Galati DAVID Arrival International Report | Multiple  | Mandatory  | View   |
| 2  | SK Bratislava Passing - Voyage Notification  | Dopravný úrad/ Transport Authority - kapitánst Bratislava | Mandatory  | View   |

- 2) Report your voyages.
- 3) CEERIS will distribute the DAVID Forms to the addressed receiving authorities in their configured means (email, dashboard, API).
- 4) In the overview of reports and responses you will see all DAVID Forms that were provided towards the receiving authorities.

**Ruse Zapad Berth 15 - ATG Shipyard Giurgiu Berth**

| Reporting requirement name                    | Receiving authorities                              | Status   | Action |
|---|--|----------|--------|
| RO Giurgiu DAVID Arrival International Report | RO CZ Giurgiu                                      | Rejected | View   |
| RO Giurgiu DAVID Arrival International Report | ROMANIAN NAVAL AUTHORITY                           | Approved | View   |
| BG - Arrival and Departure Report (Departing) | BG - Regional Directorate Border Police - Ruse     | Pending  | View   |
| BG - Arrival and Departure Report (Departing) | BG - Customs Agency Territorial Directorate - Ruse | Pending  | View   |

- 5) You can also view and export the forms as described in the last chapter to print or send it towards other parties.

*Danube Navigation Standard Form (DAVID)*  
**ARRIVAL AND DEPARTURE REPORT**

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Arrival <input type="checkbox"/> Departure  |  |
| 1.1 Name and type of ship (main vessel) including previous name(s) of ship - if applicable<br>Alpha, --, Motor Tanker                                   | 1.2 Ship number/ENI- European Number of Identification (main vessel)<br>-----                          |
| 1.3 MMSI number - if applicable   | 1.4 Vessel certificate valid until (main vessel)<br>--   |
| 2. Port of arrival/ departure<br>Galati - Harbour area Docuri   | 3. Date and time of arrival/ departure<br>17.07.22 10:00   |
| 4. Nationality of ship (country/area of registration) including previous nationality of ship - if applicable<br>Austria, Unselected                     | 5. Name of master<br>Captain Iglo  |
| 6. Control point/ border crossing point   | 7. Total length [m]/Total width [m]<br>110 / 24  |
| 8. Name and contact details of ship operator<br>Viadonau Transports<br>Donau-City-Straße 1<br>Wien<br>1220<br>+43 9043211000<br>transports@viadonau.org | 9. Actual draught [m]<br>2.5   |
| 10. Maximum tonnage [t]/ Total quantity of cargo [t]<br>6000 / --   | 11. Position of the ship in the port (berth or station) - if applicable<br>--<br>RO GAL0000IHRBA101488 |

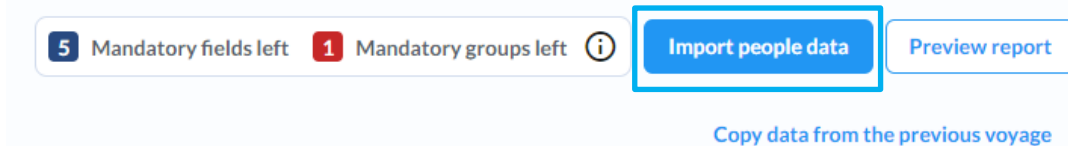




### 4.6 Excel Import Feature for passenger, crew and stowaway data

Transports carrying a large number of passengers and/or crew members can also use an **EXCEL IMPORT** feature to incorporate data on their passengers and crew members.

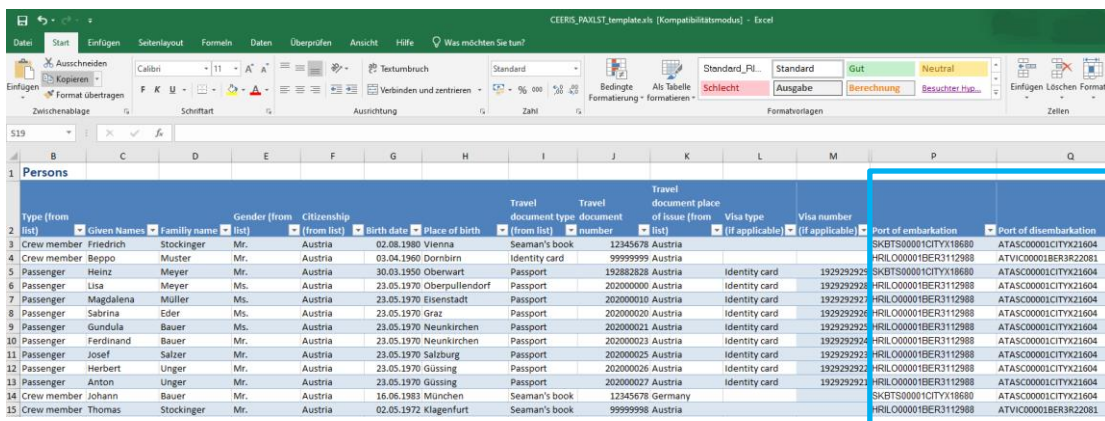
- 1) You can also use the **EXCEL IMPORT FUNCTION** for **passenger, crew and stowaway** data by clicking **“IMPORT PEOPLE DATA”**



- 2) To use the excel import file for your transport, please download first the **PAXLST TEMPLATE** and the **CEERIS LOCATION CHEAT SHEET**. The templates are available as download in the footer of the website.



- 3) Open the **PAXLST TEMPLATE** excel file and copy / fill-in your data in the template



- For the **PORT OF EMBARKATION** and the **PORT OF DISEMBARKATION** the **(ISRS) location code** is required to correctly assign the passengers to the voyage and compute further associated data fields.

| Function | Object name                  | National object name         | Fairway name | Fairway km | ISRS Code            |
|----------|------------------------------|------------------------------|--------------|------------|----------------------|
| City     | Hainburg                     | Hainburg                     | Donau        | 1883,9     | ATHIA00001CITYX18839 |
| City     | Wien                         | Wien                         | Donau        | 1929,0     | ATVIE00001CITYX19290 |
| City     | Tulln                        | Tulln                        | Donau        | 1963,7     | ATTLN00001CITYX19637 |
| City     | Traismauer                   | Traismauer                   | Donau        | 1988,9     | ATTMR00001CITYX19889 |
| City     | Hollenburg                   | Hollenburg                   | Donau        | 1994,1     | ATLLG00001CITYX19941 |
| City     | Krems                        | Krems                        | Donau        | 2001,6     | ATKRE00001CITYX20016 |
| City     | Duernstein                   | Dürnstein                    | Donau        | 2008,8     | ATDUE00001CITYX20088 |
| City     | Rossatz                      | Rossatz                      | Donau        | 2009,6     | ATROA00001CITYX20096 |
| City     | Weissenkirchen in der Wachau | Weissenkirchen in der Wachau | Donau        | 2013,5     | ATWKD00001CITYX20135 |
| City     | Joching                      | Joching                      | Donau        | 2015,0     | ATJOC00001CITYX20150 |
| City     | Spitz                        | Spitz                        | Donau        | 2019,3     | ATSPZ00001CITYX20193 |
| City     | Aggsbach                     | Aggsbach                     | Donau        | 2027,0     | ATAGG00001CITYX20270 |
| City     | Emmersdorf an der Donau      | Emmersdorf an der Donau      | Donau        | 2035,0     | ATEMM00001CITYX20350 |
| City     | Melk                         | Melk                         | Donau        | 2036,0     | ATMEL00001CITYX20360 |





- You can find the **ISRS location code** for in **the CEERIS LOCATIONS CHEAT SHEET**. To find the correct code search for the location name under Object Name and copy the ISRS code in the last column to the passenger import sheet.

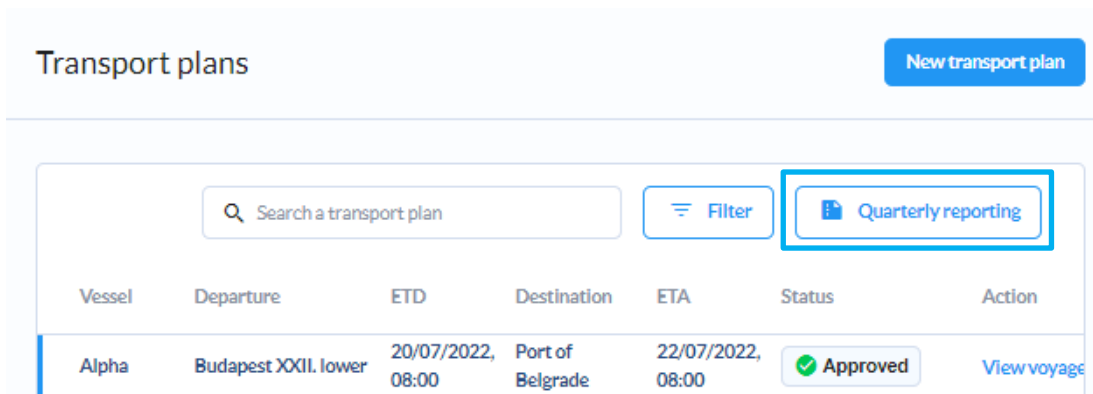
**Important Note:** Be aware that the selected embarkation and disembarkation location must be in line with the entered route details of your transport plan. It is recommended to check the ISRS codes determined in your transport plan and use the same codes.

#### 4.7 Quarterly reporting to Statistics for Fleet Operators in accordance with EC Regulation 2018/974 (statistics of goods transport by inland waterways)

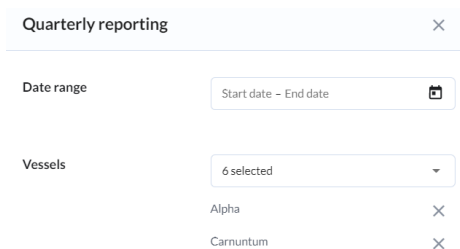
CEERIS enables fleet operators to create a list of all voyages per quarter and organisation including vessel, departure, destination, voyage length, type of cargo and amount of cargo to fulfil reporting in order to fulfil their obligation for quarterly reporting to Statistics in accordance with **regulation 2018 / 974**.

To export voyage statistics in line with EC regulation 2018 / 974 CEERIS users can

- Go to the overview of their transport plans and click **“QUARTERLY REPORTING”**



- Set a time range for the reporting, select 1 or multiple vessels for the quarterly report and click on **“CREATE REPORT”**.



- The system creates and opens an excel file with the transport and voyage information for the set time frame.

| Vessel name | Departure name | Departure ISRS       | Destination name | Destination ISRS      | Voyage leng | NST code | ADN class | Amount of c | ATD                 | Type of com  | Container code | Container count |
|-------------|----------------|----------------------|------------------|-----------------------|-------------|----------|-----------|-------------|---------------------|--------------|----------------|-----------------|
| Carnuntum   | Linz           | ATLNZ00016HRBS100016 | Wien             | ATVIE00001J000419200  | 204         | --       | --        | --          | 27.06.2022 11:45:00 | Motor Tanker | XX             | 0               |
| Epsilon     | BRATISLAVA     | SKBTS00001CITYX18680 | Wien             | ATVIE00008TRM0319168  | 51          | --       | --        | 3000        | 27.06.2022 12:00:00 | Motor Tanker | XX             | 0               |
| Carnuntum   | Linz           | ATLNZ00001BERO121291 | Mohacs           | HUMOH00001BERO114497  | 675         | --       | --        | --          | 28.06.2022 06:00:00 | Pushlow      | 2 XX           | 0               |
| Krems       |                | DEPAS00401HRBA122221 | BRATISLAVA       | SKBTS000001CITYX18680 | 353         | 08       | 2         | 3000        | 05.07.2022 12:45:00 | --           | X2             | 10              |
| Krems       |                | DEPAS00401HRBA122221 | BRATISLAVA       | SKBTS000001CITYX18680 | 353         | 08       | 2         | 3000        | 05.07.2022 12:45:00 | --           | X1             | 15              |
| Krems       |                | DEPAS00401HRBA122221 | BRATISLAVA       | SKBTS000001CITYX18680 | 353         | 08       | 2         | 3000        | 05.07.2022 12:45:00 | --           | X1             | 30              |





## 5 Applicable reporting requirements for your transport

In order to inform yourself on applicable reporting requirements for a specific transport route, transport type or country you can use the find requirements function in the CEERIS navigation menu under **“FIND REQUIREMENTS”**.

The screenshot displays the 'Find Requirements' page in the CEERIS system. On the left is a dark blue sidebar with navigation icons for 'Hazardous Fleet Manager', 'Reporting', 'Statistics', 'Auditing', and 'Find Requirements'. The main content area is titled 'Find Requirements' and includes a search bar, a map of Central Europe, and a table of reporting requirements.

**Filter by route points:**

- Departure: [Search box]
- Add route point: [Radio button]
- Destination: [Search box]
- See reporting requirements: [Button]

**Table of Reporting Requirements:**

| <input type="checkbox"/> | Reporting requirements ↑                                       | Country  | Type       | Authorities       | Updated at        |                      |
|--------------------------|--|----------|------------|-------------------|-------------------|----------------------|
| <input type="checkbox"/> | AT- DANGEROUS GOODS REPORT - navigating in Austria             | Austria  | Navigating | Multiple          | 04/07/2022, 16:09 | <a href="#">View</a> |
| <input type="checkbox"/> | AT - STATISTICS REPORT for transit transport - Lock Ottensheim | Austria  | Passing    | AT Test Authority | 05/07/2022, 14:57 | <a href="#">View</a> |
| <input type="checkbox"/> | BG - Arrival and Departure Report (Arriving)                   | Bulgaria | Arriving   | Multiple          | 16/03/2022, 16:46 | <a href="#">View</a> |
| <input type="checkbox"/> | BG - Arrival and Departure Report (Departing)                  | Bulgaria | Departing  | Multiple          | 16/03/2022, 16:46 | <a href="#">View</a> |
| <input type="checkbox"/> | BG - Bill of Lading (Arriving)                                 | Bulgaria | Arriving   | Multiple          | 18/03/2022, 10:43 | <a href="#">View</a> |

To identify the applicable requirements, you can either:

- 1) Enter your route details under **“Filter by route points”** to receive the requirements applicable for your route.
- 2) Search for a specific requirement by typing in the correct name in the search box.
- 3) Use the filter functions by clicking on the button **“FILTER”**. Set your filter criteria and click **“APPLY FILTER”**. Selectable filters are:
  - Filter by receiving authority (from all configured authorities)
  - Filter by transport level (international, domestic)
  - Filter by transport type (cargo, dangerous cargo, passengers)
  - Filter by requirement type (arriving, passing, navigating)
  - Filter by country (from all CEERIS partner countries)
- 4) You can examine the details of a reporting requirement like reporting rules, receiving authorities and reporting fields by clicking on **“VIEW”**
- 5) When you select a reporting requirement, the area of applicability is shown as polygon.







## 6 Use the EuRIS re-direct feature to start your voyage report

As CEERIS and EuRIS are tightly interconnected, you can also use the EuRIS voyage planner to plan your voyage and subsequently report your specified voyage in CEERIS by using a re-direction feature. In order to use the re-direct feature, you must carry out the following steps:

- 1) Go to [EuRIS / Services / Voyage Planner or Route Planner](#)
- 2) Enter your route including intermediate stops, scheduled timing
- 3) Specify your vessel characteristics under **“MORE OPTIONS”**
- 4) Click **“CALCULATE VOYGE”** and check the calculated route details

### COMPUTE YOUR VOYAGE

### DIRECTIONS

- Voest Alpine Werkschafen Linz
- Budapest XXI. Csepel
- Galati Port Area

+ Add intermediate stop

### TIME

13/07/2022 10:40

### VESSEL CHARACTERISTICS

Length [m]: 63.00      Width [m]: 7.00

Draught [m]: 2.10      Height [m]: 3.00

Cruising speed [km/h]: 15      Tonnage [ton]: Tonnage

Recreational boating  
 Professional shipping  
 Passenger shipping  
 Loaded  
 Hazardous cargo (ADN)  
 Combined  
 Push-towing unit

Select vessel      Select vesseltype

Calculate voyage      Hide options

- 5) If all provisions are in line with your transport, click **“REPORT to CEERIS”** above the voyage description

### REPORT VOYAGE

Report to CEERIS

- 6) In CEERIS you can complete and confirm your transport details and click **“REPORT MY VOYAGES”** to start the reporting workflow.





## 7 Share your voyage and transport information with involved 3<sup>rd</sup> parties.

In addition to granting reporting rights for a vessel, vessel owners have the possibility to grant third parties as logistics users access to the voyage and transport information for their vessel in EuRIS - either for an individual voyage or a certain time period or even unlimited. Further details on the provision of access rights for a vessel can be found in chapter 2.3. After the acceptance of the invitation for a vessel, third parties as logistics operators can login and get an insight in voyages of the vessel.

This allows logistic users to query and track the current position of the vessel together with ETA updates and cargo information in the EuRIS portal depending on the granted privacy class for the optimization of their services and processes.

To see the voyage details, go to

- 1) **MyEuRIS / MyVoyageInsights** and all active, closed and cancelled voyages are visible for the vessels with access rights.

| Name Of Vessel | Status    | Departure       | Destination       | Departure Time ... | Arrival Time (ET... |
|----------------|-----------|-----------------|-------------------|--------------------|---------------------|
| Carnuntum      | Closed    |                 | BRATISLAVA        | 05/07/2022 16:00   | 06/07/2022 17:00    |
| Carnuntum      | Closed    | Linz            | Mohacs            | 28/06/2022 8:00    | 28/06/2022 12:00    |
| Eisvogel       | Closed    | BRATISLAVA      | Ennsdorf, Hafenbe | 22/06/2022 15:00   | 22/06/2022 16:00    |
| Eisvogel       | Cancelled | BRATISLAVA PORT | Wien              | 22/06/2022 12:00   | 22/06/2022 13:00    |
| Eisvogel       | Closed    | BRATISLAVA      | Wien              | 20/06/2022 13:30   | 20/06/2022 15:30    |
| Carnuntum      | Closed    | BRATISLAVA      | Wien              | 20/06/2022 12:00   | 20/06/2022 14:00    |
| Eisvogel       | Finished  | BRATISLAVA      | Wien              | 20/06/2022 10:30   | 20/06/2022 12:30    |

- 2) Click on the voyage to see further details and click **“MORE DETAILS”** to open the voyage information.
- 3) Under **“travel plan”** **ETA**, **ETD**, **ATA** and **ATD** information for all important route points of the ongoing voyage are visible for the user.

| EuRIS -                             |          |          |                     |                     |     |     |  |
|-------------------------------------|----------|----------|---------------------|---------------------|-----|-----|--|
| Description                         | Distance | Waterway | ETA                 | ETD                 | ATA | ATD |  |
| Departure from Schwerguthafen Traun | 0,00 km  | Traun    | 27/06/2022<br>11:30 |                     |     |     |  |
| Turn left towards Traun             | 1.82 km  |          | 27/06/2022<br>11:57 |                     |     |     |  |
| Passeer Abwinden-Asten              | 6.70 km  |          | 27/06/2022<br>12:26 | 27/06/2022<br>12:50 |     |     |  |
| Continue straight ahead on Hößgang  | 47.78 km |          | 27/06/2022<br>17:22 |                     |     |     |  |
| Continue straight ahead on Donau    | 49.07 km |          | 27/06/2022<br>17:30 |                     |     |     |  |
| Passeer Ybbs-Persenbeug             | 64.95 km |          | 27/06/2022<br>19:05 | 27/06/2022<br>19:31 |     |     |  |





- Note that ETA information is recalculated and updated when the vessel passes important route points such as lock or bridges.

4) Under **“loads”**, information on the **transported goods** and **weight** can be inspected.

ERINOT Received For Alpha Going From Wien To Budapest ✕

General
Transport
Hulls
Load #1
Administration

**PORT OF LOADING**

Location name: Wien

Terminal: Tankhafen Lobau OMV 1

Terminal code: TRM03

Unlo code: ATVIE

Hectometre:

Section code:

Departure time (ETD):

**PORT OF UNLOADING**

Location name: Budapest

Terminal: Obol XI.

Terminal code: BER1L

Unlo code: HUBUD

Hectometre:

Section code:

Arrival time (ETA):

**GOODS**

| Name | Hazardous Load | Weight      | Volume | Hulls       |
|------|----------------|-------------|--------|-------------|
|      | no             | 3000 tonnes |        | : Alpha     |
| Hop  | no             | 500 tonnes  |        | : Carnuntum |
|      | no             | 2000 tonnes |        | : Alpha     |
| Rice | no             | 500 tonnes  |        | : Carnuntum |

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Read
Archive
Download
Overview

This message will expire at 15/07/2022 8:00

5) The current **position of the vessel** is visible in the voyage information under **“map”**

**LOCATION**



- You can find the vessel position under **MyEuRIS / TRACKED VESSELS** when you click on the vessel and then click the button **“MORE DETAILS”**

6) The message box is available under **MyEuRIS / Services / MessagesInbox**

- User with vessel insight rights can view and export all messages received for the vessel.





**MESSAGES**

| Filters                          | Received At      | Message  | Status | Name      |
|----------------------------------|------------------|--|--------|-----------|
| <b>Status</b>                    | 13/07/2022 14:52 | ERIVROY received for Alpha going from Obol XI. to Harbour area Docuri          | Unread | Alpha     |
| <input type="checkbox"/> Read    | 13/07/2022 14:52 | ERIVROY received for Alpha going from Obol XI. to Harbour area Docuri          | Unread | Carnuntum |
| <input type="checkbox"/> Unread  | 13/07/2022 14:52 | ERINOT received for Alpha going from Budapest to Galati                        | Unread | Alpha     |
| <b>Berichtstyp</b>               | 13/07/2022 14:52 | ERINOT received for Alpha going from Budapest to Galati                        | Unread | Carnuntum |
| <input type="checkbox"/> ERINOT  | 13/07/2022 14:21 | ERIVROY received for Alpha going from Budapest XXII. lower to Port of Belgrade | Unread | Alpha     |
| <input type="checkbox"/> ERIVROY | 13/07/2022 14:21 | ERINOT received for Alpha going from Budapest to Belgrade                      | Unread | Alpha     |
| <a href="#">Remove Filters</a>   | 13/07/2022 11:31 | ERIVROY received for Alpha going from Tankhafen Lobau OMV 1 to Obol XI.        | Unread | Carnuntum |
|                                  | 13/07/2022 11:31 | ERIVROY received for Alpha going from Tankhafen Lobau OMV 1 to Obol XI.        | Unread | Alpha     |
|                                  | 13/07/2022 11:30 | ERINOT received for Alpha going from Wien to Budapest                          | Unread | Alpha     |
|                                  | 13/07/2022 11:30 | ERINOT received for Alpha going from Wien to Budapest                          | Unread | Carnuntum |

In the notification centre fleet operators and their partners can subscribe for specific events related to authorized vessels in order to get updates on ETA for their vessels.

To receive notifications for a vessel

- 7) Go to **MyEuRIS / NOTIFICATION SETTINGS**, select **“VESSELS”** and click **“NEXT”**.
- 8) You can subscribe for
  - periodic **position reports**,
  - **departure and arrival** at berths,
  - **passage** of bridges and locks,
  - **ETA changes** and
  - new received **messages**.
- 9) Specify your **communication type** and set a period for active notifications
- 10) Click **“NEXT”** to confirm and save your notifications.

**CONFIGURE THE DESTINATIONS FOR THIS NOTIFICATION**

Communication type

E-mail
  Notification
  Web hook

Active period

Unlimited

