

Port Traffic Statistics Requirements Statistical Data Entry Software (SDES)

User Guide

Version 3.1.1

A guide to the use of the Statistical Data Entry Software (SDES) for the submission of statistical returns by ports, shipping lines and agents

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1 Introduction

This document describes how to use Version 3.1.1 of the Statistical Data Entry Software (SDES). It is supplied free of charge to the UK's shipping lines, agents and ports by the Department for Transport (DfT). Copies are authorised for use in the UK only. It is protected under the copyright of the Crown.

SDES is one of the methods that can be used to generate and transmit the maritime transport statistics requested by DfT in compliance with Statutory Instrument (S.I)¹. It is important that you have read the document entitled *Port Traffic Statistics Requirements – Administrative Rules* before you read this, so that you are aware what data your organisation is obliged to supply to DfT's appointed collection agent, BMT Reliability Consultants Limited.

The *Port Traffic Statistics Requirements - Administrative Rules* will also help you decide which method of data submission will be most efficient for you. If, after reading this document, you are still unclear about the requirements, please contact the collection agency. Contact details can be found in **section 8** of this booklet.

SDES allows the user to enter data for generating statistical information in a standard format. This information can then be e-mailed to the collection agency at the address specified in **section 8**.

This User Guide is to accompany Version 3.1.1 of the SDES. It contains information and advice on getting the most from the enhanced functionality and should be used from January 2005 onwards. It supersedes all previous versions.

In summary, the SDES Version 3.1.1 differs little from earlier versions in terms of its appearance, the in-built validation processes and how returns are entered and sent to the collection agency. The major advantage of the SDES Version 3.1.1 over its predecessors is that it enables users to search and produce reports of both their own data and an aggregated data set as well exported data from the SDES to other applications.

¹ The Statistical Returns (Carriage of Goods and Passengers by Sea) Regulations 1997 (S.I. No. 2330/97)

1.1 HOW TO USE THE SDES USER GUIDE

This user guide includes the following sections:

SDES installation (section 2)

Explains what equipment the user will require to run the SDES and how to install and set-up the SDES so that it is ready for use.

General principles for using SDES (section 3)

Describes what the SDES is capable of and the main principles that should be applied by the user when operating the SDES.

Using the electronic forms (section 4)

Describes how SDES should be used to enter data and generate data-sets that can be e-mailed to the collection agency. It lists all the functions available in SDES when using the electronic forms (e-forms) and explains how to use each of them. In particular, **section 4.4** now explains what sort of data should be entered in each of the boxes and what is valid and invalid. **Section 4.7** provides advice on how to create template forms that can be used to save time on reporting data that contains several common data elements.

Updating code lists and validations (section 5)

Describes how to replace the existing code and validation lists that the SDES uses with updated ones.

Own data and aggregated data reports, exporting data to other applications (section 6)

Describes how detailed reports can be produced based on a user's own data and, separately, how the whole maritime statistics data set since 2000 can be queried and reports generated. Information from a user's own data and the aggregated data set can also be exported from the SDES to other applications for further analysis.

Warning, error and feedback messages (section 7)

Gives details on the 'error' and 'warning' messages that the user may encounter when using the SDES as well as the content and meaning of the various feedback messages that the collection agency send in response to statistical returns.

Contact Details (section 8)

Gives details of who to contact for further information/assistance.

2 SDES installation

2.1 SYSTEM REQUIREMENTS

In order to use SDES, your computer must have at least the minimum required configuration as shown below:

Hardware: PC 486 or higher and 16 MB RAM
Operating System: Microsoft Windows 95, 98 or XP (SDES is not suitable for Windows NT and may not work on all systems using Windows 2000)

The most suitable conditions for using SDES are the following screen configurations:

Screen resolution: 800 x 600
Number of colours: 16 million colours

2.2 SDES SETUP PROCEDURE

In order to set-up SDES, the following instructions should be followed:

1. Insert the installation CD-ROM into your CD-ROM drive.
2. Using 'My Computer' or 'Windows Explorer' select the CD drive and the contents of the SDES CD-ROM are displayed.
3. Double click on the file entitled **setup.exe**.
4. Follow the instructions which appear on the screen.
5. If this fails to install SDES successfully then please contact the collection agency. Contact details are given in **section 8**.

3 General principles for using SDES

3.1 WHY USE SDES?

SDES allows users to enter data and generate statistical returns in a standard format that complies with DfT's requirements. It has been found to be:

- **QUICKER** than completing equivalent paper forms,
- **MORE ROBUST** than other submission routes as returns are checked for accuracy during completion,
- **EASILY UPDATEABLE** ensuring that users have access to the most recent code lists and data validation checks,
- **LESS EXPENSIVE** than sending by post or fax,
- **MORE SECURE** than surface mail as receipt acknowledgments are always given,
- **AUDITABLE** as users are provided with feedback for every return giving the reference number the collection agency has assigned to the return and information on whether a return was accepted.

The system allows the user to enter the data into electronic versions of the paper-forms on their own PC and can be used by shipping lines, agents and ports. The data can then be saved and used to generate an EDI message in a standard format. This can then either be attached to an external e-mail message and sent to the collection agency at a later date or sent directly from within the SDES provided the user also has access to suitable e-mail software. It should be noted that the latter option will only work correctly if the PC used for the SDES is non-networked and has a dial up connection for the internet. Users of PC's in a networked environment will need to use the 'Save & Store' option then attach the generated EDI files to an e-mail message in the same way they would with any other file attachment.

A feature of SDES is that templates can be created (**see section 4.7**). These can be useful, for instance, if a user is reporting for the same vessel on a regular basis. Whenever the user needs to make a return for that vessel they can amend the template that they have previously created, rather than having to re-enter all the vessel details. Making modifications and copies of e-forms is straightforward using SDES.

Since e-forms offer a pre-defined selection of choices for the fields that are associated with code lists, it is more likely that the information that you submit in these fields will be valid and thus accepted the first time it is sent to the collection agency.

3.2 STATISTICAL DATA SETS REQUIRED BY DfT

DfT requires maritime organisations to transmit maritime transport statistics data sets as follows:

Table 1 Maritime Transport Statistics Data Sets		
Form	Return Type	Description
MSD 1	At least Quarterly	Freight Movements Return to be completed by Shipping Lines/ Agents
MSD 2	Quarterly	Port Traffic Return of Freight Tonnages to be completed by Major Ports
MSD 3	Quarterly	Port Return of Shipping Lines and Shipping Agents to be completed by Major Ports
MSD 4	Quarterly	Vessel Return to be completed by Major Ports
MSD 5	Annual	Port traffic Return of Freight Tonnages to be completed by Minor Ports

If you are not sure what you need to send and how often, please refer to the *Port Traffic Statistics Requirements – Administrative Rules* issued by DfT or call the collection agency Help Desk on 01489 553290 (help@maritimestatistics.co.uk).

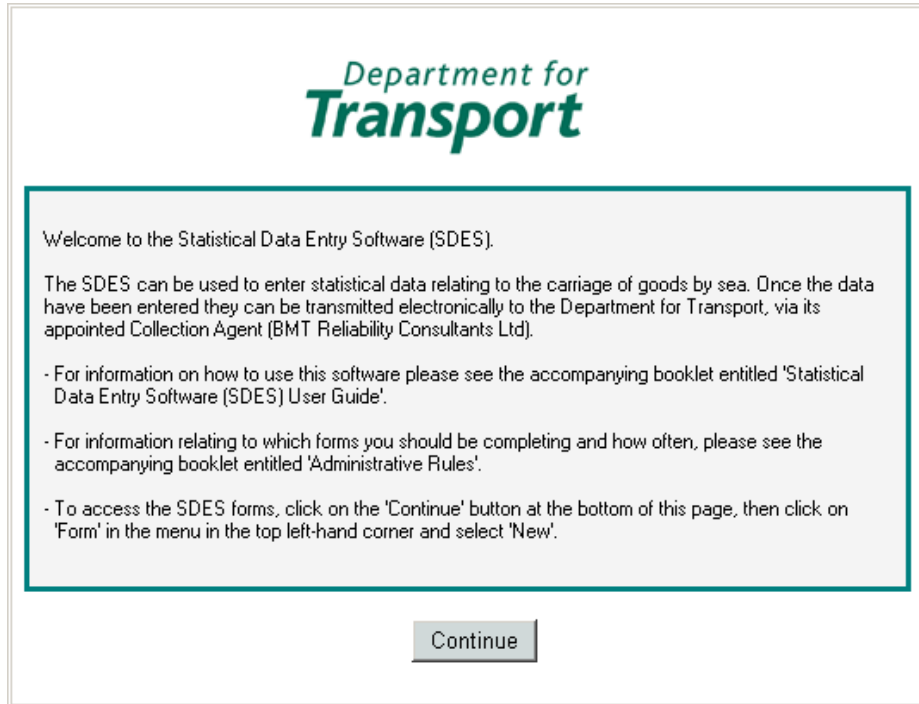
3.3 THE MAIN FEATURES OF SDES

The main functions offered by SDES are:

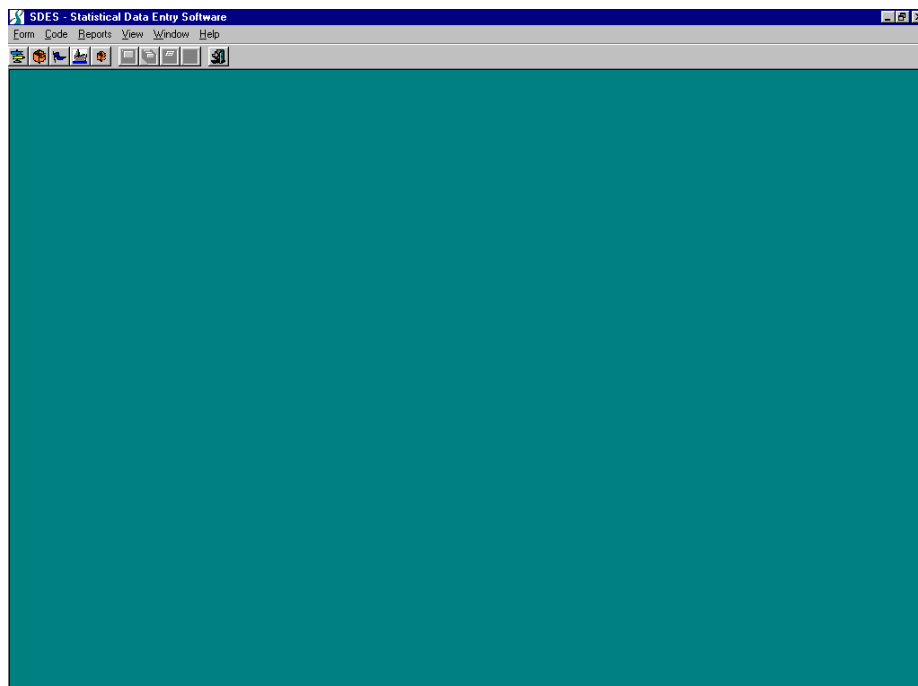
- Creation of new data returns by entering data and completing e-forms on your PC.
- The facility to save these forms locally.
- Generation of EDI messages representing the data that has been entered into the forms. These messages are in the format required by the collection agency.
- Facility to save created EDI messages onto the PC's hard-drive.
- Facility to recall previously saved EDI messages so that they can be attached to external e-mails at a later date. Alternatively, they can be sent directly to the collection agency when each individual return is completed.
- Facility to print forms.
- Deletion of forms that are no longer required.
- Facility to run queries, generate reports and export data to other applications.

3.4 SDES HOMEPAGE AND MENU

SDES is designed to enable users easy access to all its functions, with a generic ‘Windows’ layout being used. The SDES homepage is displayed on each occasion when the software is opened. It may take several seconds for the SDES to load all the data it needs to run the built-in validations. When the SDES has been initialised a welcome screen appears with a ‘Continue’ button at the bottom.



On entering the SDES a screen is always presented with a horizontal menu and a tool bar on the upper part and a ‘work area’ in the middle, as shown below.



3.5 SENDING STATISTICS TO THE COLLECTION AGENCY

The automatic transmission of statistical returns to the collection agency is now a feature of the SDES. Users can now choose to either send their returns individually from within the SDES or to save and store them for later transmission. The advantage of 'Save and Send' the returns from within the SDES is that the whole process is seamless and done as part of completing a return. Alternatively, the advantage of 'Save and Store' for later transmission is that less acknowledgement and feedback messages will be received in return. Regular users will be aware that where multiple EDI files are attached to a single e-mail message then only one acknowledgement and one feedback message (itemising all EDI files that were sent) is received. This differs from using the new 'Save and Send' facility for individual returns where an acknowledgement and feedback message will be received for each return.

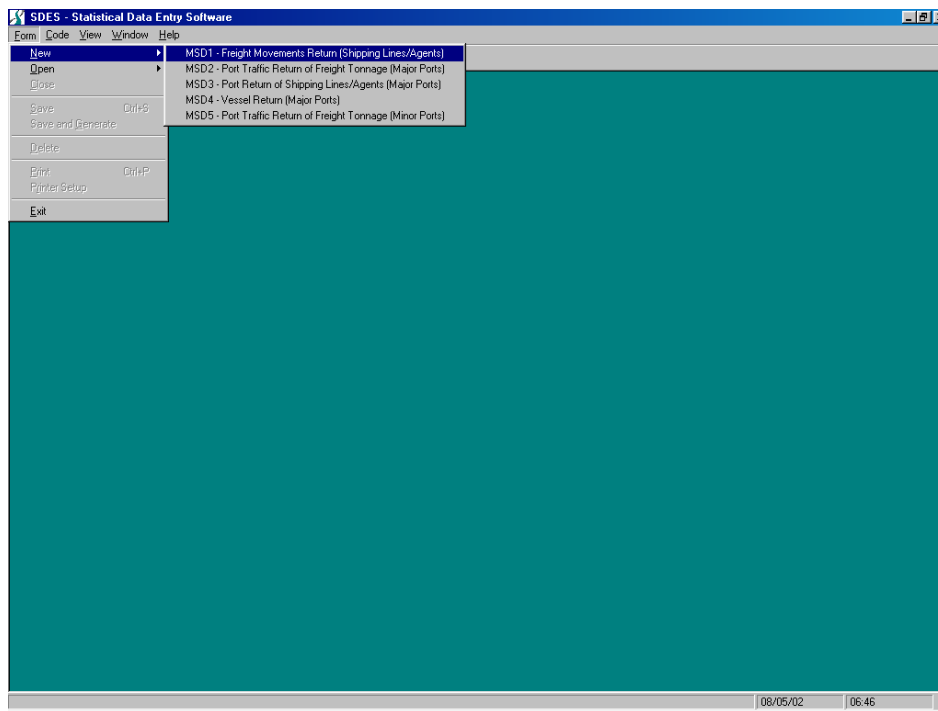
Access to the Internet or to any other network offering the possibility to send external e-mails is required. A limitation of the new 'Save and Send' facility is that the e-mailer software needs to be MAPI compliant. Most of the software mentioned above is compliant although there are some packages that are not. If users find that their e-mailer software is not MAPI compliant they will be obliged to use the 'Save and Store' function, just as they did when using earlier versions of the SDES. Furthermore, it has been found that the 'Save and Send' facility is unavailable if a user's PC runs as part of a network. In these circumstances the user may receive a message to the effect that the 'message is undeliverable'. If this occurs, or if a user is sure their PC runs as part of a network, then the 'Save & Store' button should be used and EDI files attached to a manually created e-mail message.

4 Using the electronic forms

4.1 ACCESSING ELECTRONIC FORMS

To open a new form, click on *Form* in the menu bar and then select *New*. A new menu will appear with the 5 different kinds of e-forms that can be completed. Select the form you require from this list. The forms available are:

- MSD1 - Freight Movements Return (Shipping Line/Agent).
- MSD2 - Port Traffic Return Freight Tonnages (Major Ports).
- MSD3 - Port Return of Shipping Lines/Agents (Major Ports).
- MSD4 - Vessel Return (Major Ports).
- MSD5 - Annual Port Traffic Return of Freight Tonnage (Minor Ports).



If you are unsure which e-forms you should be submitting, please consult the *Port Traffic Statistics Requirements – Administrative Rules*.

4.2 MOVING AROUND WITHIN THE ELECTRONIC FORMS

E-forms are similar to paper forms, except that they are displayed on the screen of a PC. Instead of writing the information on a paper form, the user enters information in each of the fields on an e-form using the PC keyboard and the mouse. The user either types the data into the fields or selects the appropriate choice from a list (see section 4.5).

If the e-form is too large to appear on the screen, then the user may scroll the page (down/up or left/right if needed) to view the rest of the e-form.

Functions in the menu-bar have letters underlined. As well as using the mouse, these functions can be accessed by holding down the ‘alt’ key and typing the underlined letter. For example, one way of opening a new *MSD2 Port Traffic Return of Freight Tonnages to be completed by Major Ports* form would be to press ‘alt’ and ‘F’ and then while continuing to hold down the ‘alt’ key press ‘N’. Then the user should use the ‘down’ arrow key to highlight form MSD2 and press enter.

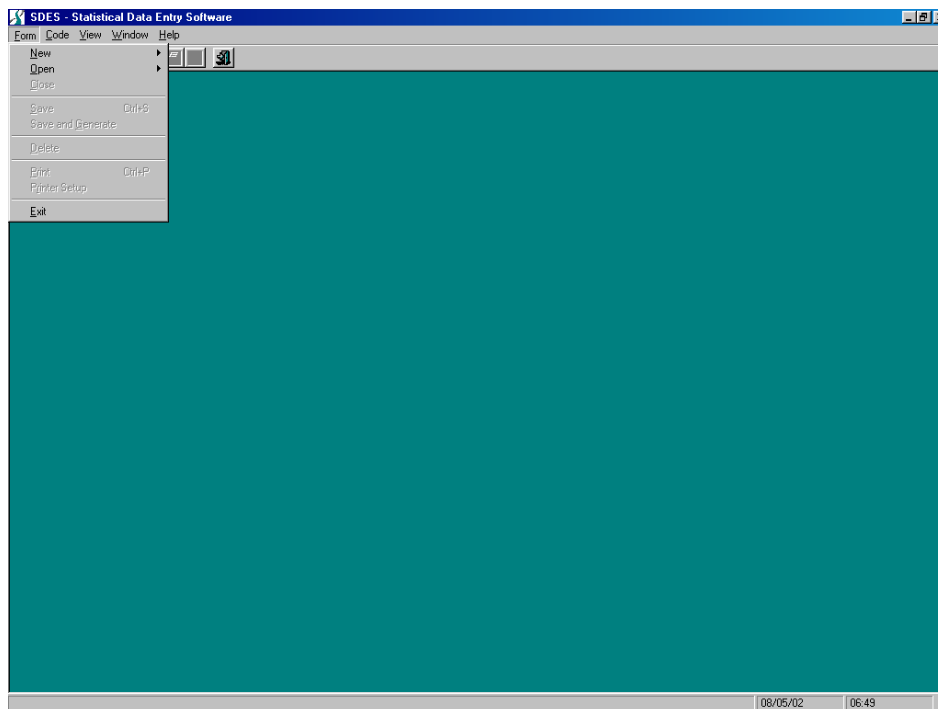
Table 2 Useful Keys	
Key combination	Effect
TAB	Moves the user from one field to the next
SHIFT and TAB	Moves the user back to the previous field
Alt and F	Brings up the <i>Forms</i> menu
Alt and R	Brings up the <i>Reports</i> menu
Alt and V	Brings up the <i>View</i> menu
Alt and W	Brings up the <i>Window</i> menu
Alt and H	Brings up the <i>Help</i> menu

There are a number of advantages of using e-forms over paper:

- Modifications are easier to make.
- It is easy to make copies of previously submitted e-forms.
- E-forms offer a pre-defined selection of choices for the fields that are associated with code lists, meaning that it is more likely that the information you submit in these fields will be valid and thus accepted the first time it is sent to the collection agency. As an example, when the UN-LOCODE of a port needs to be entered, the user can access a list of all relevant UN-LOCODEs with the associated name of the port and the country.
- The collection agency sends users both a data receipt acknowledgement and a feedback message. This allows users to know the status of every return they send.
- The SDES can be used as a management reporting tool of both a users own data and the whole maritime statistics data set since 2000. Data from both sources can also be exported from the SDES to other applications such as Microsoft Word or Excel.

4.3 ELECTRONIC FORM FUNCTIONS

To access the e-form functions, select *Form* in the menu bar and the following scrolling menu will appear:



The following functions are now available:

4.3.1 New

This function allows the user to create a new statistical data-set by entering data into a blank e-form. Clicking on *New* gives the user a choice of the available e-forms, as listed in **section 4.1**.

4.3.2 Open

Allows the user to open a previously saved e-form (possibly a template, see **section 4.7**) and to view, print or amend and re-save it.

Once you have clicked on *Open*, you are asked to select the form-type (as listed in **section 4.4**) of the e-form that you wish to access. When you have done that, select your Sender ID from the drop-down list of sender IDs in the *Open Form* window that appears, and use the mouse to click in the large *List of forms* box just below. A list of all of the Form References of previously saved forms of the selected type with the selected Sender ID will then be listed in this box.

The user should highlight the form they wish to open by clicking on its *Form Reference*. This will then appear in the *Form Reference* box to the right of the *Sender ID* box and the user should then confirm that they wish to open this form by clicking on the *Open* button to the right of the *Form Reference* box.

If the user has at least one form currently open, then more choices become available in that menu.

The screenshot shows the SDES Statistical Data Entry Software interface. The title bar reads 'SDES - Statistical Data Entry Software - [MSD1 - Freight Movements Return (Shipping Lines/Agents) 1]'. The menu bar includes 'Form', 'Code', 'View', 'Window', and 'Help'. The 'Form' menu is open, showing options: 'New', 'Open', 'Close', 'Save', 'Save and Generate', 'Delete', 'Print', 'Printer Setup', and 'Exit'. The main window contains a form titled 'Freight Movements Return, to be completed by Shipping Lines / Agents'. The form has several sections: 'Shipping Line' with dropdowns for 'Shipping Line' and 'Shipping Operator'; 'Year' and 'Quarter' (with a legend: 1=first, 2=second, 3=third, 4=fourth) and 'Reporting Port' dropdown; 'Vessel Details' with 'Lloyds Registered number (LRN)' and 'Call Sign' text boxes, and a note 'If LRN or Call Sign not available provide the name and flag of vessel'; 'Name of vessel' and 'Flag of vessel' dropdowns; and 'Traffic Details' with 'Direction' (radio buttons for 'Inwards' and 'Outwards'), 'Number of voyages represented by this return' text box, and 'Port of loading' dropdown. A status bar at the bottom right shows '08/05/02' and '06:53'.

4.3.3 Close

Closes the form that is currently being worked on. The user will be given the option of saving the data they have entered into it and then the form will be closed.

4.3.4 Save

When you have entered all the necessary data into a form (using the methods explained in **section 4.5**), you can save the form locally by clicking on *Save*. Note that as long as your *Sender ID* and a *Form Reference* have been entered it is possible to save an e-form locally, but in order to generate an EDI message that can be sent to the collection agency, the user must have completed all of the compulsory fields. The *Sender ID* and *Form Reference* (see **section 4.3.5**) will be the unique identifiers of each form that is saved, and are used when the form is recalled. It is advisable that the user gives each form a *Form Reference* that is meaningful to them so that it is easy to locate.

For further information on the fields that you need to complete please see the *Port Traffic Statistics Requirements – Administrative Rules*.

Once you have saved a form you will be back to the main menu, where you may continue to enter other data sets.

4.3.5 Save and generate

This function is used to save a statistical data set and generate the required EDI format message for sending to the collection agency. The EDI message is also saved onto the hard-drive in the directory of the user's choice and can be attached to an external e-mail, either at the time of generation or later and sent to data@maritimestatistics.co.uk.

To use this function select *Save and Generate* from the *Form* menu. The *Registration no./Status* window will now open.

The screenshot shows the SDES - Statistical Data Entry Software interface. The main window is titled 'Form MSD1: Freight Movements Return, to be completed by Shipping Lines / Agents'. It contains several sections: 'Respondent Details' with fields for Sender ID, Shipping Agent, Shipping Line, and Shipping Operator; 'Vessel Details' with fields for Lloyds Registered number (LRN) and Name of vessel; and 'Traffic Details' with fields for Direction and Port of unloading. A dialog box titled 'Registration no. / Status' is open in the foreground, prompting for a 'Registration no.' and 'Send status of the form'. The 'Send status of the form' section has two radio buttons: 'New' (selected) and 'Amend'. The 'New' option includes instructions: 'Use when making a Return for the first time or to resubmit a Return the Collection Agency has previously rejected'. The 'Amend' option includes instructions: 'Use ONLY if the Collection Agency has accepted a Return from you but you now want to change it. DO NOT use when resubmitting a previously rejected Return - treat these as New Returns'. The dialog box has 'OK' and 'Cancel' buttons.

Type the four-digit registration number that you were previously issued with by the collection agency into the *Registration Number* box. The Registration Number is a number known only to your office. It is used by the collection agency to ensure that the return being sent is from the Sender ID it purports to be from. Your individual Registration Number was allocated to you in the cover letter that accompanied the documentation pack sent to you in December 1999. If you are unsure of either your Sender ID or Registration Number please contact the collection agency for advice on 01489 553290 or help@maritimestatistics.co.uk.

In response to user requests we have included a new validation to check whether the Registration No. entered matches the one issued to the Sender ID. Only if it does not will a warning message to that effect appear. The message will not say what the correct Registration No. is, only that it is incorrect. This is to preserve the security of the Registration No. checking process.

Beneath the Registration Number is the form's 'Send Status'. The choice is either 'New' or 'Amend' with the default being 'New'. Under most circumstances your returns will be 'New'. The only occasion when 'Amend' should be selected is where a return has been accepted by the collection agency but you later want to overwrite it in the collection agency database; for example, if you make a return that the collection agency accepts but you later realise the cargo weight was incorrect. **It is important to note that 'Amend' should not be used when you are making a resubmission of a**

return that has been previously rejected. In these cases, the return should always be treated as ‘New’ otherwise the collection agency will respond by saying that the return you want to amend could not be found.

The *Save and Generate* function can only be used if all compulsory fields on the e-form have been completed. If they have not, SDES will display a message explaining what information is missing. Once the form has been saved the box in the top right corner will display the number of EDI messages that have been generated for this form and whether this form is a new form or a replacement for one previously submitted.

By default SDES saves the file containing the EDI message onto your hard-drive in the directory where the program resides. If you accepted the defaults during the setup process this will be ‘C:\Program Files\Sdes3\’ directory. If you installed SDES into a different directory or if you choose to specify where to save the file when prompted then the messages will be held in the specified location.

If you select the ‘Save and Store’ option the EDI file is saved to the directory ‘C:\Program Files\Sdes3\data’. If you select the ‘Save and Send’ option the EDI file is saved to the directory ‘C:\Program Files\Sdes3\sent’. **When using the ‘Save and Send’ option it is important to note that the dialog box that appears suggests that the EDI file is to be saved in the ‘data’ folder. This is correct and occurs as a safeguard just in case the EDI file could not be sent by your e-mailer software. After successful transmission the file is automatically moved from the ‘data’ folder to the ‘sent’ folder. If the transmission was unsuccessful then the user receives a warning message to that effect and the EDI file is left in the ‘data’ folder. It can then be transmitted at a later date as with the normal ‘Save and Store’ function.**

The EDI message filename is generated automatically from the contents of the form. The first two letters are dependent on the type of form that the user is generating an EDI message for. It generates:

F1 for *MSD1 Freight Movements Return to be completed by Shipping Lines/Agents*

F2 for *MSD2 Quarterly Port Traffic Return of Freight Tonnages to be completed by Major Ports*

F3 for *MSD3 Quarterly Return of Shipping Lines and Shipping agents to be completed by Major Ports*

F4 for *MSD4 Quarterly Vessel Return to be completed by Major Ports*

F5 for *MSD5 Annual Port Traffic Return of Freight Tonnages to be completed by Minor Ports*

The next character is an underscore, followed by the user’s Sender ID, then a further underscore, and finally the Form Reference.

For example, for a form of type *MSD1 Freight Movements Return to be completed by Shipping Lines and Agents*, the EDI message generated by a user with Sender ID ‘**ZZZ001**’ for a form with Form Reference ‘**Form01**’ the file generated will be named:

F1_ZZZ001_FORM01.edi

When carrying out the ‘Save and Store’ action it would be saved into:

C:\Program Files\Sdes3\data\F1_ZZZ001_FORM01.edi (assuming the user had specified the default location for installing SDES)

This information is important to enable you to locate the correct EDI file when you are ready to attach it to an e-mail at a later time.

This is the **default** procedure; should you wish you can name the file whatever you wish and save it into any folder that is convenient for you. Once you have saved a form and a file, you will be back to the main menu, where you may continue to enter more data.

4.3.6 Delete

This function is used to delete a return from those previously saved locally. To delete an e-form, open the e-form containing the data-set to be deleted. Then choose *Form* in the menu-bar and select *Delete*. The question ‘*You are going to delete this form. Do you want to continue?*’ is displayed. Click on *Yes* or *No*. If you select ‘*Yes*’, this data-set will no longer remain saved in the local memory. Retrieval of the data file is not possible after it has been deleted.

4.3.7 Print

SDES enables the user to print out data that they have entered in an open form for their records. To print this information, select *Form* from the menu bar and then *Print*.

It is not intended that users should complete a return using the SDES and then print it out and post it to the collection agency. The SDES is intended as an electronic data supply option only. The layout of the SDES print-out is non-standard, i.e., it cannot be accepted by the collection agency in place of a pre-printed paper form. Any such print-outs will be returned to the sender with a request that they either complete a standard paper form or send electronically the EDI file to which the print-out refers.

4.4 ELECTRONIC FORMS AVAILABLE AND WHAT SHOULD BE ENTERED

As explained in **section 4.3.1**. The e-forms on SDES are accessed by clicking on the *Form* menu, selecting *New* and then the form’s name. There are five forms available. The information that should be entered into each box on the forms is detailed below:

4.4.1 MSD1 - Freight movements return to be completed by lines / agents

This form is displayed as a three-page e-form as shown overleaf:

Page 1: Vessel/Voyage Details

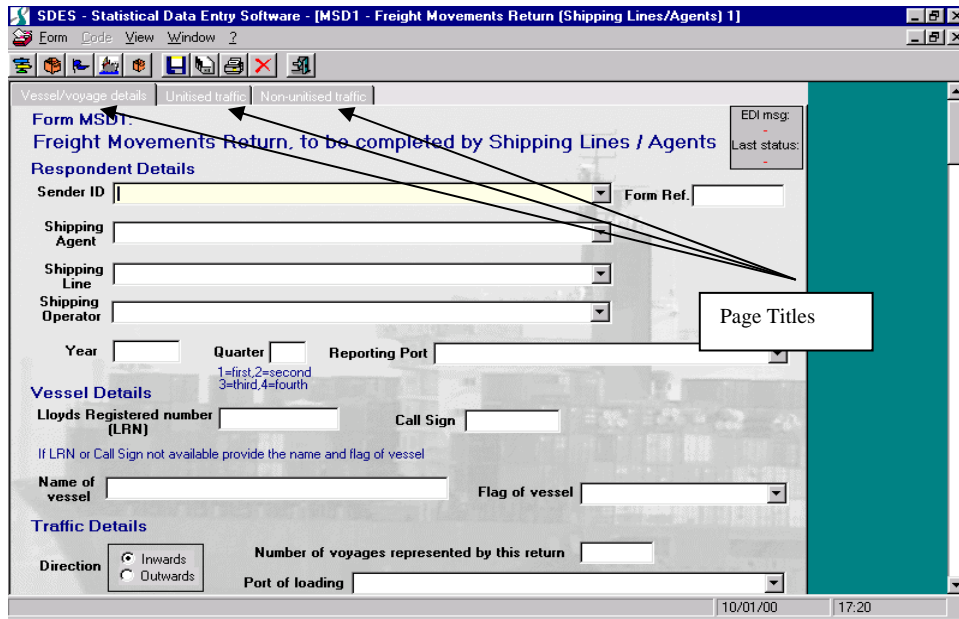


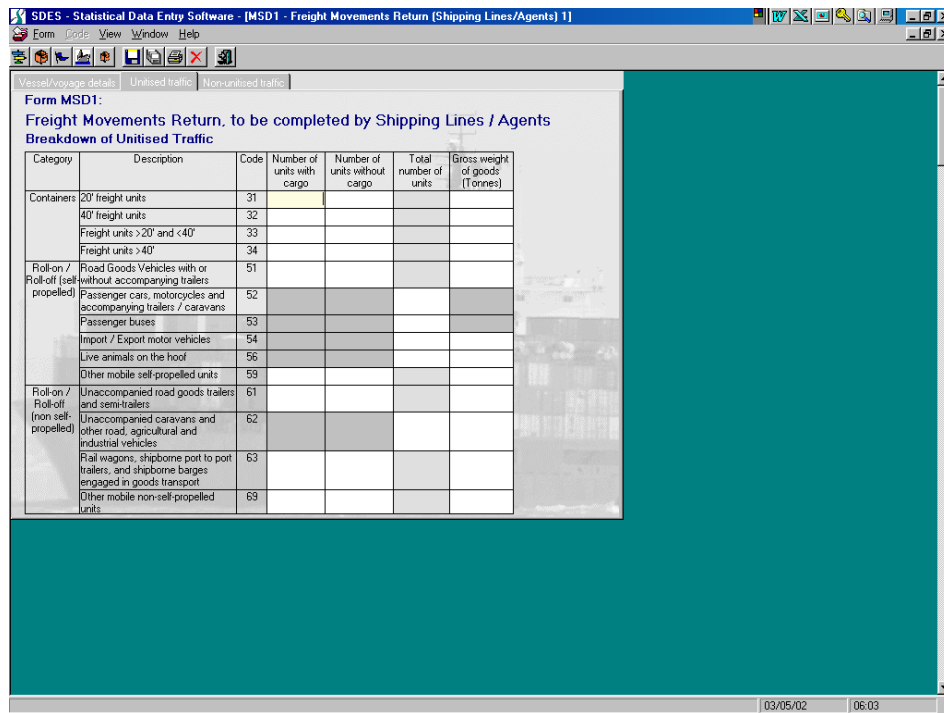
Table 3 MSD1 fields – page 1

Field	Entry detail
Sender ID	This field is mandatory. It is the unique code assigned to the office that completes and sends the return. It indicates to the Collection Agency the office they need to contact should follow up of the return be required. In many cases this is the same as the Shipping Agent or Shipping Line code and is only different if a different office is filing the return from the one that actually attended the vessel.
Form Reference	This field is mandatory. You can enter up to six characters in this box. It is suggested that you assign a unique Form Reference to each return so that if the Collection Agency needs to follow up and refer to a return then it can be identified.
Shipping Agent	This field is mandatory. It is the unique code assigned to the office of the company that acts on behalf of the Shipping Line or Operator. In many cases, though not necessarily so, it the same code as the Sender ID except where one office or company is acting as the agent but another is making the return.
Shipping Line	This field is mandatory. Within the context of the reporting requirements a shipping line is a company that has issued the Bills of Lading. It is not necessarily the owner or charterer of the vessel. It is the unique code assigned to the company.
Shipping Operator	This field is mandatory only for container vessels that engage on slot-charter agreements with other operators. Within the context of the reporting requirements a shipping operator is considered to be the owner or charterer of the vessel. It is the unique code assigned to the company.
Year	This field is mandatory. This is the four-digit number that refers to the year in which the voyage took place, for example '2002', '2003', etc.
Quarter	This field is mandatory. This is the one digit number that refers to the calendar quarter in which the voyage took place, for example '1' is from 1 January to 31 March, '2' is from 1 April to 30 June, '3' is from 1 July to 30 September and '4' is from 1 October to 31 December.
Reporting Port	This field is mandatory. The Reporting Port is the port in the UK where the vessel discharged or loaded cargo and for which the return is being made. The code can be either entered directly, located by scrolling down the drop-down list and then clicking on the correct

	one, or by typing the first 5 characters of the port's full name and then clicking on the drop-down list to jump to the match in the list. If a voyage is being made between two UK 'major' ports then 2 returns need to be made; one to report it as an outward movement from the load port and another as an inward movement at the discharge port. This needs to be done even if the same Ship's Agent is used for both load and discharge ports.
Lloyds Register Number	This field is mandatory if no other vessel identifier is used. This is also known as and is the same as the IMO Number and is the preferred method through which a vessel is identified. It is a unique reference assigned to a vessel during its construction and that remains with it throughout its life, regardless of flag changes, name changes etc. If you need help to locate a vessel's LRN/IMO Number then please contact the Help Desk.
Call Sign	This field is mandatory if no other vessel identifier is used. The call sign is an alternative, though less favoured method by which a vessel can be identified. Call signs change when a vessel changes its flag and therefore it is possible that call sign data held by the Collection Agency may be out of date. This may lead to returns that use the call sign as an identifier being rejected if Collection Agency information is not up to date. To enable the Collection Agency to obtain a good match from the vessel information it holds it is necessary for your entry to match those held by the Collection Agency exactly for spelling, format and punctuation. For example, returns might contain spaces between the characters, or letters have been transposed for numbers and vice versa, 'Z' for a '2', or 'O' for a '0', or 'B' for an '8' etc. It is suggested that you use the LRN as your first choice of vessel identifier. If you need help to locate a vessel's call sign then please contact the Help Desk
Name of Vessel	This field is mandatory if no other vessel identifier is used. If neither the LRN nor call sign are known then the vessel's name and flag should be entered. To enable the Collection Agency to obtain a good match from the vessel information it holds it is necessary for your entry to match those held by the Collection Agency exactly for spelling, format and punctuation. For example, the vessel 'Queen Elizabeth II' may also be reported as 'QE2', or 'RMS Queen Elizabeth 2', or 'Q E II', or 'QEII' and so on. It is difficult for you to know how we refer to a vessel and so we suggest you use the LRN as your first choice or call sign as a second choice. When reporting a name do not include vessel prefixes such as 'M.V.', 'S.S.', 'M.T.' and so on. These are not listed in our database and prevent a match being obtained if they are included.
Flag of Vessel	This field is mandatory if the vessel name is used as an identifier. If you use its name to identify a vessel then you should also report its flag according to the code list. Flag codes that are not part of the code list will lead to a return being rejected.
Direction	This field is mandatory. Choose the appropriate direction of the vessel. 'Inwards' means the vessel is coming into the Reporting Port with import cargo and 'Outwards' means export cargo from the Reporting Port.
Number of Voyages Represented by this Return	This field is mandatory. There is the facility to make a single return to cover multiple voyages of vessels liner services between the same pair of ports. To do so, the same vessel must have made more than one voyage between the same pair of port during a reporting period. For example, the cargo of a vessel that made a daily voyage between Dover and Calais could all be reported on a single return for import cargo to Dover and a second return for export cargo from Dover. In this case, the number of voyages made in the reporting period would be inserted in this box and the total cargo carried on all the voyages inserted in the appropriate boxes of pages 2 and 3 of the return.
Port of Loading/ Unloading	This field is mandatory. The Port of Loading/Unloading is the port where the vessel loaded the cargo (in the case of an 'Inwards' movement) or it is to be discharged (in the case of an 'Outwards' movement). It can be either a UK port or a foreign port. The code can be either

entered directly, located by scrolling down the drop-down list and then clicking on the correct one, or by typing the first 5 characters of the port’s full name and then clicking on the drop-down list to jump to the match in the list. **Please note that there may be more than one port with the same name and therefore it is important to ensure you have selected the correct one.** If a vessel has loaded at two or more load ports or is to discharge at two or more discharge ports then a separate return needs to be made for each load or discharge port. In this case, each return should report only the portion of cargo that was loaded or is to be discharged at each load or discharge port. For example, if a vessel loaded 1000 tonnes at Hamburg, 500 tonnes at Bremerhaven and 2500 tonnes at Rotterdam, all for discharge at London, three separate returns would need to be made. One would be for 1000 tonnes with GBLON as the Reporting Port and DEHAM as the port of loading, one for 500 tonnes with GBLON as the Reporting Port and DEBRV as the port of loading and one for 2500 tonnes with GBLON as the Reporting Port and NLRTM as the port of loading.

Page 2: Unitised Traffic



None of the fields on this page are mandatory. Only those cargo categories applicable to the cargo being loaded/discharged should be reported. The gross weight reported should be in whole TONNES rounded up or down to the nearest tonne. Other units, for example kilograms, cubic metres, etc., should not be used. The TARE WEIGHT of the carrying unit should always be excluded. Some other points to note for the various categories are:

- **Cargo Types 31 to 34** If you are reporting any full units then we always expect the weight to be greater than zero. We also check that the weight per unit does not exceed the ISO maximum according to the type of unit. If you are reporting no full units but a number of units without cargo then we always expect the weight to be zero.
- **Cargo Type 51** This is to be used for EXISTING registered road goods vehicles and NOT for such vehicles that are being imported or exported (these should

be reported as cargo type '54'). Enter the number carrying cargo in the full units box and the number of empty in the units without cargo box. If the vehicle is carrying cargo then we always expect the weight to be greater than zero. We also check that the weight per unit does not exceed the maximum permitted on UK roads.

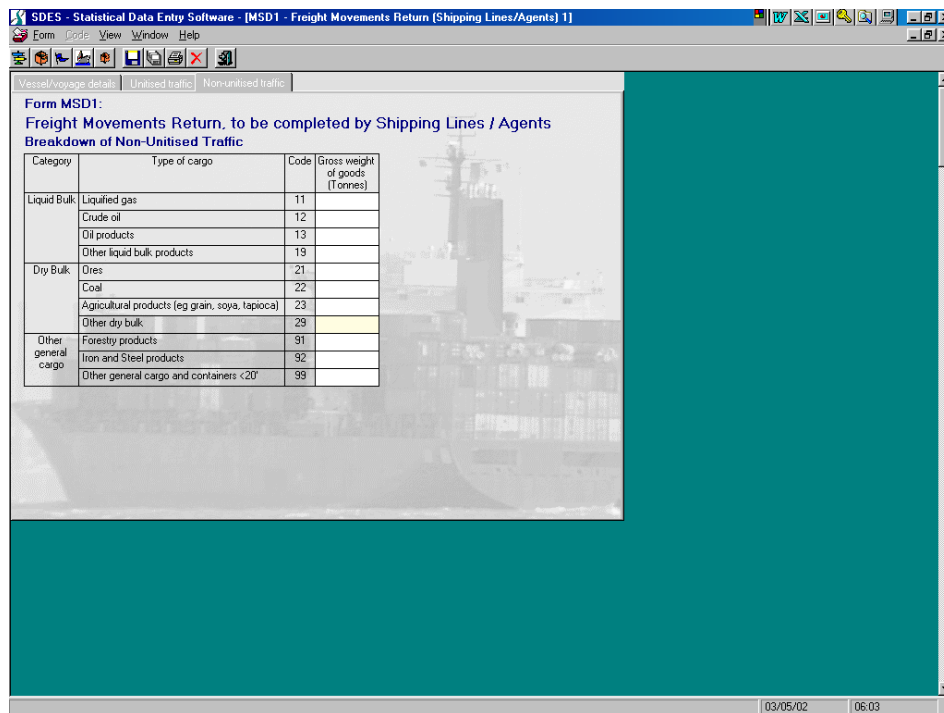
If you are reporting no full units but a number of units without cargo then we always expect the weight to be zero.

- Cargo Type 52 This is to be used ONLY FOR EXISTING REGISTERED PASSENGER CARS/MOTORCYCLES ETC., for example, those on ferries when accompanied by their driver/passengers. It should NOT be used for vehicles being imported or exported (these should be reported as cargo type '54').
- Cargo Type 53 This is to be used ONLY FOR EXISTING REGISTERED PASSENGER BUSES, for example, those on ferries when accompanied by their driver/passengers. It should NOT be used for vehicles being imported or exported (these should be reported as cargo type '54').
- Cargo Type 54 This is to be used ONLY FOR VEHICLES BEING IMPORTED OR EXPORTED and covers new or used road goods vehicles, cars, motorcycles, buses etc. that are driven on to a vessel using their own engines. It does NOT cover such vehicles that are carried on other types of units such as containers or trailers (these should be reported according to the cargo type of the carrying unit).
- Cargo Type 56 This is to be used ONLY FOR ANIMALS THAT WALK ON TO/OFF A VESSEL. It should not be used for animals that form the cargo of a vehicle being driven on to a vessel, for example live animal imports/exports being carried on a road goods vehicle (these should be reported as cargo type '51').
- Cargo Type 59 This is to be used to report any other type of vehicle that is driven on to/off a vessel using its own engine and that is not covered elsewhere. An example of this would be a mobile crane that is NOT being imported or exported.
The unit itself is the cargo and therefore the number should be reported in the number of units with cargo box and a zero entered into the number of units without cargo box.
- Cargo Type 61 This is to be used for EXISTING road goods vehicle trailers when the tractor unit is not present and NOT for such vehicles that are being imported or exported (these should be reported as cargo type '54'). Enter the number carrying cargo in the full units box and the number of empty in the units without cargo box.
If the trailer is carrying cargo then we always expect the weight to be greater than zero. We also check that the weight per trailer does not exceed the maximum permitted on UK roads.
If you are reporting no full units but a number of units without cargo then we always expect the weight to be zero.
- Cargo Type 62 This is to be used for EXISTING vehicles of this type that are pulled on to/off a vessel. It is NOT for such vehicles that are being imported or exported (these should be reported as cargo type '54' unless they are part

- of another carrying unit such as containers or trailers in which case they should be reported according to the cargo type of the carrying unit).

 - **Cargo Type 63** This is used to report cargo contained on MAFI trailers, in rail wagons or in LASH (lighter aboard ship) barges. For it to be used the MAFI trailers, rail wagons or barges need to be loaded on or discharged from a vessel. Only the number of such full and empty units and the total weight of cargo they contain should be reported; the cargo type is irrelevant. If you are reporting any full units then we always expect the weight to be greater than zero. If you are reporting no full units but a number of units without cargo then we always expect the weight to be zero.
 - **Cargo Type 69** This is to be used to report any other type of vehicle that does not have its own engine and that is not covered elsewhere. The unit itself is the cargo and therefore the number should be reported in the number of units with cargo box and a zero entered into the number of units without cargo box.

Page 3: Non-United Traffic



None of the fields on this page are mandatory. Only those cargo categories applicable to the cargo being loaded/discharged should be reported.

To move between these pages click on the page titles displayed in the top left-hand corner of the page. Note that you have to have completed the Sender ID and Form Reference entries before you can move from the first to the second and third pages.

4.4.2 MSD2 - Quarterly port traffic return of freight tonnages to be completed by major ports

This form is displayed as a single page e-form as shown below:

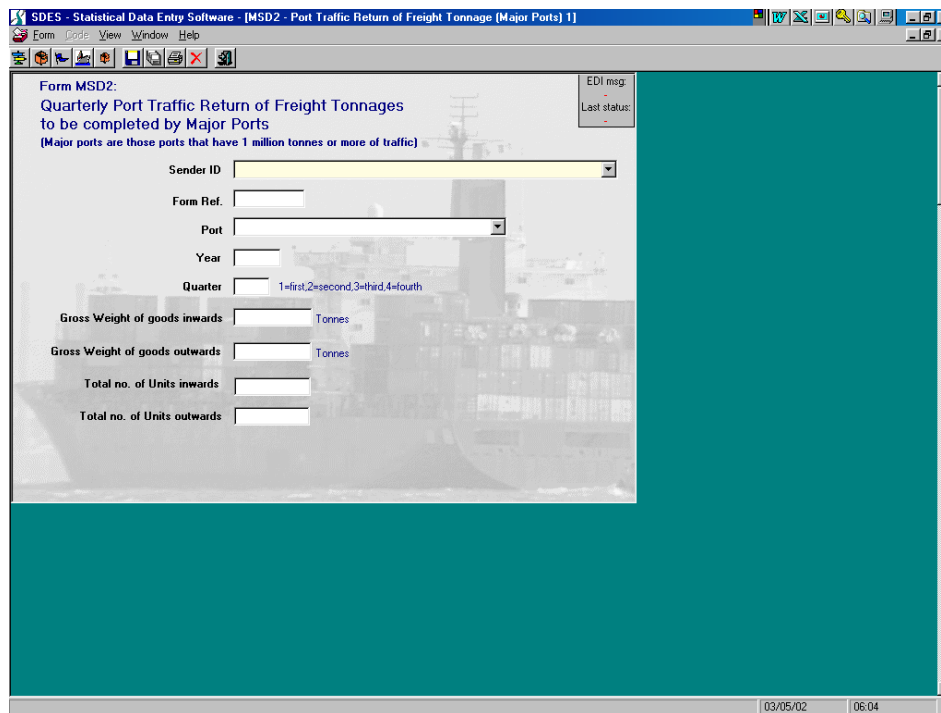


Table 4 MSD2 fields

Field	Entry detail
Sender ID	This field is mandatory. It is the unique code assigned to the office that completes and sends the return. It indicates to the Collection Agency the office they need to contact should follow up of the return be required.
Form Reference	This field is mandatory. You can enter up to six characters in this box. It is suggested that you assign a unique Form Reference to each return so that if the Collection Agency needs to follow up and refer to a return then it can be identified.
Port	This field is mandatory. The Port is the port in the UK that the return is being completed for. The code can be either entered directly, located by scrolling down the drop-down list and then clicking on the correct one, or by typing the first 5 characters of the port's full name and then clicking on the drop-down list to jump to the match in the list.
Year	This field is mandatory. This is the four digit number that refers to the year being reported on, for example '2002', '2003', etc.
Quarter	This field is mandatory. This is the one digit number that refers to the calendar quarter being reported on, for example '1' is from 1 January to 31 March, '2' is from 1 April to 30 June, '3' is from 1 July to 30 September and '4' is from 1 October to 31 December.
Gross Weight of Goods Inwards	This field is mandatory. It is the total of all cargo weight imported through the port during the reporting period. It should NOT INCLUDE the tare weight of any carrying units, for example containers, mafi trailers, road goods vehicles, etc. Also, it should NOT INCLUDE the gross weight of cargo on 'exempted' vessels, for example, vessels of under 100 gross tonnes; fish-catching vessels; fish-processing vessels; vessels for drilling and exploration; tugs (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); pusher craft (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); research and survey vessels; dredgers (except for those involved in landing sea-dredged aggregates commercially); naval vessels; any other vessel used solely for non-

Table 4 MSD2 fields	
Field	Entry detail
	commercial purposes. It should NOT INCLUDE the gross weight of ‘exempted’ cargo, for example military cargo, bunkers and stores.
Gross Weight of Goods Outwards	This field is mandatory. It is the total of all cargo weight exported through the port during the reporting period. It should NOT INCLUDE the tare weight of any carrying units, for example containers, mafi trailers, road goods vehicles, etc. Also, it should NOT INCLUDE the gross weight of cargo on ‘exempted’ vessels, for example, vessels of under 100 gross tonnes; fish-catching vessels; fish-processing vessels; vessels for drilling and exploration; tugs (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); pusher craft (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); research and survey vessels; dredgers (except for those involved in landing sea-dredged aggregates commercially); naval vessels; any other vessel used solely for non-commercial purposes. It should NOT INCLUDE the gross weight of ‘exempted’ cargo, for example military cargo, bunkers and stores.
Total Number of Units Inwards	This field is mandatory. It is the total number of all cargo units imported through the port during the reporting period. It should include the number of containers, road goods vehicles, passenger cars/buses (but not the number of their passengers), import vehicles, live animals that walk off a vessel and any other type of cargo that is pulled or driven off a vessel. It should NOT INCLUDE any types of roll-on/roll-off cargo that is lifted off a vessel (the gross weight of such cargo should be included in the gross weight reported but their number should not be included in the number of units).
Total Number of Units Outwards	This field is mandatory. It is the total number of all cargo units exported through the port during the reporting period. It should include the number of containers, road goods vehicles, passenger cars/buses (but not the number of their passengers), export vehicles, live animals that walk on to a vessel and any other type of cargo that is pulled or driven on to a vessel. It should NOT INCLUDE any types of roll-on/roll-off cargo that is lifted on to a vessel (the gross weight of such cargo should be included in the gross weight reported but their number should not be included in the number of units).

4.4.3 MSD3 - Quarterly port return of shipping lines and shipping agents to be completed by major ports

This form is displayed as a single page e-form as shown below:

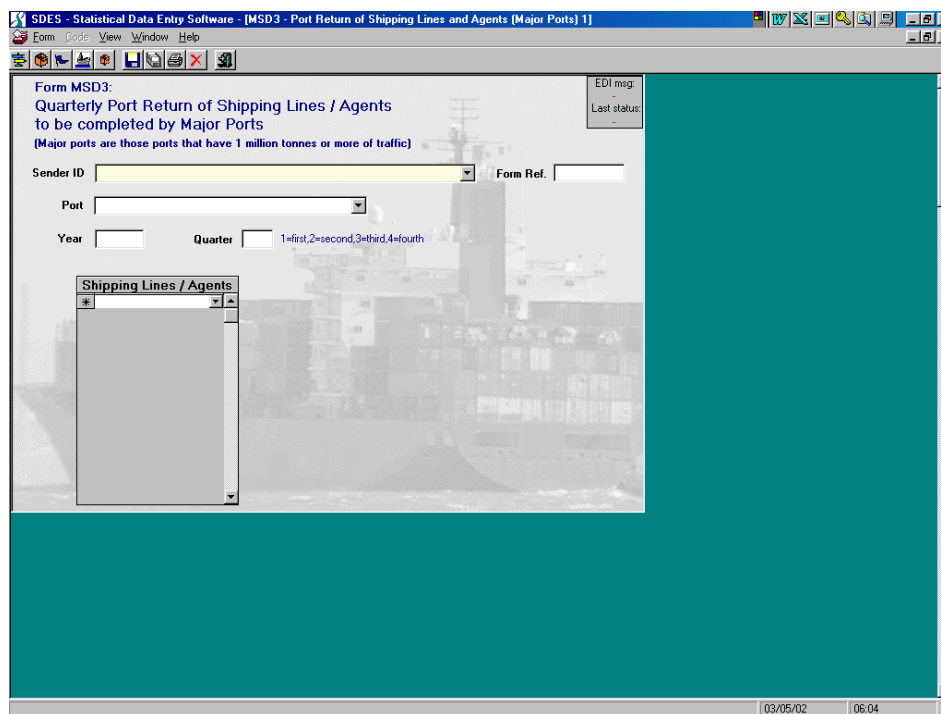


Table 5 MSD3 fields

Field	Entry detail
Sender ID	This field is mandatory. It is the unique code assigned to the office that completes and sends the return. It indicates to the Collection Agency the office they need to contact should follow up of the return be required.
Form Reference	This field is mandatory. You can enter up to six characters in this box. It is suggested that you assign a unique Form Reference to each return so that if the Collection Agency needs to follow up and refer to a return then it can be identified.
Port	This field is mandatory. The Port is the port in the UK that the return is being completed for. The code can be either entered directly, located by scrolling down the drop-down list and then clicking on the correct one, or by typing the first 5 characters of the port's full name and then clicking on the drop-down list to jump to the match in the list.
Year	This field is mandatory. This is the four digit number that refers to the year being reported on, for example '2002', '2003', etc.
Quarter	This field is mandatory. This is the one digit number that refers to the calendar quarter being reported on, for example '1' is from 1 January to 31 March, '2' is from 1 April to 30 June, '3' is from 1 July to 30 September and '4' is from 1 October to 31 December.
Shipping Lines/ Agents	This field is mandatory. Enter the Shipping Agent and Shipping Line codes for all agents and lines that have represented a 'non-exempted' vessel in your port during the reporting period. Agents that have only represented the following vessel types should NOT BE INCLUDED; vessels of under 100 gross tonnes; fish-catching vessels; fish-processing vessels; vessels for drilling and exploration; tugs (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); pusher craft (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); research and survey vessels; dredgers (except for those involved in landing sea-dredged aggregates commercially); naval vessels; any other vessel used solely for non-commercial purposes. Furthermore, there are

Table 5 MSD3 fields

Field	Entry detail
	certain ‘exempted’ cargo types that, while they may be carried on a non-exempted’ vessel, for example, military cargo, bunkers and stores are not covered by the reporting requirements. Agents and lines that only acted on behalf of vessels carrying ‘exempted’ cargo should NOT BE reported.

4.4.4 MSD4 - Quarterly vessel return to be completed by major ports

This form is displayed as a single page e-form as shown below:

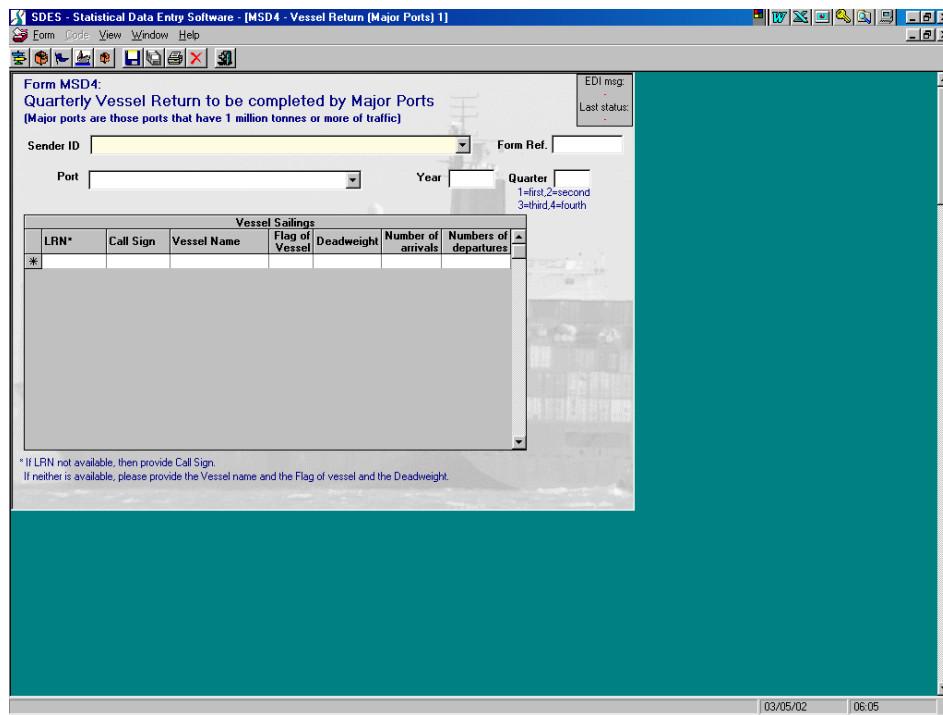


Table 6 MSD4 fields

Field	Entry detail
Sender ID	This field is mandatory. It is the unique code assigned to the office that completes and sends the return. It indicates to the Collection Agency the office they need to contact should follow up of the return be required.
Form Reference	This field is mandatory. You can enter up to six characters in this box. It is suggested that you assign a unique Form Reference to each return so that if the Collection Agency needs to follow up and refer to a return then it can be identified.
Port	This field is mandatory. The Port is the port in the UK that the return is being completed for. The code can be either entered directly, located by scrolling down the drop-down list and then clicking on the correct one, or by typing the first 5 characters of the port’s full name and then clicking on the drop-down list to jump to the match in the list.
Year	This field is mandatory. This is the four digit number that refers to the year being reported on, for example ‘2002’, ‘2003’, etc.
Quarter	This field is mandatory. This is the one digit number that refers to the calendar quarter being reported on, for example ‘1’ is from 1 January to 31 March, ‘2’ is from 1 April to 30 June, ‘3’ is from 1 July to 30 September and ‘4’ is from 1 October to 31 December.

Table 6 MSD4 fields	
Field	Entry detail
Lloyds Register Number	This field is mandatory if no other vessel identifier is used. This is also known as and is the same as the IMO Number and is the preferred method through which a vessel is identified. It is a unique reference assigned to a vessel during its construction and that remains with it throughout its life, regardless of flag changes, name changes etc. If you need help to locate a vessel's LRN/IMO Number then please contact the Help Desk.
Call Sign	This field is mandatory if no other vessel identifier is used. The call sign is an alternative, though less favoured method by which a vessel can be identified. Call signs change when a vessel changes its flag and therefore it is possible that call sign data held by the Collection Agency may be out of date. This may lead to returns that use the call sign as an identifier being rejected if Collection Agency information is not up to date. To enable the Collection Agency to obtain a good match from the vessel information it holds it is necessary for your entry to match those held by the Collection Agency exactly for spelling, format and punctuation. For example, returns might contain spaces between the characters, or letters have been transposed for numbers and vice versa, 'Z' for a '2', or 'O' for a '0', or 'B' for an '8' etc. It is suggested that you use the LRN as your first choice of vessel identifier. If you need help to locate a vessel's call sign then please contact the Help Desk.
Name of Vessel	This field is mandatory if no other vessel identifier is used. If neither the LRN nor call sign are known then the vessel's name, flag and deadweight should be entered. To enable the Collection Agency to obtain a good match from the vessel information it holds it is necessary for your entry to match those held by the Collection Agency exactly for spelling, format and punctuation. For example, the vessel 'Queen Elizabeth II' may also be reported as 'QE2', or 'RMS Queen Elizabeth 2', or 'Q E II', or 'QEII' and so on. It is difficult for you to know how we refer to a vessel and so we suggest you use the LRN as your first choice or call sign as a second choice. When reporting a name do not include vessel prefixes such as 'M.V.', 'S.S.', 'M.T.' and so on. These are not listed in our database and prevent a match being obtained if they are included.
Flag of Vessel	This field is mandatory if the vessel name is used as an identifier. If you use its name to identify a vessel then you should also report its flag according to the code list. Flag codes that are not part of the code list will lead to a record being rejected.
Deadweight	This field is mandatory if the vessel name is used as an identifier. If you use its name to identify a vessel then you should also report its deadweight.
Number of Arrivals	This field is mandatory. The number of times that the vessel arrived in your port should be reported. All arrivals should be included even if the vessel arrived in ballast, or for another reason that did not include cargo operations. The number of times that a vessel arrives in your port during a reporting period should not differ from the number of times it departs by more than one.
Number of Departures	This field is mandatory. The number of times that the vessel departed from your port should be reported. All departures should be included even if the vessel sailed in ballast, or if it sailed after having been there for another reason that did not include cargo operations. The number of times that a vessel departs from your port during a reporting period should not differ from the number of times it arrives by more than one.

4.4.5 MSD5 - Annual port traffic return of freight tonnages to be completed by minor ports

This form is displayed as a single page e-form as shown below:

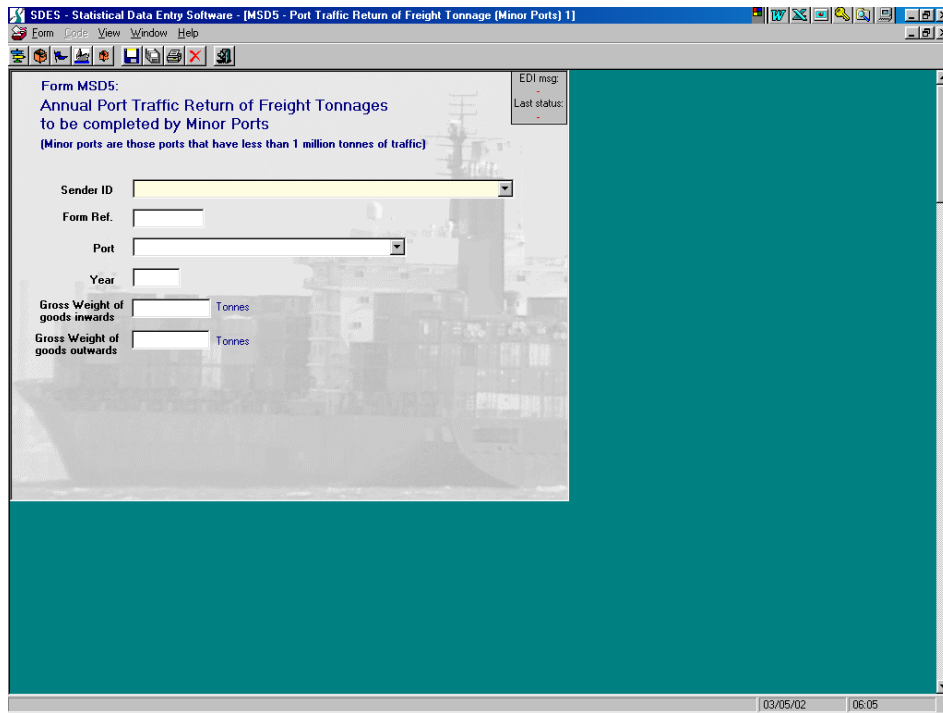


Table 7 MSD5 fields

Field	Entry detail
Sender ID	This field is mandatory. It is the unique code assigned to the office that completes and sends the return. It indicates to the Collection Agency the office they need to contact should follow up of the return be required.
Form Reference	This field is mandatory. You can enter up to six characters in this box. It is suggested that you assign a unique Form Reference to each return so that if the Collection Agency needs to follow up and refer to a return then it can be identified.
Port	This field is mandatory. The Port is the port in the UK that the return is being completed for. The code can be either entered directly, located by scrolling down the drop-down list and then clicking on the correct one, or by typing the first 5 characters of the port's full name and then clicking on the drop-down list to jump to the match in the list.
Year	This field is mandatory. This is the four digit number that refers to the year being reported on, for example '2002', '2003', etc.
Gross Weight of Goods Inwards	This field is mandatory. It is the total of all cargo weight imported through the port during the reporting period. It should NOT INCLUDE the tare weight of any carrying units, for example containers, mafi trailers, road goods vehicles, etc. Also, it should NOT INCLUDE the gross weight of cargo on 'exempted' vessels, for example, vessels of under 100 gross tonnes; fish-catching vessels; fish-processing vessels; vessels for drilling and exploration; tugs (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); pusher craft (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); research and survey vessels; dredgers (except for those involved in landing sea-dredged aggregates commercially); naval vessels; any other vessel used solely for non-commercial purposes. It should NOT INCLUDE the gross weight of 'exempted' cargo, for example military cargo, bunkers and stores.
Gross Weight	This field is mandatory. It is the total of all cargo weight exported through the port during the

Table 7 MSD5 fields

Field	Entry detail
of Goods Outwards	reporting period. It should NOT INCLUDE the tare weight of any carrying units, for example containers, mafi trailers, road goods vehicles, etc. Also, it should NOT INCLUDE the gross weight of cargo on ‘exempted’ vessels, for example, vessels of under 100 gross tonnes; fish-catching vessels; fish-processing vessels; vessels for drilling and exploration; tugs (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); pusher craft (except those being used to transport cargo on deck or for pushing barges which are carrying cargo); research and survey vessels; dredgers (except for those involved in landing sea-dredged aggregates commercially); naval vessels; any other vessel used solely for non-commercial purposes. It should NOT INCLUDE the gross weight of ‘exempted’ cargo, for example military cargo, bunkers and stores.

4.5 ENTERING DATA

Once the required form has been opened it is a simple task to enter into it the data that is required. All of the data is entered in one of the following four ways:

4.5.1 Simple data entry

Data for some fields, such as the *Form Reference*, is entered simply by typing it in using the keyboard. When the user has finished entering data they should use the tab-key or mouse to move onto the next field.

4.5.2 Drop-down lists

Fields that require codes to be entered into them have a built-in drop-down list containing a pre-defined selection of choices. This is denoted by a square with a triangle pointing downwards at the extreme right of the box. Examples of these are the Sender ID, Shipping Line, Reporting Port and Port of Loading/Unloading in form MSD1.

If the user knows the code without reference to the drop down list then this can be entered in the same way as for simple data entry fields, before using the tab-key or mouse to move onto the next field. SDES checks that the code you have entered is on the code list, displaying the full text description. If the code entered is not on the code list then the user is given a ‘data warning’. However, if the user is sure that the code is correct despite not being on the list (for example, if it is a new code issued by the collection agency) then the user should acknowledge the ‘data warning’ message by clicking on ‘OK’ and then proceeding to the next field.

If the user doesn’t know the required code then there is a look-up facility. By clicking on the triangle to the right of the input-box, the user can access a list of codes relevant to that field. Alternatively, by typing up to the first five letters of the company, flag or port name, SDES searches for the first match with these letters. The user can then scroll up or down to the code that they require by using the mouse to click on the scroll-bar triangles pointing up or down, and then clicking on the required code. **When using this method it is important to ensure that the correct port code is chosen. There are many instances where there are two ports with the same name in different countries so ensure you have selected the correct one. Also, please be aware that the port names use their local spelling. For example, Dunkirk, USA appears in the list Port of Loading/Unloading twice (USDKD and USDKK) and Dunkirk, France (spelt as Dunkerque) appears as FRDKK. Another example is**

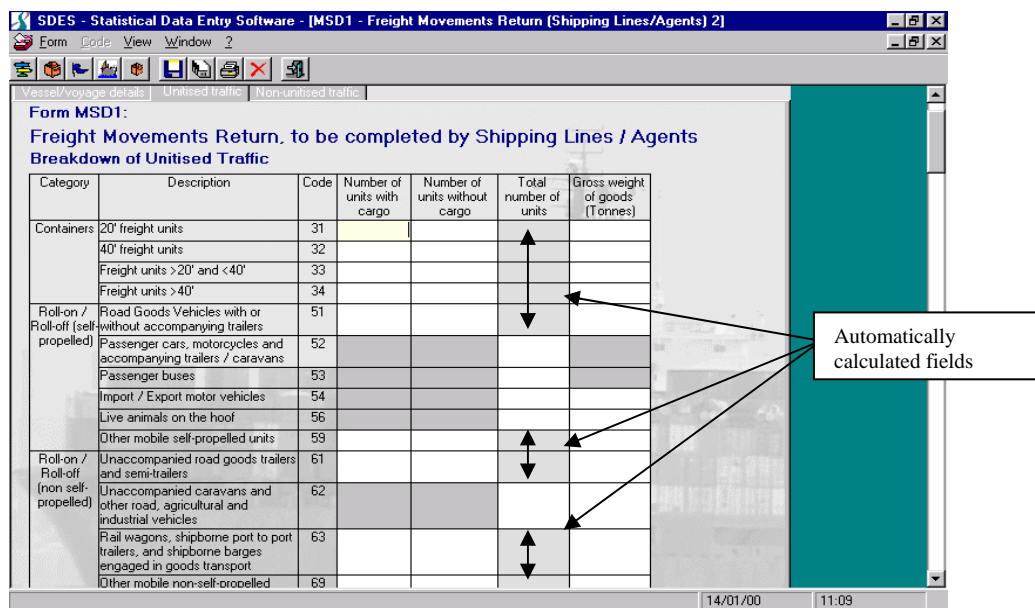
Flushing, USA (USFUH and USFSG) and Flushing, Netherlands (spelt Vlissingen) appears as NLVLI.

4.5.3 Radio button

There is one field which uses a radio button, namely the direction of movement field on form MSD1. By clicking on the required *Direction of Movement* (either inwards or outwards) a black circle is displayed within the white circle to the left of the choice. The choice of direction changes the title of the next field. This is because for a vessel travelling inwards to the reporting port the other port must have been the port of loading. For a vessel travelling outwards from the reporting port the other port on the journey must be the port of unloading.

4.5.4 Automatically calculated fields

On form MSD1 the values of some fields relating to unitised traffic are calculated automatically on the SDES display. This applies to the cargo types 31, 32, 33, 34, 51, 59, 61, 63 and 69. When the user enters the number of units with cargo and the number of units without cargo for these commodity types and uses the tab key or mouse to move off these fields, SDES automatically calculates the total number of units by adding the two numbers together.



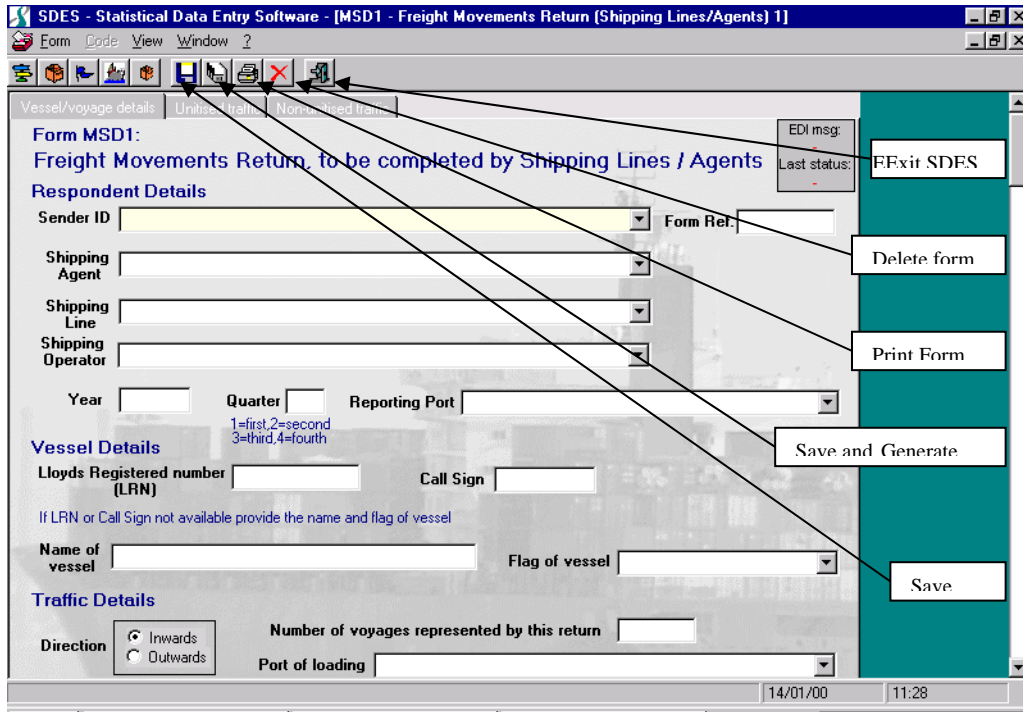
4.5.5 Ship's agent, shipping line and port codes

To help ensure that supplied data is as correct as possible before acceptance into their database the collection agency has developed a series of data validity checks. One such check is to ensure that only valid agent codes can be used in the Shipping Agent ID box and only valid shipping lines or operators can be used in the Shipping Line ID and Ship's Operator ID boxes. This means that if a code for an agent is used in the Shipping Line ID or Ship's Operator ID boxes, or vice versa, then the return will be rejected.

SDES Version 3.0 contains separate lists for Shipping Agents and Shipping Lines/Operators therefore it is unlikely that codes for the two groups will be transposed. If they are, the user will receive a warning message to this effect.

4.6 TOOL BAR AND STATUS BAR

SDES has a toolbar containing icons representing some of the main functions. These icons are labelled in the screen-shot below:

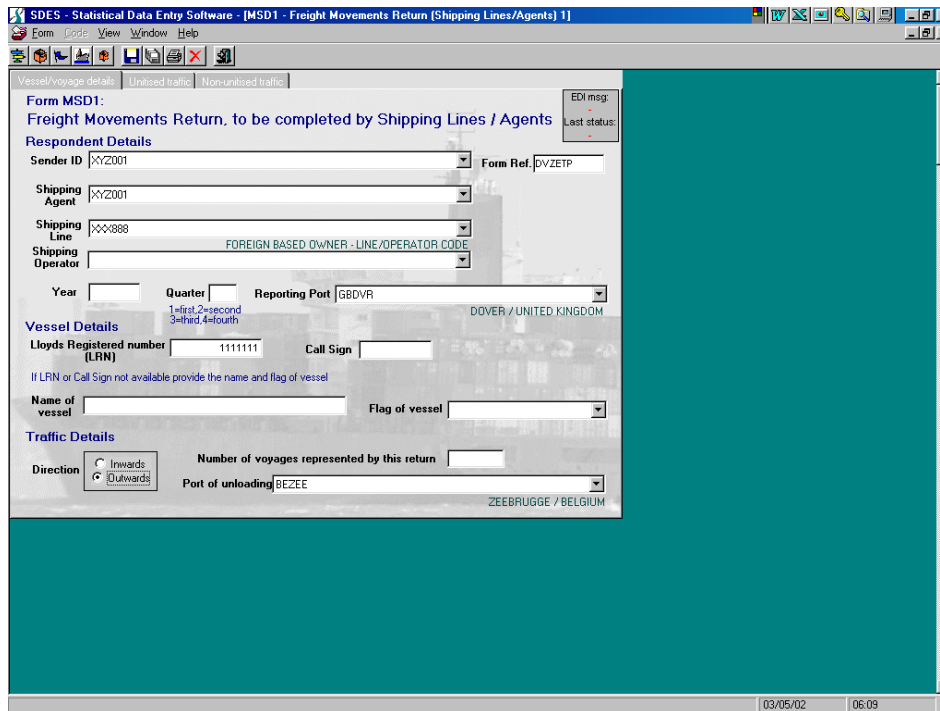


To execute any of these functions you can just click on the relevant icon. If you wish to hide this toolbar, you can do so by selecting *view* from the menu-bar and then selecting *toolbar* so that the tick next to it is removed. Similarly, the status bar at the bottom of the screen containing the time and date can be removed by selecting *view* and then clicking on *status bar* so that the tick next to it is removed.

4.7 CREATING A TEMPLATE

One advantage of using SDES over paper-forms is the ability to create templates. To do so, an e-form should be created in the usual way, completing those details that would be common to a number of returns.

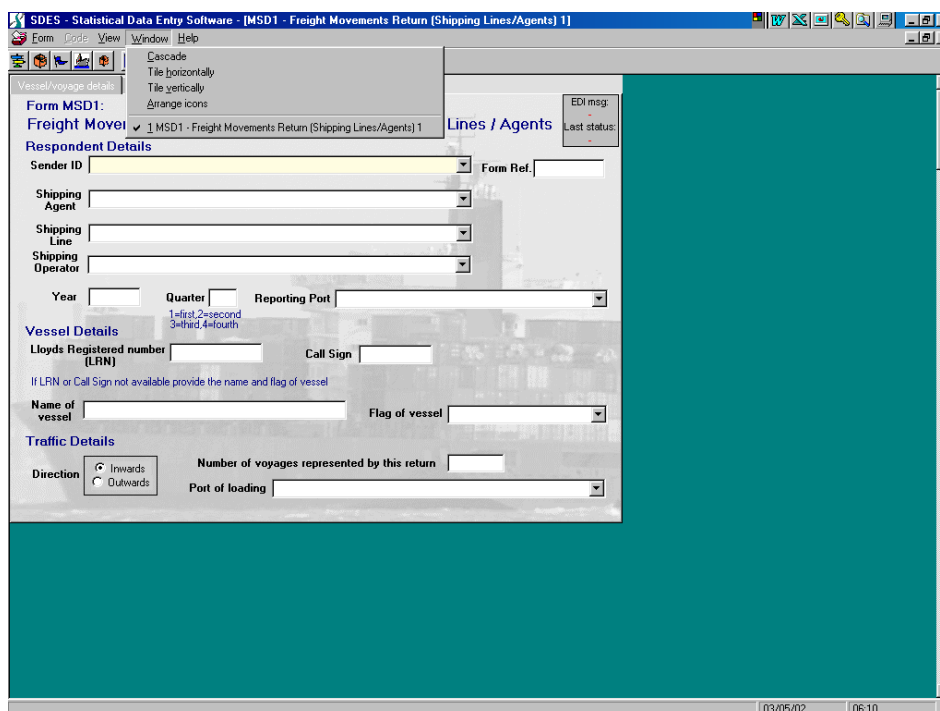
For example, if your user-name was MSD001 and you wanted to create a template for form *MSD1 - Freight Movements Return to be Completed by Shipping Lines and Agents* for a single ship with Lloyd's Register Number 111111 that regularly travels from Dover to Zeebrugge, your template might be created as follows:



You should save this template locally as described in **section 4.3.4**. Every time that you need to make a return for this ship you can open this template and fill in the additional details that are required, change the Form Reference (so that you don't overwrite the template) and then save the form. You can then use the *Save and Generate* function (see **section 4.3.5**) to generate an EDI message that can be sent to the collection agency.

4.8 ARRANGEMENT OF WINDOWS

The windows that are open in SDES can be arranged in various ways, to suit the user. By clicking on the *Window* option from the menu-bar the following screen appears:



5 Updating code lists and validations

In order to keep the code lists and data validation checks in SDES up-to-date it will be necessary for DfT to issue new versions from time to time. The user should load these into their copy of SDES by downloading files from the web site and replacing those already stored there. The procedure to do this differs in the SDES Version 3.0 from earlier versions and it is now necessary to download only two files rather than five files.

5.1 PROCEDURE FOR UPDATING CODE LISTS

It is a simple procedure to replace the current codes in the drop-down lists in SDES with the updated ones and full instructions will be supplied along with the file on the web site. The procedure is as follows:

1. On the internet go to the site 'www.maritimestatistics.org/data_provider_login.htm'.
2. Enter your Sender ID and Registration No. in the boxes provided to enter the area reserved for data providers.
3. On the page that opens place the cursor over the link 'SDES Code Lists' and single click using the righthand mouse button. Use the 'save target as' (Internet Explorer) or 'save link as' (Netscape) option to save the file.
4. You will be prompted for a location to save the file. If you accepted the default location during installation (normally this will be c:\Program Files\SDES3) choose this, otherwise choose the folder where the SDES Version 3 was installed. You will be warned that the file (SDESCodes.mdb) already exists and asked whether you want to replace it – click on 'Yes'.
5. All the code lists have now been replaced and they will take effect from the next time you open the SDES Version 3.

It is anticipated that a new code list file will be posted to the web site approximately every two months. The date on which the file was posted is also given.

Please contact the collection agency if you should need any assistance with this process.

5.2 PROCEDURE FOR UPDATING VALIDATION CHECKS

The SDES Version 3.0 contains a higher degree of data validation than earlier versions of the software. This means the SDES will check your return as you are completing it and prevent you from generating an EDI file that the collection agency will later reject because of, for example, an invalid code or vessel identifier. From time to time it may be necessary to amend the rules to take into account new trading routes or changes to vessels.

1. On the internet go to the site 'www.maritimestatistics.org/data_provider_login.htm'.

2. Enter your Sender ID and Registration No. in the boxes provided to enter the area reserved for data providers.
3. On the page that opens place the cursor over the link ‘SDES Validation Lists’ and single click using the righthand mouse button. Use the ‘save target as’ (Internet Explorer) or ‘save link as’ (Netscape) option to save the file.
4. You will be prompted for a location to save the file. If you accepted the default location during installation (normally this will be c:\Program Files\SDES3) choose this, otherwise choose the folder where the SDES Version 3 was installed. You will be warned that the file (SDESValidation.mdb) already exists and asked whether you want to replace it – click on ‘Yes’.
5. All the validation and vessel lists have now been replaced and they will take effect from the next time you open the SDES Version 3.

It is anticipated that a new validation list file will be posted to the web site approximately every four months. The date on which the file was posted is also given.

Please contact the collection agency if you should need any assistance with this process.

6 Own data and aggregated data reports, exporting data to other applications

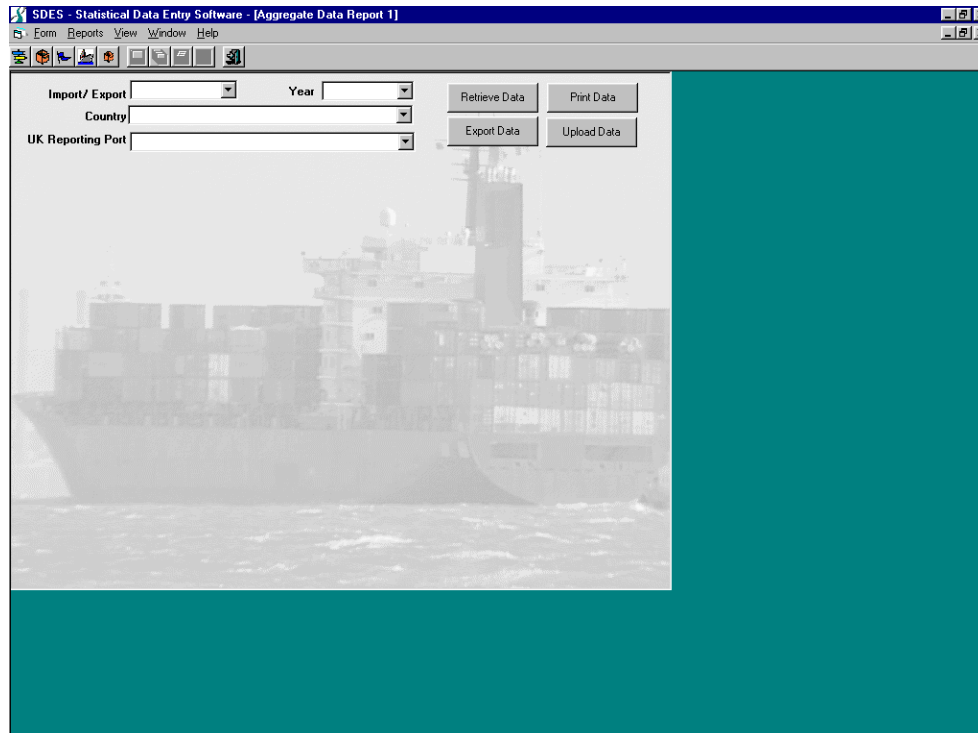
The DfT and the collection agency both recognise the goodwill of data providers in sending their data and, now that a large and comprehensive source of information on the UK's waterborne trade is being compiled, wish to offer this national resource to the industry. The SDES Version 3.0 has been designed with additional functionality to enable users to search both their own and an abridged aggregated data set, to run reports and to export the results to other applications.

The SDES Version 3.1.1 as distributed on CD-ROM contains separate aggregated data sets for 2000, 2001 and 2002. The data are the basis of the DfT's annual 'Maritime Statistics' publication and it is hoped they offer the correct blend of detail to enable them to be useful to the industry and at the same time preserve commercial confidentiality. The data are grouped around the UK reporting port, year, whether import or export and the country or origin or destination.

6.1 UPDATING THE AGGREGATED DATA SET

Every year, probably in the third quarter, an updating aggregated data file will be produced and made available for data providers to upload into their SDES Version 3.1.1. The file will be posted to the data providers' area of the maritime statistics web site and can be downloaded from there to a user's PC prior to uploaded into the SDES. The process to do this is quick and easy and when done does not need to be repeated until the next updating file is available.

1. On the internet go to the site 'www.maritimestatistics.org/data_provider_login.htm'.
2. Enter your Sender ID and Registration No. in the boxes provided to enter the area reserved for data providers.
3. On the page that opens place the cursor over the link 'SDES Aggregate Update 2003' and single click using the righthand mouse button. Use the 'save target as' (Internet Explorer) or 'save link as' (Netscape) option to save the file. (NB: In the coming years there will be other links on the page, i.e., 'SDES Aggregate Update 2004', 'SDES Aggregate Update 2005', etc. It will be possible to download these files by following the same procedure described here.)
4. You will be prompted for a location to save the file. If you accepted the default location during installation (normally this will be c:\Program Files\SDES3) choose this, otherwise choose the folder where the SDES Version 3.1.1 was installed. If you have previously downloaded the file you will be warned that the file already exists and asked whether you want to replace it – click on 'No'.
5. Open the SDES Version 3.1.1 in the normal way and click on 'Reports' in the menu bar. Of the two options displayed click on 'Aggregated Data Report' and the following screen will open:



6. Click on the 'Upload Data' button and a box entitled 'Open' should open. By default the 'Open' box will list the files in the c:\Program Files\SDES3 folder and, if you saved the downloaded file there, you should see it in the list in the lower part of the box. If you installed the SDES in a location other than the default then you need to navigate to that folder. To do this just beneath the blue bar at the top are the words 'Look in' and to the right of it is a drop down box. Click on the drop down arrow and then find your way to your hard drive icon (usually c:\drive) and then to the folder where the file was downloaded from the internet.
7. Click on the file entitled 'SDES Aggregate Update 2003.mdb' (or 'SDES Aggregate Update 2004.mdb' or 'SDES Aggregate Update 2005.mdb' as appropriate) and then click on the 'Open'. The file will now load.
8. As part of the upload process the SDES checks whether the file you are currently uploading has not been loaded previously as to do so would mean the aggregated data would contain duplicate data and hence the search results or reports would be incorrect. If the file has been uploaded before then a warning message to this effect will be displayed giving the date on which the file was uploaded and advising which file should be loaded now. Click on 'OK' to remove the warning and to return to the step 5.
9. Similarly, the SDES also checks whether a file has been missed from the upload sequence. For example, if a user tries to upload the 2004 data set without having previously uploaded the 2003 file, then a warning message will appear. Click on 'OK' to remove the warning and to return to the step 5.

Please contact the collection agency if you should need any assistance with this process.

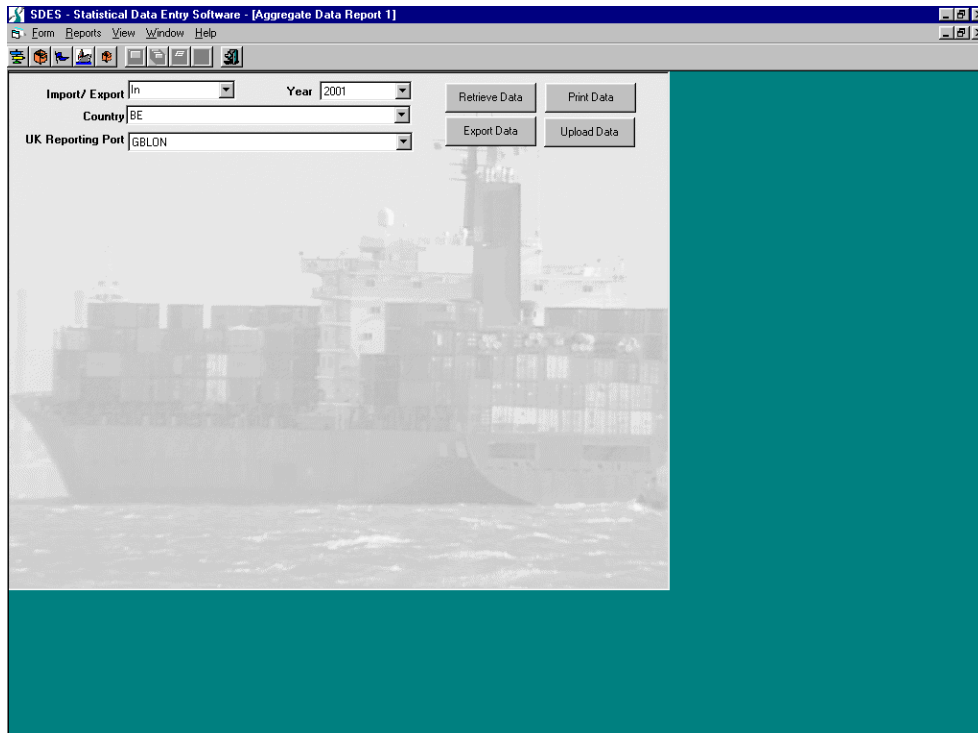
6.2 SEARCHING AND REPORTING ON THE AGGREGATED DATA SET

After updating the aggregated data set with any recently released files the user can run searches of the data and make reports of the results. There are four parameters available for selection; year, reporting port in the UK, import/export and country of origin/destination. Valid search criteria can be selected in a number of ways:

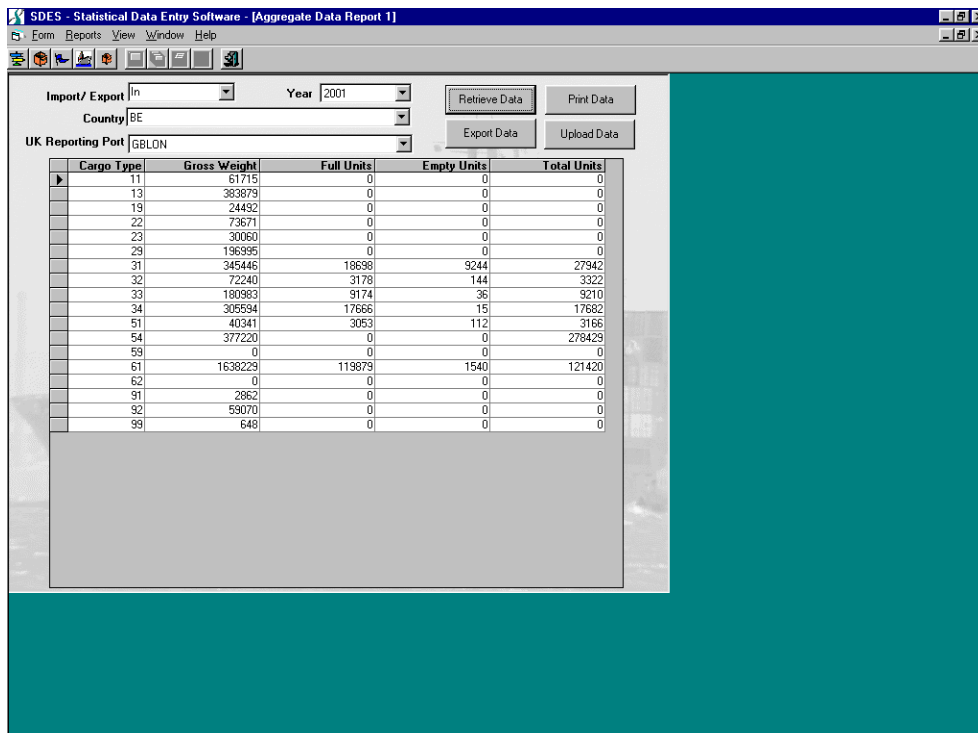
- From the drop down list associated with each parameter. In this case click on the drop down arrow at the right side of the box and scroll down until the correct value is reached.
- By typing in the load/unload country or reporting port code directly, for example, BE (for Belgium) or GBLON (for London).
- By typing in the first five characters of the reporting port name and then clicking the drop down to jump to the closest match in the list. For example, entering 'Londo' in the UK reporting port field and then clicking the drop down arrow will go straight to London in the list. NB: This facility does not work in the load/unload country field where the country code must be selected either by scrolling through the list or entering the two-character country code directly.
- Alternatively, the parameter can be left blank to select all records. For example, the 'Import/Export' drop down contains 'In' and 'Out' and if a user selects one or the other then the search will select only the appropriate records. If the drop down is left blank then the results will include both imports AND exports.

The output from the search contains the total gross weight of cargo (in tonnes) for each cargo type and, where applicable, the numbers of full units, empty units and total units. If a port has not handled a particular cargo type then the category is omitted from the results section.

In the example below a search is to be run for all 'In' (import) cargo from 'BE' (Belgium) to GBLON (London) in 2001:

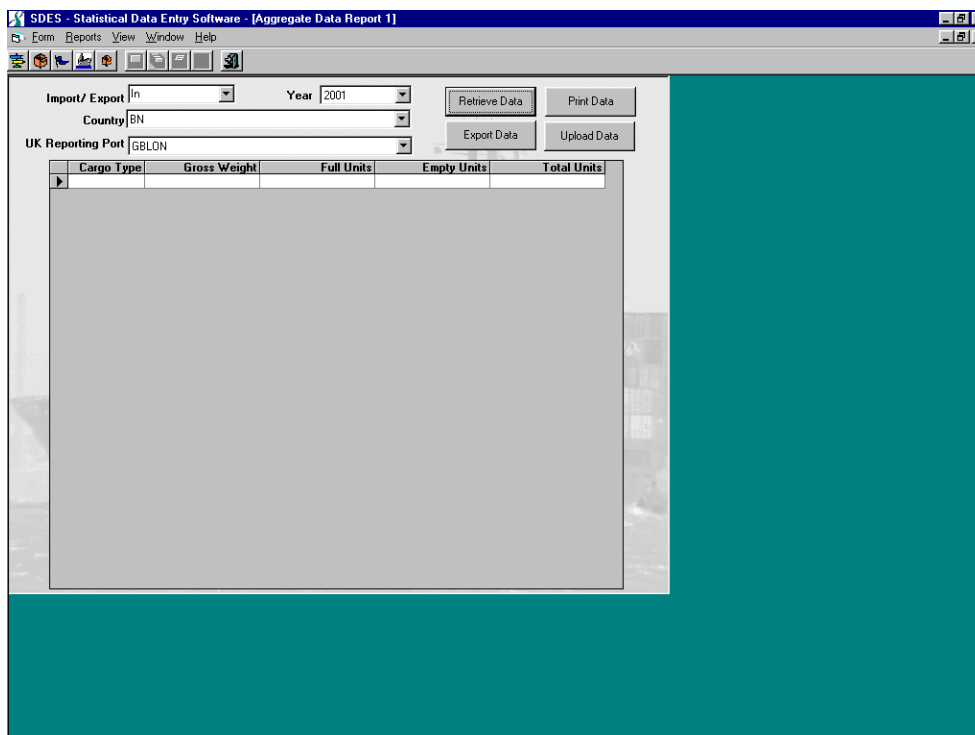


When a user has specified the search criteria then click on the on ‘Retrieve Data’ button. The search results will then be displayed in the lower half of the screen:



Further queries can be run simply by selecting new search criteria in the drop down in the upper half of the screen and then once again clicking on the ‘Retrieve Data’ button.

If a search does not produce any results, i.e., there was no cargo to report for the specified criteria, then a single blank line will be displayed in the lower half of the screen:



The results of the search can also be printed out. To do so simply click on the ‘Print Data’ button after the search results have been retrieved and displayed on the screen. An example of the print out from the search carried out above is contained in Appendix A.

Please contact the collection agency if you should need any assistance with this process.

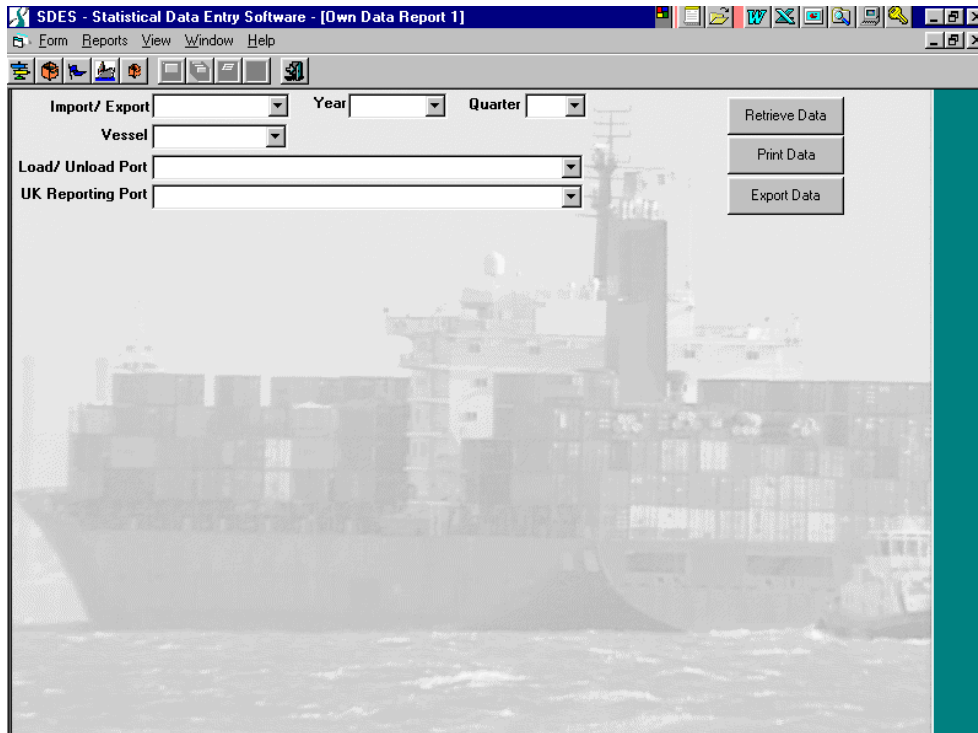
6.3 SEARCHING AND REPORTING ON OWN DATA

In a similar way to searching and reporting on the aggregated data, the SDES Version 3.1.1 also permits data providers to compile information on their own previously submitted returns. The only difference being that whereas commercial confidentiality requires that only an abridged and grouped data set is made available for all the UK returns, for a company’s own data a larger number of data fields can be used.

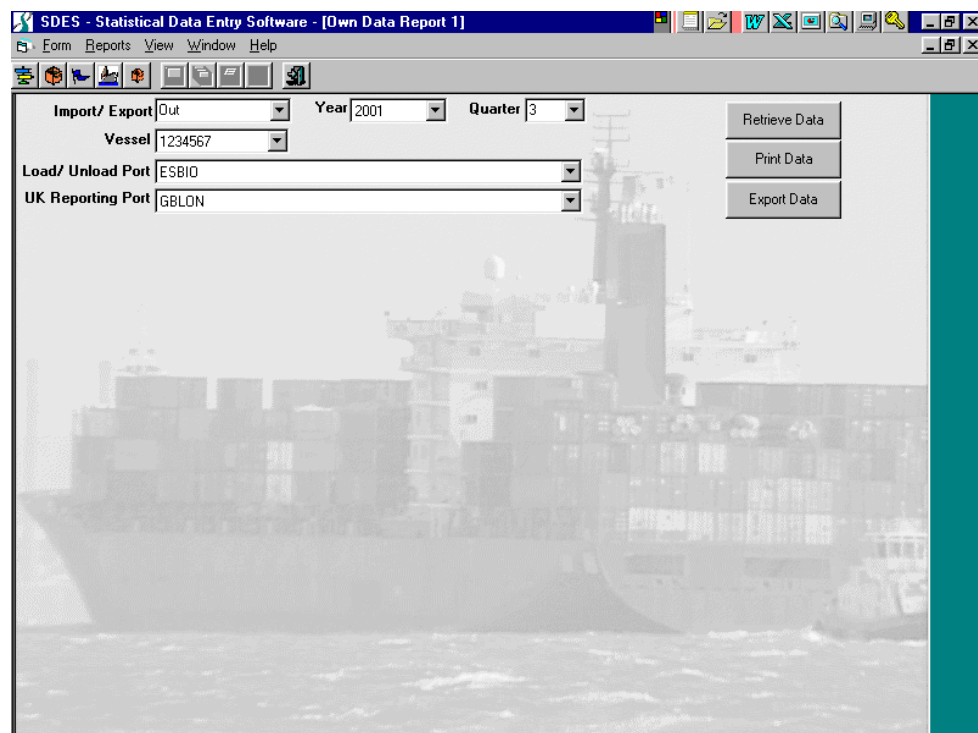
Users may find this facility useful if they wish to compile their own information on, for example, the number of times they have made a return for a particular vessel, the type and total gross weight of cargo loaded/discharged and ports involved. Another search may be to highlight the total cargo reported in a specified year or quarter or on a particular trade. By appropriate selection from some or all of the six search criteria users can tailor their search in many different ways.

Whenever a new return is saved within the SDES Version 3.1.1 the details it contains then become available for inclusion in the ‘Own Data Report’. To search on your own previous returns:

1. Open the SDES Version 3.1.1 in the normal way and click on ‘Reports’ in the menu bar. Of the two options displayed click on ‘Own Data Report’ and the following screen will open:

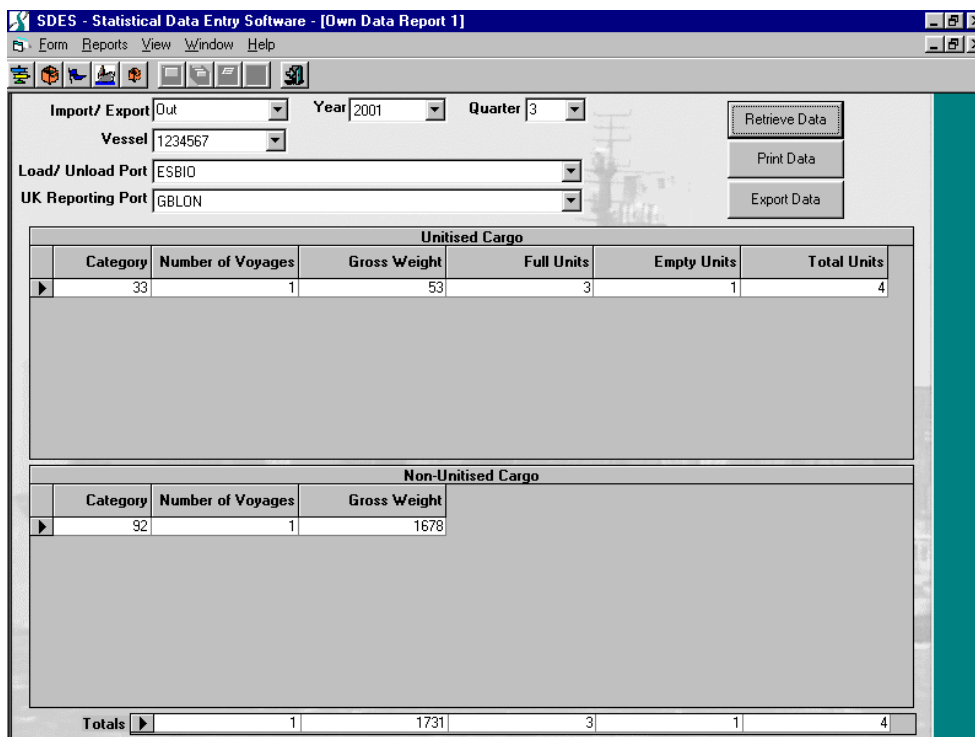


- Using one of the search criteria entry methods detailed in section 6.2, enter parameters as required (or leave blank to select all records of a field) for the year, quarter, reporting port in the UK, vessel, import/export and load/unload port. In the example below a search is to be run for all 'Out' (export) cargo to 'ESBIO' (Bilbao, Spain) from 'GBLON' (London) in reporting period '3' of '2001' on a vessel with the LRN of '1234567':



A further refinement when specifying the search criteria of a user’s own data is through the use of wild cards. In the example above, if a search was required of cargo to all Spanish ports rather than simply Bilbao then the two-character country code followed by a ‘*’ would be entered in the load/unload port field, in this case ‘ES*’.

3. When all search criteria have been specified then click on the on ‘Retrieve Data’ button. The search results will then be displayed in the lower part of the screen:



The output from the search is displayed in two sections; the upper part giving details of ‘unitised’ cargo and the lower part the ‘non-unitised’ cargo. For each category of ‘unitised’ cargo the results contain the total number of voyages of the vessel selected (or total voyages of all vessels if the ‘vessel’ drop down has been left blank), the total gross weight of cargo (in tonnes) and the number of full units, empty units and total units. If a vessel has not handled a particular cargo type then the category is omitted from the results section. For each category of ‘non-unitised’ cargo the results contain the total number of voyages of the vessel selected (or total voyages of all vessels) and the total gross weight of cargo (in tonnes). Once again, if a vessel has not handled a particular cargo type then the category is omitted from the results section. At the very bottom of the screen are the totals of both unitised and non-unitised cargo when both types of have been carried.

Further queries can be run simply by selecting new search criteria in the drop down in the upper half of the screen and then once again clicking on the ‘Retrieve Data’ button.

If a search does not produce any results, i.e., there was no cargo to report for the specified criteria, then a single blank line will be displayed in each of the cargo sections in the lower part of the screen.

The results of the search can also be printed out. To do so simply click on the ‘Print Data’ button after the search results have been retrieved and displayed on the screen. An example of the print out from the search carried out above is contained in Appendix A. Before printing out a report it is important to remember that the search results will not be updated until the ‘Retrieve Data’ button is clicked.

Please contact the collection agency if you should need any assistance with this process.

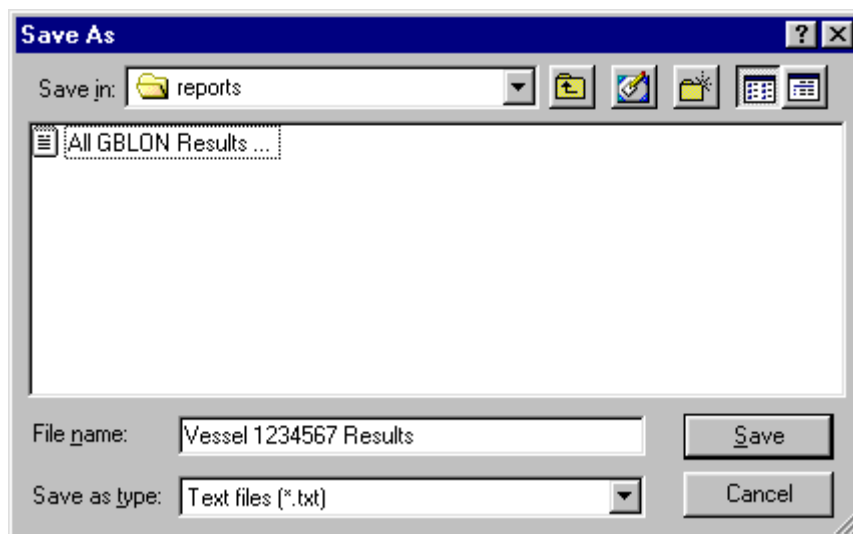
6.4 EXPORTING OWN AND AGGREGATED DATA TO OTHER APPLICATIONS

While being able to print out a report from a search will be useful in certain circumstances, we have given data providers the opportunity to export the results via a tab delimited text (*.txt) file so they may be used in other applications. For example, Microsoft Excel or other spreadsheet application can open these file types and will place each column of the exported report into a different column. From here, it is a simple task to either use the search results as is or subject them to further manipulation in any way the user wishes.

Similarly, Microsoft Word or other word processing application can open text files and the results will be displayed with a tabulation between each column.

The procedure to export the result of a search of either your own data or of the aggregated data is identical:

1. Specify the search criteria and retrieve the results as detailed in either section 6.2 or section 6.3.
2. Click on the 'Export Data' button and a Save As box will open. By default all search reports will be saved in a folder entitled 'Reports' in the folder where the SDES was installed. Any previously saved reports will also be listed. Users can choose another location to save reports by clicking on the drop down of the Save In box and navigating to their preferred location. In the File Name box type the name you want to give the report. Click on 'Save' when finished:



3. The screen will revert to the search screen and another set of criteria can be selected, the data retrieved and then exported again using the procedure described above.
4. When all reports have been exported they may be opened by either a spreadsheet or word processing application. With Microsoft Excel this is done by clicking on File in the menu bar and then Open, then using the Look In drop down navigate to the 'Reports' folder or other location where the search results were exported to.

5. Click on the drop down to display all file types and then double click on the search results you want to open. Depending on the version of Microsoft Excel you are using a wizard to guide you through the data transfer operation may start.

Please contact the collection agency if you should need any assistance with this process.

7 Warning, error and feedback messages

Version 3.1.1 of the SDES contains the same level of built-in validation as Version 2.100. As experienced users will be aware, the collection agency subjects incoming data to a large array of validation routines to ensure data accuracy, quality and consistency. In the past, the SDES has occasionally permitted users to make returns that are subsequently rejected by the collection agency as invalid. Validations within the SDES have now been strengthened to minimise the likelihood that you will send invalid data. When a user attempts to create a return that is likely to be rejected by the collection agency a series of pop up ‘error’ and ‘warning’ message boxes will appear on the screen together with information suggesting how the data should be changed. ‘Error’ messages prevent the user from continuing with their return until the invalid value has been corrected. ‘Warning’ messages highlight that the user is entering a value or code that is not part of the current code list. When a ‘warning’ message appears if the user is sure their entry is correct then they should click on ‘OK’ and continue their return by clicking or tabbing into another box.

A full listing of the SDES built-in warning and error messages, together with more detailed information on what they mean and how a user can overcome them is presented in section 7.1.

Even though the data checking facility of the SDES has been strengthened there may be occasions when data you submit is rejected by the collection agency. A feature of all the electronic data supply options is that the collection agency sends both a data receipt acknowledgement message and a ‘feedback’ message. Section 7.2 contains some specimen acknowledgement and feedback messages and explains what they mean in more detail.

7.1 SDES WARNING AND ERROR MESSAGES

One request expressed by SDES users was that the warning and error messages could be more ‘meaningful’. To satisfy this we have expanded the on-screen contents of the warning and error messages that a user may encounter but, because of reasons of space and clarity, have needed to keep the detailed information for this User Guide. The tables below explain the various messages that might be generated according to the form and field. They give the range of values that are acceptable, or, where information needs to be gathered from elsewhere, where the user should look.

7.1.1 Non form specific warning and error messages

SDES Form & Field	Message	Type	Acceptable Values
Forms 1, 2, 3, 4 and 5 Sender ID	“The Sender ID must be entered!”	Error	A Sender ID code is required for all returns to identify the originator of the return.

Forms 1, 2, 3, 4 and 5 Sender ID	“The maximum length of the Sender ID is 6 characters! Please use your Sender ID code from the list or contact the	Error	All Sender ID codes are 6 characters in length. The first 3 characters are always letters and the last 3
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SDES Form & Field	Message	Type	Acceptable Values
	Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”		characters always numbers.
Forms 1, 2, 3, 4 and 5 Sender ID	“..... is not a valid Sender ID code! Please use your Sender ID code from the list. If you are sure the code is correct then click on ‘OK’ and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Warning	All Shipping Agent, Shipping Line, Shipping Operator and Port Operator codes are valid in this box. If the message appears it is because the code is not in the list. You may need to update the list; refer to section 5.1 of this guide or contact the collection agency.
Forms 1, 2, 3, 4 and 5 Form Reference	“The Form Reference must be entered!”	Error	Any mixture of letters and numbers up to 6 characters in length can be entered.
Forms 1, 2, 3, 4 and 5 Form Reference	“The Form Reference must not contain the characters /, \, :, *, ?, “, &, ‘, <, >,	Error	The 11 characters indicated (each separated by a comma) are not permitted as part of a Form Reference.
Forms 1, 2, 3, 4 and 5 Year	“This entry must be a number!”	Error	Only 4-digit numbers are accepted in this box.
Forms 1, 2, 3, 4 and 5 Year	“The year is invalid – it must be after 1999!”	Error	Values ‘2000’, ‘2001’, ‘2002’ etc. are acceptable.
Forms 1, 2, 3, 4 and 5 Year	“The date you have entered is in the future!”	Error	The year must not be greater than the current one (for Forms 1, 2, 3 or 4) or the preceding one (for Form 5).
Forms 1, 2, 3 and 4 Quarter	“The possible values of the Quarter are 1, 2, 3 or 4!”	Error	Only the numbers ‘1’, ‘2’, ‘3’ or 4 can be entered in this box.
Forms 1, 2, 3 and 4 Quarter	“The date you have entered is in the future!”	Error	The quarter must not be greater than the current one (for Form 1) or the preceding one (for Forms 2, 3 or 4).
Forms 1, 2, 3, 4 and 5 Reporting Port	“The maximum length of a Reporting Port code is 5 characters starting with GB! Please use a Reporting Port code from the list or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	All codes in this box must be 5 characters in length and all being with “GB”. The codes used are those adopted by the United Nations Economic Commission for Europe and are part of the UN/LOCODE (Code for Trade and Transport Locations) list.
Forms 1, 2, 3 and 4 Reporting	“..... is not a valid Reporting Port code! Please use a Reporting Port code from the list. This contains only the UK’s	Warning	This built in code list contains only the UK’s 52 ‘major’ ports (see Appendix A of the Administrative

SDES Form & Field	Message	Type	Acceptable Values
Port	major ports. Returns are not required from vessels in minor ports. If the code you are entering has been issued by the Collection Agency then click on 'OK' and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice."		Rules for a complete listing. MSD1 returns are not required from vessels that are in ports other than those in the list. If the message appears it is because the code is not in the list. You may need to update the list; refer to section 5.1 of this guide or contact the collection agency.
Forms 1, 2, 3, 4 and 5 Save	"The Sender ID must be entered!"	Error	Prior to saving a return it is necessary to enter the Sender ID code.
Forms 1, 2, 3, 4 and 5 Save	"The Form Reference must be entered!"	Error	Prior to saving a return it is necessary to enter the Form Reference.
Forms 1, 2, 3, 4 and 5 Save	"The form has been saved."	Inform	This message appears after successfully saving a return.
Forms 1, 2, 3, 4 and 5 Save & Generate	"The Registration Number is a 4-digit number! If you need assistance with your Registration Number then please contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk)."	Error	All Registration Numbers contain 4 digits and are unique to the office sending the return.
Forms 1, 2, 3, 4 and 5 Save & Generate	"The correct 4-digit Registration Number must be entered! If you need assistance with your Registration Number then please contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk)."	Error	The collection agency compares the Registration Number supplied with that previously assigned to the particular Sender ID and where these cannot be matched the return is rejected.
Forms 1 and 3 Save & Generate	"You must enter the Shipping Agent before generate the EDI message."	Error	Prior to performing the 'Save & Generate' function it is necessary to enter a valid Shipping Agent code in the box.
Forms 1 and 3 Save & Generate	"You must enter the Shipping Line before generate the EDI message."	Error	Prior to performing the 'Save & Generate' function it is necessary to enter a valid Shipping Line code in the box.
Forms 1, 2, 3, 4 and 5 Save & Generate	"You must enter the Reporting Port before generate the EDI message."	Error	Prior to performing the 'Save & Generate' function it is necessary to enter a valid Reporting Port code in the box.
Forms 1, 2, 3, 4 and 5 Save & Send	"This file has been sent." A copy of file has been placed in your 'Sent' files folder."	Inform	This message appears after successfully sending an EDI file to the collection agency.
Forms 1, 2, 3, 4 and 5 Delete	"The Sender ID is missing!"	Error	When deleting a previously saved form you must enter your Sender ID in the dialog box that appears.

SDES Form & Field	Message	Type	Acceptable Values
Forms 1, 2, 3, 4 and 5 Delete	“The Form Reference is missing!”	Error	When deleting a previously saved form you must enter the Form Reference to be deleted in the dialog box that appears.
Forms 1, 2, 3, 4 and 5 Delete	“The file is opened!”	Error	The form to be deleted must not be open at the time deletion is attempted. Close the form before trying to delete it.
Forms 1, 2, 3, 4 and 5 Open	“The system cannot open more forms!”	Error	There are too many forms open at any one time. By clicking on ‘Window’ of the main menu you can see all the currently open forms. Close some forms if necessary.
Forms 1, 2, 3, 4 and 5 Open	“The Form does not exist!”	Error	The form with the Sender ID and Form Reference that you have entered does not exist. This means that either you have incorrectly entered the Sender ID or Form Reference or that the form was not saved prior to closing it.
Forms 1, 2, 3, 4 and 5 Print	“There was a problem printing to your printer.”	Error	An unspecified problem occurred while printing out the form. It is first necessary to <i>Save</i> or <i>Save & Generate</i> the return prior to printing it. If the problem persists please call the Collection Agency.
	“Information about the system is not available!”	Inform	This message may appear if the ‘?’ in the menu bar is selected and then the ‘System Info’ button is clicked.

7.1.2 MSD1 Specific warning and error messages

SDES Field	Message	Type	Acceptable Values
Sender ID (see also section 7.1.1)	“You must first enter a Sender ID before continuing!”	Error	Before moving to the Unitised or Non-Unitised pages the Sender ID on the Vessel/Voyage details page should be completed.
Form Reference (see also section 7.1.1)	“You must first enter a Form Reference before continuing!”	Error	Before moving to the Unitised or Non-Unitised pages the Form Reference (up to 6 characters) on the Vessel/Voyage details page should be completed.
Shipping Agent	“The maximum length of a Shipping Agent code is 6 characters! Please use a Shipping Agent code from the list or	Error	All Shipping Agent codes are 6 characters in length. The first 3 characters are always letters and the

	contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”		last 3 characters always numbers.
Shipping Agent	“..... is not a valid Shipping Agent code! Please use a Shipping Agent code from the list. If you are sure the code is correct then click on ‘OK’ and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Warning	Shipping Agent codes are NOT interchangeable with Shipping Line and Shipping Operator codes. Only Shipping Agent codes should be used in this box. If the message appears it is because the code is not in the list. You may need to update the list; refer to section 5.1 of this guide or contact the collection agency.
Shipping Line	“The maximum length of a Shipping Line code is 6 characters! Please use a Shipping Line code from the list or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	All Shipping Line codes are 6 characters in length. The first 3 characters are always letters and the last 3 characters always numbers.
Shipping Line	“..... is not a valid Shipping Line code! Please use a Shipping Line code from the list. If you are sure the code is correct then click on ‘OK’ and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Warning	Shipping Operator and Shipping Line codes are interchangeable. Shipping Agent codes are not and should not be used in this box. If the message appears it is because the code is not in the list. You may need to update the list; refer to section 5.1 of this guide or contact the collection agency.
Shipping Operator	“The maximum length of a Shipping Operator code is 6 characters! Please use a Shipping Operator code from the list or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk).”	Error	All Shipping Operator codes are 6 characters in length. The first 3 characters are always letters and the last 3 characters always numbers.
Shipping Operator	“..... is not a valid Shipping Operator code! Please use a Shipping Operator code from the list. If you are sure the code is correct then click on ‘OK’ and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Warning	Shipping Line and Shipping Operator codes are interchangeable. Shipping Agent codes are not and should not be used in this box. If the message appears it is because the code is not in the list. You may need to update the list; refer to section 5.1 of this guide or contact the collection agency.
Year	See details in section 7.1.1.	Error	
Quarter	See details in section 7.1.1.	Error	
Reporting Port	“The Port of Loading/Unloading cannot be the same as the Reporting Port. Please	Error	The Port of Loading/Unloading is the port at the other end of the voyage

(see also section 7.1.1)	check your entries or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”		from where you are making the return. For import cargo it is the port where the cargo was loaded and for export cargo it is the port where it is to be discharged.
Lloyds Register Number	“The LRN/IMO number should always be 7 characters long! If you need assistance in locating a LRN/IMO number then please contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk).”	Error	All LRN/IMO numbers are 7 digits in length. As new vessels are built they are assigned a larger, though not consecutive, number. Care should be taken not to enter the ‘Official Number’ of the vessel.
Lloyds Register Number and Call Sign	“If the LRN/IMO number or Call Sign are not available, please enter the vessel’s Name and Flag. If you need assistance in locating a LRN/IMO number or Call Sign then please contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk).”	Error	Neither the LRN/IMO number or Call Sign boxes have been completed therefore you need to enter the vessel’s name and flag. The Collection Agency can always advise you on the LRN/IMO number or Call Sign of a vessel.
Call Sign	“This data must be at least 4 characters long!”	Error	All Call Signs are at least 4 characters in length. When a vessel is re-flagged then its Call Sign changes.
Call Sign	“The maximum length of the Call Sign is 9 characters.”	Error	There are no Call Signs longer than 9 characters in length.
Name of Vessel	“The maximum length of the Vessel Name is 35 characters.”	Error	It is believed that all ships have a name of less than 35 characters. You should not include prefixes, such as ‘m.v.’, ‘s’.s.’ etc. or voyage numbers; ONLY the name.
Flag of Vessel	“The maximum length of a Vessel Flag code is 3 characters! Please use a Vessel Flag code from the list or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	All vessel flag codes are 3 characters in length. All characters are letters.
Flag of Vessel	“..... is not a valid Vessel Flag code! Please use a Vessel Flag code from the list. If the code you are entering has been issued by the Collection Agency then click on ‘OK’ and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Warning	Only the codes within the list are valid. If the message appears it is because the code is not in the list. You may need to update the list; refer to section 5.1 of this guide or contact the collection agency.
Number of Voyages Represented by this Return	“You must enter the Number of Voyages Represented by this Return before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter the Number of Voyages Represented by this Return in the box.
Direction	There are no warning or error messages		

	associated with this field.		
Port of Loading/ Unloading	“The maximum length of the Loading/Unloading Port code is 5 characters! Please use a Loading/Unloading Port code from the list or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	All codes in this box must be 5 characters in length. The first 2 characters indicate the country and the last 3 are the port. The codes used are those adopted by the UN Economic Commission for Europe and are part of the UN/LOCODE (Code for Trade and Transport Locations) list.
Port of Loading/ Unloading	“..... is not a valid Loading/Unloading Port code! Please use a Loading/Unloading code from the list. If the code you are entering has been issued by the Collection Agency then click on ‘OK’ and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Warning	This built in code list contains approximately 34,000 individual ports. An abridged version of the code list, containing only the main ports where traffic to/from the UK occurs, is contained in the Data Provider Code Book. If the message appears it is because the code is not in the built in list. You may need to update the list; refer to section 5.1 of this guide.
Port of Loading/ Unloading	“The Port of Loading/Unloading cannot be the same as the Reporting Port. Please check your entries or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	The Port of Loading/Unloading is the port at the other end of the voyage from where the return is being made. For import cargo it is the port where the cargo was loaded; for export cargo it is the port where it is to be discharged.
	“You have previously made a return for the same vessel in the same year/ quarter, at the same reporting port in the same direction and from/to the same port of loading/unloading. This warning is to prompt you to check whether the figures are correct and that you are not completing a duplicate return. If they are correct, click on ‘Yes’, if not, click on ‘No’ and amend the return.”	Warning	The SDES checks all the details entered on the Vessel/Voyage details page and compares those with all others previously saved. If the details on the current return you are making matches those of another return then the warning message is displayed. It will not stop you from making the return merely ask you to check your entries.
Save & Generate	“You must enter the Port of Loading/ Unloading before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter the Port of Loading/ Unloading in the box.
Unitised Traffic	“It appears that either the tare weight of the has been included in the gross weight reported, OR, you have reported a zero weight for full units. The tare weight of units should not be included, only the actual weight of cargo. Where full units are reported we expect a weight	Error	This message appears where a gross weight of cargo is reported yet there are no full units, in which case it is expected that the weight will be zero. Alternatively, the warning may appear because a number of full units have been reported yet the gross

	greater than zero to be reported. Please check your entries or call the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”		weight of cargo is reported as zero, in which case it is expected that the weight will be greater than zero.
Unitised Traffic	“The Gross weight of the is greater than the maximum allowable for the number of full units of that type reported. Please check your entries, particularly that you have not included the tare weight of the full units or the weight of empty units, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	For each cargo category of unitised traffic the number of full units reported is compared to the total gross weight of cargo. The error message appears when the total weight exceeds a pre-determined maximum, based on the maximum weight that an ISO container or ro-ro unit can have. Likely causes of this error are that the weight has been reported in kilogrammes instead of tonnes; that the tare weight of full units has been included; or that the tare weight of empty units has been included. Tare weight on units should ALWAYS BE EXCLUDED .
Unitised Traffic and Non-Unitised Traffic	“The ship you are reporting is registered as a We believe this ship cannot carry Please check your entries, particularly the LRN/IMO number or Call Sign used to identify the vessel and the cargo types reported, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	The built in code lists contain information on the type of all vessels. This information is compared to the cargo type being reported and the warning message will appear if certain cargoes are reported on certain ship types. For example, it is not expected that dry bulk cargo will be carried on a tanker and vice versa, or that ro-ro cargo will be carried on a vessel that does not have a ro-ro facility.

Non-Unitised Traffic	“The Loading/Unloading Port cannot accept cargo in the direction. Please check your entries, particularly the Cargo Type, Direction and Port of Loading/Unloading or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	This message appears when a non-permitted cargo type is imported/exported from/to a non-permitted Reporting Port or Port of Loading/Unloading. For example it is not expected that forest products cargo (code ‘91’) will be exported from the UK to Scandinavian countries or Canada. Similarly, certain ports in the UK are not
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			equipped to import or export oil cargo. This message appears when a non-permitted cargo type is imported/exported from/to a non-permitted Reporting Port or Port of Loading/Unloading.
Unitised Traffic and Non-Unitised Traffic	“The total weight of cargo reported is greater than the deadweight of the ship you have reported. Please check your entries, particularly the LRN/IMO number or Call Sign used to identify the vessel and the cargo gross weights reported, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	The built in code lists contain information on the deadweight of all vessels. This information is compared to the total gross weight of cargo being and the warning message will appear if vessel’s deadweight is exceeded. A possible reason for this is that the cargo weight is being reported in kilograms instead of tonnes.
Unitised Traffic and Non-Unitised Traffic	“You must report at least one cargo type. There are currently no cargo types listed.”	Error	Depending on the vessel type you can report several different cargo types but all MSD1 returns should contain at least one cargo type being reported.

7.1.3 MSD2 Specific warning and error messages

SDES Field	Message	Type	Acceptable Values
Sender ID	See details in section 7.1.1.	Error	
Form Reference	See details in section 7.1.1.	Error	
Reporting Port	See details in section 7.1.1.	Error	
Year	See details in section 7.1.1.	Error	
Quarter	See details in section 7.1.1.	Error	
Gross Weight of Goods Inwards	“This entry must be a number!”	Error	Only numbers are accepted in this box.
Gross Weight of Goods Inwards	“You must enter the Gross Weight of Goods Inwards before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter a number in the Gross Weight of Goods Inwards box.
Gross Weight of Goods Outwards	“This entry must be a number!”	Error	Only numbers are accepted in this box.
Gross Weight of Goods Outwards	“You must enter the Gross Weight of Goods Outwards before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter a number in the Gross Weight of Goods Outwards box.

SDES Field	Message	Type	Acceptable Values
Total Number of Units Inwards	“This entry must be a number!”	Error	Only numbers are accepted in this box.
Total Number of Units Inwards	“You must enter Total Number of Units Inwards before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter a number in the Total Number of Units Inwards box.
Total Number of Units Outwards	“This entry must be a number!”	Error	Only numbers are accepted in this box.
Total Number of Units Outwards	“You must enter Total Number of Units Outwards before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter a number in the Total Number of Units Outwards box.
Save & Generate	“You have entered a value in either the Gross Weight of Goods boxes or the Total Number of Units boxes that is very different from the average of all your previous returns. This warning is to prompt you to check whether the figures are correct. If they are, click on ‘Yes’, if not, click on ‘No’ and then amend the return.”	Warning	The SDES adds up all previous Gross Weight and Number of Units figures you have reported and then takes an average. If the current return you are making exceeds or is less than the average by a pre-determined percentage then the warning is generated. It will not stop you from making the return merely ask you to check your entries.

7.1.4 MSD3 Specific warning and error messages

SDES Field	Message	Type	Acceptable Values
Sender ID	See details in section 7.1.1.	Error	
Form Reference	See details in section 7.1.1.	Error	
Reporting Port	See details in section 7.1.1.	Error	
Year	See details in section 7.1.1.	Error	
Quarter	See details in section 7.1.1.	Error	
Shipping Lines/Agent	“You have not reported any Shipping Line or Shipping Agent codes in this return – please enter at least one valid code!”	Error	At least one Shipping Line or Shipping Agent code needs to be reported on the form. If there have not been any Shipping Lines or Shipping Agents active during the Reporting Period then please contact the Collection Agency for advice.

SDES Field	Message	Type	Acceptable Values
Shipping Lines/Agent	“The maximum length of a Shipping Line or Shipping Agent code is 6 characters. Please use a Shipping Line or Shipping Agent code from the list or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	All Shipping Line and Shipping Agent codes are 6 characters in length. The first 3 characters are always letters and the last 3 characters always numbers.

7.1.5 MSD4 Specific warning and error messages

SDES Field	Message	Type	Acceptable Values
Sender ID	See details in section 7.1.1.	Error	
Form Reference	See details in section 7.1.1.	Error	
Reporting Port	See details in section 7.1.1.	Error	
Year	See details in section 7.1.1.	Error	
Quarter	See details in section 7.1.1.	Error	
Lloyds Register Number	“The LRN/IMO number should always be 7 characters long! If you need assistance in locating a LRN/IMO number then please contact the Collection Agency (01489 553290 help@maritimestatistics.co.uk).”	Error	All LRN/IMO numbers are 7 digits in length. As new vessels are built they are assigned a larger, though not consecutive, number. Care should be taken not to enter the ‘Official Number’ of the vessel.
Lloyds Register Number	“If LRN/IMO number is not available, then provide Call Sign. If neither are available, please provide the vessel’s name, flag and the deadweight. If you need assistance in locating a LRN/IMO number or Call Sign then please contact the Collection Agency (01489 553290 help@maritimestatistics.co.uk)”	Error	Neither the LRN/IMO number or Call Sign boxes have been completed therefore you need to enter the vessel’s name, flag and deadweight. The Collection Agency can always advise you on the LRN/IMO number or Call Sign of a vessel.
Call Sign	“This data must be at least 4 characters long!”	Error	All Call Signs are at least 4 characters in length. The first characters are an indication of the vessel’s flag state. When a vessel is re-flagged then its Call Sign changes.
Call Sign	“The maximum length of the Call Sign is 9 characters.”	Error	There are no Call Signs longer than 9 characters in length.

SDES Field	Message	Type	Acceptable Values
Lloyds Register Number and Call Sign	“As the LRN/IMO number and Call Sign are not available, please enter the vessel’s name, flag and the deadweight. If you need assistance in locating a LRN/IMO number or Call Sign then please contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk).”	Error	Neither the LRN/IMO number or Call Sign boxes have been completed therefore you need to enter the vessel’s name, flag and deadweight. The Collection Agency can always advise you on the LRN/IMO number or Call Sign of a vessel.
Name of Vessel	“The maximum length of the Vessel Name is 35 characters.”	Error	It is believed that all ships have a name of less than 35 characters. You should not include prefixes, such as ‘m.v.’, ‘s.s.’ etc. or voyage numbers; ONLY the name.
Flag of Vessel	“The maximum length of a Vessel Flag code is 3 characters! Please use a Vessel Flag code from the list or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Error	All vessel flag codes are 3 characters in length. All characters are letters.
Flag of Vessel	“..... is not a valid Vessel Flag code! Please use a Vessel Flag code from the list. If the code you are entering has been issued by the Collection Agency then click on ‘OK’ and carry on, or contact the Collection Agency (01489 553290 or help@maritimestatistics.co.uk) for advice.”	Warning	Only the codes within the list are valid. If the message appears it is because the code is not in the list. You may need to update the list; refer to section 5.1 of this guide or contact the collection agency.
Deadweight	“The deadweight is a number with a maximum of six digits!”	Error	Entries in this box should not exceed 999999.
Number of Arrivals	“You must enter the Number of Arrivals!”	Error	An entry is required in this box.
Number of Arrivals	“The number of arrivals data must be numeric!”	Error	Only numbers are accepted in this box.
Number of Arrivals	“The number of arrivals is a number with a maximum of six digits!”	Error	Entries in this box should not exceed 999999.
Number of Arrivals	“You must enter the Number of Departures!”	Error	An entry is required in this box.
Number of Departures	“The number of departures data must be numeric!”	Error	Only numbers are accepted in this box.
Number of Departures	“The number of departures is a number with a maximum of six digits!”	Error	Entries in this box should not exceed 999999.

7.1.6 MSD5 Specific warning and error messages

SDES Field	Message	Type	Acceptable Values
Sender ID	See details in section 7.1.1.	Error	
Form Reference	See details in section 7.1.1.	Error	
Reporting Port	See details in section 7.1.1.	Error	
Year	See details in section 7.1.1.	Error	
Gross Weight of Goods Inwards	“This entry must be a number!”	Error	Only numbers are accepted in this box.
Gross Weight of Goods Inwards	“You must enter the Gross Weight of Goods Inwards before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter a number in the Gross Weight of Goods Inwards box.
Gross Weight of Goods Outwards	“This entry must be a number!”	Error	Only numbers are accepted in this box.
Gross Weight of Goods Outwards	“You must enter the Gross Weight of Goods Outwards before generate the EDI message.”	Error	Prior to performing the ‘Save & Generate’ function it is necessary to enter a number in the Gross Weight of Goods Outwards box.

7.2 THE COLLECTION AGENCY ACKNOWLEDGEMENT AND FEEDBACK MESSAGES

7.2.1 Acknowledgement Messages

For every separate data message that the collection agency receives, regardless of whether it is for an MSD1, MSD2, MSD3, MSD4 or MSD5 return, an acknowledgement is sent back to the electronic mail address that originated the message. All messages are sent with the subject line of ‘BMT Reliability Consultants Acknowledgement: xxxxx’ where xxxxx repeats the contents of the subject line of the data message that was received. For example, if you send a data message where you put ‘MSD1 Returns from London’ in the subject line, your acknowledgement message will contain ‘BMT Reliability Consultants Acknowledgement: MSD1 Returns from London’ in the subject line. A typical acknowledgement message is in the form:

(Line 1) We have received your message:

(Line 2) From: anyone@xyzshipping.com

(Line 3) Subject: MSD1 Returns from London

(Line 4) Date: Mon, 22 Apr 2002 11:55:45 +0100

(Line 5) We will process it shortly and let you know the result.

(Line 6) Thank you

(Line 7) Maritime Statistics Collection Agency

(Line 8) c/o BMT Reliability Consultants

To explain this:

- Line 1 This always appears, with this format and content, in all acknowledgement messages.
- Line 2 The electronic mail address of the message originator.
- Line 3 What was in the subject line of the electronic mail message to the collection agency.
- Line 4 The date and time (and whether it was British Summer Time or G.M.T.) that the message was sent.
- Line 5 This always appears, with this format and content, in all acknowledgement messages.
Received messages are processed at 09:30, 12:30 and 15:30 Monday to Friday.
Messages received after a processing has begun are held until the next one.
- Lines 6 to 8 These always appear, with this format and content, in all acknowledgement messages.

7.2.2 Feedback Messages

A feedback message is sent back to the originator's electronic mail address for every separate data message that the collection agency receives. If a user has included multiple data (.edi) files on the message then a single feedback message is sent and each data file is analysed and reported on separately. All messages are sent with the subject line of 'BMT Reliability Consultants Feedback: xxxxx' where xxxxx repeats the contents of the subject line of the data message that was received. As in the case on section 7.2.1, if you send a data message where you put 'MSD1 Returns from London' in the subject line, your acknowledgement message will contain 'BMT Reliability Consultants Feedback: MSD1 Returns from London' in the subject line.

7.2.2.1 MSD1 returns

A typical MSD1 feedback message where the collection agency accepts the return is in the form:

(Line 1) Table 1 submission received from XYZ Shipping Ltd. (London)
(Line 2) Your reference: XYZ001GRA326
(Line 3) Our reference: 9154752
(Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES
(Line 6) Sent 22 April 2002 from ANYONE@XYZSHIPPING.COM

(Line 7) 1 good records
(Line 8) Submission accepted without errors

(Line 9) ***** End of Submission *****

To explain this:

- Line 1 Indicates that the return was a Table 1 return, i.e., a MSD1 form and gives the name and location (according to information held by the collection agency) of the company that originated the return.

- Line 2 The last 6 characters of ‘Your reference’ are what was entered in the Form Reference box of the return. As part of the ‘Save & Generate’ action the SDES inserts the Sender ID into the Form Reference so that the collection agency knows who sent the return; these are the first 6 characters of the ‘Your reference’. In the previous version of the SDES users were permitted to enter 8 characters in the Form Reference box but the collection agency truncated this to the first 6 characters when giving the feedback. This version of the software limits entries in the Form Reference box to 6 characters to avoid truncation. Should the collection agency need to contact a form’s originator then they will refer to it by the Form Reference that was used.
- Line 3 The collection agency assigns a unique ‘Our reference’ to each return that it receives regardless of whether it has been accepted or not. If a sender needs to contact the collection agency about a particular return then it is suggested that they refer to it by the collection agency reference to speed its location in the collection agency database.
- Line 4 This indicates the status of the return. The options are ‘New Live Data’ and ‘Amended Live Data’. The choice is made during the ‘Save & Generate’ action when users select either ‘New’ (the default) or ‘Replace’. ‘New’ indicates that the return is the first submission of a new return or a resubmission of a previously rejected return. ‘Amended’ (chosen by clicking on ‘Replace’) should ONLY be used to indicate that the return is to overwrite a previously accepted return. It SHOULD NOT be used to resubmit a previously rejected return; these should ALWAYS be treated as ‘New’.
- Line 5 This is the date on which the ‘Save & Generate’ action was done.
- Line 6 The date on which the message was sent and the electronic mail address of the originator.
- Line 7 The number of good records that the return contained. By this it is meant the number of different cargo categories that have been accepted. For example, if a return reports on 20’ containers (code 31), 40’ containers (code 32) and general cargo (code 99), and all passed the validation, there would be ‘3 good records’. If only one cargo category was reported then it would be ‘1 good records’.
- Line 8 A confirmation that the entire contents of the return has been accepted.
- Line 9 If multiple returns have been attached to a single electronic mail message this line is the separator between the feedback on each different return.

If the collection agency rejects a return, which can occur for a number of reasons (see section 7.2.3), the feedback message is in the form:

- (Line 1) Table 1 submission received from XYZ Shipping Ltd. (London)
 (Line 2) Your reference: XYZ001LON324
 (Line 3) Our reference: 9154726
 (Line 4) New Live Data
- (Line 5) Created 22 April 2002 by SDES
 (Line 6) Sent 22 April 2002 from ANYONE@XYZSHIPPING.COM

(Line 7) 0 good records
 (Line 8) This submission had the following errors:

(Line 9) We do not know LRN 7225580 (25)

(Line 10) The errors occurred in the following records:
 (Line 11) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:31:0:0:0:0'
 (Line 12) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:32:0:0:0:0'
 (Line 13) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:33:0:0:0:0'
 (Line 14) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:34:0:0:0:0'
 (Line 15) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:51:0:0:0:0'
 (Line 16) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:52:0:::0'
 (Line 17) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:53:0:::0'
 (Line 18) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:54:0:::0'
 (Line 19) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:56:0:::0'
 (Line 20) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:59:0:0:0:0'
 (Line 21) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:61:0:0:0:0'
 (Line 22) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:62:0:::0'
 (Line 23) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:63:0:0:0:0'
 (Line 24) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:69:0:0:0:0'
 (Line 25) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:11:0'
 (Line 26) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:12:0'
 (Line 27) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:13:12199'
 (Line 28) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:19:0'
 (Line 29) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:21:0'
 (Line 30) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:22:0'
 (Line 31) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:23:0'
 (Line 32) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:29:0'
 (Line 33) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:91:0'
 (Line 34) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:92:0'
 (Line 35) ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:99:0'

(Line 36) ***** End of Submission *****

To explain this:

- Line 1 Indicates that the return was a Table 1 return, i.e., a MSD1 form and gives the name and location (according to information held by the collection agency) of the company that originated the return.
- Line 2 The last 6 characters of 'Your reference' are what was entered in the Form Reference box of the return. As part of the 'Save & Generate' action the SDES inserts the Sender ID into the Form Reference so that the collection agency knows who sent the return; these are the first 6 characters of the 'Your reference'. In the previous version of the SDES users were permitted to enter 8 characters in the Form Reference box but the collection agency truncated this to the first 6 characters when giving the feedback. This version of the software limits entries in the Form Reference box to 6 characters to avoid truncation. Should the collection agency need to contact a form's originator then they will refer to it by the Form Reference that was used.

- Line 3 The collection agency assigns a unique ‘Our reference’ to each return that it receives regardless of whether it has been accepted or not. If a sender needs to contact the collection agency about a particular return then it is suggested that they refer to it by the collection agency reference to speed its location in the collection agency database.
- Line 4 This indicates the status of the return. The options are ‘New Live Data’ and ‘Amended Live Data’. The choice is made during the ‘Save & Generate’ action when users select either ‘New’ (the default) or ‘Replace’. ‘New’ indicates that the return is the first submission of a new return or a resubmission of a previously rejected return. ‘Amended’ (chosen by clicking on ‘Replace’) should ONLY be used to indicate that the return is to overwrite a previously accepted return. It SHOULD NOT be used to resubmit a previously rejected return; these should ALWAYS be treated as ‘New’.
- Line 5 This is the date on which the ‘Save & Generate’ action was done.
- Line 6 The date on which the message was sent and the electronic mail address of the originator.
- Line 7 The number of good records that the return contained. By this it is meant the number of different cargo categories that have been accepted. If a return fails the validation as a whole, for example if the vessel could not be identified or the port codes were invalid, then there would be ‘0 good records’. However, if a return reports on 20’ containers (code 31), 40’ containers (code 32) and general cargo (code 99), and two cargo types passed the validation but one failed because of a cargo specific validation (see section 7.2.3 for possible causes), then only ‘2 good records’ would be in this line and Line 9 would contain details of why the other record failed.
- Line 8 Indicates that at least one record failed the validation and that the reason for the validation failure is about to be stated.
- Line 9 Indicates the reason for the validation failure (see section 7.2.3). The number in brackets indicates the number of times the validation failure occurred. If this is because of a general failure of the whole return then ‘(25)’ will always be reported; this is because the collection agency receives a report (with zero tonnage) on each cargo category even though the user may not have completed the relevant box in the SDES. If a particular record or records failed a specific validation then the number of occurrences will be reported in brackets. In the example above, this line may report ‘Weight per container is too great (1)’ and then Line 11 will give the cargo category that caused the error.
- Line 10 Indicates that at least one record failed the validation and that a listing of the records that failed the validation is about to be stated.
- Lines 11 to 35 This is a repeat of all the ‘body records’ of the data file. Unbeknown to the sender, so that the collection agency can be sure they have received a full return for each and every file that is sent, the SDES includes information on each of the 25 cargo categories even though they may not have been completed by the user. For example, if a user has made a return where they have reported only cargo categories ‘91’ and ‘99’, this section of the feedback will contain 23 lines that begin with ‘ARR++’ but with a zero tonnage reported and 2 lines (the ones reported on) beginning with ‘ARR++’

where a tonnage is reported. An explanation of the contents of the record is given below.

Line 36 If multiple returns have been attached to a single electronic mail message this line is the separator between the feedback on each different return.

The lines that begin with 'ARR++' contain most of the information that the collection agency collects from SDES users. Each bit of information is separated by a colon (:) and is made up of the following:

ARR++:XYZ001::2002:1:GBLON:7225580:ZA123:ANYSHIP:PAN:2:1:NLRTM:32:0:0:0:0'

where:

XYZ001 The code entered in the Shipping Agent box; in this case 'XYZ001'.

This is a currently unused segment. It is retained for future use if necessary.

2002 The entry in the Year box; in this case '2002'.

1 The entry in the Quarter box; in this case '1'.

GBLON The entry in the Reporting Port box; in this case 'GBLON' for London.

7225580 The entry in the Lloyds Register/IMO Number box; in this case '7725580'.

ZA123 The entry in the Call Sign box; in this case 'ZA123'.

ANYSHIP The entry in the Name of Vessel box; in this case 'ANYSHIP'.

PAN The entry in the Flag of Vessel box; in this case 'PAN'.

2 The choice of Direction; '1' indicates an inwards (import) shipment and '2' indicates an outwards (export) shipment; in this case '2'.

1 The entry in the Number of Voyages box; in this case '1'.

NLRTM The entry in the Port of Loading/Unloading box; in this case 'NLRTM' for Rotterdam.

32 The Cargo Category; in this case '32' for 40' containers.

0 The entry in the Gross Weight of Goods box for this cargo category; in this case '0', indicating there was no weight of 40' containers. If 40' containers had been reported as the cargo category then their cargo weight would be given.

0 The entry in the Number of Units With Cargo box for this cargo category; in this case '0', indicating there were no full 40' containers. If 40' containers had been reported as the cargo category then the number of containers with cargo would be given.

- 0 The entry in the Number of Units Without Cargo box for this cargo category; in this case '0', indicating there were no empty 40' containers. If 40' containers had been reported as the cargo category then the number of empty containers would be given.
- 0' The entry in the Total Number of Units box for this cargo category; in this case '0', indicating there were no either full or empty 40' containers. If 40' containers had been reported as the cargo category then the total number of units would be given. The ' symbol at the end of each line indicates the end of each record.

The format above applies to cargo categories '31', '32', '33', '34', '51', '59', '61', '63' and '69'.

For cargo codes '52' and '53' only the Total Number of Units is required to be completed on the return therefore the Number of Units With Cargo, Number of Units Without Cargo and Gross Weight of Goods sections are blank.

For cargo codes '54', '56' and '62' only the Total Number of Units and Gross Weight of Goods is required to be completed on the return therefore Number of Units With Cargo and Number of Units Without Cargo sections are blank.

For cargo categories '11', '12', '13', '19', '21', '22', '23', '29', '91', '92' and '99' (all the non-unitised traffic) all that is required is the Gross Weight of Goods therefore the line ends after the cargo weight has been reported. In the example feedback message above a cargo weight of 12199 tonnes of cargo category '13' (oil products) was reported.

7.2.2.2 MSD2 returns

A typical MSD2 feedback message where the collection agency accepts the return is in the form:

```
(Line 1)      Table 2 submission received from Port of Anywhere
(Line 2)      Your reference: XYZ001Q1022
(Line 3)      Our reference: 9154752
(Line 4)      New Live Data

(Line 5)      Created 22 April 2002 by SDES
(Line 6)      Sent 22 April 2002 from ANYONE@PORTOFANYWHERE.CO.UK

(Line 7)      1 good records
(Line 8)      Submission accepted without errors

(Line 9)      ***** End of Submission *****
```

To explain this:

- Line 1 Indicates that the return was a Table 2 return, i.e., a MSD2 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.
- Lines 2 to 6 Refer to the description in section 7.2.2.1.
- Line 7 As this return contains only 1 record the text shown here is all that will ever appear on an accepted return.

Lines 8 & 9 Refer to the description in section 7.2.2.1.

If the collection agency rejects a return, which can occur for a number of reasons (see section 7.2.3), the feedback message is in the form:

(Line 1) Table 2 submission received from Port of Anywhere
(Line 2) Your reference: XYZ001Q1022
(Line 3) Our reference: 9154390
(Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES
(Line 6) Sent 22 April 2002 from ANYONE@PORTOFANYWHERE.CO.UK

(Line 7) 0 good records
(Line 8) This submission had the following errors:

(Line 9) We are not accepting table 2 for that quarter yet (1)

(Line 10) The errors occurred in the following records:
(Line 11) ARR++GB123:2002:1:4768000:2397700:66422:111274'

(Line 12) ***** End of Submission *****

To explain this:

- Line 1 Indicates that the return was a Table 2 return, i.e., a MSD2 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.
- Lines 2 to 6 Refer to the description in section 7.2.2.1.
- Line 7 The number of good records that the return contained. As this return contains only 1 record the text shown here is all that will ever appear on a rejected return.
- Line 8 Indicates that at least one record failed the validation and that the reason for the validation failure is about to be stated.
- Line 9 Indicates the reason for the validation failure (see section 7.2.3). The number in brackets indicates the number of times the validation failure occurred. On a Table 2 return it will always be (1).
- Line 10 Indicates that the record failed the validation and that it is about to be stated.
- Line 11 This is a repeat of the 'body record' of the data file and begins with 'ARR++'.
- Line 12 If multiple returns have been attached to a single electronic mail message this line is the separator between the feedback on each different return.

The line beginning with 'ARR++' contains most the information that the collection agency collects from SDES users. Each bit of information is separated by a colon (:) and is made up of the following:

ARR++GB123:2002:1:4768000:2397700:66422:111274'

where:

GB123	The code entered in the Reporting Port box; in this case 'GB123'.
2002	The entry in the Year box; in this case '2002'.
1	The entry in the Quarter box; in this case '1'.
4768000	The entry in the Gross Weight of Goods Inwards box; in this case '4,768,000' tonnes.
2397700	The entry in the Gross Weight of Goods Outwards box; in this case '2,397,770' tonnes.
66422	The entry in the Total Number of Units Inwards box; in this case '66,422'
111274'	The entry in the Total Number of Units Outwards box; in this case 111,274. The ' symbol at the end of the line indicates the end of the record.

7.2.2.3 MSD3 returns

A typical MSD3 feedback message where the collection agency accepts the return is in the form:

(Line 1) Table 3 submission received from Port of Anywhere
 (Line 2) Your reference: XYZ001Q1023
 (Line 3) Our reference: 9154872
 (Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES
 (Line 6) Sent 22 April 2002 from ANYONE@PORTOFANYWHERE.CO.UK

(Line 7) 15 good records
 (Line 8) Submission accepted without errors

(Line 9) ***** End of Submission *****

To explain this:

Line 1	Indicates that the return was a Table 3 return, i.e., a MSD3 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.
Lines 2 to 6	Refer to the description in section 7.2.2.1.
Line 7	The total number of Shipping Lines and Shipping Agents reported on and accepted from the return are shown here.
Lines 8 & 9	Refer to the description in section 7.2.2.1.

If the collection agency rejects a return, which can occur for a number of reasons (see section 7.2.3), the feedback message is in the form:

(Line 1) Table 3 submission received from Port of Anywhere
(Line 2) Your reference: XYZ001Q1023
(Line 3) Our reference: 9154457
(Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES
(Line 6) Sent 22 April 2002 from ANYONE@PORTOFANYWHERE.CO.UK

(Line 7) 19 good records
(Line 8) This submission had the following errors:

(Line 9) No such Line/Agent as AAA001 (1)
(Line 10) No such Line/Agent as DEE024 (1)

(Line 11) The errors occurred in the following records:
(Line 12) ARR++GB123:2002:1::::::AAA001'
(Line 13) ARR++GB123:2002:1::::::DEE024'

(Line 14) ***** End of Submission *****

To explain this:

- Line 1 Indicates that the return was a Table 3 return, i.e., a MSD3 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.
- Lines 2 to 6 Refer to the description in section 7.2.2.1.
- Line 7 The number of good records that the return contained. This means the number of Shipping Lines and Shipping Agents that could be validated.
- Line 8 Indicates that at least one record failed the validation and that the reason for the validation failure is about to be stated.
- Lines 9 & 10 Indicates the reason for the validation failures (see section 7.2.3). The number in brackets indicates the number of times the validation failure occurred. In the example, 2 records failed the validation; if more records fail then they are all listed here.
- Line 11 Indicates that one or more records failed the validation and that they are about to be stated.
- Line 11 & 12 This is a repeat of the failed 'body records' of Shipping Lines and Shipping Agents codes of the data file and begins with 'ARR++'. In the example 2 records failed the validation; if more records fail then they are all listed here.
- Line 13 If multiple returns have been attached to a single electronic mail message this line is the separator between the feedback on each different return.

The lines beginning with 'ARR++' contain most the information that the collection agency collects from SDES users. Each bit of information is separated by a colon (:) and is made up of the following:

ARR++GB123:2002:1::::DEE024'

where:

GB123 The code entered in the Reporting Port box; in this case 'GB123'.

2002 The entry in the Year box; in this case '2002'.

1 The entry in the Quarter box; in this case '1'.

There are currently 4 unused segments. They are retained for future use if necessary.

DEE001 The invalid entry in the Shipping Lines/Agents box; in this case 'DEE001'. The ' symbol at the end of the line indicates the end of the record.

7.2.2.4 MSD4 returns

A typical MSD4 feedback message where the collection agency accepts the return is in the form:

(Line 1) Table 4 submission received from Port of Anywhere
 (Line 2) Your reference: XYZ001Q1024
 (Line 3) Our reference: 9155472
 (Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES
 (Line 6) Sent 22 April 2002 from ANYONE@PORTOFANYWHERE.CO.UK

(Line 7) 225 good records
 (Line 8) Submission accepted without errors

(Line 9) ***** End of Submission *****

To explain this:

Line 1 Indicates that the return was a Table 4 return, i.e., a MSD4 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.

Lines 2 to 6 Refer to the description in section 7.2.2.1.

Line 7 The total number of vessels reported on and accepted from the return are shown here.

Lines 8 & 9 Refer to the description in section 7.2.2.1.

If the collection agency rejects a return, which can occur for a number of reasons (see section 7.2.3), the feedback message is in the form:

(Line 1) Table 4 submission received from Port of Anywhere
 (Line 2) Your reference: XYZ001Q1024
 (Line 3) Our reference: 9154111
 (Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES
(Line 6) Sent 22 April 2002 from ANYONE@PORTOFANYWHERE.CO.UK

(Line 7) 207 good records
(Line 8) This submission had the following errors:

(Line 9) We do not know LRN 8018868 (1)
(Line 10) We do not know LRN 9120627 (1)
(Line 11) We do not know LRN 9121865 (1)
(Line 12) We do not know LRN 9126695 (1)
(Line 13) We do not know LRN 9127912 (1)
(Line 14) We do not know LRN 9135232 (1)
(Line 15) We do not know LRN 9136200 (1)
(Line 16) We do not know LRN 9138519 (1)
(Line 17) We do not know LRN 9146267 (1)

(Line 18) The errors occurred in the following records:
(Line 19) ARR++:GB123::2002:1::8018868:AAAA:ANYSHIP1:ZZZ:1500:1:1'
(Line 20) ARR++:GB123::2002:1::9120627:BBBB:ANYSHIP2:YYY:2500:3:2'
(Line 21) ARR++:GB123::2002:1::9121865:CCCC:ANYSHIP3:XXX:3500:1:1'
(Line 22) ARR++:GB123::2002:1::9126695:DDDD:ANYSHIP4:WWW:4500:1:1'
(Line 23) ARR++:GB123::2002:1::9127912:EEEE:ANYSHIP5:VVV:5500:1:1'
(Line 24) ARR++:GB123::2002:1::9135232:FFFF:ANYSHIP6:UUU:6500:1:1'
(Line 25) ARR++:GB123::2002:1::9136200:GGGG:ANYSHIP7:TTT:7500:1:1'
(Line 26) ARR++:GB123::2002:1::9138519:HHHH:ANYSHIP8:SSS:8500:2:2'
(Line 27) ARR++:GB123::2002:1::9146267:JJJJ:ANYSHIP9:RRR:9500:1:1'

(Line 28) ***** End of Submission *****

To explain this:

- Line 1 Indicates that the return was a Table 4 return, i.e., a MSD4 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.
- Lines 2 to 6 Refer to the description in section 7.2.2.1.
- Line 7 The number of good records that the return contained. This means the number of vessels that could be validated.
- Line 8 Indicates that at least one record failed the validation and that the reason for the validation failure is about to be stated.
- Lines 9 to 17 Indicates the reason for the validation failures (see section 7.2.3). The number in brackets indicates the number of times the validation failure occurred. In the example, 9 records failed the validation; if more records fail then they are all listed here.
- Line 18 Indicates that one or more records failed the validation and that they are about to be stated.
- Line 19 to 27 This is a repeat of the failed vessels' 'body records' and begins with 'ARR++'. In the example 9 records failed the validation; if more records fail then they are all listed here.

Line 28 If multiple returns have been attached to a single electronic mail message this line is the separator between the feedback on each different return.

The lines beginning with ‘ARR++’ contains most the information that the collection agency collects from SDES users. Each bit of information is separated by a colon (:) and is made up of the following:

ARR++:GB123::2002:1::9120627:BBBB:ANYSHIP2:YYY:2500:3:2’

where:

GB123 The code entered in the Reporting Port box; in this case ‘GB123’.

This is a currently unused segment. It is retained for future use if necessary.

2002 The entry in the Year box; in this case ‘2002’.

1 The entry in the Quarter box; in this case ‘1’.

This is a currently unused segment. It is retained for future use if necessary.

9120627 The invalid entry in the LRN/IMO Number box; in this case ‘9120627’.

BBBB The entry in the Call Sign box; in this case ‘BBBB’.

ANYSHIP2 The entry in the Vessel Name box; in this case ‘ANYSHIP2’.

YYY The entry in the Flag of Vessel box; in this case ‘YYY’.

2500 The entry in the Deadweight box; in this case ‘2500’ tonnes.

3 The entry in the Number of Arrivals box; in this case ‘3’.

2 The entry in the Number of Departures box; in this case ‘2’. The ‘ ’ symbol at the end of the line indicates the end of the record.

7.2.2.5 MSD5 returns

A typical MSD5 feedback message where the collection agency accepts the return is in the form:

(Line 1) Table 5 submission received from Port of Anywhere

(Line 2) Your reference: XYZ0012001

(Line 3) Our reference: 9154547

(Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES

(Line 6) Sent 22 April 2002 from ANYONE@PORTOFANYWHERE.CO.UK

(Line 7) 1 good records

(Line 8) Submission accepted without errors

(Line 9) ***** End of Submission *****

To explain this:

Line 1 Indicates that the return was a Table 5 return, i.e., a MSD5 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.

Lines 2 to 6 Refer to the description in section 7.2.2.1.

Line 7 As this return contains only 1 record the text shown here is all that will ever appear on an accepted return.

Lines 8 & 9 Refer to the description in section 7.2.2.1.

If the collection agency rejects a return, which can occur for a number of reasons (see section 7.2.3), the feedback message is in the form:

(Line 1) Table 5 submission received from Port of Anywhere
(Line 2) Your reference: XYZ0012001
(Line 3) Our reference: 9154787
(Line 4) New Live Data

(Line 5) Created 22 April 2002 by SDES
(Line 6) Sent 22 April 2002 from ANYONE@[PORTOFANYWHERE.CO.UK](mailto:ANYONE@PORTOFANYWHERE.CO.UK)

(Line 7) 0 good records
(Line 8) This submission had the following errors:

(Line 9) We are not accepting table 5 for that year yet (1)

(Line 10) The errors occurred in the following records:
(Line 11) ARR++GBXYZ:2002:0:114770:10741'

(Line 12) ***** End of Submission *****

To explain this:

- Line 1 Indicates that the return was a Table 5 return, i.e., a MSD5 form and gives the name (according to information held by the collection agency) of the port operating company that originated the return.
- Lines 2 to 6 Refer to the description in section 7.2.2.1.
- Line 7 The number of good records that the return contained. As this return contains only 1 record the text shown here is all that will ever appear on a rejected return.
- Line 8 Indicates that at least one record failed the validation and that the reason for the validation failure is about to be stated.
- Line 9 Indicates the reason for the validation failure (see section 7.2.3). The number in brackets indicates the number of times the validation failure occurred. On a Table 5 return it will always be (1).
- Line 10 Indicates that the record failed the validation and that it is about to be stated.
- Line 11 This is a repeat of the ‘body record’ of the data file and begins with ‘ARR++’.
- Line 12 If multiple returns have been attached to a single electronic mail message this line is the separator between the feedback on each different return.

The line beginning with ‘ARR++’ contains most the information that the collection agency collects from SDES users. Each bit of information is separated by a colon (:) and is made up of the following:

ARR++GBXYZ:2002:0:114770:10741’

ARR++GB123:2002:1:4768000:2397700:66422:111274’

where:

- GBXYZ The code entered in the Reporting Port box; in this case ‘GBXYZ’.
- 2002 The entry in the Year box; in this case ‘2002’.
- 0 This field will always be a ‘0’.
- 114770 The entry in the Gross Weight of Goods Inwards box; in this case ‘114,770’ tonnes.
- 10741 The entry in the Gross Weight of Goods Outwards box; in this case ‘10,741’ tonnes.
The ‘ ’ symbol at the end of the line indicates the end of the record.

7.2.2.6 Message forwarded to the Help Desk

On a very small number of occasions the collection agency might be unable to automatically process an EDI file generated by the SDES. In these circumstances, a sender will receive the ‘BMT Reliability Consultants Acknowledgement’ message in the normal way but the feedback message will contain:

(Line 1) Your message:

(Line 2) From: anyone@xyzshipping.com
(Line 3) Subject: MSD1 Returns from London
(Line 4) Date: Mon, 22 Apr 2002 11:55:45 +0100

(Line 5) has been forwarded to the helpdesk who will respond.

(Line 6) Thank you

(Line 7) Maritime Statistics Collection Agency
(Line 8) c/o BMT Reliability Consultants

To explain this:

- Line 1 This always appears, with this format and content, in all feedback messages where automatic processing could not be carried out.
- Line 2 The electronic mail address of the message originator.
- Line 3 What was in the subject line of the electronic mail message to the collection agency.
- Line 4 The date and time (and whether it was British Summer Time or G.M.T.) that the message was sent.
- Lines 5 to 8 These always appear, with this format and content, in all feedback messages where automatic processing could not be carried out.

7.3 THE COLLECTION AGENCY VALIDATION

The collection agency validation routines have been designed to ensure confidence in the integrity and quality of incoming data. It would be all too easy to scale down the level of checking and therefore accept all submitted data. Unfortunately, in the longer term this would lead to an increasingly devalued data set. The feedback message is an integral part of the validation process and serves two purposes:

- They provide a definitive decision on whether a return has been accepted, or not and the reference that has been assigned it.
- When a return is rejected they assist the data provider by explaining the reasons why this occurred.

A number of the failures are ‘system errors’. These occur because of some interruption to the automated validation process and there is little for the user to do. If a ‘system error’ occurs please do not resubmit the return; the collection agency will rectify the problem and advise you accordingly.

7.3.1 Resubmission Procedure

During 2000 the collection agency received around 2800 raw records by e-mail every day. In 2001 this increased to around 4200 raw records per day and by 2003 in excess of 5000 records per day. These volumes mean it is impossible for the collection agency to routinely monitor the feedback messages and correct and resubmit rejected returns on behalf of data providers. When the collection agency send feedback to data providers informing them that a return has been rejected it is the DATA PROVIDER’S RESPONSIBILITY TO ENSURE THE RETURN IS CORRECTED AND RESUBMITTED.

The procedure for correction and resubmission of a rejected return ought to be quick and easy and, because the same levels of in-built validation as in SDES Version 2.100 have been retained, will occur much less frequently than in SDES Version 1.10. If a correction and resubmission is required, the procedure to follow is:

1. On receipt of a feedback message indicating that a return has been rejected check the details in the ‘Your Reference’ line. The first 6 characters should be discounted as these are the Sender ID. The remaining characters (up to a maximum of 6) are what was entered in the Form Reference box.
2. Open the SDES. After clicking on the ‘Continue’ button and when at the plain green screen, click on ‘Form’ on the menu bar and then on ‘Open’. The select the type of form that it to be corrected, i.e., MSD1, MSD2, MSD3, MSD4 or MSD5.
3. Either type the Sender ID in the box or click on the drop-down arrow to give a list of all Sender IDs that have been used on the PC and then select the appropriate one.
4. Click in the Form Reference box. A list of all Form References that have been saved into the SDES will appear in the box below. Highlight the Form Reference to be corrected by clicking on it and then click on ‘Open’. The form will open on the screen with the data it was last saved with.
5. Referring to the information contained in Line 9 of the feedback message, correct the return on-screen as necessary.
6. Click on ‘Form’ in the menu bar and then on ‘Save & Generate’. The Registration No. box will appear in which the 4-digit Registration No. should be entered. In the lower part of the box is the choice of ‘New’ of ‘Amend’ (by default ‘New’ is highlighted). Ensure that ‘New’ is selected, DO NOT choose ‘Amend’ for the resubmission of corrected returns.
7. The dialog box indicating that the EDI file has been generated will appear. It is suggested that users select the ‘Save and Send’ option so that only the corrected return is resubmitted. If there are a large number of returns to correct users may wish to consider using the ‘Save and Store’ option but then must ensure that when they are attaching the EDI file to the e-mail message that they only attach those files they have corrected. By selecting all files in their ‘data’ folder within the SDES will cause duplicate returns to be sent to the Collection Agency.

8. Where there are more returns to be corrected and resubmitted refer back from point 2 onwards of this procedure.

Should any user require assistance with the resubmission process then please contact the Help Desk (01489 553290 or help@maritimestatistics.co.uk).

8 Contact details

Department for Transport

Maritime Statistics Branch
Department for Transport
Zone 2/29
Great Minster House
76 Marsham Street
London SW1P 4DR

Tel: 020 7944 4441
Fax: 020 7944 2165
E-mail: Jeremy.grove@dft.gsi.gov.uk

BMT Reliability Consultants Limited

Maritime Statistics Collection Agency
BMT Reliability Consultants
12 Little Park Farm Road
Fareham
Hampshire
PO15 5SU

Tel: 01489 553290
Fax: 01489 553291

E-mail: data@maritimestatistics.co.uk to submit data
help@maritimestatistics.co.uk to submit questions or text messages

Maritime Statistics Website

<http://www.maritimestatistics.co.uk>

APPENDIX A

Search Results Print Out – Aggregated Data

In the example below a search of the aggregated data set has been made for all ‘imported’ cargoes through the port of ‘Liverpool, UK’ that originated in the ‘United States of America’ during ‘2001’.

SDES (Statistical Data Entry Software) - DfT - 16/06/04 15:26:48 - page 1/1

Aggagate Data Report 1

The data contained in this report is based on statistical returns made to the UK Maritime Statistics Collection Agency. The accuracy and completeness of the returns made by Shipping Agents and Lines has not been externally verified. No warranties, expressed or implied, are made in respect of the data.

Aggregated Database version 1 Uploaded on 01/06/04.

Year	2001				
Import/Export	In				
Load/Unload	US				
UK Reporting Port	GBLIV				
Category	Gross Weight	Full Units	Empty Units	Total Units	
19	19967	0	0	0	
22	49360	0	0	0	
23	565056	0	0	0	
29	256581	0	0	0	
31	46659	4122	711	4833	
32	153022	13024	995	14019	
34	16	3	0	3	
54	473	0	0	130	
61	14164	903	212	1115	
62	0	0	0	0	
63	0	0	0	0	
99	51686	0	0	0	

APPENDIX B

Search Results Print Out – Own Data

In the example below a search has been made for previously created returns for a vessel with a LRN/IMO No. '1234567' carrying 'imported' cargoes through the port of 'Southampton, UK' that originated in 'Port Newark, US' during quarter '4' of '2003'.

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Own Data Report 1

Year	2003					
Quarter	4					
Vessel	1234567					
Import/Export	In					
Load/Unload	USPNJ					
UK Reporting Port	GBSOU					
Category	No. of Voyages	Gross Weight	Full Units	Empty Units	Total Units	
29	1	19967	0	0	0	