



E-Maritime Services Module

Quick Guide to Importing Information

This document provides basic instructions on how to use the Import Feature in the e-Maritime Services module on TTBizLink. It covers two areas:

- Creating a New Arrival/Departure Declaration using the Import function
- Updating an Existing Arrival/Departure Declaration using the Import function

The feature allows the importing/uploading of information contained in a pre-formatted Microsoft Excel[®] spreadsheet directly into the module. The import feature is useful as it allows the user to begin compiling arrival and departure information even while they have no access to the online web forms in the e-Maritime Services module e.g. sailing between countries or ports. Once completed, it can be quickly uploaded into the module when an internet connection is available and sent to public authorities.

The spreadsheet contains several worksheets which correspond to particular declarations required for submission upon arrival into and departure from Trinidad and Tobago waters. They include:

- Voyage Information (General Declaration)
- Last Ports of Call List
- Next Ports of Call, Crew/Passenger/Non-Crew/Stowaways Lists
- Maritime Health Declaration
- Dangerous Goods Declaration

Please pay attention to the use of codes for particular information fields e.g. country and ports and the formats required for 'Date' fields and 'Date and Time' fields.

Once imported, the data is used to generate the arrival and departure declarations listed above in a format acceptable to public authorities.

The spreadsheets are available for download from the TTBizLink portal via the following link: <https://www.ttbizlink.gov.tt/trade/tnt/html/emaritimedownloads.html> .

Users must first register with TTBizLink to access the module. For information on registration visit <https://www.ttbizlink.gov.tt/trade/tnt/html/HowToRegister.html> or contact the TTBizLink Help Desk toll-free number at 868-800-4739.

Import - Creating a New Voyage

Log into your TTBizLink account and click on the e-Maritime Services Link.

Home

About TTBizLink

Contact Us

FAQ

Feedback

ttconnect

Testimonials

Security Awareness

Logout

Welcome YQ65GROUP1 SA1

09:35 AM, 20 November 2014

Useful Links

E Maritime Downloads

TTBizLink Quick Support

Service Delivery Charter

Tariff and Legislation

InvestTT

Document Verification Links

2D Barcode Verification

Interactive Media

Watch us on YouTube

Meet us on Facebook

Find us on LinkedIn

Follow us on Twitter

SSL

Main TTBizLink Services

e-Import/Export Permits & Licences [Non subscribed]



This service allows importers/exporters to apply electronically for trade permits and licences from the Ministry of Trade, Industry, Investment and Communications (MTIIC) - Trade Licence Unit (TLU); Ministry of Food Production (MFP) - Animal Production and Health Division, and Plant Quarantine Services.

...more

e-Import Duty Concession [Non subscribed]



The Ministry of Trade, Industry, Investment and Communications (MTIIC), through this service, allows companies seeking IDCs to complete the necessary application forms and upload supporting documents online. All applications are then processed electronically by the MTIIC with dynamic feedback provided to the applicant as required.

...more

e-Company Registration [Non subscribed]



The e-Company Registration service will enable online submission and tracking of Business Registration and Company Incorporation applications/documents to the Registrar General's Department of the Ministry of Legal Affairs (MLA) for processing. This service will also enable an online Name Search and application for Name Reservation.

...more

e-National Insurance Board Registration [Non subscribed]



The e-National Insurance Board Registration service will enable online submission and tracking of Employer Registration(NI 1) and Employee Registration(NI 4).

e-Company/Partnership BIR and VAT Registration [Non subscribed]



This service allows partnerships and companies to apply online for a BIR File Number and VAT registration as issued by the Board of Inland Revenue of the Ministry of Finance and the Economy.

...more

e-Certificate of Origin [Non subscribed]



The e-Certificate of Origin (CO) service allows exporters to apply for COs issued by the exportTT Limited (exportTT) or the Trinidad and Tobago Chamber of Industry and Commerce (TTCIC) through an online application and processing.

...more

e-Fiscal Incentives [Non subscribed]



The Ministry of Trade, Industry, Investment and Communications (MTIIC), through this service, allows companies seeking FIs to submit the necessary application forms and upload supporting documents online. All applications are then processed electronically by the MTIIC with dynamic feedback provided to the applicant as required.

...more

e-Work Permit [Non subscribed]



This service enables companies/businesses and individuals to electronically submit Work Permit applications to the Ministry of National Security (MNS) - Work Permit Secretariat (WPS). All applications are then processed electronically by the MNS with dynamic feedback provided to the applicant as required.

...more

e-Vendor Registration [Non subscribed]



The T&T SEW TTBizLink e-Vendor Registration module enables online submission and registration of companies and businesses with central tenders board. Any local and overseas company who intend to bid for government tenders have to register with Central Tenders Board

...more

e-Maritime Services [Subscribed]



The e-Maritime service allows local shipping agents to electronically submit vessel pre-arrival and departure documentation to the Maritime Services Division, Coast Guard, Port Administrations, Immigration Division and Ministry of Health using harmonized web forms. Once

Announcements

TTBizLink Registration

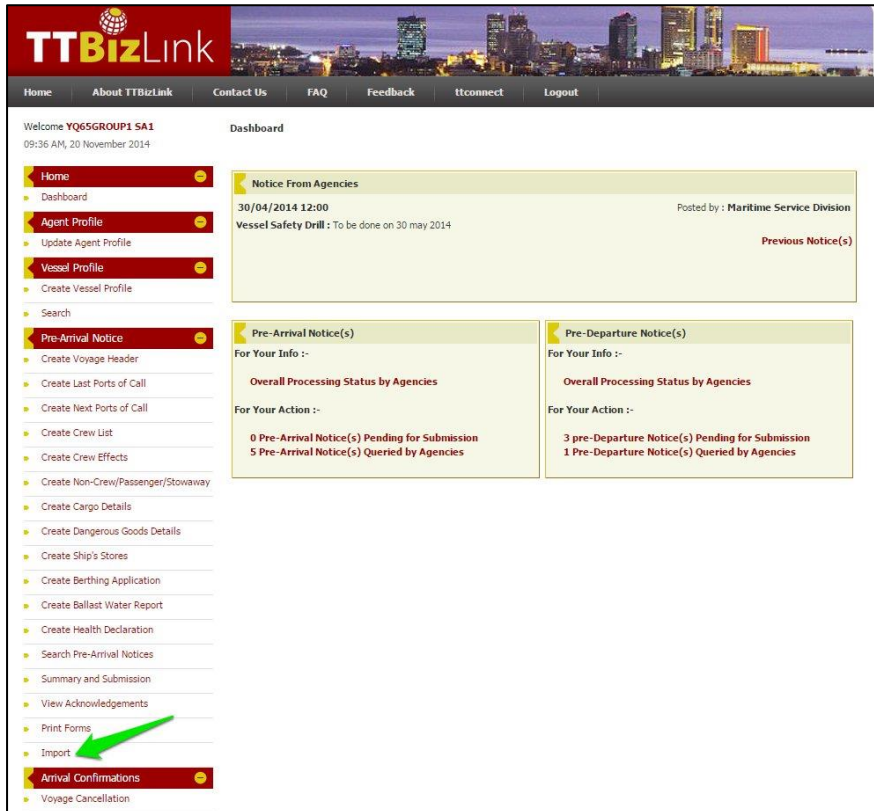
Business News

Events & Holidays

Awards & Recognitions



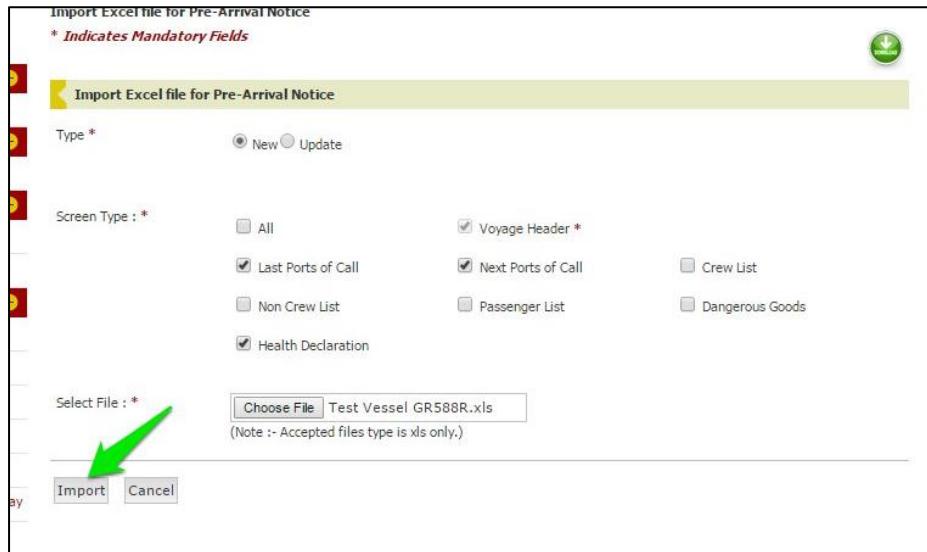
For an Arrival, click on the Import link under the Pre-arrival Notice section as shown below.



For Type, check “New” and then select the worksheets to be imported from the spreadsheet. Next retrieve the spreadsheet file from your computer by clicking on the Choose File button.

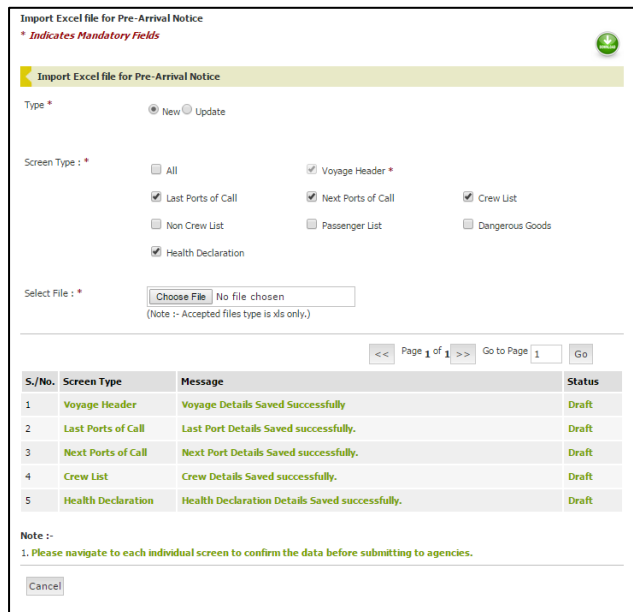
The screenshot shows the 'Import Excel file for Pre-Arrival Notice' form. It includes a title bar, a note about mandatory fields, and a section for selecting the type of import (New or Update). Below this is a section for selecting the screen type, with checkboxes for various data fields like Voyage Header, Last Ports of Call, Next Ports of Call, Crew List, Non Crew List, Passenger List, Dangerous Goods, and Health Declaration. At the bottom, there is a 'Select File' section with a 'Choose File' button and a 'No file chosen' message. A green arrow points to the 'Choose File' button. The form also includes 'Import' and 'Cancel' buttons at the bottom.

Once retrieved, click the Import button.



Depending on the speed of your internet connection, this may take several minutes to complete.

Worksheets which have been uploaded successfully are indicated in a green success message.



S/No.	Screen Type	Message	Status
1	Voyage Header	Voyage Details Saved Successfully.	Draft
2	Last Ports of Call	Last Port Details Saved successfully.	Draft
3	Next Ports of Call	Next Port Details Saved successfully.	Draft
4	Crew List	Crew Details Saved successfully.	Draft
5	Health Declaration	Health Declaration Details Saved successfully.	Draft

Note :-
1. Please navigate to each individual screen to confirm the data before submitting to agencies.

Unsuccessful uploads are denoted in red and a log file will be generated which indicate the reasons for the unsuccessful upload. See section 2, *Import - Update to an Existing Voyage* for an example of this.

After the successful upload, navigate to each notice screen to review the information. The Quick Access Bar allows you to move easily between notice screens.

Welcome YQ65GROUP1 SA1
09:55 AM, 20 November 2014

Create Voyage Header
* Indicates Mandatory Fields
Status : Draft

Quick Access

Voyage Header	Last Ports of Call	Next Ports of Call	Crew List	Crew Effects
Non-Crew List	Passenger List	Stowaways List	Cargo Details	Dangerous Goods Details
Ship's Stores	Berthing Application	Ballast Water Report	Health Declaration	Summary and Submission

Voyage Header

Vessel Information

Name of Vessel : * MTIIC

IMO No. : 8768987 Official No. :

Type of Vessel : Coaster Flag State : TRINIDAD AND TOBAGO

Gross Tonnage : 300 Net Tonnage : 150

Voyage Information

Voyage No IN : * GR588R232

Port of Arrival (TT) : * PORT OF SPAIN ETA Date & Time : * 26/10/2014 15:00

Receiving Facility : * Pilot Station Port of Departure (TT) : * PORT OF SPAIN

ETD Date & Time : 28/10/2014 05:00 Reporting Party (Master) : * Capt. Charlie Antranco

Position of the Ship in the Port (Berth of Station) : Select Type of Berth Brief Description of Cargo : GENERAL CARGO AND DANGEROUS CARGO IN CONTAINERS

General Remarks :

Services Required

Boarding : Clearance :

Grant of entry certificates to crew : Attention to Passengers :

Medical Services : Bill of Health :

The ship's requirements in terms of waste and residue reception facilities : N/A Other Services :

Shipping Line Details

Reporting Company : CMA CGM Reporting Telephone No. : 870773187685

Reporting Fax : 870783186153 Reporting Email : frsiamn@les-raisting.de

Company Security Officer Information

CSO Name : HUBERT WEISS CSO Telephone No. : 491714821588

CSO Email : ism-isp@drycargo@hartmann-rt CSO Fax :

24-Hour TST Agent's Point of Contact Information

Name : Asif Company : Shipping Agent Test Account 1

Telephone No. : 838123456 Mobile No. : 8688937771

Fax : 8688937771 Email : sdf@gg.com

Remarks :

If there are no further changes or additions to the information for the respective screen, click the Confirm button. Note for some screens the Confirm button is located in a second tab called "Supporting Documents".

Repeat for each screen being completed for the notice. Note the confirmation message in green.

Create Last Ports of Call
* Indicates Mandatory Fields Status : Confirmed Version : 1

Last Port Details Submitted successfully.

Quick Access

Voyage Header	Lasts Ports of Call	Next Ports of Call	Crew List	Crew Effects
Non-Crew List	Passenger List	Stowaways List	Cargo Details	Dangerous Goods Details
Ship's Stores	Berthing Application	Ballast Water Report	Health Declaration	Summary and Submission

Voyage Header

Voyage No IN : * GR588R2232

Name of Vessel : MTIC

IMO No. : 8768987 Official No.:

Flag State : TRINIDAD AND TOBAGO Type of Vessel : Coaster

Port of Arrival (TT) : PORT OF SPAIN ETA Date & Time : 26/10/2014 15:00

Port of Departure (TT) : PORT OF SPAIN ETD Date & Time : 28/10/2014 05:00

Last Ports of Call List

* Last 10 Ports of call of the Vessel or Last 30 Days Ports of call or whichever is higher.

Delete Page 1 of 1 Go to Page 1 Go

<input type="checkbox"/>	Port of Call	Country of Call	Date & Time of Arrival	Date & Time of Departure
<input type="checkbox"/>	PORT-DE-FRANCE	MARTINIQUE	25/10/2014 12:00	25/10/2014 12:00
<input type="checkbox"/>	POINTE-À-PITRE	GUADELOUPE	24/10/2014 12:00	24/10/2014 12:00
<input type="checkbox"/>	PARAMARIBO	SURINAME	21/10/2014 12:00	22/10/2014 12:00
<input type="checkbox"/>	GEORGETOWN	GUYANA	20/10/2014 12:00	21/10/2014 12:00
<input type="checkbox"/>	GRAD DES CANNES	FRENCH GUIANA	18/10/2014 12:00	19/10/2014 12:00
<input type="checkbox"/>	PARAMARIBO	SURINAME	15/10/2014 12:00	16/10/2014 12:00
<input type="checkbox"/>	PORT-OF-SPAIN	TRINIDAD AND TOBAGO	13/10/2014 12:00	13/10/2014 12:00
<input type="checkbox"/>	PORT-DE-FRANCE	MARTINIQUE	11/10/2014 12:00	11/10/2014 12:00
<input type="checkbox"/>	POINTE-À-PITRE	GUADELOUPE	10/10/2014 12:00	10/10/2014 12:00
<input type="checkbox"/>	PARAMARIBO	SURINAME	07/10/2014 12:00	08/10/2014 12:00

Add

After all relevant notice screens have been confirmed, click on the Summary and Submission link.

Create Voyage Header
* Indicates Mandatory Fields Status : Confirmed Version : 1

Quick Access

Voyage Header	Lasts Ports of Call	Next Ports of Call	Crew List	Crew Effects
Non-Crew List	Passenger List	Stowaways List	Cargo Details	Dangerous Goods Details
Ship's Stores	Berthing Application	Ballast Water Report	Health Declaration	Summary and Submission

Voyage Header

Vessel information

Name of Vessel : * MTIC View Vessel's Profile

IMO No. : 8768987 Official No.:

Type of Vessel : Coaster Flag State : TRINIDAD AND TOBAGO

Gross Tonnage : 300 Net Tonnage : 150

Voyage Information

Voyage No IN : * GR588R2232 Purpose : * Loading/Discharge

Port of Arrival (TT) : * PORT OF SPAIN ETA Date & Time : * 26/10/2014 15:00

Receiving Facility : * Pilot Station Port of Departure (TT) : PORT OF SPAIN

ETD Date & Time : 28/10/2014 05:00 Reporting Party (Master) : * Capt. Charlie Aribrangco

Position of the Ship In the Port (Berth of Station) : Select Type of Berth Brief Description of Cargo : GENERAL CARGO AND DANGEROUS CARGO IN CONTAINERS

General Remarks :

The table in the Summary and Submission screen displays all completed notices. Select “Not Applicable” for notices which will not be submitted. Next, click the Generate Summary button. Note some notices are mandatory and must be completed prior to submission.

Generate Summary
* Indicates Mandatory Fields

Voyage Header

Voyage No IN : GR588R2232 Name of Vessel : MTIC
IMO No. : 8768987 Official No.:
Flag State : TRINIDAD AND TOBAGO Type of Vessel : Coaster
Port of Arrival (TT) : PORT OF SPAIN ETA Date & Time : 26/10/2014 15:00
Port of Departure (TT) : PORT OF SPAIN ETD Date & Time : 28/10/2014 05:00

Voyage Arrival Completion Summary

S./No.	Arrival Notice	Status	Version
1	Voyage Header	Completed	1
2	Last Ports of Call	Completed	1
3	Next Ports of Call	Completed	1
4	Crew List	Completed	1
5	Crew Effects	Not Applicable	
6	Non Crew List	Not Applicable	
7	Passenger List	Not Applicable	
8	Stowaway List	Not Applicable	
9	Cargo Details	Not Applicable	
10	Dangerous Goods Details	Not Applicable	
11	Ships Stores	Not Applicable	
12	Berthing Application	Not Applicable	
13	Ballast Water Report	Not Applicable	
14	Health Declaration	Completed	1

Generate Summary

Depending on the speed of your internet connection, this may take several minutes to complete.











The module will generate pdf versions of the declarations in the format acceptable by public authorities. To view the pdf versions click the green download link. You also have the option to download or print these documents if so desired.

Submit Arrival Notice
* Indicates Mandatory Fields

Voyage Header

Voyage No IN : GR588R2232 Name of Vessel : MTIC
IMO No. : 8768987 Official No.:
Flag State : TRINIDAD AND TOBAGO Type of Vessel : Coaster
Port of Arrival (TT) : PORT OF SPAIN ETA Date & Time : 26/10/2014 15:00
Port of Departure (TT) : PORT OF SPAIN ETD Date & Time : 28/10/2014 05:00

Maritime Services Division

S.No.	Form	Version	Submission		Download
			Status	Date	
1	Vessel Profile		Not Submitted		
2	General Declaration	1	Not Submitted		
3	Last Ports of call	1	Not Submitted		
4	Next Ports of call	1	Not Submitted		
5	Maritime Declaration of Health	1	Not Submitted		
6	Crew List	1	Not Submitted		
7	Passenger List		Not Applicable		
8	Non-Crew List		Not Applicable		
9	Stowaways List		Not Applicable		
10	Dangerous Goods Declaration		Not Applicable		

Reference No. : MRT20141053
Version : 1

REPUBLIC OF TRINIDAD AND TOBAGO
GENERAL DECLARATION - ARRIVAL

Name of Vessel : MTIC	IMO / Official No : 8768987 / N/A	Call Sign : N/A
Type of Vessel : Coaster	Voyage No IN : GR588R2232	
Port of Arrival (TT) : PORT-OF-SPAIN	Ext. Date & Time of Arrival : 26/10/2014 03:00 PM	Purpose of Visit : Loading/Discharge
Flag State : TRINIDAD AND TOBAGO	Name of Master : Capt. Charlie Arreaga	Last port of Call : MARTINIQUE / PORT-DE-FRANCE
Certificate of Registry (Port - Date - Number): PORT-OF-SPAIN - 06/04/2011 - RCG334343		Ship's Agent Details
Gross Tonnage : 300.0	Net Tonnage : 150.0	Agent's Point of Contact : Aul
Position of the Ship in the Port :		Contact No. : 838123456
		Shipping Agent : Shipping Agent Test Account 1
		Shipping Agent Address : 12 PORT OF SPAIN

Finally, if there are no further changes, click the Submit to All Agencies button.

8	Passenger List		Not Applicable		
9	Non-Crew List		Not Applicable		
10	Stowaways List		Not Applicable		
11	Dangerous Goods Declaration		Not Applicable		
12	Ballast Water Report		Not Applicable		

[Download All](#)

Customs and Excise Division

S.No.	Form	Version	Submission		Download
			Status	Date	
1	Vessel Profile		Not Submitted		
2	General Declaration	1	Not Submitted		
3	Last Ports of call	1	Not Submitted		
4	Next Ports of call	1	Not Submitted		
5	Maritime Declaration of Health	1	Not Submitted		
6	Crew List	1	Not Submitted		
7	Passenger List		Not Applicable		
8	Non-Crew List		Not Applicable		
9	Stowaways List		Not Applicable		
10	Ship's Stores Declaration		Not Applicable		
11	Crew's Effects Declaration		Not Applicable		
12	Dangerous Goods Declaration		Not Applicable		
13	Ballast Water Report		Not Applicable		

[Download All](#)

[Submit To All Agencies](#) [Close](#)

Note confirmation of successful submission.

Submit Arrival Notice
* Indicates Mandatory Fields

Summary & Submission is Done Successfully for this Voyage

Voyage Header

Voyage No IN : GR588R2232565 Name of Vessel : MTDC
 IMO No. : 8768987 Official No.:
 Flag State : Type of Vessel : Coaster
 Port of Arrival (TT) : PORT OF SPAIN ETA Date & Time : 26/10/2014 15:00
 Port of Departure (TT) : PORT OF SPAIN ETD Date & Time : 28/10/2014 05:00

Maritime Services Division

S.No.	Form	Version	Submission		Download
			Status	Date	
1	Vessel Profile		Submitted	20/11/2014 10:49	
2	General Declaration	1	Submitted	20/11/2014 10:49	
3	Last Ports of call	1	Submitted	20/11/2014 10:49	
4	Next Ports of call	1	Submitted	20/11/2014 10:49	
5	Maritime Declaration of Health	1	Submitted	20/11/2014 10:49	
6	Crew List	1	Submitted	20/11/2014 10:49	
7	Passenger List		Not Applicable	20/11/2014 10:49	
8	Non-Crew List		Not Applicable	20/11/2014 10:49	

Your information has now been sent to all agencies accessing the module.

2. Import - Update to an Existing Voyage

If there is an error with the upload it will appear in red and a log file will be generated indicating the problem. Click the button to download the log files.

Import Excel file for Pre-Arrival Notice
* Indicates Mandatory Fields

Import Excel file for Pre-Arrival Notice

Type * ☒ New ☐ Update

Screen Type : *

☐ All ☒ Voyage Header *

☒ Last Ports of Call ☒ Next Ports of Call ☐ Crew List

☐ Non Crew List ☐ Passenger List ☐ Dangerous Goods

☒ Health Declaration

Select File : * No file chosen
(Note :- Accepted files type is xls only.)

NAVIBY

S./No.	Screen Type	Message	Status
1	Voyage Header	Voyage Details Saved Successfully	Draft
2	Last Ports of Call	Last Port Details Saved successfully.	Draft
3	Next Ports of Call	Validation Errors found, please check log file.	Error
4	Health Declaration	Health Declaration Details Saved successfully.	Draft

Logs

Note :-
1. Please navigate to each individual screen to confirm the data before submitting to agencies.
2. Please download log file to find validation errors for each sheet in Excel file.

Import20141029007 - Notepad

File Edit Format View Help

Next Port of Call ::

Row	Country of Call	Null Value Found
Row [1]	Port of Call	NULL VALUE FOUND
Row [2]	Country of Call	NULL VALUE FOUND
Row [4]	Port of Call	NULL VALUE FOUND

Note if the voyage header was successfully uploaded, you must select "Update" for further imports associated with this voyage number. Retrieve the Voyage Number IN using the search tool. In the example below, only the crew list is being imported for the voyage.

Import Excel file for Pre-Arrival Notice
* Indicates Mandatory Fields

Import Excel file for Pre-Arrival Notice

Type * ☐ New ☒ Update

Voyage Header

Voyage No IN : *

Name of Vessel : MTJIC

IMO No. : 8769987 Official No. :

Flag State : TRINIDAD AND TOBAGO Type of Vessel : Coaster

Port of Arrival (TT) : PORT OF SPAIN ETA Date & Time : 26/10/2014 15:00

Port of Departure (TT) : PORT OF SPAIN ETC Date & Time : 28/10/2014 05:00

Screen Type : *

☐ Last Ports of Call ☐ Next Ports of Call ☒ Crew List

☐ Non Crew List ☐ Passenger List ☐ Dangerous Goods

☐ Health Declaration

Select File : * Test Vessel GR500R.xls
(Note :- Accepted files type is xls only.)

Note the confirmation of a successful upload.

Import Excel file for Pre-Arrival Notice
** Indicates Mandatory Fields*

Import Excel file for Pre-Arrival Notice:

Type *

New

Update

Voyage Header

Voyage No IN : *

GR588R2232

Name of Vessel :

MTIIC

IMO No. :

8769987

Official No.:

Flag State :

TRINIDAD AND TOBAGO

Type of Vessel :

Coaster

Port of Arrival (TT) :

PORT OF SPAIN

ETA Date & Time :

26/10/2014 15:00

Port of Departure (TT) :

PORT OF SPAIN

ETD Date & Time :

28/10/2014 05:00

Screen Type : *

Last Ports of Call

Next Ports of Call

Crew List

Non Crew List

Passenger List

Dangerous Goods

Health Declaration

Select File : *

Choose File

Test Vessel GR588R.xls

(Note :- Accepted files type is xls only.)

<<

Page 1 of 1

>>

Go to Page

1

Go


S./No.	Screen Type	Message	Status
1	Crew List	Crew Details Saved successfully.	Draft

Note :-

1. Please navigate to each individual screen to confirm the data before submitting to agencies.

Cancel


As described in the previous section, navigate to the respective screen/s to confirm the information then proceed to the Summary and Submission screen to generate the notices and submit to all agencies.



mtic

MINISTRY OF TRADE, INDUSTRY, INVESTMENT AND COMMUNICATIONS

TTBizLink Unit, Ministry of Trade, Industry, Investment and Communications
Republic of Trinidad and Tobago Tel: 868 800-4739, www.ttbizlink.gov.tt, support.ttbizlink@gov.tt.



TTBizLink

Business Made Easy

Page 10 of 10