

Le Havre,
Le Deputy harbormaster office

Le Havre, le 01 avril 2026

PCS SWING PRACTICAL GUIDE

Importing formalities via spreadsheet

Purpose of the spreadsheet

The National Maritime Windows (MNSW) of each European Union country allow declarants to submit their data via standardized spreadsheets

The spreadsheet templates consist of two parts:

- A section for entering information common to all European Union members.
- A section for entering information required specifically in France, either pursuant to national regulations or pursuant to local port regulations.

The content of the spreadsheets complies with the structure of the various reporting formalities as defined in the

Manual for the Implementation of EMSWe Messages (MIG), version 2.0.0, published by the European Commission pursuant to Implementing Regulation (EU) 2023/2790

How do I download the template?

The document containing the template for all formalities can be downloaded:

- From the GUMP portal, by clicking the “Download Formality” button next to each import button.
- From the PCS SWING information website at the following address: <https://www.havre-port.com/news/962/telechargements> under the section “Doc et procedures”

How to use this document?

Document structure

The template includes 1 tab per procedure, except in special cases.

- If you are required, as part of the security measures prior to the ship’s arrival, to submit the itinerary of your cruise ship, then in addition to the “Pre-arrival notification” tab, you must complete the “Cruise ship itinerary” tab
- If you are required, as part of an entry procedure, to notify dangerous or polluting goods carried on board, then in addition to the “Dangerous and Polluting Goods” tab, you must complete the “Cargo. Transshipment” tab if you have transshipment operations to declare.

Background

A single tab can be used for two procedures: arrival and departure. The distinction is made using the “context” cell, which takes the value ‘Arrival’ or ‘Departure.’ This cell is present in all tabs associated with a dual procedure (e.g., HZA/HZD, PXA/PXD, etc.).

Context	DE-003-01
Context	Remarks
Arrival	
Departure	

DE-001-02	DE-035-02	DE-035-03	DE-035-14	DE-035-04	DE-035-05
Family name	Given name	Rank or rating	Nationality	Date of birth (dd/mm/yyyy)	
1					
2					

⚠ Temporary usage restriction You cannot use a single file for all entry and exit formalities after duplicating the necessary tabs and ,entering a separate context. ease be careful to avoid any confusion.

Header

The template also includes a “Header” tab where you can enter information about the vessel. This tab serves as a common header for all tabs in the file: The vessel’s name, IMO number, ETA, and ETD are entered only once, and this data is automatically populated in the various required tabs

Ship name	IMO number	ETA (dd/mm/yyyy hh:mm:ss)	ETD (dd/mm/yyyy hh:mm:ss)
My ship	9330795	05/03/2025 06:01:00	05/03/2025 10:59:00

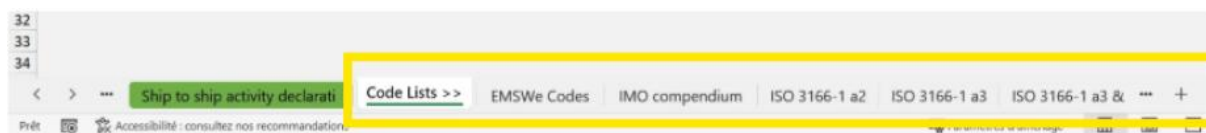
These informations are reported in each tab of the Excel file but are neither processed nor checked by MNSW France

This helps save time and simplify data entry, especially when multiple formalities need to be completed simultaneously.

Step-by-step instructions

1. Select the tab(s) corresponding to the forms you need to submit and fill them out.
2. Keep all other tabs even if they are not filled out.

• The tabs located after the “Code lists >>” sheet contain the official code lists required for data entry: do not delete or modify them.



• However, you can import the same file multiple times if different form tabs have been completed. In this case, import the file into the screen corresponding to each form.

Data entry guidelines

1. Please fill in only the cells highlighted in light blue, as indicated in the file.

⚠ Please do not modify the content of the other rows and cells

The meaning of the information to be entered is always located just above the cell to be filled in. If you need further clarification, you can use the reference appearing just above the heading

(DE xxx xx) to refer to the annex of the Delegated Regulation (2023/205, as amended); Section 2 provides the definition of each element, and Section 3 specifies in which reporting obligation(s) each element appears

2. Drop-down lists: Select only one of the available values. Any other entry may be rejected by the GUMP

		Additional agent identification	
DE-029-13		DE-029-01	
Division	Country	Agent identification number	Name
	DZ / Algeria		
	AS / American Samoa		
	AD / Andorra		
	AO / Angola		
	AI / Anguilla		
	AQ / Antarctica		
	AG / Antigua and Barbuda		
	AR / Argentina		
	AM / Armenia		
	AW / Aruba		
	AU / Australia		
	AT / Austria		

3. Automatic validations: Certain fields check the data type and length (e.g., date format, text length, numeric values). Be sure to comply with these constraints to avoid rejection during import.

4. Dates and times: use the format “dd/mm/yyyy hh:mm:ss”.

- Times relating to an event occurring at the port facility (ETA, ETD, waste collection time, etc.) must be expressed in local time
- Only the following times must be indicated in Coordinated Universal Time (UTC). The UTC notation is then indicated on the document.

Previous port calls in chronological order (most recent call first)			
DE-001-02	DE-023-01	DE-023-09	DE-022-07
	Previous port of call (5-character LOCODE)	Previous port call departure date (dd/mm/yyyy)	[UTC] Estimated date time of departure (dd/mm/yyyy hh:mm:ss)
-1			31/03/2026 12:00:00
-2			
-3			
-4			
-5			
-6			
-7			
-8			
-9			
-10			

Times to be provided in UTC:

- Estimated date and time of departure from the last port of call
- Estimated date and time of arrival at the next port of call
- Cruise itinerary date and time of arrival
- Cruise itinerary date and time of departure
- Person's embarkation date and time
- Transshipment date and time

5. Dates only: Use the format “dd/mm/yyyy”

6. Decimal numbers: Please note that some decimal values may appear rounded in the file. This does not

affect processing: the actual, full value is correctly processed by GUMP

7. Geographic coordinates: Values must be expressed in decimal degrees, not in degrees and minutes

- Ex. latitude: “41.73” or “41,73”.

8. It is recommended to enter information in French or English, without attempting to transcribe or translate it from the original data.

Lists (crew, passengers, itinerary, provisions, cargo, etc.) and tables

When data must be provided in the form of a list (e.g., passenger list, crew list, itinerary, provisions, cargo, ship-to-ship activities), the first column is used to indicate the sequence number of each record.

Adding Additional Rows

If you have more items than the number of rows provided, you can add additional rows by copying the existing rows.

Main motor on board				
DE-001-02	DE-010-26	DE-010-05	DE-010-03	DE-010-04
Sequence number	Main engine type, coded	Main engine power (kilowatt)	Main exhaust emission class, coded	Main engine manufacturer name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

On-board auxiliary motor	
DE-001-02	DE-010-10
Sequence number	Auxiliary engine power (kilowatt)
1	
2	

For example, in the “Ship information” tab, the “Main motor on board” list is immediately followed by another list. Therefore, you must not add any rows to the “Main motor on board” list. There are enough rows: you should only add as many rows as needed (without changing the number) and not delete any empty ones

File Validation

When you import a spreadsheet file into the SWING portal, several checks are performed:

1. Overview immediate checks (at the time of file selection)

- Spreadsheet type and version
- Actual presence of a form

⚠ It is strongly recommended to use the latest version of the spreadsheet template. An older version remains usable for tabs that have not undergone any changes in content or format

In case of an error, the import is rejected immediately, and an error message specifies the nature of the problem (size, version, format, etc.).

SO YOUR SHIPPING AGENT WILL SEND THE FILE BACK TO YOU SO THAT IT CAN BE PROPERLY INTEGRATED INTO THE PCS SWING SYSTEM

2. Semantic Validation (during file import)

When your agent tries to integrate your file in PCS SWING, he click “Validate,” the form is imported into SWING and a draft is created. If a draft Already exists for this form, the information from the spreadsheet replaces any existing data in the draft, whether the values were entered in the SWING screens or previously imported.

- An entered value replaces an existing value.
- An entered value replaces an empty field.
- An empty field overwrites an existing value.

You can then submit the form by clicking the corresponding button. Checks are then performed on the content of the information: verification of compliance with the format, verification of the rules and conditions defined in the MIG.

If errors are found, they are flagged with a clear indication of the affected field. If there are numerous errors, only the first ones are displayed. In the case of a list, the SWING specifies the

reference of the non-compliant item (DE XXX XX) and possibly the relevant line in the case of a list. (e.g., Passenger).

3. Correct any errors

- If the field with the error is visible on the screen → you need correct it directly or re-import the corrected spreadsheet.
- If the field is not visible on the screen (e.g., certain large tables—such as passenger lists or waste lists—are not displayed in the interface) → you must re-import the corrected file.

Once all information has been completed and corrected, your agent can click on “Submit the form.” The form is then sent to the harbor master’s office and other relevant authorities.

Below is the type of message identifying the errors that led to incorrect or incomplete information, which the vessels must correct

The image shows a screenshot of a system interface with three red boxes containing error messages. Each box has a title and a list of errors.

- Formality MDH - Maritime declaration of health**
 - Le formulaire est invalide, 2 erreur(s)
 - Stowaways found indicator : Required.
 - Sanitary measure applied indicator : Required.
- Formality SEC - Notification of security information**
 - Le formulaire est invalide, 3 erreur(s)
 - Company security officer family name : Required.
 - Company security officer given name : Required.
 - Valid ISSC indicator : Required.
- Formality WAS - Waste delivery to port reception facilities**
 - Le formulaire est invalide, 2 erreur(s)
 - WasteComponents > #1 > Waste amount to be delivered volume : Required.
 - WasteComponents > #2 > Waste amount to be delivered volume : Required.

CONCLUSION

THE ISSUE IDENTIFIED: WHEN FILLING OUT THE FORM ON BOARD, USING “COPY-PASTE” OVERWRITES THE BUILT-IN DROP-DOWN MENUS. IF THE SELECTED CODE DOES NOT EXACTLY MATCH THE MENU OPTIONS, THE FILE IS REJECTED BY OUR SYSTEM DURING IMPORT. (AND WILL BE REJECTED IN THE SAME WAY IN GUMP AND EVENTUALLY IN ALL OTHER EUROPEAN PORTS)

IT IS THEREFORE ESSENTIAL THAT THE PERSON FILLING OUT THE FILE DOES NOT OVERWRITE THE CELLS AND CAREFULLY SELECTS THE VALUES VIA THE DROP-DOWN LISTS. IF COPY-PASTING IS NECESSARY, YOU MUST USE THE “PASTE VALUES ONLY” OPTION TO AVOID DESTROYING THE FILE’S STRUCTURE.

YOU MUST THEREFORE STRICTLY ADHERE TO THIS “EUROPEAN STANDARD” METHOD OF FILLING OUT EXCEL, AS PROVIDED BY THE PORT OF LE HAVRE. FURTHERMORE, WHEN YOUR FILE IS REJECTED, THE LOCATION OF THE ERRORS IS INDICATED. YOU MUST THEREFORE CORRECT THESE DATA ENTRY ERRORS.