

# DAVID Creator – DoRIS Portal - user manual –

V 0.2

07.12.2020



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# 1 Introduction

The DAVID forms harmonise the data fields of the following three most commonly used border control forms:

- Arrival and departure reports,
- Crew lists and
- Passenger lists.

The DAVID Forms have already replaced respective national forms in Hungary, Croatia, Serbia, Bulgaria and Ukraine in 2020, leading to a decreased administrative burden for the ship crews. Until the end of 2021, the DAVID forms shall also replace respective national control forms in Romania, and Moldova, thus contributing to improved harmonisation of border control processes at Schengen external borders and outside the Schengen area respectively.

The "DAVID Creator" on this website helps to decrease the administrative burden for the ship crews by providing following services:

- Digital creation of the 3 DAVID forms (Arrival & Departure Report, Crew List and Passenger List)
- Saving of template versions for later usage
- Creation of further interrelated DAVID forms with the same basic data (e.g.: ship name, ENI number) from already existing forms
- Save the DAVID forms locally as PDF (export) on own computer in the desired Danube language, in order to forward the forms as email attachment and / or print them.

(Currently available language formats: Hungarian-English, Croatian-English, Serbian-English, Ukrainian-English; As soon as further countries introduce the DAVID forms, the export-function will be updated accordingly.

The export-function (Bulgarian-English) is not activated in the DAVID Creator in the DoRIS Portal, because according to Bulgarian law, the Arrival & Departure report must be generated together

with the notification for border control in the RIS System "Single Window" (BULRIS): <u>https://sw.bulris.bg</u>. The Crew and Passenger List can be downloaded from the Single Window (BULRIS) under "Forms" and can be attached to the Arrival and Departure Report.

# 2 Registration DoRIS Portal

- 1) Send an e-mail to <u>DoRIS-Info@viadonau.org</u> requesting a user account for the DoRIS Portal
- 2) The administrators will send you the account details via e-mail
- 3) Visit <u>https://portal.doris-info.at/IRIS\_WEB/</u> to log into the DoRIS Portal

### 3 Use of DoRIS Portal

#### 3.1 Create new DAVID Forms

DoRIS Portal	1	LOG	OUT IMPRINT PRINT CONTAC	CT HELP TERMS & CONDITIONS 💻 🇮
Inbox Search Traffic Data Transport Report	DAVID Forms Emerge	ency My Data ETA		2
	3			EN   DE   SK   HU   HR   RS   BG   RO   UA
Arrival and Departure Report   Crew List   F	Passenger List			
New Arrival and Departure Report				5
Create new Arrival and Departure Report New			Create report using a template	elect> 👻 🏹 🔍 🤶
Ship name Ship number MMSI	Q Search			
ID A/D Ship type and name Ship number	r MMSI number	Port of arrival/departure	Datetime of arrival/depa	irture
24 A Vessel 99999999	N N	Vukovar	01.01.2020 14	:56 🔍 🗸 🕺 🗟 🙆 💁

- 1) Navigate to "DAVID Forms"
- 2) Change language of the DAVID Creator within DoRIS Portal
- 3) Navigate between 3 available DAVID Forms (selected Form is underlined)
  - Arrival and Departure Report
  - Crew List
  - Passenger List
- 4) Click New to create new report
- 5) Use an existing template to create a new report:

<select></select>				
Vessel_Template Negrelli	а	b	С	d
<select></select>	•	2	0	2

- a. select template that was stored before
- b. edit template and create report using selected template
- c. view selected template
- d. delete selected template

#### 3.2 Fill in required data fields for available DAVID Forms (explained for the Crew List)

DoRIS F	Portal					LOGOUT IMPR	RINT PRINT CONTACT	HELP TERMS & CONE	DITIONS 🥅 🇮
Inbox Search	Traffic Data Tra	nsport Report D/	AVID Forms Emer	gency M	y Data	ETA			
Arrival and Depa	rture Report 1	Crew List I Pas	senger List				<u>1</u>		
Arrival O Departur	re								
1.1. Name and type of a	ship (main vessel) inclu	ding previous name(s) o	of ship - if applicable	1.2	. Ship numt	per/ENI-European Nur	mber of Identification (main	vessel)	
Vessel	anlianhla			99	999999 Vessel ee	tificato valid until (ma	in uncerell		
1.5. WIWISI Humber - II a	ipplicable			01	01 2000	micate valid until (ma	ini vessei)	(dd mm yaaar)	
2. Port of arrival/departu	ıre			3. [	Date and tin	ne of arrival/departure		(dd.mm.yyyy)	
Vukovar				01	01.2020 14:	56	31	(dd.mm.yyyy hh:mm)	
4. Nationality of ship (c	ountry/area of registrati	on) including previous n	ationality of ship - if applic	able 5. E	Brief particu	lars of voyage (previou	us and subsequent ports)		
D (AT until 2010)				Vu	kovar, Moháo	s, Passau			
6. Crew Member Inform	ation								
Gender of the person (Mr. or Ms.)	Family name, given names	Rank or rating	Nationality	Date of birt	h	Place of birth	Type and number of identity document	Issuing country of identity document	3
Mr.	John Sample	1	Any nationality	01.01.1960		Any city	123456789	Any country	/ 😨
Ms. ~	Jane Sample	2	Any nationality	01.01.1970	31	Any city	234567891	Any country	<ul><li>✓ ×</li></ul>
Mr.	John Doe	3	Any nationality	01.01.1980		Any city	345678912	Any country	18
Ms. ~	Jane Doe	4	Any nationality	01.01.1990	31	Any city	456789123	Any country	<ul><li>✓ ×</li></ul>
		1			前				1 X
_									2
5							_	4	Add row
Save and back								Save as template Clos	se without saving

- 1) Fill in all data fields in the specified unit
- 2) Click to add additional crew members
- 3) Further actions:

a b c d ✔ X ∕ §



- b. delete crew member (same as d. before saving)
- c. edit crew member
- d. delete crew member (same as b. after saving)
- 4) Save template at any time while creating a DAVID Form
- 5) Save DAVID Form and return to Overview

Arrival and Departure Reports as well as Passenger Lists may be created in an analogous process.

#### 3.3 Overview of already created DAVID Forms and further actions

Do	RIS	Portal					LOGO	UT IMPRINT	PRINT	CONTACT	HELP	TERMS &	CONDITION	S 🥅	¥K
Inbox	Search	Traffic Data	Transport Report	DAVID Forms	Emergency	My Data	ETA								
										Ē	<u>en   de  </u>	<u>sk   HU</u>	<u>HR   RS   BG</u>	<u>8   RO</u>	IUA
Arrival	and Dep	arture Report	Crew List	Passenger List											
New Ar	rival and	Departure Rep	ort												
Create n	iew Arrival ar	nd Departure Repo	t New	]			(	Create report u	ising a temp	olate <sele< th=""><th>ct&gt;</th><th></th><th>• 🚺</th><th>} 🔍 (</th><th>2</th></sele<>	ct>		• 🚺	} 🔍 (	2
Ship nam	ne	Ship number	MMSI	🔍 Search											
ID A	/D Ship	type and name	Ship numbe	r MMSIn	umber Porto	of arrival/dep	arture	Datetim	e of arriva	al/departu	ure				1
24 A	Vesse	el	99999999		Vukova	ar			01.01.2	020 14:56	6	Q	/ 🔋 🖪	6	<b>≃</b> -

Overview of already created DAVID Forms with further actions:



- a. view selected DAVID Form
- b. edit selected DAVID Form
- c. delete selected DAVID Form
- d. create PDF of selected DAVID Form in desired language
  - Clicking on a specific language exports the report into a separated PDF file that can be saved and forwarded.
- e. clone selected DAVID Form

This function allows the user to duplicate an existing DAVID Form in order to create a new DAVID Form out of it (same data fields). The original report won't be changed.

f. create further interrelated DAVID Forms with same basic data

This function allows the automatic data completion of all three DAVID forms. (Example: after an Arrival and Departure report has been created, the basic data that all three DAVID Forms have in common (e.g. ENI number, ship name etc.) can be transferred to a new crew or passenger list.)

# 4 Fill-in assistance

This section gives an overview and tips how the DAVID Forms can be completed (this information is supplied without liability). As an example, the transport in form of a coupled convoy has been chosen.

### 4.1 Arrival & Departure Report

<u>Arrival</u>	<u>and Departure R</u>	<u>Report</u>   Crev	v List   Pass	senger List									
Arrive	Arrival O Departure												
1.1. Nam	1.1. Name and type of ship (main vessel) including previous name(s) of ship - if applicable 1.2. Ship number/ENI-European Number of Identification (main vessel)												
MS Lucia						30031321							
1.3. MMS	I number - if applicabl	le				1.4. Vessel certifi	cate valid until (main v	essel)					
203545691						31.10.2020		Ê (	dd.mm.yyyy)				
2. Port of	arrival/departure					3. Date and time	of arrival/departure	<u> </u>					
Mohaca						11.09.2020 15:00		<b>1</b>	dd.mm.vvvv hh:mm)				
4. Nation registratio - if applic	ality of ship (country/ on) including previous able	area of nationality of ship	5. Name of maste	er	-	6. Control point/b	order crossing point						
AT			Paul Hubel			Wonece							
7.1. Total	length [m]		7.2. Total width [m	]		8. Name and con	tact details of ship ope	rator					
110			11,4			Max Mustermann							
9. Actual	draught [m] 10.1	1. Maximum tonnag	je [t] 10.2. T	otal quantity of cargo	[t]	Maxstraße 2 1010 Wien							
2.3	250	2	1990			0650 1122 3456							
11 Positi	on of the shin in the n	ort (berth or station	) - if applicable			m.mustermann@ema	II.com						
Askaralata	a	on (benn or station	y - n applicable										
Ankerpiatz 12. Brief	z	(provious and sub-	convent porto: unde	uline where earne will	ha disahar	(nod)							
12. Dhei	particulars of voyage	(previous and sub-	sequent ports, unde	anne where cargo with	ve discharg	Jeu)							
Vukovar - E	nns												
13. Brief	description of the carg	lo											
Com													
14. EORI Identifica	/Economic Operators' tion - if applicable	Registration and	15. Number of cre	2W	-	18. Remarks							
ATEO1864	5178934		4			None							
16. Navig	ation mode (A1, A2, B	B) - if applicable	17. Number of pa	ssengers - if applicabl	e								
A1													
19. Cargo	Attached do Declaration *	ocuments - if applic	able (indicate number of copies) 20. Ship's Stores Declaration *										
21.0	1.1.4					22. The chin's rea	uiromonte in terme of	wasta and rasidua rasy	.:l				
21. Crew	List		22. Passenger List			25. The ship's req	ulternents in terms of	waste and residue reco	epuon racinties				
3						None							
24. Crew	s Effects Declaration	•	25. Declaration of	Health **									
			3										
27. Conv	oy information (to be	filled out for pushe	d and coupled conv	voys only):									
Main vessel	Name and type of vessel including previous name(s) of ship - if applicable	Ship number/ENI	Vessel certificat until	e valid Port of arrival	Po	ort of departure	Maximum tonnage [t]	Type of cargo	Quantity of cargo [t]				
$\checkmark$	MS Lucia	30031321	31.10.2020	Mohacs	V	ukovar	2502	Corn	1990				
	Pavel 30147389		14.07.2021	Mohacs	V	ukovar	1375	Coal	1100				
* Data fie	elds 19, 20 and 24 are	not applicable in H	ungary and Serbia										
** Data f	ield 25 is not applicabl	le in Croatia											

Remarks concerning the Arrival & Departure Report:

Field Nrs. 1.1 – 17: The data fields refer to the main vessel

**Fields Nrs. 2 & 6:** Both data fields can be identical, if the port of arrival/departure corresponds to the control point/border crossing point

**Field Nr. 12:** The underline cannot be undertaken electronically; if required by the authority, it must be added manually once printed out

Field Nrs. 19, 20, 21, 22, 24 und 25: Please indicate the number of copies for each of the attached documents, in case they are required

Field Nr. 27: Please mark the main vessel with a check mark

# 4.2 Crew List

Arrival and Departure Report   <u>Crew List</u>   Passenger List												
O Departure												
1.1. Name and type of ship (main vessel) including previous name(s) of ship - if applicable 1.2. Ship number/ENI-European Number of Identification (main vessel)												
MS Lucia					30031321							
1.3. MMSI number - if a	oplicable				1.4. Vessel cer	tificate valid until (main v	essel)					
203545691					31.10.2020		31	(dd.mm.yyyy)				
2. Port of arrival/depart	ure				3. Date and tim	ne of arrival/departure						
Mohacs					11.09.2020 15:0	00	31	(dd.mm.yyyy hh:mm)				
4. Nationality of ship (co	ountry/area of registration	n) including previous nat	ionality of ship - if applica	able	5. Brief particu	lars of voyage (previous	and subsequent ports)					
AT					Vukovar - Enns							
6. Crew Member Information	ation											
Gender of the person (Mr. or Ms.)	Family and given names	Rank or rating	Nationality	Date of	birth	Place of birth	Type and number of identity document	Issuing country of identity document				
Mr.	Huber, Paul	Captain	AT	08.01.1	970	Enns	Passport 6523232	AT				
Ms.	Kovac, Marina	Helmswoman	HR	04.02.1	972	Zadar	Passport 2323312	HR				
Ms.	Müller, Barbara	Sailor	AT	01.04.1	984	Linz	Passport 6643219	AT				
Mr.	Drakov, Bozhidar	Deck-hand	BG	04.02.1	987	Ruse	ID 345637054	BG				

# 4.3 Passenger List

Arrival and Departu	ire Report   Cr	ew List   <u>Pass</u>	senger List						
Arrival O Departure									
1.1. Name and type of ship	(main vessel) includin	g previous name(s) of	f ship - if applicable		1.2. Ship	p number/ENI-Europea	an Number of Identifica	ation (main vessel)	
MS Mirabelle					3003134	4			
1.3. MMSI number - if appli	cable				1.4. Ves	sel certificate valid un	til (main vessel)		
203545544					06.10.20	20		🛱 (dd.mm.yy	уу)
2. Port of arrival/departure					3. Date	and time of arrival/dep	arture		
Mohacs					31.08.20	20 15:00		💼 (dd.mm.yy	yy hh:mm)
4. Nationality of ship (coun	try/area of registration	) including previous na	ationality of ship - if ap	plicable					
AT									
5. Passenger Information									
Gender and names	Nationality	Date and place of birth	Issuing country of identity or travel document	Identity or document	travel	Ports of embarkation and disembarkation	Transit passenger or not	Visa type and number - if applicable	Visa country and date - if applicable
Ms. Mihailova Elena	BG	Date of birth: 01.01.1970 Place of birth: Ruse	BG	Type: Passport Serial numbe 2398756409		Port of Embarkation: Enns Port of Disembarkation: Vukovar	No		

# 5 Hotline

# 5.1 Hungary

#### National Tax and Customs Administration in Hungary (NAV)

For tax and customs-related questions concerning the Arrival & Departure Report applicable during border controls in Hungary.

Contact information: From Hungary: 1819 From out of Hungary: +36 (1) 250-9500 From Monday to Thursday: 8:30 – 16:00 On Friday: 8:30 – 13:30