



DAVID Creator – DoRIS Portal - user manual -

V 0.2

-

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viadonau

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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

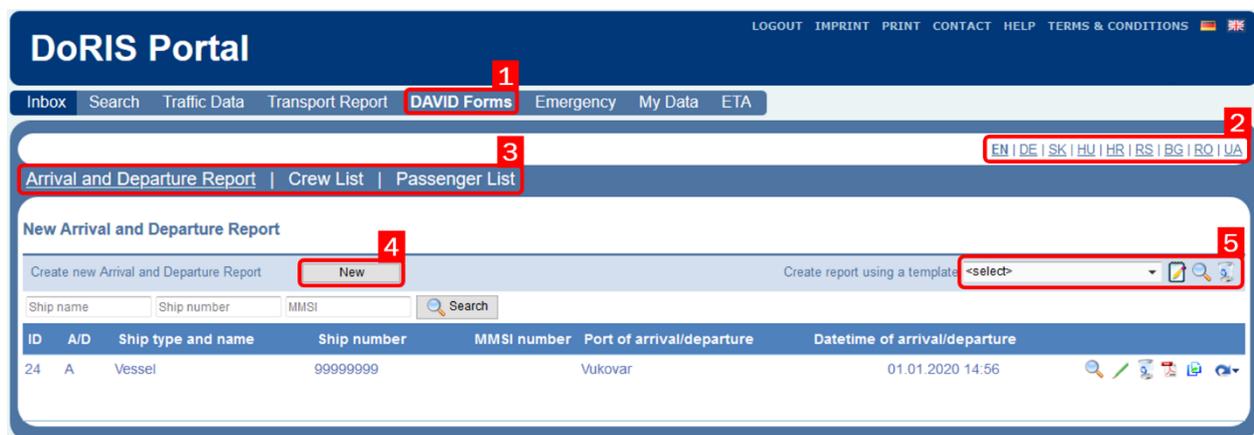
with the notification for border control in the RIS System “Single Window” (BULRIS): <https://sw.bulris.bg>. The Crew and Passenger List can be downloaded from the Single Window (BULRIS) under “Forms” and can be attached to the Arrival and Departure Report.

2 Registration DoRIS Portal

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

3 Use of DoRIS Portal

3.1 Create new DAVID Forms



- 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:



- 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 Portal LOGOUT IMPRINT PRINT CONTACT HELP TERMS & CONDITIONS

Inbox Search Traffic Data Transport Report **DAVID Forms** Emergency My Data ETA

EN | DE | SK | HU | HR | RS | BG | RO | UA

Arrival and Departure Report | Crew List | Passenger List

Arrival Departure

1.1. Name and type of ship (main vessel) including previous name(s) of ship - if applicable
Vessel:

1.2. Ship number/ENI-European Number of Identification (main vessel)
99999999

1.3. MMSI number - if applicable

1.4. Vessel certificate valid until (main vessel)
01.01.2000 (dd.mm.yyyy)

2. Port of arrival/departure
Vukovar

3. Date and time of arrival/departure
01.01.2020 14:56 (dd.mm.yyyy hh:mm)

4. Nationality of ship (country/area of registration) including previous nationality of ship - if applicable
D (AT until 2010)

5. Brief particulars of voyage (previous and subsequent ports)
Vukovar, Mohács, Passau

6. Crew Member Information

Gender of the person (Mr. or Ms.)	Family name, given names	Rank or rating	Nationality	Date of birth	Place of birth	Type and number of identity document	Issuing country of identity document	
Mr.	John Sample	1	Any nationality	01.01.1960	Any city	123456789	Any country	
<input type="button" value="Ms."/>	Jane Sample	2	Any nationality	01.01.1970 <input type="text"/>	Any city	234567891	Any country	
Mr.	John Doe	3	Any nationality	01.01.1980	Any city	345678912	Any country	
<input type="button" value="Ms."/>	Jane Doe	4	Any nationality	01.01.1990 <input type="text"/>	Any city	456789123	Any country	
<input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

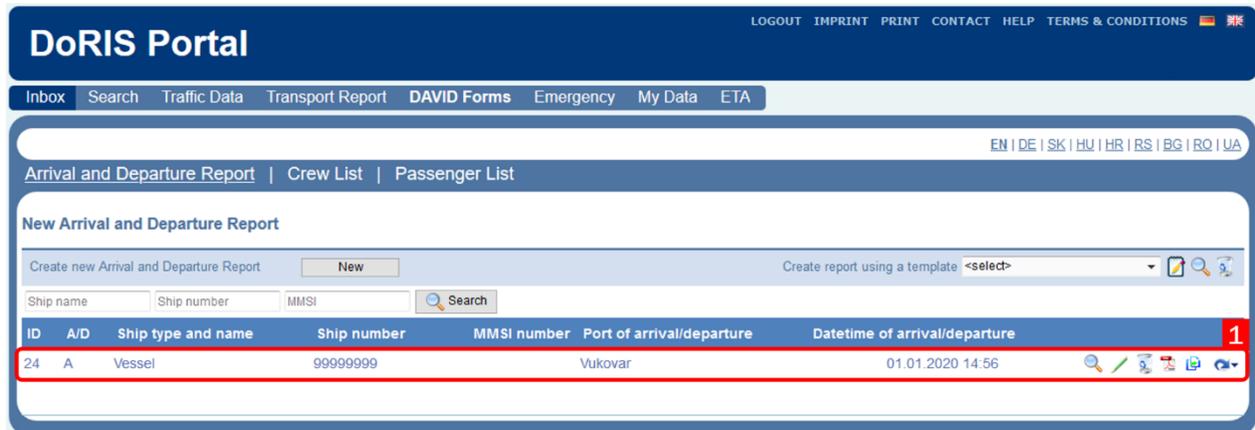
- a. save edits on crew member
- b. delete crew member (same as d. before saving)
- c. edit crew member
- d. delete crew member (same as b. after saving)



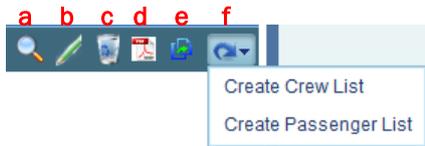
- 4) Save template at any time while creating a DAVID Form
- 5) Save DAVID Form and return to Overview

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



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

Arrival and Departure Report
Crew List
Passenger List

Arrival
 Departure

1.1. Name and type of ship (main vessel) including previous name(s) of ship - if applicable

1.3. MMSI number - if applicable

2. Port of arrival/departure

4. Nationality of ship (country/area of registration) including previous nationality of ship - if applicable

5. Name of master

7.1. Total length [m]

7.2. Total width [m]

9. Actual draught [m]

10.1. Maximum tonnage [t]

10.2. Total quantity of cargo [t]

11. Position of the ship in the port (berth or station) - if applicable

12. Brief particulars of voyage (previous and subsequent ports; underline where cargo will be discharged)

13. Brief description of the cargo

14. EORI/Economic Operators' Registration and Identification - if applicable

15. Number of crew

16. Navigation mode (A1, A2, B) - if applicable

Attached documents - if applicable (indicate number of copies)

19. Cargo Declaration *

20. Ship's Stores Declaration *

21. Crew List

24. Crew's Effects Declaration *

25. Declaration of Health **

1.2. Ship number/ENI-European Number of Identification (main vessel)

1.4. Vessel certificate valid until (main vessel)

 (dd.mm.yyyy)

3. Date and time of arrival/departure

 (dd.mm.yyyy hh:mm)

6. Control point/border crossing point

8. Name and contact details of ship operator

18. Remarks

23. The ship's requirements in terms of waste and residue reception facilities

27. Convoy information (to be filled out for pushed and coupled convoys only):

Main vessel	Name and type of vessel including previous name(s) of ship - if applicable	Ship number/ENI	Vessel certificate valid until	Port of arrival	Port of departure	Maximum tonnage [t]	Type of cargo	Quantity of cargo [t]
<input checked="" type="checkbox"/>	MS Lucia	30031321	31.10.2020	Mohacs	Vukovar	2502	Corn	1990
<input type="checkbox"/>	Pavel	30147369	14.07.2021	Mohacs	Vukovar	1375	Coal	1100

* Data fields 19, 20 and 24 are not applicable in Hungary and Serbia
** Data field 25 is not applicable 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 | Crew List | Passenger List

Arrival 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)

1.3. MMSI number - if applicable

1.4. Vessel certificate valid until (main vessel)
  (dd.mm.yyyy)

2. Port of arrival/departure

3. Date and time of arrival/departure
  (dd.mm.yyyy hh:mm)

4. Nationality of ship (country/area of registration) including previous nationality of ship - if applicable

5. Brief particulars of voyage (previous and subsequent ports)

6. Crew Member Information

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	08.01.1970	Enns	Passport 6523232	AT
Ms.	Kovac, Marina	Helmswoman	HR	04.02.1972	Zadar	Passport 2323312	HR
Ms.	Müller, Barbara	Sailor	AT	01.04.1984	Linz	Passport 6643219	AT
Mr.	Drakov, Bozhidar	Deck-hand	BG	04.02.1987	Ruse	ID 345637054	BG

4.3 Passenger List

Arrival and Departure Report | Crew List | Passenger List

Arrival Departure

1.1. Name and type of ship (main vessel) including previous name(s) of ship - if applicable

1.3. MMSI number - if applicable

2. Port of arrival/departure

4. Nationality of ship (country/area of registration) including previous nationality of ship - if applicable

1.2. Ship number/ENI-European Number of Identification (main vessel)

1.4. Vessel certificate valid until (main vessel)

 (dd.mm.yyyy)

3. Date and time of arrival/departure

 (dd.mm.yyyy hh:mm)

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