



# DAVID Creator – DoRIS Portal - user manual -

V 0.4

-

02.06.2022

**viadonau**

## Table of contents

1	Introduction .....	2
2	Registration DoRIS Portal .....	3
3	Use of DoRIS Portal.....	3
3.1	Create new DAVID Forms.....	3
3.2	Fill in required data fields for available DAVID Forms (explained for the Crew List) .....	4
3.3	Overview of already created DAVID Forms and further actions .....	5
4	Fill-in assistance.....	6
4.1	Arrival & Departure Report .....	6
4.2	Crew List .....	8
4.3	Passenger List.....	9
5	Hotline.....	10
5.1	Hungary.....	10

## 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 replaced respective national forms in all countries at and outside Schengen external borders (Hungary, Croatia, Serbia, Bulgaria, Romania, the Republic of Moldova and Ukraine), leading to more efficient border control procedures.

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.

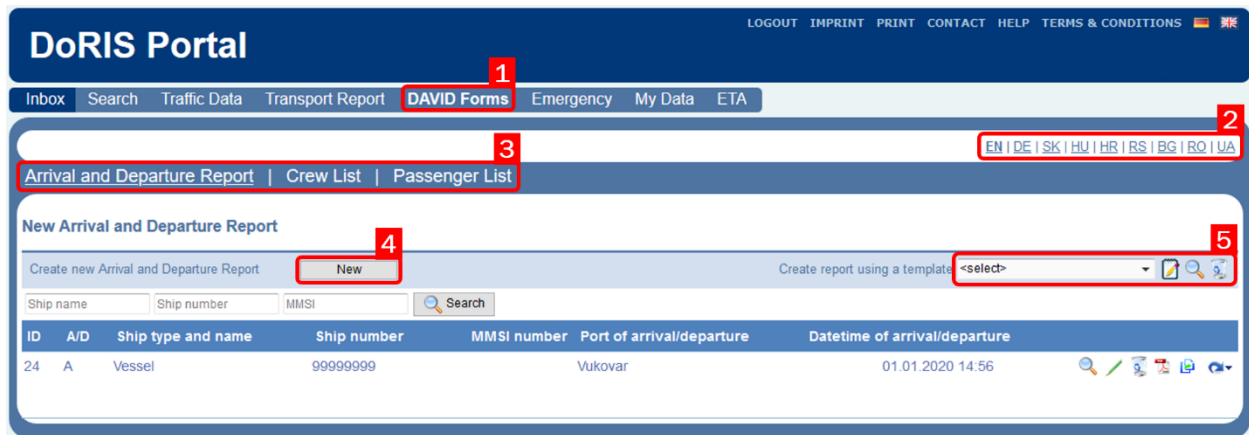
*The export-function (Bulgarian-English) is not activated in the DAVID Creator in the DoRIS Portal, because according to Bulgarian law, the Arrival & Departure report must be generated together with the notification for border control in the RIS System “Single Window” (BULRIS): <https://sw.bulris.bg>. 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

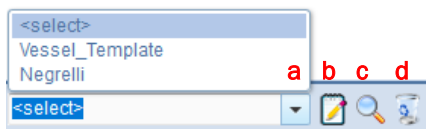
- 1) Send an e-mail to [DoRIS-Info@viadonau.org](mailto:DoRIS-Info@viadonau.org) requesting a user account for the DoRIS Portal
- 2) The administrators will send you the account details via e-mail
- 3) Visit [https://portal.doris-info.at/IRIS WEB/](https://portal.doris-info.at/IRIS_WEB/) to log into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

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

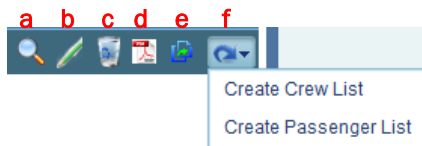
New Arrival and Departure Report

Create new Arrival and Departure Report  Create report using a template <select>

Ship name Ship number MMSI Search

ID	A/D	Ship type and name	Ship number	MMSI number	Port of arrival/departure	Datetime of arrival/departure
24	A	Vessel	99999999		Vukovar	01.01.2020 14:56

Overview of already created DAVID Forms with further actions:



- view selected DAVID Form
- edit selected DAVID Form
- delete selected DAVID Form
- 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.*
- 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.*
- 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

17. Number of passengers - if applicable

18. Remarks

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

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

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:**

**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

1.3. MMSI number - if applicable

2. Port of arrival/departure

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

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

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. Brief particulars of voyage (previous and subsequent ports)



### 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

For general questions concerning the DAVID Forms (e.g.: fill-in assistance) applicable during border controls in Hungary or the control procedure in Hungary you can contact following contact points:

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

Calls from Hungary: 1819

Calls from out of Hungary: +36 (1) 250-9500

From Monday to Thursday: 8:30 – 16:00

On Friday: 8:30 – 13:30

#### **Hungarian River Information Services RSOE - Budapest**

Dispatcher service: +36 1 469 4164 , +36 1 323 0761 | mobile: +36 20 202 7763 | VHF 16-22

Your call will be recorded

National Association of Radio Distress-Signalling and Infocommunications

1089 Budapest, Elnök street 1.

E-mail: [info@rsoe.hu](mailto:info@rsoe.hu)

### 5.2 Croatia

For general questions concerning the DAVID Forms (e.g.: fill-in assistance) applicable during border controls or the control procedure in Croatia you can contact:

#### **Croatian Ministry of the Sea, Transport and Infrastructure**

[cimis-help@pomorstvo.hr](mailto:cimis-help@pomorstvo.hr)

### 5.3 Serbia

#### **Department for waterways transport and navigation safety**

For general questions concerning the DAVID Forms (e.g.: fill-in assistance) applicable during border controls or the control procedure in Serbia you can contact:

+381 (0)11/3621-698

+381 (0)11/3619-491

### 5.4 Romania

For general questions concerning the DAVID Forms (e.g.: fill-in assistance) applicable during border controls or the control procedure in Romania you can contact the respective harbour master offices. Contact information is available here:

<https://portal.rna.ro/Pagini/Loca%C8%9Bii-c%C4%83pit%C4%83nii.aspx>

## 5.5 Bulgaria

For general questions concerning the DAVID Forms (e.g.: fill-in assistance) applicable during border controls or the control procedure in Bulgaria you can contact:

**Operator on duty:**

Landline: [+359 \(082\) 298 460](tel:+359082298460)

Mobile: [+359 \(0878\) 435 524](tel:+3590878435524)

## 5.6 Republic of Moldova

For general questions concerning the DAVID Forms (e.g.: fill-in assistance) applicable during border controls or the control procedure in the Republic of Moldova you can contact the respective harbour master offices. Contact information is available here:

<http://www.narm.md/en/contacte/>

## 5.7 Ukraine

Please find the contact information of the Ukrainian Sea Ports Authority here:

<https://www.uspa.gov.ua/>