

## **AUTOMATED DATA COLLECTION SYSTEM (ADCS)**

A general overview of the Panama Canal Authority Automated Data Collection System (ADCS) was provided in Advisory to Shipping No. A-07-2004. The following offers further detail:

1. The ADCS consists of two sub-systems:
  - a. The Electronic Data Collection System (EDCS), which is the front-end of our information system and the only one that requires access from our customers or agents, and
  - b. The Mobile Data Collection System (MDCS), which is exclusively for the use of Panama Canal Authority personnel.
2. The EDCS consists of two communication options, each defined by the manner in which information is exchanged:
  - a. Web Access, which uses internet access and e-mail attachments (Off-line download/upload forms); and,
  - b. Canal Internet Gateway (CIG), which uses RTFTP or HTTP protocol to forward EDI or XML messages.

All pre-arrival forms must be submitted 96 hours prior to arrival at Canal waters. Failure to provide accurate information 96 hours prior to arrival may result in delays due to safety and/or security reasons.

3. Utilization of EDCS is compulsory for all Panama Canal registered customers and agents. In order to be considered a registered customer or agent, a code must be assigned by an ACP representative. Small crafts are exempted from this requirement; however, they must download the “Ship Due for Small Craft” form and forward it to the ETA clerk.
4. The option to book transits through the Transit Booking System remains available only to shipping agents.

### **Pre-arrival visit information requirements:**

The information required prior to arrival at Panama Canal waters is contained in the following forms:

**Ship Due:** Contains the basic required visit information, such as movements within Canal waters, special conditions regarding quarantine information, disembarking or embarking passengers, and security information, such as Ship Security Certificate, Company Security and Ship Security Officer’s contact information.

NOTE: Every Vessel Operator is responsible for providing the Company Security Officer's contact information for each Panama Canal visit.

There are two sub-set forms within the SHIP DUE:

- Admeasurement Data Sheet, which is required for the vessel's first arrival to the Panama Canal.
- ETA form, which is available mainly to create a visit in advance or when all the information required on the SHIP DUE is not available; however, the entire SHIP DUE is required.

**Cargo Declaration:** Detailed cargo information (Harmonized code - 6 digits - except containerized cargo), including origin and destination of each cargo (UN port code). At least one cargo declaration is required per visit. If there is more than one transit itinerary per visit, then a cargo declaration should be submitted for each subsequent transit itinerary within the visit.

**Passenger List:** Detailed passenger information (First and last name, ID number, etc.).

**Crew List:** Detailed crew information (First and Last name, Maritime License number, etc.).

Note: Sample screens are enclosed.

## **EDCS registration process for customers:**

In order for customers to access EDCS, the following is required:

### 1. Web Access Module:

To access EDCS, a user ID and password are required. All ACP registered customers will automatically be assigned a user ID and password, which must be retrieved by Customer Administrators. In order to retrieve user ID and password information, the following is required:

- a. A completed "EDCS Administrator Account Request" form, containing Customer Administrator information, must be submitted by each customer to the ACP via e-mail to [EDCS\\_registration@pancanal.com](mailto:EDCS_registration@pancanal.com). A sample form is enclosed.

Customers who do not retrieve their Administrator user ID and password will be unable to access EDCS and, therefore, only their agents will be able to forward information on their behalf.

For example, if customers only want to forward their Cargo Declaration forms, their agents will need to submit the ETA and/or Ship Due form stating the visit's customer code in order to generate the vessel's visit in the system. Only after the

ACP accepts this information, as submitted by the agent, will the customer be able to log into the EDCS and submit a Cargo Declaration for that specific visit.

- b. If the customer has more than one vessel, or more than one person in charge of submitting information, two options are available:

- Sharing the same user ID and password:

This is not advisable if these users are able to submit information within the same time period. The EDCS provides an electronic trail for all transactions that are tied to a logged-in user; therefore, if two or more persons are sharing the same user ID at the same time, it would be difficult to perform a trace, and the accountability of the transaction could be lost.

- Requesting additional user IDs and passwords:

Each client with an ACP Customer Code can request up to three (3) user IDs at no extra cost. Additional user IDs have a nominal annual cost of B/. 100.00 per user ID. The request for additional user IDs must be submitted to the ACP via e-mail to [edcs\\_registration@pancanal.com](mailto:edcs_registration@pancanal.com) by the Customer Administrator using the "EDCS Additional Users Request" form. A sample form is enclosed.

## 2. Canal Internet Gateway Access Module (CIG):

Customers wishing to forward the required forms using the Canal Internet Gateway (CIG) will need to retrieve their Administrator user ID and password. Refer to paragraph 1, Web Access Module.

- a. After obtaining a user ID and password, customers must request the Panama Canal Automated Data Requirements (PC-ADR) and the Customer Requirements Document (CRD).
- b. In the near future, the ACP will post the process for CIG accreditation and the contact information required.

## **E-Learning**

Training for customers on the use of EDCS will be provided by an E-learning tool (EDCS Training Module). Access to this application will be available to all registered customers with an assigned EDCS user ID and password.

Beginning May 1, 2004, the EDCS Training Module will be available online or for downloading, at [www.pancanal.com](http://www.pancanal.com).

## **Implementation Schedule:**

March 23, 2004: Administrator Account Registration opens.

May 17, 2004: EDCS goes live.  
From this day forward, all forms, including revised SHIP DUE, can be submitted only through EDCS.  
The following exceptions apply:

- **Containerized Cargo:** All containerized vessels shall submit all cargo declaration information using Form 4363 upon arrival. NOTE: Vessels carrying any other type of cargo, besides containers, shall submit all non-containerized cargo details 96 hours in advance through EDCS.
- **Cruise Ships:** Passenger List and Crew List will not be required in advance. It should be ready upon arrival, to be submitted to the boarding officer.

July 1, 2004: All forms are required to be forwarded using EDCS (Web Access and CIG available)  
Exceptions noted above will no longer apply.

## **General Inquiries:**

The ACP will regularly publish information, as well as frequently asked questions, regarding EDCS. The first version of this document is enclosed.

Additional concerns or questions may be addressed to Mr. José Carrasco – ADCS Project Manager at [jgcarrasco@pancanal.com](mailto:jgcarrasco@pancanal.com).

# INFORMATION AND FREQUENTLY ASKED QUESTIONS

## 1. Who is required to use EDCS?

EDCS is designed for the use of Panama Canal customers and their agents. Customers are defined as all parties that have been assigned a Panama Canal Customer Code.

The current procedure for submitting required forms to ACP is as follows:

- Customers forward the ETA and/or the SHIP DUE forms containing all required information to Marine Traffic Control (MTC), or to their agents, who must then forward it to MTC.
- The ETA Clerk at MTC receives and processes the SHIP DUE information, which is currently required 96 hours prior to arrival at Canal waters.
- Upon arrival at Canal waters, the Master of the vessel provides the Boarding Officers with the remaining documentation (Cargo Declaration, Crew & Passenger List, Ship Information and Quarantine Declaration).

Implementation of EDCS requires this same information, except that it must be submitted via Web or CIG (EDI/XML server-to-server) access, 96 hours prior to arrival at Canal waters.

## 2. Should I use Web or CIG access?

Web access is designed for the submission of forms with a low volume of data to be used by vessels that typically do not carry many different types of cargo. On the other hand, CIG was designed for the submission of forms with a high volume of data to be used by vessels that carry many different types of cargo, or that carry a large number of passengers or crew, such as container or passenger vessels.

Both communication options are not exclusive and can be used in combination.

ETA and SHIP DUE forms are designed with a limited number of fields requiring a fixed volume of data. The general information required in these forms regarding the vessel characteristics would only be entered once into the system. Therefore, either communication option can be used by all vessels to forward these two forms.

Container or passenger vessels may choose to forward ETA and SHIP DUE forms using either option; however, due to the variety of their cargo, use of the CIG access to submit their Cargo Declaration, Passenger List and Crew List is advisable. It is important to note that, for all vessels, family members traveling onboard shall be listed as “other crew” in the Crew List form.

Additionally, customers may want to use their existing EDI capability to forward all forms using the CIG access or choose Web access to forward forms with low volume of data.

**Important Note:**

The ETA and/or Ship Due forms need to be submitted and approved by the ACP prior to submitting any of the additional required forms. The ETA or Ship Due forms are the only forms that will generate a visit number on the EDCS System, which will be used as your reference number. All other forms will require this visit number in order to ensure proper reference to the transit itinerary to which you want the information to be tied to.

**3. What if I own a small craft (under 125 ft LOA)?**

Small craft do not require Customer Codes or EDCS user ID and password. A special Ship Due for Small Craft form was designed for small craft, and can be accessed at [www.pancanal.com](http://www.pancanal.com) within the Maritime Operations link at the homepage of the EDCS application.

Small craft will also be required to comply with the 96-hour rule. If a small craft enters Canal waters without complying with this rule, Canal Protection personnel will be obliged to issue a citation or remove the small craft from Canal waters.

**4. How do I forward the required information from the vessel?**

The EDCS will provide the following option for vessels that may not have a direct web access:

- All EDCS registered users will be allowed to download the required forms. These forms will be in XML format; therefore, users will initially have to download the ACP-XML editor in order to edit these forms. The Customer may request their agent to download these forms and forward them by e-mail, courier in a diskette, or download them personally from anywhere in the world.
- These forms will be completed off-line and can be forwarded to agents via e-mail, as an attachment, to be uploaded to the EDCS.
- Once completed, these forms are approximately 7 KBs, with the probable exception of the containerized Cargo Declaration, Passenger List or Crew List that may contain a higher volume of data, and should be forwarded using CIG access.
- A detailed explanation on downloading, uploading, and completing forms will be provided with the EDCS E-learning Module.

**Definitions:**

Vessel Operator:	Customer Code holder.
Visit:	Each time a vessel arrives at Panama Canal waters, i.e., Balboa or Cristobal Anchorage Areas.
Movement Types:	Anchorage, Docking, and Transit.
Local Call:	Arrival at Panama Canal waters for anchorage call or docking, without intentions to transit.
Transit:	Arrival at Panama Canal waters and transit through one or more sets of locks.

# ETA Form

## ETA Header

EDCS  
Eta Create

### Transaction Info

Transaction No.: \_\_\_\_\_ Flow Status\*: NEW  
Visit No.: \_\_\_\_\_ Doc Status\*: OPEN

### ETA Header

Ship Change  
Information

Movement  
Information

ADS Information

Sistar Ship List

Submitted By\*: \_\_\_\_\_

Create DateTime: \_\_\_\_\_

[Vessel Information](#) | [Visit Information](#) | [Special Conditions](#)

### Vessel Information

First Visit to Panama\*:  Yes  No

Vessel SIN: \_\_\_\_\_

Vessel Name\*: \_\_\_\_\_

Flag\*: \_\_\_\_\_

Call Letters\*: \_\_\_\_\_

Length\*: \_\_\_\_\_ m

Ship Type\*: \_\_\_\_\_

Beam\*: \_\_\_\_\_ m

IMO Number: \_\_\_\_\_

[Vessel Information](#) | [Visit Information](#) | [Special Conditions](#)

### Visit Information

Vessel Agent: \_\_\_\_\_

Customer Code\*: \_\_\_\_\_

Arrival Port\*:  Balboa  Cristobal

TFW Draft AFT: \_\_\_\_\_ (99-99)

Estimated Arrival Date\*: \_\_\_\_\_ (dd/mm/yyyy)  
\_\_\_\_\_ (hh:mm)

TFW Draft FWD: \_\_\_\_\_ (99-99)

ETA Timezone\*: \_\_\_\_\_

TSW Draft AFT: \_\_\_\_\_ (99-99)

Vessel Movement\*:  Transit  Local Movement

TSW Draft FWD: \_\_\_\_\_ (99-99)

No of Movement: \_\_\_\_\_

Cape Mala Speed: \_\_\_\_\_

[Vessel Information](#) | [Visit Information](#) | [Special Conditions](#)

### Special Conditions

Dead Tow Visit:  Yes  No

Dead Tow Visit Sequence: \_\_\_\_\_

DTU Additional Component Number: \_\_\_\_\_



# ETA Form

## Ship Change Information

ETA Header	<b>Ship Change Information</b>	Movement Information	ADS Information	Sister Ship List
------------	--------------------------------	----------------------	-----------------	------------------

**Change in Basic Vessel Information since Last Visit:**  Yes  No  
**Any other Structural changes:**  Yes  No  
**Structural Changes Remarks:**

**New Flag:**  ...  
**New Vessel Name:**   
**New Call Letters:**   
**New Length:**   
**New Beam:**

## Movement Information

ETA Header	Ship Change Information	<b>Movement Information</b>	ADS Information	Sister Ship List
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Delete

S/N	Movement Seq No	Movement Type	Movement Reason	Starting At	Stopping At	Movement Status	Ready Time (dd/MM/yyyy HHmm)	Ready Status	Transit Direction
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	6	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	7	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	8	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	9	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	10	<input type="text"/>	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>

ETA Form  
ADS Preliminary Information

ADS Preliminary Information

Vessel Name:

Suez Gross:

Passenger Capacity\*:

ITC-69 Net Tonnage:

ITC-69 Beam:

Year Build\*:

Hull Number\*:

Summer Loaded Draft\*:

Summer Loaded Deadweight\*:

No of Propellers\*:

No of Engines\*:

Main Engine HP Type:  ...

DeadRise\*:

Tons per Centimeters immersion\*:

INMARSAT C Number:

Crews safe manning quantity\*:

Former Vessel Name:

Suez Net:

ITC-69 Gross Tonnage:

ITC-69 Length:

ITC-69 Depth:

Builder\*:  ...

Hull Type\*:  ...

Timber Summer Loaded Draft\*:

Summer Loaded Displacement\*:

Propeller Type:  ...

Engine Type:  ...

Main Engine HP:

Bilge Keel Radius\*:

Ship's Email:

MMSI No.\*:

Vessel PRE-SIN:

# SHIP DUE Form

Ship Due Header (ETA information will be included in this form)

## EDCS

Ship Due Create

### Transaction Info

Transaction No.:  Flow Status\*:   
Visit No.:  Doc Status\*:

<b>Ship Due Header</b>	Ship Change Information	Movement Information	Ship Security Information	Parts Of Call
Stowaway	Animals	Origin of Meat Cargo Stores	Diseases On Board	ADS Information
				Sister Ship List

Submitted By\*:  Create DateTime:   
[Vessel Information](#) | [Visit Information](#) | [Special Conditions](#)

### Vessel Information

First Visit to Panama\*:  Yes  No Vessel SIN:    
Vessel Name\*:  Flag\*:    
Call Letters\*:  Length\*:  m  
Ship Type\*:   Beam\*:  m  
IMO Number:

[Vessel Information](#) | [Visit Information](#) | [Special Conditions](#)

### Visit Information

Vessel Agent:   Customer Code\*:    
Arrival Port\*:  Balboa  Cristobal TFW Draft AFT:  (99-99)  
Estimated Arrival Date\*:   (dd/mm/yyyy) TFW Draft FWD:  (99-99)  
 (hh:mm) TSW Draft AFT:  (99-99)  
ETA Timezone\*:  TSW Draft FWD:  (99-99)  
Vessel Movement\*:  Transit  Local Movement Cape Mole Speed:    
No of Movement:

[Vessel Information](#) | [Visit Information](#) | [Special Conditions](#)

### Special Conditions

Exceed ACP Visibility:  Yes  No Number of Deaths On Board:   
Equipped with AIS Class A:  Yes  No Number of Dead Bodies:   
Dead Tow Visit:  Yes  No Number of Disembarking Passenger:   
DTU Additional Component Number:   
Dead Tow Visit Sequence:   
Port of Disembarking Passenger:   Visit Remarks:

# SHIP DUE Form

Ship Security Information (This form will also include the Company Security Officer related information)

**Ship Security Officer**

Security Officer First Name\*:

Security Officer Last Name\*:

Security Officer License Marine Code\*:

| [Ship Security Officer](#) | [International Ship Security Certificate](#) | [Deratting Certificate](#)

**International Ship Security Certificate**

International Ship Security Certificate\*:  Yes  No

MARSEC Level of Security\*:

Ship Security Certificate Date of Issue:

Security Level Remark:

Ship Security Certificate Status:

Ship Security Certificate Date of Expiry:

Ship Security Certificate Number:

Ship Security Certificate Government:

Ship Security Issuing Org. or Person:

| [Ship Security Officer](#) | [International Ship Security Certificate](#) | [Deratting Certificate](#)

**Deratting Certificate**

Deratting Certificate Date:

Deratting Certificate Remark:

Deratting Certificate Port:

# SHIP DUE Form

## Ports of call, stowaways, animals on board

Next Port\*:

For each Port of Call this voyage declared if were infected by food an mouth disease or rinderpest.

| Last 10 ports of call

### Last 10 ports of call

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To Page

Delete

S/N	Port	Departed Date	Ports MARSEC Level	Decalaration of Security	Infected	
<input type="checkbox"/> 1	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 2	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 3	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 4	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 5	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 6	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 7	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 8	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 9	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 10	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

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Ship Due Header	Ship Change Information	Movement Information	Ship Security Information	Ports Of Call
Stowaway	Animals	Origin of Meat Cargo Stores	Diseases On Board	ADS Information
				Sister Ship List

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To Page

Delete

S/N	No Of Stowaway	Country of Origin	Port Of Origin
<input type="checkbox"/> 1	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>
<input type="checkbox"/> 2	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>
<input type="checkbox"/> 3	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>
<input type="checkbox"/> 4	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>

Ship Due Header	Ship Change Information	Movement Information	Ship Security Information	Ports Of Call
Stowaway	Animals	Origin of Meat Cargo Stores	Diseases On Board	ADS Information
				Sister Ship List

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To Page

Delete

S/N	Kind Of Animal	Class Of Animals	Port Of Origin	Country of Origin	No Of Animals
<input type="checkbox"/> 1	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>
<input type="checkbox"/> 2	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>
<input type="checkbox"/> 3	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>
<input type="checkbox"/> 4	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>

# SHIP DUE Form

## Origin of Meat

Ship Due Header	Ship Change Information	Movement Information	Ship Security Information	Ports Of Call	
Stowaway	Animals	<b>Origin of Meat Cargo Stores</b>	Diseases On Board	ADS Information	Sister Ship List

Country of Origin of all Meat | Country of Origin of all Cargo Stores

### Country of Origin of all Meat

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Delete

	S/N	Country of Origin
<input type="checkbox"/>	1	<input type="text"/> ...
<input type="checkbox"/>	2	<input type="text"/> ...
<input type="checkbox"/>	3	<input type="text"/> ...
<input type="checkbox"/>	4	<input type="text"/> ...
<input type="checkbox"/>	5	<input type="text"/> ...

Ship Due Header	Ship Change Information	Movement Information	Ship Security Information	Ports Of Call	
Stowaway	Animals	Origin of Meat Cargo Stores	<b>Diseases On Board</b>	ADS Information	Sister Ship List

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Delete

	S/N	Disease Code	Total No. of Ill Cases	No. of Cases Still Ill
<input type="checkbox"/>	1	<input type="text"/> ...	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/> ...	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/> ...	<input type="text"/>	<input type="text"/>

# CARGO DECLARATION

## Header

### EDCS

#### Cargo Declaration Details

##### Transaction Info

Transaction No.: \_\_\_\_\_ Flow Status: NEW

Header | **Cargo/Container Details** | Empty Container | Dangerous Cargo | Last Cargo

##### Vessel & Visit Information

Estimated Time Of Arrival: \_\_\_\_\_ Vessel Name\*: \_\_\_\_\_  
 Visit No.\*:   Vessel SIN\*: \_\_\_\_\_  
 Internal Movement Sequence: \_\_\_\_\_ Vessel Agent: \_\_\_\_\_  
 Sequence No.\*: \_\_\_\_\_ Customer Code\*: \_\_\_\_\_  
 Shlp Type: \_\_\_\_\_ IMO No: \_\_\_\_\_

##### Complimentary Vessel Information

Origin Route\*:  ... Destination Route\*:  ...  
 Service Code:  Service Name:   
 Voyage No\*:  Voyage Type:   
 Alliance:  Voyage Type(if others):   
 Major Cargo Type:  ... Carrier:   
 Empty Tank?\*:  Yes  No Total Cargo On Board (MT)\*:

##### Cargo Information

Major Deck Cargo Type:  ... Deck Cargo Remark:   
 Total Deck Cargo Tonnage:   
 Explosives Or Dangerous Cargo in Bulk On Board ?\*:  Yes  No  
 Dangerous Cargo in Package On Board ?\*:  Yes  No

Header | **Cargo/Container Details** | Empty Container | Dangerous Cargo | Last Cargo

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Delete

S/N	Harmonized Code	Harmonized Description	Container ID	Container Location (xx-xx-xx)	Container Deck Location	Container Type	Size	Size Type	Container Weight (MT)
<input type="checkbox"/> 1	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 2	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 3	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 4	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 5	<input type="text"/> ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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# CARGO DECLARATION Form

## Empty Containers

Header	Cargo/Container Details	<b>Empty Container</b>	Dangerous Cargo	Last Cargo
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Delete

	S/N	Deck Location	Type	Size	Size Type	Qty Of Empty Containers	Empty Container Weight (MT)
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Dangerous Cargo

Header	Cargo/Container Details	Empty Container	<b>Dangerous Cargo</b>	Last Cargo
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Delete

	S/N	Location/ Stowage(xx- xx-xx)	UN Code	Proper Shipping Name	IMO DCG	IMO Class	IMO Division	BC Code	Flash Point	Kept In ?	Remarks	Cargo Qty(MT)
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# PASSENGER LIST Form Details

## EDCS Passenger List Details

### Transaction Information

Transaction No.: PGL20040311133328764      Flow Status: NEW

Header	Passenger Information
--------	-----------------------

To Page

Delete

	S/N	Last Name	Second Last Name	First Name	Middle Name	Birthplace	Birthday (dd/mm/yyyy)	Nationality*	ID*
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To Page

# CREW LIST Form Details

## EDCS Crew List Details

### Transaction Information

Transaction No.: CRL20040311133519839      Flow Status: NEW

Header	Crew Information
--------	------------------

To Page

Delete

	S/N	Last Name	Second Last Name	First Name	Middle Name	Capacity*	Birthplace	Nationality	ID
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## AUTORIDAD DEL CANAL DE PANAMÁ EDCS ACCOUNT ADMINISTRATOR REQUEST

In order to access the Electronic Data Collection System (EDCS), all customers/agents are required to appoint an Account Administrator. This person will be responsible for the request and management of all user IDs provided by the ACP under the correspondent Customer/Agent Code.

Note: Only ACP registered customers/agents may submit the Administrator Information.

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SECTION A *(To be completed by the Customer or the Authorized Agent, , all fields are **mandatory**)*

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Passport Number \_\_\_\_\_  
Designation (Position Title) \_\_\_\_\_  
Department \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

---

SECTION B *(To be completed only by ACP registered agents)*

**Digital Certificate Required Information** – *Must be filled in order to retrieve agent token.*

Gender:  Male  Female Date of Birth: \_\_\_\_\_  
*(mm/dd/yy)*

CITIBANK PANAMA Speed Collect Reference Number: \_\_\_\_\_  
*(No. de Depósito)*

---

SECTION C *(To be completed by the Customer or the Authorized Agent, all fields are **mandatory**)*

Submitted By:  Customer  Agent  
Customer Code \_\_\_\_\_ Agent Code \_\_\_\_\_

Name of Solicitor (Last, first name): \_\_\_\_\_

Customer Code (if submitted by agent on behalf of customer): \_\_\_\_\_

***I certified that, to the best of my knowledge and belief, the above information is true and correct***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(mm/dd/yy)*

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Thank you for contacting us. We will send your user name to the email address provided promptly. The password will be sent separately to the fax number provided. The User ID and password provided will be assigned with all administrator privileges. This will entitle the registered user to deactivate any user under the same Customer Code.

Note: This user account will only have access to the EDCS through the web module. For CIG access, the administrator is required to submit the "EDCS additional User Request" (Form 339) and follow the CIG accreditation procedure.

AUTORIDAD DEL CANAL DE PANAMÁ
REQUEST FOR ADDITIONAL EDCS USERS

This form can only be submitted by the registered Account Administrator for the ACP customer/agent. If you do not have a registered account administrator please submit the "EDCS Account Administrator Request" (Form 337). Please attach a copy of the SPEEDCOLLECT form stamped by Citibank Panama if the quantity of user IDs assigned/requested under your Customer/Agent Code exceeds three additional users. (\$100.00 per user – valid for one year)

SECTION A (To be completed by the ACP registered Customer/Agent Account Administrator)

Table with 12 columns: 1 First Name, 2 Last Name, 3 Passport Number/ ID Number, 4 Designation (Position Title), 5 Department, 6 Phone Number, 7 Fax Number, 8 Email Address, 9 Digital Certificate (Gender, Date of Birth), 10 Application (WEB/CIG), 11 ROLE (Completed by ACP), 12. The table is currently empty.

SECTION B (Information for CIG accreditation Process – only one CIG user request per form)

Transmission Method: [ ] FTP, [ ] HTTP; Message Format: [ ] EDI, [ ] XML; Transmission Site ID (if available): \_\_\_\_\_

I certified that to the best of my knowledge and belief, the above information is true and correct.

Submitted By: [ ] Customer [ ] Agent Customer/Agent Code: \_\_\_\_\_

Name \_\_\_\_\_ (Last, First Name) Date: \_\_\_\_\_ (mm/dd/yy)