



NOA/D On-Line Overview and Rates

General Overview

The system is designed to provide a tool for vessel agents and operators to comply with the new eNOA/D requirements. NOA/D On-Line provides a mechanism for vessels and their landside partners to submit the required notice of arrival and departure information in an XML format via a combination of MS Excel Spreadsheet and web site review.

Vessels will submit NOA/Ds via an Excel spreadsheet to their landside partner. The landside partner submits the spreadsheet to NOAD On-Line. The system processes the data submitted and makes it available to the data provider or designated representative(s) via web interface for review and submission. Once validated, the XML data will be transmitted to the National Vessel Movement Center.

Data Entry

Initial data entry will be made through an Excel spreadsheet that includes all of the data elements to satisfy the USCG and CBP requirements for Notice of Arrival, Departure and crew/passenger manifesting. The spreadsheet limits data entry via pick lists, number formats, and date/time format where required by the regulations - i.e. If the regulation requires a Document Type for a specific data element, and USCG provides the valid list of document types, there will be a pick list embedded in the spreadsheet.

Within the spreadsheet, the submitter must:

Agree to the terms and conditions listed

Include the Company Identifier* which determines who, if anyone, is to be granted access to the data for review and submission. This is the Customer ID Number that you provided on the registration form.

* In order for incoming NOA/Ds to be automatically assigned to your company, you must have the submitter of the Excel spreadsheet include your identifier.

Submission and Import

Once the spreadsheet is completed, it must be emailed to noad@mxops.org to transfer the information to the NOA/D On-Line system.

To help ensure that the email is processed promptly, the submitter should include in the subject line: **NOA/D Online**. NOA/D On-line will automatically import incoming spreadsheets into the system.

The system then sends an email notification of receipt to the company specified in the Company ID.

IMPORTANT NOTE: Excel Spreadsheets imported into NOA/D On-Line are **NOT** automatically transmitted to the NVMC. You must login into the web site and complete the submission process as described below.

On-Line Review and Submission

The company responsible for the vessel will then login to the web site www.maritimedelriv.com/enoad/ to review the NOA/D submission.

The company will have full edit capability for its NOA/Ds and can make any corrections that may be required prior to submission. NOA/D On-Line provides basic data validation functionality to help ensure that all required data fields have been completed. Once reviewed and/or updated, the company then clicks the submit button. The system will generate the required XML file and submit it to the NVMC.

The system can also be used to create a new NOA directly via the web portal.

Confirmations

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Emailed confirmations that are generated by the NVMC are sent to the "reporting party" email address that is entered in the NOA/D. This emailed message informs the party that the file has been processed successfully and/or whether there is any missing information.

The NOA/D On-Line system will receive a unique identifier from the NVMC system verifying that the file has been successfully transmitted and received. It does not indicate that the data has been accepted as a complete NOA/D. It will be the responsibility of the submitter to verify that all data is correct and has been accepted.

Updates and NOD

Once the NOA/D is on file, all updates will be made through the web interface. The company will simply update the NOA and resubmit.

The same file is used for Notices of Departure (NODs). The type of submission is changed to NOD, the departure information is added, and the NOD is submitted.

There are some fields that will need to be changed to let the USCG know whether subsequent submissions are updates or NODs – these are clearly marked.

If the landside partner resends the Excel spreadsheet, it will be treated as a new NOA record unless the unique identifier (provided by the NVMC) is included in the Excel Spreadsheet.

Consecutive U.S. Port Calls

The regulation requires a new eNOA/D submission for all subsequent U.S. ports of call on any one voyage. The system will allow the company to copy the first NOA/D to a new file which can then be updated with the information for the next port call.

Sharing Data Among Authorized Companies

NOA/D Online provides a transfer of ownership option during the copy process to assist partners in submitting the NOA and NOD information. During the copy process, the initial company/user will be prompted to either keep the original Customer ID or to enter new one (provided by the next company). If a new one is included, the original owner of the data will not see the copy, and the NOA/D record will then be available to the next company.

Data Ownership

Submitters will be provided account numbers for their companies. Landside partners that are transmitting the NOA/D to NOA/D On-Line for processing will need to include the Company ID Number in the spreadsheet in the space provided. This allows the system to match incoming NOA/Ds to participating companies.

Any submitter who does not use a shoreside third party may set up his own company account.

The participating company will need to pre-register with the Exchange, including establishment of the unique Company Identifier.

NOA/D On-Line Rates

Access to NOA/D On-Line is available for any U.S port call. Members/Non-Members will be billed on a per port of call rate for NOA/Ds processed through the system:

Member Rates:

\$90.00 per port call* (includes arrival, departure and all update transmissions)
\$60.00 Electronic Notice of Arrival
\$30.00 Electronic Notice of Departure

Non-Member Rates:

\$140.00 per port call* (includes arrival, departure and all update transmissions)
\$80.00 Electronic Notice of Arrival
\$60.00 Electronic Notice of Departure

** Price breakdown is provided for those instances when Arrival and Departure representation is different for a single port call.*

Charges are based on submitted NOA/Ds to the U.S. Coast Guard National Vessel Movement Center through NOA/D On-Line, and include unlimited access to the NOA/D On-Line web interface. New NOA/D records created via data entry and/or copy of previous NOA/D records on the web site and submitted to the NVMC constitute a billable submission.

For more information contact:

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