



Special transport voyage reporting with BICS

How to report your special transport voyages in The Netherlands

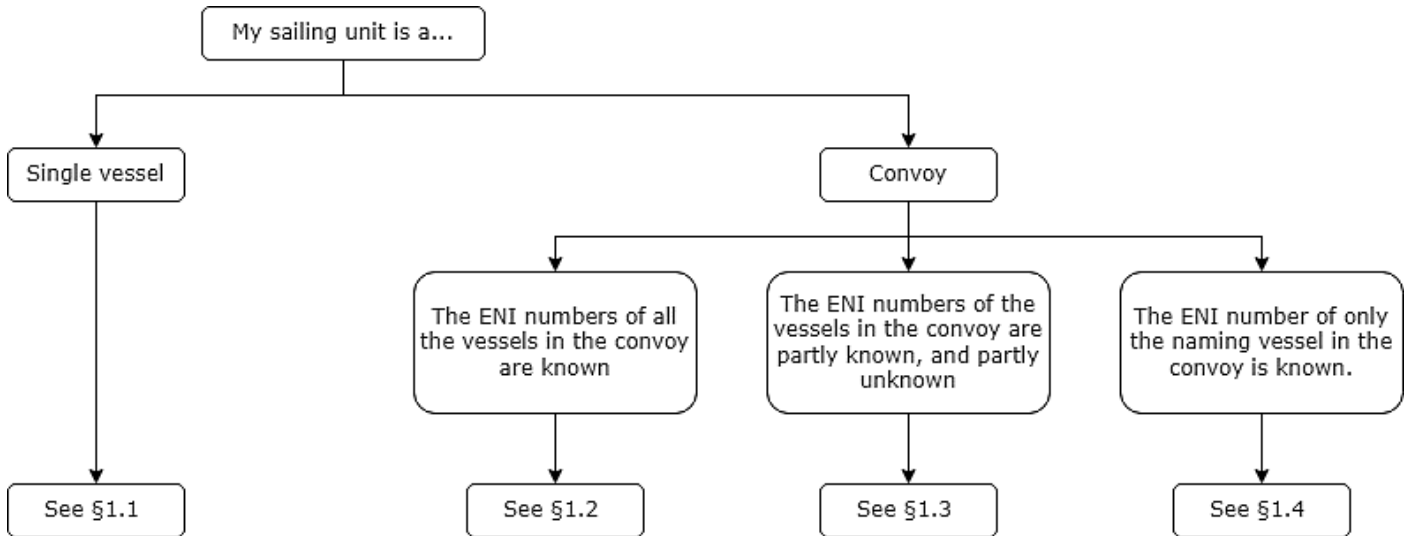
Ship voyages involving special transports (see Article 1.21 of the RPR) must be reported electronically. The BICS software can be used to comply with this electronic reporting requirement. In the case of special transports, the composition of the sailing unit may lead to unusual situations with regard to electronic reporting. This instruction card describes these situations and gives instructions on how the voyage concerned should be reported using BICS. An explanation is also given of how to enter your permit number and goods.

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1. Sailing unit reporting

Special transports can involve several types of sailing unit, from a single vessel to a convoy. BICS facilitates several possibilities to send an appropriate electronic voyage report for special transport voyages. However, it is important that the voyage information is entered correctly in BICS. The diagram below shows which paragraph applies in what situation.



Note: Before you start creating a new voyage, create a separate hull in BICS for each vessel involved in your special transport convoy that has a known ENI number. For each of these hulls, include the relevant ENI number and dimensions.

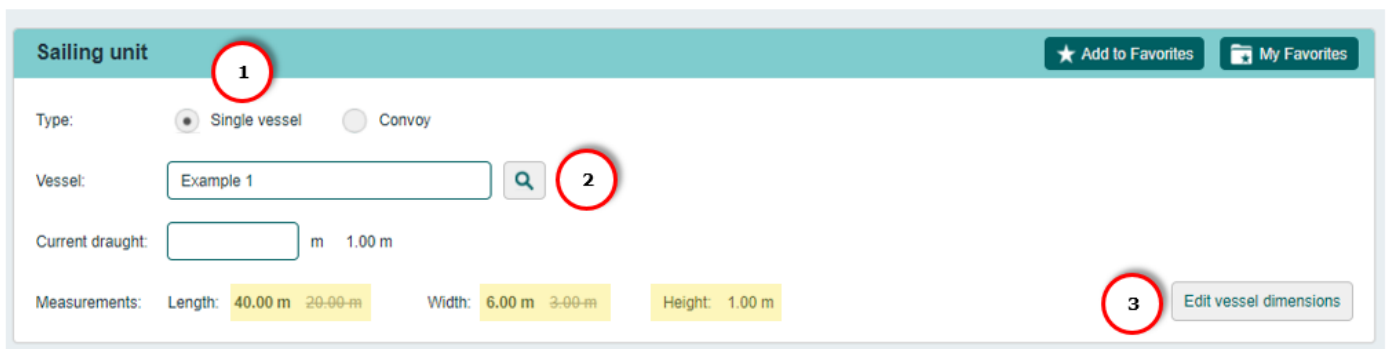
1.1 When the sailing unit contains only a single vessel

This paragraph only applies when the sailing unit consists of the naming vessel.

1. Create a new voyage and under *Sailing unit* choose **Single vessel** as the "Type";
2. Select the naming vessel at "Vessel";
3. Click **Edit vessel dimensions**, manually enter the deviating dimensions of the complete sailing unit, and click **Save Changes** (if an alert is shown in red text, click **Save Changes** again);
4. Enter the rest of the required voyage information and report your voyage.




Note: It is important that you also provide your permit number, as described in chapter 2. If applicable, please also enter your goods, as described in chapter 3.



Sailing unit ★ Add to Favorites 📁 My Favorites

Type: Single vessel Convoy

Vessel:  **2**

Current draught: m 1.00 m

Measurements: Length: **40.00 m** ~~29.00 m~~ Width: **6.00 m** ~~3.00 m~~ Height: 1.00 m **3** Edit vessel dimensions

1.2 When the ENI numbers of all the vessels in the convoy are known

This paragraph only applies when the ENI numbers of all the vessels in the convoy are known.

1. Create a new voyage and under *Sailing unit* choose **Convoy** as the "Type";
2. Add the vessels involved at "Vessel" and click **Submit to convoy**. Repeat this step until you have added all the vessels to your convoy;
3. Select the correct form of your convoy at "Convoy type". It is important that the chosen convoy type matches the actual composition of your sailing unit;
4. Always check that the measurements of your convoy correspond to the actual size. If this is not the case, you can change the value by clicking the pencil icon;
5. Enter the rest of the required voyage information and report your voyage.



Note: It is important that you also provide your permit number, as described in chapter 2. If applicable, please also enter your goods, as described in chapter 3.

Sailing unit

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Type: Single vessel Convoy 1

Vessel: 2

Convoy properties

Naming	Vessel	Identification	Length	Width	Height	Draught	Action
<input checked="" type="radio"/>	BICSTEST	03999999	15.00 m	5.00 m	3.00 m	2.00 m	<input type="button" value="✎"/> <input type="button" value="🗑️"/>
<input type="radio"/>	Example 1	03999998	20.00 m	3.00 m	1.00 m	1.00 m	<input type="button" value="✎"/> <input type="button" value="🗑️"/>
<input type="radio"/>	Example 2	03999997	20.00 m	3.00 m	1.00 m	1.00 m	<input type="button" value="✎"/> <input type="button" value="🗑️"/>
<input type="radio"/>	Example 3	03999996	20.00 m	3.00 m	1.00 m	1.00 m	<input type="button" value="✎"/> <input type="button" value="🗑️"/>

Measurements: 75.00 m 5.00 m 3.00 m 4

Current draught: m 2.00 m

3 Convoy type:

1.3 When only some of the ENI numbers of the vessels in the convoy are known

This paragraph only applies when not all ENI numbers of the vessels in the convoy are known.

1. Create a new voyage and under *Sailing unit* choose **Convoy** as the "Type";
2. Add the vessels involved at "Vessel" and click **Submit to convoy**. Repeat this step until all the vessels for which you were able to create a hull in BICS have been added to your convoy;
3. Select the correct type of your convoy at "Convoy type". It is important that the chosen convoy type matches the actual composition of your sailing unit;
4. Click **Edit vessel dimensions**, manually enter the dimensions of the complete sailing unit, and click **Save Changes** (this step adds the dimensions of the missing vessels without an ENI number to your sailing unit);
5. Enter the rest of the required voyage information and report your voyage.



Note: It is important that you also provide your permit number, as described in chapter 2. If applicable, please also enter your goods, as described in chapter 3.

Sailing unit
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Type: Single vessel Convoy 1

Vessel: 2

Convoy properties

Naming	Vessel	Identification	Length	Width	Height	Draught	Action
<input checked="" type="radio"/>	BICSTEST	03999999	15.00 m	5.00 m	3.00 m	2.00 m	<input type="button" value="✎"/> <input type="button" value="🗑️"/>
<input type="radio"/>	Example 1	03999998	20.00 m	3.00 m	1.00 m	1.00 m	<input type="button" value="✎"/> <input type="button" value="🗑️"/>
<input type="radio"/>	Example 3	03999996	20.00 m	3.00 m	1.00 m	1.00 m	<input type="button" value="✎"/> <input type="button" value="🗑️"/>

Measurements: 75.00 m 35.00 m 6.00 m 3.00 m

Current draught: m 2.00 m 4

3 Convoy type:

Wide Long

1.4 When only the ENI number of the naming vessel in the convoy is known

This paragraph applies when only the ENI number of the naming vessel in the convoy is known.

1. Create a new voyage and under *Sailing unit* choose **Single vessel** as the "Type";
2. Select the naming vessel at "Vessel";
3. Click **Edit vessel dimensions**, manually enter the deviating dimensions of the complete sailing unit, and click **Save Changes** (if an alert is shown in red text, click **Save Changes** again);
4. Enter the rest of the required voyage information and report your voyage.



Note: It is important that you also provide your permit number, as described in chapter 2. If applicable, please also enter your goods, as described in chapter 3.

Sailing unit
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Type: Single vessel Convoy

Vessel:

Current draught: m 1.00 m

Measurements: Length: 40.00 m 29.00 m Width: 6.00 m 3.00 m Height: 1.00 m

2. Reporting the permit number

If you have received a permit number for your special transport, you must enter this number in BICS so it can be included to your voyage report. You can do this by following the steps below.



Note: It is important to add your permit number to your voyage report so it can be marked as a special transport.

1. When creating a voyage report, look for the *Administration Panel* header;
2. Add the permit number in the field for "Transport document";
3. Enter the rest of the required voyage information and report your voyage.

Voyage

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Origin:

Destination:

First reporting point:

Manual override

Departure date:

Arrival date:

Number of persons on board (crew and passengers)

Total: Of which passengers:

Cones

Cones:

Administrative details

Voyage number: Transport document:

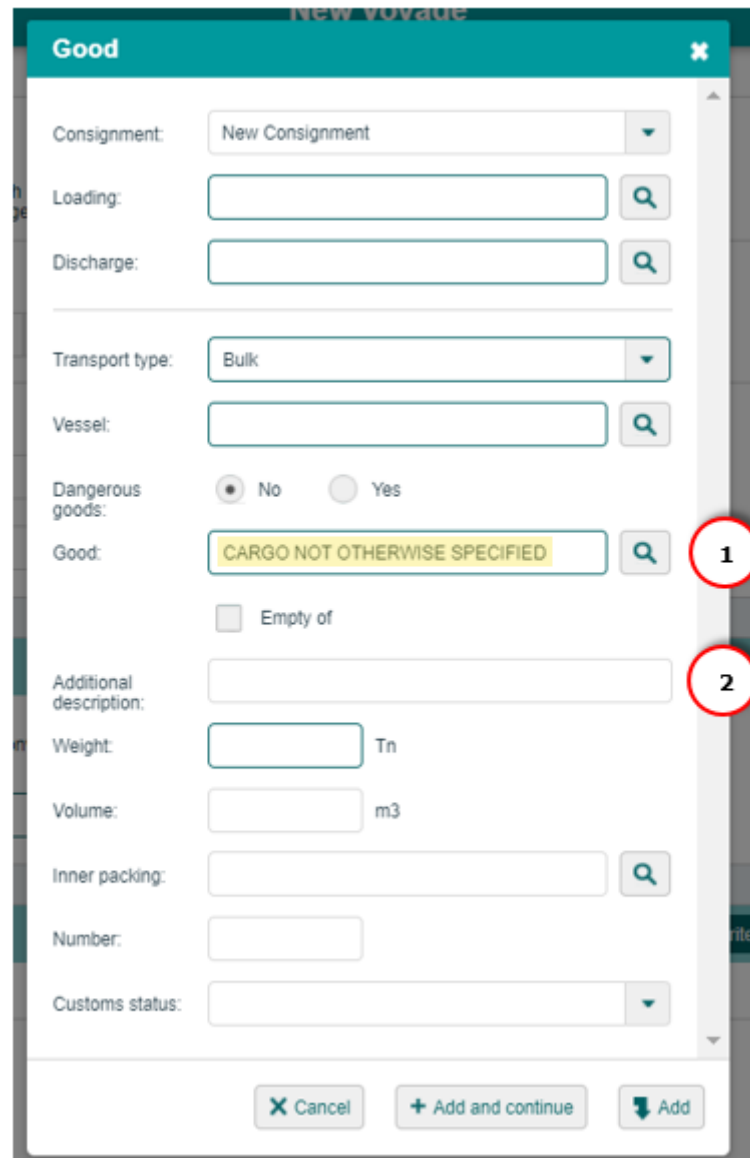
Invoice address:

3. Reporting the cargo

If you are transporting goods in your special transport, you can add them by searching for the appropriate goods in the goods field. This menu can be found by clicking **Add Goods** under *Cargo*.

If a specific type of goods cannot be found in the "Goods" field, you can add it by following the steps below:

1. Select **CARGO NOT OTHERWISE SPECIFIED** (HS-code **9909009998**) in the field "Goods";
2. Enter an additional description of these goods in the "Additional description" field;
3. Click **Add** at the bottom of the *Goods* menu to add these goods to your voyage;
4. Enter the rest of the required voyage information and report your voyage.



Questions?

Please visit the [BICS website](#) for additional information and manuals, or contact the [BICS helpdesk](#) if you have any further questions or comments.