Rijkswaterstaat
Ministerie van Infrastructuur en Waterstaat

Entering and reporting a voyage with BICS
How to enter and report your voyages

This instruction card provides a step-by-step explanation of how to report the waterway authority of your voyage and cargo details using BICS.
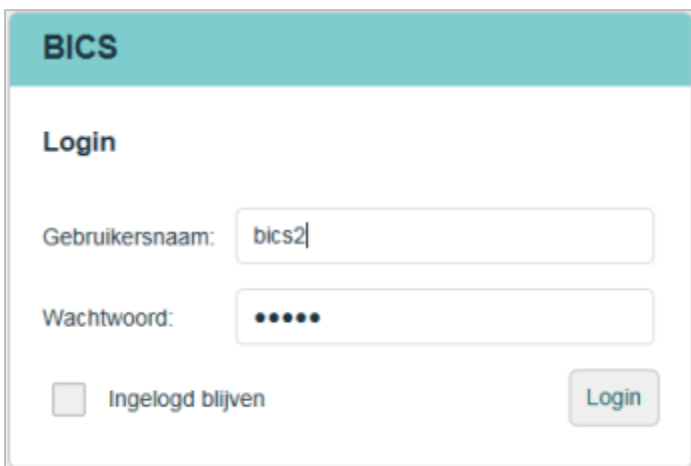
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1. Starting up and logging in

Double-click the BICS2 **shortcut** on the desktop, or open BICS manually by entering the URL to the application in the address bar of your **browser**:

- For the PC on which BICS is installed: http://localhost:<port number>. You noted the port number during installation. For example: http://localhost:80.

- For a different PC or a tablet: http://<PC name>:<port number>. You noted the port number during installation. For example: http://DEMO:80 (in this example, "DEMO" is the name of the PC on which BICS is installed). You can usually find the computer's network name in Windows under This computer -> properties.

After this, the BICS login screen appears:

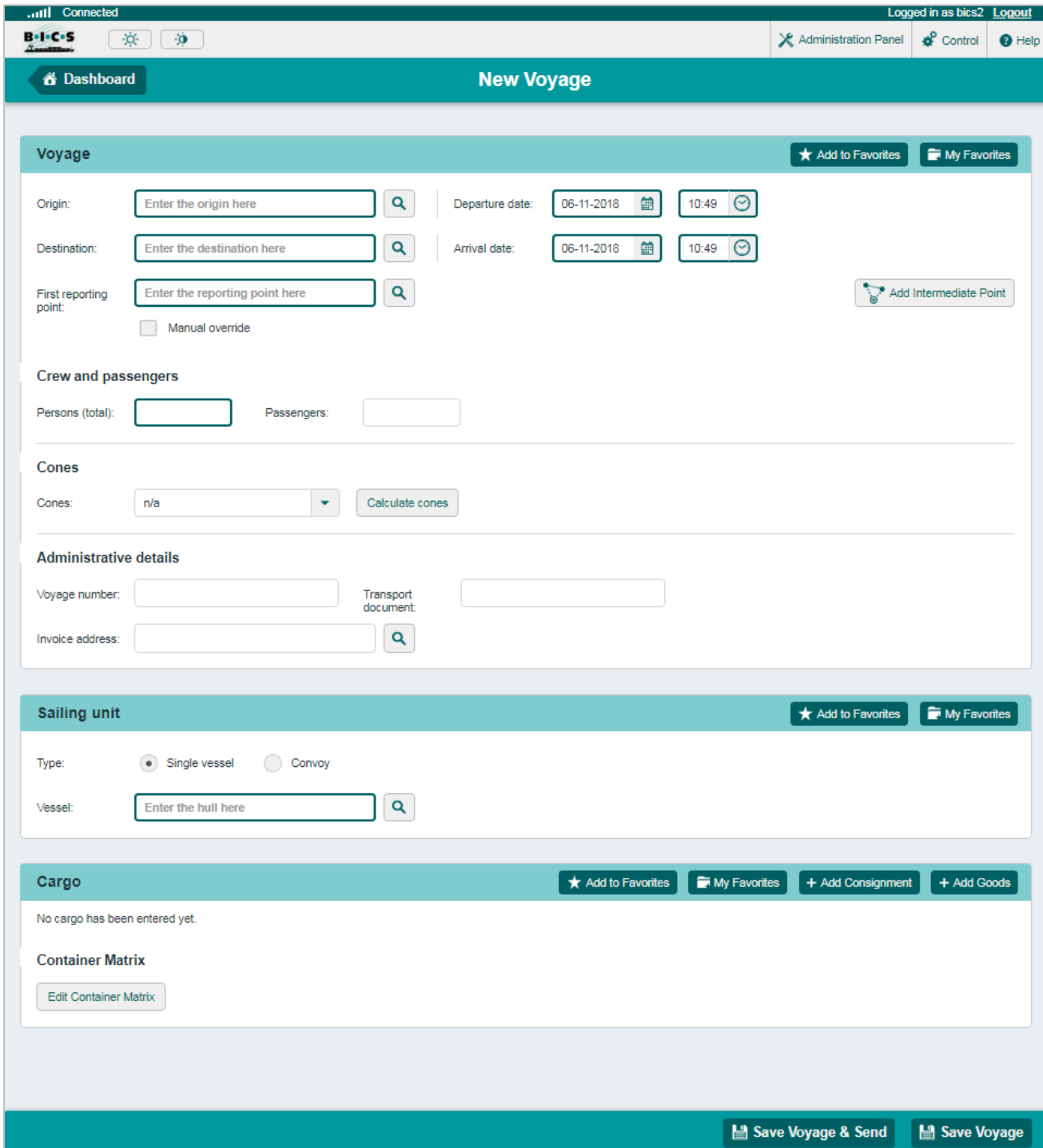Log in with your personal user name and password or with the default account (user name 'bics2', password 'bics2'), and indicate whether you want to stay logged in.

2. Manual entry of a voyage

Follow the instructions below to manually enter a new voyage. In the main screen, click the **New voyage** button to open a screen of the same name:

This screen consists of three elements, each of which is described separately in the paragraphs below:
- 2.1 Element: Voyage
- 2.2 Element: Sailing unit
- 2.3 Element: Cargo

2.1 Element: Voyage

Follow the instructions below to enter voyage data. In the "Voyage" element, enter your data in the following fields:

Field	Description
Origin:	Point of departure for the voyage. If desired, click the **magnifying glass** to look for a departure location.
Departure date:	Date and time of departure. If desired, click the **calendar** and **clock** buttons to look for a date and time.
Destination:	The final destination of the voyage. If desired, click the **magnifying glass** to look for a destination.
Arrival date:	Date and time of arrival. If desired, click the **calendar** and **clock** buttons to look for a date and time.
First reporting point:	First reporting point in the voyage itinerary. If desired, click the **magnifying glass** to look for a reporting point.
Add Intermediate Point:	Waypoint on the sailing route. (See below.)
Persons (total):	Total number of people on board, including passengers
Passengers:	Total number of passengers on board
Cones:	Hazard signalling if carrying hazardous substances. (See below.)
Voyage number:	Reference to your own (administrative) voyage number or the identification number on the travel document.
Transport document:	Number on the transport document.
Invoice address:	The invoice address. If desired, click the **magnifying glass** to look for an address.
(Possibly) National ref.:	National reference

Add Intermediate Point:

Click the **Add Intermediate Point** button if you want to include a specific location in your sailing route. This opens the "Voyage waypoint (passage point)" menu. Enter the data, in the same way as you did for the "Destination" field. You can add multiple destinations as waypoints by clicking the **Add Intermediate Point** button again. Click the **Up** or **Down** arrows to move the waypoint to an earlier or later position in the voyage itinerary.

Determine signalling (cone calculation)

Click the **Determine signalling** button if you want to automatically determine signalling based on the cargo (which you must have already entered). The following screen appears:

	Goods	Weight (Tn)	Container ID	Vessel	Typecode	Double walled
	FIREWORKS	1.200		Bulk02	8010	No

If you have added hazardous substances to the cargo, a list of the substances responsible for the automatically determined signalling recommendation is displayed. For example, if the outcome is two cones, only the substances responsible for this outcome (i.e. not those that would have led to one cone) are shown.
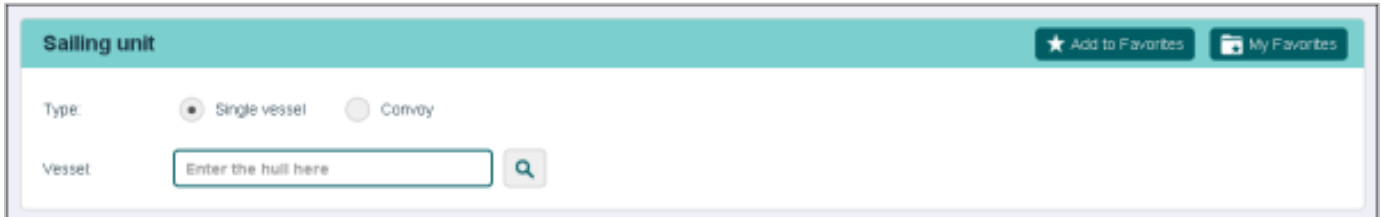
Click one of the substances for more information on that hazardous substance.

Click **Submit value** if you want to adopt the suggested value, or click **Cancel** if you don't.

Note: The skipper is responsible for displaying the right signalling cones/lights.

2.2 Element: Sailing unit

In the "Sailing unit" element of the "New voyage" screen, you enter the vessel details for the voyage, such as the type of hull. Follow the instructions below to enter the details for the sailing unit:

Select the type of hull; either **Single vessel**, or a **Convoy**.

Selection: Single vessel
If a single hull is involved, enter the appropriate hull in the **Vessel** field (or search using the **magnifying glass**).

The operational dimensions can be overwritten with the actual dimensions (for example, a pontoon with a protruding cargo or crane). Enter the actual values for the operational dimensions.
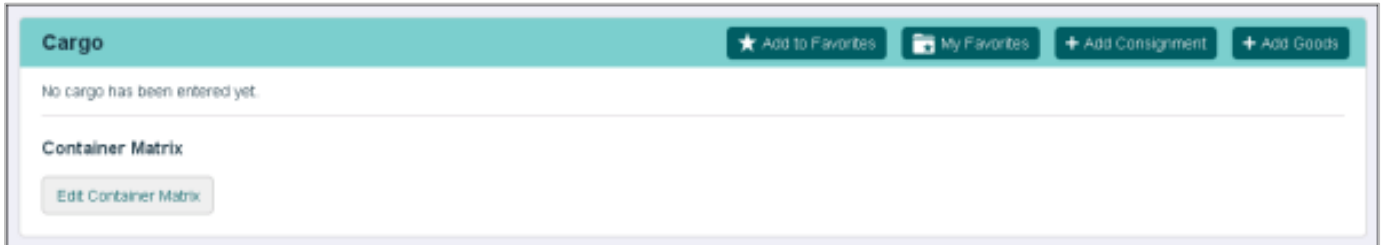
Selection: Convoy
If a combination is involved, add one or more hulls in the **Hull** field by selecting them individually (possibly using the search function with the aid of the magnifying glass) and adding them with the **Add to convoy** button. Now specify the **Actual draught** and the **Combination type**.

Save voyage
If you do not wish to specify the cargo, you can now click the **Save voyage** button to save the information for the new voyage. Otherwise, enter the cargo data, as described in paragraph 2.3.

2.3 Element: Cargo

In the "Cargo" element of the "New voyage" screen, you can now enter the cargo to be transported, which will be added to the previously specified hull.
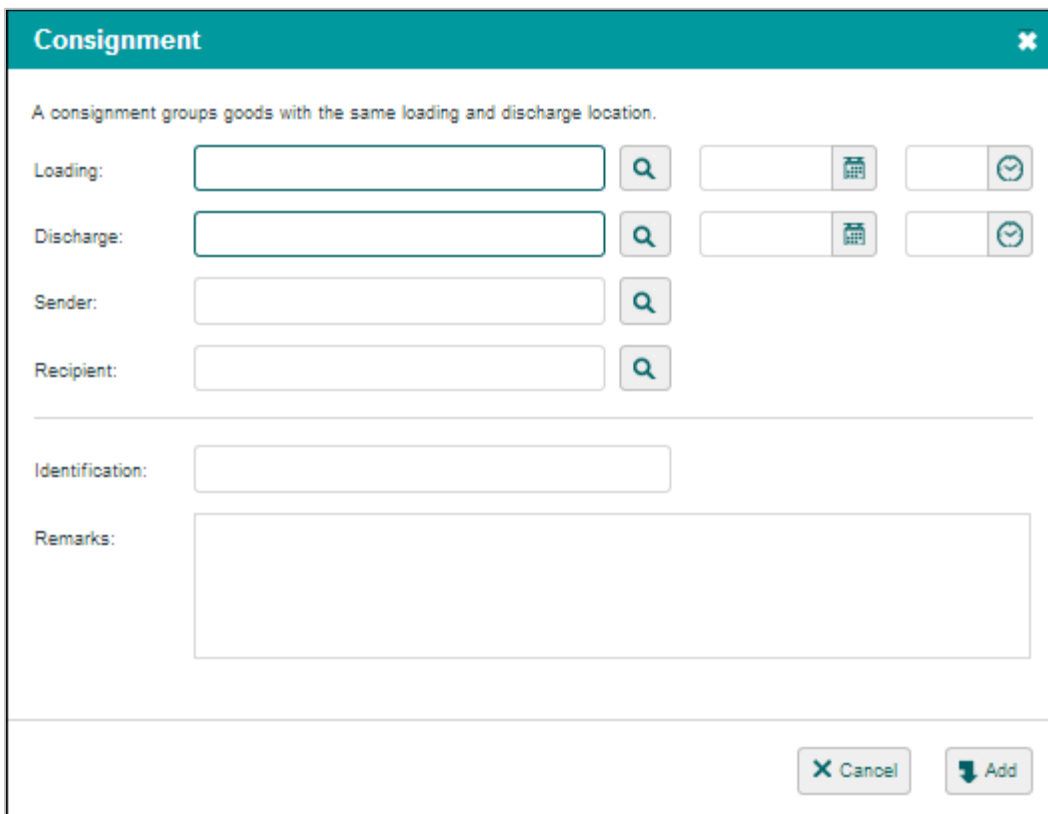
You can enter the following items here:

- "Consignment": group of goods with the same loading and unloading location. Entering a consignment is not mandatory; you can also choose to enter the cargo on board the vessel via the **Add goods** button.
- "Goods": cargo with a specific loading and unloading location. These can be transported by container, tanker or as bulk goods. Each of these forms of transport requires different data to be entered.

Follow the instructions below to enter cargo details:

Choice: Consignment

If you want to specify a consignment, click the **Add consignment** button. The following screen opens, showing the departure and arrival location of your voyage:
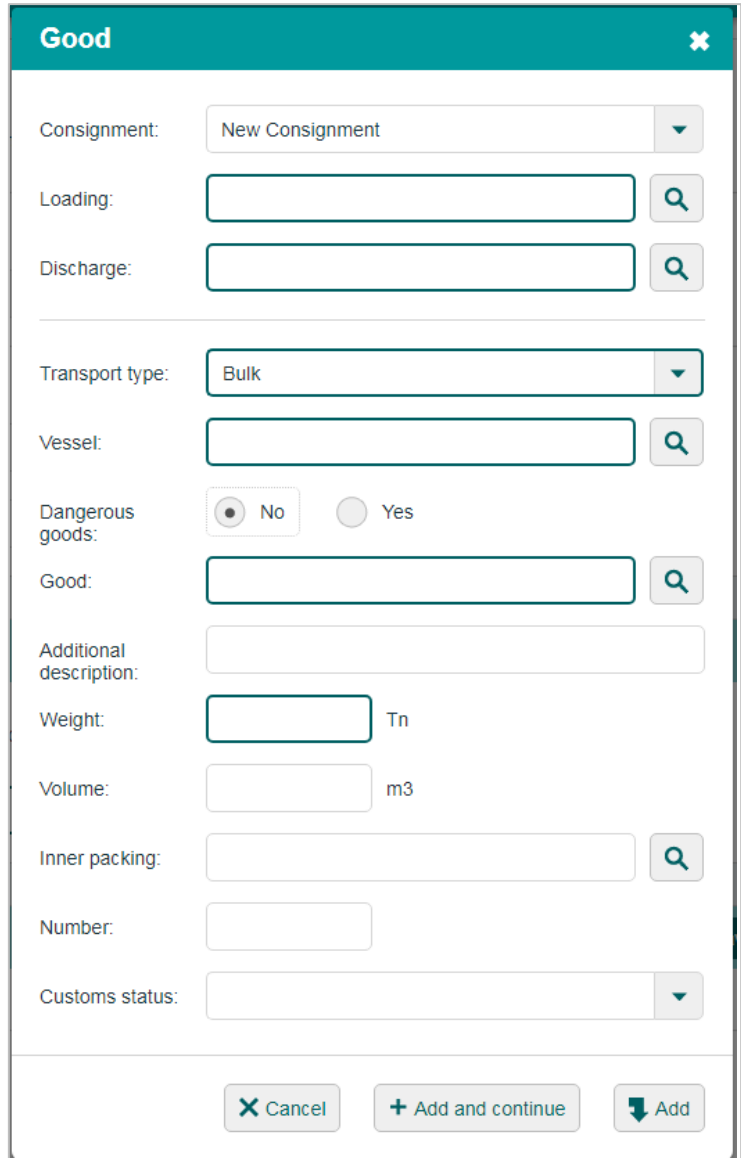

In the appropriate fields, enter the arrival date and time at the loading and unloading location. Click **Add** to add the consignment to the cargo.

Choice: Goods

If you want to specify goods, click, **per type of goods**, the **Add goods** button. The following screen appears:

You specify the specific values associated with the particular transport form in this screen. As this example involves Container transport, additional Container info fields are displayed and must be filled in.

Click the **Add** button to add the goods to the cargo and repeat these steps until all your goods have been added to the voyage.

Good

Consignment:	New Consignment
Loading:	
Discharge:	
Transport type:	Bulk
Vessel:	
Dangerous goods:	● No ○ Yes
Good:	
Additional description:	
Weight:	Tn
Volume:	m3
Inner packing:	
Number:	
Customs status:	

✖ Cancel   ＋ Add and continue   ⬇ Add

Container matrix

Click the **Edit Container Matrix** button if you want to change the container matrix.

Save voyage

Click the **Save voyage & Send** button to save the voyage and report it at the same time. Click the **Save voyage** button to save the details of the new voyage without reporting it immediately. You can report the voyage later, as described in Section 3.
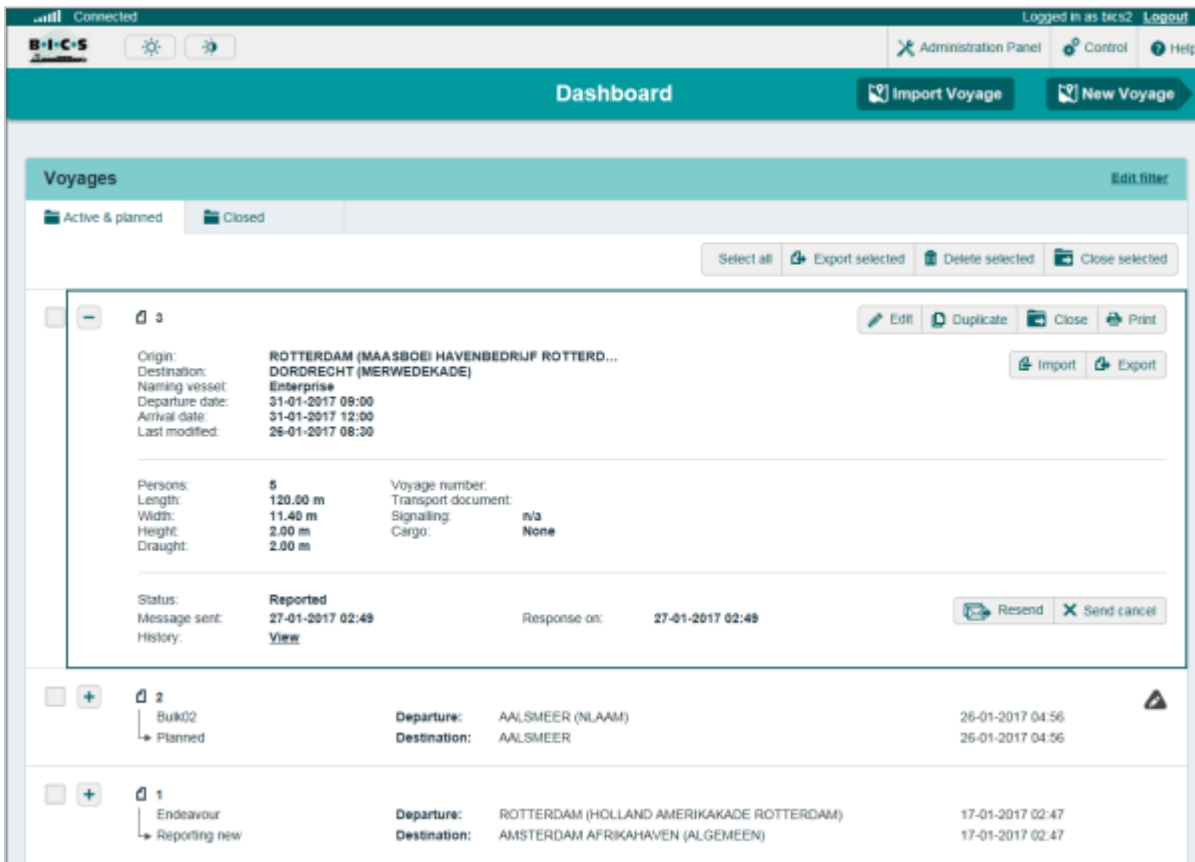
3. Report voyage

This paragraph describes the procedure for reporting a previously created voyage to the competent authority in BICS.

⚠ **Note:** Notification messages must be sent **NO LATER THAN 15 MINUTES BEFORE DEPARTURE**. This is because message processing can take some time.

Follow the instructions below to report a voyage. Open the **Active and planned voyages** screen. Go to the voyage you want to report and expand it with the + button. The screen below shows an example of an expanded voyage:

Click the **Send** button to report the voyage. If necessary, enter the details for additional message recipients (cc addresses) using the **Add new address** button. The persons/organisations in this list will be sent a copy of the message after you send it.

Next, click the **Confirm** button to send the message. The status of the voyage changes now to "Reporting in progress.". As soon as the message has been delivered to the authority, the date and time are entered in the "Sent" field. As soon as confirmation is received from the authority, the status changes to "Notified", indicating completion of the notification process.

Pause/resume/end voyage

Once a voyage has been reported (status is "Reported"), it can also be paused (**Interrupt voyage**), ended (**End voyage**), Re-reported (**Resend**), or cancelled (**Send cancel**). After a voyage has been paused, it can also be resumed (**Resume voyage**). The use of these options is explained in the table below:

Status	Description
Resend / Report change	A notification message is sent again
Interrupt voyage	Use this option when you pause the active voyage. This sends a message indicating that the voyage has been paused.
Resume voyage	This option is only available when a voyage has been paused. Use this option when you resume the voyage after a pause. This sends a message indicating that the voyage has been resumed.
End voyage	Use this option when the voyage has been completed. This sends a message indicating that the voyage has ended.
Report cancellation	Use this option if the previously notified voyage will no longer take place. This sends a message indicating that the voyage has been cancelled.

(Not all options are available for each of the statuses.)

Questions?
Please also visit the BICS website for additional information and manuals,
or contact the BICS helpdesk if you have any questions or comments.