NOA/D On-Line Web Instructions

Once you have been registered with the Maritime Exchange, login to www.maritimedelriv.com/enoad/ and use the login and password information provided to you. Current Maritime On-Line subscribers can use their existing accounts. Contact the Exchange at 215-925-1524 or ops@mxops.org if you have registered and not been provided a login, or are having problems with an existing account.

From the website, you will be able to download the Excel spreadsheet for initial data entry. After completion of the spreadsheet, it can be imported into the NOA/D On-Line system.

Incoming NOA/Ds

Incoming emails to noad@mxops.org with NOA/D Excel spreadsheets attached will be automatically imported into NOA/D On-Line and will generate an email notification notifying you that an NOA/D is available on-line for your company. Submitters who do not attach a spreadsheet or send an invalid spreadsheet will be automatically notified back to the senders address that the NOA/D was not successfully processed.

Successfully imported NOA/Ds will be available to you for review and submission on the web site. Remember, you can also create new NOA/Ds on the web site directly.

> **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.

Web Page Instructions:

Summary

Upon login to www.maritimedelriv.com/enoad/ you will be presented with a summary of NOA/Ds assigned to your company. Only NOA/Ds assigned to your company will be listed.

You will see three action buttons next to each NOA/D:
* Edit: click to review, edit and submit the NOA/D
* Delete: click to delete the NOA/D
* Copy: Click to make a copy of the NOA/D. You will have the option to copy the NOA/D under your own company profile, or copy to another trading partner. To copy to a trading partner, enter their Customer ID # in the space provided. You will not see the copy as it has been transferred to the partner.

You may also start a new NOA/D by clicking the Add button.

NOA/D Detail

Once an NOA/D has been selected via the Edit button, you will be presented with an interface that contains all of the data that has been entered in the NOA/D to date. If you selected Add from the Summary screen, all fields will be blank as this is a new NOA/D.

The NOA/D Information is divided into separate sections to help streamline the data entry and review process. You can navigate through the different sections of the NOA/D by using the tabs at the top of each screen.

On each data page, you will see appropriate action buttons (save, cancel, delete) depending on the nature of the information or section being edited. Be sure to click the Save button if you have made changes before moving to a different page.

Subpages: Some of the sections of the NOA/D contain too much information to be displayed on a single page such as the crew list, non crew list, and last five foreign ports. Navigating to these sections will display a list of the records entered to date.

Click the Edit button next to a record in the list to view and/or edit. A Back button is provided on the detail page to return you to the list.

Validation

On each detail page you will see a Validation button. Clicking it will validate the data ONLY for that page. NOA/D On-Line will only check to see that all mandatory fields have been completed. NOA/D does not check for content. Missing fields will be highlighted in red.

Submission

From the Submit tab, you can process your information with the National Vessel Movement Center and Customs and Border Protection. Clicking the Submit button will transmit the required XML document and return a status which will be displayed in the status summary section on this screen.

Accepted: Your NOA/D has been received and processed by the NVMC. This only verifies that your transmission has been made successfully. Any problems with the content of the NOA/D will be addressed by the Coast Guard to the "Reporting Party" email address contained in the NOA/D.

Rejected: The file has NOT been successfully transmitted to the NVMC. In most cases, there is a missing mandatory data element. NOA/D On-Line has been programmed to alert you of most instances of missing mandatory data elements, but in some instances, the existence of one non-mandatory data element subsequently mandates another previously non-mandatory data element. Please review your NOA/D and attempt to retransmit.

Important: Please keep in mind that it is the responsibility of the submitter to ensure that the NVMC has received and processed your NOA/D -- this information will be listed in the status summary section as indicated above. If you receive a rejection message, NVMC has found a problem within your NOA/D record which has prevented them from importing it.

Updates and Notices of Departure

Updates and Notices of Departure are handled using the same NOA/D record.

Updates: Updates to the Notice of Arrival are made by editing the information in the NOA/D and resubmitting.

Departure (NOD): Enter the required information for the Notice of Departure, and on the submission page change the type of submission from "Arrival" to "Departure". Click the submit button and your information will be processed as an NOD. Updates to the Notice of Departure are made by changing appropriate information and clicking the submit button.

Note: If you successfully submitted an NOA or NOA to NVMC, the system will automatically make the next submission type "update"

Updates and NODs may also be sent by updating the original Excel Spreadhseet, and re-mailing it to noad@mxops.org. Contact the Exchange if you are interested in using this option.

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MARITIME EXCHANGE
for the Delaware River and Bay
240 Cherry Street, Philadelphia, PA 19106
Ph: 215/925-1524 Fax: 215/925/1128

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