Inland Port Tariffs Online Declaration Instruction Manual

Dear Sir/Madam,

You have elected to use the Online Declaration Form to pay your inland port dues in the Port of Rotterdam area. Very many thanks for this!

Please find enclosed the Inland Port Tariffs Online Declaration Instruction Manual. This manual describes how you should register and how to login for Online Declaration. You will also find information about the start screen and tool bar, and about changing your password and your details. There is also a description of how to make, change and send your declaration and how this is processed by the Port Authority.

In fact, with the Online Declaration Form you make your declaration as you always have done: the same details are important. However, the advantage is that your details always appear complete in the declaration.

Kind regards,

Port of Rotterdam Authority
Port Tariffs Department

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1. Registering for use

You can register to use the Online Declaration via www.binnenhavengeld.portbase.com . Click on the 'Request user name' button on the start screen.

Enter your details in the following screen, indicating any different invoice address.

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Request login

Company name	
Street	
Street number	Suffix
Postal code	City
Country	
Fixed telephone number	
Mobile telephone number	
Email address for logging in	
Email address for invoice	
Language selection	Select
IBAN number	Please enter
BIC code	
Chamber of Commerce number	
Sales tax number	
I would like to submit a declaration for several parties.	☐

▶ Request login details

If you would like to declare for additional parties you can also do this on this screen. Click on the option 'I would like to declare for additional parties'. You can then enter these parties' details.

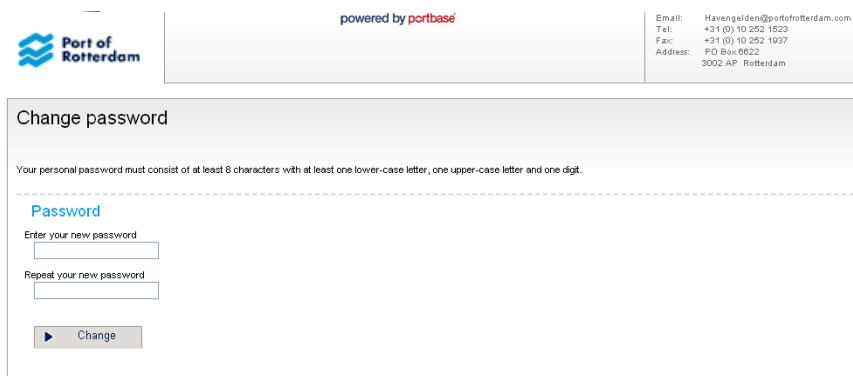| I would like to submit a declaration for several parties.	☑
	Shipper 1
Name	
Street	
Street number	Suffix
Postal code	City
Country	

▶ Less

▶ Request login details

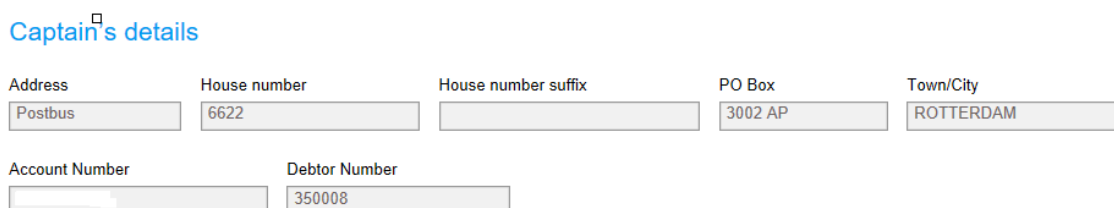# Inland Port Tariffs Online Declaration Instruction Manual

After you have entered all details, click on the 'Request login details' button. You will receive an e-mail once this has been processed by the Port Authority. Click on the link in this e-mail to set your Online Declaration password.
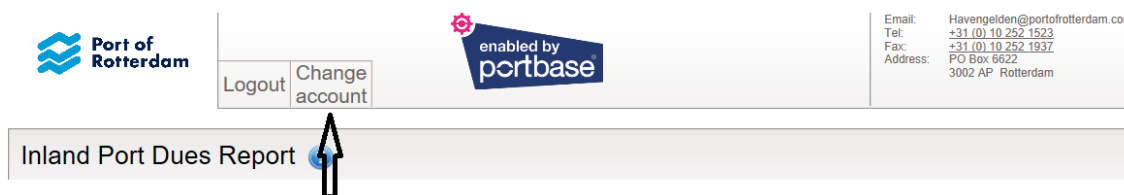

After this you can use the Online Declaration Form.

2 Check your invoice data

You will see your invoice details

Should data be changed?

Then click on Edit account and enter the sections to be changed with the correct data and send the form by clicking on Change data.

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3. Entering the declaration

3.1. Declaring for yourself only
You start to complete your declaration by selecting the correct vessel. This vessel can be found in the list by searching on ENI number **or** vessel name.

Select ship

ENI number	Ship name
Filter...	Filter...
01234567	TESTSCHIP
01322208	ALF
01820014	HERKULES II
01820085	GILBERGE
01821368	PRODEST
Results 1 to 5 of 6716	<< < 1 2 3 4 5 6 7 8 9 10 > >>

Ship details

ENI number	Ship name	Ship type	Cat.	Tonnage	Surface	Length	Width	Draught
01234567	TESTSCHIP	Other vessels	C.3	6500	1650	110	15	5

After selecting the right ship, the ship data will appear and the environmental category in which the ship is divided will also be visible. By pressing the cursor on **Cat.** to stand, an explanation of the environmental categories becomes visible**.**

Cat.	No.	Description types of Vessel	Raise/Discount
C.3	C1	Vessels with propulsion engines that do not meet the CCR2* emission standard.	+10%
	C2	Vessels with propulsion engines that do meet the CCR2* emission standard.	n/a
	C3	Vessels with a Green Award certificate that at least meet the CCR2* emission standard and have a score lower than 400 points for the propulsion engines.	-15%
	C4	Vessels with propulsion engines that are at least 60% cleaner than the CCR2* emission 4 standard and/or Vessels with a Green Award certificate issued later than 17 June 2014 with a score of 400 points or more for the propulsion engines.	-30%
	C5	Vessels without propulsion engines / Barges.	n/a
	C6	Vessels with propulsion engines with a Green Award Platinum Label.	-100%
yyy)		More information on the Environmental Category is available from www.greenaward.org	* of PM en NOx

After selecting the correct vessel, select the required subscription: 7 days, 14 days, a month (depending on the type of ship), a calendar quarter or a calendar year). Enter the start date and click on the 'Add' button.

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Then add or delete additional lines as necessary.

If a date cannot be selected, please contact Port Tariffs Department, Tel. +31 10 252 1523.

Once your declaration is ready, you can select a payment method (manually following receipt of the invoice or one-off authorisation or, if you select annual subscription, by direct debit in 6 payments).

You will receive an administration discount of 2% by one-off authorisation or debit in 6 payments.

You should agree to the General Terms and Conditions before sending the declaration by clicking the 'Send' button.
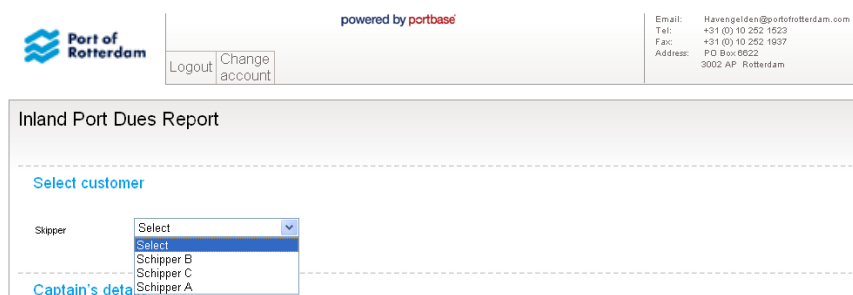
After declaration has been sent, you will receive an e-mail confirmation of your declaration.
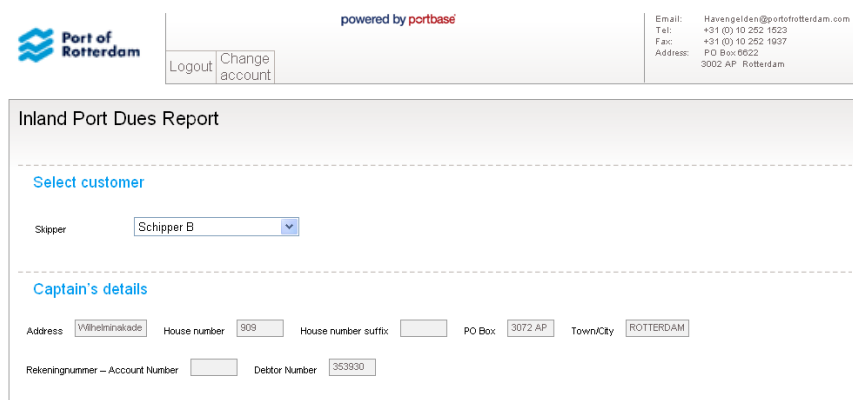
3.2 Declaring for other parties too

![Port of Rotterdam logo]

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Start by selecting the party for which you wish declare.

After you have found the correct party, the accompanying invoice details will appear.

See point 2.1 for the next step in the declaration

4. Forgotten password

On the Login screen, please click 'Forgotten password'

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Enter your e-mail address (= user name) and click on Confirm

You will receive an e-mail immediately with a link to change your password.