

ASTRA SHIPPING SA

<http://www.astra-shipping.com>

24-hrs Support: support@astra-shipping.com

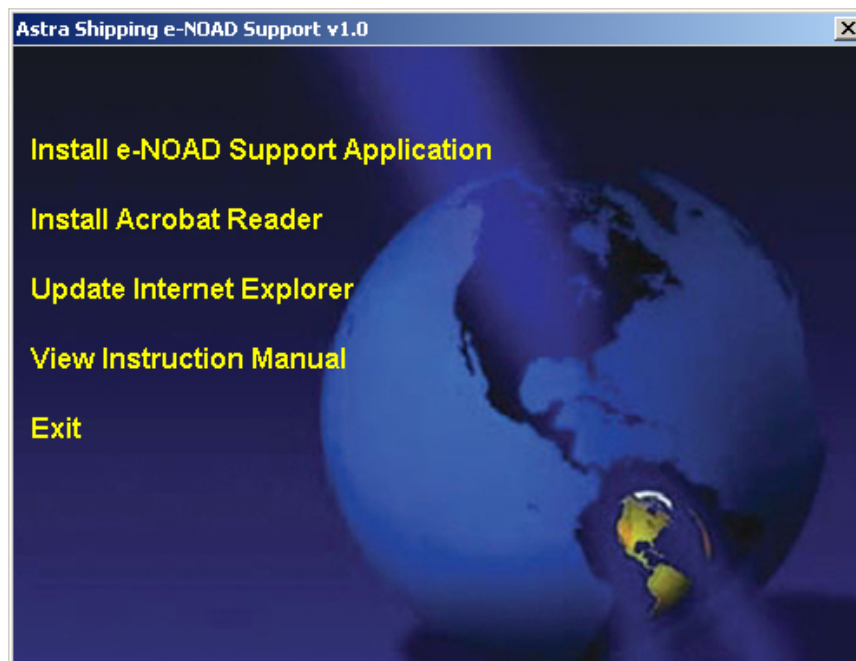
e-NOAD Submission: data@noad.astra-shipping.com

Technical Support: technical@astra-shipping.com

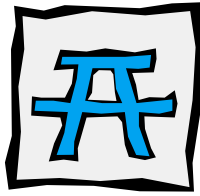
e-NOA/D Support Instruction Manual

PART I - Installation Instructions

1. Insert CD, and startup screen will appear.



2. Install e-NOAD Support Application.
3. After rebooting machine, run application by opening NOADForm from your Desktop.
4. In case you have any problem with running the application (i.e. Application does not start, or some function of the application does not work), upgrade Internet Explorer from our CD.
5. CD also contains installation of Adobe Acrobat Reader and Instruction Manual for the application in pdf format.



ASTRA SHIPPING SA

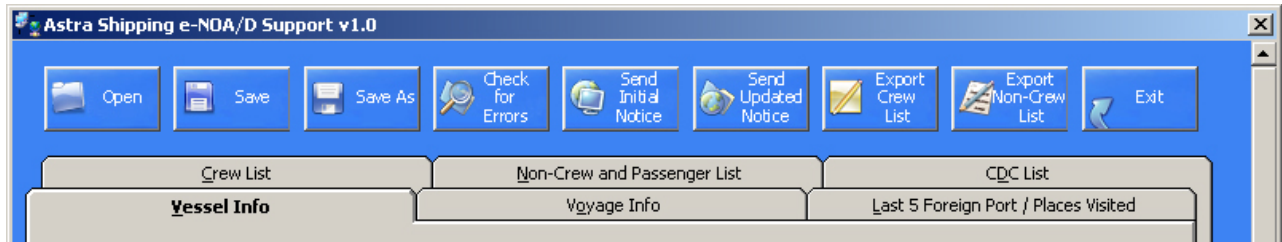
<http://www.astra-shipping.com>

24-hrs Support: support@astra-shipping.com

e-NOAD Submission: data@noad.astra-shipping.com

Technical Support: technical@astra-shipping.com

PART II – Application Info

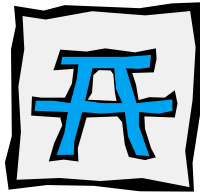


There are 9 buttons:

1. OPEN – Open already saved forms
2. SAVE – Save new forms
3. SAVE AS – Save form under different name
4. CHECK FOR ERRORS – Check if all required fields are filled in
5. SEND INITIAL NOTICE – Send 96-hrs Notice of Arrival / Departure
6. SEND UPDATED NOTICE – Send Update (if any) of Notice of Arrival / Departure
7. EXPORT CREW LIST – Export List of the Crew for Printing the INS Form I418
8. EXPORT NON-CREW LIST - Export List of the Passengers for Printing the INS Form I418
9. EXIT – Exit the Application

There are 6 tabs that should be filled in with the data:

1. Vessel Info - Contain permanent data of the vessel
2. Voyage Info - Data concerning current voyage
3. Last 5 Foreign Port / Places Visited - Last 5 non-US ports that the vessel visited
4. Crew List - Details about all crew members
5. Non-Crew and Passenger List - Details about non-crew members (if any)
6. CDC List - Specification of the certain dangerous cargo on board



ASTRA SHIPPING SA

<http://www.astra-shipping.com>

24-hrs Support: support@astra-shipping.com

e-NOAD Submission: data@nod.astra-shipping.com

Technical Support: technical@astra-shipping.com

PART II – Use of Application

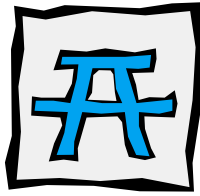
There are four different type of fields that should be filled in.

1. TEXT FIELD – Just click on the field and type the corresponding data.

A screenshot of the Astra Shipping e-NOAD Support v1.0 application. The interface shows a menu bar with options: Open, Save, Save As, Check for Errors, Send Initial Notice, and Send Updated Notice. Below the menu bar are two tabs: 'Crew List' and 'Non-Crew and Passenger List'. The 'Vessel Info' section is active, displaying 'Vessel Detail Information'. The fields 'Vessel Name *' and 'Vessel ID Type *' are circled in red. Other fields include 'Call Sign *' and 'Registered Owner *'.

2. DROP-DOWN LISTS – Click on arrow and choose appropriate record.

A screenshot of the Astra Shipping e-NOAD Support v1.0 application showing a drop-down list for 'Country of Registry *'. The list includes the following countries: AFGHANISTAN, ALBANIA, ALGERIA, AMERICAN SAMOA, ANDORRA, ANGOLA, ANGUILLA, and ANTARCTICA. The drop-down arrow is circled in red. Other fields visible include 'Reporting Party Fax', 'Reporting Party E-Mail *', and '2005-09-20'.



ASTRA SHIPPING SA

<http://www.astra-shipping.com>

24-hrs Support: support@astra-shipping.com

e-NOAD Submission: data@noad.astra-shipping.com

Technical Support: technical@astra-shipping.com

3. DATE FIELDS – There are 2 ways to fill in those fields. Either to type it in the form YYYY-MM-DD or to click on arrow and to find the date on the calendar.

Document of Compliance Certificate

Issue Date * 2005-09-20

Issuing Agency *

September 2005

Today: 20-Sep-05

ISSC Type *

Reason Interi

Issuing Agency *

CSO Name *

CSO E-Mail *

CSO Telephone

4. TABLES – There are 4 tables inside form. Last 5 Foreign Port/Places Visited; Crew List; Non-Crew and Passenger List; and CDC List.

➤ In order to add entry in table, fill in all required fields and click ADD.

Astra Shipping e-NOA/D Support v1.0

Open Save Save As Check for Errors Send Initial Notice Send Updated Notice Export Crew List Export Non-Crew List Exit

Crew List Non-Crew and Passenger List CDC List

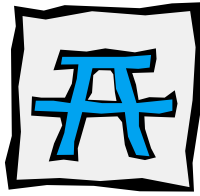
Vessel Info Voyage Info Last 5 Foreign Port / Places Visited

Arrival Date * 2005-07-12 Departure Date * 2005-07-14 Country * GREECE Port name * DRAPETZONA Place *

Add

Last 5 Foreign Ports/Places Visited

Arrival Date	Departure Date	Country	Port Name	Place
--------------	----------------	---------	-----------	-------



ASTRA SHIPPING SA

<http://www.astra-shipping.com>

24-hrs Support: support@astra-shipping.com

e-NOAD Submission: data@noad.astra-shipping.com

Technical Support: technical@astra-shipping.com

- In order to make any change, select record (by clicking the grey box in front of the first field), make changes and click on UPDATE

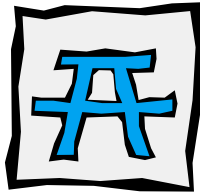
The screenshot shows the 'Astra Shipping e-NOAD Support v1.0' application window. The interface includes a menu bar with buttons for Open, Save, Save As, Check for Errors, Send Initial Notice, Send Updated Notice, Export Crew List, Export Non-Crew List, and Exit. Below the menu bar are tabs for Crew List, Non-Crew and Passenger List, and CDC List. The 'Last 5 Foreign Port / Places Visited' section is active, displaying a form with fields for Arrival Date, Departure Date, Country, Port name, and Place. The 'Update' button is circled in red.

Arrival Date	Departure Date	Country	Port Name	Place
2005-07-12	2005-07-14	GREECE	DRAPETZONA	
2005-07-26	2005-07-27	CYPRUS	LIMASSOL	
2005-08-01	2005-08-03	HONG KONG	VICTORIA	HARBOR

- In order to remove the entire record, select that line (by clicking the grey box in front of the first field) and click on DELETE

The screenshot shows the 'Astra Shipping e-NOAD Support v1.0' application window. The interface is identical to the previous screenshot, but the 'Delete' button is circled in red.

Arrival Date	Departure Date	Country	Port Name	Place
2005-07-12	2005-07-14	GREECE	DRAPETZONA	
2005-07-26	2005-07-27	CYPRUS	LIMASSOL	
2005-08-01	2005-08-03	HONG KONG	VICTORIA	HARBOR



ASTRA SHIPPING SA

<http://www.astra-shipping.com>

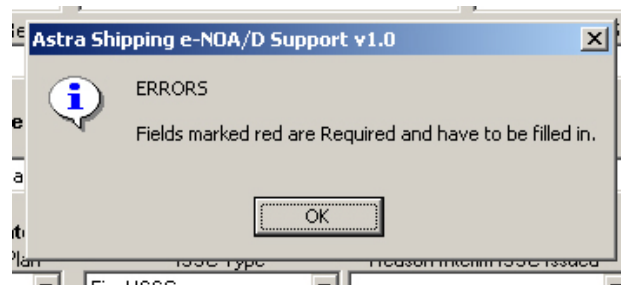
24-hrs Support: support@astra-shipping.com

e-NOAD Submission: data@noad.astra-shipping.com

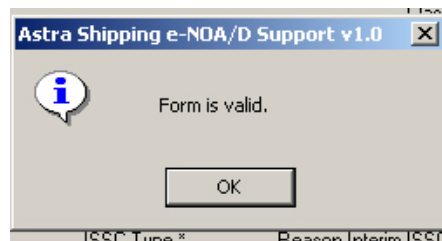
Technical Support: technical@astra-shipping.com

PART III – How to Submit e-NOA/D

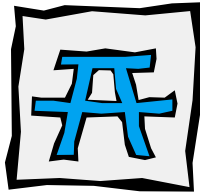
1. Once you fill in the form and you are ready to submit Notice of Arrival / Departure, click on button CHECK FOR ERRORS.
2. If you have any field missing, the applications will pop-up the error message. If the form is not filled in with all required forms you will not be able to send Notice of Arrival / Departure, as the same will not be accepted by US Coast Guard.



3. If all required fields are filled in, the confirmation message will pop-up.



4. When the form is valid, you can proceed to send Notice of Arrival / Departure by choosing one of the following buttons:
 - SEND INITIAL NOTICE in case you are sending Notice of Arrival / Departure for the specific port for the first time; or
 - SEND UPDATED NOTICE in case you are sending Update of already submitted Notice of Arrival / Departure



ASTRA SHIPPING SA

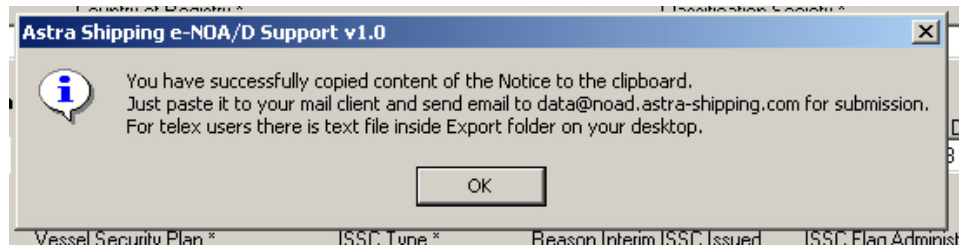
<http://www.astra-shipping.com>

24-hrs Support: support@astra-shipping.com

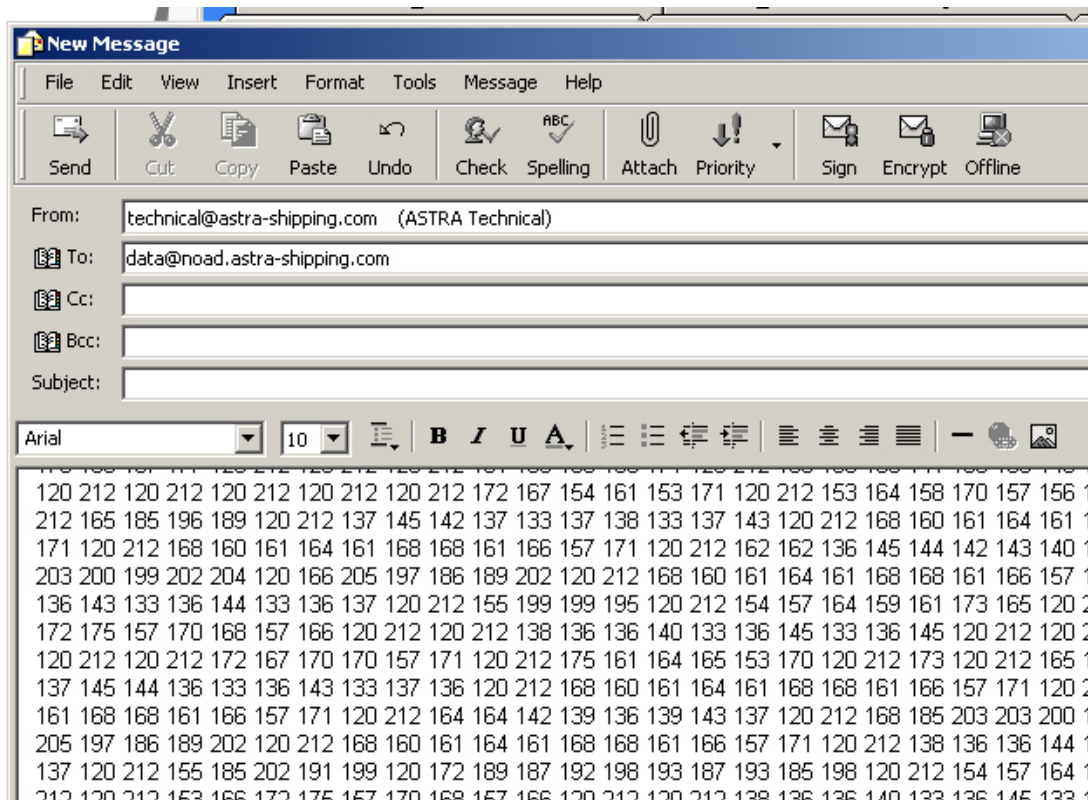
e-NOAD Submission: data@noad.astra-shipping.com

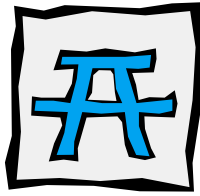
Technical Support: technical@astra-shipping.com

5. As confirmation that you have done everything properly, the message will pop-up. That means that content of your form is automatically copied, and also telex file is prepared.



6. **For email users** – Just open your email client and paste the content of your clipboard to the new message. The output will be as shown below.





ASTRA SHIPPING SA

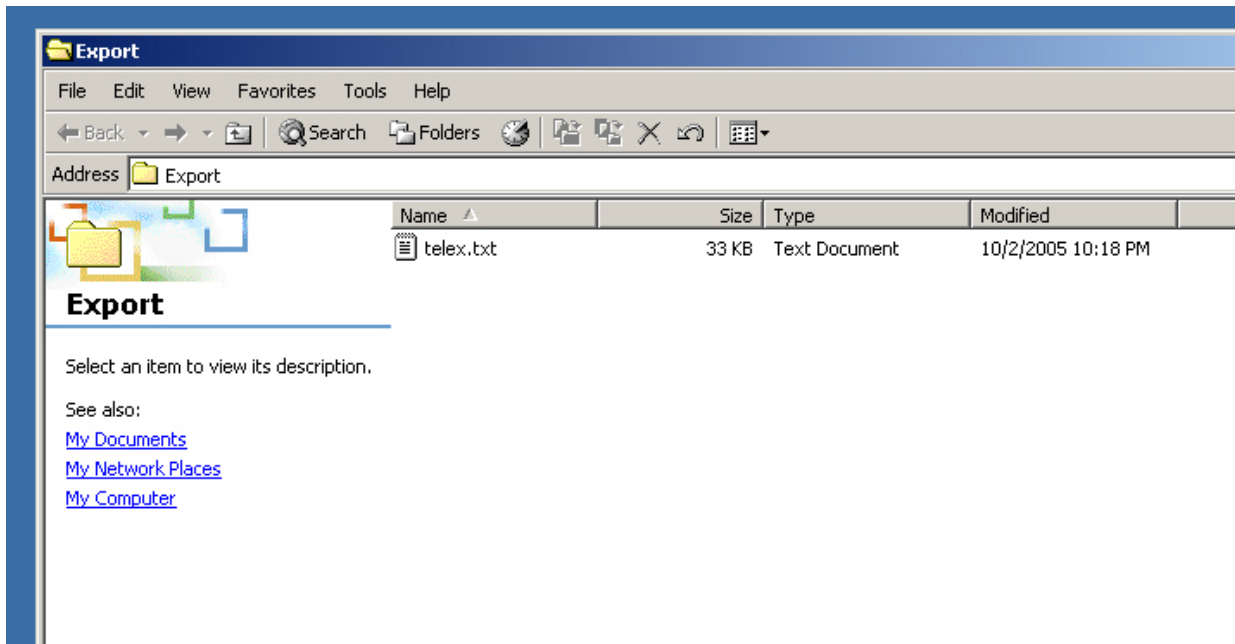
<http://www.astra-shipping.com>

24-hrs Support: support@astra-shipping.com

e-NOAD Submission: data@noad.astra-shipping.com

Technical Support: technical@astra-shipping.com

7. **For telex users** – There is a shortcut to the folder Export on your desktop. When you open it, you will find inside the file telex.txt. Just copy the file to a floppy disk to transfer it to telex device, and send it as it is.



8. All messages (email or telex) should be sent to the following address.
data@noad.astra-shipping.com

9. To create Crew or Non-Crew List for US Custom, INS Form I418, just click on appropriate button (EXPORT CREW LIST or EXPORT NON-CREW LIST). Those lists you can find inside Export folder, under name CrewList.rtf or NonCrewList.rtf. Just open them and print.

