

Fleettracker Daily Report 4

User Guide

January 2025



FLEETTRACKER

Fleettracker Daily Report 4

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27.02.2025	1.2	4.1.01	Replaced screenshots of new bunker and consumption dialogues
21.07.2025	1.3	4.2.01	Several Bug fixes
04.12.2025	1.4	4.3.01	Added reporting of sea passage in order to report BOSP and EOSP events
04.03.2026	1.5	4.4.01	Added BDN Timeline (Reporting history)

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2 Abbreviations

ASCII American Standard Code for Information Interchange

ATA Actual Time of Arrival

ATD Actual Time of Departure

ETA Estimated Time of Arrival

ETD Estimated Time of Departure

PC Personal Computer

UTC Universal Time Conversion / Coordinated Universal Time

IMO International Maritime Organisation

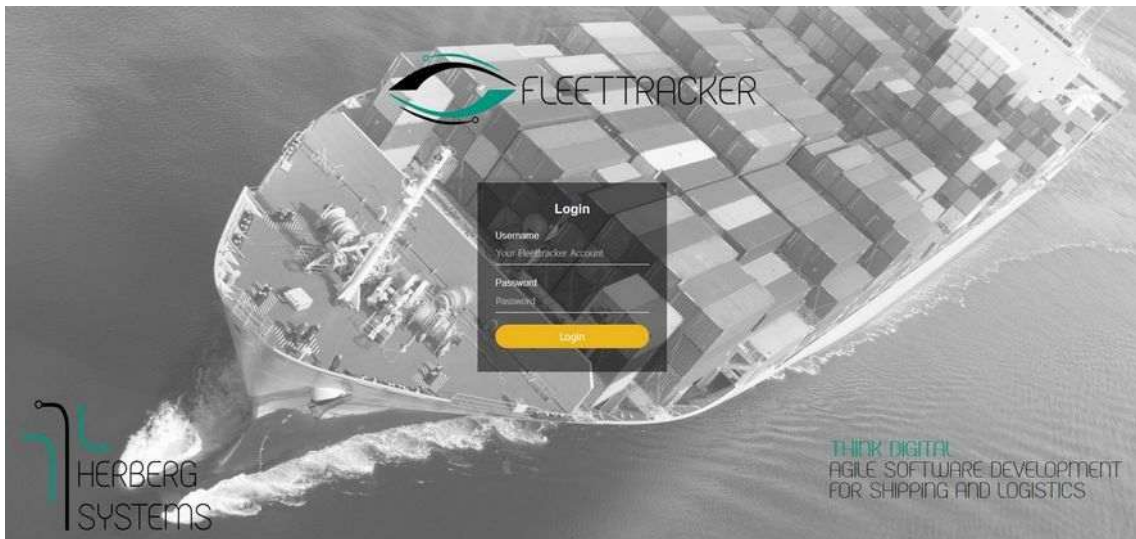
3 Functionality

The Daily Report software program allows you to generate different reports like schedules, arrival and departure reports, position reports or performance reports etc. for the Fleettracker internet service.

The program allows reporting of estimated times of arrival and departure (ETA, ETD, ETB) and transferring small text messages from ship to shore. The files generated by the software can be transmitted to the Fleettracker server by means of any e-mail channel available.

The Fleettracker internet server receives the reports and displays them in graphical and textual form.

The crew aboard creates a Daily Report file by means of the Daily Report program and sends it as attachment or content of an e-mail to the Fleettracker internet server ashore, e.g. via INMARSAT. The Fleettracker internet server receives the e-mail automatically, stores the report in an internal database and updates the chart display. The user ashore can access the Fleettracker web page on the internet and look at the reported information.



Address: <https://my.fleettracker.de/public/indexFT.htm>

4 Installation

Very important:

Daily Report Version 4 (and later) requires the
Microsoft .Net Runtime Environment (framework) 4.0 (or later)
to be installed on your computer. Without the runtime environment, the installation
routine will fail.

For server installations, the runtime environment is required on each computer where
the software is used. Otherwise, the program cannot be started.

Under "Control Panel" -> "Software" you can verify
if the runtime environment is installed on your computer.

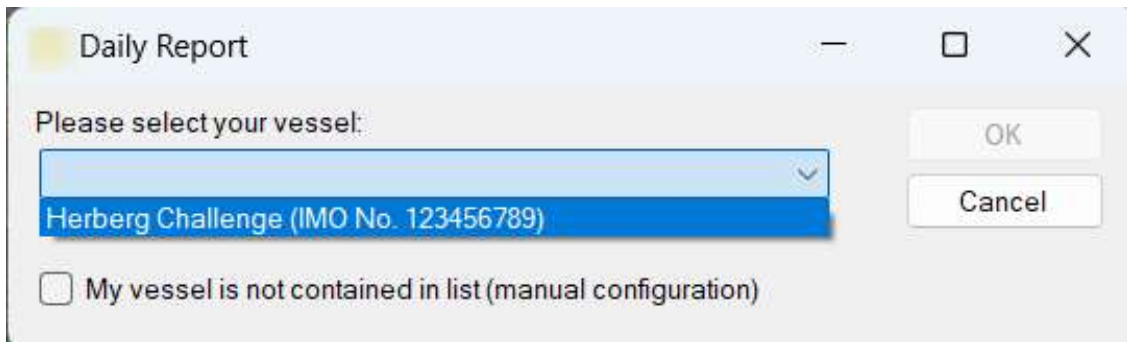
For installation, please perform the following steps:

1. Execute the file Your_Company-DAILY_REPORT_versionnumber.exe and follow the instructions.
2. Execute the installation as described.
3. Once the installation has been successfully performed, select the Daily Report icon on your desktop and start the program.



5 Setting up the software

When you start the program for the very first time, the program asks you for the ship name of the ship you are operating on:

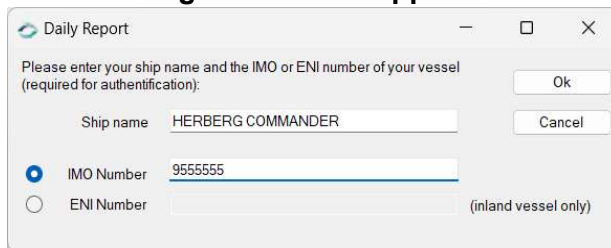


The screenshot shows a window titled "Daily Report". It contains a label "Please select your vessel:" followed by a dropdown menu. The dropdown menu is open, showing a list of vessels, with "Herberg Challenge (IMO No. 123456789)" selected. To the right of the dropdown are two buttons: "OK" and "Cancel". Below the dropdown is a checkbox labeled "My vessel is not contained in list (manual configuration)".

Select your vessel and click on *OK*. The program is now configured for your vessel.

If your vessel is not shown, please check the box "My vessel is not in the list".

The following window will appear:



The screenshot shows a window titled "Daily Report". It contains a label "Please enter your ship name and the IMO or ENI number of your vessel (required for authentication):". Below this are two input fields: "Ship name" with the value "HERBERG COMMANDER" and "IMO Number" with the value "9555555". There are also radio buttons for "IMO Number" (selected) and "ENI Number" (inland vessel only). To the right are "Ok" and "Cancel" buttons.

Enter your ship's name and the IMO number and click on *OK*. The program is now configured for your vessel.

Enter full name of vessels Master.



The screenshot shows a window titled "Login to Daily Report". It contains three input fields: "User name" with the value "master", "Password" with the value "*****", and "Your full name" with a dropdown menu showing "John Doe". To the right are "Ok" and "Cancel" buttons.

5.1 Standard e-mail client

By standard Daily Report uses your default e-mail client to send schedules/reports ashore. Daily Report software tests the connection to your e-mail client during the starting of the program. If the test fails you will receive feedback. In this case please have a look at chapter 8 *Sending the report file ashore* and chapter 16 *Troubleshooting*.

5.2 Network installation

The network option works by installing the program in a directory which can be shared by other computers. By default, you install the program in the directory: C:\Daily Report.

NOTE: It is recommended to install the software in the directory C:\Daily Report.

After installation, you can share this directory in the network.

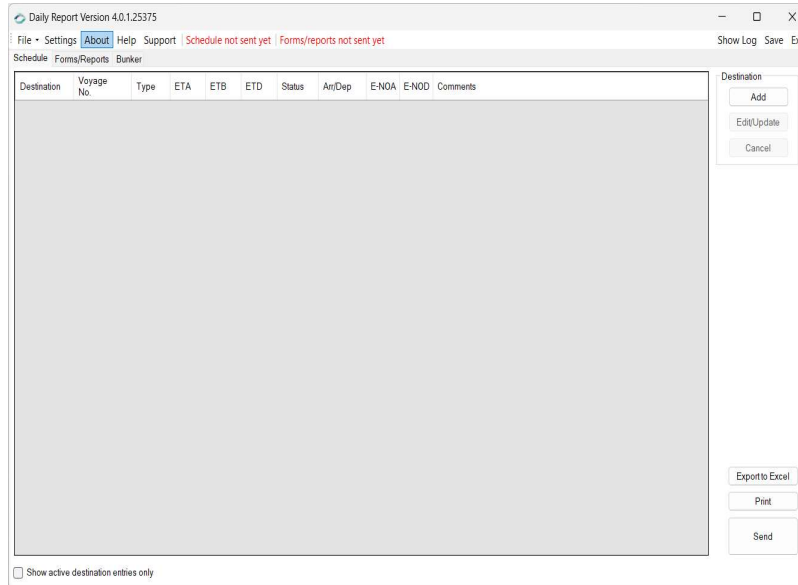
In Windows 10/11, click the right mouse tab on the Daily Report folder and click on the button *Share* under *Network File and Folder Sharing*. Now add the users and networks who should get permission and apply your changes.

Now you can access this folder and create a symbolic link to dailyreport_v4.exe on the desktop of the Chief Engineer's computer.

To ensure that data is not overwritten by concurrent access, the program ensures that only one user is working with the program at a time.

6 Getting started

The program starts with the following main dialogue.



The main dialogue contains three sections:

- *Schedule* allows to enter and report the current schedule, position, agent data and arrival and departure reports.
- *Forms/Reports* provides additional reports like noon reports, exemption reports and the like.
- *Bunker* gives an overview of the bunker list and provides dialogs to enter Bunker Deliver Notes (BDN) and other information needed for FuelEu Maritime and IMO DCS.

6.1 Start reporting with Daily Report 4 in 2025

Daily Report 4 serves as the primary user interface for documenting Bunker Delivery Notes, with Fleettracker providing secondary input and editing options. The process is linked to the reporting of Bunker Delivery Notes in a bunker list, **which can only be used once the following conditions are met:**

- After installation of Daily Report 4 enter the BDN information of the fuel types provided by us respectively your office. Usually these are the fuels which are on board in vessels tanks during that time when reporting with Daily Report 4 starts.
- All old **Data quality** issues which are **fuel related** must have been solved.
- A **Noon Report for January 1st, 2025 at midnight UTC** must have been submitted, indicating the Remaining-On-Board (ROB) at the start of the new year 2025 with Daily Report 3.

-
- Once the above is done, kindly enter the vessels upcoming schedule and reports as from switch over date form Daily Report 3 to 4.

The bunker list, an XML file local to your installation, is sent with each schedule and/or report transferred to Fleettracker. Once uploaded to Fleettracker, it is available for Fleetmanagement and Operations of your company. The bunker list tracks bunker charges, BDN data, and bunker sounding corrections, with each BDN reflecting the actual bunker charge.

For FuelEU Maritime compliance, detailed fuel-specific values, such as Well-to-Tank and Tank-to-Wake emission factors, lower calorific values, mass share percentage, and energy share percentage, are required. This information is provided on the paper BDN and for Bio fuels on the POS from the bunker supplier.

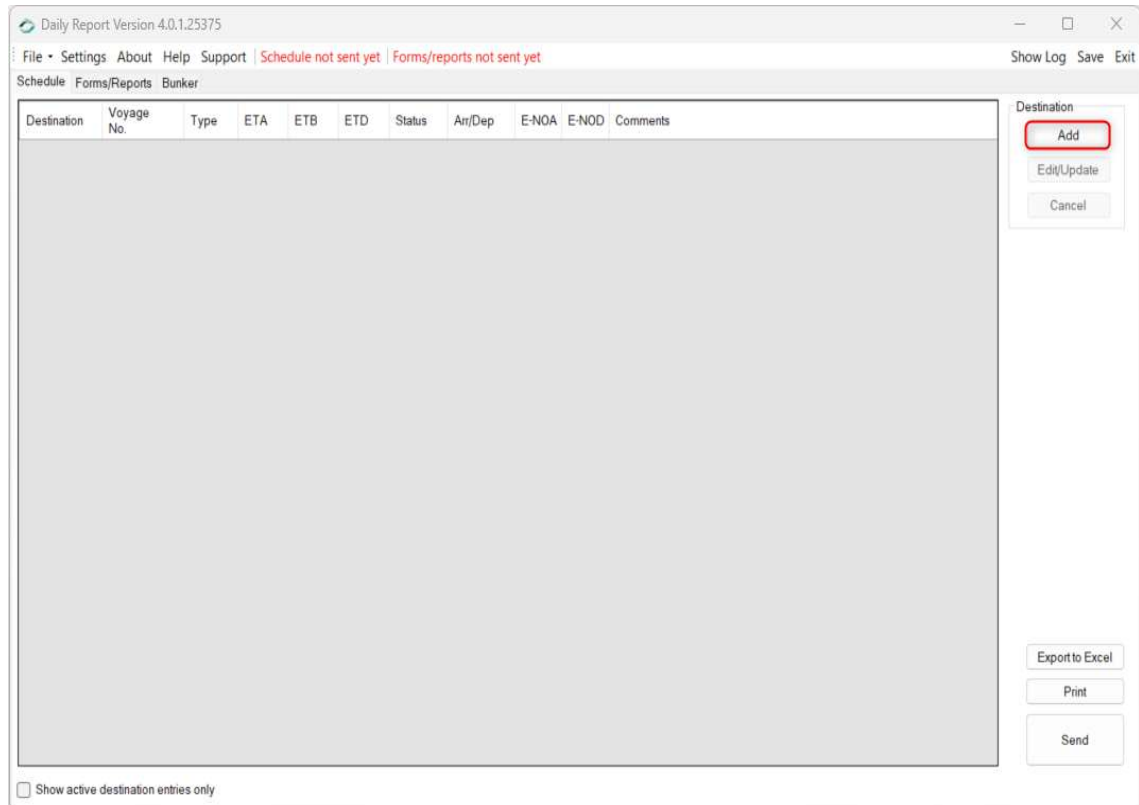
If emission factor details are not yet available on board please ask you bunker department to provide same. The companies office can also later update this data through the Fleettracker website if required.

For non-blended fuels, Daily Report 4 offers a drop-down list of general fuel components defined by FuelEU Maritime, eliminating the need to manually input standardized emission factors.

7 Creating the schedule and reports

7.1 Adding a Port Call

You can report the current schedule of the vessel via the *Schedule* section. To add a new destination, anchorage or drifting area to the schedule click on the *Add* button on the *Schedule* page.



The following *Edit Destination* dialogue box appears:

Here, you may select the harbour, canal, anchorage, range and drift, enter ETA or ETD and add comments.

The boxes ETA/ETD become available, once the *Offset to UTC* is selected.

Please always select an activity for your port calls. This is important for your CO₂ calculations.

The *Facility/Anchorage* should specify the berth or terminal you are calling/berthing.

7.2 Adding a canal transit

Daily Report 4 introduces changes to enhance reporting of canal transits. Users can now log events such as port calls for cargo operations or bunkering, anchorage while awaiting convoy (e.g., in the Suez Canal), or drifting while awaiting passage orders (e.g., in the Marmara Sea).

To add a new canal transit to the schedule click on the *Add* button on the *Schedule* page.

Select the Destination type *Canal Entry/Exit*. Choose from the *drop-down list* one of the predefined entry respectively the exit ports of the canal passage. Enter the ETA/ETD information. As port activity please select *Canal Transit* and make your additional comments as needed. Add the *agent details* and finally click *Ok*.

Repeat the above described procedure with the exit port of the canal transit.

When you completed the entry / exit calls please fill out the arrival and departure reports as usual.

Remark: You may fit in additional and unforeseen port calls, anchorages or drifting events that happens on short notice like in the example below. To squeeze the entry in, adjust the ETA / ETD information for the new event according the schedule.

Destination	Voyage No.	Type	ETA	ETB	ETD	Status	Arr/Dep	E-NOA	E-NOD	Comm
THORSHAVN (FO/THO)	2	PORT	05 Jan 2024 10:00		06 Jan 2024 18:00	reported				
GEMAN BIGHT DRIFTING AREA (DRIFTING)	2	DRIFT	03 Jan 2024 21:00		03 Jan 2024 23:00	reported	Departed			
HAMBURG (DE/HAM)	2	PORT	02 Jan 2024 07:00	02 Jan 2024 13:00	03 Jan 2024 13:00	modified	Canceled			Crew...
ELBE - OUTER ANCHORAGE AREA (DE/CUX)	1	ANCH	28 Dez 2023 23:00		02 Jan 2024 06:00	reported	Departed			
Kiel Canal: Brunsbuettel (DE/BRB)	1	CANAL	28 Dez 2023 19:00		28 Dez 2023 21:00	reported	Departed			
INSIDE OF CANAL (DE/KEL)	1	ANCH	28 Dez 2023 13:00		28 Dez 2023 15:00	reported	Departed			
Kiel Canal: Holtenau (DE/KEL)	1	CANAL	28 Dez 2023 09:00		28 Dez 2023 12:00	reported	Departed			
ARRHUS (DK/ARR)	1	PORT	27 Dez 2023 06:00	27 Dez 2023 07:00	27 Dez 2023 18:00	reported	Departed			

7.3 Adding an anchorage or a drifting

Every anchoring or drifting has to be reported for compliance reasons with IMO and EU regulations. To add a new anchorage or drifting event to the schedule click on the *Add* button on the *Schedule* page. Select *Anchorage* or *Drifting*.

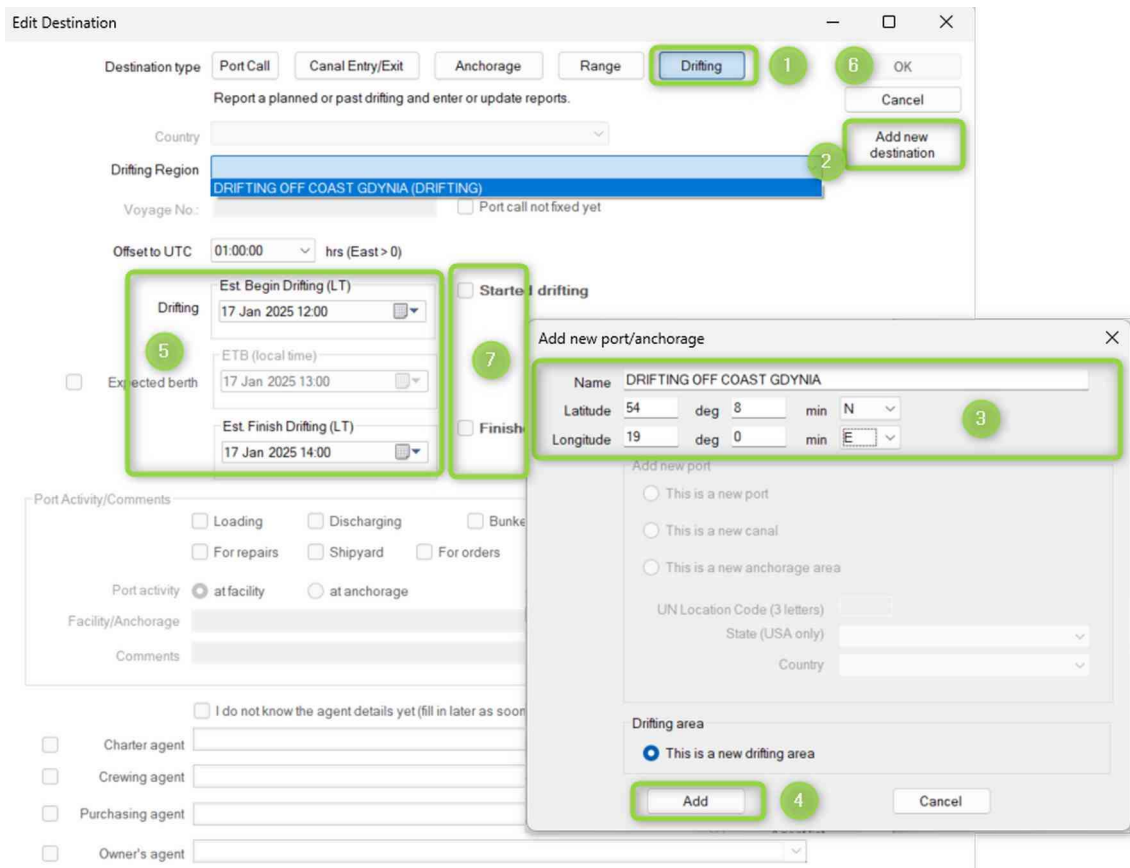
Anchorage: Either choose one of the preset anchorages from the drop-down list or create a new one, by clicking the *Add new destination* button. When creating a new anchorage make sure exact coordinates and the Unlocode of the nearest port is entered. When added a new anchorage area this will be added to the drop-down list.

The screenshot shows the 'Edit Destination' window with the 'Anchorage' tab selected. The 'Anchorage Area' dropdown menu is open, displaying a list of anchorages. 'NEW ANCHORAGE AREA' is highlighted. A secondary window titled 'Add new port/anchorage' is open, allowing for the creation of a new anchorage area. The fields are filled with: Name: NEW ANCHORAGE AREA, Latitude: 54 deg 8 min N, Longitude: 8 deg 0 min E. Under 'Add new port', the radio button for 'This is a new anchorage area' is selected. The UN Location Code is 'CUX', State is empty, and Country is 'GERMANY (DE)'. There are 'Add' and 'Cancel' buttons at the bottom of the secondary window.

When the anchorage area had been chosen, continue as usual with entering the ETA/ETD, the activity and the agent information and confirm by clicking *Ok*.

After the anchor down and anchor up events had been completed, please fill out the respective arrival and departure report.

Drifting: To enter a drifting select the destination type *Drifting*. Click on *Add new destination* and enter the name and position of the drifting area in the popped up window and confirm with *Add*. Now you can select the created drifting area from the *drop-down list*. Enter the estimated start and end of drifting information and confirm with *Ok*. To report start or end drifting enter actual time of start and end drifting and tick the box *Start* respectively *Finish drifting*.



7.4 Enter a Sea passage

Context:

The IMO has recently clarified the definitions of “under way” and “not under way” for MARPOL Annex VI fuel-consumption and emissions reporting (SEEMP Part II / MEPC.395(82) / MEPC.401(83)). The new reporting requirements, including the separation of “underway” and “not underway” periods, become mandatory on 1 January 2026.

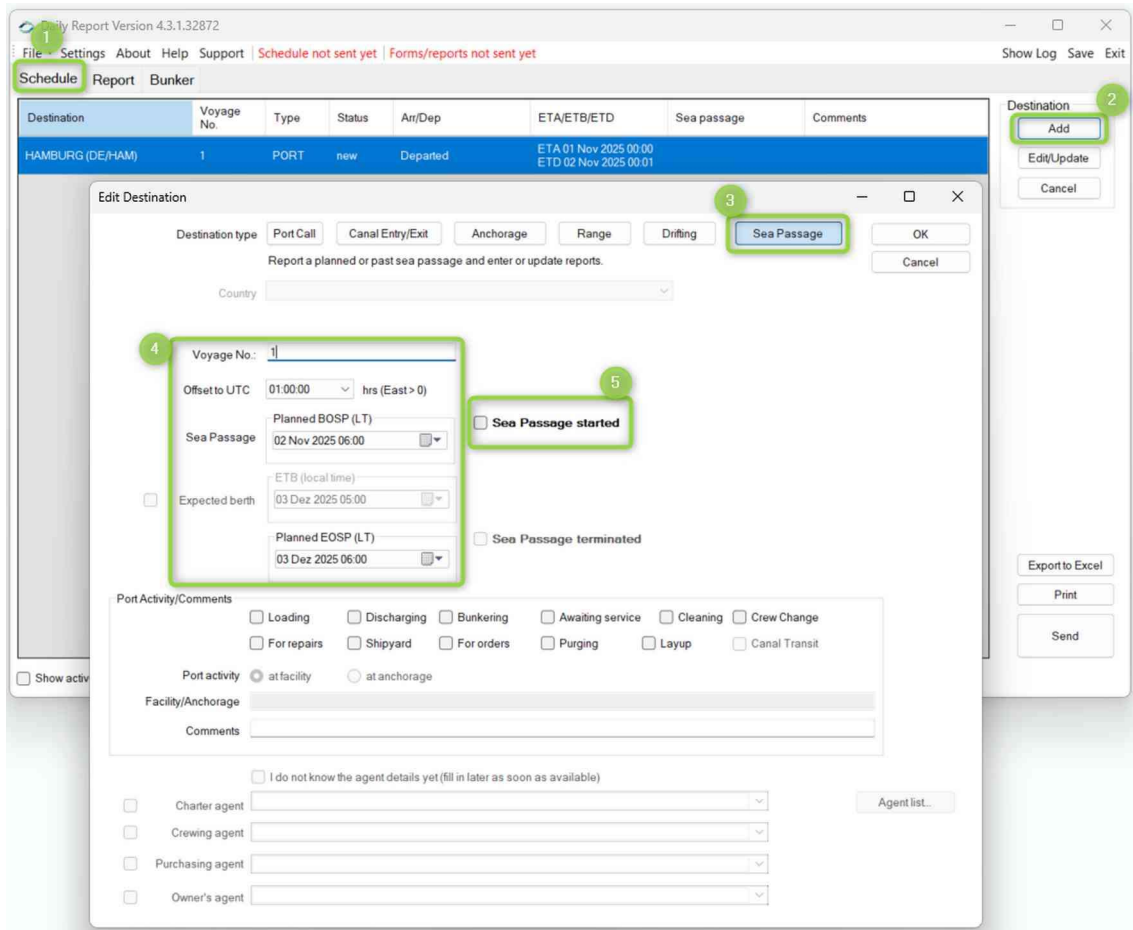
A vessel is considered under way from Full Ahead on Passage in Daily Report named as Begin of Sea Passage (FAOP/BOSP) until End of Sea Passage (EOSP). Not under way covers all time between EOSP and the next BOSP— e.g., anchorage, drifting, moored operations, STS transfers, canal transits at reduced speed, or any period not on a sea passage.

Fuel-consumption reporting must now clearly distinguish consumption during underway vs. not underway periods, and specify fuel type and consumer (main engine, auxiliaries, boilers, etc.).

How to report a sea passage:

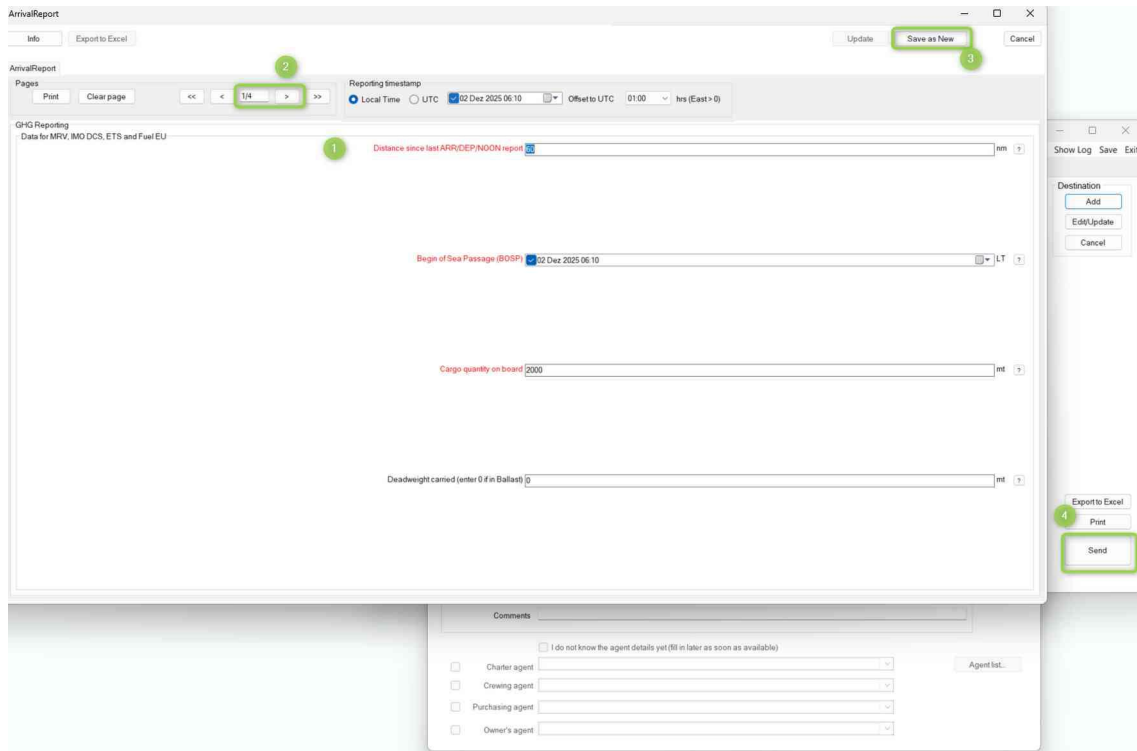
1) Create the Sea Passage Entry

- In the *Schedule* view, click **Add** under *Destination*.
- In the *Edit Destination* tab, select **Sea Passage**.
- Enter the **Voyage Number**, **UTC Offset**, and the planned **BOSP** and **EOSP** (local time).



2) Report the BOSP Event

- Tick **Sea Passage started**.
- A new window will open. Complete **Pages 1–3** (Timestamp / Cargo / Distance, ROBs, and consumption since the last event).
- **Page 4** is optional and only used for **CII corrections** if applicable.
- Click **Save as New**, then send the report ashore using the **Send** button in the *Schedule* view.

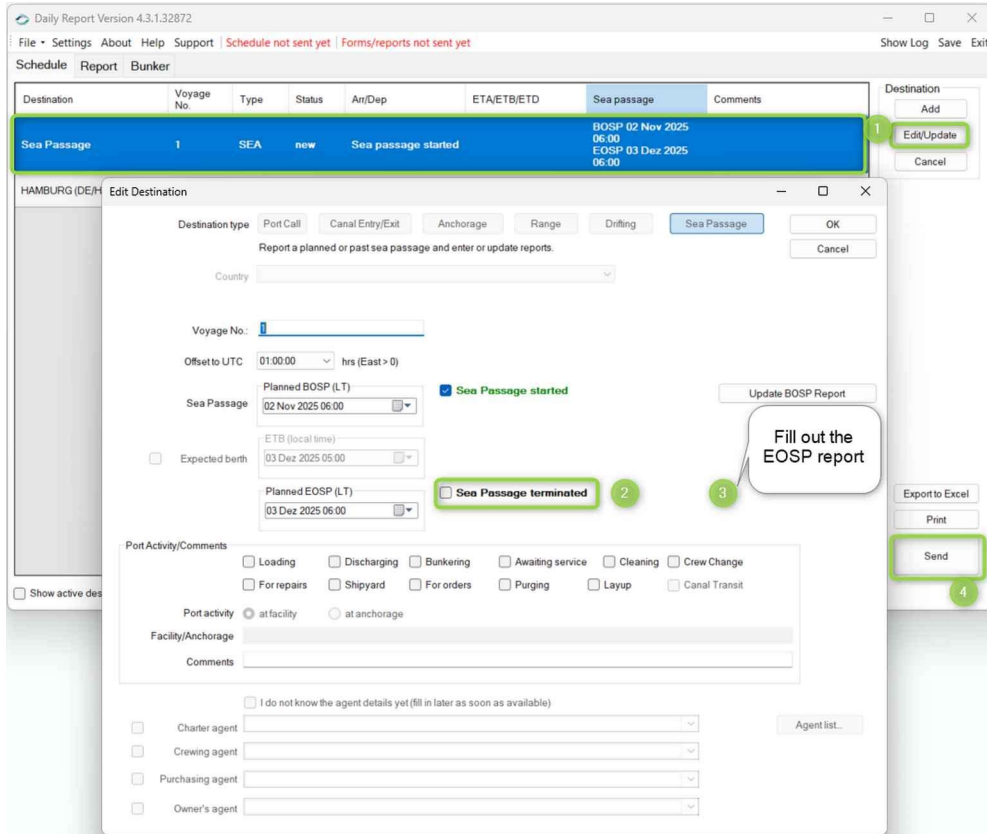


3) Important note → Noon Reports During the Passage

- If required by your company, create and report **Noon Events** during the sea passage.
- Ensure all ROBs, consumptions, and distances are **calculated from the previous event**.
- Example event chain: **ATD → Noon Report → BOSP → Noon Report → Noon Report → EOSP → Canal Passage → ATA**

4) Report the EOSP Event

- Once the vessel completes the sea passage, reopen the schedule entry (double-click it or select it and choose **Edit/Update**).
- In the *Edit Destination* tab, select **Sea Passage terminated**.
- The EOSP report form will open. Complete **Pages 1–3** (Timestamp / Cargo / Distance, ROBs, and consumption since the last event).
- **Page 4** is optional for CII corrections.
- Click **Save as New**, then send the data ashore using the **Send** button.



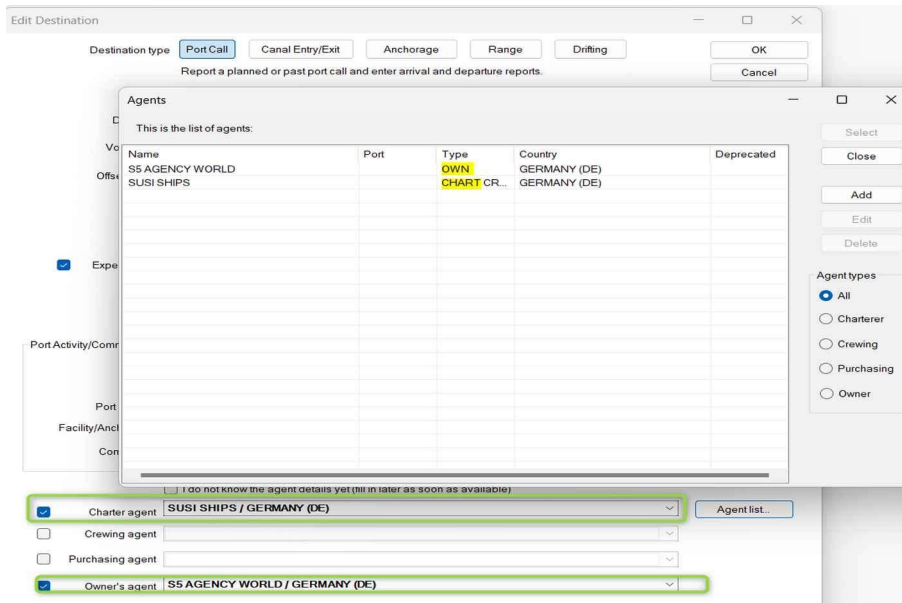
7.5 Entering an agent

You have to enter a default agent and (optionally) a crewing and/or a purchasing agent. Click on the button *Agent List* and click on *Add* then enter the agent details e.g.: name, phone number, e-mail address etc..

Please enter the phone number with an international call prefix like +49.

Note: In some cases this functionality is disabled.

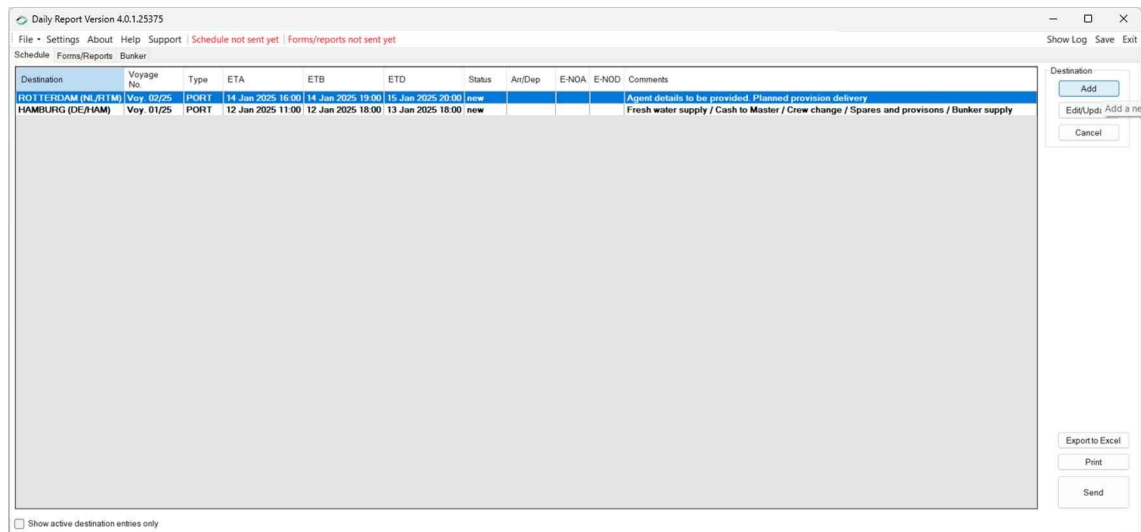
Click on *OK*. Now, the program displays the list of available agents.



You may now enter additional agents. Click on *Close* to close the dialogue or select an agent from the list and click on *Select* to choose the agent for the new destination.

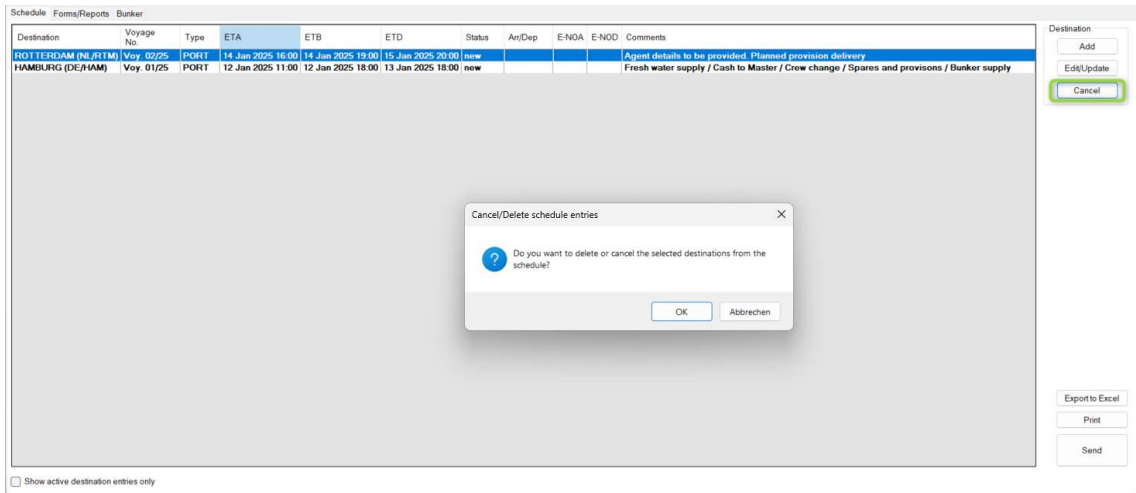
7.6 The schedule list

Click on *OK* to insert the new destination into the schedule. Continue with further destinations.



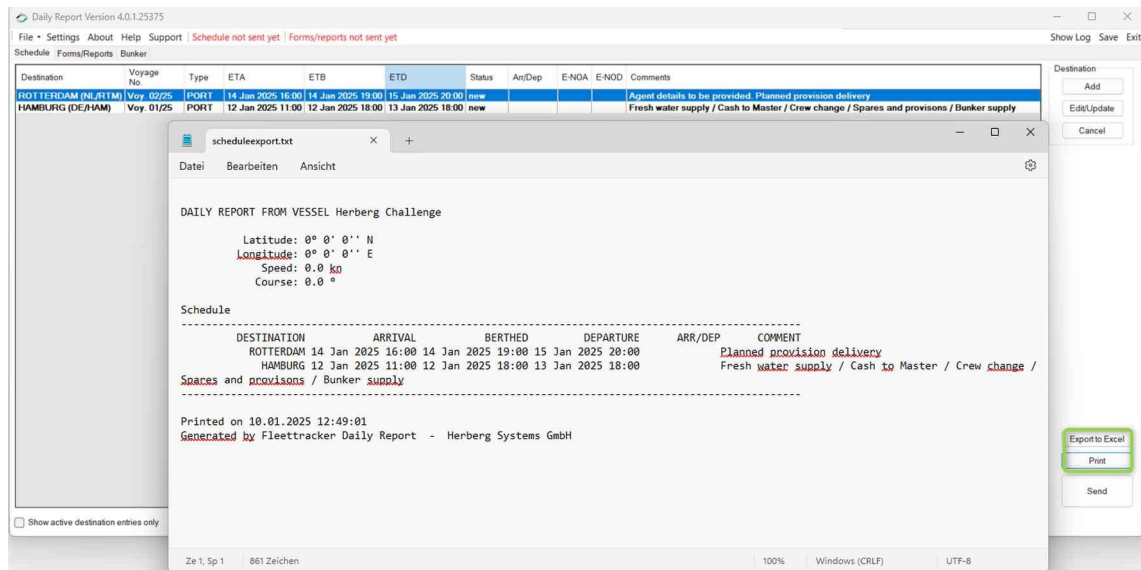
To edit or update ETA/ETB/ETD, agents, comments etc. double-click a *schedule entry* or use the *edit/update* button.

To delete an upcoming port call due to a change of the port rotation for instance, select the entry and click on *Cancel*.



Note that the program marks all entries not reported ashore as Status “new”.

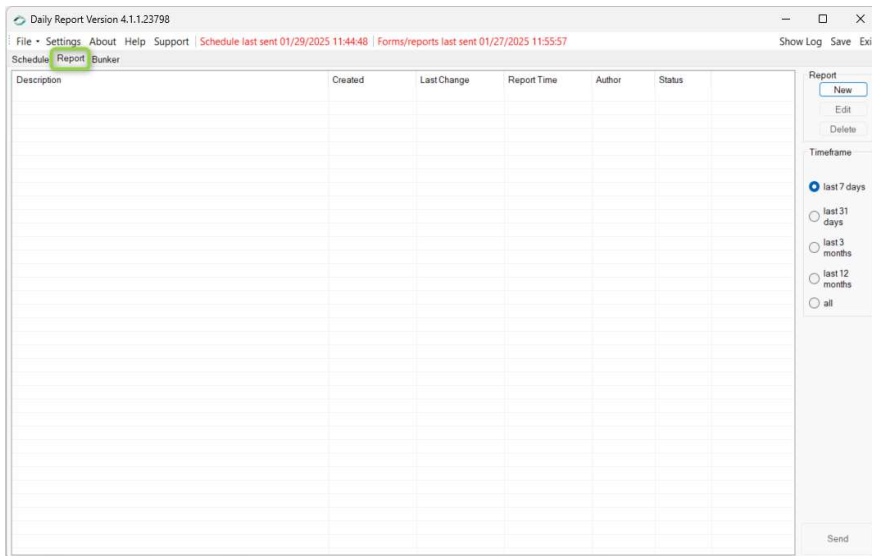
To export your schedule for further external usage, press *Export to Excel* or *Print*.



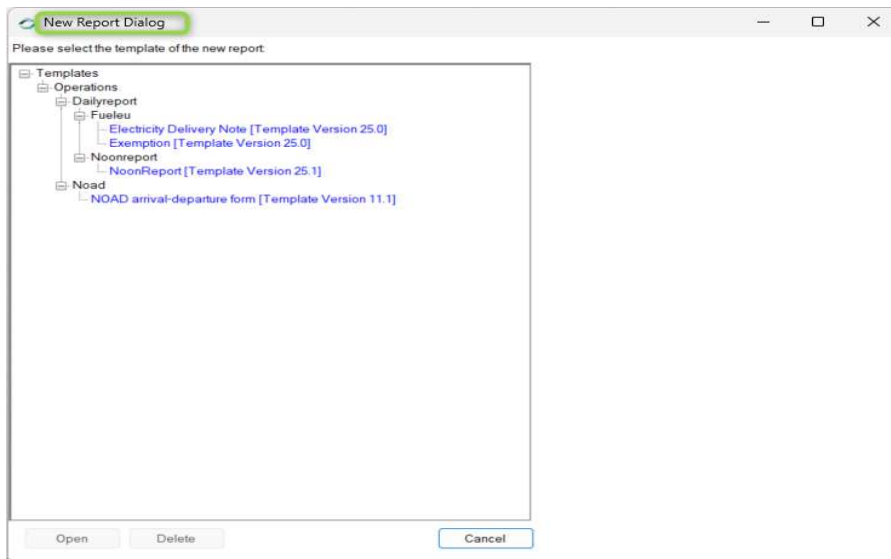
Now, please follow the instructions in chapter 8 to send a schedule ashore!

7.7 Adding a new report

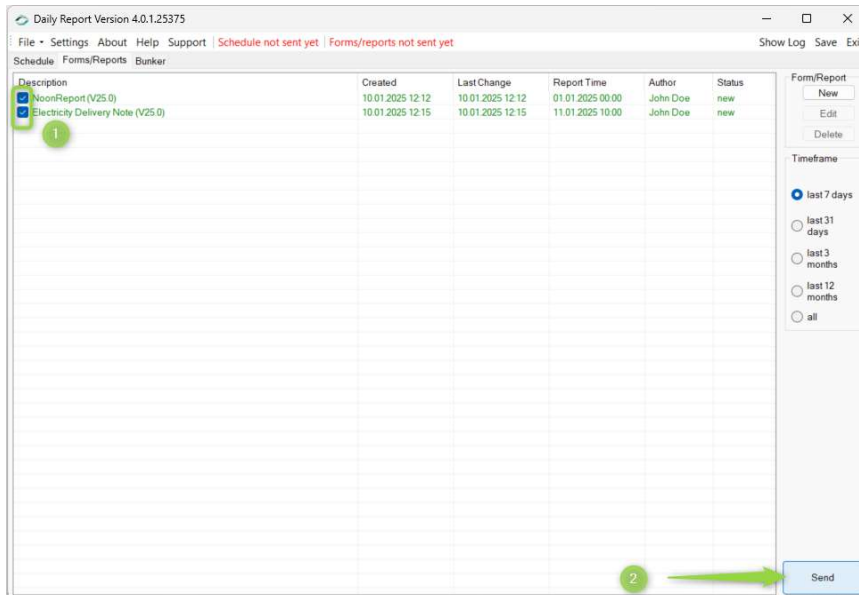
In order to create a new report, you need to switch from the *Schedule* section towards the *Forms/Reports* section.



Afterwards, press *New* and select a report from the *New Form Dialog* window.



Once you have selected a report, fill it out and click on *save as new*, the report will be saved in your *Forms/Reports* section.



Created: Time in UTC when the report has been saved the first time

Last Change: Time in UTC when the last changes for this report have been made

Report Time: Time in UTC for which the report is valid

Now, please follow the instructions in chapter 8 to send a report ashore!

8 Sending the report file ashore

The program creates a **Daily Report file** containing your schedule, reports and your position data. There are four different options to create and send the data ashore in order data is being displayed on your companies Fleettracker Website:

a) Sending via Internet

By selecting this option the data will be submitted to the Fleettracker website via the Internet respectively an API call. Please select one of the other options as a fall back option in case Internet is not available.

To use the direct internet connection for Daily Report, the following URL has to be available from aboard.

The URL is: <https://my.fleettracker.de/api/dailyReport/>

Port: 443 (HTTPS)

Daily Report Settings

Ship Information
Name: Herberg Challenge IMO No.: 123456789

Fleettracker Server E-Mail Address
hpr@fleettracker.de

Message Send Method

Prefer sending data directly via the Internet if possible (recommended). If no Internet connection is available, one of the other options below are automatically used.

Fleettracker URL
<https://my.fleettracker.de/api/dailyReport/>
This is the URL that has to be accessible from your computer via the Internet to send data directly. Check with your IT department if any firewall settings have to be adjusted (IP protocol HTTPS, port 443).

Use E-Mail Client on this Computer (e.g. Skyfile, AMOS Mail, ...)

Your Email Address
myship@mail.com

Save file to disk Browse...
C:\Users\juedemann\Desktop

Use SMTP Server

SMTP Host: _____
SMTP Port: 25
User name: _____
Password: _____
 Enable SSL (encryption)

Enable POP3 before SMTP

POP3 Host: _____
POP3 Port: 110 (Default: 110)
POP3 User name: _____
POP3 User password: _____
 Use SSL

OK
Cancel

b) Default E-Mail client

With this option, the program uses the **default e-mail client** of the Windows system. To use your e-mail client (e.g. SkyFile, Outlook, Thunderbird etc.), you have to define it as default in your Windows setting. Make sure that MAPI settings are correctly set the Windows registry. (If you don't know how to do this please contact your companies IT-admin or Herberg Systems support)

Daily Report Settings

Ship Information
Name: Herberg Challenge IMO No.: 123456789

Fleettracker Server E-Mail Address
hpri@fleettracker.de

Message Send Method

Prefer sending data directly via the Internet if possible (recommended). If no Internet connection is available, one of the other options below are automatically used.

Use E-Mail Client on this Computer (e.g. Skyfile, AMOS Mail...)

Your Email Address
mymail@email.com

Save file to disk
c:\mypositions

Fleettracker URL
<https://my.fleettracker.de/api/dailyReport/>
This is the URL that has to be accessible from your computer via the Internet to send data directly. Check with your IT department if any firewall settings have to be adjusted (IP protocol HTTPS, port 443).

Use SMTP Server

SMTP Host
SMTP Port: 25
User name
Password

Enable POP3 before SMTP

POP3 Host
POP3 Port: 110 (Default: 110)
POP3 User name
POP3 User password

Enable NOAD export module

c) Sending attachments manually / Save to disk

The screenshot shows the 'Daily Report Settings' dialog box. The 'Save file to disk' radio button is selected and highlighted with a green box. Below it, the text field contains 'C:\mypositions'. Other visible fields include 'Ship Information' (Name: Herberg Challenge, IMO No.: 123456789), 'Fleettracker Server E-Mail Address' (hpr@fleettracker.de), 'Fleettracker URL' (https://my.fleettracker.de/api/dailyReport/), 'Your Email Address' (mymail@email.com), 'SMTP Host', 'SMTP Port' (25), 'User name', 'Password', 'POP3 Host', 'POP3 Port' (110), 'POP3 User name', and 'POP3 User password'. There are 'OK' and 'Cancel' buttons at the top right, and an 'Enable NOAD export module' checkbox at the bottom left.

If Daily Report could not connect with the internet and/or your default e-mail client you can also use the *Send Schedule or Send marked reports button* but the report file will be saved in a directory on your hard disk for later mailing. The program writes the file to the directory you have entered in the *Settings* (usually, this is [C:\positions](#)).

To send the file manually, please do the following:

1. Open your e-mail client.
2. Create a new e-mail.
3. Enter **hpr@fleettracker.de** as the destination address.
4. Attach the report file you have created previously. Please ensure that you send the correct file.
5. Send the e-mail.

You may send the report file as an attachment or include the file's contents in the e-mail message.

Important: The software creates two text files (a dr3 file and a fform file.) dr3 files contain the schedule data and the fform Noon reports. If both files are attached to

an email, we will only process the first attachment. Please note that our server can work with one attachment per message only. So, please send the fform.txt and the dr3.txt separately.

The files which can be generated from Daily Report 3 are as follows:

dr3_... files: They contain Schedule information, Arrival, and Departure Reports.

fform_... files: They contain Noon Report and other company-specific reporting files.



Please do not send any other messages other than report files to the e-mail address above! The server disregards any additional information included or attached to e-mails sent to this e-mail address.

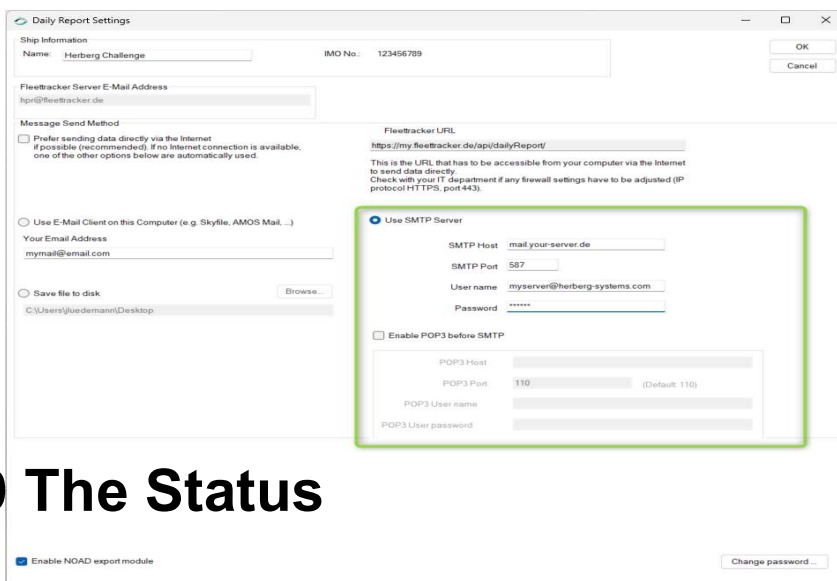
d) SMTP Server

This option enables to use of SMTP server options. Additionally, it can be used for sending the reports from a different mail address.

The only thing is that you need to know your SMTP Host and port.

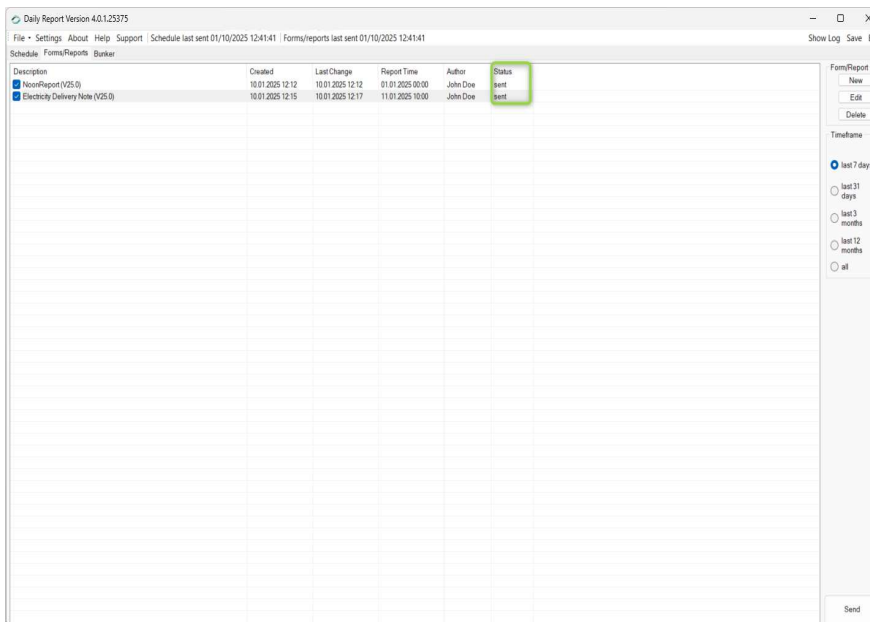
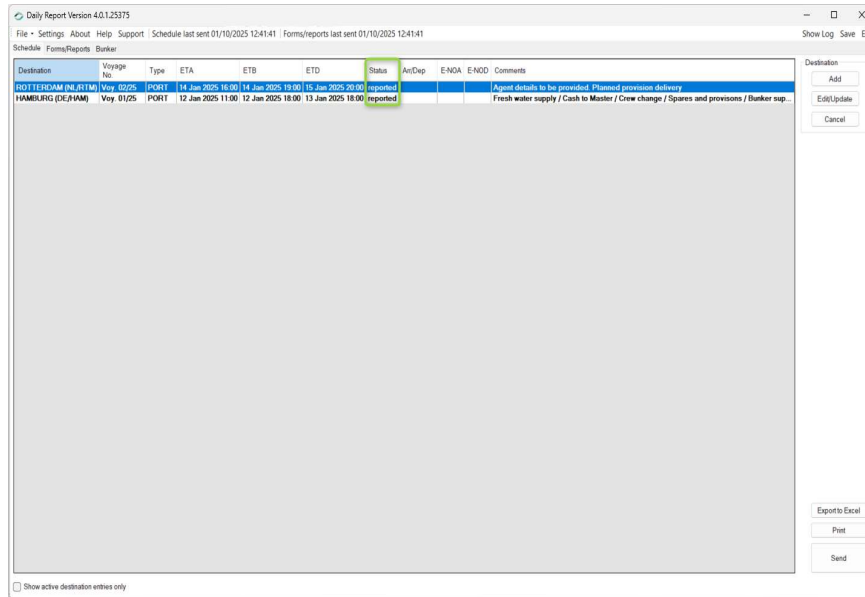
SMTP name is your e-mail address and Password is your e-mail password,

In the above case, our mail server information is like below and I entered my SMTP info as below. If you don't know your SMTP details, you should ask them your IT. When you click *Send*, Daily Report automatically sends the reports with these settings.

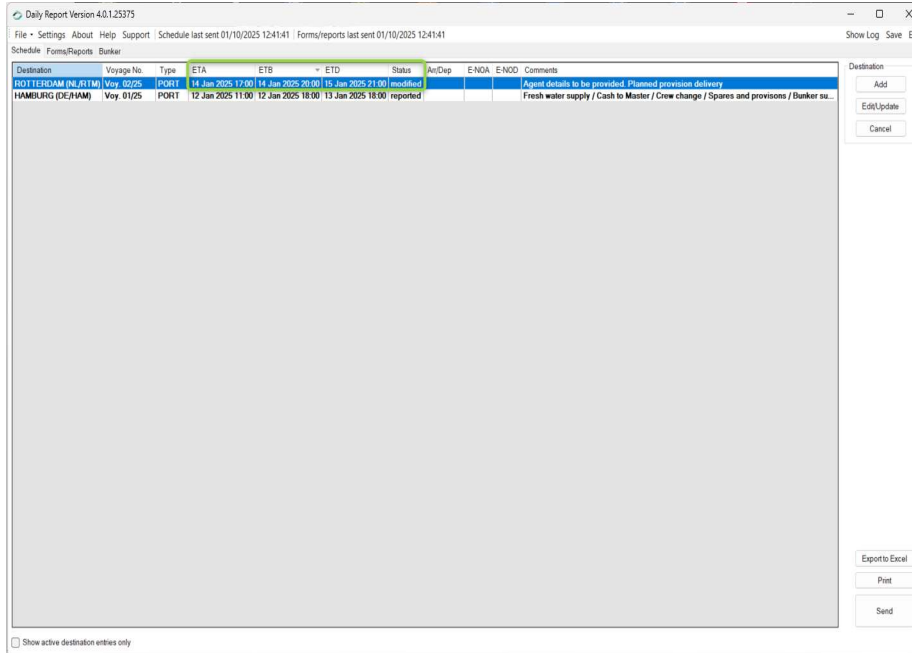
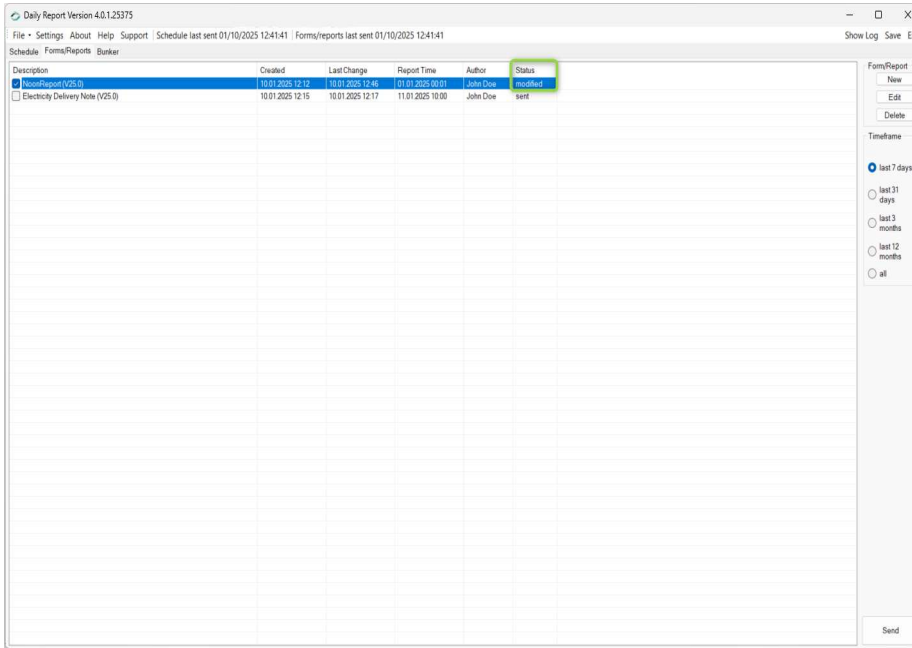


9 The Status

The program marks each entry as *reported* or *sent*, that has been sent to the Fleettracker-Server or has been saved to the selected directory.



Entries that were modified after reporting, are marked as *modified* as long as you do not report them again.



10 Updating your schedule – Arrival and Departure

If your schedule has changed, update the schedule entries and send the new report file as described above.

To report **arrival and/or departure** at a destination, double-click the entry in the schedule to edit and check the *Arrived at respectively Departed from at destination* check box. The report will open in a new window.

Depending on your company policy, you will have to fill out arrival and departure reports when reporting a new arrival or departure. Please refer to chapter 10 for further details.

If you change the ETD the program will ask you, if all following ETA's and ETD's should be modified too.

Destinations that were once reported ashore cannot be removed from the schedule but can be marked as cancelled. *Canceling a destination* means that you are "skipping" a harbour. In case that you already have sent the report file containing a schedule

ashore, it is not allowed to simply remove a destination from the reported schedule to avoid inconsistency.

11 Arrival & Departure Reports

Depending on your company policy, you will have to fill out arrival and departure reports when reporting a new arrival or departure. If you check the *Arrived at Destination* check box, the following *Arrival Report* dialogue appears:

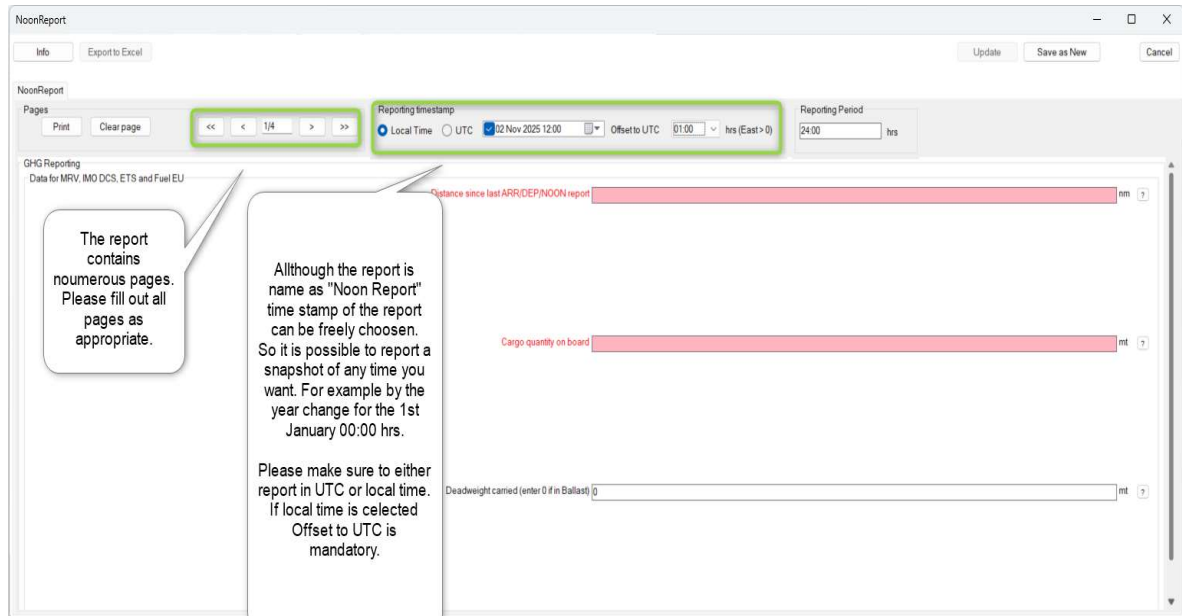
Please enter the requested data and click on *Save as new* or *Save/Update* to save. You may click on *Cancel* to close the dialog.

After confirming the arrival, the *Departure Report* dialogue appears:

Some hints:

-
- The program stores the previously entered data for each destination internally. All changes you make in the schedule and /or the reports can be send in bulk once you are done with your reporting work.
 - You can update / correct the saved report data by clicking on the *update Arrival/Departure Report* button. Noon and other reports can be updated / corrected too, by simply double clicking or mark the line and select the edit button.
 - It is required to send a departure report before confirming the next arrival report.

12 Noon Reports



When editing a report, please note the following helpful information and advices:

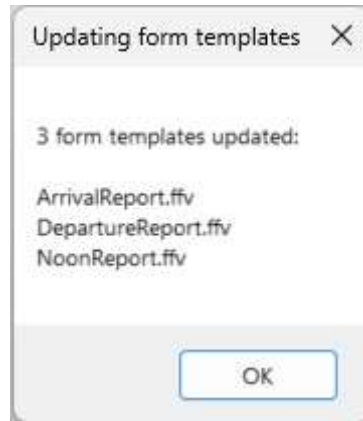
- **Reporting timestamp:** This is the time for which the report is valid.
- **The Reporting timestamp of a Noon Report should always be entered as first value.**
- **Reporting period:** Enter the period, ending with *End of reporting period* for which the reporting is valid.
- **Save as New:** Creates a completely new report. This report is also separately saved in your Form/Reports section (Except for Arrival/Departure Reports).
- **Update:** Only updates an already existing report.
- **Fields names in RED:** Field names in RED (e.g. **Speed Over Ground**) are mandatory fields, that have been defined by the ship manager as such. Not filling out those fields will create a warning when trying to save or update. saving/updating is not possible unless these fields are filled in correctly.
- **Columns in RED:** These columns may indicate
 - The field may not be empty
 - The entered value is too high
 - The entered value is too low
 - The entered value-type is not correct

13 Adding a new form template

This section describes how to add a new form of *.ffv or *.ffz format to the report.

Please go to File > Import Template(s) / Schedule(s).

Now browse for the file e.g.: "ArrivalReport.ffv".



This notice appears on screen, click *OK*.

Now your template file is imported. A template file can be obtained from the shipping company on demand.

14 FuelEU Maritime

FuelEU Maritime is a key EU initiative aimed at reducing the environmental impact of the shipping industry as part of the EU Green Deal. Its goal is to help achieve net-zero greenhouse gas (GHG) emissions by 2050 by lowering the carbon intensity of maritime transport, which is a significant source of global emissions.

The regulation sets binding targets to reduce GHG emissions per unit of transport work (grams of CO₂ equivalent per ton-kilometer), with progressively stricter targets over time. This encourages the shift from conventional marine fuels like heavy fuel oil to cleaner alternatives such as biofuels, hydrogen, ammonia, and synthetic fuels.

FuelEU Maritime promotes energy efficiency innovations, including wind propulsion and energy-saving technologies, to reduce reliance on fossil fuels. It also supports infrastructure development, such as shore power for ships in port and refueling stations for alternative fuels. The regulation requires monitoring, reporting, and verification of emissions from ships in European waters to ensure compliance.

The initiative also stimulates demand for low-carbon technologies and fuels, driving innovation and investment in the shipping sector. By aligning the industry with the EU's climate goals, FuelEU Maritime plays a crucial role in reducing GHG emissions, making shipping more sustainable, and supporting the EU's 2030 and 2050 climate targets.

14.1 FuelEU Maritime Glossary

FuelEU Maritime: A regulatory initiative by the European Union aimed at reducing the environmental impact of the shipping industry by decreasing greenhouse gas (GHG) emissions and promoting sustainable fuels and technologies.

Green Deal: The EU's overarching policy to achieve net-zero GHG emissions by 2050, with a focus on reducing the carbon footprint across various sectors, including shipping.

Greenhouse Gas (GHG) Emissions: Gases such as CO₂, methane, and nitrous oxide, which trap heat in the atmosphere and contribute to global warming.

Carbon Intensity: The amount of CO₂ emissions produced per unit of transport work, typically measured in grams of CO₂ equivalent per ton-kilometer.

Net-Zero Emissions: The balance between the amount of greenhouse gases emitted and the amount removed from the atmosphere, aiming for no net emissions.

Renewable Energy Sources: Energy derived from natural, replenishable sources such as biofuels, hydrogen, ammonia, and synthetic fuels that have a lower carbon footprint than traditional marine fuels.

Energy Efficiency Innovations: Technologies or methods that reduce the amount of energy required for shipping operations, such as wind propulsion and energy-saving onboard systems.

On-Shore Power Supply: A system that allows ships in port to turn off their engines and use electricity from the grid, reducing their emissions when docked.

Monitoring, Reporting, and Verification (MRV): The process by which ships are required to monitor their emissions, report the data, and have it verified to ensure compliance with regulations.

Bunker Delivery Note (BDN): A document that records the type and quantity of fuel delivered to ships. It is used to calculate CO₂ emissions and carbon intensity in compliance with FuelEU Maritime.

CO₂ Emissions: Carbon dioxide emissions, which are a primary greenhouse gas and major contributor to climate change.

Ton-Kilometer: A unit of measurement for transport work, representing one ton of cargo moved one kilometer.

Bunker List: A file that tracks fuel charges, BDN data, and bunker corrections, helping ship operators comply with FuelEU Maritime reporting requirements.

Well-to-Tank Emission Factors: The emissions produced from extracting, refining, and transporting fuel before it is used by a ship.

Tank-to-Wake Emission Factors: The emissions produced from the actual combustion of fuel in a ship's engine (i.e., emissions from the "tank" to the "wake").

Mass Share Percentage: The proportion of a fuel blend made up of different components, used for calculating emissions and energy content.

Energy Share Percentage: The proportion of energy contributed by each fuel component in a blend.

15 Bunker Delivery Note (BDN)

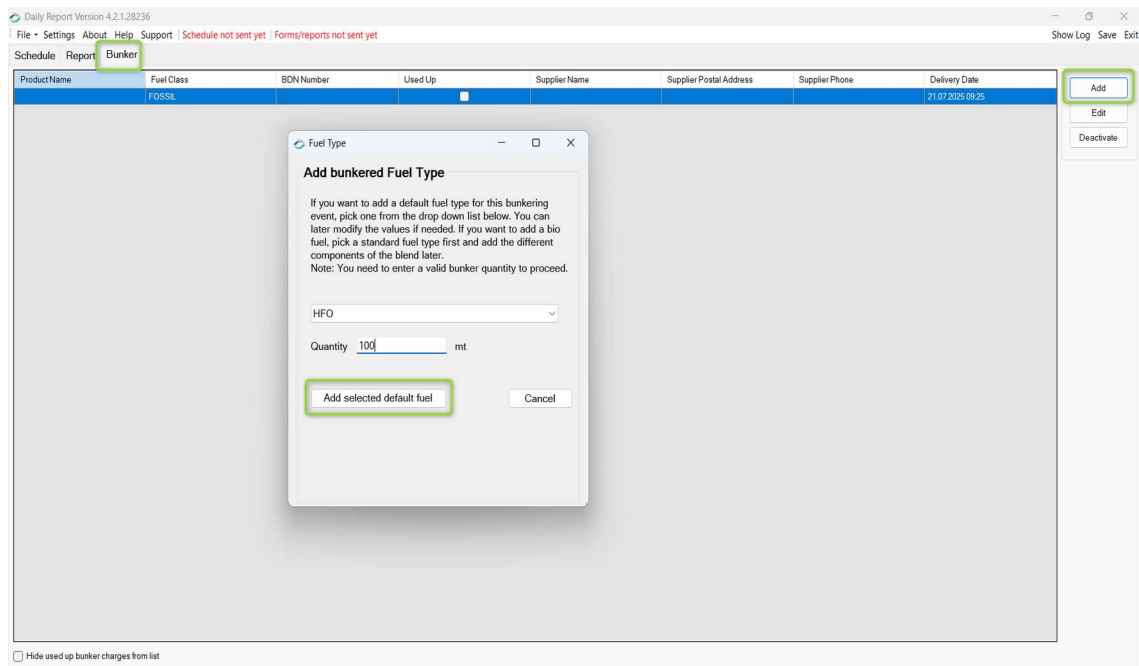
Under the FuelEU Maritime regulation, reporting the detailed information from a Bunker Delivery Notes (BDNs) has become a critical requirement for ships to comply with the regulation's greenhouse gas (GHG) emission reduction targets. BDNs provide essential data on the type and quantity of fuel delivered to ships, which is necessary for calculating their CO₂ emissions and overall carbon footprint.

BDNs include detailed information about the fuel supplied to vessels, such as the fuel type, quantity, and energy content (measured in terms of its carbon content). This data is now indispensable for determining CO₂ emissions per ton-kilometer of transport work as outlined by FuelEU Maritime. By tracking the carbon intensity of the fuel used, ship operators can calculate their emissions accurately and demonstrate compliance with the regulation's progressively stricter GHG intensity limits.

The need for BDNs arises from the requirement under FuelEU Maritime for ships to monitor, report, and verify their CO₂ emissions based on fuel consumption. The values contained in BDNs are directly tied to this process, as they provide the baseline information needed to calculate the carbon intensity of the fuel used by each vessel. These notes ensure transparency and accountability in the shipping industry by offering a clear record of the fuels consumed and their associated emissions.

To comply with the regulation, ship operators must retain and report their Bunker Delivery Notes to the relevant authorities, typically in conjunction with the monitoring and reporting of CO₂ emissions. BDNs have thus become a critical piece of documentation for calculating the CO₂ footprint of ships under FuelEU Maritime, helping the industry transition to more sustainable and low-carbon operations. As a result, Daily Report has been enhanced to include this reporting functionality. The process involves multiple steps and may include delays between the time fuel physically taken on board the of the vessel and when detailed information becomes available from the bunker supplier, for example the POS (Proof of sustainability) for Biofuels.

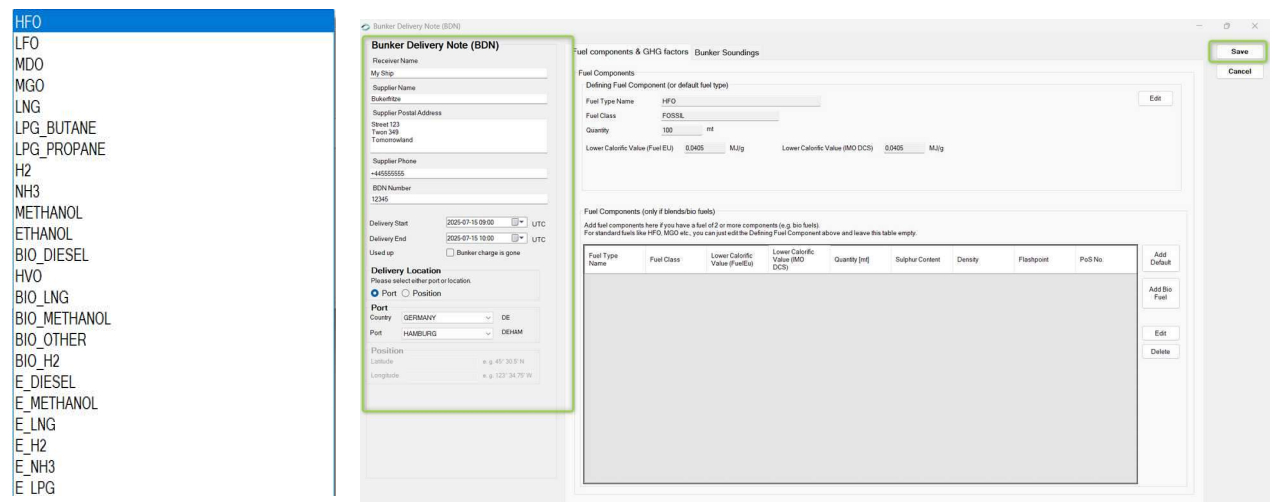
You will find the new Bunker tab here:



15.1 Enter a BDN of a default fuel type

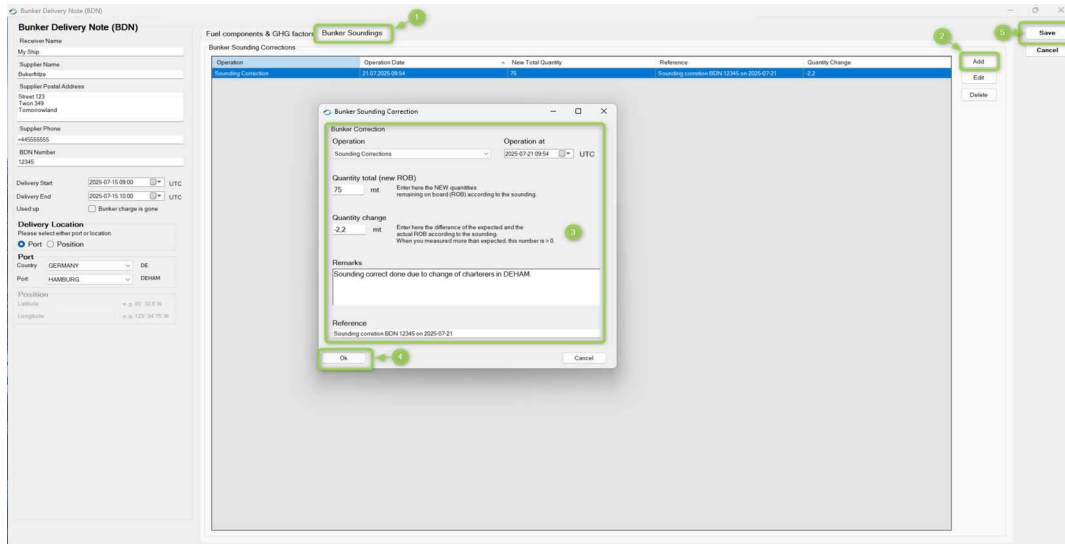
Choose the bunkered fuel type from the paper BDN, enter the quantity, and click *Add selected default fuel type*. In the new window, enter basic data. Emission factors for all default fuel types are preloaded, so no input is needed in Fuel Components or Emission Factors. Click *Save*, and you're done!

This is the list of available standard fuel types and basic data information in Daily Report 4:



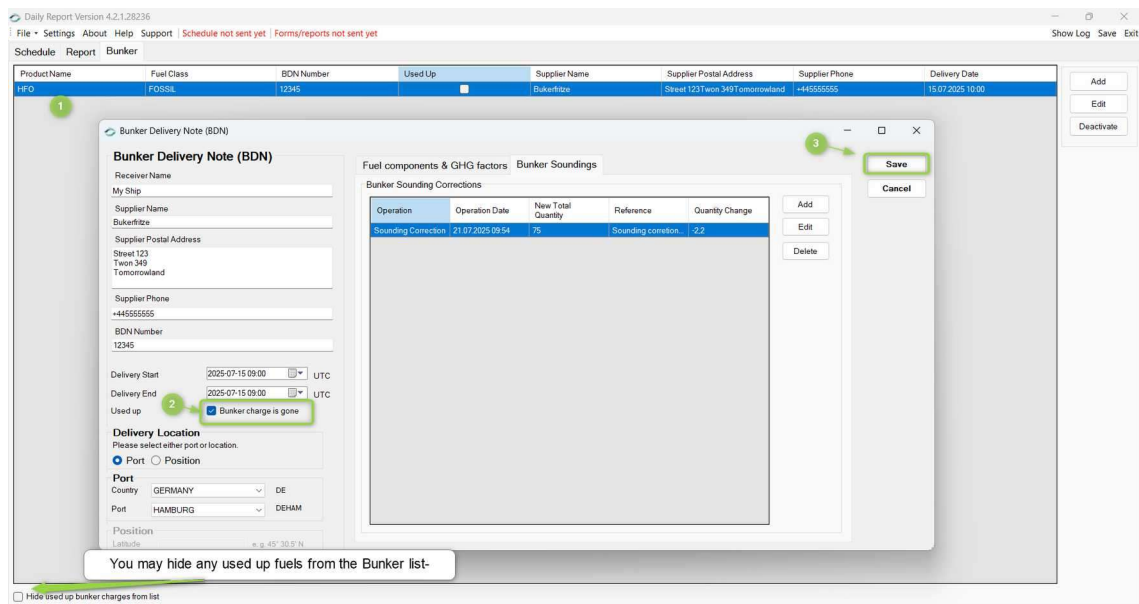
15.2 Enter a bunker sounding correction or a debunkering

Go to the bunker tab. Double click on the bunker charge you like to correct. The BDN window will open. Select the bunker sounding Correction tab and click on add. Enter the bunker correction figures. For shortages please enter a minus (-). When done please click *Ok* and save.



15.3 Used up information

This is very important. Once a bunker charge has been fully consumed please go to the bunker tab. Select the line of the BDN used up by *double click*. Tick the box *Used up / Bunker charge is gone*. And click *save*. When the charge is marked as used up you cannot select it from the rob, consumption and CII correction tab in the reports any more.



15.4 Entering a blend

Please have the final Bunker Delivery statement and if available the POS at hand. Below an example of a POS. It contains all basic emission data needed for the input of the blend bunkering.

Product	GoodFuels MDF1-50 (MGO)
Description:	50% Biofuel by volume
Total fuel quantity (metric ton / cbm):	200.7 metric ton / 233.48 cbm
Biofuel quantity (metric ton / cbm):	100.93 metric ton / 115.31 cbm
Fossil fuel quantity (metric ton / cbm):	99.77 metric ton / 118.17 cbm
Density fuel (kg/cbm):	859.60
Density biofuel (kg/cbm):	217.46

Fuel Parameters

Product	Density (kg/cbm)	Lower Calorific Value (MJ/kg)	Mass Share blend (%)	Energy Share blend (%)
Reference	Bunker Delivery Note	Directive (EU) 2018/2001 MEPC.346 (78)	Calculation	Calculation
GoodFuels MDF1-50 (MGO)	859.6	39.83	100.0%	100.0%
Biofuel component of the blend	217.5	37.00	50.3%	46.7%
Fossil fuel component of the blend	-432.5	42.70	49.7%	53.3%

Lifecycle Emissions

Product	Well to Tank			Tank to Wake		Well to Wake	
	Total emissions from cultivation, processing, transport and distribution (gCO2eq/MJ)	CF CO2 (gCO2/gFuel)*	CF CH4 (gCH4/gFuel)**	CF N2O (gN2O/gFuel)**	Well to Wake GHG intensity excluding CH4 and N2O emissions (gCO2eq/MJ)***	Well to Wake GHG intensity including CH4 and N2O emissions (gCO2eq/MJ)	
Reference	Directive (EU) 2018/2001 MEPC.376(80)	Regulation (EU) 2023/2776 Directive (EU) 2023/2413			Directive (EU) 2018/2001	MEPC.376(80) Regulation (EU) 2023/1805	
GoodFuels MDF1-50 (MGO)	17.00	1.594	0.00005	0.00018	57.01	58.24	
Biofuel component of the blend	16.20	0.000	0.00005	0.00018	16.20	17.53	
Fossil fuel component of the blend	17.70	3.206	0.00005	0.00018	92.78	93.93	

* Taking into account the share of biogenic carbon
 ** Bio specific default values are still to be determined under EU regulations for CH4 and N2O emissions
 *** As stated on the ISCC EU Proof of Sustainability

Carbon Factors EU MRV, ETS

Product	Mass Share blend (%)	CF CO2 (gCO2/gFuel)	CF CH4 (gCH4/gFuel)	CF N2O (gN2O/gFuel)	GHG Cf (gCO2eq/gFuel)
Reference	Calculation	Regulation (EU) 2023/2776, Directive (EU) 2023/2413, Directive (EU) 2018/2011			
GoodFuels MDF1-50 (MGO)	100%	1.594	0.00005	0.00018	1.643
Biofuel component of the blend	50%	0.000	0.00005	0.00018	0.049
Fossil fuel component of the blend	50%	3.206	0.00005	0.00018	3.255

Carbon Factors IMO DCS, CII

Product	Energy Share blend (%)	GHG Cf (gCO2eq/gFuel)
Reference	Calculation	MEPC.1/Circ.905 MEPC.346 (78)
GoodFuels MDF1-50 (MGO)	100%	1.988
Biofuel component of the blend	47%	0.599
Fossil fuel component of the blend	53%	3.206

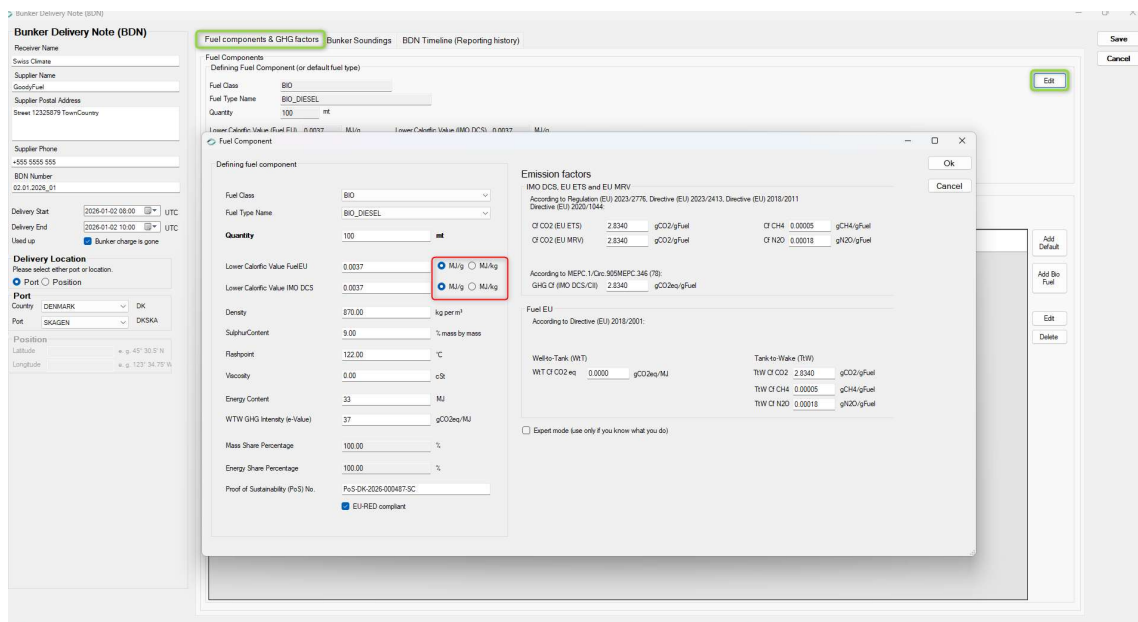
1. If you want to enter a blend (Bio fuel), pick any standard fuel type first and add the different components of the blend thereafter.

The screenshot shows the 'Bunker' tab in the software. A 'Fuel Type' dialog box is open, prompting the user to 'Add bunkered Fuel Type'. The dialog includes a dropdown menu with 'MGO' selected, a 'Quantity' field with '200' and 'mt' unit, and an 'Add selected default fuel' button. The background shows a table with columns for Product Name, Fuel Class, BDN Number, Used Up, Supplier Name, Supplier Postal Address, Supplier Phone, and Delivery Date.

2. Enter general information like receiver, supplier BDN number and so forth. Then please click on *edit*. A new window will open. Here type in the *Defining Fuel component* information. Starting with the *Fuel Type Name* of the total ready mixed blend bunker charge. This is usually a product name of the bunker supplier, in our example above “GoodFuels MDF1-50 (MGO)”.

Then select the *Fuel Class* “**BLEND**”. For Blends, please ensure that you enter the correct emission factors. You can find these on your final Bunker Delivery Statement.

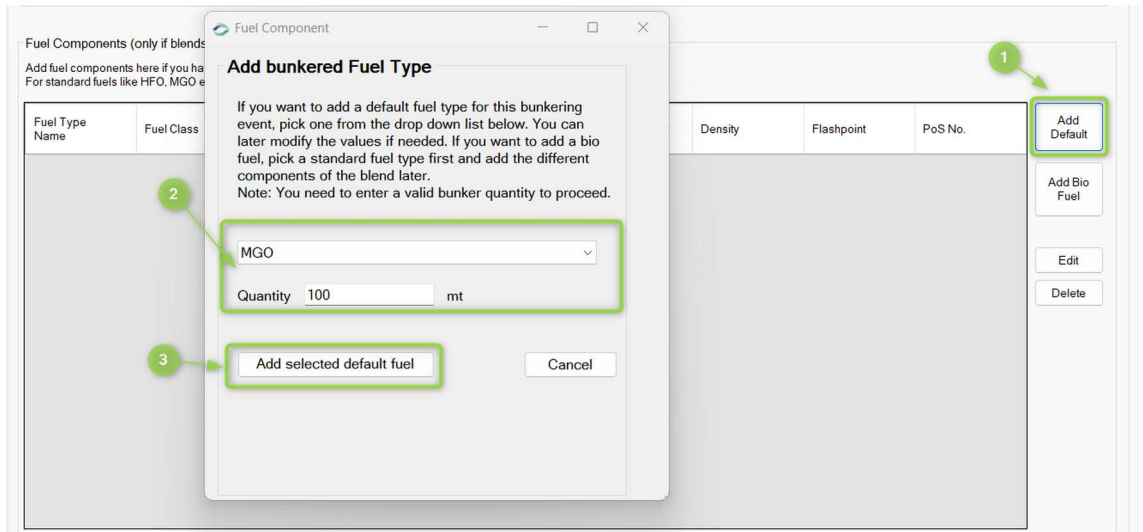
Remark: Watch out for the unit of the **LCV value**. This value has to be stated in **MJ/g or MJ/kg**. We have seen also MJ/Liter on documents provided by bunker suppliers. In doubt please ask supplier or your bunker department.



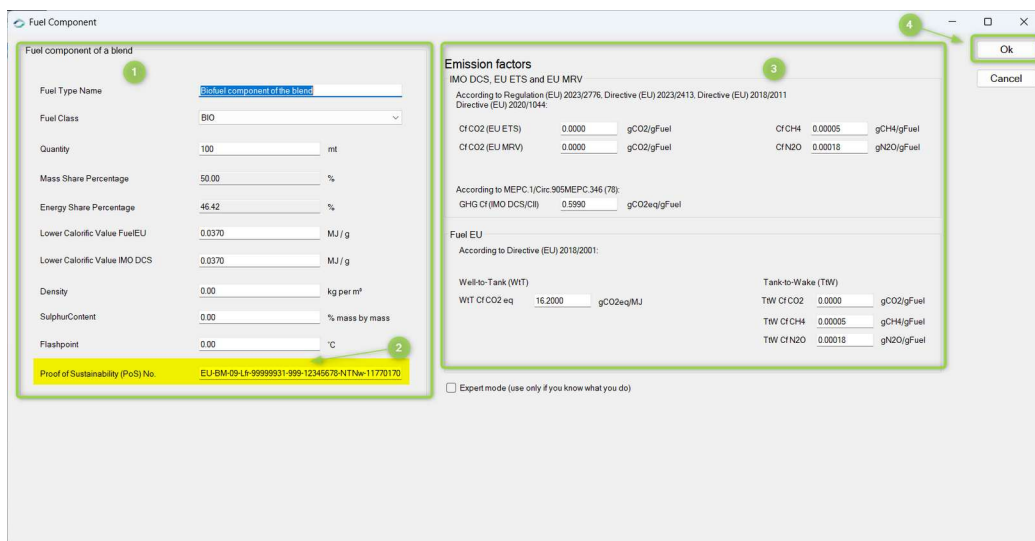
When entered all the required Defining component information click *OK*.

3. Now you need to enter the two parts of the Blend. In our example the *Fossil fuel component of the blend* and the *Biofuel component of the blend*.

We start with clicking on *Add default* to enter the fossil component of the blend. As per our example this would be MGO to be selected. Add the fossil fuel quantity and click on *Add selected default fuel*.



Followed by clicking on *Add Bio Fuel* adding the information as per *BDN* and *PoS* (Yellow marked).



15.5 BDN Timeline (Reporting History)

The **BDN Timeline** provides a chronological overview of the bunkered consumption and **Remaining On Board (ROB)** development related to a specific **Bunker Delivery Note (BDN)**. It allows users to review how the bunkered quantity is consumed across reporting events until the bunker delivery is fully used.

Accessing the BDN Timeline

1. Open the **Bunker** tab.
2. Select the desired **BDN** from the list.
3. Click **Edit** to open the **Bunker Delivery Note (BDN)** window.
4. Select the tab "**BDN Timeline (Reporting history)**".

The timeline displays all relevant reporting events starting from the **bunkering event** until the bunker quantity from the BDN is marked as **used up**.

Timeline Information

For each reporting event, the following information is displayed:

- **Timestamp**
The date and time when the reporting event was recorded.
- **Port/Location**
The vessel's reported port or location at the time of the event.
- **Event Type**
The type of operational report (e.g., **Bunkering, Departure, Arrival, Noon Report, Sea Passage (BOSP/EOSP)**).
- **Bunkered**
The fuel quantity received during the bunkering event.
- **Sounding Total**
The total bunker quantity measured by tank sounding at the time of the event.
- **Sounding Delta**
Any correction applied based on sounding differences.
- **Consumption**
The fuel consumption recorded for the reporting event.
- **ROB**
The reported remaining bunker quantity after the event.
- **Calculated ROB**
The system-calculated remaining bunker quantity based on bunkered amount and recorded consumption.

The **BDN Timeline** improves transparency by providing a complete **reporting history for each bunker delivery**, enabling users to track bunker consumption and verify ROB changes throughout the vessel's reporting cycle.

Timestamp	Port	Event Type	Bunkered	Sounding Total	Sounding Delta	Consumption	ROB	Calc. ROB
02 Jan 2026 10:00 UTC		BUNKERING	100.0 mt				100.0 mt	100.0 mt
03 Jan 2026 11:55 UTC	SKAGEN ANCHORAGE (DK/SKA)	DEPARTURE					100.0 mt	100.0 mt
03 Jan 2026 13:00 UTC	SEA PASSAGE	BOSP				5.0 mt	95.0 mt	95.0 mt
04 Jan 2026 12:00 UTC	SKAGEN ANCHORAGE (DK/SKA)	NOON				25.0 mt	70.0 mt	70.0 mt
05 Jan 2026 12:00 UTC	SKAGEN ANCHORAGE (DK/SKA)	NOON				25.0 mt	45.0 mt	45.0 mt
06 Jan 2026 12:00 UTC	SKAGEN ANCHORAGE (DK/SKA)	NOON				25.0 mt	20.0 mt	20.0 mt
06 Jan 2026 18:00 UTC	SEA PASSAGE	EOGP				10.0 mt	10.0 mt	10.0 mt
06 Jan 2026 19:00 UTC	REYKJAVIK (IS/REY)	ARRIVAL				5.0 mt	5.0 mt	5.0 mt
07 Jan 2026 19:00 UTC	REYKJAVIK (IS/REY)	DEPARTURE				5.0 mt	0.0 mt	0.0 mt

15.6 Reporting ROBs and consumptions

After you have provided the first entry in the bunker list, you are able to report ROBs and consumptions in the reports your company requires. For example the arrival and departure reports, the noon reports and also in an exemption report (e.g. sailing through ice or endangered navigation to be found under the reports tab).

Entering ROB:

Consumptions since last DEP/NOON report

Engine name	Fuel name	Fueltype GUID	Consumption quantity
ME1	13 12 28 GoodFuels MCF1-50 (MCO)	8468b76-8d07-462b-a777-8467a626d6da	0.00

Fuel consumption since previous event (ARR/DEP/NOON)

Enter the fuel consumption of the aggregates since the last previous event. Please ensure that you pick the correct bunker.

MGO (BDN: 8042021020)
Consumption of the fuel bunkered on 2025-12-17 10:00 UTC (since previous event):

ME1	ME2	ME3	ME4
0.00	0.00	0.00	0.00

GoodFuels MCF1-50 (MCO) (BDN: 8042021020)
Consumption of the fuel bunkered on 2025-12-28 11:30 UTC (since previous event):

ME1	ME2	ME3	ME4
0.00	0.00	0.00	0.00

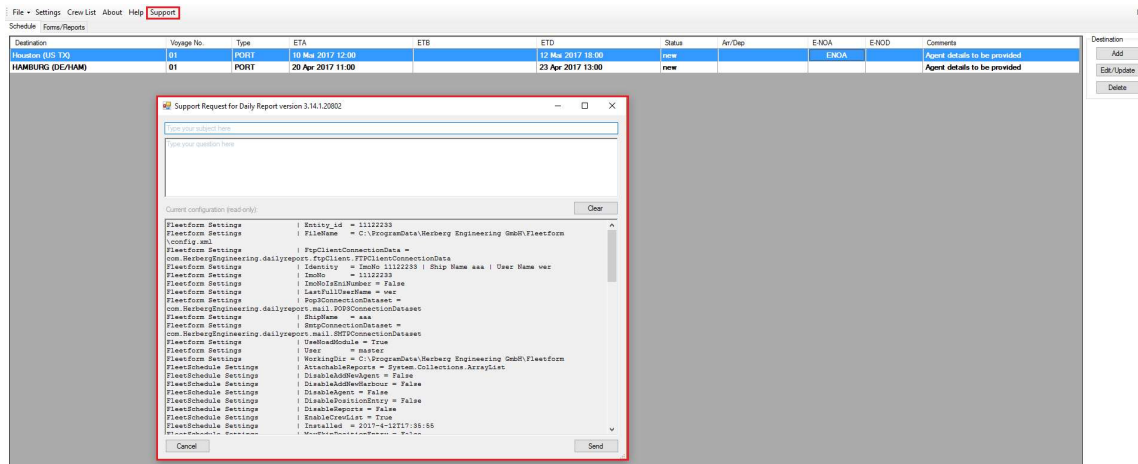
Callouts:

- On page three in a arrival/departure/noon report you will find the consumption tab.
- Please click right in the consumer type unit table you want to report a consumption and select edit to enter a consumer.
- A new window will open. In our screenshot for the main engin. Make sure to select the correct fueltype used and enter you consumption value(s) and click OK. Repeat for the other consumers as applicable, e.g. the auxiliary engine.
- It is very important to enter the consumption value for the time period between the event you are just reporting and the last reported event, whether it is an arrival, departure or noon report.

Entering consumptions:

16 Trouble Shooting

16.1 How to contact the support-team



Press the *Support* button and a window opens where you may describe your problem. Afterwards, press the *send* button and your request will be sent to our support team.

16.2 I cannot find the report file I have just generated – why?

1. Ensure that you have access to the file system that contains the report file from the PC where you send your e-mails from. If you are using another PC for creating reports than for sending e-mails, you will need an USB flash drive or a shared file system to transfer the report file from one PC to another.
2. Ensure that you are looking in the right directory if you have written the report file on harddrive. The program normally stores the report file in c:\positions.

If you are unsure which file is the right report file, check the time stamp of the file. Also, you may check the file name that has the following format:

dr_YYYY-MM-DD_hh-mm-ss_rrr.txt

where YYYY = year, MM = month, DD = day, hh = hour, mm = minute, ss = second and rrr = random digits.

Example:

dr_2009-07-12_22-30-12_121.txt

is a report file that contains a report for the 12th of July 2009, at 22:30h.

16.3 How do I start the program?

Click on *Start->Program->Daily Report*.

If this entry does not exist for any reasons reinstall the software.

16.4 How do I change the ship name?

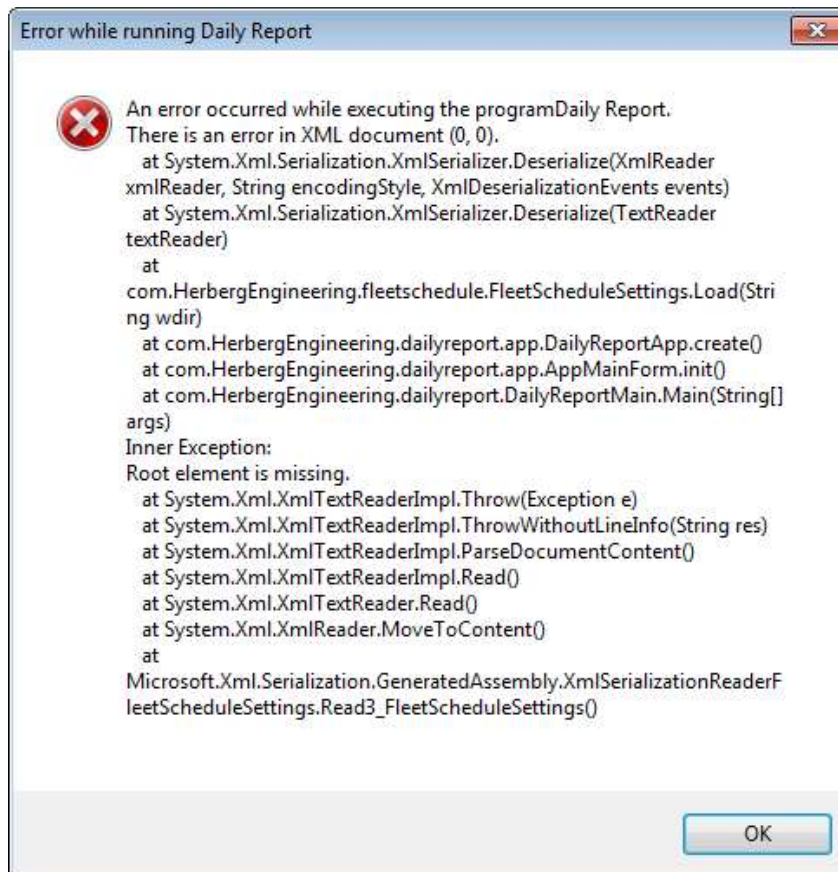
Start the program and click on *Settings*. Now, you can change the ship name.

16.5 Problems setting the default e-mail client

Sometimes, Microsoft Outlook changes the settings of the default e-mail client. If you notice that you have problems sending e-mails directly to e.g. SkyFile:

1. Start Outlook
2. Open *Tools* -> *Options* from the menu
3. Select *Others*
4. Ensure the *Register Outlook as default e-mail client...* is **not** set (second check box)
5. Click on *OK* and close the box.
6. Restart the computer
7. Follow the instructions in the chapter *Sending the report file ashore* for setting the default e-mail client

16.6 Error in XML Document



If you receive this error message, your fssettings.xml cannot be read anymore.

This file has to be deleted within the Daily Report installation folder. Once done, please restart the Daily Report software and a new readable fssettings.xml will be created by the system.

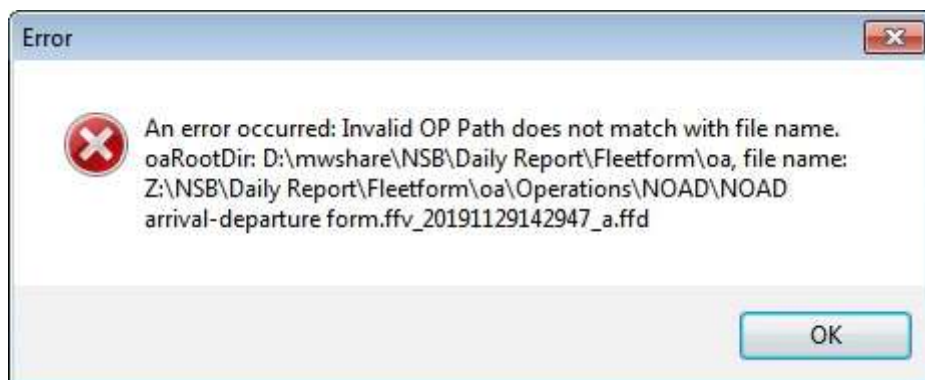
16.7 Error INI file does not contain attribute installed

This error occurs, if you install a Daily Report Update either without having a full installation or if you install the update to a directory in which no full installation of Daily Report is existing.

In order to correct this issue, please request a full installation from your ship manager or adjust the installation path to the already existing full installation of Daily Report.

16.8 An error occurred: Invalid OP Path does not match file name

This error occurs, if Daily Report is used in conjunction with a network drive, it can occasional loose access to its files due to networking problems on the operating system side.



This can be easily fixed within the Daily Report application, go to "File" choose "Reload forms/reports files" and hit "Yes" to Regenerate forms/reports table, the program will

restart after that.

16.9 Bunker List is empty

Unless you have added at least one Bunker Delivery Note you cannot add any report. This is due to the fact, that each reporting of consumptions or ROBs have to be linked to an already existing entry in the bunker list. You have to bunker fuel first before you can consume it – just like in real life.

