Ministarstvo pomorstva, prometa i infrastrukture



REPUBLIKA HRVATSKA Ministarstvo pomorstva, prometa i infrastrukture

e-NAUTICS USER MANUAL

26.04.2022 English language



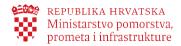
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Contents

1.	Purpose of the document	3
2.	What is e-Nautics?	3
3.	How to access e-Nautics service	5
3.1	Access to data from the Register of Vessels	6
3.2	Calculator for informative purposes	6
3.3	e-Document validation	7
4.	Basic navigation	8
4.1	Find services	9
4.2	My ID	9
4.3	User Inbox	9
4.4	Log off	10
4.5	Visually impaired view	10
4.6	Dyslexia adjusted font	11
4.7	Font size	11
4.8	Change User	11
5.	e-Nautics service options	13
5.1	Yacht or boat arrival notification	14
5.2	My requests	17
5.3	Ecrew application	17
	17	
5.4	User profile	
6.	Legal framework	19





1. Purpose of the document

The purpose of this user manual is to describe the work with the **e-Nautics** electronic service of the Ministry of the Sea, Transport and Infrastructure with a view to assisting end users successfully use the service from any device they access.

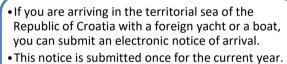
2. What is e-Nautics?

e-Nautics is an electronic service intended for boaters which provides:

- electronic notice of arrival of a foreign boat or yacht in the territorial sea of the Republic of Croatia
- obtaining an electronic receipt of payment of safety of navigation fees upon notifying the arrival of a yacht or a boat

The service can be used by all citizens of the European Union and the European Economic Area, as well as citizens of the Republic of Croatia

e-Nautics provides the following options:



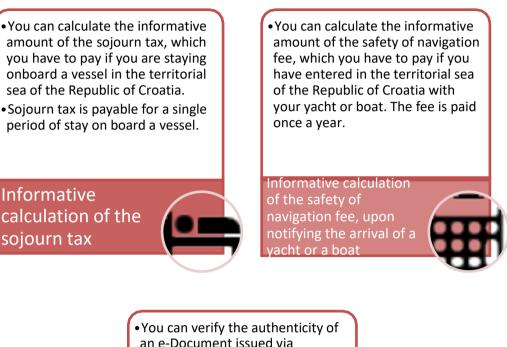
- •You will be provided with information on the payment of navigation safety fee, upon notifying the arrival of a yacht or a boat.
- •Upon payment of the fee you will receive an electronic receipt of the fee paid.

Notice of arrival of yachts or boats in the territorial sea of the Republic of Croatia





A few services are publicly available without logging in and without identification. These are the following services:



• You can verify the authenticity of an e-Document issued via electronic services e-Vessel or e-Nautics.

Verifying the authenticity of e-Document



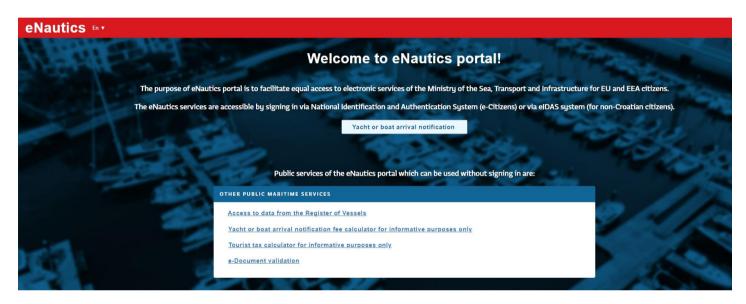


3. How to access e-Nautics service

You can log in to e-Nautics in two ways:

- 1. From the e-Citizen user interface, by browsing available e-Services (for citizens of the Republic of Croatia only)
- 2. Via direct link : https://enautika.pomorstvo.hr

Once you have selected the Login button, you will be redirected to the NIAS /eIDAS pages where you log in the way described on the e-Citizens portal. Upon successful login, you will be redirected again to the **e-Nautics** service.



Certain options offered on e-Nautics can be used without logging in. These are the following options:

- Access to data from the Register of Vessels
- Yacht or boat arrival notification fee calculator for informative purposes only

You can calculate the informative amount of the safety of navigation fee, which you have to pay if you have entered in the territorial sea of the Republic of Croatia with your yacht or boat. The fee is paid once a year.

• Tourist tax calculator for informative purposes only

You can calculate the informative amount of the tourist tax, which you have to pay if you are staying onboard a vessel in the territorial sea of the Republic of Croatia. Tourist tax is payable for a single period of stay on board a vessel

• Verifying the authenticity of e-document

You can verify the authenticity of an e-Document issued via electronic services e-Vessel or e-Nautics.





3.1 Access to data from the Register of Vessels

You can access data from the Register of Boats, Register of Yachts and Register of Inland Waterway Boats. Search is carried out by choosing the type of vessel and at least one more of given parameters.

eNautics 🗤							
Access to data from the Register of Vessels							
Here you can access data from the Register of Boats, Rep Search is carried out by choosing the type of vessel and		oats.					
Type of vessel * Select	Name *	Registration mark of vessel Registration mark of vessel	NIN				
Copy text * Copy text	Search						

3.2 Calculator for informative purposes

Yacht or boat arrival notification fee calculator is only for informative purposes.

Information calculation of the fee for safety of navigation and protection against pollution can calculate the information amount of the fee, which you have to pay if you have entered the territorial sea of the Republic of Croatia with a yacht or boat. The fee is paid once a year.

Turn of up and t		
 Type of vessel * Motor yacht (my) 		•
– Length of vessel (m) –		
12.50		
T		
 Total engine power (kW) 150.00 		
Componention	amount . 862.00 km	
114,21€	amount : 863,00 kn	
For EURO currency calculation	n, the middle exchange rate of the Croatian National Ba	
28.04.2022: 1 EUR = 7,556106	HRK is applied. The fee payment is made in HRK currer	ncy.

Informative calculation of the tourist tax can be calculated the informational amount of the tourist tax, which you need to pay if you are staying on a vessel in the territorial sea of the Republic of Croatia. The tourist tax is paid for the individual period of stay on board.





ourist tax calculator for informa	tive purposes only	
– Length of vessel (m) –		
12.50		
– Date of planned stay (arrival and de	parture) *	
1.5.2022.	······	
 Period of stay * Up to 8 days 	•	
	190,00 kn exchange rate of the Croatian National Bank on 28.04.2022: 1 EUR = 7,556106 HRK is app	olied. The
fee payment is made in HRK currency.		
Calculate tourist tax	Cancel	

3.3 e-Document validation

At the bottom of the document you want to authenticate, write in the control number table, this number should be entered in the field as shown in the picture, then enter the text displayed to you and retrieve the document by clicking Checker to compare the document you are verifying.

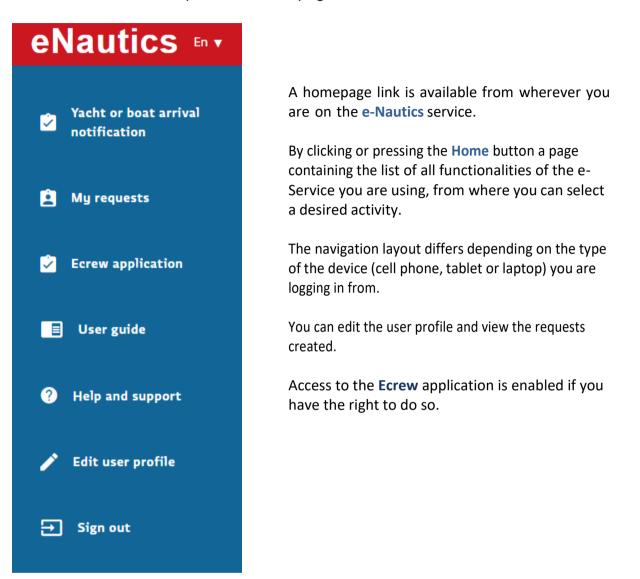
e-Document validation	×
Control number *	
Copy text *	
P a P	
Check Cancel	





4. Basic navigation

The e-Nautics menu is placed on each page, on the far left side.







e-Citizens	MY ID	USER INBOX	9	× LOG OFF	Ø	a	AA

On the red bar, there are the following options:

4.1 Find services

You can use Filter e-Service for faster searches.

Find services	
1	Q
Show all	

4.2 My ID

Selecting My Profile will redirect you to the e-Citizens portal where you can browse your profile.

e-Citizens Information and Services			MY ID USER INBOX	13 × LOG OFF 💋 ß
				名 PERO PERIĆ
Catalogue of services	Information catalogue	Foreign nationals in Croatia	Croatians living abroad	e-Government Hrvatski
Search information and service	s			
e.g., driving licence			Q	Notifications Help
My Profile				
My shortcuts				
Add your first shortcut				

4.3 User Inbox

By selecting user inbox, you will be redirected to the e-Citizens portal where all incoming messages are located.





e-Građani Informacije i usluge					
🖻 Korisnički pretinac					
Broj prikazanih poruka: 25 V 25 Pristigle poruke					
Izaberite mapu		Pošiljatelj			
Pristigle poruke 14		MINISTARS			
§ Poruke s pravnim učinkom		HRVATSKA			
츘 Istaknute poruke		HRVATSKA			
E Arhivirane poruke		HRVATSKA			

4.4 Log off

By selecting the check-out option, you will be redirected to the appropriate NIAS/ eIDAS pages.

e-Citizens			FIND SERVICES MY ID	USER INBOX 13	AA A
					A PERO PERIĆ 🗸
				Hrvatski	
	Log off from the e-Citizens system			Help	
	Electronic service eNautika reques	sted a single log off from NIAS on your behalf. Below is a list of c	urrent sessions that will be closed.		
	e-Service	Session time	Single log off		
	Korisnički pretinac	4/28/2022 8:50:12 AM	~		
	eNautika	4/28/2022 8:50:05 AM	v		
	Allow Do not allow				

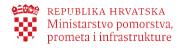
4.5 Visually impaired view

By selecting the option

you can use visual impairment adjustment.

e-Citizens	ces		MY ID		13 × LO	G OFF	a	АA
eNautics 🔤						٩	Pero Perić	~
Yacht or boat arrival notification	PERO PERIĆ, welcome to eNautics (Djelatnik Ministarstva branitelja, Djelatnik HTZ-a)	portal!						
A My requests	OBAVIJEST							
Ecrew application	If you want to use the service on behalf of a legal entity, click your name on the navigation t for which you have been granted the right of representation.	bar and you will be :	able to change t	he context in one c	of the business entitie	25		





4.6 Dyslexia adjusted font

By selecting the option

you can use dyslexia adjustment.

e-Citizens	Services	MY ID	USER INBOX	13	× LOG OFF	Þ	a	AA
eNautics En	,					A PER) PERIĆ	~
Yacht or boat arrival notification	PERO PERIĆ, welcome to (Djelatnik Ministarstva branitelja, Djelatnik I	s port	tal!					
🚊 My requests	OBAVIJEST							
😧 Ecrew application	If you want to use the service on behalf of a legal entity change the context in one of the business entities for w							

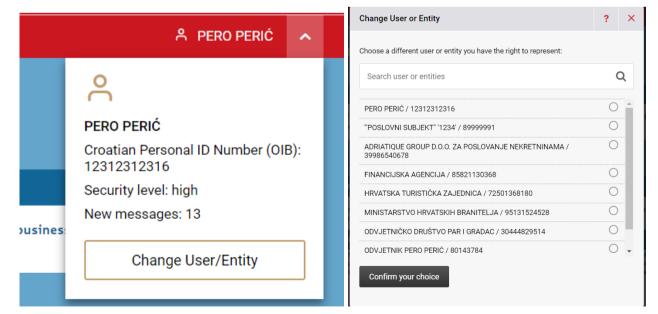
4.7 Font size

You can resize the letter by selecting an option.

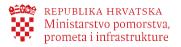
e-Citizens Information and Service	es FIND SERVICES IN MY ID TI USER 13 S LOG OFF	∽ Font size ⊖
eNautics 🗤		🐣 PERO PERIC 🗸 🗸
Yacht or boat arrival notification	PERO PERIĆ, welcome to eNautics portal! (Djelatnik Ministarstva branitelja, Djelatnik HTZ-a)	
🚊 My requests	OBAVIJEST	
Ecrew application	If you want to use the service on behalf of a legal entity, click your name on the navigation bar and you will be able to change the context in one of the business entities for which you have been granted the right of representation.	

4.8 Change User

The ability to select the entity you want to represent in the system.

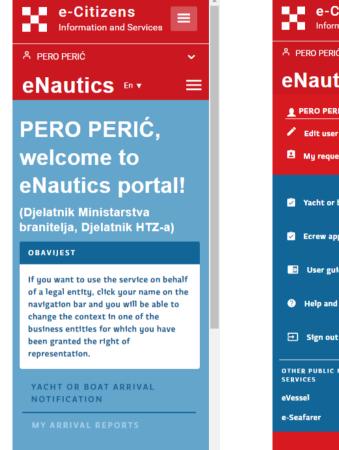


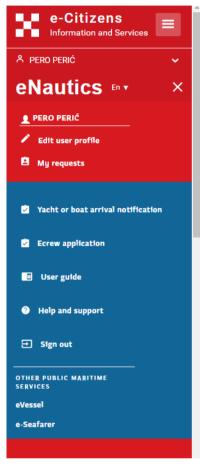




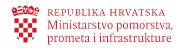
If you are logging in from a tablet then you will only see icons in the blue tool bar. When you click onthem, a menu will open (as shown in the right image). In the upper red tool bar, you can edit your profileand view the created requests. You can log out from both navigation panels.

If you log in from your cell phone you will get a drop-down menu just by clicking on the lines in the right corner as shown in the image above. By clicking on CLOSE MENU X you close the menu.









5. e-Nautics service options

The **e-Nautics** service provides the following options:

Notice of arrival of yachts or boats in theterritorial sea of the Republic of Croatia

- If you arrive with a foreign yacht or boatin the territorial sea of the Republic of Croatia, you can submit an electronic notice of arrival.
- Information for the payment of the safetyof navigation fee will be provided upon notifying the arrival of a yacht or a boat.
- Upon payment of the fee, you will receivean electronic confirmation of payment.

Business rules:

- 1. A notifice of arrival of a vessel in the territorial sea of the Republic of Croatia may be submitted by any natural person (not necessarily the owner).
- 2. A notifice of arrival is submitted once for the current year.
- 3. In case of arrival of a foreign yacht or boat, the first arrival notice must be submitted personally in the harbormaster's ofice / branch office in order to check the vessel's data and enter them in the e-Nautics Information System. Arrival notices for each subsequent year can be made electronically.
- Payment of the safety of navigation fee upon notifying the arrival must be made within 7 working days from the day of the submission of the electronic notice. The notice will otherwise be automatically canceled.





5.1 Yacht or boat arrival notification

The Renewed Notice of Arrival tab enables you to search for a yacht or a boat for which you want to file a notice of arrival in the territorial sea of the Republic of Croatia. You will be able to find a desired yacht or a boat if this is not the first year to file a notice of arrival in the territorial sea of the Republic of Croatia.

Important: If this is your first arrival in the Croatian territorial waters, you must file the first notice of arrival with the competent harbourmaster's office or its branch office, in order for your vessel to be entered in the register of foreign vessels and to ensure the accuracy of data. You will be able to submit a renewed arrival notice for each subsequent year via the **e-Nautics** portal.

PERO PERIĆ, welcome to eNautics portal!	
(Djelatnik Ministarstva branitelja, Djelatnik HTZ-a)	
OBAVIJEST	
If you want to use the service on behalf of a legal entity, click your name on the navigation bar and you will be able to change the context in one of the business entities for which you have been granted the right of representation.	
YACHT OR BOAT ARRIVAL NOTIFICATION MY ARRIVAL REPORTS	
FIRST ARRIVAL IN CROATIAN TERRITORIAL WATERS	
If this is your first arrival in Croatian territorial waters, you should submit your arrival notification in Port authority. For each subsequent year, you will be able to submit arrival e-notification on the eNautics portal.	
REAPPLY OF ARRIVAL IN THE REPUBLIC OF CROATIA	
Here you can submit notification for the arrival of a foreign yacht or boat in Croatian territorial waters. During the submission of the application, you will be provided with the information for payment of the yacht or boar arrival notification for the You can arke payment via the Internet or mobile hanking or by going to the post of bank, etc. Within 3 business days of making your payment, you will be issued an e-Vignette. You can print e-Vignette. Also, you have the option to receive the e-Vignette on the e-mail address saved in your User Profile.	
Vessel flag Registration mark of vessel Vessel name Select Registration mark of vessel Vessel name Vessel name	
Search I would like to search vessels via serial number of old vignette	

There are two ways to find a desired yacht or a boat:

1. By selecting the appropriate flag (country) of a yacht or a boat and entering the mark or the name of a yacht or a boat. You need to enter a full name and/or full mark of a yachtor a boat.

REAPPLY OF ARRIVAL IN THI	REPUBLIC OF CROATIA		
yacht or boar arrival nortification fee. Y	0 0	ng to the post or bank, etc. Wit	vlication, you will be provided with the information for payment of the thin 3 business days of making your payment, you will be issued an e-
Vessel flag Select	Registration mark of vesse Registration mark of vesse		Vessel name
Search	h vessels via serial number of old vignette		

2. Alternatively, by entering a serial number of the old receipt of fees paid (vignette) upon notifying the arrival of a yacht or a boat. Turn on this option by selecting "I want to find a vessel by thenumber of the old payment receipt (vignette)".

You can submit a notice of arrival of a yacht or a boat only for a yacht or a boat indicated in the table, by clicking or pressing the appropriate option in the row displaying a yacht or a boat.





REAPPLY OF ARRIVAL IN THE REPUBLIC OF CROATIA

Here you can submit notification for the arrival of a foreign yacht or boat in Croatian territorial waters. During the submission of the application, you will be provided with the information for payment of the yacht or boar arrival nortification fee. You can make payment via the Internet or mobile banking or by going to the post or bank, etc. Within 3 business days of making your payment, you will be issued an e-Vignette.. You can print e-Vigentte. Also, you have the option to receive the e-Vignette on the e-mail address saved in your User Profile.

I would like to search vessels via serial number of old vignette

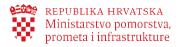
After selecting the boat by clicking on "Create a new arrival notification", the application process is started:

you can submit notification for the arrival of a fo t or boar arrival nortification fee. You can make p ette You can print e-Vigentte. Also, you have the	ayment via the Internet or mob	ile banking or by going to the post or bank, etc.	Within 3 business days of m		
Vessel flag Select		tion mark of vessel on mark of vessel	Vessel name anna		
Search I would like to search vessels via REGISTRATION MARK OF VESSEL	ı serial number of old vigne VESSEL NAME	OWNER	FLAG	VALID TO	
SW-M 222	ANNA	DOMINIK DEURINGER	Germany	31.12.2022.	Arrival notification created
112 416	ANNA	ATS IVEST s.r.o.	Czech Republic	31.12.2022.	Arrival notification created
83889-A	ANNA	KLAUS MADINGER	Germany	31.12.2022.	Arrival notification created
3 VE 1947 D	ANNA	CREDEMLEASING S.P.A.	Italy	31.12.2022.	Arrival notification created
CZE0059	ANNA	PROMET CZECH s.r.o.	Czech Republic	31.12.2020.	Create new arrival notification
	ANNA	GIOACCHINO MARRONE	Italy	31.12.2020.	Create new arrival notification
DU-V 243	ANNA	RALF KIRCHHEIM	Germany	31.12.2020.	Create new arrival notification
500 702	ANNA	Peter Beranek	Czech Republic	31.12.2020.	Create new arrival notification
K-AD 104	ANNA	ROLF DIETER COMANNS	Germany	31.12.2020.	Create new arrival notification
				31.12.2020.	

After choosing to create a new arrival notification, you will see the data of the vessel and calculation of the fee that must be paid in order to carry out the application. The "Means of arrival" field is mandatory and it is necessary to select one of the above from the drop-down string before submitting the application. After that, you can select by clicking "Submit arrival notification".

Vessel search > Details			
PREVIOUS ARRIVAL NOTIFIC	ATION DATA		CALCULATION OF BOAT OR YACHT ARRIVAL FEE
Name of vessel	Registration mark of vessel	State Italy	
- Length (m)	Total engine power (kW)	Type of vessel	Fee for the safety of navigation and protection of the sea from pollution (HRK) : 501,00 kn 66,30€ For EURO currency calculation, the middle exchange rate of the Croatian National Bank on 28.04.2022: 1
- Number of beds	Number of registered persons 7	Purpose of vessel	EUR = 7556106 HRK is applied. The fee payment is made in HRK currency.
Port of enrollment	e-Vignette serial number R206954	Arrival notification date 03.08.2020.	Total (HRK) : 501,00 kn 66,30€ For EURO currency calculation, the middle exchange rate of the Croatian National Bank on 28.04.2022: 1
Valid from03.08.2020.	Valid to 31.12.2020.		EUR = 7.556106 HRK is applied. The fee payment is made in HRK currency.
By land	Y		Submit arrival notification
I would like to receive e-Vignette mail	e on e-		





Important: If you would like to receive an electronic confirmation of payment of the fee (e-vignette) upon notifying the arrival of a yacht or a boat at your email address, you need to select this option here on the screen for entering the arrival notice data, before clicking or pressing the Submit Notice button.

Once you submit your arrival notice, this option will no longer be available.

Once you have submitted a notice of arrival, you will be provided with information for the payment of the safety of navigation fee upon notifying the arrival. You can pay the fee via the Internet or mobile banking, at the post office, bank, or the like.

			Arrival notification is successfully submitted
Vessel search > Details			
ARRIVAL NOTIFICATION DATA Name of vessel ANNA Length (m) 6.9 Number of beds 4	Registration mark of vessel - Total engine power (kW) 147 Number of registered persons 7	State Italy Type of vessel Boat Purpose of vessel Economic purposes	CALCULATION OF BOAT OR YACHT ARRIVAL FEE Fee for the safety of navigation and protection of the sea from pollution (HRK) : 501,00 kn 66.30€ For EURO currency calculation, the middle exchange rate of the Croatian National Bank on 28.04.2022: 1 EUR = 7556106 HRK is applied. The fee payment is made in HRK currency. Total (HRK) : 501,00 kn 66.30€ For EURO currency calculation, the middle exchange rate of the Croatian National Bank on 28.04.2022: 1 EUR = 7556106 HRK is applied. The fee payment is made in HRK currency. Total (HRK) : 501,00 kn 66.30€ For EURO currency calculation, the middle exchange rate of the Croatian National Bank on 28.04.2022: 1 EUR = 7556106 HRK is applied. The fee payment is made in HRK currency.
Valid from28.04.2022.	e-Vignette serial number	Arrival notification date 28.04.2022. Class 342-10/22-01/40	Payment details are now available. You can pay the bill via the Internet or mobile banking, at the post office or at the bank, etc. For all payments made up to 2pm on a business day, e-Vignettes will be available within the next 3 business days. If you do not receive an electronic vignette within 72 hours of performed payment, please contact us via charter@poomstvb.hr.
Means of arrival * By land At your choice, upon recorded payme navigation safety fee you will receiv email address registered in your use	e evignette via		 Please make your payment within the deadline that you can see in the Remaining Time. The system will automatically cancel arrival notifications that are not completed within the given deadline. Pay the application REMAINING TIME TO PAY FOR YACHT OR BOAT ARRIVAL FEE 6d 23h 59m 53s

Important: It is extremely important to enter the payee's IBAN account number, model and the payee's reference number correctly. In order to minimise the possibility of an erroneous entry, if you are using the Internet or mobile banking for making your payment, copy the payment information from the screen and paste it into the appropriate fields on the Internet or in mobile banking, or scan the bar code from the displayed payment slip.

When your payment becomes visible in the system, an electronic payment receipt for the safety of navigation fee (e-Vignette) will be generated and you will receive it at your e-mail address if you have selected this option upon notifying the arrival of a yacht or a boat, or you can download it from the My Notices tab on the Renewed Arrival Notice e-Service.

OBAVIJEST								
you want to use the service ranted the right of represent		al entity, click your name on the nav	vigation bar and you will be	able to change th	ne context in one of the business entities for t	which you have bee	n	
		ON MY ARRIVAL REPORT	T S					
YACHT OR BOAT ARRIVA E-VIGNETTE SERIAL NUMBER	VESSEL NAME	N MY ARRIVAL REPORT	OWNER	FLAG	APPLICATION STATUS	VALID FROM 🔻	VALID TO	
				FLAG	APPLICATION STATUS Submitted application, awaiting fee payment	VALID FROM ▼ 28.04.2022.	VALID TO 31.12.2022.	





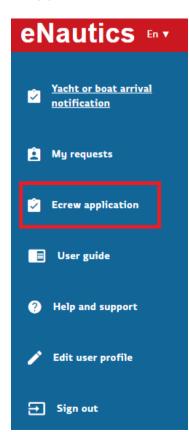
5.2 My requests

On the My Requests page you can view all the requests you submitted using the **e-Nautics** and **e- Nautics** services, as well as information about all the electronic mail messages you received from the given electronic services.

eNautics 🗤					A PERO PERIĆ 🥆
Yacht or boat arrival notification	My requests				
	Here you can review the history of all t	he requests you have	e created using e-Services eVessel and eNautics.		
🚊 My requests	Request date		NIN Type of request		
Ecrew application	Search All requests				
📑 User guide	REQUEST DATE 🔽	NIN	TYPE OF REQUEST	STATUS OF REQUEST	
? Help and support	28.04.2022 11:57		Submission of application	Submitted application, awaiting fee payment	
Help and support	28.04.2022 11:10		Submission of application	Submitted application, awaiting fee payment	
💉 Edit user profile	25.04.2022 13:40		Submission of application	Submitted application, awaiting fee payment	
	12.01.2022 14:26	270088	Production of extract	Produced extract	8 >
→ Sign out	12.01.2022 14:23		Generating a certificate of ownership	Generated proof of ownership	8 >
OTHER PUBLIC MARITIME	12.01.2022 14:21		Generating a certificate of ownership	Generated proof of ownership	₿ >

If your request list is long, you can easily find a specific request from the list by using the search engine above the table containing the request list. The Search button serves to filter the request tableby default. On this page, you can open generated e-Documents and request them to be sent to your personal e-mail address, provided you have entered it into your User Profile

5.3 Ecrew application



A person without an granted right cannot access the **Ecrew** application.

For example, the **Ecrew** application can be accessed through the **eNautika** portal by a person with the right "employee of a charter company" on behalf of a charter company.





5.4 User profile

e-Services save the minimum set of your personal data required for certain processes. These are: name and surname, PIN (for Croatian citizens), eID (or other EU citizens), country. The above data are used only for the purpose of carrying out the process via the **e-Nautics** service.

PERSONAL DATA:			
– Name – PERO	Surname PERIĈ		
– Street name Trg Nevenke Topalušić 1	Street number City 1 1000) Zagreb, Hrvatska 10000	
IDENTIFICATION DATA:			
elD	PIN (OIB) 12312312316	Croatia	•
E-MAIL NOTIFICATIONS			
– E-mail address dragica.colak@infodom.hr			
Here you can enter a valid e-mail addr notifications and electronic documen Services.			

If you wish you can enter your e-mail address (electronic mail adress) in the user profile, so that you can receive notifications and e-Documents that you can request when using e-Services.

You should save all changes made on the user profile page by a mouse click or by pressing the Save Changes button. By clicking on the account deactivation your e-mail address and your access information will be deleted. If you intend to use the e-Services of the Ministry of the Sea, Transport and Infrastructure e-Services again, we suggest that you do not delete your user account. Contact help for more details.





6. Legal framework

The legal framework defining business processes falling within the scope of this electronic service is provided in the following regulations:

- Maritime Code, (NG 181/04, 76/07, 146/08, 61/11, 56/13, 26/15, 17/19)
- Regulation on Requirements for Arrival and Stay of Foreign Yachts and Boats Intended for Sport and Recreation Purposes in Internal Waters and Territorial Sea of the Republic of Croatia (NG 97/13, 50/17)
- Ordinance on Types and Categories of Nautical Tourism Vessels (NG 69/08, NG 83/09)
- Order on the Level of Fee Charged to Foreign Yachts and Boats (NG 2/05)
- Sojourn Tax Act (NG 152/08, 59/09, 97/13, 158/13, 30/14)

