

DIGITAL BUNKERING

@ SINGAPORE

Pre-delivery

- Safety Checklist
- Bunker Requisition Form
- Mass Flow Meter Seals Checklist
- Mass Flow Meter Reading Record (start of delivery)

1. **Cargo Officer (CO)** logs into digital bunkering system using ID/Password or Local Authenticator on **CO's tablet**.

2. **CO** selects job and fills up the above forms and uploads the **Certificate of Quality (COQ)**.

3. **CO** reviews, signs and stamps all pre-delivery forms using **CO's tablet**.

Default

4. **Chief Engineer (CE) (and Surveyor, if engaged)** uses login details from email sent by **digital bunkering system** to log in using **onboard computer/device**.

Alternative

4. **Chief Engineer (CE) (and Surveyor, if engaged)** uses PIN, OTP or Local Authenticator to log in using **CO's tablet**.

5. **CE*** fills up relevant information in all pre-delivery forms using **onboard computer/device** OR **CO's tablet**.

6. **CE*** reviews and verifies each document to ensure that all information is correct. **CE*** signs and stamps all pre-delivery forms electronically using **onboard computer/device** OR **CO's tablet**.

*And Surveyor (if engaged)

The above is a general guide and may differ slightly across the whitelisted applications

For more enquiries you may contact digitalBunker@mpa.gov.sg
or call our hotline 1800 272 7777

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Post-delivery

- Mass Flow Meter Seals Checklist
- Bunker Metering Ticket
- Mass Flow Meter Reading Record (end of delivery)
- Bunker Delivery Note
- Additional forms

1. **Cargo Officer (CO)** fills up the above forms and uploads the **Bunker Metering Ticket**.

2. **CO** reviews, signs and stamps all post-delivery forms using **CO's tablet**.

Default

3. **Chief Engineer (CE) (and Surveyor, if engaged)** uses login details from email sent by **digital bunkering system** to log in using **onboard computer/device**.

Alternative

3. **Chief Engineer (CE) (and Surveyor, if engaged)** uses PIN, OTP or Local Authenticator to log in using **CO's tablet**.

4. **CE*** fills up relevant information in all post-delivery forms using **onboard computer/device OR CO's tablet**.

5. **CE*** reviews and verifies each document to ensure that all information is correct. **CE*** signs and stamps all post-delivery forms electronically using **onboard computer/device OR CO's tablet**.

6. **CO** reviews, generates and submits final digital bunkering documents using the digital bunkering system.

7. Finalised digital documents will be sent out to key stakeholders (including MPA)

**And Surveyor (if engaged)*

Receiving vessel to receive completed digital bunkering documents (including Electronic Bunker Delivery Note (eBDN)) by email if internet is available and a printed hardcopy eBDN can also be obtained upon request from the bunker barge if internet is unavailable.

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