

# CSV Template Download Guide

Last Updated: May 22, 2020



## Summary:

These instructions are to guide you with explanations of the CSV headers, delamination rules and the date validations. If you need a go-by template you can download the document on the first page of the Vessel Manifest Confidentiality Request screen.

## Guide Table:

REQSTR\_NAME

Description: Requester Name

Required: Yes

TITLE

Description: Title

Required: No

REL\_TO\_ENTY

Description: Relationship to the named entity requiring suppression

Allowed Values: A or S

Value Description: A – Agent (Duly authorized broker or Attorney), S - Self

Required: Yes (only the value code is allowed)

C
REL_TO_ENTY C
A
S

COMP\_NAME

Description: Company Name

Required: No



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## COMP\_EIN

Description: Company Entity Identification Number

Required: No

Allowed Format: 99-9999999 or 999999999

## PHONE

Description: Phone Number

Required: No

Format: Any characters but only maximum 20 characters are allowed

## EMAIL

Description: E-mail

Required: Yes

Format: Valid e-mail format

## ADD1

Description: Address one

Required: Yes

## ADD2

Description: Address two

Required: No

## CITY

Description: City

Required: Yes



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## STATE\_CODE

Description: ISO two character US state code.

Required: Yes, only if the country code is US

## PROVINCE

Description: Province

Required: Yes, if the country code is not US

## ZIP

Description: US Zip Code or Postal Code (if the country code is not US)

Required: Yes

Format: 99999 or 99999-9999 if country code is US, for other country code there are no format check

## COUNTRY\_CODE

Description: Country Code

Required: Yes

Format: ISO two character country code

## MNFST\_TYPE

Description: Manifest Type

Required: Yes

Values: B – Import or Export, E – Export or I – Import (only the codes are allowed)

Y	MNFST_TYPE	C
	B	
	E	
	I	



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## CONFID\_SHIPR

Description: Flag to indicate whether to apply confidentiality to the shipper or not

Required: No

Values: Y –Yes or N – No (only the codes are allowed)

## ENTY\_NAME

Description: Entity Name

Required: Yes

## NAME\_VARI

Description: Name Variations

Required: No

### CSV Delimitation Rule:

If any of the field(s) contains an embedded comma then the whole field value must be enclosed inside a double quotes for example if the entity name is ENTITY LAST, ENTITY FIRST then the value should be sent as “ENTITY LAST, ENTITY FIRST”. The name variation is constrained by the following rules:

- If the name variation has embedded comma then the whole name variation value should be enclosed inside double quotes.
  - Example: “NAME VARIATION1 LAST, NAME VARIATION1 FIRST”
- If there are more than one name variations then each name variant must be delimited by a pipe “|” symbol.
  - Example: “NAME VARIATION1 LAST, NAME VARIATION1 FIRST | Name variation2”

