

CSV Template Download Guide

Last updated: February 9, 2022



Please note, transactions are limited to only 100-line items if needed. If additional transactions are required, please submit a new document

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)

COMP_NAME

Description: Company Name
Required: No

COMP_EIN

Description: Company Entity Identification Number
Required: No
Allowed Format: 99-9999999 or 999999999



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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

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



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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)

CONFID_SHIPR

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

Required: Yes

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

Confidentiality shipper option cannot be set to Y – Yes for Export manifest type

ENTY_NAME

Description: Entity Name

Required: Yes

There is a 35-character limit for the Entity Name

NAME_VARI

Description: Name Variations

Required: No

There is a 35-character limit for Name Variation

CSV Delimitation Rule:

- If there are more than one name variations, then each name variant must be delimited by a pipe “|” symbol.

o Example: NAME VARIATION1 LAST, NAME VARIATION1 FIRST |
Name variation2

