

# CSV Error Informational Guide

Last updated: January 26, 2022



## Summary:

This table is to provide explanations of the type of error or errors that occur when a user attempts to file their Vessel Confidentiality Request via a CSV batch filing.

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

## Guide Table:

<b>Error</b>	<b>Description &amp; Solution</b>
<b>Requestor name is required</b>	In the line location indicated, the user is missing the Full Name of the Requester. Solution: Locate line and enter Requestor Name where missing.
<b>Relationship to named entity is required</b>	In the line location indicated, the user is missing the identity value code A – Agent (Duly authorized broker or attorney) or S – Self. Solution: Locate line and enter A or S for Relationship to Entity requesting suppression.
<b>Relationship to named entity value must be A or S</b>	In the line location indicated, the user is required to enter the identity value code A – Agent (Duly authorized broker or attorney) or S – Self. Solution: Locate line update to enter A or S for Relationship to Entity requesting suppression.
<b>EIN is wrong</b>	In the line location indicated, the EIN is not in the correct format. Solution: Update to the required format 99-9999999 or 999999999
<b>Phone# must be less than or equal to 20 characters</b>	In the line location indicated, the phone number is limited to 20 characters. Solution: Verify and update the phone to the correct format.
<b>Email is required</b>	In the line location indicated, the email submission is missing. Solution: Verify and update using a valid contact email.
<b>Email is invalid</b>	In the line location indicated, the email is not in the correct format. Solution: Verify and update using a valid contact email.
<b>Address is required</b>	In the line location indicated, the submission address is missing. Solution: Verify and update using a valid address.



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<b>Error</b>	<b>Description &amp; Solution</b>
<b>City is required</b>	In the line location indicated, the city is missing. Solution: Verify and update using a valid city
<b>State is required</b>	In the line location indicated, the two-digit state code is missing. Solution: Verify and update using a valid two-letter state code.
<b>Invalid US state code</b>	In the line location indicated, the two-digit State Code format is incorrect. Solution: Verify and update using a valid two-letter state code. *State Code must be in all capitalization
<b>Zip code is required</b>	In the line location indicated, the zip code is missing. Solution: Verify and update with the valid zip code.
<b>Zip code is wrong</b>	In the line location indicated, the zip code is not in the correct required format. Solution: Verify and update using a valid zip code. *Format = ##### or #####-####
<b>Country is required</b>	In the line location indicated, the two-digit country code format is incorrect. Solution: Verify and update using a valid two-letter country code. *Country code must be in all capitalization
<b>Wrong country code, only ISO two letter country code is allowed</b>	In the line location indicated, the country code does not exist or not in the correct format*. Solution: Verify and update with the correct ISO two-letter OR country code format. *Country code must be in all capitalization
<b>Providence is required</b>	In the line location indicated, the Providence is required when the country selected is not the US. Solution: Verify and update using a valid Providence
<b>Do not apply confidentiality to shipper value must be Y or N</b>	In the line location indicated, the value entered is incorrect or not in the capitalized format. Solution: Verify and update to the correct values Values: (only the codes are allowed) o Y – Yes o N – No
<b>Do not apply confidentiality to shipper option - cannot be set for Export manifest type</b>	Confidentiality shipper option cannot be set to Y – Yes for Export manifest type. Solution: Verify and update with the correct value of N



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<b>Error</b>	<b>Description &amp; Solution</b>
<b>Manifest type is required</b>	In the line location indicated, the manifest type is missing. Solution: Verify and update using a valid code value. Values: (only the codes are allowed) o B – Import or Export o E – Export o I – Import
<b>Manifest type must be B, I or E</b>	In the line location indicated, the manifest type is in the incorrect or not in the capitalized format. Solution: Verify and update using a valid code value. Values: (only the codes are allowed) o B – Import or Export o E – Export o I – Import
<b>The CSV record is not well formed or missing required fields</b>	In the line location indicated, the Entity Name requesting suppression is missing. Solution: Verify and update the Entity Name Field
<b>Entity Name Over 35 Characters</b>	Entity cannot be over 35 Characters Solution: Verify and update to the correct character limit allowed
<b>NameVariation Format Incorrect</b>	In the line location indicated, the format for submitting multiple name variations is incorrect. If any of the field(s) contains an embedded comma then the whole field value does NOT allow enclosed double quotes. Solution: Verify and update using the correct format.

