

CUSTOMS DEPARTMENT – TURKS AND CAICOS ISLANDS



CARGO MANIFEST – PROCEDURAL GUIDE





TABLE OF CONTENTS

I.	OBJECTIVES.....	1
II.	SCOPE.....	1
III.	RESPONSIBILITY.....	1
IV.	LEGAL BASIS.....	1
V.	PROCEDURES.....	2
	GENERAL.....	2
	SPECIFIC.....	4
	- 1. STORING THE MANIFEST DATA	5
	- 2. REGISTERING THE MANIFEST DATA	5
	- 3. CONSOLIDATED CARGO.....	6
	- 4. ARRIVAL/DEPARTURE OF GOODS.....	7
	- 5. IMPORT CARGO.....	7
	- 6. EXPORT CARGO.....	8
	- 7. TRANSHIPMENT CARGO.....	9
	DATA FIELDS.....	9
	ANNEX 1 - GLOSSARY OF TERMS.....	10
	ANNEX 2 – DATA INPUT (FIELD GUIDE).....	12



INWARD/OUTWARD CARGO MANIFESTS

I. OBJECTIVE

The following 'Procedural Guide' has been prepared to assist shippers, shipping agents, freight forwarders, consolidators, couriers and other cargo reporters with an outline of the procedures to be invoked in the electronic processing of Cargo Manifests for Customs - using the ASYCUDA World automated system.

Specifically the document outlines the procedures to be utilized in receiving, delivering, processing and registering the cargo manifests at the ports of entry/departure throughout the Turks and Caicos Islands. To aid comprehension a glossary of the terminology used is attached at **ANNEX 1**.

It is recommended that the guide is read in conjunction with the ASYCUDA World 'Cargo Manifest' User manual – which is available on the TCI Customs web site (www.customs.gov.tc).

II. SCOPE

The following procedures are to be introduced for operational use in Providenciales shortly and will subsequently be implemented at all Ports of Entry throughout the Turks and Caicos Islands in the near future.

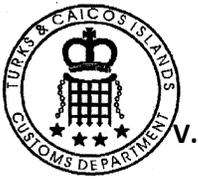
III. RESPONSIBILITY

It is the responsibility of all those involved in the cargo reporting process, including agents acting on their behalf, to ensure that any declaration made to Customs is in strict conformity with the statutory obligations and requirements.

Similarly, Customs Officers involved in the processing of cargo manifests will be required to apply due diligence in the scrutiny of any and all documents provided, and for the examination of consignments - to ensure they are in conformity with the declarations submitted.

IV. LEGAL BASIS

- Customs Ordinance 1995 (Chapter 24 *et seq.*), as amended and any subsidiary Legislation thereto
- Any other enactment related to the importation of cargo into or exportation of cargo out of the Turks and Caicos.



V. PROCEDURES

A. GENERAL

All goods entering into or departing from the Turks and Caicos Islands by air or sea MUST be declared to Customs. Failure to do so may result in the imposition of substantial fines, imprisonment and/or the seizure of the goods. In this regard cognizance should be given to the following:

- ✓ Section 24 of the Customs Ordinance, requires that the Master of a ship or Commander of an aircraft (or agents acting on their behalf) must file a 'Report' with the Customs Department – *in such form and manner as the Collector of Customs may direct* - on arrival in the Turks and Caicos Islands.
- ✓ Similarly Section 43 of the Ordinance requires that the Master of a ship or Commander of an aircraft (or agents acting on their behalf) must obtain clearance - *in such form and manner as the Collector may direct* – when departing from the country.
- ✓ The Report in each case must include:
 - A manifest, which is a full and complete record of all the cargo that the ship or aircraft is carrying.
 - Any other documentation associated with the importation or exportation

It should be noted, however, that all ships and aircraft entering the territorial limits of the Turks and Caicos Islands, - whether carrying cargo or not, must submit a manifest (inwards and outwards).

- ✓ Cargo includes unaccompanied passenger baggage.
- ✓ The responsibility for filing a cargo manifest rests with the Master of the vessel or Commander of the aircraft (or nominated agent). It should be noted that the Agent or Cargo Reporter is equally liable as is the Master or Commander in fulfilling the statutory obligations associated with the goods imported into or exported from the Turks and Caicos islands.
- ✓ All cargo manifests must be forwarded electronically to the Customs Department by means of the ASYCUDA World automated system using the approved formats outlined in this guide and the Cargo Manifest – User Manual.
- ✓ The Customs Department will ultimately act as a “Single Window” in receiving manifests from cargo carriers or their Cargo Reporters in electronic format and making them available to all stakeholders associated with the handling of import and export consignments.



- ✓ The Customs Department is empowered under the Customs Ordinance 1995 and its attendant Regulations to undertake any activity related to the arrival/tallying and storage of cargo.
- ✓ The Cargo Reporter must ensure that a unique voyage number is supplied for each voyage into or out of the country, when reporting on the same day.
- ✓ Before any cargo exits the Customs controlled area, the Operators of the Customs Areas will be responsible for ensuring that all requirements in respect of imports and exports have been fulfilled.
- ✓ All spirits, wines, tobacco, cigars, cigarettes, explosives, fireworks, petroleum products, arms/ammunition and hazardous cargo must be specifically highlighted on the cargo manifest.

Report Inward – Manifest

- ✓ Manifests for ships over 100 net tons must be delivered and registered on the ASYCUDA World system at least twenty-four (24) hours before arrival of the vessel.
- ✓ Manifests for ships less than 100 net tons must be delivered and registered on the ASYCUDA World system within 24 hours after arrival.
- ✓ Manifests for aircraft must be delivered and registered on the ASYCUDA World system immediately on arrival and in the case of major airlines and couriers within 24 hours before arrival.
- ✓ Cargo listed on the manifest must clearly indicated whether the consignment relates to:
 - a. Direct import
 - b. Transhipment
 - c. Transit
 - d. In-Transit
- ✓ Whenever discrepancies occur between a manifest registered on the ASYCUDA system and a subsequent tally of cargo, the Master of the vessel, Commander of the Aircraft or Cargo Reporter (Agent) will be required to provide a written explanation to the Collector of Customs to substantiate that such shortages or excesses are not the subject of any fraudulent, careless, reckless or negligent intent.
- ✓ Similarly where cargo is reported short the Master, Commander or Cargo Reporter must satisfy the Collector of Customs that:
 - a. the cargo was not loaded; or that
 - b. the cargo has been discharged and landed at some previous port.



- ✓ Where the Cargo is reported in excess the Master, Commander or Cargo Reporter must satisfy the Collector of Customs that:
 - a) the cargo has been over-carried and not landed at a previous port; or
 - b) having been over-carried, the cargo has been returned and landed in the Turks and Caicos Islands on the return voyage or by some other ship or aircraft which shall have loaded the cargo at the port to which it had been over-carried.

- ✓ An amendment may be made to the manifest subject to such conditions, as the Collector may impose, which may include the application of a penalty if considered appropriate in the circumstances.

- ✓ All Cargo Reporters will be required to provide details of the Master Bills of Lading/Airway Bill before the manifest is submitted to and registered by Customs.

Report Outward – Manifest

- ✓ Cargo manifests for all ships or aircraft departing the Turks and Caicos Islands must be delivered and registered on the Customs System within twenty four (24) hours before departure.

- ✓ The cargo declared on the manifest must be clearly identified as:
 - a) A direct export
 - b) Transshipment

- ✓ All vessels or aircraft leaving the Territory without cargo must also submit an export manifest to Customs within the timescale outlined above.

- ✓ Amendments to the Manifest may be forwarded to the Proper officer not later than twenty-four (24) hours after the vessel or aircraft has departed. However, it will be necessary for the appropriate Cargo Reporter to provide an explanation for any shortage or excess. Approval will be given for the amendment provided that the evidence indicates that there was no fraudulent, careless, reckless or negligent intent.

The Master/Cargo Reporter shall incur penalties as prescribed in the Customs Ordinance and Regulations 1995 for failure to comply with any of the aforementioned requirements.

B. SPECIFIC PROCEDURES

In order to conform with the requirements outlined above for submitting the cargo manifest information electronically to the Customs Department it is necessary to input the relevant import/export data into ASYCUDA World automated system.



To facilitate the process an outline of the specific data fields required is included in **ANNEX 2**. More detailed information is also contained within the *Cargo Manifest – User Manual* available on the Customs web site (www.customs.gov.tc).

1. STORING THE MANIFEST DATA

- 1.1 The Cargo Reporter accesses the Customs system to input or load the required information for the cargo manifest using the 'user name' and 'password' provided.
- 1.2 At the end of the data entry process, the user will carry out the consistency check available in the system and make all necessary corrections if any errors are discovered.
- 1.3 After finalizing the process, the Cargo Reporter must STORE the completed manifest with all corresponding Bills of Lading on the Customs system. Consequently, the system will display a reference number for the manifest by way of confirmation of storage and the positive acceptance of the data into the system. The following example shows the details of the Manifest Reference Number:

TCPSD VOY12345678 DD/MM/YYYY

Where:

TCPSD	=	Customs Office code
VOY12345678	=	Voyage number
DD/MM/YYYY	=	Date of departure

- 1.4 At this stage the stored manifest has neither legal status nor subsequent implications if the data is found to be incomplete, incorrect or inaccurate. The STORED status of a manifest does not imply ACCEPTANCE of such information by the Customs Department.
- 1.5 The Cargo Reporter, with authority to access the Customs System can make as many amendments to the STORED manifest as is necessary prior to its registration by Customs.

2. REGISTRATION OF THE MANIFEST

Cargo Reporter (Carrier/Agent)

- 2.1 The authorised Cargo Reporter must access the Customs system to retrieve the STORED manifest in order to REGISTER it. A registered manifest has legal value and the Cargo Reporter must ensure that all data is complete and correct. The system will run consistency checks to verify the accuracy of the data.
- 2.2 The Cargo Reporter must REGISTER the completed manifest, with all its corresponding Bills of Lading/Airway Bills, into the Customs system.



- 2.3 The REGISTERED status of a manifest implies ACCEPTANCE of such information by the Customs Department.
- 2.4 After ACCEPTANCE of the manifest by the Customs Department the system will display a unique number by way of confirmation that the data has been captured on the system. The following shows the particulars of the Manifest Registration Number:

2007 1234 DD/MM/YYYY 14:02:22

Where:

2007	=	Year
1234	=	Sequence Number
DD/MM/YYYY	=	Date of Registration
14:02:22	=	Time of Registration (24 hr clock)

Customs System

- 2.5 Once a manifest has been registered, the ASYCUDA system will automatically forward the data to the Operators of the respective Customs Areas.

Customs Officer

- 2.6 Officers at the ports of entry/exit and transit warehouses will be able to make Amendments to a registered manifest following a tally of the consignment.

3. CONSOLIDATED CARGO

Cargo Reporter (Carrier/Agent)

- 3.1 The Carrier or Agent by registering the Manifest will make available to the Freight Forwarders all Master Bills/Airway Bills for the 'degroupage' process in the Customs System.
- 3.2 If the Master Bill/Airway Bills of Lading is the responsibility of the current Carrier/Agent, de-groupage should be completed by them.

Freight Forwarder

- 3.3 The Freight Forwarders connect to the Customs system in order to DEGROUPE the Master Bills of Lading/Airway Bills.
- 3.4 The Freight Forwarder. degroups all Master Bills of Lading/Airway Bills providing detailed data for each House Bill of Lading. The system upon request or at the time of validation will execute consistency checks.
- 3.5 All House Bills of Lading/Airway Bills created from the DEGROUPE process may be viewed only by the Freight Forwarder who created them.



4. ARRIVAL/DEPARTURE OF CARGO

Officers in Customs Areas

- 4.1 Officers in the Customs controlled areas will ensure that all incoming and outgoing cargo is checked and recorded.
- 4.2 All instances of unmanifested cargo will be brought to the attention of the Cargo Reporter and an explanation sought (see 4.4 below). The officer will detain the goods until a satisfactory clarification is received and accepted by the Collector of Customs.
- 4.3 The Officer will also notify the Cargo Reporter of any other discrepancies relative to cargo which were noted during the tallying process.

Cargo Reporter

- 4.4 As indicated in Section 4.2 above any differences noted between the manifest and the actual tally reported requires that proof be submitted to Customs within twenty-four (24) hours after the last piece of cargo has been discharged. Any amendments submitted after the stipulated time may attract penalties prescribed in the Customs Ordinance and attendant Regulations.

5. IMPORT CARGO

Specific details of the procedures associated with the clearance and release of imported goods are contained within the Declaration Processing Procedural Guide and User Manual available on the Customs website (www.customs.gov.tc). The following provides a brief outline of the procedure as it relates to the cargo manifest.

Customs

- 5.1 After a declaration has been processed by the computer system, an assessment made and any duties or taxes collected, the importer or customs broker will present all documentation required to Customs.
- 5.2 The Officer will retrieve the corresponding Bill of Lading/Airway Bill from the system and verify that the data is consistent with the declaration and attached documentation.
- 5.3 When the documentation and electronic records are not consistent, the Officer will request the Declarant to amend, add, and supply additional data or documentation.
- 5.4 After the consistency of the documentation with the electronic manifest has been verified, a determination will be made as to whether the consignment is released or further scrutiny of the documentation or physical examination of the consignment is required.



- 5.5 If physical examination is required, the officer will select the Bill of Lading/Airway Bill for intervention using the Customs system.
- 5.6 When no further intervention is required by Customs, the Officer will authorise the release of the shipment.

Operators of Customs Area

- 5.7 When a physical examination of the goods is required, the Officer in charge of the Customs Area will notify the operator to move the cargo into the examination area. If the cargo is containerised, the Operator may be allowed to discharge the container at a location approved by the proper officer.

Customs Examining Officer

- 5.8 After the satisfactory inspection of the goods, the Examining Officer will authorise delivery of the goods using the Customs system by issuing a RELEASE NOTE. An Officer will write-off the shipment by retrieving the manifest using the MANUAL DISCHARGE option and selecting the corresponding Bill of Lading.
- 5.9 The Officer will generate EXIT NOTE (either total or partial, including details of the transportation) using the Customs System.

It should be noted that the Operator of the Customs Area will be responsible for removal of the cargo following the release of the goods by Customs.

6. EXPORT CARGO

Cargo Reporter

- 6.1 The Cargo Reporter must connect to the Customs system and insert all the Bills of Lading or Air Waybills related to the exporting ship or aircraft on the Manifest.
- 6.2 Any amendment pertaining to cargo which was not shipped must be accompanied by creditable proof which must be presented to the Officer in charge of shipping before any changes are made in the system.
- 6.3 All Bills of Lading or Air Waybills must include the Customs Registration Number of the export declaration in the corresponding field.

Operators of Customs Areas

- 6.4 Where the Operator within the Customs Area is not the Cargo Reporter of the ship or aircraft, the Operator must notify the Cargo Reporter of any amendments to be made to the quantity or nature of cargo shipped.

Customs Department

- 6.5 The Officer must ensure that all shipping declarations have been verified.



7. TRANSHIPMENT CARGO

CustomsDepartment

It should be noted that this section refers only to cargo being transhipped from one ship/aircraft to another within the same port. It does not refer to the movement of cargo from one port to another. The In-transit procedure is defined in the Declaration procedures.

7.1 The Cargo Reporter must connect to the Customs system and discharge the Transhipment Bill of Lading or Air Waybill from the selected manifest.

7.2 The reference transhipment document, place of destination code, and onward carrier code must be inserted by the Cargo Reporter.

C. DATA INPUT

In order to prepare and submit the import or export cargo manifest electronically to Customs - using the ASYCUDA World automated system - it will be necessary to input the relevant data using the various mandatory and obligatory fields outlined in the tables at **ANNEX 2** to this guide.



CARGO MANIFEST - PROCEDURAL GUIDE

GLOSSARY OF TERMS

Agent	Any person appointed as an agent under section 19 Customs Ordinance 1995
Cargo Reporter	In relation to a ship or aircraft and in relation to a particular voyage or flight, means: <ol style="list-style-type: none">1. The master, commander, owner, operator or charterer of the ship or aircraft; or2. A freight forwarder in respect of the ship or aircraft for the voyage or flight.
Carrier	The name of the Carrier/Principal transporting cargo to/from the Turks and Caicos Islands, e.g. Tropical Shipping, Turks Air etc.
Consolidation	The combination of many small shipments into one container, often with more than one destination/consignee.
Consolidator	An individual or Company that provides services to group shipments, orders, and/or cargo to facilitate movement.
Degroupage/Deconsolidation	Separating a consolidated (usually containerised) shipment into its original constituent shipments, for delivery to their respective consignees.
Exporter	In relation to goods for exportation or for use as stores, includes the shipper of the goods and any person performing in relation to any aircraft functions corresponding with those of a shipper.
Freight Forwarder	A person or company who provides services that relate to the carriage (by any means), consolidation, storage, handling, packing or distribution of goods.
Hours	In this document any time expressed in hours means consecutive hours,
House Bill of Lading/Air Waybill	Contains all the information of a BL/AWB but is not a financial document. This is a contract between the shipper and freight forwarder. All the shipments covered by the individual house AWBs/BLs are consolidated, and a single AWB/BL, called the Master AWB/BL , is issued to cover the consolidated shipment.



In-Transit Cargo

Cargo that has been discharge in the Turks and Caicos but is not intended to remain here. This must be reported as 'in-transit' cargo.

Non vessel operating common carrier (NVOCC) A common carrier that does not own or operate the vessels by which the ocean transportation is provided, and is a shipper in its relationship with a vessel operating common carrier.

Operator The owner or manager of any cargo transit shed.

Operator Of a ship or aircraft for a particular voyage or flight means:
(a) The shipping line or airline responsible for the operation of the ship or aircraft for the voyage or flight; or
(b) If there is no such shipping line or airline, or no such shipping line or airline that is represented by a person in Turks and Caicos – the Master of the ship or aircraft.

Owner In respect of a ship or aircraft, includes a charterer of the ship or aircraft or a non vessel operating common carrier or freight forwarder responsible for the transportation of goods on the ship or aircraft.

Transshipment cargo Cargo that is intended for discharge at a Turks and Caicos port or airport to be loaded on to another international ship or aircraft for carriage to a destination outside The Turks and Caicos Island.

Transit cargo Transit cargo is cargo intended to remain in the Turks and Caicos, but destined for a different port from the current port of entry where manifest was lodged. Cargo will be cleared at such destination.



DATA INPUT – FIELD GUIDE

MANIFEST	Description of required manifest data	
DESCRIPTION	ACTION	USE
Office code	Mandatory	The Customs Office where manifest will be processed
Voyage/Flight number	Mandatory	The ‘voyage/flight number’ is the number given by the ship or aircraft operator to a particular voyage from one point to another inclusive of all intermediate stops.
Date of departure	Mandatory	The ‘date of departure’ is the date on which the ship or aircraft started its voyage. If the ship or aircraft stopped at several ports before reaching the Turks and Caicos, then the date of departure would be the date when the ship or aircraft left the first port.
Date of arrival	Mandatory	The ‘date of arrival’ is the date on which the ship or aircraft arrives in the territorial limits of the Turks & Caicos Islands.
Time of arrival	Mandatory	The ‘time of arrival’ is the time when the vessel or aircraft arrives in the Turks and Caicos Islands.
Place of departure	Mandatory	The ‘place of departure’ is the location or port code from where the ship or aircraft started its voyage. The codes are from UN/LOCODE list.
Place of destination	Mandatory	The ‘place of destination’ is the location or port code to where the ship or aircraft arrives to discharge cargo. The codes are from UN/LOCODE list.
Agent code	Mandatory	This is the code that identifies the agent responsible for submitting the manifest on behalf of a carrier. It is a code assigned by the Customs and Excise Division.
Mode of transport	Mandatory	The ‘mode of transport’ recognises the means by which the cargo was imported into or exported from the country, e.g. air, sea, parcel post. The International Standard Codes (ISO) for means of transport must be used in this field.
Carrier	Mandatory	The name of the carrier/principal transporting cargo to/from the Turks & Caicos, e.g. Tropical shipping, Turks Air etc.
Nationality	Mandatory	The ‘nationality of transport’ is the country in which the transport unit is registered. The International Standard Codes (ISO) alpha-2 country codes must be used in this field.
Id. Transport	Mandatory	The ‘identification of the transport unit’ (e.g. vessel’s name).



MANIFEST		Description of required manifest data
DESCRIPTION	ACTION	USE
IMO/IATA Registration No.	Mandatory	The 'IMO/IATA registration number' is the reference of the document registering the vessel or aircraft
Registration date	Mandatory	The 'registration date' is the date when the vessel/aircraft was registered.
Master/Captain name	Mandatory	The 'Master name' is the name of the Master of the ship or aircraft. There are three fields to hold information related to the Master.
Total Bills	Mandatory	The 'total number of bills' is the count of all bills of lading or Air Waybills included in the manifest.
Total Packages	Mandatory	The 'total number of packages' is the sum of all the packages for Turks and Caicos.
Total Containers	Mandatory	The 'total number of containers' is the sum of all containers carrying cargo to be landed in the Turks and Caicos.
Total Gross mass	Mandatory	The 'total gross weight' is the sum of the weight of all cargo landed in the Turks and Caicos.
BILL OF LADING / AIR WAYBILL SEGMENT/Description of required BOL/Airway Bill Data		
Office code	Mandatory	The Customs Office where manifest will be processed
Year of registration	Mandatory	The year of registration of the manifest.
Registration number	System	The sequential number assigned to a manifest at registration
Line number	Mandatory	The 'line number' is a sequential number used to identify each Bill of Lading or Air Waybill in the manifest.
Sub line number	Mandatory	The 'sub-line number' is a sequence number used to identify each house Bill of Lading or Air Waybill when a master (consolidated cargo) is under degroupage.
Date of arrival	Mandatory	The 'date of arrival' is the date on which the ship or aircraft arrived in the territorial limits of the country.
Time of arrival	Mandatory	The 'time of arrival' is the time when the vessel or aircraft arrived in the country.
Voyage/Flight number	Mandatory	The 'voyage/flight number' is the number given by the ship or aircraft operator to a particular voyage from one point to another inclusive of all intermediate stops.



MANIFEST		Description of required manifest data
DESCRIPTION	ACTION	USE
Date of departure	Mandatory	The 'date of departure' is the date when the ship or aircraft started its voyage
B/L Type	Mandatory	The 'type of Bill of Lading' is the code which identifies the type of transport document issued (i.e. '710' for a House Bill of Lading, '711' for consolidated Master Bill of Lading, 'AWB' for Air Waybill, 'MAB' for Master Air Waybill).
B/L Reference no.	Mandatory	The 'Bill of Lading reference number' is the number which uniquely identifies the Bill of Lading or Air Waybill.
Nature	Mandatory	The 'nature' is the manner in which the goods will be treated. These are indicated by the codes 22 (exports), 23 (imports), 24 (in-transit), and 28 (transshipment).
Previous document	System	The 'previous document' is a reference to the Master Bill of Lading or Air Waybill when viewing a degrouped House BL/AWB.
Unique Consignment Reference (UCR)	Conditional (Mandatory for Exports)	The 'unique consignment reference' is to be used only for exports. All export Bills of Lading or Air Waybills must identify the export declaration registration number in this field. The system will prompt you to enter the Year, Serial Letter, Registration number and date (dd/mm/yyyy) of registration.
Place of loading	Mandatory	The 'place of loading' is the location or port where the cargo was loaded on board the ship or aircraft. The system uses the UN/LOCODE list.
Place of unloading	Mandatory	The 'place of unloading' is the location or port where the cargo will be discharged from the ship or aircraft. The system uses the UN/LOCODE list.
Name of Exporter/Shipper	Mandatory	The 'name of Exporter/Shipper' is the name of the person/company sending cargo destined to/shipped from the Turks & Caicos Islands.
Address 1 to 4 Shipper	Mandatory	The 'address of shipper' is the address of the person/company sending cargo to/from the Turks and Caicos Islands. There are four fields to cover address, city, region/state, and country from where cargo is being shipped.
Consignee Code	Optional	The 'consignee code' is the code given by the Customs and Excise Division to a person/company importing cargo into the Turks and Caicos Islands.
Consignee Name	Conditional	The 'consignee name' is the name of the person/company stated on the BL/AWB to whom delivery of cargo is promised and/or title is passed. This field is mandatory only when the consignee code field is left empty.



MANIFEST		Description of required manifest data
DESCRIPTION	ACTION	USE
Address 1 to 4 Consignee	Mandatory	The 'consignee address' is the address of the consignee in the Turks and Caicos Islands. This field is mandatory only when the consignee code field is left empty. There are four (4) fields available to complete this data.
Notify Code	Optional	The 'notify code' is the identification of the person who requires notification upon arrival of goods.
Notify Name	Optional	The 'notify name' is the designation of the party who may also have an interest in the cargo (e.g. financial institution).
Address Notify 1 to 4	Optional	The 'notify address' is the address of the person who requires notification upon arrival of the cargo.
Total containers	Mandatory	The 'total number of containers' is the sum of all the containers on the Air Waybill or Bill of Lading. If there are no containers, the number '0' must be inserted.
Status B/L	System	The status identifies the stage of each Bill of Lading or Air Waybill, e.g. HSE-house, MST-master non-degrouped, UDG-master under degroupage, DEG-master degrouped, HDG-house under degroupage.
Item B/L	System	The 'item B/L' identifies the number of sub-lines for each Master Bill of Lading.
Type of packages	Mandatory	The 'type of packages' is a description of the object in which cargo is packed for transportation, e.g. cartons-CT, box-BX. Unpacked cargo must be entered as such, i.e. NE, NF or NG.
Marks & Numbers 1 to 10	Optional	The 'shipping marks' are the markings that the shipper affixes on the packages to identify his/her cargo. It follows no particular sequence and can be any set of words, numbers or other signs. There are ten (10) fields available for data regarding marks and numbers.
Packages	Mandatory	The 'packages' is the piece count of all packages stated on each Bill of Lading or Air Waybill.
Gross mass (kg)	Mandatory	The 'gross mass' is the sum of the weight of all cargo on each Bill of Lading or Air Waybill stated in kilograms.
Volume	Mandatory	The 'volume' is the cubic measurement of the cargo stated on each Bill of Lading or Air Waybill. It must be calculated in cubic metres.



MANIFEST		Description of required manifest data
DESCRIPTION	ACTION	USE
Description of cargo 1 to 5	Mandatory	The 'description of cargo' is the narrative that portrays the type of cargo being transported. The description must be explicit. It must not include terms such as STC (Said to Contain), FAK (Freight of All Kinds), clothing, demonstration samples, tiles, foodstuff etc. Acceptable terms would be men's leather shoes, ceramic tiles, women's pants of cotton, rice in packages etc. There are five (5) fields provided to describe the cargo.
Location code	Mandatory	The 'location code' is used by the Customs or Port Operator to identify the exact place in the Port or shed where the cargo is located.
Sub-location code	Optional	The 'sub-location' is a more precise location that describes where in the transit shed the cargo is located.
P/C Indicator	Optional	The 'pre-paid/collect indicator' identifies if freight cost for this Bill of Lading or Air Waybill was pre-paid [P] or collect [C].
Amount	Optional	The 'amount' describes the amount to be collected from the consignee of the shipment before delivery.
Amount's currency code	Optional	The 'currency' code for the amount to be collected from the consignee of the shipment before delivery.
Customs value	Optional	The 'value declared for Customs' is the worth of the cargo which the importer or exporter intends to declare to Customs.
Customs value currency code	Optional	The 'currency of Customs value' is the actual currency in which the payment for the cargo is quoted.
Freight cost	Mandatory	The 'freight amount' is the cost of the freight.
Freight cost currency code	Mandatory	The 'freight currency' is the actual currency in which the payment for freight is quoted.
Insurance	Optional	The 'value declared for insurance' is the cost of the insurance.
Insurance currency code	Optional	The 'currency code for insurance' is the actual currency in which the payment for insurance is quoted.
Loose cargo number of seals	Optional	The 'number of seals' is the count of the seals affixed to the loose packages –non-containerised.
Marks of seal 1	Optional	The 'marks of seals' are the markings that identify the seals placed on the packages.



MANIFEST		Description of required manifest data
DESCRIPTION	ACTION	USE
Marks of seal 2	Optional	The 'marks of seals' are the markings that identify the seals placed on the packages.
Sealing party	Optional	The 'sealing party code' is the code used to identify entity affixing the seals.
Additional information 1 and 2	Optional	The 'additional information' is for any other relevant information which the carrier or agent deems necessary. There are two (2) fields for this purpose.
CONTAINER SEGMENT/Description of Container required data		
Container number	Mandatory	The 'container number' is the BIC number that identifies a container. It comprises an owner/operator code of four (4) letters, a serial number of six (6) numerals, and one last check digit, (e.g. BICU1234565). It complies with the ISO 6346 standard.
Type of container	Mandatory	The 'type of container code' is the size and type codes in accordance with DIN ISO 6346. The first digit indicates the length of the container. The second digit indicates height and whether or not gooseneck tunnel is present. The third digit indicates the container type and the fourth digit indicates special features.
Empty/Full indicator	Mandatory	The 'empty/full indicator' describes the container load i.e. FCL/LCL.
Seal number 1	Optional	The 'seal number' represents the reference of an affixed seal.
Seal number 2	Optional	The 'seal number' represents the reference of an affixed seal.
Seal number 3	Optional	The 'seal number' represents the reference of an affixed seal.
Sealing party	Optional	The 'sealing party code' is the code used to identify the entity that sealed the container.