Technical Requirements for Ocean Export Manifest Submission via DIS Email

Document Imaging System (DIS)

Document Number
Export Manifest Processing version 2.0

August 21, 2012

U.S. Customs and Border Protection

Revision History

Document Number	Description of Revision	Author/ Person Responsible	Government Approval Authority	Date Approved
Export Manifest Processing version 1.0	Initial Version	Shailesh Sardesai/Doug Schneider/Robert Rawls	Robert Rawls	November, 2011
Export Manifest Processing version 2.0	RO/RO Update and usage of CBP document template	Shailesh Sardesai/Jai Sipper	Robert Rawls	August 21, 2012

Contents

Technical Requirements for Ocean Export Manifest Submission via DIS Email

1. Background

In November 2011, CBP initiated a Pilot program that allowed Ocean Carriers to submit Export Manifests (Form 1302-A), associated Bills of Lading and certain supporting documentation via email to the CBP Document Imaging System (DIS). The Pilot is now being expanded in phases to additional ports and with additional participants.

Note that Ocean Carriers participating in the pilot still need to submit paper versions of the CBP Forms 1300 and 1302 and any other documentation required by officers at participating ports.

 This document provides guidance on the data and technical format required by CBP on Export Manifest email submissions to DIS. Carriers should refer to official government notifications provided via formal letters and FRNs for legal guidelines. The contents of this document do not seek to supersede those guidelines.

2. Export Manifest Email Format Requirements

- **CBP Export Manifest E-Mail Address**

  The email address *to*which computer readable PDFs of export manifests (1302A) should be filed in accordance with current export manifest filing deadlines (i.e. 4 business days post clearance) is,**EXPORT_MANIFEST@cbp.dhs.gov**

  Note: CBP can accept PDFs up to 10 MB in size (Total email size).

- **Automated email responses from CBP**

  Upon submission of an email containing a PDF export manifest, the above email address, CBP will generate an automated response email back to the sender indicating successful submission or a failure condition. This response email will serve as the receipt for the filing.

- **Subject Line of E-mail Message**
  The subject line of the e-mail message that contains the Export Manifest shall specify the following 'Key' data elements:

Data element	Description	Required / Optional
VESSEL_IMO_NUMBER	International Maritime Organization number assigned to the vessel	Required

VESSEL_DEPARTURE_DATE	Date when the vessel will depart the U.S. Port of Departure	Required
US_PORT_OF_DEPARTURE	U.S. Port of Departure; Schedule D or Schedule K port identifiers are acceptable	Required
ACTION	Indicates the desired action the DIS system should take on the attached documents in the email, for the 'key' in the subject line. Available actions are: NEW, REPLACE, DELETE. • **NEW** indicates that the system should create a new Export Manifest submission record using the identifiers in the Subject line. • **REPLACE** indicates that the system should replace the previously submitted documents with the documents now being submitted. • **DELETE** indicates that the system should delete the documentsassociated with the key identified in the Subject line.	Required

Example Subject Line:
VESSEL_IMO_NUMBER=1234567; VESSEL_DEPARTURE_DATE=09/27/2011; US_PORT_OF_DEPARTURE=4601; ACTION=NEW

Note 1: The Vessel IMO Number, Vessel Departure Date, and U.S. port of Departure are used to uniquely identify the Export Manifest record.

Note 2: Data elements should be delimited by a semi-colon (;) and there should be no spaces before and after the equal (=) signs

Note 3: The Date format must be in MM/DD/YYYY format as indicated above.

• **Body of E-mail Message**
   The body of the e-mail message that contains the Export Manifest shall specify the following data elements according to the structure described below.

Data Element	Description	Required / Optional

START_DATA	Start tag that indicates the first line of the data section of the e-mail message. The start and end tags provide a reliable 'data section' that can be processed in an automated manner by CBP.	Required
VESSEL_NAME	Name of the vessel transporting the cargo from the U.S.	Required
VOYAGE_NUMBER	Carrier-assigned voyage number for the vessel	Required
VESSEL_SCAC	Standard Carrier Alpha Code (SCAC) for the vessel operator	Required
MANIFEST_SUBMITTING_SCAC	SCAC for the entity submitting the Export Manifest	Required
FIRST_FOREIGN_PORT_OF_UNLADING	First foreign port where the cargo will be unladed; Schedule K port identifiers are required	Required
POC_INFO	Point of contact information for the entity/person responsible for exporting the cargo	Optional
COMMENT	Additional information that can be used to describe the cargo or other information associated with the cargo and/or conveyance	Optional
END_DATA	End tag that indicates the last line in the e-mail message	Required

Example Message Body:

> **START_DATA**
> VESSEL_NAME=CHINA EXPRESS
> VOYAGE_NUMBER=002E
> VESSEL_SCAC=HLCU

MANIFEST_SUBMITTING_SCAC=HLCU
FIRST_FOREIGN_PORT_OF_UNLADING=12345
POC_INFO=John Smith 703-553-2829
COMMENT=Any additional comment that the submitter wishes to send CBP. This can be provided to account for unusual situations.
END_DATA

Note 1: If the COMMENT data element is used, the line must be a continuous line of text with no <RETURN> characters.

Note 2: There should be no spaces before and after the equal (=) signs.

- **Documents that may be submitted Electronically via the DIS Export Manifest Mailbox**

The following documents may be submitted electronically as attachments to DIS emails:

- Export Manifest (1302A) including RO/RO Export Manifests
- Bills of Lading
- Declaration of Empties
  - Note: Empties MUSTbe declared using<u>attached documents</u> (see required 'EMP' file prefix below), and not as a comment in the email body
- Images, text files, or spreadsheet files
- Any additional supporting documents; letters etc.

Note: Until formal notification by CBP, Ocean Carriers participating in the pilot still need to submit <u>paper versions</u> of the CBP Forms 1300 and 1302 and any other indicated documentation required by officers at participating ports.

- **File Naming Conventions on Attachments**

In general, submitters are requested to conform to the 'FormLabel-XYZ.FileExtension'file naming convention,where'XYZ'is any string determined by the submitting Trade participant.

Please note the specific form-label (prefix) requirements for the document types listed below (i.e. First fiverows below).

Document Type	Filename Convention	Example
Regular (Non RO/RO) Export Manifest or any substitutes for the Export Manifest (i.e. documents that contain the same information and are used in place of the 1302A)	**1302A**-XYZ.pdf	1302A-QEShippingMar20.pdf

RO/RO Export Manifest or any substitutes for the RO/RO Export Manifest (i.e. documents that contain the same information and are used in place of the 1302A for RO/RO)	**1302A_RORO**-XYZ.pdf	1302A_RORO-QEShippingMar20.pdf
Bills of Lading	**BOL**-XYZ.pdf	BOL-QEShippingMar20.pdf
Declarations	**1300**-XYZ.pdf **1302**-XYZ.pdf	1300-QEShippingMar20.pdf (1300 and 1302 docs must also be supplied in Printat this time)
Empties	**EMP**-XYZ.pdf	EMP-QEShippingMar20.pdf
Image file	ReadableName-Image.jpg	Invoice-Image001.jpg
Text file	ReadableName-Doc.txt	Certificate-Doc002.txt
Spreadsheet file	ReadableName-Doc.xls	Permit-Doc003.xls

- **DIS Pilot Registration Process:**
  Any carrier interested in participating in the pilot will need to contact either Robert Rawls at ROBERT.C.RAWLS@cbp.dhs.gov or Adi Abel at Adi.Abel@cbp.dhs.gov

- **Pilot On-boarding Process and Submission of sample test Files to CBP**
  Upon approval by CBP, in preparation for the pilot, Ocean carriers will be invited to send three sample test emails to the email address listed above for ports that will provided by CBP. Each email should contain the relevant data in the subject line and email body (as described above) and should have the readable .PDF of the Export Manifest attached.

  NOTE: During the pilot test phase, each participant is expected to provide CBP with a sample of each flavor (i.e. data layout format) of the PDF Files that it intends to submit in production.