

FORMAT FOR ELECTRONIC MANIFEST

DATA STRUCTURE OF MANIFEST DATA TO BE COLLECTED

One file will be got from the Agent(s) which will have various record identifiers to represent different data groups of Manifest

Record Identifier	Status	Data Group Represented
VOY	Mandatory	Voyage details of the Manifest (Linecode, Vessel Name,.....,Rotation number etc.)
BOL	Mandatory	Bill Of Lading details (Bill Of Lading Number, Port Details, Consignee / Shipper/ Notify details, Commodity, Weight, Volume, Freight Tonne etc.)
CON	Mandatory	Details of consignments which constitute the Bill Of Lading (said to contain items). There must be at least one consignment for a BOL (Marks & Numbers, Commodity, Description, Weight, Volume, Dangerous goods declaration, Refrigeration details etc.)
CTR	Conditional	Mandatory for containerised BOL. Details of Containers shown in Bill Of Lading (Needed only for containerised cargo) (Container number, ISO Code, Tare weight, Out of gauge dimensions, Reefer temperature etc.)
VEH	Conditional	Mandatory for vehicle BOL. Vehicle list for the consignment (Needed only if the consignment is a Ro-Ro unit) (Chassis number, make, brand etc.)
END	Mandatory	Marks the end of the message; Also provides the number of BOL in the message for tallying to verify proper transmission

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NOTE :

Each record identifier will be having data elements depicting the characteristics of the entities

Mandatory fields are identified by 'M' and must be present

Optional fields are identified by 'O'

Conditional fields, which become mandatory in the event of the presence of an optional field, are identified by 'C'

Data type CHAR represents character; NUM represents numeric fields;

Length column represents the number of characters for data type CHAR;

For data type NUM it represents the 'number of integer digits', 'number of decimal digits'

Example : Length 7,2 means that there will be 7 integer digits including sign, decimal point '.' and 2 decimal digits (Total length = 7+1+2 bytes)

Length 8,1 means that there will be 8 integer digits including sign, decimal point '.' and 1 decimal digit (Total length = 8+1+1 bytes)

Length 4,0 means that there will be 4 integer digits only including sign (Total length = 4+0+0) [When there is no decimal digit, decimal point will also be absent]

All weights are in KG

The file can be 'Comma delimited' in which case each field is of variable length and will be delimited by Comma and the values will be within double quotes like

"VOY", "NOR", "....", "....", "....",

or 'fixed length format' in which case the fields are of fixed length

We prefer 'Comma delimited' files.

The data elements of each data group is given in the tables 2 to 7

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Typical composition of the manifest file for different types of cargo is given below :

TABLE 1

FCL CONTAINER CARGO (When the relationship between container & consignment not known)	FCL CONTAINER CARGO (When the relationship between container& consignment is known) PREFERRED	LCL CONTAINER CARGO	GENERAL CARGO
<p>VOY VOY1</p> <p>BOL BOL1,..... CON 01,CON1,..... CON 02,CON2,..... CTR CTR1,..... CTR CTR2,..... CTR...CTR3,.....</p> <p>BOL BOL2,..... CON...01,CON3,. CON 02,CON4 CTR CTR4,..... CTR CTR5,..... VEH 01,VEH1,..... VEH 01,VEH2,..... VEH 02,VEH3,</p> <p>END</p>	<p>VOY VOY1</p> <p>BOL BOL1,..... CTR CTR1 CON 01,CON1,..... CON 02,CON2,..... CTR CTR2 CON... 03,CON3,. CON 04,CON4,.....</p> <p>BOL BOL2,..... CTR CTR4 CON...01,CON3,. CON 02,CON4 VEH 01,VEH1,..... VEH 01,VEH2,..... VEH 02,VEH3, CTR CTR5,....</p> <p>END</p>	<p>VOY VOY1</p> <p>BOL BOL3,..... CTR CTR6 CON 01,CON5,.....</p> <p>BOL BOL4,..... CTR CTR6,..... CON 01,CON6 CON 02,CON7,.....</p> <p>BOL BOL5,..... CTR CTR7,..... CON 01,CON8,.....</p> <p>.....</p> <p>END</p>	<p>VOY VOY1</p> <p>BOL BOL6,..... CON 01,CON11,..... CON 01,CON12,.....</p> <p>BOL BOL7,..... CON 01,CON6,..... CON 02,CON7,..... VEH 01,VEH4,..... VEH 01,VEH5,..... VEH 02,VEH6,.....</p> <p>.....</p> <p>END</p>

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TABLE 2 : VOYAGE DETAILS

REFERENCE NO	DATA ELEMENT	M * C O	DATA TYPE	LENGTH	REMARKS
1.0	RECORD IDENTIFIER (VOY)	M	CHAR	3	
1.1	LINE CODE	M	CHAR	6	DPA ALLOTTED LINE CODE OF THE LINE REPRESENTED BY THE AGENT
1.2	VOYAGE AGENT CODE	M	CHAR	6	CUSTOMS ALLOTTED AGENT CODE
1.3	VESSEL NAME	M	CHAR	30	
1.4	AGENT'S VOYAGE NUMBER	M	CHAR	10	
1.5	PORT CODE OF DISCHARGE	M	CHAR	5	AEDXB - DUBAI (OR) AEJEA - JEBEL ALI
1.6	EXPECTED TO ARRIVE DATE	M	CHAR	11	IN THE FORMAT DD-MMM-CCYY (E.G: 17-JUN-1995)
1.7	ROTATION NUMBER	C	CHAR	6	ALLOTTED BY DPA; MANDATORY FOR SEA MANIFESTS; OPTIONAL FOR ROAD MANIFESTS
1.8	MESSAGE TYPE	M	CHAR	3	"MFI" ALWAYS; INDICATES THAT MESSAGE IS MANIFEST INPUT
1.9	NO OF INSTALMENT	M	NUM	3,0	INSTALLMENT NUMBER FOR A GIVEN MANIFEST; 1 FOR FIRST LOT, 2 FOR SECOND LOT ...
1.10	AGENT'S MANIFEST SEQUENCE NUMBER	M	NUM	5	AGENT'S REFERENCE NUMBER FOR A MANIFEST FOR CUSTOMS

* M - MANDATORY; O - OPTIONAL; C - CONDITIONAL

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TABLE 3 : BILL OF LADING DETAILS

REFERENCE NO	DATA ELEMENT	M * --- O	DATA TYPE	LENGTH	REMARKS
2.0	RECORD IDENTIFIER (BOL)	M	CHAR	3	Bill Of Lading
2.1	BILL OF LADING NO	M	CHAR	20	
2.2	BOX / PARTNERING LINE CODE	M	CHAR	6	DPA ALLOTTED CODE FOR BOX / PARTNERING LINE
2.3	BOX / PARTNERING AGENT CODE	M	CHAR	6	CUSTOM ALLOTTED CODE FOR BOX / PARTNERING AGENT
2.4	PORT CODE OF ORIGIN	M	CHAR	5	UN LOCATION CODE
2.5	PORT CODE OF LOADING	M	CHAR	5	UN LOCATION CODE
2.6	PORT CODE OF DISCHARGE	M	CHAR	5	UN LOCATION CODE
2.7	PORT CODE OF DESTINATION	M	CHAR	5	UN LOCATION CODE
2.8	DATE OF LOADING	O	CHAR	11	IN DD-MMM-CCYY FORMAT
2.9	MANIFEST REGISTRATION NUMBER	O	CHAR	8	CORRESPONDING TO THE BOX / PARTNERING AGENT
2.10	TRADE CODE	M	CHAR	1	I - IMPORT; T - TRANS-SHIPMENT
2.11	TRANS-SHIPMENT MODE	C	CHAR	1	MANDATORY FOR TRANS-SHIPMENT CARGO S - SEA; A - AIR ; R - ROAD
2.12	BILL OF LADING OWNER NAME	O	CHAR	30	ACTUAL CONSIGNEE FOR IMPORT & RE-EXPORT;BOX AGENT FOR TRANS-SHIPMENT
2.13	BILL OF LADING OWNER ADDRESS	O	CHAR	240	MANDATORY IF BILL OF LADING OWNER NAME IS APPEARING
2.14	CARGO CODE	M	CHAR	1	F - FCL CONTAINER L - LCL CONTAINER M - EMPTY CONTAINER B - BULK SOLID Q - BULK LIQUID R - RO-RO UNIT P - PASSENGER G - GENERAL CARGO (BREAK BULK)

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REFERENCE NO	DATA ELEMENT	M * --- O	DATA TYPE	LENGTH	REMARKS
2.15	CONSOLIDATED CARGO INDICATOR	M	CHAR	1	Y - YES FOR CONSOLIDATED CARGO (GROUPAGE CARGO) N - NO, OTHERWISE
2.16	STORAGE REQUEST CODE	O	CHAR	1	D - DIRECT DELIVERY S - STORAGE IN SHEDS Y - STORAGE IN YARDS
2.17	CONTAINER SERVICE TYPE (Carriage Terms of the containers)	C	CHAR	7	MANDATORY FOR CONTAINERISED CARGO FCL/FCL (OR) FCL/LCL (OR) LCL/LCL (OR) LCL/FCL
2.18	COUNTRY OF ORIGIN	M	CHAR	2	COUNTRY CODE OF ORIGIN
2.19	ORIGINAL CONSIGNEE NAME	C	CHAR	30	MANDATORY IF CONSIGNEE OR BOL NUMBER OR SHIPPER IS CHANGED
2.20	ORIGINAL CONSIGNEE ADDRESS	C	CHAR	240	- DITTO -
2.21	ORIGINAL VESSEL NAME	C	CHAR	30	- DITTO -
2.22	ORIGINAL VOYAGE NUMBER	C	CHAR	10	- DITTO -
2.23	ORIGINAL BOL NUMBER	O	CHAR	20	- DITTO -
2.24	ORIGINAL SHIPPER NAME	C	CHAR	30	- DITTO -
2.25	ORIGINAL SHIPPER ADDRESS	C	CHAR	240	- DITTO -
2.26	SHIPPER NAME	M	CHAR	30	
2.27	SHIPPER ADDRESS	M	CHAR	240	
2.28	SHIPPER COUNTRY CODE	M	CHAR	2	
2.29	CONSIGNEE CODE	M	CHAR	5	IMPORTER CODE OF DUBAI CUSTOMS; D9999 FOR PERSONAL EFFECTS ETC.; T9999 FOR TRANS-SHIPMENT; D9999 FOR EMPTY CONTAINERS
2.30	CONSIGNEE NAME	M	CHAR	48	ACTUAL CONSIGNEE WHO HAS ORIGINATED THE IMPORT / RE-EXPORT; NOT THE BANKER / OTHERS
2.31	CONSIGNEE ADDRESS	M	CHAR	240	
2.32	NOTIFY1 CODE	O	CHAR	6	CONSIGNEE CODE OF CUSTOMS ;
2.33	NOTIFY1 NAME	M	CHAR	48	
2.34	NOTIFY1 ADDRESS	M	CHAR	240	
2.35	NOTIFY2 CODE	O	CHAR	6	CONSIGNEE CODE OF CUSTOMS
2.36	NOTIFY2 NAME	O	CHAR	48	
2.37	NOTIFY2 ADDRESS	O	CHAR	240	
2.38	NOTIFY3 CODE	O	CHAR	6	CONSIGNEE CODE OF CUSTOMS
2.39	NOTIFY3 NAME	O	CHAR	48	
2.40	NOTIFY3 ADDRESS	O	CHAR	240	

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REFERENCE NO	DATA ELEMENT	M * --- O	DATA TYPE	LENGTH	REMARKS
2.41	MARKS & NUMBERS	M	CHAR	200	
2.42	COMMODITY CODE	M	CHAR	10	UN HARMONISED CODE;
2.43	COMMODITY DESCRIPTION	M	CHAR	100	
2.44	PACKAGES	M	NUM	9,0	NUMBER OF PACKAGES
2.45	PACKAGE TYPE	M	CHAR	30	
2.46	PACKAGE TYPE CODE	M	CHAR	3	AS PER THE LIST OF PACKAGE TYPE CODES ENCLOSED
2.47	CONTAINER NUMBER	C	CHAR	10	MANDATORY FOR LCL CONTAINERS
2.48	CHECK DIGIT	C	CHAR	1	- DITTO -
2.49	NO OF CONTAINERS	C	NUM	3,0	MANDATORY FOR FCL CONTAINERS
2.50	NO. OF TEUS	C	NUM	3,0	- DITTO -
2.51	TOTAL TARE WEIGHT IN MT	C	NUM	4,1- DITTO - (It should be in Metric tonne)
2.52	CARGO WEIGHT IN KG	M	NUM	9,3	
2.53	GROSS WEIGHT IN KG	M	NUM	9,3	
2.54	CARGO VOLUME IN CUBIC METRE	C	NUM	9,3	MANDATORY FOR LCL & GENERAL CARGO
2.55	TOTAL QUANTITY	C	NUM	9,0	MANDATORY FOR COMMODITIES WITH NUMBER COUNT SUCH AS ANIMALS, VEHICLES ETC.
2.56	FREIGHT TONNE	C	NUM	9,3	MANDATORY FOR LCL & GENERAL CARGO
2.57	NO OF PALLETS	C	NUM	4	MANDATORY FOR LCL & GENERAL CARGO
2.58	SLAC INDICATOR	O	CHAR	1	TO INDICATE "SHIPPER'S LOAD AND COUNT" REMARK IN BILL OF LADING Y - YES; N - NO;
2.59	CONTRACT CARRIAGE CONDITION	O	CHAR	3	C&F - COST & FREIGHT; CIF - COST, INSURANCE AND FREIGHT; FOB - FREE ON BOARD; D/D - DOOR TO DOOR; XXX - OTHERS
2.60	REMARKS	O	CHAR	200	

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TABLE 4 : CONSIGNMENT DETAILS

REFERENCE NO	DATA ELEMENT	M * --- O	DATA TYPE	LENGTH	REMARKS
3.0	RECORD IDENTIFIER (CON)	M	CHAR	3	CONSIGNMENTS
3.1	SERIAL NUMBER	M	NUM	6,0	SERIAL NUMBER OF THE CONSIGNMENTS (Allotted by the Agent)
3.2	MARKS & NUMBERS	M	CHAR	200	
3.3	CARGO DESCRIPTION	M	CHAR	100	ONLY MEANINGFUL DESCRIPTION OF CARGO NEED BE GIVEN; ALL OTHER DETAILS MAYBE GIVEN IN REMARKS
3.4	USED OR NEW INDICATOR	O	CHAR	1	U - USED COMMODITY ; N - NEW COMMODITY
3.5	COMMODITY CODE	M	CHAR	10	UN HARMONISED CODE; CARE MUST BE TAKEN TO ENSURE THAT THE CORRECT COMMODITY CODE IS GIVEN PERTAINING TO THE CARGO; MUST BE UNIQUE AT LEAST FOR THE FIRST FOUR CHARACTERS
3.6	CONSIGNMENT PACKAGES	M	NUM	9,0	NUMBER OF PACKAGES
3.7	PACKAGE TYPE	M	CHAR	30	
3.8	PACKAGE TYPE CODE	M	CHAR	3	AS PER THE LIST OF PACKAGE TYPES ENCLOSED
3.9	NO OF PALLETS	M	NUM	4,0	
3.10	CONSIGNMENT WEIGHT IN KG	M	NUM	9,3	
3.11	CONSIGNMENT VOLUME IN CUBIC METRES	M	NUM	9,3	
3.12	DANGEROUS GOODS INDICATOR	M	CHAR	1	Y - YES; N - NO
3.13	IMO CLASS NUMBER	C	CHAR	3	MANDATORY IF DANGEROUS INDICATOR IS = 'Y'
3.14	UN NUMBER OF DANGEROUS GOODS	C	CHAR	5	- DITTO -
3.15	FLASH POINT	C	NUM	4,1	±999.9
3.16	UNIT OF TEMPERATURE	C	CHAR	1	MANDATORY IF FLASH POINT IS GIVEN C - CENTIGRADE; F - FARENHEIT
3.17	STORAGE REQUESTED FOR DANGEROUS GOODS	C	CHAR	1	MANDATORY IF DANGEROUS CARGO INDICATOR='Y' D - DIRECT DELIVERY; S - STORAGE IN SHEDS ; Y - STORAGE IN YARDS
3.18	REFRIGERATION REQUIRED	M	CHAR	1	Y - YES; N - NO

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REFERENCE NO	DATA ELEMENT	M + --- O	DATA TYPE	LENGTH	REMARKS
3.19	MINIMUM TEMPERATURE OF REFRIGERATION	C	NUM	4,1	MANDATORY IF REFRIGERATION REQUIRED='Y'; ±999.9
3.20	MAXIMUM TEMPERATURE OF REFRIGERATION	C	NUM	4,1	MANDATORY IF REFRIGERATION REQUIRED='Y'; ±999.9
3.21	UNIT OF TEMPERATURE	C	CHAR	1	MANDATORY IF REFRIGERATION REQUIRED='Y'; C - CENTIGRADE; F -FARENHEIT

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TABLE 5 : CONTAINER DETAILS OF THE BILL OF LADING

REFERENCE NO	DATA ELEMENT	M * --- O	DATA TYPE	LENGTH	REMARKS
4.0	RECORD IDENTIFIER (CTR)	M	CHAR	3	CONTAINER COVERED BY BILL OF LADING
4.1	CONTAINER NUMBER	M	CHAR	10	
4.2	CHECK DIGIT	M	CHAR	1	CHECK DIGIT OF CONTAINER
4.3	TARE WEIGHT IN MT	M	NUM	4,1	(It should be in Metric tonne)
4.4	SEAL NO	M	CHAR	10	

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TABLE 6 : VEHICLE PACKING LIST

REFERENCE NO	DATA ELEMENT	M * --- O	DATA TYPE	LENGTH	REMARKS
5.0	RECORD IDENTIFIER (VEH)	M	CHAR	3	VEHICLE PACK LIST
5.1	VEHICLE EQUIPMENT INDICATOR	M	CHAR	1	V - VEHICLE; E - EQUIPMENT; X - OTHERS
5.2	USED OR NEW	M	CHAR	1	U - USED ; N - NEW
5.3	CHASSIS NUMBER	C	CHAR	24	MANDATORY FOR USED VEHICLES
5.4	CASE NUMBER	C	CHAR	24	MANDATORY IF CHASSIS NUMBER IS NOT GIVEN
5.5	MAKE	M	CHAR	20	Example : TOYOTA / BMW etc.
5.6	MODEL	M	CHAR	20	Example : COROLLA, CORONA etc.
5.7	ENGINE NUMBER	O	CHAR	30	
5.8	YEAR BUILT	O	CHAR	4	CCYY ; Example : 1995
5.9	COLOR	O	CHAR	16	
5.10	ROLLING OR STATIC	M	CHAR	1	R - ROLLING; S - STATIC
5.11	DESCRIPTION OF GOOD	M	CHAR	200	
5.12	ADDITIONAL ACCESSORIES	O	CHAR	100	
5.13	WEIGHT IN KG	O	NUM	9,3	WEIGHT IN KG
5.14	VOLUME	O	NUM	9,3	VOLUME IN CBM
5.15	REMARKS	O	CHAR	200	

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TABLE 7 : END PARAMETERS

REFERENCE NO	DATA ELEMENT	M * --- O	DATA TYPE	LENGTH	REMARKS
6.0	RECORD IDENTIFIER (END)	M	CHAR	3	MARKS THE END OF THE DOCUMENT
6.1	NO. OF CONTAINER RELATED BOL	M	NUM	4,0	NUMBER OF CONTAINER RELATED BOL - (FCL / LCL / EMPTY)
6.2	NO. OF OTHER BOL	M	NUM	4,0	NUMBER OF OTHER BOL
6.3	REMARKS	O	CHAR	100	GENERAL REMARKS ABOUT MANIFEST

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LIST OF PACKAGE CODES

PACKAGE CODE	PACKAGE DESCRIPTION
BAG	BAGS
BAL	BALES
BDL	BUNDLES
BLK	BLOCKS
BOB	BOBBIN
BOT	BOATS
BOX	BOXES
BRL	BARREL
BRQ	BRIQUETTES
CAN	CANS
CBY	CARBOY
CDR	CABLE DRUM
CLI	COLLI
COI	COILS
CRT	CRATES
CSE	CASES
CSK	CASKS
CTN	CARTONS
CTR	CONTAINERS
CYL	CYLINDERS
DRM	DRUMS
DZN	DOZENS
FDR	FIBRE DRUM
ITM	ITEM
JOT	JOTTAS
KEG	KEGS

LIST OF PACKAGE CODES

PACKAGE CODE	PACKAGE DESCRIPTION
MDL	MODULES
MDR	METAL DRUM
PAL	PAIL
PCL	PARCEL
PCS	PIECES
PDR	PLASTIC DRUM
PKG	PACKAGES
PKT	PACKET
PLT	PALLET
REL	REEL
ROL	ROLLS
SAK	SACKS
SET	SETS
SHT	SHEETS
SKD	SKID
SPK	STEEL PACKAGES
SPL	STEEL PLATES
STR	STEEL TRUNKS
TCH	TEA CHEST
TON	TONS
UNT	UNIT

MANIFEST INPUT PROCEDURE

The format in which the manifest data is furnished in tables 1 to 7 of Appendix A. This document is aimed at providing the representation & interpretation of data.

1.0 VOYAGE RECORD (VOY)

- 1.1 This record provides the voyage details which are applicable to all the bills of lading (BOL) which follow this until the 'END' record is encountered. The remarks of the fields 1.1 to 1.10 in Table 2.0 explain the nature of the values expected.
- 1.2 Eventhough field 1.7 (Rotation number) is optional, in majority of the cases it would have been obtained from DPA by you. In such cases, please provide the rotation number which will expedite the processing.
- 1.3 The field 'instalment number' refers to the number of file being sent for the same voyage. When you send part of the manifest belonging to a ROTATION (uniquely identified by Vessel name, voyage number, ETA date and port of discharge) for the first time the instalment number shall be 1. When you send some more supplements for the same ROTATION, the instalment number shall be incremented every time.
- 1.4 Suppose you split a very big manifest file into two for technical convenience and send both the files on the same day, please ensure that each file has the same "VOY" record with one file having instalment number 1 and the other having instalment number 2. The instalment number is important since it plays the key role of linking to Customs approval and hence please attach due importance to this field.
- 1.5 Field 1.10 is an unique reference number allotted by an agent for a manifest. The instalment number for the new manifest will always be 1. All supplement manifests for a given manifest must have the same manifest reference number of the original (new) manifest. However instalment number may increment for supplement manifests (2 to n).
- 1.6 Custom allotted agent code (5 characters) + above unique Manifest reference number of yours (5 digits) + instalment no (2 digits) constitute the Manifest File Number (MFN) for DPA and Dubai Customs. Since this is your reference for the dialogue with DPA and Dubai Customs, please take care to see that these fields are given due importance.

2.0 BILL OF LADING RECORD (BOL)

- 2.1 This record provides details about the bills of lading covered under the voyage given in the Voyage record. Bill Of Lading Number is the reference for any cargo to be handled by us and hence it is expected to be unique at least for the rotation.
- 2.2 In the document all the line codes will be DPA allotted and the agent codes are the Customs allotted. Please furnish them correctly.
- 2.3 Please ensure that all the port codes provided against the fields 2.4 to 2.7 are valid as per the UN location codes. (Tables of UN location codes are already provided to you).
- 2.4 Field 2.14 refers to a single character cargo code which represents the broad classification of cargo the BOL represents. The valid codes and their meaning are as given below :

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Cargo Code	Cargo Type	Cargo Code	Cargo Type
F	FCL Container	P	Passenger
L	LCL Container	A	Live Stock (Animals)
M	Empty Container	G	General Cargo (Break Bulk)
B	Bulk Solid	R	Ro-Ro Units
Q	Bulk Liquid		

- 2.5 Field 2.18 expects 'Country Of Origin' - the country where the cargo has originated. It is a mandatory field.
- 2.6 Fields 2.19 to 2.25 call for the history details of the BOL. If Consignee or BOL number or shipper details are altered during the voyage, these data must be provided. These are needed by Dubai Customs.
- 2.7 Field 2.29 (consignee code) is mandatory. For imports it will have the importer code allotted by Dubai Customs. For personal effects it could be D9999. For empty containers also the consignee code can be D9999. For trans-shipment bills, the code may be given as T9999.
- 2.8 Field 2.41 calls for Marks & Numbers. This must be provided for all the cargo except bulk liquids, bulk solids and animals (live stock). For no marks, it may be given as 'NIL'.
- 2.9 Field 2.42 is for providing commodity code of the cargo. UN harmonized code is the code to be provided. Please take care to see that the code is meaningful at least to the first four digits. For example, for rice instead of giving '10000' (which represents all Cereals), please give '100600'. Likewise '730400' is preferred for steel pipes and tubes than the very general '730000' which refers to articles of steel.
- 2.10 By and large, one BOL corresponds to one commodity only. Still in very rare cases, a BOL references more than one commodity code. In such cases, provide one of the commodity codes (preferably the major commodity). In such cases of mixed commodity code cases, please ensure that the CON (consignment) record provides all the commodity codes involved with sufficient break up details.
- 2.11 Fields 2.44 to 2.46 refer to the number of packages and the package types. These are very vital fields and are needed for all the type of cargo except bulk liquids, bulk solids. The package type code (field 2.46) must be from the list of package codes provided by DPA.
- 2.12 In most of the cases a BOL will have only one package type code. In a few rare cases where more than one package type code is involved like a BOL may have Cartons and Cases. In such cases of mixed package type codes, please provide 'PKG' in package type code (field 2.46) and 'Packages' in package type (field 2.45). In such cases, please ensure that the individual package type codes are provided in the CON (Consignment) records with break up details.
- 2.13 Cargo weight and gross weight are mandatory fields for all types of cargo. Please provide them in KG and not in MT.
- 3.0 "CON" (Consignment Records)**
- 3.1 These refer to the constituent items which go to make the BOL. In common parlance these are the 'said to contain' items. These provide further commodity and package level details to the BOL. In addition, these also provide details regarding hazardous cargo and the refrigeration requirements.

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- 3.2 There must be at least one consignment record for each BOL.
- 3.3 Serial Number (Field reference number 3.1) of the consignment for the BOL shall be allotted from 1 to the required number depending on the constituent cargo. Please note that it starts from 1 for each BOL.
- 3.4 Field reference number 3.2 to 3.11 of 'CON' record are similar to the corresponding fields of the 'BOL' record and the same guidelines will apply. For BOL having multiple consignments differentiated by different commodity codes and/or package types and/or marks & numbers, please ensure that relevant details are furnished. For example, in the case of a mixed commodity BOL, there will be atleast one consignment record for each commodity with the relevant commodity code. Please note that in BOL only one of the commodity codes would have been given. Same is the case with the 'marks & numbers'. Multiple package types will also entail multiple consignment records, if needed. BOL will have its package type as 'PKG' for mixed packages.
- 3.5 Field references 3.12 to 3.17 are provided for dangerous / hazardous goods. The dangerous goods indicator is 'Y' for such goods and 'N' for others. If it is 'Y', then IMO codes are given in the field 'IMO Class Number' in the format X.Y (like 3.1 for liquids with low flash point or 7.0 for radio active substances).
- 3.6 Field references 3.18 to 3.21 are provided for refrigeration requirements of the cargo. For refrigerated cargo field 3.18 ('Refrigeration required') will be set to 'Y' and 'N' for others. If it is 'Y', then minimum and maximum temperatures are furnished in the ensuing fields.
- 3.7 While providing temperatures, please provide them with floating sign like "-18.8" or "+4.6".
- 4.0 "CTR" (Container Records)**
- 4.1 This record is mandatory for all container related BOL. (FCL, LCL and Empty containers). The table 5 of appendix is self explanatory.
- 5.0 "VEH" (Vehicle Records)**
- 5.1 This record is mandatory if the cargo happens to be a RO-RO item, vehicles or equipments. One record is needed for each vehicle. Implicitly the quantity is assumed to be 1. You are requested to provide weight in KG and volume in CBM to the extent possible to facilitate quicker processing.
- 5.2 The chassis number is mandatory for used vehicles.
- 6.0 "END" (End Record)**
- 6.1 This indicates the end of the manifest file. It also furnishes the number of container related BOL and other BOL to tally the total number of BOL received in the file.

7.0 GENERAL

7.1 File Transfer

The manifest file is transferred to DPA computer using Reflection-2 software through data transfer menu.

7.2 Field Delimiters :

In Comma and quotes delimited file format since commas(,) and quotes(“”) are used for delimiting the fields, please take care to avoid the pattern quotes+comma+quotes [“,”] in the data. Individual usage of quotes or Comma (such as 2”, 4”) is alright.

7.3 Signed Numeric Fields :

When signed numeric fields (such as temperatures) are presented, please take care to provide them with floating sign instead of fixed sign.

Preferred presentation : “-18.8”, “+4.0”
 Avoid this presentation : “- 18.8”, “+ 4.0”

7.4 Period Of Retention of file :

Please retain the manifest file for 7 working days from the date of transmission to take care of any likelihood of retransmission, if needed.

7.5 Preferred file type :

Comma and quotes delimited file format is preferred over the fixed length format file. Each filed is enclosed in quotes and is delimited by comma like “BOL”, “EBJJ4”, ...

7.6 Preferred File Layout :

For containerised cargo - FCL & LCL, we prefer the second layout given in Table 1 of Appendix A which is reproduced below :

```

“VOY”, “VOY1”, .....
    “BOL”, “BOL1”, .....
        “CTR”, “CTR1”, .....
            “CON”, “01”, .....
            “CON”, “02”, .....
        “CTR”, “CTR2”, .....
            “CON”, “03”, .....
        “CTR”, “CTR3”, .....
            “CON”, “04”, .....
            “CON”, “05”, .....
    “BOL”, “BOL2”, .....
        “CTR”, “CTR1”, .....
            “CON”, “01”, .....
        “CTR”, “CTR4”, .....
            “CON”, “02”, .....
            “CON”, “03”, .....
    “BOL”, “BOL3”, .....
        “CTR”, “CTR5”, .....
            “CON”, “01”, .....
        “CTR”, “CTR6”, .....
            “CON”, “02”, .....
            “CON”, “03”, .....
    “BOL”, “BOL4”, .....
    
```

.....
.....
"END", "250", "0"

8.0 WHEN CARGO IS RECEIVED THROUGH ROAD

Above instructions are fully oriented towards the cargo manifest received through Sea. When cargo is received through ROAD, the following deviations shall be taken care of :

In VOY record

Field 1.3 (Vessel Name) must contain the text 'ROAD RECEIVED'.

Field 1.4 (Agent's voyage number) may be 'NA' indicating 'Not Applicable'.

Field 1.5 (Port code of Discharge) refers to the port where the manifest is going to be serviced. Allowable values are AEDXB (Port Rashid) / AEJEA (Jebel Ali).

Field 1.7 (Rotation) must be left blank.

In BOL record

Field 2.6 (Port code of discharge) refers to the port where the cargo was discharged such as Fujairah, Sharjah etc.

All other field have the same meaning as for the cargo received through Sea.

FORMAT FOR ELECTRONIC MANIFEST

TABLE -1

BRIEF DESCRIPTION OF FUNCTIONS

FUNCTION	AGENTS	Manifest & Documentation System (MDS)	MRC / DPA	CUSTOMS
1.0	Logs into DPA machine and sends manifest. After transmission, he hangs up.			
2.0		Checks voyage details (Vessel name, Voyage number, rotation). Also check whether it is duplicate transmission. IF error log error and create manifest.err in agent's directory and exit.		
3.0		IF no error, then allot MRN for new manifest / get MRN for supplement manifest from system.		
4.0		Create custom's manifest file. Create manifest.mrn file in agent's directory to inform the agent back.		
5.0		Send manifest to Customs through FTP. If there is any transmission error, log the error and create manifest.err.		
6.0	Logs in after 30 minutes and down loads DPxxxxx.MRN and / or DPxxxxx.ERR			
7.0 8.0	In case of errors, contact MRC and send corrections.		Review process log . For error manifests (manifest.\$mx), get corrections from the agents.	
9.0			Make corrections and restart the process 2.0 to 5.0.	
10.0				Review the manifests received.

FORMAT FOR ELECTRONIC MANIFEST

DPxxxxx.MRN

This file is created as an acknowledgement of successful receipt of the electronic manifest. It feeds back the Manifest Registration Number (MRN). Agents will print this file and keep it for records. The agents who have their own manifest system may update it with the MRN.

Those agents who use DPAMAN will update using a screen provided for the purpose.

FORMAT

DUBAI PORTS AUTHORITY

MANIFEST RECEIPT AND REGISTRATION

MESSAGE REF : 99999 DATED DD-MON-YYYY

AGENT CODE : XXXXX [DPA] XXXXX [CUSTOMS]

AGENT NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PORT OF DISCHARGE: XXXXX XXXXXXXXXXXXXXXXXXXXXXXX

VESSEL NAME : XX

VOYAGE NO. : XXXXXXXXXX

ETA DATE : DD-MON-YYYY

ROTATION : 999999

AGENT'S REF. NO. : 99999

INSTALMENT NO. : 999

MANIFEST TYPE : NEW / SUPPLEMENTARY

MANIFEST REG. NO. : 99999999

TOTAL NO. OF BOL : 9999

DATE OF RECEIPT : DD-MON-YYYY

MANIFEST FILE NO. : A9999-99999-99

REMARKS :

MANIFEST REGISTRATION CELL

NOTE :

PLEASE CONTACT MANIFEST REGISTRATION CELL / DPA IN CASE OF ERRORS

MANIFEST.ERR

This file is created as an acknowledgement of successful receipt of the electronic manifest. It feeds back the errors occurred at the time of allotment of MRN. In such cases agents have to call MRC / DPA and send corrections / clarifications. Please note that this file gives only the errors faced in allotment of the MRN. For other errors regarding the contents of BOL, MRC / DPA will contact you separately.

FORMAT

DUBAI PORTS AUTHORITY

MANIFEST ERROR NOTICE

MESSAGE REF : 99999 DATED DD-MON-YYYY
 AGENT CODE : XXXXX [DPA] XXXXX [CUSTOMS]
 AGENT NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 PORT OF DISCHARGE: XXXXX XXXXXXXXXXXXXXXXXXXX
 VESSE'S NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 VOYAGE NO. : XXXXXXXXXX
 ETA DATE : DD-MON-YYYY
 ROTATION : 999999
 AGENT'S REF. NO. : 99999
 INSTALMENT NO : 999
 MANIFEST TYPE : NEW / SUPPLEMENTARY
 MANIFEST REG. NO. : 99999999 / NOT ALLOTTED / ERROR
 DATE OF RECEIPT : DD-MON-YYYY
 MANIFEST FILE NO. : A9999-99999-99
 ERROR MESSAGE :

CODE	MESSAGE
XXX	XX
XXX	XX
XXX	XX
XXX	XX

MANIFEST REGISTRATION CELL

NOTE :
 PLEASE CONTACT MANIFEST REGISTRATION CELL / DPA TO RECTIFY THE ERRORS.