ST. KITTS AND NEVIS
CUSTOMS & EXCISE DEPARTMENT

Cargo Manifest

Carrier User Manual

ASYCUDA World Project Team

VERSION: APPROVED VERSION

2014

THE GOVERNMENT OF ST. KITTS AND NEVIS – MINISTRY OF FINANCE

Table Of Contents

1. INTRODUCTION 4
2. DEFINITION 4
3. CREATING A MANIFEST 5
3.1 Manual capture 6
3.1.1 Step 1 Invoke General Segment via Document Library 6
3.1.2 Step 2 Key in data on General Segment 6
3.1.3 Step 3 Verify document 7
3.1.5 Step 5 - Adding BOL to the stored manifest 8
3.2 Amending a Stored General Segment 10
4. Adding Waybills to a stored General Segment /Manifest. 12
4.1 Method 1 12
4.2 Method 2 13
5 How to add a container 15
6 How to Split a waybill 16
6.1 Validating the split 17
7 Amending a Stored Waybill 18
Method 1 18
Method 2 19
Verify and Save changes 20
8 Registering a Stored Manifest 21
8.1 Option 1 Direct Register 21
8.2 Option 2 from an opened manifest 22
9 How to Amend a Registered Manifest 23
10 Degroupage 25
10.1 For Carriers 25
10.2 For Consolidators 27
Validating a Degroupage 28
11 Fast Cargo Integration – Full Cargo 29
Step 1 Select the FCI option 29
Step 2 Select a .xml file 30
Step 3 Check xml content 31

Step 4 Save and Store 31
Step 5 Register 31
12 How to Print Manifest and Bill of lading. 33
12.1 Full Cargo manifest 33
Print all waybills 35
Saint Kitts and Nevis ASYCUDA World Manifest Field Guide 36

1. INTRODUCTION

In keeping with our mandate to serve our citizens with efficiency and being flexible to change and embracing new innovations and concepts, the St. Christopher and Nevis Customs & Excise Department launches its ASYCUDA World manifest manual. This manual is intended to provide its users with detailed instructions for preparing and submitting an electronic declaration for cargo. Welcome to ASYCUDA World.

Section 25 Subsection 1&2 of the Customs and Control Management Act Cap 20.04 of the Laws of St. Christopher and Nevis Revised Edition 31st December 2002, requires the master of every vessel and the commander of every aircraft arriving at a customs port or airport from a place outside the state, or carrying goods brought in that vessel from a place outside the state and not yet cleared on importation, to electronically submit and deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

To this end the Comptroller has so directed that these instructions form part of the reporting requirements for vessels and aircrafts. It is our intention that this user's manual will assist you greatly in fulfilling your obligation in this regard.

The Cargo Manifest is the first point of contact for our automated system. Its main purpose is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all manifested cargo is accounted for. It also gives the Customs Department some advance notice on imported cargo in order to plan examination priorities, risk assessment and facilitate faster cargo clearance.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Comptroller of Customs using a prescribed form called "ASYCUDA WORLD USER AUTHORIZATION FORM". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number (VAT or TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. St. Christopher and Nevis Comptroller of Customs, will issue each applicant and its designated user(s), a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

2. DEFINITION

The manifest document usually consists of two (2) segments, namely:

1. **The Manifest General Segment**
2. **Waybill Segment**.

The term **Waybill** is intended to be generic. It covers a broad range of transport documents such as Airway Bills and Bills of Lading. The bills can either be House Bills or Master Bills.

A **House Bill** represents one specific consignment. The goods related to it can be cleared directly by a customs declaration(s).

A **Master Bill** refers to a 'degroupage' or consolidation for transport or other reasons, of a number of house bills and it must be 'regrouped' before Customs clearance, so that a Customs Declaration relates to it.

A **first level Bill of Lading** is directly related to the manifest and it can be a House Bill or a Master Bill.

A **second level Bill of Lading** can either be a master or a house created by the degroupage of a master and is linked directly to that first level Master Waybill.

3. CREATING A MANIFEST

There are two options available to users to capture a manifest.

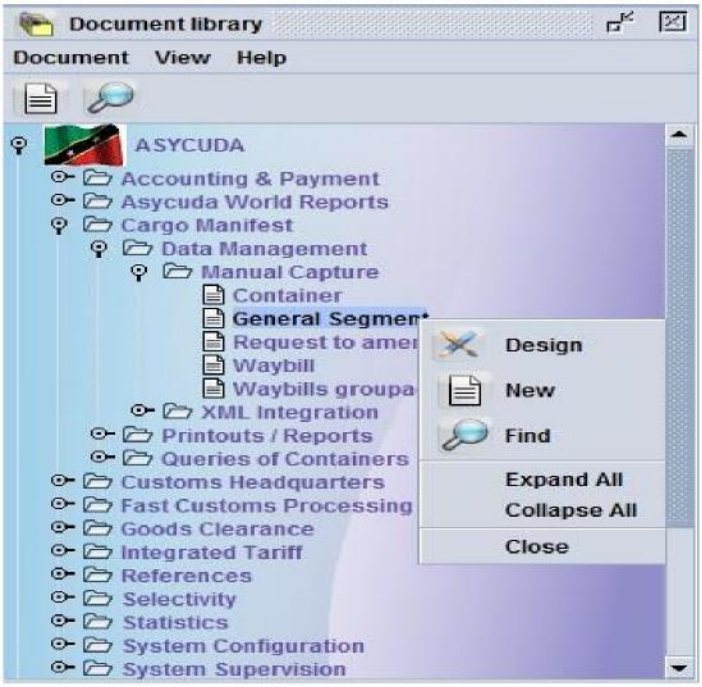
1. **Manual capture** is where you manually key in the data and is normally used by small carriers.
XML Integration is where an .xml file from the carriers system is uploaded into ASYCUDA World. It is recommended for large carriers

3.1 Manual capture

3.1.1 Step 1 Invoke General Segment via Document Library

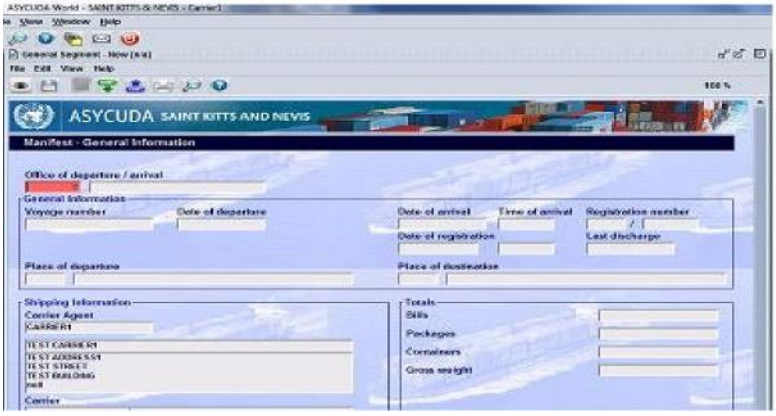
Upon receipt of the principal manifest the user will input the data into the ASYCUDA World. The manifest creation starts with the **General Segment**. Invoke the General Segment by navigating the Document Library using this path: **ASYCUDA ⇨ Cargo Manifest ⇨ Data Management Manual Capture ⇨ General Segment.**

Right click at General Segment and select New. As shown below.



3.1.2 Step 2 Key in data on General Segment

A General Segment page appears with the Carriers name already inserted.

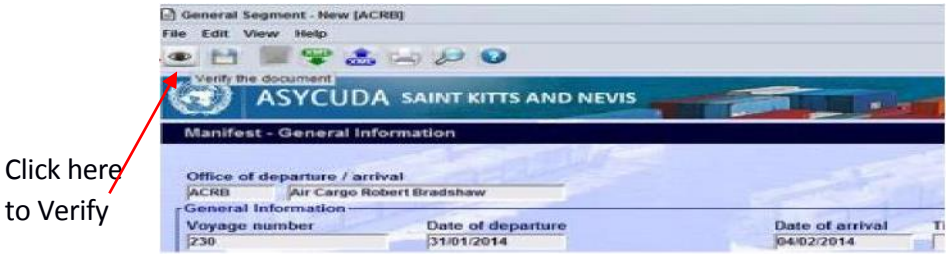


Use the Description Guide to insert all necessary data .In some cases reference data is provided from a drop down list or finder (F3 Key). Mandatory fields will show red if it is not filled or the data is incorrect.

ASYCUDA uses the **Office Code, Voyage Number** and **Date of Departure** to uniquely identify the manifest.

3.1.3 Step 3 Verify document

Once all information is entered on the manifest, the verify icon may be used to verify the data entered.



The **Verify command** allows the system to check the document for errors. If there are errors the system will return a message stating the error(s). Correct the error and verify again using the same icon. Once there are no errors or the errors have been corrected, the system will return a message **"Document verified".**

3.1.4 Step 4 Store document

After verifying the document you will use the Store icon the toolbar to store the manifest general Segment.

The System will return a message “Store is done”

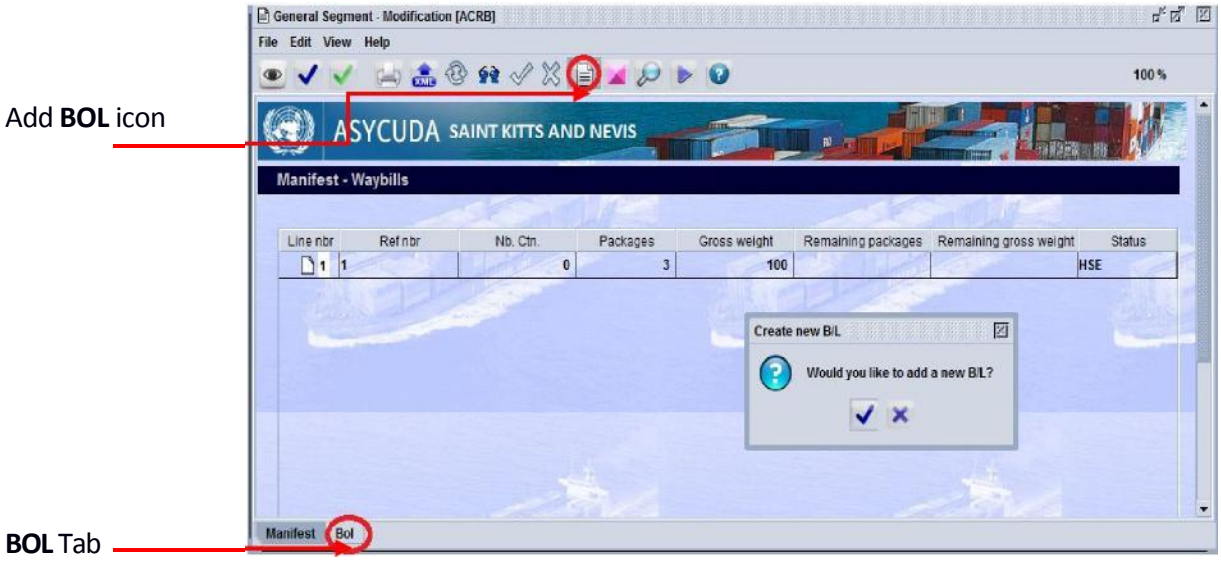
3.1.5 Step 5 - Adding BOL to the stored manifest

To continue adding **BOL**s click on the green arrow icon. Clicking the green arrow will reopen the stored manifest as shown below.

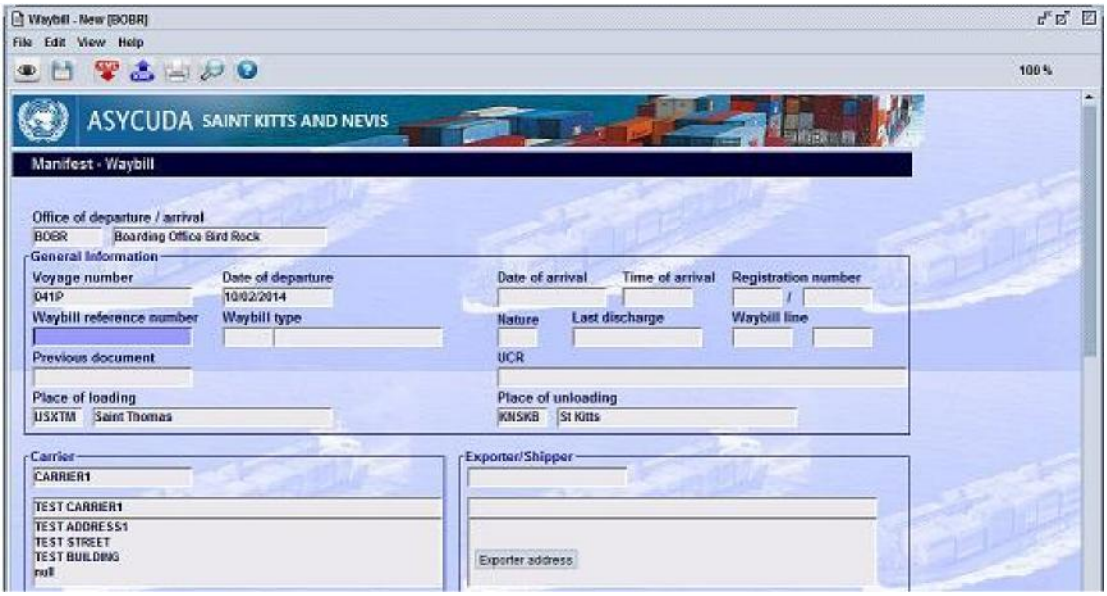
ALWAYS REMEMBER TO MAXIMIZE YOUR SCREEN

Select the **BOL** tab. On this page click the **Add BOL** icon from the menu bar.

A dialog box will appear asking the user to confirm his/her action. Select the **tick** to confirm. A waybill page will appear with the information from the General segment already inserted. This includes the **Office of Entry, Voyage #,** and **Departure date**. This means that the waybill is linked to the General segment.



Input the required data according to list provided, then you **verify** and **store** using the store icon mentioned.



The store confirmation box appears to signal that the **BOL** store was successful. Click on the Green arrow to continue adding **BOLs** to the manifest or the Blue tick to return to the manifest **BOL** tab

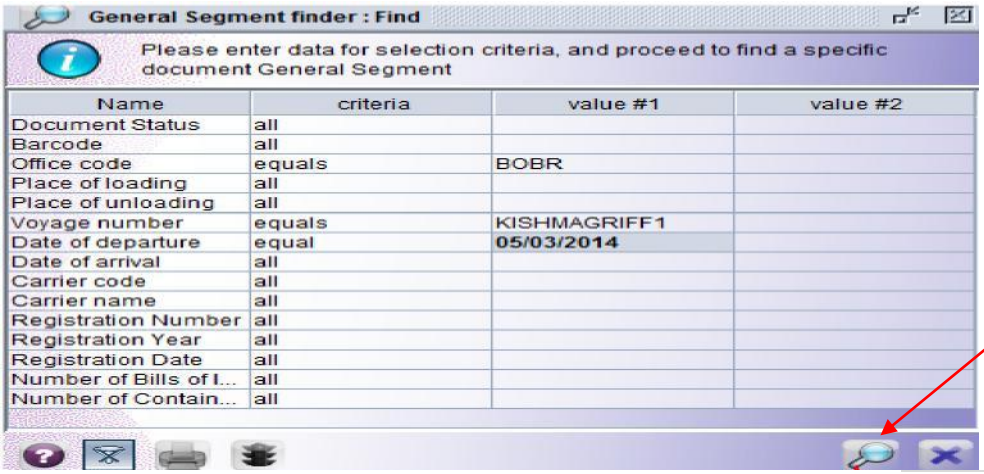
If the **Blue** tick was selected then you may add additional Waybill as before by clicking the white **leaf** icon

3.2 Amending a Stored General Segment

Step 1 - Retrieve General Segment

To amend a General Segment use the following Path**: ASYCUDA⇨ Cargo Manifest⇨ Data Management ⇨ Manual Capture ⇨General Segment** right click and select **Find.**

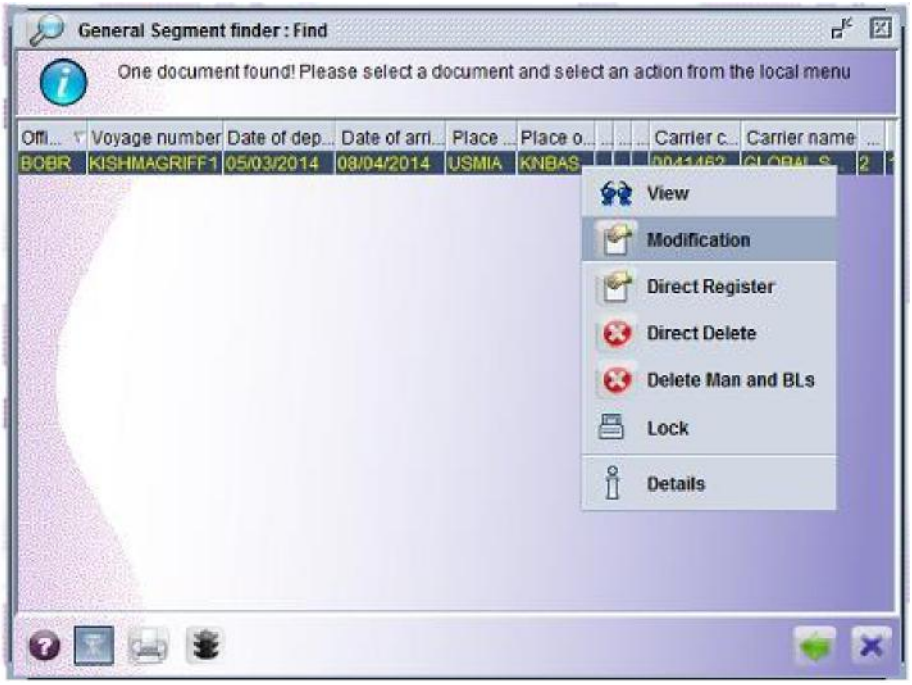
The General Segment finder appears. Insert the search criteria and select the Search icon. Usually the search criteria for finding a stored manifest is the **Office code, the Voyage number** and the **Date of departure.**



Click here to start the

Step 2 Modification option

The search result will be displayed by the finder. **Right click** on the desired line in the result and select **Modification**.



Step 3 Modify General Segment

The Manifest General Segment opens and you may make your change

Step 4 Confirm Changes

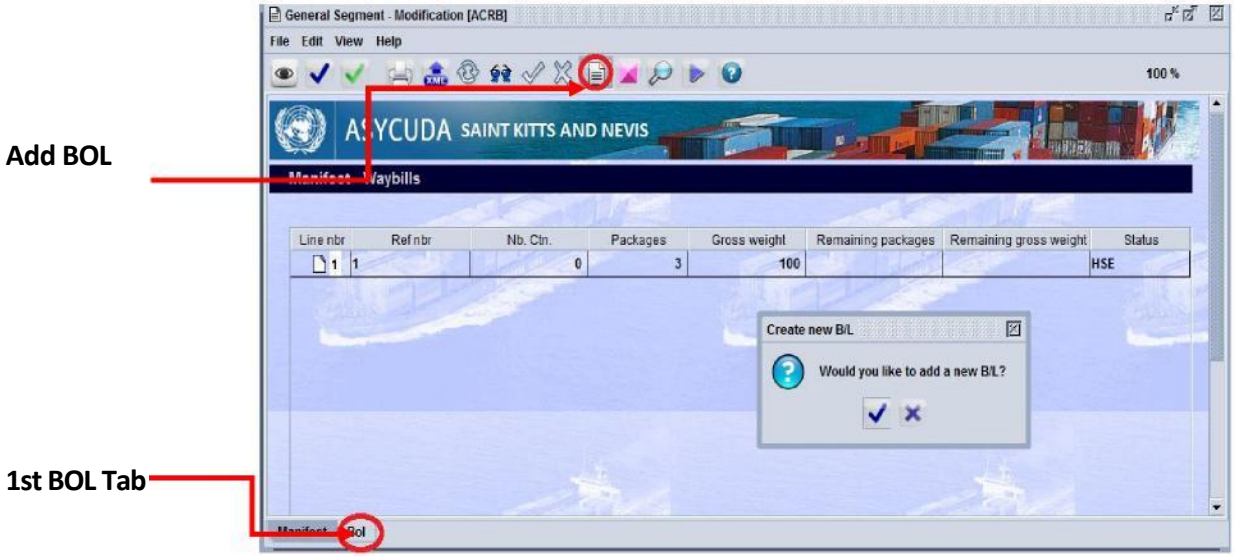
After making changes you select the verify icon as mentioned above. The system will display a similar message. Then you Save changes by clicking on the Save changes icon in the toolbar.

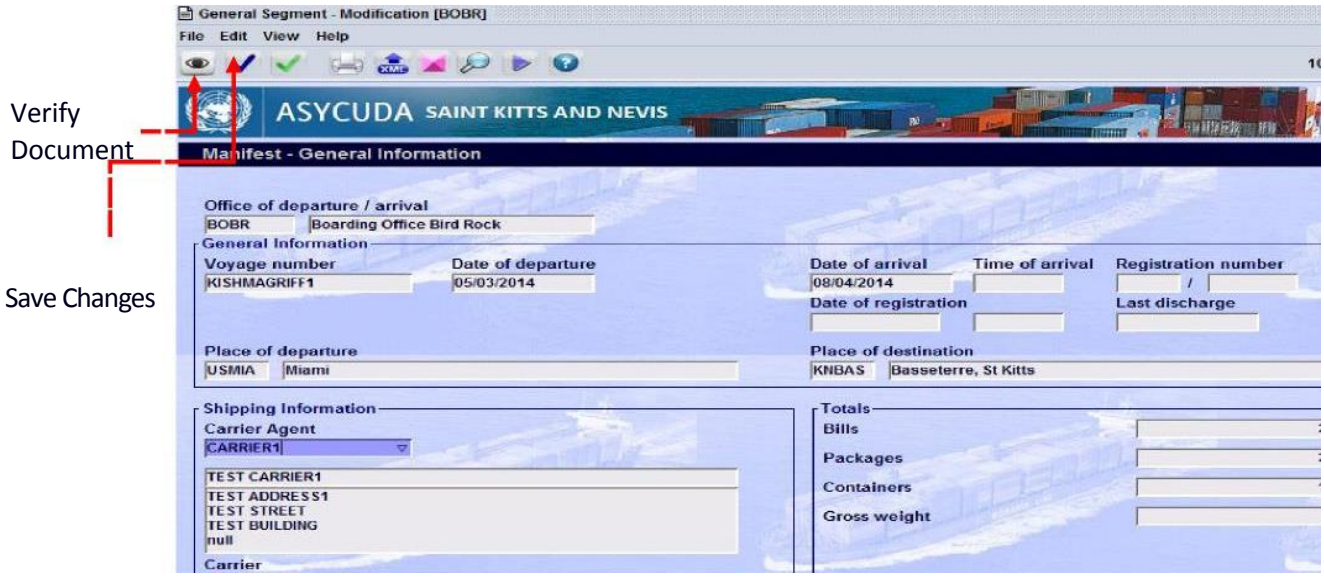
4. Adding Waybills to a stored General Segment /Manifest.

A Waybill can be added to a manifest in two ways:

4.1 Method 1

The user can find the manifest and open it in the modification mode as mentioned above. Select the **BOL** tab. On this page select the **Add BOL** icon from the menu





A dialog box will appear asking the user to confirm his/her action.

Select the **tick** to confirm, a waybill page will appear with the information from the General segment already inserted. This includes the **Office of Entry, Voyage no. and departure date**. This means that the waybill is linked to the General segment.

Input the necessary data, then you verify and store using the icons mentioned above. The store Confirmation box appears.

The process of storing the waybill is now complete and the user can close the dialogue box by clicking the tick.

However the user may also select the **Forward** icon to continue adding waybills to his manifest.

4.2 Method 2

Select a new waybill using the following path in the Document library. **ASYCUDA ⇨ Cargo Manifest⇨ Data Management ⇨Manual Capture**. Right click at **Waybill** and select **New**.

A blank waybill page will appear.

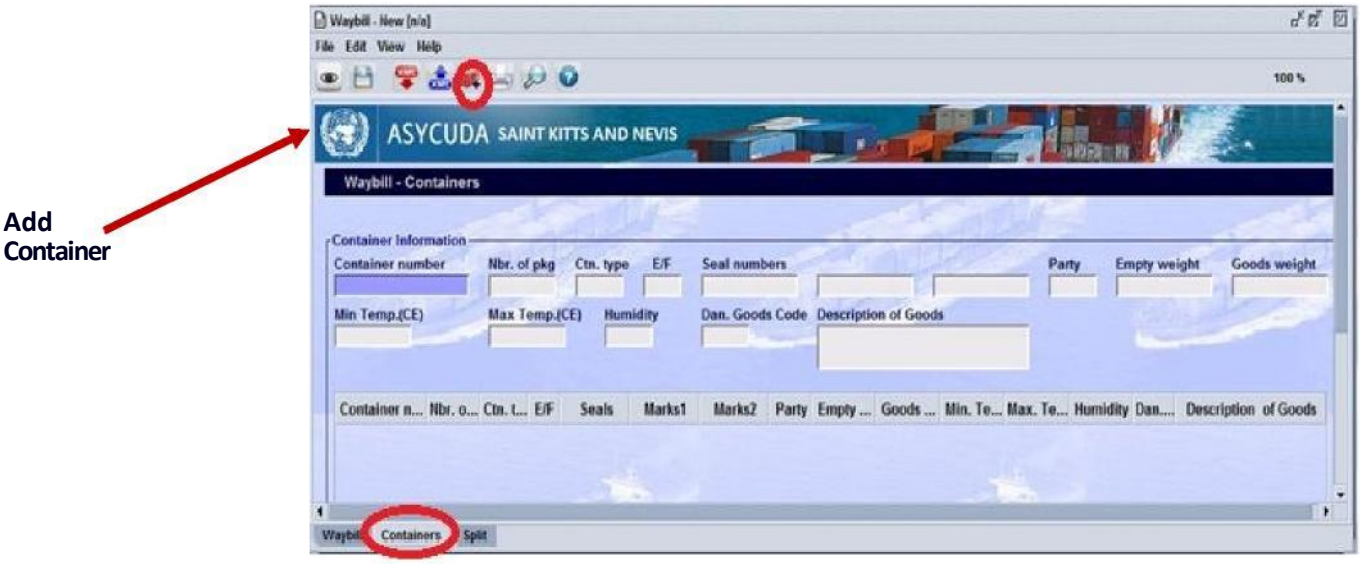
Inputting the **Office code**, **Voyage number** and **the Date of departure** of the manifest you can also add the waybill. As you input these key fields the form will be populated with the data from the General Segment.

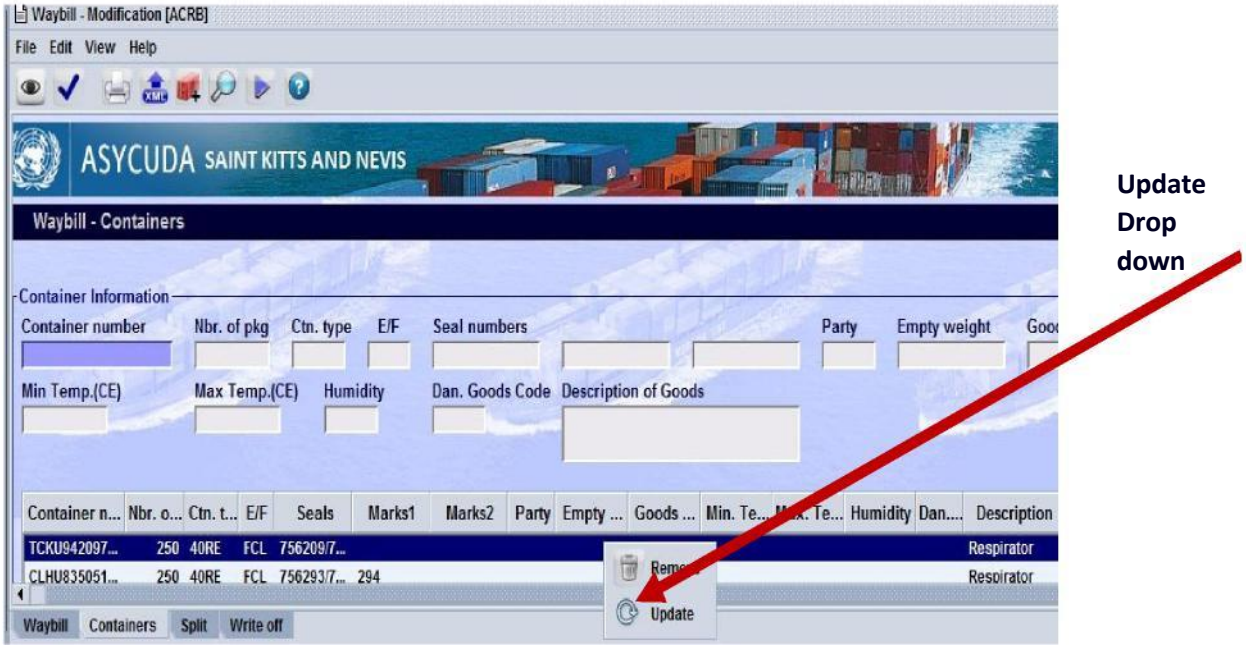
Continue to enter the remaining data for the waybill. When you are finished select **verify, store** as above.

The user can repeat the process to add another waybill to the manifest or can also select the **GREEN** icon as mentioned above.

5 How to add a container

If the arriving cargo in containerized, the **Container tab** must be selected and filled with the appropriate information. The user will then click on the **Add a new Container** icon in order register the container information



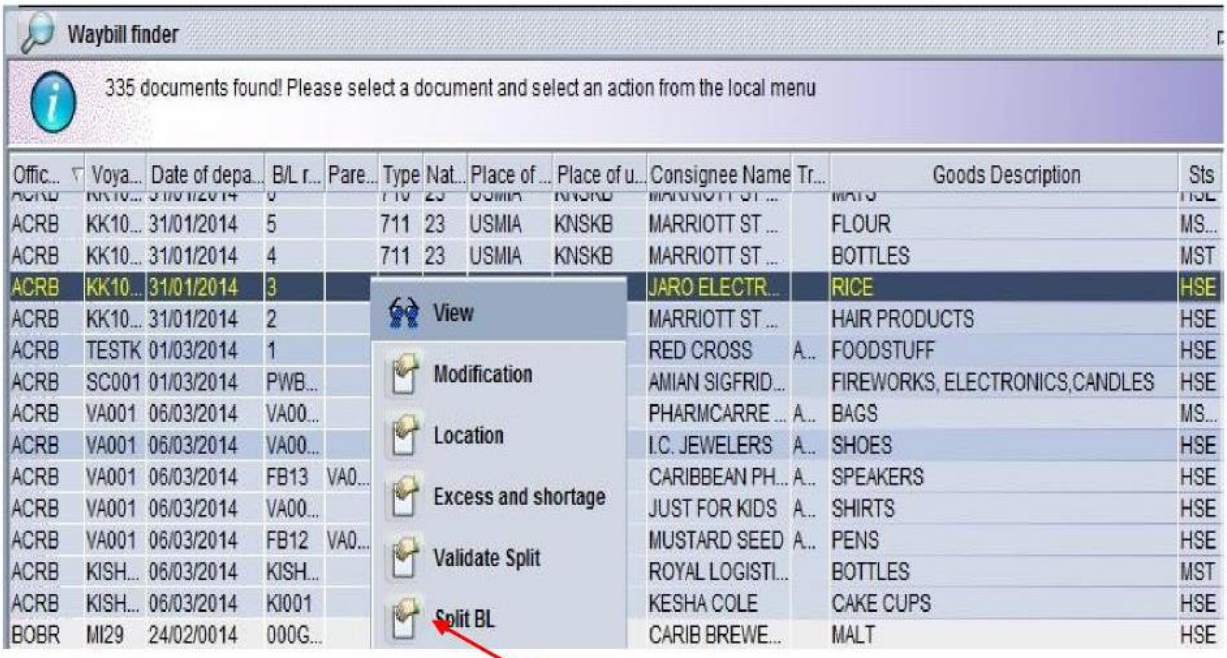


In the case of an error, right click on the container line, choose the **Update** option from the dropdown menu, make corrections and select the **update a container icon**

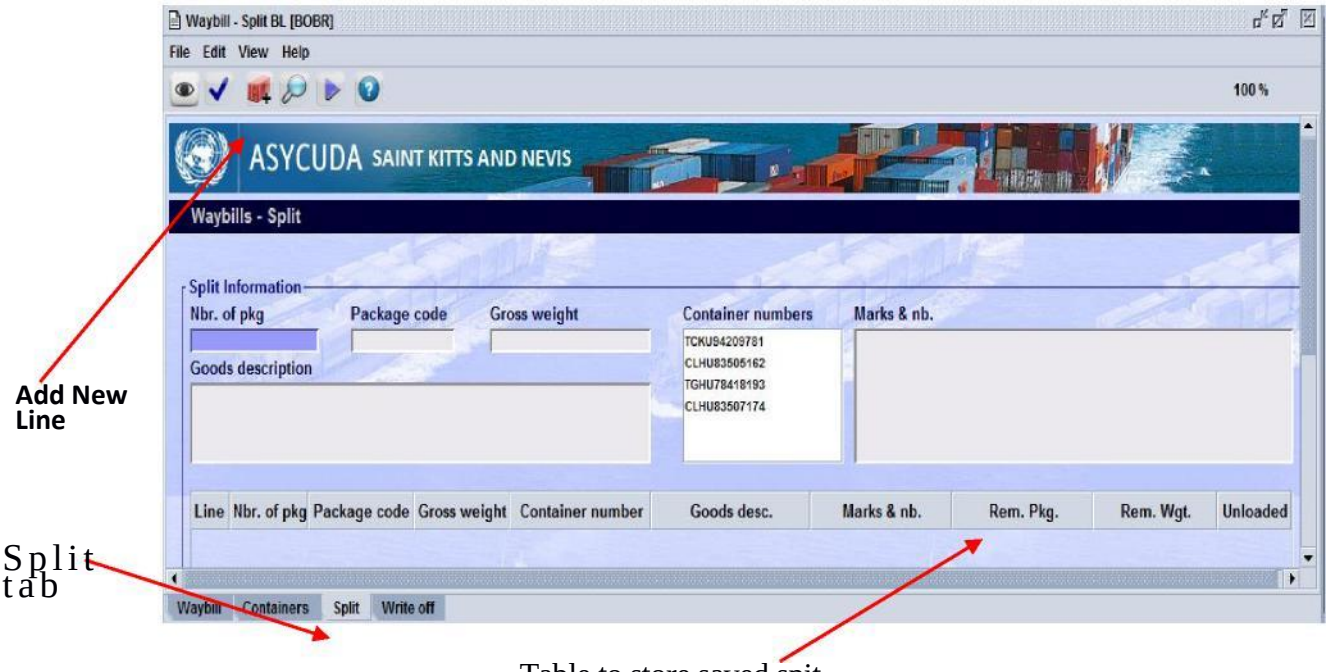
6 How to Split a waybill

A house waybill may be split into different lines according to package types or commodities since there is normally one package type on a waybill. This must not be confused with degroupage where you have many consignees. Select the Split tab and fill in the necessary information.

The waybill to be split must be located using the finder. Once located, right click the waybill and select Split BL.



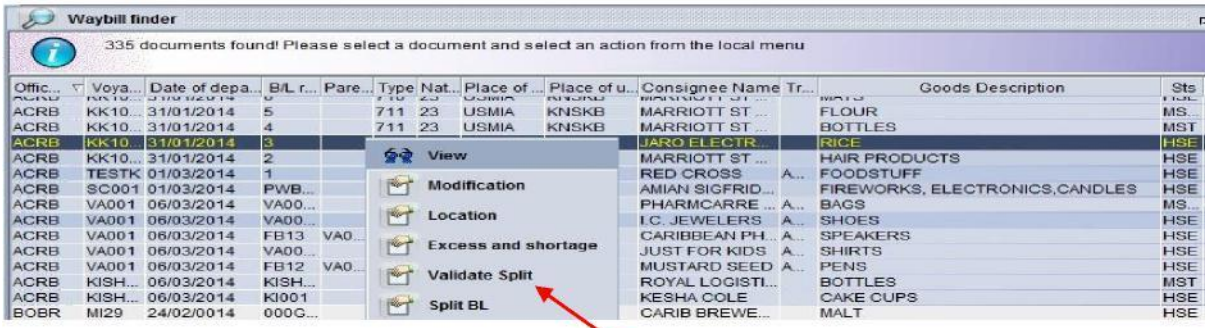
Right click to access the dropdown waybill split



The waybill will be presented. Select the split tab on the bottom of the waybill as shown above. Enter the split information then select the **Add a new line** icon to save the split in the table below. Errors/Mistakes can be corrected by right clicking the saved split and selecting **Update. Use the Update line** **icon on** the toolbar to save the updated split. Once the spit is complete, use the blue tick on the tool back to save the waybill.

6.1 Validating the split

The split must be validated so that it can be used in a customs declaration. To validate the waybill select the waybill which have been split from the list of bill of ladings, right click and select Validate split

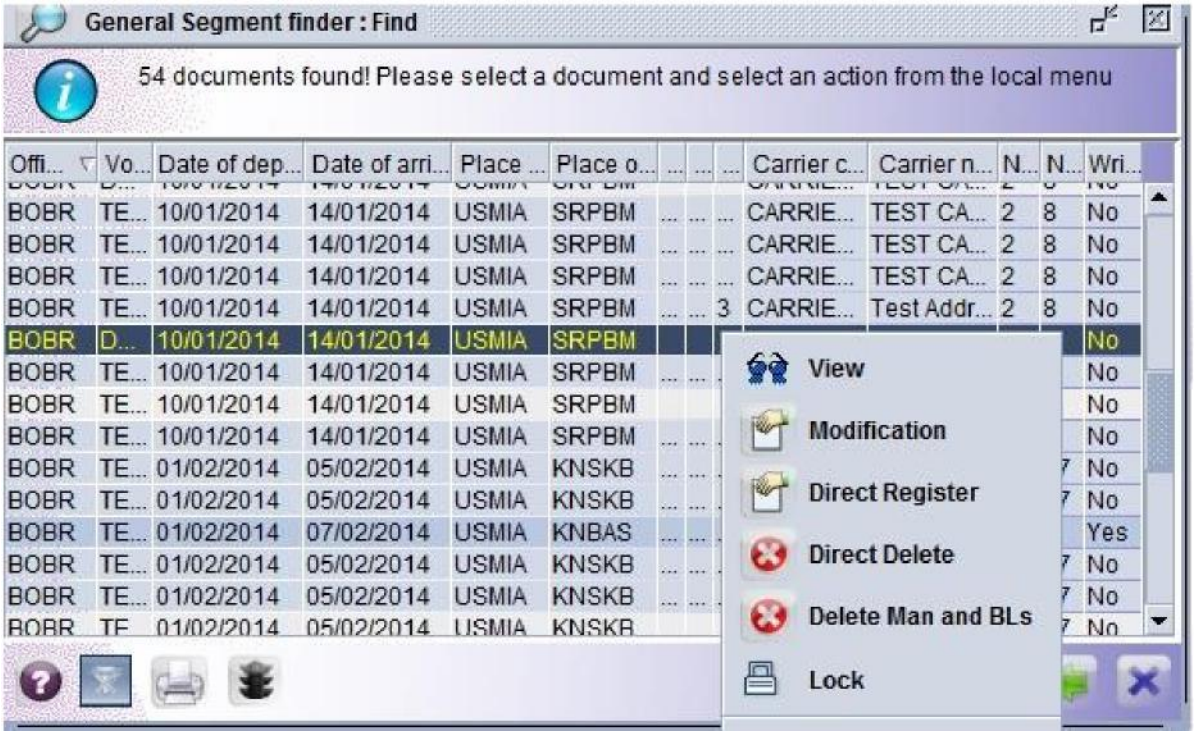


7 Amending a Stored Waybill

A waybill could be amended in two ways. One way is to access the waybill from the manifest and the other is done by locating the waybill with the finder. The two methods are described below.

Method 1

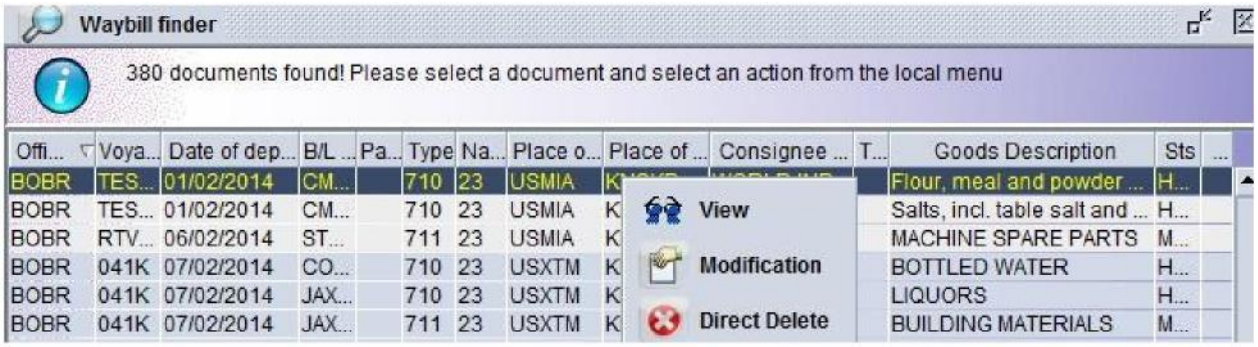
On an opened manifest click the **BOL** tab to get the list of bill of lading. Right click on the desired waybill line and select Modification.



The option to delete a stored waybill is also available.

Method 2

The user may also select the waybill using the waybill finder



Make changes

The waybill opens and allows the user to make the required changes.

NB: the information from the general segment will not be able to change in the waybill.

Verify and Save changes

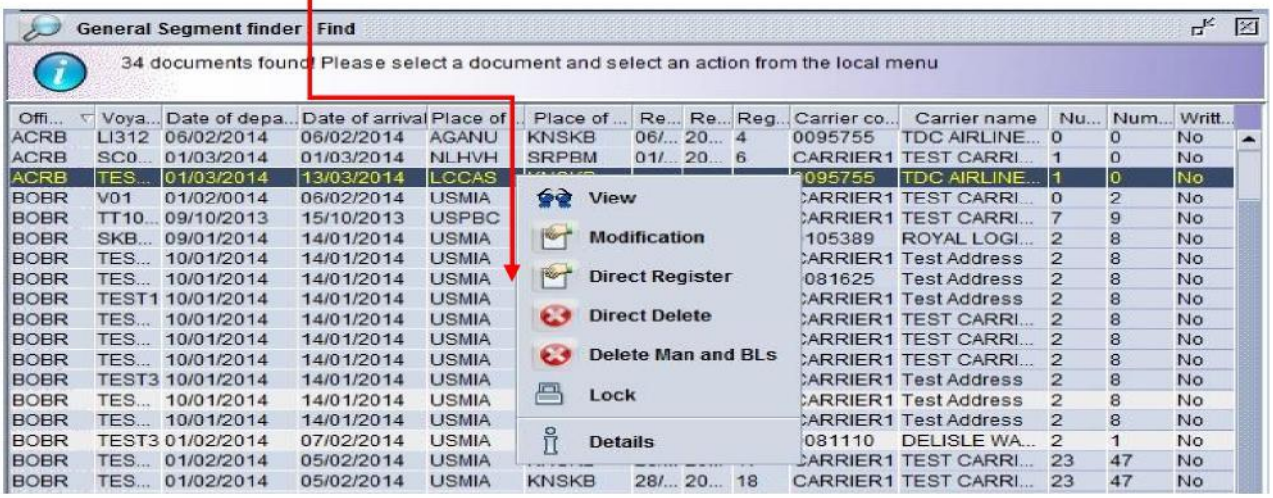
8 Registering a Stored Manifest

There are two ways for registering a manifest.

8.1 Option 1 Direct Register

Find the manifest using the finder. Use the path: **ASYCUDA ⇨ Cargo Manifest ⇨ Data Management ⇨ Manual Capture ⇨ General Segment.** At General Segment right click and select FIND.

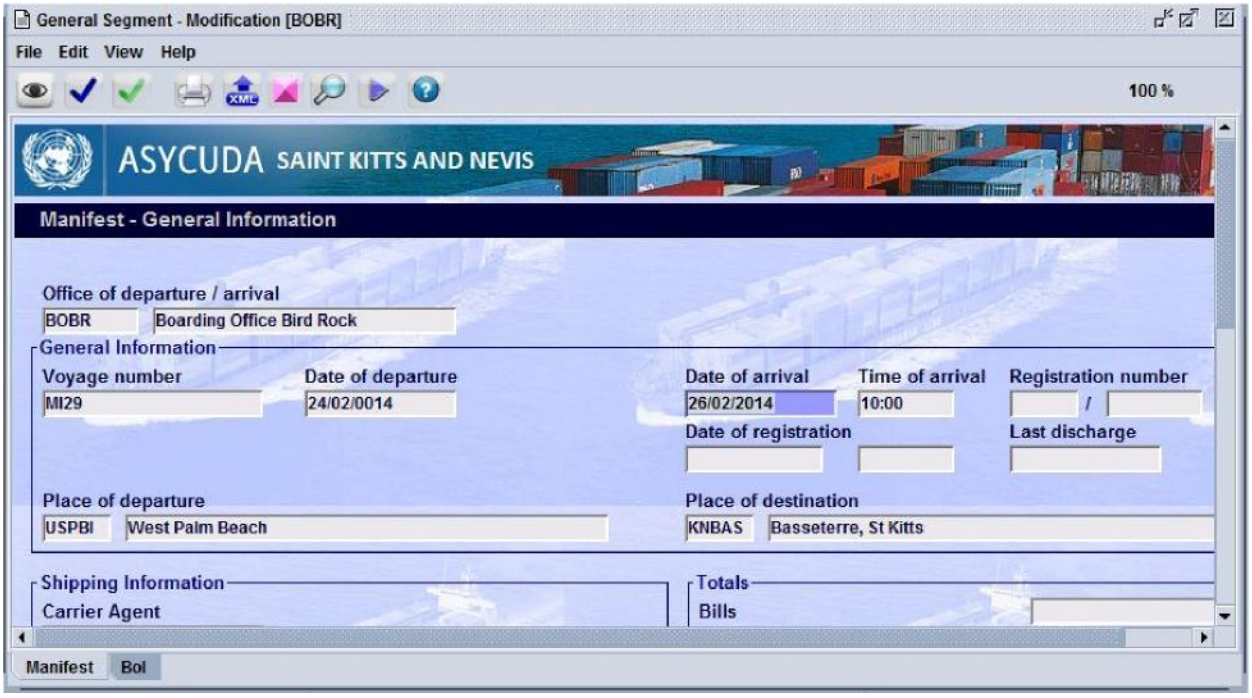
Insert criteria in the finder and select Search. In the Finder result, select the desired line, right click and select Direct Register.



If there are errors on the manifest it will not register. All errors must be fixed before register. Once there are no errors the system will return a box stating transaction completed

8.2 Option 2 from an opened manifest

On an opened manifest in Modification mode select the **Register** icon from the menu bar



Similarly, a dialog box pops up stating that registration is done and it gives you the registration number.

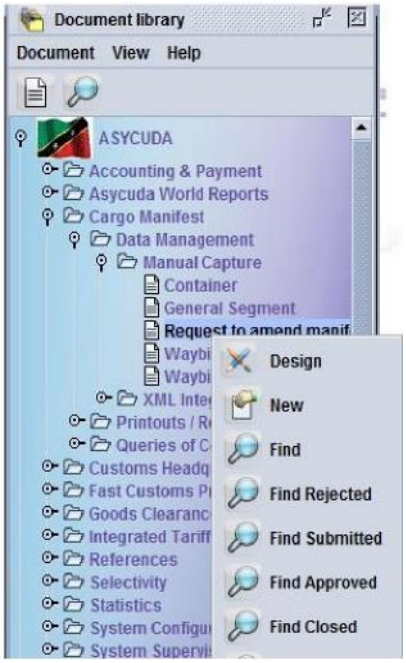
9 How to Amend a Registered Manifest

Apply via ASYCUDA World

In order to amend a registered manifest, the user must apply to the Comptroller of Customs using the ASYCUDA World system.

Use the following path to apply. **ASYCUDA ⇨ Cargo Manifest ⇨ Data Management ⇨ Manual capture ⇨ Request to amend manifest**.

At **Request to amend manifest** right click and select **New** to make a new application. You may select other options like **Find Rejected** or **Find Approved**.



An application to amend manifest will open.

Please note there are five (5) ways the user can request to amend a manifest.
Input the relevant data, then you verify and submit using the green tick.

The Customs Department will receive this application and either Approve or Reject. When the application is approved the manifest/bill of lading will be updated automatically except the **Add BOL amendment**. Here the user will have to add the waybill himself by right clicking on **Waybill** and selecting **Add BL to a reg. manifest.**

The user is advised that a reason should be given for his amendment. Where the amendment is a **Shortage** or **Del BOL**, the reason should include one of the following: (a) were not loaded, (b) have been discharged at a previous port.

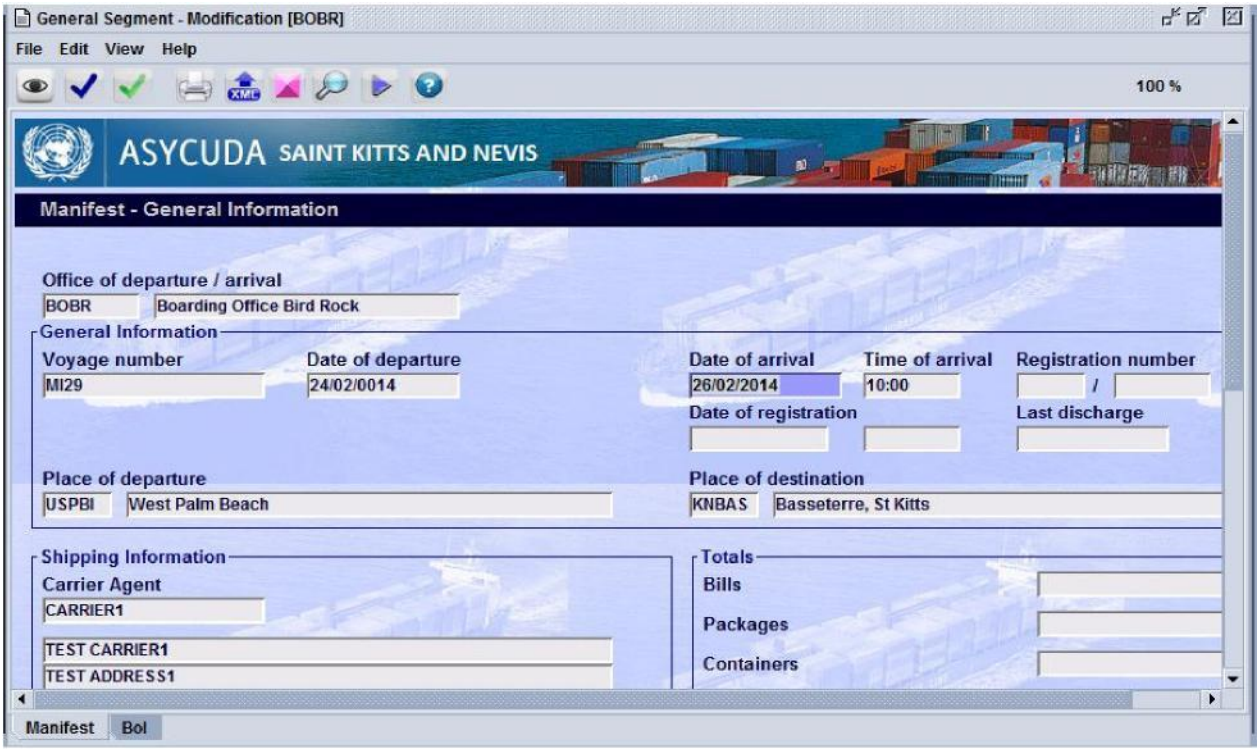
10 Degroupage

There are two options for degrouping a master waybill.

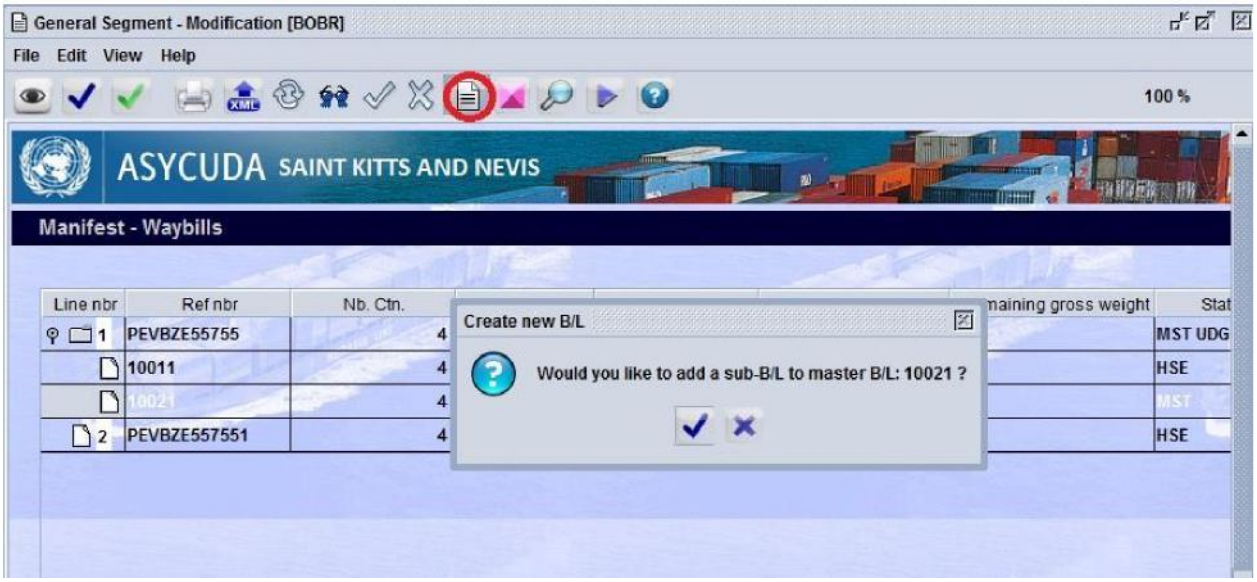
10.1 For Carriers

Use the following path**: ASYCUDA⇨ Cargo Manifest ⇨ Data Management ⇨ Manual Capture ⇨ General Segment**. Right click at Waybill and select new.

Before registration and where the manifest is open for modification the carrier will select the list of bills of lading.



Highlight the desired master Bill of Lading and click the **Add BOL** icon. A pop up window appears asking if you want to create a bill of lading in the master.



Select yes and a waybill page appears. The information from the manifest already inserted. The previous document field is filled with the master bill of lading number.

Complete the waybill. When you finish keying in the data you **verify** and **store**.

Select the **GREEN** icon to continue adding waybills to the master**.**

10.2 For Consolidators

The consolidator will receive his master waybill from the carrier.

He must use the information on this master waybill to create his house bills.

Use the following path: **ASYCUDA** ⇨ **Cargo Manifest** ⇨ **Data Management** ⇨ **Manual Capture** ⇨ **Waybill**.

Right click at Waybill and select New.

Key in your data for the first house bill of lading. When you finish you verify and store respectively.

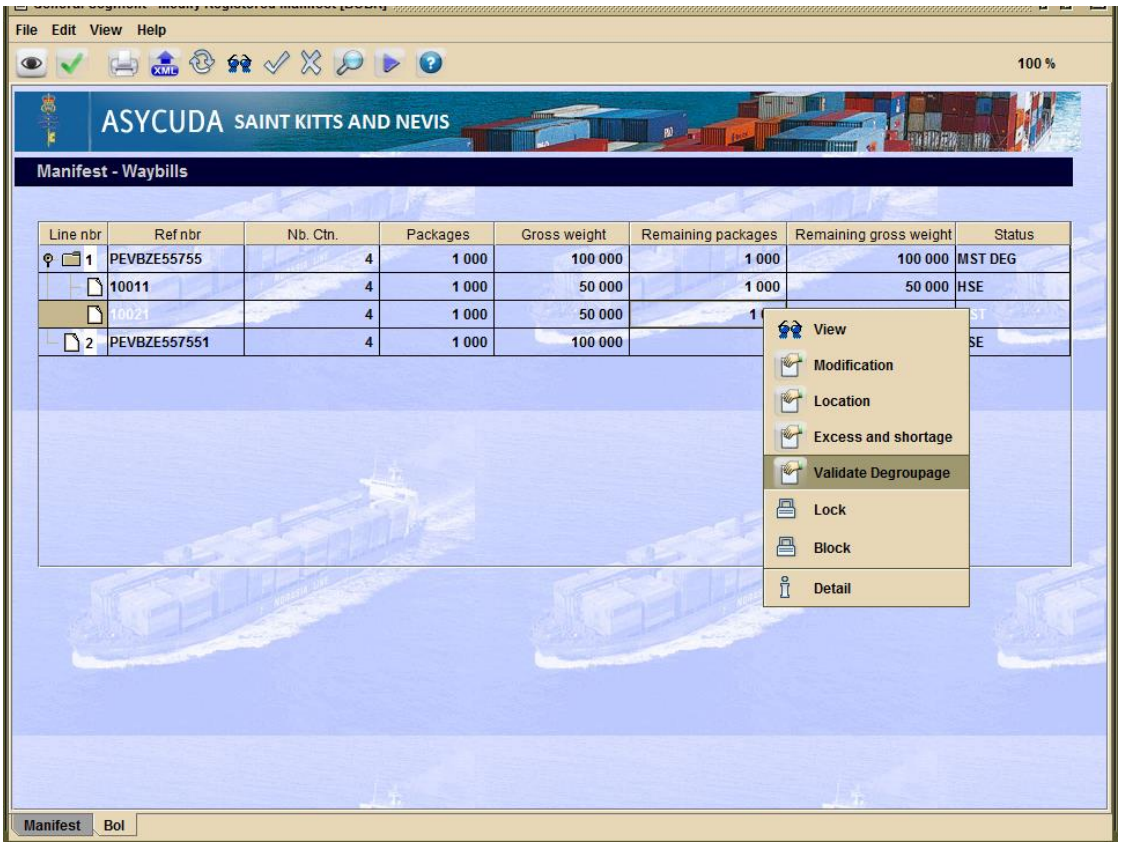
Please note the master bill of lading number must be the previous document in order for the house bill to attach itself to the master.

Select the **GREEN** icon to continue adding bill of ladings to the master.

Validating a Degroupage

When the consolidator is finished adding all his bills of lading he must inform the carrier who would validate the degroupage. All degroupage must be validated before customs clearance.

To validate a degroupage, select the master waybill right click and select **Validate Degroupage**



11 Fast Cargo Integration – Full Cargo

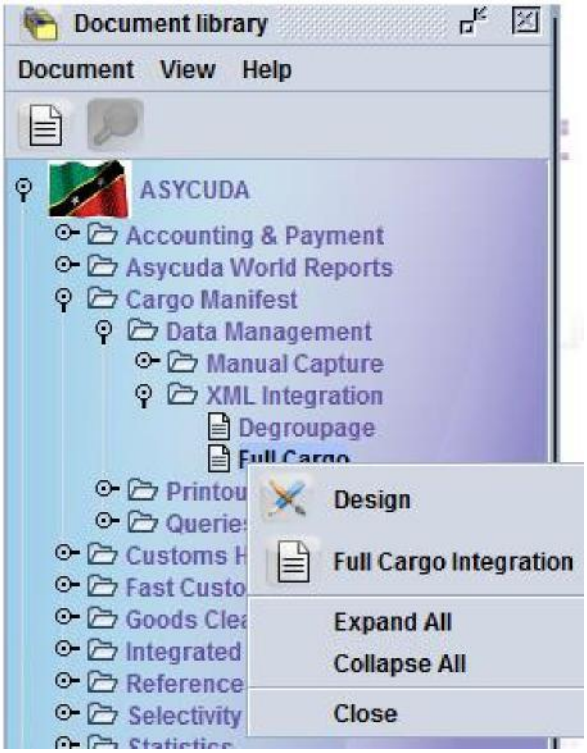
The XML Integration option of capturing manifest allows the user to load or import an .xml file that has been generated by the carriers system in to ASYCUDA World.

Manifest

Step 1 Select the FCI option

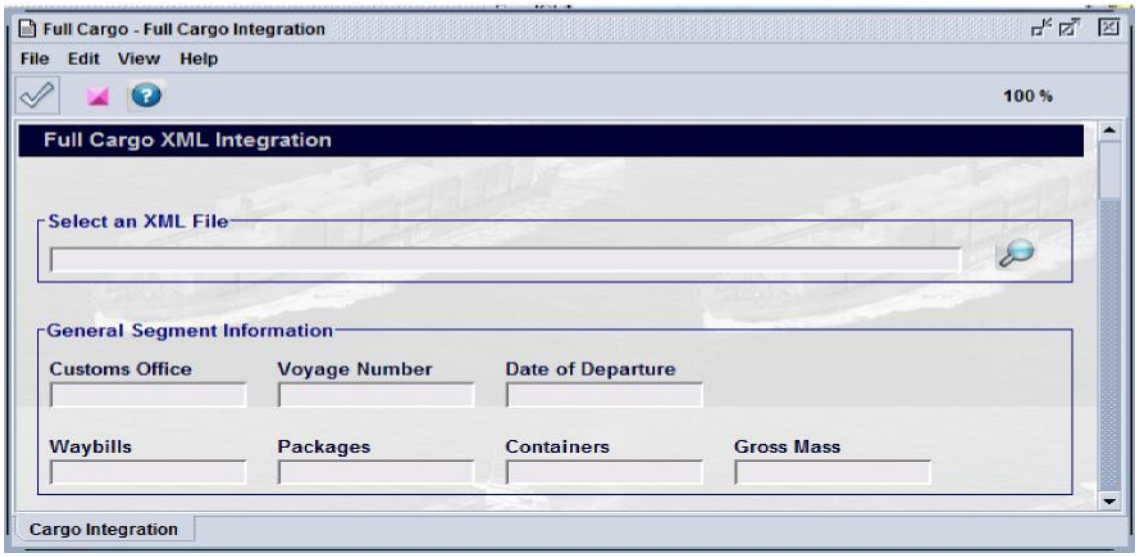
Navigate the Document Library through the following path: **ASYCUDA⇨ Cargo Manifest ⇨ Data Management ⇨ XML Integration⇨ Full cargo**

At Full cargo right click and select Full Cargo Integration as shown below

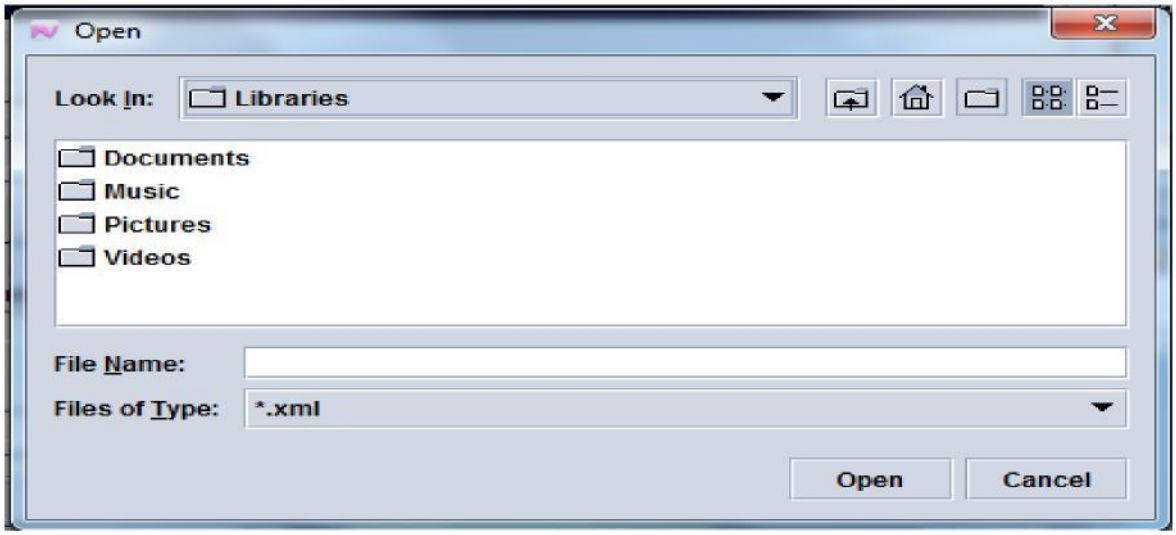


The Full cargo integration page opens. Select an .xml file by clicking the Select an xml file

Step 2 Select a .xml file

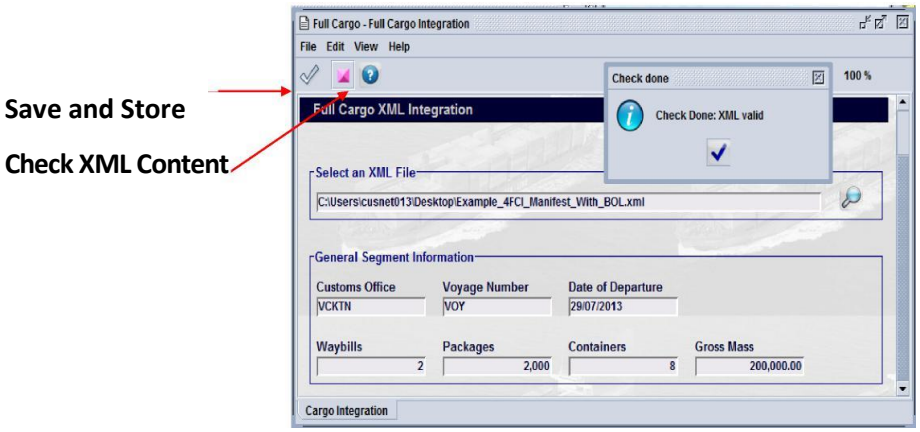


A box opens up allowing you to search for the file. When you find the file click open and the file will be placed into the Full Cargo Integration page.



Step 3 Check xml content

Once the xml file is inserted you click the Check xml content in the menu bar. If content is good, the General segment Information will be populated.
And the system will return a message stating “Check Done: xml valid”
If there are errors a pdf file with the errors will be displayed. Fix the errors and check xml content again.



Step 4 Save and Store

You may now save and store the document.

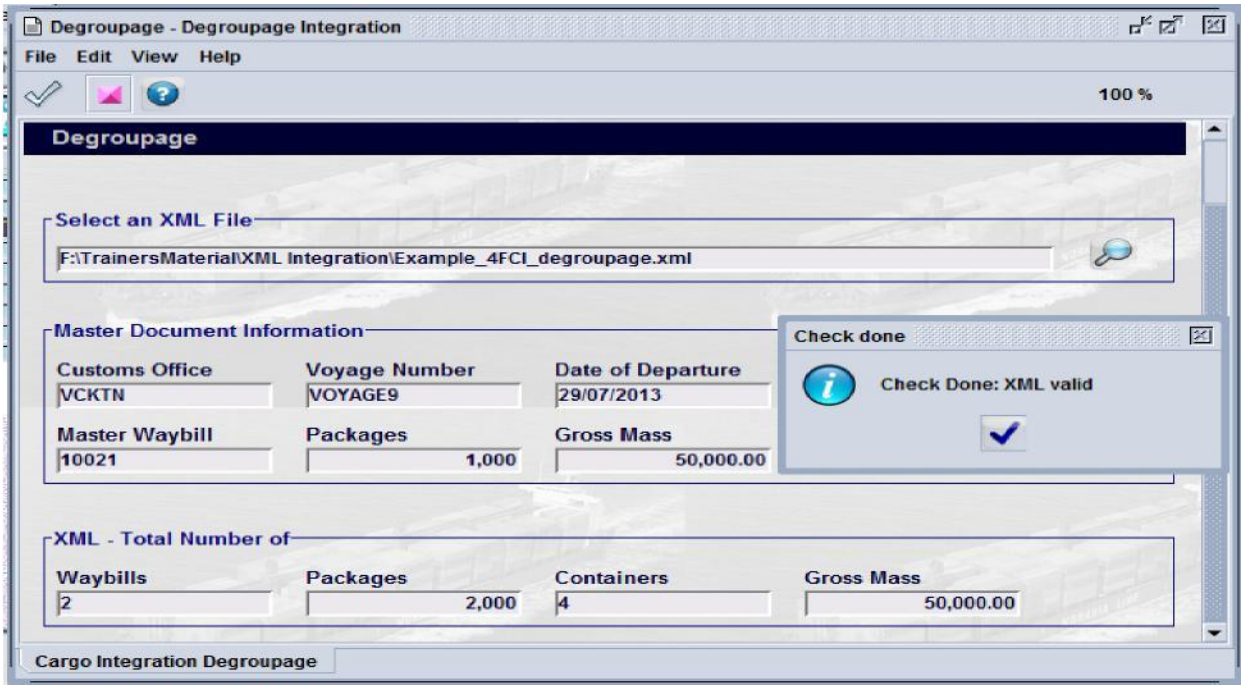
Step 5 Register

To register the document you retrieve the manifest using the General Segment finder. Right click and select **direct register**

Fast Cargo Integration-Degroupage

For a consolidator to submit his degroupage via xml integration, he must navigate the Document library as above and select **Degroupage**.

Right click at **Degroupage** and select **Degroupage integration**. Select your xml file using the same method as above and check .xml content.

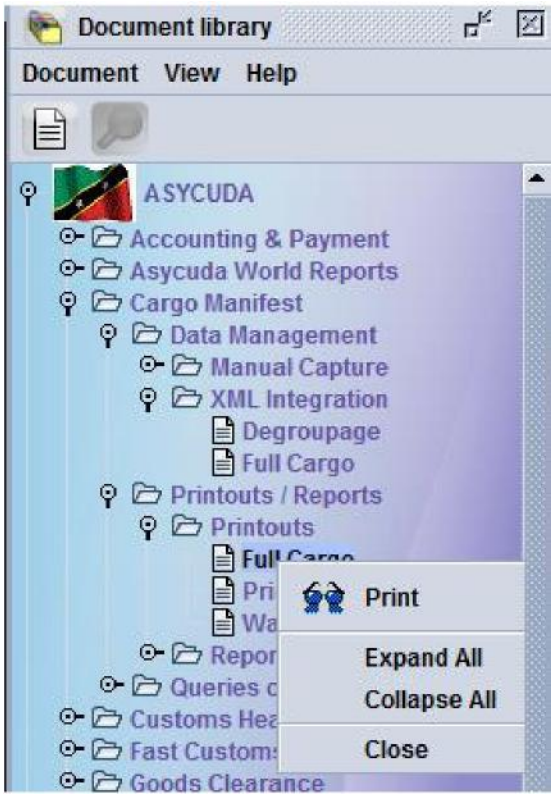


After saving the xml degroupage the consolidator must inform the carrier agent for him to validate the degroupage to ensure that the house bills can be used by a customs declaration.

12 How to Print Manifest and Bill of lading.

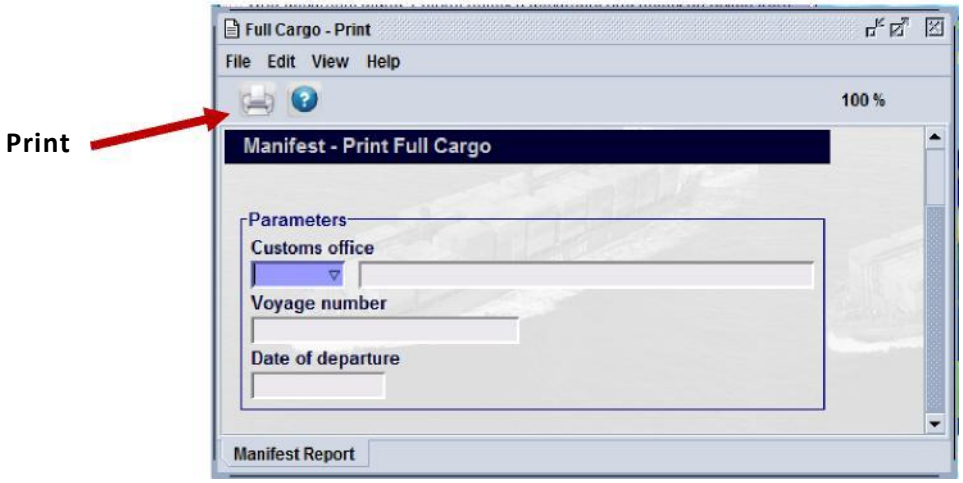
12.1 Full Cargo manifest

Follow this path to generate a printout of the entire manifest. **ASYCUDA** ⇨ **Cargo Manifest** ⇨ **Printouts/Reports** ⇨ **Printouts** ⇨ **Full Cargo.** At full Cargo right click and select **Print.**



Fill in the Office code, Voyage number, and Date of Departure and select print from the menu bar to print a manifest.

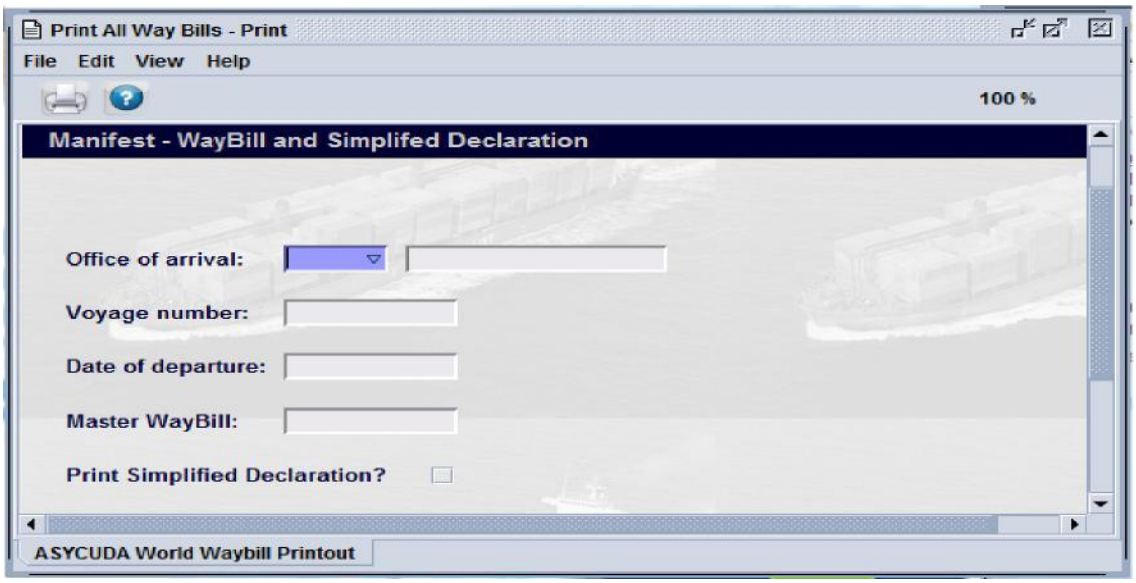
Fill in the **Office code**, **Voyage number**, and **Date of Departure** and select print from the menu bar to print a manifest.



The Print Full Cargo must be printed by the Carrier's Agent and attached to the Ships Report form which is submitted to the Customs

Print all waybills

The carrier / consolidator will use this option to print all bills of lading to give to the consignees. Right click on Print All Way Bills to print all waybills.



Insert **Office code, Voyage number** and **Date of departure** of a manifest to print all the waybills for that manifest. If you insert a master waybill number then only the waybills in the degroupage will print.

NB. For consolidators the **Voyager number** and **Date of departure** will be that of the Carriers Master Waybill that would have been consigned to them.
Checking the Print Simplified Declaration box will allow you to print a waybill for a simplified declaration (non-commercial)

Saint Kitts and Nevis ASYCUDA World Manifest Field Guide		
DESCRIPTION	**ACTION**	**USE**
Office code	Mandatory	The code of the Customs Office of departure or arrival
General Information		
Voyage number	Mandatory	The number given by the ship or aircraft operator allowing for the unique identification of the current journey
Date of departure	Mandatory	The date when the ship or aircraft started its voyage or when it leaves the place of departure
Date of arrival	Mandatory	The date when the vessel or aircraft arrives at the place of destination
Time of arrival	Optional	The time when the vessel or aircraft arrives at the place of destination
Registration number	System	The serial number given to the manifest by the system at registration
Date of registration	System	The date and time of registration of the manifest
Last discharge	Optional	The date when all the goods of the manifest have been unloaded from the vessel or aircraft
Place of departure	Mandatory	The place (LOCODE) where the vessel or aircraft begins it voyage
Place of destination	Mandatory	The place (LOCODE) where the vessel or aircraft arrives to discharge goods
Shipping information		
Carrier's Agent	Mandatory	The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department
Carrier	Optional	The name of the shipping line or the airline transporting cargo to and from St. Kitts and Nevis
Totals		
Bills	Mandatory	The count of all the waybills included on the manifest.
Packages	Mandatory	The count of all the packages included on all waybills
Containers	Mandatory	The count of all containers carrying cargo to or from St. Kitts and the Nevis. If there is no container insert "0".

Gross weight	Mandatory	The sum of weight in kg of all the cargo entering or leaving St Kitts and Nevis
Transport		
Mode	Mandatory	Code identifying the mode of transportation. International Standard Codes (ISO) must be used. 1-Sea, 3- Road transport, 4-Air, 5-Postal
Identity	Optional	The name of the importing/exporting vessel or aircraft.
Nationality Place	Mandatory Optional	The country code where the vessel or aircraft is registered. The port/place where the transport unit is registered.
Registration	Optional	The number of the document registering the vessel or aircraft
Date	Optional	The date when the vessel/aircraft was registered.
Master	Optional	The name of the Master/Commander of the vessel/aircraft.
Tonnage		
Gross	Optional	Net tonnage plus maximum allotted cargo weight per voyage.
Net	Optional	Carrier's base weight.
BILL OF LADING / AIRWAY BILL SEGMENT		
Office code	Mandatory	The code of the Customs Office of departure or arrival
General Information		
Voyage Number	Mandatory	The number given by the ship or aircraft operator allowing for the unique identification of the current journey
Date of Departure	Mandatory	The date when the ship or aircraft started its voyage or when it leaves the place of departure
Date of Arrival	Mandatory	The date when the vessel or aircraft arrives at the place of destination
Time of Arrival	Optional	The date when the vessel or aircraft arrives at the place of destination
Year of registration	System	The year of registration
Registration Number	System	Year and serial number given to the manifest at registration.
Waybill Number	Mandatory	A number used to uniquely identify each waybill.

Waybill Type	Mandatory	The code which identifies the type of transport document issued (e.g. '710'– for Bill of Lading, '711' – for Master Bill of Lading).
Nature	Mandatory	The manner in which the goods will be treated. These are indicated by the codes 22 (export), 23 (import), 24 (in transit) and 28, (transshipment).
Last Discharge	System	The date the vessel last discharged
Waybill Line	Mandatory	A sequential number given to each waybill by the carrier
Previous Document	Optional	The reference of the Master Bill of Lading or Airway bill when doing a housed degroupage.
Unique Cargo Reference (UCR)	Optional	This is used only for exports. All export bills of lading or airway bills must identify the export declaration registration number in this field. The system will prompt you to enter the Office, Year, Serial, Letter
Place of Loading	Mandatory	The location or port where the goods were loaded on the ship or aircraft.
Place of Unloading	Mandatory	The location or port where the goods will be discharged from the ship or aircraft.
Carrier		
Carrier	Mandatory	The name of the shipping line or the airline transporting cargo to and from St. Kitts and Nevis
Shipping Agent	Mandatory	The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department.
Exporter/Shipper		
Shipper code	Optional	The Code given by the Customs to a person/business exporting goods from St. Kitts and Nevis
Name of Exporter (Shipper)	Mandatory	The name of the person/company sending the goods to or from St. Kitts and Nevis
Address of Shipper	Mandatory	The address of the person sending the goods to or from St. Kitts and Nevis. It has four fields to complete this data.

Transport		
Mode	System	The 'Mode of transport' is the means by which the goods were imported/exported into/outside the country. For example, were the goods brought into the country by air, sea or parcel post? You must use the International Standard Codes (ISO) for means of transport in this field.
Nationality	System	The country in which the vessel or aircraft is registered.
Notify		
Notify Code	Optional	The identification of the person who requires notification upon arrival of goods.
Notify Name	Mandatory	The designation of the person who requires notification upon arrival of the goods.
Address of Notification Party	Mandatory	The address of the person who requires notification upon arrival of goods.
Consignee		
Consignee Code	Optional	The Code given by the Customs to a person/business importing goods into St.Kitts and Nevis
Consignee Name	Mandatory	The name of the person or firm named in a freight contract to whom goods have been shipped or turned over for care in St. Kitts and Nevis. This field is mandatory only when the consignee code is left empty.
Address of Consignee	Mandatory	The address of the consignee in St.Kitts and Nevis. This field is mandatory only when the consignee code field is left empty.

Goods Details		
Total containers	Mandatory	The sum of all the containers on the Waybill. If there are no containers, the number '**0**' must be inserted.
Packages codes	Mandatory	The type of conveyance used to pack the commodity.
Status	System	The status identifies the stage of each bill of lading or airway bill. It will entail: HSE-house, MST-master undegrouped, UDG-master under degroupage, DEG-master degrouped, HDG-house under degroupage.
Number of degrouped waybills	System	Number of degrouped waybills in the case of master waybill.
Marks & Nb	Mandatory	The marks placed on the packages to identify the cargo. If follows no Sequence and it can be words, numbers or signs.
Manifested packages	Mandatory	The piece count of the packages entered on each waybill
Remaining Packages	System	Available packages not yet cleared by customs.
Manifested gross weight	Mandatory	Weight in Kg of the cargo on the waybill
Remaining gross weight	System	Weight of remaining packages.
Volume(CBM)	Mandatory	The cubic measurement of the cargo.
Description of goods	Mandatory	The 'description of goods' is the narrative that portrays the type of goods being transported. The description must be explicit. It must not include terms such as STC (Said to Contain), 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. The system provides five (5) fields to describe the goods.
1. Location code 2. Sub-location code	Optional	1. This is used by the Port to identify the exact place in the Port or shed where the goods can be found. 2. A more precise location inside the transit shed that describes where the goods are located.

Declared Values and Seals Details		
P/C Ind	Optional	Freight prepaid /collect indicator
1. Freight Amount 2. Currency Code	Optional	1. The amount to be collected from the consignee of the shipment before delivery. 2. The currency code for the amount that is to be collected from the consignee of the shipment before delivery.
1. Customs Value 2. Currency Code	Optional	1. The value of the goods declared to Customs. 2. The actual currency code in which the importer or exporter intends to declare to customs.
1. Transport Value 2. Currency Code	Mandatory	1. The overall cost of the freight. 2. The actual currency in which the overall cost of freight is quoted.
1. Insurance Value 2. Currency Code	Optional	1. The cost of insurance 2. The actual currency in which payment for insurance is quoted.
Number of seals	Optional	The count of the seal affixed
Marks of seal 1 and 2	Optional	The markings that identifies the seals placed on the packages
Sealing Party	Optional	The code used to identify who sealed the packages
Additional information 1 and 2	Mandatory	Any other relevant information which the carrier or agent deems necessary.

Onward transport		
Transit	Prohibited	Automatically filled when waybill is written off by a transit operation
Transshipment	Prohibited	Automatically filled when waybill is written off by a transshipment
Carrier	Prohibited	Name of the carrier involved in the transit or transshipment operation
CONTAINER SEGMENT		
Container number	Mandatory	The ISO Alpha-codes for identification of 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.
Nbr. Of pkg	Mandatory	Number of packages
Type of Container	Mandatory	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 fourth digit indicates the container type and the fifth digit indicates special features.
Empty/Full indicator	Mandatory	Describes how much space is occupied by goods inside the container.
Seal numbers	Optional	The seal numbers on the seals attached to a locked container.
Seal number (Marks) 1, 2 and 3	Optional	Represents the reference of an affixed seal
Sealing Party	Optional	The code used to identify who sealed the container.
Empty weight	Optional	Empty weight of the container
Goods weight	Optional	Gross weight in Kg of goods
Min Temp. (CE)	Optional	Minimum temperature for container. Mandatory for reefers
Max Temp. (CE)	Optional	Maximum temperature for container. Mandatory for reefers.
Humidity	Optional	Humidity level for reefer containers
Dan. Goods code	Optional	Dangerous goods code (UNDG)
Description of Goods	Optional	Description of goods.

SPLIT		
Nbr. of Pkg	Optional	Number of packages
Package code	Optional	Package code
Gross weight	Optional	Gross weight of goods
Container number	Optional	Container number
Marks &Nb.	Optional	Marks for easy recognition of goods
Goods description	Optional	Description of goods.