

**COMMONWEALTH OF PUERTO RICO
TREASURY DEPARTMENT**

Detail of the fields on each type of record of the manifest file

Field Name	Field Type	Format	Bytes	Carrier Application	Comments or Values	Position
Header Record						
Record Type	R	N	1	G	Value: 0 (zero)	1-1
Filler	R	A	16	G	Spaces	2-17
Carrier Code	R	A	8	G	Code assigned by the Excise Tax Bureau. If less than 7 digits, fill with spaces to the right.	18-25
Lot Number	R	N	7	G	Unique value. Assigned by carrier. Fill with zeros to the left.	26-32
Quantity of Documents	R	N	4	G	Quantity of records type 1 included in the file. Fill with zeros to the left.	33-36
Lot Transmission Date	R	A	8	G	YYYYMMDD	37-44
Vessel Name	R	A	16	G	For air carriers use the Carrier Code assigned by the Excise Tax Bureau. Fill with spaces to the right.	45-60
Voyage or Flight Number	R	A	6	G	Up to 6 characters. Fill with spaces to the right.	61-66
Shipping Date	R	A	8	G	YYYYMMDD	67-74
Introduction Date	R	A	8	G	YYYYMMDD. Date when vessel/plane is unloaded.	75-82
Lot Type	R	A	1	G	Value: "N" = New (first lot of manifest) "C" = Continuation (additions or corrections to a manifest)	83-83
Departure Time	R	N	4	G	Origin port departure time. Military format (HHMM).	84-87

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Carrier of Origin	R	A	8	F	Code assigned by the Excise Tax Bureau.	88-95
Master Bill of Lading or Master Airway Bill	R	A	16	F	Assigned by Carrier of Origin. Fill with spaces to the right.	96-111
Master Container Number #1	C	A	18	F	Required if Carrier of Origin is maritime. Fill with spaces to the right.	112-129
Master Container Number #2	O	A	18	F	Fill with spaces to the right.	130-147
Master Container Number #3	O	A	18	F	Fill with spaces to the right.	148-165
Master Container Number #4	O	A	18	F	Fill with spaces to the right.	166-183
Master Container Number #5	O	A	18	F	Fill with spaces to the right.	184-201
Transference Indicator	O	A	1	M, F	Must be "T" when freight is received from another original carrier.	202-202
Filler	O	A	3	G	Spaces.	203-205

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Field Name	Field Type	Format	Bytes	Carrier Application	Comments or Values	Position
<i>Bill Detail Record</i>						
Record Type	R	N	1	G	Value: 1 (one)	1-1
Bill of Lading, Airway Bill or House Bill Number	R	A	16	G	Unique value. Assigned by carrier. Fill with spaces to the right.	2-17
Transaction Type	R	A	1	G	Value: "A" -Add Bill "E" - Eliminate Bill	18-18
Bill Type	R	A	1	G	Value: "M" - Goods "A" - Automobiles "X" - Both	19-19
Container Number	C	A	18	M, F	Required if container is consigned to one client. Send spaces when container is consigned to multiple clients or for loose cargo (i.e. bulk material). Fill with spaces to the right.	20-37
Consignee Name (Client)	R	A	30	G	Fill with spaces to the right.	38-67
Consignee SSN or EIN	C	N	9	G	Optional for individuals. Required for Corporations without Tax ID.	68-76

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Consignee Type	R	A	1	G	Value: "M" = Manufacturer "P" = Bonded Taxpayer "A" = Bonded Warehouse "R" = Farmer "E" = Exempt "G" = Government "C" = Other	77-77
Consignee Code (Tax ID) assigned by the Excise Tax Bureau	C	A	6	G	Must be sent when requested by consignee.	78-83
Exporter Name	R	A	30	G	Fill with blanks to the right.	84-113
Payee Name	R	A	30	G	Third or Notified Party. Fill with spaces to the right.	114-143
Origin Port Code	C	A	3	G	Required if the Origin Port – Numeric Code is not provided. Can use the Air Ports standard codes (i.e. "MIA", "SJU")	144-146
Discharge Port Code	O	A	3	G	Can use the Air Ports standard codes (i.e. "MIA", "SJU").	147-149
Destination Port Code	C	A	3	G	Required if the Destination Port - Numeric Code is not provided. Can use the Air Ports standard codes (i.e. "MIA", "SJU")	150-152
Payment Type of Freight Charges	R	A	1	G	Value: "P" - Prepaid "C" - Collect	153-153
Freight Charges Payment Amount	O	N	7.2	G	Fill with zeros to the left.	154-162

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Field Name	Field Type	Format	Bytes	Carrier Application	Comments or Values	Position
Payee Indicator	R	A	1	G	Value: "C" - Client "S" - Shipper "T" - Other	163-163
Origin Port – Numeric Code	C	A	6	G	Up to six digits Domestic and International numeric code. Required if the Origin Port Code (standard code) is not provided.	164-169
Destination Port – Numeric Code	C	A	6	G	Up to six digits Domestic and International numeric code. Required if the Destination Port Code (standard code) is not provided.	170-175
Bill of Lading – Container Commodity Value Indicator	C	A	1	M	Must be set to "V" if "Value of Merchandise Received" field (record type 2) is not provided.	176-176
Bill of Lading – Container Commodity Value	C	N	10	M	Required if "Bill of Lading – Container Commodity Value" indicator is sent. Value per container. Justified to the right. Fill with zeros to the left.	177-186
Filler	O	A	19	G	Spaces.	187-205

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Field Name	Field Type	Format	Bytes	Carrier Application	Comments or Values	Position
Commodity Description Record (Goods)						
Record Type	R	N	1	G	Value: 2 (two)	1-1
Bill of Lading, Airway Bill or House Bill Number	R	A	16	G	Fill with spaces to the right.	2-17
Commodity Quantity	R	N	5	G	Package Quantity. Fill with zeros to the left.	18-22
Package Type	R	A	6	G	"BOX", "PALET", "BUNDLE", "BULK", "BARREL", etc.	23-28
Commodity Weight	C	N	5	G	Pounds assumed. Required if freight charges are based on weight. If different unit of measure is used send the "Weight Unit " indicator. Fill with zeros to the left.	29-33
Commodity Volume	C	N	5	G	Cubic feet assumed. Required if freight charges are based on volume. . If different unit of measure is used send the "Volume Unit " indicator. Fill with zeros to the left.	34-38
Commodity Description	R	A	120	G	For each commodity type.	39-158
Summary Indicator	R	A	1	G	Values: " " - Complete shipment received. "S" - partial shipment received.	159-159
Quantity of Commodity Received	C	N	5	G	Required if summary indicator is "S".	160-164

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Field Name	Field Type	Format	Bytes	Carrier Application	Comments or Values	Position
Value of Commodity Received	C	N	7.2	G	Must be supplied. If not supplied Bill will be marked as Taxable (T). Justified to the right. Fill with zeros to the left.	165-173
Commodity Code	R	A	8	G	Fill with spaces to the right.	174-181
Weight Unit	O	A	1	G	Values: "P" - Pounds "K" - Kilograms "T" - Tons	182-182
Volume Unit	O	A	1	G	Values: "F" - Feet "M" - Meters "G" - Gallons "L" - Liters	183-183
Filler	O	A	24	G	Spaces.	184-205

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Field Name	Field Type	Format	Bytes	Carrier Application	Comments or Values	Position
Commodity Description Record (Automobiles)						
Record Type	R	N	1	G	Value: 2 (two)	1-1
Bill of Lading, Airway Bill or House Bill Number	R	A	16	G	Fill with spaces to the right.	2-17
Quantity of Vehicles	R	N	5	G	Fill with zeros to the left.	18-22
Package Type	R	A	6	G	"VEH "	23-28
Vehicle Weight	O	N	5	G	In pounds. Fill with zeros to the left.	29-33
Volume	O	N	5	G	In cubic feet. Fill with zeros to the left.	34-38
Vehicle VIN	C	A	17	G	Required if "Invoice" field is not provided. Fill with spaces to the right.	39-55
FOB Price	O	N	7.2	G	Fill with zeros to the left.	56-64
Vehicle Year	O	N	4	G	YYYY	65-68
Number of Doors	O	N	1	G	Maximum 5.	69-69
Transmission Type	O	A	1	G	S = Standard A = Automatic	70-70
Invoice Number	C	A	13	G	Required if "Vehicle VIN" field is not provided. Fill with blank spaces to the right.	71-83
Filler	O	A	122	G	Spaces	84-205

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Legend

I: Field Type

- R – This information is required in order to process the manifest.
- C – This information is required if one or more conditions are present. See the “Comments or Values” information for each field.
- O – This information is optional.

II: Format

- N – Numeric field.
- A – Alphanumeric field.

III: Carrier Application

- G – This field applies to all carriers.
- M – This field applies to Maritime Carriers.
- A – This field applies to Air Carriers
- F – This field applies to Freight Forwarders.