

Notes:

Do not type in shaded areas.

Vessel Flag: 1. US Flag
 2. Recipient Country Flag
 3. Third Country Flag

Date format: MM/DD/YYYY

EX-IM Credit Number: Enter only numeric portion after "**AP**"

Vessel Name: Input vessel name only. Do not include MV, SS or voyage number (e.g., PHILADELPHIA EXPRE

Load / Discharge Port: Input City or Port only. Do not include State or Country (e.g., Charleston, Nhava Sheva).

Printing: Check "Print Preview" before printing to ensure all entries will be printed.
 If required (more than 20 BL entries), adjust Print area in the "Page Break Preview"

If entering over 100 BLs:

Select the "Review" tab on the ribbon at the top
Select the "FORM MA-518" worksheet.
Select the "Unprotect Sheet" icon on the ribbon.
Copy a block of lines (between 24 and 124, e.g. copy lines 50 to 100)
Insert copied block of lines back into the table
Select the "Protect Sheet" icon on the ribbon.

For MARAD Use Only

Input Date: (Must be filled in)

Entered in CAPOS by: (Must be filled in)

To copy BLs from FORM MA-518 into Cargo Preference Overview System (CAPOS)

Log into CAPOS
Select "AD HOC REPORTS" from MAIN MENU
If Navigation Pane on left is not open, open by selecting ">>" at top
Double click the "XIM" Table
Close the Navigation Pane by selecting "<<" at top
Maximize the "XIM" Table in upper right corner
Select arrow to the right of ">|" at bottom to select "New (blank) record"

In EXCEL
Select the "FORM MA-518" worksheet.
Select the "Review" tab on the ribbon at the top
Select the "Unprotect Sheet" icon on the ribbon.
Select rows to be copied.
Copy

Paste copied rows of BLs into the (New) line in XIM table.

Ocean Carrier	Vessel Name	Vessel Flag	BL Date	Load Port	Discharge Port	BL Number	Ocean Freight Charges (\$US)	KG	Commercial Value	Cubic Meters	Revenue Tons	Brief Description of Cargo