

# Notes:

## Please fill in blanks following the instructions on the "pop-

- Use Ocean Carriers' bills of lading only.** Although the Ex-Im Bank's rules allow the filing of NVOCC bills of lading for self-financed shipments, MARAD requires a fully rated original copy of bills of lading.
- Status of Shipments to Date:** Fill in Prior Cumulative Totals for "Value of Cargo", "Revenue Tons" and "Revenue Dollars" on the previous Form F submission. If this is the first report, leave blank.
- 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.**  
Examples: APL CHINA, MAERSK ALABAMA, PHILADELPHIA EXPRESS
- Load / Discharge Port:** Input City or Port only. **Do not include State or Country.**  
Examples: Charleston, Nhava Sheva, Perth
- 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 Setup" dialog.

## Select the Form F worksheet tab (red tab below)

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### 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 to  
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) rec

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.

## Inputs" for each field

loading in connection with the export  
the underlying ocean carrier's bill of

and "Ocean Freight Charges (\$U  
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XPRESS, SL CHARGER

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Break Preview"

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Ocean Carrier	Vessel Name	Vessel Flag	BL Date	Load Port	Discharge Port	BL Number	Ocean Freight Charges (\$US)	KG	Commercial Value (\$US)	Cubic Meters	Revenue Tons	Brief Description of Cargo
											0.00	