Instructions for Vessel Tonnage and TEU Data Collection

General Instructions

The template should be submitted to the FMC monthly. A vessel should be included in the monthly report **for the month that it left the final North American port of call**. In many cases this will also be the same month as it first called at a North American port. If there are circumstances where a ship is taken out of rotation/service and there is no return service provided, the information on date of departure, port name, tons, TEUs laden and TEUs empty should be indicated as "N/A."

All dates should be formatted using MM/DD/YYYY. Failure to do so will result in the file being returned for revision.

Please avoid entering special characters or text in the data-entry fields. If there is additional background information or clarity you wish to provide, please do so via email or a separate document from the data template.

Container size is specified as 20 foot, 40 foot, and 45 foot. Containers of any other size should be included in the cell for 45 foot containers.

Data element definitions and requirements

Vessel name should be identical to the vessel name on file with CBP.

IMO number is the IMO Vessel number.

Owner name should be identical to the owner name submitted to CBP.

Operator name should be identical to the operator name submitted to CBP.

Port Name should be consistent with the port name that appears on the CBP CF-1400. A list of Port Names is available at fmc.gov. Freight on- or off-loaded at Mexican or Canadian ports while on a service string with U.S. ports of call should use a port name of Mexico or Canada, as appropriate. A more specific port name is not required. Multiple port calls in Mexico or Canada can be aggregated on one line.

Tons are defined as metric tons. These should be inclusive of container weight.

Data transmission

File should be uploaded to eMonitoring using provided account information. Questions about eMonitoring access can be sent to tradeanalysis@fmc.gov.

File naming convention should be "Carrier Name_Month_Year.xlsx"

Vessel Name	IMO Number	Owner Name

Operator Name	Date of US Port Call	Port Name	Tons discharged

20' laden containers discharged	40' laden containers discharged	45' or other size laden containers discharged	20' empty containers discharged	40' empty containers discharged	45' or other size empty containers discharged	Tons loaded

20' laden containers loaded	40' laden containers loaded	45' or other size laden containers loaded	20' empty containers loaded	40' empty containers loaded	45' or other size empty containers loaded