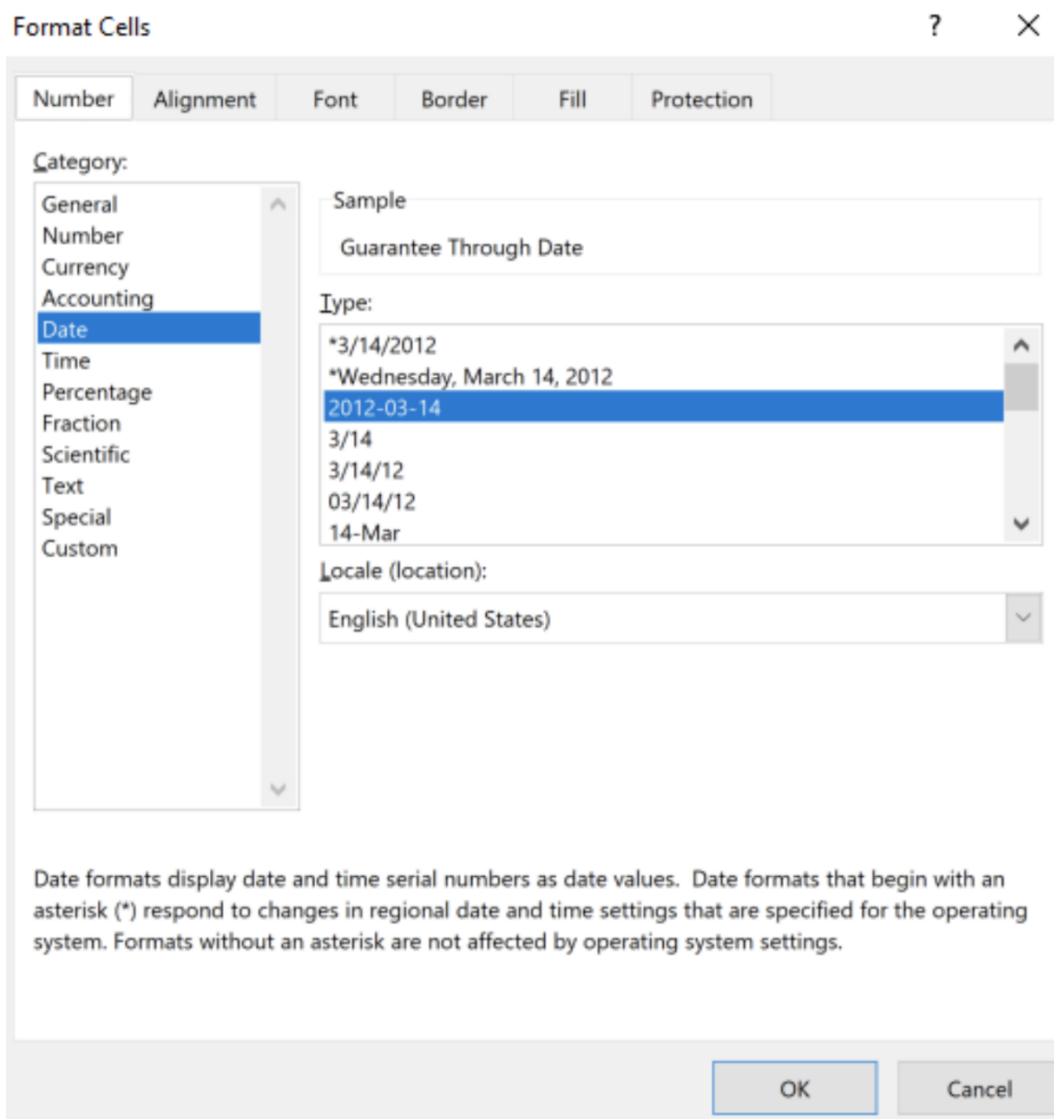




How to Produce a Properly Formatted CSV File from Excel:

1. Date Formatting in yyyy-mm-dd

- Right-click on Column H (Guarantee Through Date) and select 'Format Cells'
- Under 'Category', select 'Date' and then under 'Type' select the 3rd option (as shown in below image)
- Please note - US format short date will also work (m/d/yyyy) however, the European format short date will NOT work (d/m/yyyy)





2. Bill of Lading #, Vessel and Voyage Leading Zeros

- Right-click on Columns E-G (BOL # , Vessel and Voyage) and select 'Format Cells'
- Under 'Category', select 'Text' (as shown in below image)
- Please note – if formatted as 'General' the CSV File Submission will fail

Example: If BOL # is '0123', when submitted as 'General', excel will automatically remove the leading zero and this field will be submitted as '123'. When submitted as 'Text', excel will not remove the leading zero.

