

Data Entry Form for Passengers and Crew
Version 1.3
XLS File Management

Updates Log

Date	Change Description	Author of Change	Version
4/18/2012	Entry of comments of required fields.	Eduardo Cortez Betancourt.	1.1
11/8/2012	Update of the field SETRAM Basic Record, from required to not required	Victor Alfonso Chavez Carreto	1.2
11/15/2012	The Yuum K'ak NAAB port is added	Eduardo Cortez Betancourt.	1.3

Table of Contents

1. DOCUMENT NAME	4
2. LOADING FILE	5
2.1 Vessel	5
2.2 Passengers	7
3. FILE REQUIREMENTS	8
4. NOMENCLATURE	8

1. Document Name

The file name should be in the following format for quick and easy location.

PORT_ARV_YYYYMMDD_VESSEL.xls

- **PORT** is the port of arrival or departure.
- **ARV** means it is an arrival manifest (Arrival) and in the case of departures it must be **DEP** (Departure).
- **YYYYMMDD** is the date of arrival or departure.
- **Name of the vessel**

Example:

ICZ_ARV_20100727_SEAQUEEN.xls

The name is used when performing a search in the system.

2. Load Files

The load file has two sections, one with the data of the vessel and the second with the data of the passengers and crew.

2.1 Vessel

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Cadena(13)	cadena(100)	cadena(100)	cadena(13)	cadena(100)	cadena(2) [ISO2]	cadena(100)	cadena(10) [dd/mm/aaaa	cadena(5) [hh:mm][24hrs]	cadena(20)	cadena(10) [dd/mm/aaa	cadena(5) [hh:mm][24hrs]	Entero	cadena(100) abrevs puertos mexicanos separados por
Expediente Básico SETRAM	*Nombre de embarcación	*Agencia consignataria o marina	*Tipo de Embarcación	Compañía	*País de partida o arribo	*Puerto de partida o arribo	*Fecha de partida o arribo	*Hora de partida o arribo	*Puerto de arribo o partida	*Fecha de arribo o partida	*Hora de arribo o partida	*Número de personas a bordo	Minerario
1234	SEA QUEEN	AGENCIA DE PRUEBA	PESQUERO	INTERNATIONAL TRIPS INC.	ES	PUERTO +ZUL	20/03/2010	15:00	ISLA COZUMEL	20/02/2010	9:00	4	ICZ CRC +LT

The first section includes the following information:

SETRAM Basic Record: It must include numeric characters with the basic record allocated by SETRAM's system. Field up to 13 digits.

Name of the vessel (required) The name of the vessel must be entered. Only up to 100 characters may be entered.

Consignee or Shipping Agency (required): This field will contain the Consignee or Shipping Agent of the vessel. Only up to 100 characters may be entered.

Vessel type (required): This field shall contain the type of vessel. The options that can be chosen from the drop-box are: Cargo, Cruise, Official, Private, Tanker, Platform and Fishing.

DATA ENTRY FORM FOR PASSENGERS AND CREW

Company: The name of the shipping company that promotes such transportation. Only up to 100 characters may be entered.

Country of departure or arrival (required): The Country from which the vessel departs or to which she arrives may be chosen from the list that contains every nomenclature on the "Countries and Ports" tab in the same file. (Nomenclature included at the end of the document)

Port of departure or arrival (required): This field will contain the port of departure or arrival of the selected country. Only up to 100 characters may be entered.

Date of departure or arrival (required): This field will contain the date of departure from or arrival to the selected country. Up to 10 characters must be entered in the field with a dd/mm/yyyy format.

Time of departure or arrival (required): This field will contain the time of departure from or arrival to the selected country. It may contain up to 5 characters in hh:mm format (24-hour format from 00:00 to 23:59).

Port of departure or arrival (required): This field will contain the Mexican port of departure or arrival. Only up to 100 characters may be entered.

Date of departure or arrival (required): This field will contain the date of departure from or arrival to the Mexican port. Up to 10 characters must be entered in the field with a dd/mm/yyyy format.

Time of departure or arrival (required): This field will contain the time of departure from or arrival to the Mexican port. It may contain up to 5 characters in hh:mm format (24-hour format from 00:00 to 23:59).

Number of persons on board (required): The field will contain the number of people on board. Only numeric values can be entered.

Itinerary: The field will contain the Mexican ports called. The ports will be entered using three characters separated by commas, e.j. ENS,MZN,MNZ - corresponding to the ports of Ensenada, Mazatlan and Manzanillo.

Attached hereto is the list of ports with their respective acronyms.



The system will start reading data from row 3.
In this section the system will not process the file if there are blank required fields.

2.2 Passengers

	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	cadena(200)	cadena(100)	cadena(10) (1) {M ó F} a	cadena(10) [dd/mm/aaa a]	cadena(2) [ISO2]	cadena(2) [ISO2]	cadena(20)	cadena(2) [ISO2]	cadena(10) [dd/mm/aa aa]	cadena(10) [dd/mm/aaaa]	cadena(20)	cadena(1) [P = pasajero ó C = tripulante]
2	*Apellidos	*Nombres	*Sexo	*Fecha de nacimiento	*País de nacimiento	*Nacionalidad	Número de pasaporte	*País de expedición	Fecha de expedición	Fecha de expiración	Número de libreta de mar	*Tipo de pasajero P/C
3	CARSON	JOHN	F	15/12/1940	GB	ZA	FF556699	SL	20/08/2005	20/08/2015	457896	P
4	CARSON	GREG	M	24/07/1950	GB	GB	FF556699	GB	10/10/2006	10/10/2016	112233	P
5	PIZZARO	VALERIA	F	01/01/1970	IT	IT	748510236	IT	18/05/2008	18/05/2013	764578	P
6	ARAHMAN	MOHAMMAD IQBAL	M	31/01/1958	ID	ID	112233	ID	15/11/2008	15/11/2012	J77336	P

Surname (required): The field contains the surname(s) of the passenger or crew member. The field allows spaces and special characters. Only up to 200 characters may be entered.

Name (required): The field contains the name(s) of the passenger or crew member. The field allows spaces and special characters. Only up to 100 characters may be entered.

Gender (required): This field shall have the sex of the people on board the vessel, the field will display a drop-box to choose the options F (Female) or M (Male).

Date of Birth (required): Enter in this field the date of birth in the dd/mm/yyyy format. Field limited to 10 characters.

Country of Birth Field to enter the country where the passenger or crew member was born in ISO2 format (2-character country abbreviation).

A list of countries with their respective abbreviations is included at the end of this document.

Nationality (required): Field to enter the country where the passenger or crew member was nationalized in ISO2 format (2-character country abbreviation).

A list of countries with their respective abbreviations is included at the end of this document.

Passport Number: Field to enter the passenger's or crew member's passport number. Field limited to 20 characters capture.

Country of Issuance: Enter in this field the nomenclature of the country of issuance of the passport. (Nomenclature included at the end of the document)

Issue Date: Enter in this field the date when the passport was issued. It may have up to 10 characters in the dd/mm/yyyy format.

Expiration Date: Enter in this field the date when the passport will expire. It may have up to 10 characters in the dd/mm/yyyy format.

Sea Record Number: Enter the Sea Record Number of the passenger or crew member. Field limited to 20 characters.

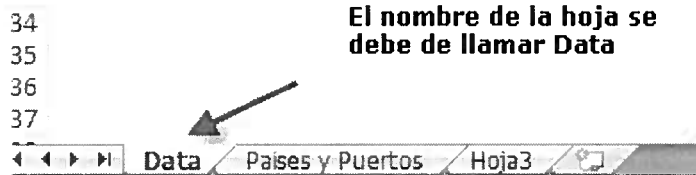
Passenger Type (required): The field will serve to differentiate the type of personnel on board a vessel. Enter P for Passenger or C for Crew member.



In this section the system validates the required fields; if any of them is blank, the system assigns the record as pending ("P") in the columns "alerted" and "document alerted;" then it will continue validating the subsequent records.

3. File Requirements

- The file should be in Excel 2003.
- Load a file for each port of arrival or departure. Should it have the same name, the system will overwrite it without saving the previous file.
- The sheet containing the data of the passengers and crew must be called **Data**.



4. Nomenclature

COUNTRY	CODE
AFGHANISTAN	AF
ÅLAND ISLANDS	AX
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB

BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA, PLURINATIONAL STATE OF	BO
BOSNIA AND HERZEGOVINA	BA
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	RY
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV



DATA ENTRY FORM FOR PASSENGERS AND CREW

BELARUS	BY
---------	----

DATA ENTRY FORM FOR PASSENGERS AND CREW

CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO
COMOROS	KM
CONGO	CG
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
COOK ISLANDS	CK
COSTA RICA	CR
CÔTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUERNSEY	GG
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT

HEARD ISLAND AND MCDONALD ISLANDS	HM
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC OF	IR
IRAQ	IQ
IRELAND	IE
ISLE OF MAN	IM
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JERSEY	JE
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYAN ARAB JAMAHIRIYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAO	MO
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD

DATA ENTRY FORM FOR PASSENGERS AND CREW

MONACO	MC
MONGOLIA	MN
MONTENEGRO	ME
MONTserrat	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES	AN
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINIAN TERRITORY, OCCUPIED	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
RÉUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT BARTHÉLEMY	BL
SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA	SH
TTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT MARTIN	MF
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
Sao TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SERBIA	RS
SEYCHELLES	SC

SIERRA LEONE	SL
SINGAPORE	SG
SLOVAKIA	SK
SLOVENIA	YES
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SPAIN	ES
SRI LANKA	LK
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, PROVINCE OF CHINA	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TIMOR-LESTE	TL
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
VIET NAM	VN
VIRGIN ISLANDS, BRITISH	VG
VIRGIN ISLANDS, U.S.	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
ZAMBIA	ZM
ZIMBABWE	ZW

DATA ENTRY FORM FOR PASSENGERS AND CREW

PORT	CODE
ACAPULCO	ACP
ALTAMIRA	ALT
BAHÍA COLONET	CLN
BAHÍAS DE HUATULCO	BHT
BARRA DE NAVIDAD	BNV
CABO SAN LUCAS	CSL
CAMPECHE	CMP
CANCUN	CNC
CAYO ARCAS	CRC
CHETUMAL	CHT
COATZACOALCOS	CTZ
COSTA AZUL	CZL
DOS BOCAS	DBC
EL MEZQUITAL	MZQ
EL SÁBALO	SBL
EL SAUZAL	SZL
ENSENADA	ENS
FRONTERA	FRN
GUAYMAS	GYS
GUERRERO NEGRO	GNG
ISLA CEDROS	ICD
ISLA COZUMEL	ICZ
ISLA DEL CARMEN (FORMERLY CALLED CIUDAD DEL CARMEN)	ISR
ISLA MUJERES	IMJ
ISLA SAN MARCOS	ISM
IXTAPA	IXT
LA PAZ	PAZ
LAS COLORADAS	CLR
LAZARO CÁRDENAS	LCR
LERMA	LRM
MAJAHUAL	MJH
MANZANILLO	MNZ
MAZATLÁN	MZN
MINATITLÁN	MNT

NUEVO VALLARTA	NVL
PAJARITOS	PJR
PICHILINGUE	PCH
PLAYA DEL CARMEN	PCR
PROGRESO	PRG
PUERTO AVENTURAS	AVN
PUERTO CHIAPAS	CHP
PUERTO ESCONDIDO	PSC
PUERTO JUÁREZ	JRZ
PUERTO MARQUÉS	MRQ
PUERTO MORELOS	MRL
PUERTO PEÑASCO	PNS
PUERTO VALLARTA	VLL
PUNTA PRIETA (LA PAZ PORT)	PPR
PUNTA VENADO	PVN
ROSARITO	RSR
SALINA CRUZ	SCZ
SAN CARLOS	SCR
SAN FRANCISCO (CAMPECHE PORT)	SFR
SAN JUAN DE LA COSTA (LA PAZ PORT)	SJC
SANTA MARÍA	SMR
SANTA ROSALÍA	SRS
SEYBAPLAYA	SYB
TAKUNTAH	TKN
TAMPICO	TMP
TOPOLOBAMPO	TPL
TUXPAN	TXP
VERACRUZ	VRC
VICENTE GUERRERO	VGR
YUKALPETÉN	YKL
ZIHUATANEJO	ZHT
YUUM K'AK NAAB	YKN

I, María Inés Ojeda, expert translator authorized by the Supreme Court of Justice for the Federal District, as published in the Official Gazette dated April 19, 2013, certify that the above translation into English in 11 pages is true and complete to the best of my knowledge.

Mexico City, Federal District, October 24, 2013