

## **eDecs File Upload Module Overview**

### **What is the eDecs File Upload Module?**

The eDecs File Upload module is designed to allow you to submit a Declaration for Importation or Exportation of Fish or Wildlife to the U.S. Fish and Wildlife Service (USFWS) electronic declaration (“eDecs”) system in a file format. The eDecs File Upload module differs from the traditional eDecs interface in that you may include the contents of your Declaration in a text-delimited format and simply upload that file to eDecs. The eDecs system will extract the data from your file, validate it, and submit the data to the eDecs database. You will then receive an eDecs confirmation number, and your Declaration will be processed using the eDecs system as if you had typed the data into the standard interface and submitted the record.

### **Who can use the eDecs File Upload Module?**

Anyone may use the module, but it is primarily designed for filers who store their Declaration information in a database, and have the ability to generate a text-delimited file in the required format. An upload file could be created manually, but this would offer little in the way of expediting the eDec entry process. The purpose of the eDecs File Upload module is to save filers time by eliminating duplicate data entry.

Any filer wishing to use the module should contact a USFWS port office. Access must be granted to utilize the module.

### **How do I use the eDecs File Upload Module?**

The first step to using the eDecs File Upload Module is to contact a USFWS port office to gain access. Once access is granted, you must log into your existing eDecs account. From your eDecs account page, a button will be displayed that will take you to the upload module. From there, uploading an eDec file is as simple as attaching a file to an e-mail.

Prior to uploading an eDec file using the eDec File Upload module, you must understand how to create and correctly format your file. All of your eDec information must be included in a simple text file, with a .txt extension. Notepad, which is standard on any PC running the Microsoft Windows operating system, can be used to view, edit, or even create your upload file.

Your eDecs upload file must contain all of the information needed for a complete eDec. This includes all required fields on the USFWS Standard Form 3-177 (Declaration for Importation or Exportation of Fish or Wildlife). These are the same fields that are displayed on the standard eDecs data entry interface.

The contents of your eDecs upload file must be structured according to strict guidelines. Your data must be in a text-delimited format that must include the core information from the eDec and each species entry. Core information includes fields displayed on the top portion of the USFWS Standard Form 3-177. This includes

fields such as the port of clearance, the ship date, whether the shipment is an import or export, and information about the importer/exporter and foreign supplier/receiver. The upload file must also contain key fields pertaining to each species entry. This includes the scientific name (e.g., Genus and Species), the wildlife description code (e.g., LIV), as well as the quantity, declared value, and country of origin of the animal.

Core information consists of 38 fields, each of which must be separated using the tilde ( ~ ) symbol. The tilde is used instead of a comma ( , ) since some data elements may contain commas (e.g., importer/exporter address). Each species entry consists of 12 field, each of which must also be separated using the tilde ( ~ ) symbol. Fields must consist of only the required data, and should not be bracketed in quotation marks.

Between the core information and the first species (all shipments must have at least one species entry), your file must contain a pipe symbol ( | ). You must also include a pipe symbol ( | ) between each species entry.

If a field is not required (e.g., importer/exporter middle name), and you are not including that information, you must include nothing between tilde separators. Not all 38 fields included with the core information are required, but you must account for empty fields and ensure that you include 37 tilde separators. For example, if your eDec includes a business name for your importer/exporter but no person's name, that segment of your upload file would appear as follows:

IE Business Name~~~~

Notice that 4 tildes follow the business name. These are the separators for the last, first and middle name values, which do not apply in this example. The fields are simply left blank and do not even include spaces.

The line below is an example of what a species entry in your upload file might look like:

MUSTELA~VISON~~AMERICAN MINK~~~SKI~F~1000~NO~25000~CA

Notice that a subspecies name does not apply and is substituted with a blank between the species and the common name. Also notice that blanks appear after the common name but before the wildlife description code. The second set of blanks are for the foreign and U.S. CITES number, which do not apply to this species. If a subsequent species entry was to be included, a pipe symbol ( | ) would follow the last element (CA for country of origin). If this is the last species entry, no pipe symbol is included.

The following table summarizes the contents of a standard eDecs upload file. Please note that no other data, or characters of any kind, should be included in your upload file.

<b>eDec Upload File Core Information</b>				
<b>Field</b>	<b>Required</b>	<b>Length</b>	<b>Max. Length</b>	<b>Notes</b>
Import/Export	Y	1	1	I – Imp/E - Exp
Port	Y	2	2	Valid Code
I/E Date	Y	-	-	MM/DD/YYYY
I/E License	N	6	6	
Purpose	Y	1	1	Valid Code
Customs ID	N	-	20	Cust. Tracking
Carrier	N	-	25	
Master Waybill	N	-	25	
House Waybill	N	-	25	
Transportation Code	Y	1	1	Valid Code
Auto License	N	-	10	Required if Transportation code is “T”
Auto State	N	2	2	Required if Transportation code is “T”
Bonded Location	Y	-	25	
Number of Cartons	Y	-	-	Must be numeric
Package Markings	N	-	25	
I/E Business	Y	-	60	Either business OR last name is require – both not required.
I/E Last Name	Y	-	30	Either business OR last name is require – both not required.
I/E First Name	N	-	20	
I/E Middle Name	N	-	20	
I/E Address	Y	-	68	I/E Street address
I/E City	Y	-	20	
I/E State	Y	-	2	Valid state code
I/E Zip	Y	5	5	Numeric postal code

I/E Zip Extension	N	4	4	Numeric postal code extension
I/E Telephone	Y	-	15	No special formatting required
For. S/R Business	Y	-	60	Either business name OR last name required. Both not required.
For. S/R Last Name	Y	-	30	Either business name OR last name required. Both not required.
For. S/R First Name	N	-	20	
For. S/R Middle Name	N	-	20	
For. S/R Address	Y	-	68	
For. S/R City	Y	-	20	
For. S/R Country	Y	2	2	Valid country code.
For. S/R Telephone	N	-	15	No special formatting required.
Customs Broker Business	N	-	80	Required only if applicable.
Customs Broker Phone	N	-	15	No special formatting required.
Customs Broker Fax	N	-	15	No special formatting required.
Customs Broker Last Name	N	-	30	Last name of broker contact.
Customs Broker First Name	N	-	20	First name of broker contact.
<b>eDecs Upload File Species Information</b>				
<b>Field</b>	<b>Required?</b>	<b>Length</b>	<b>Max. Length</b>	<b>Notes</b>
Genus	Y	-	18	
Species	N	-	18	
Subspecies	N	-	18	

Common Name	N	-	36	
Foreign CITES	N	-	30	Required if import of CITES species
U.S. CITES	N	-	30	Required if export of CITES species
Wildlife Description	Y	3	3	Valid wildlife description code
Source	Y	1	1	Valid source code
Quantity	Y	-	-	Must be numeric
Units	Y	2	2	Valid unit of measure code
Declared Value	Y	-	-	Must be numeric and rounded to nearest dollar. No currency symbols (e.g., \$).
Country of Origin	Y	2	2	Valid country code.

Detailed explanations of each field in the eDecs upload file are included in the next section.

## **eDecs Upload File Format Instructions**

### **Section 1: Core Declaration Information**

1. ***Required Field – Block 3 Import/Export***: Indicate whether the shipment is an import or export by including an I (import) or E (export). This value cannot exceed 1 character in length
2. ***Required Field – Block 4 Port of Clearance***: Include the 2-character port code for the port of clearance of your shipment. This value cannot exceed 2 characters in length and must be a valid code (e.g., port of Seattle = SE).
3. ***Required Field – Block 1 Date of Import/Export***: Include the date of import/export. This value must be a date in the format MM/DD/YYYY.
4. ***Optional Field – Block 2 I/E License Number***: Include the 6-character import/export license number of the importer/exporter – if applicable. This value cannot exceed 6 characters. If this field is not applicable, leave it blank.

5. **Required Field – Block 5 Purpose Code:** Include the 1-character purpose code. This value must be included, but cannot exceed 1 character (e.g., purpose code for a commercial shipment is T).
6. **Optional Field – Block 6 Customs Entry Number:** Include the Customs entry number, if applicable, for your shipment. Leave this field blank if not applicable (e.g., for an export). If a value is included, it cannot exceed 20 characters in length.
7. **Optional Field – Block 7 Name of Carrier:** Include the name of the carrier of the shipment, if applicable. If included, the value cannot exceed 25 characters in length. If not applicable, leave this field blank.
8. **Optional Field – Block 8 Air Waybill or Bill of Lading Number – MASTER:** Include the MASTER waybill number for the shipment, if applicable. If included, the value cannot exceed 25 characters in length. If not applicable, leave this field blank.
9. **Optional Field – Block 8 Air Waybill or Bill of Lading Number – HOUSE:** Include the HOUSE waybill number for the shipment, if applicable. If included, the value cannot exceed 25 characters in length. If not applicable, leave this field blank.
10. **Required Field – Block 9 Transportation Code:** Include a valid 1-character transportation code for this shipment (e.g., air cargo = A). This value cannot exceed 1-character in length.
11. **Optional Field – Block 9 Auto License Number:** If your transportation code is “T” (truck), you must include the license number for the truck. If applicable, the value cannot exceed 10 characters in length. If not applicable, leave this field blank.
12. **Optional Field – Block 9 Auto License State:** If your transportation code is “T” (truck), you must include the 2-character state code for the state the vehicle is licensed in. If applicable, the value cannot exceed 2 characters in length and must be a valid state code (e.g., Washington = WA). If not applicable, leave this field blank.
13. **Required Field – Block 10 Bonded Location for Inspection:** Include the bonded location for inspection of your shipment. The value cannot exceed 25 characters in length.
14. **Required Field – Block 11 Number of Cartons Containing Wildlife:** Include the number of cartons in your shipment that contain wildlife. Your value must be numeric.
15. **Optional Field – Block 12 Package Markings Containing Wildlife:** Include any applicable package markings on cartons containing wildlife. If applicable, the value cannot exceed 25 characters in length.
16. **Required Field – Block 13 Importer/Exporter Information:** Entries 16 through 25 pertain to the importer/exporter of the shipment. You must include values for the importer/exporter business name *OR* last name, city, state, zip code and phone number. Format your upload file as follows:
  - a. **Required - Importer/Exporter Business Name:** You must include either a business name or last name for the importer/exporter. If the

business name is not applicable, leave it blank. If included, the value cannot exceed 60 characters in length.

- b. **Required - Importer/Exporter Last Name:** You must include either a business name or last name for the importer/exporter. If the last name is not applicable, leave it blank. If included, the value cannot exceed 30 characters in length.
- c. **Optional - Importer/Exporter First Name:** Include the first name of the importer/exporter, if applicable. If not applicable, leave this field blank. If included, the value cannot exceed 20 characters in length.
- d. **Optional - Importer/Exporter Middle Name:** Include the middle name of the importer/exporter, if applicable. If not applicable, leave this field blank. If included, the value cannot exceed 20 characters in length.
- e. **Required - Importer/Exporter Address:** You must include the street address of the importer/exporter. The value cannot exceed 68 characters in length.
- f. **Required - Importer/Exporter City:** You must include the city of the importer/exporter address. The value cannot exceed 20 characters in length.
- g. **Required - Importer/Exporter State:** You must include a valid 2-character state code for the importer/exporter address. The value cannot exceed 2 characters in length (e.g., Washington = WA).
- h. **Required - Importer/Exporter Zip Code:** You must include the 5-digit postal zip code for the importer/exporter. The value must be numeric and cannot exceed 5 characters in length.
- i. **Optional - Importer/Exporter Zip Code Extension:** If applicable, include the 4-digit zip code extension for the importer/exporter. If included, the value must be numeric, and cannot exceed 4 characters in length.
- j. **Required - Importer/Exporter Telephone Number:** You must include a valid telephone number for the importer/exporter. Although required, there are no formatting restrictions for this value (e.g., ###-###-#### or ###.###.#### are valid entries). The value cannot exceed 15 characters in length.

17. **Required Field – Block 14 Foreign Supplier/Receiver Information:** Entries 26 through 33 pertain to the foreign supplier/receiver of the shipment. You must include values for the foreign supplier/receiver business name *OR* last name, city, and country. Format your upload file as follows:

- a. **Required - Foreign Supplier/Receiver Business Name:** You must include either a business name or last name for the foreign supplier/receiver. If the business name is not applicable, leave it blank. If included, the value cannot exceed 60 characters in length.
- b. **Required - Foreign Supplier/Receiver Last Name:** You must include either a business name or last name for the foreign supplier/receiver.

If the last name is not applicable, leave it blank. If included, the value cannot exceed 30 characters in length.

- c. *Optional - Foreign Supplier/Receiver First Name*: Include the first name of the foreign supplier/receiver, if applicable. If not applicable, leave this field blank. If included, the value cannot exceed 20 characters in length.
  - d. *Optional - Foreign Supplier/Receiver Middle Name*: Include the middle name of the foreign supplier/receiver, if applicable. If not applicable, leave this field blank. If included, the value cannot exceed 20 characters in length.
  - e. *Required - Foreign Supplier/Receiver Address*: You must include the street address of the foreign supplier/receiver. The value cannot exceed 68 characters in length.
  - f. *Required - Foreign Supplier/Receiver City*: You must include the city of the foreign supplier/receiver address. The value cannot exceed 20 characters in length.
  - g. *Required - Foreign Supplier/Receiver Country*: You must include a valid 2-character country code for the foreign supplier/receiver address. The value cannot exceed 2 characters in length (e.g., Japan = JP).
  - h. *Optional - Foreign Supplier/Receiver Telephone Number*: Include a valid telephone number for the foreign supplier/receiver, if applicable. There are no specific formatting restrictions for this value (e.g., ###-###-#### or ###.###.#### are valid entries). If included, the value cannot exceed 15 characters in length. If not applicable, leave this value blank.
18. *Optional Field – Block 15 Customs Broker Information*: Entries 34 through 38 pertain to the Customs broker for the shipment, if applicable. Format your upload file as follows:
- a. *Optional – Business Name for Customs Broker, Shipping Agent, or Freight Forwarder*: If applicable, include the business name. The value cannot exceed 80 characters in length. If not applicable, leave this field blank.
  - b. *Optional – Phone Number*: If applicable, include the telephone number for the Customs broker, shipping agent, or freight forwarder. There are no specific formatting restrictions for this value (e.g., ###-###-#### or ###.###.#### are valid entries). If included, the value cannot exceed 15 characters in length. If not applicable, leave this value blank.
  - c. *Optional – Fax Number*: If applicable, include the fax number for the Customs broker, shipping agent, or freight forwarder. There are no specific formatting restrictions for this value (e.g., ###-###-#### or ###.###.#### are valid entries). If included, the value cannot exceed 15 characters in length. If not applicable, leave this value blank.
  - d. *Optional – Contact Last Name*: If applicable, include the last name of the contact for the Customs broker, shipping agent, or freight



forwarder. If included, the value cannot exceed 30 characters in length. If not applicable, leave this value blank.

- e. *Optional - Contact First Name*: If applicable, include the first name of the contact for the Customs broker, shipping agent, or freight forwarder. If included, the value cannot exceed 20 characters in length. If not applicable, leave this value blank.

## **Section 2: Species Information**

1. *Required Field – Block 16a Genus*: Include the scientific Genus name of each species entry in your shipment. The value cannot exceed 18 characters in length.
2. *Optional Field – Block 16a Species*: If applicable, include the scientific Species name of each species entry in your shipment. If included, the value cannot exceed 18 characters in length. If not applicable, leave this field blank.
3. *Optional Field – Subspecies*: If applicable, include the scientific Subspecies name of each species in your shipment. If included, the value cannot exceed 18 characters in length. If not applicable, leave this field blank.
4. *Optional Field – Block 16b Common Name*: If applicable, include the common name of each species in your shipment. If included, the value cannot exceed 36 characters in length. If not applicable, leave this field blank.
5. *Optional Field – Block 17a Foreign CITES Permit Number*: If applicable, include the Foreign CITES permit number for each imported CITES species. If included, the value cannot exceed 30 characters in length. If not applicable, leave this field blank.
6. *Optional Field – Block 17b U.S. CITES Permit Number*: If applicable, include the U.S. CITES permit number for each exported CITES species. If included, the value cannot exceed 30 characters in length. If not applicable, leave this field blank.
7. *Required Field – Block 18a Wildlife Description Code*: You must include a valid 3-character wildlife description code for each species entry (e.g., Live shipment = LIV).
8. *Required Field – Block 18b Source Code*: You must include a valid 1-character source code for each species entry (e.g. from the wild = W).
9. *Required Field – Block 19a Quantity*: You must include the quantity of each species entry. Your value must be numeric.
10. *Required Field – Block 19a Units of Measure*: You must include a valid 2-character unit of measure code for the quantity of each species in your shipment (e.g., Number of individual units = NO).
11. *Required Field – Block 19b Total Monetary Value*: You must include the declared value of each species in the shipment. Your value must be numeric and rounded to the nearest dollar. Do *NOT* include currency symbols (e.g., \$).
12. *Required Field – Block 20 Country of Origin of Animal*: You must include a valid 2-character country code for the country of origin of each species entry.

### **eDec Upload File Format Example:**

The following example shows a correctly formatted eDec upload file. Notice that the first segment of the file includes all core eDec information, such as port, ship date, and

importer/exporter information. The core segment includes 38 total fields, each separated by a tilde symbol (~). In this example, the transportation code is “A” for air cargo, so the following two fields, auto license number and auto license state are not applicable, and appear as blanks in the file (~A~~~BondedWarehouse~).

The first segment is separated from the subsequent segments by a pipe symbol (|). The pipe symbol separates the core segment of the eDec (the first 38 fields) from the first species entry. Each subsequent species entry must be separated from the previous species entry by another pipe symbol.

Each species segment must consist of 12 fields. Un-applicable fields should be left blank (e.g., ~~). A pipe symbol should *NOT* be included at the end of the last species entry.

```
I~SE~8/9/2002~123456~T~5555555~Carrier Name~MasterWaybill~HouseWaybill~A~  
~~BondedWarehouse~4~PackageMarks~IEBusiness~IELastName~IEFirstName~IEMid  
dleName~123 Any Street, Ste. 500  
~SEATTLE~WA~55555~4444~444.444.4444~FSRBusiness~FSRLastName~FSRFirstN  
ame~FSRMiddleName~FSRAddress~TOKYO~JP~555.555.9999~CustomsBrokerBusNa  
me~555-555-5555~999-999-9999~BrokerLastName~BrokerFirstName|  
PINCTADA~MAXIMA~~OYSTER~~~JWL~W~10~NO~500~ID|  
MUSTELA~VISON~~AMERICAN MINK~~~SKI~F~1000~NO~25000~CA
```

All data should be included in a simple text file with a .txt extension. No other data should be included in the file. The eDecs upload module will open the file as soon as you submit it. All contents of the file will be read, and the format will be validated. If the file is correctly formatted, each field will then be validated to ensure that required fields have been included, valid codes have been used, and the length of each field is correct for the eDecs database.