

**Extract of  
How to Submit Cargo Manifests by Using Electronic Service  
("EMAN Guidebook")**

**Guidelines for Inputting Cargo Information**

**Cargo Information (0740)**

The following cargo information should be provided in an itemized manner:

**Goods description (0760)**

Goods description should be provided to the details that prohibited articles required to be covered by a licence/ notification/supporting document can be easily identified from other articles without such a requirement. For this purpose, specific goods description should be provided while generic terms should be avoided as far as possible. Words that carry no description to the goods concerned, say "Consolidated cargo", "General cargo", "Consol", "Articles", "Sample", "STC (Said to Contain)", "FAK (Freight of All Kinds)", "Please see attached", etc. are not acceptable.

Please refer to the following table for some examples of acceptable and unacceptable cases. The examples quoted are for illustrative purpose only, and are by no means exhaustive. In addition, it is important to point out that the yardsticks are bound to be different across economies. A goods description acceptable to the HKSAR Government may not necessarily be accepted by other economies, which may have published their own guidelines and/or FAQ. Please therefore be reminded to make reference to these guidelines and/or FAQ when the same EMAN data need to be submitted to the relevant customs authorities.

<b>Not Acceptable</b>	<b>Acceptable</b>
(Descriptions which do not shed light on the fact that the goods concerned are apparel and/or textiles products)	Apparel Wearing Apparel Ladies' Apparel or Ladies' Clothing Men's Apparel or Men's Clothing Textiles products Fabric Footwear Shoes
(Descriptions which do not shed light on the fact that the goods concerned are rough diamonds)	Jewelry (may include watches) Rough/Unpolished diamond
Appliances	Kitchen Appliances Industrial Appliances Heat Pump

Not Acceptable	Acceptable
Caps	Paper Caps Cotton (or other textiles fibre) Caps PVC Caps
Cereal Grain	Rice/White Rice/Fragrance Rice Wheat
Chemicals, hazardous Chemicals, non-hazardous Refrigerant	Forane 22 Chlorodifluoromethane 1,1,1-Trichloroethane Iodine 125 Caesium 137 Radium Uranium Sodium Cyanide Potassium Cyanide Medicine Pharmaceutical Products Colgan Tablets Pesticides Barium Chloride
Electronic Goods Electronics	Computers Consumer Electronics, Telephones Personal/Household Electronics (e.g. PDAs, VCRs, TVs)
Equipment	Spectrum Analyzer Router Mammography Imaging System Digital Radiography System
Frozen/Chilled Meat	Frozen/Chilled Beef Frozen/Chilled Pork Frozen Fish Fillet Frozen/Chilled Chicken
Label Tag	Cotton (or Other Textiles Fibre) Label PVC Tag
Machinery	Metal Working Machinery Cigarette Making Machinery
Machines	Sewing Machines Printing Machines X-Ray Machines
Parts	Autoparts
Toys	Electronic Toys Plastic Toys

Ocean carriers may report goods description using one of the following approaches -

- Basic approach: carriers to report what shippers/forwarders have reported/ will report in a government licence/notification/permit or import/export declaration in respect of the cargoes shipped; and for cargoes not covered

by such documents, carriers to provide the goods descriptions by making reference to the examples quoted in the above table;

- Mapping approach: carriers to provide HS-6 or HS-4 equivalent descriptions if Harmonized System (HS) codes have been captured for the cargoes shipped. If only HS codes are provided, the EMAN service providers are prepared to provide technical support/advice for the mapping when needed; or
- Truncated approach: carriers to provide the first 350 characters kept in their systems for the cargoes shipped as a way of passing on the information provided by shippers/forwarders.

Carriers who choose to report goods description using the truncated approach would stand a higher chance of receiving Government Queries, as compared to the other two approaches, especially if the cargo details so provided under the truncated approach do not contain adequate information for the government departments concerned to carry out their statutory functions of cargo clearance, compilation of cargo statistics and trade control. For the avoidance of doubt, it should be noted that carriers should use the truncated approach only when a carrier's system uses more than 350 characters to describe a cargo and that carriers should provide the first 350 characters for their cargoes shipped *on a per cargo item basis*. The Government cannot accept the reporting of the first 350 characters for an entire consignment or multiple consignments covering a large number of different cargoes, as this way of submitting cargo details does not meet the requirements set out in the Import and Export Manifests Notice (Cap. 60C).

If several containers are used for carrying the same cargo item under a particular bill of lading, carriers should enter the information of the containers under the same cargo item instead of reporting the container information under several cargo items.

#### Dutiable Commodities Type (0765)

For those carriers who would like to make use of Statement 2 cargo manifests to furnish import and export statements, they should enter an appropriate dutiable commodities type for every cargo item. If the cargoes are goods to which the Dutiable Commodities Ordinance (Cap 109) applies, carriers are required to report Dutiable Commodities Permit No., if any, under the entity Dutiable Commodities Information (0835). If the cargoes are not goods to which the Dutiable Commodities Ordinance (Cap 109) applies, carriers are still required to report "N" which stands for "Non-dutiable Commodities" under this field.

#### Marks / No. (s) (0770)

This is a text field for carriers to describe shipping marks. The information must be provided for cargo in package and should be provided, where applicable, for cargo in bulk. If there are no shipping marks, "no marks" should be provided.

### Gross weight (0795)

This refers to the weight of cargo inclusive of packing, but exclusive of ISO (International Organisation for Standardization) containers or other containers for moving the goods. If several containers are used for carrying the same cargo item under a particular bill of lading, carriers should enter the total gross weight of the cargo in the containers instead of reporting gross weight of the cargo separately in each container.

Please enter the appropriate code for each cargo item under Weight Unit (0740) as follows:

- "GRM" for gram
- "KGM" for kilogram
- "TNE" for tonne

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