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INFORMATIVE ANNEX TO RECOMMENDATION No. 1

Submitted by the International Trade Procedures Working Group (ITPWG)*

This document is submitted to the Centre for approval.

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APPLICATION OF THE UNITED NATIONS LAYOUT KEY

GUIDELINES AND EXAMPLES

(Annex to UN/ECE Recommendation No 1)

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INTRODUCTION

1 In November 1984 the UN/ECE Working Party on Trade Facilitation issued "Guidelines for the application of the United Nations Layout Key when designing trade documents", as document TRADE/WP.4/INF.93. These Guidelines were the result of extensive deliberations within the Working Party and they took into account all known trade documents which at the time had been aligned to the Layout Key. The formal status of the various documents was referred to and the data elements used in them indicated. Practical advice was given regarding particular features and problems relevant for the designing of forms within the framework of an aligned series of trade documents.

2 The status of Guidelines was chosen because the contents were not suitable for a formal Recommendation, as they referred to several documents that were already subject of separate recommendations (Rec No 6 "Invoice Layout Key", Rec No 11 "Multimodal Dangerous Goods Form" and Rec No 22 "Standard Layout Key for Shipping Instructions) or international agreements (Bills of Lading, Rail and Road Consignment Notes, Air Waybill, etc).

3 In the ongoing work on revising all UNECE/FAL Recommendations, it was suggested that Recommendation No 1 on the United Nations Layout Key for Trade Documents should be revised to incorporate the various aligned documents referred to above, and include models for some commercial documents (Enquiry, Offer, Order, Despatch Advice, etc). The delegation of Romania put forward proposals for such forms.

4 Following discussion within the ITPWG, however, it was agreed to re-design the "Guidelines" document and to re-issue it as an Annex to Recommendation No 1, expanding its contents to include the commercial documents mentioned above. It was also agreed to include illustrations of aligned forms and to refer to equivalent electronic applications.

5 [The resulting document was agreed within the ITPWG on ... and approved by CEFACT at its ... session on ...].

I UNITED NATIONS LAYOUT KEY

1 Recommendation No 1 "United Nations Layout Key for Trade Documents", to which this document forms an Annex, was adopted by the UN/ECE Working Party on Facilitation of International Trade Procedures in 1973. A detailed account of the creation of the Layout Key (hereafter referred to as the "UNLK") is given in the text of the Recommendation and can be summarized as follows:

2 In October 1963, it was agreed that a model form prepared within the Working Party could be used as a layout key for the simplification and standardisation of documents used in export trade.

3 During the period 1963 to 1969, decisions or recommendations to align various internationally-established documents to the UNLK were taken by a number of international organisations responsible for banking, Customs, freight forwarding and postal services, and for transport by sea, rail and road. In several UN/ECE member countries aligned series of forms based on the UNLK were introduced.

4 Progress in the field of automatic data processing and data transmission had caused concern that the UNLK might not prove suitable for such applications. After thorough study it was confirmed, however, that it was indeed suitable for such applications as well as for more traditional methods, and it was felt that it would be both justified and appropriate to recommend it as a common basis for the presentation of documents for international trade, whether these documents were to be processed by automated or by traditional, non-automated methods.

5 In consequence, the Working Party in 1973 agreed to adopt a formal Recommendation, confirming the original Layout Key adopted in 1963 and recommending that Governments and interested organisations pursue their efforts to align all documents used in external trade with that Layout Key. In 1978, the UN/ECE Committee on the Development of Trade noted with satisfaction "that the Layout Key for trade documents agreed by ECE experts in 1963, and formally recommended by the Working Party on Facilitation of International Trade Procedures in 1973, had reached a level of world-wide acceptance that made it feasible and desirable to refer to it as the "United Nations Layout Key for Trade Documents". In 1979 the Recommendation was issued as a United Nations sales publication.

II TERMINOLOGY

6. Some terms specified in Recommendation 1 and relevant for these guidelines are listed below, with the source of the definition indicated within brackets. "ECE" means that the definition originates within the UN/ECE; "ISO" or "ISO DP" means that it has been adopted or proposed for adoption as international standard; the number is that of the corresponding ISO Standard or Draft Proposal.

A sizes: a series of trimmed paper sizes as specified in ISO 216-1974 (ISO DP 6760). Note: These are paper sizes in which the relationship of the longer side to the shorter side of the trimmer paper is equal to the ratio between the diagonal and the side of a square.

Address field: an area on a form or envelope reserved for a name and/or address (ISO DP 6760).

Character: a member of a set of elements upon which agreement has been reached and that is used for the organization, control or representation of data (ISO 2382/ W-1974; 04.02.01).

Character spacing ("Pitch"): distance between corresponding points of the stroke center lines of adjacent characters on the same line (ISO DP 6760). Note: Width space for office machines.

Code:

1. the representation of an item of data established by a code or the representation of a character series established by a coded character set (ISO 2382/1V-1974; 04.02.10).

2. the complete set of coded representations defined by a code or by a coded character set (ISO 2382/1V-1974; 04.02.11).

Code box: an area, within a data field, designated for a coded data entry (ECE; ISO DP 6760).

Coded data entry: a data entry expressed in code (ECE).

Column: a field designed for the recording of data in vertical sequence (ISO DP 6760).

Data: a representation of facts, concepts or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or automatic means (ISO 2382/I-1974; 01.01.01).

Data carrier: a data medium that is designed for storage and/or transportation of data (ISO DP 6760).

Data element: a unit of data that, in a certain context, is considered indivisible (ISO 2382/4)

Data entry: data entered on a data carrier (ECE; ISO DP 7670).

Data field: an area designated for a specified data entry (ECE).

Descriptive data entry: a data entry expressed in plain language or in an abbreviated manner (ISO DP 6760).

Document: a data carrier and the data recorded on it, that is generally permanent and that can be read by man or machine.

Document code: a document identifier expressed in code (ECE; ISO DP 6760).

Document identifier: a text or code that specifies the function of a document (ECE; ISO DP 6760).

Document name: the title of a document expressed in plain language (ECE; ISO DP 6760).

Field code: a field identifier expressed in code (ECE).

Field heading: a field identifier expressed in plain language, full or abbreviated (ECE; ISO DP 6760).

Field identifier: a text or code specifying the nature of the data in a data field (ISO DP 6760).

Form: a data carrier designed to carry a visible record of data entries (ECE; ISO DP 6760).

Forms design sheet: an application of a layout chart, intended as an aid for the placing of rules and other preprinted matter in the designing of forms containing margin indicators and a network of lines indicating the location of printed rules (ECE; cf. ISO 3535-1977).

Image area: a predetermined area within which information can be entered for subsequent reproduction, storage or transmission (ISO DP 6760).

ISO-sizes: paper sizes specified in ISO 216-1975 (ISO DP 6760; cf A-sizes).

Layout chart: a sheet provided with scales and other indicators conforming to the characteristics of the majority of character printing machines in general office and data processing use (ECE; ISO 3535-1977).

Layout key: a pro-forma document used for indicating spaces reserved for certain statements appearing in documents in an integrated system (ECE; ISO DP 6422).

Line spacing: the distance between two adjacent baselines (ECE; ISO DP 6760).

Margin: the space between an edge of the form and its adjacent image area (ISO DP 6760).

Master: a document prepared for the purpose of producing other documents, by duplicating or copying its data, completely or in relevant parts (ECE).

One run method: the use of a reproduction process to transfer all or part of the information recorded on a master on one or more forms constituting an aligned series (ECE; ISO DP 6760).

Ordinal data entry: data entry intended for identification of an individual document or an item, or for classification and sorting, but not as a quantity for calculation (ECE).

Quantitative data entry: numerical data entry which can be used as a quantity for calculation (ECE).

Top margin: a margin along the upper edge of the form (ISO DP 6760).

III GENERAL DESIGN PRINCIPLES OF THE UNITED NATIONS LAYOUT KEY

7 The United Nations Layout Key (UNLK) is intended specifically as a basis for the designing of aligned series of forms employing a master document in a reprographic one-run method of document preparation; it can also be applied for the layout of visual display presentations in electronic data applications.

8 Generally, the design of the UNLK is based on the “box design” principle. Care has been taken to place recipient addresses in an area acceptable to postal authorities for use with window envelopes. In placing the other data elements included in the UNLK, consideration has been given to arguments of a technical, legal, commercial, administrative and practical nature put forward by the various interested parties consulted. An area for “free disposal” in the lower part of the format is intended to cater for more particular needs in individual applications.

9 When designing forms on the basis of the UNLK, certain principles should be observed. Data elements specified in the UNLK should be placed in the corresponding space in the form under design, whereas such elements not specified in the UNLK should be placed in the “free disposal” area.

10 Data elements specified in the UNLK but not required in the form under design can be disregarded and the corresponding space used for other purposes in the same way as the “free disposal” area; however, the use of that area may be subject to particular design considerations if the form is to be included in a aligned series or otherwise used in a one-run application.

11 Before any "in-house" documents can be included in a reproducible master at company level, the designer needs to take into account, and place in their proper locations, all relevant items appearing in any international, sectoral or national layout key or standard form which would apply to the aligned series under design. Only such annotations, stamps and similar entries, which are made after the initial one-run completion of the form, can be placed without these considerations.

12 If any free space is used for the expansion of other data fields, it should be borne in mind that this may create problems for trading partners whose automated office procedures are based on aligned documents. If they receive documents containing data fields larger than those set out in the UNLK or in related data standards, they may be unable to accommodate the corresponding data entries in their own systems; in that case, appropriate measures should be taken for coordination between trading partners concerned.

13 The field identifiers in the UNLK indicate the general nature of the information to be contained in the data fields. The data fields can be further sub-divided, observing certain practices which have emerged in the development of various international documents.

IV UNITED NATIONS SYSTEM OF ALIGNED TRADE DOCUMENTS

14 Part X of the recommendation on the UNLK contains an account of the United Nations System of Aligned Trade Documents which describes how the UNLK serves as the basis for the creation of subsidiary international and national layout keys, internationally or nationally established standard forms and – ultimately - aligned masters and forms used at company level.

15 These basic concepts in the field of alignment of documents were agreed upon within the Working Party and such terms as “layout key”, “master” and “one-run method” are now well-established and defined (see paragraph 6). For the purpose of describing the system, the following terminology has been adopted (in all cases, it is assumed that the terms refer to documents which present field headings in accordance with the UNLK):

International specialized or sectoral layout keys: Intergovernmental or non-governmental standards (mainly optional) which direct the layout of further data elements common to the special application or sector for which the layout key is intended. They serve as the basis for the design suitable for use in a one-run system.

Aligned international standard forms: Internationally established forms (mostly mandatory) which direct the layout of further data elements required in relevant treaties, conventions, protocols and similar agreements. These forms do not, in principle, permit any deviation in design. Models of standard forms are often included in such agreements and are named in accordance with the documentary function which they fulfil.

National layout keys: Nationally recommended standards (mandatory or voluntary) which, taking into account relevant specialized and sectoral layout keys and standard forms, direct the layout of any further nationally required data elements with a view to establishing national aligned series of trade documents.

National masters: Nationally recommended standards (mandatory or voluntary) which, taking into account relevant specialized and sectoral layout keys and standard forms, include further required data elements. They serve as the basis for aligned series of trade documents; copies of masters can be used directly for the production of documents: such copies are called “master forms”.

Aligned national standard forms: Nationally standardized forms, which are adapted to the needs of the relevant country. They are often based both on national layout keys/masters and on specialized or sectoral layout keys and are designed for use within an aligned series of trade documents.

Aligned company masters and forms: Masters established by individual companies using the one-run method for completion of trade documents, and all relevant forms needed for a trade transaction – other than mandatory international and national standard forms – adapted to the particular needs of the company concerned, with pre-printed company names and logotype, etc.

16 The “derived” layout keys, masters and forms defined above can be successfully aligned only if certain rules are observed, taking into account a hierarchic structure of interdependence and relations on a number of levels, which are presented graphically in the illustration reproduced below. (In the illustration, interrupted lines (---) depict layout keys, which serve as the basis for the design of forms but cannot themselves be used as operational documents, whereas a full line indicates national masters, to be used for the completion of forms, and standard or other aligned forms to be used as operational documents.)

17 In principle, no form can be designed without taking into account the existence of a layout key, master or standard form at a higher level; conversely, it would be possible for a company to design an aligned form directly on the basis of the UNLK if there were no applicable mandatory layout keys, masters or standard forms at the intermediate levels.

**United Nations
Layout Key**

INTERNATIONAL APPLICATIONS:

**International Sectoral
Layout Key**

**International
Standard Form**

NATIONAL APPLICATIONS:

National Layout Key

**National
Masters**

**National
Standard Form**

APPLICATIONS AT COMPANY LEVEL:

Company masters and forms

18 A characteristic of “derived” layout keys is that they may specify data elements of the UNLK in greater detail or add data elements but still offer flexibility in their implementation. To this category would also belong such agreed or recommended layouts which specify forms’ designs derived from layout keys, suggesting a location and wording for any data elements added to the basic layout key and required for the particular function which the document is intended to fulfil, but which still maintain certain flexibility, as described in each case.

19 For standard or prescribed forms, the exact layout and data content are laid down by international agreements or conventions, with little or no possibility for deviation. A characteristic feature is that these forms, in some cases only after adding some pre-printed identification details, can be used directly as they are for completion with data entries.

V APPLICATION IN PARTICULAR SECTORS

20 The following sectors or specialized application areas have been identified as being relevant for the establishment of sectoral alignment guidelines:

- A Commercial transaction sector:** Includes documents applied between commercial parties in the production, sale and purchase phases of a transaction;
- B Payment sector:** Includes documents related to the requirements of banks to ensure payment
- C Transport and related services:** Includes documents relevant to the physical international transport of goods, including insurance
 - Sub-divided into:
 - C 1 Forwarding and cargo handling ("Intermediary services")
 - C 2 Transport
 - C 3 Insurance
- D Official controls:** Includes documents relevant to government authorities to control the international goods flows

21 A common layout of presentation of the guidelines is followed for each of these sectors, starting with a brief account defining the sector and the documentary functions concerned, specifying whether international sectoral layout keys or standard forms exist and listing the data elements appearing in these documents, with an indication as to whether they are identical to or common with those of the UNLK, or additional for the sector. Whenever relevant, the data elements are identified by reference to the United Nations Trade Data Elements Directory (UNTDDED), using UNTDED numeric identifiers (four digit tags). An account is given of any particular alignment considerations that should be observed, and of problems encountered. Guidance on solutions is given, as appropriate, and as agreed within UN/ECE Group of Experts No. 2: Procedures and Documentation.

A Commercial transaction sector

1 Documents covered

This sector includes all documents exchanged between partners in international trade for the invitation to tender, through the exchange between offeree (prospective seller) and offeree (prospective buyer) to the conclusion of a contract. The relevant identified documentary functions in this sector are usually separated into two areas related to the originators of the documents – namely, the buyer and the seller; contract documents are common to both but are referred to the sales area since they are often prepared by the seller.

The Commercial Invoice is not included since it is not part of the contractual documentation but, rather, a subsequent demand for payment on the basis of a fulfilled contract. The Commercial Invoice is important – not only in its function as defined but also in other procedures, e.g. the determination of Customs Value. For this reason, and also taking into account its widespread and independent use regardless of the contractual situation, the Commercial Invoice is the subject of a separate Recommendation (No.6), listed under section 2 below, for reference only.

The relevant documentary functions can be categorized as being related either to purchase (Enquiry, Order), to sale (Offer/Quotation; Acknowledgement of order; Proforma invoice), or to both (Contract).

2 Existing international sectoral layout keys

Layout Key for commercial invoices (UN/ECE/FAL/Rec No 6)

Layout Key recommended by the ECE, aligned to the UNLK

3 Existing international standard forms

None. However, models for some of the most common forms, aligned with the UNLK, have been prepared and are illustrated in section 6. They include:

- 210 Enquiry/Request for quote/Offer invitation
- 310 Offer/Quotation
- 220 Order
- 320 (Acknowledgement of order/Pro forma invoice)
- 351 Despatch Advice

4 Data elements

For practical reasons, the data elements in the documents referred to above appear in three separate columns: purchase (P), sale (S) and contracts (C). An “x” indicates that the data element is commonly required in the particular category of documents; when placed within brackets it means that the data element may be quoted. There may be individual variations between documents within the category, for detailed information regarding the occurrence and status of data elements, section 7 of the Trade Data Elements Directory should be consulted.

	<u>UNTDED tag</u>	P	S	C
4.1	<u>Identical with the UNLK</u>			
Document date	2006	x	x	x
Consignee	3132	x	x	x
Delivery address	3144	(x)	(x)	(x)
Transport details	8012	x	x	x
Buyer (if other than consignee)	3002		x	x
Country of origin	3238		x	x
Country of destination	3216	x	x	x
Place of issue	3410	x	x	x
Terms of delivery	4052	x	x	x
Terms of payment	4276	x	x	x
Authentication 4426	x		x	x
Shipping marks	7102	x	x	x
Number of packages	7224		x	x
Description of goods	7002		x	x
Type of packages	7064		x	x
Commodity No.	7357	(x)	(x)	(x)

4.2 Synonymous with the UNLK

Contract No.	1296	(x)	(x)	(x)
Contract date	2326	(x)	(x)	(x)
Seller	3346		x	x

4.3 Additional to the UNLK

Order No.	1022			x
Order date	2010			x
Time of delivery	2138			x
Order amount	5060	x		
Unit price	5110	x	x	x
Offer amount	5210		x	
Contract amount	5390			x
Quantity		x	x	x
Buyer's authentication		x		x
Seller's authentication		x	x	
Statements as to general conditions				x

5 Particular alignment consideration or problems

The establishment of a contract in international trade involves the exchange of documents created in different countries where national masters or layout keys may have been introduced for exports as well as for imports, and where a layout conflict may arise when aligned documents from one country's export series are confronted with those from another country's import series.

It is generally accepted practice, also put forward within the ISO, to place the name of the issuer of a document in the top left-hand corner of the document concerned. In the initial stage of a trade

transaction, a party (prospective buyer) approaches one or more other parties (prospective sellers) asking for price quotations. This is often done by letter, but a form may have been designed for this specific purpose.

Although it may not be possible, or even justified, to introduce a one-run system at this preliminary stage of a trade transaction, alignment of the forms involved offers many benefits of a general nature, such as easier comparison of those documents which have been aligned to the same basic layout.

However, strict adherence to the UNLK by inserting names of parties at a stage before a contract has been concluded may create undesirable deviations from the general documentation standards of practices applied in the country concerned. The substitution of names of parties – such as “Issuer of tender invitation”, “Offerer” and “Supplier” – in the corresponding places in the Layout Key illustrates this.

It may therefore have to be accepted that the documents issued prior to the establishment of a contract, either as a separate document or through the issue of Confirmation of Order, may show the name of the same party in different places, depending on the function of the document. The exception is the name of the consignee, which should always appear in its allotted place according to the Layout Key.

6 Illustrations of forms referred to in this section

(please see document TRADE/CEFACT/2001/16/Add.1)

Layout Key for commercial invoices (UN/ECE/FAL/Rec No 6)

- 210 Enquiry/Request for quote/Offer invitation
- 310 Offer/Quotation
- 220 Order
- 320 (Acknowledgement of order/Pro forma invoice)
- 351 Despatch Advice

B Payment sector

1 Documents covered

This sector includes documents exchanged between partner in international trade and their banks, and between banks, for payments related to commercial transactions. The main documentary functions can be categorized as follows:

- Instructions (or applications) from customers to banks concerning a payment to be effected: Instructions for bank transfer; Application for banker's draft; Application for banker's guarantee; Collection order; Documentary credit application; Documents presentation form.
- Advice or information from banks to customers or to beneficiaries of payments: Collection payment advice; Documentary credit payment, acceptance or negotiation advices; Documentary credit; Banker's guarantee.

Information exchange between banks.

It should be borne in mind that alignment (for inclusion of a document in an aligned series and completion using one-run systems) is of interest mainly for those documents that are prepared by a bank's customer and relate to a particular shipment.

2 Existing international sectoral layout keys

Collection order (ICC)

Layout keys recommended by the ICC, aligned to the UNLK

Documentary credit application (ICC)

Layout key recommended by the ICC, aligned to the UNLK

Documentary credit (ICC)

Layout key recommended by the ICC, aligned to the UNLK to the extent relevant; it should be borne in mind that Documentary credits are not issued by traders and are therefore not included in one-run systems.

3 Existing international standard forms

None.

4 Data elements included

(A= Documentary credit application; C= Documentary credit; O= Collection Order)

4.1 Identical with the UNLK

	<u>UNTDDED tag</u>	A	C	O
Document date	2006		x	
Place of issue	3410		x	
Transport details	8012			x

4.2 Synonymous with the UNLK

Number	1172	x		
Advising bank's reference number		x		
Applicant	3132/3002	x	x	
Beneficiary	3336/3030	x	x	
Principal	3336/3030			x
Reference, principal	1472	x		
Drawee/Consignee	3132			x
Drawee if not consignee	3002			x
Goods (brief desc. Without excessive detail) 7002				x
Goods (=7002 Goods description)			x	
FOB/C&F/CIF/other terms	2138	x		
Name, stamp and authorized signature of applicant	4426	x		
Place, date and authentication of principal	3410/4426			x

4.3 Additional to the UNLK

Documentation, references

Documents to be presented by the beneficiary			x	
Documents				x

Dates

Date of this application		x		
Date and Place of expiry (of the credit)	2210/3212	x	x	

Parties, addresses, places

	<u>UNTDED tag</u>	A	C	O
Name of issuing bank	3320	x	x	
Advising bank	3190		x	
Remitting bank				x
Collecting bank to be issued				x
Drafts drawn on			x	x
Credit to be available (with)		x		
Credit available with	3242		x	
Domicile				x
Shipment/dispatch/taking in charge from/at	3214	x	x	
For transportation to	3258	x	x	

Conditions, instructions

Tenor	4302			x
Transferable credit	4340	x		
Collection instructions				x
Confirmation requested/not requested	4320	x		
Partial shipments allowed/not allowed	4360	x	x	
Transshipment allowed/not allowed	4380	x	x	
Credit available for payment/acceptance/ negotiation		x	x	
Credit available against/presentation of documents...and your/beneficiary's drafts		x	x	
Shipment/dispatch/taking in charge not later than		x		
Documents to be presented by the Beneficiary		x		
Documents to be presented within ...days			x	x
Additional conditions		x		
Additional instructions				x
Insurance covered by us	4210	x		
<u>Amount</u>	5450	x	x	x

5 Particular alignment considerations or problems

The documents belonging to the first category mentioned above are obvious candidates for inclusion in one-run systems. Although most banks provide their own (non-aligned) forms for banking instructions, traders frequently design aligned versions for their one-way systems, including instructions of their choice. However, banks usually transmit these instructions in the form of a Collection order, to their correspondents and in some cases the practice is merely to pass on the document received from a client with certain additional notations. This is an argument for alignment also of the bank-to-bank Collection orders, and for the introduction of standard forms suitable for inclusion in national aligned series of trade documents; it is the main reason

behind the ICC project to recommend layout keys for the purpose. Similar reasoning applies to the Application for documentary credits for which the ICC has already recommended a layout key.

Only few of the UNLK data elements are required in these forms, which include a large number of payment-related additional data elements. This means that, in most cases, additional entries need to be made after the initial reproduction process. To a large extent, these additional entries take the form of validations of check-box alternatives.

An alignment conflict may arise with regard to some bank-to-bank documents, particularly those which are established on the basis of aligned documents received from clients.

It would seem logical to adhere strictly to the UNLK, e.g. in the designing of forms for Documentary credits, on the basis of the aligned form Documentary credit application.

However, this would result in the name of the beneficiary being shown where the issuing bank would expect to print its own name, in accordance with general practice, and concern has been expressed that this might cause confusion in inter-bank relations where this general practice prevails. Moreover, the applicant's name might appear in different positions, depending on whether he is buyer as well as consignee.

Experience may result in reconsideration of these anomalies; in the meantime, designers should be aware of the possible implications for their aligned series.

6 Illustrations of forms referred to in this section

(please see document TRADE/CEFACT/2001/16/Add.1)

Documentary credit application (ICC)

Documentary credit (ICC)

C Transport and related services

C 1 Forwarding and cargo-handling (“Intermediary services”)

1 Documents covered

This sector covers documents required in the procedures incidental to the transport and related to the interface between trading partners and carriers, i.e. those related to forwarding and handling of goods moving in international trade, including activities in terminals, warehouses and ports and payment for such intermediary services. The most important documentary functions can be categorized as follows:

- instructions from customers to forwarders: Forwarding instructions;
- goods receipts: Forwarder’s certificate of receipt; Forwarder’s warehouse receipt; Dock receipt; Warehouse (shed) receipt;
- advice documents: Forwarder’s advice to import agent; Forwarder’s advice to exporter
- authorizations and instructions: Delivery order; Handling order; Gate pass;
- administrative documents: Forwarder’s invoice; Port charges documents.

In some cases, several functions are covered by a joint document set, e.g. a Shipping Note, provided by the consignor or his agent to the carrier.

2 Existing international sectoral layout keys

Layout Key for Standard Consignment Instructions (UN/ECE Rec 22)

3 Existing international standard forms

Forwarding instructions - FFI (FIATA)

Model form established by FIATA, aligned to the UNLK, single sheet with blue print on white paper, reverse print

Forwarder’s certificate of receipt – FCR (FIATA)

Model form established by FIATA, aligned to UNLK, single sheet with black print on green background, reverse print.

Forwarder’s warehouse receipt – FWR (FIATA)

Model form established by FIATA, aligned to UNLK, size A3L folded to A4 with black print on orange background, reverse print.

4 Data elements included

4.1 Identical to the UNLK

	<u>UNTDDED tag</u>
Consignor	3336
Consignee	3132
Notify party	3180
Country of origin	3238
Country of destination	3216
Terms of delivery	4052
Number of packages	7224
Description of goods	7002
Types of packages	7064
Gross weight	6292
Net weight	6160
Cube	6322
Place of issue	3430
Date of issue	2006
Authentication	4426

4.2 Synonymous with the UNLK

Supplier, Shipper, Sender	3336/3030
Consigned to order of	3132

Exporter's reference No.; Booking reference; 2006/1472
Port account No.; References

4.3 Additional to the UNLK

Documentation

List of attachments	1346
Number of original Bills of Lading	1067

Dates

Receiving date	2126
Date of delivery	2138

Parties, places

Forwarder, Forwarding agent; Import Agent	3170
--	------

UNTTED tag

Warehouse depositor	3004
Warehouse keeper; Shed operator; Berth operator; Terminal operator; Cargo handling organization; Port administration	3022
Carrier	3126
Freight charges and costs payable to	3274
Berth, Dock, Shed, Warehouse	3156
Place of acceptance	3348
Place of receipt	3302
Place/Port of loading	3230
Place/Port of discharge	3414
Place of delivery	3246
Place of transshipment	3424

Transport details

Identification of means of transport	8212
Transport information	8012

Goods details

Dangerous goods details	7254
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Amounts and charges

Amount	5082
Value insured	5011

Clauses, conditions, instructions

Payment instructions	
Acceptance of goods	4432
Sender's instructions, formalities to be completed, number and nature of documents to be supplied, etc.	4284
Conditions of warehousing	4352

5 Particular alignment considerations or problems

Freight forwarders often create their own aligned one-run systems, which may lead to conflicts with the systems used by their clients. For example, forwarders sometimes design Forwarding instructions as reproducible masters, which clients are asked to fill in and the forwarder, after completion with additional entries, uses in his own one-run system for reproduction of the documents required.

In addition to the procedural aspect of this practice, the design problem could be serious, bearing in mind that usually a number of forwarders are individually serving a large number of different clients. It would therefore be advisable for forwarders to agree on a common layout, the pertinent features of which could be reflected in a national layout key or master.

Similar considerations apply to other documents used for intermediary services. In many cases, it is possible to include these documents in the aligned series used by exporters and importers and to combine functions in sets of forms, of which integral parts serve various purposes in the procedures for cargo handling, port clearance, goods acceptance, etc. In most cases, local conditions vary to such an extent that any layout keys or standard forms need to be established on a local or, possibly, on a national basis.

Shipping instructions issued by consignors are equivalent to Forwarding instructions; when separate forms are used, they should be aligned to each other.

The UNLK provides no space for the name of the Freight forwarder. In some applications where it suffices to indicate name (and place) of the forwarder, this is placed in the lower part of the consignor (Exporter) field. Otherwise, the right-hand address field can be used, as the name of the Buyer is of no interest to the forwarder and the Buyer field is consequently not used in forwarding documents.

Most forwarding instructions include indications of the various documents which are appended to the instructions, such as Customs entries, certificates of origin, commercial invoices, transport documents, etc. These are often placed in a field in the lower left-hand part of the area for free disposal in the UNLK; it is usual to design this field in the form of a grid with columns indicating the types of documents and horizontal fields showing the recipients and how many copies are to be distributed to each of them.

6 Illustrations of forms referred to in this section

(please see document TRADE/CEFACT/2001/16/Add.1)

Layout Key for Standard Consignment Instructions (UN/ECE/FAL Rec 22)

FIATA Forwarding instructions - FFI (FIATA)

Forwarder's Certificate of Receipt – FCR (FIATA)

FIATA Warehouse Receipt – FWR (FIATA)

C 2 Transport

1 Documents covered

This sector includes documents required for the transport of goods moving in international trade; those which are related to local, transport (cartage) and services connected with transport are dealt with elsewhere. The documentary functions in the field of transport can be categorized as follows:

- contract documents, constituting or evidencing a contract of carriage, such as Universal (multipurpose) transport documents, Sea waybills (Liner waybills, Ocean waybills, River waybills), Bills of lading, Rail and Road consignment notes, Air waybills, Despatch notes for post parcels, Multimodal (combined) transport documents. Through bills of lading;
- receipt documents, acknowledging receipt of goods for carriage; Mate's receipt, Acceptance certificates (waterways), Duplicate rail and road consignment notes; Certificate of transport;
- contents documents, listing goods in transport units or means of transport; Cargo and Freight manifests, Bordereau, Container manifest (Unit packing list);
- administrative and legal documents: Road list; Discharge report, Freight invoice; Letter of indemnity;
- notification documents: Booking confirmation, Calling forward notice, Arrival notice, Notices of circumstances preventing delivery or transport, Delivery notice.

2 Existing international sectoral layout keys

Standard Bill of Lading (International Chamber of Shipping)

Layout key recommended by the ICS and applicable for direct and through bills of lading and sea waybills, and for combined transport bills of lading (although it should be noted that the latter deviate from UNLK and cannot be used in shipper-operated one-run systems).

Standard Cargo and Freight Manifests (International Chamber of Shipping)

Layout keys recommended by the ICS, size ISO A3L, applicable to cargo and freight manifests, incorporating the image area and layout of the IMO Cargo Declaration (size ISO A4), partly aligned with Standard Bill of Lading.

3 Existing international standard forms

International Rail Consignment Note (CIM Convention)

Mandatory form, aligned to the UNLK, in a multiform set with print on reverse, five copies printed in blue with red overprint, joined by top stub separated from the form by perforation.

International Road Consignment Note (CMR Convention)

Recommended form, aligned to the UNLK, multiform set with print on reverse, four copies in different print colours (red, blue, green, and black).

Universal Air Waybill (IATA)

Mandatory form adopted by IATA, aligned to the UNLK, in multiform set, printed in nine copies in blue, white, green, pink, and yellow colours.

Despatch Note for post parcels (World Post Convention)

Mandatory form laid down in the World Post Convention, aligned to the UNLK, size ISO A5L, and with print on reverse, green print.

Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL)

Standard form established by FIATA, aligned to the UNLK, printed in black on light blue background, with reverse print

Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB)

Standard form established by FIATA, aligned to the UNLK, printed in black on white background, with light blue borders

Forwarders Certificate of Transport (FIATA - FCT)

Standard form established by FIATA, aligned to the UNLK, printed in black on yellow background, with reverse print.

Shippers Intermodal Weight Certificate (FIATA - SIC)

Standard form established by FIATA, aligned to the UNLK, printed in black on white paper with green borders

4 Data elements included4.1 Identical to the UNLK

	<u>UNTDDED tag</u>	Sea	Rail	Road	Air	Post	Mult
Consignee	3132	x	x	x	x	x	x
Notify address	3180	x					x
Shipping marks; container number	7102	x					x
Number of packages	7224	x	x	x		x	x
Type of packages	7064	x	x	x		x	x
Description of goods	7002	x	x	x	x	x	x
Gross weight	6292	x	x	x	x	x	x
Place of issue	3420	x	x	x	x		x
Document date	2416	x	x	x	x		
Authentication	4426	x	x	x	x		x

4.2 Synonymous with the UNLK

Consigned to order of Shipper, sender	3336					x	
B/L No. Sender's ref	1472	x	x	x	x	x	x
Place of delivery of goods	3246			x			x
Marks and numbers	7102		(x)	x			x
Handling information	7102					x	
Measurement, cubage, volume	6322	x		x	x		x

4.3 Additional to the UNLKTransport details

Carrier name	3126	x		x			
Carrier identification	3127				x		
Place of receipt by pre-carrier	3302	x					
Port of loading	3230	x					
Airport of departure	3214				x		
Port of discharge	3414	x					
Place of delivery by on-carrier	3358	x					
Requested routing	3074		x		x		
Destination station	3048		x				
Airport of destination	3258				x		
Pre-carriage by Vessel	8428	x					
	8122		x				

Details of freight and charges

	UNTDED tag	Sea	Rail	Road	Air Post	Mult
Freight from	3090		x			
Freight to	3102		x			
Tariffs and routes requested	4120		x			
Freight rate	5126				x	
Tariff applied	5430		x			
Commodity item No.	7108				x	
Chargeable weight, kg	6030		x			
Tariff distance, km	6110		x			
Rate of exchange	5402				x	
Instructions as to payment for carriage	4350			x		
To be paid by	3472				x	
Carriage charges, consignee	5202			x		
Carriage charges, sender	5176			x		
Deductions	5254			x	x	
Deductions, sender	5312			x		
Supplementary charges, consignee	5120			x		
Supplementary charges, sender	5002			x		
Other charges, amount	5208				x	
Other charges, collect	5410				x	
Other charges, consignee	5246			x		
Other charges, prepaid	5158				x	
Other charges, sender	5322			x		
Currency	6344	x			x	
Cash on delivery amount	5017		x	x		

5 Particular alignment considerations or problems

Among transport documents, the Bill of Lading was the first to be aligned to the UNLK; the ICS Standard Bill of lading was introduced at the same time as the original ECE Layout key, in 1963. The Standard Bill of lading was designed with a view to enabling inclusion of bill of lading forms in one-run systems operated by consignors/shippers. Problems in this respect arise mainly when shipping lines deviate from the very precise print specification given in the ICS Recommendation.

However, attention is drawn to the fact that the 1978 version of the ICS Recommendation contains a layout key for "Combined Transport Bill of Lading" which creates problems in consignor-based systems, owing to the relatively large fields set aside for "Place of acceptance" and "Place of delivery" in an area which in most aligned series is used for other purposes.

Transport documents carry relatively few UNLK elements but include a large number of additional data elements, most of them related to the calculation of freight charges. This practice of calculating freight costs on the document, however, effectively prevents the rationalization of these documents, since methods of calculation differ according to mode of transport.

(The problem mainly affects documents for air, rail and road transport, as in maritime transport this custom has largely disappeared and freights are calculated and accounted for on separate documents.)

The possibilities of including transport documents – other than those for maritime transport – in one-run systems are limited owing to the existence of complex international standard forms, made up as sets of forms, which may not be separated at the completion stage.

Some particular, potential design problems have been identified in aligning transport documents to the UNLK. One example relates to bills of lading where the field for transport details is lower than that of the UNLK, the reason being that the top quarter of the UNLK field is intended for domestic surface transport. Instead of leaving a framed-in, empty field in the Standard bill of lading, the lower limitation of the field for "Notify address" has been omitted. This is mainly for aesthetic reasons, although consignors who do not use master-based one-run systems obviously might use the "added" space as an extension of the "Notify address" field.

The breakdown of the field for transport details differs between modes of transport. Bills of lading specify the elements needed to determine the liability under the conditions of carriage, such as ports of loading and discharge, name of vessel, etc. Air waybills specify airport of departure and of destination, flight number and date, etc. The result is that there is no common solution for all transport documents which would make it possible to complete these documents from one master. This has consequences also for documents in other sectors where transport details are required. However, this problem will have to be solved before a Universal Transport Document can be introduced, and possible solutions are presently being studied and tested by practical application in some countries.

6 Illustrations of forms referred to in this section

(please see document TRADE/CEFACT/2001/16/Add.1)

Standard Bill of Lading (International Chamber of Shipping)

International Rail Consignment Note (CIM Convention)

International Road Consignment Note (CMR Convention)

Universal Air Waybill (IATA)

Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL)

Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB)

Forwarders Certificate of Transport (FIATA - FCT)

Shippers Intermodal Weight Certificate (FIATA - SIC)

C.3 Insurance

1 Documents covered

This sector includes the documents required for insurance of goods moving in international trade, including the payment of insurance premiums. The main documentary functions can be categorized as follows:

- Insurance agreements. Insurance contract; Insurance policy; Insurance certificate;
- Notification documents: Insurance notice; Cover note; and
- Administrative documents: Premium notice; Insurer's invoice.

The most important of these is the Insurance certificate, which is a document issued to the insured certifying that insurance has been effected and that a policy has been issued. Such a certificate is used primarily when goods are insured under the terms of a floating or an open policy; it is usually not considered to be valid in Court without the policy itself. The Insurance certificate is widely used to save time and labour; it is often prepared the insured, with the insurer's agreement, and is usually valid even without the insurer's endorsement.

2 Existing international sectoral layout keys

None.

3 Existing international standard forms

None.

4 Data elements included

4.1 Identical to the UNLK

	<u>UNTDDED tag</u>
Transport details	8012
Shipping marks	7102
Number of packages	7224
Type of packages	7064
Description of goods	7002
Gross weight	6292
Date of issue	2006
Place of issue	3410
Authentication	4426

4.2 Synonymous with the UNLK

	<u>UNTDDED tag</u>
Insured	3136
References	1004/1472

4.3 Additional to the UNLK

Insurer	3070
Value insured (in letters)	5010
Value insured (in figures)	5011
Insurance conditions	4112
Agent at destination	3430
Average adjuster	3360
Other particulars	
Insurance conditions	4112
Agent at destination	3430
Average adjuster	3360
Other particulars	

5 Particular alignment considerations or problems

Usually, but not always, the consignor/exporter is the insured party; hence, according to current practice, the more general term “Insured” should be used in the field for Consignor/Exporter of the UNLK.

The number usually given to Insurance certificates should be placed in the reference field of the UNLK.

For facts regarding transport which are required by the insurer, a “Transport details” field can be provided in accordance with the UNLK. Examples are information on means of transport, date of shipment and the date when the insurer’s responsibility commences, transshipment, loading and delivery points. If the space is to be sub-divided, the layout should be based on that of the transport document concerned, e.g. the ICS Standard Bill of Lading.

The “Value insured” should preferably be placed at the bottom of the field for “Terms and conditions” of the UNLK, i.e. in the space L 23/24, P 45-80. If the “Value insured” is required in letters also, this can be inserted in the space immediately above the value figures. If preferred, however, the “Value insured” can be placed at the bottom of the goods description area.

In conjunction with details about “Shipping marks”, it is desirable to indicate the type of load unit and packaging, since such data are useful for insurance purposes. They should be placed in accordance with the UNLK.

In addition to “Gross weight”, in certain cases, it is essential to know the volume of the goods insured, particularly in the case of liquids (e.g. wine). Provided that an appropriate measure

unit specifier is used (litres, cubic meters, etc.) this information can be given in the “Gross weight” field.

Most insurance certificates in current use include information on “Insurance conditions”, “Agent at destination” and “Average adjuster”. For these items, and for other particulars, optional space is available in the “Free disposal” area of the UNLK.

As regards “Insurance conditions”, only very brief reference should be made to the general conditions of contract under which the Certificate has been issued or the wording of the specific conditions pertaining to the operation in question. It is therefore unnecessary to reproduce all the clauses of the insurance policy on the Certificate.

The two address indications of “Agent of destination” and “Average adjuster” may be placed either under each other or side by side, depending on space requirements for the insurance conditions or the need for a field for other particulars.

The space which in the UNLK is reserved for “Consignee” and “Modify address” may be used, either for these particulars if required, or for the name of the beneficiary of the insurance if different from the insured. It may be headed “Other particulars”.

6 Illustrations of forms referred to in this section

(To be found)

D Official controls sector

1 Documents covered

This sector includes documents required for the control of goods moving in international trade, conducted by various official bodies in exporting, importing and transit countries. These controls are required for a number of purposes, which can be categorized as follows:

- Collection of Customs duties and taxes, safeguarding of revenue: Customs Goods declarations for export, home use, warehousing, transit , etc.; Single Administrative Documents; Cargo declarations; Customs invoice; Tax declarations for value-added tax, etc.; Transit bond-notes,
- Quantitative restrictions on exports and imports: Applications for export or import licence; export and import licences,
- Controls and restrictions regarding exchange: Exchange control declaration; Application for exchange allocation; Foreign exchange permit.
- Sanitary, veterinary and plant controls: Phytosanitary, Sanitary and Veterinary certificates, and applications for such certificates.
- Controls of quality and product standards: Goods control and inspection certificates and applications for such certificates; Regional appellation certificates.
- Granting of preferential treatment for goods of certain origin: Certificates of origin and applications for such certificates; GSP Certificate; Declarations of origin.
- Restrictions imposed to safeguard public security, cultural heritage, etc.: Dangerous goods declaration.

- Collection of foreign trade statistics: Statistical documents for export and import.

Consular invoices are still required in some countries; it is sometimes asserted that they belong to one of the categories mentioned above.

2. Existing international sectoral layout keys

Goods declaration for home use (Kyoto Convention)

Layout key established by the Customs Co-operation Council and appended to Annex B1 of the Kyoto Convention.

Goods declaration for export (Kyoto Convention)

Layout key established by the Customs Co-operation Council and appended to Annex C1 of the Kyoto Convention;

Goods declaration for transit (Kyoto Convention)

Layout key established by the Customs Co-operation Council and appended to Annex E1 of the Kyoto Convention, also appended to Annex I to the Convention on International Multimodal Transport of Goods, Geneva 1980.

Phytosanitary certificate (Plant Protection Convention)

Model form laid down in the International Plant Protection Convention, Paris 1951.

Certificate of origin (Kyoto Convention)

Layout key established by the Customs Co-operation Council and appended to Annex D2 of the Kyoto Convention.

Dangerous goods declaration (UN/ECE/FAL Rec.11)

Layout key recommended by ECE, aligned to UNLK.

3 Existing international standard forms

Cargo declaration (IMO FAL Convention)

Model form recommended by IMO for use under Standard 2.3 of the IMO Convention on Facilitation of International Maritime Traffic (London, 1965).

GSP Certificate (UNCTAD)

Mandatory form established under the UNCTAD Generalized System of Preferences, black print on security (guilloche) paper, with reverse print, sets of two joined by perforated fold at upper edge.

Single Administrative Document (SAD)

Document used within the European Union for import, export, and transit procedures.

4 Data elements included

(E/I = Export and import entries; Tr = Transit entries; Or = Certificates of origin; GSP = GSP Certificates; FAO = Phytosanitary certificates; IMO = IMO Cargo declarations)

4.1 Identical to the UNLK

	<u>UNTDDED tag</u>	E/I	Tr	Or	GSP	FAO	IMO
Reference No.	1472	x	x	x	x	x	x
Consignor/Exporter	3336	x	x	x	x	x	x
Consignee	3132		x	x		x	
Delivery address	3246		x				
Country whence consigned	3220		x	x			
Country of origin	3238	x		x			
Country of destination	3216		x	x			
Number of packages	7224	x	x	x	x	x	x
Type of packages	7064	x	x	x	x	x	x
Description of goods	7002	x	x	x	x		x
Commodity number	7357		x				
Gross weight	6292	x	x	x	x		x
Customs value	5032	x					
Place of issue	3410	x	x	x	x	x	
Date of issue	2416	x	x	x	x	x	
Authentication	4426	x	x	x	x	x	

4.2 Synonymous with the UNLK

	<u>UNTDDED tag</u>	E/I	Tr	Or	GSP	FAO	IMO
Importer; Goods consigned to	3132		x		x		
Place of origin	3238					x	
Marks and numbers	7102		x	x	x	x	x
Distinguishing marks	7102					x	
Name of produce	7002					x	
Tariff heading	7357		x				
Net weight; quantity; quantity declared	6160	x				x	
Measurement	6322						x

4.3 Additional to the UNLKDocumentation, references

Documents attached	1346		x				
Import licence No.	1106		x				
Export licence No.	1208		x				
Manifest No.	1188		x				
Transport document No.	1188		x				
Invoice date	2376		x	x			
Invoice number	1334	x	x				

Parties

Declarant	3140	x	x				
Bank		x					
Official issuing body			x		x		

Transport details

Itinerary	3050			x			
Identification of means of transport	8212		x	x			
Vessel	8122			x			

5 Particular alignment considerations or problems

Application forms are often required by the bodies competent to issue licences and certificates. Sometimes, the licences and certificates are issued simply by endorsement of the application form, which then assumes the function of the official licence or certificate document. In other cases, the competent body issues a separate, official document on the basis of the data contained in the application. The application, or one copy of a dual-function application form, is always retained and filed by the competent body.

Considerable time and cost saving is possible if the competent body is prepared to accept and endorse separate licence or certificate forms filled in by the applicants.

As at least two copies are needed, and provided that the application and licence/certificate forms are aligned, there are certain advantages in using separate forms for the Application and for the Licence/Certificate. First, the authority of the official document is enhanced if it carries the title Licence or Certificate rather than the title "Application for...".

Secondly, the application form has some space for the formal application text and for data intended for use by the competent body in evaluating the case; it would not be appropriate for these data to appear also in the official document. In consequence, the space made free in the official document can be used for other purposes, e.g. for the formal certification which will thus be superimposed on the corresponding field in the application form.

6 Illustrations of forms referred to in this section

(please see document TRADE/CEFACT/2001/16/Add.1)

- Dangerous goods declaration (UN/ECE/FAL Rec.11)
- Goods declaration for home use (Kyoto Convention)
- Goods declaration for export (Kyoto Convention)
- Goods declaration for transit (Kyoto Convention)
- Certificate of origin (Kyoto Convention)
- GSP Certificate (UNCTAD)
- Single Administrative Document (SAD)

VI EXAMPLE OF AN ALIGNED SERIES OF TRADE DOCUMENTS

The series of aligned export documents includes illustrations of
(please see document TRADE/CEFACT/2001/16/Add.1)

Master

Offer

Acknowledgement of Order

Invoice

Dispatch Advice

Banking Instructions

Forwarding Instructions

VII APPLICATION IN ELECTRONIC DOCUMENTS

The UNLK was a prerequisite for the creation of aligned series of trade documents. It allowed the application of new document processing techniques as the one run system and this led to a reduction of transaction costs and time. Even if paper is still the most used medium for trade documents, electronic trade documents are now more and more common. What is then the link between paper and electronic documents?

The creation of the UNLK began with a study of the data requirements in trade, as they could be recorded from the traditional paper documents. Data requirements were normally satisfied through text entered into boxes with headings. On the basis of the study of a number of representative documents a list of the most common "boxes" was agreed upon and laid out on an A-4 size paper, following certain design rules.

The resulting Layout Key provided a series of what we now call standard data elements with related representations and a standard sequence for their presentation. At the time the only possible way to transmit these data was on paper by mail.

When, during the 1970s, computers and electronic transmission methods came into use, the data standardisation based on the UNLK could be applied through agreed data standards as issued in the Trade Data Elements and the Trade Data Interchange Directories.

More recent Electronic Data Interchange standards such as UN/EDIFACT provide stable protocols suitable to describe the semantic content of trade documents. Communication and Information Technology increasingly manages the supply chain. Moreover, new concepts for electronic document description, such as XML, are emerging and enjoy increasing support.

Electronic trade documents can reduce shortcomings of traditional, paper-based documents and offer new opportunities to the trading community. They can integrate into electronic data processing environments, facilitate the distribution of documents and allow new methods for authentication and encoding. With related software they provide build-in support of code lists, verify completeness and consistency of data and facilitate the translation of documents. In conjunction with mobile communication they will allow new, flexible and decentralized concepts in managing and controlling the transport and warehousing of goods.

Despite their advantages the use of electronic trade documents is still limited. The main reason is the lack of a suitable electronic document standard. Prerequisite for the exchange of electronic UN/EDIFACT documents is that all receiving parties have beforehand agreed on the exact configuration of the message and have installed and configured UN/EDIFACT processing software. As for XML documents, no international agreed message standard exists. This situation is not compatible with the reality of international supply chains, which require the collaboration of numerous actors, many of which never establish direct contact. Thus electronic documents currently are mainly exchanged within the same organizational unit or between closely linked trading partners. Another limiting factor is the lack of an international agreement on best practice when using electronic documents. Especially when interacting with regulatory authorities it is often unclear whether electronic document meet the required documentary functions and what are the obligations of the parties in the interchange.

The UNLK, intended to align paper documents, cannot be directly applied to electronic documents. But it can give guidance by addressing aspects of content and rendering. The data elements of

electronic documents should be derived from the UNTDED or another, publicly accessible repository and should be provided with speaking tags. The semantic description of data elements in electronic documents is more precise and thus more restrictive than in the paper counterpart. In combination with enforced integrity checks this will restrict the business scenarios in which the electronic document is applicable. The designers of electronic trade documents will therefore have to trade off between the degree of semantic content of the electronic document and the requirement of a broad field of application. Although the precise formatting requirements defined in ISO 3535 are not mandatory, the adoption to new storage and display devices should preserve the original aspect of the paper document, including the sequence and the grouping of its boxes were possible.

Appendix

DEFINITIONS AND DESCRIPTIONS OF DOCUMENT NAMES

Introduction

In 1982 the UN/ECE Working Party on Facilitation of International Trade Procedures adopted a list of names of trade documents, with numeric identifiers and descriptions of their functions. The list was published in document TRADE/WP.4/INF.84 in the series of Trade Facilitation Information documents issued jointly by UN/ECE and UNCTAD.

The background for this list goes back to 1966 when it was first issued as part of the "ECE Guide on Simplification and Standardization of External Trade Documents". It was revised in 1981 before final adoption in 1982.

The principles for inclusion of document names in the list were that the documents were in current use in international trade, that they were used for trade in goods rather than in services and that they were related to individual consignments rather than to consolidated documents covering entire cargoes or loads of means of transport.

Another principle was to use generic rather than specific names to represent document functions, with the exception of such specific documents with global or very widespread application which would justify explicit recognition in the list. More detailed explanations are given in document TRADE/WP.4/INF.84.

The documents in the list were grouped in the following nine application areas:

1	Production	(Group A in Rec 18)
2	Purchase	(Group A in Rec 18)
3	Sale	(Group A in Rec 18)
4	Payment - Banking	(Group B in Rec 18)
5	Insurance	(Group C in Rec 18)
6	Intermediary services	(Group C in Rec 18)
7	Transport	(Group C in Rec 18)
8	Exit regulations	(Group D in Rec 18)
9	Entry and transit regulations	(Group D in Rec 18)

The documents were referred to the different areas taking into account the place or time of issue or validation rather than the place and occasion of their use or application.

For every document function included in the list, a three-digit numeric code (tag) was allocated, the first digit indicating the group to which the document had been referred. For specific application regimes a reference was added (e.g. 720-CIM for rail consignment notes established under the CIM Convention).

The descriptions of the functions of the documents either were agreed within the Working Party or were obtained from other sources which are indicated by reference to the relevant Convention (or similar) or the originator of the description. The reference "UN/ECE/FAL" thus indicates that the description has been formally adopted within the ECE facilitation bodies.

The following codes are used as source indications in cases when a full reference is not given:

BIMCO	Baltic and International Maritime Council
CCC	Customs Co-operation Council (now World Customs Organization)
CCC Glossary	Customs Co-operation Council Glossary
FIATA	International Federation of Freight Forwarders Associations.
GIT	Glossary of the ECE Inland Transport Committee (ME/TRANS/D.40)
IATA	International Air Transport Association
ICC	International Chamber of Commerce
IMO	International Maritime Organisation
IMO-FAL	Convention on Facilitation of International Maritime Traffic 1965
UNCTAD	United Nations Conference on Trade and Development
UPU	Universal Postal Union

Names and descriptions of documents

The following document descriptions apply to the forms referred to in the Guidelines.

1 Production

105 Purchase order: Document issued within an enterprise to initiate the purchase of articles or materials required for the production or manufacture of goods to be offered for sale or otherwise supplied to customers. (UN/ECE/FAL)

110 Manufacturing instructions: Document issued within an enterprise to initiate the manufacture of goods to be offered for sale or otherwise supplied to customers. (UN/ECE/FAL)

120 Stores requisition: Document issued within an enterprise ordering the taking out of stock of goods ordered by a customer. (UN/ECE/FAL)

130 Invoicing data sheet : Document issued within an enterprise containing data about the goods sold, to be used as the basis for the preparation of a commercial invoice. (UN/ECE/FAL)

140 Packing instructions: : Document issued within an enterprise giving instructions on how goods are to be packed. (UN/ECE/FAL)

141 Packing list: Document specifying the distribution of goods in individual packages. (UN/ECE/FAL)

150 Internal transport order: Document giving instructions about the transport of goods within an enterprise. (UN/ECE/FAL)

190 Statistical and other administrative internal documents: Documents issued within an enterprise for the purpose of collection of production and other internal statistics, and for other administrative purposes. (UN/ECE/FAL)

2 Purchase

210 Enquiry: Document issued by a party interested in the purchase of goods specified therein and indicating particulars, desirable conditions regarding delivery terms, etc., addressed to a prospective supplier with a view to obtaining an offer (UN/ECE/FAL)

215 Letter of intent: Document by means of which a buyer informs a seller that the buyer has accepted an offer in principle and intends to enter into contractual negotiations. (UN/ECE/FAL)

220 Order: Document by means of which a buyer initiates a transaction with a seller involving the supply of goods as specified, according to conditions set out in an offer, or otherwise known to the buyer (UN/ECE/FAL)

240 Delivery instructions: Document issued by a buyer giving instructions regarding the details of the delivery of goods ordered. (UN/ECE/FAL)

245 Delivery release: Document issued by a buyer releasing the despatch of goods after receipt of a ready for despatch advice from the seller. (UN/ECE/FAL)

3 Sale

310 Offer/Quotation: Document which, with a view to concluding a contract, sets out the conditions under which the goods are offered. (UN/ECE/FAL)

315 Contract: Document evidencing an agreement between the seller and the buyer for the supply of goods; its effects are equivalent to those of an Order followed by an Acknowledgement of order. (UN/ECE/FAL)

320 Acknowledgement of order: Document acknowledging an undertaking to fulfil an order and confirming conditions or acceptance of conditions (UN/ECE/FAL)

325 Proforma invoice: Document serving as a preliminary invoice, containing - on the whole - the same information as the final invoice, but not actually claiming payment. (UN/ECE/FAL)

330 Request for delivery instructions: Document issued by a supplier requesting instructions from the buyer regarding the details of the delivery of goods ordered. (UN/ECE/FAL)

335 Booking request: Document issued by a supplier to a carrier requesting space to be reserved for a specified consignment, indicating desirable conveyance, despatch time, etc. (UN/ECE/FAL)

340 Shipping instructions: Document advising details of cargo and exporter's requirements for its physical movement. (UN/ECE/FAL)

343 Cartage order (local transport): Document giving instructions regarding local transport of goods, e.g. from the premises of an enterprise to those of a carrier undertaking further transport. (UN/ECE/FAL)

345 Ready for despatch advice: Document issued by a supplier informing a buyer that goods ordered are ready for despatch. (UN/ECE/FAL)

350 Despatch order: Document issued by a supplier initiating the despatch of goods to a buyer (consignee.) (UN/ECE/FAL)

351 Despatch advice: Document by means of which the seller or consignor informs the consignee about the despatch of goods. (UN/ECE/FAL)

370 Advice of distribution of documents: Document in which the party responsible for the issue of a set of trade documents specifies the various recipients of originals and copies of these documents, with an indication of the number of copies distributed to each of them. (UN/ECE/FAL)

380 Commercial invoice: Document claiming payment for goods supplied under conditions agreed between seller and buyer. (UN/ECE/FAL)

4 Payment - Banking

409 Instructions for bank transfer. Document containing instructions from a customer to his bank to pay an amount in a specified currency to a nominated party in another country by a method either specified (e.g. teletransmission, air mail) or left to the discretion of the bank. (UN/ECE/FAL)

447 Collection order: Document whereby a bank is instructed (or requested) to handle financial and/or commercial documents in order to obtain acceptance and/or payment, or to deliver documents on such other terms and conditions as may be specified. (ICC Uniform Rules for Collections)

450 Payment order: Document containing information needed to initiate the payment. It may cover the financial settlement for one or more commercial trade transactions. A payment order is an instruction to the ordered bank to arrange for the payment of one specified amount to the beneficiary. (UN/ECE/FAL)

460 Documentary credit application: Document whereby a bank is requested to issue a documentary credit. (UN/ECE/FAL)

465 Documentary credit: Document in which a bank states that it has issued a documentary credit under which the beneficiary is to obtain payment, acceptance or negotiation on compliance with certain terms and conditions and against presentation of stipulated documents and such drafts as may be specified. The credit may or may not be confirmed by another bank. (UN/ECE/FAL)

5 Insurance

520 Insurance certificate: Document issued to the insured certifying that insurance has been effected and that a policy has been issued. Such a certificate for a particular cargo is primarily used when goods are insured under the terms of a floating or an open policy; at the request of the insured it can be exchanged for a policy. (UN/ECE/FAL)

530 Insurance policy: Document issued by the insurer evidencing an agreement to insure and containing the conditions of the agreement concluded whereby the insurer undertakes for a specific fee to indemnify the insured for the losses arising out of the perils and accidents specified in the contract. (UN/ECE/FAL)

575 Insurer's invoice: Document issued by an insurer specifying the cost of an insurance which has been effected and claiming payment therefore. (UN/ECE/FAL)

580 Cover note: Document issued by an insurer (insurance broker, agent, etc.) to notify the insured that his insurance has been carried out. (UN/ECE/FAL)

6 Intermediary services

610 Forwarding instructions (FIATA-FFI): Document issued by a consignor to a freight forwarder, giving instructions regarding the action to be taken by the freight forwarder for the forwarding of goods described therein. (UN/ECE/FAL)

621 Freight Forwarder's advice to import agent: Document issued by a freight forwarder in an exporting country advising his counterpart in an importing country about the forwarding of goods described therein. (UN/ECE/FAL)

622 Freight Forwarder's advice to exporter: Document issued by a freight forwarder informing an exporter of the action taken in fulfillment of instructions received. (UN/ECE/FAL)

623 Freight Forwarder's invoice: Invoice issued by a freight forwarder specifying services rendered and costs incurred and claiming payment therefore. (UN/ECE/FAL)

624 Forwarder's certificate of receipt (FIATA-FCR): Non-negotiable document issued by a freight forwarder to certify that he has assumed control of a specified consignment, with irrevocable instructions to send it to the consignee indicated in the document or to hold it at his disposal. (UN/ECE/FAL)

630 Shipping note: Document provided by the shipper or his agent to the carrier, multimodal transport operator, terminal or other receiving authority, giving information about export consignments offered for transport, and providing for the necessary receipts and declarations of liability. (Sometimes a multipurpose cargo handling document also fulfilling the functions of documents 632, 633, 6540 and 655.) (UN/ECE/FAL)

631 Forwarder's warehouse receipt FIATA-FWR: Document issued by a freight forwarder acting as Warehouse Keeper acknowledging receipt of goods placed in a warehouse, and stating or referring to the conditions which govern the warehousing and the release of goods. The

document contains detailed provisions regarding the rights of holders-by-endorsement, transfer of ownership, etc. (UN/ECE/FAL)

632 Goods receipt: Document issued by a port, warehouse/shed, or terminal operator acknowledging receipt of goods specified therein on conditions stated or referred to in the document. (UN/ECE/FAL)

633 Port charges documents: Documents specifying services rendered, storage and handling costs, demurrage and other charges due to the owner of goods described therein. (UN/ECE/FAL)

640 Delivery order: Document issued by a party entitled to authorize the release of goods specified therein to a named consignee, to be retained by the custodian of the goods (UN/ECE/FAL).

650 Handling order: Document issued by a cargo handling organization (port administration, terminal operator, etc.) for the removal or other handling of goods under their care. (UN/ECE/FAL)

655 Gate pass: Document authorizing goods specified therein to be brought out of a fenced-in port or terminal area. (UN/ECE/FAL)

7 Transport

701 Universal (multipurpose) transport document: Document evidencing a contract of carriage covering the movement of goods by any mode of transport, or combination of modes, for national as well as international transport, under any applicable international convention or national law and under the conditions of carriage of any carrier or transport operator undertaking or arranging the transport referred to in the document. (UN/ECE/FAL)

702 Goods receipt, carriage: Document issued by a carrier or a carrier's agent, acknowledging receipt for carriage of goods specified therein on conditions stated or referred to in the document, enabling the carrier to issue a transport document. (UN/ECE/FAL)

710 Sea waybill: Non-negotiable document which evidences a contract for the carriage of goods by sea and the taking over of the goods by the carrier, and by which the carrier undertakes to deliver the goods to the consignee named in the document. (UN/ECE/FAL)

Remark: Synonymous with "straight" or "non-negotiable Bill of Lading" used in certain countries, e.g. Canada and the United States of America

710 River waybill: Transport document issued by the carrier to the shipper of goods carried by river which evidences receipt of the goods for carriage and binds the carrier to surrender the goods to the consignee at the port of destination. (UN/ECE/FAL)

711 Bill of Lading: Document which evidences a contract of carrier by sea and the taking over or loading of goods by the carrier, and by which the carrier undertakes to deliver the goods against surrender of the document. A provision in the document that the goods are to be

delivered to the order of a named person, or to order, or to bearer, constitutes such an undertaking. (United Nations Conference of the Carriage of Goods by Sea)

Remark: In certain countries, e.g. Canada and the United States of America, the term "Bill of lading" is used to represent a "negotiable Bill of lading"

711 Inland waterways Bill of lading: Negotiable transport document made out to a named person, to order or to bearer, signed by the carrier and handed to the sender after receipt of the goods. (UN/ECE/FAL)

713 Mate's receipt: Document issued by a ship's officer to acknowledge that a specified consignment has been received on board a vessel, and the apparent condition of the goods; enabling the carrier to issue a Bill of lading. (UN/ECE/FAL)

720 Rail consignment note (generic term): Transport document constituting a contract for the carriage of goods between the sender and the carrier (the railway). For international rail traffic, this document must conform to the model prescribed by the international conventions concerning carriage of goods by rail, e.g. CIM Convention, SMGS Convention.

Remark: For international rail traffic, this document must conform to the model prescribed by the international conventions concerning carriage of goods by rail, e.g. CIM Convention, SMGS Convention (GIT)

730 Road consignment note: Transport document which evidences a contract between a carrier and a sender for the carriage of goods by road (generic term).

Remark: For international road traffic, this document must contain at least the particulars prescribed by the convention on the contract for the international carriage of goods by road (CMR).

740 Air waybill: Document made out by or on behalf of the shipper which evidences the contract between the shipper and carrier(s) for carriage of goods over routes of the carrier(s) and which is identified by the airline prefix issuing the document plus a serial (IATA).

750 Despatch note (post parcels): Document which, according to Article 106 of the "Agreement concerning Postal Parcels" under the UPU convention, is to accompany post parcels. (UPU)

760 Multimodal/combined transport document (generic): A transport document used when more than one mode of transportation is involved in the movement of cargo. It is a contract of carriage and receipt of the cargo for a multimodal transport. It indicates the place where the responsible transport company in the move takes responsibility for the cargo, the place where the responsibility of this transport company in the move ends and the conveyances involved. (UN/ECE/FAL)

760-MTD Multimodal transport document: Document which evidences a multimodal transport contract, the taking in charge of the goods by the multimodal transport operator, and an undertaking by him to deliver the goods in accordance with the terms of the contract. (International Convention on Multimodal Transport of Goods, not yet in force)

760-BIMCO Multimodal Transport Bill of Lading (MULTIDOC 95): Negotiable document evidencing a contract for the performance and/or procurement of performance of multimodal transport and delivery of goods, the taking in charge of the goods by the multimodal transport operator and an undertaking by him to deliver the goods in accordance with the terms of the contract. The document is issued by the Baltic and International Maritime Council, subject to the UNCTAD/ICC Rules for Multimodal Transport Documents (ICC Publication No 481)

760-FBL Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL): Document which evidences a multimodal transport contract, the taking in charge of the goods by the multimodal transport operator and an undertaking by him to deliver the goods in accordance with the terms of the contract. The document can also be issued for uni-modal sea transport from port to port. The document is issued by FIATA, subject to the UNCTAD/ICC Rules for Multimodal Transport Documents, ICC Publication No 481. (FIATA)

760-FWB Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB): Document which evidences a multimodal transport contract, the taking in charge of the goods by the multimodal transport operator, and an undertaking by him to deliver the goods in accordance with the terms of the contract. The document can also be issued for uni-modal sea transport from port to port. The document is issued by FIATA, subject to the UNCTAD/ICC Rules for Multimodal Transport Documents, ICC Publication No 481. (FIATA)

761 Through bill of lading: Bill of lading which evidences a contract of carriage from one place to another in separate stages of which at least one stage is a sea transit, and by which the issuing carrier accepts responsibility for the carriage as set forth in the through bill of lading. (UN/ECE/FAL)

763 Forwarder's certificate of transport (FIATA-FCT): Document issued by a freight forwarder to certify that he has taken charge of a specified consignment for despatch and delivery in accordance with the consignor's instructions, as indicated in the document, and that he accepts responsibility for delivery of the goods to the holder of the document through the intermediary of a delivery agent of his choice. The document is negotiable if issued "to order". (FIATA)

770 Booking confirmation: Document issued by a carrier to confirm that space has been reserved for a consignment in means of transport. (UN/ECE/FAL)

775 Calling forward notice: Instructions for release or delivery of goods. (UN/ECE/FAL)

780 Freight invoice: Document issued by a transport operation specifying freight costs and charges incurred for a transport operation and stating conditions of payment. (UN/ECE/FAL)

781 Arrival notice (goods): Notification from the carrier to the consignee in writing, by telephone or by any other means (express letter, message, telegram, etc.) informing him that a consignment addressed to him is being or will shortly be held at his disposal at a specified point in the place of destination. (GIT)

782 Notice of circumstances preventing delivery (goods): Request made by the carrier to the sender, or, as the case may be, the consignee, for instructions as to the disposal of the consignment when circumstances prevent delivery and the return of the goods has not been requested by the consignor in the transport document. (GIT)

783 Notice of circumstances preventing transport (goods): Request made by the carrier to the sender, or, the consignee as the case may be, for instructions as to the disposal of the goods when circumstances prevent transport before departure or en route, after acceptance of the consignment concerned. (GIT)

784 Delivery notice (goods): Notification in writing, sent by the carrier to the sender, to inform him at his request of the actual date of delivery of the goods. (GIT)

785 Cargo manifest: Listing of goods comprising the cargo carried in a means of transport or in a transport-unit. The cargo manifest gives the commercial particulars of the goods, such as transport document numbers, consignors, consignees, shipping marks, number and kind of packages and descriptions and quantities of the goods. (CCC Glossary)

786 Freight manifest: Document containing the same information as a cargo manifest, and additional details on freight amounts, charges, etc. (UN/ECE/FAL)

787 Bordereau: Document used in road transport, listing the cargo carried on a road vehicle, often referring to appended copies of Road consignment note. (UN/ECE/FAL)

788 Container manifest (unit packing list): Document specifying the contents of particular freight containers or other transport units, prepared by the party responsible for their loading into the container or unit. (UN/ECE/FAL)

789 Shippers Intermodal Weight Certification (FIATA-SIC): Document issued by a shipper to a freight forwarder for certification of the gross weight to comply with weight restriction regulations in certain countries (eg. in the USA the Intermodal Safe Container Act 1992). (FIATA)

8 Exit regulations

810 Export licence application: Application for permission to export specified goods of a specified value to a specific destination. (UN/ECE/FAL)

811 Export licence: Document granting permission to export goods as detailed within a specific time. (UN/ECE/FAL)

812 Exchange control declaration, export: Document completed by an exporter/seller as a means whereby the competent body may control that the amount of foreign exchange accrued from a trade transaction is repatriated in accordance with the conditions of payment and exchange control regulations in force. (UN/ECE/FAL)

830 Goods declaration for exportation: Document by which goods are declared for export Customs clearance, conforming to the layout key set out in Appendix I to Annex C.1 to the Kyoto Convention, concerning outright exportation (CCC).

833 Cargo declaration : Generic term, sometimes referred to as Freight declaration, applied to the documents providing the particulars required by the Customs concerning the cargo (freight) carried by commercial means of transport (CCC Glossary).

833-IMO Cargo declaration: Specific cargo declaration established in the Convention on Facilitation of International Maritime Traffic (London 1965) to be the basic document providing information relating to the cargo required by public authorities on (arrival or) departure of vessels. (IMO-FAL)

840 Application for goods control certificate: Document submitted to a competent body by party requesting a Goods control certificate to be issued in accordance with national or international standards, or conforming to legislation in the importing country, or as specified in the contract. (UN/ECE/FAL)

841 Goods control certificate: Document issued by a competent body evidencing the quality of the goods described therein, in accordance with national or international standards, or conforming to legislation in the importing country, or as specified in the contract. (UN/ECE/FAL)

850 Application for phytosanitary certificate: Document submitted to a competent body by party requesting a Phytosanitary certificate to be issued. (UN/ECE/FAL)

851 Phytosanitary certificate: Document issued by the competent body in the exporting country evidencing that plants, fruit, or vegetables are free from disease and fit for consumption and giving details on fumigation or other treatment to which they may have been subjected. (UN/ECE/FAL)

852 Sanitary certificate: Document issued by the competent authority in the exporting country evidencing that alimentary and animal products, including dead animals, are fit for human consumption, and giving details, when relevant, of controls undertaken. (UN/ECE/FAL)

853 Veterinary certificate: Document issued by the competent authority in the exporting country evidencing that live animals or birds are not infested or infected with disease, and giving details regarding their provenance, and of vaccinations and other treatment to which they have been subjected. (UN/ECE/FAL)

855 Application for inspection certificate: Document submitted to a competent body by a party requesting an Inspection certificate to be issued in accordance with national or international standards, or conforming to legislation in the country in which it is required, or as specified in the contract. (UN/ECE/FAL)

856 Inspection certificate: Document issued by a competent body evidencing that the goods described therein have been inspected in accordance with national or international standards, in conformity with legislation in the country in which the inspection is required, or as specified in the contract. (UN/ECE/FAL)

860 Certificate of origin, application for: Document submitted to a competent body by an interested party requesting a Certificate of origin to be issued in accordance with relevant criteria, and on the basis of evidence of the origin of the goods. (UN/ECE/FAL)

861 Certificate of origin (generic term): A specific document identifying goods, in which the authority or body authorized to issue it certifies expressly that the goods to which the certificate relates originate in a specific country. The word "country" may include a group of countries, a region or a part of a country. This certificate may also include a declaration by the manufacturer, producer, supplier, exporter or other competent person. (CCC Glossary)

861-CCC Certificate of origin: Specific form for certificate of origin laid down in Annex D.2 (concerning documentary evidence of origin) to the Kyoto Convention. (CCC Glossary)

861-GSP Certificate (UNCTAD): Specific form for certificate of origin for goods qualifying for preferential treatment under the Generalized System of Preferences (includes a combined Declaration of Origin and Certificate, Form A).

862 Declaration of origin: Appropriate statement as to the origin of the goods, made in connection with their exportation by the manufacturer, producer, supplier, exporter or other competent person on the Commercial Invoice or any other document relating to the goods (CCC, Annex D.2, Kyoto Convention).

863 Regional appellation certificate: Certificate drawn up in accordance with the rules laid down by an authority or approved body, certifying that the goods described therein qualify for a designation specific to the given region (e.g. champagne, port wine, Parmesan cheese). (UN/ECE/FAL)

870 Consular invoice: Document to be prepared by an exporter in his country and presented to a diplomatic representation of the importing country for endorsement and subsequently to be presented by the importer in connection with the import of the goods described therein. (UN/ECE/FAL)

890 Dangerous goods declaration: Document issued by a consignor in accordance with applicable conventions or regulations, describing hazardous goods or materials for transport purposes, and stating that the latter have been packed and labelled in accordance with the provisions of the relevant conventions or regulations. (UN/ECE/FAL)

895 Statistical document, export: Document in which an exporter provides information about exported goods required by the body responsible for the collection of international trade statistics. (UN/ECE/FAL)

9 Entry and Transit regulations

910 Import licence, application for: Document in which an interested party applies to the competent body for authorization to import either a limited quantity of articles subject to import restrictions, or an unlimited quantity of such articles during a limited period, and specifies the kind of articles, their origin and value, etc. (UN/ECE/FAL)

911 Import licence: Document issued by the competent body in accordance with import regulations in force, by which authorization is granted to a named party to import either a limited quantity of designated articles or an unlimited quantity of such articles during a limited period, under conditions specified in the document. (UN/ECE/FAL)

925 Application for exchange allocation: Document whereby an importer/buyer requests the competent body to allocate an amount of foreign exchange to be transferred to an exporter/seller in payment for goods. (UN/ECE/FAL)

926 Foreign exchange permit: Document issued by the competent body authorizing an importer/buyer to transfer an amount of foreign exchange to an exporter/seller in payment for goods. (UN/ECE/FAL)

927 Exchange control declaration (import): Document completed by an importer/buyer as a means for the competent body to control that a trade transaction for which foreign exchange has been allocated has been executed and that money has been transferred in accordance with the conditions of payment and the exchange control regulations in force. (UN/ECE/FAL)

930 Goods declaration for home use: Document by which goods are declared for import Customs clearance according to Annex B.1 (concerning clearance for home use) to the Kyoto convention (CCC).

931 Customs immediate release declaration: Document issued by an importer notifying Customs that goods have been removed from an importing means of transport to the importer's premises under a Customs-approved arrangement for immediate release, or requesting authorization to do so. (UN/ECE/FAL)

932 Customs delivery note: Document whereby a Customs authority releases goods under its control to be placed at the disposal of the party concerned. Synonym: Customs release note. (UN/ECE/FAL)

933 Cargo declaration (arrival): Generic term, sometimes referred to as Freight declaration, applied to the documents providing the particulars required by the Customs concerning the cargo (freight) carried by commercial means of transport. (CCC Glossary)

933-IMO Cargo declaration (arrival): Specific cargo declaration established in the Convention on Facilitation of International Maritime Traffic (London 1965) to be the basic document providing information relating to the cargo required by public authorities on arrival (or departure) of vessels. (IMO-FAL)

934 Value declaration: Document in which a declarant (importer) states the invoice or other price (e.g. selling price, price of identical goods), and specifies costs for freight, insurance and packing, etc., terms of delivery and payment, any relationship with the trading partner etc., for the purpose of determining the Customs value of goods imported. (UN/ECE/FAL)

935 Customs invoice: Document required by the Customs in an importing country in which an exporter states the invoice or other price (e.g. selling price, price of identical goods), and specifies costs for freight, insurance and packing, etc., terms of delivery and payment, for the purpose of determining the Customs value in the importing country of goods consigned to that country. (UN/ECE/FAL)

936 Customs declaration (post parcels): Document which, according to Article 106 of the "Agreement concerning Postal Parcels" under the UPU Convention, must accompany post parcels and in which the contents of such parcels are specified. (UPU)

937 Tax declaration (value added tax): Document in which an importer states the pertinent information required by the competent body for assessment of value-added tax. (UN/ECE/FAL)

950-CCC Goods declaration for Customs transit: Document by which the sender declares goods for Customs transit according to Annex E.1 (concerning Customs transit) to the Kyoto Convention. (CCC)

950 TIR carnet: International Customs document (International Transit by Road), issued by a guaranteeing association approved by the Customs authorities, under the cover of which goods are carried, in most cases under Customs seal, in road vehicles and/or containers in compliance with the requirements of the Customs TIR Convention of the International Transport of Goods under cover of TIR Carnets. (TIR Convention)

955 ATA carnet: International Customs document (Admission Temporaire/Temporary Admission) which, issued under the terms of the ATA Convention (1961), incorporates an internationally valid guarantee and may be used, in lieu of national Customs documents and as security for import duties and taxes, to cover the temporary admission of goods and, where appropriate, the transit of goods. If accepted for controlling the temporary export and reimport of goods, international guarantee does not apply. (CCC Glossary)

955 Transit bond-note: National Customs document providing authority for goods to be conveyed in Customs transit without prior payment of import duties and taxes, generally containing all the particulars necessary for the assessment, where appropriate, of import duties and taxes, and an undertaking, covered by security, to produce the goods at the Customs office of destination with Customs seals intact. (CCC Glossary)

995 Statistical document, import: Document in which an importer provides information about imported goods required by the body responsible for the collection of international trade statistics. (UN/ECE/FAL)
