

## Recommendation 22

### **LAYOUT KEY FOR STANDARD CONSIGNMENT INSTRUCTIONS**

At its twenty-eight session, the Working Party on Facilitation of International Trade Procedures agreed that the Layout Key for Consignment Instructions (TRADE/WP.4/R.551) would be processed as ECE/FAL Recommendation No. 22. The Recommendation reproduced below was adopted at the twenty-ninth session of the Working Party in March 1989.

#### **RECOMMENDATION**

The Working Party on Facilitation of International Trade Procedures,

**Recommends** that the layout key appended to the present recommendation be used as a basis for the design of standard consignment instructions intended to convey instructions from either a seller/consignor or a buyer/consignee to a freight forwarder, carrier or his agent, or other provider of service, enabling the movement of goods and associated activities.

At the twenty-ninth session of the Working Party, representatives attended from: Albania; Austria; Belgium; Bulgaria; Canada; Czechoslovakia; Denmark; Finland; France; German Democratic Republic; Germany, Federal Republic of; Hungary; Netherlands; Norway; Poland; Romania; Spain; Sweden; Switzerland; Turkey; Union of Soviet Socialist Republics; United Kingdom of Great Britain and Northern Ireland; United States of America; and Yugoslavia. Representatives from Japan, New Zealand and Senegal participated under Article 11 of the Commission's terms of reference.

The session was attended by representatives of the secretariat of the United Nations Conference on Trade and Development (UNCTAD) and of the International Maritime Organization (IMO) as well as by representatives of the following international organizations: European Economic Community (EEC); Customs Co-operation Council (CCC). The following non-governmental organizations were represented: International Chamber of Commerce (ICC); International Organization for Standardization (ISO); International Air Transport Association (IATA); International Association of Ports and Harbours (IAPH); International Chamber of Shipping (ICS); International Data Exchange Association (IDEA); Interna-

tional Road Transport Union (IRU); International Federation of Freight Forwarders Associations (FIATA); International Union of Railways (UIC); Society for Worldwide Interbank Financial Telecommunication (S.W.I.F.T.). Also present at the invitation of the secretariat were a representative of the European Free Trade Association (EFTA) and representatives from the Korean Committee for Simplification of International Trade Procedures (with headquarters located in the Republic of Korea).

#### **I. BACKGROUND**

1. In 1982, the then Group of Experts on Procedures and Documentation, a subsidiary body of the Working Party on Facilitation of International Trade Procedures, initiated a feasibility study for a Universal Transport Document (UTD), following a proposal transmitted by the delegation of Sweden. The intention was to study the possibility of introducing a document evidencing a contract of carriage covering the movement of goods by any mode of transport, under any applicable international convention or national law and under the conditions of carriage of any carrier or transport operator.

2. As the work developed, it appeared that the development of a UTD raised a number of problems of a legal or practical nature which were beyond the scope of the Working Party. At the same time, it was realized that there was a need for Transport Instructions that would eliminate the necessity for shippers to cope with a variety of transport documents and would constitute an important step towards the facilitation of pre-transport procedures.

3. The Group of Experts in 1985 agreed to place emphasis on the development of standard transport instructions. An *ad hoc* group led by Sweden and including representatives from Belgium; France, Germany, Federal Republic of; United Kingdom; the International Railway Transport Committee (CIT); and the International Federation of Freight Forwarders Associations (FIATA) made an inventory of data requirements for a transport/shipping instruction. A number of countries and transport organizations participated in further elaboration of the list.

4. At its March 1987 session, the Group of Experts agreed on the name "Consignment instruction" as well as on the description and the functions of the form, a layout key for which was subsequently prepared by the secretariat.

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5. At its twenty-eighth session, in September 1988, the Meeting of Experts on Procedures and Documentation agreed that the important role of the Consignment Instructions in connection with the facilitation of transport documents warranted that the layout key be the subject of a Recommendation. This view was endorsed by the Working Party on Facilitation of International Trade Procedures, which adopted the present Recommendation at its twenty-ninth session, in March 1989.

## II. SCOPE

6. This Recommendation provides a Layout Key for Standard Consignment Instructions, based on the United National Layout Key for Trade Documents, and intended to convey instructions from either a seller/consignor or a buyer/consignee to a freight forwarder, carrier or his agent, or other provider of a service, enabling the movement of goods and associated activities.

## III. FIELD OF APPLICATION

7. This Recommendation applies to Consignment Instructions relevant for the following functions:

- (a) movement and handling of goods (shipping, forwarding and transport);
- (b) Customs (including Customs clearance and payment of Customs duties);
- (c) distribution of documents;
- (d) allocation of charges (freight and charges for the connected operations);
- (e) special instructions (insurance, dangerous goods, goods release, additional documents required, etc.).

8. The purpose of the Consignment Instructions is merely to convey instructions from a principal to a provider of such services, without assuming any contractual status in relation to such services. The Instructions therefore do not address the question of the liabilities of any carrier that may be contracted as a result of the Instructions given. Any reference to parties is intended solely to provide relevant names for use in subsequent documents (e.g. Bills of lading).

9. The five functions listed in paragraph 7 have been included in order to avoid the need of separate instruction forms; the Consignment Instructions apply multimodally.

10. Tacit or explicit acceptance of the instructions, however, engage the services of the service provider, under his conditions, if not otherwise stated.

## IV. TERMINOLOGY

11. Certain technical terms, which are of relevance for the present Recommendation, are defined below:

**Aligned forms:** a series of forms so designed that items of

information common to all forms appear in the same relative positions on each form (ECE; ISO DP 6760).

**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.

**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 6760).

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

**ISO-sizes:** paper sizes specified in ISO 216-1975 (ISO DP 6760).

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

**Line spacing:** the distance between two adjacent base-lines (ECE; ISO DP 6760).

## V. DESCRIPTION

12. **Paper size** – The paper size for the Layout Key is the international ISO size A4 (210 x 297 mm, 8<sup>1</sup>/<sub>3</sub> x 11<sup>2</sup>/<sub>3</sub> in), with provision for ISO size A5L (148 x 210 mm) for certain postal forms and for the equivalent sizes specified for continuous forms in ISO 2784-1974. In some countries, particularly in North America, the paper size 216 x 280 mm (8<sup>1</sup>/<sub>2</sub> x 11 in) is commonly used. Where this size is used, alignment can be achieved by maintaining the same top and left-hand margins, which places the layout in the same relative position *vis-à-vis* the top and left-hand paper edges; the resulting common image area measures 183 x 262 mm.

13. **Spacing measurements** – The basic spacing measurements of the Layout Key (1<sup>1</sup>/<sub>6</sub> in or 4.24 mm for line spacing and 1<sup>1</sup>/<sub>10</sub> in or 2.54 mm for character spacing) correspond to the line and character spacings utilized in the majority of machines used for completion of forms, such as typewriters, computer printers and other automated character-producing equipment, and also with optical character recognition devices.

14. **Margins and design principles** – A top (gripper) margin of 10mm and a left-hand (filing) margin of 20 mm have been reserved. The design is based on ISO 3535-1977 “Forms Design Sheet and Layout Chart”, using

standard column widths suitable for pre-set standard tabulating positions.

15. *Design considerations*—Generally, the design of the Layout Key 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 Layout Key, 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” at the lower part of the format is intended to cater for more particular needs in individual applications.

## VI. APPLICATION PRINCIPLES

16. The following principles apply for the designing of forms on the basis of the Standard Consignment Instructions Layout Key:

16.1. Data elements *specified* in the Consignment Instructions Layout Key should be placed in the corresponding space in the form under design.

16.2. Data elements *not specified* in the Consignment Instructions Layout Key should be placed in the “free disposal area”.

16.3. Data elements specified in the Consignment Instructions Layout Key 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.

16.4 National masters may provide for alternative use of space not utilized for the purpose intended in the Consignment Instructions; such space can also be used for information filled in subsequent to the original document preparation.

17. The field identifiers in the Consignment Instructions Layout Key only indicate the nature of the information to be contained in the fields. The data fields can be further sub-divided observing certain practices which have emerged in the development of various international documents. As examples, it is possible to provide space for the consignor’s agent in the bottom part of the consignor field; the field for transport details can be sub-divided to accommodate the various data elements specifying places of the itinerary, modes and means of transport, etc. The depth of the “goods description” area can be adjusted to the average need by raising or lowering the dotted line as required.

## VII. DATA ELEMENTS REQUIRED FOR CONSIGNMENT INSTRUCTIONS

18. The listing of data elements in this section is neither exhaustive, nor mandatory; it is only intended to provide a basis for selection of relevant data. A selection has been made from those data elements included in the United Nations Trade Data Elements Directory (UNTDDED) which appear to be of relevance for the purpose of Consignment Instructions; they have been grouped together in a general way according to their main functions. As an example, “Customs data (export)/Statistics” include a number of data elements that might not at all be relevant in certain applications, or might apply only under particular conditions.

***Notes to the list:***

All amounts to be associated with 6344/5 Currency.

All measurements to be supported, as appropriate, by reference to 6410 Measure unit specifier.

Data elements are repeatable, as appropriate.

M = Mandatory data elements;

C = Conditional data element or data unit (generic terms or headings). Use will be determined by transport mode, consignment type, function(s) covered and national practice.

| <i>Data element</i>           | <i>Location</i>              | <i>Status, remarks</i>      |
|-------------------------------|------------------------------|-----------------------------|
| <b>Message identification</b> |                              |                             |
| 1000/1                        | Document name                | C<br>(M in paper documents) |
| 1002/3                        | Message name                 | C<br>(M in messages)        |
| <b>Reference numbers</b>      |                              |                             |
| 1004                          | Document number              | Box 2<br>C                  |
| 1016                          | Booking reference number     | Box 2<br>C                  |
| 1022                          | Order number                 | Box 2<br>C                  |
| 1106                          | Import licence number        | Box 8<br>C                  |
| 1140                          | Consignor’s reference number | Box 2<br>C                  |
| 1172                          | Documentary credit number    | Box 8<br>C                  |

## Layout Key for Standard Consignment Instructions

| <i>Data element</i>      | <i>Location</i>                            | <i>Status, remarks</i>                 |
|--------------------------|--|--|
| 1208                     | Export licence number                      | Box 8 C                                |
| 1296                     | Contract number                            | Box 2 C                                |
| 1460                     | Freight forwarder's reference No.          | Box 2 C                                |
| 1474                     | Reference data                             | Box 2 C                                |
| 2442                     | Import licence validity period             | Box 8 C                                |
| <b>Parties</b>           |  |  |
| 3030/1                   | Exporter                                   | Box 1 C                                |
| 3052/3                   | Carrier's agent                            | Box 4 C                                |
| 3126/7                   | Carrier                                    | Box 4 C                                |
| 3128                     | Carrier name                               | Box 4 C                                |
| 3132/3                   | Consignee                                  | Box 3 M                                |
| 3144/5                   | Delivery party                             | Box 5 C                                |
| 3170/1                   | Freight forwarder                          | Box 4 C                                |
| 3180/1                   | Notify party                               | Box 5 C                                |
| 3282/3                   | Despatch party                             | Box 1 C                                |
| 3336/7                   | Consignor                                  | Box 1 M                                |
| 3412                     | Department or employee                     | C Applies to any party, as appropriate |
| 3470/1                   | Freight payer                              | C As appropriate                       |
| 3472/3                   | Charges payer                              | C " "                                  |
| 3072/3                   | Service provider                           | Box 4 M                                |
| <b>Transport details</b> |  |  |
|                          |  | Box 7 M                                |
| 2080                     | Transport acceptance time limit            | Box 7 C                                |
| 2281                     | Departure date and time, coded             | Box 7 C                                |
| 3048/9                   | Destination station (rail)                 | Box 12 M                               |
| 3074                     | Requested routing                          | Box 7 C                                |
| 3120/1                   | Loader indicator (rail)                    | Box 7 M                                |
| 3214/5                   | Place of departure                         | C (or 3334/5 or 3230/1)0               |
| 3230/1                   | Port of loading                            | C (or 3214/5 or 3334/5)0               |
| 3258/9                   | Place of destination                       | C (or 3414/5 or 3392/3)2               |
| 3334/5                   | Place of loading                           | C (or 3214/5 or 3230/1)0               |
| 3392/3                   | Place of discharge                         | C (or 3258/9 or 3414/5)1               |
| 3414/5                   | Port of discharge                          | C (or 3258/9 or 3392/3)1               |
| 3424/5                   | Transhipment place                         | Box 7 C                                |
| 4020                     | Declaration (Rail)                         | Box 6 C                                |
| 4078/9                   | Handling instructions                      | Box 7/8 C                              |
| 4080                     | Loading instructions                       | Box 7/8 C                              |
| 4132                     | Transhipment indicator                     | Box 8 C                                |
| 4218                     | Transport priority                         | Box 8 C                                |
| 4380                     | Transhipment authorization                 | Box 8 C                                |
| 6052                     | Vehicle tare                               | Box 8 C                                |
| 6242                     | Transport temperature                      | Box 7/8 C                              |
| 8008                     | Exchangeable equipment type                | Box 7/8 C                              |
| 8020                     | Loading tackle/containers, categ.          | Box 7/8 C Rail                         |
| 8028                     | Conveyance reference number                | Box 7/8 C                              |
| 8030                     | Loading tackle/container marks and numbers | Box 7/8 C Rail                         |
| 8032                     | Exchangeable equipment number              | Box 7/8 C                              |
| 8046                     | Number of containers                       | Box 14 C                               |
| 8066/7                   | Mode of transport                          | Box 9 C                                |
| 8112                     | Wagon part load (rail)                     | Box 7/8 M                              |
| 8142/3                   | Container movement                         | Box 7/8 C                              |
| 8212                     | Identification of the means of transport   | C (8110, 8122,8162, 8164 or 8320)      |
| 8260                     | Container identifier                       | Box 14 C                               |

## Layout Key for Standard Consignment Instructions

| <i>Data element</i>                      | <i>Location</i> | <i>Status, remarks</i>  |
|--|-----------------|-------------------------|
| <b>Goods details</b>                     | Box 14          | M                       |
| 4202 ADR/LMDG certification              | Box 14          | C DG only               |
| 6008 Height dimension                    | Box 14          | C                       |
| 6012 Consignment gross weight            | Box 15          | C                       |
| 6024 Quantity ordered                    | Box 14          | C                       |
| 6140 Width dimension                     | Box 14          | C                       |
| 6156 Container tare weight               | Box 14          | C                       |
| 6168 Length dimension                    | Box 14          | C                       |
| 6240 Storage temperature                 | Box 14          | C                       |
| 6292 Gross weight                        | Box 15          | C Rail                  |
| 6294 Container gross weight              | Box 15          | C                       |
| 6322 Cube                                | Box 16          | C                       |
| 6420 Dangerous goods net quantity        | Box 14          | C DG only               |
| 6422 Consignment cube                    | Box 16          | C                       |
| 7002 Description of goods                | Box 14          | C                       |
| 7042 Number of consignment pieces        | Box 14          | C                       |
| 7064/5 Type of packages                  | Box 14          | C                       |
| 7088 Dangerous goods flashpoint          | Box 14          | C DG only               |
| 7102 Shipping marks                      | Box 14          | C                       |
| 7124 UNDG number                         | Box 14          | C DG only               |
| 7182 ADR/RID class number (road/rail)    | Box 14          | C DG only               |
| 7184 Dangerous goods: RID indicator      | Box 14          | C DG only (rail)        |
| 7224 Number of packages                  | Box 14          | C                       |
| 7254 Dangerous goods technical name      | Box 14          | C DG only               |
| 7357 Commodity code                      | Box 14          | C                       |
| 7380 IMDG Code page number               | Box 14          | C DG only (sea)         |
| 7416 IMDG class number                   | Box 14          | C DG only (sea)         |
| 7488 Dangerous goods additional info.    | Box 14          | C DG only               |
| <b>Customs data (export)/Statistics</b>  | Box 6/8         | C If international trpt |
| 1426 Goods declaration number            | Box 6/8         | C                       |
| 3080 Customs clearance place             | Box 6/8         | C                       |
| 3216/7 Country of destination            | Box 6/8         | C                       |
| 3220/1 Country whence consigned          | Box 6/8         | C                       |
| 3238/9 Country of origin                 | Box 6/8         | C                       |
| 5032 Customs value                       | Box 18          | C                       |
| 6048 Net net weight                      | Box 17          | C                       |
| 6102 Supplementary quantity              | Box 17          | C                       |
| 6146 Legal weight                        | Box 17          | C                       |
| 6160 Net weight                          | Box 17          | C                       |
| 6344/5 Currency                          | Box 6/8         | C                       |
| 7282 Tariff code number (Customs)        | Box 14          | C                       |
| 8452/3 Nationality of means of transport | Box 9           | C                       |
| 9032 Previous Customs procedure          | Box 6/8         | C                       |
| 9144 Parties' relationship               | Box 6/8         | C                       |
| 9212/3 Type of duty regime               | Box 6/8         | C                       |
| 9308 Seal number                         | Box 6/8/14      | C                       |
| 9380 Customs procedure                   | Box 6/8         | C                       |
| <b>Documentation</b>                     | Box 19          | C                       |
| 1030 Advice of collection number (rail)  | Box 19          | C                       |
| 1066/7 Number of original B/Ls           | Box 19          | C                       |
| 1160/1 Document required                 | Box 19          | C                       |
| 1346/7 Document enclosed                 | Box 19          | C                       |
| 1370 Document recipient                  | Box 19          | C                       |
| 1478 Number of copies of document        | Box 19          | C                       |

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| <i>Data element</i>                    | <i>Location</i>  | <i>Status, remarks</i> |
|--|--|------------------------|
| 2210                                   | Documentary credit expiry date                                       | Box 19 C               |
| 3410/1                                 | Place of issue of document   | Box 22 C               |
| <b>Freight and charges<sup>1</sup></b> |  | Box 20 C               |
| 3018/9                                 | Incoterms place  | Box 8 C                |
| 3090                                   | Freight from   | Box 20 C               |
| 3102                                   | Freight to   | Box 20 C               |
| 4052                                   | Terms of delivery  | Box 8 C                |
| 4102/3                                 | Pre-payment instructions   | Box 20 C               |
| 4106                                   | Freight pre-payment confirmation                                     | Box 20 C               |
| 4110                                   | Incoterms code   | Box 8 C                |
| 4120                                   | Tariffs and routes requested   | Box 20 C               |
| 4237                                   | Prepaid/Collect indicator code                                       | Box 20 C               |
| 4286                                   | Freight payable at   | Box 20 C               |
| 5017                                   | COD amount   | Box 20 C               |
| 5036                                   | Declared value for carriage  | Box 20 C               |
| 5126                                   | Freight rate   | Box 20 C               |
| 5252                                   | Charge description   | Box 20 C               |
| 5414                                   | Disbursement amount  | Box 20 C               |
| 8022/3                                 | Freight and charges description                                      | Box 20 C               |
| <b>Insurance</b>                       |  | Box 13 C               |
| 3070                                   | Insurer  | Box 13/21 C            |
| 3136                                   | Insured  | Box 13/21 C            |
| 4210                                   | Insurance action specifier   | Box 13 C               |
| 4264                                   | Insurance coverage details   | Box 13 C               |
| 5011                                   | Value insured (in figures)   | Box 13 C               |
| <b>Free text</b>                       |  | Box 8/21 C             |
| 4014                                   | Container transport information                                      | Box 8/21 C             |
| 4070                                   | Information for consignee  | Box 8/21 C             |
| 4284                                   | Sender's instructions to carrier                                     | Box 8/21 C             |
| 8190                                   | Free text, transport<br>Documentary credit stipulations <sup>2</sup> | Box 8/21 C             |
| <b>Authentication</b>                  |  | Box 22 C               |
| 2006/7                                 | Document date  | Box 22 C               |
| 3410                                   | Place of issue of document   | Box 22 C               |
| 3412                                   | Department or employee   | Box 22 C               |
| 4426                                   | Authentication   | Box 22 C               |

<sup>1</sup> To be re-examined in the context of the study on harmonization of the description of freight costs and charges in transport documents.

<sup>2</sup> The free text may include a reference to documentary credit instructions.

## **VIII. DATA FIELDS IN THE LAYOUT KEY**

19. The headings of the data fields appearing in the Standard Consignment Instructions Layout Key are listed below. The remarks are intended to describe the nature of the information to be entered in the data fields. The numbers refer to the numbers of the boxes in the Layout Key illustration on page 17. The UNTDED data elements, listed in Section VII by categories and in numeric tag sequence, are accounted for under each data field. (It is recalled that all data elements included in the UNTDED are provided with agreed descriptions.)

### **Field 1: *Consignor***

Name and address of party which, by contract with a carrier, consigns him or sends goods with the carrier, or has them conveyed by him.

Corresponding data elements:

- 3030/1 Exporter;
- 3282/3 Despatch party;
- 3336/7 Consignor.

### **Field 2: *References***

This field is intended for numbers referring to documents, actions or parties and such other reference data as the parties might wish to state.

Corresponding data elements:

- 1004 Document number;
- 1016 Booking reference number;
- 1022 Order number;
- 1140 Consignor's reference number;
- 1172 Documentary credit number;
- 1296 Contract number;
- 1460 Freight forwarder's reference No;
- 1472 Reference data.

### **Field 3: *Consignee***

Name and address of the party to which the goods are consigned. The field has been located in conformity with international postal specifications so as to allow the use of window envelopes.

Corresponding data elements:

- 3132/3 Consignee.

### **Field 4: *Service provider***

Name and address of a party who undertakes, or makes arrangements for the forwarding, carriage, Customs clearance, insurance and other activities associated with the movement of goods, acting upon instructions from a principal.

Corresponding data elements:

- 3052/3 Carrier's agent;
- 3072/3 Service provider;
- 3126/7 Carrier;
- 3128 Carrier name;
- 3170/1 Freight forwarder.

### **Field 5: *Notify/delivery address***

Name and address of the party to be notified of arrival of goods, or to which goods should be delivered.

Corresponding data elements:

- 3144/5 Delivery party;
- 3180/1 Notify party.

### **Field 6: *Customs data***

Information needed in connection with the Customs control of the consignment and for statistical data collected by Customs.

Corresponding data elements:

- 1426 Goods declaration number (Customs) (or box 8);
- 3080 Customs clearance place (or box 8);
- 3216/7 Country of destination (or box 8);
- 3220/1 Country whence consigned (or box 8);
- 3238/9 Country of origin (or box 8);
- 4020 Declaration (rail);
- 6344/5 Currency (or box 8);
- 9032 Previous Customs procedure (or box 8);
- 9144 Parties' relationship (or box 8);
- 9212/3 Type of duty regime (or box 8);
- 9308 Seal number (or box 8 or 14);
- 9380 Customs procedure (or box 8).

### **Field 7: *Transport details***

This field is intended for such details regarding the transport which are useful to the recipient of the instructions and for which separate fields have not been provided (mode and means of transport, places of loading and discharge, place of destination, see fields 9-12).

Corresponding data elements:

- 2080 Transport acceptance time limit;
- 2281 Departure date and time, coded;
- 3074 Requested routing;
- 3120/1 Loader indicator (rail);
- 3424/5 Transshipment place;
- 4078/9 Handling instructions (or box 8);
- 4080 Loading instructions (or box 8);
- 6242 Transport temperature (or box 8);
- 8008 Exchangeable equipment type (or box 8);
- 8020 Loading tackle/containers, categ. (or box 8);
- 8028 Conveyance reference number (or box 7);

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8030 Loading tackle/container marks and numbers (or box 8);  
8032 Exchangeable equipment number (or box 8);  
8112 Wagon part load (rail) (or box 8);  
8142/3 Container movement (or box 8).

### Field 8: *Free text*

This field (and field 21) are intended for such data for which specific fields have not been provided in the Layout Key. (As to the conditions for using these fields, see section VI Application Principles).

#### Corresponding data elements:

1106 Import licence number;  
1172 Documentary credit number;  
1208 Export licence number;  
2442 Import licence validity period;  
4078/9 Handling instructions (or box 7);  
4080 Loading instructions (or box 7);  
4132 Transshipment indicator;  
4218 Transport priority;  
4380 Transshipment authorization;  
6052 Vehicle tare;  
6242 Transport temperature (or box 7);  
8008 Exchangeable equipment (or box 7);  
8020 Loading tackle/containers, categ. (or box 7);  
8030 Loading tackle/container marks and numbers (or box 7);  
8032 Exchangeable equipment number (or box 7);  
8112 Wagon part load (rail) (or box 7);  
8142/3 Container movement (or box 7);  
1426 Goods declaration number (Customs) (or box 6);  
3080 Customs clearance place (or box 6);  
3216/7 Country of destination (or box 6);  
3220/1 Country whence consigned (or box 6);  
3238/9 Country of origin (or box 6);  
6344/5 Currency (or box 6);  
9032 Previous Customs procedures (or box 6);  
9144 Parties' relationship (or box 6);  
9212/3 Type of duty regime (or box 6);  
9308 Seal number (or box 6 or 14);  
9380 Customs procedure (or box 6);  
3018/9 Incoterms place;  
4052 Terms of delivery;  
4111 Incoterms code;  
4014 Container transport information (or box 21);  
4070 Information for consignee (or box 21);  
4284 Sender's instructions to carrier (or box 21);  
8190 Free text, transport (or box 21).

### Field 9: *Mode/Mean of transport*

Method of transport used (sea, road, rail, air, etc.), and identification of the means of transport actually used.

#### Corresponding data elements:

8066/7 Mode of transport;  
8212 Identification of the means of transport;

8110 Flight identification;  
8122/3 Vessel;  
8162 Road motor vehicle number;  
8164 Trailer number;  
8320 Rail wagon number.

### Field 10: *Place of loading*

Place (port, airport) where the goods are loaded onto the means used for their transport.

#### Corresponding data elements:

3214/5 Place of departure;  
3230/1 Port of loading;  
3334/5 Place of loading.

### Field 11: *Place of discharge*

Place (port, airport) where the goods are unloaded from the means used for their transport.

#### Corresponding data elements:

3258/9 Place of destination;  
3392/3 Place of discharge;  
3414/5 Port of discharge.

### Field 12: *Place of destination*

Place to which a means of transport is destined.

#### Corresponding data elements:

3048/9 Destination station (rail);  
3258/9 Place of destination;  
3414/5 Port of discharge;  
3392/3 Place of discharge.

### Field 13: *Insurance details*

This field is intended for such details regarding insurance of the consignment that the service provider might need in order to attend to insurance.

#### Corresponding data elements:

3070 Insurer (or box 21);  
3136 Insured (or box 21);  
4210 Insurance action specifier;  
4264 Insurance coverage details;  
5011 Value insured (in figures).

### Field 14: *Shipping marks; Container Numbers; Number of packages, Type of packages; Goods description*

This area is intended for the description of the consignment for transport purposes. It should show the outer markings, identifying numbers of containers or other transport units, the number of packages as they appear for transport, their type and a general description of the

contents (as opposed to a detailed specification of articles). No vertical column lines have been pre-printed in this part of the Consignment Instructions Layout Key as it is felt that better economy of space can be achieved by a suitable tabulating arrangement when filling out the forms.

ECE Recommendation No. 15 gives information on the use of simplified shipping marks.

Corresponding data elements:

- 8046 Number of containers;
- 8260 Container identifier;
- 4202 ADR/IMDG certification;
- 6008 Height dimension;
- 6024 Quantity ordered;
- 6140 Width dimension;
- 6156 Container tare weight;
- 6168 Length dimension;
- 6240 Storage temperature;
- 6420 Dangerous goods net quantity;
- 7002 Description of goods;
- 7042 Number of consignment pieces;
- 7064/5 Type of packages;
- 7088 Dangerous goods flashpoint;
- 7102 Shipping marks;
- 7124 UNDG number;
- 7182 ADR/RID class number (road/rail);
- 7184 Dangerous goods: RID indicator;
- 7224 Number of packages;
- 7254 Dangerous goods technical name;
- 7357 Commodity code;
- 7380 IMDG Code page number;
- 7416 IMDG class number;
- 7488 Dangerous goods additional info.;
- 7282 Tariff code number (Customs);
- 9308 Seal number (or box 6 or 8).

**Field 15: *Gross weight, kg***

Gross weight should normally be stated in kilogrammes, in which case the unit abbreviation “kg” can be pre-printed as a heading (abbreviations such as “kos”, “kgs”, “kilos”, etc. should be avoided). If other units, such as tons, grammes, or non-metric units have to be used, the unit must be indicated after the quantity. (A code for units of measurement is recommended by the Working Party on Facilitation of International Trade Procedures, Recommendation No. 20 of March 1985.)

Corresponding data elements:

- 6012 Consignment gross weight;
- 6292 Gross weight;
- 6294 Container gross weight.

**Field 16: *Cube, m<sup>3</sup>; Dimensions***

Cubic measurement should normally be stated in cubic metres, in which case the unit abbreviation “m<sup>3</sup>” can be pre-printed as a heading (abbreviations such as “cum”,

“cbm”, etc. should be avoided). If non-metric units have to be used, the unit will normally be cubic feet, abbreviated “ft<sup>3</sup>” (not “cu.ft”, “cbft”, etc.). As an alternative, width, length and height dimensions might be required, preferably expressed in metres.

Corresponding data elements:

- 6422 Consignment cube;
- 6322 Cube.

**Field 17: *Net weight***

Net weight should normally be stated in kilogrammes, in which case the unit abbreviation “kg” can be pre-printed as a heading (abbreviations such as “kos”, “kgs”, “kilos”, etc. should be avoided). If other units, such as tons, grammes, or non-metric units have to be used, the unit must be indicated after the quantity. (A code for units of quantity is recommended by the Working Party on Facilitation of International Trade Procedures, Recommendation No. 20 of March 1985.)

Corresponding data elements:

- 6048 Net net weight;
- 6102 Supplementary quantity;
- 6146 Legal weight;
- 6160 Net weight.

**Field 18: *Customs value***

This field is intended for the value declared for Customs purposes of those goods in a consignment which are subject to the same Customs procedures and have the same tariff/statistical heading, country and duty regime.

Corresponding data elements:

- 5032 Customs value.

**Field 19: *Documentation***

An important part of the Consignment Instructions is the reference to such documents which are either enclosed with the Instructions, or to be established by the service provider, and the indications regarding distribution of documents to various recipients.

Corresponding data elements:

- 1030 Advice of collection number (rail);
- 1066/7 Number of original B/Ls;
- 1160/1 Document required;
- 1346/7 Document enclosed;
- 1370 Document recipient;
- 1478 Number of copies of document;
- 2210 Documentary credit expiry date.

**Field 20: *Freight and charges***

This field is intended for a specification of such freights, charges and other costs that the service provider needs for his action.

Corresponding data elements:

- 3090 Freight from;
- 3102 Freight to;
- 4102/3 Pre-payment instructions;
- 4106 Freight pre-payment confirmation;
- 4120 Tariffs and routes requested;
- 4237 Prepaid/Collect indicator code;
- 4286 Freight payable at;
- 5017 COD amount;
- 5036 Declared value for carriage;
- 5126 Freight rate;
- 5252 Charge description;
- 5414 Disbursement amount;
- 8022/3 Freight and charges description.

Field 21: *Free text*

This field (and field 8) are intended for such data for which specific fields have not been provided in the Layout Key. (As to the conditions for using these fields, see section VI Application Principles).

Corresponding data elements:

- 3070 Insurer (or box 13);
- 3136 Insured (or box 13);
- 4014 Container transport information (or box 8);
- 4070 Information for consignee (or box 8);
- 4284 Sender's instructions to carrier (or box 8);
- 8190 Free text, transport (or box 8).

Field 22: *Authentication*

This space is intended for place and date of issue and for signatures or any other proof of authentication, when required. Recent United Nations conventions (Convention on the Carriage of Goods by Sea, Hamburg 1978; Convention on International Multimodal Transport, Geneva 1979) state that a signature may be in handwriting, printed in facsimile, perforated, stamped, in symbols, or made by any other mechanical or electronic means, if not inconsistent with the law of the country where the document is issued. ECE Recommendation No. 14 gives information on authentication by means other than signature.

Corresponding data elements:

- 3410/1 Place of issue of documents;
- 2006/7 Document date;
- 3412 Department or employee;
- 4426 Authentication.

## IX. LAYOUT KEY ILLUSTRATION

20. The Standard Consignment Instructions Layout Key is illustrated on page 22-11. It is recognized that the nature of goods to be consigned, varying needs, depending on the type of transaction, peculiarities in a certain branch of trade, and many other factors might necessitate adaptations to or deviations from the layout shown. Such variations are permissible but should, to the extent possible, be restricted to the lower part of the form and the "free text" areas.