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Recommendation No. 1
United Nations Layout Key for Trade Documents
Recommended Practice & Guidelines

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4 **RECOMMENDATION NO. 1**

5 **UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS¹**

6 INTRODUCTION

7 Goods can only move as fast as the transmission and exchange of the information that accompanies
8 them. A delay in sending trade documents results in delays at departure, during transit, clearance at
9 arrival and final delivery to the buyer (or his appointed representative) and adds considerable cost to
10 the trade transaction. Equally, documentary delay can impede prompt payment by the buyer in
11 fulfilment of the sales contract. Traditionally the exchange of information by the parties involved in the
12 transaction was provided by paper-based documentation. The main problem encountered with this
13 method was a lack of a set of coherent, consistent and standard documents.

14 SCOPE

15 The United Nations Recommendation on a Layout Key for Trade Documents provides an international
16 basis for the standardization of documents used in domestic and international supply chains and for the
17 visual display representation of the documents.

18 The standard provides for the:

- 19 • Design - paper size, margins, spacing and pitch of characters, data fields (depth of field, the
20 number of lines and the number of characters in each line);
- 21 • Data (identifies 18 data fields and defines the nature of the individual data elements);
- 22 • Destination (the actual locations of the data fields and coded information on the document);
23 and
- 24 • Flexibility to allow specific requirements within a “free disposal” area.

25 These layout rules allow the creation of Master Documents. Subsequently, all documents derived from
26 these Masters are based on the principle of the same data appearing in the same place on all forms.
27 Information in clear text or coded format can be entered (written, typed or generated from an electronic
28 application) using the appropriate data fields and data elements.

29 This approach offers the opportunity to use a genuine semantic and data element language per
30 document. The UN/Layout Key (UNLK) is a framework for governments and the business community
31 to create and establish a series of aligned trade documents. Families of trade-related forms can be built
32 for domestic and international trade based on a Master Document covering all aspects of sales and
33 purchase order, commercial processes, transport and logistics, finance and payment, and regulatory and
34 official procedures.

35 The resulting trade documents can be prepared manually or generated electronically using document
36 production software solutions. Presentation of the completed trade documents to trading partners, trade
37 service providers or government authorities can be achieved physically, or through electronic business
38 standards, or other electronic transmission systems or to a national Single Window.

39 BENEFITS

40 Implementation of the UN Layout Key (UNLK) for trade documents and any aligned series of forms
41 derived from this standard has delivered and continues to deliver significant benefits. Experience has
42 shown that the business community sees a considerable time and cost reduction by making the forms
43 easier to complete and check. The reduction in the administrative burden of the trade transaction should,
44 in turn, improve the trading process and enhance competitiveness.

¹ For the Foreword: suggest that whoever writes this within the UN mention the World Trade Organization's Trade Facilitation Agreement (WTO-TFA) and the relation between this recommendation and the trade facilitation measures of the WTO-TFA.

45 For Government and its agencies, and other regulatory authorities, aligned trade documents should
46 provide more accurate and reliable trade-related information. Completion of the documents is easier
47 and allows for earlier submission of data within the supply chain flow. As the provision of official
48 information requirements is easier and simpler, government should see improved trade compliance with
49 regulatory and administrative procedures and the collection of correct revenue yields.

50 The earlier availability of information should improve the control of trade movements and enhance the
51 security of the international supply chain. As a result, government could introduce risk management
52 and targeting techniques for increased effectiveness of transit movements and cross border controls,
53 through the better deployment of resources.

54 USE OF INTERNATIONAL STANDARDS

55 The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) recommends
56 the use in existing internationally agreed standards for processes, procedures and information flows,
57 and available trade facilitation tools and techniques for the introduction of simplification and
58 modernisation measures for domestic and global trade transactions and supply chains.

59 In support of Recommendation 1, UN/CEFACT recommends the standards published in
60 Recommendations Numbers 6, 11 and 22 that apply the Layout Key for Trade Documents.

61 The Recommendations provide examples of the use of the UN/Layout Key (UNLK) to design trade
62 documents fully aligned to it to meet specific needs within the international trade transaction. Further,
63 the Recommendations demonstrate the way this standard could be and, in many national and business
64 sector instances has been, applied to stream line the flow of information for the complete trade
65 transaction or individual links in the international supply chain.

66 The United Nations also publishes the **Trade Data Elements Directory** (TDED) in conjunction with
67 the International Organization for Standardization (ISO standard 7372) and the **UN/CEFACT Core**
68 **Component Library** (CCL). The two publications provide the foundations for a simplified, harmonised
69 and standardised dataset that can be used to populate the data fields in UNLK derives aligned trade
70 documents with required trade related data elements.

71 Additionally, Recommendation No. 25 **United Nations Electronic Data Interchange for**
72 **Administration, Commerce and Transport** (UNEDIFACT) provides a set of internationally agreed
73 standards, directories, and guidelines for the electronic interchange of structured data, between independent
74 computerized information systems.

75 Data on documents should as much as possible be codified in order to simplify international comprehension
76 of the information. UNECE provides a number of code list recommendations.

77 RECOMMENDATION

78 The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) recommends
79 that governments and the business community should:

- 80 • adopt the Layout Key for Trade Documents and develop a series of aligned forms for
81 exchanging information for domestic and cross border trade transactions;
- 82 • conduct a thorough review of all the formalities and documentation requirements used in
83 domestic and international trade when adopting the Layout Key for Trade Documents. The
84 objective of the review is to eliminate unnecessary documents from the trade transaction and
85 streamline the business processes and administrative and regulatory procedures used in
86 domestic and international trade.
- 87 • use the United Nations Trade Data Elements Directory (UNTDED) to identify the standard data
88 elements that can be conveyed in trade documents aligned to the Layout Key
- 89 • use internationally developed and recognized code lists in order to standardize the information
90 content exchanged.

- 91 • extend a successful implementation of the Layout Key for Trade Documents to using electronic
92 business standards of data exchange to prepare, transmit and process domestic and international
93 trade information.
94

GUIDELINES FOR THE APPLICATION OF THE UNLK

95 1. INTRODUCTION

96 The UNLK is a system for the preparation of trade-related information in a simple easy-to-use,
97 harmonized and standardized format. Consequently, trade documents presented to business partners in
98 the trade transaction, trade services providers and government authorities and agencies meet three
99 important requirements for the exchange of trade data: completeness, accuracy and timely submission.

100 Over the past decades many countries and international organizations have adopted the United
101 Nation Layout Key for Trade Documents (UNLK) for both domestic and international trade to meet
102 legal obligations of international conventions, the business needs of the trading community and
103 official government requirements. These countries and organizations have identified the UNLK as a
104 valuable tool in a program of reform and modernization through the implementation of trade facilitation
105 measures to simplify, harmonize and standardize the trading process.

106 The use of the UNLK standard has brought the adopting countries and organizations many benefits,
107 such as the development of an aligned series of trade forms, the streamlining and modernization of
108 business processes and administrative procedures, and improvements in the efficiency of the domestic
109 market and international supply and value chains.

110 The alignment of trade forms to the UNLK involves analysis, simplification and standardization of the
111 information in the trade documents and its representation. As such the use of aligned trade documents
112 is an important step towards the dematerialization of paper documents and the introduction of electronic
113 documents. As the UNLK standard is integrated into the suite of UN/CEFACT e-business standards the
114 use of aligned documents also facilitates the use of dual (i.e. paper and electronic) document flows
115 which is an important requirement in many environments.

116 1.1 Benefits of Aligned Documents

117 Using the UNLK to create aligned documents, using coded information, effectively creates a common
118 language for multiple actors, regardless of the economy from which they operate. Aligned forms are
119 simpler and easier to process as the same information appears in the same position on each form in the
120 series. This is particularly helpful where a document is completed in a language foreign to the reader,
121 sometimes with a foreign alphabet or script.

122 Forms derived from the standard can cover the whole trade transaction, both domestic and international,
123 or specific links in the international supply chain.

124 An aligned series of trade documents offers numerous benefits. Aligned forms are:

- 125 • easier to complete, following a simple, logical and consistent format with common data entered
126 in the same position on each form;
- 127 • easier to check, improving the speed and flow of information in the trade transaction especially
128 for time sensitive (just-in-time) goods movements; and
- 129 • less prone to error.

130 As a result:

- 131 • compliance with trading custom and practice and national and international obligations is
132 simpler and easier;
- 133 • commercial activities are more efficient and effective; and
- 134 • business costs are reduced and administrative burdens are lessened.

135 1.2 Information quality and availability

136 As the same data will often be reused from one document to the next, it is possible to start filling out
137 the document before it is actually used. In some cases, the entire document may be completed well in
138 advance of the official use of the document. An example of this is the customs import declaration. The

139 customs import declaration is usually based on information which is available in other trade documents
140 such as the invoice, certificate of origin, packing list, transport document, etc. All of these documents
141 are completed by the time of export, however the import declaration is usually only required at the time
142 of arrival of the goods. The information which will populate the import declaration is known well in
143 advance and could allow an earlier submission of the data. Governments would consequently be able
144 to devote efforts to risk management and targeting techniques as opposed to the routine checking of
145 documents.

146 As the information between different documents is often identical, if the preparation of these documents
147 is coupled with relevant software, the software should be able to ensure that the semantically same data
148 is the same on all trade forms, improving the data quality.

149 Domestic trade performance can be similarly improved. In particular, national tax regulatory and
150 administrative procedures are harmonized and standardized through the presentation and processing of
151 domestic trade forms. Governments should therefore experience an improvement in the collection of
152 domestic revenue and tax yields, better control of domestic market transactions and, where appropriate,
153 the movement of goods with enhanced protection of society and its citizens.

154 2. DESIGN PRINCIPLES & TECHNICAL SPECIFICATION

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

159 The UNLK is based on a controlled measurement of margins, lines, spacing, font size... These find
160 their source in documents printed with a typewriter or printer. In 1985, the UNLK became an ISO
161 standard: ISO 6422. The specifications are present in this ISO standard and have not changed since the
162 1982 version of the UNECE Recommendation. The UNLK is based on an A4 size paper (210mm x
163 297mm) as defined in ISO 216, where the top margin and the left-side margin are defined and fixed at
164 10mm and 20mm respectively. (On A4 size paper, the right and bottom margins are 7mm.)

165 The Image Area (where all of the information can be entered) corresponds to 183mm in width and
166 280mm in height. This image area is divided in to a grid of boxes, or "Standard Boxes," each being
167 22.86mm in width and 8.48mm in height. This allows eight boxes to be placed horizontally and 33 lines
168 vertically. This results in a grid which was agreed between UNECE and ISO (see ISO 3535 "Forms
169 design sheet and layout chart"), called the "Layout Chart." See figure 01 below.

170 When the UNLK was developed, typewriters and printers generally used characters which occupy a
171 width of 2.54mm (1/10 inches). The space between printed lines is 4.2333mm (1/6 inches). The result
172 is that 8 characters can occupy one single "Standard Box." If two boxes are combined, 17 characters
173 can be entered. If four boxes are combined, 35 characters can be entered. If the full line is used,
174 combining all eight boxes, 70 characters can be entered. Although today more characters could be
175 entered into each box, the number of characters and spaces are used as the basis for many of the
176 standards such as TDED or UN/EDIFACT to define the attributes of the data.

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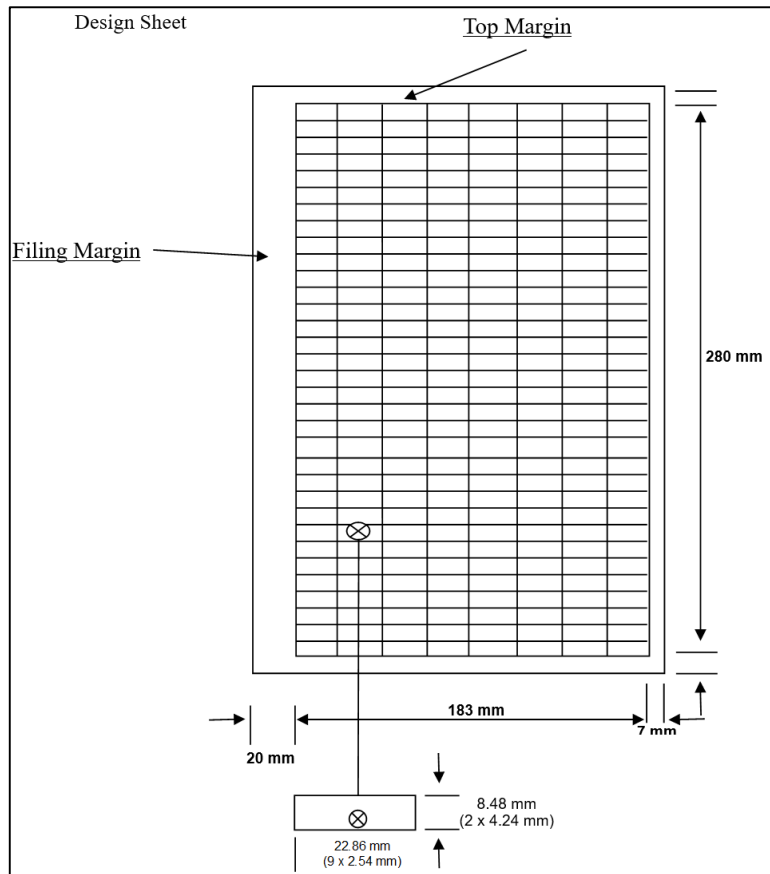


Figure 01: Graphical Principle of the Layout Chart (from the UNECE/UNESCAP document)

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180 2.1 Data fields

181 Based on this Layout Chart, a UNLK Document is generated by creating boxes or “fields” where the
 182 information will be entered on the resulting form. These fields combine a certain number of Standard
 183 Boxes and have a frame drawn around these. Horizontally, these combinations of boxes will create
 184 either a single column, two columns (combining four Standard Boxes each), four columns (combining
 185 two Standard Boxes each) or eight columns (each with only one Standard Box), or some combination
 186 of these.

187 Each field will usually have a heading (or box title) in order to understand what information is to be
 188 entered within it. This should be in smaller font size (ideally 6 or 8 points), in the top-left hand side of
 189 the field. It is possible that each field is also numbered (or only has numbers). These should also be in
 190 smaller font size in the top-left hand side of the field. It is a good practice to have both a number for
 191 each field followed by a heading. This allows identification of the field and separate guidelines on how
 192 to fill out the resulting form (see Annex on Field Completion Guide, Annex 1).

193 The information which is entered into the field (the data entry) will be either a codified data entry or a
 194 descriptive data entry. Proper usage of the field would be to have descriptive data entry aligned to the
 195 left and codified data entry aligned to the right.

Field heading: Date of document	Field code: 2
Descriptive entry: 5 February 2008	Coded data entry: 20080205
Final presentation in document: 2 Date of document 20080205 5 February 2008	

Figure 02: Example of a field, its headings and data entry

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198 2.2 Model Form

199 Since the 1961 version of the UNLK work group, it was agreed to develop a “model form” including
200 data that was common for the majority of documents used in international trade. The result was 17
201 specific data items which were grouped according to broad function such as parties, transport
202 information, commercial data and goods details.

203 The Image Area was divided into four main areas:

- 204 • the upper-left side reserved for parties (consignor, consignee, forwarder) and transport details.
205 This section is four Standard Boxes wide and twelve lines in height.
- 206 • the upper-right side reserved for commercial details (terms of delivery, payment), buyer (if
207 different from consignee), dates and references, statistical data (country of origin and
208 destination). This section is four Standard Boxes wide and twelve lines in height.
- 209 • the next section reserved for goods details (shipping marks, number, kind of packages, goods
210 description, gross weight and volume) and customs purposes (commodity number, net quantity,
211 value). It was found that most documents only have one or two goods, but there are cases where
212 there can be significantly more goods on a single document such as for automotive or machine
213 parts. The depth of this section was therefore not restricted, and continuation sheets could be
214 used.
- 215 • in addition to these three “common” sections, there is a need to provide information specific
216 uniquely to particular documents. This is called the “free disposal area”, which is situated at
217 the base of the document. The bottom-right hand corner is used for the signature.

218 A continuation sheet is used when the information intended in the section for goods details and customs
219 purposes (the middle section) is insufficient for the amount of data which must be conveyed in the paper
220 document. This could be the case on an invoice or a packing list, for example, where multiple
221 merchandise will be on the document. When a continuation sheet is used, it only represents the section
222 for goods details and customs purposes and must be accompanied by a first page based on the UNLK
223 where the other three image areas are used as ‘header’ information which would be relevant for all
224 merchandise on the continuation sheets. More than one continuation sheet can be used depending on
225 the quantity of data to be conveyed.

226 2.3 Deriving aligned forms

227 The UNLK is a generic format that will not directly meet the documentary requirements of a specific
228 country or industry sector. It serves as the basis for deriving subsidiary national and international layout
229 keys and ultimately aligned forms that can be used for business transactions. Such an aligned form
230 specifies data elements of the UNLK in greater detail, adds other data elements required for a specific
231 business process, or suppresses data elements that are not required.

232 The three following rules should be observed in designing forms derived from the UNLK:

- 233 • data elements that are specified in the UNLK and will be used in the derived form should be
234 placed in the corresponding space in the aligned form.

- data elements that are not specified in the UNLK should be placed in the “free disposal” area of the derived form.
- data elements that are not required in the derived form can be disregarded. The corresponding space can be added to the “free disposal” area. These fields should, as much as possible, respect the four sections of the model form (transport information in the area meant for transport; statistical data in the area intended for statistical information).

2.4 Bar Codes on the paper UNLK

Barcodes/ QR Codes (Quick Reference Code, a matrix bar code) render data printed on e-Documents into machine readable objects. Bar codes are symbols that can be read into machines and help quickly access the relevant records from computers, thus saving precious time in data entry.

It is useful to render a few of the data fields into a bar code or QR codes, especially true for the document reference numbers. The layout design in UNLK may provide a few areas for the insertion of bar codes. depending upon the restriction of space, the "free disposal area", the "signature space", the space meant for the document reference number (upper right hand corner) and the margins in the upper right hand corner may be used for inserting bar codes.

As such only a few bar codes can be printed on the document, especially with a view to quickly access associated data.

3. DATA FIELDS & ELEMENTS

When it was first introduced in the 1960’s-1970’s, the main focus of implementers of the UNLK was on the visual harmonization of trade documents to align to the specific format described above. With the globalization of trade and the need to automate information flows, the task of precisely defining the document data content has become very important. This is underlined by the growing need to automate trade documents and introduce paperless trade. A precise, unambiguous definition of the data content is a prerequisite for electronic trade documents.

The previous version of this recommendation’s guidelines established a list of the most common “boxes” within representative documents based on the UNLK. Most of this content has been reproduced in the annex 1 of the current version. The resulting Layout Key provides a series of what we now call standard data elements with related representations and a standard sequence for their presentation.

3.1 UNTDED and UN/CCL

The UNLK recommends using the United Nations Trade Data Elements Directory (UNTDED) to define these data elements in a non-technical, syntax neutral manner. Each UNTDED element consists of a data element tag in the form of a four-digit number, a name (informative) and a description. In addition, the data element may have a reference to an UN-recommended code list. The UNTDED has been the reference within the UNLK as the agreed data standard both for paper documents and electronically exchanged information.

The UNTDED was the foundation work for the UN/CEFACT libraries such as UN/EDIFACT and the UN Core Component Library (CCL). The CCL provides a set of global trade classes for data exchange and establishes an enhanced, semantic dictionary of all trade-related terms.

Each UNTDED element consists of a data element tag in the form of a four-digit number to identify unambiguously data element irrespective of the language used. For instance, 8260 is the tag either for the Transport equipment identifier in English and “Identifiant de l’équipement de transport” in French. An example data field for Transport Equipment from the Layout Key is listed below along with data elements name or identifier that would be appropriate for entering into that particular data field. (See Annex 1 for a more complete list of data fields and data elements, specified in the UNLK.)

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Standard	Identifier	Name	Definition
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UNTDED	8260	Transport Equipment. Identifier	To identify a piece of transport equipment e.g. container or unit load device.
UN/EDIFACT	8260	Equipment identification number	To identify equipment.
UN/CCL	UN00001983	Transport Equipment. Identification. Identifier	A unique identifier for this piece of transport equipment.

Figure 03: "Transport Equipment" in UNTDED, UN/EDIFACT and UN/CCL

Data Field – Transport Equipment: UNLK Line 13-14, Positions 45-68

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282 3.2 Codified data entry

283 The encoding of trade data is a very efficient and secure way to exchange information. Using code lists
284 for trade data has several advantages:

- 285 • Information is precise, unambiguous, and language neutral;
- 286 • All partners in the supply chain use the same information;
- 287 • Code lists are important for automated data processing;
- 288 • Code lists are maintained by maintenance agencies, ensuring high quality.

289 UNECE has developed a number of recommendations and code lists for the most important data
290 elements in international trade such as country codes, currency codes, units of measurement, and codes
291 for trade and transport locations:

UNECE Rec. #	ISO #	UNECE Recommendation Name
3	3166	ISO Country Code for Representation of Names of Countries
5		Abbreviations of INCOTERMS
7	8601	Numerical Representation of Dates, Time and Periods of Time
9	4217	Alphabetic Code for the Representation of Currencies
16		LOCODE - Code for Trade and Transport (Ports and other) Locations
17		PAYTERMS - Abbreviations for Terms of Payment
19		Codes for Modes of Transport
20		Codes for Units of Measurement used in International Trade
21		Codes for Types of Cargo, Packages and Packaging Materials
23		Freight Cost Code – FCC
24		Trade and Transport Status Codes
28		Codes for Types of means of transport

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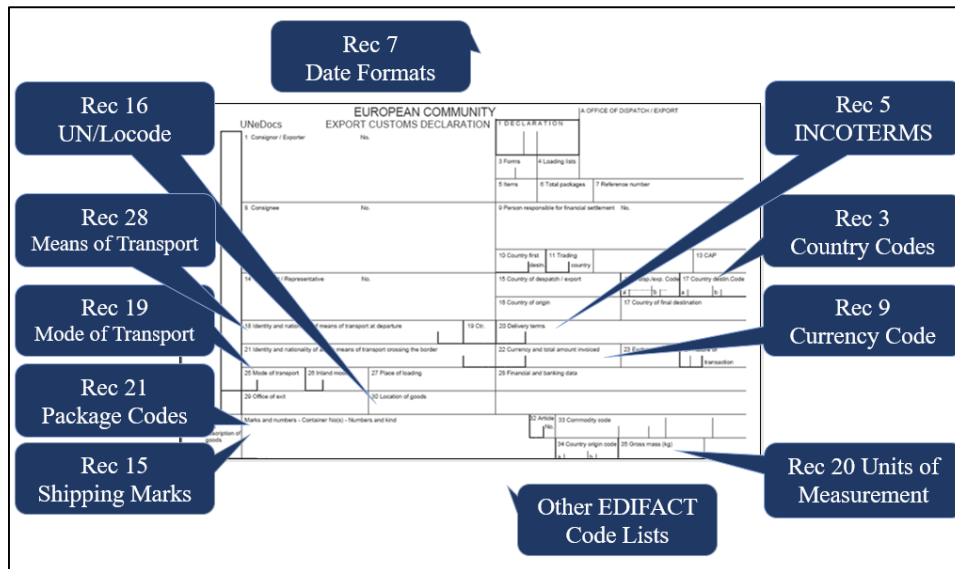


Figure 04: Example of code list usage on the EU Single Administrative Document

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4. ALIGNED SERIES OF TRADE DOCUMENTS

4.1 Benefits of Aligned Series of Documents

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An aligned series of trade documents is a set of commercial and official forms used in domestic and international trade that have been fully aligned with the United Nations Layout Key (UNLK) standard. Using an aligned series takes the burden out of form filling, speeds up checking forms for completeness and accuracy and significantly reduces costs for both business and government.

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The aligned series of forms can contain any number of trade documents from the simplest domestic supply chain (buyer, seller, transporter, and bank professionals) to the most complex international trade transaction involving as many as forty parties (some requiring specific industry sector forms) handling the traded goods and the accompanying documents. As the same details are found in the same place on each document the system can be used for a variety of applications in business processes and official procedures.

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The aligned series of trade documents allows trading partners, the delivery and transport services providers, the banking and insurance sectors, and authorities and other regulatory agencies to select the forms required to meet business needs and regulatory requirements for a particular trade transaction or supply and value chain. Consequently, duplicate or redundant forms are eliminated, cutting out waste and improving the speed and efficiency of the flow of trade related information.

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Many countries and groups of trading nations have adopted the system with up to 70 trade documents in an aligned series. This has resulted in a more efficient and cost effective method of exchanging trade related data and complying with trade regulations and the requirements for the security and safety of the international supply chain. In addition to the benefits described earlier using an aligned system offers:

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- a definitive reference manual and training guide to the trade documents used in the domestic and global marketplaces kept up to date as trade documentary requirements change and trading practices develop;
- even if heading languages are different, the content of the box will be understood as it is in the same position on all forms;
- the option of using information and communication technology (ICT) standards for the completion of trade documents by computer and other methods of electronic data interchange.

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An aligned series of trade documents also offers the opportunity for business and government to chart a migration path to a paperless (or significantly less paper) environment where trade information passes from origin to destination with the minimum of human intervention. The trade related information

327 flowing along this ‘data pipeline’ would be accessible at any point by any party, authority or agency
328 involved in the transaction that has been properly approved and certified in advance.

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330 4.2 Development of an Aligned Series of Trade Documents

331 The UN Layout Key (UNLK) serves as a basis for the creation of subsidiary trade documents for
332 domestic and international trade and for specific business sector needs. Such derived forms can be fully
333 aligned to the standard only if certain basic rules are observed, ensuring a proper hierarchical structure
334 of interdependence, and relationships between forms at a number of levels.

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

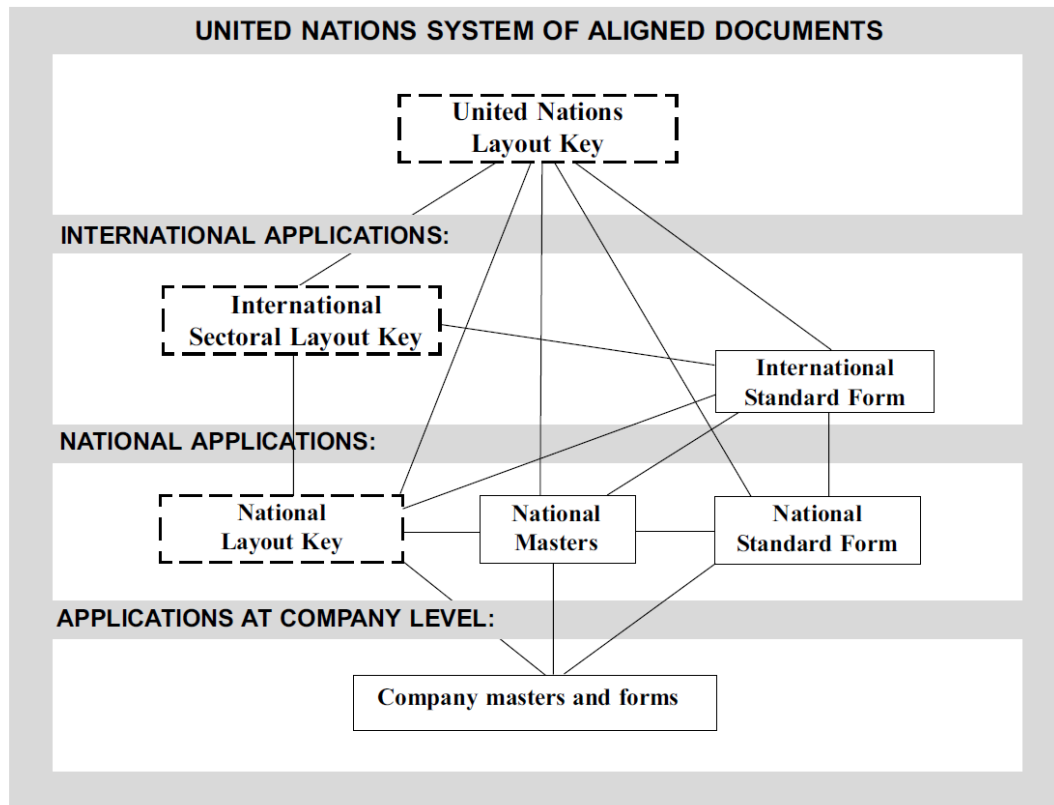
339 Aligned international standard forms: Internationally established forms (mostly mandatory)
340 which direct the layout of further data elements required in relevant international legal acts:
341 treaties, conventions, protocols and similar agreements. These forms do not, in principle,
342 permit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

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

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

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

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



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Figure 05: United Nations System of Aligned Documents

363 The hierarchy in the illustration depicts layout key standards with interrupted lines (---); these serve
 364 as the basis for the design of forms at the UN, international sector and national levels. The standards
 365 are NOT operational documents but are constructs used to identify where the data fields (including the
 366 Free Text Area) and the individual data elements should be placed on the subsidiary forms. The data
 367 elements required to populate the derived forms are identical with the UNLK standard, or synonymous
 368 with the UNLK or are additional to the UNLK to meet either regulatory obligations, or administrative
 369 requirements, or specific business needs

370 In the illustration the full line indicates international standard forms, national masters, national standard
 371 forms and company (Business) masters and forms to be used for the design and completion of
 372 operational documents and standard or other aligned forms. For ease of reference and to provide a visual
 373 representation of the layout key standard, a Master Document has been produced by the UN level.
 374 However, once again it is a construct to assist form designers in producing operation forms at the
 375 subsidiary levels.

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

380 The illustration demonstrates the way the Layout Keys act as the base format for the development of
 381 aligned forms but they are not used operationally. The derived 'Master Documents' are used to design
 382 the individual operational forms.

383 In principle an aligned form should be designed by taking into consideration the existence of a Layout
 384 Key Master Document. However, an organization could design an aligned form directly from the
 385 Layout Key if no applicable mandatory Master Document or standard exists.

386 The hierarchical approach has been used in past implementations of an aligned series of trade forms
 387 with a proven track record of success. To design the align forms successfully, experience has shown

388 they should be divided into categories or ‘families’ such as transport, commercial transactions, bank,
389 insurance... Specialized trade sectors should be identified as relevant for the development of sectoral
390 alignment guidance for the design of aligned forms.

391 5. NATIONAL & SECTORAL APPLICATIONS

392 5.1 International Sectoral Applications

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

- 395 A. Commercial transactions sector: includes documents applied between commercial parties in the
396 production, sale and purchase phases of a transaction. Sub-divided into:
- 397 B. Payment sector: Includes documents related to the requirements of banks to ensure payment;
- 398 C. Transport and related services: Includes documents relative to the physical international
399 transport of goods, including insurance. Sub-divided into:
 - 400 a. Forwarding and cargo handling (“Intermediary services”)
 - 401 b. Transport
 - 402 c. Insurance
- 403 D. Official controls: Includes documents relevant to government authorities to control the
404 international flow of goods.

405 The UNLK model, being split in four sections, the top two (upper left and upper right) will be constant
406 among all of these families of documents. The central section (concerning goods details), will be
407 specific to each family. The bottom (free disposal section) will be specific to each document within the
408 family.

409 From these International sectoral applications, International Standard Forms have in many cases been
410 developed and are presented in Annex 01. The base information requirements for each of these is
411 exposed with the pertinent alignments to the UNTDED as well as the physical location on the pertinent
412 standard forms.

413 5.2 National Applications

414 The adoption of the UNLK standard would commit a country (or a trade and industry sector) to
415 undertake a national application project. The usual starting point for implementation is to review the
416 master constructs and standard aligned forms at the hierarchical levels above the national level. This
417 approach informs the implementers of the design rules for national trade forms. Equally it provides a
418 ready set of aligned trade documents already in use to assist the country to meet the international and
419 regional regulatory requirements, administrative procedures and business processes.

420 After completion of the initial review task, the implementing team should progress to developing the
421 national construct. The team should also determine whether a visual representation of the construct is
422 prepared as a national master document to explain and promote the proposed aligned document
423 standard. identifying

424 Previous implementations have shown the best way of achieving a national construct is to take an
425 inventory of existing forms used in the domestic and international trade transaction by national traders.
426 From the inventory, documents can be selected for conversion to the UNLK standard.

427 In parallel to the survey, the implanting team should consult with government and the trading
428 community about specific forms that must be retained to meet national legal obligations and ensure the
429 continuing efficient and effective operation of national business processes for the domestic and
430 international markets. The forms can then be converted to the aligned series of trade document based
431 on the national master construct (and where developed the National Master Document). The result
432 should be that these national forms can take their place in an ever-increasing repository of trade
433 documents aligned to the UNLK standard.

434 The most common reason for the development and design at a national level is the way a country
435 conducts its export and import procedures for the facilitation and control of national traders and
436 businesses involved in the international trade transaction. As an example to facilitate the smooth and

437 swift flow of goods through the port environment, a country might introduce a specific form to provide
438 Export Cargo Shipping Instruction. An exporter would be required to complete the form for presentation
439 to the freight forwarder (or logistics services provider) and subsequently to the port operator and port
440 services provider such as stevedore, wharfinger, or terminal or berth operator.

441 Other examples could be need for a certificate of value or origin to be included on the commercial
442 invoice; the need for the introduction of a Packing List; the need for a Credit Note to cover short-
443 shipments or missed shipment date; a specific application form to apply for a license or permit to export
444 or import goods, and the need for a specific document to present payment instruments (for example a
445 Documentary Credit) to expedite the payment method.

446 The examples are not exhaustive but are quoted to encourage a comprehensive review of the national
447 trade process at both the domestic and international level. From the description of the Export Cargo
448 Shipping Instruction example and the other instances quoted above, a country should be able to conduct
449 a review to identify similar unique documentary requirements for design to the national UNLK
450 standard.

451 6. APPLICATION OF ELECTRONIC DOCS

452 There are currently two aspects of an electronic version of UN Layout Key (UNLK). On the one hand
453 going from the data on a paper-based UNLK document to an electronic message which contains the
454 same data or vice-versa. And on the other hand, rendering a visual equivalent of the paper-based format
455 described above through a computer application.

456 6.1 Electronic data

457 Electronic data message is defined by the United Nations Commission on International Trade Law
458 (UNCITRAL) as: “information generated, sent, received or stored by electronic, optical or similar
459 means including, but not limited to, electronic data interchange (EDI), electronic mail, telegram, telex
460 or telecopy”²

461 Data fields need to be clearly defined in order to ensure a constant usage whether to be used as a paper-
462 based UNLK or an electronic equivalent. Box completion guides (as detailed in Annex 1) need to be
463 very specific as to what information is expected in each data field. This should be done, as explained in
464 section 3 above, with reference to an internationally defined semantic base; here the UNTDED is
465 suggested for this foundational layer of data requirements.

466 Once this essential work has been completed, the link between a paper-based UNLK and an electronic
467 message can be fluid in either direction, no matter what message exchange syntax is used. The key is
468 to understand the data in the same way whether it is paper-based or electronic.

469

470 6.2 Electronic visual on a computer screen or equivalent

471 A computer screen or equivalent allows more freedom in the visual rendering of the information. The
472 Image Area as defined in section 2 above is limited by the size of the paper which has been chosen for
473 UNLK (A4 or 210mm x 297mm).

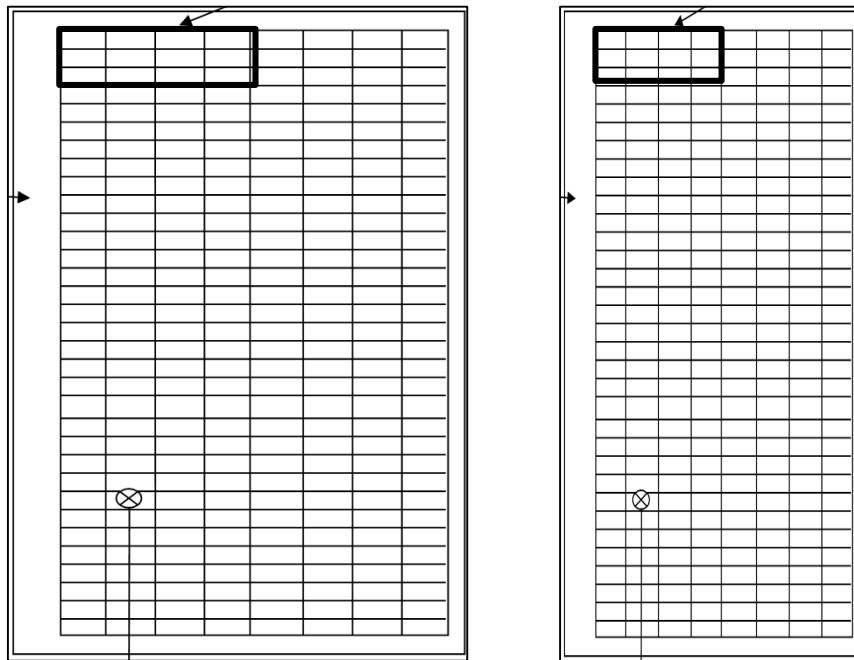
474 Rendering this Image Area on a computer screen or other device presents multiple options which the
475 implementer can consider. These options include expanding the Image Area vertically and/or
476 horizontally, using the scroll function downwards and/or left-right. Another very useful option can be
477 to provide the field headings in multiple languages. The horizontal presentation can also be an elastic
478 rendition which could be reduced or enlarged in size. Code lists can also be represented with drop-down
479 boxes to help fill in the data.

480 In all of these options, however, there are a few points which should be respected in order to keep in
481 line with the principles of UNLK. The proportional size of the base Standard Box should be respected
482 in the horizontal and vertical representation. The base proportion described in section 2 above (8.48mm
483 by 22.86mm) was conceived in order to hold eight boxes of equal size horizontally and thirty-three lines

² “UNCITRAL Model Law on Electronic Signature”, United Nations, New York, 2002, page1.

484 of boxes vertically. This basis of having eight equally sized columns horizontally and thirty-three
485 equally sized lines vertically should be respected. If the columns need to be made smaller for the visual
486 representation on a screen, they should constantly show eight equally sized based columns. Likewise,
487 if the lines are made larger for visual representation purposes, then there should be thirty-three equally
488 sized base lines.

489 As a logical extension of this rule of proportionality, if multiple base Standard Boxes are grouped
490 together on the UNLK, grouping for example four columns and three lines, this should always be
491 counted as four base columns for the width which will need to be proportional to the four other columns
492 on the same line. The same would apply for the lines (this data field should always be counted as three
493 lines which will be proportional to the thirty other lines).



494
495 *Figure 06: Example of proportionality of rows and columns when rendered in an elastic rendition.*

496 6.3 Electronic visual on a mobile device

497 Mobile devices come in a wide variety of screen sizes and form factors from smart phones to tablets.
498 The operating software in these mobile devices facilitates the display of adjustable layouts. Thus,
499 depending on the depending on the form factor, mobile screen can display document content which can
500 scaled to size horizontally and vertically.

501 Mobile devices present a set of unique advantages in the handling of electronic documents. In displaying
502 electronic documents on a mobile device, the designers must beat in mind the form factor, which allows
503 limited number of document components.

504 For mobile devices to be used as a reader of e-documents, the document needs to be broken down into
505 meaningful units of data, based on logical groupings, based on the UNLK and UN CCL.

506 When used for updating e-documents the small form factor on mobile devices forces software
507 developers to work on design principles that minimize the need for data entry by users. Thus the
508 software developer explores all opportunities to fetch equivalent data fields from aligned documents,
509 master data and other existing data sources.

510 6.4 Electronic data rendered into a printed form

511 Even if entered into a computer or other device, it may be necessary to print a paper rendition of the
512 information which has been a pure electronic message, or that has been entered and portrayed on a
513 screen or equivalent.

514 In this case, the printed version should be done on an A4-size paper according to the technical
515 specifications explained above in section 2 and according to the UNLK design specific to the document.

516 **Rec1 Annex 1: Template for Repository submissions of UNLK –compliant documents**

517

518 This template is to provide the detailed information which should be included on all UN Layout Key
519 compliant documents. It is an integral part of the UNECE Recommendation 1.

520

521 The template should be comprised of at least two pages, which would include information below (the
522 page with the visual representation of the UNLK would be highly recommended, but optional). Some
523 examples for the Root model of the UNLK as well as the base international sectoral UNLK models are
524 presented in the following pages.

525

526 First page:

527 1. FAMILY

- 528 • To indicate on what level this document is being based.
- 529 • Example: “This document is based on the Commercial Transaction Sector UNLK.”

530 2. SCOPE

- 531 • describing the different use cases of documents which would be based on this UNLK
532 model, or
- 533 • describing the exact use case of the given document

534 3. EXISTING INTERNATIONAL LAYOUT KEYS

- 535 • Describing, if applicable, any documents which are directly based on this layout key

536 4. EXISTING INTERNATIONAL STANDARD FORMS

- 537 • Listing the standard forms which are based on this layout key

538 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

539

540 Next full page:

541 The UNLK form

542

543 Following pages (*we may want to make these pages a type ‘landscape’ instead of type ‘portrait’ in*
544 *order to have room for the table below*):

545 6. BOX COMPLETION GUIDE (DATA ELEMENTS INCLUDED)

- 546 1. Those Identical with the UNLK
- 547 2. Those Synonymous with the UNLK
- 548 3. Additional to the UNLK

549 Each of these should be referenced with:

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
------------	---------------	---------	---------------------	---------------------------

550

551

552

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554

555

556 **Rec1 Annex 1-root: United Nations Layout Key (UNLK) – root model**

557

558 1. FAMILY

559 This is the root model for all documents based on the UNLK.

560

561 2. SCOPE

562 This is the root model of the UNLK and all documents should be based on this according to the
563 guidelines of UN Recommendation 1.

564

565 3. EXISTING INTERNATIONAL LAYOUT KEYS

566 All documents based on the UN Recommendation 1 UNLK should be based on this root model or on
567 an International Sectoral Layout Key or a National Layout Key.

568

569 4. EXISTING INTERNATIONAL STANDARD FORMS

570 All standard forms based on the UN Recommendation 1 UNLK should be based on this root model or
571 on an International Sectoral Layout Key or a National Layout Key.

572

573 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

574 The information on this form may be interpreted differently depending on the actual document. The
575 fields might maintain the same titles, but the semantic meaning of these may vary depending on which
576 document is being used. In these cases, the UN/CCL ID and the UN/EDIFACT ID are not provided.
577 These references are provided within the International sectoral UNLK models. (an example is
578 “reference” which would be more specific in the UN/CCL and UN/EDIFACT depending on whether it
579 is a Bill of Lading, an Invoice, an Insurance form or other...

580

581

582

583

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
A	Consignor (Exporter)	3336	Consignor. Party Identification. Text Name of the party consigning goods as stipulated in the transport contract by the party ordering transport	an..35 x5; L04-08, P 09-44
B	Consignee	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
C	Notify Delivery address	3144	Delivery Party. Party Identification. Text Name and address of party to which goods should be delivered, if not identical with consignee such as the place where a container is to be, or has been, positioned.	L 15, P 27-44
		3180	Notify Party. Party Identification. Text Name and address of a party to be notified.	an..35 x3; L16-18, P 09-44
D	Transport details	8012	Consignment. Transport. Text Transport Information for commercial purposes (generic term)	an..35 x3; L20-22; P 09-44
E ¹	Date	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62
E ²	Reference number	1154	Reference. Identifier Identifies a reference.	an..35 x2; L 06-07, P 45-80
F	Buyer or other	3002	Buyer. Party Identification. Text	L 10-14, P 45-80

			Name and address of a party to which merchandise of services are sold.	
G	Country whence consigned	3220	Exportation Country. Name. Text Name of country from which a consignment of goods was initially exported to the importing country without any commercial transaction taking place in intermediate countries. Syn.: country whence consigned. Country of despatch: country from which goods are despatched between countries of a Customs Union.	L 16; P 45-61
H	Country of origin	3238	Consignment. Origin Country Name. Text Name of the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.	L18; P 45-62
I	Country of Destination	3216	Name of the country to which the goods are to be delivered to the final consignee or buyer.	L 18; P 63-79
J ¹	Terms of delivery	4052	Trade Term. Description. Text Free form description of delivery or transport items	an..35 xn; L 20 P 49-80
J ²	Terms of payment	4276	Payment Term. Text Free form description of the conditions of payment between the parties to a transaction.	an..35 x10; L29-54 P 45-80
K ¹	Shipping marks	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26

K ²	Container no.			
K ³	No. packages	7224	Package. Quantity Number of individual items packaged in such a way that they cannot be divided without first undoing the packing.	L 28-51; P 27-33
K ⁴	Kinds of packages	7064	Package Type. Text Description of the type of packaging of an item.	an..17; L 28-64; P 34-51
K ⁵	Description of goods	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
L	Commodity number	7357	Goods Item. Type. Code Code specifying a type of goods for Customs, transport or statistical purposes (generic term).	L 28-50; P 52-62
M	Gross weight	6292	Goods Item. Gross Weight. Measure Weight (mass) of goods including packaging but excluding the carrier's equipment.	L 28-52; P 63-74
N	Volume	6322	Goods Item. Gross Measurement Cube. Measure Measurement normally arrived at by multiplying the maximum length, width and height of pieces of package or transport equipment. Also known as cube.	L 28-38; P 72-80
O	Net quantity	6160	Net Weight. Measure Weight (mass) of goods including any packaging that normally going with the goods.	L 28-34; P 63-71
P	Value	5032	Goods Item. For Customs Declared Value. Amount Amount declared for customs purposes of those	

			goods in a consignment which are subject to the same tariff/statistical heading, country information and duty regime.	
Q ¹	Place of issue	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	
Q ²	Date of issue	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62
Q ³	Authentication	4426	Document. Authentication. Text Prof that a document has been authenticated indicating where appropriate the authentication party.	L62-64; P 09-44

589

590

591 **THOSE SYNONYMOUS WITH THE UNLK**

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
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592 Not applicable for the root UNLK model.

593

594

595 **ADDITIONAL TO THE UNLK**

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
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596 Not applicable for the root UNLK model.

597

598

600

601 1. FAMILY

602 This is the root model for all commercial transaction documents based on the UNLK. It is based on the
603 UNLK root model (annex 1-root)

604

605 2. SCOPE

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

612 The Commercial Invoice is not included here as it is presented separately in UNECE Recommendation
613 number 6.

614

615 3. EXISTING INTERNATIONAL LAYOUT KEYS

- 616 • Layout Key for commercial invoices (UN/ECE/FAL/Rec No 6)
- 617 • Layout Key recommended by the ECE, aligned to the UNLK

618

619 4. EXISTING INTERNATIONAL STANDARD FORMS

- 620 • 210 Enquiry/Request for quote/Offer invitation
- 621 • 310 Offer/Quotation
- 622 • 220 Order
- 623 • 320 (Acknowledgement of order/Pro forma invoice)
- 624 • 351 Despatch Advice

625

626 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

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

631 It is generally accepted practice, also put forward within the ISO, to place the name of the issuer of a
632 document in the top left-hand corner of the document concerned. In the initial stage of a trade
633 transaction, a party (prospective buyer) approaches one or more other parties (prospective sellers)
634 asking for price quotations. This is often done by letter, but a form may have been designed for this
635 specific purpose.

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

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

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

648

649

650 8. BOX COMPLETION GUIDE (DATA ELEMENTS INCLUDED)

651

652

653 THOSE IDENTICAL WITH THE UNLK

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
B	Consignee	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
C	Notify Delivery address	3144	Delivery Party. Party Identification. Text Name and address of party to which goods should be delivered, if not identical with consignee such as the place where a container is to be, or has been, positioned.	L 15, P 27-44
D	Transport details	8012	Consignment. Transport. Text Transport Information for commercial purposes (generic term)	an..35 x3; L20-22; P 09-44
E1	Date	2006	Document. Ussue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62
F	Buyer or other	3002	Buyer. Party Identification. Text Name and address of a party to which merchandise of services are sold.	L 10-14, P 45-80
H	Country of origin	3238	Consignment. Origin Country Name. Text Name of the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.	L18 ; P 45-62

I	Country of Destination	3216	Name of the country to which the goods are to be delivered to the final consignee or buyer.	L 18; P 63-79
J1	Terms of delivery	4052	Trade Term. Description. Text Free form description of delivery or transport items	an..35 xn; L 20 P 49-80
J2	Terms of payment	4276	Payment Term. Text Free form description of the conditions of payment between the parties to a transaction.	an..35 x10; L29-54 P 45-80
K1	Shipping marks	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26
K3	No. packages	7224	Package. Quantity Number of individual items packaged in such a way that they cannot be divided without first undoing the packing.	L 28-51; P 27-33
K4	Kinds of packages	7064	Package Type. Text Description of the type of packaging of an item.	an..17; L 28-64; P 34-51
K5	Description of goods	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
L	Commodity number	7357	Goods Item. Type. Code Code specifying a type of goods for Customs, transport or statistical purposes (generic term).	L 28-50; P 52-62
Q1	Place of issue	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	
Q3	Authenticat°	4426	Document. Authentication. Text Prof that a document has been authenticated indicating where	L62-64; P 09-44

			appropriate the authentication party.	
--	--	--	---------------------------------------	--

654

655 **THOSE SYNONYMOUS WITH THE UNLK**

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
	Seller	3346	Seller. Party Identification. Text Name and address of a party selling merchandise or services to a buyer	an..70; L 04-08; P 09-44
	Contract No.	1296	Contract Document. Identifier Identifier of a contract concluded between parties such as between buyer and seller	an..17; L 04; P 63-80
	Contract Date	2326	Contract Document. Issue Date Time. Text Date on which a contract is issued, in figures and words	L 04; P 45-62

656

657 **ADDITIONAL TO THE UNLK**

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
	Order No.	1022	Order Document. Buyer Assigned. Identifier Identifier assigned by the buyer to an order.	L 04. P 63-80
	Order Date	2010	Order Document. Issue Date Time. Text Date when an order is issued, in figures and words.	L 04; P 45-62
	Time of delivery	2138	Delivery. Promised Before Date Time. Text Date and optionally time by which the merchandise should be delivered to the buyer, as agreed between the seller and the buyer (generic term) in figures and words.	L 22; P 45-80
	Order amount	5060	Contract. Total Amount. Amount Total value of a contract.	

	Unit price	5110	Line Item. Unit Price. Amount Price per unit of quantity on which an article item amount is calculated.	L 36-46; P 64-71
	Offer amount	5210	Quotation. Total Amount. Amount Total monetary amount of a quotation.	
	Contract amount	5390	Order. Amount Total amount of an order	
	Quantity			
	Buyer's authentication			
	Seller's authentication			
	Statements as to general conditions			

658

659

660 **Rec1 Annex 1-B: International Sectoral UNLK – Payment sector**

661

662 1. FAMILY

663 This is the root model for all payment sector documents based on the UNLK. It is based on the UNLK
664 root model (annex 1-root)

665

666 2. SCOPE

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

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

676 Information exchange between banks.

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

680

681 3. EXISTING INTERNATIONAL LAYOUT KEYS

- 682 • Collection order (International Chamber of Commerce - ICC)
683 ○ Layout keys recommended by the ICC, aligned to the UNLK
684 • Documentary credit application (ICC)
685 ○ Layout key recommended by the ICC, aligned to the UNLK
686 • Documentary credit (ICC)
687 ○ Layout key recommended by the ICC, aligned to the UNLK to the extent relevant; it
688 should be borne in mind that Documentary credits are not issued by traders and are
689 therefore not included in one-run systems.

690

691 4. EXISTING INTERNATIONAL STANDARD FORMS

692 None.

693

694 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

695 The documents belonging to the first category mentioned above are obvious candidates for inclusion in
696 one-run systems. Although most banks provide their own (non-aligned) forms for banking instructions,
697 traders frequently design aligned versions for their one-way systems, including instructions of their
698 choice. However, banks usually transmit these instructions in the form of a Collection Order, to their
699 correspondents and in some cases the practice is merely to pass on the document received from a client
700 with certain additional notations. This is an argument for alignment also of the bank-to-bank Collection
701 orders, and for the introduction of standard forms suitable for inclusion in national aligned series of
702 trade documents; it is the main reason behind the ICC project to recommend layout keys for the purpose.
703 Similar reasoning applies to the Application for documentary credits for which the ICC has already
704 recommended a layout key.

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

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

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

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

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

720

721

722

723 8. BOX COMPLETION GUIDE (DATA ELEMENTS INCLUDED)

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

725

726 THOSE IDENTICAL WITH THE UNLK

Field code	Field heading	UNTDED	Semantic definition	Physical location on UNLK
D	Transport details	8012	Consignment. Transport. Text Transport Information for commercial purposes (generic term)	an..35 x3; L20-22; P 09-44
E1	Date	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62
Q1	Place of issue	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	

727

728

729 THOSE SYNONYMOUS WITH THE UNLK

Field code	Field heading	UNTDED	Semantic definition	Physical location on UNLK
	Number	1172	Documentary Credit. Identifier Reference number to identify a documentary credit.	an..17; L 04; P 63-80
	Advising bank's reference no.			
	Applicant	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
		3002	Buyer. Party Identification. Text	L 10-14, P 45-80

			Name and address of a party to which merchandise of services are sold.	
	Beneficiary	3336	Consignor. Party Identification. Text Name of the party consigning goods as stipulated in the transport contract by the party ordering transport	an..35 x5; L04-08, P 09-44
		3030	Exporter. Party Identification. Text Name and address of party who makes, or on whose behalf the export declaration is made, and who is the owner of the goods or has similar rights of disposal over them at the time when the declaration is accepted.	an..35 x5; L04-08, P 09-44
	Principal	3336 3030	Consignor. Party Identification. Text Name of the party consigning goods as stipulated in the transport contract by the party ordering transport	an..35 x5; L04-08, P 09-44
		3030	Exporter. Party Identification. Text Name and address of party who makes, or on whose behalf the export declaration is made, and who is the owner of the goods or has similar rights of disposal over them at the time when the declaration is accepted.	an..35 x5; L04-08, P 09-44
	Reference, principal	1154	Reference. Identifier Identifies a reference.	an..35 x2; L 06-07, P 45-80
	Drawee / Consignee	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
	Drawee if not consignee	3002	Buyer. Party Identification. Text	L 10-14, P 45-80

			Name and address of a party to which merchandise of services are sold.	
	Goods (brief desc. without excessive detail)	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
	Goods			
	FOB / C&F / CIF / other terms	2138	Delivery. Promised Before Date Time. Text Date and optionally time by which the merchandise should be delivered to the buyer, as agreed between the seller and the buyer (generic term) in figures and words.	L 22; P 45-80
	Name, stamp and authorized signature of applicant	4426	Document. Authentication. Text Prof that a document has been authenticated indicating where appropriate the authentication party.	L62-64; P 09-44
	Place, date and authentication of principal	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	
		4426	Document. Authentication. Text Prof that a document has been authenticated indicating where appropriate the authentication party.	L62-64; P 09-44

730

731

732

ADDITIONAL TO THE UNLK

Field code	Field heading	UNTTED	Semantic definition	Physical location on UNLK
	Documents to be presented by the beneficiary			

	Documents			How is this different from above
	Date of this application			
	Date and Place of expiry (of the credit)	2210	Documentary Credit Document. Effective End Date Time.Text Date on which the validity of a documentary credit expires, in figures and words	L 10; P 45-80
		3212	Documentary Credit Document. Expiry Location.Text Name of the place at which a documentary credit expires	L 08; P 45-80
	Name of issuing bank	3320	Documentary Credit Issuing Bank. Party Identification.Text Name and address of a bank issuing a documentary credit	an..35 x5; L 04-08; P 09-44
	Advising bank	3190	Documentary Credit Advising Bank. Party Identification.Text Name and address of the bank advising of a documentary credit to the beneficiary	
	Remitting bank			
	Collecting bank to be issued			
	Drafts drawn on			
	Credits to be available (with)			
	Credit available with	3242	Documentary Credit Available Bank. Party Identification.Text Name and address of a bank at which the Documentary credit is available.	L 18; P 45-80
	Domicile			
	Shipment / dispatch /	3214	Transport Means. Departure	

	taking in charge from / at		Location.Text Name of the port, airport or other type of location from which a means of transport is scheduled to depart or has departed	
	For transportation to	3258	Transport Means. Destination Location.Text Name of the port, airport or other type of location at which a means of transport is scheduled to arrive or has arrived	
	Tenor			
	Transferable credit			
	Collection instructions			
	Confirmation requested / not requested			
	Partial shipments allowed / not allowed			
	Transshipment allowed / not allowed			
	Credit available for payment / acceptance / negotiation			
	Credit available against / presentation of documents ... and your / beneficiary's drafts			
	Shipment / dispatch / taking in charge not later than			
	Documents to be presented			

	by the Beneficiary			
	Documents to be presented within ... days			
	Additional conditions			
	Additional instructions			
	Insurance covered by us	4210	Insurance. Action.Indicator Indication whether or not insurance has been effected through an intermediary of the issuer of a document.	
	Amount	5450	Documentary Credit. Amount Amount of the documentary credit.	L 16; P 45-80

733

734

735 **Rec1 Annex 1-C1: International Sectoral UNLK – Transport and related services**

736 Transport is separated into three sections.

737

738 1. FAMILY

739 This is the root model for all documents related to “intermediary services” such as forwarding and
740 cargo-handling services based on the UNLK. It is based on the UNLK root model (annex 1-root)

741

742 2. SCOPE

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

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

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

755

756 3. EXISTING INTERNATIONAL LAYOUT KEYS

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

758

759 4. EXISTING INTERNATIONAL STANDARD FORMS

- 760 • Forwarding instructions - FFI (FIATA)
 - 761 ○ Model form established by FIATA, aligned to the UNLK
- 762 • Forwarder’s certificate of receipt – FCR (FIATA)
 - 763 ○ Model form established by FIATA, aligned to UNLK
- 764 • Forwarder’s warehouse receipt – FWR (FIATA)
 - 765 ○ Model form established by FIATA, aligned to UNLK.

766

767 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

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

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

776 Similar considerations apply to other documents used for intermediary services. In many cases, it is
777 possible to include these documents in the aligned series used by exporters and importers and to
778 combine functions in sets of forms, of which integral parts serve various purposes in the procedures for
779 cargo handling, port clearance, goods acceptance, etc. In most cases, local conditions vary to such an

780 extent that any layout keys or standard forms need to be established on a local or, possibly, on a national
781 basis.

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

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

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

794

795

796 8. BOX COMPLETION GUIDE (DATA ELEMENTS INCLUDED)

797

798 **THOSE IDENTICAL WITH THE UNLK**

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
A	Consignor (Exporter)	3336	Consignor. Party Identification. Text Name of the party consigning goods as stipulated in the transport contract by the party ordering transport	an..35 x5; L04-08, P 09-44
B	Consignee	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
C	Notify Delivery address	3144	Delivery Party. Party Identification. Text Name and address of party to which goods should be delivered, if not identical with consignee such as the place where a container is to be, or has been, positioned.	L 15, P 27-44
		3180	Notify Party. Party Identification. Text Name and address of a party to be notified.	an..35 x3; L16-18, P 09-44
H	Country of origin	3238	Consignment. Origin Country Name. Text Name of the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.	L18; P 45-62
I	Country of Destination	3216	Name of the country to which the goods are to be delivered to the final consignee or buyer.	L 18; P 63-79
J1	Terms of delivery	4052	Trade Term. Description. Text Free form description of delivery or transport items	an..35 xn; L 20 P 49-80
K3	No. packages	7224	Package. Quantity	L 28-51; P 27-33

			Number of individual items packaged in such a way that they cannot be divided without first undoing the packing.	
K4	Kinds of packages	7064	Package Type. Text Description of the type of packaging of an item.	an..17; L 28-64; P 34-51
K5	Description of goods	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
M	Gross weight	6292	Goods Item. Gross Weight. Measure Weight (mass) of goods including packaging but excluding the carrier's equipment.	L 28-52; P 63-74
	Net weight	6160	Net Weight. Measure Weight (mass) of goods including any packaging that normally going with the goods.	L 28-34; P 63-71
N	Volume	6322	Goods Item. Gross Measurement Cube. Measure Measurement normally arrived at by multiplying the maximum length, width and height of pieces of package or transport equipment. Also known as cube.	L 28-38; P 72-80
Q1	Place of issue	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	
Q2	Date of issue	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62

Q3	Authenticat°	4426	Document. Authentication. Text Prof that a document has been authenticated indicating where appropriate the authentication party.	L62-64; P 09-44
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801

THOSE SYNONYMOUS WITH THE UNLK

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
	Supplier / Shipper / Sender	3336	Consignor. Party Identification. Text Name of the party consigning goods as stipulated in the transport contract by the party ordering transport	an..35 x5; L04-08, P 09-44
		3030	Exporter. Party Identification. Text Name and address of party who makes, or on whose behalf the export declaration is made, and who is the owner of the goods or has similar rights of disposal over them at the time when the declaration is accepted.	an..35 x5; L04-08, P 09-44
	Consigned to order of	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
	Exporter's reference no. / Booking ref / Port account no / Reference	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62
		1154	Reference. Identifier Identifies a reference.	an..35 x2; L 06-07, P 45-80

802

803

804

ADDITIONAL TO THE UNLK

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
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List of attachments	1346	Enclosed Document. Function Name Text Name of an enclosed document function	
Number of original Bills of Lading	1067	Document. Originals Issued.Quantity Total number, in figures, of the originals of a document issued	L 64; P 36-40
Receiving date	2126	Consignment. Actual Acceptance Date Time.Text Actual date on which a consignment of goods is taken over by the carrier at the place of acceptance, in figures and words	L 22; P 09-26
Date of delivery	2138	Delivery. Promised Before Date Time. Text Date and optionally time by which the merchandise should be delivered to the buyer, as agreed between the seller and the buyer (generic term) in figures and words.	L 22; P 45-80
Forwarder / Forwarding agent / Import agent	3170	Freight Forwarder. Party Identification.Text Name and address of party undertaking forwarding of goods.	an..35 x5; L16-18; P 09-44
Warehouse depositor	3004	Warehouse Depositor. Party Identification.Text Name and address of party depositing goods in a warehouse.	an..35 x5; L 10-18; P 09-44
Warehouse keeper, Shed operator, Berth operator, Terminal Operator, Cargo handling organization, Port administration	3022	Warehouse Keeper. Party Identification.Text Name and address of party taking responsibility for goods entered into a warehouse	an..35; L 10-14; P 45-80
Carrier	3126	Carrier. Party Identification.Text	L 10-14; P 45-80

			Name and address of party providing the transport of goods between named points	
	Freight charges and costs payable to			
	Berth, Dock, Shed, Warehouse	3156	Warehouse. Identification.Text Location of warehouse where a particular consignment has been stored.	an..35 x3; L 46-18; P 45-80
	Place of receipt	3302	Transport Movement. Pre-carriage Receipt Location.Text Name of the place at which goods are to be, or have been, taken over for carriage prior to the main transport	L 22; P 27-44
	Place/Port of loading	3334	Consignment. Loading Location.Text Name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto the means of transport being used for their carriage	L 24; P 27-44
	Place/Port of discharge			
	Place of delivery	3246	Consignment. Delivery Location.Text The place at which the cargo leaves the custody of the carrier under the terms and conditions of the transport contract	L 26; P 27-44
	Place of transshipment	3424	Consignment. Transshipment Location.Text Name of a place where goods are to be or have been transferred from one means of transport to another during the course of one transport operation	
	Identification of means of transport	8212	Transport Means. Identifier.Text	L 24; P 09-26

			Name of a specific means of transport such as the vessel name	
	Transport information	8012	Consignment. Transport.Text Transport information for commercial purposes (generic term).	an..35 x3; L 20-22; P 09-44
	Dangerous goods details	7254	Dangerous Goods. Technical Name.Text Proper shipping name, supplemented as necessary with the correct technical name, by which a dangerous substance or article may be correctly identified, or which is sufficiently informative to permit identification by reference to generally available literature.	
	Amount	5082	Payment. Amount Actual amount paid, or to be paid	
	Value insured	5011	Consignment. Insured Value.Amount Representation in figures of the total sum covered by an insurance for a particular consignment.	L 26; P45-80
	Payment instructions			
	Acceptance of goods			
	Sender's instructions, formalities to be completed, number and nature of documents to be supplied, etc.	4284	Consignment. Documentary Instruction.Text Instructions given and declarations made by the sender to the carrier concerning Customs, insurance, and other formalities.	
	Conditions of warehousing			

805

806

807 **Rec1 Annex 1-C2: International Sectoral UNLK – Transport and related services**

808 Transport is separated into three sections: Transport and related services (C1), Main transport (C2) and
809 Insurance (C3).

810

811 1. FAMILY

812 This is the root model for all documents related to main transport services based on the UNLK. It is
813 based on the UNLK root model (annex 1-root)

814

815 2. SCOPE

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

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

831

832 3. EXISTING INTERNATIONAL LAYOUT KEYS

833 Standard Bill of Lading (International Chamber of Shipping)

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

837 Standard Cargo and Freight Manifests (International Chamber of Shipping)

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

841

842 4. EXISTING INTERNATIONAL STANDARD FORMS

- 843 • International Rail Consignment Note (CIM Convention)
 - 844 ○ Mandatory form, aligned to the UNLK
- 845 • International Road Consignment Note (CMR Convention)
 - 846 ○ Recommended form, aligned to the UNLK
- 847 • Universal Air Waybill (IATA)
 - 848 ○ Mandatory form adopted by IATA, aligned to the UNLK
- 849 • Despatch Note for post parcels (World Post Convention)
 - 850 ○ Mandatory form laid down in the World Post Convention, aligned to the UNLK, size
851 ISO a5L.
- 852 • Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL)
 - 853 ○ Standard form established by FIATA, aligned to the UNLK

- 854 • Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB)
- 855 ○ Standard form established by FIATA, aligned to the UNLK
- 856 • Forwarders Certificate of Transport (FIATA - FCT)
- 857 ○ Standard form established by FIATA, aligned to the UNLK
- 858 • Shippers Intermodal Weight Certificate (FIATA - SIC)
- 859 ○ Standard form established by FIATA, aligned to the UNLK

860

861 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

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

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

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

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

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

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

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

895

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897

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
B	Consignee	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
C	Notify Delivery address	3144	Delivery Party. Party Identification. Text Name and address of party to which goods should be delivered, if not identical with consignee such as the place where a container is to be, or has been, positioned.	L 15, P 27-44
		3180	Notify Party. Party Identification. Text Name and address of a party to be notified.	an..35 x3; L16-18, P 09-44
K1	Shipping marks	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26
K2	Container no.			
K3	No. packages	7224	Package. Quantity Number of individual items packaged in such a way that they cannot be divided without first undoing the packing.	L 28-51; P 27-33
K4	Kinds of packages	7064	Package Type. Text Description of the type of packaging of an item.	an..17; L 28-64; P 34-51
K5	Description of goods	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
M	Gross weight	6292	Goods Item. Gross Weight. Measure	L 28-52; P 63-74

			Weight (mass) of goods including packaging but excluding the carrier's equipment.	
Q1	Place of issue	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	
Q2	Date of issue	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62
Q3	Authenticat°	4426	Document. Authentication. Text Prof that a document has been authenticated indicating where appropriate the authentication party.	L62-64; P 09-44

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902

903

THOSE SYNONYMOUS WITH THE UNLK

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
	Consigned to order of			
	Shipper, sender	3336	Consignor. Party Identification. Text Name of the party consigning goods as stipulated in the transport contract by the party ordering transport	an..35 x5; L04-08, P 09-44
	B/L No. Sender's ref	1154	Reference. Identifier Identifies a reference.	an..35 x2; L 06-07, P 45-80
	Place of delivery of goods	3246	Consignment. Delivery Location.Text The place at which the cargo leaves the custody of the carrier under the terms and conditions of the transport contract	L 26; P 27-44

	Marks and numbers	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26
	Handling information	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26
	Measurement, cubage, volume	6322	Goods Item. Gross Measurement Cube. Measure Measurement normally arrived at by multiplying the maximum length, width and height of pieces of package or transport equipment. Also known as cube.	L 28-38; P 72-80

904

905

906

ADDITIONAL TO THE UNLK

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
	Carrier name	3126	Carrier. Party Identification. Text Name and address of party providing the transport of goods between named points	L 10-14; P 45-80
	Carrier identification	3127	Carrier. Party. Identifier To identify a party providing the transport of goods between named points.	L 09; P 63-80
	Place of receipt by pre-carrier	3302	Transport Movement. Pre-carriage Receipt Location. Text Name of the place at which goods are to be, or have been, taken over for carriage prior to the main transport	L 22; P 27-44
	Port of loading	3334	Consignment. Loading Location. Text Name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto the means of	L 24; P 27-44

			transport being used for their carriage	
	Airport of departure	3214	Transport Means. Departure Location.Text Name of the port, airport or other type of location from which a means of transport is scheduled to depart or has departed	
	Port of discharge			
	Place of delivery by on-carrier	3358	Transport Movement. On-carriage Receipt Location.Text Name of the place to which goods are to be, or have been, delivered by an on-carriage carrier following the main transport	L 26 ; P 27-44
	Requested routing	3050	Consignment. Route.Text Description of a route to be used for the transport of goods.	
	Destination station	3392	Consignment. Unloading Location.Text Name of a seaport, airport, freight terminal, rail station or other place at which goods are unloaded from the means of transport having been used for their carriage	L 26 ; P 09-26
	Airport of destination	3258	Transport Means. Destination Location.Text Name of the port, airport or other type of location at which a means of transport is scheduled to arrive or has arrived	
	Pre-carriage by	8428	Transport Movement. Pre-carriage Means Type.Text Means of transport by which goods are moved prior to their main transport.	L 22; P 09-26
	Vessel	8212	Transport Means. Identifier.Text	L 24; P 09-26

			Name of a specific means of transport such as the vessel name	
	Freight from	3090	Freight Charge. Payable From Location.Text Name of place from which the transport charges tariff applies or where charges have been incurred.	
	Freight to	3102	Freight Charge. Payable To Location.Text Name of a place to which a transport charges tariff applies or where freight and other related charges are to be or have been incurred	L 62; P 36-53
	Tariffs and routes requested			
	Freight rate	5126	Consignment. Freight Charge Basis Rate.Numeric Rate or price per unit of quantity, or percentage, on which freight charges and other charges are calculated.	L 52-66; P 27-54
	Tariff applied	5430	Consignment. Tariff.Text Code specifying a tariff applied to a consignment	
	Commodity item no.	7357	Goods Item. Type. Code Code specifying a type of goods for Customs, transport or statistical purposes (generic term).	L 28-50; P 52-62
	Chargeable weight, kg	6030	Chargeable Weight. Basis.Measure Gross weight (mass) on which a charge is to be based	
	Tariff distance, km	6110	Chargeable Distance. Measure The distance between two points for which a specific tariff applies.	
	Rate of exchange	5402	Currency. Exchange Rate.Numeric The rate at which one specified currency is	

			expressed in another specified currency	
	Instruction as to payment for carriage	4236	Payment. Arrangement.Text Free format text specifying the arrangements for a payment	
	To be paid by	3472	Freight. Other Charge Payer.Text Name and address of a party responsible for the payment of charges and fees other than freight costs	
	Carriage chares, consignee	5202	Consignment. Consignee Freight Charge.Amount Amount of charges payable to the carrier by the consignee	
	Carriage charges, sender	5176	Consignment. Sender Freight Charge.Amount Amount of charges payable to the carrier by the sender	
	Deductions	5264	Consignment. Freight Charge Deduction.Amount Amount deductible from the carriage charges payable to the carrier by a consignee	
	Deductions, sender			
	Supplementary charges, consignee	5120	Consignment. Consignee Supplementary Charge.Amount Amount of additional charges payable to the carrier by a consignee	L 54; P 62-80
	Supplementary charges, sender	5002	Consignment. Sender Additional Charge.Amount Amount of additional charges payable to the carrier by the sender	
	Other charges, amount	5208	Consignment. Other Charge.Amount Amount of specified individual charge or fee, other than weight and valuation charge in words and figures.	
	Other charges, collect			

	Other charges, consignee	5246	Consignment. Consignee Other Charge.Amount Amount of ancillary charges payable to the carrier by a consignee.	
	Other charges, prepaid	5158	Consignment. Prepaid Other Charge.Indicator Indication that other charges are wholly prepaid	
	Other charges, sender	5322	Consignment. Sender Other Charge.Amount Amount of ancillary charges payable to the carrier by the sender.	
	Currency	6344	Currency. Text The name or symbol of a monetary unit or currency	
	Cash on delivery amount	5017	Consignment. Cash On Delivery.Amount Monetary amount to be paid at time of delivery in figures	

907

908

909 **Rec1 Annex 1-C3: International Sectoral UNLK – Transport related Insurance**

910 Transport is separated into three sections: Transport and related services (C1), Main transport (C2) and
911 Insurance (C3).

912

913 1. FAMILY

914 This is the root model for all documents pertinent to insurance related to transport services based on the
915 UNLK. It is based on the UNLK root model (annex 1-root)

916

917 2. SCOPE

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

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

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

930

931 3. EXISTING INTERNATIONAL LAYOUT KEYS

932 None

933

934 4. EXISTING INTERNATIONAL STANDARD FORMS

935 None

936

937 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

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

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

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

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

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

954 In addition to “Gross weight”, in certain cases, it is essential to know the volume of the goods insured,
955 particularly in the case of liquids (e.g. wine). Provided that an appropriate measure unit specifier is used
956 (litres, cubic meters, etc.) this information can be given in the “Gross weight” field.

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

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

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

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

970

971

972 8. BOX COMPLETION GUIDE (DATA ELEMENTS INCLUDED)

973

974 **THOSE IDENTICAL WITH THE UNLK**

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
D	Transport details	8012		
K1	Shipping marks	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26
K3	No. packages	7224	Package. Quantity Number of individual items packaged in such a way that they cannot be divided without first undoing the packing.	L 28-51; P 27-33
K4	Kinds of packages	7064	Package Type. Text Description of the type of packaging of an item.	an..17; L 28-64; P 34-51
K5	Description of goods	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
M	Gross weight	6292	Goods Item. Gross Weight. Measure Weight (mass) of goods including packaging but excluding the carrier's equipment.	L 28-52; P 63-74
Q1	Place of issue	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	
Q2	Date of issue	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62

Q3	Authenticat°	4426	Document. Authentication. Text Prof that a document has been authenticated indicating where appropriate the authentication party.	L62-64; P 09-44
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977

THOSE SYNONYMOUS WITH THE UNLK

Field code	Field heading	UNTDED	Semantic definition	Physical location on UNLK
	Insured	3136	Insured. Party Identification. Text Name and address of party which benefits from insurance coverage. For example, in transport this is usually the shipper	an..35 x5; L 04-08; P 09-44
	References	1004	Document. Identifier Reference number identifying a specific document	an..17; L 04; P 63-80
		1154	Reference. Identifier Identifies a reference.	an..35 x2; L 06-07, P 45-80

978

979

980

ADDITIONAL TO THE UNLK

Field code	Field heading	UNTDED	Semantic definition	Physical location on UNLK
	Insurer	3070	Insurer. Party Identification. Text Name and address of underwriter	an..35 x5; L 10-18; P 45-80
	Value insured (in letters)	5010	Consignment. Insured Value. Text Representation in letters of the total sum covered by an insurance for a particular shipment	L 24; P 45-80
	Value insured (in figures)	5011	Consignment. Insured Value. Amount Representation in figures of the total sum covered by an insurance for a particular consignment.	L 26; P45-80

	Insurance conditions	4112	Insurance. Condition.Text Reference to the general conditions of contract under which an Insurance certificate is issued , and/or wording of the specific conditions pertaining to the shipment in question.	
	Agent at destination	3430	Insurer At Destination Agent. Party Identification.Text Name and address of the agent of the insurer's at the place of destination	an..35 x5; L 50-54; P 09-44
	Average adjuster	3360	Insurance Claims Adjuster. Party Identification.Text Name and address of the insurance claims adjuster.	an..35 x5; L 56-60; P 09-44
	Other particulars			
	Insurance conditions	4112	Insurance. Condition.Text Reference to the general conditions of contract under which an Insurance certificate is issued , and/or wording of the specific conditions pertaining to the shipment in question.	

981

982

983 **Rec1 Annex 1-D: International Sectoral UNLK – Official controls sector**

984

985 1. FAMILY

986 This is the root model for all official controls documents based on the UNLK. It is based on the UNLK
987 root model (annex 1-root)

988

989 2. SCOPE

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

- 993 • collection of Customs duties and taxes, safeguarding of revenue: Customs Goods declarations
994 for export, home use, warehousing, transit, etc.; Single Administrative Documents; Cargo
995 declarations; Customs invoice; Tax declarations for value-added tax, etc.; Transit bond-notes,
996 • quantitative restrictions on exports and imports: Applications for export or import license;
997 export and import licenses,
- 998 • controls and restrictions regarding exchange: Exchange control declaration; Application for
999 exchange allocation; Foreign exchange permit.
- 1000 • sanitary, veterinary and plant controls: Phytosanitary, Sanitary and Veterinary certificates,
1001 and applications for such certificates.
- 1002 • controls of quality and product standards: Goods control and inspection certificates and
1003 applications for such certificates; Regional appellation certificates.
- 1004 • granting of preferential treatment for goods of certain origin: Certificates of origin and
1005 applications for such certificates; GSP Certificate; Declarations of origin.
- 1006 • restrictions imposed to safeguard public security, cultural heritage, etc.: Dangerous goods
1007 declaration.
- 1008 • collection of foreign trade statistics: Statistical documents for export and import.
- 1009 • consular invoices are still required in some countries; it is sometimes asserted that they
1010 belong to one of the categories mentioned above.

1011

1012 3. EXISTING INTERNATIONAL LAYOUT KEYS

- 1013 • Goods declaration for home use (Kyoto Convention)
1014 ○ Layout key established by the Customs Co-operation Council and appended to Annex
1015 B1 of the Kyoto Convention.
- 1016 • Goods declaration for export (Kyoto Convention)
1017 ○ Layout key established by the Customs Co-operation Council and appended to Annex
1018 C1 of the Kyoto Convention;
- 1019 • Goods declaration for transit (Kyoto Convention)
1020 ○ Layout key established by the Customs Co-operation Council and appended to Annex
1021 E1 of the Kyoto Convention, also appended to Annex I to the Convention on
1022 International Multimodal Transport of Goods, Geneva 1980.
- 1023 • Phytosanitary certificate (Plant Protection Convention)
1024 ○ Model form laid down in the International Plant Protection Convention, Paris 1951.
- 1025 • Certificate of origin (Kyoto Convention)
1026 ○ Layout key established by the Customs Co-operation Council and appended to Annex
1027 D2 of the Kyoto Convention.
- 1028 • Dangerous goods declaration (UN/ECE/FAL Rec.11)
1029 ○ Layout key recommended by ECE, aligned to UNLK.

1030

1031 4. EXISTING INTERNATIONAL STANDARD FORMS

- 1032 • Cargo declaration (International Maritime Organization - IMO FAL Convention)
- 1033 ○ Model form recommended by IMO for use under Standard 2.3 of the IMO
- 1034 Convention on Facilitation of International Maritime Traffic (London, 1965).
- 1035 • GSP Certificate (UNCTAD)
- 1036 ○ Mandatory form established under the UNCTAD Generalized System of Preferences,
- 1037 black print on security (guilloche) paper, with reverse print, sets of two joined by
- 1038 perforated fold at upper edge.
- 1039 • Single Administrative Document (SAD)
- 1040 ○ Document used within the European Union for import, export, and transit procedures.
- 1041

1042 5. PARTICULAR ALIGNMENT CONSIDERATIONS OR PROBLEMS

1043 Application forms are often required by the bodies competent to issue licences and certificates.
1044 Sometimes, the licences and certificates are issued simply by endorsement of the application form,
1045 which then assumes the function of the official licence or certificate document. In other cases, the
1046 competent body issues a separate, official document on the basis of the data contained in the application.
1047 The application, or one copy of a dual-function application form, is always retained and filed by the
1048 competent body.

1049 Considerable time and cost saving is possible if the competent body is prepared to accept and endorse
1050 separate licence or certificate forms filled in by the applicants.

1051 As at least two copies are needed, and provided that the application and licence/certificate forms are
1052 aligned, there are certain advantages in using separate forms for the Application and for the
1053 Licence/Certificate. First, the authority of the official document is enhanced if it carries the title Licence
1054 or Certificate rather than the title “Application for...”.

1055 Secondly, the application form has some space for the formal application text and for data intended for
1056 use by the competent body in evaluating the case; it would not be appropriate for these data to appear
1057 also in the official document. In consequence, the space made free in the official document can be used
1058 for other purposes, e.g. for the formal certification which will thus be superimposed on the
1059 corresponding field in the application form.

1060

1061 8. BOX COMPLETION GUIDE (DATA ELEMENTS INCLUDED)

1062

1063 **THOSE IDENTICAL WITH THE UNLK**

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
A	Consignor (Exporter)	3336	Consignor. Party Identification. Text Name of the party consigning goods as stipulated in the transport contract by the party ordering transport	an..35 x5; L04-08, P 09-44
B	Consignee	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
C	Notify Delivery address	3144	Delivery Party. Party Identification. Text Name and address of party to which goods should be delivered, if not identical with consignee such as the place where a container is to be, or has been, positioned.	L 15, P 27-44
		3180	Notify Party. Party Identification. Text Name and address of a party to be notified.	an..35 x3; L16-18, P 09-44
E2	Reference number	1154	Reference. Identifier Identifies a reference.	an..35 x2; L 06-07, P 45-80
G	Country whence consigned	3220	Exportation Country. Name. Text Name of country from which a consignment of goods was initially exported to the importing country without any commercial transaction taking place in intermediate countries. Syn.: country whence consigned. Country of despatch: country from which goods are despatched between	L 16; P 45-61

			countries of a Customs Union.	
H	Country of origin	3238	Consignment. Origin Country Name. Text Name of the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.	L18; P 45-62
I	Country of Destination	3216	Name of the country to which the goods are to be delivered to the final consignee or buyer.	L 18; P 63-79
K3	No. packages	7224	Package. Quantity Number of individual items packaged in such a way that they cannot be divided without first undoing the packing.	L 28-51; P 27-33
K4	Kinds of packages	7064	Package Type. Text Description of the type of packaging of an item.	an..17; L 28-64; P 34-51
K5	Description of goods	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
P	Value	5032	Goods Item. For Customs Declared Value. Amount Amount declared for customs purposes of those goods in a consignment which are subject to the same tariff/statistical heading, country information and duty regime.	
Q1	Place of issue	3410	Document. Issue Location. Text Name of the location where a document was issued and when appropriate, signed or otherwise authenticated.	

Q2	Date of issue	2006	Document. Issue Date Time. Text Date that a document was issued and when appropriate, signed or otherwise authenticated, in figures and words.	L 04; P 45-62
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1066

THOSE SYNONYMOUS WITH THE UNLK

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
	Importer, Goods consigned to	3132	Consignee. Party Identification. Text Name and address of party to which goods are consigned.	an..35 x5; L 10-14, P 09-44
		3020	Name and address of party who makes - or on whose behalf a Customs clearing agent or other authorised person makes an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned	
	Place of origin	3238	Consignment. Origin Country Name. Text Name of the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.	L18; P 45-62
	Marks and numbers	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26
	Distinguished marks	7102	Goods Item. Shipping Marks. Text Free form description of the marks and numbers on a transport unit or package.	an..17; L 28-64; P 09-26

	Name of produce	7002	Goods Item. Description. Text Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.	an..26 xn; L28-50; P 34-60
	Tariff heading	7357	Goods Item. Type. Code Code specifying a type of goods for Customs, transport or statistical purposes (generic term).	L 28-50; P 52-62
	Net weight, quantity, quantity declared	6160	Net Weight. Measure Weight (mass) of goods including any packaging that normally going with the goods.	L 28-34; P 63-71
	Measurement	6322	Goods Item. Gross Measurement Cube. Measure Measurement normally arrived at by multiplying the maximum length, width and height of pieces of package or transport equipment. Also known as cube.	L 28-38; P 72-80

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1068

1069

ADDITIONAL TO THE UNLK

Field code	Field heading	UNTDDED	Semantic definition	Physical location on UNLK
	Documents attached	1346	Enclosed Document. Function Name Text Name of an enclosed document function	
	Import licence no.	1107	Import Permit. Identifier Reference number to identify an import licence or permit	L 04; P 63-80
	Export licence no.	1208	Export Permit. Identifier Reference number to identify an export licence or permit	L 04; P 63-80
	Manifest no.	1188	Transport Contract Document. Identifier	an..17; L 04; P 63-80

			Reference number to identify a document evidencing a transport contract	
	Transport document no.	1188	Transport Contract Document. Identifier Reference number to identify a document evidencing a transport contract	an..17; L 04; P 63-80
	Invoice date	2376	Invoice Document. Issue Date Time.Text Date of issue of an invoice, in figures and words	L 04; P 45-62
	Invoice number	1334	Invoice Document. Identifier Reference number to identify an invoice	an..17; L 04; P 63-80
	Declarant	3140	Declarant. Party Identification.Text Name and address of party which makes a declaration to an official body or - where legally permitted - in whose name, or on whose behalf, a declaration to an official body is made	an..35 x5; L 04-08; P 09-44
	Bank			
	Official issuing body			
	Itinerary	3050	Consignment. Route.Text Description of a route to be used for the transport of goods.	
	Identification of means of transport	8212	Transport Means. Identifier.Text Name of a specific means of transport such as the vessel name	L 24; P 09-26
	Vessel	8212	Transport Means. Identifier.Text Name of a specific means of transport such as the vessel name	L 24; P 09-26

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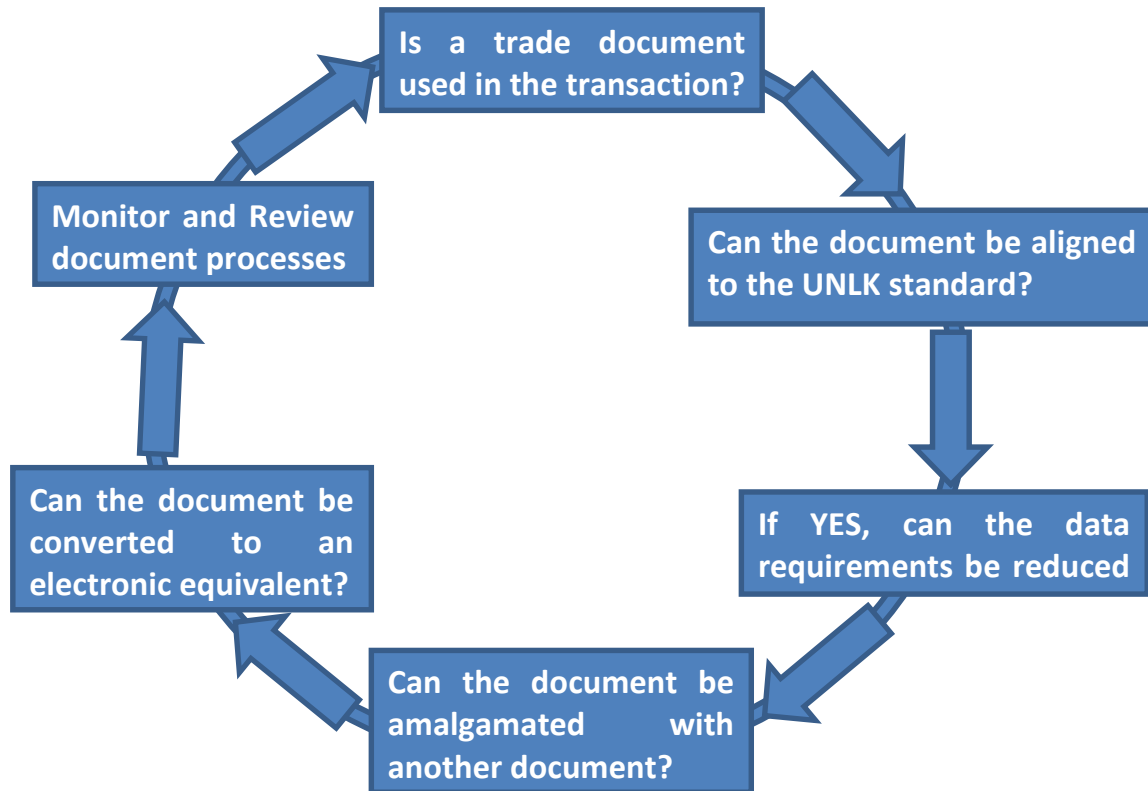
1074 **Annex 2 - Iterative Process of Document Review**

1075 A very important and valuable feature of the UN Layout Key (UNLK) standard is the ability to simplify,
1076 harmonise and standardise the data needed to meet the requirements of domestic and international trade.
1077 The standard offers the opportunity to eliminate duplication of data and remove any redundancy in the
1078 trade-related information demanded by business and government. This approach invariably leads to
1079 establishment of a much smaller but more effective national dataset to meet business needs and comply
1080 with official obligations.

1081 Developing a series of aligned trade forms derived from the UNLK standard allows the information
1082 flow to be modernised, streamlined and fast-tracked greatly increasing the performance of the supply
1083 and value chains. The significant benefits of the UNKL standard accrue when the series of aligned
1084 forms are introduced and business and government migrate to the new system.

1085 However, the benefits need not cease with the introduction of the new set of documents. To ensure the
1086 standard continues to deliver optimum results, trade –related information requirements and the forms
1087 in the aligned series should be regularly reviewed. The review should be conducted by a joint public
1088 and private sector working party to ensure that the regulatory and official requirements and the business
1089 needs of the trading community are fully considered in an open, transparent and inclusive way.

1090 The suggested methodology of the working party is shown in the figure below:



1091

1092 *Figure Annex2.1: Iterative Process of Document Review*

1093 The ‘virtuous circle’ diagram envisages a rolling programme of review for all documents used in
1094 domestic and international trade conducted every three to five years. For ease of conducting the
1095 programme and utilizing the expertise of the participants in the working party, the documents should
1096 be divided into specific functional groups, for example Commercial, Transport, Financial (including
1097 international payments) and Official. The suggested divisions are indicative and not exhaustive.

1098 A schedule or calendar for the document groups should be agreed by an oversight or supervisory
1099 committee to ensure consistency of methodology and outputs from each group. Adopting this approach
1100 should make the review programme manageable, efficient and effective. Equally a structured
1101 programme should reduce the time and burdens on participants of the individual review groups.

1102 The outcome from the rolling programme would be an action plan to remove unnecessary trade
1103 documents. Where this is not immediately possible the action plan should offer imaginative an
1104 innovative ways of replacement by other methods. In this respect the members of the review groups
1105 should embrace the concept of simpler, easier trade processes through radical yet well informed and
1106 considered solutions. In this respect, and as the diagram illustrates, the review groups should actively
1107 consider whether the trade document could be converted to an electronic equivalent using recognised
1108 and established e-business standards.

1109

1110

1111

1112 **Annex 3 - Road Map for an Aligned Series of Trade Documents**

1113 The adoption by government of Recommendation No. 1 – United Nations Layout Key for Trade
1114 Documents (UNLK) demonstrates the political will to support internationally agreed standards and use
1115 them to improve the trading performance of the country greatly assisting a strategic programme of
1116 economic development and wealth and employment creation. Equally the similar adoption of the
1117 standard by the trading community shows a determination to modernise and streamline business
1118 processes to improve more efficient and effective supply and value chains in global commerce.

1119 The decision to adopt the UNLK standard by either the public or private sector (or hopefully both) is
1120 the crucial first step in the programme to introduce an aligned series of trade documents. Once the
1121 strategic decision has been made a tactical ‘Road Map’ can be developed for implementation.
1122 Experience and empirical evidence has shown implementation will consist of four major phases; Plan,
1123 Potential Usage and Users, Production and Promotion and Publicity.

1124 The Road Map towards aligned series of trade documents should involve experts working on Single
1125 Window data harmonization as outlined in UNECE Recommendation 34 (Data Simplification and
1126 Standardization for International Trade). The cooperation between public and private sector in this task
1127 is also outlined in Recommendation 40 (Consultation Approaches).

1128 **PLAN**

1129 The starting point of the Road Map should be the selection of a Lead Agency or Project Team to develop
1130 the implementation plan. Several options exist for the formation of the lead agency:

- 1131 • Public sector with members drawn from government authorities with direct interest in the
1132 functioning of the trade process;
- 1133 • Private sector with participants from all trade and industry sectors with recognised and
1134 acknowledged expertise in the domestic and international trade transaction;
- 1135 • A public and private sector partnership combining the two options;
- 1136 • The National Trade Facilitation Body already in existence or due to be established under
1137 international treaty obligations, or
- 1138 • An independent body with membership including public, private and third sector participants
1139 and individual experts in the field of the trade transaction process and supply chain
1140 management.

1141 The options are indicative and not exhaustive. The selection process should not be limited or restricted
1142 but free to consider imaginative and innovative solutions based on the needs of the implementing
1143 country or trading community.

1144 After the formation of the lead agency, stage two of the Road Map should be an inventory of the
1145 documents currently used in domestic and international trade transactions. The documents could be
1146 divided into groups by either industry sector (for example commercial, transport, banking, finance) or
1147 particular links in the supply chain (such as contract negotiation, preparation for export, importation
1148 and final payment). Once the schedule of documents has been completed, an initial review should be
1149 undertaken to decide the forms to be aligned to the UNLK standard. The review could follow the process
1150 described earlier in Annex 4 – Iterative Review of Trade Documents.

1151

1152

1153 **POTENTIAL USAGE AND USERS**

1154 Conducting the inventory of existing trade forms provides the ideal opportunity to consult with the
1155 business community about their documentation needs and usage. The establishment of Aligned
1156 Documents Advisory Groups (ADAG) is a proven track record of achieving this objective. The Groups
1157 could correspond with the industry and trade sectors or the individual links in the domestic and
1158 international supply chains identified earlier in the review. This approach would allow companies, trade
1159 services providers, small and medium size enterprises (SME) to inform the planning process

1160 Equally, government should be invited to send representatives from the authorities involved in trade
1161 controls to form a Group to review the official forms demanded from the trading community. The
1162 government ADAG should also take the opportunity to examine the individual data elements required
1163 to populate official forms. The purpose of the examination would be to remove duplication, eliminate
1164 redundancy and consolidate information requirements into a much simpler, more harmonised national
1165 data set.

1166 The ADAGs would assist the Lead Agency to develop and action plan for the successful introduction
1167 of the aligned series of trade forms. The Groups would:

- 1168 • Explain current trade document usage
- 1169 • Identify specific business needs for particular trade sectors
- 1170 • Discuss ownership and copyright issues, and agree an intellectual property rights strategy
1171 respecting ownership but embracing an ‘open’ approach to usage of the aligned forms
- 1172 • Identify instances where a national standard document is required
- 1173 • Provide input on the design and technical specifications of aligned forms and national
1174 standard documents
- 1175 • Identify the priorities for the introduction of the new aligned and standard forms.

1176 The initial work programme of the ADAGs should take between 6 and 9 months and a fitting tribute to
1177 the collaborative efforts could be the publication of a manual containing the UNLK aligned forms and
1178 the national standard documents. The manual would provide a representation of each form with its
1179 copyright owner, whether it is fully aligned, or a national standard, or a recommended format and the
1180 methods of reproduction.

1181 The ADAGs should not be disbanded on completion of the initial review. The Group should be invited
1182 to remain active and help the Lead Agency with regular reviews of form design and usage.

1183 Independent of the work of the ADAGs, the Lead Agency should undertake a review of trade forms
1184 issued by the governments of trading partner nations. The purpose would be to assess the usage of the
1185 documents by the trading community and the possibility of producing a national standard based on the
1186 UNLK that would meet the official requirement of the government of the overseas country.

1187 The review would require contact with the local representatives of the overseas government, most
1188 commonly the embassy or trade consulate. Negotiations should emphasise the mutual benefits of a
1189 standard document for exchanging simpler, more accurate and timely trade-related information. Past
1190 examples of the alignment of country specific documents such as the Certified Invoice, and the
1191 Certificate of Value and Origin have demonstrated this approach improves the efficiency and
1192 effectiveness of the trading performance between the two nations.

1193 **PRODUCTION**

1194 The successful introduction of the UNLK standard and derived aligned trade forms will be better
1195 assured if a ‘product’ is readily available for potential users. The Lead Agency should engage with
1196 commercial vendors by offering the opportunity to reproduce the aligned series of trade documents by
1197 either printed blank forms or by computer-based software solutions. Without the commercial incentive
1198 of a reasonable return it is unlikely that sufficient ‘producers’ will devote the time, effort and financial
1199 investment required to develop products for the marketplace that would offer efficient, reliable and cost-
1200 effective merchandise for the potential users.

1201 An alternative to the commercial option is for government or similar authority, or an independent non-
1202 profit organisation to find the resources to offer the aligned series of trade documents as a free public
1203 service. When considering this option, the Lead Agency should review the implementation of the
1204 standard in other countries. These experiences often show commercial producer are more likely to
1205 respond better and quicker to changes in the marketplace and developments in trading practices than
1206 governmental or third sector organisations.

1207 If the commercial option is selected, the Lead Agency would need to identify the different types of
1208 product to market the aligned series of trade forms. The product could be subdivided into specific

1209 categories with contracts offered to vendors after an open and transparent tender process. Experience
1210 from previous implementations has shown the categories most commonly include:

- 1211 • Printing licences with the right to reproduce as blank forms all the documents in the aligned
1212 series of trade forms, including any national standard forms.
- 1213 • Printing licences for specified documents with reproduction restricted to certain forms in the
1214 aligned series or national standard forms. (This approach allows smaller printing companies
1215 to offer a tailored product to the market).
- 1216 • Direct Printing Licence granted to individual companies that wish to develop their own ‘in-
1217 house’ system of forms production. The Licence could be either open and general for all
1218 trade documents or restricted to specific trade forms.
- 1219 • Laser Printing Licence granted to software vendors to reproduce either blank or completed
1220 forms using laser printers.
- 1221 • Software Licence granted to vendors to reproduce a graphical representation of aligned and
1222 national standard forms on a computer screen for completion. The output would be
1223 transmitted using recognised international electronic business standards. This type of
1224 licence could also be granted to individual companies that have in-house commercial
1225 systems for producing and transmitting completed trade documentation.

1226 The list is non-exhaustive and is not limited or restricted to the actual bodies, issues or objectives listed.
1227 The Lead Agency, in consultation with Governments and the Aligned Documents Advisory Groups
1228 should treat it as a starting point based on previous experience. Further research should be undertaken
1229 to ensure the range of licences offered to commercial interests fully meet the identified trading needs
1230 of country or economy.

1231 The Lead Agency should also consider other methods of getting the UNLK standard to market. In
1232 addition to a licencing regime, a system of authorisation and registration could be introduced. Third
1233 party organisations such as trade associations could be approved to promote the aligned series of trade
1234 forms. These multiplier bodies would be allowed to licence individual companies and other trading
1235 entities to reproduce the forms and would be responsible for managing and monitoring the production
1236 system. This approach could prove valuable where a trade or industry sector (for example maritime and
1237 air transport, logistics providers, express carriers, freight forwarding) own the documents required in
1238 the trade transaction, the supply chain or the transit of goods.

1239 Further issues the Lead Agency should consider include; the scale of fees for the direct licence, the level
1240 of charge for authorisation and registration, an Intellectual Property Rights policy, copyright, and
1241 perhaps most importantly conducting an ‘Alignment Quality’ check for all licensees and authorised
1242 organisations.

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1244 **PROMOTION AND PUBLICITY**

1245 The introduction of an aligned series of trade documents will result in major changes to the way the
1246 business community prepares and presents trade data to trading partners, trade services providers and
1247 government. Indeed, in some cases it may require re-engineering specific business methods. Equally,
1248 government will need to consider proactively and constructively to way it accepts and processes
1249 information from the trading community.

1250 Consequently, the lead agency should develop and awareness programme to explain the benefits of
1251 aligned trade documents. These advantages have been described in the Recommendation earlier in the
1252 Guidelines. They are summarised in the following illustrative figures:

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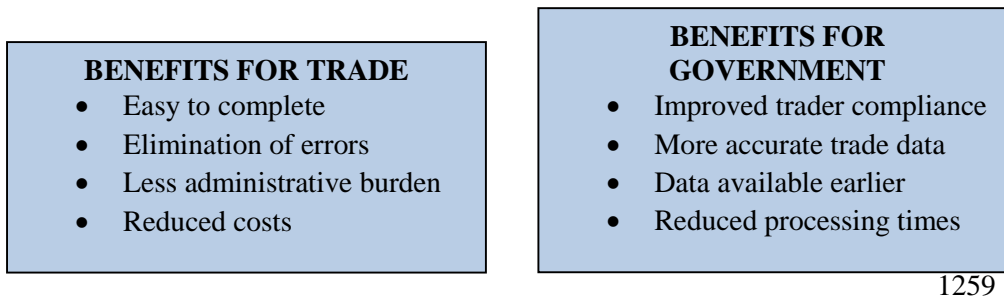
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Figure Annex 3.1: Benefits for Trade and Government

The lead agency should understand the significance of business and government legacy systems and the degree of change required to migrate to the series of aligned forms. The awareness programme should offer reassurance that implementation will acknowledge this situation and provide a suitable period of transition.

To reach as wide an audience as possible the lead agency should consider inviting ‘multiplier organisations’ to join the awareness programme. Invitations could be sent to trade associations, business representation organisations (for example the national Chamber of Commerce), third sector bodies (such as charities) and academic institutions. These ‘multipliers’ could publicise the implementation plan in the trade press, through other promotion channels (such as broadcast media) radio and by using social media applications. The organisations could also invite to send experts to assist in developing and giving presentations at workshops, seminars and other events planned to increase awareness of implementation and encourage involvement.

To ensure the success of the awareness programme the lead agency should have sufficient resources, both human and financial. The budget should cover the cost of staff, both permanent and temporary, support facilities and equipment, and travel and accommodation for any series of events. Funding a promotion and publicity campaign can prove problematic for some developing countries and economies in transition. Equally finding adequate financial resources can pose problems for the business community especially the small and medium sized enterprise sector. However, the full benefits of the implementation of the UNLK aligned series of trade documents would not be achieved unless the appropriate funds are committed to the awareness programme.

CONCLUSION

The Lead Agency and implementers, together with any chosen or identified operators should work on the individual stages of the Road Map simultaneously. A detailed route should be mapped to identify when a particular stage begins and finishes, where overlaps would be likely to occur and where bottlenecks might be encountered so they can be effectively managed.