

Recommendation 1

UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS

This recommendation presents the United Nations Layout Key for trade documents, the rules for the location of codes used in this context and explains the United Nations System of Aligned Trade Documents.

Work on international trade facilitation is pursued by the ECE Working Party assisted by a large number of international organizations, each responsible for special aspects of a trade transaction.

Co-operation between the ECE and UNCTAD secretariats is especially close in this respect; and the present publication is distributed in the joint series of documents issued by the two secretariats for information on international trade facilitation work.

The present versions of the Recommendations on the Layout Key and the Location of Codes were adopted by the Working Party on Facilitation of International Trade Procedures at its thirteenth session in March 1981.

At the thirteenth session of the Working Party, representatives attended from:

Austria; Belgium; Bulgaria; Canada; Czechoslovakia; Denmark; Finland; France; German Democratic Republic; Germany, Federal Republic of; Greece; Hungary; Italy; Netherlands; Norway; Poland; Romania; Sweden; Switzerland; Turkey; Union of Soviet Socialist Republics; United Kingdom of Great Britain and Northern Ireland; and United States of America. Representatives from Bangladesh, Japan and Kenya participated under Article 11 of the Commission's terms of reference.

The following specialized agencies and other intergovernmental and non-governmental organizations were also represented:

Inter-Governmental Maritime Consultative Organization (IMCO); General Agreement on Tariffs and Trade (GATT); European Economic Community (EEC); Customs Co-operation Council (CCC); Central Office for International Railway Transport (OCTI); International Chamber of Commerce (ICC); International Air Transport Association (IATA); International Union of Railways (UIC); International Organization for Standardization (ISO); International Chamber of Shipping (ICS);

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ECE/TRADE/137 [Edition 96.1].

International Federation of Freight Forwarders Associations (FIATA) and International Railway Transport Committee (CIT).

I. BACKGROUND

1. In October 1960 the Committee on the Development of Trade of the Economic Commission for Europe decided to set up a Working Party to examine, among other things, the possibility of drawing up recommendations with a view to the possible reduction, simplification and standardization of external trade documents.

2. The Working Party, at its first session in August 1961, agreed that in order to enable national standardization to proceed in the various countries on similar lines it would be useful to prepare an international model form which could contain all the data elements needed in various external trade documents and to set them out in certain defined spaces. Having agreed on paper size, form design principles and the list of items to be included, a draft model form was prepared and presented to Governments and interested international organizations for comment.

3. In the light of the views expressed and after extensive consultations with experts, the Working Party in October 1962 agreed to put forward a revised model form drawn up on the basis of the discussion during that session.

4. At its third session in October 1963, the Working Party considered the replies from Governments and interested international organizations, and came to the conclusion that the revised model form could be used as a layout key for the simplification and standardization of documents used in export trade.

5. During the period 1963 to 1969 decisions or recommendations to align various internationally-established documents to what was then known as the ECE Layout Key were taken by the International Chamber of Shipping (1963), the International Technical Conference on the Rationalization of Relations between Banks (1963), the Universal Postal Union (1963), the Customs Co-operation Council (1965), the International Federation of Freight Forwarders Associations (1967), the Central Office for International Railway Transport (1967) and the International Road Transport Union (1969). During this period, aligned series of forms based on the ECE Layout Key were introduced in several member countries of the Economic Commission for Europe.

6. In April 1969, noting the progress made in the international acceptance of these documents, the Economic Commission for Europe adopted Resolution 4 (XXIV), recommending, *inter alia*, “that consideration should be given to the ECE Layout Key whenever documents used in connection with international trade are being designed”. The Commission also drew the attention of the Economic and Social Council to the practical value of the work of simplification and standardization of procedures and documents for international trade and the desirability of coordinating that work on a world-wide basis.

7. Following these recommendations, many countries created facilitation bodies to pursue this work at the national level. Coordination of the facilitation work on a world-wide level was provided through the setting up of a separate secretariat unit in UNCTAD (United Nations Conference on Trade and Development), having the extension of the application of the Layout Key to the other regions of the world as one of its main activities.

8. Since the Layout Key was adopted in 1963, rapid progress in the field of automatic data processing (ADP) and data transmission has caused some concern that the development of documentation procedures to match new techniques might result in incompatibility between systems applied in various areas of the world, and also that the Layout Key might not be suitable for ADP applications. On the basis of experience in several countries and organizations it was confirmed, however, that the Layout Key System was indeed suitable for these applications as well as for traditional methods, and it was felt that it would be justified and appropriate to recommend it as a common basis for the presentation of documents for international trade, whether these documents were to be processed by automated or by traditional, non-automated methods.

9. In this context the Working Party noted that documents used in international trade increasingly served as a basis for input into ADP systems or were obtained from such systems. It therefore came to the conclusion that the information contained in trade documents could sometimes be processed in the most rapid and economic way in ADP systems if it were presented in coded form. Rules for the location of coded data elements were then discussed and prepared.

10. These developments, and a review of national and international progress in the alignment of trade documents, enabled Working Party on Facilitation of International Trade Procedures to adopt, in 1973, two Recommendations: Recommendation No. 1 on the ECE Layout Key for Trade Documents (confirming the Layout Key adopted in 1963 and recommending that Governments and interested organizations pursue their efforts to align all documents used in external trade with that Layout Key), and Recommendation No. 2 on the Location of Codes in Trade Documents.

11. In 1975 an *ad hoc* Meeting noted that documents aligned on the ECE Layout Key had already been introduced in many countries outside the ECE region, including countries with broad interest in world trade such as Australia, Japan, and New Zealand, and that the introduction of urgently needed common national systems had been facilitated by the availability of an international standard.

12. In 1978 the Committee on the Development of Trade noted with satisfaction “that the Layout Key for trade documents agreed by ECE experts in 1963, and formally recommended by Working Party on Facilitation of International Trade Procedures in 1973, had reached a level of world-wide acceptance that made it feasible and desirable to refer to it as the ‘United Nations Layout Key for Trade Documents’.”

13. In 1979 the Working Party agreed that the Recommendation on the Layout Key should be issued as a United Nations sales publication and that the text should combine the provisions of the two Recommendations of 1973 referred to above. The Working Party also defined the overall concept of the “United Nations system of aligned trade documents” and agreed to incorporate a description of the system in the publication.

14. Because of its flexibility of application, it has been possible to use the Layout Key, without change, in a wider context than was anticipated in 1963. However, in the present version (1981) of the Layout Key, certain changes in field identifier terminology have been made, reflecting developments in the standardization of data elements. In addition, a certain up-dating of the explanatory notes has taken place.

II. SCOPE

15. The recommendation on a layout key for trade documents aims at providing an international basis for the standardization of documents used in international trade and transport and for visual display representations of such documents.

III. FIELD OF APPLICATION

16. The United Nations Layout Key for Trade Documents, appended to this publication, is intended for application in the designing of documents related to the various administrative, commercial, productive and distributive activities constituting external trade, whether these documents are completed in handwriting, by mechanical means such as typewriters and automatic printers, or by reproduction methods. It applies to documents describing individual consignments (or groupage consignments, e.g. container loads) rather than documents listing the total load of a means of transport (e.g. Ship’s Cargo Manifest); regarding the latter type of document,

the Layout Key can be applied for the goods description particulars. Although the Layout Key applies mainly to documents used in trade with goods, it can also in relevant parts be applied to transactions not involving goods.

17. The Layout Key is intended particularly as a basis for the designing of aligned series of forms employing a master document in a reprographic one-run method of document preparation; it can also be applied for the layout of visual display presentation in ADP applications.

IV. REVIEW PROCEDURES

18. Since a large number of international and national documents systems based on the Layout Key have been introduced, a sufficient period of time has to be allowed before any changes in the Layout Key affecting such document systems are permitted. It has therefore been agreed that a period of at least three years will be allowed before any amendment enters into force.

V. REFERENCES

Writing paper and certain classes of printed matter – Trimmed sizes – A and B series, ISO 216-1975;

Forms design sheet and layout chart, ISO 3535-1977;

Continuous forms used for information processing – Sized and sprocket feed holes, ISO 2784-1974.

VI. TERMINOLOGY

19. Some terms used in this publication are defined below, with the source of the definition indicated within brackets. “ECE means that the definition originates within the ECE; “ISO” or “ISO DP” means that it has been adopted or proposed for adoption as international standard; the number is that of the corresponding ISO standard or draft proposal.

A-sizes: a series of trimmed paper sizes as specified in ISO 216-1974 (ISO DP 6760). *Note:* These are paper sizes in which the relationship of the longer side to the shorter side of the trimmer paper is equal to the ratio between the diagonal and the side of a square ($\sqrt{2}:1 = 1\ 414:1000$).

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

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

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

Code:

1. a set of unambiguous rules specifying the manner in which data may be represented in a discrete form (ISO 2382/IV-1974; 04.02.07).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Forms design sheet: an application of a layout chart, intended as an aid for the placing of rules and other pre-

printed matter in the designing of forms containing margin indicators and a network of lines indicating the location of printed rules (ECE; cf. ISO 3535-1977).

Gripper margin: a margin parallel to an edge of a form providing space for grippers in printing or duplicating machines (ISO DP 6760).

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

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

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

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

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

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

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

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

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

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

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

Trimmed size: the final dimensions of a sheet of paper (ISO 4046-1978).

VII. DESCRIPTION

20. *Paper size* – The paper size for the Layout Key is the international ISO size A4 (210 x 297 mm, 8 1/3 x 11 2/3 in), with provision for ISO size A5L (148 x 210 mm) for certain postal forms and for the equivalent sizes specified for continuous forms in ISO 2784-1974. In some countries, particularly in North America, the paper size 216 x 280 mm (8 1/2 x 11 in) is commonly used. Where this size is used, alignment can be achieved by maintaining the

same top and left-hand margins, which places the layout in the same relative position *vis-à-vis* the top and left-hand paper edges; the resulting common image area measures 183 x 262 mm.

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

22. *Margins and design principles* – A top (gripper) margin of 10 mm and a left-hand (filing) margin of 20 mm have been reserved. The design is based on ISO 3535-1975 “Forms Design Sheet and Layout Chart”, using standard column widths suitable for pre-set standard tabulating positions.

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

24. *Application principles* – The following principles apply for the designing of forms on the basis of the Layout Key:

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

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

24.3. Data elements specified in the Layout Key but *not required* in the form under design can be disregarded and the corresponding space used for other purposes in the same way as the “free disposal area”, as set out in 24.2 above.

24.4. The use of the area for free disposal (any space made available under point 24.3 above) may be subject to particular design considerations if the form is to be included in an aligned series or otherwise used in a one-run application. Before any “in-house” data elements can be included in a reproducible master at company level, the designer has to take into account, and place in their proper locations, all relevant items appearing in any international, sectoral or national layout key or standard form which would apply to the aligned series under design. Only such annotations, stamps and similar entries which

are made *after* the initial one-run completion of the form can be placed without these considerations.

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

25. The field identifiers in the Layout Key indicate the general nature of the information to be contained in the fields. The data fields can be further sub-divided observing certain practices which have emerged in the development of various international documents. As examples, it is possible to provide space for the exporter's agent in the bottom part of the exporter field, the field for transport details can be sub-divided to accommodate the various data elements specifying places of the itinerary, modes and means of transport, etc. The depth of the "goods description" area can be adjusted to the average need by raising or lowering the dotted line as required. The order can be reversed between the two data elements sets "gross weight – cube" and "net quantity – value".

26. If, when drafting a document in accordance with the Layout Key, there is any doubt about which deviations are permissible within the framework of the Layout Key, it is advisable to contact either the national facilitation body, if any, or the secretariat of the Economic Commission for Europe, or UNCTAD's Special Programme on Trade Facilitation (FALPRO) both in the Palais des Nations at Geneva, Switzerland.

VIII. DATA ELEMENTS

27. The field headings of the Layout Key are listed below. The remarks are intended to explain the nature of the data to be entered in the corresponding data fields.

Consignor(Exporter)

This field is intended to show the name and address of the sender of goods or the originator of the documents, as the case may be.

Consignee

The field for the name and address of the consignee has been located in conformity with international postal specifications so as to allow the use of window envelopes.

Notify or delivery address

If in maritime transport the goods are consigned "to order", a notifying address may be required. If not, this space can be used for specifying the address where the

goods are to be delivered, if it differs from the (mail) address of the consignee.

Transport details

This field is reserved for a description of the transport, including places involved in the chain of transport, modes and means of transport, etc.

Date, Reference No., etc.

If not otherwise specified, "date" means the date of issue of the document in which it appears. The reference number is a number or designation preferably common throughout each set of documents. It can be the same as order number, invoice number, etc. In this field, other dates and numbers can be entered, either at the time of the completion of document, or later in the procedure by parties to whom the documents are handed over. The sequence of these items can be modified.

Buyer (if other than consignee) or other address

Often goods are sent to one address and documents to another. In such cases, the consignee field is used for the goods address required, *inter alia*, in transport documents, whereas the alternative address field is used for the address to which documents, such as invoices, are sent (buyer's address).

Country details

Information on country of origin, country whence consigned (country of provenance) and country of destination may be required for statistical and other purposes. If any of these items are not required, the space left may be used for other purposes, e.g. indication of licence number; it can also – in such cases – be added to the field for terms of delivery and payment.

Terms of delivery and payment

This space may be freely used for the purpose indicated, normally specifying time of delivery, terms of delivery, terms of payment, insurance details, etc.

Shipping marks and container numbers

This field is intended for the particulars needed to identify goods (and freight containers) and to relate them to the documents, preferably in accordance with the UN/ECE/FAL Recommendation No. 15, "Simpler Shipping Marks". If goods are marked with the consignee address, this should be indicated by an expression such as "Addressed to consignee", or preferably – by entering the full address as shown on the goods.

Number and kind of packages

No particular column width has been reserved for these data elements, as it would have to be wide enough to accommodate a maximum number of packages which would only rarely appear and would thus, in more cases,

unnecessarily reduce the space for description of goods. It is recommended that a typing layout be used that clearly separates this information from the goods description.

Description of goods

This field is intended for a description of the goods in common trade terms, if possible using terminology of the applicable Customs or freight tariffs. For detailed specifications of articles, the “free disposal” area should be used.

Commodity number

When appropriate the applicable number of the relevant statistical commodity list or Customs tariff should be given, since at least the first digits of these numbers are in most cases used globally.

Gross weight (mass)

The gross weight (mass) is intended for transport and other cargo-handling purposes. It is shown in the same column as net quantity, but can be separated by using a “tier” layout or otherwise by placing it on another level.

Cube

This field is intended for indicating the cubic space required for the goods under transport. It should be located beside the gross weight.

Net quantity

This column shows net weight and supplementary quantities required, *inter alia*, for statistical purposes as specified in the relevant commodity list or Customs tariff.

Value

This indication of value is intended mainly for statistical purposes. In most countries export statistics are based on FOB value and import statistics on CIF value.

Free disposal

This area can be used at discretion for such additional information as cannot be accommodated within the specified fields. Individual space requirements determine the exact location of the dividing dotted line.

Authentication (Signature)

Besides signature or other proof of authentication, information may be entered in this field regarding the place where the document is signed or otherwise authenticated, date of authentication, etc.

IX. RULES FOR THE LOCATION OF CODES

28. In all cases where document codes, data field codes (tags) and coded data entries are to be shown in documents used in international trade, the following rules for their location should be applied:

Location of document code:

- The document code should be placed immediately before the document name or should take its place.

Location of field code (tag):

- If a data field code is used, it is important to avoid confusion with coded data entries. The field tag should therefore be placed before the field heading (data element name) or should take its place starting at the top left-hand corner of the data field.

Location of coded data entries:

- In box-type data fields, coded data entries should be placed in the top right-hand corner of the box. A short vertical line can be used to separate the code box from the rest of the data field.
- In column-type data fields, coded data entries should be placed in vertical order under the field code (tag) and, where necessary, should be preceded by an ordinal number (item number).

29. When ordinal and quantitative data entries (such as dates, weights, quantities, values, container number) are represented in a form which can be used directly as coded input into ADP systems, it is not necessary to repeat them in a special code box.

30. Examples of the application of these rules for the location of codes are given on the previous page.

X. THE UNITED NATIONS SYSTEM OF ALIGNED TRADE DOCUMENTS

31. The United Nations Layout Key serves as the basis for the creation of subsidiary international and national layout keys, internationally or nationally established standard forms and – ultimately – aligned masters and forms used at company level.

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

33. In principle, no form can be designed without taking into account the existence of a layout key, master or standard form at a higher level; conversely, it would be possible for a company to design an aligned form directly on the basis of the United Nations Layout Key if there

were no applicable mandatory layout keys, masters or standard forms on the intermediate levels.

34. In the following paragraphs the levels illustrated above are described and examples given of applications at these levels.

International specialized or sectoral layout keys

35. These are intergovernmental or non-governmental standards (mainly optional) which present data elements in accordance with the United Nations Layout Key and direct the layout of further data elements common to the special application or sector for which the layout key is intended.

36. Specialized or sectoral layout keys serve as the basis for the design of aligned forms for use in a special application or sector, and are suitable for a one-run system.

Examples

- Aligned Invoice Layout Key for International Trade (UN/ECE/FAL/Rec. No. 6, 1976);
- ICS Standard Bill of Lading (1972);
- CCC Layout Keys for Goods Declarations (1965, 1977).

Aligned international standard forms

37. These are internationally-established forms (mostly

mandatory) which present data elements in accordance with the United Nations Layout Key, and direct the layout of further data elements required in relevant treaties, conventions, protocols, and similar agreements. These forms do not, in principle, permit any deviation in design. Models of standard forms are often included in such agreements and are named in accordance with the documentary function which they fulfil.

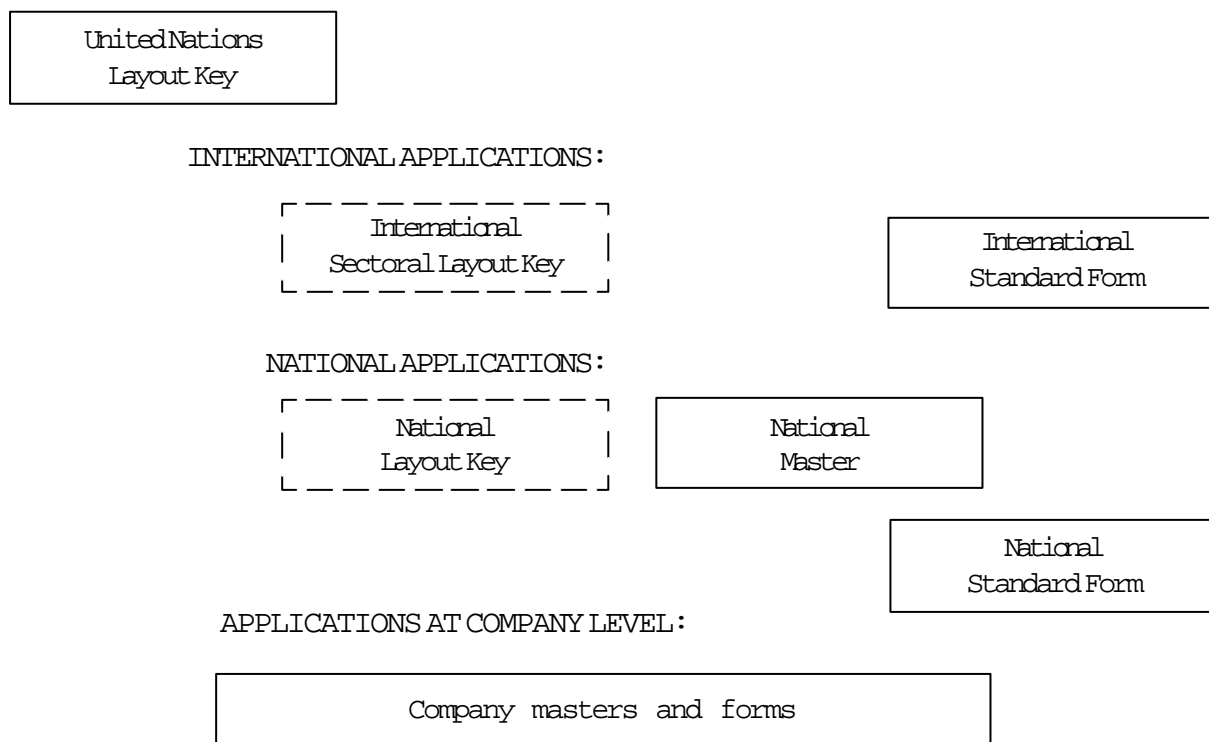
Examples

- Rail Consignment Note (1980) under the CIM Convention;
- TIR Carnet (1975);
- GSP Certificate (1971);
- Movement Certificate EUR 1 (1975).

National layout keys

38. These are nationally-recommended standards (mandatory or voluntary) which present data elements in accordance with the United Nations Layout Key (taking into account relevant specialized and sectoral layout keys and standard forms), and which direct the layout of any further nationally-required data elements with a view to establishing national aligned series of trade documents.

39. National layout keys (with or without national series of aligned forms) are often adopted as National Standards



by national standards bodies; they may be prescribed by government regulation for certain applications.

Examples

- “Trade documentation: Layout Key for the designing of forms” (Swedish national standard SIS 614110, 1970);
- “Unified System of Documentation. System of documentation on foreign trade. Standard Form”. (USSR State Standard, GOST 6.2-1973)

National masters

40. These are nationally-recommended standards (mandatory or voluntary) which present data elements in accordance with the United Nations Layout Key (taking into account relevant specialized and sectoral layout keys and standard forms) and which include further required data elements. They serve as the basis for aligned series of trade documents; copies of masters can be used directly for the production of documents: such copies are called “master forms”. National masters (with or without national series of aligned forms) can be adopted as National Standards by national standards bodies; they may be prescribed by government regulation for certain applications.

Examples

- “United States Standard Master for International Trade” (National Committee on International Trade Documentation, 1970);
- “Master Document” (Indian Institute for Foreign Trade, 1978).

Aligned national standard forms

41. These are nationally standardized forms which present data elements in accordance with the United Nations Layout Key and which are adapted to the needs of the relevant country.

42. National standard forms are often based both on national layout keys/masters and on specialized or sectoral layout keys, and are designed for use within an aligned series of trade documents.

Examples

- National Customs entry forms;
- National Standards for commercial invoices.

Aligned company masters and forms

43. In practical applications, a company using the one-run method for completion of trade documents establishes a company master to cover all relevant forms needed for a trade transaction. In countries where a national master has been established, the master form can, in principle, be used as the company master. The forms needed for a trade transaction include - in addition to mandatory international and national standard forms - a number of other forms, adapted to the particular needs of the company concerned, with company name and logotype pre-printed and sometimes reflecting other company characteristics. The detailed design of these “company forms” is left to the discretion of the issuing company. Some forms intended for general application, such as commercial invoices, bills of lading, etc., are commercially available in aligned neutral versions.

United Nations Layout Key for Trade Documents

Consignor (Exporter)		Date; Reference No. etc.			
Consignee		Buyer (if other than original consignee) or other address			
Notify or delivery address		Country whence consigned			
		Country of origin	Country of destination		
Transport details		Terms of delivery and payment			
Shipping marks; Container No.	Number & kind of packages; Goods description	Commodity No.	Gross weight	Cube	
			Net quantity	Value	
<p style="font-size: 2em; opacity: 0.5; transform: rotate(-30deg);">Free disposal</p>					
<table border="1" style="width: 100%;"> <tr> <td>Place and date of issue; Authentication</td> </tr> </table>					Place and date of issue; Authentication
Place and date of issue; Authentication					