
International Standard



8440

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Location of codes in trade documents

Emplacement des codes dans les documents commerciaux

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Foreword

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Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 8440 was prepared by Technical Committee ISO/TC 154, *Documents and data elements in administration, commerce and industry*.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

Location of codes in trade documents

0 Introduction

Documents used in international trade are frequently used as a basis for input into automatic data processing (ADP) systems or are obtained from such systems.

It is therefore a requirement that the information they contain is in a form suitable also for (ADP).

The representation of information by codes satisfies this requirement and aids in lowering the language barriers.

To remove any ambiguity and avoid confusion in reading, codes should be given a standardized location in documents.

This International Standard is based on a Recommendation adopted by the Working Party on Facilitation of International Trade Procedures of the United Nations Economic Commission for Europe (UN/ECE).

1 Scope and field of application

This International Standard specifies the location of document and field code designations and coded data entries in documents used in international trade.

2 Definitions

For the purpose of this International Standard, the following definitions apply.

2.1 code box: An area, within a data field, designated for a coded data entry.

2.2 coded data entry: A data entry expressed in code.

2.3 data carrier: A data medium that is designed for storage and/or transportation of data.

2.4 data entry: Data entered on a data carrier.

2.5 data field: An area designated for a specified data entry.

2.6 descriptive data entry: A data entry expressed in plain language in full, or in an abbreviated manner.

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

2.8 document code: A document identifier expressed in code.

2.9 document identifier: A text or code that specifies the function of a document.

2.10 document name: The title of a document expressed in plain language.

2.11 field code: A field identifier expressed in code (see 2.17).

2.12 field heading: A field identifier expressed in plain language, in a full or abbreviated manner.

2.13 field identifier: A text or code specifying the nature of the data in a data field.

2.14 form: A data carrier designed to carry a visible record of data entries.

2.15 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.

2.16 quantitative data entry: Numerical data entry which can be used as a quantity for calculation.

2.17 tag; identification tag: An identifier allocated for use in place of a full name to facilitate a procedure which requires explicit identification without the overhead of interchanging full names (see 2.11).

3 Location

In international trade documents, codes shall be located as follows.

3.1 Document code

The document code designation shall be placed immediately before the document name, on the same line or on a preceding line.

Example 1

710 BILL OF LADING or **710**
BILL OF LADING

3.2 Tag

When a tag is used, it shall be placed before or replace the field heading.

3.3 Coded data entries

3.3.1 Box type data fields

In box-type data fields, coded data entries shall be placed in the right-hand part of the box, either on the same line as the descriptive entry or, especially in case of limited space, in the top right-hand corner of the box. The code shall be preceded by a separating, short vertical line (see examples 2 and 3).

Example 2

Field heading:

Date of document

Field code:

2006

Descriptive entry:

5 February 1983

Coded entry:

830205

Complete box:

2006 Date of document

5 February 1983

830205

Example 3

Field heading:

Offer validity period

Field code:

2114

Descriptive entry:

5 February 1983 to 15 March 1983

Coded entry:

830205--0315

Complete box:

2114 Offer validity period

5 February 1983 to 15 March 1983

830205--0315

Only entries represented in coded form shall be placed in the code fields.

NOTE — The examples are given only as illustrations and do not specify any precise dimensions for the various boxes.

3.3.2 Column type data fields

In column type data fields, coded data entries shall be placed in vertical order under the field code and, where necessary, preceded by an ordinal number.

Example 4

41 Line No.	42 Marks & Numbers	43 Container Type/Size	45 Number of pkgs	49 Gross Weight
001	EACU1234567	1020	1	8 050
002	EFGU8902345	2040	1	3 100
003	IJKU6789012	1540	1	5 200

Ordinal entries

Quantity entries

Only entries represented in coded form shall be placed in the code fields.

NOTE — The example is given only as an illustration and does not specify any precise dimensions for the various columns.

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