



**Economic and Social  
Council**

Distr.  
GENERAL

TRADE/CEFACT/2001/16/Add.1  
14 February 2001

ENGLISH ONLY

---

ECONOMIC COMMISSION FOR EUROPE

**COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**

Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Seventh session, 26-29 March 2001

Item 10 of the provisional agenda

**ADDENDUM  
TO  
INFORMATIVE ANNEX TO RECOMMENDATION No. 1  
GUIDELINES AND EXAMPLES**

(Annex to UN/ECE Recommendation No 1)

**ILLUSTRATIONS OF FORMS**

\*\*\*

Submitted by the secretariat

This document is submitted to the Centre for approval.

## ILLUSTRATIONS OF FORMS

In part V of document TRADE/CEFACT/2001/16, " Application in particular sectors", it is envisaged to include illustrations of forms referred to in each sector. Also part VI, " Example of an aligned series of trade documents" will be illustrated.

On the basis of material collected or prepared by the secretariat, this addendum includes the illustrations listed below. However, it should be emphasized that some of the forms are subject to change and that some of the illustrations may not align correctly with the UN/Layout Key. It is thus foreseen that revisions will be required from time to time (this also applies to the document descriptions in the appendix to document TRADE/CEFACT/2001/16.).

### Part V APPLICATION IN PARTICULAR SECTORS

#### A. Illustrations of forms referred to in the commercial transaction sector

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

Enquiry/Request for quote/Offer invitation

Offer/Quotation

Order (Acknowledgement of order/Pro forma invoice)

Despatch Advice

#### B. Illustrations of forms referred to in the payment sector

Documentary credit application (ICC)

Documentary credit (ICC)

#### C. Illustrations of forms referred to in the transport related services sector

##### C 1 Forwarding and cargo-handling ("Intermediary services")

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

FIATA Forwarding instructions - FFI (FIATA)

Forwarder's Certificate of Receipt – FCR (FIATA)

FIATA Warehouse Receipt – FWR (FIATA)

##### C 2 Transport

Standard Bill of Lading (International Chamber of Shipping)

International Rail Consignment Note (CIM Convention)

International Road Consignment Note (CMR Convention)

Universal Air Waybill (IATA)

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

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

Forwarders Certificate of Transport (FIATA - FCT)

Shippers Intermodal Weight Certificate (FIATA - SIC)

C 3 Insurance

No illustrations available.

**D. Official controls sector**

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

**Part VI EXAMPLE OF AN ALIGNED SERIES OF TRADE DOCUMENTS**

Master  
Offer  
Acknowledgement of Order  
Invoice  
Dispatch Advice  
Banking Instructions  
Forwarding Instructions

**Part V            APPLICATION IN PARTICULAR SECTORS**

**A. Illustrations of forms referred to in the commercial transaction sector**

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

Enquiry/Request for quote/Offer invitation

Offer/Quotation

Order (Acknowledgement of order/Pro forma invoice)

Despatch Advice













**B. Illustrations of forms referred to in the payment sector**

Documentary credit application (ICC)

Documentary credit (ICC)







**C. Illustrations of forms referred to in the transport related services sector:**

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

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

FIATA Forwarding instructions - FFI (FIATA)

Forwarder’s Certificate of Receipt – FCR (FIATA)

FIATA Warehouse Receipt – FWR (FIATA)













C 2 Transport

Standard Bill of Lading (International Chamber of Shipping)

International Rail Consignment Note (CIM Convention)

International Road Consignment Note (CMR Convention)

Universal Air Waybill (IATA)

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

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

Forwarders Certificate of Transport (FIATA - FCT)

Shippers Intermodal Weight Certificate (FIATA - SIC)





























**D. Official controls sector**

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



















**Part VI            EXAMPLE OF AN ALIGNED SERIES OF TRADE DOCUMENTS**

Master  
Offer  
Acknowledgement of Order  
Invoice  
Dispatch Advice  
Banking Instructions  
Forwarding Instructions