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### ECONOMIC COMMISSION FOR EUROPE

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

Centre for the Facilitation of Procedures and Practices  
for Administration, Commerce and Transport  
(Item 7 of the provisional agenda of the  
Meeting of Experts on Procedures  
and Documentation (GE.2)  
Fifty-sixth session, 16-17 September 1997)

#### ALIGNED FORMS AND THE TRADE DATA ELEMENTS DIRECTORY (UNTDDED)

#### DESPATCH ADVICE

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Transmitted by the delegation of Romania \*

This document contains a proposed form of the Despatch Advice.

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\* The present document is reproduced in the form in which it was received by the secretariat.

## DESPATCH ADVICE

### Definitions:

“ 351 Despatch advice is a document by means of which the seller or consignor informs the consignee about the despatch of goods (see document TRADE/WP4/INF84/10.11.82). In the UN/EDIFACT environment it relates to Despatch advice message (DESADV) a message specifying details for goods despatched or ready for despatch under agreed conditions. The United Nations Despatch Advice Message serves both as a specification for Delivery despatch advice and also as returns despatch advice message”

The headings of the data fields appearing in the enclosed form for DESPATCH ADVICE are listed below.

The remarks are intended to describe the nature of the information to be entered in the data fields.

The number of the field refers to the number of boxes in the form for DESPATCH ADVICE.

The UNTDED data elements are listed under each data field.

### Field 1: Seller/consignor/exporter

This field contains the name and address of the seller, consignor, exporter.

Corresponding data elements:

.	3346/7	seller
.	3336/7	consignor
.	3030/	exporter

## **Field 2: References**

This field contains the number and date of the dispatch advice, and other references that parties might wish to use as for example contract number and contract date.

Corresponding data elements:

- . 1128 despatch note number
- . 2218/9 despatch note date
- . 1296 contract number
- . 2326/7 contract date

## **Field 3: Consignee**

This field contains the name and address of the party to whom the goods are delivered.

Corresponding data elements:

- . 3132/3 consignee

## **Field 4: Buyer (if other than consignee)**

This field contains the name and address of the buyer (the one who will pay for the goods), if the buyer is different from consignee who will receive the goods.

Corresponding data elements:

- . 3002/3 buyer

## **Field 5: Notify party**

This field contains the name and address of the party to be notified.

Corresponding data elements:

- . 3180/1 notify party

**Field 6: Carrier**

This field contains the name and address of party undertaking or arranging transport of goods.

Corresponding data elements:

.	3126	carrier
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**Field 7: Transport details**

This field contains information regarding transport details (shipping date, pre-carriage by, place of receipt, transport means, place of loading, place discharge, place of destination).

Corresponding data elements:

.	2170/1	despatch date
.	8428/	pre-carriage transport means
.	3348	place of receipt
.	8264	means of transport
.	3334/5	place of loading
.	3392/3	place of discharge
.	3258/9	place of destination

**Field 8: Shipping marks, container number, number and kind of packages, description of goods, gross weight, net weight, cube**

This field contains information regarding packing, type and number of packages, containers and other equipment, general description of goods, net and gross mass, cube.

Corresponding data elements:

.	7102	shipping marks and numbers
.	7002	description of goods
.	7224	number of packages
.	7064/5	kind of packages
.	6292	gross weight
.	6160	net weight
.	6322	cube m <sup>3</sup>

**Field 9:**

Name of documents enclosed to the Despatch advice.

Corresponding data elements:

- 1346/47 document enclosed
- 1198 number of copies of document enclosed

**Field 10: Authentication**

This field contains information on place and date of issue of the Dispatch advice and signatures or other proof of authentication when required.

Corresponding data elements:

- 3410/1 place of issue of document
- 2006/7 document date
- 3412 department of employee
- 4426 authentication

ANNEX (not available in wordperfect)