ECONOMIC COMMISSION FOR EUROPE

Trade Data Elements Directory

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Vol. I - Standard Data Elements

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NOTE

This edition supersedes the first version of 1990 of the UNTDED.

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International Organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 7372 was prepared by the United Nations Economic Commission for Europe (UN/ECE) as UN/ECE document ECE/TRADE/TDED(93) and adopted by Technical Committee ISO/TC 154, Documents and data elements in Administration, Commerce and Industry; and is maintained by a joint ISO-UN/ECE Maintenance Agency (see section 2).

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Volume I of the Directory constitute International Standard ISO 7372. Annexes A, B, C and D of this International standard are for information only.

Volume II includes the User Code List. The preparation and maintenance of Vol. II is an activity of the UN/ECE.

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Volume III is a Compendium of Trade Facilitation Recommendations. The preparation and maintenance of Vol. III is a joint activity of the UN/ECE and the UN Conference on trade and Development (UNCTAD), Special Programme for Trade Efficiency (SPTE).

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VOLUME II	**USER CODE LIST**
VOLUME III	**COMPENDIUM OF TRADE FACILITATION RECOMMENDATIONS**

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Section

1. INTRODUCTION

This Directory has been compiled on the basis of the work within the ECE Working Party on Facilitation of International Trade Procedures (WP.4), which has adopted agreed sets of standard data elements for various areas of application. Volume I of the Directory constitute International Standard ISO 7372. Volume II includes the User Code List and Volume III a Compendium of Trade Facilitation Recommendations.

1.1. Scope

The standard data elements included in this Directory are intended to facilitate interchange of data in international trade.

These standard data elements can be used with any method for data interchange on paper documents as well as with other means of data communication: they can be selected for transmission one by one, or used within a particular system of interchange rules, e.g. the United Nations rules for Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT), developed within the United Nations Economic Commission for Europe (UN/ECE) and published as International Standard ISO 9735.

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1.2. References

1.2.1. International Standards[1]

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The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards

ISO 216	Writing paper and certain classes of printed matter - Trimmed sizes - A and B series
ISO 639: 1988,	Code for the representation of names of languages Bilingual edition
ISO 1000:1992	SI units and recommendations for the use of their multiples and of certain other units
ISO 2382-1:1984	Data processing - Vocabulary
ISO 2784: 1974	Continuous forms used for information processing - Sizes and sprocket feed holes
ISO 2955: 1983	Information processing - Representation of SI and other units for use in systems with limited character sets
ISO 3166: 1993	Codes for the representation of names of countries
ISO 3535: 1977	Forms design sheet and layout chart

[1] Available from the International Organization for Standardization (ISO), 1, Rue de Varembé CH - 1211 Geneva 20

ISO 4217: 1990	Codes for the representation of currencies and funds
ISO 6346: 1984	Freight containers - Coding, identification and marking
ISO 6422: 1985	Layout Key for trade documents
ISO 8601: 1988	Data elements and interchange formats - information interchange - representation of dates and times
ISO 8859-1: 1987	Information processing - 8 bit single-byte coded graphic character sets- Part 1: Latin alphabet No. 1
ISO 8859-2: 1987	Information processing - 8 bit single-byte coded graphic character sets- Part 2: Latin alphabet No. 2
ISO/IEC 8859-5: 1988	Information processing - 8 bit single-byte coded graphic character sets- Part 5: Latin/Cyrillic alphabet
ISO 8859-7: 1987	Information processing - 8 bit single-byte coded graphic character sets- Part 7: Latin/Greek alphabet

1.2.2. UN/ECE Recommendations[2]

Recommendation No. 1,	United Nations Layout Key for Trade Documents
Recommendation No. 3,	ISO Country Code - Code for Representation of Names of Countries
Recommendation No. 5,	Abbreviations of INCOTERMS - Alphabetic Code for Incoterms 1953
Recommendation No. 6,	Aligned Invoice Layout Key for International Trade
Recommendation No. 7,	Numerical Representations of Dates, Time and Periods of Time
Recommendation No. 8,	Unique Identification Code Methodology - UNIC
Recommendation No. 9,	Alphabetic Code for the Representation of Currencies
Recommendation No. 11,	Documentary Aspects of the International Transport of Dangerous Goods
Recommendation No. 12,	Measures to Facilitate Maritime Transport Documents Procedures
Recommendation No. 15,	Simpler Shipping Marks
Recommendation No. 16,	Code for Ports and other Locations (LOCODE)
Recommendation No. 17,	Abbreviations for Terms of Payment - PAYTERMS
Recommendation No. 19,	Code for Modes of Transport
Recommendation No. 20,	Codes for Units of Measurement
Recommendation No. 21,	Codes for Types of Cargo, Packages and Packaging Materials
Recommendation No. 22,	Layout Key for Standard Consignment Instructions
Recommendation No. 23,	Freight Cost Code - FCC. Harmonization of the description of freight costs and other charges

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[2] Available from the UN/ECE Trade Division, Palais des Nations CH-1211, Geneva 10 (Volume III of UNTDED)

1.3. Definitions

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

1.3.1. alphabetic character set: A character set that contains letters and may contain control characters, and special characters, but not digits (Source: ISO 2382/4).

1.3.2. alphanumeric character set: A character set that contains both letters and digits and may contain control characters, and special characters(Source: ISO 2382/4).

1.3.3. blank(Character): A character that represents an empty position in a graphic character string (Source: ISO 2382/4)

1.3.4. character: A member of a set of elements that is used for the representation, organization, or control of data (Source: ISO 2382/4).

1.3.5. character set: A finite set of different characters that is complete for a given purpose (Source: ISO 2382/4).

1.3.6. code: A collection of rules that maps the data elements of one set on to the elements of a second set(Source: ISO 2382/4).

1.3.7. data: A representation of facts, concepts or instructions in a formalized manner suitable for communication, interpretation or processing by human beings or by automatic means (Source: ISO 2382/1).

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1.3.8. data element: A unit of data that in a certain context, is considered indivisible (Source: ISO 2382/4). A unit of data for which the identification, description and value representation have been specified (source: ISO 9735)

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1.3.9. data element tag: A unique identifier for a data element in a data elements directory (Source: ISO 9735).

1.3.10. data element value: The specific entry of an identified data element represented as specified in a data elements directory (Source: ISO 9735).

1.3.11. data element value length: The number of characters in a data element value (Source: ECE).

1.3.12. digit (Numeric character): A graphic character that represents a non-negative integer (Source: ISO 2382/4).

1.3.13. letter: A graphic character that, when appearing alone or combined with others, is primarily used to represent a sound element of a spoken language (Source: ISO 2382/4).

1.3.14. numeric character set: A character set that contains digits and may contain control characters and special characters, but not letters (Source: ISO 2382/4).

1.3.15. special character: A graphic character that is not a letter, a digit, or blank character, and usually not an ideogram (Source: ISO 2382/4).

1.4. Abbreviations

The following acronyms or abbreviations are used for making reference to documents, conventions and interchange standards:

- AWB IATA Air Waybill
- CIM Rail Consignment Note (CIM Convention)
- CIMP IATA Cargo Interchange Message Procedures Manual (CARGO-IMP manual)
- CMR Road Consignment Note (CMR Convention)
- EC European Communities
- EFTA European Free Trade Association
- IATA International Air Transport Association
- ICC Standard forms adopted within the International Chamber of Commerce (ICC)
- INV United Nations Layout Key for Aligned Invoices
- MAR IMO Model forms and ICS Standard Bill of Lading
- ODETTE Organisation de Données Exchangées par Télé Transmission en Europe
- SAD Single Administrative Document (EC and EFTA)
- S.W.I.F.T. Society for Worldwide Interbank Financial Telecommunication
- UNLK United Nations Layout Key
- UNSM United Nations Standard Message (UN/EDIFACT)

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1.5. Character sets

The characters in ISO 8859 shall be used for the representation of the data elements in this Directory.

1.6. Explanation of the contents of the Directory

In addition to this introduction, the Directory contains the following sections:

Section 2 provides rules and procedures for maintenance.

Section 3 contains alphabetic and numeric indexes, listing data element names and numeric tags only. The alphabetic index is expanded to include synonyms when applicable.

Section 4 is the main part of the Directory and contains the complete list of standard data elements presented as described in 1.6 and 1.7 hereafter. In principle, each entry in this part should be self-contained and consultation of other parts of the Directory or outside sources should be required only exceptionally;

1.7. Presentation of data elements in the Directory

Each identified data element has been given:

a) a data element name;

b) a description of the concept to explain the agreed meaning and to aid in determining the content of the information (data value) to be provided with the data element;

c) a specification of the character representation of the data value, with indication of space (in number of characters) available and location in aligned forms, and of field lengths where such have been established in particular interchange protocols;

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and, when applicable or required:

1) notes providing additional information;
2) references to other parts of the Directory, or to other sources, as appropriate;
3) synonyms of data element names where such are widely used.

The values of a data element can either be expressed in plain language or in code, and it is recognized that there will be a need to refer to either of these versions, and sometimes to both.

1.8. Categories of data elements, allocation of identifiers (tags)

Four-digit numbers are used as data element identifiers (tags) in the Directory. Taking into account the desirability of grouping the data elements into broad categories in a way that will assist users of the Directory, and also the need to reserve substantial capacity for national and company use, numbers have been assigned as follows, within the framework of a sub-division into 9 general categories, as specified in Section 4.

Even tag numbers are used to designate the plain language representation of the data item (which includes numerical values other than codes), whereas the following odd number is reserved for the coded representation, when applicable, of the same data element, e.g. 4460 Payment means; 4461 Payment means, coded.

When a coded version for a data element is available, this is reflected in Section 3 "Indexes" by showing the last digit of the uneven tag number after the corresponding even tag number separated by an oblique stroke (slash), e.g. 4460/1 Payment means.

The purpose of the tags is to provide language independent identifiers for the data elements; the only significance attributed to the numbers is their designation of broad categories and the indication of plain language and coded version.

1.9. Data element issue numbering

Data elements used in UNSMs are identified by an "E" in front of the issue number. These data elements are also included in the United Nations Trade Data Interchange Directory (UNTDID), Part 5, Chapter 6, EDED.

Each data element has been given an issue number:

a) for service data elements (the "0xxx" series) which are defined in ISO 9735 (the EDIFACT syntax), version control is reflected in data element 0002 in segment UNB and is based on changes to ISO 9735.

b) for data elements used in UNSMs (identified by "E") version/release control is reflected in data elements 0052 and 0054 and is based on changes to UN/EDIFACT directory version/release procedures.

c) for other data elements the year of introduction into UNTDED or of amendment, e.g. 87).

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1.10. Availability of the UNTDED and ISO 7372

The UNTDED (Vol. I) is issued once a year and can be obtained from the ECE/TRADE Division, Palais des Nations, CH-1211 Geneva 10 ,Fax: +41 22 9170037; telex: 41 29 62.

In addition to the paper version, UNTDED is available on PC diskettes which can be ordered from the United Nations Sales Section, Palais des Nations, CH-1211 Geneva 10 .

ISO 7372 is available from ISO Central Secretariat, 1, Rue de Varembé, CH-1211 Geneva 20.

Section

2. MAINTENANCE OF THE TRADE DATA ELEMENTS DIRECTORY

2.1. Maintenance of the Trade Data Elements Directory/ISO 7372 Maintenance Agency

Volume I of UNTDED is continuously updated, based on a biannual review by the Maintenance Agency. Amendments and additions are subsequently incorporated in the Directory which is issued at the beginning of the year that follows .

2.1.1. Introduction

A joint UN-ECE/ISO Maintenance Agency is entrusted with the maintenance of the Trade Data Elements Directory (UNTDED) and the International Standard ISO 7372, in order to keep UNTDED up to date to meet changing or new requirements in trade. The membership and procedures of the MA, as set out below, have been designed to reflect the dual nature of the UNTDED as an intergovernmental recommendation and an ISO International Standard.

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The ISO Council, in accordance with the provisions of Annex 1G of the Directives for the technical work of ISO, has designated an ISO 7372 Maintenance Agency (ISO 7372/MA). The ISO 7372/MA together with the maintenance function set up by the ECE Working Party on Facilitation of International Trade Procedures, jointly constitute the UNTDED Maintenance Agency, hereafter referred to as MA.

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2.1.2. Role of the Maintenance Agency

The MA, as authorized by the ECE Working Party on Facilitation of International Trade Procedures and by the ISO Council, is entrusted with the following functions:

a) To add to or to eliminate data elements from UNTDED and to assign numeric identifiers (tags) in accordance with the rules provided in Section 5 of UNTDED;

b) To inform interested parties appropriately of such changes, etc.;

c) To prepare periodically and disseminate amendment sheets to users in order to allow proper up-dating of UNTDED;

d) To establish as required, in the normal course of work, additional rules for the practical application of the principles for:

- selecting data elements and assigning them a name and a numeric identifier (tag);
- grouping data elements into broad categories;
- the presentation of standard data elements and their use for international trade information interchange.

2.1.3. Membership

The secretariat of UN-ECE and the ISO Central Secretariat participate ex officio in the MA, whose membership - besides the ECE Working Party on Facilitation of International Trade Procedures - is composed of inter-governmental and non-governmental bodies and of representatives of ISO Member Bodies and of ISO Technical Committees concerned, as set out below, each being entitled to appoint one participant.

2.1.3.1. Inter-governmental and non-governmental bodies

The following inter-governmental and non-governmental bodies have requested to be associated with the maintenance work:

- Customs Cooperation Council (CCC)
- International Air Transport Association (IATA)
- International Chamber of Commerce (ICC)
- International Chamber of Shipping (ICS)
- International Federation of Freight Forwarders Associations (FIATA)
- International Maritime Organization (IMO)
- International Railway Transport Committee (CIT)
- International Road Transport Union (IRU)
- International Union of Railways (UIC)
- United Nations Conference on Trade and Development (UNCTAD)
- Universal Postal Union (UPU)

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2.1.3.2. International Organization for Standardization

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The membership of the ISO 7372/MA shall be open to one representative from each of the following ISO Member bodies:

- AFNOR (Association française de normalisation)
- ANSI (American National Standards Institute)
- BSI (British Standards Institution)
- DIN (Deutsches Institut fur Normung)
- SIS (Standardiseringskommissionen i Sverige)

and the following technical bodies:

- TC 68 "Banking and related financial services"
- ISO/IEC JTC 1/SC 14 "Representations of data elements"
- TC 154 "Documents and data elements in Administration, Commerce and Industry".

2.1.3.3. Associate members

At the proposal of MA, other international organizations may be invited to become associate members of the MA and to appoint a representative.

2.1.3.4. External expertise

The MA is authorized to seek external expert advice where necessary.

2.1.3.5. Maintenance Agency secretariat (MAS)

The United Nations Economic Commission for Europe (UN/ECE), through the Trade Division and the International Organization for Standardization (ISO) jointly provide the secretariat for the MA.

The responsibilities of MAS are:

- To receive proposals for changes and additions to, or deletions of, data elements in UNTDED;
- To make appropriate suggestions or proposals and to circulate them to MA members for comments and/or decision within a specified period of time;
- To maintain a master of UNTDED.

2.1.4. Rules of procedure

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2.1.4.1. Proposals for changes, additions or deletions

Proposals for changes and additions to, or deletions of, data elements in the UNTDED can be received from:

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- Any ISO member body;
- Any government and international organization member of UN/ECE/TRADE/WP.4;
- Any other international organization representing users of the directory;

and shall be submitted to the MAS, using the "UNTDED proposal form" shown in annex A.

Any proposals for changes. additions or deletions which have a bearing on an existing data element used in UN/EDIFACT should be submitted by the MA to the UN/EDIFACT maintenance procedures.

Any proposals for changes, additions or deletions of a data element used in UN/EDIFACT which have a bearing on an existing non UN/EDIFACT data element in UNTDED should be submitted to the MA.

2.1.4.2. Changes to UNTDED

As a general principle, to ensure continuity and stability in the UNTDED, changes should be kept to a minimum.

2.1.4.2.1. Change of the name or description of an existing data element

If the concept of the data element is not affected, a change of the name or description of an existing data element will not result in a change of the already assigned numeric identifier (tag).