

# International Standard



# 8440

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

## Location of codes in trade documents

*Emplacement des codes dans les documents commerciaux*

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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.

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).

**ISO 8440-1986 (E)****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
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Field code:

2008
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Descriptive entry:

5 February 1983
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Coded entry:

	830205
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Complete box:

2008 Date of document	
5 February 1983	830205

*Example 3*

Field heading:

Offer validity period
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Field code:

2114
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Descriptive entry:

5 February 1983 to 15 March 1983
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Coded entry:

	830205--0315
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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.