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# **CIM Consignment Note Manual (GLV-CIM)**

Applicable with effect from 1 January 2017



## Contents

Page

<b>A.</b>	<b>General provisions</b> .....	4
0	Abbreviations and definitions .....	4
1	Purpose of the manual .....	5
2	Scope .....	5
<b>B.</b>	<b>Common provisions for electronic and paper consignment notes</b> .....	6
3	GTC-CIM .....	6
4	Form and content of the consignment note .....	6
5	Payment of charges .....	6
5.1	List of charges .....	6
5.2	Instructions for the payment of charges .....	6
5.3	List of currencies and currency codes.....	7
<b>C.</b>	<b>Electronic consignment note</b> .....	8
6	Principle.....	8
7	Contract for the electronic exchange of consignment note data (EDI contract) .....	8
8	Printouts .....	8
9	Mixed system .....	8
<b>D.</b>	<b>Paper consignment note</b> .....	9
10	Specimen .....	9
<b>E.</b>	<b>Other documents</b> .....	10
11	Charges note.....	10
12	Subsequent orders – Circumstances preventing carriage – Circumstances preventing delivery .....	10
13	Transport document for empty uncleaned means of containment as defined by the RID .....	10
14	Languages.....	11
15	Creation and transmission .....	11
16	Claims .....	11
<b>F.</b>	<b>Final and transitional provisions</b> .....	12
17	Entry into force .....	12
18	Transitional arrangements .....	12

## Appendices

1	Functional and legal requirements to be satisfied by the electronic consignment note.....	13
2	Explanatory notes on the content of the consignment note .....	25
3	List of charges .....	35
4	Rules and recommendations for the CIM consignment note .....	41
4a	Specimen CIM consignment note .....	43
4b	Specimen CIM consignment note for combined transport .....	45
5	Explanatory notes on the content of the wagon list .....	47
6	Charges note.....	49
7	Subsequent orders.....	51
8	Notification of circumstances preventing carriage – Person entitled's instructions .....	53
9	Notification of circumstances preventing delivery – Consignor's instructions .....	55
10	Currency names and codes .....	57

## A. General provisions

### 0 Abbreviations and definitions

Carrier	The contractual carrier with whom the consignor has concluded the contract of carriage in accordance with the CIM Uniform Rules or a successive carrier who is liable on the basis of that contract. If the carrier is not a railway undertaking (where national law permits that), he is to entrust the performance of the carriage by rail to a railway undertaking which acts as a successive carrier, substitute carrier or an auxiliary to the carrier within the meaning of a person for whom the carrier is liable under Article 40 CIM.
CIM	Uniform Rules concerning the Contract of International Carriage of Goods by Rail
CIT	International Rail Transport Committee [Comité international des transports ferroviaires]
Combined transport	The intermodal transport of intermodal transport units when the greater part of the journey is made by rail, by inland waterway or by sea but the initial or terminal journeys are made by another mode of transport.
Consignment note	Electronic record or paper document which records the contract of carriage in accordance with Article 6 CIM
Customer agreement	A special agreement made between the customer (consignor, consignee or other party) and the carrier which covers one or more consignments subject to the CIM Uniform Rules.
CUV	Uniform Rules concerning the Contracts of Use of Vehicles in International Rail Traffic
Destination station	Station serving the delivery point
DIUM	Uniform distance table for international freight traffic
EDI	Electronic data interchange means the electronic transfer of data between computers in the form of EDI messages
EDI message	A set of data, structured using an agreed standard, prepared in a computer readable format and capable of being automatically and unambiguously processed
Electronic consignment note	Electronic record of the data representing the consignment note
EU	European Union
Forwarding station	Station serving the point the goods are accepted
GTC-CIM	General Terms and Conditions of Carriage for International Freight Traffic by Rail, drawn up and recommended by the CIT
IMDG Code	International Maritime Dangerous Goods Code
Incoterms	Standard trade definitions most commonly used in international sales contracts, devised and published by the International Chamber of Commerce (ICC).
IT	Information technology
NHM	Harmonised Commodity Code
Paper consignment note	Paper document representing the consignment note
Printout of the electronic consignment note	Print out of the data in the electronic consignment note record on paper
RID	Regulation concerning the International Carriage of Dangerous Goods by Rail
Substitute carrier	A carrier who has not concluded the contract of carriage with the consignor but to whom the carrier has entrusted the performance of the carriage by rail in total or in part.

UIC	International Union of Railways [Union Internationale des Chemins de Fer]
UN	United Nations Organization
UN/EDIFACT	United Nations rules for Electronic Data Interchange for Administration, Commerce and Transport
UTI	Intermodal transport unit [Unité de transport intermodal]
VAT	Value added tax

## 1 Purpose of the manual

This manual contains the instructions for the use of the CIM consignment note, the CIM consignment note for combined transport and other documents used for international carriage of freight traffic by rail. It is intended for members of the CIT and their customers.

## 2 Scope

This manual applies to consignments subject to the CIM Uniform Rules and to the GTC-CIM.

Nevertheless, **points 4** and **9** and **Appendices 1, 2, 4a** and **4b** also apply to consignments which are not subject to the GTC-CIM when the parties use a consignment note which meets the requirements for the electronic consignment note laid down by the CIT or complies with a specimen paper consignment note drawn up by the CIT

## B. Common provisions for paper and electronic consignment notes

### 3 GTC-CIM

The CIT recommends that the GTC-CIM are used as the general conditions of carriage [see Article 3 c) CIM]. They are available on the CIT website [www.cit-rail.org](http://www.cit-rail.org).

### 4 Form and content of the consignment note

Evidence of the contract of carriage is to be provided by an consignment note which complies with the requirements of [Appendix 1](#) (electronic consignment note) or [Appendix 2](#) (paper consignment note).

Wagon lists form an integral part of the consignment note.

A consignment note must be made out for each wagon. Exceptions to this rule (for example, a consignment note for block train, a group of wagons or a UTI) are to be set down in customer agreements.

A CIM consignment note form is available on [www.cit-rail.org](http://www.cit-rail.org) to download, complete, print-out and send electronically.

### 5 Payment of charges\*

#### 5.1 List of charges

[Appendix 3](#) contains a list of the main charges for services linked to carriage, ancillary charges\*\*, customs duties and other charges.

#### 5.2 Instructions for the payment of charges

Except where otherwise agreed, the charges are to be paid by the consignor to the forwarding carrier or by the consignee to the destination carrier in accordance with the instructions below.

Instructions expressed as a three letter code are taken from Incoterms 2010<sup>1</sup>. The two Incoterms 2000<sup>1</sup> [items i) and j)] may also be used transitionally. The use of Incoterms on the consignment note refers only to the payment of charges\* and has no other legal consequences for the contract of carriage.

Instruction	Meaning
a) Carriage charges paid, as appropriate up to X	Consignor pays carriage charges, as appropriate up to X (where X is a tariff break point).
b) Carriage charges including ..., as appropriate up to X	Consignor pays carriage charges plus the ancillary charges, customs duties and other charges shown, as appropriate to X (where X is a tariff break point).
c) EXW 'EX Works (... named place)'	All charges (carriage charges plus ancillary charges, customs duties and other charges) paid by the consignee.

\* Article 10 CIM refers to these as "costs"

\*\* Article 10 CIM refers to these as "incidental costs"

<sup>1</sup> Buyers and sellers agree to use Incoterms in the contract of sale. For more information about Incoterms: [www.iccwbo.org](http://www.iccwbo.org).

Instruction	Meaning
d) FCA 'Free Carrier (... named place)'	Only the following charges in the forwarding country are paid by the consignor: charge for customs formalities in the departure country (UIC code 40), carrier charges for customs formalities (UIC code 46), other administrative formalities (UIC code 45), customs duties and other sums collected by customs (UIC code 60) and VAT raised by customs (UIC code 61).
e) CPT ['Carriage Paid To (... named place of destination)'] CIP ['Carriage and Insurance Paid to (... named place of destination)']	Charges [carriage plus ancillary charges, customs duties and other charges with the exception of the following charges in the transit and destination countries: charge for customs formalities (UIC codes 41 and 42), carrier charges for customs formalities (UIC code 46), other administrative formalities (UIC code 45), customs duties and other sums collected by customs (UIC code 60) and VAT raised by customs (UIC code 61)] up to the delivery point shown on the consignment note are paid by the consignor.
f) DAP 'Delivered At Place (... named place of destination)'	Charges (carriage, ancillary charges and other charges) up to the tariff break-point or up to the delivery point shown on the consignment note together with export customs duties and other export taxes are paid by the consignor. Charges (carriage, ancillary charges and other charges) from the tariff break-point together with import customs duties and other import taxes are paid by the consignee.
g) DAT 'Delivered At Terminal (... named terminal at port or place of destination)'	Charges (carriage, ancillary charges and other charges, including the charges for unloading at the terminal) up to the terminal shown on the consignment note together with export customs duties and other export taxes are paid by the consignor. Charges (carriage, ancillary charges and other charges) from the terminal shown on the consignment note together with import customs duties and other import taxes are paid by the consignee.
h) DDP 'Delivered Duty Paid (... named place of destination)'	All charges (carriage charges plus ancillary charges, customs duties and other charges) to the delivery point are paid by the consignor.
i) DAF 'Delivered At Frontier (... named place)'	All charges (carriage charges plus ancillary charges, customs duties and other charges) up to the tariff break point shown on the consignment note are paid by the consignor.
j) DDU 'Delivered Duty Unpaid (... named place of destination)'	Charges [carriage plus ancillary charges, customs duties and other charges with the exception of the following charges in the destination country: charge for customs formalities in the arrival country (UIC code 42), carrier charges for customs formalities (UIC code 46), other administrative formalities (UIC code 45), customs duties and other sums collected by customs (UIC code 60) and VAT raised by customs (UIC code 61)] up to the delivery point shown on the consignment note are paid by the consignor.

Where there are no instructions for the payment of charges on the consignment note, an incompatibility with other information on the consignment note or a risk of confusion, the attention of the consignor is to be drawn to the irregularity. If he neither completes nor rectifies the consignment note or cannot be contacted, all charges are to be paid by the consignor.

### 5.3 List of currencies and currency codes

A list of currencies and the currency codes to be used on consignment notes and other documents relating to carriage by rail is shown in [Appendix 10](#).

## **C. Electronic consignment note**

### **6 Principle**

The consignment note and its duplicate may be established in the form of electronic data registration which can be transformed into legible written symbols. The procedure used for the registration and treatment of data must be equivalent from the functional point of view, particularly so far as concerns the evidential value of the consignment note represented by those data (see Article 6 § 9 CIM).

### **7 Contract for the electronic exchange of consignment note data (EDI contract)**

The carrier and the customer are to set down the messages to be exchanged and the ways in which electronic consignment note data will be exchanged in a contract (see point 4.1 of the [GTC-CIM](#)).

### **8 Printouts**

If necessary, the electronic consignment note is to be printed out.

Provisions for printing and using printouts of the electronic consignment note are shown in [Appendix 1](#):

### **9 Mixed system**

In anticipation of comprehensive implementation, a mixed system may be agreed in order to be able to use the electronic consignment note on sections of the journey. It will allow different data media to be used for one and the same consignment (paper consignment note, electronic consignment note, printout used as a paper consignment note).

If consignment notes are produced as printouts, if necessary the back is to be printed on a separate sheet on forwarding. If the back is not printed but charges arise en route, sheets 1 to 3 of a CIM consignment note should be used as supplementary sheets and attached to the original consignment note.

## **D. Paper consignment note**

### **10 Specimen**

The principles for the layout of paper consignment notes are shown in [Appendix 4](#). A specimen CIM consignment note is shown in [Appendix 4a](#) and a specimen CIM consignment note for combined transport in [Appendix 4b](#).

If several wagons or if three or more UTI are consigned with a single consignment note, the number of wagon lists required must be shown on the consignment note and the wagon lists attached to it.

Wagon lists form an integral part of paper consignment notes.

[Appendix 5](#) contains explanatory notes on the content of the wagon list.

## **E. Other documents**

### **11 Charges note**

If the total of the charges to be accepted by the consignor cannot be determined exactly when the goods are accepted, these charges are to form the basis of the settlement with the consignor, at the latest thirty days after the expiry of the transit period. If a paper consignment note is used, the charges are to be entered on a charges note complying with the specimen shown in [Appendix 6](#).

### **12 Subsequent orders – Circumstances preventing carriage – Circumstances preventing delivery**

Details, together with the documents required, will be found in:

- a) [Appendix 7](#): Subsequent orders,
- b) [Appendix 8](#): Notification of circumstances preventing carriage,
- c) [Appendix 9](#): Notification of circumstances preventing delivery.

### **13 Document of carriage for empty uncleaned means of containment as defined by the RID**

The following provisions are applicable to the return of empty uncleaned means of containment<sup>2</sup>, containing the residues of dangerous goods which are not accompanied by a consignment note or a wagon note.

The consignee for the loaded journey must supply the carrier with two copies of a declaration for each means of containment. For this purpose, two sheets from a consignment note or wagon note are to be used. All the declarations in box 30 are to be deleted. The following information must be entered in the appropriate spaces in the written declaration:

- consignor (consignee of the loaded journey),
- wagon number or designation of the means of containment,
- information required in accordance with paragraph 5.4.1.1.6 RID for empty uncleaned means of containment.

The other provisions of the RID applicable to packaging and to empty uncleaned means of containment containing residues of dangerous goods must also be observed by the consignee of the loaded journey.

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<sup>2</sup> In accordance with paragraph 5.4.1.1.6.2.1 RID, the following means of containment are considered as packaging: "empty packaging", "empty receptacle", "empty IBC", "empty large packaging".

In accordance with paragraph 5.4.1.1.6.2.2 RID, the following means of containment must be considered as means other than packaging "empty tank vehicle", "empty tank wagon", "empty demountable tank", "empty tank container", "empty portable tank", "empty battery-vehicle", "empty battery-wagon", "empty MEGC", "empty vehicle", "empty wagon", "empty container", "empty receptacle".

## **14 Languages**

The documents described in points 11, 12 and 13 above, are to be printed in one or more languages of which one must be either English, or French or German. Alternative arrangements may be made by agreement with the carrier.

The documents described in points 11, 12 and 13 above, are to be completed in one or more languages of which one must be either English, or French or German. Alternative arrangements may be made for the documents described in points 11 and 12 by agreement with the carrier. For the documents described in point 13 above, only the states involved in the movement may agree alternative arrangements.

## **15 Creation and transmission**

The documents described in points 11, 12 and 13 are to be transmitted in an appropriate written form. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, forms to download, complete, print-out and send electronically are available on [www.cit-rail.org](http://www.cit-rail.org).

## **16 Claims**

Except where otherwise agreed between the parties to the contract of carriage, for combined traffic a claim under the contract of carriage may be made for each UTI individually.

## **F. Final and transitional provisions**

### **17 Entry into force**

This manual enters into force on 1 January 2017.

### **18 Transitional provisions**

Contracts for carriage concluded under the CIM Uniform Rules before 1 January 2017 remain subject to the Uniform Rules and the provisions for their implementation in force at the time of the conclusion of the contract.

## Functional and legal requirements for the electronic consignment note

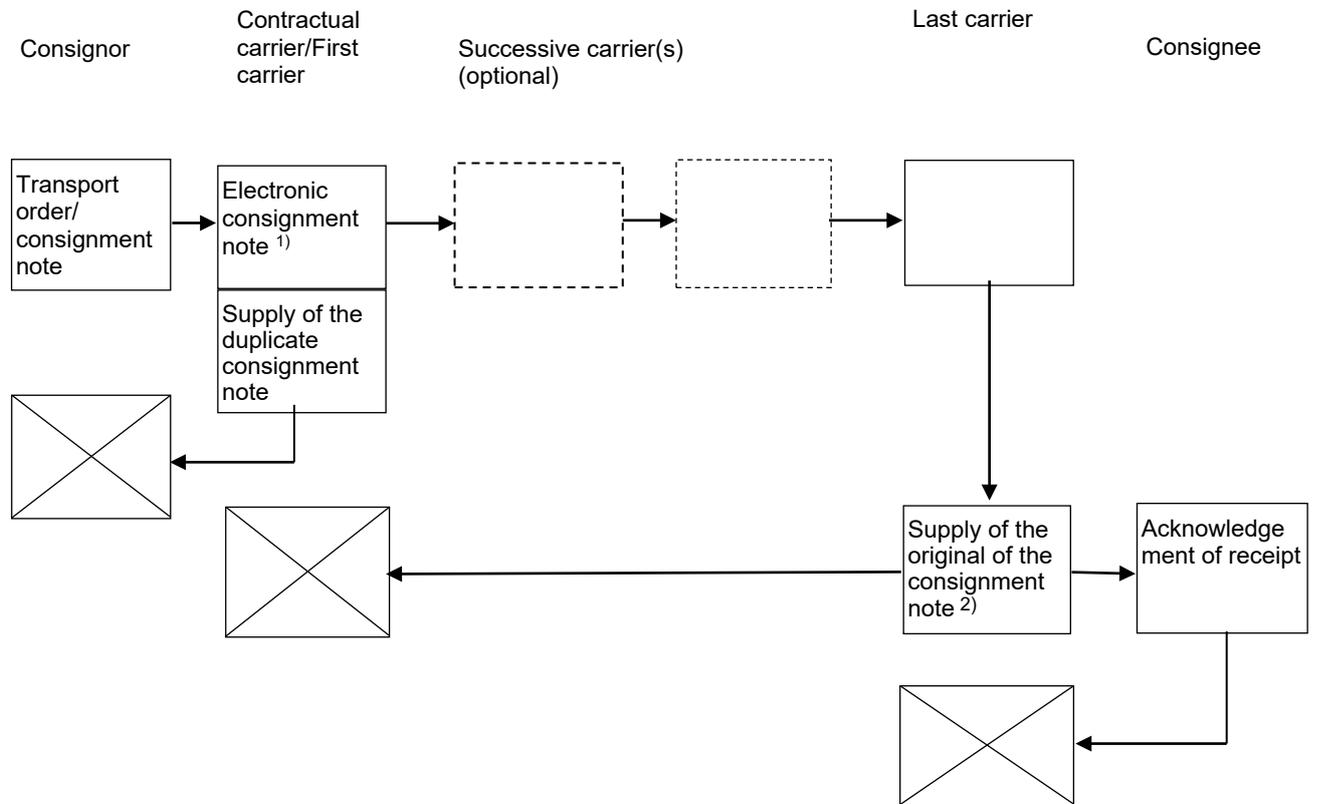
### 1 General provisions

The procedures used to record and handle data must ensure the functional equivalence required by Article 6 § 9 CIM. In respect of the relationships between customers and carriers, between customs authorities and carriers and between carriers themselves, the procedure must in particular ensure that:

- a) electronic documents are authenticated;
- b) data is kept secure and protected;
- c) electronic documents can be transformed into legible written symbols and printed;
- d) amendments and additions to an electronic consignment note are recorded and earlier data retained;
- e) data is conserved in accordance with the rules on timescales laid down in the CIM Uniform Rules, the provisions of national law and the terms of the EDI contract;.
- f) data on dangerous goods consignments is available at all times and unrestrictedly to carriers for their own internal checks before departure and during transit (see UIC Leaflet 471-3), also in the case of irregularities or accidents, and for checks made by the competent authorities; also see sub-section 5.4.0 RID.

## 2 Transmission of the messages

### 2.1 Structure



- 1) The right to process the electronic consignment note belongs to the carrier who has custody of the goods. If necessary, the electronic consignment note is to be updated by each of the carriers. If the electronic consignment note message is sent before handover of the goods, the carriers are to agree which message establishes the time of handover of the right to process the consignment note from one carrier to the other.
- 2) The 'supply of the original of the consignment note' message is only sent to the contractual carrier/first carrier who first takes charge of the goods if this has been agreed with the last carrier. This message may also contain charges note data which has to be returned.

### 2.2 Table

The general table below lists:

- the messages to be sent,
- the cases in which they must be sent,
- the time they are to be sent,
- the sender and recipient of the message.

General principle: EDI messages only have legal effect when the IT system of the EDI recipient receives the messages.

EDI message	In what circumstances	When	EDI sender/ EDI recipient
Transport order/Consignment note <sup>3</sup>	When a contract of carriage has been entered into	At latest when the goods are handed-in for carriage	- Consignor - Contractual carrier/ first carrier <sup>4</sup>
Electronic consignment note	Accompanying the goods; updating of the data as necessary - examination - hand-over between carriers - amendment of the contract of carriage - circumstances preventing carriage - filling out a formal report - circumstances preventing delivery - delivery - claim	At latest when the goods are handed-over to the next carrier, respectively to the consignee	- Carrier - Carrier
Supply of the duplicate of the consignment note	After acceptance of the goods	At latest before departure of the train	- Contractual carrier/ first carrier <sup>4</sup> - Consignor
Supply of the original of the consignment note	After arrival at destination	Before the goods are made available to the consignee	- Last carrier/ - Consignee/ Contractual carrier/ first carrier <sup>5</sup>
Acknowledgement of receipt <sup>3</sup>	After delivery of the goods to the consignee	At latest on the working day following the day of delivery	- Consignee - Last carrier

### 3 Content of the messages and rights of access to data

#### 3.1 Notes on the contents of messages

When optional data is contained in a message, it becomes conditional data in the subsequent messages.

M	=	mandatory data
C	=	conditional data (mandatory if the condition is satisfied)
O	=	optional data
*	=	Subject to prior agreement between the customer and carrier, data marked with an * in the first column of the table in point 3.3 may be repeated for full trainloads and groups of wagons. When full trainloads and groups of wagons containing both wagons and containers under customs supervision and wagons and containers without customs significance reach the customs territory of the European Union or the territory where the common transit procedure is applied, the customs status of each wagon and container must be indicated.

References to Commission Delegated Regulation (EU) 2016/341 are shown to help carriers who send summary declarations to European Union customs authorities identify the relevant data on the consignment note.

<sup>3</sup> This message may be replaced by another means.

<sup>4</sup> First carrier: carrier who first takes charge of the goods.

<sup>5</sup> The "Supply of the original of the consignment note" message is to be sent to the contractual carrier/carrier who first takes charge of the goods only if agreed with the last carrier. This message may also contain charges note data which has to be returned.

### 3.2 Notes on the rights of access to data

Access to consignment note data is only allowed to participants who have concluded an EDI contract and who also take part in the contract of carriage in question.

Three types of access are to be distinguished:

- read 'R',
- write (also includes the right to read) 'W' and
- amend (also includes the right to read and write).

The right to read is ensured through an interface or by means of messages exchanged between the parties under the terms of the agreement signed between them. The right of a carrier to write and amend data is limited to the carrier who has custody of the goods.

The table shown in [point 3.3](#) 'Content of the messages and rights of access to the data' contains details of the various participants' rights of access to groups of data. Since the right to amend data is subject to different conditions and limitations, those conditions and limitations are shown using the codes in the table below.

<b>Code</b>	<b>Conditions and limitations</b>
1	No limitations.
2	Add the code. Amendment only following a subsequent order or and instruction from the person entitled.
3	Amendment only following a subsequent order or and instruction from the person entitled.
4	Amendment only following a subsequent order or and instruction from the person entitled or when the accompanying documents are withdrawn en route
5	Add the code. Amendment only when the location and code do not correspond or following a subsequent order or and instruction from the person entitled.
6	Amendment only in the event of an error or transshipment.
7	With the agreement of the consignor.
8	Amendment in the event of examination.
9	Additional data. Amendment in the event of examination.
10	Coding by the forwarding carrier.
11	Coding by the destination carrier.

If the consignor changes the consignee, the original consignee is to lose his rights of access. If the consignee nominates another consignee, the consignor is not to be allowed access to the amended data.

Competent administrative authorities acting within the scope of their powers also have a right of access. Those rights are not shown in the table.

3.3 Table: content of the messages and rights of access to the data

Data		EDI messages					Access rights				
No of the data group	Data item	Transport order/ Consignment note	Electronic consignment note	Supply of the duplicate of the consignment note	Supply of the original of the consignment note	Acknowledgement of receipt	Consignor	Contractual carrier / First carrier	Other carriers	Consignee	Other parties
1	Consignor	M	M	M	M		W	R	R	R	
2	Customer code for the consignor	O	C	C	C		W	2	2	R	
3	Customer code for the payer of pre-paid charges	O	C	C			W	2	2	R	
4	Consignee	M	M	M	M		W	3	3	R	
5	Customer code for consignee	O	C	C	C		W	2	2	R	
6	Customer code for the payer of non pre-paid charges	O	C	C	C		W	2	2	R	
7	Consignor's declarations	C	C	C	C		W	3	3	R	
8	Consignor's reference	O	C	C	C		W	3	3	R	
9*	Documents attached	C	C	C	C		W	4	4	R	
10	Delivery point	M	M	M	M		W	3	3	R	
11	Code for the delivery point	O	C	C	C		W	2	2	R	
12	Code for the station serving the delivery point	M	M	M	M		W	5	5	R	
13	Commercial specifications	C	C	C	C		W	3	3	R	
14	Number of the customer agreement or tariff	C	C	C	C		W	3	3	R	
15	Information for the consignee	O	C	C	C		W			R	

Data		EDI messages					Access rights				
No of the data group	Data item	Transport order/ Consignment note	Electronic consignment note	Supply of the duplicate of the consignment note	Supply of the original of the consignment note	Acknowledgement of receipt	Consignor	Contractual carrier / First carrier	Other carriers	Consignee	Other parties
16	Acceptance	M	M	M	M		W	R	R	R	
17	Code for the acceptance point	O	C	C	C		W	W	W	R	
18*	Wagon No	C	C	C	C		W	6	6	R	
19	Sectional invoicing	C	C	C	C		W	3	3		
20	Payment instruction	C	C	C	C		W	3	3	R	
21*	Description of the goods <sup>6)</sup>	M		M	M		W	7	7	R	
22	Exceptional consignment	C		C	C		W	7	7	R	
23	RID	C		C	C		W	7	7	R	
24*	NHM code	M	M	M	M		W	8	8	R	
25*	Mass [weight]	M	M	M	M		W	9	9	R	
26	Declaration of value	C	C	C	C		W	3	3	R	
27	Interest in delivery	C	C	C	C		W	3	3	R	
28	Cash on delivery	C	C	C	C		W	3	3	R	
29	Place and date made out	M	M	M	M		W	7	7	R	
30	Description of the document	M	M	M	M	O	W	3	3	R	
40	Coding box 1		C	O	C		R	10	10	R	
41	Coding box 2						R	10	10	R	
42	Coding box 3						R	10	10	R	
43	Coding box 4						R	10	10	R	

<sup>6</sup> The description of the goods is mandatory. However some data in this box will be conditional or optional – see [Appendix 2](#).

Data		EDI messages				Access rights					
No of the data group	Data item	Transport order/ Consignment note	Electronic consignment note	Supply of the duplicate of the consignment note	Supply of the original of the consignment note	Acknowledgement of receipt	Consignor	Contractual carrier / First carrier	Other carriers	Consignee	Other parties
44	Coding box 5				F		R	11	11	R	
45	Coding box 6							11	11		
46	Coding box 7							11	11		
47	Coding box 8							11	11		
48	Examination		C	C	C		R	1	1	R	
49	Prepayment coding		M					1	1		
50	Route		M	M	M		R	1	1	R	
51	Customs procedures		C				R	1	1	R	
52	Charges note		C		C		R	1	1	R	
53	Cash on delivery receipt		C				R	1	1		
54	Formal report		C	C	C		R	1	1	R	
55	Extension of transit period		C	C	C		R	1	1	R	
56	Carrier's declarations		C	C	C		R	1	1	R	
57	Other carriers		C	C	C		R	1	1	R	
58	a) Contractual carrier		M	M	M		R	1	R	R	
	b) Simplified transit procedure for rail		C	C	C		R	1	R	R	
59	Date of arrival				M		R	11	11	R	
60	Made available				C		R	11	11	R	
61	Acknowledgement of receipt					C	R	R	R	W	

Data			EDI messages				Access rights				
No of the data group	Data item	Transport order/ Consignment note	Electronic consignment note	Supply of the duplicate of the consignment note	Supply of the original of the consignment note	Acknowledgement of receipt	Consignor	Contractual carrier / First carrier	Other carriers	Consignee	Other parties
62	Consignment number		M	M	M	M	R	W	R	R	
70	Code for the charging sections		M	M	M		R	1	1	R	
71	Route code		C	C	C		R	1	1	R	
72	NHM code		M	M	M		R	1	1	R	
73	Currency		C	C	C		R	1	1	R	
74	Charged mass [weight]		C	O	C		R	1	1	R	
75	Customer agreement or tariff applied		M	M	M		R	1	1	R	
76	Km/Zone		C	O	C		R	1	1	R	
77	Supplements, fees, deductions		C	O	C		R	1	1	R	
78	Unit price		C	O	C		R	1	1	R	
79	Charges		C	C	C		R	1	1	R	
80	Cash on delivery		C		C		R	1	1	R	
81	Charges paid		C	O			R	1	1		
82	Charges due		C	O	C			1	1	R	
83	Exchange rate for charges paid		C	C			R	1	1		

Data			EDI messages				Access rights				
No of the data group	Data item	Transport order/ Consignment note	Electronic consignment note	Supply of the duplicate of the consignment note	Supply of the original of the consignment note	Acknowledgement of receipt	Consignor	Contractual carrier / First carrier	Other carriers	Consignee	Other parties
84	Charges to be paid by the consignor		C	C			R	1	1		
85	Charges to be paid by the consignee		C	C	C			1	1	R	
86	Exchange rate for charges due		C	C	C			1	1	R	
87	Charging section in the invoicing currency to be paid by the consignor		C	C			R	1	1		
88	Charging section in the tariff currency to be paid by the consignor		C	O			R	1	1		
89	Charging section in the tariff currency to be paid by the consignee		C	O	C			1	1	R	
90	Charging section in the tariff currency to be paid by the consignee		C	C	C			1	1	R	
91	Total of supplementary sheets brought forward charges paid		C	C			R	1	1		
92	Total of supplementary sheets brought forward charges due		C	C	C			1	1	R	
93	Grand total of the amounts to be raised on forwarding		C	C			R	1	1		
94	Grand total of the amounts to be raised on arrival				C			1	1	R	
99*	Customs endorsements <sup>7</sup>	O	C	C	C		R	R	R	R	Customs <sup>7</sup>

The specifications for the scenarios for sending electronic messages, their structure together with the specification for the content of the fields containing the data groups may be downloaded from: <http://www.raildata.coop/>

<sup>7</sup> Number of the customs seal in accordance with Commission Delegated Regulation (EU) 2016/341.

## 4 Printouts

### 4.1 Production

The electronic consignment note is to be printed out if necessary.

Printouts are to comply with the specimen paper consignment note (see [point 10](#) and **Appendices 4a** and **4b**), subject to the following derogations on content:

- a) colour of print: as in the specimen or black,
- b) content:
  - all the data contained in the electronic consignment note record at the time of printing out which the person entitled to the printout has a right to read. The following details must also be printed at the top of the document:
    - data from the individual data groups is to be printed in fields numbered in the same way as the specimen.
    - a note 'Printout of the electronic consignment note – YYYY-MM-DD (date of printing) – produced by ... (carrier)' or a note: 'Printout of the electronic consignment note equivalent to a paper consignment note – YYYY-MM-DD (date of printing) – produced by ... (carrier)', where the consignment is transferred during transit to a carrier who is not connected to the IT system,
    - the endorsement 'Copy' when an extra printout has to be produced because of the loss of or damage to the original printout,
    - the title of the printout,
- c) paper size and layout: depart as little as possible from the specimen. Within certain boxes, the position marks need not be printed,
- d) paper: suitable for the printer being used.

Printouts may only be produced once with a given title (also see **point 4.2**). Sheet 2 (Invoice) is an exception because along the route of a given traffic flow there will be railway undertakings which do not need paper documents to accompany consignments and those which do, it must therefore be possible to produce such a printout a number of times.

The system must record the production of every printout together with the following data: type of document, date, time and the initiator of the printout.

The parties to the contract of carriage are to recognise that printouts complying with the provisions above have the same legitimacy as a consignment note.

Printouts shall be automatically given to partners not connected to the IT system. Partners linked to the IT system are to receive them on demand.

The provisions dealing with the presentation and processing of the paper consignment note in the case of subsequent orders, instructions and claims apply equally to printouts<sup>8</sup>.

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<sup>8</sup> Where an electronic consignment note is used, a consignor connected to the system who intends to use a letter of credit must ask for a printout of the electronic consignment note to pass to his bank. This will ensure that the rule stipulated in the **last paragraph of point 4.1** above complies with the requirements stemming from Article 19 §§ 1 and 7 CIM.

#### 4.2 Titles and functions of printouts and persons entitled to them

<b>Title</b>	<b>Function</b>	<b>Person entitled</b>
Sheet 1 Original of the consignment note	- Supply of the original of the consignment note, allowing the consignee to participate in the contract of carriage - Document to be produced in support of a claim	Consignee
Sheet 2 Invoice	- Initiating the simplified transit procedure for rail - Internal railway accounting document	Carrier during transit or at destination
Sheet 2a Supplementary sheet for carriers who invoice intermediate section <sup>9</sup>	- Permits a section to be invoiced separately and carriers to buy services from each other	Invoicing carrier
Sheet 3 Arrival note/Customs	- Customs document in the context of the simplified transit procedure for rail - Internal railway document	Destination customs office/Customs office en route/Destination carrier
Sheet 4 Duplicate of the consignment note	- Confirmation of the acceptance of the goods - Document to be produced to support subsequent orders, instructions and claims.	Consignor
Sheet 4a Supplementary sheet for consignor <sup>10</sup>	- Document to be produced to support applications for refunds based on a tariff, a customer agreement or a contract	Consignor
Sheet 5 Duplicate invoice	- Internal railway document	Forwarding carrier

#### 4.3 Supplementary sheets

If the length of data held in electronic consignment note records is too long for the space available in the appropriate boxes of the printouts or if data from the back of a paper consignment note is to be printed out, the following procedure is to be adopted:

- the principal printout is to be produced,
- one or more supplementary sheets are to be produced. These supplementary sheets must show the consignment note reference (consignment identification number) of the consignment note to which they belong, the date of acceptance of the goods and show the data from those boxes of the electronic consignment note which could not be printed on the principal printout because of a shortage of space. The data is to be printed one field after another identified by the numbers of the corresponding boxes of the paper consignment note. On the principal printout, the remark 'see supplementary sheet' is to be printed instead of the data itself in those boxes for which the data was too long.

#### 4.4 Full train loads and groups of wagons

If several wagons or containers are consigned together with a single consignment note, a wagon list complying with [Appendix 5](#) is to be printed out as a supplementary sheet.

If consignments pass over the customs territory of the European Union or the territory on which the common transit procedure is applied, separate lists must be made out for community goods, non-community goods and empty wagons consigned as means of transport.

<sup>9</sup> See point 3 of [Appendix 4](#)

<sup>10</sup> See point 4 of [Appendix 4](#)

#### 4.5 Customs authorities not connected to the IT system

- Opening the simplified transit procedure for rail in the forwarding country

When customs regulations require the consignment note to be endorsed by the customs office of departure, the carrier is to provide printouts of sheets 1 (original of the consignment note), 2 (invoice) and 3 (arrival note/customs) of the electronic consignment note. The printouts, endorsed by the customs office are to accompany the goods during carriage subject to the simplified transit procedure for rail. The carrier is to record the customs status of the goods using the electronic consignment note message.

- Closure of the simplified transit procedure for rail in the destination country

To close the simplified transit procedure for rail, the carrier is to supply the customs office of arrival with printouts of sheets 2 (invoice) and 3 (Arrival note/customs) of the electronic consignment note which accompanied the goods subject to the simplified transit procedure for rail. The customs office is to confirm the presentation of the consignment on the printouts and return the printout of sheet 2 to the carrier, who is to retain it. The carrier is to record the dates and other details of presentation of the consignment to the customs office and its confirmation by means of the supply of the original of the consignment note message.

### **5 Mixed system**

#### 5.1 Need for the system and definition of the system

In anticipation of comprehensive implementation, a mixed system may be agreed in order to be able to use the electronic consignment note on sections of the journey. It will allow different data media to be used for one and the same consignment (paper consignment note, electronic consignment note, printout used as a paper consignment note).

#### 5.2 Evidential value of the various media

The various data media used for a given consignment are to have the same evidential value. Where there is a contradiction:<sup>11</sup> for relationships between carriers, carriers to whom consignments are handed over with printouts used as paper consignment notes are liable on the basis of the data shown on those printouts, whereas carriers to whom consignments are handed over with paper consignment notes and who then input the data into an electronic consignment note records are liable on the basis of the information shown on the paper consignment notes.

#### 5.3 Agreement to the mixed system

Use of a mixed system is to be agreed between the participants. This may be by:

- concluding an EDI contract with partners linked to the system for electronic data exchange (see [point 7](#)).
- concluding special agreements or in the context of a contact to work together or a customer agreement.

In addition, and in particular for free-standing agreements, specific legal clauses (scope, notice period, etc.) need to be included.

### **6 IT system disruptions and failures**

Fall back alternatives for IT-system disruptions or failures are to be agreed in EDI contracts.

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<sup>11</sup>There is no contradiction when data is added subsequently or amended in accordance with the wishes of the parties to the contract of carriage.

## Explanatory notes on the content of the consignment note

### 1 Languages

The consignment note is to be printed in one or more languages of which one must be either English, or French or German. The consignor and carrier may agree alternative arrangements.

The consignment note is to be completed in one or more languages of which one must be either English, or French or German. The consignor and carrier may agree alternative arrangements. For consignments subject to the RID, only the states involved in the movement may agree alternative arrangements.

### 2 Boxes on the consignment note and their content

Notes:

- Except where otherwise agreed between the consignor and carrier, boxes 1 to 30 are to be filled out by the consignor.
- If the space within a box is inadequate and the edge of the box is marked with a dotted line, the entry may be continued outside the box. The clarity of entries within the boxes encroached on must not be compromised. When there is still inadequate space even after doing so, supplementary sheets must be used. These supplementary sheets will become an integral part of the consignment note and must be the same size as the consignment note and be produced in the same quantity as the consignment note has sheets. In addition to the data for which there has been no space on the consignment note, the consignment number and the date of acceptance of the goods must be entered on these supplementary sheets. A reference to these supplementary sheets in the consignment note is also necessary.
- The informations in boxes 7, 13, 14, 55, 56 and 57 are entered in codes and partly in plain text. To avoid ambiguity, in all correspondence the code values must be identified by their box number (for example code 1 in box 7 must be described as 'code 7.1').
- Status:
  - . M = mandatory information
  - . C = conditional information (mandatory if the condition is satisfied)
  - . O = optional information
- Bilateral or multilateral agreements between carriers may provide for wagons carrying specific traffic not to be sealed. Where that has been agreed it is to be documented using code 16 in box 7 of the consignment note.

Box No	Data status	Data
1	M	<p><b>Consignor:</b> Name, postal address (including country code in accordance with ISO 3166), signature and where possible, telephone or fax number (with international prefix) or e-mail address of the consignor. The signature is to be replaced by the consignment number shown in box 62 (see Article 6 § 3 CIM) unless specially agreed otherwise between the consignor and carrier.</p> <p>For goods moving between the Member States of the European Union, the consignor should also provide his VAT registration number if he has one.</p>

Box No	Data status	Data
2	O	<b>Customer code for the consignor</b> If the customer code is missing, it may be entered by the carrier.
3	O	<b>Customer code for the payer of pre-paid charges</b> if not the consignor. If the customer code is missing, it may be entered if it can be inferred from information entered in boxes 13 or 14.
4	M	<b>Consignee:</b> Name, postal address (including country code in accordance with ISO 3166) and if possible the telephone or fax number or e-mail address of the consignee. For goods moving between the Member States of the European Union, the consignor should also provide the VAT registration number of the consignee if he has one and if the consignor knows it.
5	O	<b>Customer code for the consignee.</b> If the customer code is missing, it may be entered by the carrier.
6	O	<b>Customer code for the payer of non-pre-paid charges</b> if not the consignee. If the customer code is missing, it may be entered by the carrier if it can be inferred from information entered in boxes 13 or 14.
7	C	<b>Consignor's declarations</b> committing the carrier. If codes 1, 2, 6, 7, 8 and 24 are used enter the code and its meaning. For other codes just enter the code and the additional information which is necessary. Code Meaning 1 Consignee not-authorized to take control of the goods 2 Authorised consignee (within the meaning of customs law) 3 Escort(s) ... [family and first name(s)] 4 Filled mass [weight] in kg ... [for gas tank wagons refilled without having been cleaned – see RID paragraph 5.4.1.2.2 (c)] 5 Emergency telephone number for irregularities or accidents with dangerous goods 6 Not to be passed to a substitute carrier 7 Loading by the carrier  8 Unloading by the carrier 9 Agreed transit period: ... 10 Completion of administrative formalities: ... [Details of the documents which will be made available to the carrier by a precisely specified official body or a contractually agreed body and of the location at which these will be available to the carrier – see Article 15 § 1 CIM. The documents are to be indicated in code and in plain text on paper consignment notes, only in code on electronic consignment notes. Additional information may be entered in a free text area for each code. The UN/EDIFACT 1001 list of codes ( <a href="http://www.unece.org">www.unece.org</a> ) is to be used to code accompanying documents], ... (further remarks – see Article 15 § 4 CIM). 11 Exceptional consignment: ... (reference number for each of the carriers/infrastructure managers involved ) 12 Number of flat pallets marked EUR and exchangeable in the European Pallet Pool 13 Number of box-pallets marked EUR and exchangeable in the European Box-Pallet Pool 14 If the carrier's wagon sheets are used: number of sheets, abbreviation for the carrier and wagon sheet number(s) 15 If the carrier's straps are used: number of straps and abbreviation for the carrier 16 Other declarations: ... [designation of a representative, designation of a sub-contracting carrier, request for attention to be given to the consignment en route, <i>indication of waste consignments (requiring mandatory notification)</i> , etc.] <sup>12</sup> 24 Dangerous goods packed in limited quantities the total gross mass of which exceeds eight tonnes per wagon or UTI
8	O	<b>Consignor's reference</b>
9	C	<b>Documents attached:</b> listing of all the accompanying documents required for carriage which are attached to the consignment note. If carriage of dangerous goods in wagons or in large containers includes a section by sea, a container/vehicle packing certificate in accordance with paragraph 5.4.2 RID/Appendix 2 SMGS/IMDG Code is to be attached For the paper consignment note: details of supplementary sheets. When the consignor uses a form for the multimodal transport of dangerous goods in accordance with RID section 5.4.5, it is to be treated as a supplementary sheet. The documents are to be indicated in code and in plain text on the paper consignment note, only in code on the electronic consignment note. Additional information may be entered in a free text area for each code. The UN/DIFACT 1001 list of codes ( <a href="http://www.unece.org">www.unece.org</a> ) is to be used to code accompanying documents.

<sup>12</sup> Amendment No 2 from 1<sup>st</sup> July 2019.

Box No	Data status	Data
10	M	<b>Delivery point</b> , supplemented by details of the destination station in accordance with DIUM and country in accordance with the appendix to UIC leaflet 920-14.
11	O	<b>Code for the delivery point.</b> If the code is missing it may be entered by the carrier
12	M	<b>Code for the station servicing the delivery point.</b> International code in accordance with DIUM for the station serving the delivery point for the goods. If the code is missing, it must be entered by the carrier.
13	C	<b>Commercial specification</b> Code Meaning 1 Route ... 2 Traffic flow ... 3 Carriers mandated to perform the carriage, section, status 4 Defined frontier stations ... (for exceptional consignments) 5 Other conditions requested ... (for example, EDI contract number if an electronic consignment note is used or the numbers of other customer agreements or tariffs <i>in the shape of the carrier for which a further customer agreement of tariff applies (undertaking code in accordance with the list of carrier codes: <a href="https://cit-rail.org/en/additional/list-of-codes-for-undertakings/">https://cit-rail.org/en/additional/list-of-codes-for-undertakings/</a>) – Number of applicable customer agreement or tariff.</i> <i>The<sup>13</sup> number of the customer agreement/tariff which covers the section performed by the carrier who first takes charge of the goods is shown in box 14.</i>
14	C	<b>Number of customer agreement or tariff:</b> Number of the customer agreement or tariff, which covers the section performed by the carrier who first takes charge of the goods, preceded by the identifier code 1 for customer agreements and 2 for tariffs.
15	O	<b>Information for the consignee:</b> Information from the consignor to the consignee relating to the consignment. This information is not to commit the carrier.
16	M	<b>Acceptance:</b> Point (including station code in accordance with DIUM and country code in accordance with the appendix to UIC leaflet 920-14), date and time (month, day and hour) at which the goods were accepted. The station and country may be given in plain text on paper consignment notes. Note: When details of the actual acceptance differ from those given by the consignor, the carrier who has accepted the goods is to note the discrepancy in box 56 (Carrier's declarations).
17	O	<b>Code for the acceptance point:</b> The carrier is to provide the consignor with the code in the customer agreement. If the code is missing, it may be entered by the carrier.
18	C	<b>Wagon No:</b> Wagon number, where the consignment is a full wagon load. The wagon type may be inferred from the wagon number. Also see the entry for <a href="#">box 30</a> .
19	C	<b>Sectional invoicing:</b> If part or all of the journey is to be invoiced separately by a carrier other than the forwarding or destination carrier, enter the code for the carrier in accordance with the list of carrier codes ( <a href="http://www.cit-rail.org">www.cit-rail.org</a> ) or the country code in accordance with the appendix to UIC leaflet 920-14 in the left-hand column to indicate the section to be invoiced; enter the code for the carrier who is to invoice the amount in question in the right-hand column.
20	C	<b>Payment instructions:</b> Instructions for the payment of charges in accordance with <a href="#">point 5.2</a> of this manual. Absence of instructions is to mean that the charges will be paid by the consignor.
21	C C C C	<b>CIM consignment note:</b> <b>Description of the goods:</b> - Carriage in wagon loads: <ul style="list-style-type: none"> <li>number of wagons [tally number] when they are loaded and consigned as means of transport</li> <li>numbers of the wagons [painted numbers] when they are consigned as goods, also see the entry for <a href="#">box 30</a>.</li> </ul> - Tally number and types of UTIs. - Number of packages, particular marks and numbers needed to identify less-than-wagonload consignments. - Alphabetic code for the nature of the packaging in accordance with UNECE recommendation No 21 ( <a href="http://www.unece.org">www.unece.org</a> ). On paper consignment notes the nature of the packaging may be given in plain text.

<sup>13</sup> Amendment No 2 from 1<sup>st</sup> July 2019.

Box No	Data status	Data
(21)	M	- Description of the goods, for dangerous goods, the information required by section 5.4.1 RID.
	M	- If carriage of dangerous goods includes a section by sea the transport document must contain a declaration in accordance with section 5.4.1.6 IMDG Code. Furthermore, in accordance with section 5.4.1 IMDG Code additional information may be necessary, such as, for example: <ul style="list-style-type: none"> <li>• the description 'MARINE POLLUTANT' or as an alternative 'MARINE POLLUTANT/ENVIRONMENTALLY HAZARDOUS' for substances for which in column (4) of the list of dangerous goods in Chapter 3.2 IMDG Code a 'P' is given;</li> <li>• details of the lowest flash-point in brackets when the dangerous goods to be carried have a flashpoint of 60°C or below [in °C closed cup];</li> <li>• the description 'LIMITED QUANTITIES' or 'LTD QTY' when dangerous goods are carried in limited quantities in accordance with Chapter 3.4 RID/Appendix 2 SMGS/IMDG Code.</li> </ul>
	C	- The multimodal dangerous goods form shown in paragraph 5.4.5 RID/Appendix 2 SMGS/IMDG Code for multimodal carriage of dangerous goods contains the declaration defined in section 5.4.1.6 IMDG Code and described above. The form therefore satisfies the requirements for the transport document in accordance with paragraph 5.4.1 RID/Appendix 2 SMGS together with those of the container/vehicle packing certificate in accordance with paragraph 5.4.2 RID/Appendix 2 SMGS/Code IMDG.
	C	- Harmonised System code number ( <a href="http://www.wcoomd.org">www.wcoomd.org</a> ) for the goods when required by customs law.
	C	- The consignor must also provide a description of the seals which he has fixed to the wagon or UTI and indicate how many there are.
	C	- A label is to be fixed or a pictogram stamped if goods are subject to a transit procedure.
	C	- Master Reference Number (MRN) required by customs law for wagons and UTI, supplemented by <ul style="list-style-type: none"> <li>• 'E MRN' if an export declaration has been lodged *)</li> <li>• 'T MRN' if a transit declaration has been lodged *)</li> <li>• "TS MRN" if a transit declaration with security data has been lodged *)</li> <li>• 'EXS MRN' if the exit summary declaration has been made separately by the consignor</li> <li>• 'ENS MRN' if the entry summary declaration has been made separately by the consignor</li> </ul> *) The accompanying document has to be mentioned in box 9.
	C	- Administrative Reference Code (ARC) required by excise law for wagons and UTI, supplemented by <ul style="list-style-type: none"> <li>• 'ARC' *)</li> </ul> *) The accompanying document has to be mentioned in box 9.
	C	- The remark 'EXPORT' if the export formalities for the wagon or UTI have been completed at the customs office of exit of the place where the goods are accepted for carriage in accordance with Article 329 para. 7 of Commission Implementing Regulation (EU) 2015/2447.
	O	- <i>If agreed with the carrier:</i> <i>Customs procedure code (code signifying the type and identification of customs procedure), as agreed.</i> <sup>14</sup>
		<b><u>CIM consignment note for combined transport:</u></b> <b><u>No of UTI/ Type of UTI/ Length of UTI/Net mass [weight] of UTI/ Tare of UTI</u></b>
		<b>Description of the goods:</b>
	M	- No of the UTI,
	M	- type code for the UTI,
	M	- length of the UTI,
	M	- net mass [weight] of the contents of the UTI,
	M	- tare of the UTI,
	M	- description of the goods; for dangerous goods, the details required by the RID,
	M	- If carriage of dangerous goods includes a section by sea the transport document must contain a declaration in accordance with section 5.4.1.6 IMDG Code. Furthermore, in accordance with section 5.4.1 IMDG Code additional information may be necessary, such as, for example:

<sup>14</sup> Amendment No 1 from 1<sup>st</sup> January 2019.

Box No	Data status	Data
(21)	C C C O C C C C	<ul style="list-style-type: none"> <li>• the description 'MARINE POLLUTANT' or as an alternative 'MARINE POLLUTANT/ENVIRONMENTALLY HAZARDOUS' for substances for which in column (4) of the list of dangerous goods in Chapter 3.2 IMDG Code a 'P' is given;</li> <li>• details of the lowest flash-point in brackets when the dangerous goods to be carried have a flashpoint of 60°C or below [in °C closed cup];</li> <li>• the description 'LIMITED QUANTITIES' or 'LTD QTY' when dangerous goods are carried in limited quantities in accordance with Chapter 3.4 RID/Appendix 2 SMGS/IMDG Code.</li> </ul> <p>- The multimodal dangerous goods form shown in paragraph 5.4.5 RID/Appendix 2 SMGS/IMDG Code for multimodal carriage of dangerous goods contains the declaration defined in section 5.4.1.6 IMDG Code and described above. The form therefore satisfies the requirements for the transport document in accordance with paragraph 5.4.1 RID/Appendix 2 SMGS together with those of the container/vehicle packing certificate in accordance with paragraph 5.4.2 RID/Appendix 2 SMGS/Code IMDG.</p> <p>- Harmonised System (HS) code number (<a href="http://www.wcoomd.org">www.wcoomd.org</a>) for the goods when required by customs law,</p> <p>- Number of the wagon when it has been consigned as goods – also see the explanatory note to <a href="#">box 30</a>.</p> <p>- Identity numbers of the seals attached to the UTI by the consignor,</p> <p>- References relating to the UTI,</p> <p>- A label is to be fixed or a pictogram stamped if goods are subject to a transit procedure,</p> <p>- Master Reference Number (MRN) required by customs law for wagons and UTI, supplemented by</p> <ul style="list-style-type: none"> <li>• 'E MRN' if an export declaration has been lodged *),</li> <li>• 'T MRN' if a transit declaration has been lodged *),</li> <li>• 'TS MRN' if a transit declaration with security data has been lodged *),</li> <li>• 'EXS MRN' if the exit summary declaration has been made separately by the consignor,</li> <li>• 'ENS MRN' if the entry summary declaration has been made separately by the consignor.</li> </ul> <p>*) The accompanying document has to be mentioned in box 9.</p> <p>- Administrative Reference Code (ARC) required by excise law for wagons and UTI, supplemented by</p> <ul style="list-style-type: none"> <li>• 'ARC' *),</li> </ul> <p>*) The accompanying document has to be mentioned in box 9.</p> <p>- The remark 'EXPORT' if the export formalities for the wagon or UTI have been completed at the customs office of exit of the place where the goods are accepted for carriage in accordance with Article 329 para. 7 of Commission Implementing Regulation (EU) 2015/2447.</p>
22	C	<b>Exceptional consignment:</b> Insert a cross when the provisions for the international carriage of exceptional consignments require that.
23	C	<b>RID:</b> Insert a cross when the goods are subject to the RID.
24	M	<b>NHM code</b> 6-digit NHM code for the goods ( <a href="http://www.uic.org">www.uic.org</a> ). For combined traffic, the NHM code for the UTI may be used. <sup>15</sup>
25	M	<p><b>CIM consignment note:</b></p> <p><b>Mass [weight]:</b> Indicate</p> <ul style="list-style-type: none"> <li>- the gross mass of the goods (including packaging) or the quantity of the goods expressed by other means, separately by NHM code,</li> <li>- the tare of UTI, loading tackle, and exchangeable and non exchangeable equipment,</li> <li>- the total mass of the consignment.</li> </ul> <p><b>CIM consignment note for combined transport:</b></p> <p><b>Mass [weight]:</b> Indicate</p> <ul style="list-style-type: none"> <li>- the gross mass of UTI 1</li> <li>- the gross mass of UTI 2</li> <li>- the total mass of the consignment.</li> </ul>
26	C	<b>Declaration of value:</b> Details of the value of the goods and the currency code in accordance with <a href="#">Appendix 10</a> when the value exceeds the limit given in Article 30 § 2 CIM.
27	C	<b>Interest in delivery:</b> Details of the amount and currency code in accordance with <a href="#">Appendix 10</a> of a special interest in delivery.

<sup>15</sup> In such cases, it is incumbent upon the consignor to complete the requisite legal formalities (e.g. customs declarations), the contents of which are his responsibility. Amendment No 3 from 1<sup>st</sup> January 2021.

Box No	Data status	Data
28	C	<b>Cash on delivery:</b> Details of the amount to be collected on delivery and the currency code in accordance with <a href="#">Appendix 10</a> .
29	M	<b>Place and date completed:</b> Place and date (year, month, day) at which the consignment note was made out.
30	M	<b>Description of the document:</b> Mark the CIM box with a cross (the document is only used as a CUV wagon note when an empty wagon is subject to a CUV contract for use). When the consignment consists only of the goods, the wagon number is only entered in box 18. The wagon is then subject to a CUV contract of use. When the consignment consists of the goods and the wagon or when an empty wagon is consigned <b>as goods</b> , the wagon number is shown in boxes 18 and 21. The wagon is not then subject to a CUV contract of use; however see point 2 para. 3 <a href="#">GLW-CUV</a> . If wagons and goods subject to the CIM are consigned together with empty wagons moving as means of transport under the CUV, then at least the 'CIM box must be crossed on the consignment note. The following remark must be made in box 21: This CIM consignment note takes effect as a CUV consignment note for those wagons marked with NHM code 9921.xx or 9922.xx on the wagon list. Reference clauses (to the left of box 30): these clauses are pre-printed on the paper consignment note and stored in the electronic consignment note record.
40	O	<b>Coding box 1:</b> 6 character box to be used by the forwarding carrier. If necessary, a train number may be entered.
41	O	<b>Coding box 2:</b> 4 character box to be used by the forwarding carrier.
42	O	<b>Coding box 3:</b> 4 character box to be used by the forwarding carrier.
43	O	<b>Coding box 4:</b> 4 character box to be used by the forwarding carrier.
44	O	<b>Coding box 5:</b> 6 character box to be used by the destination carrier. If necessary, a train number may be entered.
45	O	<b>Coding box 6:</b> 4 character box to be used by the destination carrier.
46	O	<b>Coding box 7:</b> 4 character box to be used by the destination carrier.
47	O	<b>Coding box 8:</b> 4 character box to be used by the destination carrier.
48	C	<b>Examination:</b> Details of the results of the examination and of the carrier undertaking it in accordance with the list of carrier codes ( <a href="http://www.cit-rail.org">www.cit-rail.org</a> ) (see Article 11 §§ 2 and 3 CIM).
49	M	<b>Prepayment coding:</b> Coding of the instructions for the payment of charges in accordance with UIC leaflet 920-7 (2 characters for the instruction on payment, 5 x 2 characters for the codes for the charges to be paid by the consignor, 2 characters for the country code + 6 characters for the station code (up to ...)).
50	M	<b>Route:</b> Details of the actual route using codes in accordance with UIC leaflet 920-5. These codes may be supplemented by the route in plain text. Where there have been circumstances preventing carriage, indicate the new route as necessary with the endorsement 'Diverted because of....'.
51	C	<b>Customs procedures:</b> Name and code for the station in accordance with DIUM in which the formalities required by customs and other administrative authorities are to be undertaken.
52	C	<b>Charges note:</b> - Insert a cross if the charges note is attached to the consignment note. - Indicate the date on which the charges note was returned (month, day).
53	C	<b>Notification of payment No:</b> State: - the number of the notification of payment - the date of its return (month, date).
54	C	<b>Formal report:</b> Number of the report form, the date it was made out (month, day), and the code of the carrier who made it out in accordance with the list of carrier codes ( <a href="http://www.cit-rail.org">www.cit-rail.org</a> ).
55	C	<b>Extension of transit period:</b> Where the transit period is extended in accordance with Article 16 § 4 CIM, enter the code for the cause, the beginning and the end (month, day, hour) and the location of the extension: 1 Completion of formalities required by customs or other administrative authorities (Article 15 CIM) 2 Examination of the consignment (Article 11 CIM) 3 Amendment of the contract of carriage (Article 18 CIM) 4 Circumstances preventing carriage (Article 20 CIM) 5 Circumstances preventing delivery (Article 21 CIM) 6 Attention to be given to the consignment 7 Rectification of the load following unsatisfactory loading by the consignor 8 Transhipment following unsatisfactory loading by the consignor 9 Other causes:...



Box No	Data status	Data
(58)		If the contractual carrier does not have his registered office in the European Union or in another contracting party of the EU-EFTA Convention on a Common Transit Procedure, he is to request that the simplified transit procedure for rail be applied in the name and for the account of the carrier that first takes over the goods in a Member State of the European Union or in another Member State of the EU-EFTA Convention on a Common Transit Procedure. He thus certifies that that carrier and all the carriers following including, if applicable, substitute carriers, are authorised to apply the simplified transit procedure for rail. That carrier thus becomes the holder of the Union transit procedure for goods carried by rail. His code may only be used by the contractual carrier when he is authorised to do so.
59	M	<b>Date of arrival:</b> Date of arrival of the consignment at the destination station (year, month, day). The carrier may add an arrival number. Below this box, the number and description of the sheet of the consignment note. This information is to be pre-printed on the paper consignment note and stored in the electronic consignment note record.
60	C	<b>Made available:</b> Time that the consignment is made available to the consignee (month, day, hour). This information on the consignment note may be replaced by another means.
61	C	<b>Acknowledgement of receipt:</b> Date and signature of the consignee at the time of delivery. Acknowledging of receipt on the consignment note itself may be replaced by another means.
62	M	<b>Consignment number:</b> Identification number of the consignment [country code in accordance with the appendix to UIC leaflet 920-14 and station code in accordance with DIUM, code for the forwarding carrier or substitute carrier in accordance with the list of carrier codes ( <a href="http://www.cit-rail.org">www.cit-rail.org</a> ) and consignment number (5 digits followed by a check digit) <sup>18</sup> ]. On paper consignment notes, a control label is to be applied to sheets 2 (invoice) and 5 (duplicate invoice). When identification numbers for consignments are allocated by computer, control labels need not be used.

## Charging sections

- Charging sections A to G all have the same format. In order to avoid any ambiguity, in any correspondence, the boxes in the sections must be qualified by the number of the section in question (for example A70).
- The use of boxes 79 in charging sections A to C on the front and of boxes 81 to 90 in charging sections A to G on the back, is optional.
- When a Customer Agreement providing for centralised charging is applied, only one charging section is used for the whole of the journey covered by the agreement, irrespective of whether the charges set down in the agreement are expressed as sectional or inclusive charges.
- Every carrier who enters charges to account is to use a distinct charging section. If there are insufficient charging sections, supplementary sheets must be used (only applicable to paper consignment notes).

Box No	Data status	Data
70	M	<b>Codes for the charging sections:</b> International codes for the country in accordance with the appendix to UIC leaflet 920-14 and station or point in accordance with DIUM at the beginning and end of the charging section or location where just charges accrue.
71	C	<b>Route code</b> when the customer agreement or the tariff applied provide for it.
72	M	<b>NHM Code:</b> NHM code ( <a href="http://www.uic.org">www.uic.org</a> ) determining the charges applicable (need not necessarily correspond to that entered in box 24).
73	C	<b>Currency:</b> Code for the currency of the amounts shown in the charging section in accordance with <a href="#">Appendix 10</a> .
74	O	<b>Charged mass [weight]</b> , separately by tariff and NHM code. As appropriate, area in m <sup>2</sup> or the volume of the wagon or goods in m <sup>3</sup> if used as the basis for charging.
75	M	<b>Customer agreement or tariff applied</b>
76	O	<b>Km/Zone:</b> Tariff distance, expressed in km or zones, between the stations or points corresponding to the beginning and end of the charging section.
77	O	<b>Supplements, fees, deductions</b>

<sup>18</sup> Amendment No 1 from 1<sup>st</sup> January 2019.

Box No	Data status	Data
78	O	<b>Unit charge:</b> including any supplements or deductions, separately by NHM code or a dash where a customer agreement providing for centralised charging, applies.
79	C	<b>Charges:</b> Description of the charges in accordance with <a href="#">point 5.1</a> of this manual, with the individual amounts.
80	C	<b>Cash on delivery:</b> Amount of cash on delivery brought forward from the front
81	O	<b>Charges paid:</b> Carriage charge to be paid by the consignor in the tariff currency, separately by tariff and NHM code or a dash when a customer agreement with centralised charging applies.
82	O	<b>Charges due:</b> Carriage charges to be paid by the consignee in the tariff currency, separately by tariff and NHM code or a dash when a customer agreement with centralised charging applies.
83	C	<b>Exchange rate for charges paid:</b> Exchange rate for amounts to be paid by the consignor which are not expressed in the invoicing currency.
84	C	<b>Charges to be paid by the consignor:</b> Total of the charges to be paid by the consignor in the tariff currency.
85	C	<b>Charges to be paid by the consignee:</b> Total of the charges to be paid by the consignee in the tariff currency.
86	C	<b>Exchange rate for charges due:</b> Exchange rate for amounts to be paid by the consignee which are not expressed in the invoicing currency.
87	C	<b>Charging section in the invoicing currency to be paid by the consignor</b>
88	O	<b>Charging section in the tariff currency to be paid by the consignor</b> or a dash when a customer agreement with centralised charging applies and there are no ancillary charges entered in the charging section which are to be passed back to the carrier at the beginning of the journey.
89	O	<b>Charging section in the tariff currency to be paid by the consignee</b> or a dash when a customer agreement with centralised charging applies and there are no ancillary charges entered in the charging section which are to be passed back to the carrier at the beginning of the journey
90	C	<b>Charging section in the invoicing currency to be paid by the consignee</b>
91	C	<b>Total of supplementary sheets brought forward charges paid:</b> Total of charging sections shown on supplementary sheets to be raised on departure brought forward (only applicable to paper consignment notes).
92	C	<b>Total of supplementary sheets brought forward charges due:</b> Total of charging sections shown on supplementary sheets, to be raised on arrival brought forward (only applicable to paper consignment notes).
93	C	<b>Grand total of the amounts to be raised on forwarding</b>
94	C	<b>Grand total of the amounts to be raised on arrival</b>

Box No	Data status	Data
99	O	<b>Customs endorsements:</b> Box reserved for endorsements by customs authorities.



## List of charges

### 1 General provisions

Charges include carriage charge, ancillary charges, customs duties and other charges (see point 8.1 [GTC-CIM](#)).

This list contains the main charges directly related to the transport (part A) and the main ancillary charges, customs duties and other charges (part B).

### 2 Part A: Charges directly related to the transport

These charges are covered by the instruction 'carriage charges paid'.

UIC code (paper documents) 1	UNECE code (electronic documents) 2	Designation 3	Meaning (see pages 4 and 5) 4	Special feature (see page 6) 5
10	104024	Use of container (charge for)		X
11	104063	Port charges	X	
12	104071	Additional for extra loading/discharging sites (incl. Axle changing)		
13	104102	Ferry-boat crossing or maritime crossing (charge for)		
14	104109	Break of journey (charge for)	X	
15	104135	Use of loading tackle (charge for)		X
16	104144	Use of pallets (charge for)		
17	104187	Transshipment or decanting charges		
18	105006	Pre-Carriage road	X	
19	106006	On-Carriage road	X	
20	108003	Charge for use of special wagon, for example well-wagon		X
21	108004	Costs of carriage by special train		
22	108005	Charge for use of trucks/carrying bogies		
23	108006	Charge for out of-gauge consignments		
24	110007	Mechanically refrigerated wagon charge		
26	104201	Costs for crossing the channel tunnel		
27	104159	Other costs not specified	X	

**3 Part B: Ancillary charges, customs duties and other charges**

UIC code (paper documents)	UNECE code (electronic documents)	Designation	Meaning (see pages 4 and 5)	Special feature (see page 6)
1	2	3	4	5
		<b>Section 1 – Goods handling costs</b>		
30	203133	Loading on trailer/wagon		
31	204178	Unloading charge		
32	206001	Reloading (incl. rectification)		X
33	210041	Storage		
34	215005	Weighing (charge for)		
35	216023	Private siding at destination station (charge for)		
36	216024	Private siding at forwarding station (charge for)		
37	216031	Shunting at forwarding station (charge for)	X	
38	216045	Shunting charge at destination station or at intermediate station	X	
39	216046	Charge for use of lifting equipment		
		<b>Section 2 – Documentation costs</b>		
40	301074	Charge for customs formalities in the departure country	X	
41	301075	Charge for customs formalities in the transit countries	X	
42	301076	Charge for customs formalities in the arrival country	X	
43	302002	Advice of arrival (charge for)		X
44	302003	Advice of delivery (charge for)		
45	301001	Other administrative formalities (charge for)	X	
46	301003	Carrier charges for customs formalities		
		<b>Section 3 – Transport equipment costs</b>		
50	401015	Wagon demurrage charge		
51	401016	Charge for immobilising of equipment other than wagons		
52	401017	Charge for using a wagon-carrying trailer on departure		
53	401018	Charge for using a wagon-carrying trailer on arrival		
54	402003	Tarpaulin hire		X
55	402006	Charge for using heating equipment		

UIC code (paper documents) 1	UNECE code (electronic documents) 2	Designation 3	Meaning (see pages 4 and 5) 4	Special feature (see page 6) 5
		<b>Section 4 – Customs duties, taxes and fees</b>		
60	501005	Customs duties and other sums collected by customs other than VAT		
61	502002	VAT collected by customs		
62	502009	VAT on charges collected by the carrier for traffic moving within Member States of the European Union (EU)		X
		<b>Section 5 – Other costs</b>		
70	600018	Icing or re-icing charge		
71	600926	Cleaning or disinfection charge		
72	606008	Expenses declaration related to the value	X	X
73	608001	Advanced money commission		
74	608003	Cash on delivery (charge for)		
75	609008	Care of animals (charge for)		
76	609018	Charges resulting from the fact of having to wait for the consignor to supply documents needed for the completion of formalities required by Customs or other authorities (cf. article 15 § 2 CIM)		X
77	609019	Charges resulting from the fact that the consignor has entered in the consignment note particulars which are irregular/incorrect/incomplete or not in the allotted spaces (cf. article 8 § 1 CIM)		X
78	609028	Convoying (charge for)	X	
79	609031	Counting or inspection of packages or animals (charge for)	X	
80	609085	Railway station charges		
81	609126	Charges for reforwarding complete wagonloads emanating from or going to destination		
82	609128	Other ancillary charges		
83	609129	Other expenses		
84	609130	Other charges to be collected from consignee		X
85	609103	Sums collected by other administrative authorities		
86	609109	Charges for earlier carriage		X
87	606009	Expenses declaration related to the delivery	X	X
		<b>Section 6 – Group codes</b>		
02	200999	All goods handling costs (section 1)		
03	300999	All documentation costs (section 2)		
04	400999	All transport equipment costs (section 3)		
05	500999	All customs duties, taxes and fees (section 4)		
06	600999	All other costs (section 5)		

## Meaning of certain designations

UIC code	UNECE code	
11	104063	Port charges  These charges are raised in certain ports for various services (other than shunting) involved in transferring goods and wagons from the port installations to ships and vice-versa.
14	104109	Break of journey (charge for)  These charges are intended to cover the carrier's costs in providing a stop en route, for example, to complete loading, to off-load partially or to give attention to animals.
18	105006	Pre-Carriage road  Charges for the collection of a consignment
19	106006	On-Carriage road  Charges for the onward delivery of a consignment
27	104159	Other costs not specified  These charges are raised by some carriers, for example for the provision of a covered wagon or a match wagon.
37	216031	Shunting at forwarding station (charge for)  These charges are raised when special shunting services are needed, for example for the provision, transfer to or removal of a wagon from a specific location in a station or a port. The charges may likewise be raised for certain requests - usually in connection with other services – for example linked to weighing charges when the request was belated.
38	216045	Shunting charge at destination station or at intermediate station  See code 37 above.
40	301074	Charge for customs formalities in the departure country  Charges for completing customs formalities on behalf of the customer to comply with customs procedures in the forwarding country. For example: customs logistics services such as presenting a declaration.
41	301075	Charge for customs formalities in the transit countries  Charges for completing customs formalities on behalf of the customer to comply with customs procedures in a transit country. For example: customs logistics services such as presenting a declaration.
42	301076	Charge for customs formalities in the arrival countries  Charges for completing customs formalities on behalf of the customer to comply with customs procedures in the destination country. For example: customs logistics services such as presenting a declaration.

### Meaning of certain designations (continued)

UIC code	UNECE code	
45	301001	Other administrative formalities (charge for)  These charges are raised for the completion of various administrative formalities by the carrier on behalf of the consignor such as currency, public health, veterinary, fiscal, statistical or police formalities. This code excludes completion of customs formalities (for which a specific code has been provided).
72	606008	Expenses declaration related to the value  These charges represent the premium for the declaration of value.
78	609028	Convoying (charge for)  This charge is provided for cases in which the tariff does not provide for fares for persons accompanying goods or animals to be raised on the basis of passenger tariffs for the type of train and class used.
79	609031	Counting or inspection of packages or animals (Charge for)  In addition to counting as such, this also includes services provided by the carrier to check if the information on the consignment note agrees with the characteristics of the consignment and to confirm that the consignor has complied with safety regulations for specific goods. Lastly, this includes services which arise from supervising the unloading of a consignment if that has been requested by the consignor or consignee.
87	606009	Expenses declaration related to the delivery  These charges represent the premium for the declaration of an interest in delivery.

### Special features

UIC code	UNECE code	
10	104024	Partial pre-payment of these charges is not permitted.
15	104135	
54	402003	
20	108003	When charges for the use of a special wagon and the charges for declaration of value have to be calculated for the whole of the journey, partial pre-payment is not permitted.
72	606008	
32	206001	These charges are to be paid by the consignor (cf. Article 13 § 2 CIM). The station at which these charges arise must enter them on the charges note (if a charges note is attached to the consignment note) or transfer them to the contractual carrier.
43	302002	These charges may not be accepted by the consignor.
84	609130	
62	502009	VAT on the charges raised by the carrier for traffic moving between Member States of the European Union (EU) is to be added to the before-tax charges invoiced to each debtor in accordance with the instruction on payment of charges to which the tax relates. VAT need not to be raised where fiscal rules exempt the carrier from raising it.
76	609018	These charges are to be paid by the consignor. The station at which these charges arise must enter them on the charges note (if a charges note is attached to the consignment note) or transfer them to the contractual carrier.
77	609019	
86	609109	Charges for earlier carriage must be paid by the consignee.
87	606009	For charges of declaration of interest in the delivery, partial pre-payment is not permitted.

## Rules and recommendations for the CIM consignment note

### 1 Stationery

The rules below apply to stationery for the CIM consignment note (specimen [Appendix 4a](#)) and the CIM consignment note for combined transport (specimen [Appendix 4b](#)).

They are designed in the form of a pad of five numbered sheets:

Sheet		Retention of the sheet
No.	Title	
1	Original of the consignment note	Consignee
2	Invoice	Carrier at the destination
3	Arrival note/customs	Customs or carrier at the destination
4	Duplicate of the consignment note	Consignor
5	Duplicate invoice	Forwarding carrier

### 2 Recommendation for the paper and the colour

- Paper:** pressure sensitive (using a chemical process), white, transfer colour black  
 first sheet: = coated back 56 g/m<sup>2</sup>.  
 second to fourth sheet: = coated front and back 53 g/m<sup>2</sup>.  
 fifth sheet: = coated front 57 g/m<sup>2</sup>.

If consignment notes interleaved with carbon paper are used, papers with a mass (weight) of between 50 and 60 g/m<sup>2</sup> must be used.

- Colour:** Pantone 348U (green)
- Dimensions:** 211x297 mm  
 (including margin: 211x320 mm)

The following derogations from the consignment note designs are permitted:

- colour of print: black,
- content: no departure from the specimens,
- paper size and layout: depart as little as possible from the specimens,
- paper: suitable for the equipment being used to produce the consignment notes.

Special case: If CIM consignment notes are produced as printouts, if necessary the back is to be printed on a separate sheet on forwarding. If the back is not printed but charges arise en route, sheets 1 to 3 of a CIM consignment note should be used as supplementary sheets and attached to the original consignment note.

### **3 Separate invoicing for sections**

Consignment notes may be printed with a supplementary sheet to the standard layout to allow the separate invoicing of a section.

### **4 Supplementary sheets for customers**

Consignment notes may be printed with supplementary sheets for the requirements of the consignor and consignee.

## **Specimen CIM consignment note**

A form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).



## **Specimen CIM consignment note for combined transport**

A form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).



## Explanatory notes on the content of the wagon list

- 1 Customer agreements are to set down what data wagon lists are to contain and how they are to be used. In addition, the provisions below must be observed:
- 2 The wagon list must at least contain the information below; that information listed under letters b) and d) should already be shown on the consignment note (the numbers of the boxes on the consignment note in which the information to go on the wagon list is to be found are shown within brackets).
  - a) Name of the document
    - Wagon list
  - b) Reference to the consignment note to which it is appended
    - Consignment identification number (box 62)
    - Date of acceptance (box 16)
    - Forwarding station (box 16)
    - Destination station (box 10)
    - Route (box 50)
    - Consignor (box 1)
    - Consignee (box 4)
    - Customs procedures (box 51)
  - c) Details of the wagons, the UTI and the goods
    - Wagon number (box 18)
    - UTI No (box 21)
    - UTI type code (box 21)
    - Gross mass [weight] of UTI (box 25)
    - Net mass [weight] of UTI (box 25 CIM consignment note; box 21 CIM consignment note for combined transport)
    - Tare of UTI (box 25 CIM consignment note; box 21 CIM consignment note for combined transport)
    - Identity numbers of the seals on the UTI (box 21)
    - Reference number of number on the transfer note (box 21)
    - Loaded/empty status of the UTI (box 21)
    - Customs documents (box 9)
    - Description of the goods (box 21)
    - NHM code (box 24)
    - Details which the RID requires to be put on the consignment note when dangerous goods are carried (box 21)
    - Mass [weight] of the load (box 25)
    - Master Reference Number (MRN) (box 21)
    - Administrative Reference Codes (ARC) (box 21)
    - Export (box 21)
  - d) Details of the escort(s)
    - Family and first name(s) (box 7)

e) Preparation of the wagon list

- Address of the undertaking
- Place and date
- Signature

3 Electronic consignment notes

- 3.1 Consignment of block trains and groups of wagons with a single consignment note is also possible. Instead of a wagon list, appropriate information from the consignment note [details of escort(s) (box 7), Documents attached (box 9), Wagon No (box 18), Description of the goods and other relevant information (box 21), NHM code (box 24), Mass [weight] (box 25) and Customs endorsements (box 99)] is repeated in the EDI message.
- 3.2 For those consignments which pass over the customs territory of the European Union or the territory on which the common transit procedure is applied and which include wagons/containers under customs supervision and others not subject to a customs regime, the custom status of the goods must be indicated for each wagon/container.
- 3.3 The provisions applicable to wagon lists apply by analogy to printouts of the electronic consignment note.
- 3.4 In order to rationalise the processes to the greatest extent, the parties are to agree the rules which are necessary in advance.

4 Paper consignment notes

- 4.1 Except where specially agreed otherwise, six copies of the wagon list are to be made out (one per sheet of the consignment note, plus an additional one in case wagons have to be detached from a block train or group of wagons).
- 4.2 For those consignments which pass over the customs territory of the European Union or the territory on which the common transit procedure is applied, separate wagon lists must be made out for community goods and non-community goods.

## Charges note

A form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).

### Recommendation for the paper and the colour

- **Paper:** pressure sensitive (using a chemical process), white, transfer colour black
  - first sheet: = coated back 56 g/m<sup>2</sup>.
  - second sheet: = coated front and back 53 g/m<sup>2</sup>.
  - third sheet: = coated front 57 g/m<sup>2</sup>.

If charges notes interleaved with carbon paper are used, papers with a mass (weight) of between 50 and 60 g/m<sup>2</sup> must be used.

- **Colour:** Pantone Warm Red U
- **Dimensions:** 211x297 mm  
(including margin: 211x320 mm)

Special case: charges notes produced as printouts must comply with the following conditions:

- printing colour: as specimen or black,
- content: no departure from the specimen,
- paper size and layout: depart as little as possible from the specimen,
- paper: suitable for the printer being used.

If necessary, the back may be printed on a separate sheet on forwarding. If the back is not printed but charges arise en route, sheets 1 to 3 of a charges note should be used as supplementary sheets and attached to original charges note.



## Subsequent orders

### 1 General provisions

The consignor and consignee may amend the contract by subsequent orders in accordance with CIM Articles 18 and 19.

### 2 Procedure

Subsequent orders are to be given in an appropriate written form. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a subsequent orders form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). The content of subsequent orders must correspond with the specimen below and it is recommended that the layout be the same. Where subsequent orders are given by means of a document which is not pre-printed, the amendment required should be given both in code and in plain text. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

In parallel, the duplicate of the consignment note is to be given to the carrier. The same amendments are to be entered on it.

### 3 Special features

The following provisions are to be noted in particular:

- subsequent orders must not have the effect of splitting the consignment,
- where the amendment of a contract of carriage would have the effect of ending carriage within a customs territory (for example within the European Union) for a movement which should have ended outside that customs territory, or vice versa, the amendment may only be implemented with the prior agreement of the competent customs office,
- subsequent orders given by the consignor to amend the contract of carriage are only be permitted if he has entered 'consignee not authorised to take control of the goods' in box 7 of the consignment note, other phrases for use on the consignment note may be specially agreed, for instance in the customer agreement.
- if the consignee has given instructions for delivery of the goods to another person, that person is not entitled to amend the contract of carriage.



## Notification of circumstances preventing carriage – Person entitled's instructions

### 1 General provisions

In the case of circumstances preventing carriage in the sense of CIM Article 20, of his own accord the carrier is to take action to alleviate the circumstances or shall ask for instructions from the person entitled.

### 2 Procedure

#### 2.1 Request for instructions

The carrier is to ask for instructions in an appropriate written form from the person entitled (the consignee, except that it will be the consignor where the consignor has entered 'consignee not authorised to take control of the goods' (or another phrase agreed in the customer agreement, for example in box 7 of the consignment note). See the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for seeking instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

#### 2.2 Transmission of the instructions

The person entitled is to give the carrier his instructions in an appropriate written form. Their content must correspond to the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for supplying instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. Where instructions are given by means of a document which is not pre-printed, the amendment required should be given both in code and in plain text. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

Where the person entitled amends the consignee or delivery point, at the same time the duplicate of the consignment note is to be given to the carrier. The same amendments are to be entered on it.

Where the amendment of a contract of carriage would have the effect of ending carriage within a customs territory (for example within the European Union) for a movement which should have ended outside that customs territory, or vice versa, the amendment may only be implemented with the prior agreement of the competent customs office.



## **Notification of circumstances preventing delivery – Consignor’s instructions**

### **1 General provisions**

In the case of circumstances preventing delivery in the sense of CIM Article 21, the carrier is to ask for instructions from the consignor, unless an endorsement on the consignment note requires the goods to be returned without further formality.

When the circumstances preventing delivery occur after the consignee has amended the contract of carriage, the carrier must notify the consignee.

### **2 Procedure**

#### **2.1 Request for instructions**

The carrier is to ask for instructions in an appropriate written form from the consignor or, if appropriate, consignee. See the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for seeking instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

#### **2.2 Transmission of the instructions**

The consignor is to give the carrier his instructions in an appropriate written form. Their content must correspond to the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for supplying instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. Where instructions are given by means of a document which is not pre-printed, the amendment required should be given both in code and in plain text. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

At the same time the duplicate of the consignment note is to be given to the carrier. The same amendments are to be entered on it. If the goods have been refused by the consignee, the consignor has the right to give his instructions even if he is not able to produce the duplicate of the consignment note or return the printout.

Where the amendment of a contract of carriage would have the effect of ending carriage within a customs territory (for example within the European Union) for a movement which should have ended outside that customs territory, or vice versa, the amendment may only be implemented with the prior agreement of the competent customs office.



## Currency names and codes

ALL	Lek albanais Albanischer Lek Albanian lek	HRK	Kuna croate Kroatische Kuna Croatian kuna	RON	Nouveau leu roumain Neue rumänische Leu New Romanian leu
AMD	Dram arménien Armenischer Dram Armenian dram	HUF	Forint hongrois Ungarischer Forint Hungarian forint	RSD	Dinar serbe Serbischer Dinar Serbian dinar
BAM	Mark convertible Konvertierbare Mark Convertible Mark	IQD	Dinar irakien Irakischer Dinar Iraqi dinar	RUB	Rouble russe Russischer Rubel Russian rouble
BGN	Lev bulgare Bulgarische Lew Bulgarian lev	IRR	Rial iranien Iranischer Rial Iranian rial	SEK	Couronne suédoise Schwedische Krone Swedish krona
CHF	Franc suisse Schweizer Franken Swiss franc	LBP	Livre libanaise Libanesisches Pfund Lebanese pound	SYP	Livre syrienne Syrisches Pfund Syrian pound
CZK	Couronne tchèque Tschechische Krone Czech koruna	MAD	Dirham marocain Marokkanischer Dirham Moroccan dirham	TND	Dinar tunisien Tunesischer Dinar Tunisian dinar
DKK	Couronne danoise Dänische Krone Danish krone	MKD	Denar macédonien Mazedonischer Denar Macedonian denar	TRY	Nouvelle livre turque Neues türkisches Pfund New Turkish lira
DZD	Dinar algérien Algerischer Dinar Algerian dinar	NOK	Couronne norvégienne Norwegische Krone Norwegian krone	UAH	Hryvnia ukrainien Ukrainischer Hryvnia Ukrainian hryvnia
EUR	EURO	PKR	Roupie pakistanaise Pakistanische Rupie Pakistani rupee	USD	Dollar USA USA-Dollar US dollar
GBP	Livre anglaise Englisches Pfund Pound sterling	PLN	Zloty polonais Polnischer Zloty Polish zloty	XDR	Droit de tirage spécial (DTS) Sonderziehungsrecht (SZR) Special drawing right (SDR)
GEL	Lari géorgien Georgischer Lari Georgian lari				