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CIM Consignment Note Manual (GLV-CIM)

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This document may be shared with the public

In accordance with point 2.5 a) of the CIT Statutes, this document is a **recommendation** and only binds members to the extent that members adopt it (opting-in principle).

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Contents

	Page
A. General provisions	4
0 Abbreviations and definitions	4
1 Purpose of the manual.....	5
2 Scope	5
B. Common provisions for paper and electronic consignment notes	6
3 GTC-CIM.....	6
4 Contents of the CIM consignment note	6
5 Payment of charges	6
5.1 List of charges.....	6
5.2 Instructions for the payment of charges.....	6
C. Paper consignment note	8
6 Specimen	8
7 Separate invoicing for sections.....	8
8 Supplementary sheet for the consignor.....	8
D. Electronic consignment note	9
9 Principles set down in CIM Article 6 § 9	9
10 Contract for the electronic exchange of consignment note data (EDI contract)	9
11 Mixed system	9
12 Printouts	9
E. Other documents	11
13 Charges note.....	11
14 Subsequent orders – Circumstances preventing carriage – Circumstances preventing delivery	11
15 Transport document for empty uncleaned means of containment as defined by the RID	11
16 Languages	12
17 Creation and transmission	12
F. Transitional and final provisions	13
18 Entry into force.....	13
19 Transitional arrangements	13

Appendices

1	Deliberately left blank
2	Explanatory notes on the content of the consignment note
3	List of charges
4	CIM consignment note
5	Deliberately left blank
6	Charges note
7	Subsequent orders
8	Notification of circumstances preventing carriage – Person entitled's instructions
9	Notification of circumstances preventing delivery – Consignor's instructions

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
CIM	Uniform Rules concerning the Contract of International Carriage of Goods by Rail
CIT	International Rail Transport Committee
Consignment note	Paper document or electronic record which records the contract of carriage in accordance with Article 6 CIM
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	An EDI message consists of a set of segments, 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
Forwarding station	Station serving the point the goods are accepted
GTC-CIM	General Terms and Conditions of Carriage for International Freight Traffic by Rail (GTC-CIM), drawn up and recommended by the CIT
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 [Nomenclature Harmonisée Marchandises]
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 (Règlement concernant le transport international ferroviaire des marchandises dangereuses)
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 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, point 6 and *Appendices 2 and 4* also apply to consignments which are not subject to the GTC-CIM when the parties use a consignment note complying with the specimen produced 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.

4 Content of the CIM consignment note

Appendix 2 contains the explanatory notes on the content of the CIM consignment note.

A consignment note form is available on 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 2010¹. The two Incoterms 2000¹ [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.
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).

* Article 10 CIM refers to these as "costs"

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

¹ Buyers and sellers agree to use Incoterms in the contract of sale. For more information about Incoterms: www.iccwbo.org.

Instruction	Meaning
e) CPT [« <u>C</u> arriage <u>P</u> aid <u>T</u> o (... named place of destination)»] CIP [« <u>C</u> arriage and <u>I</u> nsurance <u>P</u> aid 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 « <u>D</u> elivered <u>A</u> t <u>P</u> lace (... 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 « <u>D</u> elivered <u>A</u> t <u>T</u> erminal (... 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 « <u>D</u> elivered <u>D</u> uty <u>P</u> aid (... 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 « <u>D</u> elivered <u>A</u> t <u>F</u> rontier (... 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 paid by the consignor.
j) DDU « <u>D</u> elivered <u>D</u> uty <u>U</u> npaid (... 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.

C. Paper consignment note

6 Specimen

A specimen consignment note is shown in *Appendix 4*. It is 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

When the consignment note is produced by means of a computer printout, the following conditions must be observed:

- colour of print: as in the 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 CIM consignment note should be used as additional sheets and attached to original consignment note.

7 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.

8 Supplementary sheet for the consignor

Consignment notes may be printed with a supplementary sheet to any layout for the requirements of the consignor.

D. Electronic consignment note

9 Principles set down in CIM Article 6 § 9

The consignment note and its duplicate may be created in the form of an electronic data record which can be transformed into legible written symbols. The procedures used for data storage and processing must be functionally equivalent to those for the paper system particularly in so far as the evidential value of the consignment note represented by that data is concerned.

10 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 4.3 of the GTC-CIM).

11 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).

12 Printouts

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

Printouts are to comply with the specimen paper consignment note (see point 6 and *Appendix 4*), subject to the following variations:

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:

- 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. This note is to be printed in the header to the document,
- 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. If space is limited, box numbers need not be printed,

d) paper: suitable for the printer being used,

e) printing of the information on the back of sheets: use an extra sheet.

Printouts complying with the provisions above are to be accepted by the parties to the contract. The parties are to acknowledge their having the same validity as a paper 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 printouts¹.

¹ 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 12 complies with the requirements stemming from CIM Article 19 §§ 1 and 7.

E. Other documents

13 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 be entered on a charges note complying with the specimen shown in *Appendix 6*. This document is to form the basis of the settlement with the consignor, at the latest thirty days after the expiry of the transit period.

When the charges note is produced by means of a computer printout, the following conditions must be respected:

- colour of print: as in the 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.

14 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.

15 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 containment¹ containing the residues of dangerous goods which are not accompanied by a CIM consignment note or a CUV 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 CIM consignment note/CUV wagon consignment 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.

¹ 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».

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.

16 Languages

The documents described in points 13, 14 and 15 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 13, 14 and 15 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 13 and 14 by agreement with the carrier. For the documents described in point 15 above, only the states involved in the movement may agree alternative arrangements.

17 Creation and transmission

The documents described in points 13, 14 and 15 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.

F. Transitional and final provisions

18 Entry into force

This manual enters into force on 1 July 2006.

19 Transitional arrangements

Contracts for carriage concluded under the 1980 CIM Uniform Rules before 1 July 2006 remain subject to the Uniform Rules and the provisions for their implementation in force at the time of the conclusion of the contract.



Appendix 1

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Appendix 2

Point 4

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 entries in boxes 7, 13, 14, 55, 56 and 57 are partially in code 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
- Access to data (electronic consignment note)

Access to consignment note data is only allowed to participants who have concluded an EDI contract (see point 10 of this manual) and who are also parties to the contract of carriage in question. Competent administrative authorities likewise have a right of access within the scope of their powers.

Three types of access are to be distinguished: read, write (also includes the right to read) 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 to the carrier who has custody of the goods.

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

Box No	Data status	Data	Data access		
			Read	Write	Amend
1	M	Consignor: 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. For goods moving between the Member States of the European Union, the consignor should also provide his VAT registration number if he has one.	- Contractual carrier - Successive carrier - Consignee	Consignor	
2	O	Customer code for the consignor If the customer code is missing, it may be entered by the carrier.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Addition of code. Amendment only in the case of subsequent orders or on the instruction of the consignor.)
3	O	Customer code for the payer of pre-paid charges 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.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Addition of code. Amendment only in the case of subsequent orders or on the instruction of the consignor).

Box No	Data status	Data	Data access		
			Read	Write	Amend
4	M	<p>Consignee: 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.</p> <p>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.</p>	- Consignee	- Consignor	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>(Amendment only in the case of subsequent orders or on the instruction of the consignor or consignee.)</p>
5	O	<p>Customer code for the consignee.</p> <p>If the customer code is missing, it may be entered by the carrier.</p>	- Consignee	- Consignor	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>(Addition of code. Amendment only in the case of subsequent orders or on the instruction of the consignor or consignee.)</p>
6	O	<p>Customer code for the payer of non-pre-paid charges if not the consignee.</p> <p>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.</p>	- Consignee	- Consignor	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>(Addition of code. Amendment only in case of subsequent orders or on the instruction of the consignor or consignee.)</p>
7	C	<p>Consignor's declarations 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.</p> <p>Code Meaning</p> <p>1 Consignee not-authorized to take control of the goods</p> <p>2 Authorised consignee (within the meaning of customs law)</p> <p>3 Escort(s) ... [family and first name(s)]</p> <p>4 Filled mass [weight] in kg ... [for gas tank wagons refilled without having been cleaned – see RID paragraph 5.4.1.2.2 (c)]</p> <p>5 Emergency telephone number for irregularities or accidents with dangerous goods</p> <p>6 Not to be passed to a substitute carrier</p> <p>7 Loading by the carrier</p>	- Consignee	- Consignor	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>(Amendment only in case of subsequent orders or on the instruction of the consignor or consignee.)</p>

Box No	Data status	Data	Data access		
			Read	Write	Amend
7 (cont'd)		<p>8 Unloading by the carrier</p> <p>9 Agreed transit period: ...</p> <p>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 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/EDIFACT 1001 list of codes (www.unece.org) is to be used to code accompanying documents], ... (further remarks – see Article 15 § 4 CIM).</p> <p>11 Exceptional consignment: ... (reference number for each of the carriers/infrastructure managers involved)</p> <p>12 Number of flat pallets marked «EUR» and exchangeable in the European Pallet Pool</p> <p>13 Number of box-pallets marked «EUR» and exchangeable in the European Box-Pallet Pool</p> <p>14 If the carrier's wagon sheets are used: number of sheets, abbreviation for the carrier and wagon sheet number(s)</p> <p>15 If the carrier's straps are used: number of straps and abbreviation for the carrier</p> <p>16 Other declarations: ... (designation of a representative, designation of a sub-contracting carrier, request for attention to be given to the consignment en-route, etc.)</p> <p>24 Dangerous goods packed in limited quantities the total gross mass of which exceeds eight tonnes per wagon or UTI</p>			
8	O	Consignor's reference	- Consignee	- Consignor	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>(Amendment only in the case of subsequent orders or on the instruction of the consignor.)</p>

Box No	Data status	Data	Data access		
			Read	Write	Amend
9	C	<p>Documents attached: listing of all the accompanying documents required for carriage which are attached to the consignment note.</p> <p>For the paper consignment note: details of supplementary sheets.</p> <p>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.</p> <p>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.</p> <p>Additional information may be entered in a free text area for each code. The UN/DIFACT 1001 list of codes (www.unece.org) is to be used to code accompanying documents.</p>	- Consignee	- Consignor	<ul style="list-style-type: none"> - Contractual carrier - Successive carrier <p>(Amendment only in the case of subsequent orders or on the instruction of the consignor, or when documents attached are removed during transit.)</p>
10	M	<p>Delivery point, supplemented by details of the destination station in accordance with DIUM and country in accordance with the appendix to UIC leaflet 920-14.</p>	- Consignee	- Consignor	<ul style="list-style-type: none"> - Contractual carrier - Successive carrier <p>(Amendment only in the case of subsequent orders or on the instruction of the consignor or consignee.)</p>
11	O	<p>Code for the delivery point. If the code is missing it may be entered by the carrier</p>	- Consignee	Consignor	<ul style="list-style-type: none"> - Contractual carrier - Subsequent carrier <p>(Addition of code. Amendment only in case of subsequent orders or on the instruction of the consignor or consignee.)</p>
12	M	<p>Code for the station servicing the delivery point. 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.</p>	- Consignee	- Consignor	<ul style="list-style-type: none"> - Contractual carrier - Successive carrier <p>(Addition of code. Amendment only if the name and delivery point do not match, or in the case of subsequent orders or on the instruction of the consignor or consignee.)</p>

Box No	Data status	Data	Data access		
			Read	Write	Amend
13	C	<p>Commercial specification</p> <p>Code Meaning</p> <p>1 Route ...</p> <p>2 Traffic flow ...</p> <p>3 Carriers mandated to perform the carriage, section, status</p> <p>4 Defined frontier stations ... (for exceptional consignment)</p> <p>5 Other conditions requested ... (for example, EDI contract number if an electronic consignment note or the numbers of other customer agreements or tariffs is used.– the 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).</p>	- Consignee	- Consignor	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>(Amendment only in the case of subsequent orders or on the instruction of the consignor or consignee.)</p>
14	C	<p>Number of customer agreement or tariff: 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.</p>	- Consignee	- Consignor	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>(Amendment only in the case of subsequent orders or on the instruction of the consignor or consignee.)</p>
15	O	<p>Information for the consignee: Information from the consignor to the consignee relating to the consignment. This information is not to commit the carrier.</p>	- Consignee	- Consignor	
16	M	<p>Acceptance: 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.</p> <p>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».</p>	<p>- Contractual carrier</p> <p>- Successive carrier</p> <p>- Consignee</p>	- Consignor	
17	O	<p>Code for the acceptance point: 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.</p>	- Consignee	<p>- Consignor</p> <p>- Contractual carrier</p> <p>- Successive carrier</p>	

Box No	Data status	Data	Data access		
			Read	Write	Amend
18	C	Wagon No: 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 box 30.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Amendment only in the case of an error or transshipment.)
19	C	Sectional invoicing: 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 (www.cit-rail.org) 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.		- Consignor	- Contractual carrier - Successive carrier (Amendment only in the case of subsequent orders or on the instruction of the consignor or consignee.)
20	C	Payment instructions: Instructions for the payment of charges in accordance with point 5.2 of this manual. Absence of instructions is to mean that the charges will be paid by the consignor.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Amendment only in the case of subsequent orders or on the instruction of the consignor or consignee.)
21	C C C C	Description of the goods: - Carriage in wagon loads: . number of wagons [tally number] when they are loaded and consigned as means of transport . numbers of the wagons [painted numbers] when they are consigned as goods, also see the entry for box 30. - 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 (www.unece.org). On paper consignment notes the nature of the packaging may be given in plain text.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (With the agreement of the consignor.)

}

Box No	Data status	Data	Data access		
			Read	Write	Amend
21 (cont'd)	M	- Description of the goods, for dangerous goods, the information required by section 5.4.1 RID.			
	C	- "Harmonised System" code number (www.wcoomd.org) for the goods when required by customs law (for example for sensitive goods).			
	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 customs supervision.			
	C	- Movement Reference Number (MRN) required by customs law for wagons and UTI, supplemented by <ul style="list-style-type: none"> • "E MRN" if an export declaration has been lodged *) • "T MRN" if a transit declaration has been lodged *) • "TS MRN" if a transit declaration with security data has been lodged *) • "EXS MRN" if the exit summary declaration has been made separately by the consignor • "ENS MRN" if the entry summary declaration has been made separately by the consignor *) 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"> • "ARC" *) *) The accompanying document has to be mentioned in box 9.			
	C	- The remark "EXPORT" if the export formalities for the wagon and UTI have been completed at the customs office of exit of the place where the goods are accepted for carriage in accordance with Article 793 para. 2 (b) Implementing Provisions for the Customs Code.			
22	C	Exceptional consignment: Insert a cross when the provisions for the international carriage of exceptional consignments require that.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (With the agreement of the consignor.)

Box No	Data status	Data	Data access		
			Read	Write	Amend
23	C	RID: Insert a cross when the goods are subject to the RID.	- Consignee	- Consignor	- Contractual carrier - Subsequent carrier (With the agreement of the consignor.)
24	M	NHM code 6-digit NHM code for the goods (www.uic.org). For combined traffic, the NHM code for the UTI may be used ¹	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Amendment in the case of examination.)
25	M	Mass [weight]: Indicate - the gross mass of the goods (including packaging) or the quantity of the goods expressed by other means, separately by NHM code, - the tare of UTI, loading tackle, and exchangeable and non exchangeable equipment, - the total mass of the consignment.	- Consignee	- Consignor	- Contractual carrier - Subsequent carrier (Addition of data. Amendment in the case of examination.)
26	C	Declaration of value: Details of the value of the goods and the currency code when the value exceeds the limit given in Article 30 § 2 CIM.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Amendment only in the case of subsequent orders by the consignor.)
27	C	Interest in delivery: Details of the amount and currency code of a special interest in delivery.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Amendment only in the case of subsequent orders from the consignor.)
28	C	Cash on delivery: Details of the amount to be collected on delivery and the currency code.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Amendment only in the case of subsequent orders from the consignor.)

¹ In such a case, it is for the consignor (a combined transport operator) to make the declarations necessary to customs and accept liability for their accuracy.

Box No	Data status	Data	Data access		
			Read	Write	Amend
29	M	Place and date completed: Place and date (year, month, day) at which the consignment note was made out.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (With the agreement of the consignor.)
30	M	Description of the document: 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 as goods , the wagon number is shown in boxes 18 and 21. The wagon is not then subject to a CUV contract of use; see point 2 para. 3 GLW-CUV however. 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 «CUV 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.	- Consignee	- Consignor	- Contractual carrier - Successive carrier (Amendment only in the case of subsequent orders or on the instruction of the consignor.)
40	O	Coding box 1: 6 character box to be used by the forwarding carrier. If necessary, a train number may be entered.	- Consignor - Consignee		- Contractual carrier - Successive carrier (Coding by the forwarding carrier.)
41	O	Coding box 2: 4 character box to be used by the forwarding carrier.			- Contractual carrier - Successive carrier (Coding by the forwarding carrier.)

Box No	Data status	Data	Data access		
			Read	Write	Amend
42	O	Coding box 3: 4 character box to be used by the forwarding carrier.			- Contractual carrier - Successive carrier (Coding by the forwarding carrier.)
43	O	Coding box 4: 4 character box to be used by the forwarding carrier.			- Contractual carrier - Successive carrier (Coding by the forwarding carrier.)
44	O	Coding box 5: 6 character box to be used by the destination carrier. If necessary, a train number may be entered.	- Consignor - Consignee		- Contractual carrier - Successive carrier (Coding by the destination carrier.)
45	O	Coding box 6: 4 character box to be used by the destination carrier.			- Contractual carrier - Successive carrier (Coding by the destination carrier.)
46	O	Coding box 7: 4 character box to be used by the destination carrier.			- Contractual carrier - Successive carrier (Coding by the destination carrier.)
47	O	Coding box 8: 4 character box to be used by the destination carrier.			- Contractual carrier - Successive carrier (Coding by the destination carrier.)

Box No	Data status	Data	Data access		
			Read	Write	Amend
48	C	Examination: Details of the results of the examination and of the carrier undertaking it in accordance with the list of carrier codes (www.cit-rail.org) (see Article 11 §§ 2 and 3 CIM).	- Consignor - Consignee		- Contractual carrier - Successive carrier
49	M	Prepayment coding: 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 ...").			- Contractual carrier - Successive carrier
50	M	Route: 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....».	- Consignor - Consignee		- Contractual carrier - Successive carrier
51	C	Customs procedures: 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.	- Consignor - Consignee		- Contractual carrier - Successive carrier
52	C	Charges note: - 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).	- Consignor - Consignee		- Contractual carrier - Successive carrier
53	C	Notification of payment No: State: - the number of the notification of payment - the date of its return (month, date).	- Consignor		- Contractual carrier - Successive carrier
54	C	Formal report: 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 (www.cit-rail.org).	- Consignor - Consignee		- Contractual carrier - Successive carrier

Box No	Data status	Data	Data access		
			Read	Write	Amend
55	C	<p>Extension of transit period: 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:</p> <ol style="list-style-type: none"> 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:... 	<ul style="list-style-type: none"> - Consignor - Consignee 		<ul style="list-style-type: none"> - Contractual carrier - Successive carrier
56	C O C	<p>Carrier's declarations: As applicable, declarations by the carrier such as</p> <ul style="list-style-type: none"> - the number of the authorisation to load, - load limit, - reservations with reasons, - point, date and time at which the goods were accepted if they differ from the information given by the consignor in box 16, - agreed transit period if the details given by the consignor in box 7 are not correct, - name and address of the carrier to whom the goods have been actually handed over if not the contractual carrier. - Mixed system for the electronic consignment note: <ul style="list-style-type: none"> • Printouts created in ...[location]... by ...[carrier code] or • Conversion into electronic data in ...[location]... by ...[carrier code]. <p>- the number of the contract to subcontract and the code for the substitute carrier (to be provided by the carrier who concluded the contract to subcontract with the substitute carrier).</p> <p>Reservations with reasons are to be entered in code (see the table below), in the following manner: «reservation with reason No ...». When codes 2, 3, 4, 11 and 12 are used, details of the reservation must be given.</p>	<ul style="list-style-type: none"> - Consignor - Consignee 		<ul style="list-style-type: none"> - Contractual carrier - Successive carrier

Box No	Data status	Data	Data access		
			Read	Write	Amend
56 (cont'd)		<p>Code Meaning</p> <p>1 Without packaging</p> <p>2 Unsatisfactory packaging: ... (give details)</p> <p>3 Inadequate packaging: ... (give details)</p> <p>Goods</p> <p>4.1 - clearly in poor condition: (give details)</p> <p>4.2 - damaged: (give details)</p> <p>4.3 - wet: ... (give details)</p> <p>4.4 - frozen: ... (give details)</p> <p>5 Loaded by the consignor</p> <p>6 Loaded by the carrier in inclement weather at the request of the consignor</p> <p>7 Unloaded by the consignee</p> <p>8 Unloaded by the carrier in inclement weather at the request of the consignee</p> <p>Impossible to make the examination in accordance with Article 11 § 3 CIM, because of</p> <p>9.1 - inclement weather</p> <p>9.2 - sealing of the wagon or UTI</p> <p>9.3 - load in the wagon or UTI inaccessible</p> <p>10 Request for examination in accordance with Article 11 § 3 CIM presented late by the consignor</p> <p>11 Examination not made because of a shortage of resources: ... (give details)</p> <p>12 Other reservations: ... (give details)</p>			
57	C	<p>Other carriers: Undertaking code in accordance with the list of carrier codes (www.cit-rail.org) and optionally name and postal address in plain text of carriers other than the contractual carrier, section to be performed, in code in accordance with DIUM and optionally in plain text; status of carriers (1° = successive carrier, 2° = substitute carrier). This box is to be filled out by the forwarding carrier but only if carriers other than the contractual carrier participate in the performance of the carriage.</p>	- Consignor - Consignee		- Contractual carrier - Successive carrier

Box No	Data status	Data	Data access		
			Read	Write	Amend
58	M	<p>a) Contractual carrier: Undertaking code in accordance with the list of carrier codes (www.cit-rail.org) and optionally name and postal address in plain text of the contractual carrier plus signature. 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>	<ul style="list-style-type: none"> - Successive carrier - Consignor - Consignee 		<ul style="list-style-type: none"> - Contractual carrier
	C	<p>b) Simplified transit procedure for rail: By marking a cross in the box, the contractual carrier having his registered office in the European Union (EU) or in another contracting party of the EU-EFTA Convention on a Common Transit Procedure, requests that the simplified transit procedure for rail defined in Articles 414 to 425, 441 and 442 of the implementing provisions for the Community Customs Code (Regulation (EEC) /2454/93), or the corresponding provisions of the EU-EFTA Convention on a Common Transit Procedure, be applied. He thus certifies that all the carriers taking part in the carriage including, if applicable, substitute carriers, are authorised to apply the simplified transit procedure for rail. The contractual carrier thus becomes the principle to the rail simplified transit movement.</p>			
		<p>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 principle to the rail simplified transit movement. His code may only be used by the contractual carrier when he is authorised to do so.</p> <p>Examples of how box 58b) is to be filled in are shown at the end of this appendix.</p>			

Box No	Data status	Data	Data access		
			Read	Write	Amend
59	M	Date of arrival: 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.	- Consignor - Consignee		- Contractual carrier - Successive carrier (Data provided by the destination carrier.)
60	C	Made available: 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.	- Consignor - Consignee		- Contractual carrier - Successive carrier (Data provided by the destination carrier.)
61	C	Acknowledgement of receipt: 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.	- Contractual carrier - Successive carrier - Consignor	- Consignee	
62	M	Consignment number: 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 (www.cit-rail.org) and consignment number]. 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.	- Consignor - Consignee - Successive carrier	- Contractual carrier	

Charging sections

- a) 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).
- b) 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.
- c) 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.
- d) Every carrier who enters charges to account is to use a distinct charging section. If there are insufficient charging sections, additional sheets must be used (only applicable to paper consignment notes).

Box No	Data status	Data	Data access		
			Read	Write	Amend
70	M	Codes for the charging sections: 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.	- Consignor - Consignee		- Contractual carrier - Successive carrier
71	C	Route code when the customer agreement or the tariff applied provide for it.	- Consignor - Consignee		- Contractual carrier - Successive carrier
72	M	NHM Code: NHM code (www.uic.org) determining the charges applicable (need not necessarily correspond to that entered in box 24).	- Consignor - Consignee		- Contractual carrier - Successive carrier
73	C	Currency: Code for the currency of the amounts shown in the charging section in accordance with point 3 of this appendix.	- Consignor - Consignee		- Contractual carrier - Successive carrier
74	O	Charged mass [weight] , separately by tariff and NHM code. As appropriate, area in m ² or the volume of the wagon or goods in m ³ if used as the basis for charging.	- Consignor - Consignee		- Contractual carrier - Successive carrier
75	M	Customer agreement or tariff applied	- Consignor - Consignee		- Contractual carrier - Successive carrier
76	O	Km/Zone: Tariff distance, expressed in km or zones, between the stations or points corresponding to the beginning and end of the charging section.	- Consignor - Consignee		- Contractual carrier - Successive carrier
77	O	Supplements, fees, deductions	- Consignor - Consignee		- Contractual carrier - Successive carrier
78	O	Unit charge: including any supplements or deductions, separately by NHM code or a dash where a customer agreement providing for centralised charging, applies.	- Consignor - Consignee		- Contractual carrier - Successive carrier
79	C	Charges: Description of the charges in accordance with point 5.1 of this manual, with the individual amounts.	- Consignor - Consignee		- Contractual carrier - Successive carrier

Box No	Data status	Data	Data access		
			Read	Write	Amend
80	C	Cash on delivery: Amount of cash on delivery brought forward from the front	- Consignor - Consignee		- Contractual carrier - Successive carrier (Data provided by the destination carrier.)
81	O	Charges paid: 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.	- Consignor		- Contractual carrier - Successive carrier
82	O	Charges due: 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.	- Consignee		- Contractual carrier - Successive carrier
83	C	Exchange rate for charges paid: Exchange rate for amounts to be paid by the consignor which are not expressed in the invoicing currency.	- Consignor		- Contractual carrier - Successive carrier
84	C	Charges to be paid by the consignor: Total of the charges to be paid by the consignor in the tariff currency.	- Consignor		- Contractual carrier - Successive carrier
85	C	Charges to be paid by the consignee: Total of the charges to be paid by the consignee in the tariff currency.	- Consignee		- Contractual carrier - Successive carrier
86	C	Exchange rate for charges due: Exchange rate for amounts to be paid by the consignee which are not expressed in the invoicing currency.	- Consignee		- Contractual carrier - Successive carrier
87	C	Charging section in the invoicing currency to be paid by the consignor	- Consignor		- Contractual carrier - Successive carrier
88	O	Charging section in the tariff currency to be paid by the consignor 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.	- Consignor		- Contractual carrier - Successive carrier
89	O	Charging section in the tariff currency to be paid by the consignee 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	- Consignee		- Contractual carrier - Successive carrier

Box No	Data status	Data	Data access		
			Read	Write	Amend
90	C	Charging section in the invoicing currency to be paid by the consignee	- Consignee		- Contractual carrier - Successive carrier
91	C	Total of supplementary sheets brought forward charges paid: Total of charging sections shown on supplementary sheets to be raised on departure brought forward (only applicable to paper consignment notes).	- Consignor		- Contractual carrier - Successive carrier
92	C	Total of supplementary sheets brought forward charges due: Total of charging sections shown on supplementary sheets, to be raised on arrival brought forward (only applicable to paper consignment notes).	- Consignee		- Contractual carrier - Successive carrier
93	C	Grand total of the amounts to be raised on forwarding	- Consignor		- Contractual carrier - Successive carrier
94	C	Grand total of the amounts to be raised on arrival	- Consignee		- Contractual carrier - Successive carrier

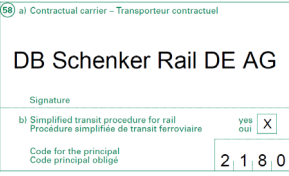
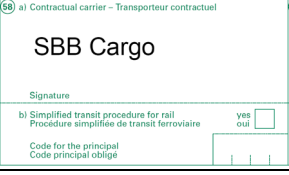
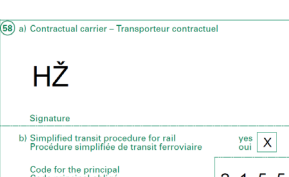
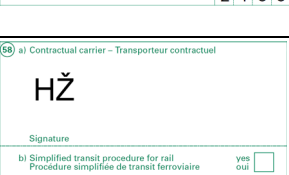
Box No	Data status	Data	Data access		
			Read	Write	Amend
99	O	Customs endorsements: Box reserved for endorsements by customs authorities.	- Contractual carrier - Successive carrier - Consignor - Consignee		- Customs authorities

3 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	LTL	Litas lituanien Litauischer Litas Lithuanian litas	TND	Dinar tunisien Tunesischer Dinar Tunisian dinar
DKK	Couronne danoise Dänische Krone Danish krone	LVL	Lats letton Lettischer Lats Latvian lats	TRY	Nouvelle livre turque Neues türkisches Pfund New Turkish lira
DZD	Dinar algérien Algerischer Dinar Algerian dinar	MAD	Dirham marocain Marokkanischer Dirham Moroccan dirham	UAH	Hryvnia ukrainien Ukrainischer Hryvnia Ukrainian hryvnia
EUR	EURO *)	MKD	Denar macédonien Mazedonischer Denar Macedonian denar	USD	Dollar USA USA-Dollar US dollar
GBP	Livre anglaise Englisches Pfund Pound sterling	NOK	Couronne norvégienne Norwegische Krone Norwegian krone	XDR	Droit de tirage spécial (DTS) Sonderziehungsrecht (SZR) Special drawing right (SDR)
GEL	Lari géorgien Georgischer Lari Georgian Lari	PLN	Zloty polonais Polnischer Zloty Polish zloty		

* Dans la République du Monténégro, l'Euro est utilisé.
Für die Republik Montenegro gilt der Euro.
In the Republic of Montenegro the euro is used.

4 Examples of how box 58b) of the CIM consignment note is to be filled out

Exple	Contractual carrier shown in box 58a)	Carriers / substitute carriers	Request to apply the simplified transit procedure for rail in box 58b)	Code for the principal to be entered in box 58b)	Examples of entries in boxes 58a) and 58b) of the consignment note	Remarks
1	Registered office in the European Union (EU) or in a contracting party to the EU-EFTA Convention on a Common Transit Procedure.	All the carriers within the EU and/or in a contracting party to the EU-EFTA Convention satisfy the conditions for the simplified transit procedure for rail.	Yes, request to be made by the contractual carrier.	Code for the contractual carrier or a participating RU if the contractual carrier is not permitted to use the simplified transit procedure for rail himself.		Applies likewise if the movement starts outside the EU.
2	See example 1.	Not all the carriers within the EU or in a contracting party to the EU-EFTA Convention satisfy the conditions for the simplified transit procedure for rail.	Not possible.	Nothing to be entered in box 58b) ; For «open access» , open an NCTS transit procedure.		
3	Registered office not in the European Union or in a contracting party to the EU-EFTA Convention on a Common Transit Procedure.	All the carriers within the EU and/or in a contracting party to the EU-EFTA Convention satisfy the conditions for the simplified transit procedure for rail.	Yes, request to be made by the contractual carrier in the name and for the account of the carrier who first accepts the goods in the EU or in another Member State of the EU-EFTA Convention.	Code for the carrier who first accepts the goods in a Member State of the EU or in another Member State of the EU-EFTA Convention. Example : RCH.		Applies likewise if the movement starts within the EU or a contracting party of the EU-EFTA Convention.
4	See example 3.	Not all the carriers within the EU or in a contracting party to the EU-EFTA Convention satisfy the conditions for the simplified transit procedure for rail.	Not possible.	Nothing to be entered in box 58b) ; For «open access» , open an NCTS transit procedure.		
5	Reconsignment Each section of the journey is to be considered separately using the criteria defined in examples 1 to 4.					
6	Through movements of T2 community goods between two points situated in the EU over the territory of a third country (e.g. Switzerland)	See examples 1 to 4.	See examples 1 to 4.	See examples 1 to 4.	See examples 1 to 4.	(Only) movements between the Netherlands, Germany, Belgium, France and Italy crossing Switzerland may request application of the «SWISS Corridor T2» simplified procedure.



Appendix 3

Point 5.1

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)	UNECE code (electronic documents)	Designation	Meaning (see pages 4 and 5)	Special feature (see page 6)
1	2	3	4	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	

* Article 10 CIM refers to these as "costs"

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

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
		Section 1 – Goods handling costs		
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		
		Section 2 – Documentation costs		
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		
		Section 3 – Transport equipment costs		
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)	UNECE code (electronic documents)	Designation	Meaning (see pages 4 and 5)	Special feature (see page 6)
1	2	3	4	5
		Section 4 – Customs duties, taxes and fees		
60	501005	Customs duties and other sums collected by customs other than VAT		
61	502002	Value added tax (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
		Section 5 – Other costs		
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
		Section 6 – Group codes		
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	<i>Port charges</i> 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	<i>Break of journey (charge for)</i> 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	<i>Pre-Carriage road</i> Charges for the collection of a consignment
19	106006	<i>On-Carriage road</i> Charges for the onward delivery of a consignment
27	104159	<i>Other costs not specified</i> These charges are raised by some carriers, for example for the provision of a covered wagon or a match wagon.
37	216031	<i>Shunting at forwarding station (charge for)</i> 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	<i>Shunting charge at destination station or at intermediate station</i> See code 37 above.
40	301074	<i>Charge for customs formalities in the departure country</i> 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	<i>Charge for customs formalities in the transit countries</i> 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	<i>Charge for customs formalities in the arrival countries</i> 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	<i>Other administrative formalities (charge for)</i>
		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	<i>Expenses declaration related value</i>
		These charges represent the premium for the declaration of value.
78	609028	<i>Convoying (charge for)</i>
		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	<i>Counting or inspection of packages or animals (Charge for)</i>
		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	<i>Expenses declaration related to the delivery</i>
		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.



Appendix 4

Point 6

CIM consignment note

Recommendation for the paper and the colour

- **Paper:** pressure sensitive (using a chemical process),
white, transfer colour black
first sheet = coated back 56 g/m².
second to fourth sheet: = coated front and back 53 g/m².
fifth sheet = coated front 57 g/m².

If consignment notes interleaved with carbon paper are used, papers with a mass (weight) of between 50 and 60 g/m² must be used.

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

Special case: consignment 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 CIM consignment note should be used as additional sheets and attached to original consignment note.

Notwithstanding any clause to the contrary, carriage of goods shall be subject to the CIM Uniform Rules. In addition, the carrier's General Terms and Conditions of Carriage shall apply. Notwithstanding any clause to the contrary, the transport of goods shall be subject to the CIM Uniform Rules. Sont en outre applicables les conditions générales de transport du transporteur.

Except as otherwise agreed, the haulage of empty wagons shall be subject to the CUV Uniform Rules. In addition the relevant contractual conditions of the railway undertaking shall apply. Sauf convention contraire, l'acheminement des wagons vides est soumis aux Règles uniformes CUV. Sont en outre applicables les conditions contractuelles topiques de l'entreprise de transport ferroviaire.

30 CIM Consignment Note Lettre de voiture CIM		CUV Wagon Note Lettre wagon CUV		40	41	42	43
1 Consignor (name, address) - Expéditeur (nom, adresse) Signature VAT no. N° TVA		2 3 E-Mail Tel. Fax		7 Consignor's declarations Déclarations de l'expéditeur		8 Consignor's reference - Référence expéditeur	
4 Consignee (name, address, country) Destinataire (nom, adresse, pays) VAT no. N° TVA		5 6 E-Mail Tel. Fax		9 Documents attached - Annexes			
10 Delivery point Lieu de livraison		11 12		16 Acceptance Prise en charge month - day - hour mois - jour - heure		17	
Station - Gare Country - Pays		13 Commercial specification - Conditions commerciales 14		18 Wagon no. - Wagon N° Point - Lieu		19 Section - Parcours Sectional invoicing Facturation transit by - par	
15 Information for the consignee - Informations pour le destinataire		20 Payment instructions Paiement des frais <input type="checkbox"/> Carriage charges paid Franco de port <input type="checkbox"/> Incoterms		including - y compris up to - jusqu'à			
21 Description of the goods Désignation de la marchandise		22 Exceptional consignment Transport exceptionnel yes oui <input type="checkbox"/>		23 RID yes oui <input type="checkbox"/>		24 NHM code 25 Mass (weight) Masse	
				26 Declaration of value Déclaration de valeur Currency 27 Interest in delivery Intérêt à la livraison Monnaie		28 Cash on delivery Remboursement Currency	
				99 Customs endorsements Indications douanières		48 Examination Vérification by - par	
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Charges 79		49 Prepayment coding - Code d'affranchissement 50 Route - Itinéraires			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Frais Frais 79		51 Customs procedures - Opérations douanières			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Charges 79		52 Charges note Bulletin d'affranchissement yes oui <input type="checkbox"/> returned renvoyé month - day mois - jour			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Charges 79		53 Notification of payment no. Avis d'encaissement N° returned renvoyé month - day mois - jour			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Charges 79		54 Formal report no. Procès-verbal N° made out by établi par month - day mois - jour			
56 Carrier's declarations - Déclarations du transporteur		57 Other carriers - Autres transporteurs Name, address - Nom, adresse Section - Parcours Status Qualité		55 Extension of transit time - Prolongation du délai de livraison Code from - du to - au place - lieu			
58 a) Contractual carrier - Transporteur contractuel Signature		59 Date of arrival - Date d'arrivée Arrival no. - Arrivage N° Original		60 Made available Mise à disposition month - day - hour mois - jour - heure		62 Consignment number Identification de l'envoi Country - Pays Station - Gare Undertaking Entreprise Consig't no. Exp. N°	
b) Simplified transit procedure for rail Procédure simplifiée de transit ferroviaire yes oui <input type="checkbox"/> Code for the principal Code principal obligé		1		61 Acknowledgement of receipt Quittance du destinataire		29 Place and date completed - Lieu et date d'établissement	
				Date, signature			

Charging sections (continued) – Sections de taxation (suite)	Charges paid – Franco		To pay – Port dû	
	Invoicing currency Monnaie d'encaissement	Tariff currency Monnaie du tarif	Tariff currency Monnaie du tarif	Invoicing currency Monnaie d'encaissement

Cash on delivery (brought forward from the front) } 80
Remboursement (Report du recto) }

86 Ex. Rate

90

D	70 Section Parcours	71	72	73	74	75	76	77	78	A	
										79 Charges	80
E	70 Section Parcours	71	72	73	74	75	76	77	78	B	
										79 Frais	80
F	70 Section Parcours	71	72	73	74	75	76	77	78	C	
										79 Charges	80
G	70 Section Parcours	71	72	73	74	75	76	77	78	Charges	
										79	80

Brought forward from the front – Report du recto

	81	82	83	84	85	86	87	88	89	90
83 Cours	84	85	86 Cours	87	88	89	90			
83 Ex. Rate	84	85	86 Ex. Rate	87	88	89	90			
83 Cours	84	85	86 Cours	87	88	89	90			
83 Ex. Rate	84	85	86 Ex. Rate	87	88	89	90			
83 Cours	84	85	86 Cours	87	88	89	90			
83 Ex. Rate	84	85	86 Ex. Rate	87	88	89	90			
83 Cours	84	85	86 Cours	87	88	89	90			
83 Ex. Rate	84	85	86 Ex. Rate	87	88	89	90			
83 Cours	84	85	86 Cours	87	88	89	90			
83 Ex. Rate	84	85	86 Ex. Rate	87	88	89	90			
91	Brought forward from supplementary sheets Report des feuilles supplémentaires					92				
93	Grand total – Montant général					94				

30 CIM Consignment Note Lettre de voiture CIM		CUV Wagon Note Lettre wagon CUV		40	41	42	43
1 Consignor (name, address) - Expéditeur (nom, adresse) Signature VAT no. N° TVA		2 3 E-Mail Tel. Fax		7 Consignor's declarations Déclarations de l'expéditeur		8 Consignor's reference - Référence expéditeur	
4 Consignee (name, address, country) Destinataire (nom, adresse, pays) VAT no. N° TVA		5 6 E-Mail Tel. Fax		9 Documents attached - Annexes			
10 Delivery point Lieu de livraison		11 12		16 Acceptance Prise en charge month - day - hour mois - jour - heure		17	
Station - Gare Country - Pays		13 Commercial specification - Conditions commerciales 14		18 Wagon no. - Wagon N° Point - Lieu		19 Section - Parcours by - par <small>Sectional invoicing Facturation transit</small>	
15 Information for the consignee - Informations pour le destinataire		20 Payment instructions Paiement des frais <input type="checkbox"/> Carriage charges paid Franco de port <input type="checkbox"/> Incoterms		including - y compris up to - jusqu'à			
21 Description of the goods Désignation de la marchandise		22 Exceptional consignment Transport exceptionnel yes oui <input type="checkbox"/>		23 RID yes oui <input type="checkbox"/>		24 NHM code 25 Mass (weight) Masse	
				26 Declaration of value Déclaration de valeur Currency 27 Interest in delivery Intérêt à la livraison Monnaie		28 Cash on delivery Remboursement Currency	
				99 Customs endorsements Indications douanières		48 Examination Vérification by - par	
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Frais		49 Prepayment coding - Code d'affranchissement 50 Route - Itinéraires			
56 Carrier's declarations - Déclarations du transporteur		57 Other carriers - Autres transporteurs Name, address - Nom, adresse		51 Customs procedures - Opérations douanières		52 Charges note Bulletin d'affranchissement yes oui <input type="checkbox"/> returned renvoyé month - day mois - jour	
58 a) Contractual carrier - Transporteur contractuel Signature		59 Date of arrival - Date d'arrivée Arrival no. - Arrivage N°		60 Made available Mise à disposition month - day - hour mois - jour - heure		62 Consignment number Identification de l'envoi Country - Pays Station - Gare Undertaking Entreprise Consig't no. Exp. N°	
b) Simplified transit procedure for rail Procédure simplifiée de transit ferroviaire yes oui <input type="checkbox"/> Code for the principal Code principal obligé		Invoice Feuille de route		61 Acknowledgement of receipt Quittance du destinataire		29 Place and date completed - Lieu et date d'établissement	
		2		Date, signature			

Notwithstanding any clause to the contrary, carriage of goods shall be subject to the CIM Uniform Rules. In addition, the carrier's General Terms and Conditions of Carriage shall apply. Notwithstanding toute clause contraire, le transport des marchandises est soumis aux Règles uniformes CIM. Sont en outre applicables les conditions générales de transport du transporteur.

Except as otherwise agreed, the haulage of empty wagons shall be subject to the CUV Uniform Rules. In addition the relevant contractual conditions of the railway undertaking shall apply. Sauf convention contraire, l'acheminement des wagons vides est soumis aux Règles uniformes CUV. Sont en outre applicables les conditions contractuelles topiques de l'entreprise de transport ferroviaire.

30 CIM Consignment Note Lettre de voiture CIM		CUV Wagon Note Lettre wagon CUV		40	41	42	43
1 Consignor (name, address) - Expéditeur (nom, adresse) Signature VAT no. N° TVA		2 3 E-Mail Tel. Fax		7 Consignor's declarations Déclarations de l'expéditeur		8 Consignor's reference - Référence expéditeur	
4 Consignee (name, address, country) Destinataire (nom, adresse, pays) VAT no. N° TVA		5 6 E-Mail Tel. Fax		9 Documents attached - Annexes			
10 Delivery point Lieu de livraison		11 12		16 Acceptance Prise en charge month - day - hour mois - jour - heure		17	
Station - Gare Country - Pays		13 Commercial specification - Conditions commerciales 14		18 Wagon no. - Wagon N° Point - Lieu		19 Section - Parcours by - par Sectional invoicing Facturation transit	
15 Information for the consignee - Informations pour le destinataire		20 Payment instructions Paiement des frais <input type="checkbox"/> Carriage charges paid Franco de port <input type="checkbox"/> Incoterms		including - y compris up to - jusqu'à			
21 Description of the goods Désignation de la marchandise		22 Exceptional consignment Transport exceptionnel yes oui <input type="checkbox"/>		23 RID yes oui <input type="checkbox"/>		24 NHM code 25 Mass (weight) Masse	
				26 Declaration of value Déclaration de valeur Currency 27 Interest in delivery Intérêt à la livraison Monnaie 28 Cash on delivery Remboursement Currency 48 Examination Vérification			
				99 Customs endorsements Indications douanières			
						by - par	
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Frais		49 Prepayment coding - Code d'affranchissement 50 Route - Itinéraires			
56 Carrier's declarations - Déclarations du transporteur		57 Other carriers - Autres transporteurs Name, address - Nom, adresse Section - Parcours Status Qualité		51 Customs procedures - Opérations douanières			
58 a) Contractual carrier - Transporteur contractuel Signature b) Simplified transit procedure for rail Procédure simplifiée de transit ferroviaire Code for the principal Code principal obligé		59 Date of arrival - Date d'arrivée Arrival no. - Arrivage N° Arrival note/Customs Bulletin d'arrivée/Douane		60 Made available Mise à disposition month - day - hour mois - jour - heure 61 Acknowledgement of receipt Quittance du destinataire		62 Consignment number Identification de l'envoi Country - Pays Station - Gare Undertaking Entreprise Consig't no. Exp. N°	
		29 Place and date completed - Lieu et date d'établissement					

30 CIM Consignment Note Lettre de voiture CIM		CUV Wagon Note Lettre wagon CUV		40	41	42	43
1 Consignor (name, address) - Expéditeur (nom, adresse) Signature VAT no. N° TVA		2 3 E-Mail Tel. Fax		7 Consignor's declarations Déclarations de l'expéditeur		8 Consignor's reference - Référence expéditeur	
4 Consignee (name, address, country) Destinataire (nom, adresse, pays) VAT no. N° TVA		5 6 E-Mail Tel. Fax		9 Documents attached - Annexes			
10 Delivery point Lieu de livraison		11 12		16 Acceptance Prise en charge month - day - hour mois - jour - heure		17	
Station - Gare Country - Pays		13 Commercial specification - Conditions commerciales 14		18 Wagon no. - Wagon N° Point - Lieu		19 Section - Parcours by - par <small>Sectional invoicing Facturation transit</small>	
15 Information for the consignee - Informations pour le destinataire		20 Payment instructions Paiement des frais <input type="checkbox"/> Carriage charges paid Franco de port <input type="checkbox"/> Incoterms		including - y compris up to - jusqu'à			
21 Description of the goods Désignation de la marchandise		22 Exceptional consignment Transport exceptionnel yes oui <input type="checkbox"/>		23 RID yes oui <input type="checkbox"/>		24 NHM code 25 Mass (weight) Masse	
				26 Declaration of value Déclaration de valeur Currency 27 Interest in delivery Intérêt à la livraison Monnaie		28 Cash on delivery Remboursement Currency	
				99 Customs endorsements Indications douanières		48 Examination Vérification by - par	
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Frais		49 Prepayment coding - Code d'affranchissement 50 Route - Itinéraires			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Frais		51 Customs procedures - Opérations douanières			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Frais		52 Charges note Bulletin d'affranchissement yes oui <input type="checkbox"/> returned renvoyé month - day mois - jour			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Frais		53 Notification of payment no. Avis d'encaissement N° returned renvoyé month - day mois - jour			
70 Section Parcours 71 72 73 74 75 76 77 78		79 Charges Frais		54 Formal report no. Procès-verbal N° made out by établi par month - day mois - jour			
55 Extension of transit time - Prolongation du délai de livraison Code from - du to - au place - lieu							
56 Carrier's declarations - Déclarations du transporteur		57 Other carriers - Autres transporteurs Name, address - Nom, adresse Section - Parcours Status Qualité					
58 a) Contractual carrier - Transporteur contractuel Signature		59 Date of arrival - Date d'arrivée Arrival no. - Arrivage N°		60 Made available Mise à disposition month - day - hour mois - jour - heure		62 Consignment number Identification de l'envoi Country - Pays Station - Gare Undertaking Entreprise Consig't no. Exp. N°	
b) Simplified transit procedure for rail Procédure simplifiée de transit ferroviaire yes oui <input type="checkbox"/> Code for the principal Code principal obligé		Duplicate Duplicata		61 Acknowledgement of receipt Quittance du destinataire		29 Place and date completed - Lieu et date d'établissement	
				Date, signature			

<p>Notwithstanding any clause to the contrary, carriage of goods shall be subject to the CIM Uniform Rules. In addition, the carrier's General Terms and Conditions of Carriage shall apply. Notwithstanding toute clause contraire, le transport des marchandises est soumis aux Règles uniformes CIM. Sont en outre applicables les conditions générales de transport du transporteur.</p> <p>Except as otherwise agreed, the haulage of empty wagons shall be subject to the CUV Uniform Rules. In addition the relevant contractual conditions of the railway undertaking shall apply. Sauf convention contraire, l'acheminement des wagons vides est soumis aux Règles uniformes CUV. Sont en outre applicables les conditions contractuelles topiques de l'entreprise de transport ferroviaire.</p>		<p>30 CIM Consignment Note Lettre de voiture CIM</p>		<p>CUV Wagon Note Lettre wagon CUV</p>		<p>40</p>		<p>41</p>		<p>42</p>		<p>43</p>													
<p>1 Consignor (name, address) - Expéditeur (nom, adresse)</p> <p>Signature</p> <p>VAT no. N° TVA</p>		<p>2</p> <p>3</p> <p>E-Mail</p> <p>Tel.</p> <p>Fax</p>		<p>7 Consignor's declarations Déclarations de l'expéditeur</p>		<p>8 Consignor's reference - Référence expéditeur</p>		<p>44</p>		<p>45</p>		<p>46</p>		<p>47</p>											
<p>4 Consignee (name, address, country) Destinataire (nom, adresse, pays)</p> <p>VAT no. N° TVA</p>		<p>5</p> <p>6</p> <p>E-Mail</p> <p>Tel.</p> <p>Fax</p>		<p>9 Documents attached - Annexes</p>		<p>10 Delivery point Lieu de livraison</p>		<p>11</p>		<p>12</p>		<p>16 Acceptance Prise en charge</p> <p>month - day - hour mois - jour - heure</p>		<p>17</p>											
<p>13 Commercial specification - Conditions commerciales</p>		<p>14</p>		<p>15 Information for the consignee - Informations pour le destinataire</p>		<p>18 Wagon no. - Wagon N°</p>		<p>19 Section - Parcours</p>		<p>by - par</p>		<p>Sectional invoicing Facturation transit</p>		<p>20 Payment instructions Païement des frais</p> <p>including - y compris up to - jusqu'à</p> <p><input type="checkbox"/> Carriage charges paid Franco de port</p> <p><input type="checkbox"/> Incoterms</p>											
<p>21 Description of the goods Désignation de la marchandise</p>		<p>22 Exceptional consignment Transport exceptionnel</p> <p>yes oui <input type="checkbox"/></p>		<p>23 RID</p> <p>yes oui <input type="checkbox"/></p>		<p>24 NHM code</p>		<p>25 Mass (weight) Masse</p>		<p>26 Declaration of value Déclaration de valeur</p> <p>Currency Monnaie</p>		<p>27 Interest in delivery Intérêt à la livraison</p> <p>Monnaie</p>		<p>28 Cash on delivery Remboursement</p> <p>Currency</p>											
<p>70 Section Parcours</p>		<p>71</p>		<p>72</p>		<p>73</p>		<p>74</p>		<p>75</p>		<p>76</p>		<p>77</p>		<p>78</p>		<p>79 Charges</p>		<p>49 Prepayment coding - Code d'affranchissement</p>		<p>50 Route - Itinéraires</p>			
<p>70 Section Parcours</p>		<p>71</p>		<p>72</p>		<p>73</p>		<p>74</p>		<p>75</p>		<p>76</p>		<p>77</p>		<p>78</p>		<p>79 Frais</p>		<p>51 Customs procedures - Opérations douanières</p>		<p>52 Charges note Bulletin d'affranchissement</p> <p>yes oui <input type="checkbox"/></p> <p>returned renvoyé</p> <p>month - day mois - jour</p>			
<p>70 Section Parcours</p>		<p>71</p>		<p>72</p>		<p>73</p>		<p>74</p>		<p>75</p>		<p>76</p>		<p>77</p>		<p>78</p>		<p>79 Charges</p>		<p>53 Notification of payment no. Avis d'encaissement N°</p> <p>returned renvoyé</p> <p>month - day mois - jour</p>		<p>54 Formal report no. Procès-verbal N°</p> <p>made out by établi par</p> <p>month - day mois - jour</p>			
<p>70 Section Parcours</p>		<p>71</p>		<p>72</p>		<p>73</p>		<p>74</p>		<p>75</p>		<p>76</p>		<p>77</p>		<p>78</p>		<p>79 Charges</p>		<p>55 Extension of transit time - Prolongation du délai de livraison</p> <p>Code from - du to - au place - lieu</p>		<p>56 Carrier's declarations - Déclarations du transporteur</p>		<p>57 Other carriers - Autres transporteurs</p> <p>Name, address - Nom, adresse</p> <p>Section - Parcours</p> <p>Status Qualité</p>	
<p>58 a) Contractual carrier - Transporteur contractuel</p> <p>Signature</p>		<p>59 Date of arrival - Date d'arrivée</p> <p>Arrival no. - Arrivage N°</p>		<p>60 Made available Mise à disposition</p> <p>month - day - hour mois - jour - heure</p>		<p>61 Acknowledgement of receipt Quittance du destinataire</p>		<p>62 Consignment number Identification de l'envoi</p> <p>Country - Pays</p> <p>Station - Gare</p> <p>Undertaking Entreprise</p> <p>Consig't no. Exp. N°</p>		<p>29 Place and date completed - Lieu et date d'établissement</p>		<p>5</p>		<p>Duplicate invoice Souche d'expédition</p>		<p>Date, signature</p>									

Charging sections (continued) – Sections de taxation (suite)	Charges paid – Franco		To pay – Port dû	
	Invoicing currency Monnaie d'encaissement	Tariff currency Monnaie du tarif	Tariff currency Monnaie du tarif	Invoicing currency Monnaie d'encaissement

Cash on delivery (brought forward from the front) } 80
Remboursement (Report du recto) }

86 Ex. Rate

90

D	70 Section Parcours	71	72	73	74	75	76	77	78	A	
										79 Charges	80
E	70 Section Parcours	71	72	73	74	75	76	77	78	B	
										79 Frais	80
F	70 Section Parcours	71	72	73	74	75	76	77	78	C	
										79 Charges	80
G	70 Section Parcours	71	72	73	74	75	76	77	78	Charges	
										79	80

Brought forward from the front – Report du recto

	81	82	
83 Cours	84	85	86 Cours
87	88	89	90
	81	82	
83 Ex. Rate	84	85	86 Ex. Rate
87	88	89	90
	81	82	
83 Cours	84	85	86 Cours
87	88	89	90
	81	82	
83 Ex. Rate	84	85	86 Ex. Rate
87	88	89	90
	81	82	
83 Cours	84	85	86 Cours
87	88	89	90
	81	82	
83 Ex. Rate	84	85	86 Ex. Rate
87	88	89	90
	81	82	
83 Cours	84	85	86 Cours
87	88	89	90
91	Brought forward from supplementary sheets Report des feuilles supplémentaires		92
93	Grand total – Montant général		94



Appendix 5

Deliberately left blank



Charges note

Appendix 6 Point 13

Recommendation for the paper and the colour

- **Paper:** pressure sensitive (using a chemical process),
white, transfer colour black
first sheet = coated back 56 g/m².
second sheet: = coated front
and back 53 g/m².
third sheet = coated front 57 g/m².

If charges notes interleaved with carbon paper are used, papers with a mass (weight) of between 50 and 60 g/m² 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 additional sheets and attached to original charges note.

30 Charges Note Bulletin d'affranchissement

Original

1

40	41	42	43
44	45	46	47

1 Consignor (name, address) – Expéditeur (nom, adresse)

2

3

E-Mail

Tel.

Fax

VAT no. N° TVA

4 Consignee (name, address, country) Destinataire (nom, adresse, pays)

5

E-Mail

Tel.

Fax

VAT no. N° TVA

8 Consignor's reference – Référence expéditeur

31 Documents attached – Annexes

10 Delivery point Lieu de livraison

11

12

16 Acceptance month – day – hour / Prise en charge mois – jour – heure

32 Amount deposited by consignor Somme déposée par l'expéditeur

Currency Monnaie

18 Wagon no. – Wagon N°

19 Section – Parcours

by – par

Sectional invoicing Facturation transit

Station – Gare

Country – Pays

33 Postal address for return Adresse postale pour le renvoi

20 Payment instructions including – y compris / Paiement des frais up to – jusqu'à

Carriage charges paid Franco de port

Incoterms

21 Description of the goods Désignation de la marchandise

25 Mass (weight) – Masse

34 Exchange rate on forwarding Cours au départ

A	70	Section Parcours				71	72	79	Charges
	75	76	77	78	73	74			
B	70	Section Parcours				71	72	79	Frais
	75	76	77	78	73	74			
C	70	Section Parcours				71	72	79	Charges
	75	76	77	78	73	74			
D	70	Section Parcours				71	72	79	Frais
	75	76	77	78	73	74			

81	83	Cours
84		87
88	87	
81	83	Ex. Rate
84		87
88	87	
81	83	Cours
84		87
88	87	
81	83	Ex. Rate
84		87
88	87	

35 Charges note initiated Etablissement du bulletin d'affranchissement

36 Return of the charges note Renvoi du bulletin d'affranchissement

37 Re-arrival of the charges note Rentrée du bulletin d'affranchissement

Total amount or to be carried forward Montant total ou à reporter

89

62 Consignment number Identification de l'envoi

Country – Pays

Station – Gare

Undertaking Entreprise

Consig't no. Exp. N°

30 Charges Note Bulletin d'affranchissement

Accounting copy Bulletin comptable

2

40	41	42	43
44	45	46	47

1 Consignor (name, address) – Expéditeur (nom, adresse)

2

3

E-Mail

Tel.

Fax

VAT no. N° TVA

4 Consignee (name, address, country) Destinataire (nom, adresse, pays)

VAT no. N° TVA

8 Consignor's reference – Référence expéditeur

31 Documents attached – Annexes

10 Delivery point Lieu de livraison

11

12

16 Acceptance month – day – hour / Prise en charge mois – jour – heure

32 Amount deposited by consignor Somme déposée par l'expéditeur

Currency Monnaie

18 Wagon no. – Wagon N°

19 Section – Parcours by – par

Sectional invoicing Facturation transit

Station – Gare

Country – Pays

33 Postal address for return Adresse postale pour le renvoi

20 Payment instructions including – y compris / Paiement des frais up to – jusqu'à

Carriage charges paid Franco de port

Incoterms

21 Description of the goods Désignation de la marchandise

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34 Exchange rate on forwarding Cours au départ

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B	70	Section Parcours				71	72	79	Frais
	75	76	77	78	73	74			
C	70	Section Parcours				71	72	79	Charges
	75	76	77	78	73	74			
D	70	Section Parcours				71	72	79	Frais
	75	76	77	78	73	74			

81	83	Cours
84		87
88	87	
81	83	Ex. Rate
84		87
88	87	
81	83	Cours
84		87
88	87	
81	83	Ex. Rate
84		87
88	87	

35 Charges note initiated Etablissement du bulletin d'affranchissement

36 Return of the charges note Renvoi du bulletin d'affranchissement

37 Re-arrival of the charges note Rentrée du bulletin d'affranchissement

Total amount or to be carried forward Montant total ou à reporter

89

62 Consignment number Identification de l'envoi

Country – Pays

Station – Gare

Undertaking Entreprise

Consig't no. Exp. N°

30 Charges Note Bulletin d'affranchissement

Audit copy Bulletin de contrôle

3

40	41	42	43
44	45	46	47

1 Consignor (name, address) – Expéditeur (nom, adresse)

2

3

E-Mail

Tel.

Fax

VAT no. N° TVA

4 Consignee (name, address, country) Destinataire (nom, adresse, pays)

VAT no. N° TVA

8 Consignor's reference – Référence expéditeur

31 Documents attached – Annexes

10 Delivery point Lieu de livraison

11

12

16 Acceptance month – day – hour / Prise en charge mois – jour – heure

32 Amount deposited by consignor Somme déposée par l'expéditeur

Currency Monnaie

18 Wagon no. – Wagon N°

19 Section – Parcours

by – par

Sectional invoicing Facturation transit

Station – Gare

Country – Pays

33 Postal address for return Adresse postale pour le renvoi

20 Payment instructions including – y compris / Paiement des frais up to – jusqu'à

Carriage charges paid Franco de port

Incoterms

21 Description of the goods Désignation de la marchandise

25 Mass (weight) – Masse

34 Exchange rate on forwarding Cours au départ

A	70	Section Parcours				71	72	79	Charges
	75	76	77	78	73	74			
B	70	Section Parcours				71	72	79	Frais
	75	76	77	78	73	74			
C	70	Section Parcours				71	72	79	Charges
	75	76	77	78	73	74			
D	70	Section Parcours				71	72	79	Frais
	75	76	77	78	73	74			

81	83	Cours
84		87
88	83	Ex. Rate
81		87
84	83	Cours
88		87
81	83	Ex. Rate
84		87
88	83	Ex. Rate
81		87

35 Charges note initiated Etablissement du bulletin d'affranchissement

36 Return of the charges note Renvoi du bulletin d'affranchissement

37 Re-arrival of the charges note Rentrée du bulletin d'affranchissement

Total amount or to be carried forward Montant total ou à reporter

89

62 Consignment number Identification de l'envoi

Country – Pays

Station – Gare

Undertaking Entreprise

Consig't no. Exp. N°



Appendix 7

Point 14 a)

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. 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 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.

Subsequent orders – Ordre ultérieur

CIT 7

Consignor (name, adresse) – Expéditeur (nom, adresse)	Consignment number – Identification de l'envoi Country – Pays <input type="text"/> Station – Gare <input type="text"/> Undertaking Entreprise <input type="text"/> Consig't no. Exp. N° <input type="text"/>														
Consignee (name, address, country) – Destinataire (nom, adresse, pays)	Acceptance, point, date – Prise en charge, lieu, date <input type="text"/>														
Delivery point – Lieu de livraison Station – Gare Country – Pays	Wagon no./No. UTI – Wagon N°/N° de l'UTI month – day – hour mois – jour – heure <input type="text"/>														
Postal address of the carrier – Adresse postale du transporteur	Address of the carrier to carry out the instructions Adresse du transporteur chargé de l'exécution des ordres														
Instructions – Ordre – Mark the box applicable with a cross ☒ – Attach the duplicate of the consignment note – Mettre une ☒ dans la case en regard de la modification demandée – Joindre le duplicata de la lettre de voiture <table border="1"> <thead> <tr> <th>Code</th> <th>Amendment – Modification</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>Hold en route to await subsequent orders Arrêt en cours de route en attendant des ordres ultérieurs</td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>Postpone delivery to await subsequent orders Ajournement de la livraison en attendant des ordres ultérieurs</td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td>Deliver to... (name, address, e-mail address or telephone or fax no.) at the delivery point Livraison au lieu de destination à... (nom, adresse, adresse e-mail ou numéro de téléphone ou de télécopieur)</td> </tr> <tr> <td><input type="checkbox"/> 4</td> <td>Forward to... (delivery point) for... (name, address, e-mail address or telephone or fax no.) via... (route) Expédition à... (lieu de livraison) à... (nom, adresse, pays, adresse e-mail ou numéro de téléphone ou de télécopieur) via... (itinéraire)</td> </tr> <tr> <td><input type="checkbox"/> 5¹</td> <td>Complete customs' and other administrative authorities' formalities Accomplissement des formalités exigées par les douanes ou par d'autres autorités administratives <input type="checkbox"/> in my presence – en ma présence <input type="checkbox"/> in the presence of my representative – en présence de mon mandataire <input type="checkbox"/> i shall complete them – par mes soins <input type="checkbox"/> my agent will complete them² – par mon mandataire² <input type="checkbox"/> including payment of customs duties and other charges³ avec paiement des droits de douane et autres frais³ </td> </tr> <tr> <td><input type="checkbox"/> 6</td> <td>Other instructions Autre modification</td> </tr> </tbody> </table> Additional information for codes 3 to 6 Indications complémentaires relatives aux codes 3–6	Code	Amendment – Modification	<input type="checkbox"/> 1	Hold en route to await subsequent orders Arrêt en cours de route en attendant des ordres ultérieurs	<input type="checkbox"/> 2	Postpone delivery to await subsequent orders Ajournement de la livraison en attendant des ordres ultérieurs	<input type="checkbox"/> 3	Deliver to... (name, address, e-mail address or telephone or fax no.) at the delivery point Livraison au lieu de destination à... (nom, adresse, adresse e-mail ou numéro de téléphone ou de télécopieur)	<input type="checkbox"/> 4	Forward to... (delivery point) for... (name, address, e-mail address or telephone or fax no.) via... (route) Expédition à... (lieu de livraison) à... (nom, adresse, pays, adresse e-mail ou numéro de téléphone ou de télécopieur) via... (itinéraire)	<input type="checkbox"/> 5 ¹	Complete customs' and other administrative authorities' formalities Accomplissement des formalités exigées par les douanes ou par d'autres autorités administratives <input type="checkbox"/> in my presence – en ma présence <input type="checkbox"/> in the presence of my representative – en présence de mon mandataire <input type="checkbox"/> i shall complete them – par mes soins <input type="checkbox"/> my agent will complete them ² – par mon mandataire ² <input type="checkbox"/> including payment of customs duties and other charges ³ avec paiement des droits de douane et autres frais ³	<input type="checkbox"/> 6	Other instructions Autre modification	Please carry out these subsequent orders in compliance with CIM Article 19 §§ 3–5. Nous vous prions d'exécuter les présents ordres ultérieurs dans les conditions prévues à l'article 19 §§ 3 à 5 CIM. <input type="checkbox"/> Agreement of customs office of departure given Accord donné par le bureau de douane de départ <input type="checkbox"/> Informing the customs office of departure not necessary Information du bureau de douane de départ non nécessaire Remarks – Remarques:
Code	Amendment – Modification														
<input type="checkbox"/> 1	Hold en route to await subsequent orders Arrêt en cours de route en attendant des ordres ultérieurs														
<input type="checkbox"/> 2	Postpone delivery to await subsequent orders Ajournement de la livraison en attendant des ordres ultérieurs														
<input type="checkbox"/> 3	Deliver to... (name, address, e-mail address or telephone or fax no.) at the delivery point Livraison au lieu de destination à... (nom, adresse, adresse e-mail ou numéro de téléphone ou de télécopieur)														
<input type="checkbox"/> 4	Forward to... (delivery point) for... (name, address, e-mail address or telephone or fax no.) via... (route) Expédition à... (lieu de livraison) à... (nom, adresse, pays, adresse e-mail ou numéro de téléphone ou de télécopieur) via... (itinéraire)														
<input type="checkbox"/> 5 ¹	Complete customs' and other administrative authorities' formalities Accomplissement des formalités exigées par les douanes ou par d'autres autorités administratives <input type="checkbox"/> in my presence – en ma présence <input type="checkbox"/> in the presence of my representative – en présence de mon mandataire <input type="checkbox"/> i shall complete them – par mes soins <input type="checkbox"/> my agent will complete them ² – par mon mandataire ² <input type="checkbox"/> including payment of customs duties and other charges ³ avec paiement des droits de douane et autres frais ³														
<input type="checkbox"/> 6	Other instructions Autre modification														
Place, date Lieu, date Signature of the consignor/consignee Signature de l'expéditeur/du destinataire	Place, date Lieu, date Signature of the carrier Signature du transporteur														

¹Only the consignee is authorised to give such orders – Seul le destinataire est autorisé à donner de tels ordres

²This order may only be given if the consignee is authorised to do so in accordance with CIM Article 15 § 4 b) – Cet ordre ne peut être donné que lorsque le destinataire y est autorisé en vertu de l'article 15 § 4 b) CIM

³This order may only be given if the consignee is authorised to do so in accordance with CIM Article 15 § 4 c) – Cet ordre ne peut être donné que lorsque le destinataire y est autorisé en vertu de l'article 15 § 4 c) CIM



Appendix 8

Point 14 b)

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. 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. 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.

Consignor (name, address) – Expéditeur (nom, adresse)	Consignment number – Identification de l'envoi Country – Pays Station – Gare Undertaking Entreprise Consig't no. Exp. N°
Consignee (name, address, country) – Destinataire (nom, adresse, pays)	Acceptance, point, date – Prise en charge, lieu, date month – day – hour mois – jour – heure
Delivery point – Lieu de livraison	Wagon no./No. UTI – Wagon N°/N° de l'UTI
Station – Gare Country – Pays Postal address of the carrier – Adresse postale du transporteur	Address of the carrier to carry out the instructions Adresse du transporteur chargé de l'exécution des instructions

Circumstances preventing carriage – Empêchement au transport

- A** The consignment detailed above has had to be stopped in
L'envoi susmentionné a dû être arrêté à because of
par suite de
- B** The consignment cannot be sent by another route
L'envoi ne peut pas être acheminé par un autre itinéraire
- C** Rerouting, subject to extra charges, is possible via
L'envoi peut être acheminé contre paiement des frais supplémentaires via

Please supply your instructions without delay. Please attach the duplicate of the consignment note if you ask to change the consignee or delivery point. The consignment will be forwarded to its delivery point without waiting for your instructions if the circumstances preventing carriage are resolved before the instructions arrive. See CIM Article 22 § 1 for charges. For consignments which cannot be forwarded see CIM Article 22 §§ 2–6.

Vous êtes prié de faire connaître vos instructions sans retard et d'y joindre le duplicata de la lettre de voiture si vous demandez une modification du destinataire ou du lieu de livraison. L'envoi sera acheminé sur son lieu de livraison, sans attendre vos instructions, si l'empêchement au transport vient à cesser avant l'arrivée de ces instructions. S'agissant des frais, voir art. 22 § 1 CIM. Pour les envois en souffrance, voir art. 22 §§ 2–6 CIM.

Instructions

Mark the box applicable with a cross – Mettre une dans la case code en regard de l'instruction demandée

Code	Instructions
<input type="checkbox"/> 1	Return to the consignor at the forwarding point Renvoi à l'expéditeur au lieu d'expédition
<input type="checkbox"/> 2	Forward to the delivery point when the circumstances preventing carriage are resolved Acheminer sur le lieu de livraison, dès que l'empêchement au transport aura cessé
<input type="checkbox"/> 3	Sell the goods A vendre
<input type="checkbox"/> 4	Forward to... (delivery point) for... (name, address, e-mail address or telephone or fax no.) via... (route) A livrer à... (lieu de livraison) à... (nom, adresse, pays, adresse e-mail ou numéro de téléphone ou de télécopieur) via... (itinéraire)
<input type="checkbox"/> 5	Take the following action (other instructions):... A traiter comme suit (autres instructions):...

Additional information for codes 1 to 5
Indications complémentaires relatives aux codes 1 à 5

Action taken on the instructions – Traitement des instructions

- The amendments have been copied to the duplicate of the consignment note which has been produced by the person entitled
Les modifications ont été reproduites sur le duplicata de la lettre de voiture, qui a été présenté par l'ayant droit
- Agreement of customs office of departure given
Accord donné par le bureau de douane de départ
- Informing the customs office of departure not necessary
Information du bureau de douane de départ non nécessaire

Place, date Lieu, date Signature of the consignor/consignee Signature de l'expéditeur/du destinataire	Place, date Lieu, date Signature of the carrier Signature du transporteur
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Appendix 9

Point 14 c)

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. 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. 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.

Consignor (name, address) – Expéditeur (nom, adresse)	Consignment number – Identification de l'envoi Country – Pays <input type="text"/> Station – Gare <input type="text"/> Undertaking Entreprise <input type="text"/> Consig't no. Exp. N° <input type="text"/>
Consignee (name, address, country) – Destinataire (nom, adresse, pays)	Acceptance, point, date – Prise en charge, lieu, date <input type="text"/>
Delivery point – Lieu de livraison	Wagon no./No. UTI – Wagon N°/N° de l'UTI
Station – Gare	Country – Pays
Postal address of the carrier – Adresse postale du transporteur	

Circumstances preventing delivery – Empêchement à la livraison

The consignment detailed above cannot be delivered because: – L'envoi susmentionné n'a pas pu être livré pour les raisons suivantes:

- | | |
|--|---|
| <p>A Consignee refuses goods because – Le destinataire refuse l'envoi</p> <ul style="list-style-type: none"> <input type="checkbox"/> not ordered – pour ne pas l'avoir commandé <input type="checkbox"/> damaged – par suite d'avarie <input type="checkbox"/> deteriorated – par suite de détérioration spontanée <input type="checkbox"/> delayed arrival – par suite d'arrivée tardive <p>B Consignee refuses to pay – Le destinataire refuse le paiement</p> <ul style="list-style-type: none"> <input type="checkbox"/> carriage charges – du prix du transport <input type="checkbox"/> customs duties – des droits de douane <input type="checkbox"/> cash on delivery – du remboursement | <p>C Consignee hasn't come forward despite being notified
Le destinataire ne se présente pas, malgré l'avis qui lui a été adressé</p> <p>D Consignee cannot be contacted
Le destinataire ne peut pas être atteint</p> <p>E Other reasons: ...
Autres motifs: ...</p> |
|--|---|

Please supply your instructions without delay. Please attach the duplicate of the consignment note except where the consignee has refused the consignment. The consignment will be delivered to the consignee without waiting for your instructions if the circumstances preventing delivery are resolved before the instructions arrive. See CIM Article 22 § 1 for charges, for consignments which cannot be forwarded see CIM Article 22 §§ 2–6.

Vous êtes prié de faire connaître vos instructions, sans retard, et d'y joindre le duplicata de la lettre de voiture, sauf si le destinataire a refusé l'envoi. L'envoi sera livré au destinataire si l'empêchement à la livraison vient à cesser avant l'arrivée de vos instructions. S'agissant des frais, voir art. 22 § 1 CIM. Pour les envois en souffrance, voir art. 22 §§ 2–6 CIM.

Instructions

Mark the box applicable with a cross ☒ – Mettre une ☒ dans la case code en regard de l'instruction demandée

Code	Instructions
<input type="checkbox"/> 1	Re-attempt to deliver; if the circumstances preventing delivery reoccur, take the action shown in box... Présenter à nouveau l'envoi au destinataire; en cas de nouvel empêchement, l'envoi est à traiter selon chiffre...
<input type="checkbox"/> 2	Return to the consignor at the forwarding point Renvoi à l'expéditeur au lieu d'expédition
<input type="checkbox"/> 3	Sell the goods A vendre
<input type="checkbox"/> 4	Forward to... (delivery point) for... (name, address, e-mail address or telephone or fax no.) via... (route) A livrer à... (lieu de livraison) à... (nom, adresse, pays, adresse e-mail ou numéro de téléphone ou de télécopieur) via... (itinéraire)
<input type="checkbox"/> 5	Take the following action (other instructions):... A traiter comme suit (autres instructions):...

Additional information for codes 1 to 5
Indications complémentaires relatives aux codes 1 à 5

Action taken on the instructions – Traitement des instructions

- The amendments have been copied to the duplicate of the consignment note which has been produced by the person entitled
Les modifications ont été reproduites sur le duplicata de la lettre de voiture, qui a été présenté par l'ayant droit
- Agreement of customs office of departure given
Accord donné par le bureau de douane de départ
- Informing the customs office of departure not necessary
Information du bureau de douane de départ non nécessaire

Place, date Lieu, date	Signature of the consignor/consignee Signature de l'expéditeur/du destinataire	Place, date Lieu, date	Signature of the carrier Signature du transporteur
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