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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 14392.2-2025

**Layout key for international trade documents - Part 2:
Electronic documents**

国际贸易单证样式 第2部分：电子单证

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Foreword

This document complies with the provisions of GB/T 1.1-2020 "Standardization Work Guidelines Part

1.Structure and Drafting Rules of Standardization Documents". Drafting. This document is Part 2 of GB/T 14392, "Formats of International Trade Documents". GB/T 14392 has already published the following parts.

1.Paper Documents;

2.Electronic Documents;

3.Application Guidelines. Please note that some content in this document may involve patents. The issuing organization of this document assumes no responsibility for identifying patents. This document was proposed and is under the jurisdiction of the National Electronic Business Standardization Technical Committee (SAC/TC83). This document was drafted by: Shenzhen Academy of Inspection and Quarantine Sciences, Tsinghua University Shenzhen Graduate School, and China National Institute of Standardization. Xiamen Institute of Standardization, Shenzhen Customs of the People's Republic of China, and Huizhou Standardization Association. The main drafters of this document are. Zhang Jianfang, Zheng Wenli, Bao Xianyu, Chen Qishi, Cheng Lixun, Li Zhenliang, Yang Yujiu, Wu Zhigang, and Wu Shan. Du Qijie, Zhang Yuanming, Xiao Chuang, Zhang Jinyu.

International trade documents are an important component of international trade. Standardization of international trade documents mainly involves the format and data items

of the trade documents. The layout of (metadata) and the standardization of data elements, etc. In 1981, the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) released... The United Nations adopted Recommendation No. 1, "United Nations Trade Documents Templates," and promoted them worldwide. In 1985, ISO adopted it as an international standard. The standard is ISO 6422.1985, "Trade Documents - Samples". In.2010, ISO revised and published ISO 6422-1.2010, "Trade Documents - Samples". Part

1.Paper Documents. In.2017, UN/CEFACT issued Recommendation No. 1 (2017) "United Nations Trade Document Formats". The "Practical Guide" provides relevant suggestions on the implementation of international trade document templates. In.1993, my country drafted GB/T 14392-1993 "Trade Documents Templates" based on ISO 6422.1985, and revised it in.2009. The document is undergoing its first revision. Since its publication, GB/T 14392-2009, "International Trade Documents Templates," has standardized my country's international trade documents. The format has played a very important role in promoting and regulating international trade. With the deepening development of international trade and the widespread application of information technology, in accordance with UN/CEFACT Recommendation No. 1 (2017) Based on my country's trade practices, it is proposed to revise GB/T 14392-2009, dividing GB/T 14392 into three parts, with Part 1 replacing [the previous part]. GB/T 14392-2009, Parts 2 and 3 are newly formulated standards. The specific components of GB/T 14392 are as follows:

1.Paper Documents. This section aims to provide methods for the basic style and design requirements of paper documents in my country's international trade, and to standardize and... Standardize the relevant work on paper documents for international trade in my country.

2.Electronic Documents. This section aims to provide a methodology for designing the basic format of electronic documents for international trade in my country.

3.Application Guidelines. This section aims to clarify the principles and key factors to consider when applying international trade document templates, providing guidance for international trade. The Easy Document Template Application provides relevant guidance. GB/T 14392 standardizes the formats of paper and electronic documents for international trade in my country and provides implementation guidelines to promote [the development of international trade]. my country's international trade is developing towards standardization, regulation, facilitation, and digitalization. This document is formulated with reference to UN/CEFACT Recommendation No. 1 (2017) and based on my country's current international trade situation, practices and customs. International Trade Document Templates, Part 2. Electronic documents

1 Scope

GB/T 14392.2-2025 is the Chinese national standard covering the electronic counterpart of

the aligned trade document - the data elements and their positions carried over from the paper layout, the structure and the identifiers, so that an invoice or a certificate of origin means the same thing to a customs system as it did on a form. Part 2 of the series, first edition. In force from 1 February 2026. Issued on 31 October 2025, it has been in force since 1 February 2026.

This document specifies the general requirements for the display page attributes, data composition, page generation, and layout conversion of electronic documents for international trade in my country. Require. This document applies to the design of electronic document templates related to administration, commerce, finance, production, and distribution in my country's international trade activities. and use.

2 Normative references

The contents of the following documents, through normative references within the text, constitute essential provisions of this document. Dated citations are not included. For references to documents, only the version corresponding to that date applies to this document; for undated references, the latest version (including all amendments) applies. This document.

GB/T 2659.1 Codes for the Names of Countries and Regions and Their Administrative Divisions Part

3 Terms and Definitions

The following terms and definitions apply to this document.

3.1 data element Data units that are considered indivisible within a defined context.

[Source: GB/T 15191-2010, 3.8, with modifications]

3.2 electronic document Electronic documents and certificates used in international trade activities.

Note. In this document, electronic documents, electronic vouchers, electronic certificates, and other electronic documents related to international trade are referred to.

3.3 style layoutkey A formal document that uses an integration method to predefine a specified space for displaying certain representations within the document.