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

GB/T 14392-2009

Replacing GB/T 14392-2009

**Layout key for international trade documents - Part 1:
Paper-based documents
(English Translation)**

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for Standardization Work Part 1: Structure and Drafting Rules for Standardization Documents" drafting.

This document is the first part of GB/T 14392 "Form of International Trade Documents". GB/T 14392 has issued the following parts.

--- Part 1: Paper documents.

This document replaces GB/T 14392-2009 "International Trade Document Format". Compared with GB/T 14392-2009, except for structural adjustment and Apart from editorial changes, the main technical changes are as follows.

--- Changed the scope (see Chapter 1, Chapter 1 of the 2009 edition);

--- Deleted the content of terms and definitions (see Chapter 3 of the 2009 edition);

---Change "Note" to the text content (see 7.7, "Note" of 7.7 of the 2009 edition).

This document is modified to adopt ISO 6422-1:2010 "Form of trade documents - Part 1: Paper documents".

Compared with ISO 6422-1:2010, this document has made the following structural adjustments.

--- This document adds a chapter "Terms and Definitions";

--- Chapter 4 corresponds to Chapter 3 in ISO 6422-1:2010;

--- Chapter 5 corresponds to Chapter 4 in ISO 6422-1:2010;

--- Chapter 6 corresponds to Chapter 5 in ISO 6422-1:2010;

--- Chapter 7 corresponds to Chapter 6 in ISO 6422-1:2010.

The technical differences between this document and ISO 6422-1:2010 and their reasons are as follows.

--- Change the first paragraph of Chapter 5 "The width of the page margin complies with the provisions in Appendix A of ISO 3535, and they are respectively" changed to "the page margin Widths are ", ISO 3535 is obsolete;

---In the first paragraph of Chapter 6, "column boundary lines should be consistent with the form lines in the ISO 3535 table design drawing" was changed to "column boundary lines see GB/T 16832 "Table lines in table design drawings", ISO 3535 has been abolished.

The following editorial changes have been made to this document.

---Change the name of the standard from "Forms of Trade Documents Part 1: Paper Documents" to "Forms of International Trade Documents Part 1: Paper Documents quality documents";

---Add "Note" in 7.11, 7.13, 7.14;

centered;

--- Added Appendix NA (informative).

Please note that some contents of this document may refer to patents. The issuing agency of this document assumes no responsibility for identifying patents.

Introduction

Modern international trade uses trade documents as the medium to realize the safe exchange of goods and payments between buyers and sellers through the exchange of documents.

Therefore, international trade documents are an important part of international trade transactions. The standardization of international trade documents mainly refers to the format and data items of trade documents (meta) layout and standardization of data. In 1981, the United Nations Center for Trade Facilitation and Electronic Business (UN/CEFACT) officially released Recommendation No. 1, "United Nations Model for Trade Documents", was promoted worldwide. In 1985, ISO adopted it as an international standard, namely ISO 6422:1985 "Form of International Trade Documents". In 2010, in order to better integrate paper documents and electronic documents and adapt to ISO 's latest for the requirements of the new text format, ISO revised and issued ISO 6422-1:2010 "Trade Document Format Part 1: Paper Documents".

Currently, ISO is planning to formulate ISO 6422-2 "Form of Trade Documents Part 2:

Electronic Documents". UN/CEFACT will follow up on this label 35 proposals, 7 sets of standards and 5 sets of technical specifications were released on the basis of standards. Therefore, the style standard of trade documents is international trade documents "Standard standard" has laid a theoretical foundation for the standardization of international trade documents.

In order to be in line with international practice, my country has drafted GB/T 14392-1993 "International Trade Standard" in 1993 according to ISO 6422:1985.

Document Style", and the first revision of the standard was made in 2009. GB/T 14392-2009 "International Trade Document Format" has been issued since then, it has been more than 10 years, and it has played a very important role in standardizing the format of my country's international trade documents and promoting and regulating international trade.

However, with the release of the new ISO 6422-1:2010 "Trade Document Style Part 1: Paper Documents" and the development of international trade in recent years development, the original standard needs to be revised.

GB/T 14392 aims to standardize the styles of paper documents and electronic documents for international trade in my country, and provide implementation and application guidelines, from and further promote the development of my country's international trade in the direction of standardization,, facilitation and electronicization.

GB/T 14392 is proposed to consist of the following three parts.

--- Part 1: Paper documents. Provide methods for the basic style and design requirements of my country's international trade paper documents, aiming at unifying and Standardize the work related to the standardization of my country's international trade paper documents.

--- Part 2: Electronic documents. Provide methods for the basic style, design and technical requirements of my country's international trade electronic documents, aiming at Unify and standardize the standardization of electronic documents for international trade in my country.

--- Part 3: Application Guidelines. Provide guidelines for the application of my country's international trade paper and electronic document styles, and clarify the international trade documents the general principle of the application of the document format and the key factors to be considered are aimed at unifying and standardizing the application rules of the international trade document format.

Promote the wide application of international trade document formats in various fields of international trade.

International trade document format part 1. paper documents

1 Scope

This document specifies the format, paper specifications, graphics and text areas, design principles, and columns in the format of trade documents used in international trade.

This document is applicable to documents related to administration, commerce, finance, production and circulation in international trade activities (including handwritten and printed documents) or copied) style design.

2 Normative references

The content in the following documents constitutes the essential provisions of this document through normative references in the text. Among them, dated references for documents, only the version corresponding to the date is applicable to this document; for undated reference documents, the latest version (including all amendments) is applicable to this document.

ISO 216 Writing paper and certain printing paper cut sizes A and B series and indication of machine direction (Writingpaperandcer-Note. GB/T 148-1997 Printing, writing and drawing paper format size (neqISO 216.1975)

3 Terms and Definitions

This document does not have terms and definitions that need to be defined.

4 Styles

The style shown in Figure 1 specifies the basic principles for the design of the graphic and text areas of international trade documents. For specific filling examples, see Appendix NA. usually, the style design is based on the "box design" principle. For use with windowed envelopes, the recipient address field is in an area acceptable to the postal service.

The determination of the positions of other columns in the style comprehensively considers technical, legal, commercial, administrative and practical factors. "Remarks column" below the style it can be used to fill in other relevant information that needs to be supplemented.

5 Paper size and graphic area

The paper specification of the style is A4 paper (210mmx297mm) specified in ISO 216, and A5L paper can also be used (148mmx210mm). The widths of the margins are.

---Left margin (binding) 20mm±0.5mm;

---Top margin (paper clip) 10mm±0.5mm.

The effective graphic area on the form designed based on this style is 183mmx280mm (A4