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

GB/T 14392.3-2023

**Layout key for international trade documents - Part 3:
Application guidelines**

国际贸易单证样式 第3部分：应用指南
(English Translation)

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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 3 of GB/T 14392 "International Trade Document Style": GB/T 14392 has published the following parts:

---Part 1: Paper documents;

---Part 3: Application Guide:

The degree of consistency is not equivalent:

Please note that some content in this document may be subject to patents: The publisher of this document assumes no responsibility for identifying patents:

Introduction

International trade documents are an important part of international trade transactions: Standardization of international trade documents mainly refers to trade document formats and data the layout of items (elements) and standardization of data, etc: In 1981, the United Nations Center for Trade Facilitation and Electronic Business (UN/CEFACT) released Recommendation No: 1 "United Nations Trade Document Style" was issued and promoted worldwide: In 1985, ISO adopted it as an international standard Standard, namely ISO 6422:1985 "Trade Document Style": In:2010, ISO revised and released ISO 6422-1:2010

"Trade Document Style" Part 1: Paper Documents: In:2017, UN/CEFACT issued Recommendation No: 1 (2017) "United Nations Trade Document Format Practices" "Guide", which provides relevant suggestions on the implementation of international trade document styles:

In:1993, my country drafted GB/T 14392-1993 "International Trade Document Style" based on ISO 6422:1985, and in:2009 this standard is revised for the first time: Since its release, GB/T 14392-2009 "International Trade Document Style" has played an important role in regulating my country's international trade:

Document format plays a very important role in promoting and standardizing international trade:

With the in-depth development of international trade and the widespread application of information technology, according to UN/CEFACT Recommendation No: 1 (2017) as well as my country's trade practice, it is proposed to revise GB/T 14392 "International Trade Document Style" to further harmonize my country's international trade document style:

Unify with international standards to promote and standardize the application of international trade document styles:

GB/T 14392 "International Trade Document Style" aims to standardize the paper document style and electronic document style of my country's international trade and provide Provide implementation application guidelines, thereby further promoting the development of my country's international trade in the direction of standardization,, facilitation and electronicization:

The "International Trade Document Style" is intended to consist of the following three parts:

---Part 1: Paper documents: It aims to provide methods for the basic styles and design requirements of my country's international trade paper documents, unify and Standardize work related to the standardization of paper documents for my country's international trade:

---Part 2: Electronic documents: It aims to provide the basic style, design and technical requirements for my country's international trade electronic documents:

Law, unify and standardize my country's international trade electronic document standardization work:

---Part 3: Application Guide: It aims to provide guidelines for the application of paper and electronic document formats in my country's international trade and clarify the international trade principles for the application of easy document styles and key factors to be considered, provide relevant guidance for the application of international trade document styles, and promote the International trade document formats are widely used in various fields of international trade:

This document refers to UN/CEFACT Recommendation No: 1 (2017) and is formulated

based on my country's international trade status, practices and practices:

International Trade Document Forms Part 3: Application Guide

1 Scope

This document gives the application principles of international trade document styles, as well as the application principles in commercial transactions, payment, transportation, warehousing, insurance, administrative supervision, etc:

Factors to consider when applying in the field:

This document is applicable to the design and application of relevant document styles in international trade activities:

2 Normative reference documents

The contents of the following documents constitute essential provisions of this document through normative references in the text: Among them, the dated quotations for undated referenced documents, only the version corresponding to that date applies to this document; for undated referenced documents, the latest version (including all amendments) applies to this document:

GB/T 14258 Information technology automatic identification and data collection technology barcode symbol printing quality inspection GB/T 14392.1 International trade document formats Part 1: Paper documents GB/T 14393 Position of codes in trade documents GB/T 15191 Trade data exchange trade data element catalog data element GB/T 17298 Standard preparation rules for international trade document formats GB/T 23704 Inspection of printing quality of two-dimensional barcode symbols GB/T 32010.1 Document Management Portable Document Format Part 1: PDF1.7 GB/T 33190 Electronic file storage and exchange format documents GB/T 33259 Digital printing quality requirements and inspection methods

3 Terms and definitions

The terms and definitions defined in GB/T 17298 and the following apply to this document:

derivative document derivative document when the international trade document format cannot meet the final requirements of the document used, on the basis of following the basic requirements of the international trade document format A document derived by deleting unnecessary data items and adding required data items:

4 Application Principles

International trade documents are created in accordance with international trade document style rules, and the use of document styles, data elements, and code locations follows unified rules:

and requirements to achieve overall coordination:

---The paper document format should comply with the relevant provisions of GB/T 14392.1, and the electronic document format should comply with UN/CEFACT No: 1 Relevant provisions of the proposal:

Note: If a national standard for electronic document styles is promulgated, it shall comply with the relevant provisions of the national standards for electronic document styles: