
International Standard



8440

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Location of codes in trade documents

Emplacement des codes dans les documents commerciaux

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Foreword

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Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 8440 was prepared by Technical Committee ISO/TC 154, *Documents and data elements in administration, commerce and industry*.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

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0 Introduction

Documents used in international trade are frequently used as a basis for input into automatic data processing (ADP) systems or are obtained from such systems.

It is therefore a requirement that the information they contain is in a form suitable also for (ADP).

The representation of information by codes satisfies this requirement and aids in lowering the language barriers.

To remove any ambiguity and avoid confusion in reading, codes should be given a standardized location in documents.

This International Standard is based on a Recommendation adopted by the Working Party on Facilitation of International Trade Procedures of the United Nations Economic Commission for Europe (UN/ECE).

1 Scope and field of application

This International Standard specifies the location of document and field code designations and coded data entries in documents used in international trade.

2 Definitions

For the purpose of this International Standard, the following definitions apply.

2.1 code box: An area, within a data field, designated for a coded data entry.

2.2 coded data entry: A data entry expressed in code.

2.3 data carrier: A data medium that is designed for storage and/or transportation of data.

2.4 data entry: Data entered on a data carrier.

2.5 data field: An area designated for a specified data entry.

2.6 descriptive data entry: A data entry expressed in plain language in full, or in an abbreviated manner.

2.7 document: A data carrier and the data recorded on it, that is generally permanent and that can be read by man or machine.

2.8 document code: A document identifier expressed in code.

2.9 document identifier: A text or code that specifies the function of a document.

2.10 document name: The title of a document expressed in plain language.

2.11 field code: A field identifier expressed in code (see 2.17).

2.12 field heading: A field identifier expressed in plain language, in a full or abbreviated manner.

2.13 field identifier: A text or code specifying the nature of the data in a data field.

2.14 form: A data carrier designed to carry a visible record of data entries.

2.15 ordinal data entry: Data entry intended for identification of an individual document or an item, or for classification and sorting, but not as a quantity for calculation.

2.16 quantitative data entry: Numerical data entry which can be used as a quantity for calculation.

2.17 tag; identification tag: An identifier allocated for use in place of a full name to facilitate a procedure which requires explicit identification without the overhead of interchanging full names (see 2.11).