



EUROPEAN COMMISSION
DIRECTORATE GENERAL XXI
CUSTOMS AND INDIRECT TAXATION
CUSTOMS
Movement of goods

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DRAFT

OF

ACCOMPANYING DOCUMENT
(AccDoc)

AND

LIST OF ITEMS
(LoI)

ADDITIONAL INFORMATION

ON THE USE OF

THE

LOADING LIST
(LL)

1. Acronyms

In this document the following acronyms are used:

FR	EN	DE	FR	EN	DE
DAU	SAD	EP	Document Administratif Unique	Single Administrative Document	Einheitspapier
FC	CS	EV	Formulaire complémentaire	Complementary Sheet	Ergänzungsvordruck
LC	LL	LL	Liste de chargement	Loading List	Ladeliste
Doc Acc	Acc Doc	VS	Document d'accompagnement	Accompanying Document	Versandschein
LdA	LoI	LrP	Liste d'articles	List of Items	Liste der Positionen

2. “Accompanying document” (AccDoc) and “List of Items” (LoI)

2.1. Accompanying document (annexes 1a and 1c)

The ACCDOC is very similar to the current SAD. It has, however, been adapted to meet all the information needs of the parties concerned (both at the time of the initial implementation as well as during phase 3), which makes it possible to avoid the problems which a radical change to the structure of the document would have created for operators and customs officials.

With the aim of limiting infrastructure costs, the new forms will be printed directly on ordinary blank paper. The use of pre-printed forms is up to the national administrations.

The characters of the forms (background printing) and of the data concerning the movement will be printed in black on a white background. To limit the printing costs and time, the shading of the “transit boxes” was abolished.

The forms will be printed - depending upon the circumstances and the approach adopted by the different national administrations - at the customs offices and/or by the economic operators.

In any cases, form and content of the forms need to correspond to the annexes to the present document, which will be published as common rules.

It is preferable, in the interests of practical documentary controls, to have all the “boxes” used to provide the necessary information on the front of the form in question.

The boxes “Other incidents during carriage/Certification by the competent authorities” (box 56 and G) as well as “Control by the office of destination” (box I), previously printed on the back of copies 4 and 5 of the SAD, will accordingly appear henceforth on the front of the form. The boxes 56 and G will be printed below the boxes 15 and 17, while box I will be printed on the right of box D. The boxes “Transshipment” and “Certification by Competent Authorities” (boxes 55 and F) on the copies 4 and 5 of the SAD appear also on the ACCDOC, below box 44.

In order to take account of the transitional period and/or the period during which the use of the LL-paper will be authorised, the box “Return copy...” (ex box “Return to”, on the front of copy 5 of the SAD) also appears on the front of the ACCDOC and will be printed above the boxes 15 and 17.

The box “Control by the office of departure” (box D) was reduced in size (because they are no longer needed in a NCTS environment, the stamp and the signature have been abolished) in order to accommodate alongside it on the right the box “Control by the office of destination” (box I), the latter being necessary to satisfy the requirements of the transitional period, or even of the period during which the use of LL-paper will be authorised.

At the end of the transitional period, as well as during the period where the LL-paper will be authorised, the boxes “Return copy...” (ex box “Return to” of copy 5) and “Control by office of destination” (box I) are no longer needed, they will be therefore abolished.

The Movement Reference Number (MRN) will be printed on the right of box 1. At this place, a free field is also foreseen in order to allow the eventual printing of the corresponding bar-code.

All the boxes “non-transit” as well as those not necessary for possible controls during transit and/or at destination have been abolished. This applies in particular to the boxes 19, 21, 25, 26 and 27 (statistical data and/or optional data for the country of departure) as well as the part of box 50 concerning the representative of the principal at the office of departure.

If necessary, the data concerning the following boxes will be completed (manually) and will be entered in the system at the appropriate time: boxes 56 and G, 55 and F, I [whilst using the LL-paper as well as (during the transitional period) when a document for an intended OTS office is issued or diverted to such an office].

When only one item is being dispatched, only the ACCDOC will be printed and it will contain all the data necessary to identify the consignment and the goods.

In the event of consignments comprising several items, the ACCDOC will only contain the data necessary to identify the consignment, while the information concerning the goods transported will be shown on the new form “LIST OF ITEMS (LOI)”. Therefore, only the following information will be printed on the ACCDOC:

- identification of the consignment (MRN) + barcode (when use is agreed);
- regime (T1, T2 or T-) of goods (box 1/3rd subdivision);
- total number of LOI (box 3)
- total number of items (box 5);
- total number of packages (box 6);
- if necessary, consignor / exporter and consignee (box 2, 8):
 - if only one consignor / exporter and/or only one consignee;
- dispatch / export country and country of destination (box 15 and 17):
 - if only one dispatch / export and/or destination country;
- means of transport at departure (box 18);
- description of goods (box 31):
 - reference “See List of items”;
- total gross mass of the consignment (box 35);
- principal (box 50);
- intended offices of transit (box 51);
- guarantee (box 52);
- intended office of destination (box 53);
- name of the office of departure and date of acceptance of the declaration (box C);
- control by office of departure (box D).

When using LL-paper and/or when the intended office of destination is an office not linked to the system (OTS office), the discharge of the transit movement will be possible only through a manual procedure similar to the current one. In that case, it will be necessary to print an additional copy (Return copy) of the ACCDOC. The copy for the office of destination will be identified by the letter “A” while the copy to be sent back will be by the letter “B”; the LL-paper and/or LOI concerned has to be attached to each copy of the ACCDOC. In addition, in the event of diversion from a NCTS office of destination to an OTS office, it will be necessary to use a certified copy “A”.(as foreseen under point 5.7.1 of the document “Base principles of NCTS”) in place of the copy “B” (which will not have been printed when the intended office of destination was to be an NCTS office)

2.2. List of Items (annexes 1b and 1d)

The new LOI is the result of the merging of the current forms "Complementary Sheets" (CS), "Loading Lists" (LL), "List of consignors/exporters", "List of consignees", "List of dispatch / export countries" and "List of countries of destination") which were used to provide information in the relevant areas covered by each form (suitable for satisfying the needs of the transit operations). The LOI [referring to the MRN of the ACCDOC and to its progressive numbering (2/3, 3/3, etc.) in relation to the latter] makes it possible henceforth to use only one form for *ALL THE DATA SPECIFIC TO THE ITEMS* (assumed to be variable) composing a consignment, such as:

- No. of item (box 32);
- Container No(s)., packages (marks and numbers, number and kind), description of goods (ex box 31);
- *REGIME (EX BOX 1/3RD SUBDIVISION)*;
- if necessary, commodity code (ex box 33);
- if necessary, *SENSITIVE CODE (EX BOX 31)*;
- if necessary, *SENSITIVE QUANTITY (EX BOX 31)*;
- dispatch / export country (ex box 15);
- if necessary, summary declaration/previous document (ex box 40);
- gross mass of the item (ex box 35);
- net mass of the item (ex box 38);
- *COUNTRY OF DESTINATION (EX BOX 17)*;
- if necessary, additional information (ex box 44);
- if necessary, consignor / exporter (ex box 2);
- if necessary, *CONSIGNEE (EX BOX 8)*.

When all the informations relating to a movement, including the articles covered, are in the system, the printing must be carried out according to the models of LOI annexed to the present document.

The forms will be printed using black colour on white background.

Form and content of the LOI will be published as common rules.

3. Use of the current Loading Lists paper

For a provisional period it has been decided to allow operators to use the current LL paper.

In this case, only the ACCDOC will be printed (by way of cover) by the system; it will contain only certain overall information, as described under point 2.1, with however the following differences:

- indication of the total number of LL paper (box 4) instead of the total number of LOI (box 3);
- the box "Description of goods" (box 31) will only contain:
 - if goods T1 or T2:
 - "See Loading Lists";
 - if goods T1 and T2:
 - "Goods T1: see Loading Lists No. to"
 - "Goods T2: see Loading Lists No. to"
- the box "Additional Information" (box 44) will also be printed.

All other information specific to the transported items will appear (as currently) on the corresponding loading lists which will be stapled to the ACCDOC.