



# Guidelines for the Printout of the Transit (/Security) Accompanying Document (T(/S)AD) and the Transit (/Security) List of Items (T(/S)LoI) during the Transitional Period

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The document is accompanied by the xls files containing the templates and the correlation table with the data set

## INTRODUCTION

This document is an updated version of the printing guidelines issued by TAXUD in 2008 (Document TAXUD 2008-1671). The information contained are recommendations to complement or enhance the applicable Explanatory Notes of Appendix F1/F2 and G1/G2 to the Annex 9 of the Transitional Delegated Regulation (2016/341) and to the Annexes A4, A6 to Appendix III of the Convention on a Common Transit Procedure (87/415/EEC).

This document must be read together with the XLS file containing the correlation table which maps the information to be printed during the transitional period (from NCTS-P4 to NCTS-P5).

## 1 LAYOUT

Whilst the layout of the **TAD/TSAD** is rigid, i.e. **each box** presents a **pre-defined area** (not expandable); the **boxes** of the **TLoI/TSLoI** have to be considered as **vertically expandable**, in order to allow the printing of all the information stored in the system. When this case occurs, **each line** following the one containing one or more boxes which have been expanded, will therefore be **accordingly shifted** down.

In case of multiple occurrences of data elements which don't all fit in one box, “(...)” will be printed after the last information that fits in the box. When several occurrences are printed in one box of the TAD/TSAD, they shall be separated by semi-colon (;). In the

LoI/LSoI each set of information shall be printed in one line. The TAD/TSAD form only provides information of declaration and master consignment level.

## **2 BOX REFERENCES**

In most cases, the box name refers to the whole data group of the information that it shall contain (e.g. Consignee [13 03]). In principle, all information available for the specific Data Group shall be printed. Please refer to the XLS Printing Guidelines document, which provides further information on the data that each box must contain.

## **3 PRINTING OF THE “BAR CODE”**

The readable **bar code** must be printed on the right of “MRN” using the standard 'code 128', character set 'B', complemented by the alpha-numeric digits as indicated below.



## **4 SIZE AND FORMS**

The forms shall measure 210 × 297 mm with a maximum tolerance as to length of 5 mm less and 8 mm more. The boxes are based on a unit of measurement of one tenth of an inch horizontally (= 2.54 mm) and one sixth of an inch vertically (= 4.23 mm).

The models of the forms published in the official journal of the EU are surrounded by an outside frame that represents the edges of a typical A4 sheet of paper, reduced by a certain ratio, identical in height and in width, to allow its publication in the OJEU. The models of the forms themselves are also reduced by the same ratio in all their components.

## **5 PRINTING OF DATA GROUP “SEALS ID”**

When more seals are used and each of them is identified with a serial number, only the first and the last numbers of the seals sequence should be printed. It is important to note that in this case the seals used must be in sequence, without interruption of numbering.

## **6 PRINTING OF BOX 51 (INTENDED OFFICES OF TRANSIT AND COUNTRY) - “CO OF TRANSIT [17 04]”**

Only up to 6 Customs Offices of Transit will be printed in this box.

The fonts mentioned under point below allow the printing of the attribute “Customs Office of Transit” in the given length (sequence number + reference number)

## **7 FONTS TO BE USED**

### **7.1 TAD/TSAD**

The following fonts (available in MS Windows environment) should be used:

Font	Size	Style
Arial Narrow	7	Normal
Impact	7	Normal
Haettenschweiler	7	Normal
Helvetica	7	Normal

## 7.2 TLoI/TSLoI

The TAD/TSAD shall be supplemented by a list of items even when a transport consignment consists of only one item.

The boxes of the TLoI/TSLoI are vertically expandable.

Even if in this case nothing prevents the use of other fonts, only the fonts mentioned in the previous point should be used.

## 7.3 Mentioned fonts not available

If the **above-mentioned fonts** are **not available**, other fonts should be chosen, which allow the printing of the information related to a given attribute of the messages IE015 in its integral length in the corresponding box of the TAD. The chosen fonts should also preferably contrast with the layout of the documents.

## **8 TAD/TSAD PRINTING GUIDELINES DURING TRANSITIONAL PERIOD – CORRELATION TABLE**

In principle until the end of the Transitional Period of NCTS (Phase 4 to Phase 5), the current TAD form (NCTS-P4) shall be used.

The below embedded table provides information on how to map the information in case a Customs National Administration already deploys NCTS Phase 5 before the end of the Transitional Period.

Because the NCTS-P5 declaration message contains more information than the declaration message of NCTS-P4, some of the information will not be printed during the Transitional Period.