



GLV-CIM/SMGS

CIM/SMGS Consignment Note Manual (GLV CIM/SMGS) of 1 September 2006

Amendment 24 dated 1 January 2017

This amendment contains:

- replacement pages 1/2 und 3/4,
- replacement pages 1/2 and 3/4 to Appendix 1,
- replacement pages 1/2 and 3/4 to Appendix 4,
- replacement pages 1/2 to Appendix 9.

The CIT General Assembly on 5 November 2009 decided that new documents and amendments to existing documents would only be distributed electronically. As a consequence of this decision, we would be grateful if you yourself were to print the copies you require for your internal use.

The modifications are marked in the margin.



Edition 1 January 2017

CIM/SMGS Consignment Note Manual (GLV-CIM/SMGS)

Applicable with effect from 1 September 2006

This document may be shared with the public

In accordance with point 2.5 a) of the CIT Statutes, this document is a **recommendation** and only binds members to the extent that members adopt it (opting-in principle).

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 Organisation for Co-operation between Railways (OSJD)
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6	Deliberately left blank	
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A. General provisions

1 Abbreviations

CIM	Uniform Rules concerning the Contract of International Carriage of Goods by Rail (Appendix B to COTIF)
CIT	International Rail Transport Committee [Comité international des transports ferroviaires]
COTIF	Convention concerning International Carriage by Rail [Convention relative aux transports internationaux ferroviaires]
GLV-CIM	CIM Consignment Note Manual [Guide lettre de voiture CIM]
GTC-CIM	General Terms and Conditions of Carriage for International Freight Traffic by Rail, drawn up and recommended by the CIT
GTM-CIT	CIT Freight Traffic Manual [Guide du Trafic Marchandises]
NHM/GNG	Harmonised Commodity Code [Nomenclature Harmonisée Marchandises]
OSJD	Organisation for Co-operation of Railways
RID	Regulation concerning the International Carriage of Dangerous Goods by Rail (Appendix C to COTIF) [Règlement concernant le transport international ferroviaire des marchandises dangereuses]
SMGS	Agreement on International Freight Traffic by Rail
UTI	Intermodal Transport Unit [Unité de transport intermodal]. (the Russian version uses the abbreviation ITE)

2 Definitions

Carrier	The contractual carrier with whom the consignor has concluded the contract of carriage or a successive carrier who is liable on the basis of that contract. If the carrier is not a railway undertaking (where national law permits that), he is to entrust the performance of the carriage by rail to a railway undertaking which acts as a successive carrier, substitute carrier or an auxiliary to the carrier within the meaning of a person for whom the carrier is liable in Article 40 CIM.
CIM/SMGS consignment note	CIM/SMGS consignment note to the design shown in <i>Appendix 5</i> to this manual which documents the CIM and SMGS contracts of carriage for traffic between CIM and SMGS states
Exceptional consignment	Within the area in which the CIM applies, the definition below, based on UIC leaflet 502-1, applies: A consignment is considered as exceptional, if, because of its external dimensions, its mass or its nature, it gives rise to special difficulties for one of the carriers taking part in the movement taking account of railway installations and wagons and therefore can only be authorised under special technical or operating conditions.
Payer of charges	Person through whom the consignor or consignee entrusts to pay the freight charges, and whom the consignor, as payer, enters on the consignment note, and who has a contractual relationship with the corresponding carrier (Art. 31 SMGS Payment of costs and contractual penalties).
Railway	Infrastructure located on the territory of an SMGS Member State.



Appendix 1

(see points 4, 25 and 26 of this manual)

List of the CIT members and SMGS participants which apply this manual and the traffic axes to which it applies

1 CIT members	2 SMGS participants
<p>Azerbaijan Railways CJSCo. (AZ) Baltic Port Rail Mukran GmbH (BPRM) BDZ Cargo EOOD (BDZ TP) ČD Cargo, a.s. (CDC) Central Railways a.s. CFL Cargo National Company for Transport by Rail "Marfă" Romania (Societatea Națională de Transport Feroviar de Marfă "C.F.R. Marfă" S.A. - CFR Marfă) DB Cargo AG DB Cargo Polska S.A. AB DFDS Seaways Lithuania ERS Railways B.V. Grup Feroviar Român S.A. (GFR) GYSEV CARGO Zrt. / Raaberbahn Cargo GmbH ITL Eisenbahngesellschaft mbH Latvian Railways (LDZ) Lithuanian Railways plc (AB Lietuvos geležinkeliai - LG) Polish Railways (PKP AG) Rail Cargo Austria (RCA) Rail Cargo Carrier Rft. Rail Cargo Hungaria Zrt. (RCH) Railtrans International, s.r.o. Railways of the Islamic Republic of Iran (RAI) Swiss Federal Railways (Schweizerische Bundesbahnen AG - SBB) Société Nationale des Chemins de fer Français (SNCF) Slovenian Railways Ltd. (Slovenske železnice, d.o.o. - SŽ) Société Nationale des Chemins de fer Belges (SNCB/NMBS) Closed Joint-Stock Company "South Caucasus Railway" (CJSC "SCR") Slovenská železničná dopravná spoločnosť, a.s. (SZDS) Trenitalia S.p.A. UNICOM TRANZIT (UTZ) Public Joint-Stock Company "Ukrainska Zaliznytsia" (PSJC UZ) Slovak Rail Freight Company (Železničná Spoločnosť Cargo Slovakia a.s. – ZSSK CARGO) Prvá Slovenská železničná, a.s. MMV Rail Romania</p>	<p>Republic of Azerbaijan Republic of Belarus Republic of Bulgaria Republic of Estonia Republic of Georgia Hungary Republic of Kazakhstan Kyrgyz Republic Republic of Latvia Republic of Lithuania Republic of Moldova Mongolia Republic of Poland Russian Federation Slovak Republic Ukraine</p>

1 CIT members	2 SMGS participants
B Logistics NV Rail Cargo Carrier Bulgaria Ltd.	

3 Traffic axes

3.1 Preamble

This manual applies to the traffic axes defined by points 3.2 and 3.3 of this appendix.

This manual may also be applied to other traffic axes provided the CIM carriers, SMGS carriers, consignors and consignees concerned have agreed. The procedure is described in point 3.4 of this appendix.

3.2 CIM carriers

This guide applies to traffic axes agreed between the customer and the carrier as well as between the carriers themselves (c.f. point 4 paragraph 2 of this manual).

3.3 SMGS participants

Republic of Azerbaijan

All lines

Republic of Belarus

All lines

Republic of Bulgaria

All transit movements via "Varna Paromnaya" (Varna Ferry Port)

Republic of Estonia

All lines

Republik of Georgia

All transit routes

Hungary

All lines

Republic of Kazakhstan

a) All transit traffic

b) For import

Kyrgyz Republic

All lines

Republic of Latvia

All lines

Republic of Lithuania

All transit routes

Republic of Moldova

a) Transit traffic: Novosavitskaya - Giurgiulești, Vălcineț - Ungheni, Criva – Ocnița – Chișinău – Căinari - Giurgiulești, Vălcineț – Ocnița – Chișinău - Căinari - Giurgiulești;

b) Traffic axes for export and import on sections: Vălcineț - Ungheni, Ungheni – Bender 2, Căușeni - Giurgiulești, Basarabeasca – Cahul, Bălți – Slobozia – Rîbnița, Criva – Ocnița.

Mongolia

All lines

Republic of Poland

- a) PKP Cargo SA – all transit traffic
- b) PKP LHS GmbH - Hrubieszów LHS – Sławków LHS
- c) Bartex GmbH – Line: Mamonowo – Chruściel

Russian Federation

All lines

Slovak Republic

- a) For import and export
to and from all stations open for freight traffic
- b) All transit traffic to
Čierna nad Tisou
Mat'ovce
Dobra TKD¹

Ukraine

- a) all lines
- b) in rail-ferry traffic:
 - Illichevsk-Paromna (Ukraine) – Poti (Republic of Georgia)
 - Illichevsk-Paromna (Ukraine) – Batumi (Republic of Georgia)
 - Illichevsk-Paromna (Ukraine) – Varna Paromnaya (Republic of Bulgaria)

}

3.4 Procedure for achieving agreements

3.4.1 Request

A request to add another traffic axis must include the following information at least:

- traffic axis, including the station in which reconsignment takes place and the station in which transshipment or change of gauge takes place;
- carriers/participants;
- consignee;
- type of traffic (traffic in full wagonloads or containers);
- description of the goods.

The request must be in Russian and in English or French or German.

¹ Container handling.

3.4.2 Processing, timescales

Consignor	Request made.
↓	
Forwarding carrier	(At the latest, five calendar days after receiving the request from the consignor)
↓	
Participating carriers	(At the latest, fifteen calendar days after receiving the request from the forwarding carrier. This period may be extended if, exceptionally, liaison with governmental bodies is required. This liaison must take place immediately and the forwarding carrier/railway is to be kept informed promptly. The last carrier is also to examine the request with the consignee)
↓	
Forwarding carrier	(At the latest, thirty calendar days after the request was originally received from the consignor, except where the period is extended)
↓	
Consignor	

The requests and replies are to be transmitted by e-mail, fax or telegram.

3.4.3 The requests must be sent to the addresses indicated in *Appendix 4* to this manual.



Appendix 4

(see points 14.1 and 25 of this manual)

List of the addresses of departments to which applications for authorisation and agreement to consign are to be sent

A. Authorisation in accordance with points 14.2.1 to 14.2.4 of this manual

Undertaking	Abbreviation
Belarus Railways	BC
Address: ul. Lenin 17, Minsk 220030 Belarus	
TEL.: <u>Division Freight Traffic</u> (+375) 17 225 49 04	<u>Freight Traffic and External Economic Relations Division</u> (+375) 17 225 46 22 (+375) 17 225 46 13
FAX: (+375) 17 225 49 23	(+375) 17 225 46 12 (+375) 17 225 46 19
E-Mail: dgnal@upr.mnsk.rw.by	mpa@upr.mnsk.rw.by moi@upr.mnsk.rw.by
Notes: Authorisation in accordance with points 14.2.1 a), b), c), d) and g)	Authorisation in accordance with points 14.2.1 e), f), h), 14.2.2, 14.2.3 and 14.2.4
Undertaking	Abbreviation
BDZ Cargo EOOD	BDZ TP
Address: BDZ Cargo EOOD Ivan Vazov Street 3 BG-1080 Sofia Bulgaria	
TEL.: (+359) 2 981 81 85 (+359) 2 932 41 01	
FAX: (+359) 2 932 42 01	
E-Mail: nbhristov@bdz.bg	
Undertaking	Abbreviation
Kyrgyz Railway	KRG
Address: Leo Tolstoy Street 83, Bishkek, 720009 Kyrgyzstan	
TEL.: Department for Freight Traffic and Commercial Activities (+996) 312 64 82 77 (+996) 312 64 81 08	
FAX: (+996) 312 64 81 08	
E-Mail: office@railway.aknet.kg marketing@railway.aknet.kg	

Undertaking	Abbreviation
AB "Lietuvos geležinkeliai" Krovinių vežimo direkcija	LG
Address: Freight Traffic Headquarters Mindaugo g. 12, LT-03603 Vilnius Lithuania	
TEL.: (+370) 5 269 31 01 (+370) 5 269 31 12	
FAX: (+370) 5 269 27 19 (+370) 5 212 36 83	
E-Mail: cargo@litrail.lt	
Undertaking	Abbreviation
Železničná Spoločnosť Cargo Slovakia a.s.	ZSSK CARGO
Address: Železničná Spoločnosť Cargo Slovakia a.s. Úsek obchodu (Department Sales) Sekcia podpora predaja (Section Sales Support) Puškinova 3 SK-040 01 Košice Slovenská republika / Slovak Republic	<u>Container Handling</u> Železničná Spoločnosť Cargo Slovakia a.s. Úsek obchodu (Department Sales) Oddelenie intermodálnej prepravy (Section Intermodal Traffic) Drieňova 24 820 09 Bratislava Slovenská republika / Slovak Republic
TEL.: (+421) 55 229 5470	(+421) 2 2029 7442
FAX:	
E-Mail: valkova.anna@zscargo.sk	belak.branislav@zscargo.sk
Undertaking	Abbreviation
Central Railways a.s.	Central Railways
Address: Kriv 21 SK-040 01 Košice Slovenská republika	
TEL.:	
FAX: (+421) 55 680 181	
E-Mail: crw@crw.sk	
Undertaking	Abbreviation
ČD Cargo, a.s.	CD Cargo
Address: Department of Sales Promotion Jankovcova 1569/2c CZ-170 00 Praha 7 Czech Republic	
TEL.: (+420) 972 242 255	
FAX: (+420) 972 242 103	
E-Mail: michal.vitez@cdcargo.cz	
Undertaking	Abbreviation
DB Cargo AG	DB Cargo
Address: Service Sector Intermodal / Branchenservice Intermodal Jürgen Bootsmann Masurenallee 33, DE-47055 Duisburg	Please also send a copy of your questions to: DB Cargo AG Commercial Management CIS/Baltic/Asia Frau Yekaterina Ryabushko Bellevuestrasse 3, DE-10785 Berlin
TEL.: (+49) 203 454 1765	(+49) 30 297 54 615
FAX: (+49) 203 454 1083 (+49) 203 454 1063	(+49) 30 297 54 619
E-Mail: <a href="mailto:c-ksz-kombinierter-verkehr-
dui@deutschebahn.com">c-ksz-kombinierter-verkehr- dui@deutschebahn.com	yekaterina.ryabushko@deutschebahn.com

Undertaking	Abbreviation
DB Cargo Polska S.A.	DB Cargo PL
Address: ul Wolności 337 Zabrze 41-800, Polska	<u>Please also send a copy of your questions to:</u> DB Cargo AG Commercial Management CIS/Baltic/Asia Frau Yekaterina Ryabushko Bellevuestrasse 3, DE-10785 Berlin Germany
TEL.: (+48) 32 788 91 76; (+48) 32 788 91 18	(+49) 30 297 54 615
FAX: (+48) 32 370 19 64	(+49) 30 297 54 619
E-Mail: dbcargo.pl(at)deutschebahn.com	yekaterina.ryabushko(at)deutschebahn.com
Undertaking	Abbreviation
OAO Russian Railways	RZD
Address: RU-107174, Moscow, Novaya-Basmanaya-Street 2 International Co-operation Department	
TEL.: (+7) 499 262 1628 (+7) 499 260 1076 (+7) 499 262 2880	
E-Mail: rennela(at)center.rzd.ru polus(at)css-rzd.ru	
Undertaking	Abbreviation
Estonian Railways (AS Eesti Raudtee)	EVR
Address: Marketing Department, Estonian Railways plc AS Eesti Raudtee Pikk tn 36, EE-15073 Tallinn, Estonia	
TEL.: (+372) 615 8696	
FAX: (+372) 618 85 99	
E-Mail: raudtee(at)evr.ee	
Undertaking	Abbreviation
PSJC "Ukrainska Zaliznytsia"	UZ
<u>Department for Commercial Issues of the PSJC UZ</u>	<u>"Centre for Transport and Logistics" Branch of the PSJC UZ (Branch CTL)</u>
Address: Tverskaya Street 5, Kiev-150, MSP 03680, Ukraine	Fedorova Street 32, Kiev, MSP 03050, Ukraine
TEL.: (+380) 44 465 12 32 (+380) 44 465 12 94	(+380) 44 465 32 66 (+380) 44 465 19 87
FAX: (+380) 44 465 12 57	(+380) 44 406 13 31 (+380) 44 406 93 88
E-Mail: cmku4(at)lotus.uz.gov.ua cmu(at)uz.gov.ua	uslovia(at)utlc-uz.com sprotsenko@utlc-uz.com y.andriychuk(at)lotus.uz.gov.ua
Notes: Authorisation in accordance with points 14.2.1, 14.2.3	Authorisation in accordance with points 14.2.2, 14.3

Undertaking	Abbreviation
Georgian Railway	GR
Address: Department for Freight Traffic Commercial Department 15 Tamar Mepe Ave. 0112 Tbilisi, Georgia	
TEL.: (+995) 32 56 31 45 (+995) 32 56 32 14	
FAX: (+995) 32 56 44 45 (+995) 32 56 45 14	
E-Mail: gjincharadze(at)railway.ge ttsikhelashvili(at)railway.ge	
Undertaking	Abbreviation
PKP Polskie Linie Kolejowe Spółka Akcyjna (PKP Polish Railway Lines Company S.A.)	PKP PLK S.A.
Address: Centrum Zarządzania Ruchem Kolejowym Traffic Centre Ul. Targowa 74, PL-03-734 Warsaw Poland	
TEL.: (+48) 22 473 35 67 (+48) 22 473 27 00	
FAX: (+48) 22 473 35 68	
E-Mail: elzbieta.pawlowska(at)plk-sa.pl	
Notes: Authorisation in accordance with points 14.2.1. a), b), c), d), g)	
Undertaking	Abbreviation
PKP Cargo Spółka Akcyjna	PKP CARGO S.A.
Address: Biuro Polityki Handlowej Wydział Spraw Międzynarodowych Sales Policy - Department of International Affairs Ul. Grójecka 17, PL-02-021 Warsaw Poland	
TEL.: (+48) 22 391 47 68 (+48) 22 474 45 91	
FAX: (+48) 22 474 45 95	
E-Mail: m.rutkowska(at)pkp-cargo.eu e.przedziecka(at)pkp-cargo.eu	
Notes: Authorisation in accordance with points 14.2.1. e), f), h), 14.2.2, 14.2.3 and 14.2.4	
Undertaking	Abbreviation
PKP Linia Hutnicza Szerokotorowa Spółka z o.o. (PKP Broad Gauge Metallurgical Railway Line Limited Liability Company)	PKP LHS Sp. z o.o.
Address: PKP LHS Sp. z o.o. Ul. Szczepieszka 11, PL-22-400 Zamość Poland	
Authorisation in accordance with points 14.2.1. e), f), h), 14.2.2, 14.2.3 and 14.2.4 for the section Sławków LHS – Hrubieszów LHS:	
TEL.: (+48) 84 532 13 65	
FAX: (+48) 84 532 13 65	
E-Mail: j.nowak(at)pkp-lhs.pl	
Authorisation in accordance with points 14.2.1. a), b), c), d), g) for the section Sławków LHS – Hrubieszów LHS:	
TEL.: (+48) 84 532 13 05	
FAX: (+48) 84 532 13 50	
E-Mail: e.gliwinska(at)pkp-lhs.pl	



Appendix / Приложение 9

(See points / к пунктам 12.3.2, 12.3.3, 12.3.4, 25 Руководства)

List of addresses of the departments of CIM carriers and SMGS railways to which claims must be sent for further handling under the CIM/SMGS claims procedure

Список адресов перевозчиков и железных дорог, которым пересылаются для рассмотрения претензии ЦИМ/СМГС

Undertaking	Перевозчик
BC Belarus Railways Freight Traffic and External Economic Relations Division Address: Ul. Lenina, 17 BY-220030 Minsk Belarus Tel.: (+375) 17 225 46 48 Fax: (+375) 17 225 46 12 E-Mail: mu_gavrilenko(at)upr.mnsk.rw.by	БЧ Белорусская железная дорога Служба грузовой работы и внешнеэкономической деятельности Адрес: ул. Ленина, 17, 220030, г. Минск, Республика Беларусь Телефон: (+375) 17 225 46 48 Факс: (+375) 17 225 46 12 E-mail: mu_gavrilenko(at)upr.mnsk.rw.by
LG AB "Lietuvos geležinkeliai" Freight Traffic Headquarters Address: Mindaugo G. 12, LT-03603 Vilnius Lithuania Tel. : (+370) 5 269 31 02 (+370) 5 269 31 01 Fax : (+370) 5 269 27 19 (+370) 5 212 36 83 E-Mail cargo(at)litrail.lt	ЛГ АО «Литовские железные дороги» Дирекция по грузовым перевозкам Адрес: ул. Миндауго 12, LT-03603 Вильнюс Литовская Республика Телефон : (+370) 5 269 31 02 (+370) 5 269 31 01 Факс : (+370) 5 269 27 19 (+370) 5 212 36 83 E-mail: cargo(at)litrail.lt
ZSSK CARGO Železničná Spoločnosť Cargo Slovakia a.s. Finance Management Dept. – OTŽ-Section Claims sub-department Address: Puškinova 3 SK-040 01 Košice Slovak Republic Tel. : (+421) 55 229 5649 Fax : (+421) 55 622 2202 E-Mail: S54(at)zscargo.sk	АО ЗССК КАРГО АО Железнодорожное общество Карго Словакия Отдел финансового управления – Секция ОТЖ Отделение оформления рекламаций Адрес: ул. Пушкинова 3 040 01 Кошице Телефон : (+421) 55 229 5649 Факс : (+421) 55 622 2202 E-mail: S54(at)zscargo.sk

Undertaking	Перевозчик
PJSC UZ Department for Commercial Issues Address: Ul. Twerskaya 5, Kiev-150, MSP 03680 - Ukraine Tel.: (+380) 44 465 14 90 Fax: (+380) 44 465 14 99 E-Mail: Zoboleva(at)uz.gov.ua	УЗ ПАО «Укрзализныця» Департамент коммерческой работы Адрес: ул.Тверская, 5, г.Киев-150, МСП 03680 Телефон: (+380) 44 465 14 90 Факс: (+380) 44 465 14 99 E-mail: Zoboleva(at)uz.gov.ua

Undertaking	Перевозчик
PKP CARGO S.A. Claims Department - International Traffic Address: Sobieszewska Str. 3 PL-85-713 Bydgoszcz Poland Tel. : (+48) 52 518 37 81 Fax : (+48) 52 518 37 83 E-Mail : luzarski(at)pkp-cargo.eu	АО ПКП КАРГО Отдел рекламаций международных перевозок Адрес: Ул. Собешевска 3 85-713 Быдгощ Республика Польша Телефон : (+48) 52 518 37 81 Факс : (+48) 52 518 37 83 E-mail: luzarski(at)pkp-cargo.eu

Undertaking	Перевозчик
National Freight Railway Company “CFR Marfa” – S.A. Societatea Națională de Transport Feroviar de Marfă “CFR Marfă” – S.A. Logistic Center - Customer Service Commercial Office Commercial Department handling irregularities Address: 98 Strada Turda Bl. 29 A, etaj 4, Bucharest 1, Romania 011333 Tel. : (+40) 372 840 216 Fax : (+40) 372 840 216 E-Mail: florica.brencea(at)cfmarfa.com	Национальное общество железнодорожных грузовых перевозок «ЧФР Марфа» – А.О. Логистический центр по обслуживанию клиентов Коммерческий департамент Отдел по рассмотрению коммерческих нарушений Адрес: ул. Турда 98 Дом 29 А, 4 этаж, район 1, почтовый индекс 011333 Бухарест Румыния Телефон : (+40) 372 840 216 Факс : (+40) 372 840 216 E-mail: florica.brencea(at)cfmarfa.com

Undertaking	Перевозчик
RCH Rail Cargo Hungaria Zrt. Legal Department, Checking of loss and damage and handling of claims Jog, Kárvizsgálát-és reklamációrendezés Address : Váci út 92. HU-1133 Budapest Hungary Tel. : (+36) 1 512 74 57 (+36) 1 512 74 47 (+36) 1 512 74 85 Fax : (+36) 1 512 77 92 E-Mail : karto(at)railcargo.hu	РЦХ ЗАО Рэйл Карго Хунгария Юридический отдел, проверка информации по убыткам, рассмотрение претензий Адрес : ул. Ваци 92 HU-1133 Будапешт Венгрия Телефон : (+36) 1 512 74 57 (+36) 1 512 74 47 (+36) 1 512 74 85 Факс : (+36) 1 512 77 92 E-mail : karto(at)railcargo.hu