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# **CUV Wagon Note Manual (GLW-CUV)**

Applicable with effect from 1 January 2017



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## A. General provisions

### 0 Abbreviations and definitions

CIM	Uniform Rules concerning the Contract of International Carriage of Goods by Rail
CIT	International Rail Transport Committee [Comité international des transports ferroviaires].
Consignor	A keeper or a third party authorised by the keeper who hands over an empty wagon as a means of transport to a user railway undertaking for haulage (see Article 9.1 GCU).
GCU	General Contract of Use for Wagons.
CUV	Uniform Rules concerning the Contracts of Use of Vehicles in International Rail Traffic.
Destination station	Station serving the point at which the wagon is handed over.
DIUM	Uniform distance table for international freight traffic.
Document	Generic term used to refer to the documents comprising the wagon note or attached to it as described in the explanatory notes to box 9 of Appendix 2 to the GLW-CUV no matter whether they are electronic or paper.
EDI	Electronic data interchange means the electronic transfer of data between computers in the form of EDI messages.
EDI message	A set of data, structured using an agreed standard, prepared in a computer readable format and capable of being automatically and unambiguously processed.
Electronic wagon note	Electronic record of the data representing the wagon note.
EU	European Union
Forwarding station	Station serving the point at which the wagon is accepted.
Home station/ Home region	Home station: designated station, marked on a wagon to which an empty wagon is to be returned in the absence of instructions from the keeper. Home region: geographical region grouping together several stations in a given region to one of which an empty wagon is to be returned in the absence of instructions from the keeper.
IT	Information technology.
Paper wagon note	Paper document representing the wagon note.
Printout of the electronic wagon note	Print out of the data in the electronic wagon note record on paper.
Railway undertaking (RU)	Any public or private undertaking licensed according to applicable European Union legislation, the principal business of which is to provide services for the transport of goods and/or passengers by rail with a requirement that the undertaking must ensure traction; this also includes undertakings which provide traction only.
RID	Regulation concerning the International Carriage of Dangerous Goods by Rail.
VAT	Value added tax.
Wagon keeper or Keeper	means the person or entity that, being the owner of a wagon or having the right to use it, exploits the wagon as a means of transport and is registered as keeper of the wagon in the competent official vehicle register, or, if the wagon is not registered in the competent official vehicle register or such a register is not existing, the person or entity that has declared to the GCU Bureau to be keeper of the wagon.
Wagon note	Electronic record or paper document accompanying empty wagons used under the terms of the GCU.
UIC	International Union of Railways [Union internationale des chemins de fer]

## **1 Purpose of the manual**

This manual contains the instructions for the use of the wagon note and other documents used for the haulage of empty wagons as means of transport (see Article 14.2 GCU).

These documents may be recorded electronically or drawn up on paper.

The procedure agreed on among parties to the contract of use for issuing these documents in electronic format must ensure the integrity and reliability of the information they contain as from the time they are issued. The procedure agreed between parties to the contract of use for completing or amending the electronic wagon note must ensure amendments are identifiable. It must also ensure that the original information contained in the electronic wagon note is preserved. The electronic wagon note must be authenticated. Authentication may take the form of an electronic signature or other suitable procedure.

## **2 Scope**

Except where otherwise agreed, this manual applies to consignments subject to a GCU contract between the keeper and a user railway undertaking.

If a wagon is subject to customs formalities, it must be consigned as goods. It is therefore subject to the CIM Uniform Rules (see Article 24 CIM). A wagon is subject to customs formalities when it crosses a customs frontier and in particular

- before and after being leased
- to be cleaned and after being cleaned
- to be repaired and after repair
- to be overhauled and after overhaul
- to be rebuilt and after rebuilding
- on purchase or on sale
- en route to being scrapped.

Except where they conflict with the CIM Uniform Rules, the provisions of the GCU continue to apply to the wagon.

A wagon may nevertheless be returned as a means of transport (NHM 9921.10 - 9921.40 or 9922.10 - 9922.40) in the cases identified in paragraph 2 above, (returning from a loaded journey in particular) after having been used as a means of transport in accordance with the implementing provisions for the Union Customs Code or in accordance with the national customs law in question:

- if the wagon was used as a means of transport in a third country, if it is admitted to free circulation in an EU Member State and if is being returned to an EU Member State, or
- if the wagon was used as a means of transport in an EU Member State, if it is admitted to free circulation in a third country and if is being returned to that third country.

## B. Common provisions for electronic and paper wagon notes

### 3 Form and content of the wagon note

Evidence of the forwarding of an empty wagon as a means of transport is to be provided by a wagon note which complies with the requirements of [Appendix 1](#) (electronic wagon note) or [Appendix 2](#) (paper wagon note).

Unless otherwise agreed, a wagon note must be made out for each wagon.

A CUV wagon note form is available on [www.cit-rail.org](http://www.cit-rail.org) to download, complete, print-out and send electronically.

### 4 Payment of charges

#### 4.1 Definition of charges

The charges arising between the point the wagon is taken over and the point it is handed over include:

- a) the charges for haulage, i.e. all those charges relating to movement or a service closely linked to movement;
- b) ancillary charges, i.e. those charges relating to supplementary services provided by the railway undertaking;
- c) other charges raised by the railway undertaking and supported by appropriate documentation.

The list of charges, the tariffs and conditions of the railway undertaking which performs the haulage under the contract of use shall apply to the calculation of charges unless otherwise agreed.

#### 4.2 List of charges

[Appendix 3](#) contains a list of the main charges for services linked to haulage and ancillary charges.

#### 4.3 Instructions for the payment of charges

Except where otherwise agreed, charges are to be paid by the consignor to the forwarding user railway undertaking or by the consignee to the destination user railway undertaking in accordance with the instructions below.

Instruction	Meaning
a) Carriage charges paid, as appropriate up to X	Consignor pays haulage charges, as appropriate up to X (where X is a tariff break point).
b) Carriage charges including ..., as appropriate up to X	Consignor pays haulage charges plus the ancillary charges shown, as appropriate to X (where X is a tariff break point).
c) EXW	All charges paid by the consignee.

Where there are no instructions for the payment of charges on the wagon note, an incompatibility with other information on the wagon note or a risk of confusion, the attention of the consignor is to be drawn to the irregularity. If he neither completes nor rectifies the wagon note or cannot be contacted, all charges are to be paid by the consignor.

#### 4.4 Payment of charges in advance

Railway undertakings may insist on charges being paid in advance or that other security is provided.

#### 4.5 List of currencies

A list of currencies and the currency codes to be used on wagon notes is shown in [Appendix 10](#).

#### 4.6 Rates of exchange

When the calculation of charges involves currency conversion, the rate to be used shall be that which is applicable:

- on the date the wagon is taken over for those charges to be paid by the consignor;
- on the date the wagon is handed over for those charges to be paid by the consignee.

### **5 Traffic restrictions**

Performance of the contract of carriage may be suspended totally or partially when traffic restrictions come into force. These traffic restrictions shall be brought to the notice of the consignors concerned in an appropriate written form without delay.

## **C. Electronic wagon note**

### **6 Principle**

The wagon note and the accompanying documents may be created in the form of an electronic data record. (see Article 14.2 GCU).

### **7 Contract for the electronic exchange of wagon note data (EDI contract)**

The user railway undertaking and the consignor are to define the messages to be exchanged and the ways in which electronic wagon note data will be exchanged in an EDI contract.

### **8 Printouts**

If necessary, the electronic wagon note is to be printed out.

Provisions for printing and using printouts of the electronic wagon note are shown in [Appendix 1](#).

### **9 Mixed system**

In anticipation of comprehensive implementation, a mixed system may be agreed in order to be able to use the electronic wagon note on sections of the journey. It will allow different data media to be used for one and the same movement (paper wagon note, electronic wagon note, printout used as a paper wagon note).

If wagon notes are produced as printouts, if necessary the back is to be printed on a separate sheet on forwarding. If the back is not printed but charges arise en route, sheets 1, 2 and 3 of a CUV wagon note should be used as supplementary sheets and attached to the original wagon note.



## **D. Paper wagon note**

### **10 Specimen**

The principles for the layout of paper wagon notes are shown in [Appendix 4](#). A specimen wagon note is shown in [Appendix 4a](#) and a specimen wagon note for combined transport in [Appendix 4b](#).

If several wagons are consigned with a single wagon note, the number of wagon lists required must be shown on the wagon note and the wagon lists attached to it.

The wagon lists form an integral part of the paper wagon consignment note.

[Appendix 5](#) contains explanatory notes on the content of the wagon list.

## **E. Other documents**

### **11 Charges note**

If the total of the charges to be accepted by the consignor cannot be determined exactly when the wagon is accepted, these charges are to form the basis of the settlement with the consignor, at the latest thirty days after the expiry of the transit period. If a paper wagon note is used, the charges are to be entered on a charges note complying with the specimen shown in [Appendix 6](#).

### **12 Subsequent orders**

The provisions of Articles 18 § 1 and 19 §§ 1 to 6 CIM apply by analogy to the right to dispose of the wagon and exercising the right of disposal. Nevertheless, only the consignor is authorised to dispose of the wagon.

The implementing provisions and the documents to be used are shown in [Appendix 7](#).

### **13 Circumstances preventing haulage**

The provisions of Articles 20 and 22 §§ 1 and 6 CIM apply by analogy to circumstances preventing haulage and their consequences. Nevertheless, only the consignor is authorised to give instructions.

The implementing provisions and the documents to be used are shown in [Appendix 8](#).

### **14 Circumstances preventing handover**

The provisions of Articles 21 and 22 §§ 1 and 6 CIM apply by analogy to circumstances preventing handover and their consequences. Nevertheless, only the consignor is authorised to give instructions.

The implementing provisions and the documents to be used are shown in [Appendix 9](#).

### **15 Languages**

The documents described in points 11 to 14 above, are to be printed in one or more languages of which one must be either English, or French or German. Alternative arrangements may be made by agreement with the railway undertaking.

### **16 Creation and transmission**

The documents described in points 11 to 14 above are to be transmitted in an appropriate written form. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, forms to download, complete, print-out and send electronically are available on [www.cit-rail.org](http://www.cit-rail.org).

## **F. Final and transitional provisions**

### **17 Entry into force**

This manual enters into force on 1 January 2017.

### **18 Transitional provisions**

Empty wagons accepted for haulage as means of transport before 1 January 2017 remain subject to the GCU and the provisions for its implementation in force at the time of the acceptance for haulage.



## Functional and legal requirements for the electronic wagon note

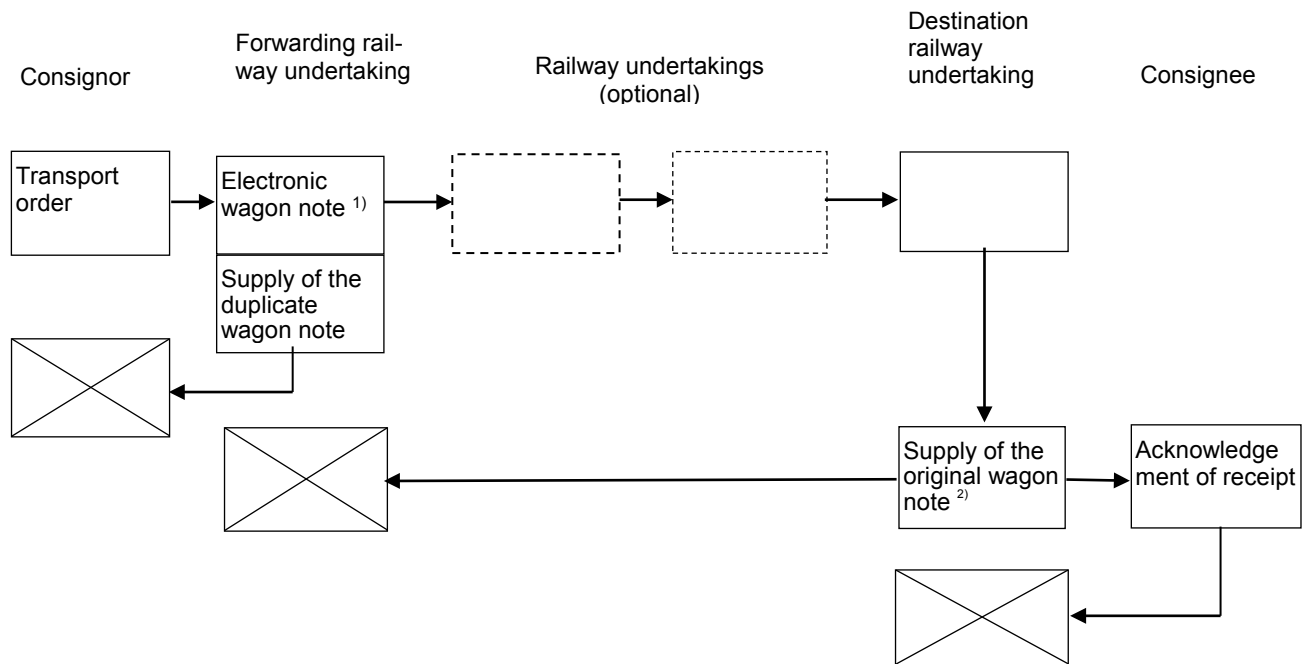
### 1 General provisions

The procedure agreed for the relationships between keepers and railway undertakings and between railway undertakings themselves, in particular must ensure that:

- a) electronic documents are authenticated;
- b) data is kept secure and protected;
- c) electronic documents can be transformed into legible written symbols and printed;
- d) amendments and additions to an electronic wagon note are recorded and earlier data retained;
- e) data is conserved in accordance with the rules on timescales, the rules of the national law and the EDI contract;
- f) data on dangerous goods consignments is available at all times and unrestrictedly to railway undertakings for their own internal checks before departure and during transit (see UIC Leaflet 471-3), also in the case of irregularities or accidents, and for checks made by the competent authorities; also see sub-section 5.4.0 RID.

## 2 Transmission of the messages

### 2.1 Structure



1) The right to process the electronic wagon note belongs to the railway undertaking which has custody of the wagon. If necessary, the electronic wagon note is to be updated by each of the railway undertakings. If the electronic wagon note message is sent before handover of the wagon, the railway undertakings are to agree which message establishes the time of handover of the right to process the wagon note from one railway undertaking to the other.

2) The supply of the original of the wagon note message is only sent to the forwarding user railway undertaking if this has been agreed with the last user railway undertaking. This message may also contain charges note data which has to be returned.

### 2.2 Table

The table below lists:

- the EDI messages to be sent,
- the cases in which they must be sent,
- the time they are to be sent,
- the sender and recipient of the message.

General principle: EDI messages only have legal effect when the IT system of the EDI recipient receives the messages.

EDI message	In what circumstances	When	EDI sender/ EDI recipient
Transport order <sup>1</sup>	In order to haul an empty wagon as a means of transport	At latest when the wagon is handed over	- Consignor - Forwarding railway undertaking
Electronic wagon note	To accompany the wagon; updating the data as necessary in the case of: - handover between railway undertakings; - production of a wagon damage report; - handover; - claim.	At latest when the wagon is handed over to the next railway undertaking, or to the consignee	- Forwarding railway undertaking - Other railway undertakings
Supply of the duplicate wagon note	After the wagon is accepted	At latest before departure of the train	- Forwarding railway undertaking - Consignor
Supply of the original wagon note	After arrival at destination	Before the wagon is made available to the consignee	- Destination railway undertaking - Consignee /Forwarding railway undertaking <sup>2</sup>
Acknowledgement of receipt <sup>3</sup>	After handover of the wagon to the consignee	At latest on the working day following the day of handover	- Consignee - Destination railway undertaking

### 3 Content of the messages and rights of access to data

#### 3.1 Notes on the contents of messages

When optional data is contained in a message, it becomes conditional data in the subsequent messages.

M = mandatory data  
C = conditional data (mandatory if the condition is satisfied)  
O = optional data

\* = Subject to prior agreement between the customer and railway undertaking, data marked with an \* in the first column of the table in [point 3.3](#) may be repeated for full trainloads and groups of wagons.

#### 3.2 Notes on the rights of access to data

Access to wagon note data is only allowed to participants who have concluded an EDI contract and who also take part in the haulage of the empty wagon.

Three types of access are to be distinguished:

- read 'R',
- write (also includes the right to read) 'W' and
- amend (also includes the right to read and write).

<sup>1</sup> This message may be replaced by another means.

<sup>2</sup> The 'Supply of the original of the wagon note' message is to be sent to the forwarding user railway undertaking only if agreed with the last user railway undertaking. This message may also contain charges note data which has to be returned.

<sup>3</sup> This message may be replaced by another means.

The right to read is ensured through an interface or by means of messages exchanged between the parties under the terms of the agreement signed between them. The right of a railway undertaking to write and amend data is limited to the railway undertaking which has custody of the empty wagon.

The table shown in [point 3.3](#) (Content of the messages and rights of access to the data) contains details of the various participants' rights of access to groups of data. Since the right to amend data is subject to different conditions and limitations, those conditions and limitations are shown using the codes in the table below.

<b>Code</b>	<b>Conditions and limitations</b>
1	No limitations.
2	Add the code. Amendment only following a subsequent order or and instruction from the person entitled.
3	Amendment only following a subsequent order or and instruction from the person entitled
4	Amendment only following a subsequent order or and instruction from the person entitled or when the accompanying documents are withdrawn en route
5	Add the code. Amendment only when the location and code do not correspond or following a subsequent order or and instruction from the person entitled.
6	Amendment only in the event of an error or transshipment.
7	With the agreement of the consignor.
8	Amendment in the event of examination.
9	Additional data. Amendment in the event of examination.
10	Amendment only following a subsequent order or an instruction from the person entitled.
11	Coding by the forwarding railway undertaking.
12	Coding by the destination railway undertaking.

Competent administrative authorities acting within the scope of their powers also have a right of access. Those rights are not shown in the table.



3.3 Table: content of the messages and rights of access to the data

Data		EDI messages					Access rights			
No of the data group	Data item	Transport order	Electronic wagon note	Supply of the duplicate of the wagon note	Supply of the original of the wagon note	Acknowledgement of receipt	Consignor	Forwarding railway undertaking	Other railway undertakings	Consignee
1	Consignor	M	M	M	M		W	R	R	R
2	Customer code for the consignor	O	C	C	C		W	2	2	R
3	Customer code for the payer of pre-paid charges	O	C	C			W	2	2	R
4	Consignee	M	M	M	M		W	3	3	R
5	Customer code for consignee	O	C	C	C		W	2	2	R
6	Customer code for the payer of non pre-paid charges	O	C	C	C		W	2	2	R
7	Consignor's declarations	C	C	C	C		W	3	3	R
8	Consignor's reference	O	C	C	C		W	3	3	R
9*	Documents attached	C	C	C	C		W	4	4	R
10	Delivery point	M	M	M	M		W	3	3	R
11	Code for the delivery point	O	C	C	C		W	2	2	R
12	Code for the station serving the delivery point	M	M	M	M		W	5	5	R
13	Commercial specifications	C	C	C	C		W	3	3	R
14	Number of the customer agreement or tariff	C	C	C	C		W	3	3	R
15	Information for the consignee	O	C	C	C		W			R

Data		EDI messages					Access rights			
No of the data group	Data item	Transport order	Electronic wagon note	Supply of the duplicate of the wagon note	Supply of the original of the wagon note	Acknowledgement of receipt	Consignor	Forwarding railway undertaking	Other railway undertakings	Consignee
16	Acceptance	M	M	M	M		W	R	R	R
17	Code for the acceptance point	O	C	C	C		W	W	W	R
18*	Wagon No									
19	Sectional invoicing	C	C	C	C		W	3	3	
20	Payment instruction	C	C	C	C		W	3	3	R
21*	Description of the goods <sup>1</sup>	M		M	M		W	7	7	R
22	Exceptional consignment	C		C	C		W	7	7	R
23	RID	C		C	C		W	7	7	R
24*	NHM code	M	M	M	M		W	8	8	R
25*	Mass [weight]									
26	Declaration of value									
27	Interest in delivery									
28	Cash on delivery									
29	Place and date made out	M	M	M	M		W	7	7	R
30	Description of the document	M	M	M	M	O	W	10	10	R
40	Coding box 1		C	O	C		R	11	11	R
41	Coding box 2							11	11	
42	Coding box 3							11	11	
43	Coding box 4							11	11	

<sup>1</sup> Only the number of the wagon is mandatory. The other data is conditional or optional – see [Appendix 2](#).

Data		EDI messages				Access rights				
No of the data group	Data item	Transport order	Electronic wagon note	Supply of the duplicate of the wagon note	Supply of the original of the wagon note	Acknowledgement of receipt	Consignor	Forwarding railway undertaking	Other railway undertakings	Consignee
44	Coding box 5				F			12	12	R
45	Coding box 6							12	12	
46	Coding box 7							12	12	
47	Coding box 8							12	12	
48	Examination									
49	Prepayment coding		M					1	1	
50	Route		M	M	M		R	1	1	R
51	Customs procedures		C				R	1	1	R
52	Charges note		C		C		R	1	1	R
53	Cash on delivery receipt		C				R	1	1	
54	Formal report		C	C	C		R	1	1	R
55	Extension of transit period		C	C	C		R	1	1	R
56	Carrier's declarations		C	C	C		R	1	1	R
57	Other carriers		C	C	C		R	1	1	R
58	a) Contractual carrier		M	M	M		R	1	R	R
	b) Simplified transit procedure for rail		C	C	C		R	1	R	R
59	Date of arrival				M		R	12	12	R
60	Made available				C		R	12	12	R
61	Acknowledgement of receipt					C	R	R	R	W

Data			EDI messages				Access rights			
No of the data group	Data item	Transport order	Electronic wagon note	Supply of the duplicate of the wagon note	Supply of the original of the wagon note	Acknowledgement of receipt	Consignor	Forwarding railway undertaking	Other railway undertakings	Consignee
62	Consignment number		M	M	M	M	R	W	R	R
70	Code for the charging sections		M	M	M		R	1	1	R
71	Route code		C	C	C		R	1	1	R
72	NHM code		M	M	M		R	1	1	R
73	Currency		C	C	C		R	1	1	R
74	Charged mass [weight]		C	O	C		R	1	1	R
75	Customer agreement or tariff applied		M	M	M		R	1	1	R
76	Km/Zone		C	O	C		R	1	1	R
77	Supplements, fees, deductions		C	O	C		R	1	1	R
78	Unit price		C	O	C		R	1	1	R
79	Charges		C	C	C		R	1	1	R
80	Cash on delivery		C		C		R	1	1	R
81	Charges paid		C	O			R	1	1	
82	Charges due		C	O	C			1	1	R
83	Exchange rate for charges paid		C	C			R	1	1	

Data			EDI messages				Access rights			
No of the data group	Data item	Transport order	Electronic wagon note	Supply of the duplicate of the wagon note	Supply of the original of the wagon note	Acknowledgement of receipt	Consignor	Forwarding railway undertaking	Other railway undertakings	Consignee
84	Charges to be paid by the consignor		C	C			R	1	1	
85	Charges to be paid by the consignee		C	C	C			1	1	R
86	Exchange rate for charges due		C	C	C			1	1	R
87	Charging section in the invoicing currency to be paid by the consignor		C	C			R	1	1	
88	Charging section in the tariff currency to be paid by the consignor		C	O			R	1	1	
89	Charging section in the tariff currency to be paid by the consignee		C	O	C			1	1	R
90	Charging section in the tariff currency to be paid by the consignee		C	C	C			1	1	R
91	Total of supplementary sheets brought forward charges paid		C	C			R	1	1	
92	Total of supplementary sheets brought forward charges due		C	C	C			1	1	R
93	Grand total of the amounts to be raised on forwarding		C	C			R	1	1	
94	Grand total of the amounts to be raised on arrival				C			1	1	R
99*	Customs endorsements									

## 4 Printouts

### 4.1 Production

The electronic wagon note is to be printed out if necessary.

Printouts are to comply with the specimen paper wagon note (see [point 10](#) and **Appendices 4a** and **4b**), subject to the following derogations:

- a) colour of print: as in the specimen or black,
- b) content:
  - all the data contained in the electronic wagon note record at the time of printing out which the person entitled to the printout has a right to read. The following details must also be printed at the top of the document:
    - a note Printout of the electronic wagon note – YYYY-MM-DD (date of printing) – produced by ... (user railway undertaking) or a note Printout of the electronic wagon note equivalent to a paper wagon note – YYYY-MM-DD (date of printing) – produced by ... (user railway undertaking), where the consignment is transferred during transit to a railway undertaking which is not connected to the IT system,
    - the endorsement 'Copy' when an extra printout has to be produced because of the loss of or damage to the original printout,
    - the title of the printout;
- c) paper size and layout: depart as little as possible from the specimen. Within certain boxes, the position marks need not be printed;
- d) paper: suitable for the printer being used.

Printouts may only be produced once with a given title (also see [point 4.2](#)). Sheet 2 (Invoice) is an exception because along the route of a given traffic flow there will be railway undertakings which do not need paper documents to accompany movements and those which do, it must therefore be possible to produce such a printout a number of times.

The system must record the production of every printout together with the following data: type of document, date, time and the initiator of the printout.

Printouts shall be automatically given to partners not connected to the IT system. Partners linked to the IT system are to receive them on demand.

The parties to the contract of use are to recognise that printouts complying with the provisions above have the same legitimacy as a wagon note.

The provisions dealing with the presentation and processing of the paper wagon note in the case of subsequent orders, instructions and claims apply equally to printouts.

#### 4.2 Titles and functions of printouts and persons entitled to them

Title	Function	Person entitled
Sheet 1 Original of the wagon note	- Supply of the original of the wagon note, allowing the consignee to take delivery of the wagon - Document to be produced in support of a claim	Consignee
Sheet 2 Invoice	- Internal railway accounting document	User railway undertaking during transit or at destination
Sheet 2a Supplementary sheet for intermediate section <sup>1</sup>	- Permits a section to be invoiced separately	Invoicing user railway undertaking
Sheet 3 Arrival note/Customs	- Internal railway document	Destination user railway undertaking
Sheet 4 Duplicate of the consignment note	- Confirmation of the acceptance of the wagon - Document to be produced in support of a claim.	Consignor
Sheet 5 Duplicate invoice	- Internal railway document	Forwarding user railway undertaking

#### 4.3 Supplementary sheets

If the length of data held in electronic wagon note records is too long for the space available in the appropriate boxes of the printouts or if data from the back of the wagon note is to be printed out, the following procedure is to be adopted:

- the principal printout is to be produced;
- one or more supplementary sheets are to be produced. These supplementary sheets must show the wagon note reference (consignment identification number) of the wagon note to which they belong, the date of acceptance of the wagon and show the data from those boxes of the electronic wagon note which could not be printed on the principal printout because of a shortage of space. The data is to be printed one field after another identified by the numbers of the corresponding boxes of the paper wagon note. On the principal printout, the remark 'see supplementary sheet' is to be printed instead of the data itself in those boxes for which the data was too long.

#### 4.4 Full train loads and groups of wagons

If several wagons are consigned together with a single wagon note, a wagon list complying with [Appendix 5](#) is to be printed out as a supplementary sheet.

### 5 **Mixed system**

#### 5.1 Need for the system and definition of the system

In anticipation of comprehensive implementation, a mixed system may be agreed in order to be able to use the electronic wagon note on sections of the journey. It will allow different data media to be used for one and the same wagon (paper wagon note, electronic wagon note, printout used as a paper wagon note).

#### 5.2 Evidential value of the various media

The various data media used for a given wagon are to have the same evidential value. Where there is a contradiction<sup>2</sup>, for relationships between railway undertakings, railway undertakings to

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<sup>1</sup> See point 3 of [Appendix 4](#).

<sup>2</sup> There is no contradiction when data is added subsequently or amended in accordance with the wishes of the parties to the contract of use.

which wagons are handed over with printouts used as paper wagon notes are liable on the basis of the data shown on those printouts, whereas railway undertakings to which wagons are handed over with paper wagon notes and who then input the data into electronic wagon note records are liable on the basis of the information shown on the paper wagon notes.

### 5.3 Agreement to the mixed system

Use of a mixed system is to be agreed between the participants. This may be by:

- concluding an EDI contract (cf. [point 7](#)) with partners linked to the system for electronic data exchange.
- concluding special agreements or in the context of a contact to work together or a customer agreement.

In addition, and in particular for free-standing agreements, specific legal clauses (scope, notice period, etc.) need to be included.

## 6 **IT system disruptions and failures**

Fall back alternatives for IT-system disruptions or failures are to be agreed in EDI contracts.



## Explanatory notes on the content of the wagon note

### 1 Languages

The wagon note is to be printed in one or more languages of which one must be either English, or French or German. The consignor and carrier may agree alternative arrangements.

The wagon note is to be completed in one or more languages of which one must be either English, or French or German. The consignor and carrier may agree alternative arrangements. For consignments subject to the RID, only the states involved in the movement may agree alternative arrangements.

### 2. Boxes on the wagon note and their content

Notes:

- Except where otherwise agreed between the consignor and the user railway undertaking, boxes 1 to 30 are to be filled out by the consignor.
- If the space within a box is inadequate and the edge of the box is marked with a dotted line, the entry may be continued outside the box. The clarity of entries within the boxes encroached on must not be compromised. When there is still inadequate space even after doing so, supplementary sheets must be used. These supplementary sheets will become an integral part of the wagon note and must be the same size as the wagon note and be produced in the same quantity as the wagon note has sheets. In addition to the data for which there has been no space on the consignment note, the consignment number and the date of acceptance of the wagon must be entered on these supplementary sheets. A reference to these supplementary sheets in the wagon note is also necessary.
- The informations in boxes 7, 13, 14, 55, 56 and 57 are entered in codes and partly in plain text. To avoid ambiguity, in all correspondence the code values must be identified by their box number (for example code 5 in box 7 must be described as 'code 7.5').
- Status:
  - . M = mandatory information
  - . C = conditional information (mandatory if the condition is satisfied)
  - . O = optional information

Box No	Status of information	Information
1	M	<b>Consignor:</b> Name, postal address (including country code in accordance with ISO 3166), signature and if possible the telephone or fax number (with international prefix) or e-mail address of the consignor. The signature is to be replaced by the consignment number shown in box 62 unless specially agreed otherwise between the consignor and user railway undertaking. For consignments moving between the Member States of the European Union, the consignor should also provide his VAT registration number if he has one.
2	O	<b>Customer code for the consignor.</b> If the customer code is missing, it may be entered by the user railway undertaking.
3	O	<b>Customer code for the payer of pre-paid charges</b> if not the consignor. If the customer code is missing, it may be entered by the user railway undertaking if it can be inferred from information entered in boxes 13 or 14.
4	M	<b>Consignee:</b> Name, postal address (including country code in accordance with ISO 3166) and if possible the telephone or fax number or e-mail address of the consignee. For consignments moving between the Member States of the European Union, the consignor should also provide the VAT registration number of the consignee if he has one and if the consignor knows it.
5	O	<b>Customer code for the consignee.</b> If the customer code is missing, it may be entered by the user railway undertaking.
6	O	<b>Customer code for the payer of non-pre-paid charges</b> if not the consignee. If the customer code is missing, it may be entered by the user railway undertaking if it can be inferred from information entered in boxes 13 or 14.
7	C	<b>Consignor's declarations</b> committing the carrier. Enter the code and the additional information which is necessary. Code Meaning 5 Emergency telephone number for irregularities or accidents with empty uncleaned wagons containing the residue of dangerous goods: ... 9 Agreed transit period: ... 10 Completion of administrative formalities: ... 11 Exceptional consignment: ... (reference number for each of the user railway undertakings/ infrastructure managers involved) 16 Other declarations: ... (designation of a representative, request for attention to be given to the consignment en-route, etc.) 18 Restrictions on the operation of the wagon known to the consignor (e.g. limited speed, etc.) 25 Keeper Article 17 GCU: ... (Name of the railway undertaking)
8	O	<b>Consignor's reference</b>
9	C	<b>Documents attached:</b> listing of all the accompanying documents needed for haulage which are attached to the wagon note. For the paper wagon note: details of supplementary sheets. When the consignor uses a multimodal dangerous goods form in accordance with section 5.4.5 RID, it is to be treated as a supplementary sheet. The documents are to be indicated in code and in plain text on the paper wagon note, but only in code on the electronic wagon note. Additional information may be added in a free text area for each code. The UN/EDIFACT 1001 list of codes ( <a href="http://www.uncece.org">www.uncece.org</a> ) is to be used to code accompanying documents.
10	M	<b>Delivery point,</b> supplemented by details of the destination station in accordance with DIUM and country in accordance with the appendix to UIC leaflet 920-14.
11	O	<b>Code for the delivery point.</b> If the code is missing, it may be entered by the user railway undertaking.

Box No	Status of information	Information
12	M	<b>Code for the station servicing the delivery point.</b> International code for the station in accordance with DIUM serving the delivery point for the consignment. If the code is missing, it must be entered by the user railway undertaking.
13	C	<b>Commercial specification.</b> Code Meaning 1 Route ... 2 Traffic flow ... 3 User railway undertakings mandated to perform the haulage, section 4 Defined frontier stations ... (for exceptional consignments) 5 Other conditions requested ... (for example, EDI contract number if an electronic wagon note is used or numbers of other customer agreements or tariffs – the number of the customer agreement/tariff which covers the section performed by the railway undertaking which first takes charge of the wagon is shown in box 14).
14	C	<b>Number of customer agreement or tariff:</b> Number of the customer agreement or tariff, which covers the section performed by the railway undertaking which first takes charge of the wagon, preceded by the identifier code 1 for customer agreements and 2 for tariffs.
15	O	<b>Information for the consignee:</b> Information from the consignor to the consignee relating to the consignment. This information is not to commit the user railway undertaking.
16	M	<b>Acceptance:</b> Point (including station code in accordance with DIUM and country code in accordance with the appendix to UIC leaflet 920-14), date and time (month, day and hour) at which the wagon was accepted. The station and country may be given in plain text on paper consignment notes. Note: When details of the actual acceptance differ from those of the consignor given here, the user railway undertaking which accepted the wagon is to note the difference in box 56 (carrier's declarations).
17	O	<b>Code for the acceptance point:</b> The user railway undertaking is to provide the consignor with the code in the customer agreement. If the code is missing, it may be entered by the user railway undertaking.
18		<b>Wagon no.:</b> Not applicable to the wagon note (see note to box 21).
19	C	<b>Sectional invoicing:</b> If part or all of the journey is to be invoiced separately by a user railway undertaking other than the forwarding or destination user railway undertaking, enter the code for the user railway undertaking in accordance with the list of carrier codes ( <a href="http://www.cit-rail.org">www.cit-rail.org</a> ) or the country code in accordance with the appendix to UIC leaflet 920-14 in the left-hand column to indicate the section to be invoiced; enter the code for the user railway undertaking which is to invoice the amount in question in the right-hand column.
20	C	<b>Payment instructions:</b> Instructions for the payment of charges in accordance with <a href="#">point 4.3</a> of this manual. Absence of instructions is to mean that charges will be paid by the consignor.
21	M C C C C	<b>Description of the goods:</b> Enter in order - the painted number(s) of the wagon(s) - for empty uncleaned wagons containing the residue of dangerous goods, the information required by section 5.4.1.1.6 RID - the number of axles - the tare - the length over buffers in decimetres Note: a customs transit procedure is not necessary for empty wagons consigned as means of transport.
22	C	<b>Exceptional consignment:</b> A cross must be put in this box when the provisions for the international carriage of exceptional consignments provide for such an indication.
23	C	<b>RID:</b> Insert a cross when the wagon is subject to the RID.
24	M	<b>NHM code</b> ( <a href="http://www.uic.org">www.uic.org</a> )

Box No	Status of information	Information
25		<b>Mass [weight]:</b> Not applicable to the wagon note.
26		<b>Declaration of value:</b> Not applicable to the wagon note.
27		<b>Interest in delivery:</b> Not applicable to the wagon note.
28		<b>Cash on delivery:</b> Not applicable to the wagon note.
29	M	<b>Place and date completed:</b> Place and date (year, month, day) at which the wagon note was made out.
30	M	<b>Description of the document:</b> Mark the CUV box with a cross when an empty wagon is consigned as a means of transport (the document is used as a CIM wagon note when a consignment consists of the goods and the wagon or when an empty wagon is consigned as goods – also see <a href="#">point 2 para. 3</a> of this manual). If wagons and goods subject to the CIM are consigned together with empty wagons moving as means of transport under the CUV, then at least the CIM box must be crossed on the consignment note. The following remark must be made in box 21: This CIM consignment note takes effect as a CUV consignment note for those wagons marked with NHM code 9921.xx or 9922.xx on the wagon list. Reference clauses: (on the left of box 30): these clauses are pre-printed on the paper wagon note and stored in the electronic wagon note.
40	O	<b>Coding box 1:</b> 6 character box to be used by the forwarding user railway undertaking. If necessary, a train number may be entered.
41	O	<b>Coding box 2:</b> 4 character box to be used by the forwarding user railway undertaking.
42	O	<b>Coding box 3:</b> 4 character box to be used by the forwarding user railway undertaking.
43	O	<b>Coding box 4:</b> 4 character box to be used by the forwarding user railway undertaking.
44	O	<b>Coding box 5:</b> 6 character box to be used by the destination user railway undertaking. If necessary, a train number may be entered.
45	O	<b>Coding box 6:</b> 4 character box to be used by the destination user railway undertaking.
46	O	<b>Coding box 7:</b> 4 character box to be used by the destination user railway undertaking.
47	O	<b>Coding box 8:</b> 4 character box to be used by the destination user railway undertaking.
48		<b>Examination:</b> Not applicable to the wagon note.
49	M	<b>Prepayment coding:</b> Coding of the instructions for the payment of charges in accordance with UIC leaflet 920-7 [2 characters for the code for the instruction on payment, 5 x 2 characters for the codes of the charges to be paid by the consignor, 2 characters for the country code + 6 characters for the station code ('up to ...').
50	M	<b>Route:</b> Details of the actual route using codes in accordance with UIC leaflet 920-5. These Codes may be supplemented by the route in plain text. Where there have been circumstances preventing carriage, indicate the new route as necessary with the endorsement 'diverted because of ...'.
51		<b>Customs procedures:</b> Not applicable to the wagon note.
52	C	<b>Charges note:</b> - Insert a cross if a charges note is attached to the wagon note. - Indicate the date on which the charges note was returned (month, day). In the CUV wagon note for combined transport, this information is replaced by the following entries which are to be made in box 56 - Charges note made out on ... - Charges note returned on ...
53		<b>Notification of payment:</b> Not applicable to the wagon note.
54	C	<b>Formal report:</b> Details of the number of the wagon damage report, the date it was made out (month, day) (see Appendix 4 to the GCU) and the code of the user railway undertaking in accordance with the list of carrier codes ( <a href="http://www.cit-rail.org">www.cit-rail.org</a> ) which made it out.

Box No	Status of information	Information
55	C	<p><b>Extension of transit period:</b> Where the transit period is extended, enter the code for the cause, the beginning and the end (month, day, hour) and the location of the extension:</p> <p>4 Circumstances preventing haulage 5 Circumstances preventing handover 9 Other causes: ...</p>
56	C  O	<p><b>Carrier's declarations:</b> As applicable, declarations by the user railway undertaking such as</p> <ul style="list-style-type: none"> <li>- point, date and time of acceptance if they differ from the information given by the consignor in box 16;</li> <li>- agreed transit period if the details given by the consignor in box 7 are not correct;</li> <li>- wagon unsuitable for exchange;</li> <li>- place, date and time that the wagon was stopped or that it continued its journey;</li> <li>- mixed system for the electronic wagon note: <ul style="list-style-type: none"> <li>• Printouts created in ... [location] ... by ... [railway undertaking code] or</li> <li>• Conversion into electronic data in ... [location] ... by ... [railway undertaking code];</li> </ul> </li> <li>- the number of the contract to subcontract and the code for the substitute railway undertaking (to be provided by the user railway undertaking which concluded the contract to subcontract with the substitute railway undertaking).</li> </ul>
57	C	<p><b>Other carriers:</b> Undertaking code in accordance with the list of carrier codes (<a href="http://www.cit-rail.org">www.cit-rail.org</a>) and optionally name and postal address of user railway undertakings other than the user railway undertaking that accepted the wagon for its empty journey; section to be performed in code in accordance with DIUM and optionally in plain text.</p> <p>This box is to be filled out by the forwarding carrier, but only if user railway undertakings other than the user railway undertaking that accepted the wagon for its empty journey participate in the performance of the haulage.</p>
58	M	<p><b>a) Contractual carrier:</b> Undertaking code in accordance with the list of carrier codes (<a href="http://www.cit-rail.org">www.cit-rail.org</a>) and optionally name and postal address of the user railway undertaking that accepted the wagon for its empty journey plus signature. The signature is to be replaced by the consignment number shown in box 62 unless specially agreed otherwise between the consignor and user railway undertaking.</p> <p><b>b) Simplified transit procedure for rail:</b> Not applicable to the wagon note. A customs transit procedure is not necessary for empty wagons consigned as means of transport.</p>
59	O	<p><b>Date of arrival:</b> Date of arrival of the wagon at the destination station (year, month, day). The user railway undertaking may add an arrival number.</p> <p>Below this box, number and description of the sheet of the wagon note. This information is to be pre-printed on the paper wagon note and stored in the electronic wagon note record.</p>
60	C	<p><b>Made available:</b> Time (month, day, hour) that the wagon is made available to the consignee. This information on the wagon note may be replaced by another means.</p>
61	C	<p><b>Acknowledgement of receipt:</b> Date and signature of the consignee at the time of delivery.</p> <p>Acknowledging receipt on the wagon note itself may be replaced by another means.</p>
62	M	<p><b>Consignment number:</b> Identification number of the consignment [country code in accordance with the appendix to UIC leaflet 920-14 and station code in accordance with DIUM, code for the forwarding carrier or substitute carrier in accordance with the list of carrier codes (<a href="http://www.cit-rail.org">www.cit-rail.org</a>) and consignment number].</p> <p>On paper wagon notes, a control label is applied to sheets 2 (invoice) and 5 (duplicate invoice). When identification numbers for consignments are allocated by computer, control labels need not be used.</p> <p>If a group of wagons is taken out of service, a new wagon note is to be made out. The consignment identification number of the original consignment is to be re-used.</p>

## Charging sections

- a) Charging sections A to G all have the same format. In order to avoid any ambiguity, in any correspondence, the boxes in the sections must be qualified by the number of the section in question (for example A.70).
- b) Use of boxes 79 of charging sections A to C on the front and use of boxes 81 to 90 of charging sections A to G on the back is optional.
- c) Every user railway undertaking which enters charges to account is to use a distinct charging section. If there are insufficient charging sections, supplementary sheets must be used (only applicable to paper wagon notes).

Box No	Status of information	Information
70	M	<b>Codes for the charging sections:</b> International codes for the country in accordance with the appendix to UIC leaflet 920-14 and station or point in accordance with DIUM at the beginning and end of the charging section or location at which just charges accrue.
71	C	<b>Route code</b> when the customer agreement or the tariff applied provides for it.
72	O	<b>NHM code:</b> NHM code determining the charges ( <a href="http://www.uic.org">www.uic.org</a> ).
73	M	<b>Currency:</b> Code for the tariff currency in accordance with <a href="#">Appendix 10</a> .
74	O	<b>Charged mass [weight],</b> separately by tariff and NHM code.
75	M	<b>Customer agreement or tariff applied</b>
76	O	<b>Km/Zone:</b> Tariff distance, expressed in km or zones, between the stations or points corresponding to the beginning and end of the charging section.
77	O	<b>Supplements, fees, deductions</b>
78	O	<b>Unit charge,</b> including any supplements and deductions separately by NHM code.
79	C	<b>Charges:</b> Description of the charges in accordance with <a href="#">point 4.2</a> of this manual with the individual amounts.
80		<b>Cash on delivery: Not applicable to the wagon note.</b>
81	O	<b>Charges paid:</b> Haulage charges to be paid by the consignor in the tariff currency, separately by tariff and NHM code.
82	O	<b>Charges due:</b> Haulage charges to be paid by the consignee in the tariff currency separately by tariff and NHM code.
83	O	<b>Exchange rate for charges paid:</b> Exchange rate for amounts to be paid by the consignor which are not expressed in the invoicing currency.
84	O	<b>Charges to be paid by the consignor:</b> Total of the charges to be paid by the consignor in the tariff currency.
85	O	<b>Charges to be paid by the consignee:</b> Total of the charges to be paid by the consignee in the tariff currency.
86	O	<b>Exchange rate for charges due:</b> Exchange rate for amounts to be paid by the consignee which are not expressed in the invoicing currency.
87	O	<b>Charging section in the invoicing currency to be paid by the consignor</b>
88	O	<b>Charging section in the tariff currency to be paid by the consignor</b>
89	O	<b>Charging section in the tariff currency to be paid by the consignee</b>
90	O	<b>Charging section in the invoicing currency to be paid by the consignee</b>
91	C	<b>Total of supplementary sheets brought forward charges paid:</b> Total of charging sections shown on supplementary sheets to be raised on departure brought forward (only applicable to paper wagon notes).
92	C	<b>Total of supplementary sheets brought forward charges due:</b> Total of charging sections shown on supplementary sheets to be raised on arrival brought forward (only applicable to paper wagon notes).
93	O	<b>Grand total of the amounts to be raised on forwarding</b>
94	O	<b>Grand total of the amounts to be raised on arrival</b>
Box No	Status of information	Information
99		<b>Customs endorsements:</b> Not applicable to the wagon note.

## List of charges\*

### 1 General provisions

Charges include haulage charges and ancillary charges.

This list contains the main charges for services linked to haulage (part A) and the main ancillary charges (part B).

### 2 Part A: Charges directly related to haulage

These charges are covered by the instruction 'carriage charges paid'.

UIC code (paper documents)	UNECE code (electronic documents)	Designation	Meaning (see page 4)	Special feature (see page 5)
1	2	3	4	5
11	104063	Port charges	X	
12	104071	Additional for extra loading/discharging sites (incl. Axle changing)		
13	104102	Ferry-boat crossing or maritime crossing (charge for)		
14	104109	Break of journey (charge for)	X	
21	108004	Cost of carriage by special train		
23	108006	Charges for out of-gauge consignments		
24	110007	Mechanically refrigerated wagon charge		
26	104201	Costs for crossing the channel tunnel		
27	104159	Other costs not specified	X	

\* Article 10 CIM refers to these as 'costs'

### 3 Part B: Ancillary charges

UIC code (paper documents) 1	UNECE code (electronic documents) 2	Designation 3	Meaning (see page 4) 4	Special feature (see page 5) 5
		<b>Section 1 – Wagons handling costs</b>		
35	216023	Private siding at destination station (charge for)		
36	216024	Private siding at forwarding station (charge for)		
37	216031	Shunting at forwarding station (charge for)	X	
38	216045	Shunting charge at destination station or at intermediate station	X	
		<b>Section 2</b>		
		Deliberately left blank		
		<b>Section 3 – Transport equipment costs</b>		
50	401015	Wagon demurrage charge		
52	401017	Charge for using a wagon-carrying trailer on departure		
53	401018	Charge for using a wagon-carrying trailer on arrival		



UIC code (paper documents)	UNECE code (electronic documents)	Designation	Meaning (see page 4)	Special feature (see page 5)
1	2	3	4	5
		<b>Section 4 – Customs duties, taxes and fees</b>		
62	502009	VAT on charges collected by the user railway undertaking for traffic moving within the Member States of the European Union (EU)		X
		<b>Section 5 – Other costs</b>		
70	600018	Icing or re-icing charge		
71	600926	Cleaning or disinfection charge		
77	609019	Charges resulting from the fact that the consignor has entered in the wagon note particulars which are irregular/incorrect/incomplete or not in the allotted spaces (cf. article 8 § 1 CIM)		X
82	609128	Other ancillary charges		
83	609129	Other expenses		
84	609130	Other charges to be collected from consignee		X
85	609103	Sums collected by other administrative authorities		
86	609109	Charges for earlier carriage		X
		<b>Section 6 – Group codes</b>		
02	200999	All wagons handling costs (section 1)		
04	400999	All transport equipment costs (section 3)		
05	500999	All customs duties, taxes and fees (section 4)		
06	600999	All other costs (section 5)		

## Meaning of certain designations

UIC code	UNECE code	
11	104063	<i>Port charges</i>  These charges are raised in certain ports for various services (other than shunting) involved in transferring goods and wagons from the port installations to ships and vice-versa.
14	104109	<i>Break of journey (charge for)</i>  These charges are intended to cover the user railway undertaking's costs in providing a stop en route.
27	104159	<i>Other costs not specified</i>  These charges are raised by some user railway undertakings, for example for the provision of a covered wagon or a match wagon.
37	216031	<i>Shunting at forwarding station (charge for)</i>  These charges are raised when special shunting services are needed, for example for the provision, transfer to or removal of a wagon from a specific location in a station or a port.
38	216045	<i>Shunting charge at destination station or at intermediate station</i>  See code 37 above.

### Special features

UIC code	UNECE code	
62	502009	VAT on the charges raised by the user railway undertaking for traffic moving between Member States of the European Union (EU) is to be added to the before-tax charges invoiced to each debtor in accordance with the instruction on payment of charges to which the tax relates. VAT need not to be raised where fiscal rules exempt the user railway undertaking from raising it.
77	609019	These charges are to be paid by the consignor. The station at which these charges arise must enter them on the charges note (if a charges note is attached to the wagon note) or transfer them to the forwarding user railway undertaking.
84	609130	These charges may not be accepted by the consignor.
86	609109	Charges for earlier carriage must be paid by the consignee.



## Rules and recommendations for the CUV wagon note

### 1. Stationery

The rules below apply to stationery for the CUV wagon note (specimen [Appendix 4a](#)) and the CUV wagon note for combined transport (specimen [Appendix 4b](#)).

They are designed in the form of a pad of five numbered sheets:

Sheet		Retention of the sheet
No	Title	
1	Original of the wagon note	Consignee
2	Invoice	User railway undertaking at the destination
3	Arrival note/customs	User railway undertaking at the destination
4	Duplicate of the wagon note	Consignor
5	Duplicate invoice	Forwarding user railway undertaking

### 2. Recommendation for the paper and the colour

- **Paper:** pressure sensitive (using a chemical process), white, transfer colour black  
 first sheet = coated back 56 g/m<sup>2</sup>.  
 second to fourth sheet = coated front and back 53 g/m<sup>2</sup>.  
 fifth sheet = coated front 57 g/m<sup>2</sup>.

If wagon notes interleaved with carbon paper are used, papers with a mass (weight) of between 50 and 60 g/m<sup>2</sup> must be used.

- **Colour:** Pantone 348U (green)
- **Dimensions:** 211x297 mm  
 (including margin: 211x320 mm)

The following derogations from the wagon note designs are permitted:

- colour of print: black,
- content: no departure from the specimens,
- paper size and layout: depart as little as possible from the specimens,
- paper: suitable for the equipment being used to produce the wagon notes.

Special case: If CUV wagon notes are produced as printouts, if necessary the back is to be printed on a separate sheet on forwarding. If the back is not printed but charges arise en route, sheets 1, 2 and 3 of a CUV wagon note should be used as supplementary sheets and attached to the original wagon note.

**3. Separate invoicing for sections**

Wagon notes may be printed with a supplementary sheet to the standard layout to allow the separate invoicing of a section.

**4. Supplementary sheets for customers**

Wagon notes may be printed with supplementary sheets for the requirements of the consignor and consignee.



## **Specimen CUV wagon note**

A form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).







## **Specimen CUV wagon note for combined transport**

A form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).



## **Explanatory notes on the content of the wagon list**

- 1 Customer agreements are to set down what data wagon lists are to contain and how they are to be used. In addition the provisions below must be observed:
- 2 The wagon list must at least contain the information below; that information listed under letter b) should already be shown on the wagon note (the numbers of the boxes on the wagon note in which the information to go on the wagon list is to be found are shown within brackets).
  - a) Name of the document
    - Wagon list
  - b) Reference to the wagon note to which it is appended
    - Consignment identification number (box 62)
    - Date of acceptance (box 16)
    - Forwarding station (box 16)
    - Destination station (box 10)
    - Route (box 50)
    - Consignor (box 1)
    - Consignee (box 4)
  - c) Details of the wagons
    - Wagon number (box 21)
    - Details which the RID requires to be put on the wagon note when empty wagons carry the residues of dangerous goods (box 21)
    - NHM code (box 24)
  - d) Preparation of the wagon list
    - Address of the undertaking
    - Place and date
    - Signature
- 3 Paper consignment notes

Except where specially agreed otherwise, six copies of the wagon list are to be made out (one per sheet of the consignment note, plus an additional one in case wagons have to be detached from a block train or group of wagons).
- 4 Electronic consignment notes
  - 4.1 Consignment of block trains and groups of wagons with a single wagon note is also possible. Instead of a wagon list, appropriate information from the consignment note [Documents attached (box 9), Description of the goods and other relevant information (box 21) and NHM code (box 24)] is repeated in the EDI message.
  - 4.2 The provisions applicable to wagon lists apply by analogy to printouts of the electronic wagon note.
  - 4.3 In order to rationalise the processes to the greatest extent, the parties are to agree the rules which are necessary in advance.



## Charges note

A form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).

### Recommendation for the paper and the colour

- **Paper:** pressure sensitive (using a chemical process), white, transfer colour black  
first sheet = coated back 56 g/m<sup>2</sup>.  
second sheet: = coated front and back 53 g/m<sup>2</sup>.  
third sheet = coated front 57 g/m<sup>2</sup>.

If charges notes interleaved with carbon paper are used, papers with a mass (weight) of between 50 and 60 g/m<sup>2</sup> must be used.

- **Colour:** Pantone Warm Red U
- **Dimensions:** 211x297 mm  
(including margin: 211x320 mm)

Special case: charges notes produced as printouts must comply with the following conditions:

- Printing colour: as specimen or black,
- content: no departure from the specimen,
- paper size and layout: depart as little as possible from the specimen,
- paper: suitable for the printer being used.

If necessary, the back may be printed on a separate sheet on forwarding. If the back is not printed but charges arise en route, sheets 1 to 3 of a charges note should be used as supplementary sheets and attached to original charges note.



## Subsequent orders

### 1 General provisions

Within the framework of the contract of use, the consignor may amend the details of the journey being made by means of subsequent orders in accordance with [point 12](#).

### 2 Procedure

Subsequent orders are to be given in an appropriate written form. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a subsequent orders form to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). The content of subsequent orders must correspond with the specimen below and it is recommended that the layout be the same. Where subsequent orders are given by means of a document which is not pre-printed, the amendment required should be given both in code and in plain text. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

In parallel, the duplicate of the wagon note is to be given to the railway undertaking. The same amendments are to be entered on it.

### 3 The form

In the specimen form below, the terms below should be understood as meaning:

- carrier: railway undertaking
- consignment note: wagon note.

Code 5 'Complete customs' and other administrative authorities' formalities' does not apply.

Note: presentation of the duplicate of the wagon note or of a printout of the electronic wagon note is not obligatory if the right to amend the movement is proven in another way.





## Notification of circumstances preventing haulage – consignor's instructions

### 1 General provisions

In the event of circumstances preventing haulage within the meaning of [point 13](#), the railway undertaking is to take action to alleviate the circumstances on its own initiative, it is to notify the consignor and/or is to ask him for instructions.

### 2 Procedure

#### 2.1 Notification and request for instructions

The railway undertaking is to notify the consignor and/or is to ask him in an appropriate written form for instructions, See the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for seeking instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

#### 2.2 Transmission of the instructions

The consignor is to give the railway undertaking his instructions in an appropriate written form. Their content must correspond to the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for supplying instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. Where instructions are given by means of a document which is not pre-printed, the amendment required should be given both in code and in plain text. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

### 3 The form

In the specimen form below, the terms below should be understood as meaning:

- circumstances preventing carriage: circumstances preventing haulage
- carrier: railway undertaking
- consignment note: wagon note.

Note: presentation of the duplicate of the wagon note or of a printout of the electronic wagon note is not obligatory.



## Notification of circumstances preventing handover – consignor's instructions

### 1 General provisions

In the event of circumstances preventing handover within the meaning of [point 14](#), the railway undertaking is to ask for instructions from the consignor, unless the consignor has endorsed the wagon note to require the wagon to be returned without further formality.

### 2 Procedure

#### 2.1 Request for instructions

The railway undertaking is to ask the consignor in an appropriate written form for his instructions. See the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for seeking instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

#### 2.2 Transmission of the instructions

The consignor is to give the railway undertaking his instructions in an appropriate written form. Their content must correspond to the specimen below. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for supplying instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org). It is recommended that the layout be the same. Where instructions are given by means of a document which is not pre-printed, the amendment required should be given both in code and in plain text. The signature may be replaced by a stamp, an accounting machine entry or in any other appropriate manner.

### 3 The form

In the specimen form below, the terms below should be understood as meaning:

- circumstances preventing delivery: circumstances preventing handover
- carrier: railway undertaking
- consignment note: wagon note.

Note: presentation of the duplicate of the wagon note or of a printout of the electronic wagon note is not obligatory.



## Currency names and codes

ALL	Lek albanais Albanischer Lek Albanian lek	HRK	Kuna croate Kroatische Kuna Croatian kuna	RON	Nouveau leu roumain Neue rumänische Leu New Romanian leu
AMD	Dram arménien Armenischer Dram Armenian dram	HUF	Forint hongrois Ungarischer Forint Hungarian forint	RSD	Dinar serbe Serbischer Dinar Serbian dinar
BAM	Mark convertible Konvertierbare Mark Convertible mark	IQD	Dinar irakien Irakischer Dinar Iraqi dinar	RUB	Rouble russe Russischer Rubel Russian rouble
BGN	Lev bulgare Bulgarische Lew Bulgarian lev	IRR	Rial iranien Iranischer Rial Iranian rial	SEK	Couronne suédoise Schwedische Krone Swedish krona
CHF	Franc suisse Schweizer Franken Swiss franc	LBP	Livre libanaise Libanesisches Pfund Lebanese pound	SYP	Livre syrienne Syrisches Pfund Syrian pound
CZK	Couronne tchèque Tschechische Krone Czech koruna	MAD	Dirham marocain Marokkanischer Dirham Moroccan dirham	TND	Dinar tunisien Tunesischer Dinar Tunisian dinar
DKK	Couronne danoise Dänische Krone Danish krone	MKD	Denar macédonien Mazedonischer Denar Macedonian denar	TRY	Nouvelle livre turque Neues türkisches Pfund New Turkish lira
DZD	Dinar algérien Algerischer Dinar Algerian dinar	NOK	Couronne norvégienne Norwegische Krone Norwegian krone	UAH	Hryvnia ukrainien Ukrainischer Hryvnia Ukrainian hryvnia
EUR	EURO	PKR	Roupie pakistanaise Pakistanische Rupie Pakistani rupee	USD	Dollar USA USA-Dollar US dollar
GBP	Livre anglaise Englisches Pfund Pound sterling	PLN	Zloty polonais Polnischer Zloty Polish zloty	XDR	Droit de tirage spécial (DTS) Sonderziehungsrecht (SZR) Special drawing right (SDR)
GEL	Lari géorgien Georgischer Lari Georgian lari				