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Business Continuity Plan for the UCC Automated Export System (AES) 0.20 Printing Guidelines - EAD and EAD List of Items (LoI)	Första publicerade versionen.	2024-05-09

Business Continuity Plan for the UCC Automated Export System (AES)

EAD and EAD List of Items (LoI) - Printing Guidelines

This document contains the guidelines for the printout of the EAD and EAD LoI, that shall be read together with the embedded XLS file, where the templates to be used and the printing guidelines in relation to each box can be found.

Layout

Whilst the layout of the **EAD** is rigid, i.e., **each box** presents a **pre-defined area** (not expandable); the **boxes** of the **EAD LoI** must be considered as **vertically expandable**, 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 EAD, they shall be separated by semi-colon (;). In the EAD LoI each set of information shall be printed in one line. The EAD form provides information of declaration, goods shipment, and goods item levels (in the latter case, concerning two items of goods).

Box references

In most cases, the box name refers to the whole data group of the information that shall contain (e.g., Consignee [1303]). 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 (last sheet).

Printing of the BCP ID

The BCP ID must be printed in “MRN” BOX.

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 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. The models of the forms themselves are also reduced by the same ratio in all their components.

Printing of “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.

Fonts to be used

EAD

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

In principle, the layout should be printed according to the format provided in the forms in the Excel file (the general font size is 5). The following table provides information on specific items:

Item	Size	Style
Text ‘EUROPEAN UNION’	10	Capital letters + Bold
Text ‘EXPORT ACCOMPANYING DOCUMENT’	7	Capital letters + Bold
Box lines of field ‘EXPORT ACCOMPANYING DOCUMENT’	-	Thick border
Text ‘TYPE’	5	Capital letters + Bold
Box lines of field ‘TYPE’	-	Thick border

Text 'MRN'	5	Capital letters + Bold
Box lines of field 'MRN'	-	Thick border
Box lines of field 'Security'	-	Thick border
Text 'BUSINESS CONTINUITY PROCEDURE'	5	Capital letters + Bold
Lines above the fields for the controls by offices of Export and Exit	-	Thick border
Text 'CUSTOMS OFFICE OF EXPORT' [17 02]	5	Capital letters
Text 'CUSTOMS OFFICE OF EXIT' [17 01]	5	Capital letters
Text 'CONTROL BY CUSTOMS OFFICE OF EXPORT'	5	Capital letters
Text 'CONTROL BY CUSTOMS OFFICE OF EXIT'	5	Capital letters

EAD Lol

The boxes of the EAD Lol 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.

The following table provides information on specific items:

Item	Size	Style
Text 'EXPORT ACCOMPANYING DOCUMENT LIST OF ITEMS'	10	Capital letters + Bold

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 IE515 in its integral length in the corresponding box of the EAD. The chosen fonts should also preferably contrast with the layout of the documents.