

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

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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
COTIF	Convention concerning International Carriage by Rail
GLV-CIM	CIM Consignment Note Manual
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
NHM/GNG	Harmonised Commodity Code
OSJD	Organisation for Co-operation between Railways
RID	Regulation concerning the International Carriage of Dangerous Goods by Rail (Appendix C to COTIF)
SMGS	Agreement on International Freight Traffic by Rail
UTI	Intermodal Transport Unit (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 art. 40 CIM.
CIM/SMGS consignment note	CIM/SMGS consignment note to the design shown in Appendix 5 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.

Reconsignment point	<p>Interface between the CIM and SMGS regimes of carriage. The reconsignment point is</p> <ul style="list-style-type: none"> - for CIM → SMGS traffic: both the destination point for the CIM contract and the forwarding station for the SMGS contract, - for SMGS → CIM traffic: both the destination station for the SMGS contract and the acceptance point for the CIM contract
Seal	<p>For the purposes of this manual, the term “seal” is to be understood both as a seal and a sealing device</p>
Substitute carrier	<p>A carrier who has not concluded the contract of carriage with the consignor but to whom the carrier has entrusted the performance of the carriage by rail in total or in part. This definition only applies to the CIM contract of carriage</p>
Transshipment point/change of gauge point	<p>Location at which the consignment is transshipped or the wagon is regauged.</p>

3 Purpose of the manual

This manual contains a specimen of the CIM/SMGS consignment note and instructions for its use. It describes an alternative to the classic system of consignment with rewriting of a SMGS consignment note to a CIM consignment note or from a CIM consignment note to a SMGS consignment note at the reconsignment point.

4 Scope

This manual is intended for members of the CIT and their customers and to participants in the SMGS and their consignors and consignees and applies to consignments:

- initially subject to the CIM Uniform Rules and then subsequently to the SMGS, or vice versa, and
- which are presented for carriage with a CIM/SMGS consignment note, and
- which are carried by the CIM and SMGS carriers listed in Appendix 1 to this manual, and
- which remain under the supervision of a CIM or SMGS carrier at the reconsignment point.

Within the CIM area, the provisions of this manual are applicable if they have been agreed between the customer and carrier as well as between the carriers themselves. The use of a CIM/SMGS consignment note is presumed. In the SMGS area, the provisions of this manual apply only to those traffic axes specified by the SMGS participants which apply this manual.

B. Common provisions for paper and electronic consignment notes

5 Legal basis

Art. 6 § 8 CIM and art. 13 SMGS form the legal basis for the CIM/SMGS consignment note.

6 Conditions of use

Within the limitations laid down in this manual, the CIM/SMGS consignment note may be used as a CIM consignment note in the area in which the CIM applies and as an SMGS consignment note in the area in which the SMGS applies. The same principle also applies to the use of the CIM/SMGS consignment note as a customs document.

7 Content of the consignment note

Appendix 2 to this manual contains explanatory notes on the content of the CIM/SMGS consignment note.

8 Languages

8.1 Description of the boxes on paper consignment notes and on printouts of the electronic consignment note

Descriptions of the boxes are to be printed in two, or as appropriate three, languages of which one must be Russian and another English, French or German*. For consignments to or from the People's Republic of China, descriptions of the boxes are additionally to be printed in Chinese.

8.2 Content of the consignment note

The entries on the consignment note are to be in the following languages:

- a) Boxes which refer to both the CIM and SMGS contract of carriage: Russian plus English, French or German*. For consignments to the People's Republic of China, the consignment note may additionally be completed in Chinese,
- b) Boxes which only refer to the CIM contract of carriage: English, French or German*,
- c) Boxes which only refer to the SMGS contract of carriage: Russian. For consignments to the People's Republic of China, the consignment note may additionally be completed in Chinese.

9 Reconsignment points

Appendix 3 to this manual contains the list of reconsignment points.

* Parties involved in the movement may agree to use a language other than English, French or German. For dangerous goods consigned under the RID, only the states involved in the CIM contract of carriage may authorise a derogation on the language to be used for the information shown on the consignment note.

10 Contractual parties

10.1 Consignments from states which apply the CIM Uniform Rules

The consignor shown on the consignment note is the consignor for the CIM contract of carriage and simultaneously consignee of the CIM contract of carriage and consignor for the SMGS contract of carriage.

The last carrier under the CIM contract of carriage is authorised and obliged to act for the consignor in accordance with the consignor's instructions at the reconsignment point.

10.2 Consignments from states which apply the SMGS

The consignor shown on the consignment note is the consignor for the SMGS contract of carriage and simultaneously consignee of the SMGS contract of carriage and consignor for the CIM contract of carriage.

The final carrier under the SMGS contract of carriage is authorised and obliged to act for the consignor in accordance with the consignor's instructions at the reconsignment point.

11 Payment of charges

Except where otherwise agreed between the consignor and the carrier, the following provisions are applicable:

11.1 Consignments from states which apply the CIM Uniform Rules

Charges arising from the CIM contract of carriage are to be paid by the consignor.

Charges associated with the SMGS contract of carriage are to be paid by the consignee. If the consignee pays via a payer of charges, this person should be named in the consignment note.

11.2 Consignments from states which apply the SMGS

Charges associated with the SMGS contract of carriage are to be paid by the consignee. If the consignee pays via a payer of charges, this person should be named in the consignment note.

Charges arising from the CIM contract of carriage are to be paid by the consignee.

12 Liability, CIM/SMGS formal report, CIM/SMGS claims, payment of compensation

12.1 Liability

The provisions of the CIM Uniform Rules and the SMGS for liability remain unchanged by the use of a CIM/SMGS consignment note.

12.2 CIM/SMGS formal report

The CIM/SMGS formal report is to be made out in accordance with art. 42 CIM or art. 29 SMGS.

The explanatory notes on filling out the CIM/SMGS formal report together with a specimen of it are shown in Appendices 8 and 8.1 of this manual.

12.3 CIM/SMGS claims

12.3.1 Principles

Claims for the total or partial loss of or damage to goods in consignments accompanied by CIM/SMGS consignment notes are to be submitted and handled in accordance with the provisions of the CIM (art. 43 to 45 CIM) and of the SMGS (art. 46 SMGS) together with the provisions below:

12.3.2 The CIM/SMGS claims handling procedure for claims submitted in the area in which the CIM applies

If the CIM competent carrier establishes that the cause of the loss or damage did not lie or did not lie exclusively within in the area in which the CIM contract of carriage applies, he is to assess the claim for damages relating to liability in the area in which the CIM Uniform Rules apply and notify his decision to the person entitled.

For subsequent handling within the area in which the SMGS applies, the CIM competent carrier is to send the claim for damages together with the documentation submitted to the SMGS processing carrier¹ (Appendix 9 of this manual) and notify the person entitled that he has done so.

The SMGS processing carrier is to handle the claim and notify the results of the case to the competent carrier.

The CIM competent carrier is to notify the final result of the assessment of the claim to the person entitled.

Suspension of the period of limitation in the area in which the CIM Uniform Rules apply comes to an end when the documentation submitted is returned to the person entitled or the claim is sent on to the SMGS processing carrier .

12.3.3 The CIM/SMGS claims handling procedure for claims submitted in the area in which the SMGS applies

If the SMGS processing carrier (Appendix 9 of this manual) establishes that the cause of the loss or damage did not lie or did not lie exclusively within in the area in which the SMGS applies, it is to assess the claim for damages relating to liability in the area in which the SMGS applies and notify its decision to the claimant.

For subsequent handling within the area in which the CIM Uniform Rules apply, the SMGS processing carrier is to send the claim together with the documentation submitted to the last CIM carrier/CIM contractual carrier² (Appendix 9 of this manual) and notify the claimant that he has done so.

The last CIM carrier/CIM contractual carrier is to handle the claim and notify the results of the assessment of the claim to the SMGS processing carrier.

The processing SMGS carrier is to notify the final result of the assessment of the claim to the claimant.

¹ The processing carrier of the SMGS forwarding railway for consignments from the SMGS area to the CIM area; the processing carrier of the destination SMGS railway for consignments from the CIM area to the SMGS area.

² CIM contractual carrier for consignments from the CIM area to the SMGS area; last CIM carrier for consignments from the SMGS area to the CIM area.

12.3.4 List of addresses

The list of addresses of the departments of carriers to which claims must be sent for further handling under the CIM/SMGS claims procedure is given in Appendix 9 of this manual.

12.4 Payment of compensation

12.4.1 Principle

Payment of compensation for damages which have arisen from the total or partial loss of, or damage to, goods covered by a CIM/SMGS consignment note is to be made by the competent CIM carrier to the person entitled or by the processing SMGS carrier to the claimant. If the competent CIM carrier cannot make payment of the compensation approved direct to the person entitled or if the processing SMGS carrier cannot make payment of the compensation approved direct to the claimant, the provisions below apply.

12.4.2 Payment of compensation in accordance with point 12.3.2

Payment of compensation approved by the SMGS carrier is to be made by the competent CIM carrier to the person entitled once the competent CIM carrier has received the amount in question from the processing SMGS carrier.

12.4.3 Payment of compensation in accordance with point 12.3.3

Payment of compensation approved by the CIM carriers will be made by the competent railway department to the claimant once the processing SMGS carrier has received the amount in question from the competent CIM carrier.

12.4.4 Invoicing the compensation paid

Invoicing between CIM carriers and the processing SMGS carrier is to be in accordance with the agreements they have made between themselves.

13 **Seals**

The following special provisions apply to consignments from states which apply the CIM Uniform Rules:

- a) Covered wagons which have not been sealed by customs or other administrative authorities are to be sealed on forwarding either by the consignor or by the carrier, as agreed.
- b) The consignor is to seal closed UTI which are presented for carriage loaded.
- c) The tally number and description of the seals are to be entered on the consignment note (box 26 for customs and other administrative body seals and box 20 for consignor and carrier seals attached on forwarding).

14 Authorisations, agreements

14.1 List of addresses

Appendix 4 to this manual contains the list of addresses of departments to which applications for the authorisations and agreements below are to be sent.

14.2 Consignments from states which apply the CIM Uniform Rules

14.2.1 Authorisation to load

Exceptional consignments are only accepted for carriage after having been authorised in advance by the SMGS carriers participating in the movement.

Processing of the application:

Consignor (at least a month before the start of the CIM movement)
↓
CIM carrier (at the forwarding point under the CIM contract of carriage)
↓
SMGS carrier (at the reconsignment point)
↓
CIM carrier (at the forwarding point under the CIM contract of carriage)
↓
Consignor

After consulting the SMGS carriers taking part in the movement, the SMGS carrier at the reconsignment point is to provide the numbers of the authorisations. These numbers are to be entered in box 7 "Consignor's declarations" of the CIM/SMGS consignment note using code 19.

14.2.2 Consignments with defective packing

Consignments with packaging which is defective such as to raise serious concerns that its use may prevent transshipment of the goods, cause all or part of the goods to be lost, or damage the goods or railway vehicles, are accepted for carriage under the specific contractual conditions of SMGS Article 8.

Processing of the application:

Consignor (at least 14 days before the start of the CIM movement)
↓
CIM carrier (at the forwarding point under the CIM contract of carriage)
↓
SMGS carrier (at the reconsignment point)
↓
CIM carrier (at the forwarding point under the CIM contract of carriage)
↓
Consignor

After consulting the other SMGS carriers taking part in the movement, the SMGS carrier at the reconsignment point will provide the numbers of the authorisations for those movements to be performed under the specific conditions of carriage. These numbers are to be entered in box 7 "Consignor's declarations" of the CIM/SMGS consignment note using code 21.

14.3 Consignments from states which apply the SMGS

14.3.1 Agreement to carry

The SMGS contractual carrier must reach agreement with the CIM carrier at the reconsignment point before sending the consignment.

Applications for authorisation for each traffic axis and for a specific period of time are to be sent at least seven days before the beginning of the movement (or a month in the case of an exceptional consignment, even when the consignment is only considered exceptional over part of the route). They must contain at least the following information: traffic axis, description of the goods. After processing of the application with other CIM participating carriers, the CIM carrier at the reconsignment point will provide the SMGS contractual carrier with the authorisation number and as appropriate, the special conditions which are to be applied with effect from the forwarding railway station. The agreement number is to be entered in box 64 "Carrier's declarations" of the CIM/SMGS consignment note. See point 15.1 below.

For consignments which are to be carried as exceptional consignments within the CIM area and under CIM conditions, even if only over a section of the journey, the CIM carrier at the reconsignment point is to inform the SMGS contractual carrier of the authorisation number which is to be entered into box 7 of the consignment note under code 11.

If the characteristics of individual consignments differ from the information supplied and accepted in the authorisation process, the SMGS contractual carrier is to ask the CIM carrier at the reconsignment point if the authorisation can be extended to them or if a new authorisation is necessary. After consideration of the application, the CIM carrier at the reconsignment point is to inform the SMGS contractual carrier of the result.

15 **Customs processes**

15.1 Obligations regarding customs security procedures and other customs obligations

Before goods enter the European Union (EU), it is necessary to check that the customs security obligations and other customs obligations which apply to that territory have been satisfied.

If the simplified transit procedure for rail is to be used within the territory of the European Union (EU) or that of the contracting parties of the EU/EFTA Convention on a Common Transit Procedure, for consignments from states that apply the SMGS, the SMGS contractual carrier is to ensure that details of the contractual CIM carrier and the holder of the paper-based Union transit procedure are entered on the consignment note before the consignment enters the territory of the European Union. To allow this to be done, the CIM carrier at the reconsignment point is to inform the SMGS contractual carrier of the details to be entered in box 66 of the consignment note when he supplies the agreement number in accordance with point 14.3.1.

15.2 Supply of the invoice

For consignments from states in which the CIM Uniform Rules apply, the consignor is to supply the invoice for the goods with the consignment note.

16 Dangerous goods

Dangerous goods are only accepted for carriage if they satisfy the provisions of the RID and SMGS Appendix 2³.

17 Deliberately left blank

18 Loading tackle

18.1 Consignments via Poland and Romania

Except where otherwise agreed between the CIM carriers and SMGS carriers concerned, CIM carriers' loading tackle (wagon sheets etc.) will only accompany the consignment to the point of transshipment.

Privately owned loading tackle will accompany the consignment to the final destination station.

18.2 Consignments via Bulgaria, Hungary, Slovakia and the Sassnitz-Mukran – Klaipeda ferry

CIM carriers' loading tackle (wagon sheets etc.) is not permitted.

Privately owned loading tackle will accompany the consignment to the final destination station.

C. Paper consignment note

19 Specimen

A specimen consignment note is shown in Appendix 5 to this manual. It consists of six numbered sheets in A4 format:

Sheet		Retention of the sheet
No	Description	
1	Original of the consignment note	Consignee
2	Invoice	Carrier who delivers the goods to the consignee
3	Arrival note/Customs (CIM)	Carrier at destination / Customs / Carrier who delivers the goods to the consignee.
4	Duplicate of the consignment note	Consignor
5	Duplicate invoice (CIM)	Forwarding carrier / contractual carrier
6	Delivery note (SMGS)	Consignee

Where consignments come from states that apply the SMGS, the consignor is to make out as many additional copies of the invoice as there are SMGS carriers participating in the movement (excluding the carrier who delivers the goods to the consignee). The contractual carrier may decide whether or not to make out an additional copy of the invoice for himself. A specimen of the additional invoice is shown in Appendix 5.1 of this manual.

³ The forwarding carrier is to supply the information necessary.
Details of how to order the RID may be obtained from the following address:
Intergovernmental Organisation for International Carriage by Rail (OTIF)
Gryphenhübelweg 30
CH - 3006 BERN
Switzerland
Tel. : + 41 31 359 10 10
Fax : + 41 31 359 10 11
E-mail : [info\(at\)otif.org](mailto:info(at)otif.org)
Web : www.otif.org

Where consignments come from states that apply the CIM Uniform Rules, these additional copies of the invoice are to be supplied by the SMGS carrier at the transshipment/gauge change point in the form of photocopies of the invoice which are to be authenticated by the date stamp.

When the consignment note is produced as a computer printout, the following conditions must be observed:

- content: no departure from the specimen
- layout: as little departure from the specimen as possible

The back of CIM/SMGS consignment notes may be printed on special sheets (supplementary sheets).

20 Groups of wagons and containers consigned using a single CIM/SMGS consignment note

Groups of wagons and containers may be consigned using a single CIM/SMGS consignment note and a CIM/SMGS wagon list/container list provided there has been prior agreement between the consignor and the carriers taking part and provided the following conditions are satisfied:

- same consignor and consignee,
- same acceptance point/forwarding station,
- same delivery point/destination station,
- same commodity (unless agreed otherwise).

Explanatory notes on the use of CIM/SMGS wagon lists and container lists together with specimens of them are shown in Appendices 7.1 to 7.4 of this manual. The procedure to be followed in the event of detaching wagons or containers consigned using a single consignment note is given in Appendix 7.5 of this manual.

D. Electronic consignment note

21 CIM – Functional equivalence as the legal basis (CIM Article 6 § 9)

The consignment note and its duplicate may be created in the form of an electronic data record which can be transformed into legible written symbols. The procedures used for data storage and processing must be functionally equivalent to those for the paper system particularly in so far as the evidential value of the consignment note represented by that data is concerned.

22 SMGS – Agreement between carriers, consignors and consignees who apply the SMGS as the legal basis

The contract of carriage may be concluded using an electronic consignment note. The electronic consignment note fulfils the function of the paper consignment note and is an electronic data record which is identical to the data record of the paper consignment note. If necessary, this electronic consignment note and any supplementary sheets may be printed on paper to the format shown in Appendix 5 of this guide. The original data is to be retained in addition to any altered data where data input to the electronic data record is altered in accordance with the provisions of the SMGS.

23 Agreement for the use of electronic data interchange for international freight traffic by rail (EDI agreement)

The carriers and the customers (consignors and consignees) are to set down the messages to be exchanged and the ways in which electronic consignment note data will be exchanged in a contract.

24 Deliberately left blank

E. Final provisions

25 Amendments and additions

Amendments and additions to this manual which affect both the CIM and SMGS contracts of carriage will be made after having been jointly agreed between the CIT and OSJD.

Members of the CIT and participants in the SMGS are to send their proposals for amendments and additions to the General Secretariat of the CIT and to the Committee of the OSJD simultaneously, providing the information which is to appear in Appendices 1, 3, 4 and 9 of this manual. Amendments and additions will come into effect fourteen days after being made known by the General Secretariat of the CIT and the Committee of the OSJD.

The General Secretariat of the CIT is to notify the Committee of the OSJD of amendments and additions which exclusively concern the CIM contract of carriage 45 days before they come into effect.

The Committee of the OSJD is to notify the General Secretariat of the CIT of amendments and additions which exclusively concern the SMGS contract of carriage 45 days before they come into effect.

26 Proposals for the beginning and end of the application

Members of the CIT and participants in the SMGS are to send any proposals which they have decided to make on the beginning and end of carriage in accordance with this manual simultaneously to the CIT General Secretariat and Committee of the OSJD, supplying the information laid down in Appendix 1. These notifications will come into effect the first day of the second month after their notification by the CIT General Secretariat and the Committee of the OSJD.

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. Baltic Port Rail Mukran GmbH (BPRM) BDZ Cargo EOOD (BDZ TP) Grup Feroviar Romăn S.A. (GFR) GYSEV CARGO Zrt. ERS Railways B.V. Railways of the Islamic Republic of Iran (RAI) ITL Eisenbahngesellschaft mbH DB Schenker Rail Deutschland AG DB Schenker Rail Polska S.A. AB DFDS Seaways Lithuania Latvian Railways (LDZ) Lithuanian Railways (AB Lietuvos geležinkeliai) LG Polish Railways (PKP AG) Railtrans International, s.r.o. Rail Cargo Austria AG (RCA) Rail Cargo Carrier Kft. (RCC) Rail Cargo Hungaria Zrt. (RCH) Société Nationale des Chemins de fer Belges (SNCF/NMBS) Slovak Rail Freight Company (Železničná Spoločnosť Cargo Slovakia a.s. – ZSSK CARGO) Trenitalia S.p.A. Joint-Stock Company “Ukrainian Railways” (UZ) CFL Cargo (Luxembourg) ČD Cargo, a.s. (CDC) National Company for Transport by Rail “Marfă” Romania (Societatea Națională de Transport Feroviar de Marfă “C.F.R. Marfă” S.A. - CFR Marfă) Société Nationale des Chemins de fer Français (SNCF) Closed Joint-Stock Company “South Caucasus Railway” (CJSC “SCR”) Swiss Federal Railways (Schweizerische Bundesbahnen AG - SBB) Slovenian Railways Ltd. (Slovenske železnice, d.o.o. - SŽ) Slovenská železničná dopravná spoločnosť, a.s. (SZDS) UNICOM TRANZIT SA (UTZ) BREB GmbH & Co. KG (BREB)</p>	<p>Republic of Azerbaijan Republic of Belarus Republic of Bulgaria People’s Republic of China Republic of Estonia 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>

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)

People's Republic of China

Container trains from China to Europe and in the reverse direction, the routes of which pass through rail crossing points Alashankou, Manzhouli, Erlan, Suifenhe or Khorgos.

Republic of Estonia

All lines

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 – Ocnîța – Chișinău – Căinari - Giurgiulești, Vălcineț – Ocnîța – 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 – Ocnîța.

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

Ukraine

- a) all lines
- b) in rail-ferry traffic:
Paromna (Ukraine) – Poti (Georgia)
Paromna (Ukraine) – Batumi (Georgia)
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.

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.

Explanatory notes on the content of the CIM/SMGS consignment note

1 Boxes on the CIM/SMGS consignment note and their content

Notes:

- Except where this appendix provides otherwise or otherwise agreed between the consignor and carrier, boxes 1 to 29 are to be completed by the consignor (with the exception of box 26 "Customs endorsements").
 - The information in boxes 65 and 66 referring to the SMGS contract of carriage is to be supplied 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 CIM/SMGS consignment note and must be the same size as the CIM/SMGS consignment note and be produced in the same quantity as the CIM/SMGS consignment 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 goods must be entered on these supplementary sheets. Box 9 of the CIM/SMGS consignment note must contain a reference to these supplementary sheets if they have been provided by the consignor; the reference is to be contained in box 101 if they have been provided by the carrier.
 - The entries in boxes 7, 13, 14, 63, 64 and 65 are partially in code and partly in plain text. To avoid ambiguity, in all correspondence the code values must be identified by their box number (for example code 1 in box 7 must be described as "code 7.1").
 - Status:

M	=	mandatory information
C	=	conditional information (mandatory if the condition is satisfied)
O	=	optional information
 - Contracts of carriage:

CIM/SMGS	=	data applies to both the CIM and the SMGS contract of carriage
CIM	=	data applies only to the CIM contract of carriage
SMGS	=	data applies only to the SMGS contract of carriage
-

1.1 Front

Box No	Status	Contract of carriage	Description of box and information
1	M	CIM/ SMGS CIM	Consignor: Name, postal address, signature and if possible the telephone or fax number (with international prefix) or e-mail address of the consignor. See point 10 of this manual. Except where specially agreed between the consignor and the carrier, the signature is to be replaced by the consignment number shown in box 69 (see art. 6 § 3 CIM).
2	O	CIM/ SMGS	Customer code for the consignor. If the customer code is missing, it should be entered in accordance with the carrier's instructions.
3	O	CIM SMGS	Customer code for the payer of pre-paid charges if not the consignor. If the customer code is missing, it may be entered by the carrier if it can be inferred from information entered in boxes 13 or 14. The code may be entered by the contractual carrier in accordance with national legislation in the country of forwarding.
4	M	CIM/ SMGS	Consignee: Name, postal address and if possible the telephone or fax number or e-mail address of the consignee. See point 10 of this manual.
5	O	CIM/ SMGS	Customer code for the consignee. If the customer code is missing, it should be entered in accordance with the carrier's instructions on arrival.
6	O	CIM SMGS	Customer code for the payer of non-pre-paid charges if not the consignee. If the customer code is missing, it may be entered by the carrier if it can be inferred from information entered in boxes 13 or 14. The code may be entered by the carrier delivering the goods in accordance with national legislation in the destination country.

Box No	Status	Contract of carriage	Description of box and information
7			<p>Consignor's declarations committing the carrier. If codes 1, 2, 6, 7, 8 und 24 are used enter the code and its meaning. For other codes just enter the code and the additional information which is necessary.</p> <p>Code Meaning</p>
	C	CIM	1 Consignee not authorised to take control of the goods.
	C	CIM	2 Authorised consignee (within the meaning of customs law).
	C	CIM/ SMGS	3 Escort(s) [family and first name(s)].
	C	CIM/ SMGS	4 Filled mass in kg ... [for gas tank wagons refilled without having been cleaned - see paragraph 5.4.1.2.2 (c) RID/ 5.4.1.2.2 c) Appendix 2 SMGS].
	C	CIM/ SMGS	5 Emergency telephone number for irregularities or accidents with dangerous goods.
	C	CIM	6 Not to be passed to a substitute carrier.
	C	CIM	7 Loading by the carrier.
	C	CIM	8 Unloading by the carrier.
	C	CIM	9 Agreed transit period: ...
	C	CIM/ SMGS	10 Completion of administrative formalities (see art. 15 § 1 CIM / art. 22 SMGS): [Details of the documents which will be made available to the carrier by a precisely specified official body or a contractually agreed body and of the location at which these will be available to the carrier – see art. 15 § 1 CIM and art. 22 § 1 SMGS. The documents are to be indicated in code and in plain text on the paper consignment note, and only in code on the electronic consignment note. Additional information may be entered in a free text box for each code. The UN/EDIFACT 1001 list of codes (www.unece.org) is to be used to code accompanying documents]. Further remarks – see art. 15 § 4 CIM and art. 22 § 4 SMGS.
	C	CIM	11 Exceptional consignment: ... (reference number for each of the carriers/infrastructure managers involved). See point 14 of this manual.
	C	CIM	16 Other declarations: ... (designation of a representative, designation of a sub-contracting carrier, request for attention to be given to the consignment en route, etc.).
	M	SMGS	17 Method of determining mass: ... (wagon weighbridge, decimal scales, according to default dimensions, according to label, according to allowance, according to counter).
	M	SMGS	18 Loaded by ... (consignor or railway).
	C	SMGS	19 Carriage agreed ... (carrier's abbreviations and agreement numbers from all the participating carriers, and number and date of agreement) About agreement - see point 14.2.1 of this manual.
	C	SMGS	20 reserved
	C	SMGS	21 Carriage agreed subject to specific conditions: ... (carrier's abbreviations authorising the movement under specific conditions of carriage, number and date of agreement from all the participating carriers. About agreement - see point 14.2.2 of this manual).

Box No	Status	Contract of carriage	Description of box and information
7 (cont'd)	C	SMGS	22 reserved
	C	SMGS	23 Other declarations ... <ul style="list-style-type: none"> - Enter exact journey route on diversion for carriage of goods; - Instructions for handling of goods in the event of obstacles to carriage and delivery; - Protective measures and temperature range for the carriage of perishable goods; - Description of damage to the wagon provided by the consignor, the UTI and the lorry, as determined when handing over the goods for carriage; - Enter the remark "Carriage without protection of fragile parts" or "Key to vehicle no. " for carriage of lorries and tractors; - To enter the method of carriage agreed with the carrier (including the method for carriage of empty wagons) when the goods are carried on railways with varying gauges, enter the following remarks: "Transshipment of goods into wagon of a different gauge", "Bogies changed to different gauge" (if a contract for bogie changeover has been concluded, enter the contract number and date contract was concluded), or "Use of gauge changeover wheelsets"; - Consignor's declaration concerning repairs carried out by him; - When carrying refrigerated goods, give their humidity in percent and provide information about precautionary measures taken ["Goods are refrigerated", "chalk (... %) applied", "processed with oil (...%)", "layers of sawdust applied" etc.]; - Empowerment of escort.
	C	CIM	24 Dangerous goods packed in limited quantities the total gross mass of which exceeds eight tonnes per wagon or UTI.
8	O	CIM/ SMGS	Consignor's reference/Contract No: <ul style="list-style-type: none"> - CIM → SMGS traffic: Indicate the consignor's reference. The importer's contract number in accordance with the SMGS contract of carriage is to be entered in box 15. - SMGS → CIM traffic: Indicate the exporter's contract number.
9	C	CIM/ SMGS	Accompanying documents attached by the consignor: List of all the accompanying documents needed for carriage which are attached to the consignment note. If multiple copies of the accompanying documents are attached, the number of copies is to be given. Details of any supplementary sheets. When the consignor uses a dangerous goods form in accordance with section 5.4.5 RID or Appendix 2 SMGS, it is to be treated as a supplementary sheet. The documents are to be indicated in code and in plain text on the paper consignment note, and only in code on the electronic consignment note. Additional information may be entered in a free text box for each code. The UN/EDIFACT 1001 list of codes (www.unece.org) is to be used to code accompanying documents.
	C	SMGS	If the accompanying documents named in the consignment note have to be seized during transport, the abbreviation of the railway on which these accompanying documents were seized must be given following the description of these documents. The following note is to be made: "for ... (abbreviation of railway on which these accompanying documents were seized)".
10	M	CIM/ SMGS	Delivery point: <ul style="list-style-type: none"> - CIM → SMGS traffic: details of the destination station and destination railway (abbreviation – see point 3 of this Appendix). - SMGS → CIM traffic: details of the delivery point, destination station and country.
11	O	CIM	Code for the delivery point: If the code is missing, it may be entered by the carrier.

Box No	Status	Contract of carriage	Description of box and information
12	M	CIM/ SMGS	Station code: International code for the station serving the delivery point for the goods (CIM) or international code of the destination station (SMGS). Two characters for the country code / national railway code plus six characters for the station code. If the code is missing, it must be entered by the carrier (see point 4 of this Appendix).
13	C C C C C C	CIM CIM CIM CIM CIM/ SMGS SMGS	Commercial specifications: Code Meaning 1 Route ... 2 Traffic flow ... 3 Carriers mandated to perform the carriage, section, status 4 Defined frontier stations ... (for exceptional consignments). 5 Other conditions requested ... (for example, the numbers of other customer agreements or tariffs in the CIM area – the number of the customer agreement/tariff which covers the section performed by the carrier who first takes charge of the goods is shown in box 14). 6 Frontier exit stations: ... (their codes, railway abbreviation for country of forwarding, railway abbreviation for transit countries involved in the journey route agreed with the contractual carrier). If the consignment is partially carried by ferry, enter the description of ports and port railway stations where the goods are transhipped (rail/ship, ship/rail). If the consignment can be carried from the frontier exit station via different frontier entry stations of the neighbouring country, give also the description of the frontier entry station through which the consignment is carried.
14	C	CIM	Number of customer agreement or tariff: Number of the customer agreement or tariff, which covers the section performed by the carrier who first takes charge of the goods, preceded by the identifier code 1 for customer agreements and 2 for tariffs.
15	O	CIM/ SMGS SMGS	Remarks which do not commit the carrier: Information from the consignor to the consignee relating to the consignment. This information is not to commit the carrier. For CIM → SMGS traffic, the importer's contract number (for the delivery) may be entered.
16	M	CIM SMGS	Acceptance point: - Point (including station and country), date and time (month, day and hour) at which the goods were accepted for carriage. Note: When details of the actual acceptance differ from those given here, the carrier who has accepted the traffic is to note the difference in box 64 "Carrier's declarations". - Forwarding station and railway abbreviation (see point 3 of this Appendix). Code of forwarding station.
17	O	CIM	Code for the acceptance point: The carrier is to provide the consignor with the code in the customer agreement. If the code is missing, it may be entered by the carrier.
18	M C	SMGS CIM	Sectional invoicing: a) SMGS: Abbreviation for the successive carriers in the order of carriage, details of the names and codes of the payers of the charges. b) CIM: If part or all of the journey is to be invoiced separately by a carrier other than the forwarding or destination carrier, enter the code for the carrier or the country code in the left-hand column to indicate the section to be invoiced; enter the code for the carrier who is to invoice the amount in question in the right-hand column.

Box No	Status	Contract of carriage	Description of box and information
19	M M M C C C	CIM/ SMGS SMGS SMGS CIM CIM/ SMGS CIM/ SMGS	Wagon No: - Wagon with 12-digit wagon number: enter wagon number. The wagon type can be inferred from the wagon number. - Other wagons: Enter the category, the number of the wagon owner and abbreviation of home railway. A mark is to be made indicating who supplied the wagon: “B” – if the wagon was supplied by the carrier; “A” – if the wagon was supplied by the consignor. A wagon actually supplied by the consignee is considered equivalent to a wagon supplied by the consignor. - Enter the load limit, the number of axles and the tare. Notes: - If the goods are transhipped, the original information is deleted and details of the new wagon used are entered. - Where several wagons are consigned using a single consignment note, the remark “See attached list” must be entered in this box.

Box No	Status	Contract of carriage	Description of box and information
20	C C M C C C M C C C C C C C C C C	SMGS CIM/ SMGS CIM/ SMGS CIM SMGS SMGS SMGS CIM/ SMGS SMGS SMGS CIM CIM CIM CIM SMGS SMGS	<p>Description of the goods:</p> <ul style="list-style-type: none"> - Signs and marks shown on the individual packages. - Nature of the packaging of the goods: tally number and painted numbers of UTI together with their types and length. - Description of the goods, for dangerous goods the information required by section 5.4.1 RID / Appendix 2 to the SMGS. - "Harmonised Commodity Code" for the goods when required by customs law. - Perishable goods: Enter the remark "perishable". If the goods are transported in covered ventilated wagons, enter the remark "ventilated" as well. - Identification number of lorry. - Number of packages in figures. - Tally number and description of seals attached to the wagon or UTI by the consignor or carrier. - Number and description of seals attached to lorry or lorries by consignor. - If seals are used – number, description and checkmarks of seals, abbreviation of forwarding railway. - A label is to be fixed or a pictogram stamped if goods are subject to a transit procedure. - Master Reference Number (MRN) required by customs law for wagons or UTI, supplemented by <ul style="list-style-type: none"> "E MRN" if an export declaration has been lodged *) "T MRN" if a transit declaration has been lodged *) "TS MRN" if a transit declaration with security data has been lodged *) "EXS MRN" if the exit summary declaration has been made separately by the consignor. "ENS MRN" if the entry summary declaration has been made separately by the consignor. *) The accompanying document is to be entered in box 9. - Administrative Reference Code (ARC) required by excise law for wagons and UTI, supplemented by "ARC" *) *) The accompanying document is to be entered in box 9. - The remark "EXPORT" if the export formalities for the wagon or UTI have been completed at the customs office of exit of the place where the goods are accepted for carriage in accordance with art. 329 para. 7 of Commission Implementing Regulation (EU) 2015/2447. - Consignment which is out of gauge on railways ... (abbreviations for the railways in accordance with point 3 of this Appendix). - Remarks on technical securing and loading conditions for goods not exceeding the loading gauge that are loaded on open wagons of 1520 mm gauge (except low-loader wagons): "Point... of Chapter... TU", "NTU No. ", "MTU No. " or "Draft No. ". <p>In CIM → SMGS traffic this is entered by the carrier performing the transshipment/gauge change. In the reverse direction this information will be entered by the consignor or forwarding station, depending on who undertakes the loading.</p>

Box No	Status	Contract of carriage	Description of box and information
21	C	CIM	Exceptional consignment: A cross must be put in this box when the instructions applicable to exceptional consignments in international traffic within the area in which the CIM applies provide for such an indication.
22	C	CIM/ SMGS	RID/SMGS Appendix 2: A cross must be put in this box when the goods are subject to the RID or SMGS Appendix 2.
23	M	CIM/ SMGS	NHM/GNG code 6 digit NHM code.
24	M	CIM/ SMGS	Mass (in kg): Indicate <ul style="list-style-type: none"> - the gross mass of the goods (including packaging) separately by NHM/GNG code - the tare mass of the UTI and the containers - the mass of the lorry - the mass of the loading equipment that is not included in the tare weight of the wagon - the total mass of the consignment
25			Not to be completed.
26	O	CIM/ SMGS	Customs endorsements: Box reserved for endorsements by customs authorities or a consignor authorised by customs.
27	C	SMGS	Declaration of value: Declaration of the value of the goods in accordance with art. 17 SMGS "Declaration of value of goods".
28	M	CIM	Place and date completed: Place and date (year, month, day) at which the consignment note was made out.
29	M	CIM/ SMGS	Reconsignment point: Indicate reconsignment point in accordance with Appendix 3 of this manual. This reconsignment point is simultaneously <ul style="list-style-type: none"> - For CIM → SMGS traffic: CIM delivery point and SMGS forwarding station, - For SMGS → CIM traffic: SMGS destination station and CIM acceptance point.
30	M	CIM/ SMGS	Location and time of reconsignment: Indicate the actual reconsignment point and the time of acceptance of the goods and the CIM/SMGS consignment note by the following carrier at the reconsignment point (date stamp).
37	M	CIM/ SMGS	CIM/SMGS consignment note: Description of the document and reference clause. On the right hand side of this box: Number and description of consignment note sheet. This information is pre-printed on the paper consignment note and stored in the electronic consignment note record.
38			Not to be completed.
39	C	CIM	Examination: Indicate the results of the examination and the identity of the carrier carrying it out (see art. 11 §§ 2 and 3 CIM).
40	O	CIM/ SMGS	Coding box 1: 6-character box to be used by the forwarding carrier. If necessary, a train number may be entered (applies to the CIM contract of carriage only).
41	O	CIM/ SMGS	Coding box 2: 4-character box to be used by the forwarding carrier.
42	O	CIM/ SMGS	Coding box 3: 4-character box to be used by the forwarding carrier.
43	O	CIM/ SMGS	Coding box 4: 4-character box to be used by the forwarding carrier.
44	O	CIM/ SMGS	Coding box 5: 6-character box to be used by the destination carrier. If necessary, a train number may be entered (applies to the CIM contract of carriage only).
45	O	CIM/ SMGS	Coding box 6: 4-character box to be used by the destination carrier.
46	O	CIM/ SMGS	Coding box 7: 4-character box to be used by the destination carrier.
47	O	CIM/ SMGS	Coding box 8: 4-character box to be used by the destination carrier.
48	C	CIM/ SMGS	Mass after transshipment: After transshipment, the mass of the goods as determined after transshipment is to be entered by the carrier that has carried out the transshipment. Where transshipment is from one into several wagons, the mass for each wagon is to be given separately. The number of packages loaded into each wagon after transshipment is to be entered.

CIM charging sections

- a) Charging sections A and B only apply to the CIM contract of carriage. They 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. 57).
- b) Where a Customer Agreement providing for centralised charging is applied, only one charging section is to be used for the whole of the journey covered by the agreement no matter whether the charges set down in the agreement are expressed as sectional or inclusive charges.
- c) Every carrier who 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 consignment notes).

Box No	Status	Contract of carriage	Description of box and information
49	M	CIM	Codes for the charging sections: International codes for the country and station or point at the beginning and end of the charging section or location at which just charges accrue.
50	C	CIM	Route code when the customer agreement or the tariff applied provides for it.
51	M	CIM	NHM code: NHM code determining the charges (need not necessarily correspond to that entered in box 23).
52	C	CIM	Currency: Code for the currency of the amounts shown in the charging section. See point 2 of this Appendix.
53	O	CIM	Charged mass , separately by tariff and NHM code. As appropriate the area in m ² or the volume of the wagon or goods in m ³ if used as the basis for charging.
54	M	CIM	Customer agreement or tariff applied
55	O	CIM	km/zone: Tariff distance, expressed in km or zones, between the stations or points corresponding to the beginning and end of the charging section.
56	O	CIM	Supplements, fees, deductions
57	O	CIM	Unit charge , including any supplements and deductions separately by NHM code or a dash where a Customer Agreement with centralised charging applies.
58	C	CIM	Charges: Description of the charges in accordance with Appendix 3 of the GLV-CIM with the individual amounts.
59	M	CIM	Prepayment coding: Coding of the instructions for the payment of charges in accordance with UIC leaflet 920-7 [2 characters 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 ...")].
60	M	CIM	Route: 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 ...".
61	C	CIM	Customs procedures: Name and code for the station in which the formalities required by customs or other administrative authorities are to be undertaken.
62	C	CIM/ SMGS	CIM/SMGS formal report No.: Details of the number of the report form, the date it was made out (month, day) and the code of the carrier who made it out.

Box No	Status	Contract of carriage	Description of box and information
65	C	CIM	Other carriers: Undertaking code and optionally name and postal address of carriers other than the contractual carrier; section to be performed in code and optionally in plain text; status of carriers (1 = successive carrier, 2 = substitute carrier). This box is to be completed by the forwarding carrier but only if carriers other than the contractual carrier participate in the performance of the carriage.
	M	SMGS	Indicate the abbreviations and codes of successive carriers in the order of carriage (the carrier delivering the goods is to be entered last), the route sections (routes) used by the carriers to execute the movement, and the codes of the stations serving as the border point between route sections.
66	M	CIM	a) Contractual carrier: Undertaking code and optionally name and postal address of the contractual carrier plus signature. Except where specially agreed between the consignor and the carrier, the signature is to be replaced by the consignment number shown in box 69 (see art. 6 § 3 CIM).
	M	SMGS	Indicate the carrier's abbreviation and code, the route section used by the carrier to execute the movement, and the codes of the stations serving as the border point between route sections.
	C	CIM	b) Simplified transit procedure for rail (customs): By marking a cross in the box, the contractual carrier, having his registered office in the European Union (EU) or in another contracting party of the EU/EFTA Convention on a Common Transit Procedure, requests that the simplified transit procedure for rail defined by art. 25 and 30 to 44 of Commission Delegated Regulation (EU) 2016/341 (or the corresponding provisions of the EU/EFTA Convention on a Common Transit Procedure) be applied. He thus certifies that all the carriers taking part in the movement including, if applicable, substitute carriers, are authorised to apply the simplified transit procedure for rail. The contractual carrier thus becomes the holder of the paper-based Union transit procedure for goods carried by rail. If the contractual carrier does not have his registered office in the European Union or in another Member State of the EU/EFTA Convention on a Common Transit Procedure, he is to ask for the application of the simplified transit procedure for rail in the name and for the account of the carrier that first takes over the goods in a Member State of the European Union or in another Member State of the EU/EFTA Convention on a Common Transit Procedure. He thus certifies that that carrier and all the carriers following including, if applicable, substitute carriers, are authorised to apply the simplified transit procedure for rail. That carrier thus becomes the holder of the paper-based Union transit procedure for goods carried by rail. His code may only be used by the contractual carrier when he is authorised to do so. See point 15.1 of this manual for details of entries to be made in boxes 66 a) and b) for SMGS → CIM traffic.
67	M	CIM	Date of arrival: Date of arrival of the consignment at the destination station (year, month, day). The carrier may add an arrival number.
	M	SMGS	Date stamp of the carrier who has delivered the goods to the destination station after arrival of the goods.
68	C	CIM	Made available: Time (month, day, hour) that consignment is made available to the consignee. This information on the consignment note may be replaced by another means.

Box No	Status	Contract of carriage	Description of box and information
69	M	CIM/SMGS	Consignment number: Identification number of the consignment [country and station code, code for the forwarding carrier or substitute carrier in accordance with the list of carrier codes (www.cit-rail.org) and consignment number]. On paper consignment notes, a control label is to be applied at least to sheet 2 (invoice). When identification numbers for consignments are allocated by computer or by another means, control labels need not be used.
70	M	SMGS	Date on which contract of carriage concluded: Date stamp of the contractual carrier at the forwarding station.
71	C	CIM	Acknowledgement of receipt: Date and signature of the consignee at the time of delivery. Acknowledging receipt on the consignment note itself may be replaced by another means.

1.2 Back of sheets 1, 2, 4, 5, and additional copies of the CIM/SMGS invoice

Box No	Status	Contract of carriage	Description of box and information
Sections A-E	M	SMGS	Charging sections: These sections serve to enable separate calculation of the charges payable to each carrier for each route section, in line with the applicable tariff.
72	M	SMGS	Route section: Give the name and code of the stations at the beginning and end of each of the route sections for which charges are to be calculated.
73	M	SMGS	Distance in km: Enter the distance between the stations at the beginning and end of the section.
74	M	SMGS	Chargeable mass in kg: Enter the chargeable mass for each tariff applicable.
75	M	SMGS	Ancillary charges: Ancillary charges and other costs are to be entered using the associated code. If this code is missing, provide a description of these ancillary charges and other costs. The total of the ancillary charges and other costs, as calculated for each of the tariffs applied by the carrier on each route section, is to be expressed in the tariff currency.
76	M	SMGS	Tariff: Indicate the number or description of the tariff applied.
77	M	SMGS	Commodity code: If necessary, supply a harmonised commodity code (NHM); this is vital to calculate the freight charges.
78	M	SMGS	Exchange rate: Indicate the rate used to convert the charges calculated in the tariff currency into the currency in which these are to be raised from the consignor or consignee.
			Charges to be paid by the consignor: Pre-printed on paper consignment notes and stored in the electronic consignment note.
			Charges to be paid by the consignee: Pre-printed on paper consignment notes and stored in the electronic consignment note.
79	C	SMGS	Tariff currency: Enter the code or name of the tariff currency in which the charges are calculated and raised from the consignor.
80	C	SMGS	Payment currency: Enter the currency in which the charges to be paid by the consignor are to be raised.
81	C	SMGS	Tariff currency: Enter the code or name of the currency in which the charges are calculated and raised from the consignee.

Box No	Status	Contract of carriage	Description of box and information
82	C	SMGS	Payment currency: Enter the code or currency in which charges to be paid by the consignee are to be raised.
			Charges
83	C	SMGS	Charges calculated according to the tariff of the carrier for this route section, in the tariff currency.
84	C	SMGS	Charges calculated according to the tariff for this route section in the currency in which costs are to be raised from the consignor.
85	C	SMGS	Charges calculated according to the tariff of the carrier for this route section, in the tariff currency.
86	C	SMGS	Charges calculated according to the tariff for this route section in the currency in which costs are to be raised from the consignee.
			Total amount
87	C	SMGS	Total amount of ancillary and other costs of the carrier not covered by the applicable tariff, in the tariff currency in which costs are to be borne by the consignor.
88	C	SMGS	Total amount of ancillary and other costs of the carrier not covered by the applicable tariff, in the tariff currency in which costs are to be borne by the consignor.
89	C	SMGS	Total amount of ancillary and other costs of the carrier not covered by the applicable tariff, in the tariff currency in which costs are to be borne by the consignee.
90	C	SMGS	Total amount of ancillary and other costs of the carrier not covered by the applicable tariff, in the tariff currency in which costs are to be borne by the consignee.
			Total: Pre-printed on paper consignment note and saved in electronic consignment note.
91	C	SMGS	Total amount represented by the addition of the sums in boxes 83 and 87, expressed in the tariff currency.
92	C	SMGS	Total amount of boxes 84 and 88, expressed in the currency in which costs are to be raised from the consignor.
93	C	SMGS	Total amount represented by the addition of the sums in boxes 85 and 89, expressed in the tariff currency.
94	C	SMGS	Total amount of boxes 86 and 90, expressed in the currency in which costs are to be raised from the consignee.
			Total: Pre-printed on paper consignment note and saved in electronic consignment note.
95	C	SMGS	Total amount of box 91.
96	C	SMGS	Total amount of box 92.
97	C	SMGS	Total amount of box 93.
98	C	SMGS	Total amount of box 94.
99	C	SMGS	Remarks concerning charging: Remarks are entered relating to the calculation and raising of charges and confirmed by the carrier's stamp: <ul style="list-style-type: none"> - Transhipment of overweight determined on a transit railway or on a railway in the destination country onto an additional wagon: "Excess cargo loaded"; - Reasons for the use of two or more wagons for a transhipment from a single wagon: "Transhipped onto (number of wagons) wagons due to (reason)"; - Other remarks.
100	C	SMGS	To be raised additionally from the consignor for: Enter costs (details of costs and amounts) which are to be raised additionally from the consignor.

1.3 Back of sheets 3 and 6

Box No	Status	Contract of carriage	Description of box and information																						
101	C	SMGS	<p>Carrier's remarks: If necessary, the following remarks should be entered concerning carriage of the goods:</p> <ul style="list-style-type: none"> - "Opening report ... (date), station... ... (railway)" – if a report on opening is made; - "... (Description of accompanying document) No. ... seized at ... station" – if accompanying documents are seized; - "... (number of) seals/sealing devices with the sign ... replaced by ... (number of) seals/sealing devices with the sign ..." or "... (number of seals) seals/sealing devices with the sign ... attached to replace the missing seals" if the carrier has replaced or attached seals; - "Goods" ... (kg/item) forwarded subsequently to ... (document number and description) – if a document is created for subsequent forwarding of overweight goods; - "Wagon consigned subsequently to ... (document number and description)" – if the wagon has been detached from a group of wagons consigned using a single consignment note; - "Part of consignment for subsequent forwarding has been delivered" – on delivery of the remaining goods – confirmed by carrier's date stamp; - "Diverted to ... (name of station) station to consignee (name of consignee), in accordance with (document description and date)" – if the contract of carriage has been amended; - "Change of journey route indicated due to ... (details of obstacle)" – if the journey route indicated in the consignment note has been changed – confirmed by carrier's stamp; - "... (description of document created by the carrier during carriage to confirm the circumstances that affect or could affect the carriage of the goods. Document number, date of creation, created by railway at station)"; - "Checked weight of goods ... kg" – if the weight is within the permitted limits (in accordance with art. 43 SMGS "Limitation of liability in the case of weight deficiencies") but does not correspond to the details given in the consignment note, confirmed by carrier's stamp; - During transshipment to change gauge, enter details of the tally number and signs of the seals attached to the wagons into which the goods have been transhipped. 																						
102	C	SMGS	<p>Extension of transit period: Railway abbreviation and name of station at which the consignment has been stopped, duration of delay, cause of delay justifying the extension of transit period. Enter carrier's stamp.</p> <p>The following codes are to be used for the cause of delay:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Meaning</th> </tr> </thead> <tbody> <tr><td>1</td><td>Completion of customs and other formalities;</td></tr> <tr><td>2</td><td>Checking the contents of the consignment;</td></tr> <tr><td>3</td><td>Checking the mass of the consignment;</td></tr> <tr><td>4</td><td>Checking the number of items in the consignment;</td></tr> <tr><td>5</td><td>Amending the contract of carriage;</td></tr> <tr><td>6</td><td>Circumstances preventing carriage;</td></tr> <tr><td>7</td><td>Animal care;</td></tr> <tr><td>8</td><td>Repair of load or packaging caused by circumstances beyond the carrier's control;</td></tr> <tr><td>9</td><td>Transshipment of goods caused by circumstances beyond the carrier's control;</td></tr> <tr><td>10</td><td>Other causes.</td></tr> </tbody> </table> <p>Under Code 10 "Other causes" give the reason for stopping the consignment.</p>	Code	Meaning	1	Completion of customs and other formalities;	2	Checking the contents of the consignment;	3	Checking the mass of the consignment;	4	Checking the number of items in the consignment;	5	Amending the contract of carriage;	6	Circumstances preventing carriage;	7	Animal care;	8	Repair of load or packaging caused by circumstances beyond the carrier's control;	9	Transshipment of goods caused by circumstances beyond the carrier's control;	10	Other causes.
Code	Meaning																								
1	Completion of customs and other formalities;																								
2	Checking the contents of the consignment;																								
3	Checking the mass of the consignment;																								
4	Checking the number of items in the consignment;																								
5	Amending the contract of carriage;																								
6	Circumstances preventing carriage;																								
7	Animal care;																								
8	Repair of load or packaging caused by circumstances beyond the carrier's control;																								
9	Transshipment of goods caused by circumstances beyond the carrier's control;																								
10	Other causes.																								

Box No	Status	Contract of carriage	Description of box and information
103	M	SMGS	Remarks arising upon handover of the cargo: Carrier's date stamps at the border stations in journey order.
104	M	SMGS	Indication that train has passed border station: Carrier's date stamps at the border stations in journey order.
105	M	SMGS	Notification of the arrival of the goods: Completed according to national legislation in the destination country. If not delivered, enter "Non-arrival of goods" and confirm by entering carrier's date stamp.
106	M	SMGS	Delivery of the goods: Date and signature of consignee. Details required by national legislation in the destination country may be entered additionally. Confirm by entering carrier's date stamp at the destination station.

2 Currency names and codes

AFN	Afghani Афгани	HUF	Forint hongrois Венгерский форинт Ungarischer Forint Hungarian forint	RON	Leu roumain Румынский лей Rumänischer Leu Romanian leu
ALL	Lek albanais Албанский лек Albanischer Lek Albanian lek	HRK	Kuna croate Хорватская куна Kroatische Kuna Croatian kuna	RSD	Dinar Serbe Сербский динар Serbischer Dinar Serbian dinar
AMD	Dram arménien Армянский драм Armenischer Dram Armenian dram	IQD	Dinar irakien Иракский динар Irakischer Dinar Iraqi dinar	RUB	Rouble russe Российский рубль Russischer Rubel Russian rouble
AZN	Manat azerbaïdjanais Азербайджанский манат Aserbaidchanischer Manat Azerbaijani manat	IRR	Rial iranien Иранский риал Iranischer Rial Iranian rial	SEK	Couronne suédoise Шведская крона Schwedische Krone Swedish krona
BAM	Mark convertible Конвертируемая марка Konvertierbare Mark Convertible Mark	KGS	Som kirghize Киргизский сом Kirgisischer Som Kyrgyzstani Som	SDP	Livre syrienne Сирийский фунт Syrisches Pfund Syrian pound
BGN	Lev bulgare Болгарский лев Bulgarischer Lew Bulgarian lev	KPW	Won Nord coréen Севернокорейская вона Nordkoreanischer Won North Korean won	TJS	Somoni tadjike Таджикский сомони Tadschikischer Somoni Tajikistani somoni
BLR	Rouble belarusse Белорусский рубль Belorussicher Rubel Belarussian rouble	KZT	Tenge Тенге Tenge Tenge	TMT	Manat turkmène Туркменский манат Neuer turkmenischer Manat Turkmenistani manat
CHF	Franc suisse Швейцарский франк Schweizer Franken Swiss Franc	LBP	Livre libanaise Ливанский фунт Libanesisches Pfund Lebanese pound	TND	Dinar tunisien Тунисский динар Tunesischer Dinar Tunisian dinar
CNY	Yuan renminbi Китайский юань Renminbi Yuan Yuan renminbi	MAD	Dirham marocain Марокканский дирхам Marokkanischer Dirham Moroccan dirham	TRY	Livre turque Турецкая лира Türkisches Pfund Turkish lira
CZK	Couronne tchèque Чешская крона Tschechische Krone Czech koruna	MDL	Leu moldave Молдавский лей Moldauischer Leu Moldovan leu	UAH	Hryvnia ukrainien Украинская гривна Ukrainische Hryvnia Ukrainian hryvnia
DKK	Couronne danoise Датская крона Dänische Krone Danish krone	MKD	Denar macédonien Македонская динар Mazedonischer Denar Macedonian denar	USD	Dollar USA Доллар США USA-Dollar US dollar
DZD	Dinar algérien Алжирский динар Algerischer Dinar Algerian dinar	MNT	Tugrik mongole Монгольский тугрик Mongolischer Tögrög Mongolian tögrög	UZS	Sum ouzbek Узбекский сум Usbekischer So'm Uzbekistani som
EUR	EURO Евро	NOK	Couronne norvégienne Норвежская крона Norwegische Krone Norwegian krone	VND	Đồng vietnamien Вьетнамский донг Vietnamesischer Đồng Vietnamese đồng
GBP	Livre anglaise Английский фунт Englisches Pfund Pound sterling	PKR	Roupie pakistanaise Пакистанская рупия Pakistanische Rupie Pakistani rupee	XDR	Droit de tirage spécial (DTS) Единица специального права заимствования (ЕСПЗ) Sonderziehungsrecht (SZR) Special drawing right (SDR)
GEL	Lari géorgien Грузинская лари Georgischer Lari Georgian lari	PLN	Zloty polonais Польский злоты Polnischer Zloty Polish zloty		

3 SMGS railways and their abbreviations (boxes 10, 16, 18)

Azerbaijan Railways	AZ
Railways of the Islamic Republic of Afghanistan	ARA
Railways of the Republic of Belarus	BC
Bulgarian State Railways	BDZ
Railways of the Republic of Moldova	CFM
Railways of the Republic of Estonia	EVR
Railways of Georgia	GR
Railways of the Kyrgyz Republic	KRG
Railways of the People's Republic of China	KZD
Railways of the Republic of Kazakhstan	KZH
Railways of the Republic of Latvia	LDZ
Railways of the Republic of Lithuania	LG
Hungarian State Railways	MAV
Mongolian Railway	MTZ
Railways of the Republic of Poland	PKP
Railways of the Islamic Republic of Iran	RAI
Railways of the Russian Federation	RZD
Railways of Turkmenistan	TRK
Railways of the Republic of Tajikistan	TZD
Railways of the Republic of Uzbekistan	UTI
Railways of the Ukraine	UZ
Railways of the Socialist Republic of Vietnam	VZD
Railways of the Democratic People's Republic of Korea	ZC
Railways of the Slovak Republic	ZSR

4 Codes (boxes 12 and 18)

4.1 Country codes for CIM area

10	Finland	73	Greece
22	Ukraine	74	Sweden
24	Lithuania	75	Turkey
25	Latvia	76	Norway
28	Georgia	78	Croatia
41	Albania	79	Slovenia
44	Bosnia and Herzegovina (Serb Republic)	80	Germany
50	Bosnia and Herzegovina (Croat-Muslim Federation)	81	Austria
51	Poland	82	Luxembourg
52	Bulgaria	83	Italy
53	Romania	84	The Netherlands
54	Czech Republic	85	Switzerland
55	Hungary	86	Denmark
56	Slovakia	87	France
58	Armenia	88	Belgium
60	Ireland	91	Tunisia
62	Montenegro	92	Algeria
65	FYR Macedonia	93	Morocco
70	United Kingdom	94	Portugal
71	Spain	96	Iran
72	Serbia	97	Syria
		98	Lebanon
		99	Iraq

4.2 Railway codes for SMGS area

Railways of the Russian Federation	20
Railways of the Republic of Belarus	21
Railways of the Ukraine	22
Railways of the Republic of Moldova	23
Railways of the Republic of Lithuania	24
Railways of the Republic of Latvia	25
Railways of the Republic of Estonia	26
Railways of the Republic of Kazakhstan	27
Railways of Georgia	28
Railways of the Republic of Uzbekistan	29
Railways of the Democratic People's Republic of Korea	30
Railways of Mongolia	31
Railways of the Socialist Republic of Vietnam	32
Railways of the People's Republic of China	33
Railways of the Republic of Poland	51
Railways of Hungary	55
Railways of the Slovak Republic	56
Azerbaijan Railways	57
Railways of the Kyrgyz Republic	59
Railways of the Republic of Tajikistan	66
Railways of Turkmenistan	67
Railways of the Islamic Republic of Afghanistan	68
Railways of the Islamic Republic of Iran	96

List of reconsignment points

Notes:

- Reconsignment occurs when the goods and the CIM/SMGS consignment note are accepted by the following carriers at the reconsignment point.
- This acceptance is to be regarded as delivery of the consignment under the first contract of carriage.

1 Consignments from states in which the CIM Uniform Rules are applied

	State	Name of reconsignment point	Code
1.1	<u>Bulgaria</u>	Varna Paromnaja (Varna Ferry Port)	29101 3
1.2	<u>Hungary</u>	Eperjeske-Atráko Záhony	14191 1 14175 4
1.3	<u>Iran</u>	Sarakhs	
1.4	<u>Lithuania</u>	Draugystė (perkėla) Šeštokai	10830 8 12380 2
1.5	<u>Poland</u>	Braniewo Kuźnica Białostocka Skandawa Siemianówka Małaszewicze Małaszewicze B Dorohusk Werchrata Medyka Medyka B Medyka C Medyka D Hrubieszów LHS	01125 4 02500 7 01006 6 02560 1 04060 0 04061 8 05110 2 08486 3 08450 9 08451 7 08452 5 08454 1 00612 6
1.6	<u>Russia</u>	Luzhskaya Baltiysk	076809 104500

	State	Name of reconsignment point	Code
1.7	<u>Romania</u>	Cristești Jijia Dornesti Galați Largă Halmeu	61080 8 51750 8 71164 8 45531 1
1.8	<u>Slovakia</u>	Čierna nad Tissou reglement Maťovce reglement ŠRT	00950 6 00952 2
1.9	<u>Ukraine</u>	Batjevo Djakovo Djakovo (Export to Romania) Jagodin Jagodin (Export to Germany) Jagodin (Export to Poland) Mostiska II Mostiska II (Export to Germany) Mostiska II (Export to Poland) Mostiska II (Export to the Czech Republic) Chop Chop (Import to Slovak Republic) Chop (Export to Hungary) Chop (Export to Austria) Chop (Export to the Czech Republic) Vadul-Siret Paromnaja Paromnaja (Export to Bulgaria) Paromnaja (Export to Turkey) Uzhgorod (Export to Slovak Republic) Uzhgorod (Export to Czech Republic) Uzhgorod	38250 7 38481 8 38490 9 35130 4 35140 3 35150 2 37350 6 37360 5 37370 4 37380 3 38010 5 38030 3 38020 4 38050 1 38060 0 36860 5 40250 8 40260 1 40180 6 38110 4 38120 8 38100 0

Consignments from states in which the SMGS is applied

	State	Name of reconsignment point	Code
2.1	<u>Bulgaria</u>	Varna Paromnaja (Varna Ferry Port)	29101 3
2.2	<u>Hungary</u>	Eperjeske-Atráko Záhony	14191 1 14175 4
2.3	<u>Iran</u>	Sarakhs	
2.4	<u>Lithuania</u>	Draugystė (perkėla) Šeštokai	10830 8 12380 2
2.5	<u>Poland</u>	Braniewo Kuźnica Białostocka Skandawa Siemianówka Małaszewicze Małaszewicze B Dorohusk Werchrata Medyka Medyka B Medyka C Medyka D Hrubieszów LHS	01125 4 02500 7 01006 6 02560 1 04060 0 04061 8 05110 2 08486 3 08450 9 08451 7 08452 5 08454 1 00612 6
2.6	<u>Russia</u>	Luzhskaya Baltijsk	076809 104500
2.7	<u>Romania</u>	Cristești Jijia Dornesti Galați Largă Halmeu	61080 8 51750 8 71164 8 45531 1
2.8	<u>Slovakia</u>	Čierna nad Tisou reglement Maťovce reglement ŠRT	00950 6 00952 2

	State	Name of reconignment point	Code
2.9	<u>Ukraine</u>	Batjevo	38250 7
		Djakovo	38481 8
		Djakovo (Export to Romania)	38490 9
		Jagodin	35130 4
		Jagodin (Export to Germany)	35140 3
		Jagodin (Export to Poland)	35150 2
		Mostiska II	37350 6
		Mostiska II (Export to Germany)	37360 5
		Mostiska II (Export to Poland)	37370 4
		Mostiska II (Export to the Czech Republic)	37380 3
		Chop	38010 5
		Chop (Export to Slovak Republic)	38030 3
		Chop (Export to Hungary)	38020 4
		Chop (Export to Austria)	38050 1
		Chop (Export to the Czech Republic)	38060 0
		Vadul-Siret	36860 5
		Vadul-Siret (Export to Romania)	36870 1
		Paromnaja	40250 8
		Paromnaja (Export to Bulgaria)	40260 1
		Paromnaja (Export to Turkey)	40180 6
		Uzhgorod (Export to Slovak Republic)	38110 4
		Uzhgorod (Export to the Czech Republic)	38120 8
		Uzhgorod	38100 0

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 and 14.2.2 of this manual

B. Authorisation in accordance with point 14.3.1 of this manual

See the list on www.osjd.org

Specimen of the CIM/SMGS consignment note

(Format: A4)

Specimen of the additional invoice forming part of the CIM/SMGS consignment note

(Format: A4)



Appendix 6
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Explanatory notes on the completion and content of the CIM/SMGS wagon list

1 General provisions

Except where otherwise agreed, the consignor is to make out the CIM/SMGS wagon list and give it to the forwarding carrier with the CIM/SMGS consignment note.

As many copies of the CIM/SMGS wagon list must be attached as the CIM/SMGS consignment note has sheets. This must include the additional copies of the invoice described in point 19 of this manual.

The following entry must be made in box 19 of the CIM/SMGS consignment note: "See list attached".

2 Content

Except where otherwise agreed between the consignor and the carriers, the explanatory notes below apply to the completion of the CIM/SMGS wagon list:

a) Boxes to be completed by the consignor

Box No	Status	Contract of carriage	Description of box and information
1	M O	CIM/SMGS	Consignor: (see box 1 of the CIM/SMGS consignment note) Code (see box 2 of the CIM/SMGS consignment note)
2	M O	CIM/SMGS	Consignee: (see box 4 of the CIM/SMGS consignment note) Code (see box 5 of the CIM/SMGS consignment note)
3	M	CIM SMGS	Acceptance point: (including station and country) and date of acceptance of the goods for carriage Forwarding station and railway abbreviation: (see box 16 of the CIM/SMGS consignment note)
5	M	CIM/SMGS	Delivery point: (see box 10 of the CIM/SMGS consignment note)
6	O	CIM	Code for the delivery point: (see box 11 of the CIM/SMGS consignment note)
7	M	CIM/SMGS	Station code: (see box 12 of the CIM/SMGS consignment note)
11	M	CIM/SMGS	Serial number
12	M	CIM/SMGS	Wagon No.: (see box 19 of the CIM/SMGS consignment note)

Box No	Status	Contract of carriage	Description of box and information
13	C C M C C M C C C C	SMGS CIM/SMGS CIM/SMGS CIM SMGS CIM/SMGS SMGS SMGS CIM CIM CIM	Description of the goods: (see box 20 of the CIM/SMGS consignment note) Signs and marks shown on the packages. Nature of the packaging of the goods. Description of the goods. "Harmonised Commodity Code" for the goods. Perishable goods Number of packages. Consignment which is out of gauge on railways ... (if it is not possible to put this information on the consignment note). Remarks on technical securing and loading conditions ... (if it is not possible to put this information on the consignment note). Master Reference Number (MRN). Administrative Reference Codes (ARC). Export.
14	M	CIM/SMGS	NHM/GNG code: (see box 23 of the CIM/SMGS consignment note)
15	C	CIM/SMGS	RID/Appendix 2 SMGS: (see box 22 of the CIM/SMGS consignment note)
16	C	CIM/SMGS	Seals: Number and description of seals attached by the consignor, the carrier or customs authorities (see boxes 20 and 26 of the CIM/SMGS consignment note)
17	M	CIM/SMGS	Mass (in kg): (see box 24 of the CIM/SMGS consignment note). Gross mass of the goods (including packaging) separately by NHM/GNG code.
31	M	SMGS	Total mass of the consignment: Total weight of goods carried by all wagons.

b) Boxes to be completed by the forwarding carrier

Box No	Status	Contract of carriage	Description of box and information
4	C	CIM	Customs procedures: (see box 61 of the CIM/SMGS consignment note)
8	M	CIM/SMGS	Consignment number: (see box 69 of the CIM/SMGS consignment note)
9	M	CIM	Route: (see box 60 of the CIM/SMGS consignment note)
18	M	SMGS	Chargeable mass: (weight) (see box 74 of the CIM/SMGS consignment note)
19	M	SMGS	Carriage charges: (see boxes 83 and 84 of the CIM/SMGS consignment note)
20	M	SMGS	Ancillary charges: (see boxes 87 and 88 of the CIM/SMGS consignment note)
21	M	SMGS	Total: (see boxes 91 and 92 of the CIM/SMGS consignment note)

c) Box to be completed by the carrier if necessary

Box No	Status	Contract of carriage	Description of box and information
30	C	CIM/SMGS	Carrier's declarations (see boxes 64 and/or 101 of the CIM/SMGS consignment note)

d) Boxes to be completed by the carrier after transshipment

Box No	Status	Contract of carriage	Description of box and information
22	M	CIM/SMGS	Serial number
23	M	CIM/SMGS	Wagon number after transshipment: (see box 19 of the CIM/SMGS consignment note).
24	C	CIM/SMGS	Seals: Number and description of seals attached on transshipment (see box 20 of the CIM/SMGS consignment note).
25	M	CIM/SMGS	Mass (weight) after transshipment: (see box 48 of the CIM/SMGS consignment note).
26	M	SMGS	Chargeable mass: (weight) (see box 74 of the CIM/SMGS consignment note).
27	M	SMGS	Carriage charges: (see boxes 83 and 86 of the CIM/SMGS consignment note).
28	M	SMGS	Ancillary charges: (see boxes 87 and 90 of the CIM/SMGS consignment note).
29	M	SMGS	Total: (see boxes 91 and 94 of the CIM/SMGS consignment note).
32	M	CIM/SMGS	Total mass: (weight) after transshipment (see box 48 of the CIM/SMGS consignment note).

3 Languages

The provisions of point 8 of this manual are applicable to the languages to be used for the description of the boxes and to the content of the CIM/SMGS wagon list.

4 Documents produced as computer printouts

When the CIM/SMGS wagon list is produced as a computer printout, the following conditions must be observed:

- content: no departure from the specimen;
- layout: as little departure from the specimen as possible.

Specimen of the CIM/SMGS wagon list



Explanatory notes on the use and content of the CIM/SMGS container list

1 General provisions

Except where otherwise agreed, the consignor is to make out the CIM/SMGS container list and give it to the forwarding carrier with the CIM/SMGS consignment note.

As many copies of the CIM/SMGS container list must be attached as the CIM/SMGS consignment note has sheets to include the additional copies of the invoice described in point 19 of this manual.

The following entry must be made in box 19 of the CIM/SMGS consignment note “see list attached”.

2 Content

Except where otherwise agreed between the consignor and the carriers, the explanatory notes below apply to the completion of the CIM/SMGS container list:

a) Boxes to be completed by the consignor

Box No	Status	Contract of carriage	Description of box and information
1	M O	CIM/SMGS	Consignor (see box 1 of the CIM/SMGS consignment note) Code (see box 2 of the CIM/SMGS consignment note)
2	M O	CIM/SMGS	Consignee (see box 4 of the CIM/SMGS consignment note) Code (see box 5 of the CIM/SMGS consignment note)
3	M	CIM SMGS	Acceptance point (including station and country) and date of acceptance of the goods for carriage Forwarding station and railway abbreviation (see box 16 of the CIM/SMGS consignment note)
5	M	CIM/SMGS	Delivery point (see box 10 of the CIM/SMGS consignment note)
6	O	CIM	Code for the delivery point (see box 11 of the CIM/SMGS consignment note)
7	M	CIM/SMGS	Station code (see box 12 of the CIM/SMGS consignment note)
11	M	CIM/SMGS	Serial number
12	C	CIM/SMGS	Number of UTI: (see box 20 of the CIM/SMGS consignment note)
13	C	CIM/SMGS	Type and length of UTI (see box 20 of the CIM/SMGS consignment note)
14	C C O C C M C C C	SMGS CIM/SMGS CIM/SMGS CIM SMGS CIM/SMGS CIM CIM CIM	Description of the goods (see box 20 of the CIM/SMGS consignment note) Signs and marks shown on the packages Nature of the packaging of the goods Description of the goods “Harmonised Commodity Code” for the goods Perishable goods Number of packages Master Reference Number (MRN) Administrative Reference Codes (ARC) Export

Box No	Status	Contract of carriage	Description of box and information
15	M	CIM/SMGS	NHM/GNG code (see box 23 of the CIM/SMGS consignment note)
16	C	CIM/SMGS	RID/Appendix 2 SMGS (see box 22 of the CIM/SMGS consignment note)
17	M	CIM/SMGS	Mass (in kg) (see box 24 of the CIM/SMGS consignment note) <ul style="list-style-type: none"> - Gross mass of the goods (including packaging) separately by NHM/GNG code; - Tare of the UTI - Gross mass of the UTI
18	C	CIM/SMGS	Seals: Tally number and description of seals attached by the consignor, the carrier or customs authorities (see boxes 20 et 26 of the CIM/SMGS consignment note)
19	C	CIM/SMGS	Documents attached by the consignor (see box 9 of the CIM/SMGS consignment note)
20	M	CIM/SMGS	Wagon No. on forwarding (see box 19 of the CIM/SMGS consignment note)
29	M	SMGS	Total mass: Total weight of goods carried by all Intermodal Transport Units (UTIs).

b) Boxes to be completed by the forwarding carrier

Box No	Status	Contract of carriage	Description of box and information
4	C	CIM	Customs procedures (see box 61 of the CIM/SMGS consignment note)
8	M	CIM/SMGS	Consignment number (see box 69 of the CIM/SMGS consignment note)
9	M	CIM	Route (see box 60 of the CIM/SMGS consignment note)
21	M	SMGS	Carriage charges (see boxes 83 and 84 of the CIM/SMGS consignment note)
22	M	SMGS	Ancillary charges (see boxes 87 and 88 of the CIM/SMGS consignment note)
23	M	SMGS	Total (see boxes 91 and 92 of the CIM/SMGS consignment note)

c) Box to be completed by the carrier if necessary

Box No	Status	Contract of carriage	Description of box and information
28	C	CIM/SMGS	Carrier's declarations (see boxes 64 and/or 101 of the CIM/SMGS consignment note)

d) Boxes to be completed by the carrier after transshipment

Box No	Status	Contract of carriage	Description of box and information
24	M	CIM/SMGS	Number of the wagon after transshipment (see box 19 of the CIM/SMGS consignment note)
25	M	SMGS	Carriage charges (see boxes 85 and 86 of the CIM/SMGS consignment note)
26	M	SMGS	Ancillary charges (see boxes 89 and 90 of the CIM/SMGS consignment note)
27	M	SMGS	Total (see boxes 93 and 94 of the CIM/SMGS consignment note)

3 Languages

The provisions of point 8 of this manual are applicable to the languages to be used for the description of the boxes and the content of the CIM/SMGS container list.

4 Documents produced as computer printouts

When the CIM/SMGS container list is produced as a computer printout, the following conditions must be observed:

- content: no departure from the specimen;
 - layout: as little departure from the specimen as possible.
-

Specimen of the CIM/SMGS container list

Procedure to be followed in the event of detaching wagons or containers from groups of wagons/containers consigned using a single CIM/SMGS consignment note

The information specified in Appendix 2 of this manual on the drawing up of a re-consignment invoice sheet/ accompanying sheet must be entered in box 64 of the CIM/SMGS consignment note.

The detachment is to be recorded in the line for detached wagons or containers correspondingly in box 30 according to Appendix 7.2 or to box 28 according to Appendix 7.4. Alternatively, the number of the detached wagon or container may be crossed out in such a way that it remains legible.

For the subsequent journey, a reconsignment invoice sheet or an accompanying sheet conforming to sheet 2 of Appendix 5 to this manual is to be drawn up for each wagon or container detached.

A copy of the consignment note and the wagon/container list must be attached to the reconsignment invoice sheet or accompanying sheet.

The following endorsements are to be indicated in box 20 of the reconsignment invoice sheet or accompanying sheet:

- “reconsignment invoice sheet/accompanying sheet relating to consignment number ... (consignment number) of ... (date shown in box 70 or box 28) for ... (consignee, postal address)”
- “stopped because of ... from ... (date) ... (time) to ... (date) ... (time)”
- date stamp and signature

A new consignment number is to be allocated and entered in box 69 of the reconsignment invoice sheet or accompanying sheet:

- country code and station code of the station at which reconsignment is processed
- code for the carrier and consignment number in accordance with national legislation at the point where the reconsignment invoice sheet or accompanying sheet was created.

Otherwise, the invoice sheet for the reconsignment/accompanying sheet is to be processed in accordance with the SMGS official instructions in the SMGS area and the GTM-CIT in the CIM area.

Explanatory notes on the completion of the CIM/SMGS formal report

1 Provisions for implementation

- The purpose of the CIM/SMGS formal report is to record the condition of the goods and the extent of loss or damage.
- The CIM/SMGS formal report is to be made out in at least two copies. One copy is to be attached to the CIM/SMGS consignment note.
- The fact that a CIM/SMGS formal report has been made out is to be noted in box 62 of the CIM/SMGS consignment note.
- Descriptions of the boxes on the CIM/SMGS formal report are to be printed in two, or as appropriate three, languages of which one must be Russian and another English, French or German.

2 Making out the CIM/SMGS formal report

2.1 General provisions

- The provisions of Appendix 20 GTM-CIT and Point 4 Service Instructions apply by analogy to the CIM/SMGS formal report.
- When making out the CIM/SMGS formal report, a cross should be put into the box which applies: made out in accordance with the CIM Uniform Rules (for the CIM and CIM/SMGS boxes) or made out in accordance with the provisions of the SMGS (for the SMGS and CIM/SMGS boxes).
- When the CIM/SMGS formal report is produced as a computer printout, the following conditions must be observed:
 - content: no departure from the specimen;
 - layout: as little departure from the specimen as possible.

2.2 Content of the boxes

Remarks:

Contract of carriage:

CIM/SMGS data applies to both the CIM and the SMGS contracts of carriage
 CIM data applies only to the CIM contract of carriage
 SMGS data applies only to the SMGS contract of carriage

Box No	Contract of carriage	Description of box and information
1	CIM/SMGS	Consignor: Name, postal address, country and, if possible, the telephone or fax number (with international prefix) or e-mail address of the consignor (see box 1 of the CIM/SMGS consignment note)
2	CIM/SMGS	Consignee: Name, postal address, country and, if possible, the telephone or fax number (with international prefix) or e-mail address of the consignee (see box 4 of the CIM/SMGS consignment note)
3	CIM/SMGS	Nature of the packaging: As shown on the CIM/SMGS consignment note (see box 20)
4	CIM/SMGS	Description of the goods: As shown on the CIM/SMGS consignment note (see box 20)
5	CIM/SMGS	Mass (weight) in kg: As shown on the CIM/SMGS consignment note (see boxes 24, 48)
6	CIM/SMGS	Consignment number: As shown on the CIM/SMGS consignment note (see box 69) Date on which the goods were accepted for carriage: Date shown in box 16 of the CIM/SMGS consignment note.
7	CIM/SMGS	From: Acceptance point/forwarding station and railway abbreviation as shown on the CIM/SMGS consignment note (see box 16)
8	CIM/SMGS	To: Delivery point/destination station and railway abbreviation as shown on the CIM/SMGS consignment note (see box 10)
9	CIM/SMGS	Arrived at, on (date, time) by train No.
10	CIM/SMGS SMGS CIM/SMGS SMGS	Wagon/container No.: <ul style="list-style-type: none"> - Wagons with a 12 digit wagon number – enter wagon number (see box 19 of the CIM/SMGS consignment note) - Other wagons – enter the wagon number (see box 19 of the CIM/SMGS consignment note) - Tally number, number of UTI (see box 20 of the CIM/SMGS consignment note) - Identification number of lorry.
11	CIM/SMGS	Sheets supplementing this formal report: Supplementary sheets are to be signed by persons signing the formal report itself.
12	CIM	Recording of loss or damage: Date and location that the loss or damaged was noticed
13	SMGS	Supplements to CIM/SMGS formal report No. ... Station ... Carrier ... of: To be completed if the formal report created en route is enclosed with the invoice.

Box No	Contract of carriage	Description of box and information
14-30	CIM/SMGS	Seals: Details of the seals attached to the wagon (UTI)
31	SMGS	Details of signs of seals being broken or damaged: In accordance with the SMGS Service Instructions.
32	SMGS	The wagon/container sustained/did not sustain technical damage. For further details see formal report No. ... of ... : in accordance with the SMGS Service Instructions.
33	SMGS	The goods were loaded by the carrier/consignor: Give details of who loaded the goods In accordance with point 4 of the SMGS Service Instructions.
34	CIM/SMGS CIM SMGS	Reporting the facts/Circumstances in which the formal report was made out: Description of the condition of the goods (including damaged goods) giving details of shortages and goods in excess: A Description of the loss and damage (nature and extent), B Mass (weight) of damaged/undamaged packages, C Nature and condition of the packaging (external and internal), D Method of loading, E Cause and time of loss or damage, if it can be clearly ascertained, F Supplementary report made by the destination carrier. In accordance with point 4 of the SMGS Service Instructions.
35 36-41 42-47	SMGS	Result of the inspection: Description of the actual condition of the goods (boxes 36 to 41), giving details of the items damaged (boxes 42 to 47). Actually noted: Details of the condition of the goods. Of which items damaged: Details of the items damaged in accordance with what was actually noted in boxes 36 to 41.
48	SMGS	Statement by expert drawn up/not drawn up: in accordance with point 4 of the SMGS Service Instructions.
49	SMGS	Seals and the following documents are attached to the formal report: In accordance with point 4 of the SMGS Service Instructions.
50	SMGS	Destination station remarks on the condition of goods arriving with a formal report completed by a station en route: In accordance with point 4 of the SMGS Service Instructions.
51	CIM/SMGS	En route: CIM/SMGS formal report completed by (date stamp or name and address of the carrier, date).
52	CIM/SMGS	Signatures: Name, address and signature of witnesses and the person entitled Job title, name and signature of the carrier's representatives.
53	CIM/SMGS	On arrival/at the destination station: CIM/SMGS formal report completed or material added (date stamp or name and address of the carrier, date).
54	CIM/SMGS	Signatures: Name, address and signature of witnesses and the person entitled Job title, name and signature of the carrier's representatives Name and signature of the consignee of the goods.

Specimen of the CIM/SMGS formal report

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

See the list on www.osjd.org

Completion of the CIM/SMGS formal report

1 General provisions

- The provisions of Appendix 20 GTM-CIT and Point 4 Service Instructions apply by analogy to the CIM/SMGS formal report.
- When making out the CIM/SMGS formal report, a cross should be put into the box which applies: made out in accordance with the CIM Uniform Rules (for the CIM and CIM/SMGS boxes) or made out in accordance with the provisions of the SMGS (for the SMGS and CIM/SMGS boxes).
- When the CIM/SMGS formal report is produced as a computer printout, the following conditions must be observed:
 - content: no departure from the specimen;
 - layout: as little departure from the specimen as possible.

2. Content of the boxes

Remarks:

Contract of carriage:

- CIM/SMGS - data applies to both the CIM and the SMGS contracts of carriage
- CIM - data applies only to the CIM contract of carriage
- SMGS - data applies only to the SMGS contract of carriage

Box No	Contract of carriage	Description of box and information
1	CIM/SMGS	Consignor: Name, postal address, country and, if possible, the telephone or fax number (with international prefix) or e-mail address of the consignor. (See box 1 of the CIM/SMGS consignment note)
2	CIM/SMGS	Consignee: Name, postal address, country and, if possible, the telephone or fax number (with international prefix) or e-mail address of the consignee. (See box 4 of the CIM/SMGS consignment note)
3	CIM/SMGS	Nature of the packaging: As shown on the CIM/SMGS consignment note (see box 20)
4	CIM/SMGS	Description of the goods: As shown on the CIM/SMGS consignment note (see box 20)
5	CIM/SMGS	Mass [weight] in kg: As shown on the CIM/SMGS consignment note (See boxes 24, 48)
6	CIM/SMGS	Consignment number: As shown on the CIM/SMGS consignment note (see box 69) Date on which the goods were accepted for carriage: Date shown in box 16 of the CIM/SMGS consignment note.
7	CIM/SMGS	From: Acceptance point/forwarding station and railway abbreviation as shown on the CIM/SMGS consignment note (see box 16)
8	CIM/SMGS	To: Delivery point/destination station and railway abbreviation as shown on the CIM/SMGS consignment note (see box 10)
9	CIM/SMGS	Arrived at, on (date, time) by train No.
10	CIM/SMGS SMGS CIM/SMGS SMGS	Wagon/container No.: - Wagons with a 12 digit wagon number – enter wagon number (see box 19 of the CIM/SMGS consignment note) - Other wagons – enter the wagon number (see box 19 of the CIM/SMGS consignment note) - Tally number, number of UTI (see box 20 of the CIM/SMGS consignment note) - Identification number of lorry.
11	CIM/SMGS	Sheets supplementing this formal report: Supplementary sheets are to be signed by persons signing the formal report itself.
12	CIM	Recording of loss or damage: Date and location that the loss or damaged was noticed

Box No	Contract of carriage	Description of box and information
13	SMGS	Supplements to CIM/SMGS formal report No. _ Station _ Railway _ of: To be completed if the formal report created en route is enclosed with the invoice
14-30	CIM/SMGS	Seals: Details of the seals attached to the wagon (container)
31	SMGS	Details of signs of seals being broken or damaged: In accordance with the SMGS Service Instructions
32	SMGS	The wagon/container sustained/did not sustain technical damage. For further details see formal report No. ... of ... : in accordance with the SMGS Service Instructions
33	SMGS	The goods were loaded by the carrier/consignor: Give details of who loaded the goods In accordance with point 4 of the SMGS Service Instructions
34	CIM/SMGS CIM SMGS	Reporting the facts/Circumstances in which the formal report was made out: Description of the condition of the goods (including damaged goods) giving details of shortages and goods in excess: A Description of the loss and damage (nature and extent), B Mass [weight] of damaged/undamaged packages, C Nature and condition of the packaging (external and internal), D Method of loading, E Cause and time of loss or damage, if it can be clearly ascertained, F Supplementary report made by the destination carrier. In accordance with point 4 of the SMGS Service Instructions
35	SMGS	Result of the inspection: Description of the actual condition of the goods (boxes 36 to 41), giving details of the items damaged (boxes 42 to 47).
36-41	SMGS	Actually noted: Details of the condition of the goods.
42 - 47	SMGS	Of which items damaged: Details of the items damaged in accordance with what was actually noted in boxes 36 to 41.
48	SMGS	Statement by expert drawn up/not drawn up: in accordance with point 4 of the SMGS Service Instructions
49	SMGS	Seals and the following documents are attached to the formal report: In accordance with point 4 of the SMGS Service Instructions
50	SMGS	Destination station remarks on the condition of goods arriving with a formal report completed by a station en route: In accordance with point 4 of the SMGS Service Instructions
51	CIM/SMGS	En route: CIM/SMGS formal report completed by (date stamp or name and address of the carrier, date)
52	CIM/SMGS	Signatures: Name, address and signature of witnesses and the person entitled Job title, name and signature of the carrier's representatives
53	CIM/SMGS	On arrival/at the destination station: CIM/SMGS formal report completed or material added (date stamp or name and address of the carrier, date).
54	CIM/SMGS	Signatures: Name, address and signature of witnesses and the person entitled Job title, name and signature of the carrier's representatives Name and signature of the consignee of the goods.