

**Guidelines for the Printout of the
Export Accompanying Document (EAD)
and the List of Items (ELoI)**
(Document TAXUD 2008-1668 rev. 2)

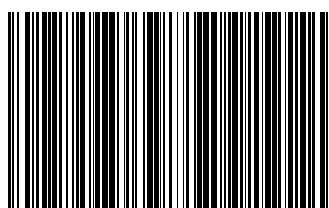
The document is accompanied by the XLS file containing the data set

1. **Layout of the EAD & ELoI**

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

2. **EAD: Printing of the “bar code”**

The readable **bar code** must be printed on the right of box 1 using the standard 'code 128', character set 'B'.



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3. **EAD: Printing of box 31:** "Packages and description of goods-Marks and numbers - Container No(s) - Number and kind": only "shipping marks" and "equipment identification number, if containerized", are entered and printed where they are valid for the whole declaration.
4. **EAD: Printing of Data Group “Seals ID”**

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

5. **Fonts to be used**

5.1. **EAD**

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

Font	Size	Style
Arial Narrow	7	Normal + Bold
Line Printer	7	Normal + Bold
Letter Gothic (PCL6)	7	Normal + Bold
Impact	7	Normal
Haettenschweiler	7	Normal
Haettenschweiler	8	Normal
Haettenschweiler	9	Normal
Clarendon Condensed (PCL6)	7	Normal + Bold
Clarendon (PCL6)	8	Normal + Bold

5.2. **ELoI**

The Export Accompanying Document shall be supplemented by a list of items when an export consignment consists of more than one item or there is no sufficient space on EAD to include all information for the 1 item in the space between box 31 and boxes E/K..

The **boxes** of the ELoI are **vertically expandable**.

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

5.3. **Mentioned fonts not available**

If the **above** mentioned **fonts** are **not available**, other fonts should be chosen, which allow the printing of the information related to a given attribute of the message IE515, IE615 and IE529 in their integral length in the corresponding box of the EAD. The chosen fonts should also preferably contrast with the layout of the documents

5.4. **Size of forms**

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

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