



DANE
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Methodology and Statistical Production Division
(DIMPE)

EXPORTS STATISTICS METHODOLOGY (EXPO)

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NATIONAL ADMINISTRATIVE DEPARTMENT OF STATISTICS

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PRESENTATION

The National Administrative Department of Statistics, DANE as the coordinator entity of the National Statistical System (NSS), within the framework of the "Statistical Planning and Harmonization" project, works to strengthen and consolidate the NSS. This is carried out through several processes such as: the production of strategic statistics; the generation, adaptation, adoption and diffusion of standards; the consolidation and harmonization of statistical data, and the connection of instruments, stakeholders, initiatives and products. These actions are carried out in order to improve the quality of strategic statistic data, and its availability and accessibility to respond to users demand.

In this context DANE, aware of the need and obligation to provide better products for its users, developed a standard presentation guide for methodologies. The aim of this guide is to contribute to the visualization and understanding of the statistical processes, allowing further analysis, control, replicability, and evaluation. The documents are presented in a standard and comprehensive manner, thus facilitating the understanding of the main technical characteristics involved in the processes and sub-processes of each research, making them available for both specialized users and the general public.

These series of guides promote the transparency and credibility of the technical expertise of DANE, for a better understanding and use of statistical information. This information is produced according to the principles of coherence, comparability, integrality and quality of the statistics.

INTRODUCTION

The trade merchandise statistics register the legal leaving of merchandises to other countries or Colombian industrial free zone. This statistics are based on exports declarations¹ presented to the different Colombian customs administrations.

In the same way, exports are statistically recorded when the customs perform the declaration closing of exportation. Based on this statement, the importance of this research consists on providing information in accordance with the exportation codes that are included by DANE and la Dirección de Impuestos y Aduanas Nacionales DIAN (*National Directorate of Taxes and Customs*) to record the goods which by parameter, shall be included or excluded from the international merchandise trade statistics, according to the international recommendations released by the Andean Community (CAN) and UN.

Periodically, these recommendations are applied in an inter-institutional process in which DANE and DIAN not only participate, but also the (*Banco de la Republica*) Central Bank of Colombia and the Ministry of Trade, Industry and Tourism.

This research is aimed to satisfy the needs and requirements of persons, institutions and national and international agencies dedicated to carry on investigations related to the sale of merchandises abroad. It is indispensable to provide periodically the statistics that reflect the evolution and behavior of these activities nationwide, taking into account their participation in the Gross Domestic Product (GDP), the employment generation and the volume of goods and services involved in these aspects.

This document is divided as follows: The first part shows the research design, taking into account its objectives, conceptual framework, among other topics. In the second part, the statistical production elements are established; which describe the relevant aspects of preparatory activities, data collection, processing, supervision and data consolidation, all of them framed in the exportation statistics. In the third part, the analysis process is described, which is applied to the exportation figures through tables and graphs that shows the data behavior. Finally, the last part is focused on the activities related to the dissemination of the gathered information.

¹ Except for petroleum, since 2004 to present the source of information about exports for petroleum and its derivatives corresponds to the Colombian Petroleum Enterprise (ECOPETROL) and private companies that export these types of fuels.

1. BACKGROUND

In Colombia, the periodic production and publication of international trade information started in 1916. Between 1916 and 1951, these statistics were developed by the General Direction of Statistics, entity linked to the Office of the Comptroller General of the Republic.

Since 1951 until August 1953, these statistics were developed by the National Direction of Statistics, linked to the Presidency of the Republic of Colombia. Thereafter this date, DANE, which substituted the mentioned direction, assumed the functions that correspond to the production and releasing of international trade statistics.

Since 2005, DIAN, through its Informatics System of Custom Management (SYGA), monthly provides to DANE the files with the declaration of exportations for developing the information validation and verification. Moreover, DIAN supplies the exportation physical declarations that were not captured in the software, to perform the activities of reception, classification, critique and capture by DANE for data consolidation and further release. Since October 2008, DIAN gave to DANE the Informatics System of Custom Management (MUISCA), which presents the exportation declarations with their respective shipment authority.

2. DESIGN

2.1 CONCEPTUAL FRAMEWORK

2.1.1 Objectives

- **General**

To obtain periodic information related to the legal sales of merchandise from Colombia to abroad.

- **Specific**

- To produce together with DIAN the validated and certified merchandise exports statistics.
- To disseminate periodically the provisional and final statistics of Colombian exports.
- To check and validate the records collected by DIAN for their statistical application.

2.1.2 Reference framework

- **Conceptual Base**

Exports are leavings, with destination to another country or a Colombian industrial free zone, of duty free merchandises in the Colombian custom territory. The exportation is statistically recorded when the customs have performed the closing of the exportation document.

In accordance with the last statement, exports correspond to those goods that leave a country and are recorded at customs. Exports are valued at FOB (*Free On Board*) prices due to the inclusion of all costs of goods transportation to the custom boundary, the exportation rights and the loading cost of goods according to the transport media used.

In the same way, the primary information contained in the declaration of exportation represent the raw material to develop the exports statistics, excluding the case of petroleum and its derivates, where the information source is ECOPETROL and all the private companies concerned with the exportation these fuels.

In Colombia, the tariff classification is governed by the Decision 381 of the Commission of the Cartagena Agreement. In this decision is stipulated that the member countries shall respect the NANDINA (Common Tariff Nomenclature of the Member States of

the Cartagena Agreement.) uniform classification until the eighth digit. The remaining two digits are assigned by each country to complete the tariff position to 10 digits.

Along these lines, DANE performs a series of analysis based on variables such as: Country of Destination (Defined as the last destination known where the goods will be delivered); FOB value (which corresponds to the transaction value of goods and the value of the provided services to deliver the merchandises in the exporter country's boundary); exports according to the Department of Origin; leaving place of merchandise; tariff chapters, amongst other.

- **Thematic Content**

The Exports Statistics Methodology (Metodología de Exportaciones EXPO as its name in Spanish) takes into account different types of variables namely:

Variables of classification: The variables found in this category correspond to the Country of Destination of merchandise, exports customs, Department of Origin of merchandise; mode of transportation; tariff subheading and type of exporter (mixed, private or public).

Variables of analysis: This category Involves variables such as: modality's code, merchandise's gross weight in Kilograms; merchandise's net weight in Kilograms; quantity of units; tariff subheading; merchandise's FOB value in US dollars (US\$); FOB value in Colombian pesos.

- **International Benchmarks**

The exports statistics are produced taking into account international recommendations, primarily released by UN² and the Andean Community (CAN)³ General Secretariat. Some of these recommendations are presented as follows:

- It is necessary to record by separate certain kind of goods, whose information enables to adjust the total figures of international trade of merchandise with the purpose of consolidating the information of National Accounts and the balance of payments.
- For engaging the development of detailed international trade statistics, it is necessary to use initially the custom territory as statistical territory.
- Bearing in mind the international recommendations, the long term objective is that the statistical territory corresponds to the economic territory.

² International Merchandise Trade Statistics: Concepts and Definitions (IMTS 2010)

³ Decision 511 from the CAN Commission.

- The international recommendations establish that the international merchandise trade statistics shall record all goods that are added or subtracted from the material resources' heritage of the country, due to the entering (imports) and leaving (exports) movements of its economic territory. The goods which are transported through the country, the admitted goods or those temporarily retired from this territory, are not added or subtracted from the material resource's heritage of this country, and therefore will not be included in the international merchandise trade statistics.
- Finally, it is important to mention that the Article 4 from the Decision 511 of CAN establishes that the statistical territory of the member states will be defined as their custom territory until the arrangements that enable the development of statistics based on the economic territory are adopted. Following this principle, international trade statistics in Colombia have been produced.

By adopting these recommendations, the methodology is developed by taking into account the exportation modality codes to identify this merchandise that is included or excluded from the statistics. In the same way, the exports of gold for monetary use as well as banknotes and coins in circulation are either excluded from the statistics, which are not identified with internal codes.

2.2 STATISTICAL DESIGN

2.2.1 Basic Components

Type of statistical operation

The statistical operation applied by DANE for starting the design, production and dissemination processes corresponds to the administrative register.

Universe and target population

The exports universe is composed by the corresponding exporters of goods of the country.

Coverage and Geographical Disaggregation

The exports statistics cover all the legal movement of merchandise sold to other countries and free zones of the national territory, which are leaving through the different customs of the country.

Statistical Units

The declaration of exportation becomes the raw material for enabling the development of exports statistics, excluding the petroleum statistics.

Nomenclatures and classifications

Corresponds to the denominations given to the forms of classifying merchandises, according to their level of disaggregation; characteristics of use or economic purpose; and geographical zones or economic groups associated to such merchandises.

In order to engage the production of exports statistics, DANE currently takes into account the following classifications:

Customs Tariff (10 digits): The customs tariff, currently available in Colombia, is based on the Harmonized Commodity Description and Coding System, internationally agreed and adopted together with the denomination of NANDINA Nomenclature. The customs tariff shows the classification of merchandises according to the nature of their components and is presented in three levels of disaggregation:

- Articles: Composed by ten digits, it constitutes the nomenclature's maximum grade of disaggregation.

- Section: Composed by the first four digits, it corresponds to the set of chapters composed by merchandises whose physical and chemical composition is similar.
- Chapter: Composed by the first two digits, it corresponds to the merchandises whose specifications enable to perform functions or satisfy similar needs.

Standard International Trade Classification Revision 3 (SITC Rev.3, A.C.): The purpose of SITC consist on gathering statistics related to international trade of all merchandise subject to abroad exchange, and promoting the international comparability of these statistics. The SITC groups reflect on one hand, the materials used in the production process, the processing state, the market practices, the uses of the products; on the other hand; the importance of commodities in terms of world trade and the technological changes.

Central Products Classification adapted to Colombia (CPC Rev. 1.0, A.C.): The central products classification (CPC Rev. 1.0, A.C.), is developed by the United Nations and adapted by DANE since 2000. Its principal purpose is to provide a general framework concerning the international comparability of statistical information that data present by types of products. Thus, one of the CPC main characteristics, as general purpose classification, consists on giving more detailed information than other specific classification systems showed by sectors.

The CPC objective is to work as an international comparability framework of statistics related to goods and services. In the same way, the CPC enhances the harmonization among different sectors of economic statistics and strengthen the role of National Accounts as coordination instrument of these statistics.

SITC Revision 2 Adapted according to Incorporated Technology Intensiveness: This classification put into groups all goods according to their technological intensiveness. There, the primary goods as well as industrialized goods, amongst other are found.

Reference period

In order to develop the exports statistics, the Reference month corresponds to the record's closing of the Export Declaration (DEX) (see annex F)

Collection Period

The physical declarations are weekly received, while the file of electronic declarations is downloaded each month from the DIAN's website.

2.2.2 Design of methods for information treatment

Analysis of information

In the case of exports, with the purpose of performing a complete analysis, the evaluation of absolute values of variables is not enough: It is essential to apply tools that show the evolution and proportions of this analysis. Variations, participations and percent contributions should be taken into account, as in all kind of analysis, which will be defined as follows:

The variation or growth rate shows the change of variable between two periods. Its mathematic formula corresponds to:

$$\text{VarX} = (X_t - X_{t-1}) / X_{t-1}$$

Where:

Var X: Is the growth rate or variation of X variable between the t and $t-1$ period.

X_t : Corresponds to the value of X variable (data) in the t moment.

X_{t-1} : Is the value of X variable (data) in the $t-1$ moment.

On the other hand, *participation or percentage* shows the proportion of a variable in relation to another. Its mathematic formula corresponds to:

$$(X_i / X) * 100$$

Where the sub index i refers to the sense of belonging of the variable to another one it includes.

Participation can be also expressed as $(X_i / Y) * 100$, when it is compared to another different variable, as in case of the coverage rate $(X/M) * 100$, where X represent the exports and M the imports.

The usefulness of participation depends on the role it performs to determine the importance of data in relation to its total. For instance, if the total of exports from Colombia to The United States is 42%, thus it can be inferred that this country is an important commercial partner.

Percentage contribution is another valuable tool for engaging the data analysis due to it shows the importance of a variation over a total variation, in other words, shows the contribution of that variation in relation to the total variation.

The mathematic formula of percentage contribution is the following:

$$\text{ContrX}_i = (X_{i,t-1} / X_{t-1}) * \text{VarX}_i$$

Where

$ContrX_i$ corresponds to the percentage contribution of X_i variable, to the growth of X variable in the period between X_t and X_{t-1} .

2.2.3. Design of instruments

The instrument applied to enable the collection process corresponds to DEX documents, as the one recorded by DIAN on its database, as the physical copies that DANE receives. The entity in charge of designing this instrument is the DIAN.

3. STATISTICAL PRODUCTION

3.1 PREPARATORY ACTIVITIES

3.1.1 Awareness- raising

The awareness-raising process shows both the importance of exports figures for the country and the existing need for developing statistical information. This awareness-raising is applied to the entities that compose the Inter-institutional Committee of International Trade Statistics.

3.1.2 Training

The logistic personnel are in charge of developing the training process to the personnel from the DANE's Territorial Branch of Bogotá, depending on the number of contract periods. In other words, if the personnel are contracted for quarterly periods, the number of trainings done by logistics personnel shall correspond to four. In the same way, each time there is a change in the exports declaration, the training to the personnel will be also engaged.

3.1.3 Selection of personnel

The selection of personnel required for the development of this research is done as in the Center Territorial Division, Headquarters in Bogotá, as in DANE Central. Each Territorial Branch carries out the reception of declarations as well as their classification, critique, codification and capture, while at DANE Central, the tasks data reception, analysis, detection and correction of inconsistencies as well as production and revision of output tables are developed.

The selection process is carried out, bearing in mind the following steps:

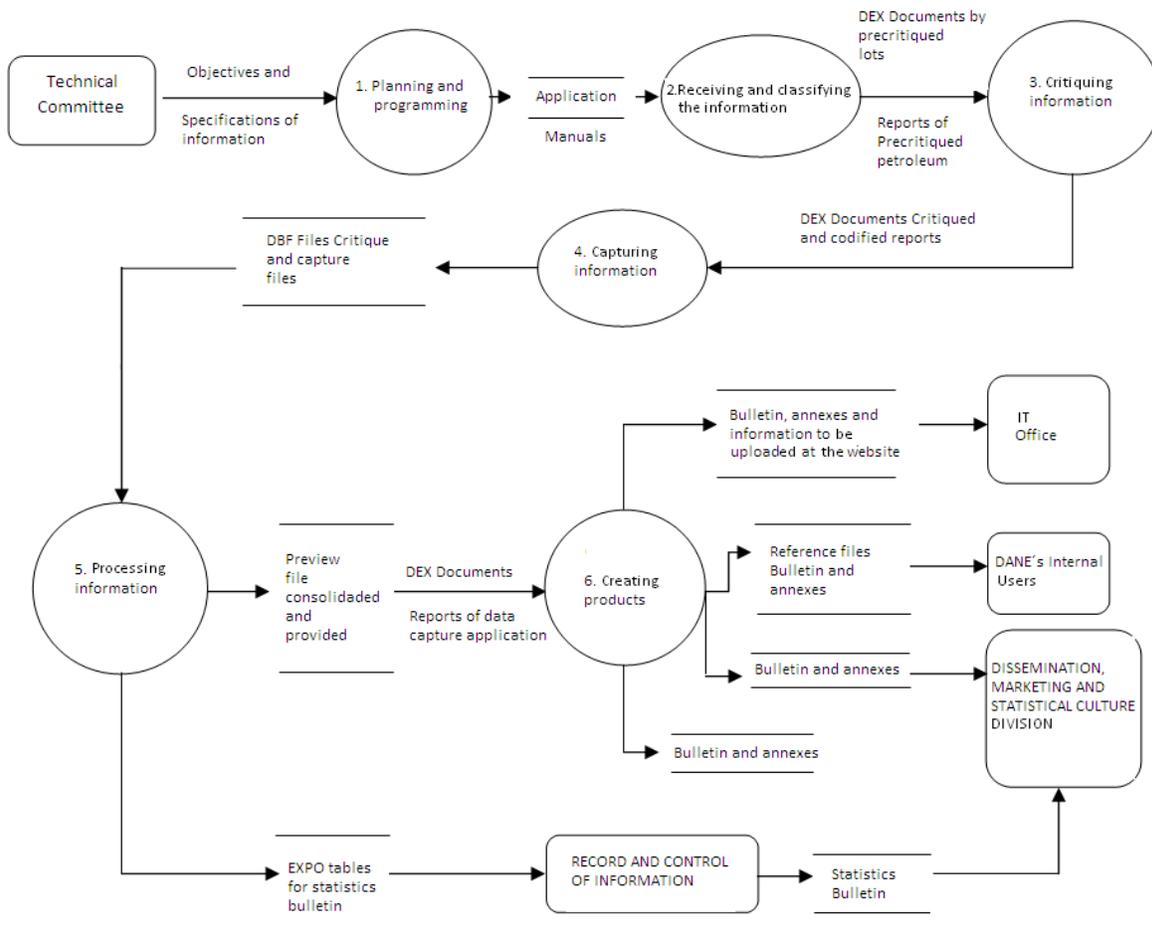
- Evaluation of the needs of resources and further approval application
- Call
- Study of applications and first candidates selection according to the required profile
- Training course taught by the research coordinator in each one of the DANE territorial branches and auxiliary offices.
- Qualifying tests
- Personal Interview
- Final personnel selection
- Training review taught by the DANE Central methodological team, during the course of the operation

3.2 DATA COLLECTION

3.2.1 Operative Organization chart

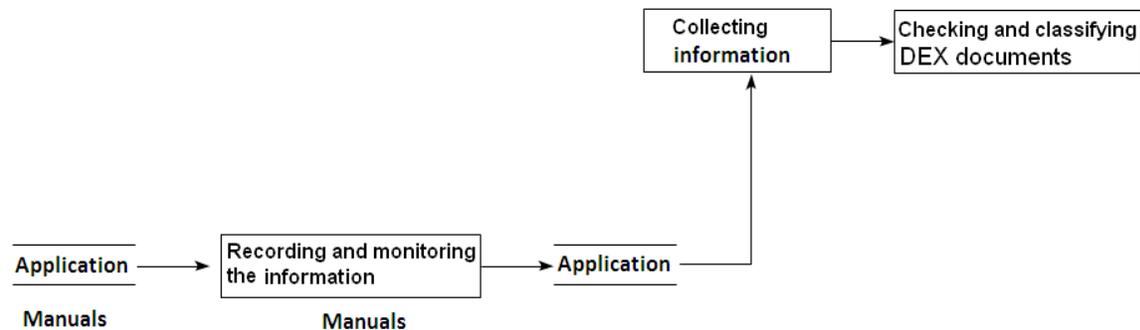
The following diagram shows the main processes of the system, its flows of information and files obtained.

Diagram 1. Exports operative diagram



Source: DANE

Diagram 2. Collection and classification of information – Territorial Branch Bogotá



Source: DANE.

This is only applied to the Territorial Branch Bogotá

DEX Documents correspond to:

- Final Exports Declarations
- Information Debt declarations
- Correction declarations
- Modification declaration
- Simplified declarations
- Duty free merchandise movement from the national customs project to free zone without DEX

3.2.2 Operative scheme, method and procedure for the collection process

There is not any type of data collection due to the fact of that DANE works with the administrative registers. DIAN is the entity in charge of sending the declarations to the DANE Territorial Branch Bogotá and there, the process of organization, classification, critique, coding and capture of exports declarations are engaged.

Procedure for starting data collection

This process consists on receiving and organizing the exportation physical declarations sent by the different customs administrations and ECOPETROL to the DANE Territorial Branch Bogotá.

Monitoring and control of the collection operation

The person in charge of the reception process gathers the copies of exportation physical declarations sent by the customs administrations. The DANE's Territorial Branch Bogotá is responsible for the reception of exportation declarations from the customs administrations located in cities such as: Bogotá, Leticia, Puerto Carreño, Puerto Inírida, Puerto Asís, Arauca, Bucaramanga, Cúcuta, Buenaventura, Cali, Ipiales, Tumaco, Cartago, Medellín, Turbo, Barranquilla, Cartagena, Riohacha, Santa Marta, Maicao, San Andrés, Armenia, Manizales, Pereira, Pamplona, Yopal y Valledupar.

In accordance with the established in the subparagraph 1º of the Act 243 from the Resolution No 4240 from 2000, modified by the Act 1º of the Resolution 01382 of February 23th 2005; it was pointed out that physical copies of final exportation declarations with destination to DANE shall be sent in the last working day of each week to the DANE Territorial Branch Bogotá.

Coverage control

With the purpose of ensuring the timely delivering of material from all the Colombian customs, the coverage checking form was created to list as the customs as the weekly deadlines when these shall send the required information. In the example from annex G, those customs that did not work during the corresponding week in the reference month are indexed with the initials NM No material (SM Sin material), in other words, the physical declarations that were not submitted SM. The customs that send material in the corresponding week of that month are indexed with the initials DM delivery of material "Physical declarations" (EM Entrega de material).

In view of the above, a person from the DANE Territorial Branch Bogotá shall be in charge of the following activities: Recording the information received, making the corresponding phone calls and sending the e-mails to the customs that do not report information⁴. This fact must be registered in the coverage checking form, together with the dates in which the person in charge contacted the custom that did not send the information.

It is important to remark that there are customs that occasionally work on physical declarations; therefore, DANE shall monitor them at least one or two times a month.

On the other hand, DANE shall request to the customs that did not work on physical declarations during the reference month, a letter or an e-mail as evidence that these customs did not process those mentioned declarations. The customs offices must provide the report in which they shall index the consecutive numbers of each processed exportation declaration given to DANE, as well as the corresponding time period of this material.

⁴ A custom is considered as "do not report information", if in the middle of the next week from the reference week, DANE has not received the requested material from that custom.

Reception

Once the declarations are received by the DANE Territorial Branch Bogotá, the next step consists of verifying the type of declaration, the quantity and the condition of declarations sent by customs, taking as a reference the sender summary report attached to the package.

The reception process of documents is performed in the moment in which the package from customs is delivered to the DANE's International Trade Staff that shall take into account the following instructions:

- To read the report sent by the customs and verify the consistency of information through the package with the exports declarations.
- To count the normal exportation documents in the package (copy for DANE)
- To check carefully each document. Separate and count those documents with missing annex sheets.
- To identify the exportation documents which were not delivered by the customs, according to the sender report attached to the package.
- To separate in groups or small packages the exportation documents (Copy for DANE), the DEX documents not concerning to DANE and the photocopies of incomplete documents to give back or request them to the corresponding customs, depending on the situation; moreover, to classify the declarations of correction, modification, debts and the corresponding simplified declarations.
- To count the exportation declarations that do not belong to DANE; in other words, the copies from the original DEX, different from the copies for DANE, for giving them back to the corresponding custom.
- To identify the copies of missing or incomplete documents to request them again to the custom office. Besides, DEX copies that do not correspond to DANE shall be given back to the custom office, attaching a sender report.

Classification and ordering of records

Exports are statistically recorded when the exporter present the DEX document in the customs office, once the export document is closed and the unique or consolidated shipment of merchandise sold abroad is performed. (Since the shipment moment, the exporter has 15 days for presenting the DEX at the corresponding customs).

Procedure for codification and critique of information

This process consist on preparing the information for a subsequently recording process, in which is necessary to engage a checking procedure to the physical export declarations; with the purpose of: verifying the codification, establishing their correct filling out and when it is required, making the corrections by adding the missing codes in the DEX filling out.

In general terms, critique and codification tasks consist on making a visual scanning to the document for detecting blanks without information, incorrect or incomplete codes and assign codes to some variables, deciphering the unreadable information and transcribe it in the free blanks without affecting the original information in the document. When it is impossible to read the data, the critique staff shall interpret the readable information and based on this, calculate and understand the information that is not clear inside.

For instance, if one of the digits from the tariff heading is not readable or is not understandable, critique staff shall read the merchandise description to identify the tariff subheading code that should appear in the corresponding Customs Tariff.

During the DEX critique process, it is necessary to take into account the following general rules:

- To update the Customs Tariff, as soon as the periodic material is received from the DANE Central, *Self Filling out and Records Logistics Staff*.
- Before starting the critique process of DIAN's form of exports declarations, the classification stage shall be concluded and the DANE's classification information sheet form # 4.1.2-A should be filled out, taking into account the material to be recorded.
- In case of detecting some inconsistencies in the lot's information data, the DEX documents shall be given back to the staff in charge of classification for doing the required corrections⁵.
- The codification; in other words, the corresponding corrections, notes and data checking of each document shall be done with a red pencil or pen.
- The information inside the declaration document must not be erased. When this information is wrong, it shall be circled and write the correct data next to the incorrect figure or data.

⁵ For additional information about classification tasks, see *Manual for Reception and Classification of Exports Declarations –EXPO- DANE*.

- When incorrect or unreadable declarations are found, the team's boss or the person in charge of the Exportation Research at DANE's Territorial Branch shall be contacted. This person give these wrong declarations back to the corresponding custom through a sender report, with the purpose of obtaining the required information.
- To code the following blanks: Type of declaration, type of identification, Place of leaving, special systems, code of unit and negotiation currency code.
- The required figures must be clearly noted by using medium sized Arabic numbers to facilitate the recording process.
- Figures correction must not be written over the original information previously filled out. Corrections must be written next to the filled information.
- A special mark shall be written to indicate that values and codes were already verified and are correct. This mark has to be written to the right of these values to point out that were checked.
- Codes must be checked and compared by using specific codes tables provided as annexes in this document.
- The total number of articles by each document shall be written to the left of the description of merchandise, box 93 inside DEX.
- It is not necessary to approximate decimal figures in the critique process, due to the figures must be recorded with two decimals, when it is filled out like this in the declaration.

3.3 METHODS AND MECHANISMS FOR QUALITY CONTROL

Quality analysis of results

Quality indicator: This indicator is designed based on the checking exercise that the Exports Research coordinator at the DANE Territorial branch Center shall do by comparing through the a software application, the written information in DEX with the information electronically stored.

In order to engage the quality control of the process and obtain an indicator of this, a module in the capture application was designed to perform by the EXPO coordinator, a revision of the sample that the quality indicator module generates inside the application, which is determined randomly. This sample corresponds to the 10% of the material worked in the research and is also equal to the 10% of the work developed for each one of the critique-recorders.

General description of this analysis:

- Coordinator and the person in charge of the processes of critique and recording shall approve the quantity of errors detected in these stages.
- The verification of information must be weekly done and the calculation of the indicator is responsibility of the research coordinator in the DANE Territorial Branch Center Bogotá.
- A qualification form was designed which must be sent to DANE Central, attached with a corresponding form file done in Microsoft Excel®, broken down weekly into sheets.

Instruments applied

The instrument applied to perform the indicator calculation corresponds to the form known as Quality Indicator for the Processes of Critique and Recording of Exports, whose content concerns the variables that shall be checked for the indicator calculation. The variables generated by the capture program were excluded; however, these are valued taking into account a weighter for each one of them, (see annex H). Below are mentioned the variables and a short definition of the text that is supposed to be in each column.

Variable

The variable to determine the quality of the indicator corresponds to the number of errors detected in the activities of critique and capture of information. For enabling the variable

construction, weightings are established according to the type of error found; that means, each variable has a defined weighting.

The weighted variables include the codified variables which are underlined in bold type. In other words, in the moment of performing the record checking, it has to be taken into account how the critique and coding procedures were done in the document. This represents the critique process and subsequently, the recording process by contrasting the information recorded in the application, with the information written in the document.

Column A. Variables

The variables subjects of checking are shown in the column A to develop the calculation of the quality indicator in the DANE Territorial Branch Center. Those variables are specified in the indicator module inside the application. The groups of variables that are codified correspond to six and all of them are critiqued in order to detect possible information inconsistencies. These variables shall be underlined next to the variable in the document, especially when values are difficult to read, to facilitate the recording process. That means the coordinator in charge of the research shall be careful not only in the data capture process but also in the critique process, especially in the moment of qualifying.

Column C. Qualification

The qualification marks corresponds to: One (1) whether the variable was correctly processed and Zero (0) if its codification, critique or capture was wrong. According to the last statement, in the moment of qualifying the variables, the mark Zero (0) will be acquired mistakes are found in the following two cases:

- If the variable was correctly codified, but there was a mistake in the capture of this, the assigned qualification shall be Zero (0)
- If the variable was correctly recorded but there was a mistake in its codification, the qualification shall be either of Zero (0)

Finally, if the variable was correctly codified and captured, the qualification shall be One (1).

Column D. Total score per variable

It corresponds to the product between the column B and C. Therefore, if the variable qualification is Zero (0), its percentage shall be cancelled, decreasing the final or total qualification that corresponds to the sum of the score of each group.

Process of evaluation of the indicator

Due to the fact that the indicator's objective is measuring the quality of critique and capture processes, the development of these inside the research must be either qualified. In order to perform this, it is supposed that the volume of material processed by each person involved in the exports research should be the same for everyone; therefore, the percentage of documents that compose the sample to be checked shall be related to the amount of documents processed by each individual who works in the research like this: The sample corresponds to the 10% of the whole material, as a result, it must be checked and qualified the 10% of the documents processed by each of the persons who work in the exports declaration.

The system assigns the score obtained by each person, with the purpose of establishing a control in the personnel management at the DANE Territorial Branch. Those individuals, whose score is the lowest, will be provided with methodological support to clarify doubts; thus supporting and encouraging the staff performance. The score obtained by the Territorial Branch will be equal to the average of scores obtained by each of the persons composing the work team. The calculation of the final qualification shall be done at the end of the recording process and before performing the closing and delivery of material to DANE Central.

Two reports shall be sent to DANE Central: The first report presents the errors detected and the second report explains that those errors were already corrected.

Periodicity in the indicator calculation

The quality indicator must be weekly calculated and the final qualification calculation shall be done each month together with the recording closing, to be subsequently sent to the Central DANE. When the critique and capture processes finish, the quality indicator summary sheet must be also sent. This summary sheet is automatically generated by the application and must be attached to the sending of information concerning the month that is being processed in that moment or the reference month.

Quality levels of the indicator

The following table establishes the levels of acceptance and quality that the obtained indicators shall have. It is important to clarify that the final product obtained by the Territorial Branch Center shall meet the required quality standards. On the contrary, if the indicator does not fulfill the product acceptance parameters after doing the analysis by the DANE Territorial Branch, the corrections must be developed by them. Finally, if there is an option of carrying out a correction, this novelty shall be reported at DANE Central.

Table 1. Quality Indicator Levels

Category	Quality indicator	Procedure after the analysis
Excellent Quality	100 points	
Good Quality	98 – 99.9 points	
Acceptable Quality	92 – 97.9 points	
Fair quality	85 – 91.9 points	Correction
Bad quality	< 85 points.	Correction

Source: DANE.

Responsibility

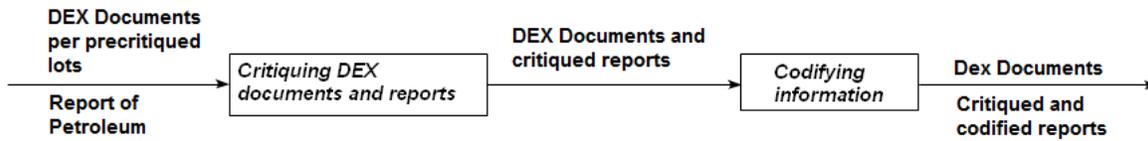
The individual in charge of performing the calculation to obtain the quality indicator is the research coordinator (who shall be a DANE's current permanent employee from) in the Territorial Branch. In the same way, the coordinator is either responsible of doing the analysis of the main failures detected during the process of quality control in the stages concerning the critique and capture of information.

Types of scores

- a. If the score obtained by one of the individuals is below to 92%, this person must correct the errors reported in the checked documents, after taking again a new training course focusing on the topics this person failed.
- b. If the score obtained in the process evaluated is registered below the 85%, the person in charge must critique and capture again the lots containing the documents with the wrong records, after taking again a new training course focusing on the topics this person failed.

For all cases where errors are found, the research coordinator at the Territorial Branch shall be ensured that the wrong records were totally corrected. For making a registration of this procedure, in the case "a", a report with the same sample must be generated again; meanwhile in the case "b", it must be done a second report about the same lots that had to be totally recorded, thus generating a new sample without errors.

Diagram 3. Critiquing and codifying of information – Territorial Branch



Only applied to the Territorial Branch Bogotá
 DEX Documents corresponds to:

- Declarations of final exports
- Debts declaration
- Correction declaration
- Declaration of Modifications
- Simplified declarations
- Duty free merchandise movement from national customs projects to free zones without DEX

Source: DANE

Data capture

The capture process of documents related to the export declaration is developed through a semi- intelligent system which processes different types of validation of information, performed in Fox Pro for Windows and installed in the DANE`s Territorial Branch Center Bogotá. Once data are recorded, these are sent to DANE Central, where is applied the corresponding consolidation.

Files consolidation

The *Self filling out and Records Logistics Staff* is the division in charge of consolidating the information coming from all the country by using the SAS language for applying the checking, validation and correction of inconsistencies. In order to engage this operation, the manuals for the consolidation and validation of DIAN-DANE exports EXPO files are applied, which can be found in the research documental system, code LAR-EXPO- MOT-01.

Once applied the validation programs of inconsistencies, DANE monthly generates the output tables with the main variables recorded⁶. This information is analyzed in comparison to the information from the same month and the last year, and in comparison to the previous months with the purpose of identifying: 1. possible inconsistencies, 2. if the proposed methodology has been applied and 3. Explain in the national context, the dynamic of exports in that period.

⁶ For additional information, see Manual of Output Tables E-110 exports – EXPO code LAR- EXPO-MOT-02 DANE.

4. ANALYSIS AND DISCUSSION OF RESULTS

4.1 STATISTICAL ANALYSIS

DANE Central creates a series of tables enabling both to identify and analyze phenomena that affect the international trade of Colombia. From these tables, the graphs which allow a better presentation of these phenomena can be performed.

In the case of exports is common to present tables that show exports according to: World Trade Organization (WTO) groups of products, the countries of destination, departments of origin, customs of leaving, exported tariff products and chapters, ISIC classification exported goods sectors, amongst other.

Each table is developed with the purpose of presenting specific phenomena. For instance, for the case of Colombian exports, WTO groups are gathered, which enables analyzing the information for similar products and observing the concentration of exports. In the same way, the tables involving countries of destination of exports enable to identify which countries are important, in terms of Colombian trade relations.

The following behaviors are specifically analyzed:

- The total FOB value and net tons of exports.
- The FOB value net tons of exports by countries of destination and their percent variations.
- Exports according to customs in the country and their percent variations.
- Net value and amount according to the main export products.
- Net amount and value of main exported products according to the main countries of destination.
- Net value and amount of exports according to the main customs.
- Net value and amount of exports according to the corresponding main Colombian tariff chapters.
- FOB value behavior and exported tons according to the ISIC Rev. 3 classification.
- Exports value according to the department of origin.

In order to perform a complete analysis, the evaluation of absolute values of variables is not enough: It is essential to apply tools that show the evolution and proportions of this analysis. All kind of analysis shall take in to account the variations, participations and percent contributions

It is also important to compare the data which is being obtained from economic reality and international markets. In this way, errors in figures manipulation can be detected or phenomena that shall be carefully explained with relevant arguments can be discovered. For instance, if the international price of coffee increases, the FOB value of the Colombian grain exports is reduced. This can be an indicator of possible errors in the statistics; at least that it would be possible to explain this phenomenon by making reference to a drought or plague that ruined the plantation and therefore negatively affect the exportation.

Inside the analysis of exports statistical information, there is a special emphasis on the following aspects:

- General behavior of exports.
- General results.
- Exports according to WTO groups of products.
- Total exports according to countries of destination.
- Total exports in the Andean Community.
- Exports according to the country's customs.
- Exports without petroleum and its derivates, according to the departments of origin.
- Exports according to shipment dates.

5. DISSEMINATION

5.1 DATA REPOSITORY MANAGEMENT

The files used for the production of the bulletins that disseminate the information of exports are found in the DANE's External Trade Team of Economic Thematic computers. The exports folder contains two folders with two different files: one in Microsoft Excel® and the other one in Microsoft Word®. The folder that has the Microsoft Excel® file is composed of a series of files in Microsoft Excel® format which is the support for the presentation of tables and graphs of the export bulletins. In the folders that contain the Microsoft Word® file there is a basic one, which corresponds to the bulletin of the respective month being worked.

In addition, the database of the capture system is comprised of 53 tables; some of these are described below:

DEXPFORM.DBF

On this table the information of the DEXs carried out by the customs offices of the country in each of the territorial branches is recorded, that is to say, where the capture of the month takes place, they are captured and stored using the *dexppan3.spr* screen.

DEXPDETA.DBF

On this table the description of the DEXs (type 2 or tariff subheading) is recorded, which are recorded with their respective information by means of the *dexppan2.spr* screen.

DEXPCOMO.DBF

On this table the information of the corrections or modifications of the DEXs is recorded, which are captured and stored by means of the *dexpmodi.spr* screen.

DEXPDET2.DBF

On this table the description of the DEXs to be corrected or amended is recorded, by means of the *dexpmo1.sp* screen.

DEXPLLEG.DBF

It stores the information corresponding to the debts of the current and Simplified Declarations of Export. The capture is done by means of the *dexppan3.spr* and the *dexpsimp.spr* screens.

DEXPLLE1.DBF

It stores the detail (tariff positions) of the debts of the Simplified Declarations of Export. Their capture is done by means of the *dexpsimd.spr* screen.

DEXPOFIN.DBF

This table stores all the information of the respective Mincomex (Industry, Business and Tourism Ministry) offices of the country.

DEXPADUA.DBF

This table stores the information of the country's customs offices corresponding to the territorial branch.

DEXPPAIS.DBF

This table stores the data for all the countries where Colombia exports its merchandise, with their respective codes.

DEXPDPT1.DBF

This table stores the name of all Colombian departments with their respective codes.

DEXPMONE.DBF

In this table the information of the codes for the types of currency used in the commercial transactions is stored.

Each of the Foreign Trade software applications are described as follows:

BORRA.PRG

This program selects the tables from the software application and physically deletes the records selected to be deleted.

DEXPINCO.PRG

This program enables detecting and selecting, in the *dexpdeta.dbf*, *dexpinco.dbf*, *dexpcole.dbf* and *dexpform.dbf* tables, and the inconsistent records that occurred during the month. This is found in the main menu in the *inconsistency* option and the *execute* submenu.

DEXPUTI6.PRG

This program generates the indices from all the tables of the software application when there are changes to the indices of the application. It is found in the *utilitarian* option, in the *reindex folders* submenu.

DEXPUTI7.PRG

This program enables the consolidation of tables (*dexpcons.dbf*, *dexpdeta.dbf*, *dexpespe.dbf*, *dexplote.dbf*, *dexpesp1.dbf*, *dexpdet1.dbf*) from all the territorial branches in DANE Central. It is found in the *Utilitarian* option, in the *DANE Central Consolidation* submenu.

DEXPUTI8.PRG

This program enables to verify which lot has missing documents to be captured in lot during the month. It is found in the *Utilitarian* option in the *Monthly Closure* submenu.

DEXPCOBE.PRG

This program enables to find the missing declaration numbers by each customs office; it is found in the *Utilitarian* option in the *Coverage comparison* submenu.

DEXPCAL.PRG (QUALITY)

This program enables to select a sample of records at random so that the *critique staff* compares it with the form.

DEXPTXT.PRG (CONSOTXT)

This program enables the consolidation of the *dexpform* and *dexpdeta* tables, for consolidation at DANE Central, and it is done by means of the *d_consol.spr* screen.

DEXPADUA.PRG

This program enables to select the last declaration number by customs office in the territorial branch before the month's closure, so that they are not inputted the following months.

DEXPUCRU.PRG

This program enables to select the declaration numbers missing during the recording month once the *coverage comparison* option has been executed. It is done by means of the *dexputi3.spr* screen.

RANGOS.PRG

This program enables to determine in which range the variable that controls the net weight and the unit price of the tariff position is found. It is done by means of the *dexpf211.spr* and *dexpf231.spr* screens.

TABLA.PRG

This program enables to share all the tables from the application by means of the *dexpfo21.spr*, *dexpfor3.spr* y *dexpfor4.spr* screens.

5.2 DISSEMINATION PRODUCTS AND INSTRUMENTS

Dissemination process is done according to the recommendations of international organizations, especially of the Latin American Integration Association (ALADI for its acronym in Spanish).

The types of released figures are:

Provisional figures: They are released after being submitted to review processes. The following publications are prepared with provisional figures:

a. Statistical Advance: Its objective is to present a global, fast and opportune vision of the behavior of exports in a period of the year, in relation with the same period of the previous year. In this publication, the figures are presented in US Dollars, FOB, and in Volume, broken down according to OMC groups of products, Customs Tariff Chapters, major commodities, customs, countries of destination and groups according the International Standard Industrial Classification, ISIC/Rev. 3.

b. Press bulletin: Its objective is to present a qualitative explanation of the behavior of the figures in the *Statistical Advance*.

c. Circumstantial indicators: Some definite figures are published in this magazine, in addition to the provisional figures included in the *statistical advance*, along with a text explaining the main trends of Colombian exports during the period of analysis, as well as graphs that enable to analyze the exporting structure. In addition, the statistics of Colombia's balance of trade with monthly data of the last three years are included.

d. Statistical Bulletin: This publication includes the definite annual export figures since 1981 and also the disaggregated and accumulated monthly figures of the period of analysis, including countries of destination, customs, products and chapters.

e. Tabulated: Contain information for the same variables with the highest possible disaggregation level (customs, principal commodities and customs tariff chapters). These results are available for users in DANE's data bank.

f. CD- ROM: Previous written request to the data bank, DANE records the information of exports including the variables, in the disaggregation level and according to the classification required by the user.

Final figures: Figures totally cleansed, with the highest degree of reliability, which will not have any future adjustments or modifications, because they have been subjected to all the processes of analysis and inconsistencies.

Promotion and dissemination of products

The results of this research are released to the public by means of the following dissemination media:

- a. Foreign Trade Yearbook: Its objective is to annually present the results of Colombia's trade exchange with the rest of the world. In this publication the main variables are included such as value, in Colombian Pesos and in US Dollars, net weight and gross weight, among others. This publication also includes tables about imports and exports in different disaggregation levels, according to customs, countries, departments, chapters, items, etc., which are presented in accordance to the various international classifications.
- b. Tabulated: Packets of disaggregated information only available at the data bank.
- c. Electronic format files: Previous written request to the data bank, DANE records the information of exports including the variables, in the disaggregation level and according to the classification required by users.

6. RELATED DOCUMENTATION

- Coverage of the exports statistics: Document that shows the codes that are included and excluded in the estimation methodology of the exports figures. Route:
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BASICA\METODOLOGIAS\DISEÑO TEMATICO\METODOLOGIA DISEÑO
TEMATICO\TE-COMEX-TEM-01.pdf
- Analysis of the simplified export declaration: This document presents the fields contained in the Simplified Export Declaration and the general procedures of the research. Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION
BASICA\METODOLOGIAS\DISEÑO DE SISTEMAS\METODOLOGIA DISEÑO
SISTEMAS\SI-EXPO-MDS-02.pdf
- Glossary: Document that shows the terms and questions of both exports and imports, which are considered supplementary for the study of each of these sectors. Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION BASICA\TABLAS DE CONTROL
Y DE INFORMACION\GLOSARIO DE TERMINOS\TE-EXPO-GTE-01.pdf
- Development of the *External Trade Processes for Exports*, “EXPO”: This document aims at describing all the processes and sub-processes necessary to fulfillment of the activities that are part of this research, applying the context diagram and levels methodology Route:
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UNCIONAL\LEVANTAMIENTO DE PROCESOS\GC-EXPO-MFU-01.pdf

- Analysis of the re-design of the information system of foreign trade: This document presents the fields contained in the External Trade System Re-design and the general processes of the research. Route:
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- Foreign trade user's guide: This manual intends to provide a basic guide and explain the main menu options, to use the Foreign Trade Capture System. Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION BASICA\MANUALES \USUARIO \SI-EXPO-MUS-01.pdf
- Manual for the Receiving and Classification of the Export Declarations – EXPO: It describes the instructions for the Receiving and Allotment process of the export declarations. Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION BASICA\MANUALES \OTROS \LAR-EXPO-MOT-06.pdf
- Manual for the Critique and Recording of the Export Declaration – EXPO: This document presents the general recommendations for a correct critique and codification of the export declarations; in addition, it describes each of the field that constitute the export declaration, to contextualize the *critique-data entry clerk* with the entire document; lastly; the general instructions to record the simplified declarations are presented. Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION BASICA\MANUALES \CRITICA \LAR-EXPO-MCR-01.pdf
- Applied methodology for export statistics and analysis for disclosure: This document contains a general description of the management of exports, their classification, validation and capture criteria, and their analysis structure. Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION BASICA\MANUALES \OTROS \TE-EXPO-MOT-02.pdf

- Methodological Tab – EXPO: Summary of the basic parameters of the survey.
Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION
BASICA\METODOLOGIAS\FICHA METODOLOGICA\TE-EXPO-FME-01.pdf
- Guide to obtain the Quality Indicator at the Central Territorial Division (Bogotá) Exports – EXPO. This document contains a quality measurement of the critique and capture processes of the research to control the information contained in the lithographic documents. Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION
BASICA\METODOLOGIAS\DISEÑO DE INDICADORES\METODOLOGIA DISEÑO
DE INDICADORES\LR-EXPO-DIN-02.pdf
- Consolidation and validation manual of the DIAN-DANE files, Exports – EXPO.
Route:
\\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION BASICA\MANUALES \OTROS
\LAR-EXPO-MOT-01.pdf
- Manual of Output Tables E110 Exports –EXPO Exports-Expo. Route:
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GLOSSARY⁷

Administrative Register: Series of data created as a result of engaging regulation or control exercises done by the public sector offices as part of their function, which is the result from fiscal, tax other needs. The purpose of administrative records consists on enabling the administration of government programs or supervising the legal duties in a partnership.

Balance of Trade: Defined as a subgroup of the balance of payments that records the merchandise transactions from a country to abroad destination, during a specific period of time. When the value of imports exceeds the value of exports, it is said that the balance of trade is in a deficit; on the contrary case, it is said that the balance of trade has a surplus.

Baggage: All personal effects and other articles contained in suitcases, briefcases, travel bags, trunks, boxes or similar, that the traveler usually carries when using a means of transport.

Country of destination: Last country where goods are shipped. The place from which the currency for goods payment is withdrawn.

Country of origin: Defined as the country where agricultural products were cultivated, minerals were extracted and all manufactured articles were totally or partially developed. In this last case, the country of origin is the place where the last stage of manufacture process was completed to create the final form of products.

Country of purchase: Country of residence and business location of exporters' contractors.

Country of Shipment: Place from where goods are initially shipped to the importer's country, without any commercial transaction in the intermediate countries.

(CUODE) Classification: This is the Foreign Trade Classification by Economic Use or Destination (CUODE) whose codification is applied to merchandises, according to their further economic purposes (i.e. capital, intermediate and consumer goods). The CUODE structure is codified based on three digits. The first number corresponds to the classification group (use and economic destination); the second number defines the subgroups and the third number concerns the grade of merchandise manufacture.

⁷ National Administrative Department of Statistics DANE (2010). EXPO, DIMPE Glossary. \\192.168.1.4\pdfs\dimpe\expo\DOCUMENTACION BASICA\TABLAS DE CONTROL Y DE INFORMACION\GLOSARIO DE TERMINOS\TE-EXPO-GTE-01.pdf

Custom brokerage: Commercial and service activity exercised by customs brokerage companies aimed to help individuals to fulfill the established legal regulations in terms of imports, exports, custom traffic and any other custom operation or procedure related to the mentioned activities.

Custom brokerage companies: Corresponds to legal entities whose main objective consists on developing customs brokerage exercises. In order to carry out these procedures, customs brokerage companies shall take into account the authorization from the National Directorate of Taxes and Customs DIAN

The General Storage Stores submitted to control and supervision procedures carried out by the Superintendencia Financiera de Colombia (Colombian Financial Superintendence) are considered as customs brokerage companies when those start the customs brokerage activities, in relation to the endorsed or consigned merchandise registered as owned by them in the transport document and obtain the legal authorization by the National Directorate of Taxes and Customs to carry out this brokerage activity without need of creating a specific partnership specialized on this unique purpose.

Custom brokerage purpose: Procedure aimed to help the customs authorities to wholly fulfill the legal regulations related to the foreign trade, for a proper development of custom regimes and other procedures or activities concerning the international trade.

Custom regime: Special statute applied to merchandise which is submitted to control and supervision processes coming from customs authorities. A specific customs destination is assigned to this merchandise, according to the current regulations. Custom regimes are constituted based on imports, exports and customs traffic. Through the application of such regime, customs authorities authorize the entering, leaving and movement of merchandise under their supervision, in or from the national customs territory.

Customs territory: Specific delimitation where customs legislation is applied. It covers the complete national territory, including the air and sea space.

Customs transit: This is the customs regime that enables the transportation of national or foreign merchandise, which is submitted to customs supervision from one customs office to other located in the national customs territory.

Custom Duties: Custom duties are all rights, taxes, contributions, rates and levies; as well as the antidumping rights, countervailing duties and every type of payment directly or indirectly levied or required to export merchandise to the national customs territory. Custom duties are also defined as all kind of stamp duties or levies required or rated in relation to the documents necessary for developing exportation exercises.

The sales tax, the consumption taxes accrued with the import process, the penalties, fines and additional charges to the price of rendered services are not considered as custom duties.

Declarant: The person who signs and presents a good declaration with a proper name or with a third party name. Declarants shall perform the paperwork handling, bearing in mind the type of merchandise they work with.

Declarants before the Customs Authority: Defined as those declarants who work directly to the customs authority, with the purpose of issuing the imports, exports or customs transit procedures and paperwork. These kinds of declarants are known as custom brokerage companies that work for import and export enterprises.

Declaration of merchandise: Legal act issued by the customs legislation, where declarants indicate the customs regime to be applied to their merchandise. This declaration records the corresponding elements and information stipulated by the law.

Declared Merchandise: National and foreign merchandise information recorded on exports, customs traffic or imports declarations.

Department of Shipment: Colombian department from where the merchandise is sent abroad.

Department of Origin Department where the last stage of production process applied to the exported goods was developed or performed.

Duty free Merchandise: Merchandise without any customs restriction.

Exportation: Legal leaving operation of merchandise from a customs territory to an industrial free zone or a different country.

Note: In the Colombian export regime, the following modalities are presented: Final export, temporary export for passive perfection, temporary export to reimport in the same status; re export, reshipment, export through post traffic and urgent shipments, export of samples without trade value, temporary exports done by travelers.

Economic territory: Defined as the geographical territory managed by a government, where persons, goods and capital are in constant free circulation. It covers the complete national territory, including the air and sea space.

Export Declaration -DEX: Document used by exporters to legalize the leaving of merchandise to abroad destination or to a free trade zone.

Exportable products through the modality of postal traffic and urgent deliveries: Exportable products subject of this modality correspond to: mail handling, post packages and urgent shipments as long as their price do not exceed one thousand US Dollars (US\$ 1.000, 00) and require fast delivery to their consignee.

FOB (Free On Board) Value): The selling price of shipped goods to other countries, loaded in transportation media, without including values of insurances or freights. This value initially is expressed in US Dollars; however, it has to be translated into FOB value in

Colombian pesos, taking into account the average exchange rate from the market which is monthly analyzed.

Final Exportation: Export modality that regulates the leaving of national or nationalized merchandise from the national customs territory, for their final use or consumption in other countries. It is also considered as final export the leaving of national or nationalized merchandise from the rest of the national customs territory to an industrial free zone of goods and services.

Gross weight: Merchandise weight including external and internal packing required to avoid the normal deterioration or provide a special isolation; as well as those common merchandise`s coverings or presentation elements of for its direct sale.

Industrial free zone: Industrial free zones of goods and services are known as delimited geographical areas, whose objective consists on promoting and developing the industrialization process of goods and service provision priory focused on external markets.

Industrial user of goods: National or foreign legal entity, legally established in Colombia with a tax identification number, which carry out exclusive activities such as: manufacturing, transformation or assembling of goods for selling purposes priory in external markets.

International Standard Industrial Classification of All Economic Activities (ISIC): This is the international reference classification of economic productive activities. Its main function consists on showing a set of economic categories applied to develop statistical researches concerning different types of activities.

Importation: Process that involves the entering of foreign merchandise to the national customs territory. In the same way, import is considered as the corresponding introduction of merchandise coming from industrial free zone of goods and services to the rest of the national customs territory.

Merchandise: Defined as all good which is classified in the customs tariff, susceptible to be transported and subject to customs regimes.

Nationalized merchandise: Foreign merchandise classified as free available, for fulfilling all paperwork and documental formalities required by the customs regulations.

Nomenclatures: In terms of classifications, Nomenclature means a systematic assignation of names or categories.

Note: In statistical operation contexts, nomenclature is referred to denominations granted to the different ways of classifying merchandise, bearing in mind: disaggregation levels, characteristics of use or economic purpose, geographical zones or economic groups to which such types of merchandise are associated with.

Net weight: Merchandise weight, excluding the coverings which are not necessary for its direct sale.

Personal Effects: Comprises all new or used articles required by travelers for personal use reasons during the traveling period, taking into account the travel circumstances, which are found in their luggage or carry on luggage. Merchandise with trading purposes is excluded from this category.

Postal packages: Packages that enter or leave the national customs territory through the official post office network, whose weight do not exceed two (2) kilograms.

Re-exportation: Export modality that regulates the final leaving from the national customs territory of merchandise which was submitted to the following modalities: Temporary import or the modality of transformation and assembling.

Re-importation: Introduction to the national customs territory of merchandise previously exported from the same national customs territory.

Re-shipment: Export modality that regulates the leaving from the national customs territory of foreign merchandise which is stored and has not been submitted to either any legal abandon or any import modality. The re-shipment of chemical substances controlled by the National Drugs Council is not authorized.

Shipment: Cargo operation of merchandise that will be exported with a previous permission from Customs authorities. Shipment is considered in cases when all merchandise covered by the respective export document; leaves the national custom territory with only one transport document.

Shipment Authorization: The permission in which the customs authority authorize the leaving of merchandises, which have been submitted to the export regime.

Standard International Trade Classification (SITC): This is the Standard International Trade Classification whose main purpose is the compilation of all International Trade statistical information of all merchandise exchanged abroad, and the promotion of international comparison exercises of foreign trade statistics applied in different countries. The SITC groups shows: a) the materials used in production processes, b) the production status c) the market practices as well as the uses of products, d) the importance of goods concerning the world trade politics and e) the technological changes.

Statistical territory: The main objective of international merchandise trade statistics consists on recording the goods entering or leaving the economic territory of a country. In practice, the recorded information corresponds to the entering and leaving flows from the statistical territory, which is the territory where data is gathered.

Temporary exports done by travelers: Export modality emphasized on national or nationalized merchandise carried out by travelers who are leaving the country and want to re import them in the same status, once they come back to the country, without paying taxes. This modality will not comprise the personal effects that travelers carry out while they are leaving the national customs territory. In the same way, those will not be subject of any declaration process.

Temporary export for passive perfection: Export modality that regulates the temporary leaving of national or nationalized merchandise from the national customs territory, to be subject of transformation, manufacture or fixing procedures abroad destination or in an industrial free zone of goods and services; being re imported in a deadline authorized by the customs office before their respective exportation.

Temporary export to re-import in the same status: Export modality that regulates the temporary leaving of national or nationalized merchandise from the national customs territory, to fulfill a specific requirement abroad destination in a definite deadline. The merchandise has to be re-imported without any modification applied, excluding the normal deterioration caused due to their use.

Transport Document: General term comprising maritime, aerial, land and railway shipment documents which the respective transporters or international cargo agents provide as both transport contract certification and receipt of merchandise that shall be given to the consignee in the destination place with probability of endorsement.

Urgent deliveries: All merchandise that require a fast cargo clearance, through specialized mail enterprises.

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ANNEXES

Annex A. Exports according to WTO

WTO major products groups	Reference Month			Contribution to the variation	Year to date			Contribution to the variation
	2012	2011	Variation (%)		2012	2011	Variation (%)	
Total								
Agricultural, food and beverages								
Fuels and mining products								
Manufactures								
Other sectors								

Annex B. Exports according to SITC Rev. 3

SITC	Description	Year to Date			
		2012 ^P	2011 ^P	FOB Value (thousands of Dollars) Variation %	Contribution to the variation Participation (%)
	Total				
0	Food and live animals				
00	Live animals other than animals of division 03				
01	Meat and meat preparations				
02	Dairy products and birds' eggs				
03	Fish (not marine mammals), crustaceans, molluscs and aquatic invertebrates, and preparations thereof				
04	Cereals and cereal preparations				
05	Vegetables and fruit				
06	Sugars, sugar preparations and honey				
07	Coffee, tea, cocoa, spices, and manufactures thereof				
08	Feeding stuff for animals (not including unmilled cereals)				
09	Miscellaneous edible products and preparations				
1	Beverages and tobacco				
11	Beverages				
12	Tobacco and tobacco manufactures				
2	Crude materials, inedible, except fuels				
21	Hides, skins and furskins, raw				
22	Oil-seeds and oleaginous fruits				
23	Crude rubber (including synthetic and reclaimed)				
24	Cork and wood				
25	Pulp and waste paper				
26	Textile fibres (other than wool tops and other combed wool) and their wastes (not manufactured into yarn or fabric)				
27	Crude fertilizers, other than those of division 56, and crude minerals (excluding coal, petroleum and precious stones)				
28	Metalliferous ores and metal scrap				
29	Crude animal and vegetable materials, n.e.s.				
3	Mineral fuels, lubricants and related materials				
32	Coal, coke and briquettes				
33	Petroleum, petroleum products and related materials				
34	Gas, natural and manufactured				
35	Electric current				
4	Animal and vegetable oils, fats and waxes				
41	Animal oils and fats				
42	Fixed vegetable fats and oils, crude, refined or fractionated				
43	Animal or vegetable fats and oils, processed; waxes of animal or vegetable origin; inedible mixtures or preparations of animal or vegetable fats or oils, n.e.s.				
5	Chemicals and related products, n.e.s.				
51	Organic chemicals				
52	Inorganic chemicals				
53	Dyeing, tanning and colouring materials				
54	Medicinal and pharmaceutical products				
55	Essential oils and resinoids and perfume materials; toilet, polishing and cleansing preparations				
56	Fertilizers (other than those of group 272)				
57	Plastics in primary forms				
58	Plastics in non-primary forms				
59	Chemical materials and products, n.e.s.				
6	Manufactured goods classified chiefly by material				
61	Leather, leather manufactures, n.e.s., and dressed furskins				
62	Rubber manufactures, n.e.s.				
63	Cork and wood manufactures (excluding furniture)				
64	Paper, paperboard and articles of paper pulp, of paper or of paperboard				
65	Textile yarn, fabrics, made-up articles, n.e.s., and related products				
66	Non-metallic mineral manufactures, n.e.s.				
67	Iron and steel				
68	Non-ferrous metals				
69	Manufactures of metals, n.e.s.				
7	Machinery and transport equipment				
71	Power-generating machinery and equipment				
72	Machinery specialized for particular industries				
73	Metalworking machinery				
74	General industrial machinery and equipment, n.e.s., and machine parts, n.e.s.				
75	Office machines and automatic data-processing machines				
76	Telecommunications and sound-recording and reproducing apparatus and equipment				
77	Electrical machinery, apparatus and appliances, n.e.s., and electrical parts thereof (including non-electrical counterparts, n.e.s., of electrical household-type equipment)				
78	Road vehicles (including air-cushion vehicles)				
79	Other transport equipment				
8	Miscellaneous manufactured articles				
81	Prefabricated buildings, sanitary, plumbing, heating and lighting fixtures and fittings, n.e.s.				
82	Furniture, and parts thereof; bedding, mattresses, mattress supports, cushions and similar stuffed furnishings				
83	Travel goods, handbags and similar containers				
84	Articles of apparel and clothing accessories				
85	Footwear				
87	Professional, scientific and controlling instruments and apparatus, n.e.s.				
88	Photographic apparatus, equipment and supplies and optical goods, n.e.s.; watches and clocks				
89	Miscellaneous manufactured articles, n.e.s.				
9	Commodities and transactions not classified elsewhere in the SITC				
91	Postal packages not classified according to kind				
93	Special transactions and commodities not classified according to kind				
96	Coin (other than gold coin), not being legal tender				
97	Gold, non-monetary (excluding gold ores and concentrates)				

Annex C. Exports according to country of destination

Destination	Year to date				
	FOB Values (thousands of Dollars)				
	2012 ^P	2011 ^P	Variation %	Contribution to the variator	Participation (%)
Total					
ALADI					
Andean Community					
Bolivia					
Ecuador					
Peru					
Rest of ALADI					
Argentina					
Brazil					
Chile					
Cuba					
Mexico					
Paraguay					
Uruguay					
Venezuela					
United States					
Puerto Rico					
Canada					
European Union					
Germany					
Austria					
Belgium					
Bulgary					
Cyprus					
Denmark					
Slovakia					
Slovenia					
Spain					
Estonia					
Finland					
France					
Greece					
Hungary					
Ireland					
Italy					
Latvia					
Lithuania					
Luxembourg					
Malta					
Netherlands					
Poland					
Portugal					
United Kingdom					
Romania					
Czech Republic					
Sweden					
Japan					
China					
Costa Rica					
Dominican Republic					
Switzerland					
Rest of countries					

Anexo D. Desagregación de códigos de exportaciones

Treatment (from 2005 to 2008)			
Mod.	Description	Inclusion	Exclusion
Final Exports			
104	Final export of broken and faulty merchandise, unfit according with its export purpose	X	
105	Replacement of parts and pieces provided as compensation, insurance or warranty purposes		X
106	Equipment and pieces provided to repair ships, planes and other foreign vehicles.	X	
107	Donations	X	
198	Final export of merchandise from domestic manufacture or production.	X	
199	Other final exports not included in previous items.	X	
Temporary export for passive perfection			
201	Temporary export of merchandise submitted to tranformation or manufacture processes.	X	
202	Temporary export of merchandise submitted to repair processes.		X
Temporary exports for further re-import of merchandise in the same status:			
301	Merchandise exclusively submitted to experimetal purposes.		X
302	Machinery and equipment used in public works and similars.		X
303	Merchandise specialized for international fairs, lectures, seminars and expositions.		X
304	Elements and utility equipment shipped by theater companies, circus, orchestras and musical bands.		X

Temporary exports for further re-import of merchandise in the same status:		
305	Automotive vehicles, motorcycles and running bicycles temporary shipped for attending to races, contests or exhibition events	X
306	Racehorses, draught and saddle animals leaving the country to attend to competition and exhibition events.	X
307	Recoverable packaging products	X
308	Temporary export of merchandise with exhibition purposes such as: Photographs, scientific films etc.	X
309	Merchandise for leasing, rental or lending purposes.	X
310	Export of merchandise on consignment	X
399	Other merchandise for further re import in the same status, not included in previous items.	X
Re export		
401	Final re export of merchandise submitted to modalities of temporary import, transformation or assembling.	X
402	Final re export of temporary imported merchandise for active perfection, according to the special export-import systems.	X
403	Temporary re export of capital goods or their parts, which must be shipped to be subject of repairs or replacement abroad or in an industrial free zone.	X
701	Temporary leaving of merchandise which is repaired abroad as warranty.	X
Other		
500	Re shipment	X
600	Export special program.	X
101	Postal traffic and urgent deliveries.	X
108	Export of samples with no commercial value.	X
102	Temporary export carried out by travelers.	X
103	Moving services	X

Annex E. Correlative table.

OLD VERSION until 1997		INCLUSION		NEW VERSION 1998		INCLUSION	
CODE.	DESCRIPTION	YES	NO	CODE	DESCRIPTION	YES	NO
9100	Postal parcels		X	1201	Postal parcels		X
9201	Samples shipped for promotional purposes (releasing of new products)	X		1208	Samples with no commercial value with promotional and consumption purposes in international fairs or exhibitions	X	
9202	Samples shipped with purposes of exhibition and consumption in international fairs.	X		1208	" "	X	
9203	Samples shipped exclusively for experimental purposes.	X		1209	Merchandise exclusively intended to experimental purposes, without both commercial value and return to the country.	X	
9299	Other samples	X		1299	Other special final exports	X	
TRADE OF REPAIR AND IMPROVEMENT							
9301	Machinery and equipment		X	2202	Temporarily exported merchandise intended to repair purposes.		X
9302	Vehicles		X	2202	Temporarily exported merchandise for repair purposes.		X
9303	Parts, loose parts and accessories for airlines, ships, vehicles, etc.		X	2202	Temporarily exported merchandise for repair purposes.		X
				2201	Temporarily exported merchandise intended to transformation and/or manufacturing processes (in terms of improvement).		X
9304	Other exports concerning repair and improvement merchandise.		X	2202	Temporarily exported merchandise intended to repair purposes (in terms of repair).		X
MERCHANDISE FOR RENTAL AND LENDING							
9305	Machinery and equipment.		X	3209	Merchandise for leasing, rental or lending purposes		X
9306	Vehicles		X	3209	Merchandise for leasing, rental or lending purposes		X
9307	Industrial moulds and matrices intended to make reproductions		X	3209	Merchandise for leasing, rental or lending purposes		X
9308	Parts and accessories		X	3209	Merchandise for leasing, rental or lending purposes		X
9309	Other merchandise for rental or lending purposes.		X	3299	Other merchandise to re import in the same status.		X

OLD VERSION until 1997		INCLUSION		NEW VERSION 1998		INCLUSION	
CODE.	DESCRIPTION	YES	NO	CODE	DESCRIPTION	YES	NO
OTHER TEMPORARILY EXPORTED GOODS AND PRODUCTS							
9310	Merchandise exclusively intended to experimental purposes		X	3201	Merchandise exclusively intended to experimental purposes with no commercial value.		X
9311	Machinery and equipment used in public works and similars.		X	3202	Machinery and equipment used in public works and similars.		X
9312	Merchandise intended to international fairs, lectures, seminars and expositions.		X	3203	Merchandise intended to international fairs, lectures, seminars and expositions.		X
9313	Elements and utility equipment shipped by theater companies, circus, orchestras and musical bands.		X	3204	Elements and utility equipment shipped by theater companies, circus, orchestras and musical bands.		X
9314	Automotive vehicles, motorcycles, running bicycles , etc temporarily shipped for attending to race, contest or exhibition events		X	3205	Automotive vehicles, motorcycles, running bicycles etc temporarily shipped for attending to race, contest or exhibition events		X
9315	Racehorses, drought and saddle animals leaving the country to attend to competition and exhibition events.		X	3206	Racehorses, drought and saddle animals leaving the country to attend to competition and exhibition events.		X
9316	Recoverable packaging products		X	2201	temporarily exported merchandise for transformation and/or manufacturing		X
9317	temporarily export of merchandise with exhibition purposes such as: Photographs, scientific films		X	3208	Other temporarily exports of merchandise with exhibition purposes such as: Photographs, scientific films		X
9318	temporarily exports intended to transformation processes		X	2201	temporarily exported merchandise intended to transformation and/or manufacturing processes		X
9399	Other temporarily exports		X	3299	Other merchandise to re import in the same status		X
RE EXPORTS							
9402	Re exports		X	4201	Re export preceded by temporarily import for transformation or manufacturing		X
9402	Re exports		X	4202	Re export preceded by temporarily import for repair activities.		X
9402	Re exports		X	4203	Re export preceded by temporarily import for exporting in the same status.		X
9402	Re exports		X	4204	Merchandise reimbursement		X
9402	Re exports		X	4205	Re export preceded by ordinary export to fulfill the merchandise warranty		X
9402	Re exports	X		4100	Re export with return	X	
9500	Luggage and personal effects		X	1202	Luggage and personal effects		X

OLD VERSION until 1997		INCLUSION		NEW VERSION 1998		INCLUSION	
CODE.	DESCRIPTION	YES	NO	CODE	DESCRIPTION	YES	NO
DONATIONS							
9602	Butter	X		1207	Donations	X	
9603	Cheese	X		1207	Donations	X	
9604	Wheat flour	X		1207	Donations	X	
9605	Corn flour	X		1207	Donations	X	
9606	Other cereal flours	X		1207	Donations	X	
9607	Cattle	X		1207	Donations	X	
9608	Medicinal products	X		1207	Donations	X	
9609	Textiles	X		1207	Donations	X	
9610	Agricultural machinery	X		1207	Donations	X	
9611	Tractors	X		1207	Donations	X	
9612	Automotive vehicles	X		1207	Donations	X	
9613	Aerial, river and maritime transport materials	X		1207	Donations	X	
9699	Other donations	X		1207	Donations	X	
MERCHANDISE FOR ADVERTISEMENT ACTIVITIES							
9701	Coffee with no commercial value to advertise abroad	X		1208	Samples with no commercial value for promotional or consumption purposes in international fairs or exhibitions.	X	
9702	Liquors, creamy liquors and similars with no commercial value.	X		1208	Samples with no commercial value for promotional or consumption purposes in international fairs or exhibitions.	X	
9703	Brochures, magazines, printed elements, etc.	X		1208	Samples with no commercial value for promotional or consumption purposes in international fairs or exhibitions.	X	
9799	Other advertisement merchandise	X		1208	Samples with no commercial value for promotional or consumption purposes in international fairs or exhibitions.	X	
SPECIAL TRANSACTIONS TRADE							
9801	Provision of ships and aircrafts		X	1203	Provision of ships and aircrafts		X
9802	Fish, articles and materials saved from sank vessels		X	1204	Fish, articles and materials saved from sank vessels		X
9803	Replacement of faulty parts and pieces provided as compensation, insurance or warranty purposes granted by the manufacturer.		X	1205	Replacement of faulty parts, pieces and other articles provided as compensation, insurance or warranty purposes granted by the		X
9804	Equipment and pieces provided to repair ships, planes and other foreign vehicles.		X	1206	Equipment and pieces provided to repair ships, planes and other foreign vehicles.		X

Anexo F. Exports Declaration DEX

 REPUBLICA DE COLOMBIA Dirección de Impuestos y Aduanas Nacionales		Declaración de Exportación						600			
Espacio reservado para la DIAN						1. Año <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
						4. Número de formulario 600600000000 0					
						 (415)7707212489984(8020)060060000000 0					
Exportador	5. Número de Identificación Tributaria (NIT):		6. DV:		11. Apellidos y nombres o razón social						
	13. Dirección				15. Teléfono		12. Cód. Admón.	16. Cód. Dpto.	17. Cód. Ciudad/ Municipio		
Declarantes	24. Número de identificación tributaria (NIT)		25. DV:		26. Apellidos y nombres o razón social del declarante autorizado			27. Tipo de usuario			
	29. Número documento de identificación				30. Apellidos y nombres de quien suscribe el documento						
31. Clase de exportador:		32. Nombre o razón social importador o consignatario									
33. Dirección país de destino				34. Cód. País destino	35. Ciudad del país de destino			36. Autorización de embarque			
						No		37. Año Mes Día			
38. Tipo declaración			39. Cód.	40. Cód. lugar de salida	41. Cód. dpto. procedencia	42. Declaración exportación anterior			43. Año Mes Día		
							No				
44. Adhesivo declaración de importación anterior			45. Año Mes Día	46. Cód. Modalidad Importación	47. Cód. Ofic. Regional Mincomercio Industria y Turismo	48. Código moneda de negociación	49. Valor total en moneda de negociación		50. Código modo de transporte		
No											
51. Código bandera	52. Peso bruto kgs	53. Código modalidad	54. Código forma de pago	55. Cantidad de pagos anticipados		56. Fecha primer pago anticipado	57. Código embarque	58. Consolidación	59. Cantidad de embarques	60. Código datos	
						AAAA MM DD					
Embalajes:		62. Cantidad.		63. Marcas y números							
61. Código:											
64. Certificado de origen:			66. Sistemas especiales:			Nos. Programas:		67		68	
						70		71		69	
65. Cuái?											
74. Visto bueno entidad		75. No.	77. Visto bueno entidad.			78. No.		80. Código exportación en tránsito		81. Código admón. de embarque	82. Código localización mercancía
		76. AAAA MM DD				79. AAAA MM DD					
Item No.	83. Subpartida arancelaria	84. Cód. Dpto. de origen	85. No. Factura	86. Cód. Unidad Cal. Medida	87. Cantidad	88. Peso neto kgs.	89. Valor FOB USD	90. Valor agregado Nal. USD	91. C.I.P.	92. Aplicación casilla 66	
93. Descripción de las mercancías (NO inicie la descripción de las mercancías a exportar con lo señalado en el arancel de aduanas en la subpartida arancelaria - Incluya marcas, seriales y otros). Si el campo es insuficiente, utilice hojas anexas a la declaración de exportación.											
Totales o pesan o pesan	94. Cantidad de subpartidas declaradas		95. Hojas anexas números			96. Total peso neto kgs.	97. Total valor FOB USD	98. Total Valor agregado Nal. USD	99. Cantidad hojas anexas		
	100. Valor fletes USD		101. Valor seguros USD		102. Valor otros gastos USD		103. Valor total de la exportación USD		104. Valor a reintegrar USD		
105. Procede el embarque?		106. Año Mes Día		Certificación de embarque				117. Declaración de exportación definitiva		118. Fecha	
				110. No. Manifiesto de carga		111. Año Mes Día		No.		AAAA MM DD	
107. Auto y acta No.				112. Cód. Admon.	113. No. Bultos	114. Peso (kgs.)		Firma			
Firma y sello del inspector				115. Identificación del medio de transporte				119. Nombre		120. C.C.	
108. Nombre				116. Observaciones							
109. C.C.											
Firma declarante autorizado											

Original: Administración U. A. E. DIAN

2006410000001

PRECIO MAXIMO DE VENTA AL PÚBLICO \$6.000

Annex G. Coverage checking form.

JUNE						
DIAN CONTROL OF INCOMING EXPORTS DOCUMENTS						
CODE	DIAN	January 28th 2012	August 4th 2012	November 1st 2015	18 - 22	25 - 29
1	ARMENIA	NM	NM	NM	NM	NM
3	BOGOTÁ	NM	NM	NM	NM	NM
11	MEDELLÍN	NM	NM	NM	NM	NM
5	CALI	DM	DM	DM	DM	DM
2	BARRANQUILLA	NM	NM	DM	NM	NM
4	BUCARAMANGA	NM	DM	DM	DM	DM
6	CARTAGENA	NM	NM	NM	NM	NM
7	CÚCUTA	NM	NM	NM	NM	NM
10	MANIZALES	NM	NM	DM	NM	NM
16	PEREIRA	NM	NM	NM	NM	NM
19	SANTA MARTA	NM	NM	NM	NM	NM
25	RIOHACHA	NM	NM	NM	NM	NM
27	SAN ANDRÉS	DM	DM	DM	DM	DM
34	ARAUCA	NM	NM	NM	NM	NM
35	BUENAVENTURA	NM	NM	NM	NM	NM
36	CARTAGO	DM	DM	DM	DM	DM
37	IPIALES	DM	DM	DM	DM	DM
38	LETICIA	DM	DM	DM	DM	DM
39	MAICAO	NM	NM	NM	NM	NM
40	TUMACO	DM	DM	DM	DM	DM
41	TURBO	DM	DM	DM	DM	DM
42	PTO CARREÑO	DM	DM	DM	DM	DM
43	PUERTO INÍRIDA	DM	DM	DM	DM	DM
44	YOPAL	DM	DM	DM	DM	DM
46	PUERTO ASÍS	DM	DM	DM	DM	DM
86	PAMPLONA	DM	DM	DM	DM	DM
49	VALLEDUPAR	DM	DM	DM	DM	DM

DM Delivery of material (Physical declarations)

NM No material, in other words, Physical declarations were not submitted

Annex H. Quality indicator for the processes of critique and recording of exports.

VARIABLE	Variable weighting (A)	Grade (B)	Total score per variable D= (A x B)
Date of process (Year , Month)	2,4		
Consecutive number of the document.	2,0		
Amount of articles	2,0		
Ministry office code number	2,4		
Customs code number	2,4		
Type of Identification	2,4		
Identification number	2,4		
Type of user	2,4		
Exporter code number	2,4		
Class of exporter	2,4		
Department- municipality code number	2,4		
Country of destination code number	2,4		
Type of declaration	2,4		
Leaving place code number	2,4		
Department of provenance	2,4		
Previous export declaration	2,4		
Date of previous export declaration	2,4		
Sticker number of previous export declaration	2,4		
Date of previous import declaration	2,4		
Modality of import code number	2,4		
Negotiation currency code number	2,4		
Type of transport code number	2,4		
Nationality of type of transport	2,4		
Modality of export code number	2,4		
Method of payment	2,4		
Type of certificate of origin.	2,4		
Special systems	2,4		
Tariff position	2,4		
Department of origin by position	2,4		
Measurement code number	2,4		
Amount of units of the position.	2,4		
Total gross kilograms of the position	2,4		
Total net kilograms of the position	2,4		
Total FOB Dollars value of the position	2,4		
Total National value added of the position	2,4		
Freights value of the position	2,4		
Insurance value of the position	2,4		
Value of other expenditures of the position	2,4		
Shipment customs administration code number.	2,4		
Shipment date (Year, Month)	2,4		
Number of final export declaration	2,4		
Date of final export declaration	2,4		