

# WORLD TRADE ORGANIZATION

RESTRICTED

**IDB/URM/3/Add.2**

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**INTEGRATED DATA BASE**

## **IDB USER REFERENCE MANUAL**

### **PART III - ADDENDUM 2**

#### **REFERENCE MANUAL FOR THE IDB PC DATA ENTRY APPLICATION**

##### **Note by the Secretariat**

This paper is a guide for preparing submissions according to the IDB "simplified" formats using the IDB PC Data Entry Application. Refer to document IDB/URM/3/Add.1 for a description of the "simplified" IDB formats.

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## INTRODUCTION

The IDB PC Data Entry application was developed by the WTO Secretariat to provide IDB participants with software to facilitate the preparation of IDB "simplified" submissions in national capitals. The application is available in the three official languages of the WTO - English, French and Spanish.

The software allows for the data entry of information for the coded tariff file and the product description file as well as for the preparation of reference files pertaining to trading partner countries eligible, where applicable, for the various types of preferential duties recorded. Additional features of the application allow for copying files, options for entering data by default values, print facilities and cross-checking of the information entered.

The installation software and associated files may be copied to a network drive for the installation process. However, the application will run only in stand-alone mode on individual users' PCs.

### **Configuration**

It is recommended to run the system on a PC with the following configuration:

- Pentium CPU, 486 CPU or 386 CPU,
- Minimum 4 megabytes RAM, 8 or 16 megabytes RAM recommended,
- Microsoft Windows 3.1 or higher,
- Colour Super VGA monitor,
- Minimum 10 megabytes of space available on the hard disk and
- A mouse.

### **Installation**

To install the application, proceed as follows:

- Start Microsoft Windows and open the Program Manager.
- Insert the setup disk in drive A.
- From the File menu, choose Run.
- Type "A:setup" in the Command Line.
- Click OK and then follow the instructions on the screen.

### SUMMARY OF OPERATIONS

The application is menu-driven and during the processing, screens are provided to select the steps to be followed for the preparation of the submission:

1. The **Initial Setup** screen is used to enter the reporting country (country making the submission), the language version of the application required and the year of the submission.
2. The **Define Countries** screen is used to define the countries and/or groups of countries benefitting from preferential tariff relationships with the reporting country.
3. The **Define Country Group** screen is used to define the composition of country groups identified where applicable, in step 2 above.
4. The **Define Duty Type** screen is used to define the types of duties (MFN and preferential) to be recorded in the submission.
5. In the **Data Entry - Product Description** screen, the tariff line numbers and the corresponding product descriptions are entered using as a basis the HS six-digit headings provided with the application. However, if the reporting country is already included in the IDB, the product descriptions of the previous submission to the IDB are also provided with the application. These can be used as a basis to enter the tariff line numbers and the product descriptions of the new submission. The tariff line numbers must be defined before the corresponding duty information is entered. However, it is not necessary to enter the entire tariff nomenclature before entering the duty information. For instance, the information could be entered by HS Chapter, first entering the tariff line numbers and descriptions and then the duty information for each HS Chapter.
6. In the **Coded Tariff Entry** screen, the duty rates and the various codes attached to each type of customs duty are entered for each tariff line. The duty information can be entered from scratch or, for reporting countries already included in the IDB, can use as a base the coded tariff file from the previous year's submission to the IDB.
7. The **Print** screen is used to check the contents of the files for errors within records or among records (cross-checking) and to print the files using the Print feature.
8. Finally, when the data entry is completed and checked, the **Export** screen is used to export the files to the formatted text files using the Export facility. These text files can be then forwarded to the WTO Secretariat for inclusion in the IDB.

## **HELP FACILITY AND TECHNICAL ASSISTANCE**

An on-line Help facility provides definitions and explanations on the information to be entered and describes the various operations offered as options in each screen. If further information or assistance is required, the WTO Secretariat can be contacted at the following addresses:

### **General information:**

WTO - World Trade Organization  
Statistics and Information Systems Division  
Rue de Lausanne 154  
1211 Geneva, Switzerland  
Fax: + 41 22 739 5783

### **Technical support:**

Queries regarding the IDB data should be addressed to:

Mr. Gérard Tourette (at the above address)  
41 22 739 5419 (telephone)  
Gerard.Tourette@wto.org (Internet)

Queries regarding the IDB/PC Data Entry software should be addressed to:

Mrs. Krisni Tosetti (at the above address)  
41 22 739 5178 (telephone)  
Krisni.Tosetti@wto.org (Internet)

Geneva is located in the Central European time-zone (GMT + 1 hour).

## INITIAL ENTRY SCREEN

The screenshot shows a window titled "IDB Data Entry Submissions Form". The menu bar includes "File", "Edit", "Window", and "Help". The main content area is titled "IDB" and features the "World Trade Organization IDB Submissions" logo on the left, which includes a photograph of the WTO building. On the right, there are five buttons: "Entry", "Print", "Export", "Help", and "Exit". Below the buttons, there is contact information for the WTO Statistics and Information Systems Division, including the address "Rue de Lausanne 154, 1211 Geneva, Switzerland", phone number "+41 22 739 5783", and fax number "+41 22 739 5783". Technical support contact information is also provided, including email addresses for Mr. Gérard Tourette and Mrs. Krisni Tosetti. At the bottom left, the status bar indicates "Form View".

This guide describes the steps required to set up the application files and how to enter data. The topics covered are:

- data entry facilities
- printing and cross-checking facilities and
- exporting of files entered.

The on-line help facility provides explanations on the contents and meaning of the various elements of information to be entered and the instructions for use of the application.

This guide should be used in conjunction with the WTO document IDB/URM/3/Add.1 - "Reference Manual for the Preparation of "Simplified" IDB Submissions.

**DATA ENTRY**

The screenshot shows a software window titled "IDB Data Entry Submission Form - [Entry]". The window has a standard menu bar with "File", "Edit", "Window", and "Help". The main content area is titled "World Trade Organization IDB Submissions". It features a "Select:" label followed by a text input field. Below this, there are three sections of options:

- Setup:** A radio button labeled "Initial setup".
- Define:** Three radio buttons: "Country", "Country and country group", and "Duty type".
- Entry:** Three radio buttons: "Product description (from HS)", "Product description (from previous year)", and "Coded tariff".

On the right side of the form, there are three buttons: "Data entry", "Help", and "Back". At the bottom of the window, there is a tab labeled "Form View".

This screen provides features to enter the information recorded in the various reference files required by the application, the product descriptions and the customs duties (coded tariff file). The user should proceed as follows:

- Step 1 - Initial Setup:** Click on the "Initial Setup" button, then click on the "Data Entry" button to go to the "Initial Setup" screen.
- Step 2 - Define Country:** Click on the "Country" button, then click on the "Data Entry" button to go to the "Define Country" screen.
- Step 3 - Define Country Group:** Click on the "Country and country group" button, then click on the "Data entry" button to go to the "Define Country and country group" screen.
- Step 4 - Define Duty Type:** Click on the "Duty type" button, then click on the "Data entry" button to go to the "Define Duty type" screen.

**Step 5 - Product Descriptions Entry using the HS Six-digit File:**

Click on the "Product description (from HS6)" button and then click on the "Data entry" button to go to the "Entry - Product Description HS6" screen. This screen is used to enter the tariff line numbers and product descriptions using the HS six-digit headings as the source.

**- Product Descriptions Entry using the Previous Year's File:**

Click on the "Product description (from previous year)" button and then click on the "Data entry" button to go to the "Entry - Product Description" screen. This screen is used to enter the tariff line numbers and product descriptions using the previous year's file as the source.

**Step 6 - Coded Tariff Entry:**

Click on the "Coded Tariff" button, then click on the "Data Entry" button to go to the "Entry Coded Tariff" screen.



**STEP 1 - INITIAL SETUP**

The screenshot shows a software window titled "IDB Data Entry Submissions Form" with a menu bar (File, Edit, Window, Help) and a sub-window titled "Form: \$Setup". Inside, the "WTO IDB Submissions Initial Setup" form contains the following fields and controls:

- Country:** A dropdown menu with a list icon.
- Reporting country code:** A text box containing "764".
- Reporting country (E):** A text box containing "THAILAND".
- Reporting country (F):** A text box containing "THAILANDE".
- Reporting country (S):** A text box containing "TAILANDIA".
- Language:** A dropdown menu with a list icon.
- Language:** A text box containing "F".
- Year:** A dropdown menu with a list icon.
- Year (yy):** A text box containing "95".
- Year (yyy):** A text box containing "1995".
- Buttons:** "OK", "Help", and "Copy data from previous year".

At the bottom, there is a "Form View" section with a series of checkboxes.

This screen is used to record general information concerning the reporting country and to select the language version of the application.

- Click in the country box and select the country code for the reporting country.
- Click in the language box and choose one of the three WTO official languages to select the language version of the application.
- Click in the year box and select the year to which the submission refers.

An option to copy a previous year's coded tariff file and product description file is available for those reporting countries which had previously made submissions to the IDB. The entire file(s) can be copied using the "Copy data from previous year" button. It is also possible to copy coded tariff records tariff line by tariff line if the user chooses to work in this fashion. The "Copy record" facility is described later in this document.

Click OK to confirm the selections made and to return to the IDB Submissions screen.

**STEP 2 - DEFINE COUNTRIES**

IDB Data Entry Submissions Form - [Country]				
File Edit Window Help				
WTO code <small>Click to copy -&gt;</small>	National code	Select (x) <small>Click</small>	Type (c/g) <small>Click</small>	Country name (including country group name and area name)
▶ 000	000	x	g	TOTAL
002			g	OTHER AMERICA, NES
004	004		c	AFGHANISTAN
006	006		g	OTHER AFRICA, NES
008	008		c	ALBANIA
010	010		c	ANTARTICA
012	012		c	ALGERIA
016			c	AMERICAN SAMOA
020			c	ANDORRA
024			c	ANGOLA
028			c	ANTIGUA AND BARBUDA
030			g	ARABIAN STATES, NES
031			c	ARABIAN STATES, NES

Delete record
◀ ▶
New entry

Country/group
Duty type
Help
Back

Form View

This screen is used to define the countries or country groups which benefit from preferential tariff arrangements. The countries selected are used in step 4 below to define the type of duty which applies to each country or group of countries.

- In the left most column of the screen, the record selected is indicated by an arrow.
- A country is selected by first filling in the national country code. The national country codes used should be the same as those used in the IDB import statistics submission. Click in the WTO code to copy automatically the WTO code into the national code. If a national country code is used, it must be entered manually. If a country is not found in the list of WTO countries, follow the instructions for New Entry, below.

Next, select the country by clicking in the corresponding "select" box. An X will appear on the entry, indicating that the country has been selected.

The type (c/g) box is used to indicate whether the country selected represents an individual country (c) or a group of countries (g). Click in the "type" box to change the default value from (c) to (g), if the country code entered represents a group of countries. When a group of countries (e.g. NAFTA, ACP, ASEAN) is created, all the countries belonging to the group must be selected.

To cancel the selection of an entry, click on the "select" box for the entry. The X will disappear.

The command buttons at the bottom of the screen are used as follows:

- Delete record: Click on this button to delete the record currently selected. Note that once a record is deleted, the only means of restoring it is to either re-install the software (thus losing all work to date) or to re-enter the record manually.
- New Entry: Click on this button to position the cursor at the end of the file. Next enter the new country code or country group code in the national code box and click on the type box to obtain either "c" for an individual country or "g" for a country group. Do not forget to enter the country name. If a country group is created, do not forget to select all the countries belonging to the group. It is not necessary to define the corresponding WTO code when a country or country group is created by the user.
- Country/group: Click on this button to go directly to the Define Country and Country Group screen.
- Duty Type: Click on this button to go to the Define Duty Type screen.
- Help: Click on this button to get on-line Help for this screen.
- Back: Click on this button to return to the IDB Submission screen.

**STEP 3 - DEFINE COUNTRY GROUP**

IDB Data Entry Submissions Form - [Country and country group]													
File Edit Window Help													
		Group id:	Group name:		Add to the list								
Country code	Country name	Group:	g01	g02	g03	g04	g05	g06	g07	g08	g09	g10	g11
			899	NAFTA	MYCOI	GATT	EFTA	ECE					
(click to select)													
▶	CAN	CANADA											
	30000	GREECE											
	304	GREENLAND											
	764	THAILAND											
	840	UNITED STATES											
*													
Country		Help						Back					
Form View													

This screen is used to define the composition of country groups. The screen shows the country group codes on the first horizontal line and then all the countries previously selected in the Define Country screen.

In the left most column of the screen, the record selected is indicated by an arrow.

The first step is to set up the country group boxes:

- Group id: Click on group id box to select an id number for the country group (e.g. g01).
- Group name: Click on the group name box and select a country group (which was defined in step 2).
- Add to the list: Click on this button to add the country group to the group box.

Up to 30 country groups can be defined.

The second step is to define the composition of the group. Click in the corresponding country boxes under the group column to define the group composition. An X will appear in the boxes for countries selected.

To cancel the selection of an entry, click on the "select" box for the entry. The X will disappear.

The command buttons at the bottom of the screen are used as follows:

- Country: Click on this button to go to the Define Country screen.
- Help: Click on this button to get on-line Help for this screen.
- Back: Click on this button to return to the IDB Submission screen.

**STEP 4 - DEFINE DUTY TYPE**

Duty type	Partner	Select Click	Definition
01		x	MFN WTO bound duty
02		x	MFN statutory (legal/autonomous) duty
03		x	MFN effectively applied (temporary) duty
09B		x	MFN base duty for the latest multilateral negotiations
09F		x	MFN offered duty for the latest multilateral negotiations
10	124	x	Free trade area (applied to partner)
10	EFTA	x	
10	NAFTA	x	
11	764	x	Free trade area (applied to partner)
12	764	x	Free trade area (applied to partner)
12	NAFTA		Free trade area (applied to partner)

This screen is used to identify the types of duties to be used in the Coded Tariff Data Entry Screen and to identify the countries or country groups to which preferential duties are applicable. MFN duties (duty types 01-09) cannot be associated with individual countries. Document IDB/URM/3/Add.1 should be consulted for further explanations on associating partner countries with preferential duties.

- In the left most column of the screen, the record selected is indicated by an arrow.
- An MFN duty is selected by clicking in the select box corresponding to the duty. An X will appear on the screen, indicating that the duty has been selected.
- Preferential duties are selected in a different manner. For each preferential duty selected, the corresponding partner countries must be filled in either with the national country code (or WTO code) or the national country group code created previously in the Define Countries screen. If under a given preferential agreement, a duty applies to all trading parties to the agreement, the duty should be associated with the partner "TOTAL - 000".<sup>1</sup>

To create an entry for a preferential duty:

<sup>1</sup> Using the same logic applying to MFN duties, general duties and unspecified duties - see document IDB/URM/3.Add.1 for further explanations.

- Select Partner: Select the duty type by clicking in the partner box corresponding to the duty type desired. Next, click on the select partner box at the top of the screen. A list of partners will appear. Partners are selected by clicking on the partner and then clicking on the Add to List button. Enter the description of the duty type selected.
- Add to List: Click on this button to add the duty type / partner selection to the list of duties selected.
- More countries: Click on this button to define additional countries using the Define Country screen.

To cancel the selection of an entry, click on the select box for the entry. The X will disappear.

The command buttons at the bottom of the screen are used as follows:

- Delete record: Click on this button to delete the record currently selected. Note that once a record is deleted, the only means of restoring it is either to re-install the software (thus losing all work to date) or to re-enter the record manually.
- New Entry: Click on this button to position the cursor at the end of the file. Next, enter the new duty type/partner information in the new entry. Do not forget to click on the Select box for the new entry.
- Help: Click on this button to get on-line Help for this screen.
- Back: Click on this button to return to the IDB Submission screen.

**STEP 5 -DATA ENTRY - PRODUCT DESCRIPTION**

The screenshot shows a software window titled "IDB Data Entry Submission Form - [Entry - Product Description HS6]". The window has a menu bar with "File", "Edit", "Window", and "Help". Below the menu bar, there are input fields for "Source:" (with buttons for "HS 6" and "N-Entry"), "Reporter name:" (containing "Test"), "Reporter code:" (containing "000"), and "Year:" (containing "95"). A table with four columns is present: "HS#" (with a small asterisk icon), "Stat#", "Suffix", and "Description". The table has a vertical scrollbar on the right. Below the table, there are four buttons: "Delete record", a left arrow, a right arrow, "New entry", and "Add record". At the bottom of the window, there are three buttons: "Coded Tariff", "Help", and "Quit". A "Form View" indicator is located at the bottom left of the window.

In this step, the national tariff line numbers along with the product descriptions are entered. This information must be recorded before the corresponding duty information can be entered.

A file containing the HS numbers at the six-digit level and the corresponding descriptions is provided with the application in order to assist users in the entering of the tariff nomenclature. For those reporting countries having previously made an IDB submission, the product descriptions of the previous submission are also provided. The user can select the source to be used by clicking on the N-Entry button or on the HS6 button (if N-Entry is used, the product descriptions should be copied using the copy facility in the Initial setup - step 1).

The following describes how to enter the tariff line number and product descriptions using the HS6 file as the source. Normally, this option is used when a file was not provided for the previous year, or when the tariff nomenclature has changed considerably from the previous year.

- Select the HS number to be entered by clicking in the HS box at the top of the screen and then clicking on the desired HS six-digit code. Next, enter the national part of the tariff line number and optionally the tariff suffix. The product description of the HS six-digit can be amended to reflect the definition of the national tariff line.
- Click on the Add Record button to add the record to the list.



To enter the tariff nomenclature and product descriptions using the previous year's file as the source:

- If the product description file from the previous year was copied in the Initial Setup, position the mouse on the line to be modified and update/delete the data. It is not necessary to click on the Add Record button.

To create new entries, either enter the information in the boxes at the top of the screen and click on the Add Record button or use the New Entry button.

The command buttons at the bottom of the screen are used as follows:

- Delete record: Click on this button to delete the record currently selected. Note that once a record is deleted, the only means of restoring it is either to re-install the software (thus losing all work to date) or to re-enter the record manually.
- New Entry: Click on this button to position the cursor at the end of the file and enter the new record.
- Add Record: Click on this button to add the information entered.
- Coded Tariff: Click on this button to go to the Coded Tariff data entry screen.
- Help: Click on this button to get on-line Help for this screen.
- Quit: Click on this button to return to the IDB Submission screen.

**STEP 6 - CODED TARIFF ENTRY**

The screenshot displays the 'IDB Data Entry Submission Form - [Entry - Coded Tariff]'. At the top, there is a menu bar with 'File', 'Edit', 'Window', and 'Help'. Below the menu, the 'Reporter name' is set to 'CANADA', 'Reporter code' is '124', and 'Year' is '94'. A section for 'Default values' includes fields for 'Duty type', 'Partner', 'Duty rate', 'Nat.', 'Est.', 'Cal.', 'Sub.', 'Bin.', 'Pbc.', 'Lim.', and 'Pdc.'. The main data entry area has columns for 'HS#', 'Tariff# & Suffix', 'HS#', 'Tariff #', 'Suffix', and 'Product descriptions'. Below this, there is a row of buttons: 'Default', 'Delete record', navigation arrows, 'New entry', 'Add record', and 'Copy records'. At the bottom, there are buttons for 'Product Desc.', 'Help', and 'Back', along with a 'Form View' indicator.

In this step, the customs duties are entered. The information for the corresponding product descriptions must be recorded before customs duties can be entered (see Step 5).

For those reporting countries having previously made an IDB submission, the customs duties of the previous submission are available for those tariff lines where the tariff line number was not modified in creating the product descriptions.

Default values for the data entry can be defined in the default boxes at the top of the screen.

Select the tariff line number to be entered by clicking in the Tariff line box and then clicking on the desired tariff line number. The duty information already recorded (if any) will appear in the boxes under the tariff line information.

The information already recorded can be directly modified without clicking any of the buttons at the bottom of the screen.

There are three methods of adding new records - either:

1. Click on the default button to add a record containing the default values which are defined at the top of the screen and click on Add Record.
2. Enter the required information in the boxes directly under the column headings. It

is also possible to click on each box in order to select the required information. Note that it is only possible to enter the duty type and partner combinations previously defined (see Step 4). Click on Add Record.

3. Click on New Record and enter the information directly.

Although it is possible to enter new information directly in the empty boxes at the bottom of the screen, this may result in records being added from the default settings as well.

The command buttons at the bottom of the screen are used as follows:

- Delete record: Click on this button to delete the record currently selected.
- New Entry: Click on this button to position the cursor at the end of the file and enter the new record (do not click on the Add Record button).
- Add Record: Click on this button to add the information from the boxes under the column headings.
- Product Descriptions: Click on this button to go to the Product Descriptions data entry screen.
- Default: Click on this button to add a record containing the default values.
- Help: Click on this button to get on-line Help for this screen.
- Copy Record: Copy the information from the previous year's file (if present for the tariff line selected).
- Back: Click on this button to return to the IDB Submission screen.

**PRINT**

Select an option corresponding to the item to be printed, and then click on the Print to Disk Button. The following Rich Text Format (RTF) print files will be stored on the hard disk in the directory C:\IDB. The RTF files can be read and printed in any Windows text processing software (e.g. WordPerfect, Word, etc). The files are stored with the following naming conventions:

Country.RTF List of the country file

Countryx.RTF List of the selected countries used in coded tariff file

Ctryxg.RTF List of the new groups used in coded tariff file

Dutytype.RTF List of the dutytype file

Prodhs6.RTF List of the HS6 descriptions provided by the WTO

Prodold.RTF List of the product description from the previous year's file

Tarprod.RTF List of the new product description and coded tariff files

Proddesc.RTF List of the new product description file

Tardup.RTF List of duplicate coded tariff items

Proddup.RTF List of duplicate product description items

Prodonly.RTF List of product descriptions for which the coded tariff items are missing

Taronly.RTF List of coded tariff items for which the product descriptions are missing

Crschk..RTF Cross-checking files numbered 1 through 7 as explained below.

### **CROSS-CHECKING RULES FOR THE CODED TARIFF FILE**

The cross-checking feature compares data elements within records and among records. Seven possible discrepancies are checked:

1. If for a given tariff line, the tariff suffix is blank, all records for the same tariff line should have a blank tariff suffix.
2. If there was an entry for duty type 01 (MFN Bound duty), the binding of the duty types 02, 03 and 09F should not be U (unbound).
3. If the tariff suffix is blank or "00", and there was no entry for duty type 01, the binding of all MFN duties for the tariff line should be "U".
4. For MFN duties, the binding coverage code should be blank if the binding code is "U".
5. If the binding coverage code is blank for duty type 01, the binding coverage code for duty types 02, 03 and 09F should also be blank.
6. For each duty type recorded under items with the suffix equal to "01" - "99", there must be the same duty type recorded under the corresponding item with the suffix equal to "00".
7. If the duty rate is zero (0.0) on MFN duties, there should be no records for preferential duties (duty types 10 - 49).

Any errors detected in the cross-checking reports should be corrected before forwarding the files to the WTO Secretariat.

**EXPORT**

The screenshot shows a software window titled "IDB Data Entry Submissions Form - [Entry]". The window includes a standard menu bar with "File", "Edit", "Window", and "Help". The main content area is headed "World Trade Organization IDB Submissions". Below this header, on the left side, is a "Select" section containing five radio button options: "All", "Country" (which is currently selected), "Duty type", "Product description", and "Coded tariff". To the right of these options are three rectangular buttons labeled "Export", "Help", and "Back". At the bottom of the window, there is a status bar area that includes the text "Form View" and a row of several small, empty rectangular input fields.

When the data entry is completed and verified, select an option button which represents the data to be exported, and then click on the Export button. The following files will be stored on the hard disk in directory C:\IDB:

Country.txt	New country file with national codes
Countryg.txt	New country file with national codes
Dutytype.txt	New dutytype file
Proddesc.txt	Product Description file for the IDB Submissions
Tariff.txt	Tariff coded file for the IDB submissions

Exported TXT files or compressed (PKZIP) files can be sent to the WTO Secretariat. The PKZIP compression software is provided with the application. Select an option button "ALL", and then click on the Export button, all the selected output \*.TXT files above will be zipped together under C:\IDB\IDB.ZIP.