



## UNCCS Guidelines – Tips on how to use UNCCS Codes The United Nations Common Coding System (UNCCS)

The UNCCS codes are maintained in UNGM (United Nations Global Marketplace), the common UN supplier database. A UNCCS code is a code describing a certain product or service. All business opportunities posted on [www.ungm.org](http://www.ungm.org) are displayed according to UNCCS Codes. Each UN Procurement Officer selects one or more UNCCS Codes to explain precisely which product or service the UN agency is looking for. In the same manner, UN Procurement Officers use those UNCCS Codes as a search criteria to source potential suppliers within the UNGM database. Therefore, it is vitally important that you select the most accurate UNCCS Codes to describe your goods/services when registering your company or organization on UNGM. Ensure that the selected UNCCS Codes accurately reflect the products/ services you want to market to the United Nations.

Furthermore, the selection of UNCCS Codes is crucial if you decide to subscribe to the Tender Alert Service. You will receive tenders alerts corresponding to the UNCCS Codes you selected during your UNGM registration.

This guide describes the United Nations Common Coding System (UNCCS). In particular, these guidelines will:

- present to you how the UNCCS Codes are structured
- explain to you how to search for the UNCCS codes
- assist you in the selection of proper UNCCS Codes when registering on UNGM

### UNCCS Codes structure

The UNCCS provides a six digit numerical code for about 20,000 specific goods and services. The structure is hierarchical and the coding purely decimal. The classification consists of Sections (1-digit codes), Divisions (2-digit codes), Groups (3-digit codes), Classes (4-digit codes) and Sub-classes (5 or 6-digit codes). The codes take the following format:

X00000 the first digit identifies the relevant section  
XX0000 the first and second digits, together, indicate the division  
XXX000 the first three digits identify the group  
XXXX00 the first four digits indicate the class  
XXXXXX the final digits indicate the subclass or item

UNCCS covers both goods and services:

UNCCS codes from: 000000-499999 are for GOODS  
And from: 500000-999999 for SERVICES

Please visit <http://www.ungm.org/Info/Unccs.aspx> and get familiar with the UNCCS codes. To look at UNCCS codes in UNGM you **don't have to log in**, just go to:

Under the main menu, click on the hyperlink "UNCCS Codes"

### Search for UNCCS Codes

Go on [www.ungm.org](http://www.ungm.org) and on the principal menu, choose "UNCCS Codes". The following will be displayed:

Search for UNCCS Code (enter unccs code or description)

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- ⊕ 000000 (AGRICULTURE, FORESTRY AND FISHERY PRODUCTS)
- ⊕ 100000 (ORES AND MINERALS, ELECTRICITY, GAS AND WATER)
- ⊕ 200000 (FOOD AND TEXTILE PRODUCTS)
- ⊕ 300000 (GOODS, OTHER, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- ⊕ 400000 (METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- ⊕ 500000 (CONSTRUCTION, ENGINEERING, AGRICULTURE, ENERGY & NATURAL RESOURCES)
- ⊕ 600000 (TRADE AND BUSINESS SERVICES)
- ⊕ 700000 (TRANSPORT, STORAGE, MANUFACTURING SUPPORT AND COMMUNICATIONS SERVICES)
- ⊕ 800000 (MANUFACTURING SERVICES: START UP OPERATIONS, PILOT PLANTS, TURNKEY OPERATIONS)
- ⊕ 900000 (COMMUNITY, SOCIAL AND PERSONAL SERVICES)

You will see a tree structure like the above in which you can search for codes either by:


- 1) Entering one or several search words in the "Search Box", and a list of codes will appear. To view each of the codes listed in the tree structure, click on "Find in Tree" at the right side of each code. In the tree, you will be able to see the structure of the main and sub-codes related to the description to help you to select the most accurate code.

*For example, when typing the keyword "demining" the following is displayed:*


Search for UNCCS Code (enter unccs code or description)

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Code	Description	
388599	Demining, personal protective equipment	<input type="button" value="Find in Tree"/>
912532	Demining	<input type="button" value="Find in Tree"/>
912533	Quality management, demining	<input type="button" value="Find in Tree"/>

- 2) Clicking your way down the hierarchical structure. Expand "leaves" in the structure by clicking on the expansion  sign

*For example, when looking for "demining" in the tree, the following is displayed:*

- 000000 (AGRICULTURE, FORESTRY AND FISHERY PRODUCTS)
- 100000 (ORES AND MINERALS, ELECTRICITY, GAS AND WATER)
- 200000 (FOOD AND TEXTILE PRODUCTS)
- 300000 (GOODS, OTHER, EXCEPT METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- 400000 (METAL PRODUCTS, MACHINERY AND EQUIPMENT)
- 500000 (CONSTRUCTION, ENGINEERING, AGRICULTURE, ENERGY & NATURAL RESOURCES)
- 600000 (TRADE AND BUSINESS SERVICES)
- 700000 (TRANSPORT, STORAGE, MANUFACTURING SUPPORT AND COMMUNICATIONS SERVICES)
- 800000 (MANUFACTURING SERVICES: START UP OPERATIONS, PILOT PLANTS, TURNKEY OPERATIONS)
- 900000 (COMMUNITY, SOCIAL AND PERSONAL SERVICES)
- 910000 (NATIONAL ADMINISTRATION, POLITICS AND INFRASTRUCTURE)
  - 911000 (PUBLIC ADMINISTRATION AND FINANCE)
  - 912000 (POLITICS)
    - 912100 (Political systems)
    - 912200 (Political institutions)
    - 912300 (Political conditions and movements)
    - 912400 (International relations)
    - 912500 (Maintenance of peace and security)
      - 912510 (Dispute settlement)
      - 912520 (Sanctions)
      - 912530 (Peace keeping operations)
        - ..... 912531 (Truce supervision)
        - ..... 912532 (Demining) 
        - ..... 912533 (Quality management, demining)
        - ..... 912534 (Explosive ordnance disposal)
        - ..... 912535 (Landmine and unexploded ordnance, training in detection and disposal)
        - ..... 912536 (Mechanical mine clearance)
        - ..... 912537 (Mine risk education)
        - ..... 912538 (Landmine stockpile destruction)
      - 912540 (Consultations and negotiations)
      - 912550 (International security)
      - 912560 (Maintenance of peace and security, other)
        - ..... 912570 (Mine detection dogs, with handler)
    - 912600 (Disarmament and military questions)
    - 912700 (Disarmament and military questions n.e.c.)
    - 912800 (Decolonisation, trusteeship and apartheid)
  - 913000 (PUBLIC UTILITIES)
- 920000 (EDUCATION)
- 930000 (HEALTH)
- 940000 (SOCIAL SERVICES, SOCIAL SCIENCES AND POPULATION)
- 950000 (HUMANITARIAN AID AND RELIEF)
- 960000 (URBAN, RURAL AND REGIONAL DEVELOPMENT)

## Select proper UNCCS Codes

It is understood that different individuals may see specific procurements from different perspectives. However, there are a few basic principles and considerations to keep in mind:

- a) Is the predominant characteristic of the procurement that of a good or of a service?
- b) Does the selected code make intuitive sense when viewed in context of the overall code? That is, if a code to the Sub-class or Class level is selected, does the item naturally fit within the overriding Group, Division and Section?
- c) The items procured should be considered in context. For example, an adapter, a mouse and a battery sold in conjunction with a computer or lot of computers should generally be considered to be "Notebook or Laptop PC Accessories." On the other hand, the sale of a container load of batteries should generally be coded as "Batteries" or even as a specific type of battery.
- d) Services can be somewhat more difficult to classify than goods. It can be useful to focus on the type of your organization. For example, if your organization can be contracted primarily on account of your expertise in a certain subject matter or sector (e.g., consulting, training, management or study with respect to a governance project), then you should use the code related to that particular subject matter (in this case: 911100, Public Administration and Governance). If, on the other hand, you can be contracted for a certain professional expertise without respect to any particular expertise in the specific project sector (e.g., auditing services which only coincidentally relate to a governance project), then you should use the code related to that particular professional expertise (in this case: 655200, Auditing Services).
- e) We do encourage you to select more than one UNCCS code to ensure that your core business is covered.
- f) Provide as detailed coding as possible and DO NOT only provide main code groups such as 100000, 200000 etc. This is particularly important when subscribing to the Tender Alert Service in order to target as accurately as possible the tender notices for the goods or services that you intend to supply to the UN organisations.
- g) A proper code shall be at least 3 levels down, meaning that each code you selected should have the following format: XXX000.  
Example: 500000 = construction, engineering, agriculture, energy and natural resources is not an appropriate code. 512000 = engineering services is an appropriate code.

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