



PROCUREMENT eSERVICE

HM Government of Gibraltar

CPV CODES



Content

- **COMMON PROCUREMENT VOCABULARY (CPV) CODES**
 - **DESCRIPTION AND STRUCTURE OF CPV CODES**
 - **INSTRUCTIONS FOR SELECTING CPV CODES DURING REGISTRATION**
 - **CPV CODES AFTER REGISTRATION**
-



PROCUREMENT eSERVICE

HM Government of Gibraltar

**COMMON PROCUREMENT
VOCABULARY (CPV) CODES**



COMMON PROCUREMENT VOCABULARY (CPV) CODES

The Common Procurement Vocabulary are standard codes that have been developed by the European Union. The CPV provides a unified classification system that describes to potential Public Sector Buyers the goods or services that Suppliers are providing. As of 01st February 2006, the use of CPV became mandatory for Contracting Authorities. Therefore, by using CPV codes, all suppliers registered with HM Government of Gibraltar's Procurement eService Portal are a part of a supplier network that is compatible with the United Kingdom and Europe. It allows suppliers to define exactly what they provide by selecting as many CPV codes as they wish.

It is mandatory that at least one CPV Code is chosen. However, should a supplier not be specific, it may not receive email notifications for goods, services and works that it trades in as the system will generate automatic email notifications based on their selection. Therefore, it is recommended that a Supplier be as specific as possible and select as many CPV codes as applicable.

If you encounter difficulties, please contact the Procurement Office team who will provide any assistance necessary.



PROCUREMENT eSERVICE

HM Government of Gibraltar

**DESCRIPTION AND
STRUCTURE OF CPV CODES**

DESCRIPTION & STRUCTURE OF CPV CODES

CPV codification is based on a tree structure comprising codes of up to 9 digits associated with a wording that describes the supplies, works or services that a supplier provides.

The numerical code consists of 8 digits, subdivided as follows:

- The first two digits identify the divisions (XX000000-Y),
- The first three digits identify the groups (XXX00000-Y),
- The first four digits identify the classes (XXXX0000-Y),
- The first five digits identify the categories (XXXXX000-Y).

A ninth digit serves to verify the previous digits.

Each of the last three digits gives a greater degree of precision within each category

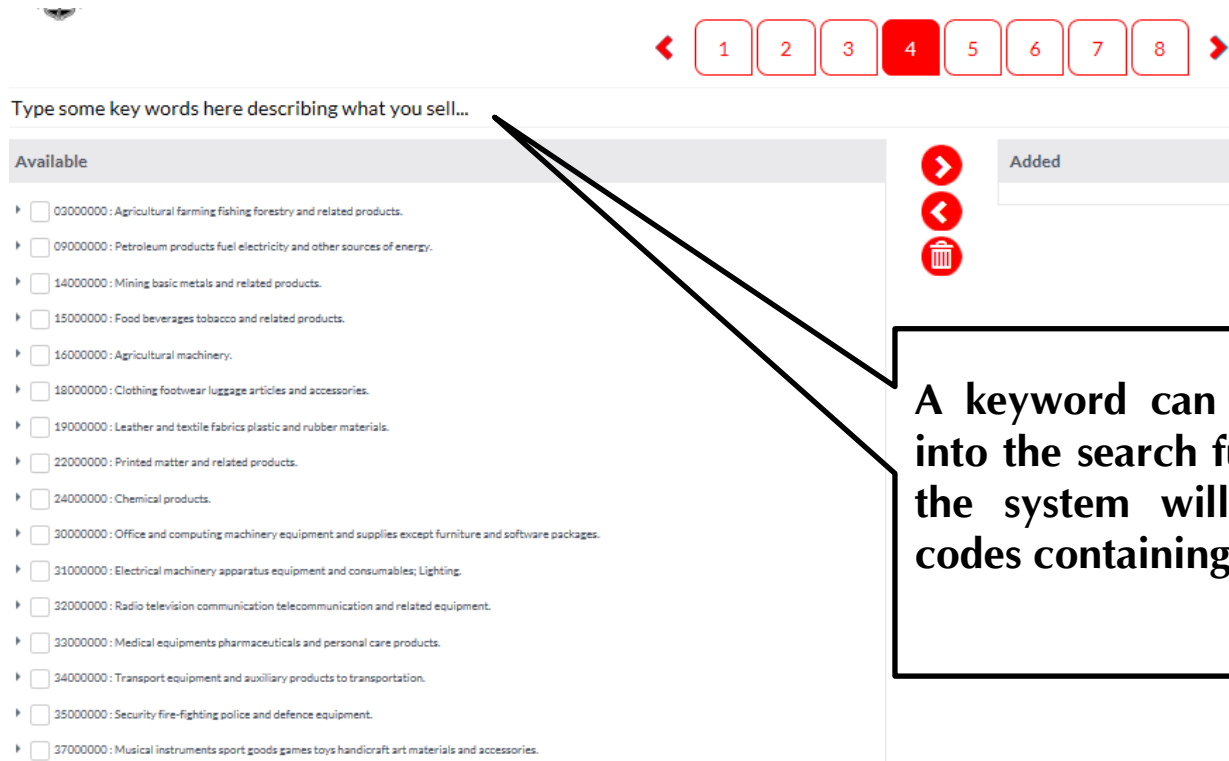


PROCUREMENT eSERVICE

HM Government of Gibraltar

**INSTRUCTIONS FOR
SELECTING CPV CODES
DURING REGISTRATION**

Instructions for Selecting CPV Codes during registration (1)



◀ 1 2 3 4 5 6 7 8 ▶

Type some key words here describing what you sell...

Available	Added
<input type="checkbox"/> 03000000 : Agricultural farming fishing forestry and related products.	
<input type="checkbox"/> 09000000 : Petroleum products fuel electricity and other sources of energy.	
<input type="checkbox"/> 14000000 : Mining basic metals and related products.	
<input type="checkbox"/> 15000000 : Food beverages tobacco and related products.	
<input type="checkbox"/> 16000000 : Agricultural machinery.	
<input type="checkbox"/> 18000000 : Clothing footwear luggage articles and accessories.	
<input type="checkbox"/> 19000000 : Leather and textile fabrics plastic and rubber materials.	
<input type="checkbox"/> 22000000 : Printed matter and related products.	
<input type="checkbox"/> 24000000 : Chemical products.	
<input type="checkbox"/> 30000000 : Office and computing machinery equipment and supplies except furniture and software packages.	
<input type="checkbox"/> 31000000 : Electrical machinery apparatus equipment and consumables; Lighting.	
<input type="checkbox"/> 32000000 : Radio television communication telecommunication and related equipment.	
<input type="checkbox"/> 33000000 : Medical equipments pharmaceuticals and personal care products.	
<input type="checkbox"/> 34000000 : Transport equipment and auxiliary products to transportation.	
<input type="checkbox"/> 35000000 : Security fire-fighting police and defence equipment.	
<input type="checkbox"/> 37000000 : Musical instruments sport goods games toys handicraft art materials and accessories.	

➤
◀
🗑

Added

A keyword can be entered into the search function and the system will return all codes containing that word.

Instructions for Selecting CPV Codes during registration (2)



Milk

- 03331000 : Fresh milk from sheep and goats.
- 03333000 : Fresh cows' milk.
- 15510000 : Milk and cream.
- 15511000 : Milk.
- 15551000 : Yoghurt and other fermented milk products.
- 16620000 : Milking machines.
- 15982000 : Soft drinks.
- 38434000 : Analysers.
- 42221000 : Parts of machinery for food processing.

24000000 : Chemical products.

30000000 : Office and computing machinery equipment and supplies except furniture and software packages.

31000000 : Electrical machinery apparatus equipment and consumables; Lighting.

32000000 : Radio television communication telecommunication and related equipment.

33000000 : Medical equipments pharmaceuticals and personal care products.

34000000 : Transport equipment and auxiliary products to transportation.

35000000 : Security fire-fighting police and defence equipment.

Added



In this example, a supplier may offer milk products and has searched for the keyword "milk". A list of codes and descriptions appear within the search results section that matches the search criteria that has been entered.

Instructions for Selecting CPV Codes during registration (3)



Milk

- 03331000 : Fresh milk from sheep and goats.
- 03333000 : Fresh cows' milk.
- 15510000 : Milk and cream.
- 15511000 : Milk.**
- 15551000 : Yoghurt and other fermented milk products.
- 16620000 : Milking machines.
- 15982000 : Soft drinks.
- 38434000 : Analysers.
- 42221000 : Parts of machinery for food processing.


24000000 : Chemical products.


30000000 : Office and computing machinery equipment and supplies except furniture and software packages.

31000000 : Electrical machinery apparatus equipment and consumables; Lighting.

32000000 : Radio television communication telecommunication and related equipment.

Added





The supplier scrolls down to milk

Instructions for Selecting CPV Codes during registration (4)



15511000 : Milk.

Available

- 15000000 : Food beverages tobacco and related products. [More...](#)
- 15500000 : Dairy products. [More like this...](#)
- 15510000 : Milk and cream. [More like this...](#)
- 15511000 : Milk. [More like this...](#)
 - 15511100 : Pasteurised milk.
 - 15511200 : Sterilised milk.
 - 15511210 : UHT milk.
 - 15511300 : Skimmed milk.
 - 15511400 : Semi-skimmed milk.
 - 15511500 : Full-cream milk.
 - 15511600 : Condensed milk.
 - 15511700 : Milk powder.



Added



Remember to click on the submit arrow to add your selections.

Once clicked, a supplier has the option to opt for as many or as few codes as felt necessary. Once satisfied that you have all of the codes required (there is no minimum or maximum), select the “submit” arrow:



Please take your time completing this section the information will be used to match your business to relevant Opportunities. However, you can always add or remove CPV Codes once you have registered.



PROCUREMENT eSERVICE

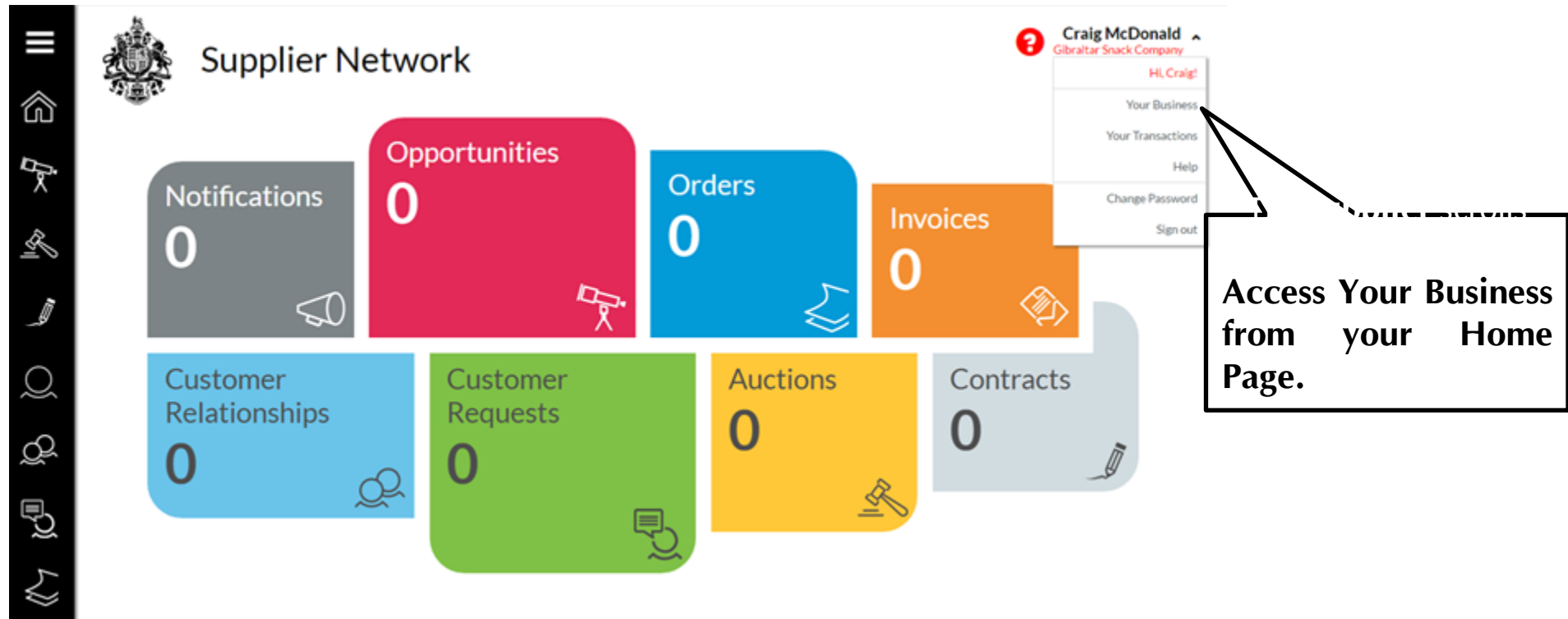
HM Government of Gibraltar

**CPV CODES AFTER
REGISTRATION**

CPV CODES AFTER REGISTRATION (1)

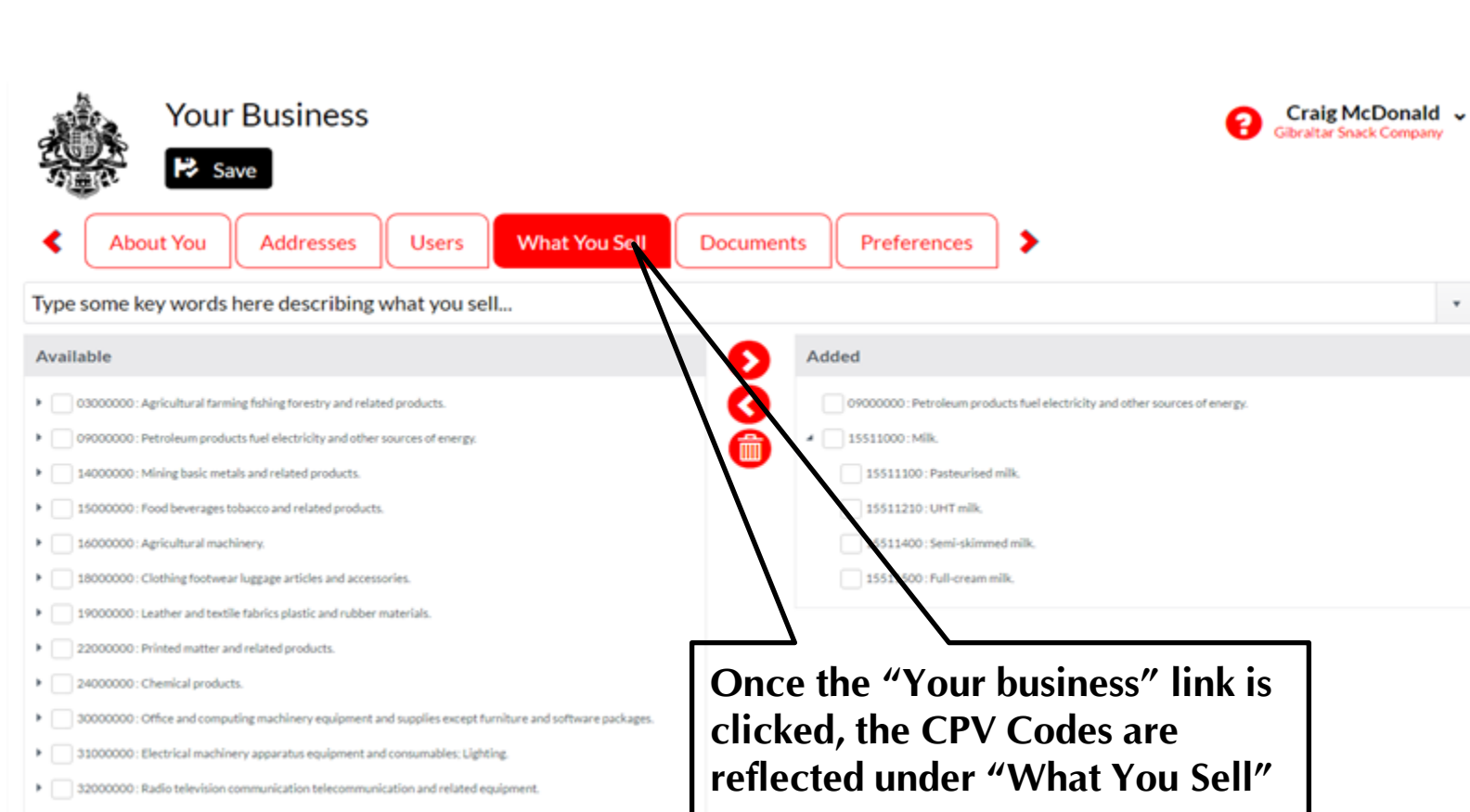
This process may be repeated as many times as necessary, in order to add all of the codes that reflect the nature of your business and what exactly you provide as a supplier.

A supplier may also opt to add codes as and when necessary, whenever a supplier chooses to do so:



The screenshot displays the 'Supplier Network' dashboard. On the left is a vertical navigation bar with icons for home, notifications, opportunities, orders, invoices, customer relationships, customer requests, auctions, and contracts. The main area features eight colored tiles, each with a title and a '0' count: Notifications (grey), Opportunities (pink), Orders (blue), Invoices (orange), Customer Relationships (light blue), Customer Requests (green), Auctions (yellow), and Contracts (light grey). In the top right corner, a user profile for 'Craig McDonald' (Gibraltar Snack Company) is visible, with a dropdown menu containing options: 'Hi, Craig!', 'Your Business', 'Your Transactions', 'Help', 'Change Password', and 'Sign out'. A callout box with a dashed border and an arrow pointing to the 'Your Business' option contains the text: 'Access Your Business from your Home Page.'

CPV CODES AFTER REGISTRATION (2)



The screenshot shows the 'Your Business' profile page. At the top left is the Gibraltar coat of arms and the text 'Your Business' with a 'Save' button. At the top right is the user name 'Craig McDonald' and company name 'Gibraltar Snack Company'. A navigation bar contains buttons for 'About You', 'Addresses', 'Users', 'What You Sell', 'Documents', and 'Preferences'. The 'What You Sell' button is highlighted in red. Below the navigation bar is a search input field with the placeholder text 'Type some key words here describing what you sell...'. The main content area is divided into two columns: 'Available' and 'Added'. The 'Available' column lists various CPV codes with checkboxes. The 'Added' column shows a list of CPV codes, with the first one selected. A callout box with a black border and white background points to the 'What You Sell' button and the 'Added' list, containing the text: 'Once the "Your business" link is clicked, the CPV Codes are reflected under "What You Sell"'. The callout box is positioned at the bottom right of the screenshot.

Once the "Your business" link is clicked, the CPV Codes are reflected under "What You Sell"



**FOR FURTHER INFORMATION ON CPV CODES CLICK ON THE
FOLLOWING LINK:**

<https://simap.ted.europa.eu/cpv>



PROCUREMENT eSERVICE

HM Government of Gibraltar

