



PROCUREMENT eSERVICE

HM Government of Gibraltar

Supplier Guide 6 CPV CODES

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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.



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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

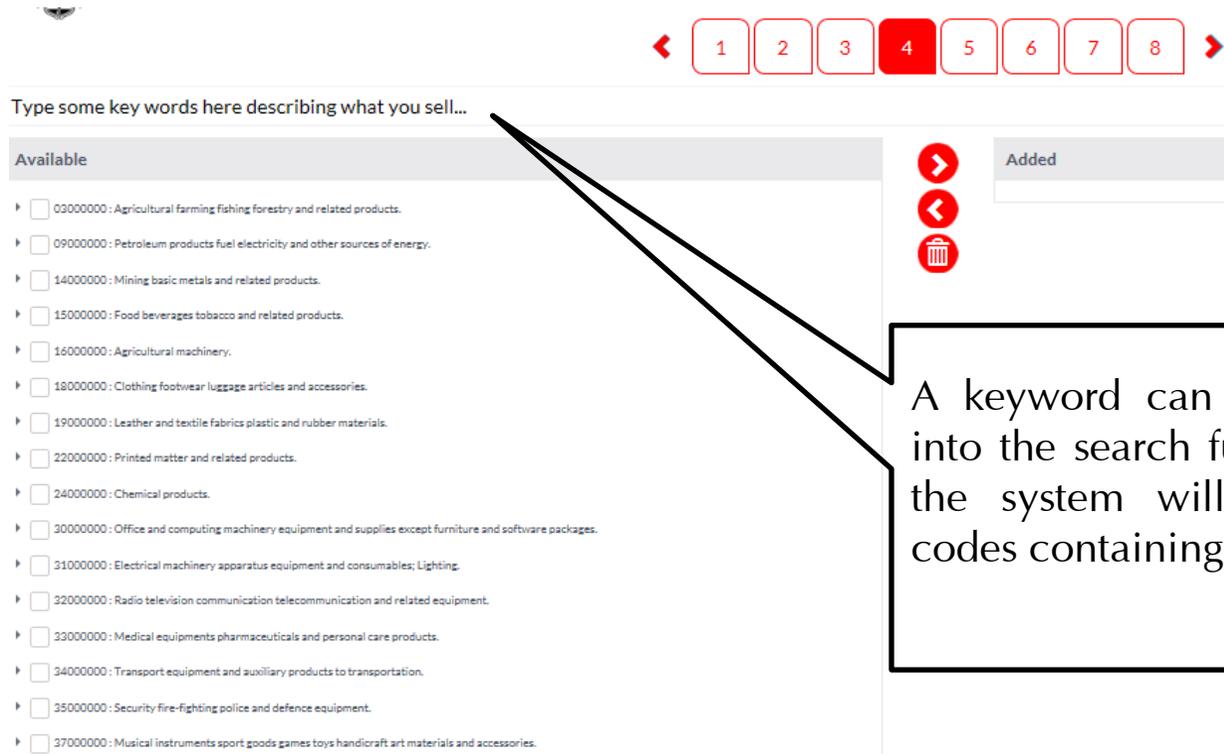


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INSTRUCTIONS FOR
SELECTING CPV CODES
DURING REGISTRATION

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

- ▶ 03000000 : Agricultural farming fishing forestry and related products.
- ▶ 09000000 : Petroleum products fuel electricity and other sources of energy.
- ▶ 14000000 : Mining basic metals and related products.
- ▶ 15000000 : Food beverages tobacco and related products.
- ▶ 16000000 : Agricultural machinery.
- ▶ 18000000 : Clothing footwear luggage articles and accessories.
- ▶ 19000000 : Leather and textile fabrics plastic and rubber materials.
- ▶ 22000000 : Printed matter and related products.
- ▶ 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.
- ▶ 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

▶

◀

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Scroll 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.



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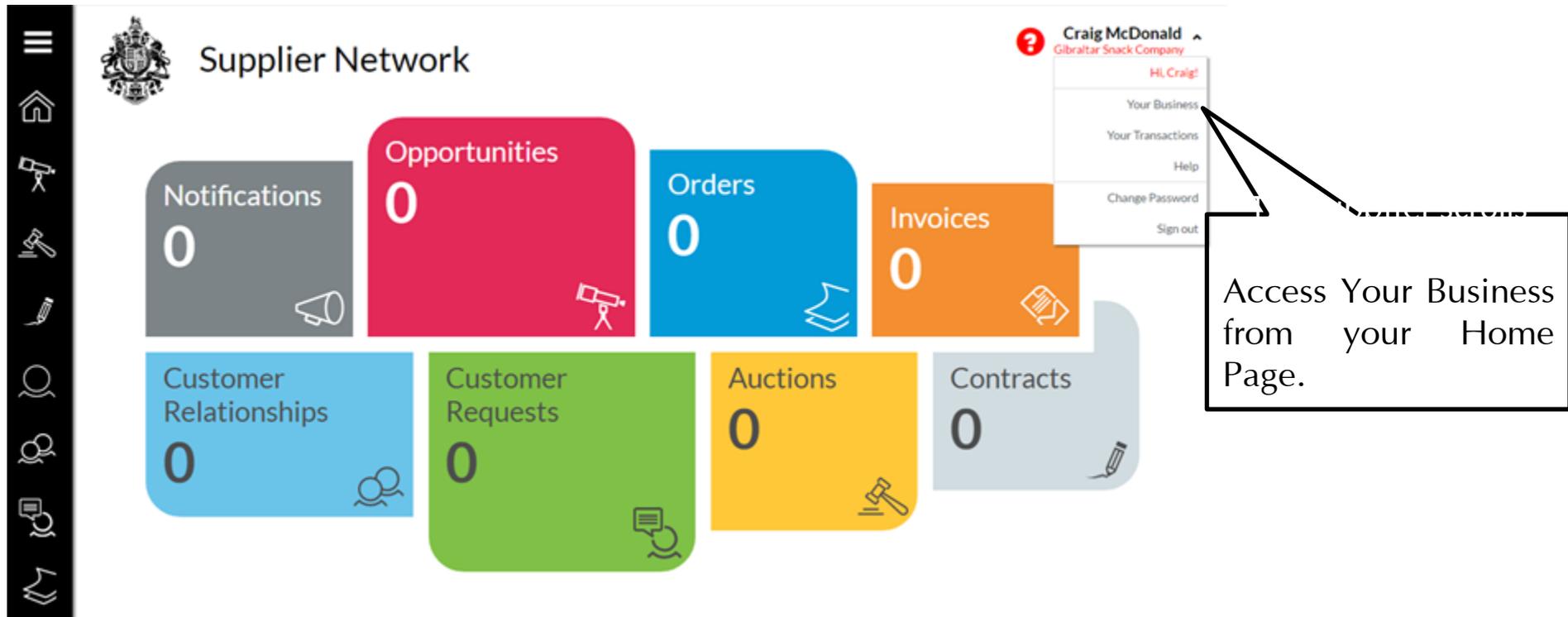
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CPV CODES AFTER REGISTRATION

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:

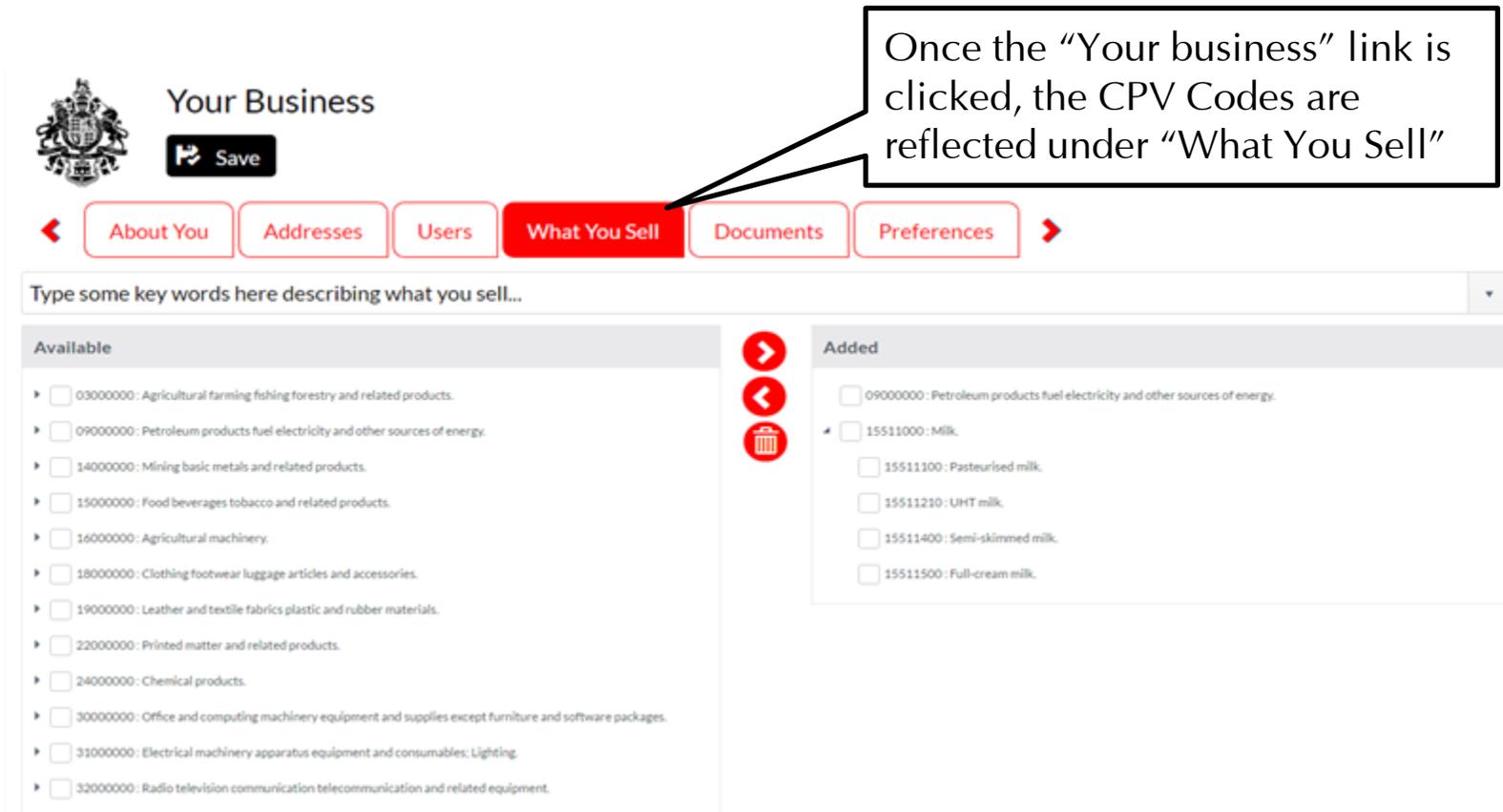


The screenshot displays the 'Supplier Network' dashboard. On the left is a vertical navigation bar with icons for home, search, notifications, orders, invoices, customer relationships, customer requests, auctions, and contracts. The main area features several colored tiles, each with a count of '0':

- Notifications (grey)
- Opportunities (pink)
- Orders (blue)
- Invoices (orange)
- Customer Relationships (light blue)
- Customer Requests (green)
- Auctions (yellow)
- Contracts (light grey)

In the top right corner, a user profile dropdown menu is open for 'Craig McDonald' (Gibraltar Snack Company). The menu items are: 'Hi, Craig!', 'Your Business', 'Your Transactions', 'Help', 'Change Password', and 'Sign out'. A callout box with a dashed border points to the 'Your Business' option, containing the text: 'Access Your Business from your Home Page.'

CPV CODES AFTER REGISTRATION (2)



Your Business Save

About You Addresses Users **What You Sell** Documents Preferences

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"/> 09000000 : Petroleum products fuel electricity and other sources of energy.	<input checked="" type="checkbox"/> 15511000 : Milk.
<input type="checkbox"/> 14000000 : Mining basic metals and related products.	<input type="checkbox"/> 15511100 : Pasteurised milk.
<input type="checkbox"/> 15000000 : Food beverages tobacco and related products.	<input type="checkbox"/> 15511210 : UHT milk.
<input type="checkbox"/> 16000000 : Agricultural machinery.	<input type="checkbox"/> 15511400 : Semi-skimmed milk.
<input type="checkbox"/> 18000000 : Clothing footwear luggage articles and accessories.	<input type="checkbox"/> 15511500 : Full-cream milk.
<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.	

Callout text: 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>

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