



Commercial Codification in Aid of Export Sales Terms and Conditions

1. Scope of the Service

- a. The scope of the Service is restricted to the NATO Codification of a maximum of 250 items submitted by the Customer. Customers requiring more than 250 items should contact UKNCB Commercial Sales Manager on 030 016 23969 or NCBGBRComSaleQry@mod.gov.uk
- b. Codification of an item does not provide the Customer access to the CSIS database. If the Customer requires access to CSIS database, a subscription licence can be purchased separately however the customer is required to have a MOD sponsor. If you would like to know more information about CSIS subscriptions, please contact 0141 224 2205 or DISSERVICEDESK@boeingdefence.co.uk
- c. UKNCB only provide commercial codification services to **UK manufactures or UK companies that own the UK IPR (intellectual property rights) for the items being codified.** If you do not meet the conditions stated or believe they do not fully reflect your situation or requirements – do not proceed. Please contact UKNCB for advice and guidance if unsure.
- d. NATO Stock Numbers (NSNs) are created in accordance with the rules and regulations of the NATO Codification System (NCS). The codification service offered provides codification of your item by assigning the most appropriate Approved Item Name decided by UKNCB.
- e. NATO Stock Numbers (NSNs) and the CSIS database remain the property of the Ministry of Defence (MOD). The codification service offered provides inclusion of your item on the CSIS catalogue.

2. Codification Process

- a. The Customer should contact UKNCB Codification Sales Manager, with any queries or interest in Commercial Codification.
- b. The Customer is mandated to submit their requests through the CSIS e-Tasking to Industry facility, if the Customer has an e-Tasking account.
- c. If the Customer does not have an E-Tasking account, UKNCB will provide the Customer with an Industry E-tasking application form. The Customer should submit this to the UKNCB Tasking Team in Room 2.3.00 of Kentigern House,

65 Brown Street, Glasgow, G2 8EX, or by email to:
NCBGBRComSaleQry@mod.gov.uk for an E-Tasking account.

- d. For each line item submitted for Codification, the information required by UKNCB in order to raise the Codification task, is as follows:
 - i. The true manufacturer's details or their NCAGE
 - ii. The true manufacturer's part number/reference
 - iii. The item name
 - iv. Inventory/Domestic Management Code (IMC/DMC) (if applicable).
 - v. Source data suitable for Codification (refer to paragraph 3 below).
 - vi. An excel spread sheet is recommended for batch items.

3. Source Data

- a. Source data must be provided by the Customer, for each line item submitted for Codification. The UKNCB or its Codification Contractor(s) will utilise the source data to create each record on the CSIS database. Source data must be supplied as a minimum in accordance with the latest edition of Defence Condition 117 (Defcon 117).
- b. Source data must be from a UK manufacturer or UK Company that own IPR (intellectual property rights) of UK origin. If you need further clarification, please contact UKNCB before submitting a Codification request.
- c. The source data package should be uploaded using e-Tasking tool while submitting request.

4. Timescales

- a. The UKNCB will endeavour to codify items within 15 working days. The 15 working days timescale shall apply only where appropriate source data is supplied in accordance with the proposal, and no queries are generated against the submission.
- b. The UKNCB will endeavour to codify urgent items within 5 working days, however urgent project work for the Ministry of Defence will take precedence over commercial requests.
- c. The UKNCB will endeavour to carry out post codification amendments within 20 working days. The 20 working days timescale shall only apply where appropriate source data is supplied in accordance with the proposal, and no queries are generated against the submission.

5. Prices

- a. The Prices for each line entry item submitted for codification can be found on our website. Companies wishing to codify over 250 items are eligible for discounted pricing and should contact UKNCB direct for a quotation.
- b. In defining the total quantity of Items submitted for codification, the figure shall include Customer-supplied NSN's.

- c. All prices are exclusive of VAT and other duties and taxes unless otherwise stated. Any VAT or other applicable duties or taxes are payable and shall be charged in addition.
- d. UKNCB reserves the right to revise the pricing of the codification service. UKNCB will endeavour to provide 30 days' notice of any changes before they are due to come into effect.

6. Payment

- a. The Customer shall pay for services via our payment gateway on the website. Instructions for this can be found on the website.
- b. If the Customer can't pay for services via our payment gateway then the Customer must contact UKNCB directly to discuss alternative payment options. Alternative payment options will only be considered in exceptional circumstances.
- c. Codification will not take place unless payment has been made upfront, or a Purchase Order has been submitted at time of requesting codification. Use of a Purchase Order must be approved by UKNCB beforehand.
- d. The Customer must upload a receipt of their purchase with their source data in E-tasking.

7. Refunds

Refund requests made after submitting an e-tasking request will be considered on a case by case basis at the discretion of UKNCB, and if exercised, will retain fees to cover outlays and staff time at the date that UKNCB becomes aware of the request. These fees will be retained in accordance with Managing Public Money guidelines para 6.2.2 (Version Jul 13), "to make sure that the government neither profits at the expense of consumers nor makes a loss for taxpayers to subsidise." Please be aware that this may be all the fees you have paid.

Such requests must be received within 24 hours of submission. UKNCB will endeavour to respond within 10 working days.

8. Breach of Terms and Conditions

If the terms and conditions are breached, UKNCB will retain fees to cover outlays and staff time incurred at the date that UKNCB becomes aware of the breach. These fees will be retained in accordance with Managing Public Money guidelines para 6.2.2 (Version Jul 13), "to make sure that the government neither profits at the expense of consumers nor makes a loss for taxpayers to subsidise." Please be aware that this may be all the fees you have paid.