Defence Equipment & Support

NATO CODIFICATION: IN AID OF EXPORT SALES FREQUENTLY ASKED QUESTIONS

UKNCB

United Kingdom National Codification Bureau

Equipping and Supporting our Armed Forces
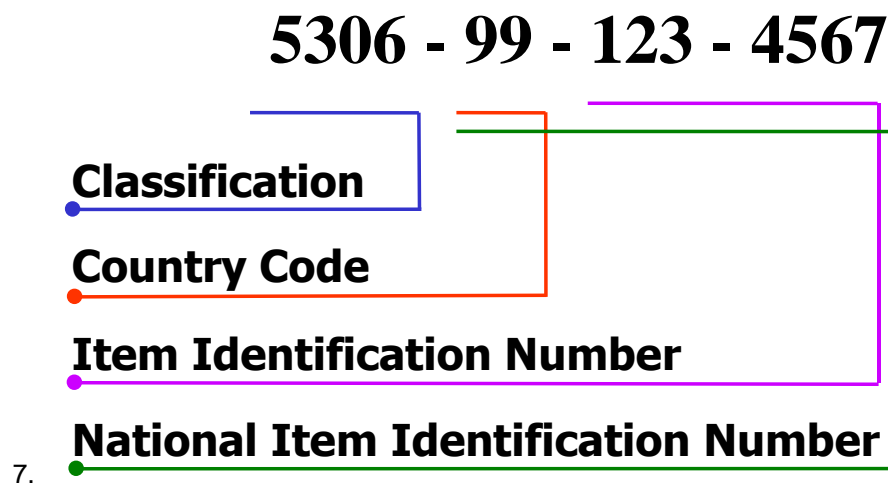
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1. NATO Codification

What is NATO Codification?

NATO Codification is the cataloguing of items that go through the Military Supply Chain. Each item is allocated a NATO Stock Number. Everything entering the Supply Chain **must** be NATO Codified.

What is a NATO Stock Number?

The NATO Stock Number is used to identify individual items within the Supply Chain. It is a 13 digit number that is used to order and track items i.e. 5306-99-123-4567

5306 - 99 - 123 - 4567

Classification

Country Code

Item Identification Number

7. **National Item Identification Number**

Classification is the NATO Supply Classification which is the Group and Class that the item sits in. The Groups and Classes are listed in the ACodP2.

https://eportal.nspa.nato.int/AC135Public/ACodP/Search/ACodPSearch.aspx

The Country Codes identifies the country that has codified the item. e.g. 99 tells us that this is a UK item which means that the design rights of the item lie in the UK.

Who codifies my items?

Items are submitted for codification to the UKNCB (United Kingdom National Codification Bureau). This is the only authority for codification in the UK.

What is codification in aid of export sales?

Codification in aid of export sales is the provision of a NATO stock number(s) to UK companies that want to have their items codified but are not sponsored by MOD or NATO partner. We offer this as a chargeable service to Industry as an aid to marketing and sales of their products: i.e. some foreign governments require NATO stock numbers (NSN's) allocated to products before they will purchase them or add them to their inventories.

How do I qualify?

To qualify for our service, you must be a UK Company and be the manufacturer of the product or hold the design rights for the item(s). You must also supply suitable source data (i.e. technical drawing, specification, data sheet) and agree to your company details/product data being visible on CSIS and all other codification products which contain CSIS data.

What are the benefits?

Codifying your products offers the following benefits:

- Visibility of your products and company contact details on the UK MOD catalogue CSIS (Codification Support Information System). CSIS has over 7000 users and contains over 6 million NSNs and 11 million manufacturer and vendor part numbers.

- Visibility of your products and company contact details on the NATO Catalogue. NMCRL (NATO Master Catalogue of References for Logistics), subject to user interest being added to your item. NMCRL has 26 million user registrations and contains 17 million NSNs and 34 million manufacturer and vendor part numbers.

- Connecting with buyers and manufacturers. Because only equipment with an NSN can enter the UK defence supply chain, codification enables MOD buyers to source the right kit quicker and easier from manufacturers and suppliers featured in the catalogue.

2. E-tasking

How do I get my items codified?

Items must be submitted to the UKNCB using the E-tasking system.

How do I get an E-tasking account?

Contact the Service desk on 01173 170699.

Is there training available on E-tasking?

We have an E-tasking training module, Codification Overview, NCAGE search plus many more training modules. Export Sales training is available on our website to assist Industry customers submit and pay for export sales items. UKNCB training modules can be found on our website https://www.ncb.mod.uk/ncbportal/training.html

What is source data?

UKNCB refer to it as source data, more commonly known as the drawings for the item. The drawings should be supplied with the codification request. If you are unable to supply the drawings then any information on the item can be used e.g. web page, catalogue page.

Why do I need source data?

The characteristics are taken from the drawings and put on the item record. This makes the item unique and easier to find and identify when searching the database.

Can I see what NATO Stock Numbers my company already has?

My NSNs facility can be used by NCAGE account holders to view all NSN's where their NCAGE is listed as the manufacturer or supplier of the item. Users should login to CSIS using their MFR username and password. (If you don't have login details, please contact DISSERVICEDESK@boeingdefence.co.uk or call 01173 170699. Go to NCAGE tab and scroll down to My NSNs where you will be able to see your item records.

3. Codification Timeframes and Costs

How long does it take?

- **Routine Codification Timescales**

  Routine Codification with source data can take up to 20 working days. The 20 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.

- **Urgent Codification Timescales**

  Urgent Codification with source data can take up to 5 working days. Source data must be supplied with submission and it should be noted that urgent project work for the Ministry of Defence will take precedence over commercial requests.

How much does it cost?

There is a charge per item for codification when the request originates from a commercial organisation. The cost for Routine Codification is £65.00 + VAT per item up to 250 items. We offer an Urgent Codification service for £100.00 +VAT per item. Companies wishing to codify items over 250 items are eligible for discounted pricing and should contact us for a quotation on 0141 224 2231 or DESSpDirSpSvcs-UKNCB-ComSales@mod.gov.uk. Customers can pay for codification using our online payment portal on our website. www.ncb.mod.uk

4. Codification Premium Service

What is UKNCB's Premium Service?

UKNCB are pleased to offer a Codification Premium Service for Industry customers who would like a bespoke and personalised service for obtaining a NATO Stock Number for their item(s). UKNCB's premium service will save you time and hassle by completing and managing your codification request from start to finish. All we need you to do is provide the source data.

Why go Premium?

- **Save Time.** Free up your resources for other things and leave it to us! There is no need for you to complete application forms or wait for login details. We will make sure the process runs smoothly.

- **Dedicated team.** UKNCB's tasking team have a wealth of experience and will not only be completing your request and monitoring its progress but will also be on hand to provide support and answer any queries you may have.

- **Straightforward fully comprehensive service.** Customers who choose to use our premium service will experience an expert service form UKNCB direct – the sole authority for codification in the UK. There is no need to have a middleman or third-party company involved in this process. You won't have to learn new systems or undertake training, making the process uncomplicated and hassle free for you.

What is the process?

1. We need you to complete the simple form which will load below once you confirm you meet the qualifying criteria for this service. You also need to attach the source data (technical drawing/description) for the item(s) being codified so that we can identify the item(s) correctly.

2. After processing the request, we will send you a reference number and a link for payment.

3. Click on the payment link within the email we send you to make payment on the secure GOV UK Payment Platform.

4. Once payment is received we will arrange codification and send a confirmation email.

5. If any queries are raised during the NSN creation, we be in contact via email.

6. You will receive email confirmation once your codification is complete followed by a VAT receipt from UKNCB.

How much does it cost?

The cost is £85.00 per item + VAT up to 250 items and £120.00 per item + VAT for urgent requests. Companies wishing to codify items over 250 items are eligible for discounted pricing and should contact us for a quotation on 0141 224 2231 or email DESSpDirSpSvcs-UKNCB-ComSales@mod.gov.uk with your requirements and we'll get back to you.

5. CSIS

What is CSIS?

CSIS is the Codification Support Information System which is the UK database that hosts all of the UK NATO Stock Numbers (NSN) and Foreign NSN with registered UK interest. Authorised Industry Partners can get access to the read only search tool CSISWEB. The main advantage of CSISWEB is the ease of use and rapid search tool with contains all UK NATO Stock Numbers and this proves to be extremely valuable to any civilian company wishing to do business with any of the Armed Forces or NATO Nations.

How do I get access to CSISWEB?

You must have a MOD sponsor/contractor or be a sub-contractor to gain access to CSISWEB. If you think you are eligible for a CSIS Licence and would like to know more information, please contact DISSERVICEDESK@boeingdefence.co.uk or call 01173 170699.

What is the Process and Pricing?

If you think you are eligible for a CSISWEB licence, please fill out the CSISWEB Application form – Industry and email it to DESSpDir-SpSvcs-UKNCB-CSISRnwl@mod.gov.uk. UKNCB will verify your details and email you to confirm eligibility.

CSISWEB Licences	Cost Ex VAT	VAT rate 20%	Cost Inc VAT
1 subscription = 5 users	£1,025.00	£205	£1,230
5 subscription = 25 users	£4,107.80	£821.55	£4,929.32
10 subscription = 50 users	£6,350.40	£1,270.07	£7,620.44
15 subscription = 75 users	£7,370.80	£1,474.16	£8,844.93
20 subscription =100 users	£7,859.00	£1,571.80	£9,430.83

How do I search CSIS for items that are already codified?

This is called 'screening the database'. This is done using the item's part number. A check is done of every item put up for codification to ensure no item is codified twice so creating duplicate items on CSIS.

How do I search using the manufacturer's part number?

This is the most common action carried out on CSIS. On the 'Item of Supply Tab' enter the part number in the 'Ref' field (second tab down on the left hand side). When entering the part number there is no need to put in any dots/dashes/slashes that may be part of the reference as CSIS will take these out whether you include them or not.

How do I search using characteristics data?
If a part number search has no results or if you are looking for a specific item (size, features etc.) then you can search by characteristics.

How do I search for multiple items on CSIS search tool?
This is known as a Batch Search and you can run up to 2,000 items at a time. Any more we ask you break the batch down to 2,000.

How do I check Manufacturer's details on CSIS?
A Manufacturer's contact details are on CSIS listed under an NCAGE Code (See Section 6).
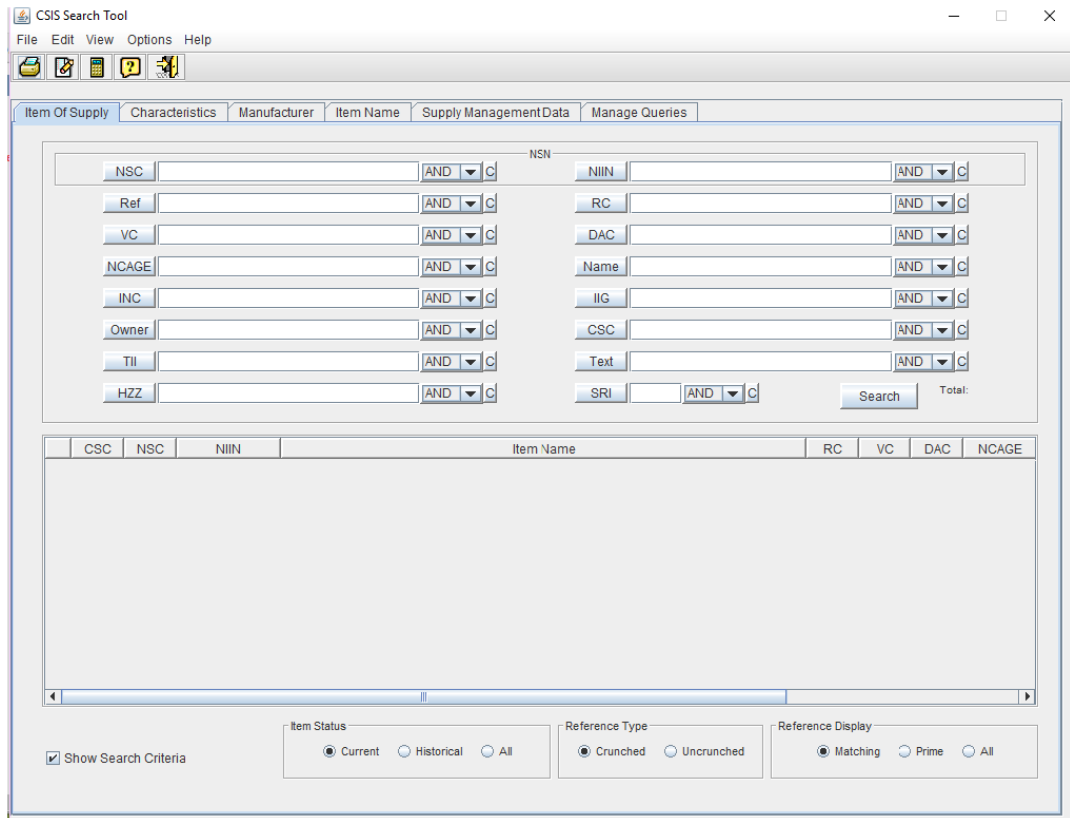

How do I know if an item is active / historic?
This is shown by the Codification Status Code (CSC) field on the Item Record.

CSC values of 'C', 'D' or 'S' denote a cancelled item with or without replacement. CSC values 'A' or 'H' denote an inactive item.

Why do historic items not show in a CSIS search?
At the bottom of the Item of Supply and Characteristics tabs there is a field 'Item Status' which can be set at Current/Historical/All. The default is Current which means no historical items will be returned in a search. If you are looking for an item and get no result with current, always try Historical/All.
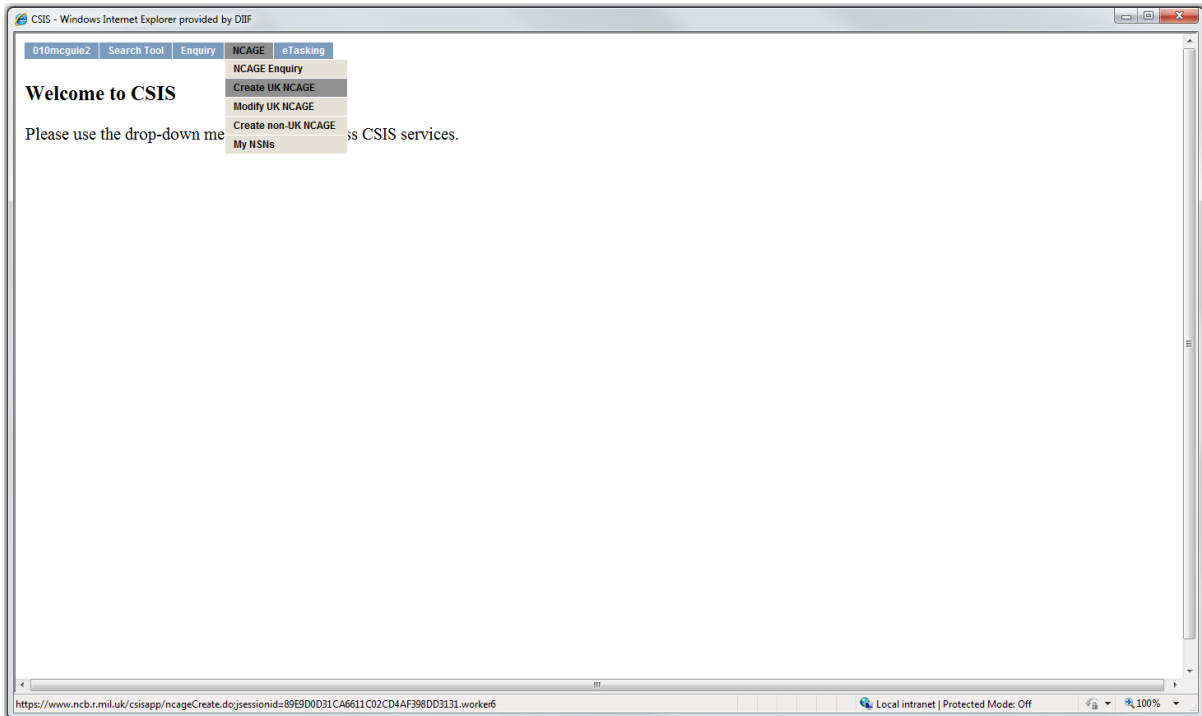
6. NCAGE

What is an NCAGE Code?

An NCAGE Code is a NATO Commercial and Government Entity Code. It is a five character code which holds (on CSIS) a Manufacturer/Supplier/Project Team/Service Provider's contact details.

Why do I need an NCAGE Code?

Anyone who sells, supplies, submits codification requests or provides a service to the MOD must have a valid NCAGE Code. The NCAGE Codes identifies the supplier, seller or service provider of individual items and is also used (in some cases) for payment purposes.

How do I get one for my Company?

If you already have access to CSIS go to NCAGE → Create Auto NCAGE and follow the instructions. If not, then please access **http://www.ncb.mod.uk,** launch CSIS and under the Quick Links you can access the Create UK NCAGE function.

How are NCAGE records kept up to date?

It is the responsibility of the NCAGE owner to keep their details up to date. UKNCB will provide a User Name and Password which allows you access to your own information to keep it current. Bearing in mind this is the information people will use if they want to contact you reference any of your items on CSIS, it is in your best interest that details are kept current.

System of Award Management

Companies dealing with SAM should see www.ncb.mod.uk for self- help notes and the Solve SAM facility at £50.00 plus VAT.

7. Approved Item Names / Colloquial Names
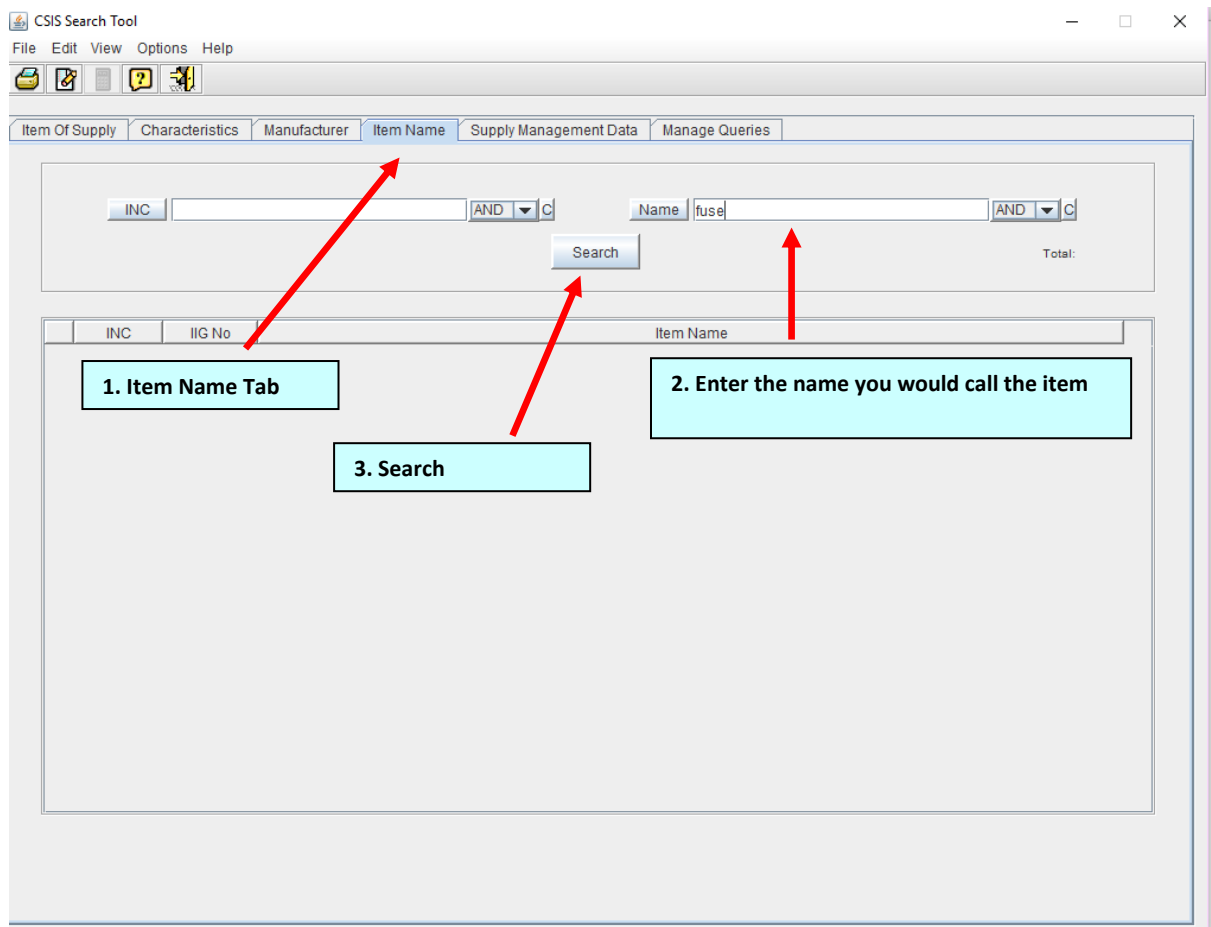

How are items named?

Item Names are agreed by all participating nations. The FIIGs contain all Approved Item Names and definitions. When an item is being codified the codifier will look for an appropriate item name with a definition that fits the item. This is why items can have a name that you don't recognise or isn't obvious. If you are searching the database for an item you must first find the Approved Item Name. This can be found using the Colloquial Names.

What are Colloquial Names?

Colloquial Names are the more common names given to items. As items are not always named what you would expect in the NATO Codification System the Colloquial Names link into the Approved Item Names and makes it easier to find specific items.

How does this work?

In the item name tab in CSIS enter the name of the item, as you would call it, in the field 'item name'.

CSIS will then search every Approved Item Name and every Colloquial Name on the system. You will then be given suggested Item Names for the item you are searching. The Colloquial Names are linked to Approved Item Names and anyone can request a Colloquial Name be attached to an Approved Item Name to make searching easier. Requests can be done using the E-tasking system. This makes finding the Approved Item Name easier for users of the item and any potential new customers.

What is the INC?

The Item Name Code is a five digit number and every Approved Item Name has one. The purpose of this is to help with translation from one language to another. 64 nations use the NATO Codification System resulting in many different languages. Digits are the same in all languages so the five digit code will equate to the same Approved Item Name throughout the NATO Codification System in the language of that country.

What is the FIIG?

This is the Federal Item Identification Guide. The FIIGs are used by the codifiers when the items are being codified. They are technical documents that state the mandatory information required to codify the item:

Support Chain Governance Publication

Support Enablers Operating Centre

Support Enablers Communications Team 09/17