Quick Guide 5: CPV Codes

iSupplier Portal

CPV Codes

CPV (Common Procurement Vocabulary) codes have been developed by the European Union as a classification system for public procurement.

Their main purpose is to help procurement personnel to classify their tender advertisements consistently and correctly and to help suppliers find the notices which are of interest to them by using a standardised vocabulary.

Suppliers who wish to receive notifications of new tenders from the Oracle Sourcing system will need to register CPV codes of interest with Oracle. Any suppliers who were previously on the European Dynamics tendering system with LCC will also need to register CPV codes of interest with Oracle because the CPV codes they registered in European Dynamics were not able to be carried over to the new system.

To register CPV codes of interest log in to Oracle iSupplier, click on the 'admin' tab and then select 'organization' from the left hand menu followed by selecting the 'CPV' tab to search for codes using the description. A more detailed set of instructions, including screenshots is included below.

The notification email will only be generated where a supplier has selected either the exact code, or a parent code for the tender published. More information on CPV codes and the hierarchy structure can be found here http://simap.europa.eu/codes-and-nomenclatures/codes-cpv/codes-cpv_en.htm

Please note suppliers rely on this notification at their own risk, LCC is under no obligation to notify potential interested parties in this way and the notification service provided is no substitute for actively searching for tenders. Tenders are advertised on both the Oracle Sourcing system and LCC website.
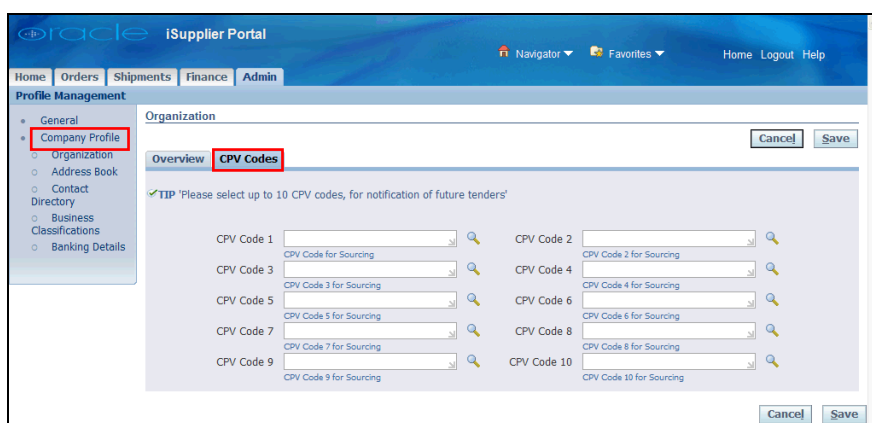
Suppliers can list up to 10 CPV codes that are of interest to their organisation. If a negotiation is published with a CPV code that you have added to your supplier record, you will receive an email to notify you of this opportunity.

Enter CPV Codes
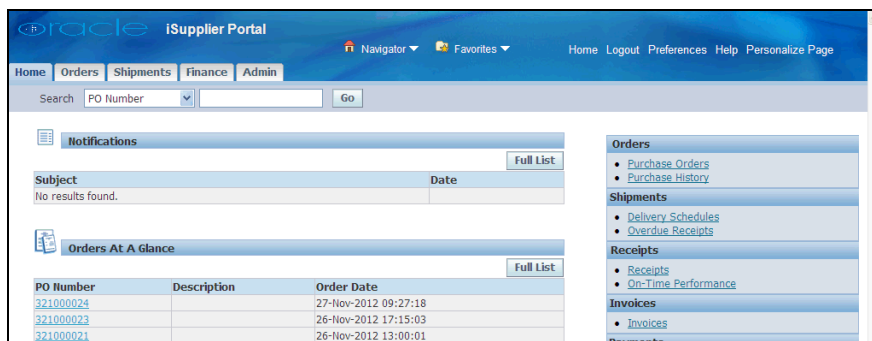
From the iSupplier home page, click the **Admin** link.

Click the **Company Profile** link and then the **CPV Codes** tab.

If you know the CPV code you wish to register, enter the number into the **CPV Code 1** field.

- As you type, the matching codes and descriptions will be displayed.

- Select the appropriate code.

- Repeat the procedure to enter up to 10 CPV codes.

If you do not know the CPV code, click the **Search** button ⌕ next to the **CPV Code 1** field.
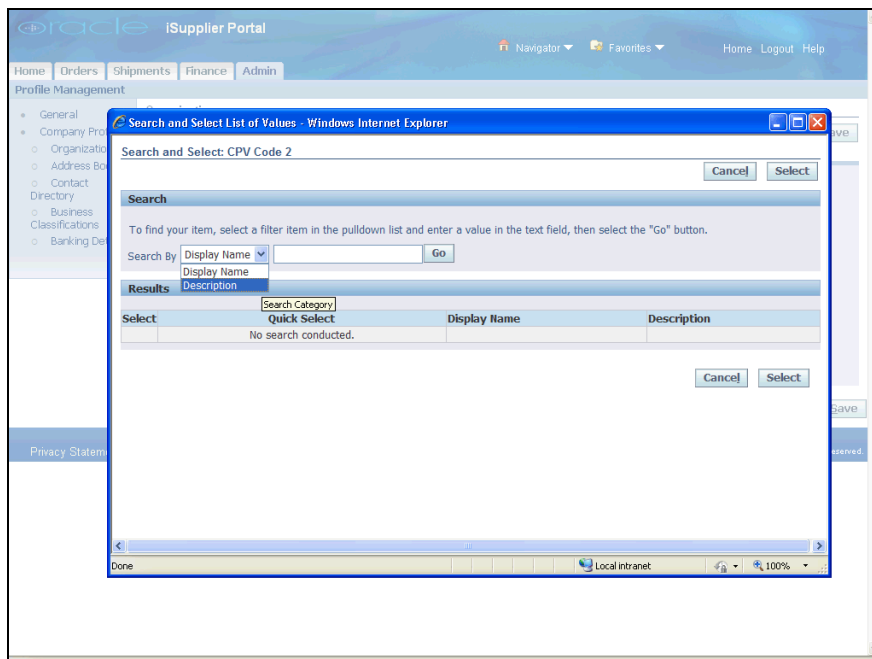

The **Search By** list defaults to **Display Name**; change this to **Description**.

- Enter a description into the **Search By** field.

- **Reminder:** if you enter % at the start and the end of the description, the search will then be for all descriptions which include the word you are searching for.

- Click the **Go** button to start the search.
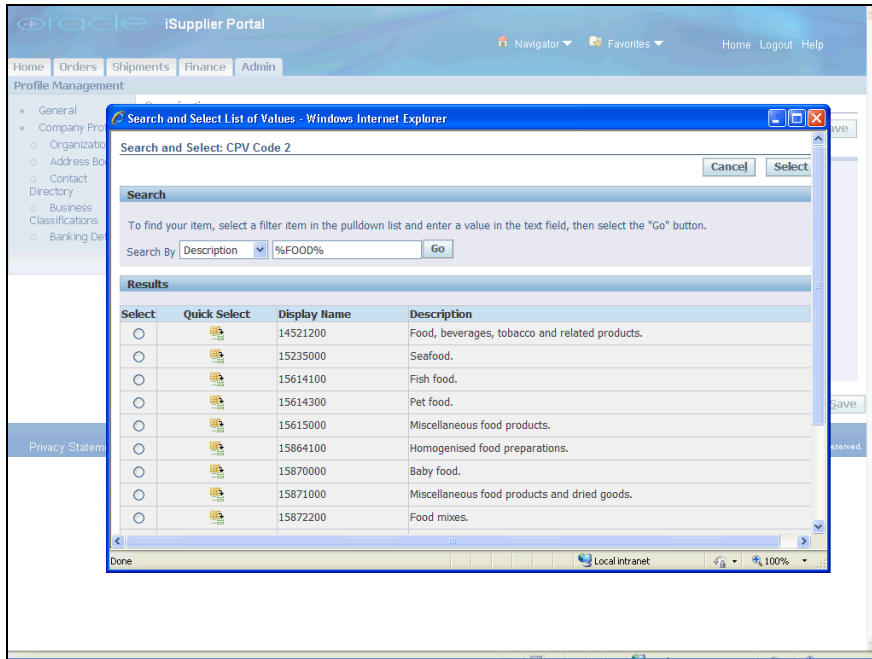
- All codes matching the search criteria will be displayed.

- Click the **Quick Select** button for the code required.
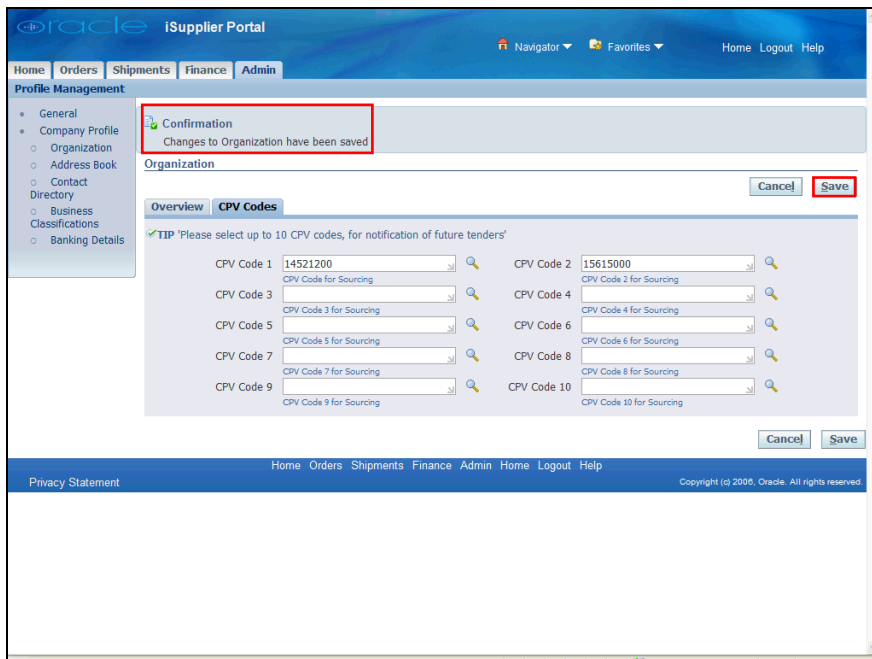
- The code selected will be displayed against the relevant CPV Code field.
- Repeat the procedure to enter up to 10 CPV codes.
- Click the **Save** button.
- Confirmation the changes have been saved is displayed at the top of the screen.

Delete a CPV Code

Delete the code from the **CPV Code** field.

- Click the **Save** button.
- Confirm the changes have been saved.

Change a CPV Code

Delete the code from the **CPV Code** field.

- Search for and select the revised CPV code.
- Click the **Save** button.
- Confirm the changes have been saved.

If you need further assistance please email the following address with your query: isupplierqueries@lancashire.gov.uk.