

## Standards Code List Management System (SCMS) – User guide

### I. Introduction to code lists

Many UPU standards make use of codes to represent data values for the purpose of communication between parties. Typically, UPU EDI messaging standards refer to code lists. There are many code lists with some used regularly and others only occasionally. Some code lists are quite dynamic – others are very static.

In some cases, the code list is reflected in the message itself or is an element of the dispatch ID.

Examples of code lists are:



Number	Name	1st use in supply chain (typically)
108	International Mail Processing Centre (IMPC) codes	EMSEVT / PREDES
121	Receptacle type codes	PREDES
120	Format of contents codes	PREDES
117	Mail sub-class codes	PREDES
117a	Mail sub-class codes (valid combinations)	PREDES
119	Receptacle event codes	RESDER
107	Handling class codes	PREDES
112	Item event reason codes	EMSEVT event H
113	Item event action taken codes	EMSEVT event H
112a	Allowed combinations of item non-delivery action taken and item non-delivery reason	EMSEVT
100	Consignment event codes	RESKIT

Usually an operator will need to extract specific codes for use in its system. With receptacle type codes for example, there are several codes that would not be applied universally.

For detailed information on code lists and reference lists<sup>1</sup>, please see UPU Technical Standard S41.

**The Standards Code List Management System (SCMS) provides for the maintenance and dissemination of all UPU code lists.**

### II. Access to the SCMS and lists

- 1 The SCMS is accessed via the UPU website at: <https://www.upu.int/en/Postal-Solutions/Programmes-Services/Standards> (figure 1).
- 2 Click on the **SCMS (Standards Code List Management System)** link in the right-hand menu to access the system and, thus, all code lists (figure 2)
- 3 Click on the entry in the **Code List Name** column to access a particular code or reference list (figure 3). The list opens in the same browser tab. Use the home button  or the close button  on the right-hand side to return to the main list (figure 2).

<sup>1</sup> Reference lists provide additional information on and/or characteristics of codes defined in a code list, e.g. Reference list 108b – IMPC codes – Open offices.

- 4 Once a list is open it can be **downloaded** in [Excel](#)<sup>1</sup>, [Tab](#) or [Text](#) format by clicking on the desired format ([figure 4](#)). Examples of the export formats are given at the end of this document.
- The **Tab** format generates a text file with tab-separated fields. The first line contains column headers. This format is well adapted for data computing by an IT solution;
  - The **Text** format generates a text file with fixed length fields. It starts with lines providing “Defined in”, “Last update” and “Notes” information, followed by the table, including a line with column headers.

**N.B.**– For information on how to create, modify or close IMPC codes, please see *SCMS – International Mail Processing Centre (IMPC) codes – User guide*

## Figures 1 to 4

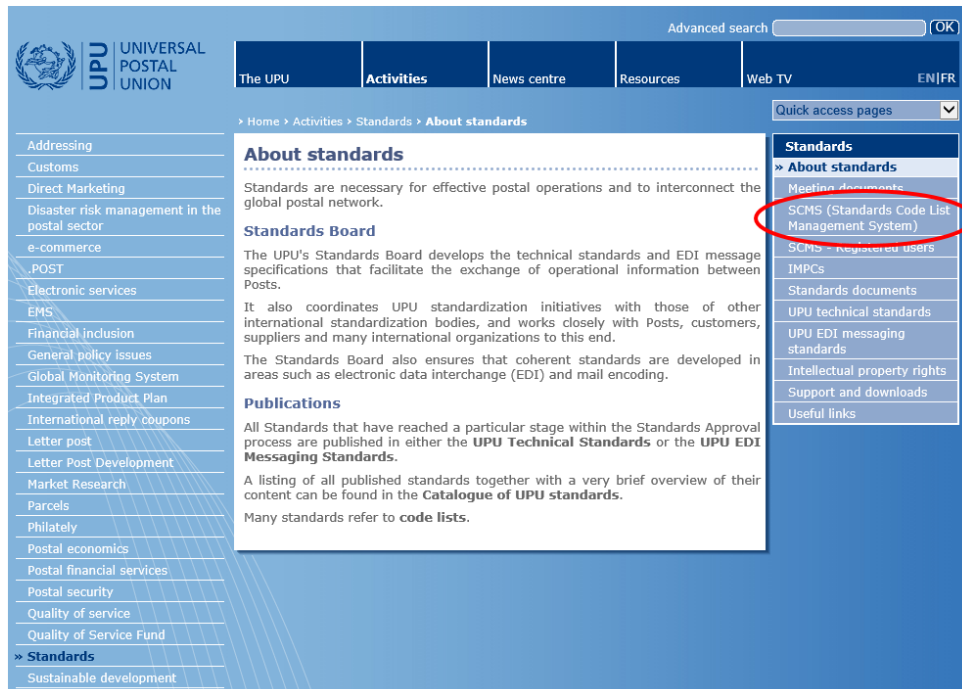


Figure 1 – Access to the SCMS

The screenshot shows the SCMS home page with a table of 'Standards code lists'. The table has three columns: 'Code List Number', 'Code List Name', and 'Date the code list was last modified'. The table lists various code lists such as 'UPU Master code list', 'Consignment event codes', 'Consignment status codes', etc.

Code List Number	Code List Name	Date the code list was last modified
000	UPU Master code list	20180514
100	Consignment event codes	20151216
101	Consignment status codes	20080701
102	Container identifier assignment agency codes	20080701
103	Container event codes	20090728
105	EMSEVT V1 event codes	20130307
106	Event reason codes	20161206
107	Handling class codes	20140305
108	International Mail Processing Centre (IMPC) codes	20180514
108a	IMPC codes - Closed offices	
108b	IMPC codes - Open offices	
109	S31 issuer codes	20171220
110	Item customer charging arranging codes	20161206
111	Item customs retention codes	20170606
112	Item event reason codes	20161206
112a	Allowed combinations of item non-delivery action taken and item non-delivery reasons	20120525

Figure 2 – SCMS home page

<sup>1</sup> If the Excel format will not download, please try another type of web browser.



Click on the name to access the list

Standards code lists	
Code List Number	Code List Name
000	UPU Master code list
100	Consignment event codes
101	Consignment status codes
102	Container identifier assignment agency codes
103	Container event codes
105	EMSEVT V1 event codes
106	Event reason codes

Figure 3 – Access to specific lists

Click on the format to download the list

UPU Standards | UPU

108b IMPC codes - Open office:   

Defined in	S34
Format	an6

IMPC code	IMPC name (12 character)	Organisation name (12 character)	IMPC name (35 character)	Organisation name (35 character)	IMPC 3-ch O
AEAUHA	ABU DHABI	EmiratesPost	ABU DHABI	Emirates Post	AEA

Figure 4 – Downloading lists

## Sample of the Excel export

	A	B	C	D	E	F	G
	IMPC code	IMPC name (12 characters)	Organisation name (12 characters)	IMPC name (35 characters)	Organisation name (35 characters)	IMPC 3-ch OP code	Party iden
1	AEAUHA	ABU DHABI	EmiratesPost	ABU DHABI	Emirates Post	AEA	J1CAEA
2	AEAUHB	ABU DHABI FR	LA POSTE, FR	ABU DHABI FRENCH MILITARY CONT EAU	LA POSTE, France	FRA	J1CFRA
3	AEDXBA	DUBAI	EmiratesPost	DUBAI	Emirates Post	AEA	J1CAEA
4	AEDXBB	DUBAI RASID	EmiratesPost	DUBAI RASID SEA-PORT	Emirates Post	AEA	J1CAEA
5	AEDXBC	DUBAI NZPST	NZ POST	DUBAI NZ FORCES	NEW ZEALAND POST LIMITED	NZA	J1CNZA
6	AEDXBD	DUBAI TRANS	EmiratesPost	DUBAI TRANSIT / HUB	Emirates Post	AEA	J1CAEA
7	AEDXBE	DXB-SOMALIA	EmiratesPost	DUBAI - SOMALIA	Emirates Post	AEA	J1CAEA
8	AFBAGA	BAGRAM NZPST	NZ POST	BAGRAM NZ FORCES	NEW ZEALAND POST LIMITED	NZA	J1CNZA
9	AFKBLA	KABUL	Afghan Post	KABUL	Postal administration, Afghanistan	AFA	J1CAFA
10	AFKBLB	KBL BPI 240	LA POSTE, FR	KABOUL BPI 240 ISAF	LA POSTE, France	FRA	J1CFRA
11	AFKBLC	KABUL C	Afghan Post	KABUL C	Postal administration, Afghanistan	AFA	J1CAFA
12	AFKBLD	KABUL NZPOST	NZ POST	KABUL NZ FORCES	NEW ZEALAND POST LIMITED	NZA	J1CNZA
13	AFKBLS	KABUL EMS	Afghan Post	KABUL EMS SHAHEEN POST	Postal administration, Afghanistan	AFA	J1CAFA
14	AFKDHA	ISAF KANDAHA	LA POSTE, FR	ISAF KANDAHAR FRENCH ARMY FORCES	LA POSTE, France	FRA	J1CFRA
15	AFMMZA	MMZ ISAF	NORWAY POST	MMZ INT SECURITY ASS FORCE, AFGHAN.	NORWAY POST LTD	NOA	J1CNOA
16	AFMZRX	MAZAR	Posten AB	MAZAR-I-SHARIF (SE UN-BAT)	Posten AB	SEA	J1CSEA
17	AGANUA	ST JOHNS, A	GPO Antigua	ST JOHNS, A, ANTIGUA AND BARBUDA	Antigua and Barbuda GPO	AGA	J1CAGA
18	AGANUB	ST JOHNS, B	GPO Antigua	ST JOHNS, B, ANTIGUA AND BARBUDA	Antigua and Barbuda GPO	AGA	J1CAGA
19	AGANUC	ST JOHNS, C	GPO Antigua	ST JOHNS, C, ANTIGUA AND BARBUDA	Antigua and Barbuda GPO	AGA	J1CAGA
20	AGANUT	AGANUT	USPS	ANTIGUA (U.S.MILITARY)	United States Postal Service	USA	J1CUSA
21	AIAXAA	ANGUILLA	AnguillaPost	ANGUILLA	Anguilla Postal Services	AIA	J1CA18
22	ALTIAA	TIRANA	Albanian PT	TIRANA ENTRANGER	Posta Shqiptare, sh.a. Albania	ALA	J1CALA

## Sample of the Tab export

IMPC code	IMPC name (12 characters)	Organisation name (12 characters)	IMPC name (35 characters)	Organisation name (35 characters)	IMPC 3-ch OP code	Party iden
AEAUHA	ABU DHABI	EmiratesPost	ABU DHABI	Emirates Post	AEA	J1CAEA
AEAUHB	ABU DHABI FR	LA POSTE, FR	ABU DHABI FRENCH MILITARY CONT EAU	LA POSTE, France	FRA	J1CFRA
AEDXBA	DUBAI	EmiratesPost	DUBAI	Emirates Post	AEA	J1CAEA
AEDXBB	DUBAI RASID	EmiratesPost	DUBAI RASID SEA-PORT	Emirates Post	AEA	J1CAEA
AEDXBC	DUBAI NZPST	NZ POST	DUBAI NZ FORCES	NEW ZEALAND POST LIMITED	NZA	J1CNZA
AEDXBD	DUBAI TRANS	EmiratesPost	DUBAI TRANSIT / HUB	Emirates Post	AEA	J1CAEA
AEDXBE	DXB-SOMALIA	EmiratesPost	DUBAI - SOMALIA	Emirates Post	AEA	J1CAEA
AFBAGA	BAGRAM NZPST	NZ POST	BAGRAM NZ FORCES	NEW ZEALAND POST LIMITED	NZA	J1CNZA
AFKBLA	KABUL	Afghan Post	KABUL	Postal administration, Afghanistan	AFA	J1CAFA
AFKBLB	KBL BPI 240	LA POSTE, FR	KABOUL BPI 240 ISAF	LA POSTE, France	FRA	J1CFRA
AFKBLC	KABUL C	Afghan Post	KABUL C	Postal administration, Afghanistan	AFA	J1CAFA
AFKBLD	KABUL NZPOST	NZ POST	KABUL NZ FORCES	NEW ZEALAND POST LIMITED	NZA	J1CNZA
AFKBLS	KABUL EMS	Afghan Post	KABUL EMS SHAHEEN POST	Postal administration, Afghanistan	AFA	J1CAFA
AFKDHA	ISAF KANDAHA	LA POSTE, FR	ISAF KANDAHAR FRENCH ARMY FORCES	LA POSTE, France	FRA	J1CFRA
AFMMZA	MMZ ISAF	NORWAY POST	MMZ INT SECURITY ASS FORCE, AFGHAN.	NORWAY POST LTD	NOA	J1CNOA
AFMZRX	MAZAR	Posten AB	MAZAR-I-SHARIF (SE UN-BAT)	Posten AB	SEA	J1CSEA
AGANUA	ST JOHNS, A	GPO Antigua	ST JOHNS, A, ANTIGUA AND BARBUDA	Antigua and Barbuda GPO	AGA	J1CAGA
AGANUB	ST JOHNS, B	GPO Antigua	ST JOHNS, B, ANTIGUA AND BARBUDA	Antigua and Barbuda GPO	AGA	J1CAGA
AGANUC	ST JOHNS, C	GPO Antigua	ST JOHNS, C, ANTIGUA AND BARBUDA	Antigua and Barbuda GPO	AGA	J1CAGA
AGANUT	AGANUT	USPS	ANTIGUA (U.S.MILITARY)	United States Postal Service	USA	J1CUSA
AIAXAA	ANGUILLA	AnguillaPost	ANGUILLA	Anguilla Postal Services	AIA	J1CA18
ALTIAA	TIRANA	Albanian PT	TIRANA ENTRANGER	Posta Shqiptare, sh.a. Albania	ALA	J1CALA

## Sample of the Text export

IMPC code	IMPC name (12 characters)	Organisation name (12 characters)	IMPC name (35 characters)	Organisation name (35 characters)	IMPC 3-ch OP code	Party identifier
AELHNA	ABU DHABI	EmiratesPost	ABU DHABI	Emirates Post	AEA	11CAEA
AELHNB	ABU DHABI FR	LA POSTE, FR	ABU DHABI FRENCH MILITARY CONT	LA POSTE, France	FRA	11CFRA
AEDXBA	DUBAI	EmiratesPost	DUBAI	Emirates Post	AEA	11CAEA
AEDXBB	DUBAI RASID	EmiratesPost	DUBAI RASID SEA-PORT	Emirates Post	AEA	11CAEA
AEDXBC	DUBAI NZPST	NZ POST	DUBAI NZ FORCES	NEW ZEALAND POST LIMITED	NZA	11CNZA
AEDXBD	DUBAI TRANS	EmiratesPost	DUBAI TRANSIT / HUB	Emirates Post	AEA	11CAEA
AEDXBE	DXB-SOMALIA	EmiratesPost	DUBAI - SOMALIA	Emirates Post	AEA	11CAEA
AFBAGA	BAGRAM NZPST	NZ POST	BAGRAM NZ FORCES	NEW ZEALAND POST LIMITED	NZA	11CNZA
AFKBLA	KABUL	Afghan Post	KABUL	Postal administration, Afghani	AFA	11CAFA
AFKBLB	KBL BPT 240	LA POSTE, FR	KABOUL BPT 240 ISAF	LA POSTE, France	FRA	11CFRA
AFKBLC	KABUL C	Afghan Post	KABUL C	Postal administration, Afghani	AFA	11CAFA
AFKBLD	KABUL NZPOST	NZ POST	KABUL NZ FORCES	NEW ZEALAND POST LIMITED	NZA	11CNZA
AFKBLS	KABUL EMS	Afghan Post	KABUL EMS SHAHEEN POST	Postal administration, Afghani	AFA	11CAFA
AFKDHA	ISAF KANDAHAR	LA POSTE, FR	ISAF KANDAHAR FRENCH ARMY FORC	LA POSTE, France	FRA	11CFRA
AFMZA	MMZ ISAF	NORWAY POST	MMZ INT SECURITY ASS FORCE, AF	NORWAY POST LTD	NMA	11CNMA
AFMZX	HAZAR	Posten AB	HAZAR I-SHARIF (SE UN-BAT)	Posten AB	SEA	11CSEA
AGANUA	ST JOHNS, A	GPO Antigua	ST JOHNS, A, ANTIGUA AND BARBU	Antigua and Barbuda GPO	AGA	11CAGA
AGANUB	ST JOHNS, B	GPO Antigua	ST JOHNS, B, ANTIGUA AND BARBU	Antigua and Barbuda GPO	AGA	11CAGA
AGANUC	ST JOHNS, C	GPO Antigua	ST JOHNS, C, ANTIGUA AND BARBU	Antigua and Barbuda GPO	AGA	11CAGA
AGANUT	AGANUT	USPS	ANTIGUA (U.S.MILITARY)	United States Postal Service	USA	11CUSA
ATAXAA	ANGUILLA	AnguillaPost	ANGUILLA	Anguilla Postal Services	ATA	11CA18
ALTIAA	TIRANA	Albanian PT	TIRANA ENTRANGER	Posta Shqiptare, sh.a. Albani	ALA	11CALA
AMEVNA	YEREVAN	Haypost AM	YEREVAN	Société anonyme "Haypost" Arme	AMA	11CAMA
AMEVNB	YEREVAN PT-2	Haypost AM	YEREVAN PT-2	Société anonyme "Haypost" Arme	AMA	11CAMA
AMEVNC	YEREVAN PT-3	Haypost AM	YEREVAN PT-3	Société anonyme "Haypost" Arme	AMA	11CAMA
AMEVND	YEREVAN EMS	Haypost AM	YEREVAN EMS	Société anonyme "Haypost" Arme	AMA	11CAMA
AOLADA	LUANDA A/C	COR ANGOLA	LUANDA A/C	EMPRESA NACIONAL DE CORREIOS A AOA	AOA	11CAOA
AOLADB	LUANDA TRANS	COR ANGOLA	LUANDA TRANSIT	EMPRESA NACIONAL DE CORREIOS A AOA	AOA	11CAOA
AOLADO	LUANDA SAL	COR ANGOLA	LUANDA SAL	EMPRESA NACIONAL DE CORREIOS A AOA	AOA	11CAOA
AOLADE	LUANDA SURF	COR ANGOLA	LUANDA SURFACE	EMPRESA NACIONAL DE CORREIOS A AOA	AOA	11CAOA
AOLADF	LOA ENKEMEND	COR ANGOLA	LUANDA/ENKEMENDAS	EMPRESA NACIONAL DE CORREIOS A AOA	AOA	11CAOA
AOLADG	LUANDA EMS	COR ANGOLA	LUANDA EMS	EMPRESA NACIONAL DE CORREIOS A AOA	AOA	11CAOA
AOLODC	LOBITO SURF	COR ANGOLA	LOBITO SURFACE	EMPRESA NACIONAL DE CORREIOS A AOA	AOA	11CAOA
AQDDUA	DUMONT DURVI	LA POSTE, FR	DUMONT D'URVILLE TERRE ADELIE	LA POSTE, France	FRA	11CFRA
ARADLA	AOL OFCAMBIO	CORREO AR	PASO DE LOS LIBRES	CORREO ARGENTINO	ARA	11CARA