UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

UN/LOCODE (UNITED NATIONS CODE FOR TRADE AND TRANSPORT LOCATIONS)

UN/LOCODE MANUAL

Part I

1   DISCLAIMERS

1.1   General Disclaimer

1.1.1   The designations employed and the presentation of the material in the United Nations Code for ports and other locations (UN/LOCODE) do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

1.1.2   Reference to any private entity (company) does not imply recognition or endorsement by the United Nations.

1.1.3   UN/LOCODE is provided as a service to users, in the framework of the trade facilitation effort undertaken within the United Nations Secretariat. The Secretariat has no means of verifying the accuracy of the contents of UN/LOCODE but endeavours to obtain approval thereof by national authorities and international bodies concerned. The indication of status is intended to enable users to assess the credibility of the code entries; particular care should be exercised in using codes with status RQ (Request under consideration). The United Nations Secretariat assumes no responsibility for any economic or other damage consequential to the use of UN/LOCODE.

1.1.4   The presentation of location names in the UN/LOCODE does not imply the expression of any opinion concerning the legal status of any spelling of such names. The UN/LOCODE is provided purely as a service to its users in the framework of trade facilitation. In that context, the presentation of location names in the UN/LOCODE should be regarded as the standard spelling of those names acceptable for purposes associated with trade and transport.

1.2   Special Disclaimer

1.2.1   Where political developments have led to the dissolution of countries, it may not be possible to determine definitively, in the absence of guidance from the authorities of the countries concerned, to which new national territories some locations belong. Such locations will be listed under the code of their former country for a reasonable time until official confirmation of their current attribution is received.

2   REFERENCES

2.1   The list of countries for which location codes are provided in UN/LOCODE is based on the current issue of ISO 3166-1 "Codes for the representation of names of countries", using the short names in

English for the countries concerned. The country names in ISO 3166-1 correspond to those given in the "Terminology Bulletin" and "Standard Country or Area Code for Statistical Use", both published by the United Nations.

2.2   The country code elements used in UN/LOCODE are the alpha-2 codes of ISO 3166-1.

3   CONTENTS AND LAYOUT OF UN/LOCODE: CODES AND ABBREVIATIONS USED

3.0   The UN/LOCODE is presented in 11 columns, each with the following content (column designations in brackets):

3.1   Column Change

Change Indicator that shows if the entry has been modified in any way or it has been marked for deletion.

3.2   Column LOCODE[1]

3.2.1   Column 1 in UN/LOCODE shows the ISO 3166 alpha-2 Country Code that is followed by a space and a 3-character code for the place name: XX XXX. The 3-character code element for the location name will normally comprise three letters. However, where all permutations available for a country have been exhausted, the numerals 2-9 may also be used. A code element added to a new version of the code list may be preceded by a plus sign (+); a letter X (X) means that the code element will be removed from the next version of UN/LOCODE and a vertical bar (|) indicates a change in the location entry.

3.2.2   For ease of reading, in the code list the country and location name code elements are separated by a space. In actual use, this space could be suppressed.

3.2.3   The code list is presented by country, in alphabetical country code element order according to ISO 3166, and with place names listed in alphabetical order within each country.

3.2.4   When interpreting location code values found outside of the code list in part 2 of the UN/LOCODE Manual, it is understood that: when a three-letter code is used alone to indicate a location, it designates the name of an airport or location as adopted by IATA (whose code only has three letters); whereas a three letter code preceded by a two-letter country code designates the name for a location as adopted within the UN/LOCODE and might depict a different location from that of the IATA code, e.g. PAR = IATA code for Paris, France (UN/LOCODE = FR PAR); GB PAR = UN/LOCODE for Par, United Kingdom.

3.2.5   In cases where no ISO 3166 country code element is available, e.g. installations in international waters or international cooperation zones, the code element "XZ", available for user assignment in accordance with clause 8.1.3 of ISO 3166-1/1997, will be used.

---

[1] Please note that when released in database format, the table shows the UN/LOCODE split in two columns, one for the country and another for the location code.

3.3 Column Name

3.3.1   Column 2 shows the names of those locations that have been accepted for inclusion in UN/LOCODE in accordance with the provisions of the Recommendation.

3.3.2   Place names are given, whenever possible, in their national language versions as expressed in the Roman alphabet using the 26 characters of the character set adopted for international trade data interchange, with diacritic signs, when practicable. Diacritic signs may be ignored, and should not be converted into additional characters (e.g., Göteborg may be read as Goteborg, rather than Goeteborg, Gothenburg, Gotembourg, etc.), in order to facilitate reproduction in the national language.

3.3.3   In countries with more than one national language, place names may be different in the respective languages. In such cases, more than one name version maybe included, followed by other versions placed within brackets, e.g.:

Abo (Turku)
Turku (Abo)

3.3.4   The Governments concerned have been or will be consulted regarding the most appropriate manner in which different name versions should be presented in UN/ LOCODE.

3.3.5   As a service to users, names that have been changed may be included for reference. Such alternative name versions are included as a transitional measure after a name change; they are followed by an equal sign (=), e.g.:

Peking = Beijing
Leningrad = St Petersburg

The code element will be shown only under the new name.

3.3.6   In some cases national location names are represented differently in different languages. This may lead to misunderstandings, which can cause disputes in interpretation of transport and other contracts, in documentary credits, etc. For any such differing but widely used name forms that are known to or reported to the Secretariat, reference to the preferred name version may be made in UN/LOCODE, followed by an equal (=) sign, e.g.:

Flushing = Vlissingen
Munich = München

3.3.6   A place name may be followed, after a comma sign, by an indication of geographical or administrative significance, such as the name of an island on which the place is located, e.g. Bandung, Java; Taramajima, Okinawa.

3.3.7   There may be subordinate entities under a place name, e.g. different airports serving the same main location, outlying ports, freight terminals, etc. If a separate code element has been assigned to such a location, the name of the sublocation is added after the main name, separated by a hyphen (-), e.g.

GB LHR London-Heathrow Apt
AR CUA Bahia Blanca-Cuatreros

3.3.8   The sublocation name is also listed in its proper alphabetic name order place, followed by an oblique stroke (slash) (/) and the name of the main place to which it belongs, e.g.:

GB LHR Heathrow Apt/London
AR CUA Cuatreros/Bahia Blanca

3.3.9   Abbreviations used in Column 2 include:

Apt   for Airport
I.   for Island(s)
Pto   for Puerto
Pt   for Port
St   for Saint

3.4   Column Name Without Diacritics

3.4.1   This column shows the names of the locations which have been allocated an UN/LOCODE without
         diacritic signs.

3.5   Column Subdivision

3.5.1   This column is intended to contain the ISO 1-3 character alphabetic and/or numeric code for the
         administrative division of the country concerned (state, province, department, etc.), as included in
         International Standard ISO 3166-2/1998 and when deemed desirable to enhance the use of the code,
         or when requested by the country concerned.

3.5.2   In UN/LOCODE, the country code element is not shown in this column. Only the latter part of the
         complete ISO 3166-2 code element (after the hyphen) is shown, as a qualifier to the location name.
         Where sub-division codes are used, the corresponding code lists are reproduced in Part 3 of the
         UN/LOCODE Manual.

3.6   Column Function

3.6.1   This column contains a 1-digit function classifier code for the location, where:

1   =   port, as defined in Rec. 16
2   =   rail terminal
3   =   road terminal
4   =   airport
5   =   postal exchange office
[6   =   reserved for multimodal functions, ICD's, etc.]
[7   =   reserved for fixed transport functions (e.g. oil platform)]
B   =   border crossing
0   =   function not known, to be specified

3.6.2   A group of digits "1234----" in this column means therefore that all four specified functions apply to
         the location. The presence of the digit "4" will normally mean that the code element shown is an
         approved IATA code. The digit "0" means that the criteria for inclusion apply, but that no
         information is available regarding the specific transport mode functions of the location.

3.7   Column Status

3.7.1   This column is intended to indicate the status of the entry by a 2-character code e.g. whether
         approved by Government, by Customs, or based on a user requirement not necessarily recognised by

an authority, etc. It is also intended to show the status of checking, e.g. that function indicators are not verified.

3.7.2   The following codes are used at present:

AA   =   Approved by competent national government agency
AC   =   Approved by Customs Authority
AF   =   Approved by national facilitation body
AI   =   Code adopted by international organisation (IATA or ECLAC)
AM   =   Approved by the UN/LOCODE Maintenance Agency
AS   =   Approved by national standardisation body
AQ   =   Entry approved, functions not verified
RL   =   Recognised location - Existence and representation of location name confirmed by check against nominated gazetteer or other reference work
RN   =   Request from credible national sources for locations in their own country
RQ   =   Request under consideration
RR   =   Request rejected
QQ   =   Original entry not verified since date indicated
UR   =   Entry included on user's request; not officially approved
XX   =   Entry that will be removed from the next issue of UN/LOCODE

3.8   Column Date

3.8.1   Reference dates, showing the year and month of request, of entry into the code list, of latest approval, etc., as relevant.

3.9   Column IATA

3.9.1   The IATA code for the location if different from location code in column LOCODE (second part of the code).

4.   SUBSIDIARY LOCATIONS

4.1   The code elements can be extended by the addition of further characters to indicate subsidiary locations, such as areas of a port, different railway stations at the same location, or terminals at the same airport, etc. Such code element extensions are optional at the discretion of Governments or local authorities concerned. However, if notified to the secretariat, they will be incorporated in the data record for the locations in question; they could be made available to interested parties on request.

5.   SUPPORT CODES

5.1   UN/LOCODE is supported i.a. by the alpha-2 country code of the current issue of ISO 3166-1. The code elements for the countries represented in UN/LOCODE are listed in Part 3, which contains both a list in code order and a list in alphabetical country name order.

5.2   The codes included in Column 3, subdivision, are those included in ISO 3166-2. Codes are currently available for only a few countries; for those that are available, code lists are given in Part 3.

6. ADDITION OF LOCATIONS TO UN/LOCODE

6.1 Criteria for inclusion

6.1.1 It is recalled that ports, airports, inland clearance depots and freight terminals and other locations, such as places of receipt and delivery, which are used for goods movements associated with trade, are locations that qualify for inclusion in the UN/LOCODE. "Location" is defined as any "named geographical place, recognised by a competent national body, either with permanent facilities used for goods movements associated with trade, and used for these purposes, or proposed by the government concerned or by a competent national or international organisation for inclusion in the UN/LOCODE".

6.1.2 As a condition for including locations (other than ports, airports, inland clearance depots and inland freight terminals), they should be of ongoing use. It is assumed that any proposal for the inclusion of such a location in the UN/LOCODE will be made on the understanding that it does not refer to a once-only use.

6.2 Request procedure

6.2.1 Requests for inclusion of additional locations and other changes in UN/LOCODE should be addressed to:

United Nations Economic Commission for Europe
Global Trade Solutions Branch
Palais des Nations, CH-1211 GENEVE 10
Switzerland
Fax: 41 22 917 00 37
E-mail: LOCODE@unece.org.

Such requests should preferably be transmitted on electronic medium. For occasional proposals of a limited number, not exceeding 10 entries, hard copy and fax transmissions are acceptable.

6.2.2 Requests for the inclusion of additional locations will be entertained on the basis that the locations are used in trade; they will be processed according to the following procedure:

6.2.2.1 Locations listed in nominated gazetteers

6.2.2.1.1 Reference will be made to the nominated international gazetteer to confirm the existence of the location and the spelling of its name. If the location is listed in the nominated international gazetteer, an entry will be included, using the spelling of that gazetteer. If the location is not listed in the nominated international gazetteer, but a nominated national gazetteer exists for the country concerned, the spelling of the national gazetteer will be used.

6.2.2.1.2 A code element will be selected, always avoiding duplication of code elements within the country concerned, attaining in so far as possible a mnemonic link with the location name, with preference being given where possible to a code element submitted by the proposer. The code element will comprise a combination of three letters except where all possible 3-letter combinations have already been allocated, in which case numerals 2-9 may be used in place of one or more of the three letters.

6.2.1.1.3   Where the functions available at the place have been specified in the request, these will be shown in the entry when included. Where, exceptionally, no function has been specified, the function code "--3-----", "Road terminal function", will be added to the entry when included.

6.2.2.1.4   The entry will then be included in the UN/LOCODE database with the status code "RL" (Recognised location).

6.2.2.2 Locations not listed in gazetteers

6.2.2.2.1   If the location is not listed in either the nominated international gazetteer or in the nominated national gazetteer for the country concerned, a code element will be selected as above, and the proposed entry will be submitted to the national authorities concerned for confirmation of the location's existence and of the spelling of its name, and for guidance on functions available at the location.

6.2.2.2.2   Pending the outcome of such scrutiny, and provided that other criteria are fulfilled, the proposed entry may be included under the status classification "RQ" (Request under consideration).

6.2.2.2.3   On receipt of confirmation, the entry will be included in the UN/LOCODE database with the code element, function, and spelling of the location names, in accordance with the confirmation, with an appropriate status code indicating approval.

6.2.2.2.4   If no authoritative response is received within a reasonable time, and if the Secretariat is convinced of the need for the entry to be included, it will be given the status classification "UR" (User requirement).

6.3   Request particulars

6.3.1   Any proposal for additions to the UN/LOCODE should identify the requestor and should contain the following particulars:

-      The name of the place and the country where it is located. The name should be given in the national language version, as expressed in the Roman alphabet. If the national language contains diacritic characters, the name should be given including such characters, to the extent they can be reproduced using the ASCII International character set, (ISO 8859-1) and relevant tables of ISO 10646-1 and the facilities available to the proposer.
Other widely used versions of the name may be given for reference purposes.

-      The name or designation of any relevant administrative division (state, county, province, etc.) where the place is located, including any established code to represent it.

-      The functions available at the place, under the criteria established (port, railway terminal, road terminal, airport, postal exchange office, ICDs, inland clearance depot, border crossing).

6.3.2   Optionally, the request or may suggest a 3-letter code to represent the place name, on the understanding that the Secretariat may have to assign another code if the code proposed is already used or for any other reason that may be explained to the requestor.

6.3.3   Any other information that the requestor considers could be of interest may be included (e.g. proximity to another location, geographical co-ordinates, type of installations and services).

6.3.4   Requests received will be reflected, as appropriate, in the next version or update of the UN/LOCODE. Requestors will be informed regarding the action taken on their proposals.

6.4 Submission characteristics

6.4.1 Format

The request submissions should contain at least 2 files:

- A README.TXT in ASCII format containing the following information:

  1. Format and software utilised to create the other file
  2. Organisation which submitted the information
  3. Submission date
  4. Any other relevant information

- A UN/LOCODE request submission data file containing location records for inclusion

6.4.2 Information to be submitted

The following information should be supplied in the UN/LOCODE request submission file:

1. A UN/LOCODE code element which consists of:

   - Country code element (mandatory, a2, ISO 3166 standard code, see Part 3)
   - Place name code element (optional, a3, 3-letter code for place names which in certain circumstances may be alphanumeric, an3, cf. paragraph 3.1.1)

2. Place name (NAME, mandatory, a..29, plain language name)

3. Subdivision (SUBDIV, optional, an..3)

4. Function code (FUNCTION, mandatory, an8), as follows (with table presentation within brackets):

Function	Description	Representation
0	Function not known, to be specified	(0-------)
1	Port, as defined in Rec. 16	(1-------)
2	Rail terminal	(-2------)
3	Road terminal	(--3-----)
4	Airport	(---4----)
5	Postal exchange office	(----5---)
[6]	Reserved for Multimodal functions, ICDs, etc.	(-----6--)
[7]	Reserved for fixed transport functions (e.g. Oil platform)	(------7-)
B	Border crossing	(-------B)

If a location has more than one function, include all relevant codes in the function code. Example: for a location with maritime, rail and air functions, assign the code 12-4-

5. Remarks (REMARKS, optional, an..45).

6.4.3 Allowed file formats

The following formats are acceptable for the UN/LOCODE request submission files:

6.4.3.1 MS ACCESS

MS Access 97 or newer versions are acceptable and should have the extension *.mdb*

6.4.3.2 MS EXCEL

EXCEL 5.0/95 or newer spreadsheets must contain data in a table format, in which each row represents a record and each column represents a field. The table must start in the first cell of the spreadsheet.

Please make sure the file has a *.xls* name extension.

6.4.3.3 Lotus 1-2-3

The Lotus 1-2-3 spreadsheet must contain data in a table format, in which each row represents a record and each column represents a field. The table must start in the first cell of the spreadsheet. If the data in the spreadsheet is not in this form, load the file into Lotus 1-2-3 and delete unnecessary rows and columns before you create the file.

Please make sure the file has a *.wk1* name extension.

6.4.3.4 Comma and quote delimited format ASCII file

The Comma and quote delimited format ASCII file must have a comma between fields and each field must begin and end with a quotation mark ("). The UN/LOCODE submission file must have a header record showing the titles of the fields that are included in every following record. If in an individual record, optional data is missing, it should be shown as two quotation marks with nothing in between, i.e. "" with the field names.

The following is a sample header record followed by two fictitious data records:
"COUNTRY","LOCATION","NAME","SUBDIV","FUNCTION","DATE_REF","REMARKS"
"AE","AUH","ABU DHABI","","1----","9401","", "ZW","VFA","VICTORIA FALLS","","---4-","9601",""

Please make sure the file has a ".csv" or ".txt" name extension.

6.4.3.5 Table ASCII file

This type of ASCII file is set up as a table, with fields appearing in specified columns. These files do not use any delimiter to mark fields. The diskette has to include at least 2 files:

1.   A README.TXT file in ASCII format containing the data structure for the table ASCII file.
2.   The actual table ASCII file
Example of file description to be included on the README.TXT file:

Location request data structure

Field	Type	From	To
COUNTRY	C	1	2
LOCATION	C	4	6
NAME	C	8	36
SUBDIV	C	not applicable	
FUNCTION	C	38	43
STATUS	C	not applicable	

```
DATE_REF            C      45                    48
REMARKS             C      50                    80
```

For example, the figure below shows an ASCII file in table format:

```
AE AUH Abu Dhabi     1---- 9401
ZW VFA Victoria Falls ---4- 9601
```

Please make sure the table ASCII file has a .txt name extension.

7.   DELETIONS AND CHANGES

7.1   Deletions of entries

7.1.1   Entries existing in the UN/LOCODE will be deleted only in the case of duplication of entries, of misspelling or manifest misunderstanding of an entry name for which a correct version already exists elsewhere in the UN/LOCODE, or on notification by an authoritative body that the location is no longer used for goods movements associated with trade. In the last case, the proposal for deletion will be submitted to UN/CEFACT Codes Working Group (CDWG) for approval on this basis. Entries to be deleted in the next published version of the UN/LOCODE will be marked by a letter "X" preceding the entry; they will be deleted from the subsequent version but will be retained in a special file in the UN/LOCODE database (with the exception of duplicates and misspellings). Code elements for deleted locations will be reserved for five years.

7.2   Changes to entries

7.2.1   Changes of an existing code element will be made only in cases of code duplication within the country concerned manifest coding error, or, if required by an authoritative body concerned when a place name change removes the mnemonic association with the new place name. Replacement code elements will be selected in accordance with the provisions in paragraph 20 of Recommendation 16. Entries for which code elements have been changed will be marked with a vertical bar (|) in the next published version of the UN/LOCODE.

7.2.2   Other changes to an existing entry may be made when the spelling of the location name proves to be incorrect or particulars referring to the administrative subdivision or the functions of the location are erroneous or incomplete. In the latter two cases the change will be based on information provided by the competent authority concerned. In cases involving change of the location name, entries that have been changed will be marked with a vertical bar (|) in the next published version of the UN/LOCODE.

8.   DISTRIBUTION OF UN/LOCODE

8.1   The secretariat will maintain a list of organisations and individuals who wish to receive the UN/LOCODE. The list will include a record of whether recipients have elected to receive versions of the UN/LOCODE in which the names of locations are shown without diacritic signs.

8.2   The secretariat will issue at least one reference version of the UN/LOCODE annually to all recipients on this list.