



# NIGP CODE SELECTION GUIDE

NTTA Marketplace

NTTA Procurement Services  
[bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org)

# 1 Important Notice

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The North Texas Toll Authority (“NTTA”) will not advise an organization on the commodity/service codes (“NIGP Codes”) that the prospective vendor should select as part of its Marketplace registered vendor account.

## 2 What is the NIGP Code

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National Institute of Government Purchasing (“NIGP”) Code is a universal system for identifying commodities and services in procurement systems. This uniform coding system allows for accurate alignment of prospective vendors’ expressed offering(s) with the subject of a public solicitation.

## 3 NIGP Code Selection

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As part of a registered vendor’s account an organization is required to provide selection(s) that represent the prospective vendor’s offering(s).

NTTA utilizes a 5-digit NIGP code structure (###-##). The first 3 digits are referred to as the NIGP Class, and the last 2 digits are referred to as the NIGP Class Item.

### 3.1 Selection During Vendor Registration

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During the registration process, selection of NIGP codes is performed on the “Commodity / Service Codes” page.

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

Search

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

**NIGP Code Browse**

Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services

The NIGP codes search screen utilizes direct NIGP Class and NIGP Class Item, keywords, or established category grouping search options enable you to the best class-class item(s) for a company.

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

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**Search**

NIGP Class  ✓ 

NIGP Class Item

NIGP Keyword  

Search using ALL of the criteria

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09	Food, Equipment, and Related Services
10	Furnishings and Related Services
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Once search criteria has been entered, it is important to save any selections prior to navigating away from the screen. Click “Save and Add More” if there are multiple pages of results to explore. Click “Save and Continue Registration” once all selections have been made.

<input checked="" type="checkbox"/>	332-48	Lacing, Crafts
<input checked="" type="checkbox"/>	332-50	Liquid Embroidery and Fabric Painting Supplies
<input checked="" type="checkbox"/>	332-53	Miniatures, Craft
<input checked="" type="checkbox"/>	332-55	Model Kits and Parts: Airplane, Automobile, Ship, etc.
<input checked="" type="checkbox"/>	332-56	Molds, For Plaster Cast Projects

1-25 of 537  
1 2 3 4 5 6 7 8 9 10 ▶ ❏

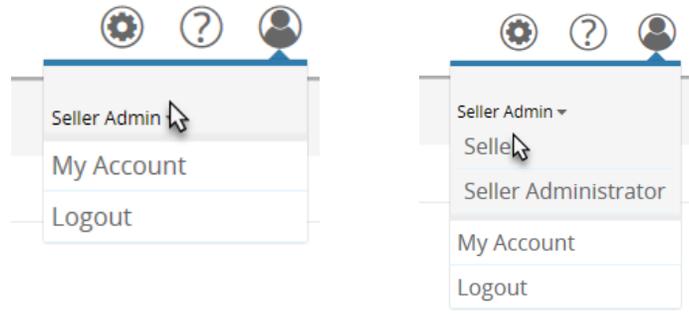


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## 3.2 Updating Codes After Registration

Once registration has been completed, any user with the Seller Administrator role is able to update the organization's registered vendor account.

Click the Account icon and select Seller Administrator in the role dropdown to change the user account view.

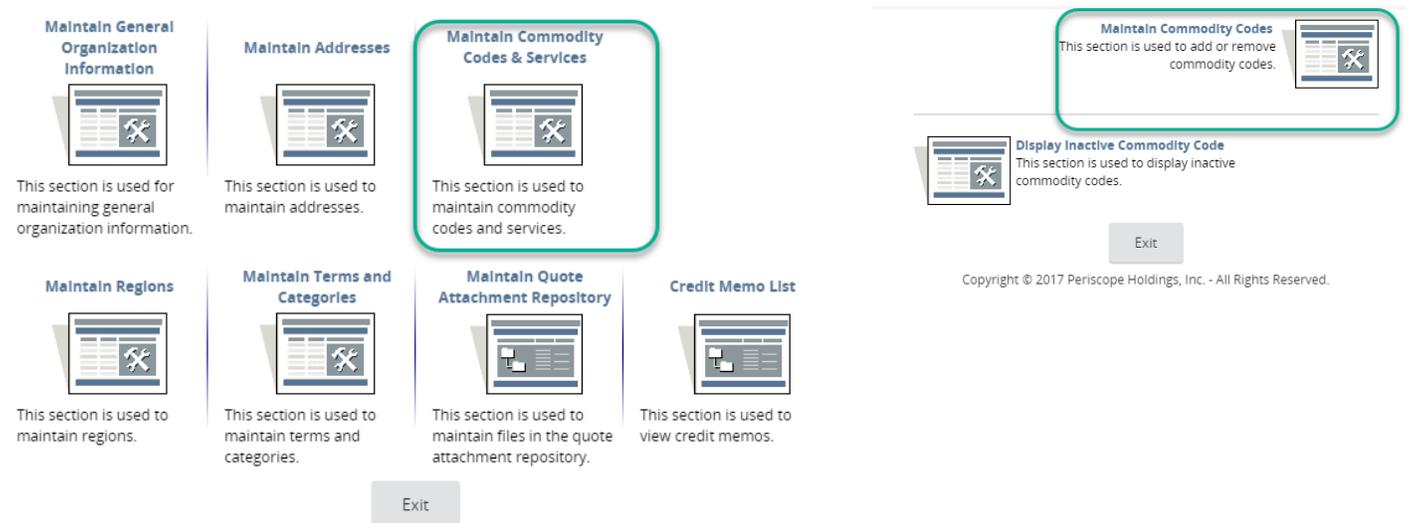


Click Maintain Organization Information.



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Click Maintain Commodity Codes & Services, then Maintain Commodity Codes to add additional NIGP codes



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