NIGP Search Aid

The State of Nevada has implemented a new eProcurement system. This new system enables Vendors to connect and do business electronically with the State including responding to Solicitations and receiving Purchase Orders online. To view Solicitations, submit responses, and view Purchase Orders, Vendors must register within NevadaEPro.

The last step in the registration process is to select the commodities and services that the Vendor provides using the National Institute of Governmental Purchasing (NIGP) Codes. This will help to ensure that the Vendor receives notifications and Solicitation opportunities for those commodities and services.
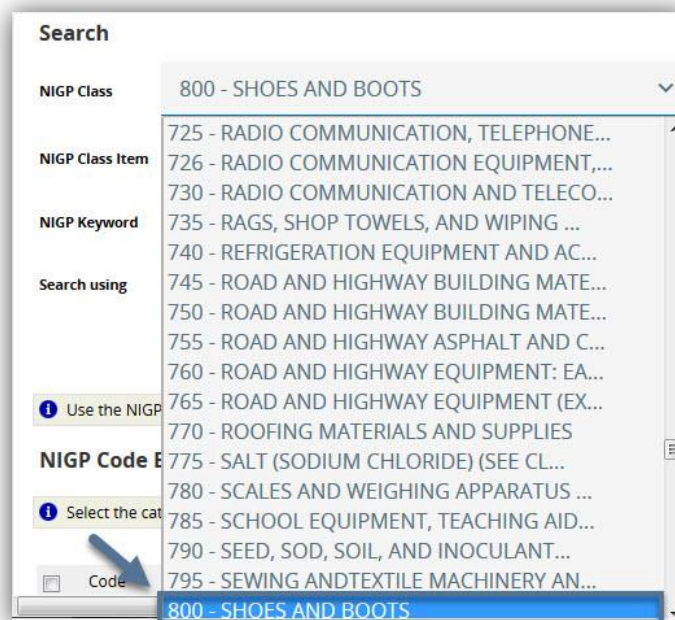
The Vendor can search and select their codes by two ways:

- o Search Engine
- o NIGP Code Browse

SEARCH ENGINE

NIGP Class Field

Vendors that are familiar with the NIGP Codes can browse and select their codes using the Search Engine. A Vendor can find the specific NIGP Class Code from the NIGP Class field dropdown using the

scroll or can type the first digit of the Class Code to find codes in that number range.

After the Vendor has selected the specific NIGP Class Code from the dropdown, the page will refresh to display the corresponding Class Item Codes in the NIGP Class Item field dropdown and at the bottom of the screen. The Vendor can select the specific Class Item Code from the dropdown or select multiple Class Items Codes at the bottom of the screen.

NIGP Keyword Field

The Vendor can also use the NIGP Keyword search field to type in keywords to find their codes.

The Vendor can click Save and Add More to continue to add additional codes or can click Save and Continue Registration to complete the registration process.
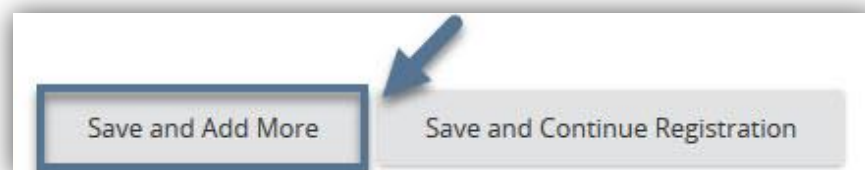
NIGP CODE BROWSE

Vendors that are not familiar with the NIGP Code can use the NIGP Code Browse, a drill-down feature. The Vendor can peruse through the general categories of commodities and services to drill-down to more detailed categories.

The screen will then show the NIGP Class Codes corresponding to the selected general category. The Vendor can click Show Categories to return to the general category list.

The Vendor can then select the specific Class Item Codes and click Save & Continue Registration to complete the registration or click Save & Add More to continue adding NIGP Codes.