



Clayton County Public Schools

Vendor Self Service

Dear Prospective Vendor,

As part of the Vendor Self Service Registration Process, potential vendors must enter the NIGP Commodity Code(s) that describe the goods or services they provide. Please modify your submission to include the required information. Your registration will be held in a pending status until the information is received. Please review the following as it provides vital information pertaining to NIGP Commodity Codes.

FACTS ABOUT NIGP COMMODITY CODE(S)

The **NIGP Code** is used to classify vendors and to track spending data for use in strategic purchasing and spend analysis. CCPS also utilizes commodity codes to identify suppliers that can provide the District with various products and services. Formal and informal solicitations are sent to vendors that have indicated they are capable of furnishing the required materials, equipment, supplies, and services.

If CCPS does not know the commodity codes for the products and services a vendor can provide, CCPS cannot send the vendor electronic notification of solicitations/bid opportunities that match their code(s). There are thousands of goods and services that carry NIGP Codes. Therefore, you should scroll through the listing, NIGP Commodity Codes, to identify **all** goods and services offered by your company. Please do not select classes or items for which you cannot provide.

You may search for your commodity code using a key word search or the three digit general code. Please note, the three (3) digit code is a general classification, whereas the five (5) digit codes provides more specifics. Once you identify the 3 digit general code, you can expand the search for the five (5) digit code. If you stop at the general classification, you may miss an opportunity to provide the specific item within the code that CCPS is looking to purchase.

NIGP COMMODITY CODE SAMPLES

COMMODITY	3 DIGIT CODE	5 DIGIT CODE
ABRASIVES	005 ABRASIVES	005-05 Abrasives Equipment and Tools
		005-14 Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
		005-21 Abrasives, Sandblasting, Metal
		005-28 Abrasives, Sandblasting, Other than Metal

Please note, that there is no guarantee from CCPS that all vendors will be notified of all solicitations that fit the selected codes. However, all formal solicitations can be identified by all vendors utilizing the CCPS Vendor Self Service Module.