

NIGP Codes — which stands for National Institute of Governmental Purchasing Codes — define the products and services that a vendor provides. Vendors automatically receive COSA solicitations based on the NIGP codes that they register for in SAePS. You are able to add or delete NIGP codes at any time.

For assistance finding the NIGP codes relevant to your business, visit the Window on State Government [NIGP Commodity Book](#) web page.

For construction, architectural and engineering (A/E) procurements, the COSA Public Works Department created a tailored listing of anticipated A/E codes for capital improvement projects. Vendors should reference these lists when they register in SAePS:

[Construction Prime Contractors and Subcontractors NIGP codes](#)

[Architectural and Engineering \(A/E\) NIGP codes](#)

HOW TO SET-UP OR ADD NIGP CODES TO YOUR VENDOR PROFILE IN SAePS

Click on the MY NIGP CODES tab on your portal dashboard

Scroll down to ADD to begin process

The screenshot shows the SAePS vendor profile dashboard. At the top, there is a navigation bar with tabs: Home, My Bids, Other Bids, My Vendor Profile, and My NIGP Codes. The 'My NIGP Codes' tab is highlighted with a red box. Below the navigation bar, there is a sidebar with 'Detailed Navigation' and 'Portal Favorites'. The 'Detailed Navigation' section has a sub-menu for 'NIGP Codes'. The main content area is titled 'NIGP Codes Registered' and contains a table with columns for 'NIGP Code' and 'Description'. Below the table, there are two buttons: 'Add' and 'Delete'. The 'Add' button is highlighted with a red box, and a red arrow points to it from a text box that says 'Click on Add to begin adding your NIGP codes.' Below the 'Add' button, there is a text input field for 'Supplier Id' with the value '10003228'.



VENDOR SUPPORT:
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A list of NIGP codes will appear. Either type in the 5-digit code into the “Add” field or scroll through the list to find codes appropriate for your business.

You can add multiple NIGP codes to your profile by holding down your SHIFT key. To de-select a code, hold down the CTRL key and click on the row you want to exclude.

Click “Back to Main Screen” to confirm the NIGP codes you selected were added to your profile.

HOW TO DELETE CODES: To delete codes already on your profile, click on the “Delete” button that is located under the Add button. Type in the NIGP code you want to remove or scroll down to select the code to be removed from your profile. Click “Back to Main Screen” to confirm the code was deleted.

Home | My Bids | Other Bids | My Vendor Profile | My NIGP Codes

NIGP Codes

Detailed Navigation

- NIGP Codes

Portal Favorites

Available NIGP Codes

Add NIGP Codes either by searching or by selecting from the list below

Search NIGP Code

You can enter the 5-digit NIGP codes in the Search NIGP Code box or scroll through the entire list.

NIGP Code	Description
05500	AUTO ACCESSORIES
05502	AIR BAGS, AUTOMOTIVE
05504	AIR CONDITIONERS & P
05505	ANTI-THEFT/SEC AUTO
05510	BRAKE ADJUSTERS
05516	CONSOLES, POLICE VEH
05517	CONSOLE ACC ERV
05518	CONTROL PHY IMPAIR
05520	CONV KIT SYS CNG/LPG
05521	COUPLINGS & HITCHES

Click on Back to Main Screen after entering all your NIGP codes. You will then see the NIGP codes you are registered for listed.

Note: To select multiple rows, hold down shift key
To de-select, hold down Ctrl key and click row you want to exclude