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**



**VENDOR SUPPORT:**

vendors@sanantonio.gov

210-207-0118

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.