e Maryland M@rketplace

Frequently Asked Questions & Instructions
For Vendors

Understanding Commodity/Service Codes

This guide is intended to provide vendors with general information about commodity/services codes and assist with the process of selecting the codes for your business.

Frequently Asked Questions

What are NIGP Commodity/Service Codes?
National Institute of Government Purchasing (NIGP) is a coding system primarily used to classify products and services procured by state and local governments. Maryland uses NIGP codes for registration in the eMaryland Marketplace online procurement system.

What are NAICS codes?
North American Industry Classification System (NAICS) is a coding system primarily used to classify products and services procured by federal and state governments. These codes are not used in eMaryland Marketplace; however, they are used elsewhere in the procurement process.

Why am I being asked to select codes?
By selecting your commodity/services codes, you are telling eMaryland Marketplace what commodities and services your business provides. This allows eMaryland Marketplace to notify your business each time a government buying agency is looking to purchase the commodities or services your company provides.

How it works: Upon registering with eMaryland Marketplace, your business enters the code(s) for the commodities and/or services it provides. When a government organization has a need for that product/service, they will create a solicitation in eMaryland Marketplace. During the process of creating the solicitation they will enter that code as a line-item indicating that this is the product/service they wish to purchase. The government organization will then publish the solicitation which will trigger eMaryland Marketplace to automatically send your business an email notifying the company that a government organization is purchasing a commodity or service your company provides.

Can I update my businesses' codes?
Yes. You may update your codes at any time, as often as you would like. It is recommended that you update your codes as the business begins or stops offering products and/or services. See Updating Commodity/Service Codes Procedures below for step-by-step procedures on updating commodity codes.

Is there a maximum number of codes I can enter?
No, there is no maximum; however, the more codes you enter, the more solicitations you may receive. Be sure to only enter codes that are relevant to your business so as to not receive unnecessary solicitation emails.

How do I update commodity/service codes?
Only users assigned the Seller Administrator role have access to update commodity/services codes. To update commodity/service codes, any user assigned the Seller Administrator roll will need to login to eMaryland Marketplace and select the Seller Administrator tab (top right of the eMM screen). Follow the Updating Commodity/Service Codes Procedures below for step-by-step instructions.
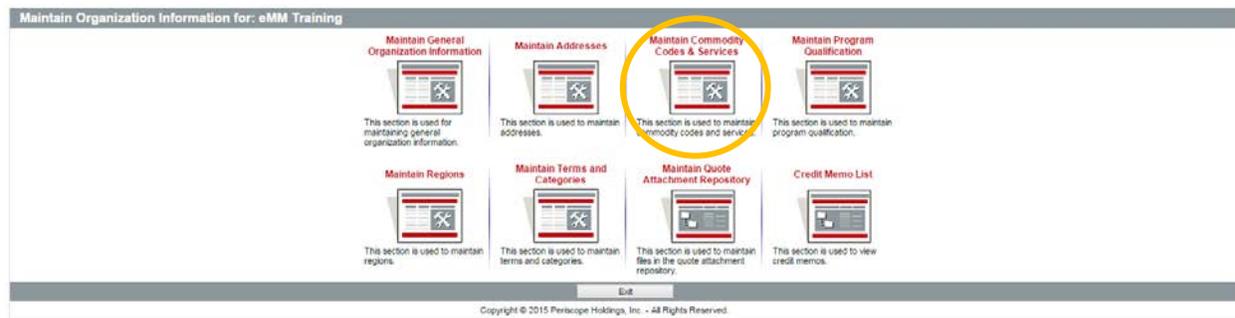
Procedures

Updating Commodity/Service Codes

These procedures provide you with step-by-step instructions on adding and deactivating commodity codes on your company profile.
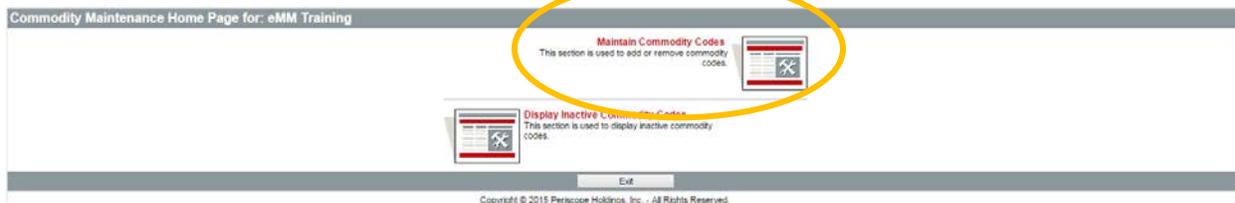
Login to your eMaryland Marketplace company profile. Select the tab for **Seller Administrator**. Select **Maintain Organization Information**.

Select **Maintain Commodity Codes & Services**.

Select **Maintain Commodity Codes**.

A list of all active commodity codes previously selected will display. From this screen, you may deactivate codes that you no long associate with your company or add additional codes to your company profile.

1. Deactivating Codes - To deactivate codes that you no longer wish to use, click the box next to the code(s) you would like to deactivate. A check mark will populate the box. Once you have selected all codes you wish to deactivate, select **Deactivate Selected Items**. The deactivated codes will be removed from your list of active codes. *Note: deactivating codes will stop all solicitation notifications related to the deactivated codes only.*

2. Adding Codes - To add additional codes, select **Add Additional Codes**.

Once you select the option for Add Additional Codes, the Commodity and Service Code Search and Browse screens will open. From here, you may select new codes multiple ways:

1. Search – You may search by using the NIGP dropdown boxes or the keyword search box.
2. NIGP Code Browse – You may browse NIGP codes by "drilling down" to the codes you wish to add.

1. Using the Search Box –

There are two ways to use the Search box to add codes to your profile:

1a. – Use the NIGP dropdown boxes
1b. – Use the NIGP Keyword search box

1a. To search using the dropdown boxes, first select a commodity/service class from the NIGP Class box. A list of codes will appear at the bottom of the screen.

To select codes to add to your company profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select **Save** if you are finished adding codes or **Save and Add More** if you would like to add more codes. Note: when selecting **Save and Add More** you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

	Code	Description
☐	040-01	Amphibia (Frogs, Toads, Salamanders and other Cold Blooded Vertebrates) Live
☑	040-02	Animal Carriers
☐	040-03	Animal Care Supplies (Collars, Clothing, Leashes, Litter Boxes, etc.)

After selecting **Save** a list of all active commodity/service codes will display including all newly added codes.

Commodity and Service Codes

Current Codes - eMM Training

Deactivate	Code	Description	Date Added
☐	040-02	Animal Carriers	05/07/2015
☐	040-21	Chickens	05/07/2015
☐	165-02	Blenders, Food Cutters, and Mixers	04/22/2015
☐	165-12	Can Openers, Manual	04/22/2015
☐	165-17	Coffee Mills	04/22/2015

1b. To search using the NIGP Keyword search box, type a keyword into the search box. You may search using ALL of the criteria or ANY of the criteria. Select **Search**.

For example, if your company provides signs, you may type "sign" into the NIGP Keyword box. Select Search.

Search

NIGP Class	▼
NIGP Class Item	▼
NIGP Keyword	sign
Search using	ALL of the criteria ▼

Search

A listing of all codes associated with the word "sign" will display. You will notice, for this particular search, there are 172 results on 7 pages. You may scroll through all pages to select the codes, or you may refine your search by changing the keyword(s).

To select codes to add to your company profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select **Save** if you are finished adding codes or **Save and Add More** if you would like to add more codes. Note: when selecting **Save and Add More** you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

1-25 of 172
1 2 3 4 5 6 7

	Code	Description
☐	035-22	Airport Equipment (Not Otherwise Classified)
☐	050-30	Cloth (For Application of Designs and Transfers): Burlap, Linen, etc.
☐	052-32	Fabric Designs (Silk Screen, etc.)
☐	055-51	Lights and Lens: Directional and Turn Signal
☐	055-56	Lights and Lens: Miniature, Automotive

Save   Save and Add More

After selecting **Save** a list of all active commodity/service codes will display including all newly added codes.

2. NIGP Code Browse

NIGP Code Browse allows you to search for codes by clicking through a series of code categories and sub-categories until you find the code(s) that relate to your business.

Click on the number next to the category you wish to browse through. For example, if your company sells arts and crafts click on 03 next to Arts, Crafts, Entertainment, Theatre.

A list of sub-categories will display. Select on the number next to the sub-category you wish to search. For example, click 232 for general crafts.

A list of codes related to the sub-category you selected will display. To select codes to add to your profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select **Save** if you are finished adding codes or **Save and Add More** if you would like to add more codes. Note: when selecting **Save and Add More** you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

After selecting **Save** a list of all active commodity/service codes will display including all newly added codes.