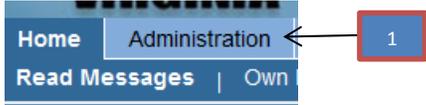


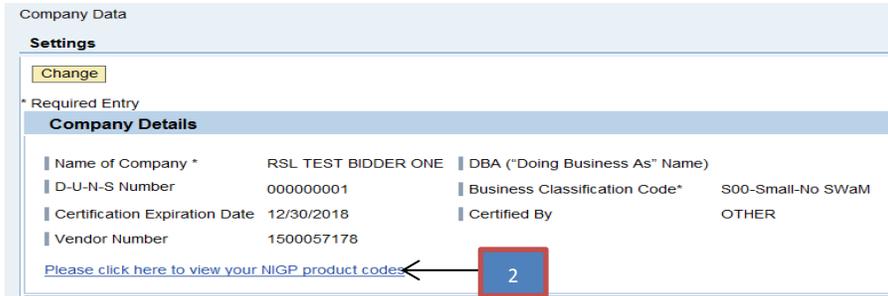
Managing NIGP Product Codes

1. Select "Administration" Tab



To view your NIGP Product Codes (no changes):

2. Click "Please click here to view your NIGP product codes"



3. Click "Exit" button* when done viewing codes



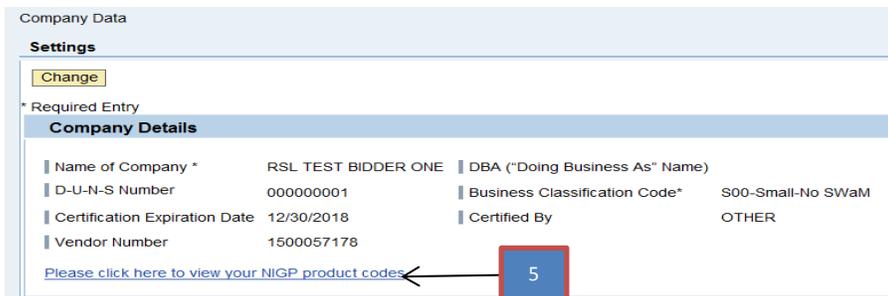
To add NIGP Product Codes:

NOTE: Limit is 500 NIGP Codes

4. Click "Change" button



5. Click "Please click here to manage your NIGP product codes"



6. Select "Add Lines"



Managing NIGP Product Codes

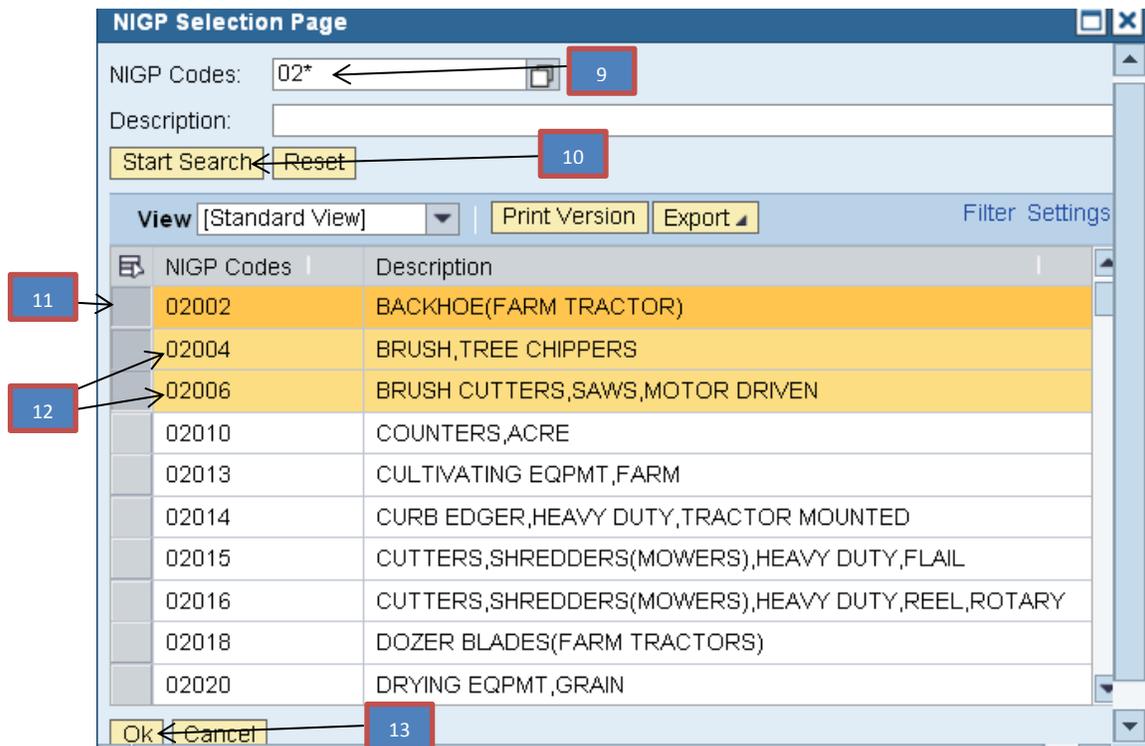
7. Click in blank line under “NIGP Code” column
8. Click search icon located at end of the blank line column



Note: Cannot just type in the NIGP Product code after clicking “Add Lines”; must use the search function.

To search by NIGP Code:

9. Enter 5 digit NIGP Product Code or use * as wildcard
(for example enter “02*” to search for all codes in 02 series)
10. Select “Start Search”
11. Click in gray box to left of NIGP Code to select that code
12. Use Ctrl button to select multiple codes
13. Click “Ok” button when done selecting codes



Managing NIGP Product Codes

14. Once "Ok" is clicked, you will be returned to NIGP Selection Page
15. Click "Save" to save or click "Cancel" to undo selection

NIGP Selection Page

Use this page to indicate what Goods and/or Services your company can provide to Fairfax County

NIGP Codes	Description
02002	BACKHOE(FARM TRACTOR)

14 →

15 → Save Cancel

16. Message: "Data has been changed successfully" will appear at top of screen

Data has been changed successfully

17. Click "Exit"*

Add Lines Delete Exit ← 17

To search by description:

18. Enter description (case sensitive – first letter must be capitalized)

NIGP Selection Page

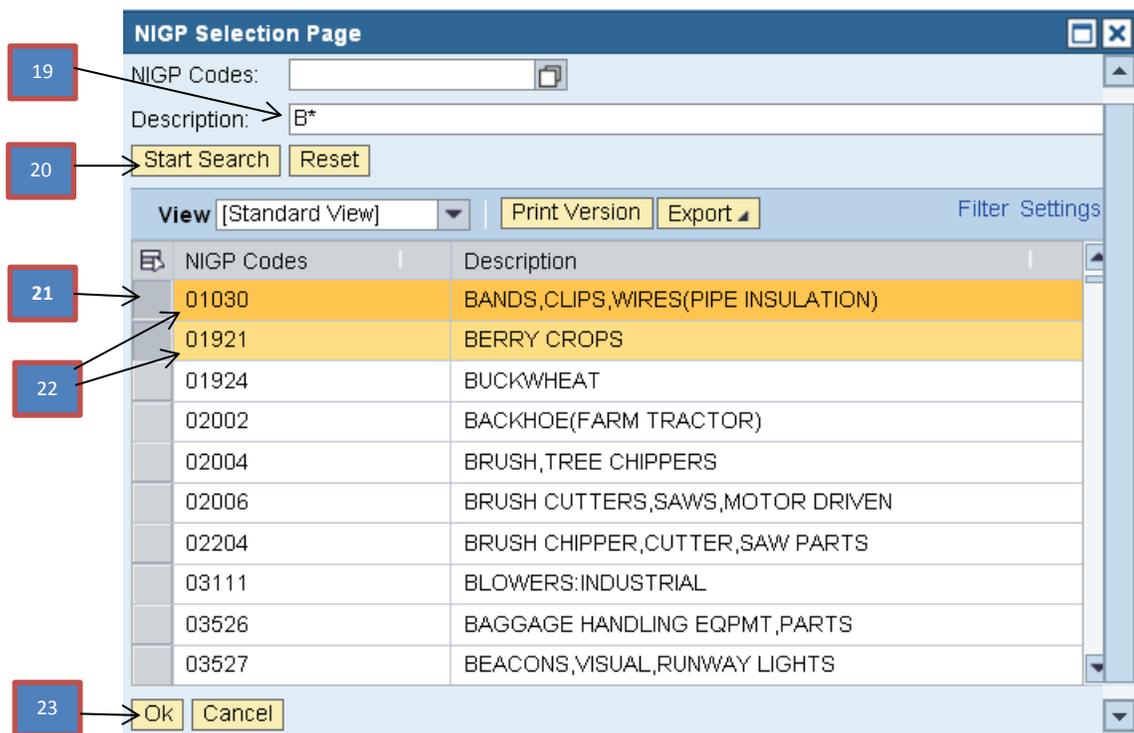
NIGP Codes:

18 → Description:

Start Search Reset

Managing NIGP Product Codes

19. Can use * as wildcard (for example, enter "B*" for NIGP codes beginning with B)
20. Select "Start Search"
21. Click in gray box to left of NIGP Code to select that code
22. Use Ctrl button to select multiple codes
23. Click "Ok" button when done selecting codes



24. Click "save" button; will get message: "Data has been changed successfully"

Data has been changed successfully

25. Click "Exit" button*

Managing NIGP Product Codes



To delete a NIGP Product Code:

26. Click small gray box to left of the NIGP code you want to delete; this row will now be highlighted
27. Use Ctrl button to select multiple codes to delete
28. Click "Delete" button

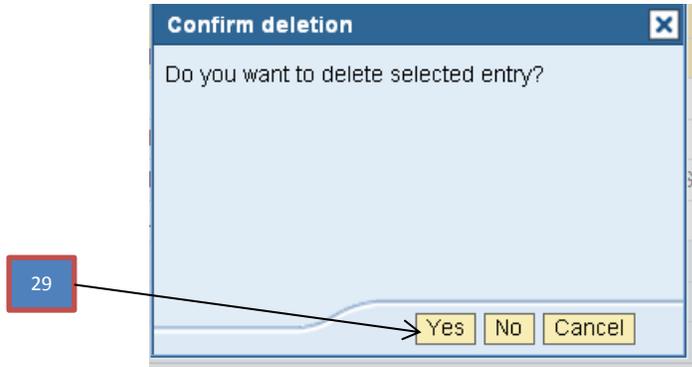
NIGP Selection Page
Use this page to indicate what Goods and/or Services your company can provide to Fairfax County

NIGP Codes	Description
01030	BANDS,CLIPS,WIRES(PIPE INSULATION)
01921	BERRY CROPS
02002	BACKHOE(FARM TRACTOR)
06565	OIL FIELD BODIES
38558	PRETZELS,SOFT FROZEN
42004	AUDITORIUM,STADIUM,TEAM SEATING FURNITURE,PORTABLE BLEACHERS
65038	PLAYGROUND EQPMT(UNCLASSIFIED)(SEE 420-04 FOR BLEACHERS)

Buttons: Add Lines, Delete, Exit

29. Message will appear: "Do you want to delete selected entry" – Click "Yes"

Managing NIGP Product Codes



30. Will get message: "Selected Row has been deleted successfully"

Selected Row has been deleted successfully

31. Click "Exit" button*



*When clicking "Exit" button, you will get message: "The webpage you are viewing is trying to close the tab. Do you want to close this tab?" Click "Yes"

