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G E O R G I A

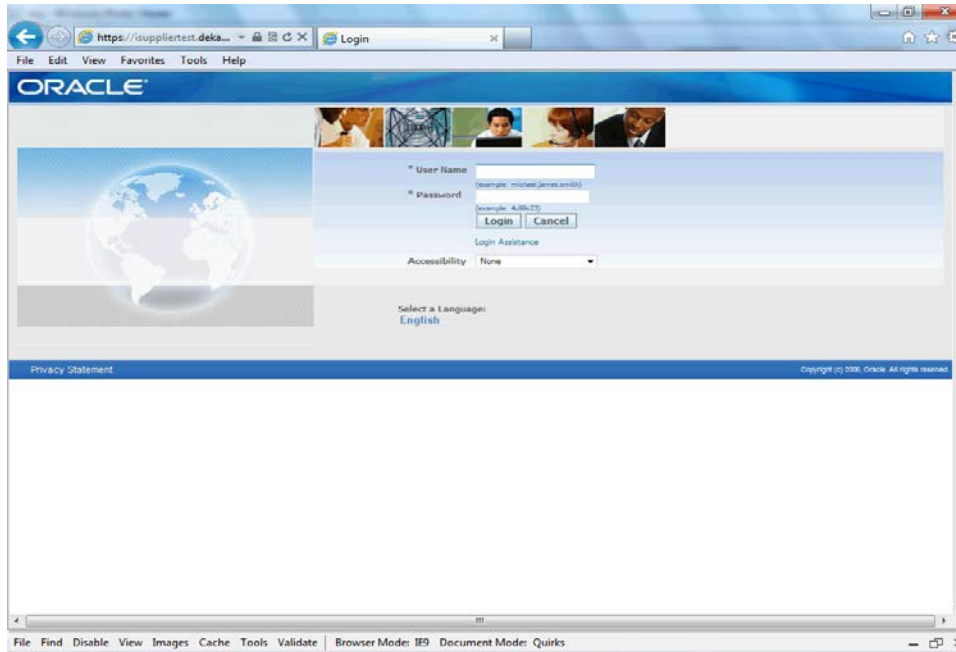
JOURNEY TO PROCUREMENT EXCELLENCE

Maintaining NIGP Codes

Maintaining NIGP Codes



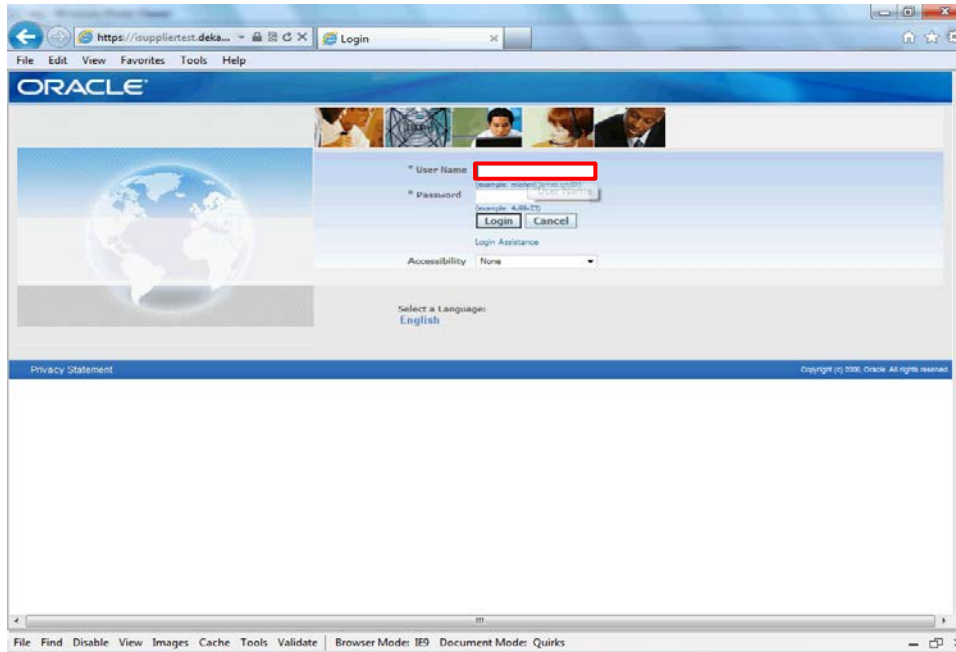
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In this course you will learn how to Maintain NIGP Codes in iSupplier.

NIGP Codes will be used to notify suppliers when solicitations have been published – if you are registered with a NIGP code that pertains to the solicitation, your primary contact will be notified.

Maintaining NIGP Codes



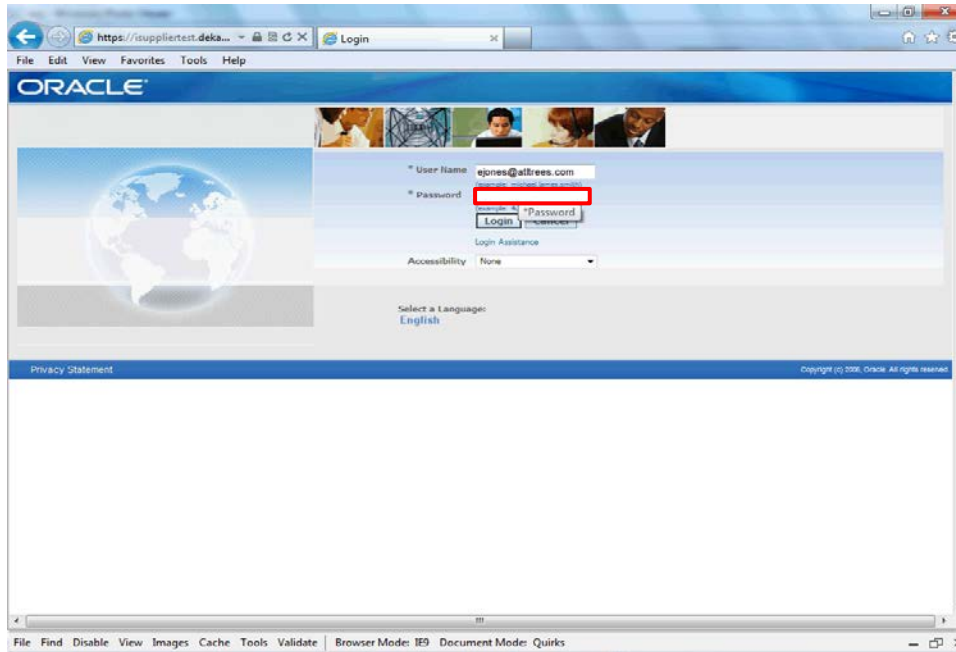
Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

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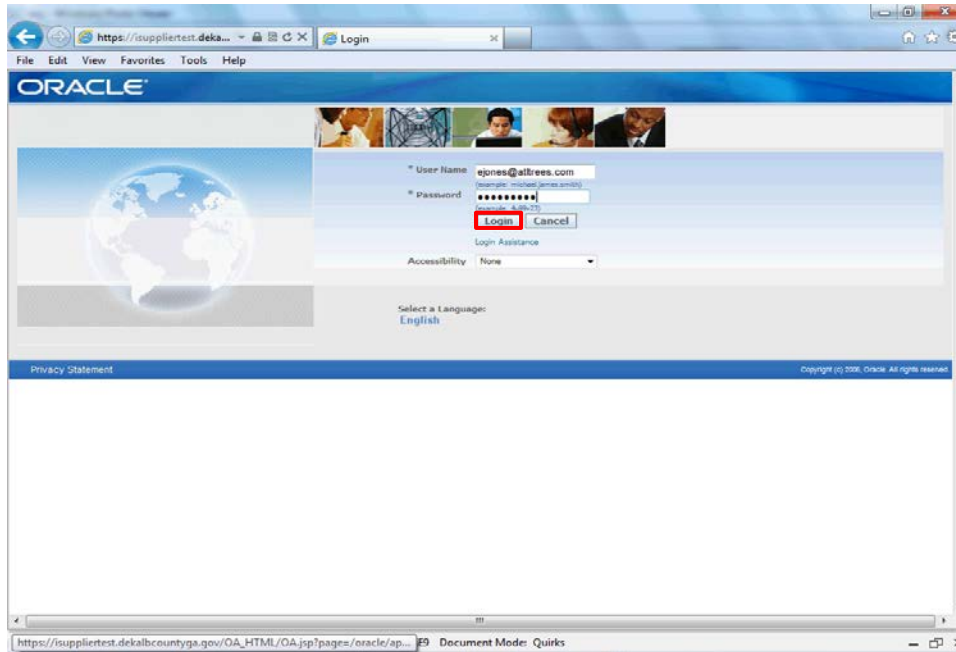
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Step 2

Click in the **Password** field and enter the password you created during the registration process.

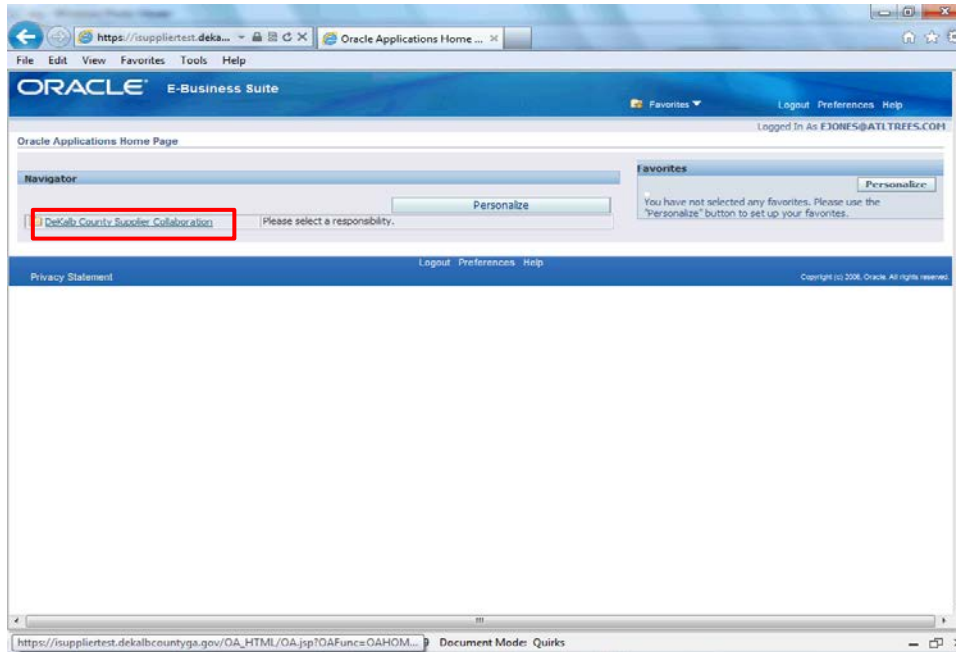
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Step 3

Click the **Login** button.

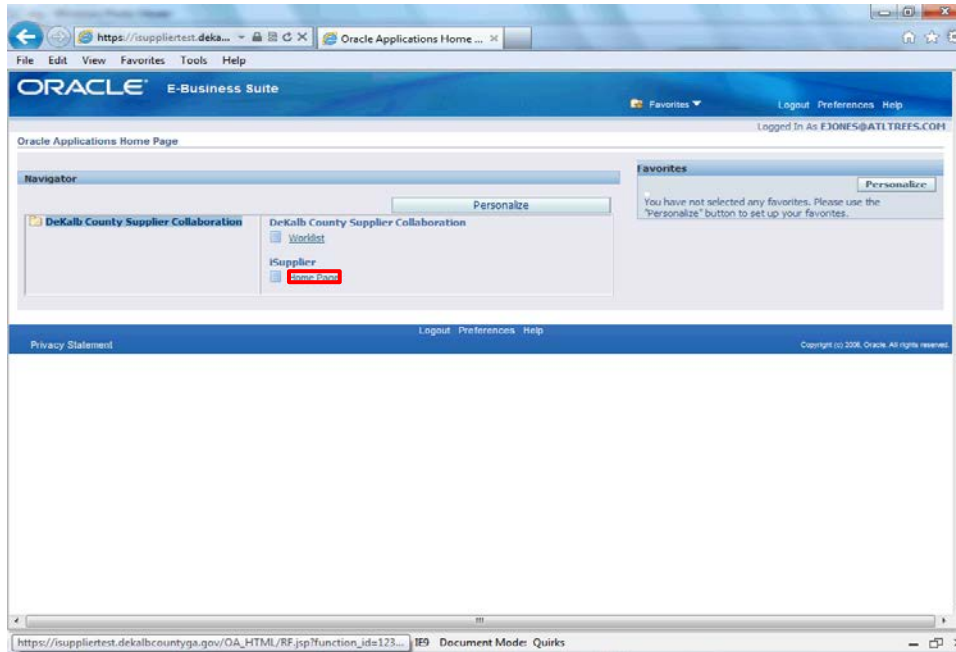
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Step 4

Click the **DeKalb County Supplier Collaboration** link.

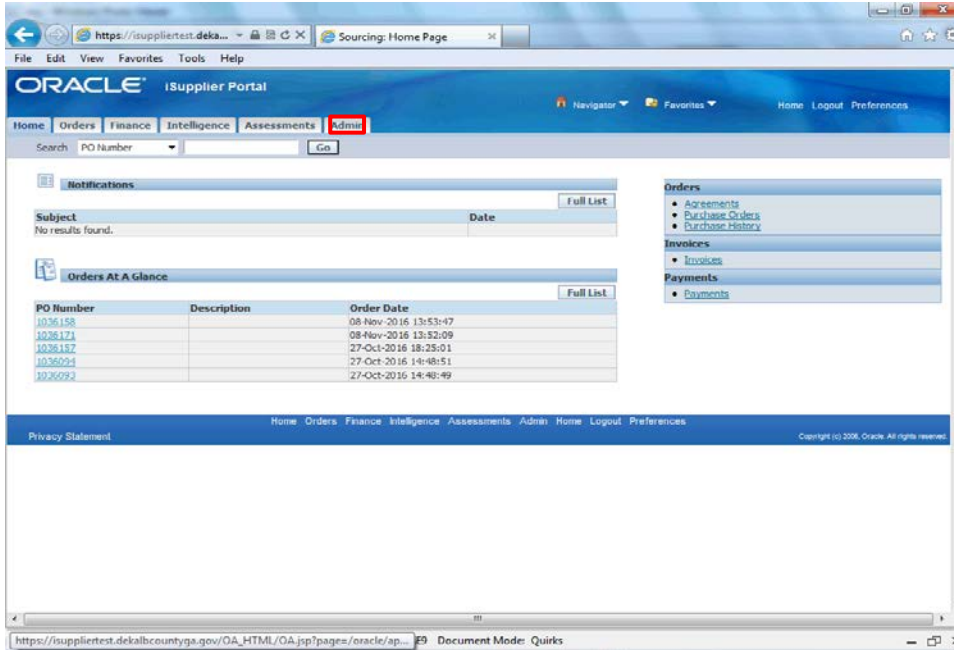
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Step 5

Click the **Home Page** link.

Maintaining NIGP Codes



The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. The Admin tab is highlighted with a red box. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into several sections: Notifications (with a Full List button), Orders (with a Full List button), and a table titled Orders AT A Glance. The table has columns for PO Number, Description, and Order Date. The right sidebar contains links for Agreements, Purchase Orders, Purchase History, Invoices, and Payments. The footer includes a Privacy Statement link and a copyright notice for Oracle.

PO Number	Description	Order Date
1036158		08-Nov-2016 13:53:47
1036171		08-Nov-2016 13:52:09
1036157		27-Oct-2016 18:25:01
1036024		27-Oct-2016 14:48:51
1036092		27-Oct-2016 14:40:49

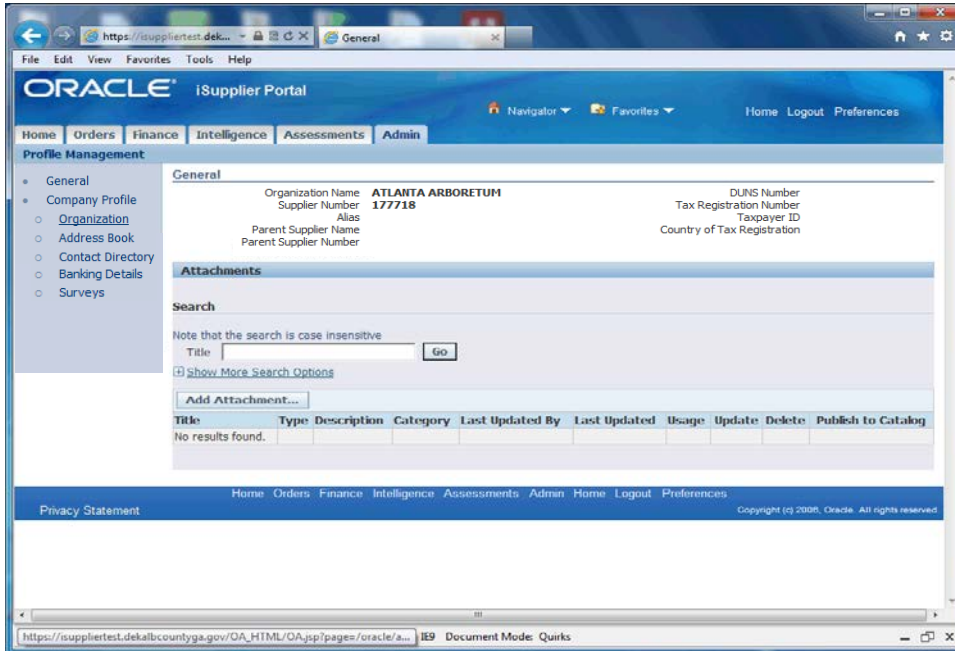
Step 6

Click the **Admin** tab.

Maintaining NIGP Codes

Step 7

Click the **Organization** hyperlink.



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://supplierest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=/oracle/s.... The page title is "ORACLE iSupplier Portal". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Profile Management" section is active, with a sub-menu containing "General", "Company Profile", "Organization", "Address Book", "Contact Directory", "Banking Details", and "Surveys". The "Organization" link is highlighted. The main content area shows the "General" profile for "ATLANTA ARBORETUM" with the following details:

Organization Name	ATLANTA ARBORETUM	DUNS Number	
Supplier Number	177718	Tax Registration Number	
Alias		Taxpayer ID	
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the profile information, there are sections for "Attachments" and "Search". The "Search" section includes a note: "Note that the search is case insensitive", a "Title" search box with a "Go" button, and a link to "Show More Search Options". There is also an "Add Attachment..." button. At the bottom, a table header is visible with columns: "Title", "Type", "Description", "Category", "Last Updated By", "Last Updated", "Usage", "Update", "Delete", and "Publish to Catalog". The table content shows "No results found."

Maintaining NIGP Codes



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A screenshot of the Oracle iSupplier Portal. The browser address bar shows 'https://isuppliertest.dekalbcountyga.gov/DA_HTML/OA.jsp?pages=/oracle/a...'. The page title is 'Organization'. The navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. The 'Profile Management' section is active, with a sub-menu containing 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Banking Details', and 'Surveys'. The 'Organization' page has several tabs: 'Overview', 'Supplier Registration Information (Form #16)', 'NIGP Code List', and 'Remittance Address ** New registrants: skip th...'. The 'NIGP Code List' tab is selected and highlighted with a red box. Below the tabs, there are several input fields for 'Organization' information, including 'D-U-N-S Number', 'Legal Structure', 'Principal Name', 'Year Established', 'Incorporation Year', 'Control Year', 'Mission Statement', 'Chief Executive Name', 'Chief Executive Title', and 'Principal Title'. There are also fields for 'Total Employees' (Organization Total, Corporate Total) and 'Tax and Financial Information' (Taxpayer ID, Analysis Year). The status bar at the bottom shows 'Document Mode: Quirks'.

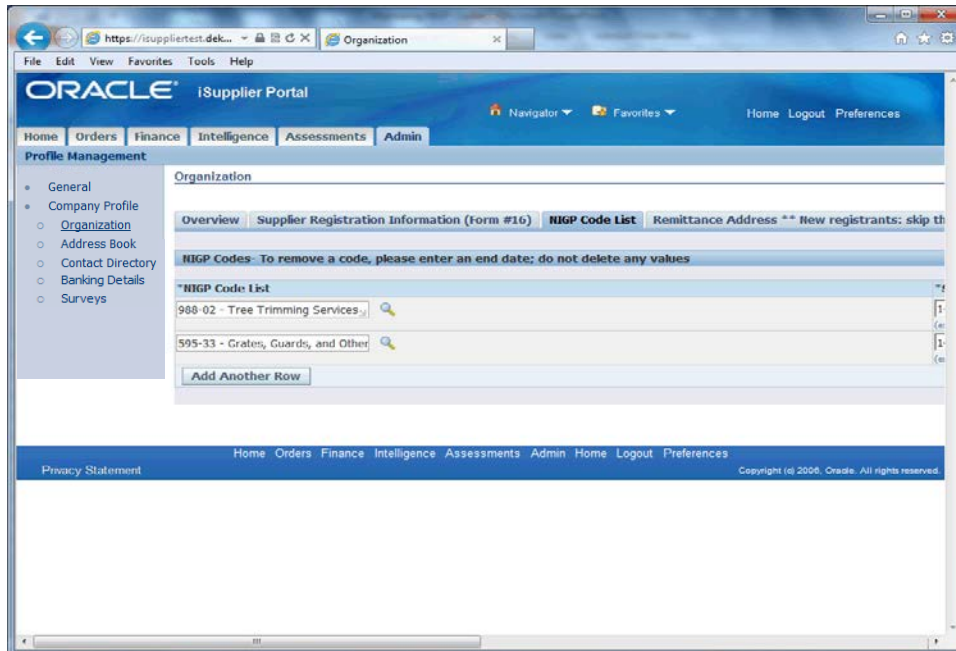
Step 8

Click the **NIGP Code List** link.

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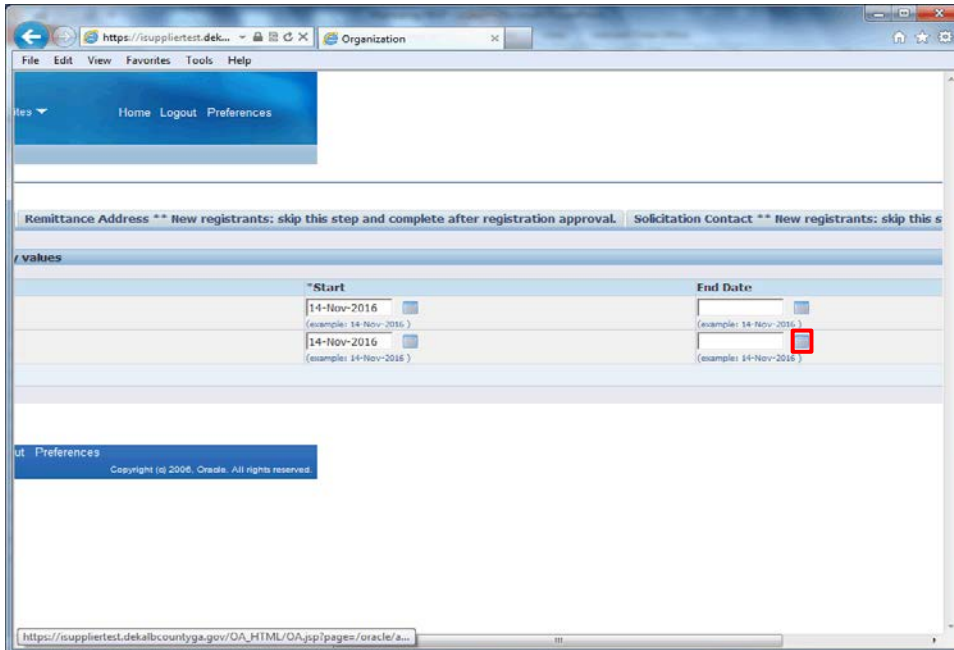
Step 9

If you want to remove an NIGP code, you **MUST NOT DELETE** any of your codes. We will be unable to track changes when codes are deleted and your NIGP codes will not be updated.

Instead, please use the End Date to indicate that we should remove this NIGP code from your supplier record.

Scroll to the right for the end date field.

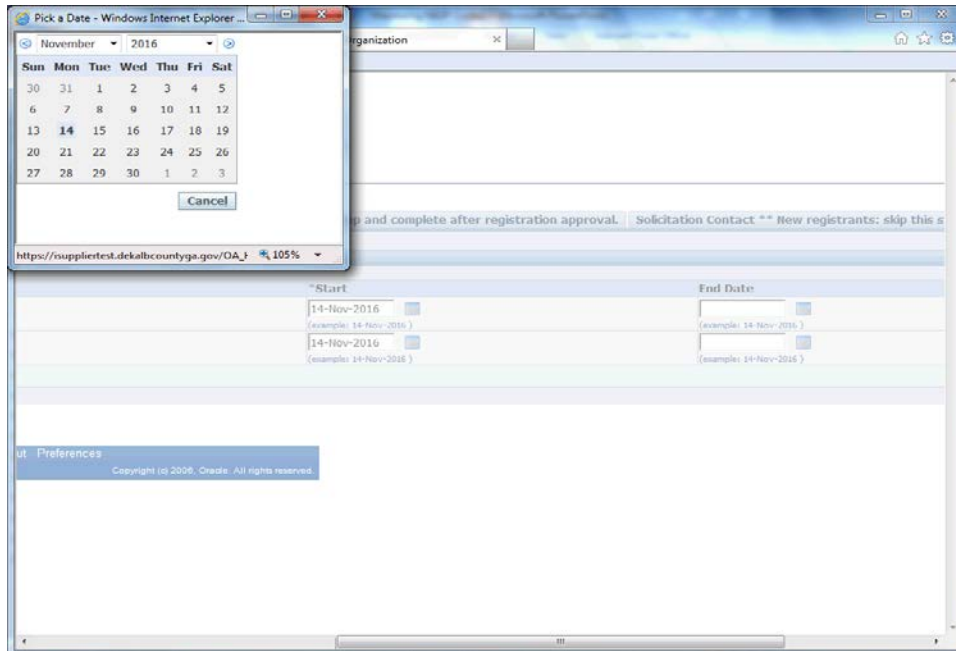
Maintaining NIGP Codes



Step 10

In the row that needs to be end dated, click on the the **Calendar** icon to open the **Pick a Date** window.

Maintaining NIGP Codes

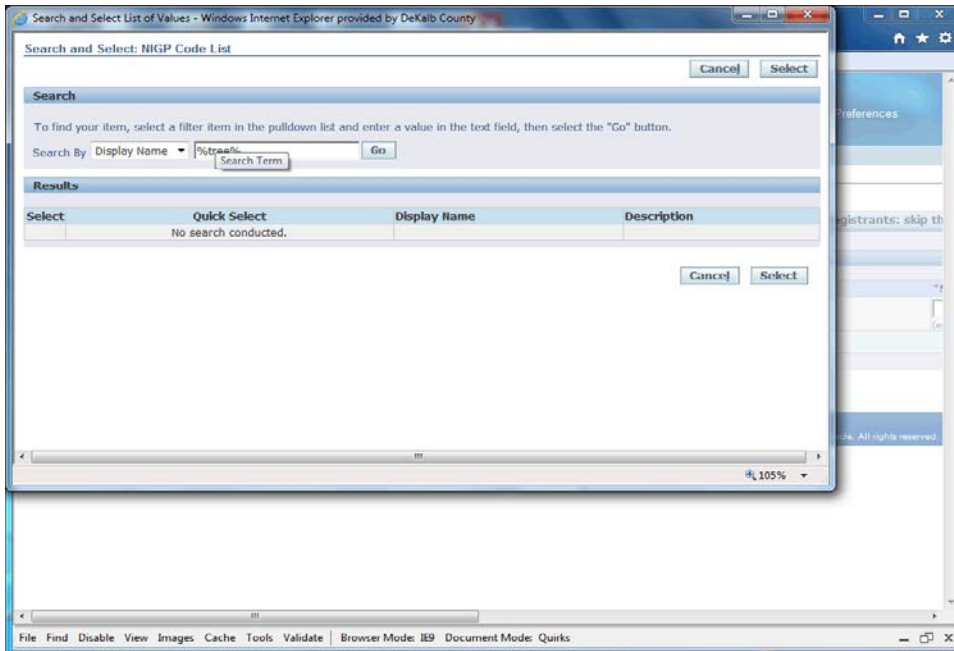


Step 11

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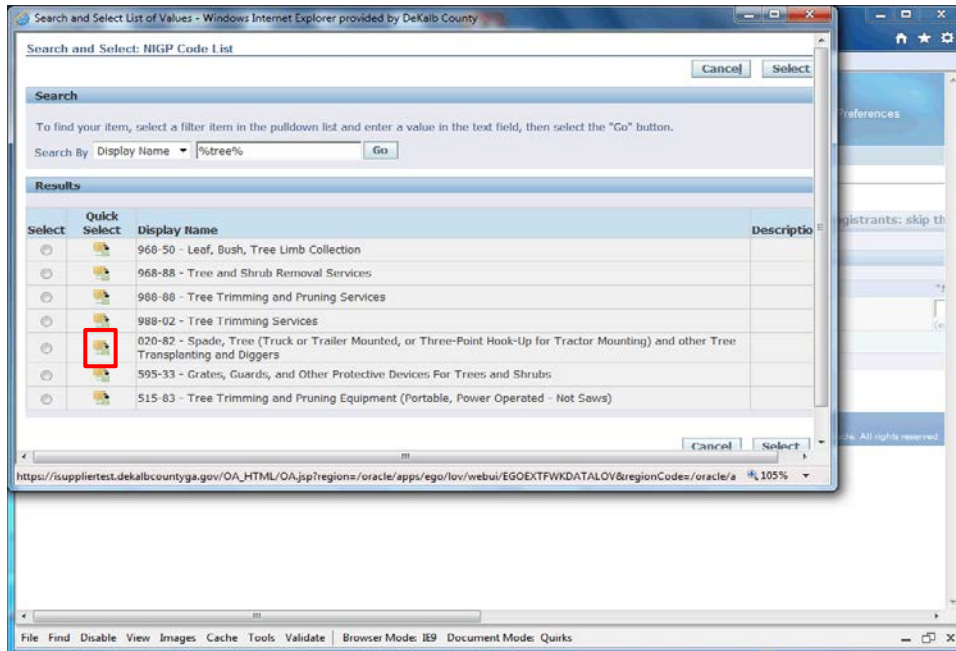


Step 12

Enter a partial value for the NIGP code you want to add and click on **Go**.

Tip: use the % as a wildcard to search for a partial match.

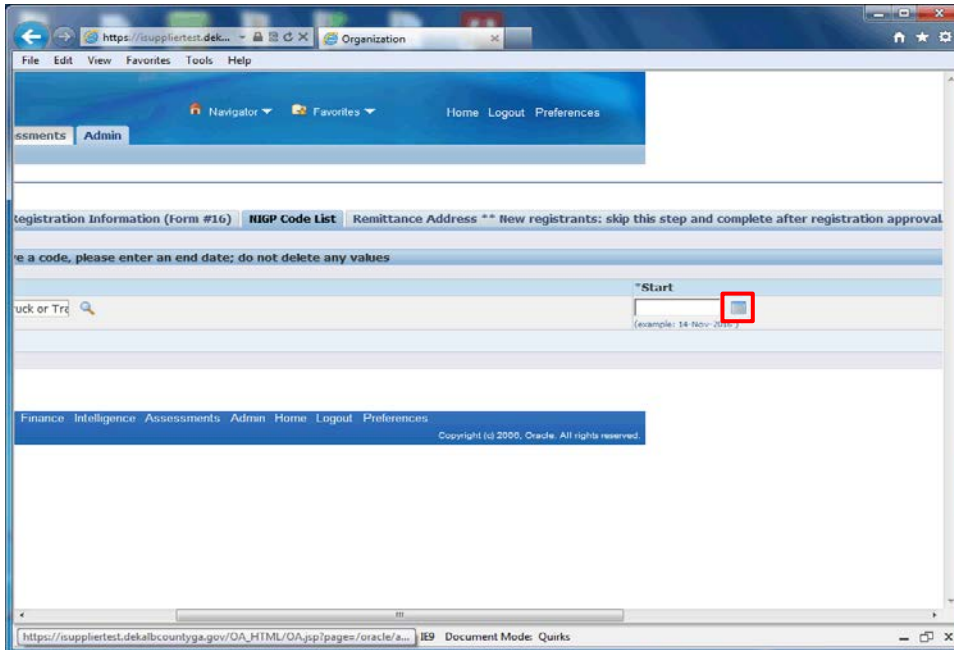
Maintaining NIGP Codes



Step 13

The system will retrieve all NIGP Codes that matched the value entered. Locate the NIGP code you want to add and click on the **Quick Select** button.

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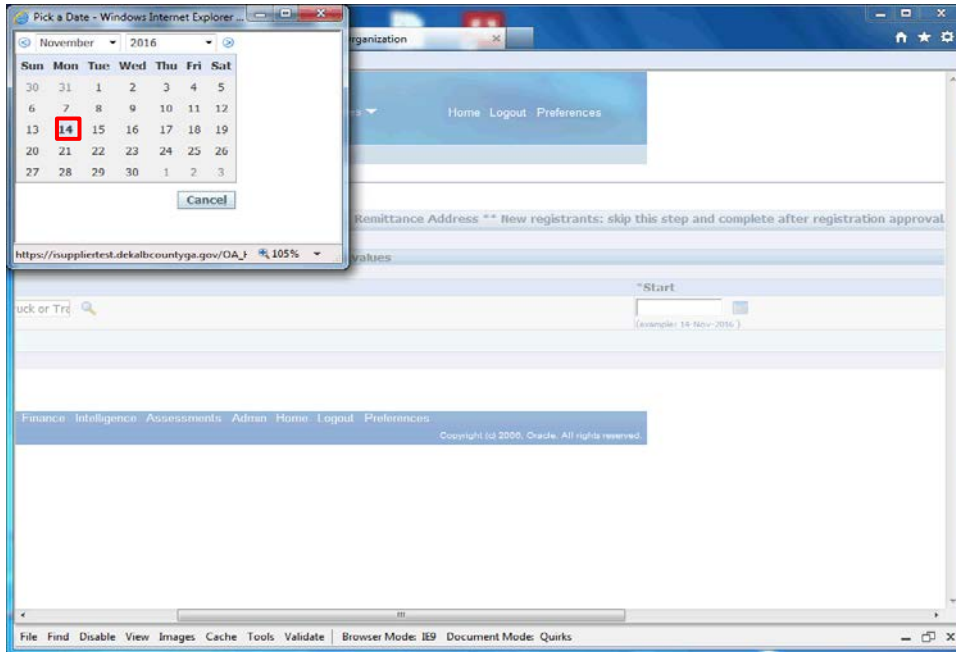


Step 14

A Start date is required for any new NIGP Code.

Scroll to the right to enter a date.
Click on the **Calendar** icon to open the **Pick a Date** window.

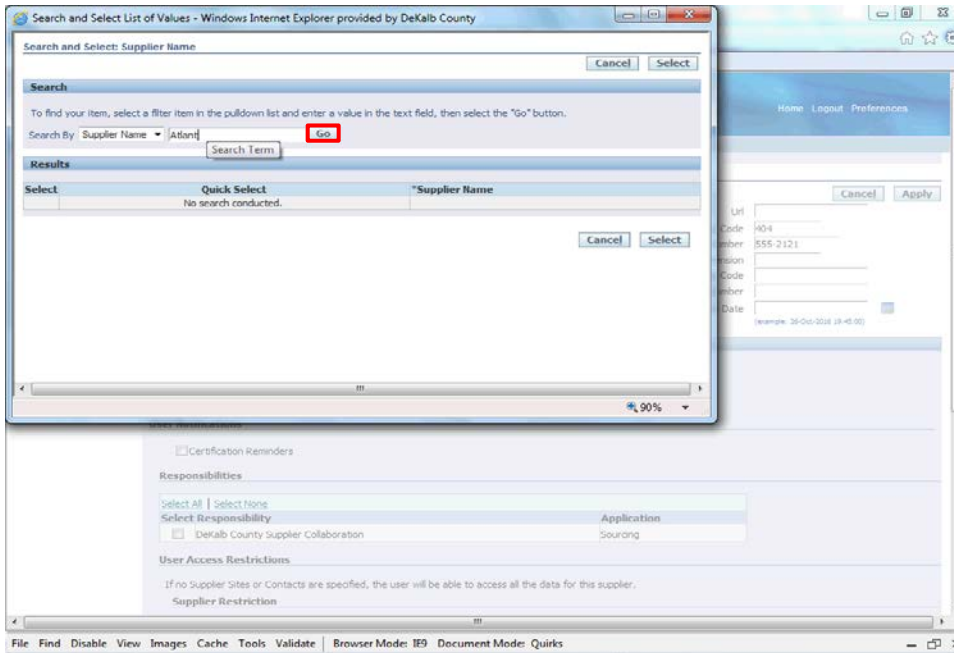
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Step 15

Select the current **Date** from the Pick A Date window. By default, the system will highlight the current date for you.

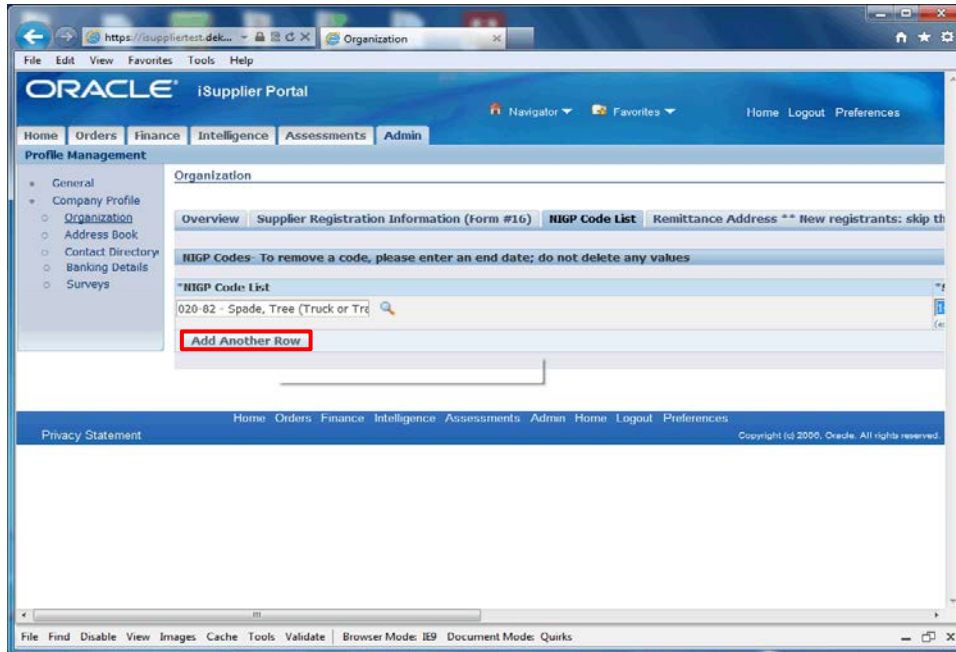
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Step 16

Enter part or all of your supplier name in the **Search By** field and click on **Go**.

Maintaining NIGP Codes



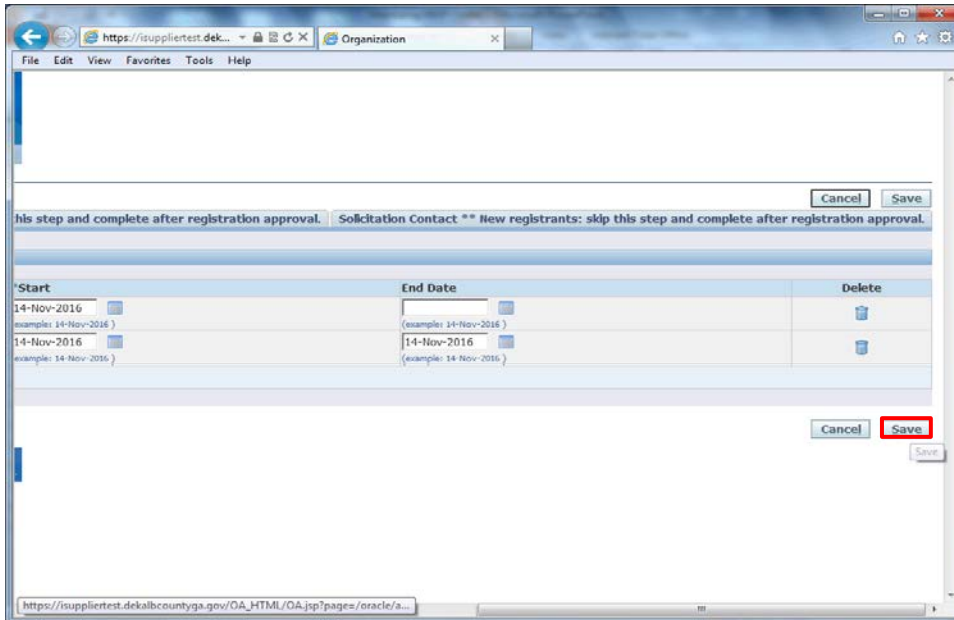
Step 17

If you need to add additional NIGP codes, scroll back to the left and click on **Add Another Row**.

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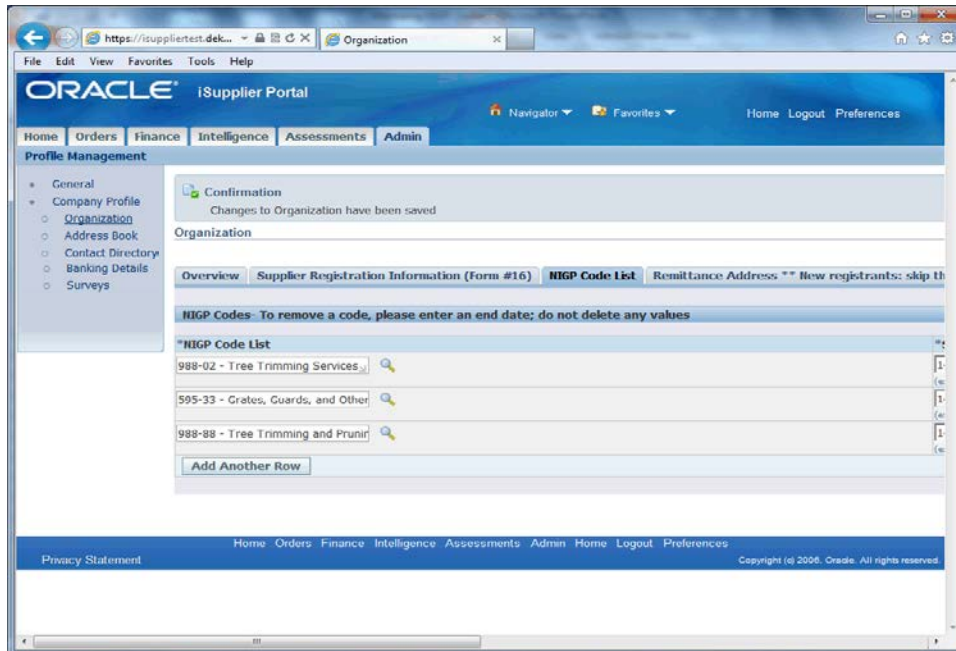
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Step 18

Click on the **Save** button to submit your changes.

Maintaining NIGP Codes



Step 21

You have just finished Maintaining NIGP Codes for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Home Page.