



DeKalb County
G E O R G I A

Adding NIGP Codes



PURPOSE

NIGP Code is a coding nomenclature used primarily to classify products and services procured by state and local governments in North America. They are used in identifying suppliers to be notified when solicitations have been published.

PURPOSE

They can be found on the DeKalb County website:

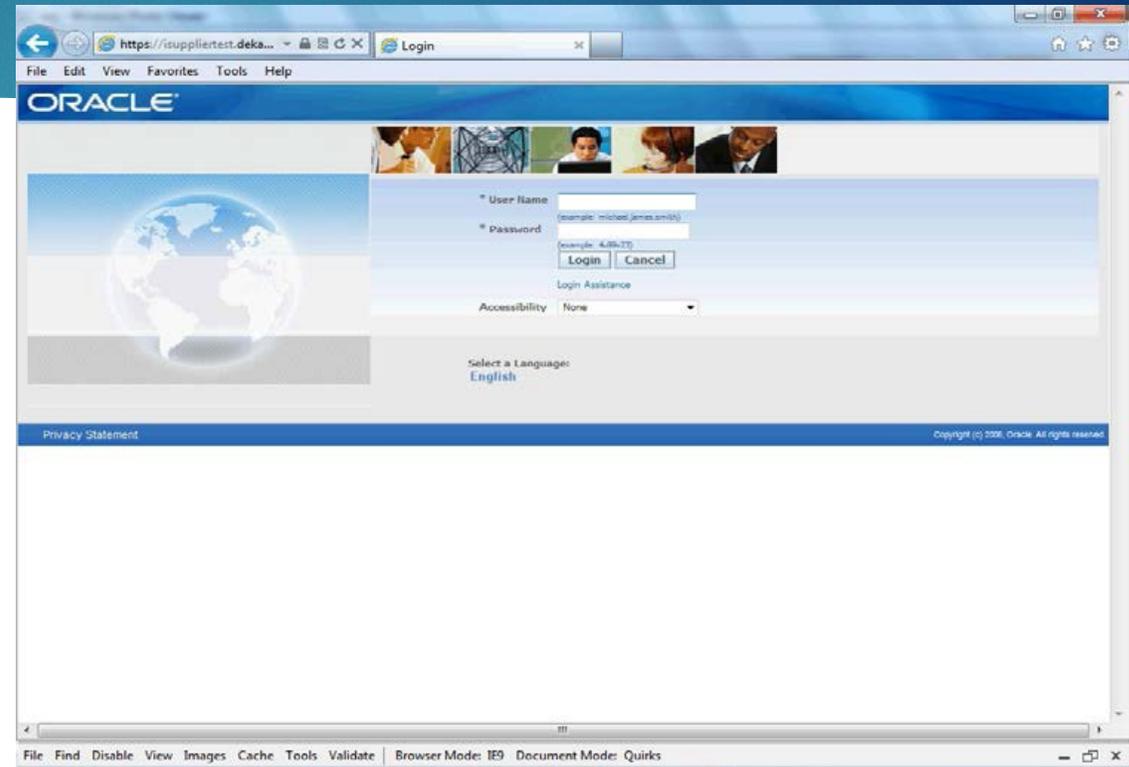
<https://www.dekalbcountyga.gov/sites/default/files/NIGPcodeLookup.pdf>

Follow the instructions on the webpage to identify your company's NIGP code(s)

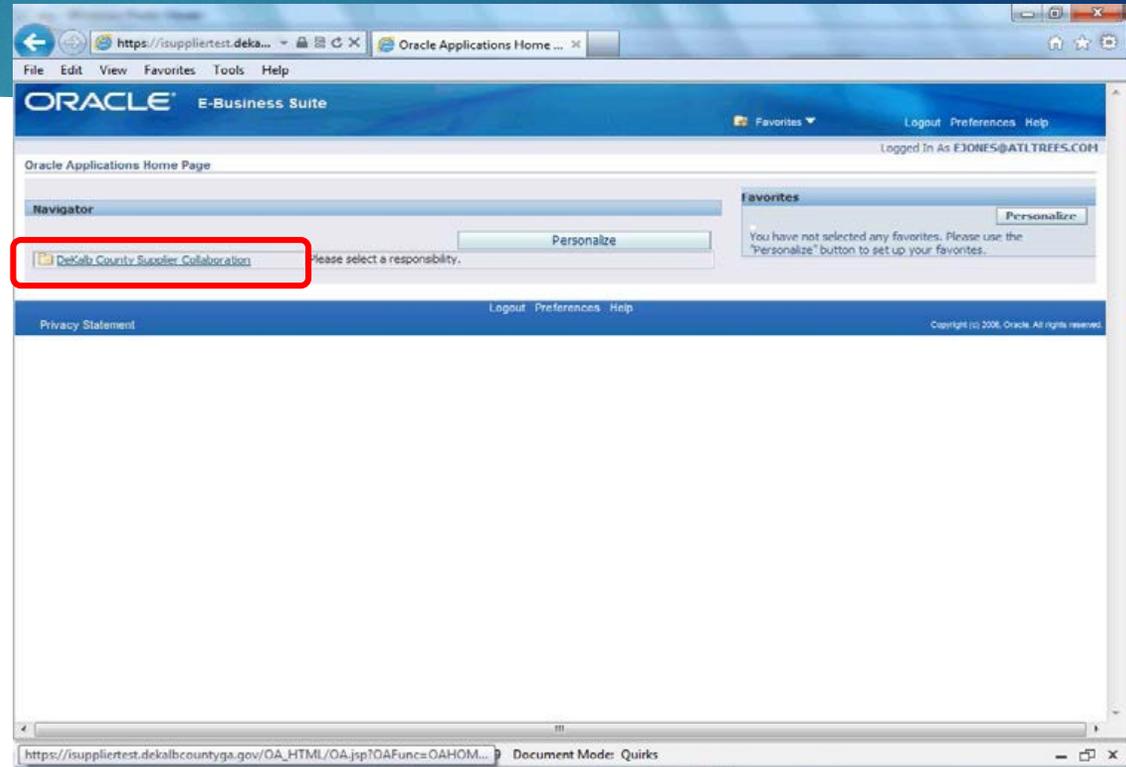
Step 1: From the login page, click in the User Name field and enter your User Name.

Step 2: Click in the Password field and enter the password. (If you cannot remember your password, please click on Login Assistance)

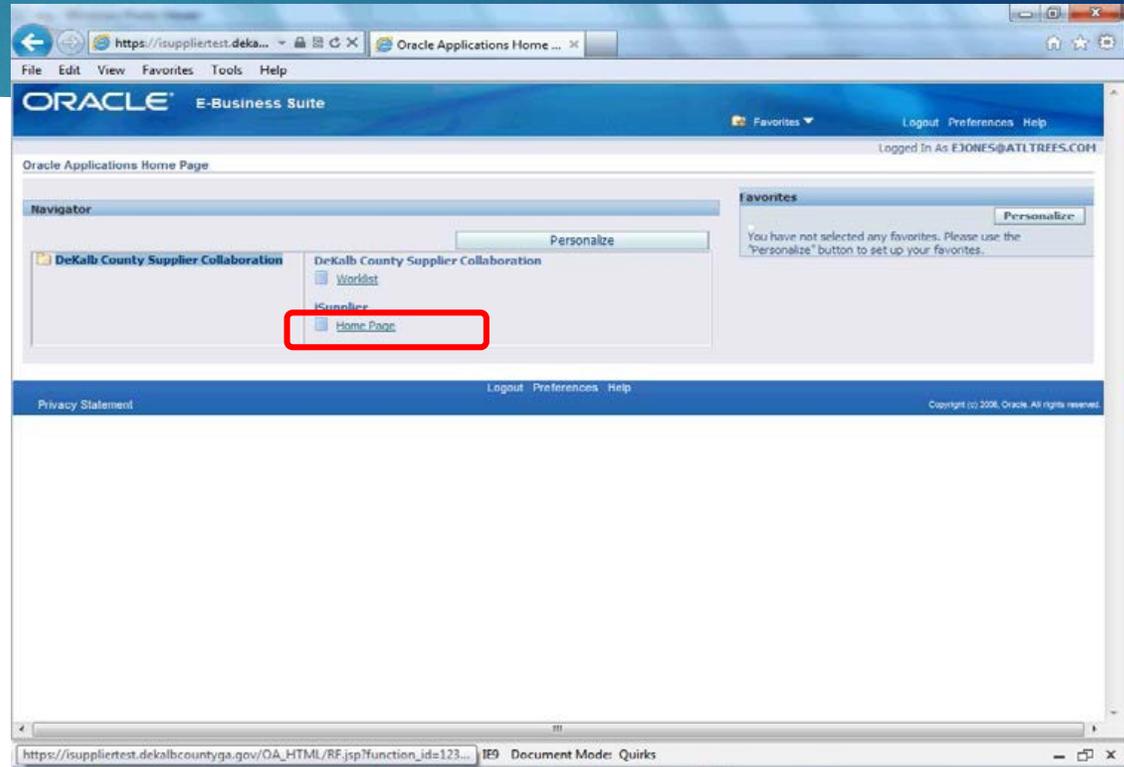
Step 3: Click Login



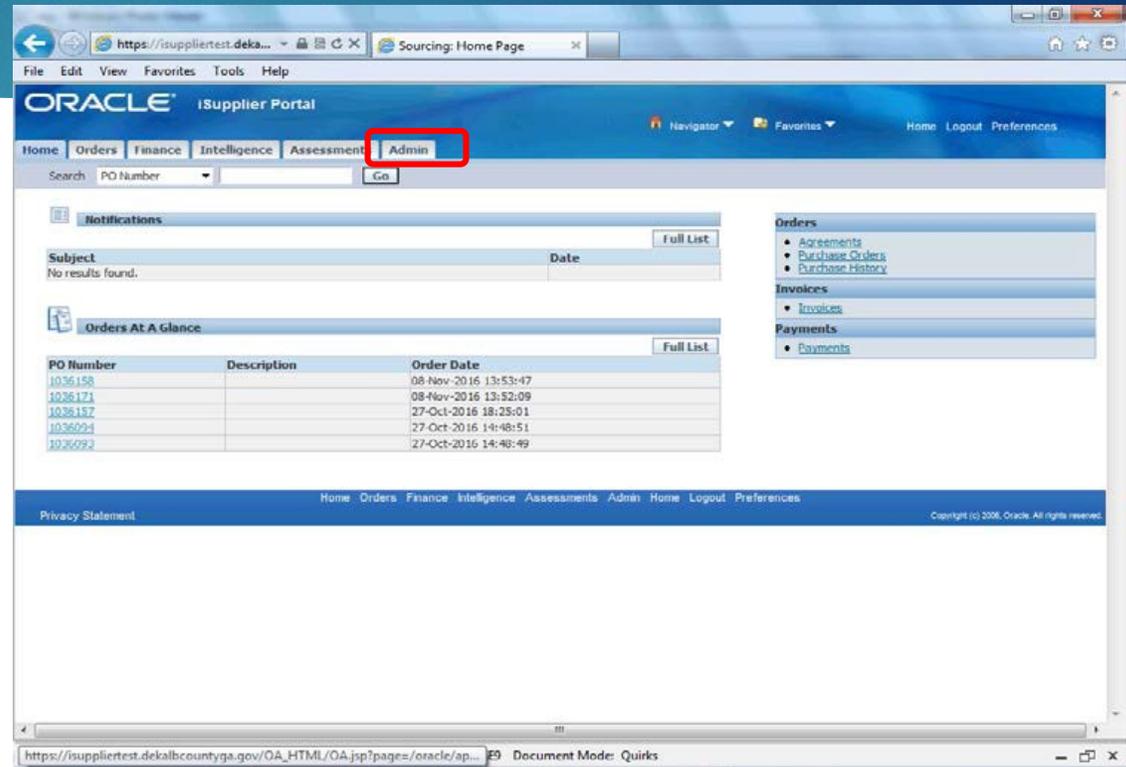
Step 4: Click DeKalb County Supplier Collaboration .



Step 5: Click on the **Home Page** link.



Step 6: Click on the Admin tab

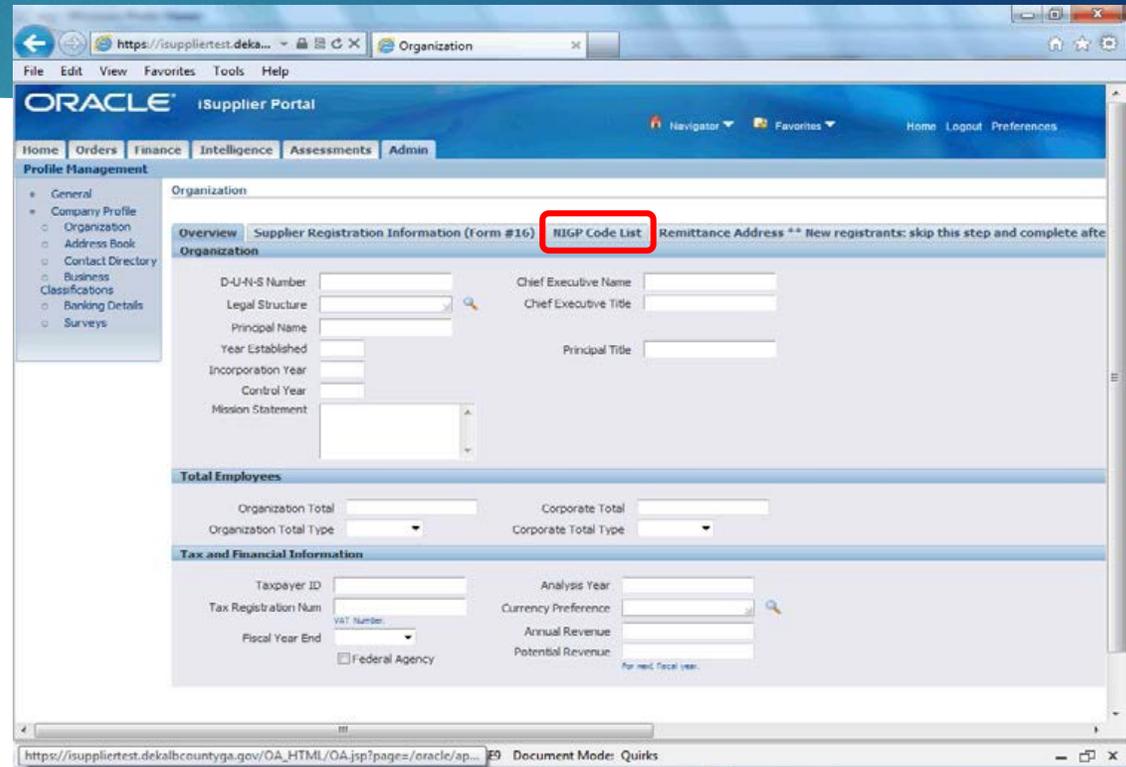


Step 7: Click the Organization hyperlink.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://isupplier.test.dekalbcountyga.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppDtPG&OASF=POS_HT_SP_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 on the left containing "General", "Company Profile", "Organization" (highlighted with a red box), "Address Book", "Contact Directory", "Banking Details", and "Surveys". The main content area shows the "General" profile information, including fields for "Organization Name", "Supplier Number", "Alias", "Parent Supplier Name", and "Parent Supplier Number". The "Supplier Number" field is redacted with a black box. Below the profile information is an "Attachments" section with a "Search" box and a "Go" button. A table of attachments is visible at the bottom, with one entry: "Internal Supplier Request Form" (File type, From Supplier category, last updated by TDDAVIS).

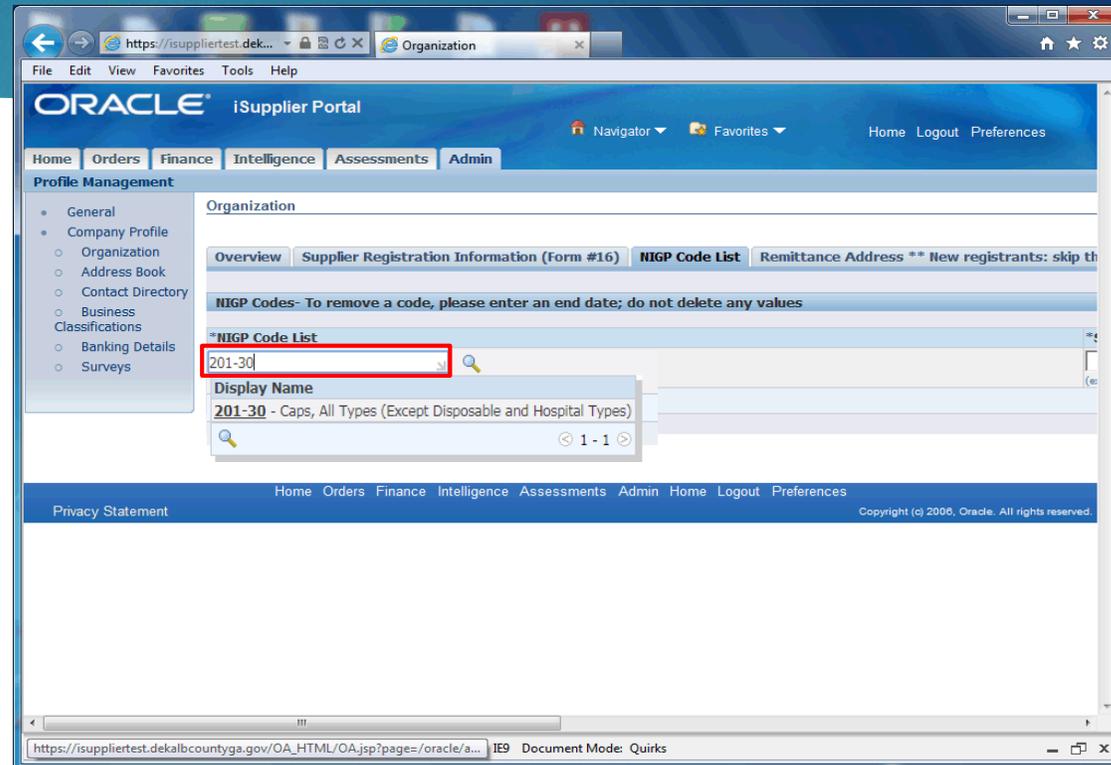
Title	Type	Description	Category	Last Updated By
Internal Supplier Request Form	File		From Supplier	TDDAVIS

Step 8: Click the **NIGP Code List** link.

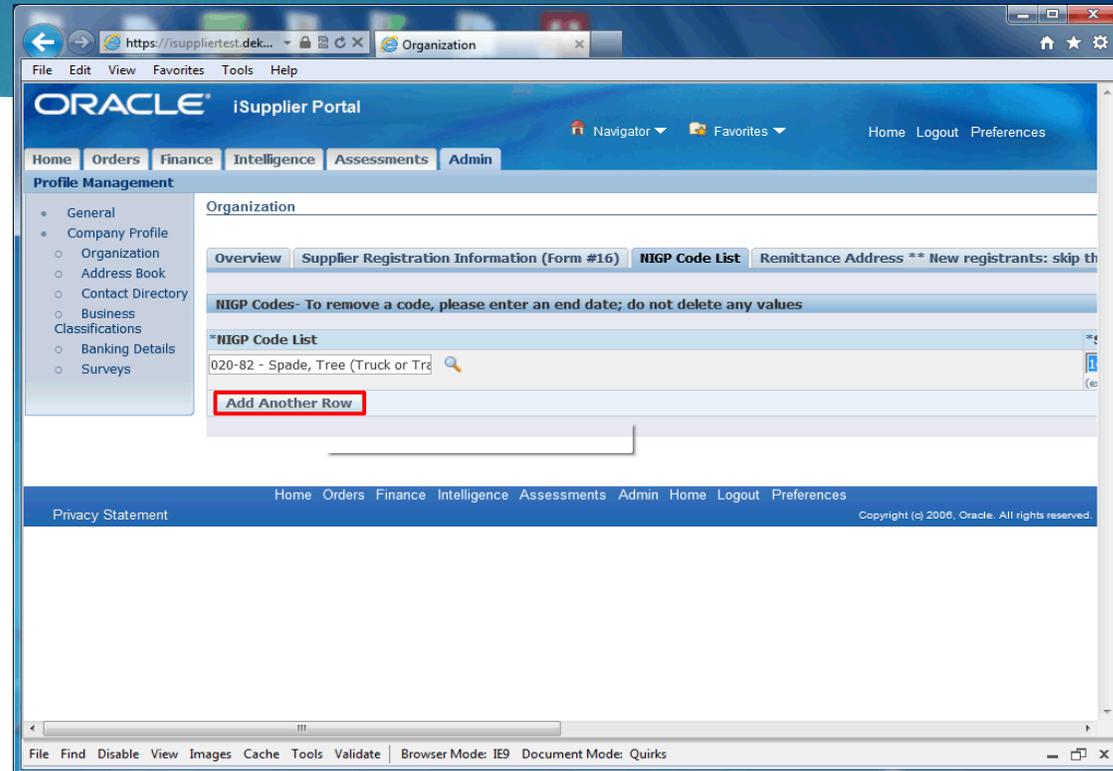


Step 9: Enter your NIGP code in the following format: “xxx-xx” i.e. 345-56. The system will retrieve the NIGP Code that matches the value entered

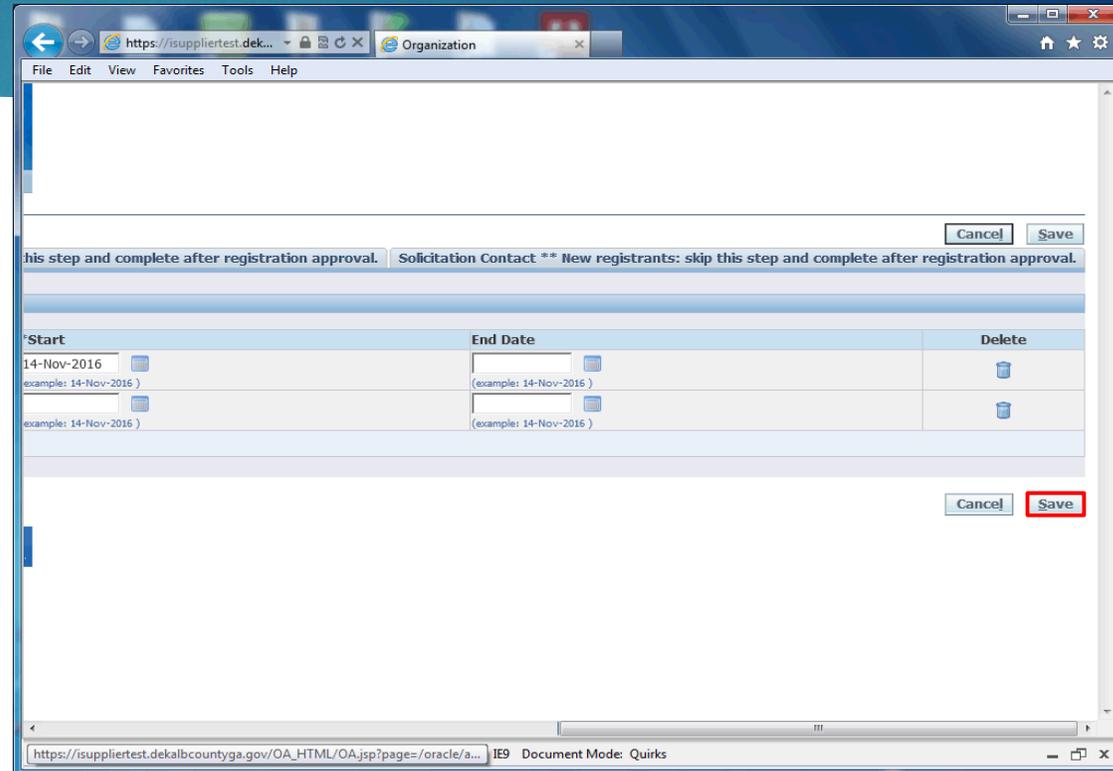
Step 10: Hit the Tab key on your keyboard to continue.



Step 11: If you need to add additional NIGP codes, click on the **Add Another Row** tab.

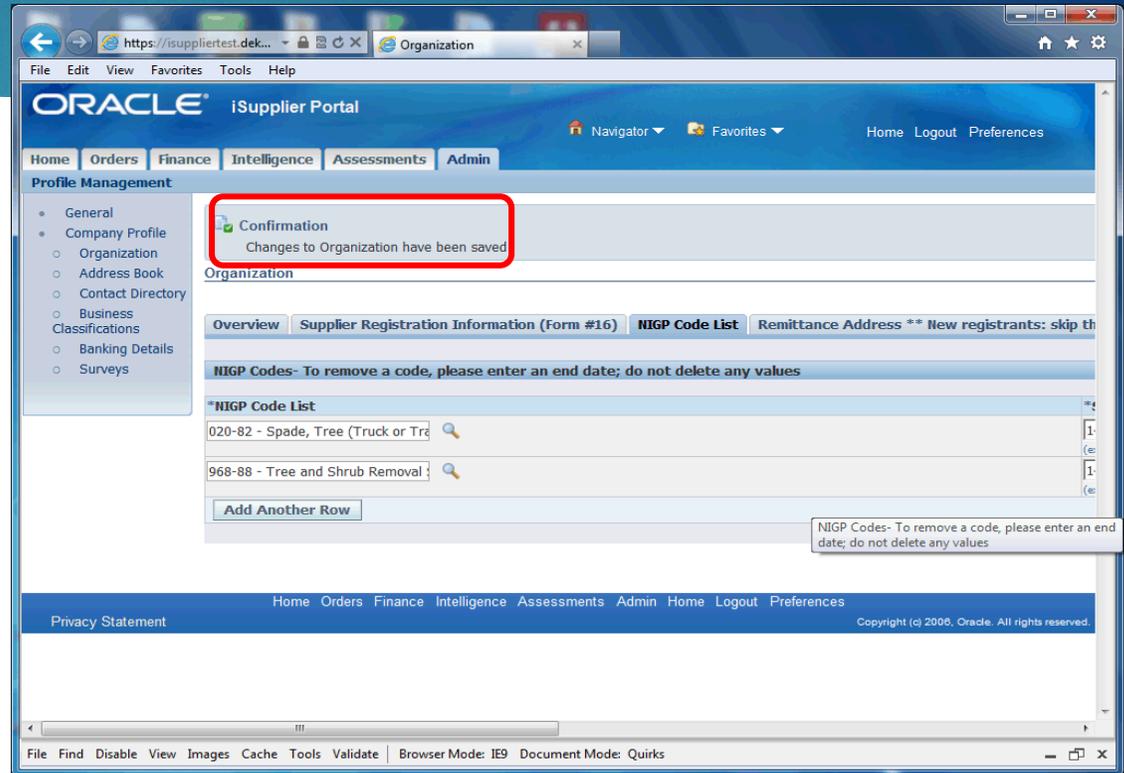


Step 12: When you are finished adding your NIGP codes, scroll to the right and click on the Save button.



**MISSION:
ACCOMPLISHED!**

Step 13: Confirmation provided.



THANK YOU!

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Team Special Projects

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