



# VENDOR REGISTRATION PROCESS GUIDE

## NTTA Marketplace

It's important to us that you have access to procurement opportunities at NTTA. This guide provides information regarding the steps to register in NTTA Marketplace, as well as how to manage the account once it is in place. Only by registering at [NTTAMarketplace.org](https://NTTAMarketplace.org) will you be able to respond to NTTA solicitations.

NTTA Procurement Services Department  
[bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org)

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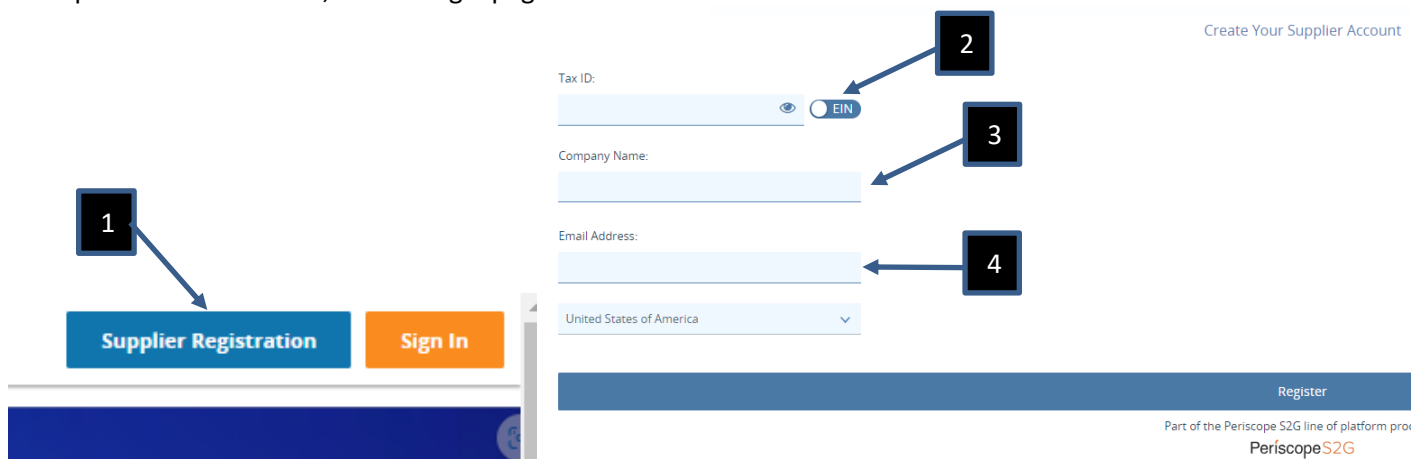
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# 1 REGISTRATION PROCESS

Registration allows a prospective vendor to compete for opportunities to provide goods and services for North Texas Tollway Authority ("NTTA"). A vendor account enables a company to receive communications regarding procurement solicitations and provides access to the other features found in NTTA Marketplace ("Marketplace").

## 1.1 STARTING REGISTRATION

To begin registration, click the **REGISTER** button, in the top right-hand corner of the page. It is located above the Important Links section, on the Login page.



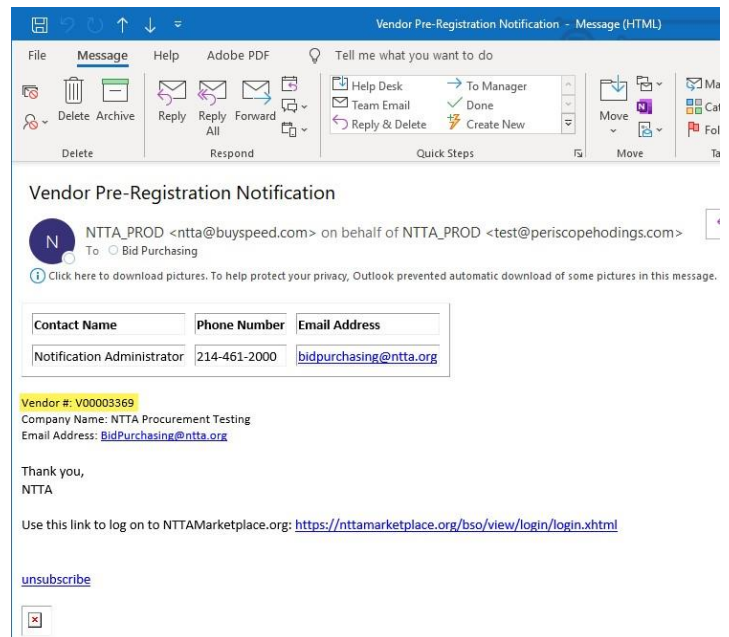
Entering a valid **TAX IDENTIFICATION OR SOCIAL SECURITY NUMBER, COMPANY NAME, AND EMAIL ADDRESS** will be necessary to begin the Vendor Registration process.

Click the **REGISTER** button.

At this point in the process, a **PRE-REGISTRATION NOTIFICATION** will be emailed to the email address supplied in the initial registration pop up.

The email will contain the **VENDOR #** that has been assigned to the company (via the provided TIN), which can be used to locate and continue the registration process should it not be completed in a single session.

The Vendor # will begin with a "V" and contain 9 characters.



If the registration process is not completed after initiation, the session can be resumed from the last saved point by clicking **COMPLETE REGISTRATION** in the Browse by Category section.

The screenshot shows a section titled "Supplier Activities". On the left, there is a "Complete Registration" button with a clipboard icon. Below it, text reads: "Complete registration here to begin using NTTAMarketplace.org. Vendors, please read this disclaimer prior to completing registration." A dashed blue arrow points from the "Complete Registration" button to the "Supplier ID" field in the form on the right. The form includes a "Supplier ID:" label, an empty input field, an "Email Address:" label, another empty input field, and a blue "Submit" button.

Use the Supplier # and email address found in the **PRE-REGISTRATION EMAIL** to resume the registration process.

Note our **VENDOR DISCLAIMER**, which can be found by clicking the word "disclaimer" in the Complete Registration message.

**Registration with Marketplace is required in order to participate in competitive bidding for NTTA procurements. Please be aware that such registration does not guarantee award of work from NTTA.**

## 1.2 COMPLETION OF REGISTRATION

Once initiated, the Vendor Registration process will consist of the following tabs. Mandatory fields on each tab will be indicated with an asterisk (\*).

The screenshot shows a registration progress bar with a green dashed arrow pointing right. Below the arrow are seven tabs: "Company Information", "Administrator", "Address", "Terms", "Categories & Certifications", "Commodity/Service Codes", and "Summary". The "Company Information" tab is selected. Below the tabs, there are two input fields: "Company Name\*" with the value "Test Company Inc." and "Vendor Legal Name\*" with the value "Test Company Inc.". A small note next to the second field says "Vendor Legal Name info goes here".

[Company Information](#)  
[Administrator](#)  
[Address](#)

[Categories & Certifications](#)  
[Commodity / Service Codes](#)  
[Summary](#)

## 1.2.1 Company Information Tab

The information included on this tab supplies NTTA with important information about a prospective vendor, while also providing information concerning how to engage the vendor.

Note that the fields with an asterisk (\*) are required.

The screenshot shows a form with the following fields:
 

- Company Name\*: Test Company Inc.
- Business Description:
- Mailing Address Line 1\*:
- Address Line 2:
- Address Line 3:
- Address Line 4:
- Country\*: US - United States of America
- City\*:
- Zip\*:

 Green arrows point to the asterisks on Company Name, Mailing Address Line 1, and Country.

### KEY FIELD EXPLANATIONS

<b>Company Name</b>	This is the DBA that should be used to refer to a prospective vendor. If desired, this can also be the same as the prospective vendor’s Legal Company Name.
<b>Business Description</b>	Please supply a description of the offering(s) of the prospective vendor.
<b>Company Email</b>	This email address will ultimately receive all notifications from Marketplace related to opportunities. <b>If you would like multiple individuals to receive communications regarding opportunities, a distribution email address would have to be created, and managed, on the vendor’s side and utilized in this field.</b>
<b>Emergency Supplier Fields</b>	These fields are present to enable prospective vendors to indicate that they have the capability to supply 24-hour access to goods and/or services. <b>Completion of these fields does not, in any way, commit NTTA to utilizing the offerings of a prospective vendor.</b>

Supply input for all relevant fields.

Click [SAVE & CONTINUE REGISTRATION](#) at the bottom of the page.

**Note:** Clicking Save is necessary before leaving each tab to prevent the loss of field entries. This also establishes your save points throughout the process.

Three buttons are shown: "Save & Continue Registration", "Reset", and "Cancel".

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## 1.2.2 Administrator Tab

The information entered on this tab will ultimately become the first user and administrator (“Seller Administrator”) for the vendor account. The Seller Administrator will be able to update the information of the vendor account.

Entry is necessary for all fields with an asterisk (\*).

### Administrative User Information



Salutation: [dropdown]

First Name\*: [input] Last Name\*: [input]

Job Title\*: [input] Department: [input]

Email\*: [input] Phone\*: [input]

Login ID\*: [input] Login Answer\*: [input]

Login Question\*: [input]

Save & Continue Registration Reset Cancel

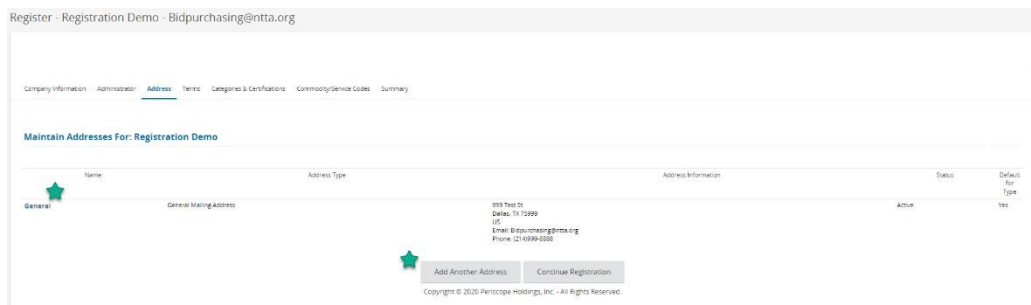
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Click **SAVE & CONTINUE REGISTRATION** at the bottom of the page.

## 1.2.3 Address Tab

The address entered on the [Company Information Tab](#) will be present on the Address Tab under the name “General”.

Click the address name to update the default information.



Register - Registration Demo - Bidpurchasing@ntta.org

Company Information Administrator **Address** Terms Categories & Certifications Community/Service Codes Summary

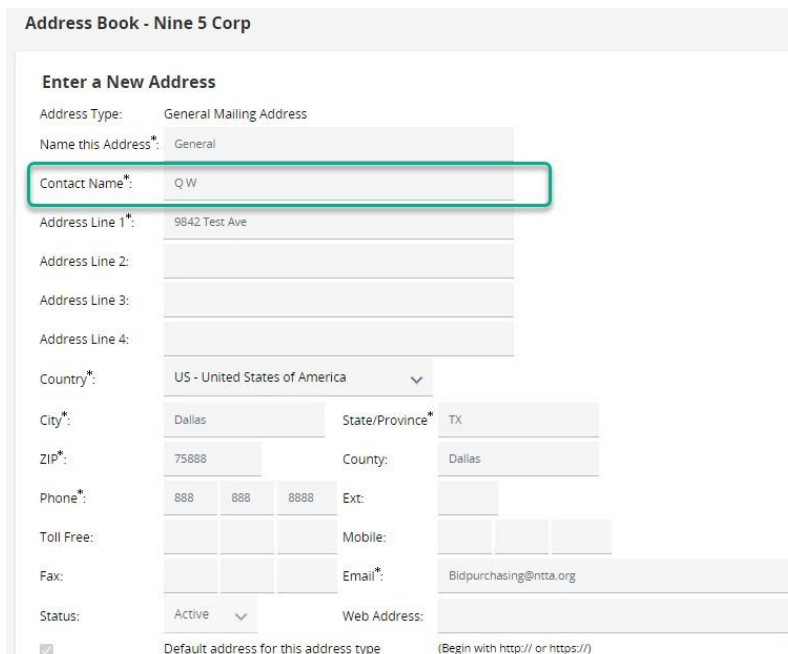
Maintain Addresses For: Registration Demo

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	999 Test St Dallas, TX 75288 US Email: Bidpurchasing@ntta.org Phone: (214)999-0380	Active	Yes

Add Another Address Continue Registration

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**Note:** This address and contact will become the company listing for the prospective vendor should they be looked up by someone using Marketplace [Registered Vendor Search](#)



Address Book - Nine 5 Corp

Enter a New Address

Address Type: General Mailing Address

Name this Address\*: General

Contact Name\*: Q W

Address Line 1\*: 9842 Test Ave

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*: Dallas State/Province\*: TX

ZIP\*: 75888 County: Dallas

Phone\*: 888 888 8888 Ext:

Toll Free:

Mobile:

Fax:

Email\*: Bidpurchasing@ntta.org

Status: Active

Web Address:

Default address for this address type (Begin with http:// or https://)

### If not updated:

The **CONTACT NAME** will be populated with the first and last name entered on the [Administrator Tab](#).

The **ADDRESS** and **EMAIL** will be populated with the details from the [Company Information Tab](#).

**Note:** Addresses will not be able to be added or removed once registration has been completed. Editing existing address entries will be possible while logged in as a Seller Administrator.

## 1.2.4 Categories & Certifications Tab

Vendor Categories & Certifications entries allow prospective vendors to provide achieved certification details and indicate the appropriate category alignments for said vendor.

Check the box(es) beside the appropriate answer choice(s).

Please select exactly one category value

Select

No

Yes - Please enter Certification after hitting "Save and Continue"

Notes:

**Note:** Single select categories include the phrase "...select exactly one...." underneath the Category Header while categories that allow multiple selections include the phrase "... select at least one....".

### Adding Vendor Certification Details

If a prospective vendor has obtained certification as a Disadvantaged-Owned Business Enterprise (DBE), Minority-Owned Business Enterprise (MBE), or Woman-Owned Business Enterprise (WBE), select the **YES - PLEASE ENTER CERTIFICATION AFTER HITTING "SAVE AND CONTINUE"** category value for the respective category question(s) to enter certificate details.

Once all questions are answered, click **SAVE & ADD CERTIFICATION** at the bottom of the page.

Save & Add Certification    Save & Continue Registration    Continue Registration

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Navigate back to the D/M/W BE category question(s) where "Yes" was selected and click the **ADD CERTIFICATION** link that has appeared after clicking Save & Add Certification button.

Select

No

Yes - Please enter Certification after hitting "Save and Continue" **Add Certification**

In the resulting **ADD VENDOR CERTIFICATION** pop up window

- 1) Select the certifying agency from the available dropdown options.
- 2) Enter the Certification ID printed on your certification document.
- 3) Enter the effective and expiration dates printed on your certification document.
- 4) Click **SAVE & EXIT** to proceed to the next step in the registration.

Add Vendor Certification - Test n Test Mo

Vendor ID: v0000176

Category: MBE

Category Type: Yes - Please enter Certification after hitting "Save and Continue"

Certification Source: Dallas/Fort Worth Minority Supplier Development Council (1)

Certification ID: (2)

Effective Date (MM/DD/YYYY): (3)

Expiration Date (MM/DD/YYYY): (4)

Certification Status: Active

Certification Description:

Save & Exit    Save & Continue    Reset    Close Window

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The **NOTES** fields in each category section are available to supply any additional information pertaining to each respective category.

Each button at the bottom of the page has different results:

**SAVE & ADD CERTIFICATION** - Allows entry of Certification details by saving entries and remaining on the Category & Certification tab.

**SAVE & CONTINUE REGISTRATION** - Saves the entries and proceed to next tab in the registration process.

**CONTINUE REGISTRATION** - Proceeds to the next tab of registration without saving any selected category values.

**Note:** Please email us at [Bidpurchasing@ntta.org](mailto:Bidpurchasing@ntta.org) if there is not an accurate answer choice available with any of the category questions.

## 1.2.5 Commodity / Service Codes Tab

As part of the registration process, a prospective vendor is required to provide commodity/service code selection(s) that represent the vendor's offering(s).

NTTA utilizes a 5-digit NIGP code structure (###-##) for identifying commodities and services.

The NIGP codes search screen utilizes NIGP Class and NIGP Class Item dropdowns, keyword search, and established category groupings as options to determine the best class-class item(s) that align with all potential offerings.

The **NIGP KEYWORD** search field allows for searches using relevant words (e.g. services).

More information on using each search method can be found below in the [Maintaining Commodity Codes & Services section](#)

[Add Additional Codes Using Dropdown](#)

[Add Additional Codes Using NIGP Code Browse by Category](#)

[Add Additional Codes Using Keyword Search](#)

There will be a **BACK TO COMPLETING REGISTRATION** link, found at the bottom of page 20, that will bring you back to this point in the registration process.

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

Search

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

**NIGP Code Browse**

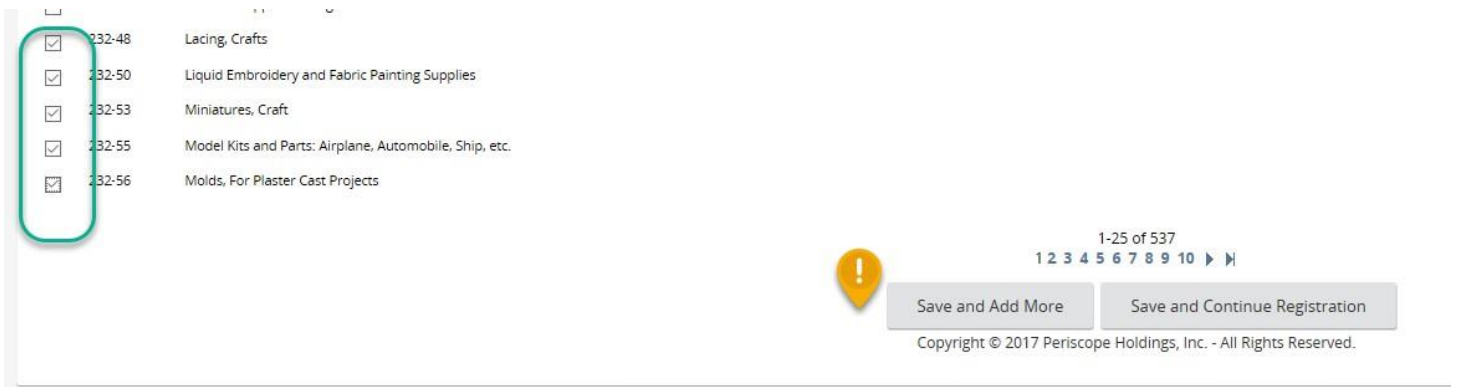
Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services



Once search criteria has been entered, it is important to save any selections prior to navigating away from the screen.

Click [SAVE AND ADD MORE](#) if there are multiple pages of results to explore.



Perspective vendors can add up to 1,000 NIGP codes as part of a vendor account.

Marketplace uses NIGP codes to identify the potentially qualified vendors to notify when new opportunities are sent out to the public for response.

Click [SAVE AND CONTINUE REGISTRATION](#) once all selections have been made.

**Note:** *National Institute of Government Purchasing (“NIGP”) Code is a universal system for identifying commodities and services in procurement systems. This uniform coding system allows for accurate alignment of prospective vendors’ expressed offering(s) with the subject of a public solicitation. The first 3 digits are referred to as the NIGP Class, and the last 2 digits are referred to as the NIGP Class Item.*

*NTTA will not advise a prospective vendor on the commodity/service codes (“NIGP Codes”) that the prospective vendor should select as part of its Marketplace registered vendor account.*

## 1.2.6 Registration Summary Tab

The summary tab of the Vendor Registration process allows for a final review of all information entered on all registration tabs.

Scroll down, while on the summary tab, and the entries for each field will be seen.

The screenshot displays the 'Summary' tab of the Vendor Registration process. It is divided into several sections:

- Company Information:** Vendor ID: V00000176, Status: Active, Tax ID Type: BIN, Business Description: Working, Emergency Supplier: No, Emergency Contact: No, Emergency Email: No, Emergency Info Comment: No. Alternate ID: No, Status Change Reason: No, Incorporation Details - State: No, Preferred Delivery Method: No. Company Name: No, Tax ID# No, Year of Incorporation: No, Vendor Email: No. Test n Test Mo: \*\*\*\*\*327, 0, DaylonC@ntta.org.
- Users Information:** A table with columns: Login ID, First Name, Last Name, User, Active, Status, Roles. One user is listed: DCUser, First, User, Active, Seller Administrator.
- Address Information:** A table with columns: Name, Address Type, Address Information, Status, Default For Type. One address is listed: General, General Mailing Address, First User: S900 Plano Privoy, Plano, TX 75093, US, Email: DaylonC@ntta.org, Phone: (888)888-7777, Active, Yes.
- Commodity Codes And Services Information:** A table with columns: Code, Description, Date Added. One code is listed: 946-00, FINANCIAL SERVICES, 12/28/2020.

When there are no issues with a registration, a **COMPLETE REGISTRATION** button will be visible at the bottom of the Summary Tab page. Click **COMPLETE REGISTRATION** to finalize the vendor account.

Complete Registration

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### Validation Errors during Registration

Missing any of the required fields, or incorrect entries, can result in a validation error appearing on the Summary tab.

Any red validation error(s) present will contain some direction on where entry updates are needed.

Example: "Required Category" errors would be from entries on the Categories & Certifications tab.

Correcting the source of the error(s) will then allow for the Completion of the vendor account.

The screenshot shows the 'Summary' tab with a red dashed arrow pointing to a list of validation errors:

- Overall Validation Errors
- Company information is required.
- Administrator information is required.
- Required Category - Disadvantaged-Owned Business Enterprise selection required.
- Required Category - Ethnicity of Ownership selection required.
- Required Category - Number of Full Time Employees selection required.
- Required Category - Business Owners Gender selection required.
- Required Category - Minority-Owned Business Enterprise selection required.
- Required Category - Small Business Enterprise - Section 8 (a) selection required.
- Required Category - Business Type selection required.
- Required Category - Women-Owned Business Enterprise selection required.
- Required Category - Primary Location of Business selection required.
- NIGP Code is required, please select at least one.

Once registration is completed, the Seller Administrator (i.e. initial user) will receive the below “Vendor Registration” email containing the account details for the vendor account.

Dear Testing Carter,

Thank you for registering with NTTAMarketplace.org. Your account has been activated. Below you will find your NTTAMarketplace.org login ID and password.

Login ID: test1233

Password: Password12!

Vendor #: V00000116 - Test Company Inc.

Please log in to the NTTAMarketplace.org application. If you have any questions concerning your account, please contact us at [bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org).

Thank you,  
NTTA Procurement Department

Use this link to log on to NTTAMarketplace.org: <https://nttmarketplace.org>

## 2 MAINTAINING A VENDOR ACCOUNT

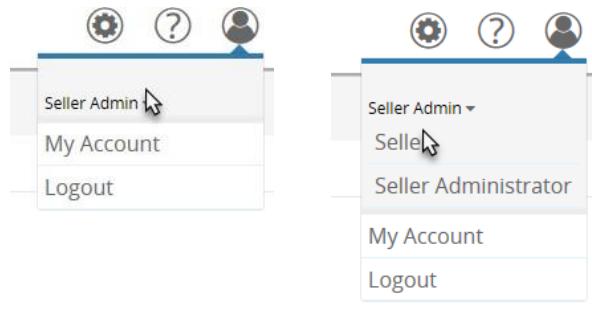
Once registered in Marketplace, a vendor, through the Seller Administrator role, can log in and update many of the components of a vendor account, including:

- General Information, such as the “Vendor Email” and emergency vendor contact information
- Addresses
- Categories & related Certifications
- Commodity Codes

### 2.1 SWITCHING BETWEEN ROLES

As the Seller Administrator for a vendor account, the initial user will have both the **SELLER** and **SELLER ADMINISTRATOR** account roles. The Seller role allows for access to competitive opportunities that have been posted by NTTA. It is by accessing the Seller Administrator role that a vendor can perform the abovementioned updates.

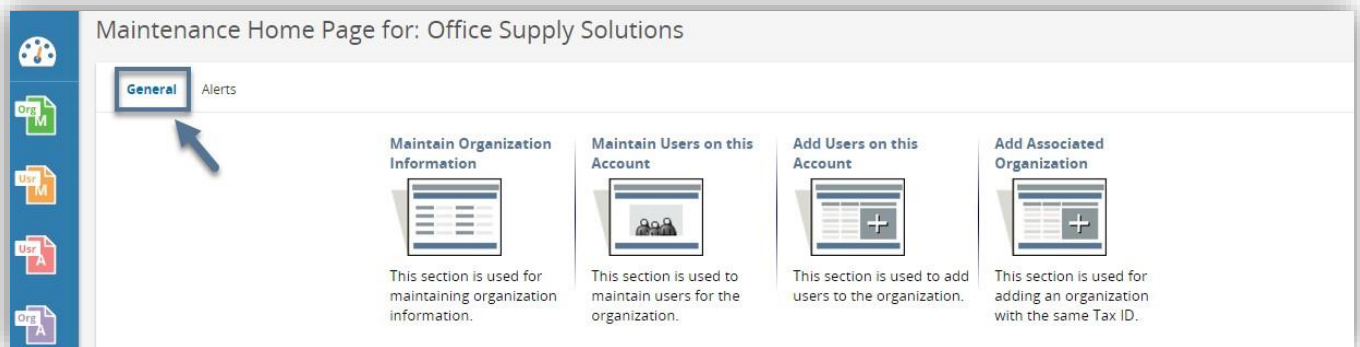
To navigate between the roles, click the Account icon and select Seller or Seller Administrator in the role dropdown to change the view.



For more information regarding each role, see the [Vendor User Role Descriptions and Use Recommendations](#) section below.

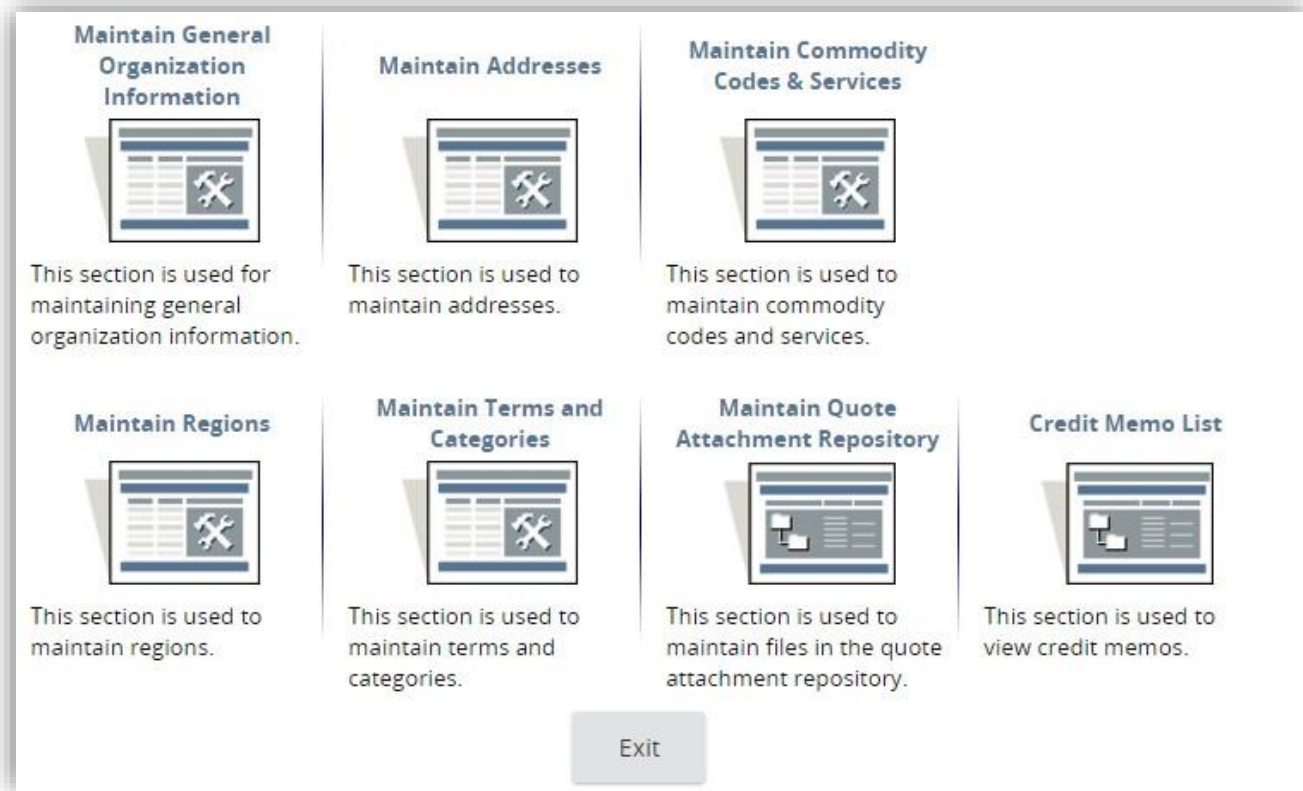
### 2.2 MAINTENANCE HOME PAGE

The Maintenance Home Page gives a high-level view of the 2 main areas of a vendor account: vendor information and account users.



## 2.3 MAINTAINING ORGANIZATION INFORMATION

The purpose of this section is to allow the Seller Administrators of prospective vendors to keep general information, commodity codes, and category selections up to date.



### 2.3.1 Maintaining General Organization Information

The purpose of this section is to allow the Seller Administrator of a prospective vendor to update general information such as the incorporation details, business description, vendor email address, and primary contact information and emergency supplier status.

**Step 1: From the General tab, click Maintain Organization Information**

**Step 2: Click Maintain General Organization Information**

**Step 3: Update required, and optional fields as needed**

**Step 4: Click Save and Exit**

The Seller Administrator can click **SAVE & CONTINUE** to save the changes and to remain on the page. To undo the changes click **RESET** or click **CANCEL & EXIT** to exit the page without saving the changes.

## Maintain General Organization Information

Vendor ID: **V00000013**

**Company Name\***: Office Supply Solutions **Vendor Legal Name\***: Office Supply Solutions

DBA for Vendor:

**Tax ID #\***: ..... Show **Country Code for Tax ID\***: US - United States of America

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?

EIN  SSN

Incorporation Details: State: Year of Incorporation: 0

Business Description:

Preferred Delivery Method: Email

Vendor Email: tisensee@periscopeholdings.com

Vendor Fax:

Emergency Supplier:

Yes  No

Emergency Phone\*: Ext.:

Emergency Contact Name\*:

Emergency Email\*:

Emergency Info Comment:

User Last Updated: Administrator System  
Date Last Updated: 04/25/2017 01:17:15 PM

If Seller Administrator selects Yes for Emergency Supplier, the fields marked with an asterisk are required.

### Attachments

Download	File	Description	Size	Uploaded By	Uploaded Date
	NIGP Code Search.docx		2,069,934 bytes	John Smith	05/01/2017 07:14:53 PM

File:  No file chosen

Description:

### Forms

Click **Add Form** to add form attachments.

No Form Attachments

### 2.3.1.1 Vendor Email Field

The **VENDOR EMAIL** will be the only email address to receive notifications from NTTA regarding opportunities. If there is a desire for multiple recipients of Marketplace notifications, this will have to be accomplished using an email distribution address that is created and managed on said vendor's end.

**Note:** The Tax ID # field cannot be updated once an account is completed. Email [bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org) if there has been a change that resulted in a new company TIN. Send an updated W-9 as part of the email.

## 2.3.2 Maintaining Addresses

The purpose of this section is to allow the Seller Administrator to maintain the addresses associated with the vendor account. It is important for addresses to be kept up to date.

The address that appears as the General Mailing Address is the address that the vendor entered when first registering.

To update an address:

**Step 1: Click Maintain Addresses**

**Step 2: Click an Address Name**

**Step 3: Update the Required and Optional Fields as preferred**

**Step 4: Click Save & Exit**

Maintain Addresses for: Procurement Services Inc.

Name ↕	Address Type	Address Information	Status	Default for Type
<b>General</b>	General Mailing Address	Daylon Carroll 9999 Word St. Dallas, TX 75093 US Email: DaylonC@ntta.org Phone: (214)999-9999 Id: 669	Active	Yes

EXIT

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Click **RESET** to erase entered data or click **CANCEL & EXIT** to exit the screen without saving.

Address Book - Office Supply Solutions

Enter a New Address

Name this Address \*  
Contact Name \*  
Address Line 1 \*  
Address Line 2:  
Address Line 3:  
Address Line 4:  
Country \*  
City \*  
ZIP \*  
Phone \*  
Toll Free:  
Fax:  
Id:  
Status:  
 Default address for this address type

US - United States of America  
State/Province \*  
County:  
Ext:  
Mobile:  
Email \*  
Alternate Id:  
Web Address:  
(Begin with http:// or https://)

Save & Exit    Reset    Cancel & Exit

## 2.3.3 Maintaining Commodity Codes & Services

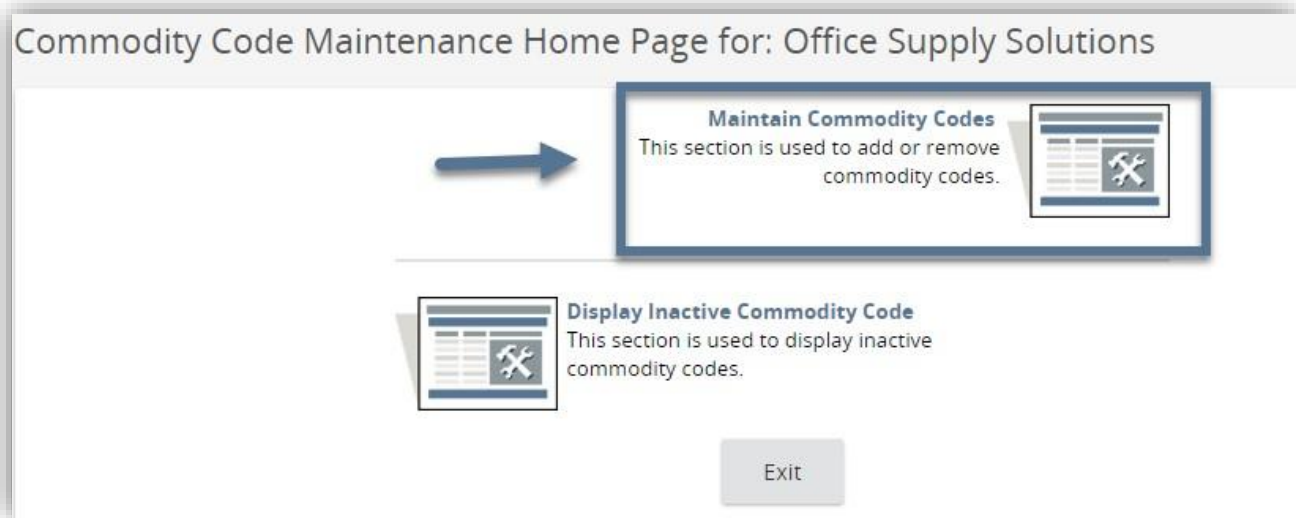
The purpose of this section is to allow the Seller Administrator to update the NIGP codes, which determine which Bid opportunities the vendor is notified of via email from Marketplace.

The Seller Administrator must keep this up to date and add any relevant NIGP code(s) to the vendor account. NTTA utilizes NIGP code selections to determine a notification list for a solicitation.

Depending on the Seller Administrator's familiarity with the NIGP code structure, the user may choose from one of three ways to add NIGP codes.

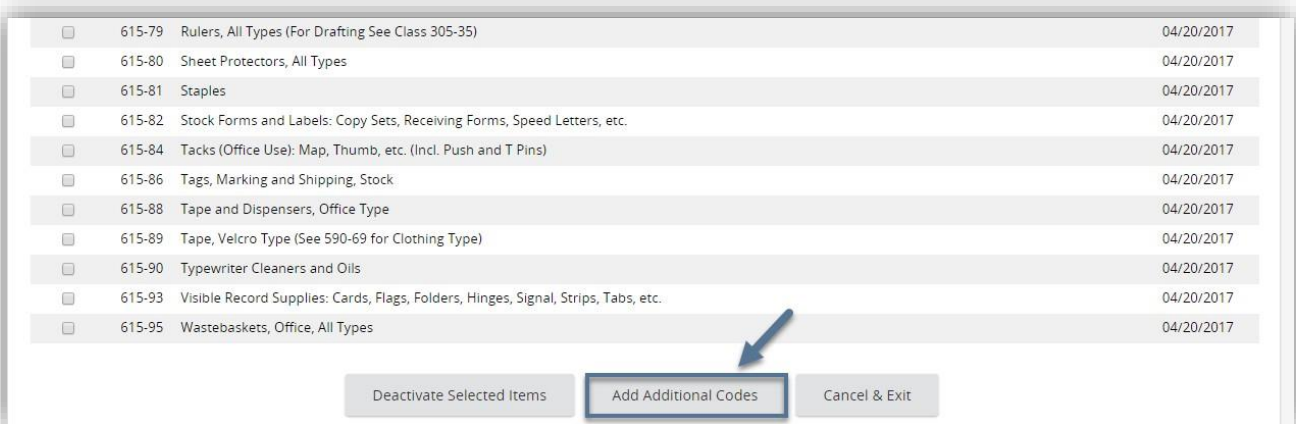
**Step 1: Click Maintain Commodity Codes & Services**

**Step 2: Click Maintain Commodity Codes**



**Step 3: Click Add Additional Codes**

The codes that appear on this page are the NIGP codes that the Vendor listed when first registering in the system.





### 2.3.3.1 Add Additional Codes Using Dropdown

If the Seller Administrator is familiar with the NIGP code, the dropdown menus allow the user to find and select specific codes.

[Follow Steps 1-3 above](#)

#### Step 4: Select NIGP Class from Dropdown Menu

First the Seller Administrator selects the 3-digit NIGP class code, which populates the second dropdown with 2-digit NIGP class item codes.

#### Step 5: Select Class Items by Clicking Appropriate Checkboxes

The checkbox next to "Code" allows the Seller Administrator to select all class items with a single click.

A good practice for many Vendors is to select all class items within a class. This practice allows the Vendor to maximize notifications of future solicitation opportunities.

#### Step 6: Click Save

**Search**

**NIGP Class** 005 - ABRASIVES

**NIGP Class Item**

**NIGP Keyword**

**Search using** ALL of the criteria

**Search**

**NIGP Code Browse** Show Categories

Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input checked="" type="checkbox"/> Code	Description
<input checked="" type="checkbox"/> 005-05	Abrasive Equipment and Tools
<input checked="" type="checkbox"/> 005-14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input checked="" type="checkbox"/> 005-21	Abrasives, Sandblasting, Metal
<input checked="" type="checkbox"/> 005-28	Abrasives, Sandblasting (Other than Metal)
<input checked="" type="checkbox"/> 005-42	Abrasives, Solid: Wheels, Stones, etc.
<input checked="" type="checkbox"/> 005-56	Abrasives, Tumbling (Wheel)
<input checked="" type="checkbox"/> 005-63	Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)
<input checked="" type="checkbox"/> 005-70	Pumice Stone
<input checked="" type="checkbox"/> 005-75	Recycled Abrasives Products and Supplies
<input checked="" type="checkbox"/> 005-84	Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool

**Save** Save and Add More

To add more commodity codes, click **SAVE AND ADD MORE**. If the Save and Add More option is clicked, the Seller Administrator will be returned to the main commodity code search screen.

### 2.3.3.2 Add Additional Codes Using NIGP Code Browse by Category

If the Seller Administrator is less familiar with the NIGP codes, another option is the NIGP Code Browse.

[Follow Steps 1-3 above](#)

#### Step 4: Scroll Down to NIGP Code Browse

#### Step 5: Review Categories and Click the Category Number

The categories are based on the descriptions of goods and services. Once the category number is clicked, all the NIGP classes under the category display.

Commodity Code and Service Codes - Office Supply Solutions

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**NIGP Code Browse**

**i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services

#### Step 6: Click the NIGP Class Number (3 digits)

Commodity Code and Service Codes - Office Supply Solutions

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**NIGP Code Browse**

**i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
946	FINANCIAL SERVICES
952	HUMAN SERVICES
953	INSURANCE AND INSURANCE SERVICES, (ALL TYPES)
958	MANAGEMENT SERVICES
998	SALE OF SURPLUS AND OBSOLETE ITEMS

## Step 7: Select Class Items by Clicking Appropriate Checkboxes

Commodity Code and Service Codes - Office Supply Solutions

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

Search

**NIGP Code Browse**

**i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	01	Administrative, Financial, and Management Services
<input type="checkbox"/>	946	FINANCIAL SERVICES
<input checked="" type="checkbox"/>	946-10	Accounting and Billing Services (Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc)
<input checked="" type="checkbox"/>	946-11	Accounting Services (Not Otherwise Classified)
<input type="checkbox"/>	946-12	Actuarial Services and Retirement Planning
<input type="checkbox"/>	946-14	Appraisal Services, Antique

## Step 8: Click Save or Save and Add More

### 2.3.3.3 Add Additional Codes Using Keyword Search

The final option to add commodity codes is the **NIGP KEYWORD SEARCH**. While this method may be effective when searching for discrete terms (e.g. bandage), the search function may return a large number of NIGP class items. This search function can be used in combination with the [NIGP Class dropdown](#) to find a more focused list of Class Items.

[Follow Steps 1-3 above](#)

**Step 4: Enter Keyword(s)**

**Step 5: Click Search**

Commodity Code and Service Codes - Office Supply Solutions

**Search**

NIGP Class

NIGP Class Item

**NIGP Keyword**

Search using ALL of the criteria

Search

## Step 6: Select Class Items by Clicking Appropriate Checkboxes

## Step 7: Click Save or Save and Add More

1-25 of 440  
1 2 3 4 5 6 7 8 9 10 ▶ ▶

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	005-14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input checked="" type="checkbox"/>	010-45	Exterior Insulation and Finish Systems
<input checked="" type="checkbox"/>	010-76	Paper Type Insulation Material (Cellulose, etc.)
<input type="checkbox"/>	015-06	Addressing Machine Supplies, Metal and Plastic Plate Type
<input type="checkbox"/>	015-10	Addressing Machine Supplies, Paper Plate Type
<input type="checkbox"/>	015-15	Chemicals and Supplies, Dry (For Bond Paper Type Copying Machines)
<input type="checkbox"/>	015-16	Chemicals and Supplies, Wet (For Bond Paper Type Copying Machines)
<input type="checkbox"/>	015-20	Chemicals and Supplies (For Spirit Type Duplicating Machines)
<input type="checkbox"/>	015-25	Chemicals, Inks, and Supplies (For Mimeograph Machines)
<input type="checkbox"/>	015-77	Recycled Copying and Duplicating Supplies
<input type="checkbox"/>	037-56	Paper, Crepe
<input type="checkbox"/>	050-40	Drawing and Painting Supplies: Brushes, Canvas, Chalk, Colors (Acrylic, Oil, Water, etc.), Crayons, Palettes, Paper and Pads, Staples, etc.
<input type="checkbox"/>	050-59	Paper, Art, Various Types
<input type="checkbox"/>	085-85	Soil Erosion Sheeting Material (To Include Silt Fencing): Asphalt, Biodegradable Paper, Burlap, Excelsior, Jute, Straw, etc.
<input type="checkbox"/>	125-70	Paper, Reproduction Proofing
<input type="checkbox"/>	125-72	Paper Treatment Chemicals (Deacidifiers)
<input type="checkbox"/>	150-06	Builder's Paper, Kraft Types (Not Felt and Tar Paper)
<input type="checkbox"/>	165-30	Dispensers: Aluminum Foil, Plastic Wrap, Food Service Gloves, etc.
<input type="checkbox"/>	175-33	Filter Paper and Membranes
<input type="checkbox"/>	175-62	Papers, Laboratory

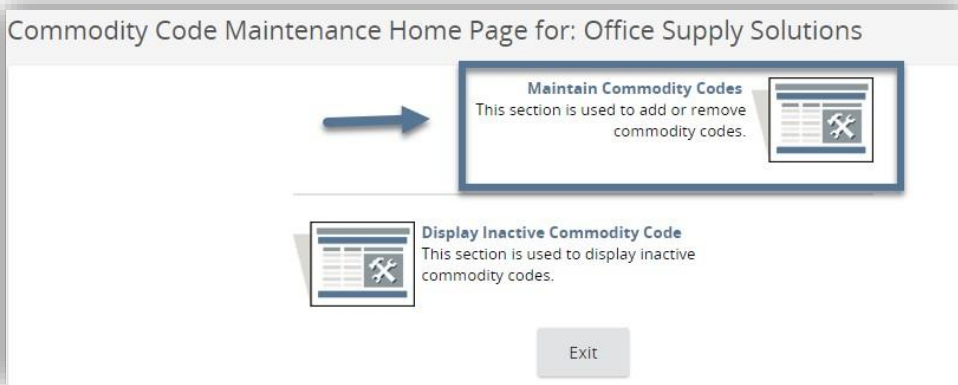
1-25 of 440  
1 2 3 4 5 6 7 8 9 10 ▶ ▶

[Back to Completing Registration](#)

### 2.3.3.4 Deactivate Codes

**Step 1: Click Maintain Commodity Codes & Services**

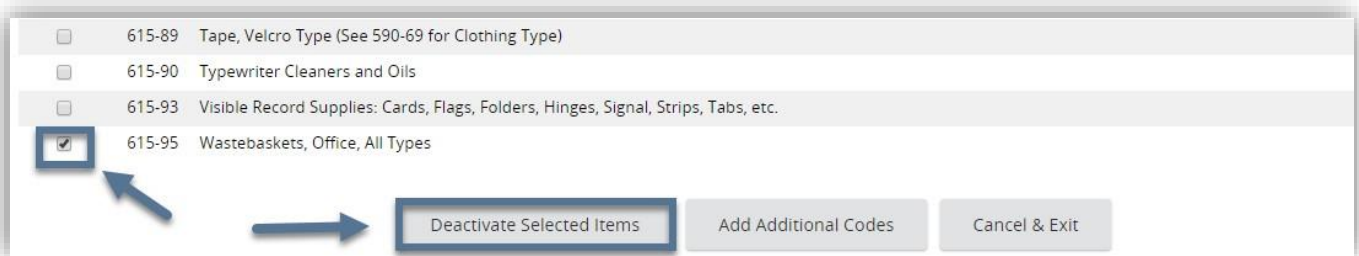
**Step 2: Click Maintain Commodity Codes**



**Step 3: Select the Code(s) to Deactivate**

**Step 4: Click Deactivate Selected Items**

The Seller Administrator can click Deactivate Selected Items to deactivate the selected codes. Or simply click Cancel & Exit to exit the page without deactivating the selected codes.



### 2.3.3.5 Reactivate Inactive Codes

**Step 1: Click Maintain Commodity Codes & Services**

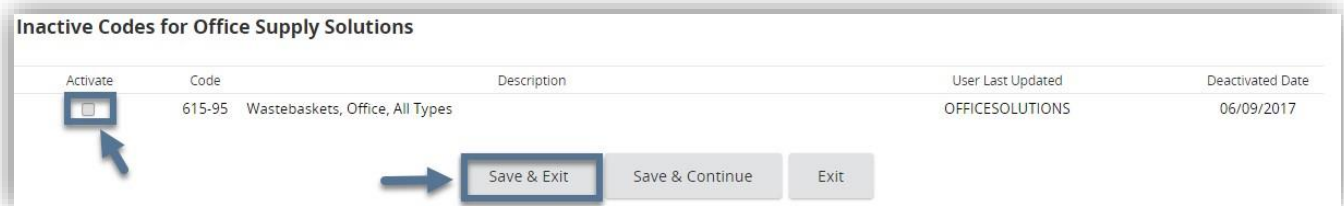
**Step 2: Click Display Inactive Commodity Codes**



**Step 3: Select the Code(s) to Activate**

**Step 4: Click Save & Exit**

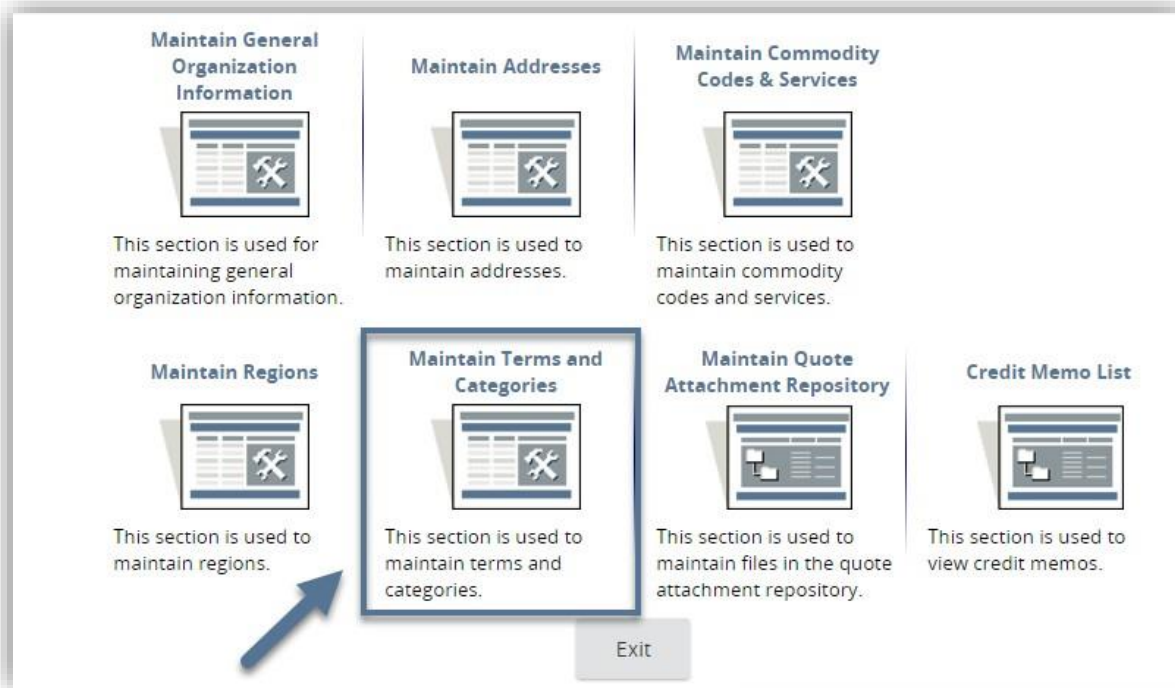
The Seller Administrator can click Save & Continue to save the changes and to remain on the page. The Seller Administrator can click Exit to exit without saving the change.



## 2.3.4 Maintaining Terms and Categories

The purpose of this section is to allow the Seller Administrator to update Vendor Categories and related certifications.

### Step 1: Click Maintain Terms and Categories



### Step 2: Complete Required and Optional fields as needed

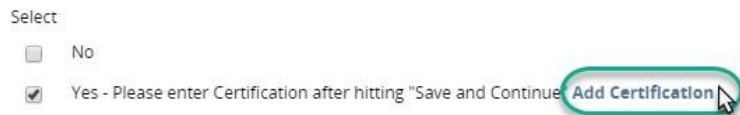
### Step 3: Click Save & Continue

A screenshot of the 'Maintain Terms and Categories' form. The form is divided into two sections: 'Category: Small Business Enterprise' and 'Category: Business Type'. Each section has a 'Please select at most one category value' instruction and a 'Select' dropdown menu. In the 'Small Business Enterprise' section, the 'Yes Add Certification' option is selected, indicated by a blue arrow. Below each section is a 'Notes' field. At the bottom of the form, there are four buttons: 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. The 'Save & Continue' button is highlighted with a blue border and a blue arrow pointing to it from the bottom center.

When the Seller Administrator clicks **SAVE & CONTINUE**, any “Vendor Category” that has underlying Certifications associated with it will display an **ADD CERTIFICATION** link. This link may be clicked to add certification information associated with that Vendor Category.

#### Step 4: Click Add Certification, as applicable.

A new window opens for data entry.

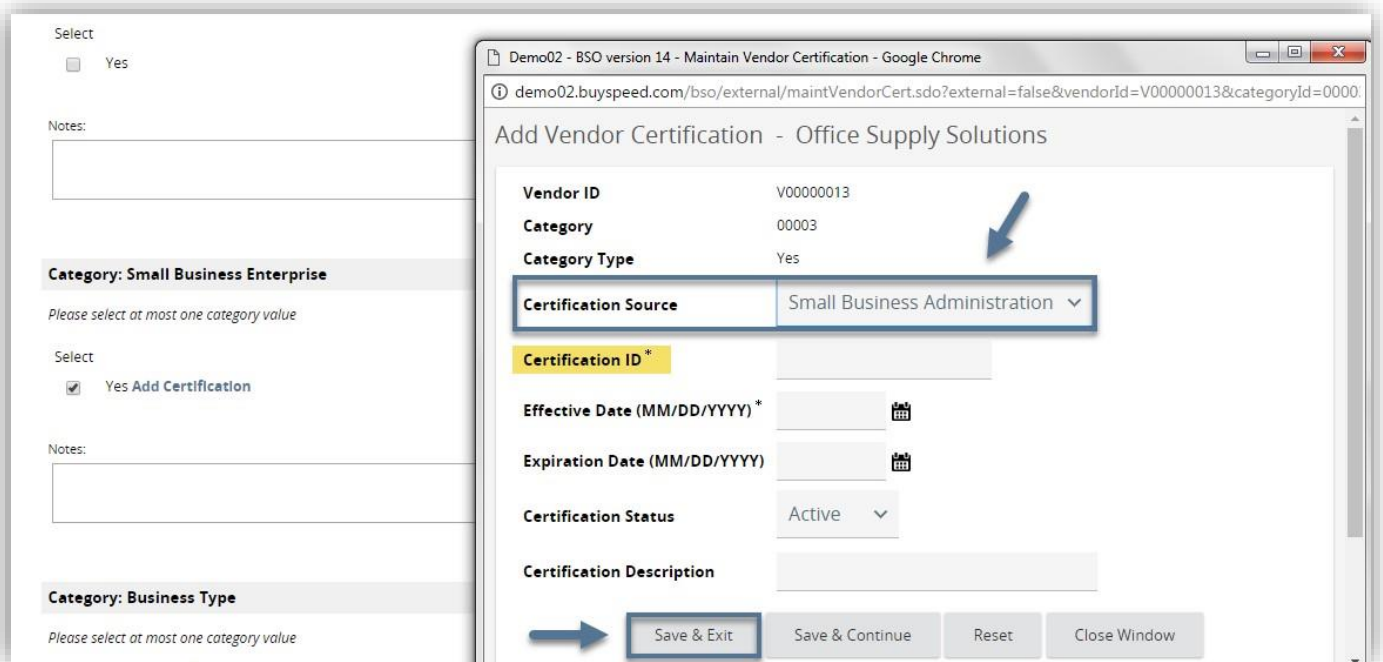


#### Step 5: Enter Certification data, as appropriate.

The Seller Administrator should input all the appropriate data associated with a certification including the selection of the certification source from the dropdown menu.

#### Step 6: Click Save & Exit

The Seller Administrator may click Save & Continue to continue updating the certification information. Save & Exit will return to the Terms, Categories, and Certifications page.



#### Step 7: Click Save & Exit (on the main Terms, Categories, and Certifications page)

The Seller Administrator can click Reset to undo the entered data or click Cancel & Exit to exit from the page without saving.

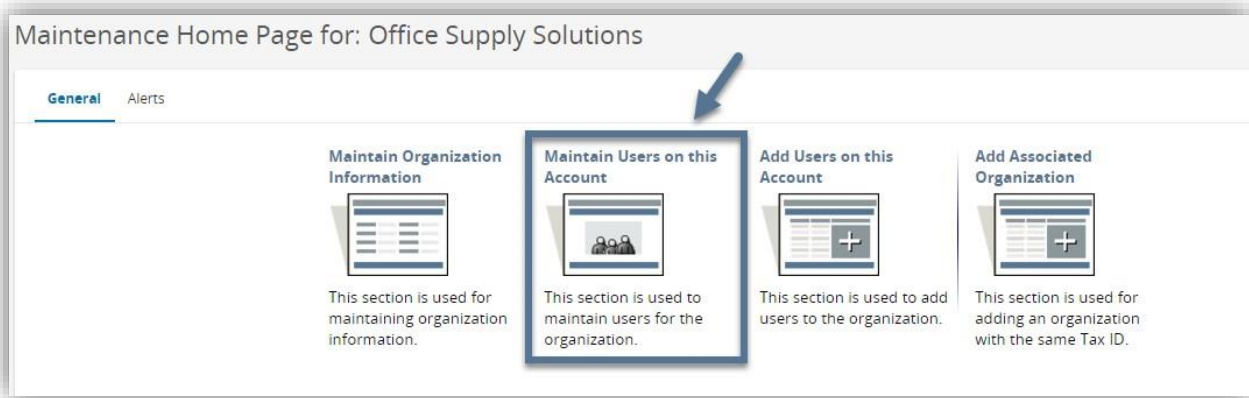


## 2.4 ADDING & MAINTAINING USERS IN VENDOR ACCOUNT

The purpose of this section is to allow the Seller Administrator to update existing users on the Vendor's account. The Seller Administrator can add users from Add Users on this Account.

### 2.4.1 Update Existing Users

**Step 1: Click Maintain Users on this Account**



**Step 2: Click Login ID**

Login ID ↕	First Name	Last Name	Status	Role(s)
OFFICESOLUTIONS	Brodie	Ramirez	Active	Seller Seller Administrator

Add User Exit

**Step 3: Update Required and Optional Fields as needed**

An asterisk (\*) indicates that a field must have a value before changes can be successfully saved.

User Maintenance: Brodie Ramirez - Office Supply Solutions

Salutation: [dropdown]

First Name\*: Brodie Last Name\*: Ramirez

Job Title\*: President Department: [text box]

Phone\*: 555 777 9999 - [text box] Email\*: brodie.ramirez@officesolutions.com

Login ID: OFFICESOLUTIONS Status: Active

New Password\*: [text box] Confirm Password\*: [text box]

Login Question\*: What is your favorite food? [dropdown] Login Answer\*: pie

**Roles**

Seller  Can Create Blanket Change Orders

Seller Administrator  Can Upload Contract

Save & Exit Save & Continue Reset Cancel & Exit

While a User is not logged into an active Marketplace session, the Seller and Seller Administrator roles can be added or removed.

#### Step 4: Click Save & Exit

The Seller Administrator can click **SAVE & CONTINUE** to save the changes on the page and remain on the page. Click **RESET** to undo the changes or click **CANCEL & EXIT** to exit out of the page without saving the changes.

**Note:** It is not advisable to remove the Seller Administrator role for a user while said user is logged into a Marketplace session. The result will be extremely disruptive for that user.

## 2.4.2 Add New Users

The purpose of this section is to allow the Seller Administrator to create additional users on the vendor account.

### Step 1: Click Add Users on this Account

The Seller Administrator can also create users while in the [MAINTAIN USERS ON THIS ACCOUNT](#) section.



### Step 2: Complete Required and Optional Fields per preference

The Seller Administrator must complete the fields marked with an asterisk (\*).

### Step 3: Click Save & Exit

The Seller Administrator can click [RESET](#) to erase the entered data or click [CANCEL & EXIT](#) to exit the page without saving.

**New Vendor User for Office Supply Solutions**

Salutation:

First Name\*:  Last Name\*:

Job Title\*:  Department:

Phone\*:  -  Email\*:

Login ID\*:  Status\*:

New Password\*:  Confirm Password\*:

Login Question\*:  Login Answer\*:

Link to BidSync Account

BidSync Username:  BidSync Password:   I Agree to the BidSync Terms & Conditions

**Roles**

Seller  Can Create Blanket Change Orders

Seller Administrator  Can Upload Contract

The user must have at least one role selected.

## Vendor User Role Descriptions and Use Recommendations

User Role/Privilege	Description	Recommended Usage
Seller	User may view and acknowledge solicitation opportunities, including amendments, and may submit responses to Bids (Quotes)	Appropriate role for members of the vendor's salesforce and/or those responsible for coordinating response efforts to posted solicitations
Seller Administrator	User has full access to administrative functions of vendor account; may update General Information, Addresses, Vendor Categories/Certifications, and Commodity/Service codes; and may add and inactivate users on account	Should be limited to authorized personnel to improve control of information