



## NIGP: Understanding eVA's Product And Service Codes

### What Are NIGP Codes?

When you join the eVA system as a vendor, you will be asked to categorize your products or services according to a numbering system known as "NIGP Commodity Codes," which was created by the National Institute of Governmental Purchasing (NIGP)." This system is commonly used by state and local governments. For more information about NIGP, visit [www.nigp.com](http://www.nigp.com).

### Don't Miss Out On Business Opportunities

These numeric codes tell eVA buyers what you sell. You will be notified of **bid opportunities** according to the NIGP codes you select in your **eVA vendor account**. Not having the right codes can cause your company to miss out on business. There is no limit to the number of NIGP codes you can have.

### NIGP Codes Tell Us What We Purchase

Buyers categorize solicitations and purchases by NIGP code. These codes are important in showing the Commonwealth where tax dollars are spent, allowing us to track our purchasing activity in very specific ways.

### How To Research NIGP Codes

Finding the right NIGP codes can be tricky for both vendors and buyers. Here are some tips on how to find the right NIGP codes for your specific needs.

*The NIGP codes begin with a series of three-digit "parent" class codes, each with a broad industry title, such as "Abrasives," which begins "005."*

*The NIGP codes are **hierarchical**—meaning each three-digit "parent" class has related "children" or "sub" codes. Sub codes are five digits, and will always read "005XX" to identify a specific product or service within the parent class.*

*For example "00570 Pumice Stone" is a specific category in the "005 Abrasives" class.*

*Classes "005" through "898" refer to "products." Classes beginning with "905" describe "services."*

*What you sell may be a "product" or a "service," or you may sell both.*

*The key in selecting your NIGP codes is to make sure they belong to the proper "product" or "service" category.*

*For example, codes for "flooring" make a distinction between "tile", which is a **product**, and "maintenance," which is a **service**. Notice the "service" code is in the "900" class.*

NIGP	Description
13564 (product)	Tile, Floor and Wall, Ceramic, Glazed
91025 (service)	Flooring Maintenance and Repair to Include Refinishing and Sealing



## NIGP: Understanding eVA's Product And Service Codes (continued)

### How To Find Your NIGP Codes Online

To use eVA's online NIGP code search, go to [www.eva.virginia.gov](http://www.eva.virginia.gov), and click "NIGP Code Look Up" in the left hand menu.

Enter **key words** that relate to your business into the search field.

**Single** word, non-plural search terms work best.

If you don't find an exact match, try "**truncating**" or shortening your search word. For example, "plant" may be better than "plants" or "planting."

The NIGP searchable database will return simple keyword matches. You will need to review all results to evaluate the true meaning and context of each description.

For example, the keyword "carpet" returns these matches, among several others.

NIGP	Description
36010	Carpets and Rugs: Cotton, Synthetic, Wool, etc.
36515	Carpet Cleaning Machines (Foam, Hot Water, Steam, etc.), Parts and Accessories
91009	Carpet Cleaning, Dyeing, Installation and Repair

### Product Or Service?

Notice that "91009" refers to the "**service**" of cleaning carpet, while "36515" refers to a "**product--**" or machines that do the cleaning. "36010" also refers to a "**product--**" the actual carpets. Review results closely to select the best matches for your purpose.

### How To Find Your NIGP Codes Using eVA's Online Directory

The screen for online NIGP searching also includes a link to eVA's "**static**" directory of NIGP codes. This 90-page document is easily viewed, but due to its size, printing is not recommended. This online directory is helpful for reviewing broad "**parent**" classes and their related "**children**" or "sub" codes and descriptions.

If you have trouble downloading the NIGP directory, you may obtain a print copy by calling the Division of Purchases and Supply at 804-371-8363.

### Where To Get Help

For technical assistance with eVA registration and live orders, contact **eVA Customer Care** at 1-866-289-7367 or email [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov).

Visit the **eVA Vendor Information Center** by clicking the Vendor tab on the eVA home page at [www.eva.virginia.gov](http://www.eva.virginia.gov) for other vendor tips, tricks, and resources. On demand training is also available here.

The **Virginia Department of Minority Business Enterprise (DMBE)** oversees Virginia's initiative to utilize more small, woman and minority owned (**SWaM**) businesses in state contracting. Visit [www.dmb.eva.virginia.gov](http://www.dmb.eva.virginia.gov) for information on state certification as a SWaM business.