

## How to retrieve NIGP Codes

The following Certification applications are in PDF format:

1. [Certification Application](#)
  - [Commodities/Service Form](#)
  - [NIGP Codes](#)
2. [Re-certification Application](#)

Step 1

Click NIGP Codes. (Located at <http://cityofpensacola.com/mwbe>)

Browse the code list clicking **Drill Down** or the the linked code number (available if there are lower tier codes). Click any **Add** link to select a code; when finished, click **Return** to close the window. Click **Search** to search by code number keyword. If multiple code lists are available, you can change the selected list in the drop down list under the search box.

Search Codes

Return

Step 2

Click on the Search Codes button

NIGP: National Institute of Governmental Purchasing ▾

Actions	Code Type	Code	Code Description
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">005</a>	Abrasives
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">010</a>	Acoustical Tile, Insulating Materials, and Supplies
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">015</a>	Addressing, Copying, Mimeograph, and Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, etc.
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">019</a>	Agricultural Crops and Grains Including Fruits, Melons, Nuts, and Vegetables
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">020</a>	Agricultural Equipment, Implements, and Accessories (See Class 022 for Parts)

### Select Commodity Codes

CLOSE WINDOW

[? HELP](#)

Search for codes by code number or keyword. Click **Browse Codes** to browse through the entire code list. If multiple code lists are available, you can change the selected list in the drop down list under the search box.

Step 3

Input the service you'll be providing (Ex: Abrasives) and click Search.

NIGP: National Institute of Governmental Purchasing ▾

NIGP: National Institute of Governmental Purchasing ▾

1 - 12 of 12 records displayed: [Previous Page](#) < Page  > [Next Page](#)

Step 4

Transfer the 5 digit NIGP code that relates to your service onto your Commodities/Service form.

To sort, click on column title.

Actions	Code Type	Code	Code Description
<a href="#">Add</a>	NIGP	005	Abrasives
<a href="#">Add</a>	NIGP	00500	ABRASIVES - All
<a href="#">Add</a>	NIGP	00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<a href="#">Add</a>	NIGP	00521	Abrasives, Sandblasting, Metal
<a href="#">Add</a>	NIGP	00528	Abrasives, Sandblasting (Other than Metal)
<a href="#">Add</a>	NIGP	00542	Abrasives, Solid: Wheels, Stones, etc.
<a href="#">Add</a>	NIGP	00556	Abrasives, Tumbling (Wheel)

**IMPORTANT NOTE:** If all the Code Descriptions within a specific category apply to you, just enter the 5 digit code that encompasses all (Example: 00500, ABRASIVES – ALL).