

How to Add NIGP Codes


Step 1 Login with your user administrator's Login ID and Password

Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech

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Address <http://66.4.209.71:9080/bsc-test/login.jsp>

Welcome To **Knox County Purchasing (Test)**



Welcome to the Knox County Purchasing portal page. This portal provides access to vendors to register as a vendor, check for new bid opportunities and login to the system. If you have any questions, please call Purchasing at 865-215-5777.

- Register**
Register here to begin using Knox County Purchasing (Test). Vendors, please read this [disclaimer](#) prior to registering.
- Open Bids**
View open bid opportunities.

Login ID:

Password:

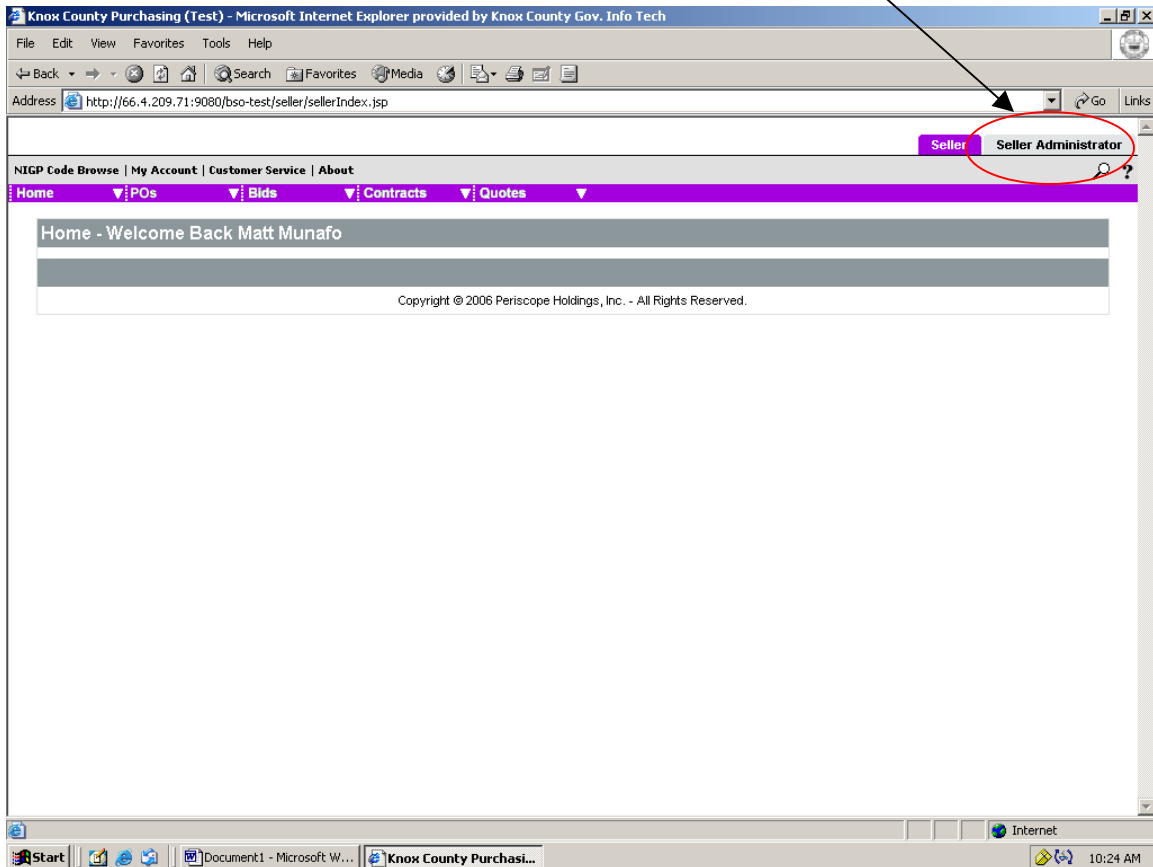
Login

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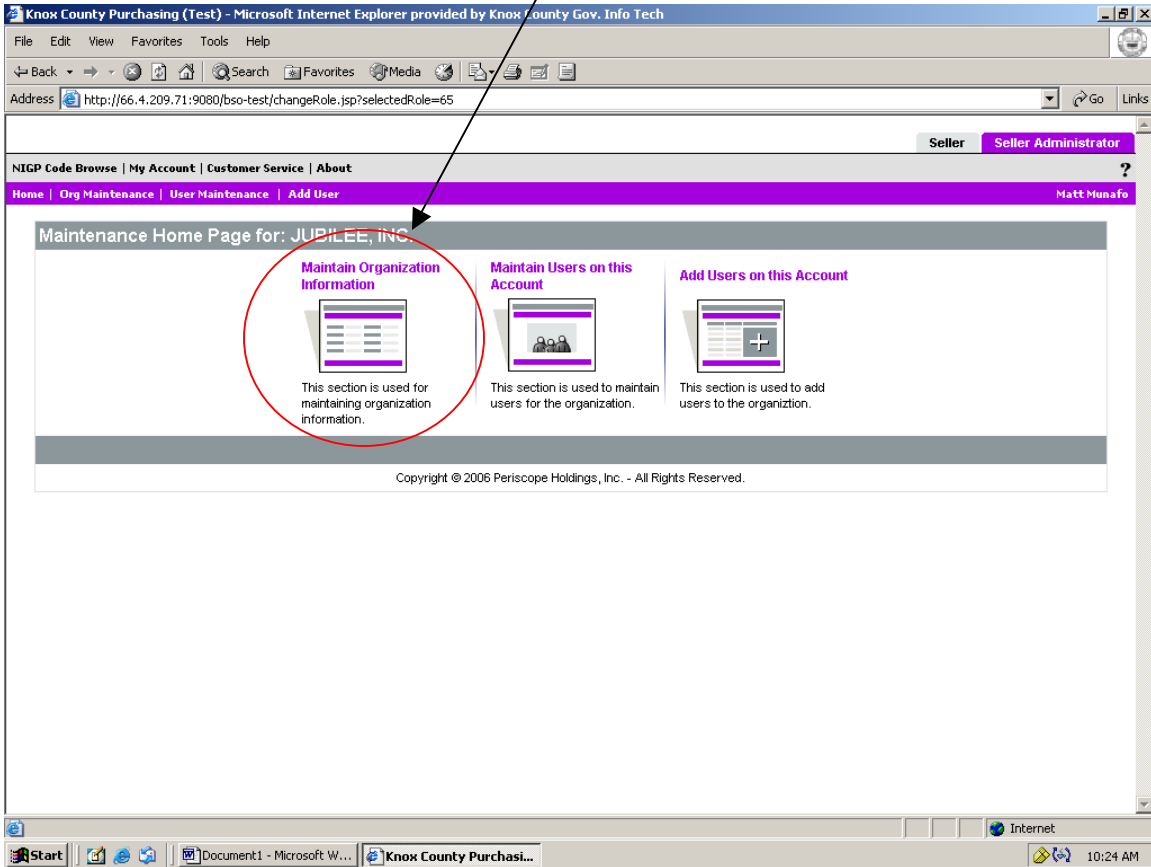
Done Internet

Start Document1 - Microsoft W... Knox County Purchasi... 10:24 AM

Step 2 Click on the Seller Administrator Button in the top right hand corner of the screen.



Step 3 Click on the Maintain Organization Information Button



Step 4 Click on the Maintain Commodity Codes and Services

The screenshot shows a web browser window titled "Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech". The address bar shows the URL: <http://66.4.209.71:9080/bso-test/admin/seller/orgMaintHome.jsp?vendorId=10377>. The page content includes a navigation bar with "NIGP Code Browse | My Account | Customer Service | About" and a user profile for "Seller Administrator" (Matt Munafa). The main heading is "Maintain Organization Information for: JUBILEE, INC.". Below this, there are six maintenance options, each with an icon and a description:

- Maintain General Organization Information**: This section is used for maintaining general organization information.
- Maintain Addresses**: This section is used to maintain addresses.
- Maintain Commodity Codes & Services**: This section is used to maintain commodity codes and services. (This option is circled in red and pointed to by an arrow from the step header.)
- Maintain Regions**: This section is used to maintain regions.
- Maintain Terms and Categories**: This section is used to maintain terms and categories.
- Maintain Quote Attachment Repository**: This section is used to maintain files in the quote attachment repository.

An "Exit" button is located at the bottom of the main content area. The footer contains the text: "Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved." The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "10:25 AM".

Step 5 Click on Maintain Commodity Codes

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Commodity Maintenance Home Page for: JUBILEE, INC.'. The browser's address bar shows the URL: <http://66.4.209.71:9080/bso-test/admin/seller/maintCodesHome.jsp?vendorId=10377>. The page features a navigation menu with links for 'NIGP Code Browse', 'My Account', 'Customer Service', and 'About'. Below this, there are links for 'Home', 'Org Maintenance', 'User Maintenance', and 'Add User'. The main content area contains two sections: 'Maintain Commodity Codes' and 'Display Inactive Commodity Codes'. The 'Maintain Commodity Codes' section is highlighted with a red circle and an arrow pointing to it from the step title. The 'Display Inactive Commodity Codes' section is also visible. At the bottom of the page, there is an 'Exit' button and a copyright notice: 'Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved.' The Windows taskbar at the bottom shows the Start button, several icons, and the system clock displaying '10:26 AM'.

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Address <http://66.4.209.71:9080/bso-test/admin/seller/maintCodesHome.jsp?vendorId=10377> Go Links

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About ?

Home | Org Maintenance | User Maintenance | Add User Matt Munafa

Commodity Maintenance Home Page for: JUBILEE, INC.

Maintain Commodity Codes
This section is used to add or remove commodity codes.

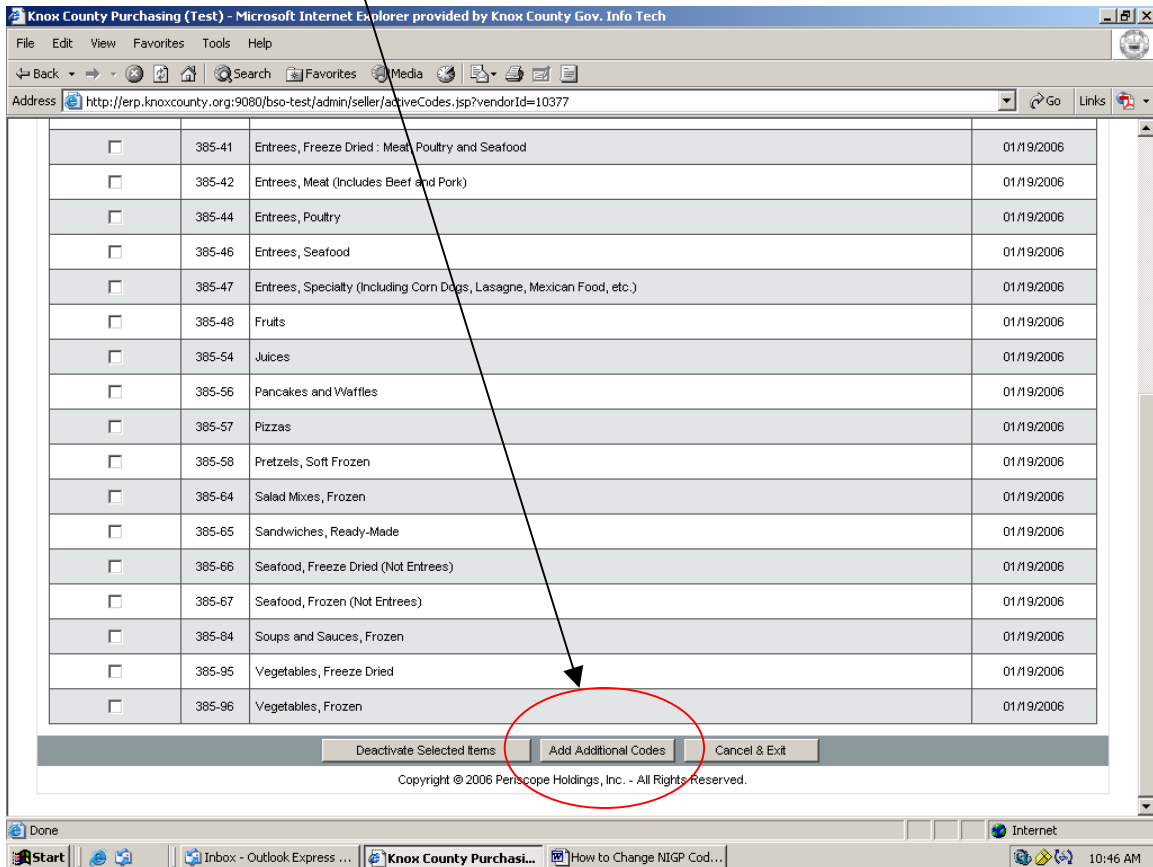
Display Inactive Commodity Codes
This section is used to display inactive commodity codes.

Exit

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Start | Document1 - Microsoft W... | Knox County Purchasi... | Internet | 10:26 AM

Step 6 Scroll down to the bottom of the page and click add additional codes.



The screenshot shows a web browser window titled "Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech". The address bar displays "http://erp.knoxcounty.org:9080/bs0-test/admin/seller/activeCodes.jsp?vendorId=10377". The main content area contains a table with 18 rows of food items. Each row has a checkbox in the first column, a code in the second column, a description in the third column, and a date in the fourth column. The "Add Additional Codes" button at the bottom of the table is circled in red, and a black arrow points from the instruction above to this button.

| | | | |
|--------------------------|--------|---|------------|
| <input type="checkbox"/> | 385-41 | Entrees, Freeze Dried : Meat, Poultry and Seafood | 01/19/2006 |
| <input type="checkbox"/> | 385-42 | Entrees, Meat (Includes Beef and Pork) | 01/19/2006 |
| <input type="checkbox"/> | 385-44 | Entrees, Poultry | 01/19/2006 |
| <input type="checkbox"/> | 385-46 | Entrees, Seafood | 01/19/2006 |
| <input type="checkbox"/> | 385-47 | Entrees, Specialty (Including Corn Dogs, Lasagne, Mexican Food, etc.) | 01/19/2006 |
| <input type="checkbox"/> | 385-48 | Fruits | 01/19/2006 |
| <input type="checkbox"/> | 385-54 | Juices | 01/19/2006 |
| <input type="checkbox"/> | 385-56 | Pancakes and Waffles | 01/19/2006 |
| <input type="checkbox"/> | 385-57 | Pizzas | 01/19/2006 |
| <input type="checkbox"/> | 385-58 | Pretzels, Soft Frozen | 01/19/2006 |
| <input type="checkbox"/> | 385-64 | Salad Mixes, Frozen | 01/19/2006 |
| <input type="checkbox"/> | 385-65 | Sandwiches, Ready-Made | 01/19/2006 |
| <input type="checkbox"/> | 385-66 | Seafood, Freeze Dried (Not Entrees) | 01/19/2006 |
| <input type="checkbox"/> | 385-67 | Seafood, Frozen (Not Entrees) | 01/19/2006 |
| <input type="checkbox"/> | 385-84 | Soups and Sauces, Frozen | 01/19/2006 |
| <input type="checkbox"/> | 385-95 | Vegetables, Freeze Dried | 01/19/2006 |
| <input type="checkbox"/> | 385-96 | Vegetables, Frozen | 01/19/2006 |

At the bottom of the table, there are three buttons: "Deactivate Selected Items", "Add Additional Codes", and "Cancel & Exit". The "Add Additional Codes" button is circled in red. Below the buttons, the text "Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved." is visible.

Step 7 You can search by using the dropdown menu for the NIGP Class or you can search by using the NIGP keyword by putting the name of the products/services you provide. After you select a way to search, click on search.

The screenshot shows the 'Commodity and Service Codes - JUBILEE, INC.' page in the 'Knox County Purchasing (Test)' application. The search form is highlighted with red circles and arrows pointing to the text above. The search form includes the following fields:

- NIGP Class (dropdown menu)
- NIGP Class Item (dropdown menu)
- NIGP Keyword (text input)
- Search using (dropdown menu, currently set to 'ALL of the criteria')
- Search button

Below the search form is a table titled 'NIGP Code Browse' with the following data:

| Code | Description |
|------|--|
| 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 |

Step 8

A list of the products/services that you provide should be provided. Select the box that correlates to the products/services that you provide and click save and add more if you wish to add more or save if you do not wish to add more codes. (Note: If you click on another page before you save, the codes that you have selected on the previous page will not be saved and added to your profile. You must save the codes before selecting another page. Also once you click the save and add more button, it will not take you back to the same page. You must click search with the same criteria that you searched with before.)

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Address: http://erp.knoxcounty.org:9080/bs0-test/admin/seller/addCodes.sdo

| | | |
|-------------------------------------|--------|---|
| <input type="checkbox"/> | 165-44 | Food Containers, Stainless Steel, Vacuum Type |
| <input type="checkbox"/> | 165-46 | Food Serving Dinnerware (Not Otherwise Classified) |
| <input type="checkbox"/> | 165-47 | Food Carts and Cafeteria Serving Units Including Steam Tables |
| <input type="checkbox"/> | 165-69 | Racks, Dispensing (Food Service) |
| <input type="checkbox"/> | 165-73 | Ranges, Griddles, Hot Plates, Warmers, etc., Electric and Gas |
| <input type="checkbox"/> | 165-76 | Sanitizers (Used to sanitize dishes, counters or any food contact area) |
| <input type="checkbox"/> | 165-77 | Sieves and Strainers, Food |
| <input type="checkbox"/> | 165-80 | Slicers and Shredders |
| <input type="checkbox"/> | 165-88 | Storage Shelves, Aluminum, Chrome, and Stainless Steel |
| <input checked="" type="checkbox"/> | 165-89 | Table Coverings, Food Service |
| <input type="checkbox"/> | 180-42 | Dyes and Pigments |
| <input type="checkbox"/> | 209-44 | Educational: Foreign Languages, Math, Science, Social Studies, etc. |
| <input type="checkbox"/> | 240-63 | Kitchen Utensils, Small: Basters, Corers, Ladles, Pastry and Vegetable Brushes, Peelers, Scoops, Tongs, Turners, etc. |
| <input checked="" type="checkbox"/> | 240-70 | Plastic Ware: Dishes, Pots and Pans, Trays, Non-Disposable Type (See 640-60 for Disposable Type) |
| <input type="checkbox"/> | 240-91 | Stainless Steel Ware: Cooking Utensils, Flatware, Tableware, Trays, Pots and Pans, etc. |
| <input type="checkbox"/> | 240-93 | Storage Boxes, Food |

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1 2 3 4 5 6 7 8 9

Save Save and Add More

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Step 9

Once you have finished adding codes, you can simply click the **X** on the top right hand corner of the screen or you can click save, and then click cancel and exit on the bottom of the next page.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The browser title is "Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech". The address bar shows "http://erp.knoxcounty.org:9080/bso-test/admin/seller/addCodes.sdo". The main content area contains a table with 18 rows, each representing a code and its description. The table has three columns: a checkbox, a code number, and a description. The code 165-89 is selected with a checked checkbox. Below the table, there is a pagination control showing "1-25 of 224" and a row of numbers "1 2 3 4 5 6 7 8 9". At the bottom of the page, there are two buttons: "Save" and "Save and Add More". The "Save" button is circled in red. The browser's taskbar at the bottom shows the Start button, several open applications including "Inbox - Outlook Express ..." and "Knox County Purchasi...", and the system clock showing "10:56 AM".

| | | |
|-------------------------------------|--------|---|
| <input type="checkbox"/> | 165-44 | Food Containers, Stainless Steel, Vacuum Type |
| <input type="checkbox"/> | 165-46 | Food Serving Dinnerware (Not Otherwise Classified) |
| <input type="checkbox"/> | 165-47 | Food Carts and Cafeteria Serving Units Including Steam Tables |
| <input type="checkbox"/> | 165-69 | Racks, Dispensing (Food Service) |
| <input type="checkbox"/> | 165-73 | Ranges, Griddles, Hot Plates, Warmers, etc., Electric and Gas |
| <input type="checkbox"/> | 165-76 | Sanitizers (Used to sanitize dishes, counters or any food contact area) |
| <input type="checkbox"/> | 165-77 | Sieves and Strainers, Food |
| <input type="checkbox"/> | 165-80 | Slicers and Shredders |
| <input type="checkbox"/> | 165-88 | Storage Shelves, Aluminum, Chrome, and Stainless Steel |
| <input checked="" type="checkbox"/> | 165-89 | Table Coverings, Food Service |
| <input type="checkbox"/> | 180-42 | Dyes and Pigments |
| <input type="checkbox"/> | 209-44 | Educational: Foreign Languages, Math, Science, Social Studies, etc. |
| <input type="checkbox"/> | 240-63 | Kitchen Utensils, Small: Basters, Corers, Ladles, Pastry and Vegetable Brushes, Peelers, Scoops, Tongs, Turners, etc. |
| <input checked="" type="checkbox"/> | 240-70 | Plastic Ware: Dishes, Pots and Pans, Trays, Non-Disposable Type (See 640-60 for Disposable Type) |
| <input type="checkbox"/> | 240-91 | Stainless Steel Ware: Cooking Utensils, Flatware, Tableware, Trays, Pots and Pans, etc. |
| <input type="checkbox"/> | 240-93 | Storage Boxes, Food |

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1 2 3 4 5 6 7 8 9

Save Save and Add More

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