

Commodity Code Enrollment Guide

The City of New York

What are Commodity Codes?

The City of New York uses NIGP commodity codes to categorize the products and services they buy. NIGP (National Institute of Governmental Purchasing) commodity codes are a standardized coding system used commonly by state and local governments. Organizations interested in doing business with state and local governments enroll in one or more commodity codes in order to receive notifications of relevant contracting opportunities.

How are Commodity Codes Categorized?

The first three digits of the commodity code are the Commodity Class. The Commodity Class represents a broad category description of the good/service.

The last two digits, called the Commodity Class / Item, specifically identify the product. An entire Commodity Code is the combination of the three digit commodity class and two digit commodity item.

Commodity Class - Description:	375 - FOODS: BAKERY PRODUCTS (FRESH)
Commodity Code - Description	
37515 - BREAD, ROLLS, ETC. (INCLUDING BROWN AND SERVE ITEMS)	
37530 - CAKES, COOKIES, AND PASTRIES	
37545 - DOUGHNUTS, FRIED PIES, BAGELS, ETC.	
37550 - PASTRY SHELLS	
37552 - PIES	
37554 - PIZZAS, FRESH	
37560 - TACO SHELLS AND TORTILLAS	

Use the “New York City Commodity Code Listing” to find the right Commodity Code for your business.

Download the “New York City Commodity Code Listing” from the homepage of the Payee Information Portal (PIP), located on the lower right corner in the Forms section.

Welcome to the Payee Information Portal of the City of New York

The Payee Information Portal is a service that allows you, as a payee/vendor for the City of New York, to manage your own account information, view your financial transactions with the City of New York and much more. Click on the Activate button to begin filling out an electronic application to become a payee/vendor for the City of New York.

Announcements

01/13/2011
Paper Check Fee Advisory

Starting on January 1, 2011 the City will begin charging a \$3.50 fee per paper check and periodically deducting the fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system.

This fee, authorized under the Rules of the City of New York - Title 19, Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system and to encourage greater use of Electronic Funds Transfer (EFT) by those receiving payments from the City of New York.

Payees are encouraged to sign up for EFT at the Department of Finance, Vendor Payment Direct Deposit Program enrollment page at www.nyc.gov/html/dof/html/services/services_vendors_eft.shtml to avoid getting paper checks in the future that will be assessed the fee.

Contacts

Click on link below to view the list of contacts for departments within The City of New York.

[Department Contacts](#)

Forms

Click on a form below to either save it to your desktop or open it in Adobe.

- [Activation Quick Start Guide for Payee/Vendor](#)
- [EFT Application Form and Instructions](#)
- [MWBE Application](#)
- [Commodity Code Enrollment Guide](#)
- [New York City Commodity Code Listing](#)

[Access forms](#)

If the “New York City Commodity Code Listing” is not visible, click on the Access Forms link to download.

Browse the “New York City Commodity Code Listing” using the Commodity Class Code or by using keywords to find the Commodity Code that you need to enroll for solicitations. For example, if you are interested in receiving solicitations for Sound System, you will need to:

File Edit View Document Comments Forms Tools Advanced Window Help

113 / 161 130% sound systems

Commodity Class - Description: 803 - SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM,

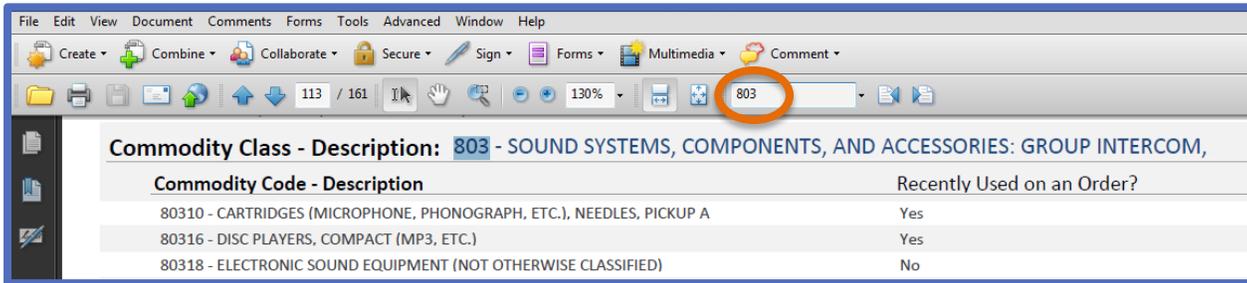
Commodity Code - Description	Recently Used on an Order?
80310 - CARTRIDGES (MICROPHONE, PHONOGRAPH, ETC.), NEEDLES, PICKUP A	Yes
80316 - DISC PLAYERS, COMPACT (MP3, ETC.)	Yes
80318 - ELECTRONIC SOUND EQUIPMENT (NOT OTHERWISE CLASSIFIED)	No
80320 - GROUP AUDITORY SYSTEMS, LANGUAGE LABORATORIES, AND SPEECH TR	Yes
80330 - INTERCOM SYSTEMS, GROUP (FOR PANEL DISCUSSIONS, SCHOOLROOMS,	Yes
80339 - MICROPHONES AND RELATED EQUIPMENT (NOT WIRELESS SYSTEMS): CH	No
80340 - MICROPHONES AND RELATED EQUIPMENT (WIRELESS SYSTEMS): CHESTS	Yes
80345 - MUSIC SYSTEMS AND COMPONENTS: AMPLIFIERS, MIXERS, PREAMPLIFI	Yes
80350 - MUSIC SYSTEMS AND COMPONENTS (STEREO ONLY)	Yes
80355 - PAGING SYSTEMS, LOUD SPEAKER TYPE	Yes
80356 - PAGING TERMINAL, SOLID STATE (COMPUTERIZED)	Yes
80360 - PUBLIC ADDRESS SYSTEMS, PORTABLE	Yes
80361 - PUBLIC ADDRESS SYSTEMS, STATIONARY	Yes
80365 - RECORD PLAYERS (PHONOGRAPHS, RECORD CHANGERS,) AND ACCESSORI	Yes
80368 - RECORDERS, DIGITAL, VOICE TO CD	No
80370 - RECORDING DISKS AND SOUND SHEETS (INCLUDING COMPACT AND LASE	Yes
80375 - RECORDING TAPE, SOUND: AUDIO CASSETTES, CARTRIDGES, REELS, E	Yes
80377 - RECYCLED SOUND EQUIPMENT, COMPONENTS AND ACCESSORIES	No

Step 1: Enter Sound Systems in the Search box.

Step 2: Make a note of the Commodity Code that best describes the good/service for which you would like to receive solicitations.

Step 3: Determine if the Commodity Code was Recently Used on an Order. It's best to choose a Commodity Codes that have been used in the recent past. However, new Commodity Codes were recently added that have not yet been used.

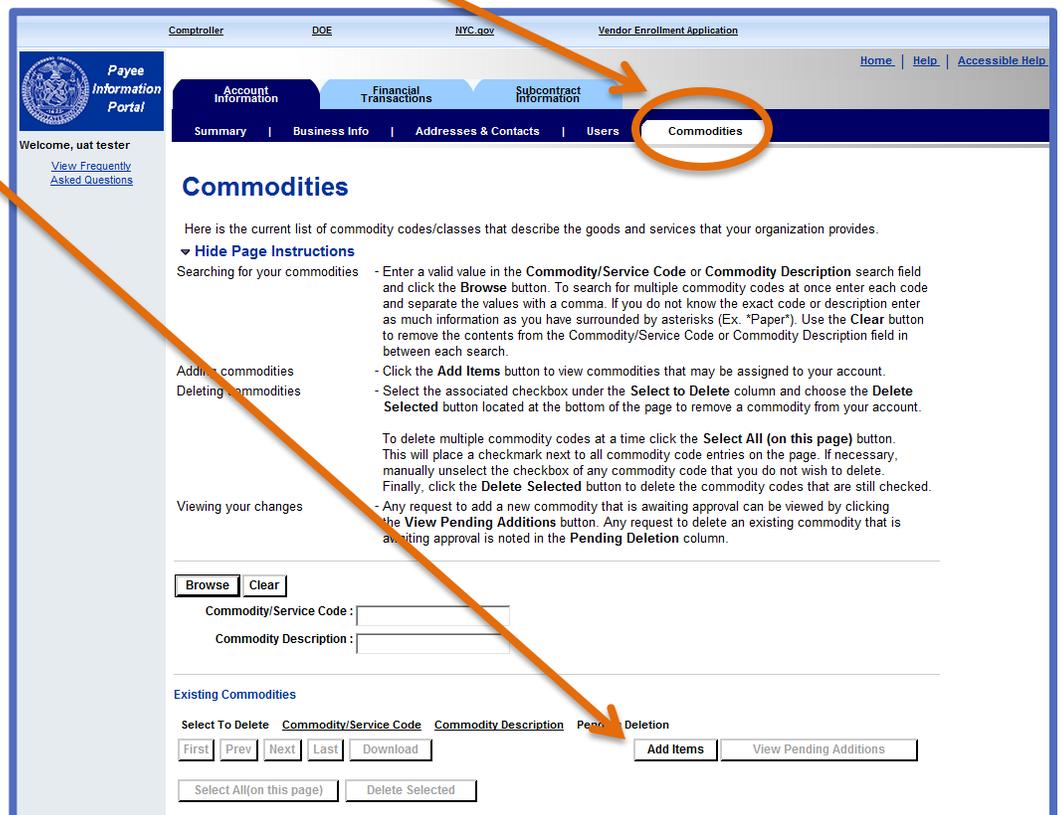
If you know the Commodity Class Code, you may use it to search for the Commodity Code.



Now that I have my Commodity Code, how do I enroll to receive solicitations?

If you are a new user to the Payee Information Portal (PIP) refer to the Activation Quick Start Guide for Payee/Vendor. Otherwise, log into PIP then click the Commodity tab.

Step 1: Click the 'Add Items' button to get a list of Commodity Codes.



Step 2: A list of Commodity Codes will appear. If your Commodity Code is not displayed in the list, you may search:

- a. By entering the Commodity Class or the specific Commodity Code that best describes your business. If you would like to see all Commodity Codes within a given Class, enter the Class with an asterisk.

Choose

Select one or more commodity codes or classes that describe the goods and services that your organization provides by clicking the checkbox next to the commodities you want to add. To search for a specific commodity code, class, or description, enter a valid value in the Commodity/Service Code or Commodity Description search field and click the Browse link. Once your selection is made, click the "OK" Button to add the selected commodities to your organization. Click the Cancel button to cancel your changes and return to the Commodities page.

Commodity/Service Code :

Commodity Description :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Abrasive Equipment and Tools	00505
<input type="checkbox"/> Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514
<input type="checkbox"/> Abrasives, Sandblasting, Metal	00521
<input type="checkbox"/> Abrasives, Sandblasting (Other than Metal)	00528
<input type="checkbox"/> Abrasives, Solid: Wheels, Stones, etc.	00542
<input type="checkbox"/> Abrasives, Tumbling (Wheel)	00556
<input type="checkbox"/> Grinding and Polishing Compounds: Carborundum, Diamond, etc.	00563
<input type="checkbox"/> Pumice Stone	00570
<input type="checkbox"/> Recycled Abrasives Products and Supplies	00575
<input type="checkbox"/> Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool	00584

Commodity/Service Code :

Commodity Description :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Cartridges (Microphone, Phonograph, etc.), Needles, Pickup A	80310
<input type="checkbox"/> Disc Players, Compact (MP3, etc.)	80316
<input type="checkbox"/> Electronic Sound Equipment (Not Otherwise Classified)	80318
<input type="checkbox"/> Group Auditory Systems, Language Laboratories, and Speech Tr	80320
<input type="checkbox"/> Intercom Systems, Group (For Panel Discussions, Schoolroom,	80330
<input type="checkbox"/> Microphones and Related Equipment (Not Wireless Systems): Ch	80339
<input type="checkbox"/> Microphones and Related Equipment (Wireless Systems): Chests	80340
<input type="checkbox"/> Music Systems and Components: Amplifiers, Mixers, Preampli	80345
<input type="checkbox"/> Music Systems and Components (Stereo Only)	80350
<input type="checkbox"/> Paging Systems, Loud Speaker Type	80355

Sort records displayed by clicking on Commodity Description or Commodity/Service Code.

b. By entering a keyword/s in the Commodity Description field.

Browse **Clear**

Commodity/Service Code : _____

Commodity Description : SOUND SYSTEM

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Amplifiers and Preamplifiers (Not for Sound Systems or TV An	28706
<input type="checkbox"/> Electronic Sound Equipment (Not Otherwise Classified)	80318
<input type="checkbox"/> Group Auditory Systems, Language Laboratories, and Speech Tr	80320
<input checked="" type="checkbox"/> Microphones and Related Equipment (Not Wireless Systems): Ch	80339
<input type="checkbox"/> Recorders, Digital, Voice to CD	80368
<input type="checkbox"/> Recycled Sound Equipment, Components and Accessories	80377
<input checked="" type="checkbox"/> Sound Proof Booths or Chambers (Anechoic)	80379
<input type="checkbox"/> Telephony Equipment, Accessories and Supplies	80392

First **Prev** **Next** **Last**

OK **Cancel**

Step 3: Click the Checkbox to the left of the Commodity Description that you would like to add.

Step 4: Click OK to add the Commodity Codes to your vendor profile.

Step 5: Click View Pending Additions to see the Commodity Codes that you added.

Account Information | Financial Transactions | Subcontract Information

Summary | Business Info | Addresses & Contacts | Users | **Commodities**

Commodities

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides.

[Show Page Instructions](#)

Browse **Clear**

Commodity/Service Code : _____

Commodity Description : _____

Existing Commodities

Select To Delete Commodity/Service Code Commodity Description Pending Deletion

First **Prev** **Next** **Last** **Download** **Add Items** **View Pending Additions**

Select All(on this page) **Delete Selected**

The View Pending Additions – Commodities page opens with the new Commodity Codes that will be added to your vendor profile.

Account Information | Financial Transactions | Subcontract Information

Summary | Business Info | Addresses & Contacts | Users | **Commodities**

View Pending Additions - Commodities

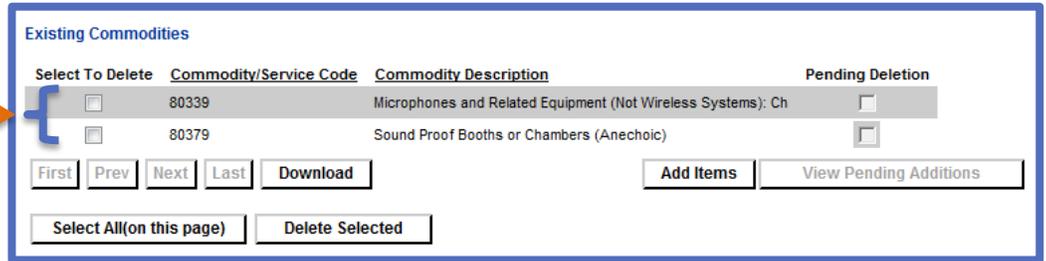
Here are your new commodities awaiting approval.

Commodity/Service Code	Commodity Description	Status
80339	Microphones and Related Equipment (Not Wireless Systems): Ch	New Change
80379	Sound Proof Booths or Chambers (Anechoic)	New Change

First **Prev** **Next** **Last**

Back

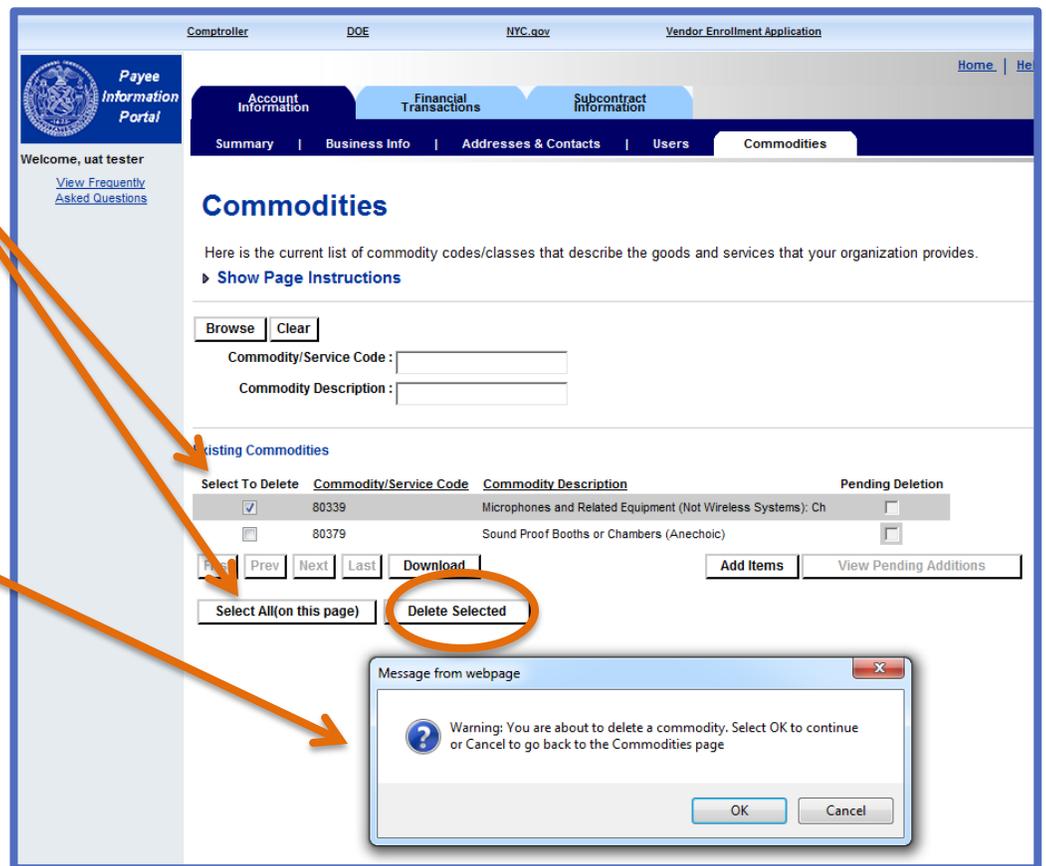
Note: The codes will be added to the Existing Commodities list the next business day.



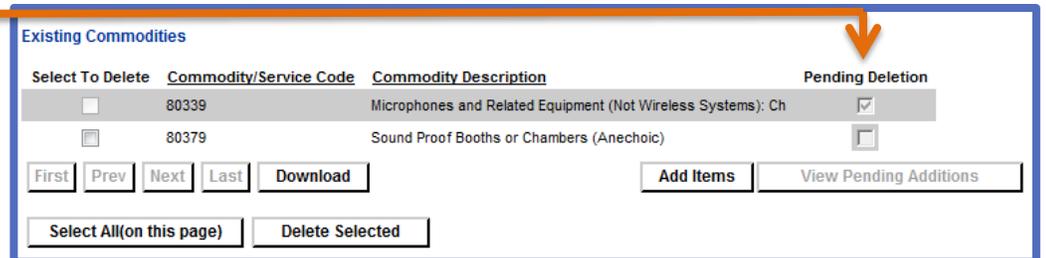
How do I delete specific Commodity Codes if I no longer want to receive solicitations?

Step 1: Select the associated checkbox under the Select To Delete column OR to delete multiple Commodity Codes click the Select All (on this page) button and click the Delete Selected button.

Step 2: A message box appears asking you to confirm that you want to delete the Commodity Code(s). Click OK.



Step 3: The Pending Deletion checkbox will automatically get selected after you click OK. The Commodity Code will get removed from the list of Existing Commodities list the next business day.



How do I download a full listing of commodities for which I am currently enrolled?

Step 1: In the Commodities Section, click the Download button to download a listing of the commodities for which you are currently enrolled.

Step 2: A message box appears asking you to either Open or Save the commodities listing as a CSV file. Click on Open or Save.

The screenshot shows the 'Commodities' section of the Vendor Enrollment Application. The page title is 'Commodities' and it includes a navigation menu with 'Account Information', 'Financial Transactions', and 'Subcontract Information'. Below the navigation, there are tabs for 'Summary', 'Business Info', 'Addresses & Contacts', 'Users', and 'Commodities'. The main content area displays a list of existing commodities with columns for 'Select To Delete', 'Commodity/Service Code', 'Commodity Description', and 'Pending Deletion'. Two commodities are listed: 80339 (Microphones and Related Equipment) and 80379 (Sound Proof Booths or Chambers). A 'Download' button is circled in orange. A 'File Download' dialog box is overlaid on the bottom right, asking 'Do you want to open or save this file?' with options for 'Open', 'Save', and 'Cancel'. The dialog box also displays the file name 'Commodities.csv', type 'Microsoft Excel Comma Separated Values File, 1...', and source 'fms-cit.fisa.nycnet'. A warning message at the bottom of the dialog box states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'