NIGP Commodity Code Lookup Instructions
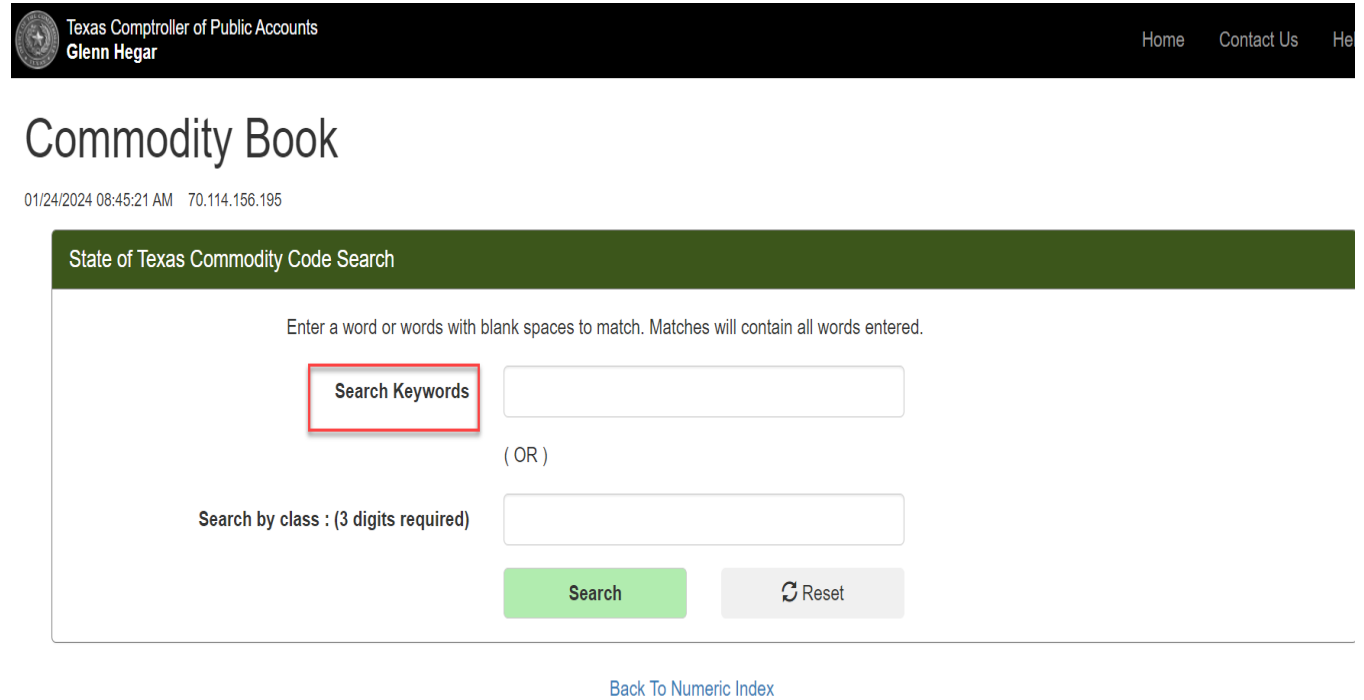
At least one 5-digit commodity code for the purchase of goods or services must be identified because the City uses the NIGP 5-digit class-Item commodity code system in our procurement software. The commodity code is also used to identify Hub Vendors registered with the State of Texas.

To identify a commodity code, click the link to open the State of Texas NIGP Commodity Book.

https://mycpa.cpa.state.tx.us/commbook/indexSearch

Use the "Search Keywords" field to identify the 3-Digit Class, and 2-Digit Item. All Services are listed under the 900 Class, all other class codes are for Goods.

NIGP Commodity Code Lookup Instructions

The example search is for an "Office Chair". There are multiple Class Codes for Office Chairs.

State of Texas Commodity Code Search

Enter a word or words with blank spaces to match. Matches will contain all words entered.

Search Keywords	Office Chair

(OR)

Search by class : (3 digits required)	

Search	↻ Reset

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Search Results

Class Code ↑	Description
037 - 35	Decorative Household or Office Items, (Not Otherwise Classified)
055 - 90	Wheelchair Lift and Accessories, Vehicle-Mounted
071 - 55	Motor Homes, Including Bookmobiles, Mobile and Field Offices, etc.

In this example Class Code 425, Furniture: Office is selected. The Class-Item page gives detailed description of items within this Class Code. From this list the 5-Digit commodity code that best describes the goods or services that you need to purchase is idenitfied. In this example commodity code 425-60 for "Posture Charis, Ergonomic" is selcted.

425 - 00	FURNITURE: OFFICE
425 - 06	Chairs, Metal
425 - 07	Chairs, Wood
425 - 18	Data Processing Office Furniture, Wood, (See Item 87 For Not Storage Cabinets)
425 - 30	Drafting Chairs and Stools, Metal and Wood
425 - 48	Furniture, Office, Custom Made
425 - 58	Plastic, Polypropylene, Fiberglass Office Furniture: Chairs, Desks, Tables, etc.
425 - 60	Posture Chairs, Ergonomic

Note that more than one commodity code may be identified for the pending purchases to broaden the vendor search. Once the commodity code(s) are identified they can be used to search for Vendors using the City of Round Rock Vendor Search and The State of Texas Centralized Master Bidders List – Hub Directory Search (CMBL).