

## Frequently Asked Questions

### NIGP Code User Update

**Q: What is the NIGP Code?**

A: The NIGP Code is a standard taxonomy used by the majority of states. It provides better and more descriptions than the Illinois Procurement Bulletin, Public Institutions of Higher Education's current Categories/Keywords.

**Q: Why switch from the current Categories/Keywords to the NIGP Code?**

A: Use of the NIGP Code allows better matching between the items being sought by the Illinois Public Institutions of Higher Education and the items that are available from vendors. The 5-digit NIGP Code contains more than 8,000 descriptions of goods and services.

**Q: When do I need to update my User Profile in the Illinois Procurement Bulletin, Public Institutions of Higher Education? When will the current Category/Keywords no longer be in use?**

A: Beginning July 31<sup>st</sup>, 2021, individuals registered in the IPB can login and update their User Profiles by selecting applicable NIGP codes. Email notifications from the IPB of solicitations and awards are determined by the classification codes you select in your User Profile. **Vendors that have not updated their IPB User Profile by selecting NIGP class codes will no longer receive email notifications.**

**Q: How to I update my email preferences?**

A: Go to [www.procure.stateuniv.state.il.us](http://www.procure.stateuniv.state.il.us).

- In the upper right-hand corner is the My Bulletin login box.
- Enter your Email and Password to login. Once logged in go to the "Update My Info" tab on the My Bulletin Page.
- Go to Automatic E-mail Notification section.
- Under number 2 enter in either the NIGP code or terms, that describes your business' commodity or service area, then click the "Display matching NIGP Codes" button.
- Once the list of NIGP codes has returned, under step 3, use the check boxes to select those NIGP codes that you wish to receive email solicitations for.
- Click the "update my info" button at the bottom of the screen.

**Q: Where can I see a full list of NIGP codes.**

A: For a full list of codes go to [NIGP Codes](#).

**Q: Who do I contact for questions about this new functionality?**

A: Contact our Bulletin Manager at either [cpowebmaster@uillinois.edu](mailto:cpowebmaster@uillinois.edu) or 217-333-3596.