

www.PHLContracts.phila.gov

Before you proceed, please click <u>here</u> to complete the Consent and Authorization Agreement ("Agreement"), which is required to respond to bids in PHLContracts. Completing and signing this form is Step 1 of the vendor registration process. You will upload the Agreement to your vendor profile in Step 11 of the migrated vendor registration process outlined below.

# CITY OF PHILADELPHIA

Seller Administrator User Guide Registering as a PHLContracts Vendor

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For additional information on Seller Administrator functions, please refer to the Seller Administrator's Guide by clicking the Help icon (question mark) in the upper right portion of the main user menu of PHLContracts.

# Welcome to the PHLContracts Procurement System

## Overview of the PHLContracts Vendor Portal

The City of Philadelphia Procurement system (PHLContracts) is powered by Periscope Holdings Inc.'s BuySpeed software, an Internet-enabled application that provides decentralized purchasing functionality specifically designed for government agencies.

To those vendors already registered with the City of Philadelphia. If you are already registered with eContract Philly <u>website</u> or the Office of Economic Opportunity Compliance reporting <u>system</u>, this does not replace those database systems. This system provides new functionality to businesses that are interested in contract opportunities posted by the Procurement Department related to construction, supplies, equipment, non- professional services and concession (or revenue generating) contracts. If you choose to register, you will have the opportunity to register for industry specific areas that are of interest to you. You will only be notified of bids/RFPs that are posted to this site in those industries that you select. However, it is at your discretion whether you choose to complete registration.

The PHLContracts Vendor Portal allows sellers (vendors) of goods and services to:

- Register with the City of Philadelphia by completing an online application and completing the <u>Consent and Authorization Agreement</u>
- Maintain their organization information
- Maintain information on commodities and services they offer
- Maintain information on certifications and categories they belong to
- View bid opportunities and respond (with Quotes) electronically online
- View active contracts and search contracts and bids
- View purchase orders (contracts) sent to them
- Receive procurement news and information directly from the City.

# Vendor Roles and Activities

Registered vendor users are assigned one of two roles in the PHLContracts system:

Seller Administrator	Organizational maintenance focus
Seller	Purchasing information focus

Important concepts related to vendors and vendor users:

- Our goal is for vendors to use the PHLContracts system to initially register and to maintain their organizational information \*
- Vendors must complete their registration and maintain 'Active' status in order to receive a contract in PHLContracts
- Seller Administrators can perform all of the Seller role functions
- Registered vendor organizations may have multiple Seller Administrators and multiple Sellers
- The individual who initially registers their organization in PHLContracts will by default be assigned the Seller Administrator role
- Each vendor organization must maintain at least one individual assigned the Seller Administrator role

\* As part of the initial roll out of the PHLContracts system, vendors with active and recent purchase orders will be automatically registered in the system. Please refer to additional user guides related to 'Migrated Vendors' for specific information on what these vendors need to do to complete required organization information.

## Responsibilities of the Seller Administrator Role

Seller Administrators should be prepared to perform the following tasks:

- Maintain vendor organization information including:
  - o Company general profile
  - Address information
  - Commodity and service information
  - Certification and category information
- Ensure the organization's Consent and Authorization Agreement ("Agreement") is completed and uploaded to the organization's profile. The Agreement can be found by clicking <u>here</u>.

- Manage access to the PHLContracts system for company representatives, including Sellers and other Seller Administrators
- Review Vendor News and Vendor Alerts issued by the City of Philadelphia through the PHLContracts system

Seller Administrators should refer to the Seller Administration User Guide available by

clicking the Help icon *located* in the upper right portion of the main user menu of PHLContracts. For additional questions, please email <u>PHLContracts@phila.gov</u>.

# Responsibilities of the Seller Role

Sellers should be prepared to perform the following tasks:

- Regularly access the PHLContracts system to review available bids
- Respond with Quotes and other requested information required by City buyers to conduct procurements and purchases

Sellers should refer to the Seller User Guide available by clicking the Help icon located in the upper right portion of the main user menu. For additional questions please email <u>PHLContracts@phila.gov</u>.

# Registering as a New Vendor

## Information Requirements

In order to complete your organization's PHLContracts registration, you will need to provide several types of information, including:

- Basic organization information (legal name, tax ID, business addresses and contacts);
- The commodities and services your organization provides;
- Vendor Certification and Category information
- Vendor users (Seller Administrators and Sellers); and
- Upload the required Consent and Authorization Agreement

### **Registration Steps**

- Step 1. Complete and Sign the Consent and Authorization Form
- Step 2. Access the PHLContracts Website
- Step 3. Submit Organization Identification Information
- Step 4. Complete the Company Information Page
- Step 5. Complete the Administrator Information Page
- Step 6. Complete the Address Information Page
- Step 7. Skip Terms Page
- Step 8. Complete the Categories and Certifications Page
- Step 9 Complete the Commodity/Service Codes Page
- Step 10. Review Registration Information Summary Page
- Step 11. Once you complete Registration, upload the Consent and Authorization Agreement.

If you have questions about basic features of the PHLContracts system, including: logging into the system, navigating the menus, and how to access the Seller Administrator Guide refer to Appendix A of this guide.

The remainder of this section steps you though the process of registering as a new vendor with ABC Supply as an example

## **Step 1. Complete Your Consent and Authorization Agreement**

Before you get started in the system, please complete and sign the Consent and Authorization Agreement. The Consent and Authorization Agreement is required by all vendors if they wish to respond to bids posted on PHLContracts. Any quote submitted through PHLContracts by a vendor that has not completed and uploaded its signed Agreement to its profile, will be considered non-responsive and not be reviewed, unless the vendor attaches the completed Agreement as part of its quote. You will upload the Agreement to your PHLContracts profile in Step 11 of this eleven step process. Once the completed and fully executed Agreement is uploaded to your vendor profile, it will not have to be submitted again unless instructed otherwise by the City.

Instructions for completing and uploading the required Consent and Authorization Agreement can be found by clicking <u>here</u>.

## **Step 2. Access the PHLContracts Website**

Visit PHLContracts at <u>www.phlcontracts.phila.gov</u> and click the "Supplier Registration" button in the top right corner to begin the registration process.



Note: Select the Complete Registration option if you started the registration process earlier but did not complete it and now wish to complete your registration. You will need to supply the assigned vendor number and email address used during the earlier session.

#### **Step 3. Submit Organization Identification Information**

The following page is used to obtain four items of organization identification information. The Tax ID is verified against existing vendors to confirm that the organization has not already registered. Complete the following fields and click the "Register" button:

- Tax ID (and whether this ID is an EIN or SSN)
- Company Name
- Email Address
- Country

Company Registration	×
City of Philadelphia Procurement Department Create Your Supplier Account	
Tax ID:	
Company Name:	
Email Address:	
United States of America 🗸 🗸	
Register	
Part of the Periscope S2G line of platform products. <b>Periscope</b> S2G	

Note: If the Tax ID has already been used to register, you will receive an error message and will not be able to register. Verify the Tax ID used. If you believe you are using the proper TAX ID, please email phlcontracts@phila.gov. If the Tax ID you provided is not in use and all other information is supplied, you will receive the **New Vendor Registration** page series, which contains seven tabs for completing your organization's registration. Registration should take about 30 minutes to complete.

## **Step 4. Complete the Company Information Page**

ompany Information Administrator Address Terms Cat	egories & Certifications Commodity/Servic	ce Codes Summary		
ongany Name* ABC Supply seness Description aling Address Line 1* Odress Line 2	(4) (1) *	Vendor Lagel Name <sup>®</sup>	ABC Supply	2
dores Line 2 dores Line 4 dores 1	* 5 3	State/Freveca <sup>#</sup> County: Company FAX Tax ID # <sup>#</sup>	*	
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		Save & Continue Restatively	Read Cantal	

The following fields are automatically filled out based on the information you entered in the initial pop-up window, please make sure you provided the correct information:

- 1. Company Name
- 2. Vendor Legal Name
- 3. Company Email Address

Along with entering the required information in fields marked by an asterisk (\*), you must also provide (see numbers in diagram above)

- 4. Business Description
- 5. Company Phone Number
- 6. Whether Tax ID used is a SSN or EIN\*
- 7. Incorporation Information

Note: Vendors who anticipate providing product and services on an emergency basis should complete the Emergency Supplier fields:

- Emergency Supplier check button (yes or no default)
- Emergency Phone Number\*
- Emergency Contact Name\*
- Emergency Email\*
- Emergency Info Comment

Note: Fields which are required if 'Emergency Supplier' is checked (Yes) are identified with an asterisk Emergency Supplier information may be added/revised at any time by the Seller Administrator.

After completing all necessary fields, click on the **Save & Continue Registration** button to proceed to the next step.

## **Step 5. Complete the Administrator Information Page**

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As shown in the diagram above, on this page you will be required to provide:

- Name
- Job Title
- Department
- Phone Number
- Email Address
- Desired system login ID
- Password (re-enter to confirm)
  - Must be between 6 and 15 characters
  - o Must include both alpha and numeric characters
  - Must include at least one special character (e.g., #, @, %, \$, !)

Additional requirements for passwords:

- Passwords must be changed every 180 days
- A password cannot be reused until 5 other passwords have been used
- After 4 unsuccessful attempts to login, the account will be locked
- Login Question and Login Question Answer

Note: You are required to enter information in fields marked by an asterisk to continue registration

After completing all required fields, click **Save & Continue Registration** to proceed to the next step.

#### **Step 6. Complete the Address Information Page**

In this step you will enter all addresses used by your organization.

Note: Initially, you will see the address information which was entered when the vendor account was created. That information becomes the General/Corporate Mailing address. You can click on the General Field to the left of the address to review/edit that address information or you can click on the Add Another Address button to add another address.

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Name		Address Sam			Address Information	Retur
*	General/Corporate Melling Abdrese			Inck Lemen Int Ges Street Gester, vis 2000 US Enel ABCGLIPPLY BETHET Phone (702)/05-000		Active
			Add Analise Address	proc Registration		
Address E	look - ABC Supply					
Enter a Ne	N Address					
Address Type: Name this Addre	General Corporate Mailing Address					
Address Type Name this Addre Contact Name*:	General/Corporate Mailing Address a* General Jack Lantern	(2)				
Address Type: Name this Addre Contact Name*: Address Line 1*	General/Corporate Maling Address a* General Jack Lantern 101 Oak Street	2				
Address Type: Name this Addre Contact Name*: Address Line 1* Address Line 2:	General/Corporate Mailing Address a General Jack Lantern 101 Oak Street	23				
Address Type: Name this Addres Contact Name*: Address Line 1* Address Line 2 Address Line 3:	General/Corporate Mailing Address a" General Jack Lantern 101 Oak Street	23				
Address Type: Name this Addre Contact Name*: Address Line 1* Address Line 2: Address Line 3: Address Line 4	General/Corporate Malling Adjents	23				
Address Type: Name this Addre Contact Name*: Address Line 2: Address Line 3: Address Line 4: County*:	General Corporate Malling Adjents s  General Jack Lentern  101 Oak Street  US - United States of America	23				
Address Type: Name this Addre Contact Name*: Address Line 1* Address Line 2: Address Line 3: Address Line 4: County*: Chy*: we*	General/Corporate Making Adjents  s* General Jack Lentern  101 Oak Street  US - United States of America  States  Caston  States  Stat	2 3				
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Address Type: Name this Addre Contact Name": Address Line 2: Address Line 4: County": Cky": Cky": ZK": Phone": Tol Free: Fax: Status:	General/Corporate Malling Adjents (a) General Jack Luntern 101 Dak Street US - United States of America 22804 22804 703 555 556 Mobile Email Active Web Adj	2 3	5			

As shown in the diagram above, in order to add an additional contact and address the following information is needed.

- 1. Name for Address
- 2. Contact Name
- 3. Address
- 4. Phone
- 5. Email address

Note: You are required to enter information in fields marked by an asterisk to continue registration

If you wish to add more addresses, select the **Save & Add Another** button; otherwise, select **Save & Continue Registration** to proceed to the next step.

#### **Step 7. Terms Page**

Terms information is not in use by PHLContracts. Click on the **Continue Registration** button to continue to the next registration step.

#### **Step 8. Complete the Categories and Certifications Page**

On this page, you specify which Vendor Categories your organization falls within and the Certifications (e.g., licenses) you maintain.

Note: This information is important to the City and to Vendors because it specifies characteristics about the vendor which are used to determine eligibility for certain types of procurement programs. As you will see in the table below, updates to most of the vendor categories are restricted to City of Philadelphia Vendor Administrators (Procurement Department personnel). However, vendors are encouraged to input information on certain categories and their related certifications.

Vendor Category	Response Required	Certification- Enabled	Restrict to Vendor Admin
Consent and Authorization Agreement Confirmation	Yes	No	No
Consent and Authorization Agreement Received	No	No	Yes
Commercial Activity License (CAL)	No	Yes	Yes
W9 on File	No	Yes	Yes
Annual Bid Security Fee (SS&E)	No	No	Yes
Minority Business Enterprise (MBE)	No	No	Yes
Women Business Enterprise (WBE)	No	No	Yes
Minority/Women Business Enterprise (MWBE)	No	No	Yes
Disabled Business Enterprise (DSBE)	No	No	Yes
Disadvantaged Business Enterprise (DBE)	No	No	Yes
Self-Reported Minority, Woman, or Disabled Business	No	No	No
Small Business Entity (SBE)	No	Yes	No
Local Business Entity (LBE)	No	Yes	Yes
Transparency in Business (TIB)	No	No	Yes
Slavery Affidavit (SA)	No	No	Yes
Contractor's License (CL)	No	Yes	Yes
Demolition License (DL)	No	Yes	Yes
Demo Annual Processing Fee (DAP)	No	No	Yes
OSHA 30 (O30)	No	Yes	Yes
Audited Financial Statements (AFS)	No	No	Yes

The following table presents the vendor categories in use at this time:

Note: Some responses must be entered to complete this page of the registration. In addition to the response provided a vendor must provide documentation of eligibility for this category designation by a recognized authority (see the diagrams below). Only the Vendor Administrator can enter the selection (upon receipt of certification documentation or document)

Failure to complete, sign, and submit the Consent and Authorization Agreement ("Agreement") will result in any quote submitted by a vendor being deemed non-responsive. The Agreement can be found by clicking <u>here</u>.

**Certification Enabled**: Vendor must provide documentation of eligibility for this category designation by a recognized authority.

**Restricted to Vendor Administrator**: Only the Vendor Administrator can enter the selection (upon receipt of certification documentation or document).



Category: Small Business Entity (SBE)	
Description: Certified Small Business Vendor	
Please select at most one category value	
Select Ves	

Once you have entered data on this page, click **Save & Continue Registration** to proceed to the next step.

Save & Add Certification Save & Continue Registration Continue Registration
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#### Step 9. Complete the Commodity/Service Codes Page

Your next step is the **Commodity/Service Codes** selections (NIGP codes are going to be used at the City). This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The following pages show how ABC Supply would select the NIGP Codes for products (commodities) they provide.

Vendors select the commodities and services they provide from a list of NIGP commodity/service codes. At a minimum, one commodity/service code must be designated, but vendors are encouraged to select all products and services they desire to provide to the City. This will ensure that they are notified of the opportunities to do business with the City on an ongoing basis.

The NIGP Commodity/Services Code is an acronym for the National Institute of Governmental Purchasing's' Commodity/Services Code. The **NIGP Code** is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America.

Note: Initial notification of bidding opportunities are sent to the email address provided on the General tab of the Vendor profile.

The **Commodity/Service Codes** page looks like the diagram below:

Register - AF	C Supply - ABCSUPPLY@ATTNET
regioni na	a and the second and
Company Informatio	a Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary
Rearch	
Search	
NIGP Class	$\sim$ (1)
NIGP Class Item	$\mathbf{x}(2)$
NIGP Keyword	(3)
Search using	ALL of the criteria
	Shires
Use the NIGP Co	mmodity Code Search Engine if you are familiar with the NGP code. If not use the NGP Code Browse below.
NIGP Code B	rowse
<ol> <li>Select the categ</li> </ol>	ory that best describes the product and service you offer. Click on the question mark for more information.
<u>01</u>	Administrative, Financial, and Management Services
02	Apricultural Equipment and Related Products and Services
92	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supples, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
98	Computers, Software, Supples, and Services
90	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
144	

ABC Supply provides artwork and art supplies.

There are three different techniques you can use to search for and select codes all of which are explained below.

1. For example, in the first method, you select the NIGP Class 052 – Art Objects, which returns a list of all NIGP Class Items within that class. You can select multiple items (or all items) within that class list by checking the boxes.

	Commodity C	ode and Service Codes - ABC Supply
	Search	
	NIGP Class 0 NIGP Class Item NIGP Keyword 5 Search using A	52 - ART OBJECTS
	NIGP Code Br	OWSE Show Categories
Select all the class items that fall within your	Code	Description
selected category. You	052-02	Antiques
may select multiple	052-08	Ceramic and Glass Objects (Shadow Boxes, Stained Glass, etc.)
class items within a class	052-12	Collectibles, Museum Pieces, etc. (Not Otherwise Classified)
list.	052-14	Cut-Outs, Life Size/Oversized, of Animals and Symbols
	052-16	Drawings (Originals) (Charcoal Prints, etc.)
	052-24	Engravings, Etchings, Linocuts, Lithographs, Scrolls, Serigraphs, and Similar Reproductions
	052-32	Fabric Designs (Silk Screen, etc.)
	052-40	Masks
	052-48	Mixed Media

2. The second method is to select individual NIGP Classes and Class Items using the Class and Item drop down lists. For example, select Class Code 052 'Art Objects' from the NIGP Class drop down list.

Search         NIGP Class         NIGP Class Item         ODS - ABRASIVES         OD - ACOUSTICAL TILE, INSULATING MA         OD - ACRUCUTURAL CROPS AND GRAINS         OD - AGRICULTURAL CROPS AND ACCESSORIE         NIGP Code E       031 - AIR CONDITIONING, HEATING, AND         OD - AGRICULTURAL EQUIPMENT AND IMP         OD - AGRICULTURAL EQUIPMENT AND SUPPLIES         OD - ANT EQUIPMENT, INPLEM         OD - ART EQUIPMENT, HOLS         OD - ART EQUIPMENT, HOLS         OD - ART EQUIPMENT, DECORATIONS, ENTERT         OD - ART EQUIPMENT, HOLS         OD - ART EQUIPMENT, HOLS         OD - ART EQUIPMENT HAU SUPPLIES         OD - ART EQUIPMENT, HOLS         OD - ART EQUIPMENT, HOLS         OD - ALTOMOTIVE VEHICLES AND RELATE         OD - ALTOMOTIVE AND TIVATER BODIES, SUV         OD - ALTOMOTIVE AND SUPPLIES         OB - ALTOMOTIVE VEHICLES AND RELATE         OD - ALTOMOTIVE VEHICLES AND RELATE      <		odes - ABC Supply	ommodity Code and Service	Con
NIGP Class       005 - ABRASIVES         010 - ACOUSTICAL TILE, INSULATING MA       015 - ADDRESSING, COPYING, MIMEOGRAP         010 - AGRICULTURAL EQUIPMENT, IMPLEM       019 - AGRICULTURAL EQUIPMENT, IMPLEM         010 - AGRICULTURAL EQUIPMENT, IMPLEM       020 - AGRICULTURAL EQUIPMENT, IMPLEM         010 - AGRICULTURAL EQUIPMENT, IMPLEM       022 - AGRICULTURAL EQUIPMENT, MADLEMP.         010 - AUTORAL CONPRESSORS AND ACCESSORIE       016 - AUTOMOTTONIC, HEATING, AND         010 - ANIMALS, BIRDS, MARINE LIFE, A       040 - ANIMALS, BIRDS, MARINE LIFE, A         010 - AUTOMOTIVE ACCESSORIES FOR AUT       040 - ANIMALS, BIRDS, MARINE LIFE, A         010 - AUTOMOTIVE AND TRAUER MOUSES       040 - ANIMALS, BIRDS, MARINE LIFE, A         010 - AUTOMOTIVE AND TRAUER MOUSES       040 - AUTOMOTIVE AND TRAUER MOUSES         010 - AUTOMOTIVE AND TRAUER MOUSES       040 - AUTOMOTIVE AND TRAUER MOUSES         010 - AUTOMOTIVE VEHICLES AND RELATE       040 - AUTOMOTIVE VEHICLES AND RELATE         010 - 20 - 21 071 - AUTOMOBILES, SCHOOL BUSES, SUV       V         Commodity Code and Service Codes - ABC Supply         Search         NIGP Class Item       02 - Antiques         02 - Antiques       03 - Ceramic and Glass Objects (Sha         12 - Collectibles, Museum Pieces, e       14 - ChoUds, Linft Size/Oversized			earch	Sea
NIGP Class Item       005 - ABRASIVES         010 - ACOUSTICAL TILE, INSULATING MA         015 - ADDRESSING, COPYING, MIMEOGRAP         019 - AGRICULTURAL CROPS AND GRAINS         020 - AGRICULTURAL EQUIPMENT, IMPLEM         021 - AGRICULTURAL EQUIPMENT, IMPLEM         022 - AGRICULTURAL EQUIPMENT, MO IMPORT, AND IMP         023 - AGRICULTURAL EQUIPMENT, MO IMPORT, AND IMPO         025 - ART COMPRESSORS AND ACCESSORIE         NIGP Code E         031 - AIR CONDITIONING, HEATING, AND         035 - ART COMPRESSORS AND ACCESSORIES.         040 - ANIMALS, BIRDS, MARINE LIFE, A         040 - ANIMALS, BIRDS, MARINE LIFE, A         040 - ANIMALS, BIRDS, MARINE LIFE, A         040 - ANITOMOTIVE ACCESSORIES EOR AUT         040 - ANITOMOTIVE ACCESSORIES EOR AUT         040 - ANITOMOTIVE ACCESSORIES EOR AUT         040 - AUTOMOTIVE AND TRAILER BIODES         040 - AUTOMOTIVE VEHICLES AND RELATE         040 - AUTOMOTIVE VEHICLES AND RELATE         040 - AUTOMOTIVE VEHICLES AND RELATE         040 - ANIS         NIGP Class Item         VICP Class Item         12 - Collectibles, Museum Pieces, e         13 - Collectibles, Museum Pieces, e         14 - Chadds, Life Staz/Overstadd         15 - Drawi			GP Class	NIGP
Wide Verword       000 - Advessives         NIGP Keyword       011 - ACOUSTICAL TILE, INSULATING MA         015 - ADDRESSING, COPYING, MIMEOGRAP       019 - AGRICULTURAL EQUIPMENT, IMPLEM         020 - AGRICULTURAL EQUIPMENT AND IMP       020 - AGRICULTURAL EQUIPMENT AND IMP         020 - AGRICULTURAL EQUIPMENT AND IMP       020 - AGRICULTURAL EQUIPMENT AND IMP         020 - AGRICULTURAL EQUIPMENT AND IMP       020 - AGRICULTURAL EQUIPMENT AND IMP         020 - AGRICULTURAL EQUIPMENT AND IMP       020 - AGRICULTURAL EQUIPMENT AND IMP         020 - AMISENERSSORS AND ACCESSORIE       035 - AIRCOMPRESSORS AND ACCESSORIE         040 - ANIMALS, BIRDS, MARINE LIFE, A       040 - ANIMALS, BIRDS, MARINE LIFE, A         040 - ANIMALS, BIRDS - ART EQUIPMENT AND SUPPLIES       040 - ANITOMOTIVE ACCESSORIES EDR AUT         040 - ANIMALS, BIRDS - ART COBJECTS       040 - ANITOMOTIVE ACCESSORIES AND RELATE         040 - ANITOMOTIVE ACCESSORIES EDR AUT       040 - ANITOMOTIVE AND TRAILER BODIES         040 - ADTOMOTIVE VE HCICLES AND RELATE       040 - ANITOMOTIVE VEHICLES AND RELATE         040 - ANITOMOTIVE VEHICLES AND RELATE       040 - ANITOMOTIVE VEHICLES AND RELATE         040 - Cours of the Step Overside,       040 - ANITOMOTIVE VEHICLES AND RELATE         040 - Cours of the Step Overside,       040 - ANITOMOTIVE VEHICLES AND RELATE         040 - Cours		~	GP Class Item 005 ADDACD/CC	NICP
NIGP Keyword       015 - ADDRESSING, COPYING, MIMEOGRAP         019 - AGRICULTURAL CROPS AND GRAINS       019 - AGRICULTURAL CROPS AND GRAINS         022 - AGRICULTURAL EQUIPMENT, IMPLEM       022 - AGRICULTURAL EQUIPMENT, IMPLEM         023 - AIR COMDESSORS AND ACCESSORIE       035 - AIR CONDITIONING, HEATING, AND         035 - AIRCRAFT AND AIRPORT EQUIPMENT.       037 - AMUSEMENT, DECORATIONS, ENTRET         040 - ANIMALS, BIRDS, MARINE LIFE, A       045 - APPLIANCES AND EQUIPMENT, HOUS         050 - AST EQUIPMENT AND SUPPLIES       005-05 - AUTOMOTIVE AND SUPPLIES         051 - 005-05 - AUTOMOTIVE AND SUPPLIES       005-05 - AUTOMOTIVE AND SUPPLIES         051 - 005-14 - 065 - AUTOMOTIVE AND SUPPLIES       005-21 - AUTOMOTIVE VERICLES AND RELATE         051 - 005-21 - 071 - AUTOMOBILES, SCHOOL BUSES, SUV       V         052 - ART OBJECTS       V         052 - ART OBJECTS       V         NIGP Class Item       022 - Antiques         08 - Ceramic and Glass Objects (Sha       12 - Collectibles, Museum Pieces, e         12 - Collectibles, Museum Pieces, e       14 - Cut-Outs, Life Size/Oversized,         13 - Collectibles, Museum Pieces, e       14 - Cut-Outs, Life Size/Oversized,         14 - Cut-Outs, Life Size/Oversized,       15 - Drawings (Griginals) (Charcoal         15 - Drawings (Griginals) (Charcoal       32 - Fabric		, INSULATING MA	010 - ACOUSTICAL TIL	indr
Search using       019 - AKRICULTURAL EQUIPMENT, IMPLEM 022 - AGRICULTURAL EQUIPMENT, IMPLEM 022 - AGRICULTURAL EQUIPMENT AND IMP 025 - AIR COMPRESSORS AND ACCESSORIE 035 - AIR COMPRESSORS AND ACCESSORIE 035 - AIRCRAFT AND AIRPORT EQUIPMENT 037 - AMUSEMENT, DECORATIONS, ENTERT 046 - ANITALS, BIRDS, MARINE LIFE, A 045 - APPLIANCES AND EQUIPMENT, HOUS 055 - AUTOMOTIVE ARCESSORIES FOR AUT 065 - AUTOMOTIVE ARCESSORIES FOR AUT 065 - AUTOMOTIVE ARCESSORIES, SCHOOL BUSES, SUV 070 - AUTOMOTIVE VEHICLES AND RELATE 070 - AUTOMOTIVE VEHICLES AND RELATE 070 - AUTOMOTIVE VEHICLES AND RELATE 070 - AUTOMOTIVE VEHICLES, SCHOOL BUSES, SUV V         NIGP Class       052 - ART OBJECTS         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV V         VIGP Class       052 - ART OBJECTS         INGP Class       052 - ART OBJECTS         INGP Class       052 - ART OBJECTS         VIGP Class       052 - ART OBJECTS         VIGP Class       052 - ART OBJECTS         INGP Class       052 - ART OBJECTS         INGP Class Item       V         NIGP Class Item       V         VIGP Class Item       V         INGP Class Item       V         INGP Class Item       V         VIGP Class Item       V         VIGP Class Item       V         VIGP Class Item       V         052 - ART OBJECTS       V		PYING, MIMEOGRAP	015 - ADDRESSING, CO	NIGP
022 - AGRICULTURAL EQUIPMENT AND IMP         025 - AIR COMPRESSORS AND ACCESSORIE         015 - AIR COMPRESSORS AND ACCESSORIE         035 - AIRCRAFT AND AIRPORT EQUIPMENT         037 - ANUSEMENT, DECORATIONS, ENTERT         040 - ANIMALS, BIRDS, MARINE LIFE, A         045 - APPLIANCES AND EQUIPMENT, HOUS         055 - AUTOMOTIVE ACCESSORIES FOR AUT         056 - AUTOMOTIVE ACCESSORIES FOR AUT         057 - ANTOMOTIVE VEHICLES AND RELATE         070 - AUTOMOTIVE VEHICLES AND RELATE         071 - AUTOMOBILES, SCHOOL BUSES, SUV         005-21 071 - AUTOMOBILES, SCHOOL BUSES, SUV         022 - Antiques         08 - Ceramic and Glass Objects (Sha         116P Class Item         NIGP Class Item         12 - CollectIbles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,         15 - Faintic Designs (Silk Screen, e         14 - Cut-Outs, Utife Size/Oversized,         15 - Forwings (Criginals) (Chi Acc         16 - Ocele 53 - Murals, Carvas         16 - Ocele 53 - Murals, Carvas         16 - So - Paintings (Originali		OUIPMENT, IMPLEM	earch using 019 - AGRICULTURAL	Searc
025 - AIR COMPRESSORS AND ACCESSORIE         035 - AIR COMDITIONING, HEATING, AND         037 - AMUSEMENT, DECORATIONS, ENTERT         040 - ANIMALS, BIRDS, MARINE LIFE, A         045 - APPLIANCES AND EQUIPMENT, HOUS         050 - ART EQUIPMENT AND SUPPLIES         055 - AUTOMOTIVE ACCESSORIES EQR AUT         045 - APPLIANCES AND EQUIPMENT, HOUS         055 - AUTOMOTIVE ACCESSORIES EQR AUT         005-14       065 - AUTOMOTIVE AND TRAILER BODIES,         005-21       071 - AUTOMOTIVE VEHICLES AND RELATE         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         005-21       072 - ART OBJECTS         NIGP Class Item       08 - Ceramic and Glass Objects (Sha         12 - Collectibles, Museum Pieces, e       14 - Cut-Outs, Life Size/Oversized,         14 - Cut-Outs, Life Size/Oversized,       15 - Drawings (Originals) (Charcoal         15 - Drawings (Criginals) (Charcoal       52 - Fabric Designs (Silk Screen, e         16 - Code       50 - Murals, Clay         17 - Murals, Clay       Stained Glass. etc.)         18 - Mixed Media       So - Murals, Convas<		QUIPMENT AND IMP	022 - AGRICULTURAL	
NICE OUDE 035 - AIRCRAFT AND AIRPORT EQUIPMENT         037 - AMUSEMENT, DECORATIONS, ENTERT         040 - ANIMALS, BIRDS, MARINE LIFE, A         045 - APPLIANCES AND EQUIPMENT, HOUS         050 - ART EQUIPMENT AND SUPPLIES         055 - AUTOMOTIVE ACCESSORIES FOR AUT         065 - ANTOMOTIVE ACCESSORIES FOR AUT         065 - AUTOMOTIVE ACCESSORIES FOR AUT         065 - AUTOMOTIVE AND TRAILER BUDIES,         005-14       005 - AUTOMOTIVE AND TRAILER BUDIES,         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         NIGP Class       052 - ART OBJECTS         NIGP Class Item       02 - Antiques         08 - Ceramic and Glass Objects (Sha       12 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,       14 - Cut-Outs, Life Size/Oversized,         15 - Drawings (Originals) (Charcoal       12 - Fabric Designs (Silk Screen, e         40 - Masks       62-04         52 - Murals, Glass       53 - Murals, Glass         052-10 - Marals, Glass       53 - Murals, Glass         052-10 - Solegraphis: Kiln Fir       54 - Murals, Glass         052-11 - Murals, Clay       55 - Paintings (Originals) (Oil, Ac         052-12 - S5 - Murals, Wall       52 - Maral		S AND ACCESSORIE	IGP Code E 031 - AIR CONDITION	NIG
037 - AMUSEMENT, DECORATIONS, ENTERT         040 - ANIMALS, BIRDS, MARINE LIFE, A         040 - ANIMALS, BIRDS, MARINE LIFE, A         045 - APPLIANCES AND EQUIPMENT, HOUS         055 - AUTOMOTIVE ACCESSORIES FOR AUT         005-05         005-05         005-14         005 - AUTOMOTIVE ACCESSORIES FOR AUT         005-14         005-14         005-14         005-21         071 - AUTOMOTIVE VENUT IRALLER BODIES,         005-21         071 - AUTOMOTIVE AND RELATE         005-21         071 - AUTOMOTIVE VENUT IRALER BODIES,         005-21         071 - AUTOMOTIVE AND RELATE         015-21         052 - ART OBJECTS         NIGP Class Item         NIGP Class Item         02 - Antiques         08 - Ceramic and Glass Objects (Sha         14 - Cut-Outs, Life Size/Oversized,         15 - Drawings (Originals) (Charcoal         16 - Drawings (Silk Screen, e         40 - Masks		RPORT EQUIPMENT	035 - AIRCRAFT AND	- The
Ords       ANDIANCE, SIROS, MARINE LITE, X         Ods       APPLIANCES AND EQUIPMENT, HOUS         050       ART OBJECTS         055       AUTOMQ TIVE ACCESSORIES EOR AUT         055       AUTOMOTIVE ACCESSORIES EOR AUT         055       AUTOMOTIVE ACCESSORIES EOR AUT         055       AUTOMOTIVE ACCESSORIES EOR AUT         057       AUTOMOTIVE VEHICLES AND RELATE         057       AUTOMOBILES, SCHOOL BUSES, SUV         057       AUTOMOBILES, SCHOOL BUSES, SUV         VIGP Class Item       Vehicles         NIGP Class Item       Vehicles         05       Ceramic and Glass Objects (Sha         12       Collectibles, Museum Pieces, e         14       Cut-Outs, Life Size/Oversized,         15       Drawings (Originals) (Charcoal         12       Collectibles, Museum Pieces, e         13       Collectibles, Stone, Tile         14       Cut-Outs, Life Size/Oversized,         15       Drawings (Originals) (Charcoal <t< td=""><th></th><td>ORATIONS, ENTERT</td><td>037 - AMUSEMENT, DE</td><td></td></t<>		ORATIONS, ENTERT	037 - AMUSEMENT, DE	
Code       050 - ART EQUIPMENT AND SUPPLIES         005-05       055 - AUTOMOTIVE ACCESSORIES FOR AUT         005-14       065 - AUTOMOTIVE AND TRAILER BODIES,         005-14       065 - AUTOMOTIVE VEHICLES AND RELATE         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         NIGP Class       052 - ART OBJECTS         NIGP Class Item       Image: Collective Structure         02 - Antiques       08 - Ceramic and Glass Objects (Sha         12 - Collectibles, Museum Pieces, e       14 - Cut-Outs, Life Size/Oversized,         14 - Cut-Outs, Life Size/Oversized,       16 - Drawings (Originals) (Charcoal         12 - Solectibles, Museum Pieces, e       14 - Gut-Outs, Life Size/Oversized,         14 - Cut-Outs, Life Size/Oversized,       17 - Aurols, Clay         15 - Drawings (Originals) (Charcoal       18 - Stained Glass, etc.)         14 - Solectibles, Museum Pieces, e       14 - Cut-Outs, Life Size/Oversized,         15 - Drawings (Originals) (Charcoal       18 - Mixed Media         16 - So - Murals, Clay       19 - Stained Glass, etc.)         17 - Murals: Stone, Tile       19 - Solective Solective         16 - So - Paintings (Originals) (Oil, Ac       10 - Solective Solective         16 - Zize		EQUIPMENT, HOUS	045 - APPLIANCES AN	
005-05       005 - AUTOMOTIVE ACCESSORIES FOR AUT         005-14       005 - AUTOMOTIVE AND TRAILER BODIES,         005-21       070 - AUTOMOTIVE VEHICLES AND RELATE         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         NIGP Class       052 - ART OBJECTS         NIGP Class       052 - ART OBJECTS         NIGP Class Item       08 - Ceramic and Glass Objects (Sha         12 - Collectibles, Museum Pieces, e       12 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,       16 - Drawings (Originals) (Charcoal         14 - Cut-Outs, Life Size/Oversized,       16 - Drawings (Silk Screen, e         15 - Murals, Clay       2 - Fabric Designs (Silk Screen, e         16 - Drawings (Silk Screen, e       40 - Masks         16 - Drawings (Silk Screen, e       10 - Murals, Clay         17 - Sile Sides       10 - Murals, Clay         18 - Mirals, Clay       10 - Murals, Clay         19 - Size / Si - Murals, Clay       10 - Murals, Clay         19 - Size / Si - Murals, Clay       10 - Mirals (Originals) (Oil, Ac         19 - Size / Si - Murals, Clay       10 - Mirals (Originals) (Oil, Ac         19 - Size / Si - Murals (Originals) (Oil, Ac       10 - Mirals (Originals) (Oil, Ac		AND SUPPLIES	Code 050 - ART EQUIPMENT	
060 - AUTOM( 052 - ART OBJECTS UIPME         005-14       065 - AUTOMOTIVE AND TRAILER BODIES,         005-21       070 - AUTOMOTIVE VEHICLES AND RELATE         015-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         Commodity Code and Service Codes - ABC Supply         Search         NIGP Class       052 - ART OBJECTS         NIGP Class Item       Image: Collection of the second secon		ESSORIES FOR AUT	005-05 055 - AUTOMOTIVE AG	
U00-14       U00 - AUTOMOTIVE AND TRAILER SODDES,         070 - AUTOMOTIVE VEHICLES AND RELATE       071 - AUTOMOBILES, SCHOOL BUSES, SUV         005-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         Commodity Code and Service Codes - ABC Supply         Search         NIGP Class         02 - Antiques         03 - Ceramic and Glass Objects (Sha         14 - Cut-Outs, Life Size/Oversized,         15 - Drawings (Originals) (Charcoal         12 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,         15 - Drawings (Originals) (Charcoal         20 - Fabric Designs (Silk Screen, e         40 - Masks         13 - Staned Medila         50 - Murals, Clay         22 - Murals, Glass         052-02       S1 - Murals, Clay         23 - Murals, Stone, Tile         052-12       S5 - Murals, Wall         052-14       64 - Photographis         72 - Posters and Prints (Not Origin)       of S2-16         76 - Recycled Art Objects       scrolls, Serigraphs, and Similar Reproduction		RT OBJECTS UIPME	060 - AUTOMO 052 - /	
Ob5-21       071 - AUTOMOBILES, SCHOOL BUSES, SUV         Commodity Code and Service Codes - ABC Supply         Search         NIGP Class       052 - ART OBJECTS         NIGP Class Item       02 - Antiques         08 - Ceramic and Glass Objects (Sha       24 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,       16 - Drawings (Originals) (Charcoal         NIGP Code E       24 - Engravings, Etchings, Linocuts         23 - Fabric Designs (Silk Screen, e       40 - Masks         052-02       52 - Murals, Glass         052-03       53 - Murals, Glass         052-04       53 - Murals, Glass         052-05       53 - Murals, Glass         052-02       52 - Murals, Glass         052-03       53 - Murals, Glass         052-04       53 - Murals, Wall         56 - Paintings (Originals) (Oil, Ac         052-12       55 - Murals, Wall         56 - Paintings (Originals) (Oil, Ac         052-16       76 - Recycled Art Objects         052-24       Engra 76 - Recycled Art Objects		ICLES AND RELATE	070 - AUTOMOTIVE VE	
Commodity Code and Service Codes - ABC Supply         Search         NIGP Class       052 - ART OBJECTS         NIGP Class Item       Image: Colspan="2">Image: Colspan="2"         Image: Colspan="2"       Image: Colspan="2"         Image: Colspan="2"       Image: Colspan= 2"       Image: Colspan="2"		CHOOL BUSES, SUV V	005-21 071 - AUTOMOBILES, 1	
Commodity Code and Service Codes - ABC Supply         Search         NIGP Class       052 - ART OBJECTS         NIGP Class Item       02 - Antiques         08 - Ceramic and Glass Objects (Sha       12 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,       16 - Drawings (Originals) (Charcoal         16 - Drawings (Originals) (Charcoal       32 - Fabric Designs (Silk Screen, e         40 - Masks       32 - Fabric Designs (Silk Screen, e         40 - Masks       52 - Murals, Clay         52 - Murals, Clay       52 - Murals, Clay         53 - Murals, Photographic: Kiln Fir       54 - Murals, Clay         55 - Murals, Vall       56 - Paintings (Originals) (Oil, Ac         052-12       55 - Murals, Wall         56 - Paintings (Originals) (Oil, Ac       of S2-16         76 - Recycled Art Objects       , Scrolis, Serigraphs, and Similar Reproduction				
NIGP Class       052 - ART OBJECTS         NIGP Class Item       Image: Construction of the structure				Search
NIGP Class Item       02 - Antiques         NIGP Keyword       02 - Ceramic and Glass Objects (Sha         Search using       12 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,       16 - Drawings (Originals) (Charcoal         15 - Drawings (Originals) (Charcoal       22 - Fabric Designs (Silk Screen, e         40 - Masks       32 - Fabric Designs (Silk Screen, e         40 - Masks       50 - Murals, Claay         51 - Murals, Clay       52 - Murals, Glass         52 - 02       51 - Murals, Glasy         52 - 08       53 - Murals, Glass         052-08       53 - Murals, Cone, Tile         052-12       55 - Murals, Wall         52 - 14       64 - Photographis         72 - Posters and Prints (Not Origin       of S2-16         76 - Recycled Art Objects       , Scrolls, Serigraphs, and Similar Reproduction		× • • • • •	052 - ART OBJECTS	NIGP Class 0
NIGP Keyword       02 - Antiques         08 - Ceramic and Glass Objects (Sha         12 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,         16 - Drawings (Originals) (Charcoal         17 - Fabric Designs (Silk Screen, e         18 - Mixed Media         20 - Socold Sile Screen, e         19 - Masks         10 - Masks         10 - Masks         11 - Murals, Clay         22 - Murals, Clay         23 - Fabric Designs (Silk Screen, e         10 - Masks         10 - Masks         11 - Murals, Clay         22 - Murals, Glass         11 - Otz-02 Sile Murals, Clay         25 - Murals, Clay         25 - Murals, Stone, Tile         11 - Size-12 Size Murals, Wotographic: Kiln Fir         25 - Murals, Wall         25 - Paintings (Originals) (Oil, Ac         10 - Siz-14 G4 - Photographs         22 - Posters and Prints (Not Origin)         11 - Size-16 T6 - Recycled Art Objects         12 - Posters and Prints (Not Origin)         11 - Size-16 T6 - Recycled Art Objects         12 - Size-16 T6 - Recycled Art Objects				NIGP Class Item
Nice Regret using       02 - Antiques         8earch using       08 - Ceramic and Glass Objects (Sha 12 - Collectibles, Museum Pieces, e 14 - Cut-Outs, Life Size/Oversized, 16 - Drawings (Originals) (Charcoal 32 - Fabric Designs (Silk Screen, e 40 - Masks         NIGP Code       24 - Engravings, Etchings, Linocuts 32 - Fabric Designs (Silk Screen, e 40 - Masks         0 Code       48 - Mixed Media 50 - Murals, Canvas         0 052-02       51 - Murals, Clay 52 - Murals, Glass         0 052-03       53 - Murals, Photographic: Kiln Fir 54 - Murals; Stone, Tile         0 052-12       55 - Murals, Wall 56 - Paintings (Originals) (Oil, Ac 052-14         0 052-16       76 - Recycled Art Objects         0 052-24       Engra 76 - Recycled Art Objects		$\checkmark$	02 Antiques	NIGP Keyword
12 - Collectibles, Museum Pieces, e         14 - Cut-Outs, Life Size/Oversized,         16 - Drawings (Originals) (Charcoal         NIGP Code         24 - Engravings, Etchings, Linocuts         32 - Fabric Designs (Silk Screen, e         40 - Masks         0 </th <th></th> <th></th> <th>08 - Ceramic and Glass Objects (Sha.</th> <th>Search using</th>			08 - Ceramic and Glass Objects (Sha.	Search using
16 - Drawings (Originals) (Charcoal         NIGP Code       24 - Engravings, Etchings, Linocuts         32 - Fabric Designs (Silk Screen, e         40 - Masks         Code       48 - Mixed Media         50 - Murals, Canvas         052-02       51 - Murals, Clay         52 - Murals, Glass         052-08       53 - Murals, Stone, Tile         052-10       55 - Murals, Wall         56 - Paintings (Originals) (Oil, Ac         052-12       55 - Murals, Wall         56 - Paintings (Originals) (Oil, Ac         052-16       76 - Recycled Art Objects         052-16       Engra 76 - Recycled Art Objects			12 - Collectibles, Museum Pieces, e 14 - Cut-Outs, Life Size/Oversized,	11
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O52-24     Engra 76 - Recycled Art Objects , Scrolls, Serigraphs, and Similar Reproduction		~	72 - Posters and Prints (Not Origin 76 - Recycled Art Objects	052-16 7
O52-24     Engra / 0 - Kecycled Art Objects }, Scrolls, Serigraphs, and Similar Reproduction	3-12			
	15	Cts s, Scrolls, Serigraphs, and Similar Reproductions	Engra 76 - Recycled Art Obj	052-24
the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below		e the NIGP Code Browse below	rch Engine if you are familiar with the NIGP code. If not i	Commodity Code Search E
Code Browse Show Categories			and the second s	
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52-76 Recycled Art Objects		mark for more information.	w Categories es the product and service you offer. Click on the questi	egory that best describes th

3. The third method available to identify NIGP codes is to search by NIGP Keyword. For example, enter 'Recycled Art' in the NIGP Keyword field then click the **Search** button.

	Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary	
	Search	
	NIGP Class	
	NIGP Class Rem	
	Search using ALL of the criteria	
Select all the class	Search	
items that fall	Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.	-
items that fall within your	Use the NGP Commodity Code Search Engine if you are familiar with the NGP code. If not use the NGP Code Browse below: NIGP Code Browse Show Categories	
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items that fall within your selected category. You may select	Use the NIGP Code Browse Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below: NIGP Code Browse Show Categories Show Categories Show Categories Below: Description Code Description	
items that fall within your selected category. You may select multiple class items	Use the NBGP Commodity Code Search Engine if you are familiar with the NGP code. If not use the NBGP Code Browse below:     NIGP Code Browse Show Categories     Select the category that best describes the product and senice you offer. Click on the question mark for more information.     Code Description     Gode Description     Select the category that best describes the product and senice you offer. Click on the question mark for more information.	

Once all applicable Commodity Codes and Services have been selected and saved, click the **Continue Registration** button.

#### Step 10. Review Registration Information Summary Page

The Summary page allows you to review the registration information you have entered. You can return to any tab and revise information before submitting your company's registration.

Register - ABC Supply - ABCS	UPPLY@ATT.NET						
Company information Administrator Addre	ess Terms Calegories & Certifications	Commodity/Service Codes Summar	3				
Company Information							
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	llame		Address Type		Address Information	Status	Defau for Ty
General		General/Corporate Maling Addre	-55	Jeck Latiem 191 Oak Street Oakter, VA 221 US Email: ABCSUP Phone: (703)85	804 PLV QATTNE7 5-5555	Active	Yes
ABC Supply Business Office		Rent Address		B. Long Felow 88 Gentle St Denter, VA 22 US Email: biongfeli Phone: (703)65	a 142 3-5555	Active	Yes

Once you are satisfied with your registration information, click on the **Complete Registration** button at the bottom of the page.

## Registering as a PHLContracts Vendor



Once you have completed the registration process, you will receive a message similar to the following, advising you that your registration has been received and that you will receive an email notifying you that your system access has been granted.

hank vou for registerir	ng with BuySpeed Online. Registration confirmation will b	e emailed to you.
For questions or (	comments please contact BuySpeedOnline Philly Test at	PhoneNum.
	OK	
	ОК	

From this point on, you will log in to PHLContracts. Click on the "Sign In" button at the top right corner.

	Search Bid S	Solicitation: 🗸	Q	Advanced	Supplier Registration	Sign In
--	--------------	-----------------	---	----------	-----------------------	---------

Enter your Login ID and Password like the following for Jack Lantern of ABC Supply, and then click the Sign In button.

Note: The PHLContracts system will send you an acknowledging email when your registration is completed.

Sign In	×
City of Philadelphia Procurement Department	
Login ID:	
jlantern33	
Password:	
Login Assistance 💙	
Sign In	
Part of the Periscope S2G line of platform products. Periscope S2G	

For security purposes, you will be required to select a new password the first time you log in to PHLContracts using your Logon ID and initial password.

Change Password	ľ.	
Current Password*	•••••	
New Password*		
Confirm New Password	ĸ	

As a Seller Administrator, when you log in to the PHLContracts system, you can select either the Seller Administrator role main menu or the Seller role main menu. You do this by selecting tabs in the upper right corner of the main page.

# Step 11. Seller Administrator uploads completed Consent and Authorization Agreement

The Seller Administrator main menu looks like screenshot number one, below. Upon first viewing this page, the Seller Administrator should go to the Maintain Organization Information Page.



The Seller Administrator will then select the "Maintain General Organization Information" option seen in screenshot number two. Here, the Seller Administrator can upload the required completed Consent and Authorization Agreement. The file upload tool can be seen in screenshot number three.

Maintair	organization Information	tion for: Dell		
	Maintain General Organization Information	Maintain Addresses	Maintain Commodity Codes & Services	
	This section is used for maintaining general organization information	This section is used to maintain addresses.	This section is used to maintain commodity codes and services.	
	Maintain Regions	Maintain Terms and Categories	Maintain Quote	Credit Memo List
		Cutogonica	Addument Repusitory	
	*			
	This section is used to maintain regions.	This section is used to maintain terms and categories.	This section is used to maintain files in the quote attachment repository.	This section is used to view credit memos.
	This section is used to maintain regions.	This section is used to maintain terms and categories.	This section is used to maintain files in the quote attachment repository.	This section is used to view credit memos.

Attachments		
	No Attachments	
	File: Choose File No file chosen Description: Confidential: Upload	

Upload Consent and Authorization Agreement

The **Seller** main menu looks like this:

Home	- Welcome Back Ja	ick Lant	ern			
News(0)	Vendor Communication(0)	Bids(29)	PO(0)	Quotes(1)	Vendor Performance(0)	

Information on maintaining vendor information is provided in the Seller Administrator reference guide: Maintaining PHLContracts Vendor Information.

## Appendix A – PHLContracts Navigation Overview

#### Navigation Bars and Header Icons

The left navigation bar and header icons allow you to move within the application and give you access to open and closed bids, purchase orders, contracts, quotes and account maintenance. As you travel through the application, you will always see this navigation and header icons at the left and top of each page.

#### *Left Side Navigation (Shown as Expanded and Unexpanded)*





#### Header Icons

Icon	Description
٢	Advanced Search and Reports
?	About ePro, User Manual, What's New, Customer Service, NIGP Code Browse
	My Account – View and edit your account information, select your User Role, and Logout

#### **NIGP Code Browse**

The NIGP Code Browse link found in the Help icon *O* dropdown allows you to search commodity codes by Class and Class Item codes set up and maintained in your PHLContracts database.

#### My Account

The My Account link found in the in the User icon which dropdown allows you to keep your individual user profile current. Modifying your personal login information does not change your company's general information with the agency. To maintain the overall organization information with an agency, you must have the role of Seller Administrator and must use the Maintain Users functions.

Use the **Edit** button to update your personal information. You can change your title, contact information, as well as your login password and login security question and answer. You may also select the default tab that you wish to begin on once you log in and view your home page. You must enter your password for the changes to become effective.

NOTE: This is where you can change your PHLContracts password.

#### Red and Yellow Error Messages

PHLContracts has developed a series of messages that will display when data inside your document is not right, criteria are not met or when required fields are not properly filled out. Messages in yellow are errors that do not require any intervention. The document can continue the message is strictly for your information. Pop-up messages will also appear when required fields were left blank or invalid data was entered.