




**CHIEF PROCUREMENT OFFICE**  
Ellen H. Daley, General Services

## **Notice 2022.10**

### **General Services**

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley 

Date: February 7, 2022

Subject: NIGP Code Selection

CC: Procurement Compliance Monitors  
Procurement Policy Board

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This notice is effective immediately.

When identifying an item(s) being solicited, agencies shall use at least one NIGP 5-digit Class-Item code.

Since July 1, 2014, the Chief Procurement Office for General Services has required agencies and vendors using the Illinois Procurement Bulletin and Illinois Procurement Gateway to use the 5-digit NIGP Code. The NIGP Code is a standard taxonomy used by most state government purchasing departments. A 3-digit NIGP code is called a Class code. When two additional numbers are added to the end, giving the 3-digit Class code greater specificity, the 5-digit code is called a Class-Item code. When a 3-digit Class code has two zeros (00) after the first three numbers, the code remains a Class code despite having five numbers.

For example, code 20900 is considered a 3-digit Class code. Code 20912 is a 5-digit Class-Item code.

While an agency may include a 3-digit Class code to describe the item being procured, the agency shall also include at least one 5-digit Class-Item code in the same Class.

You may find more information about the NIGP Code at <https://www.periscopeholdings.com/nigp/>. If you have questions regarding this notice, please contact your State Purchasing Officer or the Chief Procurement Office for General Services at (217) 558-2231.

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