



Categories Feature

Within each solicitation, the National Institute of Governmental Procurement (NIGP) classifications can be selected based on the project's services/products needed, required supplies and scope of work. The identified Categories are used for the *Invitation to Bid* and other communications with bidders, as they select the appropriate products and services Categories for their company when registering with PennBid. You have the ability to identify the Categories that best fit your solicitation. Here's how:

NOTE 1 – If a bidder is registered with multiple Categories that are selected for your solicitation, they will only receive one notification about the project.

Step 1 – Open the solicitation and click the “**Categories**” tab on the top blue bar.



Solicitation - Product and Service Categories

Solicitation Title: Your Project Title Here
Number: Shady Maple Authority
Bids Due: 1/28/2016 4:00:00 PM Eastern
Status: Open

Visible to Vendors: [Currently Visible](#) | [Hide](#)

Use the optional **Categories** function to select products and/or services that align with your solicitation.
[Link to PennBid *User Guide*](#) and [Tutorial Videos](#).



Step 2 – Add Categories

- To add Categories, click on the button next to NIGP Classifications and a dropdown of all product and service Categories will appear.

NOTE 2 – You may search for Categories using keywords in the Search Categories text box. At times, there isn't a Category that fits perfectly. This is especially true for very specific products/services. For these projects, we default to using broader Categories. For example, Category 912 (Construction Services, General) captures a lot of services needed on construction projects, including demolition, construction, building renovations, etc.

Categories Options

Display Solicitation Categories to Vendors

[Edit](#)

Categories

[Search Categories](#)

[Save Selected](#)

[+](#) 0 - NIGP Classifications

[Save Selected](#)

- You can add as many Categories as you'd like depending on the products/services needed.



NOTE 3 – In general (but not always), products and supplies are listed toward the top of the list and services and equipment are at the bottom.

Categories

Search Categories

Save Selected

- 0 - NIGP Classifications
 - 005 - ABRASIVES
 - 006 - Test
 - 007 - PENNBID TEST CATEGORY
 - 010 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
 - 015 - ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
 - 019 - AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
 - 020 - AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
 - 022 - AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS

Step 3 – Save selected Categories.

- Once you’ve checked the products/services related to your solicitation, click the “**Save Selected**” box at either the top or bottom of the Categories list.



- 967 - PRODUCTION AND MANUFACTURING SERVICES
- 968 - PUBLIC WORKS AND RELATED SERVICES
- 971 - REAL PROPERTY RENTAL OR LEASE
- 975 - RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT
- 977 - RENTAL OR LEASE SERVICES OF APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW A
- 979 - RENTAL OR LEASE SERVICES OF ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES
- 981 - RENTAL OR LEASE OF GENERAL EQUIPMENT (HVAC, ATHLETIC, FIRE AND POLICE PROTECTION, ETC.)
- 983 - RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, AND TEXTILE EQUIPMENT
- 984 - RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
- 985 - RENTAL OR LEASE SERVICES OF OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
- 988 - ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
- 989 - SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)
- 990 - SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
- 992 - TESTING AND CALIBRATION SERVICES
- 998 - SALE OF SURPLUS AND OBSOLETE ITEMS
- 999 - WASTE; DISPOSAL, TRANSPORTING, RECYCLING

Save Selected



Please contact us with any questions related to this feature. We are happy to provide assistance.