

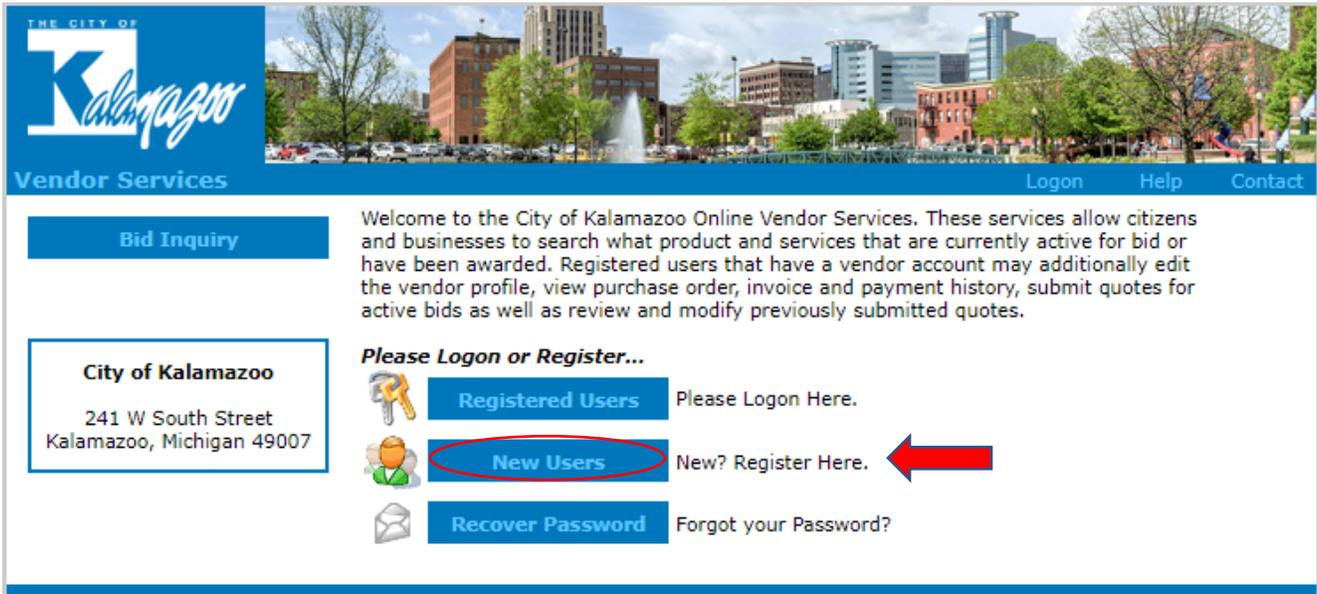
Instructions for City of Kalamazoo Online Vendor Services

(REGISTER AS NEW USERS WITHOUT VENDOR NUMBER)

You will NOT receive a confirmation email after registering. However, you will be able to login into your account and confirm that you are registered.

Go to website: <https://eden.kalamazoo-city.org>

1. Click "New Users".



THE CITY OF
Kalamazoo

Vendor Services Logon Help Contact

Bid Inquiry

Welcome to the City of Kalamazoo Online Vendor Services. These services allow citizens and businesses to search what product and services that are currently active for bid or have been awarded. Registered users that have a vendor account may additionally edit the vendor profile, view purchase order, invoice and payment history, submit quotes for active bids as well as review and modify previously submitted quotes.

City of Kalamazoo
241 W South Street
Kalamazoo, Michigan 49007

Please Logon or Register...

-  **Registered Users** Please Logon Here.
-  **New Users** New? Register Here. ←
-  **Recover Password** Forgot your Password?

2. Register as an individual (See 2A.) or business (See 2B.). Complete all required information. Then click "Next Step".

2A. Registering as an individual example:

THE CITY OF
Kalamazoo

Home [New User](#) [Help](#) [Contact](#)

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

Name **First Name** **Last Name***

Name

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* example: (209) 555-1212 or (209) 555-1212 3333

Cell Phone Number example: (209) 555-1212 or (209) 555-1212 3333

Email Address*

Select a **Username*** **Note:** Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database.

Select a **Password*** Your password must be between 4 and 16 characters long and consist of letters and numbers only.

Repeat **Password***

[Next Step...](#)

2B. Registering as a business example:

THE CITY OF
Kalamazoo

Home [New User](#) [Help](#) [Contact](#)

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

Name **First Name** **Last Name***

Name

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* example: (209) 555-1212 or (209) 555-1212 3333

Cell Phone Number example: (209) 555-1212 or (209) 555-1212 3333

Email Address*

Select a **Username*** **Note:** Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database.

Select a **Password*** Your password must be between 4 and 16 characters long and consist of letters and numbers only.

Repeat **Password***

[Next Step...](#)

3. Please check your information before clicking the register button. Then Click "Register".

THE CITY OF
Kalamazoo

Home New User Help Contact

Please check your information carefully before clicking the register button. **If you need to make changes to information shown below, [Click Here](#) now.**

Name: **JANE'S TSHIRT SHOP**

Address: **241 W SOUTH ST
STE 103
KALAMAZOO, MI 49007**

Phone Number: **(269) 337-1234**

Cell Phone Number: **(269) 303-1234**

Email Address: **cokpurchasing@kalamazoocity.org**

Username: **janedoe1234**

Password: **Hidden**

Register ←

4. NEW Vendor (Without Vendor#) "Click Here" option #2.

THE CITY OF
Kalamazoo

Vendor Services My Profile Log Off Help Contact

Bid Inquiry

Welcome to the City of Kalamazoo Online Vendor Services. These services allow citizens and businesses to search what product and services that are currently active for bid or have been awarded. Registered users that have a vendor account may additionally edit the vendor profile, view purchase order, invoice and payment history, submit quotes for active bids as well as review and modify previously submitted quotes.

This logon is not associated with a AP Vendor.

City of Kalamazoo
241 W South Street
Kalamazoo, Michigan 49007

To connect to your account now,
[Click Here](#) if you are an EXISTING vendor
[Click Here](#) if you are a NEW vendor. ←

*All businesses that want to be designated as a MBE/WBE will need to register, or re-register, with the City of Kalamazoo. Details on MBE/WBE registration can be found on the City of Kalamazoo website at: <https://www.kalamazoocity.org/purchasing>
PLEASE NOTE: Registering as an MBE/WBE does not grant you a preference or advantage in the bidding/awarding process.

5. Carefully review all information. Click “Create New Vendor Account”.

THE CITY OF
Kalamazoo

Home ▲ **Vendor Services: Register AP Vendor** My Profile Log Off Help Contact

New Vendors

If you do NOT have a vendor account, enter required information below to create a new vendor account.

If you have an existing vendor account, [click here](#) to connect to your vendor account.

First Name **Last Name***

Name JANE DOE

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the the business name as last name and leave first name blank.

Address Line 1* 241 W SOUTH ST

Address Line 2/Suite STE 103

City/State/Zip Code* KALAMAZOO MI 49007

Phone Number* (269) 337-1234 example: (209) 555-1212

Federal Tax ID#* 123456789 example: 123456789

[Create New Vendor Account](#)

6. Click AP Vendor: “Name”.

THE CITY OF
Kalamazoo

Vendor Services My Profile Log Off Help Contact

Bid Inquiry

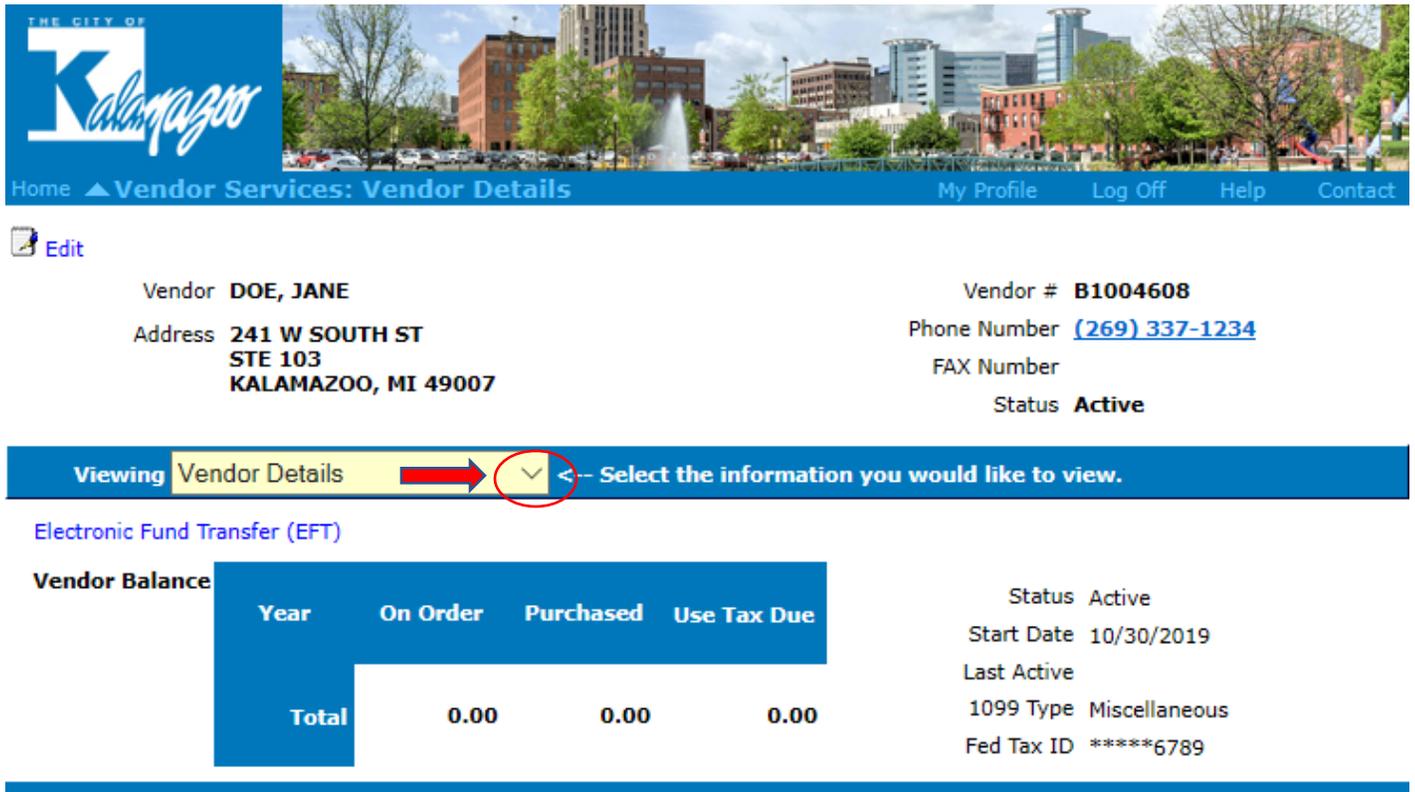
My Bids

Welcome to the City of Kalamazoo Online Vendor Services. These services allow citizens and businesses to search what product and services that are currently active for bid or have been awarded. Registered users that have a vendor account may additionally edit the vendor profile, view purchase order, invoice and payment history, submit quotes for active bids as well as review and modify previously submitted quotes.

Please click on your vendor name to review vendor activity and to edit/add commodity codes.
*Commodity codes for the products and services that you provide must be selected in order to receive bidding information.

AP Vendor **DOE, JANE**

7. Go to Viewing: Click down arrow and choose "Vendor Commodity Codes"



The screenshot shows the 'Vendor Details' page for 'DOE, JANE'. The vendor information includes address (241 W SOUTH ST, STE 103, KALAMAZOO, MI 49007), phone number (269) 337-1234, and status 'Active'. A navigation bar at the top shows 'Viewing Vendor Details' with a dropdown arrow circled in red and a red arrow pointing to it from the right. Below the navigation bar, there is a table for 'Vendor Balance' and a list of vendor details.

Vendor **DOE, JANE** Vendor # **B1004608**
Address **241 W SOUTH ST** Phone Number **(269) 337-1234**
STE 103 FAX Number
KALAMAZOO, MI 49007 Status **Active**

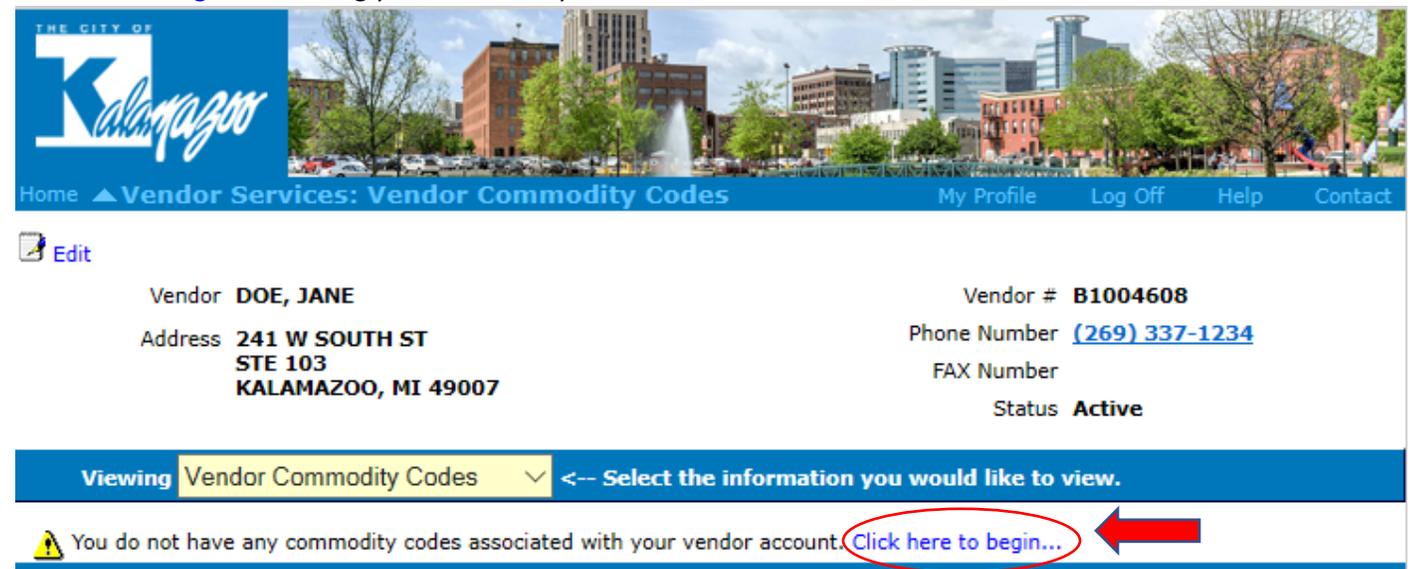
Viewing **Vendor Details**  <-- Select the information you would like to view.

Electronic Fund Transfer (EFT)

Year	On Order	Purchased	Use Tax Due
Total	0.00	0.00	0.00

Status **Active**
Start Date **10/30/2019**
Last Active
1099 Type **Miscellaneous**
Fed Tax ID *******6789**

8. Click here to begin... choosing your commodity codes.



The screenshot shows the 'Vendor Commodity Codes' page for 'DOE, JANE'. The vendor information is the same as in the previous screenshot. The navigation bar shows 'Viewing Vendor Commodity Codes' with a dropdown arrow. A red arrow points to a red circle around the text 'Click here to begin...' in a warning message at the bottom of the page.

Vendor **DOE, JANE** Vendor # **B1004608**
Address **241 W SOUTH ST** Phone Number **(269) 337-1234**
STE 103 FAX Number
KALAMAZOO, MI 49007 Status **Active**

Viewing **Vendor Commodity Codes**  <-- Select the information you would like to view.

 You do not have any commodity codes associated with your vendor account. [Click here to begin...](#) 

9. Double click the “DESCRIPTION” (See 9A.). Then click ADD (See 9B.) next to each commodity code you would like to select.

9A. Double click the DESCRIPTION to expand Main Category (NOTE: All Main Categories are listed as UPPERCASE).

THE CITY OF Kalamazoo

Home **Vendor Services: Edit Vendor Commodity Codes** My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses **Commodity Codes**

To access and download a searchable list of NIGP Commodity Codes click on the link below.
<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>

Filter: A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Add/Remove	Commodity Code	Description
Add	16500	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL...
Add	17500	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES...
Add	18000	CHEMICAL RAW MATERIALS (IN LARGE QUANTITIES PRIMARILY FOR MANUFACTURING JANITORIAL AND LAUNDRY PRODUCTS)...
Add	19000	CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)...
Add	19200	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED...
Add	19300	CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)...
Add	19500	CLOCKS, WATCHES, TIMEPIECES, JEWELRY AND PRECIOUS STONES...
Add	20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED...
Add	20100	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)...
Add	20300	COMPUTER ACCESSORIES AND SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY...

9B. Click Add or Remove next to each commodity codes you select (Note: All Sub-Categories are listed as Sentence Case).

Then **CLICK HERE** to review and save your selections.

THE CITY OF Kalamazoo

Home **Vendor Services: Edit Vendor Commodity Codes** My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses **Commodity Codes**

To access and download a searchable list of NIGP Commodity Codes click on the link below.
<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>

⚠ You have unsaved changes. [Click here](#) to review and save your selections.

[Click here](#) to return to category listings...

Add/Remove	Commodity Code	Description
Remove	20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
Remove	20010	Athletic Clothing
Remove	20011	Athletic Clothing Accessories
Add	20013	Children's Clothing
Add	20016	Coats, Jackets, Parkas, Vests, Cold Weather
Add	20018	Compostable Disposable Clothing, Including House Slippers and Hats
Add	20019	Disposable Clothing (See Class 475 for Hospital Type)
Add	20025	Dresses, Skirts, Blouses
Add	20026	Food Service Clothing
Add	20027	Folkloric Clothing
Add	20028	Formal Clothing: Tuxedos, Formal Gowns, etc.
Add	20031	Hazardous Environment Clothing
Add	20032	Hospital Wear, Patient
Add	20034	Hospital Wear, Professional
Add	20036	Infant Apparel, Including Booties and Shoes

10. Once you choose all commodity codes that apply, please click "Save Changes".

THE CITY OF Kalamazoo

Home Vendor Services: Edit Vendor Commodity Codes My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses Commodity Codes

My Commodity Codes | Edit Commodity Codes

Save Changes ⚠️ You have unsaved changes! You must click the "Save Changes" button to save your selections.

Remove	Commodity Code	Description
Remove	20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFO
Remove	20010	Athletic Clothing
Remove	20011	Athletic Clothing Accessories

11. Click "Edit Commodity Codes" if you need to add/remove commodity codes.

THE CITY OF Kalamazoo

Home Vendor Services: Edit Vendor Commodity Codes My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses Commodity Codes

My Commodity Codes | **Edit Commodity Codes**

Remove	Commodity Code	Description
Remove	20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
Remove	20010	Athletic Clothing
Remove	20011	Athletic Clothing Accessories
Remove	20016	Coats, Jackets, Parkas, Vests, Cold Weather

12. Click the NIGP Commodity Codes link to view the list (305 pages).

THE CITY OF Kalamazoo

Home **Vendor Services: Edit Vendor Commodity Codes** My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses **Commodity Codes**

To access and download a searchable list of NIGP Commodity Codes click on the link below.
<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>

bqCommCodeList

Commodity Codes

Commodity Code: 0 - 99999

<u>COMM CODE</u>	<u>COMM DESC</u>	<u>Verified</u>
00500	ABRASIVES	Y
00505	Abrasives Equipment and Tools	Y
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	Y
00521	Abrasives, Sandblasting, Metal	Y
00528	Abrasives, Sandblasting, Other than Metal	Y
00542	Abrasives, Solid: Wheels, Stones, etc.	Y
00556	Abrasives, Tumbling (Wheel)	Y
00563	Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class C	Y
00570	Pumice Stone (Inactive, effective January 1, 2016)	Y
00575	Recycled Abrasives, Products and Supplies	Y
00584	Wool, Steel, Aluminum, Copper, and Lead	Y

13. Click "Log Off" when complete.

THE CITY OF Kalamazoo

Home **Vendor Services: Edit Vendor Commodity Codes** My Profile **Log Off** Help Contact

Vendor Details Pay To Addresses Order From Addresses **Commodity Codes**

To access and download a searchable list of NIGP Commodity Codes click on the link below.
<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>

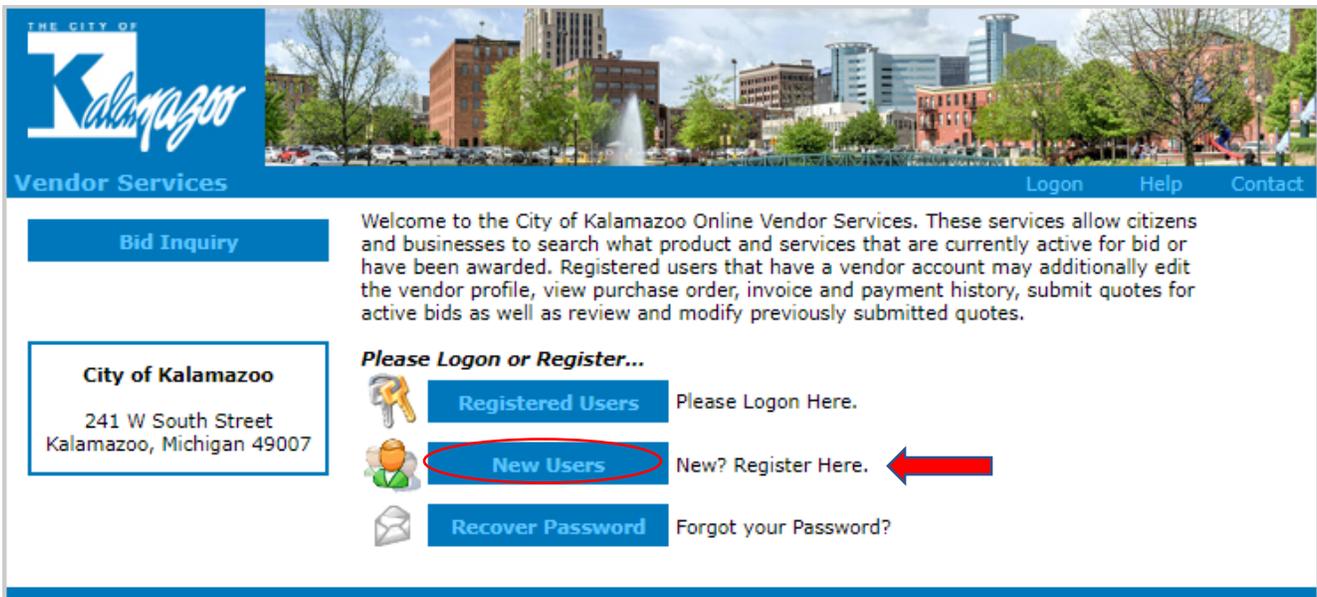
Instructions for City of Kalamazoo Online Vendor Services

(NEW USERS WITH VENDOR NUMBER)

You will NOT receive a confirmation email after registering. However, you will be able to login into your account and confirm that you are registered.

Go to website: <https://eden.kalamazoo-city.org>

1. Click "New Users".



THE CITY OF
Kalamazoo

Vendor Services Logon Help Contact

Bid Inquiry

Welcome to the City of Kalamazoo Online Vendor Services. These services allow citizens and businesses to search what product and services that are currently active for bid or have been awarded. Registered users that have a vendor account may additionally edit the vendor profile, view purchase order, invoice and payment history, submit quotes for active bids as well as review and modify previously submitted quotes.

City of Kalamazoo
241 W South Street
Kalamazoo, Michigan 49007

Please Logon or Register...

-  **Registered Users** Please Logon Here.
-  **New Users** New? Register Here. ←
-  **Recover Password** Forgot your Password?

2. Register as an individual (See 2A) or business (See 2B). Complete all required information. Then click "Next Step".

2A. Registering as an individual example:

THE CITY OF Kalamazoo

Home New User Help Contact

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

First Name **Last Name***

Name

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* example: [\(209\) 555-1212](#) or (209) 555-1212 3333

Cell Phone Number example: [\(209\) 555-1212](#) or (209) 555-1212 3333

Email Address*

Select a **Username*** **Note:** Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database.

Select a **Password*** Your password must be between 4 and 16 characters long and consist of letters and numbers only.

Repeat **Password***

2B. Registering as a business example:

THE CITY OF Kalamazoo

Home New User Help Contact

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

First Name **Last Name***

Name

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* example: [\(209\) 555-1212](#) or (209) 555-1212 3333

Cell Phone Number example: [\(209\) 555-1212](#) or (209) 555-1212 3333

Email Address*

Select a **Username*** **Note:** Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database.

Select a **Password*** Your password must be between 4 and 16 characters long and consist of letters and numbers only.

Repeat **Password***

3. Please check your information before clicking the register button. Then click "Register".

THE CITY OF
Kalamazoo

Home **New User** Help Contact

Please check your information carefully before clicking the register button. **If you need to make changes to information shown below, [Click Here](#) now.**

Name: **CITY OF KALAMAZOO**

Address: **241 W SOUTH ST
STE 103
KALAMAZOO, MI 49007**

Phone Number: **[\(269\) 337-1234](#)**

Cell Phone Number: **[\(269\) 303-5759](#)**

Email Address: **cokpurchasing@kalamazoo-city.org**

Username: **johndoe1234**

Password: **Hidden**

Register

4. EXISTING Vendor (With Vendor#) "Click Here" option #1.

THE CITY OF
Kalamazoo

Vendor Services My Profile Log Off Help Contact

Bid Inquiry

Welcome to the City of Kalamazoo Online Vendor Services. These services allow citizens and businesses to search what product and services that are currently active for bid or have been awarded. Registered users that have a vendor account may additionally edit the vendor profile, view purchase order, invoice and payment history, submit quotes for active bids as well as review and modify previously submitted quotes.

This logon is not associated with a AP Vendor.

City of Kalamazoo
241 W South Street
Kalamazoo, Michigan 49007

To connect to your account now,
[Click Here](#) if you are an EXISTING vendor
[Click Here](#) if you are a NEW vendor.

*All businesses that want to be designated as a MBE/WBE will need to register, or re-register, with the City of Kalamazoo. Details on MBE/WBE registration can be found on the City of Kalamazoo website at: <https://www.kalamazoo-city.org/purchasing>
PLEASE NOTE: Registering as an MBE/WBE does not grant you a preference or advantage in the bidding/awarding process.

5. Enter Vendor# provided and Business Federal Tax ID#. Review information. Then click "Connect to Account".

Existing Vendors

If you have an existing vendor account, enter your vendor number **AND** your federal tax id number to connect to your vendor account. Please contact the Financial Services Division at [269-337-8020](tel:269-337-8020) or by email at apinvoice@kalamazoo.org if you do not know your vendor number.

If you do not have a vendor account, click the [new vendor link](#) to create a new vendor account.

Vendor# (e.g. 12345) ←

Federal Tax ID# (e.g. 123456789) ←

6. Click AP Vendor: "Name".

Vendor Services

My Profile Log Off Help Contact

Bid Inquiry

My Bids

My Contracts

Welcome to the City of Kalamazoo Online Vendor Services. These services allow citizens and businesses to search what product and services that are currently active for bid or have been awarded. Registered users that have a vendor account may additionally edit the vendor profile, view purchase order, invoice and payment history, submit quotes for active bids as well as review and modify previously submitted quotes.

Please click on your vendor name to review vendor activity and to edit/add commodity codes.
*Commodity codes for the products and services that you provide must be selected in order to receive bidding information.

AP Vendor: **CITY OF KALAMAZOO** ←

City of Kalamazoo
241 W South Street
Kalamazoo, Michigan 49007

7. Go to Viewing: Click down arrow and choose "Vendor Commodity Codes".

THE CITY OF Kalamazoo

Home **Vendor Services: Vendor Details** My Profile Log Off Help Contact

Edit

Vendor **CITY OF KALAMAZOO** Vendor # **009774**
Address **C/O MANAGEMENT SVCS-ACCTG** Phone Number
241 W SOUTH ST FAX Number
KALAMAZOO, MI 49007 Status **Active**

Viewing **Vendor Details** <-- Select the information you would like to view.

Electronic Fund Transfer (EFT)

Vendor Balance	Year	On Order	Purchased	Use Tax Due	
	2019	0.00	0.00	0.00	Status Active
	2014	0.00	361.82	0.00	Start Date 12/22/2006
	2008	0.00	0.00	0.00	Last Active 03/05/2014
	2007	0.00	919.48	0.00	1099 Type Miscellaneous
	2006	0.00	0.00	0.00	Fed Tax ID *****6789
	Total	0.00	1,281.30	0.00	

8. Click here to begin... choosing your commodity codes.

THE CITY OF Kalamazoo

Home **Vendor Services: Vendor Commodity Codes** My Profile Log Off Help Contact

Edit

Vendor **CITY OF KALAMAZOO** Vendor # **009774**
Address **C/O MANAGEMENT SVCS-ACCTG** Phone Number
241 W SOUTH ST FAX Number
KALAMAZOO, MI 49007 Status **Active**

Viewing **Vendor Commodity Codes** <-- Select the information you would like to view.

You do not have any commodity codes associated with your vendor account. [Click here to begin...](#)

9. Double click the "DESCRIPTION" (See 9A.). Then click ADD (See 9B.) next to each commodity code you would like to select.

9A. Double click the DESCRIPTION to expand Main Category (NOTE: All Main Categories are listed as UPPERCASE).

THE CITY OF Kalamazoo

Home Vendor Services: Edit Vendor Commodity Codes My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses Commodity Codes

To access and download a searchable list of NIGP Commodity Codes click on the link below.
<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>

Filter: A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Add/Remove	Commodity Code	Description
Add	00500	ABRASIVES...
Add	01000	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES...
Add	01500	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC....
Add	01900	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES...
Add	02000	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)...
Add	02200	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS...

9B. Click Add or Remove next to each commodity codes you select (Note: All Sub-Categories are listed as Sentence Case).

Then **CLICK HERE** to review and save your selections.

THE CITY OF Kalamazoo

Home Vendor Services: Edit Vendor Commodity Codes My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses Commodity Codes

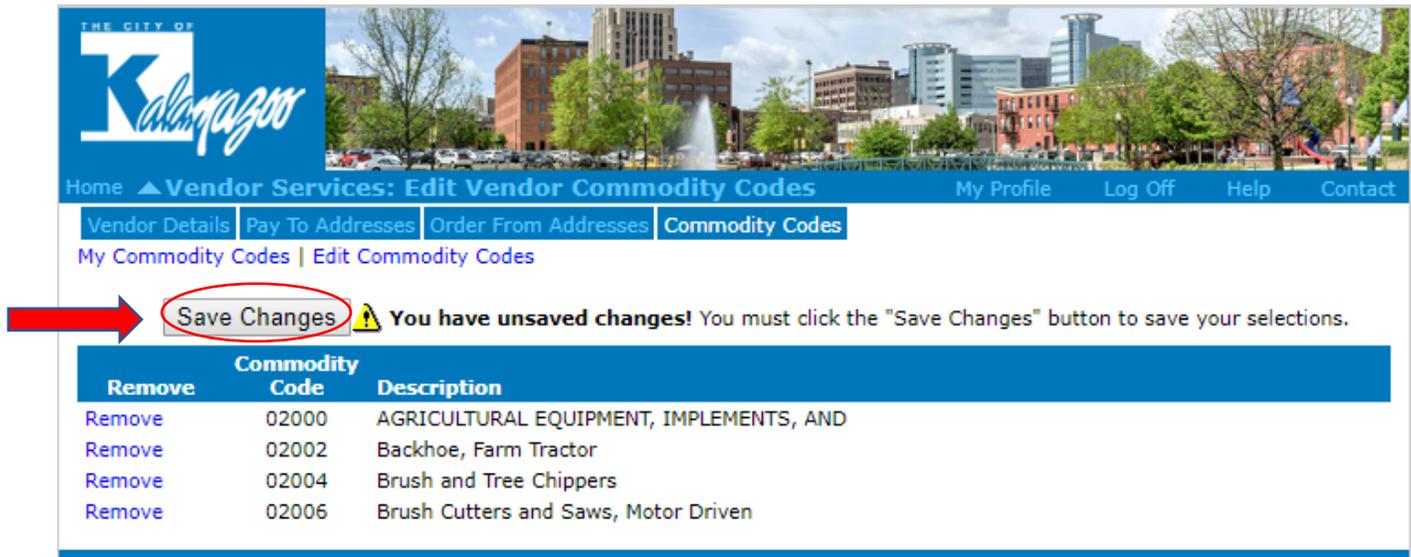
To access and download a searchable list of NIGP Commodity Codes click on the link below.
<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>

You have unsaved changes. [Click here](#) to review and save your selections.

[Click here](#) to return to category listings...

Add/Remove	Commodity Code	Description
Remove	02000	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
Remove	02002	Backhoe, Farm Tractor
Remove	02004	Brush and Tree Chippers
Add	02006	Brush Cutters and Saws, Motor Driven
Add	02010	Counters, Acre
Add	02013	Cultivating Equipment, Farm: Go-Devils, Row Type Shovel Cultivators, Tooth and Spring Harrows, etc.
Add	02014	Curb Edger, Heavy Duty, Tractor Mounted
Add	02015	Cutters and Shredders, Mowers, Heavy Duty, Flail: Tow Type and Center Mount Type
Add	02016	Cutters and Shredders, Mowers, Heavy Duty, Reel and Rotary: Tow Type and Center Mount Type
Add	02018	Dozer Blades. Farm Tractors

10. Once you choose all commodity code that apply, please click "Save Changes".



THE CITY OF Kalamazoo

Home **Vendor Services: Edit Vendor Commodity Codes** My Profile Log Off Help Contact

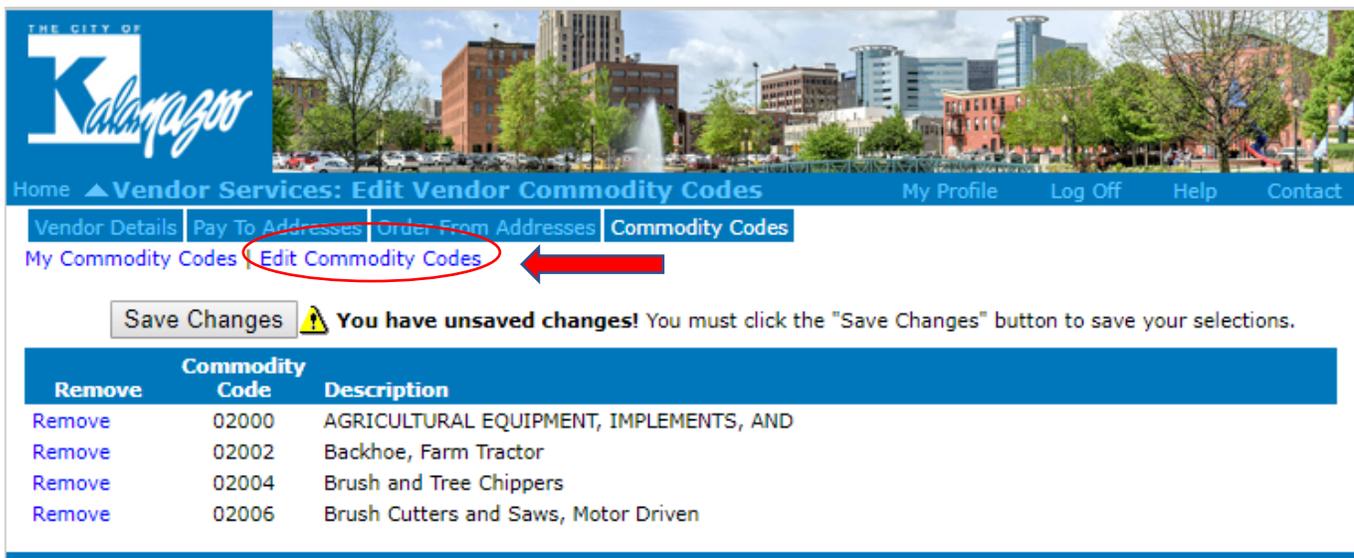
Vendor Details Pay To Addresses Order From Addresses **Commodity Codes**

My Commodity Codes | Edit Commodity Codes

Save Changes ⚠️ **You have unsaved changes!** You must click the "Save Changes" button to save your selections.

Remove	Commodity Code	Description
Remove	02000	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND
Remove	02002	Backhoe, Farm Tractor
Remove	02004	Brush and Tree Chippers
Remove	02006	Brush Cutters and Saws, Motor Driven

11. Click "Edit Commodity Codes" if you need to add/remove commodity codes.



THE CITY OF Kalamazoo

Home **Vendor Services: Edit Vendor Commodity Codes** My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses **Commodity Codes**

My Commodity Codes **Edit Commodity Codes**

Save Changes ⚠️ **You have unsaved changes!** You must click the "Save Changes" button to save your selections.

Remove	Commodity Code	Description
Remove	02000	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND
Remove	02002	Backhoe, Farm Tractor
Remove	02004	Brush and Tree Chippers
Remove	02006	Brush Cutters and Saws, Motor Driven

12. Click the NIGP Commodity Codes link to view the list (305 pages).



THE CITY OF Kalamazoo

Home **Vendor Services: Edit Vendor Commodity Codes** My Profile Log Off Help Contact

Vendor Details Pay To Addresses Order From Addresses **Commodity Codes**

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<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>

bqCommCodeList

Commodity Codes

Commodity Code: 0 - 99999

<u>COMM CODE</u>	<u>COMM DESC</u>	<u>Verified</u>
00500	ABRASIVES	Y
00505	Abrasives Equipment and Tools	Y
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	Y
00521	Abrasives, Sandblasting, Metal	Y
00528	Abrasives, Sandblasting, Other than Metal	Y
00542	Abrasives, Solid: Wheels, Stones, etc.	Y
00556	Abrasives, Tumbling (Wheel)	Y
00563	Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 0	Y
00570	Pumice Stone (Inactive, effective January 1, 2016)	Y
00575	Recycled Abrasives, Products and Supplies	Y
00584	Wool, Steel, Aluminum, Copper, and Lead	Y

13. Click "Log Off" when complete.



THE CITY OF Kalamazoo

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To access and download a searchable list of NIGP Commodity Codes click on the link below.
<https://www.kalamazoo.org/docman/purchasing/4930-commodity-code-list>