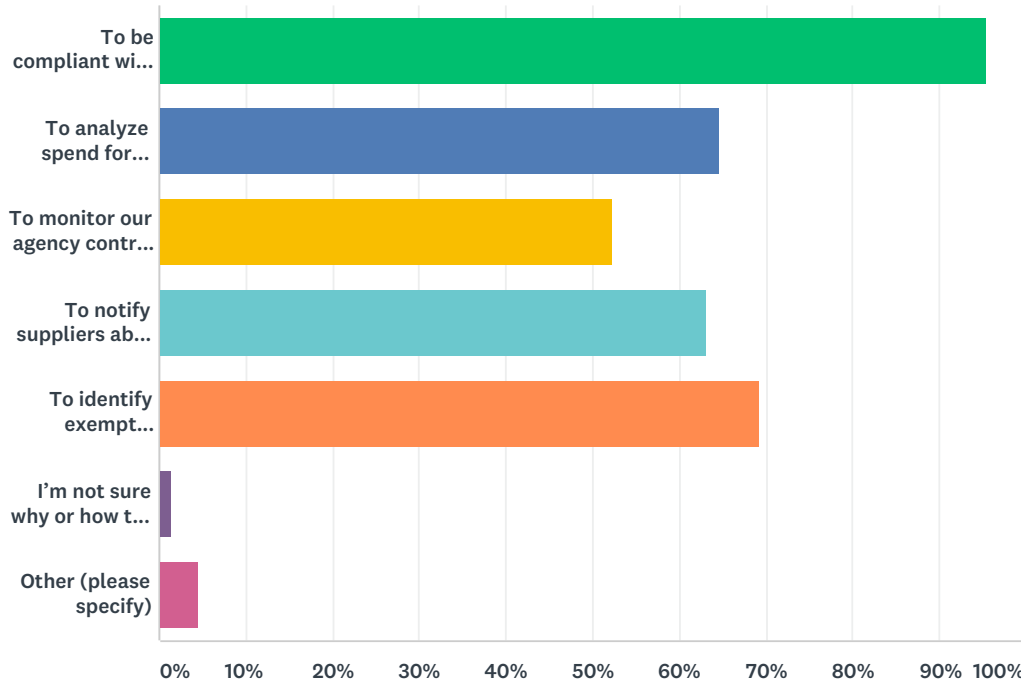


Q1 Why do you use NIGP codes? (select all that apply)

Answered: 65 Skipped: 0

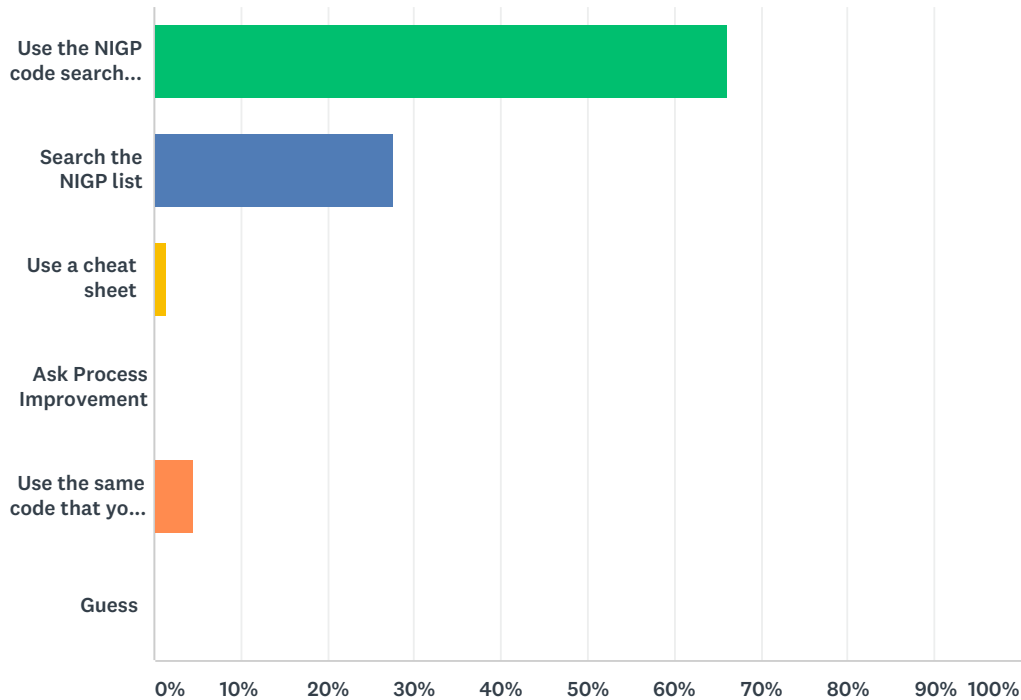


ANSWER CHOICES	RESPONSES	
To be compliant with purchase order rules and procedures	95.38%	62
To analyze spend for contract development	64.62%	42
To monitor our agency contract spend	52.31%	34
To notify suppliers about sourcing events	63.08%	41
To identify exempt purchases	69.23%	45
I'm not sure why or how they should be used	1.54%	1
Other (please specify)	4.62%	3
Total Respondents: 65		

#	OTHER (PLEASE SPECIFY)	DATE
1	A reverse lookup to identify potential suppliers	10/1/2018 11:38 AM
2	it identify the type of product purchased	9/28/2018 11:07 AM
3	To avoid the need for bidding when existing exemptions apply	9/24/2018 8:59 AM

Q2 Which of the following is the way you most often locate the correct NIGP codes for your purchase orders and sourcing events?

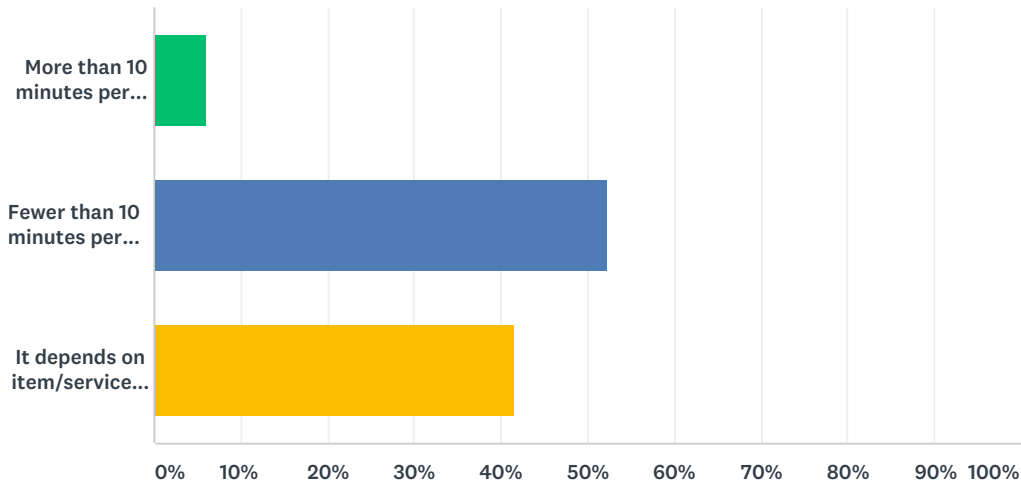
Answered: 65 Skipped: 0



ANSWER CHOICES	RESPONSES	
Use the NIGP code search tool	66.15%	43
Search the NIGP list	27.69%	18
Use a cheat sheet	1.54%	1
Ask Process Improvement	0.00%	0
Use the same code that you used on previous purchase order/event	4.62%	3
Guess	0.00%	0
TOTAL		65

Q3 How much time do you spend searching for NIGP codes?

Answered: 65 Skipped: 0



ANSWER CHOICES	RESPONSES	
More than 10 minutes per item/service	6.15%	4
Fewer than 10 minutes per item/service	52.31%	34
It depends on item/service (please explain below)	41.54%	27
TOTAL		65

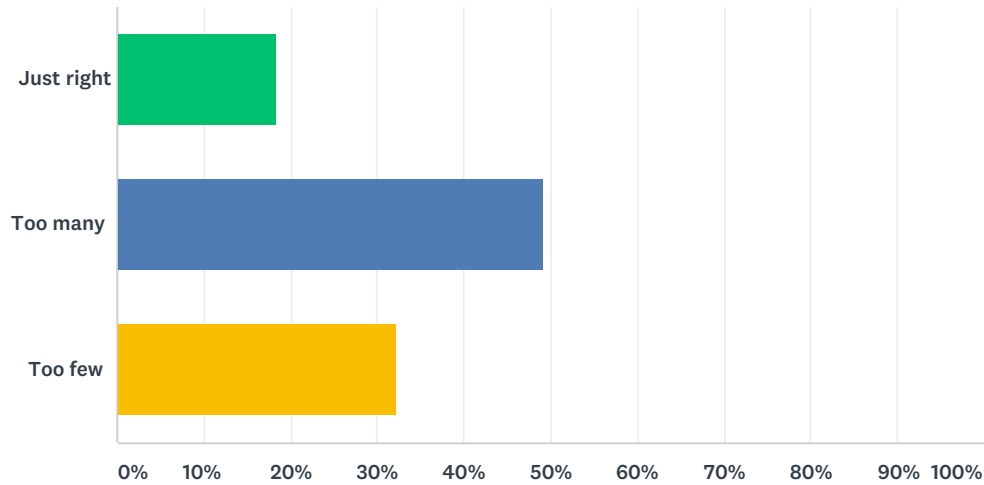
#	OTHER (SPECIFY AMOUNT OF TIME)	DATE
1	In general less than 10 minutes; however, sometimes the good/service being purchased does not easily fit into one NIGP code	10/1/2018 11:38 AM
2	It can be less than 3 minutes or more. it depends if the item populates or not on the looking glass or the NIGP list from State Purchasing website	9/28/2018 11:07 AM
3	some items are more difficult to locate may take more than 10 mins	9/28/2018 10:34 AM
4	There may be multiple codes that will cover the service requested.	9/28/2018 9:38 AM
5	Sometimes items are complicated and we have to figure out the best code to use.	9/28/2018 9:38 AM
6	less than 5 minutes	9/28/2018 9:26 AM
7	If it's medical or Science lab related we call the department, then google to get an understanding of the item the code it.	9/28/2018 9:11 AM
8	Not all services/goods are covered with existing NIGP list. Spend time trying the find the best code that will work.	9/25/2018 3:11 PM
9	Some things are easy to find and others take longer if the word I use is different than what is in the NIGP list	9/24/2018 2:57 PM
10	some unusual items are hard to come up with a descriptive word (s) that apply	9/24/2018 11:13 AM
11	some times titles of products are hidden under other titles -small examples-Ketchup is under Condiments	9/24/2018 10:13 AM
12	If it is something I am familiar with it does not take 10 minutes but if it is something we have never purchased it may take 10 minutes or longer	9/24/2018 9:46 AM
13	Most of the time finding the NIGP code is fast but sometimes it takes a while to find the right one.	9/24/2018 9:38 AM

APO/CUPO NIGP Codes

14	sometimes it is hard to find a code that relates to the item you are purchasing	9/24/2018 9:30 AM
15	Choosing the correct term to use to match to the exemption can sometimes be a challenge	9/24/2018 8:59 AM
16	some less common items are more difficult to find and may take searching more than one or more words	9/24/2018 8:57 AM
17	Usually 5 minutes or less, but some items are difficult and can have several Nigp codes.	9/24/2018 8:40 AM
18	Some time the description are not clear so it take additional time to research.	9/24/2018 8:28 AM
19	Depends on how common the service or commodity is.	9/24/2018 8:12 AM
20	Some codes are easy to locate, some we end up just finding the best fit	9/24/2018 8:09 AM
21	the time ranges; some of the NIGP codes are NOT clear in description	9/24/2018 7:57 AM
22	Some are easier / some are harder to decipher - especially for end users	9/24/2018 7:52 AM
23	Some codes are easier to find than others. Some items take longer and possibly over 10 minutes to locate. I do contact Process Improvements for some NIGP codes.	9/24/2018 7:37 AM
24	Normally less than 10 minutes, which one includes a google search for items that I'm not familiar with. We're a tech school do there are always training supplies/equipment that are not common knowledge items.	9/24/2018 5:28 AM
25	As we should we cross check codes with description verbiage, comments verbiage and attachments. This often takes more than 10 minutes. In all cases the person entering the original codes is not the approved. Checks and balances require approved to cross check codes. Unfortunately this can be time consuming.	9/23/2018 8:50 PM
26	unusually or infrequent purchases require more time to find the correct code	9/21/2018 4:39 PM
27	the codes available to us have not kept up with current technology	9/21/2018 3:59 PM

Q4 Of the current number of available NIGP codes, do you think the number of codes is....

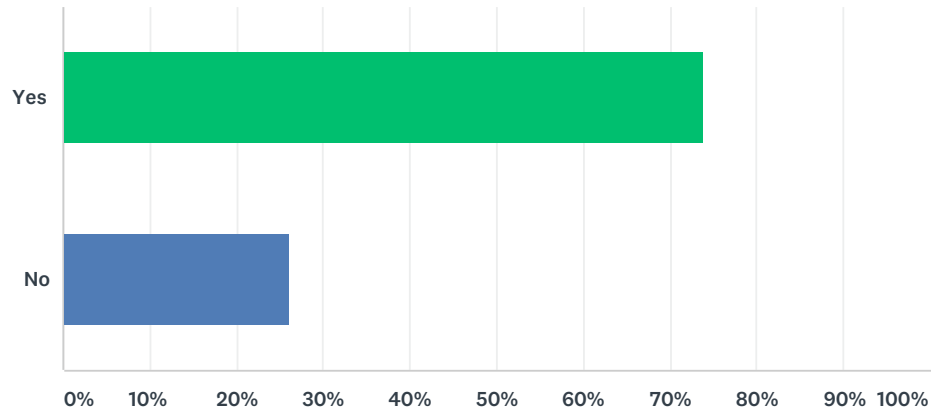
Answered: 65 Skipped: 0



ANSWER CHOICES	RESPONSES	
Just right	18.46%	12
Too many	49.23%	32
Too few	32.31%	21
TOTAL		65

Q5 When you buy from a statewide contract (non-catalog) do you consult the information sheet that lists the NIGP codes for that contract?

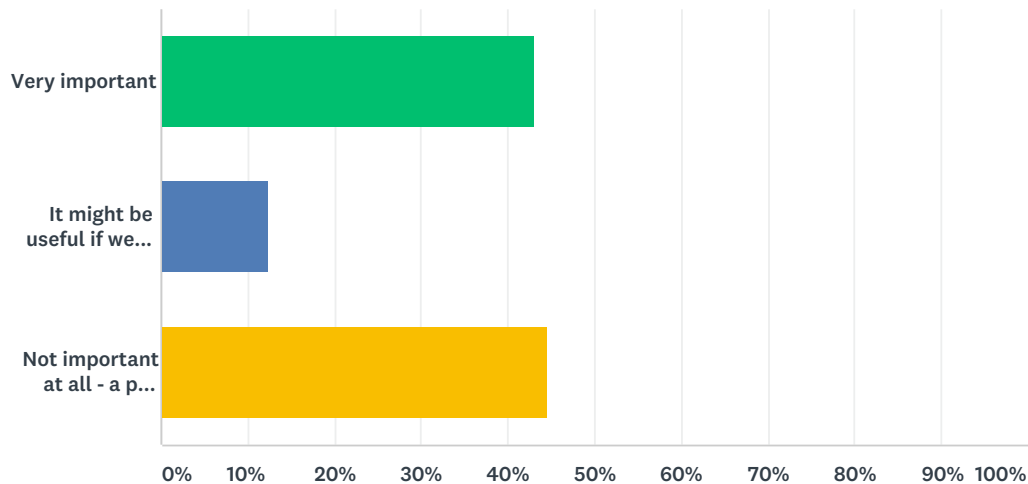
Answered: 65 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		73.85%	48
No		26.15%	17
TOTAL			65

Q6 Using the NIGP codes shown below as an example, how important is the detail at the 5-digit level? 620--60 Pencils, Lead; including Pencil Leads and Pencil Lengtheners 620--70 Pencils, Marking, Including Mechanical Types and Refills: Grease or China Types, etc. 620--71 Pencils, Marking, Not Grease or China Types 620--79 Pens, Fountain 620--80 Pens, General Writing Types: Ball Point, Nylon Tip, Plastic Tip, Roller Ball, etc. 620--90 Pens, Marker Types, Including Highlighter Types

Answered: 65 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very important	43.08%	28
It might be useful if we were ever purchasing large quantities of these items	12.31%	8
Not important at all - a pen is a pen, a pencil is a pencil	44.62%	29
TOTAL		65

Q7 If you could change one thing about using NIGP codes in state purchasing, what would you change?

Answered: 65 Skipped: 0

#	RESPONSES	DATE
1	remove redundant descriptions	10/3/2018 3:26 PM
2	SPD audits would only consider those line items not in the correct 3 digit area as a finding or violation.	10/1/2018 11:38 AM
3	additional codes specific to transportation/construction	9/28/2018 2:23 PM
4	some items can use a general NIGP code	9/28/2018 11:07 AM
5	The most challenging issue for our users is for them to be aware of which 3-digit category they are under when selecting the 5-digit code. They sometimes select the first 5-digit code that comes up when they search for the item, and it may be under an entirely inappropriate 3-digit category for the purchase being made.	9/28/2018 11:06 AM
6	additional codes that pertain specifically to Higher Ed.	9/28/2018 11:03 AM
7	give more description for each cpde or examples	9/28/2018 10:34 AM
8	Better description and availability of unmatched NIGP codes	9/28/2018 10:10 AM
9	Streamline codes that appear to be similar.	9/28/2018 9:38 AM
10	That there were fewer, broader categories.	9/28/2018 9:38 AM
11	items listed for more for State not Education, need more Ed items	9/28/2018 9:32 AM
12	Need to be updated more	9/28/2018 9:26 AM
13	No suggestion at this time	9/28/2018 9:25 AM
14	It needs to be simplified, its to subjective	9/28/2018 9:21 AM
15	I would generalize the codes to reduce the amount required for searching. So many people use "Not Otherwise Classified" codes to keep from having to drill down so much. It takes to long on an already time consuming process of building a PO in PeopleSoft. It used to be faster to type one out on a typewriter. It's crazy that automation is slower.	9/28/2018 9:11 AM
16	three digit requirements	9/28/2018 9:11 AM
17	reduce the # available for use	9/28/2018 9:11 AM
18	Use three digit code and not a detailed five digit code	9/28/2018 9:10 AM
19	Allow 3 digit codes or consolidate like 5 digit codes to reduce search time	9/28/2018 9:09 AM
20	NA	9/28/2018 9:08 AM
21	to be able to enter a NIGP code in a search engine to show if it is a mandatory item, convenience item, OMP etc.	9/27/2018 9:17 AM
22	Ensure NIGP codes loaded in the virtual catalog are correct. I have seen codes that appear on EDX POs that have NIGP codes loaded ending in "00" resulting in corrections that need to be made before the PO can be dispatched.	9/26/2018 3:55 PM
23	I feel that that NIGP codes are a sufficient tool.	9/26/2018 11:03 AM
24	Fewer from which to choose.	9/25/2018 3:11 PM
25	n/a	9/25/2018 9:50 AM
26	simplify	9/24/2018 7:11 PM
27	The amount of codes. A lot of them are very similar and sometimes it is hard to distinguish between which one should be used.	9/24/2018 3:06 PM

APO/CUPO NIGP Codes

28	i would use only the 1st 3 digits	9/24/2018 2:57 PM
29	better description	9/24/2018 2:44 PM
30	quantity, too many that closely resemble the same item	9/24/2018 11:59 AM
31	tailor the NIGP codes more to the university types of spend	9/24/2018 11:22 AM
32	what is environmentally certified by an agency NIGP codes? I don't use those	9/24/2018 11:13 AM
33	Make codes more summarized to have less codes. Like the example above, the three-digit level is probably enough.	9/24/2018 10:16 AM
34	etc. What does that mean to have this on the end of codes and I assume that the service or product can go under it??	9/24/2018 10:13 AM
35	either go to just 3 digit or make the detail better on some of the 5 digit	9/24/2018 9:46 AM
36	I would love for them to be more simple.	9/24/2018 9:38 AM
37	Use one name descriptions such as computer, pens, paper,furniture etc.	9/24/2018 9:30 AM
38	codes in SciQuest do not always mirror what is on the list on DOAS web site	9/24/2018 8:59 AM
39	The system not allowing selection of header codes ending in "00" and reduce the amount of selections in more common categories like office supplies	9/24/2018 8:57 AM
40	less, that cover more areas. too many possible codes for same purchase.	9/24/2018 8:57 AM
41	Combine similar items, for example Pens under one code.	9/24/2018 8:53 AM
42	Simplify the list by consolidating codes as in the same on #6	9/24/2018 8:40 AM
43	Would like to go to 3 digit level	9/24/2018 8:32 AM
44	provide examples & more info under the exemptions. Report common errors in use so it does not get repeated.	9/24/2018 8:28 AM
45	Make the search process easier	9/24/2018 8:14 AM
46	I am satisfied with it.	9/24/2018 8:12 AM
47	Have more general/misc codes. As shown in the example in number 6, is it really that important to identify the exact type of pen we are purchasing?	9/24/2018 8:09 AM
48	It would be wonderful if NIGP search thru Peoplesoft actually worked. Most times you will get a message indicating that it can't find anything.	9/24/2018 8:03 AM
49	better descriptions	9/24/2018 7:57 AM
50	Go back to the 3 digit level - it is close enough	9/24/2018 7:52 AM
51	To allow us to use the 3 digit level codes. Example: 61500 - I am only interested in how much we spend on Office Supplies in general. Not on how much is spent for pencils vs. pens.	9/24/2018 7:37 AM
52	Updates IT item descriptions	9/24/2018 5:28 AM
53	Anything to assist in a search using a one word or two description would always help in saving some time.	9/23/2018 8:50 PM
54	Having less codes would be helpful. Many codes are outdated and should be reviewed by category experts; i.e. IT should review technology codes, auto mechanic review vehicle codes, etc.	9/22/2018 12:11 PM
55	Notations of expired or canceled codes to be in ALL CAPITALS, so that it stands out better.	9/21/2018 5:54 PM
56	The strict requirements of selecting the exact code. Some are very subjective.	9/21/2018 4:49 PM
57	Make the search aspect more robust to make that easier and less time consuming	9/21/2018 4:39 PM
58	less slightly competing codes, more current technology, sorry that was 2	9/21/2018 3:59 PM
59	A wider variety of codes so we can exactly specify what is purchased	9/21/2018 3:22 PM
60	consolidate some of the categories	9/21/2018 3:15 PM
61	While I think we need more codes to chose from, I think there are too many that fall in the #6 example.	9/21/2018 3:12 PM

APO/CUPO NIGP Codes

62	N/A	9/21/2018 3:11 PM
63	Updated codes for technology	9/21/2018 3:09 PM
64	Update to include newer terminology, such as software licenses	9/21/2018 3:07 PM
65	More sreach words	9/21/2018 3:04 PM

Q8 If there is anything else regarding NIGP codes that you would like to comment on please enter your response below.

Answered: 36 Skipped: 29

#	RESPONSES	DATE
1	The codes need to be updated to include the current technology items we now purchase. Right now we have to search too hard and long to find one to cover this area.	10/3/2018 3:26 PM
2	In regards to Question 4 - some areas have too many NIGP codes - examples: office supplies, printing, furniture. Other areas have too few - Examples: research equipment, horticultural & agricultural equipment. Currently UGA allows certain purchases that meet given criteria to bypass Procurement - these currently are all SWCs or ACs where the NIGP codes are assigned by the system. If SPD is willing to allow 3 digit NIGP coding below a given dollar threshold, we could gain efficiencies by allowing non-catalog items to bypass Procurement.	10/1/2018 11:38 AM
3	none	9/28/2018 11:07 AM
4	availability to request NIGP for uncategorized items.	9/28/2018 10:10 AM
5	None.	9/28/2018 9:38 AM
6	I am not a big fan of NIGP codes.	9/28/2018 9:38 AM
7	no	9/28/2018 9:26 AM
8	Some of the NIGP codes linked from punchout purchases are incorrect and default to 57800. There should be a review by vendor/SPD to review.	9/28/2018 9:25 AM
9	It would be helpful if you merge the Exempt List w/NIGP list (Perhaps Color Code the Exempt #'s) so you'll only have one list and not two. Also, include the NIGP number on the individual Line Items in Window Shopper, as well as, contract numbers that pertain to that line.	9/28/2018 9:21 AM
10	If we must use them, reducing the number required would be helpful by generalizing and grouping.	9/28/2018 9:11 AM
11	Very helpful.	9/28/2018 9:08 AM
12	NA	9/26/2018 3:55 PM
13	Would it be possible for SWC Suppliers to insert the NIGP codes on their quotes along with the SWC #?	9/25/2018 3:11 PM
14	need updated NIGP codes for IT. Software licenses	9/24/2018 7:11 PM
15	none	9/24/2018 11:59 AM
16	NIGP codes should be updated with new technology when it comes out to make it easier to find things like "downlinking" or "apps".	9/24/2018 11:13 AM
17	I would love for the NIGP codes to be connected to the contract	9/24/2018 10:13 AM
18	For repairs the sections do not always have a parts and supplies code sometimes that makes choosing a code difficult	9/24/2018 9:46 AM
19	n/a	9/24/2018 9:38 AM
20	It would be helpful to add exempt code for Grant Writing/consulting and also include sewer service in the exempt utilities category 96185. Also, in the main listing of all NIGP codes, add an identifier to show which of those are exempt so that when you find one, it is not necessary to then compare that to the exemption list to see if it is exempt or not.	9/24/2018 8:59 AM
21	Reduce the number of redundant categories, pens, pencils. Not allow the system to allow selection of header categories ending in "00". Remove the inactive categories or not allow the system to allow selection of these codes	9/24/2018 8:57 AM
22	There are not enough technology based codes with clear wording/language.	9/24/2018 8:53 AM

APO/CUPO NIGP Codes

23	It would be helpful if the NIGP search would allow narrowing of a category if we will continue to list NIGP's at the 5 digit level.	9/24/2018 8:40 AM
24	N/A	9/24/2018 8:12 AM
25	better descriptions	9/24/2018 7:57 AM
26	Very frustrating for end users - there are many errors. Purchasing staff try to catch the errors but do not have time to catch all - especially when there are critical orders to get out each day. Going back to a 3 digit level may be sufficient to meet the needs of the State while reducing time and effort and error rate.	9/24/2018 7:52 AM
27	I think there need to be more added in the 20800 area. I have trouble matching the type of software we ordering to the codes that come up under software. I also think using the 3-digit code level would be a good idea (20800, 20400, 42500, etc.).	9/24/2018 7:37 AM
28	Some categories are too vague,	9/24/2018 5:28 AM
29	We consider the codes very important to the PO process. Any ideas or actions to help us in picking/ searching codes is appreciated. Do not shorten the codes list!	9/23/2018 8:50 PM
30	Review and update should be ongoing. Add "DO NOT USE ON PO" next to 3-digit codes on the search pages.	9/22/2018 12:11 PM
31	Would like to see a few more specialized codes for Counseling & Entertainment/Entertainers.	9/21/2018 5:54 PM
32	There are times when the search is painfully non-productive due to the lack of current technology. As a research University we buy some strange items	9/21/2018 3:59 PM
33	The NIGP Search Code and list is very helpful. If more codes could be added it would make our jobs more productive so we can specifically identify each item we purchase.	9/21/2018 3:22 PM
34	N/A	9/21/2018 3:11 PM
35	no	9/21/2018 3:09 PM
36	Include a search feature for Exempt codes rather than just a list, or include an (E) next to exempt codes so that they are easily recognized.	9/21/2018 3:07 PM