



King County

Identifying NAICS Codes

This guide will cover:

- *How to Identify NAICS Codes*

1 NAICS Definition and Importance

- A NAICS Code is a classification within the North American Industry Classification System. The NAICS Code System was developed for use by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the U.S. Economy.
- Identification and selection of NAICS codes are critical components to firms wanting to do business with King County and establishes the solicitation (formal and informal) notifications and invitations received by your firm.
- Select all NAICS codes applicable to your firm.

2 NAICS Navigation

- Identifying and selecting all the NAICS codes relevant to your organizations area of service/expertise is a critical step in setting up your King County supplier profile. The NAICS codes you select will dictate notifications for contracting opportunities you receive regarding upcoming solicitations.
- Click the following link: www.naics.com/search.
- The NAICS Association page will display.



The screenshot shows the NAICS Association website's search interface. At the top left is the NAICS Association logo. A navigation bar contains links for Home, Data Enrichment, Business Lists, Market Research, Products, Company Lookup, NAICS Codes, and a COVID-19 alert. The main heading is "NAICS & SIC Identification Tools". Below this are two search input fields: "Enter Keyword(s)" for NAICS Search and "Enter Keyword(s)" for SIC Search. Below the search fields are four buttons: "NAICS CODE DRILL-DOWN", "SIC CODE DRILL-DOWN", "COMPANY LOOKUP TOOL", and "NAICS LOOKUP HELP". On the right side, there is a "Need Help?" section with a search prompt "What are you Searching for?", a dropdown menu set to "-Choose One-", and a "Submit" button.

- Enter your organization’s specific services or area of expertise, click “NAICS Search.”



This screenshot is identical to the one above, but with a red rectangular box highlighting the "Enter Keyword(s)" input field for the "NAICS Search" button.

- Scroll through search filter results and gather all NAICS codes that are relevant to your organization.



Note: multiple NAICS codes can be added to a supplier's profile. Entering multiple search "Keywords" that identifies your organization is a best practice.

Document the 6-digit NAICS Code exactly; you will search and add these codes in your E-Procurement Supplier Portal. Search the first 4-digits to find the "parent" classification in E-Procurement.



Note: accessing the NAICS Association URL is only to collect appropriate NAICS Codes. The NAICS Codes collected will need to be added manually to your supplier profile.

Document the NAICS codes before returning to the supplier portal, E-Procurement. This will save time when searching and entering NAICS Codes in your supplier profile.



Note: add NAICS codes for the types of solicitations the supplier would like to be notified for (even if it is not directly what the supplier's business does).

Example: if the suppliers firm provides services related to engineering, but does not provide engineering services, select the NAICS code for Engineering to receive notifications of upcoming engineering solicitations.

The screenshot shows the NAICS Association website's search results page. The search term 'Fruit farming' is entered in the search bar. The results table lists several NAICS codes and their titles, with the first five highlighted in red. The table has four columns: NAICS, NAICS Title, Common Keywords, and SIC Crosswalk. The SIC Crosswalk column contains 'View SIC' buttons for each row.

NAICS	NAICS Title	Common Keywords	SIC Crosswalk
111339	Other Noncitrus Fruit Farming	Passion fruit farming	View SIC
111336	Fruit and Tree Nut Combination Farming	Fruit and tree nut combination farming	View SIC
311411	Frozen Fruit, Juice, and Vegetable Manufacturing	Fruit juice concentrates, frozen, manufacturing	View SIC
311421	Fruit and Vegetable Canning	Fruit butters manufacturing	View SIC
445230	Fruit and Vegetable Markets	Fruit stands, permanent	View SIC
424480	Fresh Fruit and Vegetable Merchant Wholesalers	Fresh fruits, vegetables, and berries merchant wholesalers	View SIC

- Instructions on how to add NAICS Codes to a supplier profile (before supplier profile creation) is covered in the [Supplier Registration User Guide](#).

- If you have already created your supplier profile and need to update your NAICS codes, view the instructions in the [Supplier Profile Maintenance User Guide](#).
- End of process.