

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.

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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: <u>www.naics.com/search.</u>
- The NAICS Association page will display.



 Enter your organization's specific services or area of expertise, click "NAICS Search."



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 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.



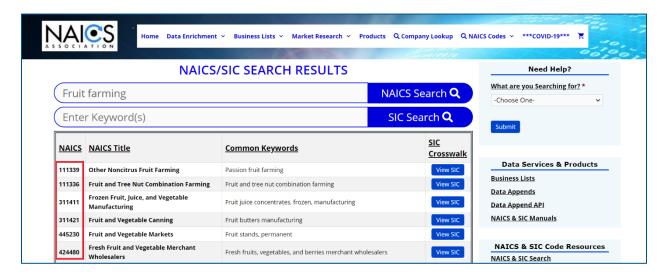
Note: accessing the NAICS Association URL is only to collect appropriate NAICS Codes. The NAICS Codes collected will need to be added manually to your supplier profile.

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.



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

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 If you have already created your supplier profile and need to update your NAICS codes, view the instructions in the <u>Supplier Profile Maintenance User Guide</u>.

• End of process.

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