



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

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PURCHASING AND BUSINESS SERVICES BUREAU/PURCHASING DIVISION

CITY OF LONG BEACH COMMODITY/SERVICE CODE CHANGES

The City of Long Beach has made some changes in our PlanetBids setup to make it easier for businesses to get matched up with the right City procurement opportunities. To continue to be notified about opportunities to do business with the City, we need you to update your vendor profile. Please read on to find out what is changing and how to make the necessary profile updates.

WHAT IS CHANGING

In an effort to improve our ability to notify businesses of City opportunities, the City has implemented a classification system made up of new commodity/service codes in the PlanetBids vendor portal. The new codes allow businesses to identify the goods and services you can provide and which procurement opportunities you would like to be notified about. The new codes became effective March 30, 2018, and follow the five-digit National Institute of Governmental Purchasing (NIGP) format.

HOW TO UPDATE YOUR VENDOR PROFILE

To take advantage of these new codes and to improve your experience with our system, you **MUST** log into PlanetBids and update your business's assigned categories on your vendor profile. To do this:

- (1) Log on to PlanetBids
- (2) Select "Vendor Profile"
- (3) Click the "Category/Description" tab
- (4) Choose your categories
- (5) Select "done"
- (6) Select "Save & Exit"

That's it! From that point on, you will receive email notifications of opportunities that match the codes you selected.

Please note that there will be a transition period during which the City will use both the old and new codes to allow businesses time to update their information. By mid-year, the old codes will be phased out of the system and only the new codes will be utilized.

For more information, please contact the City Purchasing Division at (562)-570-6200 or lb purchasing@longbeach.gov.