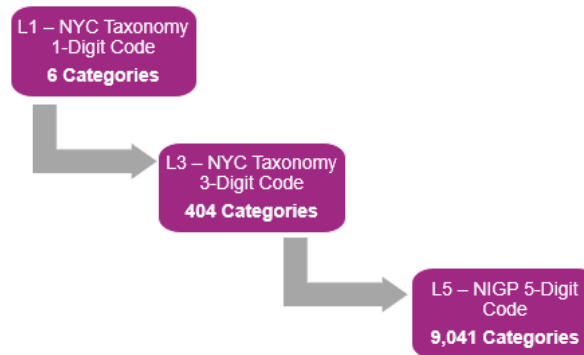# Commodity Enrollment

Enrolling in commodities in PASSPort is one way a vendor can increase their awareness of contracting opportunities with the City of New York. A commodity identifies a good or service that a vendor can provide. When enrolling in a commodity, it should reflect the vendor's current capacity to deliver the relevant good and/or service. Commodity enrollment can be updated at any time as a vendor expands or otherwise changes the goods and/or services they offer.

Follow the steps below to identify and enroll in commodities in PASSPort. Once beginning enrollment in a commodity, vendors must click "Submit" to save the enrollment information. Please note that this process used to be completed in the Payee Information Portal (PIP). Vendors no longer enroll in commodities in PIP.

The City classifies commodities into categories provided through Level 1 (L1) and Level 3 (L3) categories (unique to New York City as of January 2020), and Level 5 (L5) categories (NIGP). To help vendors navigate these commodity categories, we offer a NYC Commodity Classification Directory (click here to view) that provides keywords in L1, L3, and L5.

NYC Commodity Classification Hierarchy

If a vendor is enrolling in commodities for the first time, please proceed to Step 1 below.
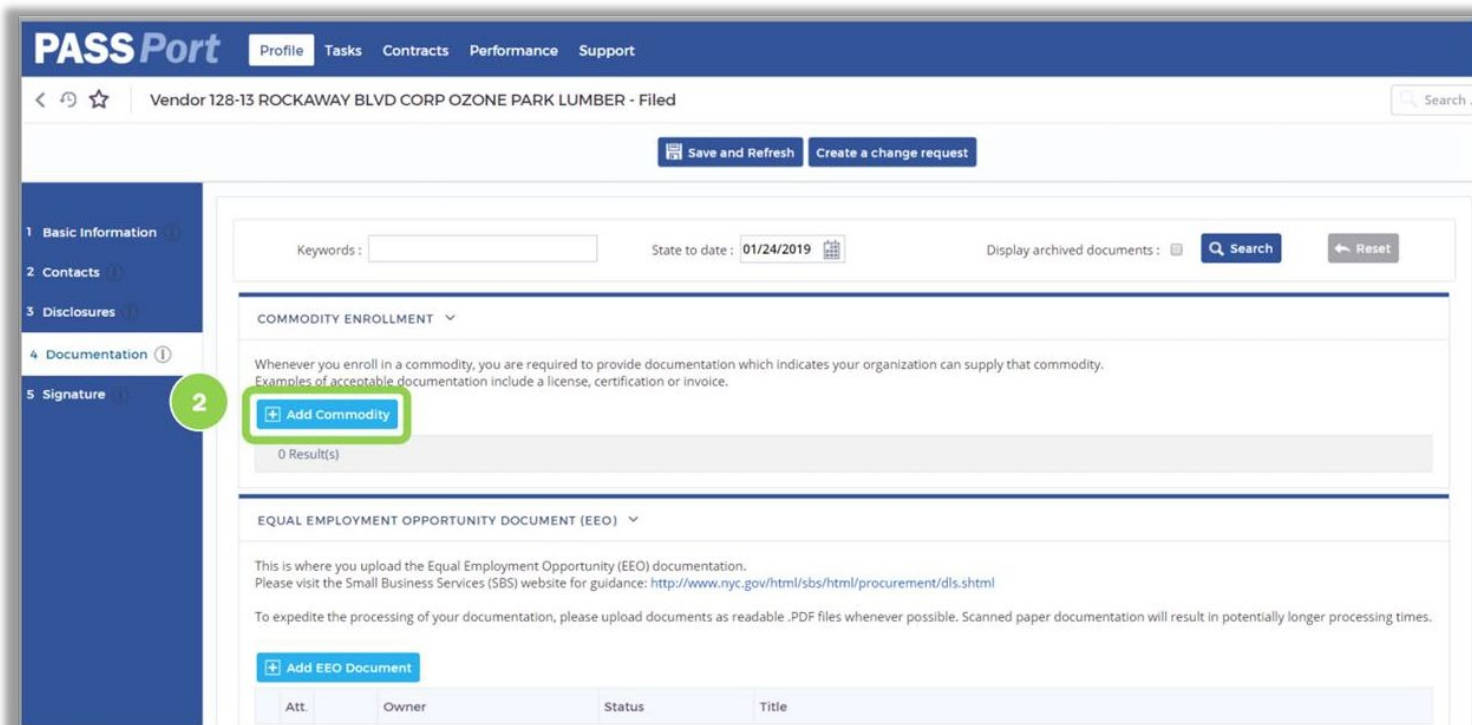
If a vendor is already enrolled in commodities, we recommend first reviewing your current enrollment(s) in the PASSPort Vendor Profile under the Commodity/Certification tab. Then, proceed to Step 1 to add commodities or Step 11 to deselect or modify selected commodities.

There are tool tips available throughout the commodity enrollment process that provide quick and helpful information relevant to specific enrollment fields. Tool tips can be accessed by hovering over the Information ⓘ icon.

If you have any questions on commodity enrollment, please contact MOCS at www.nyc.gov/mocshelp.
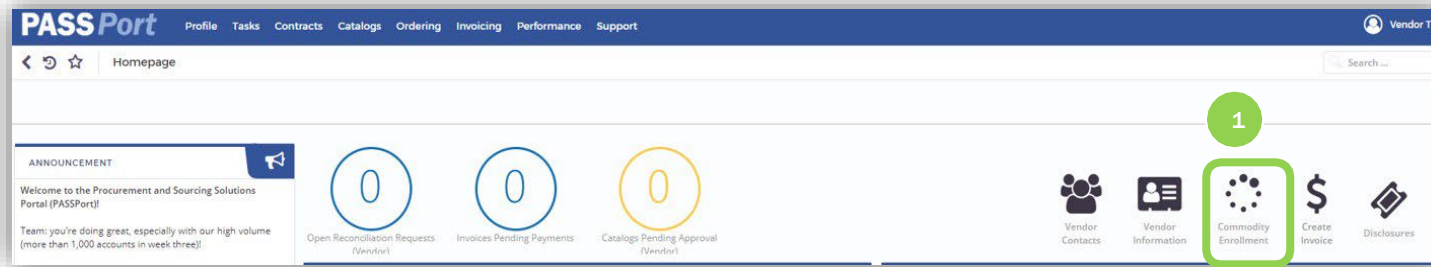
1. From the PASSPort homepage, click the "Commodity Enrollment" icon in the Quick Links window.

The Documentation tab of your vendor profile is displayed. On this page you can enroll in commodities and submit EEO, COI, and DBA documentation.

2. To enroll in a commodity, click the "Add Commodity" button.

   NOTE: If you are already enrolled in commodities, please click here (Step 11) for guidance on how to remove existing commodities.

Edit document : Commodity Enrollment

Save | Close

Document

ALERTS ⌄

DESCRIPTION ⌄

Document's type : Justification

Document's owner : Sample Vendor

Commodity ⓘ :

Document ⓘ : Drag and Drop to Add a File

3. Click the ⋯ icon to begin navigating through L1, L3, and L5 categories. Upon clicking, all six L1 categories will appear.

Select Commodity

Close

Keywords : [ ] 🔍 Search ← Reset

4.1.a.

⊞ 1 - Citywide Operations

⊞ 2 - Construction and Infrastructure

⊞ 3 - Human Services

⊞ 4 - Information Technology and Telecommunications

⊞ 5 - Professional Services

⊞ 6 - Public Health and Safety
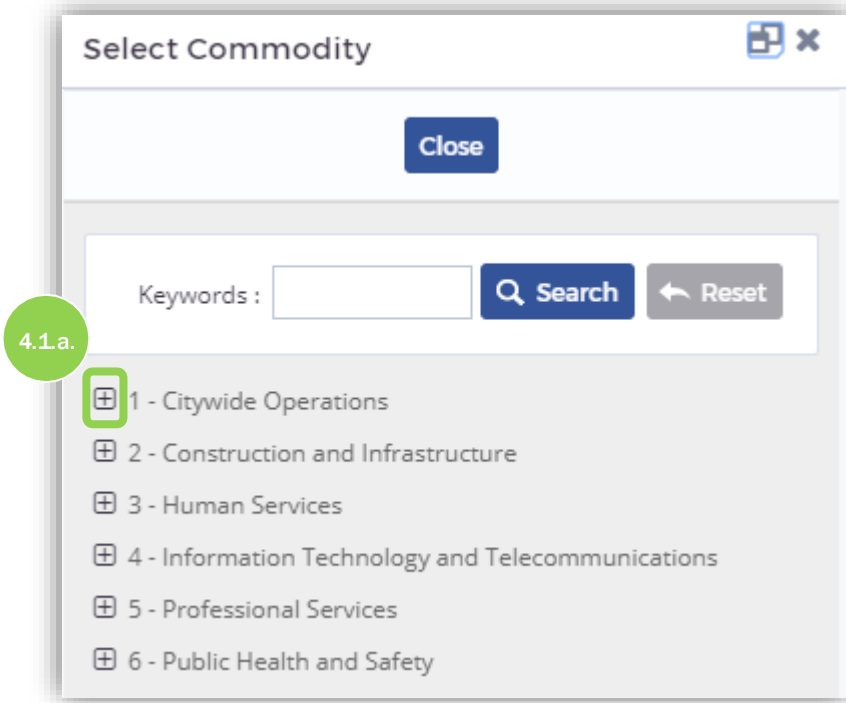
4. Vendors now have two ways to identify commodities for selection.

Option 1: Navigate the NYC Commodity Classification Hierarchy.

4.1.a. Click the ⊞ icon from the L1 category that best applies to the good/service.

Select Commodity

Close

Keywords : [ ] 🔍 **Search** ↩ Reset

■ 1 - Citywide Operations

⊞ 01 - Agriculture and Animals

⊞ 02 - Apparel and Protective Equipment

⊞ 03 - Art, Events, and Entertainment

⊞ 04 - Chemicals and Adhesives

⊞ 05 - Electronic Appliances and Equipment

⊞ 06 - Energy and Utilities

⊞ 07 - Facilities

⊞ 08 - Fleet Vehicles, Supplies, and Maintenance

⊞ 09 - Food and Beverage

⊞ 10 - Fuel

⊞ 11 - Furniture

⊞ 12 - Office and Administrative Services

⊞ 13 - Office Supplies, Equipment, and Reference Materials

⊞ 14 - Sale and Surplus

⊞ 15 - Transportation and Travel Services

4.1.b.

4.1.b. Upon clicking the ⊞ icon to expand the L1 categories, a list of L2 categories is displayed.

Click the ⊞ icon for the L2 category that best applies to the good/service.

Select Commodity

Close

Keywords : [   ] 🔍 **Search** ← **Reset**

- ⊟ 1 - Citywide Operations
  - ⊞ 01 - Agriculture and Animals
  - ⊞ 02 - Apparel and Protective Equipment
  - ⊞ 03 - Art, Events, and Entertainment
  - ⊞ 04 - Chemicals and Adhesives
  - ⊞ 05 - Electronic Appliances and Equipment
  - ⊞ 06 - Energy and Utilities
  - ⊟ 07 - Facilities
    - ☐ 034 - Alarm and Security System Services
    - ☐ 035 - Cleaning and Laundry Management Services
    - ☐ 036 - Cleaning and Laundry Related Supplies
    - ☐ 037 - Cleaning and Laundry Services
    - ☐ 038 - Facilities Equipment and Supplies
    - ☐ 039 - Facilities Maintenance and Repair Services
    - ☐ 040 - Facilities Management Services
    - ☐ 041 - Facilities Rental or Lease Services
    - ☐ 042 - Pest Control Services
    - ☐ 043 - Portable Toilet Services
    - ☐ 044 - Real Estate Services
    - ☐ 045 - Voting Machines and Supplies
    - ☐ 046 - Voting Machines Services

4.1.c.

4.1.c. Upon clicking the ⊞ icon to expand the L2 categories, a list of L3 categories is displayed. Select the L3 category that best applies to the good/service (Vendor will then move to Step 5 below.)

NOTE: You may only select one L3 category at a time. If more than one L3 category is selected, the user will receive an alert and will not be able to proceed.

NYC
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Select Commodity

Close

4.2.a.

Keywords : [   ] 🔍 Search   ← Reset

⊞ 1 - Citywide Operations

⊞ 2 - Construction and Infrastructure

⊞ 3 - Human Services

⊞ 4 - Information Technology and Telecommunications

⊞ 5 - Professional Services

⊞ 6 - Public Health and Safety

Option 2: Conduct a keyword search on L3 categories.
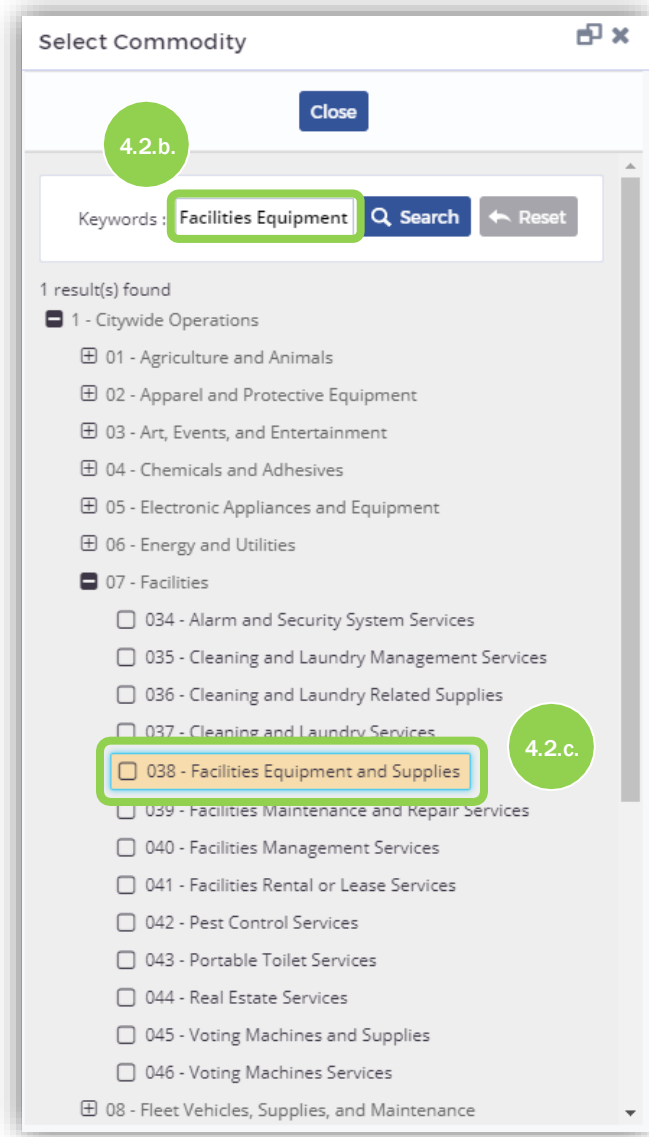
4.2.a. Type an L3 category keyword into the "Keywords" search field.

Important: The keyword search is limited to L3 categories only. Entering L5 category keywords or numerical values will not generate any search results. Please use the NYC Commodity Classification Directory (click here to view) to identify the L3 category keyword that applies to the good/service.

	NYC Commodity Classification Directory
1	NYC Commodity Classification Directory
2	**NYC Commodity Classification Directory**
3	⊟ **Citywide Operations**
4	⊟ Includes goods and services that support and maintain core city operations, Office and Administrative Goods and Services, Agriculture and Animal related Goods and Services, Apparel and Protective Equipment, Arts and Entertainment, Chemicals and Adhesives, Electronic Appliances, Energy and Utilities, Facilities, Food and Beverage, Fleet, Fuel, Furniture, Office Supplies and Equipment, Sale and Surplus Items, Transportation and Travel
5	⊟ 01 - Agriculture and Animals
6	⊟ **001 - Agricultural Equipment and Supplies**
7	01900 - AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS
8	01921 - Berry Crops
9	01932 - Cotton
10	01942 - Fruits, Deciduous Tree
11	01960 - Potatoes, Irish
12	02000 - AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
13	02010 - Counters, Acre
14	02014 - Curb Edger, Heavy Duty, Tractor Mounted
15	02018 - Dozer Blades (For Farm Tractors)
16	02023 - Ensilage Cutters
17	02025 - Farm Wagons
18	02028 - Feed Wagons
19	02030 - Fertilizer Applicators and Fittings, Liquid and Gas
20	02035 - Grain Bins and Tanks
21	02039 - Grass Spriggers and Seeders
22	02041 - Harvesting Equipment: Bean, Corn, and Pea Pickers and Shells
23	02059 - Land Levelers
24	02062 - Log Splitters
25	02069 - Pasture Renovators
26	02073 - Planting Equipment, Row Crop
27	02074 - Processing Machinery and Equipment, Agricultural
28	02078 - Recycled Agricultural Equipment Accessories and Supplies

Coversheet | Expanded to L2 Category | Expanded to L3 Category | **Expanded to L5 Category** | NYC Commodity Directory | ⊕

The NYC Commodity Classification Directory (click here to view) is a resource for vendors to become familiar with the structure and descriptions of the NYC Commodity Classification Hierarchy. It includes commodity descriptions for L1, L2, L3, and L5 categories.

Select Commodity

Close

4.2.b.

Keywords : Facilities Equipment   🔍 Search   ← Reset

1 result(s) found

▬ 1 - Citywide Operations

    ⊞ 01 - Agriculture and Animals

    ⊞ 02 - Apparel and Protective Equipment

    ⊞ 03 - Art, Events, and Entertainment

    ⊞ 04 - Chemicals and Adhesives

    ⊞ 05 - Electronic Appliances and Equipment

    ⊞ 06 - Energy and Utilities

    ▬ 07 - Facilities

        ☐ 034 - Alarm and Security System Services

        ☐ 035 - Cleaning and Laundry Management Services

        ☐ 036 - Cleaning and Laundry Related Supplies

        ☐ 037 - Cleaning and Laundry Services

        ☐ 038 - Facilities Equipment and Supplies   **4.2.c.**

        ☐ 039 - Facilities Maintenance and Repair Services

        ☐ 040 - Facilities Management Services

        ☐ 041 - Facilities Rental or Lease Services

        ☐ 042 - Pest Control Services

        ☐ 043 - Portable Toilet Services

        ☐ 044 - Real Estate Services

        ☐ 045 - Voting Machines and Supplies

        ☐ 046 - Voting Machines Services

    ⊞ 08 - Fleet Vehicles, Supplies, and Maintenance

4.2.b. Once you have identified the applicable L3 category keyword using the NYC Commodity Classification Directory, copy and paste, or type, the L3 category keyword into the "Keywords" search field and click the "Search" button.

Keyword search example: In this example, the vendor searches "Facilities Equipment."

4.2.c. Click the relevant L3 category. Upon selecting the L3 category, a list of all associated L5 categories will appear on the screen. (Vendor will then move to Step 5 below.)

Edit document : Commodity Enrollment

Save | Close

Document

ALERTS ∨

DESCRIPTION ∨

Document's type : Justification

Document's owner : Sample Vendor

Commodity ⓘ : 038 - Facilities Equipment and Supplies ...
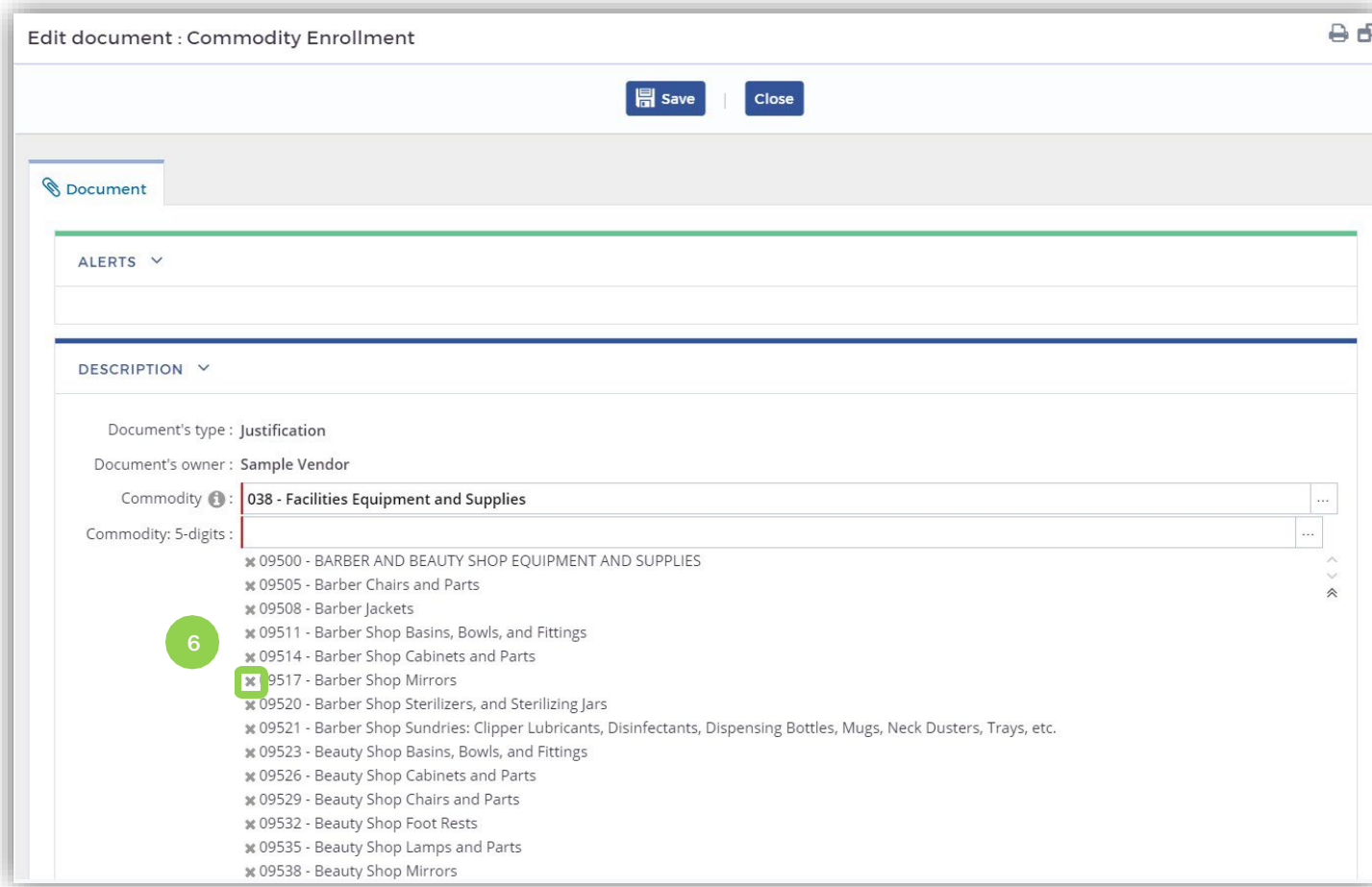
Commodity: 5-digits : ...

✖ 09500 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
✖ 09505 - Barber Chairs and Parts
✖ 09508 - Barber Jackets

Document ⓘ : 📎 Drag and Drop to Add a File

5

Upon selecting an L3 category, a list of all associated L5 categories is displayed.

5. Click the ⌄ button to expand and see the full list of L5 categories.

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Edit document : Commodity Enrollment

[Save] | [Close]

Document

ALERTS ⌄

DESCRIPTION ⌄

Document's type : Justification

Document's owner : Sample Vendor

Commodity ⓘ : 038 - Facilities Equipment and Supplies

Commodity: 5-digits :

✖ 09500 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
✖ 09505 - Barber Chairs and Parts
✖ 09508 - Barber Jackets
✖ 09511 - Barber Shop Basins, Bowls, and Fittings
✖ 09514 - Barber Shop Cabinets and Parts
✖ 09517 - Barber Shop Mirrors
✖ 09520 - Barber Shop Sterilizers, and Sterilizing Jars
✖ 09521 - Barber Shop Sundries: Clipper Lubricants, Disinfectants, Dispensing Bottles, Mugs, Neck Dusters, Trays, etc.
✖ 09523 - Beauty Shop Basins, Bowls, and Fittings
✖ 09526 - Beauty Shop Cabinets and Parts
✖ 09529 - Beauty Shop Chairs and Parts
✖ 09532 - Beauty Shop Foot Rests
✖ 09535 - Beauty Shop Lamps and Parts
✖ 09538 - Beauty Shop Mirrors

⑥

All L5 categories associated with the L3 category are automatically selected.

6. To remove an L5 category that does not pertain to your business click the ✖ icon to the left of the code. The L5 categories that remain on the list will be the categories you enroll in.

Edit document : Commodity Enrollment

[Save] | [Close]

📎 Document

ALERTS ⌄

DESCRIPTION ⌄

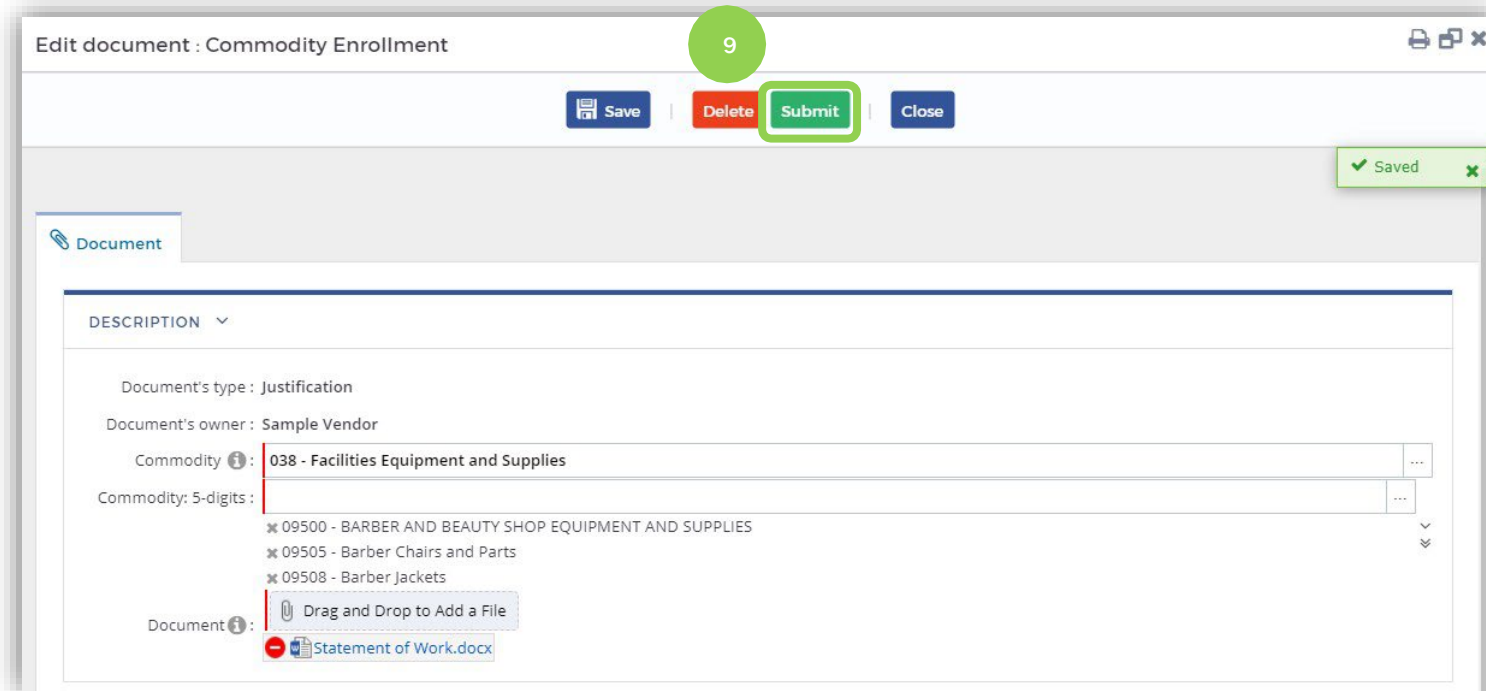Document's type : Justification
Document's owner : Sample Vendor
Commodity ⓘ : | 038 - Facilities Equipment and Supplies | ... |
Commodity: 5-digits : | | ... |

✖ 09500 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
✖ 09505 - Barber Chairs and Parts
✖ 09508 - Barber Jackets
✖ 09511 - Barber Shop Basins, Bowls, and Fittings
✖ 09514 - Barber Shop Cabinets and Parts
✖ 09517 - Barber Shop Mirrors
✖ 09520 - Barber Shop Sterilizers, and Sterilizing Jars
✖ 09521 - Barber Shop Sundries: Clipper Lubricants, Disinfectants, Dispensing Bottles, Mugs, Neck Dusters, Trays, etc.
✖ 09523 - Beauty Shop Basins, Bowls, and Fittings
✖ 09526 - Beauty Shop Cabinets and Parts
✖ 09529 - Beauty Shop Chairs and Parts
✖ 09532 - Beauty Shop Foot Rests
✖ 09535 - Beauty Shop Lamps and Parts
✖ 09538 - Beauty Shop Mirrors

(7)

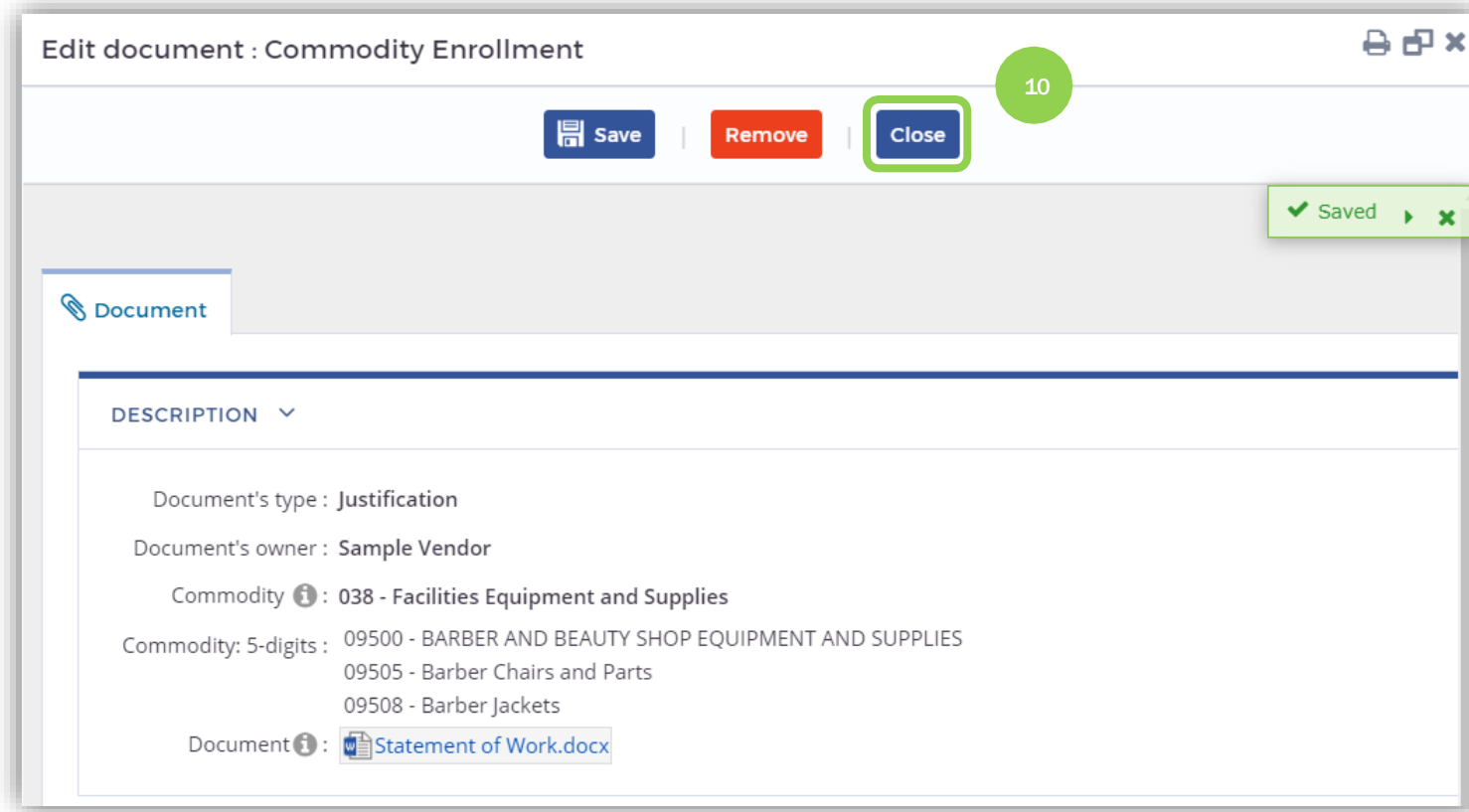Document ⓘ : | 📎 Drag and Drop to Add a File |

NOTE: When enrolling in an L3 category, documentation that supports the ability to provide the corresponding good/service is required.

Examples of acceptable documentation include, but are not limited to, an invoice, license, contract, statement of work, capability statement, or certification. One document is sufficient to cover all goods/services within the L3 category.

7. Click the "Drag and Drop to Add a File" button to upload documentation. The maximum file size is 50MB.

Edit document : Commodity Enrollment

[8]

[Save] | [Close]

8. After you add the document, click the "Save" button.

📎 Document

ALERTS ⌄

DESCRIPTION ⌄

Document's type : Justification

Document's owner : Sample Vendor

Commodity ⓘ : 038 - Facilities Equipment and Supplies   [...]

Commodity: 5-digits :   [...]

✖ 09500 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
✖ 09505 - Barber Chairs and Parts
✖ 09508 - Barber Jackets
✖ 09511 - Barber Shop Basins, Bowls, and Fittings
✖ 09514 - Barber Shop Cabinets and Parts
✖ 09517 - Barber Shop Mirrors
✖ 09520 - Barber Shop Sterilizers, and Sterilizing Jars
✖ 09521 - Barber Shop Sundries: Clipper Lubricants, Disinfectants, Dispensing Bottles, Mugs, Neck Dusters, Trays, etc.
✖ 09523 - Beauty Shop Basins, Bowls, and Fittings
✖ 09526 - Beauty Shop Cabinets and Parts
✖ 09529 - Beauty Shop Chairs and Parts
✖ 09532 - Beauty Shop Foot Rests
✖ 09535 - Beauty Shop Lamps and Parts
✖ 09538 - Beauty Shop Mirrors

Document ⓘ : 📎 Drag and Drop to Add a File

9. Click the "Submit" button.

   NOTE: You must click "Submit" to save your work.

   You have successfully enrolled. The documentation you submitted will be reviewed by the City.

Edit document : Commodity Enrollment

🖶 ⧉ ✕

10

💾 Save | **Remove** | **Close**

✔ Saved ▸ ✕

📎 Document

DESCRIPTION ∨

Document's type : Justification

Document's owner : Sample Vendor

Commodity ⓘ : **038 - Facilities Equipment and Supplies**

Commodity: 5-digits : 09500 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
09505 - Barber Chairs and Parts
09508 - Barber Jackets

Document ⓘ : 📄 Statement of Work.docx

10. After clicking "Submit" click the "Close" button to return to the commodity enrollment screen.

For information on how to modify your commodity enrollment, continue to Step 11.

COMMODITY ENROLLMENT ∨

Whenever you enroll in a commodity, you are required to provide documentation which indicates your organization can supply that commodity. Examples of acceptable documentation include a license, certification or invoice.

⊞ Add Commodity

Att.		Owner	Commodity
✏️ 📄 🕐		Sample Vendor	038 - Facilities Equipment and Supplies

1 Result(s)

11

Edit document : Commodity Enrollment

💾 Save   **Remove**   Close

📎 Document

DESCRIPTION ∨

Document's type : Justification

Document's owner : Sample Vendor

Commodity ⓘ : 038 - Facilities Equipment and Supplies

Commodity: 5-digits : 09500 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
09505 - Barber Chairs and Parts
09508 - Barber Jackets

Document ⓘ : 📄 Statement of Work.docx

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11. To remove an existing L3 category, click the ✏️ icon to the left of the commodity and click the "Remove" button at the top of the window. Add your reason for unenrolling and click the "OK" button followed by the "Close" button.

NOTE: In order to modify (remove or add) the L5 categories within an existing L3 category, you must remove the entire L3 category and re-enroll with the desired L5 categories.