



## Listing NAICS Codes Correctly in Vendor Information Pages Fact Sheet

### Summary:

Verification applicants are placing North American Industry Classification System (NAICS) codes in the wrong place in their online VetBiz Vendor Information Pages (VIP) profile. NAICS codes **must be listed** in the **Business Type** field in VIP profiles.

### Discussion:

It is required that NAICS codes be listed in the proper location within a firm's VIP profile. The field titled **Business Type** is the **only** location to list NAICS codes in a VIP profile.

NAICS codes are not to be listed in any other field in VIP. Specifically, listing NAICS codes in the VIP profile fields titled **Capabilities Narrative** or **Capabilities Keywords** is not allowed.

The image below shows where business owners are to list NAICS codes in their VIP profile. The **Business Type** field is located between the **Business Information** and **Capabilities** sections of a firm's VIP profile.

**Business Type**

Business Type: Sole Proprietorship  
FEIN: 567453233  
Cage Code:  
NAICS: 111110  
FSC:  
PSC:  
Certifications: Woman Owned Small Business:No  
Minority Owned Small Business:No  
HUBZone:No  
8(a):No  
Purchase Card:No

Quickly access VA verification application resources via [Verification Assistance](#).

For more information about VA Small and Veteran Business Programs, visit <https://www.va.gov/osdbu>.

### Center for Verification and Evaluation Office of Small and Disadvantaged Business Utilization

1-866-584-2344  
Monday-Friday  
8 a.m.-6 p.m. (Eastern)

Status Update:  
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