

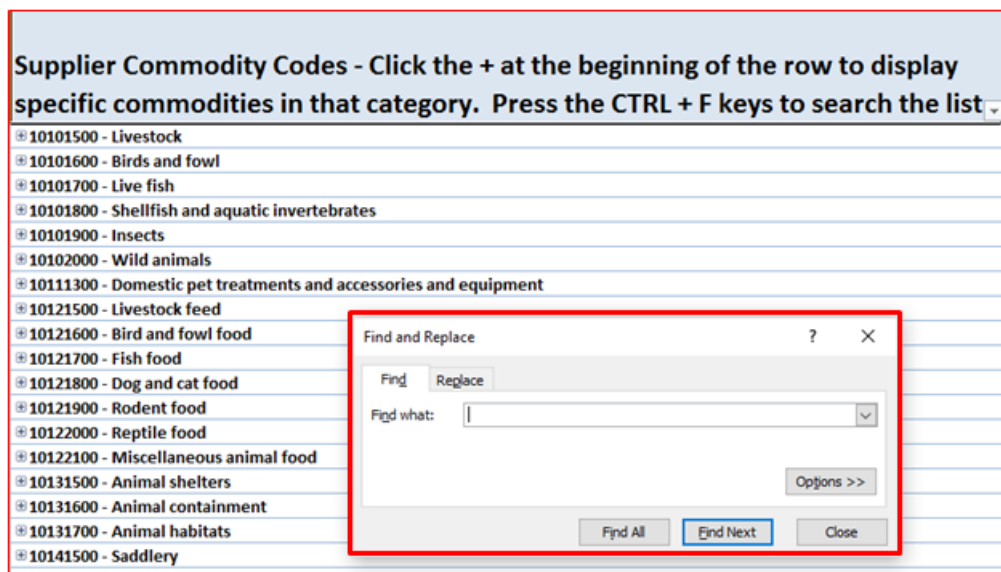
Central Procurement Office Update Supplier Commodity Codes in Edison

PURPOSE: The purpose of this Job Aid is to provide step-by-step instructions for suppliers describing how to update Commodity codes on the Edison Supplier Portal.

Note: It is recommended that you identify the commodity code(s) applicable to your Business before attempting to update your supplier record.

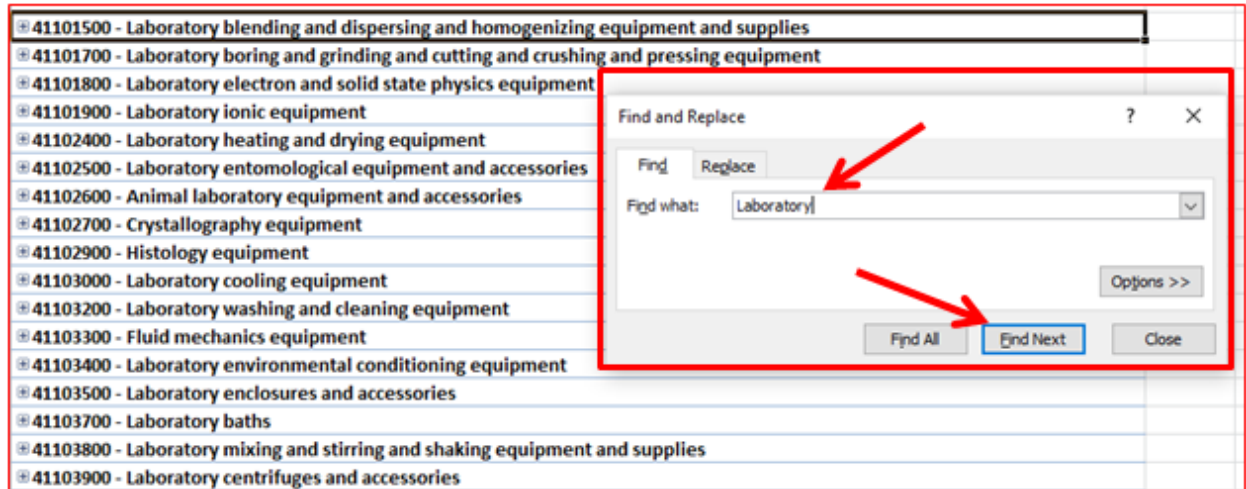
A. Identifying your commodity codes.


1. Click this link to access the UNSPSC commodity code list in Excel.
2. Press the Ctrl and F keys at the same time to activate the Find function in Excel.





3. Type in the commodity category name you are looking for, e.g. *Laboratory*, and press Find Next.

Excel will find the first instance of the word *Laboratory* in the list.



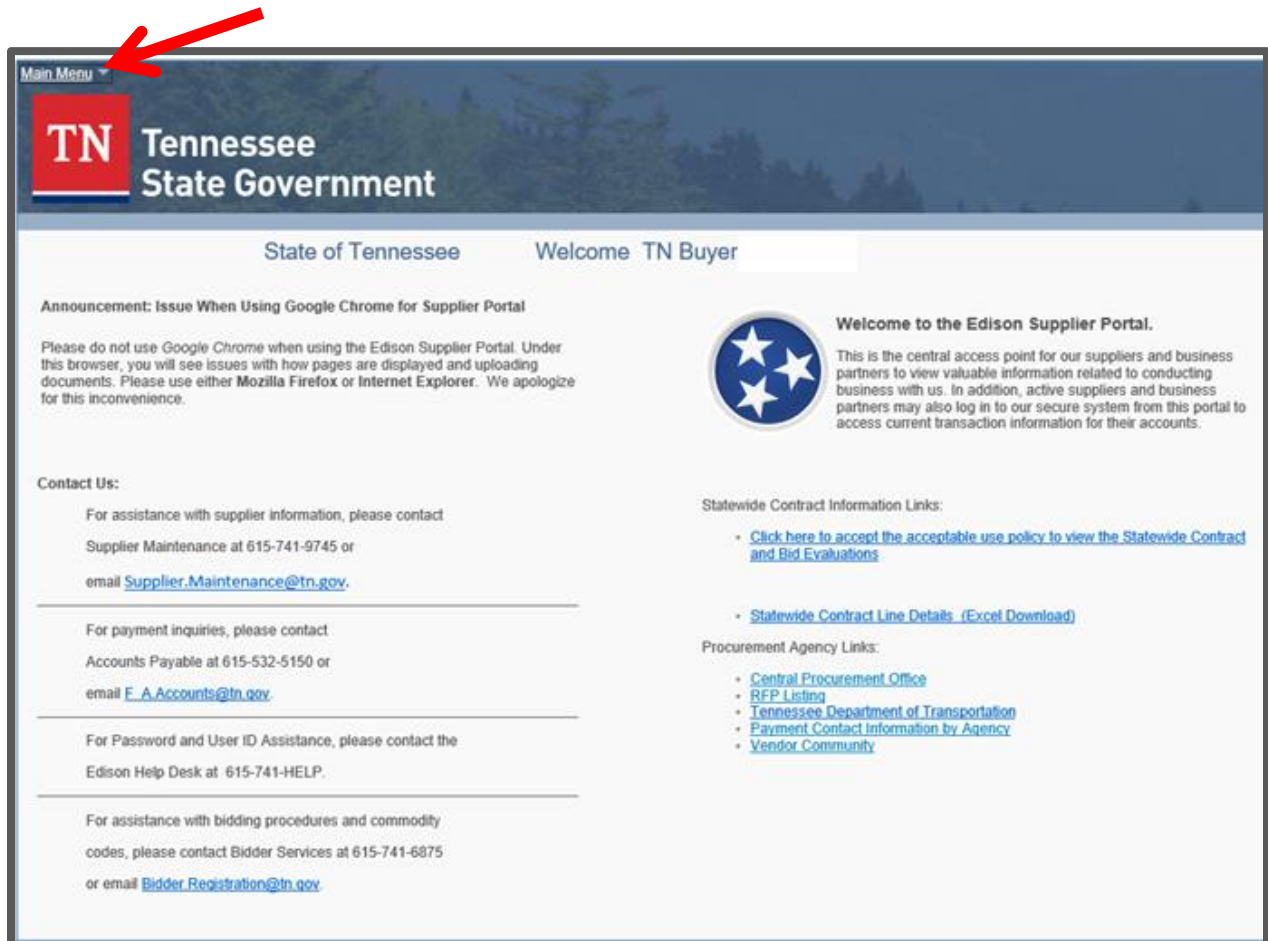
4. To see specific commodities in that category, click the  at the front of the row to display.

	40183200 - Iron tubes
	41101500 - Laboratory blending and dispersing and homogenizing equipment and supplies
	Dounce homogenizers
	French pressure cells
	Homogenizer parts and accessories
	Homogenizers
	Laboratory blenders or emulsifiers
	Laboratory cell disruptor
	Laboratory sprayers
	Liquid measuring cans
	Stomachers

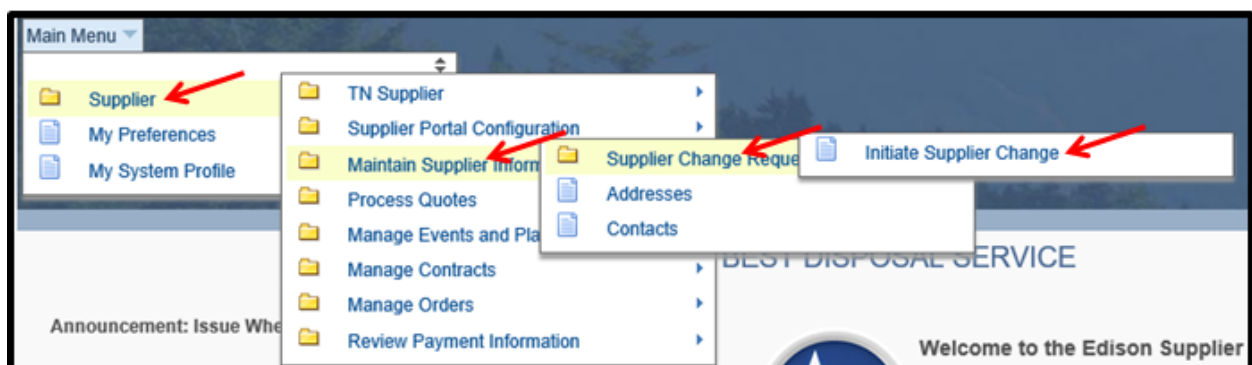
5. Jot down the commodity code number (e.g. 41101500) to enter into Edison. Repeat steps A.3 and A.4 until you have identified all commodity codes identifying your business.

B. Update commodity codes in Edison.

1. Log-in to the Supplier [portal](#).
2. After logging in to the portal, click the Main Menu link.



3. Next Click - Supplier -> Maintain Supplier Information -> Supplier Change Request -> Initiate Supplier Change.



4. From the Company Profile page, click Expand All.

The screenshot shows the 'Company Profile' page for 'Diann Goney'. The 'Unique ID & Company Profile' section is highlighted. Below it, the 'Standard Industry Codes' section is expanded, showing a table of codes. A red arrow points to the 'Expand All' button.

SIC Code Type	Standard Industry Code	Description	Remove
UNSPSC Codes	10102000	Wild animals	<input type="checkbox"/>
UNSPSC Codes	10131700	Animal habitats	<input type="checkbox"/>
UNSPSC Codes	70161700	Ecosystems	<input type="checkbox"/>
UNSPSC Codes	70171500	Water resource development service	<input type="checkbox"/>

5. Next, Click the Add SIC button.

The screenshot shows the 'Company Profile' page for 'Diann Goney'. The 'Standard Industry Codes' section is expanded. Below the table, there is an 'Add SIC' button. A red arrow points to the 'Add SIC' button.

SIC Code Type	Standard Industry Code	Description	Remove
UNSPSC Codes	10102000	Wild animals	<input type="checkbox"/>
UNSPSC Codes	10131700	Animal habitats	<input type="checkbox"/>
UNSPSC Codes	70161700	Ecosystems	<input type="checkbox"/>
UNSPSC Codes	70171500	Water resource development service	<input type="checkbox"/>

6. On the new row, click the down arrow in the box under SIC Code Type to display Code choices.

The screenshot shows the 'Standard Industry Codes' section. The 'Add SIC' button is highlighted. Below it, the 'SIC Code Type' dropdown menu is open, showing a list of code types. A red arrow points to the dropdown arrow.

SIC Code Type	Standard Industry Code	Description	Remove
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

7. Select the SIC Code Type - UNSPSC Codes.

Company Profile for [Review Changes](#)

Unique ID & Company Profile

*Supplier Name Diann Goney

Expand All Collapse All

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
UNSPSC Codes	10102000	Wild animals	<input type="checkbox"/>
UNSPSC Codes	10131700	Animal habitats	<input type="checkbox"/>
UNSPSC Codes	70161700	Ecosystems	<input type="checkbox"/>
UNSPSC Codes	70171500	Water resource development service	<input type="checkbox"/>
UNSPSC Codes	<input type="text"/>		<input type="checkbox"/>

UNSPSC Codes
US - NAICS Codes
US SIC Codes

[Contact Us](#) [Review Changes](#)

Exit Save for Later Previous Next

8. Select the UNSPSC Code from the list.

1. Click the magnifying glass to display the Look up Standard Industry Code page.

UNSPSC Codes

2. Click the Advanced Lookup link.

Look Up Standard Industry Code

Search by: Standard Industry Code begins with

Look Up Cancel [Advanced Lookup](#)

No matching values were found.

3. Search for the code(s) you identified for your company by typing the code number in the search box. Click Look up. Click on the Code to add it to your record.

Look Up Standard Industry Code

SIC Code Type
Standard Industry Code begins with **10101600**

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 5313 can be displayed.

View 100 First 1-300 of 300 Last

Standard Industry Code	Description
10101500	Livestock
10101600	Birds and fowl
10101700	Live fish
10101800	Shellfish and aquatic invertebrates
10101900	Insects
10102000	Wild animals

4. The code will appear in your list. Repeat steps B.8.1, B.8.2 and B.8.3 to add additional codes.

Expand All Collapse All

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
UNSPSC Codes	10101600	Birds and fowl	<input type="checkbox"/>

9. Click the Remove box to mark a code to be removed from your profile.

Expand All Collapse All

Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
UNSPSC Codes	10101600	Birds and fowl	<input checked="" type="checkbox"/>

10. Click Review Changes to see the changes you have made. Click Next to continue.

Expand All Collapse All

▼ Standard Industry Codes

SIC Code Type	Standard Industry Code	Description	Remove
UNSPSC Codes	10101600	Birds and fowl	<input type="checkbox"/>
UNSPSC Codes	10101700	Live fish	<input type="checkbox"/>

Add SIC

Contact Us

Exit Save for Later Previous Next

Review Changes

11. To complete the change, on the Review and Submit Changes screen:

1. Enter your email address.
2. Click the Confirm Changes check box.
3. Click Submit.

Review and Submit Changes for :

Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

☒ Confirm Changes

Review Withdraw Submit

Contact Us

12. You will receive a confirmation email message. The message includes your Change Request ID. Use this as a reference if you have questions regarding this change.

Click the Return to Supplier Change Selection Page link to make more changes to the UNSPSC codes.

Click the Return to Supplier Home Page link to return to the supplier portal Home Page.

