# 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.
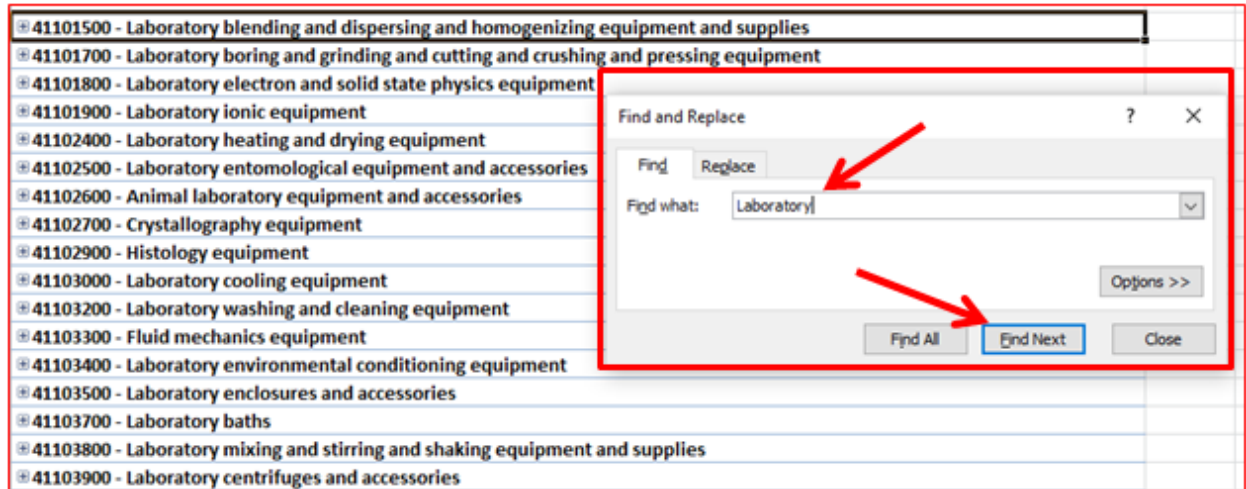
A. Identifying your commodity codes.

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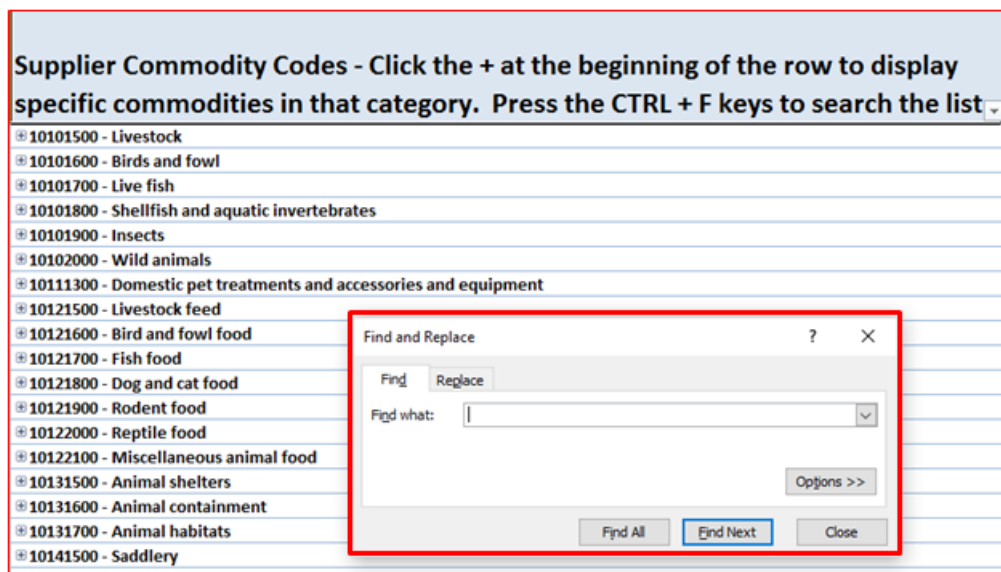
3. Type in the commodity category name you are looking for, e.g. *Laboratory*, and press Find Next.

   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.
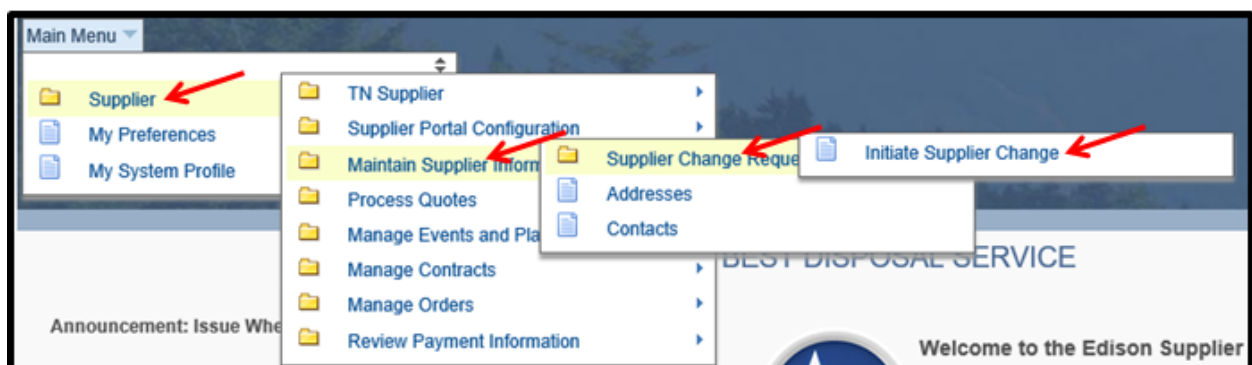

5. Jot down the commodity code number (e.g. 41101500) to enter into Edison. Repeat steps A.3 and A.4 until you have identified all commodity codes identifying your business.

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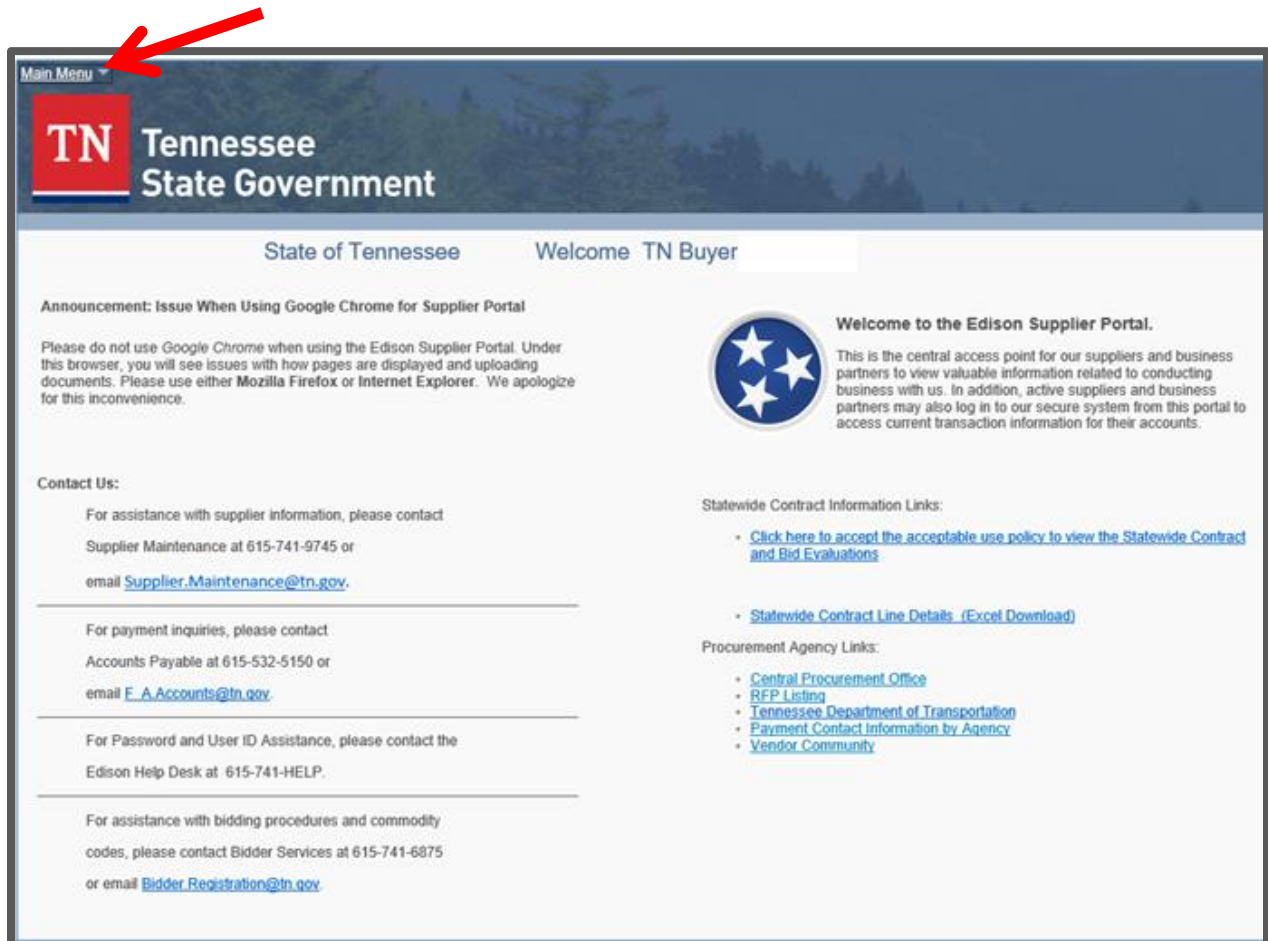
3. Next Click - Supplier -> Maintain Supplier Information -> Supplier Change Request -> Initiate Supplier Change.

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

5. Next, Click the Add SIC button.

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

7. Select the SIC Code Type - UNSPSC Codes.

8. Select the UNSPSC Code from the list.

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

    2. Click the Advanced Lookup link.

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.

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

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

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

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.

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.