

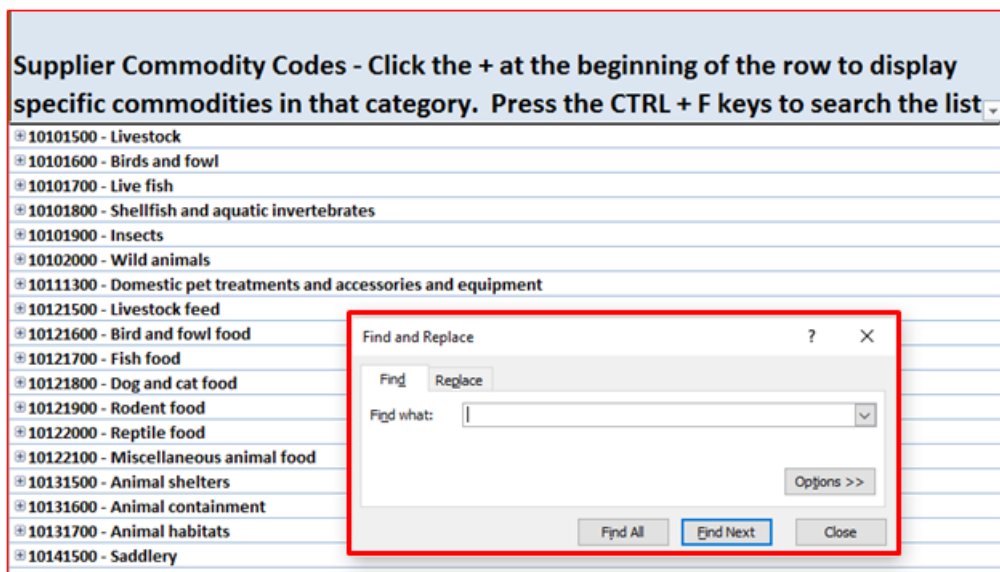
Central Procurement Office Update Supplier Commodity Codes in Edison

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.

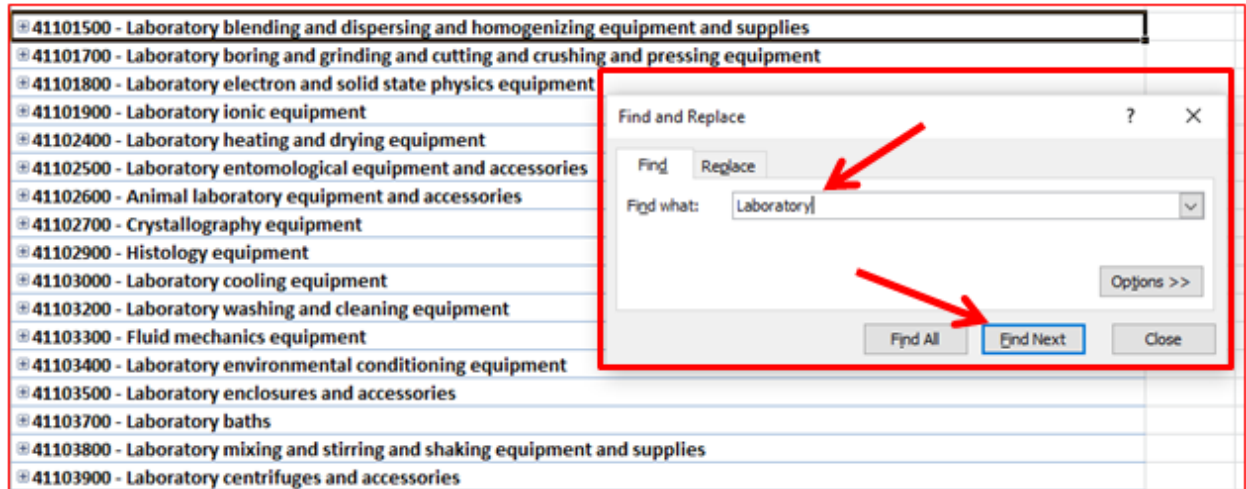
A. Identifying your commodity codes.


1. Click this [link](#) to access the Supplier 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.



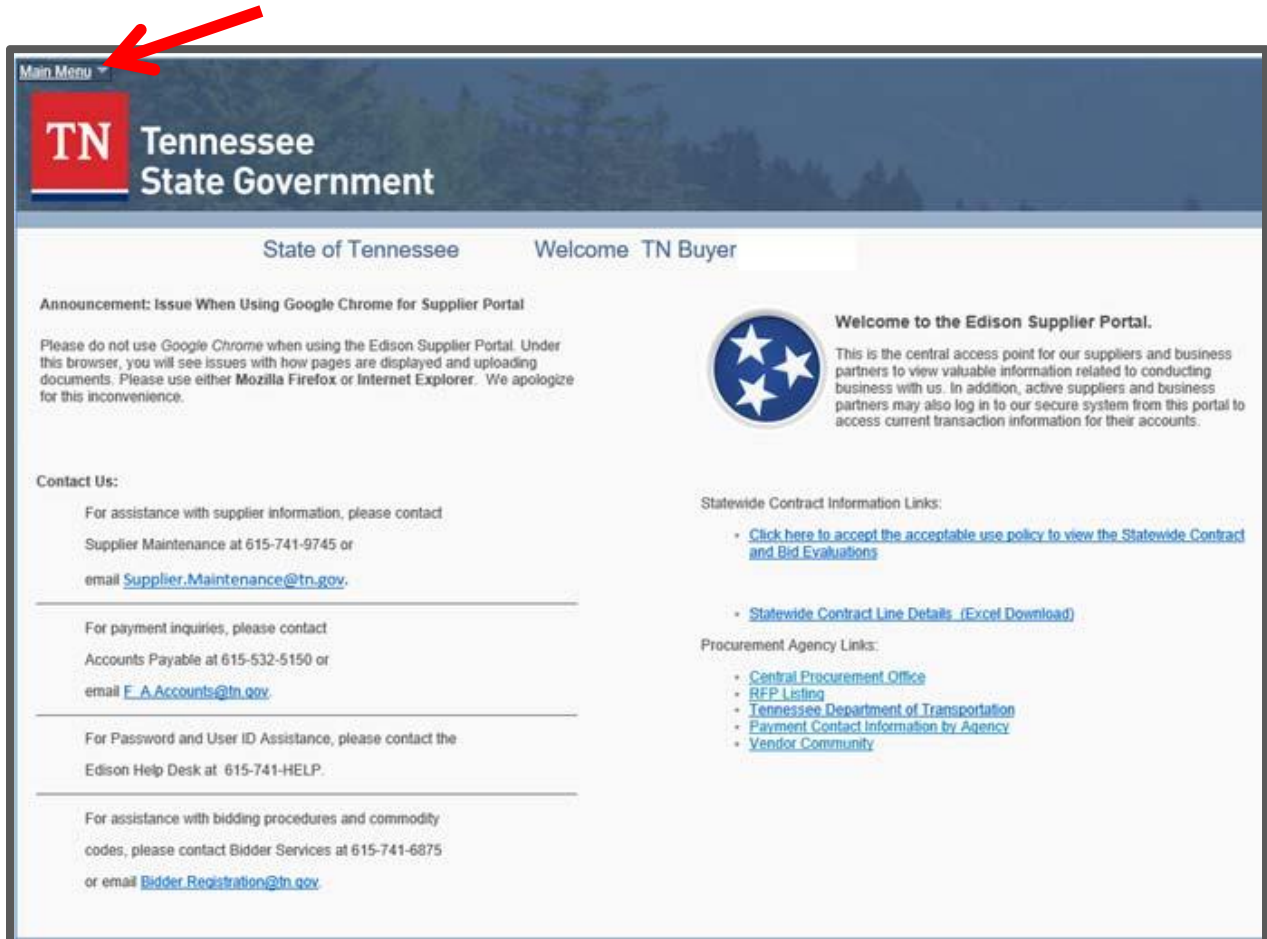
4. To see specific commodities in that category, click the  at the front of the row to display.

	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

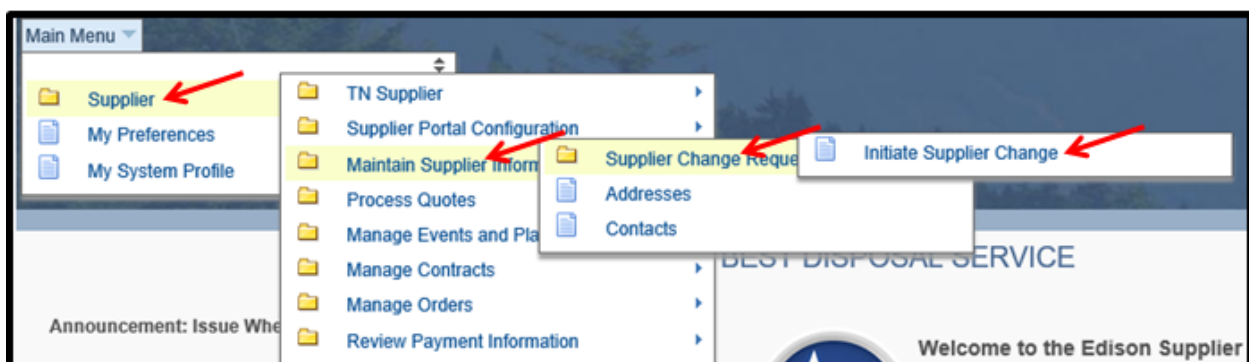
5. Jot down the commodity code number (e.g. 41101500) to enter into Edison. Repeat steps A.3 and A.4 until you have identified all commodity codes identifying your business.

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.



- From the Welcome page, you may open the Instructions to Update Supplier Commodity Codes. When ready to proceed, click the Next button.

The screenshot shows the 'Welcome' page of the Tennessee State Government Supplier Change Request system. The breadcrumb trail at the top reads: Main Menu > Supplier > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change. The page header features the 'TN Tennessee State Government' logo. Below the header, a progress bar shows three steps: 'Welcome' (active), 'Company Profile', and 'Submit'. Navigation buttons include 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area displays 'Welcome Napa Auto Parts, Memphis (Genuine Parts Company)'. A red box highlights the link 'Instructions to Update Supplier Commodity codes'. Another red box highlights the 'Next >' button at the bottom right. A 'Review Changes' link with a document icon is also visible.

- From the Company Profile page, click Expand All.

The screenshot shows the 'Company Profile' page. The breadcrumb trail at the top reads: Main Menu > Supplier > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change. The page header features the 'TN Tennessee State Government' logo. Below the header, a progress bar shows three steps: 'Welcome', 'Company Profile' (active), and 'Submit'. Navigation buttons include 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area displays 'Company Profile for' followed by a document icon and a 'Review Changes' link. Below this, a section titled 'Unique ID & Company Profile' contains the text '*Supplier Name Diann Goney'. A red arrow points to the 'Expand All' link. Below the 'Expand All' link is a section titled 'Standard Industry Codes' with a right-pointing arrow. At the bottom left, there is a 'Contact Us' link with an envelope icon. At the bottom right, there is another 'Review Changes' link with a document icon. Navigation buttons at the bottom include 'Exit', 'Save for Later', '< Previous', and 'Next >'.

6. Next, Click the Add SIC button.

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"/>

[Add SIC](#)

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

[Exit](#) [Save for Later](#) [Previous](#) [Next](#)

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

Standard Industry Codes

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

[Add SIC](#)

[Contact Us](#)

8. 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"/>
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

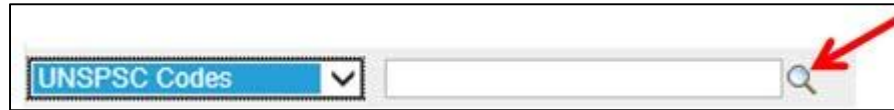
UNSPSC Codes
US - NAICS Codes
US SIC Codes

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

[Exit](#) [Save for Later](#) [Previous](#) [Next](#)

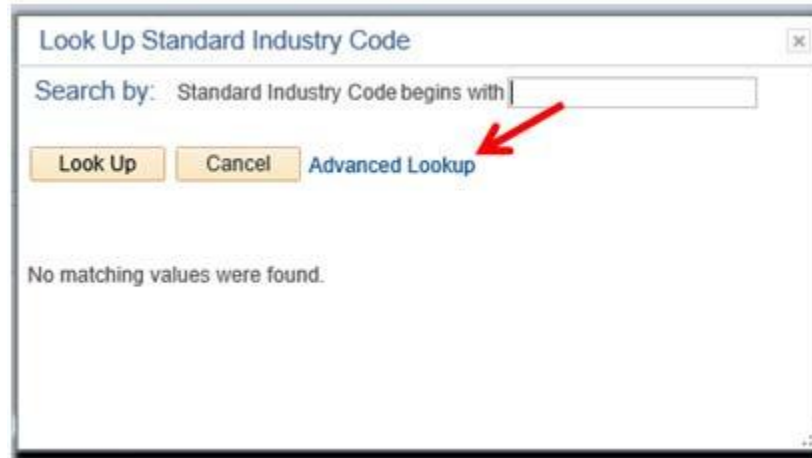
9. Select the UNSPSC Code from the list.

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



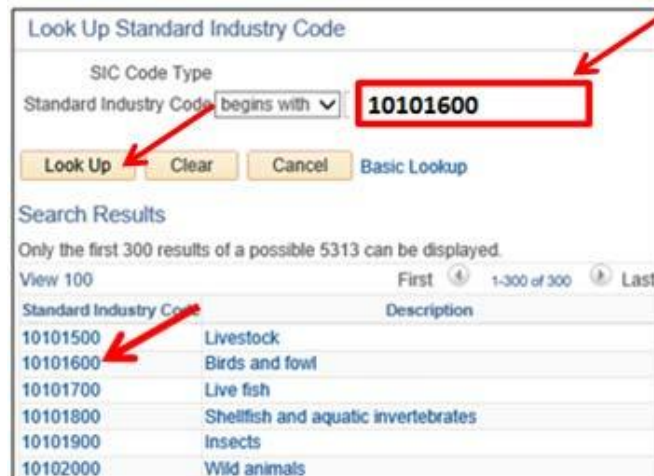
A screenshot of a web interface showing a dropdown menu labeled "UNSPSC Codes". To the right of the dropdown is a search box with a magnifying glass icon. A red arrow points to the magnifying glass icon.

2. Click the Advanced Lookup link.



A screenshot of a dialog box titled "Look Up Standard Industry Code". It contains a search box with the text "Search by: Standard Industry Code begins with". Below the search box are three buttons: "Look Up", "Cancel", and "Advanced Lookup". A red arrow points to the "Advanced Lookup" link. Below the buttons, it says "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.



A screenshot of the "Look Up Standard Industry Code" dialog box. The "Standard Industry Code" dropdown is set to "begins with" and the search box contains "10101600". A red box highlights the search box and the "Look Up" button. Below the search box are buttons for "Look Up", "Clear", "Cancel", and "Basic Lookup". The "Search Results" section shows a table with the following data:

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

A red arrow points to the "10101600" code in the table.

4. The code will appear in your list. Repeat steps B.9.1, B.9.2 and B.9.3 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"/>

10. 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"/>

11. 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

Review Changes

Exit Save for Later Previous Next

12. 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](#)

13. 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.

Supplier Change Request Approval Confirmation

Approved

✓ Your Request has been successfully approved and applied.

Your Change Request ID 000000000000026

Any email regarding the request status will be sent to:
ddg@blomand.nex

[Return to Supplier Change Request Selection Page](#)

[Return to Supplier Home Page](#)

With questions or assistance contact call Bidder Registration at Bidder.Registration@tn.gov or call 615-741-3333 option 3.