

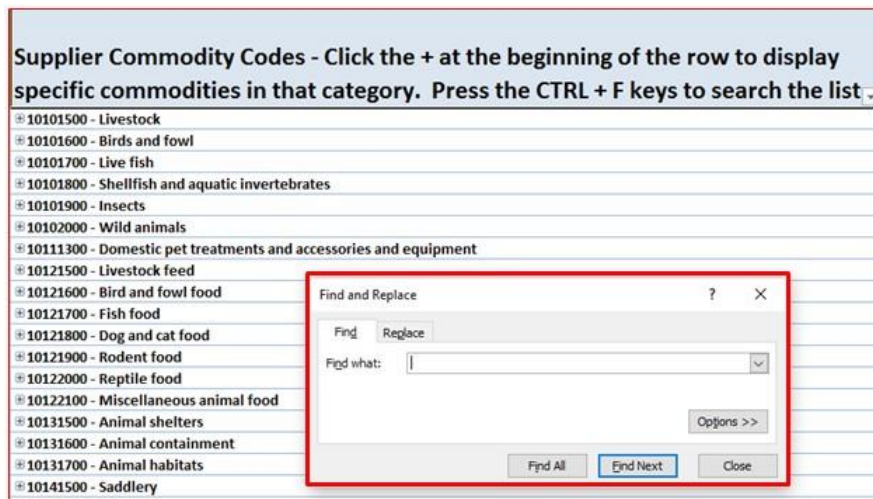
Job Aid: State of Tennessee Supplier Onboarding Guide Updating Commodity Codes

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.

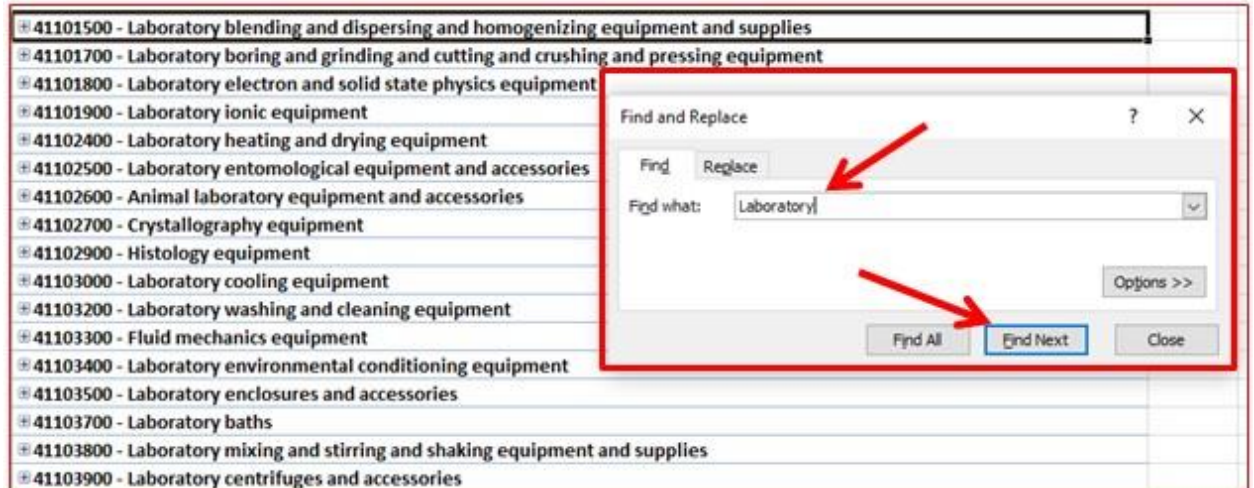
***Note:** It is recommended that you identify the commodity code(s) applicable to your business before attempting to update your supplier record.

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



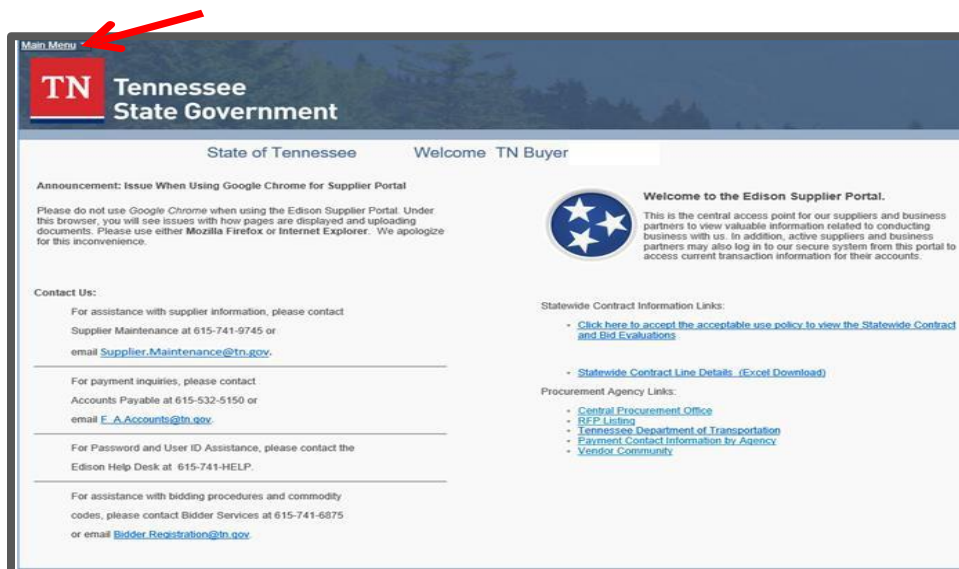
4. Jot down the commodity code number (e.g. 41101500) to enter into Edison. Repeat steps A.3 and A.4 until you have identified all commodity codes identifying your business.

Update Commodity Codes in Edison

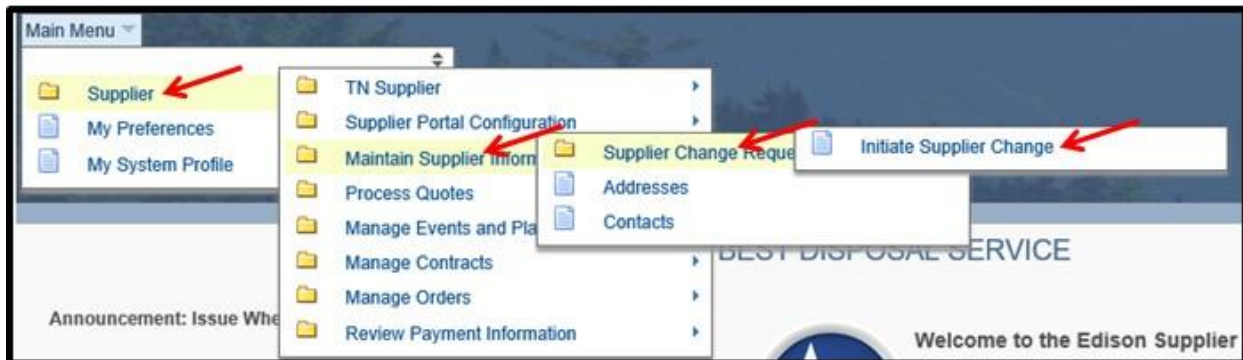
1. Log-in to the Supplier Portal.

https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST

2. After logging in to the portal, click the Main Menu link.



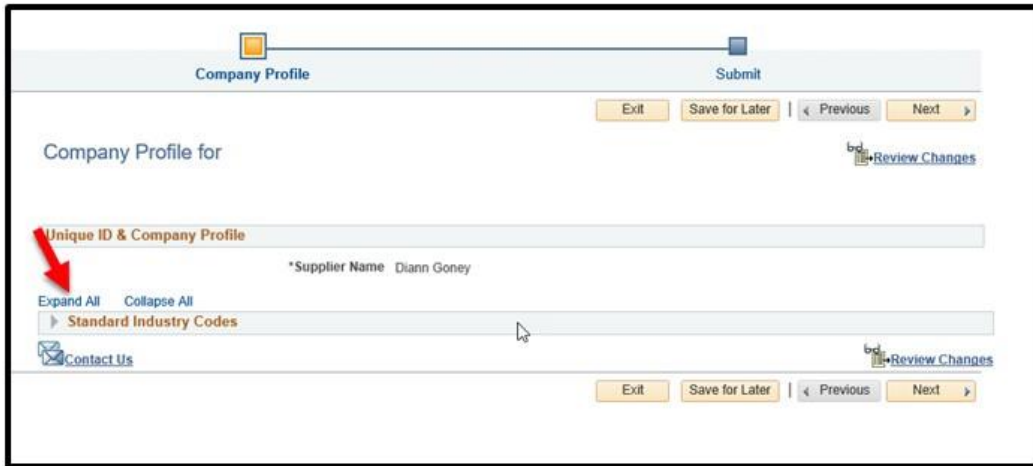
3. Next Click - Supplier -> Maintain Supplier Information -> Supplier Change Request -> Initiate Supplier Change.



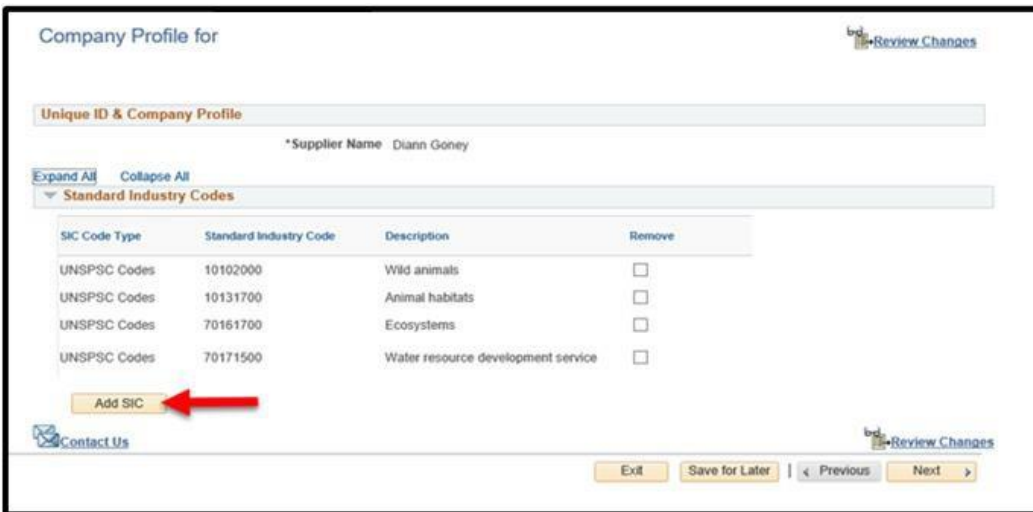
4. From the Welcome page, you may open the Instructions to Update Supplier Commodity Codes. When ready to proceed, click the Next button.



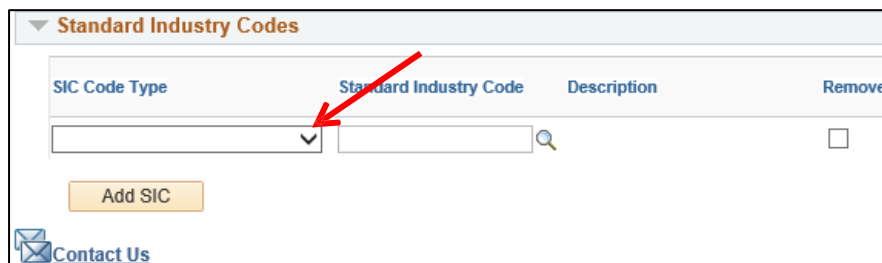
5. From the Company Profile page, click Expand All.



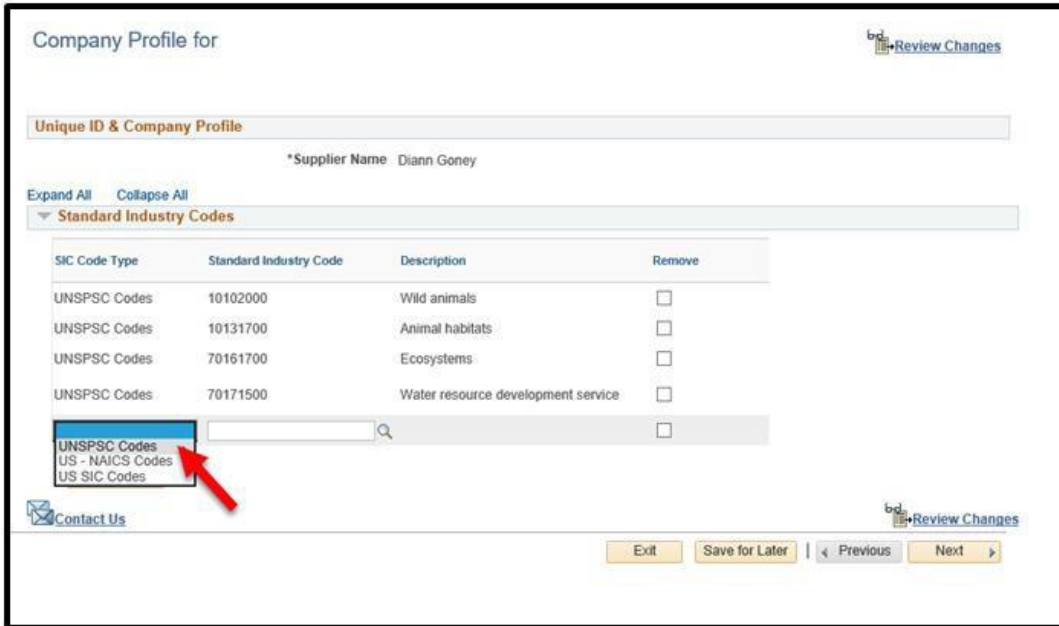
6. Next, Click the Add SIC button.



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

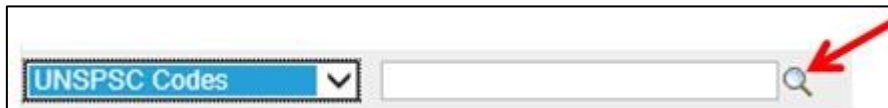


8. Select the SIC Code Type - UNSPSC Codes.

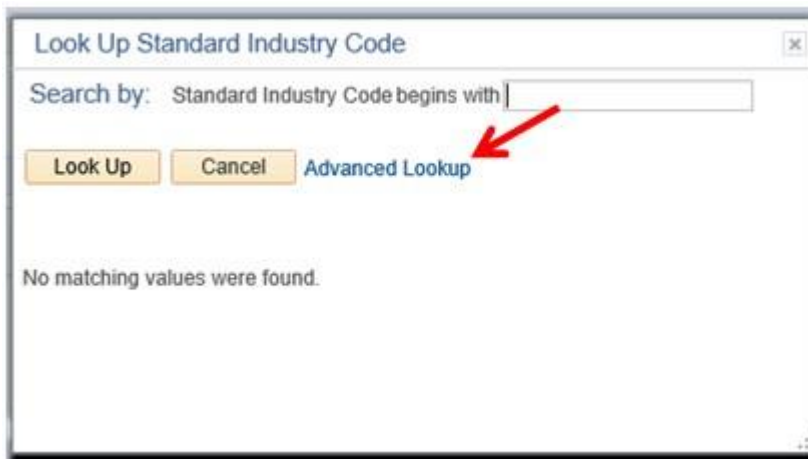


9. Select the UNSPSC Code from the list.

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



- Click the Advanced Lookup link.



- 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

- 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 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

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

- Enter your email address.
- Click the Confirm Changes check box.
- 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.

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](#)



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