

Job Aid: State of Tennessee Onboarding Guide Updating Commodity Codes

Purpose

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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 <u>link</u> 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.

® 10101500 - Livestock				
* 10101600 - Birds and fowl				
® 10101700 - Live fish				
10101800 - Shellfish and aquatic inverteb	rates			
10101900 - Insects				
* 10102000 - Wild animals				
• 10111300 - Domestic pet treatments and	accessories and equipm	ent		
10121500 - Livestock feed	-			
10121600 - Bird and fowl food	Find and Replace			? X
10121700 - Fish food				
10121800 - Dog and cat food	Find Replace			
# 10121900 - Rodent food	Find what:			~
# 10122000 - Reptile food				1000
10122100 - Miscellaneous animal food				
10131500 - Animal shelters				Options >>
10131600 - Animal containment				
8 10131700 - Animal habitats		Find	All Eind Nex	t Close
	1			

- 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.

#41101700 - Laboratory boring and grinding and cutting and crushing	and pressing equipment	- 19
#41101800 - Laboratory electron and solid state physics equipment		
# 41101900 - Laboratory ionic equipment	Find and Replace	? ×
# 41102400 - Laboratory heating and drying equipment		
#41102500 - Laboratory entomological equipment and accessories	Find Replace	
41102600 - Animal laboratory equipment and accessories	Find what: Laboratory	0
8 41102700 - Crystallography equipment	Lenge of M	12
#41102900 - Histology equipment		
# 41103000 - Laboratory cooling equipment		Options >>
41103200 - Laboratory washing and cleaning equipment		4
# 41103300 - Fluid mechanics equipment	Find All	End Next Close
8 41103400 - Laboratory environmental conditioning equipment	. In	of Baserson and Antonio and
41103500 - Laboratory enclosures and accessories		
41103700 - Laboratory baths		
41103800 - Laboratory mixing and stirring and shaking equinment a	ind supplies	
Artosoo caporatori mixing and staring and shaking equipment a		

4. Jot down the commodity code number (e.g. 41101500) to enter into Edison.

Update Commodity Codes in Edison

1. Log-in to the Supplier Portal.

www.edison.tn.gov

• Click "Supplier Portal Home Page" button and Sign in.

2. After logging in to the portal, click the Navigator compass located at the top right corner of screen. Then click **Menu.**



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

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

1	Welcome	Company Profile	Submit
		E	Exit Save for Later « Previous Next
	Instructions to Update Supr	slier Commodity codes	

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

Company Profile		Submit			
		Exit	Save for Later	« Previous	Next >
Company Profile for				bd ∎•₿	eview Changes
Unique ID & Company Profile					
*Supplier Name Diann Goney Expand All Collapse All					
Standard Industry Codes					
Contact Us	28			bd	Review Changes
		Exit	Save for Later	Previous	Next >

6.	Next,	at the bottom	of the page,	Click the	Add SIC button.
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Inique ID & Compar	ny Profile			
	*Supplier N	ame Diann Goney		
pand All Collapse A	ui Coder			
Standard Industr	ycodes			
SIC Code Type	Standard Industry Code	Description	Remove	
UNSPSC Codes	10102000	Wild animals		
UNSPSC Codes	10131700	Animal habitats		
UNSPSC Codes	70161700	Ecosystems		
UNSPSC Codes	70171500	Water resource development service		

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

Standard Industry C	odes	
SIC Code Type	Standard Industry Code Description	Remove
	~] Q	
Add SIC		
Contact Us		

8. Select the SIC Code Type - UNSPSC Codes.

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pand All Collapse /	All				
 Standard Industr 	y Codes				
SIC Code Type	Standard Industry Code	Description	Remove		
UNSPSC Codes	10102000	Wild animals			
UNSPSC Codes	10131700	Animal habitats			
UNSPSC Codes	70161700	Ecosystems			
UNSPSC Codes	70171500	Water resource development service			
		Q			
UNSPSC Codes US - NAICS Codes					
US SIC Codes	-			1000	
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- 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 Standar	d Indust	ry Code					/
SIC Code Ty	pe					Ľ	
Standard Industry Co	de begins	with \checkmark	10101	600			
Look Up	ar	Cancel	Basic Loo	kup			
Search Results							
Only the first 300 resu	Its of a po	ssible 531	13 can be di	splay	ed.		
View 100			First	۲	1-300 of 300	۲	Last
Standard Industry Co			Descrip	noite			
10101500	Livestoc	k					
10101600	Birds an	d fowl					
10101700	Live fish						
10101800	Shellfish	and aqua	atic inverteb	rates			
10101900	Insects						
10102000	Wild ani	mals					

The code will appear in your list.

Expand All Collapse All		
Standard Industry Codes		
SIC Code Type	Standard Industry Code Description	on Remove
UNSPSC Codes	✓ 10101600 × Q Birds and	fowl

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

SIC Code Type		Standard Industry	Code	Description	Remove	
UNSPSC Codes	~	10101600	Q	Birds and fowl		
UNSPSC Codes	~	10101700	×Q	Live fish		
Add SIC						
						big

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

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

I TENEW al	nd Submit Cha	nges for	
Use the "Review'	" button to review char	nged information.	
Use the "Submit"	button to submit your	change request.	
	ekan sanadan ikin sa		1
Email communica	abon regarding this re-	quest will be sent to	
Email communica	abon regarding this re-	quest will be sent to	
Confirm Chang	ges	quest will be sent to	
Confirm Chang Review	es Withdraw	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.

Supplie	er Change Request Approval Confirmation
Ap	proved
9	Your Request has been successfully approved and applied.
	Your Change Request ID 00000000000026
	Any email regarding the request status will be sent to:
	ddg@blomand.nex
	Return to Supplier Change Request Selection Page
	1 Return to Supplier Home Page



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