Maintain Supplier NAICS / SIC Code Information

Job Aid
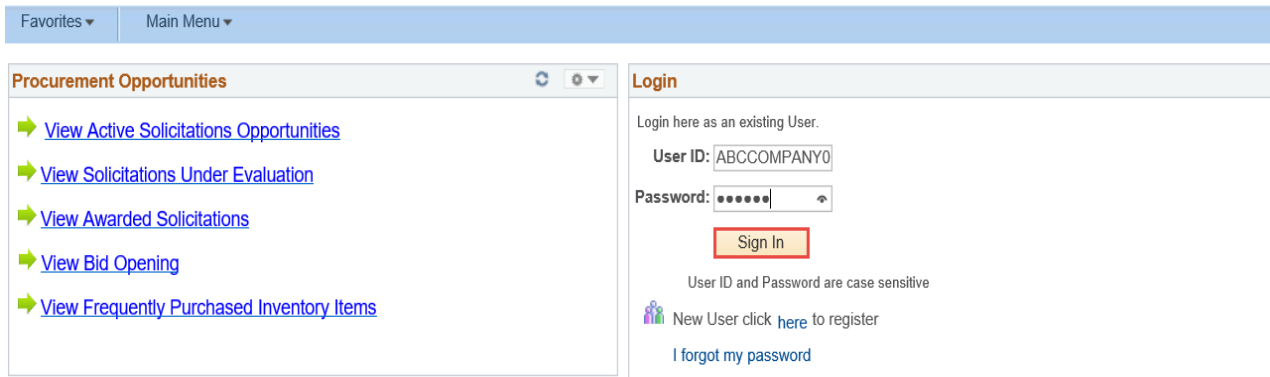
Step	Action
1.	Enter your User ID in the **User ID** field.
2.	Enter your password in the **Password** field.
3.	Click the **Sign In** button.
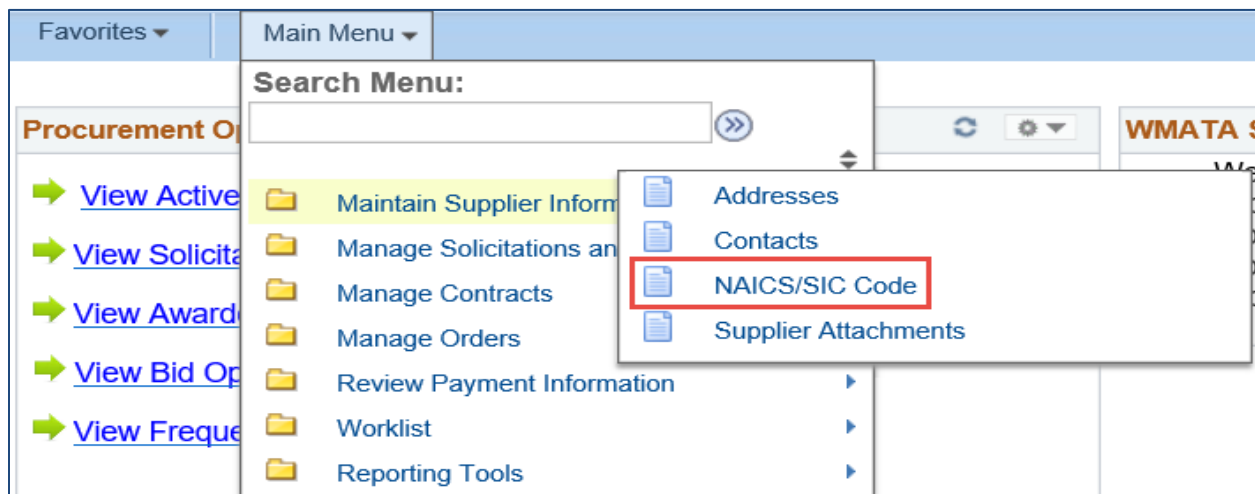
Step	Action
4.	Navigate to the **NAICS / SIC Code** page using the following menu path: *Main Menu > Maintain Supplier Information > NAICS / SIC Codes*

Maintain Standard Industry Code

Current SIC Codes

Standard Industry Codes	Personalize | Find | ⧉ | ⊞ First ◀ 1-6 of 6 ▶ Last			
	SIC Code Type	**SIC Code**	**Description**	
1	US-NAICS	541511 🔍	Custom Computer Programming Services	🗑
2	US-NAICS	541512 🔍	Computer Systems Design Services	🗑
3	US-NAICS	541513 🔍	Computer Facilities Management Services	🗑
4	US-NAICS	541519 🔍	Other Computer Related Services	🗑
5	US-NAICS	561210 🔍	Facilities Support Services	🗑
6	US-NAICS	561320 🔍	Temporary Help Services	🗑

Add NAICS/SIC Code

Step	Action
5.	Click the **Add NAICS/SIC Code** button.

Maintain Standard Industry Code

Current SIC Codes

Standard Industry Codes   Personalize | Find | 🗗 | 📇   First ◀ 1-7 of 7 ▶   Last

	SIC Code Type	SIC Code	Description	
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2	US-NAICS	541512 🔍	Computer Systems Design Services	🗑
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5	US-NAICS	561210 🔍	Facilities Support Services	🗑
6	US-NAICS	561320 🔍	Temporary Help Services	🗑
7	US-NAICS	56131 ✕ 🔍		🗑

Standard Industry Code	Description
56131	Employment Placement Agencies
561310	Employment Placement Agencies
561311	Employment Placement Agencies
561312	Executive Search Services

Add NAICS

Save

Step	Action
6.	Enter the **NAICS Code** in the field and the type-ahead feature will display match code values.
7.	Select the matching Standard Industry Code
8.	Click the **Save** button to accept selection.

Maintain Standard Industry Code
Current SIC Codes

Standard Industry Codes   Personalize | Find | 🗗 | 📰   First ◀ 1-7 of 7 ▶ Last

	SIC Code Type	SIC Code	Description	
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4	US-NAICS	541519 🔍	Other Computer Related Services	🗑
5	US-NAICS	561210 🔍	Facilities Support Services	🗑
6	US-NAICS	561320 🔍	Temporary Help Services	🗑
7	US-NAICS	56131 🔍	Employment Placement Agencies and Executive Search Services	🗑

Add NAICS/SIC Code

Save

Step	Action
9.	The new NAICS Code has been added to the profile.
10.	Click the **Save** button. **End of procedure.**

Maintain Standard Industry Code
Current SIC Codes

Standard Industry Codes		Personalize | Find | 🗗 | 🎟 First ◀ 1-7 of 7 ▶ Last	
SIC Code Type	**SIC Code**	**Description**	
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6 US-NAICS	561320 🔍	Temporary Help Services	🗑
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Add NAICS/SIC Code

Save

Step	Action
11.	To remove a NAICS Code, click the **Trash Can** icon

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK   Cancel

Step	Action
12.	Click the **OK** button to continue

Maintain Standard Industry Code

Current SIC Codes

Standard Industry Codes	Personalize	Find	🔲	🖩 First ◀ 1-6 of 6 ▶ Last

	SIC Code Type	SIC Code	Description	
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6	US-NAICS	561320 🔍	Temporary Help Services	🗑

Add NAICS/SIC Code

Save

Step	Action
13.	The NAICS Code has been removed from the profile.
14.	Click the **Save** button. **End of procedure.**