

Maintain Supplier NAICS / SIC Code Information

Job Aid



[Favorites](#)
[Main Menu](#)

Procurement Opportunities

- [View Active Solicitations Opportunities](#)
- [View Solicitations Under Evaluation](#)
- [View Awarded Solicitations](#)
- [View Bid Opening](#)
- [View Frequently Purchased Inventory Items](#)

Login

Login here as an existing User.

User ID:

Password:

[Sign In](#)

User ID and Password are case sensitive

 New User click [here](#) to register

[I forgot my password](#)

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.

[Favorites](#)
[Main Menu](#)

Search Menu:

Procurement Opportunities

- [View Active Solicitations Opportunities](#)
- [View Solicitations Under Evaluation](#)
- [View Awarded Solicitations](#)
- [View Bid Opening](#)
- [View Frequently Purchased Inventory Items](#)

- Maintain Supplier Information
- Manage Solicitations and Proposals
- Manage Contracts
- Manage Orders
- Review Payment Information
- Worklist
- Reporting Tools

- Addresses
- Contacts
- NAICS/SIC Code**
- Supplier Attachments

Step	Action
4.	Navigate to the NAICS / SIC Code page using the following menu path: <i>Main Menu > Maintain Supplier Information > NAICS / SIC Codes</i>

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	
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	
7	US-NAICS	56131  		

Add NAICS

Save

Standard Industry Code

Description

56131	Employment Placement Agencies
561310	Employment Placement Agencies
561311	Employment Placement Agencies
561312	Executive Search Services

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	
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	
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	
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	
7	US-NAICS	56131	 Employment Placement Agencies and Executive Search Services	

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	
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

Save

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