Maintain Supplier NAICS / SIC Code Information

Job Aid



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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.

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View Active		Maintair	Supplier Inform		Addresses				, v.r.
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Step	Action
4.	Navigate to the NAICS / SIC Code page using the following menu path:
	Main Menu > Maintain Supplier Information > NAICS / SIC Codes

Ма	Maintain Standard Industry Code				
Cu	rrent SIC C	odes			
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	SIC Code Type	SIC Code	Description		
1	US-NAICS	541511	Custom Computer Programming Services	Î	
2	US-NAICS	541512	Computer Systems Design Services	Î	
3	US-NAICS	541513	Computer Facilities Management Services	Î	
4	US-NAICS	541519	Other Computer Related Services	Î	
5	US-NAICS	561210	Facilities Support Services	Î	
6	US-NAICS	561320	Temporary Help Services	Î	
	Add NAIC	S/SIC Code			

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

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Current SIC Codes					
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	SIC Code Type	SIC Code		Description	
1	US-NAICS	541511	Q	Custom Computer Programming Services	Î
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5	US-NAICS	561210	Q	Facilities Support Services	Î
6	US-NAICS	561320	Q	Temporary Help Services	Î
7	US-NAICS	56131 ×	Q		Î
		Standard Industry (Cod	e Description	
	Add NAIC.	56131		Employment Placement Agencies	5
	Save	561310		Employment Placement Agencies	5
		561311		Employment Placement Agencies	5
		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.

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	SIC Code Type	SIC Code		Description		
1	US-NAICS	541511	Q	Custom Computer Programming Services	Î	
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5	US-NAICS	561210	Q	Facilities Support Services	Î	
6	US-NAICS	561320	Q	Temporary Help Services	Î	
7	US-NAICS	56131	Q	Employment Placement Agencies and Executive Search Services	Î	
	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.

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	SIC Code Type	SIC Code		Description		
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7	US-NAICS	56131	Q	Employment Placement Agencies and Executive Search Services	Î	
	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

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Current SIC Codes						
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Codes						
	SIC Code Type	SIC Code	Description			
1	US-NAICS	541511	Custom Computer Programming Services	Î		
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6	US-NAICS	561320 Q	Temporary Help Services	Î		
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.		