

State of Tennessee- Edison eSupplier Registration

The State of Tennessee's Edison system allows companies and individuals the opportunity to Bid on the Sourcing Events issued by the Department of General Services, Purchasing Division.

Anyone with an interest in bidding on any Sourcing Event must register, and will then be added to the permanent register of Bidders. Any Bidder who is awarded a Contract or Purchase Order from a Sourcing Event will be known as a "Vendor". In this document, Bidder and Vendor will occasionally be used interchangeably.

Sourcing Events were formerly called Solicitations, and are sent to interested companies and individuals. In order to ensure a fair, transparent process where everyone who wants to bid has an equal opportunity, the State requires good contact information from those who want to bid.

Vendors have the option to create a login on the Edison website called an "eSupplier" login. This allows them to manage their contact information, view information on upcoming Bids, bid and view their responses on current Bids, look at any Purchase Orders that they have been awarded, and view pending and processed Payments for any Purchase Orders they have fulfilled.

Letters were sent out to Vendors explaining the eSupplier system and how to register. If you did not receive a letter, follow the instructions below. If you did, this is simply informational.

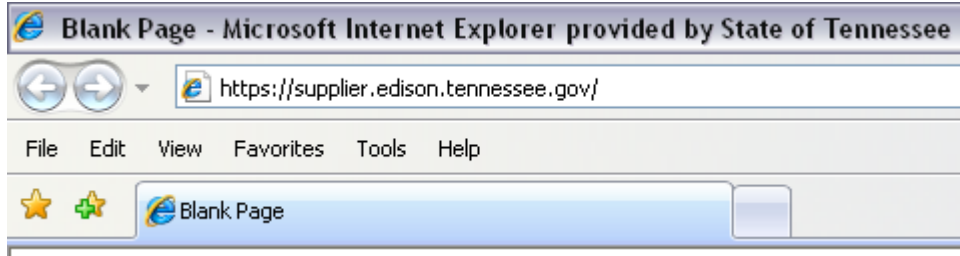
The eSupplier login is *not required*, but it is in the Vendor's **best interest** to make sure all of their Contact Information is current. **Before registering as an eSupplier, a vendor must have access to:**

- A computer with a working internet connection that can access the Edison eSupplier portal at <https://supplier.edison.tennessee.gov/>
- Their Edison Vendor ID, which is a 10-digit number that replaces the old TOPS "Vendor Number". ***This is only available to registered Vendors.*** If you have a question about your Vendor ID, or to see if you have an Edison Vendor ID at all, please contact Bidder Registration at 615-741-6875.
- The Registration Code. This is a standard Code that is used by everyone who wants to register as an eSupplier. It is **ABCDEFGH** with no spaces.
- Individual locations of a company can all register separately as eSuppliers, but they will all use the same Vendor ID (the main company's) and they will all use the standard Registration Code **ABCDEFGH**. Individual locations must create unique User IDs when registering.

To register as an eSupplier, a Vendor must follow the steps below.

State of Tennessee- Edison eSupplier Registration

1. In the browser window, go to <https://supplier.edison.tennessee.gov/>



2. A screen saying "Edison Supplier Portal" will appear.



3. On the main Edison Supplier Portal page, click on the "Register as a Supplier"

link ([Register as a Supplier](#)
Click here to register as a supplier user and to be able to see purchasing details).

This is located on the left-hand side of the page, about two-thirds down the page, as shown in the picture below.



State of Tennessee- Edison eSupplier Registration

4. Clicking on [Register as a Supplier](#) will go to the **Supplier Registration** page.

Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id.


Code:




*User ID: Description:

Email ID:



Password:

Confirm:

Language: Currency: 

Customize | Find | View All |  First  1 of 1  Last

Vendor ID

5. All the fields on the **Supplier Registration** page must be filled in, as follows:

- **Code:** This is the Registration Code, listed above, which is **ABCDEFGH**.
- **User ID:** This is a “login” ID chosen and created *by the individual user*. It must begin with **TN@**. It is a good idea to include the company’s name. For example, **TN@Acmecorp**. If Acmecorp has different offices throughout the state (say, Knoxville and Nashville), each could register as a different User ID. They will be distinguished by the description, explained below. Acmecorp Nashville could be **TN@AcmecorpNash**, and Acmecorp Knoxville could be **TN@AcmecorpKnox**.
- **Description:** This describes which location of the main company is being registered under the created User ID. For example, Acmecorp Nashville would enter “Acmecorp, Nashville Location”. They may also want to enter their store number, if any.
- **Email ID:** This is the preferred contact Email for this User ID, and will be used for password resets. To register, you **must** have a valid Email address.
- **Password:** This is the password that this User ID will use to login. It **must be at least 8 characters long**, and **must** contain **at least 1 number** and **one special character**. “Special Characters” include the following: !@#\$\$%^&*(). An example of an acceptable password would be: **r0@drunner**, with 0 as the “number” and @ as the “special character”.

State of Tennessee- Edison eSupplier Registration

- **Confirm:** This requires the password entered above in “Password” to be re-entered exactly.
 - **Language:** This will default to English, and is the only currently-available option.
 - **Currency:** This must always be “USD” for U.S. Dollars.
6. After all the information is filled in, the screen should look similar to the screenshot below. Press the **Create** button located at the bottom of the screen.

Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:

*User ID: Description:

Email ID:

Password:

Confirm:

Language: Currency:

Customize | Find | View All | First 1 of 1 Last

Vendor ID

Create

7. Once the **Create** button is pressed, you will be taken to the screen shown below, that says “Register a New User” and you can click the **Sign-In as a New User** button to sign in with the newly-created ID.



Register a New User

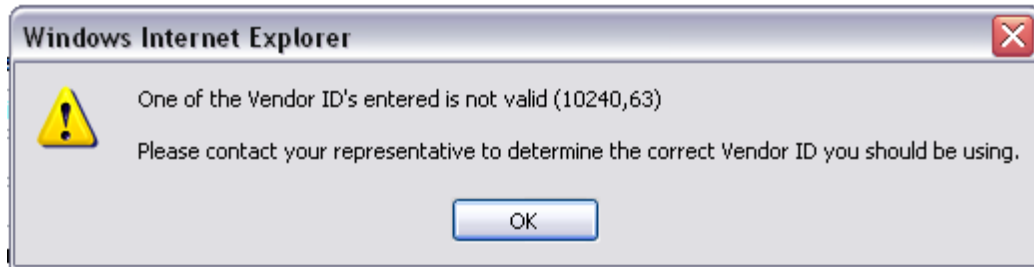
The new user has been successfully created.

[Return to Home](#)

Common Questions:


If you get the error message shown below:

State of Tennessee- Edison eSupplier Registration



Contact Bidder Registration at 615-741-6875 to confirm your Edison Vendor ID. If your company is not a Registered Vendor:

- Go to <https://supplier.edison.tennessee.gov/> and use the **Register as a Sourcing Bidder** link. Instructions are listed on the page.

 [Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

-For technical problems with eSupplier Registration, contact the **Edison Help Desk** at **615-741-4357** (HELP).

-To find out if your Vendor ID is correct, please contact **Bidder Registration** at **615-741-6875**. Bidder Registration can answer some questions about Vendor IDs, but does not have access to make changes to vendor accounts.

Additional resources are available at
http://tennessee.gov/finance/ERP_files/supplier.html