

Registering to do Business with the State of Tennessee

Central Procurement Office

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Introduction

Users will follow the instructions outlined below to register to do business with the State of Tennessee. This manual contains information on the following: how to register in Edison to become a Sourcing Bidder, transitioning from a Bidder to a Vendor, and how to register as an eSupplier. The purpose of this user guide is to provide clarity on which registration is right for your business and also to give information on how to maximize the functionality of your current status in Edison.

Registering as a Sourcing Bidder

If your company has never done business with the State of Tennessee, then your business will need to Register as a Sourcing Bidder. A company must be registered to bid on any solicitation put out by the State of Tennessee. Follow the steps below to register as a Sourcing Bidder.

Click on the link provided to access the main supplier screen:

<https://supplier.edison.tn.gov/psp/suprd/SUPPLIER/ERP/h/?tab=DEFAULT>.

Click on the **Register as a Sourcing Bidder** link.

HINT

Password must now contain at least eight characters, one number, one capital letter, and one special symbol.

Login

Login here as an existing User.

User ID:

Password:

Sign In

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

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

[I forgot my password](#)
Click here to reset your password

The Sourcing Bidder registration process consists of eight steps. Use the information provided below to complete this process.

Step 1

1. Select the type of bidder that describes you.
 - Individual – this indicates that you will be registering with a Social Security Number
 - Business– this indicates that you will be registering with a Federal Employer Identification Number (FEIN)

Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

* Required Field

1. Please select the type of bidder which best describes you.

Business
 Individual

2. What type of bidding activities are you interested in?

Buying goods/Services
 Selling goods/Services
 Both

Next >> Cancel Registration

2. Indicate which type of bidding activities that you are interested in.
3. Click to move to step 2.

Step 2

The User Account Setup screen will be used to provide primary contact information. It is only necessary to enter information into the required fields. These fields will be indicated by an asterisk.

4. Enter the **Company Name**.
5. Enter the **First Name** of the primary contact for the business/individual.
6. Enter the **Last Name** of the primary contact for the business/individual.
7. Enter the **Email ID** of the business/individual. This must be a valid email address.
8. Enter the **Telephone** number of the business/individual.
9. Enter the **User ID** of the business/individual. This can be the same or different from the Email ID, but it must be a valid email address.

Bidder Registration
Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

* Required Field

*Company Name:

URL: http://

User Information

*First Name:

*Last Name:

Title:

*Email ID:

*Telephone: Ext:

Fax:

*User ID: (User's account login name.)

HINT

When choosing the User ID it is important to know that it cannot be changed or updated until the Bidder receives an award from the State. Bidder account information can only be updated by calling the Bidder Registration Line at 615-741-6875.

10. Click to move to Step 3.

Step 3

The Primary Address screen is used to enter the address information of the business/individual. The address provided here should be the main address of the individual or the headquarters of the company.

11. Enter the address in the **Address 1** line.
12. Enter the **City**.
13. Enter the **Postal** Code or the Zip Code.
14. Enter the **State**.

The remaining fields can be filled in if necessary.

Bidder Registration
Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

* Required Field

Primary Address

Country: USA United States

*Address 1:

Address 2:

Address 3:

Room #: Room Quadrant:

*City:

County: Postal:

*State:

Step 4

If your company has additional addresses the Other Account Addresses screen can be used to input these addresses.

If there is only one address for your company you can click to proceed.

Follow the steps below to input additional Account Addresses. Select the check box to indicate the address that is different from the Primary Address; either the Bill To Address, Ship To Address, or Invoice Address. Click to proceed to the Address Contacts screen.

The screenshot shows the 'Bidder Registration' interface for 'Step 4 of 8: Other Account Addresses'. It displays the primary address: '511 Union Street, Nashville, Tennessee 37219, United States'. Below this, there are three checkboxes for 'Other Account Addresses': 'Bill To Address', 'Ship To Address', and 'Invoice Address', each with a brief description of its use. Navigation buttons at the bottom include '<< Back', 'Next >>', and 'Cancel Registration'.

Step 5

The Address Contacts screen can be used to add additional address information.

1. Enter the address in the **Address 1** line.
2. Enter the **City**.
3. Enter the **Postal** Code or the Zip Code.
4. Enter the **State**.

Once the address information has been input or if there are no additional addresses that must be added it will be necessary to designate as contact for each user name. The number of contacts and addresses added will determine how many user names must be designated as contacts for. If there is only one user name that user will be designated the Primary Address.

Click to proceed to the Additional Classification Information screen.

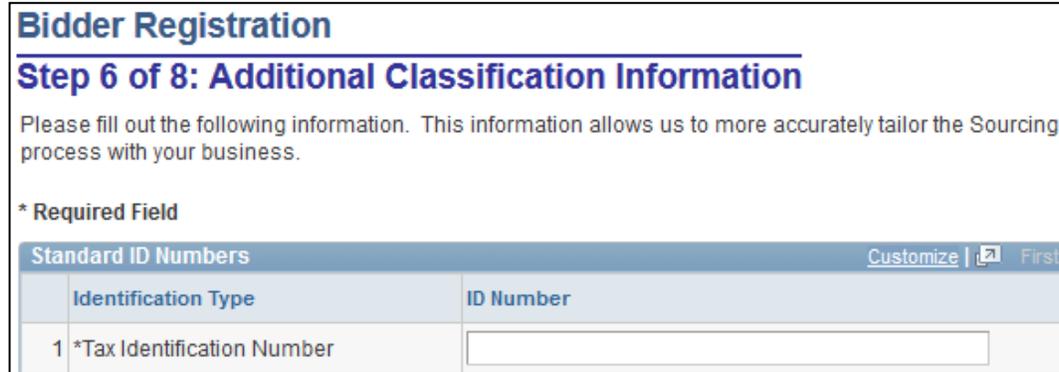
HINT *If there are multiple addresses for your company it will be necessary to click to return to Step 4 and repeat the process of adding other Account Addresses.*

The screenshot shows the 'Bidder Registration' interface for 'Step 5 of 8: Address Contacts'. It features a form for 'Bill To (For Purchasing)' with fields for Country (USA), Address 1, Address 2, Address 3, Room #, Room Quadrant, City, County, Postal, and State. Below the form is a table for 'Company Contacts' with columns for 'User Name' and 'Designate as Contact for'. The user 'Alyssa Cave' is listed with 'Bill To Address' selected. Navigation buttons at the bottom include '<< Back' and a dropdown menu for 'Designate as Contact for'.

Step 6

The Additional Classification Information screen is used to input information about your company. To avoid being logged out before registration is complete only answer the questions that are marked as Required Fields. These are the only fields that are outlined below.

Enter the Tax Identification Number in the **ID Number** field. If an individual is registering this can be their Social Security Number. This field should contain nine digits, and it will not accept dashes.



Bidder Registration
Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers		Customize  First
Identification Type	ID Number	
1 *Tax Identification Number	<input type="text"/>	

1. Click on the paper icon next to the empty field for question one. This will bring you to the Profile Question List Items screen. Select your type of business from the items listed. Click **OK** to return to the Additional Classification Information screen.



*1. Type of Business: 



Profile Question List Items

*1. Type of Business:

List Items	Customize End  First 1-14 of 14 Last
<input type="radio"/> Agriculture, Forestry or Fishing	
<input type="radio"/> Architectural-Design-Engineering	
<input type="radio"/> Construction Services	
<input type="radio"/> Finance, Insurance & Real Estate	
<input type="radio"/> Information Systems-Technology	
<input type="radio"/> Manufacturing	
<input checked="" type="radio"/> Marketing-Communications-Public Relations	
<input type="radio"/> Medical-Healthcare	
<input type="radio"/> Mining	
<input type="radio"/> Retail Trade	
<input type="radio"/> Service Industry	
<input type="radio"/> Transportation, Commerce & Utilities	
<input type="radio"/> Wholesale Trade	
<input type="radio"/> Other	

OK Cancel

2. Enter the Date that your company was established.

*2. Date Established? If less than 2 years, please submit resume.

5. This will be the total amount the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

*5. The organization's gross annual receipts from last year.

6. Enter the number of your full time employees at your business.

*6. Number of full time employees?

8. Indicate whether there has been a change in ownership within the past two years? (If choosing "Yes" it will be necessary to answer questions 9-12)

*8. Has there has been an ownership change within the past two years?

13. Indicate whether a performance penalty has ever been assessed against the organization or any of the principal owners. (If choosing "Yes" it will be necessary to answer question 14)

*13. Has a performance penalty ever been assessed against the organization or any of the principle owners?

14. If a performance penalty has been assessed please provide the following details: Names of individuals involved Date Explanation and outcome

15. Indicate whether any of the companies employees are currently or previously (within the past 6 months) employed by the State of Tennessee. (If choosing "Yes" it will be necessary to answer question 16)

*15. Are any employees of this firm currently or previously employed by the state of Tennessee (within the past 6 months)?

16. If answered "Yes" to Question 16, please list these employees including name, social security number, and position within your firm, including ownership interest. NOTE: All vendors must comply with TCA 12-4-103 Bidding by State Employees Prohibited. It is hereby declared unlawful for any state official or employee to bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the State of Tennessee during tenure of such officials or employee's office or employment, or for six (6) months thereafter, or to have any interest in the selling of the same to the state.

26. Indicate whether you are a service disabled veteran.

*26. Are you a service disabled veteran? Please see definition below: "Tennessee service-disabled veteran" means any person who served honorably on active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service; "Tennessee service-disabled veteran owned business" means a service-disabled veteran owned business that is a continuing, independent, for profit business located in the State of Tennessee that performs a commercially useful function, and: (A) Is at least fifty-one percent (51%) owned and controlled by one (1) or more service-disabled veterans; (B) In the case of a business solely owned by one (1) service-disabled veteran and such person's spouse, is at least fifty percent (50%) owned and controlled by the service-disabled veteran; or (C) In the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more service-disabled veterans and whose management and daily business operations are under the control of one (1) or more service-disabled veterans; SECTION 2. Tennessee Code Annotated, Section 12-3-803, is amended by adding the language ", Tennessee service-disabled veteran owned" after the language "woman owned" in subsections (a) and (d).

After answering all Additional Classification Information questions it will be necessary to answer the More About Your Organization questions. It is not necessary to fill out the VAT Information section. Follow the steps below to complete the More About Your Organization section.

The screenshot shows a web form with two main sections. The top section is titled "VAT Information" and contains a table with the following columns: Country, Description, VAT ID, and Home Country. There is one row in the table with a search icon in the Country field and a "Delete" button. Below the table is an "Add Row" button. The second section is titled "More About Your Organization (Optional)" and contains several dropdown menus and checkboxes. The dropdown menus are labeled "*Diversity:", "Small Business:", and "Sm Disadvantaged Business Prog:". Below these is a section titled "(Check All that Apply)" with the following checkboxes: "Minority Owned", "Veteran Owner", "Women-Owned Business", "Service Disabled Veteran", "Small Business", and "Disabled".

1. Select your business/individual Diversity information. Choose one of the following options: Asian Indian American, Asian Pacific American, Black American, Caucasin, Hispanic American, Native American, or Other.
2. Select your business/individual Small Business information. Indicate the number of workers at your business.
3. Select your business/individual Sm Disadvantaged Business Prog information. Choose one of the following options: 8(a) Contract Award, 8(a) with HUBZone Priority, Not

Applicable, SDB Participating Program, SDB Price Evaluation Adjust, or SDB Set-Aside.

4. In the (Check All that Apply) section choose any check boxes that apply to your business or you as an individual.

HINT

Access the Governor's Office of Diversity Business website for more information on becoming a certified diversity business. Information on program eligibility can be found at the link provided: http://www.tn.gov/businessopp/program_elig.html.

Step 7

Step 7 is used to register for categories that describe the companies bidding interests. Your company should check the corresponding categories for the goods and services that you offer. By checking these codes you will receive notification about the events for these goods or services. While we encourage you to select all categories that you are qualified to select, if none are selected the bidder will still have access to bid on events.

Bidder Registration
Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

* Required Field
For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

Category Tree 06-2012

- Buy Categories
- Sell Categories
 - 005-00 - ABRASIVES
 - 005-05 - Abrasive Equipment and Tools
 - 005-14 - Abrasives, Coated: Cloth, Fibe
 - 005-21 - Abrasives, Sandblasting, Metal
 - 005-28 - Abrasives, Sandblasting (Other
 - 005-42 - Abrasives, Solid: Wheels, Ston
 - 005-56 - Abrasives, Tumbling (Wheel)
 - 005-63 - Grinding and Polishing Compoun
 - 005-70 - Pumice Stone
 - 005-75 - Recycled Abrasives Products an
 - 005-84 - Steel Wool, Aluminum Wool, Cop

Step 8

To finalize the bidder registration process read the entirety of the Terms and Conditions provided on step 8. Then click the checkbox stating that you agree to be bound by the provided Terms and Conditions. This serves as an electronic signature. Click **Finish** to submit your information.

Bidder Registration

Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

<< Back Finish Cancel Registration

Once the confirmation below has been received call the Bidder Registration Line at 615-741-6875 to obtain your Bidder ID. After these steps have been completed you have successfully registered to do business with the State of Tennessee and have become a sourcing bidder. This provides you access to bid on solicitations made by the State, known as Events in Edison.

Bidder Registration

Bidder registration for me was successful.

Choose the desired user from the grid below and sign in to Strategic Sourcing.

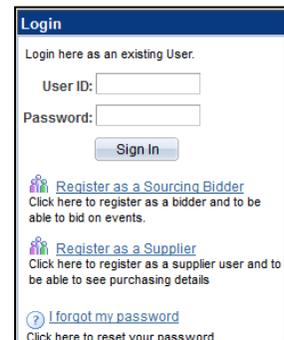
Customize Find [Icons] First 1 of 1 Last	
1 Alyssa Cave	Sign In

Transitioning from a Bidder to a Vendor

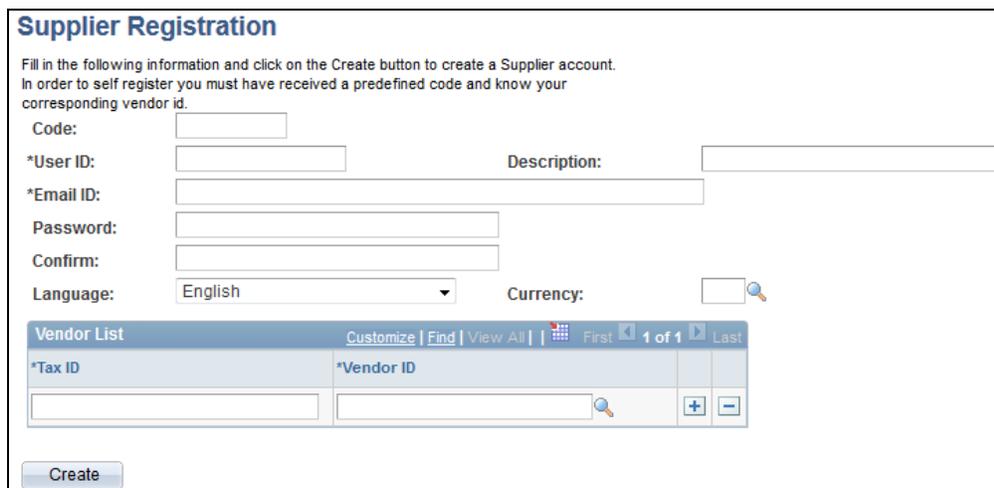
Sourcing Bidders become Vendors once they are awarded a contract for goods or services by The State of Tennessee. The Individual or Business will be required to submit a W-9 and ACH Direct Deposit form and a cancelled or voided check via email to Vendormaint@tn.gov or by fax to Vendor Maintenance (615) 741-0684. Click on the link provided to access the Achform and W-9 form: <http://www.tn.gov/generalserv/cpo/vendreg.html>.

Registering as an eSupplier

A Vendor can register as an eSupplier by visiting <https://supplier.edison.tn.gov> and selecting “Register as a Supplier” from the lower left-hand side of the screen. Registering provides the Vendor with additional access to maintain their account.



The screenshot shows a 'Login' section with the text 'Login here as an existing User.' Below this are two input fields: 'User ID:' and 'Password:'. A 'Sign In' button is positioned below the password field. Underneath the sign-in area are three links with icons: 'Register as a Sourcing Bidder' (with a person icon), 'Register as a Supplier' (with a person icon), and 'I forgot my password' (with a question mark icon). Each link is followed by a brief instruction on what the user can do after registration.



The screenshot shows the 'Supplier Registration' form. At the top, it says '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.' The form includes several input fields: 'Code:', '*User ID:', '*Email ID:', 'Password:', 'Confirm:', 'Language:' (with a dropdown menu set to 'English'), and 'Currency:'. There is also a 'Description:' field. Below the form is a 'Vendor List' table with columns for '*Tax ID' and '*Vendor ID'. The table is currently empty. At the bottom of the form is a 'Create' button.

1. Enter the **Code** ABCDEFGH.
2. Enter the **User ID**. More users can be added once the account has been created. All User ID's must be with **TN@** and can contain up to thirty characters.
3. Enter a **Description**. This will be your company's name.
4. Enter the **Email ID**. This email will be designated to receive notifications about potential bid opportunities.
5. Input your **Password**.
6. In the **Confirm** field re-enter your password.
7. Confirm the **Language** has defaulted to English.

8. Confirm the **Currency** has defaulted to USD.
9. Input your **Tax ID**. This should be the same Tax ID that your company used to register with the State.
10. Input your **Vendor ID**, this will be a ten digit number.

HINT *If you do not have all ten digits of your Vendor ID add zeros to the beginning of the ID to get the necessary ten digits.*

Once the account has been created it can be accessed immediately.

Additional Information

- If you are unaware of your company's registration status, then you may contact Bidder Services to obtain this information. You will need your Federal Tax ID when you call. Bidder Services can be reached at (615) 741-6875 M-F 8:00-4:30pm CST.
- Instructions on how to submit a bid for an Edison Event can be found at http://tn.gov/generalserv/cpo/for_training.html.
- The **I forgot my password** link on main Supplier screen does not work. To reset your password call the Edison Help Desk at (615) 741-4357.
- If you receive any error message during registration, then you should stop and call The Edison Help Desk at (615) 741-4357.

Login here as an existing User.

User ID:

Password:

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

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

 [I forgot my password](#)
Click here to reset your password