

E-Supplier Registration Instructions

To gain access to the state's accounting system (Edison), to view payments and print a copy of the remittance, you will need to be registered. Below are the instructions on how to register.

If you have any questions on the registration process, please contact Supplier Maintenance: 615-532-5150 or by email at Supplier.Maintenance@tn.gov.

Log onto Edison: www.edison.tn.gov

Upper left corner click on- Supplier Portal Home Page

The screenshot displays the Edison website interface. At the top left, there is a 'TN' logo and a home icon. The date and time 'Wed, Sep 5, 2018 10:11 AM' are shown. In the upper right corner, the 'edison' logo is visible. A red arrow points to a navigation menu with two options: 'Employee Portal Login' and 'Supplier Portal Home Page'. Below this menu is a section for the 'Edison Service Desk' featuring a photo of a woman on a phone and contact information: '1-866-376-0104 or 615-741-HELP(4357)', 'Hours of Operation: 7:00 a.m. to 4:30 p.m. CST', and 'Monday through Friday (except holidays)'. To the right of the service desk is a large scenic image of a mountain range with purple flowers in the foreground.

Announcement: Update Supplier Commodity Codes

- [Instructions to Update Supplier Commodity codes](#)
- [Supplier Commodity Codes Spread Sheet](#)

Please do not use Google Chrome when using the Edison Supplier Portal. Under this browser, you will see issues with how pages are displayed and uploading documents. Please use either Mozilla Firefox or Internet Explorer. We apologize for this inconvenience.

Events Personalize | Find | 1-12 of 12 | Last

| Event Name |
|---|
| AOC Obstacles - VTS Milan - Lavinia TN |
| arter-Hoffman Heated Transport Carts |
| ebriis Removal - Environment & Conservation |
| ickwick Landing Pk Wastewater Contract |
| layground Structure @ Natchez Trace |
| WC 154- Household Appliances |
| WC 207 Fleet Maintenance |
| ecurity Risk Management Software - FA |
| quential XRF System |
| outh Cumberland - Campsite Repairs |
| teel Sheet Piling - WTRBA |



Welcome to the Edison Supplier Portal.

This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.

Do you have an existing Edison Access ID?

Click on [Sign In](#) to login to the Edison Supplier Portal.

Looking to do business with the State of Tennessee?

To do business with the State of Tennessee, you MUST:

1. [Register as a Supplier](#)
 - [Instructions to Register](#)
2. Ensure that a completed [IRS-W9 Form](#) is attached to your registration.
3. (optional) Fill out a [Direct Deposit Authorization Form](#) to have payments conveniently deposited into your bank account automatically.

If you have a Supplier ID and need new or additional Edison Access IDs, click [Create New User Accounts](#). Your Tax Identification Number is required.

For international bidders, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov

Statewide Contract Information Links:

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

Procurement Agency Links:

- [Central Procurement Office](#)
- [RFP Listing](#)
- [Tennessee Department of Transportation](#)
- [Payment Contact Information by Agency](#)
- [Supplier Community](#)

Important Notifications:

Contact Us:

For assistance with supplier information, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov

For payment inquiries, please contact Accounts Payable at 615-532-5150 or email F.A.Accounts@tn.gov

For Password and User ID Assistance, please contact the Edison Help Desk at 615-741-HELP.

For assistance with bidding procedures and commodity codes, please contact Bidder Services at 615-741-6875 or email Bidder.Registration@tn.gov

In Middle of page click on- **Create New User Accounts**

Register New User Accounts

To create a new user, please fill in the information below. Once you have completed the required information, click the "Submit" button to submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please contact Supplier Maintenance: 615-741-9745 or by email at Supplier.Maintenance@tn.gov.

Authentication

Supplier List

| | |
|----------------------|---------------------------|
| *Supplier ID | Tax Identification Number |
| <input type="text"/> | <input type="text"/> |

[Forgot your Supplier ID?](#)

User Account Information ?

| | |
|---------------------|----------------------|
| * Requested User ID | <input type="text"/> |
| Description | <input type="text"/> |
| * Email ID | <input type="text"/> |
| Language Code | English |
| Time Zone | <input type="text"/> |
| Currency Code | USD |

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

* Required field

On this page:

Under Supplier List:

Supplier ID- enter your supplier ID number

Tax Identification Number- enter your federal ID number

Under User Account Information:

Requested User ID- create an ID number-**BUT** it must begin with TN@

Email ID: enter the email address you want correspondence sent to

Under Terms and Conditions:

After reading the Terms of Agreement- (link just above Submit button)

Click the box- "Click to accept the Terms of Agreement below"

Then click- "Submit"