



State of TN CPO Training & Compliance: Registering to do Business with the State of Tennessee Job Aid

Purpose

The purpose of this user guide is to provide assistance with properly registering your business in the State's Procurement System - Edison.

Introduction

Follow the instructions outlined below to register to do business with the State of Tennessee. This job aid contains the following how to information:

- register in Edison
- create a user account


Registering as a Supplier

If your company has never done business with the State of Tennessee, you will need to register. It is recommended that a company be registered in Edison to bid on any solicitation listed with the State of Tennessee. The colored links below will take you directly to the Supplier Information webpage for additional information. The following documents and information are required to register as a supplier:

- Tax identification Number
- [Current W-9 documentation](#)
- Certificate of Registration or Exemptions from the Department of Revenue
- [Direct Deposit Authorization form](#)

Follow these steps to register as a Supplier.

- Click on the link provided to access the main supplier screen:
https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST.
- In the middle section, Welcome to the Edison Supplier Portal, click on the **Register as a Supplier** link.



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 (formerly Edison eSupplier username)?

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

Looking to do business with the State of Tennessee?

In order to bid on a contract, you MUST:

1. [Register as a Supplier](#)
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 Vendor Maintenance at 615-741-9745 or Vendormaint@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](#)
- [Vendor Community](#)

Important Notifications:

- [Notice to Suppliers- Public Chapter 730](#)

Step 1 - Welcome

- Select the type of supplier 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)
- Click **Next** to advance to Step 2.

Welcome - Step 1 of 6

Welcome to the State of Tennessee Supplier registration

Select an activity below: ?

Start a new registration form
What type of entity do you represent?

Business
 Individual

Continue from where you left

* Required field

NOTE: Once you begin the registration process, if you find you are not able to finish, you may click the **Save for Later** box at screen bottom, right hand side.

Exit | Save for Later | Previous | Next

When you return, just click on the **Continue from where you left** option circled in blue.

Welcome - Step 1 of 6

Welcome to the State of Tennessee Supplier registration

Select an activity below: ?

Start a new registration form
 Continue from where you left

* Registration ID

* Tax Identification Number

Forgot your registration ID?

* Required field

- To continue, you will need your **Registration ID** which may be found in your registration email from Edison and your **Tax Identification Number**.

Step 2 – Identifying Information

The **Identifying Information** screen is used to provide general information. Required fields are indicated by an asterisk*.

- Enter the **Tax Identification Number**.
- Enter the **Entity** (Individual or Company) **Name**.
- If the company has a website, enter it <http://URL> .

While you need to answer all the **Profile Questions**, below are special instructions for the first two statements.

- In the first statement, use the “paper clip” icon to upload and attach IRS W-9.

- In the second statement, use the magnifying glass “look up” icon to search for the products or services you offer.

- Click on all that apply.
- When finished, click **Return**.
- Finish answering remaining questions.

Profile List Item X

List Line Number	List Item
1	<input type="checkbox"/> Rental-includes office space, equipment, hotel room, etc
2	<input type="checkbox"/> Medical Srv-includes vet, mental health, med transport, etc
3	<input type="checkbox"/> Medical Staffing Service
4	<input type="checkbox"/> Attorney Fees
5	<input type="checkbox"/> Services-includes process server, advertising, day care, etc
6	<input type="checkbox"/> Utilities-includes propane, cell, internet, cable, etc
7	<input type="checkbox"/> Water delivery service
8	<input type="checkbox"/> Supplies/Materials-includes office supplies, Rx, DME, etc
9	<input type="checkbox"/> Set up charge/service agreements sold separately
10	<input type="checkbox"/> Subscriptions/publications-print/online subscription, etc
11	<input type="checkbox"/> Dues- professional/organizational dues
12	<input type="checkbox"/> Other- please explain in the comments section

Return

Profile Questions ?

* Attach current version of IRS W-9 [Add Attachment](#)

* Products/Services Offered: Click magnifying glass to select answer(s). [?](#)

* Are any employees/owners of this firm currently or previously employed by the state of Tennessee (within the past 6 months)? [?](#)

If answered "Yes" to Question 3, please list these employees including name, social security number, and position within your firm including ownership [?](#)

* Has there has been an ownership change within the past two years? [?](#)

Date of Incorporation, if applicable. [?](#)

State of Incorporation, If applicable. [?](#)

Has a performance penalty ever been assessed against the organization or any of the principle owners? [?](#)

Continue to the **Codes** section.

- Click drop down menu beside **Add Code** and choose **UNSPSC Codes**. These are commodity codes used by the State to identify the goods or services the company will provide.
- Click on the magnifying glass **“look up”** icon.

The screenshot shows the 'Codes' section of a web application. It features a table with columns for 'Code Type', 'Code', and 'Description'. Below the table, there is an 'Add Code' button and a dropdown menu with 'UNSPSC Codes' and 'NAICS Codes' options. A magnifying glass icon is highlighted with a red box. A red arrow points from this icon to the 'Look Up Code' dialog box in the next image. The 'Additional Reporting Elements' section contains checkboxes for 'Emerging Small Business', 'Women-Owned Business', 'Veteran', and 'Disabled'. The 'Comments' section is empty. At the bottom, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'.

- When **Look Up Code** opens, choose drop down menu beside **Description**, click **contains**, type in your brief description and click **Look Up**.

This code will populate into your **Add Code** section. You may add as many codes as necessary. Just click on Add Code each time and a new line will open.

- When you are finished, click **Next** to continue to Step 3.

The 'Look Up Code' dialog box is shown. It has a 'Code Type' dropdown set to 'UNSPSC Codes'. Below it are 'Code' and 'Description' dropdown menus. The 'Code' dropdown is set to 'begins with' and the 'Description' dropdown is set to 'contains'. There are 'Look Up', 'Clear', and 'Cancel' buttons. A 'Basic Lookup' link is also present. The 'Search Results' section shows a list of codes and descriptions, including '10101500 Livestock', '10101600 Birds and fowl', '10101700 Live fish', '10101800 Shellfish and aquatic invertebrates', '10101900 Insects', '10102000 Wild animals', and '1011300 Domestic net treatments and ar'.

Step 3 - Addresses

This 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.

- Enter the address in the **Address 1** line.
- Enter the **City**.
- Enter the **Postal (Zip)** Code.
- Use the magnifying glass **“look up”** icon for the **State** field.
- Enter a valid **Email** Address.
- Under the **Other Addresses** tab, check the **Remit To Address** box for remission if payment should go to a different address.
- Click **Next** to move to Step 4.

Welcome Identifying Information **Addresses** Contacts Payment Information Submit

Exit Save for Later | Previous Next

Addresses - Step 3 of 6

For International Bidders, please contact Vendor Maintenance at 615-741-9745 or Vendormaint@tn.gov

Primary Address ?

* Country United States

*Address 1 ✓

Address 2

Address 3

*City ✓

County *Postal ✓

*State ?

*Email ID

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primay Address above:

Remit To Address
Address for remitting payment

✓ * Country United States

✓ *Address 1

Address 2

Address 3

✓ *City

County *Postal

✓ *State ?

✓ *Email ID

Exit Save for Later | Previous **Next**

Step 4 – Contacts

- Click **Add Contact** to add additional contact information.

The screenshot shows a multi-step registration process. The 'Contacts' step is highlighted in the progress bar. Below the progress bar, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Contacts - Step 4 of 6'. It includes a note: 'When filling out contact information please use one User ID per Contact.' Below this is a section for 'Company Contacts' with a help icon. A message states: 'You have not added any contact information to your application. Click "Add Contact" button to add new contact information.' A red-bordered 'Add Contact' button is visible. At the bottom, there are 'Exit', 'Save for Later', 'Previous', and 'Next' buttons, with the 'Next' button highlighted in red. A small asterisk note indicates '* Required field'.

- Fill in all necessary information.
- **NOTE: Requested User ID** is usually the name of the company after the TN@. Example: TN@thecompanyname .
- Click **OK**.
- Click **Next** on main screen.

The 'Add Contact' dialog box is shown. It has a title bar with 'Add Contact' and a close button. The form is divided into two sections: 'Contact Information' and 'User Profile Information'. In the 'Contact Information' section, there are fields for 'First Name' (Kathy), 'Last Name' (Taylor), 'Title', 'Email ID' (kathy.taylor@tn.gov), 'Telephone' (615/741-1455), 'Fax Number', and 'Contact Type' (General). A 'Primary Contact' checkbox is checked. In the 'User Profile Information' section, there are fields for 'Requested User ID' (TN@KATHYTAYLOR), 'Description', 'Language Code' (English), 'Time Zone', and 'Currency Code' (US Dollar). A red asterisk note above the 'Requested User ID' field says '* UserID must begin with TN@'. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted in red.

Step 5 – Payment Information

- **NOTE:** Click here to download the [Direct Deposit Authorization](#) form. *The original copy must be signed by bank personnel and mailed to the address on the form.*
- Fill in the **Email Address** on this page.
- Click **Next**.

Welcome Identifying Information Addresses Contacts **Payment Information** Submit

Exit Save for Later | Previous Next

Payment Information - Step 5 of 6

Direct Deposit, please download the Supplier Direct Deposit Authorization form on the Supplier Portal Home page. Please carefully read the instructions to ensure proper filing and submission.

Payment Preferences ?

Enable Email Payment Advice

Email Address

Exit Save for Later | Previous **Next**

*Required Field

Step 6 – Submit

The **Submit** and agreeing to the **Terms of Agreement** are the final steps to registration.

- To read the Terms of Agreement, click on the blue link.
- Put a check in the box **Click to accept the Terms of Agreement below**.
- If you would like to review any of your answers click on the **Review** box.
- When you are ready to submit your registration, click **Submit**.

Welcome Identifying Information Addresses Contacts Payment Information **Submit**

Exit Save for Later | Previous Next

Submit - Step 6 of 6

Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

kathy.taylor@tn.gov

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](#)

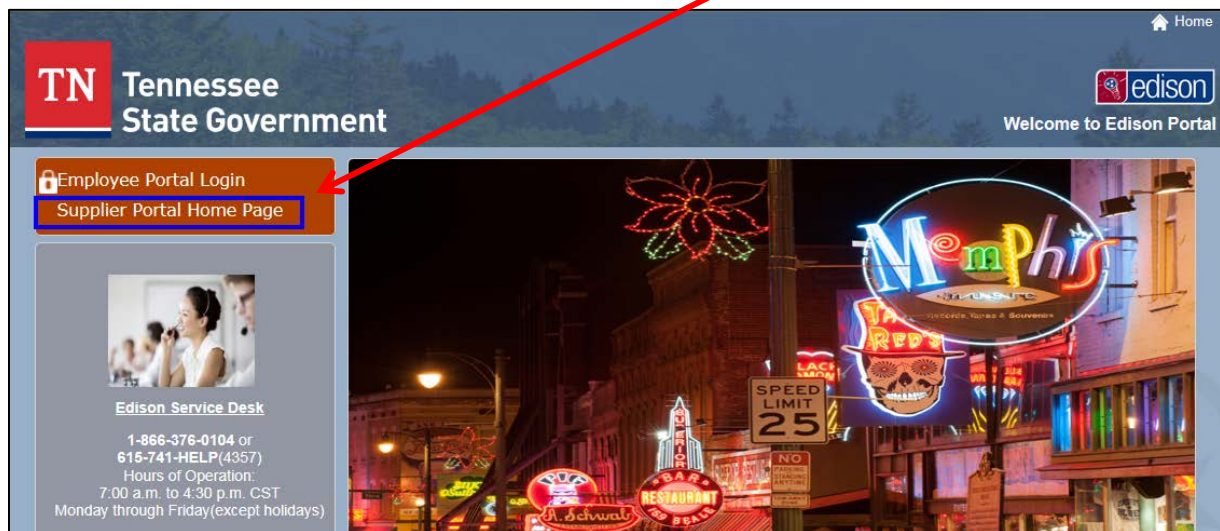
Review **Submit**

You will receive an email containing your registration number. You can expect the approval process to take two weeks or longer. For questions, contact vendormaint@tn.gov or phone (615) 532-5150 and include your registration number in all correspondence.


Creating a User Account

After you have been notified that your account is created in Edison, your business may create a User Account to access your company information.

- Click on the link below to access the Edison Supplier Portal:
https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST.
- Click on the **Supplier Portal Home Page** link.



- In the middle section, click on the **Create New User Accounts**.



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Do you have an existing Edison Access ID (formerly Edison eSupplier username)?

Click on **Sign In** to login to the Edison Supplier Portal.

Looking to do business with the State of Tennessee?

In order to bid on a contract, you MUST:

1. [Register as a Supplier](#)
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- Enter your **Supplier ID** and **Tax Identification Number**. (If you need to create a user account for multiple entities, click the Add button.)
- Below **User Account Information**, enter your **Requested User ID**. (This is the TN@thecompanyname sign in.)
- Enter your place of business **Email ID** (address) or you may choose to use a general company email account monitored by several people to avoid problems when someone leaves the company.
- The Terms of Agreement are available to read if you click on the blue Terms of Agreement hyperlink. Click the box if you accept them.
- Click **Submit**.

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:
615-532-5150
or by email at
Vendormaint@tn.gov

▶ Authentication

Supplier List

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

Add
[Forgot your Supplier ID?](#)

User Account Information ?

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

Terms and Conditions

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

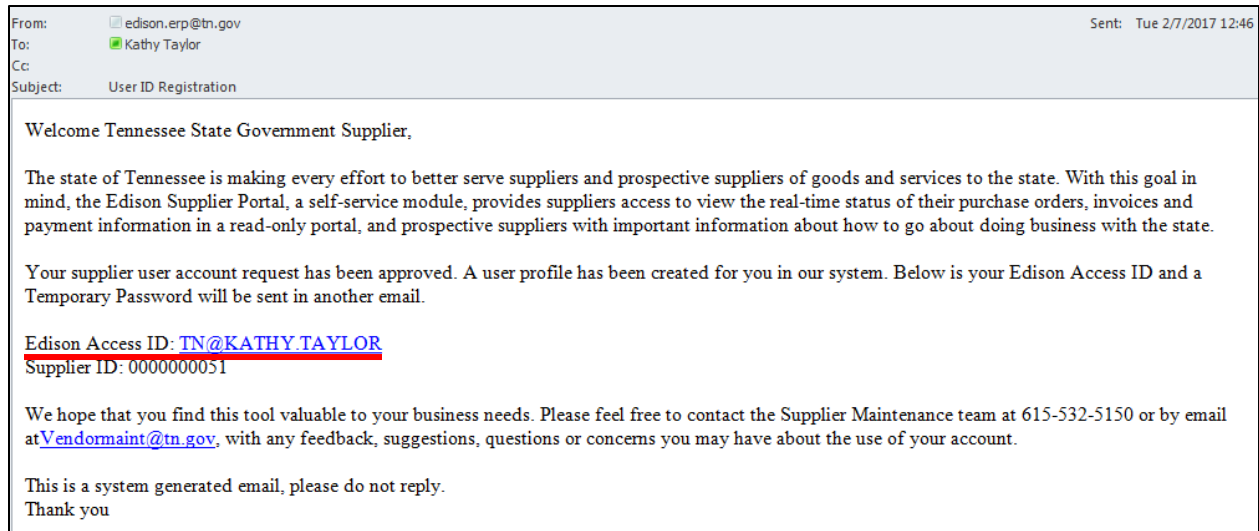
Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

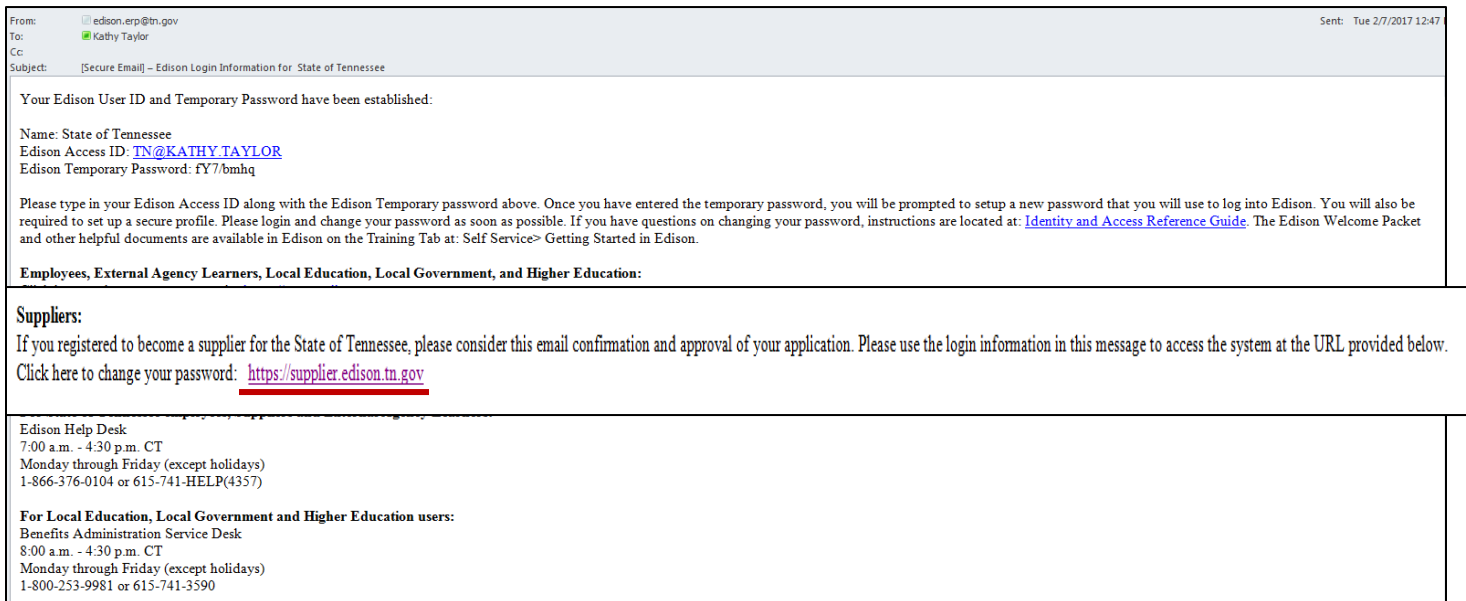
Submit
Cancel

* Required field

After submitting your request, you will receive an email similar to the one below which provides you with your **Edison Access ID**.

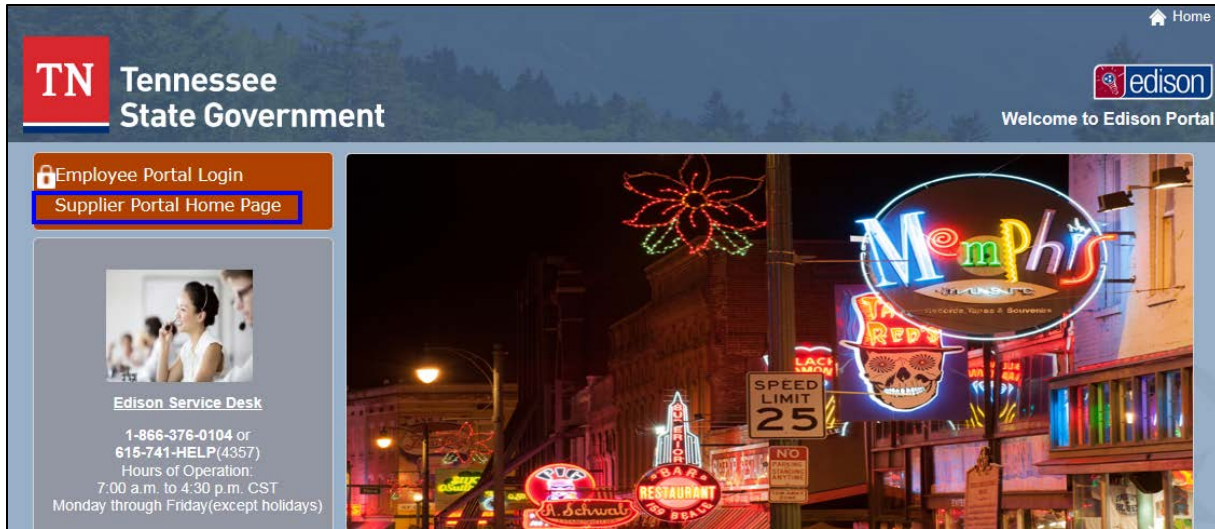


It will be followed by a second email, giving you an **Edison Temporary Password** with instructions to login and change your password as soon as possible.



To complete creating your **New User Account**:

- Click on the **Edison link** provided in the email (above).
- Click on the **Supplier Portal Home Page** link. (Screen shot on page 13.)



➤ When the **Welcome to the Edison Supplier Portal** opens, click on **Sign In**.

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➤ Enter your **Access ID**.

Sign In:

Enter your Access ID.

Access ID:

[Where do I enter my password?](#)

- Enter your **Temporary Password**.



- When the Reset Your Password populates, carefully read the requirements for a new password.
- Enter the **temporary password** in the box and click **Enter**.
- The gray shading will move down and you will enter your **New Password** and click **Enter**.
- **Confirm New Password** by entering it again.

Reset Your Password

Please enter your current/temporary password and new password twice below.

A valid password must meet all of the following conditions:

- Password must not contain the following character(s): & , < > ^ % ~ ' " * @
- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 2 alphabetic character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Current/Temporary Password	click to enter	
New Password	click to enter	
Confirm New Password	click to enter	

After confirming your new password, please **ONLY HIT ENTER ONCE** as there is a slight delay while processing your new password.

- **Setting up your Security Profile** opens and explains the next three processes that need to be completed. After you read, click **Continue**.

Setting up your Security Profile

Over the next few pages you will be required to set up your security profile. Please take a moment to familiarize yourself with this information before proceeding. Once completed, your security profile will add new layers of security to your account by helping us verify you as a trusted user and help you identify us as a trusted site. After you review this information, please click Continue to get started.

Security Image and Phrase

The security image and phrase feature will help ensure that you are entering your password on a trusted site. You will be required to select an image of your choice, which includes an associated security phrase and the current date and time.

Security Questions and Answers

The security questions and answers feature will help us verify that you are a trusted user when you forget your password or if certain security risk levels are exceeded. You will be required to set up answers for a series of security questions.

One-Time Password

The one-time password feature will send a temporary password to an email address of your choice when security risk levels are high or if you forgot your password. The email address may be a work or personal address.

Please click Continue to set up your security profile. >> Continue

- To set up your personal security image and security phrase, click the link in blue **Change your image and phrase** at the bottom of the screen.
- When complete, click **Continue**.


Selecting your Security Image and Phrase

The security image and phrase feature is used to ensure that you are entering your password on our official site. The image below is your currently selected security image and phrase where you will enter your password when logging into Edison in the future. To select a different image, which includes an auto-generated phrase, please click Change your image and phrase until you find an image and phrase you like. Once selected, please click Continue to proceed.

Note:

Please remember to never enter your password when logging into Edison unless you see your personalized image and phrase with a current freshness date.

Password:



2/8/2017 11:38 (CST)

hilarious Service enter

← Your personal security image

← Your personal security phrase

Learn more about your personalized security image and phrase

Change your image and phrase

Continue

- **Security Questions** will then populate. Choose one question at a time and enter your answer in the box.
- Click **Enter**.
- The gray shaded area will move to **Question 2** and you repeat the process until you complete all five questions/answers.

Security Questions

We will use your security questions and answers to confirm your identity at times when additional verification is required. Please select a question from the dropdown box and enter your answer in the space provided. Once all the questions are selected and answered, please click enter to proceed to the next page.

Questions (Choose a question from each list below)

1) Select One


2) Select One ▼

3) Select One ▼

4) Select One ▼

5) Select One ▼

Answers



Answer:

2/8/2017 15:38 (CST)

hilarious Service enter

- The final step is to complete the **One-Time Password Registration**.

One-Time Password Registration

Please enter your email address. If you forget your password in the future or if high risk security levels are exceeded, a one-time password can be sent to you by email to verify you as a trusted user. The email address may be a work or personal address. The email address must be unique, valid, and only accessible by you.

If you decline to enter an email address, we will be unable to send you a one-time password in the future, which could cause a delay in gaining access to Edison. You will have the ability to add a one-time password email address in the future if one is not provided at this time. It is highly recommended to provide an email address.

Email Address *

I consent for the State of Tennessee to send a one-time password to the above email address. I acknowledge that the email address is unique, valid, and only accessible by me. I assume the responsibility to protect any login credentials in order to maintain them in the strictest of confidence.

I acknowledge that not providing an email address will cause a delay in gaining access to Edison if situations arise in the future that require verification by one-time password.

Box must be checked before continuing. *

Continue

- If you have further questions for logging into the portal for the first time, please click on the link and view the video.
<https://www.youtube.com/watch?v=lx7NMITi9vs&feature=youtu.be>

Amendment History

Summary of Change

Version #	Modified Date	Modified By	Section, Page(s) and Text Revised
2.0	10/6/2015	Jamil Moore	Modified original per updates from Lorraine L. and Susan M.
3.0	2/25/2016	Kathy Taylor	Formatted to job aid template.
4.0	2/10/2017	Kathy Taylor	9.2 total update – Approved by SME – Lorraine Lassourreille