Agency Submitter Manual

Internal Supplier Registration

Supplier Maintenance
**Introduction**

This Internal Supplier Registration Agency Submitter Manual provides instructions to an agency user that will be completing and submitting Internal Supplier Registrations in Edison for their agency. Throughout the manual, there are screenshots using the following color indicators to highlight information important to completing a registration:

- **Green** – Registration Step
- **Red** – Instructional Steps
- **Blue** – Informational Text

In addition, each section of the registration has a ? icon which includes helpful information; this information is also provided in the manual in orange text.

The Internal Supplier Registration allows Business Units (BU) the capability to submit a request to **add a new supplier** to the Edison Supplier module. “New” supplier means the supplier’s Taxpayer Identification Number (TIN) is not already associated with a Supplier ID in the Supplier module.

International suppliers, however, cannot be created through this online registration process. The supplier’s IRS W-8 must be submitted via email to Supplier.Maintenance@tn.gov with “FOREIGN” in the subject line of the email.

There is a corresponding training course in Edison ELM which covers the material in this manual. **This course must be completed in Edison ELM before the Agency Submitter role can be requested on the FA-1015 security form.** The course information is below:

- **Course Name:** Internal Supplier Registration Agency Submitter
- **Course Code:** ISRAS100
- **Class Code:** FA-ISRAS
New vs. Existing Suppliers

To determine if an Internal Supplier Registration is required, follow the instructions below to see if the supplier’s TIN is already in Edison:

1. Navigate to the Review Suppliers screen in Edison using the following navigation: NavBar > Navigator > FSCM > Suppliers > Supplier Information > Add/Update > Review Suppliers.

2. Enter the supplier’s tax ID in the Tax Identification Number field (no dashes) then click the Search button. Clicking “enter” on the keyboard will not search for results. For example:
   a. A supplier’s FEIN is 12-3456789. Enter 123456789 then click the Search button.
   b. A supplier’s SSN is 987-65-4321. Enter 987654321 then click the Search button.
3. If the tax ID is not already associated with a Supplier ID in Edison, text will appear that states, “There are no rows available that meet your search criteria”:

4. If the tax ID is associated with a Supplier ID in Edison, rows of results will appear with the Supplier ID. Do not complete an Internal Supplier Registration as this registration process is only for **new** suppliers. Use Query **TN_AP33C_VENDOR_SEARCH** to review the supplier file to see if any updates are needed. **If updates are needed to an existing supplier in Edison, submit a change request to Supplier.Maintenance@tn.gov using the Supplier Maintenance Supplier Update Form (Appendix A).** To complete the form, access the form on the Division of Accounts TeamTN Accounting Job Aids website.
Registration Supporting Documents

There are three types of documents that may be required to complete a registration:

1. IRS W-9
2. Remittance Address Documentation
3. State of Tennessee Employee Listing

IRS W-9

The supplier’s IRS W-9 is required to be uploaded with each registration submitted. The IRS W-9 must meet the following criteria or the registration will not be approved:

1. **Current version of the IRS W-9 found at** [www.irs.gov](http://www.irs.gov)
2. **Be legible**
   a. Should not have to guess the letters and numbers entered on the form
3. **Is not altered**
   a. Data on the form is not modified in any way
4. **Completed according to the IRS W-9 instructions**
   a. Familiarize yourself with Appendix B: General IRS W-9 Requirements and Appendix C: Supplier Maintenance IRS W-9 Summary Instructional Table
5. **Contains a complete address**
   a. Familiarize yourself with Appendix D: Address Standards
6. **Be hand-signed**
   a. Electronic signatures are not accepted
7. **Dated within a year of the registration submission date**

Remittance Address Documentation

If a remittance address will be entered during the registration process, supporting documentation for the remittance address must be uploaded to the registration. Acceptable documentation types are:

1. **Invoice to or from the supplier**
2. **Hand-signed memo on company letterhead**
The documentation must meet the following criteria or the registration will not be approved:

1. Be legible
2. Is not altered
3. Contain supplier’s Name or Doing Business As (DBA) name that appears on the W-9
4. Contains the remittance address
   a. Familiarize yourself with Appendix D: Address Standards
5. Dated within a year of the registration submission date

State of Tennessee Employee Listing

TCA 12-4-103, CPO Rule 0690-03-01-.28, and any applicable Executive Orders prohibit bidding or contracting with an individual who is, or within the past six months has been, a State employee. It is the responsibility of the agency to ensure compliance with these state laws and rules. To show your agency’s due diligence, this registration process requires a “yes” or “no” response to the question:

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

If answered “yes”, supporting documentation must be uploaded in the registration. The documentation must list the following state or former state employees’ (within the last six months) information or the registration will not be approved:

1. Name
2. Social security number
3. Position within the firm
4. Ownership interest

Example of the documentation:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>Social Security Number</td>
<td>Position within the firm</td>
</tr>
<tr>
<td>2</td>
<td>Peter Jones</td>
<td>111-11-1111</td>
<td>CEO</td>
</tr>
</tbody>
</table>

Supplier Maintenance may request additional information to ensure compliance.
Navigating to the Internal Supplier Registration

Once you have confirmed that the supplier's tax ID is not already associated with a Supplier ID in Edison and that the supplier’s documentation and information is accurate and complete, navigate to the Internal Supplier Registration following the instructions below:

1. Once logged into Edison, click the NavBar icon at the top.

2. Click the Navigator icon, and then click FSCM from the menu.

3. Click Suppliers
4. Click **Supplier Registration**

5. Click **Register Suppliers**

6. The **Welcome – Step 1 of 5** screen should appear
Completing and Submitting an Internal Supplier Registration

The instructions below detail the steps a BU must perform in Edison for completing and submitting an Internal Supplier Registration to Supplier Maintenance for review. **Reminders:** The Internal Supplier Registration should only be completed for **new** suppliers. Foreign suppliers cannot be entered during this registration process.

Welcome – Step 1 of 5

Select an Activity Below
Welcome to online registration for new registrants, and welcome back if you are resuming the registration process. You can click the Help (question mark) icons on each registration page to find additional guidance during online registration. Information and questions that are required to successfully complete registration are designated by an asterisk (*). You must enter required information to proceed to the next step, but your entries are not saved until you click the Save for Later button or the Submit button, when available on the page. Click the Save for Later button to save your work and leave online registration, as many times as needed. You can resume where you left off at a later time. The Exit button will cancel the registration process without saving.

1. To start a new registration, ensure the **Start a new registration form** option is selected on the **Welcome** screen.
2. Enter your five-digit BU into the **Business Unit** field. You can also click the magnifying glass after the **Business Unit** field to select your BU.
3. Click **Next** to navigate to the next step, **Identifying Information** – Step 2 of 5.
Identifying Information – Step 2 of 5

Unique ID & Company Profile Fields
This information uniquely identifies the supplier you are registering. The registration is based on the supplier’s information entered on their IRS W-9. All fields that include an asterisk (*) are required.

4. After the supplier’s IRS W-9 has been reviewed for accuracy and completeness according to the IRS W-9 instructions and Appendix B and C of this Manual, enter the supplier’s nine-digit TIN provided in Part I of the IRS W-9 into the Taxpayer Id Number (Part 1 of the IRS W-9) field. Do not enter any dashes.

5. In the Supplier Name (Line 1 of IRS W-9) field, enter the name in all CAPS that is provided on Line 1 of the supplier's IRS W-9. Do not enter any special characters besides a dash (-) or ampersand (&).

6. Enter the supplier’s website address into the http://URL field if you have this information from the supplier. Otherwise, leave the field blank as it is not a required field.

Registration cannot be saved and resumed at a later time until all of the required fields (*) on the Identifying Information step is completed.

Once all required fields (*) are completed, click Next to navigate to the Addresses step.

4. Enter the supplier’s TIN, no dashes

5. Enter the IRS W-9 Line 1 name, ALL CAPS

6. Enter supplier’s website address if known. Otherwise, leave blank
Profile Questions, Codes, & Comment Fields

Profile questions provide information about a business or individual that may help determine eligibility for bidding or selling, as well as assist in determining the IRS 1099 reportability and other information necessary to complete the supplier file. **All of the required Profile Questions include an asterisk (*)**. You can magnify the instructions for each Profile Question by clicking the arrow in the top right-hand corner.

7. **First Profile Question (*required field):** Follow the instructions in the textbox. The textbox instructions state: “Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)?” Enter “1” for EIN or “2” for SSN.”
8. **Second Profile Question (required field):** Follow the instructions in the textbox to upload the supplier’s W-9. The textbox instructions state: “Attach an IRS W-9 that the supplier has completed according to the IRS W-9 instructions. Only the current version of the IRS W-9 found at www.irs.gov, that is hand-signed and dated within a year from the submission date, will be accepted. If an acceptable IRS W-9 is not submitted, your registration request may be denied.”

**Reminder:** Use Appendix B and C to ensure the IRS W-9 uploaded is completed according to IRS W-9 requirements. Use Appendix D to ensure the address provided on the W-9 is a complete address according to USPS standards.

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**Click [+] and follow instructions to add attachments**

**Click View to ensure the correct attachment was uploaded**

**Click [-] to remove attachments**
9. **Third Profile Question:** Follow the instructions in the textbox to upload supporting documentation for the remittance address, if a remittance address will be entered during this registration process. The textbox instructions state: “If a remittance address (different from the address on the IRS W-9) will be entered on the Addresses page of this registration, attach documentation that clearly establishes the remittance address being added is associated with the W-9 supplier such as an invoice to or from the supplier, signed memo on company letterhead, etc. If appropriate supporting documentation is not submitted, your registration may be denied.” **Reminder:** Use Appendix D to ensure the address provided on the remittance address documentation is a complete address according to USPS standards.
10. **Fourth Profile Question (required field):** Click the magnifying glass and select **all** of the 1099 categories that apply for this supplier for your agency. Click **Return**. After approval of the supplier’s registration, Supplier Maintenance will enter **all** of the 1099 categories selected into the supplier’s file to be used in the future for payment processing and 1099 reporting. Additional payment descriptions relative to the Edison 1099 categories can be found in Appendix E.

11. **Fifth Profile Question (required field):** From the dropdown menu, respond to the question in the textbox by selecting “Yes” or “No”. If “Yes” is selected, the next Profile Question requires the upload of information regarding the supplier or the supplier's employees.
12. **Sixth Profile Question:** If answered “Yes” to the Fifth Profile Question, the Sixth Profile Question is **required**. Follow the instructions in the textbox which requires an attachment be uploaded to the registration that provides information regarding the supplier or the supplier’s employees that are currently or previously employed by the state within the last six months. The attachment must include the following for each employee that is currently or previously employed by the state within the last six months:
   1. Name
   2. Social security number
   3. Position within the firm
   4. Ownership interest

**Additional information may be requested by Supplier Maintenance to ensure compliance.**

Example of attachment:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>Social Security Number</td>
<td>Position within the firm</td>
</tr>
<tr>
<td>2</td>
<td>Peter Jones 111-11-1111</td>
<td>CEO</td>
<td>25%</td>
</tr>
</tbody>
</table>
13. The Profile Questions and Codes below are not required. However, please complete these fields if you have the information from the supplier. Otherwise, leave these fields blank.
14. Leave the Comments field blank.

At this point and throughout the registration, you can click Save for Later, Previous, or Next.

a. Click Save for Later in order to resume the registration at a later time. You must have the Registration ID in order to resume the registration. Instructions for this feature are provided later in this manual.

b. Click Previous to go to the previous step.

c. Click Next in order to proceed to the Addresses step.
Addresses – Step 3 of 5

Primary Address Fields
Enter the address that is on the IRS W-9 attached to this registration. The address must be entered according to preferred standards found on United States Postal Service’s website. **All fields that include an asterisk (*) are required.**

15. Enter the W-9 address into the **Primary Address** fields in ALL CAPS and according to Appendix D: Address Standards.

16. If you attached remittance address supporting documentation to the third Profile Question, check the **Remit To Address** box in order for the remittance address fields to appear. Go to Step 17. If you do not need to add a remittance address, do not check the **Remit To Address** box. Instead, click **Next** and go to Step 18.

Once all required fields (*) are completed, click **Next** to navigate to the **Contacts** step.
Other Addresses Fields
If the remittance address is different than the Primary Address entered on the IRS W-9, check the box beside Remit To Address and enter the remittance address in the required fields. Documentation that clearly establishes the remittance address being added is associated with the W-9 supplier such as an invoice to or from the supplier, signed memo on company letterhead, etc. must be attached to the third Profile Question on the Identifying Information page. All fields that include an asterisk (*) are required.

17. Enter the remittance address into the Remit To Address fields in ALL CAPS and according to Appendix D: Address Standards.
18. Click Next to navigate to the next step, Contacts.
Contacts – Step 4 of 5

Company Contact
Company contacts cannot be entered during this Internal Supplier Registration. To continue the registration process, click "Add Contact", then select "General" from the Contact Type dropdown menu.

For a company contact to be added, the supplier will need to create a new user account after the internal supplier registration has been approved by Supplier Maintenance. You may want to share the Creating a New User Account instructions found on the Division of Accounts TeamTN Accounting Job Aids website with the supplier after the registration is approved by Supplier Maintenance and a Supplier ID is created.

19. Click Add Contact.

20. With General selected as the Contact Type, click OK.
21. Click **Next** to continue to the **Submit** step.

Submit – Step 5 of 5

22. **Enter** the email address you want to receive communications regarding this registration.

23. **Re-enter** the email address. This field must match the first email address field.

**Terms and Conditions**

24. **Click** the **Terms of Agreement** link to review the terms as needed and then **check** the box to accept the Terms of Agreement.
25. Click the **Review** button to review your registration. Use Appendix F: Dos and Don’ts to ensure your registration is accurate and complete.

26. After you have reviewed your registration, if you have corrections to make, click the **Previous** navigation button to navigate to the page or pages that need to be corrected.

27. Once you are satisfied your registration is accurate and complete, click **Submit**.

28. After clicking **Submit**, you will be sent to a **Registration Submit Details** screen. This screen includes the **Registration ID** associated with the supplier registration and the email address that will receive communications regarding the status of the registration. At this point, you may click **Register New Supplier** or navigate to a different screen in Edison.
29. The email provided in the **Submit** step of the registration will receive the email below confirming the supplier registration has been submitted.

<table>
<thead>
<tr>
<th>Registration ID 0000007462 Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:erp.uat@tn.gov">erp.uat@tn.gov</a></td>
</tr>
<tr>
<td>Sent: Thu 6/4/2020 1:59 PM</td>
</tr>
<tr>
<td>To: <a href="mailto:Jane.Doe@tn.gov">Jane.Doe@tn.gov</a></td>
</tr>
<tr>
<td>Retention Policy: 90 Day Delete (90 days) Expires: 9/2/2020</td>
</tr>
</tbody>
</table>

Registration ID 0000007462 has been submitted for review.

Supplier Name: ABC COMPANY

You will receive a notification via email of any updates to your registration status. Allow up to 10 business days for your request to be reviewed.

This is a system generated email, please do not reply.

Thank you.
Save For Later

The Save for Later feature may be used to save and resume the registration at a later time. **Please note:** This feature may be used throughout the registration but only after the Identifying Information Step has been completed.

1. After clicking the **Save for Later** button, the pop-up below will appear. Enter the email address in both fields to receive communications regarding this registration and then click OK.

   ![Save for Later pop-up](image)

   1. After entering and re-entering the email address to receive communications, click OK

2. The **Save For Later** pop-up below will appear.
   a. **Click “No”** to save and resume your registration at a later time. **WARNING:** If you click “No”, you will be logged out of Edison.
   b. **Click “Yes”** to go back to completing the registration.

   ![Save for Later pop-up](image)

   2a. **Click “No”** to save and resume your registration later  
   2b. **Click “Yes”** to go back to complete the registration

3. After clicking “Yes” or “No”, you will receive the email below, which includes the Registration ID. **Make sure to keep this email as you will need the Registration ID in order to resume the registration.**
4. When you are ready to resume the registration, navigate in Edison back to the Welcome screen via the path: NavBar > Navigator > FSCM > Suppliers > Supplier Registration > Register Suppliers.
5. Enter your BU in the **Business Unit** field.
6. Enter the Registration ID you wish to resume in the **Registration ID** field.
7. Click **Next** to resume the registration process.

8. Continue to click **Next** until you navigate to the Step you wish to resume.
Internal Supplier Registration Workflow

Appendix G displays a flowchart of the Internal Supplier Registration Workflow.

Agency Approver Role

After submission, the registration will be routed to the Agency Approver for review. The Agency Approver must review the registration for accuracy and completeness according to the Agency Approver Manual. After review, the Agency Approver must Approve, Deny, or Request More Information. These three actions are detailed below:

1. **Approve:** After the Agency Approver has reviewed and approved the registration, the registration will be routed directly to Supplier Maintenance for review. No email is sent to the Agency Submitter as a result of this action.

2. **Deny:** After the Agency Approver denies the registration, this action stops the registration process. The Agency Submitter must submit another registration to begin the process again. The Agency Submitter will receive an email such as the email below which should include notes entered by the Agency Approver as to why the registration was denied.

```
From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Friday, April 24, 2020 4:08 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007431 Denied

We regret to inform you that after reviewing Registration ID 0000007431, SHADY PINES, your registration has been denied due to the following:

From Agency Approver: The supplier’s W-9 was not attached to your registration.

This is a system generated email, please do not reply to this email.

Thank you.
```
3. **Request More Information**: This action routes the registration back to the Agency Submitter for correction. The Agency Submitter must navigate back to the Supplier Registration **Welcome** screen, select the **“Continue from where you left”** option, enter the Registration ID, and then click **Next** in order to open the registration to make the necessary corrections. The Submitter must **Submit** the registration again to continue the process. The Agency Submitter will receive an email such as the email below which should include notes entered by the Agency Approver as to why they are requesting more information:

```
From: erp.uat@tn.gov <erp.uat@tn.gov>
Sent: Friday, April 24, 2020 4:53 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007434 Request for More Information

Registration ID 0000007434, Van Helsing, cannot be approved at this time due to the following:

**From Agency Approver**: The supplier’s name was not written in ALL CAPS.

Please make the necessary corrections to your registration. Your registration will remain in a hold status and a Supplier ID will not be created until the registration is corrected and resubmitted.

This is a system generated email, please do not reply to this email

Thank you.
```
Supplier Maintenance Role

After the Agency Approver approves the registration, the registration will be routed to Supplier Maintenance for review. Supplier Maintenance will review the registration and Approve, Deny, or Request More Information. These three actions are detailed below:

1. **Approve**: If the registration is **Approved** by Supplier Maintenance, the Agency Submitter will receive an email with the supplier’s Supplier ID, such as the email below. Per the email, if the supplier will be providing goods or services to your agency, forward the email to Content.Group@tn.gov to ensure the supplier will receive future notifications of solicitations. In addition, per the email, provide the supplier with their Supplier ID in order for the supplier to create a user account in the Edison Supplier Portal. You may want to share the Creating a New User Account instructions found on the Division of Accounts TeamTN Accounting Job Aids website with the supplier. As discussed earlier, once the supplier has successfully logged into their user account, they will be able to help maintain their supplier information including contact information.

```
From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Friday, March 27, 2020 3:02 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007401

This email is being sent to update you on the status of Registration ID 0000007401.
Supplier ID 0000237604 has been created for XYZ COMPANY.

Please be aware it may take up to one business day for the status of the supplier to be updated to an Approved status for procurement and payment use.

If this supplier is providing goods or services to your agency, please forward this email to Content.Group@tn.gov to ensure the supplier can receive future notifications of solicitations.

Please inform your supplier of their new Supplier ID. For the supplier to establish a supplier user account in Edison, direct them to visit the Edison Supplier Portal and click Create New User Accounts to complete and submit the Register New User Accounts webpage.

This is a system generated email, please do not reply.

Thank you.
```
2. **Deny:** When Supplier Maintenance denies the registration, the Agency Submitter will receive an email such as the email below which includes the reason the registration was denied. After the registration has been denied, the Agency Submitter must submit another registration to begin the process again if needed.

From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Friday, April 24, 2020 4:08 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007431 Denied

We regret to inform you that after reviewing Registration ID 0000007431, SHADY PINES, your registration has been denied due to the following:

From Supplier Maintenance: The supplier's W-9 was not attached to your registration.

This is a system generated email, please do not reply to this email.

Thank you.

3. **Request More Information:** If Supplier Maintenance requests more information, the Agency Submitter will receive an email such as the email below which includes the reason Supplier Maintenance is requesting more information. The Agency Submitter must navigate back to the Supplier Registration Welcome screen, select the "Continue from where you left" option, enter the Registration ID, and then click **Next** in order to open the registration to make the necessary corrections. The Submitter must **Submit** the registration again to continue the process.

From: erp.uat@tn.gov <erp.uat@tn.gov>
Sent: Friday, April 24, 2020 4:53 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007434 Request for More Information

Registration ID 0000007434, STARR COMPANY, cannot be approved at this time due to the following:

From Supplier Maintenance: The Taxpayer Identification Number entered in the registration has been transposed. Please correct.

Please make the necessary corrections to your registration. Your registration will remain in a hold status and a Supplier ID will not be created until the registration is corrected and resubmitted.

This is a system generated email, please do not reply to this email.

Thank you.
Queries

There are queries in Edison to assist agencies with tracking the progress of the supplier registrations created by their agency. The following is the navigation to the Query Viewer screen in Edison: Navigator > FSCM > Reporting Tools > Query > Query Viewer.

1. **TN_INT_SUP_AG_REG_DRAFT_STATUS** – This query displays the registrations that are in a Save For Later status for a specific Business Unit. Example:

   **Prompt:**

   ![Business Unit: 32701](image)

   **Results:**

<table>
<thead>
<tr>
<th>BU</th>
<th>Registration ID</th>
<th>Supplier Name</th>
<th>Last four digits of TIN</th>
<th>Registration Created by</th>
<th>Email Address of Submitter</th>
<th>Date/Time Registration Created</th>
<th>Date/Time Reg Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>32701</td>
<td>0000008940</td>
<td>testing testing</td>
<td>4952 samad0103001</td>
<td><a href="mailto:sam.smith@tn.gov">sam.smith@tn.gov</a></td>
<td>7/17/2020 23:17</td>
<td>7/17/2020 23:17</td>
<td></td>
</tr>
<tr>
<td>32701</td>
<td>0000008936</td>
<td>sup 123 123</td>
<td>4999 matti1008001</td>
<td><a href="mailto:matt.jackson@tn.gov">matt.jackson@tn.gov</a></td>
<td>7/17/2020 10:14</td>
<td>7/17/2020 11:57</td>
<td></td>
</tr>
</tbody>
</table>

2. **TN_INT_SUP_REG_AGENCY_PENDING** – This query displays the registrations that are in a Pending Approval status and awaiting agency approval for a specific date range. The date range is querying on the date the registration was submitted by the Agency Submitter. Example:

   **Prompts:**

   ![Date From: 07/01/2020](image)

   ![Date To: 07/26/2020](image)

   ![Business Unit: 32901](image)

   **Results:**

<table>
<thead>
<tr>
<th>BU</th>
<th>Registration ID</th>
<th>Supplier Name</th>
<th>Last four digits of TIN</th>
<th>Registration Submitted By</th>
<th>Email Address of Submitter</th>
<th>Date/Time Agency Submitted Reg</th>
</tr>
</thead>
<tbody>
<tr>
<td>32901</td>
<td>0000008928</td>
<td>King Enterprise</td>
<td>8217 saraw0805001</td>
<td><a href="mailto:sarah.johnson@tn.gov">sarah.johnson@tn.gov</a></td>
<td>7/16/2020 9:14</td>
<td></td>
</tr>
<tr>
<td>32901</td>
<td>0000008929</td>
<td>Muse Makings</td>
<td>2179 saraw0805001</td>
<td><a href="mailto:sarah.johnson@tn.gov">sarah.johnson@tn.gov</a></td>
<td>7/16/2020 9:17</td>
<td></td>
</tr>
<tr>
<td>32901</td>
<td>0000008934</td>
<td>JTM Enterprise</td>
<td>5845 saraw0805001</td>
<td><a href="mailto:sarah.johnson@tn.gov">sarah.johnson@tn.gov</a></td>
<td>7/16/2020 15:02</td>
<td></td>
</tr>
</tbody>
</table>
3. **TN_INT_SUP_AG_REG_STATUS** – This query displays the status of registrations after the Agency Approver has taken action on the registration for a specific Business Unit for a date range. The date range is querying on the date the Agency Approver took action. Example:

**Prompts:**

![Date Range Input]

**Results:**

<table>
<thead>
<tr>
<th>BU</th>
<th>Registration ID</th>
<th>Supplier Name</th>
<th>Last four digits of TIN</th>
<th>Registration Submitted By</th>
<th>Email Address of Submitter</th>
<th>Date/Time Agency Submitted Reg</th>
<th>Approver</th>
<th>Action taken by Approver</th>
<th>Last Modified Date/Time</th>
<th>Supplier ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>32701</td>
<td>0000008925</td>
<td>Hulks LLC</td>
<td>8962</td>
<td>stepea0630001</td>
<td><a href="mailto:stephen.green@tn.gov">stephen.green@tn.gov</a></td>
<td>7/16/2020 9:00</td>
<td>jayce0226001</td>
<td>Approved</td>
<td>7/16/2020 11:22</td>
<td>00000243850</td>
</tr>
<tr>
<td>32701</td>
<td>0000008930</td>
<td>Johnson Inc</td>
<td>6201</td>
<td>stepea0630001</td>
<td><a href="mailto:stephen.green@tn.gov">stephen.green@tn.gov</a></td>
<td>7/16/2020 14:47</td>
<td>benja1008001</td>
<td>Approved</td>
<td>7/16/2020 11:30</td>
<td>00000243850</td>
</tr>
<tr>
<td>32701</td>
<td>0000008931</td>
<td>Williams Way LLC</td>
<td>4321</td>
<td>stepea0630001</td>
<td><a href="mailto:stephen.green@tn.gov">stephen.green@tn.gov</a></td>
<td>7/16/2020 14:52</td>
<td>bobbc0401001</td>
<td>Approved</td>
<td>7/17/2020 7:37</td>
<td>00000243852</td>
</tr>
<tr>
<td>32701</td>
<td>0000008932</td>
<td>Williams Way LLC</td>
<td>4321</td>
<td>stepea0630001</td>
<td><a href="mailto:stephen.green@tn.gov">stephen.green@tn.gov</a></td>
<td>7/16/2020 14:52</td>
<td>bobbc0401001</td>
<td>Approved</td>
<td>7/17/2020 7:43</td>
<td>00000243852</td>
</tr>
</tbody>
</table>

Query notes: Jayce0226001 and bobbc0401001 are the Agency Approvers. Benja1008001 is the Supplier Maintenance Approver. The “Action taken by Approver” column reflects the last action performed by either the Agency Approver or Supplier Maintenance.

4. **TN_INT_SUP_AG_REG_ID_BASED** – This query displays the status of a range of Registration IDs after the Agency Approver has taken action on the registration for a specific Business Unit. Example:

**Prompts:**

![Registration ID Input]

**Results:**

<table>
<thead>
<tr>
<th>BU</th>
<th>Registration ID</th>
<th>Supplier Name</th>
<th>Last four digits of TIN</th>
<th>Registration Submitted By</th>
<th>Email Address of Submitter</th>
<th>Date/Time Agency Submitted Reg</th>
<th>Approver</th>
<th>Action taken by Approver</th>
<th>Last Modified Date/Time</th>
<th>Supplier ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>32701</td>
<td>0000008930</td>
<td>Johnson Inc</td>
<td>6201</td>
<td>stepea0630001</td>
<td><a href="mailto:stephen.green@tn.gov">stephen.green@tn.gov</a></td>
<td>7/16/2020 14:47</td>
<td>bobbc0401001</td>
<td>Approved</td>
<td>7/17/2020 7:37</td>
<td>00000243850</td>
</tr>
<tr>
<td>32701</td>
<td>0000008931</td>
<td>Williams Way LLC</td>
<td>4321</td>
<td>stepea0630001</td>
<td><a href="mailto:stephen.green@tn.gov">stephen.green@tn.gov</a></td>
<td>7/16/2020 14:52</td>
<td>bobbc0401001</td>
<td>Approved</td>
<td>7/17/2020 7:43</td>
<td>00000243852</td>
</tr>
</tbody>
</table>

Query notes: Bobbc0401001 is the Agency Approver. Benja1008001 is the Supplier Maintenance Approver. The “Action taken by Approver” column reflects the last action performed by either the Agency Approver or Supplier Maintenance.
This PDF fillable form must be used by state agencies to request changes to existing suppliers in Edison. The form and required supporting documentation must be submitted to Supplier.Maintenance@tn.gov using the Submit button at the end of this form. The IRS W-9 and other supporting documentation must be completed according to the Supplier Maintenance General IRS W-9 Requirements, IRS W-9 Summary Instructional Table, Remittance Address Documentation Requirements, and Address Standards documents located on the Division of Accounts TeamTN Accounting Job Aids website. All entries on this form must be in ALL CAPS.

SECTION 1: Current Supplier Information in Edison (All fields are required) STOP! DO NOT proceed until you have reviewed the supplier's information already in Edison using Query TN_AP33C_VENDOR_SEARCH.

10 Digit Supplier ID in Edison: 

*Supplier Name field in Edison: 

Taxpayer Identification Number (TIN) in Edison (no dashes): 

SECTION 2: Request Changes to Identifying Information tab in Edison (IRS W-9 attachment required to request these changes) Check the box(es) and complete the associated fields to request changes.

☐ Change *Supplier Name field in Edison to: 

☐ Change W-9 Business Type in Edison from Select Business Type to Select Business Type

SECTION 3: Request to Add an Address or Change Address(es)

Check the box(es) to request to add a supplier's address or change a supplier's addresses(es) in Edison. The arrow (➢) icon indicates the supporting documentation required for each type of address request. The fields marked with an asterisk (*) are required for each request type selected. The information entered in the address fields must follow the Supplier Maintenance Address Standards PDF located on the Division of Accounts TeamTN Accounting Job Aids website.

☐ Add Remittance Address If more than one remittance address needs to be added, another Supplier Update Form must be completed.

➢ Invoice to or from supplier or signed memo on company letterhead attachment required; if the payee's name entered in the Payment Alternate name field is not already in Edison, an IRS W-9 is also required

*Payment Alternate name: 

*Street Number and Name: 

*City: *State: *Zip: 

☐ Change Remittance Address (Address ID 2 or greater)

➢ Invoice to or from supplier or signed memo on company letterhead attachment required

*Address ID: Only one Address ID can be entered in this field. If more than one Address ID needs to be changed, another Supplier Update Form must be completed.

From: *Street Number and Name: 

*City: *State: *Zip: 

To: *Street Number and Name: 

*City: *State: *Zip:
SECTION 4: Request to Add a Location

Select all Location types that need to be added for your agency. Supplier Maintenance will enter all of the 1099 categories selected into the supplier’s file to be used in the future for payment processing and 1099 reporting.

- **CAT1**: Rent of real property and equipment, such as buildings, direct-billed hotel rooms, land, machinery, office space, warehouses, etc. *Excludes* rent paid to real estate agents or property managers.
- **CAT3**: Other Income such as awards, incentives, prizes, etc. Excludes compensation for services.
- **CAT6**: Medical and Health Care Payments such as ambulance, autopsy, dental, laboratory, medical, psychological, veterinary services, etc.
- **CAT7**: Non-Employee Compensation services such as advertising, attorney’s fees, child care, construction, consulting, court reporting, janitorial, repairs (includes parts and materials), security, speaker fees, temporary staffing, training, etc.
- **CAT14**: Gross Proceeds to an Attorney (settlements) & Second Injury Fund Attorneys
- **CATG**: Taxable Grants (reportable unless exemption in grant award)
- **MAIN**: Non-Reportable - Products, travel, utilities, membership dues, medical records
- **CATI**: Interest
- **CATR**: Employee Death Benefits
SECTION 5: Request to Inactivate Supplier ID or Address ID(s) and/or Location(s)

Check the box(es) to request to inactivate a Supplier ID or Address ID(s) and/or Location(s). The Brief Description fields marked with an asterisk (*) are required for each request type selected. Please note: If you request to inactivate an Address ID and there is only one address on file, or you request to inactivate Address ID 1, the entire Supplier ID will be inactivated instead. The Supplier ID cannot be reactivated until a current IRS W-9 is submitted.

☐ Inactivate Supplier ID listed in Section 1 of this Supplier Update Form
   *Provide Brief Description for inactivation:

☐ Inactivate Address ID(s):
   *Provide Brief Description for inactivation(s):

☐ Inactivate Location(s):
   *Provide Brief Description for inactivation(s):

SECTION 6: Request to Activate Supplier ID, Address ID(s), and/or Location(s)

Check the box(es) to request to activate a Supplier ID, Address ID(s), and/or Location(s). The arrow ( ➤ ) icon indicates the supporting documentation required for the type of activation request selected.

☐ Activate Supplier ID listed in Section 1 of this Supplier Update Form
   ➤ IRS W-9 attachment required

☐ Activate Address ID(s):
   ➤ If activating Address ID 1, IRS W-9 attachment required
   ➤ If activating Address ID 2 or greater, invoice to or from supplier or signed memo on company letterhead attachment required

☐ Activate Location(s):
SECTION 7: Agency Certification

By submitting this **Supplier Update Form** to Supplier Maintenance, I affirm that the information given above is true and accurate to the best of my knowledge and is in no way misleading. Documentation submitted with this form was completed by and/or received from the supplier. This request form is being submitted on behalf of the supplier and all information contained in this form was verified with the supplier prior to submission to Supplier Maintenance.

The fields marked with an asterisk (*) below are required for both **Supplier Contact Information** and **Agency Contact Information**.

**Supplier Contact Information:**

- *Supplier Contact Name:*
- *Supplier Contact Phone Number:*
- *Supplier Contact Email Address:*

**Agency Contact Information:**

- *Business Unit:*
- *Name of Submitter:*
- *Submitter Phone Number:*
- *Submitter Email Address:*

After completing the form, click the digital signature box below to digitally sign and save the form. You **will not be able to make changes to the form after your digital signature has been applied**.

After digitally signing and saving the form, click the **Submit** button below to attach this **Supplier Update Form** to an email in order for the request to be emailed to **Supplier.Maintenance@tn.gov**. The Subject line of the email must include the Supplier ID and Supplier Name entered in Section 1 of this form. The attachment(s) indicated by the arrow (>) above are also required to be attached to the email. If this form or the attachment(s) are incorrect or incomplete, the request will be returned to you for correction.

**SUBMIT**

**CLEAR FORM**
Appendix B: General IRS W-9 Requirements

The supplier’s IRS W-9 uploaded during this supplier registration process must be the current version of the IRS W-9 found at www.irs.gov and must be completed according to the IRS Form W-9 instructions. The supplier registration will not be approved if the current version of the IRS W-9 is not completed according to the IRS Form W-9 instructions, is illegible, or has been altered. General IRS W-9 instructions are provided below.

a. **Line 1** of the W-9 is required and should be the name shown on the supplier’s income tax return.

b. **Line 2** is for the supplier’s LLC and/or DBA names, if applicable.

c. **Line 3** of the W-9 is required and only one box should be checked. When the “Other” box is checked, please ensure the supplier has entered their tax-exempt status such as government entity, 501c3, etc. For example:

   ![W-9 Form Image]

   d. **Lines 5 and 6** are required. This address will be entered as **Address ID 1** in Edison and is the address the Information Return (1099) will be mailed.

   e. **Part I: Taxpayer Identification Number (TIN)** is required and only **one** Taxpayer Identification Number (TIN) should be provided. The TIN provided must match the name provided on **Line 1** to avoid backup withholding. If the name and TIN combination does not match IRS records, your registration will not be approved.

   f. The supplier must hand-sign and date **Part II: Certification**. The submitted form must be dated within **one** year of the submission date to Supplier Maintenance.
| Line 1 | Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. |
| Line 2 | Business name (disregarded entity name) |
| Additional Line 3 Requirements | Line 4 | Lines 5 & 6 | Part I: Taxpayer Identification Number (TIN) The TIN provided must match the name given on line 1 to avoid backup withholding. | Part II: Certification |
| When ONE of the following federal tax classifications below is checked in Line 3 of the IRS W-9... | | | | |
| Individual: Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name. | If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2. | If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes. | Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. | Enter the individual’s SSN OR EIN. Do not enter both. |
| Sole proprietor or single-member LLC: Enter your individual name as shown on your 1040/1040A/1040EZ | N/A | | | |
| C Corporation | If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2. | If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes. | Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. | Enter the corporation’s EIN. |
| S Corporation | If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2. | If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes. | Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. | Enter the corporation’s EIN. |
| Partnership | If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2. | If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes. | Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. | Enter the partnership’s EIN. |
| Trust/Estate | If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2. | If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes. | Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. | For usual revocable savings trust, enter the grantor-trustee’s SSN. |
| Limited liability company (LLC treated as a partnership, corporation, or the owner is another LLC that is not disregarded for U.S. federal tax purposes) | Enter the tax classification (C-C corporation, S corporation, P=Partnership) | If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes. | Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. | For so-called trust account that is not a legal or valid trust under state law, enter the actual owner’s SSN. |
| Other | Enter an explanation for your federal tax classification. For example, government entity or 501(c)3 | If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes. | Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. | For a valid trust, estate, or pension trust, enter the legal entity’s EIN. |

The State of Tennessee, Division of Accounts, does not provide tax, legal, or accounting advice. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal, or accounting advice. You should consult your own tax, legal, and accounting advisors before engaging in any transaction.

This table was created from the current IRS W-9 instructions found at www.irs.gov and is not inclusive of all instructions provided on the IRS W-9. This document is for informational purposes only and if any disparity or ambiguity exists between this document and the IRS Form W-9, IRS Form W-9 Instructions, or any other information provided by the IRS, the documents and information provided by the IRS control.
Appendix D: Address Standards

IRS W-9 Address Standards

The IRS W-9 must contain a complete address. For example, the street name must contain the street suffix such as “Drive”, “Street”, “Lane”, etc. However, some streets do not contain a street suffix, such as “Broadway”. Use the USPS Zip Code by Address tool (https://tools.usps.com/zip-code-lookup.htm?byaddress) to confirm if a street has a suffix. When using this tool, make sure to type in the exact address that was provided on the W-9 to get an accurate result. If the supplier’s W-9 does not contain a street suffix but the USPS Zip Code by Address tool shows the street does contain a street suffix, request a new W-9 from the supplier with the complete address.

USPS asks for dual addresses to be eliminated from mail. The State of Tennessee is adopting this preference and will not accept dual addresses on W-9s. If you receive a W-9 with a dual address, request a new W-9 from the supplier which contains only one delivery address.

Address abbreviations do not have to be used on the IRS W-9

Supporting Documentation Address Standards

Supporting documentation such as an invoice to or from the supplier or a memo on company letterhead does not have to contain a street suffix or an abbreviated address. If the address on the supporting documentation does not contain a street suffix, use the USPS Zip Code by Address tool (https://tools.usps.com/zip-code-lookup.htm?byaddress) to confirm if a street has a suffix. When using this tool, make sure to type in the exact address that was provided on the invoice or memo to get an accurate result. If the supplier’s invoice or memo does not contain a street suffix but the USPS Zip Code by Address tool shows the street does contain a street suffix, confirm with the supplier the complete remittance address and attach documentation to the registration which supports the complete address entered in the registration.

Dual addresses will be accepted on the invoice or memo, however, only one delivery address can be entered in the registration. Confirm with the supplier which delivery address they want entered and attach documentation to the registration which supports the delivery address entered in the registration.
Primary Address and Other Addresses Internal Supplier Registration Fields

Standards

The **Primary Address** and **Other Addresses** entered during this registration process must be entered in **ALL CAPS** and be a complete and standardized address according to the United States Postal Service (USPS)*. A standardized address consists of using the USPS standard abbreviations as shown in USPS Publication 28 (https://pe.usps.com/text/pub28/welcome.htm). Examples of USPS address standards and abbreviations can be found on the next page.

Frequently used address standardization and abbreviation guidelines are listed below:

- **USPS Publication 28 Appendix B**: Two–Letter State and Possession Abbreviations
- **USPS Publication 28 Appendix C**: Street Abbreviations
  - **C1**: Street Suffix Abbreviations
  - **C2**: Secondary Unit Designators
- **USPS Publication 28 Appendix F**: Address Standardization — County, State, Local Highways

*Entry of the +4 digits of a zip code is not required during this registration process unless the supplier provides the +4 digits on the IRS W-9 and other supporting documentation.*
### Address Standards and Abbreviation Examples

<table>
<thead>
<tr>
<th>W-9 Street Address</th>
<th>Street Address Entered in Registration and Supplier Update Form</th>
<th>USPS Publication 28 Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>851 Allison Street</td>
<td>851 ALLISON ST</td>
<td>Appendix C &gt; C1 Street Suffix Abbreviations</td>
</tr>
<tr>
<td>123 Church</td>
<td>Use USPS Zip Code by Address tool to confirm street suffix. For this example, the supplier sent a new W-9 showing the street suffix is “Street”: 123 CHURCH ST</td>
<td>2 Postal Addressing Standards</td>
</tr>
<tr>
<td>6521 CO 33</td>
<td>6521 COUNTY ROAD 33</td>
<td>Appendix F</td>
</tr>
<tr>
<td>95 HWY 64</td>
<td>95 HIGHWAY 64</td>
<td>Appendix F</td>
</tr>
<tr>
<td>256 Princeton Drive Apartment 125 B</td>
<td>256 PRINCETON DR APT 125B <em>(If the street address and apartment number cannot fit on one line, the apartment number must be entered in the line above the street address)</em></td>
<td>Appendix C &gt; C2 Secondary Unit Designators and Appendix I &gt; I2 Address Formats &gt; I22 Apartment Buildings and Condominiums</td>
</tr>
<tr>
<td>Post Office Box 125</td>
<td>PO BOX 125</td>
<td>2 Postal Addressing Standards &gt; 28 Post Office Box Addresses</td>
</tr>
<tr>
<td>651 Crown Drive, PO Box 3</td>
<td>Get a new W-9 from supplier showing only one complete address. New W-9 shows: PO BOX 3</td>
<td>2 Postal Addressing Standards &gt; 21 General &gt; 215 Dual Addresses <em>(State of Tennessee is eliminating the use of dual addresses)</em></td>
</tr>
<tr>
<td>Location Type</td>
<td>Description of Payment</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td>CAT1</td>
<td>Rent of real property and equipment, such as buildings, direct-billed hotel rooms, land, machinery, office space, warehouses, etc. <em>Excludes</em> rent paid to real estate agents or property managers.</td>
<td></td>
</tr>
<tr>
<td>CAT3</td>
<td>Other Income such as awards, incentives, prizes, etc. Excludes compensation for services.</td>
<td></td>
</tr>
<tr>
<td>CAT6</td>
<td>Medical and Health Care Payments such as ambulance, autopsy, dental, laboratory, medical, psychological, veterinary services, etc.</td>
<td></td>
</tr>
<tr>
<td>CAT7</td>
<td>Non-Employee Compensation services such as advertising, attorney’s fees, child care, construction, consulting, court reporting, janitorial, repairs (includes parts and materials), security, speaker fees, temporary staffing, training, etc.</td>
<td></td>
</tr>
<tr>
<td>CAT14</td>
<td>Gross Proceeds to an Attorney (settlements) &amp; Second Injury Fund Attorneys</td>
<td></td>
</tr>
<tr>
<td>CATG</td>
<td>Taxable Grants (reportable unless exemption in grant award)</td>
<td></td>
</tr>
<tr>
<td>MAIN</td>
<td>Non-Reportable - Products, travel, utilities, membership dues</td>
<td></td>
</tr>
<tr>
<td>CATI</td>
<td>Interest</td>
<td></td>
</tr>
<tr>
<td>CATR</td>
<td>Employee Death Benefits</td>
<td></td>
</tr>
</tbody>
</table>
Appendix F: Dos and Don’ts

Identifying Information Page

✓ Do submit supplier registrations in a timely manner. Waiting to submit a registration right before a payment is due may result in delays in payment processing.
✓ Do ensure the Taxpayer ID Number (TIN) is not already associated with a Supplier ID in Edison
✓ Don’t enter a foreign supplier through this registration process. Send foreign supplier requests to Supplier.Maintenance@tn.gov and include in the Subject “FOREIGN”
✓ Do ensure the IRS W-9 is:
  o Legible and not altered
  o The current version of the IRS W-9
  o Completed according to the IRS W-9 instructions which includes only one TIN in Part I
  o Hand-signed
  o Dated within a year of the submission date
  o Uploaded
✓ Do ensure the Taxpayer ID Number entered in the registration matches the IRS W-9, except don’t enter dashes in the Taxpayer ID Number field
✓ Do ensure the Supplier Name entered in the registration matches Line 1 of the IRS W-9 uploaded, except the Supplier Name must be entered in ALL CAPS and don’t enter special characters, except a dash (-) and ampersand (&)
✓ Do ensure the correct number (1 or 2) for the TIN type is selected.
✓ Do ensure supporting documentation for the remittance address is uploaded if a remittance address is entered on the Addresses Page. The supporting document must:
  o Be an invoice to or from the supplier or hand-signed memo on company letterhead
  o Be legible and not altered
  o Contain the supplier’s Name or Doing Business As (DBA) name that appears on W-9
  o Contain a complete address
  o Dated within a year of the submission date
✓ Do ensure all of the 1099 categories needed for the supplier is checked to facilitate 1099 reporting
✓ Do ensure an attachment is uploaded if employees of the supplier are currently or were previously employed by the State of Tennessee within the last six months. Before submitting, be sure that all other necessary documentation supporting compliance of state rules and regulations is also uploaded.
✓ Don’t email Supplier.Maintenance@tn.gov inquiring on the status of your registration. See query information in the manual.
Addresses Page

✓ Do enter in ALL CAPS a complete and standardized address according to USPS. Standardized addresses consist of USPS standard abbreviations.
✓ Do enter the IRS W-9 address as the Primary Address
✓ Do enter the remittance address under Other Addresses, if needed
✓ Do ensure supporting documentation for the remittance address is uploaded on the Identifying Information page if a remittance address is entered
✓ **Don't** enter foreign addresses
Appendix G: Internal Supplier Registration Workflow

Agency Submitter
Agency Approver
Supplier Maintenance

Submits Internal Supplier Registration

Reviews submission

Registration terminated

Approve

Registration terminated

Approve

Request More Information

Request More Information

Deny

Deny

Email sent to Submitter

Email sent to Submitter

Email sent to Submitter

Email sent to Submitter

Email sent to Submitter

Supplier ID created

Email sent to Submitter

Email sent to Submitter