

Supplier Maintenance Internal Supplier Registration 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:
 - Legible and not altered
 - The current version of the IRS W-9
 - Completed according to the IRS W-9 instructions which includes only one TIN in Part I
 - Hand-signed
 - Dated within a year of the submission date
 - 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:
 - Be an invoice to or from the supplier or hand-signed memo on company letterhead
 - Be legible and not altered
 - Contain the supplier's Name or Doing Business As (DBA) name that appears on W-9
 - Contain a complete address
 - 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