Internal Supplier Registration
Getting Started Instructions
Revised 8/4/2020

1. Communicate with your agency to determine who will need access to submitting and approving new supplier registrations. Those needing access must enroll and complete the training below before access will be granted.

2. Request the appropriate staff to enroll and complete in Edison ELM the appropriate training below. The manuals for both training courses are located on the Division of Accounts TeamTN Accounting Job Aids website ([https://www.teamtn.gov/finance/financial/doa.html](https://www.teamtn.gov/finance/financial/doa.html)).
   a. Agency Submitter:
      - Course Name: Internal Supplier Registration Agency Submitter
      - Course Code: ISRAS100
      - Class Code: FA-ISRAS
   
   b. Agency Approver (this course includes the Agency Submitter Training modules):
      - Course Name: Internal Supplier Registration Agency Approver
      - Course Code: ISRAA200
      - Class Code: FA-ISRAA

3. Complete and submit the FA-1015 security form for the appropriate staff member after the training course is completed in ELM. The Internal Supplier Registration roles are under the Financial Roles Selections on the FA-1015 security form. Screenshot of the form is below.
   a. One staff member can have access to both roles; however, the same staff member cannot approve the registrations they submitted.
   b. When the PUWF-2110 Agency Int Reg WF Approver role is selected, the Business Units to Approve section must also be completed.

![Financial Role Selections Table]

4. Begin submitting and approving Internal Supplier Registrations in accordance with the ELM trainings and Agency Submitter and Approver manuals located on the Division of Accounts TeamTN Accounting Job Aids website ([https://www.teamtn.gov/finance/financial/doa.html](https://www.teamtn.gov/finance/financial/doa.html)).