

Job Aid: GO-BID Certification Guide for B2G

Purpose

This job aid provides step-by-step instructions for businesses seeking to complete the Governor's Office of Business Initiatives and Development (GO-BID) online application to become a Go-BID certified business with the State of Tennessee.

Benefits of Certification

- Certification is FREE
- 100% online process
- One-on-one assistance
- Current Procurement Opportunities
- Contract and sub-contractor opportunities
- Bid notifications
- Assisting the agency in meeting goals
- Reciprocity with other state and local government partners
- Business Development Programs

Note: Over 40 Statewide contracts are held by businesses certified through our office

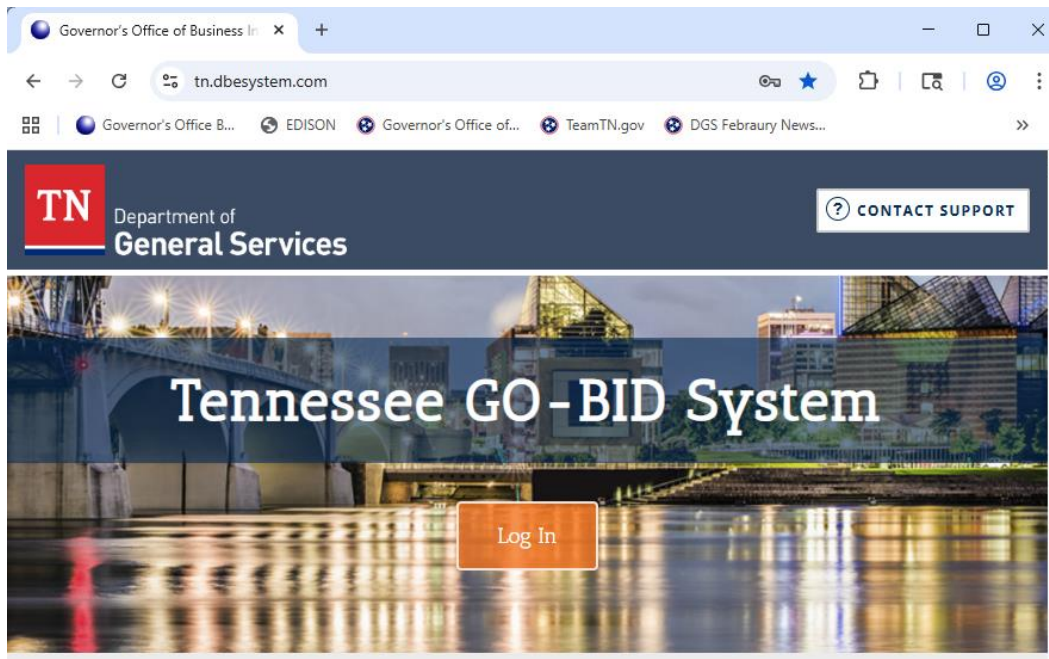
Directory

GO-BID compiles and maintains a comprehensive list of all certified businesses. The directory, which can be accessed on GO-BIDS's website, assists those looking to identify certified businesses for procurement and contracting opportunities.

TN.dbesystem.com.

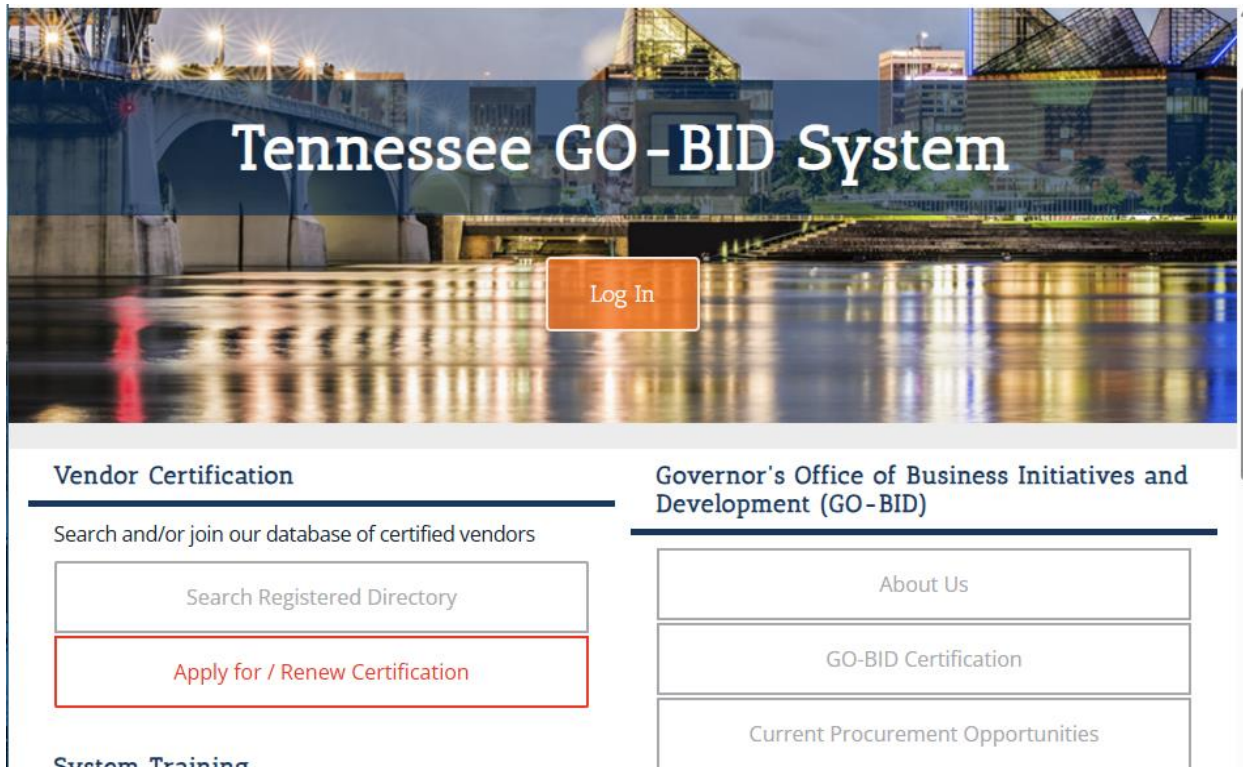
Instructions for Completing the Certification Application:

1. Visit the GO-BID website at [TN.dbesystem.com](https://tn.dbesystem.com).

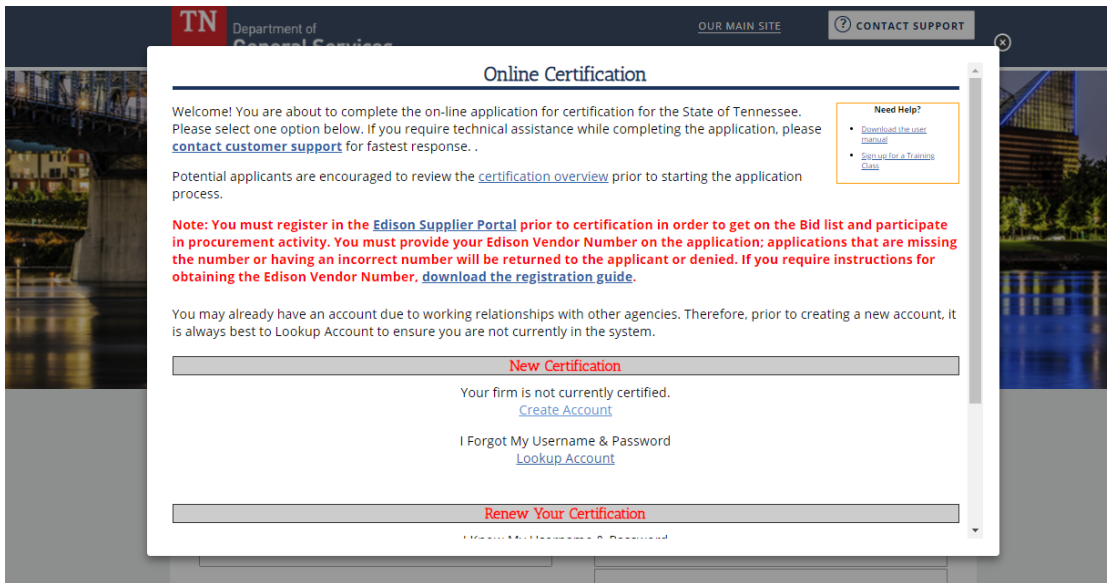


If You Are a New User:

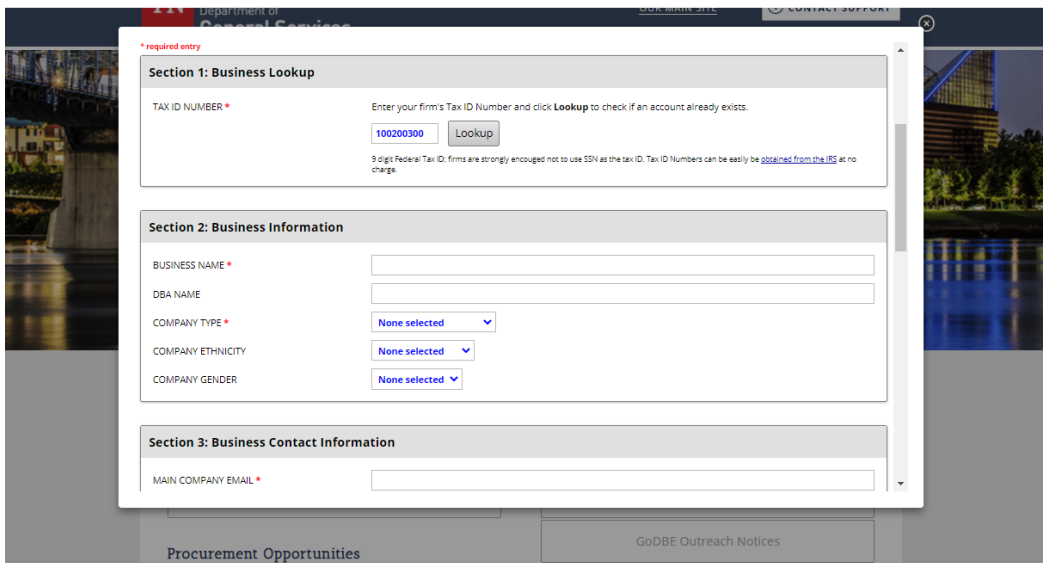
1. Select “Apply for/Renew Certification” option.



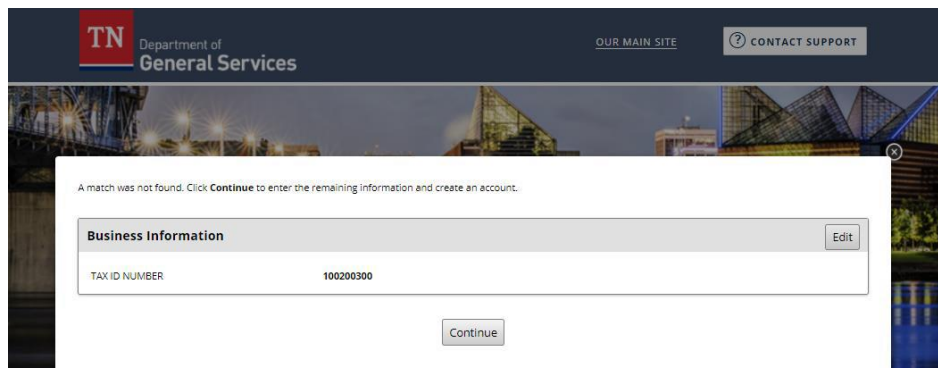
2. A box will appear. Select “Create Account” option.



3. Enter your business Tax ID Number and select “**Lookup.**”



4. If you do not receive a “**WARNING**” message, select “**Continue.**”
 → This confirms your business is not already registered.



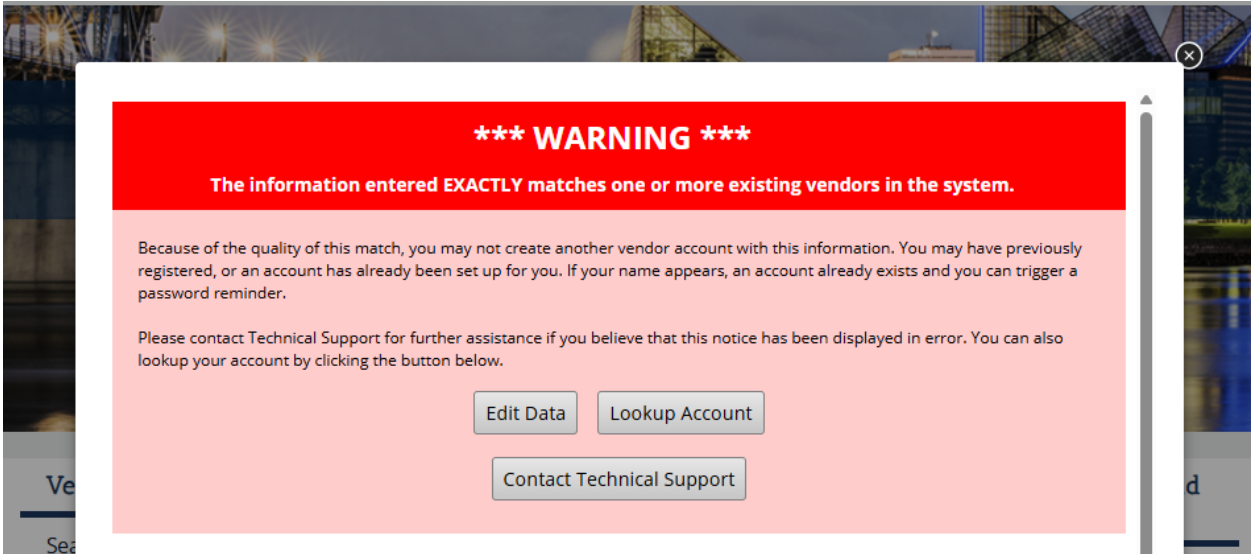
If you receive a “WARNING” message:

- This means your business may already be registered in the system.

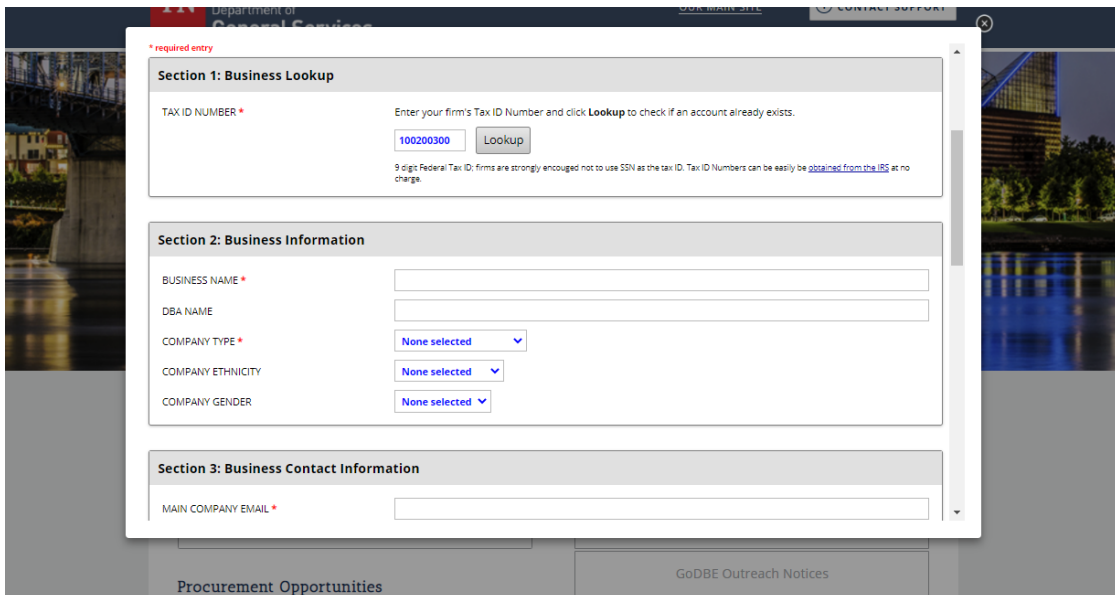
Select **“Lookup Account”** and follow the prompts to retrieve your login information.

- Don’t worry—many agencies use this same software.
- You likely just need to log in with your existing credentials.

If needed, contact **Technical Support** to request access to your account.



5. **Create an account** by completing business information in **Section 1-4**. Make sure to complete all required fields.



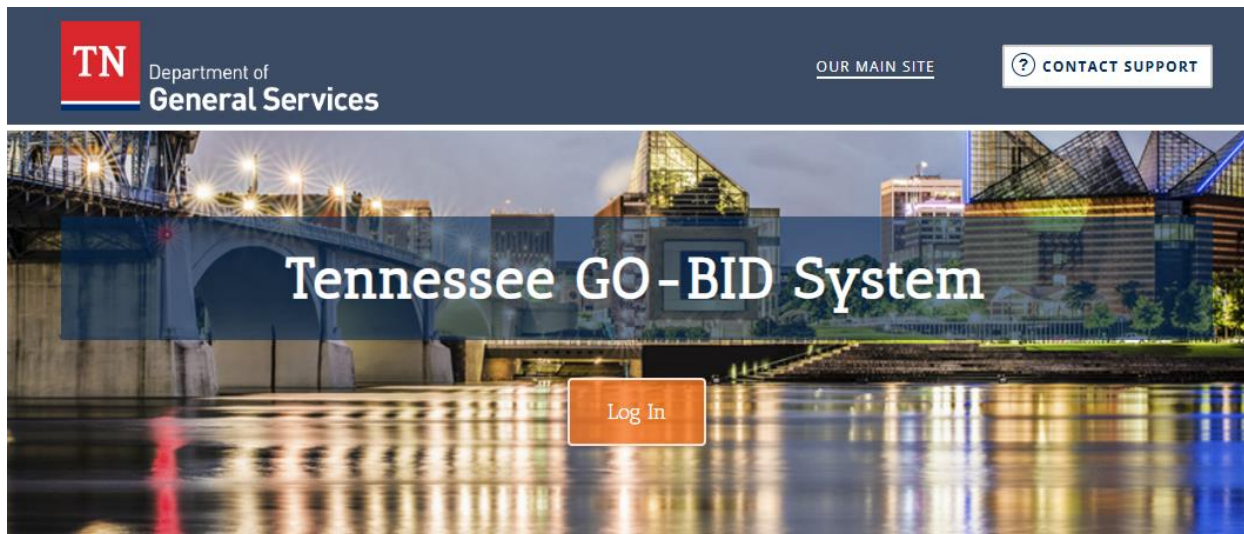
6. Select **“Next”** option.

7. You will be directed to a message **“Click here”** to receive code.

8. Enter the code sent to your email and you will be directed to your B2G profile Dashboard with the Certification Application Page.

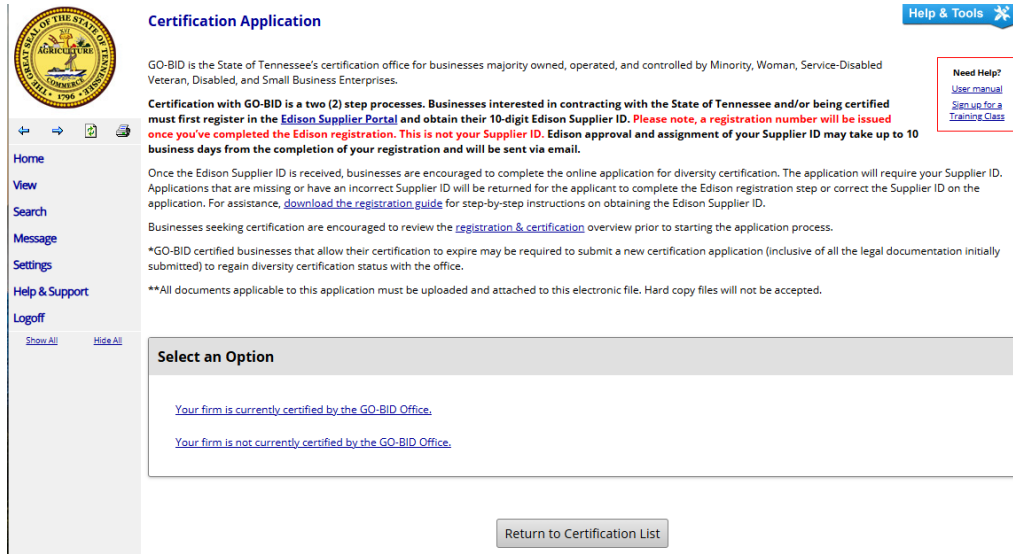
If you already have an account:

1. Access through the “Login” option, you will be directed to your profile dashboard.



2. Look under the “Key Actions” section on the right-hand side and select “Renew/Apply for Certification” option to get to the Certification Application page.

- Follow the prompts that pertain to your business. Select if your firm **“is/is not certified by the GO-BID office”**.



Certification Application

GO-BID is the State of Tennessee's certification office for businesses majority owned, operated, and controlled by Minority, Woman, Service-Disabled Veteran, Disabled, and Small Business Enterprises.

Certification with GO-BID is a two (2) step processes. Businesses interested in contracting with the State of Tennessee and/or being certified must first register in the [Edison Supplier Portal](#) and obtain their 10-digit Edison Supplier ID. Please note, a registration number will be issued once you've completed the Edison registration. This is not your Supplier ID. Edison approval and assignment of your Supplier ID may take up to 10 business days from the completion of your registration and will be sent via email.

Once the Edison Supplier ID is received, businesses are encouraged to complete the online application for diversity certification. The application will require your Supplier ID. Applications that are missing or have an incorrect Supplier ID will be returned for the applicant to complete the Edison registration step or correct the Supplier ID on the application. For assistance, [download the registration guide](#) for step-by-step instructions on obtaining the Edison Supplier ID.

Businesses seeking certification are encouraged to review the [registration & certification](#) overview prior to starting the application process.

*GO-BID certified businesses that allow their certification to expire may be required to submit a new certification application (inclusive of all the legal documentation initially submitted) to regain diversity certification status with the office.

**All documents applicable to this application must be uploaded and attached to this electronic file. Hard copy files will not be accepted.

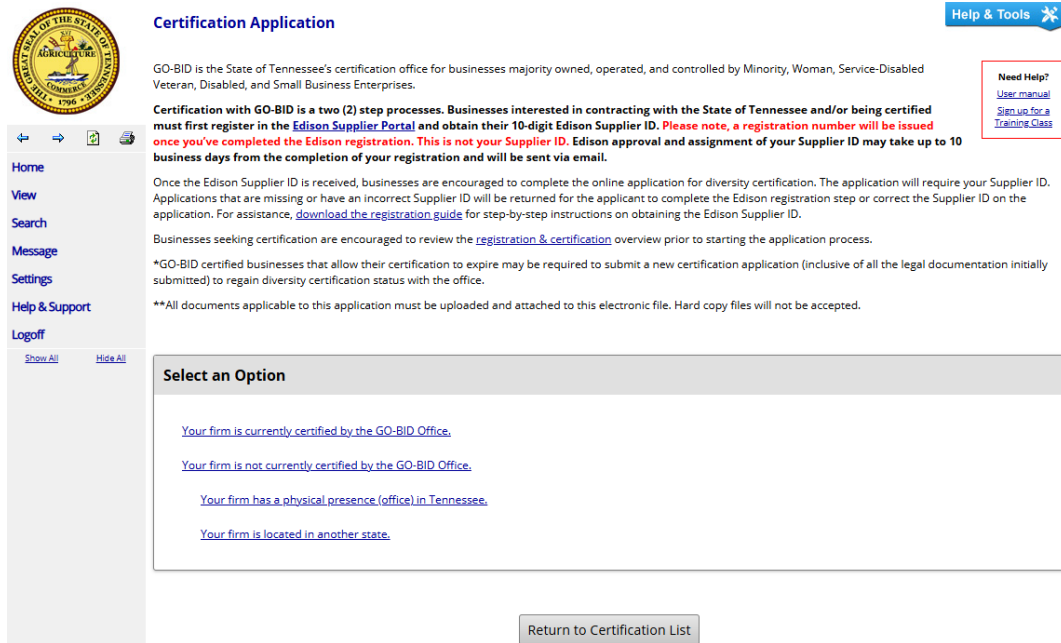
Select an Option

[Your firm is currently certified by the GO-BID Office.](#)

[Your firm is not currently certified by the GO-BID Office.](#)

[Return to Certification List](#)

- Select whether your firm **“has a physical presence in Tennessee” or “is located in another state”**.



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Select an Option

[Your firm is currently certified by the GO-BID Office.](#)

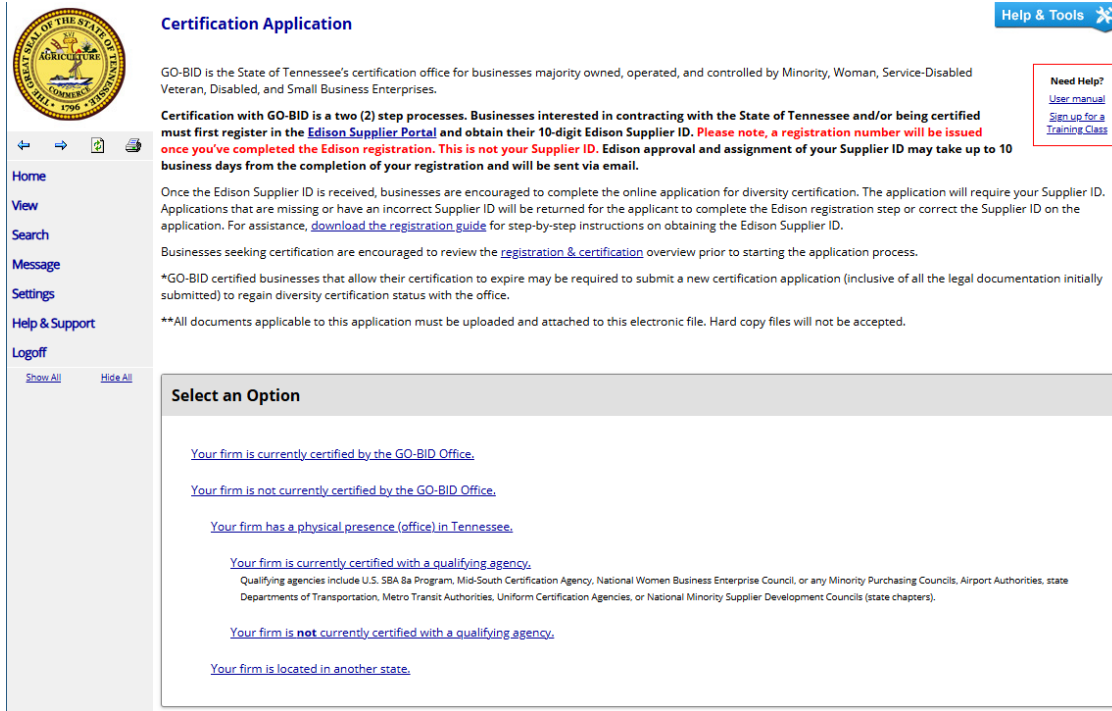
[Your firm is not currently certified by the GO-BID Office.](#)

[Your firm has a physical presence \(office\) in Tennessee.](#)

[Your firm is located in another state.](#)

[Return to Certification List](#)

5. Select if your firm “is/is not certified with a qualifying agency” listed.



Certification Application

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**All documents applicable to this application must be uploaded and attached to this electronic file. Hard copy files will not be accepted.

Select an Option

[Your firm is currently certified by the GO-BID Office.](#)

[Your firm is not currently certified by the GO-BID Office.](#)

[Your firm has a physical presence \(office\) in Tennessee.](#)

[Your firm is currently certified with a qualifying agency.](#)
Qualifying agencies include U.S. SBA 8a Program, Mid-South Certification Agency, National Women Business Enterprise Council, or any Minority Purchasing Councils, Airport Authorities, state Departments of Transportation, Metro Transit Authorities, Uniform Certification Agencies, or National Minority Supplier Development Councils (state chapters).

[Your firm is not currently certified with a qualifying agency.](#)

[Your firm is located in another state.](#)

6. If your firm is certified with a qualifying agency, select “**Submit a streamlined reciprocal application.**” If your firm is not certified with a qualifying agency, select “**Submit a new application.**”



Certification Application

Help & Tools

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

- Home
- View
- Search
- Message
- Settings
- Help & Support
- Logoff

Show All Hide All

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**All documents applicable to this application must be uploaded and attached to this electronic file. Hard copy files will not be accepted.

Select an Option

[Your firm is currently certified by the GO-BID Office.](#)

[Your firm is not currently certified by the GO-BID Office.](#)

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Qualifying agencies include U.S. SBA 8a Program, Mid-South Certification Agency, National Women Business Enterprise Council, or any Minority Purchasing Councils, Airport Authorities, state Departments of Transportation, Metro Transit Authorities, Uniform Certification Agencies, or National Minority Supplier Development Councils (state chapters).

[Submit a streamlined reciprocal application.](#)

[Your firm is not currently certified with a qualifying agency.](#)

[Submit a new application.](#)

[Your firm is located in another state.](#)

- You will be directed to the Certification Application: Start Certification Application page. Complete the “Company & Contact Information.”



Certification Application: Start Certification Application

Help & Tools

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

- Home
- View
- Search
- Message
- Settings
- Change Password
- Account Security
- Your Settings
- General Biz Info
- Vendor Profile
- User List
- Add a User
- Contacts
- Commodity Codes
- Employees
- Workforce/EEO
- Questionnaires
- Linked Accounts
- Help & Support
- Logoff

Show All Hide All

New Application for State of Tennessee

New Application for Minority, Women, Small, Service-Disable Veteran Business Enterprise, or Disabled Owned Business (DSBE) certification.

! This application is for IN-STATE NEW Minority, Women, Small, Service-Disable Veteran Business Enterprise, or Disabled Owned Business (DSBE) certification.

If your firm is currently certified by a qualifying agency or your firm is not located in Tennessee, you must submit a RECIPROCAL application. If you are an out-of-state firm and are not certified by a qualifying agency in your home state, you do not qualify for certification with the GO-DBE Program. If you are CURRENTLY certified by the State of Tennessee GO-DBE Program, do not submit this application. Instead submit a RECERTIFICATION Application.

Review the information below and complete the eligibility requirements. Click **Create Application** to continue.

You must provide your Edison Supplier ID Number on the application. If not currently registered in the [Edison Supplier Portal](#) you must do so prior to starting this recertification application. Applications missing the number or having an incorrect number will be returned to the applicant or denied. If you require instructions for obtaining the Edison Vendor Number, [download the registration guide](#).

Potential applicants are encouraged to review the [certification overview](#) prior to starting the application process.

All documents applicable to this application must be uploaded and attached to this electronic file. Hard copy files will not be accepted.

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME * This application is for **Governor's Office of Business Initiatives and Development Test DBA GO-BID** This application is for a different firm

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE *

AUTOFILL * Use existing account information to auto-fill application

8. Scroll down and complete the “Eligibility Requirement” questions.

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME * This application is for **Governor's Office of Diversity Business Enterprise Test DBA Go-DBE**
 This application is for a different firm

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE *

AUTOFILL * Use existing account information to auto-fill application

Eligibility Requirements

The following basic criterion is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification with the State of Tennessee.

Is the business currently certified by the State of Tennessee GO-BID Office?
 Yes No

Is the business currently certified by the U.S. Small Business Administration (8a) Program, Mid-South Certification Agency, National Women Business Enterprise Council, or National Minority Purchasing Councils, Airport Authorities, state Departments of Transportation, Metropolitan Transit Authorities, Uniform Certification Agencies, or National Minority Supplier Development Councils (state chapters)?
 Yes No

Is the business located in Tennessee?
 Yes No

Are the applicants all U.S. Citizens or Permanent Resident Aliens?
 Yes No

9. After completing the eligibility requirement questions, select “Continue.”

Are the applicants all U.S. Citizens or Permanent Resident Aliens?
 Yes No

Is the business at least 51% owned and controlled in the day to day operation of the business by one or more minority individuals (African American, Hispanic American, Native American, or Asian-Pacific American), women, or service-disabled veterans? (Not applicable for SBE applications; select N/A.)
 Yes No Not Applicable

Has the owner claiming service-disabled status served honorably on active duty in the armed forces of the United States and sustained at least a twenty percent (20%) disability that was service-connected, meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service? Out-of-state firms currently certified by other qualifying agencies should submit a Reciprocal application (fewer documents required). (Not applicable for MBE, WBE, DSBE, and SBE applications; select N/A.)
 Yes No Not Applicable

Can the firm's owner(s) demonstrate "real and substantial" control of the daily operation of the business as well as an overall understanding of managerial and technical competence and experience directly related to the type of business in which the firm is engaged?
 Yes No

Is the business independently owned and operated, and not dominant in its field of operation and not an affiliate or subsidiary? (An independent business is one in which the liability does not depend on its relationship with another enterprise or enterprises.)
 Yes No

Is the firm's annual sales volume less than \$10 million dollars annually or number of employees less than 99 on a full time basis for the applicable industry(ies) based on criteria as defined by [GO-BID guidelines](#)? (Not applicable for MBE, WBE, DSBE, and SVDBE; select N/A.)
 Yes No Not Applicable

Is your firm organized as a for-profit business?
 Yes No

Are you prepared and able to provide all requested supporting documentation, such as the **most recent company tax return**, organizational documents, applicable licenses, insurance certificates, owner & key management resumes, proof of identification, and required affidavits?
 Yes No

Do you already have or have you obtained an Edison Supplier ID Number to include with the application?
 Yes No

10. Check the box with the red border and select “Continue” to start the application.

Certification Application: Document List Preview for LLC Help & Tools

In addition to completing an application form, you will be required to submit supporting documents with your application. All documents applicable to this application must be uploaded and attached to this electronic file. Hard copy files will not be accepted.

Mandatory documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certified.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your New Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this New Application. Otherwise, the record will self-delete on **12/17/2025**. Periodic reminders will be sent to you by email up to that point. A deleted New Application cannot be recovered; you will need to start again.

Mandatory Documents

All **mandatory** documents must be provided with the New Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Affirmation Page
[Download Form](#) – Download and sign.

Proof of Identification

11. Congratulations! You have now successfully registered in the Go-DBE system and are ready to complete your application.

Certification Application: Main Summary Help & Tools

Main Documents Signature Submit Utilities Cert List

Governor's Office of Diversity Business Enterprise Test Status: **Incomplete**
Started: 9/18/2025

Type: **New Application**
App #: 8560500

0% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

Due to confidentiality requirements, the contact person must be the majority owner seeking certification status with the GO-BID. The contact person noted below is the only user authorized to access this application. Should the majority owner desire additional persons to access the application, access the Utilities tab and add authorized users.

New Application Information

TYPE	New Application
CERTIFYING AGENCY	State of Tennessee
BUSINESS NAME	Governor's Office of Diversity Business Enterprise Test DBA Go-DBE
CURRENT STATUS	Incomplete
APPLICATION NUMBER	8560500
DATE FOR DELETION	12/17/2025 (Extend)
CONTACT PERSON	Karla Garcia-Perdue <input type="button" value="(Add user not on list)"/>

Only the Contact Person can access the application unless you reassign it or grant access through the Utilities tab by adding users to the Access List. Note: If you reassign the Contact Person, you will lose access to the application.

Sections and Documentation

SECTION A - GENERAL BUSINESS INFORMATION ➔ Fill In Incomplete: 0 completed of 9 required; 0 completed of 1 optional

12. Scroll down and complete all sections by selecting the “Fill In” option.

Sections and Documentation

SECTION A - GENERAL BUSINESS INFORMATION	Fill In	Incomplete: 0 completed of 9 required; 0 completed of 1 optional
SECTION B - PRIMARY OWNER	Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION C - COMPANY STATUS (LLC)	Fill In	Incomplete: 1 completed of 4 required; 0 completed of 0 optional
SECTION D - CERTIFICATIONS	Fill In	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION E - ORGANIZATION INFORMATION	Fill In	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
SECTION F - OWNERS & OFFICERS	Fill In	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION G - LICENSES, INSURANCE & BONDING	Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION H - PROJECTS & REFERENCES	Fill In	Incomplete: 0 completed of 0 required; 0 completed of 2 optional
SECTION I - DISCLOSURES	Fill In	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
DOCUMENT LIST	Fill In	Incomplete: 0 attached of 8 mandatory; 0 attached of 17 required

Signature and Submittal

SIGNATURE

SUBMITTAL

13. Example: Section A is the General Business Information. Make sure you complete all required fields highlighted in red.

A.2. Edison Supplier ID * Required

Applicants for certification with the State of Tennessee must first register as a bidder in the [State's Edison system](#).

A.3. Legal Business Name * Required

A.4. Organization/Physical Address * Required

Please DO NOT enter a P.O. Box for this address.

Address line 1

Address line 2

Address line 3

City

- State, Zip, Zip4

A.5. County * Required

[Save page](#) to refresh county list if state field has been changed.

A.6. Mailing Address * Required

Address line 1

Address line 2

Address line 3

City

- State, Zip, Zip4

14. After completing all required fields for a section, scroll to the bottom of the page and select the “Save & Return to Summary” option.

A.7. Telephone Number * Required


Ext.

A.8. Fax Number * Required

A.9. Email * Required

A.10. Website Optional

15. The red arrow for the “Fill In” option will turn into a green checkmark, and an “Edit” option will appear.



- [Home](#)
- [View](#)
- [Search](#)
- [Message](#)
- [Settings](#)
- [Help & Support](#)
- [Logoff](#)

[Show All](#) [Hide All](#)

Sections and Documentation

SECTION A - GENERAL BUSINESS INFORMATION	✓	Edit	Complete: 9 completed of 9 required; 1 completed of 1 optional (by Karina Garcia-Perdue, 9/18/2025)
SECTION B - PRIMARY OWNER	➔	Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION C - COMPANY STATUS (LLC)	➔	Fill In	Incomplete: 1 completed of 4 required; 0 completed of 0 optional
SECTION D - CERTIFICATIONS	➔	Fill In	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION E - ORGANIZATION INFORMATION	➔	Fill In	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
SECTION F - OWNERS & OFFICERS	➔	Fill In	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION G - LICENSES, INSURANCE & BONDING	➔	Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION H - PROJECTS & REFERENCES	➔	Fill In	Incomplete: 0 completed of 0 required; 0 completed of 2 optional
SECTION I - DISCLOSURES	➔	Fill In	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
DOCUMENT LIST	➔	Fill In	Incomplete: 0 attached of 8 mandatory; 0 attached of 17 required

Signature and Submittal

SIGNATURE	⌚	Sign	
SUBMITTAL	⌚	Submit	

16. Also, if you scroll to the top of the page, to the right of the seal there will be a bar that displays the percentage completed for the application.



Certification Application: Main Summary

Help & Tools

Main Documents Signature Submit Utilities Cert List

Your Business
Type: **New Application**
App #: 8560500

Status: **Incomplete**
Started: 9/18/2025

14% complete



Home

View

Search

Message

Settings

Help & Support

Logoff

Show All

Hide All

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

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Need Help?

[User manual](#)

[Sign up for a](#)

[Training Class](#)

New Application Information

TYPE	New Application
CERTIFYING AGENCY	State of Tennessee

17. Scroll back down to the “Sections and Documentation” to complete the remaining sections of the application.



Sections and Documentation

SECTION A - GENERAL BUSINESS INFORMATION	<input type="button" value="Edit"/>	Complete: 9 completed of 9 required; 1 completed of 1 optional (by Karina Garcia-Perdue, 9/18/2025)
SECTION B - PRIMARY OWNER	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION C - COMPANY STATUS (LLC)	<input type="button" value="Fill In"/>	Incomplete: 1 completed of 4 required; 0 completed of 0 optional
SECTION D - CERTIFICATIONS	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
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SECTION G - LICENSES, INSURANCE & BONDING	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
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SECTION I - DISCLOSURES	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
DOCUMENT LIST	<input type="button" value="Fill In"/>	Incomplete: 0 attached of 8 mandatory; 0 attached of 17 required

Signature and Submittal

SIGNATURE	<input type="button" value="Sign"/>
SUBMITTAL	<input type="button" value="Submit"/>

18. Once all sections have been completed, select the “Sign” option.

Signature and Submittal

SIGNATURE	<input type="button" value="Sign"/>
SUBMITTAL	<input type="button" value="Submit"/>

19. Select the “Submit” option.

Signature and Submittal	
SIGNATURE	 <input type="button" value="Sign"/>
SUBMITTAL	 <input type="button" value="Submit"/>

20. CONGRATULATIONS! You have completed the GO-BID application for certification. Your application will be assigned to a Business Liaison who will contact you in the upcoming days to complete the review process. Thank you.



Tennessee Department of General Services, Authorization # N15DQ2-1. Electronic only. This public document was promulgated at a cost of \$0.00 per copy. October 2025.