

State of Tennessee Supplier Helpful Hints

For assistance, contact Supplier
Maintenance at 615-741-9745 or
Supplier.Maintenance@tn.gov.

If you need to:

Register as a supplier (U.S. person and entities only) -

1. Navigate to the Edison Supplier Portal: https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST
2. Before clicking on **Register as a Supplier**, click on the **here** link found under **Register as a Supplier** to open the Edison Supplier Portal Registration Manual which contains step-by-step instructions for completing the registration process.
3. Click the **Register as a Supplier** link to begin completing the supplier registration application.
4. After you submit your registration, you should receive an email with your Registration ID.
5. Your registration will be processed by Supplier Maintenance.
 - a. If approved, you will receive an email with your Supplier ID.
 - b. If more information is needed to approve your registration, you will receive an email with more details.

Register as a supplier (foreign person and entities only) -

1. Email your W-8 to Supplier.Maintenance@tn.gov and include in the subject of your email: FOREIGN

Request updates to your supplier file -

1. Contact the agency you are doing business with, **or**
2. Email Supplier.Maintenance@tn.gov to update the following:
 - a. Your 1099 or 1042 address, supplier name, tax ID, or federal tax classification
 - i. **U.S. persons or entities only** - Attach to your email a W-9 that is completed according to the instructions below
 - ii. **Foreign person or entities only** - Attach to your email a W-8 and include in the subject of your email: FOREIGN
 - b. Your remittance address
 - i. Include in your email:
 1. Your tax ID
 2. Whether you want to **add** the remittance address **or update** a remittance address currently on file
 - ii. Attach to your email an invoice to or from you **or** a hand-signed or digitally signed memo on company letterhead that contains the new remittance address
 - c. Do not email Supplier.Maintenance@tn.gov to update your contact information. Contact information must be updated through the Edison Supplier Portal.
3. Mail the Supplier Direct Deposit Authorization form to Supplier Maintenance to:
 - a. Add bank information
 - b. Change bank informationThe Supplier Direct Deposit Authorization form can be found on the Edison Supplier Portal.

Create a user account to view payments, add/view addresses, and add/edit/view contact information -

1. Navigate to the Edison Supplier Portal: https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST
2. Click the **Create New User Accounts** link
3. Complete the registration fields as detailed below then click Submit
 - a. Enter your full 10-digit Supplier ID
 - b. Enter the Tax Identification Number (no dashes) associated with the Supplier ID entered
 - c. Enter a Requested User ID starting with TN@
 - d. Enter the email address you want associated with the user account
 - e. Click the accept the Terms of Agreement
4. After clicking Submit, you will receive three emails with your user account information
To view payments, click Main Menu>Supplier>Review Payment Information>Payment
To add/view addresses, click Main Menu>Supplier>Maintain Supplier Information>Addresses
To add/edit/view contacts, click Main Menu>Supplier>Maintain Supplier Information>Contacts

For additional supplier information, visit the Edison Supplier Portal at the following link:
https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST

W-9 Helpful Hints

General IRS W-9 Instructions:

The form must:

- Be the current version of the IRS W-9 found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> - Be legible
- Not be altered
- Be completed according to the IRS Form W-9 instructions
- Contain a complete address
- Be hand-signed (no electronic signatures)
- Be dated within a year of the submission date

Specific IRS W-9 Instructions:

Line 1 - Is required and must not be blank. The name should match the name on your tax return and be associated with the TIN provided in Part I.

Line 2 - Enter your DBA name, if applicable

Line 3 - Only one box should be checked. If "Other" is checked, you will need to enter an explanation for your federal tax classification such as "government entity" or "501c3".

Line 4 - If you are exempt from backup withholding and/or FATCA reporting, enter the appropriate codes. See the IRS W-9 instructions for a list of the Exempt Payee Codes.

Line 5 & 6 - Enter the address you want your information return mailed. This address must be a complete address.

Part I - The TIN provided must match the name on Line 1. Only one TIN can be entered.

Part II - Must be hand-signed or digitally signed (no electronic signatures)

For additional details, see the link below for the IRS W-9 Summary Instructional Table:

<https://www.tn.gov/content/dam/tn/finance/images/doa-images/accounting-job-aids/supplier-maintenance/Supplier%20Maintenance%20IRS%20W-9%20Summary%20Instructional%20Table.pdf>