Supplier Guide: Registering to do Business with the State of Tennessee

Purpose
The purpose of this user guide is to provide assistance with properly registering your business in the State’s Procurement System - Edison.

Introduction
Follow the instructions outlined below to register to do business with the State of Tennessee. This job aid contains the following how to information:

- Register in Edison
- Create a user account

Registering as a Supplier
If your company has never done business with the State of Tennessee, you will need to register. It is recommended that a company be registered in Edison to bid on any solicitation listed with the State of Tennessee. The colored links below will take you directly to the Supplier Information webpage for additional information. The following documents and information are required to register as a supplier:

- Tax identification Number
- Current W-9 Documentation
- Certificate of Registration or Exemptions from the Department of Revenue
- Direct Deposit Authorization form
Follow these steps to register as a Supplier.

- Click on the link provided to access the main supplier screen: [https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST).

- In the middle section, Welcome to the Edison Supplier Portal, click on the **Register as a Supplier** link.

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**Welcome to the Edison Supplier Portal.**

This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.

Do you have an existing Edison Access ID?

Click on **Sign In** to login to the Edison Supplier Portal.

**Looking to do business with the State of Tennessee?**

To do business with the State of Tennessee, you MUST:

1. [Register as a Supplier](#)
   - [Instructions to Register](#)
2. Ensure that a completed [IRS-W9 Form](#) is attached to your registration.
3. (optional) Fill out a [Direct Deposit Authorization Form](#) to have payments conveniently deposited into your bank account automatically.

If you have a Supplier ID and need new or additional Edison Access IDs, click [Create New User Accounts](#). Your Tax Identification Number is required.

For international bidders, please contact Supplier Maintenance at 615-741-9745 or email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov).

**Statewide Contract Information Links:**

- [Statewide Contract (SWC) Search](#)
- [Statewide Contract Line Details (Excel Download)](#)

**Procurement Agency Links:**

- [Central Procurement Office](#)
- [RFP Listing](#)
- [Tennessee Department of Transportation](#)
- [Payment Contact Information by Agency](#)
- [Supplier Community](#)

**Important Notifications:**

- [Notice to Suppliers- Public Chapter 730](#)
Step 1 - Welcome

- Select the type of supplier that describes you.
  
  - **Individual** – this indicates that you will be registering with a Social Security Number
  - **Business** – this indicates that you will be registering with a Federal Employer Identification Number (FEIN)

- Click **Next** to advance to Step 2.

**NOTE:** Once you begin the registration process, if you find you are not able to finish, you may click the **Save for Later** box at screen bottom, right hand side.

When you return, just click on the **Continue from where you left** option circled in blue.

- To continue, you will need your **Registration ID** which may be found in your registration email from Edison and your **Tax Identification Number**.
Step 2 – Identifying Information

The **Identifying Information** screen is used to provide general information. Required fields are indicated by an asterisk *. 

- Enter the Tax Identification Number.
- Enter the Entity (Individual or Company) Name.
- If the company has a website, enter it [http://URL](http://URL).

![Identifying Information Screen]

While you need to answer all the **Profile Questions**, below are special instructions for the first two statements.

- In the first statement, use the “paper clip” icon to upload and attach IRS W-9.

![Profile Questions Screen]

- In the second statement, use the magnifying glass “look up” icon to search for the products or services you offer.
- Click on all that apply.
- When finished, click Return.
- Finish answering remaining questions.
Continue to the **Codes** section.

- Click drop down menu beside **Add Code** and choose **UNSPSC Codes**. These are commodity codes used by the State to identify the goods or services the company will provide.
- Click on the magnifying glass “**look up**” icon.

When **Look Up Code** opens, choose drop down menu beside **Description**, click **contains**, type in your brief description and click **Look Up**.

This code will populate into your **Add Code** section. You may add as many codes as necessary. Just click on Add Code each time and a new line will open.

- When you are finished, click **Next** to continue to Step 3.
Step 3 - Addresses

This screen is used to enter the address information of the business/individual. The address provided here should be the main address of the individual or the headquarters of the company.

- Enter the address in the Address 1 line.
- Enter the City.
- Enter the Postal (Zip) Code.
- Use the magnifying glass “look up” icon for the State field.
- Enter a valid Email Address.
- Under the Other Addresses tab, check the Remit To Address box for remission if payment should go to a different address.
- Click Next to move to Step 4.
Step 4 – Contacts

- Click Add Contact to add additional contact information.

- Fill in all necessary information.

- **NOTE:** Requested User ID is usually the name of the company after the TN@. Example: TN@thecompanyname.

- Click OK.

- Click Next on main screen.
Step 5 – Payment Information

- NOTE: Click here to download the Direct Deposit Authorization form. The original copy must be signed by bank personnel and mailed to the address on the form.
- Fill in the Email Address on this page.
- Click Next.

Step 6 – Submit

The Submit and agreeing to the Terms of Agreement are the final steps to registration.

- To read the Terms of Agreement, click on the blue link.
- Put a check in the box Click to accept the Terms of Agreement below.
- If you would like to review any of your answers click on the Review box.
- When you are ready to submit your registration, click Submit.
You will receive an email containing your registration number. You can expect the approval process to take two weeks or longer. For questions, contact Supplier.Maintenance@tn.gov or phone 615-741-9745 and include your registration number in all correspondence.

Creating a User Account
After you have been notified that your account is created in Edison, your business may create a User Account to access your company information.

- Click on the link below to access the Edison Supplier Portal: https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST.

- Click on the Supplier Portal Home Page link.
In the middle section, click on the **Create New User Accounts**.

Welcome to the Edison Supplier Portal.

This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.

Do you have an existing Edison Access ID?

Click on **Sign In** to login to the Edison Supplier Portal.

Looking to do business with the State of Tennessee?

To do business with the State of Tennessee, you MUST:

1. **Register as a Supplier**
   - Instructions to Register
2. Ensure that a completed IRS-W9 Form is attached to your registration.
3. (optional) Fill out a **Direct Deposit Authorization Form** to have payments conveniently deposited into your bank account automatically.

If you have a Supplier ID and need new or additional Edison Access IDs, click **Create New User Accounts**. Your Tax Identification Number is required.

For international bidders, please contact Supplier Maintenance at 615-741-9745 or email **SupplierMaintenance@tn.gov**.

Statewide Contract Information Links:

- Statewide Contract (SWC) Search
- Statewide Contract Line Details (Excel Download)

Procurement Agency Links:

- Central Procurement Office
- RTP Listing
- Tennessee Department of Transportation
- Payment Contact Information by Agency
- Supplier Community

Important Notifications:

- Notice to Suppliers - Public Chapter 730

Enter your **Supplier ID** and **Tax Identification Number**. (If you need to create a user account for multiple entities, click the Add button.)

Below **User Account Information**, enter your **Requested User ID**. (This is the TN@thecompanyname sign in.)

Enter your place of business **Email ID** (address) or you may choose to use a general company email account monitored by several people to avoid problems when someone leaves the company.

The **Terms of Agreement** are available to read if you click on the blue Terms of Agreement hyperlink. Click the box if you accept them.
Click **Submit**.

Register New User Accounts

To create a new user, please fill in the information below. Once you have completed the required information, click the "Submit" button to submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please contact Supplier Maintenance: 615-741-9745 or by email at supplier.maintenance@tn.gov.

**Authentication**

**Supplier List**

<table>
<thead>
<tr>
<th>Supplier ID</th>
<th>Tax Identification Number</th>
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</thead>
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<tr>
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</table>

Forgot your Supplier ID?

**User Account Information**

- *Requested User ID*  
- Description
- *Email ID*
- Language Code
- Time Zone
- Currency Code

**Terms and Conditions**

Make sure you read terms of agreement fully before submitting your registration.

- [ ] I wish to accept the Terms of Agreement below.

**Terms of Agreement**

* Required field
After submitting your request, you will receive an email similar to the one below which provides you with your Edison Access ID.

**New User Account Creation**

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<tr>
<td>James Grody</td>
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Welcome Tennessee State Government User,

A user profile has been created for you in the Edison Supplier Portal. The Supplier Portal is a self-service module that provides prospective suppliers with important information about how to go about doing business with the state and provides suppliers access to view the real-time status of their purchase orders, invoices and payment information.

Your Edison Access ID is provided below and your Edison Temporary Password will be sent in a separate email.

Supplier Name: State of Tennessee  
Supplier ID: 0000000051  
Edison Access ID: TN@0000000051K8

if you have any questions, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov.

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

Thank you.

It will be followed by a second email, giving you an **Edison Temporary Password** with instructions to login and change your password as soon as possible.

To complete creating your **New User Account**:

- Click on the **Edison link** provided in the email (above).
- Click on the **Supplier Portal Home Page** link. (Screen shot on page 13.)
Welcome to the Edison Supplier Portal.

This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.

Do you have an existing Edison Access ID (formerly Edison Supplier username)?

Click on **Sign In** to login to the Edison Supplier Portal.

Looking to do business with the State of Tennessee?

In order to bid on a contract, you MUST:

1. Register as a Supplier
2. Ensure that a completed IRS 8270 Form is attached to your registration.
3. (Optional) Fill out a Direct Deposit Authorization Form to have payments conveniently deposited into your bank account automatically.

If you have a Supplier ID and need new or additional Edison Access IDs, click **Create New User Accounts**. Your Tax Identification Number is required.

For International Bidders, please contact Vendor Maintenance at 615-741-9745 or VendorMgmt@tn.gov

Statewide Contract Information Links:

- Statewide Contract (SWC) Search
- Statewide Contract Line Details (Excel Download)

Procurement Agency Links:

- Central Procurement Office
- RFP Listing
- Tennessee Department of Transportation
- Purchased Contract Information by Agency
- Vendor Community

➢ Enter your **Access ID**.

Sign In:

Enter your Access ID.

Access ID: 

Continue

Where do I reset my password?
- Enter your **Temporary Password**.

- When the Reset Your Password populates, carefully read the requirements for a new password.
- Enter the **temporary password** in the box and click **Enter**.
- The gray shading will move down and you will enter your **New Password** and click **Enter**.
- **Confirm New Password** by entering it again.
Setting up your Security Profile opens and explains the next three processes that need to be completed. After you read, click Continue.

To set up your personal security image and security phrase, click the link in blue Change your image and phrase at the bottom of the screen.

When complete, click Continue.
- Security Questions will then populate. Choose one question at a time and enter your answer in the box.
- Click Enter.
- The gray shaded area will move to Question 2 and you repeat the process until you complete all five questions/answers.

The final step is to complete the **One-Time Password Registration.**

If you have further questions for logging into the portal for the first time, please visit our website at: [https://www.tn.gov/generalservices/procurement.html](https://www.tn.gov/generalservices/procurement.html) Click on **Procurement** then from the drop down menu click Supplier Information.

Once you are on the supplier information page, scroll down to the bottom of the page and click on the knowledge burst titled **Registering as a Supplier.**
# Amendment History

## Summary of Change

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<th>Modified Date</th>
<th>Modified By</th>
<th>Section, Page(s) and Text Revised</th>
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<tr>
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<td>10/6/2015</td>
<td>Jamil Moore</td>
<td>Modified original per updates from Lorraine L. and Susan M.</td>
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<td>9.2 total update – Approved by SME – Lorraine Lassourelle</td>
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<td>9/16/2019</td>
<td>Brittany McKnight</td>
<td>Formatting and Information updates</td>
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