

# Job Aid: Supplier Attestation eForm

#### Purpose

The purpose of this job-aid is to outline the steps to add and submit a Supplier Attestation Regarding the Employment of Illegal Immigrants (in accordance with <u>Executive Order No. 41</u> (2006)), to ensure Supplier's contract is in full compliance.

**Note:** Notification emails will be sent from <u>Edison.ProductionControl@tn.gov</u> to contracting Suppliers' point of contact starting 30 days before the Attestation is due. The email will provide the contract ID in the subject, see sample:

Email notifications will continue up to 15 days after due date has passed unless the Supplier Attestation has been submitted and the status has been updated to "completed" for the due Verification.

**Note:** The automation that updates the Verification is time sensitive relative to the Attestation due date. Supplier Attestations submitted more than 30 days before, or 30 days after the due date will not be processed by the automation. Please submit the Attestation eForm within 30 days prior to the due date as noted in the Notification email (see sample):

Verification Step/Description: 10 / 1st Attestation Received Agreement Verification Activity Status: Not Started - 4; Update OprId:

Verification Activity Status Comments:

Due Date: 2024-04-15

(In this example, an Attestation eForm submitted between 3/16/24 and 5/15/2024 will be processed automatically. If submitted 3/15 or earlier, or 5/16 or later, the eForm will not be automatically updated and the Attestation may not be noted as compliant.

## Navigation

The Supplier Attestation eForm is accessible from the Edison Supplier Portal, after logged into the portal.

- Navigate to <a href="http://www.edison.tn.gov/">http://www.edison.tn.gov/</a>
- Select "Supplier Portal Home Page" button:

	Edison Help Desk 1-866-376-0104 or 615-741-HELP (4357) Hours of Operation: 7-00 am to 430 pm CST Monday through Friday (except holidays)	Employee Portal Login	PARTNERS
		Benefits Enrollment	FOR HEALTH.
		Supplier Portal Home Page	the Benefits Administration Service Center at: 1-800-253-9981 or 615-741-3590 or visit:
	Questions about your paycheck, your bank account information, direct deposit, lost or stolen checks, taxes & deductions	Retrieve Access ID	TN Partners for Health Website Benefits Support
	or your W-2 form contact the Payroll Call Center at:	First Time Login / New Hire	STS Customer Care Center Questions about Outlook, Active Directory, 3270 passwords, STS network issues, STS server
	615-741-PAID (7243) DOHR Service Center	External Learners	issues, telephone issues, or hardware issues (copiers, fax machines, scanners) contact the STS Customer Care Center at:
og in to i	to the Edison Supplier Portal	rtal	
Welcome	to the ancon oupplier i o	rtal.	

- Navigation steps: Navigator Button> Menu > Supplier > TN Supplier > Attestation Form -Add:
  - 1. Click the Navigator Button or compass in the upper right corner of the Supplier Portal Home Page.



2. Click Menu on the right side of the screen.



3. Click Supplier



4. Click TN Supplier



5. Click Attestation Form – Add. The eForm will be displayed.



## **Completing and submitting the Attestation eForm**

(Fields marked with an asterisk (\*) are required.)

Form Page							
+ Add Supp	Dier Attestation : Attestation Details 1. Form ID 118709						
Supplier Attestat	ion						
State of Tennessee Department of General Services Central Procurement Office 312 Rosa L. Parks Avenue William R. Snodgrass TN Tower, 3rd Floor Nashville, TN 37243-1102 Phone: 615-741-1035 Fax: 615-741-0684							
Attestation Regard	ding Personnel Used in Contract						
2.							
*Company Name:	Fayette Co Health Departm     6.     *Contract No:     000000000000000000000000000000000000						
Address Line 1	90 Yum Yum Rd 7. Buyer: Leonard Chadwick leon1122001						
City	Somerville						
State	ТN						
Postal Code	38068						
*Edison Vendor ID Number:	000000051						
*Company 3. Contact Name:							
4. *Telephone Number of Contact:(Please enter phone number in the following format XXX-XXX-XXXX)							
◦• *Email ID:							

1. The Form ID number will appear at the top right corner, beneath the navigation buttons. Please note the Form ID to reference and view the Attestation eForm later.

2. Supplier Information will populate automatically. Verify Company Name, Address and Supplier ID are all correct. The address information will populate the Supplier's primary address on file in the State's Edison System.

- 3. Enter the name of Company Point of Contact.
- 4. Enter valid telephone number (in XXX-XXX-XXXX format) for the Company Point of Contact.
- 5. Enter valid email address for Company Point of Contact.
- 6. Click the magnifying glass icon to open list of all Company's active contracts and select the Contract for which the Attestation is being submitted. Confirm contract ID in notification email the Company received.

Cancel	I	Lookup	
Search for: Contract No:			
Search Criteria			
<ul> <li>Search Results</li> </ul>			
· · · · · · · · · · · · · · · · · · ·			189 rows
Value 🗘		Description $\Diamond$	
000000000000000000000000000000000000000	Click anywhere on	CPD LOCAL PROG	^
000000000000000000000000000000000000000	line of correct contract to select	CPD LOCAL PROG	
000000000000000000036388		Re-Award/Un-Award	
000000000000000000000000000000000000000		RFS 32701-01923	

7. Contract ID and Contract Administrator/Buyer will be automatically populated after selecting the correct contract in step 5.

*Contract No:	000000000000000000000000000000000000000	CPD LOCAL PROG
*Buyer:	Audra H Colvin	audrh1010001

There is no need to edit either field.

### **Completing and submitting the Attestation eForm continued**

(Fields marked with an asterisk (\*) are required.)

Affirmation: The Contractor Acknowledges by signature that all information stated above is true and accurate and is no way misleading.
Authorized Signatory: I, as a Principal or Officer of the Company, do certify, warrant and assure that I am empowered to contractually bind the Contractor.
8. *Principal or Officer Name: Date: 2024-04-22
10. *Title of Signatory:
Form Action Items
1 row
Acknowledgement
1       No         Affirmation: The Contractor acknowledges by signature that all information stated above is true and accurate and is no way misleading. Authorized Signatory: I, as a Principal or Officer of the Company, do certify, warrant and assure that I am empowered to contractually bind the Contractor.
12.
> Comments
13.
Submit

- 8. Enter name of the person submitting eForm. This person will be considered the Signatory of the form.
- 9. Enter the Work Title of the person entered in step 7.
- 10. Date will automatically populate with the current date. There should be no need to edit this field.
- 11. Click the slider button to change it from "No" to "Yes," affirming the Company's compliance to Executive Order No. 41 (2006):



12. Click the "arrow" to reveal Comments text box to add any pertinent comments to the Attestation (optional):



13. Click Submit button to submit the form for approval.



#### **Confirmation and eForm Status**

Upon clicking the Submit button, user will be taken to the following page, indicating that the form was successfully submitted.

Form Result							
Add Supplier Attestation : Results Form ID 118710							
You have successfully submitted your eForm. The eForm has been routed to the next approval step. Anna Atzori.							
2. View Approval Route (Add Ad Hoc Approver)							
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed		
1 04/22/2024 12:19:05	PM Initiated	TN@0000000	051 TN Buyer- Matt Ross	Submit	3.		
Refresh Log Action Item Log					1 row		
Acknowledgement	Description		User	Time St	amp		
1 Yes	Affirmation: The Contractor acknowledges by signature that all information stated above is true and accurate and is no way misleading. Authorized Signatory: I, as a Principal TN@0000000051 or Officer of the Company, do certify, warrant and assure that I am empowered to contractually bind the Contractor.				1 3.00000PM		
Print 4.							

- 1. Confirmation that form has been submitted and routed for approval by the contract administrator, who will then attach Attestation to the contract file. The contract will be updated, and Attestation agreement will be marked as In Compliance.
- 2. View the current approval status by clicking the "View Approval Route (Add Ad Hoc Approver)" button, which will open this window:

Cancel	View Approval Route	Done
Review/Edit Approvers		
Basic Stage		
▼G3FORM_ID=114393		Pending
Start New Path		
Basic Path		
🚡 Pending		
Leonard Chadwick Supplier Attestation Approvers >	±	

(Note: User will not need to add an "ad hoc" approver and can safely disregard that functionality)

- 3. The Transaction/Signature Log also shows the steps that have been taken in the system regarding the processing of the Attestation. Note in screenshot above, the step title is "Initiated," meaning the form has been initially submitted.
- 4. Users can print or create a digital copy of the Attestation document by clicking the Print button and printing or saving the document as a PDF.

## Viewing submitted eForms

Upon submitting, the attestation will be routed to the contract administrator to be attached to the contract file. The contract will be updated, and Attestation agreement will be marked as In Compliance.

 To view already submitted forms, click Navigator Button ("compass" button at upper right corner of Supplier Portal Home Page, noted as "1" in the image that follows) > Menu > Supplier > TN Supplier > Attestation Form - View:

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NavBar: Mei	u	0
0	Menu Supplier	^
Recently Visited	TN Supplier	_
$\heartsuit$	Active Statewide Contract Eval	
Favorites	E Active Statewide Contracts	
2	Attestation Form - Add	
Menu	e Attestation Form - View	

2. Click Search button to view all Attestations submitted by Company. Enter criteria, such as Supplier ID or Form ID (if known) to narrow search parameters.

Search by:		
Supplier ID	Begins With v	٩
Form ID	Begins With v	
Form Type	Begins With v	SUP_ATTEST Q
Form Status	is Equal To 🗸 🗸	<b>~</b>
Contract No:	Begins With v	٩
Company Name:	Begins With v	
Buyer ID:	Begins With ~	
Address Line 1	Begins With v	
Search	Save Search	

3. At bottom of eForm page, find Search, Next and Print buttons. Click Next to view Approval status and Transaction/Signature Log. (Print can be used as noted above. Search returns user to the search page in step 2.)



4. A fully approved and processed Attestation form will show on the Transaction log as such:

View Approval Route Transaction / Signature Log						3 rows	
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1	10/06/2023 11:47:31AM	Initiated	TN@000000051LC		Submit		
2	10/06/2023 12:02:06PM	Supplier Attestation Approvers	leon1122001	Leonard Chadwick	Authorize	14 minutes	
3	10/06/2023 12:02:53PM	System	System		Execute	< 1 minute	

"Execute" in the Form Action field means the form is fully approved and completed in Edison.

Should the Company continue to receive notifications to submit the current Attestation, please contact the Contract Administrator/Buyer or Central Procurement Office Systems Management team for assistance (615-741-3333, option 3, or via email at <u>content.group@tn.gov</u>).



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