Supplier accounts are necessary for payment transfers, online bidding, and receiving bid invitations. This guide is intended to assist Suppliers in updating and maintaining their Edison Profile. Keeping information up to date is crucial to receiving bid invitations and doing business with the State.

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GETTING STARTED

Maintaining an up-to-date system profile allows you to receive bid notifications. Start by logging on to the State of Tennessee’s Edison Supplier Portal website:

https://sso.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Note: Internet Explorer and FireFox are recommended web browsers. Users may experience issues if using Google Chrome.

1. Click on the “Supplier Portal Home Page Link” in the top left corner of the page.
2. Click on the “Sign In” link to access your Edison profile (see below).

3. Enter your **User ID** and **Password**.

   *Note: the system may not respond to User ID and Passwords that are copied and pasted in the system. Passwords expire every 90 days.*
4. At the top left side of the screen above the State’s logo, click on the “Main Menu” drop down arrow.

5. Click on the “My System Profile” link.

You are now able to make adjustments to your profile. The following instructions are designated for system profile changes.

**PASSWORD AND USER ID ASSISTANCE**

**Password Reset:** Contact the *Edison Help Desk* at *(615)741-4357*

**User ID assistance:** Contact the *Central Procurement Office* main number at *(615)741-1035*

**Password and Security Changes:** click on the link under the “Password” header.

*Suppliers can change their security image, security phrase, email address, security challenge questions and answers, and password by clicking the appropriate link.*
Suppliers will want to save their work frequently to avoid losing information already entered in the Edison system. Saving your work every 20 minutes is recommended to avoid the system timing out. Please note the security image and security phrase in the images below. After changes are made to your profile, remember that the page may look different the next time you log in.
CHANGE OR ADD EMAIL ADDRESSES

To add a new email address to your Edison profile, click on the “+,” use the drop down arrow under “Email Type” header to select Business or Individual, and enter the new email address. To change the “Primary Email Account”, check the appropriate box that corresponds with the email address selection.

Note: There can only be one (1) primary email account. The primary email account will receive emails about solicitation opportunities. It is recommended to use a generic company email as the primary email address to reduce disruptions in communication if someone leaves the business.

CHANGE A SUPPLIER PAYMENT ADDRESS

Contact Supplier Maintenance at (615)741-9745 and/or Supplier.Maintenance@tn.gov

Registered Suppliers with the State of Tennessee may receive email notifications for current bids by registering for specific commodity codes in Edison. For further instructions, please refer to the “Instructions to Update Supplier Commodity Codes” job aid located in the link below and found in Edison.

https://upk.edison.tn.gov/esupplier/Supplier_UNSPSC_Job_Aid.pdf

CHANGE OR ADD A CONTACT

To add or change a contact, while logged into the supplier portal, navigate to the main menu in the top left corner of the page, then click Supplier> Maintain Supplier Information> Contacts.

Click edit on a contact to change the information. It will open another menu from which you can change the name, number, and email address for that contact.
To add another user, at the bottom of the page click add a new contact. This will open a new menu from which you can add a new person’s name, telephone, and other information that would be useful in identifying this person as a contact.
This is the menu that comes up when you click on edit or add. Add all contact information and then click Save.