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

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.

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

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.

- 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**.

![Payment Information Form]

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**.

![Submit Form]
You will receive an email containing your registration number. You can expect the approval process to take two weeks or longer. For questions, contact vendormaint@tn.gov or phone (615) 532-5150 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.
- 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**.
After submitting your request, you will receive an email similar to the one below which provides you with your **Edison Access ID**.

![Email Example]

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.

![Email Example]

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.)
➢ When the **Welcome to the Edison Supplier Portal** opens, click on **Sign In**.

![Welcome to the Edison Supplier Portal](image)

➢ Enter your **Access ID**.

![Enter Access ID](image)
- 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 click on the link and view the video.

[https://www.youtube.com/watch?v=lx7NMITi9vs&feature=youtu.be](https://www.youtube.com/watch?v=lx7NMITi9vs&feature=youtu.be)
## Amendment History

### Summary of Change

<table>
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<th>Version #</th>
<th>Modified Date</th>
<th>Modified By</th>
<th>Section, Page(s) and Text Revised</th>
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<tr>
<td>2.0</td>
<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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<tr>
<td>3.0</td>
<td>2/25/2016</td>
<td>Kathy Taylor</td>
<td>Formatted to job aid template.</td>
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<td>4.0</td>
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<td>Kathy Taylor</td>
<td>9.2 total update – Approved by SME – Lorraine Lassourelle</td>
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