



Registering to do Business with the State of Tennessee

Central Procurement Office

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Introduction

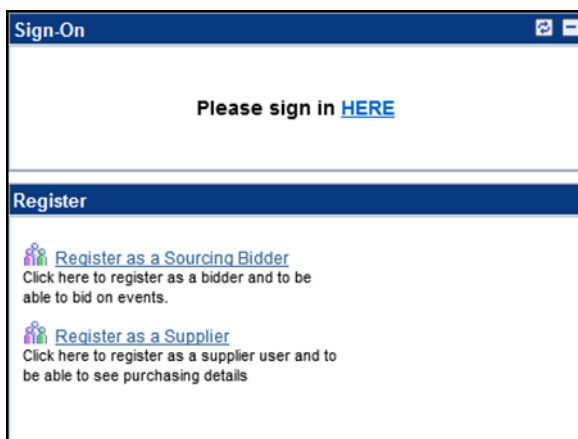
Users will follow the instructions outlined in this document to register to do business with the State of Tennessee. This manual contains information on the following processes: how to register in Edison, how to become a Sourcing Bidder, transitioning from a Bidder to a Vendor, and how to register as an eSupplier. The purpose of this user guide is to provide clarity on which registration is right for your business and also to provide instructions on how to properly register your business. .

Registering as a Sourcing Bidder

If your company has never done business with the State of Tennessee, then your business will need to register as a Sourcing Bidder. A company must be registered to bid on any solicitation issued by the State of Tennessee. Click on the link provided to access the main supplier screen:

<https://supplier.edison.tn.gov/psp/suprd/SUPPLIER/ERP/h/?tab=DEFAULT>.

Click on the **Register as a Sourcing Bidder** link.



The Sourcing Bidder registration process consists of eight steps outlined below.

Step 1

1. Select the type of bidder that describes you.
 - Individual – indicating that you will be registering with a Social Security Number
 - Business– indicating that you will be registering with a Federal Employer Identification Number (FEIN)
2. Indicate which type of bidding activities you are interested in.
3. Click to move to step 2.

Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

* Required Field

1. Please select the type of bidder which best describes you.

Business

Individual

2. What type of bidding activities are you interested in?

Buying goods/Services

Selling goods/Services

Both

Step 2

The User Account Setup screen is where you will provide primary contact information. All required fields, indicated by an asterisk, must be completed.

Bidder Registration

Step 2 of 8: User Account Setup


Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

* Required Field

*Company Name:

URL: http://

User Information

*First Name:  [Delete](#)

*Last Name:

Title:

*Email ID:

*Telephone: Ext:

Fax:

*User ID: (User's account login name.)

Other Contact Info (Optional)

Instant Messaging (IM) Information

IM Service:

IM User Name:

Personalization Information

Language:

Time Zone:

Currency Code:

Professional Certification/License Information

Find | View All | First | 1 of 1 | Last

CertLicense# Type   

Description

Begin Date  Expire Date 

Save and Add Another User

<< Back

Next >>

Cancel Registration

4. Enter the **Company Name**.
5. Enter the **First Name** of the primary contact for the business/individual.
6. Enter the **Last Name** of the primary contact for the business/individual.
7. Enter the **Email ID** of the business/individual. This must be a valid email address.
8. Enter the **Telephone** number of the business/individual.
9. Enter the **User ID** of the business/individual. This can be the same or different from the Email ID, but it must be a valid email address.
10. Other fields should be left blank at this time.

11. To add another user, click

Save and Add Another User

12. To add another user repeat steps 1 through 10.

The screenshot shows the 'Bidder Registration' interface, specifically 'Step 2 of 8: User Account Setup'. The form is divided into several sections:

- Company Information:** Fields for 'Company Name' (containing 'LLTest') and 'URL' (containing 'http://').
- User Information:** Fields for 'First Name' (containing 'L'), 'Last Name' (containing 'Lo'), 'Title', 'Email ID' (containing 'LLo@gmail.com'), 'Telephone' (containing '999-999-9994'), 'Fac', and 'User ID' (containing 'LLo@gmail.com'). A 'Delete' button is next to the First Name field.
- Other Contact Info (Optional):** Fields for 'IM Service', 'IM User Name', 'Language', 'Time Zone', and 'Currency Code'. A 'Personalization Information' section is also present.
- Professional Certification/License Information:** A table with columns for 'Cert/License', 'Type', 'Description', 'Begin Date', and 'Expire Date'. The table currently contains one row with empty fields.

At the bottom of the form, there are three buttons: '<< Back', 'Next >>', and 'Cancel Registration'. A 'Save and Add Another User' button is also visible above the 'Next >>' button. A note at the bottom left indicates '* Required Field'.

13. Click **Next >>** to move to Step 3.


Note

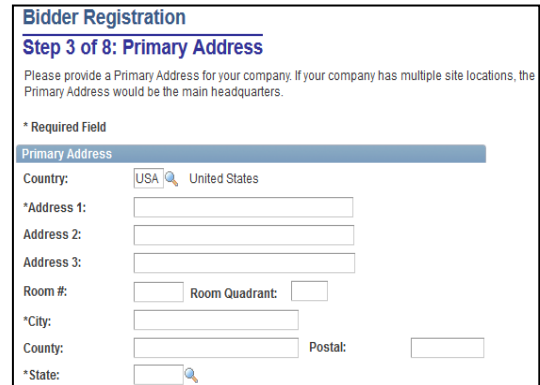
When choosing a User ID, it is important to note that it cannot be changed or updated until the Bidder receives an award from the State. Bidder

account information can only be updated by calling Bidder Registration Support at 615-741-6875.

Step 3

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

14. Enter the address in the **Address 1** line.
15. Enter the **City**.
16. Enter the **Postal** Code or the Zip Code.
17. Use the **Search**  to indicate the State.
18. Click **Next** to move to the next step.



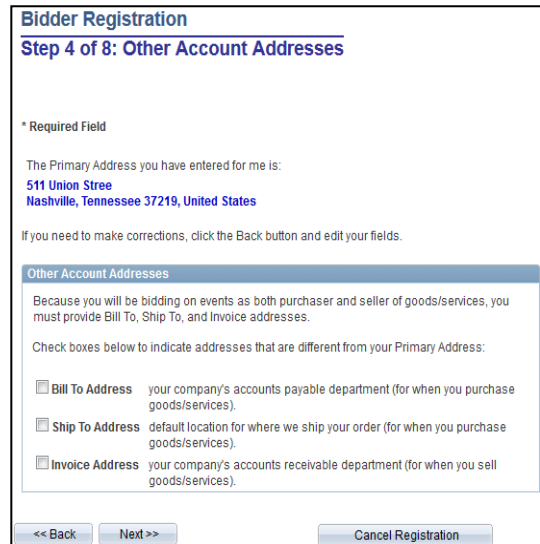
The screenshot shows the 'Bidder Registration Step 3 of 8: Primary Address' form. It includes a header with the title and a sub-header. Below the header is a note: 'Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.' A section titled '* Required Field' contains the 'Primary Address' form. The form has fields for Country (with a dropdown menu showing 'USA' and 'United States'), Address 1, Address 2, Address 3, Room #, Room Quadrant, City, County, Postal, and State (with a search icon).

Step 4

If your company has additional addresses the Other Account Addresses screen can be used to input that information.

If there is only one address for your company you may click to proceed.

Follow the steps below to input additional Account Addresses. Check the box indicating the type of address is being added. Alternate addresses may be added for the Bill To, Ship To, and Invoice Address. Click



The screenshot shows the 'Bidder Registration Step 4 of 8: Other Account Addresses' form. It includes a header with the title and a sub-header. Below the header is a note: '* Required Field'. The form displays the Primary Address entered: '511 Union Stree, Nashville, Tennessee 37219, United States'. A note says: 'If you need to make corrections, click the Back button and edit your fields.' The 'Other Account Addresses' section contains a note: 'Because you will be bidding on events as both purchaser and seller of goods/services, you must provide Bill To, Ship To, and Invoice addresses.' Below this is a section titled 'Check boxes below to indicate addresses that are different from your Primary Address:' with three checkboxes: 'Bill To Address' (your company's accounts payable department), 'Ship To Address' (default location for where we ship your order), and 'Invoice Address' (your company's accounts receivable department). At the bottom are buttons for '<< Back', 'Next >>', and 'Cancel Registration'.

Step 5

The Address Contacts screen is used to add additional address information.

1. Enter the address in the **Address 1** line.
2. Enter the **City**.
3. Enter the **Postal** Code or the Zip Code.
4. Search and click to enter the **State**.

Each user of the account must have an address designated for contact purposes. If only one contact is designated for the company, the primary address will default as the contact address for that individual.

Bidder Registration
Step 5 of 8: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".
* Required Field

Invoice (For Selling):

Country: United States

Address 1:

Address 2:

Address 3:

Room #: Room Quadrant:

City:

County: Postal:

State:

Company Contacts Customize | Find | First 1 of 1 Last

User Name: Alyssa Cave Designate as Contact for:

<< Back Invoice Address Primary Address

Click to proceed to the Additional Classification Information screen.

Note *If there are more than two addresses for your company it will be necessary to click to return to Step 4 and repeat the process of adding other Account Addresses.*

Step 6

The Additional Classification Information screen is used to input information about your company. To avoid timing out before registration is complete only answer the questions that are marked as Required Fields. These fields are outlined below.


Enter the Tax Identification Number in the **ID Number** field. If an individual is registering this may be their Social Security Number. This field should contain nine digits (without dashes.)

Bidder Registration

Step 6 of 8: Additional Classification Information




Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

*** Required Field**


Standard ID Numbers		Customize  First
Identification Type	ID Number	
1 *Tax Identification Number	<input type="text"/>	

1. Click on the paper icon next to the empty field for question one. This will bring you to the Profile Question List Items screen. Select your type of business from the choices listed. Click **OK** to return to the Additional Classification Information screen.

*1. Type of Business:	<input type="text"/>	
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Profile Question List Items	
*1. Type of Business:	
List Items	Customize Find  First  1-14 of 14  Last
<input type="radio"/> Agriculture, Forestry or Fishing	
<input type="radio"/> Architectural-Design-Engineering	
<input type="radio"/> Construction Services	
<input type="radio"/> Finance, Insurance & Real Estate	
<input type="radio"/> Information Systems-Technology	
<input type="radio"/> Manufacturing	
<input checked="" type="radio"/> Marketing-Communications-Public Relations	
<input type="radio"/> Medical-Healthcare	
<input type="radio"/> Mining	
<input type="radio"/> Retail Trade	
<input type="radio"/> Service Industry	
<input type="radio"/> Transportation, Commerce & Utilities	
<input type="radio"/> Wholesale Trade	
<input type="radio"/> Other	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

2. Enter the date that your company was established.

*2. Date Established? If less than 2 years, please submit resume.	<input type="text"/>	
---	----------------------	---

This will be the total amount the organization received from all sources during its

*5. The organization's gross annual receipts from last year.	<input type="text"/>
--	----------------------

annual accounting period, without subtracting any costs or expenses.

6. Enter the number of your full time employees at your business.

*6. Number of full time employees?	<input type="text"/>
------------------------------------	----------------------

8. Indicate whether there has been a change in ownership within the past two years? (If choosing "Yes" it will be necessary to answer questions 9-12)

*8. Has there has been an ownership change within the past two years?	<input type="text"/>
---	----------------------

13. Indicate whether a performance penalty has ever been assessed against the organization or any of the principal owners. (If choosing "Yes" it will be necessary to answer question 14)

*13. Has a performance penalty ever been assessed against the organization or any of the principle owners?	<input type="text"/>
14. If a performance penalty has been assessed please provide the following details: Names of individuals involved Date Explanation and outcome	<input type="text"/>

15. Indicate whether any of the companies employees are currently or previously (within the past 6 months) employed by the State of Tennessee. (If choosing "Yes" it will be necessary to answer question 16)

*15. Are any employees of this firm currently or previously employed by the state of Tennessee (within the past 6 months)?

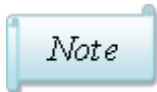
16. If answered "Yes" to Question 16, please list these employees including name, social security number, and position within your firm, including ownership interest. NOTE: All vendors must comply with TCA 12-4-103 Bidding by State Employees Prohibited. It is hereby declared unlawful for any state official or employee to bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the State of Tennessee during tenure of such officials or employee's office or employment, or for six (6) months thereafter, or to have any interest in the selling of the same to the state.

26. Indicate whether the company owner is a service disabled veteran.

*26. Are you a service disabled veteran? Please see definition below: "Tennessee service-disabled veteran" means any person who served honorably on active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service; "Tennessee service-disabled veteran owned business" means a service-disabled veteran owned business that is a continuing, independent, for profit business located in the State of Tennessee that performs a commercially useful function, and: (A) Is at least fifty-one percent (51%) owned and controlled by one (1) or more service-disabled veterans; (B) In the case of a business solely owned by one (1) service-disabled veteran and such person's spouse, is at least fifty percent (50%) owned and controlled by the service-disabled veteran; or (C) In the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more service-disabled veterans and whose management and daily business operations are under the control of one (1) or more service-disabled veterans; SECTION 2. Tennessee Code Annotated, Section 12-3-803, is amended by adding the language "Tennessee service-disabled veteran owned" after the language "woman owned" in subsections (a) and (d).

After answering all Additional Classification Information questions it will be necessary to answer the More About Your Organization questions. It is not necessary to fill out the VAT Information section. Follow the steps below to complete the More About Your Organization section.

1. Select your business/individual Diversity information. Choose one of the following options: Asian Indian American, Asian Pacific American, Black American, Caucasin, Hispanic American, Native American, or Other.



Note

The only field that needs to be completed is the Diversity Field.

2. Select your business/individual Small Business information. Indicate the number of workers at your business.
3. If applicable, select your business/individual Sm Disadvantaged Business Prog information. Choose one of the following options: 8(a) Contract Award, 8(a) with HUBZone Priority, Not Applicable, SDB Participating Program, SDB Price Evaluation Adjust, or SDB Set-Aside.
4. In the (Check All that Apply) section choose any check boxes that apply to your business or you as an individual.



Note

Access the Governor's Office of Diversity Business website for more information on becoming a certified diversity business. Information on program eligibility can be found at the following link provided:

http://www.tn.gov/businessopp/program_elig.html.

Step 7

Step 7 is used to register for categories that describe the companies bidding interests. Select the category codes that best match the types of good or services your company would like to have an opportunity to submit a bid for. Be sure to select all codes that apply. The primary email contact will receive email notification of bidding opportunities when the goods or services are needed.

Bidder Registration

Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

* Required Field
For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

Category Tree 06-2012

- Buy Categories
- Sell Categories
 - 005-00 - ABRASIVES
 - 005-05 - Abrasive Equipment and Tools
 - 005-14 - Abrasives, Coated: Cloth, Fibe
 - 005-21 - Abrasives, Sandblasting, Metal
 - 005-28 - Abrasives, Sandblasting (Other
 - 005-42 - Abrasives, Solid: Wheels, Ston
 - 005-56 - Abrasives, Tumbling (Wheel)
 - 005-63 - Grinding and Polishing Compoun
 - 005-70 - Pumice Stone
 - 005-75 - Recycled Abrasives Products an
 - 005-84 - Steel Wool, Aluminum Wool, Cop

Note

Users run the risk of “timing out” on Edison during code selection. We recommend that you wait to perform this step after you account is confirmed. You may then go back and complete this step. Instructions for adding category codes may be found on page 25 of this document.

Step 8

The bidder registration process may be finalized after the person registering for the company had agreed to the Terms & Conditions regarding doing business with the State. Be certain to read each term and condition carefully. You may then check the box stating that you have read and agreed to these terms and conditions. This action will serve as your electronic signature on the application.

Bidder Registration
Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

<< Back Finish Cancel Registration

Click **Finish** to submit your information to the State.

Once the registration confirmation below has been received, please call the Bidder Registration Line at 615-741-6875 to obtain your Bidder ID. You have now been registered as a Sourcing Bidder and are eligible to bid on sourcing events with the State.

Bidder Registration

Bidder registration for me was successful.
Choose the desired user from the grid below and sign in to Strategic Sourcing.

1 Alyssa Cave	Sign In
---------------	---------

Transitioning from a Bidder to a Vendor

Sourcing Bidders become Vendors once they are awarded a contract for goods or services by the State. The Individual or Business will be required to submit a W-9 and ACH Direct Deposit form and a cancelled or voided check prior to being paid. You may email these forms to Vendormaint@tn.gov or fax them to Vendor Maintenance at (615) 741-0684. Follow the link provided below to access the ACH and W-9 forms:

<http://www.tn.gov/generalserv/cpo/vendreg.html>.

Registering as an eSupplier

A Vendor may register as an eSupplier by visiting <https://supplier.edison.tn.gov> and selecting "Register as a Supplier" from the section labeled "Register". Registering as an e Supplier provides the vendor with access to update their account and view payment information.

The screenshot shows two sections of a web interface. The top section is titled "Sign-On" and contains the text "Please sign in [HERE](#)". The bottom section is titled "Register" and contains two links: "Register as a Sourcing Bidder" with the subtext "Click here to register as a bidder and to be able to bid on events." and "Register as a Supplier" with the subtext "Click here to register as a supplier user and to be able to see purchasing details".

The screenshot shows the "Supplier Registration" form. It includes a title "Supplier Registration" and instructions: "Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id." The form contains several input fields: "Code:", "*User ID:", "*Email ID:", "Password:", "Confirm:", "Language:" (with a dropdown menu set to "English"), and "Currency:". There is also a "Description:" field. Below the form is a "Vendor List" table with columns for "*Tax ID" and "*Vendor ID". The table is currently empty. At the bottom of the form is a "Create" button.

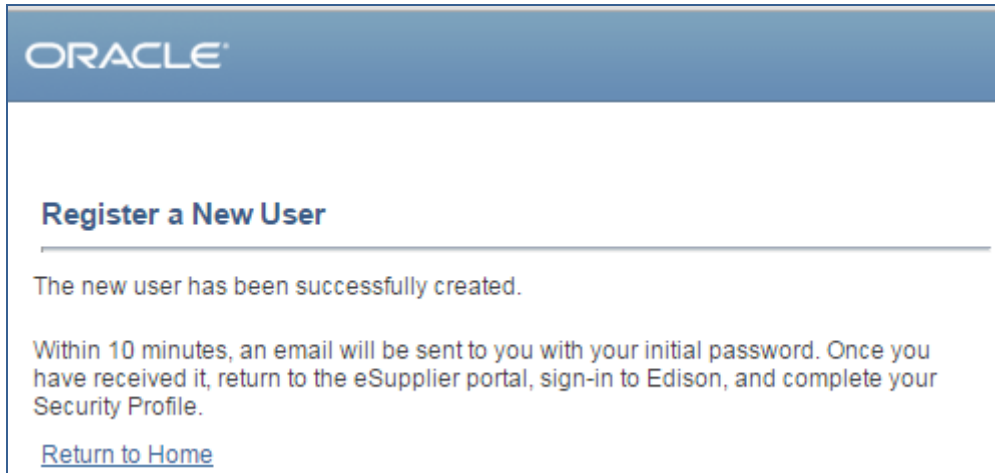
Steps to register as an eSupplier

1. Enter the **Code** ABCDEFGH.
2. Enter the **User ID**. More users can be added once the account has been created. All User ID's must be with **TN@** and may contain up to thirty characters.
3. Enter a **Description**. This will be your company's name.
4. Enter the **Email ID**. This email will be designated to receive notifications about potential bid opportunities.
5. Input your **Tax ID**. This should be the same FEIN or SSN that you used to register with the State initially (no dashes.)
6. Key your **Vendor ID**, this will be a ten digit number

Note

If you do not have all ten digits of your Vendor ID, add zeros to the beginning of the ID.

7. Click the **Create** button and a temporary password will be sent via the email address you provided earlier in the registration process. You should receive this message:

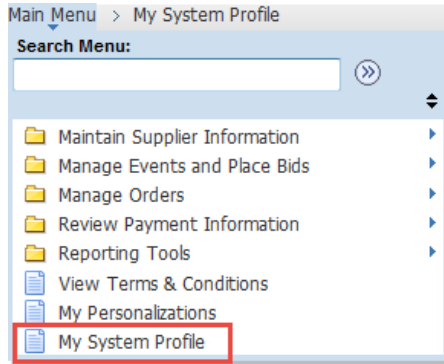


For information about logging into the Edison supplier portal for the first time as a supplier, follow this link:

https://upk.edison.tn.gov/Identity_And_Access/eSupplier/eSupplierPortalLoginProcess.pdf

Supplier Account Maintenance - My System Profile

The System Profile contains the vendor's profile information as it was entered upon their registration. To make changes to the user's account information, the System Profile can be accessed by Clicking on the Main Menu, then selecting "My System Profile" from the dropdown menu.



You can make changes to the following from the Systems Profile page:

- Change passwords, challenge questions and other security protocol
- Language preferences
- Authorize Alternate users
- Change email addresses
- Update instant messaging options

Change My Password

A vendor can follow the steps provided below to change the eSupplier password. The user must be logged in to access these features.

Main Menu > My System Profile

1. Click **Main Menu**.
2. Click **My System Profile**.
3. Click on the **Change Password, Challenge Questions, Security Image or One-Time Password Email** link.

General Profile Information

TN Buyer- Matt Ross

Password

[Change Password, Challenge Questions, Security Image or One-Time Password email](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

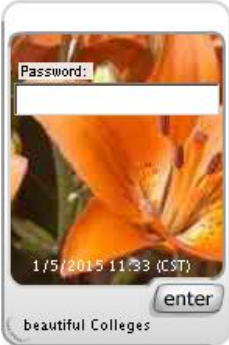
Currency Code: USD

Default Mobile Page:

4. A **User Preferences** box will appear.
5. Click the **Change your password** link.

User Preferences

Use the links below to change your user preferences.



← **Your personal security image**

← **Your personal security phrase**

[Learn more about your personalized security image and phrase](#)

[Click here to change your image and phrase](#)

[Change your security challenge questions and answers](#)

[Change one-time password email address](#)

[Change your password](#)

Click the Save button to store changes to your User Preferences

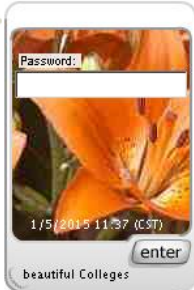
6. The **Change Your Password** box will appear. Here you will see the requirements for your new password.

Change Your Password

A valid password must meet all of the following conditions:

- Password must not contain the following character(s): & , < > % @ ~ "" `
- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 2 alphabetic character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Old Password	click to enter	
New Password	click to enter	
Confirm New Password	click to enter	



After confirming your new password, please **ONLY HIT ENTER ONCE** as there is a slight delay while processing your new password.

Note

Passwords cannot: match or be similar to your User ID, be one of twelve previous passwords, contain your first name, contain your last name, or contain these characters (&, <, >, %, @, ~). The password must have one uppercase letter, one special character other than those listed, one numeric character, and one lowercase letter, be a minimum of eight characters long and contain 2 alphabetic characters.

7. Enter the Old password, then create a new password and confirm the new password. Confirm your new passwords then click **ENTER only once** and wait for the system response. This may take several seconds.

Adding and Updating a Supplier Address

Vendors can add, edit, or delete addresses in their eSupplier account. Follow the steps provided below to navigate to the Maintain Addresses screen.

Main Menu > Maintain Supplier Information > Addresses

1. Click **Main Menu**.
2. Click **Maintain Supplier Information**.
3. Click **Addresses**.

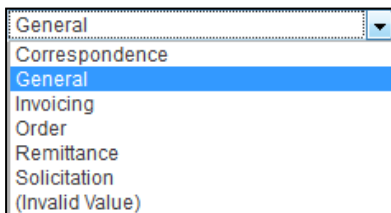
This page provides the Vendor with a listing of the Vendor's addresses, both past and present.


Maintain Addresses			
Current Addresses			
State of Tennessee			
Address List Customize Find First 1-252 of 252 Last			
Addresses Address Use			
Description	Address Type		
Appellate Court Cost Center	General	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Clover Bottom Development Cent	General	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>



Follow the steps below to add a new address.


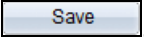
- Click the  button.

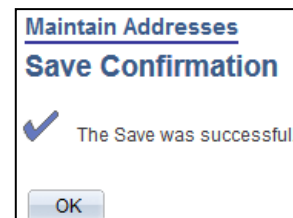
- Enter the **Description**.



- Select the **Address Type**.
- Select the **Country** using the lookup icon . This will populate the Address fields.
- Enter the **Address** information.

Maintain Addresses			
Address Information			
State of Tennessee			
Description:	<input type="text"/>		
*Address Type:	<input type="text" value="(Invalid Value)"/>		
Country:	<input type="text"/> 		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Room #:	Room Quadrant:		
City:	<input type="text"/>		
County:	Postal:		
State:	<input type="text"/>		
Email ID:	<input type="text"/>		
Telephone Information Customize Find First 1 of 1 Last			
*Type	Prefix	Phone	Ext
Business Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="button" value="Add"/> <input type="button" value="Delete"/>
Date Change Will Take Effect: <input type="text" value="10/21/2014"/>  (example: 12/31/2000)			

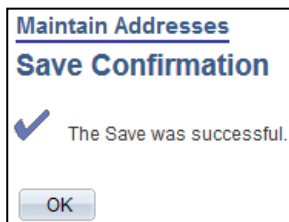
- Enter the **City** information.
- Select the **State** using the lookup icon .
- Enter the **Email ID** associated with this address.
- Confirm that the **Date Change Will Take Effect** date is correct.
- Click .
- Click **OK** to confirm the save.



Follow the steps below to edit an address.

This can only be done after navigating to the Current Addresses screen.

1. Click .
2. Make any necessary changes to the address information.
3. Click .
4. Click **OK** to confirm the save.



Maintain Addresses
Address Information

State of Tennessee

Description:

Address Type:

Country: United States

Address 1:

Address 2:

Address 3:

Room #: Room Quadrant:

City:

County: Postal:

State: Tennessee

Email ID:

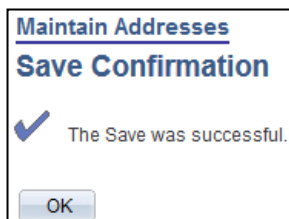
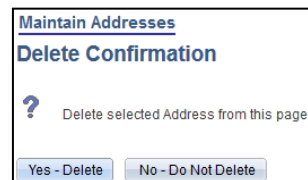
Telephone Information Customize | Find | First 1 of 1 Last

Type	Prefix	Phone	Ext	
Main	865	329-8879		<input type="button" value="Add"/> <input type="button" value="Delete"/>

Follow the steps below to delete an address.

This can only be done after navigating to the Current Addresses screen.

1. Identify the address that needs to be deleted and click .
2. Click **Yes - Delete**.
3. Click **OK** to confirm the save.



Adding and Editing Contact Information

Vendors may add, edit, or delete contacts in their eSupplier account. Follow the steps provided below to navigate to the Maintain Contacts screen.

[Main Menu](#) > [Maintain Supplier Information](#) > [Contacts](#)

1. Click **Main Menu**.
2. Click **Maintain Supplier Information**.
3. Click **Contacts**.

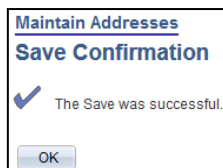
Description	Name	Edit	Delete
Category Team Lead	Chaire Harris	Edit	Delete
Category Team Lead - Tech	Elaine W. Williams	Edit	Delete
Sourcing Analyst	Kenny Weaver	Edit	Delete
DP-3	Douglas Whitcomb	Edit	Delete
Sourcing Analyst	Amber O'Connell	Edit	Delete
Sourcing Analyst	Becky Hoffman	Edit	Delete
Category Team Lead - Services	Kyle Hunter	Edit	Delete
Category Specialist	Trey Norris	Edit	Delete
Sourcing Analyst	Tamara Byrd	Edit	Delete
Sourcing Analyst	Daniel Leeson	Edit	Delete
Sourcing Acct Specialist	Nancy Tennes	Edit	Delete
Sourcing Acct Specialist	Lorraine Rea	Edit	Delete
Sourcing Acct Specialist	Kristen McKeever	Edit	Delete

Follow the steps below to add a new contact.

4. Click the [Add a New Contact](#) button.
5. Enter the **Description**.
6. Enter the **Name**.
7. Enter the **Email ID**.
7. Enter the **Email ID**.
8. Confirm the **Status** is set to Active.
9. Confirm the **Telephone Type**.
10. Enter the phone number in the **Phone** field.
11. Click [Save](#).

Type	Prefix	Phone	Ext	
Business Phone				Add Delete

12. Click **OK** to confirm the save.



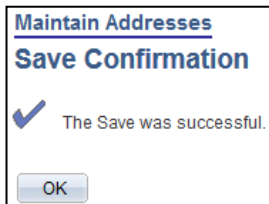
13. Click [Return to Contact List](#).

Follow the steps below to edit a contact.

This can only be done after navigating to the Current Contacts screen.

1. Click .
2. Make any necessary changes to the address information.
3. Click .
4. Click **OK** to confirm the save.

The screenshot shows the 'Maintain Contacts' application interface. The 'Contact Information' section is active, displaying details for a contact named Ellen Wicke. The form includes fields for Description (Customer Support), Name (Ellen Wicke), Email ID (ellen.wicke@tn.gov), URL (ellen.wicke@tn.gov), Location (TRICOR Customer Support), Role (Sales Contact), and Status (Active). Below this is a 'Telephone Information' table with columns for Type, Prefix, Phone, and Ext. A row is shown for a Business Phone with a prefix of 615 and a phone number of 741-5705, with an extension of 145. There are 'Add' and 'Delete' buttons at the bottom right of the table.



5. Click [Return to Contact List](#).

Follow the steps below to delete an address.

This can only be done after navigating to the Current Contacts screen.

4. Identify the contact that needs to be deleted and click .
5. Click **Yes - Delete**.
6. Click **OK** to confirm the save.

The screenshot shows a 'Delete Confirmation' dialog box with a question mark icon and the text 'Delete selected Address from this page?'. Below the message are two buttons: 'Yes - Delete' and 'No - Do Not Delete'.

If vendor contact information is changing it may also be necessary to change User Contact information to ensure that the appropriate contacts are receiving solicitation information. Follow the steps below to navigate to the Maintain Sourcing Contact Information screen.

Main Menu > Manage Events and Place Bids > Maintain My User Contact

1. Click **Main Menu**.
2. Click **Manage Events and Place Bids**.
3. Click **Maintain My User Contact**.

Confirm that the contact on this screen is the correct contact to receive event notifications from the State of Tennessee. If the contact information is **NOT** correct follow the steps below to update the information.


Maintain Sourcing Contact Information

Please select your contact name with the prompt button in the list of companies below.

User ID: TN@0000000051
 Name: TN Buyer- Matt Ross

Company Contacts		Customize Find First 1 of 1 Last	
	Bidder Type	*Contact Sequence Number	
State of Tennessee	Vendor	7	Crystal Lysinger

Save

4. Click on the **Lookup**  icon next to the Contact Sequence Number field. Select the correct contact from the list.
5. Click **Save**.
6. Click **OK** to confirm the save.

Look Up

Look Up Contact Sequence Number

Search by: Contact Sequence Number =

Look Up Cancel Advanced Lookup


Search Results

View 100 First 1-29 of 29 Last

Contact Sequence Number	Name.1
2	Ellen Wicke
4	Rip Young
6	Clyde Hicks

Maintain Sourcing Contact Info

Save Confirmation

 The Save was successful.

OK

Updating Category Codes (NIGP Codes)

Bidders and Vendors should follow the steps below to select and deselect category codes. A Bidder or Vendor should add the codes for the goods and services that they want an opportunity to bid on. Follow the steps provided below to navigate to the My Categorizations screen.

Main Menu > Manage Events and Place Bids > My Categorizations

1. Click **Main Menu**.
2. Click **Manage Events and Place Bids**.
3. Click **My Categorizations**.



4. Click on the folder in front of the words **Sell Categories** to expand the list.
5. Locate the category of goods or services you wish to provide to The State.
6. Click the folder in front of the code describing your category to expand the list.



7. Check boxes next to each category that you wish to provide one at a time. The screen will refresh, and then click additional categories.
8. Click .

Additional Information

- If you are unaware of your company's registration status, you may contact Bidder Services to obtain this information. You will need your Federal Tax ID when you call. Bidder Services may be reached at (615) 741-6875 during normal State business hours (usually M-F 8:00am to 4:30pm central time.)
- Instructions on how to submit a bid for an Edison Event can be found at http://tn.gov/assets/entities/generalservices/cpo/attachments/Howtoenterabidonline_12-17-2014.pdf
- To reset your password call the Edison Help Desk at (615) 741-4357.
- If you receive any error message during registration, feel free to contact the Edison Help Desk at (615) 741-4357.

Amendment History

Summary of Change

Version #	Modified Date	Modified By	Section, Page(s) and Text Revised
2.0	10/6/2015	Jamil Moore	Modified original per updates from Lorraine L. and Susan M.
2.1	10/7/2015	John Bissell	Updates and changes



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