

Edison Supplier Portal Registration Manual

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Introduction

This Edison Supplier Portal Registration Manual provides instructions for completing and submitting a supplier registration application in the Edison Supplier Portal. Throughout the manual, there are screenshots using the following color indicators to highlight information important to completing a registration:

- **Green** – Registration Step
- **Red** – Instructional Steps
- **Blue** – Informational Text

In addition, each section of the registration has a ? icon which includes helpful information; this information is also provided in the manual in **orange** text.

The Edison Supplier Portal Registration is used to submit a request to **add a new supplier** to the Edison Supplier module. “New” supplier means the supplier’s Taxpayer Identification Number (TIN) is not already associated with a Supplier ID in the Supplier module.

International suppliers, however, cannot be created through this online registration process. The supplier’s IRS W-8 must be submitted via email to Supplier.Maintenance@tn.gov with “FOREIGN” in the subject line of the email.

Registration Supporting Documents

There are three types of documents that may be required to complete a registration:

1. IRS W-9
2. Remittance Address Documentation
3. State of Tennessee Employee Listing

IRS W-9

The IRS W-9 is required to be uploaded with each registration submitted. The IRS W-9 must meet the following criteria or the registration will not be approved:

1. **Current version of the IRS W-9 found at www.irs.gov**
2. **Be legible**
 - a. Should not have to guess the letters and numbers entered on the form
3. **Is not altered**
 - a. Data on the form is not modified in any way
4. **Completed according to the IRS W-9 instructions**
 - a. Read **Appendix A: General IRS W-9 Requirements** and **Appendix B: Supplier Maintenance IRS W-9 Summary Instructional Table**
5. **Contains a complete address**
 - a. Read **Appendix C: Address Standards**
6. **Be hand-signed**
 - a. Electronic signatures are not accepted
7. **Dated within a year of the registration submission date**

Remittance Address Documentation

If a remittance address will be entered during the registration process, supporting documentation for the remittance address must be uploaded to the registration.

Acceptable documentation types are:

1. **Invoice to or from the supplier**
2. **Hand-signed memo on company letterhead**

The documentation must meet the following criteria or the registration will not be approved:

1. **Be legible**
2. **Is not altered**
3. **Contain supplier's Name or Doing Business As (DBA) name that appears on the W-9**
4. **Contains the remittance address**
 - a. Read **Appendix C: Address Standards**
5. **Dated within a year of the registration submission date**

State of Tennessee Employee Listing

TCA 12-4-103, CPO Rule 0690-03-01-.28, and any applicable Executive Orders prohibit bidding or contracting with an individual who is, or within the past six months has been, a State employee. This registration process requires a “yes” or “no” response to the question:

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

If answered “yes”, supporting documentation must be uploaded in the registration. The documentation must list the following state or former state employees’ (within the last six months) information or the registration will not be approved:

1. Name
2. Social security number
3. Position within the firm
4. Ownership interest

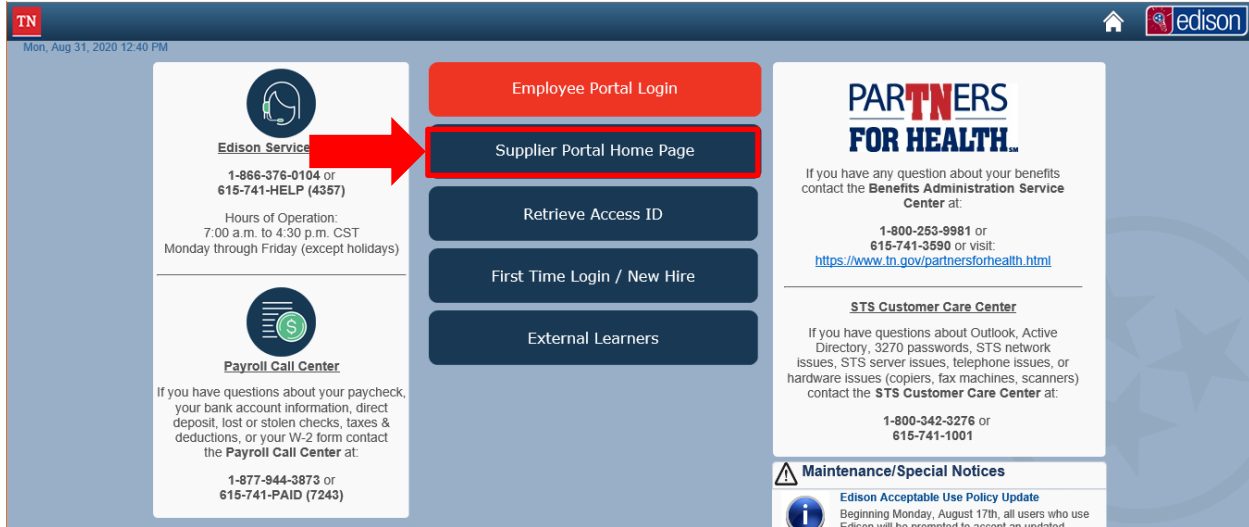
Example of the documentation:

	A	B	C	D
1	Name	Social Security Number	Position within the firm	Ownership Interest
2	Peter Jones	111-11-1111	CEO	25%

Supplier Maintenance may request additional information to ensure compliance.

Navigating to the Edison Supplier Portal Registration

1. On the Edison Home Page, click the **Supplier Portal Home Page** link.



2. Click the **Register as a Supplier** link to start a new registration or to continue a previously submitted registration

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.

3. The **Welcome – Step 1 of 5** screen should appear

The screenshot displays the 'Welcome - Step 1 of 5' screen of the Tennessee State Government Supplier Registration process. At the top left, the TN Tennessee State Government logo is visible. A progress bar below the logo shows five steps: 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', and 'Submit'. The 'Welcome' step is currently active and highlighted with a green box. To the right of the progress bar are 'Exit', 'Previous', and 'Next' buttons. The main content area contains a welcome message: 'Welcome to the State of Tennessee Supplier registration!' and a note: 'International suppliers cannot be created through this online registration process. Send supplier's IRS W-8 to Supplier.Maintenance@tn.gov.'. Below this is a section titled 'Select an activity below:' with a help icon. Two radio button options are present: 'Start a new registration form' (which is selected) and 'Continue from where you left'. At the bottom left, there is a note: '* Required field'. At the bottom right, there are 'Exit', 'Previous', and 'Next' buttons.

Completing and Submitting an Edison Supplier Portal Registration

The instructions below detail the steps for completing and submitting an Edison Supplier Portal Registration to Supplier Maintenance for review. **Reminders:** The Edison Supplier Portal Registration should only be completed for **new** suppliers. Foreign suppliers cannot be entered during this registration process.

Welcome – Step 1 of 5

Select an Activity Below

Welcome to online registration for new registrants, and welcome back if you are resuming the registration process. You can click the Help (question mark) icons on each registration page to find additional guidance during online registration. Information and questions that are required to successfully complete registration are designated by an asterisk (*). You must enter required information to proceed to the next step, but your entries are not saved until you click the Save for Later button or the Submit button, when available on the page. Click the Save for Later button to save your work and leave online registration, as many times as needed. You can resume where you left off at a later time. The Exit button will cancel the registration process without saving.

1. To start a new registration, ensure the **Start a new registration form** option is selected on the **Welcome** screen.
2. Click **Next** to navigate to the next step, **Identifying Information – Step 2 of 5**.

1. This activity starts a new registration

This activity resumes a previously "Save For Later" registration or a registration that is in a "Request More Information" status

2. Click **Next** to navigate to the **Identifying Information** step

Identifying Information – Step 2 of 5

Unique ID & Company Profile Fields

This information uniquely identifies the supplier you are registering. The registration is based on the supplier's information entered on their IRS W-9. **All fields that include an asterisk (*) are required.**

3. After you have reviewed the IRS W-9 that will be attached to this registration for accuracy and completeness according to the IRS W-9 instructions and Appendix A and B of this manual, enter the nine-digit TIN provided in Part I of the IRS W-9 into the **Taxpayer Id Number (Part 1 of the IRS W-9)** field. Do not enter any dashes.
4. In the **Supplier Name (Line 1 of IRS W-9)** field, enter the name in all CAPS that is provided on Line 1 of the IRS W-9. Do not enter any special characters besides a dash (-) or ampersand (&).
5. Enter the company's website address into the **http://URL** field if you want to provide this information. Otherwise, leave the field blank as it is not a required field.

3. Enter the supplier's TIN, no dashes

4. Enter the IRS W-9 Line 1 name, ALL CAPS

5. May enter company's website address; Otherwise, leave blank

Registration cannot be saved and resumed at a later time until all of the required fields (*) on the **Identifying Information** step is completed

Once all required fields (*) are completed, click **Next** to navigate to the **Addresses** step

Profile Questions, Codes, & Comment Fields

Profile questions provide information about a business or individual that may help determine eligibility for bidding or selling, as well as assist in determining the IRS 1099 reportability and other information necessary to complete the supplier file. **All of the required Profile Questions include an asterisk (*).** You can magnify the instructions for each Profile Question by clicking the arrow in the top right-hand corner.

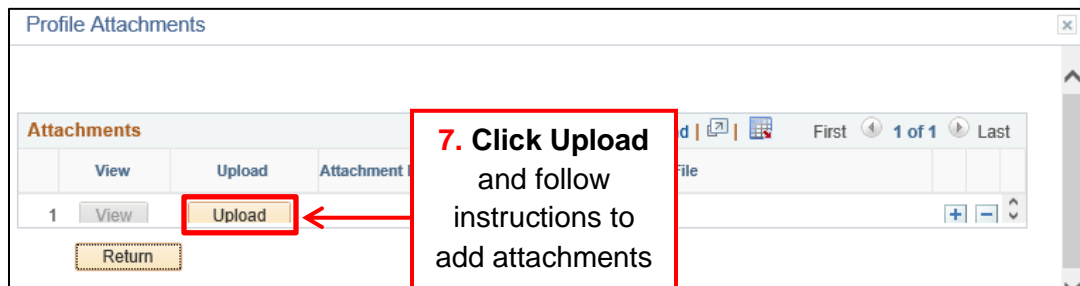
- 6. First Profile Question (*required field):** Follow the instructions in the textbox. The textbox instructions state: “Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)?” Enter “1” for EIN or “2” for SSN.”

Profile Questions ?

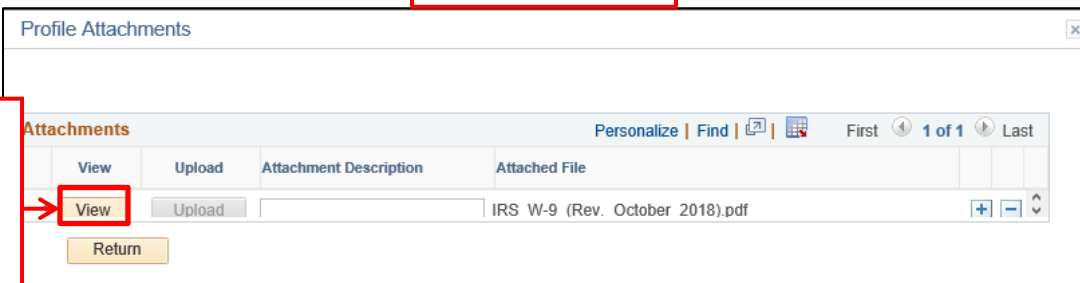
* Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)? Click the magnifying glass icon to view instructions.

6. Enter a “1” for EIN or “2” for SSN.

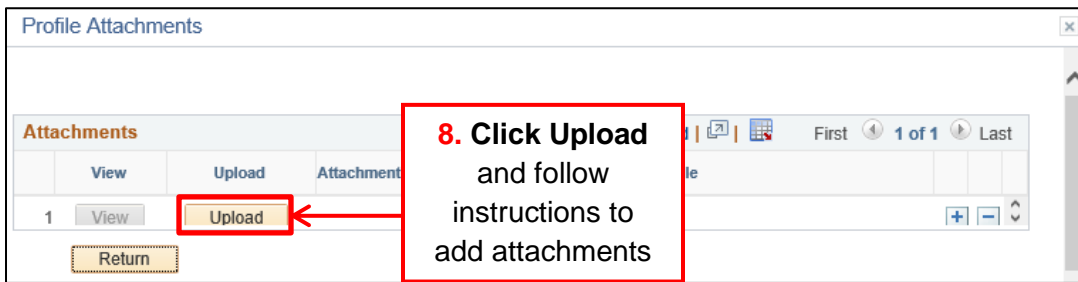
7. **Second Profile Question (*required field):** Follow the instructions in the textbox to upload the W-9. The textbox instructions state: “Attach an IRS W-9 that you have completed and saved according to the IRS W-9 instructions. At this time, only the current version of the IRS W-9 found at www.irs.gov, that is hand-signed and currently dated, will be accepted. If an acceptable IRS W-9 is not submitted, your registration will be returned to you for correction.”
- Reminder:** Use Appendix A and B to ensure the IRS W-9 uploaded is completed according to IRS W-9 requirements. Use Appendix C to ensure the address provided on the W-9 is a complete address according to USPS standards.



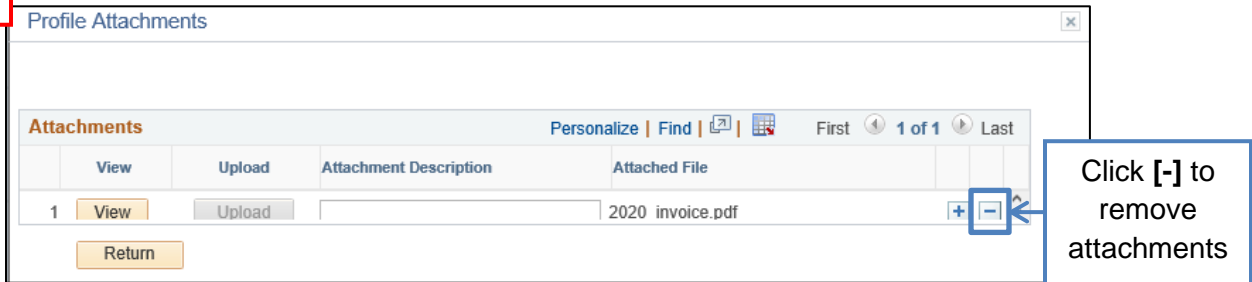
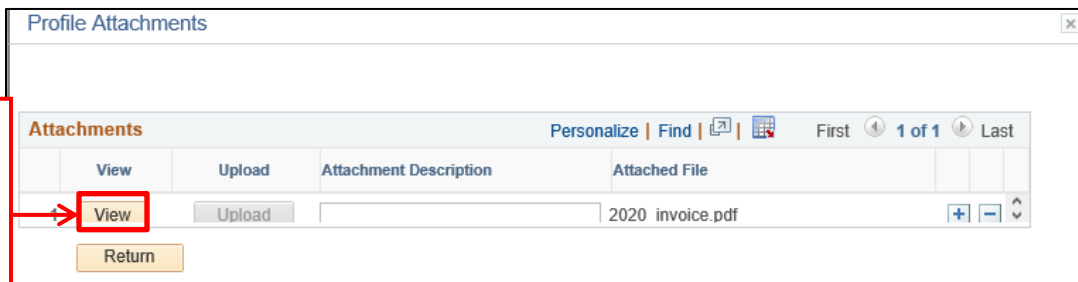
7. Click View to ensure the correct attachment was uploaded




8. **Third Profile Question:** Follow the instructions in the textbox to upload supporting documentation for the remittance address, if a remittance address will be entered during this registration process. The textbox instructions state: “If a remittance address (different from the address on the IRS W-9) will be entered on the Addresses page of this registration, attach documentation that clearly establishes the remittance address being added is associated with the W-9 supplier such as an invoice to or from the supplier, signed memo on company letterhead, etc. If appropriate supporting documentation is not submitted, your registration may be denied.” **Reminder:** Use Appendix C to ensure the address provided on the remittance address documentation is a complete address according to USPS standards.



8. Click View to ensure the correct attachment was uploaded



9. **Fourth Profile Question (*required field):** Click the magnifying glass and select **all** of the products/services offered. It is important to check all of the products/services that apply to ensure correct 1099 reporting. Click **Return** after you have made your selection(s).

* Products/Services Offered: 

9. Click magnifying glass

Profile List Item

List Line Number		List Item
1	<input type="checkbox"/>	Rental-includes office space, equipment, hotel room, etc
2	<input type="checkbox"/>	Medical Srv-includes vet, mental health, med transport, etc
3	<input type="checkbox"/>	Medical Staffing Service
4	<input type="checkbox"/>	Attorney Fees
5	<input type="checkbox"/>	Services-includes process server, advertising, day care, etc
6	<input type="checkbox"/>	Utilities-includes propane, cell, internet, cable, etc
7	<input type="checkbox"/>	Water delivery service
8	<input type="checkbox"/>	Supplies/Materials-includes office supplies, Rx, DME, etc
9	<input type="checkbox"/>	Set up charge/service agreements sold separately
10	<input type="checkbox"/>	Subscriptions/publications-print/online subscription, etc
11	<input type="checkbox"/>	Dues- professional/organizational dues
12	<input type="checkbox"/>	Other- please explain in the comments section

Return

9. Select all that apply and then click Return

10. **Fifth Profile Question (*required field):** From the dropdown menu, respond to the question in the textbox by **selecting “Yes” or “No”**. If “Yes” is selected, the next Profile Question requires the upload of information regarding these employees.

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

10. Select “Yes” or “No”

11. **Sixth Profile Question:** If answered “Yes” to the Fifth Profile Question, the Sixth Profile Question is **required**. Follow the instructions in the textbox which requires an attachment be uploaded to the registration that provides information regarding the employees that are currently or previously employed by the state within the last six months. The attachment must include the following for each employee that is currently or previously employed by the state within the last six months:

1. Name
2. Social security number
3. Position within the firm
4. Ownership interest

Additional information may be requested by Supplier Maintenance to ensure compliance.

The screenshot shows a text box containing the following text: "If answered 'Yes' to the question above, please list these employees including name, social security number, and position within the firm, including". To the right of the text box is a button labeled "Add Attachment" with a paperclip icon. A red arrow points from the text box towards the right, towards the instructions in the red box.

11. Click and follow instructions to add attachment if answered “Yes” to 5th Profile Question

Example of attachment:

	A	B	C	D
1	Name	Social Security Number	Position within the firm	Ownership Interest
2	Peter Jones	111-11-1111	CEO	25%

12. The Profile Questions below may be completed but are **not** required.

Codes

The codes available to choose from depend on the code types set up for this online registration. You can supply multiple industry codes for the same business.

13. The Codes section may be completed by clicking the magnifying glass to select a code. Additional codes may be added by clicking “Add Code”. It is important to add the correct codes as the Central Procurement Office uses these codes to email bid solicitations. For any questions, please contact Bidder Services at 615-741-6875 or email Bidder.Registration@tn.gov.

Comments

Add free-form comments to provide any extra information or explanations you would like to submit with your registration request.

14. If in the **Fourth Profile Question** you selected “**Other**”, complete the **Comments** field with the products/services offered. Otherwise, leave the **Comments** field blank.

12. May be completed but not required.

13. Click the magnifying glass to select a code. Click “Add Code” to add additional codes.

14. Enter products/ services offered if “Other” is selected in 4th Profile Question; Otherwise, leave blank.

The screenshot shows a registration form with the following fields and sections:

- Date of Incorporation, if applicable. (Text input with calendar icon)
- State of Incorporation, if applicable. (Text input with magnifying glass icon)
- Has a performance penalty ever been assessed against the organization or any of the principle owners? (Dropdown menu)
- Codes** (Section header with help icon)
- UNSPSC Codes (Text input with magnifying glass icon)
- Description (Text input)
- Add Code (Button)
- Comments** (Section header with help icon)
- Comments (Text area)
- Exit (Button)
- Save for Later (Button)
- Previous (Button)
- Next (Button)
- * Required field (Text)

15. At this point and throughout the registration, you can click **Save for Later**, **Previous**, or **Next**.
- Click **Save for Later** in order to resume the registration at a later time. You must have the **Registration ID** and **tax ID** in order to resume the registration. Instructions for this feature are provided later in this manual.
 - Click **Previous** to go to the previous step.
 - Click **Next** in order to proceed to the **Addresses** step.



The screenshot shows a registration form with a "Comments" section at the top, which is currently empty. Below the comments section is a horizontal bar containing four buttons: "Exit", "Save for Later", "Previous", and "Next". Three large red arrows point downwards to the "Save for Later", "Previous", and "Next" buttons. In the bottom left corner of the form, there is a small asterisk and the text "* Required field".

Addresses – Step 3 of 5

Primary Address Fields

Enter the address that is on the IRS W-9 attached to this registration. The address must be entered according to preferred standards found on United States Postal Service's website. **All fields that include an asterisk (*) are required.**

16. Enter the W-9 address into the **Primary Address** fields in ALL CAPS and according to **Appendix C: Address Standards.**

TN Tennessee State Government

Welcome Identifying Information **Addresses** Contacts Submit

Addresses - Step 3 of 5

Exit Save for Later | Previous Next

The Primary Address must be the IRS W-9 address. The address must be entered according to USPS at www.usps.com.
International suppliers cannot be created through this online registration process. Send supplier's IRS W-9 to Supplier.Maintenance@tn.gov.

Primary Address ?

* Country USA United States

*Address 1

Address 2

Address 3

*City

County *Postal

*State

Other Addresses ?

Check box below to add a Remit To Address that is different from the Primary Address above:

Remit To Address

Attach supporting documentation to the third Profile Question on the Identifying Information page.

Exit Save for Later | Previous Next

16. Enter
Address on
IRS W-9,
ALL CAPS

Other Addresses Fields

If the remittance address is different than the Primary Address entered on the IRS W-9, check the box beside Remit To Address and enter the remittance address in the required fields. Documentation that clearly establishes the remittance address being added is associated with the W-9 supplier such as an invoice to or from the supplier, signed memo on company letterhead, etc. must be attached to the third Profile Question on the **Identifying Information** page. **All fields that include an asterisk (*) are required.**

17. If you attached remittance address supporting documentation to the **Third Profile Question**, check the **Remit To Address** box in order for the remittance address fields to appear. Go to Step 18. If you do not need to add a remittance address, do not check the **Remit To Address** box. Instead, click **Next** and go to Step 19.

TN Tennessee State Government

Welcome Identifying Information **Addresses** Contacts Submit

Addresses - Step 3 of 5

Exit Save for Later Previous Next

The Primary Address must be the IRS W-9 address. The address must be entered according to USPS at www.usps.com. International suppliers cannot be created through this online registration process. Send supplier's IRS W-8 to Supplier.Maintenance@tn.gov.

Primary Address ?

* Country USA United States

*Address 1

Address 2

Address 3

*City

County *Postal

*State

Other Addresses ?

Check box below to add a Remit To Address that is different from the Primary Address above:

Remit To Address

Attach supporting documentation to the third Profile Question on the Identifying Information page.

Exit Save for Later Previous Next

17. Check the box to enter a remittance address, if applicable. Otherwise, click **Next**

17. Once all required fields (*) are completed, click **Next** to navigate to the **Contacts** step

18. Enter the remittance address into the **Remit To Address** fields in ALL CAPS and according to **Appendix C: Address Standards**.
19. Click **Next** to navigate to the next step, **Contacts**.

The screenshot shows a web form titled "Other Addresses" with a help icon. Below the title, there is a checkbox labeled "Remit To Address" which is checked. A note below the checkbox says "Attach supporting documentation to the third Profile Question on the Identifying Information page." The form contains several input fields: "* Country" (with a dropdown menu showing "USA" and "United States"), "*Address 1", "Address 2", "Address 3", "*City", "County", "*Postal", and "*State" (with a search icon). At the bottom right, there are four buttons: "Exit", "Save for Later", "Previous", and "Next".

18. Enter the remittance address in ALL CAPS that is on the supporting documentation attached to the 3rd Profile Question on the Identifying Information step

19. Once all required fields (*) are completed, click Next to navigate to the Contacts step

Contacts – Step 4 of 5

Company Contacts

Use the Contacts page to add your contact information during new supplier registration. You can also delete or update your contact information on this page later.

Click the Add Contact button to create a new user for this account, including all required contact information. You can edit contact information by clicking the appropriate Name link.

20. Click **Add Contact**.

TN Tennessee State Government

Welcome Identifying Information Addresses **Contacts** Submit

Exit Save for Later | Previous Next

Contacts - Step 4 of 5

When filling out contact information please use one User ID per Contact.

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

Exit Save for Later | Previous Next

* Required field

Contact Information

Enter contact information, such as your name, telephone, and email address. Fields with an asterisk (*) are required. You can enter multiple email addresses, but they must be separated by a semicolon (;).

21. In the **Description** field, describe the type of contact you are entering, such as "Sales Department". This field is not required and may be left blank.
22. If this contact is the primary contact, check the **Primary Contact** box. You can only have one primary contact designated.
23. Complete the rest of the fields as labeled.

The image shows a screenshot of a web form titled "Add Contacts" with a sub-section "Contact Information". The form contains the following fields:

- Description (text input)
- * First Name (text input)
- * Last Name (text input)
- Title (text input)
- * Email ID (text input)
- * Telephone (text input) with an "Ext" (extension) field
- Fax Number (text input)
- Contact Type (dropdown menu)
- Primary Contact (checkbox)

Three red callout boxes provide instructions:

- 21.** May describe the contact being entered or leave blank (points to the Description field).
- 22.** Check box if the contact being entered is the primary contact. Only one contact can be the primary contact. (points to the Primary Contact checkbox).
- 23.** Complete fields as labeled (points to the First Name, Last Name, Title, Email ID, Telephone, and Fax Number fields).

User Profile Information

Enter your preferred user ID or user name. If the user ID you have requested already exists, you may receive a modified user ID by email when your registration is confirmed. You will use your user ID and password to log into the supplier portal. Fields with an asterisk (*) are required.

A User ID allows a user access to the Edison Supplier Portal to:

- Bid on events
- Update certain address, contact, and UNSPSC code information
- View outstanding and past payment information

24. Enter a user ID in the **Requested User ID** field for the Contact entered above. User IDs must begin with TN@.

25. The information entered in the **Description** field will display when the user logs into the user account after approval. This field is not required and may be left blank.

26. Complete the rest of the fields as labeled, but the fields may be left blank as they are not required.

27. Click **OK**.

The screenshot shows a form titled "User Profile Information" with a help icon. A red asterisk and the text "*UserID must begin with TN@" are positioned above the "Requested User ID" field. The form contains the following fields:

- * Requested User ID**: A text input field.
- Description**: A text input field.
- Language Code**: A dropdown menu with "English" selected.
- Time Zone**: A dropdown menu.
- Currency Code**: A dropdown menu with "US Dollar" selected.

At the bottom of the form are two buttons: "OK" and "Cancel".

Numbered callouts in red boxes with arrows point to specific parts of the form:

- 24.** Enter a user ID. Must begin with TN@.
- 25.** Enter a description that will display when signed in. May be left blank.
- 26.** Complete fields as labeled; Otherwise, leave blank.
- 27.** Click **OK**.

28. Click **Add Contact** button in order to add additional contacts or click **Next** to continue to the **Submit** step. Additional contacts can also be created after the registration has been Approved using the **Create New User Accounts** link on the **Supplier Portal Home Page**.

Welcome Identifying Information Addresses **Contacts** Submit

Exit Save for Later | Previous Next

Contacts - Step 4 of 5

When filling out contact information please use one User ID per Contact.

Company Contacts ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	JOHN DOE	615/789-4561	Primary Address

Add Contact

Exit Save for Later | Previous Next

* Required field

28. Click Add Contact to add additional contacts, if needed

28. Click Next to navigate to the Submit step

Submit – Step 5 of 5

29. Enter the email address you want to receive communications regarding this registration.
30. **Re-enter** the email address. This field must match the first email address field.

Terms and Conditions

31. Click the **Terms of Agreement** link to review the terms as needed and then **check** the box to accept the Terms of Agreement.

29. Enter email address to receive communications regarding registration

30. Re-enter email address

31. After reviewing the Terms of Agreement, **check** the box to accept Terms of Agreement

32. Click the **Review** button to review your registration. Use **Appendix D: Dos and Don'ts** to ensure your registration is accurate and complete.
33. After you have reviewed your registration, if you have corrections to make, click the **Previous** navigation button to navigate to the page or pages that need to be corrected.
34. Once you are satisfied your registration is accurate and complete, click **Submit**.

32. Click Review to review your registration. Use the Dos and Don'ts checklist to review

33. Click Previous to make any necessary corrections

34. Click Submit once you have reviewed your registration for accuracy and completeness

35. After clicking **Submit**, you will be sent to a **Registration Submit Details** screen. This screen includes the **Registration ID** associated with the supplier registration and the email address that will receive communications regarding the status of the registration. Exit out of the screen and ensure the email address entered to receive communications regarding the registration is being monitored for registration updates.

Registration Submit Details

Submitted

✓ You have successfully submitted your registration.


Your registration ID:
000007462

Any email regarding the registration status will be sent to:
JOHN.DOE@ABC.COM

Registration Details

36. The email provided in the **Submit** step of the registration will receive an email, such as the email below, confirming the supplier registration has been submitted.

Registration ID 0000007462 Submitted

 erp.uat@tn.gov

Sent: Thu 6/4/2020 1:59 PM

To: John.Doe@abc.com

Retention Policy: 90 Day Delete (90 days) Expires: 9/2/2020

Registration ID 0000007462 has been submitted for review.

Supplier Name: ABC COMPANY

You will receive a notification via email of any updates to your registration status. Allow up to 10 business days for your request to be reviewed.

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

Thank you.

Save For Later

The Save for Later feature may be used to save and resume the registration at a later time. **Please note: This feature may be used throughout the registration but only after the Identifying Information Step has been completed.**

1. After clicking the **Save for Later** button, the pop-up below will appear. Enter the email address in both fields to receive communications regarding this registration and then click **OK**.

1. After entering and re-entering the email address to receive communications, click **OK**

2. The **Save For Later** pop-up below will appear.
 - a. Click **“No”** to save and resume your registration at a later time. **WARNING:** If you click “No”, you will be logged out of Edison.
 - b. Click **“Yes”** to go back to completing the registration.

2.b. Click **“Yes”** to go back to complete the registration

2.a. Click **“No”** to save and resume your registration later

3. After clicking **“Yes”** or **“No”**, you will receive the email as illustrated below, which includes the Registration ID. **Make sure to keep this email as you will need the Registration ID in order to resume the registration.**

From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Tuesday, June 2, 2020 4:04 PM
To: John.Doe@abc.com
Subject: In-Progress Registration form has been saved

The supplier registration for ABC COMPANY has been saved as **Registration ID 0000007462.**

Keep a record of this Registration ID in order to resume your registration request.

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

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

Thank you.

4. When you are ready to resume the registration, navigate to the Edison Supplier Portal Home Page and click the **Register as a Supplier** link.
5. Select the **Continue from where you left** activity

TN Tennessee State Government

Welcome Identifying Information Addresses Contacts Submit

Welcome - Step 1 of 5

Welcome to the State of Tennessee Supplier registration!
International suppliers cannot be created through this online registration process. Send supplier's IRS W-8 to Supplier.Maintenance@tn.gov.

Select an activity below: ?

Start a new registration form

Continue from where you left

* Required field

6. Enter the ten-digit **Registration ID**.

- a. If you forgot your Registration ID, you can click the **Forgot your registration ID?** link.
 - i. Enter the email address that is associated with the registration into the **Email ID** field.
 - ii. Enter the nine-digit Tax Identification Number into the **ID Number** field without dashes.
 - iii. Click **Submit**. An email will be sent to the email address entered in the **Email ID** field which contains the Registration ID. Start again with Step 6 after the email is received.

The screenshot shows a web form titled "Forgot Registration ID". The form contains the following fields and buttons:

- * Email ID**: A text input field.
- * ID Type**: A dropdown menu with "Tax Identification Number" selected.
- * ID Number**: A text input field.
- Submit**: A button.
- Return**: A button.

Callouts in red boxes with arrows point to these elements:

- 6.a.i.** Enter the email address that is associated with the registration into the **Email ID** field.
- 6.a.ii.** Enter the nine-digit **Tax Identification Number** into the **ID Number** field without dashes.
- 6.a.iii.** Click **Submit**.

7. Click the arrow button.

The screenshot shows the Tennessee State Government registration page. The page has a header with the TN logo and "Tennessee State Government". Below the header is a navigation bar with tabs: "Welcome", "Identifying Information", "Addresses", "Contacts", and "Submit". The "Welcome" tab is active, and the page title is "Welcome - Step 1 of 5".

The main content area contains the following elements:

- A message: "Welcome to the State of Tennessee Supplier registration! International suppliers cannot be created through this process. For assistance, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov."
- A section titled "Select an activity below:" with two radio buttons:
 - Start a new registration form
 - Continue from where you left
- A text input field for "Registration ID" with a dropdown arrow button on the right.
- A link: "Forgot your registration ID?"

Callouts in red boxes with arrows point to these elements:

- 6.** Enter the ten-digit **Registration ID**
- 7.** Click the **arrow button**

8. Enter the nine-digit tax ID that is associated with the Registration ID
9. Click **Next**

Welcome - Step 1 of 5

Welcome to the State of Tennessee Supplier registration!
International suppliers cannot be created through this online registration process. Send supplier's IRS W-8 to Supplier.Maintenance@tn.gov.

Select an activity below: ?

Start a new registration form

Continue from where you left

* Registration ID

* Tax Identification Number

[Forgot your registration ID?](#)

* Required field

Exit | < Previous Next >

10. Continue to click **Next** until you navigate to the Step you wish to resume.

Edison Supplier Portal Registration Workflow


Appendix E displays a flowchart of the Edison Supplier Portal Registration.

Supplier Maintenance Role

After the supplier submits the registration, the registration will be routed to Supplier Maintenance for review. Supplier Maintenance will review the registration and **Approve**, **Deny**, or **Request More Information**. These three actions are detailed below:

1. **Approve:** If the registration is **Approved** by Supplier Maintenance, the email entered in the Submit step of the registration will receive an email with the Supplier ID, such as the email below.

Your Recent Supplier Registration

 erp.uat@tn.gov
To John.Doe@abc.com
Retention Policy 90 Day Delete (90 days) Expires 11/30/2020

← Reply ← Reply All → Forward ⋮

Tue 9/1/2020 8:27 AM

Welcome Tennessee State Government Supplier,
Your supplier registration has been approved!

Supplier Name: ABC CO
Supplier ID: 0000243862

Each user entered in the registration of the above Supplier ID will have a profile setup in the Edison Supplier Portal. Two emails will be sent to each user associated with the Supplier ID. The first email will contain the user's Edison Access ID and the second will contain the user's Edison Temporary Password to sign-in to the Supplier Portal.

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

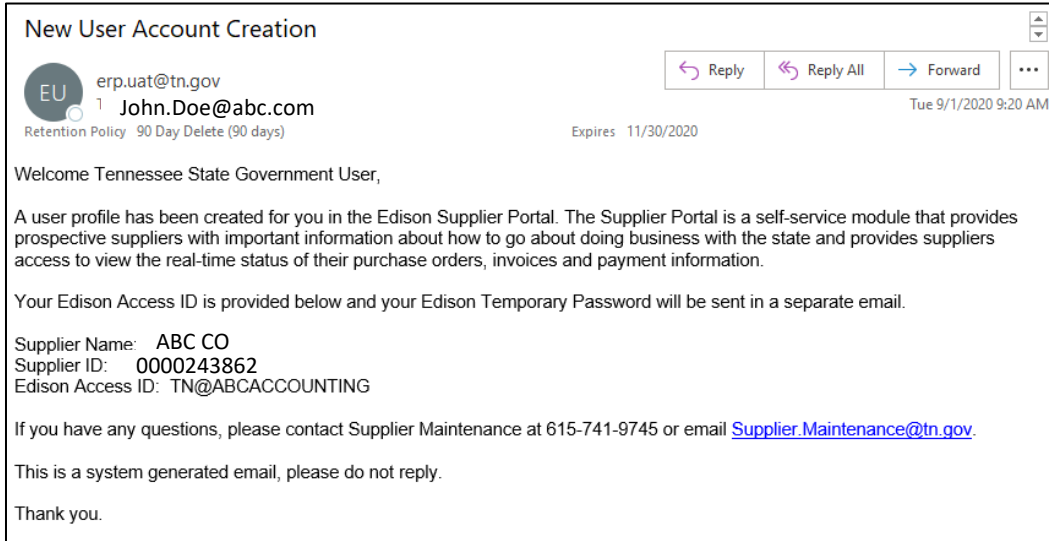
For businesses interested in certification with the Governor's Office of Diversity Business Enterprise, please go to the following link to begin the application: <https://tn.diversitysoftware.com/?TN=tn>. Click on "Apply for Certification" on the right hand side of the screen. When the new page opens, select "Option 3" to Create an Account.

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

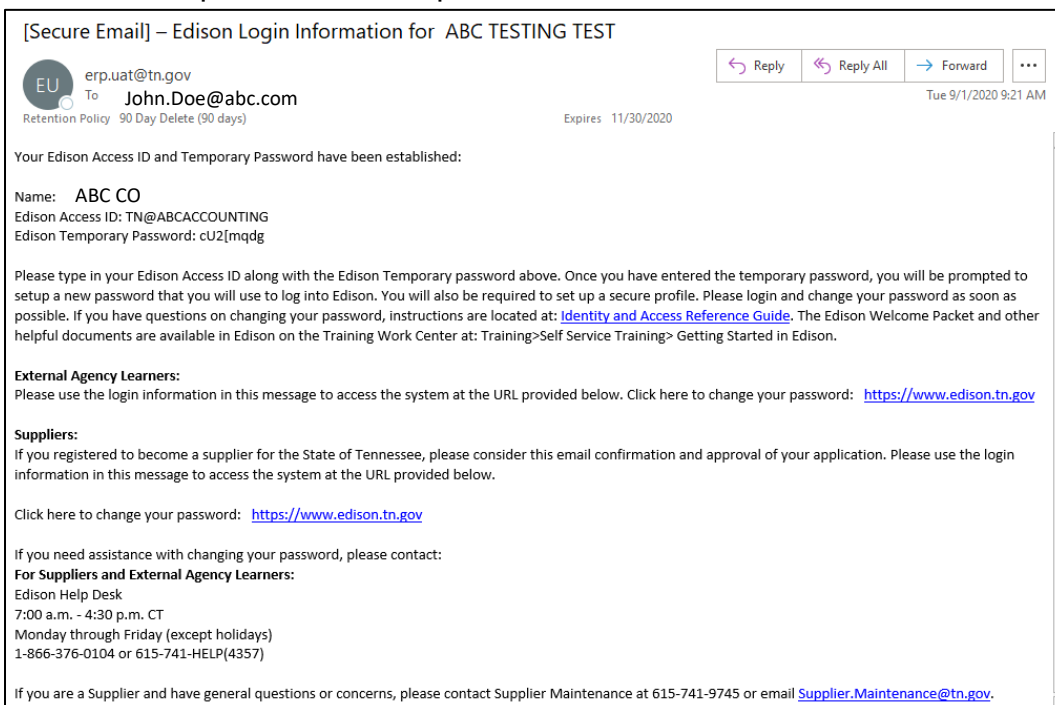
Thank you.

a. Each contact entered in the **Contacts** step will receive two emails. **Please allow up to one business day before attempting to perform any procurement activities in the Supplier Portal.** If every contact does not receive either of these emails, please contact the Edison Help Desk at 1-866-376-0104 or 615-741-4357.

i. New User Account Creation email which contains the user's Edison Access ID. Example below:




ii. Edison Login Information email which contains the temporary password. Example below.



2. **Deny:** When Supplier Maintenance denies the registration, the email address entered in the **Submit** step of the registration will receive an email, such as the email below, which includes all the reasons the registration was denied. After the registration has been denied, another registration must be submitted to begin the process again, if needed.

Note entered by Supplier Maintenance informing why the registration was denied.

Denial of your Supplier registration Request

 erp.uat@tn.gov
cole.green@xyz.com

Retention Policy 90 Day Delete (90 days) Expires 11/30/2020 Tue 9/1/2020 8:31 AM

[Reply](#) [Reply All](#) [Forward](#) [More](#)

We regret to inform you that after reviewing Registration ID 0000008958, XYZ, your registration has been denied due to the following:

Tax ID is already associated with a Supplier ID in Edison. Supplier ID 0000123456.

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

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

Thank you.

3. **Request More Information:** If Supplier Maintenance requests more information, the email address entered in the **Submit** step of the registration will receive an email, such as the email below, which includes all the reasons Supplier Maintenance is requesting more information. Follow the steps below in order to make the necessary corrections and resubmit the registration.

- a. Navigate back to the **Supplier Portal Home Page**
- b. Click the **Register as a Supplier** link
- c. Select the **Continue from where you left** activity
- d. Enter the ten-digit Registration ID (at the bottom of the email received)
- e. Click the arrow
- f. Enter the nine-digit Tax Identification Number
- g. Click **Next** in order to open the registration to make the necessary corrections
- h. Once all the necessary corrections have been made, click **Submit** to submit the registration back to Supplier Maintenance for review

Note entered by Supplier Maintenance requesting more information.

The screenshot shows an email interface. At the top, it says "Your recent supplier registration". Below this is a header with a logo "EU", the email address "erp.uat@tn.gov", and the recipient "kristen.johnson@def.com". There are also buttons for "Reply", "Reply All", "Forward", and a menu icon. The date and time "Tue 9/1/2020 8:30 AM" is shown. The main body of the email states: "Your supplier registration cannot be processed at this time due to the following: The W-9 was not attached to the registration. Please attach the W-9." Below this, it provides instructions on how to correct the registration. A blue box highlights the error message, and a blue arrow points from a note on the left to this box.

erp.uat@tn.gov
kristen.johnson@def.com
Retention Policy 90 Day Delete (90 days) Expires 11/30/2020 Tue 9/1/2020 8:30 AM

Your supplier registration cannot be processed at this time due to the following:
The W-9 was not attached to the registration. Please attach the W-9.

In order to make the necessary corrections to your registration as stated above, please see the instructions below:

1. Navigate to the Edison Page, www.Edison.TN.gov
2. Select the Supplier Portal Home Page link.
3. Click Register as a Supplier
4. Click Continue from where you left
5. Enter your ten digit Registration ID listed below and then the Tax Identification Number entered when the registration was originally submitted
6. Click Next
7. Make the necessary corrections to your registration as stated above
8. Resubmit your registration by clicking the box beside "Click to accept the Terms of Agreement below." under the Submit step, then click Submit.

If you do not complete steps 1 through 8, your registration will remain in a hold status and a Supplier ID will not be created.

If you have any questions, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov and reference Registration ID 0000008957.

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

Thank you.

Appendix A: General IRS W-9 Requirements

The IRS W-9 uploaded during this supplier registration process must be the current version of the IRS W-9 found at www.irs.gov and must be completed according to the IRS Form W-9 instructions. The supplier registration will not be approved if the current version of the IRS W-9 is not completed according to the IRS Form W-9 instructions, is illegible, or has been altered. General IRS W-9 instructions are provided below.

- a. **Line 1** of the W-9 is required and should be the name shown on the supplier's income tax return.
- b. **Line 2** is for the supplier's LLC and/or DBA names, if applicable.
- c. **Line 3** of the W-9 is required and only one box should be checked. When the "Other" box is checked, please ensure the supplier has entered their tax-exempt status such as government entity, 501c3, etc. For example:

The image shows a sample IRS Form W-9. The form is titled "W-9 Request for Taxpayer Identification Number and Certification" and is dated October 2018. It includes instructions for completion. A red box highlights the "Other" checkbox under section 3, which is checked, and the text "State Government" entered in the adjacent field. The form also shows "State of Tennessee" entered in the name field.

- d. **Lines 5 and 6** are required. This address will be entered as **Address ID 1** in Edison and is the address the Information Return (1099) will be mailed.
- e. **Part I: Taxpayer Identification Number (TIN)** is required and only **one** Taxpayer Identification Number (TIN) should be provided. The TIN provided must match the name provided on **Line 1** to avoid backup withholding. If the name and TIN combination does not match IRS records, your registration will not be approved.
- f. **Part II: Certification** is required. The W-9 must be hand-signed and dated within **one** year of the registration submission date. Electronic signatures will not be accepted.

Appendix B: Supplier Maintenance

IRS W-9 Summary Instructional Table

When ONE of the following federal tax classifications below is checked in Line 3 of the IRS W-9...	Complete each Line and Part of the IRS W-9 per the IRS W-9 instructions as follows:						
	Line 1 <i>Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</i>	Line 2 <i>Business name/ disregarded entity name</i>	Additional Line 3 Requirements	Line 4	Lines 5 & 6 <i>Address (number, street, and apt. or suite no.) City, state, and ZIP code</i>	Part I: Taxpayer Identification Number (TIN) <i>The TIN provided must match the name given on line 1 to avoid backup withholding.</i>	Part II: Certification
Individual/sole proprietor or single-member LLC <i>(single-member LLC owned by an individual and disregarded for U.S. federal tax purposes)</i>	Individual: Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name. Sole proprietor or single-member LLC: Enter your individual name as shown on your 1040/1040A/1040EZ	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the individual's SSN OR EIN. Do not enter both. Do not enter the disregarded entity's (LLC's) EIN.	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
C Corporation	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the corporation's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
S Corporation	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the corporation's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Partnership	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the partnership's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Trust/Estate	Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity.	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	For usual revocable savings trust, enter the <u>grantor-trustee's SSN</u> . For so-called trust account that is not a legal or valid trust under state law, enter the <u>actual owner's SSN</u> . For a valid trust, estate, or pension trust, enter the <u>legal entity's EIN</u> .	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Limited liability company <i>(LLC treated as a partnership, corporation, or the owner is another LLC that is not disregarded for U.S. federal tax purposes)</i>	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the entity's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Other	Enter your name as shown on required U.S. federal tax documents. This name should match the name shown on the charter or other legal document creating the entity.	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	Enter an explanation for your federal tax classification. For example, government entity or 501c3.	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the entity's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.

The State of Tennessee, Division of Accounts, does not provide tax, legal, or accounting advice. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal, or accounting advice. You should consult your own tax, legal, and accounting advisors before engaging in any transaction.

This table was created from the current IRS W-9 instructions found at www.irs.gov and is not inclusive of all instructions provided on the IRS W-9. This document is for informational purposes only and if any disparity or ambiguity exists between this document and the IRS Form W-9, IRS Form W-9 Instructions, or any other information provided by the IRS, the documents and information provided by the IRS control.

Appendix C: Address Standards

IRS W-9 Address Standards

The IRS W-9 must contain a complete address. For example, if the street name on the W-9 contains a street suffix, the street suffix (such as “Drive”, “Street”, “Lane”, etc.) must be provided on the W-9.

USPS asks for dual addresses to be eliminated from mail. The State of Tennessee is adopting this preference and will not accept dual addresses on W-9s. Please only provide one delivery address on the W-9. If the W-9 contains a dual address, the registration will be returned to you for a corrected W-9.

Address abbreviations do **not** have to be used on the IRS W-9.

Supporting Documentation Address Standards

Supporting documentation such as an invoice to or from the supplier or a memo on company letterhead does **not** have to contain a street suffix or an abbreviated address.

Dual addresses will be accepted on the invoice or memo, however, only one delivery address can be entered in the registration. In the registration, enter the **one** delivery address you want to use for remittance purposes in the **Remit To Address** fields.

Primary Address and Other Addresses Edison Supplier Portal Registration Fields Standards

The **Primary Address** and **Other Addresses** **entered** during this registration process must be entered in **ALL CAPS** and be a complete and standardized address according to the United States Postal Service (USPS)*. A standardized address consists of using the USPS standard abbreviations as shown in USPS Publication 28 (<https://pe.usps.com/text/pub28/welcome.htm>). Examples of USPS address standards and abbreviations can be found on the next page.

Frequently used address standardization and abbreviation guidelines are listed below:

- **USPS Publication 28 Appendix B:** Two–Letter State and Possession Abbreviations
- **USPS Publication 28 Appendix C:** Street Abbreviations
 - **C1:** Street Suffix Abbreviations
 - **C2:** Secondary Unit Designators
- **USPS Publication 28 Appendix F:** Address Standardization — County, State, Local Highways

*Entry of the +4 digits of a zip code is not required during this registration process unless the +4 digits is provided on the IRS W-9 and other supporting documentation.

Address Standards and Abbreviation Examples

W-9 Street Address	Street Address Entered in Registration	USPS Publication 28 Source
851 Allison Street	851 ALLISON ST	Appendix C > C1 Street Suffix Abbreviations
123 Church	Upload a new W-9 showing the street suffix is "Street", since the street suffix is part of the street address: 123 CHURCH ST	2 Postal Addressing Standards
6521 CO 33	6521 COUNTY ROAD 33	Appendix F
95 HWY 64	95 HIGHWAY 64	Appendix F
256 Princeton Drive Apartment 125 B	256 PRINCETON DR APT 125B <i>(If the street address and apartment number cannot fit on one line, the apartment number must be entered in the line above the street address)</i>	Appendix C > C2 Secondary Unit Designators and Appendix I > I2 Address Formats > I22 Apartment Buildings and Condominiums
Post Office Box 125	PO BOX 125	2 Postal Addressing Standards > 28 Post Office Box Addresses
651 Crown Drive, PO Box 3	Upload a new W-9 showing only <i>one</i> complete address. New W-9 shows: PO BOX 3	2 Postal Addressing Standards > 21 General > 215 Dual Addresses <i>(State of Tennessee is eliminating the use of dual addresses)</i>

Appendix D: Dos and Don'ts

Identifying Information Page

- ✓ **Don't** enter a foreign supplier through this registration process. Send foreign supplier requests to Supplier.Maintenance@tn.gov and include in the Subject "FOREIGN"
- ✓ Do ensure the IRS W-9 is:
 - Legible and not altered
 - The current version of the IRS W-9
 - Completed according to the IRS W-9 instructions which includes only one TIN in Part I
 - Hand-signed
 - Dated within a year of the submission date
 - Uploaded
- ✓ Do ensure the Taxpayer ID Number entered in the registration matches the IRS W-9, except **don't** enter dashes in the Taxpayer ID Number field
- ✓ Do ensure the Supplier Name entered in the registration matches Line 1 of the IRS W-9 uploaded, except the Supplier Name must be entered in ALL CAPS and **don't** enter special characters, except a dash (-) and ampersand (&)
- ✓ Do ensure the correct number (1 or 2) for the TIN type is selected.
- ✓ Do ensure supporting documentation for the remittance address is uploaded if a remittance address is entered on the **Addresses** Page. The supporting document must:
 - Be an invoice to or from the supplier or hand-signed memo on company letterhead
 - Be legible and not altered
 - Contain the supplier's Name or Doing Business As (DBA) name that appears on W-9
 - Contain a complete address
 - Dated within a year of the submission date
- ✓ Do ensure **all** the products/services offered are selected for 1099 purposes
- ✓ Do ensure an attachment is uploaded if employees are currently or were previously employed by the State of Tennessee within the last six months.

Addresses Page

- ✓ Do enter in ALL CAPS a complete and standardized address according to USPS. Standardized addresses consist of USPS standard abbreviations.
- ✓ Do enter the IRS W-9 address as the Primary Address
- ✓ Do enter the remittance address under Other Addresses, if needed
- ✓ Do ensure supporting documentation for the remittance address is uploaded on the **Identifying Information** page if a remittance address is entered
- ✓ **Don't** enter foreign addresses

Appendix E: Edison Supplier Portal Registration Workflow

