

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

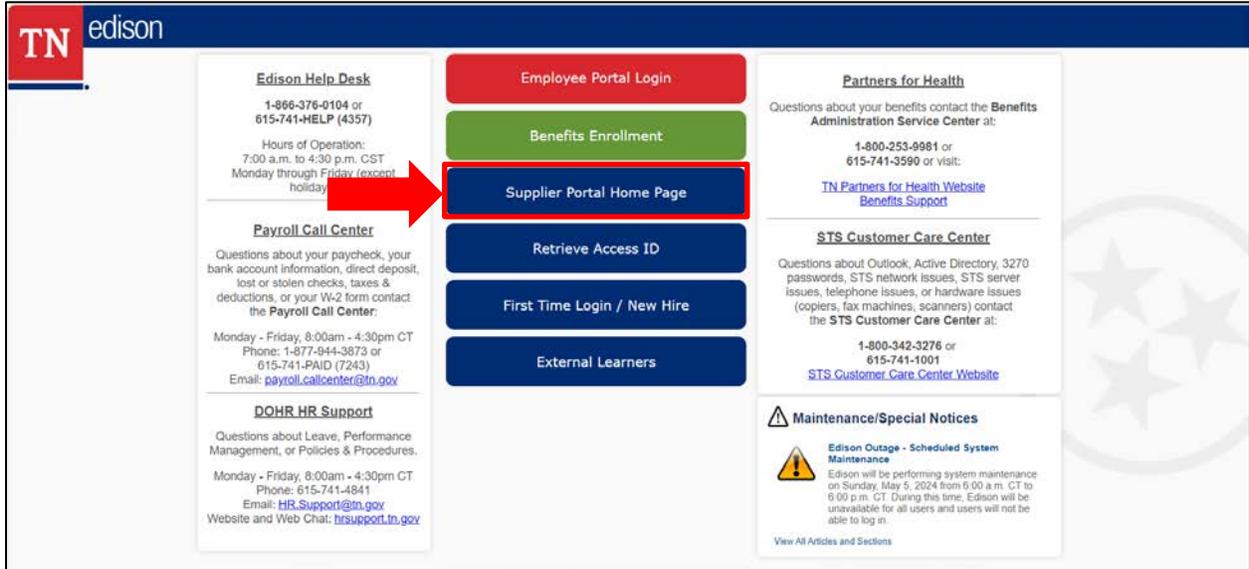
Example of the documentation:

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

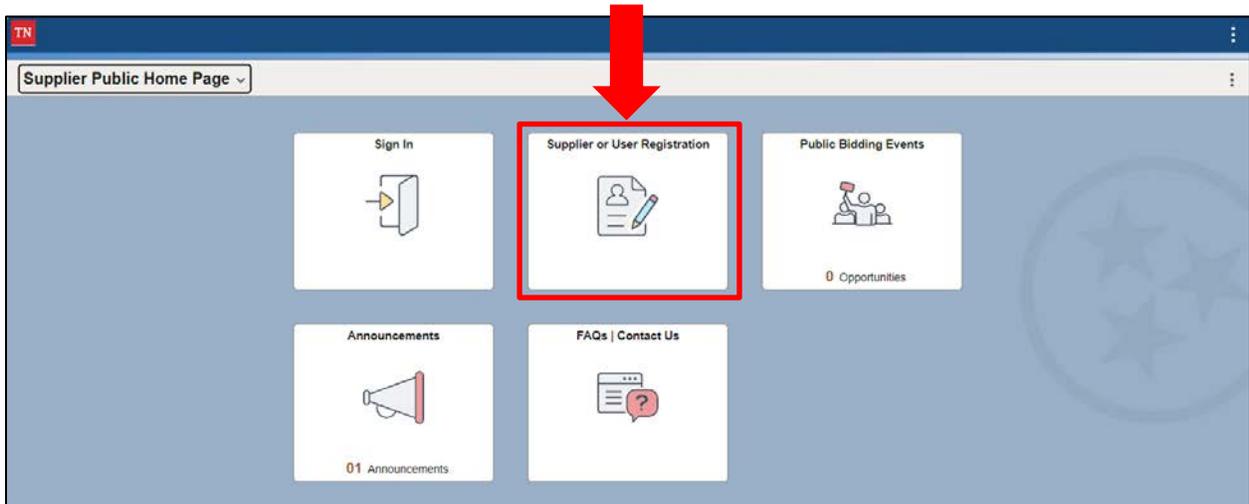
Supplier Maintenance may request additional information to ensure compliance.

Navigating to the Edison Supplier Portal Registration

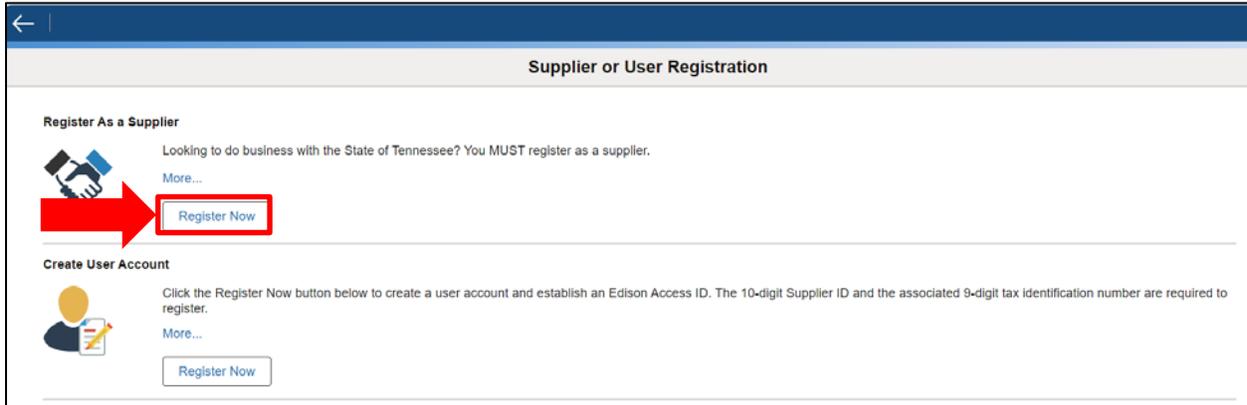
1. On the Edison Home Page, click the **Supplier Portal Home Page** link.



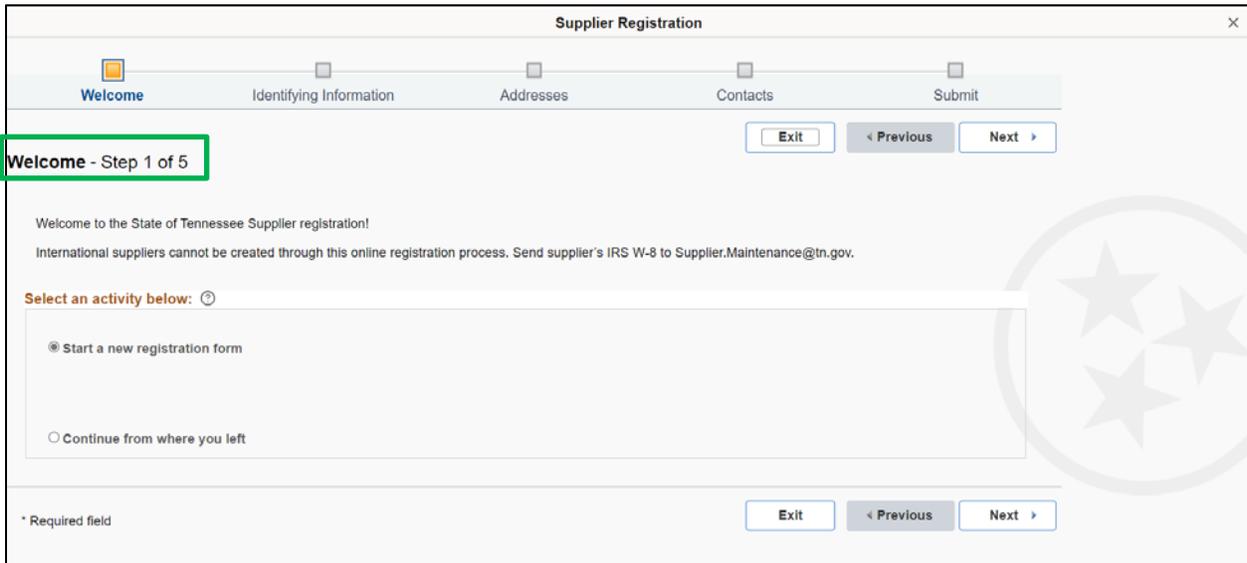
2. Click the **Supplier or User Registration** tile to start a new registration or to continue a previously submitted registration.



3. Click the **Register now** button under **Register As a Supplier**.



4. The **Welcome – Step 1 of 5** screen will appear.



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**.

Supplier Registration

Welcome Identifying Information Addresses Contacts Submit

Exit < Previous 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

* Required field

Exit < Previous Next >

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.

Supplier Registration

Welcome Identifying Information Addresses Contacts Submit

Exit Save for Later Previous Next

Identifying Information - Step 2 of 5

All questions that include asterisk (*) are required.

Unique ID & Company Profile ⓘ

* Taxpayer Id Number (Part 1 of IRS W-9)

* Supplier Name (Line 1 of IRS W-9)

http://URL [Open URL](#)

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

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

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 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.

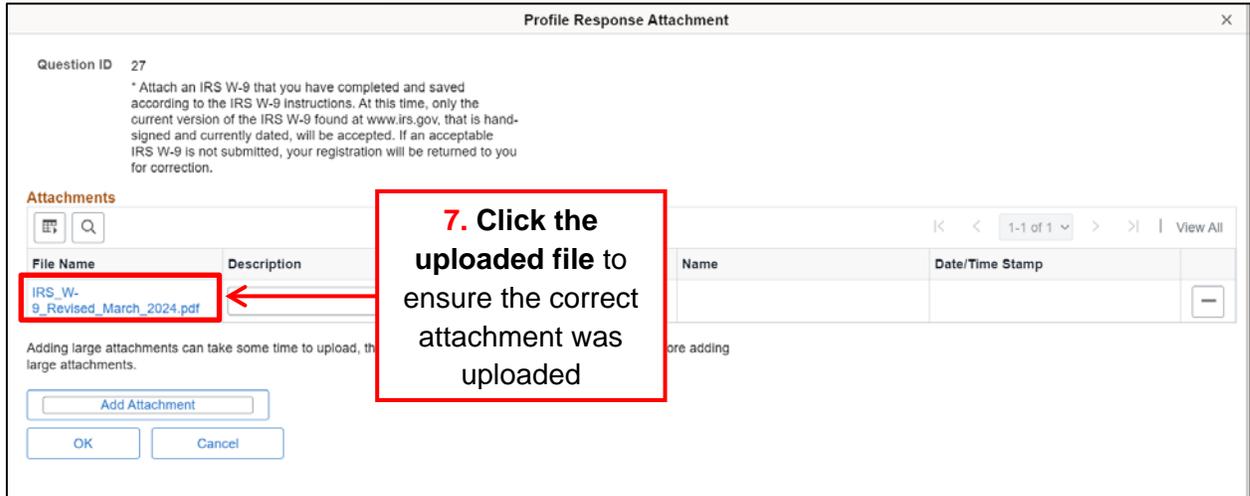
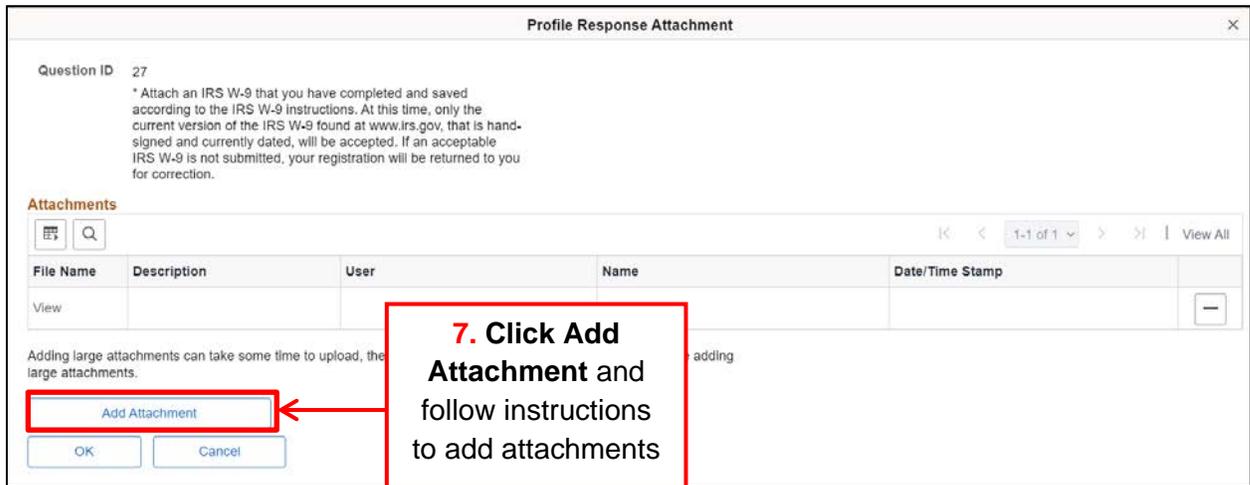
- 6. First Profile Question (*required field):** Follow the instructions in the textbox. The textbox instructions state: “Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)?” Enter “1” for EIN or “2” for SSN.”

Profile Questions ?

* Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)?

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.



Profile Response Attachment x

Question ID 27

* 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.

Attachments

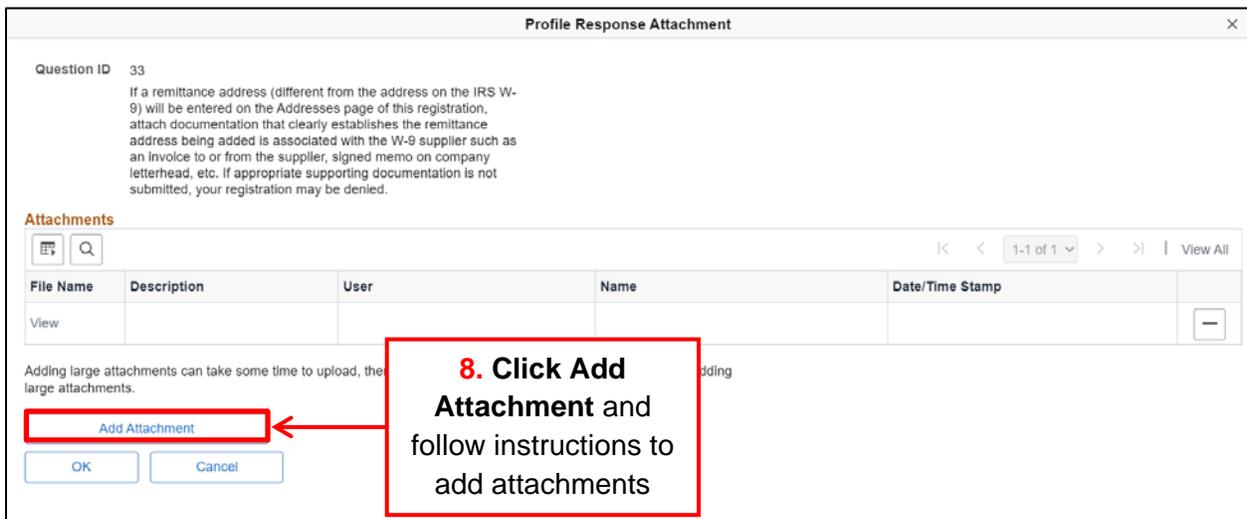
File Name	Description	User	Name
IRS_W-9_Revised_March_2024.pdf	<input type="text"/>		

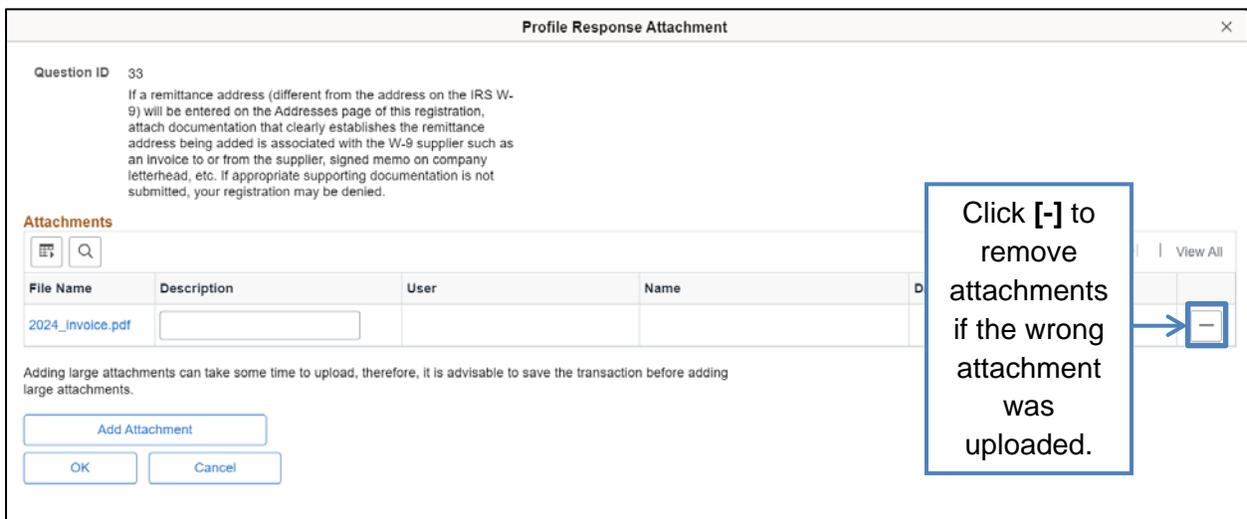
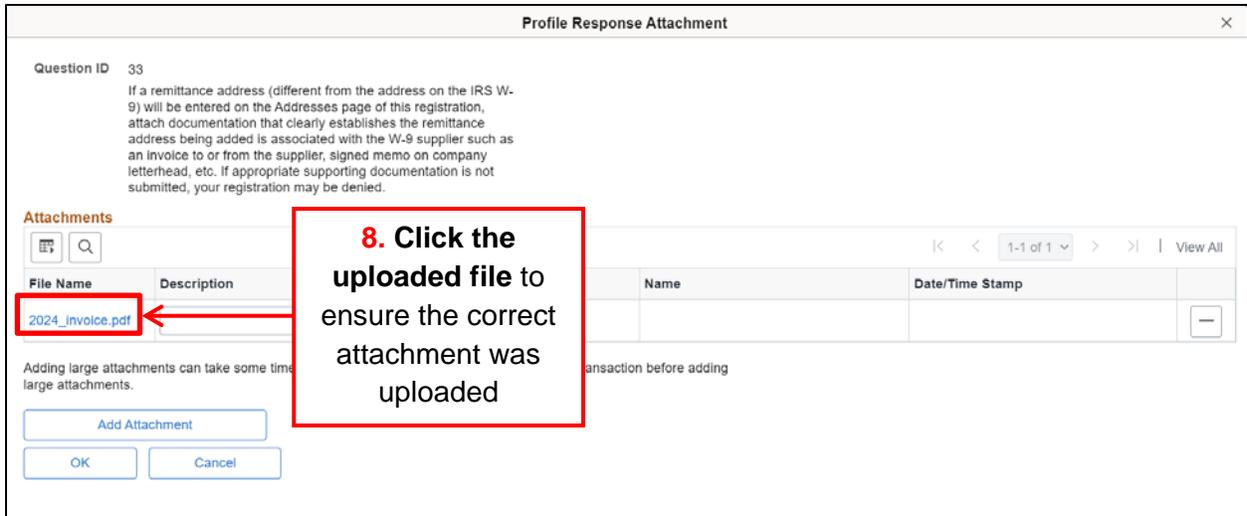
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Click [-] to remove attachments if the wrong attachment was uploaded.

View All 

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.





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



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

9. Select all that apply and then click Return

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 form with a text area containing the instruction: "If answered 'Yes' to the question above, please attach a list of the employees/owners including name, social...". To the right of the text area is a blue button labeled "Add Attachment" with a magnifying glass icon. A red arrow points from the callout box to this button. The callout box, outlined in red, contains the text: "11. Click Add Attachment and follow instructions to add attachment if answered 'Yes' to 5th Profile Question".

Example of attachment:

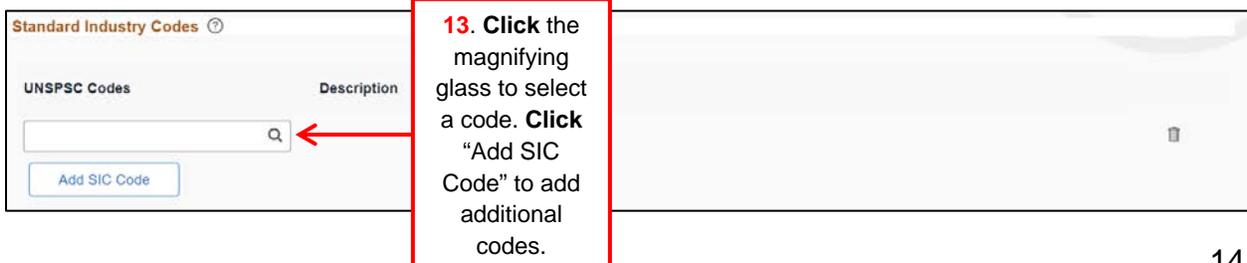
	A	B	C	D
1	Name	Social Security Number	Position within the firm	Ownership Interest
2	Peter Jones	111-11-1111	CEO	25%

12. The rest of the Profile Questions 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.



The screenshot shows the "Standard Industry Codes" section of a form. It includes a search bar labeled "UNSPSC Codes" with a magnifying glass icon, and a button labeled "Add SIC Code". A red arrow points from the callout box to the magnifying glass icon. The callout box, outlined in red, contains the text: "13. Click the magnifying glass to select a code. Click 'Add SIC Code' to add additional codes."

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, you may leave the **Comments** field blank.

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



A screenshot of a registration form showing a text input field labeled "Comments" with a help icon. The field is empty, and a red bracket on the left side of the field points to the instruction box on the left.

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



A screenshot of the registration form showing the "Comments" field and navigation buttons. The field is empty. Below the field, there are four buttons: "Exit", "Save for Later", "< Previous", and "Next >". Three red arrows point down to the "Save for Later", "< Previous", and "Next >" buttons. A red asterisk and the text "* Required field" are visible in the bottom left corner of the form area.

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.**

Supplier Registration

Welcome Identifying Information **Addresses** Contacts Submit

Exit Save for Later < Previous Next >

Addresses - Step 3 of 5

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 >

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.

Supplier Registration

Welcome Identifying Information **Addresses** Contacts Submit

Exit Save for Later < Previous Next >

Addresses - Step 3 of 5

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 SupplierMaintenance@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**.

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.

* Country United States

*Address 1

Address 2

Address 3

*City

County *Postal

*State

Exit Save for Later < Previous **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**.

Supplier Registration

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.

20. Click Add Contact → Add Contact

* Required field

Exit Save for Later < Previous Next >

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". The form is enclosed in a window with a close button (X) in the top right corner. Below the title bar is a "Group Box 1" with a help icon (?). The form contains the following fields and controls:

- Description**: A text input field.
- * First Name**: A text input field.
- * Last Name**: A text input field.
- Title**: A text input field.
- * Email ID**: A text input field.
- Telephone**: A text input field.
- Ext**: A small text input field next to the Telephone field.
- Fax Number**: A text input field.
- Contact Type**: A dropdown menu.
- Primary Contact**: A 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 contacts 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 and options:

- * 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" (highlighted in blue) and "Cancel".

Four red callout boxes with arrows point to specific parts of the form:

- Box 24: Points to the "Requested User ID" field.
- Box 25: Points to the "Description" field.
- Box 26: Points to the "Language Code", "Time Zone", and "Currency Code" fields.
- Box 27: Points to the "OK" button.

28. Click **Add Contact** button 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 through the **Create User Account** process.

Supplier Registration

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

* Required field

Exit Save for Later < Previous Next >

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.

Supplier Registration

Welcome Identifying Information Addresses Contacts **Submit**

Exit Save for Later < Previous Next >

Submit - Step 5 of 5

Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.

*In order to receive communications regarding this registration, enter your email address:

Re-Enter to confirm:

30. Re-enter email address

29. Enter email address to receive communications regarding registration

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

Terms and Conditions ⓘ

Make sure you read the Terms of Agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review Submit

Exit Save for Later < Previous Next >

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**.

The screenshot shows the 'Supplier Registration' process at the 'Submit' step (Step 5 of 5). The progress bar at the top indicates the current step. Below the progress bar are navigation buttons: 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area includes instructions to review the registration and accept the Terms of Agreement. There are two input fields for an email address, both containing 'JOHN.DOE@ABC.COM'. A 'Terms and Conditions' section is visible with a checked checkbox for 'Select to accept the Terms of Agreement below.' and a link to 'Terms of Agreement'. At the bottom of this section are 'Review' and 'Submit' buttons. A third set of navigation buttons is located at the bottom of the form: 'Exit', 'Save for Later', '< Previous', and 'Next >'. Three red callout boxes provide instructions: Box 32 points to the 'Review' button; Box 33 points to the '< Previous' button; and Box 34 points to the 'Submit' button.

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.

The screenshot shows the 'Registration Submit Details' screen. The title is 'Registration Submit Details'. Below the title, it says 'Submitted' with a green checkmark icon. The main message is 'You have successfully submitted your registration.' Below this, it provides the 'Your registration ID: 0000046795' and states 'An email regarding the registration status will be sent to: JOHN.DOE@ABC.COM'. A blue callout box labeled 'Registration Details' points to the registration ID and email address information.

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.



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

Save for Later [X]

In order to save and continue the registration at a later date, enter your email address to receive communications regarding this registration:

Re-enter email address to confirm:

OK **Cancel**

2. The **Save For Later** pop-up below will appear.
 - a. **Click "Yes"** to save your registration.

Save for Later [X]

Your In-Progress registration form will be saved and you may resume your registration request at a later time.

Your Registration ID is 0000046796. You will need to enter the Registration ID to resume your registration application.

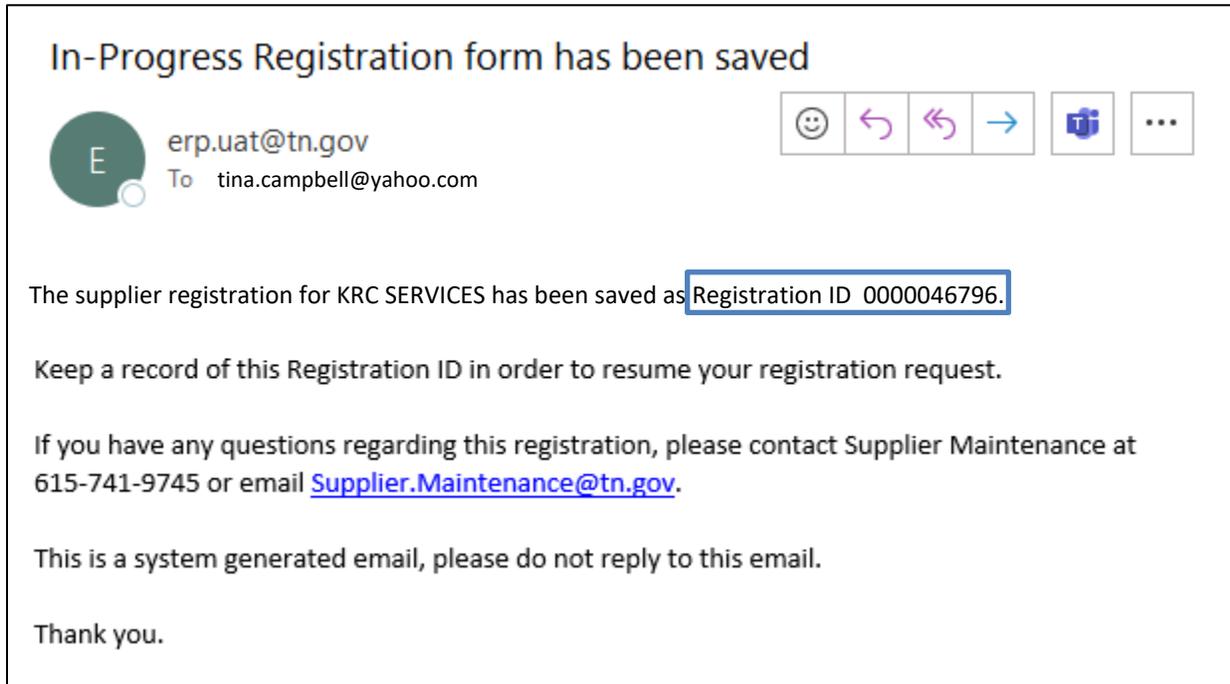
Would you like to resume registration now?

You must select Yes to save your registration.

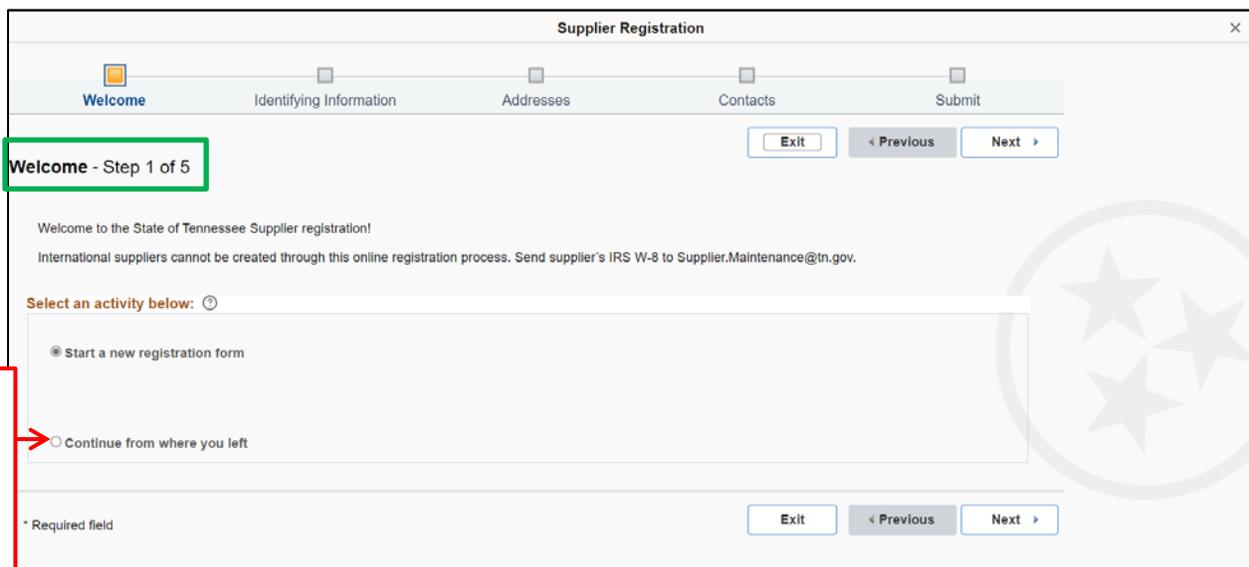
Yes

2.a. Click Yes to save your registration.

3. After clicking “Yes”, you will receive the email as shown below, which includes the Registration ID. **Make sure to keep this email as you will need the Registration ID to resume the registration.**



4. When you are ready to resume the registration, navigate to the Edison Supplier Portal Home Page and click the **Supplier or User Registration** tile then the **Register Now** button under **Register As a Supplier**.
5. Select the **Continue from where you left** activity.



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" with a close button (X) in the top right corner. The form contains the following text and fields:

Enter the Email ID and nine-digit Tax Identification Number (without dashes) that is associated with your registration. The Email ID is the email that was entered during the Submit page of the registration and should have received an email after submission of the registration.

After clicking "Submit" below, an email containing the Registration ID will be sent to the Email ID listed below. If the Email ID and Tax Identification Number combination entered below does not match our records, an email will not be sent.

If you do not receive an email, contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov for assistance.

The form includes three input fields: "* Email ID" (text box), "* ID Type" (dropdown menu with "Tax Identification Number" selected), and "*ID Number" (text box). There are also two buttons: "Return" and "Submit".

Annotations in red boxes with arrows point to the form elements:

- 6.a.i.** Enter the email address that is associated with the registration into the **Email ID** field. (Arrow points to the Email ID text box)
- 6.a.ii.** Enter the nine-digit **Tax Identification Number** into the **ID Number** field without dashes. (Arrow points to the ID Number text box)
- 6.a.iii.** Click **Submit**. (Arrow points to the Submit button)

7. Click the arrow button.

Supplier Registration

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
Forgot your registration ID?

* Required field

Exit < Previous Next >

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

Supplier Registration

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
0000046796
Forgot your 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.

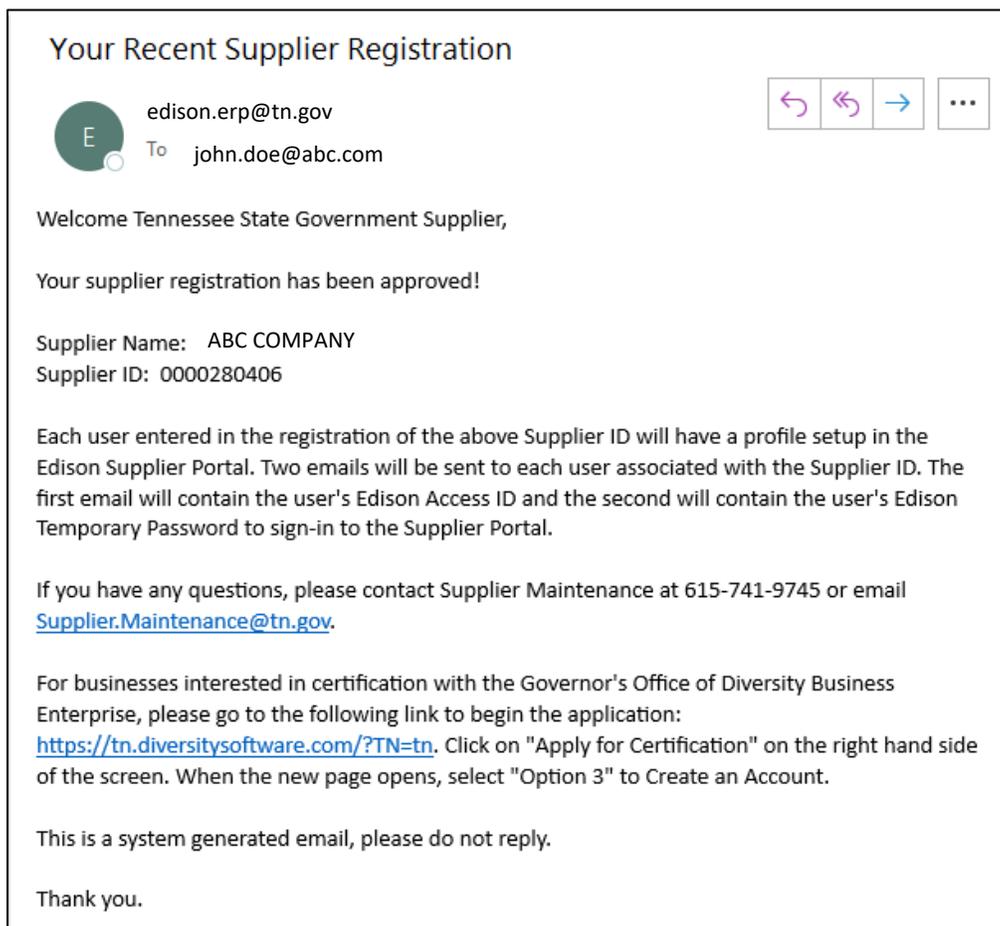
Edison Supplier Portal Registration Workflow

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

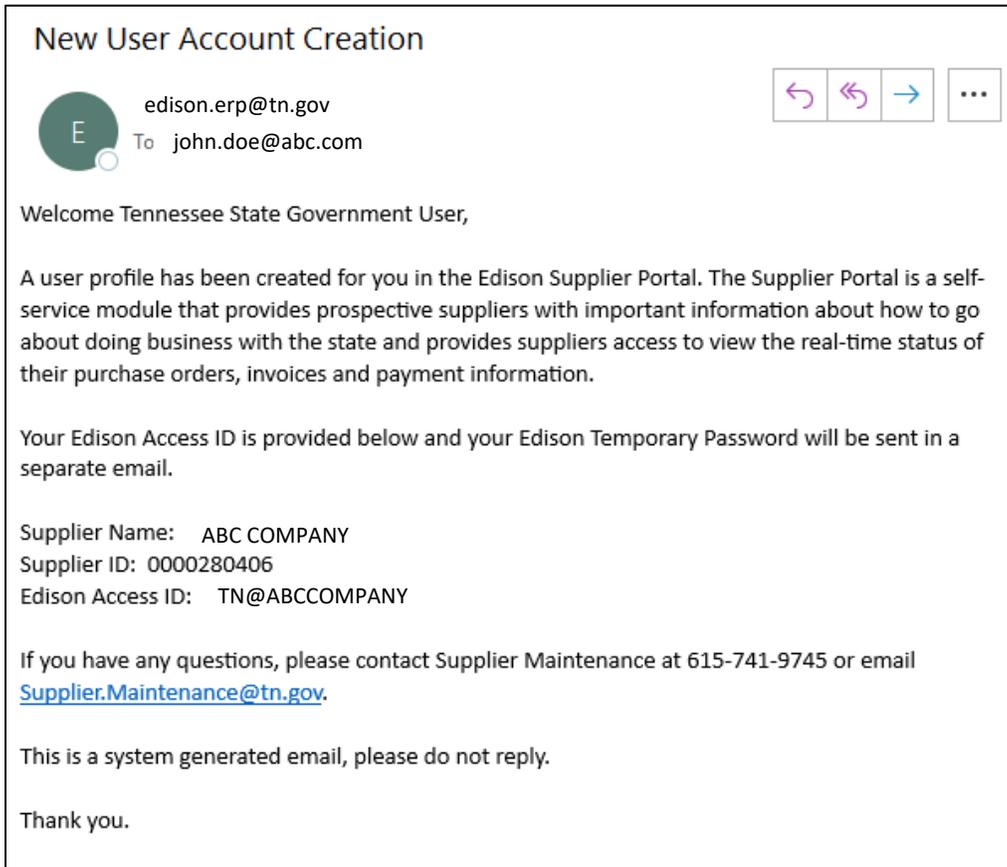
Supplier Maintenance Role

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.



- 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. New Account Information email which contains the temporary password. Example below.

New Account Information

 edison.erp@tn.gov
To john.doe@abc.com

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

Your Edison Access ID and Temporary Password have been established:

Name: ABC COMPANY
Edison Access ID: TN@ABCCOMPANY
Edison Temporary Password: kA1]wldb

Please type in your Edison Access ID along with the Edison Temporary password above. Once you have entered the temporary password, you will be prompted to setup a new password that you will use to log into Edison. You will also be required to set up a secure profile. Please login and change your password as soon as possible. If you have questions on changing your password, instructions are located at: [Identity and Access Reference Guide](#). The Edison Welcome Packet and other helpful documents are available in Edison on the Training Work Center at: Training>Self Service Training> Getting Started in Edison.

Contractors and External Agency Learners:
Please use the login information in this message to access the system at the URL provided below. Click here to change your password: [https://hub-
uat.edison.tn.gov](https://hub-uat.edison.tn.gov)

Suppliers:
If you registered to become a supplier for the State of Tennessee, please consider this email confirmation and approval of your application. Please use the login information in this message to access the system at the URL provided below.

Click here to change your password: [https://hub-
uat.edison.tn.gov](https://hub-uat.edison.tn.gov)

If you need assistance with changing your password, please contact:
For Suppliers and External Agency Learners:
Edison Help Desk
7:00 a.m. - 4:30 p.m. CT
Monday through Friday (except holidays)
1-866-376-0104 or 615-741-HELP(4357)

If you are a Supplier and have general questions or concerns, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov.

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

 edison.erp@tn.gov ↩ ↶ → ⋮
To cole.green@xyz.com

We regret to inform you that after reviewing Registration ID 0000046792, XYZ INC, your registration has been denied due to the following:

The supplier is already in Edison under the correct tax ID number.

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

Your recent supplier registration

 edison.erp@tn.gov ↩ ↶ → ⋮

To kristen.johnson@def.com

Your supplier registration cannot be processed at this time due to the following:

The W-9 was not completed according to IRS W-9 instructions.

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 0000046779.

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

Thank you.

Note entered by Supplier Maintenance requesting more information.

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:

- 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 grantor-trustee's SSN . For so-called trust account that is not a legal or valid trust under state law, enter the actual owner's SSN . For a valid trust, estate, or pension trust, enter the legal entity's EIN .	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

