Register As a Supplier in Edison
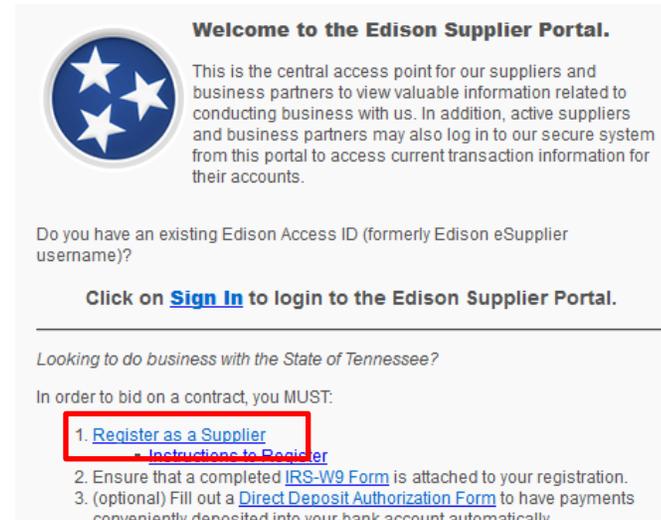
Items *needed* prior to registering

1. Taxpayer Identification Number (TIN)
(Your organization's IRS TIN, NOT Sales Tax ID.)
2. Address and contact information
3. Email Address
4. Completed current version of IRS W-9.
5. Supplier Direct Deposit Authorization, if needed,
Must be mailed to the address at the top,
Right corner of the form.

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.
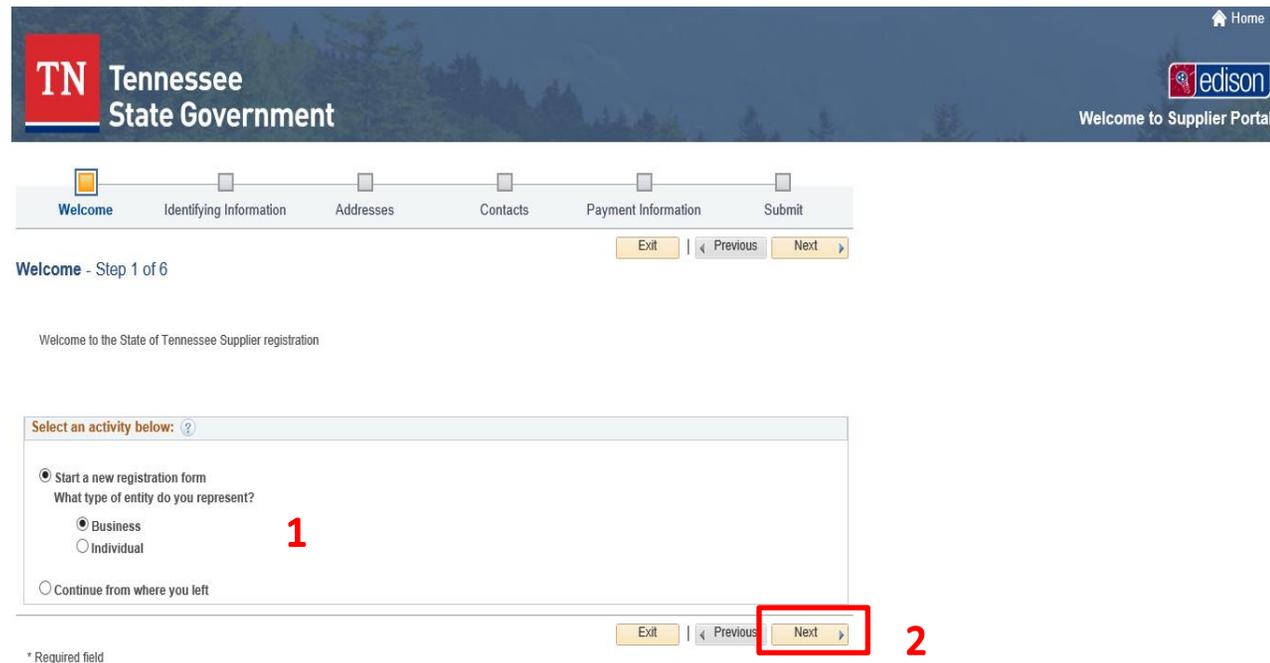
Do you have an existing Edison Access ID (formerly Edison eSupplier username)?

Click on Sign In to login to the Edison Supplier Portal.

Looking to do business with the State of Tennessee?

In order to bid on a contract, 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.

Use the link to initiate registration

1. To start a new registration, select
Business or ***Individual***
2. Select ***NEXT***

*Note:
To continue a registration that was previously
Saved yet not submitted, user will need
Registration ID that was emailed and the
TIN that was used.

3. Taxpayer Identification Number (TIN) should consist of 9 numerical digits in length, without dashes. (Use your organization's IRS TIN, NOT Sales Tax ID.)

4. The only special characters the **Entity Name** should contain are "&" and "-".

5. If user would like to link their entity's **URL**.

6. Attach current version of IRS W-9. The W-9 must be saved to your computer before uploading. The Supplier Direct Deposit Authorization form must be mailed to the address at the top right corner of the form with original signatures.

7. All fields with asterisks are required and must be completed.

List of products/services

Rental-includes office space, equipment, hotel room, etc
Medical Srv-includes vet, mental health, med transport, etc
Medical Staffing Service
Attorney Fees
Services-includes process server, advertising, day care, etc
Utilities-includes propane, cell, internet, cable, etc
Water delivery service
Supplies/Materials-includes office supplies, Rx, DME, etc
Set up charge/service agreements sold separately
Subscriptions/publications-print/online subscription, etc
Dues- professional/organizational dues
Other- please explain in the comments section

TN Tennessee State Government

Welcome | Identifying Information | Addresses | Contacts | Payment Information | Submit

Exit | Save for Later | Previous | Next

Identifying Information - Step 2 of 6

All question that include asterisk (*) are required

Unique ID & Company Profile ?

3 * Tax Identification Number [ ]

4 * Entity Name [ ]

5 http://URL [ ] Open URL

Profile Questions ?

* Attach current version of IRS W-9   Add Attachment   6

* Products/Services Offered: Click magnifying glass to select answer(s).   7

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

If answered "Yes" to Question 3, please list these employees including name, social security number, and position within your firm, including ownership

* Has there has been an ownership change within the past two years?

Date of Incorporation, if applicable.

State of Incorporation, If applicable.

Do NOT click on the X AT THE TOP RIGHT CORNER TO LEAVE ANY OF THESE POP-UP WINDOWS. It will not save or upload any selected document!

8. Choose Appropriate **Code Type** (Preferably UNSPSC) and code related to entity.(Select **Add Code**)

9. When searching for the appropriate code, search within Description and click the "contains" dropdown (this allows you search every code description that contains the related product).

10. Click *Next*

---

* Has a performance penalty ever been assessed against the organization or any of the principle owners?

8

Codes (?)

Code Type	Code	Description

Add Code

Additional Reporting Elements (?)

Look Up Code ✕

Code Type: UNSPSC Codes

Code: begins with ▾

Description: contains ▾ motor

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100   First ◀ 1-5 of 5 ▶ Last

9

Code	Description
26101400	Motor or generator components
25101800	Motorized cycles
26101300	Non electric motors
25174700	Non motorized cycle components
25101500	Passenger motor vehicles

Additional Reporting Elements (?)

Please check all that apply:

☐ Emerging Small Business

☐ Women-Owned Business

☐ Veteran

☐ Disabled

10

Comments (?)

[   ]

Exit   Save for Later | ◀ Previous   Next ▶

Users outside of USA please contact Supplier Maintenance (615)-532-5150

11. Primary address should consist of at Least ***Address 1, City, State*** and ***Postal*** or **Zip Code**

- Postal code in the form of 5 digits or Combination of 5-4 digits
- Please provide existing Email ID.
- Choose a Remit address if different From primary
- Click **Next**

TN Tennessee State Government

Welcome Identifying Information **Addresses** Contacts Payment Information Submit

Exit | Save for Later | ◄ Previous | Next

Addresses - Step 3 of 6

For International Bidders, please contact Vendor Maintenance at 615-741-9745 or Vendormaint@tn.gov

Primary Address (?)

11

* Country USA   United States
*Address 1 [   ]
Address 2 [   ]
Address 3 [   ]
*City [   ]
County [   ] *Postal [   ]
*State [   ] 🔍
*Email ID [   ]

Other Addresses (?)

Check boxes below to indicate addresses that are different from your Primay Address above:

☐ **Remit To Address**
Address for remitting payment

Exit | Save for Later | ◄ Previous | **Next** ►

*After proceeding to the **Contacts** Page, *select* **Add Contact**

TN Tennessee State Government

Welcome Identifying Information Addresses **Contacts** Payment Information Submit

Exit | Save for Later | ◄ Previous | Next

Contacts - Step 4 of 6

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

Company Contacts (?)

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

[Add Contact]

Exit | Save for Later | ◄ Previous | Next

* Required field

Please fill in all required fields

12. Add Contact

- User can add multiple **Contacts**
- If only one contact is entered, This contact will be the primary contact(can be changed once approved)
- Valid **Email** address is essential for Sourcing activities and notifications

13. Create user Profile

- *User ID should begin with TN@..*
- For example; if the company name is **Forestry Industries;** the naming convention would be, TN@ **+** companyabreviation **+** Representative's Initials **= TN@ForestryIndMP.**
- If multiple contacts are entered, **each User ID must be unique**.

Proceed by selecting *OK*

Add Contacts ☒

Contact Information ⍰

12	*** First Name** [_____] ☐ Primary Contact
	* Last Name [_____]
	Title [_____]
	* Email ID [_____]
	* Telephone [_____] **Ext** [____]
	Fax Number [_____]
	Contact Type [_____ ▾]

User Profile Information ⍰

* UserID must begin with TN@

	* Requested User ID [_____]
13	**Description** [_____]
	Language Code [English ▾]
	Time Zone [_____ ▾]
	Currency Code [US Dollar ▾]

[OK]   [Cancel]

A list of the **Company Contacts** to be added will appear. Select **NEXT**

Exit   Save for Later | ◄ Previous   Next ►

Contacts - Step 4 of 6

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

Company Contacts ?

Primary	Name	Phone	Designate Address	
●	Contact 1 .	123/456-7890	Primary Address ▼	🗑
○	Contact 2 .	123/456-7890	Primary Address ▼	🗑

Add Contact

Exit   Save for Later | ◄ Previous   **Next ►**

* Required field

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14. *Enter Email address for payment information.*

Exit   Save for Later | ◄ Previous   Next ►

Payment Information - Step 5 of 6

Direct Deposit, please download the Supplier Direct Deposit Authorization form on the Supplier Portal Home page. Please carefully read the instructions to ensure proper filing and submission.

Payment Preferences ?

☑ Enable Email Payment Advice

14 Email Address [_____]

Exit   Save for Later | ◄ Previous   **Next ►**

*Required Field

Prior to submitting

15. Please confirm that the correct email address is displayed in the communication box
16. Review terms of agreement, and check the box to accept the terms
17. Review the Registration and make changes if needed. Click the Submit button

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TN Tennessee
State Government

| Welcome | Identifying Information | Addresses | Contacts | Payment Information | **Submit** |

Exit | Save for Later | ◄ Previous | Next ►

Submit - Step 6 of 6

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

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

Email communication regarding this registration will be sent to:

15 [   ]

Terms and Conditions ⑦

Make sure you read terms of agreement fully before submitting your registration.

16 ☐ **Click to accept the Terms of Agreement below.**

Terms of Agreement

17 [Review] [**Submit**]

Exit | Save for Later | ◄ Previous | Next ►

Confirmation screen will appear with your Registration ID and the Email address used for Notifications.

What You Can Expect Next

You will receive an Email titled "Your registration form has been submitted for approval". This email gives you instructions on the next step in the process of becoming a supplier for the State of Tennessee.

PLEASE NOTE: Allow 10 business days for your registration to be approved.

TN Tennessee
State Government

Registration Submit Details

Submitted

✔ You have successfully submitted your registration.

Your registration ID:

0000000

Any email regarding the registration status will be sent to: