



Department of

**General Services**



# In The Know Diversity Meeting

## Navigating Through B2G and Edison

# Navigating Through B2G

https://tn.diversitysoftware.com/?TN=tn

**TN** Department of General Services

[OUR MAIN SITE](#) [CONTACT SUPPORT](#)

## Tennessee Go-DBE System

[Log In](#)

### Vendor Certification

Search and/or join our database of certified vendors

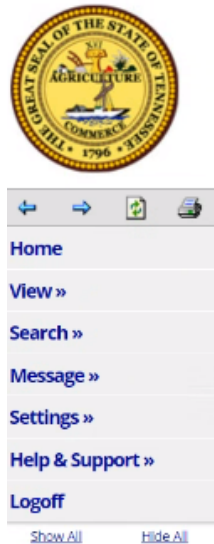
[Search Registered Directory](#)

### Upcoming Events

View our upcoming events

[Events and Publications](#)

# B2G Training Classes and Videos



**Dashboard** Displaying records assigned to **your company**

No information available for display in dashboard.

**Certification Center**

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

**Key Actions**

[Renew/Apply for Certification](#)

[Take a Training Class](#)

[Watch a Training Video](#) ←

**Alerts**

No Activated Alerts. [View Pending Alerts](#).

**Configure**

<a href="#">Change Your Password</a>	<a href="#">Business Info</a>
<a href="#">Edit Your User Account Settings</a>	<a href="#">Profile Setup</a>
<a href="#">Linked Accounts</a>	<a href="#">List/Add Users</a>
<a href="#">View, Vote, &amp; Post to the Wish List</a>	<a href="#">Main Contacts</a>
	<a href="#">Commodity Codes</a>
	<a href="#">EEO/Workforce Comp.</a>

\*Training classes are offered on specific dates and times. Watching a training video would be most helpful if immediate assistance is needed.

# B2G Training Videos

## Core Training - Vendor

<a href="#">Contract Compliance Reporting</a>	Complete step-by-step instructions for responding to Contract Audits and Discrepancy notices.
<a href="#">Hire Module</a>	Overview of the Hire module for vendors.
<a href="#">Introduction to the System</a>	System Navigation and Vendor Profile.
<a href="#">Online Certification Application</a>	How to use the system to submit a paperless online certification application.
<a href="#">Sales Reporting</a>	Complete step-by-step instructions for completing and submitting sales reports.
<a href="#">Utilization Plans - Vendor</a>	Complete step-by-step instructions for completing and submitting utilization plans.
<a href="#">Vendor Registration/Prequalification</a>	Learn how to access and complete Vendor Registration forms.

# Procurement Opportunities

https://tn.diversitysoftware.com/?TN=tn

## Tennessee Go-DBE System

Log In

### Vendor Certification

Search and/or join our database of certified vendors

Search Registered Directory

Apply for / Renew Certification

### Upcoming Events

View our upcoming events

Events and Publications

GoDBE Events

GoDBE Outreach Notices

### Procurement Opportunities

Current Procurement Opportunities

### About the System

# Current Procurement Opportunities

## Current Procurement Opportunities



Go-DBE Main Page

> Vendor Certification

> Procurement Opportunities

> Governor's Office of Diversity Business Enterprise (Go-DBE)

> Events and

[Central Procurement Office - Invitations to Bid](#)

[Requests for Proposals \(RFPs\) & Other Public Notices](#)

[Forecast of Acquisition Plans for FY 2022](#)

[Statewide Contracts with Certified Businesses](#)

[Tennessee Lottery Procurement Opportunities](#)

[University of Tennessee \(UT\) Invitation To Bid](#)

### *Construction Industry Opportunities*

- State Architects Office



# Forecast of Acquisition Plans

## UPCOMING PROCUREMENT OPPORTUNITIES

Contract Number	Description	County	Contract Type	Estimated Bid Date	Estimated Value	Contact	Phone
<b>Agency: ENVIRONMENT AND CONSERVATION ... continued</b>							
69611	Garbage Pickup	Campbell	ATC	02/12/22	\$1,632	Leighann Bowlin	423-566-5870
69382	TDEC - DGA	Davidson	ATC	02/14/22	\$250,000	Ian Jakul	615-532-0339
69721	Fire and Security Service	Pickett	ATC	03/01/22	\$5,535	Caitlin Davis	931-879-6456
69652	Grounds Maintenance Service	Sumner	ATC	03/01/22	\$20,613	Chris Thurman/ Ashlee McDaniel	PK-615-452-3706/ 615-230-8326
69899	Medical Monitoring Contract	Davidson	ATC	03/01/22	\$9,404	Keith Butterfield	615-253-9956
68036	Pest Control	Shelby	ATC	04/01/22	\$3,480	Brenda Pye	901-543-7581
63219	TN Aquarium Sponsorship	Davidson	ATC	06/01/22	\$330,000	Cavene McHayle	615-253-7322
<b>Agency: TRANSPORTATION</b>							
New Procurement	Environmental Credits	Statewide	ATC	07/01/21	\$2,000,000	Jennifer Garrison	615-532-8165
60468	System Analysis Program (SAP) Support and Maintenance	Davidson	AMS	10/01/21	\$240,000	Jennifer Garrison	615-532-8165

# Current Procurement Opportunities

## Current Procurement Opportunities



Go-DBE Main Page

> Vendor Certification

> Procurement Opportunities

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### *Construction Industry Opportunities*

- State Architects Office





# Central Procurement Office- ITB Page

## Supplier Information

Attestation Regarding Personnel Used in Contract Performance form

Edison Supplier Portal

Grantee Information

## Invitations to Bid (ITB)

## Invitations to Bid (ITB)

August 23, 2021 3:10 PM - UPDATED

Posted documents may be updated with relevant amendments at any time. Here are some helpful documents for registering and entering bids through the state's Edison system:

Document ID & Hyperlink	Posted or Updated	Event Title
<a href="#">Event 32901-12005 Specifications Terms and Conditions</a>	8/20/2021- <b>UPDATED</b>	Parole Officer Uniforms
<a href="#">Event 34301-12017 Specifications Terms and Conditions</a>	8/19/2021	TDOH Pipette Calibration Services
<a href="#">Event 33911-12008 Specifications Terms and Conditions</a>	8/19/2021	MTMHI - Nursing Services



# Tips for Bidding in Edison

Kelly Johns

# Websites

- Central Procurement Website
  - <https://www.tn.gov/generalservices/procurement.html>
- TN Supplier Portal
  - [https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

# BEFORE YOU LOGIN

- Read the attachments to the event
  - Specifications
  - T&Cs
  - Any other attachments
  - Event Details – outlines lines and bid factors
    - Bid factors
    - See Ideal Response

Sample event email will attach all event documents.

Sample Event Details

# BEFORE YOU LOGIN

- Please do not wait until the last day to enter your bid.
- Remember to add the State's email as acceptable email (not junk).
- If you have trouble entering your bid, please contact the Edison Help Desk 615-741-HELP (4357).
- **Ryan will cover in more detail:** For account help, contact Supplier Maintenance at 615-741-9745 or email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov) (be aware it may take 5 days to process new accounts). Please only email once in the 5 days. Emailing again may start the 5 days over again.
  - 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

# PAPER BID

- CPO front desk number 615-741-1035
- See Solicitation Coordinator contact in bid documents.
- **Responses Submitted by Mail**. If submitting a response by mail: (1) all prices must be typed or written in ink on the "Line Details" portion of this ITB; (2) any corrections, erasures, or other alterations to prices must be initialed by the respondent; and (3) the response shall be manually signed by the respondent in ink. Each individual response must be returned in a separate envelope package or container and must be properly labeled on the outside referencing the applicable event number and the response opening date. Responses should be mailed in a properly labeled sealed envelope to the following address:

Bidder Services

Department of General Services, CPO

312 Rosa L Parks Avenue, 3rd Floor Tennessee Tower

Nashville, TN 37243-1102

Failure to comply with these requirements may result in rejection of the response.

# BEFORE YOU LOGIN

- Because Edison times out quickly, be prepared with all your attachments. Even though there is a “save for later” option, Edison may not save your entry.
- Ensure an attachment is uploaded for all bid factors that require an attachment. Otherwise, an error message may appear and Edison will not let the bid to be submitted.

# Navigating the Supplier Portal

The screenshot shows the Tennessee Edison Supplier Portal. The browser's address bar contains the URL [https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST). The page header includes the Tennessee State Government logo and a 'Welcome to S...' message. The main content area is divided into three columns. The left column features an 'Announcement: Update Supplier Commodity Codes' with links to 'Instructions to Update Supplier Commodity codes' and 'Supplier Commodity Codes Spread Sheet'. Below this is a table of events, with a red circle highlighting the table's header and first few rows. The middle column contains a 'Welcome to the Edison Supplier Portal.' section with a 'Click on [Sign In](#) to login to the Edison Supplier Portal.' button, which is also circled in red. The right column has a 'Contact Us:' section with various contact information for supplier assistance, payment inquiries, and password help. The bottom of the page shows a Windows taskbar and a 'Department of General Services' logo.

## Announcement: Update Supplier Commodity Codes

- [Instructions to Update Supplier Commodity codes](#)
- [Supplier Commodity Codes Spread Sheet](#)

Please do not use *Google Chrome* when using the Edison Supplier Portal. Under this browser, you will see issues with how pages are displayed and uploading documents. Please use either *Mozilla Firefox* or *Internet Explorer*. We apologize for this inconvenience.

Events Personalized | First 1-15 of 15 Last

Event Name
TDOT Wetland Compensatory Mitigation Credits
TDOT Roofing Maintenance and Repair
TDOT Pavement Friction Tester Eqpm't & Software
TDOT - Pipette Calibration Services
SWC 201 Equipment Rental
Night Vision Optics
MTMHI - Nursing Services
Laserfiche Document Management System; THEC
DIDD West TN Generator Maintenance
CumberlandTrail_TrailConstruction
Chemical Waste Disposal
Building Vibration Monitoring
Bath/Kitchen Renovation for Roan Mt. State Park
Pat Hibernation Cave Fencing, Catoosa VTS
Alvin Park Gristmill Siding

See all of my events

## 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 use a 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:

### [Register as a Supplier](#)

- To help ensure your registration is completed accurately and to help avoid processing delays, click [here](#) for the Edison Supplier Portal Registration Manual.
- The IRS W-9 required to be attached to the registration can be found at this link: [IRS-W9 Form](#).

**AFTER** you receive a Supplier ID, you may complete a [Supplier Direct Deposit Authorization Form](#) to have payments conveniently deposited into your account with your financial institution. Section 4 MUST be completed by your financial institution. The original form MUST be mailed to the address at the top right of the form.

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](mailto:Supplier.Maintenance@tn.gov).

### Statewide Contract Information Links:

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

### Procurement Agency Links:

- [Central Procurement Office](#)
- [RFP Listing](#)
- [Tennessee Department of Transportation](#)
- [Payment Contact Information by Agency](#)
- [Supplier Community](#)

## Contact Us:

For assistance with supplier information, please contact Supplier Maintenance at 615-741-9745 or email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov).

For payment inquiries, please contact Accounts Payable at 615-532-5150 or email [F.A.Accounts@tn.gov](mailto:F.A.Accounts@tn.gov).

For Password and User ID Assistance, please contact the Edison Help Desk at 615-741-HELP.

For assistance with bidding procedures and commodity codes, please contact Bidder Services at 615-741-6875 or email [Bidder.Registration@tn.gov](mailto:Bidder.Registration@tn.gov).



# Navigating the Supplier Portal



**Sign In:**

Enter your Access ID.



Access ID:

[Where do I enter my password?](#)

I States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to

le evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

# Navigating the Supplier Portal



Welcome to Supplier Portal State of Tennessee

Fri, Aug 20, 2021 10:34 AM

State of Tennessee    Welcome TN Buyer- Matt Ross

Announcement: Update Supplier Commodity Codes

[Instructions to Update Supplier Commodity codes](#)  
[Supplier Commodity Codes Spread Sheet](#)

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Contact Us:

For assistance with supplier information, please contact  
Supplier Maintenance at 615-741-9745 or  
email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov).

For payment inquiries, please contact  
Accounts Payable at 615-532-5150 or  
email [F\\_A\\_Accounts@tn.gov](mailto:F_A_Accounts@tn.gov).

For Password and User ID Assistance, please contact the  
Edison Help Desk at 615-741-HELP.

For assistance with bidding procedures and commodity  
codes, please contact Bidder Services at 615-741-6875  
or email [Bidder.Registration@tn.gov](mailto:Bidder.Registration@tn.gov).



**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.

Statewide Contract Information Links:

- [Click here to accept the acceptable use policy to view the Statewide Contract](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

Procurement Agency Links:

- [Central Procurement Office](#)
- [RFP Listing](#)
- [Tennessee Department of Transportation](#)
- [Payment Contact Information by Agency](#)
- [Supplier Community](#)

Events	Personalize	Find	First	1-2 of 2	Last
Event Name					
test event for PC's					
32601 Bakery Items					

[See all of my events](#)

# Navigating the Supplier Portal

## View Events and Place Bids

Welcome, State of Tennessee

User: TN Buyer- Matt Ross

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search

---

Event ID

Event Name

Event Type

Event Status

Include Declined Invitations?

**Results Should Include:**

- Sell Event
- Purchase Event
- Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

## Search Results

1-1 of 1

Event ID	Event Name	Format	Type	End Date
32601-0000011827	32601 Bakery Items	Sell	RFx	09/30/2021 08:50 AM CDT

# Navigating the Supplier Portal

## Event Details

Welcome, State of Tennessee  
User: TN Buyer- Matt Ross

[Information On Inquiry Options](#)

[Bidding Shortcuts:](#)

[View Event Activity](#)

Accept Invitation

Review/Bid on Event

**Event Name** 32601 Bakery Items

**Event ID** 32601-0000011827

**Event Format/Type** Sell Event RFX

**Event Round** 1

**Event Version** 2

**Event Start Date** 08/20/2021 8:36AM CDT

**Event End Date:** 09/30/2021 08:50 AM CDT

### Event Description:

This is a 3 year contract for Bakery Items.

Pre-Response Conference via Teams:

11:00am-12:00pm CST

Friday, February 26, 2021

**Contact** Kelly A Johns

**Phone**  
[kelly.x.johns@tn.gov](mailto:kelly.x.johns@tn.gov)

**Email:**

**Online Discussion:**

**Live Chat Help:**

**Payment Terms:**

**My Bids:** 0

**Edits to Submitted Bids** Allowed

**Multiple Bids** Allowed

TN

Department of  
**General Services**

# Navigating the Supplier Portal

## Event Details

Welcome, State of Tennessee  
User: TN Buyer- Matt Ross

Submit Bid

Save for Later

Validate Entries

Event Name 32601 Bakery Items

Event ID 32601-0000011827

Event Format/Type Sell Event RFX

Event Round 1

Event Version 2

Event Start Date 08/20/2021 8:36AM CDT  
Event End Date 09/30/2021 08:50 AM CDT

[Bidding Instructions](#)

Bid ID New

Bid Date

Bid Currency  US Dollar

[Event Comments and Attachments](#)

[Hide Additional Event Info](#)

### Description:

This is a 3 year contract for Bakery Items.

Pre-Response Conference via Teams:

11:00am-12:00pm CST  
Friday February 26, 2021

Contact Kelly A Johns

Phone

Email [kelly.x.johns@tn.gov](mailto:kelly.x.johns@tn.gov)

[Online Discussion](#)

Payment Terms

Billing Location PM-FM Ship to location

Event Currency Dollar

Conversion Rate 1.00000000

Edits to Submitted Bids Allowed

Multiple Bids Allowed

TN

Department of  
General Services

# CLICK ON EVENT COMMENTS AND ATTACHMENTS

### Event Comments and Attachments

Business Unit 32601    Event ID 0000011827    Event Round: 1    Event Version: 2

#### Attachments

**View Event Attachments** ?

Attached File	Attachment Description	View
Supplier_Helpful_Information_v2.zip	Supplier Helpful Info	<a href="#">View</a>
Specs.docx	Specifications	<a href="#">View</a>
T_Cs.docx	T&Cs	<a href="#">View</a>
32601_Bakery_Items.pdf	Event Details	<a href="#">View</a>

**Add New Attachments** ?

Attached File	Attachment Description	Upload	View		
		<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

#### Comments

**Add New Comments** ?

Empty comment box with an image icon in the top right corner.

# BID FACTORS

## Question Comments and Attachments



Business Unit 32601

Event ID 0000011827

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

### Attachments

#### Add New Attachments

Attached File	Attachment Description	Upload	View		
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

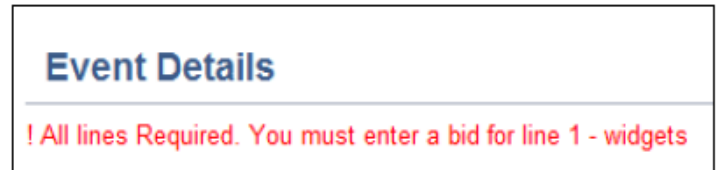
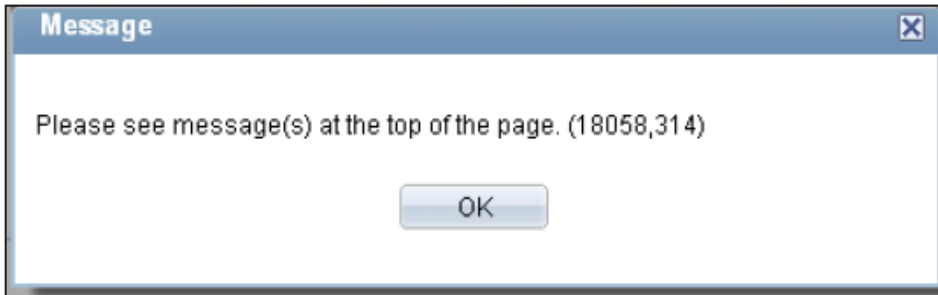
### Comments

Add New Comments

# Submitting a Bid

## HINT

*If **Submit Bid** or **Validate Entries** is selected and all pertinent information has not been completed, the following message box will appear with instructions for what to address before submitting the bid.*



Ensure an attachment is uploaded for all bid factors that require an attachment. Otherwise, an error message may appear and Edison will not let the bid to be submitted.



# BID RESPONSES TO LINE ITEMS

## Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 2  
Lines That Require a Response 2  
Lines Responded To 0  
Your Total Line Pricing 35,988.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

### Lines

Line		Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★		Chocolate Cake	EA	1200.0000	1200.0000	<input type="text" value="29.990000"/>	35,988.0000 USD	Bid	
2	★		White Cake	EA	2000.0000		<input type="text" value="9.99"/>	0.0000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Because Edison times out quickly, be prepared with all your attachments. Even though there is a “save for later” option, Edison may not save your entry.

# BID RESPONSES TO LINE ITEMS

## Line Comments and Attachments

Event ID 0000011827 Line 1

Chocolate Cake

### Attachments

#### Add New Attachments

Attached File	Attachment Description	Upload	View		
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

### Comments

#### Add New Comments

OK

Cancel

Use the Q&C period to ask questions about line items. Be sure to bid exactly as presented. The UOM must match the event. Give an example.

# Hitting “Submit” Bid button

## Bid Confirmation

Your bid has been successfully submitted.

**Bid ID** 1

**Bid Date** 08/20/2021 1:36:34PM CDT

**Event ID** 0000011827 32601 Bakery Items

**Event Format** Sell Event

**Round** 1 **Version** 3

**Start Date** 08/20/2021 8:36AM CDT

**End Date** 09/30/2021 08:50 AM CDT

**Your Total Price** 55,968.00 USD

OK

Copy Bid

“Copy bid” does not make a copy of your bid. This button will start a new bid entry.

# Updating your supplier information in Edison

## ▶ Creating a new User Account

- ▶ -Navigate to the supplier portal home page
  - ▶ [https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)
  - ▶ -Select Create New User Account
- ▶ Please note, this is for suppliers to gain access to supplier files that already exist. This is not the same as creating a new supplier file for your company.

### 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:

[Register as a Supplier](#)

- To help ensure your registration is completed accurately and to help avoid processing delays, click [here](#) for the Edison Supplier Portal Registration Manual.
- The IRS W-9 required to be attached to the registration can be found at this link: [IRS-W9 Form](#).

**AFTER** you receive a Supplier ID, you may complete a [Supplier Direct Deposit Authorization Form](#) to have payments conveniently deposited into your account with your financial institution. Section 4 MUST be completed by your financial institution. The original form MUST be mailed to the address at the top right of the form.

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](mailto:Supplier.Maintenance@tn.gov).

*Statewide Contract Information Links:*

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)


*Procurement Agency Links:*

# Creating a New User Account continued

- ▶ Creating a new User Account will require:
  - ▶ Your 9-digit Tax ID Number (no dashes)
  - ▶ Your 10-digit Supplier ID Number

If you do not know your Supplier ID Number, you can email [supplier.maintenance@tn.gov](mailto:supplier.maintenance@tn.gov) with your Tax ID Number, and an address that is on file for your company, and supplier maintenance will provide your supplier ID number.


**Supplier List**




*Supplier ID	Tax Identification Number	
<input type="text"/>	<input type="text"/>	

[Forgot your Supplier ID?](#)

# Creating a New User Account continued

- ▶ After entering your Tax ID Number and Supplier ID number, you will need to enter your “Requested User ID”
- ▶ The Requested User ID MUST start with “TN@”. For example: “TN@UserName”
- ▶ For “Email ID” please enter an email address that you can access. Once the new user account is created, all information will be sent to this email address

**User Account Information** 

* Requested User ID	<input type="text"/>
Description	<input type="text"/>
* Email ID	<input type="text"/>
Language Code	English 
Time Zone	<input type="text"/> 
Currency Code	USD 

# Creating a New User Account continued

- ▶ Click to accept the Terms of Agreement, press Submit
- ▶ After clicking Submit, you should receive 3 emails to the email address you entered in the registration
  - ▶ 1. An email letting you know your account request was approved and provides your Access ID and Supplier ID number
  - ▶ 2. A welcome email containing your Supplier ID and Access ID
  - ▶ 3. An email providing your temporary password

# Creating a New User Account continued

- ▶ If you received the 3 emails, navigate back to the Supplier Portal Home Page and use your Access ID and password to Sign In to the Edison Supplier Portal. (If you did not receive the email, please skip ahead 2 slides.)

[https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

## **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.



# Creating a New User Account continued

- ▶ Enter your Edison Access ID and click Continue
- ▶ Enter your temporary password from the email (do not copy and paste) and click Enter
- ▶ Reset your Password
  - ▶ Enter your temporary password in Current/Temporary Password field
  - ▶ Enter a new password in the New Password field
  - ▶ Enter your new password again in the Confirm New Password field

Follow the instruction for Setting up Your Security Profile and enter an email address for a one-time password reset in case you need to reset your password.

# Creating a New User Account continued

- ▶ If you DID NOT receive the 3 emails containing your new User Account information, please first make sure you are using the email address you entered in the registration
- ▶ If you still have not received the emails containing your Access ID and temporary password, please contact the Edison Help Desk, as supplier maintenance does not have access to passwords or Access IDs
- ▶ The number for the Edison Help Desk is 1-866-376-0104 or 615-741-HELP (4357).



# What can I do with my new User Account?

- ▶ **View Payments**

- ▶ Main Menu>Supplier>Review Payment Information>Payment

- ▶ **Add, Edit, and View Addresses on file (cannot edit Address 1)**

- ▶ Main Menu>Supplier>Maintain Supplier Information>Addresses

- ▶ **Add, Edit, and View Contacts**

- ▶ Main Menu>Supplier>Maintain Supplier Information>Contacts



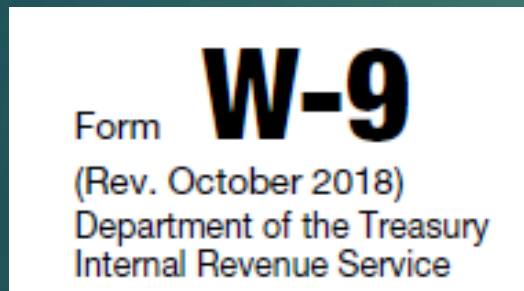
# What can I NOT do with my new User Account?

- ▶ Change the “Supplier Name” associated with your account
  - ▶ To change the name on your supplier file, you must submit a new W-9 to [supplier.maintenance@tn.gov](mailto:supplier.maintenance@tn.gov) with the new name on line 1.
- ▶ Change Address 1 on your supplier file
  - ▶ To change the address 1 on your supplier file, you must submit a new W-9 to [supplier.maintenance@tn.gov](mailto:supplier.maintenance@tn.gov) with the new address provided.
- ▶ Change Tax ID Numbers
  - ▶ The Tax ID Number on a supplier file cannot be changed. If you are switching to a new Tax ID Number, you will need to register for a new Supplier ID Number.



# IRS W-9 Requirements

- ▶ Must be Revised Oct. 2018 version of the form- found at IRS.gov
- ▶ Must be hand-signed. We cannot accept electronic signatures
- ▶ Must be dated within 1 year of the date of submission



# Who to contact?

- ▶ Edison Help Desk
  - ▶ 1-866-376-0104 or 615-741-HELP (4357) Call for technical support, password resets, Access ID assistance, or if you did not receive the 3 emails after creating your new User Account
- ▶ Supplier Maintenance
  - ▶ If you need to update your Supplier Name or address 1 on your supplier file, or if your supplier file becomes Inactivated and you need to re-activate it, email a new W-9 to [supplier.maintenance@tn.gov](mailto:supplier.maintenance@tn.gov)
  - ▶ For other supplier maintenance inquires, you can email [supplier.maintenance@tn.gov](mailto:supplier.maintenance@tn.gov) or leave a voicemail with your question at 615-741-9745