

To: All Agency Controllers and Fiscal Officers  
From: Division of Accounts – Supplier Maintenance  
Date: August 3, 2020  
**Subject: Registering New Suppliers, Requesting Updates to Existing Suppliers, and  
Emergency Request Procedures**

Supplier Maintenance is excited to announce new methods for registering **new** suppliers in Edison and requesting updates to **existing** suppliers.

### **For New Suppliers**

Beginning today, August 3<sup>rd</sup>, the Internal Supplier Registration application is available in Edison for agencies to submit new supplier registrations. Please follow the attached **Internal Supplier Registration Getting Started Instructions** in order for your agency to begin utilizing this functionality.

**Don't delay in getting started – August 31<sup>st</sup> is the last day Supplier Maintenance will accept new supplier set-ups through [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov) (excluding foreign suppliers) or via mail.**

### **For Existing Suppliers**

Also beginning today, August 3<sup>rd</sup>, the **Supplier Maintenance Supplier Update Form** is available for **agencies** to request updates to existing suppliers in Edison. The PDF fillable form and new instructional aids are located on the Division of Accounts TeamTN Accounting Job Aids website (<https://www.teamtn.gov/finance/financial/doa.html>).

**Start utilizing the form now – August 31<sup>st</sup> is the last day Supplier Maintenance will process requests to update existing suppliers without the Supplier Update Form completed and attached to the agency's request.**

### **New Emergency Request Procedures**

The attached Emergency Request Procedures are effective Tuesday, September 1<sup>st</sup>. **If these procedures are not followed on or after this date, the processing of the emergency request will be delayed.** These new procedures are also available on the Division of Accounts TeamTN Accounting Job Aids website (<https://www.teamtn.gov/finance/financial/doa.html>).

### **Contact Information**

If you have any questions regarding these new procedures, email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov) and include in the Subject line: "ISRQ" for your question to be routed to the appropriate staff and answered timely.