

To register as a supplier:

Visit https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST

The screenshot shows the Edison Supplier Portal homepage. At the top left is the Tennessee State Government logo. The main content area is divided into three columns. The left column contains an announcement about updating supplier commodity codes and a table of events. The middle column is a 'Welcome to the Edison Supplier Portal' section with a 'Register as a Supplier' button. The right column is a 'Contact Us' section with various support contact details.

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

Event Name
Cordell Hull Log Cabin Repairs
Mobile Medical Unit
PWSP Golf Pro Shop & Shed Roofing
TWRA Sanders Ferry Dock and Pier
MCCX Portable Toilets
King Air 90 and Beechcraft Baron BE58 Upgrade
33901 TDMHSAS - Naloxone (Vial)

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](#).

Contact Us:

For assistance with supplier information, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov.

For payment inquiries, please contact Accounts Payable at 615-532-5150 or email F_A.Accounts@tn.gov.

For Password and Access ID Assistance, please contact the Edison Help Desk at 1-866-376-0104 or 615-741-HELP.(4357)

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

Select “Start a new registration form”

“Next”

The screenshot shows the 'Welcome' step of the registration process. It features a progress bar with five steps: Welcome, Identifying Information, Addresses, Contacts, and Submit. The 'Welcome' step is currently active. Below the progress bar, there is a message and a selection area for the user's activity.

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

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!

All questions that include asterisk (*) are required.

TN Tennessee State Government

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 ?

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

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

http://URL Open URL

Profile Questions ?

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

1. Taxpayer Identification Number (TIN) should consist of 9 numerical digits in length, without dashes. (Use your organization's IRS TIN, NOT Sales Tax ID.) -- this information should match information entered on W9.
2. Supplier Name – Legal Name of the Department – this information should match information entered on W9.
3. * Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)? Click the magnifying glass and **select "1" for EIN** or select "2" for SSN. – All departments will enter 1

4 * 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. – Click on the paperclip and select the file from your computer and upload the completed W9.

5 * Products/Services Offered:

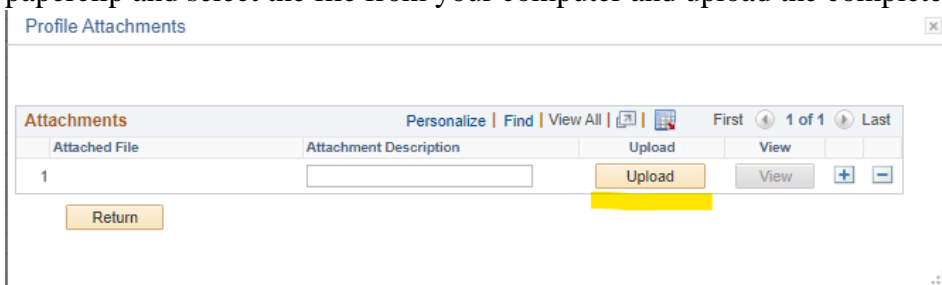
6 * Are any employees of this firm currently or previously employed by the state of Tennessee (within the past 6 months)?

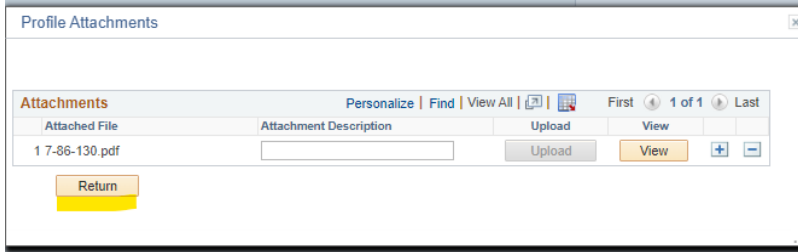
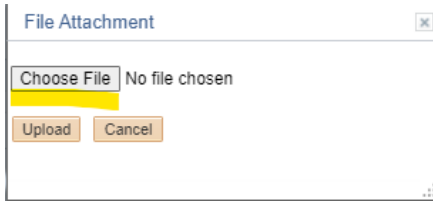
If answered "Yes" to the question above, please attach a list of the employees/owners including name, social security number, and position within the

Date of Incorporation, if applicable.

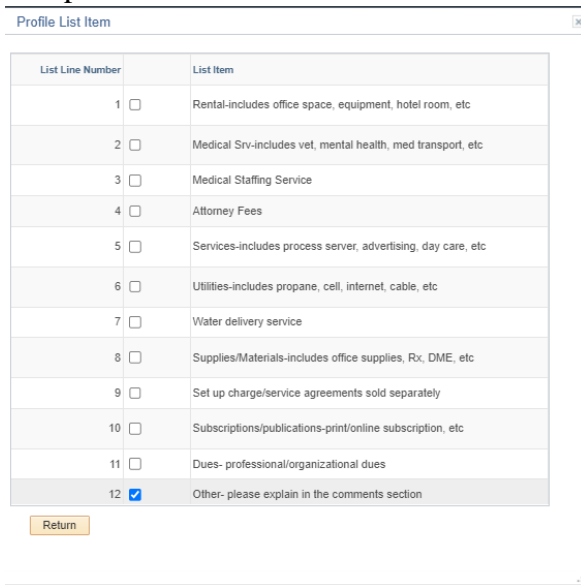
State of Incorporation, If applicable.

- 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. – Click on the paperclip and select the file from your computer and upload the completed W9.





5. * Products/Services Offered: Select “12” In the comments section enter “Grant Recipient”



6. Are any employees of this firm currently or previously employed by the state of Tennessee (within the past 6 months)? – Select “No”



Tennessee State Government

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

questions regarding your Company Type, Company Ethnicity, and Company Gender, Main Company Email, and Main Phone.

Please select one option from the list that best represents your company type.

Please select one option from the list that best represents your company ethnicity.

Please select one option from the list that best represents your company gender.

Please provide a main email for your company.

Please provide a main phone number (10 digits) for your company.

Please select one option from the list that best represents your company gender.

Please provide a main email for your company.

Please provide a main phone number (10 digits) for your company.

Standard Industry Codes ?

UNSPSC Codes

Description

Add SIC Code

7

Comments ?

Exit

Save for Later

Previous

Next

* Required field

7. Under comments enter Grant Recipient

**The Primary Address must be the IRS W-9 address.
This will also be the Department's mailing address**

The address must be entered according to USPS at <https://tools.usps.com/zip-code-lookup.htm?byaddress>

TN Tennessee State Government

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

8 *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

8. 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
Click 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.

9

Add Contact

* Required field

- 9. Contacts Page, select Add Contact
All fields that include asterisk (*) are required.

Add Contacts

Group Box 1 ?

Description

* 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

Description

Language Code

Time Zone

Currency Code

OK Cancel

User Profile Information

Enter your preferred user ID or user name. **User ID should begin with TN@** 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.

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"/>	[REDACTED]	[REDACTED]	Primary Address

Add Contact

Exit Save for Later Previous Next

* Required field

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:

10 Re-Enter to confirm:

11 **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](#)

12 **13**

Exit Save for Later Previous Next

- 10. Enter and Re-enter your email address.
- 11. Check the box to accept the terms.
- 12. Click Review to review your submission.
- 13. Click Submit

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



Registration Submit Details

Submitted



You have successfully submitted your registration.

Your registration ID:

0000000

Any email regarding the registration status will be sent to:

You will receive an Email titled “Your registration form has been submitted for approval”. This email gives you instructions on the next steps.

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

Additional Resources

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.