



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

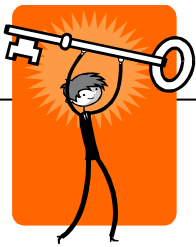
BILL HASLAM
GOVERNOR

How to Become a

Sourcing Bidder and eSupplier

CENTRAL PROCUREMENT OFFICE

312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243
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Key Words before you begin

Edison: The State of Tennessee has a new web-based procurement system known as Edison.

Sourcing Bidder: an individual or a company that has successfully completed the Sourcing Bidder Registration located at <https://supplier.edison.tennessee.gov> is thereafter known as a Sourcing Bidder.

Sourcing Event: a collection of specifications, terms, and conditions related to a certain set of goods or products up for bid by The State of Tennessee via Edison.

Vendor: a bidder that has received a contract or purchase order from The State of Tennessee via Edison is thereafter known as a Vendor.

eSupplier: a vendor that has successfully completed the eSupplier Registration located at <https://supplier.edison.tennessee.gov> is thereafter known as an eSupplier.



Edison is the new procurement system for the State of Tennessee. This manual contains information on how to be registered in Edison as a Sourcing Bidder, Vendor, and eSupplier. It is not necessary or possible to hold all three of these titles at once. It is our goal to provide clarity on which registration is right for you and also to give information on how to maximize the functionality of your current status in Edison.

1. **How and why do I register as a Sourcing Bidder?**
2. **How and why do I register as an eSupplier?**
3. **I've never done business with the State of Tennessee. How do I register?**
4. **What happened to my TOPS registration?**
5. **I am new to the company. How do I find out if my company is registered to do business with Tennessee?**
6. **I do not bid. How do I register to provide a service to The State of Tennessee?**

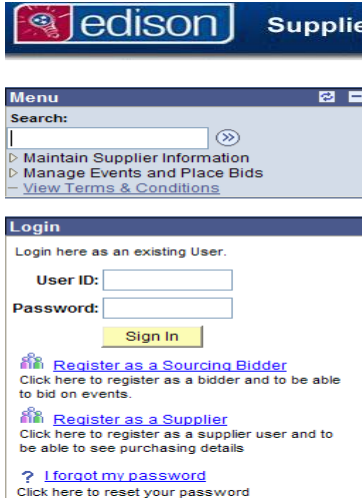
1. How and why do I register as a Sourcing Bidder?



If your company has never done business with the State of Tennessee, then Sourcing Bidder registration is for you. By registering as a Sourcing Bidder in Edison, you are setting your company up to bid on Sourcing Events offered by the State of Tennessee. In order to register you may visit:

<https://supplier.edison.tn.gov>

...and select "Register as a Sourcing Bidder" as seen in the screenshot below:



The Sourcing Bidder registration consists of **8 steps**. The State of Tennessee will use the information provided in each step to build your Bidder Profile once you are registered. **Step 1**, for instance, as shown in the screenshot below, tells us whether you are a business or an individual registering to sell goods and services to The State of Tennessee.



Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

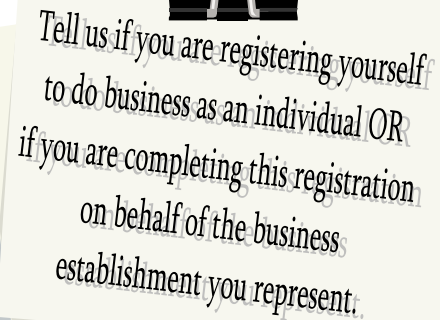
* Required Field

1. Please select the type of bidder which best describes you.

- Business
 Individual
- Buying goods/Services
 Selling goods/Services
 Both

Next >>

Cancel Registration



Tell us if you are registering yourself
to do business as an individual OR
if you are completing this registration
on behalf of the business
establishment you represent.

Step 2 of the Sourcing Bidder registration provides The State of Tennessee with your primary contact information. You may add additional contacts to your registration by selecting "Save and Add Another User" in the bottom, right-hand corner as shown in the subsequent screenshot. However, you may not delete the primary contact so this should be somewhat of a permanent company representative (exp., President, CEO, CFO).

Step 2 of 8: User Account Setup

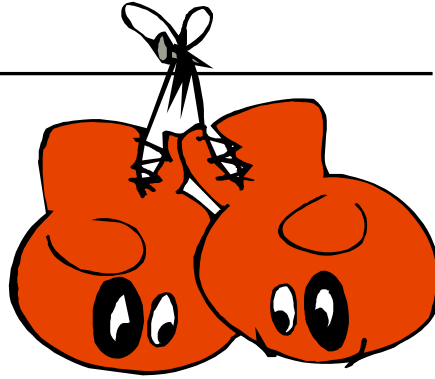
Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

* Required Field

Company Information	
*Company	URLhttp://
Professional Certification/License Information Find View All First Last	
Cert/License#	Type
Description	
Begin Date	Expire Date
User Information	
*First Name	Delete
*Last Name	
Title	
*Email ID	
*Telephone	Ext
Fax	
*User ID	(User's account login name.)
Other Contact Info (Optional)	
Instant Messaging (IM) Information	
IM Service	
IM User Name	
Personalization Information	
Language	
Time Zone	
Currency Cod	
<< Back	Next >>
Cancel Registration	Save and Add Another User

Important on Step 2: Email ID Vs. User ID

You must enter a valid email address for both the "Email ID" and the "User ID" field under the "User Information" heading in Step 2. You may enter the same email address for both fields but it is important to remember that although you may add multiple contacts, the primary User ID may never be changed. Your Email ID will be the designated email address for Sourcing Events from the State of Tennessee. You may change your Email ID by logging into your account once registration is completed.



Step 3 is where we collect your primary address information.

Bidder Registration

Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

*Required Field

Primary Address

Country: United States [Change Country](#)

*Address 1:

Address 2:

Address 3:

Room #: Room Quadrant:

*City:

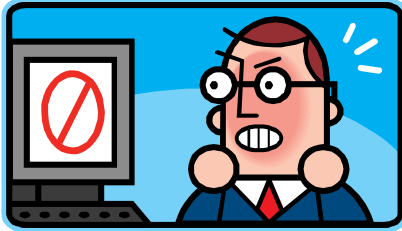
County:

*State: Tennessee Postal:

*Required Field

You may add additional addresses and designate contacts for each location in **Steps 4 and 5**.

Step 6 is where company information is collected. Notice the first field in the adjacent screenshot is requesting a Tax Identification Number? If selected “Individual” as opposed to “Business” in Step 1, then this field would instead request a Social Security Number.



Help avoid many errors on Step 6 by only completing the mandatory fields which are denoted throughout the Registration with an asterisk (i.e. *).

Bidder Registration

Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers	
Identification Type	ID Number
1 *Tax Identification Number	<input type="text"/>
*1. Type of Business:	<input type="text"/>
*2. Date Established? If less than 2 years, please submit resume.	<input type="text"/>
3. Date of Incorporation, if applicable.	<input type="text"/>
4. State of Incorporation, If applicable.	<input type="text"/>
*5. The organization's gross annual receipts from last year.	<input type="text"/>
*6. Number of full time employees?	<input type="text"/>
7. DUNS Number:	<input type="text"/>
*8. Has there has been an ownership change within the past two years?	<input type="text"/>

Bidder Registration

Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

*Required Field

For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

- NIPG Category Tre
- Sourcing - Sourcing Categories
- Buy Categories
- Sell Categories

<< Back Next >>

Cancel Registration

*Required Field

In **Step 7**, a “Sell Category” **MUST** be selected by clicking on the “+” next to “Sell Categories.” The list of NIGP codes will take about 5-10 minutes to load. **Your screen may go blank during this time.** Once the codes appear, click the “+” next to your category choice. Wait again for the sub-categories to appear (15-30 seconds) and make your selections. Do this for each applicable category before clicking “Next.”

Before

After

Bidder Registration

Step 7 of 8: Categorization Information

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*Required Field

For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

NIPG Category Tre

Sourcing - Sourcing Categories

Sell Categories

- 192-00 - CLEANING COMPOSITIONS, DETERGE
- 193-00 - CLINICAL LABORATORY REAGENTS A
- 195-00 - CLOCKS, WATCHES, TIMEPIECES, J
- 200-00 - CLOTHING- ATHLETIC, CASUAL, DR
- 201-00 - CLOTHING ACCESSORIES (SEE CLAS
- 204-00 - COMPUTER HARDWARE AND PERIPHER
- 260-00 - DENTAL EQUIPMENT AND SUPPLIES
- 265-00 - DRAPERIES, CURTAINS, AND UPHOL
- 145-00 - BRUSHES (SEE CLASS 485 FOR JAN
- 150-00 - BUILDERS SUPPLIES
- 208-00 - COMPUTER HARDWARE AND PERIPHER
- 269-00 - DRUGS AND PHARMACEUTICALS
- 271-00 - DRUG AND FEEDING ADMINISTRATIO
- 175-00 - CHEMICAL LABORATORY EQUIPMENT
- 180-00 - CHEMICAL RAW MATERIALS (IN LAR
- 190-00 - CHEMICALS AND SOLVENTS, COMMER
- 207-00 - COMPUTER ACCESSORIES AND SUPPL
- 208-00 - COMPUTER SOFTWARE FOR MICROCOM
- 209-00 - COMPUTER SOFTWARE FOR MINI AND
- 210-00 - CONCRETE AND METAL PRODUCTS, C

It is important to read the terms and conditions fully before clicking the box to indicate your agreement in **Step 8**. Selecting the “I agree...” box constitutes an electronic signature of the primary contact.

Bidder Registration

Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:



Bidder Registration

Bidder registration for Angela Inc was successful.

Choose the desired user from the grid below and sign in to Strategic Sourcing.

1 Angela Inc	Sign In
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Approximately 10 minutes after your registration is successful (as shown in the screenshot on the left), check the email entered in the “Email ID” field in **Step 2**. You should receive an automated email reply containing a password (as shown in the screenshot below, the sender will be “edison.erp”). Remember: Your User ID is the email address you entered in Step 2.



2. How and why do I register as an eSupplier?



The State of Tennessee's new procurement system, Edison, differs from the old TOPS system in that eSuppliers are not already registered. Instead, Sourcing Bidders become eSuppliers after they are paid for a good or service by The State of Tennessee.

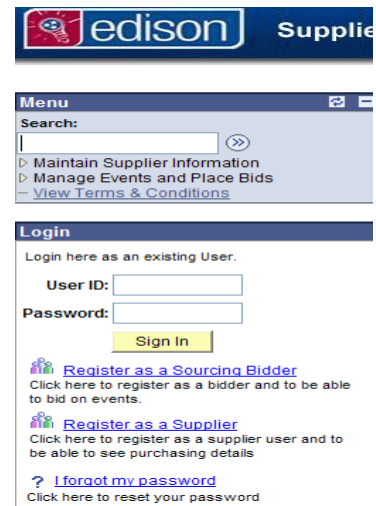


In order to be an eSupplier, a company or individual should follow the instructions to register as a Sourcing Bidder.

Instructions on how to submit a bid for an Edison Event can also be found at: http://tn.gov/generalserv/purchasing/for_training.html.

Once an award is made and payment is received for a good or service, the Sourcing Bidder should forward a W-9 and ACH Direct Deposit form to Bidder Services. The fax number for Bidder Services is (615) 741-0684.

A Vendor can register as an eSupplier by visiting <https://supplier.edison.tennessee.gov> and selecting "Register as a Supplier" from the lower left-hand side of the screen. Complete the page Supplier Registration and select the "Create" button as illustrated below. If you receive any error message during registration, then you should stop and call The Edison Help Desk (615) 741-HELP.



Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:

*User ID: Description:

Email ID:

Password:

Confirm:

Language: Currency:

*Tax ID	*Vendor ID
<input type="text"/>	<input type="text"/>

Create



Code:

ABCDEFGH (This is the eSupplier Registration code for all registered Vendors)

User ID: Do not use the apostrophe symbol (') in the creation of your User ID. Doing so may create technical difficulties when using the system. Should read TN@YourCompanyName (exp. TN@ACMECorp). If your company has more than one location, then AFTER you are registered, you may log-in to your account and add more users (exp. TN@ACMECorpNash).

Description: Use keywords that describe the product or service provided (exp. Office Supplies, Lawn Care Services, IT consulting). An alternative would be to describe which location of the main company is being registered.

Email ID: The email address where The State of Tennessee may forward Bid Events.

Password: It must be at least 8 characters long and contain at least 1 number and 1 special symbol. A special character is a symbol above the number keys at the top of the keyboard (exp. @ \$ % *). Special characters can be accessed by pressing the Shift key and the number key at the same time. An example of an acceptable password is: Plato%347

Confirm: This requires the password entered above in "Password" to be re-entered exactly.

Language: This will default to English, and is the only currently-available option.

Currency: This must always be "USD" for United States Dollars.

Tax ID: Edison will match your Tax ID with the subsequently entered Vendor ID to verify your identity. Only registered Edison Vendors are eligible to register as an eSupplier.

Vendor ID: The Edison Vendor ID is a 10 digit number. You may only be familiar with the last 4 or 5 digits. To avoid errors, try adding 5 or 6 zeros to the beginning of the number to account for 10 digits. If you are a registered Vendor, then you may acquire your Vendor ID through Bidder Services. Bidder Services can be reached at (615) 741-6875 M-F 8:00-4:30pm CST.

Create: Once all of the fields have been completed, click the "Create" button. The new eSupplier account can be accessed immediately by returning to <https://supplier.edison.tn.gov> and entering the newly created User ID (exp. TN@GeneralServices) and Password (exp. Plato*347).



3. I've never done business with the State of Tennessee. How do I register?

To begin bidding with The State of Tennessee you may visit <https://supplier.edison.tn.gov> and click on "Register as a Sourcing Bidder." Follow the instructions under "How and Why do I register as a Sourcing Bidder" to successfully register.



4. What happened to my TOPS registration?



If you were previously registered in the old Tennessee Online Purchasing System (TOPS) and have not done business with The State of Tennessee since 2006, than you may apply to bid on Events by visiting <https://supplier.edison.tn.gov> and clicking on "Register as a Sourcing Bidder." Follow the instructions under How and Why do I register as a Sourcing Bidder to successfully register.

If you have done business with The State of Tennessee since 2006, than contact Bidder Services to confirm your Edison registration status. It is possible that you need to obtain information from Bidder Services in order to access your pre-existing Edison account.

It's important that you immediately update any outdated information in your account once you gain access. The State of Tennessee transferred bidder data from TOPS into Edison of those that have conducted business since 2006. Bidder Services can be reached at (615) 741-6875 M-F 8:00-4:30pm CST.

5. I am new to the company. How do I find out if my company is registered?

If you are unaware of your company's registration status, than you may contact Bidder Services to obtain this information. You should have your Federal Tax ID number handy before calling. Bidder Services can be reached at (615) 741-6875 M-F 8:00-4:30pm CST.

6. I do not bid. How do I register to provide a service?

Professional service providers may visit <https://supplier.edison.tn.gov> and select "Register as a Sourcing Bidder." Follow the instructions under How and Why do I register as a Sourcing Bidder to successfully register (Notice: in Step 7 of 8 of the Sourcing Bidder registration instructions, service providers should select a NIGP code in the 900 series i.e. (917-49). Bidder Services can be reached at (615) 741-6875 M-F 8:00-4:30pm CST.

