

Agency Submitter Manual

Internal Supplier Registration

Supplier Maintenance

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Introduction

This Internal Supplier Registration Agency Submitter Manual provides instructions to an agency user that will be completing and submitting Internal Supplier Registrations in Edison for their agency. Throughout the manual, there are screenshots using the following color indicators to highlight information important to completing a registration:

- Green – Registration Step
- Red – Instructional Steps
- Blue – Informational Text

In addition, each section of the registration has a ? icon which includes helpful information; this information is also provided in the manual in orange text.

The Internal Supplier Registration allows Business Units (BU) the capability to submit a request to **add a new supplier** to the Edison Supplier module. “New” supplier means the supplier’s Taxpayer Identification Number (TIN) is not already associated with a Supplier ID in the Supplier module.

International suppliers, however, cannot be created through this online registration process. The supplier’s IRS W-8 must be submitted via email to Supplier.Maintenance@tn.gov with “FOREIGN” in the subject line of the email.

There is a corresponding training course in Edison ELM which covers the material in this manual. **This course must be completed in Edison ELM before the Agency Submitter role can be requested on the FA-1015 security form.** The course information is below:

Course Name: Internal Supplier Registration Agency Submitter

Course Code: ISRAS100

Class Code: FA-ISRAS

New vs. Existing Suppliers

To determine if an Internal Supplier Registration is required, follow the instructions below to see if the supplier's TIN is already in Edison:

1. Navigate to the **Review Suppliers** screen in Edison using the following navigation: **NavBar > Navigator > FSCM > Suppliers > Supplier Information > Add/Update > Review Suppliers.**
2. **Enter** the supplier's tax ID in the Tax Identification Number field (no dashes) then click the **Search** button. Clicking "enter" on the keyboard will not search for results. For example:
 - a. A supplier's FEIN is 12-3456789. Enter 123456789 then click the Search button.
 - b. A supplier's SSN is 987-65-4321. Enter 987654321 then click the Search button.

The screenshot shows the 'Review Suppliers' interface. The 'Search Criteria' section includes the following fields:

- *SetID: SHARE
- Name: Equal to
- Withholding Name: Equal to
- Supplier Status: [Dropdown]
- Address: Equal to
- Customer Number: [Text]
- ID Type: Tax Identification Number
- VAT Registration ID: [Text]
- Withholding Tax ID: [Text]

The 'Tax Identification Number' field contains the value '999999999'. A red box highlights this field with the text '2. Enter the supplier's tax ID, no dashes' and a red arrow pointing to the field. The 'Search' button is highlighted with a red box and the text '2. Click Search' and a red arrow pointing to the button.

3. If the tax ID is not already associated with a Supplier ID in Edison, text will appear that states, "There are no rows available that meet your search criteria":

The screenshot shows a web interface titled "Review Suppliers" under a "Vendor Lookup" header. The interface is divided into several sections for search criteria:

- Search Criteria:** Includes fields for *SetID (SHARE), Name (Equal to), Withholding Name (Equal to), and Supplier Status.
- Supplier Information:** Includes Supplier ID, Short Name (Equal to), Classification, Type, and Persistence.
- Address and Contact:** Includes Address (Equal to), City, Customer Number, Country, ID Type (Tax Identification Number), State, VAT Registration ID, Postal, and Withholding Tax ID.
- Additional Fields:** Includes a field with the value 999999999, and Bank Account #.
- Max Rows:** Set to 300.
- Search:** A button labeled "Search".

At the bottom of the interface, a message is displayed: "There are no rows available that meet your search criteria." This message is circled in blue in the original image.

4. If the tax ID is associated with a Supplier ID in Edison, rows of results will appear with the Supplier ID. Do not complete an Internal Supplier Registration as this registration process is only for **new** suppliers. Use Query **TN_AP33C_VENDOR_SEARCH** to review the supplier file to see if any updates are needed. **If updates are needed to an existing supplier in Edison, submit a change request to Supplier.Maintenance@tn.gov using the Supplier Maintenance Supplier Update Form (Appendix A).** To complete the form, access the form on the Division of Accounts TeamTN Accounting Job Aids website.

Registration Supporting Documents

There are three types of documents that may be required to complete a registration:

1. IRS W-9
2. Remittance Address Documentation
3. State of Tennessee Employee Listing

IRS W-9

The supplier's IRS W-9 is required to be uploaded with each registration submitted. The IRS W-9 must meet the following criteria or the registration will not be approved:

- 1. Current version of the IRS W-9 found at www.irs.gov**
- 2. Be legible**
 - a. Should not have to guess the letters and numbers entered on the form
- 3. Is not altered**
 - a. Data on the form is not modified in any way
- 4. Completed according to the IRS W-9 instructions**
 - a. Familiarize yourself with Appendix B: General IRS W-9 Requirements and Appendix C: Supplier Maintenance IRS W-9 Summary Instructional Table
- 5. Contains a complete address**
 - a. Familiarize yourself with Appendix D: Address Standards
- 6. Be hand-signed**
 - a. Electronic signatures are not accepted
- 7. Dated within a year of the registration submission date**

Remittance Address Documentation

If a remittance address will be entered during the registration process, supporting documentation for the remittance address must be uploaded to the registration.

Acceptable documentation types are:

- 1. Invoice to or from the supplier**
- 2. Hand-signed memo on company letterhead**

The documentation must meet the following criteria or the registration will not be approved:

1. **Be legible**
2. **Is not altered**
3. **Contain supplier's Name or Doing Business As (DBA) name that appears on the W-9**
4. **Contains the remittance address**
 - a. Familiarize yourself with Appendix D: Address Standards
5. **Dated within a year of the registration submission date**

State of Tennessee Employee Listing

TCA 12-4-103, CPO Rule 0690-03-01-.28, and any applicable Executive Orders prohibit bidding or contracting with an individual who is, or within the past six months has been, a State employee. It is the responsibility of the agency to ensure compliance with these state laws and rules. To show your agency's due diligence, this registration process requires a "yes" or "no" response to the question:

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

If answered "yes", supporting documentation must be uploaded in the registration. The documentation must list the following state or former state employees' (within the last six months) information or the registration will not be approved:

1. Name
2. Social security number
3. Position within the firm
4. Ownership interest

Example of the documentation:

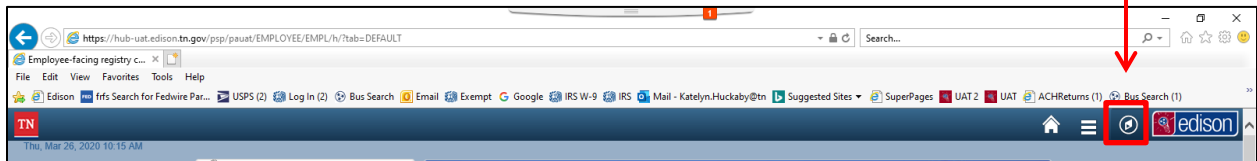
	A	B	C	D
1	Name	Social Security Number	Position within the firm	Ownership Interest
2	Peter Jones	111-11-1111	CEO	25%

Supplier Maintenance may request additional information to ensure compliance.

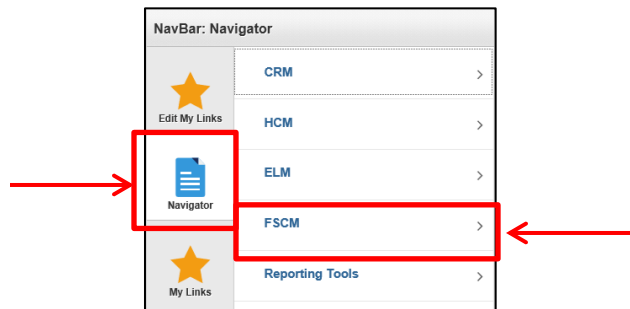
Navigating to the Internal Supplier Registration

Once you have confirmed that the supplier's tax ID is not already associated with a Supplier ID in Edison and that the supplier's documentation and information is accurate and complete, navigate to the Internal Supplier Registration following the instructions below:

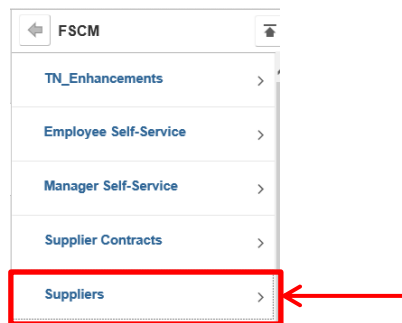
1. Once logged into Edison, click the **NavBar** icon at the top.



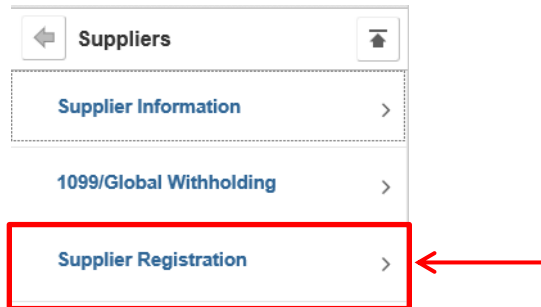
2. Click the **Navigator** icon, and then click **FSCM** from the menu.



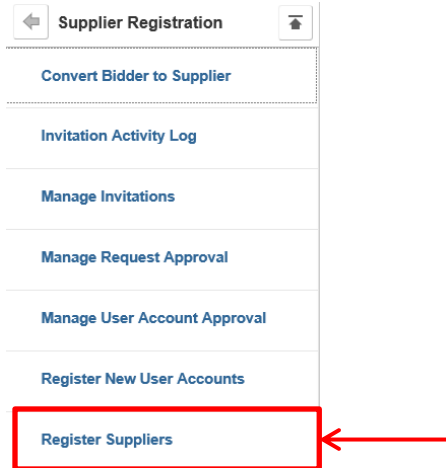
3. Click **Suppliers**



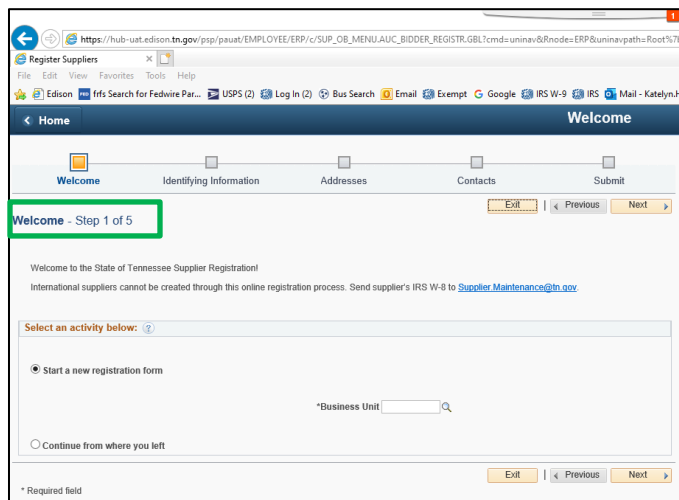
4. Click **Supplier Registration**



5. Click **Register Suppliers**



6. The **Welcome – Step 1 of 5** screen should appear



Completing and Submitting an Internal Supplier Registration

The instructions below detail the steps a BU must perform in Edison for completing and submitting an Internal Supplier Registration to Supplier Maintenance for review.

Reminders: The Internal Supplier Registration should only be completed for **new** suppliers. Foreign suppliers cannot be entered during this registration process.

Welcome – Step 1 of 5

Select an Activity Below

Welcome to online registration for new registrants, and welcome back if you are resuming the registration process. You can click the Help (question mark) icons on each registration page to find additional guidance during online registration. Information and questions that are required to successfully complete registration are designated by an asterisk (*). You must enter required information to proceed to the next step, but your entries are not saved until you click the Save for Later button or the Submit button, when available on the page. Click the Save for Later button to save your work and leave online registration, as many times as needed. You can resume where you left off at a later time. The Exit button will cancel the registration process without saving.

1. To start a new registration, ensure the **Start a new registration form** option is selected on the **Welcome** screen.
2. Enter your five-digit BU into the **Business Unit** field. You can also click the magnifying glass after the **Business Unit** field to select your BU.
3. Click **Next** to navigate to the next step, **Identifying Information – Step 2 of 5**.

1. This activity starts a new registration

This activity resumes a previously "Save For Later" registration or a registration that is in a "Request More Information" status

2. Registrations are unique to each business unit

3. Click Next to navigate to the Identifying Information step

Identifying Information – Step 2 of 5

Unique ID & Company Profile Fields

This information uniquely identifies the supplier you are registering. The registration is based on the supplier's information entered on their IRS W-9. **All fields that include an asterisk (*) are required.**

4. After the supplier's IRS W-9 has been reviewed for accuracy and completeness according to the IRS W-9 instructions and Appendix B and C of this Manual, enter the supplier's nine-digit TIN provided in Part I of the IRS W-9 into the **Taxpayer Id Number (Part 1 of the IRS W-9)** field. Do not enter any dashes.
5. In the **Supplier Name (Line 1 of IRS W-9)** field, enter the name in all CAPS that is provided on Line 1 of the supplier's IRS W-9. Do not enter any special characters besides a dash (-) or ampersand (&).
6. Enter the supplier's website address into the **http://URL** field if you have this information from the supplier. Otherwise, leave the field blank as it is not a required field.

The screenshot shows a web interface for 'Identifying Information - Step 2 of 5'. The page title is 'Identifying Information' and the breadcrumb trail includes 'Home', 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', and 'Submit'. The current step is 'Identifying Information - Step 2 of 5'. Below the title, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. A note states: 'All questions that include an asterisk (*) are required.' The form section is titled 'Unique ID & Company Profile' and contains three fields: '* Taxpayer Id Number (Part I of IRS W-9)', '* Supplier Name (Line 1 of IRS W-9)', and 'http://URL' with an 'Open URL' link. The 'Next' button is highlighted with a blue arrow pointing to it from a callout box on the right.

4. Enter the supplier's TIN, no dashes

5. Enter the IRS W-9 Line 1 name, ALL CAPS

6. Enter supplier's website address if known. Otherwise, leave blank


Registration cannot be saved and resumed at a later time until all of the required fields (*) on the **Identifying Information** step is completed

Once all required fields (*) are completed, click **Next** to navigate to the **Addresses** step

Profile Questions, Codes, & Comment Fields

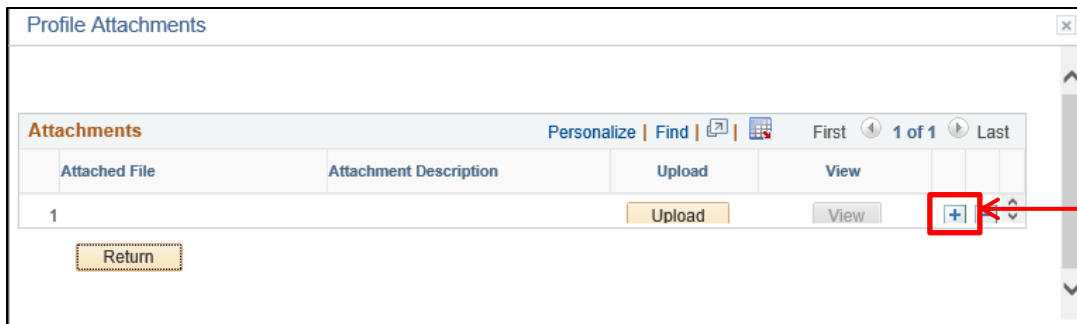
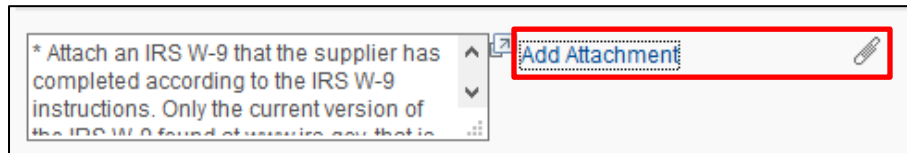
Profile questions provide information about a business or individual that may help determine eligibility for bidding or selling, as well as assist in determining the IRS 1099 reportability and other information necessary to complete the supplier file. **All of the required Profile Questions include an asterisk (*).** You can magnify the instructions for each Profile Question by clicking the arrow in the top right-hand corner.

- 7. First Profile Question (*required field):** Follow the instructions in the textbox. The textbox instructions state: “Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)?” Enter “1” for EIN or “2” for SSN.”

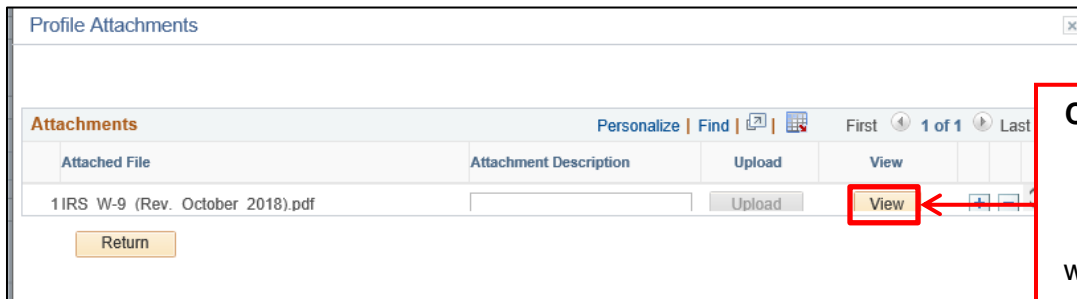


The image shows a screenshot of a software interface titled "Profile Questions". It contains a list of questions. The first question is: "* Is the Taxpayer Identification Number provided above an Employer Identification Number (EIN) or a Social Security Number (SSN)?". To the right of the question text is a magnifying glass icon. A red arrow points from a red-bordered callout box to this magnifying glass icon. The callout box contains the text: "7. Enter a '1' for EIN or '2' for SSN."

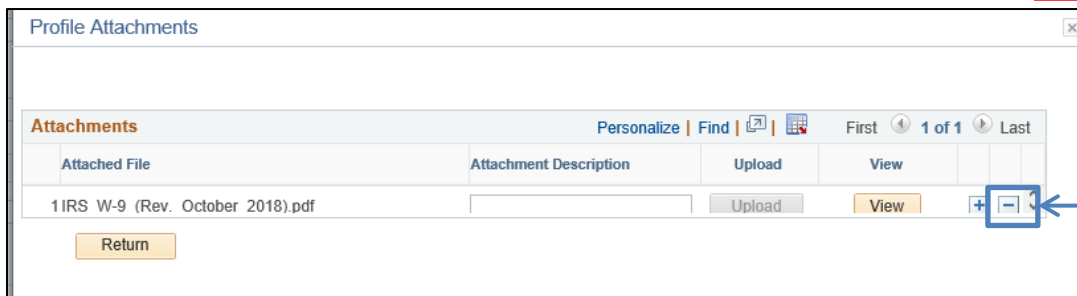
8. **Second Profile Question (*required field):** Follow the instructions in the textbox to upload the supplier's W-9. The textbox instructions state: "Attach an IRS W-9 that the supplier has completed according to the IRS W-9 instructions. Only the current version of the IRS W-9 found at www.irs.gov, that is hand-signed and dated within a year from the submission date, will be accepted. If an acceptable IRS W-9 is not submitted, your registration request may be denied." **Reminder:** Use Appendix B and C to ensure the IRS W-9 uploaded is completed according to IRS W-9 requirements. Use Appendix D to ensure the address provided on the W-9 is a complete address according to USPS standards.



Click **[+]** and follow instructions to add attachments

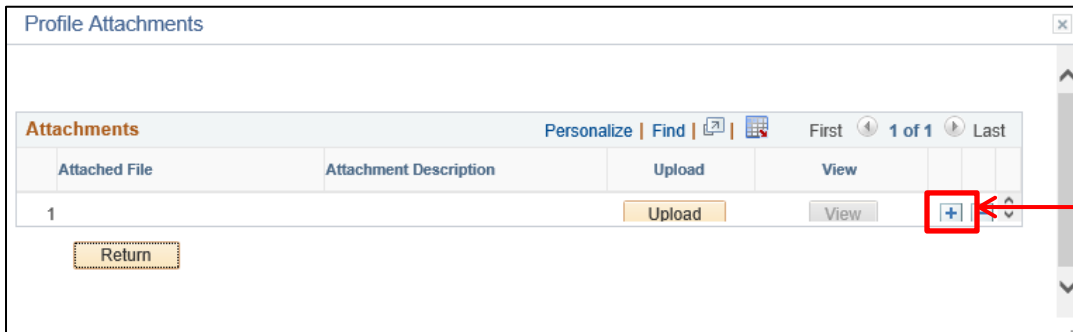
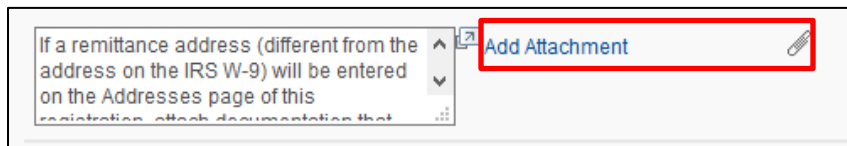


Click **View** to ensure the correct attachment was uploaded

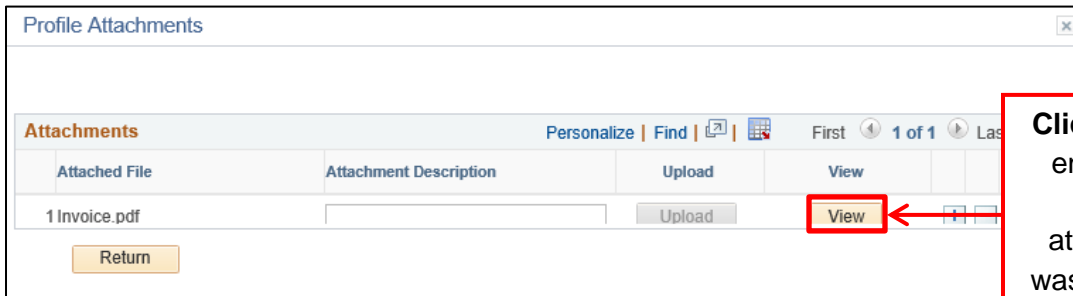


Click **[-]** to remove attachments

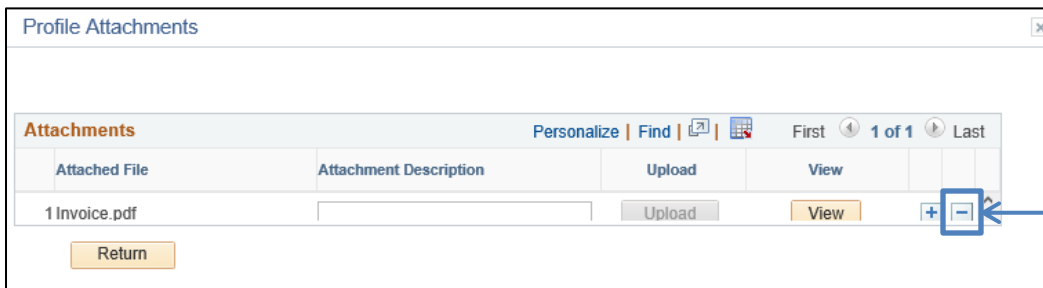
9. **Third Profile Question:** Follow the instructions in the textbox to upload supporting documentation for the remittance address, if a remittance address will be entered during this registration process. The textbox instructions state: “If a remittance address (different from the address on the IRS W-9) will be entered on the Addresses page of this registration, attach documentation that clearly establishes the remittance address being added is associated with the W-9 supplier such as an invoice to or from the supplier, signed memo on company letterhead, etc. If appropriate supporting documentation is not submitted, your registration may be denied.” **Reminder:** Use Appendix D to ensure the address provided on the remittance address documentation is a complete address according to USPS standards.



Click [+] and follow instructions to add attachments



Click View to ensure the correct attachment was uploaded



Click [-] to remove attachments

10. **Fourth Profile Question (*required field):** Click the magnifying glass and select **all** of the 1099 categories that apply for this supplier for your agency. Click **Return**. After approval of the supplier’s registration, Supplier Maintenance will enter **all** of the 1099 categories selected into the supplier’s file to be used in the future for payment processing and 1099 reporting. Additional payment descriptions relative to the Edison 1099 categories can be found in Appendix E.



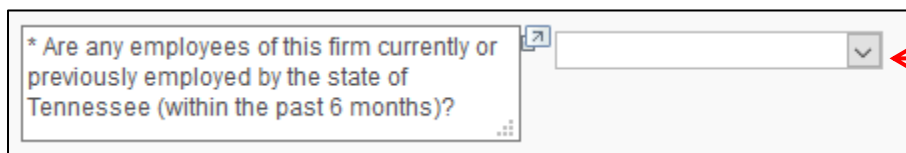
Profile List Item

List Line Number		List Item
1	<input type="checkbox"/>	CAT1-Rent of property, equip, direct-billed hotel rms, land
2	<input type="checkbox"/>	CAT3 - Other Income such as awards, incentives, prizes
3	<input type="checkbox"/>	CAT6-Med/Health Care Pymts-treatment mind & body, veterinary
4	<input type="checkbox"/>	CAT7-Svc-atty fees, court reporter, speakers, temp staff
5	<input type="checkbox"/>	CAT14-Gross Proceeds to Atty(settlement)& 2nd Injury Fd Atty
6	<input type="checkbox"/>	CATG-Taxable Grants-reportable unless states exempt in grant
7	<input type="checkbox"/>	MAIN-Non-Reportable-products, travel, utilities, dues
8	<input type="checkbox"/>	CATI - Interest
9	<input type="checkbox"/>	CATR - Employee Death Benefits

Return

10. Select all that apply and then click Return

11. **Fifth Profile Question (*required field):** From the dropdown menu, respond to the question in the textbox by **selecting “Yes” or “No”**. If “Yes” is selected, the next Profile Question requires the upload of information regarding the supplier or the supplier’s employees.



11. Select “Yes” or “No”

12. **Sixth Profile Question:** If answered “Yes” to the Fifth Profile Question, the Sixth Profile Question is **required**. Follow the instructions in the textbox which requires an attachment be uploaded to the registration that provides information regarding the supplier or the supplier’s employees that are currently or previously employed by the state within the last six months. The attachment must include the following for each employee that is currently or previously employed by the state within the last six months:

1. Name
2. Social security number
3. Position within the firm
4. Ownership interest

Additional information may be requested by Supplier Maintenance to ensure compliance.

The screenshot shows a registration form with a text box containing the following text: "If answered 'Yes' to the question above, please list these employees including name, social security number, and position within the firm, including...". To the right of the text box is a blue button labeled "Add Attachment" with a paperclip icon. A red arrow points from a red-bordered box on the right to the paperclip icon.

12. Click and follow instructions to add attachment if answered “Yes” to 5th Profile Question

Example of attachment:

	A	B	C	D
1	Name	Social Security Number	Position within the firm	Ownership Interest
2	Peter Jones	111-11-1111	CEO	25%

13. The Profile Questions and **Codes** below are **not** required. However, please complete these fields if you have the information from the supplier. Otherwise, leave these fields blank.

14. Leave the **Comments** field blank.

The screenshot shows a registration form with several sections. A red box on the left contains the text: "13. Complete these fields if you have information from supplier. Otherwise, leave blank". Red arrows point from this box to the "Date of Incorporation, if applicable.", "State of Incorporation, if applicable.", and "Codes" sections. Another red box on the left contains the text: "14. Leave blank". A red arrow points from this box to the "Comments" text area. The form includes fields for "Date of Incorporation, if applicable.", "State of Incorporation, if applicable.", a dropdown for "Has a performance penalty ever been assessed against the organization or any of the principle owners?", a table for "Codes" with columns "UNSPSC Codes" and "Description", and a text area for "Comments". At the bottom, there are buttons for "Exit", "Save for Later", "Previous", and "Next". A legend at the bottom left indicates "* Required field".

At this point and throughout the registration, you can click **Save for Later**, **Previous**, or **Next**.

- a. Click **Save for Later** in order to resume the registration at a later time. You must have the **Registration ID** in order to resume the registration. Instructions for this feature are provided later in this manual.
- b. Click **Previous** to go to the previous step.
- c. Click **Next** in order to proceed to the **Addresses** step.

Addresses – Step 3 of 5

Primary Address Fields

Enter the address that is on the IRS W-9 attached to this registration. The address must be entered according to preferred standards found on United States Postal Service's website. **All fields that include an asterisk (*) are required.**

15. Enter the W-9 address into the **Primary Address** fields in ALL CAPS and according to Appendix D: Address Standards.
16. If you attached remittance address supporting documentation to the third Profile Question, check the **Remit To Address** box in order for the remittance address fields to appear. Go to Step 17. If you do not need to add a remittance address, do not check the **Remit To Address** box. Instead, click **Next** and go to Step 18.

15. Enter Address on IRS W-9, ALL CAPS

16. Check the box to enter a remittance address, if applicable. Otherwise, click Next

Once all required fields (*) are completed, **click Next** to navigate to the **Contacts** step

Other Addresses Fields

If the remittance address is different than the Primary Address entered on the IRS W-9, check the box beside Remit To Address and enter the remittance address in the required fields. Documentation that clearly establishes the remittance address being added is associated with the W-9 supplier such as an invoice to or from the supplier, signed memo on company letterhead, etc. must be attached to the third Profile Question on the **Identifying Information** page. **All fields that include an asterisk (*) are required.**

17. Enter the remittance address into the **Remit To Address** fields in ALL CAPS and according to Appendix D: Address Standards.
18. Click **Next** to navigate to the next step, **Contacts**.

The screenshot shows the 'Other Addresses' form. At the top, there is a title 'Other Addresses' with a help icon. Below it, a checkbox labeled 'Remit To Address' is checked. A note says 'Attach supporting documentation to the third Profile Question on the Identifying Information page.' The form contains several fields: '* Country' (USA, United States), '*Address 1', 'Address 2', 'Address 3', '*City', 'County', '*Postal', and '*State'. A red box on the left points to the address fields with the text: '17. Enter the remittance address in ALL CAPS that is on the supporting documentation attached to the third Profile Question on the Identifying Information step'. A red box on the right points to the 'Next' button with the text: '18. Once all required fields (*) are completed, click Next to navigate to the Contacts step'. At the bottom, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'.

Contacts – Step 4 of 5

Company Contact

Company contacts cannot be entered during this Internal Supplier Registration. To continue the registration process, click "Add Contact", then select "General" from the Contact Type dropdown menu.

For a company contact to be added, the supplier will need to create a new user account after the internal supplier registration has been approved by Supplier Maintenance. You may want to share the **Creating a New User Account** instructions found on the Division of Accounts TeamTN Accounting Job Aids website with the supplier after the registration is approved by Supplier Maintenance and a Supplier ID is created.

19. Click **Add Contact**.

The screenshot shows a multi-step registration process. The steps are: Welcome, Identifying Information, Addresses, **Contacts** (highlighted in green), and Submit. Below the steps, there are navigation buttons: Exit, Save for Later, Previous, and Next. The main content area is titled 'Company Contact' and contains the text: 'You have not added any contact information to your application. Choose "Add Contact" to add new contact information.' Below this text is an 'Add Contact' button. A red box on the left contains the text '19. Click Add Contact' with an arrow pointing to the 'Add Contact' button. At the bottom of the screen, there are buttons for Exit, Save for Later, Previous, and Next, and a note: '* Required field'.

20. With General selected as the Contact Type, click **OK**.

The screenshot shows a dialog box titled 'Add Contacts'. It has a 'Contact Information' section with a dropdown menu for 'Contact Type' set to 'General'. There is a checkbox for 'Primary Contact'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. A red box on the left contains the text '20. Click OK' with an arrow pointing to the 'OK' button.

21. Click **Next** to continue to the **Submit** step.

Contacts - Step 4 of 5

Company Contact ?

Primary	Name	Phone	Designate Address
<input type="radio"/>	INTERNAL		Primary Address

Add Contact

* Required field

Exit Save for Later Previous Next

Submit – Step 5 of 5

22. **Enter** the email address you want to receive communications regarding this registration.

23. **Re-enter** the email address. This field must match the first email address field.

Terms and Conditions

24. **Click** the **Terms of Agreement** link to review the terms as needed and then **check** the box to accept the Terms of Agreement.

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:
[Text Field] Re-Enter to confirm: [Text Field]

Terms and Conditions ?

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

Select to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

Exit Save for Later Previous Next

25. Click the **Review** button to review your registration. Use Appendix F: Dos and Don'ts to ensure your registration is accurate and complete.
26. After you have reviewed your registration, if you have corrections to make, click the **Previous** navigation button to navigate to the page or pages that need to be corrected.
27. Once you are satisfied your registration is accurate and complete, click **Submit**.

25. Click Review to review your registration. Use the Dos and Don'ts checklist to review


27. Click Submit once you have reviewed your registration for accuracy and completeness

26. Click Previous to make any necessary corrections

28. After clicking **Submit**, you will be sent to a **Registration Submit Details** screen. This screen includes the **Registration ID** associated with the supplier registration and the email address that will receive communications regarding the status of the registration. At this point, you may click **Register New Supplier** or navigate to a different screen in Edison.

29. The email provided in the **Submit** step of the registration will receive the email below confirming the supplier registration has been submitted.

Registration ID 0000007462 Submitted

 erp.uat@tn.gov

Sent: Thu 6/4/2020 1:59 PM

To: Jane.Doe@tn.gov

Retention Policy: 90 Day Delete (90 days) Expires: 9/2/2020

Registration ID 0000007462 has been submitted for review.

Supplier Name: ABC COMPANY

You will receive a notification via email of any updates to your registration status. Allow up to 10 business days for your request to be reviewed.

This is a system generated email, please do not reply.

Thank you.

Save For Later

The Save for Later feature may be used to save and resume the registration at a later time. **Please note: This feature may be used throughout the registration but only after the Identifying Information Step has been completed.**

1. After clicking the **Save for Later** button, the pop-up below will appear. Enter the email address in both fields to receive communications regarding this registration and then click **OK**.

1. After entering and re-entering the email address to receive communications, click **OK**

2. The **Save For Later** pop-up below will appear.
 - a. Click **“No”** to save and resume your registration at a later time. **WARNING:** If you click “No”, you will be logged out of Edison.
 - b. Click **“Yes”** to go back to completing the registration.

2b. Click **“Yes”** to go back to complete the registration

2a. Click **“No”** to save and resume your registration later

3. After clicking **“Yes”** or **“No”**, you will receive the email below, which includes the Registration ID. **Make sure to keep this email as you will need the Registration ID in order to resume the registration.**

From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Tuesday, June 2, 2020 4:04 PM
To: Jane.Doe@tn.gov
Subject: In-Progress Registration form has been saved

The supplier registration for ABC COMPANY has been saved as **Registration ID 0000007462.**

Keep a record of this Registration ID in order to resume your registration request.

If you have any questions regarding this registration, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov.

This is a system generated email, please do not reply to this email.

Thank you.

4. When you are ready to resume the registration, navigate in Edison back to the Welcome screen via the path: **NavBar > Navigator > FSCM > Suppliers > Supplier Registration > Register Suppliers.**

5. Enter your BU in the **Business Unit** field.
6. Enter the Registration ID you wish to resume in the **Registration ID** field.
7. Click **Next** to resume the registration process.

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

*Business Unit

Registration ID

Required field

Exit | < Previous Next >

8. Continue to click **Next** until you navigate to the Step you wish to resume.

Internal Supplier Registration Workflow

Appendix G displays a flowchart of the Internal Supplier Registration Workflow.

Agency Approver Role

After submission, the registration will be routed to the Agency Approver for review. The Agency Approver must review the registration for accuracy and completeness according to the Agency Approver Manual. After review, the Agency Approver must **Approve**, **Deny**, or **Request More Information**. These three actions are detailed below:

1. **Approve:** After the Agency Approver has reviewed and approved the registration, the registration will be routed directly to Supplier Maintenance for review. No email is sent to the Agency Submitter as a result of this action.
2. **Deny:** After the Agency Approver denies the registration, this action stops the registration process. The Agency Submitter must submit another registration to begin the process again. The Agency Submitter will receive an email such as the email below which should include notes entered by the Agency Approver as to why the registration was denied.

From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Friday, April 24, 2020 4:08 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007431 Denied

We regret to inform you that after reviewing Registration ID 0000007431, SHADY PINES, your registration has been denied due to the following:

From Agency Approver: The supplier's W-9 was not attached to your registration.

This is a system generated email, please do not reply to this email.

Thank you.

Note entered by Agency Approver letting the Submitter know why the registration was denied

- 3. Request More Information:** This action routes the registration back to the Agency Submitter for correction. The Agency Submitter must navigate back to the Supplier Registration **Welcome** screen, select the “**Continue from where you left**” option, enter the Registration ID, and then click **Next** in order to open the registration to make the necessary corrections. The Submitter must **Submit** the registration again to continue the process. The Agency Submitter will receive an email such as the email below which should include notes entered by the Agency Approver as to why they are requesting more information:

From: erp.uat@tn.gov <erp.uat@tn.gov>
Sent: Friday, April 24, 2020 4:53 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007434 Request for More Information

Registration ID 0000007434, Van Helsing, cannot be approved at this time due to the following:

From Agency Approver: The supplier’s name was not written in ALL CAPS.

Please make the necessary corrections to your registration. Your registration will remain in a hold status and a Supplier ID will not be created until the registration is corrected and resubmitted.

This is a system generated email, please do not reply to this email

Thank you.

Note entered by Agency Approver requesting more information

Supplier Maintenance Role

After the Agency Approver approves the registration, the registration will be routed to Supplier Maintenance for review. Supplier Maintenance will review the registration and **Approve, Deny, or Request More Information**. These three actions are detailed below:

1. **Approve:** If the registration is **Approved** by Supplier Maintenance, the Agency Submitter will receive an email with the supplier's Supplier ID, such as the email below. Per the email, if the supplier will be providing goods or services to your agency, forward the email to Content.Group@tn.gov to ensure the supplier will receive future notifications of solicitations. In addition, per the email, provide the supplier with their Supplier ID in order for the supplier to create a user account in the Edison Supplier Portal. You may want to share the **Creating a New User Account** instructions found on the Division of Accounts TeamTN Accounting Job Aids website with the supplier. As discussed earlier, once the supplier has successfully logged into their user account, they will be able to help maintain their supplier information including contact information.

From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Friday, March 27, 2020 3:02 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007401

This email is being sent to update you on the status of Registration ID 0000007401.

Supplier ID 0000237604 has been created for XYZ COMPANY.

Please be aware it may take up to one business day for the status of the supplier to be updated to an Approved status for procurement and payment use.

If this supplier is providing goods or services to your agency, please forward this email to Content.Group@tn.gov to ensure the supplier can receive future notifications of solicitations.

Please inform your supplier of their new Supplier ID. For the supplier to establish a supplier user account in Edison, direct them to visit the Edison Supplier Portal and click **Create New User Accounts** to complete and submit the Register New User Accounts webpage.

This is a system generated email, please do not reply.

Thank you.

2. **Deny:** When Supplier Maintenance denies the registration, the Agency Submitter will receive an email such as the email below which includes the reason the registration was denied. After the registration has been denied, the Agency Submitter must submit another registration to begin the process again if needed.

From: erp.uat@tn.gov [mailto:erp.uat@tn.gov]
Sent: Friday, April 24, 2020 4:08 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007431 Denied

We regret to inform you that after reviewing Registration ID 0000007431, SHADY PINES, your registration has been denied due to the following:

From Supplier Maintenance: The supplier's W-9 was not attached to your registration.

This is a system generated email, please do not reply to this email.

Thank you.

Note entered by Supplier Maintenance letting the Submitter know why the registration was denied.

3. **Request More Information:** If Supplier Maintenance requests more information, the Agency Submitter will receive an email such as the email below which includes the reason Supplier Maintenance is requesting more information. The Agency Submitter must navigate back to the Supplier Registration **Welcome** screen, select the “**Continue from where you left**” option, enter the Registration ID, and then click **Next** in order to open the registration to make the necessary corrections. The Submitter must **Submit** the registration again to continue the process.

From: erp.uat@tn.gov <erp.uat@tn.gov>
Sent: Friday, April 24, 2020 4:53 PM
To: Jane.Doe@tn.gov
Subject: Registration ID 0000007434 Request for More Information

Registration ID 0000007434, STARR COMPANY, cannot be approved at this time due to the following:

From Supplier Maintenance: The Taxpayer Identification Number entered in the registration has been transposed. Please correct.

Please make the necessary corrections to your registration. Your registration will remain in a hold status and a Supplier ID will not be created until the registration is corrected and resubmitted.

This is a system generated email, please do not reply to this email

Thank you.

Note entered by Supplier Maintenance requesting more information.

Queries

There are queries in Edison to assist agencies with tracking the progress of the supplier registrations created by their agency. The following is the navigation to the Query Viewer screen in Edison: **Navigator > FSCM > Reporting Tools > Query > Query Viewer**.

- TN_INT_SUP_AG_REG_DRAFT_STATUS** – This query displays the registrations that are in a Save For Later status for a specific Business Unit.
Example:

Prompt:

Business Unit

Results:

BU	Registration ID	Supplier Name	Last four digits of TIN	Registration ID Created by	Email Address of Submitter	Date/Time Registration Created	Date/Time Reg Last Modified
32701	0000008940	testing testing	4952	samad0103001	sam.smith@tn.gov	7/17/2020 23:17	7/17/2020 23:17
32701	0000008936	sup 123 123	4999	matti1008001	matt.jackson@tn.gov	7/17/2020 10:14	7/17/2020 11:57

- TN_INT_SUP_REG_AGENCY_PENDING** – This query displays the registrations that are in a Pending Approval status and awaiting agency approval for a specific date range. The date range is querying on the date the registration was submitted by the Agency Submitter. Example:

Prompts:

Date From:

Date To:


Business Unit:


Results:

BU	Registration ID	Supplier Name	Last four digits of TIN	Registration Submitted By	Email Address of Submitter	Date/Time Agency Submitted Reg
32901	0000008928	King Enterprise	8217	saraw0805001	sarah.johnson@tn.gov	7/16/2020 9:14
32901	0000008929	Muse Makings	2179	saraw0805001	sarah.johnson@tn.gov	7/16/2020 9:17
32901	0000008934	JTM Enterprise	5845	saraw0805001	sarah.johnson@tn.gov	7/16/2020 15:02

3. TN_INT_SUP_AG_REG_STATUS – This query displays the status of registrations after the Agency Approver has taken action on the registration for a specific Business Unit for a date range. The date range is querying on the date the Agency Approver took action. Example:

Prompts:

Date From: 

Date To: 

Business Unit:

Results:

BU	Registration ID	Supplier Name	Last four digits of TIN	Registration Submitted By	Email Address of Submitter	Date/Time Agency Submitted Reg	Approver	Action taken by Approver	Last Modified Date/Time	Supplier ID
32701	0000008925	Hulks LLC	8962	stepa0630001	stephen.green@tn.gov	7/16/2020 9:00	jayce0226001	Approved	7/16/2020 11:22	0000243850
32701	0000008925	Hulks LLC	8962	stepa0630001	stephen.green@tn.gov	7/16/2020 9:00	benja1008001	Approved	7/16/2020 11:30	0000243850
32701	0000008930	Johnson Inc	6201	stepa0630001	stephen.green@tn.gov	7/16/2020 14:47	bobbc0401001	Approved	7/17/2020 7:37	
32701	0000008930	Johnson Inc	6201	stepa0630001	stephen.green@tn.gov	7/16/2020 14:47	benja1008001	Denied	7/17/2020 7:42	
32701	0000008931	Williams Way LLC	4321	stepa0630001	stephen.green@tn.gov	7/16/2020 14:52	bobbc0401001	Approved	7/17/2020 7:43	0000243852
32701	0000008931	Williams Way LLC	4321	stepa0630001	stephen.green@tn.gov	7/16/2020 14:52	benja1008001	Approved	7/17/2020 7:43	0000243852

Query notes: Jayce0226001 and bobbc0401001 are the Agency Approvers. Benja1008001 is the Supplier Maintenance Approver. The “Action taken by Approver” column reflects the last action performed by either the Agency Approver or Supplier Maintenance.

4. TN_INT_SUP_AG_REG_ID_BASED – This query displays the status of a range of Registration IDs after the Agency Approver has taken action on the registration for a specific Business Unit. Example:

Prompts:

Business Unit:

Registration ID From:

Registration ID To:

Results:

BU	Registration ID	Supplier Name	Last four digits of TIN	Registration Submitted By	Email Address of Submitter	Date/Time Agency Submitted Reg	Approver	Action taken by Approver	Last Modified Date/Time	Supplier ID
32701	0000008930	Johnson Inc	6201	stepa0630001	stephen.green@tn.gov	7/16/2020 14:47	bobbc0401001	Approved	7/17/2020 7:37	
32701	0000008930	Johnson Inc	6201	stepa0630001	stephen.green@tn.gov	7/16/2020 14:47	benja1008001	Denied	7/17/2020 7:42	

Query notes: Bobbc0401001 is the Agency Approver. Benja1008001 is the Supplier Maintenance Approver. The “Action taken by Approver” column reflects the last action performed by either the Agency Approver or Supplier Maintenance.

Supplier Maintenance

Supplier Update Form

For existing suppliers in Edison

This PDF fillable form must be used **by state agencies** to request changes to **existing** suppliers in Edison. The form and required supporting documentation must be submitted to **Supplier.Maintenance@tn.gov** using the **Submit** button at the end of this form. The IRS W-9 and other supporting documentation must be completed according to the **Supplier Maintenance General IRS W-9 Requirements, IRS W-9 Summary Instructional Table, Remittance Address Documentation Requirements, and Address Standards** documents located on the Division of Accounts TeamTN Accounting Job Aids website. **All entries on this form must be in ALL CAPS.**

SECTION 1: Current Supplier Information in Edison (All fields are required) STOP! DO NOT proceed until you have reviewed the supplier's information already in Edison using Query TN_AP33C_VENDOR_SEARCH.

10 Digit **Supplier ID** in Edison:

***Supplier Name** field in Edison:

Taxpayer Identification Number (TIN) in Edison (no dashes):

SECTION 2: Request Changes to Identifying Information tab in Edison (IRS W-9 attachment required to request these changes) Check the box(es) and complete the associated fields to request changes.

Change ***Supplier Name** field in Edison to:

Change **W-9 Business Type** in Edison from to

SECTION 3: Request to Add an Address or Change Address(es)

Check the box(es) to request to add a supplier's address or change a supplier's addresses(es) in Edison. The arrow (>) icon indicates the supporting documentation required for each type of address request. The fields marked with an asterisk (*) are required for each request type selected. The information entered in the address fields must follow the **Supplier Maintenance Address Standards** PDF located on the Division of Accounts TeamTN Accounting Job Aids website.

Add Remittance Address *If more than one remittance address needs to be added, another Supplier Update Form must be completed.*
 ➤ **Invoice to or from supplier or signed memo on company letterhead attachment required; if the payee's name entered in the Payment Alternate name field is not already in Edison, an IRS W-9 is also required**

*Payment Alternate name:

*Street Number and Name:

*City: *State: *Zip:

Change Remittance Address (Address ID 2 or greater)
 ➤ **Invoice to or from supplier or signed memo on company letterhead attachment required**

*Address ID: *Only one Address ID can be entered in this field. If more than one Address ID needs to be changed, another Supplier Update Form must be completed.*

From: *Street Number and Name:

*City: *State: *Zip:

To: *Street Number and Name:

*City: *State: *Zip:

Change 1099 Address (Address ID 1)

➤ **IRS W-9 attachment required**

From: *Street Number and Name:

*City: *State: *Zip:

To: *Street Number and Name:

*City: *State: *Zip:

Change Payment Alternate name field (Doing Business As (DBA) name)

➤ **IRS W-9 attachment required**

*Address ID(s):

*From:

*To:

SECTION 4: Request to [Add](#) a Location

Select all **Location** types that need to be added for your agency. Supplier Maintenance will enter all of the 1099 categories selected into the supplier's file to be used in the future for payment processing and 1099 reporting.

CAT1	<input type="checkbox"/>	Rent of real property and equipment, such as buildings, direct-billed hotel rooms, land, machinery, office space, warehouses, etc. <i>Excludes</i> rent paid to real estate agents or property managers.
CAT3	<input type="checkbox"/>	Other Income such as awards, incentives, prizes, etc. Excludes compensation for services.
CAT6	<input type="checkbox"/>	Medical and Health Care Payments such as ambulance, autopsy, dental, laboratory, medical, psychological, veterinary services, etc.
CAT7	<input type="checkbox"/>	Non-Employee Compensation services such as advertising, attorney's fees, child care, construction, consulting, court reporting, janitorial, repairs (includes parts and materials), security, speaker fees, temporary staffing, training, etc.
CAT14	<input type="checkbox"/>	Gross Proceeds to an Attorney (settlements) & Second Injury Fund Attorneys
CATG	<input type="checkbox"/>	Taxable Grants (reportable unless exemption in grant award)
MAIN	<input type="checkbox"/>	Non-Reportable - Products, travel, utilities, membership dues, medical records
CATI	<input type="checkbox"/>	Interest
CATR	<input type="checkbox"/>	Employee Death Benefits

SECTION 5: Request to **Inactivate** Supplier ID **or** Address ID(s) and/or Location(s)

Check the box(es) to request to inactivate a Supplier ID **or** Address ID(s) and/or Location(s). The Brief Description fields marked with an asterisk (*) are required for each request type selected. **Please note:** If you request to inactivate an Address ID and there is only **one** address on file, or you request to inactivate Address ID 1, the entire Supplier ID will be inactivated instead. The Supplier ID cannot be reactivated until a current IRS W-9 is submitted.

Inactivate Supplier ID listed in Section 1 of this Supplier Update Form

*Provide Brief Description for inactivation:

Inactivate Address ID(s):

*Provide Brief Description for inactivation(s):

Inactivate Location(s):

*Provide Brief Description for inactivation(s):

SECTION 6: Request to **Activate** Supplier ID, Address ID(s), and/or Location(s)

Check the box(es) to request to activate a Supplier ID, Address ID(s), and/or Location(s). The arrow (➤) icon indicates the supporting documentation required for the type of activation request selected.

Activate Supplier ID listed in Section 1 of this Supplier Update Form

➤ ***IRS W-9 attachment required***

Activate Address ID(s):

➤ ***If activating Address ID 1, IRS W-9 attachment required***

➤ ***If activating Address ID 2 or greater, invoice to or from supplier or signed memo on company letterhead attachment required***

Activate Location(s):

SECTION 7: Agency Certification

By submitting this **Supplier Update Form** to Supplier Maintenance, I affirm that the information given above is true and accurate to the best of my knowledge and is in no way misleading. Documentation submitted with this form was completed by and/or received from the supplier. This request form is being submitted on behalf of the supplier and all information contained in this form was verified with the supplier prior to submission to Supplier Maintenance.

The fields marked with an asterisk (*) below are required for both **Supplier Contact Information** and **Agency Contact Information**.

Supplier Contact Information:

*Supplier Contact Name:

*Supplier Contact Phone Number:

*Supplier Contact Email Address:

Agency Contact Information:

*Business Unit:

*Name of Submitter:

*Submitter Phone Number:

*Submitter Email Address:

After completing the form, click the digital signature box below to digitally sign and save the form. **You will not be able to make changes to the form after your digital signature has been applied.**

After digitally signing and saving the form, click the **Submit** button below to attach this **Supplier Update Form** to an email in order for the request to be emailed to **Supplier.Maintenance@tn.gov**. The Subject line of the email must include the Supplier ID and Supplier Name entered in Section 1 of this form. The attachment(s) indicated by the arrow (➤) above are also required to be attached to the email. If this form or the attachment(s) are incorrect or incomplete, the request will be returned to you for correction.

SUBMIT

CLEAR FORM

Appendix B: General IRS W-9 Requirements

The supplier's IRS W-9 uploaded during this supplier registration process must be the current version of the IRS W-9 found at www.irs.gov and must be completed according to the IRS Form W-9 instructions. The supplier registration will not be approved if the current version of the IRS W-9 is not completed according to the IRS Form W-9 instructions, is illegible, or has been altered. General IRS W-9 instructions are provided below.

- a. **Line 1** of the W-9 is required and should be the name shown on the supplier's income tax return.
- b. **Line 2** is for the supplier's LLC and/or DBA names, if applicable.
- c. **Line 3** of the W-9 is required and only one box should be checked. When the "Other" box is checked, please ensure the supplier has entered their tax-exempt status such as government entity, 501c3, etc. For example:

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
State of Tennessee

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Other (see instructions) ▶ **State Government**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

- d. **Lines 5 and 6** are required. This address will be entered as **Address ID 1** in Edison and is the address the Information Return (1099) will be mailed.
- e. **Part I: Taxpayer Identification Number (TIN)** is required and only **one** Taxpayer Identification Number (TIN) should be provided. The TIN provided must match the name provided on **Line 1** to avoid backup withholding. If the name and TIN combination does not match IRS records, your registration will not be approved.
- f. The supplier must hand-sign and date **Part II: Certification**. The submitted form must be dated within **one** year of the submission date to Supplier Maintenance.

Appendix C: Supplier Maintenance IRS W-9 Summary Instructional Table

When ONE of the following federal tax classifications below is checked in Line 3 of the IRS W-9...	Complete each Line and Part of the IRS W-9 per the IRS W-9 instructions as follows:						
↓	Line 1 <i>Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</i>	Line 2 <i>Business name/ disregarded entity name</i>	Additional Line 3 Requirements	Line 4	Lines 5 & 6 <i>Address (number, street, and apt. or suite no.) City, state, and ZIP code</i>	Part I: Taxpayer Identification Number (TIN) <i>The TIN provided must match the name given on line 1 to avoid backup withholding.</i>	Part II: Certification
Individual/sole proprietor or single-member LLC <i>(single-member LLC owned by an individual and disregarded for U.S. federal tax purposes)</i>	Individual: Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name. Sole proprietor or single-member LLC: Enter your individual name as shown on your 1040/1040A/1040EZ	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the individual's SSN OR EIN. Do not enter both. Do not enter the disregarded entity's (LLC's) EIN.	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
C Corporation	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the corporation's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
S Corporation	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the corporation's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Partnership	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the partnership's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Trust/Estate	Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity.	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	N/A	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	For usual revocable savings trust, enter the grantor-trustee's SSN . For so-called trust account that is not a legal or valid trust under state law, enter the actual owner's SSN . For a valid trust, estate, or pension trust, enter the legal entity's EIN .	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Limited liability company <i>(LLC treated as a partnership, corporation, or the owner is another LLC that is not disregarded for U.S. federal tax purposes)</i>	Enter the entity's name as shown on the entity's tax return	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the entity's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.
Other	Enter your name as shown on required U.S. federal tax documents. This name should match the name shown on the charter or other legal document creating the entity.	If you have a business name, trade name, DBA name, or disregarded entity name (LLC), you may enter it on line 2.	Enter an explanation for your federal tax classification. For example, government entity or 501c3.	If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you. See the IRS W-9 instructions for a list of the Exempt Payee Codes.	Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top.	Enter the entity's EIN	As allowed by the IRS W-9 instructions, the State of Tennessee requires a hand-written signature.

The State of Tennessee, Division of Accounts, does not provide tax, legal, or accounting advice. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal, or accounting advice. You should consult your own tax, legal, and accounting advisors before engaging in any transaction.

This table was created from the current IRS W-9 instructions found at www.irs.gov and is not inclusive of all instructions provided on the IRS W-9. This document is for informational purposes only and if any disparity or ambiguity exists between this document and the IRS Form W-9, IRS Form W-9 Instructions, or any other information provided by the IRS, the documents and information provided by the IRS control.

Appendix D: Address Standards

IRS W-9 Address Standards

The IRS W-9 must contain a complete address. For example, the street name must contain the street suffix such as “Drive”, “Street”, “Lane”, etc. However, some streets do not contain a street suffix, such as “Broadway”. Use the **USPS Zip Code by Address** tool (<https://tools.usps.com/zip-code-lookup.htm?byaddress>) to confirm if a street has a suffix. When using this tool, make sure to type in the exact address that was provided on the W-9 to get an accurate result. If the supplier’s W-9 does not contain a street suffix but the **USPS Zip Code by Address** tool shows the street does contain a street suffix, request a new W-9 from the supplier with the complete address.

USPS asks for dual addresses to be eliminated from mail. The State of Tennessee is adopting this preference and will not accept dual addresses on W-9s. If you receive a W-9 with a dual address, request a new W-9 from the supplier which contains only one delivery address.

Address abbreviations do **not** have to be used on the IRS W-9

Supporting Documentation Address Standards

Supporting documentation such as an invoice to or from the supplier or a memo on company letterhead does **not** have to contain a street suffix or an abbreviated address. If the address on the supporting documentation does not contain a street suffix, use the **USPS Zip Code by Address** tool (<https://tools.usps.com/zip-code-lookup.htm?byaddress>) to confirm if a street has a suffix. When using this tool, make sure to type in the exact address that was provided on the invoice or memo to get an accurate result. If the supplier’s invoice or memo does not contain a street suffix but the **USPS Zip Code by Address** tool shows the street does contain a street suffix, confirm with the supplier the complete remittance address and attach documentation to the registration which supports the complete address entered in the registration.

Dual addresses will be accepted on the invoice or memo, however, only one delivery address can be entered in the registration. Confirm with the supplier which delivery address they want entered and attach documentation to the registration which supports the delivery address entered in the registration.

Primary Address and Other Addresses Internal Supplier Registration Fields Standards

The **Primary Address** and **Other Addresses** **entered** during this registration process must be entered in **ALL CAPS** and be a complete and standardized address according to the United States Postal Service (USPS)*. A standardized address consists of using the USPS standard abbreviations as shown in USPS Publication 28 (<https://pe.usps.com/text/pub28/welcome.htm>). Examples of USPS address standards and abbreviations can be found on the next page.

Frequently used address standardization and abbreviation guidelines are listed below:

- **USPS Publication 28 Appendix B:** Two–Letter State and Possession Abbreviations
- **USPS Publication 28 Appendix C:** Street Abbreviations
 - **C1:** Street Suffix Abbreviations
 - **C2:** Secondary Unit Designators
- **USPS Publication 28 Appendix F:** Address Standardization — County, State, Local Highways

*Entry of the +4 digits of a zip code is not required during this registration process unless the supplier provides the +4 digits on the IRS W-9 and other supporting documentation.

Address Standards and Abbreviation Examples

W-9 Street Address	Street Address Entered in Registration and Supplier Update Form	USPS Publication 28 Source
851 Allison Street	851 ALLISON ST	Appendix C > C1 Street Suffix Abbreviations
123 Church	Use USPS Zip Code by Address tool to confirm street suffix. For this example, the supplier sent a new W-9 showing the street suffix is "Street": 123 CHURCH ST	2 Postal Addressing Standards
6521 CO 33	6521 COUNTY ROAD 33	Appendix F
95 HWY 64	95 HIGHWAY 64	Appendix F
256 Princeton Drive Apartment 125 B	256 PRINCETON DR APT 125B <i>(If the street address and apartment number cannot fit on one line, the apartment number must be entered in the line above the street address)</i>	Appendix C > C2 Secondary Unit Designators and Appendix I > I2 Address Formats > I22 Apartment Buildings and Condominiums
Post Office Box 125	PO BOX 125	2 Postal Addressing Standards > 28 Post Office Box Addresses
651 Crown Drive, PO Box 3	Get a new W-9 from supplier showing only <i>one</i> complete address. New W-9 shows: PO BOX 3	2 Postal Addressing Standards > 21 General > 215 Dual Addresses <i>(State of Tennessee is eliminating the use of dual addresses)</i>

**Appendix E:
Edison Locations for 1099 Reporting**

Location Type	Description of Payment
CAT1	Rent of real property and equipment, such as buildings, direct-billed hotel rooms, land, machinery, office space, warehouses, etc. <i>Excludes</i> rent paid to real estate agents or property managers.
CAT3	Other Income such as awards, incentives, prizes, etc. Excludes compensation for services.
CAT6	Medical and Health Care Payments such as ambulance, autopsy, dental, laboratory, medical, psychological, veterinary services, etc.
CAT7	Non-Employee Compensation services such as advertising, attorney's fees, child care, construction, consulting, court reporting, janitorial, repairs (includes parts and materials), security, speaker fees, temporary staffing, training, etc.
CAT14	Gross Proceeds to an Attorney (settlements) & Second Injury Fund Attorneys
CATG	Taxable Grants (reportable unless exemption in grant award)
MAIN	Non-Reportable - Products, travel, utilities, membership dues
CATI	Interest
CATR	Employee Death Benefits

Appendix F: Dos and Don'ts

Identifying Information Page

- ✓ Do submit supplier registrations in a timely manner. Waiting to submit a registration right before a payment is due may result in delays in payment processing.
- ✓ Do ensure the Taxpayer ID Number (TIN) is **not** already associated with a Supplier ID in Edison
- ✓ **Don't** enter a foreign supplier through this registration process. Send foreign supplier requests to Supplier.Maintenance@tn.gov and include in the Subject "FOREIGN"
- ✓ Do ensure the IRS W-9 is:
 - Legible and not altered
 - The current version of the IRS W-9
 - Completed according to the IRS W-9 instructions which includes only one TIN in Part I
 - Hand-signed
 - Dated within a year of the submission date
 - Uploaded
- ✓ Do ensure the Taxpayer ID Number entered in the registration matches the IRS W-9, except **don't** enter dashes in the Taxpayer ID Number field
- ✓ Do ensure the Supplier Name entered in the registration matches Line 1 of the IRS W-9 uploaded, except the Supplier Name must be entered in ALL CAPS and **don't** enter special characters, except a dash (-) and ampersand (&)
- ✓ Do ensure the correct number (1 or 2) for the TIN type is selected.
- ✓ Do ensure supporting documentation for the remittance address is uploaded if a remittance address is entered on the Addresses Page. The supporting document must:
 - Be an invoice to or from the supplier or hand-signed memo on company letterhead
 - Be legible and not altered
 - Contain the supplier's Name or Doing Business As (DBA) name that appears on W-9
 - Contain a complete address
 - Dated within a year of the submission date
- ✓ Do ensure **all** of the 1099 categories needed for the supplier is checked to facilitate 1099 reporting
- ✓ Do ensure an attachment is uploaded if employees of the supplier are currently or were previously employed by the State of Tennessee within the last six months. Before submitting, be sure that all other necessary documentation supporting compliance of state rules and regulations is also uploaded.
- ✓ **Don't** email Supplier.Maintenance@tn.gov inquiring on the status of your registration. See query information in the manual.

Addresses Page

- ✓ Do enter in ALL CAPS a complete and standardized address according to USPS. Standardized addresses consist of USPS standard abbreviations.
- ✓ Do enter the IRS W-9 address as the Primary Address
- ✓ Do enter the remittance address under Other Addresses, if needed
- ✓ Do ensure supporting documentation for the remittance address is uploaded on the Identifying Information page if a remittance address is entered
- ✓ **Don't** enter foreign addresses

Appendix G: Internal Supplier Registration Workflow

