



Registering to do Business with the State of Tennessee

Central Procurement Office

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Introduction

Users will follow the instructions outlined below to register to do business with the State of Tennessee. This manual contains information on the following: how to register in Edison to become a Sourcing Bidder, transitioning from a Bidder to a Vendor, and how to register as an eSupplier. The purpose of this user guide is to provide clarity on which registration is right for your business and also to give information on how to maximize the functionality of your current status in Edison.

Registering as a Sourcing Bidder

If your company has never done business with the State of Tennessee, then your business will need to Register as a Sourcing Bidder. A company must be registered to bid on any solicitation put out by the State of Tennessee. Follow the steps below to register as a Sourcing Bidder.

Click on the link provided to access the main supplier screen:

<https://supplier.edison.tn.gov/psp/suprd/SUPPLIER/ERP/h/?tab=DEFAULT>.

Click on the **Register as a Sourcing Bidder** link.

HINT

Password must now contain at least eight characters, one number, one capital letter, and one special symbol.

The screenshot shows a web browser window with a blue header bar. The main content area has a white background. At the top, it says "Sign-On" in a blue bar. Below that, it says "Please sign in [HERE](#)". There is a horizontal line, and then another blue bar that says "Register". Below that, there are two links with icons: "Register as a Sourcing Bidder" and "Register as a Supplier".

The Sourcing Bidder registration process consists of eight steps. Use the information provided below to complete this process.

Step 1

1. Select the type of bidder that describes you.
 - Individual – this indicates that you will be registering with a Social Security Number
 - Business– this indicates that you will be registering with a Federal Employer Identification Number (FEIN)
2. Indicate which type of bidding activities that you are interested in.

The screenshot shows a web form titled "Bidder Registration" with a subtitle "Step 1 of 8: Preliminary information." Below the title, it says "These questions will determine the type of bidder you will become." There is a section for "* Required Field" with two questions. The first question is "1. Please select the type of bidder which best describes you." with radio buttons for "Business" (selected), "Individual", and "Both". The second question is "2. What type of bidding activities are you interested in?" with radio buttons for "Buying goods/Services", "Selling goods/Services", and "Both" (selected). At the bottom, there are two buttons: "Next >>" and "Cancel Registration".

3. Click to move to step 2.

Step 2

The User Account Setup screen will be used to provide primary contact information. It is only necessary to enter information into the required fields. These fields will be indicated by an asterisk.

4. Enter the **Company Name**.
5. Enter the **First Name** of the primary contact for the business/individual.
6. Enter the **Last Name** of the primary contact for the business/individual.
7. Enter the **Email ID** of the business/individual. This must be a valid email address.
8. Enter the **Telephone** number of the business/individual.
9. Enter the **User ID** of the business/individual. This can be the same or different from the Email ID, but it must be a valid email address.

The screenshot shows the 'Bidder Registration' interface for 'Step 2 of 8: User Account Setup'. It includes a header with the title and a sub-header. Below the header is a paragraph of instructions. A section titled '* Required Field' lists several input fields: '*Company Name:', 'URL: http://', '*First Name:', '*Last Name:', 'Title:', '*Email ID:', '*Telephone:' (with an 'Ext:' field), 'Fax:', and '*User ID:'. A 'Delete' button is visible next to the first name field. A note at the bottom right of the form states '(User's account login name.)'.

HINT

When choosing the User ID it is important to know that it cannot be changed or updated until the Bidder receives an award from the State. Bidder account information can only be updated by calling the Bidder Registration Line at 615-741-6875.

10. Click to move to Step 3.

Step 3

The Primary Address screen is used to enter the address information of the business/individual. The address provided here should be the main address of the individual or the headquarters of the company.

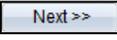
11. Enter the address in the **Address 1** line.
12. Enter the **City**.
13. Enter the **Postal** Code or the Zip Code.
14. Enter the **State**.

The screenshot shows the 'Bidder Registration' interface for 'Step 3 of 8: Primary Address'. It includes a header with the title and a sub-header. Below the header is a paragraph of instructions. A section titled '* Required Field' lists several input fields: 'Country:' (with a dropdown menu showing 'USA' and 'United States'), '*Address 1:', 'Address 2:', 'Address 3:', 'Room #:', 'Room Quadrant:', '*City:', 'County:', 'Postal:', and '*State:'. A search icon is visible next to the state field.

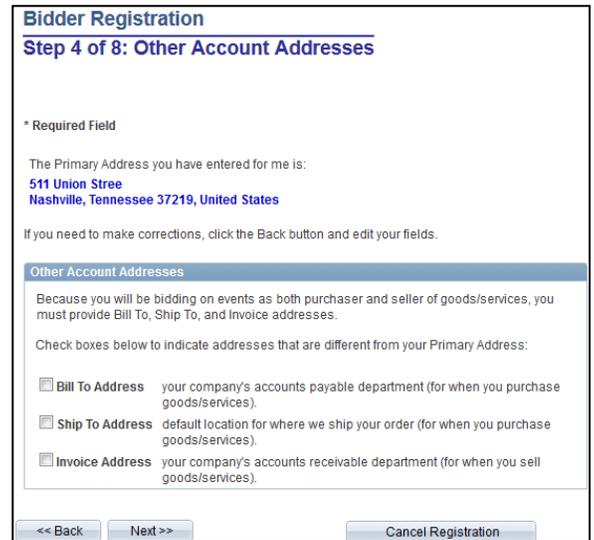
The remaining fields can be filled in if necessary.

Step 4

If your company has additional addresses the Other Account Addresses screen can be used to input these addresses.

If there is only one address for your company you can click  to proceed.

Follow the steps below to input additional Account Addresses. Select the check box to indicate the address that is different from the Primary Address; either the Bill To Address, Ship To Address, or Invoice Address. Click  to proceed to the Address Contacts screen.



Bidder Registration
Step 4 of 8: Other Account Addresses

* Required Field

The Primary Address you have entered for me is:
511 Union Street
Nashville, Tennessee 37219, United States

If you need to make corrections, click the Back button and edit your fields.

Other Account Addresses

Because you will be bidding on events as both purchaser and seller of goods/services, you must provide Bill To, Ship To, and Invoice addresses.

Check boxes below to indicate addresses that are different from your Primary Address:

Bill To Address your company's accounts payable department (for when you purchase goods/services).

Ship To Address default location for where we ship your order (for when you purchase goods/services).

Invoice Address your company's accounts receivable department (for when you sell goods/services).

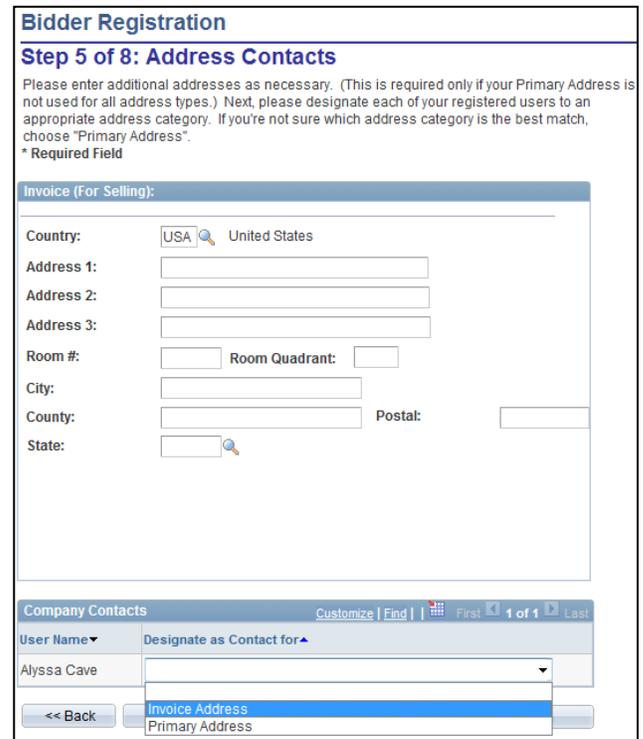
Step 5

The Address Contacts screen can be used to add additional address information.

1. Enter the address in the **Address 1** line.
2. Enter the **City**.
3. Enter the **Postal** Code or the Zip Code.
4. Enter the **State**.

Once the address information has been input or if there are no additional addresses that must be added it will be necessary to designate as contact for each user name. The number of contacts and addresses added will determine how many user names must be designated as contacts for. If there is only one user name that user will be designated the Primary Address.

Click  to proceed to the Additional Classification Information screen.



Bidder Registration
Step 5 of 8: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

* Required Field

Invoice (For Selling):

Country: United States

Address 1:

Address 2:

Address 3:

Room #: Room Quadrant:

City:

County: Postal:

State:

Company Contacts Customize | Find | First 1 of 1 Last

User Name	Designate as Contact for
Alyssa Cave	<input type="text"/>



 **HINT** *If there are multiple addresses for your company it will be necessary to click  to return to Step 4 and repeat the process of adding other Account Addresses.*

Step 6

The Additional Classification Information screen is used to input information about your company. To avoid being logged out before registration is complete only answer the questions that are marked as Required Fields. These are the only fields that are outlined below.

Enter the Tax Identification Number in the **ID Number** field. If an individual is registering this can be their Social Security Number. This field should contain nine digits, and it will not accept dashes.

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		Customize [icon] First
Identification Type	ID Number	
1 *Tax Identification Number	<input type="text"/>	

1. Click on the paper icon next to the empty field for question one. This will bring you to the Profile Question List Items screen. Select your type of business from the items listed. Click **OK** to return to the Additional Classification Information screen.

*1. Type of Business: [icon]

Profile Question List Items

*1. Type of Business:

List Items	Customize Find [icon] [icon] First [icon] 1-14 of 14 [icon] Last
<input type="radio"/> Agriculture, Forestry or Fishing	
<input type="radio"/> Architectural-Design-Engineering	
<input type="radio"/> Construction Services	
<input type="radio"/> Finance, Insurance & Real Estate	
<input type="radio"/> Information Systems-Technology	
<input type="radio"/> Manufacturing	
<input checked="" type="radio"/> Marketing-Communications-Public Relations	
<input type="radio"/> Medical-Healthcare	
<input type="radio"/> Mining	
<input type="radio"/> Retail Trade	
<input type="radio"/> Service Industry	
<input type="radio"/> Transportation, Commerce & Utilities	
<input type="radio"/> Wholesale Trade	
<input type="radio"/> Other	

OK Cancel

2. Enter the Date that your company was established.

*2. Date Established? If less than 2 years, please submit resume.

5. This will be the total amount the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

*5. The organization's gross annual receipts from last year.

6. Enter the number of your full time employees at your business.

*6. Number of full time employees?

8. Indicate whether there has been a change in ownership within the past two years? (If choosing "Yes" it will be necessary to answer questions 9-12)

*8. Has there has been an ownership change within the past two years?

13. Indicate whether a performance penalty has ever been assessed against the organization or any of the principal owners. (If choosing "Yes" it will be necessary to answer question 14)

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

14. If a performance penalty has been assessed please provide the following details: Names of individuals involved Date Explanation and outcome

15. Indicate whether any of the companies employees are currently or previously (within the past 6 months) employed by the State of Tennessee. (If choosing "Yes" it will be necessary to answer question 16)

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

16. If answered "Yes" to Question 16, please list these employees including name, social security number, and position within your firm, including ownership interest. NOTE: All vendors must comply with TCA 12-4-103 Bidding by State Employees Prohibited. It is hereby declared unlawful for any state official or employee to bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the State of Tennessee during tenure of such officials or employee's office or employment, or for six (6) months thereafter, or to have any interest in the selling of the same to the state.

26. Indicate whether you are a service disabled veteran.

*26. Are you a service disabled veteran? Please see definition below: "Tennessee service-disabled veteran" means any person who served honorably on active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service; "Tennessee service-disabled veteran owned business" means a service-disabled veteran owned business that is a continuing, independent, for profit business located in the State of Tennessee that performs a commercially useful function, and: (A) Is at least fifty-one percent (51%) owned and controlled by one (1) or more service-disabled veterans; (B) In the case of a business solely owned by one (1) service-disabled veteran and such person's spouse, is at least fifty percent (50%) owned and controlled by the service-disabled veteran; or (C) In the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more service-disabled veterans and whose management and daily business operations are under the control of one (1) or more service-disabled veterans; SECTION 2. Tennessee Code Annotated, Section 12-3-803, is amended by adding the language ", Tennessee service-disabled veteran owned" after the language "woman owned" in subsections (a) and (d).

After answering all Additional Classification Information questions it will be necessary to answer the More About Your Organization questions. It is not necessary to fill out the VAT Information section. Follow the steps below to complete the More About Your Organization section.

The screenshot shows a web form with two main sections. The top section is titled "VAT Information" and contains a table with columns for Country, Description, VAT ID, and Home Country. There is one row with a search icon and a "Delete" button. Below the table is an "Add Row" button. The bottom section is titled "More About Your Organization (Optional)" and contains several dropdown menus and checkboxes. The dropdowns are labeled "*Diversity:" and "Small Business:". The checkboxes are grouped under "(Check All that Apply)" and include "Minority Owned", "Veteran Owner", "Women-Owned Business", "Service Disabled Veteran", "Small Business", and "Disabled".

1. Select your business/individual Diversity information. Choose one of the following options: Asian Indian American, Asian Pacific American, Black American, Caucasin, Hispanic American, Native American, or Other.
2. Select your business/individual Small Business information. Indicate the number of workers at your business.

3. Select your business/individual Sm Disadvantaged Business Prog information. Choose one of the following options: 8(a) Contract Award, 8(a) with HUBZone Priority, Not Applicable, SDB Participating Program, SDB Price Evaluation Adjust, or SDB Set-Aside.
4. In the (Check All that Apply) section choose any check boxes that apply to your business or you as an individual.



Access the Governor's Office of Diversity Business website for more information on becoming a certified diversity business. Information on program eligibility can be found at the link provided: http://www.tn.gov/businessopp/program_elig.html.

Step 7

Step 7 is used to register for categories that describe the companies bidding interests. Your company should check the corresponding categories for the goods and services that you offer. By checking these codes you will receive notification about the events for these goods or services. While we encourage you to select all categories that you are qualified to select, if none are selected the bidder will still have access to bid on events.

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](#)

Category Tree 06-2012

- Buy Categories
- Sell Categories
 - 005-00 - ABRASIVES
 - 005-05 - Abrasive Equipment and Tools
 - 005-14 - Abrasives, Coated: Cloth, Fibe
 - 005-21 - Abrasives, Sandblasting, Metal
 - 005-28 - Abrasives, Sandblasting (Other
 - 005-42 - Abrasives, Solid: Wheels, Ston
 - 005-56 - Abrasives, Tumbling (Wheel)
 - 005-63 - Grinding and Polishing Compoun
 - 005-70 - Pumice Stone
 - 005-75 - Recycled Abrasives Products an
 - 005-84 - Steel Wool, Aluminum Wool, Cop

Step 8

To finalize the bidder registration process read the entirety of the Terms and Conditions provided on step 8. Then click the checkbox stating that you agree to be bound by the provided Terms and Conditions. This serves as an electronic signature. Click **Finish** to submit your information.

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:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

<< Back Finish Cancel Registration

Once the confirmation below has been received call the Bidder Registration Line at 615-741-6875 to obtain your Bidder ID. After these steps have been completed you have successfully registered to do business with the State of Tennessee and have become a sourcing bidder. This provides you access to bid on solicitations made by the State, known as Events in Edison.

Bidder Registration

Bidder registration for me was successful.

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

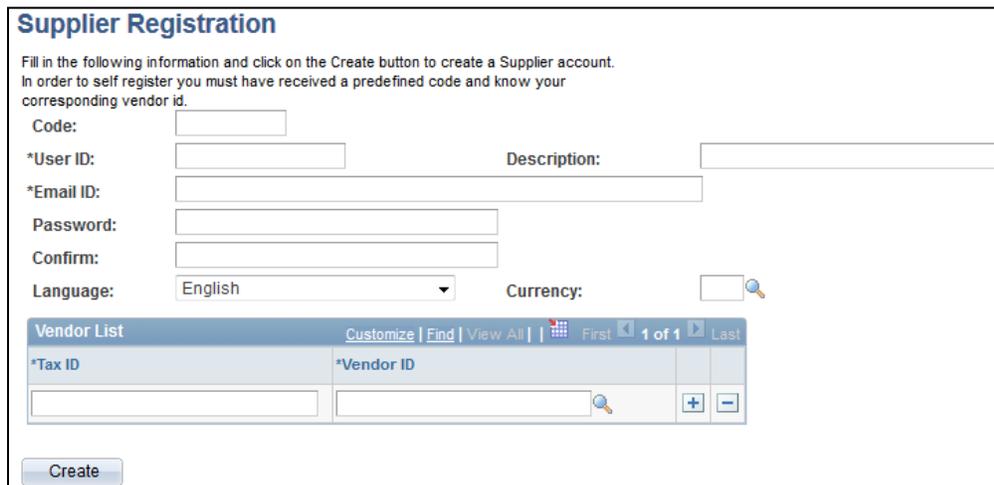
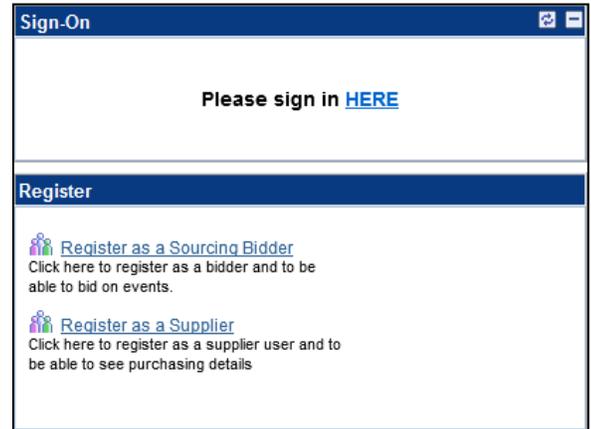
Customize Find First 1 of 1 Last	
1 Alyssa Cave	Sign In

Transitioning from a Bidder to a Vendor

Sourcing Bidders become Vendors once they are awarded a contract for goods or services by The State of Tennessee. The Individual or Business will be required to submit a W-9 and ACH Direct Deposit form and a cancelled or voided check via email to Vendormaint@tn.gov or by fax to Vendor Maintenance (615) 741-0684. Click on the link provided to access the Achform and W-9 form: <http://www.tn.gov/generalserv/cpo/vendreg.html>.

Registering as an eSupplier

A Vendor can register as an eSupplier by visiting <https://supplier.edison.tn.gov> and selecting “Register as a Supplier” from the lower left-hand side of the screen. Registering provides the Vendor with additional access to maintain their account.



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"/>

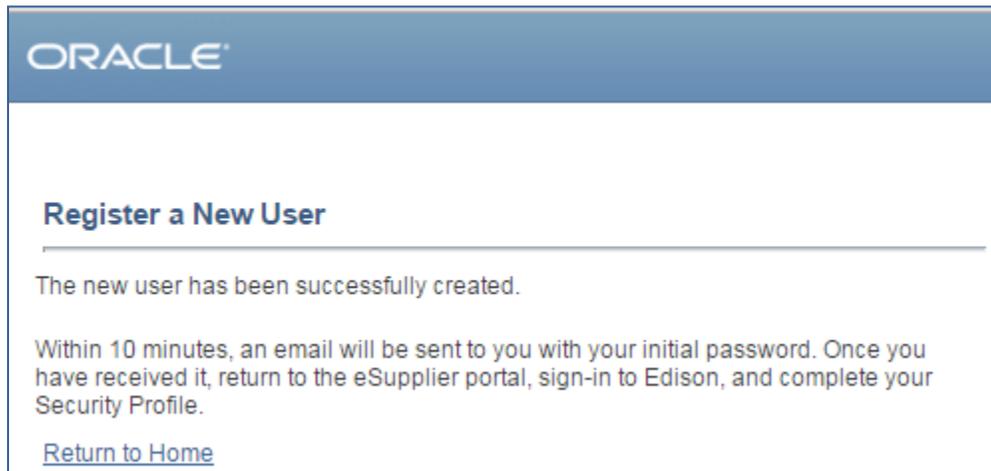
Create

1. Enter the **Code** ABCDEFGH.
2. Enter the **User ID**. More users can be added once the account has been created. All User ID's must be with **TN@** and can contain up to thirty characters.
3. Enter a **Description**. This will be your company's name.
4. Enter the **Email ID**. This email will be designated to receive notifications about potential bid opportunities.
5. Input your **Tax ID**. This should be the same Tax ID that your company used to register with the State.

6. Input your **Vendor ID**, this will be a ten digit number

HINT *If you do not have all ten digits of your Vendor ID add zeros to the beginning of the ID to get the necessary ten digits.*

7. Click the **Create** button and a temporary password will be sent to you. You will receive this message:

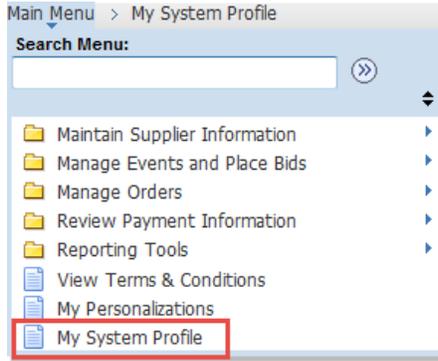


For information about logging into the Edison supplier portal for the first time as a supplier, follow this link:

https://upk.edison.tn.gov/Identity_And_Access/eSupplier/eSupplierPortalLoginProcess.pdf

Supplier Account Maintenance - My System Profile

The System Profile contains the vendor's profile information as it was entered upon their registration. To make changes to the user's account information, the System Profile can be accessed by Clicking on the Main Menu, then selecting "My System Profile" from the dropdown menu.



You can make changes to the following from the Systems Profile page:

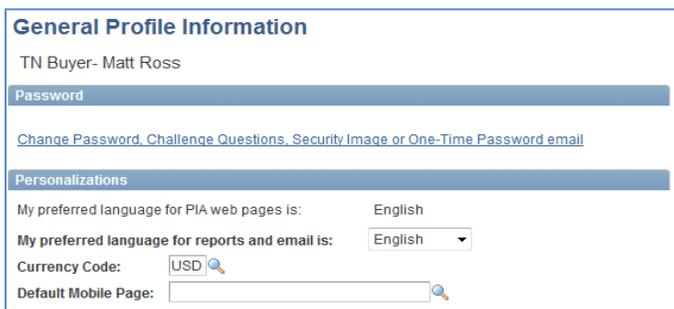
- Change passwords, challenge questions and other security protocol
- Language preferences
- Authorize Alternate users
- Change email addresses
- Update instant messaging options

Change My Password

A vendor can follow the steps provided below to change the eSupplier password. The user must be logged in to access these features.



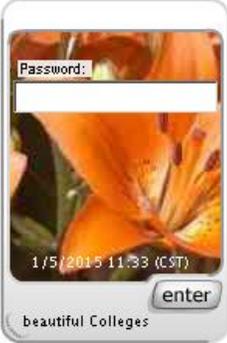
1. Click **Main Menu**.
2. Click **My System Profile**.
3. Click on the **Change Password, Challenge Questions, Security Image or One-Time Password Email** link.

A screenshot of the 'My System Profile' page. The page title is 'General Profile Information'. Below the title, it says 'TN Buyer- Matt Ross'. There is a section titled 'Password' with a link: 'Change Password, Challenge Questions, Security Image or One-Time Password email'. Below that is a section titled 'Personalizations' with several fields: 'My preferred language for PIA web pages is: English', 'My preferred language for reports and email is: English', 'Currency Code: USD', and 'Default Mobile Page:'. Each field has a search icon.

4. A **User Preferences** box will appear.
5. Click the **Change your password** link.

User Preferences

Use the links below to change your user preferences.



← **Your personal security image**

← **Your personal security phrase**

[Learn more about your personalized security image and phrase](#)

[Click here to change your image and phrase](#)

[Change your security challenge questions and answers](#)

[Change one-time password email address](#)

[Change your password](#)

Click the Save button to store changes to your User Preferences

6. The **Change Your Password** box will appear. Here you will see the requirements for your new password.

Change Your Password

A valid password must meet all of the following conditions:

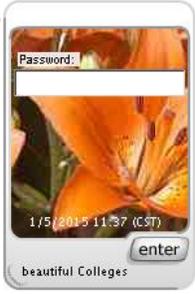
- Password must not contain the following character(s): & , < > % @ ~ ""
- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 2 alphabetic character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Old Password click to enter

New Password click to enter

Confirm New Password click to enter

→



After confirming your new password, please **ONLY HIT ENTER ONCE** as there is a slight delay while processing your new password.



Passwords cannot: match or contact your User ID, be one of twelve previous passwords, contain your first name, contain your last name, or contain these characters (&, <, >, %, @, ~). The password must have one uppercase letter, one special character, one numeric character, one lowercase letter, be eight characters long, and contain 2 alphabetic characters.

7. Enter the Old password, then create a new password and confirm the new password.
8. Clicks **ENTER**. After confirming your new password, please ONLY HIT ENTER ONCE as there is a slight delay while processing your new password.

Adding and Updating a Supplier Address

Vendors can add, edit, or delete addresses in their eSupplier account. Follow the steps provided below to navigate to the Maintain Addresses screen.



1. Click **Main Menu**.
2. Click **Maintain Supplier Information**.
3. Click **Addresses**.

This page provides the Vendor with a listing of the Vendor’s addresses, both past and present.

Maintain Addresses			
Current Addresses			
State of Tennessee			
Address List Customize Find First 1-252 of 252 Last			
Addresses Address Use			
Description	Address Type	Edit	Delete
Appellate Court Cost Center	General	Edit	Delete
Clover Bottom Development Cent	General	Edit	Delete

Follow the steps below to add a new address.

4. Click the  button.
5. Enter the **Description**.

6. Select the **Address Type**.

A dropdown menu titled 'General' with a downward arrow. The menu is open, showing a list of options: 'Correspondence', 'General' (highlighted in blue), 'Invoicing', 'Order', 'Remittance', 'Solicitation', and '(Invalid Value)'.

7. Select the **Country** using the lookup icon . This will populate the Address fields.

8. Enter the **Address** information.

9. Enter the **City** information.

10. Select the **State** using the lookup icon .

11. Enter the **Email ID** associated with this address.

12. Confirm that the **Date Change Will Take Effect** date is correct.

13. Click .

14. Click **OK** to confirm the save.

The 'Maintain Addresses' form displays 'Address Information' for the 'State of Tennessee'. Fields include: Description (empty), Address Type (dropdown set to '(Invalid Value)'), Country (lookup icon), Address 1, Address 2, Address 3, Room #, Room Quadrant, City, County, Postal, State, and Email ID. Below the form is a 'Telephone Information' table with columns for Type, Prefix, Phone, and Ext. The table contains one row for 'Business Phone'. At the bottom, there is a 'Date Change Will Take Effect' field set to '10/21/2014' and an 'Add' button.

A 'Save Confirmation' dialog box with a blue checkmark icon and the text 'The Save was successful.' Below the message is an 'OK' button.

Follow the steps below to edit an address. This can only be done after navigating to the Current Addresses screen.

1. Click .

2. Make any necessary changes to the address information.

3. Click .

4. Click **OK** to confirm the save.

A 'Save Confirmation' dialog box with a blue checkmark icon and the text 'The Save was successful.' Below the message is an 'OK' button.

The 'Maintain Addresses' form displays 'Address Information' for the 'State of Tennessee'. Fields include: Description ('Dept of Childrens Services'), Address Type (dropdown set to 'General'), Country (lookup icon set to 'USA United States'), Address 1 ('Knox County Regional Account'), Address 2 ('2600 Western Ave'), Address 3, Room #, Room Quadrant, City ('Knoxville'), County, Postal ('37921'), State (lookup icon set to 'TN Tennessee'), and Email ID. Below the form is a 'Telephone Information' table with columns for Type, Prefix, Phone, and Ext. The table contains one row for 'Main' with prefix '865' and phone number '329-8879'. At the bottom, there is an 'Add' button.

Follow the steps below to delete an address. This can only be done after navigating to the Current Addresses screen.

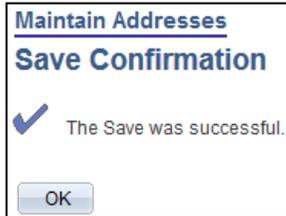
1. Identify the address that needs to be deleted and click .
2. Click **Yes – Delete**.
3. Click **OK** to confirm the save.



Maintain Addresses
Delete Confirmation

? Delete selected Address from this page?

Yes - Delete **No - Do Not Delete**



Maintain Addresses
Save Confirmation

✓ The Save was successful.

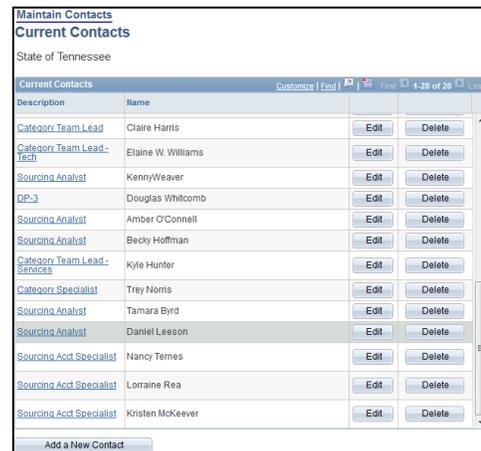
OK

Adding and Editing Contact Information

Vendors can add, edit, or delete contacts in their eSupplier account. Follow the steps provided below to navigate to the Maintain Contacts screen.

[Main Menu](#) > [Maintain Supplier Information](#) > [Contacts](#)

1. Click **Main Menu**.
2. Click **Maintain Supplier Information**.
3. Click **Contacts**.

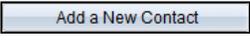


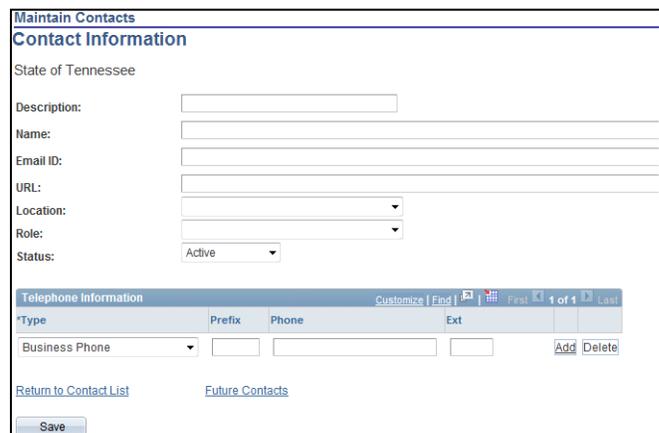
Maintain Contacts
Current Contacts
State of Tennessee

Description	Name	Edit	Delete
Category Team Lead	Claire Harris		
Category Team Lead - Tech	Elaine W. Williams		
Sourcing Analyst	Kenny Weaver		
DP-3	Douglas Whitcomb		
Sourcing Analyst	Amber O'Connell		
Sourcing Analyst	Becky Hoffman		
Category Team Lead - Services	Kyle Hunter		
Category Specialist	Trey Norris		
Sourcing Analyst	Tamara Byrd		
Sourcing Analyst	Daniel Lesson		
Sourcing Acct Specialist	Nancy Teres		
Sourcing Acct Specialist	Lorraine Rea		
Sourcing Acct Specialist	Kristen McKeever		

[Add a New Contact](#)

Follow the steps below to add a new contact.

4. Click the  button.
5. Enter the **Description**.
6. Enter the **Name**.
7. Enter the **Email ID**.
8. Confirm the **Status** is set to Active.
9. Confirm the **Telephone Type**.
10. Enter the phone number in the **Phone** field.
11. Click .
12. Click **OK** to confirm the save.



Maintain Contacts
Contact Information
State of Tennessee

Description:

Name:

Email ID:

URL:

Location:

Role:

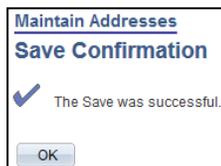
Status:

Telephone Information

Type	Prefix	Phone	Ext	Add	Delete
Business Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>		

[Return to Contact List](#) [Future Contacts](#)

Save



Maintain Addresses
Save Confirmation

✓ The Save was successful.

OK

13. Click [Return to Contact List](#).

Follow the steps below to edit a contact. This can only be done after navigating to the Current Contacts screen.

1. Click [Edit](#).
2. Make any necessary changes to the address information.
3. Click [Save](#).
4. Click **OK** to confirm the save.

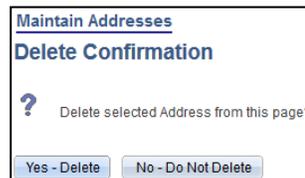


Type	Prefix	Phone	Ext	
Business Phone	615	741-5705	145	Add Delete

5. Click [Return to Contact List](#).

Follow the steps below to delete an address. This can only be done after navigating to the Current Contacts screen.

4. Identify the contact that needs to be deleted and click [Delete](#).
5. Click **Yes – Delete**.
6. Click **OK** to confirm the save.



If Vendor contact information is changing it may also be necessary to change User Contact information to ensure that the appropriate contacts are receiving solicitation information. Follow the steps below to navigate to the Maintain Sourcing Contact Information screen.

[Main Menu](#) > [Manage Events and Place Bids](#) > [Maintain My User Contact](#)

1. Click **Main Menu**.
2. Click **Manage Events and Place Bids**.
3. Click **Maintain My User Contact**.

Confirm that the contact on this screen is the correct contact to receive event invitations from the State of Tennessee. If the contact information is **NOT** correct follow the steps below to update the information.

Maintain Sourcing Contact Information

Please select your contact name with the prompt button in the list of companies below.

User ID: TN@0000000051

Name: TN Buyer- Matt Ross

Company Contacts		Customize Find First 1 of 1 Last	
	Bidder Type	*Contact Sequence Number	
State of Tennessee	Vendor	<input type="text" value="7"/> 	Crystal Lysinger

4. Click on the **Lookup**  icon next to the Contact Sequence Number field. Select the correct contact from the list.
5. Click **Save**.

Look Up

Look Up Contact Sequence Number

Search by: Contact Sequence Number =

[Advanced Lookup](#)

Search Results

View 100 First 1-29 of 29 Last

Contact Sequence Number	Name 1
2	Ellen Wicke
4	Rip Young
6	Clyde Hicks

6. Click **OK** to confirm the save.

Maintain Sourcing Contact Info

Save Confirmation

 The Save was successful.

Updating Category Codes (NIGP Codes)

Bidders and Vendors can follow the steps below to select and deselect category codes. A Bidder or Vendor should add the codes of the items and services that they provide. This allows users creating events to successfully add Bidders and Vendors to their bid list. Follow the steps provided below to navigate to the My Categorizations screen.

Main Menu > Manage Events and Place Bids > My Categorizations

1. Click **Main Menu**.
2. Click **Manage Events and Place Bids**.
3. Click **Maintain My User Contact**.



4. Click on the **Sell Categories** icon.
5. Check the checkboxes next to each category that you provide.
6. Click .

Additional Information

- If you are unaware of your company's registration status, than you may contact Bidder Services to obtain this information. You will need your Federal Tax ID when you call. Bidder Services can be reached at (615) 741-6875 M-F 8:00-4:30pm CST.
- Instructions on how to submit a bid for an Edison Event can be found at http://tn.gov/generalserv/cpo/for_training.html.
- The **I forgot my password** link on main Supplier screen does not work. To reset you password call the Edison Help Desk at (615) 741-4357.
- If you receive any error message during registration, then you should stop and call The Edison Help Desk at (615) 741-4357.