Internal Supplier Registration
Getting Started Instructions
Revised 8/4/2020

1. Communicate with your agency to determine who will need access to submitting and approving new supplier registrations. **Those needing access must enroll and complete the training below before access will be granted.**

2. Request the appropriate staff to enroll and complete in Edison ELM the appropriate training below. The manuals for both training courses are located on the Division of Accounts TeamTN Accounting Job Aids website (https://www.teamtn.gov/finance/financial/doa.html).
   a. Agency Submitter:
      Course Name: Internal Supplier Registration Agency Submitter
      Course Code: ISRAS100
      Class Code: FA-ISRAS

   b. Agency Approver (this course includes the Agency Submitter Training modules):
      Course Name: Internal Supplier Registration Agency Approver
      Course Code: ISRAA200
      Class Code: FA-ISRAA

3. Complete and submit the **FA-1015** security form for the appropriate staff member **after the training course is completed in ELM**. The **Internal Supplier Registration** roles are under the **Financial Roles Selections** on the **FA-1015** security form. Screenshot of the form is below.
   a. One staff member can have access to both roles; however, the same staff member cannot approve the registrations they submitted.
   b. When the **PUWF-2110 Agency Int Reg WF Approver** role is selected, the **Business Units to Approve** section must also be completed.

Financial Role Selections

Accounts Payable

☐ AP-2002 Agency 1099 Manager	☐ AP-2004 AP Agency Clerk Nonex	☐ AP-2007 AP Agency Clerk
☐ AP-2012 AP Inquiry	☐ AP-2013 Voucher Build Error Detail	☐ AP-2018 AP Payment Inquiry
☐ AP-2025 Spreadsheet Voucher Upload	☐ AP-2026 AP Unmatch Vouchers	☐ AP-2032 View Vendor

Internal Supplier Registration

☐ AP-2038 Agency Supplier Reg Submitter *Prior to requesting this role, the Internal Supplier Reg Agency Submitter course (course code: ISRAS100) must be completed in ELM.*	☐ PUWF-2110 Agency Int Reg WF Approver *Prior to requesting this role, the Internal Supplier Reg Agency Approver course (course code: ISRAA200) must be completed in ELM.*	**Business Units to Approve** BU _____ BU _____ BU _____

PCard

4. Begin submitting and approving Internal Supplier Registrations in accordance with the ELM trainings and Agency Submitter and Approver manuals located on the Division of Accounts TeamTN Accounting Job Aids website (https://www.teamtn.gov/finance/financial/doa.html).