

# Job Aid: Supplier Attestation eForm

## Purpose

The purpose of this job-aid is to outline the steps to add and submit a Supplier Attestation Regarding the Employment of Illegal Immigrants (in accordance with [Executive Order No. 41 \(2006\)](#)), to ensure Supplier's contract is in full compliance.

**NOTE:** Notification emails will be sent from [Edison.ProductionControl@tn.gov](mailto:Edison.ProductionControl@tn.gov) to contracting Suppliers' point of contact starting 30 days before the Attestation is due. The email will provide the contract ID in the subject, see sample:

Subject Contract Compliance processing is due. Contract:SHARE / 000000000000000000081695 / 1 Agreement:Attestation Step:1st Attestation Received

Email notifications will continue up to 15 days after due date has passed unless the Supplier Attestation has been submitted and the status has been updated to "completed" for the due Verification.

**NOTE:** The automation that updates the Verification is time sensitive relative to the Attestation due date. Supplier Attestations submitted more than 30 days before, or 30 days after the due date will not be processed by the automation. Please submit the Attestation eForm within 30 days prior to the due date as noted in the Notification email (see sample):

Verification Step/Description: 10 / 1st Attestation Received Agreement Verification Activity Status: Not Started - 4; Update OprId:

Verification Activity Status Comments:

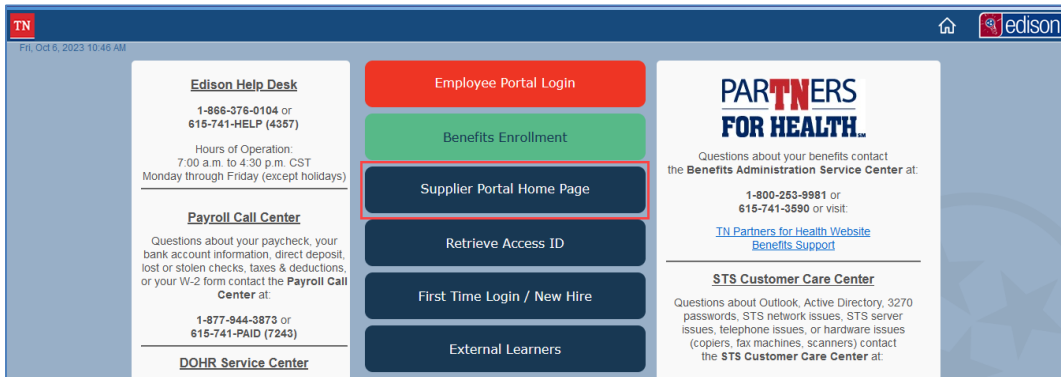
Due Date: 2024-04-15

(In this example, an Attestation eForm submitted between 3/16/24 and 5/15/2024 will be processed automatically. If submitted 3/15 or earlier, or 5/16 or later, the eForm will not be automatically updated and the Attestation may not be noted as compliant.

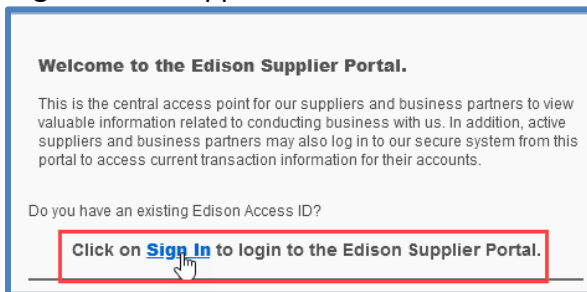
# Navigation

The Supplier Attestation eForm is accessible from the Edison Supplier Portal, after logged into the portal.

- Navigate to <http://www.edison.tn.gov/>
- Select “Supplier Portal Home Page” button:

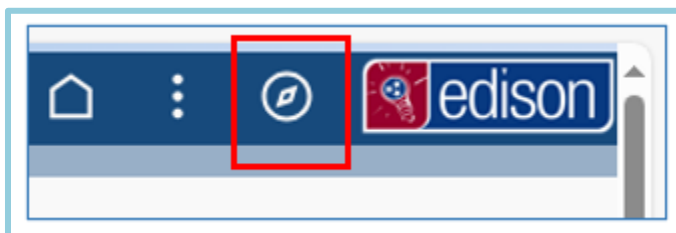


- Log in to the Supplier Portal:

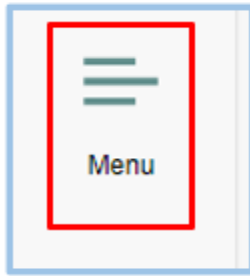


- Navigation steps: Navigator Button > Menu > Supplier > TN Supplier > Attestation Form - Add:

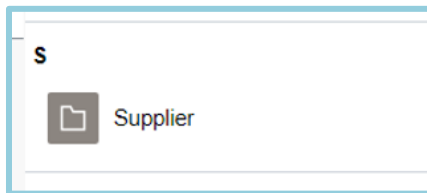
1. Click the Navigator Button or compass in the upper right corner of the Supplier Portal Home Page.



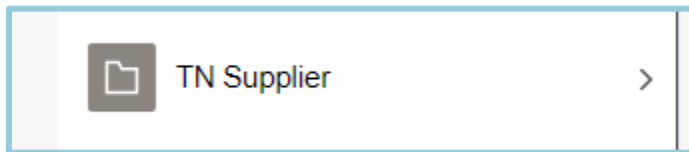
2. Click Menu on the right side of the screen.



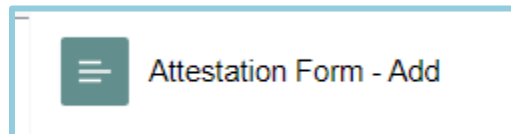
3. Click Supplier



4. Click TN Supplier




5. Click Attestation Form – Add. The eForm will be displayed.



## Completing and submitting the Attestation eForm

(Fields marked with an asterisk (\*) are required.)

**Form Page**

 Add Supplier Attestation : Attestation Details

1. Form ID 118709

### Supplier Attestation

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**State of Tennessee  
Department of General Services  
Central Procurement Office  
312 Rosa L. Parks Avenue  
William R. Snodgrass TN Tower, 3rd Floor  
Nashville, TN 37243-1102  
Phone: 615-741-1035 Fax: 615-741-0684**

Attestation Regarding Personnel Used in Contract Performance

2.

6.

7. Buyer: Leonard Chadwick leon1122001

3.

4.

5.

1. The Form ID number will appear at the top right corner, beneath the navigation buttons. Please note the Form ID to reference and view the Attestation eForm later.
2. Supplier Information will populate automatically. Verify Company Name, Address and Supplier ID are all correct. The address information will populate the Supplier’s primary address on file in the State’s Edison System.

Supplier Attestation eForm  
Last Updated: 4/25/2024

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- Enter the name of Company Point of Contact.
- Enter valid telephone number (in XXX-XXX-XXXX format) for the Company Point of Contact.
- Enter valid email address for Company Point of Contact.
- Click the magnifying glass icon to open list of all Company's active contracts and select the Contract for which the Attestation is being submitted. Confirm contract ID in notification email the Company received.

Cancel **Lookup**

Search for: Contract No:

**Search Criteria**

**Search Results**

189 rows

Value	Description
000000000000000000010021	CPD LOCAL PROG
000000000000000000010025	CPD LOCAL PROG
000000000000000000036388	Re-Award/Un-Award
000000000000000000040409	RFS 32701-01923

*Click anywhere on line of correct contract to select*

- Contract ID and Contract Administrator/Buyer will be automatically populated after selecting the correct contract in step 5.

\*Contract No: 0000000000000000010021 CPD LOCAL PROG

\*Buyer: Audra H Colvin audrh1010001

There is no need to edit either field.

# Completing and submitting the Attestation eForm continued

(Fields marked with an asterisk (\*) are required.)

**Affirmation:** The Contractor Acknowledges by signature that all information stated above is true and accurate and is no way misleading.

**Authorized Signatory:** I, as a Principal or Officer of the Company, do certify, warrant and assure that I am empowered to contractually bind the Contractor.

8. \*Principal or Officer Name:  9. Date: 2024-04-22

10. \*Title of Signatory:

**Form Action Items**

1 row

11. Acknowledgement

1  No Affirmation: The Contractor acknowledges by signature that all information stated above is true and accurate and is no way misleading. Authorized Signatory: I, as a Principal or Officer of the Company, do certify, warrant and assure that I am empowered to contractually bind the Contractor.

12. > Comments

13.

8. Enter name of the person submitting eForm. This person will be considered the Signatory of the form.

9. Enter the Work Title of the person entered in step 7.

10. Date will automatically populate with the current date. There should be no need to edit this field.

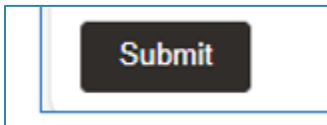
11. Click the slider button to change it from “No” to “Yes,” affirming the Company’s compliance to Executive Order No. 41 (2006):

The image shows two side-by-side 'Acknowledgement' slider controls. Each control has a title 'Acknowledgement' and a row number '1'. The left control has a slider button positioned to the left of the word 'No'. The right control has a slider button positioned to the right of the word 'Yes'.

12. Click the “arrow” to reveal Comments text box to add any pertinent comments to the Attestation (optional):

A screenshot of a form field. At the top left of the field is a small downward-pointing arrow icon. To the right of the arrow is the word "Comments" in a brown font. Below this header is a large, empty white rectangular area for text input. A red square highlights the arrow icon.

13. Click Submit button to submit the form for approval.

A screenshot of a black rectangular button with the word "Submit" written in white text in the center. The button is highlighted with a blue border.

## Confirmation and eForm Status

Upon clicking the Submit button, user will be taken to the following page, indicating that the form was successfully submitted.

**Form Result**

Add Supplier Attestation : Results
Form ID 118710

**1.**

You have successfully submitted your eForm.

The eForm has been routed to the next approval step. Anna Atzori.

**2.**

[View Approval Route \(Add Ad Hoc Approver\)](#)

**Transaction / Signature Log** 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 04/22/2024 12:19:05PM	Initiated	TN@0000000051	TN Buyer- Matt Ross	Submit	<b>3.</b>

[Refresh Log](#)

**Action Item Log** 1 row

Acknowledgement	Description	User	Time Stamp
1 Yes	Affirmation: The Contractor acknowledges by signature that all information stated above is true and accurate and is no way misleading. Authorized Signatory: I, as a Principal or Officer of the Company, do certify, warrant and assure that I am empowered to contractually bind the Contractor.	TN@0000000051	04/22/24 12:19:03.000000PM

[Print](#)
**4.**

1. Confirmation that form has been submitted and routed for approval by the contract administrator, who will then attach Attestation to the contract file. The contract will be updated, and Attestation agreement will be marked as In Compliance.
2. View the current approval status by clicking the “View Approval Route (Add Ad Hoc Approver)” button, which will open this window:



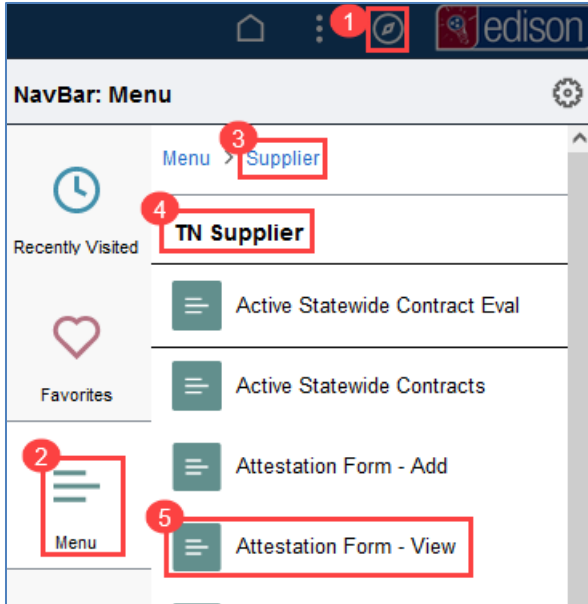
(Note: User will not need to add an “ad hoc” approver and can safely disregard that functionality)

3. The Transaction/Signature Log also shows the steps that have been taken in the system regarding the processing of the Attestation. Note in screenshot above, the step title is “Initiated,” meaning the form has been initially submitted.
4. Users can print or create a digital copy of the Attestation document by clicking the Print button and printing or saving the document as a PDF.

## Viewing submitted eForms

Upon submitting, the attestation will be routed to the contract administrator to be attached to the contract file. The contract will be updated, and Attestation agreement will be marked as In Compliance.

1. To view already submitted forms, click Navigator Button (“compass” button at upper right corner of Supplier Portal Home Page, noted as “1” in the image that follows) > Menu > Supplier > TN Supplier > Attestation Form - View:

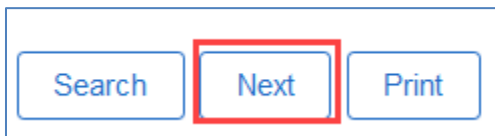


2. Click Search button to view all Attestations submitted by Company. Enter criteria, such as Supplier ID or Form ID (if known) to narrow search parameters.

Search by:

<b>Supplier ID</b>	Begins With	<input type="text"/>	Q
<b>Form ID</b>	Begins With	<input type="text"/>	
<b>Form Type</b>	Begins With	SUP_ATTEST	Q
<b>Form Status</b>	is Equal To	<input type="text"/>	▼
<b>Contract No:</b>	Begins With	<input type="text"/>	Q
<b>Company Name:</b>	Begins With	<input type="text"/>	
<b>Buyer ID:</b>	Begins With	<input type="text"/>	
<b>Address Line 1</b>	Begins With	<input type="text"/>	

3. At bottom of eForm page, find Search, Next and Print buttons. Click Next to view Approval status and Transaction/Signature Log. (Print can be used as noted above. Search returns user to the search page in step 2.)



4. A fully approved and processed Attestation form will show on the Transaction log as such:

[View Approval Route](#)

Transaction / Signature Log							3 rows
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1	10/06/2023 11:47:31AM	Initiated	TN@0000000051LC		Submit		
2	10/06/2023 12:02:06PM	Supplier Attestation Approvers	leon1122001	Leonard Chadwick	Authorize	14 minutes	
3	10/06/2023 12:02:53PM	System	System		Execute	< 1 minute	

“Execute” in the Form Action field means the form is fully approved and completed in Edison.

Should the Company continue to receive notifications to submit the current Attestation, please contact the Contract Administrator/Buyer or Central Procurement Office Systems Management team for assistance (615-741-3333, option 3, or via email at [content.group@tn.gov](mailto:content.group@tn.gov)).



Tennessee Department of General Services, authorization number 321318. Electronic only. This public document was promulgated at a cost of \$0.00 per copy. 10/10/2023.