

Job Aid: Supplier Onboarding Guide Updating Your Edison Profile

Purpose

Supplier accounts are necessary for payment transfers, online bidding, and receiving bid invitations. This guide is intended to assist Suppliers in updating and maintaining their Edison Profile. Keeping information up to date is crucial to receiving bid invitations and doing business with the State.

Contents

GETTING STARTED.....	2
PASSWORD AND USER ID ASSISTANCE	4
CHANGE OR ADD EMAIL ADDRESSES.....	6
CHANGE A SUPPLIER PAYMENT ADDRESS	6

Getting Started


Maintaining an up-to-date system profile allows you to receive bid notifications.

Start by logging on to the State of Tennessee’s Edison Supplier Portal website:


<http://www.edison.tn.gov/>



Note: Microsoft Edge, Firefox, and Google Chrome are all supported web browsers. Users may experience issues if using Safari.

1. Click on the **Supplier Portal Home Page Link** in the top left corner of the page.

<p>Edison Help Desk</p> <p>1-866-376-0104 or 615-741-HELP (4357)</p> <p>Hours of Operation: 7:00 a.m. to 4:30 p.m. CST Monday through Friday (except holidays)</p>	Employee Portal Login	 <p>Questions about your benefits contact the Benefits Administration Service Center at:</p> <p>1-800-253-9981 or 615-741-3590 or visit:</p> <p>TN Partners for Health Website Benefits Support</p>
<p>Payroll Call Center</p> <p>Questions about your paycheck, your bank account information, direct deposit, lost or stolen checks, taxes & deductions, or your W-2 form contact the Payroll Call Center at:</p> <p>1-877-944-3873 or 615-741-PAID (7243)</p>	Benefits Enrollment	
<p>DOHR Service Center</p> <p>Questions about Leave, Performance Management, or Policies & Procedures.</p>	Supplier Portal Home Page	<p>STS Customer Care Center</p> <p>Questions about Outlook, Active Directory, 3270 passwords, STS network issues, STS server issues, telephone issues, or hardware issues (copiers, fax machines, scanners) contact the STS Customer Care Center at:</p> <p>1-800-342-3276 or 615-741-1001 STS Customer Care Center Website</p>
	Retrieve Access ID	
	First Time Login / New Hire	
	External Learners	

2. Click on the **Sign In** link to access your Edison profile (see below).



<p>Announcement: Update Supplier Commodity Codes</p> <p>Instructions to Update Supplier Commodity codes</p> <p>Supplier Commodity Codes Spread Sheet</p> <hr/> <p>Please do not use <i>Google Chrome</i> when using the Edison Supplier Portal. Under this browser, you will see issues with how pages are displayed and uploading documents. Please use either <i>Mozilla Firefox</i> or <i>Internet Explorer</i>. We apologize for this inconvenience.</p>	<p>Welcome to the Edison Supplier Portal.</p> <p>This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.</p> <p>Do you have an existing Edison Access ID?</p> <p style="text-align: center;">Click on Sign In to login to the Edison Supplier Portal.</p>						
<p>Events Personalize Find   First 1-14 of 14 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Event Name▲</th> </tr> </thead> <tbody> <tr> <td>Dairy Products and Juice - York Institute</td> </tr> <tr> <td>Digital X Ray Maintenance</td> </tr> <tr> <td>Fall Creek Falls - Trash Pickup</td> </tr> <tr> <td>Fire Truck</td> </tr> <tr> <td>Ice Cream - York Institute</td> </tr> </tbody> </table>	Event Name▲	Dairy Products and Juice - York Institute	Digital X Ray Maintenance	Fall Creek Falls - Trash Pickup	Fire Truck	Ice Cream - York Institute	<p><i>Looking to do business with the State of Tennessee?</i></p> <p>To do business with the State of Tennessee, you MUST:</p> <ol style="list-style-type: none"> 1. Register as a Supplier <ul style="list-style-type: none"> ▪ Instructions to Register 2. Ensure that a completed IRS-W9 Form is attached to your registration. 3. (optional) Fill out a Direct Deposit Authorization Form to have payments conveniently deposited into your bank account automatically. <p>If you have a Supplier ID and need new or additional Edison Access IDs, click Create New User Accounts. Your Tax Identification Number is required.</p> <p>For international bidders, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov.</p>
Event Name▲							
Dairy Products and Juice - York Institute							
Digital X Ray Maintenance							
Fall Creek Falls - Trash Pickup							
Fire Truck							
Ice Cream - York Institute							

3. Enter your **User ID** and **Password**.

Note: The Copy and Paste function may unintentionally include extra spaces and may “paste” an invalid User Access ID or Password, recommended to type them directly into these and its fields.



Sign In:
Enter your Access ID.
Access ID:

[Where do I enter my password?](#)



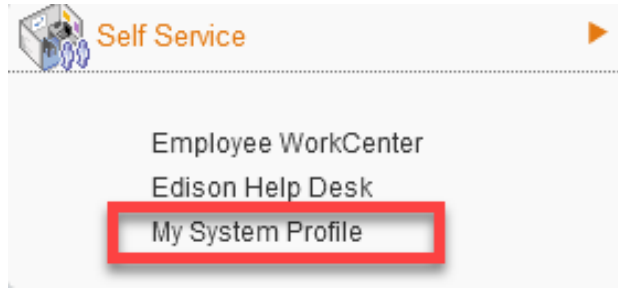
Sign In:
Please enter your password
Password:

5/29/2018 10:15 (CDT)
swift Walks
[Why do you have a security image?](#)
[Not your image and phrase?](#)
Forgot your password?

4. At the top left side of the screen above the State’s logo, click on the **Main Menu** drop down arrow.



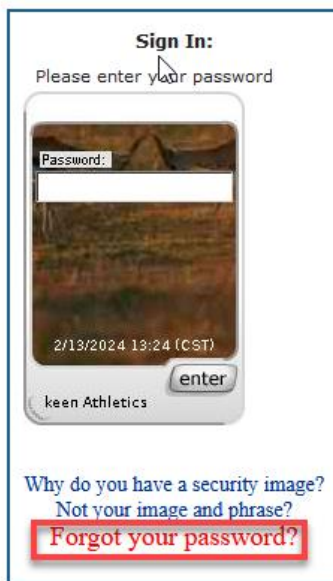
5. Click on the **My System Profile** link.



You are now able to make adjustments to your profile. The following instructions are designated for system profile changes.

Password and User ID Assistance

Password Reset: Use the “Forgot your password?” link.



An email from Edison.erp@tn.gov with a temporary password will be received at the email address associated with the User Access ID that was used. Enter that temporary password on the subsequent page and user will be prompted to update password.

User ID Assistance: Contact the *Central Procurement Office* main number at **(615)741-3333, option 3.**

Password and Security Changes: Click on the link under the “Password” header.

*Suppliers can change their security image, security phrase, email address, security challenge questions and answers, and password by clicking the appropriate link.

General Profile Information

Toni Rogers

Password

[Change Password, Security Image or Forgot Password email](#)

Email

Primary Email Account	Email Type	Email Address
<input type="checkbox"/>	Home	ashton.rogers47@gmail.com
<input checked="" type="checkbox"/>	Primary	Ashton.Rogers@tn.gov

[Change or set up email address](#)

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example: 12/31/2000)

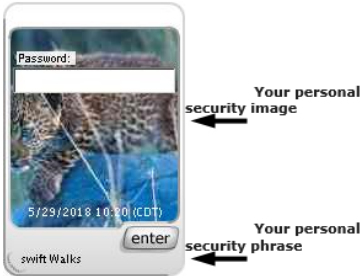
To Date (example: 12/31/2000)

Save

Suppliers will want to save their work frequently to avoid losing information already entered in the Edison system. Saving your work every 20 minutes is recommended to avoid the system timing out. Please note the security image and security phrase in the images below. After changes are made to your profile, remember that the page may look different the next time you log in.

User Preferences

Use the links below to change your user preferences.



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

Change or Add Email Addresses

- To add a new email address to your Edison profile, click on the “+,” use the drop down arrow under “**Email Type**” header to select Business or Individual, and enter the new email address. To change the “**Primary Email Account**”, check the appropriate box that corresponds with the email address selection.

Note: There can only be one (1) primary email account. The primary email account will receive emails about solicitation opportunities. It is recommended to use a generic company email as the primary email address to reduce disruptions in communication if someone leaves the business.

Email		Personalize	Find		First	1-2 of 2	Last
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Business						
<input type="checkbox"/>							

Change a Supplier Payment Address

Contact Supplier Maintenance at **(615)741-9745** and/or Supplier.Maintenance@tn.gov

Registered Suppliers with the State of Tennessee may receive email notifications for current bids by registering for specific commodity codes in Edison. For further instructions, please refer to the “Instructions to Update Supplier Commodity Codes” job aid located in the link below and found in Edison.

https://upk.edison.tn.gov/esupplier/Supplier_UNSPSC_Job_Aid.pdf

Change or Add a Contact

- To add or change a contact, While Logged into the Supplier Portal, Navigate to Main Menu in the top Left corner of the page, then click Supplier> Maintain Supplier Information> Contacts.
- Click edit on a contact to change the information. It will open another menu from which you can change the name, number, and email address for that contact.
- To add another user, at the bottom of the page click Add a new Contact. This will open a new menu from which you can add a new person’s name, telephone, and other information that would be useful in identifying this person as a contact.

Main Menu > Supplier > Maintain Supplier Information > Contacts

TN Tennessee State Government

Maintain Contacts

Current Contacts

State of Tennessee

Current Contacts

☰ 🔍 1-23 of 23

Description	Name		
Sourcing Account Specialist	Sharon	Edit	Delete
Director of Learning and Devel	John	Edit	Delete

Add a New Contact

- This is the menu that comes up when you click on edit or add.

Supplier Contacts x

Maintain Contacts

Contact Information

State of Tennessee

Description

Name

Email ID

URLID

Location

Role

Status

Telephone Information

☰ 🔍
1-1 of 1

*Type	Prefix	Phone	Ext	
Business Phone <input style="width: 100%;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Delete

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



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