

To: All Agency Controllers and Fiscal Officers  
From: Division of Accounts – Supplier Maintenance  
Date: June 20, 2022  
**Subject: Supplier Update Form Revisions**

## **Supplier Update Form Revisions**

Major updates:

1. **SECTION 3: To change the Payment Alternate name (Doing Business As (DBA) name) in Edison for:**
  - a. **Address ID 1** – IRS W-9 required supporting the new DBA name
  - b. **Address ID 2 or greater** – An invoice to or from supplier or signed memo on company letterhead required supporting the new DBA name
  
2. **SECTION 7: A new External System ID was added to the Synchronization dropdown menu.** If your agency does not use the Vendor Interface between Edison and a separate subsystem, do not complete this section.

The revised form, FA-1100 (Rev. 05-22), is located on the Division of Accounts Accounting Job Aids website: <https://www.tn.gov/finance/rd-doa/fa-accfm-swa.html>.

**Beginning Friday, July 1<sup>st</sup>, Supplier Maintenance will no longer accept the previous version of the form.**

As a reminder, a W-9 is only required when:

1. Registering a new supplier
2. Changing the supplier's legal name (Line 1 on W-9) and/or business type
3. Changing Address ID 1 (1099 Address) including the DBA name
4. Activating a supplier file