Supplier Maintenance
Emergency Request Procedures
For State Agencies Only

Emergency Procedures for New Suppliers (Internal/External Supplier Registrations):

1. Emergency requests must be emailed to Angelo.Bruno@tn.gov and include:
   a. If the registration was submitted by the agency (Internal Registration) **or** supplier (External Registration)
   b. Justification for why the request is an emergency

2. The following individuals must be copied on the email:
   a. **Agency's Division of Accounts (DOA) Controller**
      i. If your agency does not have a DOA Controller, copy your agency's Fiscal Officer
   b. Katelyn.Huckaby@tn.gov
   c. Michelle.Earhart@tn.gov
   d. Mikhel.Lindsley@tn.gov

3. The subject line of the request must include:
   a. "EMERGENCY NEW SUPPLIER REQUEST"
   b. "REG ID *insert 10-digit Registration ID*"
      i. Example: EMERGENCY NEW SUPPLIER REQUEST REG ID 0000008500

4. Do not copy any other Supplier Maintenance staff members.

5. If these procedures are not followed, the processing of the request will be delayed.

Emergency Procedures for Existing Suppliers:

1. Emergency requests must be emailed to Angelo.Bruno@tn.gov and include:
   a. Completed **Supplier Maintenance Supplier Update Form**
   b. Required supporting documents
   c. Justification for why the request is an emergency

2. The following individuals must be copied on the email:
   a. **Agency's Division of Accounts (DOA) Controller**
      i. If your agency does not have a DOA Controller, copy your agency's Fiscal Officer
   b. Katelyn.Huckaby@tn.gov
   c. Michelle.Earhart@tn.gov
   d. Mikhel.Lindsley@tn.gov

3. The subject line of the request must include:
   a. "EMERGENCY SUPPLIER UPDATE REQUEST"
   b. "SUP ID *insert 10-digit Supplier ID*"
      i. Example: EMERGENCY SUPPLIER UPDATE REQUEST SUP ID 0000123456

4. Do not copy any other Supplier Maintenance staff members.

5. If these procedures are not followed, the processing of the request will be delayed.