

Supplier Maintenance Request Guide

Request Submitted By	Request Type	Method	Location of Helpful Aids
Agency	Add new supplier (U.S. person or entity)	Internal Supplier Registration	Division of Accounts TeamTN Accounting Job Aids
	Add new supplier (foreign)	Submit supplier's IRS W-8 to Supplier.Maintenance@tn.gov. Subject line must include "FOREIGN".	Division of Accounts TeamTN Accounting Job Aids
	All updates to existing suppliers (except for adding or changing supplier Contacts or bank account information)	Supplier Maintenance Supplier Update Form	Division of Accounts TeamTN Accounting Job Aids
Supplier	Add new supplier (U.S. person or entity)	External Supplier Registration	Supplier Portal Home Page
	Add new supplier (foreign)	Complete current IRS W-8 found at www.irs.gov and submit to Supplier.Maintenance@tn.gov. Subject line must include "FOREIGN".	Supplier Portal Home Page
	Create a user account	Via Supplier Portal	*Supplier Portal Creating a New User instructions found under Division of Accounts Accounting Job Aids
	Add, change, or inactivate Address ID 2 or greater	Via Supplier Portal	<i>Coming soon!</i>
	Add, change, or delete Contacts (not user accounts)	Via Supplier Portal	<i>Coming soon!</i>
	Changing IRS Name, DBA Name, tax ID, W-9 Business Type, and/or Address ID 1 (1099 Address)	Complete current IRS W-9 and submit to Supplier.Maintenance@tn.gov.	Supplier Portal Home Page
	Adding a 1099 Category	Email Supplier.Maintenance@tn.gov	*Supplier Maintenance Edison Locations for 1099 Reporting instructions found under Division of Accounts Accounting Job Aids
	Adding or changing a bank account	Via Supplier Direct Deposit Authorization form	Supplier Portal Home Page
	Adding, changing, or canceling email deposit notifications	Via *Email Deposit Notification Form	Found under Division of Accounts Accounting Job Aids
Removing a bank account	Mail a written request to: State of Tennessee Attn: Supplier Maintenance 21st Floor WRS Tennessee Tower 312 Rosa L Parks Ave Nashville, TN 37243 The request must contain the payee's name, FEIN or SSN, routing and account numbers, that matches the information already on file with the state, and an original signature of an authorized signatory.	Via Supplier Direct Deposit Authorization form on the Supplier Portal Home Page	

*Documents are in the process of being added to the Supplier Portal Home Page.