



*Please print and post at your vessel/ facility for all employees to view*

## **Fleet Memo #17: New Resupply Request Procedures**

TDI-Brooks is formalizing our purchasing procedures. In the past, the only way to request supplies was through emails to various people depending on what you were trying to get. In September 2012, a Logistics Team was created to handle all resupply requests and to begin creating and populating an inventory system.

A new email address has been created to automatically distribute requests to all members of the Logistics Team and copy our Port Engineers and upper management. This includes EVERYTHING: from over the counter medications to machinery parts, coring or heat flow items to lab supplies to new engines and generators for the vessel.

A formal Resupply Request form has been created to standardize the requests and parts information. Complete the attached form with all resupply requests and be sure to include as much detail as possible to ensure accuracy. Email the completed requests and any questions you may have about this new procedure to [Resupply@tdi-bi.com](mailto:Resupply@tdi-bi.com).

The Logistics Team will check these emails daily, forward requests to the appropriate suppliers, arrange shipping and follow the requests to fulfillment. Each emailed request will be acknowledged by a reply email from a team member.