

Supplier Portal Onboarding

DFW International Airport Supplier Community

Supplier Onboarding and Invoice Process Requirements

Dallas Fort Worth International Airport (DFW) is pleased to extend a welcome to you as a valued member of the DFW supplier community. We appreciate your decision to collaborate with us and we look forward to fostering a successful and mutually beneficial partnership.

Supplier Portal Onboarding

As a member of our valued supplier network, you now have access to our Supplier Portal, which serves as a centralized hub for all communication and transactions related to our partnership. Here are the steps to get started:

Supplier Portal Access: To access the Supplier Portal, please follow these instructions:

→ You should have received an email [Subject: Oracle Fusion Applications-Welcome E-Mail] with the link to reset your account password. The link will expire in 24 hours.

→ Missed the email, not to worry. We have you covered!

→ Open your web browser and navigate to <https://fa-evkv-saasfaprod1.fa.ocs.oraclecloud.com/>

→ Click on “Forgot Password”

→ Enter your Email and Select “Forgot Password”

→ Click Submit

→ You will receive an email to reset the password [Subject: Oracle Fusion Applications-Password Reset Information]. Click the link to reset the password.

→ Sign into the portal by entering your Username (Email) and Password

Supplier Portal Navigation:

→ Click on the  (Home) Icon on the top right corner, navigate to Supplier Portal and Click on Supplier Portal Tile.

→ The landing page provides the Snapshot of Recent Activities, Transaction Reports and Transaction Requiring Attention

→ Tasks Pane on the left side of the landing page has the Manage Orders, Manage Agreements links. Click on that to query by the Purchase Order Number or Contract Purchase Agreements to view the current status and details.

→ Any important news will be published in the “Supplier News” section on the landing page.

→ Click on the  (Bell) Icon on the top right corner of the browser, to view real time updates on the Contract Purchase Agreements, Purchase Orders, Invoices etc. that has been created or updated.

We are committed to streamlining our processes and reducing administrative burdens, and the Supplier Portal plays a crucial role in achieving this. Should you encounter any technical issues or require guidance, please don't hesitate to reach out to our dedicated support team at dfwfusion@dfwairport.com.

As part of the Oracle Fusion roll out, we are also Introducing the Innovative Marketplace solution. The marketplace team will reach out to you with further details. Be sure to check your spam/junk folder for any communications from dfwfusion@dfwairport.com / suppliers@equallevel.com / noreply@equallevel.com.

Thank you for your attention to this matter, and for your continued collaboration. We look forward to a productive partnership ahead.

Best Regards,

DFW Procurement & Materials Management