

Supplier Registration Process

Step 1: Open your web browser and navigate to [DFW Supplier Registration Link](#)

Step 2: Enter your Company Details and Click “Next”

Ensure to enter valid Taxpayer ID for your Company

ORACLE Home ⓘ Sign In

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ⓘ

Enter a value for Taxpayer ID.

Back **Next** Save for Later Register Cancel

* Company Tax Country

* Tax Organization Type Taxpayer ID

Supplier Type Note to Approver

Corporate Web Site

Attachments None +

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

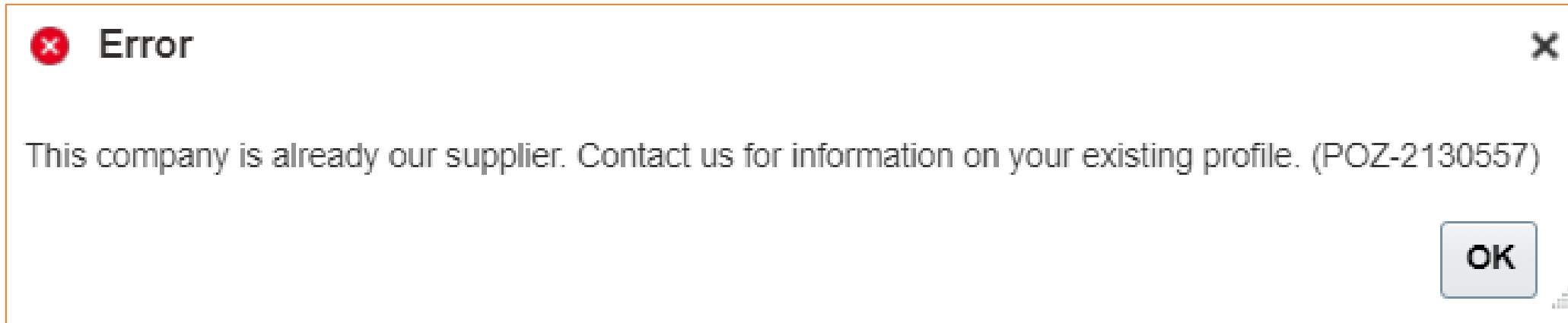
* Email

* Confirm Email

i

****NOTE****

If you get this error, don't worry! This means your company already has a profile set up. Please provide your current tax id number and company name to DFWFusion@dfwairport.com and our team will contact you.



Step 3: You will automatically be set up as the Administrative Contact. If you would like to add additional contacts, Click the “+ Create” Icon

Administrative Contact has the privilege to Acknowledge Purchase Order, Add or Remove Supplier Contacts, Edit Supplier Information, Create Invoices etc.

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Sign In

Company Details **Contacts** Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Contacts ?

Enter at least one contact.

Back Next Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Sample, DFW Supplier		dfwtestsupplier.sk@gmail...	✓	✓	✎	✕

Columns Hidden 7

Step 3.1: Enter the contact information and add the respective roles. Ensure to read the Role Description before assigning them to the contacts.

Creating a User Account will provide the user access to “DFW International Airport’s Supplier Portal”. Specify role for each contact based on the tasks performed by them within the Supplier Portal. Example: DFW PROC Supplier Accounts Receivable Specialist if their role is to Submit and Track Invoices.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact ← Check to make an Admin Contact

Phone

Mobile

Fax

* Email

User Account

Request user account ← Check to Request for User Account

Roles

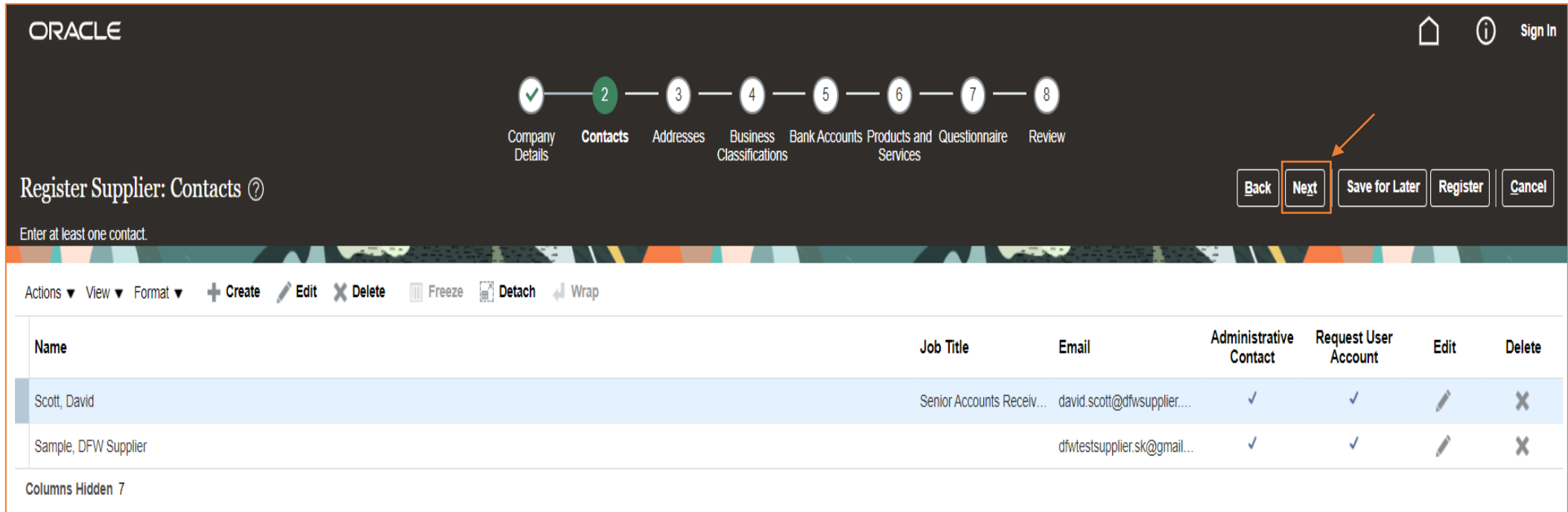
Click to Remove User Roles Click to Add User Roles

Actions View Format

Role	Description
DFW PROC Supplier Sales Representative	Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line i...
DFW PROC Supplier Customer Service Representative	Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and m...
DFW PROC Supplier Accounts Receivable Specialist	Tracking invoice and payment status. Copy of seeded Supplier Accounts Receivable Specialist. Copy option -...

Step 3.2: Once the Contact has been added, Click “Next”

Click “Next” to continue



ORACLE Sign In

Progress: 1 (Company Details) — 2 (Contacts) — 3 (Addresses) — 4 (Business Classifications) — 5 (Bank Accounts) — 6 (Products and Services) — 7 (Questionnaire) — 8 (Review)

Register Supplier: Contacts ?

Enter at least one contact.

Buttons: Back, **Next**, Save for Later, Register, Cancel

Actions: View, Format, + Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Scott, David	Senior Accounts Receiv...	david.scott@dfwsupplier...	✓	✓		
Sample, DFW Supplier		dfwtestsupplier.sk@gmail...	✓	✓		

Columns Hidden 7

Step 4: To enter an Address, Click the “+ Create” Icon

At least one address is required for remit-to and ordering address purposes

ORACLE Home ⓘ Sign In

✓ — ✓ — **3** — 4 — 5 — 6 — 7 — 8
Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Addresses Back Next Save for Later Register Cancel

Enter at least one address for remit-to and ordering address purposes.

Actions ▾ View ▾ Format ▾ **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Columns Hidden 3					

Step 4.1: Enter the address and Click “OK”

Enter the Address details and address purpose. Assign Supplier Contacts to each address. At least one contact is required for each Address.

Create Address

Search

* Address Name

* Country

* Address Line 1

Address Line 2

City

State

Postal Code

County

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 1

Fax 1

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Columns Hidden 4				

Step 4.2: Add the address contact

Select the Contact for the address and Click “Apply”. You can add more than one contact for each address, once done Click “OK”.

The screenshot shows a 'Create Address' form in the background with the following fields:

- Search: Address
- * Address Name: 23220
- * Address Purpose: Ordering
- * Country: United States
- * Address Line 1: 950 W Franklin
- Address Line 2: (empty)
- City: Richmond
- State: VA
- Postal Code: 23220
- County: Richmond City

The 'Address Contacts' section is partially visible at the bottom of the form.

The 'Select and Add: Contacts' dialog box is overlaid on top of the form. It contains:

- Search: (empty)
- Name: (empty)
- Job Title: (empty)
- Buttons: Search, Reset
- View: (dropdown), Format: (dropdown), Wrap: (checkbox)
- Table of contacts:

Name	Job Title	Email	Phone
Sample, DFW Supplier		dfwtestsupplier...	
Scott, David	Senior Accounts...	david.scott@df...	

Rows Selected 1 Columns Hidden 1

Buttons: Apply, OK, Cancel

An orange arrow points to the 'Apply' button, which is also enclosed in a red rectangular box.

Step 4.3: Once the Address has been added, Click “Next”

If you have multiple locations, ensure to add all the locations which would be in business with DFW International Airport.

ORACLE Sign In

Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Addresses Back **Next** Save for Later Register Cancel

Enter at least one address for remit-to and ordering address purposes.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
23220	950 W Franklin St, RICHMOND, VA 23220, RICHMOND CITY		Ordering; Remit to		

Columns Hidden 3

Step 5: Add the Business Classifications if applicable

Add all the Business Classifications applicable to your business by click on the “+” Icon. Attach the applicable certifications.

ORACLE Sign In

1 — 2 — 3 — **4** — 5 — 6 — 7 — 8
Company Details Contacts Addresses **Business Classification:** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications Back Next Save for Later Register Cancel

Enter at least one business classification or select none applicable.

None of the classifications are applicable ← Check if Not Applicable

Add as many rows as required

Actions ▾ View ▾ Format ▾ **+** ✕ Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachme	Notes
Small Business ▾		(NCTRCA) Nort ▾		N190810	11/21/2016	11/21/2016	None +	

Step 6: To add the Bank Account, Click “+ Create” to add the bank account details.

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Sign In

Company Details Contacts Addresses Business Classifications **Bank Accounts** Products and Services Questionnaire Review

Register Supplier: Bank Accounts ?

Back Next Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden 8					

Info

Step 6.1: Click “OK” once complete.

If you would like to add another Bank Account, Click “Create Another”

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	<input type="text" value="United States"/>	IBAN	<input type="text"/>
Bank	<input type="text" value="BANK OF NEW YORK MELLON"/>	Currency	<input type="text"/>
Branch	<input type="text" value="BANK OF NEW YORK MELLON-0210000"/>		
* Account Number	<input type="text" value="123456789"/>		

Additional Information

Account Name	<input type="text"/>	Agency Location Code	<input type="text"/>
Alternate Account Name	<input type="text"/>	Account Type	<input type="text"/>
Account Suffix	<input type="text"/>	Description	<input type="text"/>
Check Digits	<input type="text"/>		

Comments

Note to Approver

Step 6.2: Once the Bank Account has been added, Click “Next”

ORACLE Sign In

Company Details Contacts Addresses Business Classifications **Bank Accounts** Products and Services Questionnaire Review

Register Supplier: Bank Accounts Back **Next** Save for Later Register Cancel

Actions

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXX6789			BANK OF NEW YORK MELLON	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Columns Hidden 8

Step 7: Add Products and Services

Click “Select and Add” to assign different Products and Services as per the North American Industry Classification System (NAICS) that your company operate in. You can assign as many categories as possible that are applicable for your business.

ORACLE Home Info Sign In

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Products and Services Back Next Save for Later Register Cancel

Enter at least one products and services category.

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

Step 7.1: Click the small arrow to expand the available categories and sub-categories.

Check the applicable values. Click “Apply” and then “Ok”.

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ 212	Mining (except Oil and Gas)
<input type="checkbox"/>	▶ 213	Support Activities for Mining
<input type="checkbox"/>	▶ 221	Utilities
<input type="checkbox"/>	▶ 238	Construction of Buildings
<input type="checkbox"/>	▶ 238115	New Single-Family Housing Construction (except For-Sale Builders)
<input type="checkbox"/>	▶ 238116	New Multifamily Housing Construction (except For-Sale Builders)
<input type="checkbox"/>	▶ 238117	New Housing For-Sale Builders
<input checked="" type="checkbox"/>	▶ 238118	Residential Remodelers
<input checked="" type="checkbox"/>	▶ 238210	Industrial Building Construction
<input type="checkbox"/>	▶ 238220	Commercial and Institutional Building Construction

Columns Hidden 1

Apply OK Cancel

Step 7.2: Click “Next” to continue

ORACLE Sign In

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Products and Services

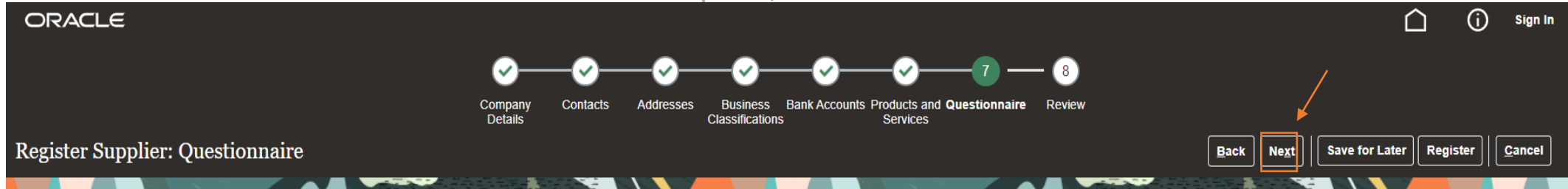
Enter at least one products and services category.

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
238 > 238118	Residential Remodelers	X
238 > 238210	Industrial Building Construction	X

Step 8: Complete the Questionnaire

Ensure to provide accurate information and attach W8/W9, Interlocal Agreement, Cooperative Contract/GSA Schedule when prompted, Supplier Registrations will be reviewed and approved only after vetting the information provided. Once complete, Click "Next".



The navigation bar features the Oracle logo on the left and a 'Sign In' link on the right. A progress indicator shows eight steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire (highlighted with a green circle and number 7), and Review (numbered 8). Below the progress indicator, the text 'Register Supplier: Questionnaire' is displayed. On the right side of the bar, there are four buttons: 'Back', 'Next' (highlighted with an orange box and an arrow), 'Save for Later', 'Register', and 'Cancel'.

Attachments None

Questions


DFW Supplier Registration Questions (Section 1 of 1)



Section

1. DFW Supplier Registration Questions

- * 1. | Are you a Domestic or Foreign Supplier? |
 - a. Domestic
 - b. Foreign

- * 2. Do you own an Interlocal Agreement?
 -  Attach your Interlocal Agreement Copy
 - a. No
 - b. Yes

- * 3. Select the COUNTY applicable for your Organization?
 - a. Dallas
 - b. Denton
 - c. Other Non-TX
 - d. Other TX
 - e. Tarrant

End of Section 1 of 1

Previous Section

Next Section

Step 9: Review and Submit

Review your Registration and Click “Register”

ORACLE

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire **Review** 8

Review Supplier Registration: DFW Supplier Sample

Back Next Save for Later **Register** Cancel

Company Details

Company DFW Supplier Sample
Tax Organization Type Corporation
Supplier Type
Corporate Web Site

Tax Country United States
Taxpayer ID 12345678
Note to Approver

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Sample, DFW Supplier		dfwtestsupplier.sk@gmail...	✓	✓	

Columns Hidden 7

Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
23220	950 W Franklin ST,RICHMOND, VA 23220,RICHMOND CITY		Ordering, Remit to	

Columns Hidden 3

Business Classifications

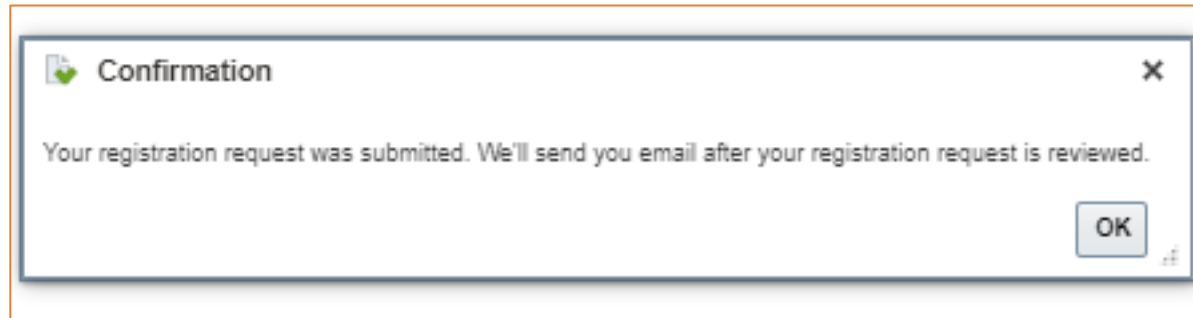
— None of the classifications are applicable

View Format Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		(NCTRCA) North Cent		1234567	11/21/2001	11/30/2025	None	

Step 10: Submission Confirmation

Click “Ok” and Monitor your email for Supplier Registration Approval by DFW Suppliers Management Team



Thank You

