

Supplier Registration Process

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

Step 1: Enter your Email Address and Access Code

Once you enter your email address and click on the “Send Access Code” button, the one-time access code will be automatically sent to your email, enter the code to login and click on the “Continue” button to login

DFW

DFW

Supplier Registration

Enter your email

Get a one-time access code to start.

Email

Required

Send Access Code

DFW

DFW

Supplier Registration

Enter your code

Use the code we've sent to email com.

The code expires in 15 minutes.

Access Code

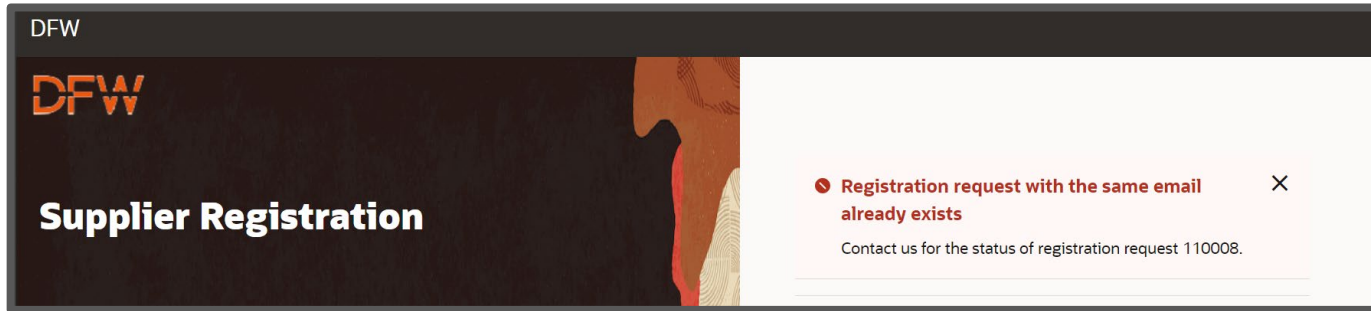
Required

Continue

[Get a new code](#)

Step 1: Enter your Email Address and Access Code

If you get this error, don't worry! This means that you're already in our system of record. Please provide your latest W8 or W9 as applicable to DFWFusion@dfwairport.com and our team will contact you.



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

Once you have logged in, enter all the required fields and ensure to enter the valid Taxpayer ID of your Company

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Supplier Registration

Company Details

Company Enter a value.	Website
Country Select a value.	Taxpayer ID
Organization Type Select a value.	Supplier Type

Note to Approver

Cancel Save Continue

Step 3: Enter the contact information and determine if the contact is an Admin and/or needs User Access.

Ensure you enter the mandatory fields. An Administrative Contact has the privilege to Acknowledge Purchase Orders, Add or Remove Supplier Contacts, Edit Supplier Information, Create Invoices, etc. Creating a User Account will provide the user access to “DFW International Airport’s Supplier Portal”.

The screenshot shows a 'Supplier Registration' form titled 'Contacts'. It includes fields for 'Contact 1' details: First Name, Last Name, Email (with a red border and 'Enter a value' error), Country (GB), Mobile (+44), Phone (+44), and Ext. There are also fields for Job Title, Country (GB), and Fax (+44). Below these are two questions: 'Is this an administrative contact?' (with 'Yes' selected) and 'Does this contact need a user account?' (with 'Yes' selected). An arrow points to the 'Yes' radio button for the administrative contact question, and another arrow points to the 'Yes' radio button for the user account question. Below these questions is a section titled 'What user roles does this contact need?' with a list of roles, each with a checked checkbox: 'DFW PROC Supplier Customer Service Representative', 'DFW PROC Supplier Sales Representative', 'DFW PROC Supplier Self Service Administrator', and 'DFW PROC Supplier Accounts Receivable Specialist'. At the bottom left is a '+ Add Another Contact' button, and at the bottom right are 'Cancel', 'Save', and 'Continue' buttons. The footer shows 'Last updated 1 minute ago' and the DFW logo.

Supplier Registration

Contacts

contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Last Name Email

Country GB Mobile +44 Country GB Phone +44 Ext.

Job Title Country GB Fax +44

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- DFW PROC Supplier Customer Service Representative
Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- DFW PROC Supplier Sales Representative
Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms.
- DFW PROC Supplier Self Service Administrator
View the profile information for the supplier company, supplier profile information.
- DFW PROC Supplier Accounts Receivable Specialist
Tracking invoice and payment status.

+ Add Another Contact

Last updated 1 minute ago

Cancel Save Continue

Step 3.1: Ensure to read the Role Description before assigning them to the contacts. To add additional contacts, Click the “Add another Contact” Icon.

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.

Click the checkboxes to Add User Roles as needed

The screenshot shows a form for assigning user roles to a contact. It includes three sections with radio buttons for 'Yes' or 'No' answers:

- Is this an administrative contact?** (Administrative contact will receive general communications from us.) Yes No
- Does this contact need a user account?** (User accounts will provide online access to supplier transactions and self-service tasks.) Yes No
- What user roles does this contact need?** (Assign at least 1 user role to specify the responsibilities of the contact.)

The role selection area contains four roles, each with a checkbox:

- DFW PROC Supplier Customer Service Representative**
Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- DFW PROC Supplier Sales Representative**
Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms.
- DFW PROC Supplier Self Service Administrator**
View the profile information for the supplier company, supplier profile information.
- DFW PROC Supplier Accounts Receivable Specialist**
Tracking invoice and payment status.

At the bottom of the role list is a button: **+ Add Another Contact**. An orange arrow points to this button from the text 'Click the checkboxes to Add User Roles as needed'.

At the bottom of the form are the following elements:

- Last updated now
- Cancel Save **Continue**

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

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name David	Last Name Scott	Email davidscott@dfwairport.com		
Country GB	Mobile +44	Country GB	Phone +44	Ext
Job Title	Country GB	Fax +44		

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- DFW PROC Supplier Customer Service Representative
Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- DFW PROC Supplier Sales Representative
Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms.

Last updated 7 minutes ago

Cancel Save **Continue**

Step 4: Enter the mandatory fields in the Address page

At least one address is required for remit-to and ordering purposes. Please enter the site name for your location in the “Address Name” field. This is typically a location or description of the site such as “CORPORATE HQ”, “DALLAS”, “TOPEKA WAREHOUSE”, etc.

DFW

Supplier Registration

Addresses

Enter at least one address.

Address 1 🗑️

Address Name Required

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Enter Address Required

Email

Country US

Phone +1

Ext

Country US

Fax +1

Which contacts are associated to this address?

David Scott dauidscott@dfwairport.com

+ Add Another Address

Last updated 4 minutes ago

Cancel Save **Continue**

Step 4.1: Enter the address details

Enter the Address details and address purpose. If you are unable to find the address that you are looking for, click on the “Enter an address” option in the dropdown.

Supplier Registration

Addresses

Enter at least one address.

Address 1 🗑️

Address Name
23220

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Enter Address ▼

No matches found.

[Enter an address](#)

Country
US ▼ Fax
+1

Which contacts are associated to this address?

David Scott davidscott@dfwairport.com

[+ Add Another Address](#)

Last updated 7 minutes ago

Cancel Save [Continue](#)

Step 4.2: Enter the address details

Assign Supplier Contacts to each address. At least one contact is required for each Address. You can add more than one contact for each address.

Address 1 🗑️

Address Name
23220

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
United States

Address Line 1
950 Franklin Street

Address Line 2

City
Richmond

State

Postal Code

County

Search for new address

Email

Country
US

Phone
+1

Ext

Country
US

Fax
+1

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	David Scott	davidscott@dfwairport.com
-------------------------------------	-------------	---------------------------

+ Add Another Address

Last updated 2 minutes ago

Cancel Save Continue

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

If you have multiple locations, ensure to add all the locations which would be in business with DFW International Airport using the “Add Another Address” button. Once done, click on Continue

Supplier Registration

Addresses

Enter at least one address.

Address 1 🗑️

Address Name
23220

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Enter Address
950 Franklin StreetRICHMOND, UNITED STATES

Edit address

Email Country Phone Ext

Country Fax

Which contacts are associated to this address?

David Scott davidscott@dfwairport.com

Cancel Save

Last updated 4 minutes ago

Step 5: Add the Business Classifications if applicable

Add the Business Classifications applicable to your business by clicking on the classification dropdown. If none apply there is a “None of the classifications are applicable” option.

Select appropriate
Business
Classifications from
the dropdown

Check if Not Applicable

The screenshot shows a web form titled "Supplier Registration" with a sub-section "Business Classifications". The instructions state: "Enter at least one business classification or select none applicable." Below this, a dropdown menu is open, showing a list of classification options. The options are: Historically Underutilized Business (HUB), Small Business Enterprise (SBE), Small Business Enterprise Concession (SBEC), Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Airport Concessions Disadvantaged Business Enterprise (ACDBE). At the bottom of the dropdown list, there is an option: "None of the classifications are applicable". The form also includes a "Continue" button at the bottom right and a "Last updated now" timestamp at the bottom left.

DFW

Supplier Registration

Business Classifications
Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification

- Historically Underutilized Business (HUB)
- Small Business Enterprise (SBE)
- Small Business Enterprise Concession (SBEC)
- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- None of the classifications are applicable**

Last updated now

Cancel Save Continue

Step 5.1: Add the Business Classifications if applicable and click Continue

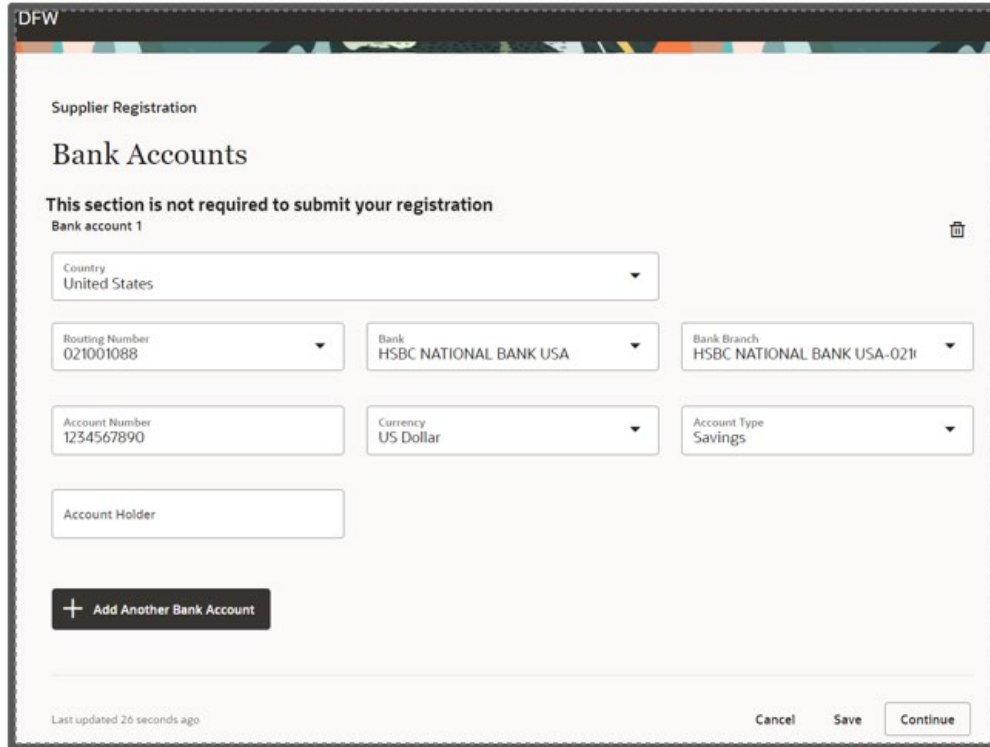
If you select “Minority Business Entity (MBE)”, then you will need to also select “Not Applicable” for the subclassification. Subclassification details will be submitted in the questionnaire section. Attach the applicable certifications. Click on Continue once done.

The screenshot shows the 'Business Classifications' section of the DFW Supplier Registration form. The form is titled 'Business Classifications' and includes the instruction 'Enter at least one business classification or select none applicable.' Below this, there is a section for 'Business classification 1' with a trash icon. It contains two dropdown menus: 'Classification' (set to 'Small Business Enterprise (SBE)') and 'Subclassification'. Below these are three input fields: 'Certifying Agency (NICTRCA) North Central Texas Regional Certificat' (with a dropdown arrow), 'Other Certifying Agency', and 'Certificate Number'. There are also two date pickers for 'Certificate start Date' and 'Certificate End Date', and a text area for 'Notes'. A section titled 'Attach current certificates and supporting documents' features a 'Drag and Drop' area with the text 'select or drag files here', a 'URL:' input field, and an 'Add URL' button. Below this is the text 'No items to display.' At the bottom of the form is a button labeled '+ Add Another Business Classification'. The footer of the form includes 'Last updated 57 seconds ago', 'Cancel', 'Save', and 'Continue' buttons.

Add as many classifications as required

Step 6: Add the Bank Account Details

Enter the necessary fields in the Bank Accounts page, once done, click on Continue.



The screenshot shows the 'Bank Accounts' section of the DFW Supplier Registration process. The page title is 'Supplier Registration' and the sub-section is 'Bank Accounts'. A note states 'This section is not required to submit your registration'. There is one bank account listed, 'Bank account 1', with a trash icon to its right. The form fields are as follows:

Field	Value
Country	United States
Routing Number	021001088
Bank	HSBC NATIONAL BANK USA
Bank Branch	HSBC NATIONAL BANK USA-021
Account Number	1234567890
Currency	US Dollar
Account Type	Savings
Account Holder	

At the bottom left, there is a button '+ Add Another Bank Account'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Continue'. The page footer indicates 'Last updated 26 seconds ago'.

Step 7: Add Products and Services

Click on the checkbox to assign different Products and Services as per the North American Industry Classification System (NAICS) that your company operates in. You can assign as many categories as applicable for your business. You can search for the category or description using the search bar.

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> ▶ 111	Crop Production
<input type="checkbox"/> ▶ 112	Animal Production and Aquaculture
<input type="checkbox"/> ▶ 113	Forestry and Logging
<input type="checkbox"/> ▶ 114	Fishing, Hunting and Trapping
<input type="checkbox"/> ▶ 115	Support Activities for Agriculture and Forestry
<input type="checkbox"/> ▶ 211	Oil and Gas Extraction
<input type="checkbox"/> ▶ 212	Mining (except Oil and Gas)

Last updated 6 minutes ago

Cancel Save Continue

Step 7.1: Add Products and Services

Click the Small Arrow to expand the available categories and sub-categories. Check the applicable values. Click “Apply” and then “Ok”.

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

3 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> 111	Crop Production
<input type="checkbox"/> 111110	Soybean Farming
<input type="checkbox"/> 111120	Oilseed (except Soybean) Farming
<input checked="" type="checkbox"/> 111130	Dry Pea and Bean Farming
<input checked="" type="checkbox"/> 111140	Wheat Farming
<input type="checkbox"/> 111150	Corn Farming
<input type="checkbox"/> 111160	Rice Farming
<input type="checkbox"/> 111191	Oilseed and Grain Combination Farming

Last updated 1 minute ago

Cancel Save Continue

Step 7.2: Add Products and Services

Once all the appropriate categories are selected, click on Continue

Supplier Registration

Products and Services


Enter at least one products and services category.

Search by category or description

4 selected

Category	Description
<input checked="" type="checkbox"/> ▶ 111	Crop Production
<input type="checkbox"/> ▶ 112	Animal Production and Aquaculture
<input type="checkbox"/> ▶ 113	Forestry and Logging
<input type="checkbox"/> ▶ 114	Fishing, Hunting and Trapping
<input type="checkbox"/> ▶ 115	Support Activities for Agriculture and Forestry
<input checked="" type="checkbox"/> ▶ 211	Oil and Gas Extraction
<input type="checkbox"/> ▶ 212	Mining (except Oil and Gas)
<input type="checkbox"/> ▶ 213	Support Activities for Mining
<input type="checkbox"/> ▶ 221	Utilities

Last updated 1 minute ago



Step 8: Complete the Questionnaire, Financial Details Section

Ensure to provide accurate information and attach W8/W9, ACH forms. (Click on View attachments to download the latest forms) Once complete, Click “Next Section”. Please **do not** click on the “Submit” button until after you answer the questions in both sections.

Supplier Registration

Questionnaire

Financial Details Cooperative and Marketplace Details

Financial Details (Section 1 of 2)

1. Are you a Domestic or Foreign Supplier?

Required

- a. Domestic
- b. Foreign

2. Select the COUNTY applicable for your Organization?

Required

- a. Collin
- b. Dallas
- c. Denton
- d. Other Non-TX
- e. Other TX
- f. Tarrant

3. Select the ETHNICITY for your Organization.

Required

- a. African American/Black
- b. Asian Indian
- c. Asian Pacific
- d. Caucasian/White
- e. Hispanic/Latino
- f. Native American
- g. Not Applicable

4. Select the GENDER for your Organization.

Required

- a. Female
- b. Male
- c. Not Applicable
- d. Other

5. Would you like to receive payments via ACH?

Please download ACH form using the URL in the attachment

View attachments

Required

- a. No
- b. Yes

End of Section 1 of 2

Last updated 1 minute ago

Step 8.1: Complete the Questionnaire, Cooperative and Marketplace Details Section

Provide the details in the Cooperative and Marketplace Details section. Attach the Interlocal Agreement, Cooperative Contract, or GSA Schedule when prompted. Supplier Registrations will be reviewed and approved only after vetting the information provided. Once complete, Click “Submit”.

Financial Details Cooperative and Marketplace Details

Cooperative and Marketplace Details (Section 2 of 2)

6. Do you own an Interlocal Agreement?
 Please attach your interlocal agreement copy

Required

a. No

b. Yes

Required

6.b.1. Please provide only one Cooperative Name / GSA Name

Required

6.b.2. Please provide the Cooperative Contract Name /GSA Detail

Required

6.b.3. Please provide the Cooperative Contract Number / GSA Schedule and attach a copy
 Attach the Cooperative Contract/GSA Schedule Copy

Required

Required

6.b.4. Please provide Cooperative Contract Start Date

Required

6.b.5. Please provide Cooperative Contract End Date

Required

Step 8.2: Complete the Questionnaire Cooperative and Marketplace Details Section and Submit

Please make sure to add the Name, Email Address, Phone Number for the contact in your organization that will hand Marketplace set up. Supplier Registrations will be reviewed and approved only after vetting the information provided. Once complete, Click “Submit”.

6.b.6.

Dallas Fort Worth International Airport (DFW) is launching a Procure-To-Pay Punchout ordering tool with EqualLevel, enhancing visibility and access to suppliers with cooperative contracts.

Do you want to be a part of the DFW Marketplace hosted by EqualLevel?

Required

a. No

b. Yes

6.b.6.b.1. Please provide the Marketplace Onboarding Contact Details

ⓘ This Contact will work with us to setup Catalog and enable you in our Marketplace Website

Preferred Response: Name:Phone:Email Address:

Required

6.b.6.b.2. Do you have a Catalog (csv) or Punchout (XML) available?

ⓘ If not, the EqualLevel team will help you receive RFOs orders via email.

a. No

b. Yes

6.b.6.b.2.a.1. Can you receive Purchase Orders via Email?

Required

a. No

b. Yes

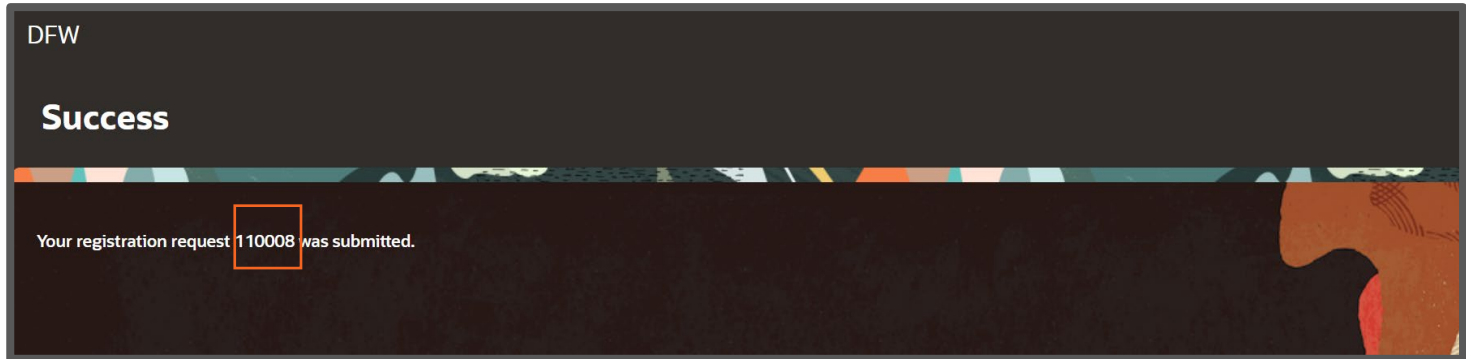
End of Section 2 of 2

Last updated now

Cancel Save

Step 9: Submission Confirmation

One submitted successfully; the page would show the registration request number. Please note this number for future reference. Monitor your email for Supplier Registration Approval by DFW Suppliers Management Team.





Thank You
