Supplier Registration Process

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Step 1: Open your web browser and navigate to DFW Supplier Registration Link

DFW

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
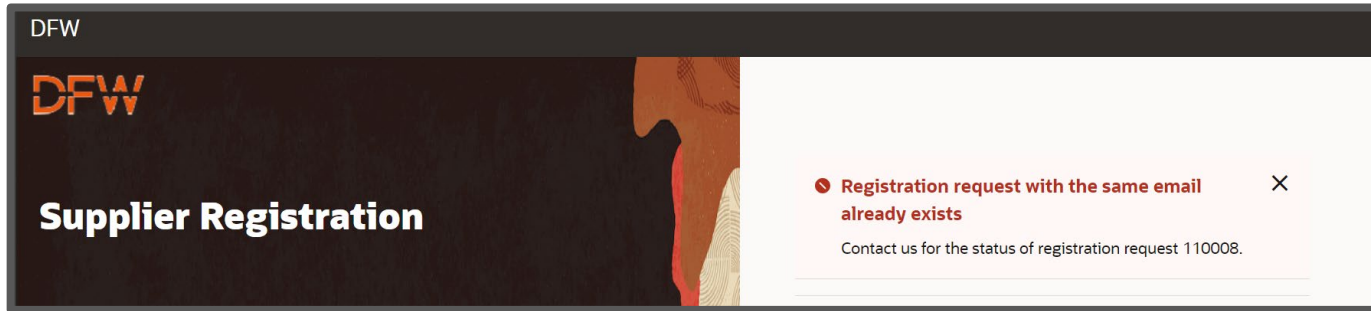
Step 1: Enter your Email Address and Access Code

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

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".

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

Step 3.2: Once the Contact has been added, Click "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.

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.

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.

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
US ▼ | Phone
+1 | Ext |

| Country
US ▼ | Fax
+1 |

Which contacts are associated to this address?

☑   David Scott   davidscott@dfwairport.com

[+ Add Another Address]

Last updated 4 minutes ago   Cancel   Save   [Continue]

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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.

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Supplier Registration

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

Select a classification or confirm that none are applicable.

Classification ▾

Select appropriate Business Classifications from the dropdown

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)

Check if Not Applicable → **None of the classifications are applicable**

Last updated now

Cancel   Save   Continue

DFW

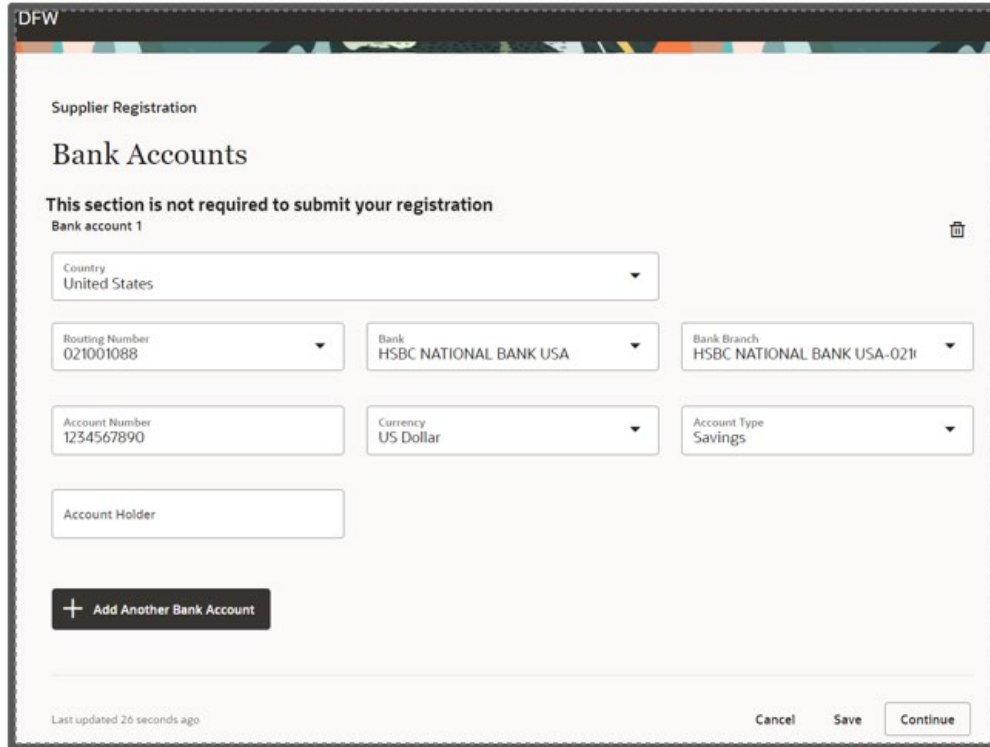# Step 5.1: Add the Business Classifications if applicable and click Continue

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.

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.

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.

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".

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 | View Selected | Clear Selected

	Category	Description
☑	▸ 📁 111	Crop Production
☐	▸ 📁 112	Animal Production and Aquaculture
☐	▸ 📁 113	Forestry and Logging
☐	▸ 📁 114	Fishing, Hunting and Trapping
☐	▸ 📁 115	Support Activities for Agriculture and Forestry
☑	▸ 📁 211	Oil and Gas Extraction
☐	▸ 📁 212	Mining (except Oil and Gas)
☐	▸ 📁 213	Support Activities for Mining
☐	▸ 📁 221	Utilities

Last updated 1 minute ago   Cancel   Save   **Continue**

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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

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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

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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

| Previous Section | Next Section |

Last updated 1 minute ago

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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".

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".

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.