

## DFW Marketplace Platform Overview for Prospective Suppliers

Thank you for your interest in joining the **DFW Marketplace** platform, hosted by **Euna Marketplace**. The **DFW Marketplace** is an electronic catalog system where suppliers with DFW Board approved cooperative contracts can offer their goods and services to DFW Airport business units. This cutting-edge platform is designed to significantly enhance business visibility to our end users by providing access to valued suppliers.

As a minimum requirement to join the **DFW Marketplace**, suppliers must have an active unrestricted contract with one of the DFW Board approved interlocal or cooperative purchasing organizations listed below:

- 1 Government Procurement Alliance
- Equalis Group
- General Services Administration (GSA)
- GovMVMT
- Houston-Galveston Area Council (HGAC)
- NASPO ValuePoint
- OMNIA Partners (formerly US Communities)
- Regional 19 Allied States Cooperative
- Sourcewell
- Texas Association of School Boards (BuyBoard)
- Texas Department of Information Resources (DIR)
- Texas Multiple Award Schedule Program
- The Interlocal Purchasing System (TIPS)
- Virginia Sheriffs' Association

Once the minimum requirement is met, Suppliers will be asked to first register through Oracle Enterprise Resource Planning, DFW's Supplier Management Portal (if they are not already registered). Once registered to business as a Supplier with DFW Airport, you may begin onboarding to the **DFW Marketplace**. DFW's Procurement and Materials Management (PMM) Systems onboarding liaison will walk you through the process to register your site with **Euna Marketplace**.

### What is Euna Marketplace?

**Euna Marketplace** hosts the **DFW Marketplace** platform and is a customizable marketplace solution that revolutionizes how staff shop and purchase from DFW approved cooperative contracts. Designed for public procurement, **Euna Marketplace** automates cost-saving scans for every shopping cart, ensuring best-value purchases. Integrated approvals and compliance checks streamline the procurement process, guaranteeing adherence to regulations and policies. With **Euna Marketplace**, the DFW team enjoys a seamless, user-friendly shopping experience while maintaining full compliance and maximizing savings.

## Suppliers have 3 options for the type of site they set up on the platform:

### PunchOut eCommerce (preferred by DFW Airport):

- Connect to suppliers cXML punchout store for ordering
- May require catalog for searchability

PunchOut eCommerce is a public sector standard technology that allows suppliers to connect their online storefronts directly to a government agency's procurement system. While it's not widely known outside of large enterprise or government sales teams, it's how many agencies prefer to shop—letting them browse a supplier's real-time catalog, build a cart, and send it back into their purchasing system without ever leaving their workflow.

### Euna Storefront (preferred by DFW Airport):

- Upload a catalog file for product selection
- Searchability in Marketplace

Euna Storefront is a free tool for suppliers to share listings within **Euna Marketplace** when invited by agencies—so buyers can connect, browse, and shop with ease. Suppliers can manage their punchout credentials, CSV catalog file, orders, and quotes within the Storefront. With Storefront Pro, you are able to differentiate your products and create your own customizable PunchOut Storefront. This offers an enhanced shopping experience and allows users to browse your products directly, in addition to being shown within the combined Marketplace search results amongst other suppliers. We also have add-on applications for additional customizations.

### Base e-Commerce:

- Transactional RFQ's and orders

If you do not have a punchout site or are unable to provide a catalog file, we will set you up in our Euna Supplier Network as a base e-commerce supplier. Suppliers can manage Quoting and Orders from the Network.

## What are my responsibilities as a supplier?

During the onboarding process, **Euna Marketplace** will ask for things like punchout credentials and catalog files (if applicable), but also where to send orders and who should be notified of new orders. Suppliers will need to be involved in the testing process.

After onboarding, it is a supplier's responsibility to keep their catalog file and punchout credentials updated. Suppliers should also ensure that email notifications are turned on and pointing to the correct people on their team. You may be asked to respond to quotes and track incoming orders.

## NEXT STEPS TO ONBOARD TO THE DFW MARKETPLACE

If you are interested in becoming a **DFW Marketplace** supplier, please begin the process by following these steps:

1. Send a copy of your active unrestricted cooperative or interlocal agreement with one of the entities listed on page 1 to [DFWMarketplace@DFWAirport.com](mailto:DFWMarketplace@DFWAirport.com).
2. Register through Oracle Enterprise Resource Planning, [DFW's Supplier Management Portal](#) (if not already registered as a DFW Airport supplier).
3. Once approved as a DFW Supplier, an onboarding liaison will reach out to you to start the process to set up your **DFW Marketplace** supplier site hosted by **Euna Marketplace**.

If you have any questions or need additional information, please contact [DFWMarketplace@DFWAirport.com](mailto:DFWMarketplace@DFWAirport.com)