



LOUISVILLE REGIONAL AIRPORT AUTHORITY (LRAA)

VENDOR PORTAL REGISTRATION

These instructions are to be used to complete vendor information requested to establish a vendor account with the Louisville Regional Airport Authority (LRAA). The information requested through the Vendor Portal is secure and accessed only by approved LRAA employees.

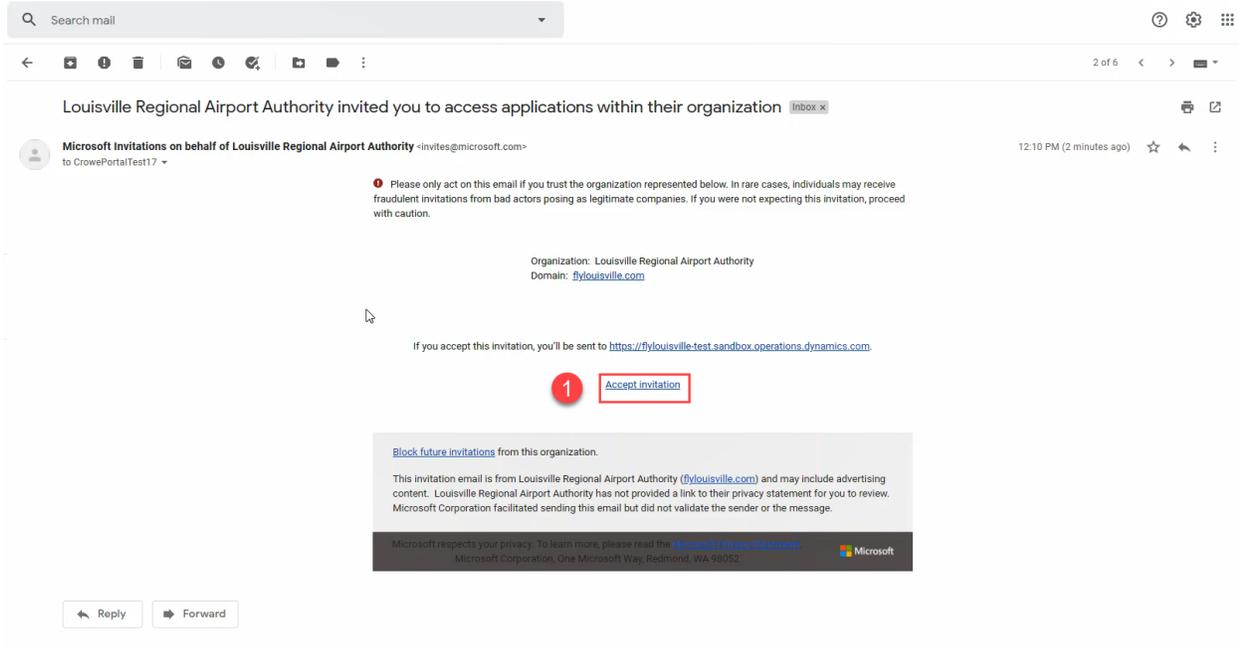
These instructions will walk you through the process of accessing the LRAA Vendor Portal through Microsoft Dynamics. Once an email address is provided to LRAA, an email will be received from Microsoft on behalf of Louisville Regional Airport Authority inviting you to register at the domain flylouisville.com

To complete this registration, you will need the completed Form W9 and any documents to support certifications. If you have any questions about the registration or information needed, please contact LRAAVendor@flylouisville.com.

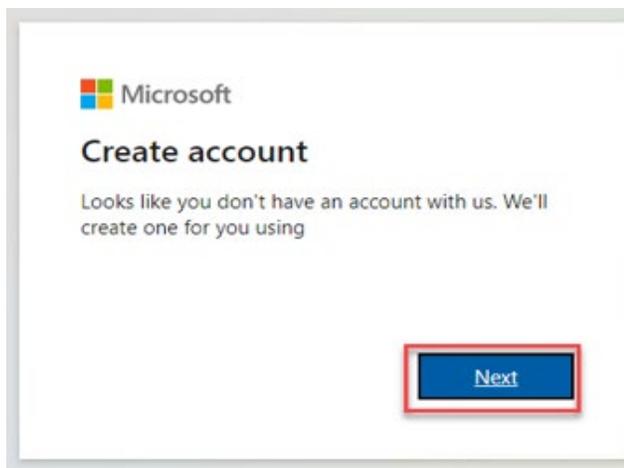
VENDOR PORTAL REGISTRATION

REGISTERING IN VENDOR PORTAL

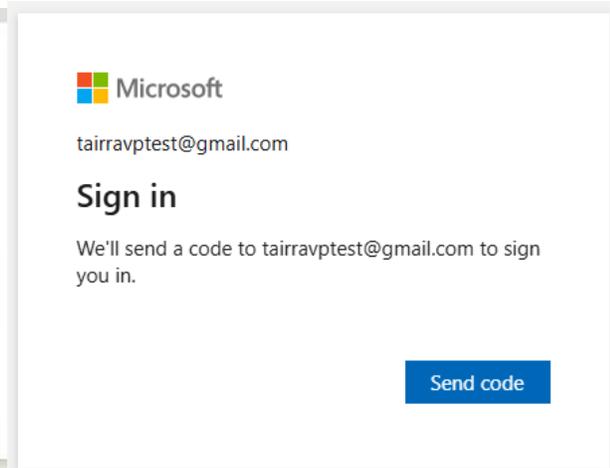
- You will receive an email with an invitation to the Vendor Portal. Follow the prompts to create and authenticate a user account in Microsoft Dynamics. You will go through the steps to create a user account and password, verify your email address and receive an authentication code. The following screen captures show examples of the registration pages. **If you have already established a user account, the screens are slightly different.**



NEW ACCOUNT



ESTABLISHED ACCOUNT





VENDOR PORTAL REGISTRATION

- Microsoft will send an email with a unique verification code. Enter the code from the email and click **Next**.

NEW ACCOUNT

Verify your email address Inbox x



Microsoft account team <account-security-noreply@accountprotection.microsoft.com>
to me ▾

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **0361**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake

Thanks,
The Microsoft account team

← Reply → Forward

ESTABLISHED ACCOUNT

Your Louisville Regional Airport Authority account verification code Inbox x



Louisville Regional Airport Authority (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to me ▾

Louisville Regional Airport Authority

Account verification code

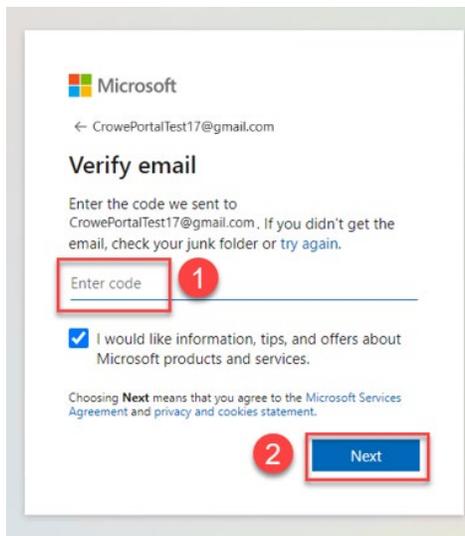
To access Louisville Regional Airport Authority's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:
23673404

If you didn't request a code, you can ignore this email.

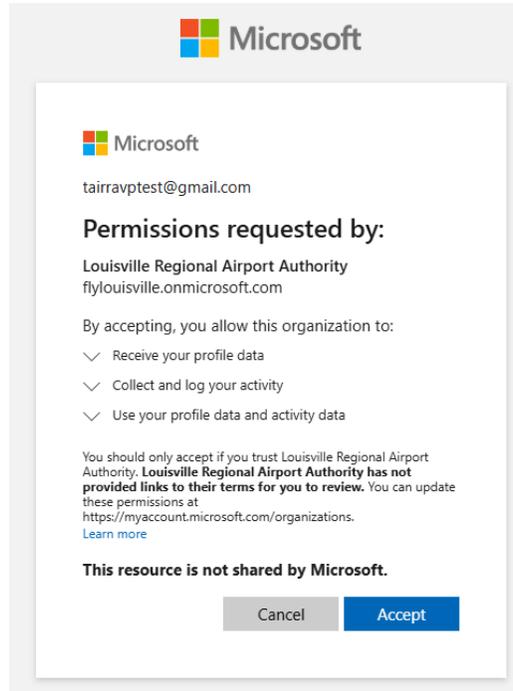
[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



VENDOR PORTAL REGISTRATION

- Next, you will be asked to accept permissions to access Microsoft Dynamics. Click **Accept** to continue.





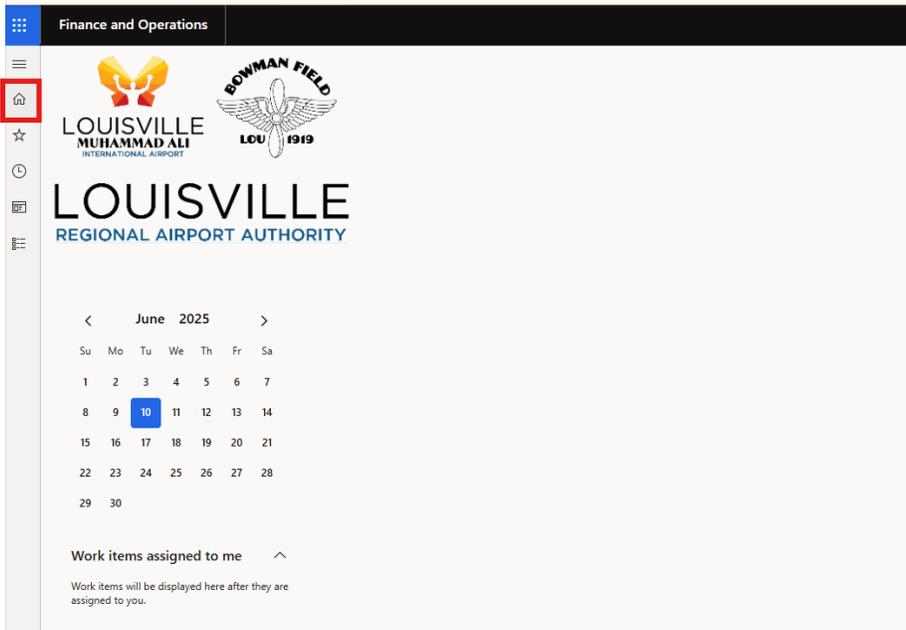
VENDOR PORTAL REGISTRATION

INITIAL VENDOR PORTAL ACCESS

- Dynamics session displaying the vendor registration wizard will launch. To begin the vendor registration process, click **Next**.

The screenshot shows the 'Vendor registration' wizard in Dynamics 365. The left sidebar contains a list of steps: Country/region, Terms and conditions, Company information, Contact information, Business information, Procurement categories, Questionnaires, and Submit registration. The main content area displays a welcome message and a list of required documents and certifications, including W9, state or federal licenses, and various ownership and business entity types. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons. The 'Next' button is highlighted with a red box.

- If the vendor registration wizard doesn't automatically launch, select the Home button on the left side of the screen.



- Within the **Country/region** registration step, please enter **USA** then select from the list and then click **Next**.

Finance and Operations

Standard view ▼

Vendor registration

- Country/region
- Terms and conditions
- Company information
- Contact information
- Business information
- Procurement categories
- Questionnaires
- Submit registration

Select the country or region from where you conduct business, and then click Next

Country/region	Long name
USA	United States of America

Back
Next
Cancel

- Accept the terms and conditions to **“Yes”**, then click **Next**.

Finance and Operations
IRAA

Standard view ▼

Vendor registration

- Country/region
- Terms and conditions
- Company information
- Contact information
- Business information
- Procurement categories
- Questionnaires
- Submit registration

LOUISVILLE REGIONAL AIRPORT AUTHORITY PURCHASE ORDER TERMS AND CONDITIONS

- Acceptance. Seller has read and understands this Purchase Order (the "Order") and agrees that Seller's written acceptance or commencement of any work or service or supply of goods under this Order shall constitute Seller's acceptance of this Order and these terms and conditions only. All terms and conditions proposed by Seller which are different from or in addition to this Order are unacceptable to Buyer, and shall not become a part of this Order. Any modifications to this Order shall be made in accordance with Paragraph 24. Acceptance of the goods or services delivered under this Order shall not constitute acceptance of Seller's terms and conditions.
- Pricing. Pricing is inclusive of applicable taxes, freight, packaging, insurance, handling and all other charges, whether similar or dissimilar, unless otherwise indicated on the face of this Order. Federal Excise and other taxes, on which exemption is allowed government agencies, must not be included or added to the price of any item on this Order unless otherwise authorized on the face of this Order. Necessary exemption certificates will be supplied upon request if more than what is contained on the face of the Order is needed. Any taxes later found to have been included and paid by the Buyer shall be refunded by the Seller in the amount of the tax so paid. Terms of payment shall be net 30 days from the Buyer's receipt of the goods/services or from the Buyer's receipt of the Seller's invoice, whichever shall be the longer period of time, unless:
 - Seller's term of payment are noted;
 - Trade discounts acceptable to the Buyer are offered on the supplier's invoice; or
 - Special payment conditions are contained in this Order.
 Seller warrants that the prices herein specified are as low as any net prices now given by Seller to any other customer for goods or services of like grade and quality in like quantities, and Seller agrees that if at any time during the pendency of this Order lower net prices are quoted under similar conditions, said lower net prices shall be from that time substituted for the prices herein. Seller agrees that any price reductions made in the goods or services covered by this Order subsequent to its acceptance but prior to payment thereof will be applicable to this Order.
- Delivery. Time is of the essence to delivery and any other performance required of Seller. If Seller's acts or omissions result in Seller's failure to meet Buyer's delivery requirements and Buyer requires a more expeditious method of transportation for the goods than the transportation method originally specified by Buyer, Seller shall, at Buyer's option, (a) promptly reimburse Buyer the difference in cost between the more expeditious method and the original method, (b) allow Buyer to reduce its payment of Seller's invoice by such difference, or (c) ship the goods as expeditiously as possible at Seller's expense and invoice Buyer for the amount which Buyer would have paid for normal shipment. Unless otherwise stipulated in this Order, all sales shall be shipped FOB DESTINATION, FREIGHT PREPAID. Seller pays freight, bears freight costs, owns goods in transit and files claims on carriers (if any). Seller pays all expenses and assumes all risks until actual delivery of the merchandise at the point agreed upon with the Buyer. All packing cases, bales, carton, pallets, etc. in which the articles or materials may be shipped shall become without charge the property of the Buyer upon receipt, unless otherwise stipulated in the Order. The Seller must provide a current Material Safety Data Sheet (MSDS) on chemicals, equipment or hazardous materials at the time of delivery. rev 7-23-14
- Changes. Buyer reserves the right at any time to direct changes, or cause Seller to make changes, to drawings and specifications of the goods or to otherwise change the scope of the work covered by this Order, including work with respect to such matters as inspection, testing, place or time of delivery, or quality control, and Seller agrees to promptly make such changes; any difference in price or time for performance resulting from such changes shall be equitably adjusted by Buyer after receipt of documentation in such form and detail as Buyer may direct. Any changes in this Order shall be made in accordance with Paragraph 24.
- Inspection and Rejection. Seller agrees that Buyer shall have the right to enter Seller's facility at reasonable times to inspect the facility, goods, materials and any property of Buyer covered by this Order. Buyer's inspection of the goods, whether during manufacture prior to delivery or within a reasonable time after delivery, shall not constitute acceptance of any work-in process or finished goods. Buyer may inspect and reject all nonconforming goods and services within a reasonable period of time after delivery without regard to whether payment has been made. Buyer may choose, at Seller's risk and expense, to either hold nonconforming goods pending Seller's instructions or ship them to Seller's address shown on the face of this Order.
- Nonconforming Goods. To the extent Buyer rejects goods as nonconforming, Seller shall replace such goods with conforming goods. Buyer shall hold nonconforming goods for disposition in accordance with Seller's instructions at Seller's risk. Seller's failure to provide written instructions within ten (10) days, or such shorter period as may be commercially reasonable under the circumstances, after notice of nonconformity shall entitle Buyer, at Buyer's option, to charge Seller for

I accept the terms and conditions.

Yes

Back
Next
Cancel

VENDOR PORTAL REGISTRATION

- Provide the requested information in the **Company information** section. Click the **+Add** button to provide a company address.

Finance and Operations

Standard view ▾

Vendor registration

- Country/region
- Terms and conditions
- Company information**
- Contact information

GENERAL INFORMATION

Name: LRAA CRP 0410 | Doing business as: | Organization type: Organization

Telephone: 6263209641 | Fax: | Email: LRAAVPTest03@outlook.com | Website:

ADDRESS INFORMATION

+ Add Edit

- Within the **New address** pop-up form, complete the information fields. Click **OK** to add the address to the company listing. Click **Next** at the bottom of the page.

Standard view ▾

New address

Location ID: 000046901

Name or description: Business Address

Purpose: Business

Country/region: USA

ZIP/postal code: 23453

Street: 100 Main St

City: virginia beach

State: VA

County:

Primary: Yes

Primary for country/region: Yes

OK Cancel

VENDOR PORTAL REGISTRATION

- The **Contact information** screen will open. Complete the contact information. If the main address is to be used, click **Copy from company address**. If a new address is needed, click **+Add** and complete the address information.

Finance and Operations

Standard view ▾

Vendor registration

- Country/region
- Terms and conditions
- Company information
- Contact information**
- Business information
- Procurement categories
- Questionnaires
- Submit registration

GENERAL INFORMATION

First name: Middle name: Last name: Email: Telephone:

ADDRESS INFORMATION

Copy from company address

+ Add [Edit](#)

Name or description	Address	Purpose	Primary	
Business Address	100 Main St virginia beach, VA 23453		Yes	⋮

Click **Next** to move to the next registration step.

- The **Business information** screen will open. These fields that apply must be completed:
 - Tax exempt number (if applicable)
 - Federal tax ID type
 - Federal tax ID – Required selection
 - Name to use on the 1099 (if applicable)
 - 1099 box (if applicable)
 - State tax information (if applicable)
 - Currency – set to **USD** – Required selection
 - Terms of payment
 - Cash Discount (if applicable)

If ACH remittances are preferred, complete the following information:

- Bank name
- Bank account number – mandatory
- Routing number – mandatory if you want ACH payments

If any of the **Ownership Profile** categories apply, complete the following by toggling between “**Yes**” or “**No**”:

VENDOR PORTAL REGISTRATION

Finance and Operations

Standard view ▾

Vendor registration

- Business information
- Contact information
- Company information
- Terms and conditions
- Country/region
- Submit registration
- Questionnaires
- Procurement categories

OWNERSHIP PROFILE

Minority owned
 No

Ethnic origin
 Asn/Pacific ▾

Woman owner
 No

Small business
 No

Locally owned
 No

Owner is a service veteran
 No

Owner is disabled
 No

HUBZone
 No

Green business
 No

Government entity
 No

Foreign entity indicator
 No

DBE
 No

Tax exempt number

Fiscal code

Federal tax ID type

 ▾

Federal tax ID

Name to use on the 1099

 ▾

1099 box

 ▾

State tax ID type

 ▾

State tax ID

Tax state

 ▾

TERMS OF PAYMENT

Currency

 ▾

Terms of payment

 ▾

Cash discount

 ▾

Routing number

Bank account number

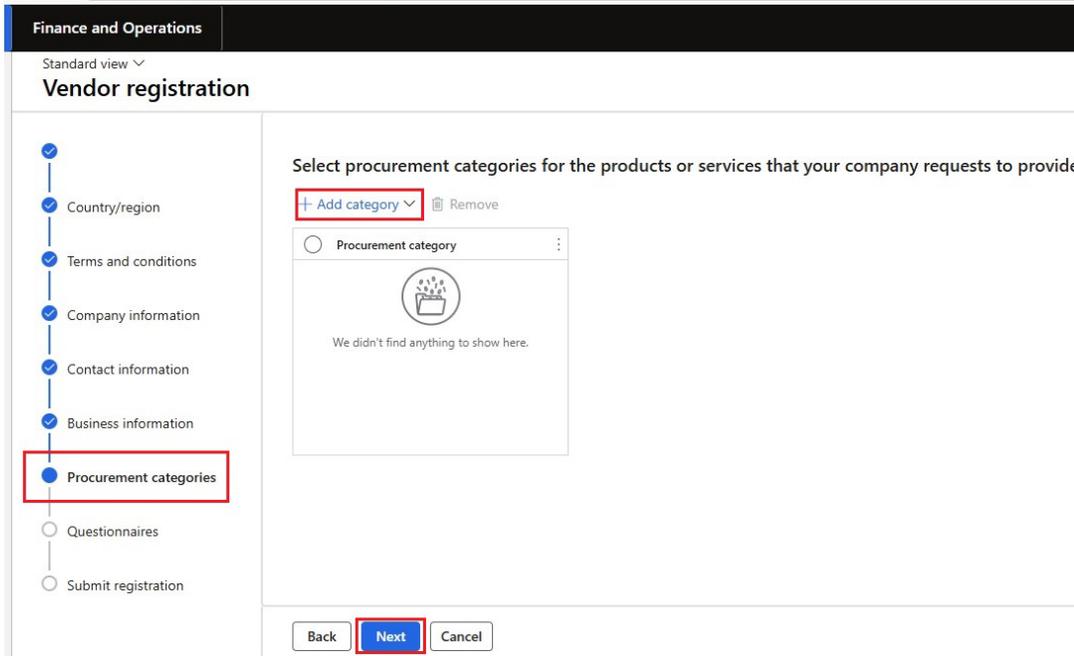
BANK INFORMATION

Bank name

Back **Next** Cancel

VENDOR PORTAL REGISTRATION

- The **Procurement categories** screen will open. Click the **+ Add category** dropdown to open the procurement category catalog. Procurement categories must be selected one at a time and click **OK** to add that category to the list. Use the **Remove** button to get rid of any undesired procurement categories. After selecting all applicable procurement categories, click **Next**.



Finance and Operations

Standard view ▾

Vendor registration

- Country/region
- Terms and conditions
- Company information
- Contact information
- Business information
- Procurement categories**
- Questionnaires
- Submit registration

Select procurement categories for the products or services that your company requests to provide

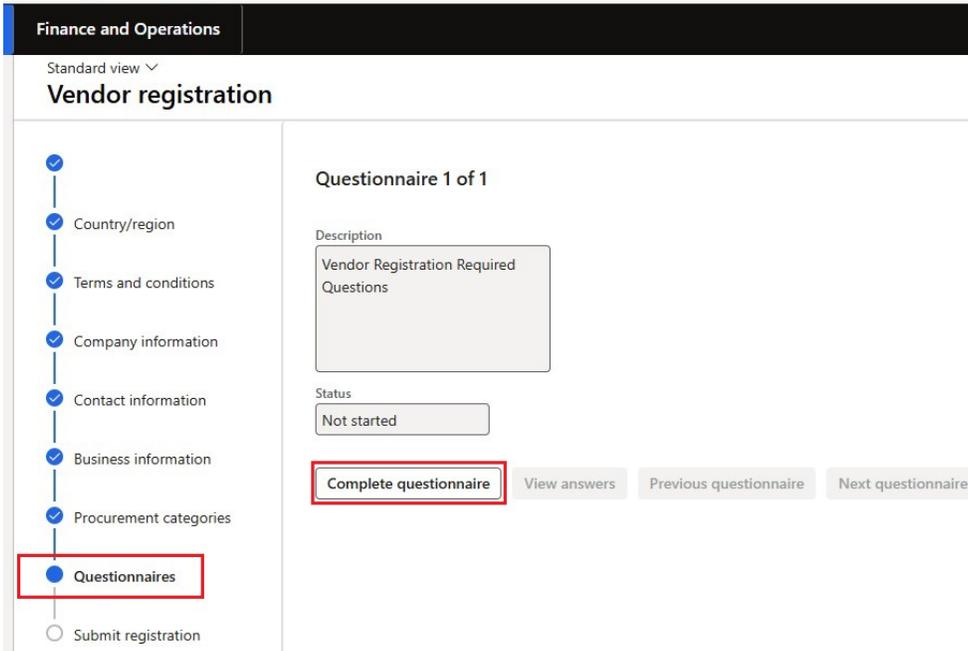
+ Add category ▾ Remove

Procurement category

We didn't find anything to show here.

Back Next Cancel

- The questionnaires section collects additional information about ownership profiles and supporting documentation. Click **Complete questionnaire** to begin the process.



Finance and Operations

Standard view ▾

Vendor registration

- Country/region
- Terms and conditions
- Company information
- Contact information
- Business information
- Procurement categories
- Questionnaires**
- Submit registration

Questionnaire 1 of 1

Description

Vendor Registration Required Questions

Status

Not started

Complete questionnaire View answers Previous questionnaire Next questionnaire

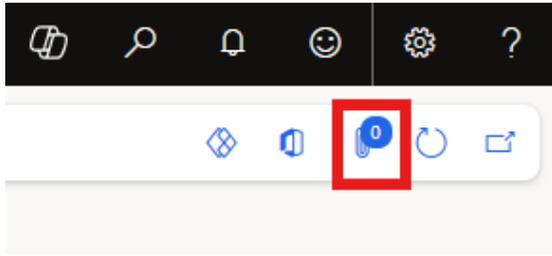
- Respond to the questions and progress through the questionnaire by clicking the **Forward** button. If you answer any question “Yes”, attach supporting documents as instructed using the Paperclip. Click **Add comments** for a dialogue box to add comments. **The last question asks for the Form W9. This form has**

VENDOR PORTAL REGISTRATION

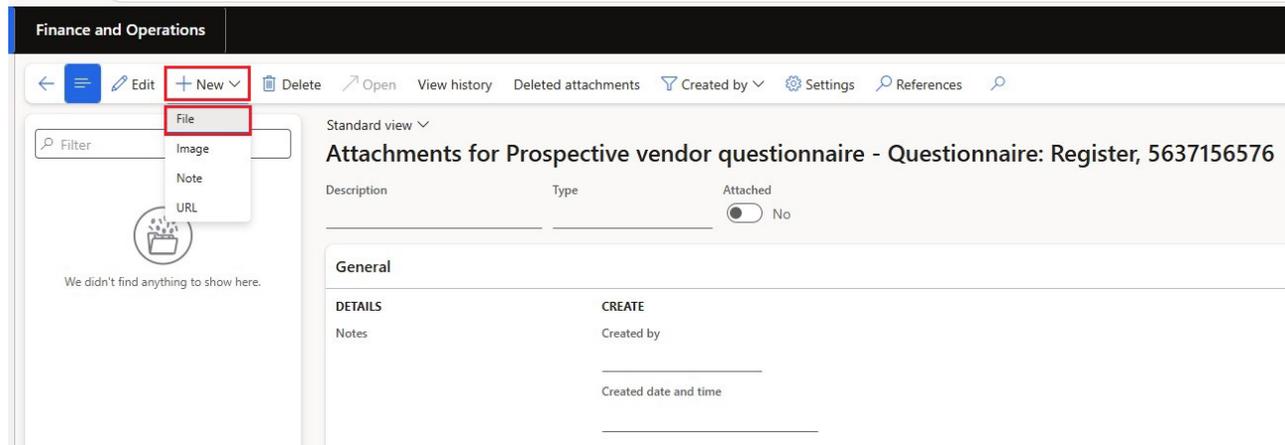
to be submitted using the paperclip or the vendor registration will be rejected. Once the questions are completed, click **End**.

USING THE PAPERCLIP TO ATTACH DOCUMENTS

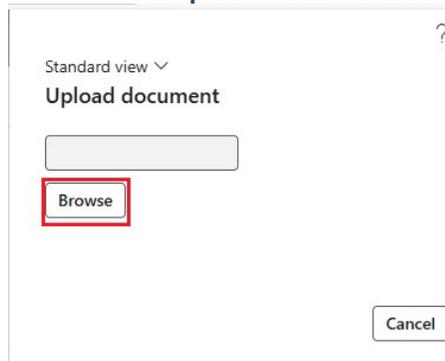
- The Questionnaire section is where supporting documents for licenses, certifications and Form W9 are submitted as an attachment. Attachments can be added by using the paperclip located at the top right of the screen in the **Questionnaires** pages.



- Select the paperclip to go to the Attachments form. Click **+New** dropdown menu then select the type of attachment you wish to attach to the questionnaire. In the example below, **File** is the usual type of attachment.

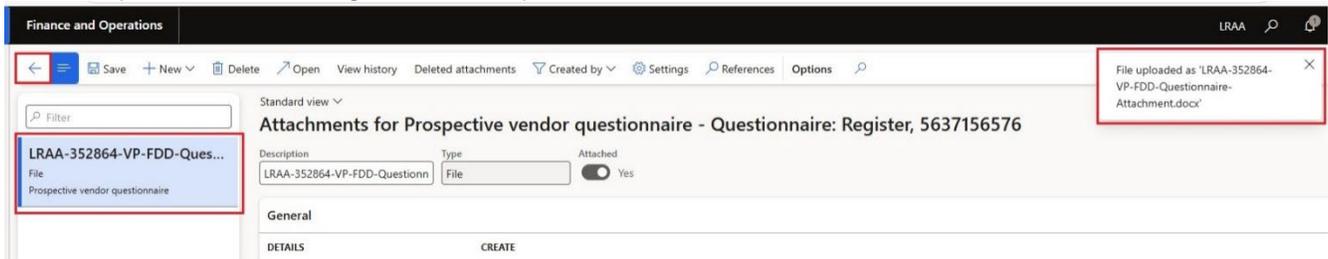
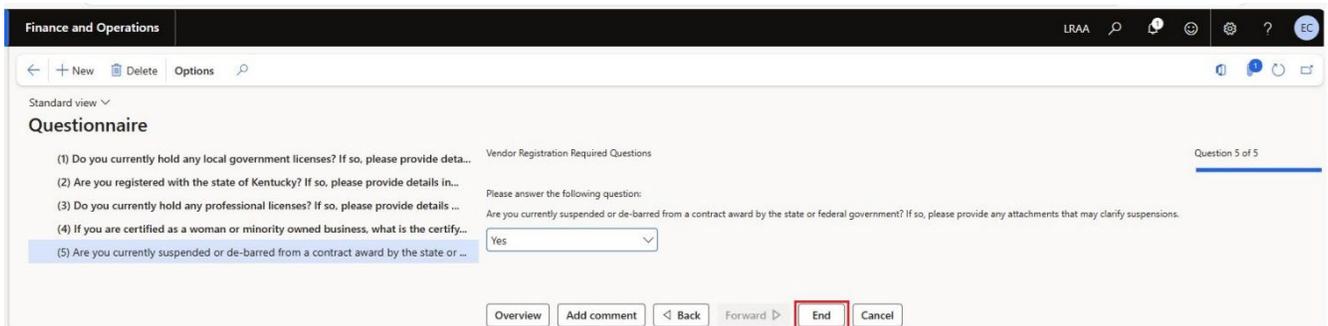


- From the **Upload document** dialog box, click **Browse**.



- From the Open form, navigate to the folder where the file you want to attach is located. Select the file, then click **Open**.

- You should see a message displayed saying the file has been uploaded. Click the **back arrow** icon seen at the top left of the form to go back to the previous screen.

- Note that the Status updates to “Finished” upon completion of the questionnaire. The replies can be reviewed by selecting **View Answers**. Changes to the answers can be made by selecting **Restart questionnaire**. Prior attachments will remain but the answers and comments must be reentered. When the review is complete, click **Next**.

REMINDER – A completed Form W9 must be attached. Support for disadvantaged classifications must be attached.

Finance and Operations

Standard view ▾

Vendor registration

- ✓
- ✓ Country/region
- ✓ Terms and conditions
- ✓ Company information
- ✓ Contact information
- ✓ Business information
- ✓ Procurement categories
- Questionnaires**
- Submit registration

Questionnaire 1 of 1

Description

Vendor Registration Required Questions

Status

Finished

Restart questionnaire View answers Previous questionnaire Next questionnaire

Back **Next** Cancel

- The **Submit registration** screen will be displayed. If all information has been accurately documented, click **Finish** to finalize the registration.

Finance and Operations

Standard view ▾

Vendor registration

- ✓
- ✓ Country/region
- ✓ Terms and conditions
- ✓ Company information
- ✓ Contact information
- ✓ Business information
- ✓ Procurement categories
- ✓ Questionnaires
- Submit registration**

When you have submitted your registration, you cannot modify the information. Click Finish to submit.

Back **Finish** Cancel



VENDOR PORTAL REGISTRATION

- You will receive an email confirming the submittal of the registration information. Once LRAA has reviewed and processed the registration, another email will be received confirming the vendor account has been established.

A screenshot of a web portal interface. The top navigation bar is dark blue with the text "Finance and Operations" on the left, a search bar in the center, and "LRAA" and a user profile icon on the right. Below the navigation bar is a sidebar with icons for home, star, clock, and list. The main content area is white and contains the following text:

Your request has been received. Please allow 10-15 business days for processing. LRAA thanks you for registering.

All details provided here will be transferred on to your permanent vendor record for the Authority. If you need to change any information provided, please return to this system after completing registration to update your information in our self-service portal. You may also email for changes at purchasing@flylouisville.com.