



## LOUISVILLE REGIONAL AIRPORT AUTHORITY (LRAA)

### MAINTAINING VENDOR INFORMATION THROUGH THE VENDOR PORTAL

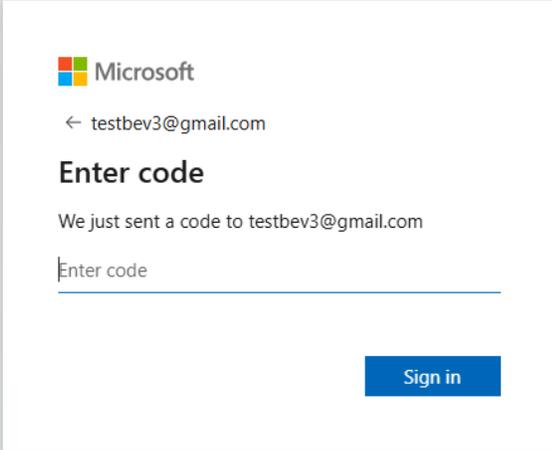
This document provides instructions and information about updating vendor information through the LRAA Vendor Portal. To utilize these instructions, you must have registered as a user in the LRAA Vendor Portal or have been added as a user by your company's registered user. If you have any questions contact [LRAAVendor@flylouisville.com](mailto:LRAAVendor@flylouisville.com).

Instructions for initial registration can be found in **Vendor Portal Registration** PDF.

## Maintain Vendor Information in Portal

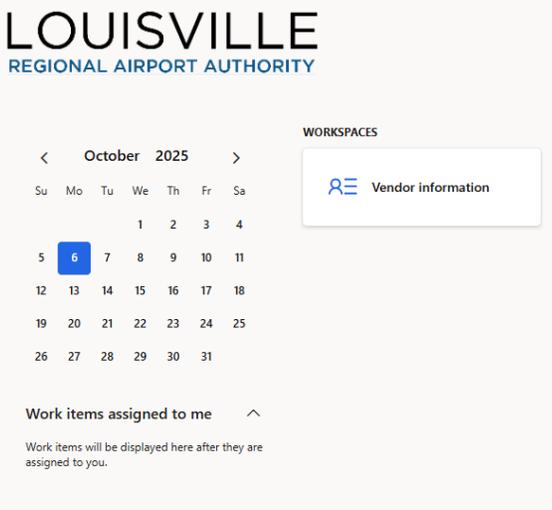
**Access Path:** <https://flylouisville.operations.dynamics.com/>.

Access the LRAA Vendor Portal at the link above. You will be asked to enter a security code that will be emailed to the address used to log into the system.



The screenshot shows a Microsoft login interface. At the top left is the Microsoft logo. Below it is the email address 'testbev3@gmail.com' with a back arrow. The main heading is 'Enter code'. Below that, it says 'We just sent a code to testbev3@gmail.com'. There is a text input field with the placeholder 'Enter code'. At the bottom right is a blue 'Sign in' button.

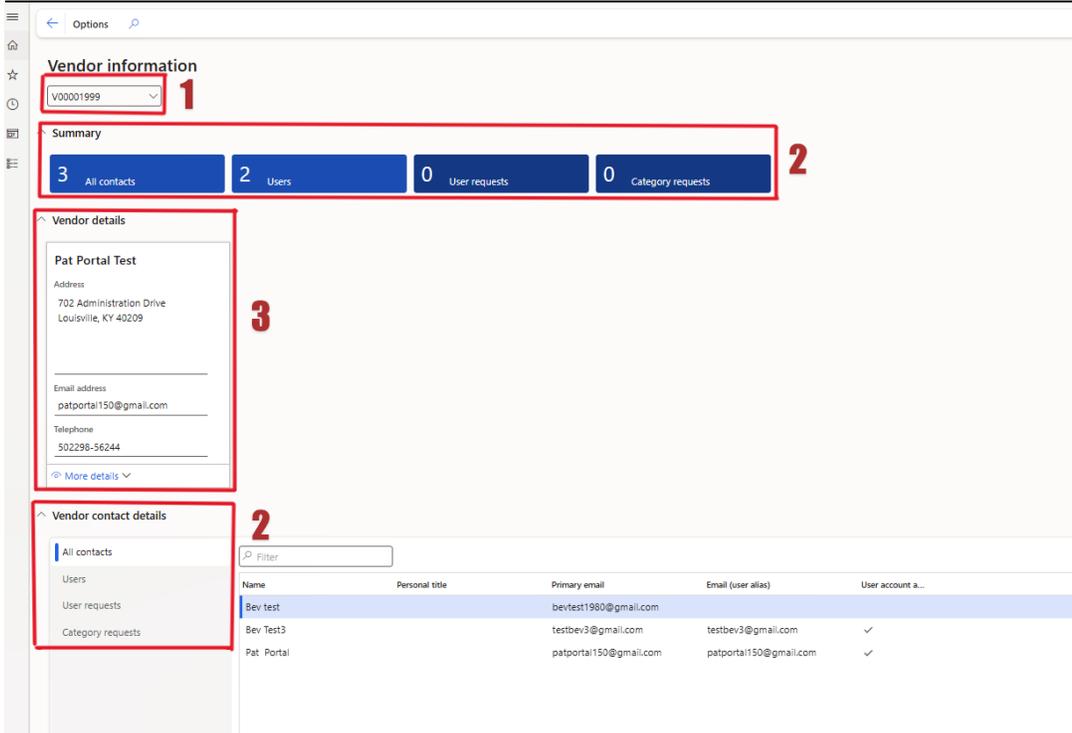
If directed to the home screen, select the Vendor **Information** tile.



The screenshot shows the 'LOUISVILLE REGIONAL AIRPORT AUTHORITY' workspace. It features a calendar for October 2025 on the left, with the 6th highlighted. On the right, under the 'WORKSPACES' section, there is a tile labeled 'Vendor information' with a magnifying glass icon. Below the calendar, there is a section for 'Work items assigned to me' with a note: 'Work items will be displayed here after they are assigned to you.'

Within the **Vendor information** workspace, the vendor organization's Dynamics account number can be referenced in the top left-hand side of the form (1). The workspace lists tiles across the top and down the left side showing general contact and user information (2). The Vendor details section is where changes can be made to vendor information (3).

# MAINTAINING VENDOR INFORMATION



The screenshot shows the 'Vendor information' page. A red box labeled '1' highlights the vendor ID dropdown menu. Another red box labeled '2' highlights the 'Summary' section, which includes buttons for 'All contacts' (3), 'Users' (2), 'User requests' (0), and 'Category requests' (0). A third red box labeled '3' highlights the 'Vendor details' section, which contains contact information for 'Pat Portal Test'.

**Vendor details:**

**Pat Portal Test**  
 Address  
 702 Administration Drive  
 Louisville, KY 40209

Email address  
 patportal150@gmail.com

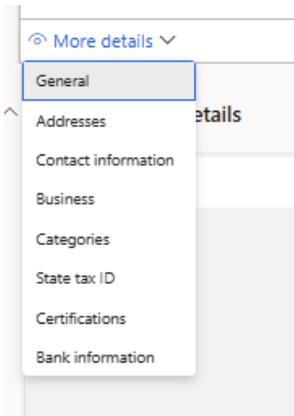
Telephone  
 502298-56244

**Vendor contact details:**

Name	Personal title	Primary email	Email (user alias)	User account a...
Bev test		bevtest1980@gmail.com		
Bev Test3		testbev3@gmail.com	testbev3@gmail.com	✓
Pat Portal		patportal150@gmail.com	patportal150@gmail.com	✓

## EDIT VENDOR INFORMATION

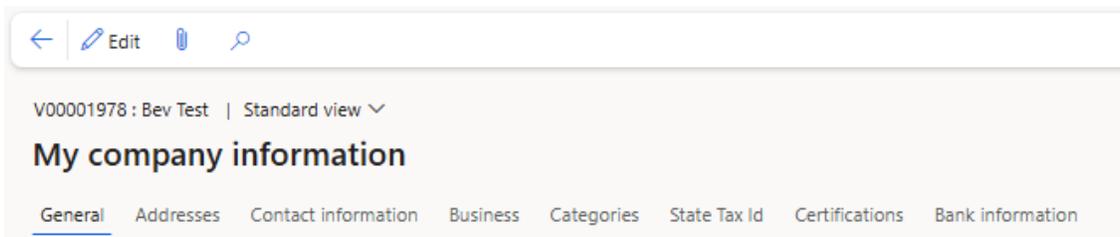
Click the **More details** dropdown in picture reference 3 and select an option to view and/or edit the organization's basic information.



The screenshot shows the 'More details' dropdown menu with the following options:

- General
- Addresses
- Contact information
- Business
- Categories
- State tax ID
- Certifications
- Bank information

When any section is selected you come to the My Company Information screen. Across the top are the sections for collecting and editing vendor information. The information housed in each section and how to edit is described below. In any of the sections, you can select Edit in the top ribbon or click in the desired field to edit.



The screenshot shows the 'My company information' screen. At the top, there is a navigation bar with a back arrow, an 'Edit' button, and a search icon. Below the navigation bar, the vendor ID 'V00001978 : Bev Test' and 'Standard view' are displayed. The main heading is 'My company information'. Below the heading, there is a horizontal menu with the following options: General, Addresses, Contact information, Business, Categories, State Tax Id, Certifications, and Bank information.

# MAINTAINING VENDOR INFORMATION

## GENERAL

### Vendor profile and certifications – Diversity certifications

Other fields are presented under Organizational Details that do not need to be completed.

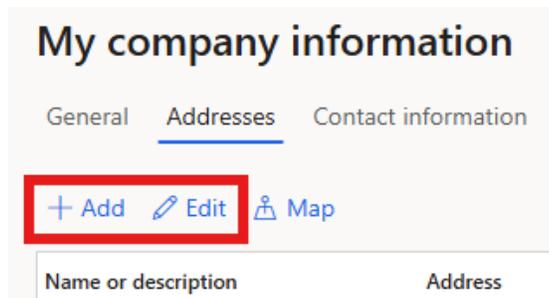
- To edit any fields in this section, click **Edit** at the top left of the screen. If you indicate yes for any of the Vendor Profile categories, use the paperclip to attach documentation. See the instructions for attaching documents at *Using the Paperclip to Attach Documents*, page 17. Once finished select **Save** at the top left of the screen.



## ADDRESSES

This is the main address for the vendor

- To edit the main address, select Edit. To add a secondary address, select **Add**.



In either instance, a screen comes up on the right side to edit the current address or enter a new address. If a new address is to be the primary address, toggle **Primary** to “**Yes**”. Once finished, select **Save** at the top left of the screen.

# MAINTAINING VENDOR INFORMATION

## New address

Location ID

Name or description

Purpose

Country/region

ZIP/postal code

Street

City

State

County

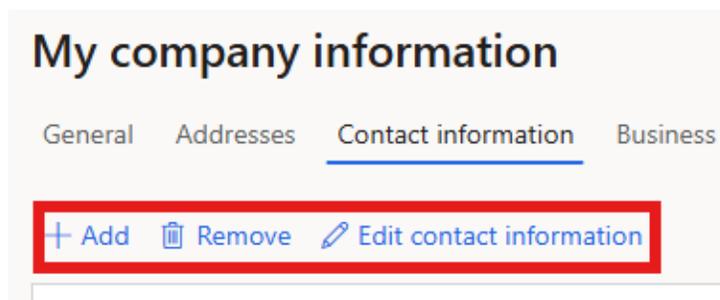
Primary  
 No

Primary for country/region  
 No

## CONTACT INFORMATION

**Vendor representatives contact information. Email address. Phone number, website, social media accounts**

- Click the **Contact information** tab. Use the **Add**, **Remove** and **Edit contact information** buttons to add, remove or edit existing company contact information. Once finished, select **Save** at the top left screen.





# MAINTAINING VENDOR INFORMATION

## BUSINESS

### Sales tax, 1099 reporting, Federal Tax ID, Bank information

Current banking information is displayed within this screen in the **Bank Information section**. The bank information in this section is informational only and edits made in this section will not be retained. To edit Bank information, use the “Bank Information” tab.

- To edit any fields in this section, simply select the desired field, delete the old information, and enter the update information. If you update W-9 information, use the paperclip to attach a new Form W-9. See the instructions for attaching documents at *Using the Paperclip to Attach Documents*, page 17. Once finished, select **Save** at the top left of the screen.



## CATEGORIES

### Procurement Categories describing type of goods or services provided

- This tab displays the list of active and inactive procurement categories associated with the vendor account. To remove a procurement category, select that category from the list, click the **Expire category** button and follow the prompt to deactivate that procurement category. Select **Save** at the top left of the screen.

V000003444 : MIKE'S MECHANICS

### My company information

General   Addresses   Contact information   Business   **Categories**   State Tax Id   Certifications

**Expire category**

Show as of date

Show only currently active

✓	Category hierarchy	Category	Effective	Expiration
	Procurement category hierarchy	Mechanical/Electrical	4/6/2021	Never

If you proceed with this action, you will expire your status as an approved vendor for the selected category. Are you sure you want to proceed?

- New categories cannot be added. If a new category is needed, contact us at [LRAAVendor@flylouisville.com](mailto:LRAAVendor@flylouisville.com).



# MAINTAINING VENDOR INFORMATION

## STATE TAX ID

State tax exempt number – These fields are not needed

## CERTIFICATIONS

### Licenses, Certifications, Disadvantaged Business Certifications

- Information shown on this tab cannot be edited, only new information can be added. To add a line, select Add. Another line will be added where the new information can be populated. Please use the paperclip to attach corresponding support documents. Instructions at *Using the Paperclip to Attach Documents*, page 17.

+ Add Remove Documents

<input type="radio"/>	<input type="radio"/>	Certification number	Certification type	Certifying organization	Certification date	Liability amou...	Effective date	Expiration date
<input type="radio"/>	<input type="radio"/>		*	*		0.00		

## BANK INFORMATION

### Bank accounts

- This tab displays the bank account information used for ACH payments. When a change to the bank account information is needed, a new line must be added. Selecting **Edit** only allows for an effective date or expiration date to be entered on an account. To add new account information, select **Add**. A screen on the right appears where the banking information can be added. Add an effective date for this new banking information to supersede existing banking information. Select **OK**, then select **Save** at the top of the screen. **All new banking information will be verified by LRAA before going into effect.**

Standard view

Bank information

Documents

Bank account

Bank name

Bank account number

Routing number

IBAN

SWIFT code

Effective date

Expiration date

Comments

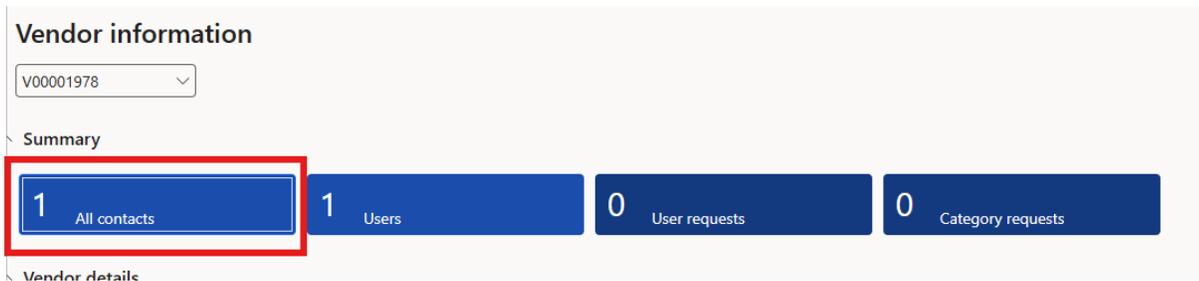
OK

Cancel

## EDIT VENDOR PORTAL USERS

### Add a Contact

Within the **Vendor information** workspace, summary level contact information can be viewed on the **All contacts** tab. Click the **All contacts** tile to access the detailed listing of vendor contacts and to perform various actions.



Vendor information

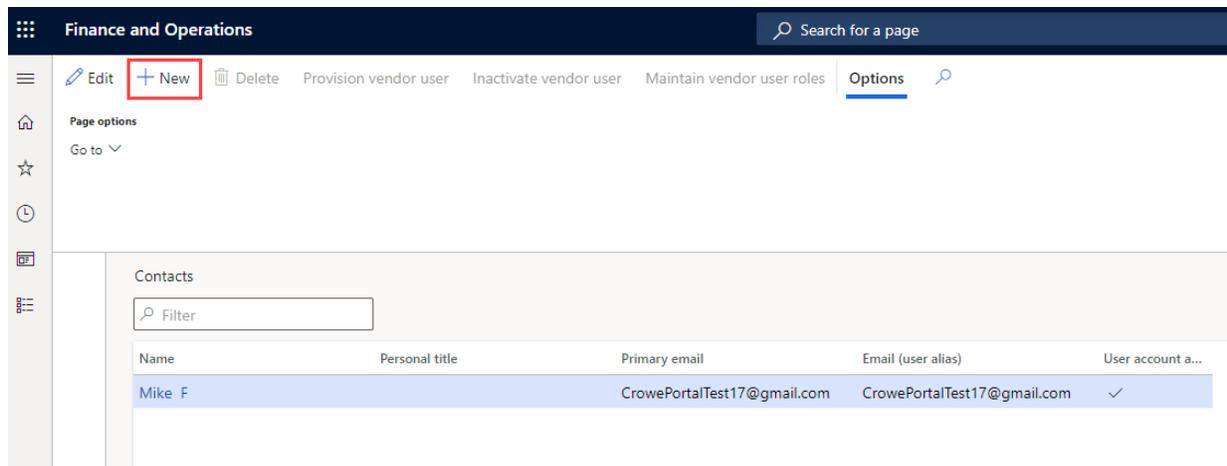
V00001978

Summary

1 All contacts	1 Users	0 User requests	0 Category requests
----------------	---------	-----------------	---------------------

Vendor details

- Use the **+ New** button to add new contacts and initiate their Dynamics user provisioning process.



Finance and Operations

Search for a page

Edit **+ New** Delete Provision vendor user Inactivate vendor user Maintain vendor user roles Options

Page options

Go to

Contacts

Filter

Name	Personal title	Primary email	Email (user alias)	User account a...
Mike F		CrowePortalTest17@gmail.com	CrowePortalTest17@gmail.com	✓

- Within the **Create contact persons** screen, enter a **First name**, **Middle Name** (if applicable) and **Last Name**. In the **Setup contact for** tab at the bottom of the screen, select the legal entity that the contact will be setup for (if multiple apply). Once all of the required information has been entered, click **Create**.

Standard view ∨

## Create contact persons

### Contact person details

First name

Middle name

Last name

Personal title

### Setup contact for

<input type="radio"/>	Vendor account	↑ Legal entity in my company	Legal entity in customer
<input checked="" type="radio"/>	V00001978	Bev Test	Louisville Regional Airpo

- A contact page will appear for the new user. To expand the desired section, select the dropdown arrow at the far right of the section.

Contacts | Standard view ∨

### John Shmo

**Contact person details** ∧

First name	Personal title
<input type="text" value="John"/>	<input type="text"/>
Middle name	Email (user alias)
<input type="text"/>	<input type="text"/>
Last name	User account activated
<input type="text" value="Shmo"/>	<input checked="" type="checkbox"/> No

**Contact information** ∨

**Legal entities the person is a contact for** ∨

# MAINTAINING VENDOR INFORMATION

- In the “Legal Entities” section, select **Allow access to vendor collaboration**.

Legal entities the person is a contact for

Add legal entities  Remove  Inactivate  Activate  **Allow access to vendor collaboration**  Remove access to vendor collaborati

<input type="radio"/> Legal entity in my company	<input type="radio"/> Legal entity in customer company	<input type="radio"/> Inactive	<input type="radio"/> Vendor collaboration acce...
<input type="radio"/> Bev Test	Louisville Regional Airport Auth...	No	No

- Pop-up screen will verify you want to send a request to this user, select Yes.

**Do you want to create a vendor collaboration user request for the contact?**

Add email address in USER SETUP. A note has to be added in the Business Justification box.

Open Legal Entities section via the dropdown arrow, select the vendor collaboration box.

Open assign user roles section via the dropdown arrow, check both boxes. Select submit. You will get a message in a ribbon across the top of the screen stating the request has been submitted. Once complete, the user request will be COMPLETE.

Provision vendor user

Contact person details

IDENTIFICATION	USER SETUP	Business justification
First name <input type="text" value="John"/> Middle name <input type="text"/> Last name <input type="text" value="Shrmo"/> Personal title <input type="text"/>	Email (user alias) <input type="text" value="*"/> Language <input type="text" value="en-US"/>	<input type="text" value="*"/>

Legal entities the person is a contact for

<input type="radio"/> Legal entity in my company	<input type="radio"/> Legal entity in customer company	<input type="radio"/> Inactive	<input type="radio"/> Vendor collabo...
<input type="radio"/> Tairra's Tasty Tequila	Louisville Regional Airport Authority	No	<input checked="" type="checkbox"/>

Assign user roles

Role description	Assign
Maintains vendor documents and responds to vendor inquiries in the vendor collaboration interface.	<input checked="" type="checkbox"/>
Maintains vendor contact persons and vendor user requests	<input checked="" type="checkbox"/>

 The vendor collaboration access setting has been successfully applied and the request to create a new user has been submitted. Once your request has been processed, the status of the user request will be set to Completed.

- Select arrow at top left of screen to go back to Contacts page.

## Remove a Contact

- There needs to be more than one contact established before a contact is removed. If needed, set up the new contact first. Then, use the **Delete** button to delete existing contacts. *Please note that the main vendor admin contact record cannot delete themselves.*

[←](#) | [Edit](#) | [+ New](#) | [Delete](#) | [Provision vendor user](#) | [Inactivate vendor user](#) | [Maintain vendor user roles](#) | [Options](#) 

Page options

Go to 

Contacts | Standard view 

Name	Personal title	Primary email	Email (user alias)	User account activated
John Shmo				
Tairra Bridgewaters		tairravptest@gmail.com	tairravptest@gmail.com	✓

You are about to delete a record in People.

Delete record?

- To adjust a Contact's status, select their name and Within the **Legal entities the person is a contact for** fast tab of the same form, use the **Remove**, **Inactivate**, **Activate**, **Allow access to vendor collaboration** and **Remove access to vendor collaboration** buttons to perform various actions for that vendor contact.
  - **Remove:** removes the link between that contact and the vendor organization's account in Dynamics.
  - **Inactivate:** inactivates the association between the contact person and the vendor account in Dynamics. This option is only available when **Inactive** is set to "**No**" on the record.
  - **Activate:** Activates the association between the contact person and the vendor account in Dynamics. This option is only available when **Inactive** is set to "**Yes**" on the record.
  - **Allow access to vendor collaboration:** Allows the contact's Dynamics account to access the vendor collaboration portal. This option is only available when **Vendor collaboration access allowed** is "**No**". *Note: If the contact has not yet been provisioned as a vendor portal user, a user request will need to be initiated and processed. Proceed to the next step of this TPD for details on this process.*
  - **Remove access to vendor collaboration:** Disallows the contact's Dynamics account to access the vendor collaboration portal. This option is only available when **Vendor collaboration access allowed** is "**Yes**".

# MAINTAINING VENDOR INFORMATION

Contacts

## Jeremy Rolsky

Contact person details

First name:  Middle name:  Last name:  Personal title:  Email:

Contact information

Legal entities the person is a contact for

[Add legal entities](#) [Remove](#) [Inactivate](#) [Activate](#) [Allow access to vendor collaboration](#) [Remove access to vendor collaboration](#)

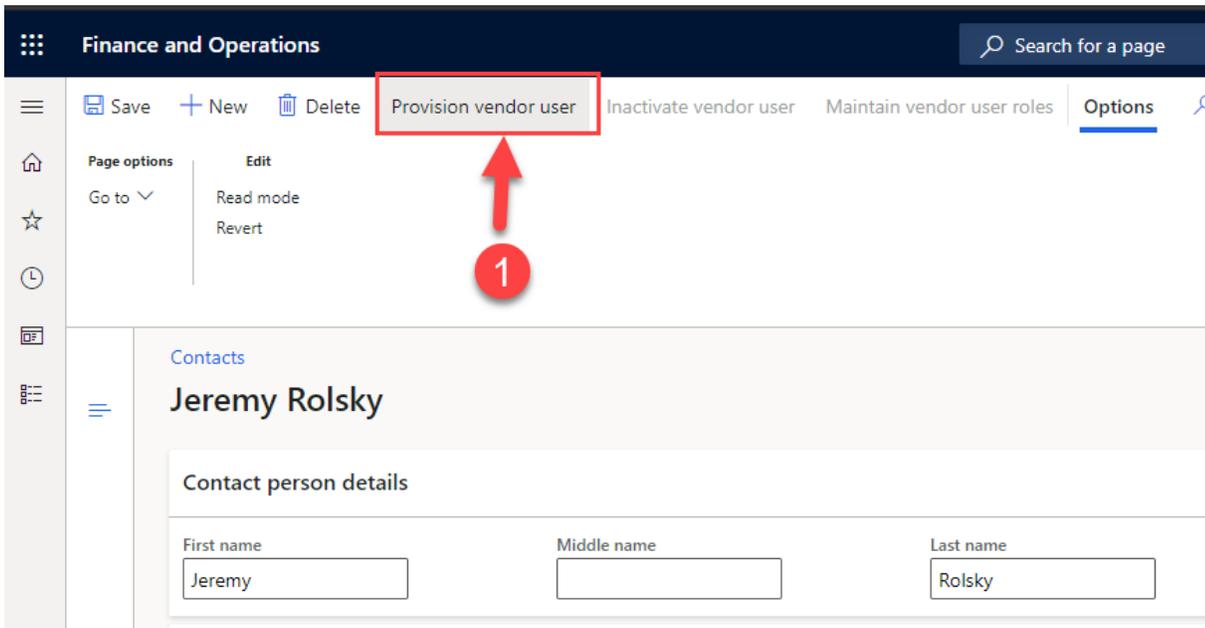
✓	Legal entity in my company	Legal entity in customer company	Inactive	Vendor collaboration acce...
	Mike's mechanics	Louisville Regional Airport Auth...	No	No

- **(Optional step for when “Allow access to vendor collaboration” button is selected in previous step):** The prompt in the screenshot below will be displayed. Click **“Yes”** to create the vendor collaboration user request for the newly created contact.

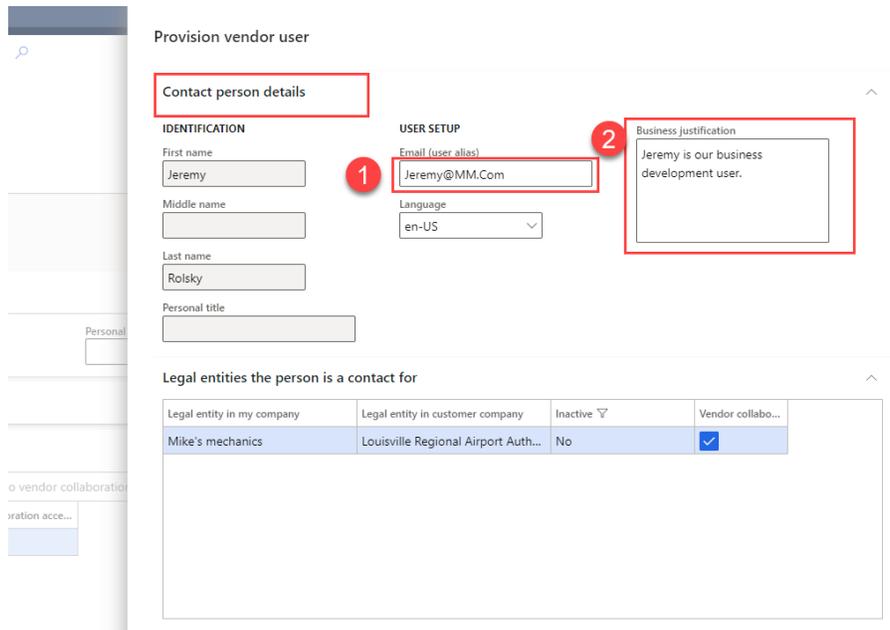
Do you want to create a vendor collaboration user request for the contact?

# MAINTAINING VENDOR INFORMATION

- Select **Provision vendor user** in the ribbon.



- Within the **Contact person details** fast tab of the **Provision vendor user** form, enter the contact's **Email (user alias)** and a **Business justification**. This information is required to be entered again.



Provision vendor user

Contact person details

IDENTIFICATION

First name: Jeremy

Middle name:

Last name: Rolsky

Personal title:

USER SETUP

Email (user alias): Jeremy@MM.Com

Language: en-US

Business justification: Jeremy is our business development user.

Legal entities the person is a contact for

Legal entity in my company	Legal entity in customer company	Inactive	Vendor collaboration
Mike's mechanics	Louisville Regional Airport Auth...	No	<input checked="" type="checkbox"/>

- Within the **Legal entities the person is a contact for** fast tab, check the **Vendor collaboration access allowed** box.

# MAINTAINING VENDOR INFORMATION

Provision vendor user

Contact person details

**IDENTIFICATION**

First name:

Middle name:

Last name:

Personal title:

**USER SETUP**

Email (user alias):

Language:

**Business justification**

**Legal entities the person is a contact for**

Legal entity in my company	Legal entity in customer company	Inactive ▾	Vendor collabo...
Mike's mechanics	Louisville Regional Airport Auth...	No	<input checked="" type="checkbox"/>

- Within the **Assign user roles** fast tab, check the box in the **Assign** column to assign the appropriate security role(s) to the contact's Dynamics account. Once all information has been specified, click **Submit**.

**Legal entities the person is a contact for**

Legal entity in my company	Legal entity in customer company	Inactive ▾	Vendor collabo...
Mike's mechanics	Louisville Regional Airport Auth...	No	<input checked="" type="checkbox"/>

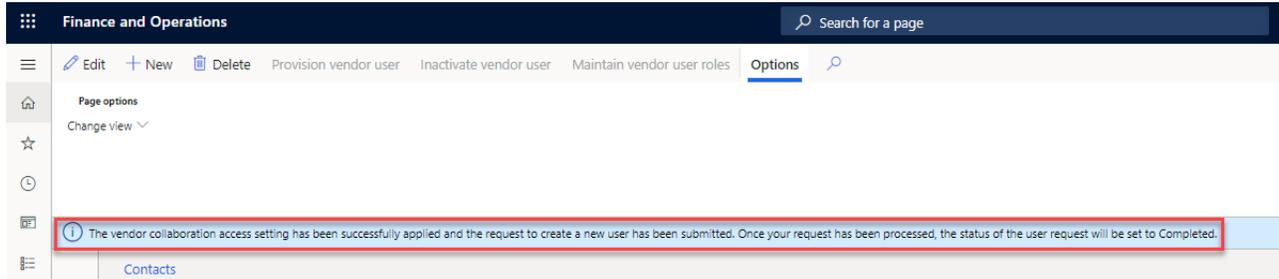
**Assign user roles**

Role description	Assign
Maintains vendor documents and responds to vendor inquiries in the vendor collaboration interface.	<input checked="" type="checkbox"/>
Maintains vendor contact persons and vendor user requests	<input checked="" type="checkbox"/>

**2**

# MAINTAINING VENDOR INFORMATION

- Dynamics will display the following confirmation message upon successful submission.

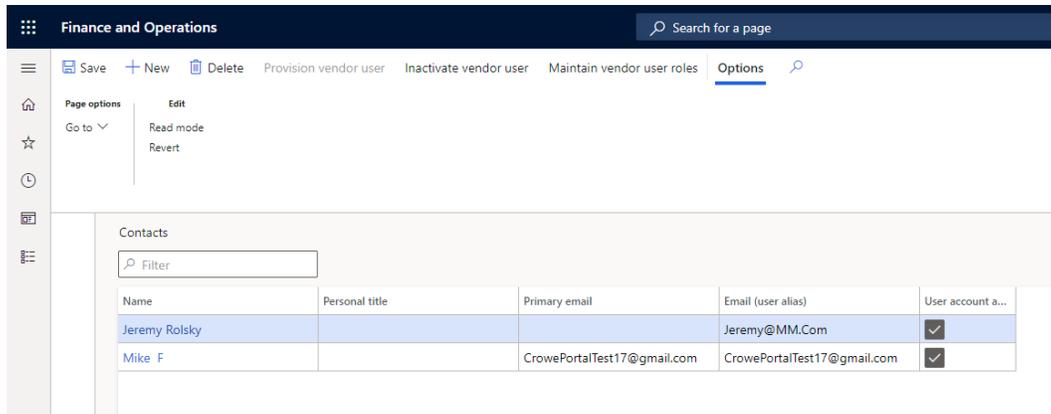


If you receive the below message, please contact [LRAAVendor@flylouisville.com](mailto:LRAAVendor@flylouisville.com) for assistance.

⊗ The vendor collaboration access setting has been successfully applied. However, the request to create a new user account was not submitted successfully. Please contact your system administrator.

Select the back arrow at the top left-hand corner of the screen to display the Contact's page.

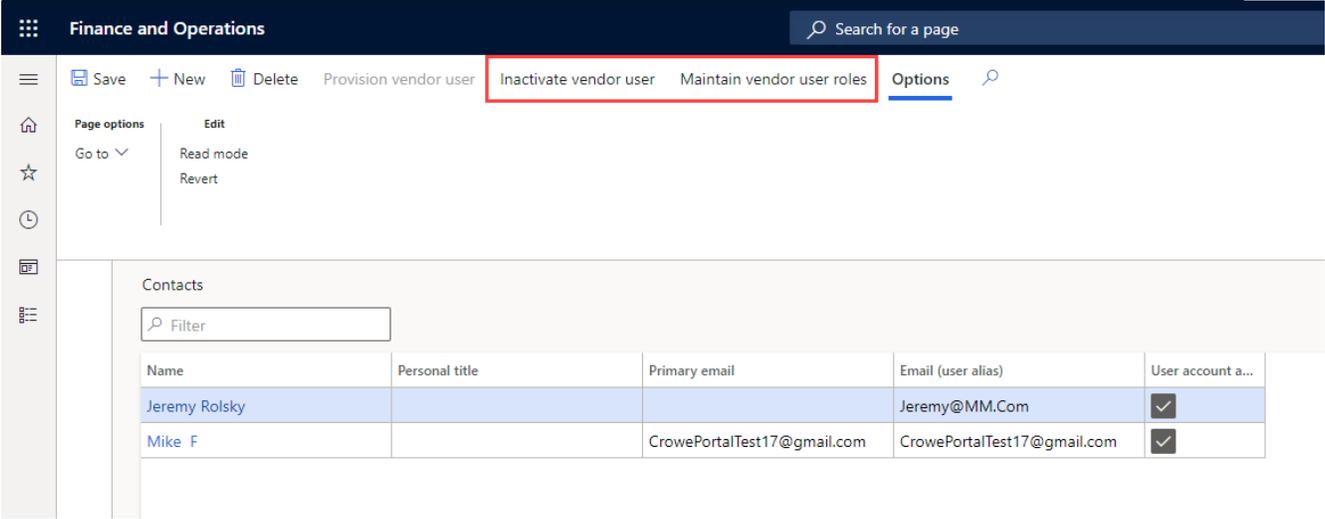
- Once the user account request has been processed, the **User account activated** box will be ticked in the **Contacts** form.



- Within the same **Contacts** form, use the **Inactivate vendor user** and **Maintain vendor user roles** buttons to inactivate vendor users or to update security role assignments for each contact listed in the organization.

**Note:** The **Inactivate vendor user** and **Maintain vendor user roles** forms generally function in the same manner as described in the previous steps to provision a new vendor user. Please note that certain fields on these forms will be non-editable, as they will not be relevant to the specific process.

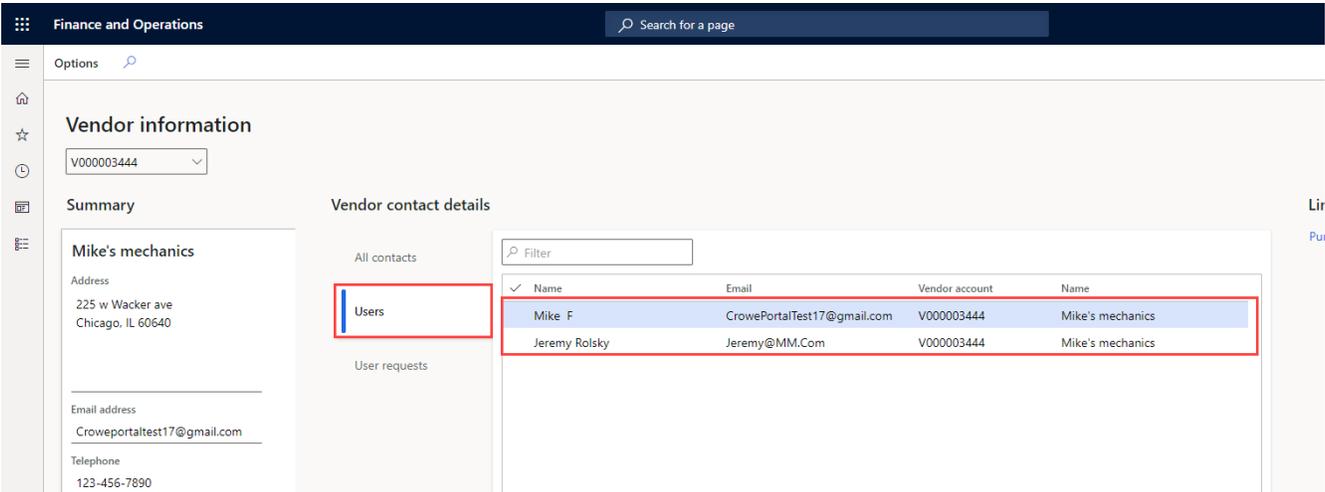
# MAINTAINING VENDOR INFORMATION



The screenshot shows the 'Finance and Operations' interface. The top navigation bar includes a search box and a menu with options: 'Save', '+ New', 'Delete', 'Provision vendor user', 'Inactivate vendor user', 'Maintain vendor user roles', and 'Options'. The 'Inactivate vendor user' option is highlighted with a red box. Below the navigation bar, there are 'Page options' and 'Edit' sections. The main content area displays a 'Contacts' table with a filter box and two rows of data:

Name	Personal title	Primary email	Email (user alias)	User account a...
Jeremy Rolsky			Jeremy@MM.Com	<input checked="" type="checkbox"/>
Mike F		CrowePortalTest17@gmail.com	CrowePortalTest17@gmail.com	<input checked="" type="checkbox"/>

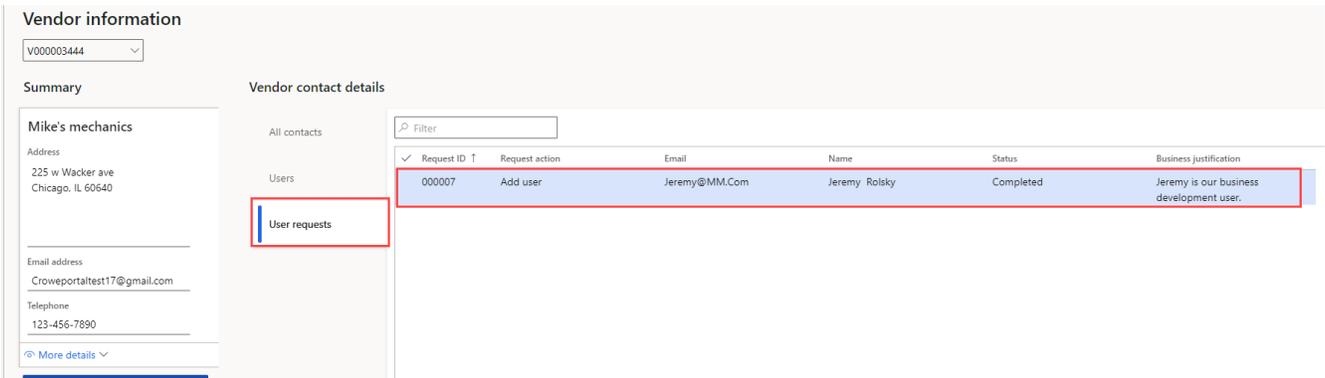
- Navigate back to the **Vendor information** workspace, existing user information can be previewed in the **Users** tab or the **Users** tile.



The screenshot shows the 'Vendor information' workspace. The left sidebar contains a 'Summary' section for 'Mike's mechanics' with address, email, and telephone information. The main content area is titled 'Vendor contact details' and includes a filter box and a table with columns: 'Name', 'Email', 'Vendor account', and 'Name'. The 'Users' tab is highlighted in red, and the table below it shows two rows of user data:

Name	Email	Vendor account	Name
Mike F	CrowePortalTest17@gmail.com	V000003444	Mike's mechanics
Jeremy Rolsky	Jeremy@MM.Com	V000003444	Mike's mechanics

- Within the **Vendor information** workspace, the **User requests** tab and tile can be used to view and monitor system requests, such as the addition of a new user account or the modification of an existing user account (for example, user account inactivation, a change in security role assignment, etc.).

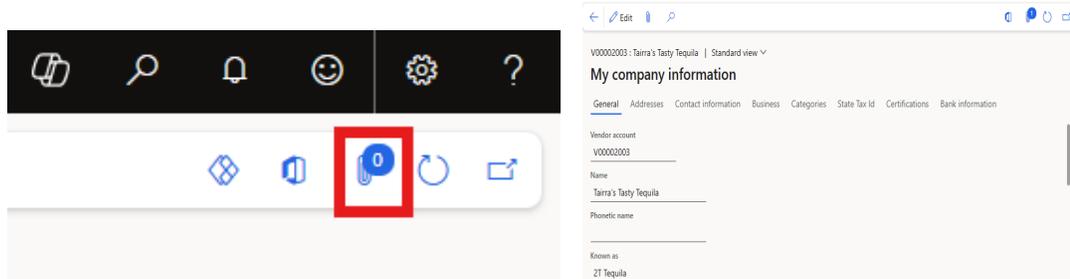


The screenshot shows the 'Vendor information' workspace with the 'User requests' tab highlighted in red. The left sidebar shows the 'Summary' for 'Mike's mechanics'. The main content area displays a table with columns: 'Request ID', 'Request action', 'Email', 'Name', 'Status', and 'Business justification'. One request is shown:

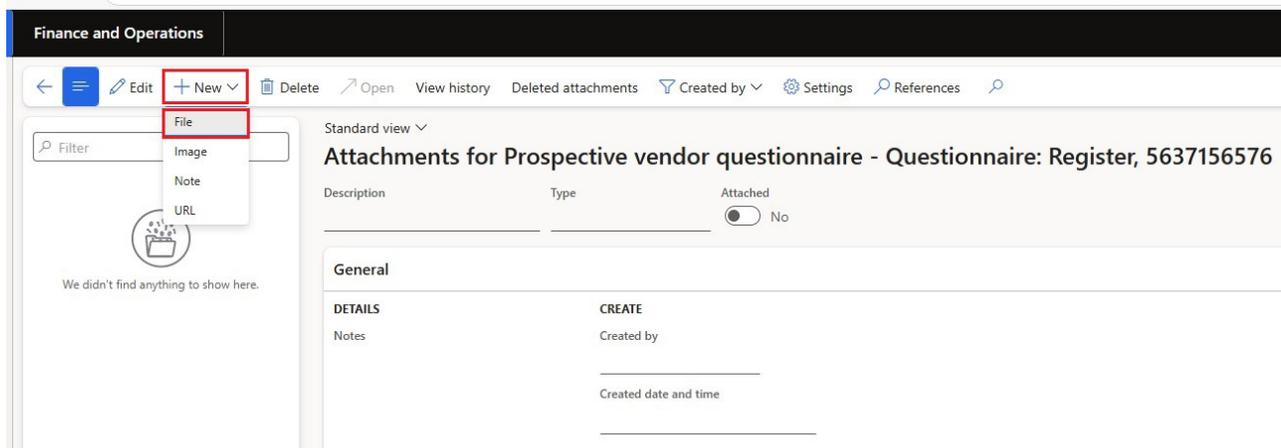
Request ID	Request action	Email	Name	Status	Business justification
000007	Add user	Jeremy@MM.Com	Jeremy Rolsky	Completed	Jeremy is our business development user.

## USING THE PAPERCLIP TO ATTACH DOCUMENTS

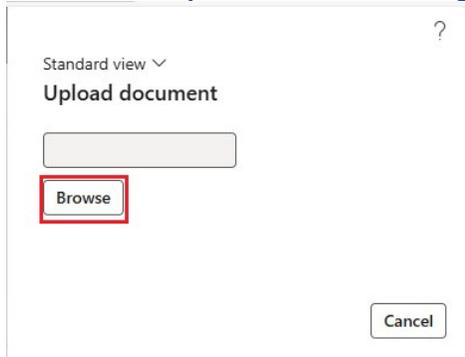
- The Company Information section is where supporting documents for licenses, certifications and Form W9 are submitted as an attachment. Attachments can be added by using the paperclip located at the top left or top right of the screen.



- 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.



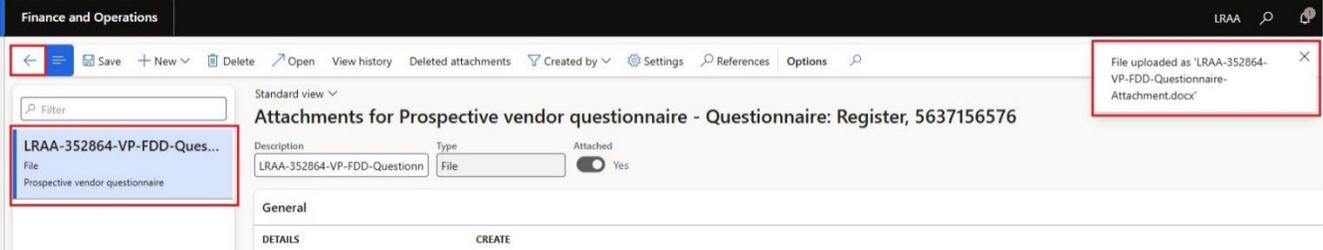
- From the **Upload document** dialog box, click **Browse**.



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

# MAINTAINING VENDOR INFORMATION

- You should see a message displayed saying the file has been uploaded. Repeat these steps to add additional support documents. Once all files have been added, select **Save** at the top left of the screen. Click the **back arrow** icon seen at the top left of the form to go back to the previous screen.



The screenshot shows a software interface with a dark header bar containing "Finance and Operations" and "LRAA". Below the header is a toolbar with icons for Save, New, Delete, Open, View history, Deleted attachments, Created by, Settings, References, and Options. A notification box in the top right corner states: "File uploaded as 'LRAA-352864-VP-FDD-Questionnaire-Attachment.docx'". The main content area is titled "Attachments for Prospective vendor questionnaire - Questionnaire: Register, 5637156576". It features a filter input field and a table with the following data:

Description	Type	Attached
LRAA-352864-VP-FDD-Questionnaire	File	<input checked="" type="checkbox"/> Yes

Below the table, there are sections for "General" and "DETAILS", and a "CREATE" button.