

City of New Orleans  
1300 Perdido Street, 4W07  
New Orleans, LA 70112  
(504) 658-1550  
<https://www.nola.gov/purchasing>

# Registering as a Supplier

## In the BRASS Supplier Portal



## Notes...

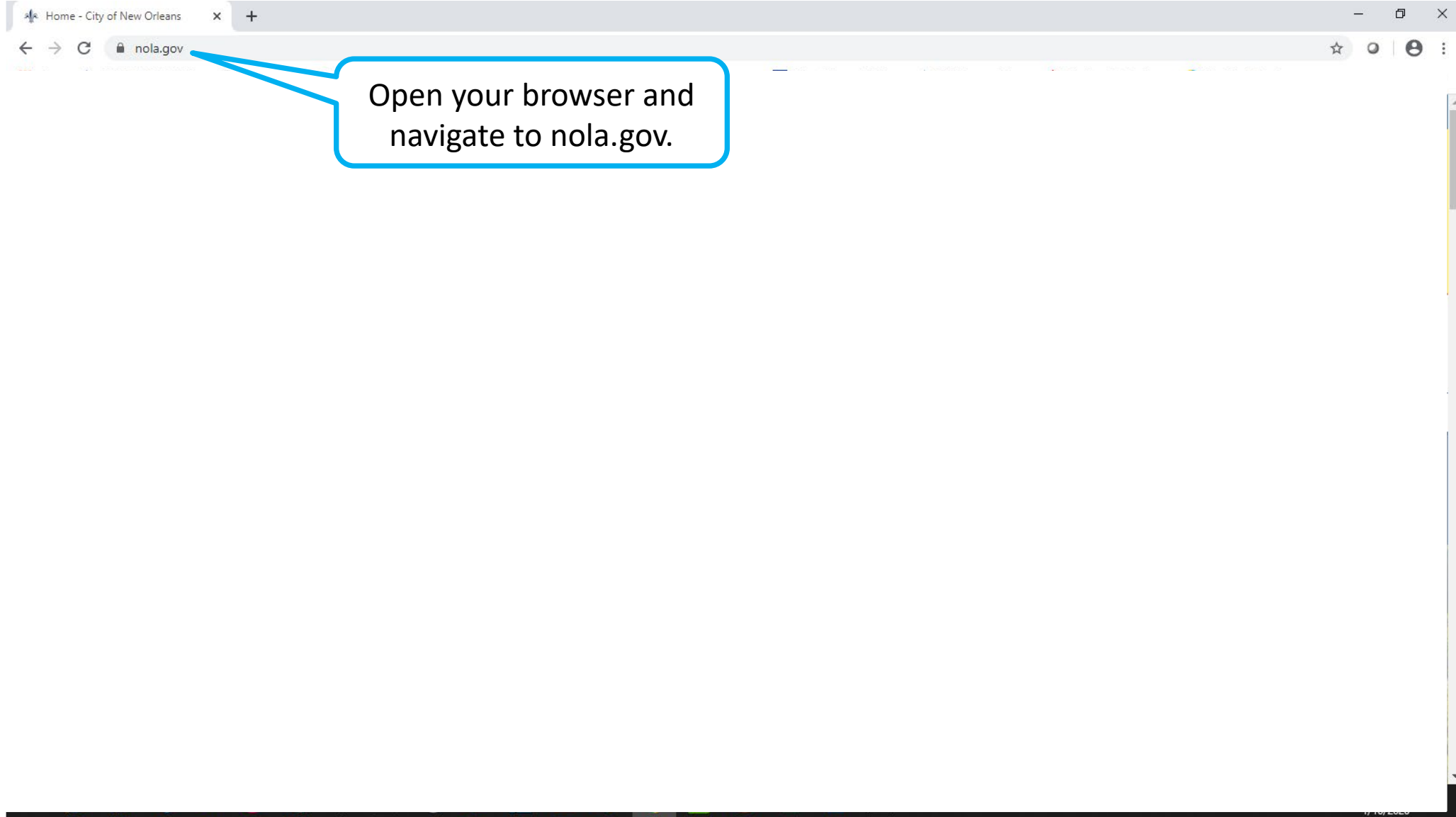
Please check your browser before attempting to register. The BRASS Supplier Portal works with current browsers, such as Chrome, Firefox and Edge. It does not work with Internet Explorer or older browsers.

Make sure you are using an up-to-date browser before continuing.

The following should be readily available:

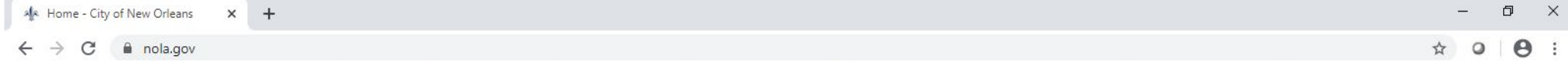
- \* Bank information – providing your bank information will allow us to pay you electronically.
- \* DBE certificate – you will need to upload your certificate, if applicable.
- \* W9 – If you are a 1099 supplier/vendor, you will need to upload your 1099.

# Navigate to Nola.gov



Open your browser and navigate to nola.gov.

# Scroll to the Supplier Portal Link



Drag the **Slider Bar** down to see more of the screen.



# Register as a Supplier



Home - City of New Orleans

Apps | NOLA EMERGENCY... | UAP Server | YouTube | Mail - bobw111@h... | (13) Facebook | https://www.nhc.no... | New Orleans, LA W... | MyOchsner - Home | The People's Cube... | No Film School

### Most requested services

 <b>CITY HALL</b> City Hall Hours Monday-Friday 8:00AM-5:00PM	 <b>311</b> <a href="#">Submit a request online</a> <a href="#">Look up a request</a> <a href="#">Explore all requests</a> <a href="#">Frequently asked questions</a>	 <b>BIDS &amp; CONTRACTS</b> <a href="#">BRASS Supplier Portal</a> <a href="#">Search contracts</a>
 <b>BRAKE TAGS</b> <a href="#">Cost</a> <a href="#">Locations</a> <a href="#">What to expect</a>	 <b>GET PERMITS</b> <a href="#">Business permits</a> <a href="#">Building permits</a> <a href="#">Residential permits</a> <a href="#">Event/Film permits</a>	 <b>JOBS WITH THE CITY</b> <a href="#">Find jobs and apply online</a> <a href="#">Find unclassified jobs</a>
 <b>PAY TAXES</b> <a href="#">Sales/Use/Parking Tax</a> <a href="#">Property Tax</a>	 <b>PAY TICKETS</b> <a href="#">Traffic tickets</a> <a href="#">Parking tickets</a>	 <b>TRASH AND RECYCLING</b> <a href="#">Residential trash and recycling schedule</a> <a href="#">Get a bin</a>

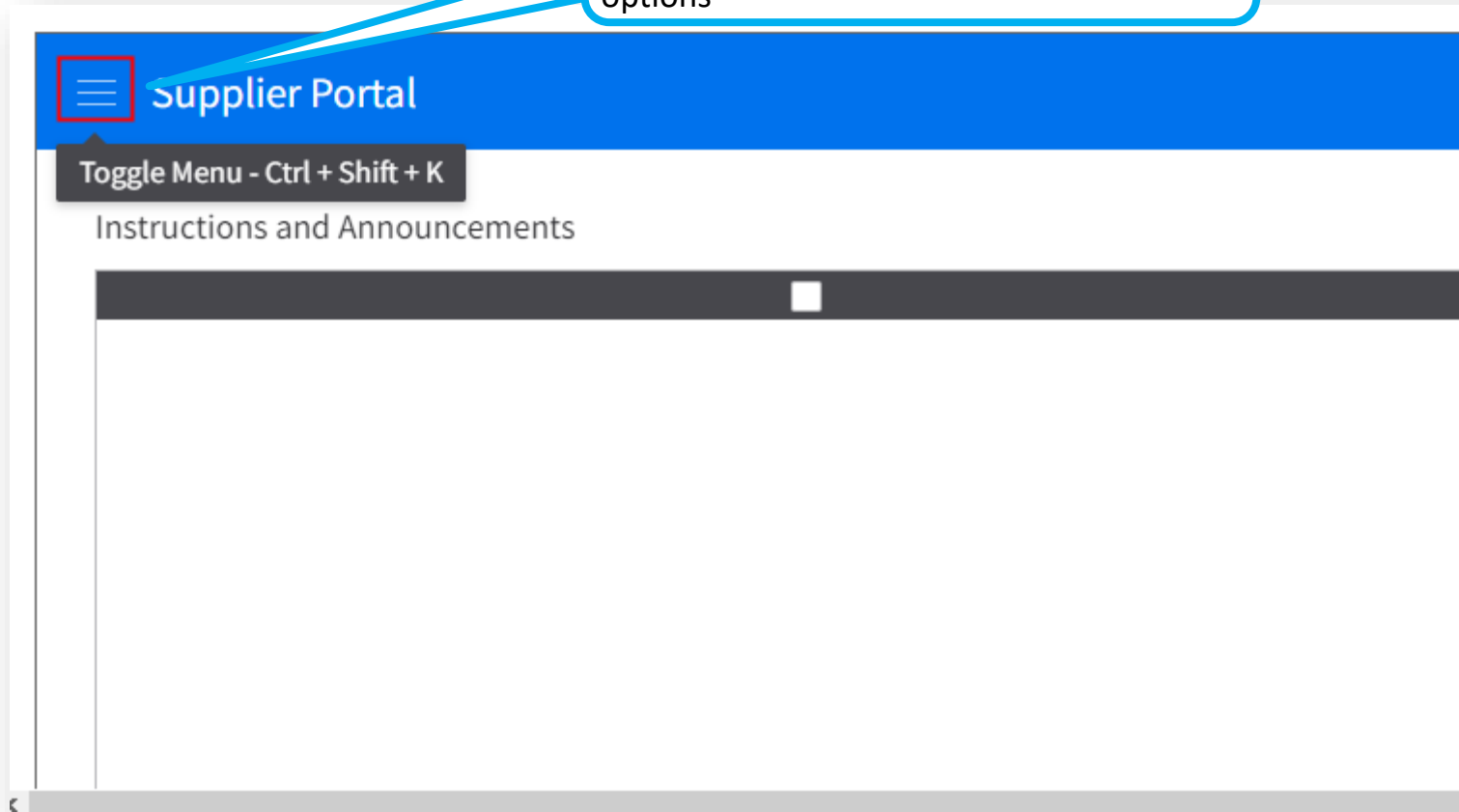
Click **BRASS Supplier Portal** under **Bids & Contracts**.

12:13 PM  
1/10/2020

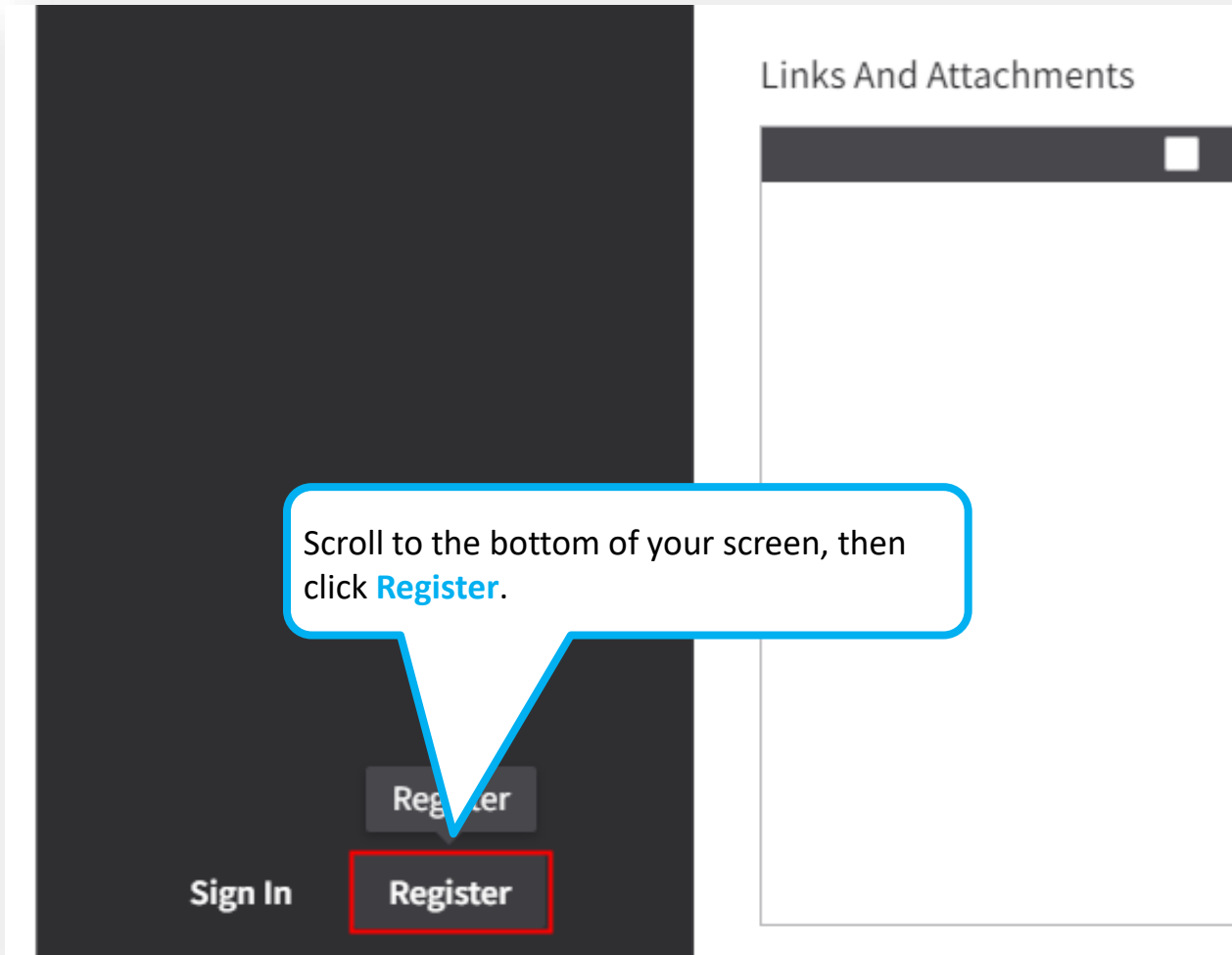
# Register as a Supplier



Menu options are currently hidden. Click **Toggle Menu**. Button to display menu options



# Register as a Supplier



# Complete the Registration Form



Registration

Enter your company information

User Name \* Password \* Confirm Password \*

Title First Name \* Last Name \*

Main Phone Number \* Extension

Mobile Phone Number  Sms Enabled

Fax Number Extension

Email Address \* Company Name \*

Tax ID Type Tax ID Attach Tax certification Either tax ID or VAT registration n

VAT Registration Country VAT registration number

Mailing address \*

Country

Check If Remit To Address Is The Same As Mailing Address

1. You must complete all fields marked with an **asterisk**.
2. You must also enter your tax ID information. Select a **Tax ID Type** and enter your **Tax ID**.
3. To enter a **Mailing address**, type "USA" in the **Country** field, then click **Enter**. The address fields will display.
4. Read the **Terms and Conditions**, then check the **Accept Terms and Conditions** box.
5. Click **Next** when done.



# Complete the Bank Information Form



**Bank Information**

Enter information about banks and bank accounts

Bank Information For Company

Country  
USA

Routing Number

Bank Name

Bank Account Number

Bank Account Type

**Click the Search button to lookup and select your bank.**

- Providing your bank information allows us to pay you electronically. It is safer and faster than paper checks!
- Be sure to enter your banks routing number, your bank account number and select a bank account Type.
- Click **Next** when done.

# Select Diversity Codes



Registration

Bank Information

**Diversity Codes**

Questions

Commodity Codes

Proxy Notifications

Status

## Diversity Codes

Previous Next

Select the diversity codes for which your business is certified.

Create

Selected Diversity Codes

Create Update ...

<input type="checkbox"/>	Diversity Code	Attachment
--------------------------	----------------	------------

- If your business is certified as a Disadvantaged Business Enterprise (DBE), create a record and document your certification.
- Click the **Create** button. Then, complete the appropriate information when prompted.
- Click **Next** when done.

# Complete the Questions Tab



Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

## Questions

Answer the following questions related to your company. An \* indicates a required field.

1

Are you a 1099 supplier/vendor? If Yes, please attach your W-9.

*Yes or No required; attachment required if answer is Yes*

Answer

Attach Document

2

Are you a Certified DBE? If Yes, please attach your DBE Certification.

*Yes or No required; attachment required if answer is Yes*

Answer

Attach Document

- If you are a **1099** supplier/vendor, select **Yes** in the **Answer** field, then click the folder in the **Attach Document** field to add your **W-9**.
- If you are a **Certified DBE**, select **Yes** in the **Answer** field, then click the folder in the **Attach Document** field to add your **DBE certificate**.
- Click **Next** when done.

# Select Commodity Codes



Click Select Commodity Codes button to select and add commodity codes.

Registration

Bank Information

Diversity Codes

Questions

**Commodity Codes**

Proxy Notifications

Status

## Commodity Codes

Previous Next

Select the commodity codes for which you want to get future bid notifications.

Select Commodity Codes

Select Commodity Codes

Selected Commodity Codes
Commodity Code

- The **Available Commodity Codes** form will display. Continue to the next page to see how to complete this form.
- **Do not click Next until after you have selected and attached your commodity codes.**

# Search and Select Available Commodity Codes



Select

Available Commodity Codes ...

Commodity Search

[X]

Clear

<input type="checkbox"/>		Commodity Code	Description
<input type="checkbox"/>	+	005	ABRASIVES
<input type="checkbox"/>	+	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	+	015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUP

Enter a partial description in the **Commodity Search** field, then click Search.

Select commodity codes by clicking the box.

Click **Attach** to add the selected codes to your profile.

Click **Close** when you're done.

<input type="checkbox"/>	+	045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
<input type="checkbox"/>	+	050	ART EQUIPMENT AND SUPPLIES
<input type="checkbox"/>	+	052	ART OBJECTS
<input type="checkbox"/>	+	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRU
<input type="checkbox"/>	+	060	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS

Close

# Review Your Commodity Codes



Registration

Bank Information

Diversity Codes

Questions

**Commodity Codes**

Proxy Notifications

Status

## Commodity Codes

Previous Next

Select the commodity codes for which you want to get future bid notifications.

Select Commodity Codes

Selected Commodity Codes

Select Commodity Codes

Commodity Code
----------------

- Review the commodity codes you selected.
- Click [Select Commodity Codes](#) again, if you need to add more codes.
- Otherwise, click [Next](#).

# Select a Proxy



Supplier Registration

Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications for Jason Ramen with Ramen Noodle Supplies

<input type="checkbox"/>	First Name	Last Name	Email Address
<input type="checkbox"/>			

Create

Create

- Proxies are individuals that you designate to interact with us on your behalf.
- You can choose whether your proxies receive notification of bidding events.
- Click the **Create** button to add one or more proxies to your contact record.
- **DO NOT** click the **Next** button until you are done adding proxies to your record.
- Continue to the next slide to see how to add a **Proxy**

# Select a Proxy



Supplier Registration

- Registration
- Bank Information
- Diversity Codes
- Questions
- Commodity Codes
- Proxy Notifications**
- Status

### Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications for Jason Ramen with Ramen Noodle Supplies

	<input type="checkbox"/>	First Name	Last Name	Email Address
	<input type="checkbox"/>			

- The system will display the Proxy Notifications form after you click **Create**.
- Click on the blue row beneath **First Name** to add your proxy's first name, then hit your Tab key to go to the **Last Name** field.
- Enter your proxy's last name below the **Last Name** label, then tab to the next field.
- Enter your proxy's email address, then tab to the next field.
- If you want your proxy to receive notifications, click the drop down and select **Yes**. Otherwise Select **No** in the **Receive Notifications** field.
- Click **Save** (next to **Create**) to save your proxy to your record.
- Click **Next** when done.



# Registration *Almost* Completed!



## Supplier Registration

- Registration
- Bank Information
- Diversity Codes
- Questions
- Commodity Codes
- Proxy Notifications
- Status**

### Status

Supplier Number Is  
6163

Registration status: Complete

*Congratulations! You have completed the supplier registration. Select Home or any menu item to proceed.*

Click my account to enter additional information

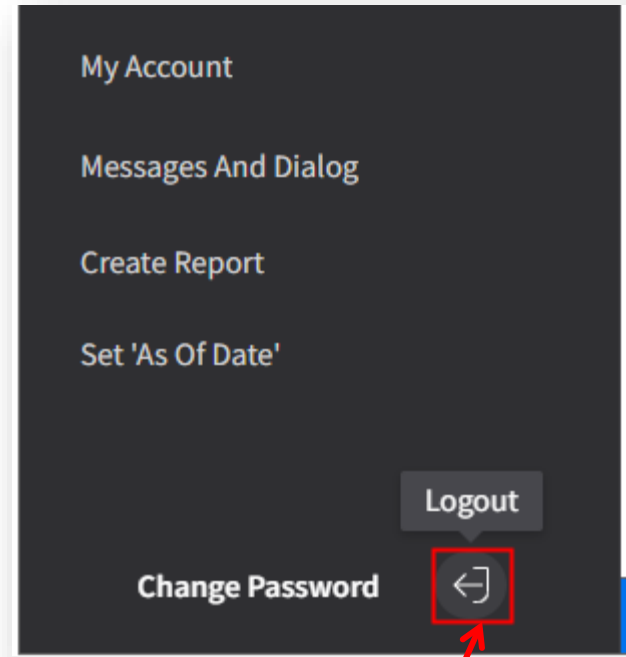
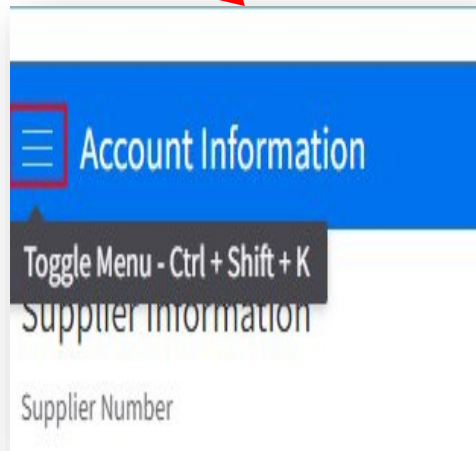
[My Account](#)

- The system will display your supplier number and a congratulatory message on the **Status** page.
- Click **My Account**, if you wish to review your account information.
- AT this point, your registration is almost complete. But you'll need to choose security questions and answers to set up your password recovery process.
- This step will occur the next time you log into your account.
- See the following pages for that step.

# Register as a Supplier

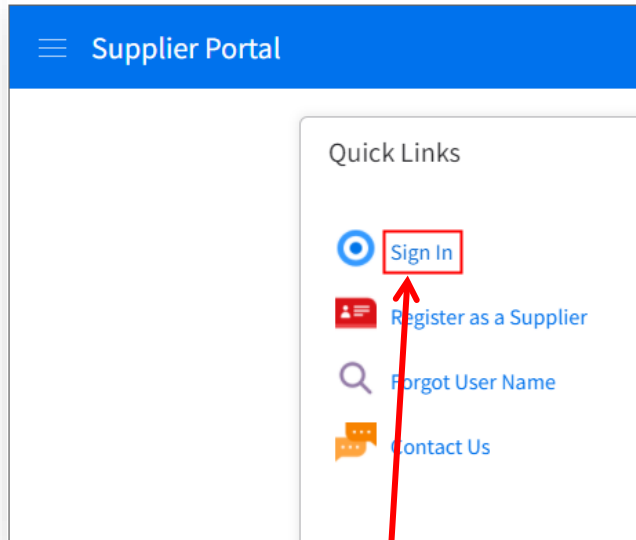


Click the **Toggle Menu** button to reveal the menu options.



Scroll to the bottom of the page and click the **Logout** button.

# Register as a Supplier



Click [Sign In](#) button to log on to your account.

Enter your credentials then click [Sign In](#).

**infor**

User Name \*

Password \*

[Sign In](#)

[Register](#)  
[Forgot password?](#)

# Choose Security Questions for Password Recovery



## Security Questions

Please answer 1 question(s) to enable password reset for your account, then press save

1 What is your favorite food?

2 What city were you born in?

3 What is your father's first name?

4 What is your mother's first name?

You must answer at least one security question. Your answers will be required when you perform password resets.

You may wish to answer all four security questions. If you answer all four, you will need to provide all four answers to reset your password.

- To save your responses, Click the **Save** button in the upper right corner of your screen.

# Lagniappe



## BRASS Supplier Portal

<https://nolaprod-lm01.cloud.infor.com/lmcsf/SupplyManagementSupplier/land/99-2?csk.SupplierGroup=100>

## Supplier Portal Registration Simulation

## Geaux Biz Portal

<https://geauxbiz.sos.la.gov/>