



# **BRASS Vendor Registration Guide**

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**City of New Orleans**

8/19/2019

# Vendor Registration

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- If your company does not have a username that will allow you to log into the Supplier Portal ([www.purchasing.nola.gov](http://www.purchasing.nola.gov)), then you must register in BRASS to do business with the City. Vendors who were sent a new username and password in June 2019 or who have previously registered online do not need to re-register.
- This guide will provide step-by-step guidance on how to register your company within the BRASS Supplier Portal.

# Vendor Registration

CITY OF NEW ORLEANS  
BRASS | BUDGET, REQUISITION & ACCOUNTING SERVICES SYSTEM | Supplier Portal

Sign in or Register

Events | Contact Us | Forgot User Name | Register As A Supplier

Vendors who have previously created a BRASS account can access their information using the "Sign In" option in the upper right hand corner of this page.

New suppliers who need to create a BRASS account can do so by clicking the "Register as a Supplier" link below.

Enrolled suppliers are viewed as possible sources; however, enrollment does not guarantee your automatic inclusion as a bidder/respondent for all applicable solicitations.

[Purchasing Office](#) | [More info about BRASS](#) | [Guide to Procurement with the City](#)

### Register

#### For first-time users

1. Use the button below to **Register as a Supplier**.
2. Read and accept the **Terms and Conditions**, then click Next.
3. Complete the **Contact** and **Company Information** pages.
4. If your company qualifies for a DBE designation, complete the **Diversity Codes** page. Use the icon to select from a list of codes. Click Create if you have more than one designation.
5. Answer the question(s) on the **Questions** page.
6. On the **Commodity Codes** page, click Select Commodity Codes and mark all that apply. You can also search the descriptions.
7. Add any other contacts who can act as a **Proxies**. Make sure to mark whether they should receive notifications.
8. You're all set!

The next time you log in you will be asked to provide answers to **Security Questions** to allow a password reset. Feel free to log out and log back in to answer these questions in case you forget your password.

[Register as a Supplier](#)

### Bid Opportunities

#### Opportunities to bid

To search for open solicitations, please click on the below link.

[Browse bid opportunities](#)

### Contracts

#### Looking for contracts?

You can search and view contracts at [contracts.nola.gov](https://contracts.nola.gov)

[Search contracts](#)

**Click Register As a Supplier.**

# Vendor Registration – Terms and Conditions

## Supplier Registration



City of New Orleans

Disclaimer. The City of New Orleans ("City") attempts to maintain continuous access to the supplier portal. However, from time to time, access may be interrupted or prevented due to maintenance, site problems, Internet problems, or problems experienced by the user due to the user's computer system. The City makes no warranties that the supplier portal will be uninterrupted or error-free. Regardless of the source of any problem, it is the user's responsibility to ensure that its bid is timely received.

The City shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses resulting from:

- (i) the use or the inability to use the supplier portal;
- (ii) unauthorized access to or alteration of the user's transmissions or data; or
- (iii) any other matter relating to the supplier portal.

Bidders/vendors are cautioned that the competitive nature of their offers could be affected if their submission does not include all amendments. For this reason bidders/vendors are advised to revisit all solicitations to which they intend to respond three (3) days prior to the due date. It is the bidder's/vendor's responsibility to check the website from time to time for updates to events/solicitations and to pick up additional addenda and information.

\*  Accept Terms and Conditions

**You must accept the terms and conditions to register.**

**Click next when done.**

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# Vendor Registration – Contact Information

## Supplier Registration



### Become A Supplier - Create An Account

\* User Name:   
\* Password:   
\* Confirm Password:

### Enter Information About Yourself

Title:   
First Name: \*  
Last Name: \*  
Phone Number: \*  Ext:  (international prefix, phone number, extension)  
Mobile Country Code: \* Phone Number:   Sms Enabled (international prefix, phone number)  
Fax Country Code: \* Phone Number:  Extension:  (international prefix, fax number, extension)  
Email Address: \* You will be set to receive email notifications; use update account information to change flag

\* = Required

All fields marked with an asterisk are mandatory and must be completed before you continue. You can create your own username and password.

Click next when done.

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# Vendor Registration – Company Information

## Supplier Registration

Terms And Conditions  Contact Information  **Company Information** Diversity Codes  Questions  Commodity Codes  Proxy Notifications Status

### Company Information

**1** \* Company Name:  Doing Business As:   
Dun & Bradstreet:  **2** Business Type:   
Must enter tax id or vat information  
**3** Tax Id Type:        
VAT Registration Country:    
Website:   
**4** Tax Id:   
VAT Registration Number:

### Address Information

\* Mailing address  
**5** Country:   United States of America  
Street Address:   
  
  
City:   
State/Province:    
Louisiana  
Zip Code:   
Remit to information  
**6**  Check If Remit To Address Is The Same As Mailing Address  
Country:    
Remit To First Name:   
Remit To Last Name:

\* - Required

1. Enter your company's information.
2. Select your business type.
3. Click the icon to select Tax ID Type (Federal EIN or Social Security Number).
4. Enter your company's tax ID. If you don't have one, enter your social security number.
5. Select your country. The screen will expand so you can enter your street address.
6. If payment should be remitted to the same address as selected in #5, click the check box. If payment should be remitted to a different address, use the country tool below to provide remittance address and name.

Click next when done.

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# Vendor Registration – Duplicate Vendor

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- If you attempt to progress past the Company Information screen of the registration process and receive an error message stating that your Tax ID number has already been used, your company already has a BRASS profile registered.
- You should email [procurement.brass@nola.gov](mailto:procurement.brass@nola.gov) for help obtaining your username and password. When we receive your email, someone will reach out to you to help you obtain your account information.

# Vendor Registration – Diversity Codes

infor Supplier Portal

Messages Events Contracts Contracts For All Suppliers Order Management Performance My Account Contact Us

Supplier Registration

Terms And Conditions  Contact Information  Company Information  **Diversity Codes** Questions Commodity Codes Proxy Notifications Status

Create Update

Diversity Code Description Effective Date Expiration Date Attachment

When you click the Create button, the system will display a diversity code menu.

Diversity Code

Diversity Code\*

Effective Date: Attachment:

Vendor Group	Diversity Code	Description	Active
100	1	Small Business	Yes
100	2	Woman Business Enterprise (WBE)	Yes
100	3	Minority Business Enterprise (MBE)	Yes
100	4	Disadvantage Business enterprise (DBE)	Yes
100	5	Veteran-owned Small Business (VOSB)	Yes
100	6	Service-disables Veteran-owned Small Business	Yes
100	7	Hub-Zone Small Business	Yes
100	8	8(a) Small Business	Yes

Click the icon to pull up a diversity code list and select an applicable diversity code from the list. Additional diversity codes can be added by clicking the Create button again and repeating this step.

Records Per Page: 10

No Records Found

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# Vendor Registration – Diversity Codes

infor  Supplier Diversity Response created x 

## Supplier Registration

Terms And Conditions  Contact Information  Company Information  **Diversity Codes** Questions Commodity Codes Proxy Notifications Status

**When you have successfully added a diversity code, you will see this message.**

Create Update

Diversity Code	Description	Effective Date	Expiration Date	Attachment
5	Veteran-owned Small Business (VOSB)			

Records Per Page: 10

**Click next when done.**

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# Vendor Registration - Questions

## Supplier Registration



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:

**Use the dropdown menu to select answers to these questions. Both are required to complete registration.**

**Please note that if you are a certified DBE, you must attach your certification here even if you submitted under diversity codes.**

**Click next when done.**

# Vendor Registration – Commodity Codes

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- The City uses NIGP (National Institute of Governmental Purchasing) codes to identify the products and services provided by its suppliers.
- Commodity codes are also used to notify suppliers of relevant bid opportunities.
- You must select at least one commodity code in order to complete supplier registration.

# Vendor Registration – Commodity Codes

Available Commodity Codes

Available Commodity Codes

Commodity Search:

<input type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	005-05	Abrasives Equipment and Tools
<input type="checkbox"/>	005-14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	005-21	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	005-28	Abrasives, Sandblasting, Other than Metal
<input type="checkbox"/>	005-42	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	005-56	Abrasives. Tumbling (Wheel)

Commodity codes begin with a series of 3 digit main “parent” class codes, each with a broad industry title.

If you provide all the goods/services listed under a main class, you only need to select the main class code to be notified of every opportunity under that main class.

Specific products/services within the “parent” class are 5 digit item codes that always begin with the parent code.

**Note: Codes that begin with 0 to 8 represent goods and commodities; codes beginning with a 9 represent services.**

# Vendor Registration – Commodity Codes

Supplier Registration

Terms And Conditions  Contact Information  Company Information  Diversity Codes  Questions  **Commodity Codes** Proxy Notifications Status

Select Commodity Codes

Commodity Code Description

(A)

Available Commodity Codes

Available Commodity Codes 1

Commodity Search:

Search Clear

Actions Options Drill Around

<input type="checkbox"/>	Commodity Code	Description
<input checked="" type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	005-05	Abrasives Equipment and Tools
<input type="checkbox"/>	005-14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	005-21	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	005-28	Abrasives, Sandblasting, Other than Metal
<input type="checkbox"/>	005-42	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	005-56	Abrasives. Tumbling (Wheel)

Attach To Contact Close

Records Per Page: 10 No Records Found

Click Select Commodity Codes. The system will then display a commodity code menu.

1. You can search by keyword to find applicable commodity codes.
2. When you find the correct commodity code, click the checkbox on the lefthand side.
3. If you click on the small arrows, the list will expand to show you any item codes within the parent code.
4. When you have selected all applicable codes, click Attach to Contact.

Click next when done.

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# Vendor Registration – Proxy Notifications

If you wish to designate a proxy to receive notifications related to your selected commodity codes, click Create.

Supplier Registration

Terms And Conditions  Confirmation  Company Information  Diversity Codes  Questions  Commodity Codes  **Proxy Notifications** Status

Create Delete Save

First Name	Last Name	Email Address	Receive Notifications?
(*)	(*)	(*)	
FIRST NAME	LAST NAME	EMAIL ADDRESS	Yes

Enter the required contact information into the blue area.

Select Yes so that your proxy can receive email notifications.

Please note that proxies will only receive notifications and will not be able to take actions (i.e. submit bids) on behalf of your company. When you have registered you can log into your profile and establish a contact person who can take actions on behalf of your company.

Click next when done.

Next >

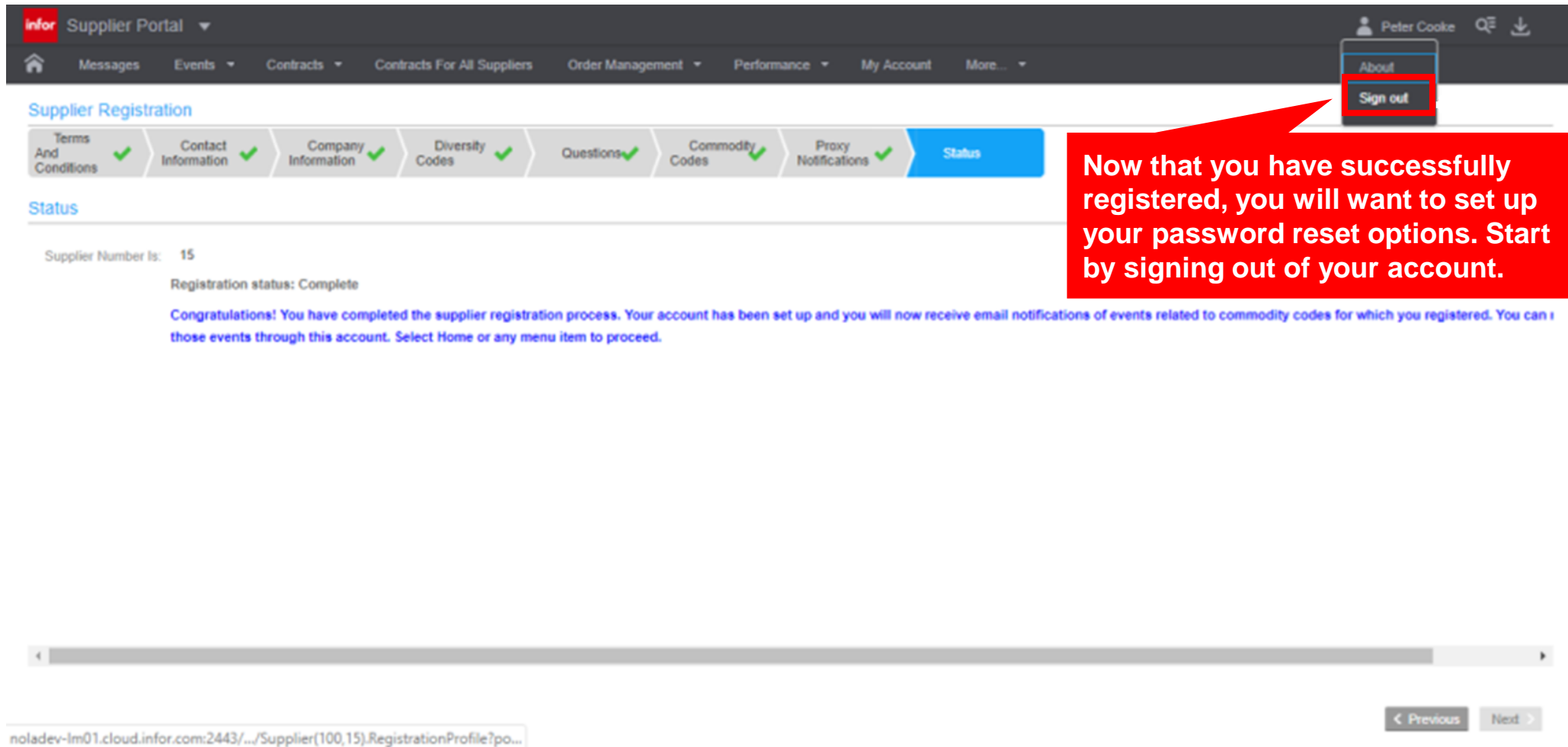
# Vendor Registration - Status

The screenshot shows the Infor Supplier Portal interface. At the top, there is a navigation bar with the Infor logo and 'Supplier Portal' dropdown. Below this is a secondary navigation bar with links for Messages, Events, Contracts, Contracts For All Suppliers, Order Management, Performance, My Account, and Contact Us. The user is identified as 'BRASS Supplier'. The main content area features a 'Supplier Registration' progress bar with seven steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes, and Proxy Notifications, all marked with green checkmarks. The 'Status' step is highlighted in blue. Below the progress bar, the 'Status' section displays 'Supplier Number Is: 16' and 'Registration status: Complete'. A congratulatory message follows: 'Congratulations! You have completed the supplier registration process. Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed.'

**You have now successfully completed all registration steps and should see this screen. You are now registered as a supplier and will receive email notifications related to the commodity codes you selected. You can log into this account to respond to these events.**

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# Vendor Registration – Password Reset

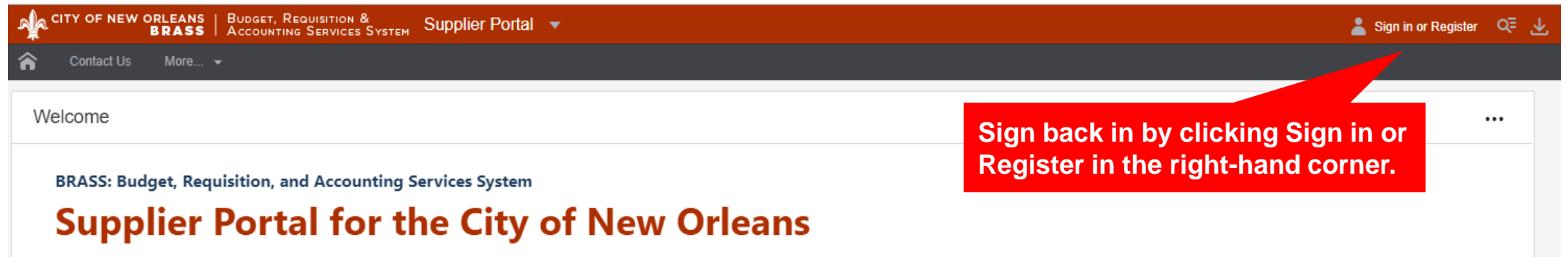


The screenshot displays the Infor Supplier Portal interface. At the top, the navigation bar includes the Infor logo, 'Supplier Portal', and a user profile for Peter Cooke. A dropdown menu is open, showing 'About' and 'Sign out' options, with 'Sign out' highlighted by a red box. Below the navigation bar, a progress bar indicates the registration process is complete, with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes, Proxy Notifications, and Status. The 'Status' section shows 'Supplier Number is: 15' and 'Registration status: Complete'. A congratulatory message states: 'Congratulations! You have completed the supplier registration process. Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can view those events through this account. Select Home or any menu item to proceed.'

Now that you have successfully registered, you will want to set up your password reset options. Start by signing out of your account.



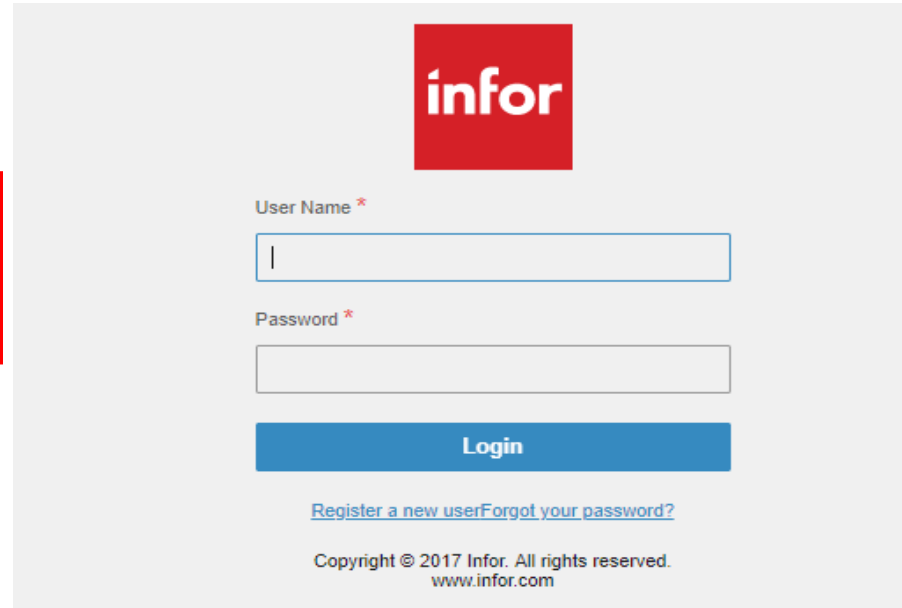
# Vendor Registration – Password Reset



The screenshot shows the top navigation bar of the Supplier Portal. On the left, it includes the City of New Orleans logo, the BRASS logo, and the text 'BUDGET, REQUISITION & ACCOUNTING SERVICES SYSTEM'. The main navigation area contains 'Supplier Portal' with a dropdown arrow, and on the right, 'Sign in or Register' with a user icon, a search icon, and a download icon. Below the navigation bar, there is a 'Welcome' message, the BRASS system name, and the main heading 'Supplier Portal for the City of New Orleans'. A red callout box points to the 'Sign in or Register' link.

Sign back in by clicking Sign in or Register in the right-hand corner.

On the following screen, enter your user name and password, then click Login to sign back into your account.



The screenshot shows the Infor login interface. At the top center is the Infor logo. Below it are two input fields: 'User Name \*' and 'Password \*'. A blue 'Login' button is positioned below the password field. At the bottom, there are two links: 'Register a new user' and 'Forgot your password?'. The footer contains the copyright notice: 'Copyright © 2017 Infor. All rights reserved. www.infor.com'.

# Vendor Registration – Password Reset

The screenshot shows a web interface for setting security questions. At the top, there is a navigation bar with links for Messages, Events, Contracts, Contracts For All Suppliers, Order Management, Performance, My Account, and More. Below this is a section titled "Security Questions" with a "Save" button and a "Drill Around" button. A red callout box points to the "Save" button with the text: "After you have entered at least one answer, press the Save button. You have now set up a password reset question for your account." Below the instructions, there is a "Questions" section with four numbered questions, each with a text input field. The first question is "What is your favorite food?" with the answer "Pizza" entered. The second question is "What city were you born in?" with an empty input field. The third question is "What is your father's first name?" with an empty input field. The fourth question is "What is your mother's first name?" with an empty input field. A red callout box points to the second question with the text: "You must provide an answer to at least one of the given questions."