Vendor Registration

- If your company does not have a username that will allow you to log into the Supplier Portal (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

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.

Click Register As a Supplier.
Vendor Registration – Terms and Conditions

You must accept the terms and conditions to register.

Click next when done.
Vendor Registration – Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>User Name</em></td>
<td>Username that will be used to log in.</td>
</tr>
<tr>
<td><em>Password</em></td>
<td>Password that will be used to log in.</td>
</tr>
<tr>
<td><em>Confirm Password</em></td>
<td>Password confirmation.</td>
</tr>
<tr>
<td>First Name</td>
<td>Name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Name.</td>
</tr>
<tr>
<td><em>Phone Number</em></td>
<td>Contact number.</td>
</tr>
<tr>
<td><em>Fax Country Code</em></td>
<td>Country code for fax.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email address.</td>
</tr>
</tbody>
</table>

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.
Vendor Registration – Company Information

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.
Vendor Registration – Duplicate Vendor

- 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 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

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

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.
Vendor Registration – Diversity Codes

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

Click next when done.
Vendor Registration - Questions

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

- 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.
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

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.
Vendor Registration – Proxy Notifications

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

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.
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.
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

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.
You must provide an answer to at least one of the given questions.

After you have entered at least one answer, press the Save button. You have now set up a password reset question for your account.