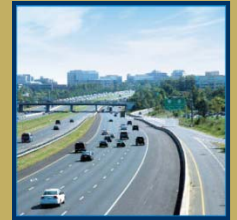


HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

20TH ANNUAL BUSINESS OPPORTUNITY SEMINAR

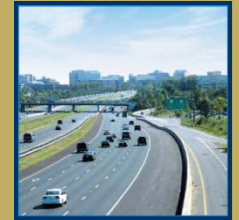
PRE-SEMINAR WORKSHOPS

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Part II

Vendor Registration & Navigating the Airports Authority's Website

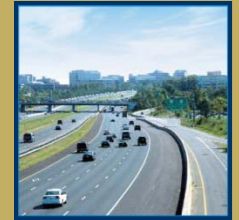


HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

Moderator: **Cynthia Lipscomb**
Assistant Manager
Equal Opportunity Programs Department

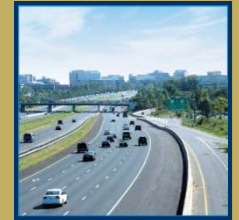
Presenter: **Wanda Ridley**
Technical Analyst, MWAA FIRST Project
PMO Change Management & Communications Team

Presenter: **Mike Giardina**
Contracting Officer – Procurement Technology Specialist
Procurement and Contracts Department



Introduction to MWAA FIRST iSupplier Portal

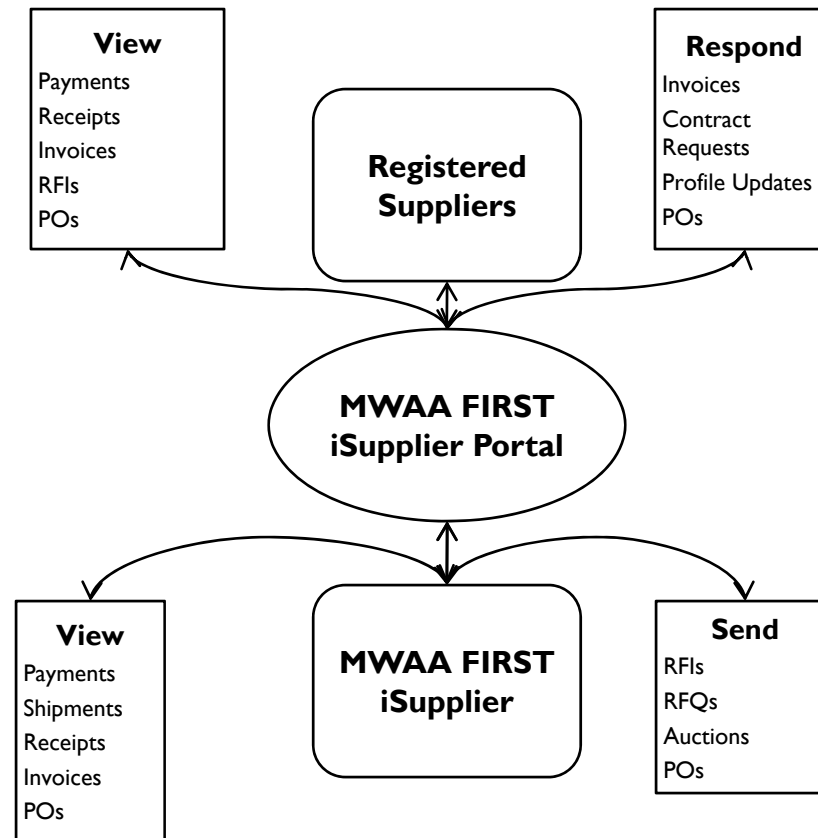
- ✦ The Airports Authority is implementing an Enterprise Resource Planning (ERP) system, the Oracle E-Business Suite, which is designed to help automate our back-office processes and future business processes.
- ✦ Oracle iSupplier Portal is one of the self-service applications within the new MWAA FIRST ERP System that will enable registered suppliers to communicate and conduct e-business transactions with the Airports Authority via the internet. Registered suppliers will have real-time access to their information 24 hours a day, 7 days a week.



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iSupplier Portal – Benefits

- ✦ Provides suppliers (contractors) full access to their purchase orders (POs), which improves efficiency by decreasing the number of calls between suppliers and the Airports Authority
- ✦ Provides a central location for all PO information, and gives suppliers access to historical PO information.
- ✦ Email notification of pending orders to suppliers and provides them inbox functionality to help them manage their orders from the Airports Authority.
- ✦ Increases on-time payment by using web invoicing, which circulates invoices and approvals electronically and reduces time spent searching for delayed or held payments
- ✦ Provides access 24 hours a day, 7 days a week



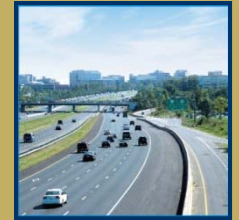
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iSupplier Portal - Things to Know

- ✦ You Must Have Internet Access and a Valid Email Address
 - ✦ Currently Microsoft Internet Explorer (IE) is the only browser supported by the MWAA FIRST iSupplier Portal .
- ✦ Registration is Required to Obtain Access to iSupplier Portal
 - ✦ Your company and its designated MWAA FIRST iSupplier Portal users must register. Each MWAA FIRST iSupplier Portal user will be issued a unique user ID and password.
- ✦ How Do Companies Register to Use iSupplier Portal?
 - ✦ The Airports Authority will initiate the registration process by sending existing suppliers registration invitations via email.
 - ✦ If your company receives a MWAA FIRST iSupplier Portal registration invitation email, click on the URL in the email to complete the registration process, OR forward the registration invitation email to the appropriate company representative for completion.
 - ✦ If you are an existing supplier and you do not receive a MWAA FIRST iSupplier Portal registration invitation, contact the Airports Authority 's MWAA FIRST iSupplier Team to request a MWAA FIRST iSupplier Portal registration invitation (contact information to be posted on the Airports Authority website in the future).
 - ✦ Information required to register a company includes:
Company Details (Tax Identification Number (TIN), company name registered with the TIN, company mailing address), Company Contact Information (first and last name, office telephone number, email address) and the Products and Services Category

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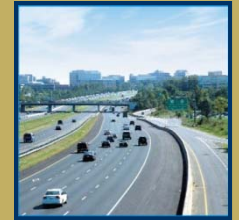


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iSupplier Portal – Next Steps

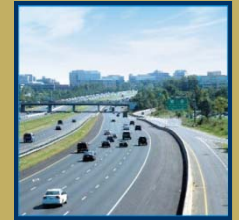
- ✦ Airports Authority's MWAA FIRST iSupplier Portal is scheduled to be implemented in the Spring of 2011
- ✦ Stay tuned for additional correspondence regarding the new Airports Authority's MWAA FIRST iSupplier Portal
- ✦ Updated information will be available through the Airports Authority's Contracting Opportunities On-Line website
- ✦ Current Airports Authority suppliers
 - ✦ Ensure your company contact information is accurate and current – especially the email address
- ✦ Registration benefits for prospective Airports Authority suppliers
 - ✦ View currently available contracting opportunities and receive solicitation documents for procurements under \$25,000 which are not posted to the Airports Authority's website
 - ✦ View Equal Opportunity Program (LDBE, DBE, MBE/WBE) opportunities

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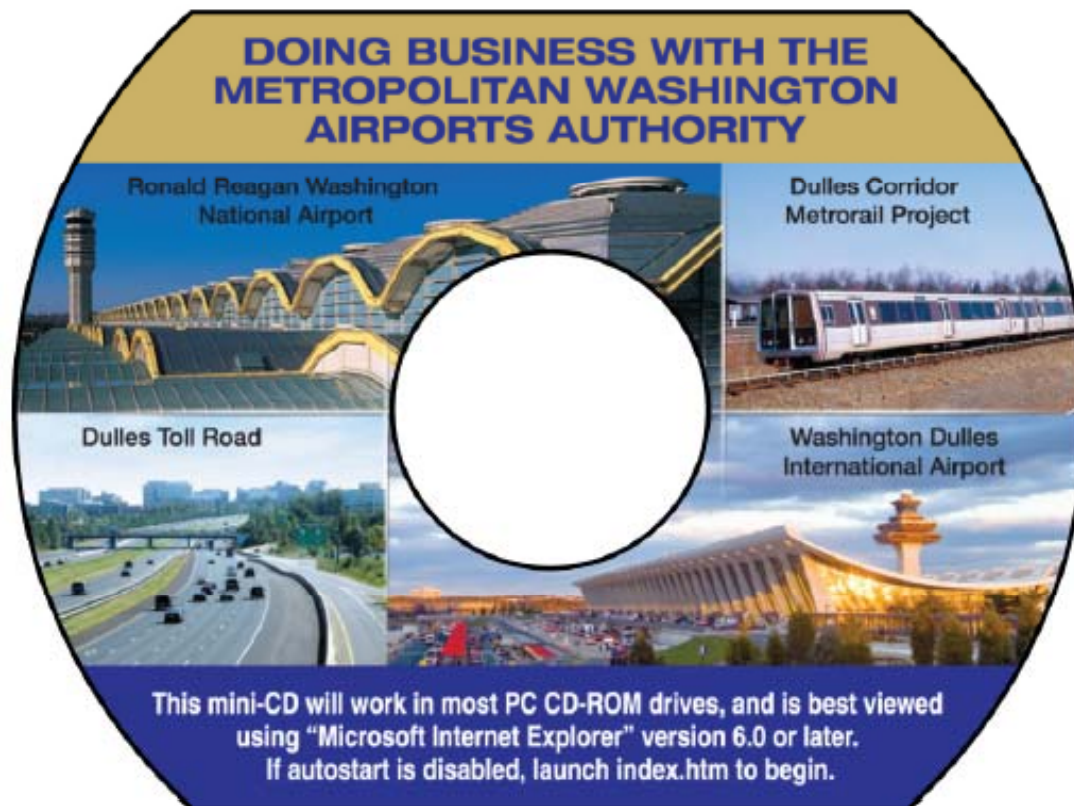
Contractor Resources

- ✦ Contracting Opportunities On-Line Website
<http://www.mwaa.com/contracting>
- ✦ **PROJECT eLERT** e-newsletter
- ✦ Business Opportunity Seminar Handbook
- ✦ Doing Business with the Airports Authority
Mini CD-ROM



HOW TO DO BUSINESS WITH THE AIRPORTS AUTHORITY

Mini CD-ROM



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