

SUPPLIER REGISTRATION PROCESS

REGISTERING AS A SUPPLIER IS AS EASY AS 1, 2, 3...COMPLETE!

Suppliers, Contractors and Vendors – anyone who would like a business relationship with the Aviation Authority must have a completed Supplier Profile. The Supplier Portal will become your primary communication path to the Procurement and Financial staff. With a completed Supplier Profile you will be able to access purchase orders, submit invoices, view payments, update your profile, and respond to online solicitation opportunities.



STEP 1

Request a Supplier Registration by visiting
www.TampaAirport.com/supplier-portal-registration-process



STEP 2

Be on the lookout for 2 emails. The first email is a system generated email with a username and temporary password. Use the link in this email to log into the Supplier Portal and create your own personal password. Be sure to check your spam folder if you do not see the first email.



STEP 3

The second email is from the Procurement Helpline (ProcurementHelpline@TampaAirport.com). Open the Supplier Registration Guide that is attached to the email, and input the required information listed in the guide into the Supplier Portal.

- A) Complete Organization screen
- B) Attach signed W-9
- C) Create Address(es) for Purchasing and Payments in your Address Book
- D) Enter your company Products & Services NIGP commodity code(s)

When your Supplier Registration has been approved you will receive a confirmation email.

For questions or assistance, you can reach the Procurement Helpline at
ProcurementHelpline@TampaAirport.com or call (813) 870-8796.