



**COLUMBUS**  
REGIONAL AIRPORT AUTHORITY

Subject: Online Vendor Registration

March 26, 2019

Dear Vendor:

**Columbus Regional Airport Authority** is pleased to announce its new Vendor Registration portal within the B2GNow Diversity Software System. Starting **March 26, 2019**, Columbus Regional Airport Authority (CRAA) will implement our vendor registration process. This new process will allow vendors to register with CRAA electronically and simultaneously become part of CRAA's distribution list for events, outreach, networking and procurement activities. Any new vendor registration applications must be submitted electronically in order to be registered with CRAA.

We need your cooperation in registering electronically, even if you have already submitted information to CRAA previously, so that you are added to our new online directory. This will also ensure CRAA has the most up to date information for your business.

Go to the following link: <https://columbusairports.diversitycompliance.com/> to access the system. Click 'APPLY FOR REGISTRATION' then 'Create Account'. Follow the prompts accordingly. Once you have your temporary password, you can go directly into the system. First, change your temporary password for security purposes.

You will receive email notification once your application is reviewed and approved. Please allow 5 business days for your application to be reviewed, if you don't receive notification after 5 business days please email us at [businessdiversity@columbusairports.com](mailto:businessdiversity@columbusairports.com).

After you have finished navigating the system, and if you have further questions, individuals can register to attend training classes. B2GNow conducts vendor registration training classes twice a month. You can RSVP for the B2GNow monthly training by clicking on the Take a Training Class link and signing up for the Vendor Registration & Questionnaire - Vendor Training or any other vendor training you would like. **Seating is limited, we encourage you to register early.**

For questions regarding this process, please send an email inquiry to [businessdiversity@columbusairports.com](mailto:businessdiversity@columbusairports.com). Following are screenshots of the vendor registration process for your convenience.

Thank you for your attention to this matter.

Access the Columbus Regional Airport Authority, Business Diversity Management System

- <https://columbusairports.diversitycompliance.com/>
- Select the Apply for Registration button



<p><b>Vendor Registration</b></p> <p>Search and/or join our database of registered vendors</p> <p><a href="#">SEARCH REGISTERED VENDORS</a></p> <p><a href="#">APPLY FOR REGISTRATION</a></p>	<p><b>System Training</b></p> <p>Learn how to fully utilize our system with a live trainer</p> <p><a href="#">TRAINING</a></p>	<p><b>Upcoming Events</b></p> <p>View our upcoming events</p> <p><a href="#">EVENTS</a></p>
<p><b>Outreach and Community Engagement</b></p> <p>Opportunities for firm involvement</p> <p><a href="#">VIEW OUTREACH OPPORTUNITIES</a></p>	<p><b>Account Access</b></p> <p>Lookup Vendor accounts or reset user passwords</p> <p><a href="#">ACCOUNT LOOKUP</a></p> <p><a href="#">FORGOT PASSWORD</a></p>	<p><b>About the System</b></p> <p>Learn more about this system and how it works today</p> <p><a href="#">INFORMATION FOR VENDORS</a></p>

## Vendor Registration: Enter Information

- Select Create Account for a new registration

### Vendor Registration: Enter Information

UHS' vendor registration process is now faster and easier. It is important that our buyers have accurate and up-to-date information about your firm to ensure that you are aware of the business opportunities from which you can benefit.

The process involves 2 steps:

- **Step 1: Create an account in our vendor management system.**
- **Step 2: Submit a vendor questionnaire.**

To continue, please select an option below.

#### New Registration

Your firm is not currently registered.  
[Create Account](#)

I Forgot My Username & Password.  
[Lookup Account](#)

#### Renew or Update Your Registration

I Know My Username & Password  
[Login](#)

I Forgot My Username & Password  
[Lookup Account](#)

If you require technical assistance while completing the application, please use our [online support form](#).

This step is checking to see if you already have a registration/application in the system.

- If you do, update the information.
- If not, continue to create your account.

\* required entry

#### Section 1: Business Lookup

TAX ID NUMBER \*  Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

#### Section 2: Business Information

BUSINESS NAME \*

DBA NAME

COMPANY TYPE \*

COMPANY ETHNICITY

COMPANY GENDER

### Section 3: Business Contact Information

MAIN COMPANY EMAIL *	<input type="text"/>
MAIN PHONE *	<input type="text"/> <input type="text"/>
MAIN FAX	<input type="text"/> <input type="text"/>
COMPANY WEBSITE	<input type="text"/>
COMPANY ADDRESS *	<input type="text" value="Enter a location"/> Line 1 <input type="text"/> Line 2 <input type="text"/> Line 3
CITY *	<input type="text"/>
STATE/PROVINCE *	U.S. States/Provinces <input type="text"/> or Canadian Provinces <input type="text"/>
ZIP CODE/POSTAL CODE *	U.S. Zip Code <input type="text"/> or Canadian Postal Code <input type="text"/>
COUNTRY *	<input type="text" value="United States"/> <input type="text"/>

### Section 4: Company Contact Person

NAME *	First name <input type="text"/>	Last name <input type="text"/>
TITLE	<input type="text"/>	
EMAIL/USERNAME *	<a href="#">Copy from above</a> <input type="text"/>	
PHONE NUMBER *	<a href="#">Copy from above</a> <input type="text"/> <input type="text"/> Ext. <input type="text"/>	
FAX NUMBER	<a href="#">Copy from above</a> <input type="text"/> <input type="text"/>	
CHOOSE PASSWORD *	<input type="text"/>	
	<b>Password requirements:</b> ▶ Must be at least 6 characters long	
RETYPE PASSWORD *	<input type="text"/>	
TIME ZONE *	<input type="text" value="US/Central"/> <input type="text"/>	

Next

## After your account is created, fill out the vendor questionnaire.

### Questionnaire: [Edit Questionnaire](#)

This application is for firms that wish to be recognized as a registered vendor with Columbus Regional Airport Authority (CRAA) and listed in CRAA's Vendor Registry.

In order to submit your CRAA Vendor Registration, please note fields marked with red asterisk are required and must be answered. You may also attach, in electronic format, the rec

**Note:** Failure to provide the required information and documentation may result in a process delay and/or rejection of your application.

**\* required entry**

Questionnaire	
Name	Columbus Regional Airport Authority Vendor Questionnaire
Description	This Vendor Questionnaire is for firms that wish to do business with CRAA

Entity Information	
<b>Contact for this submission *</b>	<input type="text" value="CRAA Test1"/> <input type="button" value="v"/> Select a contact person for this record; all notices will be sent to this person.
<b>Company Email *</b>	<input type="text" value="itdtest2@b2gnowuser.com"/>
<b>Tax ID Number *</b>	<input type="text" value="00000000"/> (Federal Tax ID)
<b>Company Type *</b>	<input type="text" value="Sole Proprietorship"/> <input type="button" value="v"/>
<b>Physical Address *</b>	Address <input type="text" value="3311 West State Street"/> <input type="text"/> <input type="text"/> City <input type="text" value="Boise"/> U.S. States/Provinces <input type="button" value="ID"/> <input type="button" value="v"/> or Canadian Provinces <input type="button" value="v"/> U.S. Zip Code <input type="text" value="83707"/> - <input type="text"/> or Canadian Postal Code <input type="text"/> Country <input type="text" value="United States"/> <input type="button" value="v"/>

**Mailing Address \***

Address

3311 West State Street

City

Boise

U.S. States/Provinces

ID

Canadian Provinces

or

U.S. Zip Code

83707

Canadian Postal Code

or

Country

United States

**Primary Contact**

**Name \***

Enter First and Last Name

**Title \***

**Phone Number \***

Format as ###-###-####

**Email \***

Format as name@example.com

**Secondary Contact**

**Name \***

Enter First and Last Name

**Title \***

**Phone Number \***

Format as ###-###-####

**Email \***

Format as name@example.com

**Business Information**

**Primary Owner Gender \***

- Female
- Male

**Primary Owner Ethnicity \***

- African American
- Asian/Indian (Subcontinent)
- Asian/Pacific Islander
- Hispanic
- Native American
- Non-Minority
- Other

Enter ethnicity not listed above.

Your business is certified as: \*

- Not Applicable
- Disadvantaged Business Enterprise (DBE)

Provide the certifying agency:

Attach	Document
<a href="#">Attach</a>	Certificate or Letter of Certification from a Recognized Certifying Agency

## Business Classification

Professional Services \*

Check all that apply.

- Not Applicable
- Concessionaire Consulting
- Graphics
- Insurance Consulting
- Land & Building Appraisals
- Land Acquisition
- Legal Services
- NAVAIDs Analysis
- Pat 77/TERPS Analysis
- Real Property Appraisals
- Real Property Surveying
- Risk Management

Design/Architectural/Engineering \*

Check all that apply.

- Not Applicable
- Acoustics
- Airfield & Terminal Simulations
- Airfield Civil Engineering
- Airport Layout Plans
- Airport Master Planning
- Airport Planning
- Architecture/Engineering
- Benefits Cost Analysis
- Cost Estimating
- Electrical/Mechanical Consulting
- Environmental
- Environmental Site Assessments
- Geotechnical/Testing
- Land Use Planning
- Landscape Architecture
- Landside Civil Engineering
- NEPA Evaluations
- Part 150 Noise Compatibility
- Roadway Design
- ROW Acquisition
- Storm Water Management
- Structural Consulting
- Structural Consulting Bridges
- Surveying
- Traffic Engineering
- Utility Locating
- Wayfinding Signage

Construction/Construction Management \*

Check all that apply.

- Not Applicable
- Construction Inspection
- Construction Management
- SRM/SMS

Technology Services \*

Check all that apply.

- Not Applicable
- Services offered  
 i.e: Web Design, Data Management, etc.
- Software - Primavera P6
- Software - Primavera PCM
- Software - Prophix
- Software - Solar Winds
- Hardware - Aruba
- Hardware - Avaya VOIP
- Hardware - Cisco

General \*

Check all that apply.

- Not Applicable
  - Concessions
  - Consulting
  - Goods & Services
  - Retail
  - Staffing
  - Training/Education
  - Other
- Enter Business Classification not listed above.

## Commodity Codes

Assigned Commodity Codes \*

Click the **Add Commodity Codes** button to lookup and add commodity codes

Add Commodity Codes

No Codes Assigned

Once you have successfully entered your vendor questionnaire it will be in a pending status until it is reviewed by CRAA, you will see the following screen.

The screenshot shows the COLUMBUS Dashboard. The top navigation bar is yellow and contains the text 'Dashboard' on the left and 'Displaying records assigned to your company' with a dropdown menu on the right. Below the navigation bar, there is a section titled 'Questionnaires' with a sub-section 'Submitted, Pending Review' and a count of '1'. The COLUMBUS logo is visible on the left side of the dashboard.

This screenshot shows a more detailed view of the COLUMBUS Dashboard. The top navigation bar is yellow and contains 'Dashboard' and 'Displaying records assigned to your company'. The main content area is divided into several sections: 'Questionnaires' (Submitted, Pending Review, 1), 'Certification Center' (with a warning icon and text about submitting a request), 'Key Actions' (Start/Renew Questionnaire, Take a Training Class), 'Alerts' (No Activated Alerts, View Pending Alerts), 'System News' (Special Features for Vendors, Wish List, Training Classes & Events), and 'Configure' (Change Your Password, Edit Your User Account Settings, Business Info, Profile Setup, List/Add Users, Main Contacts, Commodity Codes, EEO/Workforce Comp.). A left sidebar contains navigation links: Home, View, Search, Message, Settings, Help & Support, and Logoff.

Once your vendor registration/questionnaire is approved, you will see the following.

The screenshot shows the COLUMBUS Dashboard with the top navigation bar in yellow. The 'Questionnaires' section now shows 'Active/Accepted' with a count of '1'. The rest of the dashboard layout is consistent with the previous screenshot.

This is the link to sign up for the monthly training classes offered by B2GNow.



## Key Actions

[Start/Renew Questionnaire](#)

[Take a Training Class](#)

