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/](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.

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. 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/](https://columbusairports.diversitycompliance.com/)
- Select the Apply for Registration button
Vendor Registration: Enter Information

- Select Create Account for a new registration

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.

![Vendor Registration Form]

If you require technical assistance while completing the application, please use our online support form.
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 required documentation. Failure to provide the required information and documentation may result in a process delay and/or rejection of your application.

* *required entry*

<table>
<thead>
<tr>
<th>Questionnaire</th>
<th>Columbus Regional Airport Authority Vendor Questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This Vendor Questionnaire is for firms that wish to do business with CRAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Entity Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact for this submission *</td>
<td>CRAA Test1</td>
</tr>
<tr>
<td></td>
<td>Select a contact person for this record; all notices will be sent to this person.</td>
</tr>
<tr>
<td>Company Email *</td>
<td><a href="mailto:indtrust@b2gnewuser.com">indtrust@b2gnewuser.com</a></td>
</tr>
<tr>
<td>Tax ID Number *</td>
<td>000000000G (Federal Tax ID)</td>
</tr>
<tr>
<td>Company Type *</td>
<td>Sole Proprietorship</td>
</tr>
<tr>
<td>Physical Address *</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>3311 West State Street</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Base</td>
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<tr>
<td></td>
<td>U.S. States/Provinces or Canadian Provinces</td>
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<tr>
<td></td>
<td>ID: ☑</td>
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<tr>
<td></td>
<td>U.S. Zip Code: 83707 or Canadian Postal Code: -</td>
</tr>
<tr>
<td></td>
<td>Country: United States</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Primary Contact</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name *</td>
<td>Enter First and Last Name</td>
</tr>
<tr>
<td>Title *</td>
<td></td>
</tr>
<tr>
<td>Phone Number *</td>
<td>Format as ###-###-####</td>
</tr>
<tr>
<td>Email *</td>
<td>Format as <a href="mailto:name@example.com">name@example.com</a></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Secondary Contact</strong></th>
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</thead>
<tbody>
<tr>
<td>Name *</td>
<td>Enter First and Last Name</td>
</tr>
<tr>
<td>Title *</td>
<td></td>
</tr>
<tr>
<td>Phone Number *</td>
<td>Format as ###-###-####</td>
</tr>
<tr>
<td>Email *</td>
<td>Format as <a href="mailto:name@example.com">name@example.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Business Information</strong></th>
<th></th>
</tr>
</thead>
</table>
| 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. |
## Business Classification

### Professional Services *

- 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
- Legal Services
- NAVAIDs Analysis
- Pat 77/TERPS Analysis
- Real Property Appraisals
- Real Property Surveying
- Risk Management

### Design/Architectural/Engineering *

- Not Applicable
- 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
- 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 *

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

### Technology Services *

- Not Applicable
- Services offered
  - e.g. Web Design, Data Management, etc.
- Software - Primavera P6
- Software - Primavera PCM
- Software - Prophix
- Software - SolarWinds
- Hardware - Aruba
- Hardware - Avaya VoIP
- Hardware - Cisco

### General *

- Not Applicable
- Concessions
- Consulting
- Goods & Services
- Retail
- Staffing
- Training/Education
- Other

Enter Business Classification not listed above.
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.

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

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

**Start/Renew Questionnaire**

**Take a Training Class**