



Mayor LaToya Cantrell
City of New Orleans

New Orleans Aviation Board

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New Orleans Aviation Board Vendors:

This letter contains important information relating to BRASS, the new Purchasing System that replaced Buyspeed.

The BRASS (Budget Requisition and Accounting Services System) portal can be found at <http://purchasing.nola.gov>. This portal allows suppliers/vendors to view, print, and upload information regarding current events to include solicitations, bid instructions, forms, etc.

Please log into the new system using your existing username and password to ensure that all of your contact information, including your email address, is correct.

The new system also requires that you add all commodity codes for goods and services that your company provides or may provide in the future. Commodity codes are standard classification codes for goods and services a business offers. Failure to associate your business with all applicable commodity codes may result missed opportunities to respond to requests for proposals or invitations to bid or quote because the system relies on commodity codes to make these announcements.

For example, if you offer professional consulting services, make sure you add the correct commodity code for the specific or broad categories of professional services that your business provides such as code 918-21 for business consulting services or 918 for all types of consulting services.

If you do not have an existing account, or if you have trouble logging into your existing account, please contact the City of New Orleans Bureau of Purchasing at (504) 658-1550, procurement.brass@nola.gov, or in person at City Hall, 1300 Perdido Street, Room 4W07, New Orleans, LA 70112 from 9:30 a.m. to 4 p.m.

Thank you for doing business with the City of New Orleans and the New Orleans Aviation Board.