

ATL AIRPORT ART VENDOR REGISTRATION + PAYMENT PROCESS OVERVIEW

1. Complete Supplier Registration
2. Compile additional documents as needed:
 - a. If your quote is over \$2499.99 and you have no full-time employees, complete Sole Employee Letter;
 - b. If your quote is over \$2499.99 and you have full-time employees, complete E-Verify.
3. Submit quote, additional document (if applicable), and copy of vendor ID
4. Receive Purchase Order
5. Send Invoice
6. Receive Payment

1. COMPLETE SUPPLIER REGISTRATION

[Here](#) is the link to the City of Atlanta's website where you will register as a vendor.

Note: You are registering as a Spend Authorized Supplier, as that designation can have Purchase Orders issued to them. Attach a completed W-9 to your registration, as the registration will not be processed without it. **A blank W9 Form can be found [here](#).** Record any of the information the registration system provides you for follow up purposes.

Additional notes to guide you through the Supplier Registration can be found [here](#). They may be helpful for many, but not all, registrants.

When you finish, send an email to ATLairportart@atl.com indicating that you registered, and include a copy of your W-9 in your email. This information will help us troubleshoot if you have not received your vendor number after a couple of weeks.

Is your quote over \$2499.99? If not, proceed to step 3. If yes, determine which supporting documents you may need by reviewing step 2.

2a. IF YOUR QUOTE IS OVER \$2499.99 AND YOU HAVE NO FULL-TIME EMPLOYEES, COMPLETE SOLE EMPLOYEE LETTER

Vendors with no full-time employees must submit a Sole Employee Letter and copy of their Driver's License.

The Sole Employee Letter is a signed statement on your letterhead saying that you are a sole proprietor and do not employ any full-time employees. **An example of a sole employee letter can be found [here](#).**

You will scan and email the Sole Employee Letter and **a color copy of your driver's license** to **ATLairportart@atl.com**. Please retain all original documents in your records, as it may be useful for troubleshooting.

2b. IF YOUR QUOTE IS OVER \$2499.99 AND YOU HAVE FULL-TIME EMPLOYEES, COMPLETE E-VERIFY

If you are completing work costing over \$2499.99 and have full-time employees, please complete the Contractor Affidavit form and have it notarized by a Notary Public. **A blank Contractor Affidavit Form (E-Verify) can be found [here](#).** Email us the scanned Contractor Affidavit and **a color copy of your driver's license**. Please retain the notarized document in your records, as it may be useful for troubleshooting. The Contractor Affidavit form is tied to the Federal Government's E-Verify Program and is a requirement for City projects.

Our mailing address differs by the carrier. We prefer email, but if necessary you can mail your materials to:

USPS:

ATL Airport Art Program
Hartsfield-Jackson Atlanta International Airport P.O. Box 20509
Atlanta, GA 30320

FedEx, UPS or other:

ATL Airport Art Program
Hartsfield-Jackson Atlanta International Airport 6000 North Terminal Pkwy, Atrium Suite
4000 Atlanta, GA 30320

3. SEND A QUOTE

Once you are verified as a supplier, send a quote for the work. The City of Atlanta requires that vendors send a quote each time services are rendered, so that we can generate a Purchase Order for those services. **An example of a quote can be found [here](#).**

Quotes must contain the following to be processed:

- Date
 - Vendor Name and Address (please ensure address on quote matches address in vendor registration)
 - Description of the Good or Services rendered
 - Amount due. Do NOT include sales tax.
 - Wherever applicable, this file should be labeled "Quote" - please do not include the word Invoice, Reservation, etc. anywhere on your quote, as this can result in delays in processing.
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4. RECEIVE PURCHASE ORDER

You will receive your Purchase Order (P.O.) in an email from the Art Program team. Your Purchase Order has a unique P.O. number which you *must* include on your invoices. Please retain your Purchase Order for your reference.

5. SEND AN INVOICE

Once services have been rendered, send an invoice directly to ATLairportart@atl.com. **Invoices should be on your letterhead and include the information included on your quote, plus the PO number.**

Invoices must contain the following to be processed:

- Date
- Vendor Name and Address
- Purchase Order Number
- A unique invoice number - do not use the same invoice number twice
- Description of services rendered. If possible, please use the same language formatting as you did in your original quote.
- Amount due. Include no sales tax (\$0.00).
- Wherever applicable, always use the label "Invoice," never "quote," "bill," etc.

An example invoice can be found [here](#).

6. RECEIVE PAYMENT

The City of Atlanta is on a NET 30 payment schedule. Payment should be expected *no sooner* than 30 days after your invoice is submitted. The city operates a large and complex procurement system, and we appreciate your patience and understanding.

Please do not hesitate to contact us at ATLartprogram@atl.com with any questions regarding this process.

Airport**art**

 Hartsfield-Jackson
Atlanta International Airport